My Web Clock Administrator Guide

I.   Start MyWebClock - Admin Application

Double click on **the MyWebClock – Admin Launcher** short cut on your desktop.	MyWebClock -Admin Launcher
Enter your User **Name and Password** as provided by your district administrative office or provided by Visual Solutions.	Please Log In User Name: [ ] Password: [ ] ☐Remember me next time. Log In
After the application launches **administrative menu options** will be displayed on the left side of the screen. An Overview of all Campuses administered by the logged in user will be displayed to the right of the administrative menu options. System Administrators will be able to view all campuses, whereas a Supervisor will only have access to the campuses under their supervision. Also, Supervisors will not have access to all items shown in this document.	Wednesday 12/5/2018 Logged in User **Ken Moore** Device - Ken10 **FUNDamentals MyWebClock** Visual Solutions, LLC Last Updated: 5:52 PM Refresh **In 0 Lunch 0 Out 227 Total Active 227 Inactive 7** Logout Overview **Team Members** Manage Time Create Search **Reports** Campuses **Schedules**

Overview table:

Campus Name	In	Lunch	Out	Active	Inactive
Bear Lake Elementary	0	0	9	9	0
Bentley Elementary	0	0	14	14	0
Carillon Elementary	0	0	5	5	0
Casselberry Elementary	0	0	9	9	0
Chiles Middle	0	0	6	6	0
Crystal Lakes Elementary	0	0	8	8	0
Eastbrook Elementary	0	0	4	4	1
English Estates Elementary	0	0	0	0	1
Evans Elementary	0	0	2	2	3
Floater	0	0	3	3	0
Forest City Elementary	0	0	5	5	1

II.   **MyWebClock Admin Launcher Start-Up Page (District Level Access)**

Logout: This hyperlink logs users out of the MyWebClock application.
Home: The Home button directs users to the Start-Up web page from any MyWebClock web page.
Close: The Close button closes any MyWebClock web page.
Active/Inactive User List: Displays team member names that are active or inactive in the MyWebClock software. Scroll up for down the lists to display additional names.

Menu Options
Allow users to edit, add, and delete from the major data areas.
Team Members:
Team Members are employees that will login and logout of MyWebClock in order to document actual hours worked. Team Members can be maintained by District Administrators or by Site Managers. Generally, Site Managers are responsible for team member maintenance. Team member maintenance options are available to both district level administrators and site managers.
Reports:
Displays a list of available reports
Campuses:
Displays a list of campuses (sites), provides campus maintenance options, and allow district administrators to perform functions such as time editing as the site manager of the campus.
Schedules:
Displays a list of schedule groups. Schedule Groups are used to set default start times and budget hours for team members who do not have a defined schedule for the campus where they are working. These schedules are set for each weekday and shift. Campus are linked to a Group Schedule using the Campus Edit screen.
Agencies:
Displays a list of employment agencies including the school district and provides maintenance options for agencies.
Positions:
Displays a list of team member job positions district and provides maintenance options for job positions.
Administrators
Displays a list of system Administrators and Supervisors. This option is not available for Supervisors and will provide different access to information based on the user login.
Workstations:
Displays a list of computer workstations and provides maintenance options for workstations.
System Activity:
Displays a list of computer workstations activity reports.
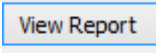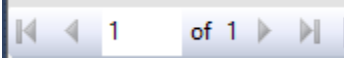
Logout

Overview

Team Members
   Manage Time
   Create
   Search

Reports

Campuses

Schedules

Agencies

Positions
   Contracts/Rates

Administrators
   Site Links

Workstations

System Activity

Help Links

III. Team Member Maintenance - Admin Application

Team Member Maintenance has been purposefully deleted from this document. Detailed information regarding Team Member Maintenance, editing of login/logout records, and other team member options can be found in the Site Manager help documentation.

