

Clock Real Time

Computer Based Time Clock Solution



Quick Start Guide

KNESON SOFTWARE

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.com	3/27/200
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: XXX-XX-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 often/usually used for the unique employee number/code from the payroll administration. This is a "text based" field, meaning that if you use numbers in this field, they will appear before letters. Also, fields of different lengths sort by values appearing first.

- 4 Enter employee data (pink section). 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



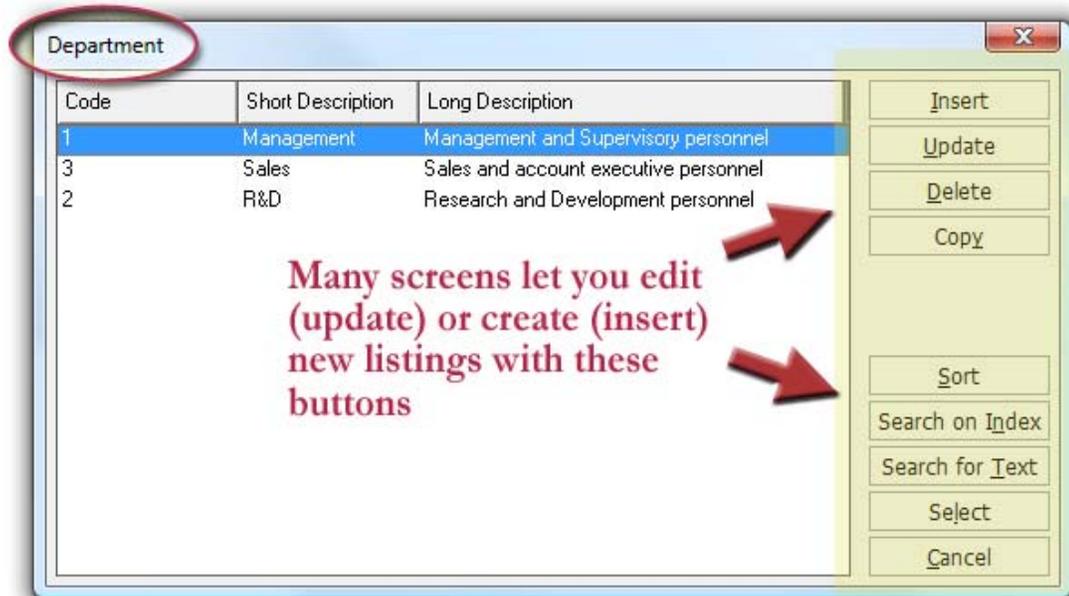
They each have a POSITION, title or function



They each have a salary or wage CONTRACT

Select Department, Position and Contract. Click the Red  Down Arrow by each to select. **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:



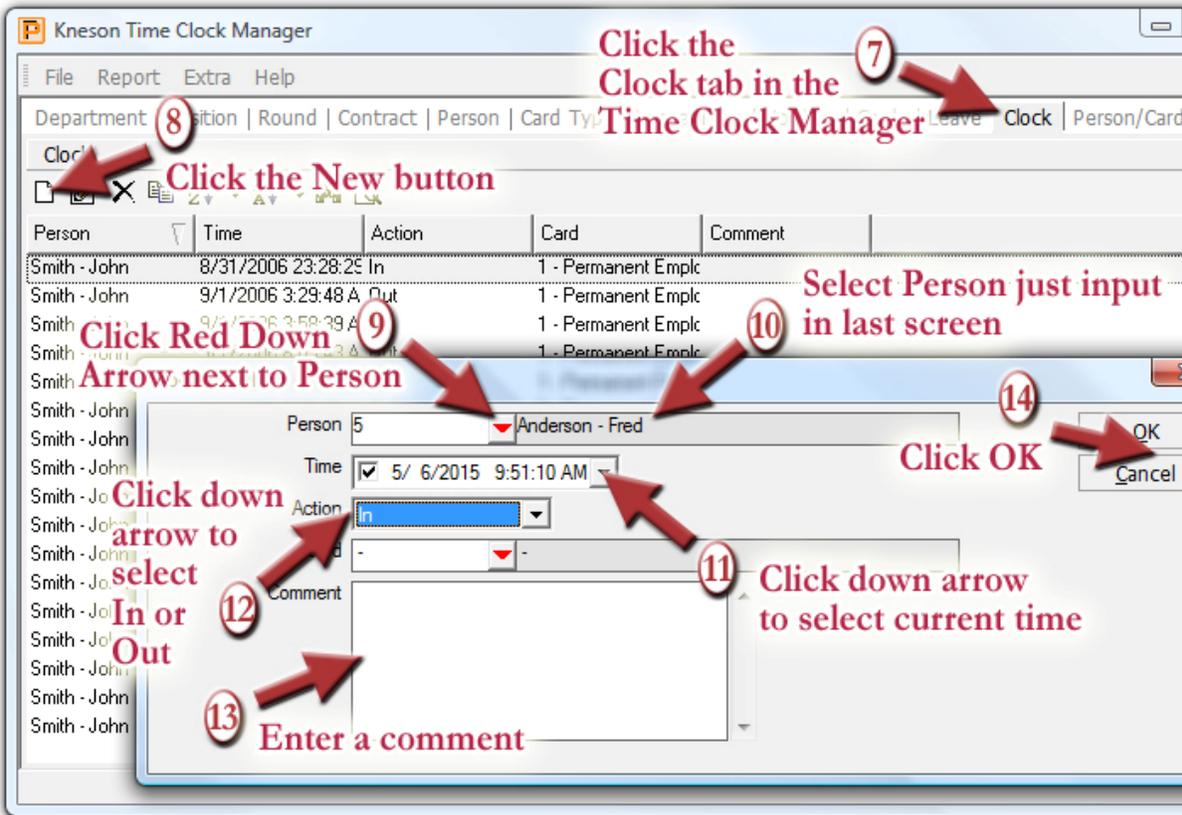
For example, clicking the Red  Down Arrow by Department shows the screen above. From here, you could Create a New (Insert) Department type if the one you need isn't listed.

