



TimePilot Times

TimePilot newsletter No. 65, October 2020



TimePilot Q&A

Q. When adding a new employee to our Vetro system, your help file told me to “choose ‘Transfer Changes to Vetro Clocks.’” I don’t find that listed under TimePilot Central’s Setup menu. Where do I find that?

A. It’s not there because you have a more sophisticated edition of the TimePilot software—either the Professional or Enterprise Edition. Professional and Enterprise users should click on “Setup” and select “Clock Manager.” Once that opens, right click on the image of your clock. Under “USB Functions,” select “Transfer Employee Setup.” It will write to the USB and there will be a check mark next to the number one when it is ready for you to remove the drive. Take the USB to the clock and press 99 and OK. Put in your password and select option 3 for read USB. Once it says it is successful, the new profile should be in the clock. For step-by-step instructions, visit <https://timepilot.com/Help/ProEnt/Vetro/Vetro-iButtons.htm>

Q. The Vetro clock holds 12,000 transactions. If you download transactions

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Time Trivia

One country, one time zone: In 1949 under Mao Zedong, the Chinese government switched from five time zones to just only one: Beijing Standard Time. The switch aimed to promote national unity, but in eastern areas of the country, the sun doesn’t rise until 10 a.m.

Cirpac Travel Service

The wisdom of age: Time spent reading for personal interest varies greatly by age. The 2019 American Time Use Study found that individuals age 75 and over averaged 44 minutes of reading per day, whereas individuals ages 15 to 44 read on average for 10 minutes or less per day.

U.S. Department of Labor



TimePilot Lead Story

TimePilot Best Practices

All About Login Accounts

Limit supervisors’ access to just their own employees’ transactions

[\(This article also appears in TimePilot’s Help files.\)](#)

What are Login Accounts?

There might be a time when you want to give supervisors partial access to the TimePilot database. For instance, you might give a maintenance supervisor access to the transactions created by maintenance department employees, but not to the transactions created by employees in other departments.

The employees granted the permission will log on to the system by choosing their User Name from the drop-down list (click the arrow to the right of “Administrator” to see the list) and entering the password they were assigned.

If you have TimePilot’s Enterprise Edition software, you can set up these permissions. If you have another TimePilot software version, you can upgrade to Enterprise by visiting <https://timepilot.com/Enterprise/enterprise-softwareupgrades.htm>

Here’s how to set up a user login:

1. Start TimePilot Central (you must have full administrative rights), click the “Administrative” menu, then choose “Login Account Setup.”
2. Administrator will always appear at the top of the list. This is the master login for your TimePilot system. If you click “Administrator,” then the “Edit” button, you will be able to change the master password, but not the name (Administrator).
3. To add a new user, click the “Add Login Account” button.
4. At the top of the screen that appears, enter a login name (of course, Administrator is already in use, so you’ll need to choose something else) and create a password for that login.
5. If you wish, you can enter the name of the person who will be issued this access at the top right of the screen.
6. Now decide how much access this person will have:

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Don’t forget to “fall back” on November 1!

See Page 2 to learn how TimePilot handles the change from Daylight Saving Time to Standard Time, and vice versa.

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TimePilot Q&A

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to the USB drive after a week of entries (150 per day), will the clock still hold 12,000 or does the clock have just 10,950 (12,000 – (150x7) = 10,950) remaining? After the 12,000 entries are used up, do I have to purchase another time clock?

A. No, there's no need to buy a new clock when you've used up those 12,000 transactions. The Vetro holds 12,000 transactions at one time and once you exceed that number, it begins removing the oldest transactions from its memory and adding the new ones. In other words, it always holds the last 12,000 transactions. We designed the clock to hold those 12,000 so that if something happens to your data (you lose your USB drive on the way back to your office, for instance), you can go back and download it again.

Q. We have some new employees, and I will need to order new iButtons for them, but right now how can they clock in at our Vetro clock with the user IDs that are in their profiles?

A. Yes, they can clock in using the user ID in their profiles. There is a check box in the profile settings for each employee that says "Enable User ID Entry." Make sure that is checked for each profile, then transfer the profiles to the clock. At the clock they will be able to type in their four-digit number and then press "In" or "Out" on the keypad.

