

FUNDamentals MyWebClock

Manager Console Application

SETUP GUIDE FOR Windows® AT KIDZONE

Introduction

The FUNDamentals MyWebClock application is a cloud-based employee timeclock system. The Manager Console component of this system is the part used by Site Coordinators or Supervisors to manage team members timeclock activity for their campuses/locations. This includes management activities such as:

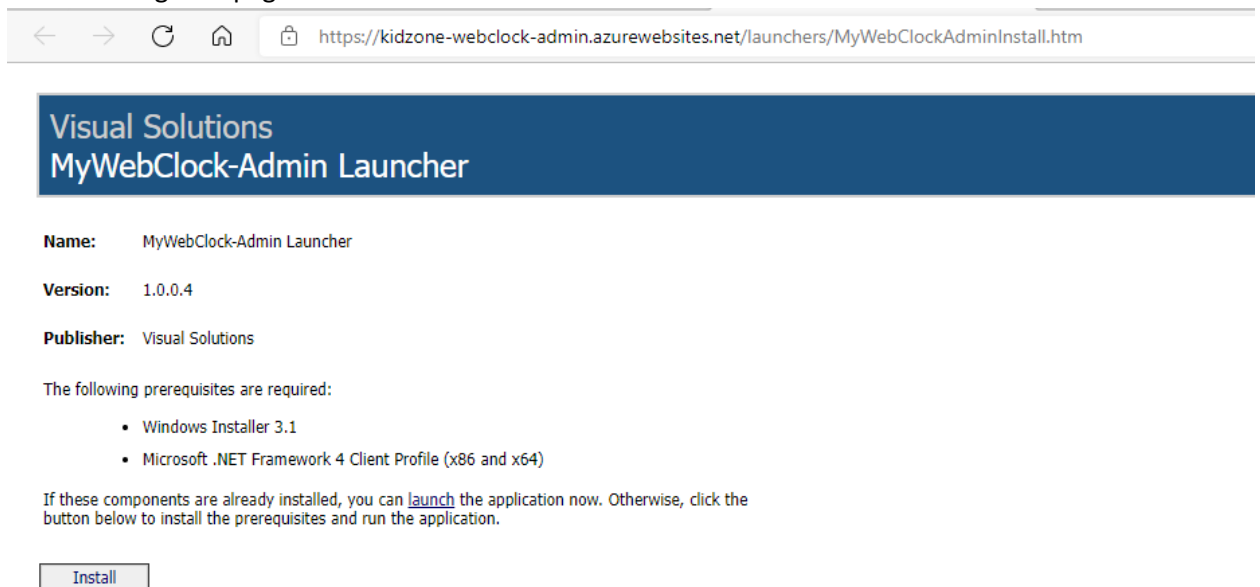
- Add/Edit/Delete team member clock events (Clock In/Clock Out)
- Approve Weekly Hours
- Manage the Campus Override Code for early Clock In

This document outlines the steps for installing the Management Portal Launcher for Windows.

1. Click this link: [Management Portal Launcher for Windows](https://kidzone-webclock-admin.azurewebsites.net/launchers/MyWebClockAdminInstall.htm) (or type in the full link below)

<https://kidzone-webclock-admin.azurewebsites.net/launchers/MyWebClockAdminInstall.htm>

2. The following web page will load.



Visual Solutions
MyWebClock-Admin Launcher

Name: MyWebClock-Admin Launcher

Version: 1.0.0.4

Publisher: Visual Solutions

The following prerequisites are required:

- Windows Installer 3.1
- Microsoft .NET Framework 4 Client Profile (x86 and x64)

If these components are already installed, you can [launch](#) the application now. Otherwise, click the button below to install the prerequisites and run the application.

