Getting start made easy!
A short introduction to
Multiuser

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1 General Functions

Activation of Multiuser

» Manager and User Accounts

General Information

If you would like to install a central piece of hardware, where more than one employee can record their working hours, you will want to activate Multiuser Access.

You can use any available hardware for Multiuser Access, e.g. a tablet as a terminal in your company’s entrance hall – so long as it has a web browser with internet access. All registered employees for your company can record their time from the Multiuser Access.

Enable Multiuser Access

Figure 1: Enable Multiuser Access
To activate Multiuser Access, select the menu Account Administration and then the tab Multiuser Administration. Click on Activate Multiuser ❶.

Figure 2: Multiuser Password
Provide a password for the account in the Change Multiuser Password ❷ window, and then click on Save ❸ – Finished!

Tip: With Multiuser access, you can record time in a similar manner to TimeTac Punch; only the times of arrival and departure will be recorded. If you want to track time for projects and tasks, please read the chapter entitled Workshop Access.
1 General Functions

Login und Logout

» Manager and User Accounts

Login

Figure 1: Login

Type the address ① https://go.timetac.com/ [Accountname] ① into your browser and provide the Username "multiuser" ② and the password ③ in the Login window, then click on Login ④.

Tip: We recommend that you save the Multiuser login data for quicker access in the future, and set the browser homepage to that of your company login.

Logout

Figure 2: Logout

No manual logout from Multiuser Access is required, but if you ever wish to logout, outside of office hours for example, then simply click on Logout ⑤.
1 General Functions

**Workshop Access**

» Manager Account

**Figure 1: Workshop Access**

With *TimeTac* Workshop Access, your employees can easily record time as with Multiuser Access, but with the addition of allocating that time to specific clients or tasks. It only takes a few clicks: Firstly, choose the employee on the screen with a left click ❶, then the desired task ❷, and the time tracking will then begin automatically. In order to change activity, simply click on another task ❸.

🔍 Note: The Workshop Access functions similarly to the normal Multiuser Access. Please also read Chapter 2, Functions as a User.

**Enable Workshop Access**

To activate Workshop Access, enable Multiuser Access as previously described, and then send an email to *TimeTac*. As soon as we have activated your account, the Multiuser Administration will change; you no longer only have one account, but you can now create multiple Multiuser accounts.

**Set Up Workshop Access**

**Figure 2: Set Up Workshop Access**

Click on Create New Multiuser ❹. The Username and Password for the new Multiuser Access will be automatically generated. By clicking in the column Assigned Users ❺, you can select which users are enabled for that account. In the column Assigned Tasks ❻, you can allocate tasks to those users. Optionally, you can select the check box Show Project ❼ to display the relevant project for the task in the time tracking buttons.
2 Functions as a User

Start/Stop Time Tracking

» User Account

Start Time Tracking

To begin time tracking, select your name on the user overview ❶ of the Multiuser account. Depending on company settings, the time tracking will automatically start, or you may be asked for your Pin code ❷ – in which instance, the time tracking will begin once you have confirmed your Pin code ❸.

Stop Time Tracking

To stop time tracking, simply select your Username once again – finished!
Memos

» User Account

Create a Memo

*Figure 1: Create a Memo*

When using Workshop Access, it is possible to attach a memo note to a timestamp. Simply click on *Add Memo ❶*, as long as the desired task is active. You can provide any necessary information in the window ❷, and then click on *Save ❸* to affix the memo.

>Tip: All memos can be accessed in the *Timestamps* menu.
3 Functions as a Manager

Multiuser Administration

Manager Account

Standard Multiuser Access

Figure 1: Multiuser Access

Once you have activated Multiuser Access, further account administration is not necessary. If you would like to deactivate Multiuser Access, you can do this in the Multiuser Administration menu by clicking on Deactivate Multiuser.

Workshop Access

To modify Workshop Access, please read the chapter entitled Workshop Access again.

Figure 1: Multiuser Administration

Multiple users - one access point!

The multiuser access presents you with the perfect solution for multiple users time recording:

Only one access point is required for all employees to record their login and their times - there is no easier way!

Status:
Your multiuser access is activated.

Login details for the multiuser access:

- Url: http://go.timetac.com/GenRating
- User: multuser
- Password: 123456

[Deactivate Multiuser, Change Multiuser Password]