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The Goodtime time tracking system can usually be operated 'ad hoc' without prior training. The user interface is simple and clear and all control elements follow common standards. Here you get help if you get stucked nevertheless. If you do not find a solution here, or if you need further assistance, please contact: support@goodtimerecording.com

3.1 Login:

Login with your email address and password. *'Remember me'*: If you tick this box, the user name (your email address) is stored by your browser as a so-called 'cookie'. For the next login the email address is then filled in automatically and you need only enter your password. Characteristics at the initial login: The account of the initial user is always the **'admin'** account. The 'admin' user is a privileged user, which is used for the management and maintenance of the time recording system, such as the creation of new user.

3.2 The different user roles (admin, superuser)

There are three different types of user: **'Regular user'**, **'superuser'** and the **'admin'**-user. All three have different permissions. With the **'admin'**-user you can change all the settings of the time tracking system. For example create new user or projects. **'Regular'** user are limited to the essential actions of the time recording. They can for example 'punch in' or change (depending on the user settings) their own working hour data. If you assign the property **'superuser'** to a regular user, so the permissions of the user are substantially extended. He can then for example create new user and change their time data.

3.3 Create a new user:

For collecting working time data, you must first create new users: If you are in the role of an 'admin' or a 'superuser', then the entry **'User'** appears in the mainmenu. Click on it and then click on **'Create new User'**:

Assign an valid email address for the new user: The email address is used for the login too. The fields **'Firstname'** and **'Lastname'** are destined for the full name of the user. If you do not tick the **'active'** checkbox - the user can not logon any longer. This approach is recommended for user who for example left the company.

If you tick the **'May edit own time entries'** checkbox, then the user may delete or edit his own time stamps. If this option is not checked, the user can create time stamps only by the 'time clock'.

Click on **'submit'** when you have filled in all fields of the user to confirm the creation of the user. Now the newly created user will appear in the user list.

3.4 Time Clock

The **'Time Clock'** is used for recording the working hours and performs like a 'classic' time recorder. This way of time tracking is available to all user.

The Time Clock is placed on the menu page. Simply confirm your **'punch in'** or **'punch out'** by clicking on the according

button. The application captures the working hours in minute increments. Working hours that span over more days are possible. The record is split up then accordingly.

If in the [Settings](#) the entry **'Time clock tolerance'** has a value exceeding '0' minutes, then the users may adjust the punching-time of the attendance recorder by the given time span.

The time for the recorder is obtained from Goodtime-server, considering your time zone (see [Settings](#)). The time displayed in your browser is not updated automatically. You can trigger an update by clicking on the 'refresh'-icon on the head of the recorder. But whatever time is shown in your browser - always the server time is used for the time stamp. The server time is synchronized via [NTP](#) - so it is very accurate.

3.5 Manage the timesheet:

Click on the menu page on **'Timesheet'** to view or edit the recorded working hours. The menu item **'Timesheet'** is available for all user. The **'admin'**-user can view and edit the time stamps of all user - included himself. For the admin there is a second link called **'My Timesheet'** which is a shortcut to the admins own timesheet. For user with an assigned **'superuser'**-role it is the same. **'Regular'** user with a ticked **'May edit own time entries'**-checkbox can change their own time stamps on the timesheet. If this option is not activated the user may view his own time stamps only.

If the user has roles assigned which allows the management of 'foreign' time stamps, clicking on **'Timesheets'** brings up a list of user, whose time stamps can be managed (including the users ones). Simply select the desired user by clicking on the user. If you are only permitted to view or edit your own time stamps, you will be directed to your own timesheet directly.

View time stamps On the top of the page then adjust the desired week, month and year - the time data will be updated immediatly. If you select 'All' for the weeks value, the time stamps for the whole accordant month will be displayed.

If the user has the necessary permissions, then the listed time stamps can be edited or deleted. Click **'Create new Time Stamp'** to add new time entries. Among the time span just adjust the time category (present, leave ...) and if desired the project for the time stamp. If the entry exceeds the limit of a day, then please tick the 'over several days'-checkbox. Additional fields for time stamps over more then one day are displayed then. The generated time stamp will cover the entire adjusted period.

Click on the 'Export'-Link to download the time stamps as Excel sheet. The period of time which is exported is always the whole actual selected month. For more enhanced exports please refer to the [Export](#) page.

Depending on the assignment of roles, you can switch to another user by clicking **'Select another user'**. Please click **'Back to Menu'** to return to the main menu.

3.6 Assign superuser role:

You need to have the 'admin'-role or must be a 'superuser ' to perform the following actions: Click **'User'** on the Menu page and then select a user - and click on **'edit'**. Then click on the check box labeled with **'superuser'**, so that the box is ticked and then click 'update'.

