

Time Manager User's Guide

Setting up and using Shift Clock
And Job Clock functions

MANAGER SE /
SHOPKEY SHOP
MGMT. SE

VERSION 8.4.0.x
UPDATE

Dec 2021

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MANAGER SE / SHOPKEY SE - TIME MANAGER

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MANAGER SE / SHOPKEY SE - TIME MANAGER

Requirements

- Manager SE (Teamworks) or ShopKey Pro SE version **8.4.0.x** or higher
 - Service Writers and Technicians are setup in Configurations
 - To see how to setup Service Writers/Technicians [Click Here](#)

NOTE: Using Time Manager in a secure manner depends on your Program Security configuration. If you already have it setup, proceed with the steps below. If you haven't yet implemented security, review text / videos here: <https://buymitchell1.net/managerhelp/Programsecurity.htm>

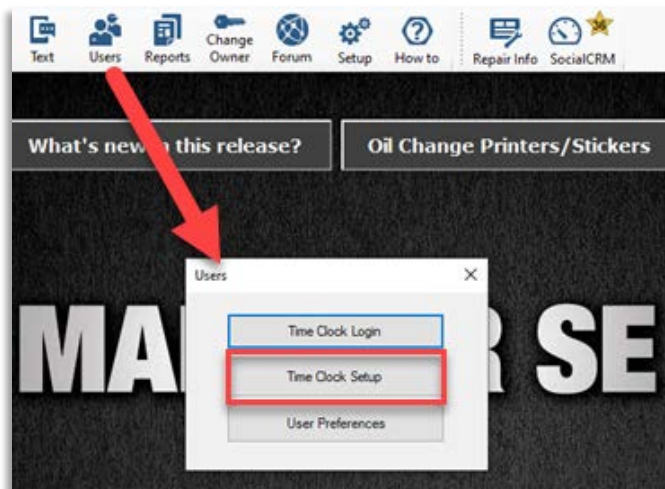
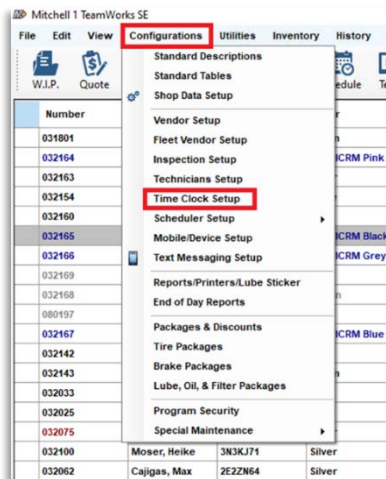
Overview

- Time Manager is a suite of time management tools that can be customized to each shop.
 - The 'login' step provides Time Manager access; then users 'clock in' to work as appropriate.
 - Employees access login / clocks on shop's local network with a computer, cellphone or tablet.
- **Current Activity** dashboard allows owners / managers to see who's clocked in and which technicians are clocked in on labor jobs.
- **Shift Clock** allows Service Writers and Technicians to clock in and out for a workday shift.
- **Job Clock** - Technicians are able to start and pause their time on their assigned labor item(s).
 - When technicians use this feature their clocked time automatically fills the Actual Hours field in the R.O. for the labor item. Shops can confirm productivity without manual intervention.

NOTE: If Job Clock for Technicians is utilized, shops can use the Technician Time Card screen to pay techs for labor items completed during a pay period without having to first post those as Invoices.

Time Clock Setup (inside SE)

- To access, click on **Configurations** menu > select **Time Clock Setup**.
NOTE: You may also click on **Users** icon > select **Time Clock Setup**.



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- Once **Time Clock Setup** has been selected, the following screen will appear:

The screenshot shows a software window titled "Time Clock Setup and Administration". The window has a menu bar with "Configurations", "Utilities", "Inventory", "History", "Training Videos", "CRM", and "Help". On the left is a sidebar with a tree view containing "Current Activity", "Employee Shift Time Cards", "Technician Job Time Cards", "Employee Access/Setup", and "Settings". The "Current Activity" section is selected and expanded, showing two sub-sections: "Currently Clock-In to Shift" and "Current Technician Activity".

Currently Clock-In to Shift 0/5 Show Only Currently Clock-In ☒

Name	Employee Type	Total Clocked
Gray, Ann	Service Writer	
Ibanez, Irving	Technician	
PLEASE, SELECT	Technician	
Redeker, Rich	Technician	
Riddell, Ricardo	Technician	
Smith, Tony	Service Writer	

Current Technician Activity 0/4 Show Only Active Today ☒

Name	Description	Pay Hrs	Clocked	Total Jobs	Total Pay Hrs	Total Clocked
Ibanez, Irving						
PLEASE, SELECT						
Redeker, Rich						
Riddell, Ricardo						

- Current Activity functions as a dashboard to allow owners / managers to see who's clocked in for the work day and also which technicians are currently clocked in on labor jobs in Repair Orders.

NOTE: The Job Clock function is for active Repair Orders only; orders in either the Estimate phase (unapproved work) or Invoice stage (finished work) are not factored.

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Employee Access/Setup (inside SE)

