PART 2:

Using the ClickTime Timesheet

Time Tracking With ClickTime Is Fast & Easy!

ClickTime
282 Second Street. Fourth Floor, San Francisco, CA 94105
Phone: +1 415 684-1180

Last updated in Feb 2016

ClickTime Basics

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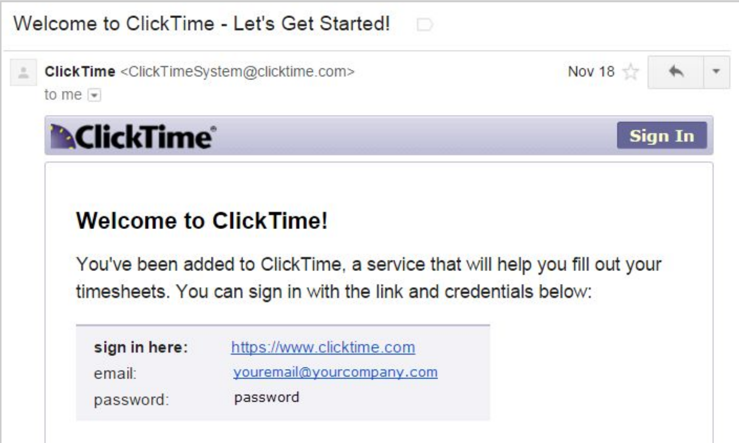
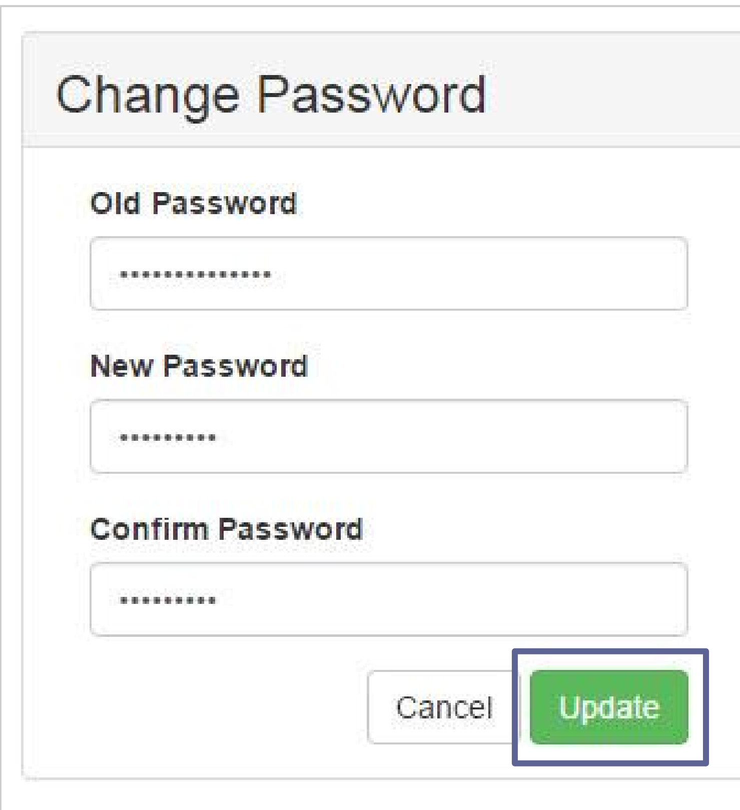
First Time Login

Getting Started with ClickTime is fast and easy!



Welcome to ClickTime!

When you set up a new employee, they'll receive a welcome email providing their login credentials. They will need to enter their email and password on the login page, and then follow the instructions to change their password to something more unique.



Change password

Using the link in the Welcome Email will bring staff to the Change Password page. They can also access this screen by clicking their name in the top-right corner, and going to their "My Preferences" page. From there, they can click "Change Password" to update their password at any time.

Next they will want to enter the password they were given in the first field, and enter their new password in both fields. Clicking "Update" will log them out so they can confirm the change was successful.

If your employees cannot access ClickTime for any reason in the future, they can always generate a "Reset Password" email using the "Forgot your password" link on the login page.

While recommend using a combination of numbers, letters, and special characters for security purposes to have the strongest password possible.

Tip: If you are interested in using Single-Sign-On to simplify the login process, please see our help documentation.

