

# User Quick Reference

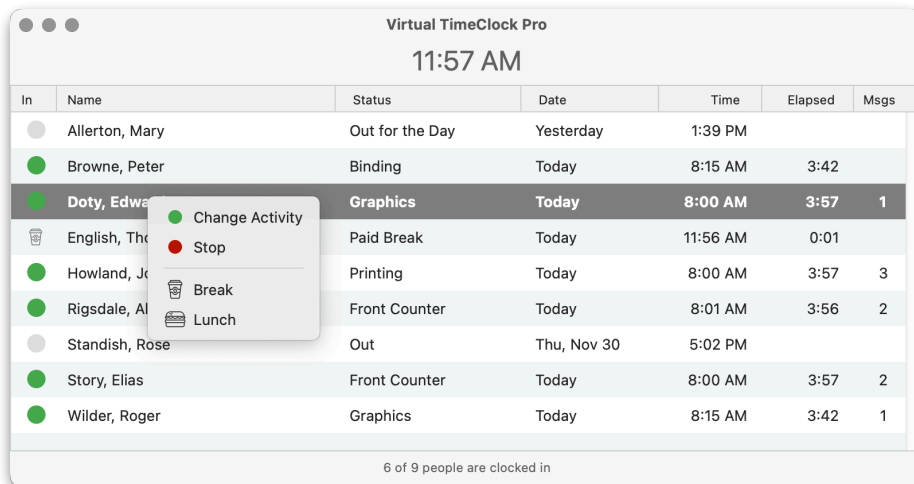
## Virtual TimeClock Pro<sup>®</sup>

### Clocking In/Out

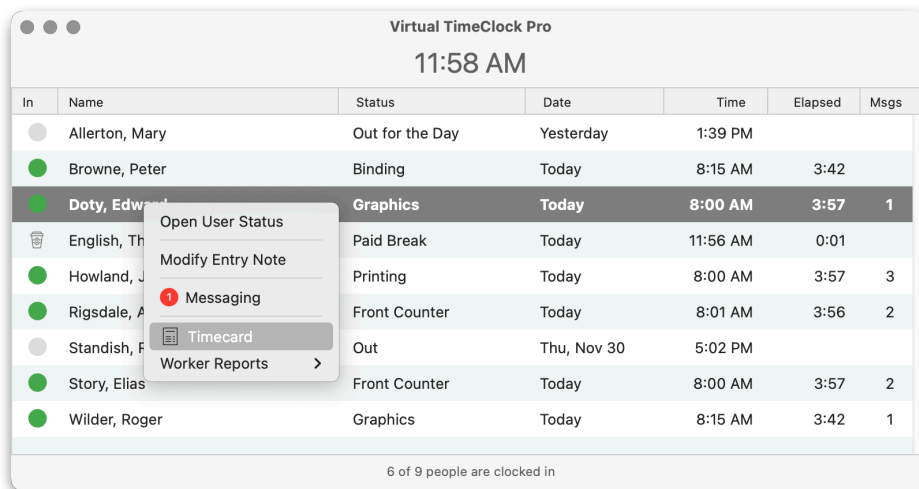
Your TimeClock will be configured to display either an “In & Out Board” or “Pin/Passcode” Window. See the descriptions below on how to punch in and out with your interface.


### Using the “In & Out Board”

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.



Click your name to Start, Stop, Change Activity or take a Lunch/Break.

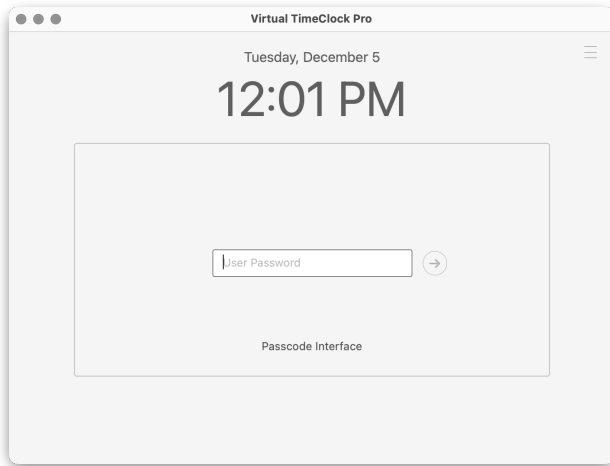


 Certain options are enabled and disabled by administration, so your menus may look slightly different.

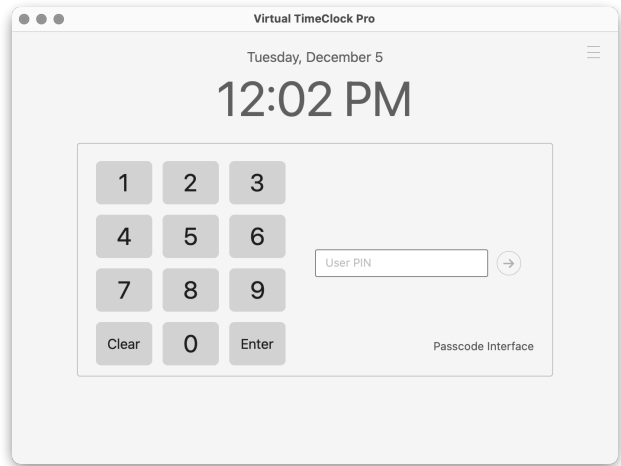
Right-click (or Ctrl + click) your name to access the User Action menu where you can view timecards, send messages and more.

## Using the “Passcode” or “Pin” Windows

Enter your password or your PIN and click the arrow or press the “enter” key to view your User Status window.



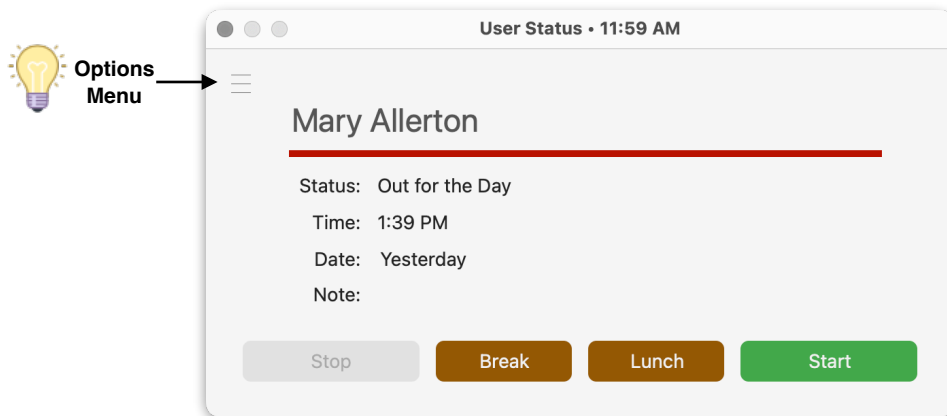
*Passcode*



*PIN*

## User Status

The User Status window displays your most current TimeClock information. The buttons at the bottom of User Status allow you to start, stop, change activities and take a lunch or break, if enabled. Additional actions can be found in the Options Menu. These can include: viewing/printing your timecard, adding entry notes, and sending messages to other users.



## Options Menu

### Viewing/Printing Your Timecard

You can view your total hours worked for the current or past payroll periods. Your timecard can be printed or saved as a PDF.

**Entry Notes**

Entry notes allow you to include a special note on your timecard, like details about a specific project you're working on, or maybe the reason you're clocking in late. A note can be added at any time to the current entry.

**Sending Messages**

Messaging functions like a simple, self-contained email system. You can use messaging to notify managers of a missed punch time or request a day off.