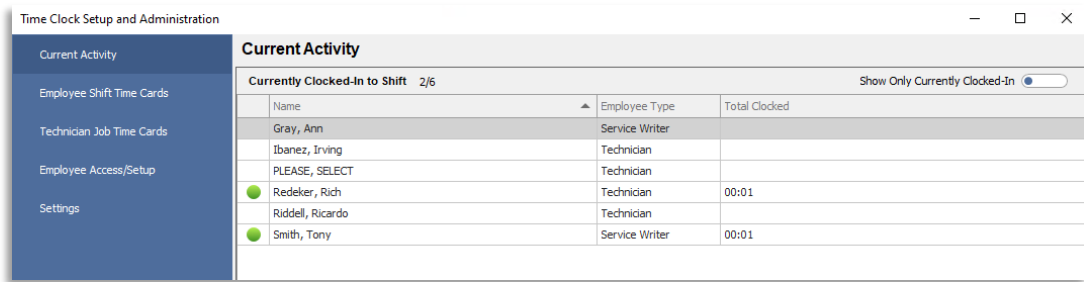
- **Employee Access / Setup** is where service advisor and technician usernames and passwords are managed to access the Shift Clock or Job Clock screens according to their roles in the shop.
 - **Name** and **Position** data content is inherited from Manager SE- Technician Setup; any changes to these values must be made from inside the employee record in Technician Setup.
 - **Phone 1, Phone 2, Email** can be entered/edited by clicking directly into the desired field.
 - Existing phone numbers and/or email addresses entered in Manager SE - Technician Setup will be displayed. Changes made here update those fields inside Manager SE.
 - **Username / Password** are required for employees to access Shift Clock or Job Clock screens.
 - Passwords are hidden from view by default.
 - To view the current password associated with a user select the 'eye' icon directly to the right of the password. To hide once more, select the eye icon again.
- **NOTES:**
 - If an employee elects not to create credentials here for Time Clock Portal, they will not be able to log in to access the Shift Clock or Job Clock and associated time card screens on their mobile devices.
 - The password for Time Clock access is completely different than a password set in Program Security. It's strongly recommended to have different passwords for each area.

Time Clock Setup and Administration							
<div>Current Activity</div> <div>Employee Shift Time Cards</div> <div>Technician Job Time Cards</div> <div>Employee Access/Setup</div> <div>Settings</div>	Employee Access/Setup						
	Name	Position	Phone 1	Phone 2	Email	Username	Password
	Gray, Ann	ServiceWriter	555-555-8771		anngray@email.com	username	password
	Ibanez, Irving	Technician	555-555-8445		IrvingIbanez@shop.com	Ibanez1	••••••••
	PLEASE, SELECT	Technician	555-555-____				
	Redeker, Rich	Technician	555-555-____		RichardRedeker@email.com	RichRedeker	••••••••
	Riddell, Ricardo	Technician	555-555-2917		RicardoR@email.com	RickyR	••••••~•
	Smith, Tony	ServiceWriter	555-555-8790		anthonymsmith@shop.com	Tony1	••••••~•

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Current Activity (inside SE)

- **Current Activity** screen provides an overview of current clocked status of employees and technicians.
 - Under **Currently Clocked-In to Shift**, the following employee information is displayed:
 - **Employee Name / Employee Type / Employee Hours**
 - The green dot next to the employee's name indicates that they are **Clocked In** for their shift.
 - **Currently Clocked-In to Shift** [top portion of Current Activity screen] in default view:



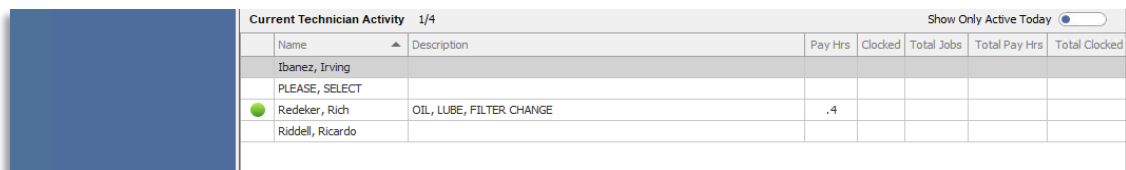
Current Activity		
Currently Clocked-In to Shift 2/6		
Name	Employee Type	Total Clocked
Gray, Ann	Service Writer	
Ibanez, Irving	Technician	
PLEASE, SELECT	Technician	
Redeker, Rich	Technician	00:01
Riddell, Ricardo	Technician	
Smith, Tony	Service Writer	00:01

- View can be filtered with **Show Only Currently Clocked-In** option engaged. (top right corner)



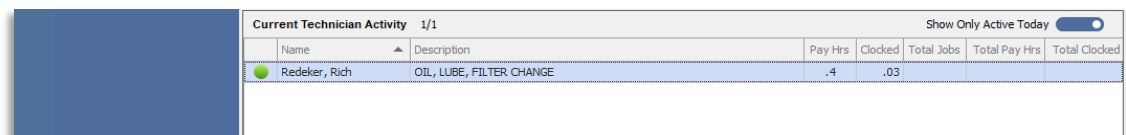
Current Activity		
Currently Clocked-In to Shift 2/2		
Name	Employee Type	Total Clocked
Redeker, Rich	Technician	01:02
Smith, Tony	Service Writer	01:02

- Under **Current Technician Activity**, the following work assignment information can be found:
 - **Name** – Technician performing the work
 - **Description** – work being performed [Work Requested]
 - **Pay Hours** – time the technician is being paid for current job
 - **Clocked Hours** – time the technician has clocked for current job
 - **Total Jobs** – number of jobs the technician has completed so far that day.
 - **Total Pay Hours** – number of hours the technician is being paid so far that day.
 - **Total Clocked** – number of hours the technician has clocked so far that day.
- A green dot next to technician name indicates that they are **Clocked In** to assigned labor job.
- **Current Technician Activity** (bottom portion of Current Activity screen) in default view:



Current Technician Activity 1/4						
Name	Description	Pay Hrs	Clocked	Total Jobs	Total Pay Hrs	Total Clocked
Ibanez, Irving						
PLEASE, SELECT						
Redeker, Rich	OIL, LUBE, FILTER CHANGE	.4				
Riddell, Ricardo						

- View can be filtered with **Show Only Active Today** option engaged. (top right corner)



Current Technician Activity 1/1						
Name	Description	Pay Hrs	Clocked	Total Jobs	Total Pay Hrs	Total Clocked
Redeker, Rich	OIL, LUBE, FILTER CHANGE	.4	.03			

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Employee Shift Time Cards (inside SE)

- **Employee Shift Time Card** records the total hours clocked for an employee's shifts.
 - Under the **Summary** tab, the following employee information is displayed
 - **Name / Employee Type / Total Hours** [per date range]

The screenshot shows the 'Employee Shift Time Card' window with the 'Summary' tab selected. The date range is set to 'Mon, May 3, 2021' to 'Mon, May 17, 2021' for a '2 Weeks' period. The table lists employees and their types:

Name	Employee Type	Total Hours
Gray, Ann	Service Writer	
Ibanez, Irving	Technician	
PLEASE, SELECT	Technician	
Redeker, Rich	Technician	
Riddell, Ricardo	Technician	
Smith, Tony	Service Writer	

- The **Summary** tab can be filtered or expanded by using the date range controls provided. Default period settings include 2 Weeks, 1 Week or 1 Day.

