

SOFTWARE TECHNIQUES INC.



User Manual

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Version 2.1.8.1

Last Updated 9/18/2013

"This document is to provide you with the proper knowledge needed to operate the New SoftTime Online software."

Table of Contents

Chapter 1 Introduction

What is SoftTIME Online	5
This Manual Covers	5
Compatibility	5
Getting Started	6
Basic Functions	7
Utilities.....	8
Trouble Shooting	9

Chapter 2

System Roles.....	8
User View.....	9
Calendar.....	10
Adding Adjustments	11
Employee Information	15
Employee FYI	15
Employee TimeLine	16

Chapter 3 Personal Tab

Personal Tab	17
Your Calendar	18
Your Information	19
Your Login Crudentials.....	21
Your TimeLine.....	23
Your FYI.....	27
My Request Tab.....	28

Table of Contents

Chapter 4 Administrator Tab

Admin Tab.....	25
Supper Administrator Options	26
Departments.....	27
User Defined Categories.....	30
Startup Settings	34
Holiday Editor	42
Message of the Day	44
Supervisor Roles	45
Audit	47
Restore Employee.....	49
Supervisor Dashboard	50
Reports Tab	52

Chapter 5 Supervisor Role

Supervisor Role.....	54
My Request	55
Reports	56

Chapter 6 Employee Role

Employee Role	57
Your Calendar	59
Your Information	61
63	
User Preferences	64
My Request.....	65

Chapter 7 Reports

Reports	69
Detail of Reports.....	70

Table of Contents

Example of Report	71
Printing Report	72
Chapter 8 Help Feature	
Help Feature	74
License Agreement	75
Index	85

Chapter 1:

Introduction

What is SoftTIME Online

SoftTIME Online is the cloud-based version that allows time tracking of attendance. Now you can perform all the absence tracking duties that you are accustomed to from the web.

This Manual Covers

1. Setting up SoftTime Online
 2. Setting and maintaining company absence policy
 3. Maintaining individual and department records
 4. Basic operation - recording absences and reasons
 5. Producing reports
 6. Utilities
 7. Trouble shooting
-

Compatibility

Internet Browsers

-Internet Explorer 9 and newer

-Firefox

-Google Chrome

-Most other HTML5 / Webkit compliant browsers

Getting Started:

Welcome to the New SoftTime Online! Below is the first initial login screen.

You will need to fill out the following information in order to logon to the system.

Company Code:

User Name:

Password:

You may also select the "Remember Me" option when logging on in the future this information will already be inputted.

Then select login to continue.

If you are idle for more than 5 minutes the system will automatically log you out.



The image shows a login screen for SoftTime Online. At the top, there is a blue header bar with the text "Please Login". Below this is the "SoftTime Online" logo, where "SoftTime" is in a grey sans-serif font and "Online" is in a large, bold, blue sans-serif font. To the right of the logo is a blue circular icon containing a white calendar page with the number "1" and a small clock icon. Below the logo and icon are three input fields: "Company Code:", "Username:", and "Password:". Each field is a simple white rectangle with a thin grey border. Below the "Password:" field is a checkbox labeled "Remember Me". At the bottom right of the form area is a blue button with the text "Login" in white.

Basic Functions:

Now, that you have logged successfully into SoftTime Online. There are 6 areas that you should configure to setup your environment:

1. Super Administrator Options
2. Startup Settings
3. Holiday Editor
4. User Defined Icons
5. Department Roster
6. Point Categories

Visit these sections in order for best results.

Chapter 2:

System Roles:

In order to better understand which users have access to which options in SoftTIME Online, it is helpful to cover the System Roles.

Employee

Employees have read-only access to their own information. They can view their own calendars and reports. They cannot modify or create any category or time-related transactions. Employees can also create leave requests and submit them to their supervisors.

Supervisor

The supervisor role levels are set by the Super Administrator. The Supervisor can do everything that an employee can do. The Super Administrator can customize each setting for a supervisor.

Super Administrator

The Super Administrator role is allowed to view and modify time records for all employees. The Super Administrator has all privileges on the SoftTime Online system. They can do everything a Supervisor can do as well as setting global configuration parameters and assigning supervisor roles and privileges. For further information regarding "Supervisor Role" please see page 57.

Administrators have access to all employees, all the time. They also have access to all sections of the program.

User View:



When accessing SoftTime Online logging in as the Super administrator this will be the first screen that appears. On this screen you will have the option to make different selections such as editing an employee, adding time or even selecting a different tab for additional.

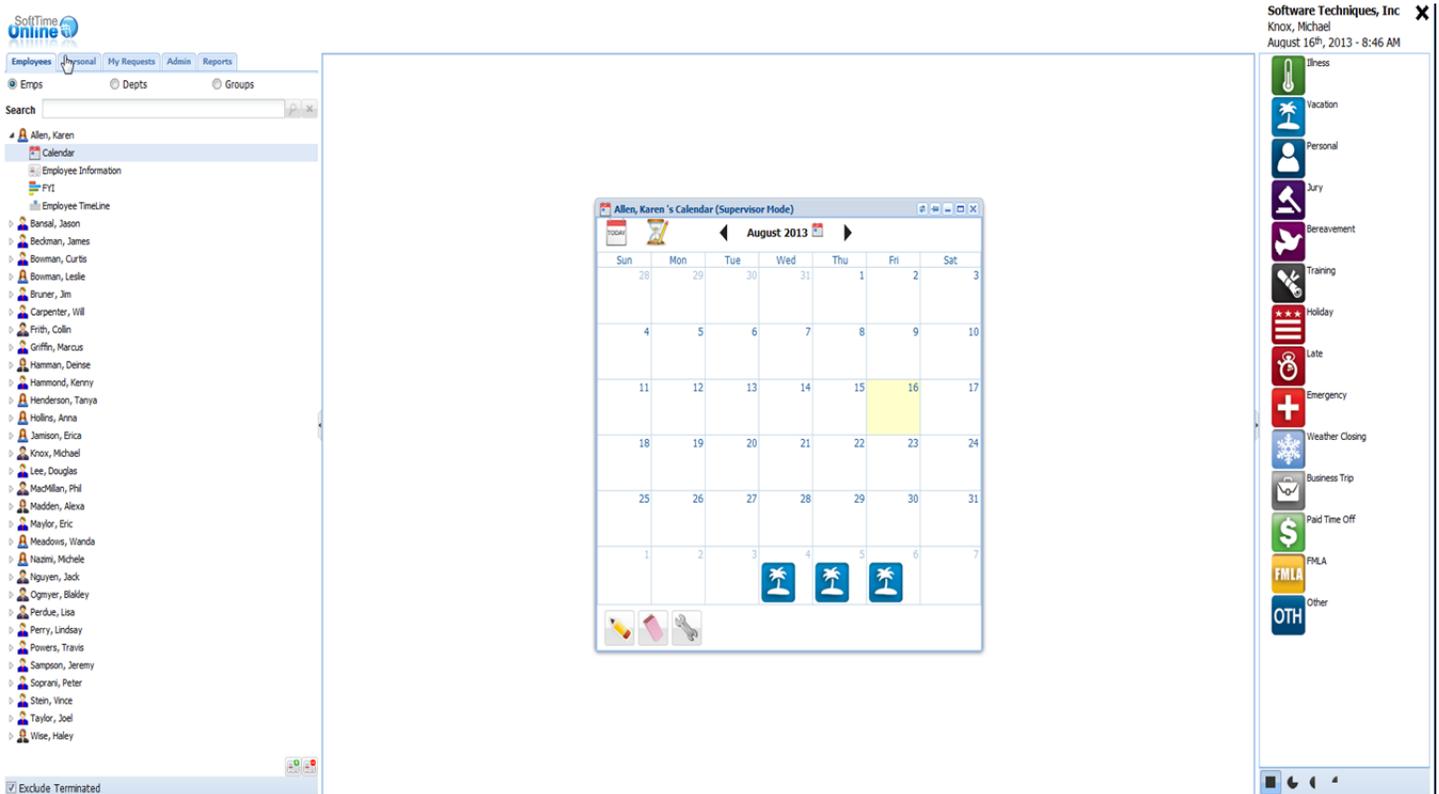
When double clicking on an employee you will have a drop down selections to choose from.

- Calendar
- Employee Information
- FYI
- Employee Timeline

These selections will appear for each employee that is clicked on.

You will also have the option to having additional screens displayed when logging in such as "Message of the Day" and "Supervisor Dashboard." The Supervisor dashboard is only available for the users that have super administrative or supervisor role.

SoftTime Online



Calendar:

When selecting the calendar it will open to the view as above. When logged in as the Super Administrator you will be able to drag the icons on the right to the selected calendar day.



Pencil: When double clicking on a day you are able to make a note for that day.

Eraser: This is used when a day needs to be removed from the calendar.

Wrench: This is used to make adjustments to a selected day. *See page 15 & 16.*

The far right column is the type of leave that can be requested. Simply drag the selected icon to the calendar on the day that the leave needs to occur.

Adding Adjustments:

Using the Adjustment tool:

The icon for the adjustment tool is a wrench.



This tool allows the Super administrator and supervisors with the correct permissions to make changes to employee requested or taken time off. To use this tool you click on it in the lower left hand side of the calendar then select the date on the calendar that you wish to make the adjustment to. A box will appear with "Adjustments for" and the date that you have selected.



The screenshot shows a dialog box titled "Adjustments for September 19th, 2013". The dialog box has a blue header bar with a close button (X) on the right. Below the header is a table with four columns: "Image", "Category", "Amount", and "Note". The table is currently empty. At the bottom right of the dialog box, there are two buttons: "Apply" and "Close".

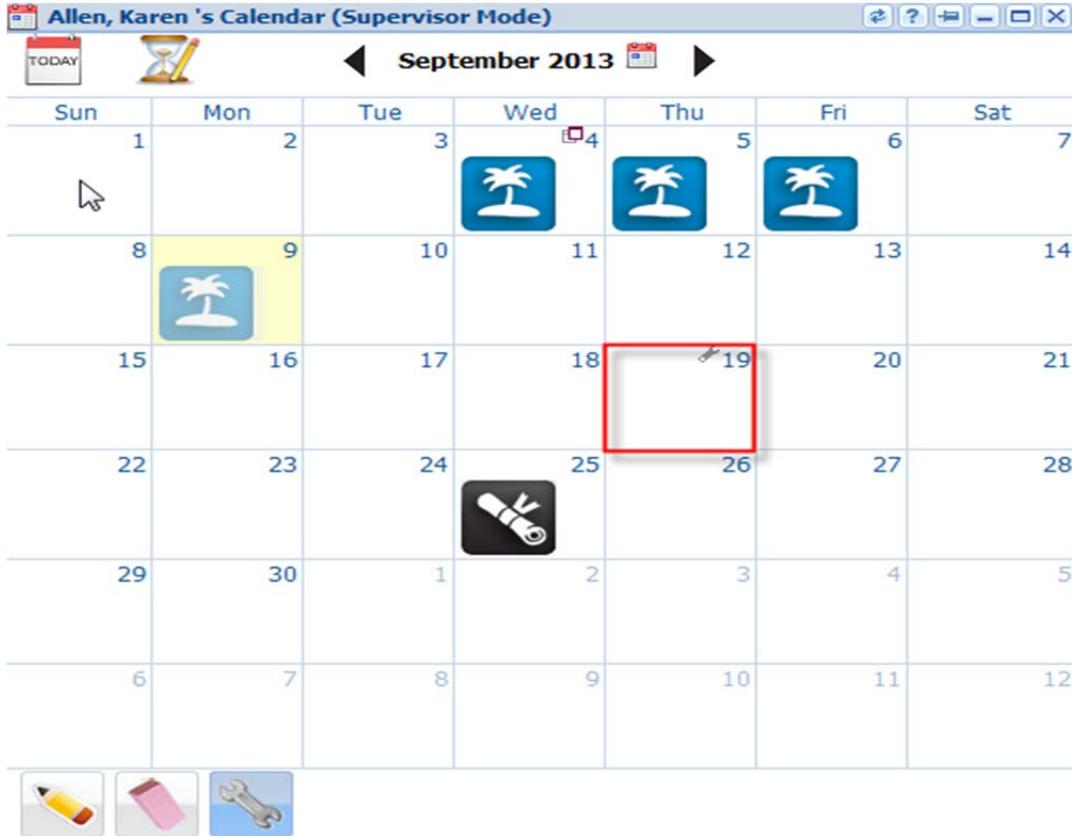
Image	Category	Amount	Note
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SoftTime Online

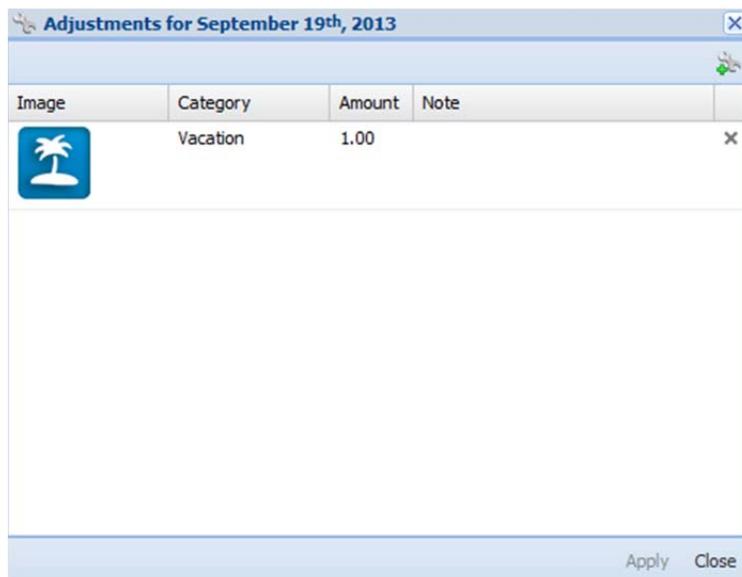
The screenshot shows a dialog box titled "Adjustments for September 19th, 2013". In the top right corner of the dialog, there is a small icon of a wrench with a plus sign, which is highlighted by a red rectangular box. Below the title bar, there is a table with four columns: "Image", "Category", "Amount", and "Note". The "Amount" column contains the value "0". Below the table, there are two buttons: "Update" and "Cancel". At the bottom right of the dialog, there are two more buttons: "Apply" and "Close".

Now to add the adjustment to the calendar you will need to first select the (+) wrench in the upper right hand side. Once that is selected the box will appear with option to choose. The first one is "Category" this allows you to choose an allowed category in the dropdown box. Then second you will want to choose the amount this is depending on it you are in days or hour mode. Then third you may want to input a brief note describing why the adjustment was made. Once you are done with this box you can then select "Apply" then select "Close" to close the box.

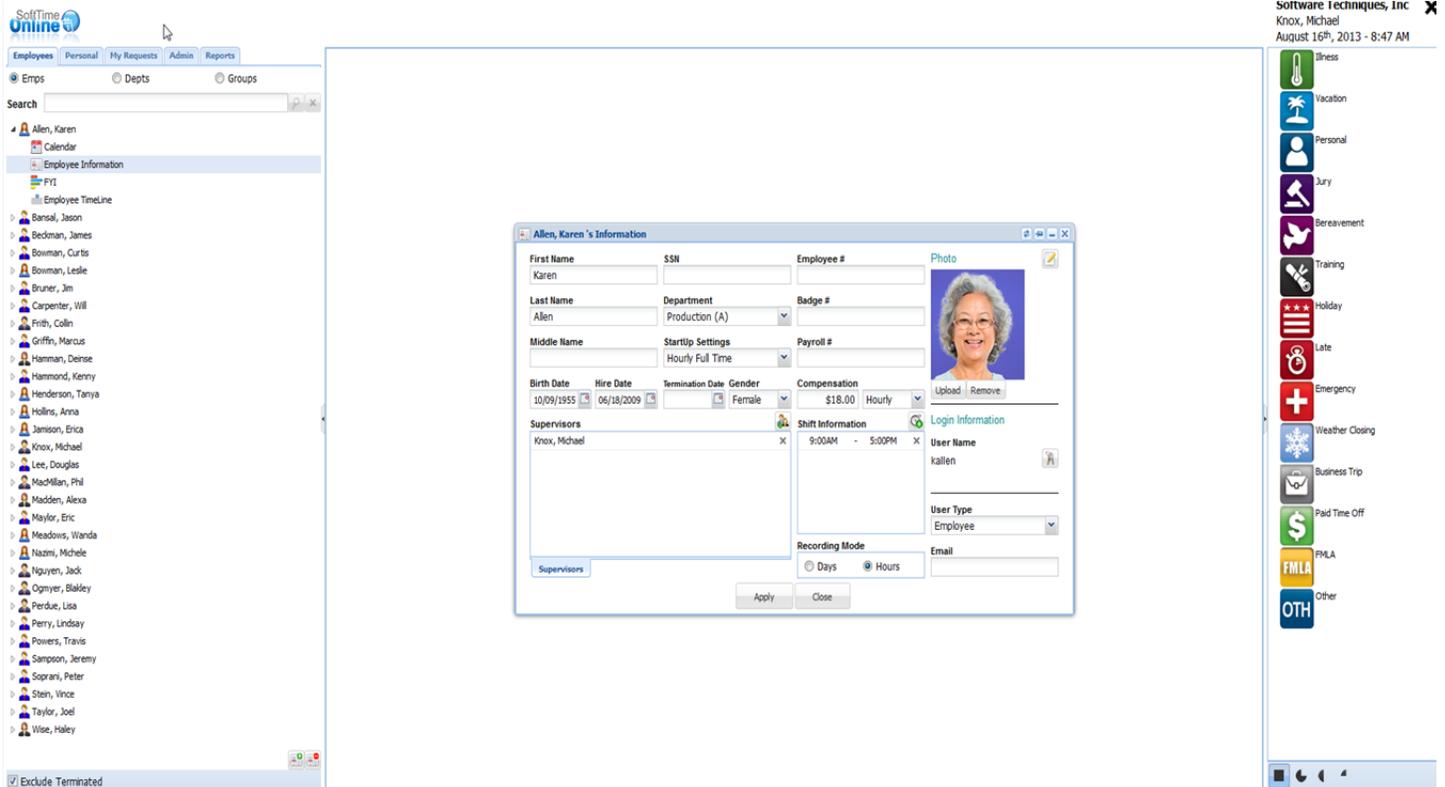
SoftTime Online



After the adjustment has been applied you will see a wrench beside the day on the calendar as it has been highlighted in **RED** above. Once the wrench is placed on a calendar day you have the option to click on the wrench again and select that day. This will allow the day to review or delete the adjustment. The entry can be deleted by selecting the (x) beside the entry on the right. If you double click on the adjustment you can edit the entry. Always be sure to click "Apply" to save the changes



SoftTime Online



Employee information:

The employee information tab gives you the ability to change the employees name and other information. The employee information tab offers many different options and features.

