



# **Vantage Time Clock**

## **User Guide**

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## Introduction

Vantage Time Clock is a PC based/network attendance tracking and logistics system; which means, its primary purpose is to replace physical punch clock machines and other hardware. The system can be distributed across a network or run on a single machine. The system will track your hours worked, allow you to check schedules and even message other employees in the system.

The system is configured by your administrator or manager to support and enforce specific rules and regulations related to how your payroll is calculated and how the system performs.

## Using Vantage Time Clock

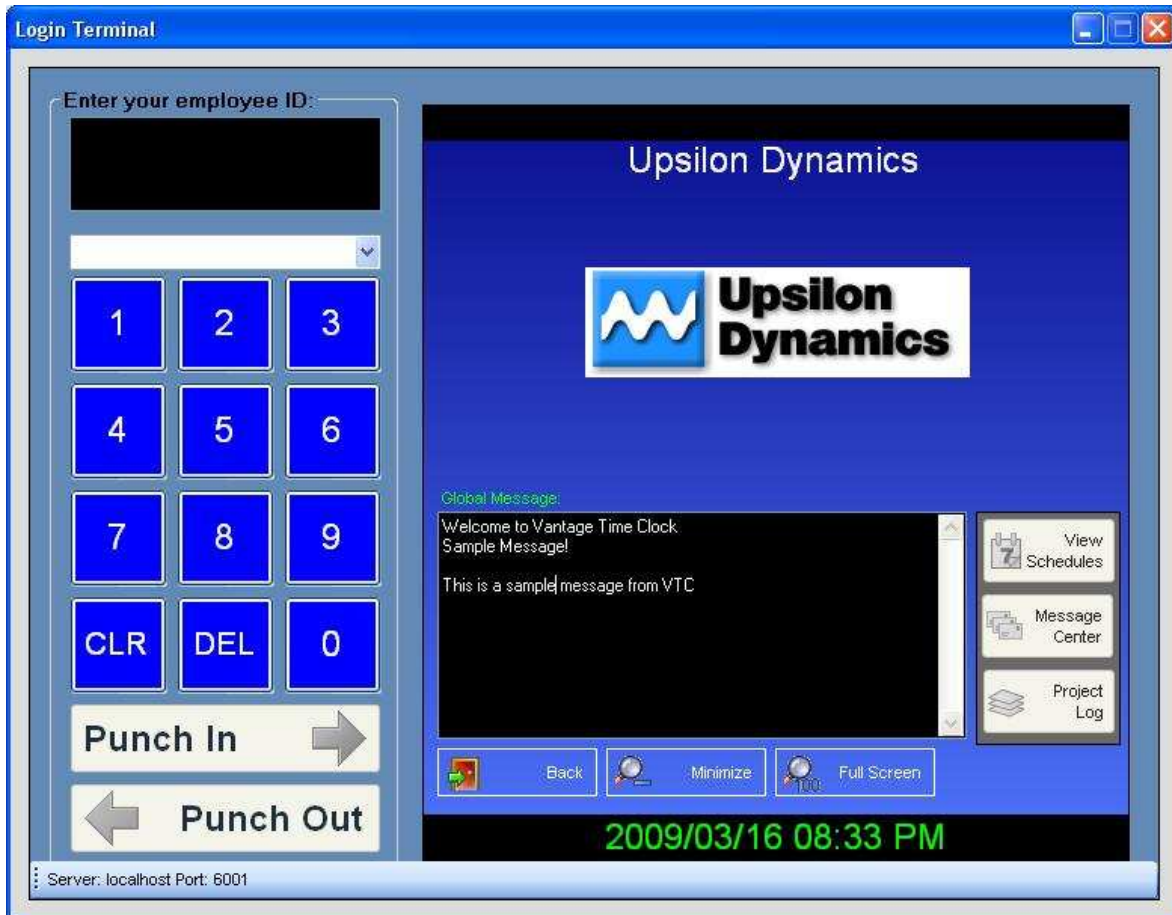
When Vantage Time Clock is first opened up, you will see the main screen as shown below. Alternatively, your manager or administrator may have locked the application into the terminal window in the next figure below.



All areas of the application require special password access by either an administrator or a manager. The only area employees can access is the "Login Terminal" area at which the button is outlined in red above.

## The Login Terminal

The only area employees need access to is the login terminal. From this screen employees can punch in, punch out, check and print schedules and send messages to other employees in the system. The login terminal is shown below:



The login terminal is the main window from which you punch in and out, check schedules and send messages in the system. From first glance you can see a large keypad area which can be used by both touch screens and via the mouse as well as other controls for accessing the Message Center and viewing schedules.