This close-up shows the date range controls at the top of the 'Employee Shift Time Card' window. The date range is 'Mon, May 3, 2021' to 'Mon, May 17, 2021' with a '2 Weeks' dropdown menu.

- To display a detailed breakdown of a specific employee's shifts, click on that employee's tab.

The screenshot shows the 'Employee Shift Time Card' window with the 'Redeker, Rich' tab selected. The date range is 'Sun, Oct 31, 2021' to 'Sat, Nov 13, 2021' for a '2 Weeks' period. The total hours are '00:00'. The table shows a detailed breakdown of shifts:

Date	In	Out	Total Hours
Nov 7 - 13			
Sat, Nov 13, 2021	-	-	00:00
Fri, Nov 12, 2021	-	-	00:00
Thu, Nov 11, 2021	-	-	00:00
Wed, Nov 10, 2021	-	-	00:00
Tue, Nov 9, 2021	12:50 PM	-	00:00
Mon, Nov 8, 2021	-	-	00:00
Sun, Nov 7, 2021	-	-	00:00
Oct 31 - 6			
Sat, Nov 6, 2021	-	-	00:00
Fri, Nov 5, 2021	-	-	00:00
Thu, Nov 4, 2021	-	-	00:00
Wed, Nov 3, 2021	-	-	00:00
Tue, Nov 2, 2021	-	-	00:00
Mon, Nov 1, 2021	-	-	00:00

- Additional Employee Shift Time Card options are shown on the following page.

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- As with the **Summary** tab, the selected Employee tab can be filtered or expanded by using the date range controls provided. Default period settings include 2 Weeks, 1 Week or 1 Day.
- An arrow [>] appears to the left of any Date with hours clocked. Clicking this arrow will open a drop-down that lists the **In** and **Out** times recorded for the employee's shift for that day.

The screenshot shows the 'Employee Shift Time Card' window. On the left is a sidebar with navigation options: 'Current Activity', 'Employee Shift Time Cards', 'Technician Job Time Cards', 'Employee Access/Setup', and 'Settings'. The main area displays a table with columns: Date, In, Out, and Total Hours. The table is grouped by date ranges: 'Nov 7 - 13' and 'Oct 31 - 6'. Under 'Nov 7 - 13', there are rows for Sat, Nov 13, 2021; Fri, Nov 12, 2021; Thu, Nov 11, 2021; Wed, Nov 10, 2021; and Tue, Nov 9, 2021. The row for Tue, Nov 9, 2021 is highlighted in green and shows In time 12:50 PM, Out time 05:00 PM, and Total Hours 03:56. Below this, there are two rows with In time 12:50 PM and Out times 02:46 PM and 05:00 PM, with Total Hours 01:56 and 02:00 respectively. The 'Oct 31 - 6' group shows rows for Sat, Nov 6, 2021; Fri, Nov 5, 2021; Thu, Nov 4, 2021; and Wed, Nov 3, 2021, all with 00:00 total hours. A red arrow points to the plus icon to the left of Tue, Nov 9, 2021.

- If deemed necessary (with security permissions), a new shift entry can be manually input by selecting the "Plus [+]" icon directly to the left of that date. Adjust the times accordingly.

This screenshot is similar to the previous one, but with a dialog box open for adding a new shift entry. The dialog box is titled 'Add Shift Entry' and 'Add a New Shift Entry for 11/9/2021'. It contains two input fields: 'Choose Start Date and Time' with a value of 6:00 AM, and 'Choose End Date and Time' with a value of 12:00 PM. There are 'OK' and 'Cancel' buttons at the bottom. A red arrow points to the plus icon next to Tue, Nov 9, 2021, which is the date the dialog box is for.

MANAGER SE / SHOPKEY SE - TIME MANAGER

Technician Job Time Cards (inside SE)

- **Technician Job Time Cards** tracks the total hours worked for a technician's shift
 - Under the **Summary** tab, the following technician job information can be found
 - **Name** – Technician performing the work
 - **Jobs** – number of jobs each technician has completed within this date range.
 - **Pay Hours** – number of hours the technician is being paid within this date range.
 - **Clocked** – time each technician has clocked within this date range.
 - **Efficiency** – productivity measured by comparing technician's Clocked Hours to the Pay Hours for the selected date range.

The screenshot shows the 'Technician Job Time Card' window with the 'Summary' tab selected. The date range is set from Sun, Oct 31, 2021 to Sat, Nov 13, 2021 for a 2-week period. The table lists four technicians: Ibanez, Irving; PLEASE, SELECT; Redeker, Rich; and Riddell, Ricardo. The 'Summary' tab is highlighted with a red box.

Name	Jobs	Pay Hours	Clocked	Efficiency
Ibanez, Irving	1	0.75	1.75	41%
PLEASE, SELECT	8	4.38	3.98	110%
Redeker, Rich	2	0.90	0.00	0%
Riddell, Ricardo	2	1.50	1.50	100%

- The **Summary** tab can be filtered or expanded by using the date range controls provided.
 - Default period settings include 2 Weeks, 1 Week or 1 Day.
- An **Export** option (top right corner) is provided to save **Summary** information in either PDF or Excel file formats.
- To display a detailed breakdown of a specific technician's hours, click on that technician's tab.

The screenshot shows the 'Technician Job Time Card' window with the 'Redeker, Rich' tab selected. The date range is set from Sun, Nov 21, 2021 to Sat, Dec 4, 2021 for a 2-week period. The summary shows 2 Jobs, 0.90 Pay Hours, and 0.00 Clocked hours. The detailed breakdown table shows the technician's performance across different dates and times.

