Power Clock Operations Manual

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1 Introducing Power Clock

1.1 About Power Clock

Power Clock is an innovative time-clock program. It replaces the outdated mechanical time clock used in many businesses. It has many features that even the most advanced mechanical time clock cannot duplicate. Now there is no reason to use an outdated mechanical device. Among Power Clock's powerful features are the following.

Easy to use and familiar interface that looks like a traditional mechanical clock.
Power Clock is easy for non-computer people to use. Your employees can learn to use Power Clock in a matter of minutes.

Biometric Fingerprint Scanner support.
The end of passwords and "buddy punching". The Power Clock Fingerprint Scanner allows employees to clock in/out using their finger.

Barcode scanner support.
The Power Clock infrared barcode scanner allows employees to clock in/out using barcoded cards.

Automatic synchronization of files among different physical locations.
Power Clock can connect to remote sites via the internet or any TCP/IP network. Power Clock keeps track of which records were added or modified. If you have a central office and several stores or job sites, Power Clock can connect to your stores via the internet and gather all employees' hours. This is all built-in. NO OTHER COMMUNICATIONS SOFTWARE IS NEEDED.

Import and export to Intuit Quickbooks Pro, dBase, Text.
You can export the time records to any version of Intuit Quickbooks Pro for payroll and billing. Export to dBase allows you to create custom reports with any reporting program that supports the dBase file format. Customizable text export.

All changes to files are logged.
The administrator or manager can see at a glance what fields and files were changed, who changed them, and what time they were changed.

Power Clock is small and fast.
Power Clock will run well on any computer capable of running Windows 98 or later. Use your old computer that is gathering dust to replace your mechanical time clock.

Built-in Email.
An easy to use Email system is built-in. There is no need to buy an expensive Email program for your sites. Users are notified of waiting mail when they clock in or out.

Job, Phase, and Production tracking.
It's easy to track time spent on jobs and phases. Employee production may also be tracked.

Automatic lunch deductions.
You can set Power Clock to automatically deduct a lunch or break if an employee forgets to clock out.

Automatic clock out.
If an employee stays clocked in too long Power Clock can automatically clock them out at a certain time or after a number of hours.

Customizable Reports.

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Power Clock has a wide array of reports. In case you don't find the report you need, you can add it using the report script engine.

Customizable Security.
Power Clock uses flexible Security Profiles. Every menu command can be enabled or disabled.

Secure time server.
Employees can't cheat on their hours by changing the computer clock.

Non Modal Design.
Most Power Clock screens are non-modal. This means you may switch between active forms and open new forms easily without having to close what you are working on.

Unlimited Client/Server Network Operation.
Power Clock can run on any Microsoft or Novell network using TCP/IP or IPX protocols. The FlashFiler database server engine runs on your server. Client workstations connect to the server using either TCP/IP or IPX network protocol. You can run Power Clock on an unlimited number of client workstations simultaneously.

Affordable.
Please see our website www.powerclock.com for the latest prices and specials.

1.2 How to Order

Visit our web page at **www.powerclock.com/order.htm**

Power Clock is a shareware program. This means you are able to try it before you decide to purchase. There are no disabled features or time limits in the trial version. You are free to use it as long as you like. There is a limit of 10 active employees in the trial version. If you need to trail it with more than 10 employees, please email support@powerclock.com for a temporary key.

Power Clock purchase gets you all the following:
- Multi-user client-server network support.
- Multi-site support.
- Employees can clock in and out from any workstation. You don't need to buy separate copies for each workstation.
- Free technical support.
- All major and minor updates which we release several times per year.
- Online backup of your data files to the Power Clock servers.

Pricing is based on the number of active employees in your employee file. The employee limit only applies to the number of ACTIVE employees in your employee file. You can have unlimited INACTIVE employees who you still keep time history for. You should never delete employees who no longer work. Make them inactive so you still have access to their time history.

Power Clock supports an **unlimited** number of employees. Please order the required quantity for your business. If you have 100+ employees, please Email rob@powerclock.com for quantity discounts.

All Power Clock software can be downloaded immediately from powerclock.com. Please be sure to give your correct email address with your order, as this is where your permanent authorization code will be sent. Your email address will not be sold or distributed in any manner.

Please visit www.powerclock.com for the latest prices and specials.

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ORDER SECURELY ONLINE - The FASTEST way to get Power Clock.
You'll receive your authorization code within a few hours.
Visit our web page at **www.powerclock.com/order.htm**
Fill out the secure web order page--fast, easy and secure!

PHONE ORDERS
1-800-903-4152 (From the U.S. only.)
+1 952-646-5747 (From anywhere)

Ask for these product numbers when ordering by phone:
Product #198844 - Power Clock (up to 15 employees)
Product #189151 - Power Clock Additional Employees

FAX, MAIL, AND PURCHASE ORDERS
Please check www.powerclock.com for the latest prices and product numbers. You may send a check or money order.
Make them payable to "ShareIt! Inc." and send them to:

ShareIt! Inc.
a service of digital river
9625 West 76th Street, Suite 150
Eden Prairie, MN 55344

Phone: +1 (952) 646 5747
Fax: +1 (952) 646 4552

Please provide the following information when your order:

* Your mailing address.
* Your Visa, MasterCard, Amex or Discover # and its expiration date (if using credit card).
* Your E-Mail address (so we can send you an E-Mail confirming your order and so I can contact you easily with any important follow-up information, upgrade announcements, etc.).

THE ABOVE NUMBERS ARE FOR ORDERS ONLY. FOR TECH SUPPORT PLEASE EMAIL support@powerclock.com or call +1 (918) 615-2415

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, should be directed to support@powerclock.com.

1.3 Technical Support

Your Power Clock purchase includes free technical support.

For the fastest response, we suggest you send an email to support@powerclock.com detailing what problem you're having as well as any error messages. We respond to email 7 days a week.

Tech Support Email: support@powerclock.com
Tech Support Phone: +1 (918) 615-2415

Custom Report Design

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We can create custom reports for your Power Clock software. Please email or fax us a sample of how your report should look and tell us any special requirements. We will give you an estimate of how many hours we will require to do the design. Most custom reports can be done in one hour or less. Custom report design approx $79.00 per hour. Please email your requirements to support@powerclock.com.

ADMIN Password Recovery

If you forgot your ADMIN password, please email support@powerclock.com.

New Features

If there are any features you would like to see in Power Clock, please send your request via Email to support@powerclock.com. We want to make Power Clock the absolute best time clock software in the world. We will do everything possible to make Power Clock work with your business.

Stay tuned to our website for the latest information on new versions.

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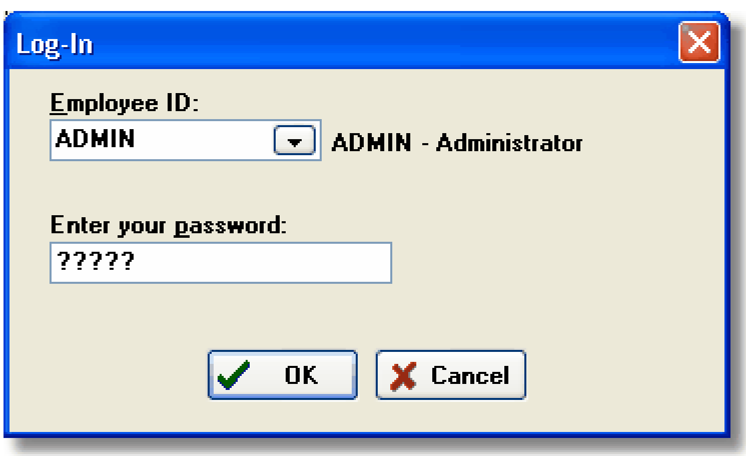
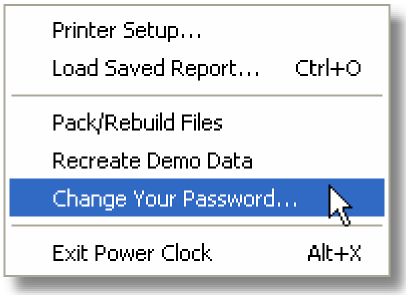
2 Setting up Power Clock

2.1 Getting Started



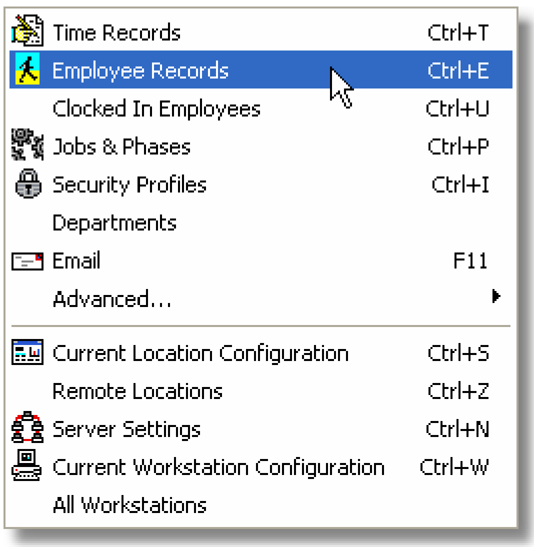
Log-in as ADMIN (Administrator) employee

- Press [F9] to log-in.
- Enter 'ADMIN' in the Employee ID field.
- Enter the password and click OK. (By default the ADMIN password is the same as the ID, 'ADMIN')
- You will then be logged in as the ADMIN (Administrator) employee. The ADMIN employee has access to all functions of Power Clock.
- NOTE: "Logging in" is different than "Clocking In". You "Log In" when you want access to secured options such as editing time records and adding new employees.



Change the ADMIN password

- Select the File menu.
- Select 'Change Your Password' from the File menu.
- Enter the current password. It should be "ADMIN".
- Enter the new password. Make the ADMIN password difficult to guess and always keep it secret.



Add yourself as an employee

- Select the 'View / Edit' menu.
- Select 'Employees'. You can also use the shortcut [Ctrl+E].
- Press [Insert] to add a new employee.
- Enter your initials or some other unique identifier for the 'ID' field. This will be your Employee ID.
- Enter a login password in the 'Password' field.

- Select ADMIN in the 'Security Profile' field to give yourself full Administrator access.
- To automatically log yourself in when the program starts, check the box "Automatically login this employee at startup". This is not a good idea if other employees will be using Power Clock on your computer. This is a local setting. You enable or disable automatic login on each network computer individually.

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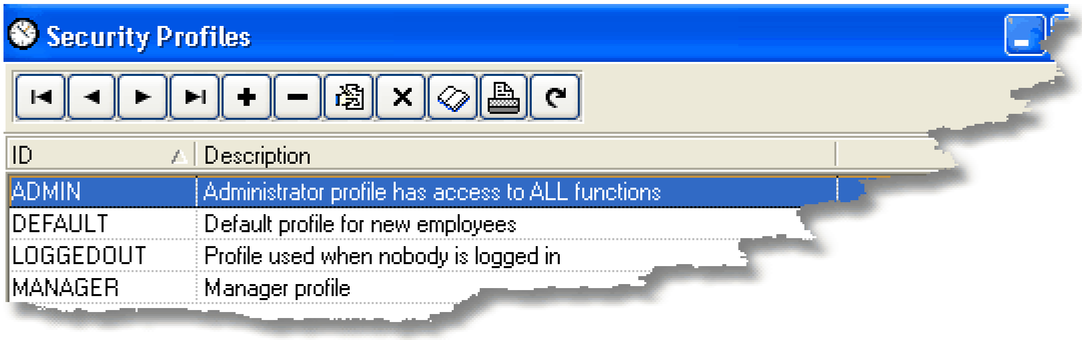
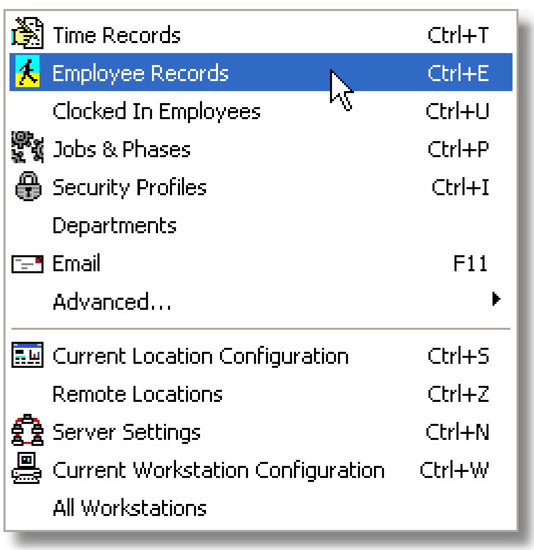


Customize security profiles

- Select the 'View / Edit' menu.
- Select 'Security Profiles'. You can also use the shortcut [Ctrl+I]
- You will need to look at all the security profiles and make sure the various options are enabled or disabled according to what you want to give your users access to. All employees are given the "Default" profile to start but you can change them to "Manager" or "Admin". You can also add an unlimited number of new security profiles.
- Check the profile called "LoggedOut". These are the options that will be available when no one is logged in.



Add Employees

Add the rest of your employees using the same procedure that you used to add yourself.

2.2 Fingerprint Scanner Setup

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2.2.1 Supported Scanners

Power Clock version 7.50 and later supports all the following scanners using the Griaule fingerprint drivers.

Power Clock versions 6.00 through 7.01 support only the Digital Persona 4000B scanner.

Microsoft Fingerprint Reader

Microsoft Wireless IntelliMouse Explorer with Fingerprint Reader

Microsoft Optical Desktop with Fingerprint Reader

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Digital Persona 4000 and 4000B

2.2.2 Fingerprint Scanner Setup - 7.50 and later

Power Clock doesn't save an image of the employee's fingerprint. It only saves a 'template' or mathmatical representation which is used later to verify an employee. The fingerprint images are never saved. **DO NOT** install any drivers included with your scanner. Use the drivers on http://www.powerclock.com/download.htm instead. If you already have the old Digital Persona drivers installed then you should uninstall them. Make sure the scanner remains connected so that your employees can clock in and out.

Fingerprint Enrollment

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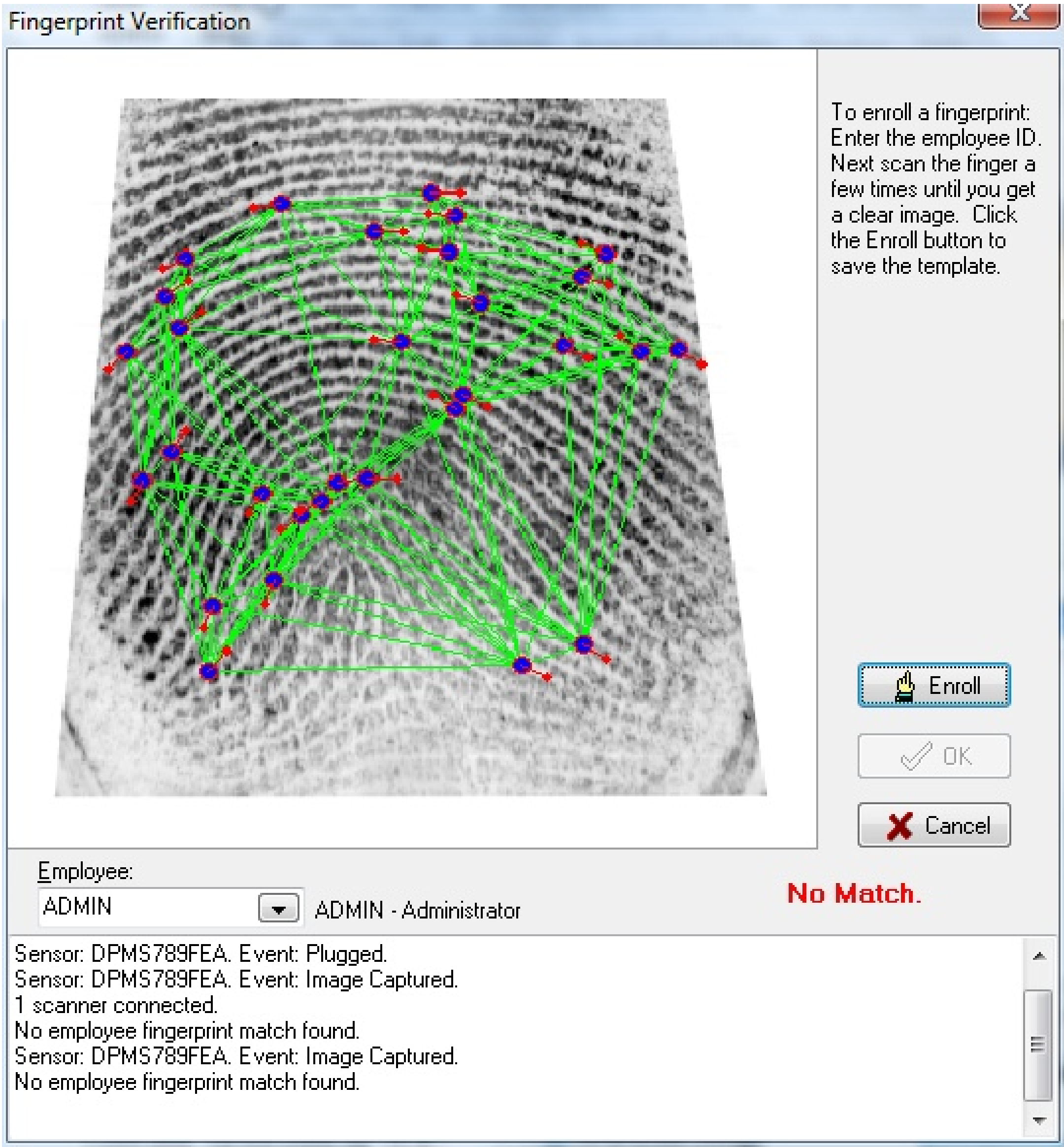

First, login to Power Clock as the Admin employee. Select the View/Edit menu, Workstation Configuration. Enable the fingerprint scanner in Workstation Configuration.
Starting with the Administrator, each employee must first enroll their fingerprint.

The Enrollment Process.
Select the View/Edit menu, Enroll Fingerprint.

Place your index finger on the scanner. Try to center your finger to get the maximum best image. You may need to scan your finger a few times to get the best image. Wait about 1 second for the scanner will aquire the image of your fingerprint.

Take your finger off and have a look at the captured image and detail.

If this employee has never enrolled their fingerprint then the message 'No employee fingerprint match found' will appear in the messages area.

Enter your employee ID in the Employee entry field.

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Click Enroll button to enroll this fingerprint

Test your fingerprint by scanning your finger a few more times and note the matching score. A score of 100 or more is a very good match. Some people have very faint fingerprints and may only be able to score 30 or 40.

Remember, the image of your fingerprint is never stored in the database. Only the "template" or mathmatical representation of the curves is stored. The green lines overlaying your fingerprint image represent the template.

Clocking in and out using your finger

Power Clock will constantly monitor the scanner. If an employee places a finger on the scanner then Power Clock will aquire an image from the scanner and try to match it to an active employee.

After the employee's fingerprint is scanned and verified the following dialog will be shown. The employee can choose which function they would like.

You can disable this selection screen in workstation config. If you disable the scan action dialog then the employee will be automatically clocked in or out when they touch the scanner.

2.2.3 Fingerprint Scanner - 7.01 and earlier

The Power Clock Biometric Fingerprint Scanner
The end of passwords and "buddy punching".

Power Clock version 7.01 and earlier support the Digital Persona 4000B fingerprint scanner.

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Note: Power Clock does NOT save an image of the employee's fingerprint.   It only saves a 'template' or mathmatical representation which is used later to verify an employee. The fingerprint images are never saved.

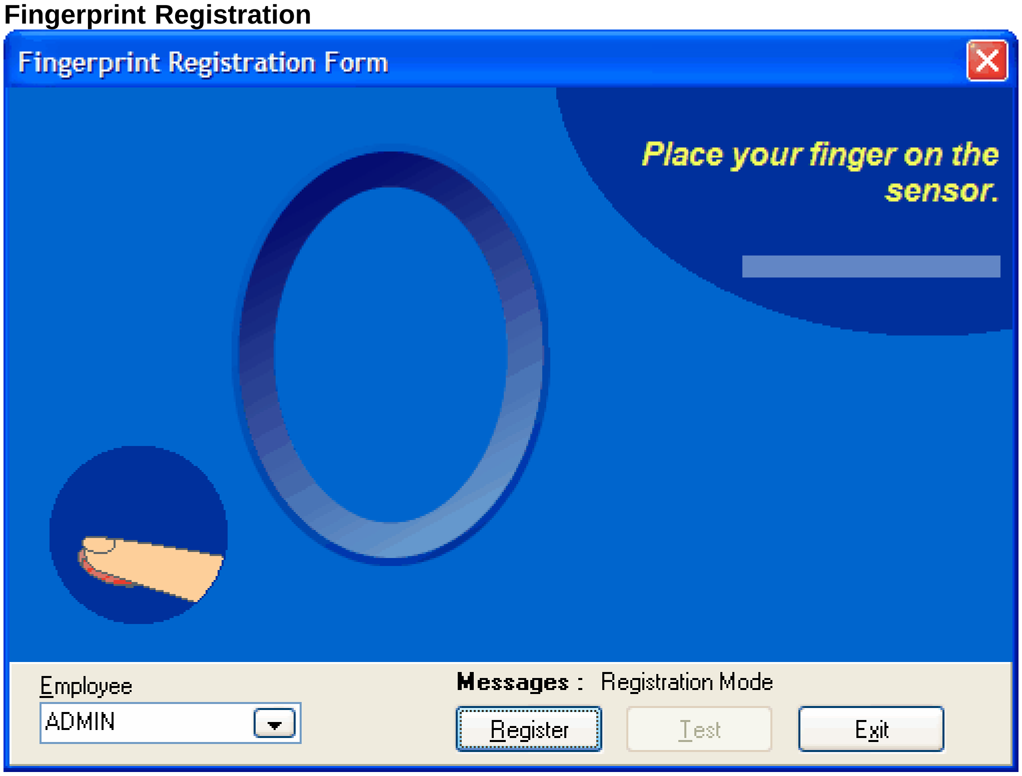
The Power Clock Biometric Fingerprint Scanner connects to your USB port. Power is provided by the USB port so no external power adapter is required.

You must enable the fingerprint scanner in Workstation Configuration.

Make sure the scanner remains connected so that your employees can clock in and out.

Before using the scanner make sure you install the driver software from the included CD. You will need to restart your computer after installing the fingerprint scanner drivers.

Fingerprint Registration



Each employee must first register their fingerprint. The registration process is simple.

Select Register Fingerprint from the View/Edit menu.
Enter your employee ID.
Place your index finger on the scanner. Try to center your finger to get the maximum best image.

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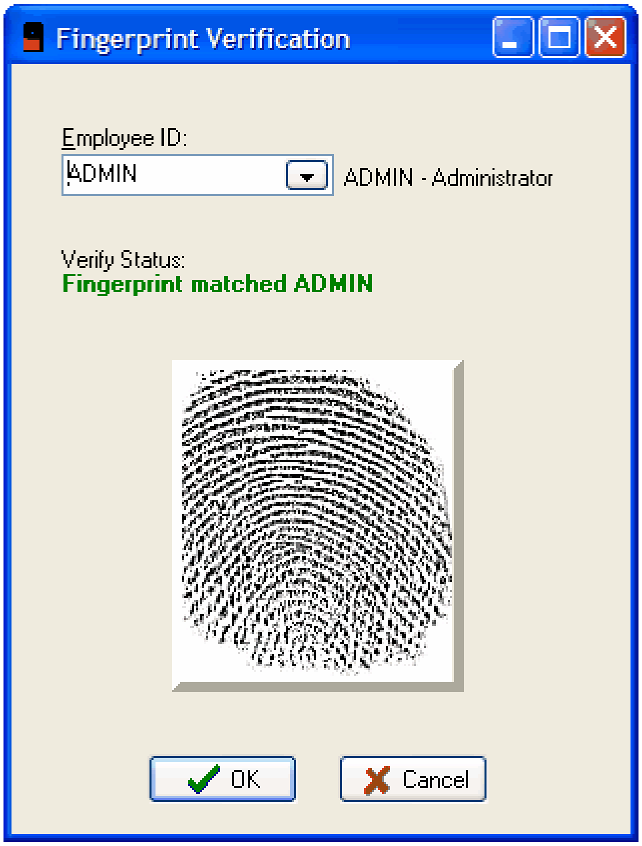
Wait about 1 second for the scanner will aquire the image of your fingerprint.
Take your finger off.
Place the same finger back on the scanner 3 more times to complete the registration process.

Testing your fingerprint



Click the Test button to test your fingerprint. Place your finger on the scanner. In 1 second the scanner should verify your fingerprint with the registration template stored with your employee record.

Clocking in and out using your finger

Power Clock will constantly monitor the scanner. If an employee places a finger on the scanner then Power Clock will aquire an image from the scanner and try to match it to an active employee.

If you have a very large number of employees then you may want to tell employees to press the Clock In button and enter their employee ID first so that Power Clock only tries to match that employee instead of scanning through the entire employee file.

After the employee's fingerprint is scanned and verified the following dialog will be shown. The employee can choose which function they would like. You can disable this selection screen in workstation config.

If you disable the scan action dialog then the employee will be automatically clocked in or out when they touch the scanner.

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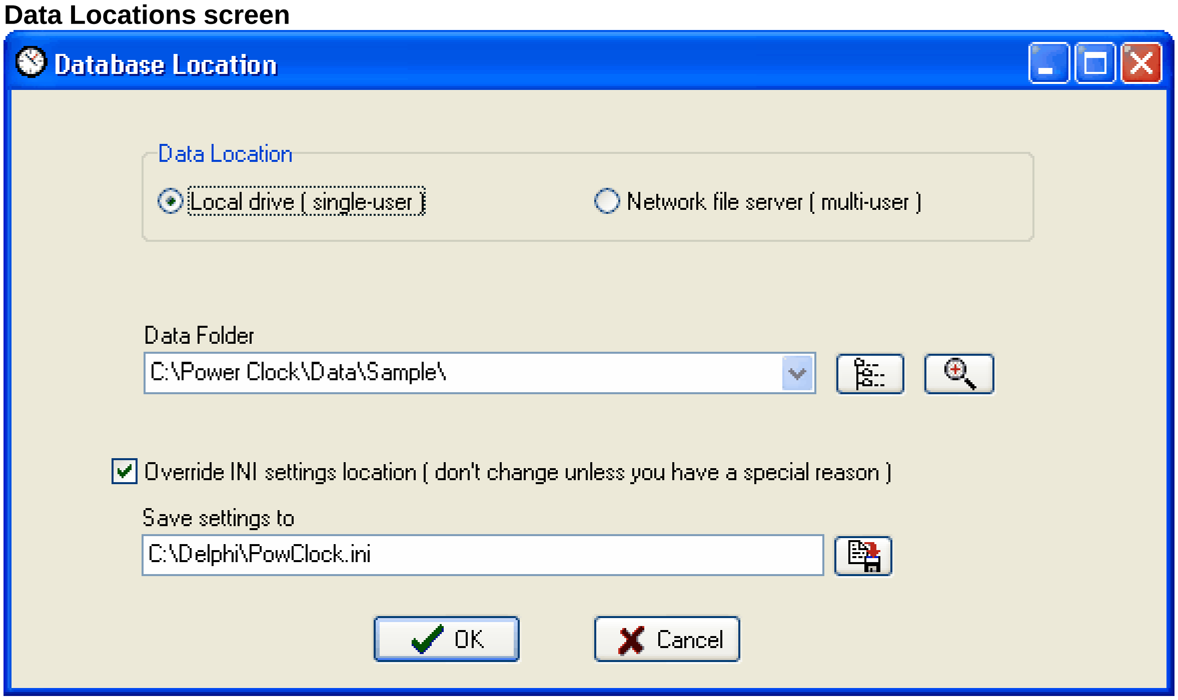
2.3 Data Location

One of the first things you'll see after installing Power Clock for the first time is the Data Location screen. From this screen you will choose where your data files are located. This screen is used to choose the data location for both single-user and multi-user access. You must choose a data location from this screen before using Power Clock.
Keyboard shortcut: [Ctrl+N]

Data Locations screen



Single-user mode vs Multi-user mode

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Power Clock can run in either single-user or multi-user mode. Single-user mode means you are running Power Clock on a single computer exclusively. You can use single-user mode on either a single standalone computer or on a computer that is part of a network. If the computer is part of a network, only one computer at a time can run Power Clock in single-user mode.

Multi-user mode means you have a local area network (LAN) or wide area network (WAN) and want Power Clock available to multiple users on your network. Multi-user mode requires that you run the Power Clock Server somewhere on your network and that you have TCP/IP protocol installed in Windows. Multi-user mode is also used when you want to access Power Clock data on a remote server via the internet.

Override INI settings location
This option should activated by advanced users. There should be no reason to ever change it for most installations.

By default Power Clock stores the data location settings in a text file named powclock.ini in the same folder as the Power Clock executable file, PClock32.exe. If you choose to override this setting then the new ini file location will be stored in the Windows registry of the current computer.

single-user mode setup

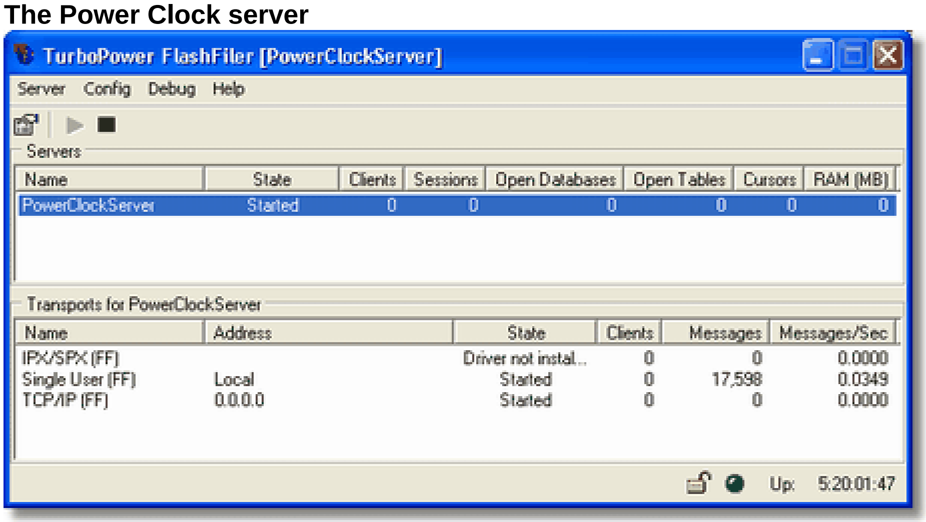
multi-user setup

2.3.1 Multi-user setup

Power Clock network installation requires two separate installs. The File Server and the Clients. You will need to download both the server (powerclockserver.exe) and the client (powclk.exe) from www.powerclock.com/download.htm.

Multi-user setup is a bit more complicated but is well worth the effort. Once setup, your data will be much safer and much less prone to corruption. The clients have no direct access to the data files. All data access is done via the file server program. If a client computer crashes or (more likely) is turned off by a novice user, there will be no file corruption or damage to any files. All clock in and out times are also taken from the computer running the server.

The Power Clock server



Install the Power Clock Server on only one workstation or server on your network. This is where your

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data files will be kept. The folder you install the server to and the data folders should NOT need to be shared. This is a change from Power Clock 4.16 and earlier. The clients use TCP/IP protocol to communicate with the server. No file sharing is involved.

You will need to ensure that all workstations and the server have TCP/IP protocol installed in Windows. TCP/IP protocol is installed by default on all recent versions of Windows.

Insure the server configured properly and is active. Specifically check these settings in the server from the Config menu:

General (Ctrl + G)
Server Name: Make sure a server name is entered. By default the server name is PowerClockServer.
Bring Server up automatically: Should be checked.

Network (Ctrl + N)
Winsock TCP/IP Transport Enabled: Should be checked.
Network interface: <ALL INTERFACES> should be selected.

If the server is active the server name will be shown in the top status window on the main screen and the state will be 'Active'. The green 'Start' button will be grayed out and the 'Stop' button will be black and active.

If the server status is inactive you can start it by clicking the green 'Start' button.

The client (powclk.exe) can be installed either on the server or on each individual workstation. It is best to install it only on the server in it's own shared directory. Then create shortcuts on each workstation. The shortcuts will load the executable file PCLOCK32.EXE from the server.

To make a shortcut on a workstation right-click on an empty area of your Windows desktop. Select New, then Shortcut. Click the browse button to browse your network drive where you have installed the Power Clock client. Find the PCLOCK32.EXE file. That will be the target of the shortcut.

Installing it only on the server allows you to easily update it with a new version. You only have to install the new version on the server and all the workstations will use it.

You can still install the client on each individual workstation but you will have to make sure all stations have the exact same version installed.

After you get the server and client installed you will need to set the location of the data files. Get the Power Clock server up and running first on your server computer. It will show as an icon in the system tray if it is running.

Now start the client program Power Clock (pclock32.exe).

Select "Data Location" from the View/Edit menu.

Setting the network data location in the client

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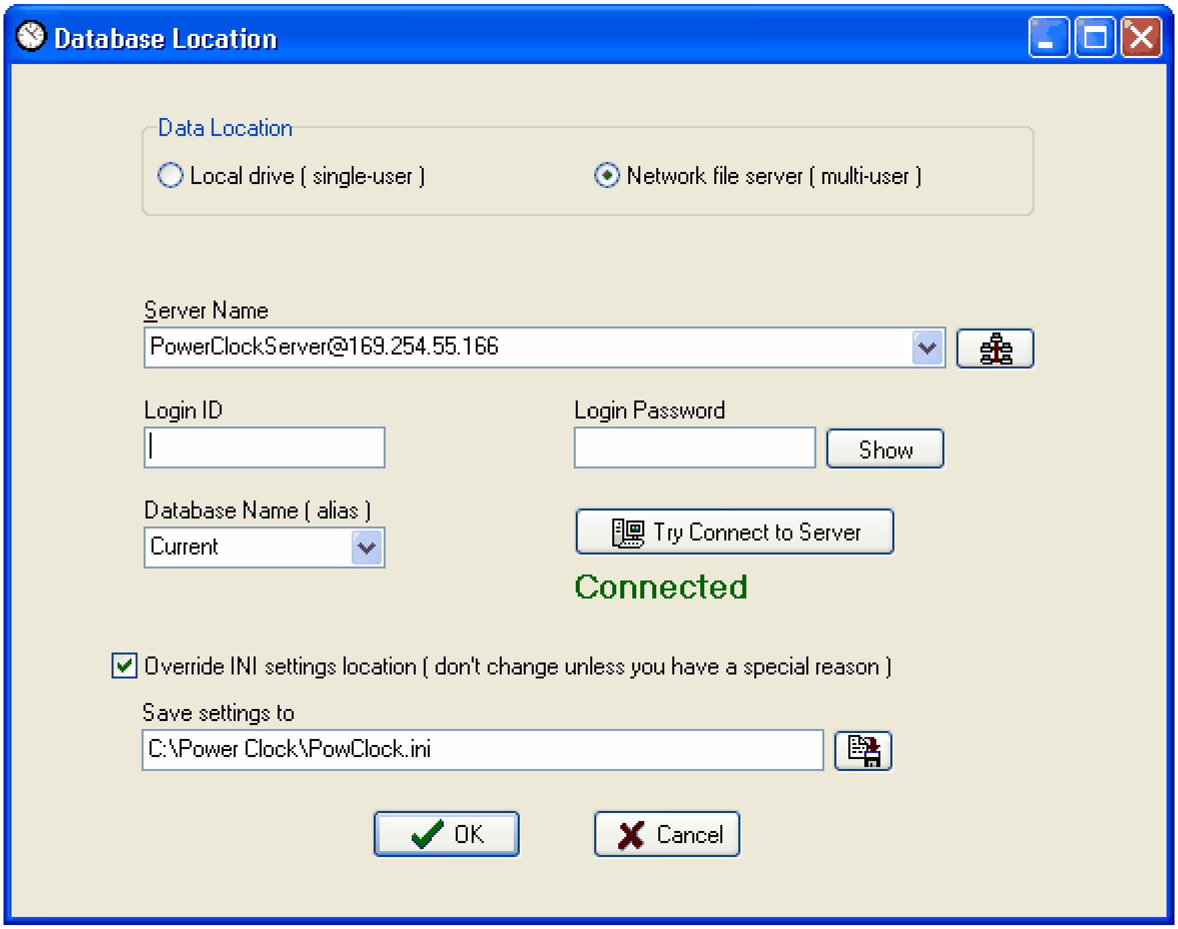

Data Location
Select 'Network file server' as the data location. Power Clock will begin searching for servers.