You can add the employee to a department, add compensation. You can even terminate the employee from this screen by inputting a termination date.

You can select days or hours mode for each employee. You can also add a picture, and remove a picture.

SoftTime Online

The screenshot displays the SoftTime Online web application. On the left, a navigation pane shows a list of employees under the 'FYI' tab. The main window displays the 'Employee Name' as Karen Allen, Department as Production (A), and Hire Date as 6/18/2009. The 'FYI View as of' date is 08/16/2013. A table shows the following data:

Category	Allowed	Recorded	Remaining
Illness	55.00	28.00	27.00
Vacation	90.00	58.67	31.33
Personal	129.60	34.67	94.93
Jury	--	--	--
Bereavement	--	--	--
Training	--	12.00	--
Holiday	60.00	50.67	9.33
Late	0.00	--	0.00
Emergency	--	--	--
Weather Closing	--	24.00	--
Business Trip	0.00	--	0.00
Paid Time Off	0.00	--	0.00
FMLA	--	60.00	--
Other	0.00	--	0.00

On the right side of the interface, there is a vertical toolbar with icons for various time categories: Illness, Vacation, Personal, Jury, Bereavement, Training, Holiday, Late, Emergency, Weather Closing, Business Trip, Paid Time Off, FMLA, and OTH. The top right corner shows the user 'Knox, Michael' and the date 'August 16th, 2013 - 8:47 AM'.

Employee FYI Tab

When clicking on FYI you will have a menu that shows type of time that is available, allowed time, recorded time and remaining.

Allowed: Time that has been accrued or carried over.

Recorded: Time that has been taken by the employee during the calendar, Anniversary, or fiscal year.

Remaining: Time that has not been scheduled or taken as of date viewing this report

SoftTime Online

The screenshot displays the SoftTime Online web application interface. On the left, a navigation pane shows a list of employees under the 'Employee TimeLine' section, with 'Allen, Karen' selected. The main content area shows a window titled 'Allen, Karen's TimeLine' with a 'Vacation' dropdown menu. The window displays the following information:

- July 2009
- 7/1/2009 Accrual
- Hourly Full Time Vaca
- 6.00

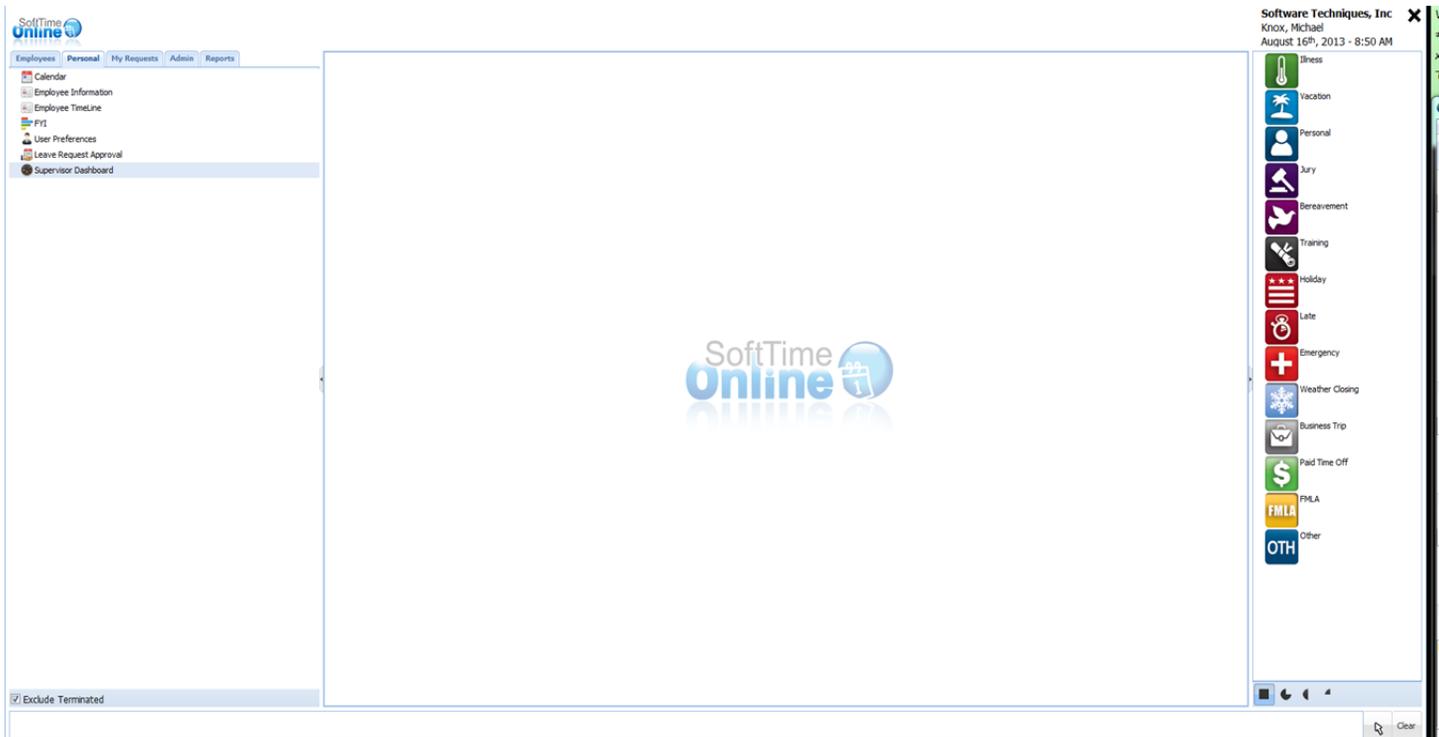
The timeline below shows a horizontal axis with markers for JULY, AUG., and SEPT. Two red bars represent vacation accrual periods: one starting in July and another starting in August. A vertical blue line is positioned at the beginning of July. On the right side of the interface, a vertical sidebar contains various icons representing different types of time off or events, such as Illness, Vacation, Personal, Jury, Bereavement, Training, Holiday, Late, Emergency, Weather Closing, Business Trip, Paid Time Off, FMLA, and OTH. The top right corner of the application shows the user's name 'Knox, Michael' and the date and time 'August 16th, 2013 - 8:48 AM'.

Employee TimeLine:

The timeline shows any adjustments that have been made to the time that has been taken or schedule to take. This timeline also shows the time that has been accrued by date. The user can go back as early as hire data in the timeline by scrolling forward or backwards.

Chapter 3:

Personal Tab



Personal Tab:

The tab is available to all employees with their own login. The information here is employee specific as the user logged in only.

On this tab the options are:

-Calendar

-Employee Information

-Employee TimeLine

-FYI

-User Preferences

-Leave Request Approval

-Supervisor Dashboard (This option is only displayed when logged in as Super Administrator or Supervisor)

SoftTime Online

The screenshot displays the SoftTime Online interface. On the left, there is a navigation menu with options: Employees, Personal, My Requests, and Admin. Below this, a sidebar lists: Calendar, Employee Information, Employee TimeLine, FYI, User Preferences, Leave Request Approval, and Supervisor Dashboard. At the top right, the user is identified as Michael Knox from Software Techniques, Inc. The main area shows a calendar window titled "Knox, Michael's Calendar (Employee Mode)" for September 2013. The calendar grid has columns for Sun through Sat. The date 5th (Thursday) is highlighted in yellow. At the bottom left, there is a checkbox for "Exclude Terminated" which is checked. At the bottom right, there is a "Clear" button. On the right side of the calendar window, there is a legend for leave types: Illness (green thermometer), Vacation (blue palm tree), Personal (blue person), Jury (purple gavel), Bereavement (purple dove), Training (black pencil), Holiday (red stars), Business Trip (grey envelope), Paid Time Off (green dollar sign), and Other (blue OTH).

Your Calendar:

The Calendar is available to all users to see their requested time and time that has been taken. At the top of the Calendar screen there are few options the first one is a day calendar icon by clicking this it will bring you back to the current scheduled month you are in. The second icon is either a Sun or an Hour Glass. The Sun means that you are in day's mode and the hour glass means that you are in hour's mode. The next options you have are left and right arrows this allows you to scroll forward or backwards through the months. The small calendar next to the date can be clicked on to do a more specific time search.

SoftTime Online

SoftTime Online

Employees Personal My Requests Admin

Calendar
Employee Information
Employee TimeLine
FYI
User Preferences
Leave Request Approval
Supervisor Dashboard

Your Information

First Name: Michael SSN: Employee #: Photo
Last Name: Knox Department: Administration Badge #
Middle Name: StartUp Settings: Default Schedule Payroll #
Birth Date: 12/21/1942 Hire Date: 03/04/1985 Termination Date: Gender: Male Compensation: \$80,000.00 Annually
Supervisors: Hamman, Deirse Shift Information: 9:00AM - 6:00PM Login Information: User Name: Knox User Type: Super Administrator
Recording Mode: Days Hours Email

Supervisors Employees Departments

Apply Close

Software Techniques, Inc
Knox, Michael

Illness
Vacation
Personal
Jury
Bereavement
Training
Holiday
Late
Emergency
Weather Closing
Business Trip
Paid Time Off
FMLA
Other

Exclude Terminated

Your Infor... x Clear

Your Information:

All employees will have access to view his/her information. When logged in with employee permission the majority of this information is "Read-Only". This means that this information can only be edited by a supervisor that has editing rights or a Super administrator. It is important to fill out the majority of this information; most of this information can be pulled for reports.

SoftTime Online

The screenshot shows the 'Your Information' window with the following data:

First Name	Michael	SSN		Employee #	
Last Name	Knox	Department	Administration	Badge #	
Middle Name		StartUp Settings	Default Schedule	Payroll #	
Birth Date	12/21/1942	Hire Date	03/04/1985	Termination Date	
Gender	Male	Compensation	\$80,000.00	Annually	

Supervisors: Hamman, Deirse

Shift Information: 9:00AM - 6:00PM

Recording Mode: Days Hours

User Name: Knox

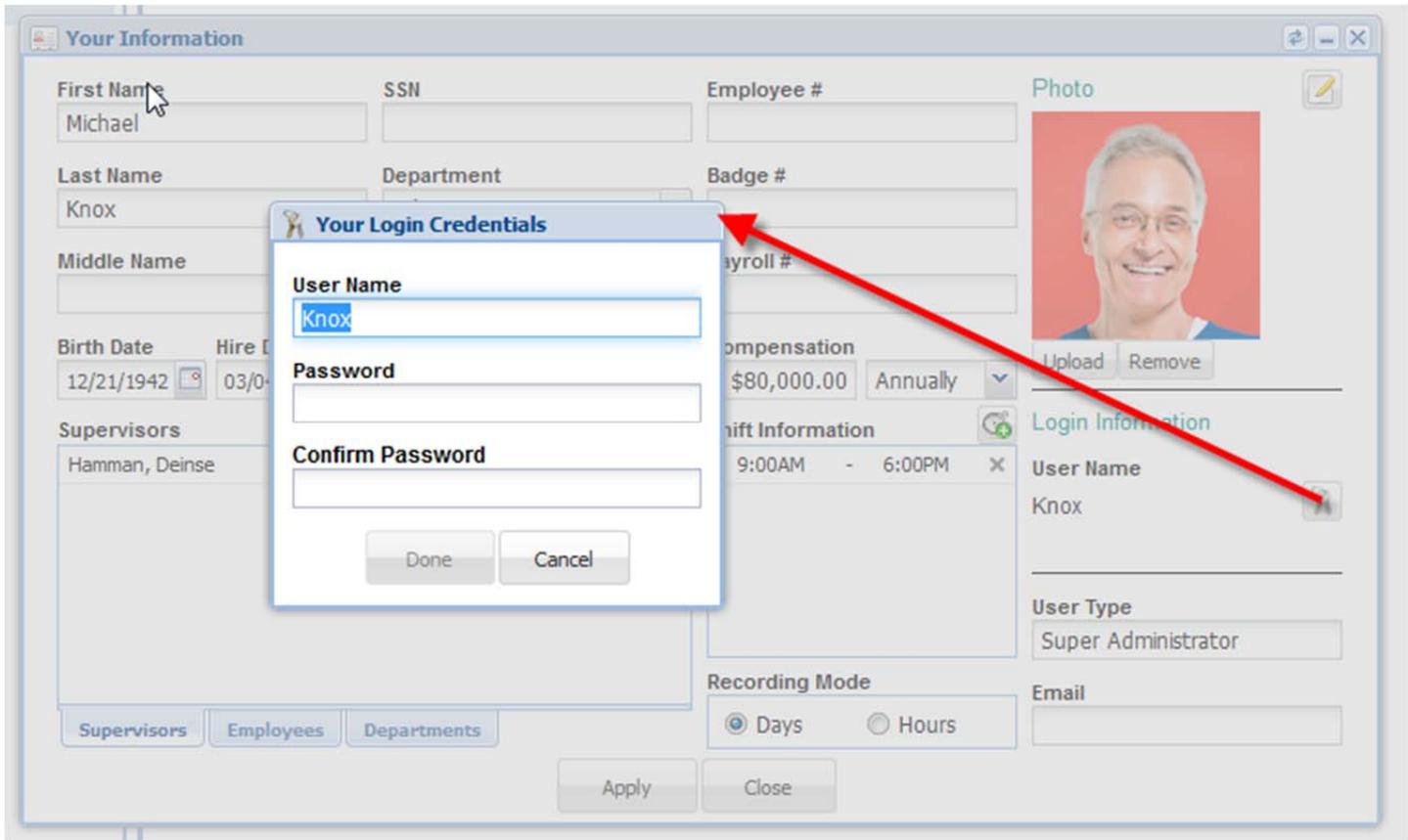
User Type: Super Administrator

As you can see on this screen there are different areas. When logged in as a Super administrator or supervisor with editing rights the top part in **Black** can be edited. When the employee logs in to view their information it cannot be changed.

The portion highlighted in **BLUE** shows supervisor, employee and department tab. This cannot be changed by an employee logged in unless they have specific editing rights as a supervisor or an Super administrator. The user will also be able to view the supervisor they are assigned to, also the employees they are over if any and the department they have been assigned to. (Employees cannot see anything but the Supervisor they are assigned too. So the Employees tab and the Departments tab are not available to a normal employee.)

The **RED** area is login information. This enables the user to change their user name and/or password. This can be done by selecting the icon beside the user name. Please see the next page for further details regarding changing the username and password.

Other areas "Shift Information" this shows the user their daily scheduled hours. If this is incorrect this can only be edited by a Super administrator or a supervisor with editing rights. Another portion of this is the "Recording Mode" there are only two options "Days" or "Hours". The user type for this employee is also displayed in this case the employee is "Super Administrator." There is also one more area and that is "Email" the user may add his/her email address but not required. When changes on this screen have been done you may select "Apply" if this screen was open for viewable only purposes you may simply select "Close."



Your Login Credentials:

When clicking on the icon beside "User Name" on the Your information tab a popup box will appear with "Your Login Credentials", this will allow the user to change their user name and the password. Notice that when changing a password the user must retype the password to confirm it. Once done the user may click the box on the bottom "Done". This box will not highlight unless all fields are completed and the password / confirm password match.

Super Administrators and Supervisors with specific rights can also change employees' Username and Password.

SoftTime Online

The screenshot shows the SoftTime Online web application interface. At the top left is the 'SoftTime Online' logo. Below it is a navigation menu with tabs for 'Employees', 'Personal', 'My Requests', and 'Adm'. A sidebar on the left contains links for 'Calendar', 'Employee Information', 'Employee TimeLine', 'FYI', 'User Preferences', 'Leave Request Approval', and 'Supervisor Dashboard'. At the top right, the user's name 'Software Techniques, Inc Knox, Michael' is displayed. A central window titled 'Your TimeLine' is open, showing a calendar view for February 1997. The window displays '2/1/1997 Accrual' and 'Default 0.00'. Below this, there are red bars representing time taken or accrued. A sidebar on the right contains icons for various time-related categories: Illness, Vacation, Personal, Jury, Bereavement, Training, Holiday, Late, Emergency, Weather Closi, Business Trip, Paid Time Off, and FMLA. At the bottom left, there is a checkbox for 'Exclude Terminated'. At the bottom right, there is a 'Clear' button.