Date/Time	Description	Pay Hours	Clocked	Efficiency	Order #	Vehicle
Nov 28 - 4	2 Jobs	0.90	0.00	0%		
Sat, Dec 4, 2021		-	-	-		
Fri, Dec 3, 2021		-	-	-		
Thu, Dec 2, 2021		-	-	-		
Wed, Dec 1, 2021	2 Jobs	0.90	0.00	0%		
Tue, Nov 30, 2021		-	-	-		
Mon, Nov 29, 2021		-	-	-		
Sun, Nov 28, 2021		-	-	-		
Nov 21 - 27	0 Jobs	0.00	0.00	0%		
Sat, Nov 27, 2021		-	-	-		
Fri, Nov 26, 2021		-	-	-		
Thu, Nov 25, 2021		-	-	-		
Wed, Nov 24, 2021		-	-	-		
Tue, Nov 23, 2021		-	-	-		
Mon, Nov 22, 2021		-	-	-		
Sun, Nov 21, 2021		-	-	-		

- Additional Technician Job Time Card options are shown on the following page.

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- Selecting a specific technician retains **Summary** information while also providing the ability to review the hours this technician clocked per labor item on currently open repair orders. This can be done by clicking the arrow [<] directly to the left of the selected date.
- After selecting the arrow [<] the following additional information will become visible:
 - **Description** (Labor Items)
 - **Order #** [*hyperlink to R.O.*]
 - **Vehicle** (Year-Make-Model)

Time Clock Setup and Administration

Technician Job Time Card

Sun, Nov 21, 2021 Sat, Dec 4, 2021 2 Weeks Tech Recorded Hours

Summary Ibanez, Irving PLEASE, SELECT **Redeker, Rich** Riddell, Ricardo

2 JOBS 0.90 PAY HOURS 0.00 CLOCKED

Enter Description Find

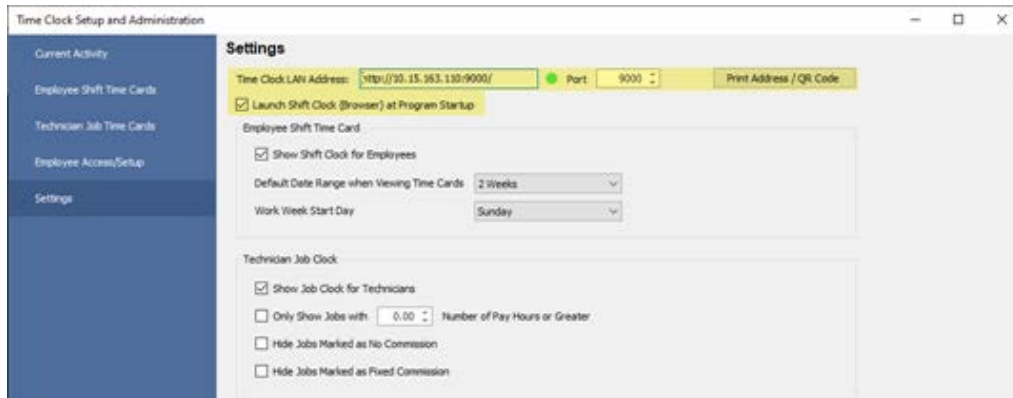
Date/Time	Description	Pay Hours	Clocked	Efficiency	Order #	Vehicle
Nov 28 - 4	2 Jobs	0.90	0.00	0%		
Sat, Dec 4, 2021	-	-	-	-		
Fri, Dec 3, 2021	-	-	-	-		
Thu, Dec 2, 2021	-	-	-	-		
Wed, Dec 1, 2021	2 Jobs	0.90	0.00	0%		
02:53 PM	A/C Performance test.	0.50	0.00	-	032165	2010 Chevrolet Traver...
02:53 PM	Change engine oil and ...	0.40	0.00	-	032165	2010 Chevrolet Traver...
Tue, Nov 30, 2021	-	-	-	-		
Mon, Nov 29, 2021	-	-	-	-		
Sun, Nov 28, 2021	-	-	-	-		
Nov 21 - 27	0 Jobs	0.00	0.00	0%		
Sat, Nov 27, 2021	-	-	-	-		
Fri, Nov 26, 2021	-	-	-	-		
Thu, Nov 25, 2021	-	-	-	-		
Wed, Nov 24, 2021	-	-	-	-		
Tue, Nov 23, 2021	-	-	-	-		
Mon, Nov 22, 2021	-	-	-	-		
Sun, Nov 21, 2021	-	-	-	-		

- Clicking on **Order #** directly will open the work order in Manager SE to review labor details.
- By entering text in the search field (labeled *Enter Description*) and clicking **Find**, labor items on repair orders currently assigned to that technician can be located and reviewed.
- As with the **Summary** tab, the selected Employee tab can be filtered or expanded by using the date range controls provided.
 - Default period settings include 2 Weeks, 1 Week or 1 Day.
- The **Tech Productivity Report** option (upper right corner) can be used to print a report for the technician labor data within the date range currently selected.

MANAGER SE / SHOPKEY SE - TIME MANAGER

Settings (inside SE)

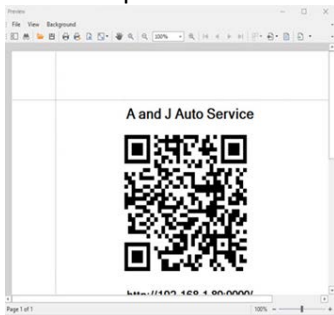
- The **Settings** screen controls the main options of **Time Manager** including its activation.



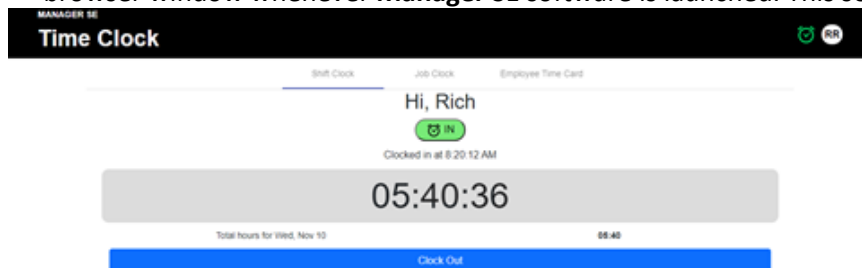
- **Time Clock LAN Address** controls how users access the **Time Clock Portal** to log in and gain access to the Time Manager features enabled.