Server Name
In the Server Name combobox you should see your server listed as something like: "PowerClockServer@192.168.1.101". This is the same format as an internet email address. If you see your server listed then select it.

If you don't see your server listed then enter the server name and IP address. This will be something like "PowerClockServer@192.168.1.101". The method for finding the IP address on a computer varies depending on which version of Windows is running. If you don't know how to find your IP address then a good tutorial is on the internet at this site: [Windows network setup]

Enter "PowerClockServer@127.0.0.1" to connect to a server running on your own computer for testing.

On LANs you can click the "look for servers" button  to the right of the Server Name entry box. Power Clock will begin searching for servers on your network.
After a short pause you should see one or more entries in the server name list box with the server name and IP address. You should select the server entry that has the IP address of your network file server.

If you don't see your server listed after you click 'Look for Servers' then there is probably some problem with your network or you don't have the server active. For internet based servers you must

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manually add the server to the data locations list. Internet based servers will not be detected by clicking 'Look for Servers'.

Login ID and Password
Leave these blank unless you have entered a password in User Permissions section of the server. If you setup your Power Clock server with a login ID and password then enter those here.

After entering the server IP address and login information, click 

. If you entered the correct server IP address then the text "Connected" will appear.

Database Name
This should be set to 'Current' in most cases. You may want to set it to 'Sample' to use the sample data. The database name must be listed in the Aliases section of the server. Leave it as "Current" unless you have a special reason to change it.

After selecting the server and database click OK to save the changes. Ignore any error messages.

Exit and restart Power Clock.

If you made shortcuts on the workstations to load the client from the server then you will not have to repeat the steps of setting the data location. The workstations will locate the server automatically.

2.3.1.1 Installing the server as a Service in Windows NT or XP

Start the normal server and make sure it starts automatically when you start it. If it doesn't start automatically then set the options in the server config to make it start.

Open a command prompt window in the ServerConfig folder. The service executable ffsrvice.exe is in this folder.

Install the service using the command "FFSrvice /i". You will not see any message but you can confirm that it's running by looking at the Windows task manager.

Now the server service will start with Windows and run in the background.

To uninstall the service use the command "FFSrvice /u"

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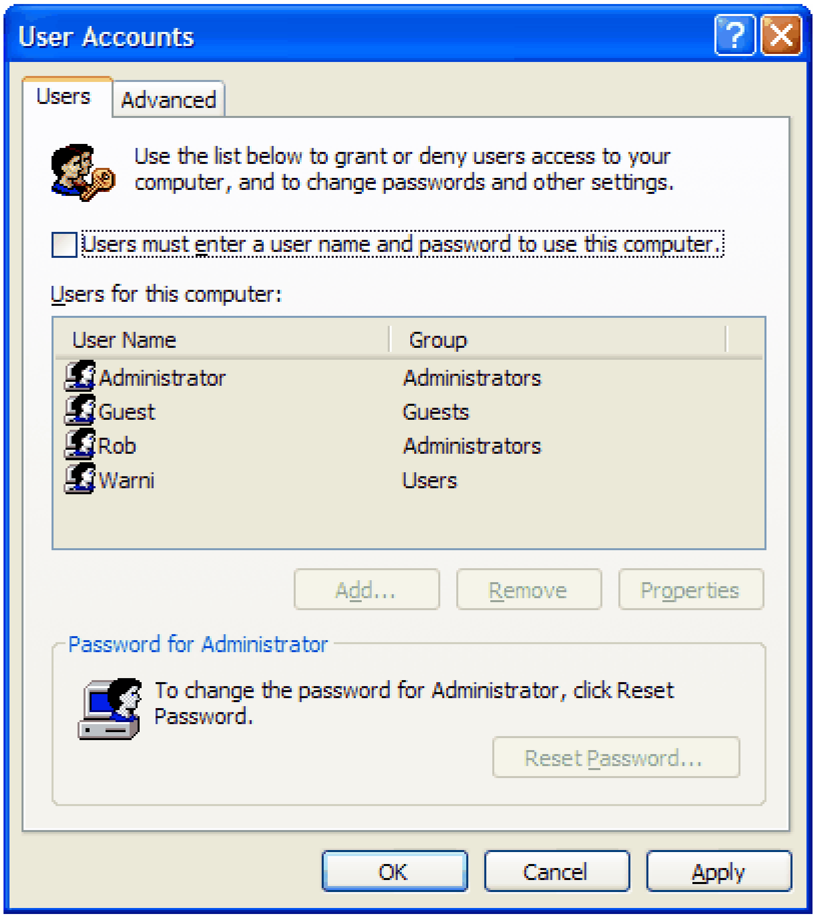
2.3.1.2 Automatic Windows Login



At a Windows command prompt, enter "control userpasswords2". This will launch the User Accounts application. On the Users tab, clear the check box for "Users must enter a user name and password to use this computer" and click OK. (If your computer is part of a domain, this box does not appear). The Automatically Log On dialog box appears. Type your user name and password, and click OK.

If you didn't know to look for it, you'd never find this handy dialog, which is available in both XP Professional and XP Home. And it's effective—two readers who found TweakUI didn't work for them were able to bypass the welcome screen using this technique. This dialog also lets you define a particular account as a Standard user, a status in between the Limited user and Administrator user categories available in the Control Panel's normal User Accounts applet.

Of course, once you set up the machine for automatic login anybody can login to your account. Only configure automatic login when the computer itself is physically secure, for example, in a locked office.

Once you have enabled automatic Windows login, you can then place a shortcut to the Power Clock client PCLOCK32.EXE into the start menu's Startup group and it will start automatically with the computer.

2.3.2 Single-user setup

Single-user mode is simple to setup. You just need to select a folder on your hard disk to store your data files. When you first install Power Clock, a sub-folder named DATA is created in the same folder where you installed the program. Within the DATA folder are three other folders, CURRENT,

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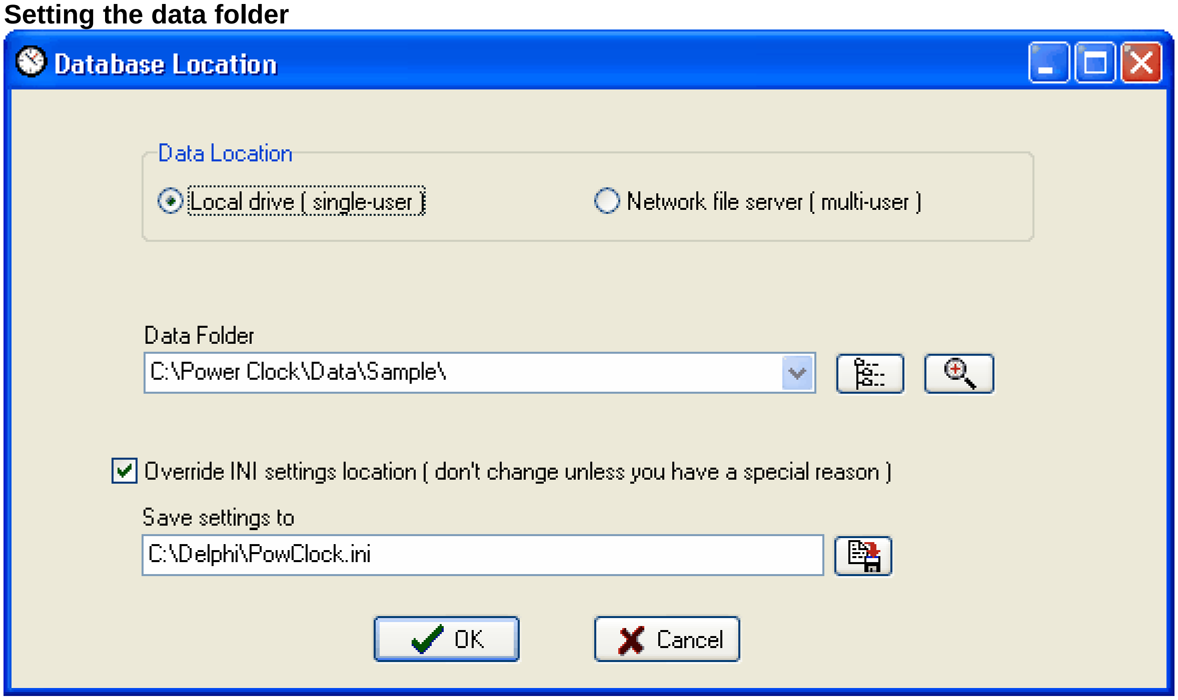
SAMPLE, and BACKUP. By default, the CURRENT folder is selected to store your data. You should use the default Power Clock\Data\Current folder to store your data unless you have some special reason to change it.

One reason you may want to temporarily change the data folder is to try Power Clock using the sample data. Any sub-folder named SAMPLE will be treated as demo data. When you select a folder named SAMPLE as your data folder, the menu option Recreate Demo Data is enabled on the File menu. When you click 'Recreate Demo Data', all data in the Sample folder will be erased and new data using current dates is generated. **You should NEVER use the sample folder as your regular data location for daily operations because it can be erased at anytime if someone selects 'Recreate Demo Data'.**

Setting the data folder



Data Location
Select 'Local Drive' as the data location.

Data Folder

Enter the folder name on your hard disk where you want to store your data files. Click  to browse your hard drive for the folder.

Look for data button

Sometimes you may forget where your data is stored and need to find lost data on your hard drive. A common reason is you get a new computer and copy the data from your old computer to the new one but you forgot the exact folder name where the data is stored. Click the Look for Data button to search all your hard drives for your Power Clock data.

Search for files screen

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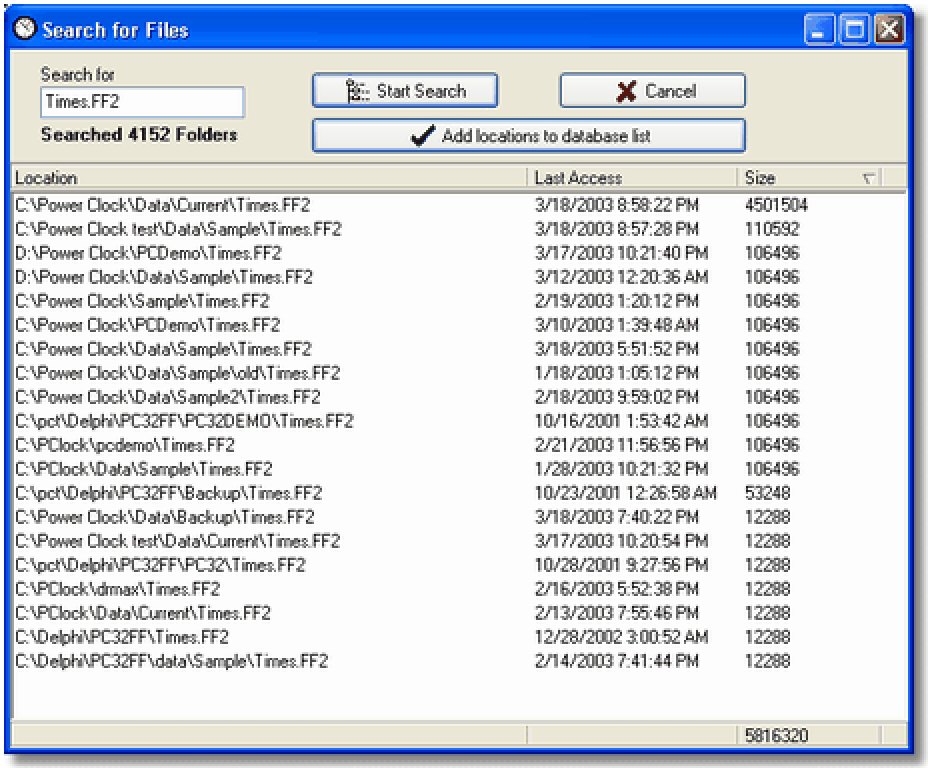


"Look for data" opens a file search screen like the one pictured above. By default the 'Search for' field is filled in with the file name 'Times.FF2'. This is the file that Power Clock uses to store clock in and out times. You may replace this file name with any name you choose but we recommend you search for 'Times.FF2' because that is the main data file used by Power Clock.

Click 'Start Search' to begin the search. As the search progresses, you will see a list of all data files found. The files are sorted by size. You can sort the files by date by clicking the 'Last Access' column header. Usually, the file with the largest size will be the data you need to use.

After the search finishes, click 'Add locations to database list' to add the found folders to your list of data locations. After the locations have been added to the data locations list, you can select one of them to use as your database.

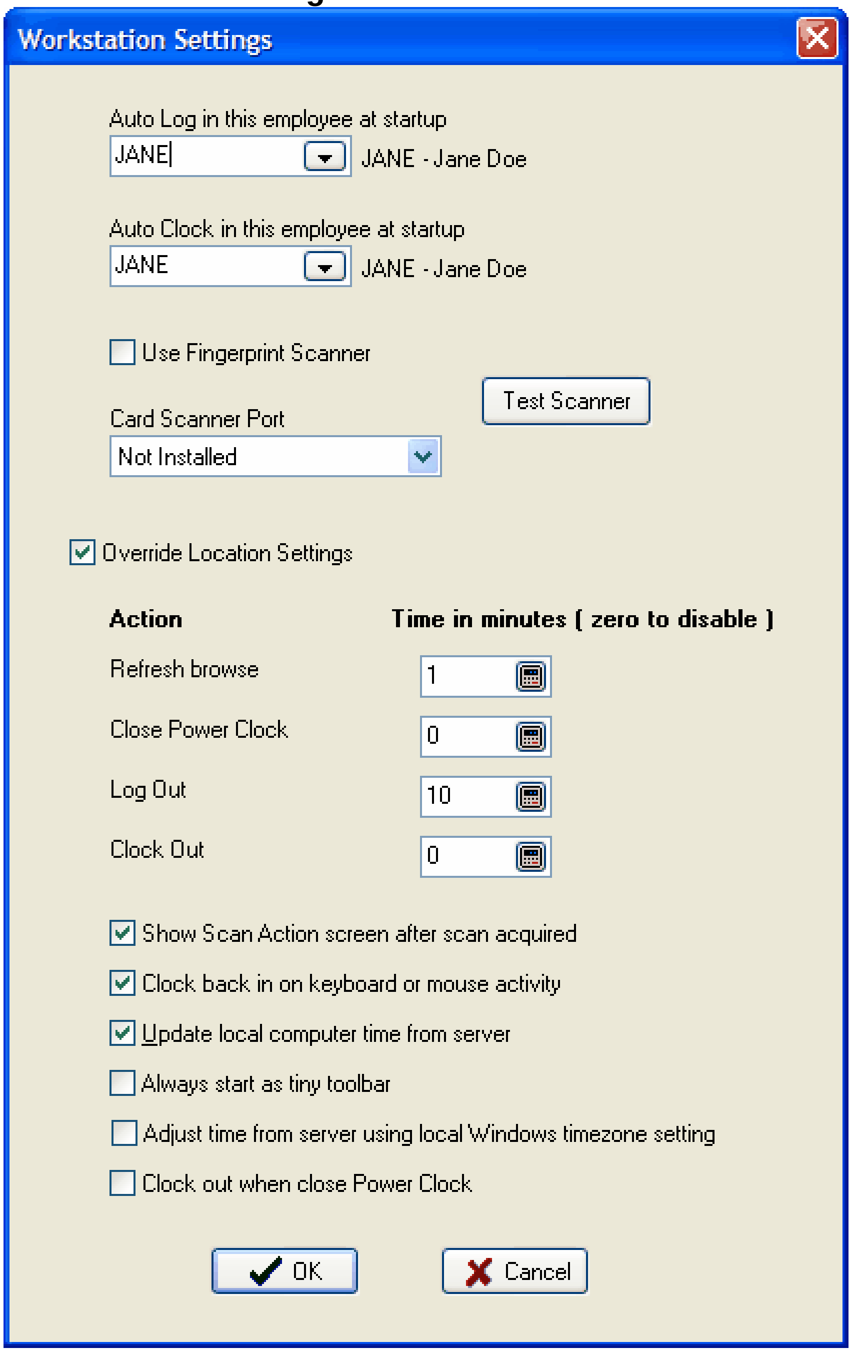
Note: The Power Clock Server has it's own 'Look for files' function. For multi-user mode you should use the search function in the server program.

Tip: You can also use this function to search for lost backup files. Change the 'Search for' file name to '*.ZIP' before beginning the search.

2.4 Workstation Configuration

Workstation settings contains settings specific to individual workstations on your network. The settings are stored in the Windows registry so each computer on your network can have different settings.

Workstations Settings



Auto Log in this employee at startup
If you enter an employee ID here, then that employee will be automatically logged in every time you start Power Clock. This might be useful on employee workstations if the same employee always uses the computer. Note: This can be different for every Windows user account.

Auto Clock in this employee at startup
If you enter an employee ID here, then that employee will be automatically clocked in every time you start Power Clock. This might be useful on employee workstations if the same employee always uses

the same computer. Note: This can be different for every Windows user account.

Use Fingerprint Scanner
Check this box to force employees to use the Power Clock Fingerprint Scanner to clock in and log in.

Scanner port
The COM port where your barcode scanner is connected to the computer.

Override Location Settings
Check this box to override the following settings. The following settings may be set on a global basis in the location record or individually on each workstation.

Show Scan Action screen after scan
Check this box if you want Power Clock to show the clock in screen after an employee scans their fingerprint or scans a card through the barcode scanner. Make sure you check this box if you are using jobs and/or phases and you want the employee to be able to enter what job they are working on. If this option is not enabled then the employee will be clocked in or out as soon as their scan is acquired.

Refresh browse timeout in minutes
This is how often file browse screens are refreshed from the server. The default of 1 minute should be fine. This setting has no use in single-user mode.

Close Power Clock timeout in minutes
If this value is 1 or greater then Power Clock will be closed after the specified number of minutes have elapsed with no keyboard or mouse activity. Set this value to zero if you don't want to use this feature.

Log Out timeout in minutes
If this value is 1 or greater then Power Clock will Log Out the currently logged in employee after the specified number of minutes have elapsed with no keyboard or mouse activity.

This value is set to 20 minutes by default and it's a good idea to leave it enabled so if a manager or administrator forgets to log out then other employees can't get into the time records or other sensitive areas.

Clock Out timeout in minutes
If this value is 1 or greater then Power Clock will clock out all employees who have clocked in from the current workstation after the specified number of minutes have elapsed with no keyboard or mouse activity. Set this value to zero if you don't want to use this feature.

Clock back in on keyboard or mouse activity
Check this box if you want the employee specified above "Auto clock in this employee at startup", to be automatically clocked in when keyboard or mouse activity is detected on the workstation.

Update local computer time from server
If you check this box then the computer time will be kept in sync with the server time. This is a good idea, otherwise employees may be confused as to why Power Clocks tells them they clocked out at one time, yet the clock on their workstation shows a different time. This option only works if you are using multi-user mode.

Always start as tiny toolbar
If checked, Power Clock will start in tiny toolbar mode on this workstation.

Adjust time from server using local Windows time zone setting
If checked AND you have also checked "Update local computer time from server" then Power Clock

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will adjust the server time according to whatever the Windows time zone setting is. Since it's unlikely your server and clients are in different time zones, you shouldn't need to enable this option. If you do enable this option, be aware that employees may be able to cheat on their time by changing the Windows time zone setting before or after they clock in/out.

Clock out when close Power Clock
Check this box to clock out all employees who clocked in from this workstation when Power Clock is closed.

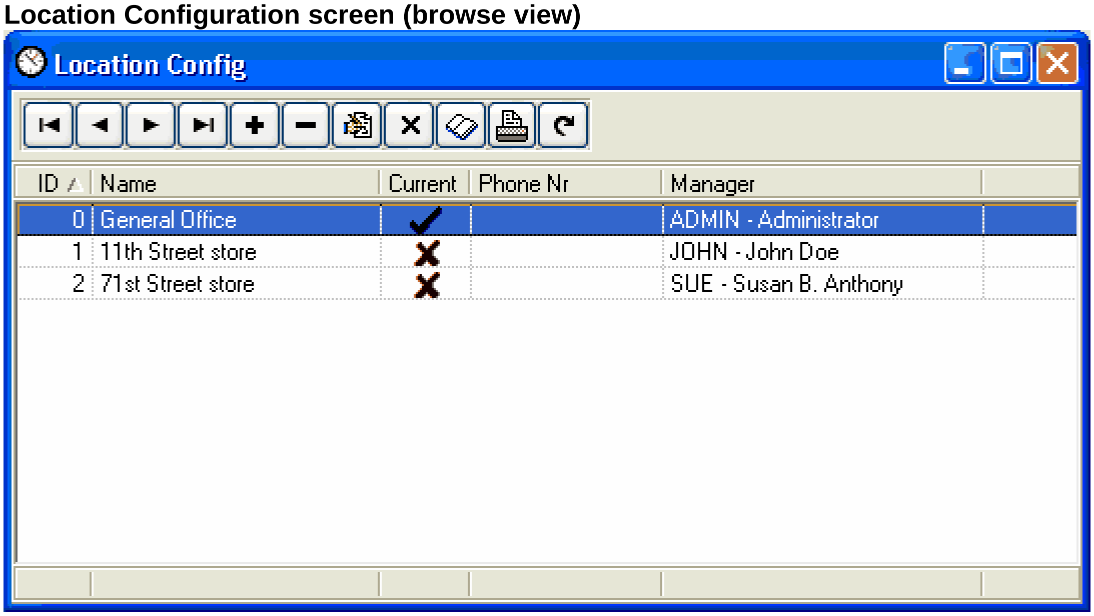
2.5 Location Configuration

Shortcut keys
[Ctrl+S] (current location)
[Ctrl+Z] (all locations)

The location file holds most configuration options for Power Clock. Even if you don't have multiple physical locations or stores, you will still have one location in your location file which will represent the computer or network that is running Power Clock.

If using multiple locations then you must add a location record for each physical location in your Power Clock wide area network. For multiple locations, each location can have different configuration options.

Location Configuration screen (browse view)



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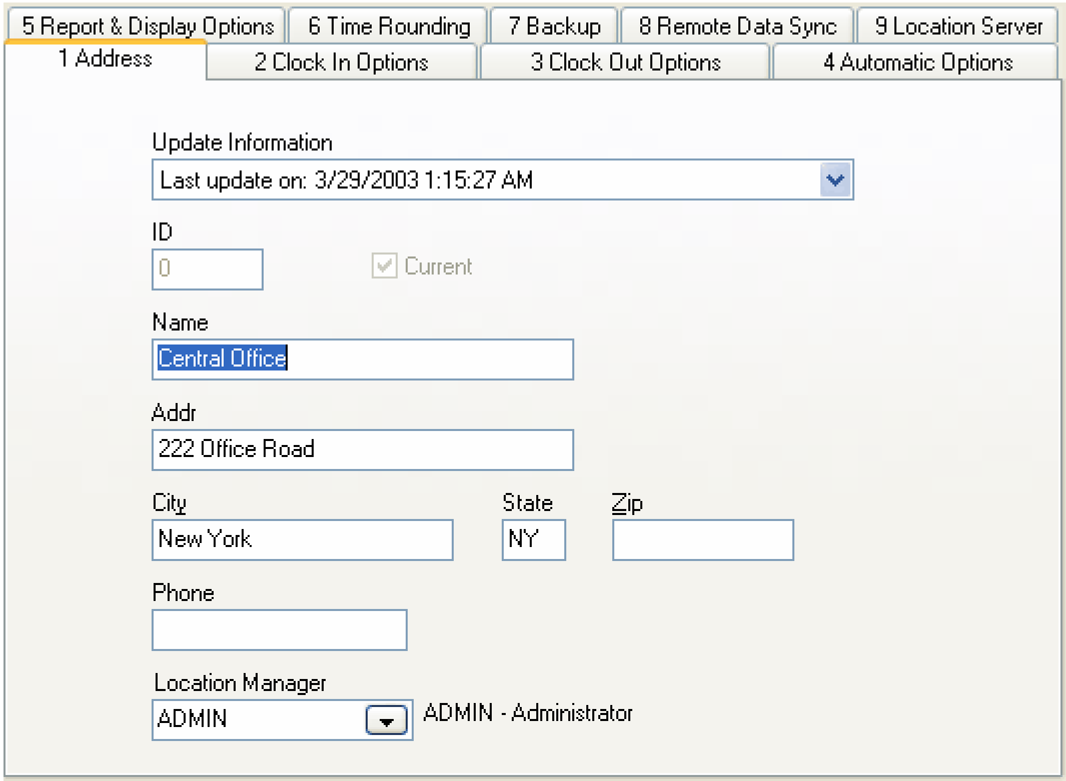
2.5.1 Address Page



ID
This is a unique numeric field used to identify the location. It's a good idea to sequentially number your locations. Start with number zero for the first location or central office. You can not enter a number already used by another location.
For example, if you have Power Clock installed at your office, the location ID would be zero and the name would be something like "Home Office". Let us say you also have a restaurant in another part of town where you want to track your employees' hours. Add another location record with a name like "Restaurant 1" and an ID of one.

NOTE: The ID can only be changed when you add a new location record.

Current
Checking this field makes this location the active location for this site. Each separate physical location in your Power Clock network will have a different location marked as current. When any modification is made to the data files, Power Clock uses the current location ID to track the changes. Only one location may be marked as current on each installation of Power Clock. In the example above, location zero is marked current on the office computer and "Restaurant 1" is marked current on the restaurant computer.

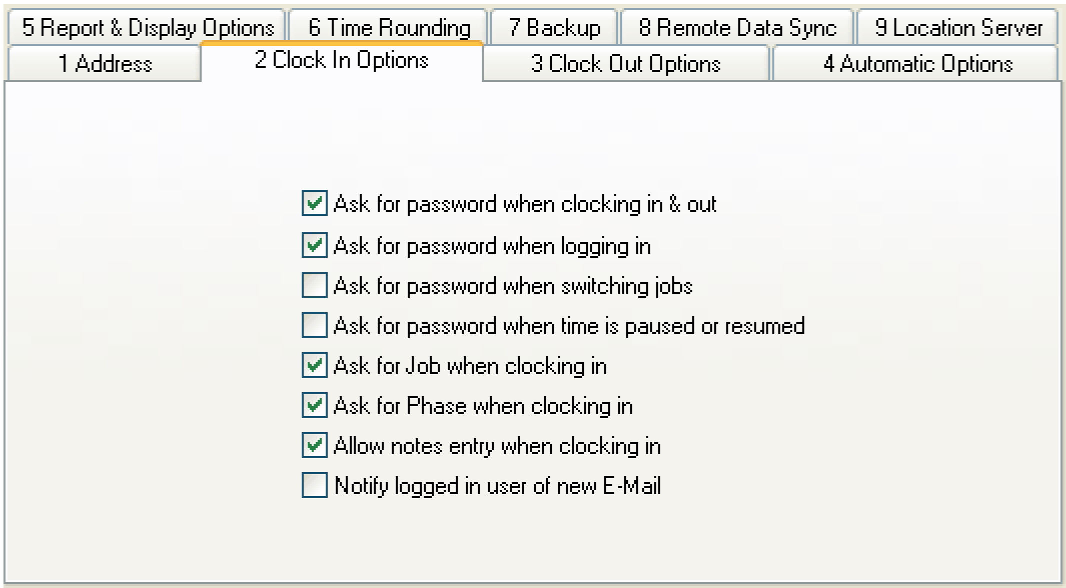
Do not make the same location current at two different physical locations. Power Clock will not be able to track the data properly. When polling the locations, no data will be transferred.

Once a location record is marked current, make sure it stays marked current at the location. If you make another location current and you have already been using Power Clock with another location current, then some of your records will not be transferred during polling and your reports will not group the hours worked properly.

Name and Address
Enter a unique name and address for the location. The name and address may be changed at any time. The location name is printed on many reports.

Location Manager
Enter the employee ID of the manager of this location. This is a lookup field. This field is optional.

2.5.2 Clock In Options



Ask for password when clocking in and out
If this box is checked, Power Clock will ask employees for their password when they clock in and out. If an employee doesn't enter their password correctly, he will not be able to clock in or out.

Ask for password when logging in
If this box is checked, Power Clock will ask employees for their password when they log in. **You should always enable this option unless you trust all employees to enter all areas of the program.**

Ask for password when switching jobs
If this box is checked, Power Clock will ask employees for their password when they switch jobs.

Ask for password when time is paused or resumed
If this box is checked, Power Clock will ask employees for their password when they select pause time or resume time.

Ask for Job when clocking in
If this box is checked, Power Clock will ask the employees for a Job ID when they clock in. This is useful for tracking the hours worked on different jobs or projects. Power Clock can produce reports showing the total hours worked for each Job.

Ask for Phase when clocking in
If this box is checked, Power Clock will ask the employees for a Phase ID when they clock in. This is useful for tracking the hours worked on different projects. Power Clock can produce reports showing the total hours worked for each Phase.

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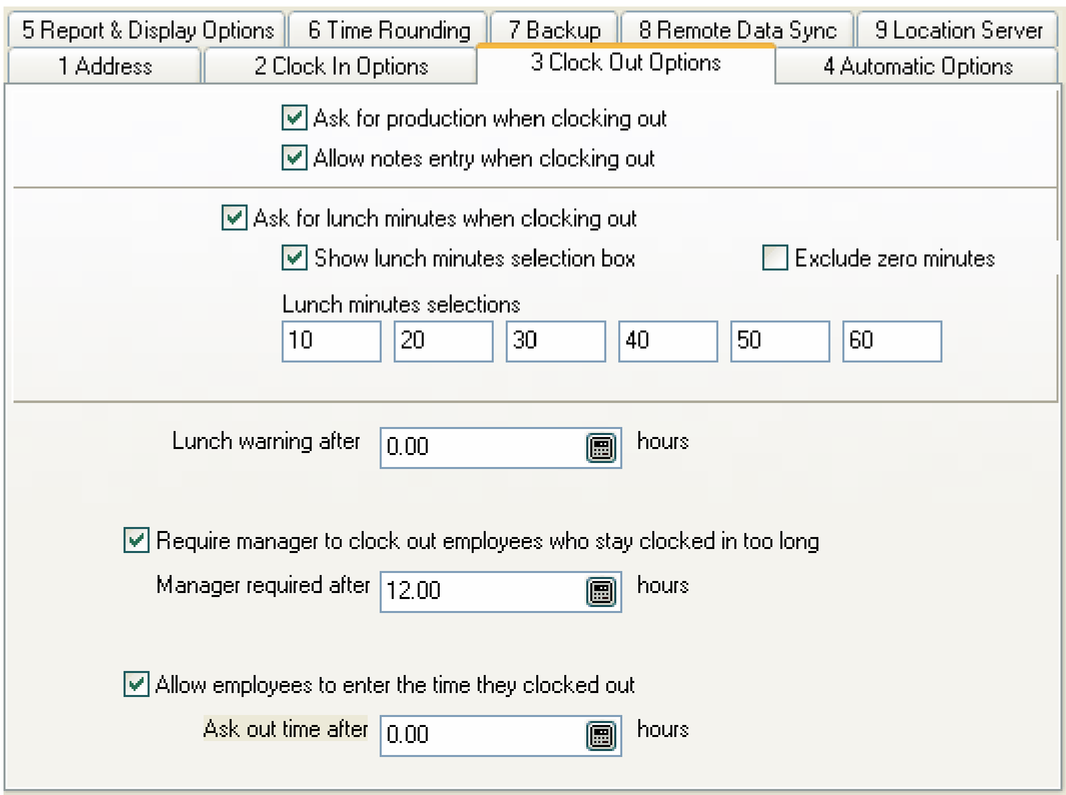
Allow notes entry when clocking in
If this box is checked, Power Clock will allow entry of notes when clocking in. The notes stay with the time record and are shown on detail reports. You may also want to enable the option to ask for notes when clocking out.

Notify logged in user of new Email
If this box is checked, Power Clock will show a pop-up email notification message if the currently logged in employee gets a new email message.

Show clock in/out screen after scan
Check this box if you want Power Clock to show the clock in screen after an employee scan a card through the barcode scanner. Make sure you check this box if you are using jobs and/or phases and you want the employee to be able to enter what job they are working on. If this option is not enabled then the employee will be clocked in or out as soon as they scan their card.

Note, you can enable or disable this option on a per workstation basis. See Workstation Configuration.

2.5.3 Clock Out Options



Ask for production when clocking out
If this box is checked, Power Clock will ask employees for their production when they clock out. This is useful if you need to track things like parts assembled, lines typed, cases worked, etc. Employee production is summarized on all time reports. If this option is disabled, production data will not show on reports.

Allow Notes entry when clocking out
If this box is checked, Power Clock will allow entry of notes when clocking out. The notes stay with

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the time record and are shown on reports. You may also want to enable the option to ask for notes when clocking in.

Ask for lunch minutes when clocking out
If this box is checked, Power Clock will allow entry of lunch minutes when clocking out. The employee may enter any number of minutes. If lunch minutes are entered then the time record is split according to the number of minutes entered and the lunch time is recorded in a separate time record. When hours are shown on reports the lunch hours are grouped separately or may be excluded completely.

Show lunch minutes selection box
If this box is checked, Power Clock will show a lunch minutes selection list rather than allowing employees to enter any number of minutes. The number of lunch minutes shown in the list is configured in the following five lunch minutes selections fields.

Exclude zero
Check this box if you want to exclude the '0 Minutes' selection from the lunch minutes selection box.

Lunch minutes selections 1 through 5
These five numbers control the number of minutes that appear on the lunch minutes selection list when an employee clocks out.

Lunch warning after xxx hours
Enter a number of hours here if you want employees to get a warning for not taking a lunch. They are given the warning when they clock out and have worked a shift longer than the specified hours.