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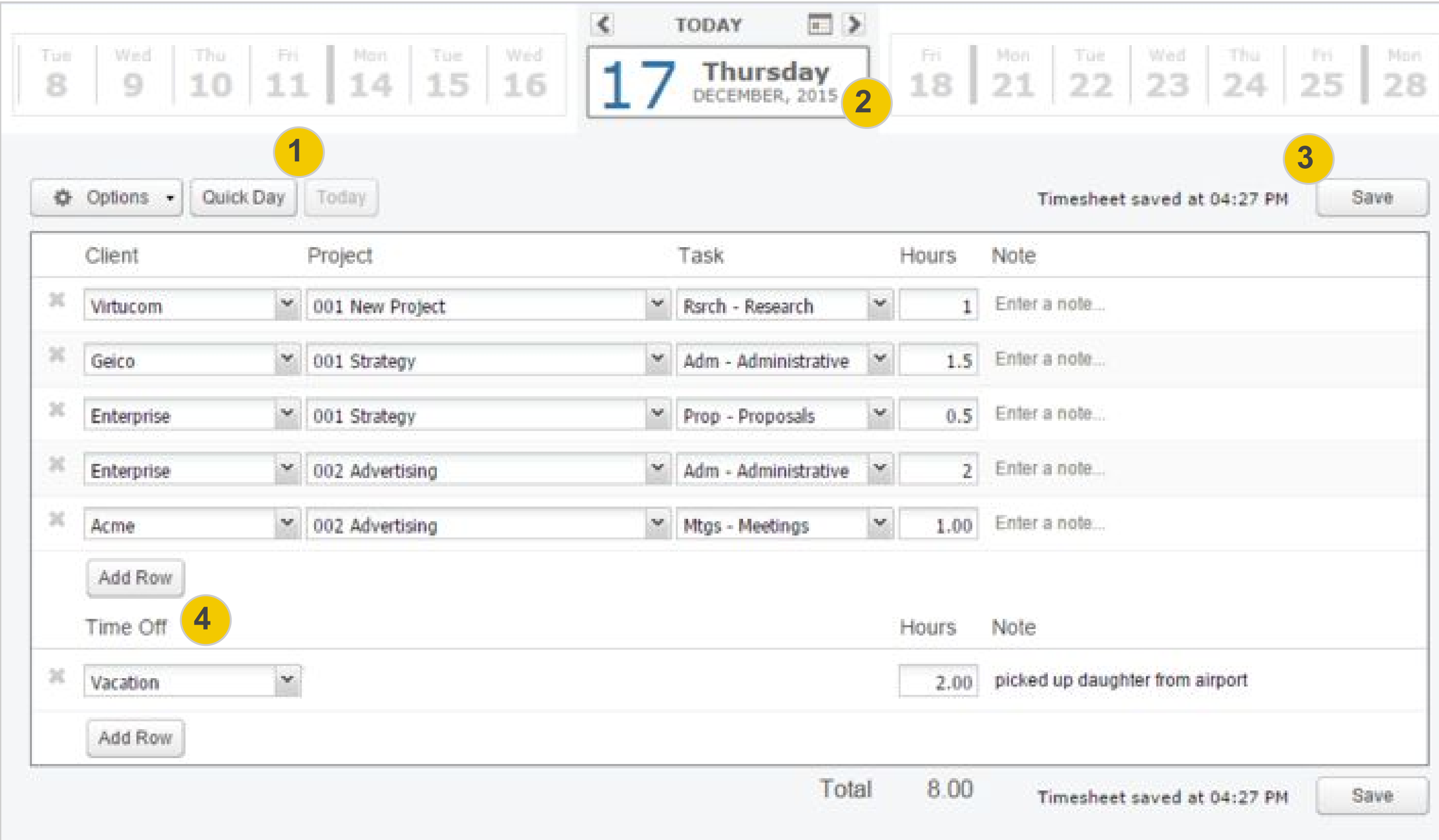
Time Entry - Day View

Track Time On a Daily Basis



Day View Options

The Day View page is best for employees who work on a number of different projects day-to-day, or want to track their hours as they work. We'll cover all the functions in detail.

