

# TimeClock Users Guide

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March 25, 2015

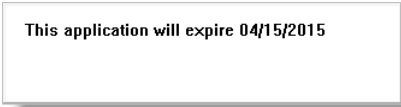
## Introduction

## Installation

You can download TimeClock at:

[http://www.gymassistant.com/download/AutoUpdate/2.0.3/TimeClock203\\_Setup.exe](http://www.gymassistant.com/download/AutoUpdate/2.0.3/TimeClock203_Setup.exe)

This beta version of TimeClock does not require any licensing information, but the application will automatically expire at a date displayed at startup.



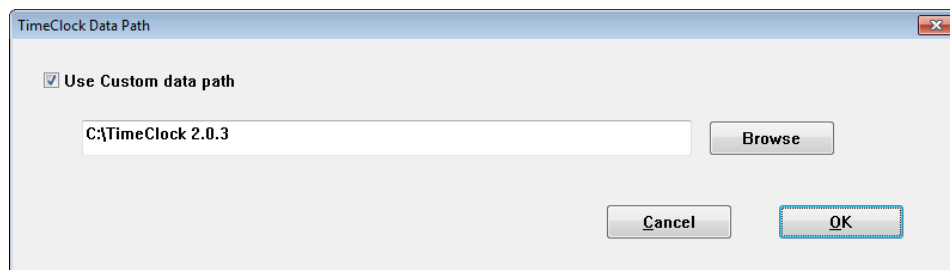
This application will expire 04/15/2015

## Starting the Application

### Specify Data Folder

If you install TimeClock in the same folder as Gym Assistant then TimeClock will use the same data folder as Gym Assistant.

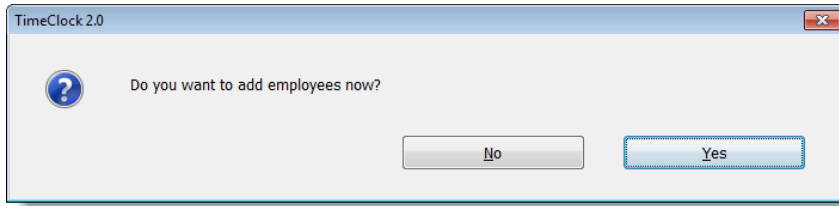
If you install TimeClock in a different folder as Gym Assistant then you will need to specify the data folder to use. The TimeClock Data Path window will appear.



Enter a valid data path or click **Browse** to set the path.

### Adding Employees

The first time that TimeClock starts it will ask if you want to add any employees. Click **Yes**.



See "Editing Employees" below.

## Switching Between Gym Assistant Applications

You can switch between any Gym Assistant applications using the Function keys (F-keys) on the keyboard.

<u>G</u> ym Assistant	F1
<u>G</u> ateKeeper	F2
<u>P</u> roShop	F3
<u>T</u> imeClock	F4
<u>D</u> ataSync	F5
<u>E</u> xit	

For example, if you are in Gym Assistant and need to clock in, you can hit the **F4** key to switch to Timeclock. TimeClock will be launched automatically if it is not already running.

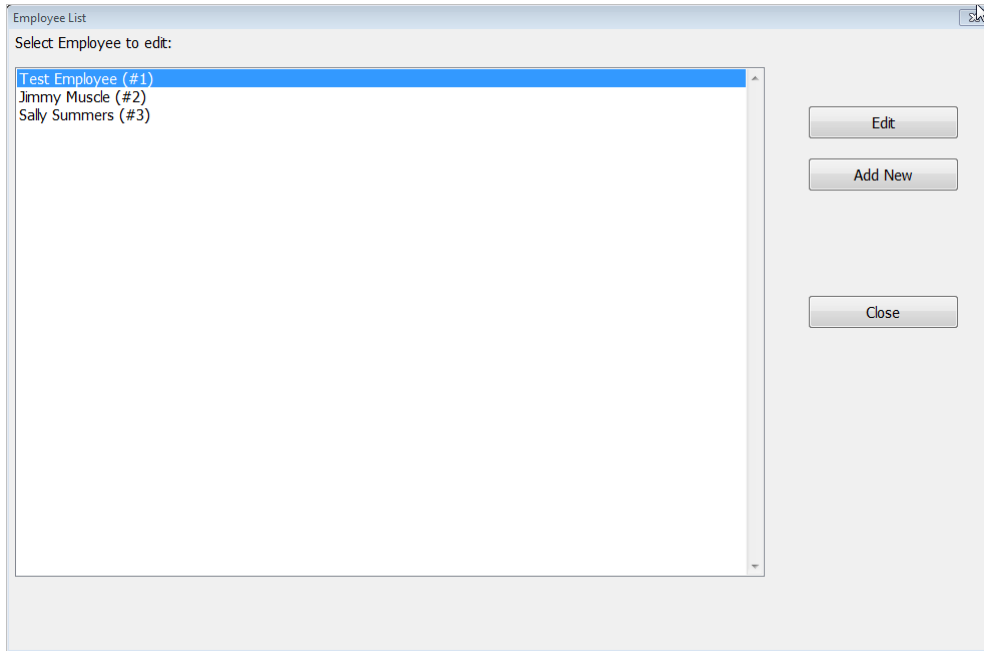
Then after clocking in, you can hit **F1** to switch back to Gym Assistant.