Require manager to clock out employees who stay clocked in too long
Check this box to require a manager to clock out employees who stay clocked in longer then the number of hours specified in the next field.

Manager required after xxx hours
This is the number of hours after which a manager must be logged in before the employee can clock out. When an employee tries to clock out and they have exceeded the number of hours entered here, a manager must be logged in to clock them out. The manager must have "Manager Clock out" enabled in their security profile.

This option can also be activated and deactivated on an employee by employee basis.
See the Employee file for details.

Allow employees to enter the time they clocked out
Check this box to allow employees to enter the time they clocked out when they stay clocked in longer than the hours specified in the next field. This is useful if you have employees who forget to clock out and you trust them to enter the correct clock out time.

Ask out time after xxx hours
Enter the number of hours after which the employee is asked what time they clocked out.

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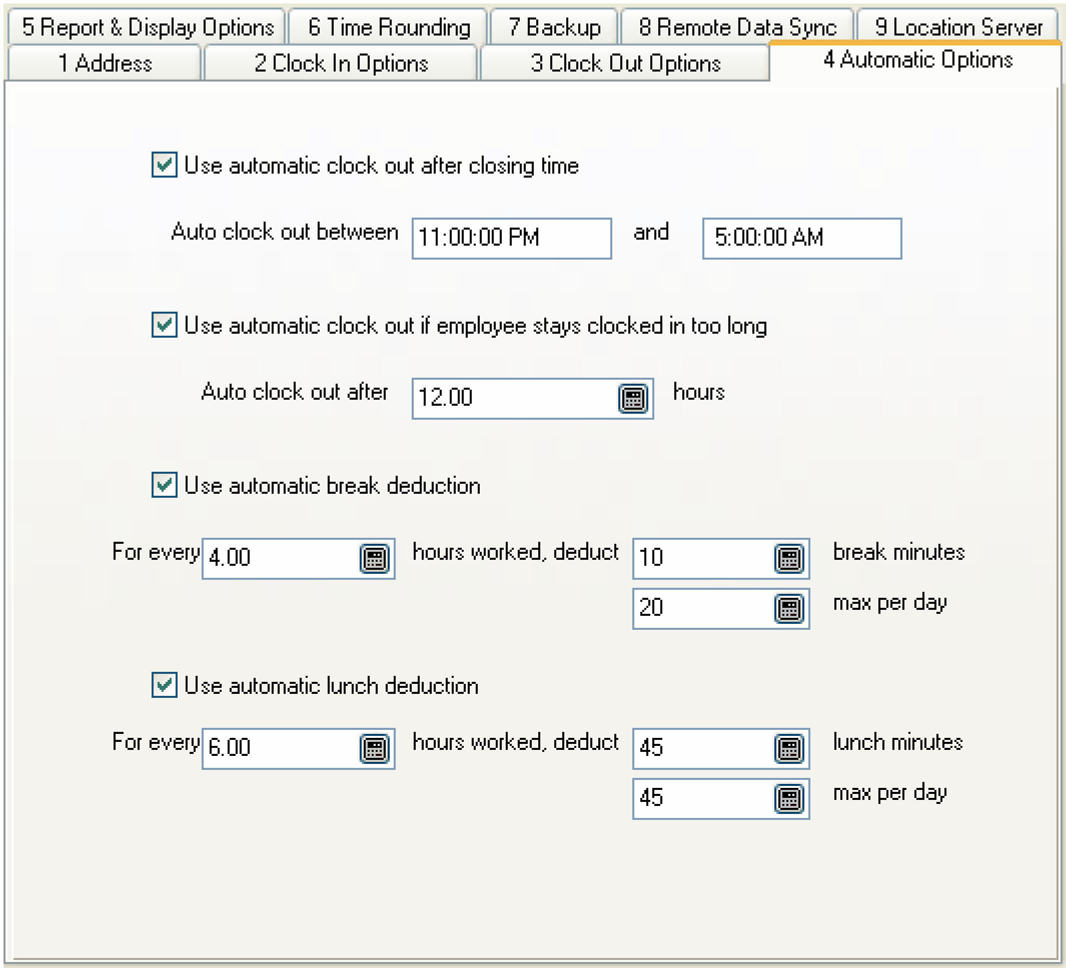
2.5.4 Automatic Options



Use automatic clock out after closing time
Check this box to automatically clock employees out between the times entered in the next two fields.

Auto clock out between xx:xx and xx:xx
These two fields contain the times between which employees are automatically clocked out. Employees are not allowed to clock in between these times as well. A note is added to the employee's time record indicating they were automatically clocked out.

For example, if your business closes at 9:00 PM and opens at 10:00 AM, you might want to enter 10:00 PM and 8:00 AM here so your employees will not remain clocked in all night if they forget to clock out.

This option can also be activated and deactivated on an employee by employee basis.
See the Employee file for details.

Use automatic clock out if employee stays clocked in too long
Check this box to automatically clock employees who stay clocked in longer than the number of hours entered in the next field.

Auto clock out after xxx hours
The maximum number of hours an employee can stay clocked in. If you enter a number here, then

Power Clock checks if employees are clocked in too long. If they stay clocked in too long they will be automatically clocked out and a note added to the notes section of the time record to inform the manager. If you use this option, be sure to check the Active box to enable it.

This option can also be activated and deactivated on an employee by employee basis.
See the Employee file for details.

Use automatic break deduction
Check this box to enable the global automatic break deduction. If enabled and an employee works longer than the number entered below then breaks will be automatically deducted from their time when you run "Check Lunches and Breaks" on the Actions menu.

This option can also be activated and deactivated on an employee by employee basis.
See the Employee file for details.

Note: If the option "Record Breaks" is not checked in the employee's record then a break record won't be added to the time file but the time will still be deducted from their total regular hours.

For every xxx hours worked, deduct xxx break minutes
Enter the number of minutes to be deducted from an employee's regular time. Hours are calculated on a daily basis.

For example: Assuming for every 4 hours an employee must take at lease 15 minute break. If an employee works 8 hours and does not take any breaks then a 30 minute break will be automatically deducted from their total time when you run "Check Lunches and Breaks".

xxx max per day
Enter the maximum break deduction per day. Check Lunches and Breaks won't deduct any more break time if the employee already has more break time than this number of minutes.

For example: Assuming for every 2 hours an employee must take a 15 minute break. The max per day is 45 minutes. An employee works 8 hours and does not take any breaks. Normally a 60 minute break would be deducted because they worked 4 blocks of 2 hours. The deduction is limited to 45 minute because the max per day setting is 45.

Use automatic lunch deduction
Check this box to enable the global automatic lunch deduction. If enabled and an employee works longer than the number entered below then lunch time will be automatically deducted from their regular hours when you run "Check Lunches and Breaks" on the Actions menu.

This option can also be activated and deactivated on an employee by employee basis.
See the Employee file for details.

Note: If the option "Record lunches" is not checked in the employee's record then a lunch record won't be added to the time file but the time will still be deducted from their total regular hours.

For every xxx hours worked, deduct xxx lunch minutes
Enter the number of minutes to be deducted from an employee's regular time. Hours are calculated on a daily basis.

For example: Assuming for every 8 hours an employee must take at least 45 minute lunch. If an employee works 8 hours and takes only a 30 minute lunch then and additional 15 minute lunch will be deducted from their total time when you run "Check Lunches and Breaks".

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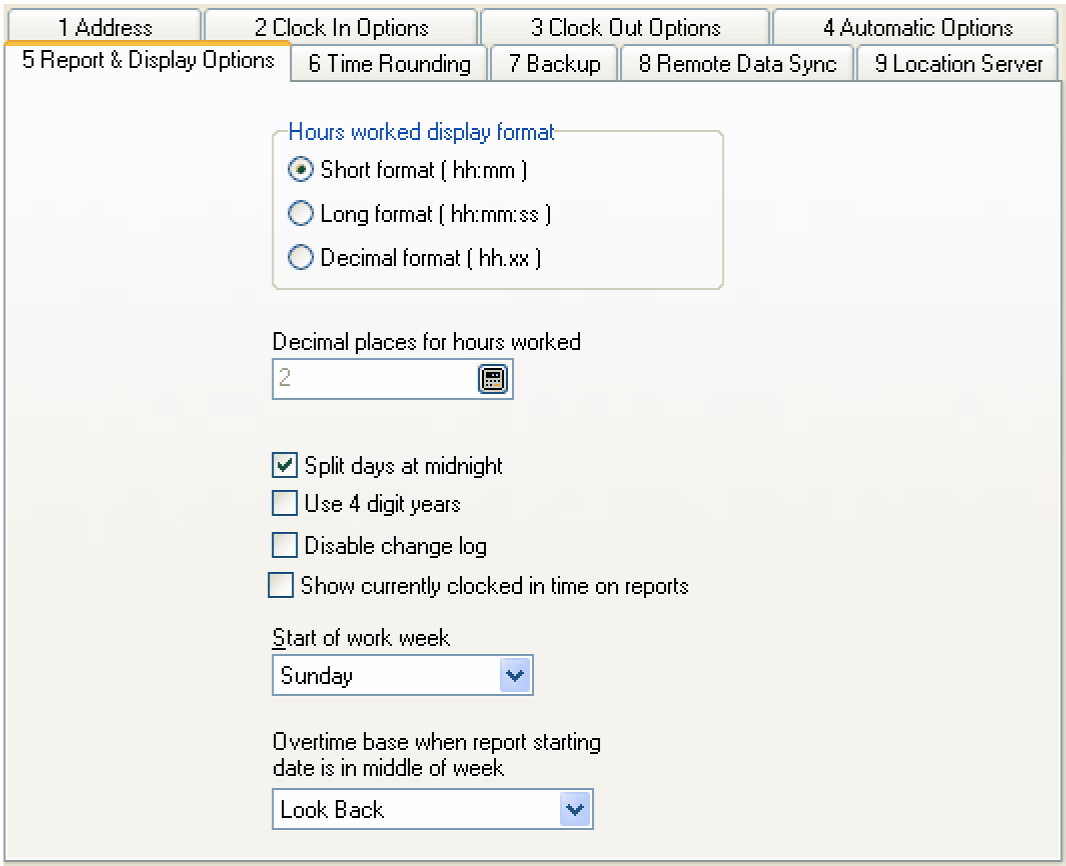
xxx max per day
Enter the maximum lunch deduction per day. Check Lunches and Breaks won't deduct any more lunch time if the employee already has more lunch time than this number of minutes.

For example: Assuming for every 4 hours an employee must take a 45 minute lunch. The max per day is 45 minutes. An employee works 9 hours and does not take any lunch. Normally a 90 minute lunch would be deducted because they worked 2 blocks of 4 hours. The deduction is limited to 45 minutes because the max per day setting is 45.

2.5.5 Report & Display Options



Hours display format
Determines how hours are shown on reports and the screen.

Short format displays 1 1/2 hours as 1:30. If you select this format then it is a good idea to also enable time rounding to round clock in and out times to the nearest minute. See Time Rounding.

Long format displays 1 1/2 hours as 1:30:00.

Decimal format displays 1 1/2 hours as 1.50. You can set the number of decimal places below. This is the format used in older version of Power Clock.

Decimal places for hours worked
If you choose decimal hours display format above then enter the number of decimal places. The default of 2 should be fine.

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Split days at midnight
This option determines how shifts that cross midnight are handled. If enabled, Power Clock splits shifts that cross the midnight (12 AM) threshold into two shifts.

For example: An employee clocks in and stays clocked in until past midnight on the last day of your work week. The employee clocks out at 3AM the next day. If this option is enabled then the 3 hours from midnight until 3AM will be included in the next work week's total hours and overtime. If this option is disabled then those 3 hours will be included in the previous weeks total and overtime.

Use 4 digit years
If enabled, dates are shown with 4 digit years. Years may still be entered with 2 digits in edit fields.

Disable change log
If checked, changes to records are not recorded in the change log. You'll save some disk space by disabling the change log but in most cases you should leave this option disabled. If you're using multiple locations you should never enable this option.

Show currently clocked in time on reports
If checked and employees are currently clocked in, the currently clocked in shifts are shown on reports as if the employees clocked out at the time the report was run.

Start of work week
Select the start of your work week used for overtime calculations. Select the day your week starts from the drop down list. All reports will be grouped according to the weekday you select.

Overtime base when report starting date is in middle of week
Determines how overtime is calculated when the starting date of a report is not on the start of work week entered above. You should run reports using dates that correspond to the beginning and ending of your work weeks. In cases where you enter a date that is in the middle of the work week then overtime calculation can be confusing. One common reason for entering dates in the middle of a work week is bi-monthly pay periods.

Look Back:
Looks back to first day of the first week of report when calculating overtime for the first week in the report. If there were hours in previous days of the work week then they are added into the total hours and count towards overtime of the first week. This is the default and should work fine for most users.

No Look Back:
The opposite of above. If the report starts on a split week then the hours in days of the work week preceding the report start date are ignored and not included in the overtime calculation for the first week of the report.

Reset Week:
The start of work week is reset to whatever day the report starting date is. Overtime will begin based on the starting date of the report.

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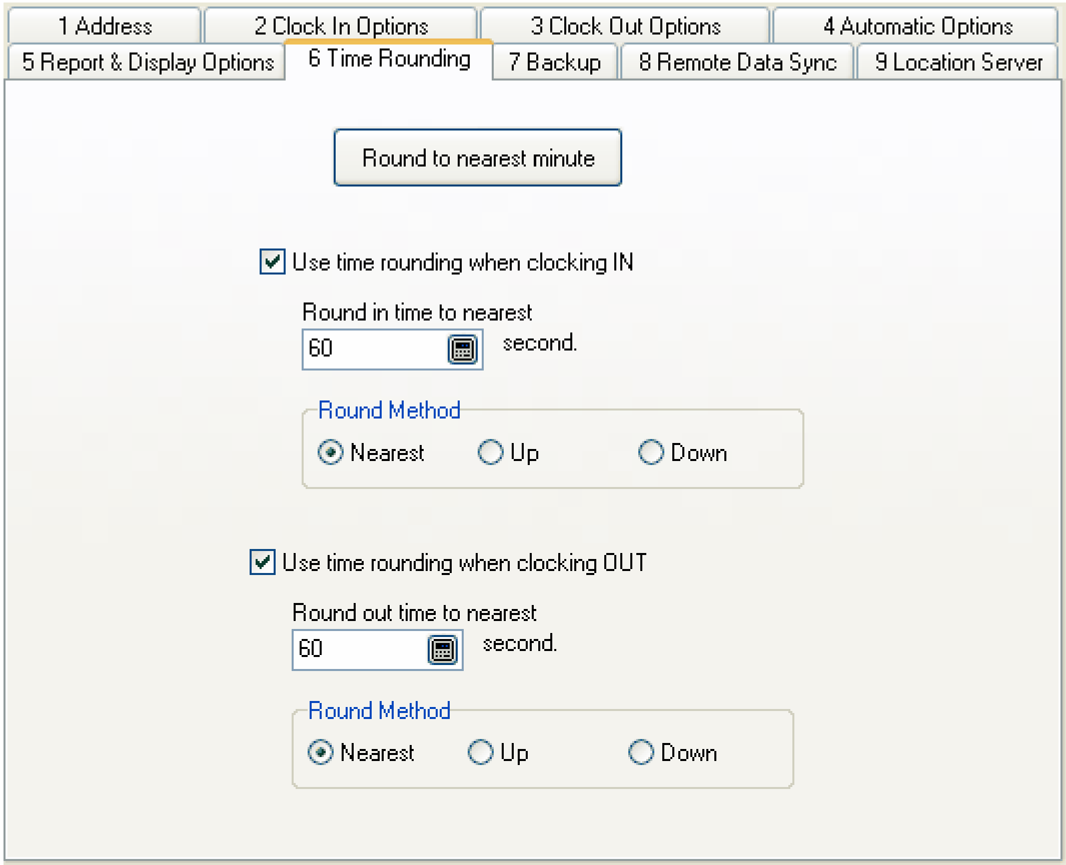
2.5.6 Time Rounding



Round to nearest minute button
Click this button to set both clock in and clock out rounding to the nearest minute.

Use time rounding when clocking in
If this box is checked, the time rounding options entered below will be activated. This option can also be activated and deactivated on an employee by employee basis. See the Employee file for details.

Round in time to nearest xxx second
Enter a numeric value here to make Power Clock round clock in times. Enter the number of seconds that hours are broken into. For example, to round times to the nearest minute, enter 60 here. To round times to the nearest quarter hour enter 900.

Round Method
Nearest rounds to the nearest second increment.
For example, assuming a 60 second increment, clocking in at 9:09:20, the time will be rounded to 9:09:00 since 9:09:20 is closer to 9:09:00 than to 9:10:00.

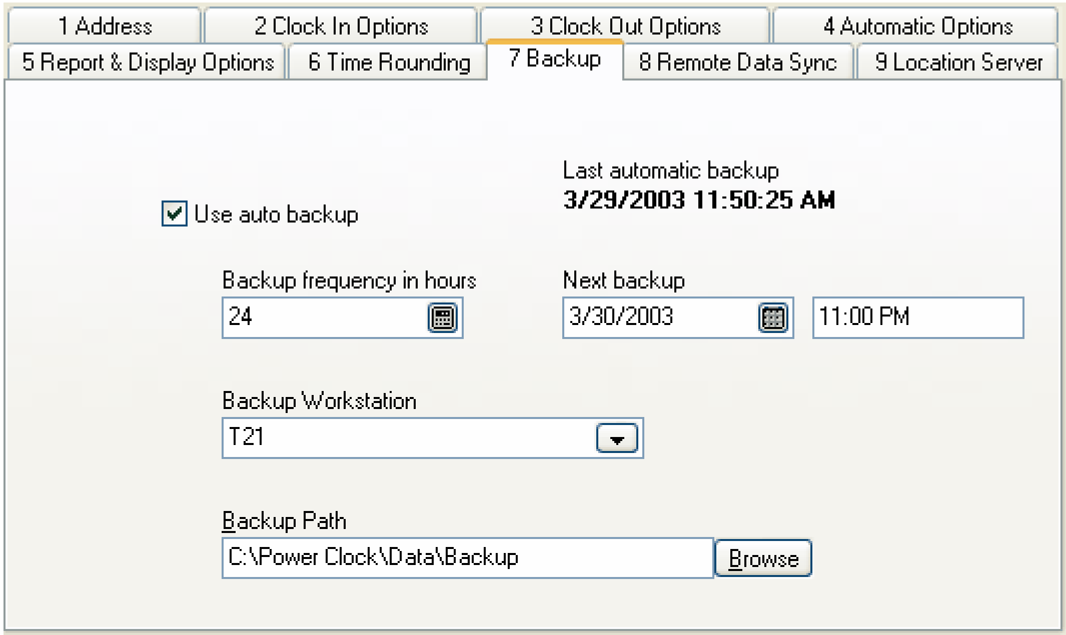
Up always rounds up to the next second increment.
For example, assuming a 60 second increment, clocking in at 9:09:20, the time will be rounded up to the next minute 9:10:00.

Down always rounds down to the next second increment.
For example, assuming a 60 second increment, clocking in at 9:09:45, the time will be rounded down to the previous minute, 9:09:00.

Use time rounding when clocking OUT
These are the same settings as shown above except they only apply when an employee is clocking out.

2.5.7 Backup

WE STRONGLY RECOMMEND YOU ENABLE AUTOMATIC BACKUPS!!



Use auto backup
Check this box to enable automatic backup of your data files. This is highly recommended. If enabled then backup files will be created with the file name "Full Backup YYYYMMDD HHMMSS.ZIP" using the current date and time. Backups are compressed and stored as ZIP files to save space. You can use Power Clock's built-in restore method or any ZIP compatible program such as WINZIP to extract the files.

Be sure to enter the backup workstation below.

Backup frequency in hours
Your data will be automatically backed up every 24 hours by default.

Next backup
The date and time of the next automatic backup. If this date/time has already passed then data will be backed up within the next minute.

Backup workstation
The workstation that will perform the backup. Make sure this workstation has Power Clock running or the backup will not occur. For single user installations use your current computer name here.

Backup path
Where the backup ZIP files will be stored. Make sure the folder path your enter here exists on the backup workstation.

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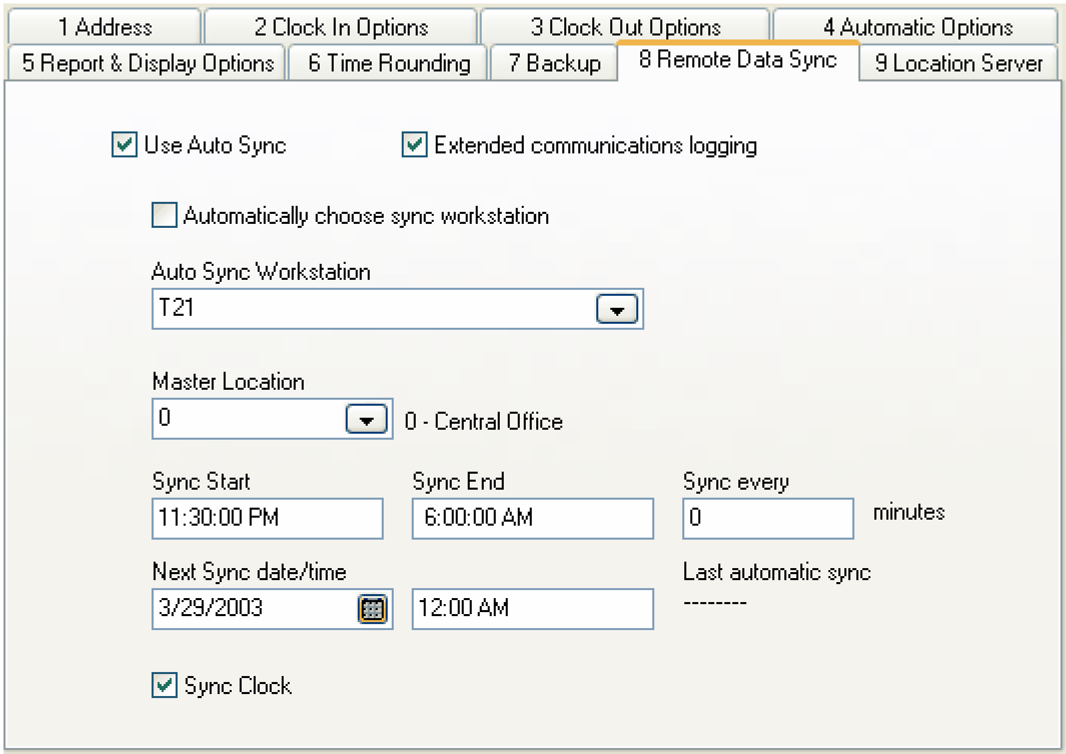
2.5.8 Remote Data Sync

This screen is only required when using the multi-site communications features of Power Clock. When using multi-site communications, each physical site must have its own copy of Power Clock server running.



Use Auto Sync
Check this box to enable automatic data sync with remote locations via the internet or WAN.

Extended communications logging
Check this box to add extra info to the log file when you connect to a remote location and sync data.

Automatically choose sync workstation
Check this box to have Power Clock choose the workstation that is used to sync data at the time specified below. One of the workstations currently running Power Clock will be chosen to connect to the remote server and sync data.

Auto Sync workstation
If you didn't enable the box above then you must enter the workstation name that will connect to the remote location and perform the data sync.

Master Location
This is the location you will be connecting to. Usually this will be the home office location of your business. The master location must have Power Clock server running at the time you specify below and must be connected to the internet, WAN, or some other TCP/IP network. Do not choose your current location as the master. The master must be using a different location ID. There's no requirement for Power Clock server to be running at the location that is connecting to the master.

For example: You have two locations, an office location (location ID 0), and a retail store location (location ID 1). Each location will have a separate record in the location file. In the store location

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record enter 0 for the master location. The store will then connect to the home office Power Clock server at the time specified and send any new or changed time records, employees, etc. The server address, login id, and password must be entered in home office location record on the "Remote Data Sync Server" page so the store location knows where to find the server.

Sync Start / Sync End
The selected workstation will attempt to connect to the remote location server and sync data between the times you enter here. We recommend you select off hours or slow times to perform the automatic sync.

The workstation will continue to connect to the remote server at the frequency you enter in "Sync Every" field. If "Sync Every" is zero then the workstation will only connect to the remote location once per day. The workstation will stop trying to connect to the remote server after "Sync End" time.

Sync every xxx minutes
If this field is zero then the selected workstation will only connect to the remote server once a day during the "Sync Start" to "Sync End" time period.

Next Sync date/time
Enter the date and time of the next automatic sync session. Any date/time before the current date/time will force an sync at the next "Sync Start" time.

Sync Clock
Check this box to synchronize the local computer clock to the master location computer clock during the data sync.

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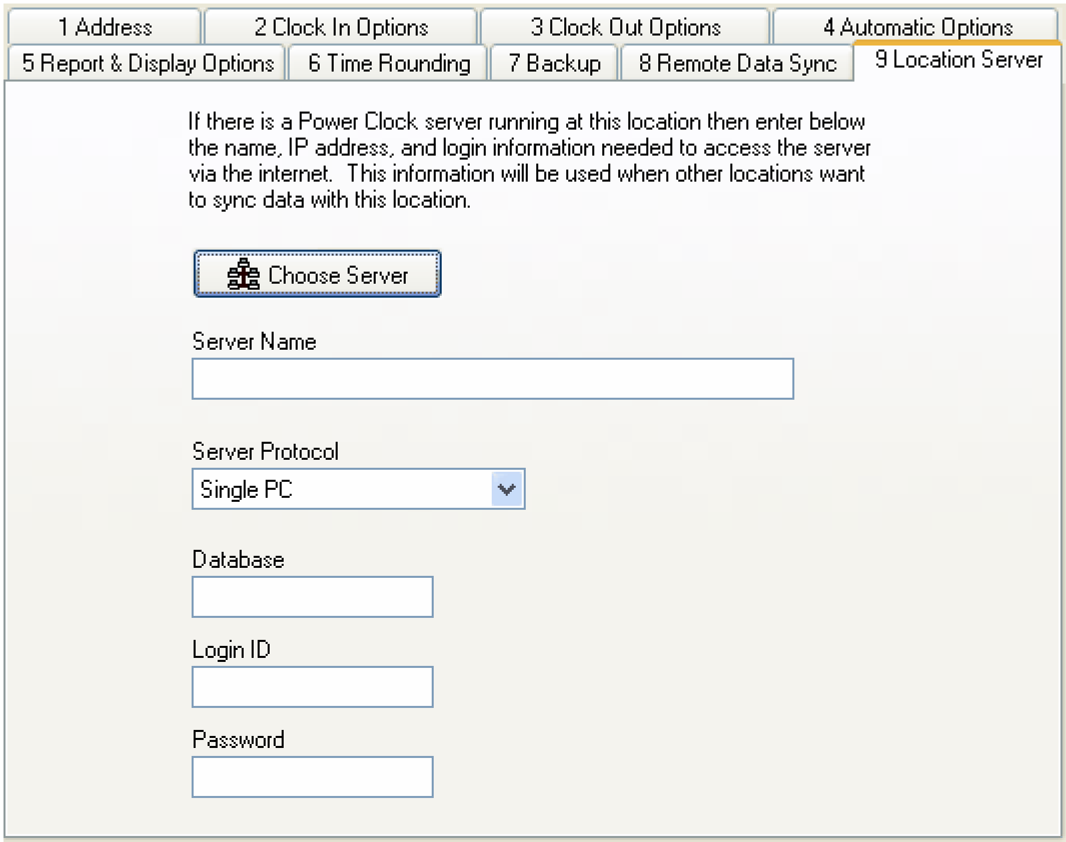
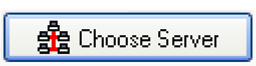
2.5.9 Location Server



Server Name
If there is a Power Clock server running at this location then enter below the name and IP address needed to access the server via the internet. This information will be used when other locations want to sync data with this location.

Click 

to choose the server from the data locations list.

Server Protocol
This will almost always be TCP/IP, the internet protocol.

Database
The database currently in use at this location, usually "Current".

Login ID / Password
There should be a login id and password set in the Power Clock server if you have the server available to the internet. If not you are asking for trouble. See the server documentation to learn how setup users and passwords on the server.

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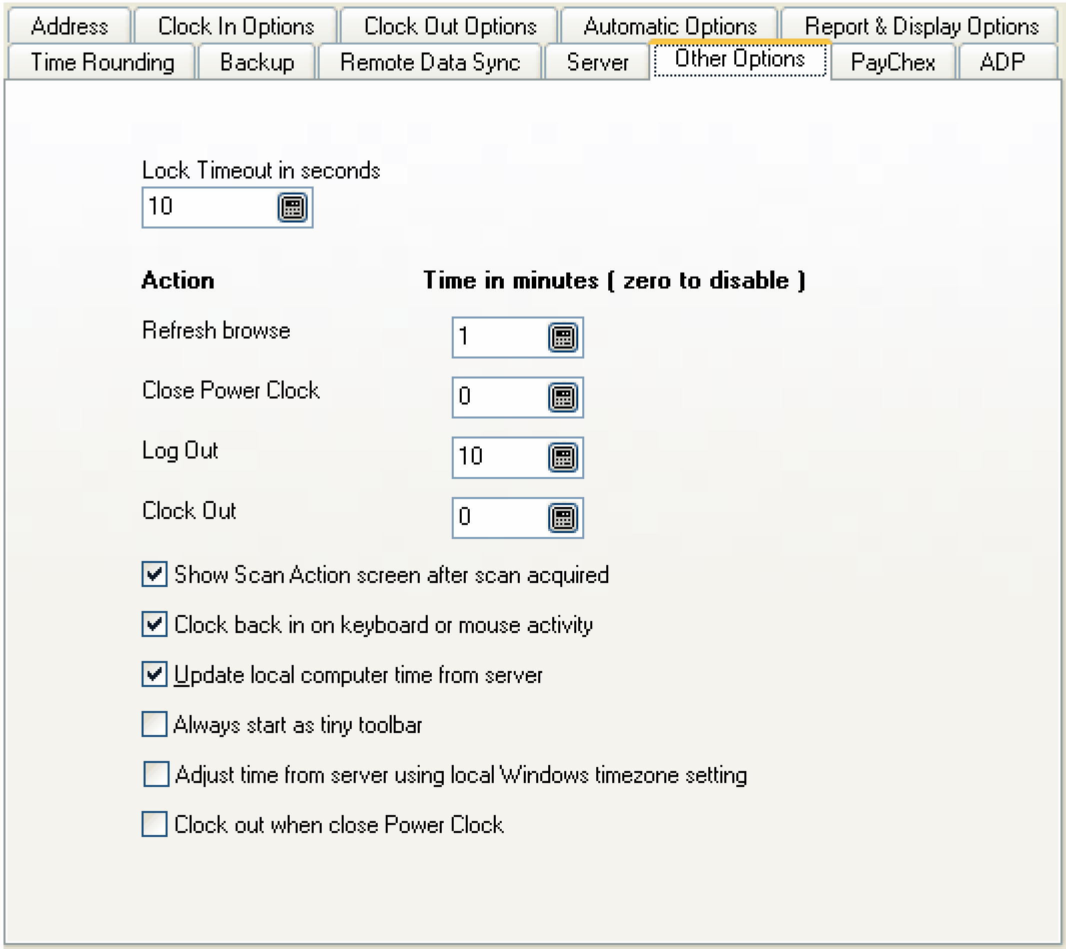
2.5.10 Other Options



You can enable or disable these options on a per workstation basis. See Workstation Configuration. The options you set here will apply to all workstations unless you specifically override them in Workstation Configuration.

Show Scan Action screen after scan
Check this box if you want Power Clock to show the clock in screen after an employee scans their fingerprint or scans a card through the barcode scanner. Make sure you check this box if you are using jobs and/or phases and you want the employee to be able to enter what job they are working on. If this option is not enabled then the employee will be clocked in or out as soon as their scan is acquired.

Refresh browse timeout in minutes
This is how often file browse screens are refreshed from the server. The default of 1 minute should be fine. This setting has no use in single-user mode.

Close Power Clock timeout in minutes
If this value is 1 or greater then Power Clock will be closed after the specified number of minutes have elapsed with no keyboard or mouse activity. Set this value to zero if you don't want to use this feature.

Log Out timeout in minutes
If this value is 1 or greater then Power Clock will Log Out the currently logged in employee after the

specified number of minutes have elapsed with no keyboard or mouse activity.

This value is set to 20 minutes by default and it's a good idea to leave it enabled so if a manager or administrator forgets to log out then other employees can't get into the time records or other sensitive areas.

Clock Out timeout in minutes
If this value is 1 or greater then Power Clock will clock out all employees who have clocked in from the current workstation after the specified number of minutes have elapsed with no keyboard or mouse activity. Set this value to zero if you don't want to use this feature.

Clock back in on keyboard or mouse activity
Check this box if you want the employee specified above "Auto clock in this employee at startup", to be automatically clocked in when keyboard or mouse activity is detected on the workstation.

Update local computer time from server
If you check this box then the computer time will be kept in sync with the server time. This is a good idea, otherwise employees may be confused as to why Power Clocks tells them they clocked out at one time, yet the clock on their workstation shows a different time. This option only works if you are using multi-user mode.

Always start as tiny toolbar
If checked, Power Clock will start in tiny toolbar mode on this workstation.

Adjust time from server using local Windows time zone setting
If checked AND you have also checked "Update local computer time from server" then Power Clock will adjust the server time according to whatever the Windows time zone setting is. Since it's unlikely your server and clients are in different time zones, you shouldn't need to enable this option. If you do enable this option, be aware that employees may be able to cheat on their time by changing the Windows time zone setting before or after they clock in/out.

Clock out when close Power Clock
Check this box to clock out all employees who clocked in from this workstation when Power Clock is closed.

2.6 Security Profiles

Shortcut key [Ctrl+I]

Security Profiles control employee access to menu commands, reports, and file modification. Security profiles allow you to set all security options in one place for a group of employees. There are four built-in profiles, ADMIN, DEFAULT, LOGGEDOUT, and MANAGER.

