

PART 2:

Using the ClickTime Timesheet

Time Tracking With ClickTime Is
Fast & Easy!

ClickTime Basics

Part 1. Getting Started

» Part 2. Using the ClickTime Timesheet

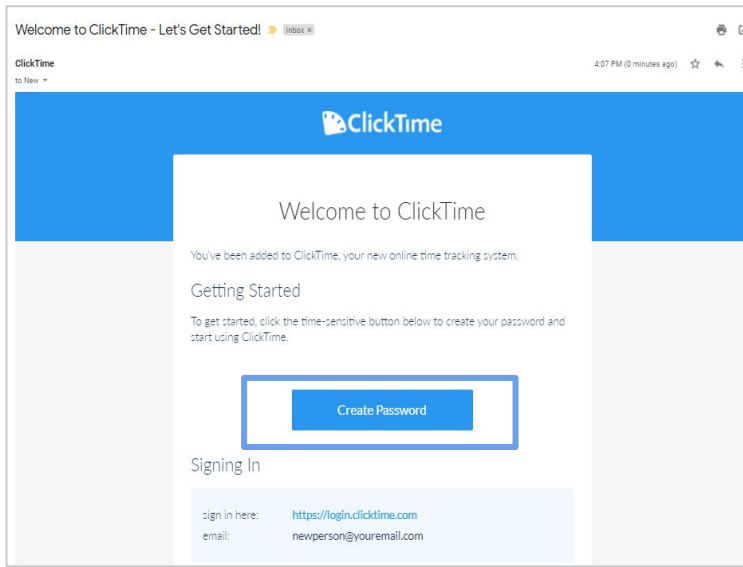
- a. First Time Login
- b. Time Entry - Day View
- c. Time Entry - Week View

Part 3. ClickTime Time Entry Settings

Part 4. ClickTime Company Settings

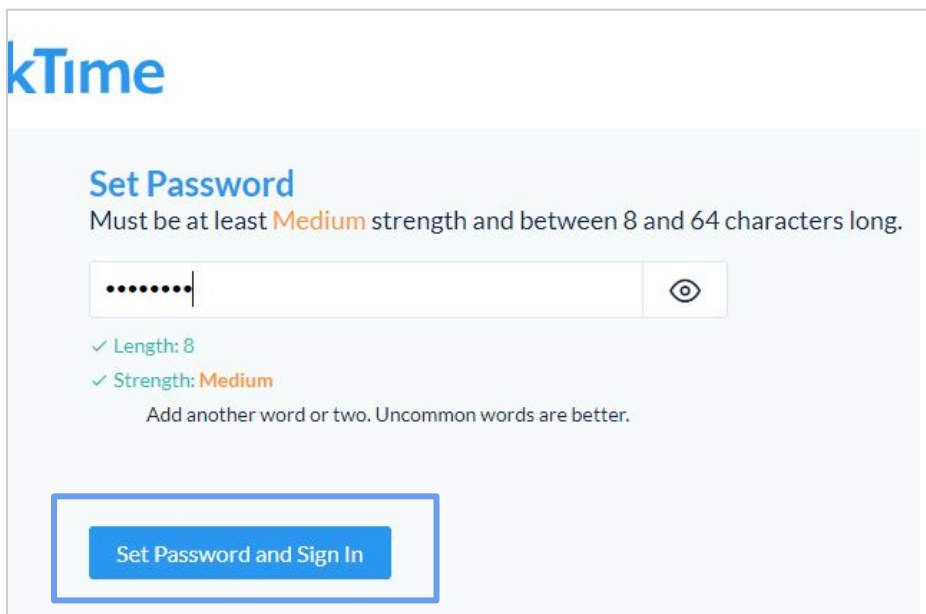
First Time Login

Getting Started with ClickTime is fast and easy!



Welcome to ClickTime!

When you set up a new employee, they'll receive a Welcome Email confirming that they've been set up and the email address they should use for access. They'll need to click "Create Password" box to create the password they want to use before they can log in.



Change password

Use the link in the Welcome Email to go to the "Set Password" page.

