



Allday Primetime Web user Guide



ALLDAY TIME SYSTEMS LTD
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Login + Dashboard

To access the Prime Time website you will need to go this web address:

<https://primetime.alldaytime.co.uk> you will then be greeted with the login screen below.







A screenshot of the login dashboard interface. It features a white background with a blue border. At the top left, there is a 'User Name' label with a small box containing the letter 'A' next to it. Below this is a text input field with the placeholder text 'ENTER USER NAME'. Underneath the input field is a 'Password' label with a small box containing the letter 'B' next to it. Below the password label is a text input field with the placeholder text 'Password'. Below the password input field is a checkbox labeled 'Remember Password'. At the bottom of the form area, there are three buttons: a blue 'Login' button, a green 'Signup' button, and an orange 'Forgot Password' button. At the very bottom of the interface, the text 'Version : 1.0' is displayed.

A The User Name will be the email address that you placed in during the signup process or the one emailed to you if your account was created by Allday support team which will normally be your normal email address. Anything you type in this box will be in uppercase.

B The Password will be the one you typed in during the signup process or the one emailed to you if your account was created by Allday support team. If you have forgotten your password please use the 'Forgot Password' button and follow the onscreen steps.



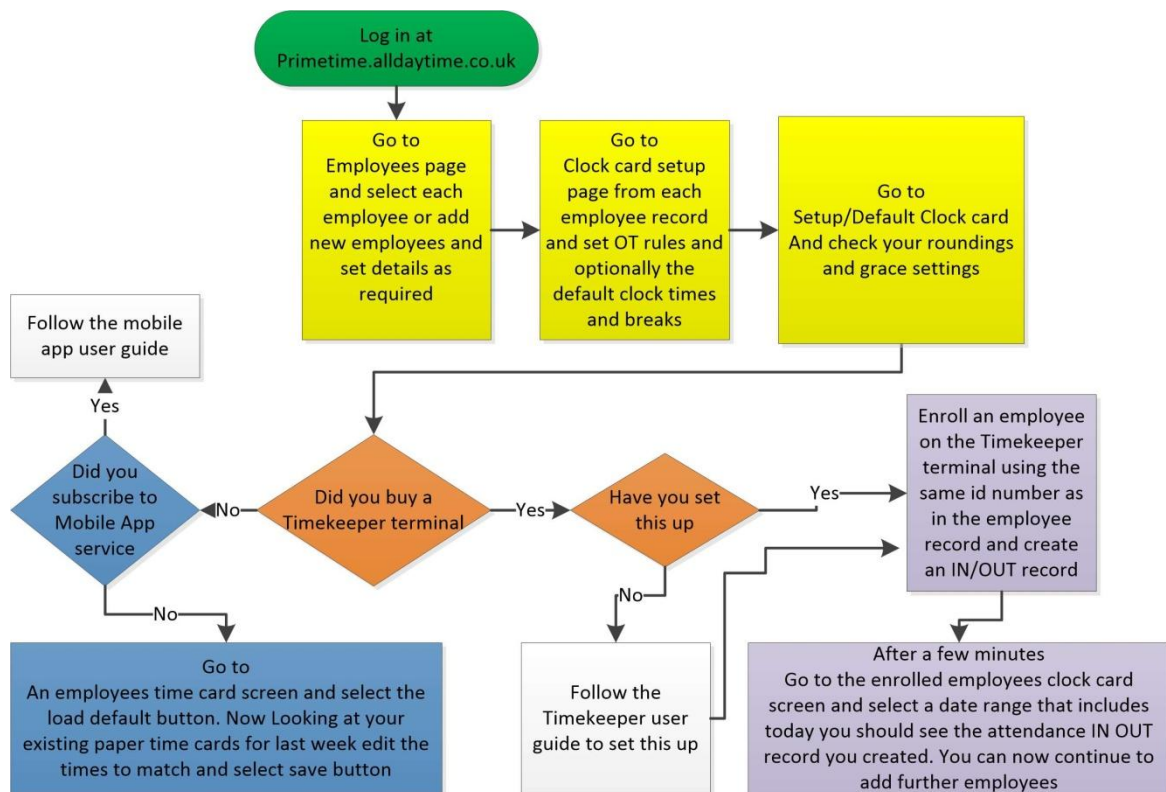
PrimeTime Main Dashboard

 Clock Cards Status: Active Read more	 Projects Status: Not Active Read more	 Shifts Status: Not Active Read more
 File Drop Status: Active Read more	 Data Sync Status: Active Read more	 Mobile App Status: Active Read more

The dashboard will show all of the features that are currently in the Primetime program. It will also display a status if it is active or not. If you have signed up for the free version of the program you will only have 'Clock Cards and 'File Drop' available. If you are interested in any of the other features please feel free to contact us or select the read more links on each item.

