

Clock Real Time

Computer Based Time Clock Solution



Quick Start Guide

Kneson Software

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Quick Start

Welcome to Clock Real Time by Kneson Software!

Get started using Clock Real Time in minutes.

This example is going to show you how to quickly enter a new employee into the system and manually clock them in.

The first 6 steps refer to this screenshot:



1 Click PERSON tab in the Time Clock Manager

2 Click the New button

Nick Name	Last Name	First Name	Birth Date	Social Security	Cellular	E-mail	Period
1	Smith	John	12/15/1980	123-597-469X	(000) 555-3816	smith@mailinator.co	3/27/20
2	Morgan	Dan	4/21/1981	123-654-987X	(000) 555-3344	dan_morgan@mailin	12/20/20
3	Kline	John	12/23/1988	000-555-0000	(000) 555-1662	john_kline@mailinat	-
4	Johnson	Hank	12/8/1968	000-111-0900	(000) 555-8890	hankj@mailinator.co	-

3 Enter a unique Code here

4 Enter employee data

5 Select Department, Position and Contract

6 Click OK

Person

Nick Name: 5

Last Name: Anderson

First Name: Fred

Birth Date: 6/ 5/1968

Social Security: XXXXX-1234

Cellular: 000-555-1234

E-mail: fr_anderson@mailinator.com

Employment Begin: 12/ 5/1999

Employment End: 2/ 5/2008


Department: 2 - R&D

Position: 3 - Engineer

Contract: 1 - Full Time

OK Cancel

Quick Start Easy Steps

- 1 Open the Kneson Time Clock Manager and immediately click on the PERSON tab.
- 2 Click on the New  button on the button bar. This opens up a box to enter data about the new employee.
- 3 Enter a **unique code** in the Nick Name box. The "Nick Name" or Code must not be like any other Nick Name or Code - it **must** be unique.



This field is used for the unique employee number or code from your payroll administrator or manager in charge of payroll. This is a **text based** field, meaning that if you use numbers in this field, they will appear before letters for sorting purposes. Also, fields of different lengths sort by values appearing first.

- 4 Enter employee data (**pink** section above). Enter Last Name, First Name, Birth Date (click the down arrow to choose date from calendar or type in values), Social Security Number (if needed), Cell phone number, E-mail address and date employment begins.

5

Employees or members have any of these 3 characteristics:




They each belong to a group, division or DEPARTMENT



They each have a POSITION, title or function




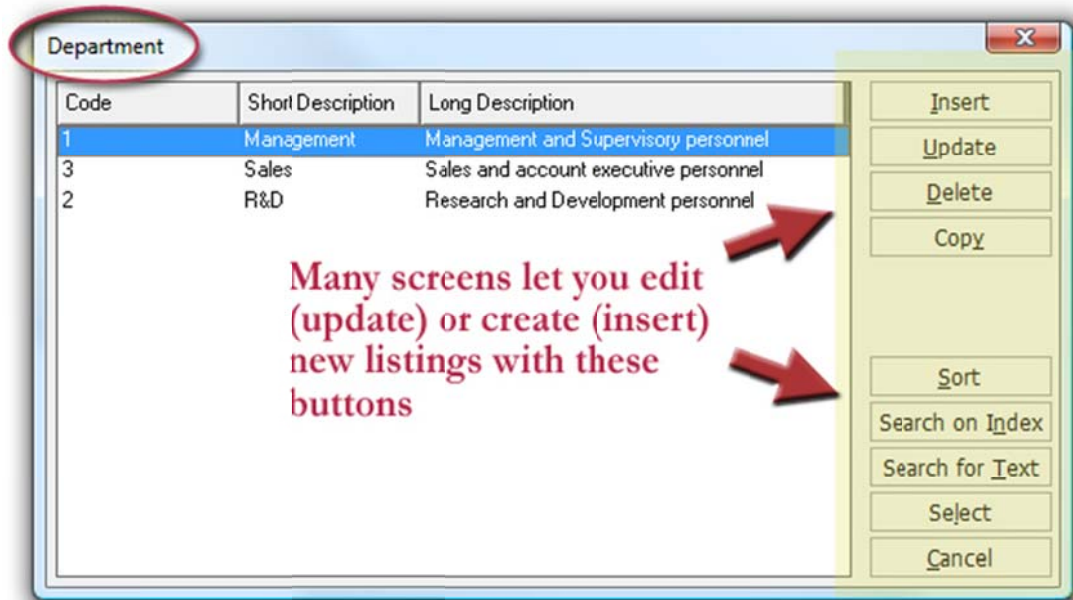
They each have a salary or wage CONTRACT


Enter Department, Position and Contract. This is the **yellow** (bottom) section in the above screenshot. Click the Red  Down Arrow next to each to select.

