

Time Manager Pro

A Perfect Complement to Childcare Manager

by Personalized Software, Inc.

Welcome to Time Manager Pro.

Time Manager Pro is a flexible, yet simple tool for managing time and attendance for childcare centers. It embraces the latest software and hardware technologies to deliver a program that is truely unique in the industry.

Time Manager Pro offers many advanced features available only from Personalized Software, the leader in time management solutions for the childcare industry for over two decades. Among the many new advances included in Time Manager Pro are multi-child clock in, announcements, messaging, email and text message notifications, and child and employee popups.

Time Manager Pro User's Guide

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Table of Contents

L

Chapter 1	Time Manager Installation	2
1.1	What You Need to Run Time Manager Pro	
1.2	How to Install Time Manager Software	
	How to Install the Timeclock	
	How to Install the Timeclock (with door lock relay)	
Chapter 2	The Timeclock	12
2.1	What is It?	
2.2	Timeclock Configurations	13
Chapter 3	Using the Timeclock	15
3.1	How to Clock Children In and Out	
3.2	How to Clock Employees In and Out	17
	How Employees Can View Their Workhours	
	How Parents Can View Their Account Balances	
	How Parents Can Request Meals	
Chapter 4	The Control Panel	23
4.1	Overview	23
4.2	Center Options	
	To Select Your Active Center	
	To Setup Center Hours	
	To Setup Your Email Server	
4.3	Clock In and Out Options	
	Parent Options	
	Child Options	
	Employee Options Messages	
4.4	-	
	To Setup a Parent or Employee Message To Set Your Message Display Options	
4 5	Announcements	
4.0	To Setup Parent Announcements	
	To Setup Employee Announcements	
	To Setup Classroom Announcements	
	To Setup Program Announcements	
	To Setup Activity Announcements	
	To Set Your Announcement Display Options	
4.6	The Virtual Timeclock	42
4.7	Managing Timeclocks	
	Connected Timeclocks	

II

	Relay Options	
4.8	Clock In and Out Notifications	
	Email Notificatons	
	Text Message Notifications	
4.9	Door Access	50
	Door Access PINS	
	Door Security	
Chapter 5	The Tray Menu	56
5.1	Using the Menu	56
5.2	Clocked Children In/Batch Children Out	58
5.3	Clocked Employees In/Batch Employees Out	60
Chapter 6	Child Attendance Monitor (CAM)	63
6.1	What is It?	63
6.2	How to Use the CAM Right Click Menu	
6.3	How to Use the CAM Control Panel	65
Chapter 7	Employee Time Monitor (ETM)	67
7.1	What is It?	
7.2	How to Use the ETM Right Click Menu	
7.3	How to Use the ETM Control Panel	69
Chapter 8	Reports	71
8.1	How to Run Reports	71
8.2	Report Descriptions	
	Attendance Detail	
	Attendance Summary	
	Currently Clocked In (Child) Currently Clocked In (Employee)	
	Suspect Times	
	TimeSheet Detail Employee)	
	TimeSheet Summary (Employee)	
Chapter 9	New Features in Time Manager Pro	75
	Index	77

Chapter I

Time Manager Installation

Time Manager Installation

Section 1.1

What You Need to Run Time Manager Pro

- Copy of Childcare Manager software installed
- Computer with any Pentium or compatible processor
- Minimum of 64 (MB) of RAM
- Minimum of 3MB of available hard disk space. Actual requirements will vary depending on your system configuration and other applications and features you choose.
- VGA video resolution VGA adapter and monitor
- CD-ROM or DVD drive
- · Computer keyboard
- Microsoft mouse or compatible pointing device; a touch screen will work.
- RS232 connector on your computer or a certified 'USB Serial Port' adapter.

2

Section 1.2

How to Install Time Manager Software

1. Insert the Time Manager Pro CD into your CD ROM drive. The welcome screen will appear.



- 2. Click Next. The license agreement screen will appear.
- 3. Check the 'I accept the terms in the license agreement'.



- 4. Click Next. The Registration screen will appear
- 5. Enter your User Name and the name of your Organization.
- 6. Enter the 25 digit Serial Number that is included on the inside cover of your Time Manager's Users Guide.

4

😥 Time Manager Pro - InstallShield Wizard	×
Customer Information Please enter your information.	
User Name:	Enter the 25 digit serial number found in the inside cover of the Time Manager Pro Uzers Guide.
InstalChield	jext > Cancel

7. Click Next. The Destination Folder will appear. Click Change to locate and enter a new destination folder.

😥 Time M	anager Pro - InstallShield Wizard	×
	ion Folder ext to install to this folder, or click Change to install to a	0
	Install Time Manager Pro to: C: [Program Files]Personalized Softmare(Time Manager Pro)	Change
InstallShield -	< Back Next >	Cancel

- 8. Click Next to use the default destination folder. The Setup Type screen will appear.
- 9. Check the appropriate boxes to select the features you want to install. You can install 1) Time Manager alone, 2) Time Manager with ETM or Cam but not both, 3) ETM alone, or 4) CAM alone. You can install 1) Time Manager alone on other computers on a network, 2) Time Manager with ETM or CAM on other computers on a network, 3) ETM alone with other computers on a network.

😥 Time Mana	ger Pro - InstallShield Wizard 🛛 🕅
Setup Type Configure the	e setup to best suits your needs.
Please select	features to install.
Time Ha	nager Pro
0	Time Manager Pro provides the capability to sign children and employees in and out through a remote timedock (optional) or a built-in virtual timedock.
Employe	e Time Monitor (ETM)
2	The ETM displays a popup message each time an employee is docked in or out and the option to display a popup message each time a child is clocked in or out.
Child Att	endance Monitor (CAM)
8	The CAM displays a popup message each time a child is clocked in or out and an accompanying popup message showing who clocked the child in or out. The CAM cannot be installed if the ETM is installed.
	< gadk jext > Cancel

10.Click Next. The 'Ready to Install the Program' screen will appear.

5



11.Click **Install** to begin installation. The Installing Time Manager Pro screen will appear. A status bar will display your installation progress.

😥 Time Ma	anager Pro - InstallShield Wizard			
	Time Hanager Pro	1		
i g	Please wait while the InstallShield Wizard installs Time Manager Pro. This may take several minutes. Status:			
InstallShield –	< Back Next >	Cancel		

12. Click Next. The InstallShield Wizard Completed screen will appear.

😥 Time Manager Pro - InstallShield Wizard 🛛 🛛 🔀			
	InstallShield Wizard Completed		
The InstallShield Wland has successfully installed Time Manager Pro. Click Pinish to exit the mizard.			
	K Back Enish Cance		

13.Click Finish. Installation is complete.

Section 1.3

How to Install the Timeclock



Before you install the timeclock, check to see that you have received everything for installation. You should have received the following items with your shipment.

- 1 timeclock
- 1 RS232 serial cable
- 1 USB to Serial Port Adapter cable (Optional)
- 1 AC/DC power transformer
- 1 plastic bag that includes the following items: 1) 1 paper template for use in mounting the data terminal on a wall. 2) 2 wall board anchors and mounting screws for mounting wall bracket. 3) 1 connector marked 'DATA TERM". 4) 2 connectors connected together marked 'COMPUTER'.
- 1 Time Manager installation CD
- 1 Time Manager Users Guide

Note: if you are receiving more than 1 timeclock you should have a corresponding number of the above items.

If you are missing any of the above items, contact Personalized Software's Customer Service department at

6

7

(800) 553-2312. If you do not have an available serial port on your computer, you will need to install an additional serial port or use a USB to Serial Port Adapter cable.

To Install the Timeclock

- 1. Decide where you want to place the timeclock.
- 2. Place the timeclock where it will be used. The timeclock should be no more than eight feet from a 110 VAC power outlet, and 50 feet from your computer serial port. The timeclock can be mounted on a wall using the built-in wall mounts on the back of the timeclock. The timeclock can also be set on a flat surface, e.g., desk, counter top, table. When using the timeclock on a flat surface, you can set the timeclock flat or use the wall mount bracket in the back to raise the back of the timeclock.
- 3. Connect the timeclock to an RS232 serial port on your computer using the RS232 cable and connectors that came with your package. Warning: Only use cables and connectors that you receive with your package. If a RS232 port is not available you will need to obtain a USB to Serial Port Adapter cable and connect the data timeclock to your computer using it.
- 4. Connect the AC/DC transformer. The timeclock uses the AC/DC transformer to provide power for the timeclock display. To connect the AC/DC transformer, plug one end into the timeclock and one end into a 110 VAC power outlet.

Section 1.4

How to Install the Timeclock (with door lock relay)

The timeclock with optional door lock relay is installed the same way as the standard timeclock with the exception that you must also set up the relay.

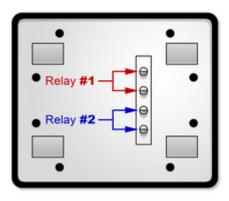


Relay Specifications

The timeclock includes two relays that are accessed via a terminal block on the back of the timeclock. These relays are normally used to trigger an automatic door opener but may also be used to trigger a light, a bell, or a larger relay. Both relays use dry reed contacts. The maximum contact rating is 10VA (20VDC@500ma). The maximum switched voltage is 100VDC. The relays do not provide any external voltage for driving relays or other devices.

