Dr TimeClock Help

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 <u>time records</u> on the system.

Choose an area of interest:

<u>Punching In and Out</u>

<u>Employee functions</u>
<u>Managerial functions</u>

<u>Registration</u>

In Dr TimeClock the time record is the date and time when the employee punched in or out.

Punching In and Out

The following is a brief synopsis of the mechanics of using Dr TimeClock. The first thing the new user has to do is become a User (Becoming a User). After that the first step will always be to sign onto the system. Go to the Name field and click the mouse. Enter your name as it was entered originally. Press <Enter> or click on the Password field. Enter your password and press <Enter>. The Punching In/Out Button will change from a red light to a green light. Your name will appear in the name field and the button will indicate whether the system expects this to be Punching In or Out. At this point you have several options. If you are Punching In or Out either <Tab> over to the Punching In/Out Button and press <Enter> or use the mouse and click on it. If you need to review times, print times, or any of the other Options available to you, do this before you Punch In or Out. To avoid clocking in or out use the Clear button to sign off of the system.

Registration

Dr TimeClock is distributed under a concept known as "SHAREWARE". Shareware allows you the use of the program for a period of time to determine if it meets your needs before you pay for it. In the case of Dr TimeClock that period is 21 days. After 21 days if you continue to use Dr TimeClock you are expected to register the product. Registration provides you with several benefits:

1. All registered users are provided with software upgrades for the first year following registration.
2. All registered users receive complete documentation.
3. All registered users receive unlimited phone support or fax back support.
4. Registration will eliminate the "Nag Screen" from appearing at start up.
5. All registered users can sleep at night knowing they have done the right thing!!

How to Register

At the "Nag Screen" is a control button that offers you the chance to print a registration form. Mail this completed form to the following address along with a check for $29.95 (single user license):

Bradford Moss,MD
1495-B Forest Hill Blvd.
W.Palm Beach,FL   33406

Once processed, you will receive a Serial number that you can enter at the registration screen. This will prevent the Nag Screen from coming up each time at program start-up.

This is the Glossary

Your Name

Password

Log In Please

Manager's Section

This is the Manager's Section of Dr TimeClock's Help System. The Manager in Dr TimeClock has access to certain areas of the program not available to other users.

Choose an area for more information:

(The following are found in both the Manager menu and the button bar)

     Change System Time

     Backup Data files

     User List/Time Editor

(The following commands are found in the Manager menu only)

 Change Managers

Autoload

Restore

Change System Time

The PC system clock can be adjusted by clicking on the **Manager** menu item ----> **Change System Time**, Or by clicking on the Change System Time toolbar button.   At the Change Time Window, adjust the date and time as you'd like using the standard spin buttons or key in the numbers directly. Then select **DONE**. If you change your mind click on **CANCEL**. The date and time at the Main screen should now reflect the changes.

Backup Data

Performing a Backup: Place a floppy disk into the drive you will be backing up to. At the main window choose **Data ---->Backup**.At the backup window select the drive and path where the data files are to be copied. Then click on **Start Backup**. If all goes well a message will be displayed indicating completion of the backup.

Backup Reminder System

User List/Time Editor

Selection of the **User List/Time Editor** from the Manager's menu will cause a screen to appear with a list of current users. By default, current users are displayed, however, from the   File menu you may select **Show List of Users** and then select **Old Users** or **Current Users** . Also, an individual may be totally deleted from the system by highlighting his/her name and then selecting **Delete User**. Note the difference between this feature and what is available to any active user of the system. When the non-manager uses the Remove user command he/she no longer can log on using that name and password. Their name is no longer listed on the list of current users and instead is added to the list of **Old Users**. Only the manager may access these time records. When the manager Deletes a user from either Current or Active Lists that persons data is gone. **Completely**. To examine an employees time records, double click on his/her name in the list. A new window emerges with two major sections.   The employee's times will be completely listed. The employee's name will appear in the display box at the top of the window. To the right is the Time Selector section and at the bottom is the Time Editor.

Time Selector

Time Editor

Change Managers

Selection of the Change Managers Menu item will result in the display of a list of current users (including yourself). Double click on the new manager (choose yourself if you changed your mind !).

Time Selector

 If you would like to narrow the times to view into a particular date range choose the dates (inclusive) and press Compute. You may adjust dates by either clicking in the field to change and then using the spin button , or by typing in the value directly.

Time Editor

 To edit a particular time double click on that time and it will appear in the time editor at the bottom of the screen. Adjust the time as you want and then click on **Edit**. The new time will **REPLACE** the old one. To **INSERT** a new time: First locate the time either just above or just below the time you will insert. Double click on that time. You'll notice that the date and time are now displayed in the time editor.   Adjust the date and time till it's appropriate. Select above or below to designate whether the new time goes above or below the highlighted   time and then click **Insert**. Its as easy as that! Again to summarize, the Time Editor works in two ways: **Edit** ---> changes a time stamp , whereas **Insert** ----> puts a new time stamp into the list.

Backup Reminder

Under the File Menu at the Backup Screen you'll find the Backup Reminder Feature. Use this to set the number of days between backup reminders. This feature may be totally turned off   (just leave the check box empty). If you want to be reminded about the need for periodic backup then set the number of days at the Reminder Interval box and then click Done.   Then whenever you (the manager) sign onto the system, Dr TimeClock checks to see if this interval has passed. If so, you are prompted about the need for a backup and told when the last backup occured.