They can enter any password they like as long as it meets the requirements that we message on the page. Passwords must be at least 8 characters long and of "Medium" strength.

Once they meet all requirements, they will be able to click "Set Password and Sign In" to log into ClickTime.

If your employees cannot access ClickTime for any reason in the future, they can always set a new password by using the "Forgot your password" link on the login page.

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

Time Entry - Day View

Track Time On a Daily Basis

| Client | Project | Task | Hours | Note |
|---------------------|----------------------|-----------------|-------|-----------------------|
| Acme Internal | ACME-Admin | Administration | 2.00 | processed invoices |
| Amazing Enterprises | AMAZE-Best Product E | Creative Design | 3.00 | mock-up for packaging |
| Flancrest | Flanc-New Business | Research | 1.00 | |

| Time Off | Hours | Note |
|---------------------|-------|---------------|
| Vacation | 2.00 | Leaving Early |
| Select a leave type | | |

Total 8.00 Timesheet saved at 03:01 PM Save

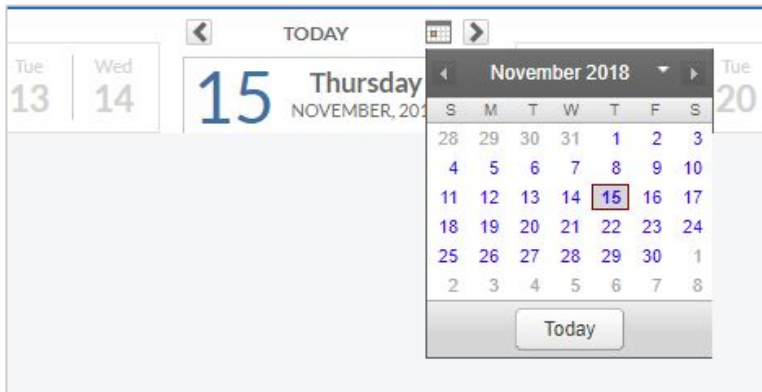
Day View Options

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

- 1. Quick Day**
If your staff regularly performs the same functions for the same amount of time every day, the "Quick Day" option will copy all timesheet data from the previous day into the current day.
- 2. Calendar**
Use the calendar options at the top to navigate to a day in the past or the future. Click "Today" to go to today's date from another date.
- 3. Save**
Whenever the timesheet is saved (whether manually using the Save button, or automatically) the Timesheet saved at message will display.
- 4. Time off**
In addition to worked time, ClickTime also includes the option to track time off with all accounts. Those Leave Types that are set as "Approval Not Required" will show in this section of the page - "Company Holiday" and "Approval Required" Leave Types will need additional configuration (more details on all the Time Off options ClickTime can support [are available here](#)).