The terminal block is configured with two relays. There are four connectors, two for each relay. The top two connectors are the contacts for the first relay and the bottom two are for the second relay.

8



Relays

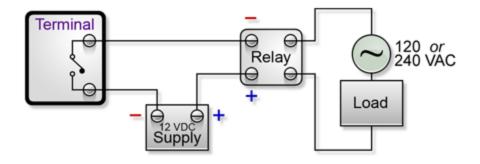
Warning: Do not exceed any of the recommended specifications for the relay contacts. To do so will void your warranty and could possibly lead to costly repairs.

Wiring Examples

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Following are two examples of wiring the timeclock to external devices. These examples are provided as a guide to the installer. The installer should always be a professional locksmith or electrician. Exact specifications for door locks and other devices will vary.

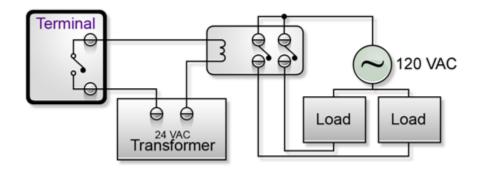
Solid State Example. Here is an example of how the timeclock can be connected to a door lock system that is powered by 120 or 240 VAC using a solid state relay and a 12 VDC power supply.



Solid State Example

Standard Mechanical Example. Here is an example of how the timeclock can be connected to one or more door locks that are powered by 120 VAC using a standard mechanical relay powered by a 24 VAC transformer.

10



Standard Mechanical Example

Note for Installer: When using a standard mechanical relay, it is a good idea to shunt the relay coil using a reverse diode (part number 1N4003 or 1N4000). This helps prevent voltage spikes to the dry reed relays in the timeclock.

Chapter II

The Timeclock

The Timeclock

Section 2.1

What is It?

The timeclock is a remote data terminal designed to transmit and receive information interactively with Childcare Manager. The timeclock collects time and attendance data and transmits it back to Childcare Manager where it is stored in the appropriate records. It also displays a variety of announcements and messages to timeclock users and carries out certain tasks such as sending email and text message notifications.

The timeclock contains a built-in keyboard and display and is a rugged, highly reliable unit capable of withstanding the rigorous demands of today's busy childcare centers. The timeclock meets the following general specifications.

DISPLAY:	Two line by 24 character electro-reflective LCD.
USER INTERFACE:	Custom designed keyboard, rated life - 10 million cycles per switch.
COMMUNICATION INTERFACE:	RS232 serial port, rated for connections up to 5 ft.
CASE:	Highly durable, light weight aluminum.
CABLE:	One cable with power and communications lines exits from the timeclock case. The cable is 4 feet long with a connection hub at the end. One serial cable for connecting the timeclock to the computer. One AC/DC power adaptor to provide power to the timeclock display.
DIMENSIONS:	Height 9.25 inches; width 8.5 inches; depth 2 inches.
WEIGHT:	1.4 pounds.
OPERATING ENVIRONMENT:	Temperature 0 to 60 degrees C (32-140F); humidity 0 to 100%

Section 2.2

Timeclock Configurations

Timeclocks are available with and without door lock relays and in indoor and outdoor configurations.



Indoor Timeclock



Outdoor Timeclock

Chapter III

Using the Timeclock

Using the Timeclock

Section 3.1

How to Clock Children In and Out



Virtual Terminal Screen

You can check in or out 1 to 4 children at a time with the timeclock or virtual timeclock. Sponsors, co-sponsors and family contacts use a PIN (personal identification number)that is assigned in Childcare Manager to check the children in and out. The PIN is a unique identification number that is composed of 2 to 8 numeric characters.

15

The PIN is entered in the Sponsor and Co-sponsors tab and in the Family Contacts record.

To Clock a Child In or Out



- 1. Press the child button
- 2. You will be prompted to enter your PIN (see below).



- 3. Using the numeric keys on the keyboard, enter your **PIN**.
- 4. If the family has only one child, click **OK** to sign in or out the child.
- 5. If the family has more than one child, Click Ok to sign in or out all of the children listed at the same time. Your display will list the names of the children in the family. To clock individual children in or out, enter the numbers of the children you want to clock in or out. For example, in the display below if you only want to clock in Cindy and Wendy, enter the number 1 and 3 and click OK.



6. After clicking **OK**, The display will show each child checked in or out, whether they were checked in or out, and the time of check in or out.

How to Clock Employees In and Out



Employee Clock In /Out Process

To Clock an Employee In or Out



1. Press the staff button

. You will be prompted to enter the employee's PIN (see below).



2. Enter the employee's PIN (Personal Identification Number). The employee's PIN is a unique identification number that is composed of 2 to 9 alphanumeric characters. Use of numeric characters only is recommended. The PIN is entered in the job tab of the employee's data card in Childcare Manager.



3. Click OK. The name of the employee and the time the employee was clocked in or out will be displayed.

How Employees Can View Their Workhours



- 1. Press the **Total** button .You will be prompted to enter the employee PIN (Personal Identification Number).
- 2. Enter the employee **PIN**. The employee PIN is a unique identification number that is composed of 2 to 9 alphanumeric characters. The PIN is entered in the job tab of the employee's data card in Childcare Manager.
- 3. Click OK. The number of work hours for the employee for the day and for the week will be displayed.



20

How Parents Can View Their Account Balances



- 1. Press the **Balance** button You will be prompted to enter the Sponsor's PIN (Personal Identification Number).
- 2. Enter the sponsor's **PIN**. The sponsor PIN is a unique identification number that is composed of 2 to 9 alphanumeric characters. The PIN is entered in the personal tab of the sponsor's data card in Childcare Manager.
- 3. Click **OK**. The sponsor's outstanding balance will be displayed. Note: Credit balances are displayed as dollar, minus sign and the amount, e.g., \$-113.



How Parents Can Request Meals



- 1. Press the **Meal** button You will be prompted to enter the sponsor's PIN (Personal Identification Number).
- 2. Enter the sponsor's **PIN**. The sponsor PIN is a unique identification number that is composed of 2 to 9 alphanumeric characters. The PIN is entered in the personal tab of the sponsor's data card in Childcare Manager.
- 3. Click OK. The sponsor's children will appear. Select the ones you want to authorize meals for.
- 4. Click **OK**. Time Manager will post an entry in the child's notekeeper with the note type Meal Request. If you don't have a note type called Meal Request Time manager will create one the first time you enter a meal request on the timeclock or virtual timeclock.
- 5. This information can be displayed and printed from Childcare Manager by running the Family Notes report and filtering on Meal Request.

Chapter IV

The Control Panel

The Control Panel

Section 4.1

Overview

Time Manager centralizes all of its options and operations in a control panel. The Control Panel (shown below) is accessible by right clicking the Time Manager Pro icon in the system tray and clicking Control Panel.



Time Manager Pro Control Panel

To Use the Control Panel

Click Center Options to tell Time Manager

- which center you want Time Manager to transfer its time and attendance data to,
- the days and hours your center is open, and
- how to configure your email server for Time Manager to send email notifications.
- Click Clock In/Out Options to
 - send balance due messages to parents,
 - display 'shots due' messages for children with overdue immunizations, and
 - set child and employee clock in/out rounding options.
- Click Messages to
 - send messages to individual parents and employees ,and
 - to display message display options.
- Click Announcements to send announcements to
 - all parents or employees,
 - classrooms,
 - programs, and
 - activities.
- Click Manager Virtual Timeclock to display an onscreen version of the timeclock.
- Click Manage Timeclocks to
 - · display information about connected timeclocks,
 - setup your relay time options if you are using a timeclock with relays, and
 - configure the welcome message for your display.
- Click **Clock In and Out Notifications** to send an email or text message to a parent whenever their child is clocked in or out, or both.
- Click Door Access to
 - create PINs that can be used for special access to your building, such as for a cleaning service,
 - define user restrictions, expirations and notifications for these PINs,
 - · view a history of usage through a built-in log, and
 - define failed door attempt limits and setup email or text message notification when limits are exceeded.

Section 4.2

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Center Options

To Select Your Active Center

- 1. Right click the Time Manager icon ¹ in your system tray
- 2. From the pop up menu, click Control Panel.
- 3. From the Control Panel, click Center Options.
- 4. Click Change Center.

Center Options	28
Change Center Center	ion, you can change the childcare center Time cicing time and attendance. Jenter:
Change Centers Folde Center Preview Bartlett Chi	ild Care Center, Inc
Capacity: Last Backup: Address:	0 9/4/2006 Corporate Office Cordova, TN 38016

- 5. Go to **Active Time Manager Center**. Use the drop-down list and enter the center you want your timeclock connected to. The drop-down list displays all of the centers stored in Childcare Manager's default database folder.
- 6. If the center you want your timeclock connected to is not in this folder, it may be stored in an alternate location. If you know the location, click Change Centers Folder..., locate the alternate location, then click OK to include your center in the drop-down list. You can then enter it in Active Time Manager Center.
- 7. If you don't know where your active center is located, open your center in Childcare Manager, go to the **Help** menu, and click **About Childcare Manager**. The location of your active center will be displayed at the bottom of the window in the Location field. Use this information to locate and enter your center in Active Time Manager Center.

