

Change Log

The change log shows all editing activity performed on the Power Clock files. This file is read-only. The records can not be edited or deleted.

The top window lists each edit event in the order they occurred. The bottom window lists each field that was changed during the edit event.

Change Password

Periodically change your password if you are worried about other people using it to read your Email or look at your time records. You must be logged in to access this function.

Enter New Password

Enter the new password. The letters do not show on the screen as you type them in case someone is looking over your shoulder. Press Tab after entering the new password.

Re-Enter New Password

Re-enter the new password. If a mistake is made and the passwords do not match, your password change will not be processed.

Clock In

Select the **CLOCK IN** button to clock into the computer. The computer will keep track of the time and accumulate your total time worked. You will be asked for some or all of the following information depending on how your manager has configured the program.

- **Employee ID:** This is your employee ID assigned to you by your manager. It could be your initials, phone number, or some other unique identifier. This is an Easy Entry field. As you type your ID, a drop down list will appear. As soon as you see your name highlighted in the list, press Tab to move to the next field.
- **Password:** Depending on how Power Clock is configured, you may also be asked for your password. As you type your password, it is hidden from view with asterisk characters.
- **Job ID:** This is the Job to which you want to assign these hours. This is an Easy Entry field. When you see the job you want highlighted in the drop down list, press Tab to move to the next field.
- **Phase ID:** This is the Phase to which you want to assign these hours. This is an Easy Entry field. A Phase may be used like a sub-category of the Job.
- **Notes:** Enter any notes about this shift. You can also edit the notes when you clock out.

When you have everything filled in correctly, press Enter to clock in. Power Clock will begin accumulating your time worked. Your name and time-in will appear in the list on the main Power Clock screen. You will also be notified of any Email waiting.

Note: You can only be clocked in once. You must clock-out before you can clock-in again.

Clock Out

Select the **CLOCK OUT** button to clock out of the system and remove your name from the list of clocked-in employees on the main screen. You will be asked for some or all of the following information, depending on how your manager has configured the program.

- **Employee ID:** This is your employee ID assigned to you by your manager. It could be your initials, phone number, or some other unique identifier. This is an Easy Entry field. As you type your ID, a drop down list will appear. As soon as you see your name highlighted in the list, press Tab to move to the next field.
- **Password:** Depending on how Power Clock is configured, you may also be asked for your password. As you type your password, it is hidden from view with asterisk characters.
- **Production:** Enter the amount of production you performed during this shift. You may pop-up a calculator by clicking the down arrow.
- **Lunch Taken:** Select the amount of lunchtime taken during this shift. If you did not take a lunch then leave all unselected.
- **Lunch Minutes Taken:** Enter the amount of lunchtime taken during this shift. The number you enter is the number of minutes. Leave this field zero if no lunch taken.
- **Notes:** Enter any notes about this shift or job. These notes will appear on time reports.

When everything is filled out press ENTER. Your total time worked will be shown.

Tip double-click on your name in the clocked-in list on the main Power Clock screen to bring up the Clock Out dialog with your name already filled in.

Command Line Parameters

The Following parameters are important for users running in multi-user network mode.

NET - Force Network Mode

Starts Power Clock in Microsoft Share network mode. Power Clock can run on any MS SHARE compatible network with up to 100 simultaneous users. MS SHARE compatible networks include Microsoft Windows 95, Windows NT, Windows for Workgroups, NOVELL NetWare, LANtastic, among others.

Example

PCLOCK NET D G:\PCNET

Starts Power Clock in network mode and tells it to look for the data files on drive G in the PCNET directory. Drive G would be a shared drive on the network.

If you intend to run Power Clock in network mode then you should follow the following steps.

- 5) Install Power Clock on each workstation on a local hard disk. You may use the same unlocking code on all workstations.
- 6) Put the Power Clock data files in a shared directory on a file server or shared disk on a workstation.
- 7) Use the D command line option to tell Power Clock where to find the data files in the shared directory.

Note: When running in network mode, Power Clock will not automatically poll other locations or go into 'Wait for Call' mode unless you use the COMM command line parameter. This is to prevent all workstations from calling out at the same time. Only 1 workstation should be using the COMM command line parameter.

Example: **PCLOCK NET D G:\PCNET COMM**

Previous versions of Power Clock had two different parameters for network mode, MSNET and NOVELL. Starting with version 2.03, Power Clock uses Microsoft share locking techniques. This is fully compatible with Novell networks. The previous command line parameters are still recognized and will start Power Clock in network mode.

DLC - Defeat Local Cache

This works around a bug in some versions Windows NT and Windows 95 OSR2 (Windows 97). The problem only affects programs running in network mode. If you are having a problem with corrupted files when running Power Clock in network mode, then you may use this command line parameter when you load Power Clock.

Example:

PCLOCK NET DLC D G:\PCFILES

Starts Power Clock in network mode and tells it use special locking methods to work around a bug in Windows NT. It will also look for the data files on drive G in the PCFILES directory. Drive G would have to be a shared drive on the network.

COMM - Auto Communications

When running in network mode, Power Clock will not automatically poll other locations or go into 'Wait for Call' mode unless you use the COMM command line parameter. This is to prevent all workstations from calling out at the same time. Only 1 workstation on the network should be using the COMM command line parameter.

Example: PCLOCK MSNET D G:\PCNET COMM

SINGLE - Force single user mode

Force Power Clock to run in single user mode. No network locking will be used.

Other Parameters

Employee Login

L <Employee ID> <Password>

L <Registered To> <Unlocking Code>

Logs in the employee whose employee ID and password match the parameters. To enter an ID or password containing spaces, substitute an underline character for the spaces.

If Power Clock is unregistered, entering **ADMIN ADMIN** for the employee ID and password will log you in with maximum security.

If Power Clock is REGISTERED, entering the registered to name and unlocking code will log you in with maximum security.

Examples

L RWF mypassword

Log in employee with ID of RWF.

L ADMIN ADMIN

Log in with max security ONLY if Power Clock is unregistered.

L Rob_Fletcher 1234567890ABCDEF

Log in with max security only if Power Clock is registered to Rob Fletcher and the unlocking code is correct.

Set Data Path

D <datapath>

Sets the directory for Power Clock files. <datapath> must be a valid directory. If there are no data files in the directory, they are created.

Example

D C:\PCLOCK\DEMOMDATA

Force Rebuild Data Files

REBUILD

Forces Power Clock to rebuild all files in the data directory before starting.

Example

PCLOCK REBUILD

Creating Employee Groups

These are the steps to add an employee group.

- 1 Add an employee record and select Group for the Employee Kind field.
- 2 Enter an ID for the group such as ALLMGR.
- 3 Enter a name for the group in the Name field. For example: All Managers.
- 4 In the To Filter field, type the filter expression.

Here are some filter expression examples:

To Filter: [home location]=2

Only employees with location 2 for their home location will see the message.

To Filter: [Security]>100

Only employees with security greater than 100 will see the message.

To Filter: [title]="Manager"

Only employees who are a manager will see the message.

To Filter: [Active]

All active employees will be able to see the message.

Easy Entry Fields

Many times input of an Employee ID, Job ID, or other ID code is required. An Easy Entry field helps in entering the correct ID by showing a drop-down list of valid entries. While typing, the drop-down list is updated to show the closest matching records.

Tip Use the mouse to make the list drop-down before typing.

Tip Usually, just type the first 2 or 3 letters of the ID wanted and press Tab. The complete ID will be filled in for you.

Edit Employee

Pages 1 and 2

Link

The link field is the unique identifier used for the employee. This field is automatically assigned by Power Clock. There should NEVER be a need to modify this field. This field may only be changed when you add a new employee.

The only time you might need to change the Link is if you somehow lost your employee file and you need to rebuild it. When re-entering the employee records, enter the link code that was previously used for each employee so that their time records will match.

ID

Enter a unique identifier for the employee. This can be the employee's initial, phone number, social security number, employee number, or any other alphanumeric identifier you choose. This field can be changed at any time.

Active

Check this field if the employee is currently active. Only active employees can clock-in and Log-in.

