PART 4:

ClickTime Company Settings

Finish Customizing Your ClickTime Company Preferences

282 Second Street. Fourth Floor, San Francisco, CA 94105
Phone: +1 415 684-1180

ClickTime Basics

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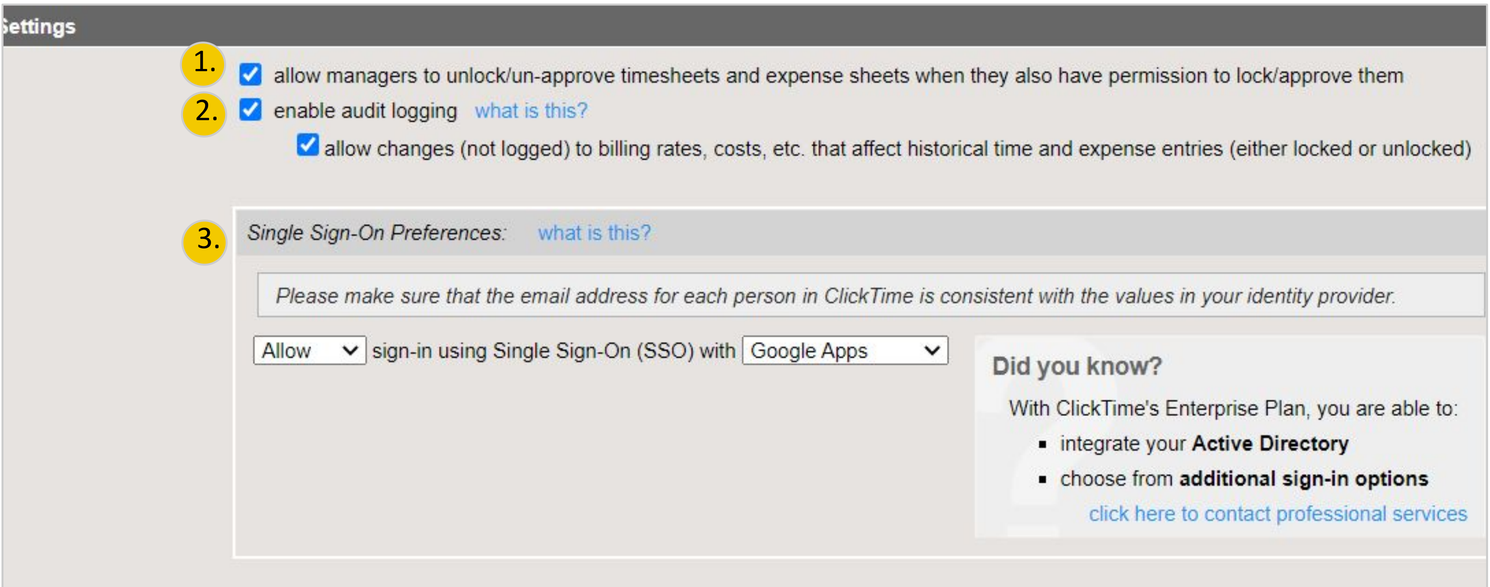
Security Settings

Control How Your Users Access ClickTime

Now that you've set up your Project, Task, and Leave Type settings, it's time to customize the Security Settings for your account.



1. By default, Managers will not have the ability to un-lock or un-approve Timesheets (or Expense Sheets). Check this box if you want to allow your Managers to have this option when they have permission to lock or approve them. This will only apply to the Timesheets and Expense sheets that they can lock or approve.

2. Audit Logging (which is required for DCAA Compliance) allows you to track the time and person who creates or edits any time entries (as well as other Company settings). Demo customers should contact their Account Executive for more details and paying customers can contact support@clicktime.com for pricing.

3. Single Sign-On (or SSO) can expedite the login process. All accounts can integrate with Google Apps and link their Google account to their ClickTime login. Additional SSO options can be discussed with your Account Executive (during the demo period) or by emailing our Support Team.

