

Using the Time Clock Function

TO ACTIVATE TIME CLOCK FOR EMPLOYEES

Click on OPTIONS on the main page tabs.

Click on USERS on the page tabs.

Click on the EDIT (pencil icon) for an existing employee OR if the employee is new enter their employee id, type, first name, last name, login and password in the provided spaces.

Click on ENABLE TIME CLOCK in EDIT USER section for that employee.

Edit OVERTIME section. Note: overtime will start after 8 hours of clocked in time, the value entered in this section will determine the time before the time clock icon turns red.

Click on UPDATE USER.

Repeat the above for each employee you wish to have on the timeclock.

User Manager:

Edit User

Emp. Id: Type:

Active: Inactive:

First Name:

Last Name:

Login:

Enable Time Clock?

Allowed Overtime Minutes

Click to Change Password

User List:

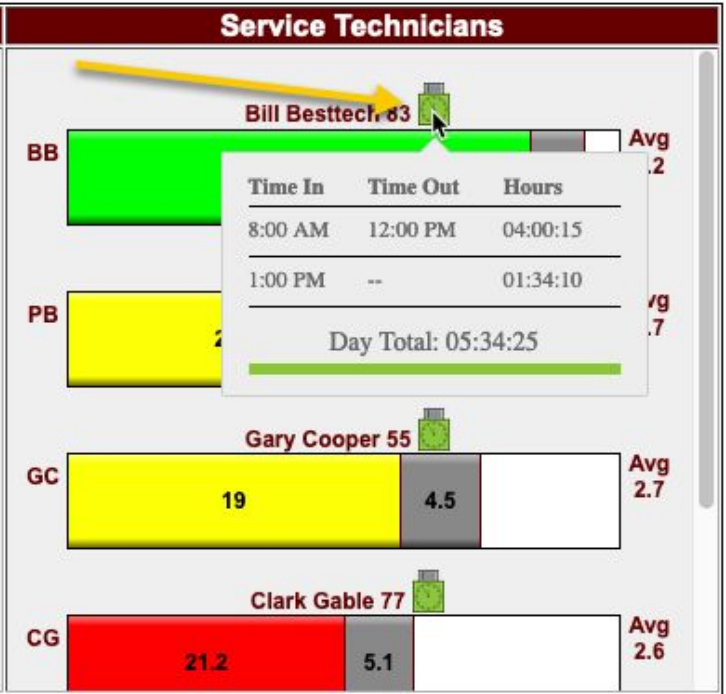
ID	NAME	TYPE	STATUS	
37	Louie Martindale	MGMT	A	
0	Shop Owner	OWNR	A	
10	Larry Moran	SRVA	A	
45	Louie Martindale 45	SRVA	A	
83	Bill Besttech 83	TECH	A	
77	Clark Gable 77	TECH	A	
55	Gary Cooper 55	TECH	A	
78	Paul Bunyan 78	TECH	A	
111	shop technician	TECH	A	

When done go back to the MAIN PAGE and you will notice that a GREY time clock icon now appears after the name of each employee you selected to be on the timeclock.

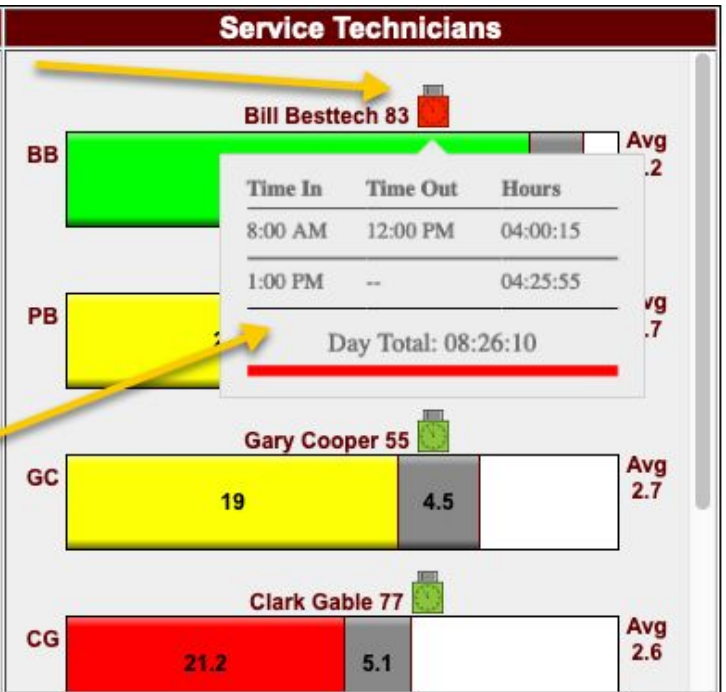
As each employee clocks in the time clock will turn GREEN, everyone can tell at a glance who is clocked in and available for work. To see clock in and clock out times for the day, simply mouse over the icon and a dropdown box will appear with time clock activity for the day. A RED icon indicates the employee has exceeded their 8 hours (plus any allowed overtime) for the day.