Kind

This can be either 'Employee' or 'Group'. Almost every employee added will be the 'Employee' kind. A 'Group' employee is a special kind that allows Email to be sent to groups of employees without having to re-enter the same message many times. See the topic **Creating Employee Groups** for more information.

Password

This is the password the employee must use to log-in, and optionally, clock-in. The password is hidden for security.

Show Password

Click this button to make the password visible. Click it again to hide the password.

Security

The employee's security level. This must be a number between 0 and 255. When an employee logs in to Power Clock this number determines what functions they have access to. The security levels required for different functions are set in the security file.

Home Location

This is the location where the employee usually works. This field can be used with employee groups to send Email to all employees at a specific location.

Clock In By

Enter the time this employee must clock in by. If the employee clocks in after this time, he will appear on the Off Schedule report.

Clock Out By

Enter the time this employee must clock out by. If the employee clocks out after this time, he will appear on the Off Schedule report.

Daily Hours to Work

Enter the number of hours required per day for this employee. This number is used in the Time Summary by Month report.

The other fields on pages 1 and 2 of the employee edit screen, such as address, phone number, etc. are self explanatory.

Edit Employee: Auto Out

On this page you may override the global clock-out settings in the System Configuration file.

Manager required hours

This is the number of hours after which a manager must be logged in before this employee can clock out. When this employee tries to clock out and he has exceeded the number of hours entered here, a manager must be logged in to clock him out.

Manager security

An employee with at least this security level must be logged in before this employee can clock-out if he has exceeded the above hours.

Auto lunch hours

If this employee works longer than the number entered here then lunch hours are automatically deducted from his time when they clock out.

Lunch deduct

Enter the number of hours to be deducted from this employee's time if they work a shift longer than the auto lunch hours above.

Auto clock out between xx:xx and xx:xx

These two fields contain the times between which this employee will be automatically clocked out. The employee will not be allowed to clock-in between these times.

If your business closes at 9:00 PM and opens at 10:00 AM, you might want to enter 10:00 PM and 8:00 AM here so your employee will not remain clocked in all night if they forget to clock out.

If you use this option, be sure to check the Active box to enable it.

Auto clock out hours

The maximum number of hours this employee can stay clocked in. If you enter a number here, then Power Clock checks if the employee stays clocked in too long. If he stays clocked in too long he will be automatically clocked out and a note added to the notes section of the time record to inform the manager.

If you use this option, be sure to check the Active box to enable it.

Edit Employee: Time Rounding

On this page you may override the global time rounding settings in the System Configuration file.

Use Time Rounding when Clocking IN

If this box is checked, the time rounding options entered below will be activated for this employee. You will have to also check the **Override Config** box if you choose to override the global time rounding settings.

If Override Config is checked and this box is unchecked then time rounding will not occur for this employee no matter what the global settings are.

This option can also be activated and deactivated on global basis. See the **System Configuration** topic for details.

Round in time to nearest second

You may enter a numeric value here to make Power Clock round clock-in times. Enter the number of seconds that hours are broken into. For example, to round times to the nearest minute, enter 60 here. To round times to the nearest quarter hour enter 900.

Round Method

If you are using time rounding, select the rounding method.

To always round up, select Up. For example, if an employee clocks in at exactly 9:09:20 and you entered 60 to round to the nearest minute, Power Clock will round the in time up to the next minute 9:10:00.

To always round down, select Down. In the example above the time would be rounded to 9:09:00.

To use normal rounding, select Average. In the example above the time would be rounded to 9:09:00 since 9:09:20 is closer to 9:09:00 than to 9:10:00.

Use Time Rounding when Clocking OUT

If this box is checked, the time rounding options entered below will be activated for this employee. You will have to also check the **Override Config** box if you choose to override the global time rounding settings.

If Override Config is checked and this box is unchecked then time rounding will not occur for this employee no matter what the global settings are.

This option can also be activated and deactivated on global basis. See the **System Configuration** topic for details.

Round out time to nearest second

You may enter a numeric value here to make Power Clock round clock-out times. Enter the number of seconds that hours are broken into. For example, to round times to the nearest minute, enter 60 here. To round times to the nearest quarter hour enter 900.

Round Method

If you are using time rounding, select the rounding method. See the example above.

Edit Job or Phase Record

The jobs file contains descriptions of projects or jobs. A job can be assigned to each clock-in.

Link

The link is automatically assigned by Power Clock. It is used to link the job record to time records.

Type

Type of record. It must be either a Job or a Phase. A Phase may be used like a sub-category of the Job. For example study phase, research phase, development phase.

ID

This field is a unique identifier for the job. You can not enter an ID already used by another job.

Description

Enter a short description for the job.

Pay Rate

Enter the payrate to be used for this Job or Phase. If you ask for a Job AND Phase when employees clock in, then the Phase payrate overrides the Job payrate.

Edit Time Record

Location

This is the location where the hours were worked. This is an Easy Entry field. This field is required. It cannot be left blank.

Job

This is the job to which the hours apply. This is an Easy Entry field. This field is not required.

Phase

This is the Phase to which you want to assign these hours. This is an Easy Entry field. A Phase may be used like a sub-category of the Job.

Employee

This is the employee who worked the hours. This is an Easy Entry field. This field is required.

In Date

This is the date the hours were worked. You may click on the calendar icon to select a date from a pop-up calendar. The date must be entered in the date format set in the Windows control panel.

In Time

This is the time the employee clocked-in. The time must be entered in the time format set in the Windows control panel.

Round In Time

Check this box to round the clock-in time according to the settings in the configuration file. This box is disabled if you haven't enabled time rounding in the configuration or employee file.

Out Date

The date the employee clocked out.

Out Time

This is the time the employee clocked out. The hours between the in time and out time are automatically calculated and shown to the right of the out time field.

Round Out Time

Check this box to round the clock-out time according to the settings in the configuration file. This box is disabled if you haven't enabled time rounding in the configuration or employee file.

Lunch Hours

This is the amount of lunch hours to deduct from the employee's time. This amount will be shown on time detail reports in the notes section.

Production

Production performed during this shift. This can be any number used in your business such as: parts assembled, lines typed, phone calls made, etc. This field is shown and summarized on all time reports.

Production may be asked for when the employee clocks out. This is enabled in the security file.

Exported

This box is checked if the time record has already been exported to Quickbooks. You can uncheck this box to export the record again.

Notes

You may enter any extra notes about the job or hours worked in the note field.

Email Composition

The Email editing window is used to compose your Email message as well as view and change messages you have already sent.

- **To:** Enter the ID of the person to whom you are sending the message. This is an Easy Entry field. A list of possible recipients will drop down as you enter the ID. Press Tab to move to the subject field.
- **Subject:** Enter the subject of your message and press Tab.
- **Private:** Check this box if the message is to be private. Only the person in the To field will be able to read it.
- **Anonymous:** Check this box if you want the message to be anonymous. The recipient will not know the sender.
- **To Filter:** This field is only used if you are sending the message to a group of people. A group is a special type of employee. For example if you want to send a message to all employees at location 2 the To Filter field would contain an expression such as "[home location]=2".
- **Message Text:** Enter the text of your message.
- **Send Button:** Click the Send button when you are finished composing your message. You may always go back and change the message if you make a mistake.

See also: [Creating Employee Groups](#)

Export Changed Data

This option copies records that have been changed to a ZIP file. This is normally used when doing a manual update of another location

Power Clock keeps track of every record addition, modification, or deletion. When a record is added or modified, it is stamped with the date, time, location, and user who did the addition or modification. For modifications, Power Clock also keeps a detailed log of what fields within the record were changed.

When you wish to manually update another location with your data, export the changed data from this location to a ZIP file, then take that file to the other location and import it into that location's data files.

Note: Normally, there is no need to manually export changed data. Power Clock includes communications features that automatically dials other locations and performs the updates for you.

All Locations

Check this box if you want to export data changed at ALL locations.

Location

Selects the location data you wish to export. To update location 2, and this is location 1, select location 1 for this field. This will export all records that were changed at location 1. Then take the generated ZIP file to location 2 and import it there.

Note: The ZIP file(s) that are generated are named [location].ZIP, where [location] is the location ID number. For example, location 21 data would be named 21.ZIP. The ZIP file is created in the OUT directory.