1. Quick Day

If your staff regularly performs the same functions for the same amount of time every day, the "Quick Day" option will copy all timesheet data from the previous day into the current day.

2. Calendar

Use the calendar options at the top to navigate to a day in the past or the future. Click "Today" to go to today's date from another date.

3. Save

Whenever the timesheet is saved (whether manually using the Save button, or automatically) the Timesheet saved at message will display.

4. Time off

In addition to worked time, ClickTime also includes the option to track time off with all accounts. Logging this time must be done by entering the number of hours they took off.

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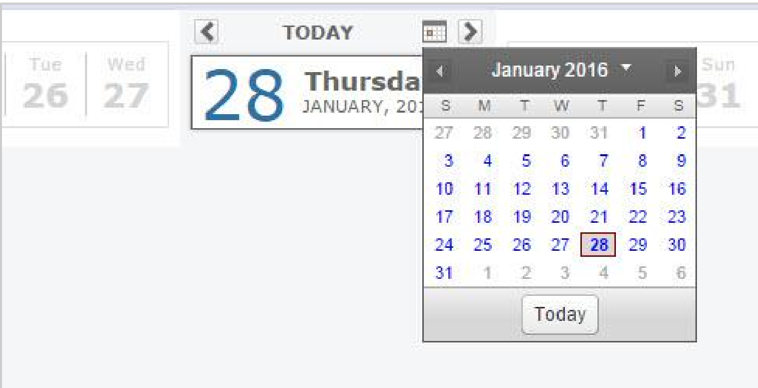
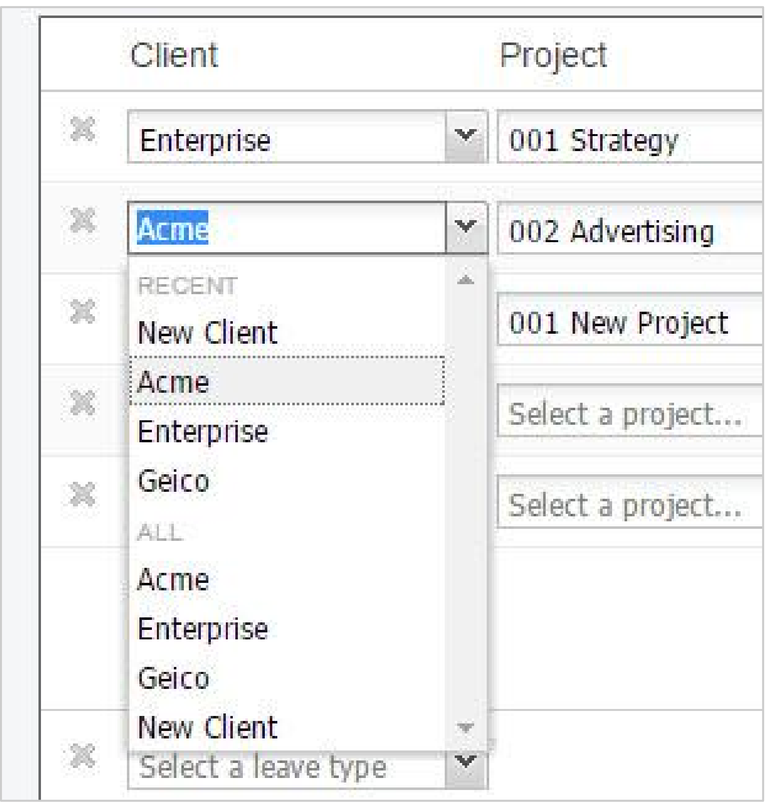
Time Entry - Day View

Tracking Time Using The Day View Page



Choose the Day

When accessing the Day View (or Week View) page, ClickTime will automatically display the current day/week. IF you'd like to go to a day in the past (or future), you can use the calendar option at the top of the page.



Dropdown options

Time-tracking is generally done by selecting the appropriate Client / Project / Task combination using our drop-down menus. Click on the drop-down menu to choose the item you are looking for.

On the Day View drop-downs, you can either either scroll to the appropriate item, OR type the name of the Client/Project/Task into the field to display the matching options.

Most organizations input the number/fraction of hours that they have worked on that particular Project and Task by keying in the numbers. As more entries are made, the total will be updated below.

