

PART 2:

Using the ClickTime Timesheet

Time Tracking With ClickTime Is
Fast & Easy!

ClickTime Basics

Part 1. Getting Started

» Part 2. Using the ClickTime Timesheet

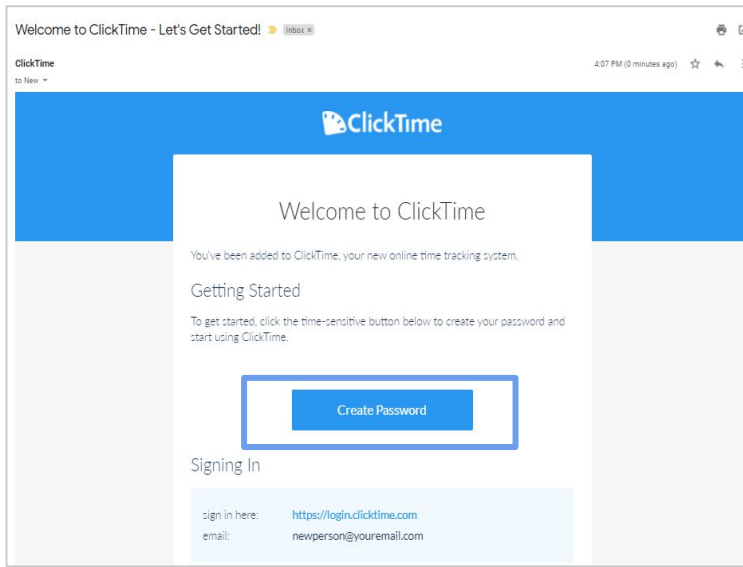
- a. First Time Login
- b. Time Entry - Day View
- c. Time Entry - Week View

Part 3. ClickTime Time Entry Settings

Part 4. ClickTime Company Settings

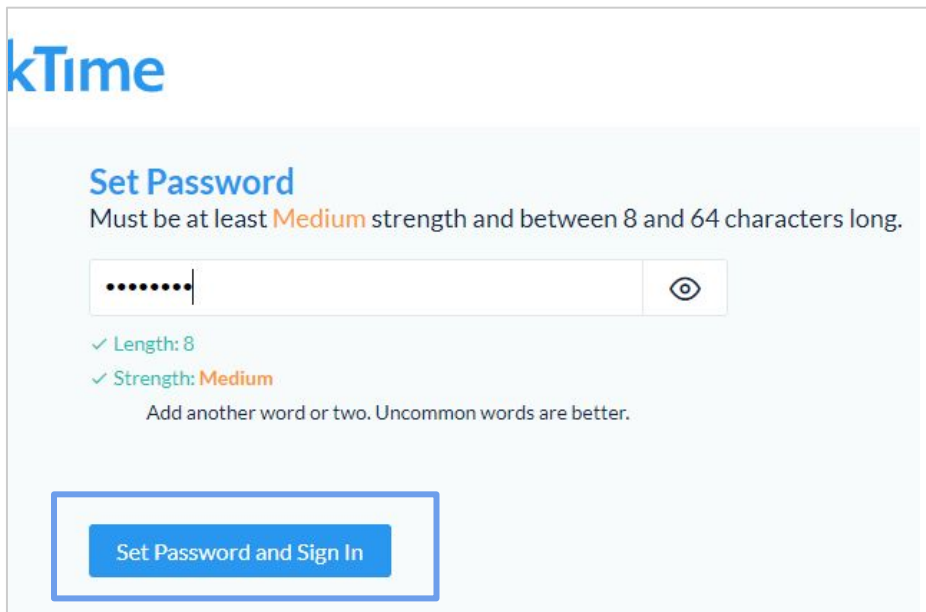
First Time Login

Getting Started with ClickTime is fast and easy!



Welcome to ClickTime!

When you set up a new employee, they'll receive a Welcome Email confirming that they've been set up and the email address they should use for access. They'll need to click "Create Password" box to create the password they want to use before they can log in



Change password

Use the link in the Welcome Email to go to the "Set Password" page.

