

Company Admin User Guide

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Admin Access Setup

First-Time Admin Enrollment

Prerequisites

- Modern browser with WebAuthn support (Chrome, Edge, Firefox, Safari)
- Device with biometric authentication or PIN capability
- Admin access URL with proper parameters

Enrollment Process

1. Access Admin Setup

- Navigate to: `[YourURL]?setup` or `[YourURL]#admin-setup`
- Or use: `[YourURL]?config=x7k9m`

2. Device Enrollment

- Click "**Enroll This Device for Admin Access**"
- Follow browser prompts to set up:
 - Windows Hello (Windows)
 - Touch ID/Face ID (Mac)
 - Device PIN (All platforms)
- Complete the authentication challenge

3. Confirmation

- You'll see "Device enrolled successfully!"
- Click "**Access Admin Panel**" to enter Admin Mode

Returning Admin Access

1. Navigate to the admin URL with parameters
2. Your browser will prompt for authentication
3. Use your PIN or biometric authentication
4. You'll be logged into Admin Mode automatically

Important Security Notes

- Enrollment is device-specific
 - Each device needs separate enrollment
 - Credentials are stored locally in your browser
 - Clearing browser data will require re-enrollment
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Admin Dashboard Overview

Interface Components

Header Section

- **Mode Indicator:** Shows "Admin Mode" badge
- **Company Name:** Displays licensed company name
- **Pay Period Filter:** Select specific pay periods
- **Employee Filter:** Filter by specific employees
- **Project Filter:** Filter by projects

- **Category Filter:** Filter by time categories
- **Date Range:** Custom date filtering

Statistics Dashboard

- **Total Entries:** Count of all time entries
- **Total Hours:** Sum of all logged hours
- **Employees:** Number of unique employees
- **Projects:** Number of unique projects
- **Data Quality:** Percentage of valid entries

Control Buttons

- **Reset Filters:** Clear all active filters
 - **Current Period:** Jump to current pay period
 - **Exit Admin:** Return to Employee Mode
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Team Data Management

Importing Team Timesheets

CSV Import Process

1. Click **"Import Timesheets"** button
2. Select one or multiple CSV files
3. System will process and consolidate data
4. View import status messages

CSV Format Requirements

```
Employee,Date,Category,Project,Start Time,End Time,Duration,Description
"John Doe","2025-08-25","work","Project Alpha","09:00","17:00",8,"Development work"
"Jane Smith","2025-08-25","overhead","Admin Tasks","13:00","15:00",2,"Team meeting"
```

Supported Categories

- work
- overhead

- travel
- pto
- sick
- holiday
- bereavement
- jury

Data Filtering

By Pay Period

1. Select from "**Pay Period**" dropdown
2. Date filters auto-populate
3. View period-specific statistics

By Employee

1. Choose from "**Employee**" dropdown
2. See individual employee data
3. Combine with other filters

By Date Range

1. Set "**Start Date**" and "**End Date**"
2. Overrides pay period selection
3. Useful for custom reporting

Data Cleanup Tools

1. Click "**Data Cleanup**" button
 2. Select cleanup operations:
 - Remove duplicate entries
 - Fix invalid time entries
 - Standardize project names
 - Remove invalid dates
 3. Click "**Run Cleanup**"
 4. Review cleanup results
-

Application Configuration

Accessing Configuration

1. Click "**Configure App**" button
2. Configuration modal opens

Company Settings

Company Name

- Enter your organization name
- Displays in application header
- Saved locally for all users

Company Logo (Licensed Only)

- Enter HTTPS URL for external logo
- Supported hosts:
 - Imgur (i.imgur.com)
 - GitHub (githubusercontent.com)
 - Cloudinary
 - Unsplash
- Click "**Test Logo**" to preview
- Click "**Clear**" to remove

Employee Permissions

- **Allow employees to edit entries:** Check/uncheck
- **Allow employees to delete entries:** Check/uncheck
- Changes apply immediately to all users

Saving Configuration

1. Make desired changes
 2. Click "**Save Configuration**"
 3. Changes apply immediately
 4. Or click "**Reset to Defaults**" to restore original settings
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Pay Period Management

Current Configuration

Default configuration includes bi-weekly pay periods. Custom configurations can be loaded via CSV.

Exporting Pay Periods

1. Click "**Export Config**" in Configure App
2. Downloads current pay period configuration
3. Use as template for modifications

Importing Custom Pay Periods

1. Click "**Import Config**"
2. Select CSV file with format:

```
ID,Description,Period Start,Period End,Timesheet Due,Pay Day
2025-01,"Pay Period 1 - Jan 1-15 2025",2025-01-01,2025-01-15,2025-01-15,2025-01-22
```

Pay Period Template

1. Click "**Download Template**"
2. Edit template with your periods
3. Import modified file

Pay Period Information Display

When a pay period is selected:

- Period date range
 - Timesheet due date
 - Pay day
 - Days remaining
 - Associated holidays
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Holiday Configuration

Managing Company Holidays

Exporting Holidays

- 1. Click **"Export Holidays"** in Configure App
- 2. Downloads current holiday list as CSV

