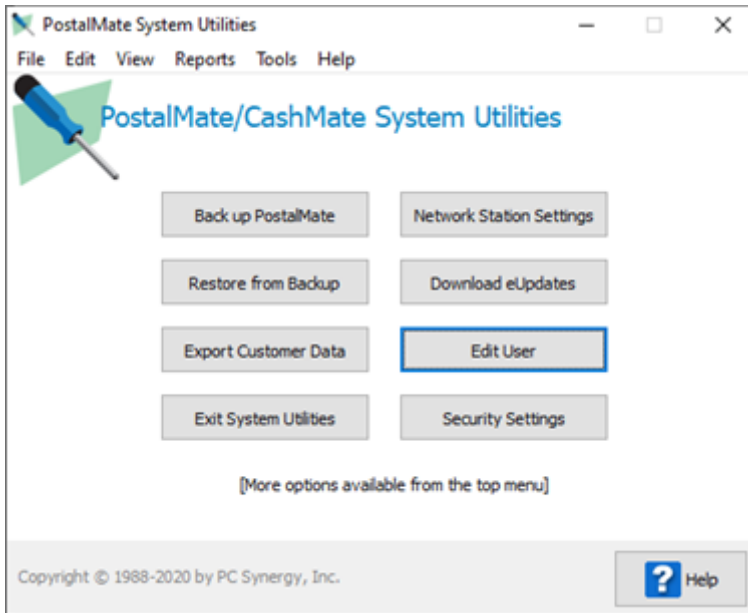


The setup for the **Time Clock** is located in **PM Utilities**.

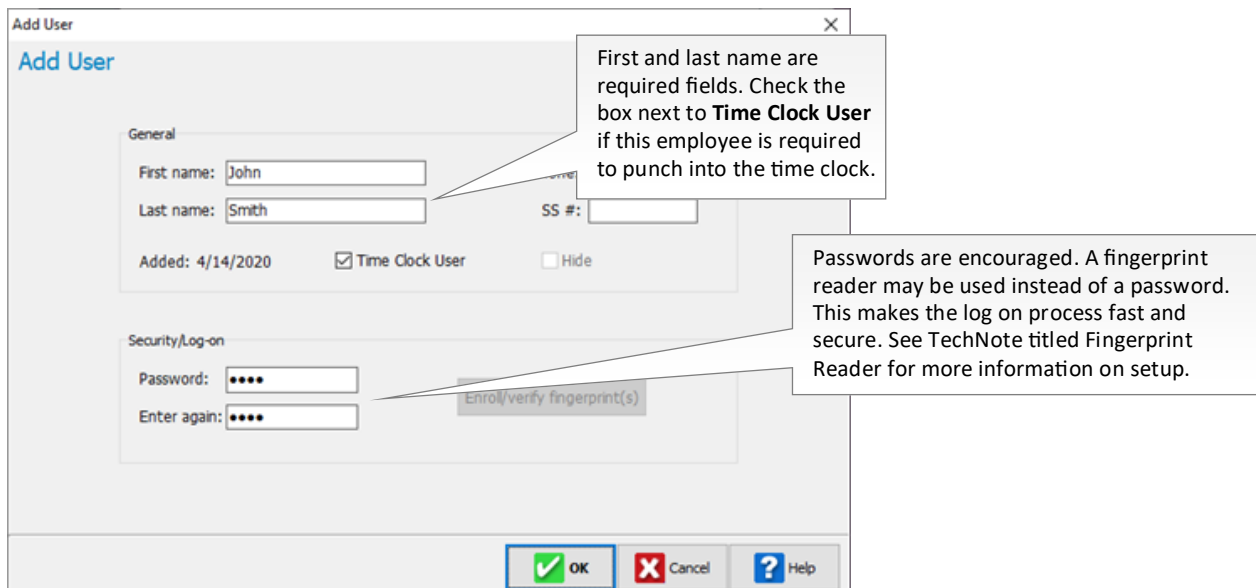
(These steps only needs to be done on standalone or a master workstation).

1. Open **PM Utilities** using the shortcut or select **Windows Start > PostalMate > PM Utilities**.
2. Click on **Edit User**.



Edit User

Here, you can **Edit** or **Add** a user that will be assigned to the Time Clock.

