

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	į.	Active?	Finish Job
Redacted for privacy		Yes	FINISH
		No	REACTIVATE
	`	Yes	FINISH
	`	Yes You can finish or reactivate a job by	FINISH
	ı	pressing	REACTIVATE

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 accidently finish a job before your ready you can reactivate it to make it appear again

Name		Type in employee name here
Job Title	Select Office or floor depending on position. Floor will show up in the main panel while office will not	
	CREATE ACCOUNT	

Add a new employee

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

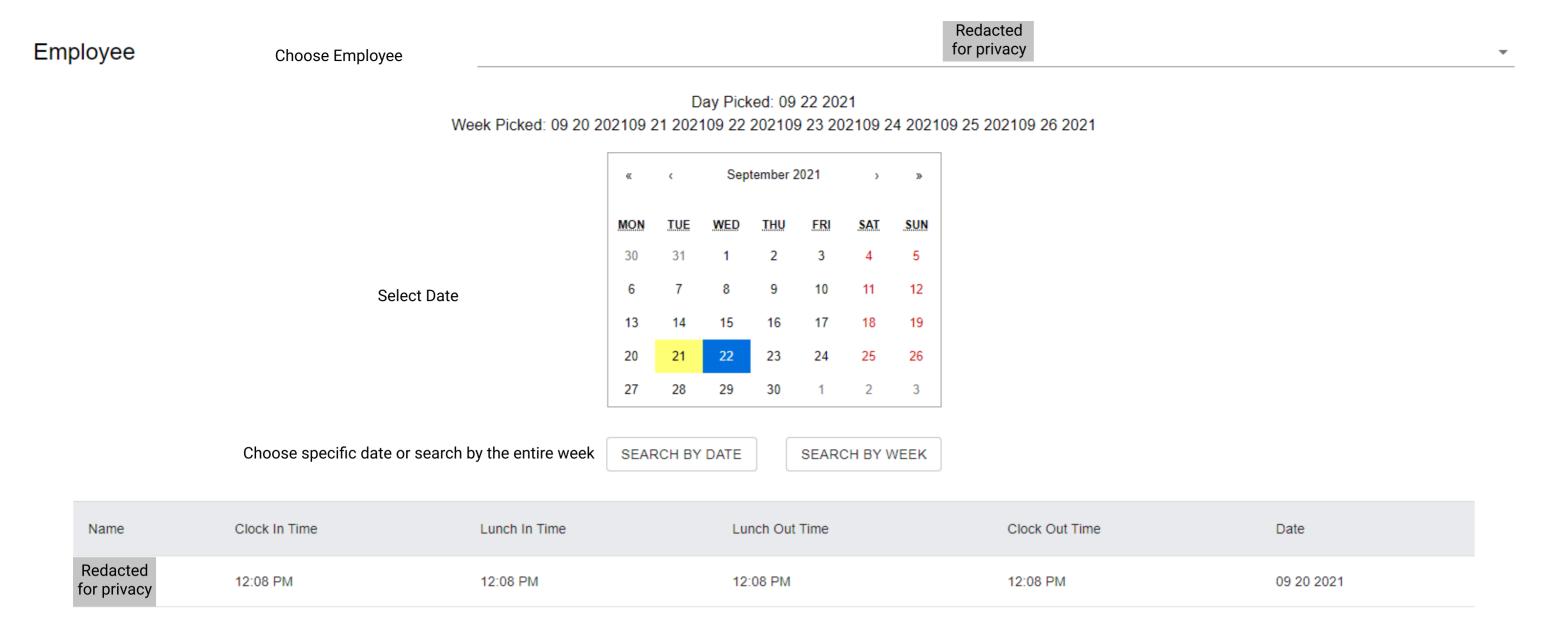
To create a new job simply input the name you would like to show in the time clock and then a folder template for that job. The folder template decides what tasks are associated and will create a folder for the job when you press create job. Inside of that folder more folders will be created representing 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	l	*
Job	Select Job to attatch to		Documentation	on 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 1 : 15	Seconds 0	