NOTE: The **Port #** can be changed if necessary; most shops will not need to touch this. We recommend this port setting be kept at **9000** for simpler connection and administration.

- **Print Address / QR Code** provides a scannable QR code that users can scan using their smartphone or tablet camera to access the **Time Clock portal** quickly from their devices.



- **Launch Shift Clock (Browser) at Program Startup** opens the **Time Clock Portal** in a separate browser window whenever **Manager SE** software is launched. This setting is **per workstation**.

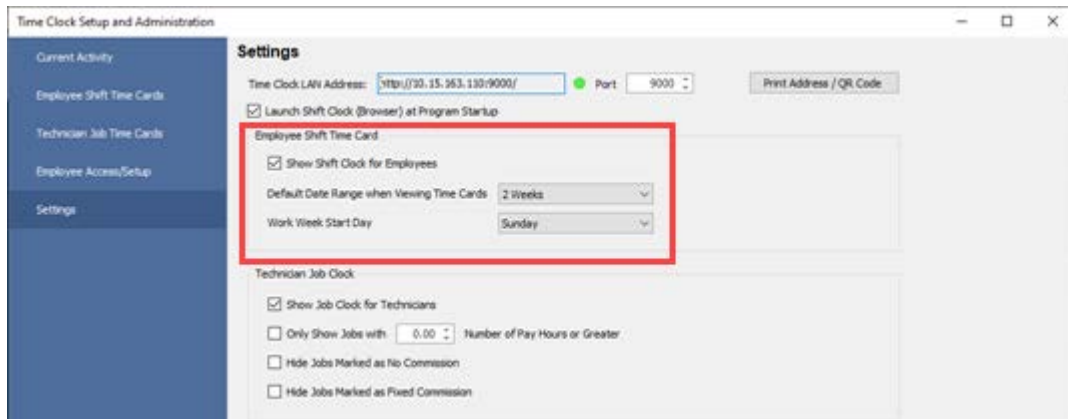


NOTE: If **Show Shift Clock for Employees** is not engaged, a user would see Job Clock only.

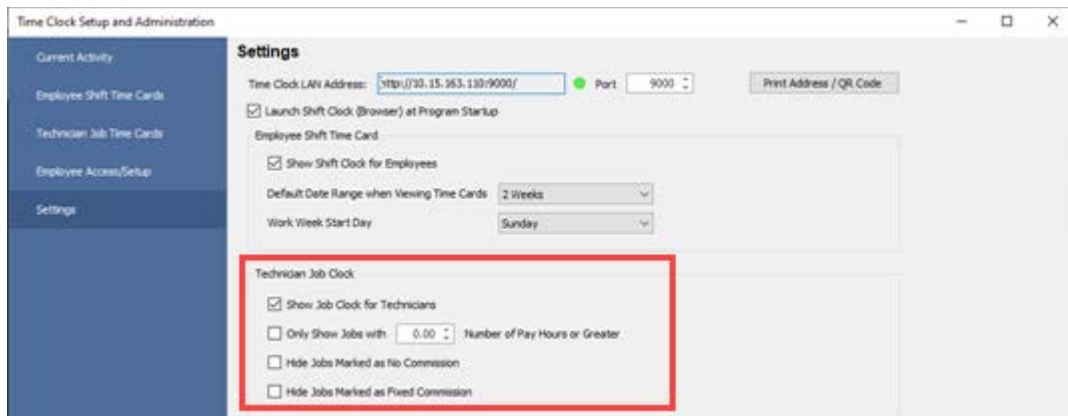
- Additional Settings options are shown on the following page.

MANAGER SE / SHOPKEY SE - TIME MANAGER

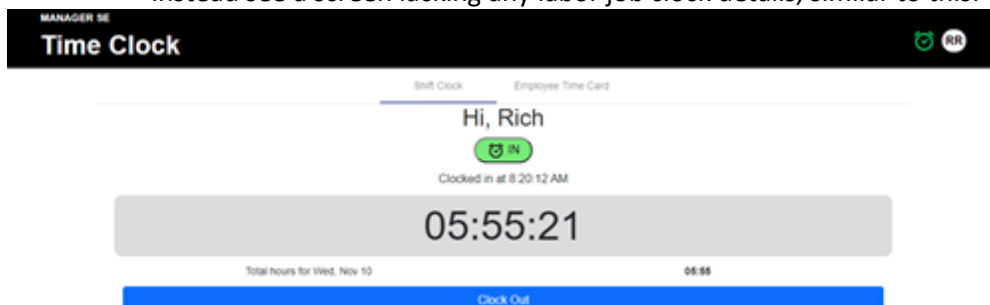
- **Employee Shift Time Card** settings specific to employees using the **Time Clock Portal**
 - **Show Shift Clock for Employees** [checkbox to make available]
 - **Default Date Range when Viewing Time Cards** can be set to 1 day, 1 week, or 2 weeks
 - **Work Week Start Day** can be set for any day of the week



- **Technician Job Clock** settings specific to technicians using the **Time Clock Portal**
 - **Show Job Clock for Technicians** [checkbox to make available]
 - **Only Show Jobs with** [minimum threshold] **number of Hours or Greater**
 - **Hide Jobs Marked as No Commission** (applies filter)
 - **Hide Jobs Marked as Fixed Commission** (applies filter)



- When **Show Job Clock for Technicians** option is not enabled, a technician would instead see a screen lacking any labor job clock details, similar to this:

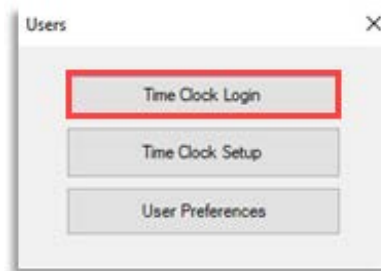


MANAGER SE / SHOPKEY SE - TIME MANAGER

Time Manager Access/Login (in WEB browser)

- To access and login to the **Time Clock Portal** from Manager SE initially, select the **Users** icon and select **Time Clock Login** from the following window.

NOTE: Once the Time Clock Portal is opened in the browser on your device, bookmark it for future access.

