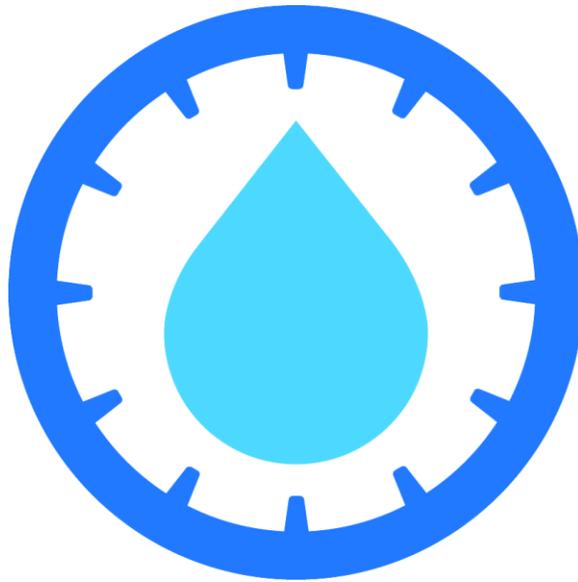


TimeDrop™

User Manual



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Quick Start

There are a few basic settings that should be configured prior to using TimeDrop™.

Launch!

Upon initial launch of TimeDrop™ you will be prompted to enter your login credentials. This is a security feature and cannot be deactivated. You can, however, eliminate the need to enter a password. See [System Options](#) for more information.

The default manager login with full access has the following login information:

Username: manager
Password: password

If you need your password reset, have another employee with permissions to manage employees reset it. If that is not possible, contact product.support@lothill.com and we will provide a reset password for your username. The reset password expires at the end of the day it was supplied.



Software Activation

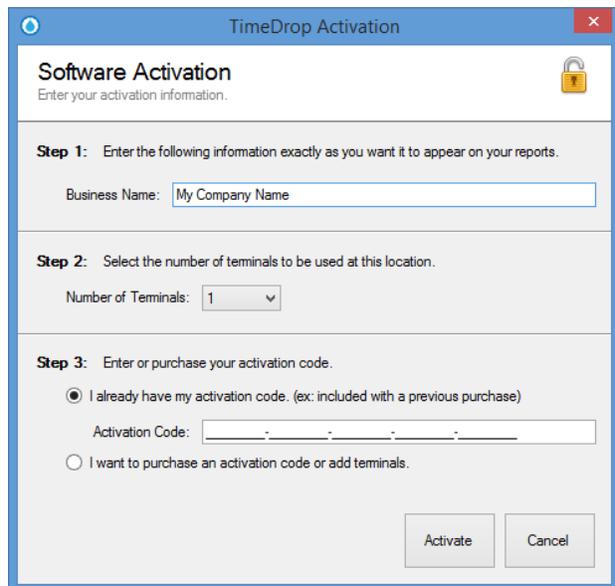
In an effort to ensure you are happy with your new software, we do not send the activation code with the product. Once activated the software cannot be returned.

Click the Start Evaluation button on the activation screen to access the software until activated.

To activate your software, click the Activate or Buy Now button. The screen seen to the right will appear. Enter your business information exactly as you want it to appear on your reports and select the number of terminals required.

If you have already purchased a copy of TimeDrop, request your activation code at www.lothill.com/activate, enter the received code and click Activate.

If you have not purchased and are ready to do so, select the purchase option under Step 3 and click Activate. Complete the checkout and your software will be activated.