Tip: Our staff can hide the Client and/or the Task column from your timesheets - contact your Account Executive if you would like any assistance

Time entry with note

There is also a field where you can enter a note about the work performed. If you'd like to require that every employee enter a note, that can be set up on their Person Details page.

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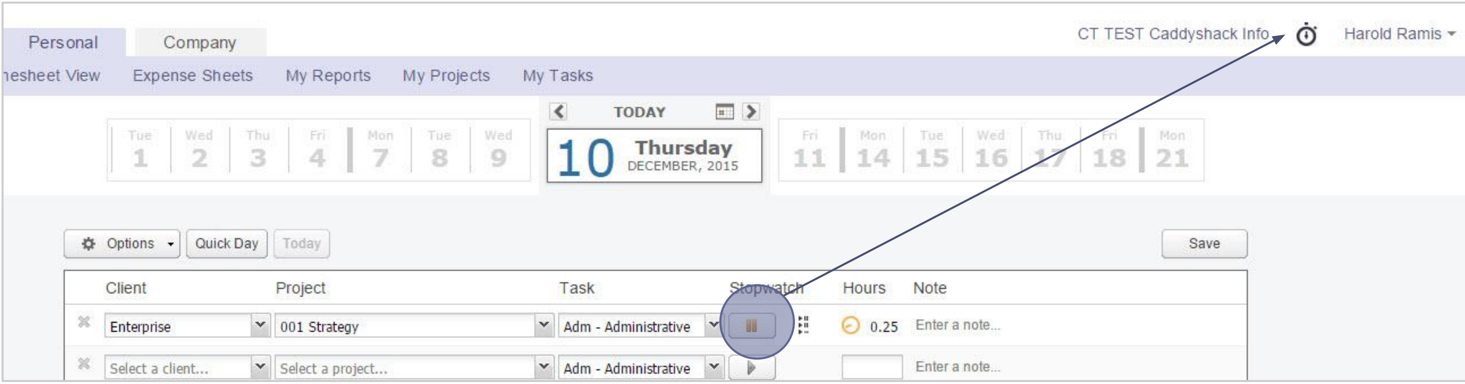
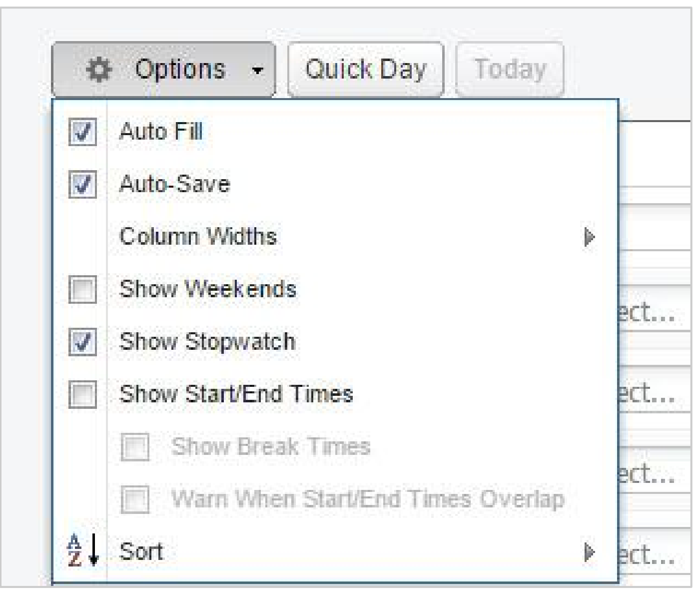
Time Entry - Day View

Customize Your Day View Settings



Stopwatch

In addition to entering the number of hours, you can also have ClickTime track your time using the "play" button for the stopwatch. When you start the stopwatch, you'll see an icon in the top corner letting you know the stopwatch is running. Stopwatches will continue running for each time entry until stopped (or at midnight). Using a stopwatch can also be required on the Person Details page.



Note: Some of these options may not be accessible for users based the requirements set on their Person Details page.