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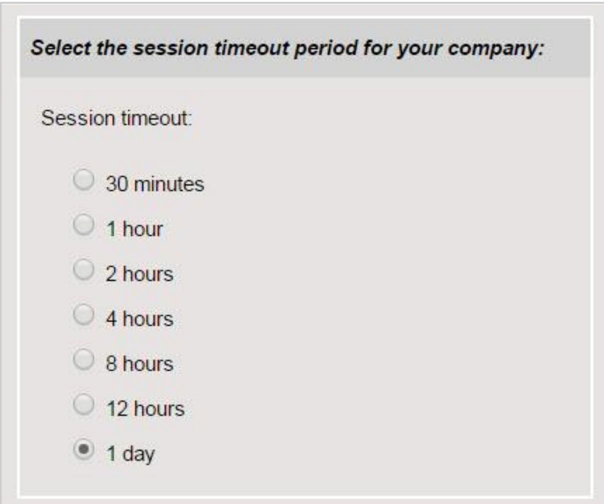
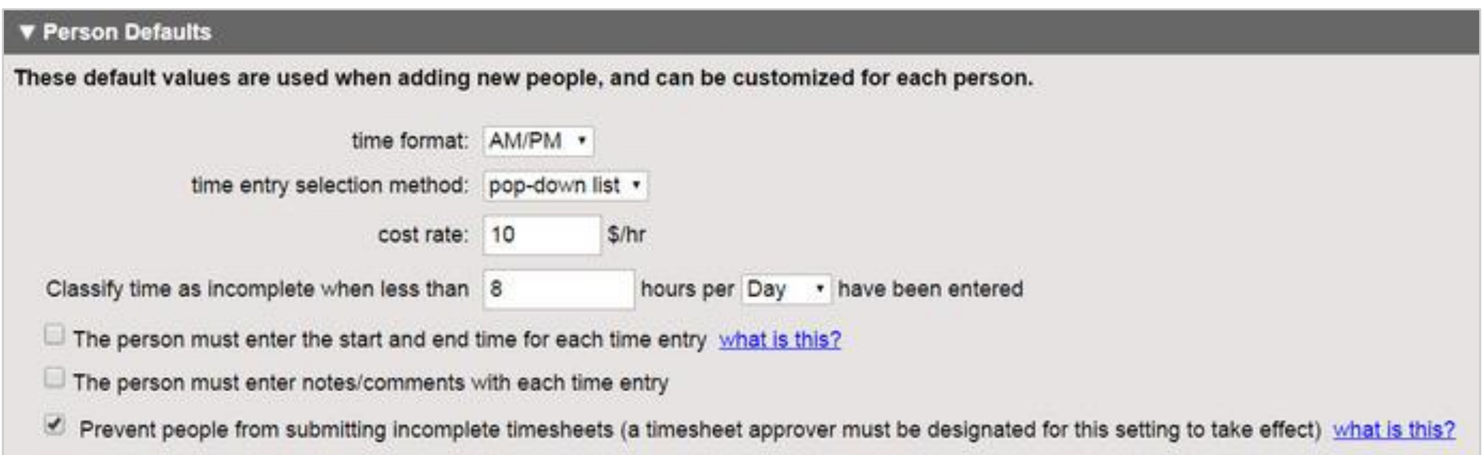


Session timeout period

In addition to the login settings, you can also set a session timeout period for all of your employees. ClickTime users who leave ClickTime open for longer than this time period without creating a time entry or going to a new page will be logged out

Person Defaults

If you'd like to save certain settings to apply to all new users that you create, you can do so in Person Defaults. When a new employee is added to the system, these options will be remembered and applied to that new user. Of course, you can always change one of the settings when creating the new user if it should not apply to them.



You can specify their default time format, cost rate, incomplete timesheet rules, and whether start/end times or comments are required.

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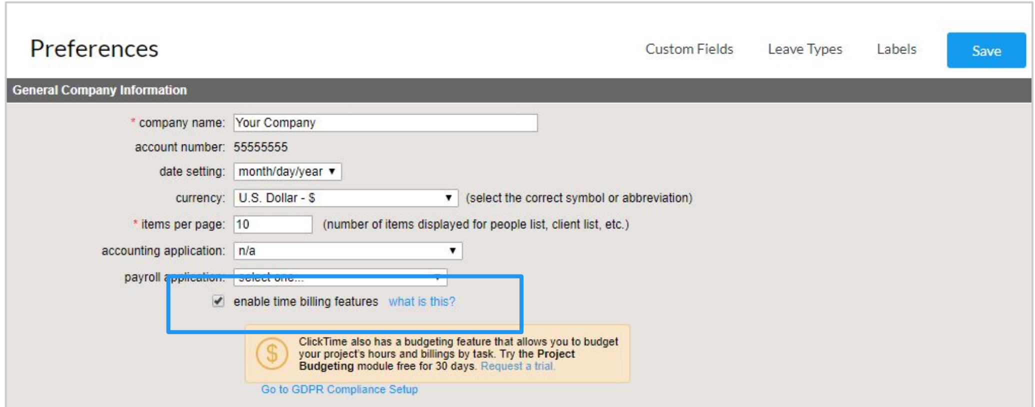
Billing Rates and Estimation

