



## Clock Configuration Essentials

If you need to activate or deactivate clock operations and settings for **WebClock** and/or terminals, then you can create a **Clock Configuration** to manage those settings. There also exists a Company Default configuration that can be edited. The settings can then be applied to individual employees and terminals as needed.

### Creating a Clock Configuration

1. Within **TimeClock Manager**, browse to **Configuration > Other Configurations > Clock Configurations**.
2. Click the **Add** button. This should open up the **Add Clock Configuration** wizard.
3. In the **Basic Settings** section, you can enter in a **Description** for the configuration. You can also choose to copy settings from an existing configuration.
4. Click **Next**. This will take you to the **Punch Settings** section, where you can enable/disable which options are available to the employees whenever they use the configuration.



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5. Click **Next**. You will advance to the **View Settings** section, where you can enable/disable settings pertaining to what and how employees view information.
6. Click **Next** to move to the **Options** section. This allows you to set job code restrictions, enable/disable confirmations, set hour format options, and so forth.
7. Click **Finish**.

## Operations

The Operations section allows you to manage and modify the various punch settings that are available to the employees whenever they use the configuration.

## View Settings

View Settings allows you to view what and how employees view information (e.g. viewing hours, viewing schedules, and so forth).

## Restrictions

The **Restrictions** section allows you to enable and manage job code restrictions.

## Options

**Options** allows you to manage how the clock interface provides conformational feedback, as well as allowing you to set hour format options, and other related options.

**For assistance please call Customer Support at: (325) 223-9300**



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**TimeClock Plus**

M-F, 9AM to 5PM CST, Excluding Holidays

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