To Setup Center Hours

With Time Manager you can indicate what days your center is open and the times during those days you are open. This information is used by the program for messages and announcements, and when utilizing the optional door lock relays.

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How to Set Your Center Hours

- 1. Right click the Time Manager icon Manager iron 1.
- 2. From the pop up menu, click Control Panel.
- 3. From the Control Panel, click Center Options.
- 4. Click the Center Hours tab.

	Center Options
	Change Center Center Hours Email Server
Check the days your center is open.	Center Options allow you to indicate what days the center is open and between what times. This information is used as defaults for messages, announcements, and door access.
	Hours of Operation
	Monday from 8:00:00 AM 📚 to 5:00:00 AM 📚
	✓ Tuesday from 8:00:00 AM
Enter your hours of operation.	Wednesday from 8:00:00 AM 🗢 to 5:00:00 AM 🗢
	Thursday from 8:00:00 AM 🗘 to 5:00:00 AM 🗘
	Friday from 8:00:00 AM C to 5:00:00 AM C
Place a check here if	Saturday from 8:00:00 AM 🗘 to 5:00:00 AM 🗘
your center stays open past midnight. If	Sunday from 8:00:00 AM 🗘 to 5:00:00 AM 🗘
this box is unchecked, the first check-in of the day is recorded as a clock-in.	This Center is open past midnight
	Help OK Cancel

5. Use the Center Hours window to indicate what days your center is open and closed, and your hours of operation. Time Manager uses these settings as defaults for messages, announcements, and door access.

If You are Open Past Midnight

If your center is open past midnight, check the **'This center is open past midnight**' option. When this option is checked, the first transaction every day is always the opposite of the preceding transaction. Thus, if the last transaction of the day is a clock in, then the first transaction the next day is a clock out. If the option is not selected, the first transaction every day is always a clock in transaction.

To Setup Your Email Server

- 1. Right click the Time Manager icon 💟 in your system tray 🖾 🛇 😤 🗞 🧶 4:09 PM
- 2. From the pop up menu, click Control Panel.
- 3. From the Control Panel, click Center Options.
- 4. Click Email Server.

enter Options	? 🛙
Change Center Center Hours	Email Server
	e so that Time Manager can send email email server (SMTP) is required.
Outgoing mail server (SMTP):	
Outgoing mail server port (SMT)	P):
25	
	ons for child clock in or out and door al address used in the email sent.

- 5. Enter your **Outgoing mail server (SMTP)**. See a list of common SMTPs below.
- 6. Enter default email address for email notifications.

Email Address	Outgoing (SMTP)	Require Authent?	Support #
*@aim.com	smtp.aim.com	Yes	1-888-265-800 3
*@ameritech.net	smtp.att.yahoo.com	Yes	1-877-722-375 5
*@aol.com	smtp.aol.com	Yes	1-888-265-800 3
*@att.net (SBC)	smtp.att.yahoo.com	Yes	1-877-722-375 5
<u>*@att.net</u> (WorldNet)	Imailhost.worldnet.att.net	Yes	1-866-596-845 5
*@bellatlantic.net	smtpout.bellatlantic.net	?	?
*@bellsouth.net	mail.bellsouth.net	No	1-888-321-237 5
*@charter.net	smtp.charter.net	No	1-888-438-242 7
*@comcast.net	smtp.Comcast.net	No	?
*@cox.net	smtp.east.cox.net	?	?
*@flash.net	smtp.att.yahoo.com	Yes	1-877-722-375 5
*@gmail.com	Smtp.gmail.com	Yes	?

childcaremanager.com

*@hotmail.com	NOT SUPPORTED	N/A	N/A
*@lycos.com	Smtp.mail.lycos.com	No	?
*@msn.com	smtp.email.msn.com	Yes	?
*@netscape.com	Smtp.isp.netscape.com	Yes	?
*@netzero.com	authsmtp.netzero.com	Yes	1-877-912-586 6
*@nvbell.net	smtp.att.yahoo.com	Yes	1-877-722-375 5
*@pacbell.net	smtp.att.yahoo.com	Yes	1-877-722-375 5
*@prodigy.net	smtp.att.yahoo.com	Yes	1-877-722-375 5
*@rogers.com	smtp.broadband.rogers.co m	Yes	1-888-764-377 1
*@sbcglobal.net	smtp.att.yahoo.com	Yes	1-877-722-375 5
*@se.rr.com	smtp-server.se.rr.com	No	1-866-207-233 7
*@snet.net	smtp.att.yahoo.com	Yes	1-877-722-375 5
*@swbell.net	smtp.att.yahoo.com	Yes	1-877-722-375 5
*@verizon.net	outgoing.verizon.net	?	?
*@wans.net	smtp.att.yahoo.com	Yes	1-877-722-375 5
*@yahoo.com	smtp.sbcglobal.yahoo.com	?	?
*@yahoo.com	Smtp.mail.yahoo.com	No?	N/A

Outgoing SMTP List as of April 30, 2007

Section 4.3

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Clock In and Out Options

Parent Options

Displaying a Parent's Balance Due

- 1. Right click the Time Manager icon 🍟 in your system tray
- 2. From the pop up menu, click Control Panel.
- 3. Click Clock In/Out Options.
- 4. Click the Parent tab.

Balance Due Mess	age		
Minimum balance:	9999.99	dollars	
Display for:	3	seconds	
Play sound:	None	¥	
Message:			Center
Balance i	s Due.		
Show the actua	al balance due		

- 5. Enter the **Minimum balance** that you want displayed.
- 6. **Display for**. Enter how long, in seconds, you want the message to display.
- 7. (Optional) Play sound. Select the number of beeps you want played when the message is displayed.
- 8. (Optional) Enter your custom message in the **Message** box. For example, you might use 'See the Director' or 'Balance Due'.
- 9. By default, the message is left adjusted on the display. Check the **Center** box if you want the message centered on the display.

Masking Parent/Contact PINs

- 1. Right click the Time Manager icon in your system tray
- 2. From the pop up menu, click **Control Panel**.
- 3. Click Clock In/Out Options.
- 4. Click the Parent tab.
- 5. Check the Mask PINs on Entry box.
- 6. Click **OK**.

Child Options

Displaying a Child's Overdue Shot Status

- 1. Right click the Time Manager icon **Manager** in your system tray
- 2. From the pop up menu, click Control Panel.
- 3. From the Control Panel, click Clock In/Our Options.
- 4. Click the Child tab.
- 5. Go to Overdue Shot Message. Check the **IN** box if you want to the parent to be notified when clocking in, and the **OUT** box if you want the parent to be notified when clocking out. You can check either one or both.

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Clock In/Out Option	15			? 🛛
Parent Ohld Em	ployee			
	tions allow you to display ren that have a shot du entry.			
Display Clock in/out	status for: 2.5		seconds	
Overdue Shot Mer Show overdue sho	t melsage when clock	ing: 🔲 I		ти
Display message f	or: 5	50	conds	
Play sound:	None			~
Rounding Options				
	al and usually used to r 6 minute interval equal			times
	Method		Interva	4
Clocking In:	None	*	6 min	*
Clocking Out:	None	~	6 min	~
Help	(ОК		Cancel

- 6. Use the Display message for field to enter the time in seconds that you want the message displayed for.
- 7. Use **Play sound** if you want the program to beep when the message is displayed. You can select the program to beep from 1 to 4 times each time the message is displayed.

Rounding Child Clock In/Out Times

- 1. Right click the Time Manager icon in your system tray
- 2. From the pop up menu, click Control Panel.
- 3. From the Control Panel, click Clock In/Our Options.
- 4. Click the Child tab.
- 5. Go to Rounding Options.

	ns			
rent Child Em	ployee			
	ations allow you to displ ten that have a shot du l entry.			
isplay Clock in/out	status for: 2.5		seconds	
Overdue Shot Mer				
	ot message when clock			01
Display message f	or: 5	50	conds	
Play sound:	None			~
Rounding Options	nal and usually used to t 6 minute interval equa		n hour.	
	Method		Interva	
easier. The defaul	Method None	~	6 min	•
		~		•

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- 6. Change rounding Method for Clocking In and Clocking Out. The choices are: None, Forward to next interval, Backward to prior interval, and Nearest interval.
- 7. Adjust the Interval for Clocking In and Clocking Out. The choices are: 3 min, 4 min, 5 min, 6 min, 10 min, 12 min, 15 min, 20 min, 30 min and 60 min.
- 8. Click **OK**.

Employee Options

Rounding Employee Clock In/Out Times

- 1. Right click the Time Manager icon 🔛 in your system tray
- 2. From the pop up menu, click Control Panel.
- 3. From the Control Panel, click Clock In/Our Options.
- 4. Click the **Employee** tab.
- 5. Go to Rounding Options.

Clock In/Out Option	ns			? 🗙				
Parent Child Em	ployee							
Employee clock in/out options allow you to round the clock in/out times and mask PIN entry.								
Display Clock in/out	status for: 2.5		seconds					
- Rounding Options				_				
	tal and usually used t t 6 minute interval eq			nes				
	Method		Interval					
Clocking In:	None	*	6 min	~				
Clocking Out:	None	~	6 min	~				
Mask Pills on	entry	04						
Help		ОК		ancel				

- 6. Change rounding Method for Clocking In and Clocking Out. The choices are: None, Forward to next interval, Backward to prior interval, and Nearest interval.
- 7. Adjust the Interval for Clocking In and Clocking Out. The choices are: 3 min, 4 min, 5 min, 6 min, 10 min, 12 min, 15 min, 20 min, 30 min and 60 min.
- 8. Click **OK**.