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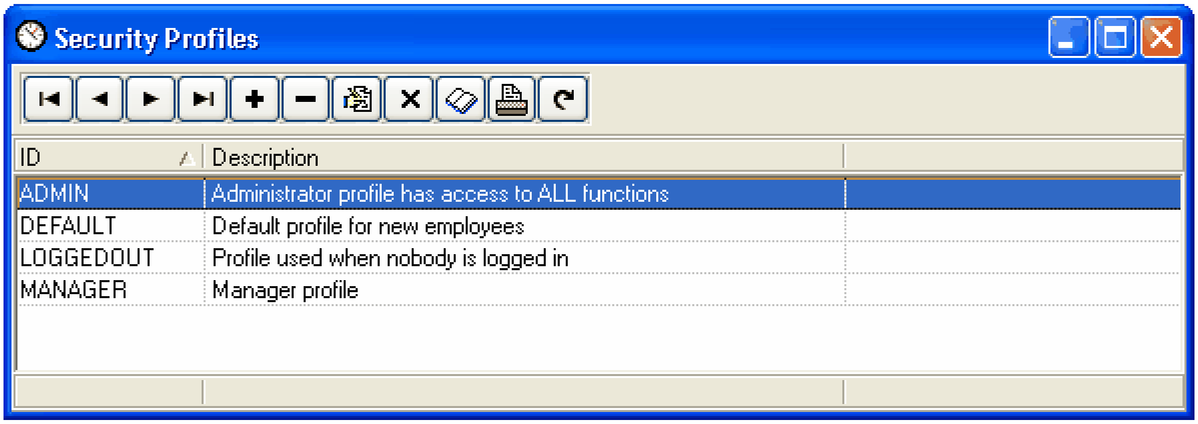
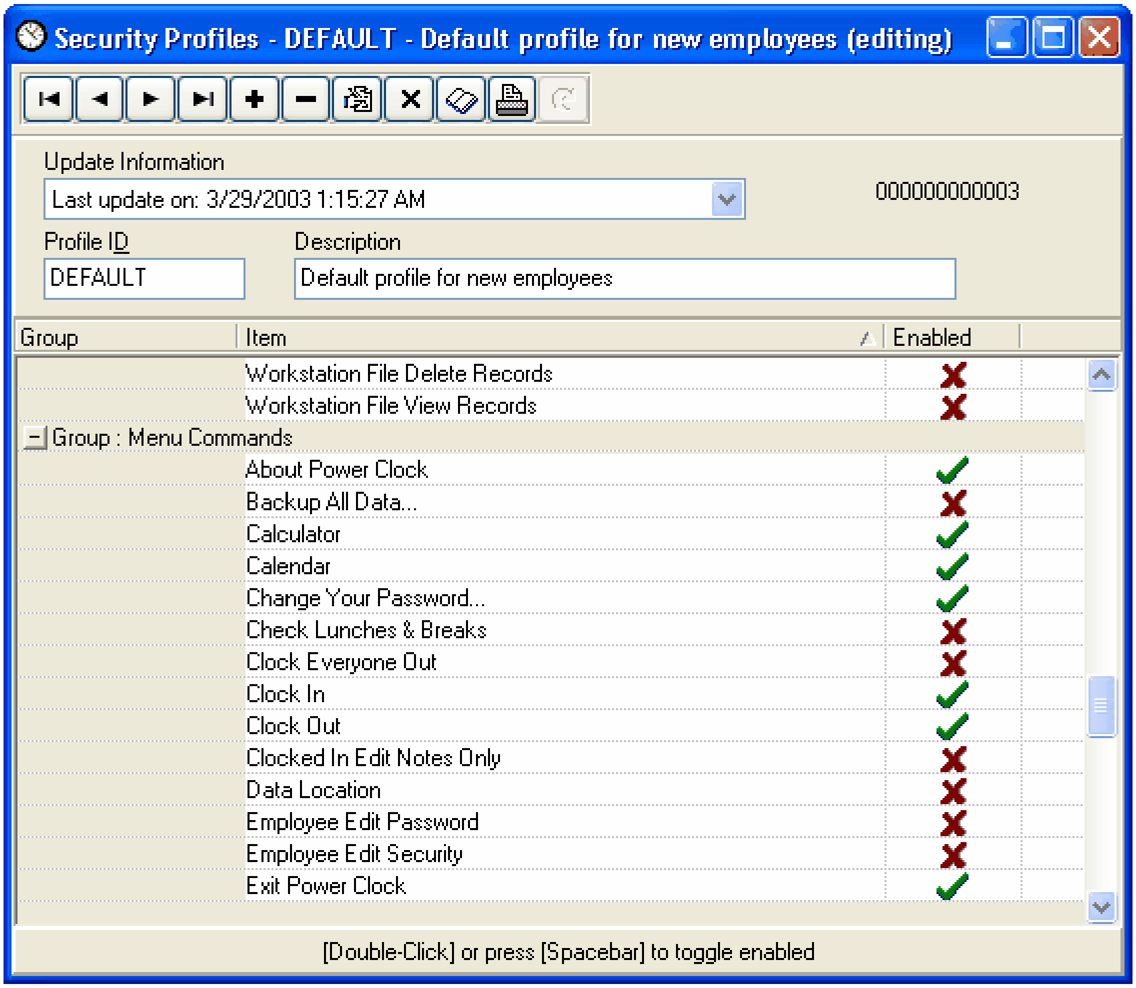


All employees must be assigned a security profile. A security profile is assigned to an employee by editing their employee record. The security profile is entered on page one of the employee record.

Power Clock allows an unlimited number of security profiles. You'll find it easier to start if you use and modify the built-in security profiles. Later you may want to add a few other custom profiles. For the ultimate in flexibility you can create a custom profile for each employee.

See Built-in Profiles

Security Profiles Screen



Editing security profiles is easy. After you select the profile and enter editing mode, double-click or press the spacebar to enable or disable an option.

Security profile settings are grouped into three categories; Built-in Reports, Custom Reports, File Access, Menu Commands.

See also
[File and Report Security](#)
[Menu Commands](#)
[Built-in Profiles](#)

2.6.1 File & Report Security

File Access Security
This section of a security profile controls which data files an employee can access. For each file there are four options, Add Records, Change Records, Delete Records, View Records. We recommend you disable most of these for regular employees. The exception being the Electronic Mail file and Job file.

If you're asking employees to enter jobs and phases when they clock in then you might want to enable "Job / Phase File Add Records" in the LOGGEDOUT and DEFAULT profiles so they can add new jobs to the job list.

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If you want employees to be able to send email then you must enable the "Electronic Mail File" items.

Built-in Reports and Custom Reports
All reports can be enabled or disabled in each security profile. This includes any custom reports you have made.J

2.6.2 Menu Commands

Most of the items in the Menu Commands group correspond directly with items on the main screen of Power Clock and in the main menu. The menu item or button will be greyed out if the currently logged in employee does not have the item enabled in their security profile.

About Power Clock
If enabled an employee can view the About Power Clock dialog.
`Menu: Help`

Backup All Data
If enabled then an employee may backup all current data and save it to a ZIP file.
`Menu: Import/Export`

Calculator
If enabled then an employee may view the popup calculator.
`Menu: Window`
`Shortcut: [F4]`

Calendar
If enabled then an employee may view the pop-up calendar.
`Menu: Window`
`Shortcut: [Ctrl+D]`

Change Your Password
If enabled then the currently logged in employee may change his/her password. An employee must be logged in. This option is forced to disabled in the LOGGEDOUT profile.
`Menu: File`

Check Lunches & Breaks
If enabled then an employee can run the Check Lunches and Breaks procedure.
`Menu: Actions`

Clock Everyone Out
If enabled then an employee may clock out all employees at once. Useful for end of day procedures if some employees forgot to clock out. It is recommended that you enable this only for MANAGER level employees.
`Menu: Actions`

Clock In
If enabled then allows an employee to clock in. This should be enabled in all profiles unless you have a special reason for disabling it.
`Menu: Actions`
`Shortcut: [F5]`

Clock Out
If enabled then allows an employee to clock out. This should be enabled in all profiles unless you have a special reason for disabling it.
`Menu: Actions`
`Shortcut: [F8]`

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Clocked In Edit Notes Only
If enabled then an employee may edit the notes of a clock in record. The employee must also have viewing and editing enabled for the Clocked In file.
`Menu: View/Edit`
`Shortcut: [Ctrl+U]`

Employee Edit Password
If enabled then the password field in the employee edit screen may be modified. The employee must also have access to edit the employee file.

Employee Edit Security
If enabled then the security field in the employee edit screen may be modified. The employee must also have access to edit the employee file.

Exit Power Clock
If enabled then an employee may shutdown Power Clock.
`Menu: File`
`Shortcut: [Alt+X]`

Export Changed
If enabled then an employee can export changed data to other locations.
`Menu: Import/Export`

Export Data
If enabled then an employee may export a selected range of data from the current database and optionally compress the data into a ZIP file.
`Menu: Import/Export`

Export to Quickbooks
If enabled then an employee may export data to Quickbooks.
`Menu: Import/Export`

Fax and Mail Orders
Enables the "Fax and Mail Orders" screen.
`Menu: Help`

Find Data Files
If enabled then an employee can search for lost data files on the computer and optionally add them to the Data Locations list.
`Menu: View/Edit - Advanced`

Go to Power Clock Website
Enables the link to www.powerclock.com
`Menu: Help`

Help Contents
If enabled then an employee may view this help file.
`Menu: Help`
`Shortcut: [F1]`

How to Order
Enables the link to How to Order topic in this help file.

Import Changed
If enabled then an employee can import data from other locations. The data should have previously been exported via Export Changed function.
`Menu: Import/Export`

Import data from old Power Clock versions
If enabled then an employee may import data from Power Clock version 4.16 and earlier. It is recommended that you enable this only for ADMIN level employees.
`Menu: Import/Export`

Import Data
If enabled then an employee may import data from dBase or native Power Clock format files. The data should have previously been exported by the current Power Clock version. It is recommended that you enable this only for ADMIN level employees.
`Menu: Import/Export`

Import from Quickbooks
If enabled then an employee may import data from Quickbooks. It is recommended that you enable this only for ADMIN or MANAGER level employees.
`Menu: Import/Export`

Load Saved Report
If enabled then an employee may load a previously saved report file.
`Menu: File`
`Shortcut: [Ctrl+O]`

Mail Delete All
If enabled then an employee may delete ANY electronic mail message. The employee must also have delete access to the Electronic Mail file. If disabled then an employee may only delete mail addressed to them or from them.

Manager Clock out
If enabled then an employee may clock out any employee without knowing the employee's password. The employee may also modify the clock out time. This should be enabled for managers so they can clock out people who forget.

Minimize
If enabled then an employee can minimize Power Clock with the Ctrl+M shortcut.
`Menu: Window`
`Shortcut: [Ctrl+M]`

Next Window
If enabled then an employee can cycle to the next open window on the desktop.
`Menu: Window`
`Shortcut: [F6]`

Pack/Rebuild Files
If enabled then an employee may pack and rebuild data files in the current database.
`Menu: File`

Pause
If enabled then an employee may pause time for their current clock in shift. This should always be enabled.
`Menu: Actions`
`Shortcut: [Alt+F8]`

Previous Window
If enabled then an employee can cycle to the previous open window on the desktop.
`Menu: Window`
`Shortcut: [Shift+F6]`

Printer Setup
If enabled then an employee may change the current printer settings using the Windows printer setup

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dialog.
`Menu: File`

Recreate Demo Data
If enabled then an employee may recreate the demo data. This will only work if the current database is the DEMODATA database. All current data will be erased. New demo data created will use the current date as a base for generated time records.
`Menu: File`

Reports
If enabled then an employee can access the report selection screen.
`Menu: Actions`
`Shortcut: [F7]`

Reports - Print
If enabled then an employee may print reports to the default printer. If disabled then the employee may only view reports on screen in the preview window.

Reports - Show Pay on Reports
If enabled then the pay summary will be shown on time reports.

Restore from Backup
If enabled then an employee may replace all current data with data from a previously created backup file.
`Menu: Import/Export`

Resume
If enabled then an employee may resume previously paused time. This should be enabled if you have also enabled Pause Time.
`Menu: Actions`
`Shortcut: [Alt+F5]`

Search for unlock file
If enabled then an employee can search the hard drive for the Power Clock unlocking file.
`Menu: Help`

Secure Web Orders Page
If enabled then an employee can activate the link to the Power Clock order page on the internet.
`Menu: Help`

Send EMail to Tech Support
If enabled then an employee can activate the link to send email to Power Clock tech support via the internet.
`Menu: Help`

Show Clocked In
If enabled then an employee can show or hide the clocked in employees listing on the main screen.
`Menu: Window`
`Shortcut: [Ctrl+F3]`

Show Icon in System Tray
If enabled then an employee can show or hide the icon in the Windows system tray.
`Menu: Window`

Show ONLY current employee
If enabled then only the currently logged in employee is shown on time reports. If there is no employee logged in then the employee ID and password must be entered before displaying any time report. You should

This option is forced enabled in the LOGGEDOUT profile.

Show Time Clock
If enabled then an employee can show or hide the time clock and buttons on the main screen.
`Menu: Window`
`Shortcut: [F3]`

Show Tiny Toolbar
If enabled then an employee can show or hide the tiny toolbar.
`Menu: Window`
`Shortcut: [Ctrl+F12]`

Show Toolbar
If enabled then an employee can show or hide the toolbar on the main screen
`Menu: Window`
`Shortcut: [Shift+F3]`.

Switch Jobs
If enabled then an employee can switch jobs. This should always be enabled if you're using jobs and/or phases.
`Menu: Actions`
`Shortcut: [Ctrl+J]`

System Reports
This option is currently not used.

Update Data from Remote Server
If enabled then an employee can manually connect to a remote location and sync data.
`Menu: Import/Export`

View All Departments
If enabled then reports and the time record browse screen will show ALL employees. If disabled then only employees in the currently logged in user's department will be shown on reports and the time record browse screen. If the currently logged in user is a manager of any departments, those departments will also be shown. The employee must be set as the manager in the department record.

Window List
If enabled then an employee can activate the window list which shows all open windows.
`Menu: Window`
`Shortcut: Alt+0`

2.6.3 Built-in Profiles

There are four built-in security profiles that cannot be deleted. They are LOGGEDOUT, DEFAULT, ADMIN and MANAGER.

ADMIN Security Profile

The most powerful security profile is ADMIN. If an employee is assigned the ADMIN profile then they have access to all menu options, all reports and all file editing privileges. The ADMIN profile cannot be deleted and cannot be changed. All items are automatically activated.

You should assign the ADMIN profile to only the most trusted people. Make sure the passwords of any employees with ADMIN security profile are difficult to guess and change them often.

LOGGEDOUT Security Profile

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The LOGGEDOUT security profile controls access when nobody is logged in. Be careful because anything you enable in the LOGGEDOUT profile will always be available to anyone.

By default the only options enabled in the LOGGEDOUT profile are shown below.

Menu Commands
About Power Clock
Calculator
Calendar
Clock In
Clock Out
Exit Power Clock
Fax and Mail Orders
Go to Power Clock Website
Help Contents
How to Order
Load Saved Report
Minimize
Next Window
Pack/Rebuild Data Files
Pause Time
Previous Window
Printer Setup
Reports
Reports - Show Pay on Reports
Resume Time
Secure Web Orders Page
Send Email to Tech Support
Show ONLY current employee on reports
Show Tiny Toolbar
Switch Jobs
Window List

Built-in Reports
Jobs and Phases
Off Schedule Report
Time Detail
Too many hours warnings

File Editing
May not add records or edit any files.

DEFAULT Security Profile

The DEFAULT security profile is assigned to all new employees when you add a new employee record. You should use it for your normal workers who have no special privileges. Be careful what you enable in this profile. You will probably want to disable editing of time records and other sensitive options.

In addition to the options enabled in the LOGGEDOUT profile shown above, the following options are enabled by default in the DEFAULT security profile.

Menu Commands
Change Your Password

Built-in Reports

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Electronic Mail

File Editing
May add records to Email file only

MANAGER Security Profile

You should assign the MANAGER profile to your managers and other higher rank employees. Adding employees, editing time records and other privileged functions are enabled in the MANAGER profile. If you need more flexibility then you can add other security profiles for department leaders, district managers, store managers, etc.

In addition to the options enabled in the LOGGEDOUT and DEFAULT security profiles shown above, the following options are enabled by default in the MANAGER security profile.

Menu Commands
Allow Override Lunch
Backup All Data
Clock Everyone Out
Export Data
Mail Delete All
Manager Clock out
Print Reports
Recreate Demo Data
Show Clocked In
Show Icon in System Tray
Show Time Clock
Show Toolbar
Update Data from Remote Server
Workstation Settings

Built-in Reports
All reports enabled

File Access
Change Log File: View
Clocked In File: Add, Change, Delete, View
Electronic Mail File: Add, Change, Delete, View
Employee File: Add, Change, View
Employee Time File: Add, Change, Delete, View
Job/Phase File: Add, Change, Delete, View
System Log File: View

2.7 Departments

Departments are used to group your employees. You should assign a department to each employee on the Address/Phone Numbers page. All time reports group and summarize by departments.

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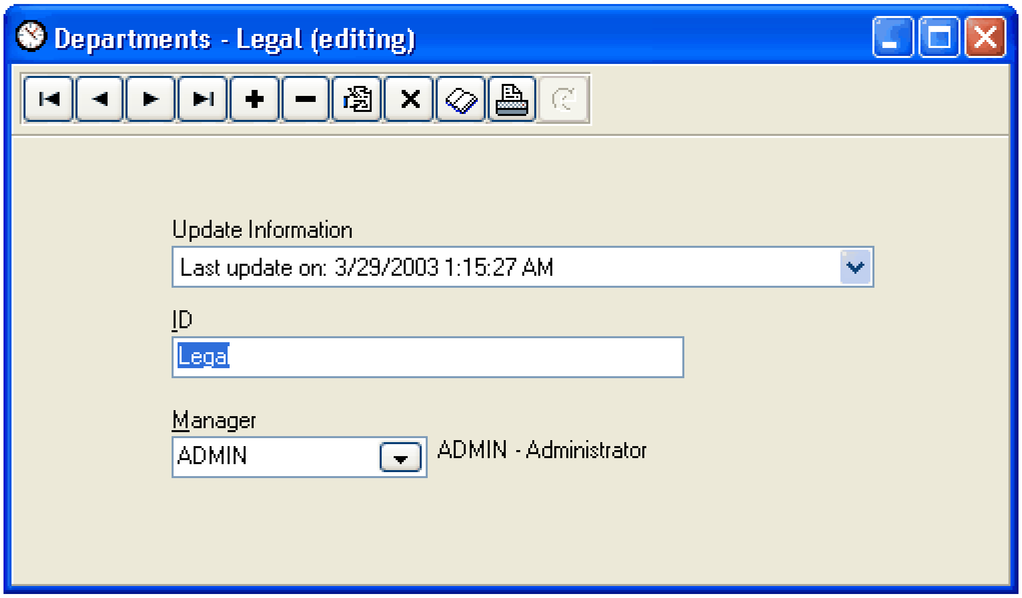


ID
Enter a unique ID for the department.

Manager
Enter the deparment manager's ID. The department manager can edit time records for employees in the departments they manage.

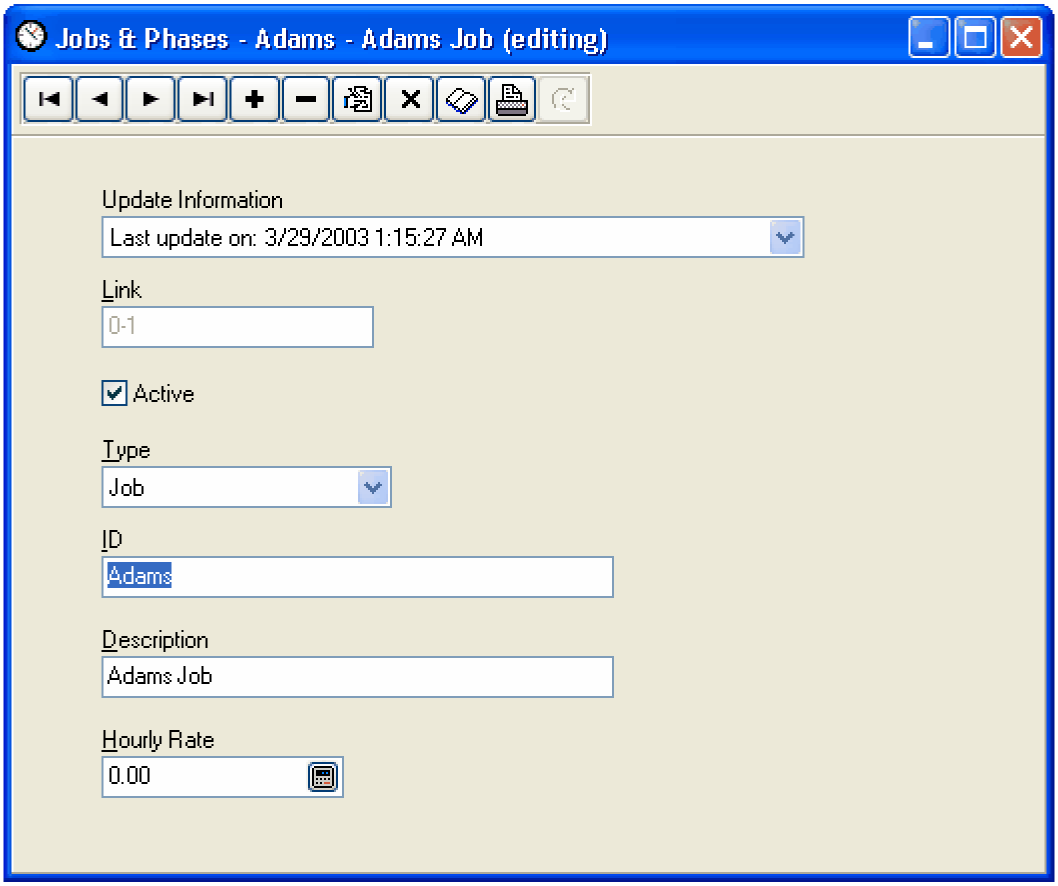
Note: If you want managers to be able to edit time records for employees in their department, just setting the manager ID is not enough. The manager also needs the proper security profile. They must have the options to edit time records enabled in their security profile. If they have the option "View All Departments" enabled in their security profile then they can edit employees in any department.

2.8 Jobs & Phases

The jobs file contains descriptions of jobs and phases. Jobs and phases can be used to categorize time worked by job and customer. A job and phase can be assigned to each time record.   You may enable/disable jobs and phases in the location configuration on the Clock In Options page.

Shortcut: [Ctrl+J]

Job Edit Screen



Link
The link is automatically assigned by Power Clock. It is used to link the job record to time records.

Type
Type of record. It must be either a Job or a Phase. A Phase may be used like a sub-category of the Job.
`Example: Study phase, Research phase, Development phase.`

A common use of Job is to use it to track customers. For this use you would add a new Job for each customer.

Active
Check this box to make the job or phase active. Inactive jobs/phases will not be available to employees when they clock in.

ID
This field is a unique identifier for the job/phase. You can not enter an ID already used by another job/phase.

Description
Enter a short description for the job/phase.

Pay Rate
Enter the pay rate to be used for this job or phase. The job pay rate overrides the employee pay rate. If you ask for a job AND phase when employees clock in, then the phase pay rate overrides the job pay rate. Leave this field blank to use the pay rate in each employee record.

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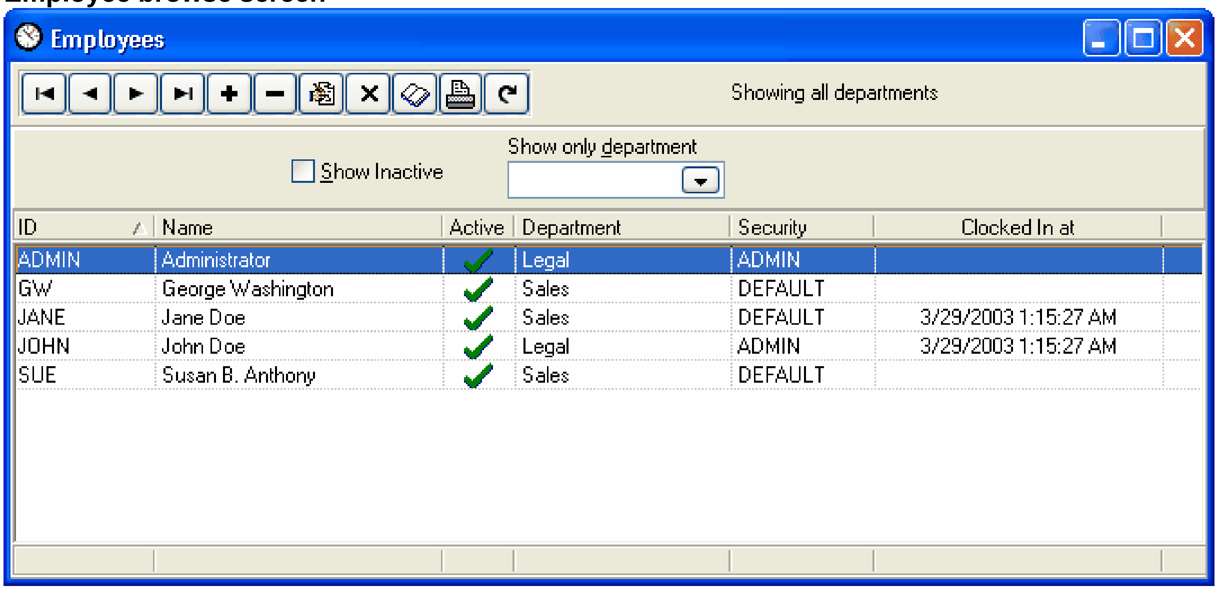
2.9 Employees

Shortcut key [Ctrl+E]

Employee browse screen



The employee browse screen will show only those employees in the currently logged in user's department. If the currently logged in user is a manager of any departments, those departments will also be shown. The employee must be set as the manager in the department record.

If "View All Departments" is enabled in the employee's security profile then the employee can view and edit all employees.

Show Inactive
Check this box to show inactive employees in the list.

Show only department
If you want to show only a specific department then enter the department ID here.

2.9.1 Address / Phone Numbers

Name/Address page

Link
The link field is the unique identifier used for the employee. This field is automatically assigned by Power Clock. There should never be a need to modify this field. This field may only be changed when you add a new employee. The only time you might need to change the Link is if you somehow lost your employee file and you need to rebuild it. When re-entering the employee records, enter the link code that was previously used for each employee so that their time records will match.

ID
Enter a unique identifier for the employee. This can be the employee's initials, phone number, social security number, employee number, or any other alphanumeric identifier you choose. This field can

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be changed at any time.

Active
Check this field if the employee is currently active. Only active employees can clock in and Log in.

Card Barcode
The code from the employee's barcoded card. The card is used to clock in and out if you're using the Power Clock barcode scanner.

Click the scan button to scan the code directly into the employee record.

Override config show scan dialog
Check this box to override the setting from the workstation record.

Show clock in/out screen after scan
If you choose to override the workstation setting then this option will be used when the employee card is scanned through the barcode scanner. If this box is checked then the clock in/out screen will be shown when the employee scans their card. The employee ID will already be filled in on the clock in/out screen and they won't be able to change it.

Name, Address, Tax ID
Self explanatory.

Password
This is the password the employee must use to log in, and optionally, clock in. The password is hidden for security. You can click the Show button if your security profile allows you edit employee passwords.

Show Password
Click this button to make the password visible. Click it again to hide the password.

Security Profile
The employee's security profile. Most employees will have the DEFAULT profile. When an employee logs in to Power Clock this profile determines what functions they have access to. The security options for different functions are set in the security profiles file.

Home Location
This is the location where the employee usually works.

Department
The employee's department. If a department manager is logged in, this field determines what records are shown on reports and in the time record browse. Only those employees matching the manager's department will be shown.

Default Job, Default Phase
When clocking in, the job and phase will be assigned these values. If you've also enabled "Ask for Job when clocking in" in location configuration, then the employee can change the job from the default values when they clock in.

Clock In By
Enter the time this employee must clock in by. If the employee clocks in after this time, he will appear on the Off Schedule report.

Clock Out By
Enter the time this employee must clock out by. If the employee clocks out after this time, he will appear on the Off Schedule report.

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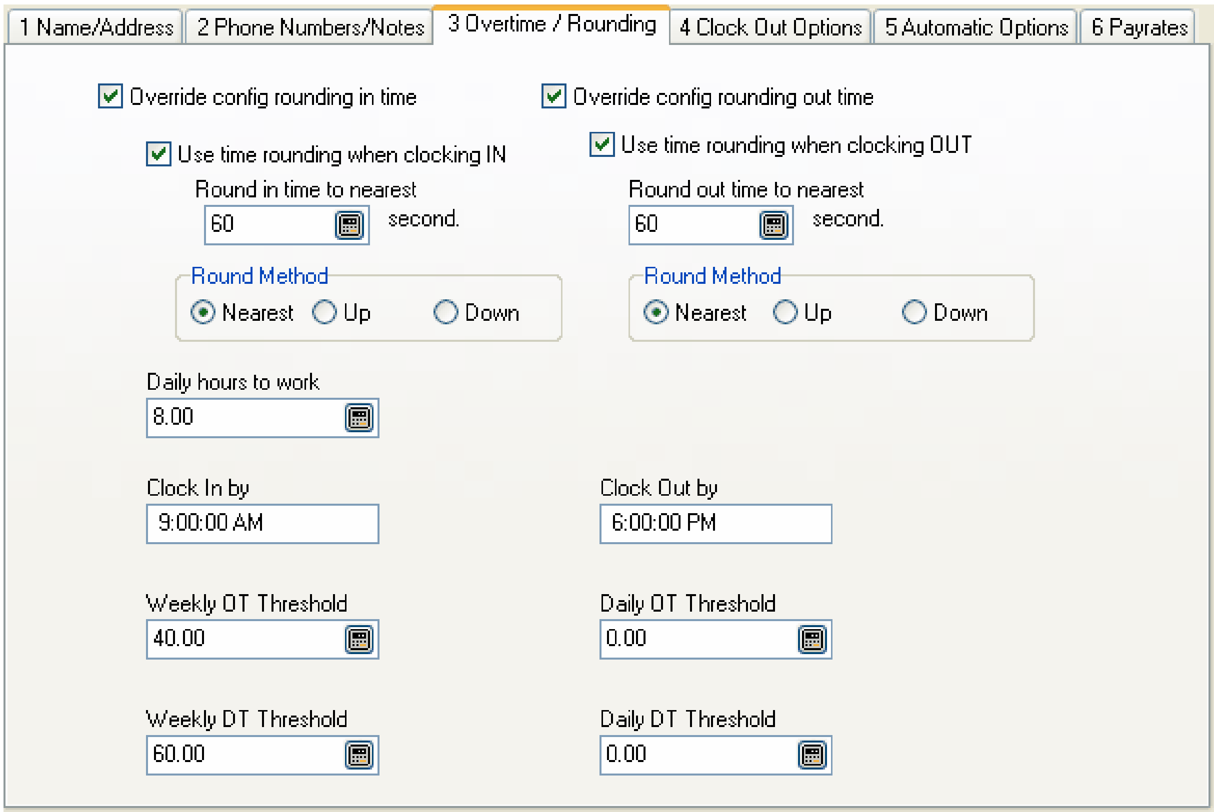
Daily Hours to Work
Enter the number of hours required per day for this employee. This number is used in the Time Summary by Month report.

Phone Numbers/Notes Page

The fields on this page are self explanatory. These fields are for information purposes only.

2.9.2 Overtime / Rounding



Override config rounding in time
Check this box to override the clock in rounding setting in the location file.

Use time rounding when clocking in
If this box is checked, the time rounding options entered below will be activated.

Round in time to nearest xxx second
Enter a numeric value here to make Power Clock round clock in times. Enter the number of seconds that hours are broken into. For example, to round times to the nearest minute, enter 60 here. To round times to the nearest quarter hour enter 900.

Round Method
Nearest rounds to the nearest second increment.
For example, assuming a 60 second increment, clocking in at 9:09:20, the time will be rounded to 9:09:00 since 9:09:20 is closer to 9:09:00 than to 9:10:00.

Up always rounds up to the next second increment.

For example, assuming a 60 second increment, clocking in at 9:09:20, the time will be rounded up to the next minute 9:10:00.

Down always rounds down to the next second increment.
For example, assuming a 60 second increment, clocking in at 9:09:45, the time will be rounded down to the previous minute, 9:09:00.

Override config rounding out time
These are the same settings as shown above except they only apply when an employee is clocking out.

Daily hours to work
Enter the number of hours required per day for this employee. This number is used in the Time Summary by Month report.

Clock In By
Enter the time this employee must clock in by. This value is used in the Off Schedule report.
Clock Out By
Enter the time this employee must clock out by. This value is used in the Off Schedule report.

Weekly OT Threshold
Enter the number of hours per week an employee has to work before they begin accumulating overtime. Overtime hours and pay shown on time reports are based on this number.

Daily OT Threshold
Enter the number of hours per day an employee has to work before they begin accumulating overtime. Overtime hours and pay shown on time reports are based on this number.

Weekly DT Threshold
Enter the number of hours per week an employee has to work before they begin accumulating doubletime. Doubletime hours and pay shown on time reports are based on this number.

Daily DT Threshold
Enter the number of hours per day an employee has to work before they begin accumulating doubletime. Doubletime hours and pay shown on time reports are based on this number.

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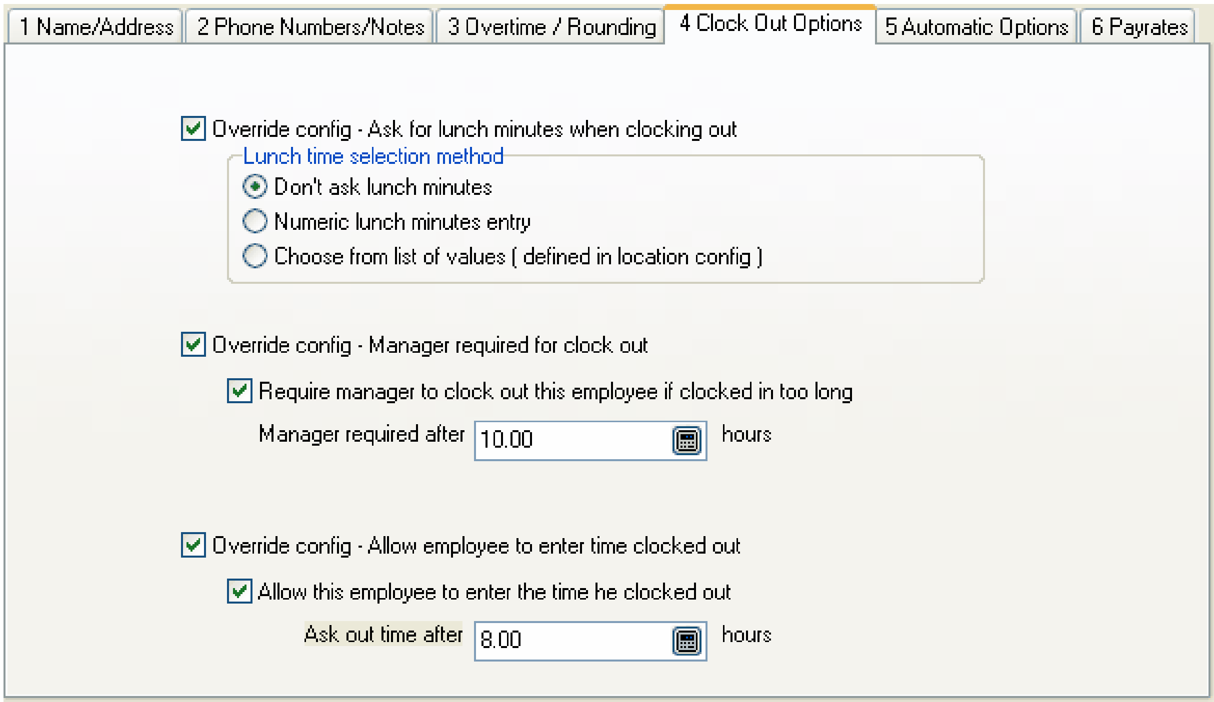
2.9.3 Clock Out Options



Override config - Ask for lunch minutes when clocking out
Check this box to override the setting in the location record.

