

Employee

Choose an employee name and a job to filter results

Devon

Job Name

This will show the dates you have picked. The top one is the specific day and the lower one shows the range of dates for the week.

Day Picked: 09 21 2021
Week Picked: 09 20 2021 - 09 26 2021

This is the calendar for picking the date click the arrows to change months and click the specific date you would like to view. Selecting a date will also select the week.

« ‹ September 2021 › »

MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

There are three search methods. You can search by a specific date (SEARCH BY DATE) the entire week which is decided by what day you have picked in the calendar or search by job which will show all time stamps for a specific job. If no worker was selected above then it will show all workers time stamps otherwise it will only show the time stamps for the specific worker you have chosen.

SEARCH BY DATE

SEARCH BY WEEK

SEARCH BY JOB

Searching dates: 09 20 2021 - 09 26 2021 for Worker

This will show you a visual example of what your searching

Name	Job	Task	Time H/M/S			Date	Edit	
Worker	Documentation Job	Test	<div>Hours2</div>	<div>Minutes2</div>	<div>Seconds2</div>	To change a workers time stamp edit the values in the correct fields and press save for that specific field.	09 20 2021	SAVE
Worker	Documentation Job	Test2	<div>Hours2</div>	<div>Minutes2</div>	<div>Seconds2</div>		09 20 2021	SAVE
Worker	Documentation Job	Test3	<div>Hours2</div>	<div>Minutes2</div>	<div>Seconds2</div>		09 20 2021	SAVE

The TimeSheet Checker is for viewing how many hours workers are spending on particular jobs. You can sort by 3 methods. By 1 specific date, by an entire week, or for one specific job. If a worker has been picked above then it will show that workers time sheets for that date, week or job. If no worker has been picked then all workers timesheets will be shown for that specific date, week or job.

Job Name	Active?	Finish Job
Redacted for privacy	Yes	FINISH
	No	REACTIVATE
	Yes	FINISH
	Yes	FINISH
	No	REACTIVATE

You can finish or reactivate a job by pressing the button next to it on the list

→

The job manager lets you view a list of your jobs. When a job no longer needs work you can finish it in the program to hide it from the main panel. If you accidentally finish a job before your ready you can reactivate it to make it appear again

Name

Type in employee name here

Job Title

Floor

Office

Select Office or floor depending on position.
Floor will show up in the main panel while
office will not

CREATE ACCOUNT

Creating a new employee is very simple. Pick a name that you would like to show up on the boxes for them and then pick floor for workers that work on the floor and office for those that work in the office.

Job Name	required	Job Name
Client Name		Client
Job Address		Address
Client Phone		Phone
Client Email		Email
Lock Box		Lock Box
Contractor Assigned		Contractor
Billing Address		Billing
Supervisor Assigned		Supervisor
Supervisor Phone Number		Supervisor Phone
Designer Assigned		Designer
Folder Template	required	

CREATE JOB

To create a new job simply input the name you would like to show in the time clock and then a folder template for that job. The folder template decides what tasks are associated and will create a folder for the job when you press create job. Inside of that folder more folders will be created representing the tasks. You can put files into those folders that will show up in the time clock for workers to be able to view directly from the application.



Employee	Select Employee	Devon		
Job	Select Job to attatch to	Documentation Job		
Task	Select Task For Job	Task Sanding		
Date	Select date for punch	Date 09/08/2021		
Time To Add	Input how long the task was	Hours 1	Minutes 15	Seconds 0
		1 : 15 : 0		

ADD

Press ADD to finish

To add a time punch for a specific task first select the name of the employee that you wish to add the punch for. Then select the job they were working on. Then select the task they were doing. Then select the date you wish to add the punch for. Then input the time they spent on the task. Please note if you do this for a task they already put into the system it will add onto the hours they already had saved.

Employee

Choose Employee

Redacted for privacy

Day Picked: 09 22 2021

Week Picked: 09 20 202109 21 202109 22 202109 23 202109 24 202109 25 202109 26 2021

Select Date

« < September 2021 > »

MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30	1	2	3

Choose specific date or search by the entire week

SEARCH BY DATE

SEARCH BY WEEK

Name	Clock In Time	Lunch In Time	Lunch Out Time	Clock Out Time	Date
Redacted for privacy	12:08 PM	12:08 PM	12:08 PM	12:08 PM	09 20 2021

Please note that clocked hours are different than timestamps for a specific job. Clocked hours are the times the employee clocks in for the day clocks in and out for lunch and clocks out for the day. An employee may work multiple jobs for the day but will only have 1 clocked in time for that day. You can either search by a specific date or by an entire week. To search by week simply select any day during the desired week and the system will show you the clock ins for that week.

Name		Title
Redacted for privacy.		Office
		Office
		Floor
		Floor
		Floor
		Floor
		Floor
		Office
		Office
		Floor
		Floor
		Floor
		Floor
		Floor

This is a list of your employees. You can see which ones are office workers and which ones are floor workers.



New Task

Name a task

Task Name

Add Task To list by pressing enter or ADD TASK button

ADD TASK

Task Name	
Cutting	
Edging	When a task is added it will appear in this table
Sanding	
Breaking	
Firing	

Template Name

Name the template

Task Name

Documentation Template

When finished press enter or create template

CREATE TEMPLATE

Templates are the systems way of assigning tasks to a job. Add a list of tasks that you would normally use for a job and save it. Then when you go to create a job select the template that best fits the job. Please note there is no need to create a new template for every job. You may use a single template as many times as you would like.