Masking Employee PINs

1. Right click the Time Manager icon थ in your system tray

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- 2. From the pop up menu, click Control Panel.
- 3. Click Clock In/Out Options.
- 4. Click the Employee tab.
- 5. Check the Mask PINs on Entry box.
- 6. Click **OK**.

Section 4.4

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Messages

Messages are brief messages that you can send to:

- a specific parent
- · a specific employee

To Setup a Parent or Employee Message

- 1. Right click the Time Manager icon 🎴 in your system tray
- 2. From the pop up menu, click Control Panel.
- 3. Click Messages.
- 4. Click the **Parent Messages** or **Employee Messages** tab. A list of active messages are shown. To create a new message, click **Add**. The **Lookup Child** or **Lookup Employee** screen will appear.

м	essages				? ×
м С	Parent Messages	Pirst Hono Bobby	A fist of active meta	Add Add Edt Dete Enter displa options here your stages ad here.	
	Help		Double clic child to vi text of mes	ew full	•

mb			wing: first or last names, programs. Partial search	text is allowed.	-
_	Last Name	First Name	Classroom	Program	
•	Anderson	Joyce	Butterfiles	Preschool	
	Anderson	Michael	School Club Kid's	Before & After Care	
	Baley	Tawny	Two's	Toddler	
	Balley	Wendy	School Club Kid's	Before & After Care	
	Balley	Cindy	School Club Kid's	Before & After Care	
	Cater	Camey	Dandelions	Preschool	
	Cater	Claire	Bizzy Babies	Infant	
	Davidson	April	1st Grade	Elementary	

- 5. From the **Lookup Child** or **Employee** screen, select employee or the child whose parent you want to send a message to.
- 6. In the Parent Message or Employee Message screen, enter your message. Next, enter your delivery options. Enter the start and ending dates and start and ending times you want the message displayed. If you only want the message displayed until it is delivered, check the Automatically remove the message after delivery box.
- 7. Click OK to record your message and exit the Parent Message or Employee Message screen.

Parent Message - [Brady, Bobby]	? 🛛
Message Test Line 1: Please stop by when you Line 2: pickup Bobby today!	
Delivery Options Select the dates when you would like the message to be di the day to display the message.	Between Times

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To Set Your Message Display Options

- 1. Right click the Time Manager icon 🍟 in your system tray
- 2. From the pop up menu, click **Control Panel**.
- 3. From the Control Panel, click Messages.
- 4. Click Display Options.

lessages			? 🛛
Parent Messages	Employee Messa	ges Display Options	L
displays and if a s	ound is played. U	the default time an ann sens can skip the anno ile the announcement	uncement by
Display for:	2.5	seconds	
Play sound:	None	~	

- 5. To change the duration your message will be displayed for, enter the time in seconds in the **Display for** field.
- 6. To have the program play a sound when your message is displayed, enter the number of beeps you want to display in the Play sound field using the drop-down list. You can have the program beep once, twice, three times or four times.
- 7. Click **Close** to exit and record your options.

Section 4.5

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Announcements

Announcements are brief messages that you can send to:

- All of your parents
- All of your employees
- · All parents of children assigned to a specific classroom
- · All parents of children assigned to a specific program
- · All parents of children assigned to a specific activity

To Setup Parent Announcements

1. Right click the Time Manager icon ^O in your system tray



- 3. Click Announcements.
- 4. Select the **Parent** tab. Active announcements and the day they are to be displayed are shown.
- 5. Click Add. The announcement editor will appear.

Parent and in and out		re the last messages to	display in the clock	Line 2:	potluck din	mer!			5	
	Display On	Announcement	Add	Line 3:				1		
	5/16/2007	Don't forget Friday's It	Edt	Line 4:						
			Delate							
			Delete		ement Display Date					
			Leiere	 Select an	ement Display Date availble date to display withe date in BOLD. Yo	this annou our select h	ncement as a soli	t on. Us d highlig	ed anno ht.	ound
			Delete	 Select an	avaible date to display	this annou our select h	as a soli	t on. Us d highlig June, 2	pt.	
			Dente	 Select an dates sho Sun Mo	withe date to display withe date in BOLD. Yo May, 2007 In Tue Wed Thu Fri	Sat Sur	as a soli	d highlig Auno, 2	#L. 2007	
			Leiete	 Select an dates sho Sun Mo 29 30 6 7	avaible date to display withe date in BOLD. Yo May, 2007 In Tue Wed Thu Fit 1 2 3 4 8 9 10 11	Sat Sur 5 12 3	as a soli Mon T 4	d highlig Junie, 2 Jue Wec 5 6	pt. 2007 d Thu 7	Fri 1 8
			Levere	 Select an dates sho Sun Mo 29 30	avaible date to display withe date in BOLD. Yo May, 2007 n Tue Wed Thu Fit 1 2 3 4 8 9 10 11 4 15 16 17 18 1 22 23 24 25	Sat Sur 5 12 3 19 10	as a soli Mon T 4 1 11 1 18 1	d highlig Auno, 2	2007 d Thu 7 14 21	

- 6. Type the announcement you would like to appear on your timeclock. A standard timeclock uses Line 1 and Line 2 only.
- 7. Select the day you would like the announcement to display.
- 8. Click OK when finished. The announcements tab will reappear.
- 9. Click Close to exit.

To Setup Employee Announcements

- 1. Right click the Time Manager icon 🔛 in your system tray
- 2. From the menu, click Control Panel.
- 3. Click Announcements.
- 4. Select the **Employee** tab. Active announcements and the day they are to be displayed are shown.
- 5. Select the Employee from the drop down list that you want to display your announcement for.
- 6. Click Add. The announcement editor will appear.

Announc	omonte		? 🛛		Announce	ement - [I	mptoy	eej					
announc	ements				Annound	ement Text							
Parent	Employee Clas	sroom Program Activity	Display Options		Line 1:	Cente	r me	etin	g s	chedu	led		
		nts are the last messages to d	splay in the		Line 2:	4pm t	his	afte	rno	on.		1	
COOK P	n and out process	-			Line 3:								
•	Display On	Announcement	Add							_			
	5/16/2007	Center meeting schedul	Edt		Line 4:								
			Delete										
						ement Displ n availble da							
						ow the date							cement
					<	May, 2					ne, 20		>
					29 3	on Tue We	d Thu I	A 5	Sun	Mon Tue	Wed	Thu Fil	2
					6	7 8 9		11 12	3	4 5	6	7 8	9
					13 1 20 2			18 19 25 26	10 17	11 12 18 19		14 15 21 22	16 23
						8 29 30		10 20	24			28 29	
			Duplicate						1	2 3	4	5 6	7
			Lopicate			oday: 5/1	6/2007						
Help	-		Close		Help						ок		ancel
	_			JL						_			

- 7. Type the announcement you would like to appear on your timeclock. A standard timeclock uses Line 1 and Line 2 only.
- 8. Select the day you would like the announcement to display.
- 9. Click **OK** when finished. The announcements tab will reappear.

10.Click Close to exit.

To Setup Classroom Announcements

1. Right click the Time Manager icon

O in your system tray

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- 2. From the menu, click Control Panel.
- 3. Click Announcements.
- 4. Select the Classroom tab. Any active announcements and the day they are to be displayed are shown.
- 5. Select the Classroom from the drop down list that you want to display your announcement for.
- 6. Click Add. The announcement editor will appear.

		Announce	ment - [Classroom]		<u>?</u> 🗵
Announcements	? 🔀	Announo	ement Text		
Parent Employee Classroom Program Activity D	isplay Options	Line 1:	We are going t	to the zoo	
Classroom announcements display before parent or em	ployee	Line 2:	tomorrow.		
messages and after the clock in and out process.	Add	Line 3:			
Display On Announcement	Edt	Line 4:			
5/16/2007 We are going to the zo	Delete				
			ement Display Date availble date to display this ar	nnouncement on. Used announce	ment
			w the date in BOLD. Your sel		
		<	May, 2007		>
		Sun Mo 29 30		Sun Mon Tue Wed Thu Fit 1	2
		6 7 13 14	8 9 10 11 12 4 15 16 17 18 19	3 4 5 6 7 8 10 11 12 13 14 15	9 16
		20 21 27 28			23 30
	Duplicate		oday: 5/16/2007	1 2 3 4 5 6	7
Help	Cose	Help		OK Car	cel

- 7. Type the announcement you would like to appear on your timeclock. A standard timeclock uses Line 1 and Line 2 only.
- 8. Select the day you would like the announcement to display.
- 9. Click **OK** when finished. The announcements tab will reappear.
- 10.Click Close to exit.

To Setup Program Announcements

- 1. Right click the Time Manager icon ¹ in your system tray
- 2. From the menu, click **Control Panel**.
- 3. Click Announcements.
- 4. Select the **Program** tab. Any active announcements and the day they are to be displayed are shown.