Lunch time selection method
Select one of the options:
- Don't ask lunch minutes
- Numeric lunch minutes entry
- Choose from list of values (defined in location configuration)

Override config - Manager required for clock out
Check this box to override the setting in the location record. Useful if this is a problem employee who often forgets to clock out or tries to cheat on time.

Require manager to clock out this employee if clocked in too long
Check this box to require a manager to clock out employees who stay clocked in longer then the number of hours specified in the next field.

This option can also be activated for all employees in the current location configuration.

Manager required after xxx hours
This is the number of hours after which a manager must be logged in before the employee can clock out. When an employee tries to clock out and they have exceeded the number of hours entered here, a manager must be logged in to clock them out. The manager must have "Manager Clock out" enabled in their security profile.

Override config - Allow employee to enter time clocked out
Check this box to override the setting in the current location configuration.

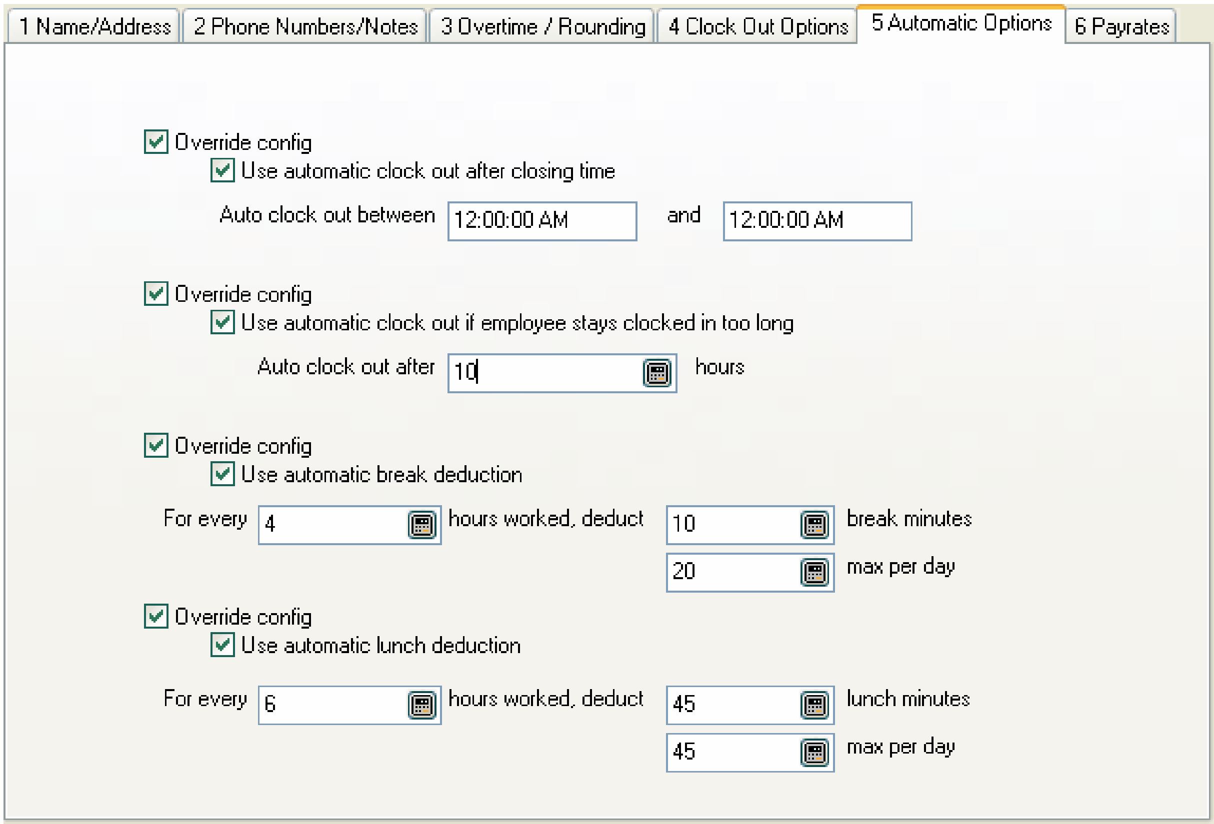
Allow this employee to enter the time he clocked out
Check this box to allow employees to enter the time they clocked out when they stay clocked in

longer than the hours specified in the next field. This is useful if you have employees who forget to clock out and you trust them to enter the correct clock out time.

This option can also be activated for all employees in the current location configuration.

Ask out time after xxx hours
Enter the number of hours after which this employee is asked what time they clocked out.

2.9.4 Automatic Options



These are the same options as in the location configuration. Here you can override them for each employee if needed. See location configuration to enable or disable these options for all employees.

Use automatic clock out after closing time
Check this box to automatically clock employees out between the times entered in the next two fields.

Auto clock out between xx:xx and xx:xx
These two fields contain the times between which employees are automatically clocked out. Employees are not allowed to clock in between these times as well. A note is added to the employee's time record indicating they were automatically clocked out.

For example, if your business closes at 9:00 PM and opens at 10:00 AM, you might want to enter 10:00 PM and 8:00 AM here so your employees will not remain clocked in all night if they forget to clock out.

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Use automatic clock out if employee stays clocked in too long
Check this box to automatically clock employees who stay clocked in longer than the number of hours entered in the next field.

Auto clock out after xxx hours
The maximum number of hours an employee can stay clocked in. If you enter a number here, then Power Clock checks if employees are clocked in too long. If they stay clocked in too long they will be automatically clocked out and a note added to the notes section of the time record to inform the manager. If you use this option, be sure to check the Active box to enable it.

Use automatic break deduction
Check this box to enable the global automatic break deduction. If enabled and an employee works longer than the number entered below then breaks will be automatically deducted from their time when you run "Check Lunches and Breaks" on the Actions menu.

Note: If the option "Record Breaks" is not checked in the employee's record then a break record won't be added to the time file but the time will still be deducted from their total regular hours.

For every xxx hours worked, deduct xxx break minutes
Enter the number of minutes to be deducted from an employee's regular time. Hours are calculated on a daily basis.

For example: Assuming for every 4 hours an employee must take a 15 minute break. If an employee works 8 hours and does not take any breaks then a 30 minute break will be automatically deducted from their total time when you run "Check Lunches and Breaks".

xxx max per day
Enter the maximum break deduction per day. Check Lunches and Breaks won't deduct any more break time if the employee already has more break time than this number of minutes.

For example: Assuming for every 2 hours an employee must take a 15 minute break. The max per day is 45 minutes. An employee works 8 hours and does not take any breaks. Normally a 60 minute break would be deducted because they worked 4 blocks of 2 hours. The deduction is limited to 45 minute because the max per day setting is 45.

Use automatic lunch deduction
Check this box to enable the global automatic lunch deduction. If enabled and an employee works longer than the number entered below then lunch time will be automatically deducted from their regular hours when you run "Check Lunches and Breaks" on the Actions menu.

Note: If the option "Record lunches" is not checked in the employee's record then a lunch record won't be added to the time file but the time will still be deducted from their total regular hours.

For every xxx hours worked, deduct xxx lunch minutes
Enter the number of minutes to be deducted from an employee's regular time. Hours are calculated on a daily basis.

For example: Assuming for every 8 hours an employee must take at least 45 minute lunch. If an employee works 8 hours and takes only a 30 minute lunch then and additional 15 minute lunch will be deducted from their total time when you run "Check Lunches and Breaks".

xxx max per day
Enter the maximum lunch deduction per day. Check Lunches and Breaks won't deduct any more lunch time if the employee already has more lunch time than this number of minutes.

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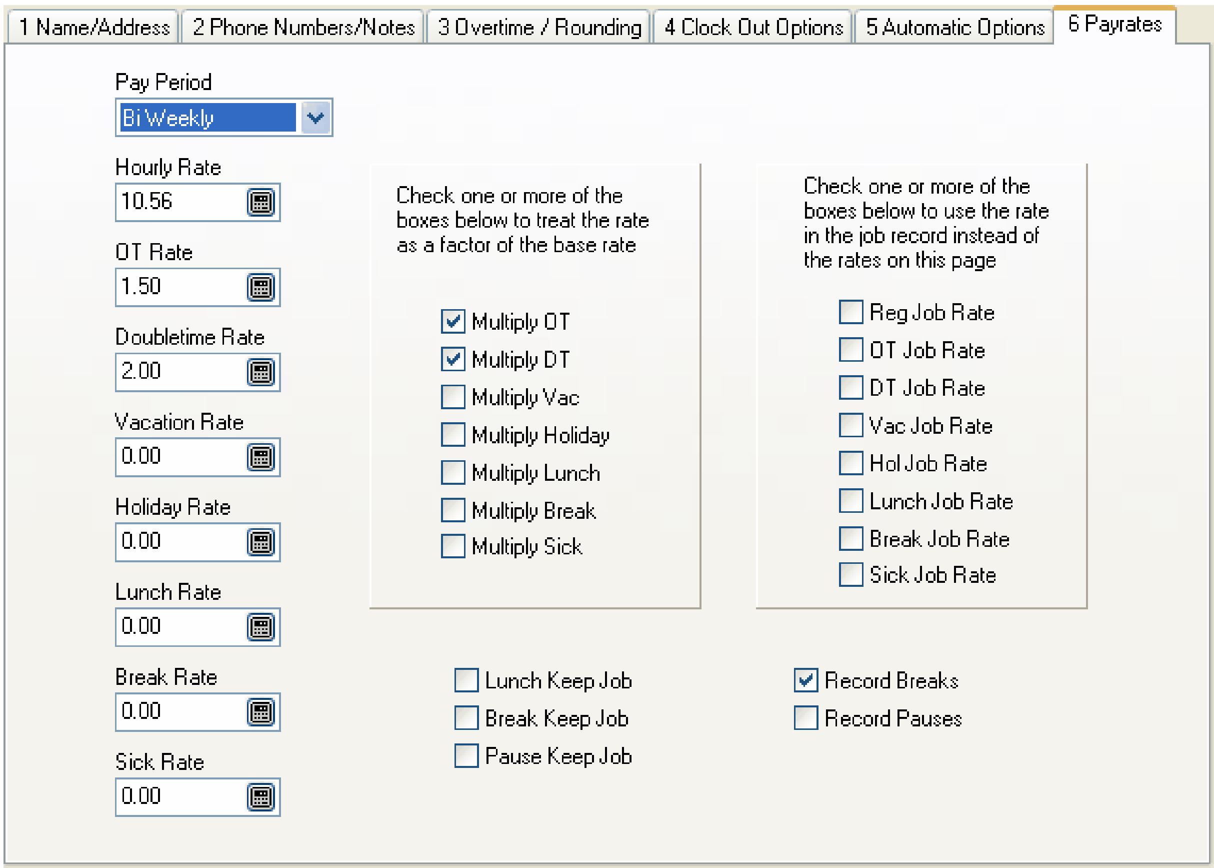
For example: Assuming for every 4 hours an employee must take a 45 minute lunch. The max per day is 45 minutes. An employee works 9 hours and does not take any lunch. Normally a 90 minute lunch would be deducted because they worked 2 blocks of 4 hours. The deduction is limited to 45 minutes because the max per day setting is 45.

2.9.5 Pay Rates



Pay Period
For information purposes only. Power Clock reports are generated based on the dates you enter when you run the report.

Rate Factors
All pay rate fields except Hourly Rate can be treated as a factor of the base rate. In the example above we have an Hourly Rate of 25.25. The OT Rate is 1.50. Since Multiply OT is also checked, the overtime rate will be calculated as the OT Rate x Hourly Rate. Hence the OT rate will be 1.50 x 25.25 = 37.88. In the example above, the doubletime rate is calculated as 2 x 25.25 = 50.50 since Multiply DT is checked.

Job Rates
The set of check boxes on the right side determine if the pay rate from the job record will be used instead of the rates listed here. If Reg Job Rate is checked and the employee clocks in using a job code that has a pay rate set then that job pay rate replaces the Hourly Rate. If the job has a zero pay rate then the employee's base hourly rate is used.

Lunch keep job, Break keep job, Pause keep job
These options determine what happens to the employees job when the employees uses Pause Time.

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If the box is not checked then the job code they had selected when they clocked in is cleared when they go on lunch or break and they will have to enter a job code when they return from lunch/break.

Record Breaks
Check this box to keep a record of breaks when the employee uses Pause Time and selects Break as the type.

Record Pauses
Check this box to keep a record of pauses when the employee uses Pause Time and select Pause as the type.

2.10 Upgrading from previous versions

When installing a new version of Power Clock over an older version its important to follow these instructions for an error free install.

Shut down Power Clock on all workstations.
Execute the setup program and make sure the option to overwrite all files is checked.
Run the new version. Your data files will be backed up and then converted to the new version.

2.11 Command Line Parameters

The following command line parameters can be used

Demo Mode

DEMO
Forces Power Clock to use the Sample database.

Force Log in

L <Employee ID> <Password>
Logs in the employee whose employee ID and password match the parameters. To enter an ID or password containing spaces, use double quotes around the parameter

If Power Clock is unregistered, entering **ADMIN ADMIN** for the employee ID and password will log you in with maximum security.

Examples
`PClock32.exe L RWF "guess my pass"`
Log in employee with ID of RWF with password 'guess my pass'.

`PClock32.exe L ADMIN ADMIN`
Log in with max security ONLY if Power Clock is unregistered.

Temp Path

T <config path>
Sets the directory for the configuration files. <config path> must be a valid folder that you have read/write access to. If there are no configuration files in the directory, they are created.

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Example
```
PClock32.exe T "C:\Power Clock\Temp\"
```

Rebuild data

REBUILD
Forces Power Clock to rebuild all files in the data directory before starting.

Example
```
PCLOCK32.exe REBUILD
```

3 Working with Power Clock

3.1 Explaining the user interface

3.1.1 Tiny Toolbar

Tiny Toolbar (actual size)

Select Tiny Toolbar on the Window menu if you want the smallest possible Power Clock screen.

The only options available on the tiny toolbar are:

Clock In
Log In
Clock Out
Log Out
Pause
Resume
Switch Jobs
Email
Reports
Return to big screen Power Clock
Stay on Top
Click Stay on Top button to make the tiny toolbar stay on top of other windows on your desktop. You can then place it up in a corner someplace where you can easily clock in and out.

3.1.2 File Browser

File browser windows are used for all maintenance of the data files in Power Clock. From the file browser you may add, change and delete records.

The File Browser has two views.
The **Browse View** is a list of records that you can scroll up and down. The currently selected record is highlighted in dark blue. The list may be sorted in ascending or descending order by clicking on the column headers. The columns may be re-sized by clicking and dragging the edges of column

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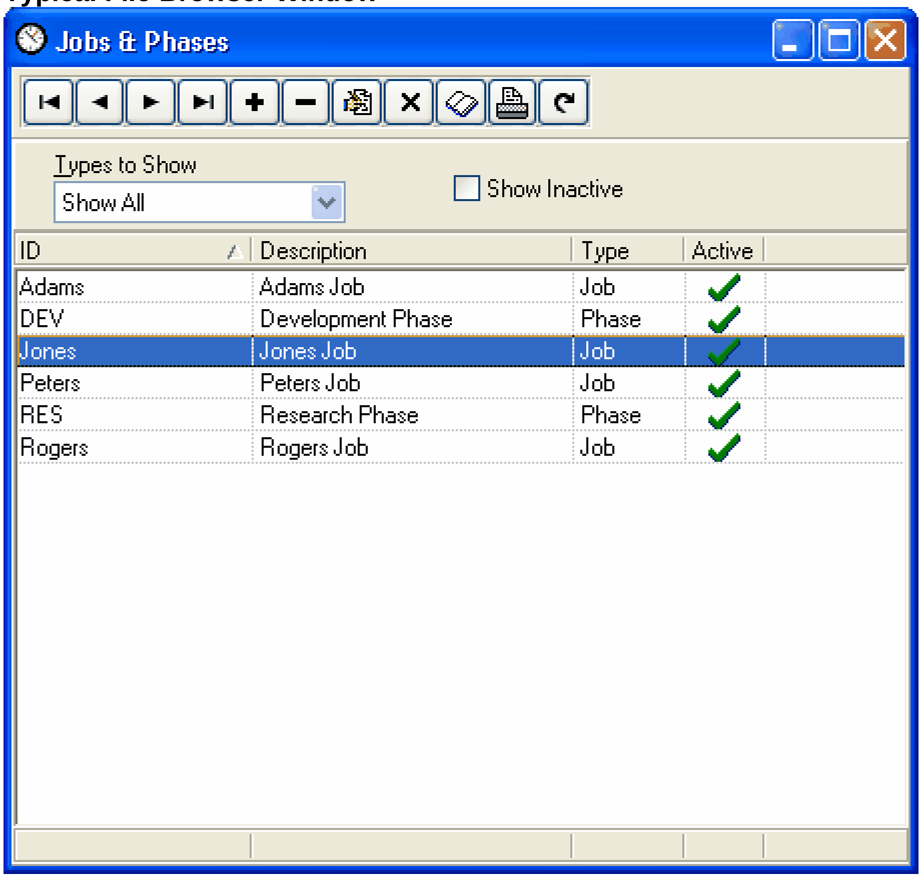
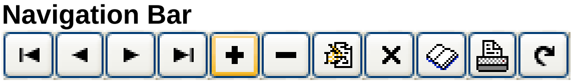
headers. The columns may also be moved by clicking and dragging the header.

The **Edit Screen View** is shown when you select a record to edit. A new window is not opened. The same File Browser window is used. The Browse View is hidden when the Edit Screen is shown.

Typical File Browser Window



Navigation Bar



All File Browser Windows contain a Navigation Bar. The Navigation Bar is a set of buttons that allows you to move through the data and perform various other tasks on the selected record. The currently selected record is highlighted in dark blue.

There are shortcut keys that may be pressed to activate each button. Some buttons have two shortcut keys. If two shortcuts are assigned then the second shortcut is used when the edit screen is active.

First Record 
[Home] or [Ctrl+Home]
Moves to the first record in the selected range.

Previous Record 
[Up Arrow] or [Ctrl+PageUp]
Moves to the previous record.

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Next Record 
[Down Arrow] or [Ctrl+PageDown]
Moves to the next record.

Last Record 
[End] or [Ctrl+End]
Moves to the last record in the selected range**.**

Add Record 
[Insert] or [Alt+Insert]
Opens the edit screen view with a new blank record.

Delete Record 
[Delete] or [Alt+Delete]
Deletes the currently selected record.

Edit Record / Save Changes 
[Enter] or [Ctrl+Enter]
If the browse view is active then this button opens the edit view with the currently selected record ready to edit. After making changes to the record, save it by clicking the same button or use the shortcut key [Ctrl+Enter].

Close / Cancel Changes 
[Escape]
If the browse view is active then this button closes the file browser. If the edit screen is active then returns to the browse view and cancels any changes made to the record.

Change Log 
[Ctrl+H]
Opens the log browse screen. If there have been any changes to the currently selected record then the change history will be shown.

Report 
[Ctrl+R]
Executes the default listing report for this file. For example, if browsing the employee file, will execute the Employee Listing report. If browsing the time records, will execute the Time Detail report.

Refresh Data 
[Ctrl+K]
Refreshes the list of records from the server. By default the browse list is automatically refreshed every minute or so. Clicking this button forces an immediate refresh from the server. This is useful in multi-user operation if many people are accessing and modifying the Power Clock data files simultaneously. This button is disabled if you are currently editing a record.

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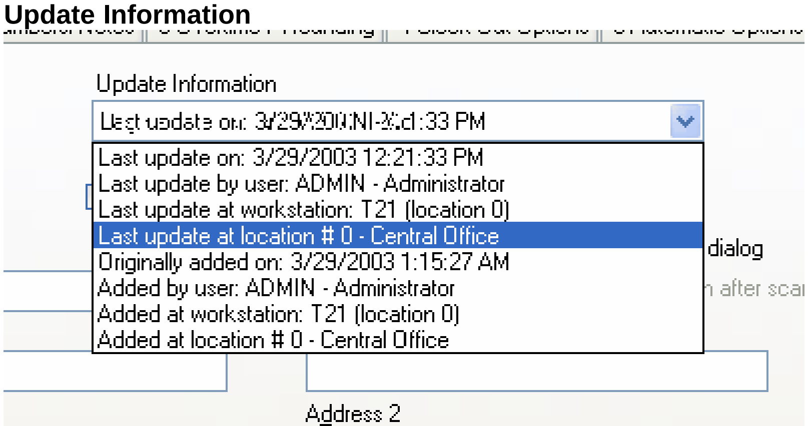
3.1.2.1 Update Info

All record edit screens have a Update Information box. This box contains information about the last time the record was changed. It also tells you about when the record was first added.

Update Information



3.1.3 Lookup Fields

Many data entry screens in Power Clock contain lookup fields. Lookup fields are used anytime an Employee ID, Job ID, Phase ID, other ID code is required.

A lookup field helps in entering the correct ID by showing the closet matching entry as you type. Usually, you only need to type the first 2 or 3 letters of the ID. When you see the correct ID, press Tab to move to the next field on the screen. The complete ID will be filled in for you.

Click the arrow button to open a file browser showing all valid selections. You may add, edit, or delete records from the file browser assuming you have the required security.

Lookup Field

Here only the first two letters of the ADMIN ID were typed. The full ID is automatically filled in.

3.1.4 Shortcut Keys

The following shortcut keys may be used instead of selecting menu options or buttons.

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Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select All	Ctrl+A
File Browser Keys	
Next Record	Ctrl+PageDown
Previous Record	Ctrl+PageUp
First Record	Ctrl+Home
Last Record	Ctrl+End
Add Record	Insert or Alt+Insert
Delete Record	Delete or Alt+Delete
Edit Record	Ctrl+Enter
Save Record	Ctrl+Enter
Report	Ctrl+R
Change Log History	Ctrl+H
Menu Shortcut Keys	
Log In	F9
Log Out	F12
Clock In	F5
Clock Out	F8
Pause Time	Alt+F8
Resume Time	Alt+F5
Switch Jobs	Ctrl+J
Email	F11
Reports	F7
My Time Report	Ctrl+F7
Exit Program	Alt+X
Help	F1
Load Report	Ctrl+O
Time Records	Ctrl+T
Employees	Ctrl+E
Jobs & Phases	Ctrl+P
System Log	Ctrl+L
Current Location	Ctrl+S
All Locations	Ctrl+Z
Security Profiles	Ctrl+I
Server / Data Folder	Ctrl+N
Workstation Settings	Ctrl+W

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3.2 Main Screen

The main screen contains the most frequently used functions. Please click a topic below for more information.

Clock In

Clock Out

Email

Reports

Switch Jobs

Pause / Resume

Log In

Log Out

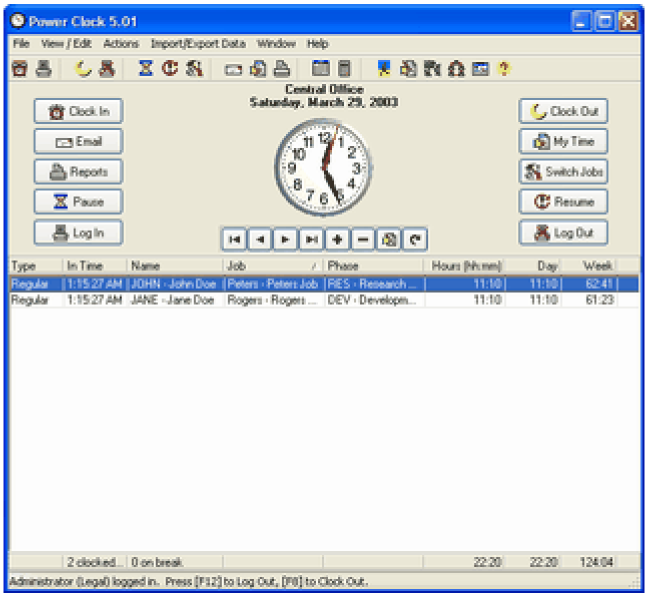
Customize Main Screen

3.2.1 Customize

The main Power Clock screen can be customized in many ways. The options to turn on and off panels are all on the Window menu. You can also use the Tiny Toolbar if you want the smallest possible screen.

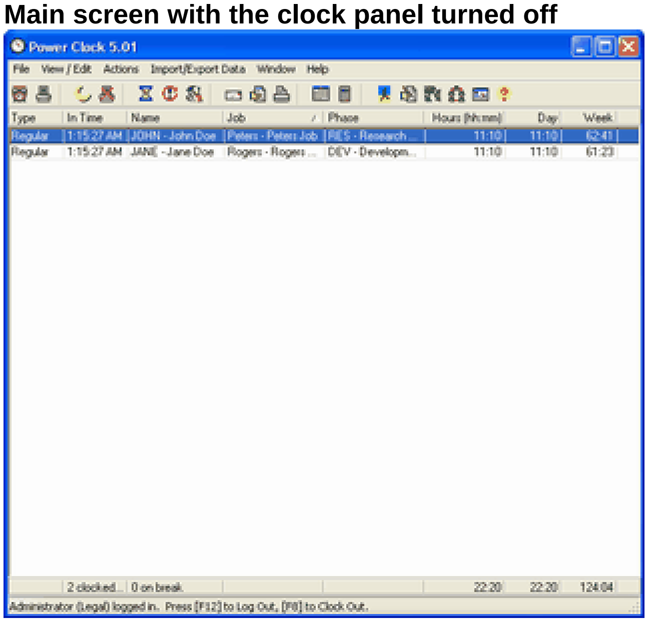
Below are sample screens showing how you can customize Power Clock.

Main screen with all panels enabled



If you want to see more clocked in employees then turn off the time clock panel.

Main screen with the clock panel turned off



If you don't want employees to see who is clocked in then turn off the clocked in panel.

Main screen with clocked in list turned off

To change the clock face to digital, right click on the clock face.

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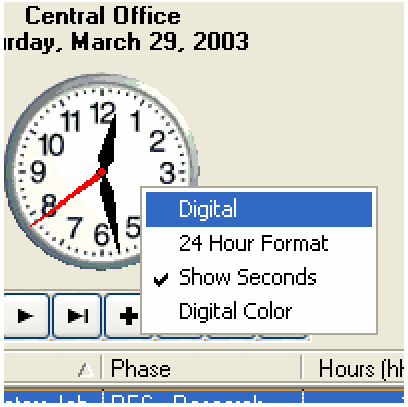
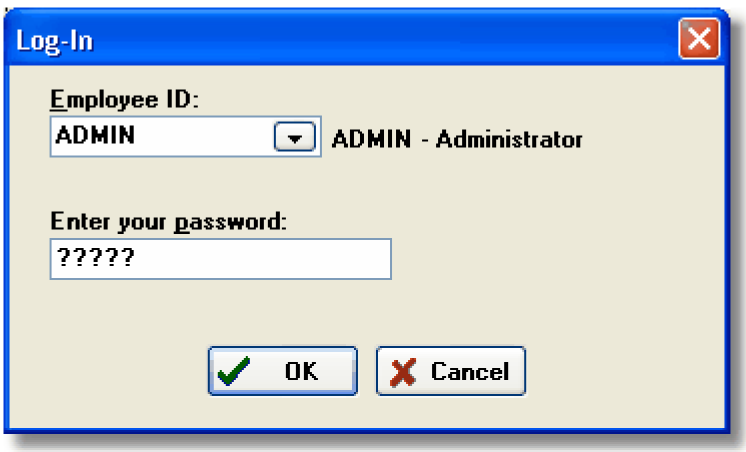


3.3 Log In



Shortcut key: F9

Many functions in Power Clock are restricted. Your security profile determines access to functions. You must log in to activate your security profile so you can access restricted functions. The administrator must setup the security profiles.

Click the 

button to log into Power Clock as the current user. This is different than clocking in. You will log in when you want to read your email or, if you are the manager, change time records, change configuration options, etc.

When you log in you will be asked the following information.

Employee ID
This is your employee ID assigned to you by your manager. It could be your initials, phone number, or some other unique identifier. This is a lookup field. As you type your ID, the closest matching employee will be filled in. As soon as you see your name, press Tab to move to the next field.

Password
This is your personal password assigned in your employee record. As you type your password, it is hidden from view with asterisk characters.

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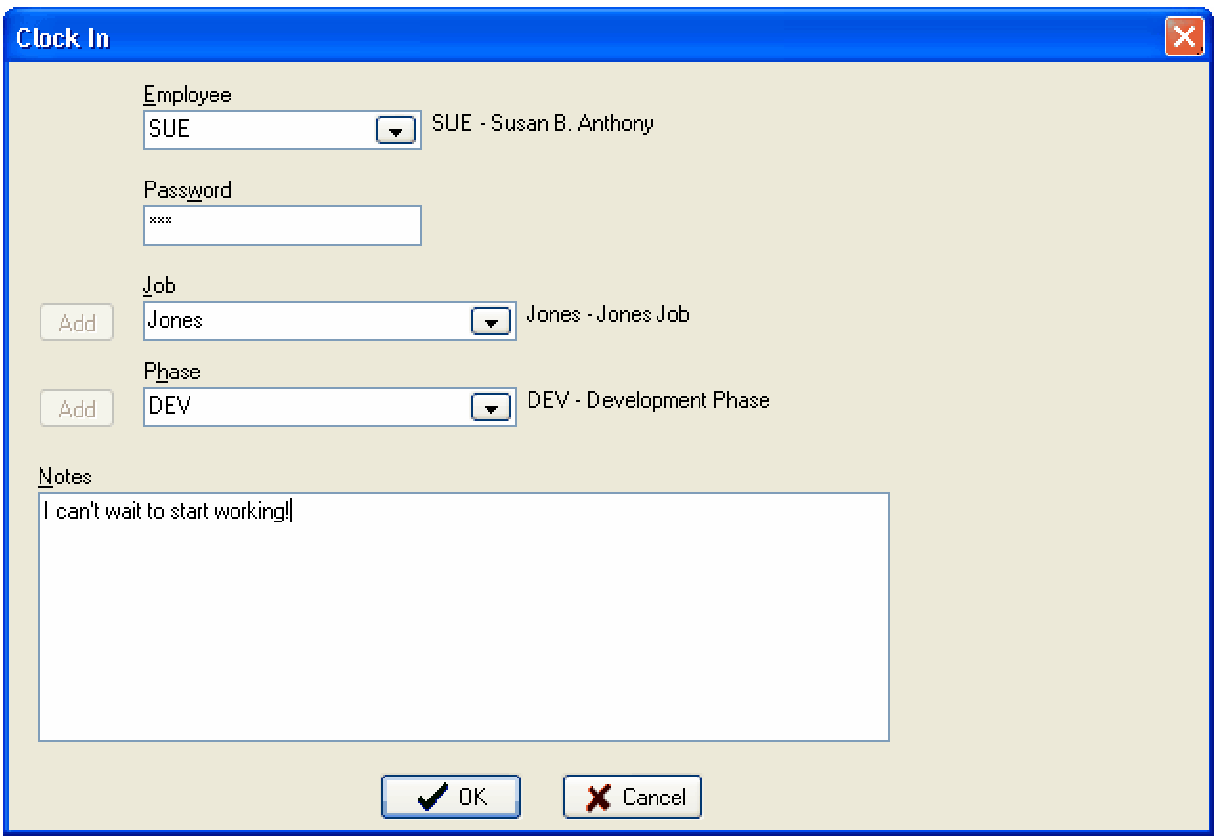
Press Enter or click OK to log in. Your name will appear at the bottom of the main Power Clock screen until you log out.

You should always log out if there is any possibility of someone else using the computer while you are away. They will have access to your private Email and any other functions that your security level enables.

Note: There can be only one employee logged into Power Clock at a time.

Warning: Do not forget to log out when you are finished reading your mail or doing system maintenance. If you forget, non-authorized users can access the secured functions.

3.4 Clock In



Shortcut key: F5

Select the 

button or press F5 to clock into the computer. The computer will keep track of the time and accumulate your total time worked. You will be asked for some or all of the following information depending on how your manager has configured the program.

Employee
This is your employee ID assigned to you by your manager. It could be your initials, phone number, or some other unique identifier. This is a lookup field. As you type your ID, the closest matching employee will be filled in. As soon as you see your name, press Tab to move to the next field.

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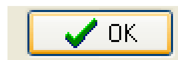
Password
Depending on how Power Clock is configured, you may also be asked for your password. As you type your password, it is hidden from view with asterisk characters.

Job
This is the Job to which you want to assign these hours. This is a lookup field. As you type the job ID, the closest matching job will be filled in. When you see the correct job filled in, press Tab to move to the next field.

Phase
This is the Phase to which you want to assign these hours. This is a lookup field.

Notes
Enter any notes about this shift. You can also edit the notes when you clock out.

When you have everything filled in correctly, click 

or press Enter to clock in. Power Clock will begin accumulating your time worked. Your name and time in will appear in the list on the main Power Clock screen. You will also be notified of any Email waiting.

Note: You can only be clocked in once. You must clock-out before you can clock in again.

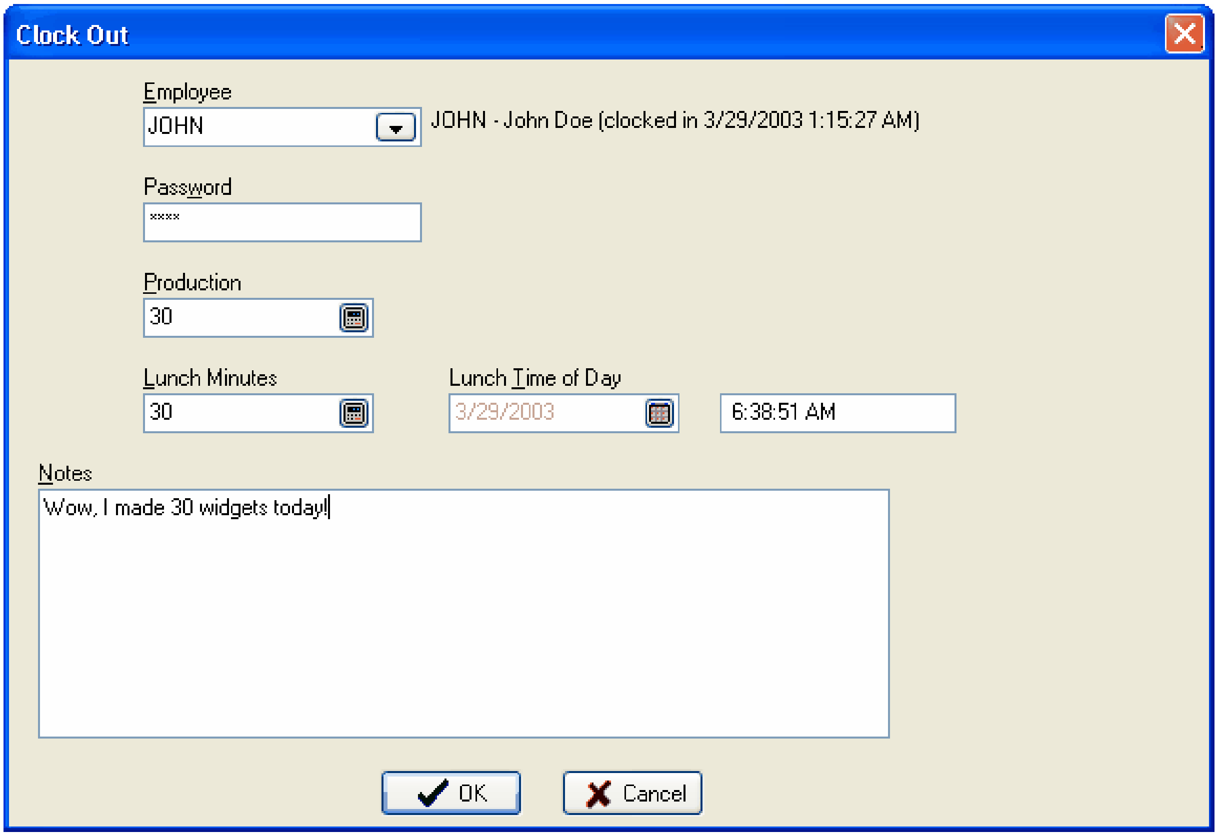
3.5 Log Out

Shortcut key: F12

Click the 

button to log out of Power Clock. No other information is asked for. You are logged out and your name removed from the bottom of the main Power Clock screen. The LOGGEDOUT security profile will now be active.