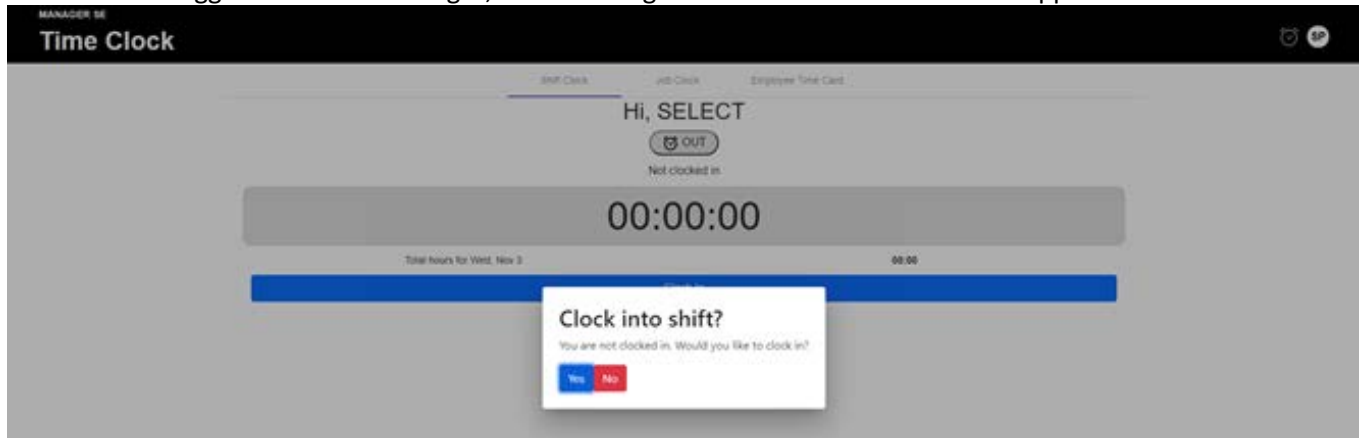


NOTE: Time Clock Setup includes an option to launch the Shift Clock log-on automatically when Manager SE is opened on a selected workstation PC. Refer back to page 12 for details.

- Once **Time Clock Login** has been selected a web browser will open the following window, employees should then enter their Username and Password and click on **Login**.

Shift Clock In/Out (in WEB browser)

- Once logged into Time Manager, the following 'Clock into shift?' window will appear:



- Employees: Selecting **Yes** will 'Clock In' the service writer and provide them with full access to:
 - Shift Clock**
 - Employee Time Card**
- Selecting **No** will not 'Clock In' the service writer, instead providing read-only access to:
 - Shift Clock**
 - Employee Time Card**

Shift Clock Employee Time Card

NOTE: Access to **Shift Clock** is controlled by **Settings** options > **Show Shift Clock for Employees**.

-
- Technicians: Selecting **Yes** will 'Clock In' the technician and provide them full access to:
 - Shift Clock**
 - Job Clock**
 - Employee Time Card**
 - Selecting **No** will not 'Clock In' the technician, instead providing read-only access to:
 - Shift Clock**
 - Job Clock**
 - Employee Time Card**

Shift Clock Job Clock Employee Time Card

NOTE: Access to **Job Clock** is controlled in **Settings** > **Show Job Clock for Technicians**.


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Employee Time Card (in WEB browser)

- If user is not a technician, that employee will be able to view their **Shift Card** for selected date range.

MANAGER SE

Time Clock

 TS


Shift Clock

Employee Time Card

Shift Card


Choose a start date *

10/31/2021




Choose a end date *

11/13/2021



2 Weeks



43:48


Total Hours

Date	In	Out	Total Hours
Nov 07 - Nov 13			43:48
Sat, Nov 13, 2021	-	-	-
Fri, Nov 12, 2021	-	-	-
▶ Thu, Nov 11, 2021	09:33 AM	09:34 AM	00:01
Wed, Nov 10, 2021	-	-	-

- If user is a technician, they're able to view both their **Shift Card** and **Job Card** for selected date range.

MANAGER SE

Time Clock

 RR

Shift Clock

Job Clock


Employee Time Card

Shift Card

Job Card


Choose a start date *

10/31/2021




Choose a end date *

11/13/2021



2 Weeks



28:22

Total Hours

Date	In	Out	Total Hours
Nov 07 - Nov 13			28:22
Sat, Nov 13, 2021	-	-	-
Fri, Nov 12, 2021	-	-	-
▶ Thu, Nov 11, 2021	08:42 AM	09:09 AM	00:27
▶ Wed, Nov 10, 2021	08:20 AM	08:19 AM	23:59
▶ Tue, Nov 9, 2021	12:50 PM	05:00 PM	03:56

Technician Job Card is explained on the following page.

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Technician Job Card (in WEB browser)

- **Job Card** allows technicians to review their completed jobs, including pay hours versus clocked hours.
 - The following information is included for each job listed:
 - **Description**
 - **Pay Hours**
 - **Clocked Hours**
 - **Order #**
 - **Vehicle**
- By using the search field (*labeled 'Enter Number, Vehicle or Description'*), only information matching the word or phrase entered will then be displayed. Dismissing the search term returns full display.
- Technician **Job Card** displays using 1 day, 1 week or 2 weeks defaults. This view can be filtered more specifically by a selected date range using the Choose a start date / end date controls provided.

The screenshot displays the 'Time Clock' interface for 'MANAGER SE'. It features three tabs: 'Shift Clock', 'Job Clock', and 'Employee Time Card'. The 'Job Clock' tab is active, showing a 'Job Card' view. The interface includes date selection controls for 'Choose a start date' and 'Choose a end date', both set to 10/27/2021, and a '1 Day' filter. A search bar labeled 'Enter Number, Vehicle or Description' is present. The table below shows job details for the selected date.

Date	Description	Pay Hours	Clocked	Order#	Vehicle
Oct 27 - Oct 27		0.89			
▼ Wed, Oct 27, 2021		0.95	0.89		
02:04 PM	BRAKE DRUM OR ROTOR (REMOVED) - Refinish - Drum,Each Additional - [NOTE: Time shown is for 3 inch width or smaller. For each additional inch add .1.] - [DOES NOT include grind hot spots.]	0.25	0.19	32170	1995 Chevrolet Blazer
07:44 AM	A/C system dye test.	0.7	0.7	31801	2008 Ford Econoline E350 Super Duty

Technician **Job Card** is continued on the following page.