They can enter any password they like as long as it meets the requirements that we message on the page. Passwords must be at least 8 characters long and of "Medium" strength.

Once they meet all requirements, they will be able to click "Set Password and Sign In" to log into ClickTime.

If your employees cannot access ClickTime for any reason in the future, they can always set a new password by using the "Forgot your password" link on the login page.

Tip: If you are interested in using Single-Sign-On to simplify the login process, please [see our help documentation](#).

Time Entry - Day View

Track Time On a Daily Basis

1

Oct 16, 2024

2

Quick Day

3

Last saved at 6:39 AM

Save

Options

You are viewing a future day | Go to Today

New Time View | Read More

Sunday Oct 13	0.00 hrs	Monday Oct 14	8.00 hrs	Tuesday Oct 15	8.00 hrs	Wednesday Oct 16	8.00 hrs	Thursday Oct 17	8.00 hrs	Friday Oct 18	8.00 hrs	Saturday Oct 19	0.00 hrs
Client	Project	Task	Hours	Notes									
ACME Moving Company 300 Local Residence		Sales - Sales	8.00										
+ Add Time Entries													

4

Time Off

Select a leave type...

+ Add Time Off Entry

8.00 hrs

Day View Options

The Day View page is best for employees who work on a number of different projects day-to-day, or want to track their hours as they work. We'll cover all the functions in detail.

1. Calendar

Use the calendar options at the top to navigate to a day in the past or the future. Click "Go to Today" to go to today's date from another date.

2. Quick Day

If your staff regularly performs the same functions for the same amount of time every day, the "Quick Day" option will copy all timesheet data from the previous day into the current day.

3. Save

Whenever the timesheet is saved (whether manually using the Save button, or automatically) the Timesheet saved at message will display.

4. Time off

In addition to worked time, ClickTime also includes the option to track time off with all accounts. Those Leave Types that are set as "Approval Not Required" will show in this section of the page - "Company Holiday" and "Approval Required" Leave Types will need additional configuration (more details on all the Time Off options ClickTime can support [are available here](#)).

Time Entry - Day View

Tracking Time Using The Day View Page

Oct 16, 2024

October 2024

TODAY

SU MO TU WE TH FR SA

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

November 2024

Client Project

ACME Moving Company
300 Local Residence

Displaying 7 Clients, 2 Projects

Recents

ACME Moving Company

200 Warehouse Transition

300 Local Residence

ClickTime

ClickTime Internal Client

Dave Customer

Choose the Day

When accessing the Day View (or Week View) page, ClickTime will automatically display the current day/week. If you'd like to go to a day in the past (or future), you can use the calendar option at the top of the page.

Dropdown options

Time-tracking is generally done by selecting the appropriate Client / Project / Task combination using our drop-down menus. Click on the drop-down menu to choose the item you are looking for.

On both Day and Week View, the Client/Project selector offers the ability to search for a specific object or you can select the dropdown next to the Client you are performing work for and choose the project.

Most organizations input the number/fraction of hours that they have worked on that particular Project and Task by keying in the numbers. As more entries are made, the total will be updated below.

Tip: Our staff can hide the Client and/or the Task column from your timesheets - contact your Account Executive if you would like any assistance

Time entry with note

There is also a field where you can enter a note about the work performed. If you'd like to require that every employee enter a note, that can be set up on their Person Details page.

Client	Project	Task	Hours	Notes
ACME Moving Company 300 Local Residence		Sales - Sales	8.00	Inquired about moving services...

Time Entry - Day View

Customize Your Day View Settings

ClickTime Personal Company Training Inc. Info

Day View Week View Timesheet View My Reports My Projects My Tasks Mobile App

Oct 15, 2024 Quick Day

Timesheets 17% Billing Goal

You are currently viewing today

New Time View Read More

Sunday Oct 13 0.00 hrs Monday Oct 14 8.00 hrs Tuesday Oct 15 0.00 hrs Wednesday Oct 16 8.00 hrs Thursday Oct 17 8.00 hrs Friday Oct 18 8.00 hrs Saturday Oct 19 0.00 hrs

Client Project Task Hours Notes

ACME Moving Company 300 Local Residence Sales - Sales Stop 0.25 hrs

Stopwatch

In addition to entering the number of hours, you can also have ClickTime track your time using the "play" button for the stopwatch. When you start the stopwatch, you'll see an icon in the top corner letting you know the stopwatch is running. Stopwatches will continue running for each time entry until stopped (or at midnight). Using a stopwatch can also be required on the Person Details page.

