

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

1. Standard Login
2. List Login
3. Quick Punch Login
4. Group in/out Login – (No Password Required)

## 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, employee name and password.

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.

## 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.

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

- Allow use of the Employee List Login page
- Display department list during login
- Allow use of the Employee List Login with shortcut or link

1) You won't have a Create Windows Shortcut link on the List Login and Quick Punch pages unless "Allow use of the Employee List Login with shortcut or link" is selected in the configuration.

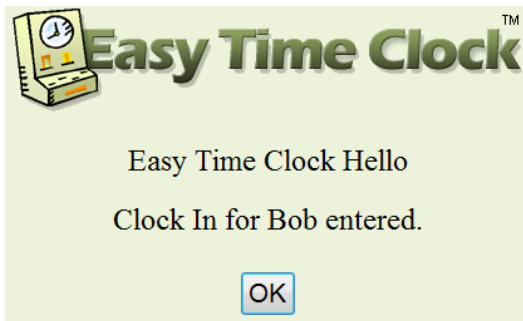
2) To allow use of the Employee List Login, go to **Main Menu | Time Clock Maintenance | Time Clock Setup** and go to **Employee List Login** and **select “Allow use of the Employee List Login with Shortcut or link” and click the Update button to save changes.**

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



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 name from the drop down list then types in their password and clicks on the Clock In/Out button to register the time into their time card.



- A message will appear when the time entry was received.

**Note:** You won't have a link to the Quick Punch page if there are projects. Basically, if there are projects, the time card page is needed so the employee can select which project to clock in on.

**Shortcut Help:** You won't have a Create Windows Shortcut link on the List Login and Quick Punch pages unless "Allow use of the Employee List Login with shortcut or link" is selected in the configuration. To allow use of the Employee List Login, go to Main Menu | Time Clock Maintenance | Time Clock Setup and go to Employee Login and select "Allow use of the Employee List Login with Shortcut or link"

Employee List Login Page <a href="#">[What's This?]</a>	<input checked="" type="checkbox"/> Allow use of the Employee List Login page
	<input checked="" type="checkbox"/> Display department list during login
	<input checked="" type="checkbox"/> Allow use of the Employee List Login with shortcut or link

**TO VIEW TIME CARD:** To login into the individual's time card to view the weekly time entries, click on Standard or List login page links and login.

- **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 or List login page links and login.

**Group Clock In/Clock Out**

Change Status		Employee	Status	Out of Office Note
<input type="button" value="Clock In"/>		Bill (Supervisor)		
<input type="button" value="Clock In"/>		Brenda	Out	Sales appointment
	<input type="button" value="Clock Out"/>	Frank	In	
	<input type="button" value="Clock Out"/>	Sue	In	
New Out of Office Note:		<input type="text"/>		

[Refresh](#) [Logout](#)