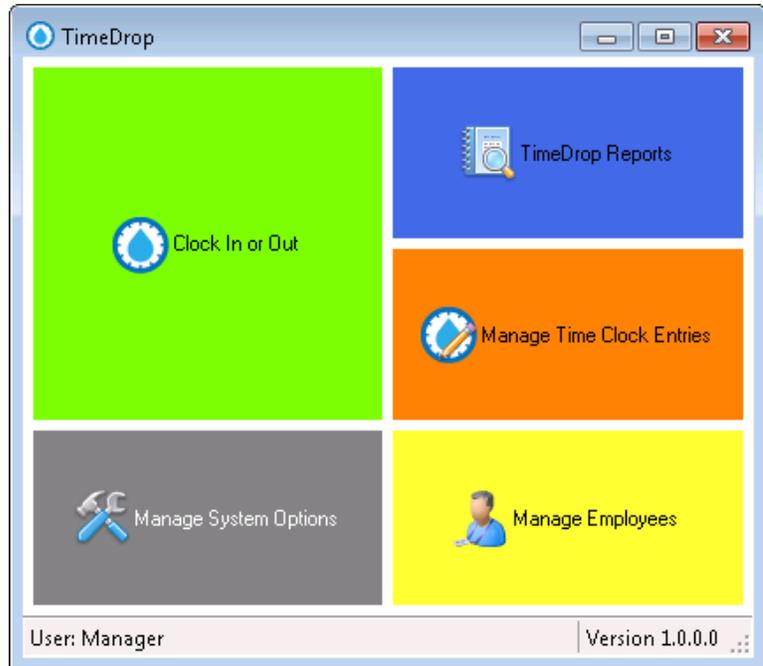
System Configuration

Home Screen

TimeDrop™ has a unique home screen that allows for easy insight into the components of the software. This easy to navigate button system scales with the application and allows for quick access to high traffic tasks.

The TimeDrop™ reports button will display a normal menu from which to choose your desired reports.

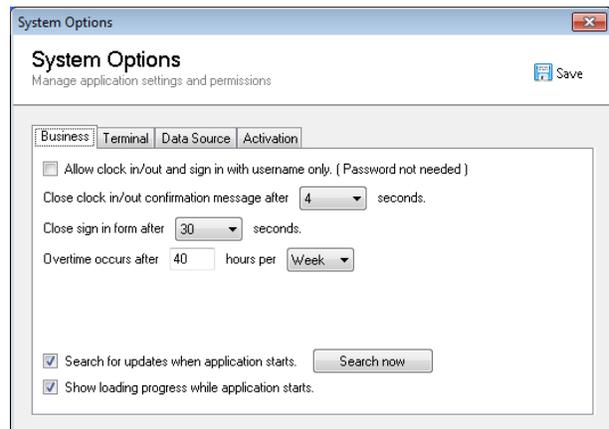
This home screen can be moved or resized and will remember your settings the next time the application is launched.



System Options

(Home Screen > Manage System Options)

To manage the system options simply make the desired change and click the Save button at the top-right corner of the screen.



Business

Allow clock in/out and sign in with username only:

This option is used for systems with badges, fingerprint scanner, etc. Those devices typically use magnetic card readers, barcode scanners, or other keyboard emulating devices and output the assigned username/id directly into TimeDrop™.

Close clock in/out message automatically: After an employee clocks in or out, a system message is displayed to show their new status (clocked in or out). By default the system will close this message after 4 seconds. You may change or disable this feature by selecting a new value from the dropdown.

Close sign in form automatically: If an employee opens the sign in screen and then gets distracted, the sign in form will automatically close to eliminate confusion for employees who strictly clock in or out. By default the system will close this message after 30 seconds. You may change or disable this feature by selecting a new value from the dropdown.

Overtime threshold: By default, the system will calculate overtime based on a 40 hour work week. These settings can be adjusted to any number of hours per day or week.

Search for updates: When this option is selected TimeDrop™ will check lothill.com for new versions of the application. If there are updates TimeDrop™ will ask you if you would like to install the update or not. If this option is turned off, you may search for updates manually by clicking the Search now button.

Show loading progress when application starts: This option refers to the splash/loading screen seen when TimeDrop™ starts up. To hide the splash screen, uncheck this option. The application may load slightly faster when this option is turned off.

Terminal

The **Report Printer** is the Windows printer designated as your default report printer for TimeDrop™.

Scanner communication port settings: TimeDrop supports integration for biometric and other COMport enabled devices. By configuring these settings, TimeDrop will listen on the specified COM port for any input. When information is encountered, TimeDrop will listen for the Return (vbCR/chr(13)) terminator. This terminator will tell TimeDrop that listening is complete and to return all data prior to the terminator as the users username. TimeDrop will then either use the information received to clock in/out or sign in.

