

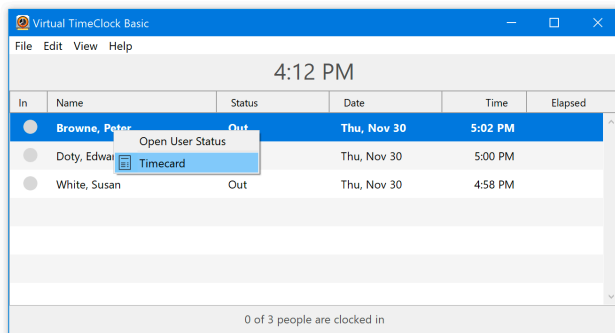
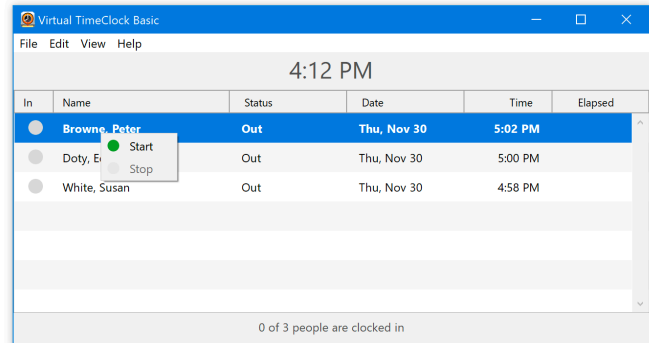
# User Quick Reference

## 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 than these screenshots.



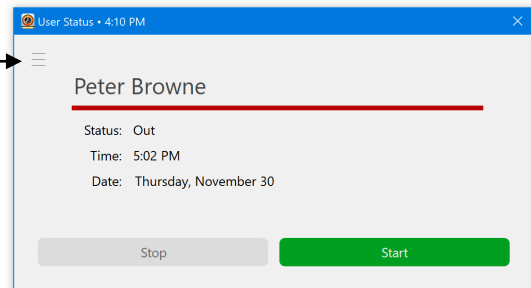
Right-click on your name to bring up the User Action menu, where you can open your User Status window or view your timecard.

### 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 Options Menu. These can include: viewing/printing your timecard, adding entries, and editing entries.



Options Menu



### Viewing/Printing Your Timecard

You can view your timecard by right clicking your name on the In & Out Board and selecting Timecard from the **options menu**. Your timecard can be printed or saved as a PDF. Your timecard can be printed or saved as a PDF.