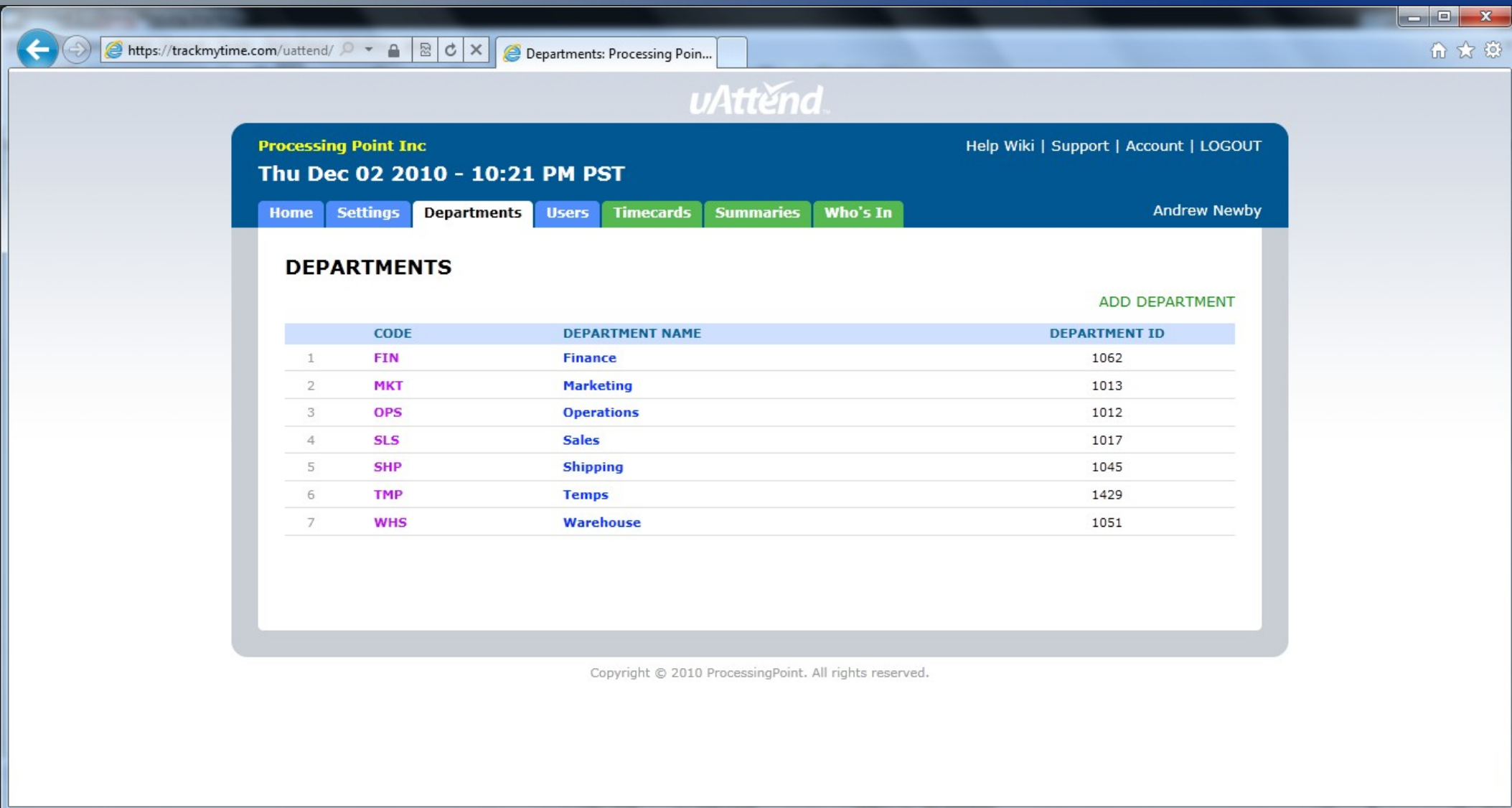


# Departments



Processing Point Inc

Thu Dec 02 2010 - 10:21 PM PST

Help Wiki | Support | Account | LOGOUT

Home Settings **Departments** Users Timecards Summaries Who's In Andrew Newby

## DEPARTMENTS

[ADD DEPARTMENT](#)

	CODE	DEPARTMENT NAME	DEPARTMENT ID
1	FIN	Finance	1062
2	MKT	Marketing	1013
3	OPS	Operations	1012
4	SLS	Sales	1017
5	SHP	Shipping	1045
6	TMP	Temps	1429
7	WHS	Warehouse	1051

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# Departments > General

The screenshot shows a web browser window with the URL <https://trackmytime.com/uattend/i>. The page title is "uAttend: Processing Point Inc". The application header includes the "uAttend" logo, the company name "Processing Point Inc", the date and time "Thu Dec 02 2010 - 10:22 PM PST", and navigation links for "Help Wiki", "Support", "Account", and "LOGOUT". A user profile for "Andrew Newby" is visible in the top right.

The main navigation menu includes "Home", "Settings", "Departments", "Users", "Timecards", "Summaries", and "Who's In". The "Departments" menu item is active, and the sub-menu "Operations" is selected, showing "[3 of 7]" items.