Auto Fill

Show Weekends

Show Stopwatch

Show Start / End Times

Show Break Times

Warn When Start / End Times Overlap

Note: Some of these options may not be accessible for users based the requirements set on their Person Details page.

Options Menu

If your users don't want to see the stopwatch option, they can click the Options Menu and disable the feature.

In addition to showing/hiding the stopwatch, our Options Menu has several other useful aspects:

- Auto Fill will automatically populate a new Day View page with all the time entries that were used in the last 3 weeks. This lets you enter time faster.
- The option to Show Weekends can be turned on or off by each employee.
- Users can also track time using Start/End times. When enabled, they also have the option to enter Break Times, and to be warned if their Start/End times overlap.

Time Entry - Week View

Entering time on a weekly basis

< Oct 13 - Oct 19 >

Quick Week

Last saved at 6:31 AM

Save

Submit for Approval

Options

You are currently viewing this week

New Time View

Read More

Client	Project	Task	Sun Oct 13	Mon Oct 14	Tue Oct 15	Wed Oct 16	Thu Oct 17	Fri Oct 18	Sat Oct 19	Total
ACME Moving Company	300 Local Residence	Sales - Sales				8.00	8.00	8.00		24.00 hrs
New Onboarding Client	1 New Employee Training	Sales - Sales		8.00						8.00 hrs

+ Add Time Entries

Time Off

Select a leave type...

+ Add Time Off Entry

32.00 hrs

Week View Overview

The week view page works much like the Day View page, with the distinction that you can enter a whole weeks worth of time from the same page. Time must be entered by hour/fraction of an hour. Start/End times and the stopwatch can only be accessed from the Day View pages.

Here are a few differences:

Entering notes

Look for the notes icon and click to add notes to each time entry field.

< Oct 13 - Oct 19 >

You are currently viewing this week

New Time View

Read More

Client	Project	Task	Sun Oct 13	Mon Oct 14	Tue Oct 15	Wed Oct 16	Thu Oct 17	Fri Oct 18	Sat Oct 19	Total
ACME Moving Company	300 Local Residence	Sales - Sales				8.00	8.00	8.00		24.00 hrs
New Onboarding Client	1 New Employee Training	Sales - Sales		8.00						8.00 hrs

+ Add Time Entries

Time Off

Select a leave type...

+ Add Time Off Entry

32.00 hrs

Add Note

ACME Moving Company
300 Local Residence
Sales - Sales 8.00 hrs

Note

Inquired about moving services...

Delete Cancel Done

Time Entry - Week View

Set up your Weekly timesheet

Week View Options

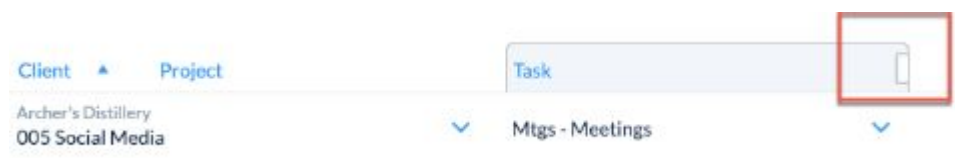
The options menu offers Auto-Fill, functioning just like the Day View Auto-Fill as well as Show Weekends.



Additionally, you can sort the screen by clicking on the Client/Project or Task column headers. This is not unique to Week View and is also available on the Day View screen.



You can also control the width of your columns dynamically. Click and drag the icon while hovering over the column to adjust it to your desired width. This is not unique to Week View and is also available on the Day View screen.



Time Tracking. Made Easy.

Learn how to customize your account to meet your needs in **Part 3: ClickTime Time Entry Settings**

Contact us at 415-684-1180 or email
sales@clicktime.com (demo accounts)
support@clicktime.com (current customers)