Your TimeLine:

This is another way of viewing your time that you have taken during a certain time. This also allows you to move forward and backwards to see time taken, time accrued and time that has been requested in the future. This tool is helpful to see patterns of time taken, when it occurs the most and when time is not taken. It also allows the user to see when time has been added and when to expect more time to be added.

SoftTime Online

The screenshot displays the SoftTime Online interface for user Michael Knox. The main window is titled 'Your FYI' and shows employee information: Name: Knox, Michael; Department: Administration; Hire Date: 3/4/1985. Below this is a table for 'FYI View as of' 08/16/2013:

Category	Allowed	Recorded	Remaining
Illness	60.00	0.50	59.50
Vacation	0.00	1.50	-1.50
Personal	0.00	--	0.00
Jury	--	--	--
Bereavement	--	--	--
Training	--	--	--
Holiday	0.00	6.50	-6.50
Late	0.00	--	0.00
Emergency	--	--	--
Weather Closing	--	1.00	--
Business Trip	0.00	--	0.00
Paid Time Off	0.00	--	0.00
FMLA	--	--	--
Other	0.00	--	0.00

The 'User Preferences' window is open, showing options: 'Integrate with Google Calendar' (unchecked), 'View STO Hints at Login' (checked), and 'View Supervisor Dashboard at Login' (checked). The 'Leave Request Approval' window shows a table of 'Leave Requests' with columns: Submitted, Employee, Department, Request, Status. Two requests are listed: 8/1/2013, Allen, Karen, Production (A), New Leave Req., Pending; and 8/1/2013, Bowman, Curtis, Production (A), New Leave Req., Pending. Below the table are sections for 'Viewing Request', 'Request Conflicts', and 'FYI as of Date'.

FYI:

This is an option found on the personal tab for the employee that is logged in only. This FYI will show amount of time earned as well as amount taken and time left over.

Leave Request Approval:

This is an option for the person that is logged in to submit their own leave request for approval.

User Preference:

This option has only three different selections

- Integrate with Google Calendar
- View STO Hints at Login
- View Supervisor Dashboard at Login

SoftTime Online

The screenshot displays the SoftTime Online interface. At the top, the 'My Requests' tab is highlighted with a red box. The main content area is divided into three sections:

- Left Panel (My Leave Requests):** Contains a 'Vacation Request' form with fields for 'Request Name' (set to 'Vacation Request'), 'Status' (set to 'Draft'), and 'Employee Notes'. Below the form is a table titled 'Requested Days' with columns for Date, Category, Amount, Conflicts, and a status indicator (X).
- Center Panel (Calendar):** A calendar for August 2013. A green thermometer icon is on Tuesday, August 27th. A yellow highlight is on Friday, August 16th. Blue palm tree icons are on Thursday, August 22nd and Friday, August 23rd.
- Right Panel (Sidebar):** A vertical list of request categories with icons: Illness, Vacation, Personal, Jury, Bereavement, Training, Holiday, Business Trip, Paid Time Off, and Other (OTH).

At the bottom left, there is a checkbox labeled 'Exclude Terminated' which is checked. The top right corner shows the user's name 'Knox, Michael' and the date 'August 16th, 2013 - 8:53 AM'.

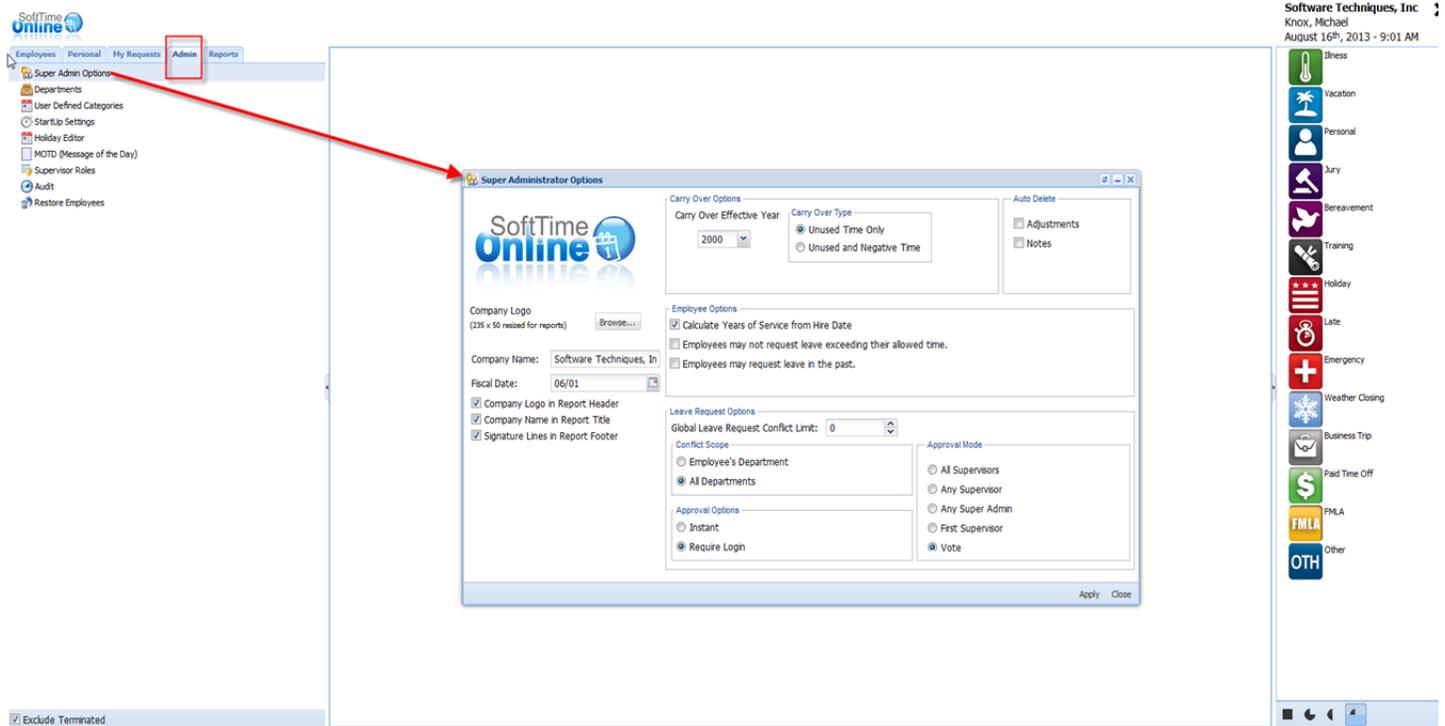
My Request tab:

This tab all users will have access to. This tab allows the user logged in to request time off. The user will be able to see previously requested time on the calendar, pending request and submit new request. Time can also be requested by dragging a category onto the day on the personal calendar, this action opens up the leave request window.

Any icons that are grayed out are time that has been requested by the user but has not yet been approved by a supervisor or Super administrator.

Chapter 4:

Administrator Tab



Admin tab:

This tab is only available when logging in as an Super administrator. This tab includes several options to customize the software.

SoftTime Online

Super Administrator Options

Company Logo
(235 x 50 resized for reports)

Company Name:

Fiscal Date:

Company Logo in Report Header
 Company Name in Report Title
 Signature Lines in Report Footer

Carry Over Options

Carry Over Effective Year:

Carry Over Type:
 Unused Time Only
 Unused and Negative Time

Auto Delete

Adjustments
 Notes

Employee Options

Calculate Years of Service from Hire Date
 Employees may cancel approved leave that has not been taken.
 Employees may not request leave exceeding their allowed time.

Leave Request Options

Global Leave Request Conflict Limit:

Conflict Scope

Employee's Department
 All Departments

Approval Mode

Any Supervisor
 Any Super Admin
 All Supervisors
 Vote

Approval Options

Instant
 Require Login

Apply Close

Super Administrator Options:

Company Info

This information allows you to customize reports and printouts with your company name and logo. The name entered here will appear wherever a report or screen displays the company name.

Pressing the Browse button will present you with a file picker dialog to choose an image file for your company logo. The company logo will be shown at the top of the screen for everybody in your organization. Reports allow you to select a checkbox to display this logo on printouts.

Carry Over Options

These options allow you to choose aspects of carry over policy for your company. Note that carry over maximum amounts are stored locally for each employee and category. These are covered in the Edit Categories section.

Carry Over Effective Year

This sets the first recording year you want to carry over to.

Carry Over Type

This allows you to specify whether to carry over only unused time or to keep track of time people took over their allotment.

Fiscal Date

This sets the beginning of your company's fiscal year.

Auto Adjustment Deletion

When you delete values from an employee day, there may be adjustments attached to the day in addition to an assigned category. If this option is set, the delete tool will automatically delete any adjustments associated with the day. If it is not set, you will be prompted before the adjustment is deleted.

Auto Note Deletion

When you delete values from an employee day, there may be notes attached to the day in addition to an assigned category. If this option is set, the delete tool will automatically delete any notes associated with the day. If it is not set, you will be prompted before the note is deleted.

Auto Point Deletion

When you delete values from an employee day, there may be points attached to the day in addition to an assigned category. If this option is set, the delete tool will automatically delete any points associated with the day. If it is not set, you will be prompted before the point record is deleted.

Global Recording Mode Change

This option allows you to change the time increment between hours and days for all employees. It will apply to all time measurements across SoftTIME Online.

Leave Request Conflict Scope

These options allow you to define the basic way that the Leave Request feature will operate. When requesting and approving leave requests it is often helpful to determine if other employees are likely to be absent at the same time. This could create a potential conflict. SoftTIME Online allows you to view the potential absence conflicts on the Conflict Display Screen.

Smaller business will probably want to check "All Departments" to determine their staffing level around the vacation season. Larger businesses with several hundred employees will probably want to limit the conflict list to just those employees in the same department as the employee requesting leave.

There are also two options that allow Department Level Supervisors to serve as effective managers for authorizing leave requests and checking possible leave conflicts. Some department level Supervisors only have Read only access to employee absences. However, if these department level Supervisors will be responsible for approving leave, they will need their security rights extended.

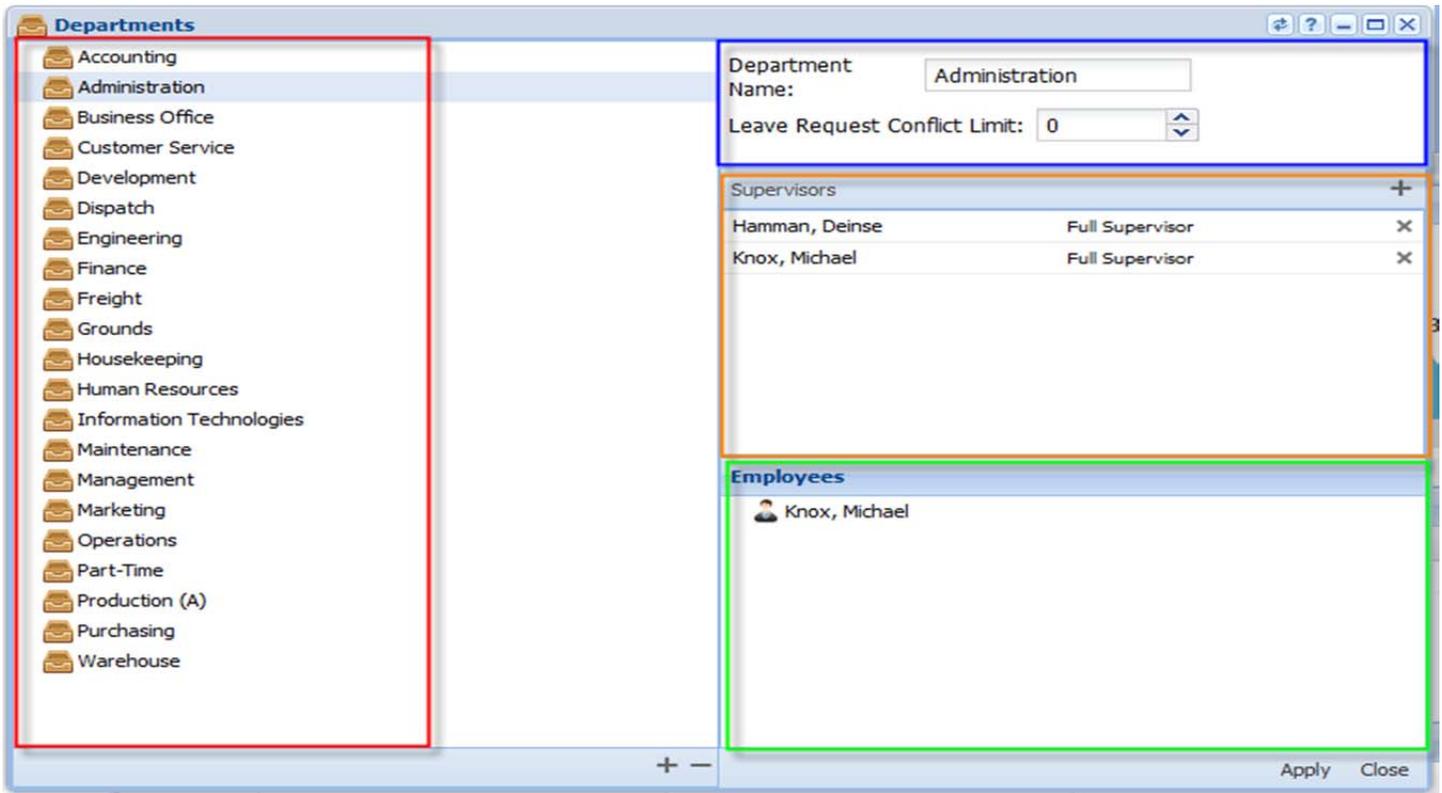
SoftTime Online

The screenshot displays the SoftTime Online web application interface. At the top left, the logo 'SoftTime Online' is visible. Below it, a navigation menu includes 'Employees', 'Personal', 'My Requests', 'Admin', and 'Reports'. The 'Admin' menu is expanded, showing options like 'Super Admin Options', 'Departments', 'User Defined Categories', 'Startup Settings', 'Holiday Editor', 'MOTD (Message of the Day)', 'Supervisor Roles', 'Audit', and 'Restore Employees'. A red arrow points from the 'Departments' menu item to a detailed 'Departments' window. This window has a list of departments on the left, including Accounting, Administration, Business Office, Customer Service, Development, Dispatch, Engineering, Finance, Freight, Grounds, Housekeeping, Human Resources, Information Technologies, Maintenance, Management, Marketing, Operations, Part-Time, Production (A), Purchasing, and Warehouse. The 'Accounting' department is selected, and its details are shown on the right: 'Department Name: Accounting', 'Leave Request Conflict Limit: 0', a 'Supervisors' list containing 'Knox, Michael Full Supervisor', and an 'Employees' list containing 'Frith, Collin'. At the bottom left of the main interface, there is a checkbox labeled 'Exclude Terminated'. On the right side, a vertical sidebar contains various icons for time-off requests such as 'Illness', 'Vacation', 'Personal', 'Jury', 'Bereavement', 'Training', 'Holiday', 'Late', 'Emergency', 'Weather Closing', 'Business Trip', 'Paid Time Off', 'FMLA', and 'OTH'. The top right corner shows the user's name 'Software Techniques, Inc Knox, Michael' and the date and time 'August 16th, 2013 - 9:00 AM'.

Departments:

In this screen you have the ability to add or remove departments as needed. The access to this menu is only given to Super Administrators.

SoftTime Online



Departments menu you can see on the left hand side in **RED** a list of all current departments. In the upper left hand side in **BLUE** you have the option of clicking on a current department from the left hand side and edit it. Here you can rename it and even set a leave conflict limit. The leave request conflict is an option to set as to how many persons per a department can be out at the same time. Located in **ORANGE** you have a list of supervisors that are currently assigned to the selected department. You may select the (+) in the right corner to add additional supervisors. If you need to remove a supervisor that is current assigned to that department selected the (x) beside his/her name in that box.

