


Easy Access to the Time Clock Login Page On Your Desktop

For quicker access to your time clock login screen, create a shortcut icon to your desk top. Follow the instructions below.

1. Go to our website at www.easytimeclock.com and select Company Login link located under our header logo.
2. Once you have logged in your company login name and your name should be automatically filled in, so you only have to type in your password.



Easy Time Clock

Company Login
acme

Employee Name
Admin

Employee Password

Login

Remember Company Login
 Remember Employee Name

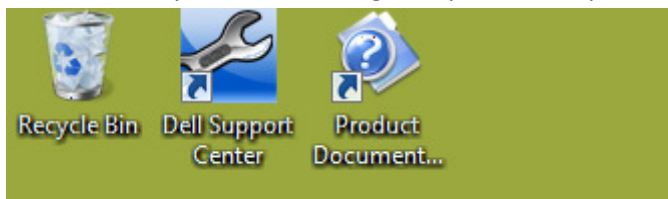
[Employee List Login](#)

3. In your browser address line highlight, copy the http://.

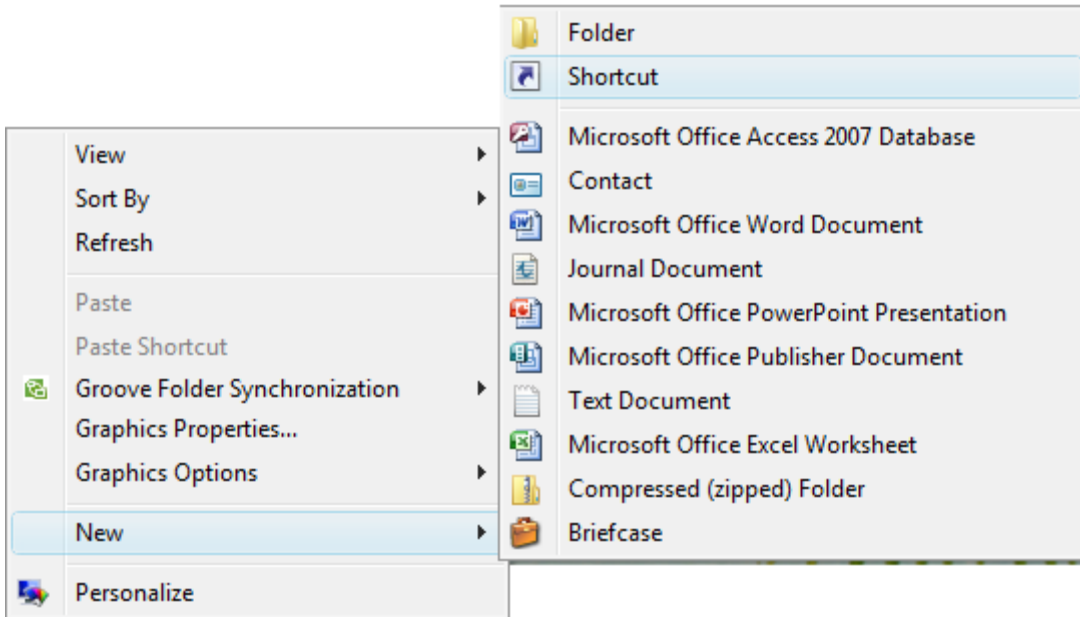
Example: <http://www.easytimeclock.com/Login.asp?company=acme&employee=>