Starting and Ending Dates

Power Clock needs to know which records to transfer to the other locations. Let's say you last updated location #2 on 4/2/97. Enter 4/2/97 in the Starting Date field and the current date in the Ending Date field. Power Clock will then export any records that were changed since 4/2/97.

Export to dBase

This option will copy all or part of your data to a backup disk or directory. After copying, it will compress the files into a ZIP file. You also have the option of exporting to dBase files.

Starting and Ending Dates

Specify the dates of time and log records to backup. Only records whose date stamp falls within this range will be backed up. ALL records in the other files are always backed up.

Export only this empl

If you only want to export records for a single employee, enter the employee's ID here. If you also select the option to delete records then only this employee's records will be deleted.

Compress exported files

Check the box to compress the files into a ZIP file after exporting. Compressing the files into a ZIP file makes it easier to copy to a backup floppy disk.

Delete Records after Archiving

Over time your data files will grow larger. The only way to reduce their size is to delete old records that you do not need any more.

If you check this box the time and log records in your active data files will be deleted after the backup is done.

Warning Use this option with care. If you delete the records, they are gone forever.

The only way to get them back is to restore from your backup.

Note Only records in the TIME, LOG, CHG file are deleted by this function.

Export as dBase files

Check this box to export your data into dBase files. The files created with this option are compatible with dBase III or later.

File Browser

File browser windows are used for all maintenance of the data files in Power Clock. From the file browser you may add, change and delete records. You may quickly search for a record by typing the first few letters of the record ID.

Add button

Click this button or press Alt-A to add a new blank record to the file. An editing window will open in which to enter data for the new record. When adding a record to any file in Power Clock, that record is stamped with the current date, time, location, and user.

Edit button

Click this button or press Alt-E to edit the currently selected record. An editing window will open with the currently selected record loaded into it. After editing a record and saving the changes, an entry is made to the change log showing all the changes made. The current date, time, location, and user are also stamped to the changed record.

Delete button

Click this button or press Alt-D to delete the currently selected record. You will be asked to confirm the deletion. An entry will be added to the Log file so that the record will be deleted at other locations.

Warning! Once a record is deleted, it is gone forever. The only way to get the record back is to restore your data from a backup.

Report button

Runs a report for the file that you are browsing.

Cycle Index

Press Alt-I to cycle the index used to browse the file. This changes the order of the records. The current index name is shown after the word Search at the top of the browse window to the right of the buttons.

Navigation Keys

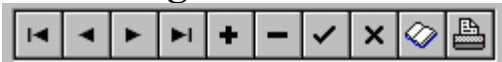
Ctrl-End moves to the last record in the file.

Ctrl-Home moves to the first record in the file.

Page Down shows the next page full of records.

Page Up shows the previous page full of records.

File Navigation Bar



The file navigation bar is shown on all record editing windows.

First Record

Shortcut is **Ctrl-Alt-Left Arrow**. Moves to the first record in the file.

Previous Record

Shortcut is **Alt-Left Arrow**. Moves to the previous record in the file.

Next Record

Shortcut is **Alt-Right Arrow**. Moves to the next record in the file.

Last Record

Shortcut is **Ctrl-Alt-Right Arrow**. Moves to the last record in the file.

Add Record

Shortcut is **Alt-Insert**. Adds a new record. The form is filled with blank fields.

Delete Record

Shortcut is **Alt-Delete**. Deletes the current record displayed on the form.

Save Record

Shortcut is **Ctrl-Enter**. Saves the current record if you have made changes to it. An entry is also made to the change log. Closes the editing window and returns to the browser window.

Cancel Changes

Shortcut is **Escape**. Cancels any changes made to the current record and returns to the browser window.

View Update History

Opens the change log if the current record has been changed in the past. The change log window opens only if the current record has ever been modified in the past. The change log will show the details of all changes made to the record.

Print Form

Prints the current form to the default printer.

Import & Export to Intuit Quickbooks 5.0

For those using Quickbooks 5.0 Power Clock can replace the QBTIMER program. Power Clock offers the ability to import and export data from/to Quickbooks in a fashion similar to how Quickbooks interfaces with its QBTIMER program.

Import from Quickbooks

This task must be performed before any data may be exported to Quickbooks.

You must first load Quickbooks and select the "Export Timer Lists" option from the "Payroll and Time" screen. Quickbooks will create a file in the QBTimer directory. This is the file you will import into Power Clock. Select the file from the open file dialog.

Power Clock will create Job, Phase, and Employee records that correspond with what is setup in Quickbooks. It will also change the current location name to it matches with the company name setup in Quickbooks.

After you import the timer lists you may then use Power Clock to record time and later export the time records to Quickbooks to perform payroll or other reporting.

Export to Quickbooks

You must first use the Import from Quickbooks option to setup Power Clock properly.

Starting and Ending date

Enter the starting and ending dates for the time records you want to export.

Export only this empl

If you only want to export records for a specific employee, enter her employee ID here.

Include already exported items

Power Clock keeps track of which records have already been exported to Quickbooks.

Normally you would not want to export records more than once.

After entering these options you are prompted for the file name to export to. The default export name is EXPORTQB.IIF.

Import Changed Data

Select this option to import data from other locations. The data must be in ZIP files created with the Export Changed Data function. Power Clock will look in the IN directory for the files to import.

Import From dBase

Selecting this option will allow you to import from dBase 3 files. Before importing from dBase files, first export to dBase and use the dBase structure of the exported files as the basis for your import files.

Import Data Into

Select the file to import into from the drop down list. You may only import into one file at a time.

Confirm Replacements

Check this box if you want Power Clock to ask for confirmation before it replaces each modified record.

Confirm Additions

Check this box if you want Power Clock to ask for confirmation before it adds each record.

Select File to Import From

After you click OK to confirm the above dialog, you will be asked for the dBase file to import from. Make sure the file has a similar structure to the Power Clock exported dBase file.

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Location File: Communications

The following fields are only required when using the multi-site communications features of Power Clock.

When using multi-site communications, each physical site must have its own registered copy of Power Clock.

Modem Phone Number

Enter the phone number to dial when Power Clock needs to call this location.

Modem (Windows 95 version)

Select the modem installed in Windows 95 to use.

Modem Port (Windows 3.1)

Enter the comport number for the modem installed at this location. This is usually a number between 1 and 4.

Modem Setup (Windows 3.1)

Enter the modem type installed at this location. This is an Easy Entry field. If your modem type is not listed, choose '2400 baud Hayes clone'. If your modem doesn't work, check the modem configuration in the Modems file.

Sync Data Mode

The Sync Data Mode determines how Power Clock will synchronize its data with other locations.

No Sync: Select this option if you will not be using the automatic data synchronization features.

Call Children: Selecting this option will cause Power Clock to automatically dial each child location to synchronize the data. We call this 'polling' the locations. Power Clock will begin to poll locations at the time set in the Sync Start field. It calls each site that has this location set as the Parent and requests them to send any new data. It calls each child a second time to update it with new data from other locations.

Wait for Call: Selecting this option will cause Power Clock to go into a wait for call mode at a specific time every day. Power Clock will begin to answer the phone at the time set in the Sync Start field. It will answer and transfer data with any authorized Power Clock location.

Call Parent: Selecting this option causes Power Clock to call its Parent location to synchronize its data. It calls the parent and sends any new data. It then requests the parent to send any new data from other locations. The Parent location must be in a wait for call mode when this location calls.

If you have a typical setup with a central office and a few locations, make the office location your 'Hub'. You have a couple options in setting up your network.

- 1 The recommended way is to have the office Call Children at a certain time of day. Setup every location to have the office as its parent. Set the children to Wait for Call at night when no one is using the computer.
- 2 The other option is make every location call the office at a certain time of day. Put the office ID in the Parent field of every location. Set the office to Wait for Call. This option can cause problems because when a location calls into the parent, some other locations may have not called in yet. The location that calls first will not get the data from the other locations until the next sync session.

Sync Start

This is the time Power Clock will start the data synchronization process every day. It is a good idea to set this to one or two hours after your sites stop work. If the location closes at 10 PM, set this field to 11 PM.

Sync End

This is the time Power Clock will end the data synchronization process. If the location opens at 9 AM, then set this field to 8:00 AM.