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- 5. Select the Program from the drop down list that you want to display your announcement for.
- 6. Click Add. The announcement editor will appear.

	Announcement - [Program]	
Announcements ? ? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Amouncement Tex Line 1: Remember, parents day Line 2: this Friday!	
After School Add Display On Announcement 5/16/2007 Remember, parents da Delete	Line 3: Line 4: Announcement Display Date Select an available date to display this announcement on. Used announcement dates show the date in BOLD. Your select has a solid highlight. Mary, 2007 June, 2007	
Duplicate	Sun Mon Tue Wed Thu Fit Sat Sun Mon Tue Wed Thu Fit Sat 29 30 1 2 3 4 5 7 8 9 10 11 12 3 4 5 6 7 8 9 10 11 12 3 4 5 6 7 8 9 10 11 12 13 14 15 16 10 11 12 13 14 15 16 10 11 12 13 14 15 16 10 11 12 13 14 15 16 10 11 12 13 14 15 16 10 11 12 13 14 15 16 12 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 <td cols<="" td=""></td>	
Help Oose	Hep OK Cancel	

- 7. Type the announcement you would like to appear on your timeclock. A standard timeclock uses Line 1 and Line 2 only.
- 8. Select the day you would like the announcement to display.
- 9. Click **OK** when finished. The announcements tab will reappear.

10.Click Close to exit.

To Setup Activity Announcements

- 1. Right click the Time Manager icon 💟 in your system tray
- 2. From the menu, click Control Panel.
- 3. Click Announcements.
- 4. Select the Activity tab. Any active announcements and the day they are to be displayed are shown.
- 5. Select the Activity from the drop down list that you want to display your announcement for.
- 6. Click Add. The announcement editor will appear.

nnouncements	7 🗙		nent - [Activity]	2
Parent Employee Classroom Program Activity Activity announcements daplay before parent or en and after the clock in and out process.			nert led Don't forget k on tomorrow!	basketball
Basketball Display On Announcement Sr/14/2007 Don't forget basketball	Add Edt	Line 3:		
▶ 5/14/2007 Don't forget basketball	Delete	Select an a	ment Display Date available date to display this ar withe date in BOLD. Your sele May, 2007	nnouncement on. Used announcement ect has a solid highlight. Jume, 2007
		29 30 6 7 13 14 20 21	1 2 3 4 5 8 9 10 11 12	Sun Mon Tue Wed Thu Fit Sat 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7
	Duplicate	То	day: 5/14/2007	
Help	Close	Help		OK Cancel

7. Type the announcement you would like to appear on your timeclock. A standard timeclock uses Line 1 and Line 2 only.

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- 8. Select the day you would like the announcement to display.
- 9. Click **OK** when finished. The announcements tab will reappear.

10.Click Close to exit.

To Set Your Announcement Display Options

- 1. Right click the Time Manager icon 🎴 in your system tray
- 2. From the pop up menu, click Control Panel.
- 3. From the Control Panel, click Announcements.
- 4. Click Display Options.

Annound	ements			? 🛛
Parent	Employee	Classroom Prog	ram Activity Display	Options
display	ys and if a so	und is played. Use	e default time an annou rs can skip the annour the announcement is	cement by
Displ	ay for:	2.5	seconds	
Play	sound:	None	~	
Hel				Close

- 5. To change the duration your message will be displayed for, enter the time in seconds in the **Display for** field.
- 6. To have the program play a sound when your message is displayed, enter the number of beeps you want to display in the **Play sound** field using the drop-down list. You can have the program beep once, twice, three times or four times.
- 7. Click **Close** to exit and record your options.

4.6 Section

The Virtual Timeclock

Time Manager Pro includes a virtual timeclock. The virtual timeclock is a software version of Time Manager's optional timeclock. It includes a keypad and display, and can perform all of the functions that the regular timeclock can, except exercise the optional door lock trigger. You can choose how you want your virtual timeclock to look and you can set the default resolution to ensure that the virtual timeclock fills your whole desktop screen. You can also tell the computer to display the virtual timeclock at startup.



To Select a Different Skin for the Virtual Timeclock

1. Right click the Time Manager icon ^O in your system tray

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2. From the menu, click Control Panel.

- 3. Click Manage Virtual Timeclock.
- 4. In the Settings tab, Select Skin matching your screen resolution.

Manage Virtual Timeclock	?	\mathbf{X}
Settings		
You can choose a different skin to use for the Vitual Timeclock and select whether it should be displayed when TimeManager stats. Select Skin:		
Vitual Terminal Default (1024x768)	۷	
Skin Preview		
Show Vitual Timeclock at startup		
Help OK Can	cel	

5. Click OK.

To Display the Virtual Timeclock When You Start Your Computer

- 1. Right click the Time Manager icon 🂟 in your system tray
- 2. From the menu, click Control Panel.
- 3. Click Manage Virtual Timeclock.
- 4. In the Settings tab, check **Show Virtual Timeclock at startup**.

Note: When set up properly, the virtual timeclock will completely cover your desktop. You can also use use Alt Tab to switch back and forth between your virtual timeclock and other active screens.

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5. Click OK

Tip: To remove the Virtual Timeclock from your desktop click the F10 function key.

Section 4.7

Managing Timeclocks

Connected Timeclocks

Time Manager keeps track of the timeclocks connected to your program. If they include the optional door lock relays, you can also test them here.

Keeping Track of Connected Timeclocks

- 1. Right click the Time Manager icon 🍟 in your system tray
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- 2. From the popup menu, click Control Panel.
- 3. Click Manage Timeclocks .
- 4. Click the **Connected Timeclocks** tab. A list of timeclocks connected to your program will be displayed. If you think your clock is connected but not listed, click the Refresh button.

anage Time	clocks		2
Connected Ti	meclocks Rela	y Options Welcome	Message
your comput	ter. You can also	cted through one or m connect Timclocks u I connected Timeclock	ting Serial to USB
			Befresh
Device	Connection	Description	
TT5 TT5E	COM1 COM5	Data Terminal Data Terminal	
Test Relay	1 Test Rela	92	Initialize Device
Help		OK	Cancel

Testing Your Door Lock Relays

1. To test your relays, highlight a timeclock and click Test Relay 1 or Test Relay 2.

Relay Options

To set how long Time Manager's relays stay open when clocking in or out, or using a door access pin from any terminal:

- 1. Right click the Time Manager icon in your system tray
- 2. From the pop up menu, click Control Panel.
- 3. Click Manage Timeclocks.
- 4. Select the Relay Options tab.

Manage Timeclocks			?	×
Connected Timeclocks	Relay Options	Welcome	Message	
When clocking in or out, you can configure how lo				
Pulse relay 1 closed for:	Not Used	~		
Pulse relay 2 closed for:	Not Used	~]	
*Typically, one relay would doorbell or flash a light ind				
Help		0	Cancel	1
				,

5. Enter the amount of time, from the drop-down list, that you want the relay to stay open for. Your choices are : 100 milliseconds, 250 milliseconds, 500 milliseconds, 750 milliseconds, 1.0 seconds, 1.5 seconds, 2.0 seconds, and 2.5 seconds.

Welcome Message

Time Manager displays a welcome message on your timeclock and virtual timeclock. You can customize as described below.

To Customize Your Welcome Message

- 1. Right click the Time Manager icon **Manager** in your system tray
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- 2. From the popup menu, click Control Panel.
- 3. Click Manage Timeclocks.
- 4. Click the Welcome Message tab.

	imeclocks Relay Options Welcome Message	
Show Date	and Time on : Line 2	
Use sh	ort day and time format	Center
Line 1:	Welcome!	
Line 2:	Tue, Feb 6, 2:56PM	
Line 3:		
Line 4:		
displays, yo	u are using mixed Data Terminals with both 2x2 u will need to adjust how you enter the idle test s edly on all Data Terminals.	

- 5. In the Show Date and Time on field, use the drop-down list to enter the line that you want the date and time to display. If your display is a 2 line display, select line 1 or line 2. The default format is Day (Tue), Month (Feb) Day (6), Time (2:56PM). If you check the Use short day and time format, the program will use the following format, Day (Saturday) Time (10:17AM).
- 6. Enter the text for your welcome message. For example, If you use line 2 to display the date and time, you can use line 1 for a welcome message such as Welcome or the name of your center.
- 7. If you want your message centered check the appropriate checkbox under **Center**. If you don't check a checkbox, your message will be left adjusted.
- 8. Click OK.

Section **4.8**

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Clock In and Out Notifications

Email Notificatons

With Time Manager, you can have the program automatically send an email to a parent or an individual designated by the parent each time the child is clocked in or out.

To Setup an Email Notification

- 1. Right click the Time Manager icon 💟 in your system tray
- 2. Click Control Panel.
- 3. Click Clock In/Out Notifications. The Parent Notifications tab will appear.
- 4. Click Add. The Lookup Child screen will appear



- 5. Select the child whose parent or contact you want to send an email notification to.
- 6. Click Close. The Email Notification screen will appear.
- 7. In the Email or Text Message Address field, enter the email address where you want the notification sent to.
- 8. Check the appropriate box in Notify On when you want the email sent.



Note: Time Manager sends a standard email message that identifies the name of the child clocked in, who clocked the child in, and when. An actual message sent is displayed in the email below.