Q. Sometimes I see a little "+" sign in the right top corner of our Vetro clock. What does it mean?

A. The + in the corner of the Vetro is an indication that it is connected to the network.



TimePilot Lead Story

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- Give this user full administrative rights: Full administrative rights means he or she can see and modify everything in your TimePilot system.
- Allow this user to modify the hardware setup: Do you want this user to be able to do things like change the time on your clocks, rename clocks, etc.? If so, click this checkbox.
- Read Only - Do not allow this user to edit transactions or setup information: Do you want to prevent this user from making any changes to your system, but give him or her the ability to see transactions and setup information? If so, click this checkbox.
- Company/Location/Department/Shift: This is where you can limit the parts of your organization that the new user can see and work with. As you click one of these four categories, the various companies, locations, departments and shifts you set up when you set up TimePilot will appear. Choose the appropriate ones for your new user. You can give them access to any or all.

7. Click OK to close the box.

8. Now when your employee logs into the TimePilot software, they will use the new login and password and will be able to do only the things you specified in Step 6.

Here are some examples of how to put it to use:

Example 1

The administrator has set up George Washington, a maintenance supervisor, with his own login (Dad1) and password (VF1778). George will be able to modify the TimePilot hardware, and when he starts TimePilot Central, he will be able to see only those employees who been assigned to the Maintenance Department. In addition, he will be able to modify any of those employees' transactions (because the "Read Only" box is not checked).

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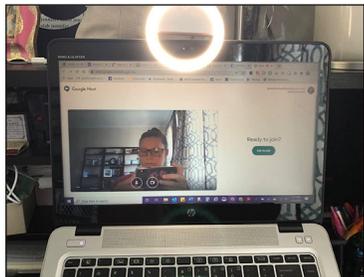
Do I need to do anything to prepare my TimePilot system for the change from Daylight Saving Time to Standard Time on Nov. 1?

A. In most cases, no. The TimePilot system gets its time setting from the computer on which its data folder resides. If you store your TimePilot data on your PC, the system gets the time from the PC; if you store the data on a server, it gets the time from the server. The important thing is to make sure that your computer (or server) is set to make the time change. Microsoft has released a patch for those using Windows software; if you have automatic updates turned on, you probably already have the patch. For more information, visit Microsoft's Daylight Saving Time Help and Support Center.



Cool Stuff

Every once in a while, our employees come across "cool stuff." This is where they share their finds.



The circular light clips around the camera lens on your laptop, tablet or phone.

40-LED Ring Light for Video Conferences

Working from home? Want to look like a million bucks on your Zoom conferences?

This rechargeable, battery-powered LED ring light will help. It clips on to your phone, tablet or laptop and will provide plenty of light to keep you out of the shadows. The open circle in the middle is where your camera lens should be to give you the best lighting possible. It's great for selfies, too.

It runs for two hours on a single charge and has three levels of light.

[\\$18.99 at Amazon](#)



TimePilot Lead Story

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Example 2

The screenshot shows a dialog box titled "Add a User Login". It has two main sections: "Login Information (Required)" and "User Information (Optional)".

- Login Information (Required):** Login Name: 2d1stldy, Password: HuMRez729?
- User Information (Optional):** First Name: Abby, Last Name: Adams
- Give this user full administrative rights.
- Select the method to use for selecting access rights for this user.**
 - Allow this user to modify the hardware setup
 - Read Only - Do not allow this user to edit transactions or Setup information
- Location Selection:**
 - Company
 - Location
 - Location Name:
 - Main
 - Batavia
 - Evanston
 - Department
 - Shift

Buttons: Save, Cancel

The administrator has set up Abby Adams, a Human Resources supervisor, with her own login (2d1stldy) and password (HuMRez729?). Abby will be able to modify the TimePilot hardware and will be able to see and work with transactions generated by anyone in any department or shift who has been assigned to the Evanston location.

Example 3

The screenshot shows a dialog box titled "Add a User Login". It has two main sections: "Login Information (Required)" and "User Information (Optional)".

- Login Information (Required):** Login Name: WM1762, Password: MrPrez1801-09
- User Information (Optional):** First Name: Tom, Last Name: Jefferson
- Give this user full administrative rights.
- Select the method to use for selecting access rights for this user.**
 - Allow this user to modify the hardware setup
 - Read Only - Do not allow this user to edit transactions or Setup information
- Department Selection:**
 - Company
 - Location
 - Department
 - Department Name:
 - Maintenance
 - Accounting
 - Editorial
 - Operations
 - Shift

Buttons: Save, Cancel

The administrator has set up Tom Jefferson, an employee in Editorial, with a username (WM1762) and password (MrPrez1801-09). Tom cannot modify the TimePilot hardware and is only allowed to view—not modify—transactions generated by Editorial employees.