ClickTime supports Billing Rates and Estimation Models to fit your organization's needs

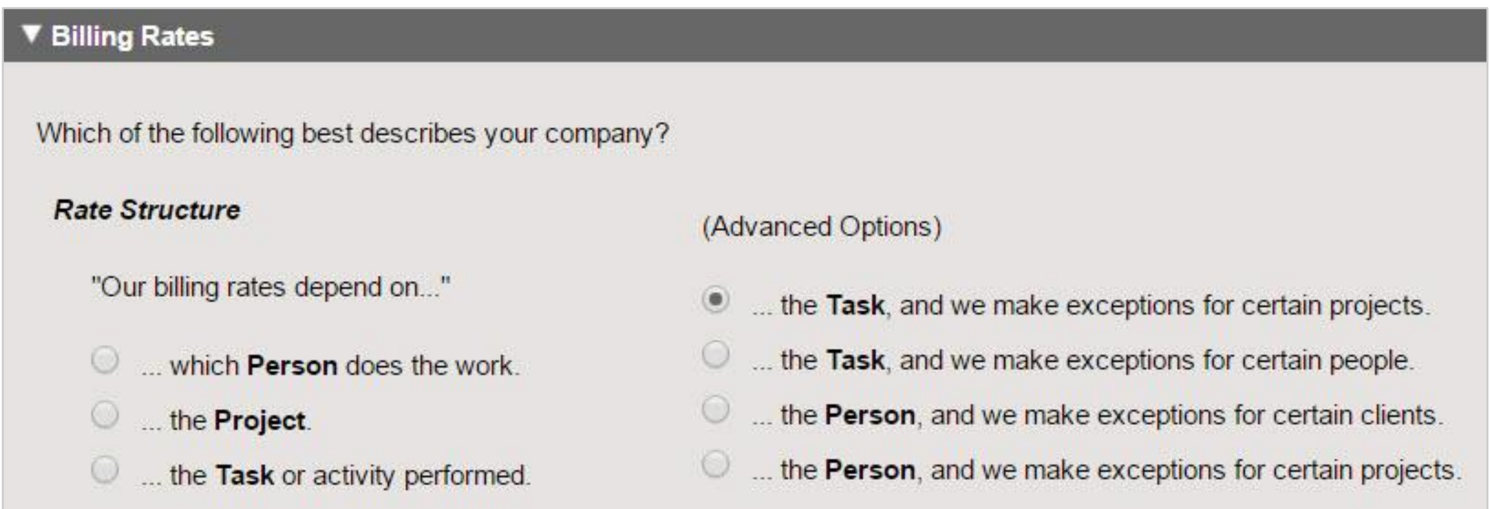
The next Billing Rate section will only be visible if you have enabled "time billing features".

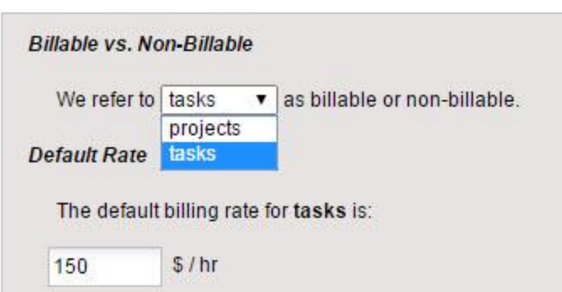
Premier and Enterprise plans will have likely have access to the "estimation features", if they have activated Insights or Resource Planning.



Billing Rates

Billing Rates and Estimation best practices can vary based on your organization's needs, so those are covered in more detail in our Help Center at https://support.clicktime.com/hc/en-us/. However, you should be aware that all ClickTime accounts have access to basic Billing Rates. You will need a Team (or above) plan to utilize the Advanced Billing Rate Options.