3.6 Clock Out



Shortcut key: F8

Select the 

button to clock out of a shift and remove your name from the list of clocked in employees on the main screen. You will be asked for some or all of the following information, depending on how your manager has configured the program.

Employee
This is your employee ID assigned to you by your manager. It could be your initials, phone number, or some other unique identifier. This is a lookup field. As you type your ID, the closest matching employee will be filled in. As soon as you see your name, press Tab to move to the next field.

Clock out Date/Time
You may be asked for the clock out time depending on your security profile.

Password
Depending on how Power Clock is configured, you may also be asked for your password. As you type your password, it is hidden from view with asterisk characters.

Production
Enter the amount of production you performed during this shift. You may pop-up a calculator by clicking the down arrow.

Lunch Minutes or Lunch Selection

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Select the amount of lunchtime taken during this shift. If you did not take a lunch then leave all unselected. You will have either a lunch minutes drop down list to select or a numeric entry field in which to enter the number of minutes.

Enter the amount of lunch minutes taken during this shift. Leave this field zero if no lunch taken.

Lunch Time of Day
Enter the time of day you took lunch. The date and time are automatically filled in with a time in the middle of the shift you are clocking out of.

Notes
Enter any notes about this shift or job. These notes will appear on time reports.

When everything is filled out click OK or press ENTER. Your total time worked will be shown.

Tip Double-click on your name in the clocked in list on the main Power Clock screen to bring up the Clock Out dialog with your name already filled in.

3.7 Switch Jobs

Switch Jobs clocks you out of one job and into another in one quick step.

Production
Enter the amount of production you performed during this shift you are clocking out of. You may pop-up a calculator by clicking the down arrow.

New Job ID
Enter the job ID of the job you are clocking into.

New Phase ID
Enter the phase ID of the phase you are clocking into. If the administrator has not enabled phases then you won't need to enter this.

New Job Notes
Enter any notes about the new job. These notes will appear on time reports.

Old Job Notes
Add to the old job notes if you wish.

3.8 Pause / Resume

Use Pause when you want to clock out for lunch or break. You can also use it to simply pause your time for any reason. A common reason to pause time is if you get a personal phone call while at work.

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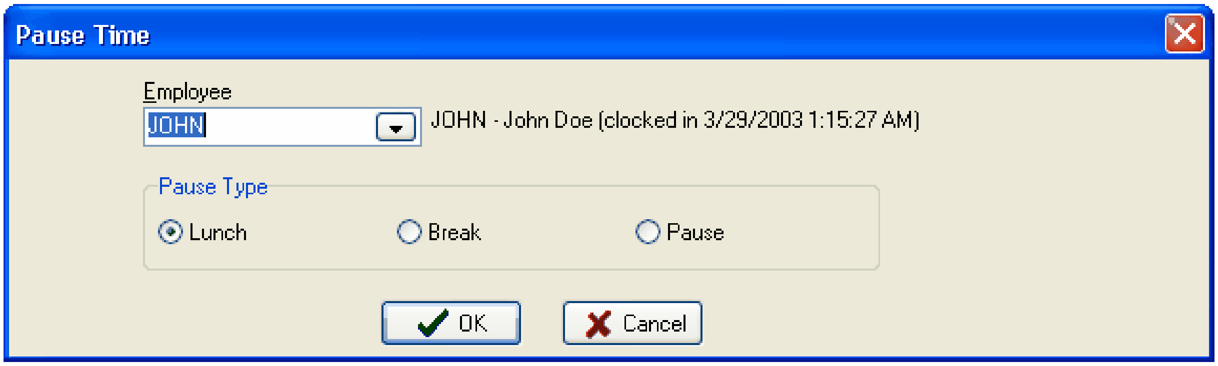

Employee
Must be a currently clocked in employee.

Pause Type
Choose Lunch, Break, or Pause.

Resume
Click Resume when you return from a Pause.

3.9 Check Lunches and Breaks

Menu: Actions

The check lunches and breaks procedure should be run periodically to check if your employees are taking enough lunches and breaks. If you don't care how much lunch or break time they take then you can ignore this feature. This procedure is a good way to catch employees who forget to clock out for lunch and/or breaks.

Check Lunches and Breaks screen

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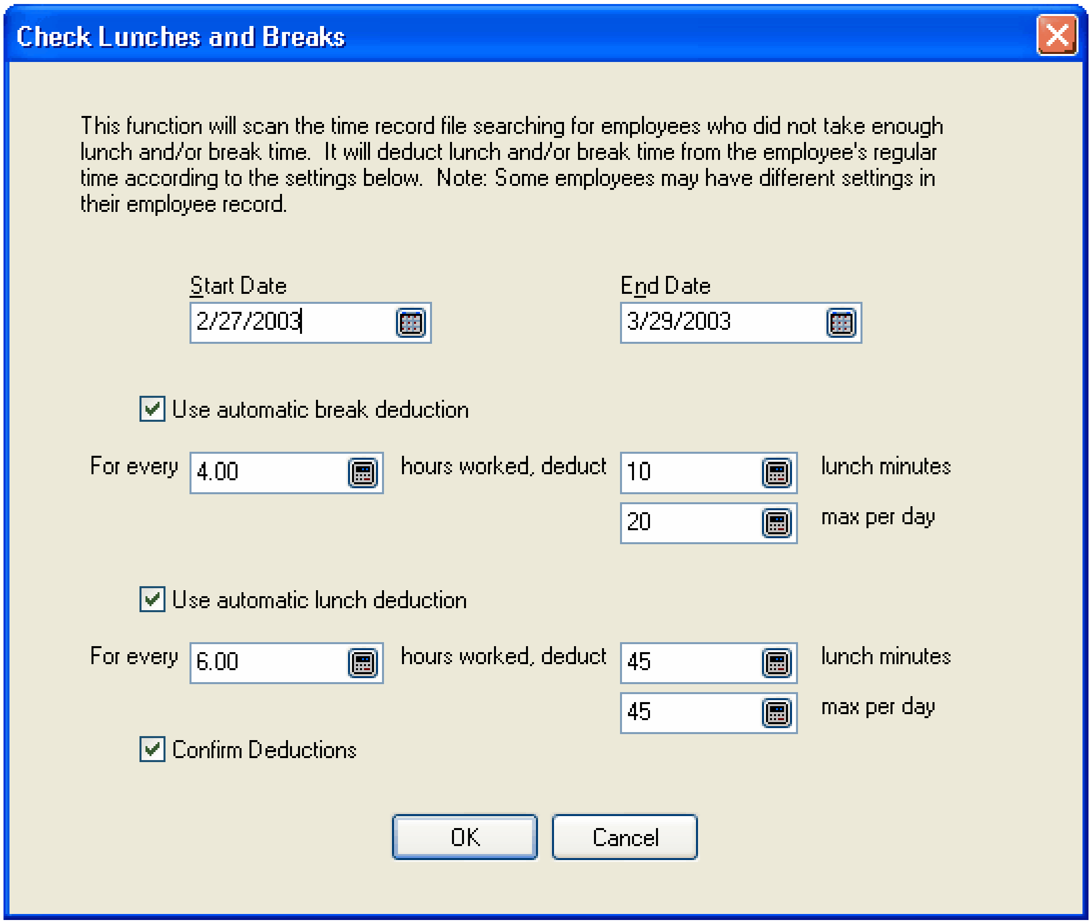

The screen is filled in with the values you set in your current location configuration on the Automatic Options page. You can change the values here before you run the procedure. If any employees have the settings overridden in their employee record then these global settings will not affect them.

When you click OK, the procedure scans the time records. For each employee it totals their regular hours worked each day. If they did not take enough lunches or breaks according to the settings here, then the proper amount of time is deducted from their regular hours and new lunch and/or break records are created. You will be asked for confirmation before the time is deducted.

See also
Location Automatic Options

Employee Automatic Options

3.10 Time Records

Shortcut key: Ctrl+T

The time records browse screen is where you can make changes to incorrect time records or add time records if an employee forgets to clock out. You can also see a real-time summary of hours grouped by employee, week, and job.

Time records filter settings

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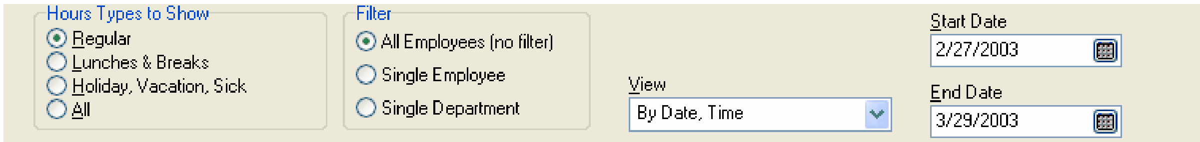
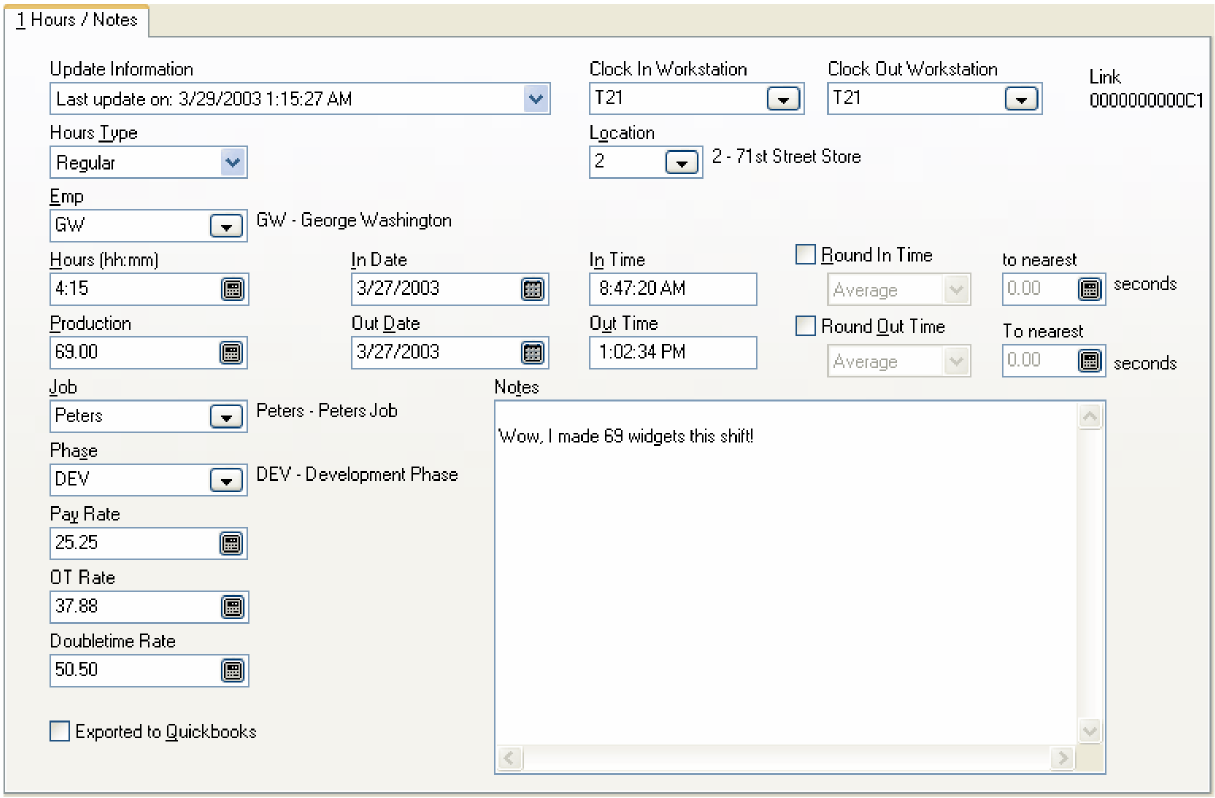


Time records edit screen



Hours Type
Must be Regular, Lunch, Break, Pause, Sick, Holiday or Vacation. Overtime hours are calculated automatically when you generate a report.

Location
This is the location where the hours were worked. This is a lookup field. This field is required. It cannot be left blank.

Employee
This is the employee who worked the hours. This is a lookup field. This field is required.

Hours
Enter the number of hours worked. The out date and time is adjusted automatically to match the hours.

In Date
This is the date the hours were worked. You may click on the calendar icon to select a date from a pop-up calendar. The date must be entered in the date format set in the Windows control panel.

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In Time
This is the time the employee clocked-in. The time must be entered in the time format set in the Windows control panel. You can enter 10 and 10 AM will be assumed. Enter 18 and 6 PM will be assumed.

Round In Time
Check this box to round the clock-in time according to the settings in the configuration file. This box will be checked if you've enabled time rounding in the configuration or employee file.

Out Date
The date the employee clocked out.

Out Time
This is the time the employee clocked out. The hours between the in time and out time are automatically calculated and shown in the Hours field.

Round Out Time
Check this box to round the clock-out time according to the settings in the configuration file. This box will be checked if you've enabled out time rounding in the configuration or employee file.

Production
Production performed during this shift. This can be any number used in your business such as: parts assembled, lines typed, phone calls make, etc. This field is shown and summarized on all time reports. Production may be asked for when the employee clocks out. This is enabled in the location file.

Job
This is the job to which the hours apply. This is a lookup field. This field is not required.

Phase
This is the Phase to which you want to assign these hours. This is a lookup field. A Phase may be used like a sub-category of the Job.

Exported to Quickbooks
This box is checked if the time record has already been exported to Quickbooks. You can uncheck this box to export the record again.

Notes
You may enter any extra notes about the job or hours worked in the note field.

3.11 Reports

Shortcut key: F7

There are over 30 built-in reports. Each report is based on a simple but powerful scripting language and is customizable by the end user.

From the reports listing, scroll to the report you want and press Enter to run it. You will be usually be asked for some additional information such as dates and/or employee ID.

Built-in reports listing

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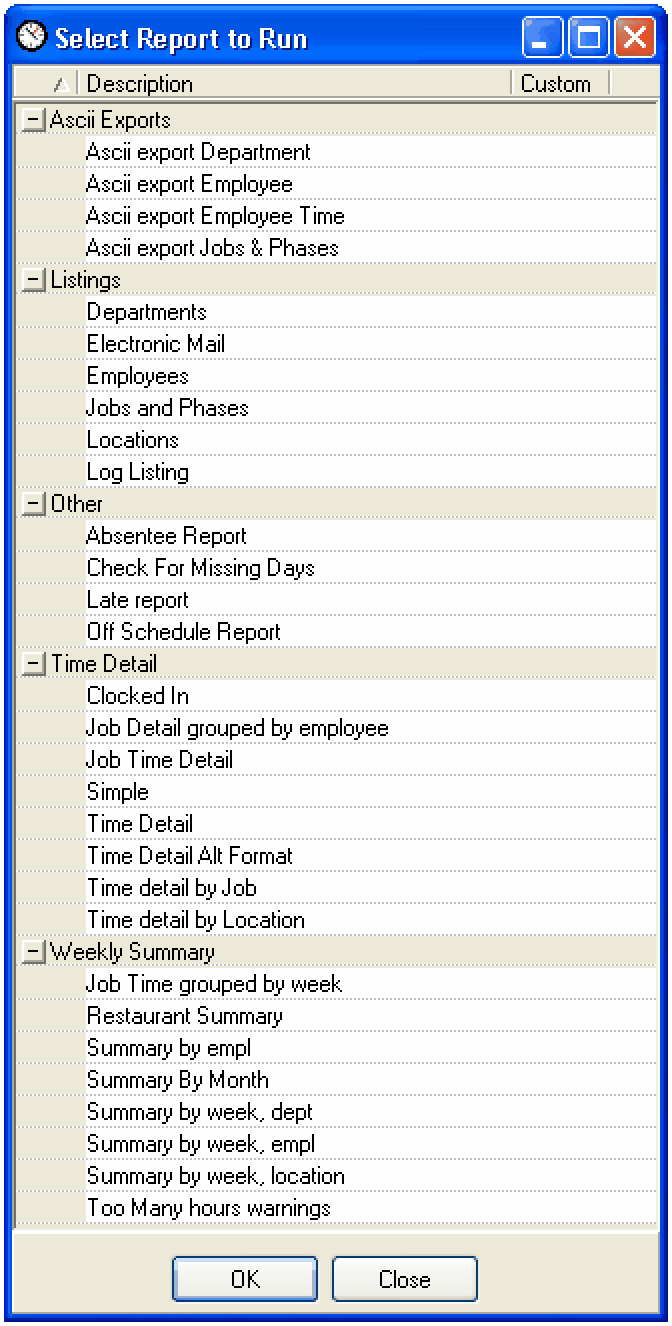
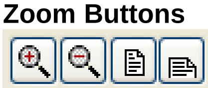


3.11.1 Report Preview Window

When you run a report, it is shown in a preview window. The report is formatted for the currently selected default printer in Windows. To change the printer, select the Printer Setup option from the File menu.

Zoom Buttons



These buttons control the magnification of the preview window.

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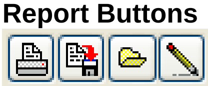
Zoom In [+]
Magnifies the report 25% each time it is pressed.
Zoom Out [-]
Reduces the size of the view by 25% each time it is pressed.
Full Page [F]
Sets the zoom to a value that allows the whole page to be seen in the preview window.
Page Width [W]
Sets the zoom to a value that allows the full-page width to be seen in the preview window.

Page Number Buttons

These buttons control the current page number shown in the preview window.

First Page [Home]
Moves to the first page in the report.
Previous Page [Ctrl-PgUp]
Moves to the previous page.
Next Page [Ctrl-PgDn]
Moves to the next page.
Last Page [End]
Moves to the last page in the report.

Report Buttons



Print button [P]
Prints the report to the currently selected printer. To select another printer, use the printer setup option on the file menu.
Save Report [S]
Saves the report to a disk file. The report may be loaded at a later time.
Load Report [L]
Loads a report from a disk file. The file must be a properly formatted Power Clock report file.
Show Ruler [R]
Shows a ruler overlay on the preview window.

3.11.2 Report Script Commands

The Power Clock report engine is only intended for advanced computer users, preferably with programming experience. It is too difficult and complex to be used by most casual computer users.

The engine is forgiving of mistakes in input but there is a chance you will experience some GPF's (general protection fault) or other 'hard' errors if you use commands incorrectly. It is highly recommended that you copy one of the built-in reports and design your new report using that as a basis.

Reports are defined with a series of single character commands followed by parameters. Parameters enclosed in "[ ]" are optional. The backslash character usually separates parameters. Anytime an expression is asked for you may use any of the arithmetic operators and formulas. Strings must be enclosed in double quote characters. A list of formulas is available from the report-editing screen. Data fields must be enclosed in brackets [filename.data field]. Fields in related tables may also be used. For example: [Time.Per.Hourly Rate].

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; <comment>
Any line that starts with a semicolon is considered a comment and is ignored by the report processor.

Data <data file name>
Set the data file to use as a basis for the report
<Data file name> is the base name of the data file to use to create the report. Possible names are the filename of any data file minus the .FF2 extension. The data file must be specified before any other commands are used.
Example: Data PER
Selects the employee file.

Ask <variable name>
Ask for report variable
<variable name> is the variable name to be used elsewhere in the report script.
Possible values are:
DateRange, Curemp, Location, IncludeLunch, Inactive, Job
Example: Ask DateRange

Index <keyname> [<lowkey> <highkey>]
Set index key range for report
<keyname> must be an index of the data file being used for the report.
<lowkey> is an expression defining the lower bound of the key range.
<highkey> is an expression defining the upper bound of the key range.
Example: Index Date sdate edate

Title <report title expression>
Sets the title to be shown at the top of every page of the report.
Example: Title "Report for "+[per.name]

Sort <order1>[|<order2>|<order3> …]
Sorts the report records. <order1>, etc… are expressions defining the sort order for the report. The pipe character, "|", separates expressions. Records are sorted first by the first expression, second by the second, etc…
Example: Sort [per.last name]|[per.first name]

When <when expression>
The report will only print records that match the <when expression>.
Example: When [hours] > 10

Group <Groupname> <group expression> \ [<group description>] [\W <width>] [\EA] [\EB]
Adds a grouping level to the report. <Groupname> must not contain any spaces or numbers. Records are grouped according to the <group expression>. Two new bands are added, the group header and group footer. Selecting the band with the 'Band' command allows you to add fields to those bands.
\EA option to makes the page eject after each group footer is printed.
\EB option to makes the page eject before each group header is printed.
If <group description> expression is included then the group description is added to the group headers and footers.
An unlimited number of groups may be added.
Example: G Person [per.id] [per.name] \EA
Group the records by employee. Eject after each employee. The person's name is printed in the

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group headers and footers.

Band <band name> [\W <when expression>] [\L <Lines>] [\F <font name>, <font size> <BOLD> <ITALICS> <ULINE> <color>

Selects the current band. Subsequent fields and variables will be added to the selected band. Possible band names are: ReportHeader, ReportFooter, PageHeader, PageFooter, Detail, GroupHeader, and GroupFooter.
\W <when expression> is included then the band is only printed with that expression is true.
\L <Lines> forces the height of the band to a number of lines.
\F changes the font of the band
Example: Band PersonFooter \W [per.hourly rate] > 50 \F arial, 20 Red Bold

Header <header band name>

Sets the header band. All subsequent fields added to the detail band will have a header added to this band. By default the header band is the page header and is printed at the top of every page. If you have a complex group report, you may want to set the header band to one of the group headers.
Example: Header PersonHeader

Var <variable expression> [options…]

Adds a report variable. The variable may be used in other expressions throughout the report. An unlimited number of report variables may be added. The variable is recalculated in whichever band it is placed.

Options:

\N <variable name>
Name of the variable. Variable names must not contain any spaces. Case is not significant. When the variable is named it may be used in other expressions in the report.
\S <sum type>
Summarize the variable. <Sumtype> must be one of the following: SUM, AVG, CNT, MIN, MAX. If no reset parameter is given then the variable is never reset. If you want to sum for every record then be sure to put the variable in the detail band.
\R <reset on group number>
Reset the variable to 0 whenever the group specified changes.
\P <numeric places>
Force a numeric variable to the specified number of decimal places. This is useful if you don't want to specify the places in every field that references the variable.
\I <*initial value expression*>
An expression specifying the initial value of the variable when it is reset.
\W <when expression>
Use this to calculate only when the when expression is true.
Example: Var [per.hourly rate]*1.5 OvertimeRate \N OTAmt

Field <expression> [options…]

Adds an output field to the current band. Usually fields are added to the detail band. The F command has options to automatically add summary fields to all the footer bands and a header to the header band.

Options:

\H <Header text>
A header will be added to the current header band. If you don't include the header text then the header will be the field name if it is a simple expression. To override the default header, include the header text. The header text must be a simple string, not an expression.
\R <Sumtype>
Summarize the field and optionally add summary fields to all report footers. <Sumtype> must be one of the following: SUM, AVG, CNT, MIN, MAX.

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\S <SumType>
This is the same as the summary command above except the it only ripples the summary through all footers. The field is not summarized in the current band. This is useful in the detail band.
\WHEN <when expr>
<when expr> is a boolean expression that determines if the field will be printed.
\P <char width> <places>
Sets the width of the field in character spaces. For example, if an expression calculates a number that shows as 999.9999, you may force it to 2 places by including 10 2 in the field command. You may also need to shorten a string expression if it calculates too long.
\WID <width in pixels>
Sets the width of the field in pixels.
\@ <position x in chars> <position y in chars>
Sets the position of the field in character units. The position is relative to the top left corner of the current band.
\F <font name> <font size> <font style> <font color>
Sets the font for the field. <Font name> may be any Windows font. <Font Size> is the size in points for the font.
<font style> must be one or more of the following: BOLD, ITALICS, ULINE. Separate multiple styles by spaces. Any unknown style is interpreted as a color.
\J <justify code>
Sets the justification for the field. Fields are automatically justified depending on what type they are. Numbers are right justified.
\JC = Center Justify
\JR = Right Justify
\JL = Left Justify
Example: Field [time.hours] sum Total Hours

3.11.3 Printer Setup

Opens the Windows printer setup dialog. From this dialog you may select a different default printer, change the paper orientation, paper size, and other options related to your printer.

***Note**:* When you generate reports in Power Clock, they are formatted for the currently selected default printer. If you want them formatted for a different printer select that printer from the Printer Setup dialog.

3.12 Email

Shortcut key: F11
The Email window shows all messages sent to you as well as messages you have sent. You may also see messages to other people if the sender did not make it a private message. You must log in before you have access to read or send Email.

Email Browser

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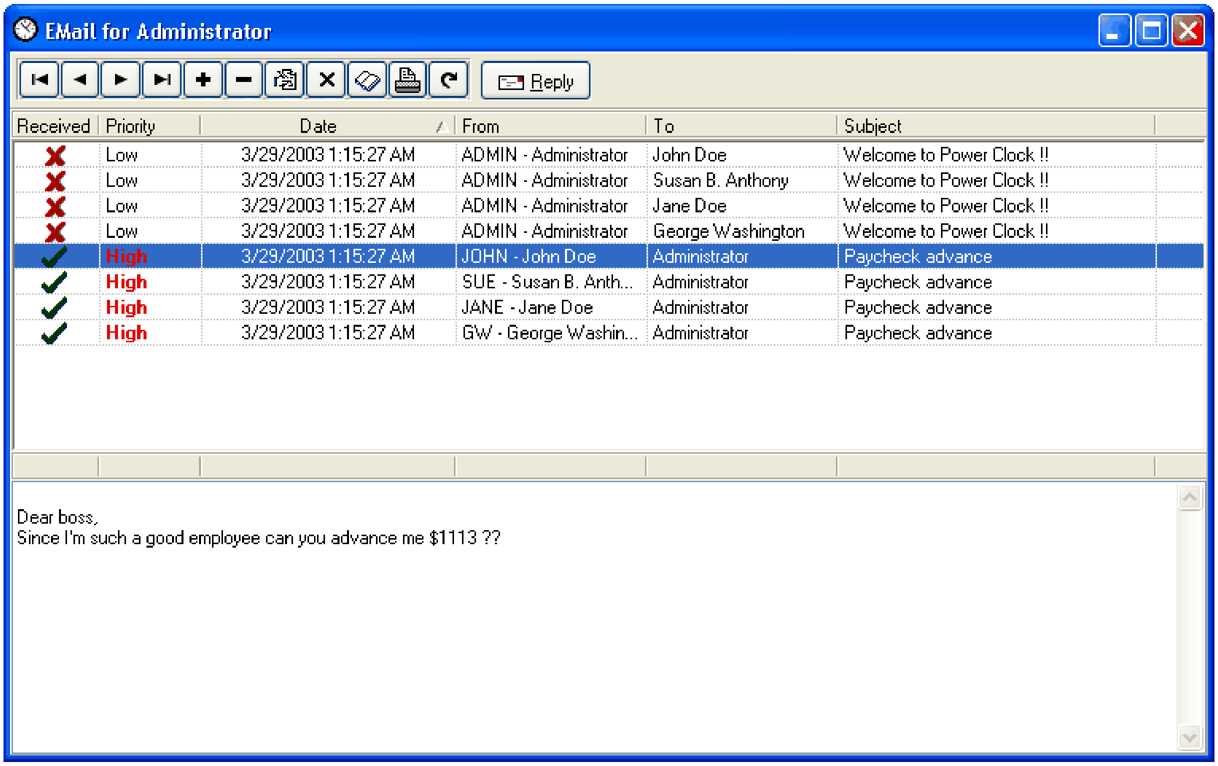

The top pane of the Email window shows the message header. The bottom pane shows the message text of the currently highlighted message header. You may move the highlight bar up or down to read other messages. You may also press Enter to view the current message. If the message is from you then pressing Enter allows you to edit the message you previously sent.

Reply
Shortcut: Alt+R
The Reply button opens the message editing window with a new blank message. The message will be addressed to the sender of the highlighted message. You will also be asked if you want to quote the original message. If you answer yes then the text of the original message will be inserted in your new message. Quoting the original message is a good way to let the recipient know exactly what points of his message that you are replying to.

New Message
Shortcut: Insert
Opens the message-editing window with a blank message. You must then address the message and give it a subject.

Edit/View
Shortcut: Enter
Opens the message editing window with the currently highlighted message loaded into it. If the highlighted message is from you then you are allowed to change anything in it.

Delete
Shortcut: Delete
Deletes the currently selected message. Be careful not to delete a message from you until the recipient has received it. You can not delete a message sent to a group unless that message is from you.

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3.12.1 Sending Email

The Email editing window is used to compose your Email message as well as view and change messages you have already sent.

To
Enter the ID of the person to whom you are sending the message. This is a lookup field. Press Tab to move to the subject field.

Subject
Enter the subject of your message and press Tab.

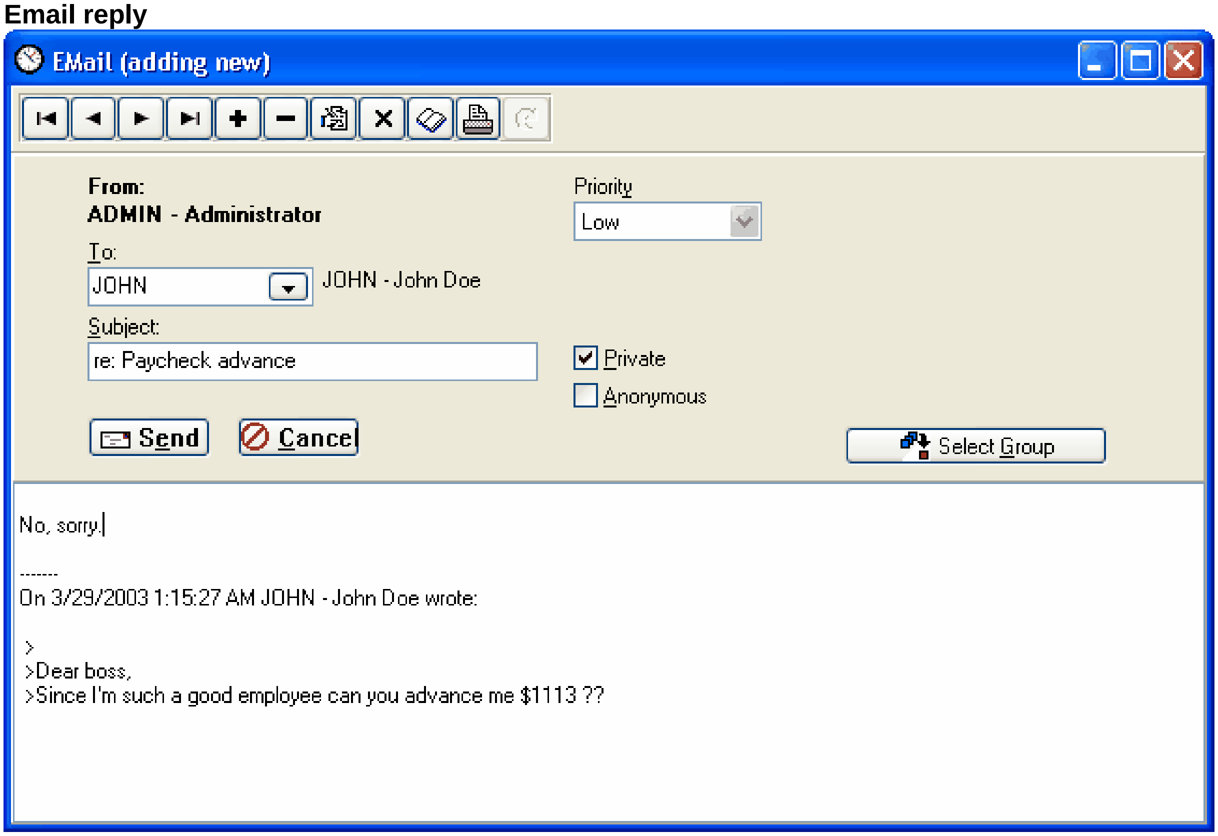
Private
Check this box if the message is to be private. Only the person in the To field will be able to read it.

Anonymous
Check this box if you want the message to be anonymous. The recipient will not know the sender.

Message Text
Enter the text of your message.

Send Button: Click the Send button when you are finished composing your message. You may always go back and change the message if you make a mistake.