Next Sync Date

This is the date when Power Clock will next start the data synchronization process.

Parent

This is the location ID number of this location's parent. This location will be a child of the parent.

Sync Clock

If this box is checked, Power Clock will synchronize the computer clock to that of its Parent during a communication session. Some PC clocks have a nasty habit of running too fast or too slow. Using this option keeps all locations' clocks in sync.

Sync Config

If this box is checked, Power Clock will transfer all changes made to the Config file to other locations. Leave this unchecked if you want different configuration options at each location.

Time Diff

This is the number of hours difference from the parents time. This number is added to the time the parent sends. If the parent is in the Central Time zone and the child is in the Pacific Time zone then set this to -2. If the parent and child are in the same time zone, this will be zero.

Password

This is the password required to transfer data with this location. When a location answers a call, it asks the calling location for the password. If the calling location sends the wrong password, the session is terminated.

NOTE: When running in network mode, Power Clock will not automatically poll other locations or go into 'Wait for Call' mode unless you use the COMM command line parameter. This is to prevent all workstations from calling out at the same time. Only 1 workstation should be using the COMM command line parameter.

Example: PCLOCK NET D G:\PCNET COMM

Location File: Location Info

The Location file tells Power Clock about the different physical locations in your Power Clock network.

ID

This is a unique numeric field used to identify the location. It's a good idea to sequentially number your locations. Start with number zero (0) for the first location or central office. You can not enter a number already used by another location.

For example, if you have Power Clock installed at your office, that would be location zero (0). The ID for that location would be zero (0), and the name would be something like "Home Office". Let us say you also have a pizza restaurant in another part of town where you will want to track your employees' hours. Add another location record with a name like "Rob's Pizza in Tulsa" and an ID of one (1).

NOTE: The ID can only be changed when you add a new location record.

Current

Checking this field makes this location the active location for this site. Each separate physical location in your Power Clock network will have a different location marked as current. When any modification is made to the data files, Power Clock uses the current location ID to track the changes. Only one location may be marked as current on each installation of Power Clock.

In the example above, location zero (0) is marked current on the office computer and location one current on the restaurant computer.

WARNING Do not make the same location current at two different physical locations. Power Clock will not be able to track the data properly. When polling the locations, no data will be transferred.

WARNING Once a location record is marked current, make sure it stays marked current at the location. If you make another location current and you have already been using Power Clock with another location current, then some of your records will not be transferred during polling and your reports will not group the hours worked properly.

Name and Address

Enter a unique name and address for the location. The name and address may be changed at any time.

Manager

Enter the employee ID of the manager of this location. This is an Easy Entry field. This field is optional.

Disable Change Log

Check this box to disable the change log for this location. The change log tracks all changes made to the data files. You may want to disable it to save disk space.

Use Novell Time Server

If running on a Novell or compatible network you may check this box to use the server time when employees clock in and out. This prevents employees from cheating by changing the local machine time. You may use either this option or the Power Clock timeserver that works on any type of network.

Use Power Clock Time Server

The Power Clock network timeserver program, TIMESERV.EXE, provides secure time information to workstations on any Windows network. This program may be run on any workstation or server on any Windows network that supports NETBIOS. Windows for

Workgroups, Windows 95, Windows NT, Novell all support NETBIOS programs. TIMESERV.EXE will act as a secure timeserver for clock in and clock out times. If you use this program, you won't need to worry about employees cheating on their time by changing the local clock on their PC. All time stamps are taken from the workstation running the Timeserver program.

- 1) Copy the TIMESERV.EXE program to the computer that will act as the timeserver. Only one computer on the network can act as the timeserver. Once the program is run on one workstation, it will refuse to load on other workstations.
- 2) Add the TIMESERV.EXE to the Windows 95 startup group on the timeserver computer so it runs every time the computer starts.
- 3) If you are using TIMESERV on a server with multiple NIC's then specify the NIC to use in the command line to TIMESERV.EXE. You must run a separate copy of TIMESERV for each NIC.

Update Local Time

If you check the above box then it's a good idea to update the local time with the server time when employees clock in or out. Otherwise employees may be confused as to why Power Clocks tells them they clocked out at one time yet the onscreen clock shows a different time.

Test Time Server

Click this button to test the time server configuration you selected above. If you get an error message then you have not configured your network properly.

Network Config

Click this button to open the network configuration dialog for this location.

Log In

Select the **LOG IN** button to log into Power Clock as the current user. This is different than clocking in. You will log-in when you want to read your Email or do system maintenance. Many functions in Power Clock are restricted. Your security level determines access to functions. You must log-in to access any functions requiring a security level greater than zero. Examples would include employee file maintenance and time file maintenance. The system manager must setup the security levels in the Configuration file. When you log-in you will be asked the following information.

- **Employee ID:** This is your employee ID assigned to you by your manager. It could be your initials, phone number, or some other unique identifier. This is an Easy Entry field. As you type your ID, a drop down list will appear. As soon as you see your name highlighted in the list, press Tab to move to the next field.
- **Password:** This is your personal password assigned in your employee record. As you type your password, it is hidden from view with asterisk characters.

Press Enter or click OK to log-in. Your name will appear at the bottom of the main Power Clock screen until you log-out. You should always log-out if there is any possibility of someone else using the computer while you are away. They will have access to your private Email and any other functions that your security level enables.

If you forget your password you can always log in with the ADMIN employee ID and your unlocking code for the password. In the unregistered version you can log in with ADMIN employee ID and ADMIN password.

Note: There can be only one employee logged into Power Clock at a time.

Warning: Do not forget to log-out when you are finished reading your mail or doing system maintenance. If you forget, non-authorized users can access the secured functions.

Log Out

Click the **LOG OUT** button to log out of Power Clock. No other information is asked for. You are logged out and your name removed from the bottom of the main Power Clock screen.

Network Configuration

Run Power Clock in network mode

If this option is checked, Power Clock will start in Microsoft Share network mode. Power Clock can run on any MS SHARE compatible network with up to 100 simultaneous users. MS SHARE compatible networks include Microsoft Windows 95, Windows NT, Windows for Workgroups, NOVELL NetWare, LANtastic, among others.

If you intend to run Power Clock in network mode then you should follow the following steps.

- 1) Install Power Clock on each workstation on a local hard disk. You may use the same unlocking code on all workstations.
- 2) Put the Power Clock data files in a shared directory on a file server or shared disk on a workstation.
- 3) Check this option.
- 4) Select the proper shared directory where the data files will be located. See below for details.

Note: When running in network mode, Power Clock will not automatically poll other locations or go into 'Wait for Call' mode unless you use the COMM command line parameter. This is to prevent all workstations from calling out at the same time. Only 1 workstation should be using the COMM command line parameter.

Example: PCLOCK COMM

Previous versions of Power Clock used command line parameters to configure network mode. The parameters will still work and they will override anything you set on this screen.

Path to Data Files

Use the directory list box to select the proper directory where the Power Clock data files can be found. If you are running in network mode then this should be a shared directory on your file server. If there are no files in the selected directory when Power Clock starts, new empty files will be created.

Current Command Line Parameters

Shows the current command line parameters used to load Power Clock. If you specified any parameters, they will override the above settings.

Overview

Power Clock is an innovative time-clock program. It replaces the outdated mechanical time clock used in many businesses. It has many features that even the most advanced mechanical time clock cannot duplicate. Now there is no reason to use an outdated mechanical device. Among Power Clock's powerful features are the following.

