Main screen - List Mode

The employee list mode allows your employees to punch IN and OUT by selecting their name from the list and using the punch buttons. To use LionClock in employee list mode, go to **Manage - Options - Interface Tab**.

Employee List
To add employees to the list, activate the administrator functions from the **File** menu and go to **Manage - Add An Employee**.

Punch Buttons
To punch IN or OUT, select an employee and click one of the available buttons

Last Action Field
Displays the details of the last action made by the selected employee

View Hours Button
Allows employees to see their own time entries and totals without manager's intervention. If you have activated PIN numbers, they will be required to enter their PIN to access the report. This could be useful to let employees check their time entries for errors. By default, employees can view and print their own reports. If you don't want this functionality to be available, you can disable it by going to **Manage - Options - Settings Tab**.

Resizable Window
To display more employees, you can resize the main screen horizontally by dragging its corner with the mouse pointer. Please note that the main screen can be resized, but not maximized.
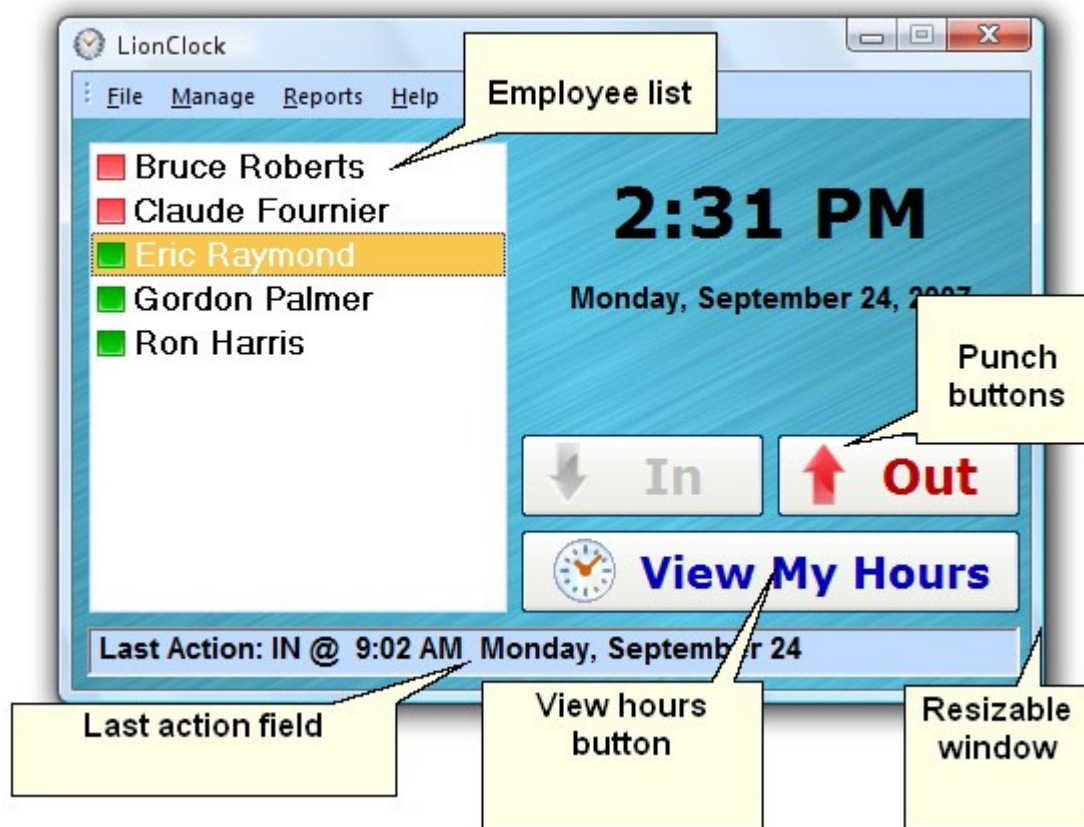
Main screen - Keypad Mode

The keypad mode allows your employees to punch IN and OUT by entering their badge number. In this mode, no employee list is displayed. To use LionClock in keypad mode, go to **Manage - Options - Interface Tab**.

Badge Number Field

Your employees can punch IN and OUT by entering their badge number into this field or by using the numeric keys on the keyboard. Badge numbers are unique (two employees cannot have the same badge number) and should not be confused with PIN numbers. To change a badge number assigned to an employee, go to **Manage - Modify Employee Info**.

Numeric Keypad

Your employees can enter their badge number by using the numeric keypad on the screen or the keyboard. If you have a barcode or magnetic card reader, you can create employee cards with their respective badge numbers. To create such cards, you need to encode the employee's badge number in form of a barcode or data on a magnetic card. If you feel uncomfortable doing this on your own, we offer inexpensive plastic card printing services on our web site.

To use a barcode or magnetic card reader, make sure it is plugged in and properly configured. The reader will not work in Employee List mode. Only Keypad mode supports barcode or magnetic card readers.

Last Action Field

Displays the details of the last action made by the selected employee

Keyboard shortcuts

Shortcuts for general operations allow you to:

F1   Display LionClock help. In dialog boxes, F1 displays help for a particular
                        screen.
Ctrl + A   Activate/deactivate administrator functions.

The functions below are available only when you have activated administrator functions:

Ctrl + E   Edit employee time.
Ctrl + S   Create single payroll report for the selected employee.
Ctrl + M   Create multiple payroll report.
Ctrl + T   Display current employee status report to see who's IN and OUT.
Ctrl + B   Display a report with employee badge and PIN numbers. This report can
                        be useful when giving out PINs (personal ID numbers) to your employees.