## Editing Employees

### Viewing the Employee List

Select **Edit Employees** from the **Admin** menu.

The list of employees is displayed.



- Click Add New to add a new employee.
- Click Edit to edit the selected employee.
- Click Close to close the window.

## Editing an employee record

You must fill in all fields for each employee.

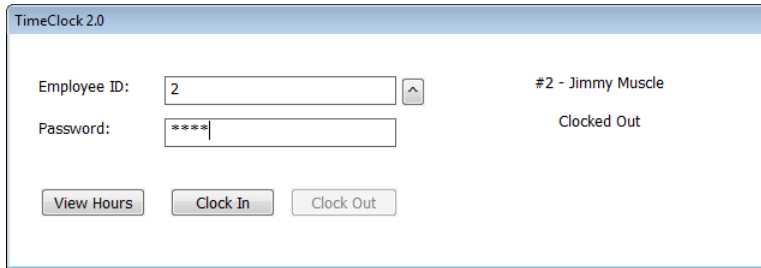
Each employee is automatically assigned an Employee ID (which is a number). The first employee entered is assigned an Employee ID of 1.

Nickname is the usually-short label that will appear on sales receipts on transactions.

There are no restrictions on the employee Password, but we recommend that passwords be complex enough so that they cannot be guessed by others.

## Clocking In/Out

To clock in or clock out enter your Employee ID or click the arrow button to select from a list of all active employees.

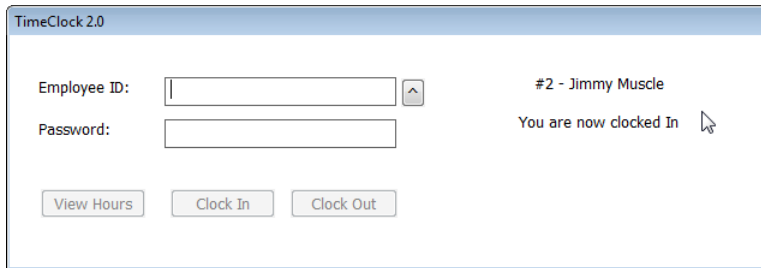


The screenshot shows a web application window titled "TimeClock 2.0". On the left, there are two input fields: "Employee ID:" with the value "2" and an upward-pointing arrow button, and "Password:" with the value "\*\*\*\*". Below these are three buttons: "View Hours", "Clock In", and "Clock Out". On the right side, the text "#2 - Jimmy Muscle" is displayed above "Clocked Out".

When you hit the TAB key or click in the Password field the information for your entered Employee ID will be displayed along with your current status ("Clocked Out" or "Clocked In").

After entering your password just hit the ENTER key or click "Clock In" or "Clock Out" to continue.

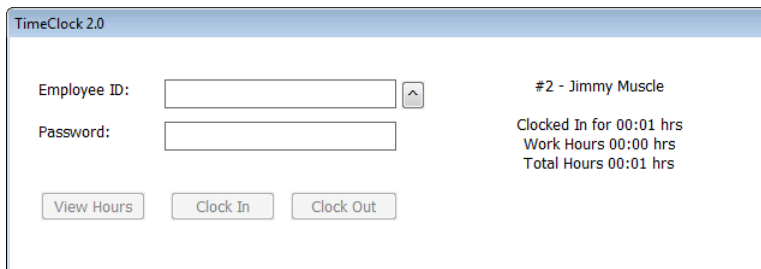
Your new status will be displayed.



The screenshot shows the same "TimeClock 2.0" window. The "Employee ID:" field is now empty, and the "Password:" field is also empty. The status on the right has changed to "#2 - Jimmy Muscle" above "You are now clocked In". A mouse cursor is visible over the "You are now clocked In" text. The buttons and layout remain the same.

## Viewing Your Hours

If you click View Hours after entering your Employee ID and Password then your status and current work hours will be displayed.



The screenshot shows the "TimeClock 2.0" window with the "View Hours" button highlighted. The status on the right now displays "#2 - Jimmy Muscle" followed by "Clocked In for 00:01 hrs", "Work Hours 00:00 hrs", and "Total Hours 00:01 hrs". The input fields and other buttons are still present.