Email reply



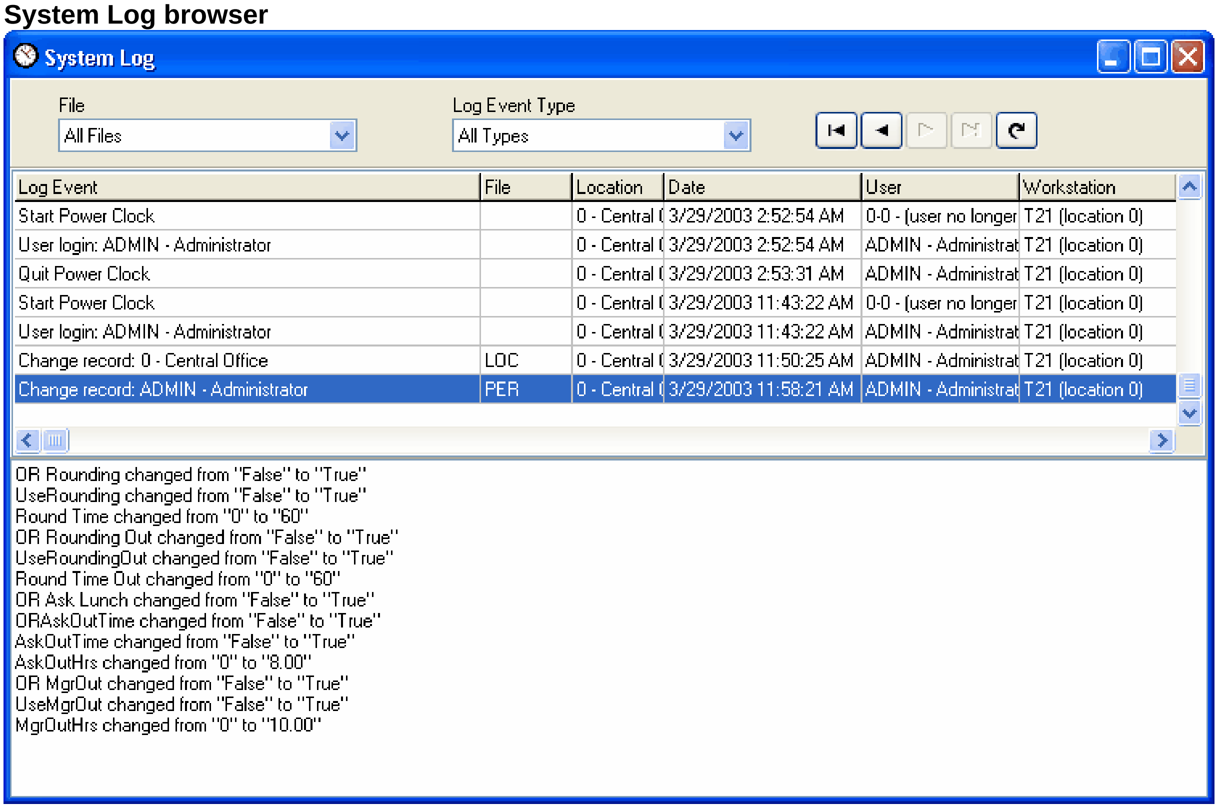
3.13 System Log

Shortcut key: Ctrl+L

The system log shows various important events such as communications, errors, and invalid passwords attempts. For each log event the location, date, time, currently logged in user, and workstation are recorded.

The system log also contains all the change log information. The change log shows all editing activity performed on the Power Clock files. The top window lists each edit event in the order they occurred. The bottom window lists each field that was changed, the old value, and the new value. It also shows which records have been deleted.

System Log browser



3.14 Change Password

Periodically change your password if you are worried about other people using it to read your Email or look at your time records. You must be logged in to access this function.

Enter New Password
Enter the new password. The letters do not show on the screen as you type them in case someone is looking over your shoulder. Press Tab after entering the new password.

Re-Enter New Password
Re-enter the new password. If a mistake is made and the passwords do not match, your password

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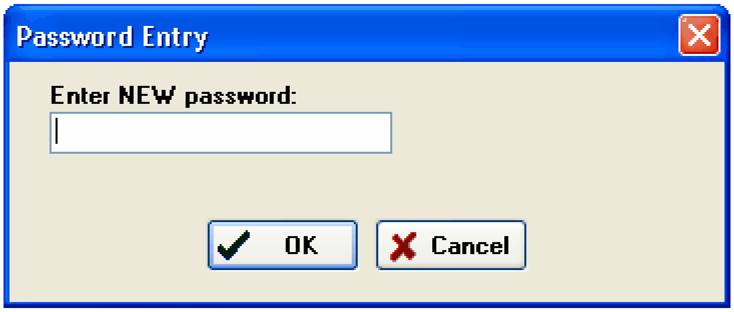
change will not be processed.



3.15 Importing and exporting data

3.15.1 Backup All Data

You should frequently backup all your Power Clock data files. Disaster can happen when you least expect it. The best protection is multiple backups stored at a different location. Make a habit of backing up daily and take the backup disk home.

If you're using the multi-site features of Power Clock then your data already has some backup protection built-in because each site will have a copy of the current data.

Restore Data

Power Clock must be shut down on all workstations before restoring data.

3.15.2 Update Data from Remote Server

Use this procedure to connect to your home office from a store or other remote location. This also works great for employees who work from home. The home office must be running the Power Clock server and be connected to the internet.

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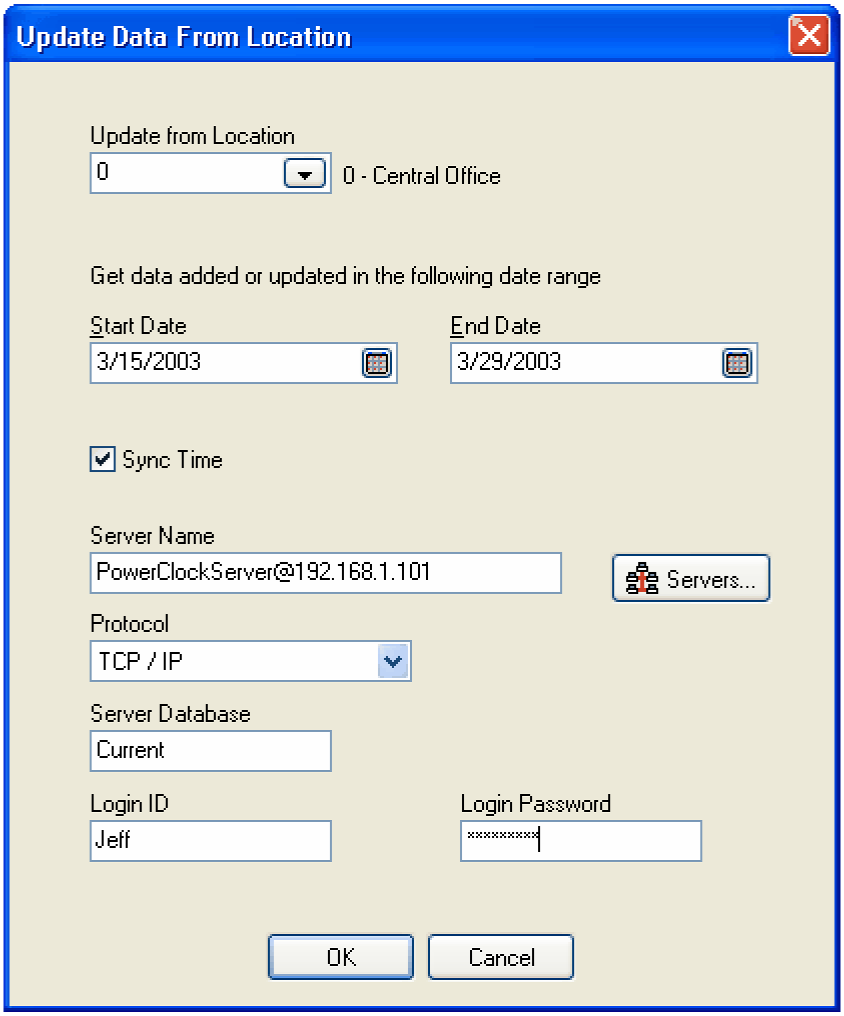

Update from Location
Enter the location ID that you want to update from. This can't be the current location. The location must be running Power Clock Server and be connected to the internet.

Start Date
Usually you'll put the date you last updated in the Start Date. All data changed or added since the start date will be transferred.

End Date
This should be the current date.

Sync Time
Check this box to synchronize the computer clock with the remote server clock. This even works across time zones.

Remote Server

You must enter the address of the remote server. If location record for the selected remote location already has the server information in it then the following fields will be filled in with that information.

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Server Name
Enter the server name and IP address. This will be something like "PowerClockServer@192.168.1.101". The method for finding the IP address on a computer varies depending on which version of Windows is running. If you don't know how to find your IP address then a good tutorial is on the internet at this site: Windows network setup

Enter "PowerClockServer@127.0.0.1" to connect to a server running on your own computer for testing.

Protocol
Select TCP/IP as the multi-user protocol.

Single PC protocol is primarily used for testing. It is used to load several instances of Power Clock on the same computer, all accessing the same data files. You should never need to use it but it may be useful for Citrix installations.

IPX/SPX protocol should only be used as a last resort because it is much slower than TCP/IP. IPX won't work over an internet connection.

Database Name
This should be set to 'Current' in most cases. You may want to set it to 'Sample' to use the sample data. The database name must be listed in the Aliases section of the Power Clock Server.

Login ID and Password
These must match a user listed in User Permissions of the remote server.

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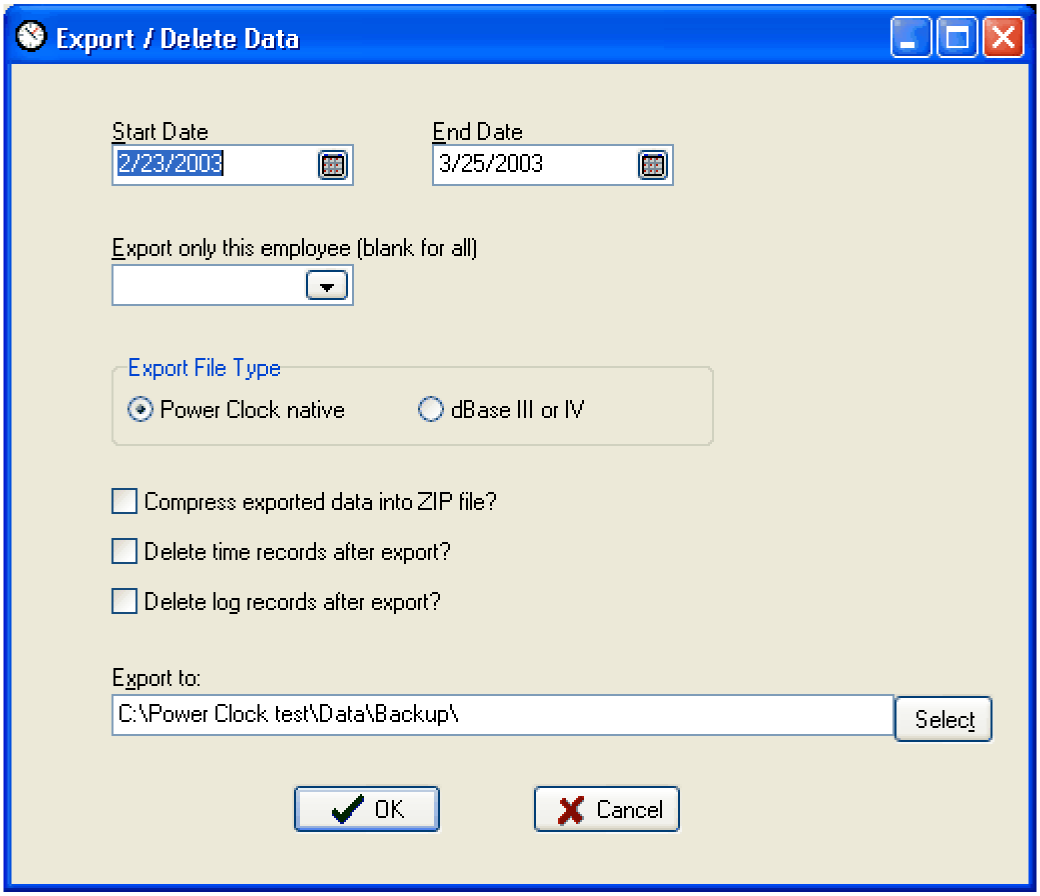
3.15.3 Export Data



This procedure will copy all or part of your data to a backup disk or directory. After copying, it will optionally compress the files into a ZIP file. You also have the option of exporting to native FF2 or dBase files. After the export, you have the option to delete the records. You might want to use this to delete old records from your data files.

Starting and Ending Dates
Specify the dates of time and log records to backup. Only records whose date stamp falls within this range will be backed up. All records in the other files such as employees are backed up.

Export only this employee
If you only want to export records for a single employee, enter the employee's ID here. Leave blank to export all employees. If you also select the option to delete records then only this employee's records will be deleted.

Export File Type
Select either "Power Clock native" or "dBase III". If you choose dbase format, the files created are compatible with dBase III or later. Most databases and spreadsheets can import from dBase format files.

Compress exported files
Check the box to compress the files into a ZIP file after exporting. Compressing the files into a ZIP file makes it easier to copy to a backup floppy disk.

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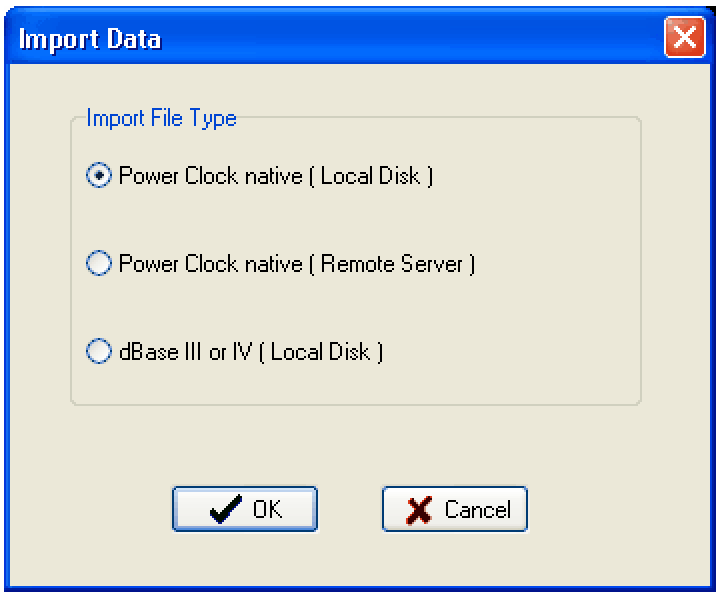
Delete time records after export
The only reason you would want to use this option is if your data files were very large and you want to save some disk space. Over time your data files will grow larger. The only way to reduce their size is to delete old records that you do not need any more. If you check this box then time records that were exported will be deleted from your active data.
Warning **Use this option with care. If you delete the records, they are gone forever. The only way to get them back is to restore from your backup.**

Delete log records after export
This is the same as above except it deletes records from the log file. This is a good idea to do every few months because the log file can grow very large over time.

3.15.4 Import Data



This procedure will allow you to import from Power Clock or dBase files. The Power Clock files can be either on a local disk or on a remote server.

Before importing from dBase files, first export to dBase and use the dBase structure of the exported files as the basis for your import files. The dBase structure must match.

3.15.5 Export / Import Changed Data

This procedure copies records that have been changed to a compressed ZIP file. This is normally used when doing a manual update of another location.

Power Clock keeps track of every record addition, modification, or deletion. When a record is added or modified, it is stamped with the date, time, location, and user who did the addition or modification. For modifications, Power Clock also keeps a detailed log of what fields within the record were changed.

When you wish to manually update another location with your data, export the changed data from this location to a ZIP file. Take that file to the other location and import it into that location's data files using Import Changed Data procedure.

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Note: **Normally, there is no need to manually export changed data. Power Clock includes communications features that automatically connects to other locations via the internet and performs the updates for you.**

Start Date and End Date
Power Clock needs to know which records to transfer to the other locations. Let's say you last updated location #2 on 4/2/2003. Enter 4/2/2003 in the Starting Date field and the current date in the Ending Date field. Power Clock will then export any records that were changed since 4/2/2003.

Export to
Enter the file name to export to. Usually you can accept the default file name which is generated from the dates.

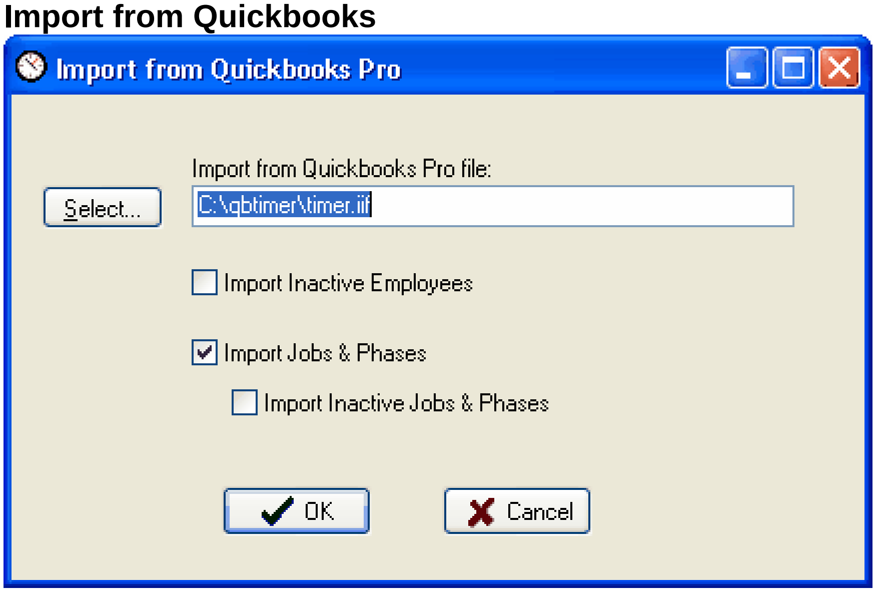
Import Changed Data

Select this option to import data from other locations. The data must be in ZIP files created with the Export Changed Data function. Power Clock will prompt you for the filename to import.

3.15.6 Import & Export to Quickbooks Pro

For those using Quickbooks Pro, Power Clock can replace the QBTIMER program. Power Clock offers the ability to import and export data from/to Quickbooks in a fashion similar to how Quickbooks interfaces with its QBTIMER program.

Import from Quickbooks



This task must be performed before any data may be exported to Quickbooks.

Load Quickbooks and select the "Export Timer Lists" option. Quickbooks will create a file in the QBTimer directory. This is the file you will import into Power Clock.

From Power Clock select "Import from Quickbooks". Select the file you just exported from the open file dialog. Power Clock will create Job, Phase, and Employee records that correspond with what is setup in Quickbooks.

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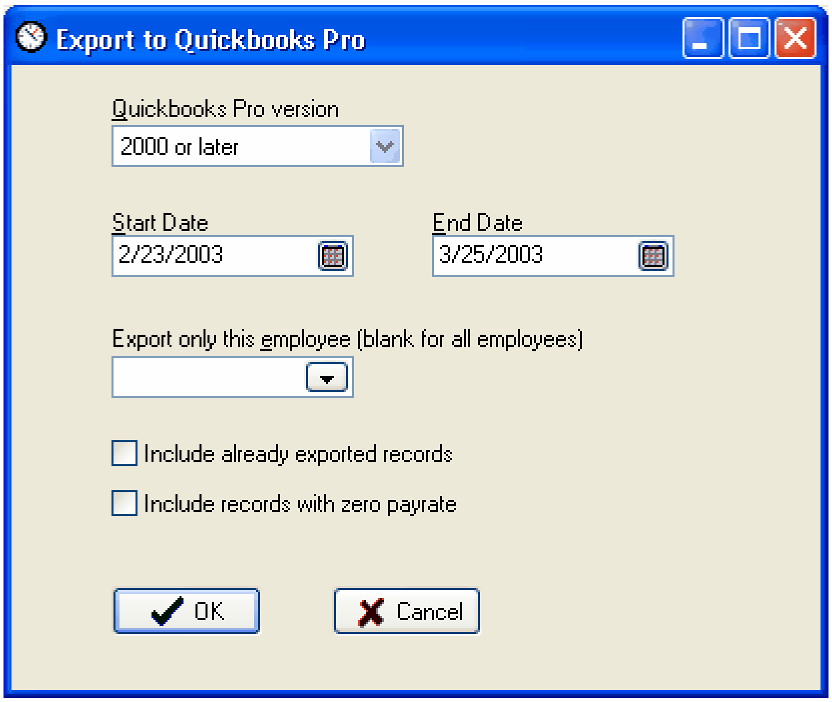
After you import the timer lists you may then use Power Clock to record time and later export the time records to Quickbooks to perform payroll or other reporting.

Export to Quickbooks

You must first use the Import from Quickbooks option to setup Power Clock properly.



Quickbooks Pro version
Power Clock supports all versions of Quickbooks Pro. Select your version from the list.

Starting and Ending date
Enter the starting and ending dates for the time records you want to export.

Export only this employee
If you only want to export records for a specific employee, enter her employee ID here. Leave blank to export data for all employees.

Include already exported items
Power Clock keeps track of which records have already been exported to Quickbooks. Normally you would not want to export records more than once.

Include records with zero pay rate
Check this box to include time records with no pay rate. Examples of such records would be lunch and break time. You normally wouldn't need to import those into Quickbooks payroll.

After entering these options you are prompted for the file name to export to. The default export name is EXPORTQB.IIF.

OTHER NOTES

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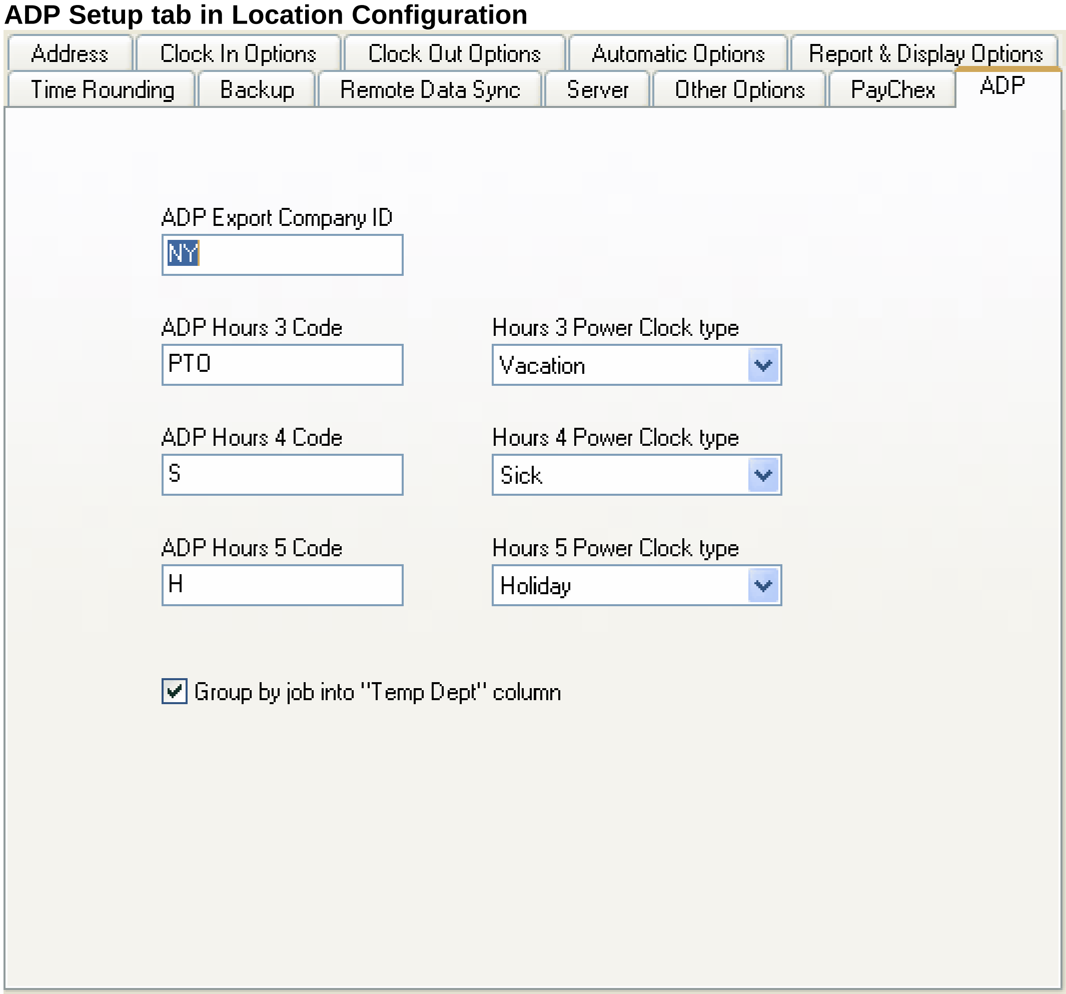
When exporting to Quickbooks Pro you need to make sure the following payroll items exist in QBPro.

Regular Pay
Overtime Pay
Doubletime Pay
Lunch Pay
Break Pay
Sick Hourly
Holiday Hourly
Vacation Hourly

3.15.7 ADP Export

ADP Setup tab in Location Configuration



Before exporting data to ADP payroll software you'll need to set a few fields in various Power Clock records.

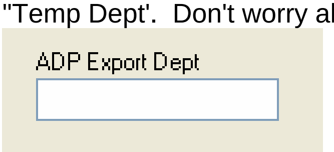
Location Configuration

ADP Export Company ID
This is the company ID assigned to you by ADP.

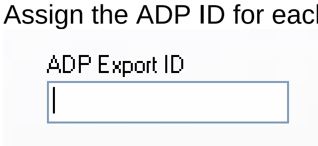
ADP Hours 3, 4, 5 Codes
These are the special hours type codes as defined in your ADP software. They are used for special hours types such as vacation.

Group by job into "Temp Dept" column
Enable this option if you want Power Clock to group your time export by job. You must have an 'ADP Export Dept' code assigned in each job record if you enable this.

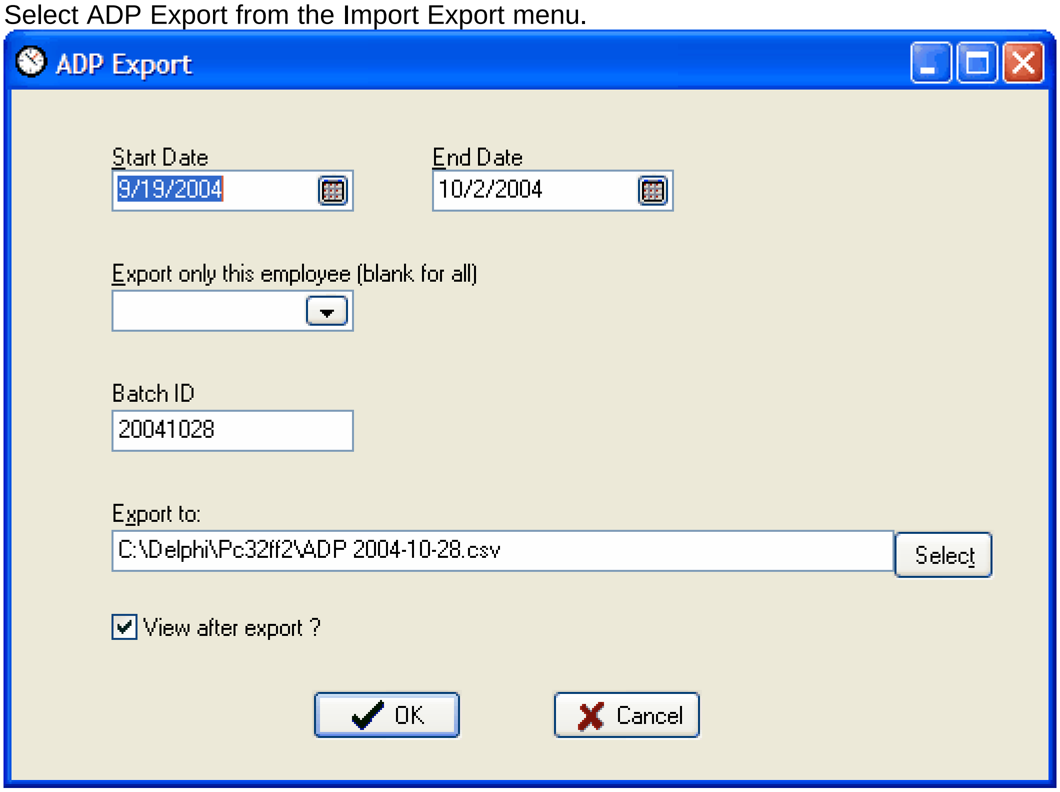
Job Records
Assign a value here if you want Power Clock to group your ADP time export by job. ADP calls this "Temp Dept'. Don't worry about this if you don't have jobs enabled in Power Clock.



Employee Records
Assign the ADP ID for each employee on the Export Settings tab of the employee records.



After you have all those settings done, you're ready to export time data do ADP for payroll processing.
Select ADP Export from the Import Export menu.



Start Date, End Date
Enter the date range of time records you want to export.

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Export only this employee
If you only want to export a single employee's time data then enter her employee ID here.

Batch ID
This should be a unique identifier for this particular export. Power Clock will enter the current date in yyyymmdd format as default. You can change this to anything you want.

Export to
Enter the folder path and filename to export to. ADP expects a filename extension of CSV. You should use a unique name for each time export.

View after export
Enable this if you want to load the exported text file into Windows Notepad after the export. Usefull for testing to see if your export looks ok.

3.15.8 Paychex Export

Power Clock exports directly to Paychex payroll software. Before using Paychex export you will need to enter some information in various Power Clock recrods.

Employee Records
On the Export Settings page, enter the Paychex ID for the employee

Job Records
If you use jobs, enter the Paychex job id for each job.

Location Config

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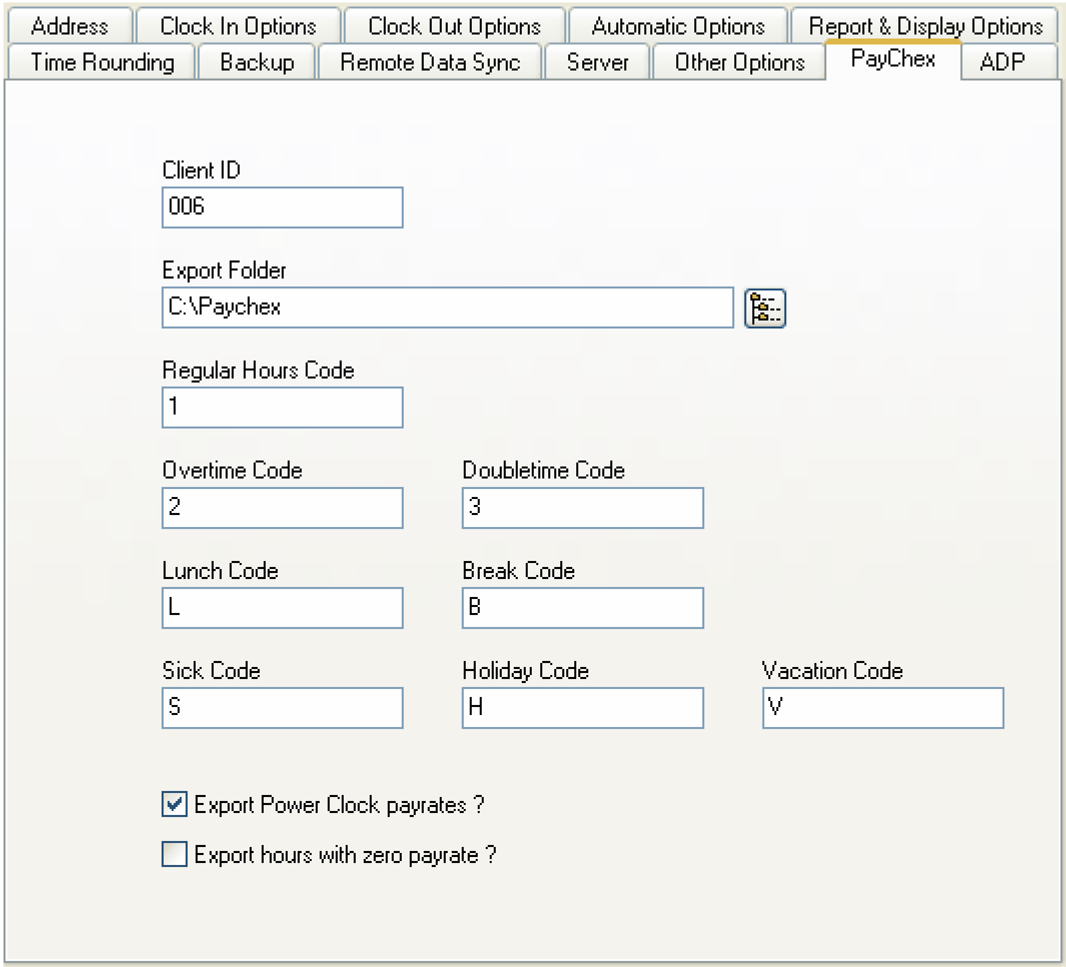

You'll need to set a few options on the PayChex tab in Current Location Configuration.

Client ID
This is your client ID that Paychex assigned you. The export files will have this code as part of the filename.

Export Folder
The default folder where you want Power Clock to put the exportd time files.

Regular Hours Code, Overtime Code, Doubletime Code, Lunch Code, Break Code, Sick Code, Holiday Code, Vacation Code
These are the earnings codes as defined in your Paychex Preview software. Must be 1 or 2 characters.

Export Power Clock payrates ?
If enabled, Power Clock will put the payrates in the export file from your employee records. If you handle this in Paychex then best to not enable this.

The Paychex Export screen

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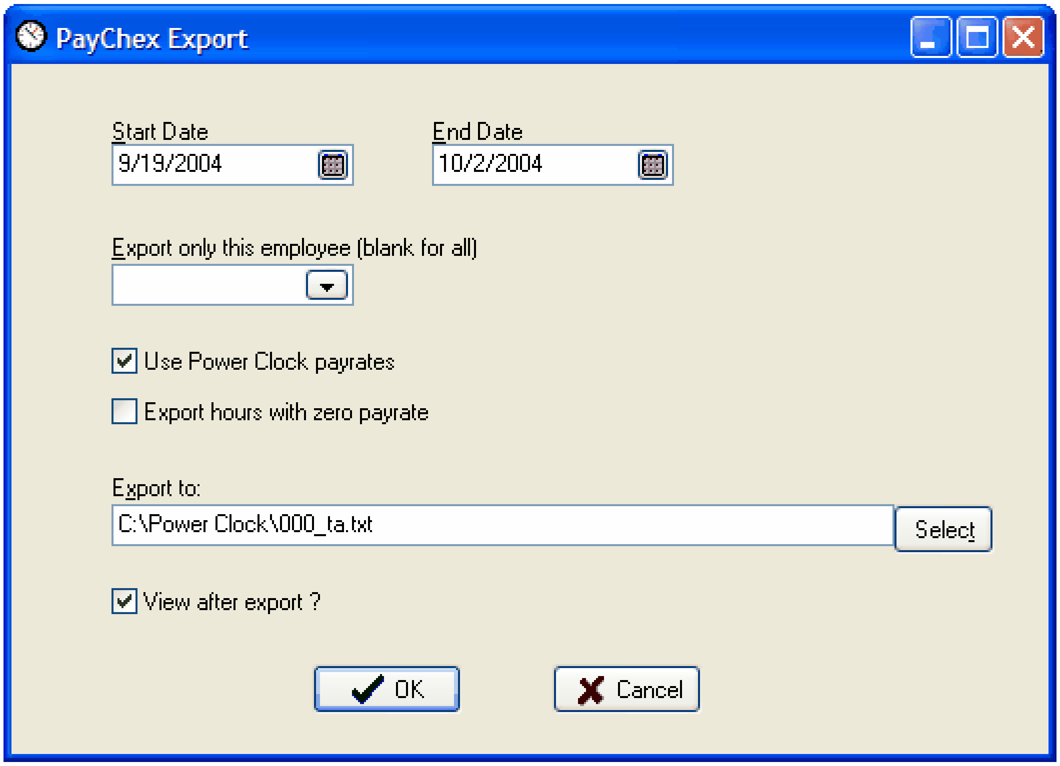


This is the screen you'll see when you select Paychex Export from the Import Export menu in Power Clock.

Start Date, End Date
Enter the date range of time records you want to export.