Sandy Anderson clocked IN Joyce at 10:05 AM today.
patrick@childcaremanager.com To: Paul Lange
Sandy Anderson clocked IN Joyce at 10:05 AM today.

Text Message Notifications

With Time Manager, you can have the program automatically send a text message to a parent or an individual designated by the parent each time the child is clocked in or out.

To Setup a Text Message Notification

1. Right click the Time Manager icon 🍟 in your system tray



- 2. Click Control Panel.
- 3. Click Clock In/Out Notifications. The Parent Notifications tab will appear.
- 4. Click Add. The Lookup Child screen will appear.

mbe			wing: first or last names, programs. Partial search		
				Find All	V
	Last Name	First Name	Cassroom	Program	^
•	Anderson	Jayce	B.tefles	Preschool	
	Anderson	Mchael	School Cub Kid's	Before & After Care	
	Baley	Tawny	Two's	Todder	
	Baley	Wendy	School Cub Kid's	Before & After Care	
	Baley	Cindy	School Cub Kid's	Before & Atter Care	
	Cater	Carrey	Dandelions	Preschool	
	Cater	Claire	Bizzy Babies	Infant	
	Davidson	April	1st Grade	Benertary	~

- 5. Select the child whose parent or contact you want to send a text message notification to.
- 6. Click Close. The Email Notification screen will appear.
- 7. In the **Email or Text Message Address** field, enter the text message address where you want the notification sent to.
- 8. Check the appropriate box in Notify On when you want the text message sent.

Clock In/Out Notification - [Anderson, Joyce]	? 🛛
Email or Text Message Address:	
Notify On O Clock In O Clock Out Both Clock In and Out	
NOTES The email or text message will contain no body and the subject line v example: "John Doe clocked out Jamie Doe at 5:23 pm today" To send a text message to a cell phone, enter the cell number follow server address. (Venzon: @vtext .com. Spirit: @messaging.spiritpcc @mms.mvingular.com.etc)	ved by the messaging
Нер	K Cancel

Note: Time Manager sends a standard text message that identifies the name of the child clocked in, who clocked the child in, and when. An actual message sent is displayed in the cell phone below.



Section 4.9

Door Access

Door Access PINS

With Time Manager you can create PINs for special door access requirements, such as cleaning services or one time after hour maintenance access. These PINs can be given to single users or to multiple users. You can set it up so that you or other designated individuals are notified by email or text message each time the PIN is used. You can define the days and between what hours the PIN can be used. You can even define how long the PIN is good for.

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To Add a Door Access PIN

- 1. Right click the Time Manager icon 🂟 in your system tray
- 2. From the pop up menu, click Control Panel.
- 3. Click Door Access.
- 4. Click the Door Access PINs tab. This tab provides a list of any active door access PINs.

Do	or Ace	ess				? 🗵
	Create	door acces	Door Security s PINs for cleani text message a	ng services, genera cell phone when a	el access, and PIN is used.	
		PIN	Assigned To)	Add	
		2451	Housekeepi		Edt Delete	
	View	Usage Hist	xy 🗆 M	lask PINs on entry		
(Hel	P			00	60

5. Click on Add. See To Assign a PIN below.

To View Door Access Usage History

1. Right click the Time Manager icon 🔛 in you

🕚 in your system tray

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- 2. From the pop up menu, click Control Panel.
- 3. Click Door Access.
- 4. Click the Door Access PINs tab.
- 5. Click View Usage History. The Door Access Usage History screen will appear.

Tip: If you have a lot of door access pin usage, you can use the Purge button to occasionally remove old history data.

Date	PIN	Assigned To	Status
4/30/2007 3:07	9854	Patrick	Door Opened
4/30/2007 3:07	9854	Patrick	Door Opened
4/30/2007 3:09	9854	Patrick	Door Opened
4/30/2007 3:09	9856		Maximum failed attempts!
4/30/2007 3:09	7855		Maximum failed attempts!
4/30/2007 3:09	2415		Maximum failed attempts!
4/30/2007 3:09	9852		Maximum failed attempts!
5/1/2007 1:44 PM	7541		Maximum failed attempts!
5/29/2007 7:19	4562		Maximum failed attempts!
5/29/2007 7:19	456321		Maximum failed attempts!
5/29/2007 7:19	5412		Maximum failed attempts!
5/29/2007 7:19	5862		Maximum failed attempts!
5/29/2007 7:19	7854		Maximum failed attempts!

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To Mask Door Lock Access PINs on Entry

- 1. Right click the Time Manager icon O in your system tray
- 2. From the pop up menu, click Control Panel.
- 3. Click Door Access.
- 4. Click the Door Access PINs tab.
- 5. Check the Mask PINs on Entry checkbox.
- 6. Click **OK**.

To Assign a PIN

- 1. Enter a **PIN** number.
- 2. Enter the name of the person or company the PIN is assigned to. You might also enter the purpose of the PIN.
- 3. (Optional) Enter any notes that might be helpful.

Door Ac	cess PIN				2 🛛
Hous	ned To: ekeeping		Expiration		
Pace	ic Urest Gleaning Sen	ncel			
He	þ			ок	Cancel

4. Click **OK** or select another tab.

Usage Notification

- 1. In Email To, enter the email address or text message address you want the notification to be sent to.
- 2. Enter a Subject; something that identifys what the email is for.
- 3. If desired, enter a message in the **Body** field.

oor Access PIN	2 🛛
PIN Usage Notification Restrictions Ex	piration
Email To:	
Director@demodaycarecenter.org	
Subject:	and the literature second literature
Routine Housekeeping Email Notification	
Body:	
Help	OK Cancel

Door Access PIN (Usage Notification tab)

4. Click **OK** or select another tab.

Restrictions

- 1. In the **Usage Allowed On** field, check the days the PIN is authorized for use.
- 2. In the Usage Allowed Between field, enter the hours the PIN is authorized for use. Place a check in the box

to the left of the authorized times.

Door Access PIN	? 🛛
PIN Usage Notification Restrictions Expiration Usage Alowed On	
Help OK Ca	ncel

Door Access PIN (Restrictions tab)

4. Click **OK** or select another tab.

Expiration

- 1. In Expire Rules, enter the dates that the PIN is good for.
- 2. Check Expire PIN based on rules below if you want the PIN to implement the expire rules.
- 3. Check Automatically remove the PIN after expiration to remove PIN after expiration.

Door Access PIN
PIN Usage Notification Restrictions Expiration Image: Expire PIN based on rules below Expire Rules Expire Rules Good From 5/21/2007 to 5/19/2008 Image: Automatically remove the PIN after expiration
Help OK Cancel

4. Click **OK** or select another tab.

Door Security

You can setup Time Manager so that it will send an email or text message notification each time the program records a specific number of failed door attempts.

To Send an Email or Text Message on a Pre-determined Number of Failed Door

Attempts

1. Right click the Time Manager icon

💽 in your system tray

- 2. From the pop up menu, click Control Panel.
- 3. Click Door Access.
- 4. Click on the Door Security tab.
- 5. Enter the number of allowed failed door attempts.
- 6. Enter the email/mobile address and a subject that the notification will be sent to.
- 7. Click Close.

Door Access
Door Access PINs Door Security
3 failed door attempts, do one or more of the following:
Email Notification
Use an email notification to text message a cell phone.
To:
Subject:
Relay Triggers
Use these relay triggers to turn lights on or interface with your existing security system. Be sure to use the relay that is not currently being used by the door trigger, if one is installed.
Pulse relay 1 closed for: Not Used
Pulse relay 2 closed for: Not Used
Help Cose

Chapter V

The Tray Menu

The Tray Menu

Section 5.1

Using the Menu

Whenever Time Manager is running, the Time Manager icon is displayed in your computer's system tray

. The system tray is located in the lower right corner of your Desktop on the

Status bar. If you right click on the Time Manager icon 💟, you will display the menu shown below.

Show Virtual Timeclock
Messages
Announcements
Children Clocked In
Employees Clocked In
Control Panel
About Time Manager Pro
Exit

Show Virtual Timeclock

Click **Show Virtual Terminal** to display Time Manager's virtual timeclock on your screen. Time Manager's virtual timeclock performs all the same functions as the timeclock except for the door lock trigger functions.

Messages

Click **Messages** to send a message to: 1) a single family or 2) a single employee. This is a shortcut to the **Messages** section in the Control Panel.

Announcements

Click **Announcements** to send an announcement to: 1) all families, 2) all employees, 3) all families in a classroom, 4) all families in a program, or 5) all families in an activity. This is a shortcut to the

Announcements section in the Control Panel.

Children Clocked In...

Click **Children Clocked In...** to display a list of children clocked in. You can also print the list of children clocked in and batch clock out one or more of them.

Employees Clocked In ...

Click **Employees Clocked In..** to display a list of employees clocked in. You can also print the list of employees clocked in and batch clock out one or more of them.

Control Panel

Click Control Panel to display Time Manager's Control Panel.

About Time Manager Pro

Click About Time Manager Pro to see what version of the program you are using.

<u>- O 😭 🏷 Ø</u>,

Section 5.2

4:09 PM

Clocked Children In/Batch Children Out

To View Children Clocked In

- 1. Right click the Time Manager icon 💟 in your system tray
- From the pop up menu, click Children Clocked In. The Children Clocked In screen will appear. This screen lists all of the children who are currently clocked in. The number of children clocked in is displayed in the lower left corner of the screen.
- 3. Click **Print** to print a list of children currently clocked in.

