

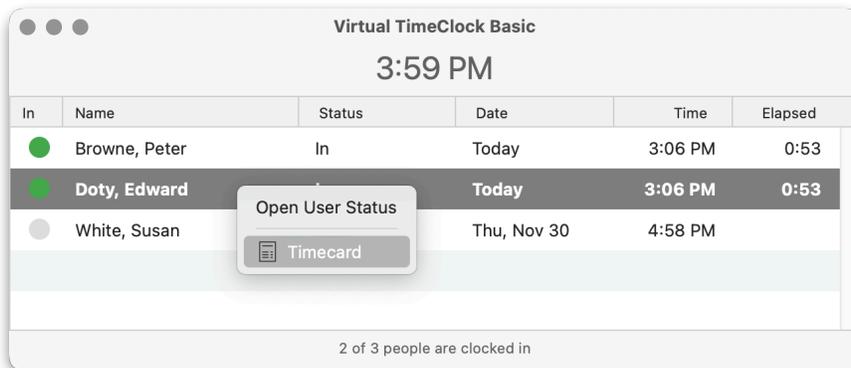
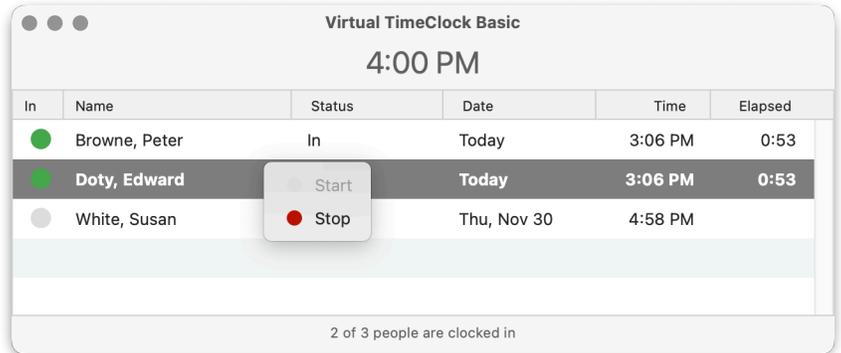
User Quick Reference

Virtual TimeClock[®] Basic

Clocking In/Out

Click on your name to quickly punch in and out. You may be prompted to create a password or be issued a pre-assigned password for use with Virtual TimeClock. Depending on your configuration, you may also have the option to right-click your name to access other TimeClock features.

Certain options are enabled and disabled by administration, so your menus may look different.



Right-click (or Ctrl + Click) on your name to bring up the User Action menu, where you can open your User Status window or view your timecard.

User Status

User Status displays your most current TimeClock information. The buttons at the bottom of User Status allow you to start and stop work. Additional actions (if enabled) can be found in the User Actions menu. These can include: viewing/printing your timecard, adding, and editing entries.



User Action Menu