Clock Real Time provides complete time and attendance tracking for the smallest business to large corporations. Depending on the needs and size of your business, if you don't need tracking, reporting or sorting based on Departments, Positions or Contracts simply don't input a value for these when setting up employees. Clock Real Time ALWAYS of course tracks time and attendance; you select how "granular" or by what other functions you need tracked.

For example, many small businesses don't have "Departments" – a company of 5 or so employees may not need Departments assigned to employees. Skip this for all employees but remember: if your company grows large enough to have Departments such as "Marketing," "Accounting," "Office staff," etc., you have the ability to use Clock Real Time in the future to optimize time and attendance based on Departments. This is true for Contracts and Positions as well.

Note: You can Insert, Delete and Edit the Department, Position and Contract items by clicking the buttons on the side in the box that appears when you click the Red  Down Arrow:



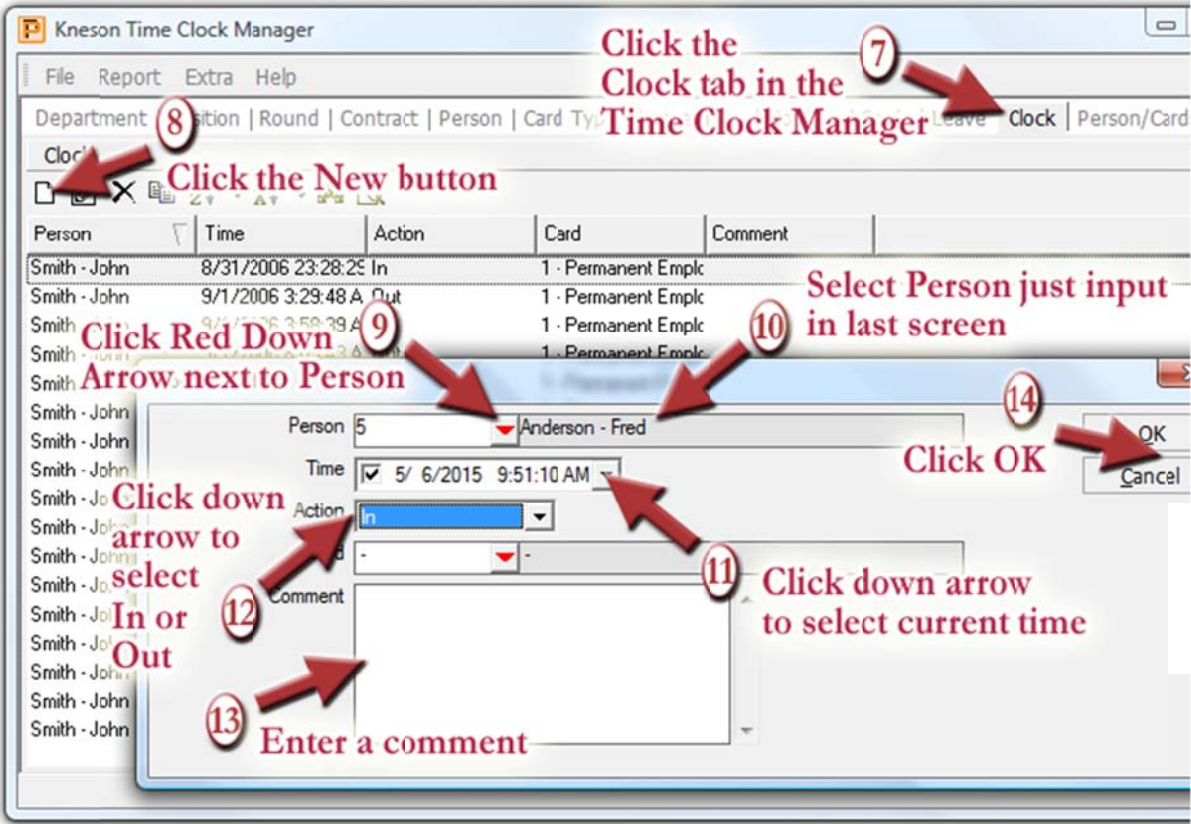
For example, clicking the Red  Down Arrow by Department shows the screen above. From here, you could Create a New (Insert) Department type if the one you need isn't listed or Update, Delete, Copy etc without having to leave this screen. This gives the user flexibility to maintain the system from all locations within the various Clock Real Time function boxes.



