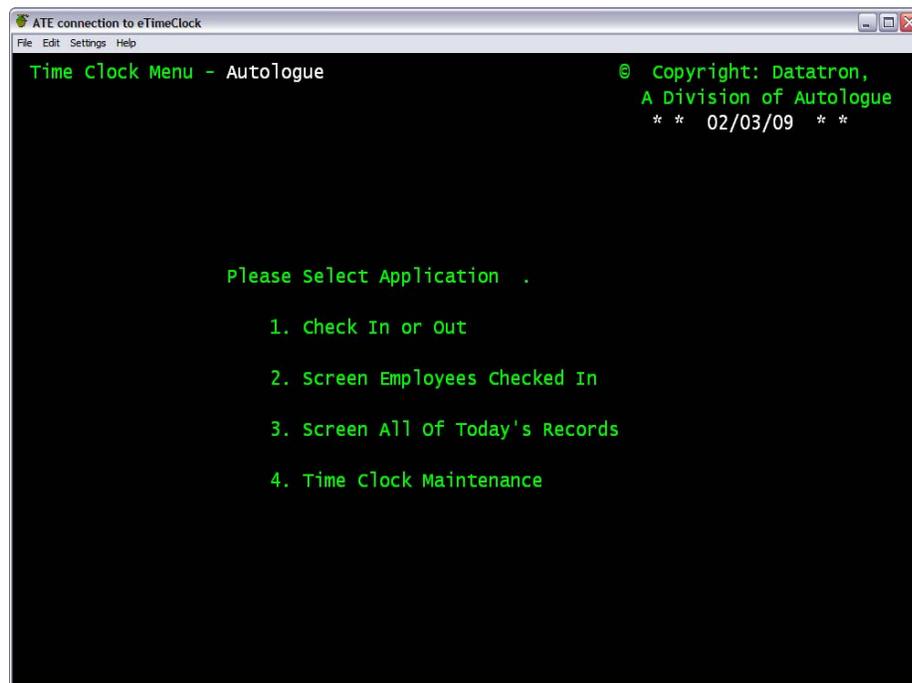


The following instructions for eTimeClock assume that you have the program ATE installed and properly configured on your PC so that you are automatically logged onto the server you will be using. If you have not yet done this, see the separate document *ATE for eTimeClock Installation & Setup*.

The Time Clock Menu

To begin, connect to the eTimeClock server by either double-clicking the ATE desktop icon (if you've created one) or by going to the Start Menu – All Programs – ATE and connect using the appropriate session.

You should be automatically logged-on to the eTimeClock server and taken to a Time Clock Menu which will look very similar to the following:

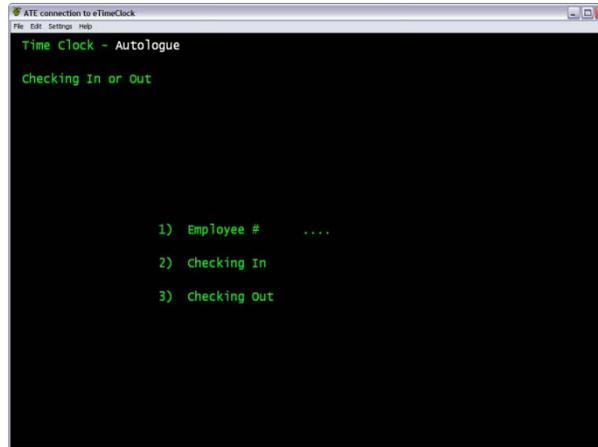


There are four things which you can do at the Time Clock Menu:

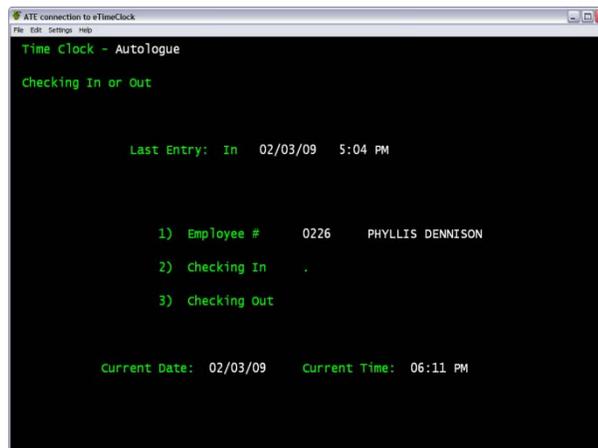
1. Check in or out.
2. Screen employees that are currently checked in.
3. Screen all of today's check in and out records.
4. Time Clock Maintenance (requires password).

1. Checking In and Out

1. Select #1 “Check In or Out”. You will be taken to the following screen:



2. Enter your employee number then [Enter]. If you do not know your employee number, type the first three characters of your name then [Enter].



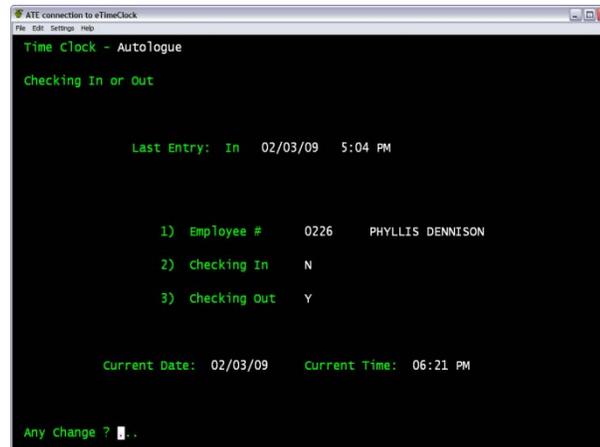
The screen will display the following information:

- The last entry recorded (in or out) including the date and time of the entry. Note that if you have never checked in or out, or if the Time Clock Report has been run and the records deleted, a “last entry” may not be displayed.
- Your employee number and name.
- The current date and time.