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:

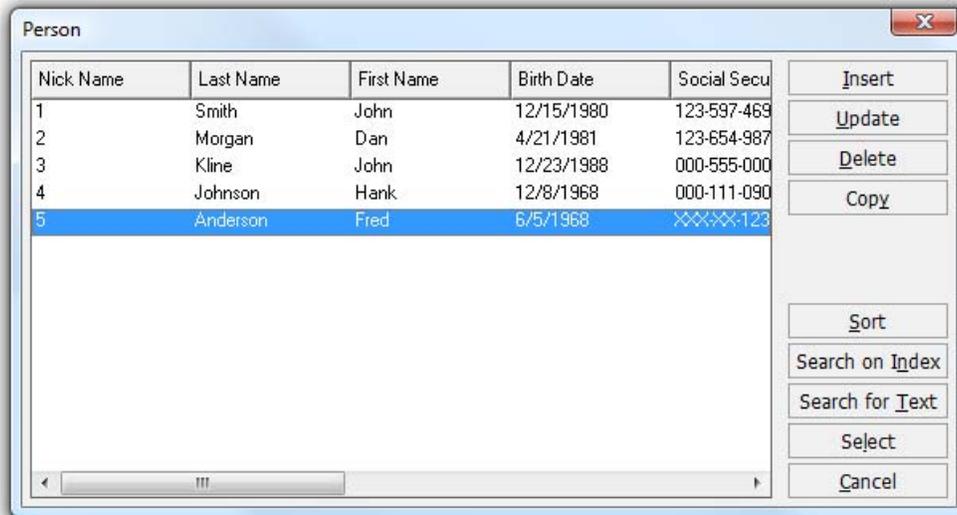


7 Now click on the Clock tab in the Time Clock Manager.

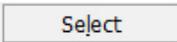
8 Click on the New  button on the button bar. This opens up a box to enter specifics of this Clacking.

9 Click the Red  Down Arrow next to Person. This will bring up a new screen:

10

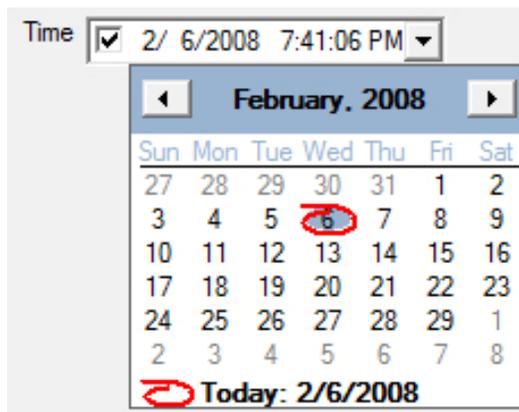


Notice the highlighted item in the list is the Person we just input in the Person tab.

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 "CARD TYPE" section of the full User Guide.

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. Repeat the steps 7-14 but change Step 12 and select "Out."

Normally, steps 7-14 are handled automatically by the employees themselves in the system. Instead of manually clocking employees in or out, they each are issued one or more swipe, proximity, barcode cards or another form of electronic identification...!