Export only this employee
If you only want to export a single employee's time data then enter her employee ID here.

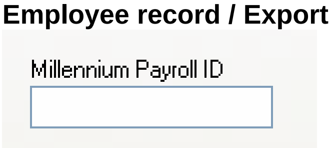
Export to:
Enter the folder path and filename to export to. According to Paychex the filename should be in the format xxxx_ta.txt, where xxxx is your Paychex client ID. Note this may be set in you location configuration so you don't have to input it every time.

View after export ?
Enable this if you want to load the resulting text file into Windows Notepad to view it.

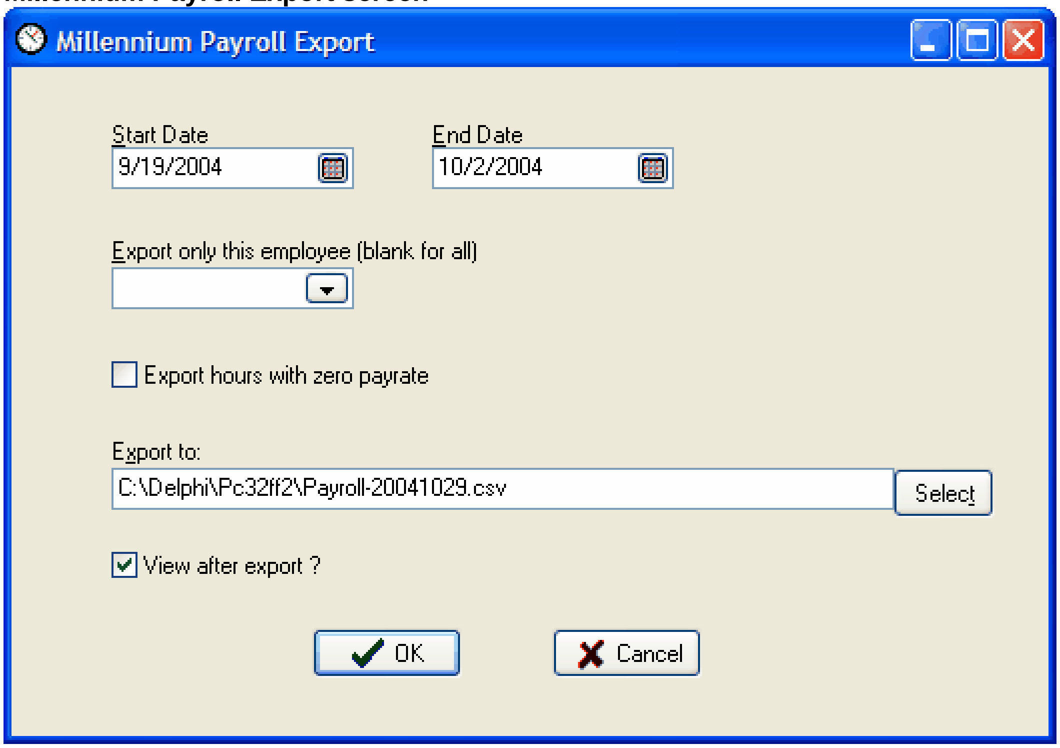
3.15.9 Millennium Export

Before exporting to Millennium Payroll you need to assign Millennium Payroll employee ID's in each employee record on the Export Settings tab.

Employee record / Export Settings



Millennium Payroll Export screen



This is the screen you'll see when you select Millennium Export from the Import/Export menu in Power Clock.

Start Date, End Date
Enter the date range of time records you want to export.

Export only this employee
If you only want to export a single employee's time data then enter her employee ID here.

Export hours with zero payrate
Put a checkmark in this box if you want to export all time records including those with zero payrate.

Export to:
Enter the folder path and filename to export to. Power Clock will assign a defaul filename using the current date as part of the filename.

View after export ?
Enable this if you want to load the resulting text file into Windows Notepad to view it.

3.15.10 Pack/Rebuild Files

Menu: File

Over a long period of time, as records are added and deleted from your files, the data files and indexes may begin to contain empty space. Power Clock automatically fills these empty places with new records you add. If you delete a lot of records, you will have a lot of empty, wasted space in your files until you add enough records to fill in all the space.

Pack/Rebuild Files will remove all this empty space. It will also repair any damage that may have occurred to the files.

4 Frequently asked questions (FAQ)

Q: Everything is greyed out. I can't do anything!
A: Login as the ADMIN employee. The default password is admin. Please don't forget to change it.

By default Power Clock is a very secure software time clock. You must login as ADMIN employee before you can access many functions. Of course you may change the security settings to make it more or less secure according to your needs. See Security Profiles topic.

Q: Why does it keep asking me for Job and Phase ?
A: You can disable job and phase in location configuration (Ctrl+S) on the View/Edit menu. Click on the Clock In Options tab then uncheck the job, phase, and any other options you don't need.

Q: How do I prevent employees from cheating by changing the computer clock ?
A: Use the client/server mode. Secure your server in a locked room or with a password. All clock in times are taken from the server computer in client/server mode.

Q: How do I add a new employee ?
A: First LOGIN as the ADMIN employee so you have access to all functions. Select the View menu, then Employees. You can also press Control+E as a shortcut. Next, click the Add button (it looks like a plus sign). Now you have a new blank employee record to fill in. Press Control+Enter to save it. All other record editing functions in Power Clock work the same way.

Q: My computer time is wrong, how do I fix it ?
A: The internal clocks of computers are notoriously inaccurate. Since Power Clock takes it's time from your computer clock, it is important to keep your clock set correctly. In Windows XP you double-click on the clock running in the task bar to change the time.

If running on a network in client/server mode then all computers running Power Clock will take thier times from the server computer. You will only have to ensure that the server has the correct time.

If your computer has an internet connection then there are programs that you can use to automatically update your computer clock from a highly accurate atomic clock via the internet. You can find the third party programs at places like hotfiles.com and tucows.com. This function is built into Windows XP.

Q: I lost my ADMIN password. How do I recover it ?
A: The ADMIN and other employee passwords are stored in a highly encrypted format. We can recover lost ADMIN or employee passwords. Please see www.powerclock.com/support.htm for details.

Q: How do I add vacation or holiday hours ?
A: You can add holiday and vacation hours by manually entering them on the time record browse. Press Control+T to view the time records. Then press Insert to add a new time record. Set the hours type to holiday or vacation, set the number of hours, then save the record.

Q: How do I prevent data loss when the computer locks up or is turned off unexpectedly ?
A: Always close Power Clock by using the Exit Program option on the file menu, or press Alt+X, or click the close button in the upper right-hand corner of the main screen.

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You MAY have data loss or corruption if Power Clock is not shut down properly. This is true of any software program. When you reload Power Clock it will automatically rebuild its data files and should recover any lost data. You can also run Pack/Rebuild data files from the File menu.

A must for any computer is a UPS (Uninteruptible Power Supply). These devices cost around $100 and contain a battery that keeps your computer running for a short time in case of a power loss. During this time you can shut down Windows.

With the client/server version of Power Clock, a lot of these problems go away. If clients go down for some reason, the server keeps the data safe. The only way data might be lost or corrupted is if the server went down.

5 Version History

Version 7.50 released 1/31/2008

Added: Resize bar under clock panel allows you to see animated clocks in full resolution.
Added: Location name in main window header.
Added: Improved Quickbooks Pro 2007, 2008 import/export.
Added: Ability to exclude jobs and/or phases when importing from Quickbooks.
Added: US Telepunch support. (clock in/out via touchtone telephone)
Added: You can specify which workstation will perform automatic tasks.
Added: Security Profile options 'Time Records: Show only own times'.
If Enabled then the employee can view and edit only thier own time records.
Added: New fingerprint scanner drivers support the following readers.
Microsoft Fingerprint scanner
Microsoft Wireless IntelliMouse Explorer with Fingerprint Reader
Microsoft Optical Desktop with Fingerprint Reader
Biotouch / Futronic FS80
Nitgen Hamster I
Nitgen Hamster II
Certis Image Orcanthus
Crossmatch V250/V300/V300 LC/V300 LC2/V500
Digital Persona U.are.U 4000/4000B
Geomok (Testech) Bio-I
SecuGen Hamster FDU02
M2SYS M2-S

Version 7.01 released 11/13/2007

Added: Over 30 cool flash animated clocks to choose from.
Added: Automatic username and password entry for online backup system.
Added: Fix for expired authorization code error.

Version 7.00 released 10/22/2007

Added: Built-in offsite secure data backup and restore
Added: Workstation Config 'Default Clock in Employee' always clocks in the selected employee
Added: Tray Icon will change to reflect if anyone is clocked in.
Added: Option to count vacation time in accrual calculations.
Fixed: Phase selection sometimes lost when clocking in.

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Version 6.71 released 8/14/2007

Fixed problem with file repair utility.

Version 6.70 released 7/22/2007

Added: Ability to change fingerprint scanner false acceptance rate (FAR) in workstation configuration
Added: Better optimized server

Version 6.65 released 6/14/2007

Added: Automatic reconnect to server on network timeout or disconnect.
Added: Automatic weekend bonus. Settings are in employee records.
Added: Much faster full backup.
Added: New Power Clock Server.
Added: Quickbooks job descriptions are imported.
Added: 'Register Fingerprint' able to be disabled per security profiles.
Added: Ability to turn off rounding for Pause/Resume.
Added: All Power Clock software is signed/verified by Comodo Security.

Version 6.63 released 11/20/2006

Added: Setup wizard to help set basic options.
Added: Export to Payroll CS.
Added: User defined Production label.

Version 6.61 released 10/15/2006

Added: Number of phase time estimates increased to ten in job record.
Added: Position field of Phase record forces that phase to show in newly added jobs time estimate at the indicated position. Position must be from 0 to 10. Zero means the phase is optional.
Added: Restrict Phases field in Location Config, Clock-in Options. If checked then only phases that have a time estimate greater than zero for a job will be allowed when clocking in.
The exception being jobs that are Non-Quoted then any phase may be entered.
Added: Auto-Pause for Lunches, Breaks, Jobs. If the employee stays on longer than job estimate minutes then the alarm is sounded and they are automatically set to pause.

Version 6.60 released 10/2/2006

Added: Alarm sounds for spending too long on jobs or breaks.
Added: Remaining time countdown column option on main screen.

Version 6.55 released 9/6/2006

Added: Minimun Lunch restriction in employee records, Clock Out Options. Employee won't be allowed to resume from lunch until specified minues have passed.

Added: Enforce schedule option in employee records, Overtime/Rounding page. Check this box to force the employee clock in and out times to the

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times set in 'Clock in by' and 'Clock out by' fields.
Notes:
If they clock in late then the late time will be used.
If they clock in early, the scheduled time will be used.
If they clock out early, the early time will be used.
If they clock out late, the scheduled time will be used.

Added: Efficiency reports, estimated minutes per phase added in job records.
Added: Productive and Non-productive phases
Added: Phases and Jobs edited seperately.

Version 6.5 released 4/24/2006
Added: Department selection when exporting to Quickbooks
Added: Time of day for automatic lunch may be specified in location settings
Added: Time of day for automatic break may be specified in location settings
Added: Option to restrict clocked in list to show only current employee
Added: Option in employee records to hide that employee in the clocked in list

Version 6.00 released 1/19/2006
Added: Fingerprint scanner support for Clock in, Clock out, Log in.
Added: Auto Clock in employee in Workstation Settings
Added: Close Power Clock after specified minutes in Workstation Settings
Added: Log Out after specified minutes in Workstation Settings
Added: Clock Out after specified minutes in Workstation Settings
Added: Clock back in after keyboard or mouse activity in Workstation Settings
Added: Easier authorization code entry.
Added: Employee's Home Location automatically entered on new time records.
Added: Change log entry for manually added time records.
Added: Security Profile option: Time Records: Edit Own Time.
Useful if you want a manager to be able to edit employee
time records but not his own.
Added: Security Profile option: Disable Log in list.
Disables the drop down list of employees.
Added: Auto lunch and break deductions are done when each employee clocks out.
No longer need to run 'Check lunches and breaks' procedure.
Added: Option in workstation settings: 'Clock out when close Power Clock'.
Clocks out everyone when Power Clock is closed.

Version 5.33 released 3/12/2005
Added: Option to treat all time worked on Saturday or Sunday as overtime or doubletime.

Version 5.32 released 1/9/2005
Added: RealIn and RealOut fields in time record contain the actual unrounded clock in and out times.
Added: Add note when employee enters clock out time.
Added: Payrates hidden in time record editing screen if security profile option
'Reports - Show pay on reports' is disabled.
Added: Grand total shown in pay summary on reports.
Added: Option to show only employees whose Home Location = current active location.

Version 5.31 released 11/11/2004
Added: Option to show information dialog after clock in/out in location config.
Added: Info dialog shown on top of all windows after scan card.
Added: Drop seconds from times if hours format is not hh:mm:ss
Added: Add Lunch dialog allows time selection.

Version 5.30 released 10/30/2004

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Added: ADP Export.
Added: Paychex Export.
Added: Millennium Payroll Export.
Added: Much better rebuild files function.
Added: REBUILD command line option invokes the new data rebuild function.
Added: Lock timeout may be set in location config.
Added: Option to ingore timezone settings when getting times from the server.
Added: More descriptive overlapping times error message.
Added: Option to ignore overlapping time records.
Added: Security Profile option to disable anonymous email.
Added: Security Profile option to disable the employee lookup list when clocking in/out.
Added: Automatic clock out takes into account lunches and breaks.
Added: Labor report shows labor summary based on gross pay / sales.
Added: Received EMail is copied to separate, searchable Email archive.

Version 5.27 released 10/11/2003
Added: Login/Logout via card scanner
Added: Check Email via card scanner
Added: Option to disable the message box shown after clock in/out
Added: Option to auto logout when Windows screen saver starts
Added: Option to auto clockout when Windows screen saver starts
Added: Option to auto shutdown when Windows screen saver starts
Changed: PowerClockSysHook.dll no longer used to detect idle time

Version 5.26 released 8/22/2003
Added: Check for valid window positions
Added: Clearreg program to clear out invalid registry entrieses

Version 5.22 released 7/25/2003
Added: Data location saved to powclock.ini file in same folder as pclock32.exe file.
No need to set data location on each workstation since they all can read from
the INI file.
Added: Individual workstation settings saved to Windows registry instead of a data file.
Added: Some workstations settings also added to location file to easily change globally.
Added: Link fields exported in decimal format instead of hex.
Removed: Notify of clock change feature removed due to incompatibility with newer versions of windows that update the clock frequently.
Added: Works better with Citrix installations
Added: Temporary Path now set automatically to windows temp folder.
Added: T command line option to override the temporary folder.
Added: More info on paths shown in About box

Version 5.21 released 5/3/2003
Added: Security profile setting "Disable Windows Taskbar".
Enable this option to prevent employees from opening other Windows
programs or accessing any Windows settings. They will only be able to
use Power Clock.
Changed: When editing times, changing clock in time changes the hours
total instead of the out time.

Version 5.2 released 3/30/2003
Added: Updated help file.
Added: Max per day option in automatic lunch and break deductions.
Added: Time added to file name of backup files.
Added: Automatic backup enabled by default in new install.
Added: Gracefull exit if server connection lost.

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Added: Current Power Clock version number added to ALL data files internal description.
Added: All data files will be backed up and restructured on every new version.
Added: Updated server to FlashFiler 2.13
Changed: 'Server Settings' changed to 'Data Locations'
Changed: Nag screen only nags for a max 30 seconds.

Version 5.01 released 3/17/2003
Added: Remote file version shown during remote update.
Added: Absentee report.

Version 5.0 released 3/10/2003
Total re-write from the ground up. The main change is addition of a client/server database engine.
Added: Client/server SQL database engine.
Added: Much faster performance on networks.
Added: Barcode scanner support.
Added: Windows XP support.
Added: Help file updated.
Added: Polling remote locations via internet.
Added: Clock in via internet.
Added: Connect to remote data source via internet or any TCP/IP network.
Added: All versions include multi-user network and multi-site support.
Added: Ascii text file export.
Added: Pay summary may be shown in any band footer on time reports.
Added: Late report with grace period.
Added: Time record browse filters.
Added: Check lunches and breaks function.
Added: Running totals of time clocked in on main screen.
Added: Job and/or phase column on main screen is hidden if not enabled in location configuration.
Added: Clock may be shown in digital format.
Added: Separate time rounding settings for clocking in and out.
Added: Time rounding may be overridden for each employee.
Added: Encrypted and compressed executable and unlocking file.
Added: Time server built into file server.
Added: Clock-in times automatically taken from file server in client/server mode.
Added: Automatic log out if workstation idle longer than specified time.
Added: Automatic clock out if workstation idle longer than specified time.
Added: Automatic shutdown if workstation idle longer than specified time.
Added: Hours may be displayed as Hours:Minutes format.
Added: May set number of decimal places if hours displayed in decimal format.
Added: May automatically split days at midnight if employee stays clocked in past midnight.
Added: May include employees currently clocked in on reports.
Added: Cancel changes to record shows what changes were made before confirming cancel.
Added: File browsers may be sorted on any column and columns moved.
Added: ANY menu option may be disabled in security profiles.
Added: Menu items and toolbar buttons are greyed out if disabled in security profile.
Added: Search for unlock file function.
Added: Search for lost data function.

Version 4.16 released 8/20/2000
Added: More detailed communications logging.

Version 4.14 released 7/16/2000
Added: Status and error messages are automatically closed after 2 minutes.
Added: Status message shown when clocking in.
Added: Increased transmit retries during communications errors.
Added: Managers can now see all employees and time records if they are set as manager of more

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than one department.
Added: On Edit time records screen, employee selector shows only active employees.

Version 4.12 released 6/4/2000
Added: Extended logging of communications sessions option in system configuration.
Added: 'Show Inactive Employees' checkbox filter on employee browse screen.
Added: Numbers are now displayed and entered according to your international settings.
Added: 'Add lunch or break to current record' button on time record browse screen allows easy addition of lunch time. The current record is split and a lunch or break added in the middle.

Version 4.11 released 5/10/2000
Added: Modem setting is now in Startup Settings and saved to registry.

Version 4.10 released 4/30/2000
Added: Timeserver now minimizes to system tray.

Version 4.09 released 4/7/2000
Added: Text in memo field now word wraps when editing time records.
Added: Registry fixes are checked when Power Clock is started in network mode.
Added: Support for Quickbooks Pro 2000.
Added: Command line parameters can now be used to specify data path, login user, and network mode.
Added: Power Clock now defaults to network mode on new installations.
Added: 'Always start as tiny toolbar' option in Startup Settings.
Added: 'Time detail alt format' now totals lunch and regular hours by day.
Added: 'Time detail alt format ALL' report prints all employees on separate pages.
Added: All time detail reports now group and total lunch and break hours separately from regular hours.
Added: Employee Time Browse can filter records by employee and date range.
Added: Automatic Log out time in Startup Settings will log out any logged in user after a period of inactivity.
Added: Automatic Shutdown time in Startup Settings will shut down Power Clock after a period of inactivity.
Added: Notification if employee is not allowed to override lunch time when clocking out.
Added: Button on Tiny Toolbar to make it 'stay on top' of other windows.
Added: Security Profiles editing screen not so cluttered.
Added: Main screen is resizeable.
Added: 'File Employee: Edit Pwd/Sec' now two separate security profile options: 'File Employee: Edit Password' and 'File Employee: Edit Security'. This allows you to allow a manager help with passwords but not allow them to change security settings.
Change: This applies to employees who receive both daily and weekly overtime. If an employee has daily overtime then those daily OT hours are not included in the total that is used to determine if the employee gets weekly overtime.

Version 4.08 released 12/23/99
Added: May specify whether or not to import inactive employees from Quickbooks.
Added: May specify whether or not to import jobs and phases from Quickbooks.
Added: Run commands when clocking in/out are now based on Job and Phase instead of Job only.
Added: Tiny toolbar is not forced to stay on top of other windows.
Added: Email button shown on tiny toolbar.
Added: "Emp time detail alt format" report now shows totals for holiday and sick time.

Version 4.07 released 11/12/99
Added: Tiny Toolbar mode.
Added: New standard security profile added named 'Manager'.
Added: Time Summary by Employee report.

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Added: User-defined program may be executed when clocking in and out. Program and command line are set in Job record.
Added: When editing time records, if you change the clock-in or clock-out times so that they overlap the employee's next or previous time record, Power Clock will allow you to automatically adjust the overlapping record.

If you edit a lunch or break record to decrease the amount of lunch, it can automatically adjust the next or previous time records.

For example:
An employee has a lunch recorded from 12:12 until 12:55. After the lunch they have a regular hours time record from 12:55 until 5:00 pm. You change the clock-out time of the lunch to 12:45. The system will prompt you if you want to also change the clock-in time of the regular hours to 12:45.

Added: New Security Profile option, "Ask Password for Empl reports".

If this option is checked and nobody is logged in then the user must enter their ID and password before running any of the single employee reports such as: Your Time Worked, Employee Time Summary, etc.

If someone is logged in and they run one of the employee reports then the report will be generated for the current logged in employee.

Note, they will only have access to the reports if the specific reports are enabled in their security profile.

The reason this option was added is so that you can give your employees access to reports even if they are logged out.

Changed: Lookup fields such as Employee ID and Job ID no longer show drop-down list box automatically after each letter is typed. User must press [Down Arrow], [Page Down], or click the down arrow icon to show it. This change improves network performance.

Version 4.06 released 10/18/99
Added: Timeclock screen integrated with main toolbar. Timeclock panel, Toolbar, and Clocked In list may each be shown or hidden by selecting options on Window menu.
Added: Timeserver now uses the current data directory to comunicate with workstations so no need to enter name of computer running the timeserver.
Added: All Employee Time Detail by Job report now prints each employee on a new page.
Added: Option to automatically export changed data daily.
Added: Option to automatically backup all data daily.
Added: Option to automatically import changed data from a directory.
Added: Uninstall option added to Windows Add/Remove Programs.

Version 4.0 BETA 5 released 9/14/99
Added: Job and Phase descriptions on Who is Clocked In report
Added: Ability to calculate overtime based on week AND day.
Added: Popup notification of new email while you are logged in.
Added: Phase cannot be left blank on clockin if enabled in System Config.
Added: Startup Settings button on System Config screen.
Added: Manager field in employee record changed to Department.

Employee time reports are filtered so that only employees in the currently logged in employee's department are shown on reports and in the time records browse/edit screen.

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If the Security Profile option "Ignore Departments" is checked
then the current employee can view and edit all employee time records
regardless of department provided that they also have the
option to edit time records enabled in thier security profile.

Added: Confirmation when selecting "Clock Everyone Out".
Added: Hours worked today shown on timeclock screen.
Added: Password not required if manager clockout is enabled and manager is logged in and clocks out an employee.
Added: Inactive Quickbooks Pro items are marked as inactive in Power Clock when importing timer lists from Quickbooks Pro.
Added: Asks for filename to import changed data from other locations.
Added: TimeServer now uses 32bit mailslots to relay time requests instead of file polling technique.
Added: Warning if a user tries to load a second copy on the same computer.
Added: Overtime Base when reporting on split weeks setting in Startup Settings can be one 3 values.
Look Back:
Looks back to days in the current week when calculating overtime for the first week in the report. If there were hours in previous days then they are added into the total hours and count towards overtime.
No Look Back:
The opposite of above. If the report starts on a split week then the hours in days preceeding the report start date are not used when figuring overtime.
Reset Week:
The Start of Week if reset to whatever day the report starting date is. Overtime will be based on the starting date of the report.

Version 4.0 BETA 3 released 7/20/99
Added: Can base overtime calculation on start date of report instead of
based on start of week as defined in system configuration.
Added: Check for old version of COMCTL32 in Network Troubleshooter
Added: OT Rate and DT Rate to time edit screen
Added: Who is clocked in now report
Added: Admin function to clock everyone out at once
Added: Option to ask (or not to ask) for password when switching jobs
Added: Option to ask (or not to ask) for password when time is paused
Added: Default Job and Phase may be set in each employee record. The default
Job and/or phase will be added to the time record even if Ask for Job
is not enabled in System Configuration
Added: Adding a new time record 'remembers' the last entered job, phase, etc...
Added: Change Log report
Added: Ability to calculate overtime based on hours worked per day or per week
Added: Employee Title field enlarged to 40 characters
Added: Overtime calculation is automatic
Added: Handles semi-monthly payroll period with overtime carried over from previous period
Added: Export Time Records allows deletion of Log and/or Employee records
Added: Employee Group Test button shows who would be included in the group
Added: Hours can be added to a group of employees from the time record browse screen
Added: A warning message if auto lunch deduction is overriden
Added: ADMIN employee name and ID may be changed after ADMIN identity is set in System Configuration

Version 4.00 BETA 1 released 6/9/99
Starting with version 4.00, all future updates to Power Clock will be made to the 32bit version only.
If you need to run the Windows 3.1 version, please download version 3.08.

NEW FEATURES AND CHANGES

Year 2000 tested and ready.
Dates may be forced to be entered with 4 digits or 2.
If a date is entered with 2 digits for the year, it is assumed to be in the 2000 century if it is less than 50, otherwise it is assumed to be in the 1900 century. If no year is entered then the current year is assumed.

Example:
12/31/99 = 12/31/1999
12/31/00 = 12/31/2000
11/10/49 = 11/10/2049
6/1 = 6/1/1999 if the current year is 1999 or 6/1/2000 if the current year is 2000

Import/Export to Quickbooks Pro 6.0 and 99
Payrate is saved with each time record so history reports are acurate.
Overtime/Doubletime calculation enhanced.
Small toolbar may be always on top of other windows
Power Clock icon may be added to taskbar tray
Security Profiles used instead of Security Levels
Sick time, Vacations, Breaks, etc... may be easily tracked
Timeclock screen shows elapsed time clocked in
Employees may be allowed to edit clock-in notes while clocked in
Clock in time may be paused and resumed
Startup settings saved to Windows registry
Automatically restricts polling and auto-clockout to one workstation in network mode
Network Troubleshooter finds possible problems on the network
Duplicate unlocking codes no longer allowed in Location file. Also, polling
a location with the same unlocking code is not allowed.
Smart time fields input:
130p = 1:30 pm
11 = 11:00 am
15 = 3:00 pm
1522 = 3:22 pm

Increment and decrement time fields behaves more intuitively
Time Server path may be different for each workstation
User defined refresh time for browse screens
Shortcut keys for most functions
Restore data from backup ZIP file
Form state and network configuration saved to Windows registry
Check for invalid datapath startup settings
Change Log screen enhanced
Backup All Data may be run in network mode.
Most command-line options removed in favor of registry settings.
Registry profile name may be specified on the commandline
Emergency login using the ADMIN employee ID and your unlocking code
Unlocking code is now stored in an encrypted format
Editing of the Clocked In file works the same as other files
Default reports and user defined reports combined into one selection screen
Reports are grouped on selection screen according to type: Detail,Weekly,Monthly,Listing
Records may be editited or deleted from any dropdown list by right clicking on the list.
Switch jobs allows notes to be entered for both the old job and the new job.

Version 3.08 released 10/10/98
Added: Ability to include zero in lunch minutes selection box
Changed: Time Server uses a more reliable method to get time stamps.
Changed: When tabing into a time field, all of the field is selected.

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Changed: Times may be entered with only 3 or 4 digits and no colon.
Changed: Spouse field in employee record enlarged to 40 characters.

Version 3.07 released 9/22/98
Added: User defined timeout value for getting response from time server
Added: Jobs and Phases may be marked inactive.
Added: Date fields in new time record default to current date.
Added: When editing time records, warning if clockin time is greater than clockout time
Added: " warning if clockin time overlaps previous clockout time
Added: " warning if clockout time overlaps next clockin time
Changed: When adding a new record, editing always begins in the first field

Version 3.06 released 9/14/98
Added: Warning if no lunch taken when clocking out
Added: Manager can allow override of automatic lunch deduction
Changed: Time fields easier to edit
Version 3.05 released 8/21/98
Added: Import from dBase files
Added: Ask for directory to save exported files
Added: Force file rebuild command line option
Added: Backup All Data menu option will save all data to a ZIP file
Added: Automatic backup of data when upgrading to new version
Added: Employee IDs added to time detail reports
Added: Hourly payrate may be different for every Job or Phase
Added: Daily Hours Required field in employee record
Added: Weekly Restaurant Summary report
Changed: Internal method for calculating character widths on reports

Version 3.04 released 7/21/98
Added: 'Clock In by' and 'Clock Out by' fields to employee record.
Added: Off Schedule report shows employees that clock in late
Added: Optional format for time detail report

Version 3.03 released 7/2/98
Added: All report security levels may be set in System Configuration dialog.
Changed: Security file no longer used. All security settings are kept in System Configuration file.
Changed: Reports no longer have an 'ID'. Only the name is used.

Version 3.00 released 6/13/1998
Added: 32-bit version for Windows 95, 98 and NT. 32-bit version is functionally the same as the 16-bit version. Both versions may share the same files on a network.
Added: 32-bit Timeserver program for use with 32-bit Power Clock.
Added: Manager is notified if the computer clock is changed.
Added: Load saved report command on File menu.
Added: Horizontal scroll bar on report editing window.
Added: DOW function returns a number from 0 to 6 indicating the day of week.
Added: DOWStr function returns a string indicating the day of week.
Added: Formula descriptions in the report writer.
Added: Lunch deduction now stored as a separate field in time records instead of adjusting the clock-out time down.
Added: Option if an employee remains clocked in over a specified number of hours without clocking out, the manager must clock them out.
Added: Time rounding may be specified for clocking in, clocking out or both.
Added: Ability to change the order of clocked-in list on main screen.
Added: Job and Phase shown on clocked-in list on main screen.
Added: All time rounding and auto clock-out options added to employee file so they may be

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customized for each employee if needed.
Added: Auto out Time #2. A time range may be specified in which clock in is not allowed.
Added: Change Log can be disabled.
Added: Edit Current Location menu option.
Changed: All security and time options moved to System Configuration dialog.

Version 2.23 released 3/6/1998
Added: The Power Clock timeserver program, TIMESERV.EXE, now works on servers with multiple NIC's. Specify the NIC number to use on the command line.
Added: Viewing time records now shows the latest records when the window is first opened.

Version 2.21 released 2/16/1998
Added: Better error message and dialog asking to run in network mode if started in single user mode and files are in use by another workstation.
Added: Ability to edit or delete clock in records before an employee clocks out. Options are on the Edit menu.
Added: Switch Job command on Edit menu allows employees to clock out of one Job/Phase and into another in one step.
Added: Security level for printing reports.
Changed: Lunch time radio box changed to combo box.

Version 2.20 released 2/5/1998
Added: Advanced users may customize and add reports using the report engine.
Added: Warning if Admin password is not changed from the default.
Added: Gross pay shown on Weekly time summary for all employees.
Changed: Password for ADMIN employee may be changed in the unregistered version. Password is not forced to be unlocking code or 'admin'.

Version 2.12 released 1/17/1998
Added: Remote locations do not need a separate registration key in order to poll.

Version 2.11 released 1/3/1998
Added: Power Clock Timeserver program. This small program may be run on any workstation or server on a Windows network. It will act as a secure timeserver for clock in and clock out times. See Location File help topic for more information.
Added: Employee named ADMIN is automatically added to employee file. Log in with this employee ID to do maintenance. See Login help topic for more information.
Added: The employee may select optional lunchtime minutes when they clock out. Lunchtime may be selected from a list of predefined times or entered manually. This is enabled in the security file.
Added: The Microsoft Word 97 DOC file that is used to create the help file is distributed with Power Clock in case you want to print it for reference.
Changed: Power Clock distributed as a self-extracting EXE file instead of ZIP for easier installation.
Changed: Higher limits on number of records in files for demo version.

Version 2.10 released 12/22/1997
Added: Automatic lunch deductions. See location file for details.
Added: User definable starting day for weeks. See location file for details.
Added: Ability to set a security level for the help system.
Added: Ability to automatically clock out employees if they stay clocked in too long or at a certain time of day.
Added: Ability to export, and optionally delete, records for a single employee.
Added: import and export to Intuit Quickbooks 5.0
Added: security level may be assigned for the email system.
Added: edit keys (cut, copy, and paste) hotkeys made consistent with Microsoft Word
Added: local popup menu to all record editing screens. Right mouse pops it up.
Added: Employee Time Detail report sorted by date.

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Added: Job and Phase not shown on reports if they are disabled in the security file.
Added: Overtime hours shown on employee reports. Overtime threshold is set in location file.
Changed: Current location name shown in title bar instead of registered user name. Registered user name is shown in about box.
Changed: New website: http://www.powerclock.com
Changed: New Email: Support@powerclock.com

Version 2.05 released 11/8/1997
Added better error handling when Power Clock is started in single user mode and another copy of Power Clock is already running on same computer.

Version 2.04 released 11/5/1997
Option to change employee password may now be disabled by assigning a security level in the security file.
Random demo data may be re-created at any time.
Added Preview, Print, and Setup Print buttons to reports.
Added Phase and Job codes to reports instead of just descriptions.
Added ability to select a specific job when printing Job Detail and Job Detail by Employee reports.
Reports now print records sorted alphabetically.
Pop-up date editing calendar improved a bit.
Passwords in employee and location file are encrypted.
Location password is hidden on location editing screen.
Using new ZIP compression engine.

Version 2.03 released 10/21/1997
Added special support for Windows NT and Windows 95 networks.
    The FIXWIN command line parameter tells Power Clock to use special locking methods to work around a bug in some versions of Windows NT and Windows 95. See help topic Command Line Parameters for more information.
Added Print button to Email browsing screen.
Added two reports to print employee time for all employees without having to do each employee separately.

Version 2.02 released 10/10/1997
Added option to get time stamps from the server if running on a Novell or compatible network. This prevents users from cheating by changing the local machine time. This is enabled in the Location file.
Added Seen-by viewer to email window. Shows who has read messages.
Added ability to enter notes when employees clock in and/or out. The notes stay with the time record and are printed on reports. These options are enabled in the security file.
ESCAPE now closes the email and change file views.

Version 2.01 released 10/1/1997
Times may be automatically rounded to any minute or hour increment. Rounding can go up, down, or average.
Cleaned up reports to right justify dates and times.
Added summary band descriptions to reports.
Production & Location fields are not shown on reports if the options are disabled in the security file.
Added better error handling for files that may have been closed improperly. The file is automatically rebuilt when a severe file error occurs.
Added better demo data.
Time fields easier to edit.
Report preview window responds to more keyboard commands.

Version 2.00 released 8/29/1997
New network version runs on any Microsoft or Novell compatible network with up to 100 simultaneous

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users.
Added Phase field to time records. A Phase as well as Job may be asked for when clocking in.
Added Out Date field to time records. This allows you to have shifts longer than 24 hours.
Export to dBase files added.
Added report showing time grouped by job and employee.

Version 1.02 released 6/12/1997
Added PRODUCTION field to time records. Employee production may be asked for when clocking out.

Version 1.01 released 5/15/1997
Repackaging into ZIP file instead of self-extracting EXE file. Easier installation program.

Version 1.00 released 5/01/1997
Initial release.

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