## ***Punching in and out***

### **Entering Your Employee ID**

Enter your employee ID by either:

- Pressing the keypad buttons on screen.
- Using the keypad to enter your employee ID.
- Using the drop down to select yourself.

### **Punching In**

Click on “Punch In”

### **Punching Out**

Click on “Punch Out”

If your administrator/manager has configured the system to mask your ID code, you will see \*’s as opposed to your actual ID in the green text area at the top.

Enter your employee ID:



## ***Entering your pass code***

Your administrator may have enabled tighter security to access various parts of the system, if you are presented with the authentication dialog as shown below, enter your employee ID and pass code which has been issued to you by your administrator and click OK to continue or Cancel which cancels the action.



## ***Changing your pass code***

You can change your pass code directly from the main Login Terminal screen.

1. Enter your pass code.
2. Click on the small key icon which appears in the time bar as shown below.



3. Enter your pass code as shown in figure 5.1 below.



Fig 5.1

4. The below will display, enter your new pass code and re-enter it; click OK to continue. A message will display saying that you have successfully changed your pass code; this is shown here:

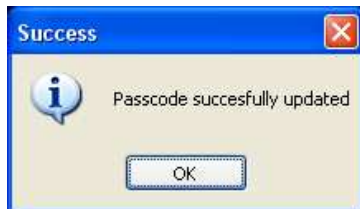

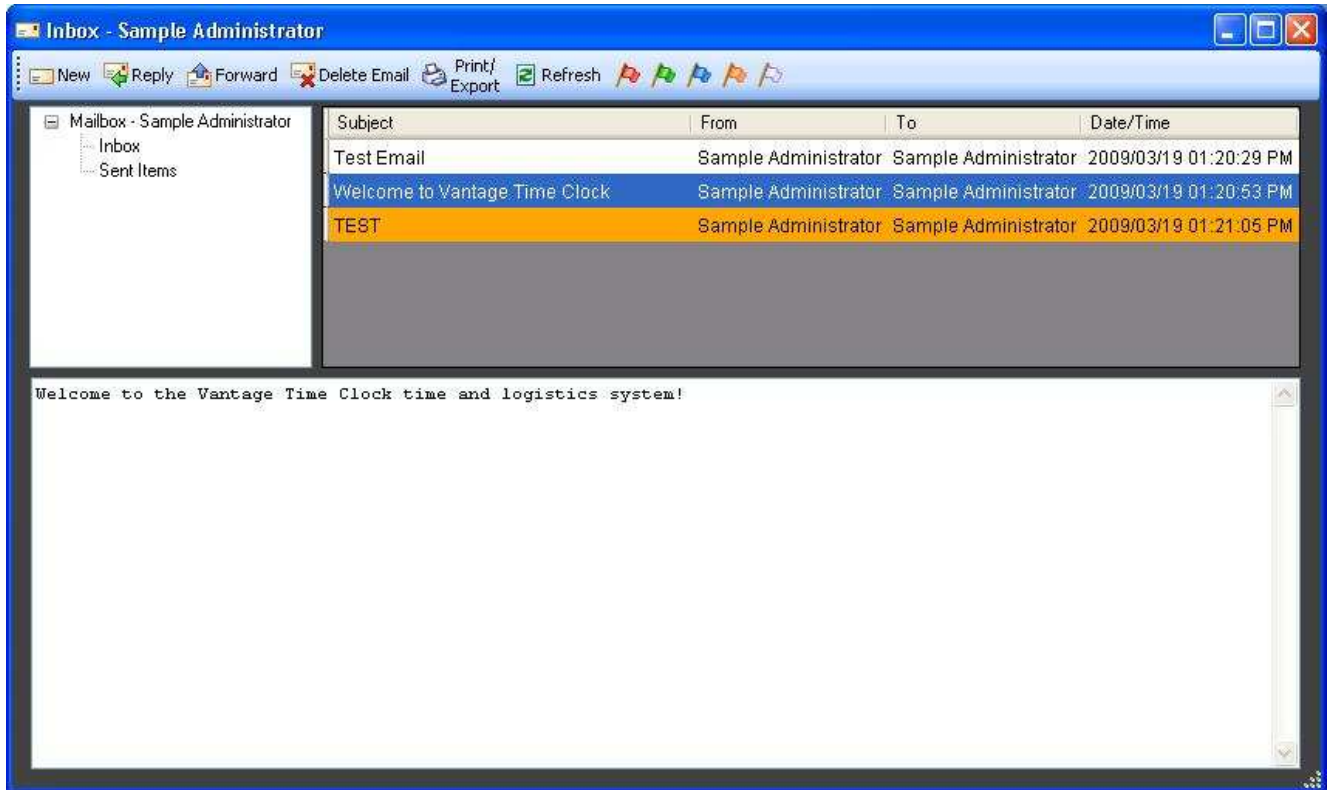


Fig 5.3

### ***Accessing the Message Center***

The message center is a built in message system that allows you to send messages to other employees in the system. First enter your ID code; from the main terminal click on the "Message Center" button to access your messages

shown in the screenshot below. If you have new messages the  icon will appear in the lower right hand side of the screen; clicking on the icon will also bring you to the message center.

