

SK Time Clock™ (TimeClock&SignOut) is a stand alone application that works like a sign in/sign out board. It helps keep track of who is where, etc. It also functions as a time clock allowing employees to clock in and out. There are reports and exports of tab delimited text files of the time clock file.

Features:

- * Sign in / sign out board with comments
- * Five Password levels
- * Receptionist can sign people in and out or change their comments
- * Full time clock features
- * One computer can be used as the time clock or it can be used on a network
- * Time clock records can be printed out for one employee, one department, or all employees by date range.
- * Editable time clock records by manager to fix the "employee that forgot to check out"
- * Exports time clock records for direct import into CheckMark Payroll program.
- * Exports time clock records in tab delimited format for spreadsheets and data base programs.
- * Employees can review their time or change their passwords.
- * Pay period report computes overtime and regular hours.
- * Shareware \$19 per computer.

Getting Started

After you install the "SK Time Clock...f" folder on your hard disk open it. Inside will be at least four items:

1. SK Time Clock™.... - this is the application program.
2. Using SK Time Clock - this is the manual on how to use SK Time Clock. You can print out the entire manual or just one chapter if you wish. The "Find" function will let you search for any word in the manual quickly.
3. Files folder - this folder must be kept in the same folder with the SK Time Clock program. It contains the data that is created and maintained by SK Time Clock.
4. Read Me... - a simple text file of the SK Time Clock features. (Used primarily to simplify our lives when posting shareware to bulletin boards.)

Double click the mouse on the SK Time Clock program. (If this is the first time you are using the program since you registered it then you will need to enter your registration codes.) You will be taken to the Password window. Enter "mn" then hit the "OK" button. All passwords are case sensitive "mn" is not the same as "MN" or "Mn" or "mN". Once the password is accepted you will be take to the main screen in SK Time Clock, the "Status" window.

he very first thing you should do is go and create your own password. From the "Change" menu select "Password". You will be asked for your password again - enter "mn". On the "Password Control" window hit the "New" button. Fill in the "Edit Password" window with your information - MAKE SURE TO GIVE YOURSELF A PASSWORD LEVEL OF "0" (zero). Only persons with a password level of zero can access the Password Control.

he "Report ID" is not currently used by SK Time Clock. It is for future expansion. For now just try and give each employee a unique Report ID. When you are finished creating your Password hit the "Save" button.

ouble click on another employee's name to change their password information or to delete them from the files completely. When you are ready, hit the "Cancel" button to return to the "Status" window.

ote that the screen shots in this manual, like the ones above, may vary a little from exactly what you see on your screen. This is because the drawing of windows is slightly different on a black and white screen than they will appear on a gray scale or color monitor.

Passwords

Passwords are case sensitive. Use "mn" as the password to enter the system until you set up your own passwords. Make sure when you are setting up that at least one person has a password level of 0 (zero).

SK Time Clock operates at four levels depending on the original password level (0-5) assigned to an employee.

At the highest levels (4 &5) the employee can only look at the board and make changes in his own status.

The middle levels are for receptionist. Level 3 allows changing another person's sign in/out status and level 2 also allow the receptionist to clock anyone in or out.

Levels 5-2 do not allow access to editing or exporting the time clock file.

Level 1 is for professionals and allows time clock file editing, reports and exports.

Level 0 is the only level where you can set up new employees, change password levels and get into Preferences.

Preferences (under the "File" menu in the "Status" window).

- . Access to "Preferences..." is limited to password level 0.
- 2. Use the "More than one person may access time clock from a single computer" button in Preferences if you are going to specify that one computer is to be used for the time clock. The alternative is that only the person that originally started the program will be allowed to punch the time clock (this used where there is an alias of SK Time Clock on each computer on the network: see "Macintosh Networks" in this manual).
- 3. Use the "Allow employee to change time clock time" only in the case where you are using the time clock for professional employees, like engineers, where the organization requires time sheet records but you want minimum fuss. In all other cases this button should be unchecked.
- 4. The export of time clock files will only send out those time clock records that have not been exported previously.
- 5. The "Reindex Files" button will tell SK Time Clock to physically remove all deleted records from all files then to create new indexes for all of the files. This generally makes the files smaller so they take up less hard disk space. This should be run at least once per year and EVERY time that you update the SK Time Clock program with a newer version.
- 6. The "Delete Old Time Clock Records" lets you get rid of old information. You specify a date before which all records will be deleted.

You now have enough general information about the program to experiment. This is the time to play around with the different password levels and Preference selections. You cannot hurt anything so try everything. Sign in with different passwords at different password levels and see how the sign-out board and the time clock react and exactly what they will and will not let you do. With password levels 0 & 1 you can get the time clock reports. To just send a report to your screen rather than actually printing it, hit the "Preview" button in the Print dialog window.

Setting up your company

1. After determining exactly how you want your Preference buttons selected, sign into SK Time Clock with your zero password level password and set the Preference buttons.
2. Go to the "Time Clock" menu and select "Export Time File". Just save the export file as "junk" then drag it to the trash later.
3. Go to the "Change" menu, "Password" and bring up the "Password Control" window. Double click on each of the sample employees then hit the "Delete" button to remove them from your files.

4. Set up "New" password records for your real employees.
5. Go back to Preferences and "Delete Old Time Clock Records" using today's date.
6. Do the "Reindex Files". When it has completed reindexing and packing the files you are done. Everything should now be ready for you to start using SK Time Clock.

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