Childr	ently in the center. Or, at the end of the day, you can clock out any children that have forgotten to clock out.						
	First Name	Last Name	Classroom	Program	In Time	^	Clock Out
•	Thomas	Johnson	Butterflies	Preschool	8:04 AM		Select Al
	Jennifer	Jensen	Three's	Toddler Part-Time	8:04 AM		Jelect Al
	Benjamin	Papas	Bizzy Babies	Drop-In	8:04 AM		Unselect All
	Molly	Lee	Bizzy Bables	Infant	8:04 AM		
	Cindy	Balley	School Club Kid's	Before & After Care	8:04 AM		Use Print
	Jason	Snyder	Dandelions	Preschool	8:04 AM		button to
	Wendy	Balley	School Club Kid's	Before & After Care	8:04 AM		print a list o children
	Frankie	Thompson	Bizzy Babies	Infant	8:04 AM		clocked in
	Tawny	Balley	Two's	Toddler	8:04 AM		
	Carney	Carter	Dandelions	Preschool	8:04 AM		-
	Daniella	Reeder	1st Grade	Elementary	8:04 AM	-	Print

To Batch Children Out

- 1. Right click the Time Manager icon in your system tray
- 2. From the pop up menu, click Children Clocked In. The Children Clocked In screen will appear.
- 3. Click **Select All** and click **Clock Out** to clock out all of the employees at the current time. The Select Clock Out Time screen will appear.
- 4. If you want to selectively clock out employees on the list, hold the **Ctrl** key down and highlight the employees you want to clock out. Click **Clock Out**. The Select Clock Out Time screen will appear.

59

유 Select Clock Out Time 👘 🛜 🔀
Olock Out When
Choose Clock Out Time
Clocked Out At: 9:54:45 AM
Clocked Out On: 5/29/2007 💌
OK Cancel

- 5. Click Now if you want to clock out selected employees with the current date and time.
- 6. Click **Closing time** if you want to clock out selected employees at your scheduled closing time. Time Manager clocks the employees out using the closing time in Center Options in your Control Panel.
- 7. Click **Choose** if you want to choose a different closing date and time.

a 🕓 🏠 🇞 🧶

Section 5.3

4:09 PM

Clocked Employees In/Batch Employees Out

To View Employee's Clocked In

- 1. Right click the Time Manager icon 🎴 in your system tray
- 2. From the pop up menu, click **Employees Clocked In.** The Employees Clocked In screen will appear. This screen lists all of the employees who are currently clocked in. The number of employees clocked in is displayed in the lower left corner of the screen.

First Name	Last Name	Classroom	Program	In Time	Clock Out
Patty	Jones	1st Grade	Bementary	9:51 AM	Select A
Aleta	Nadler	Two's	Child Care	9:51 AM	
Christopher	Ford	2nd Grade	Benertary	9:51 AM	Unselect
Beverty	Connor	Two's	Child Care	9.51 AM	
Gloria	Ashby	Three's	Child Care	9.51 AM	
Tammy	Hassen	Three's	Child Care	9:51 AM	
Olivia	Daniels	Bizzy Bables	Child Care	9:51 AM	
					Print

3. Click Print to print a list of employees currently clocked in.

To Batch Employees Out

- 1. Right click the Time Manager icon in your system tray
- 2. From the pop up menu, click Employees Clocked In. The Employees Clocked In screen will appear.
- 3. Click Select All and click Clock Out to clock out all of the employees at the current time.
- 4. If you want to selectively clock out employees on the list, hold the **Ctrl** key down and highlight the employees you want to clock out. Click **Clock Out**. The Select Clock Out Time screen will appear.

유 Select Clock Out Time 👘 🛛 🛛
Clock Out When Now O Closing time O Choose
Choose Clock Out Time
Clocked Out At: 9:54:45 AM
Clocked Out On: 5/29/2007 💌
OK Cancel

- 5. Click Now if you want to clock out selected employees with the current date and time.
- 6. Click **Closing time** if you want to clock out selected employees at your scheduled closing time. Time Manager clocks the employees out using the closing time in Center Options in your Control Panel.
- 7. Click **Choose** if you want to choose a different closing date and time.

Chapter VI

Child Attendance Monitor (CAM)

63

Child Attendance Monitor (CAM)

Section 6.1

What is It?

The Time Manager Pro installation program includes an option to install a program called the Child Attendance Monitor. This program, when installed, displays a pop up message in the lower right corner of your screen each time a child clocks in or out (see below). The message indicates if the child is clocked in or out and includes the child's name, a picture of the child (if available), and the child's classroom assignment. A second pop up message accompanies the first and displays the name of the individual clocking the child in and their relationship to the child's family.

Clocking	IN	X
	Joyce Anderson Butterflies Preschool	
6	Clocked In By: Sandy Anderson (Mother)	

CAM Popup Message

Time Manager Pro must be installed and operating for the Child Attendance Monitor to work. However, the Child Attendance Monitor does not have to be installed on the same computer as Time Manager when the computer Time Manager is installed on is networked to other computers. The Child Attendance Monitor can be installed on any computer on the network.

When the Child Attendance Monitor is installed, a shortcut icon is installed on the desktop (see below). This icon is used to launch the Child Attendance Monitor from your desktop.



CAM Desktop Shortcut Icon

When you run the Child Attendance Monitor, a small icon 22, is installed in your system tray in the lower right corner of your screen.

Section 6.2

How to Use the CAM Right Click Menu

If you right click on the tray icon, a menu will appear (see below).

Redisplay Last Popup
Control Panel
About Child Attendance Monitor
Exit

- Click **Redisplay Last Popup** to display the last popup. You can also double click the tray icon to display the last popup.
- Click Control Panel to display the control panel.
- Click About Employee Time Monitor to display what version of the program is installed.

Section 6.3

How to Use the CAM Control Panel

- Check the **Display child attendance popups** box if you want to display child attendance popups along with the employee time popups. When the Employee Time Monitor is installed employee time popups are displayed automatically.
- Check Keep popups on the screen until I close them if you want your popups to remain on the screen until

you close them. Close your popups by clicking the kine in the upper right corner of the screen.

Click Close popups after displaying for : ______ seconds if you want your popups to stay on the screen for a specific period of time.

🛜 Child Attendance Monitor - Control Panel	\mathbf{X}
Close popups on the screen until I close them, or Close popups after displaying for: 6 📚 seconds	
Auto run on Windows startup	

CAM Control Panel

Chapter VII

Employee Time Monitor (ETM)

67

Employee Time Monitor (ETM)

Section 7.1

What is It?

The Time Manager Pro installation program includes an option to install a program called the Employee Time Monitor (ETM). This program, when installed, displays a pop up message in the lower right corner of your screen each time an employee clocks in or out (see below). The message indicates if the employee is clocked in or out and includes the employee's name, a picture of the employee (if available), and the employee's department.

Clocking	IN 🛛 🛛 🛛
No Photo For Employee	Neil Selbicky

ETM Pop Up Message

Time Manager Pro must be installed and operating for the Employee Monitor to work. However, the Employee Time Monitor does not have to be installed on the same computer as Time Manager when the computer that Time Manager is installed on is networked to other computers. The Employee Time Monitor can be installed on any computer on the network.

When the Employee Time Monitor is installed, a shortcut icon is installed on the desktop (see below). This icon is used to launch the Employee Time Monitor from your desktop.



ETM Desktop Shortcut Icon

When you run the Employee Time Monitor, a small icon *k*, is installed in your system tray in the lower right corner of your screen.

Section 7.2

How to Use the ETM Right Click Menu

If you right click on the ETM tray icon, a menu will appear (see below).

Redisplay Last Popup
Control Panel
About Employee Time Monitor
Exit

- Click Redisplay Last Popup to display the last popup. You can also double click the tray icon to display the last popup.
- Click Control Panel to display the control panel.
- About Employee Time Monitor. Click to display the Employee Time Monitor's About Box. The About Box identifies what version of the program is installed.

Section 7.3

if you want your popups to stay on the

How to Use the ETM Control Panel

- 1. Check the **Display child attendance popups** box if you want to display child attendance popups along with the employee time popups. When the Employee Time Monitor is installed employee time popups are displayed automatically.
- 2. Check Keep popups on the screen until I close them if you want your popups to remain on the screen until

seconds

you close them. Close your popups by clicking the **a** in the upper right corner of the screen.

🚨 Employee Time Monitor - Control Panel	×
 Display child attendance popups Keep popups on the screen until I close them, or Close popups after displaying for: 6 \$	

Chapter VIII

Reports

Reports

Section 8.1

How to Run Reports

Time Manager uses Childcare Manager's report engine to run and print seven time and attendance reports. These reports are described in the next section.

To run Childcare Manager's time and attendance reports

- 1. Click Report Center
- 2. Click Child Attendance or Employee Scheduling and Time.
- 3. Select the report you want to run. Click the report to run it or double click to modify the report before running.

Section **8.2**

Report Descriptions

Attendance Detail

Description: The Attendance Detail report provides a list of children, the times they were clocked in and out, and who clocked them in an out when the validation option in Time Manager is used. It also includes total hours and minutes and total days for each child for the date range selected. available to show who clocked the child in or out.