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Technician Job Clock (in WEB browser)

- **Job Clock** provided technicians with the ability to interact with their jobs that are currently open.


The screenshot shows the 'Time Clock' interface in Manager SE. It has tabs for 'Shift Clock', 'Job Clock' (selected), and 'Employee Time Card'. Under 'Job Clock', there's a 'Repair Orders' section with a search bar and a 'Show only mine' toggle. Below this is a table of repair orders with columns: Number, Vehicle, License, SA, Tech, Promised, and Status. The table lists 10 repair orders. Below the repair orders is an 'Active Items' section with columns: Tech, Description, Time, and Clock Time. It shows three active items with play, pause, and complete icons.

Number	Vehicle	License	SA	Tech	Promised	Status
32163	2010 Toyota Sienna LE	9R2Q513	AG	PLEASE, SELECT	Nov 2, 03:28PM	
32160	2007 Saab 9-7X 4.2i	9M3YT31	AG	PLEASE, SELECT	Nov 2, 03:00PM	
32143	2007 Jeep Liberty Sport	1E1QC51	AG	PLEASE, SELECT	Nov 2, 03:00PM	
32155	2007 Honda Accord LX	8M7QJ36	AG	PLEASE, SELECT	Nov 2, 03:01PM	
32136	2000 Lincoln Town Car Executive	8L4ZE22	AG	PLEASE, SELECT	Nov 2, 03:00PM	
32074	2000 Chevrolet Malibu	5M5AD55	AG	PLEASE, SELECT	Nov 2, 03:33PM	
32070	1985 Pontiac Fiero GT	0M3FZ75	AG	PLEASE, SELECT	Nov 2, 03:57PM	
32062	2000 Ford Mustang GT	2E2ZN64	AG	PLEASE, SELECT	Nov 2, 03:16PM	
32033	2003 Hyundai Elantra GLS	4KQTY79	AG	PLEASE, SELECT	Nov 2, 03:59PM	
32100	2012 Chevrolet Chevy Express G3500	3N3KJ71	AG	PLEASE, SELECT	Nov 2, 03:00PM	

Tech	Description	Time	Clock Time
PLEASE, SELECT	Read Diagnostic Trouble Codes (DTC's)	0.40	00:00:00
PLEASE, SELECT	OIL, LUBE, FILTER CHANGE	0.40	00:00:00
PLEASE, SELECT	TRANSMISSION OIL COOLER & LINES - Flush/Replace - All Applicable Models - [includes: inspect for leaks and fluid flow test.]	0.88	00:00:00

- Selecting  will allow a user to start the job clock and track hours worked on that job.
- Selecting  will allow a user to pause a job that will be continued later.
- Selecting  will allow a user to mark that job as complete. This moves it from the Active Items list to the Completed items section.
- If a technician is clocked in on a job, activity will be reflected and visible in **Current Activity** > (green dot) in **Current Technician Activity**. If the technician pauses that job, and another job is not clocked into, they will no longer reflect job activity. (examples below)

The screenshot shows the 'Current Technician Activity' table. A red arrow points to a green dot next to the name 'Charbonneau, Wayne'. The table has columns: Name, Description, Pay Hrs, Clocked, Total Jobs, Total Pay Hrs, and Total Clocked.

Name	Description	Pay Hrs	Clocked	Total Jobs	Total Pay Hrs	Total Clocked
 Charbonneau, Wayne	Clutch Replacement	4	1.05			
Johnson, Tina						
Kirkpatrick, Ted	Clutch Replacement	2.7	1.88	2	1.7	1.74
McDonnell, Tim						

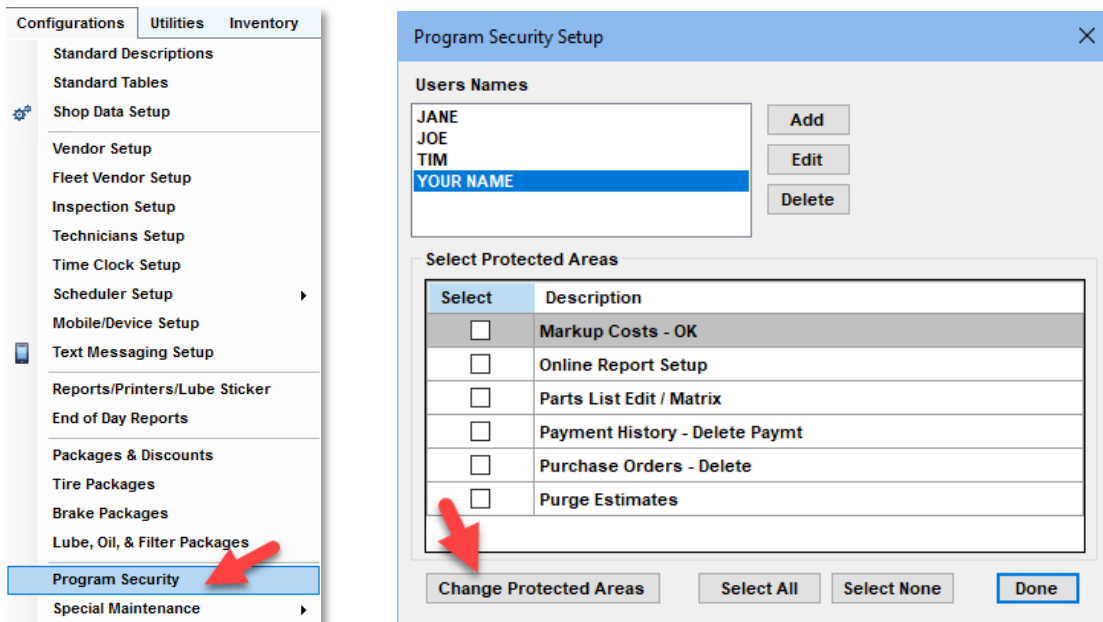
- **NOTE:** Even when all Active Items are completed, the repair orders and vehicles remain under Repair Orders section until the repair order's promised time is reached.

