

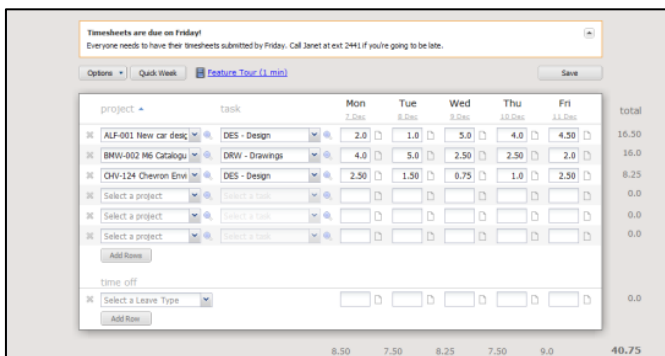
Week View allows employees to review and enter a full week of data at a time. From helpful features like Type-ahead and Quick Search, to options like Show/Hide Weekends, Week View makes it a cinch for users to enter time quickly and easily.

Week View

Week View benefits from an enhanced interface and allows you to customize your time entry screen. Among the features available are the following:

- The ability to configure an auto-filled weekly timesheet, where all the jobs and tasks that you work on most frequently are automatically pre-filled for you.
- An easy overview of which time entries have comments.
- Preference to show or hide weekends.
- Preference to auto-save time entries.

To get to Week View, click on the "Personal" tab at the top and then click on "Week View" tab. If you are using a modern web browser you will see the Week View interface shown in the screenshot below.

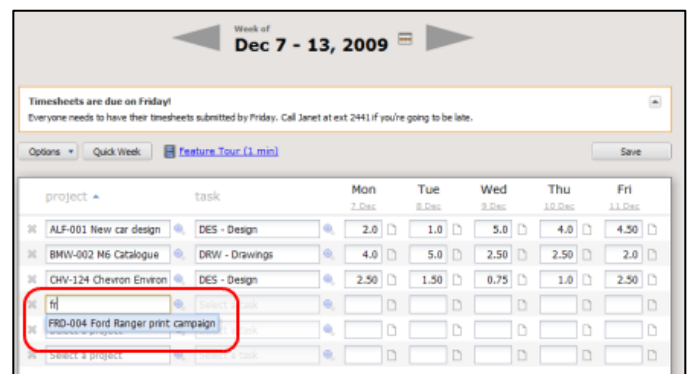


If this time entry screen works best for you, you can set it to be your default landing page after you log in to ClickTime. Just go to My Preferences and select Week View as your default time entry page.

Note: If you are using a legacy web browser, like Internet Explorer 6, you will not see this interface. Due to the more advanced features on this page accessing Week View through an older Web Browser will limit you to our old Week View time entry page.

Type-ahead

If you have a long list of jobs, type-ahead will help you quickly locate the item you are looking for. Simply type in the first few letters of the item and the system will provide you the most similar ten matching results. The more letters you type, the more accurate the matching results will be.



Have a question about Week View?

Just contact support@clicktime.com or phone us at 415-684-1180 and ask for Support.

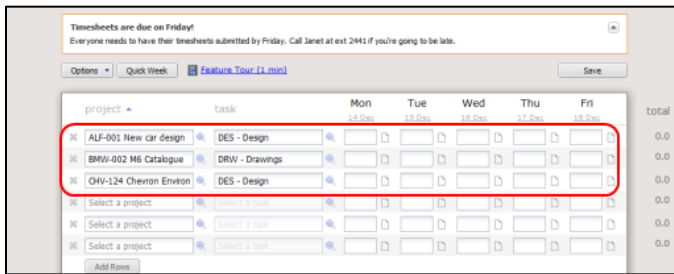
Options Menu: Show/Hide Weekends

For those of you who work over the weekend, we have added the ability to switch between showing or hiding weekends. For a simpler interface, Week View will hide weekends by default. To show weekends, click on the Options menu at the top right corner of the screen and check "show weekends." To hide weekends, uncheck the same box. If this preference is set to hide weekends and you happen to have entered time on a weekend day on the Day View screen, your Week View will contextually display weekends only for those weeks where weekend time entries exist.

Note: If you already entered time on weekend days and then opted to hide weekends, your time entries will NOT be deleted.