Options Menu

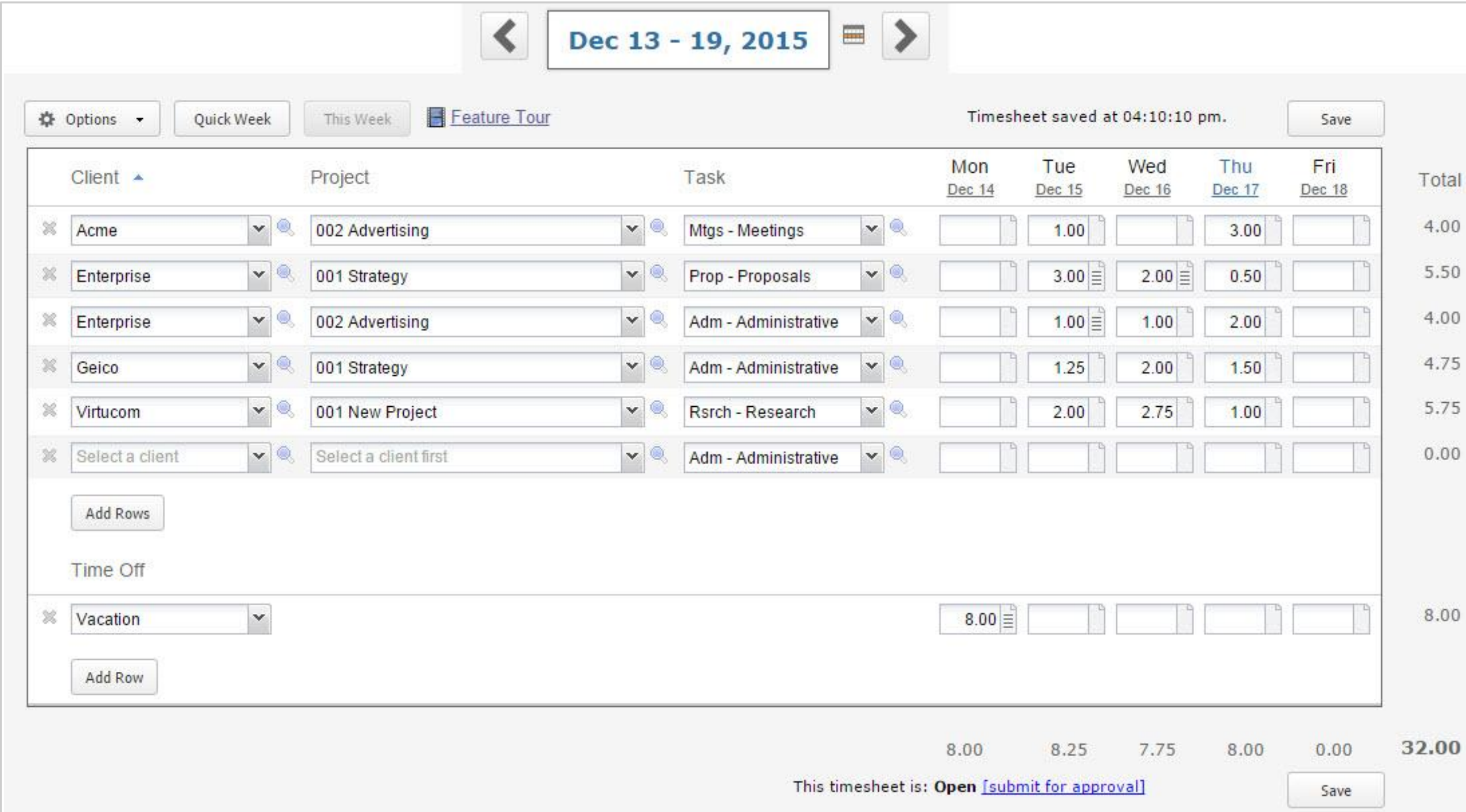
If your users don't want to see the stopwatch option, they can click the Options Menu and disable the feature.

In addition to showing/hiding the stopwatch, our Options Menu has several other useful aspects:

- Auto Fill will automatically populate a new Day View page with all the time entries that were used in the last 3 weeks. This lets you enter time faster.
- Auto Save will save your time entry screen after a minute of inactivity.
- Column Widths can extend the view of each column.
- The option to Show Weekends can be turned on or off by each employee.
- Users can also track time using Start/End times. When enabled, they also have the option to enter Break Times, and to be warned if their Start/End times overlap.
- Finally, you can customize the sort order of your Day View page.