IV. Navigating Reports

	Parameter Values	The report will not be displayed until the user provides values to these type of fields. They are usually dates with calendars or drop boxes containing values. Some drop boxes will allow users to select multiple values.
	View Report button	Click the button to view the report. This button will only display if parameter values are required.
	Page Controls	Arrows with lines advance to the first or last page of the report. Simple arrows advance one page forward or backward.
	Stop Rendering Report	While the report is generating users may click this button to stop it from proceeding in action.
	Go back to parent report	Returns to the parent report when a secondary report is created from another report.
	Refresh the report	Updates the data presented in the report.
	Prints the report	Prints the report to the printer or other options available on your computer.
	Page Layout options	Page layouts are dependent upon the users available printers. Click this button to see available options.
	Print Options	Print options are dependent upon the users available printers. Click this button to see available options.
	Zoom feature	Allows users to increase or decrease the size to the report display.
	Find text feature	Allows user to enter text to find in the report. Clicking the Find button moves the cursor to the text in the report if found. Click the Next button to move to the next text matching the criteria.

V. Campus Maintenance

The *Campus List* is displayed when users click the Campuses menu option.

All List Screens are sortable by column header.

Click the green plus sign or the Create New Campus link at the top to add a new Campus.

Click the **Campus Name** to **edit** the campus information.

Click the *View As* link beside the corresponding Campus Name to **edit time records and perform Team Member Maintenance as the site manager**.

Edit/Add Campus

Enter the *Campus Name* (site location name).
Enter the *Campus Code* – usually a numeric code but can be alpha numeric that identifies the campus for accounting purposes.
Enter the *NFSMI_ID* – is automatically generated by the MyWebClock software as an auto-id. This number should not be displayed and will be hidden in future software revisions.
Select the *Supervisor Name* – select from the available supervisor names in the Supervisor drop down box. Supervisors are entered under Team Member Maintenance (see MyWebClock Site Manager Guide)
Select the Yes/No option of *WebClock Enabled*?

Click the *Save button* to save the new or modified campus information.

View As
The *View As* hyperlink beside the corresponding Campus Name will allow administrative personnel to act as the site manager to:
- Perform Team Member Maintenance
- Manage Time records
- Enter an Over Ride Key
- Perform End of Day and End of Week Procedures
- Produce Site Manager Reports
- Obtain Site Manager Help Documents

VI. Group Schedules Maintenance

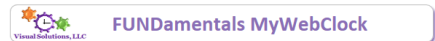|	
The *Group Schedules List* is displayed when users click the Schedules menu option. All List Screens are sortable by column header. Click the *Group Description* to edit the Group Schedule. Click the green plus sign or the Create New Schedule to add a new Group Schedule..	**FUNDamentals MyWebClock** Visual Solutions, LLC **Group Schedules List - 3 records found** ⊕ Create New Schedule **Group Description** ⬆ Elementary Elementary Early Release Middle
Edit/Add Group Schedule Enter the *Group Name* and optional *Display Order* for the Group Schedule. Enter or Edit the Start Times and Budget Hours for each shift displayed. For a new Group Schedule, you are only required to enter the hours and time for Monday. If left blank, the other fields will use the value entered for Monday. Click the *Save button* to save the new or modified Group Schedule information.	**FUNDamentals MyWebClock** Visual Solutions, LLC **Edit Group Schedule** Group Name: Elementary * Display Order: 0 These schedules will be used for visiting team members who do not have a schedule for the campus where they are working. **Default AM Schedule** 	Weekday	Budgeted Hours	Start Time
---	---	---
Monday *	1.50	06:45 AM
Tuesday	1.50	06:45 AM
Wednesday	1.50	06:45 AM
Thursday	1.50	06:45 AM
Friday	1.50	06:45 AM
Saturday	0.00	06:45 AM
Sunday	0.00	06:45 AM | **Default PM Schedule** | Weekday	Budgeted Hours	Start Time
---	---	---
Monday *	2.00	02:45 PM
Tuesday	2.00	02:45 PM
Wednesday	3.00	01:45 PM
Thursday	2.00	02:45 PM
Friday	2.00	02:45 PM
Saturday	0.00	02:45 PM
Sunday	0.00	02:45 PM	 Save Cancel