Options Menu: Auto Fill

Auto Fill allows you to set default client, jobs, and tasks. This feature is especially useful if you work on a few set jobs every week. Items saved on a week will appear on the subsequent week. Every new week will automatically use the same template as the previous week. Hours and comments are not carried over from week to week, only selections in the client, job and task drop-downs.

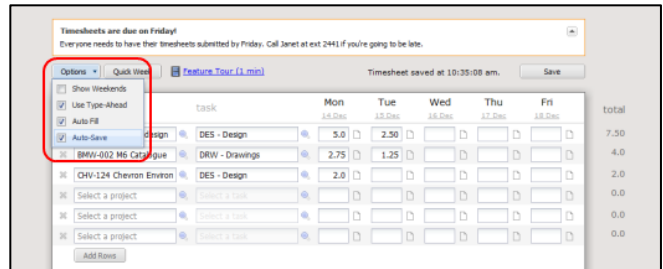


To turn Auto Fill on, go to the Options menu and check the corresponding box.

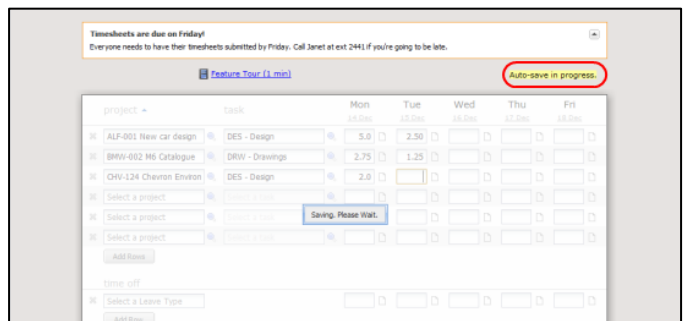
Deleting a blank Auto Fill row will not delete this row from your Week View page. Simply leave the row blank to prevent it from loading on subsequent weeks.

Options Menu: Auto-save

With Auto-save, you no longer have to worry about losing unsaved time entries, either because your computer crashed, you lost your network connection or you closed the browser window by mistake. Auto-save is turned on by default for all users. If, for some reason, you don't want to use the auto-save feature, you may turn it off by going to the Options menu and un-checking the corresponding box (see image below).

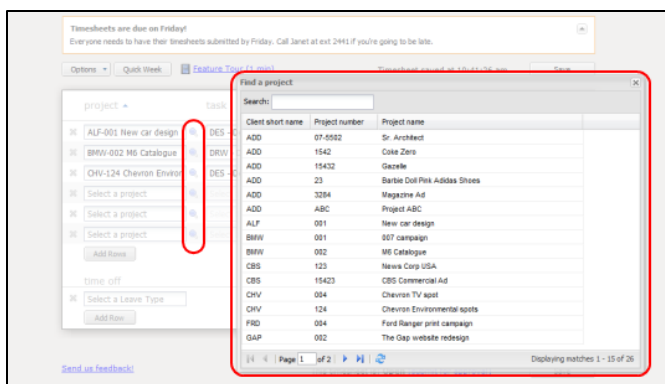


Auto-save will begin saving your unsaved entries after one minute of no activity on your ClickTime account. Any auto-save action will be recorded and the timestamp of the most recent auto-save will be displayed in a message at the top of the screen (see image below). You will always see on your screen how recently your data was saved. Incomplete/partial time entries are also saved with subtle warning messages of what was missing or what needs to be added in order for the time entry to be considered complete and "eligible" to be saved.



Quick Search Options

An easy to use search alternative to type-ahead is our added search option, which you can access by clicking the magnifying glass next to the client, job, or task selector. After you click on the magnifying glass, a window containing all items belonging to that category will pop up. Simply type in the name of the item you are looking for to search for it. Click on the item you want to select and it will be automatically inserted in your time entry row.



Zero-Hour Time Entries

If your company is configured to allow zero hour time entries, you can now use Week View to save zero hour time entries. This may be needed or useful in case you want pre-enter a daily template/order for upcoming weeks, as a reminder of projects you need to work on. Another possible use for zero time entries is to show that a project you needed to work on or a meeting you had scheduled was canceled, but you still need to track this information for billing or for other purposes.

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