## **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.

		Standard I	ERP: Sara Johns	son - Navigation Center	SAMPLE: Settings					
<b>☆</b> ▼ +	<b>~ ~</b>	-0 (,	•	• ? Standard ERP	I ∰ ∨ Q. Search Timekeeper Activity Type					
Personal P 27 Calendar	roductivity	Tasks	Conferences	Questions? Click to Visit Standard ERP Forums	SAMPLE: Timekeeper Activity Type: Inspect Save Activity Type Clock In/Out CHECK					
Resources	SmartApps	BI	Feed Reader	+ - Archive: Sales Conference: Company News Be Efficient Amazon Watchouse Integration	Create     Favourites     New     Duplicate       Code     Comment     Class       CHECK     Check in/Check out     CONF					
Navigation Registers	Timekeeper Settings Reports Routines Settings United Standard ERP Tutorials Contact Us USA Webshop Demo				CONS Conferences CONF   DEMO Demonstrations DEMO   DDNS Service Visit Completed SERV   E1 Expenses waiting for approval APPV   E2 Expenses approved APPV   E3 Expenses approved APPV					
Forms	Switch Module	Companies		Flex.Bi	Ed Expenses cacelled APPV Ed Expenses cacelled APPV E5 Approved Expense - Natification to requester ADDV					
				Orders Outsta     3,660.00     24,658.78       Quotations Ou     0.00     13,105.00       AR Due     118,260.16     184,140.16       Sales Exc. Tax     11,876.25     203,071.71       AP Due     155,994.98     155,994.98						

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



## 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.

₽ ~				Q Search				
Customer	Name	Done	Persons	Date	Time	Туре	Comment	No.
			SJ	08/19/2020	10:15:00	CALL	Customer Calls	1923
			вк	08/19/2020	09:00:00	CONS	Conference in Miami	1870
			SJ	08/18/2020	14:00:41	AD_CR	CRM Clean up	1899
			AM	08/18/2020	13:40:00	E4	Cancelling Orders not ne	1904
			вк	08/18/2020	09:00:00	CONS	Conference in Miami	1869
			SJ	08/18/2020	08:00:00	FOLLW	Lead Follow Ups	1920
1011	Sound industri		SJ	08/17/2020	09:00:00	DEMO	Demo at Varma LLC	1861
1008	Morris Melodies		SJ	08/17/2020	15:00:00	IDEA	Idea Planning	1921
			SJ	08/17/2020	15:38:11	CHECK	Clocked-In	1932
		~	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	Α	Mail sorting	1913
			AM	08/12/2020	06:00:00	IMP	Implementing at new Cu	1894
1011	Sound industri		SJ	08/11/2020	14:00:00	DEMO	Demo at Chabra	1898

Text Cloc	ked-In and Clocked-Out							
Type CHE	СК							
State	Boroor		Co.					
Driosity	Person	or SJ	Approval Fund					
Priority	Approval State	us Not Required	Result	Rrivata	Dono			
_					Private	COULO		
Tin	ne Contact Text	Sub Alarm	Resources Ser	vice Asteris	User Defined			
Start Time 15:32	2:42 Start Dat	te 08/17/2020	- Task Type	3	Calendar			
End Time 15:35	5:35 End Dat	te 08/17/2020	- Calend	ar	Profile			
Planned Time	Planned Dat	te	- Timed	To Do	O Don't Show			
eadline Time	Deadline Dat	te	Work H	lours				
Cost (Time) 00:03	3:00 Time Clas	35	Approv	al				
Currency	Amour	nt	- Other					
Tag/Object			-					
Project	Nam	ie						
Contact	Telephon	e				e.		
Invoice Item	Contact Perso	n						
Code Text								
1								



## 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.

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Hours Worked Analysis Standard ERP				Standard ERP, Print date: 08/17/2020 15:22 Period 01/01/2020 : 12/31/2021 All Employees				
Date/User	User Name	Туре	Clock In	Clock Out	Clock Out Date	Total		
08/17/2020	Monday							
SJ	Sara Johnson	Actual	15:19:53	15:20:41	08/17/2020	0.01		

