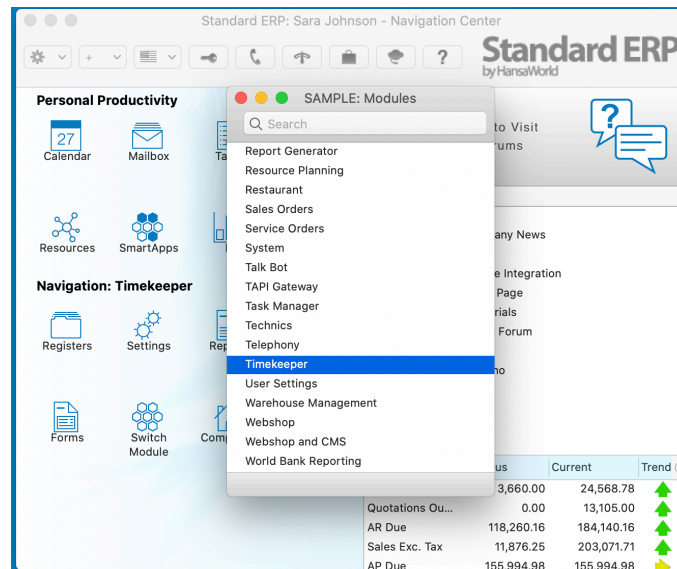


Getting Started: Timekeeper

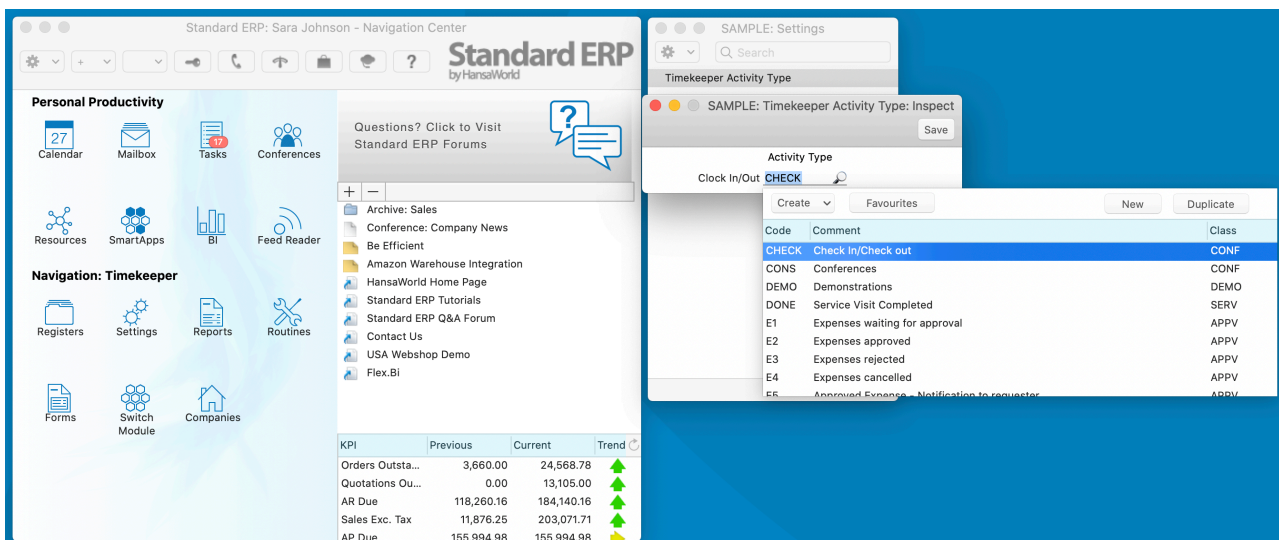
The Timekeeper feature in Standard ERP allows users to easily log and check time worked with a quick and easy workflow. Timekeeper also provides a report of hours worked by users, and is integrated directly with activities for easy tracking.

How to get started:

1. Open Standard ERP and from the Navigation Centre, switch module to **Timekeeper**.



2. Open **Settings**, and select "Timekeeper Activity Type"
3. Select the **Clock In/Out** field, and then use Paste Special (CMD-Enter) to select the appropriate Activity Type.



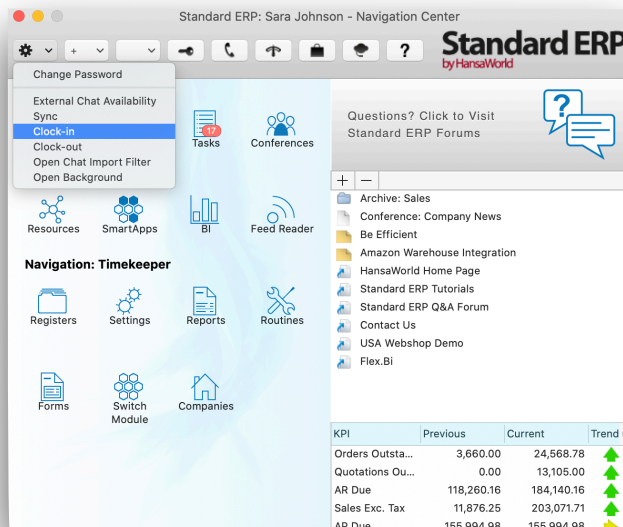
Timekeeper creates activities automatically in the "System Activity" register in the System module based on the activity type selected in this setting.

Getting Started: Timekeeper

How to use it:

Once you have configured the Timekeeper function, you can use it as follows.

