User Quick Reference
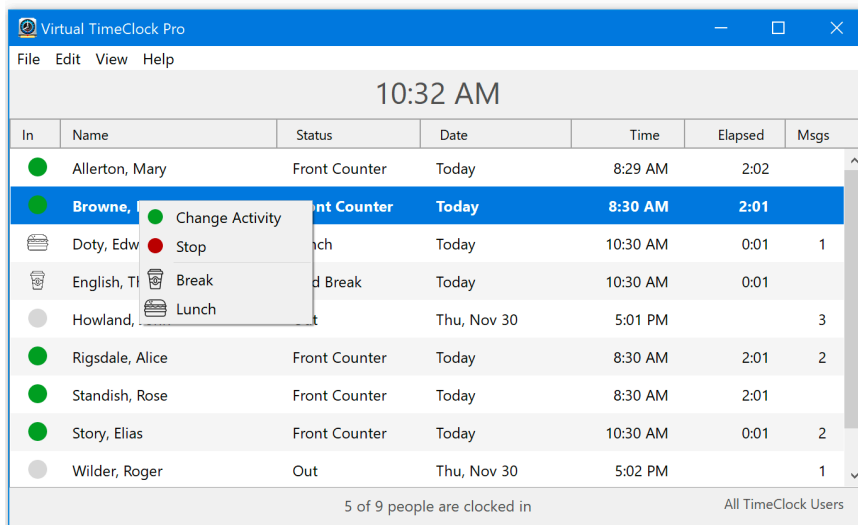## Virtual TimeClock Pro®

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.
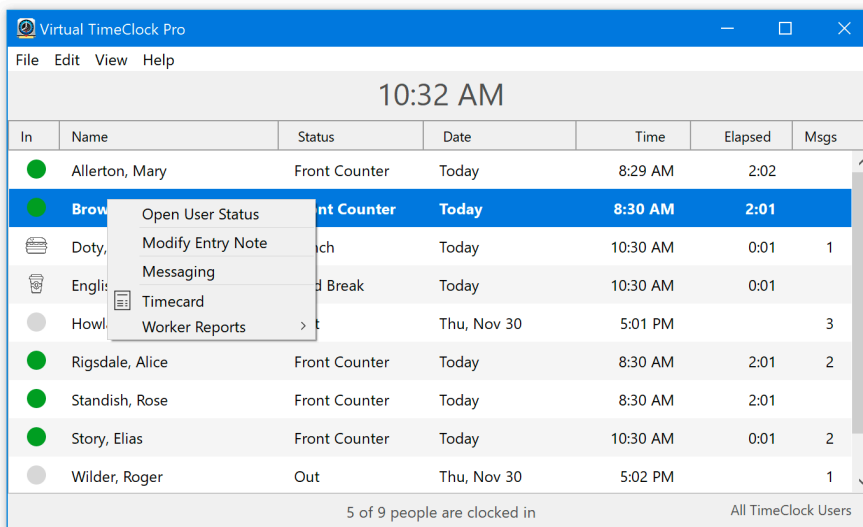
	Virtual TimeClock Pro	— ☐ ✕			
File Edit View Help					
		10:32 AM			
In	Name	Status	Date	Time	Elapsed	Msgs
●	Allerton, Mary	Front Counter	Today	8:29 AM	2:02	
●	**Browne,** ● Change Activity	nt Counter	**Today**	**8:30 AM**	**2:01**	
🖿	Doty, Edw ● Stop	ıch	Today	10:30 AM	0:01	1
🖿	English, Tl 🖿 Break	d Break	Today	10:30 AM	0:01	
○	Howland, 🖿 Lunch		Thu, Nov 30	5:01 PM		3
●	Rigsdale, Alice	Front Counter	Today	8:30 AM	2:01	2
●	Standish, Rose	Front Counter	Today	8:30 AM	2:01	
●	Story, Elias	Front Counter	Today	10:30 AM	0:01	2
○	Wilder, Roger	Out	Thu, Nov 30	5:02 PM		1
	5 of 9 people are clocked in				All TimeClock Users