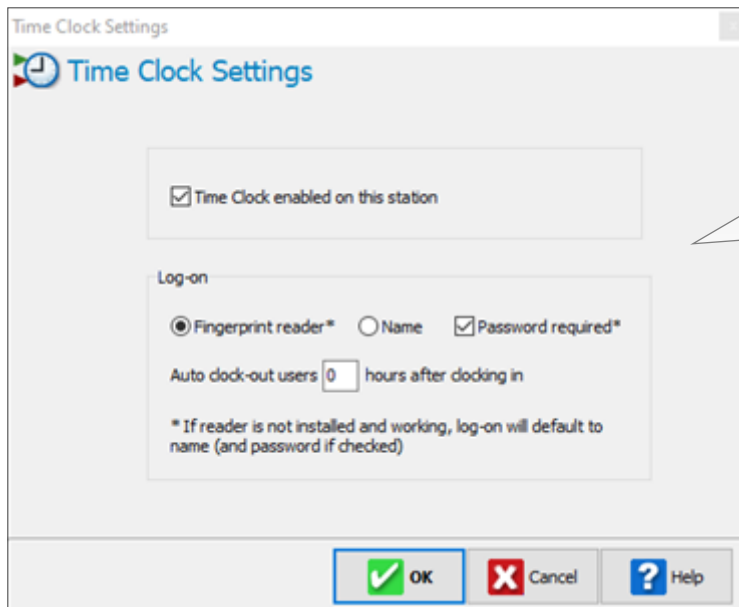


Time Clock Settings (PM Utilities)

Close the Security Settings screen and select **Tools > Time Clock Settings**.

This setting is available on all stations in a PostalMate network.

- **Time Clock enabled on this station:** This setting enables the Time Clock on this station. If you are network user, you would need to access this screen to either enable or disable the Time Clock on each station, based on your needs.
- **Log-on:** Choose the log-on method for this station.
- **Auto clock-out:** Enter the number of hours you wish to auto clock-out users. This is useful in the event of a missed punch out—the user will be clocked out automatically and you will only need to adjust the time on the punch.



Log-on options:

Fingerprint reader: this is a secure method of clocking in. Fingerprint readers can be set up on one or all stations in a network. Make sure to check "Password required" with the fingerprint reader option to enforce passwords when a fingerprint reader is not present.

Name: If a fingerprint reader is not selected, "Name" will be defaulted. Choose "Password required" to help secure log-ons. (Each Time Clock user must be set up with a password.)

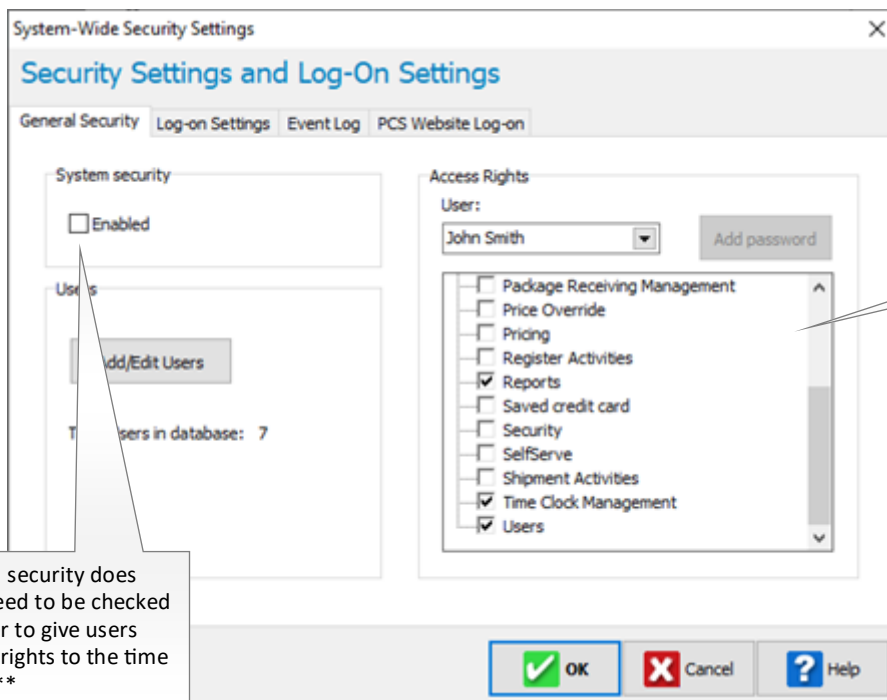
Note:

- PostalMate security does not need to be enabled to use passwords with Time Clock log-ons.
- Some "Users" may not be required to punch into the Time Clock (such as a store owner). For these types of situations, uncheck **Time Clock User** in the **Edit User** screen.
- Supported fingerprint reader: Digital Persona 4500.

Security Settings

Security does not need to be enabled to use the Time Clock. However some basic security settings are used. Use these settings to give specific employees “administrator” access. This allows you to give specific users access to add or edit punches and reporting capabilities.

1. In PM Utilities, choose **Security Settings**.
2. Select a “User” from the drop down list that you wish to give administrator access for the Time Clock.
3. Scroll down and place a checkmark next to **Time Clock Management** and **Reports**. Click **OK** to save.