Importing Holidays

- 1. Click **"Import Holidays"**
- 2. Select CSV with format:

ID,Date,Name,Type,Description
2025-new-years,2025-01-01,New Year's Day,federal,Federal Holiday - New Year's Day

Holiday Types

- **federal:** Federal holidays
- **company:** Company-specific holidays

Holiday Template

- 1. Click **"Download Template"**
- 2. Customize with your holidays
- 3. Import the modified file

Holiday Integration

- Holidays appear in pay period information
- Employees can select applicable holidays
- Each holiday adds 8-hour entry automatically

Data Analysis and Reporting

Viewing Modes

Table View

- Detailed entry listing

- Sortable columns
- Individual entry details

Analytics View

- Summary statistics
- Aggregated data
- Trend analysis (future feature)

Export Options

Excel Export

- Click "**Excel**" button
- Formatted for Excel compatibility
- Includes all filtered data

CSV Export

- Click "**CSV**" button
- Standard CSV format
- Compatible with most systems

JSON Export

- Click "**JSON**" button
- Structured data format
- For technical integrations

Access Export

- Click "**Access**" button
- Formatted for Microsoft Access
- Database-ready format

Quick Summary

1. Click "**Quick Summary**"
 2. View high-level statistics
 3. Useful for rapid reporting
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License Management

Checking License Status

1. Click "**Configure App**"
2. View "License Status" section
3. Shows Licensed/Unlicensed status

Purchasing a License (\$9.95)

1. Click watermark or "**Manage License**"
2. Click PayPal payment link
3. Complete payment
4. Email company name to vendor
5. Receive license key

Activating License

1. Click "**Manage License**" in Configure App
2. Enter exact company name (case-sensitive)
3. Enter provided license key
4. Click "**Activate License**"
5. Watermark removed immediately

License Benefits

- Remove watermark permanently
- Custom company branding
- External logo support
- Lifetime usage
- One-time payment

Resetting License

1. Open license modal
2. Click "**Reset License**"
3. Confirm action
4. Returns to free version

Security Best Practices

Access Control

- Use unique admin URL parameters
- Don't share admin access URLs
- Each admin needs separate enrollment
- Regularly review who has admin access

Data Protection

- Export data regularly for backup
- Use strong device authentication
- Don't use public computers for admin access
- Clear browser data on shared devices

Configuration Management

- Document configuration changes
- Test changes before saving
- Keep configuration backups
- Review permissions regularly

Troubleshooting WebAuthn

If enrollment fails:

1. Check browser compatibility
2. Ensure device has authentication method
3. Try different authentication type
4. Clear browser data and retry

Console Commands (Emergency)

Open browser console (F12) and use:

- `debugAdminAccess()` - Show debug info
 - `resetAdminCredential()` - Clear stored credential
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Troubleshooting

Common Admin Issues

Can't access admin mode

- Verify correct URL parameters
- Check device enrollment status
- Try re-enrolling device
- Clear browser cache

Import not working

- Verify CSV format matches requirements
- Check for special characters
- Ensure dates are YYYY-MM-DD format
- Try smaller file batches

Filters not applying

- Click "Reset Filters" first
- Refresh the page
- Check date format
- Verify data exists for filter criteria

Configuration not saving

- Check browser local storage
- Ensure cookies enabled
- Try different browser
- Check for browser extensions blocking

License not activating

- Verify exact company name spelling
- Check license key accuracy
- Ensure no extra spaces
- Contact vendor if persistent

Data Issues

Duplicate entries appearing

- Run Data Cleanup tool
- Check import file for duplicates
- Review employee submissions

Missing employee data

- Verify CSV was imported
- Check employee name spelling
- Review date ranges
- Confirm pay period selection

Browser Requirements

- Chrome 90+ (recommended)
- Edge 90+
- Firefox 88+
- Safari 14+
- WebAuthn support required

Getting Support

1. Document the issue with screenshots
 2. Note browser and version
 3. Export current data for analysis
 4. Contact your vendor support
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Best Practices for Administrators

Regular Maintenance

1. **Weekly:** Review imported data for accuracy
2. **Bi-weekly:** Export backup before pay period ends
3. **Monthly:** Clean duplicate/invalid entries
4. **Quarterly:** Review and update configuration

Data Management

- Import timesheets promptly after submission
- Validate data before payroll processing
- Keep historical exports organized
- Document any manual adjustments

Communication

- Inform employees of permission changes
- Announce holiday updates
- Share pay period schedules
- Provide import format templates

Compliance

- Maintain audit trail via exports
 - Document configuration changes
 - Keep license documentation
 - Follow company data retention policies
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Advanced Features

Bulk Operations

- Select multiple files for import
- Process entire team at once
- Export filtered subsets
- Batch cleanup operations

Integration Capabilities

- CSV format for payroll systems
- JSON for API integrations
- Excel for management reports
- Access for database systems

Performance Optimization

- Filter large datasets before export
- Use pay period filters for faster loading
- Regular cleanup improves performance
- Clear old data periodically

End of Company Admin User Guide v1.1.10.4