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.

|	Virtual TimeClock Pro	— ☐ ✕			
File Edit View Help					
		10:32 AM			
In	Name	Status	Date	Time	Elapsed	Msgs
●	Allerton, Mary	Front Counter	Today	8:29 AM	2:02	
●	**Brow** Open User Status	nt Counter	**Today**	**8:30 AM**	**2:01**	
🖿	Doty, Modify Entry Note	ıch	Today	10:30 AM	0:01	1
🖿	Englis Messaging	d Break	Today	10:30 AM	0:01	
○	Howl Timecard	t	Thu, Nov 30	5:01 PM		3
	Worker Reports >					
●	Rigsdale, Alice	Front Counter	Today	8:30 AM	2:01	2
●	Standish, Rose	Front Counter	Today	8:30 AM	2:01	
●	Story, Elias	Front Counter	Today	10:30 AM	0:01	2
○	Wilder, Roger	Out	Thu, Nov 30	5:02 PM		1
	5 of 9 people are clocked in				All TimeClock Users

Right-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.
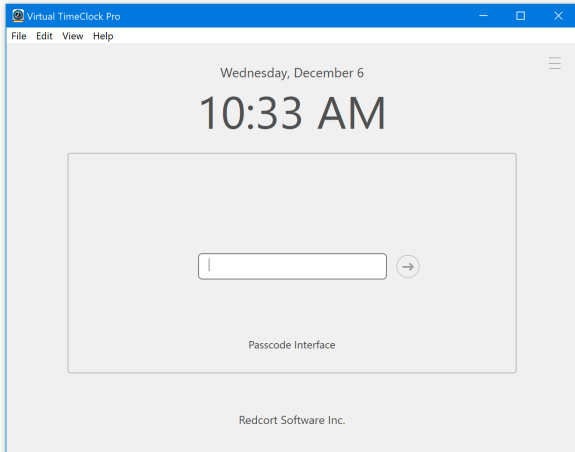

Passcode
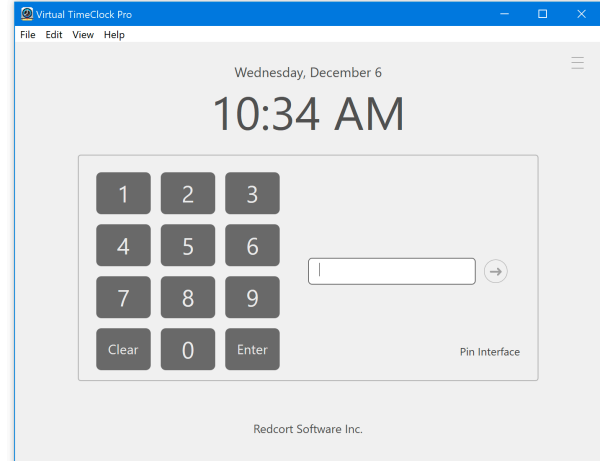
PIN

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.
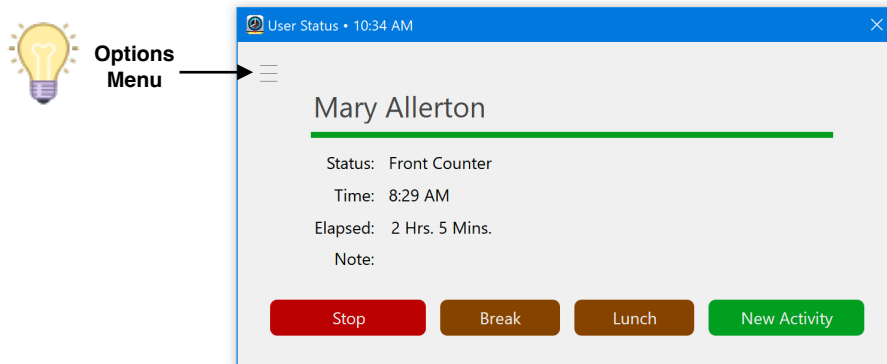
Options Menu

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.

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