Filters: Child, Classroom, Date Range, DOB, Enrollment, Ethnicity, Page Separations, Program, Show Hundredths, Status, Withdrawal.

Sorting Options: Last Name, First Name, Date of Clock-in, Time of Clock-in.

Attendance Summary

Description: The Child Attendance Summary displays daily child schedules in bar graph format. Up to two schedules are shown for each child.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal, Show Hundredths, Date Range.

Sorting Options: Last Name, First Name, Date of Clock-in, Date of Birth, Enrollment Date, Withdrawal Date.

Currently Clocked In (Child)

Description: The Currently Clocked In report provides a list of children currently clocked in. An option is available to display a list of children currently clocked out.

Filters: In/Out.

Sorting Options: Last Name, First Name, Date/Time.

Currently Clocked In (Employee)

Description: The Currently Clocked In report provides a list of employees currently

clocked-in. An option is available to display a list of employees currently clocked-out.

Filters: In/Out.

Sorting Options: Last Name, First Name, Date/Time.

Suspect Times

Description: The Suspect Times report provides a list of children that have been clocked in or out twice in a row. This normally occurs when a child is clocked in but not clocked out.

Filters: Child, Classroom, Date, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Sorting Options: Last Name, First Name, *Date of Clock in, Time of Clock in*, Date of Birth, Withdrawal Date, Enrollment Date.

TimeSheet Detail Employee)

Description: The Timesheet Detail report provides a list of employees and their daily clock in and out times. There is also a place for a supervisor verification signature and an option to define your overtime criteria.

Filters: Classroom, Date Range, Department, Employee, Ethnicity, Hire Date, Overtime, Position, Release Date, Page Separations, Show Hundredths, Status.

Sorting Options: Last Name, First Name, Date of Clock in, Time of Clock in.

TimeSheet Summary (Employee)

Description: The Timesheet Summary provides a list of employees and shows the amount of hours and minutes the employee was clocked in each day. It also provides total hours and minutes for the period selected.

Filters: Classroom, Department, Employee, Ethnicity, Hire Date, Position, Release Date, Show Hundredths, Status, Date Range.

Sorting Options: Last Name, First Name, Date of Clock in.

Chapter IX

New Features in Time Manager Pro

New Features in Time Manager Pro

- · Parent/employee announcements. You can now send a custom announcement to all parents or employees.
- Classroom, program,& activity announcements. You can now send a custom announcement to all parents of children in a classroom, program or activity.
- Parent/employee messages. You can now send a custom message to a parent or employee.
- Parent notifications. Parents can now be notified by text message or email when a child is clocked in or out, and who clocked them in or out.
- Family check in and out flexibility. Parents can now clock in and out 1 to 4 children at a time. Parents and contacts now use their PINs to clock a child in or out. Child PINs are no longer required.
- **Unlimited number of door access PINs.** An unlimited number of door access PINs can now be assigned. This is changed from a maximum of 4.
- Meal Request Authorization. Parents can now authorize daily meals from the timeclock.
- New virtual terminal. The virtual terminal now includes an improved look and full screen coverage. Parents can no longer see behind the terminal.
- Improved interface with Childcare Manager. Time Manager is no longer required to be shut down when Childcare Manager runs a backup. This eliminates problems that occurred when a backup is run with Time Manager running.
- Shots Due message. Parents can now be notified when a child is due an immunization.
- Balance due notification. Parents can now be notified when they have a balance due. You have a choice of displaying the customer balance or a user defined message such as 'balance due' or 'see the director'.
- Timeclock connections. Up to 9 timeclocks can now be connected to the system simultaneously.
- **Dynamic plug and play.** Timeclocks are now configured automatically on initial installation and on accidental disconnects.
- Child Attendance Monitor (CAM). The CAM is a message that pops up in the lower right corner of your screen each time a child is clocked in or out. The message indicates if the child is being checked in or out. It displays a picture of the child, the child's name, classroom and program. It also displays who clocked the child in or out, their relationship to the child, and a picture of the individual. The CAM can be installed on a standalone computer or on any computer on a network.
- Employee Time Monitor (ETM). The ETM is a message that pops up in the lower right corner of your screen each time an employee clocks in or out. The message indicates if the employee is clocking in or out. It displays a picture of the employee, the employee's name, and classroom assignment. The CAM can be installed on a standalone computer or on any computer on a network.
- Children clocked in. You can now right click the Time Manager Pro trey icon and display a list of children clocked in. This list can be sorted and printed directly from the screen.
- Employees clocked in. You can now right click the Time Manager Pro trey icon and display a list of employees clocked in. This list can be sorted and printed directly from the screen.
- Child/Employee batch clock out. You can now right click the Time Manager Pro trey icon and batch clock out all children or employees still clocked in.

- New Control Panel. Time Manager now has a new, improved Control Panel.
- Built-in door lock relay tester. You can now test your door lock relays through a built-in test function in Time Manager's Control panel.
- **Door lock access failure notification.** You can now receive a text message or email when a user defined failure threshold is reached. For example, you can be notified if the door access is tried and failed three consecutive times.
- Faster performance. Check in and out is faster.

Index

- A -

Active center 25 Activity announcements 39 Announcement display options 40 Announcements, Activity 39 Classroom 37 Employee 37 Parents 36 38 Program Assign a door access PIN 52 Attendance Detail 72 Attendance Summary 72

- B -

Batch children out 58 Batch employees out 60

- C -

CAM 63 CAM, control panel 65 Right click menu 64 Center hours 26 Center options, Selecting your active center 25 Setting up center hours 26 Setup email server 26 Child attendance monitor 63 Child attendance monitor, control panel 65 Right click menu 64 Child options, 30 Over due shot status Rounding child times 31 Children, Clocking in and out 15 Classroom announcements 37 Clcok in and out options Rounding child times 31

Rounding employee times 31 Clock in and out options Masking employee PINs 32 Clock in and out options, Displaying parents balance due 29 Masking contact PINs 30 Masking parent PINs 30 Over due shot status 30 Clocked children in 58 Clocked employees in 60 Clocking a child in or out 15 Clocking an employee in or out 17 Connected timeclocks 44 Control panel, Using 23 Currently Clocked In (Child) 72 Currently Clocked In (Employee) 72

- D -

Display options, Announcements 40 Messages 34 Displaying the virtual timeclock 42 Displaying, 30 Overdue shot status Parents balance due 29 Door access expiration 53 Door access PIN 52 Door access PINs 50 Door access restricitions 52 Door access, Usage notification 52 Door lock relays, Door lock access 50

- E -

Email notifications, Setting up 47 Email server 26 Employee announcements 37 Employee options Masking PINs 32 Employee options, Rounding employeet times 31 Employee time monitor 67 Employee time monitor, Control panel 69 Right click menu 68 Employees, Clocking in and out 17 Viewing workhours 19 ETM 67 ETM, Control panel 69 Right click menu 68 Expiration 53

- F -

Failed door attempts notifications 53

- H -

Hardware requirements2How to run reports71

- | -

Installation, Time Manager 3 Timeclock 6 Timeclock (w/door lock trigger) 8

- M -

Masking contact PINs 30 Masking employee PINs 32 Masking parent PINs 30 Meals, Requesting 21 Message display options 34 Messages, employee 33 parent 33

- N -

New features 75 Notifications, Failed door attempts 53

- 0 -

Overdue shot status 30

- P -

Parent announcments 36 Parent options. Displaying parents balance due 29 Masking contact PINs 30 Masking parent PINs 30 Parents balance due 29 Parents. Viewing account balances 20 PIN, Door access 52 PINs. 30 Masking Program announcements 38

- R -

Reports, Attendance Detail 72 Attendance Summary 72 Currently Clocked In (Child) 72 Currently Clocked In (Employee) 72 How to run 71 Suspect Times 73 TimeSheet Detail 73 TimeSheet Summary 73 Requesting meals 21 Requirements, 2 Hardware Software 2 Restrictions 52 Rounding, Child clock in and out times 31 Employee clock in and out times 31

- S -

Selecting a different skin42Selecting your active center25Setting door access PINs50Setting the welcome message45

Setting up email notifications 47 Setting up text message notifications 48 Setting,

Timeclock relay options 45 Setup a parent message 33 Setup an employee message 33 Setup center hours 26 Setup your email server 26 Software requirements 2 Suspect Times 73

- T -

Text messagel notifications, Setting up 48 Time Manager installation 3 Time Manager setup, Connected timeclocks 44 Setting the welcome message 45 Timeclock installation 6 Timeclock installation (w/door lock trigger) 8 Timeclock relay options 45 Timeclock, Configurations 13 What is It? 12 TimeSheet Detail 73 TimeSheet Summary 73 Tray menu Announcements 56 Batch children out 56 Batch employees out 56 Children clocked in 56 Control panel 56 Employees clocked in 56 Messages 56 Show virtual timeclock 56

- U -

Usage notification 52 Using the Control Panel 23

- V -

Viewing a parent's balance 20 Viewing an employee's workhours 19 Virtual timeclock,

childcaremanager.com

Displaying 42 Selecting a different skin 42

- W -

Welcome message 45

79



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