In the **Navigation Center**, select the **Operations** menu, and select the “**Clock-in**” option. This will automatically create a System Activity, and start logging the time of the user that is logged in.



Once you have finished your work, and would like to Clock-Out, return to the **Navigation Center**, select **Operations** menu, and then select the **Clock-Out** option. This will automatically end the time tracking activity, close all open Standard ERP windows and log the user out.

To view the activity created when “Clock in” is selected, from the Navigation Centre, switch module to **System** and open the **Activities Register**. A list of activities will appear.

Navigate to the current date and time, to see the activity displayed. Open the activity to execute any follow up workflows from there.

The screenshot shows the 'SAMPLE: Activities: Browse' window. It displays a table of activities with columns for Customer, Name, Done, Persons, Date, Time, Type, Comment, and No. The activity 'Clock-in and Clocked-Out' is highlighted.

Customer	Name	Done	Persons	Date	Time	Type	Comment	No.
			SJ	08/17/2020	15:32:42	CHECK	Clocked-in and Clocked-...	1931
			SJ	08/17/2020	15:19:53	CHECK	Clocked-in and Clocked-...	1930
			BK	08/17/2020	09:00:00	CONS	Conference in Miami	1868
			AM	08/17/2020	09:00:00	AD_CR	Monday Admin	1831
			AM	08/14/2020	09:00:00	SA_DM	Preparing quotations an...	1835
			SJ	08/14/2020	09:00:00	EXPO	Marketing	1808
			SJ	08/13/2020	14:14:58	ENQ	External Enquiries	1915
			AM	08/13/2020	14:05:55	AH	Entertaining Leads	1905
			SJ	08/13/2020	11:01:41	E3	Rejected Expense Explai...	1901
1011	Sound industri...		SJ	08/12/2020	08:00:00	DEMO	Demo at Li industries	1856
1005	80101		BK	08/12/2020	11:00:00	SUP_1	Inbound Support Calls	1907
			SJ	08/12/2020	14:14:03	A	Mail sorting	1913
			AM	08/12/2020	08:00:00	IMP	Implementing at new Cu...	1894
1011	Sound industri...		SJ	08/11/2020	14:00:00	DEMO	Demo at Chabra	1898

The screenshot shows the 'SAMPLE: Activity: Inspect' window. It displays the details for a 'Clock-in and Clocked-Out' activity. The form includes fields for Text, Type, State, Language, Persons, Priority, Supervisor, Approval Status, Result, Start Time, End Time, Planned Time, Deadline Time, Cost (Time), Currency, Tag/Object, Project, Contact, Invoice Item, and Name. The 'Time' tab is selected, and the 'Time' radio button is chosen under 'Task Type'.

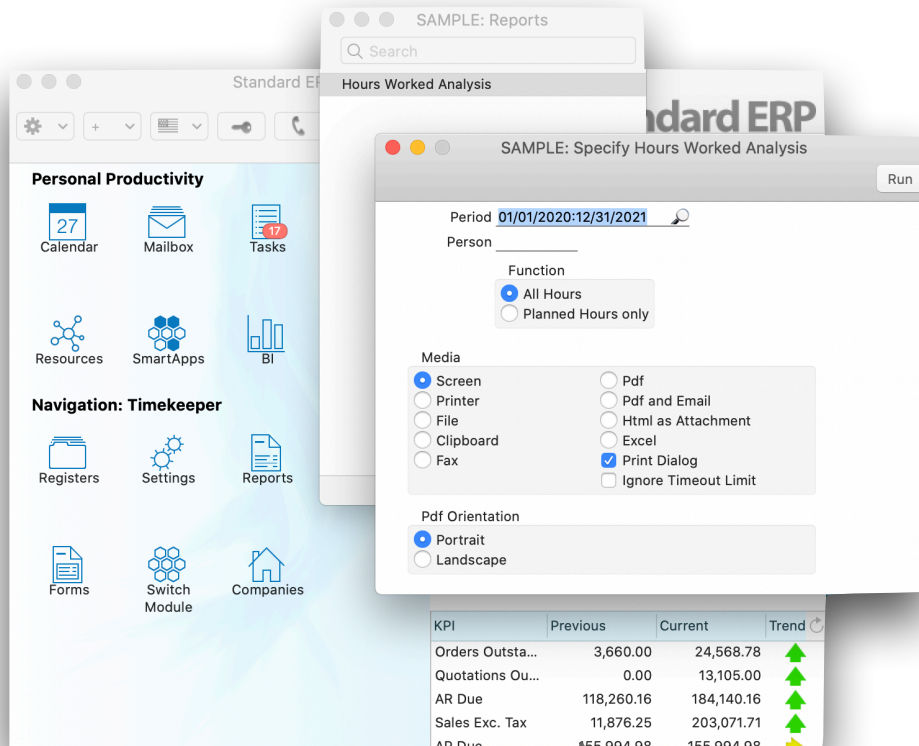
Code	Text
1	
2	
3	
4	

Getting Started: Timekeeper

Reporting

In the **Timekeeper** Module, run the **Hours Worked Analysis** report to see all the recorded work hours of users. This can be filtered by Period or Person.

Once you have entered your chosen parameters, you can click on **Run**.



The report results will show the Date, User, User Name, Type (Actual or Planned), Clock in time, Clock out time and Total time worked.

Date/User	User Name	Type	Clock In	Clock Out	Clock Out Date	Total
08/17/2020	Monday					
SI	Sara Johnson	Actual	15:19:53	15:20:41	08/17/2020	0.01
		Total Actual				0.01