6

Click OK

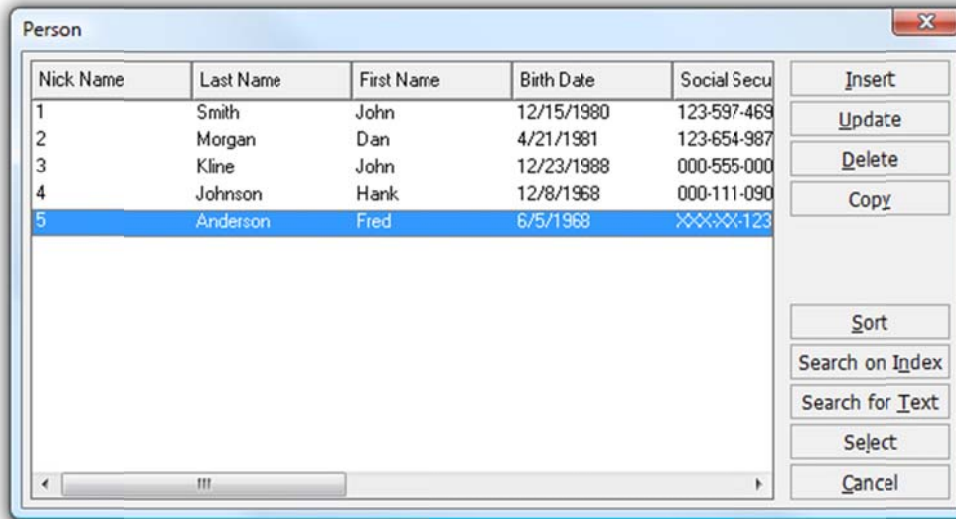
Congratulations! You've just entered a new employee into the system!

Let's continue. Now let's clock the new employee in for the first time. The following Quick Start steps refer to the CLOCK screen:



- 7 Now click on the Clock tab in the Time Clock Manager.
- 8 Click on the New  button on the button bar. This opens up a box to enter specifics of this Clocking.
- 9 Click the Red  Down Arrow next to Person. This will bring up a new screen:

10

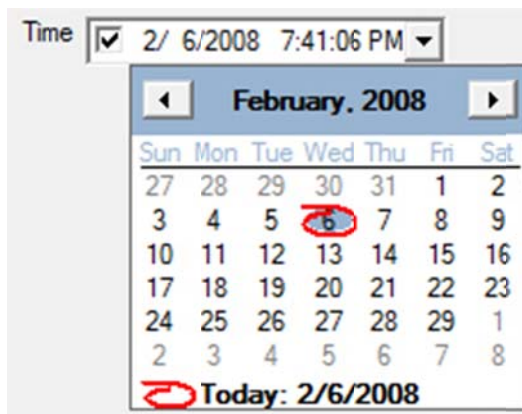


Notice the Person highlighted above is the Person we just input into the system.

Highlight the Person you want to clock in and click the button on the side (double-clicking on their listing has the same effect).

11

To clock in or out, select the date and time by clicking the Black Down Arrow next to Time:



Clicking on today's date automatically inputs the current date *and* time. Both are manually editable - you can manually type in the date and time.

12

Click the Black Down Arrow next to Action to choose 'In' or 'Out.' Choose 'In' to clock the employee in manually. *Skip the Card section for now.* Cards and Card Types are discussed in the section "**Error! Reference source not found.**" beginning on page **Error! Bookmark not defined.**

13

Enter a comment or leave blank. **IMPORTANT!** Use Comment and Descriptions boxes! Be as detailed as possible when entering data. This makes searching for items much faster.

14

Click OK.

That's it! You've just entered a new employee and clocked them in manually. To clock this person out of the system manually, repeat the steps 7-14 but select "Out" at Step 12.

Normally, steps 7-14 are handled automatically by the employees themselves in the system.

Instead of manually clocking employees in or out, they use magnetic strip swipe cards for identification. See the next section to attach CARDS to employees.



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