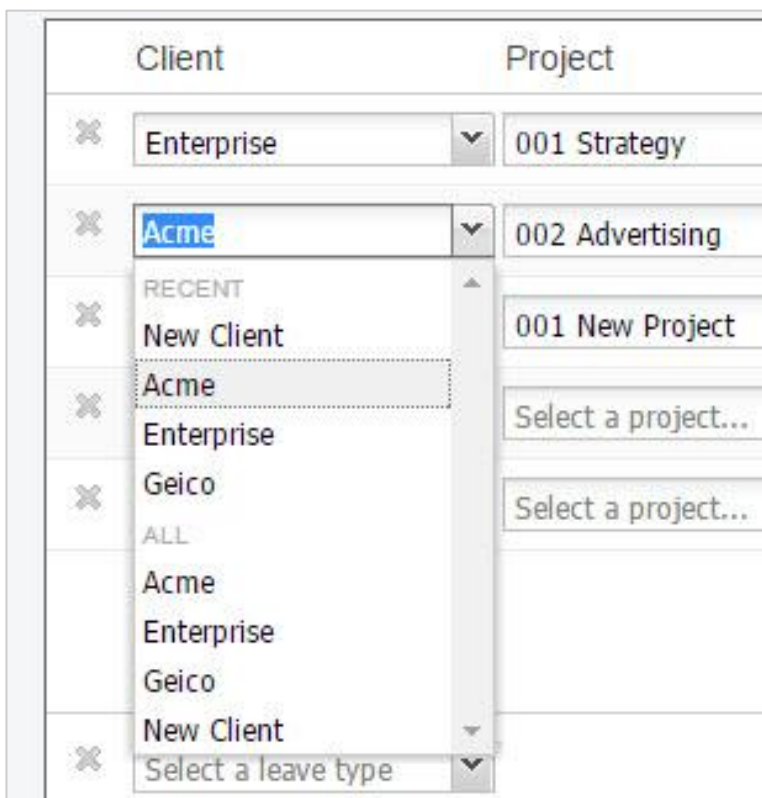
Time Entry - Day View

Tracking Time Using The Day View Page



Choose the Day

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



Dropdown options

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

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

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

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

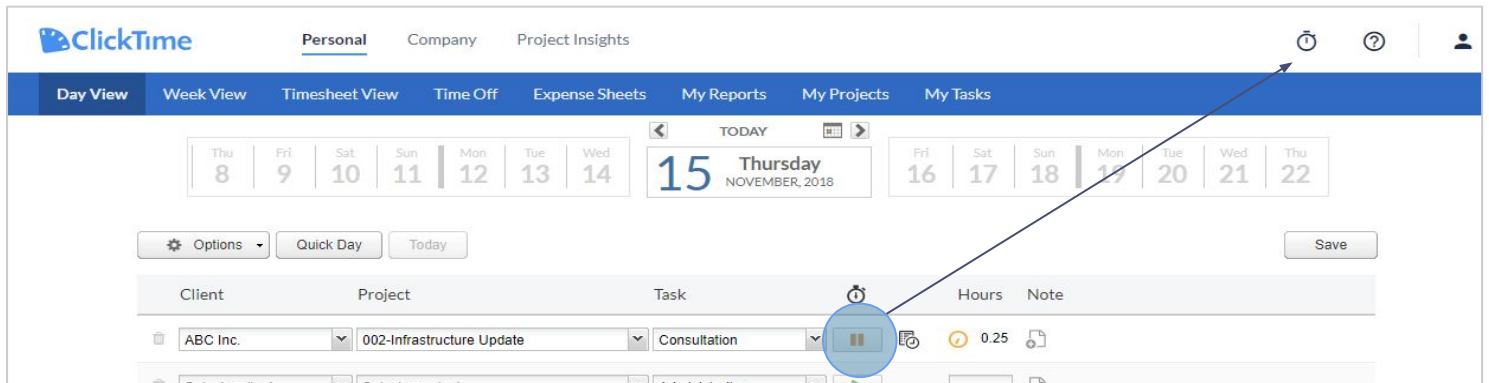
Time entry with note

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



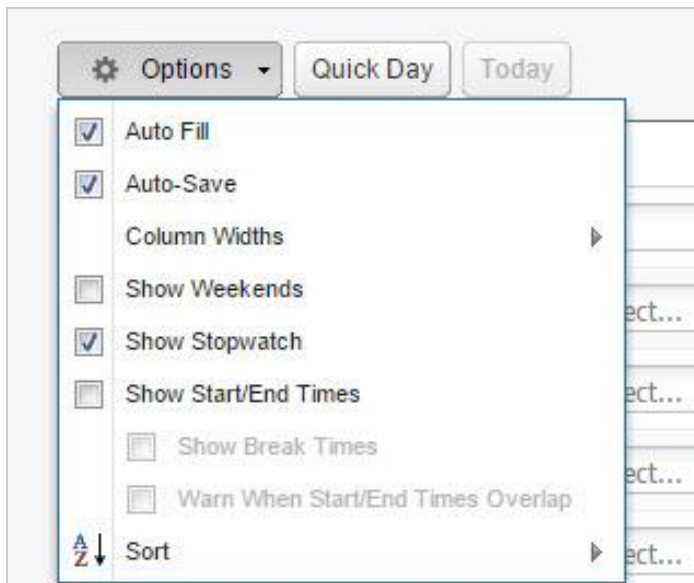
Time Entry - Day View

Customize Your Day View Settings



Stopwatch

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



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

Options Menu

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

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

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

Time Entry - Week View

Entering time on a weekly basis

| Client | Project | Task | Mon Apr 27 | Tue Apr 28 | Wed Apr 29 | Thu Apr 30 | Fri May 1 | Total |
|---------------------|-----------------------|-----------------|---------------|---------------|---------------|---------------|--------------|-------|
| Acme Internal | ACME-Admin | Administration | 2.00 | 2.00 | 2.00 | 2.00 | | 8.00 |
| Amazing Enterprises | AMAZE-New Business | Meetings | | | 4.00 | | | 4.00 |
| Flancrest | Flanc-New Business | Meetings | | 4.00 | | 2.00 | | 6.00 |
| Initech | INI-Print Ads | Creative Design | 3.00 | 2.00 | 2.00 | | | 7.00 |
| Microsoft | MSFT-BDN Naming | Writing | 3.00 | | | 4.00 | | 7.00 |
| Select a client | Select a client first | Creative Design | | | | | | 0.00 |
| Time Off | | | | | | | | |
| Vacation | | | | | | | 8.00 | 8.00 |

Week View Overview

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

Here are a few differences:

Edit Note


| HOURS | CLIENT | PROJECT | TASK |
|-------|---------------|-----------------------|--------|
| 2.00 | Acme Internal | ACME-Company Branding | Design |