## Reports

<u>P</u> nch Report Detail
<u>P</u> nch Report Summary
<u>W</u> ho's Here?
<u>E</u> mployee List

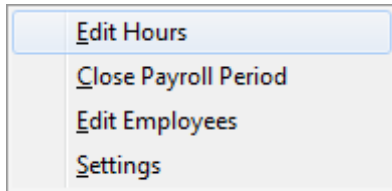
**Punch Report Detail**

**Punch Report Summary**

**Who's Here?**

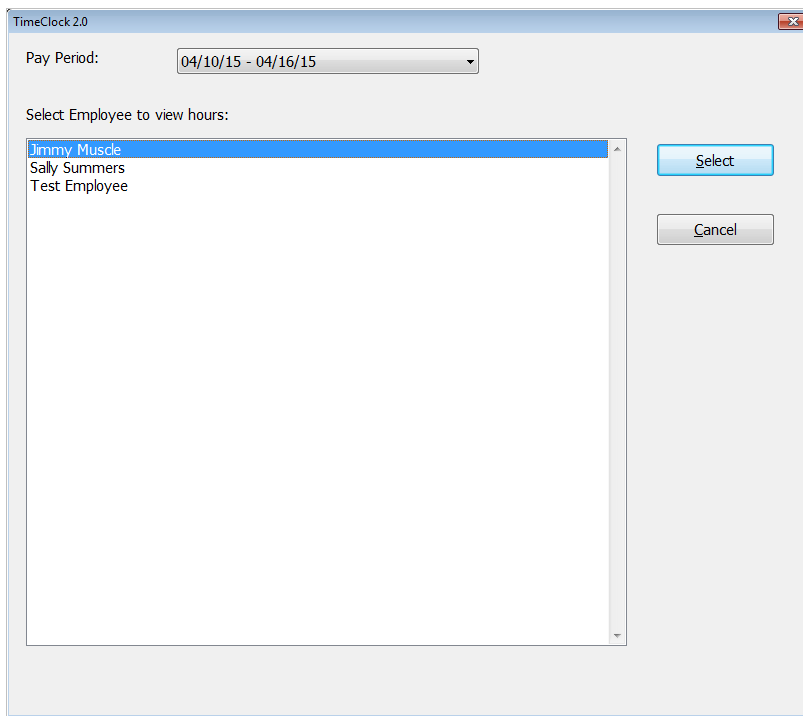
**Employee List**

## Admin Functions

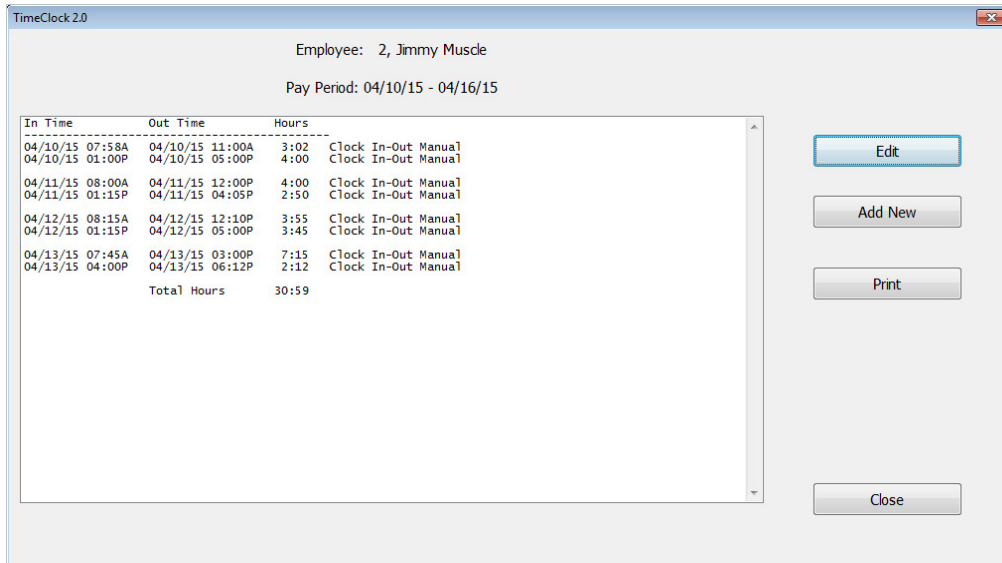


## Edit Hours

To edit hours for an employee you can add clock-in/clock-out entries or edit existing clock-in/clock-out entries.

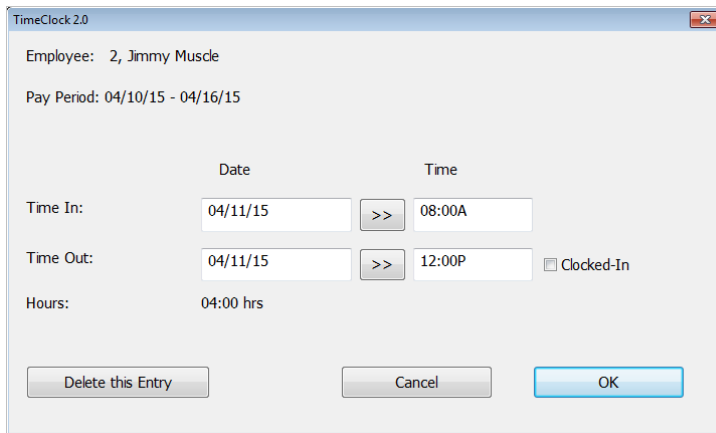


Select a pay period and employee to edit, then click Select.



To edit a Clock-In/Clock-Out, select the item and click **Edit**.

To add a new Clock-In/Clock-Out, click **Add New**.



**Close Payroll Period**

**Edit Employees**

**Settings**