Restore Data

In the event of data loss you may replace all of the data files with this feature. **BE CAREFUL** with this feature. Restore copies over **ALL** of the data files on your hard disk. At present it is **NOT POSSIBLE** to replace individual files with this feature. **IT'S ALL OR NOTHING!** Restore works just like backup but in reverse. Place the floppy diskette that contains a previous backup into the floppy drive. From the main window choose **DATA----> RESTORE**. Then select the drive and path of your floppy drive. Click on Start Restore and if all goes well a message should indicate that the files were copied properly.

Autoload

If the computer is turned on and off daily you may want to have Dr TimeClock automaticly start with the start of Windows.To do this, select **Autoload** from the Manager's menu. This feature places a command into the **Load=** line of your **WIN.INI** file. A check mark on the menu item indicates that the **Autoload** feature is active.

This is a spin button --->

Employee's Section

This is the Employee's Section of Dr TimeClock's Help System. This Section contains the general information neccessary for keeping time records on the system.

Choose an area for more information:

(The following are found on both the menu system and the button bar)

 Become a User

 Quit

 Clear

 Change Lunch Time

 Calculator

 User Specified Time Review

 Notes

(The following commands are found in the Menu only)

 Remove User

Animated Icon

Yesterday's Times

Last Week's Time

Last Month's Time

Becoming a User

To start keeping time records on Dr TimeClock you have to join on! To do this click on the toolbar button or select **Become a User** from the Main menu. The first screen you'll encouter will ask for your name as you'd like to be known on the system. Keep in mind that time sheets will print out this name. Use something unique! If you're name has been previously used, you will be prompted for another.

The second screen you'll come to will ask for a password that will keep other users from having access to your times. Enter a word of up to ten characters and don't forget it!! When you're done click on OK. You're now able to start keeping times.

Quitting Dr TimeClock

To **Quit** Dr TimeClock you have two approaches. To Exit the program completely either choose the toolbar button or select **Quit** from the Main menu. You'll be given a chance to cancel the exit process or choose **OK** and the program will end.

See also

Clear

Clear

To use any of Dr TimeClock's Review functions you have to be signed onto the system. For that reason, there are going to be times that you sign on to look at your previous records but do not want to Punch In or Out. The **Clear** function lets you log off the system without logging a time record. **Clear** can be accessed from the button bar or the Main menu. You are not turning Dr TimeClock off when you **Clear**.

See also

Quitting Dr TimeClock

Changing Lunch Time

Employees may elect to have lunch time automatically deducted when they print out or review their total hours. Note that individual time records **DO NOT** change when this feature is utilized. Look at it as a fudge factor subtracted during the process of totalling the employees hours. Therefore, this time can be changed by the employee at any time, and the hours re-totalled. Offices that do not subtract time for lunch would obviously not use this feature. To change the time subtracted for lunch, choose either the toolbar button or the Change Lunch time menu item located in the Options menu. The current amount of time being subtracted will be displayed. Click in the field with the blinking cursor and then click on **Exit**.

See also

User Specified Time Review

Calculator

Launch the Calculator accessory provided with Microsoft Windows.

User Specified Times

The User Specified screen allows the employee to print times, edit notes,and calculate total times for different time periods.To display a range of dates and times, use the Start Date and End Date buttons to describe the First date's times to include and the Last dates times. Then click on the toolbar Show button or the Show menu item in the File menu. The range of times you've specified will be displayed.

Notes

All users may keep simple memos or notes attached to their time stamp. For example: an employee is late to work and wants to jot a note "*Got to work 15 minutes late because of construction around the office*." or "*Went by the bank on the way to work for the boss*". These note may be up to 300 characters in size. To attach a note to the time record select the Note menu item or click on the note toolbar button. The note entry window will be displayed (see below). Once the note is entered click on **Exit** to return to the main menu. When the user punches in or out the note will be attached to that current time record. Notes may not be entered retrospectively .Howerver, notes may be edited from the **User Selected** window. In this window the user should display the time record imprinted with a note attached. Then double click on the note and proceed with the editing. Once done, click on the toolbar save button (the diskette).

See also

User Selected time Review

Remove

Any employee has the ability to cancel his "account" with this feature. All times still remain available to the manager. However the employee would have to restart a new time data file to resume keeping times. To Remove yourself from the system, Select **Remove User** from the Main menu. You'll be prompted to Cancel the operation if this is a mistake, otherwise, choose OK and you will no longer be able to access Dr TimeClock using the current Name and Password.

See Also

Become a User

Animated Icon

When Dr TimeClock is minimized and left running the icon may be animated. A reminder that some employees may like to punch in or out. Note: Dr TimeClock does not have to be left running. At startup the program synchronizes with the computer's internal clock. To use the Animated icon feature select Animated Icon from the Main menu. A check mark on the Animated Icon menu item indicates that the icon will be animated. Dr TimeClock will remember your preference,even if you turn the program off and then back on.

See also

Quitting Dr TimeClock

Yesterday's Times

To have Dr TimeClock quickly display your times from the previous day select **Yesterday's Times** from the Options menu.

See also

Time Last Week

Time Last Month

User Specified Times

Time Last Week

To have Dr TimeClock quickly display your times for the previous week select **Time Last Week** from the Options menu.

See also

Yesterday's Times

Time Last Month

User Specified Times

Time Last Month

To have Dr TimeClock quickly display your times for the previous Month select **Time Last Month** from the Options menu.

See also

Yesterday's Times

Time Last Week

User Specified Times

Dr. Timeclock

Please enter your name
as you would like to be
identified on the
time-sheet printouts.
Usually first and last.

OK

Cancel

your name

Dr. Timeclock

Please enter a password that you will use to access the system and keep your timesheet private. You may use letters or numbers

OK

Cancel

your password

Start Date

| 7 | 14 | 92 |

End Date

9　14　92