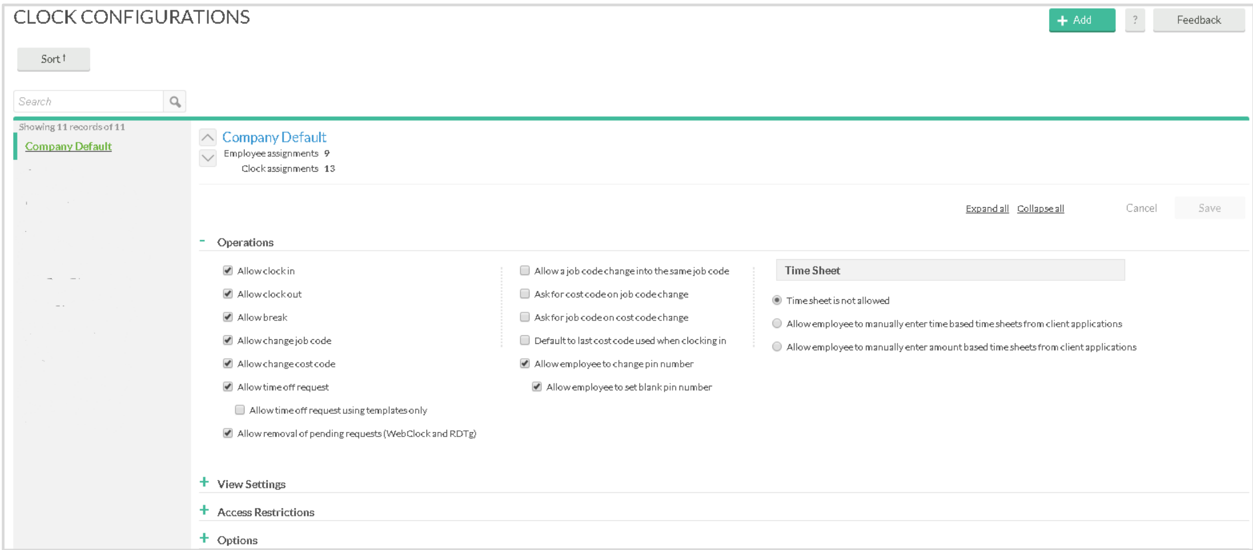
Clock Configuration Essentials



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 is also 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.
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).

Access Restrictions

The **Access 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 the hour format and other related configurations.

Additional Sections

If you have any extra modules or add-ons that enhance functionality, then you may see extra sections below Options. Refer to the documentation for these modules for more information.

Assigning a Clock Configuration

If you create a new clock configuration then you need to assign it to the appropriate employees or terminals.

Assign to an Employee for WebClock/MobileClock/TelClock):

1. Browse to **Employee** > **Employee Profiles**.
2. Select an employee and browse to **Access tab > Clock Configurations**.
3. Place a check mark next to any of the features, click on the drop down list, and choose the configuration.
4. Click **Save** to commit the changes.

Assign to a Clock/Terminal:

1. From the server, go to **Start menu > All Programs > TimeClock Plus**, and select the **TimeClock Plus Control Panel**.

- For an RDTg, click **Go to Clock Status** and log in.
- For an RDT, click **Go to Clock Hub** and log in.

2. Select the clock. Next to **Clock Configuration**, click on the drop down list, choose the configuration, and click **Save**.
3. Restart the terminal if necessary.

For assistance please call Customer Support at: (325) 223-9300
Or visit us at: Support.TimeClockPlus.com