- **Easy to use and familiar interface that looks like a traditional mechanical clock.** Power Clock is easy for non-computer people to use. Your employees can learn to use Power Clock in a matter of minutes.
- **Automatic synchronization of files among different physical locations.** Power Clock can be setup to dial out to other locations at night and transfer data among them. Power Clock keeps track of which records were added or modified. If you have a central office and several stores or job sites, Power Clock may be configured to dial out to your stores and gather all employees' hours. This is all built-in. **NO OTHER COMMUNICATIONS SOFTWARE IS NEEDED.**
- **Import and export to Intuit Quickbooks Pro 5.0 and dBase.** You can export the time records to Intuit Quickbooks Pro for payroll and billing. Export to dBase allows you to create custom reports with any reporting program that supports the dBase file format.
- **Year 2000 ready.** Power Clock is ready for the change to year 2000 and beyond.
- **All changes to files are logged in a Change Log.** The system operator or manager can see at a glance what fields and files were changed, who changed them, and what time they were changed.
- **Power Clock is small and fast.** Power Clock will run well on any computer capable of running Windows 3.1 or later. From an old 286 up to a 400 MHz Pentium Pro. Use your old computer that is gathering dust to replace your mechanical time clock.
- **Built-in Email.** An easy to use Email system is built-in. There is no need to buy an expensive Email program for your sites. Users are notified of waiting mail when they clock in.
- **Job, Phase, and Production tracking.** It's easy to track time spent on jobs and phases. Employee production may also be tracked.
- **Automatic lunch deductions.** You can set Power Clock to automatically deduct a lunch break if an employee forgets to clock out for lunch.
- **Automatic clock out.** If an employee stays clocked in too long Power Clock can automatically clock them out at a certain time or after a number of hours.
- **Reports.** Power Clock has a wide array of reports. In case you don't find the report you need, let us know and we will add it for you at no charge.
- **Customizable Security.** Most functions in Power Clock may be assigned a security level.
- **Non Modal Design.** Most Power Clock screens are non-modal. This means you may switch between active forms and open new forms easily without having to close what you are working on.
- **Network Operation.** Power Clock can run on any Microsoft or Novell compatible network with up to 100 simultaneous users.
- **Affordable.** Power Clock is priced at only \$89.00 for an unlimited number of employees. We also have a multi-user network version supporting unlimited simultaneous network users at \$189.00. When you purchase you will receive free lifetime updates.

Pack/Rebuild Files

Over time, as records are deleted from your files, the data files and indexes may begin to contain empty space. Power Clock automatically fills these empty places with new records you add. If you delete a lot of records, you will have a lot of empty, wasted space in your files until you add enough records to fill in all the space.

Pack/Rebuild Files will remove all this empty space. It will also repair any damage that may have occurred to the files.

Poll & Update All

This communications command performs a Poll and Update for each location that has this location as its master.

- Power Clock first polls each location to retrieve their new data.
- Next, it will call each location again to update them with all the new data that it just retrieved.

Note: Power Clock can do this automatically everyday. See the communications features topic.

Poll Locations

This communications command performs the following tasks.

- Opens a dialog box where the locations to poll are selected.
- For each location selected, calls the location and establishes a communications session.
- Requests the location to send any new data it has generated. This only includes data generated at that location.
- Disconnects and calls the next location selected, if any.

Note: Power Clock can do this automatically everyday. See the communications features topic.

Printer Setup

Opens the Windows printer setup dialog. From this dialog you may select a different default printer, change the paper orientation, paper size, and other options related to your printer.

Note: When you generate reports in Power Clock, they are formatted for the currently selected default printer. If you want them formatted for a different printer select that printer from the Printer Setup dialog.

Email

The Email window shows all messages sent to you as well as messages you have sent. You may also see messages to other people if the sender did not make it a private message. You must log-in before you have access to read or send Email.

The top pane of the Email window shows the message header. The bottom pane shows the message text of the currently highlighted message header. You may move the highlight bar up or down to read other messages. You may also press Enter to view the current message. If the message is from you then pressing Enter allows you to edit the message you previously sent.

- **Reply - Alt-R** The Reply button opens the message-editing window with a new blank message. The message will be addressed to the sender of the highlighted message. You will also be asked if you want to quote the original message. If you answer yes then the text of the original message will be inserted in your new message. Quoting the original message is a good way to let the recipient know exactly what points of his message that you are replying to.
- **New Message - Alt-N** opens the message-editing window with a blank message. You must then address the message and give it a subject.
- **Edit/View - Alt-E, Alt-V** Opens the message editing window with the currently highlighted message loaded into it. If the highlighted message is from you then you are allowed to change anything in it.
- **Delete - Alt-D** deletes the currently selected message. Be careful not to delete a message from you until the recipient has received it. You can not delete a message sent to a group unless that message is from you.
- **Seen By - Alt-S** Shows a list of people who have received the message. This is useful for group mail if you want to know if all your employees have read the message.

Registering Power Clock

Power Clock is a shareware program. This means you are able to try it before you decide to purchase. There are no disabled features or time limits. You are free to use it as long as you like. There is however, a limit to the number of records in some data files.

Registration cost for full single computer version is \$89.00 US. For Power Clock Network, registration cost is \$189.00. Power Clock Network will run on any network with up to 100 simultaneous users.

You will receive an unlocking code that removes all record number limits. Registration also provides you with **lifetime free updates** and notification of new versions. The latest version is always available on our web site at www.powerclock.com.

If you pay by credit card, and have an Internet or CompuServe Email address, we will send the unlocking code to your Email address within 1 business day. If not, we will send your unlocking code by postal mail.

For technical support or comments about this program, you may contact me at:

support@powerclock.com

For your convenience we have contracted another company, Public Software Library, to process any orders you may wish to place with your Visa, MasterCard, or Discover card. **Please be sure to mention you would like to order Product # 15253 when placing your order.**

SECURE INTERNET ORDERS

Visit the Power Clock web page at

<http://www.powerclock.com>

Click on **How to Order** and fill out the online order form--fast, easy and secure!

PHONED ORDERS

Calls taken 8:30am - 5:30pm, CST, Monday - Friday.

1-800-242-4775 Ext. 15253 (From the U.S. only.)

1-713-524-6394 Ext. 15323 (From anywhere)

FAXED ORDERS

Available 24 hours.

Print and fax the order form from the Help menu.

713-524-6398

E-MAILED ORDERS

Internet: **15253@pslweb.com**

MAILED ORDERS

Print the order form from the Help menu.

You may register with a check or money order.

Make them payable to "**Public Software Library**" and send them to:

P.O. Box 35705, Houston, TX 77235-5705

Please provide the following information when your order:

The program you are registering

- **Power Clock single user - Product # 15253 \$89.00.**

- **Power Clock Network - Product # 15253 \$189.00.**
- * **Your mailing address.**
- * **Your Visa, MasterCard, Amex, or Discover # and its expiration date (if using credit card).**
- * **Your E-Mail address (so Public Software Library can send you an E-Mail confirming your order and so I can contact you easily with any important follow-up information, upgrade announcements, etc.).**

THE ABOVE NUMBERS ARE FOR ORDERS ONLY.

THE AUTHOR OF THIS PROGRAM CANNOT BE REACHED AT THESE NUMBERS.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to Rob Fletcher at support@powerclock.com.

Technical Support

World Wide Web page: <http://www.powerclock.com>

Internet Email: support@powerclock.com

Report Preview Window

When you run a report, it is shown in a preview window. The report is formatted for the currently selected default printer in Windows. To change the printer, select the Printer Setup option from the File menu.

Zoom Buttons



These buttons control the magnification of the preview window.

Zoom In [+] magnifies the report 25% each time it is pressed.

Zoom Out [-] reduces the size of the view by 25% each time it is pressed.

Full Page [F] sets the zoom to a value that allows the whole page to be seen in the preview window.

Page Width [W] sets the zoom to a value that allows the full-page width to be seen in the preview window.

Page Number Buttons



These buttons control the current page number shown in the preview window.

Page # Shows the current page number.

First Page [Home] moves to the first page in the report.

Previous Page [Ctrl-PgUp] moves to the previous page.

Next Page [Ctrl-PgDn] moves to the next page.

Last Page [End] moves to the last page in the report.

Report Buttons



Print button [P] prints the report to the currently selected printer. To select another printer, use the printer setup option on the file menu.

Save Report [S] saves the report to a disk file. The report may be loaded at a later time.

Load Report [L] loads a report from a disk file. The file must be a properly formatted Power Clock report file.

Show Ruler [R] shows a ruler overlay on the preview window.

Report Script Commands

The Power Clock report engine is only intended for advanced computer users, preferably with programming experience. It is too difficult and complex to be used by most casual computer users.

The engine is forgiving of mistakes in input but there is a chance you will experience some GPF's (general protection fault) or other 'hard' errors if you use commands incorrectly. It is highly recommended that you copy one of the built-in reports and design your new report using that as a basis.