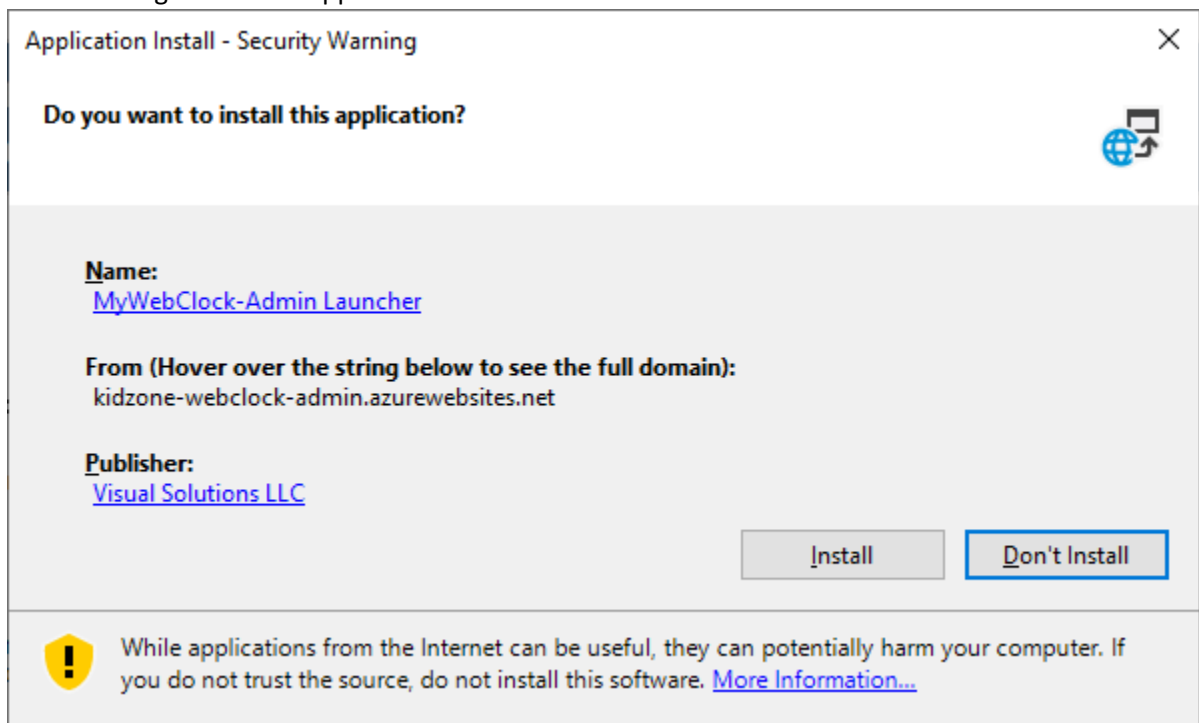
[Visual Solutions Customer Support](#)

Click the Install button.

- When prompted, select 'Run' or 'Open' to start the installation. If you are not prompted, look in the browser Downloads folder for Setup.exe and choose 'Open File'.

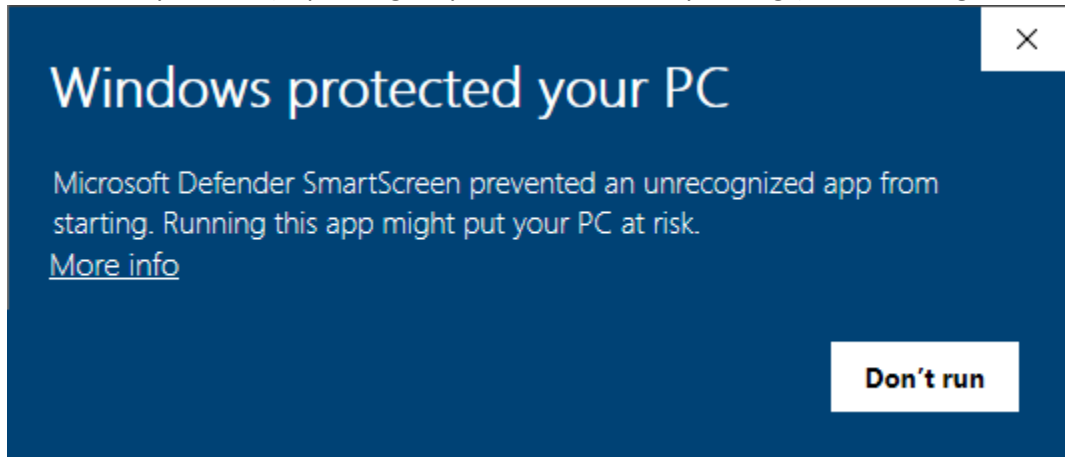


- The following screen will appear:

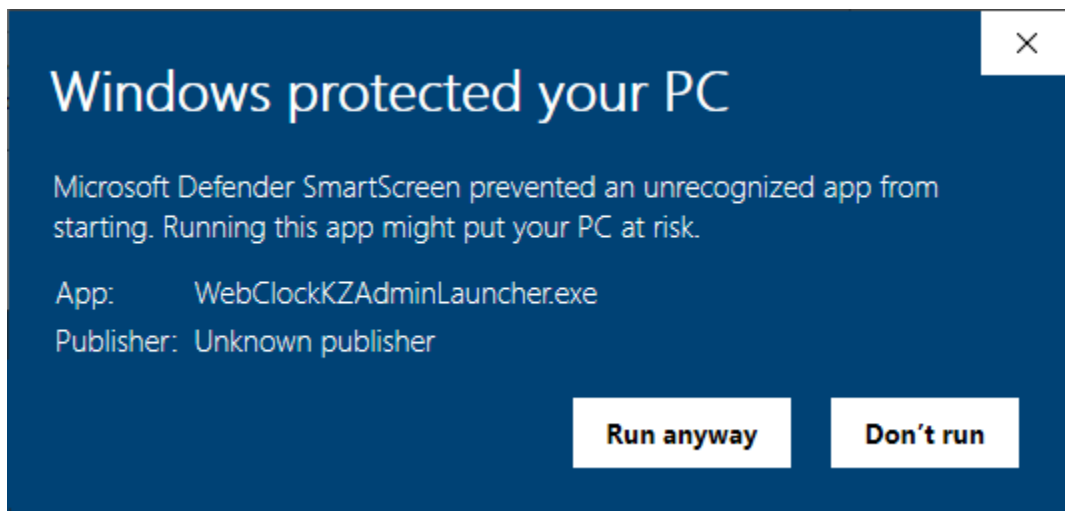


Click the Install button.

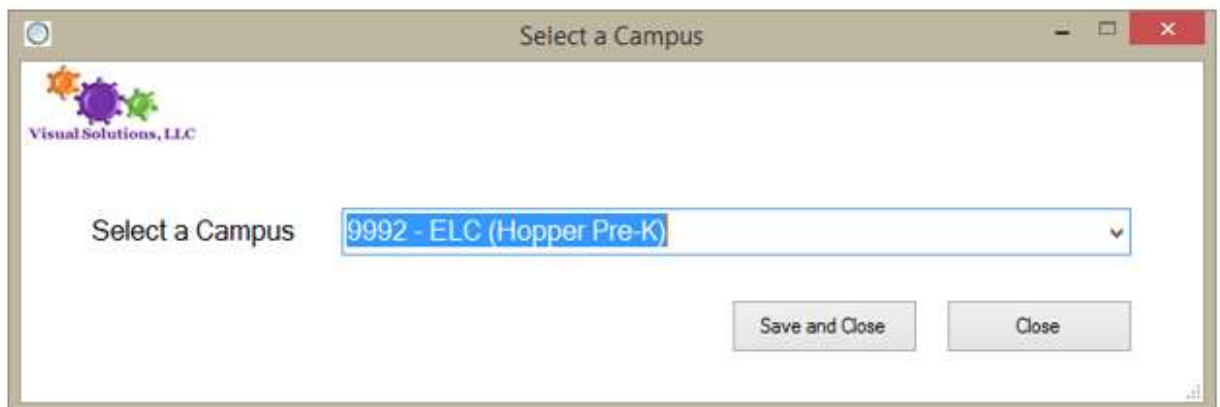
5. You will likely receive (depending on your current security settings) the following screen.



6. If you see the screen above, you must click the More info link near the top to continue. This will enable another button as shown below.



7. Click the Run anyway button to continue. This will install the application and create a shortcut to the program on your desktop and start menu.
8. If prompted, select a Campus from the dropdown selection, then click Save and Close.



9. Login to the KidZone WebClock using the credentials provided by your system administrator.

KidZone & Beyond of Seminole County

FUNDamentals MyWebClock

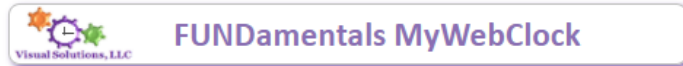
Please Log In

User Name:

Password:

Supervisors or Site Coordinators managing more than one campus will see a different screen than the one shown here. Their landing page after login will display an Overview for the campuses they manage. Clicking a Campus link on that page leads to the one shown here.

- Friday 12/17/2021
- Logged in User
- Test User**
- Device - KEN11
- Logout
- Up One Level
- Team Members
- Search
- Coverage
- Manager Operations**
- Override Key
- End of Day
- End of Week
- Reports**
- Reports
- Help Links



Red Bug Elementary [Refresh](#)

AM Shift Team Members assigned to this campus 2 Total Hours: 0.00

Display Name	Status	Budget Hours	Start Time	Position	Agency Name
DaSilva, Rosa	Out	0.000	6:45 AM	Site Coordinator	AUE
Seward, Cindy	Out	0.000	6:30 AM	Site Coordinator	SCPS

PM Shift Team Members assigned to this campus 23 Total Hours: 8.00

Display Name	Status	Budget Hours	Start Time	Position	Agency Name
Al Kattan, Suad	In	3.000	1:45 PM	Child Care	AUE
Anest, Caren	Out	0.000	3:15 PM	Child Care	SCPS
Cabrera, Jgdalia	Out	0.000	2:00 PM	Child Care	TopTalent
Catotti, Jennifer	In	0.000	1:45 PM	Child Care	SCPS
Colemanarez, Milva	Out	0.000	1:45 PM	Child Care	TopTalent

If you have successfully installed the FUNDamentals MyWebClock Manager Portal and are able to login, congratulations!

For more information on using the software, please use the Help Links resources available after logging in.