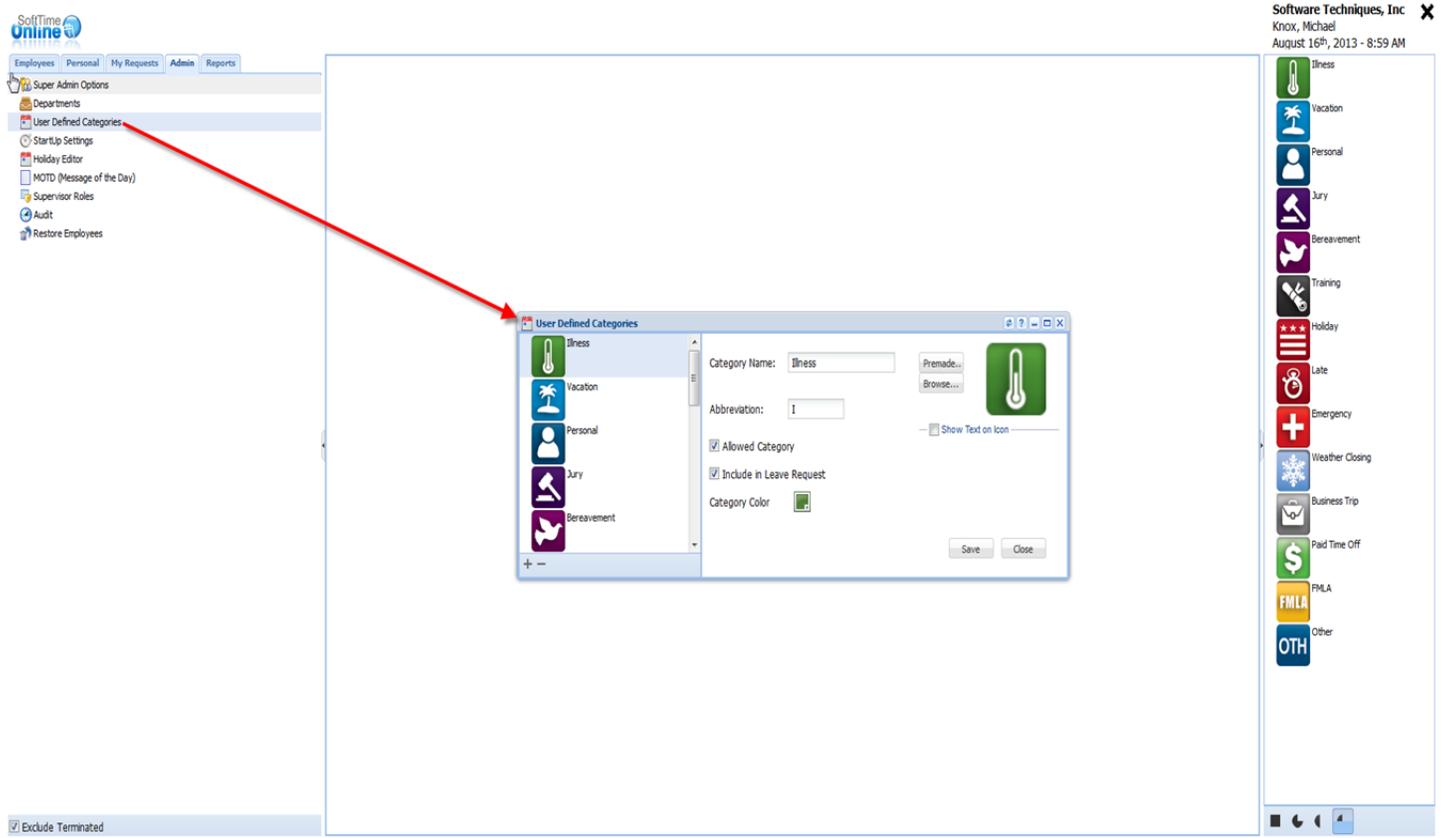
In **GREEN** is a list of all employees assigned to that department. To add or remove employee to this department you must set that up in the "Employee Information" menu under department.



To remove or add the departments: (+) to add new department and (-) to remove current departments.

Once you have made changed on this screen you will need to select "Apply" in the lower right hand side. If no changes were requested you may simply select "Close."

SoftTime Online



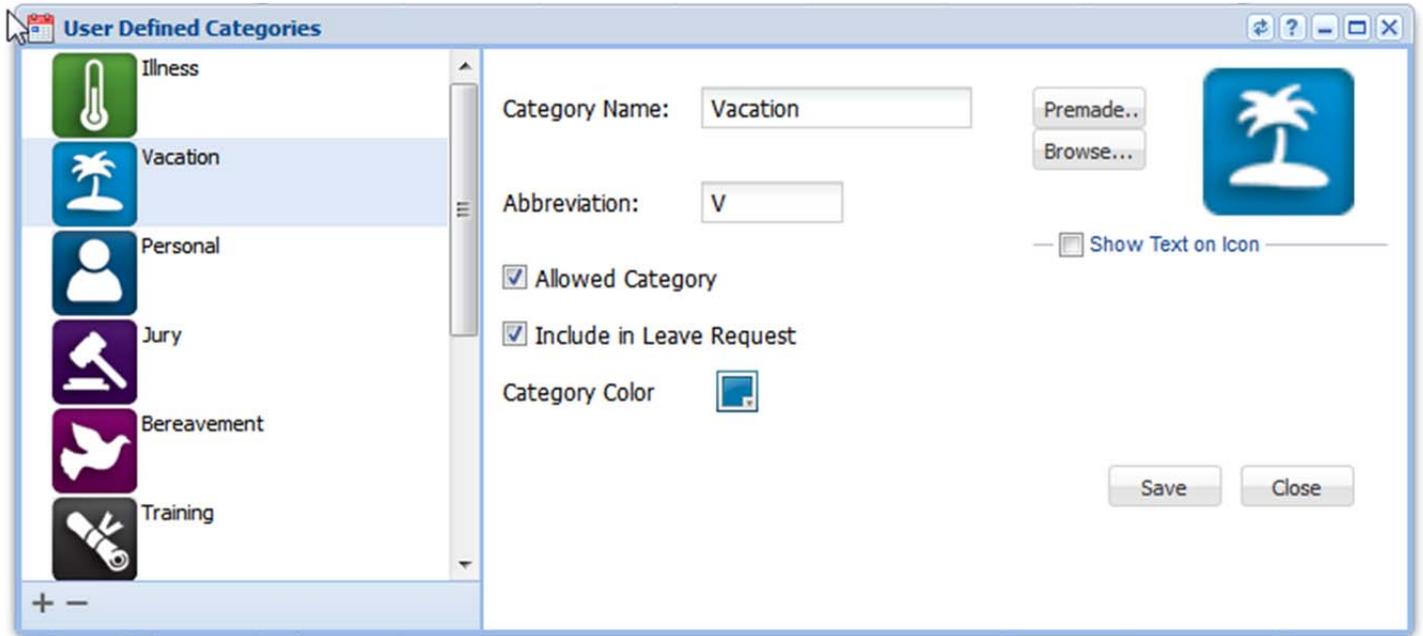
User Defined Categories:

The screen allows the option to edit current default icons. Also, on the lower left hand side you have the ability to add or remove icons as needed.



To remove or add the icons: (+) to add new icons and (-) to remove current icons/categories.

SoftTime Online



When clicking on a specific icon you have the ability to edit it. You can rename the category name, put in an abbreviation but not required and edit the current icon for this category.

Changing the category picture is simple, you can select "Premade..." to view other icons available or select "Browse..." to upload a picture of your choice for the selected category.

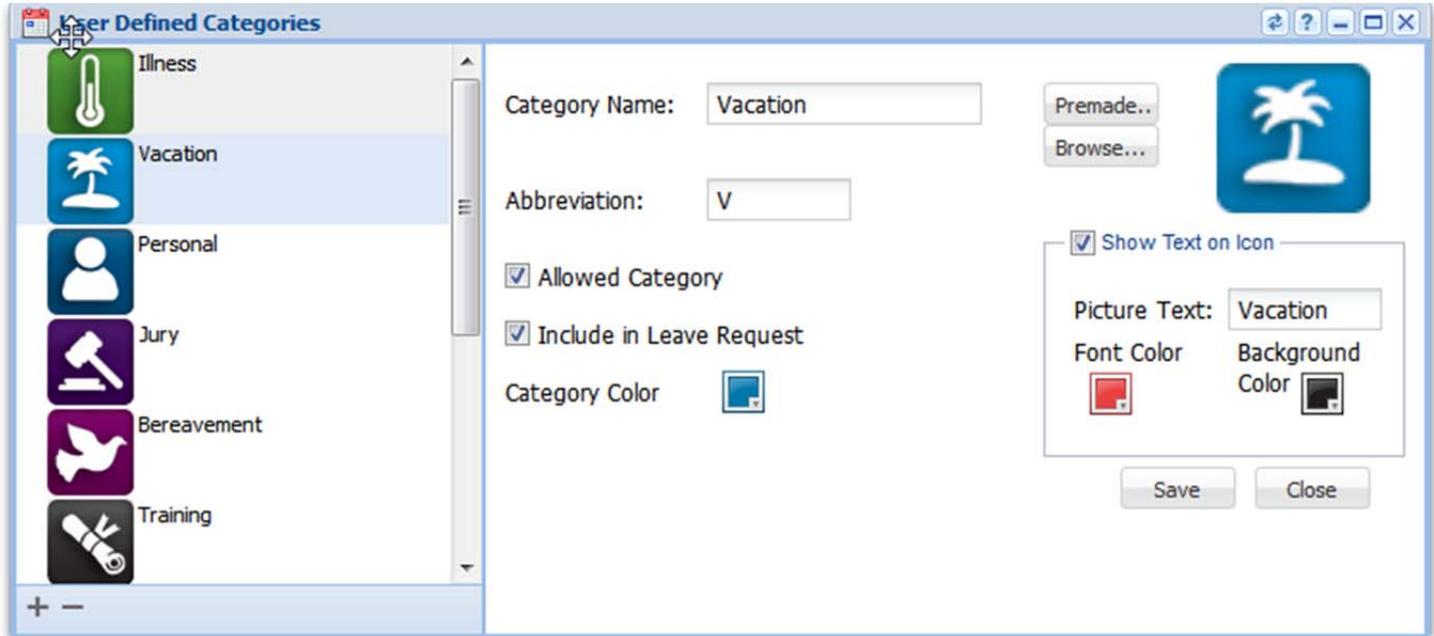


The options above allow you to show or hide a specific category. When "Allowed Category" is selected it allows this icon to be viewable and accessible to all users. When it is unchecked it is not a visible category to anyone requesting time off.

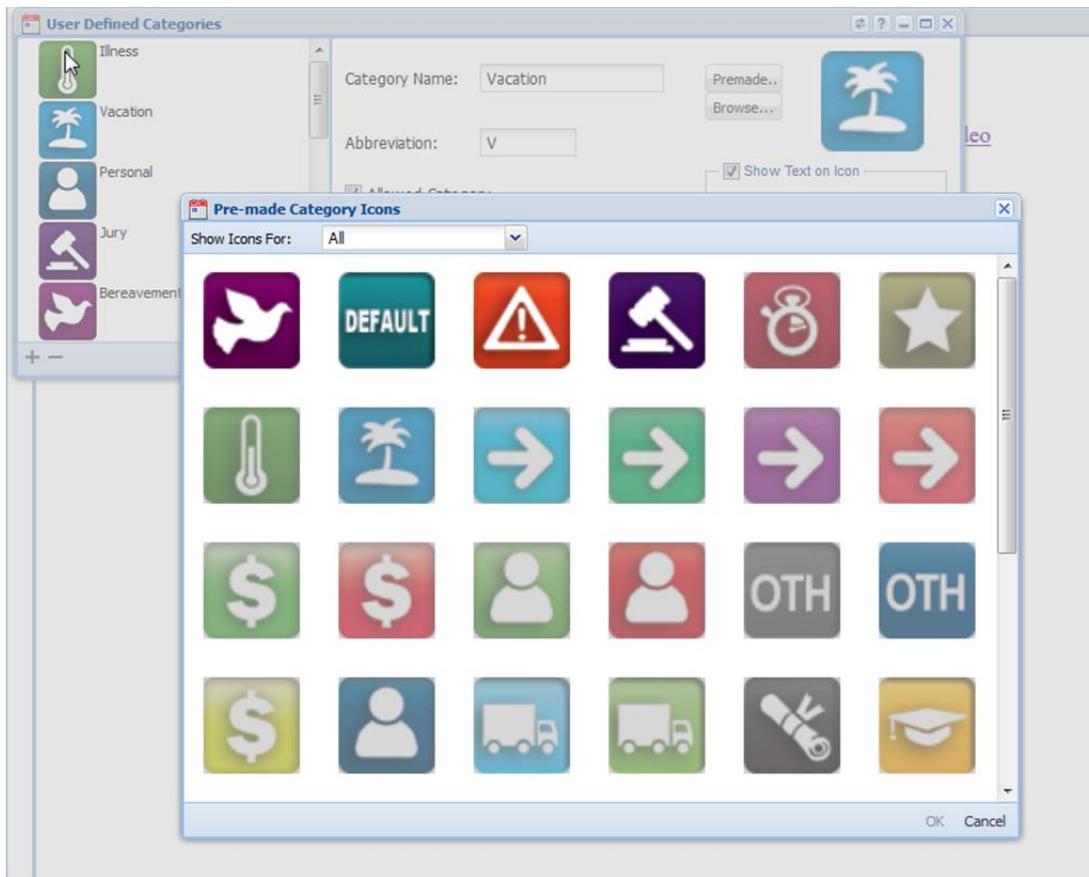
The other option "Include in Leave Request" also allows you to hide the request from users submitting time. If the box is checked it allows the category to be visible. If the box is unchecked the users cannot see this category.

Another option on this menu is "Category Color". You can change the color of the icon to a different one that was the default is.

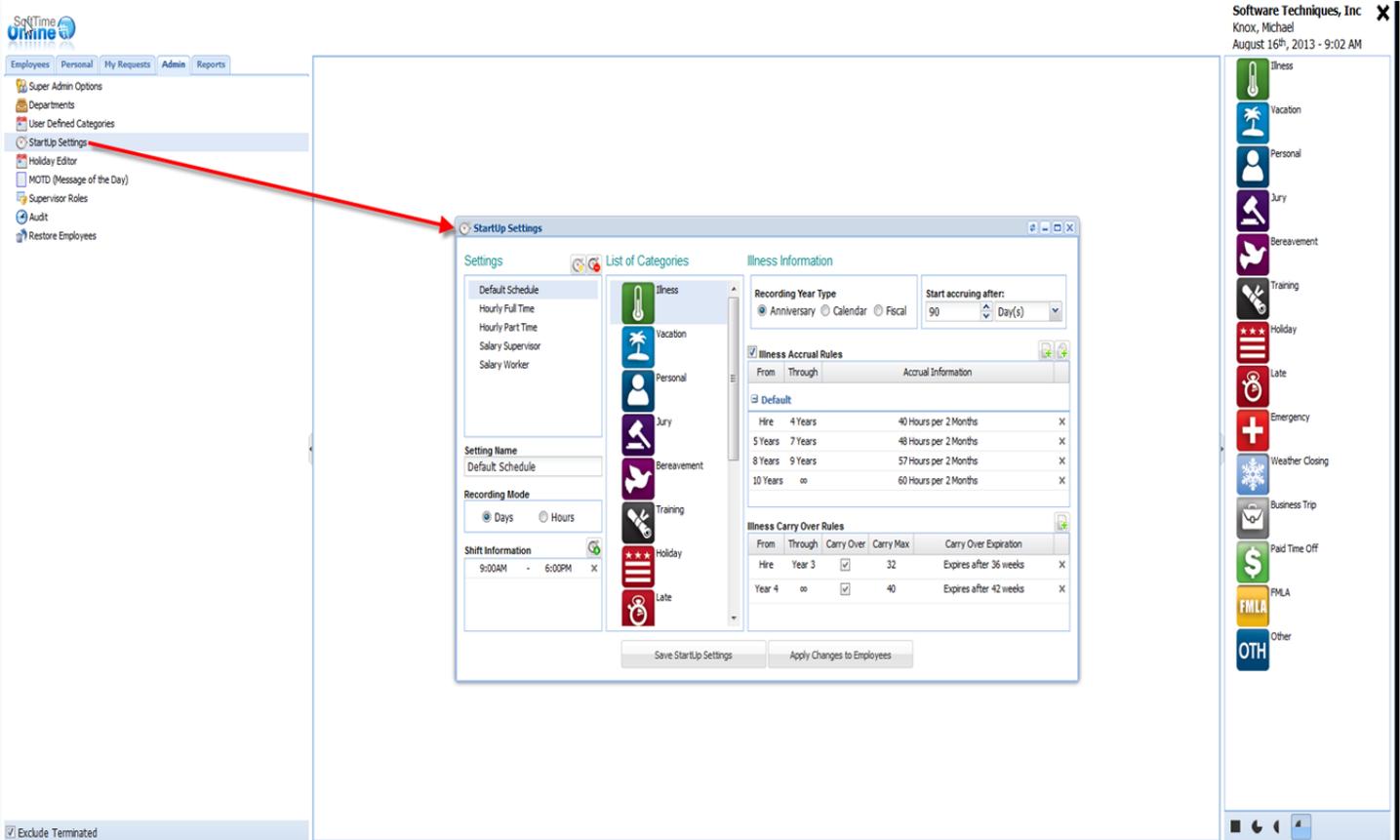
SoftTime Online



Another option that is available on the "User Defined Category" menu is the "Show Text on Icon" option. When you click the box you notice that additional information populates. This feature gives you the ability to edit the icon further by adding text to the picture, changing the font color of the text and changing the background color.



After clicking "Default..." this screen will appear with other icons that can be used in place of the default one. Once selecting the new icon then click on "OK" to complete the request. There is also a side bar on the right hand side that will allow you to move up and down to see other "premade" icons.



Startup Settings:

Startup Settings allow you to define how employees accrue time in each category. You can set up custom settings and then apply them to categories or employees as needed. There are 2 default schedules that cannot be deleted, renamed, or have their recording modes changed: one for hours and one for days.

You can set up different startup settings for different types of employees. When you create new employees, you will assign them a startup setting.

Settings

This is a list of all existing startup settings. As mentioned there are 2 base templates that cannot be removed, renamed, or have their recording mode changed: Default Schedule Days and Default Schedule Hours.

Setting Name

This is the name of an added setting. It will appear in the list above and elsewhere in the program where you choose startup settings.

Recording Mode

Hours Mode or Days Mode

Shift

This allows you to adjust the shift of employees affected by this startup setting. See the Adjust Shift section in Employee Information.

Absence Categories

Each setting contains information for each absence category. Illness, Vacation, Personal or any allowed category allow for a detailed startup setting. The other categories only allow you to set the Recording Year Type. The following settings apply to the currently selected absence category:

Recording Year Type

This sets up the start date for each employee's recording year.