Reports are defined with a series of single character commands followed by parameters. Parameters enclosed in "[]" are optional. The backslash character usually separates parameters. Anytime an expression is asked for you may use any of the arithmetic operators and formulas. Strings must be enclosed in double quote characters. A list of formulas is available from the report-editing screen.

Data fields must be enclosed in brackets [filename.data field]. Fields in related tables may also be used. For example: [Time.Per.Hourly Rate].

; <comment>

Any line that starts with a semicolon is considered a comment and is ignored by the report processor.

D <data file name>

Ask for the data filename to use as a basis for the report

<Data file name> is the base name of the data file to use to create the report. Possible names are the filename of any data file minus the .DAT extension. The data file must be specified before any other commands are used.

Example:

D PER

CHAINTO <report id>

Runs the specified report after this one is finished. <report id> must be the ID of another user-defined report.

A <variable name> \ <template field> [**P Prompt**]

Ask for report variable

<variable name> is the variable name to be used elsewhere in the report script.

<template field> is the database field to use as a template for input to the variable.

<\P Prompt> is an optional prompt string to display when the user is asked for the variable.

Example:

A sdate \ [in date] \P Enter starting date

K <keyname> [\ <lowkey> \ <highkey>]

Set index key range for report

<keyname> must be an index of the data file being used for the report.

<lowkey> is an expression defining the lower bound of the key range.

<highkey> is an expression defining the upper bound of the key range.

Example:

K Date \ sdate \ edate

T <report title expression>

Sets the title to be shown at the top of every page of the report.

Example:

T "Report for "+[per.name]

S <order1>[|<order2>|<order3> ...]

Sorts the report records. <order1>, etc... are expressions defining the sort order for the report. The pipe character, "|", separates expressions. Records are sorted first by the first expression, second by the second, etc...

Example:

S [per.last name]|[per.first name]

W <when expression>

If the W command is used, the report will only print records for which the <when expression> is true.

G <Groupname> <group expression> [\EA] [\EB] [\W <max group header width>] [<group description>]

Adds a grouping level to the report. <Groupname> must not contain any spaces or numbers. Records are grouped according to the <group expression>. Two new bands are added, the group header and group footer. Selecting the band with the 'B' command allows you to add fields to those bands.

Include the \EA option to make the page eject after each group footer is printed.

Include the \EB option to make the page eject before each group header is printed.

If <group description> expression is included as the last text on the line then the group description is added to the group headers and footers.

An unlimited number of groups may be added.

Example:

G Person [per.id] \EA \ [per.name]

Group the records by employee. Eject after each employee. The person's name is printed in the group headers and footers.

B <band name> [\W <when expression> \L <Lines>]

Selects the current band. Subsequent fields and variables will be added to the selected band. Possible band names are: ReportHeader, ReportFooter, PageHeader, PageFooter, Detail, GroupHeader, and GroupFooter.

If <when expression> is included then the band is only printed with that expression is true.

<Lines> forces the height of the band to a number of lines.

Example:

B PersonFooter \W [per.hourly rate] > 50

H <header band name>

Sets the header band. All subsequent fields added to the detail band will have a header added to

this band. By default the header band is the page header and is printed at the top of every page. If you have a complex group report, you may want to set the header band to one of the group headers.

Example:

H PersonHeader

V <variable expression> [options...]

Adds a report variable. The variable may be used in other expressions throughout the report. An unlimited number of report variables may be added. The variable is recalculated in whichever band it is placed.

\N <variable name>

Name of the variable. Variable names must not contain any spaces. Case is not significant. When the variable is named it may be used in other expressions in the report.

\S <sum type>

Summarize the variable. <Sumtype> must be one of the following: SUM, AVG, CNT, MIN, MAX. If no reset parameter is given then the variable is never reset. If you want to sum for every record then be sure to put the variable in the detail band.

\R <reset on group number>

Reset the variable to 0 whenever the group specified changes.

\P <numeric places>

Force a numeric variable to the specified number of decimal places. This is useful if you don't want to specify the places in every field that references the variable.

\I <initial value expression>

An expression specifying the initial value of the variable when it is reset.

\W <when expression>

Use this to calculate only when the when expression is true.

Example:

V [per.hourly rate]*1.5 \N OvertimeRate

F <expression> [options...]

Adds an output field to the current band. Usually fields are added to the detail band. The F command has options to automatically add summary fields to all the footer bands and a header to the header band.

Options:

\H [<Header text>]

A header will be added to the current header band. If you don't include the header text then the header will be the field name if it is a simple expression. To override the default header, include the header text. The header text must be a simple string, not an expression.

\S[R] <Sumtype>

Summarize the field and optionally add summary fields to all report footers. <Sumtype> must be one of the following: SUM, AVG, CNT, MIN, MAX.

If you want the summary to be added to all group footers and the report footer then include the R option. This stands for 'Ripple'. The summary field is rippled down through all the footers.

\R <SumType>

This is the same as the summary command above except the it only ripples the summary through all footers. The field is not summarized in the current band. This is useful in the detail band.

\N <varname>

Adds a report variable with the name <varname>. The value in the variable is the same as what is printed on the report. The variable may be used in subsequent field expressions.

\WH <when expr>

<when expr> is a Boolean expression that determines if the field will be printed.

\W <char width> [<char places>]

Sets the width of the field in character spaces. For example, if an expression calculates a number that shows as 999.9999, you may force it to 2 places by including \W 10 2 in the field command. You may also need to shorten a string expression if it calculates too long.

\WID <width in pixels>

Sets the width of the field in pixels.

\POS <position x in pixels> <position y in pixels>

Sets the position of the field in pixels. The position is relative to the top left corner of the current band.

\@ <position x in chars> <position y in chars>

Sets the position of the field in character units. The position is relative to the top left corner of the current band.

**\F \ **

Sets the font for the field. may be any Windows font. is the size in points for the font.

 must be one or more of the following: BOLD, ITALICS, ULINE. Separate multiple styles by spaces. Any unknown style is interpreted as a color.

\J<justify code>

Sets the justification for the field. Fields are automatically justified depending on what type they are. Numbers are right justified.

\JC = Center Justify

\JR = Right Justify

\JL = Left Justify

Example:

F [time.hours] \s sum \h Total Hours

Revision History

Version 3.05 released 8/21/98

- Added: Import from dBase files
- Added: Ask for directory to save exported files
- Added: Force file rebuild command line option
- Added: Backup All Data menu option will save all data to a ZIP file
- Added: Automatic backup of data when upgrading to new version
- Added: Employee IDs added to time detail reports
- Added: Hourly payrate may be different for every Job or Phase
- Added: Daily Hours Required field in employee record
- Added: Weekly Restaurant Summary report
- Changed: Internal method for calculating character widths on reports
- Fixed: Unable to enter notes when clocking out
- Fixed: Unable to enter production when clocking out
- Fixed: Overtime totals overlap on time detail reports

Version 3.04 released 7/21/98

- Added: 'Clock In by' and 'Clock Out by' fields to employee record.
- Added: Off Schedule report shows employees that clock in late
- Added: Optional format for time detail report
- Fixed: Trying to restructure files when running in network mode gave confusing error message.
- Fixed: Notes not printed in 32bit version
- Fixed: DOW formula asks for wrong type of parameter
- Fixed: Max length of time fields set too small
- Fixed: Select All (ctrl-A) in memo fields only selects one word.

Version 3.03 released 7/2/98

- Added: All report security levels may be set in System Configuration dialog.
- Changed: Security file no longer used. All security settings are kept in System Configuration file.
- Changed: Reports no longer have an 'ID'. Only the name is used.
- Fixed: Ugly 'sec' menu item removed.
- Fixed: Reports, User Reports, and My Time buttons disabled if the user's security level is too low.
- Fixed: Control-Enter not working in System Configuration dialog.

Version 3.02 released 6/20/98

- Fixed: Memo field text not being saved with records.
- Fixed: Network support not enabled in 3.01.
- Fixed: Report security changes not saved.
- Fixed: User reports not accessible

Version 3.01 released 6/16/98

- Fixed: Clicking on the security levels grid in the System Configuration caused a protection fault

in the Windows 95 version only.

