

## Quick Start Guide

After completing the installation of the software, the following instructions will enable you to quickly get started using Virtual TimeClock Basic. This Quick Start Guide can be viewed and printed at anytime from the Help menu within Virtual TimeClock.

### Welcome Window

After launching the software, the Welcome window is displayed with the following options:

- **Create New Database** - use this option to create your new database.
- **Open Your Database** - use this option to open a database that has already been created.
- **Restore Database Backup** - use this option to restore your database from a backup file.
- **Explore Sample Database** - use this option to explore and experiment with Virtual TimeClock's many functions and features.

### Things To Do

For most companies, the setup items below can be completed in just a few minutes.

1. Create Your Database
2. Add Users
3. Set Overtime Rules
4. Check Payroll Settings
5. Enable Password Protection
6. Backup Your Data

### Create Your Database

If you haven't already done so, you'll need to create your new database. You may create and begin using your own database at anytime, even during the free evaluation. Once your new database is saved to disk, you will be ready to add users and finish configuring Virtual TimeClock Basic.

To create your new database, click the **Create New Database** button from the **Welcome** window.

### Add Users

Virtual TimeClock Basic Edition allows three employees and an administrator. Employees include workers who actually use the TimeClock to record work entries, and managers who may also use the TimeClock to record time worked or just need to monitor their worker's activities. TimeClock administrators have unlimited access to all TimeClock functions.

To add your new users, choose **Users** from the **Lists** menu and click the + button beneath the list of users. You will be asked what kind of user you would like to create. In the **Users** list window there are six panels for entering user information. Each panel can be viewed by clicking on its corresponding tab. Each user record must have a first and last name, and a password if you plan on enabling password protection. All other information in the user record is optional and can be added at a later time.

Click the **Save** button after you've entered the necessary user information. For more information on adding users, please see the *Users* topic in the *Program Lists* chapter.

### Set Overtime Rules

Virtual TimeClock allows you to set the rate of credit that is given for every hour worked. The overtime

settings allow Virtual TimeClock to be configured for up to two different overtime thresholds and two overtime rates for every individual day of the week. In addition, you can set two weekly overtime thresholds and rates. Choose **Overtime** from the **Lists** menu to set your overtime rules.

For more information on enabling or disabling daily and weekly overtime calculations, see the *Overtime* topic in the *Program Lists* chapter.

### Check Payroll Settings

Virtual TimeClock allows you to configure what payroll settings are currently in use. Virtual TimeClock will use Monday as the default work week starting day and supports a variety of common payroll cycles. Choose **Payroll Period** from the **Tools** menu to check your payroll settings.

For more information on the specific payroll settings, see the *Payroll Period* topic in the *Program Tools* chapter.

### Enable Password Protection

Password protection is an easy to use, yet sophisticated method for controlling access to a variety of Virtual TimeClock features.

When password protection is enabled, the Security tool window panels will be activated and allow you to change the default access settings for both workers and management. Typically, only minor security adjustments are needed to adapt Virtual TimeClock to your business environment.

To enable password protection, choose **Security** from the **Tools** menu and select the **Enable Password Protection** checkbox. Adjust the program access settings as desired and click the **Save** button. Make sure you have assigned an administrator password before enabling password protection.

For more information on enabling password protection, please see the *Security* topic in the *Program Tools* chapter.

### Backup Your Data

Backing up protects important data from hard disk failure, viruses, theft, flood, and fire. Because these very real disasters can and do happen, your Virtual TimeClock database should be backed up regularly.

The backup utility allows you to easily and quickly perform a backup. The backup utility will also compress your database for storage efficiency.

Backups can be performed by choosing **Backup** from the **File** menu.

### Next Steps

Congratulations, Virtual TimeClock Basic is now configured and ready for use!

The Virtual TimeClock Basic User's Guide has lots of useful information on setting up and using all of the features within Virtual TimeClock. It can be viewed and printed from the Help menu at anytime.