Data Source

The **Database file** is where your data is stored. If you intend to allow access to your database from other terminals, you will need to Share the database location on the network or move the database file to another shared network location such as a file server.

Over time the database can grow quite large due to adding and removing employees, time entries, etc. Make sure there is only one terminal using TimeDrop and then click the **Compact Database** button to shrink the physical size of your database.

Use the **Backup Database** button to make a backup of your database to a USB drive, DropBox folder, etc. This ensure you always have a copy to restore using the **Restore Database** button, in the event of a local disaster.

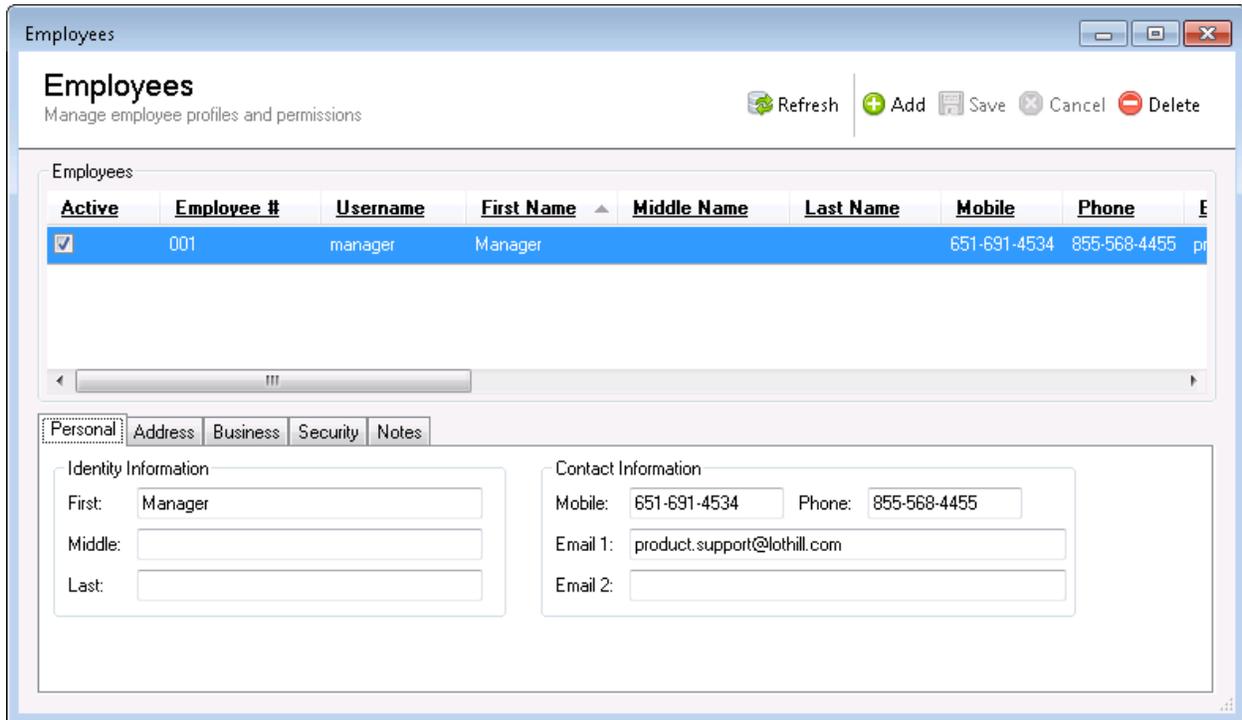
Activation

Business Name, Number of Terminals and the **Activation Code** are all tied together and cannot be changed without purchasing additional licenses or requesting a business name change by calling customer support.

If you require additional licenses click the Activate, Add Terminals or Buy Now button change the number of terminals to the number desired and complete the checkout by clicking Activate.