VII. Agency Maintenance

The *Agency List* is displayed when users click the Agencies menu option. All List Screens are sortable by column header. Click the *Agency Name* to edit the agency information. Click the green plus sign or the Create New Agency to add a new Agency.	**FUNDamentals MyWebClock** Visual Solutions, LLC Agency List - 3 records found ⊕ Create New Agency | Name ⬆	Contact ⬍	Email ⬍	Phone⬍	Website	⬍ # Activ⬍	# Inactiv⬍
---	---	---	---	---	---	---
AUE	AUE Contact	someone@aue.com	407-320-9999	http://www.auewebsite.com/WeeklyDownloads	188	5
PESG	PESG Contact	contact@pesg.com	407-111-1111		3	0
TopTalent	Candice Isenberg	candice@toptalentusa.com	407-896-2150	http://www.toptalentusa.com	38	2	

Edit/Add Agency

Enter the *Agency Name* (employment agency or school district name).

Enter the *Import/Export Code* – usually a numeric code used for importing team member time records to a 3rd party software.

Enter the *Contact Information*

    Contact *Name*

    Contact *Email*

    Contact *Phone #*

    Contact *Address Line 1*

    Contact *Address Line 1*

    Contact *City*

    Contact *State* and *Zip code*

    Contact *Web address*

    Contact *Alternate Web address*

Agency *Position Map are established by Visual Solutions, select from the list*

Click the *Save button* to save the new or modified agency information.

Edit Agency

* Required

Agency Name:	AUE *
Import/Export Code:	AUE
Contact Name:	AUE Contact
E-Mail:	someone@aue.com
Phone #:	407-320-9999
Address_Line_1:	123 Temp Way
Address_Line_2:	
City:	Sanford
ST:	FL Zip: 32773
Website Resource 1:	http://www.auewebsite.com/WeeklyDownloads
Website Resource 2:	
Position Map:	Lead Custodian,Custodian-4,5

*

Save   **Cancel**

VIII. Position Maintenance

The *Position/Levels List* is displayed when users click the Positions menu option. Position/Levels are established at the beginning of each fiscal year. Should you require an additional position or level, please contact support for Visual Solutions. All List Screens are **sortable** by **column header**. Click the Position/Levels **Description** hyperlink to edit the information.	**Position/Levels List - 5 records found** 	Description ↑	Contracted ⬍	Is Active ⬍
---	---	---
Administrators	No	Yes
Custodian	Yes	Yes
Lead Custodian	Yes	Yes
Manager	No	Yes
Supervisor	No	Yes	
Edit/Add Positions (Team Member Job Description) Enter the team member job *Description*. Choose from the Yes/No option to determine if the position is *Contracted* from an **employment agency**. Choose from the Yes/No option to determine if the position is *Active*. Click the Save button to save the edited or added record.	**Edit Position** * Required Description: Manager Is Contracted? ○ Yes ● No Is Active? ● Yes ○ No Save Cancel
The *Contracts by Agency List* is displayed when users click the Contracts by Agency menu option. All List Screens are **sortable** by **column header**. Click the Contracts by Agency **Description** hyperlink to edit the information.	**Contracts by Agency** Click an Agency Contract from the list below to View or Edit the contract details or rates or click the Add New Contract link at the bottom to add a new contract. | Description ↑	Agency ⬍	Start Date ⬍	End Date ⬍	Rates Count ⬍
---	---	---	---	---
A&Associate 15-16 Contract	A&Associate	1/1/2016	12/31/2016	2
AUE 15-16 Contract	AUE	1/1/2016	12/31/2016	2
Lyneer 15-16- Contract	Lyneer	1/1/2016	12/31/2016	2
PESG 15-16 Contract	PESG	1/1/2016	12/31/2016	2
SCSP Employees	SCPS	7/1/2015	12/31/2016	2
TotTalent 15-16 Contract	TopTalent	1/1/2016	12/31/2016	2	 Add New Contract
Edit/Add Contracts by Agency Select the *Agency Name* from the **drop down box**. Enter a *Description* for the contract. Enter a *Start Date* and *End Date* for the contract. Choose from the active positions and enter the *Contracted Rate per hour* for any team member hired for the position. Also, if applicable, enter an *Administrative Percentage Rate* to be calculated against the daily total hours logged by team member, by position multiplied times the positions contracted rate. Click the *Save button* to save the edited or added record.	**Agency Contract Details and Rates** Agency: AUE Description: AUE 15-16 Contract Start Date: 1/1/2016 End Date: 12/31/2016 Rates: 	Level Description	Contract Rate	Admin Rate
---	---	---
Lead Custodian	14.9900	0.3388
Custodian	12.8500	0.3388	 Save Cancel