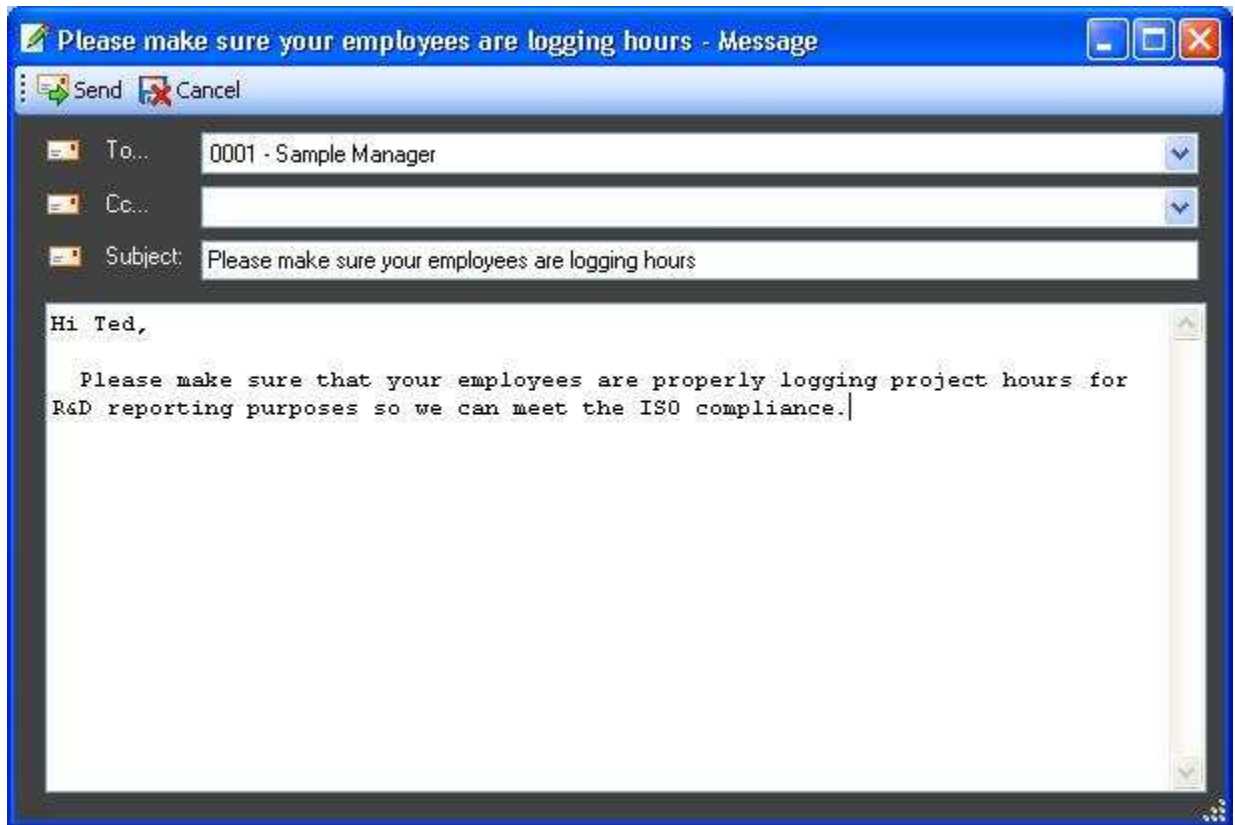


## Reading Messages

1. Select the message you would like to read.
2. The message appears in the lower area of the screen.

## Sending Messages

1. Click on the “New” button. The dialog window below will show.



2. Select who you are sending the message to.
3. Fill the subject and body in and click "Send". Clicking "Cancel" will cancel the message and return you to the main message screen.

### Replying to Messages

1. Select the message you would like to reply to.
2. Click on the "Reply" button.
3. Follow the same steps as above as you would when sending a new message.