What is the **'superuser'** allowed to?

A **'superuser'** may view, edit or delete **all** user data and view or edit the associated timesheets or delete its entries. A superuser may also create new user (and superuser) or may uncheck the users **'active'**-field so the user is excluded from logon.

What is a **'superuser'** not allowed to?

A superuser has no access to financial accounting or the status of the invoices.

So a **superuser has almost all rights on the time recording system** and can change or delete important data permanently. Please assign this role only to user who are entrusted with the administration of goodtime and actually need these rights. Assign the role, if possible, only to a single user. If you do the administration of the time recording system by yourself then you can do this with the **'admin'**-account, and so need no superuser at all.

3.7 Creating a new time category:

If you are logged in as 'admin' or 'super user', the entry **'Time categories'** appears in the menu. Click on it and then click on **'Create new Timecategory'**. Assign an 'Internal name' for the time category and a **'Label'** which is then displayed to all user.

On SiteThe entry determines whether the activity is carried out on location. Time stamps with checked **On site**-field will be listed on the [Attendance list](#) as such.

Working time: Is the time category of type working time? **Paid time:** Is the time category paid? Compensatory time is for example is not paid. **Project time:** If this box is checked, then the time category can be assigned to projects. For example for the time category 'leave' is does not make sense to allow an assigned to projects. **By the day:** If you tick this entry, the time category is not displayed by the hour, but by the day. E.g. Leave. If you tick off the **active**-entry then this time category can't be selected for time entries any longer. Any change in the time category also affects all existing time entries that use this time category. Therefore sometimes it is better to create a new time category and uncheck the active field of the old category than edit an existing time category.

3.8 Creating a new project:

If you are logged in as 'admin' or 'super user', the entry **'Projects'** appears on the menu. Click on it and then click on **'Create new Project'**. Enter a name for the project. This name is then displayed for all users in the selection of the project for a time entry. If you uncheck the **active** entry the project is no longer available for a selection. You can turn off the selection of projects at all, if you don't need project management: See [Settings](#).

3.9 Attendance list:

The menu item **'Attendance list'** is available for all users. The attendance list shows all users with their current time stamp and provides information on their current presence. So the attendance list works just like a common table of attendance. How a time stamp is displayed in the attendance list will be determined by the category of the time stamp as well (See [Creating a new time category](#)).

3.10 Settings

Click on **'Settings'** on the menu page.

'Time zone':

Set your time zone here. If the displayed time of the attendance system is exactly one or more hours before or after your actual time, then perhaps the time zone is not set correctly. Even if the provided time is no longer correct after the start or end of summer or winter time, than it is probably due to the selection of a wrong time zone. If you don't know your time zone than [this site](#) will help you to figure it out.

'Time clock tolerance ... +/- minutes':

With this field you can specify how many minutes the 'punching-time' of the time recorder can be shifted by the user. This is for example useful for considering some travel time, or to allow your employees to adjust the working time to a 'round lot'.

If this field is set to '0' then no time correction is possible at punch in and punch out and the exact real time is used.

'Prevent overlapping time stamps':

If this box is not checked, time stamps which interleave with other time stamps are allowed. If the box is checked, then attempting to create such a time stamp is answered by an error message.

'Enable comments for time entries':

If this box is checked, each time entry has an additional entry field for entering a commentary on the time entry.

'Show project-view':

If this checkbox is ticked, then a project can be assigned to each single time entry. As long as this option is not checked all 'project-related' display elements are hidden.

3.11 Export

The menu item **'Export'** is available to all users. **Export:** Select a month and a year for which you want to export your

time recording data. In place of a single month you can select the '**All**' option: Then your time registration data for the entire year are exported. Time stamps without an ending time are not included in the export. 'Empty' months without any time stamps will be omitted. **Export Microsoft-Excel-format:**

Depending on your selections a single Excel sheet for the selected month is created - or an Excel workbook which holds a sheet for each month and one additional sheet for the annual summary. If you can not or want not work with [Microsoft Excel](#): The exported Excel format can also be opened, processed and converted in various other formats by [OpenOffice](#),

which is available for free. OpenOffice is available for almost all platforms and operating systems. **Export PDF-format:** The exported time recording data can be opened by the [Acrobat Reader](#). **Further options for user with 'admin'- or 'superuser'-roles:** For 'admin' or 'superuser'-user an additional list of all active users is displayed. Please select all those users from the list whose time stamps you wish to export. If you select more than one user at a time, the working hour data for all selected users are packed in a [ZIP](#) archive. [Here](#) you will find information about a free zip program.