You can also specify whether Projects or Tasks are considered billable, set a default Rate for all new Projects/Tasks that are created, and update existing time entries in bulk from this section.

More details about the Default Billing Rate can be found in our Help Center.

Tip: For more assistance using Billing Rates, demo customers will want to contact their Account Executive or ClickTime Sales. Paying customers can reach out to our Support Team with any questions.

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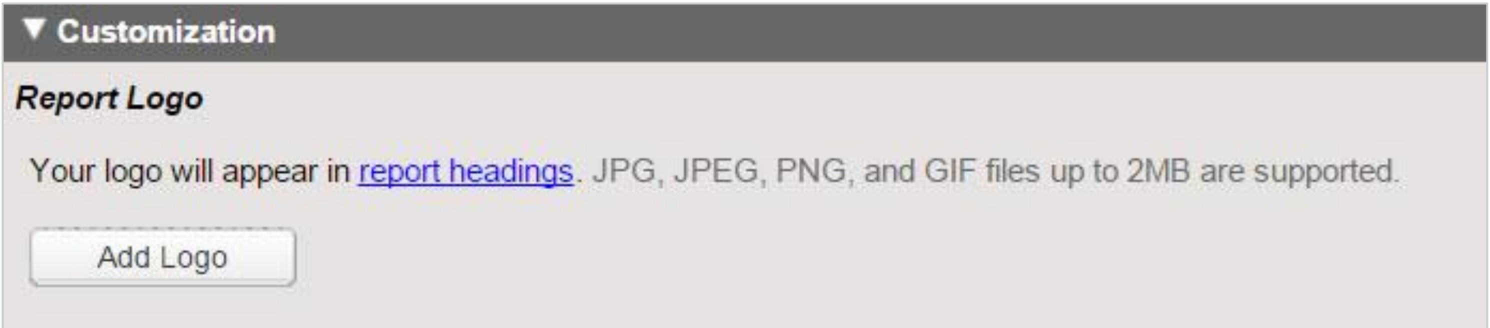
Customization

ClickTime is highly customizable

Custom Logo

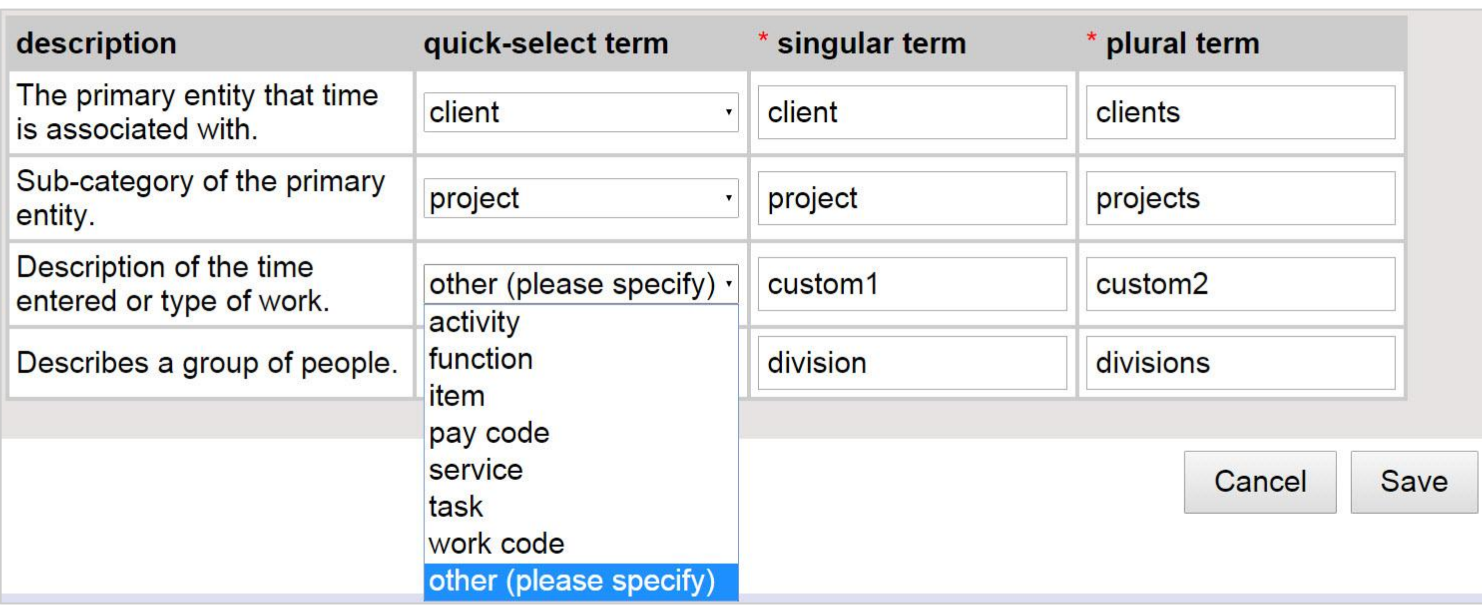
If you'd like your company logo to appear in all of your ClickTime reports, you can upload it here:



