

# ***Dr TimeClock***

This is Dr TimeClock Help ! Use this full online help system to answer any questions regarding Dr TimeClock's features. Use your mouse to click on a general area of interest either Employee features or Managerial functions. All of the menu items are referenced directly in these help topics. We suggest you review Dr TimeClock's different functions before you start keeping timerecordson the system.

**Choose an area of interest:**

[Employee functions](#)

[Managerial functions](#)

In Dr TimeClock the timerecord is an individual time that refers to when the employee punched in or out.

# Managerial Functions

The **Manager** in Dr TimeClock has access to a number of important features that are not available to other users of the system. In this way the timerecords of other employees are secure.

## Features available only to Manager:

- 1 Change System time
- 2 Change managers
- 3 User List/Time Editor

### Choose a menu item to examine:

[Change system time](#)

[Change managers](#)

[User List / Time Editor](#)

# Changing Managers

If at some point you would like to give up the prestigious job as manager of the system, use this feature. First, the person who is going to *become* the manager has to be active on the system (see [Become a User](#)). After selecting the Manager item from the main menu. Choose Change Managers. The Change Managers window will appear with a list of potential new managers including yourself. If you change your mind select **yourself** ! Otherwise double click on the new Managers name and then select OK.

# Changing System Time

To change system time, select **Manager** from the Dr TimeClock main menu. Then choose **Change System Time**. Use the mouse to adjust the date and time: to make the adjustments click in the field that needs to be adjusted and then click on the up/down arrow button to change that fields value. Once you are satisfied click on **OK**.

# Managerial Function Window

This full featured window will allow you to manipulate current and old timerecords. From the main menu of Dr TimeClock choose Manager, then User List / Time Editor. The first window will show the current employees on the system. To review an employees times double click his / her name. If that user has any timerecords they will be displayed and the editing tools will become visible and active.

Editing tools

Reviewing Old Users

# Editing Tools

Probably the most common editing question is how to remove an inadvertant time record. To Delete times you must first be in the Managerial function window. There are several editing tools that are not visible until a users times are displayed. Once you double click on a Users name, his / her times will be displayed along with the other editing tools. These editing tools are grouped into two different areas:

Time Selector

Time Editing Section

# Reviewing Old Users

To see the list of Old Users on file, select file from the main menu of the Managerial functions window. Then choose **Show List of Users** and then finally **List Old Users**. At this point you may review the users times in question by double clicking on his / her time. You may also completely remove that user from the system by selecting his name and then choosing **Delete User** from the main File menu item. All of the editing functions are available to you for Old Users as they were for Current Users.



## Deleting Times

This important feature allows you to delete accidental timerecords for your employees. From the main window of the Managerial Function window, double click on the users name that you would like to work on. His / Her times will appear. Scroll to the time that is to be deleted and select it by clicking on it with the mouse. Then choose **File** from the main menu followed by **Delete Time**. You will be given a chance to change your mind but if that is what you want to do select OK with the mouse.

The times you are interested in can be reviewed using the section of tools within the [Time Selector](#). To narrow the dates down to a specified period adjust the start and stop dates and then click [Compute](#). If the total number of times during the period is an even number, a total time for the period will be shown in the panel below. To reselect a different time period, change the dates to the values you want and click [Compute](#) again.

This area of the Managerial Function window is by far the most powerful tool available to you. First, to work on an individual timerecord double click on it in the list. You will notice that what was the current date and time in the **Time Editor** section is now that timerecord's value. At this point you may manipulate the date / time values using the up / down arrows and the mouse. Then to permanently edit the value click the **Edit** button and the time is now changed.

Alternatively, you may **Insert** new times between existing times in the list by using the **Insert** button. First, adjust the date and time in the **Time Editor** until it is the value you want to insert. Then select a time value in the list that is either above or below the value where you want the new time. Tell Dr TimeClock where to place the new time by clicking the **ABOVE** or **BELOW** button. Then click on **Insert**. The new time will be placed at the location you specified.

# ***Employee Functions***

In Dr TimeClock there is a distinction made between the "**employee**" and the "**manager**". The employee may punch in and out, review his/her timerecords, print timerecords, and remove himself/herself from the active users of the system. The manager may review, edit and delete any and all of the active or old users in the system. There is only one manager at a time in Dr TimeClock.

**Choose an employee associated function to review:**

[Using Dr TimeClock](#)

[Becoming a User](#)

[Punching in and Punching Out](#)

[Reviewing your Times](#)

# ***Using Dr TimeClock***

To start Dr TimeClock select the Time Management group from within the Program Manager. Then double click on the Dr TimeClock icon. You will either see the registration window if this is an evaluation copy of Dr TimeClock or you will come to the main window for Dr TimeClock. At this point you can enter your name and password if you are set up already or choose File from the main menu and then Become a user.

# ***Becoming a User !***

To begin to log times on Dr TimeClock each employee must let the program know a name that will be used and the employee must choose a password. From the main menu choose File and then select Become a User. Enter in the name you would like to see shown on your time sheets and press OK. You will then be prompted for a password to use on the system. Once you have entered this information you are active on the system ! **Remember your password since you will be the only one with this information!**

# ***Punching In and Out***

To log a time on the system you first have to sign on. Click with the mouse on the name field or use the TAB key until the name field becomes active. Enter your name exactly as it was given when you became a user. Press <Enter> or TAB to the password field. Enter your password and press <Enter>. You should see the stoplight icon change to green to indicate that you are now able to enter a time on the system. The name box under the stoplight should have your name and the Punching In / Punching Out display should reflect what you are about to do ! To log a time, click on the stoplight button. The stoplight will change to red to indicate that there is not a user active.

# ***Reviewing Your Times***

To look at your times in Dr TimeClock it's as easy as a click of the mouse. From the main menu choose Review. At this point you'll see your choices:

Yesterday's Time

Last Week's Time

Last Month's Time

User Specified





This is the Dr TimeClock icon



Selecting this will display your times from the preceeding day. If you punched in and out an even number of times then the total time you worked will be displayed as well.

Selecting this will display your times for the preceeding month. If you punched in and out an even number of times then the total time you worked will be displayed as well.

Selecting this will display your times for the preceeding week (Sunday throught Saturday). If you punched in and out an even number of times during this period then your total time will also be displayed.

# User Specified

To select a range of dates to look at your times, choose **Review** from the main menu. Then select **User Specified**. Initially the dates for the start and stop of your range will be identical (the current date). To adjust the dates, click on the field to change and then click on the up or down arrow button to roll through the numbers until you are at the correct value. Note that the dates will be **Inclusive**. Once the dates for your range are correct select **Show Times** and the times will be displayed. You can scroll (if necessary) up or down with the arrows to the right of the time list.