NOTE

Outline and style guide

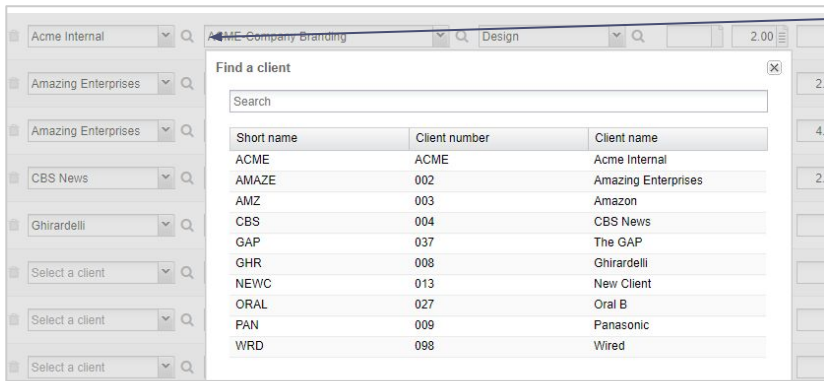
OK Delete Entry

Entering notes


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

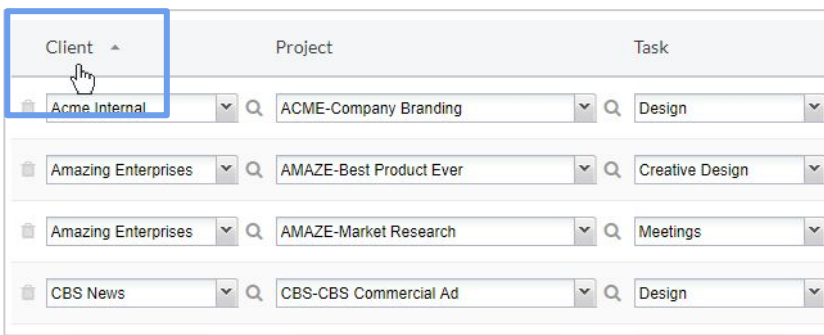
Time Entry - Week View

Set up your Weekly timesheet



Searchable options

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

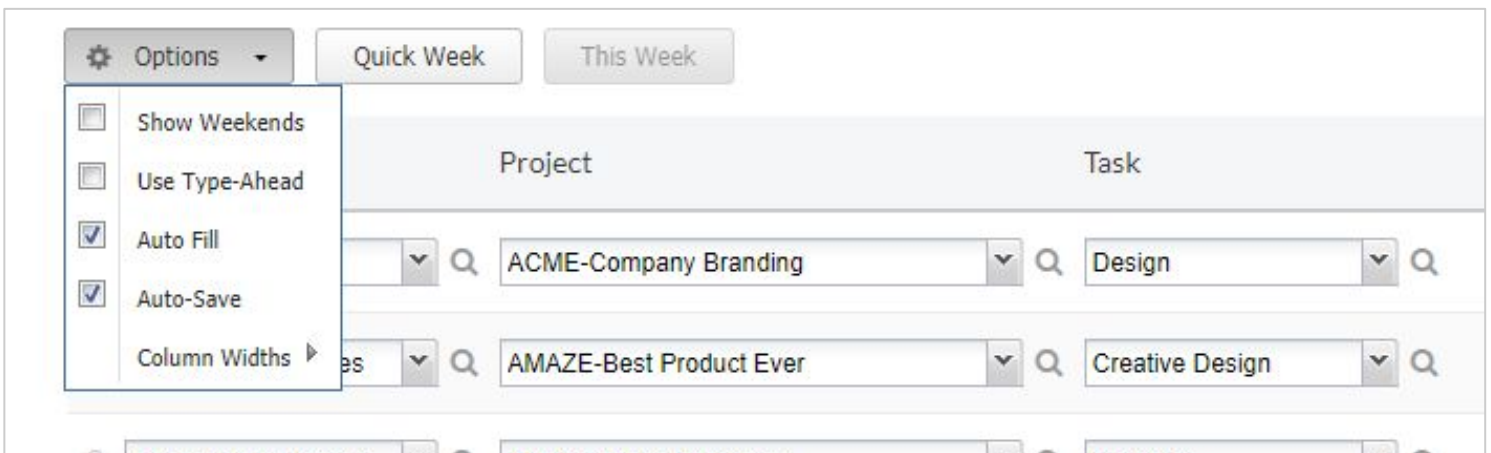


Sort your timesheet

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

Week View Options

The options menu is organized slightly differently, but has many of the same functions. Additionally, there is a "Use Type-Ahead" feature that allows you to type the name of a Client/Project/Task in the time entry field, instead of using the drop-down menu. The Quick Week option will copy all time entries from the previous week into the current week (but will not copy notes).



A Few More Things

Editing time entries and submitting your time

| Project | Task | Hours | Note |
|-------------------------|-----------------|-------|------|
| ACME-Company Branding | Design | 1 | |
| AMAZE-Best Product Ever | Creative Design | 2.50 | |
| CBS-CBS Commercial Ad | Design | 3 | |

Change time

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

| Client | Project | Task |
|---------------------|-------------------------|-----------------|
| Acme Internal | ACME-Company Branding | Design |
| Amazing Enterprises | AMAZE-Best Product Ever | Creative Design |
| Amazing Enterprises | AMAZE-Market Research | Meetings |
| CBS News | CBS-CBS Commercial Ad | Design |

Delete row

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

| Week Total | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 32.00 |
|--|------|------|------|------|------|-------|
| This timesheet is: Open <input type="button" value="Submit"/> <input type="button" value="Save"/> | | | | | | |
| Set As Home Page Help Sign Out | | | | | | |

Set your Home Page

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

Submit your timesheet

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

ClickTime **Personal** Company

Day View Week View **Timesheet View** Time Off Expense Sheets My Reports My Projects My Tasks

Mike Dunning
Division: Sales
Employment Type: Full-Time Employee

8.00 Hours/Day Required
Default Approver: Jim Hobbs

HISTORY
Nov 11, 2018 - Nov 17, 2018
OPEN

Depending on your account settings, some employees may see the option to Submit on the Week View page.

Some accounts require submitting from the Timesheet View page, in which case this link will redirect you.

| Week Total | 8.00 | 8.00 | 8.00 | 9.50 | 6.50 | 40.00 |
|--|------|------|------|------|------|-------|
| This timesheet is: Open <input type="button" value="Submit"/> <input type="button" value="Save"/> | | | | | | |

Time Tracking. Made Easy.

Learn how to customize your account to meet your needs in [Part 3: ClickTime Time Entry Settings](#)

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