System security does NOT need to be checked in order to give users access rights to the time clock. **

Make sure **Reports** and **Time Clock Management** are checked for those users that have administrator access to the time clock.

See TechNote titled **Security Settings for detailed information regarding setting up PostalMate Security.

Using the Time Clock

You can access the time clock from any of the following locations:

1. **Shortcut:** You can create a shortcut on your desktop. Choose **Start > All Programs > PostalMate**. Right-click on **Time Clock** and choose **Send to > Desktop (create shortcut)**.
2. **PostalMate:** Choose **Everyday Tools > Time Clock**.
3. **PostalMate or POS:** Choose **Tools > Time Clock**.

Launching Time Clock will require a user log-on. Depending on your settings, you can log-on with a name, a name and mandatory password, or a fingerprint.

Employee Time Clock

Time Clock

Clock In/Out | View Entries

Logged on: John Smith [Log off]

2:01 pm
Tuesday, October 16

[Clock in] [Clock out]

Clock in or Clock out here. Choose Log off to log the user off and log in as a different user.

Employee Time Clock

Time Clock

Clock In/Out | View Entries

Employee: John Smith From: 10/16/2012 To: 10/23/2012 Type: All

First	Last	Clock In	Clock Out	Hours
John	Smith	10/23/2012 8:56:38 AM	10/23/2012 11:57:08 AM	3.01
John	Smith	10/22/2012 8:57:30 AM	10/22/2012 2:57:49 PM	6.00
John	Smith	10/20/2012 3:58:25 PM	10/20/2012 5:58:43 PM	2.00
John	Smith	10/18/2012 10:00:33 AM	10/18/2012 3:00:14 PM	5.00

[Edit] [Add] [Void] [Report] Total hours: 16.01

[Close] [Help]

View Entries
All users can view their own entries. Only users set up with access to Time clock will have the ability to Edit, Add, Void or print a Time Clock report for all users.

Attendance Reports

Attendance reports are available to print in the Time Clock. You can print a report for individual users or all users by date range. Only users set up with "Report" access will be able to view/ print Attendance reports. (See page 2).

Attendance Report by Employee				
for				
From 3/22/2020 To 3/28/2020				
QA Test Store 804 N Twin Oaks Vily Rd 122 RICHARDSON, TX 75080			Page 11.9.3.2 4/17/2020	
User: Dan Jones				
Clock-In Date/Time	Clock-Out Date/Time	Hours	Modified by	Note
3/24/20 12:49 PM	3/24/20 05:26 PM	4.62	John Smith	Modified: Paid 04/01/2020
3/27/20 10:47 AM	3/28/20 09:45 AM	23.53	John Smith	Modified: Paid 04/01/2020
3/28/20 09:46 AM	3/28/20 01:05 PM	3.32	John Smith	Modified: Paid 04/01/2020
3/28/20 01:29 PM	3/28/20 03:05 PM	1.60	John Smith	Modified: Paid 04/01/2020
Total for Dan Jones:		33.07		
User: Kim K				
Clock-In Date/Time	Clock-Out Date/Time	Hours	Modified by	Note
3/23/20 08:31 AM	3/23/20 01:32 PM	5.01	John Smith	Modified: Paid 04/01/2020
3/23/20 02:04 PM	3/23/20 04:09 PM	2.08	John Smith	Modified: Paid 04/01/2020
3/24/20 08:28 AM	3/24/20 12:59 PM	4.51	John Smith	Modified: Paid 04/01/2020
3/25/20 08:30 AM	3/25/20 01:09 PM	4.65	John Smith	Modified: Paid 04/01/2020
3/26/20 09:55 AM	3/26/20 02:41 PM	4.77	John Smith	Modified: missed punch
3/27/20 09:51 AM	3/27/20 02:04 PM	4.22	John Smith	Modified: Paid 04/01/2020
Total for Kim K:		25.24		
User: Mark M				
Clock-In Date/Time	Clock-Out Date/Time	Hours	Modified by	Note
3/23/20 12:52 PM	3/23/20 05:19 PM	4.45		
3/25/20 12:52 PM	3/25/20 05:20 PM	4.47		
3/26/20 10:54 AM	3/26/20 01:50 PM	2.94		
3/26/20 02:20 PM	3/26/20 04:23 PM	2.05		
3/28/20 09:52 AM	3/28/20 12:34 PM	2.70		
3/28/20 01:04 PM	3/28/20 03:00 PM	1.94		
Total for Mark M:		18.55		
User: Sandy Smith				
Clock-In Date/Time	Clock-Out Date/Time	Hours	Modified by	Note
3/23/20 10:00 AM	3/23/20 02:06 PM	4.10	John Smith	Added: missed punch
Total for Sandy Smith:		4.10		
Total All Users:		80.96		

You can add notes to each record by editing the entry on each punch.