


Timeposter Users Guide

Timeposter is a digital replacement for the standard IN/OUT board found at reception. The Timeposter application provides easy access to the status of every employee from everywhere.


Accessing User Information

 **Signing Out** - The Sign Out button allows you to notify everyone that you are away and post the amount of time that you will be absent from the office. This Timeposter function allows you to choose a pre-set reason, return date, time and add remarks.

- To use this function simply click once on the Sign Out icon.
- The Sign Out interface will appear and this is where you can select your reason, return date, time and remarks.
- Posting your Reason; simply choose an option from the drop down
- Posting your Return Date; click the “date” button and choose your return date on the calendar
- Posting your Time; choose a time from the drop down menu located beside the date icon




Please Note: If you do not choose a return date and time Timeposter will not update your “Sign Out” information.

 **Lunch Button** - The lunch button updates your status to “out” and adds your designated time allowance to the current time. It will then automatically log you back in after your designated time for lunch has passed. When the icon is grayed out it means that you have already selected this function and are ready to go for lunch.


- To use this Timeposter function simply click once on the lunch icon and enjoy your lunch.

IN Signing In - The Sign In button is to be used after you have returned to the office and wish to notify everyone that you are back. It must be used when after returning and signing out as the Sign Out option will not log you back in automatically once your designated/posted time has past.

- To use this function simply click once on the Sign In option.

 **Timesheet** – The Timesheet button is used to view a users current past and present bookings. This function will log every action within the Timeposter program, providing you with historical data.

- To use this function click once on the Timeposter icon and a timesheet overview will appear.

 **Emailing the user** - The Email button will allow you to send an e-mail to the individual's e-mail address. If the e-mail address is blank it is because there is not an email attached to this Individual.

- To use this function click once on the Email icon and outlook will open automatically for you to compose your email.

Users Name – The User's Name button is used for storing personal information that the user would like to share with everyone. Ex: Email address, extension, cell number, home number etc.. It will also populate a picture of the user.

- To use this function simply click once on the users name.



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