Anniversary – Calculates from the employee's hire date.

Calendar – Calculates based on the standard calendar year.

Fiscal – Calculates based on the fiscal year (the beginning of which is set in the Super Administrator Options).

Carry Over

This allows you to set a carryover policy for this absence category. Checking the box allows time to carry over and allows you to choose whether to specify a maximum number of days or hours.

Accrue

This allows you to select whether time accrues at all and, if so, how long from an employee's hire date they must wait before accrual begins.

Allowance Table

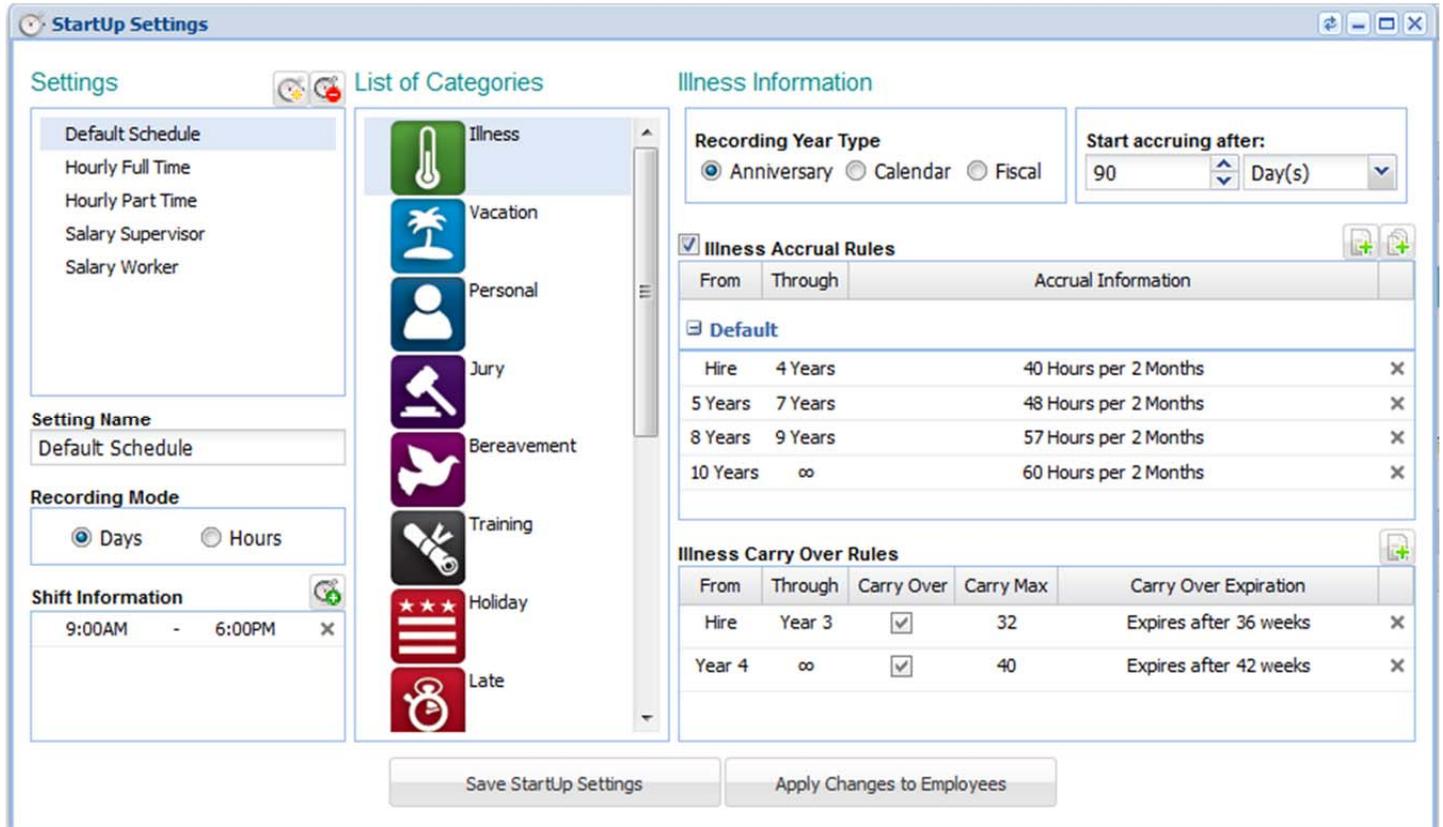
This is the table where you determine accruals. Here you may define accrual rates for an absence category. Each row relates to a certain amount of time with the company. For instance the first row

SoftTime Online

might represent the rate for an employee's first 2 years with the company. The next row could represent years 2-5 and so on.

The from and to values always refer to years. The Accrual Info will reflect the recording mode of the currently selected setting.

Each row of the table has an Edit button. Clicking this button will display a dialog to allow you to edit the accrual rules.



A closer look at the Startup Settings menu:

As you can see there is a lot of information on this menu. On the left hand side under settings is a list of all current Startup Settings that have been added or are a default with the program. Below that is the name of the selected Setting followed by recording mode (Days or Hours) and Shift Information.

The List of Categories run Vertical they are a list of icons for each different type of leave. Each type of leave that is used by your company will need to be configured for the Accruals per your company guidelines. On the Right hand side there are Recording year types to be selected: Anniversary, Calendar and Fiscal. After that is selected you can then select how soon an employee can start occurring time. Down below "Accrual Rules" are the current settings set for the type of leave. Please see the following pages on how to edit or to add new Startup Settings.

SoftTime Online

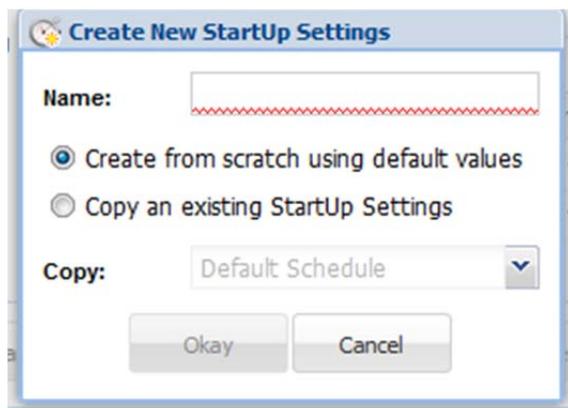
To add or remove a new Startup Setting located above on the left hand side:



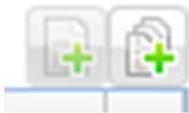
To add select the one on the left and to remove select the one on the right.

The one on the right will allow you to remove current startup settings. You will be prompted after selecting this option if you are sure you want to delete this setting. Please note default Startup Settings cannot be deleted.

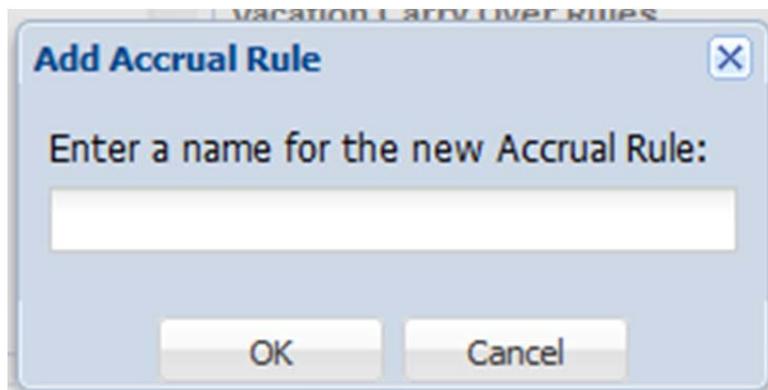
Once you have selected the add icon to setup a new Startup Setting. You will need to name it so that you can identify it quickly. Then you have two options to either create from scratch using default values or to copy an existing Startup Setting. In this case "Create from scratch using default values" is selected.



After selecting "Okay" you can then continue to setup your new Startup Settings. You must first check the box "Accrual Rules" for each category in order to have these categories available to edit and use.



By selecting the (+) on the right will add the first rule. This rule can be edited by double clicking on the new line. It will prompt you to Name the new accrual rule. You will see the following popup box:



Select a name for it then press "OK" to complete this box and go back to continuing the setup of the Startup Settings.

Vacation Information

Recording Year Type

Anniversary
 Calendar
 Fiscal

Start accruing after:

3 Month(s)

Vacation Accrual Rules

From	Through	Accrual Information	
NEW			
Hire	∞	No Accrual	x

Vacation Carry Over Rules

From	Through	Carry Over	Carry Max	Carry Over Expiration	
Hire	∞	<input type="checkbox"/>	--	--	x

To add additional rules the (+) needs to be select on the left hand side so that you may change from and threw. The default is Hire to ∞ (Infinity). By adding an extra line will allow you to change the first line Hire to one year as an example. Then you may choose to put two years to five years and so on. Always make sure that "Save Startup Setting "is selected prior to leaving the screen or all changes will be lost.

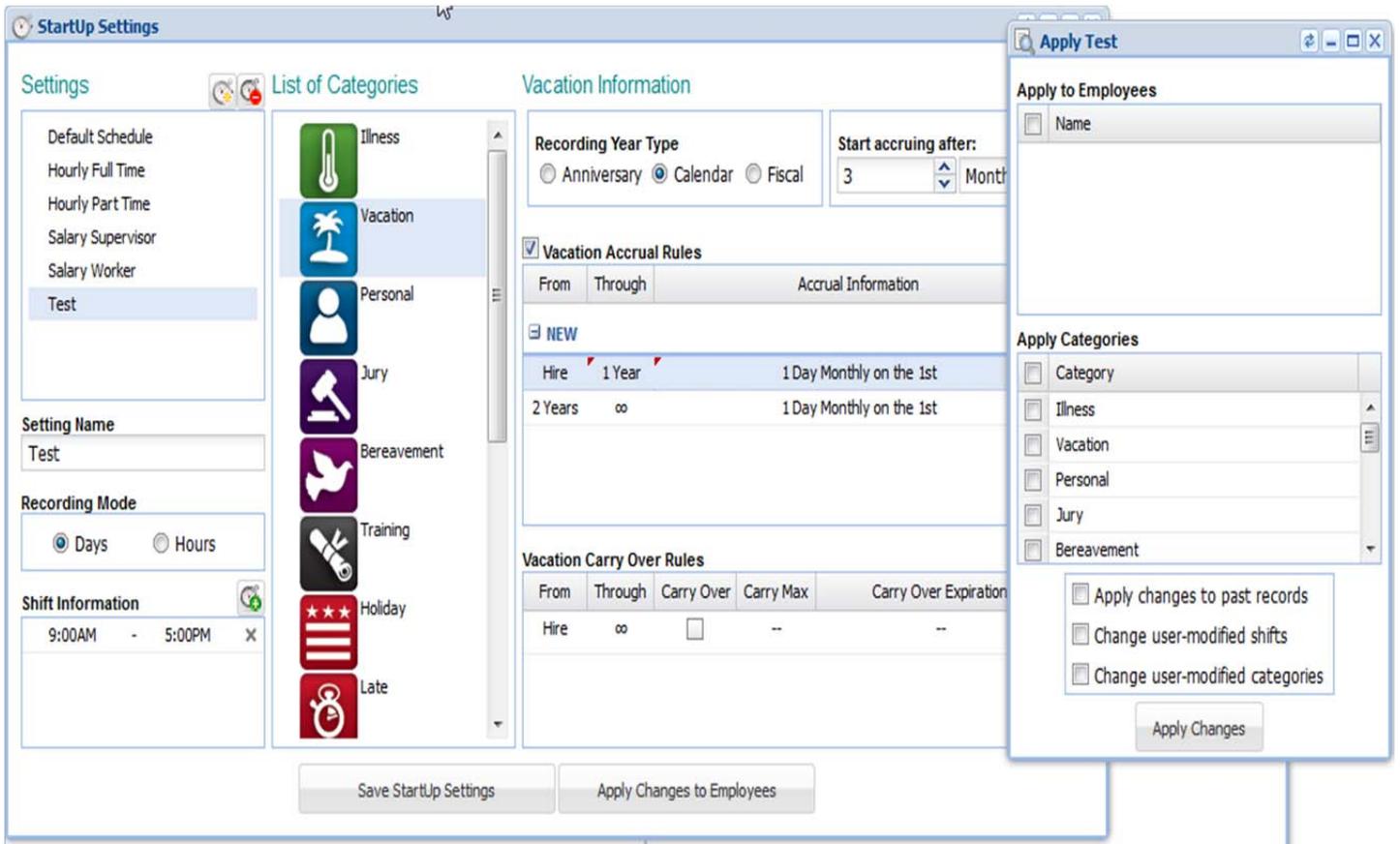
Vacation Accrual Rules

From	Through	Accrual Information	
NEW			
Hire	1 Year	No Accrual	x
2 Years	2 Years	5 Days Monthly on the 1st	x
3	0	5 Days Monthly on 1st	x

Vacation Carry Over Rules

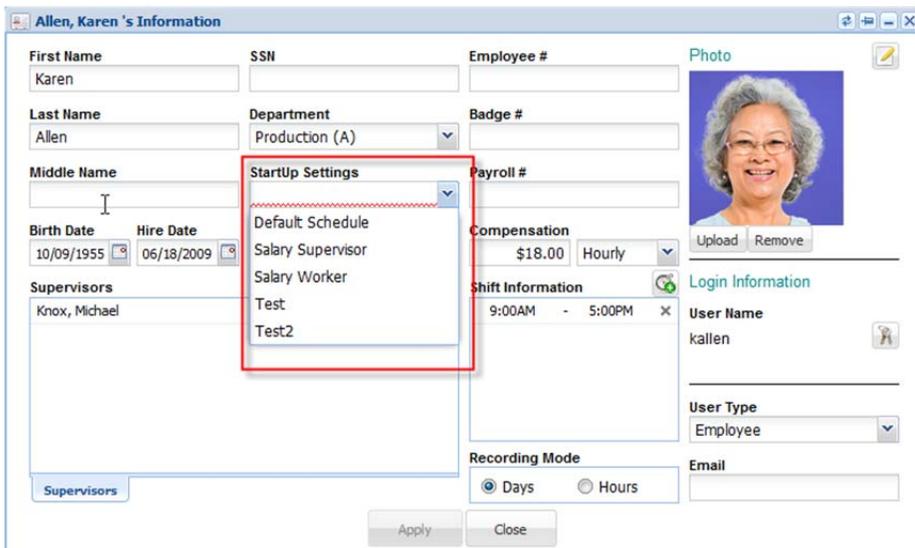
From	Through	Carry Over	Carry Max	Carry Over Expiration	
Hire	∞	<input type="checkbox"/>	--	--	x

SoftTime Online



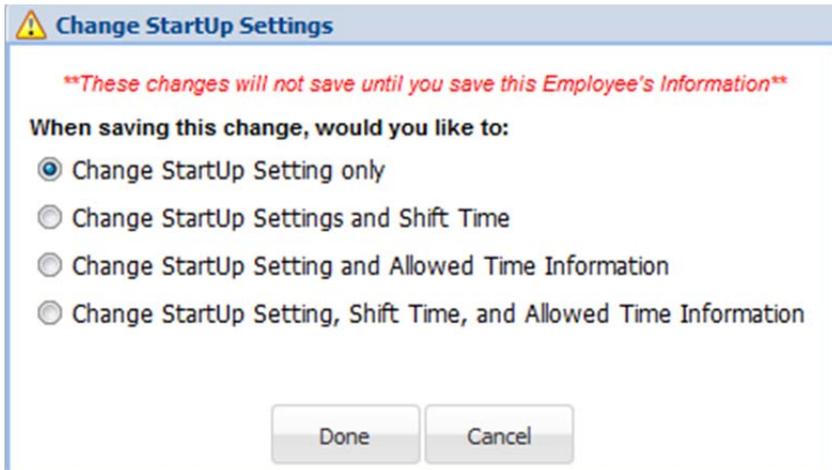
Once you have made all the necessary changes you will need to then click "Apply Changes to Employee." This will then bring up another box to allow you to select which employee and which categories it should be applied to.

Prior to applying the settings to the employees you will need to go back to the Employees Information screen and select the new startup settings in the drop down box.

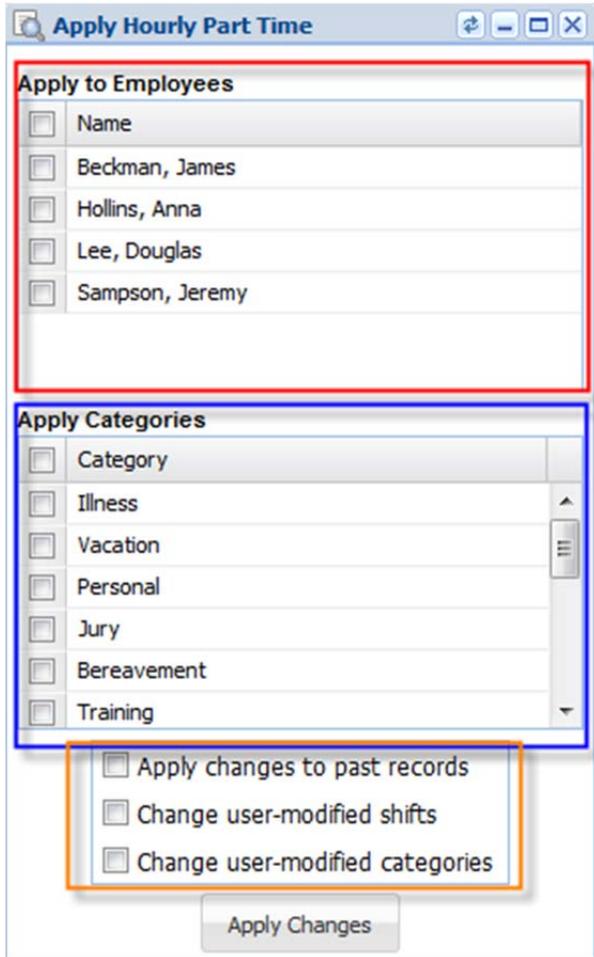


SoftTime Online

When selecting a new startup setting for an employee you will receive a popup box with four different options.