Employees

(Home Screen > Manage Employees)



Active	Employee #	Username	First Name	Middle Name	Last Name	Mobile	Phone	E
<input checked="" type="checkbox"/>	001	manager	Manager			651-691-4534	855-568-4455	pr

Personal | Address | Business | Security | Notes

Identity Information

First:

Middle:

Last:

Contact Information

Mobile: Phone:

Email 1:

Email 2:

Employees are managed through the screen show above. To manage the employee list, use the toolbar located at the top of the form. To edit the selected employee, simply make the desired changes and click the Save button located as the top of the screen.

The features of most concern on this screen are on the Business and Security tabs; the other information is for record keeping and reporting only. The employee's Username and Password are located on the Security tab and controls the employee's access to login to the application and clock in and out.

There are various employee permissions. These permissions are also located on the Security tab and are outlined below.

Permissions

- Allow employee to sign in (Deny access to the home screen. Only allow them to clock in/out)
- Allow employee to view reports (Disables all reports but My Timesheet)
- Allow employee to manage employee profiles
- Allow employee to manage time entries
- Allow employee to manage system options
- Can see/manage pay rate
(hides pay rate on Employee screen and disables Show Earnings for reports)

Clocking In or Out

To clock in or out do the following:

1. Click the Clock In or Out icon located on your desktop or login to TimeDrop™ and click the Clock In or Out button on the TimeDrop™ Home Screen.
2. Using the screen seen to the right, enter your login credentials and click the Clock In/Out button.
3. Once clocked in or out, you will receive a confirmation message indicating your new status.



Clock In/Out - TimeDrop

Clock In/Out

Enter your user credentials below.

Username

Password:

Clock In/Out Close

Time Clock Entries

(Home Screen > Manage Time Clock Entries)

First Name	Last Name	Clocked In	Clocked Out
Manager		03/18/2014 8:30:00 AM	03/18/2014 5:00:00 PM

To create a new entry, click the Add button at the top of the screen to create a new entry. A clock in only entry can be created by leaving the Clocked Out option, as seen in the screen to the right, unchecked.

To edit an existing entry, first select the date range and desired employee then click the Search button located at the top of the screen. Next, determine the entry to edit and either double-click the entry or highlight the entry and click the Edit button at the top of the screen. The details screen, as seen to the right, will appear and allow you to make the necessary changes.

Clocked In
03/18/2014 08:30:00 AM

Clocked Out
03/18/2014 05:00:00 PM

OK Cancel

To delete an existing entry, first select the date range and desired employee then click the Search button located at the top of the screen. Determine the entry to delete then highlight the entry and click the Delete button at the top of the screen.

Reports

(Home Screen > TimeDrop Reports)

There are a few simple reports and they are all found within the Reports menu button.

Who's Here?

This report displays a list of all clocked in employees. The report also shows how long each employee has been clocked in.

Time Clock Reports

My Timesheet

This report option is available to all users regardless of their view report permissions. The report will only allow the signed in user to view their timesheet.

Generate Timesheet Report

Only employees with view report access may generate reports for all employees in the system. To generate a full report including earnings, do the following (see screenshot for reference):

1. Select All from the employee dropdown.
2. Check Show Summary for a one line summary (no clock in/out times) for each employee.
3. Check Show Earnings (only available to those who have permission to see pay rates) to display the gross earning total line below each employees overall total.
4. Check Show 1 employee/page if you need to print reports to hand out to employees. This will make sure that the employee records are contained to one report per employee.
5. Select the desired data range of specify a custom range by changing the date dropdowns.
6. Click View report
7. Use the Printer icon in the upper-left corner of the report viewer to send your reports to the printer of your choice.

The screenshot shows a window titled "Generate Timesheet Report". At the top left is a user icon and the text "Select an employee" above a dropdown menu showing "All". Below this are three checkboxes: "Show Summary Only" (unchecked), "Show Earnings" (checked), and "Show 1 employee/page" (checked). A section titled "Quick Range" contains eight buttons: "Today", "Week to Date", "Month to Date", "Year to Date", "Yesterday", "Last Week", "Last Month", and "Last Year". Below these is a "Custom" button, followed by "Begin Date:" with a date field set to "12/ 1/2014" and "End Date:" with a date field set to "12/12/2014". At the bottom right are "View Report" and "Close" buttons.