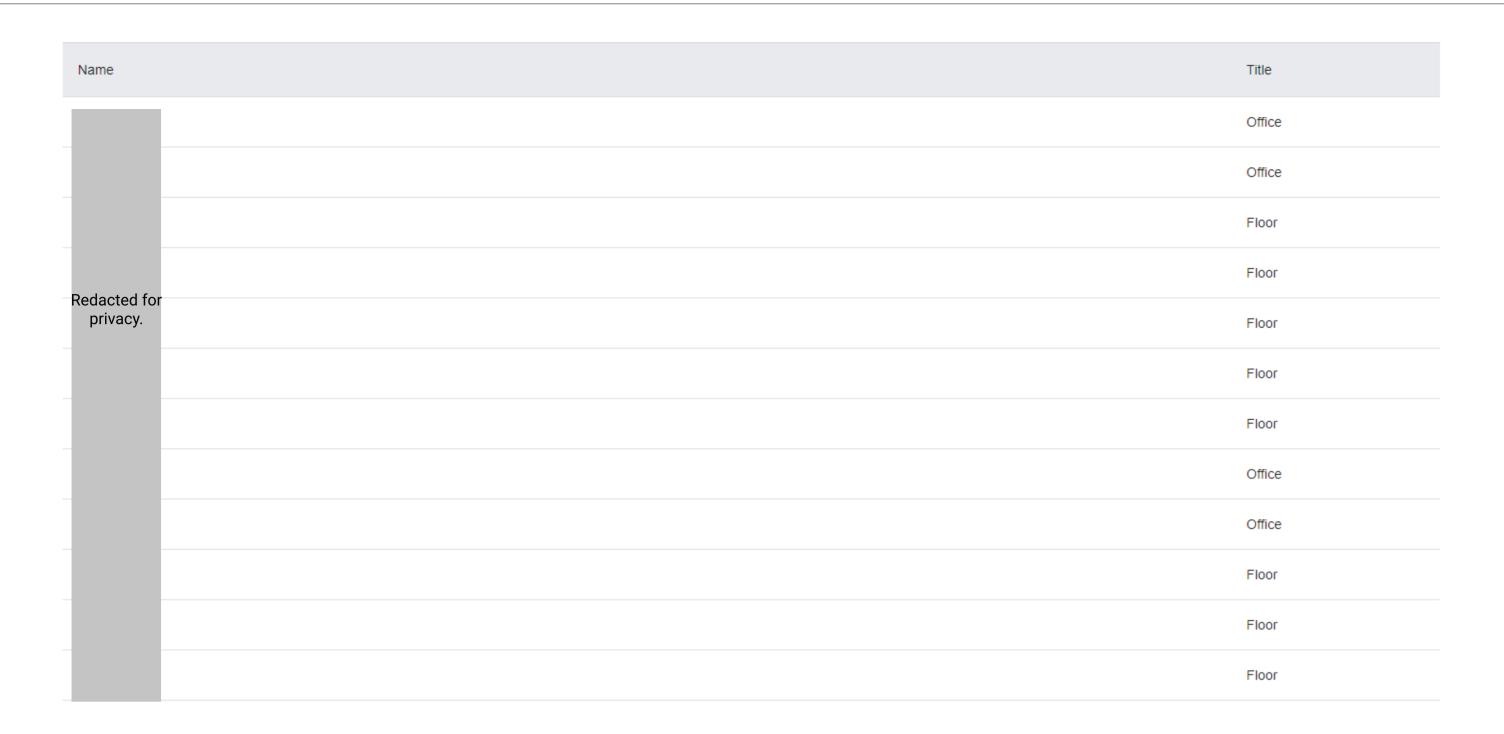
ADD

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.



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.



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 բ	pressing enter or ADD TASK button ADD TASK
	Task Name	
	Cutting	
	Edging Wh	en 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 er	nter 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.