

## Quick Start Guide

After completing the installation of the software, the following instructions will enable you to quickly get started using Virtual TimeClock Pro. 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 a 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. If you have lots of users or complex setup requirements, you do not need to complete all the steps at one time. You can quit the program and come back to it later. If you do configure your TimeClock over several sessions, make sure to backup your work along the way!

1. Create Your Database
2. Add Users
3. Set & Assign Overtime Rules
4. Add Activities
5. Review Out Memos
6. Verify Worker Breaks
7. Check Payroll Settings
8. Enable Password Protection
9. Schedule Your Backup

### 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, you will be ready to add users and the information your users will need to effectively use Virtual TimeClock.

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

### Add Users

Virtual TimeClock users include anyone who uses and manages the TimeClock. This includes employees who actually use the TimeClock to record work entries, managers who need to monitor their worker's activities, and TimeClock administrators who have unlimited access to all TimeClock functions.

New users can be imported or added manually at anytime. To manually add your new users, choose **Users** from the **Lists** menu and click the + button beneath the list of users. 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 of the User's Guide. For more information on importing users, please see the *Importing & Exporting* topic in the *File Actions* chapter of the User's Guide.

### Set & Assign Overtime Rules

Virtual TimeClock allows you to set the rate of credit that is given for every hour worked. If no overtime rule is assigned to a worker, then all daily and weekly hours are calculated as regular hours worked.

Virtual TimeClock already comes with an overtime rules list that includes 'Daily & Weekly', 'Daily Only', and 'Weekly Only'. Additional overtime rules can be added as needed. To add a new overtime rule, choose **Overtime** from the **Lists** menu and click the + button beneath the list of overtime rules.

A different overtime rule can be assigned to each individual worker. To assign an overtime rule, choose **Users** from the **Lists** menu and click the **Wages** tab.

For more information on setting daily and weekly overtime calculations, see the *Overtime* topic in the *Program Lists* chapter of the User's Guide.

### Add Activities

Every timecard entry recorded by a worker is assigned an activity. Activities allow worker times to be recorded and grouped by specific activities, jobs, projects, or functions. Activities can be paid, only paid until a maximum time threshold is reached, or unpaid. The activity type determines if a worker may select the activity when they start work or change activities, or can only use the activity when recording special manual timecard entries. Manual timecard entries may include activities like jury duty, travel time, and off-site training.

Virtual TimeClock comes with an activity called 'In.' Additional activities can be added as needed. To add a new activity, choose **Activities** from the **Lists** menu and click the + button beneath the list of activities. Enter a unique activity name, select the activity type, select how the activity is to be calculated, and click the **Save** button to add the new activity.

If you choose not to add additional activities at this time, please go on to the next step. For more information on adding activities, please see the *Activities* topic in the *Program Lists* chapter of the User's Guide.

### Verify Worker Breaks

Worker breaks and lunches can be paid, only paid until a maximum time threshold is reached, or unpaid. In addition, the worker break toolbar button labels can be customized to fit the needs of your business.

Virtual TimeClock already comes with a worker break called 'Paid Break' that is paid by default and a lunch break called 'Lunch' that is unpaid by default. To change the labels of your worker breaks or how break and lunch time are calculated, choose **Time Calculations** from the **Tools** menu.

If you choose not to use the worker break and lunch functionality at this time, please see the *Preferences* topic in the *Program Tools* chapter for information on removing unused toolbar buttons.

### Review Out Memos

Out memos are temporary notes that are left when a worker stops working. They can be used to indicate if a worker has left for lunch, for the day, or is out on vacation. Out memos ARE NOT associated or saved in any way with a worker's timecard entries.

Virtual TimeClock already comes with an out memo list that includes 'Out', 'Out for the Day', and 'Out to Lunch'. Additional out memos can be added as needed. To add a new out memo, choose **Out Memos** from the **Lists** menu and click the + button beneath the list of out memos. Enter a unique out memo name and click the **Save** button to add the new out memo.

If you choose not to add additional out memos at this time, please go on to the next step. For more information on adding out memos, please see the *Out Memos* topic in the *Program Lists* chapter of the User's Guide.

### 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 of the User's Guide.

### 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 of the User's Guide.

### Schedule Your Backup

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 one time manual backup, or schedule daily or repeating backups. The backup utility will also compress your database for storage efficiency.

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

For more information on scheduling database backups, please see the *Backup & Restore* topic in the *File Actions* chapter of the User's Guide.

### Next Steps

Congratulations, Virtual TimeClock Pro is now configured and ready to use!

The Virtual TimeClock Pro 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.

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