CompuTime101- Quick Setup Guide v1.0

Install CompuTime101 software from the CD provided
If a CD drive is not available, please send an e-mail requesting an installer download to support@computime101.com and include the serial number printed on the CD label

Default Software Login: User Name = Admin   Enter Password = Password

Recommended order of CompuTime101 software setup:

1) Enter Upgrade Codes (if applicable) (**File > Software Utilities > Enter Upgrade Code**)

Upgrades include employee capacity and feature enhancements. If purchased, upgrade codes are included on a separate sheet or available online at http://support.computime101.com/ct101codelookup.html

2) Setup Global Rules (**Edit > Global Company Rules**)

(Click the question mark at top right of the Global Company Rules form for a pdf information document)
Key items to setup:
Pay period (default setting is weekly, starting Monday)
Overtime rule (default setting is weekly, after 40 hours)
Other general preferences may be left at the default settings is changed as needed

3) Define Departments (**Edit > Departments**)

Departments are used for report grouping and filtering. One default department is already listed. Skip this step if additional departments are not needed. Otherwise additional departments may be added to the list by entering an ID number and Name in the blank fields at the bottom of the list.

4) Define Shift Rules if applicable (**Edit > Shift Rules**)

(Click question mark at top right of the Shifts form for a pdf information document)
It is not required to use a shift rule, the software default calculation is exact minute to minute totals. The shift rule is a set of calculation policies that modify the calculated totals, such as rounding and automatic lunch deduction. The standard version allows for one rule and some features are not available. Upgrade to the Professional version to create additional rules and use all features. If a shift rule (or rules) will be used, make sure they shift is assigned to the employee when they are entered.

5) Enter Employees (**Edit > Employees**)

Adding employees in the software is required. It is recommended to add employees in the software before entering them in the clock. Also, review the quick setup guide provided for the particular model clock for instructions to upload or enter employees in the clock. Always click the “Add New Employee” button to start a new employee entry. The new employee form is divided into three sections, the top section labeled Required Items must be completed before the new employee can be saved. **One very important item to note is the Pin/Clock # (also known as the clock user id), this number MUST MATCH the id number the employee is entered with in the clock.**

6) Define Clock Sites (**Edit > Clock Sites**)

(Refer to the Configuring Communication section of the clock quick setup guide provided)