These options are how you want to set the new "Startup Setting" for the employee.



Apply:

Once selecting "Apply Changes to Employees" this box will then populate. This box allows you to choose all or a select few employees that are assigned to this category located in the **RED** area. Located in the **BLUE** area this allows you to select which category changes you would like to apply to the selected employees. In the **ORANGE** area this gives you three different areas.

-Apply changes to past records (Apply the new rules to all previous changes)

-Changed user-modified shifts (If a shift adjustment was done in the Startup settings you can add it to the employee as well.

-Changed user-modified categories (This allows the categories that were previously set for the employees selected to be overwritten with the new categories setup in Startup Settings.

All three options can be selected or simply just one or none at all. When you are done with making the selections in this screen you can the select "Apply Changes." Once you have applied the changes it will bring you back to the Startup Settings screen and you will need to select "Save Startup Settings" if they are not saved and you leave the screen any changes that had been done will be lost.

The screenshot shows the SoftTime Online interface. On the left is a navigation menu with options like 'Employees', 'Personal', 'My Requests', and 'Admin'. A red arrow points to the 'Holiday Editor' option in this menu. The main window displays the 'Holiday Editor' dialog box. At the top, it says 'Holidays for Year: 2013' with a dropdown menu and a 'Save For Future Use' button. Below this is a table of holidays and a details section.

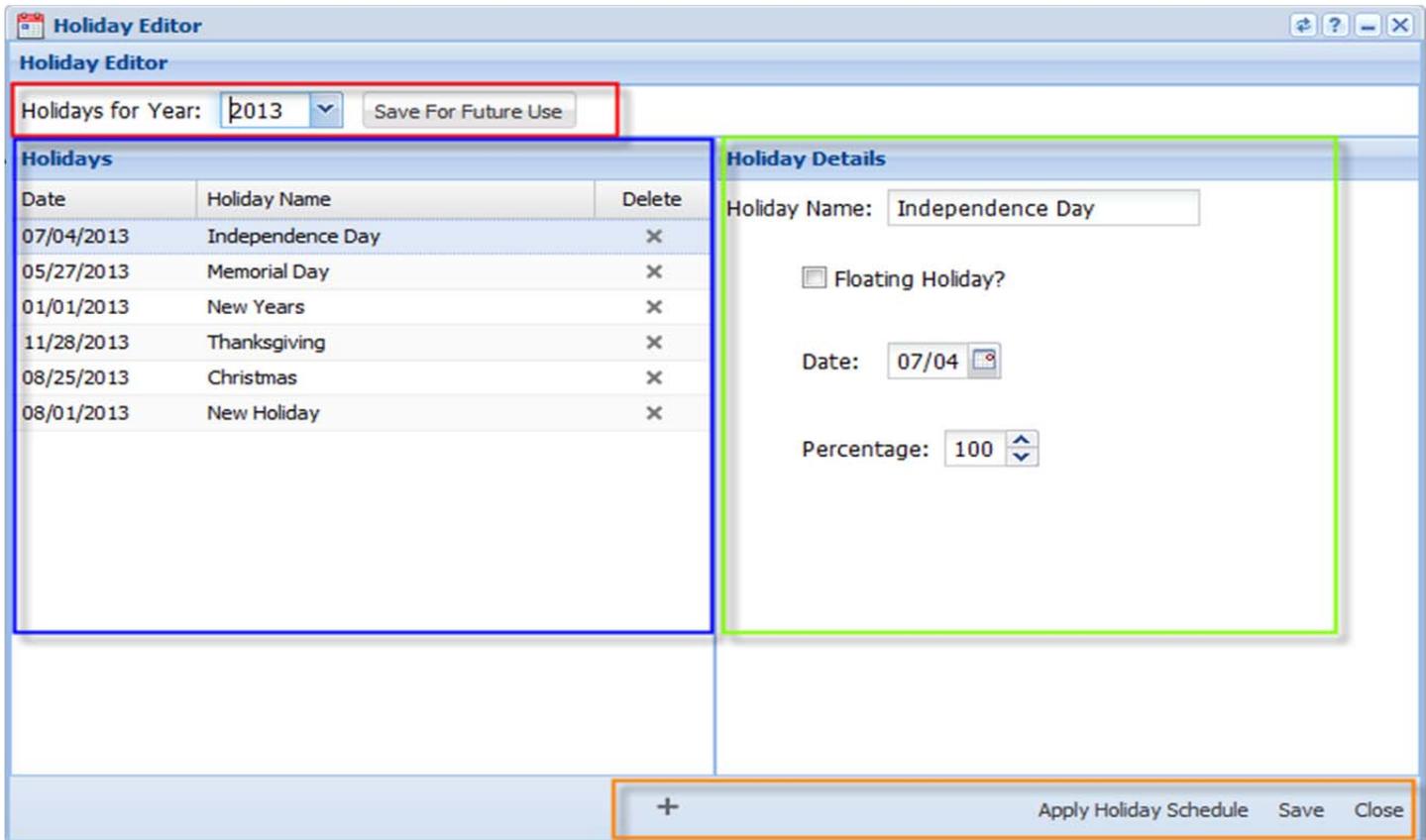
Date	Holiday Name	Delete
07/04/2013	Independence Day	X
05/27/2013	Memorial Day	X
01/01/2013	New Years	X
11/28/2013	Thanksgiving	X
08/25/2013	Christmas	X
08/01/2013	New Holiday	X

The 'Holiday Details' section for 'Independence Day' includes a 'Floating Holiday?' checkbox, a 'Date' field set to '07/04', and a 'Percentage' dropdown set to '100'. At the bottom of the dialog are buttons for '+', 'Apply Holiday Schedule', 'Save', and 'Close'.

Holiday Editor:

This allows your company to add or remove holidays as needed. This portion is an extremely important to a company that takes scheduled holiday time in a calendar year.

SoftTime Online



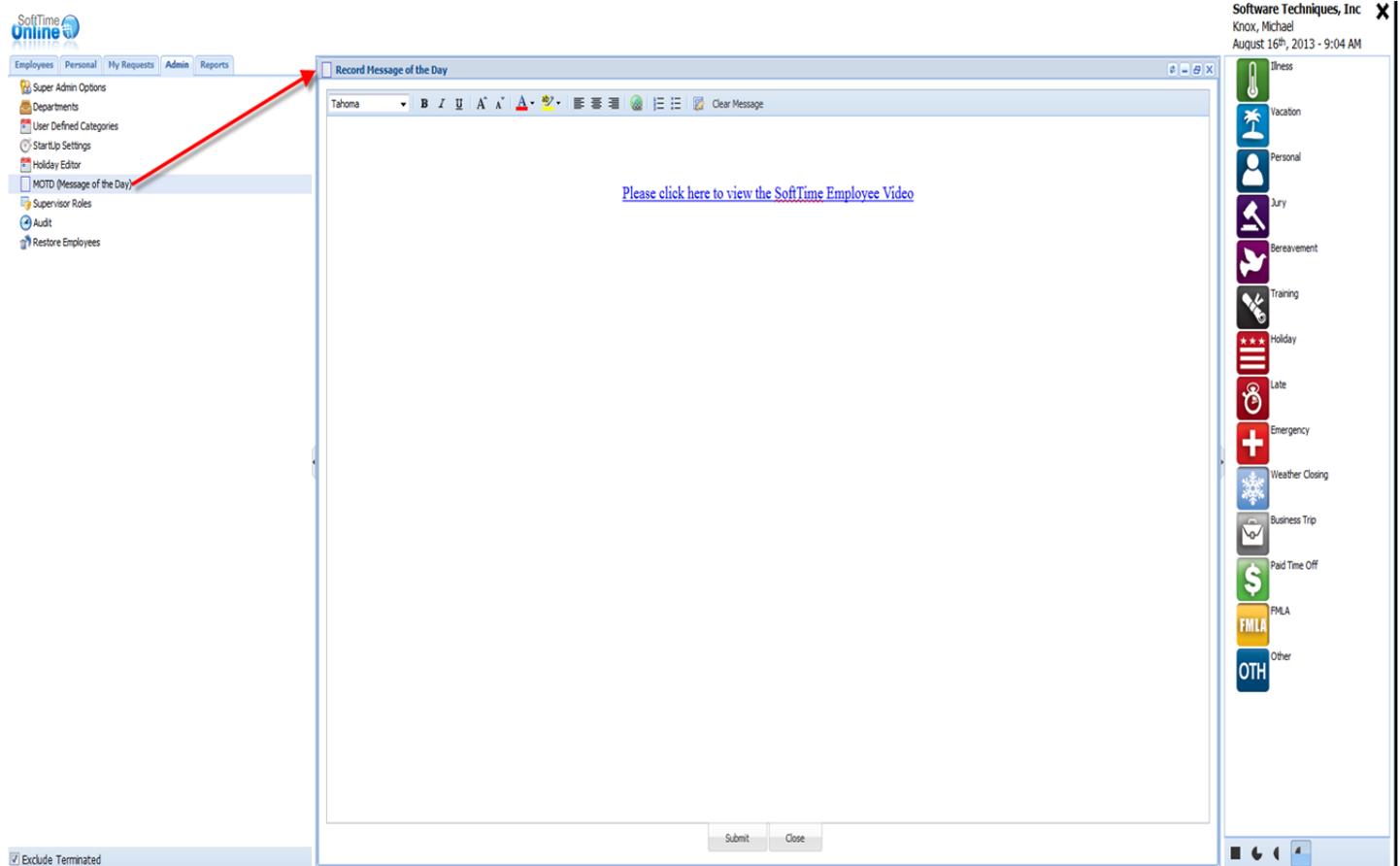
As you can see there are four main parts to the holiday editor screen. The first one is highlighted in **RED** at the top on the left hand side, this allows you to choose the year that you are applying the holiday for and the option beside it "Save for Future Use" will give you the ability to apply this holiday for this year and all future years.

The selection in the **BLUE** area is where the holidays are listed for the particular year chosen. This allows you to manage the holidays that are scheduled during the calendar year. These holidays can be removed at anytime by simply selecting the (x) beside them on the right hand side.

On the left hand side in **GREEN** is the Holiday detail for the specific selected holiday. You can rename or add a name for the holiday, select whether or not it's a Floating holiday, select the date and the percentage of the day that will be designated as the holiday.

Located on the bottom in **ORANGE** there are several different options to choose from. The first on the left is (+) this will allow you to add a new holiday to the list. Then on the right is "Apply" allows you to apply these changes to your calendar. Then "Schedule" this will allow you to schedule a time that you want this specifically to show up on the calendar. Then "Save" it is always important to save your changes prior to leaving this screen. If you leave this screen without saving all changes will be lost. The last option is to "Close" closing this window.

SoftTime Online



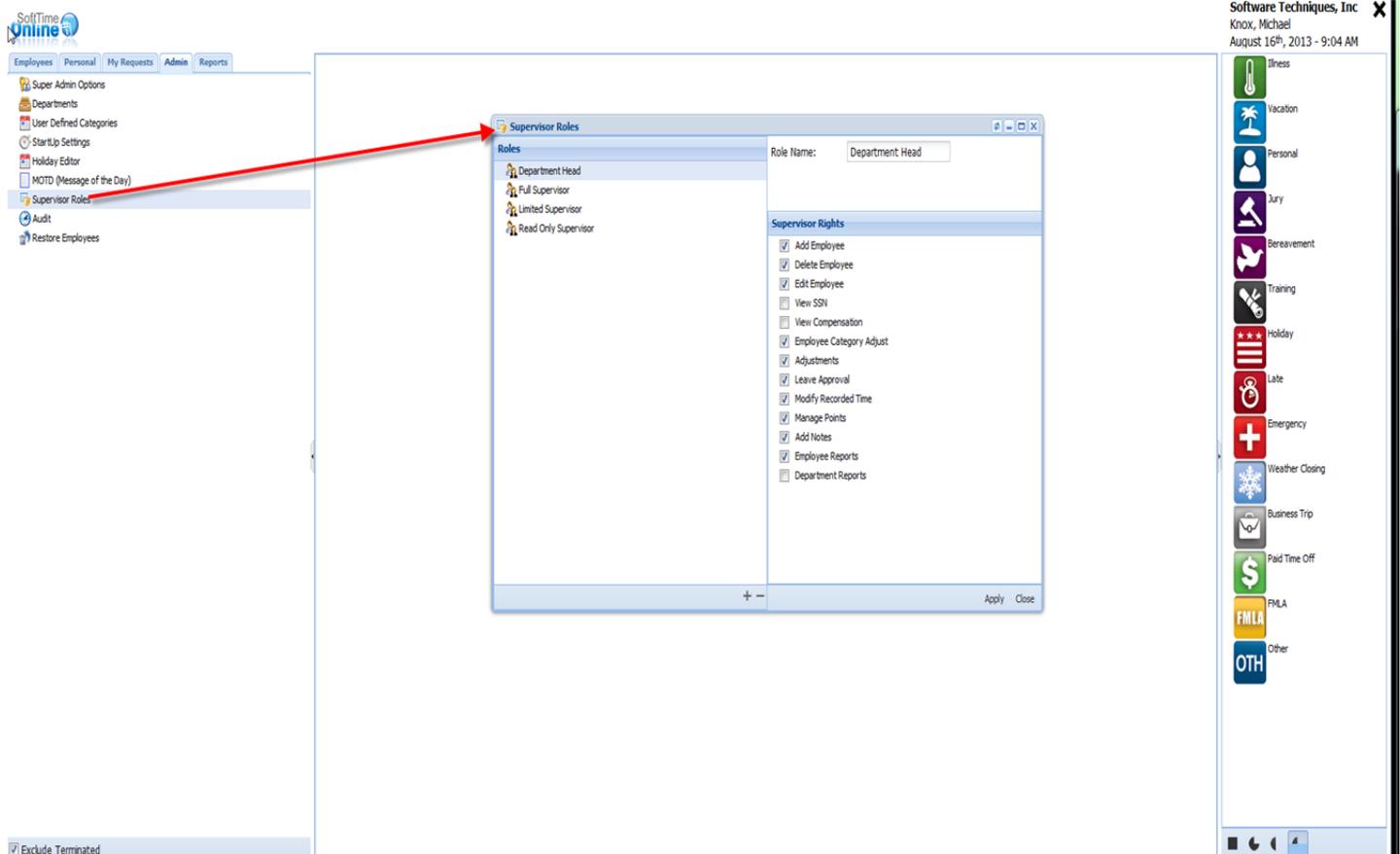
Message of the Day:

The **MOTD** (Message of the day) there is an option to put a daily greeting or announcement. Click on the link the text box opens, input the message and then click submit. All users will see this when first logging into SoftTime.

The message of the day can be modified at any time. The Super administrator and supervisor with specific modification rights can change the message of the day. This message will be seen by all that use SoftTime Online to login.

In order to input a message of the day you type in the desired message then select "save." Any user that is currently logged in will not see it, only users that login after the "Message of the Day" was set.

Please note this menu displays a "?" which contains a video on how to briefly use this screen.



Supervisor Roles:

This is for Super Administrator role only to have access to. This screen gives the ability to edit supervisor settings to modify, change or delete information within SoftTime Online.