IX. Administrator Maintenance

The *Administrator List* is displayed when users click the Administrator menu option. All List Screens are **sortable** by **column header**. Click the Administrator **Name** hyperlink to edit the information. Depending on the level of the logged in user, some information may not be available. For instance, an Administrator may view and edit their own information, but not other Administrators. Supervisors do not have access to this list. Click the green plus sign or the Create New Administrator link at the top to add a new Administrator or Supervisor.	**FUNDamentals MyWebClock** Visual Solutions, LLC **Administrators and Supervisors** ⊕ Create New Administrator This list shows all Administrators and Supervisors in the system. *Administrators may view and edit their own details or any Supervisor detail records. **Administrators may edit or view the details of ANY *Administrator or Supervisor EXCEPT for other **Administrators. **Administrators and Supervisors** | Name ▲	Level ⬍
Aida Agosto	Administrators
Alexandria Waldo	Supervisor
Alicea Rae	Supervisor
Alicia Graham	Supervisor
Andrea Harrington	Supervisor	
Edit/Add Administrators Enter administrator *Name.* Choose from the *Level drop box* to select Supervisor or Administrator. Enter the *User Name* and *Password* to be used when the person logs into the MyWebClock Admin Launcher. Select Yes or No from *User Account Disabled* meaning is the user active. Select Yes or No from *District Employee* meaning does the person work at the district office. Choose from the *Campus drop box* to select the campus/site where the person works. Enter administrator *Email address.* Click the **Save button** to save the edited or added record.	**Create Administrator** *** Required** Name: [＿＿＿＿] * Level: [Choose One ▾] * Username: [＿＿＿＿] Password: [＿＿＿＿] User Account Disabled? ○ Yes ● No District Employee? ● Yes ○ No Campus: [All ▾] Email:: [＿＿＿＿] [Save] [Cancel]

