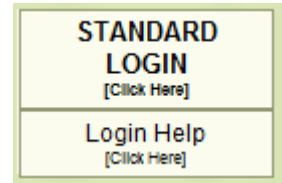


Easy Time Clock has four custom login pages available that will fit all industry standards.



1. Standard Login at <https://www.easytimeclock.com/Login.aspx>
2. List Login at <https://www.easytimeclock.com/Login.aspx?Style=List>
3. Quick Punch Login  
<https://www.easytimeclock.com/Login.aspx?Style=List&Button=Punch>
4. Group in/out Login – (No Password Required) <https://www.easytimeclock.com/Login.aspx?Style=List>

## 1. Standard Login

The standard login page is perfect for individuals that will login from their computer at their desk. The Standard Login will require the **company login name, username and password**. Check the box to remember Company Login and Employee Name then Login.

*\*\*The username will need to be typed in exactly how it is entered in the system. The administrator’s login username is “Admin”.*

**To login fast**, click on the [“Create Windows Shortcut”](#) link and save the file to your desktop. The shortcut icon will remember the Company Login Name and Employee Name. With just a click on the Easy Time Clock desktop shortcut, you type in the password to login into your time card.

Easy Time Clock

Company Login  
Sample

Username  
Admin

Password

Remember Company Login  
 Remember Username

[List Login](#) | [Create Windows Shortcut](#) | [Password Help](#)

## 2. List Login

The List Login is perfect for companies that have multiple people logging in from one computer. The List Login will display the employee’s names from a drop down list so you do not have to type in your name. Select your name and type in your password to login into your time card. Check the box to remember Company Login and Username then Login. [Create Windows Shortcut](#) for quick easy access to the Login page.

- 1) To allow use of the Employee List Login, go to **Main Menu | Time Clock Maintenance | Time Clock Setup** and go to **Employee List Login page** and select **“Allow use of the Employee List Login page”** and if you have department lists check **“Display department list during login”** and click the **“Update”** button to save changes. *See samples below.*

### Employee List Login Page [\[What's This?\]](#)

- Allow use of the Employee List Login page
- Display department list during login

Select Department

All Departments

All Departments

Bid & Projects

Office

Warehouse



Easy Time Clock

Select Department      Select Employee      Enter Password

Warehouse       John, Paul      

John, Paul

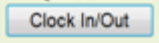

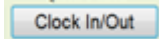

Karen Paul Department

Reese, Bob Employee Name

[Standard Login](#) | [Create Windows Shortcut](#) | [Password Help](#)

### 3. Quick Punch Login – Is Available for Companies that do not use Project or Break Time Tracking

Quick Punch page is perfect for companies that have multiple people logging in from one computer. Quick Punch Login allows individuals to quickly clock in/out without having to login into their time card to view the time punch.

- The individual selects their **department/employee name** from the drop down list then types in their password and clicks on the  button to register the time into their time card.
- A message will appear **“Clock In for Bill Jones entered”** or **“Clock Out for Bill Jones entered”**. Select  to continue to the next login. Select the next name on the list and click  .

**Note:** The Quick Punch link will not be available if your time clock configuration is setup for Project time tracking. Use the List Login to access the time card page to select which project to clock in.

**Shortcut Help:** Click on the **“Create Windows Shortcut”** link and save the file to your desktop.

[Employee List Login Page \[What's This?\]](#)

- Allow use of the Employee List Login page
- Display department list during login

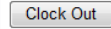

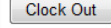


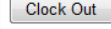
**TO VIEW TIME CARD:** To login into the individual’s time card to view the weekly time entries, click on [Standard Login](#) or [List login](#) page links and login.

### 4. Group In/Out Login Page

The Group In/Out Login page is designed for companies that do not want passwords for quicker clock in/out time on a dedicated computer. The employee just clicks on the Clock In/Out button and the time is registered into their time card. The Group Login page is limited to the basic Clock In/Out only. No projects can be used with this login page.

**TO VIEW TIME CARD:** To login into the individual’s time card to view the weekly time entries, click on [Standard Login](#) or [List login](#) page links and login.

Sample Company  
Group Clock In/Clock Out

Change Status	Employee	Status	Out of Office Note
	Bill Jones	In	
	Bridge, Carol	In	
	John, Paul	In	
	Jones, John	Out	
	Karen Paul		
	Reese, Bob	In	
New Out of Office Note: <input type="text"/>			

[Refresh](#) Logout