



## User Profiles Essentials

**User Profiles** is where you will add and edit user access and rights. It is also where you will assign job codes and employees to your users.

On the left side of the screen, you will see a list where the first 100 users will appear. Specific users can be displayed using the **Filter** button. Users can also be filtered by typing in a name or number into the **Search** bar. Clicking the **X** button to the right of the search bar will revert the list to the previous settings.

### Adding a User

1. Click the **Add** button in the upper-right hand corner.
2. In the **Add User** window that appears, enter the desired **User ID** for the new user. This is what the user will use to log into TimeClock Plus®.
3. Enter in the user's **First** and **Last name**.
4. If you would like to base this user's rights on that of an existing user, select them in the **Template** drop-down.
5. If the user will need a certain set of widgets, you can choose a **Dashboard Template**.
6. Beneath the personal section are four other sections that deal with the user's passwords.
  - **System Access:** This is used to gain access to TimeClock Plus applications.
  - **WebClock Override:** This is used to override clock operations from the WebClock application. The user will need permission to do so.

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**TimeClock Plus**

- **Clock Edit Hours:** This password is used to access the Edit Hours functionality of a clock device.
  - **Clock Override:** This password is used to override clock operations from clock devices. The user will need permission to do so.
7. Once you have entered in the basic user information, click **Add** to save the user.

**General Tab**

The **General tab** is where you will manage the basic information about the user, such as name, e-mail, and network ID. You can also change where the user will start within **TimeClock Manager**, and how their configurations are saved.

Personal

The **Personal** section is where you will edit personal information on the user, such as their name.

Options

The **Options** section is where you will edit a number of features for that user, such as where they start and if they share configurations on reports with other users.

**Employee Access Tab**

The **Employee Access** tab is where you will determine which employees a user will have access to. Please note that this does not determine what the user can do with these employees; to set up those rights, please read the section about the **Permissions** tab.

By default, the user will have the **User has access to all employees** option selected, which gives the user access to every employee in the company. To only give the user access to specific employees, follow the instructions below.

Assigning Specific Employees to a User

1. Click on **User has access to only specific employees**. You will see the employee list and assign buttons below become active.
2. Click on **Assign** to view the **Assign Employee** window.
3. On the **Assign Employee** window, click on an employee to add them to the list of employees that user has access to. You can sort the employees by the different columns by clicking on the column headers. If you are searching for a specific employee, type the appropriate name or ID into the **Search** box to filter the list. Once you have one or more employees selected via checkboxes, click **Assign** to add them to the employee list.



**TimeClock Plus**

4. You will now see a list of employees this user has access to beneath the **Assign** button. To remove an employee from the list, click on the red Delete icon on the left-most column of the user list.
5. Once you have the employees selected for this user, click **Save** to confirm the changes, or click **Cancel** to revert the changes.

**Job Code Access**

The **Job Code Access** tab is where you will determine which job codes a user has access to. Please note that this does not determine what the user can do with these job codes; to set up those rights, see the article on the **Permissions** tab.

By default, the user will have the **User can manipulate hours for all job codes** option selected, which will give them access to every job code in the company. To only give the user access to specific job codes, follow the instructions below.

Assigning Specific Job Codes to a User

1. Click on **User can manipulate hours for only specific job codes**. You will see the **Job Code List** and **Assign** buttons below become active.
2. Click on **Assign** to view the **Job Code Access** window.
3. On the **Job Code Access** window, click on a job code to add it to the list of job codes that user has access to. You can sort the job codes by the different columns by clicking on the column head. If you are searching for a specific job code, type the appropriate description or ID into the **Search** box to filter the list. Once you have one or more job codes selected, click **Select** to add them to the job code list.
4. You will now see a list of job codes this user has access to beneath the **Assign** button. To remove a job code from the list, click on the red Delete icon on the left-most column of the list.
5. Once you have the appropriate job codes selected for this user, click **Save** to confirm the changes, or click **Cancel** to revert the changes.

**Permissions Tab**

By default, any new users will not have any permissions assigned. These permissions are assigned in the **Permissions** tab. Simply choose which permissions you would like to assign to the user, or expand out the tree views to assign sub-permissions as needed.



## Password Tab

The **Password** tab is where you can change the passwords a supervisor uses to log into **TimeClock Manager**, override **WebClock** restrictions, and authorize restricted actions on a remote data terminal. Please select the password you'd like to change for more details.

**NOTE:** If a user wishes to change their password(s), they will not do so in User Options. The user will need to click on his or her name in the gray button above the TimeClock Plus menu bar, and select **My Options**. They will be taken to a **User Options** window, which contains a **Passwords** tab where they can change their password(s). If a pre-existing password is currently in place, then they will need to enter that password in order to change it.

## Changing a User ID

To change a user's ID, simply type a new value into the **ID** field in the **Personal** section on the user's **General** tab. Enter in the new user ID and click **Save**.

## Deleting a User

To delete a user, select the user on the user list, and click **Delete**. This will bring up a prompt asking if you are sure you want to delete this user. If you are, click **Ok** to permanently delete the user.

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