Quick Start

If you have just created this account or had it created for you then you can follow the quick information below to get started you can also ask for support using the built in chat screens on every page





Employees Tab

Employee List

Name	Role	Department Name	Manager Name	Clock Card Set-up	Clock Card	Action
101	Employee	Department1	paul mason	View Set-up	View Clock Card	✓ ✕
102	Employee	Department1	paul mason	View Set-up	View Clock Card	✓ ✕
103	Employee	Department1	paul mason	View Set-up	View Clock Card	✓ ✕
104	Employee	Department1	paul mason	View Set-up	View Clock Card	✓ ✕
105	Employee	Department1	paul mason	View Set-up	View Clock Card	✓ ✕
106	Employee	Department1	paul mason	View Set-up	View Clock Card	✓ ✕
107	Employee	Department1	paul mason	View Set-up	View Clock Card	✓ ✕
108	Employee	Department1	paul mason	View Set-up	View Clock Card	✓ ✕
109	Employee	Department1	paul mason	View Set-up	View Clock Card	✓ ✕
110	Employee	Department1	paul mason	View Set-up	View Clock Card	✓ ✕

Showing 1 to 10 of 25 entries

Previous **1** 2 3 Next

- A** In the 'Name' column each employee's name will be highlighted in blue, if you click on their name it will take you to a screen where you can edit their basic details. Please see Example '1' on page 5.
- B** This is a filter to increase or decrease the number of staff you see in this list. By default it will be showing 10 members of staff.
- C** If you click 'View Set-up' it will take you to a screen where you can edit that particular employee's default clock times. Please see Example '2' on page 5 and Example '3' on page 6.
- D** Clicking on 'View Clock Card' will take you to the employee's clock card where you can edit existing clock times or manually enter new clock times. Please see Example '4' on page 7.



Add or Update Employee

1

First Name*	101	Last Name*	Last Name
Department*	Department1	Email ID*	101@20thjuly.com
Password*	1111	Manager*	paul mason
EmployeeID	1	Role*	Employee
Allowed to Access	<input type="checkbox"/> Clock Cards		<input checked="" type="checkbox"/> Roll Call Allowed

Anything that you change in this screen can be saved using the 'Save' button. Anything with a red asterisk needs an entry before saving.

Clock Card Set-up

2

>Employee Details

Is Active

First Name* 101 Last Name* Last Name

Employee ID* 1 Hourly Rate* .00

Employee Gets Overtime? B

Gets Overtime after how many hrs? 0_:_ Overtime % Rate i.e. 150 or 200 .00

Set Clock Card to Weekly Monthly

Please Select 1st Day Monday C

>Set-up this employees default clock card times and breaks

- A** This is the employee's basic hourly pay rate such as 7.83.and this will be used to calculate the pay totals on the clock card screen.
- B** By default OT will be deactivated, if this employee is allowed OT, active the OT box and specify how many hrs they need to work before OT and the rate of OT after these hrs have been worked as a percentage. .
- C** You can select whether the employee has weekly totals or monthly. Once you have chosen either weekly or monthly you will need to select a start day/date that will apply each week or month.



There is an option on the Clock Card screen where you can load default times. If you load default times it will automatically fill out the clock card with the times that you specify below for this person. Each person you add to the system can have different times for this option.

>Set-up this employees default clock card times and breaks3

Please set below your employees standard IN OUT times. You can also set an automatic break deduction for each day. These settings will save you having to enter these times on the clock card screen each week/month so you only need to edit any variations to the normal.