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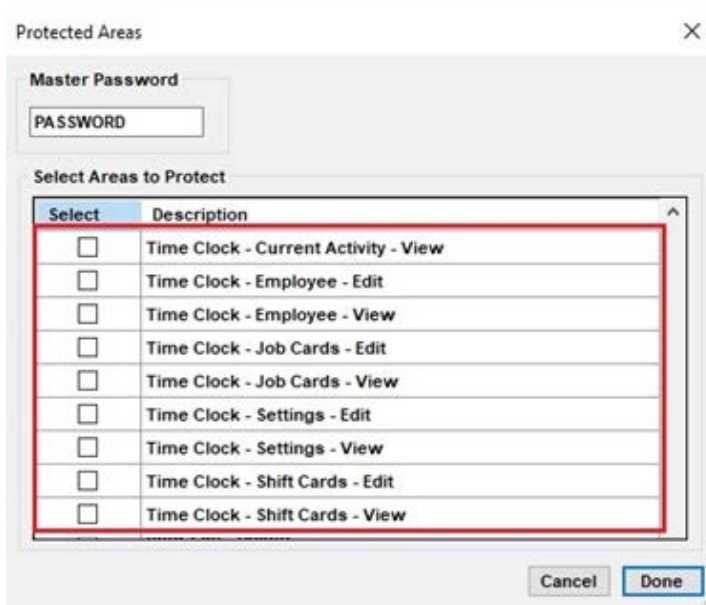
Program Security (inside SE)

NOTE: Using Time Manager in a secure manner depends on your Program Security configuration. If you already have it setup, proceed with the steps below. If you haven't yet implemented security, review text / videos here: <https://buymitchell1.net/managerhelp/Programsecurity.htm>

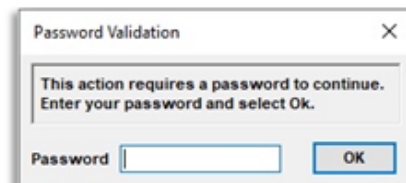
- **Time Clock** options have been added to the list of potential protected areas in **Program Security**.
 - To access **Program Security**, select **Configurations > Program Security**.
 - It will initially display with currently protected areas that require a password.
 - Click on **Change Protected Areas** to review the full alphabetical list of program areas.



- Below is the list of the new **Time Clock** areas to be protected by user passwords.



Each area selected to be a protected area will prompt for the validation password when attempting to access or select that protected area within **Time Clock**.

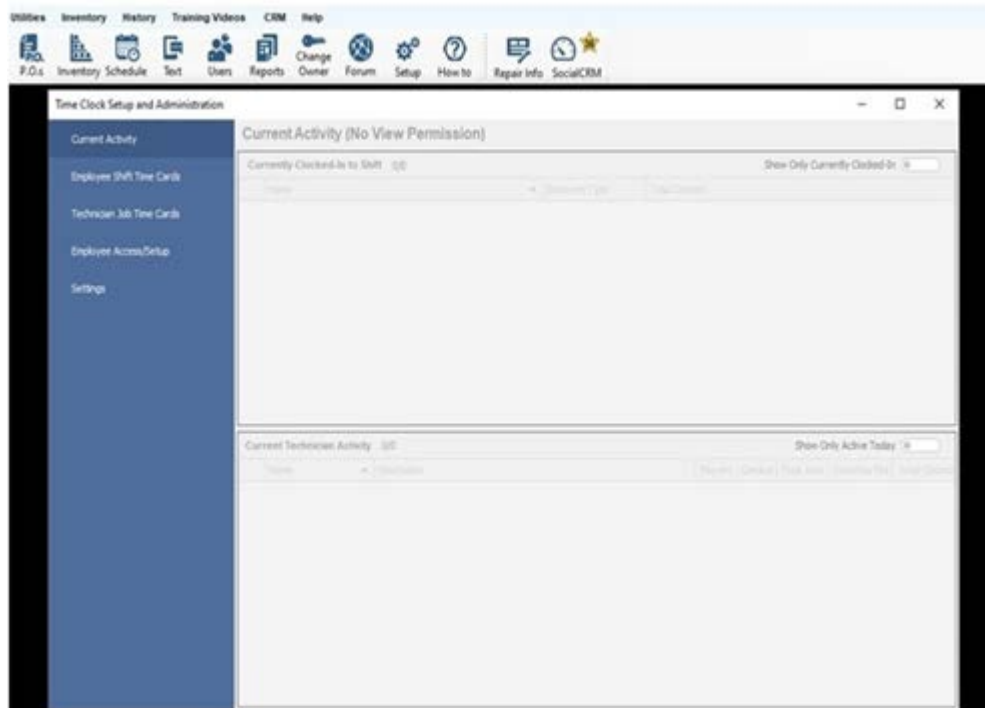


If an invalid* password is entered, the screen will remain grayed out as explained in the images shown on the following page.

invalid = incorrect or a password not assigned to access the protected area

MANAGER SE / SHOPKEY SE - TIME MANAGER

- Example: Entry of invalid Manager SE password results:
 - The Time Clock Setup and Administration window displays dimmed without any data visible until a valid Manager SE password is entered in the Password Validation window.



- When the correct password is entered, the window will display screen options and permit access as defined in Program Security – Protected Area settings.
- **Time Clock Setup and Administration** areas with visible results of invalid passwords are listed in the table below by Time Clock Setup section:

Time Clock Setup and Administration	➤ Password Protected Areas with <u>Failed</u> Password Results
Current Activity	Current Activity - info will not display
Employee Shift Time Cards	Shift Cards – Edit = info will show but editing disabled Shift Cards – View = info will not show [no edit options]
Technician Job Time Cards	Job Cards – Edit = info will show but editing disabled Job Cards – View = info will not show [no edit options]
Employee Access/Setup	Employee – Edit = info will not show PW column + editing disabled Employee – View = info will not show [no edit options]
Settings	Settings – Edit = info will show but disable editing Settings – View = info will not show [no edit options]