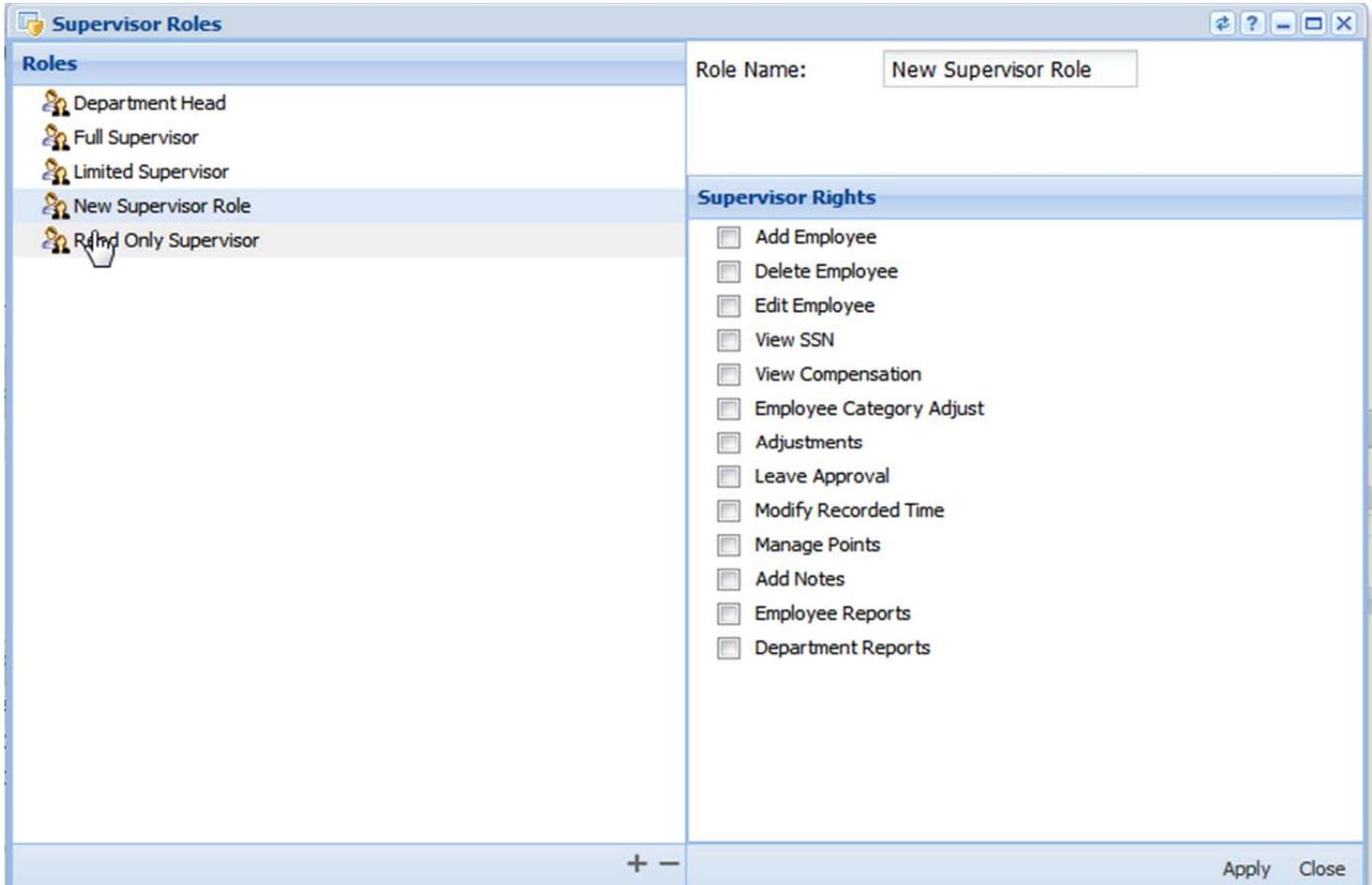
There are many different levels of supervisor. The Super Administrator can completely define the supervisor limits, viewing and other functions. There is not a limit of how many different roles can be created.

To remove or add Supervisor Role: (+) to add new icons and (-) to remove current icons/categories.



Please note this menu displays a "?" which contains a video on how to briefly use this screen.

SoftTime Online

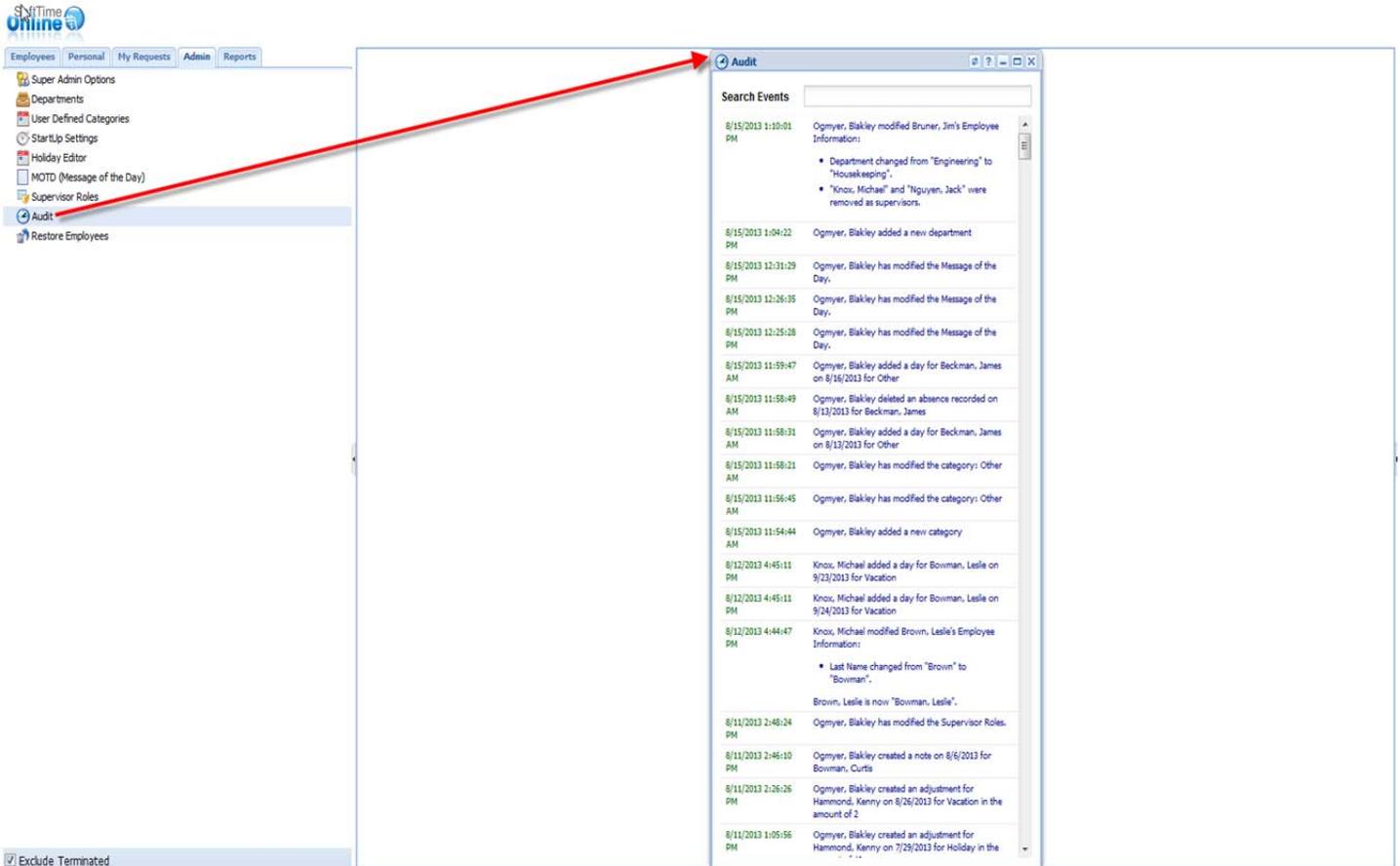


After clicking the (+) the screen will populate with a new category titled "New Supervisor Role" on the left hand column. On the right hand column at the top you can rename the Role to anything that you would like. Then below you can select the different features that you want the supervisor with this role to have access to.

- Add Employee
- Delete Employee
- View SSN
- View Compensation
- Employee Category Adjustment
- Adjustments
- Leave Approval
- Modify Recorded Time
- Manage Points
- Add Notes
- Employee Reports
- Department Reports

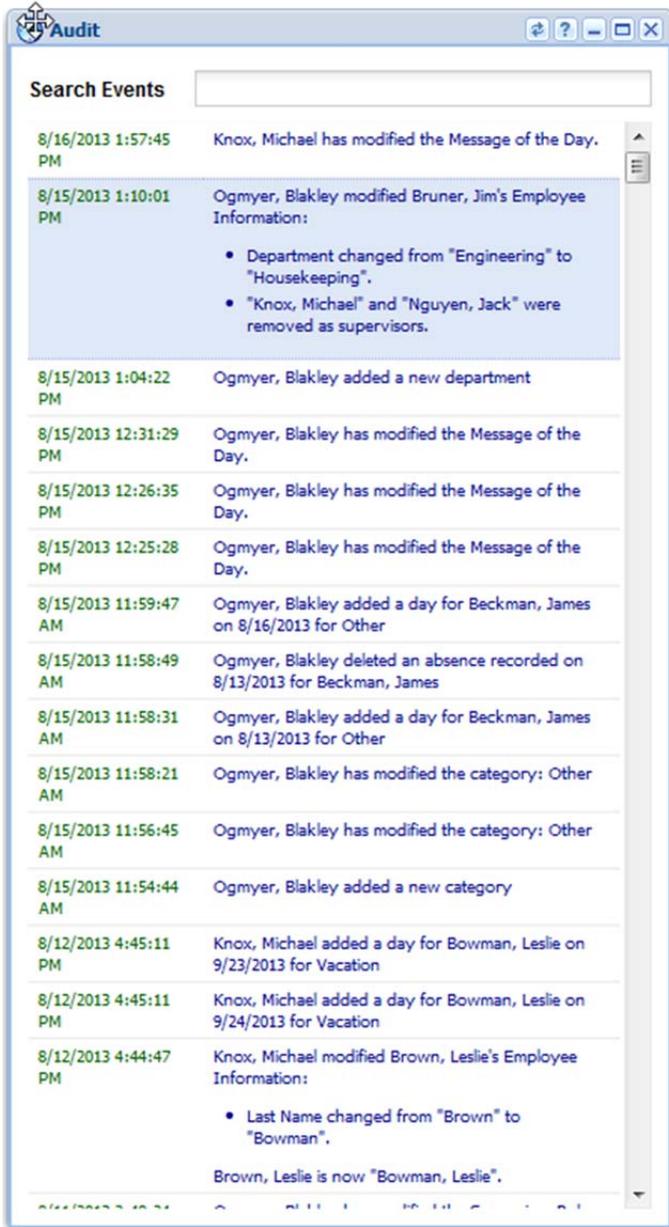
By putting a checkmark next to each one will allow the supervisor that this role will be assigned to, to have access to this information.

SoftTime Online



Audit:

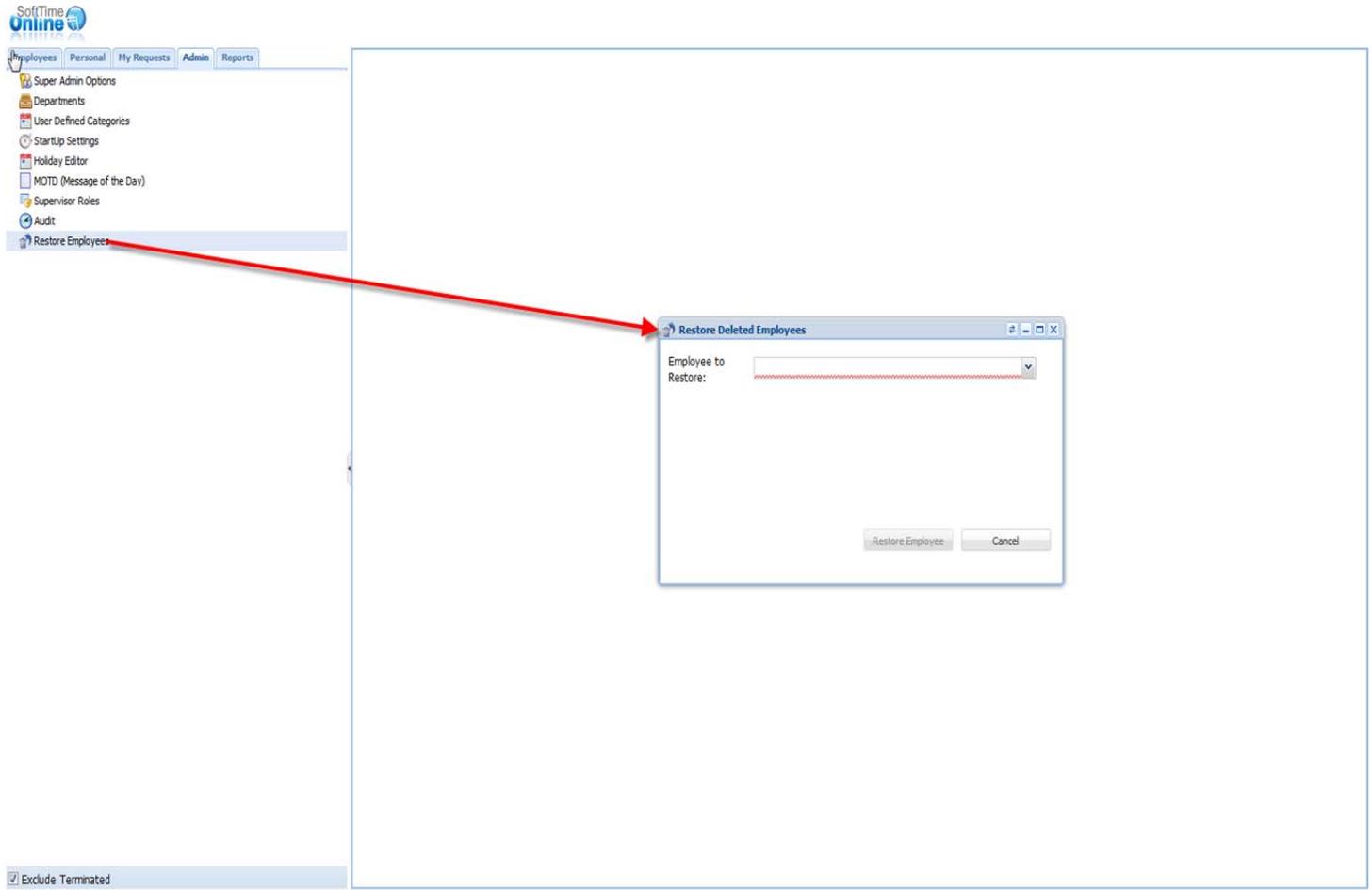
This is the Audit selection under the Admin Tab. This will show the current user logged in any recent changes that have been made.



Audit:

This is where it will show any changes, modifications or deletions have been done by any user. It will show date, time, person that perform the function and what has been done.

SoftTime Online



Restore Employee:

One of the newest features with the New SoftTime Online is the option to restore an employee that was removed accidentally. This option is available under the Admin Tab and select Restore Employee. When selecting this option, there will be a drop down box to allow you to select the recently removed employee. Once you have the correct one selected then select "Restore Employee." At this time there is not a timeframe that it can be restored. Any deleted employees will remain here in case records need to be restored at any time.



Employees Personal My Requests Admin Reports

- Calendar
- Employee Information
- Employee TimeLine
- FTI
- User Preferences
- Leave Request Approval
- Supervisor Dashboard**

Software techniques, inc X
Knox, Michael
August 16th, 2013 - 8:44 AM

- Illness
- Vacation
- Personal
- Jury
- Bereavement
- Training
- Holiday
- Late
- Emergency
- Weather Closing
- Business Trip
- Paid Time Off
- FMLA
- Other

Supervisor Dashboard

Daily Attendance by Department



Labor Cost Efficiency



Leave Request Action Taken Since Last Login

Employee	Request	Reply Date	Action

Your Employees Who Are Absent Today

Employee	Department	Category	Amount
Beckman, James	Production (A)	Other	7.50 hrs
Hammond, Kenny	Engineering	Vacation	8.00 hrs

Leave Requests requiring Action

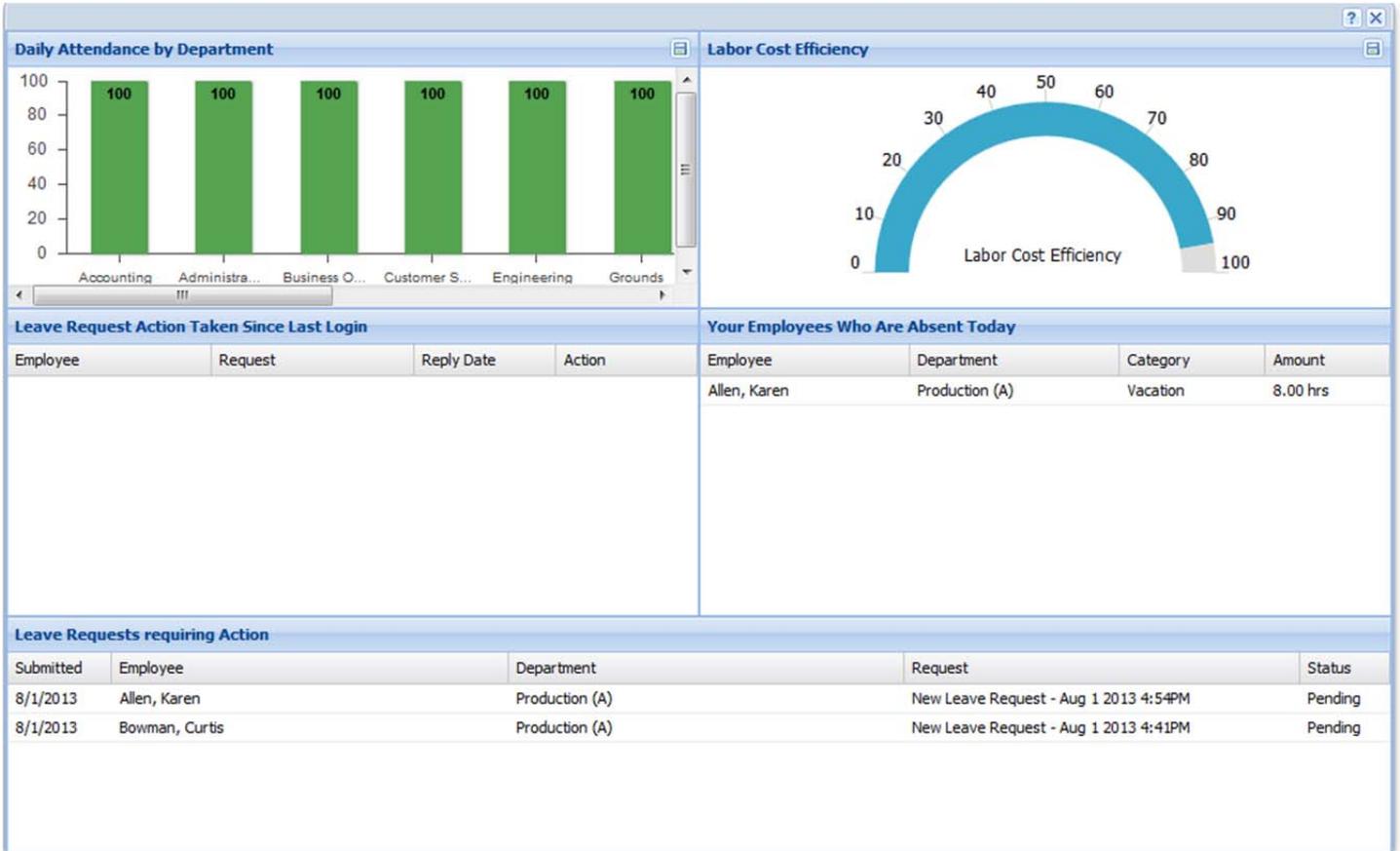
Submitted	Employee	Department	Request	Status
8/1/2013	Allen, Karen	Production (A)	New Leave Request - Aug 1 2013 4:54PM	Pending
8/1/2013	Bowman, Curtis	Production (A)	New Leave Request - Aug 1 2013 4:49PM	Pending

Exclude Terminated

Supervisor Dashboard:

As you can see that each day there is different person out and how it affects the daily attendance by department. This is a quick daily report for the Administrator / Supervisor view only purposes. This cannot be edited. This screen displays at login, to disable this screen to show when logging in you can go to the Personal tab and select "User Preference" there you disable the screen from showing at login by unchecking the box.