Fixed: Security to show/edit employee password not being enforced.

Version 3.00 released 6/13/1998

Added: 32-bit version for Windows 95, 98 and NT. 32-bit version is functionally the same as the 16-bit version. Both versions may share the same files on a network.

Added: 32-bit Timeserver program for use with 32-bit Power Clock.

Added: Manager is notified if the computer clock is changed.

Added: Load saved report command on File menu.

Added: Horizontal scroll bar on report editing window.

Added: DOW function returns a number from 0 to 6 indicating the day of week.

Added: DOWStr function returns a string indicating the day of week.

Added: Formula descriptions in the report writer.

Added: Lunch deduction now stored as a separate field in time records instead of adjusting the clock-out time down.

Added: Option if an employee remains clocked in over a specified number of hours without clocking out, the manager must clock them out.

Added: Time rounding may be specified for clocking in, clocking out or both.

Added: Ability to change the order of clocked-in list on main screen.

Added: Job and Phase shown on clocked-in list on main screen.

Added: All time rounding and auto clock-out options added to employee file so they may be customized for each employee if needed.

Added: Auto out Time #2. A time range may be specified in which clock in is not allowed.

Added: Change Log can be disabled.

Added: Edit Current Location menu option.

Changed: All security and time options moved to System Configuration dialog.

Fixed: Sorting problem that could cause records to be sorted incorrectly on long reports.

Fixed: Ability to print selected pages of reports

Version 2.23 released 3/6/1998

Added: The Power Clock timeserver program, TIMESERV.EXE, now works on servers with multiple NIC's. Specify the NIC number to use on the command line.

Added: Viewing time records now shows the latest records when the window is first opened.

Fixed: Importing data from other locations did not work due to a problem with unzipping the import file.

Fixed: Read-only mode in some edit screens sometimes not being enforced.

Version 2.22 released 2/25/1998

Fixed: Duplicate security records added to security file.

Fixed: Users unable to delete email sent by them.

Fixed: Unable to run Job Detail grouped by Employee report.

Version 2.21 released 2/16/1998

Added: Better error message and dialog asking to run in network mode if started in single user mode and files are in use by another workstation.

Added: Ability to edit or delete clock in records before an employee clocks out. Options are on the Edit menu.

Added: Switch Job command on Edit menu allows employees to clock out of one Job/Phase and

into another in one step.

Added: Security level for printing reports.

Changed: Lunch time radio box changed to combo box.

Fixed: Passwords for clock in sometimes not being enforced.

Fixed: Not able to re-create demo data.

Version 2.20 released 2/5/1998

Added: Advanced users may customize and add reports using the report engine.

Added: Warning if Admin password is not changed from the default.

Added: Gross pay shown on Weekly time summary for all employees.

Changed: Password for ADMIN employee may be changed in the unregistered version.

Password is not forced to be unlocking code or 'admin'.

Fixed: GPF when activating the dropdown calendar.

Fixed: Security for exit program not being enforced.

Version 2.12 released 1/17/1998

Added: Remote locations do not need a separate registration key in order to poll.

Fixed: Help contents menu option not working.

Fixed: Employee passwords were corrupted when upgrading from older versions.

Fixed: Sometimes employee ID not put in clock in record making it impossible to clock out.

Version 2.11 released 1/3/1998

Added: Power Clock Timeserver program. This small program may be run on any workstation or server on a Windows network. It will act as a secure timeserver for clock in and clock out times. See Location File help topic for more information.

Added: Employee named ADMIN is automatically added to employee file. Log in with this employee ID to do maintenance. See Login help topic for more information.

Added: The employee may select optional lunchtime minutes when they clock out. Lunchtime may be selected from a list of predefined times or entered manually. This is enabled in the security file.

Added: The Microsoft Word 97 DOC file that is used to create the help file is distributed with Power Clock in case you want to print it for reference.

Changed: Power Clock distributed as a self-extracting EXE file instead of ZIP for easier installation.

Changed: Higher limits on number of records in files for demo version.

Fixed: Time detail by location report not summing correctly

Fixed: Some reports used a too small font

Fixed: Phase and Job lookup lists were too wide in version 2.10.

Version 2.10 released 12/22/1997

Added: Automatic lunch deductions. See location file for details.

Added: User definable starting day for weeks. See location file for details.

Added: Ability to set a security level for the help system.

Added: Ability to automatically clock out employees if they stay clocked in too long or at a certain time of day.

Added: Ability to export, and optionally delete, records for a single employee.

Added: import and export to Intuit Quickbooks 5.0

Added: security level may be assigned for the email system.

Added: edit keys (cut, copy, and paste) hotkeys made consistent with Microsoft Word

Added: local popup menu to all record editing screens. Right mouse pops it up.
Added: Employee Time Detail report sorted by date.
Added: Job and Phase not shown on reports if they are disabled in the security file.
Added: Overtime hours shown on employee reports. Overtime threshold is set in location file.
Changed: Current location name shown in title bar instead of registered user name. Registered user name is shown in about box.
Changed: New website: <http://www.powerclock.com>
Changed: New Email: Support@powerclock.com
Fixed: Sometimes when clocking in, employees were not notified of new mail
Fixed: Go to Website menu option wouldn't work
Fixed: GPF if any window containing a file browser view was resized too small
Fixed: Memos on reports sometimes being cut off on the right side.
Fixed: Hours summary by week report. Employees with long names were falling off the left side.
Fixed: Save dialog on report preview window showed garbage in file type combobox

Version 2.05 released 11/8/1997

Fixed various problems that made clock in and out times hard to edit. Times may be entered in military format or standard AM/PM format.
Fixed problem with reports that sometimes gave strange error message.
Added better error handling when Power Clock is started in single user mode and another copy of Power Clock is already running on same computer.

Version 2.04 released 11/5/1997

Option to change employee password may now be disabled by assigning a security level in the security file.
Random demo data may be re-created at any time.
Added Preview, Print, and Setup Print buttons to reports.
Added Phase and Job codes to reports instead of just descriptions.
Added ability to select a specific job when printing Job Detail and Job Detail by Employee reports.
Reports now print records sorted alphabetically.
Pop-up date editing calendar improved a bit.
Passwords in employee and location file are encrypted.
Location password is hidden on location editing screen.
Using new ZIP compression engine.

Version 2.03 released 10/21/1997

Added special support for Windows NT and Windows 95 networks.
The FIXWIN command line parameter tells Power Clock to use special locking methods to work around a bug in some versions of Windows NT and Windows 95. See help topic Command Line Parameters for more information.
Added Print button to Email browsing screen.
Added two reports to print employee time for all employees without having to do each employee separately.
Fixed bugs with cursor keys not responding correctly in edit screens.

Version 2.02 released 10/10/1997

Added option to get time stamps from the server if running on a Novell or compatible network. This prevents users from cheating by changing the local machine time. This is enabled in the Location file.

Added Seen-by viewer to email window. Shows who has read messages.

Added ability to enter notes when employees clock in and/or out. The notes stay with the time record and are printed on reports. These options are enabled in the security file.

ESCAPE now closes the email and change file views.

Fixed bug that wouldn't notify employees of new email if the email was to a group.

Version 2.01 released 10/1/1997

Times may be automatically rounded to any minute or hour increment. Rounding can go up, down, or average.

Cleaned up reports to right justify dates and times.

Added summary band descriptions to reports.

Production & Location fields are not shown on reports if the options are disabled in the security file.

Fixed bug that would not allow registered users to log in using their unlocking code and name.

Added better error handling for files that may have been closed improperly. The file is automatically rebuilt when a severe file error occurs.

Added better demo data.

Time fields easier to edit.

Report preview window responds to more keyboard commands.

Version 2.00 released 8/29/1997

New network version runs on any Microsoft or Novell compatible network with up to 100 simultaneous users.

Added Phase field to time records. A Phase as well as Job may be asked for when clocking in.

Added Out Date field to time records. This allows you to have shifts longer than 24 hours.

Export to dBase files added.

Added report showing time grouped by job and employee.

Version 1.02 released 6/12/1997

Added PRODUCTION field to time records. Employee production may be asked for when clocking out.