Enterprise accounts can also add their company's logo to all ClickTime pages by emailing our Support Team.

Custom Terminology

As mentioned in the first Get Started document, the ClickTime terminology can be customized to meet your needs. If you'd like to change the Client / Project / Task / Division terminology, you can do so here. Either select one of our options from the drop-down, or choose the "other" option and type your own term in.



description	quick-select term	* singular term	* plural term
The primary entity that time is associated with.	client	client	clients
Sub-category of the primary entity.	project	project	projects
Description of the time entered or type of work.	other (please specify)	custom1	custom2
Describes a group of people.		division	divisions

Thank you!

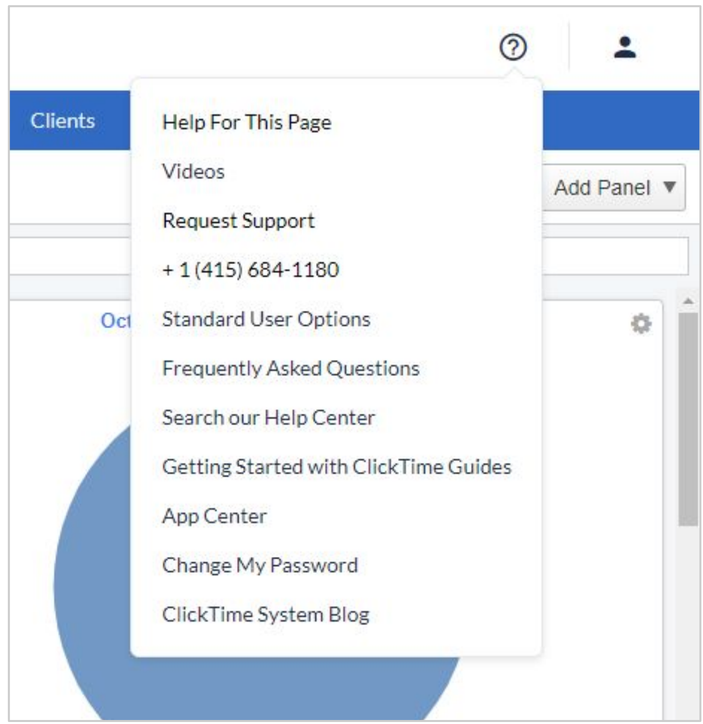
We hope the ClickTime Basics documentation has been helpful for you while you get started. We pride ourselves on our exemplary Customer Service and are here to help you get the most out of ClickTime!

If you are currently using ClickTime for a trial evaluation, or are interested in a demo, please reach out to our Sales Team for assistance. If you've already signed up for a trial, you should have also received an email from your personal Account Executive, who you can contact directly during the trial with any questions or feedback.

If you are a current ClickTime Customer, you can email our Support team or call +1 (415) 684-1180 (choose option #3 for Support) Monday-Friday, 9am-5pm (Pacific Time) to speak to a Support Representative. Emails are generally answered within a few business hours. Voicemails will be returned as soon as possible during business hours.

Additionally, ClickTime has extensive help documentation that can be accessed whenever you need it by clicking the Help link in the top right corner. This includes:

- Links to the relevant help documentation in your browser
- A direct link to all the ClickTime videos
- A Support form
- Our office number
- Several links to the different sections of our help documentation (including these "Getting Started" Guides)
- Link to change your password
- Link to our System Blog (for scheduled maintenance and technical announcements)



We'd love to hear from you so please be in touch if there's anything we can do to assist!

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Congratulations! You're ready to ClickTime.

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

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