

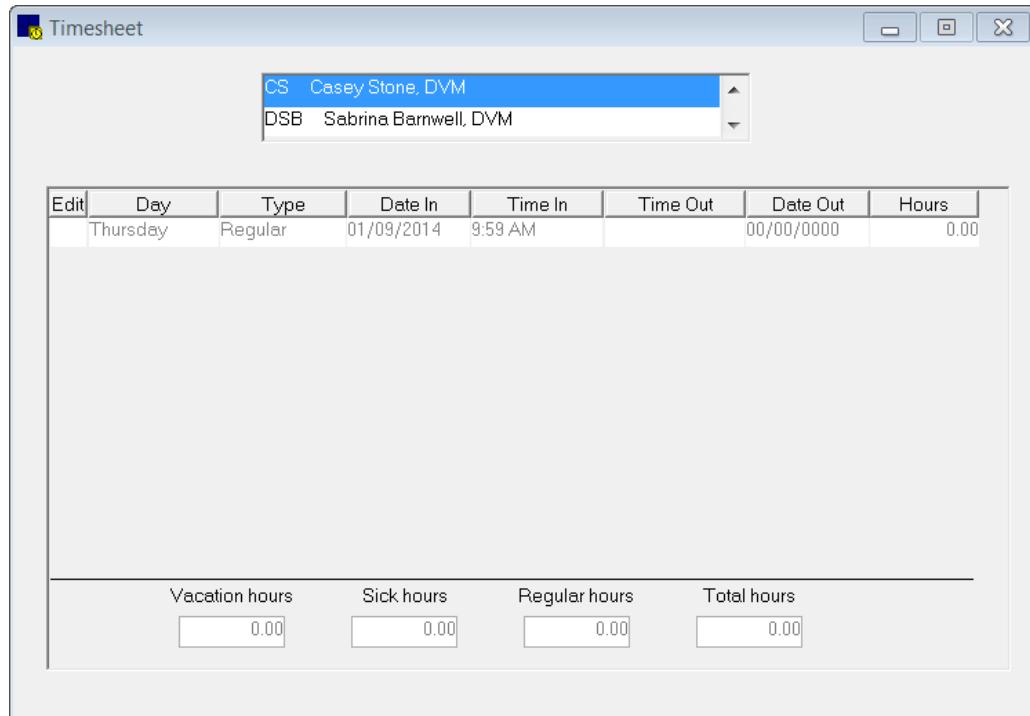
IDEXX Cornerstone*

Practice Management System

Time Clock—Staff

QUICK REFERENCE GUIDE

The Time Clock allows staff to manually clock in and out. It also records regular, sick, and vacation time. Staff members can record their own hours, but only an administrator can correct mistakes or make changes to entries.



Clock in

1. On the computer desktop, double-click the **Time Clock** shortcut.
2. Log in with your user name and password. The Timesheet should be open. If not, click the **Timesheet** button  on the toolbar.
Note If the Time Clock is already open, click the **Password Entry** button  on the toolbar to log in.
3. On the toolbar, click the **Clock In** button . Time Clock starts recording your time.
4. To log out, click the **Password Entry** button  on the toolbar.

Clock out

1. On the computer desktop, double-click the **Time Clock** shortcut.
2. Log in with your user name and password. The Timesheet will be open. If not, click the **Timesheet** button  on the toolbar.
Note If the Time Clock is already open, click the **Password Entry** button  on the toolbar to log in.
3. On the toolbar, click the **Clock Out** button . Time Clock stops recording your time.
4. To log out, click the **Password Entry** button  on the toolbar.

Other Time Clock actions

The following actions require administrator access.

To	Do this
Record sick time	With the Timesheet open, and the staff member's name selected, click the Sick Hours button  on the toolbar. In the Sick Hours window, click Add . Update the date and number of hours if necessary. To add another sick day, click Add again.
Update sick hours	With the Timesheet open, and the staff member's name selected, click the Sick Hours button  on the toolbar. If sick hours have already been entered for the current date, click Update . If you are modifying sick hours for a previous date, click Edit Times . Update the information as needed.
Record vacation time	With the Timesheet open and the staff member's name selected, click the Vacation Hours button  on the toolbar. In the Vacation Hours window, click Add . Update the date and number of hours as necessary. To add another vacation day, click Add again.
Update vacation hours	With the Timesheet open, and you're the staff member's selected, click the Vacation Hours button  on the toolbar. If vacation hours have already been entered for the current date, click Update . If you are modifying vacation hours for a previous date, click Edit Times . Update the information as needed.

KEYBOARD SHORTCUTS

F1	Display online Help for the current window.
F2	Look up values for a list, such as with ID fields.
Tab	Move the cursor to the next field.
Shift + Tab	Move the cursor to the previous field.
Ctrl + U	Update the selected record.
Ctrl + L	Open the Log In window.

FOR MORE INFORMATION

- For Time Clock setup and detailed instructions, see the Help in the Time Clock module.
- Go to idexxlearningcenter.com to view snippet videos about many Cornerstone features.