### Deleting Messages

1. Select the message you would like to delete..
2. Click on the "Delete" button to delete the message.

### Printing Messages

1. Select the message you would like to print.
2. Click on the "Print" button to print the message.

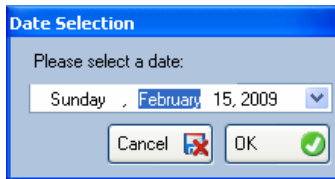
## Flagging Messages

1. Select the message you would like to reply to.
2. Click on whatever flag you would like to flag the message. You can even flag messages in your “Sent Folder” which will flag them as important or whatever color means what to you and your team. The flag toolbar is shown below.

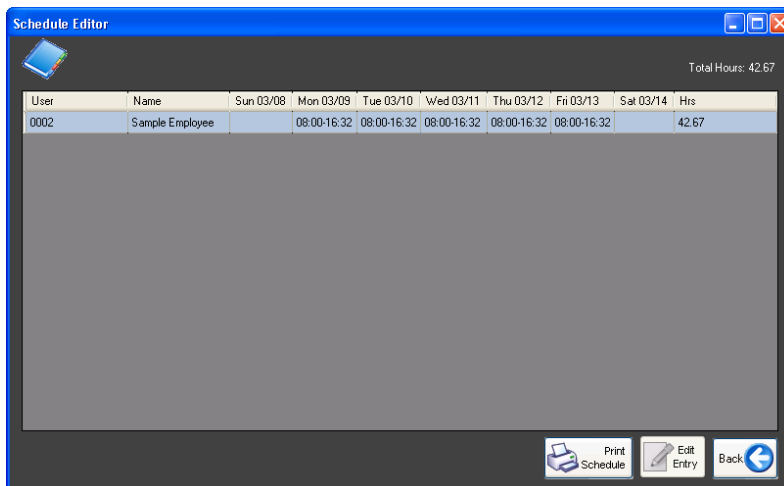


## Accessing employee schedules

If your administrator or manager has created schedules for you, you can view them from the main terminal screen by first entering your employee ID and clicking on the “View Schedules” button. This will display:

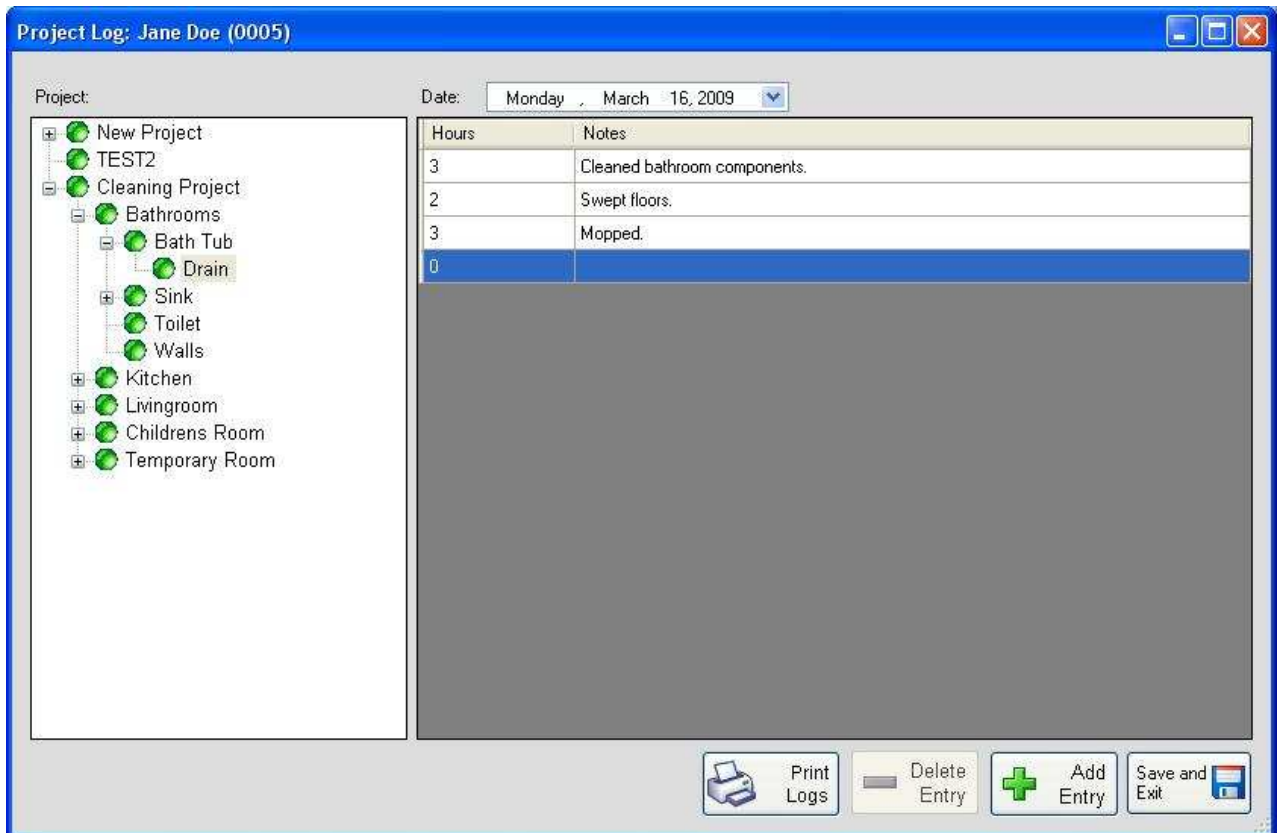


Select the week from which you want to view your schedule. The window below is displayed below. You can print your schedule by clicking on the “Print Schedule” button. Alternatively, if your administrator/manager has allowed privileges, you can view others on your departments schedule as well for shift changes and other collaboration.



## Logging Your Project Hours

Vantage Time Clock has the ability to track hours worked on given projects; your administrator may have configured the system to require you to log your hours before logging you out of the system. You may also be able to directly access the project logging area by clicking on the “Project Log” button from the terminal screen. The screenshot below show the project logging screen:



### Adding a New Entry

1. Select for what day using the date selection field at the top of the screen.
2. Select the project using the project tree located to the left.
3. Click on the “Add Entry” button. A new entry row will be added.
4. Edit the hours and notes; once you hit enter the log entry will be saved.

### Editing Entries

- 1) Select the date for which the log entry exists that you would like to delete.
- 2) Select the entry from the grid. Edit the hours and notes in the grid; once you have finished editing the field the new log entry information will be saved.

## Deleting an Entry

- 1) Select the date for which the log entry exists that you would like to delete.
- 2) Select the entry from the grid and press the “Delete Entry” button.

## Security and Surveillance

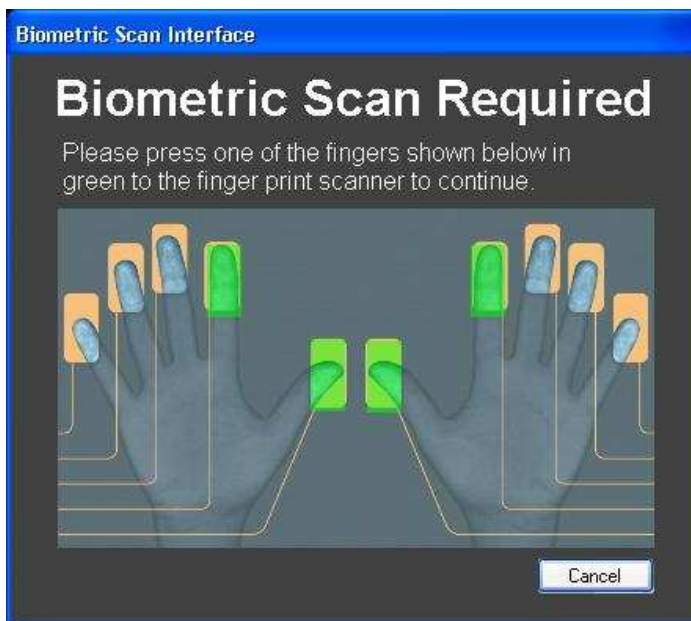
Vantage Time Clock is more than a simple punch clock replacement tool; it is a full security enabled attendance logistics system. Built in controls for security and surveillance to help keep everyone honest and ensure that everyone’s hours are getting accounted for securely and fairly.

### *Pass Code Entry*

Every employee will have a unique PIN number associated with their employee number; both are four digit numbers and should never be given out to anyone. Depending on how the system has been configured, you may or may not have to enter your PIN number to punch in, out, view messages and schedules.

### *Biometric Scans*

Your administrator may have configured the system to require the use of Biometric finger print scans to access areas of the system. If this is the case, the screenshot below will display asking for your fingerprint. The system may also be configured to automatically punch you in or out when you press your finger to the scanner.



Simply press one of the fingers highlighted in green to the scanner to continue.

### ***Webcam Surveillance***

If desired, your administrator may have configured the system to use web cams to securely monitor all activities performed within Vantage Time Clock. If enabled, the system may or may not snap images of you punching in and out of the system or feed images from each terminal 24/7. If you have any concerns with this please speak to your management team.

### **Support and Contact**

Please contact your Vantage Time Clock administrator or manager if you have any issues using the system.