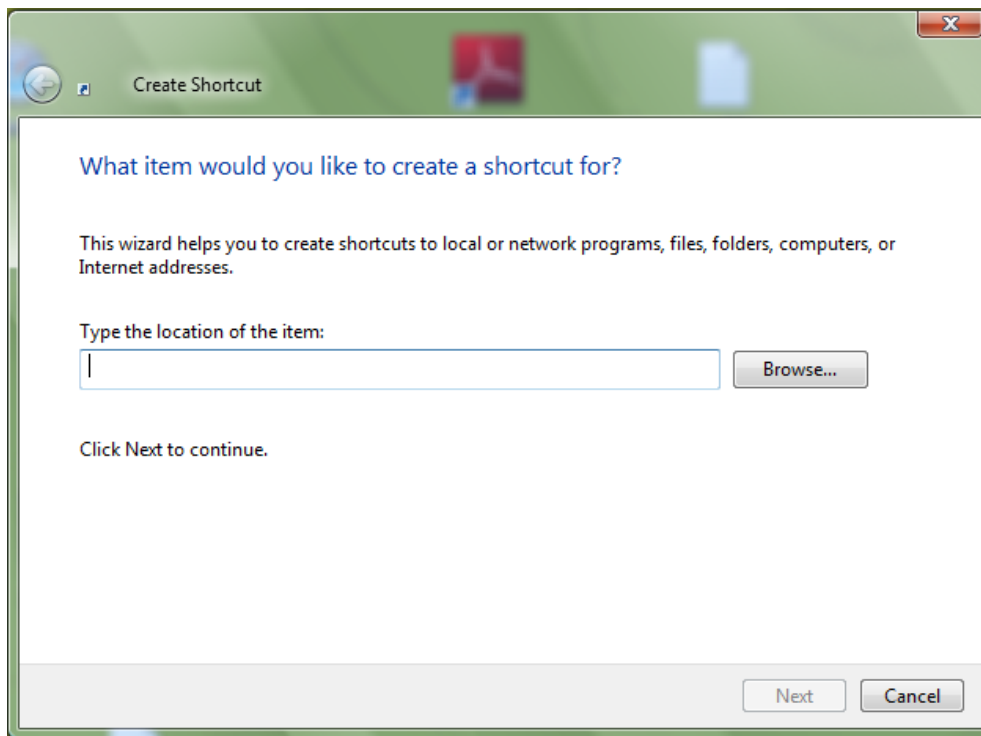
4. Minimize your browser to get to your desktop that has all your shortcut icons.



5. **Right click** with your mouse on the desktop to open a menu selection. Select **New - Shortcut**.



This will take you to the "Create Shortcut" page.

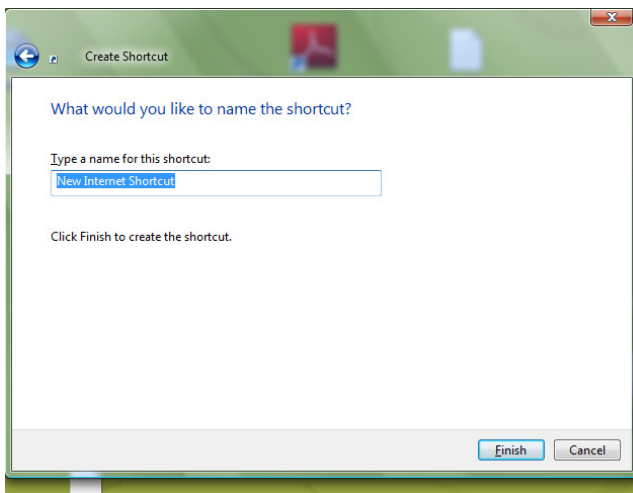


6. In the field called “**Type the location of the item:**” paste in the **HTTP://** address that you saved in your browser.

Type the location of the item:

Click Next to continue.

7. Click “**Next**” button to name the shortcut.
 8. Type in the name of the shortcut. You can use any name you want. *Example: Time Clock Shortcut*



What would you like to name the shortcut?

Type a name for this shortcut:

Click Finish to create the shortcut.

9. Click the “**Finish**” button to create the shortcut to your desk top. Now click on the Icon Shortcut created to make sure the shortcut goes to the login page you want. Now you are all set for quick login page access.

How to Create a Shortcut on a MAC

The following is how to create an alias (shortcut) on a Macintosh:

- Highlight the program you wish to create an alias for.
- Click on *File*.
- Select *Make Alias*.
- Drag the Alias to the desktop

On OS X, each file in the file system has an internal identification number that is used to identify it. OS

X's aliases link to this ID number directly rather than storing information about the file's name or location; as such, you can move or even rename the items that an alias points to, and the alias will continue functioning correctly. The item will always have the same ID number, so it's true name and location in the file system are irrelevant to the alias.

You can create an alias to any file or folder on your computer or network. To create an alias in OS X:

- Control- or right-click a file and select **Make Alias**
- Begin dragging an item, then hold down -option. Release the mouse in the location you want to create the alias. Proxy icons (the icon in a window's title bar) can also be dragged this way

To show the item that the alias links to:

- While the alias is selected, go to **File > Show Original** in the Finder
- Control- or right-click on the alias and select **Show Original**
- From an alias' Get Info dialog, click the **Show Original** button
- Select an alias and type -R (for Reveal)

Congratulations, you have just completed adding a favorite and created a shortcut to your desktop. Each time you want to clock in, just click on the ICON to quickly get to your time clock.

If you need assistance over the phone or have questions regarding your application, feel free to call customer service at 405-314-2436.