Time Entry - Week View

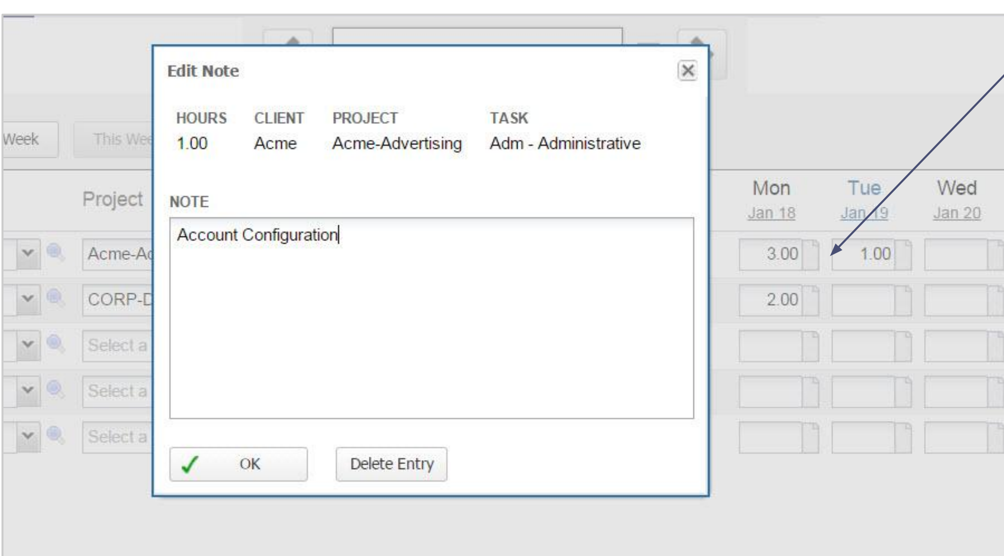
Entering time on a weekly basis



Week View Overview

The week view page works much like the Day View page, with the distinction that you can enter a whole weeks worth of time from the same page. Time must be entered by hour/fraction of an hour. Start/End times and the stopwatch can only be accessed from the Day View pages.

Here are a few differences:



Entering notes

Look for the notes icon  and click to add notes to each time entry field.

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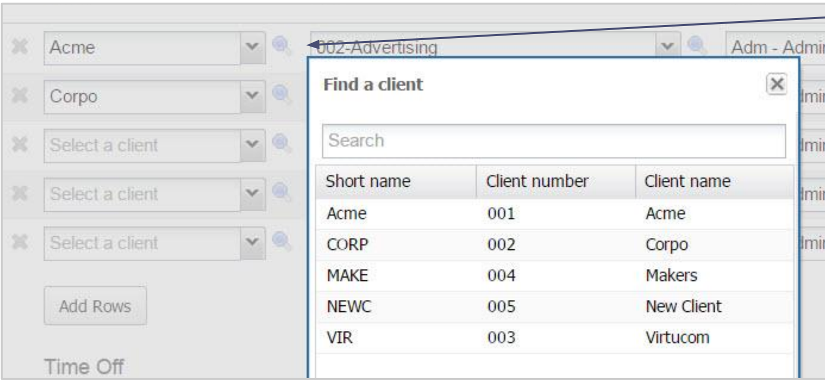
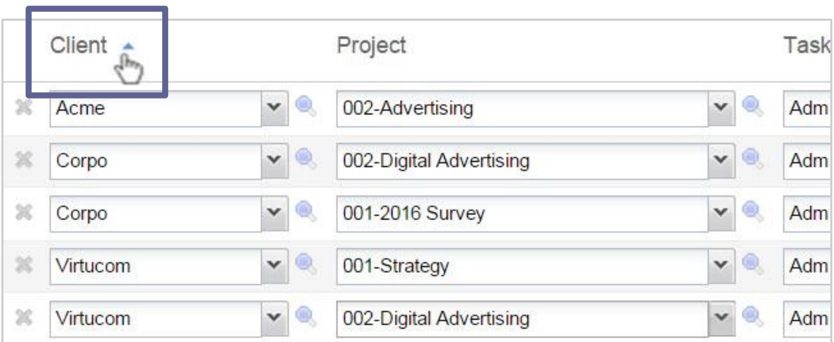
Time Entry - Week View

Set up your Weekly timesheet



Searchable options

In addition to the drop-down menu, there is also a magnifying glass icon next to each drop-down which gives you a pop-up with search options.