If you entered the wrong employee number, press the [left-arrow] once now to go back to Employee Number.

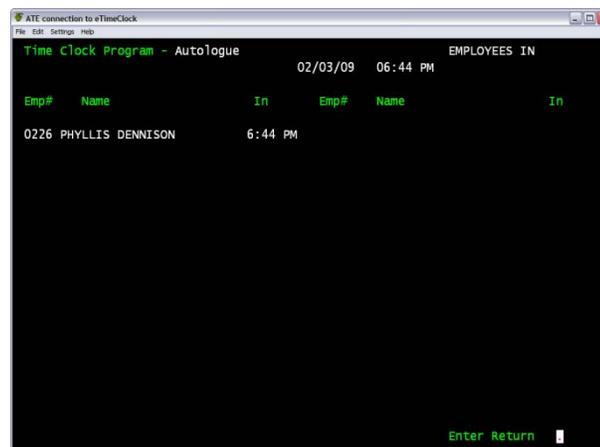
3. Check in or out by entering a “Y” for either #2 or #3.

If you are checking in, type “Y” at #2 then [Enter]. An “N” will automatically be entered for #3. If you are clocking out, [Enter] once past #2 then type “Y” at #3 then [Enter].



4. At “Any Change ?”, if your entry is incorrect, you may correct it now by entering the number you wish to change. If you press the [left-arrow] here, the message “No Recording Of This Record Will Be Made CR To Continue” will be displayed and you can press [Enter] to return to the Time Clock Menu.

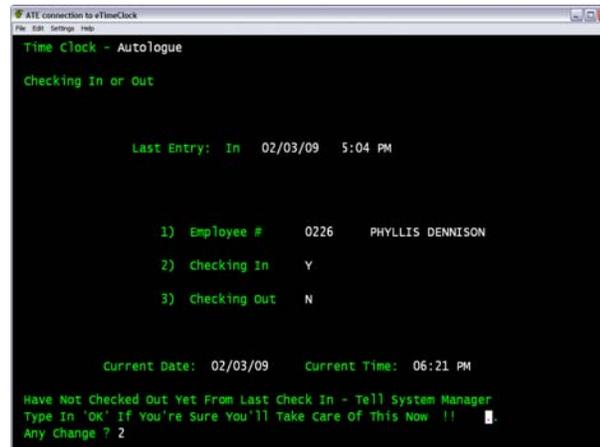
Pressing [Enter] at “Any Change?” will record your entry and take you to a screen which shows all the employees currently checked in. Below is just an example of what you will see:



5. Just press [Enter] once to return to the Time Clock Menu.
6. [Left-arrow] once at the Time Clock Menu to exit the program and close the ATE program.

Important Note:

Suppose you forgot to check out and you are checking in again (your last entry will show “In” and when you last checked in), a message will be displayed after entering “Y” at #2:



If you made an error, simply [left-arrow] once to go back up to the most-recent item you typed and make the necessary change.

If your entry is correct, you will need to type “OK” then [Enter] to continue. For this example, the Time Clock will show two “In” times with a missing “Out” time between them. Typing “OK” at this message is a way of telling the system your entry is correct (and that you know that your Time Clock will need to be corrected).

Similarly, if you forgot to check in and are now checking out, the system will warn you with a similar message.

2. Screen Employees Checked In

This screen is displayed automatically each time you check in or out, and is simply a list of employees that are currently checked in and their most recent “In” times.

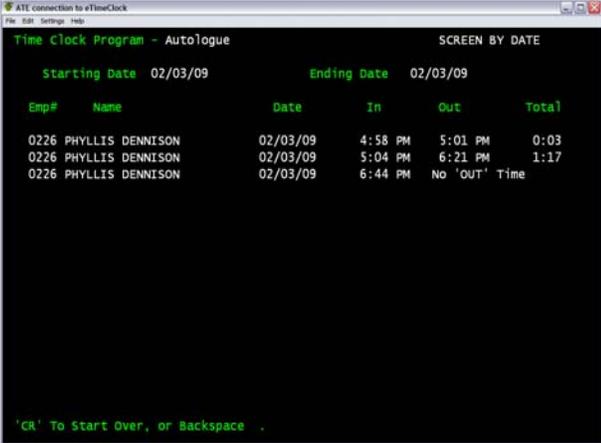
The current date and time is shown near the top of the screen.

See the example given in #4 on the previous page for what the screen looks like.

3. Screen All Of Today's Records

This screen will screen all the Time Clock entries for the current day. You will see both “In” and “Out” times for anyone that checked in or out on the current day.

Press [Enter] to return to the Time Clock Menu.



The screenshot shows a terminal window titled "Time Clock Program - AutoLogue" with a "SCREEN BY DATE" header. It displays a table of records for the date 02/03/09. The table has columns for Emp#, Name, Date, In, Out, and Total. The records are as follows:

Emp#	Name	Date	In	Out	Total
0226	PHYLLIS DENNISON	02/03/09	4:58 PM	5:01 PM	0:03
0226	PHYLLIS DENNISON	02/03/09	5:04 PM	6:21 PM	1:17
0226	PHYLLIS DENNISON	02/03/09	6:44 PM	No 'OUT' Time	

At the bottom of the screen, it says "'CR' To Start Over, or Backspace .".

4. Time Clock Maintenance

This is a password-protected program which allows the adding, changing, or deleting of Time Clock records.

Its use will not be covered in this set of instructions.

Please see the separate document *eTimeClock – Administrator* for more information.