X. Workstation Maintenance

The **Workstation List** is displayed when users click the Workstation List menu option. All List Screens are **sortable** by **column header**. New workstations are added upon the installation of MyWebClock software on each computer utilizing the software. Click the **Client Name** to view activity detail for the corresponding workstation. Click the green plus sign or the Create New Workstation link at the top to add a new workstation.	**FUNDamentals MyWebClock** **Client/Device List** This list shows all computers or devices that have accessed the system and the campus they are linked to. The last two columns show the Launcher versions for the Pin Pad application and the Administration application. **Workstation/Device List - 84 records found Create New Workstation** <table><tr><th>Campus Name</th><th>Campus Code</th><th>Client Name</th><th>Enabled</th><th>Date Created</th><th>Last Activity</th></tr><tr><td>Altamonte Elementary</td><td>0561</td><td>Dolores's ipad</td><td>yes</td><td>3/14/2018 1:05:25 PM</td><td>11-21-2018</td></tr><tr><td>Bear Lake Elementary</td><td>0031</td><td>0541-ken</td><td>yes</td><td>3/7/2018 3:36:58 PM</td><td>03-12-2018</td></tr><tr><td>Bear Lake Elementary</td><td>0031</td><td>BLES-02-006-01</td><td>yes</td><td>3/28/2018 1:40:17 PM</td><td>10-16-2018</td></tr><tr><td>Bear Lake Elementary</td><td>0031</td><td>ESC-MD-KIDZONE-02</td><td>yes</td><td>3/27/2018 3:02:53 PM</td><td>09-06-2018</td></tr></table>
The **Activity List** is displayed when users click the **Client Name** on the Workstation List. All List Screens are **sortable** by **column header**. This screen is for informational purposes only.	Workstation/Client Manager Client Name: Ken10 Campus: 0561 - Altamonte Elementary Last Activity: 7/25/2016 9:04:59 AM Enabled: ☑ Save Cancel Activity Log <table><tr><th>Campus Name</th><th>Local Date/Time</th><th>Server Date/Time</th><th>IP Address</th></tr><tr><td>Altamonte Elementary</td><td>7/15/2016 2:58:32 PM</td><td>7/15/2016 6:58:32 PM</td><td>::1</td></tr><tr><td>Altamonte Elementary</td><td>7/19/2016 5:26:45 PM</td><td>7/19/2016 9:26:45 PM</td><td>70.88.48.145</td></tr><tr><td>Altamonte Elementary</td><td>7/19/2016 5:27:17 PM</td><td>7/19/2016 9:27:17 PM</td><td>70.88.48.145</td></tr><tr><td>Altamonte Elementary</td><td>7/22/2016 11:31:00 AM</td><td>7/22/2016 3:31:00 PM</td><td>70.88.48.145</td></tr><tr><td>Altamonte Elementary</td><td>7/22/2016 11:34:09 AM</td><td>7/22/2016 3:34:09 PM</td><td>70.88.48.145</td></tr><tr><td>Altamonte Elementary</td><td>7/22/2016 11:53:56 AM</td><td>7/22/2016 3:53:56 PM</td><td>70.88.48.145</td></tr><tr><td>Altamonte Elementary</td><td>7/22/2016 11:54:28 AM</td><td>7/22/2016 3:54:28 PM</td><td>70.88.48.145</td></tr><tr><td>Altamonte Elementary</td><td>7/22/2016 12:39:46 PM</td><td>7/22/2016 4:39:46 PM</td><td>70.88.48.145</td></tr><tr><td>Altamonte Elementary</td><td>7/22/2016 12:45:25 PM</td><td>7/22/2016 4:45:25 PM</td><td>70.88.48.145</td></tr><tr><td>Altamonte Elementary</td><td>7/23/2016 1:39:21 PM</td><td>7/23/2016 5:39:21 PM</td><td>73.19.133.110</td></tr><tr><td>Altamonte Elementary</td><td>7/23/2016 2:24:33 PM</td><td>7/23/2016 6:24:33 PM</td><td>73.19.133.110</td></tr><tr><td>Altamonte Elementary</td><td>7/23/2016 2:25:37 PM</td><td>7/23/2016 6:25:37 PM</td><td>73.19.133.110</td></tr><tr><td>Altamonte Elementary</td><td>7/25/2016 9:04:59 AM</td><td>7/25/2016 1:04:59 PM</td><td>70.88.48.145</td></tr><tr><td>ESC</td><td>7/22/2016 12:32:01 PM</td><td>7/22/2016 4:32:01 PM</td><td>70.88.48.145</td></tr></table>

XI. System Activity

The **System Activity** reports are statistical reports of Punch Events (login/logout activity). Reports are available for Hourly activity by Punch Event or Punch Type or Punch Totals.	**System Punch Events Analysis and Statistics** **Totals** — Displays the number of hourly transactions recorded by the system for a selected date. **Hourly Transactions — By Punch Event** — Displays the number of hourly transactions for Ins, Outs, and Lunch Punch Events recorded by the system for a selected date. **By Punch Type (Ins vs. Outs)** — Displays the number of hourly transactions for Ins and Outs recorded by the system for a selected date.