Work Sold	Hrs.To Goal	Queued	Proj. Sales
127.00	36.00	3.00	127.00
Goal	Optimal	% Sold	Car Count
163.0	163.00	88.9	39
			AVG WO
			3.26

PROD 104.4	DI 19.6 QU 3.0
OPTIMAL 163.0	GOAL 163.0



If the employee goes into overtime, or forgets to clock out for the day, the timeclock will turn RED until midnight, at which time it will reset for the day. Any missed clock outs for the day will show as a blank on the end of week timesheet, with a note that they need to be manually completed and initialed.



EMPLOYEE USE OF TIME CLOCK

TO CLOCK IN-

From technician home page click on your page

On your page click on the TIME CLOCK icon at the top of the page behind your name

Enter YOUR PASSWORD (note that the password is case sensitive)

Click on CLOCK IN



The time clock icon on your page will now be GREEN to indicate you are clocked in.



TO CLOCK OUT –

From home page click on your page

On your page click on the TIME CLOCK icon at the top of the page behind your name

Enter YOUR PASSWORD (note that the password is case sensitive)

Click on CLOCK OUT

The time clock icon on your page will now be grey to indicate you are clocked out.



If you fail to clock out for the day your time clock icon will turn RED after 8 hours of work plus any allowed overtime.

QuickTrac™ Bill Besttech 83 MMDEV 02/09/20 User: Owner

HOME COMPACT | T LOGOUT

AVAILABLE WORK	EDIT WO	Time In	Time Out	Hours	HISTORY
4.00 Hrs. - 11133		8:00 AM	12:00 PM	03:59:42	
		1:00 PM	--	05:00:06	
		Day Total:		08:59:48	

Any missed clock outs for the day will show as a blank on the end-of-week timesheet, with a note that they need to be manually completed and initialed.

QuickTrac™ Bill Besttech 83 MMDEV Week of 2/2/20 - 2/8/20

Weekly Totals

HOURS PRODUCED:	35.50	Time Clock Hours:	0.00 *
Customer Pay:	100% 35.50	Productivity:	0.00%

* NOTE: Time Clock hours and productivity are zero due to one or more missing clockout times. These will need to be corrected manually.

AT THE END OF THE WORK WEEK –

After clocking for the end of the day on the last workday of the week, click on the TIMESHEET tab at the top left of your page.

QuickTrac™ Bill Besttech 83 MMDEV 02/08/20 User: Owner

HOME COMPACT | TIMESHEET LOGOUT

AVAILABLE WORK	EDIT WO	WORK WEEK HISTORY
4.00 Hrs. - 11133		HRS Sunday %

Select CURRENT WEEK as the time period and click on SHOW TIMESHEET



Bill Besttech 83

MMDEV

Please choose the week you would like a timesheet for:

Current Week

Print the timesheet by clicking CTRL and P at the same time and selecting the appropriate printer.
 Review your time sheet for accuracy, then SIGN and deposit in the designated area for payroll computations.



Bill Besttech 83

MMDEV
Week of 2/2/20 - 2/8/20

Weekly Totals

HOURS PRODUCED:	35.50	Time Clock Hours:	40.03
Customer Pay:	100% 35.50	Productivity:	88.68%

RAS TOTALS

COUNT	HOURS	SOLD
5	17.30	14.00

****NOTE: Actual Hours may change when verified.**

 Signature: X _____