	Part 1 A		Part 2 B		Part 3 C		Break Hours D	
Monday	<input type="text" value="0900"/>	<input type="text" value="1700"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="Break S"/>	<input type="text" value="Break E"/>
Tuesday	<input type="text" value="0900"/>	<input type="text" value="1700"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="Break S"/>	<input type="text" value="Break E"/>
Wednesday	<input type="text" value="0900"/>	<input type="text" value="1700"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="Break S"/>	<input type="text" value="Break E"/>
Thursday	<input type="text" value="0900"/>	<input type="text" value="1700"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="Break S"/>	<input type="text" value="Break E"/>
Friday	<input type="text" value="0900"/>	<input type="text" value="1700"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="Break S"/>	<input type="text" value="Break E"/>
Saturday	<input type="text" value="0900"/>	<input type="text" value="1700"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="Break S"/>	<input type="text" value="Break E"/>
Sunday	<input type="text" value="0900"/>	<input type="text" value="1700"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="In Time"/>	<input type="text" value="Out Tin"/>	<input type="text" value="Break S"/>	<input type="text" value="Break E"/>

SaveResetView Clock Card

- A** Using Part 1/2/3 you can set up to 6 clocking times each day.
- B** If you would like a break automatically deducted from the clock card hours totals, fill out the 'Break Start' box and the 'Break End' box as needed for example 1200 and 1300 will give a 1hr deduction.



Clock Card

4

A

B

4

Start Date: 23-07-2018		End Date: 29-07-2018		Search	Load Default	Clock Card Setup					
Geo Location	Show 7 days	Enter times without separator eg 0800 and in 24hr format. Use TAB key to advance.						Totals are expressed as Hours:Minutes			
		In	Out	In	Out	In	Out	£1	£2	£3	Day Total
<input checked="" type="checkbox"/>	23 Jul.	0900	1500					6:00			Day 1: 6:00
<input checked="" type="checkbox"/>	24 Jul.	0900	1500					6:00			Day 2: 6:00
<input checked="" type="checkbox"/>	25 Jul.	0900	1500					6:00			Day 3: 6:00
<input checked="" type="checkbox"/>	26 Jul.	0900	1500					6:00			Day 4: 6:00
<input checked="" type="checkbox"/>	27 Jul.	0900	1500					6:00			Day 5: 6:00
<input checked="" type="checkbox"/>	28 Jul.	0900	1500					6:00			Day 6: 6:00
<input checked="" type="checkbox"/>	29 Jul.	0900	1500					6:00			Day 7: 6:00
Name: 101		Reset		Calculate		Total HH:MM		Total Decimal		42:00	
<input type="radio"/> No Overtime <input type="radio"/> Overtime after 0 hr DAY at .00 % <input type="radio"/> Overtime after 0 hr WEEK at .00 %		Hourly Rate: £ .00		Gross: £ 0.00		Hourly Rate needs . as the separator		Gross needs hourly rate to be entered first			
Extra Time		Notes		Enter Amount		Bonus		Notes		Enter Amount	
Sick Pay		Notes		Enter Amount		Other Earnings		Notes		Enter Amount	
Pension		Notes		Enter Amount		National Insurance		Notes		Enter Amount	
Income Tax		Notes		Enter Amount		Other Deductions		Notes		Enter Amount	
		Total Earnings		0.00				Total Deductions		0.00	
		Net Wages		0.00							

Print

Email Me

Email Employee

F

Save

- A The screen will load showing last periods date range and any records stored for that period if you need to view a different period choose a start date and an end date and then click the search button. This will then update the clock card to view the date range you have chosen.
- B The 'Load Default' button will load the default times to the screen from this employees record (if you have set any) Saving you from adding these times every week. These times and any other edits you make in this screen will only save to the system if you select the save button.
- C You can view different employee's records by choosing them from the drop down list. If you choose a different employee it will ask you to save everything you have done on the current employee's record before it changes screen. If you do not do this all data you added or changed will be lost.
- D Clicking 'Calculate' will refresh the totals and the gross pay if any alterations have been made to the In and Outs and the hourly and overtime rates.
- E The gross pay is the total calculated pay using standard hrs and OT hrs worked and the OT settings set for the employee in the **Clock Card Set up** screen. The Net Wages is the grand total including extra time and deductions.



Set-up Tab

Department List

Name	Delete
Department1	Edit Delete
Department2	Edit Delete
Department3	Edit Delete
Department4	Edit Delete
Department5	Edit Delete

[+ Add New](#)

The **"Edit"** button will allow you rename the department. **"Delete"** will remove the department. If you click **"Add New"** it will allow you to add a new department into the system.

Edit Company Profile

Name*	<input type="text" value="20th july"/>	Address*	<input type="text" value="Lynchford House
11 Lynchford Lane"/>
Url	<input type="text" value="Url"/>	Employee Count*	<input type="text" value="25"/>
Phone	<input type="text" value="01252544457"/>	Reference Cards*	<input type="text" value="Reference Cards"/>

[Save](#) [Cancel](#)

This information should be kept up to date so we can contact you if needed regarding your account. You can change this information if need be, just make sure to save the changes you have made.