Navigating TimeClock Manager

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Once you've logged into **TimeClock Manager**, you will be greeted with several elements that will assist you in navigating the application and tracking your employee hours. The primary tools you will use to navigate TimeClock Manager are:

Basic Information: The top-right corner contains basic information about TimeClock Manager, such as the current week and the user currently logged in. To log out of TimeClock Manager, select the user's name and click **Log Out**.

The Menu Bar: This strip of options, beginning with the **Home** icon, is the main menu within TimeClock Plus. Click on any of the sections to view the various sub-menus and features contained within. You can also click the **Home** icon at any point to return to the Dashboard.

My Dashboard: My Dashboard allows you to customize the dashboard to show you the information you need as soon as you log into the app. Widgets can be added and configured by clicking on the **Edit** button. For more information, see My Dashboard.

Setting up My Dashboard

When you first log into TimeClock Manager, the **Dashboard** area will appear with **widgets** that will provide you with quick access to information, such as pending time off requests, employee birthdays and anniversaries, or employees that are approaching overtime or have had a recent clock exception.

If your needs or preferences are different than the provided widget configuration, you can build your own widget configurations for users via the Dashboard Templates utility (**Configuration >** Users **> Dashboard Templates**).

For more information, see My Dashboard.

Using the My QuickLinks Menu

The **My** QuickLinks feature allows you to save a list of features that you commonly use under a menu for easy access at any point in the software. For example, if you primarily find yourself using the Employee Status and **Group Hours** features, you could save them here.

The **My QuickLinks** menu appears after adding a feature using the following steps:

1. Navigate to any feature (for example, to be able to quickly select **Group Hours**, you would navigate to **Hours**, then select **Group Hours**).
2. On the feature itself, click on the star icon next to the feature name. Once the star appears in gold, the **My QuickLinks** menu will appear in the menu bar.
3. Select **My QuickLinks** on the menu bar to view the features you have marked for easy access.
4. To remove a QuickLink, browse back to the feature, and click on the golden star icon. This should empty the star and remove the QuickLink.

Sort Criteria:

The information bar contains several buttons that determine what information is available and how it can be edited:

- **Date Range Boxes**: This allows you to manually enter in a range of dates to view.
- **Date Range dropdown**: This allows you to select from a number of commonly used date ranges (e.g., last month, week to date, yesterday).
- **Update**: Once a date range has been selected, click the **Update** button to see segments from within that time frame.
- **Add**: This button allows you to add hours for several employees at once. For more information, see Adding Segments.
- **Manage**: This button allows you to edit the selected segments. For more information, see Editing Segments.
- Employee Filter: This button allows you to select which employees will appear when you click **Update** by using the Employee Filter.
- Job Code **Filter**: This button allows you to select which job codes will return results when you click **Update** by using the Filter Job Code.
- Exception Filter: This button allows you to filter out results to only those that are flagged with a certain exception by using the Exception Filter.

Once you have selected the range and type of segments you would like to view, click **Update**.

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