Version 1.01 released 5/15/1997

Repackaging into ZIP file instead of self-extracting EXE file. Easier installation program.

Version 1.00 released 5/01/1997

Initial release.

System Configuration: Clock In Options

Ask for Password when Clocking In and Out

If this box is checked, Power Clock will ask employees for their password when they clock in and out. If an employee doesn't enter their password correctly, he will not be able to clock in or out.

Ask for Password when Logging In

If this box is checked, Power Clock will ask employees for their password when they log in. You should always enable this option unless you trust all employees to enter all areas of the program.

Ask for Job when Clocking In

If this box is checked, Power Clock will ask the employees for a Job ID when they clock in. This is useful for tracking the hours worked on different jobs or projects. Power Clock can produce reports showing the total hours worked for each Job.

Ask for Phase when Clocking In

If this box is checked, Power Clock will ask the employees for a Phase ID when they clock in. This is useful for tracking the hours worked on different projects. Power Clock can produce reports showing the total hours worked for each Phase.

Allow Notes entry when Clocking In

If this box is checked, Power Clock will allow entry of notes when clocking in. The notes stay with the time record and are shown on reports. You may also want to enable the option to ask for notes when clocking out.

Use Time Rounding when Clocking In

If this box is checked, the time rounding options entered below will be activated. This option can also be activated and deactivated on an employee by employee basis. See the Employee file for details.

Round in time to nearest second

You may enter a numeric value here to make Power Clock round clock-in times. Enter the number of seconds that hours are broken into. For example, to round times to the nearest minute, enter 60 here. To round times to the nearest quarter hour enter 900.

Round Method

If you are using time rounding, select the rounding method.

To always round up, select Up. For example, if an employee clocks in at exactly 9:09:20 and you entered 60 to round to the nearest minute, Power Clock will round the in time up to the next minute 9:10:00.

To always round down, select Down. In the example above the time would be rounded to 9:09:00.

To use normal rounding, select Average. In the example above the time would be rounded to 9:09:00 since 9:09:20 is closer to 9:09:00 than to 9:10:00.

Notify manager when computer clock is changed

If this box is checked, Power Clock will send an email to the manager specified in the Location File when the computer clock is changed in Windows. This only works if the time is changed using the standard Windows dialog box. It will not notify you if the time is changed from a MSDOS window since Windows doesn't generate a message.

Hide seconds when displaying times

If this box is checked, seconds will not be shown when times are displayed on screen and in

reports.

Show Location on Reports

If this box is checked, Power Clock will show location numbers on reports. If you are only using one location, you may want to disable this option.

Start of Week

If your workweek starts on a day other than Sunday, you may change it here. Select the day your week starts from the drop down list. All reports will be grouped according to the weekday you select.

Weekly OT Threshold

Enter the number of hours per week and employee has to work before they are eligible for overtime. Overtime hours shown on the employee time reports are based on this number.

System Configuration: Clock Out Options

Ask for production when clocking out

If this box is checked, Power Clock will ask employees for their production when they clock out. This is useful if you need to track things like parts assembled, lines typed, cases worked, etc. Employee production is summarized on all time reports. If this option is disabled, production data will not show on reports.

Allow Notes entry when clocking out

If this box is checked, Power Clock will allow entry of notes when clocking out. The notes stay with the time record and are shown on reports. You may also want to enable the option to ask for notes when clocking in.

Ask for lunch minutes when clocking out

If this box is checked, Power Clock will allow entry of lunch minutes when clocking out. The employee may enter any number of minutes. The lunch time is recorded with the time record in a separate field. When hours are shown on reports the lunch hours are automatically taken out.

Show lunch minutes selection box

If this box is checked, Power Clock will show a lunch minutes selection list when employees clock out. If an employee selects a number from the list then it is recorded with their time record. The number of lunch minutes shown in the list is configured in the following five lunch minutes selections fields.

Lunch minutes selections 1 through 5

These five options control the number of minutes that appear on the lunch minutes selection list when an employee clocks out.

Enable Time Rounding

If this box is checked, the time rounding options entered below will be activated. This option can also be activated and deactivated on an employee by employee basis. See the Employee file for details.

Round out time to nearest second

You may enter a numeric value here to make Power Clock round clock-out times. Enter the number of seconds that hours are broken into. For example, to round times to the nearest minute, enter 60 here. To round times to the nearest quarter hour enter 900.

Round Method

Select the rounding method.

To always round up, select Up. For example, if an employee clocks out at exactly 9:09:20 and you entered 60 to round to the nearest minute, Power Clock will round the out time up to the next minute 9:10:00.

To always round down, select Down. In the example above the time would be rounded to 9:09:00.

To use normal rounding, select Average. In the example above the time would be rounded to 9:09:00 since 9:09:20 is closer to 9:09:00 than to 9:10:00.

Manager required hours

This is the number of hours after which a manager must be logged in before the employee can clock out. When an employee tries to clock out and they have exceeded the number of hours entered here, a manager must be logged in to clock them out.

This option can also be activated and deactivated on an employee by employee basis. See the Employee file for details.

Manager security

An employee with at least this security level must be logged in before employees who have exceeded the above hours may clock out.

Auto lunch hours

If an employee works longer than the number entered here then lunch hours are automatically deducted from their time when they clock out.

This option can also be activated and deactivated on an employee by employee basis. See the Employee file for details.

Lunch deduct

Enter the number of hours to be deducted from an employee's time if they work a shift longer than the auto lunch hours above.

Auto clock out between xx:xx and xx:xx

These two fields contain the times between which employees are automatically clocked out. Employees are not allowed to clock-in between these times.

If your business closes at 9:00 PM and opens at 10:00 AM, you might want to enter 10:00 PM and 8:00 AM here so your employees will not remain clocked in all night if they forget to clock out.

If you use this option, be sure to check the Active box to enable it.

This option can also be activated and deactivated on an employee by employee basis. See the Employee file for details.

Auto clock out hours

The maximum number of hours an employee can stay clocked in. If you enter a number here, then Power Clock checks if employees are clocked in too long. If they stay clocked in too long they will be automatically clocked out and a note added to the notes section of the time record to inform the manager.

If you use this option, be sure to check the Active box to enable it.

This option can also be activated and deactivated on an employee by employee basis. See the Employee file for details.

System Configuration: Security

File Security Levels

Each Power Clock file has three security levels associated with it. If the required level is greater than zero (0), an employee must be logged in with sufficient security to access the function. All security levels must be between 0 and 65000.

View Security

This is the level needed to view the file records in a Browse Window.

Edit Security

This is the level needed to edit the records in the file.

Delete Security

This is the level needed to delete records in the file.

Menu Security Levels

All menu options may have a security level assigned to them. If the level is greater than zero then an employee must first Log In before he can access the menu option. All levels must be between 0 and 65000.

System Log

The system log shows various important events such as communications, errors, and invalid passwords attempts.

Update from Parent

This communications command performs the following tasks.

- Calls the parent location as defined in the location record for the current site.
- Upon successful connection, requests the parent to send any new data it has. This includes data generated at the parent location as well as data sent to the parent by other locations.
- Sends the parent any new data we have generated at this location.
- Requests the parent to update our clock if Sync Clock is enabled.

Note: Power Clock can do this automatically everyday. See the communications features topic.

Update Locations

This communications command performs the following tasks.

- Opens a dialog box where the locations to update are selected.
- For each location selected, calls the location and establishes a communications session.
- Sends the location any new or updated data.
- Disconnects and calls the next location selected.

Note: Power Clock can do this automatically everyday. See the communications features topic.

Upgrading from previous versions

When installing a new version of Power Clock over an older version its important to follow these instructions for an error free install.

- 1) Shut down Power Clock on all workstations.
- 2) Back up all your data files and the entire Power Clock directory in case you need to go back to the old version.
- 3) Execute the setup program and make sure the option to overwrite all files is checked.
- 4) Run the new version. If file structures have changed, it will automatically convert all data files.

Wait for Call

This command causes Power Clock to go into a wait for call mode. It will answer any incoming call with the modem and try to establish a communications session. A valid comport and modem must be setup in the location file.

Note: Power Clock can do this automatically everyday. See the communications features topic.