The "GENERAL" sub-menu is active, displaying a table of settings for the "Operations" department:

GENERAL		
DEPARTMENT ID	1012	
CODE	OPS	EDIT
DEPARTMENT NAME	Operations	EDIT
PUNCH ROUNDING	ON Round punches to nearest quarter hour	EDIT
LUNCH DEDUCTION/DURATION	ON After 8 hours worked - Deduct 60 minutes	EDIT
PAID BREAK/DURATION	OFF	EDIT
STATUS	ACTIVE	EDIT

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# Departments > Overtime

The screenshot shows a web browser window with the URL <https://trackmytime.com/uattend/i>. The page title is "uAttend: Processing Point Inc". The main header area includes the "uAttend" logo, the company name "Processing Point Inc", the date and time "Thu Dec 02 2010 - 10:22 PM PST", and navigation links for "Help Wiki", "Support", "Account", and "LOGOUT". A user profile for "Andrew Newby" is visible in the top right.

The navigation menu contains "Home", "Settings", "Departments", "Users", "Timecards", "Summaries", and "Who's In". The "Departments" menu item is selected, and the "Operations" department is chosen from a dropdown, showing "[3 of 7]" items.

Under the "DEPARTMENTS" section, there are tabs for "GENERAL", "OVERTIME", "SCHEDULE", "LOCKOUT", and "ADVANCED". The "OVERTIME" tab is active, displaying a table of overtime settings for the "Operations" department.

OVERTIME		
WEEKLY OVERTIME	After 40 Hours	EDIT
DAILY OVERTIME 1	After 8 Hours	EDIT
DAILY OVERTIME 2	After 12 Hours	EDIT
7TH DAY OVERTIME	ON	EDIT

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# Departments > Schedule

The screenshot shows a web browser window with the URL <https://trackmytime.com/uattend/i>. The page title is "uAttend: Processing Point Inc". The application header includes the "uAttend" logo, the company name "Processing Point Inc", the current date and time "Thu Dec 02 2010 - 10:23 PM PST", and navigation links for "Help Wiki", "Support", "Account", and "LOGOUT". A user profile for "Andrew Newby" is visible in the top right.

The main navigation menu includes "Home", "Settings", "Departments", "Users", "Timecards", "Summaries", and "Who's In". The "Departments" menu item is selected, and the "Operations" department is chosen from a list of 7 departments.

The "DEPARTMENTS" section shows a list of tabs: "GENERAL", "OVERTIME", "SCHEDULE", "LOCKOUT", and "ADVANCED". The "SCHEDULE" tab is active, displaying a table with columns for "DAY", "START ZONE", "START TIME", "END TIME", and "END ZONE".

DAY	START ZONE	START TIME	END TIME	END ZONE
Sunday	OFF	OFF:OFF	OFF:OFF	OFF
Monday	60 Minutes	08:00 AM	05:00 PM	30 Minutes
Tuesday	60 Minutes	08:00 AM	05:00 PM	30 Minutes
Wednesday	60 Minutes	08:00 AM	05:00 PM	30 Minutes
Thursday	60 Minutes	08:00 AM	05:00 PM	30 Minutes
Friday	60 Minutes	08:00 AM	05:00 PM	30 Minutes
Saturday	OFF	OFF:OFF	OFF:OFF	OFF

A "Save" button is located below the table.

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# Departments > Lockout

The screenshot shows a web browser window with the URL <https://trackmytime.com/uattend/i>. The page title is "uAttend: Processing Point Inc". The application header includes the "uAttend" logo, the company name "Processing Point Inc", the date and time "Thu Dec 02 2010 - 10:25 PM PST", and navigation links for "Help Wiki", "Support", "Account", and "LOGOUT". A user profile for "Andrew Newby" is visible in the top right.

The main navigation menu includes "Home", "Settings", "Departments", "Users", "Timecards", "Summaries", and "Who's In". The "Timecards" tab is currently selected.

The "DEPARTMENTS" section is active, showing "Operations" (3 of 7). The "LOCKOUT" tab is selected, displaying a table of lockout times for each day of the week. The table has three columns: "DAY", "EARLIEST IN TIME", and "LATEST OUT TIME".

DAY	EARLIEST IN TIME	LATEST OUT TIME
Sunday	OFF : OFF OFF	OFF : OFF OFF
Monday	08 : 00 AM	05 : 00 PM
Tuesday	08 : 00 AM	05 : 00 PM
Wednesday	08 : 00 AM	05 : 00 PM
Thursday	08 : 00 AM	05 : 00 PM
Friday	08 : 00 AM	05 : 00 PM
Saturday	OFF : OFF OFF	OFF : OFF OFF

A "Save" button is located below the table.

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# Departments > Advanced

The screenshot shows a web browser window with the URL <https://trackmytime.com/uattend/i>. The page title is "uAttend: Processing Point Inc". The main content area features the "uAttend" logo and a navigation bar with the following items: "Processing Point Inc", "Help Wiki | Support | Account | LOGOUT", "Thu Dec 02 2010 - 10:26 PM PST", and a user profile "Andrew Newby". Below the navigation bar are tabs for "Home", "Settings", "Departments", "Users", "Timecards", "Summaries", and "Who's In". The "DEPARTMENTS" section is active, showing "Operations" with a "[3 of 7]" indicator. Underneath, there are tabs for "GENERAL", "OVERTIME", "SCHEDULE", "LOCKOUT", and "ADVANCED". The "ADVANCED" tab is selected, displaying a table of settings:

ADVANCED		
DAY CHANGES AT	12:00 AM of each day	<a href="#">EDIT</a>
MAXIMUM SHIFT	18 hours (maximum hours an employee works per shift)	<a href="#">EDIT</a>
NEW SHIFT STARTS	3 hours or more from last out punch	<a href="#">EDIT</a>
NIGHT SHIFT?	YES employees may work through day change time	<a href="#">EDIT</a>

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