Sort your timesheet

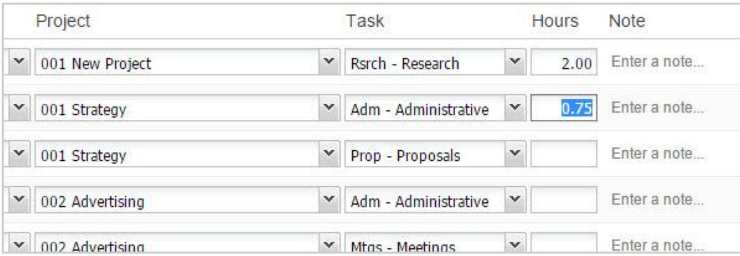
To sort the timesheet by a certain field, just click the header of each column

Week View Options

The options menu is organized slightly differently, but has many of the same functions. Additionally, there is a "Use Type-Ahead" feature that allows you to type the name of a Client/Project/Task in the time entry field, instead of using the drop-down menu. The Quick Week option will copy all time entries from the previous week into the current week.

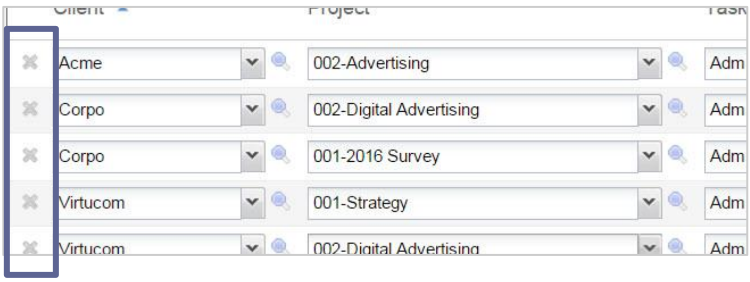
A Few More Things

Editing time entries and submitting your time



Change time

If you ever need to change the number of hours for an existing time entry, just click into the hours field, make your updates, and then save. The hours will be updated.



Delete row

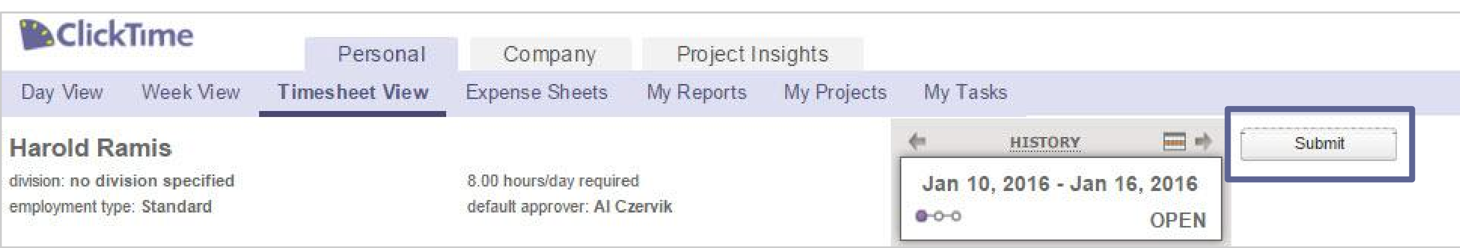
To delete an individual time entry, use the X to the left of the row.

Set your Home Page

If you want to be brought to the same time entry page each time you log in, use the "Set as Home Page" option at the bottom right. By default, ClickTime will always take you to the page for the current day/week.

Submit your timesheet

Those organizations that are using our Timesheet Approvals Module will also want to set their employees up with a Timesheet Approver on the Person Details page. We will cover this setup in more detail in another guide, but if you've set this up, your staff will see the option to submit timesheets from the Timesheet View page.



Organizations with a weekly timesheet will also see the option on the Week View page.

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Time Tracking. Made Easy.

Learn how to customize your account to meet your needs in **Part 3: ClickTime Time Entry Settings**

Contact us at 415-684-1180 or email
sales@clicktime.com (demo accounts)
support@clicktime.com (current customers)

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