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

(These steps only need 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 a 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.

**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.
# 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](image)

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