SoftTime Online



A closer look at the Supervisor Dashboard:

In the top left hand corner it shows the "Daily Attendance by department" you can scroll to the right to see any remainder departments. This area shows the attendance daily and is updated daily based upon approved leave request for the particular day that you have logged in. On the top on the right hand side is the "Labor Cost Efficiency" this is a daily calculation that shows what your cost effectiveness is for the day with all departments combined and minus the ones that are absent. The "Leave Request Action Taken since Last Login" area shows any time off request that have been approved/denied since you last logged in. On the right hand side the "Your Employees Who Are Absent Today" shows a list of all employees that are absent today. This list includes all type of leave taken vacation, illness and etc. This also is not only limited to full days but also partial days.

The last area of the very bottom "Leave Request Requiring Action" this shows all pending request that have been submitted but not yet approved.

This screen can be closed by selecting the (x) in the upper right hand corner.

Please note this menu displays a "?" which contains a video on how to briefly use this screen.

SoftTime Online



Reports Tab

This tab is used by the person that is logged in as the "Administrator" this gives the user the ability to run needed reports.

As shown above there are three different areas of reports:

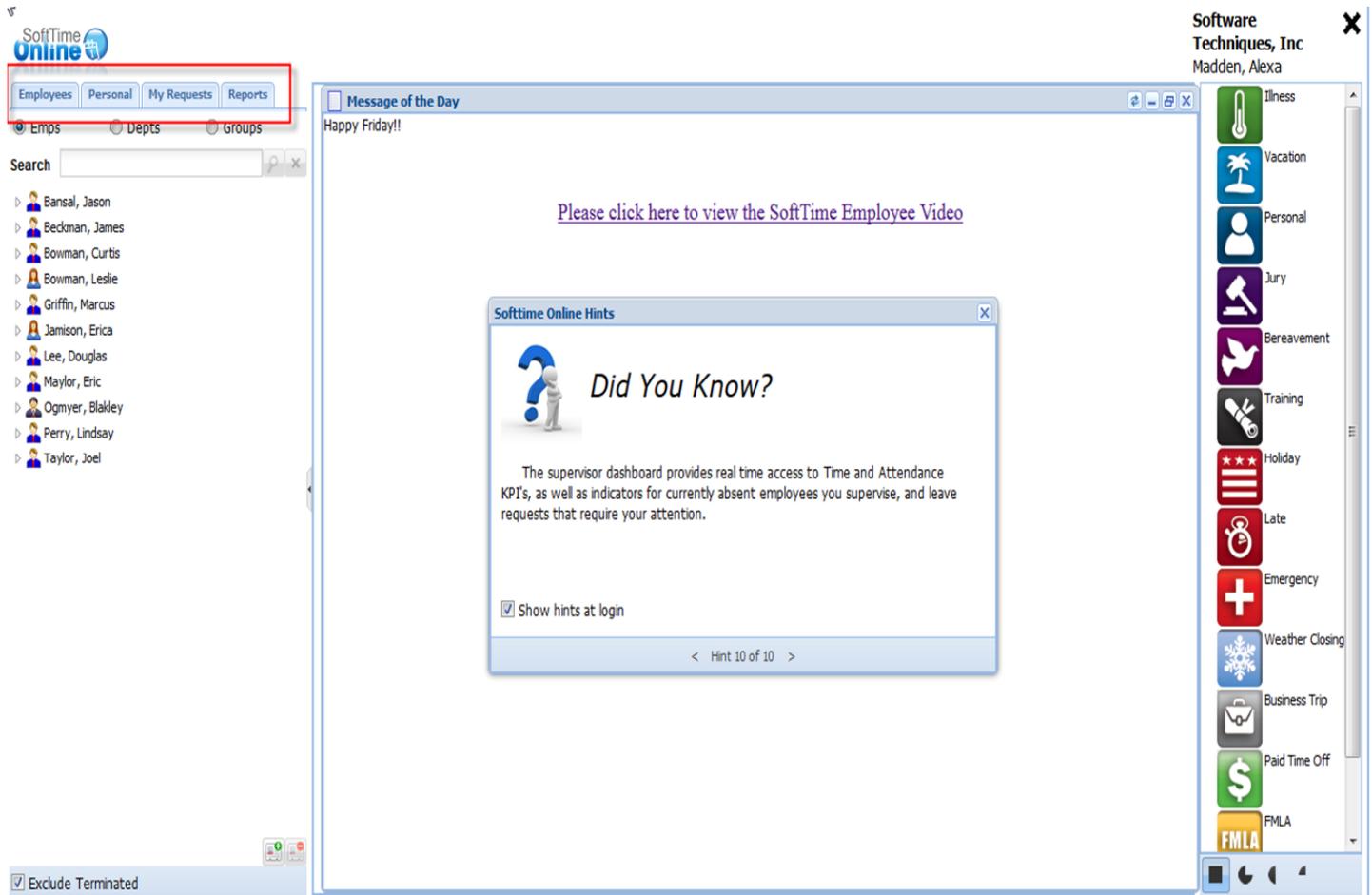
- Department Reports
- Employee Reports
- Miscellaneous Reports

When logging in as an "Administrator" or a "Supervisor" this screen will come up as your welcome screen. As you can see in the bottom right it will display the person(s) that are absent for that current day.

Please see page 70 for a detailed breakdown of the reports.

Chapter 5:

Supervisor Role



This will be the view when logging in with Supervisor permission. You will notice that unlike the Administrative permission there is only four main tabs for this type of user. The supervisor will still have access to employee information, calendars and any request.

As a supervisor the user has permission to submit or edit another employee's calendar as needed. The Supervisor will also have the ability to run reports as needed. The difference between the Administrative role and the supervisor role is that the supervisor cannot edit any settings such as Startup Settings.

As you can also see the Supervisor role allows the ability to add or delete employees.

SoftTime Online

The screenshot displays the SoftTime Online interface for user Madden, Alexa. The main window shows a calendar for August 2013, with the 29th highlighted in yellow. The interface includes a sidebar with navigation options: Employees, Personal, My Requests, and Reports. The left sidebar lists: Calendar, Employee Information, Employee TimeLine, FYI, User Preferences, Leave Request Approval, and Supervisor Dashboard. The right sidebar lists various leave types: Illness, Vacation, Personal, Jury, Bereavement, Training, Holiday, Business Trip, Paid Time Off, and Other. A legend on the right lists: Illness, Vacation, Personal, Jury, Bereavement, Training, Holiday, Business Trip, Paid Time Off, and Other. The bottom left shows a checkbox for 'Exclude Terminated' and a browser tab for 'Madden, A...'. The bottom right shows a 'Clear' button.

Supervisor Role:

The user has access to their own personal tab where they can request their own time off. It is not necessary for the user to have more than one profile when having a Supervisor Role or above. The user can still have access to his/her personal information.

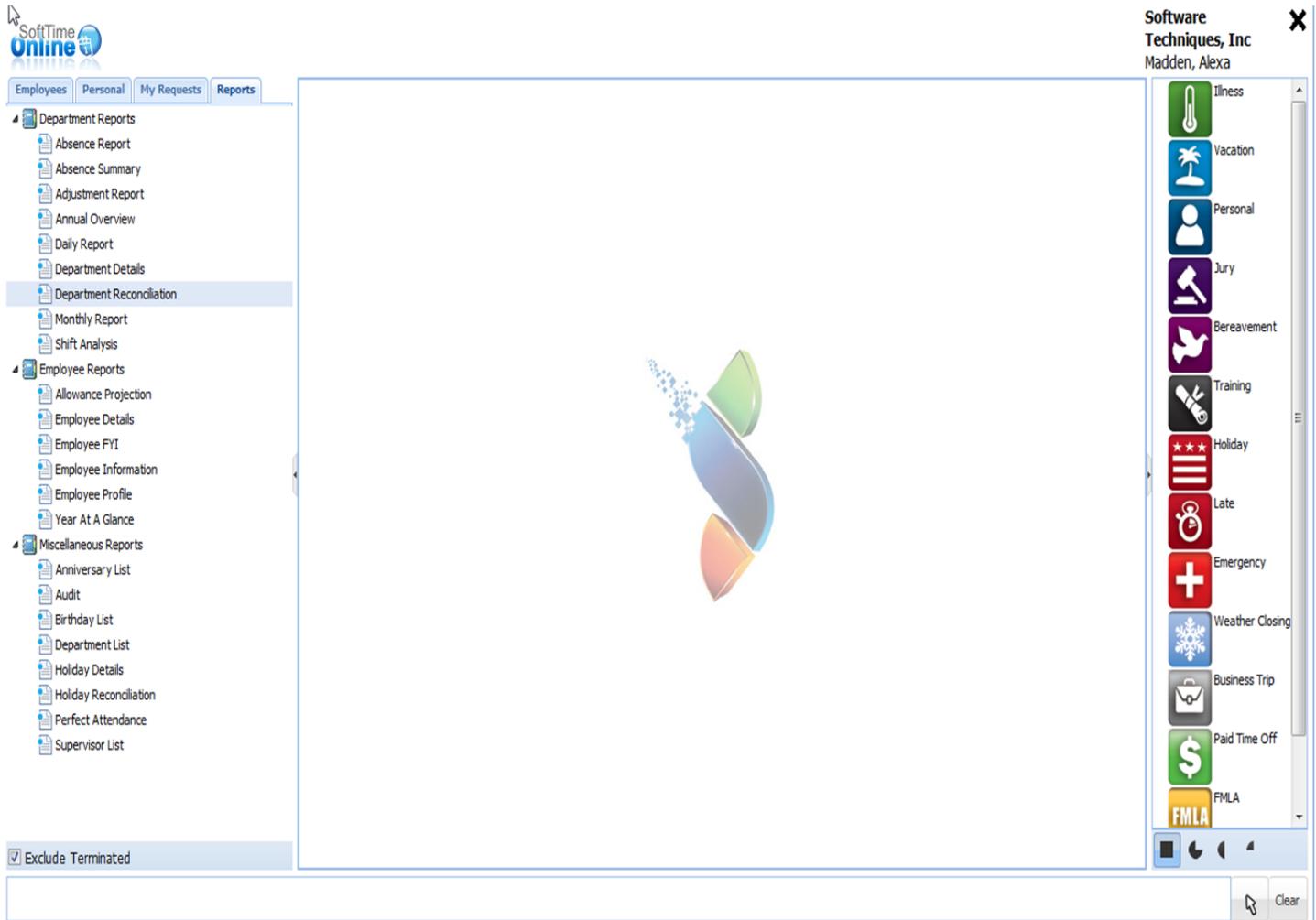
SoftTime Online

The screenshot displays the SoftTime Online interface. At the top left is the logo for SoftTime Online. Below it are navigation tabs: Employees, Personal, My Requests, and Reports. The 'My Requests' tab is active, showing a 'My Leave Requests' section with a 'New Request' button and a table for 'Requested Days'. The table has columns for Date, Category, Amount, and Conflicts. In the center, a calendar window titled 'Madden, Alexa 's Calendar (Employee Mode)' shows August 2013. The calendar grid has columns for Sun through Sat and rows for dates 28 through 31. The date 29 is highlighted in yellow. On the right side, there is a vertical list of leave request categories with corresponding icons: Illness, Vacation, Personal, Jury, Bereavement, Training, Holiday, Late, Emergency, Weather Closing, Business Trip, Paid Time Off, and FMLA. The top right corner shows the user's name: Software Techniques, Inc, Madden, Alexa. At the bottom right, there is a 'Clear' button.

My Request:

The Personal tab will display for all users. This is the area where time can be requested. The user will start by clicking "New Request" on the left hand side. Once the user clicks "New Request" the user will then select the icon for the type of leave they are requesting and then select "Submit." This will then be submitted to the Supervisor above this person.

SoftTime Online

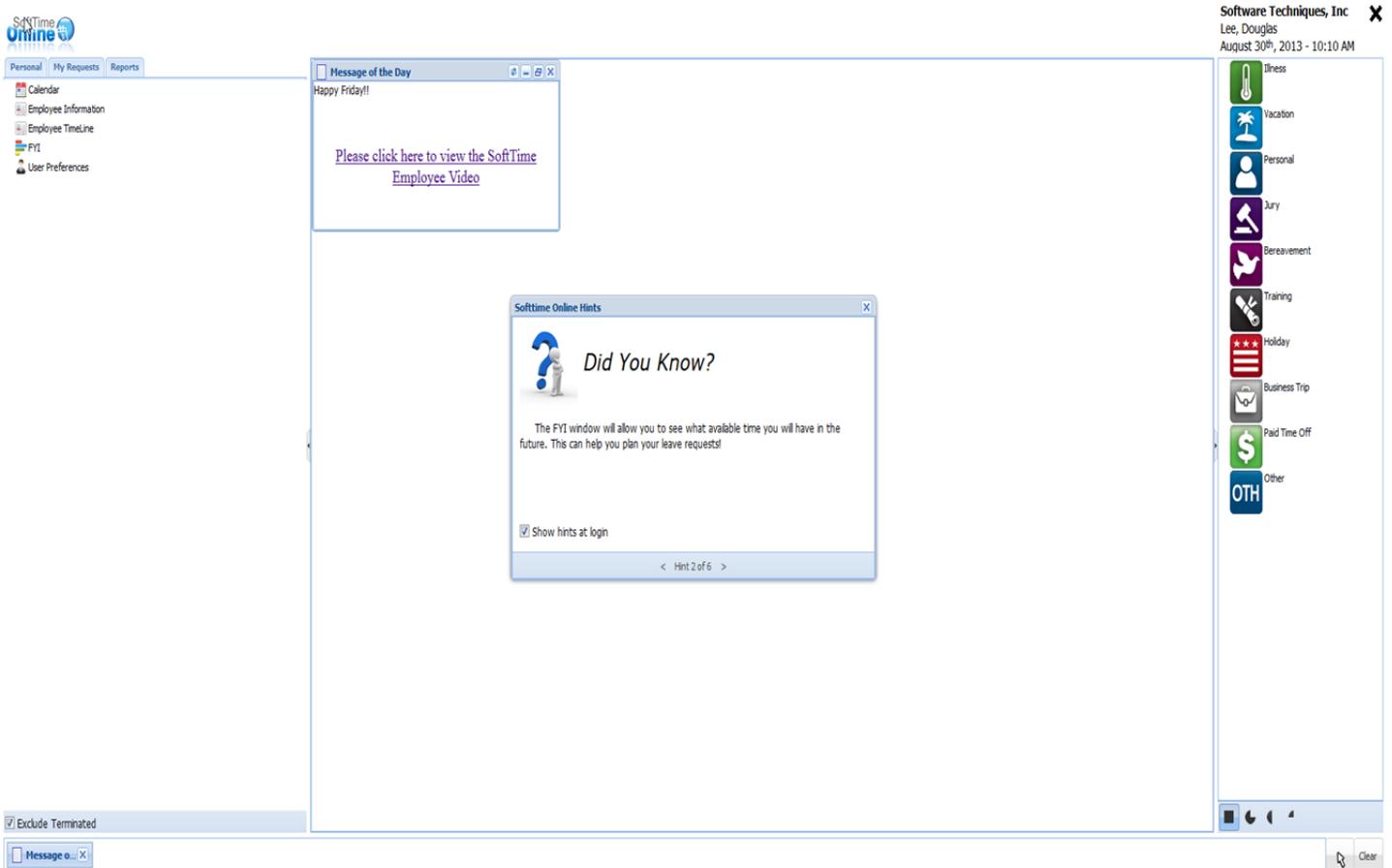


The Supervisor Role also has the ability to run reports as needed. These reports will only be available for the employees that are listed under the Supervisor logged in.

Please note that the Administrator that set up the supervisor role has also chosen the rights for the particular user that is logging in as a supervisor.

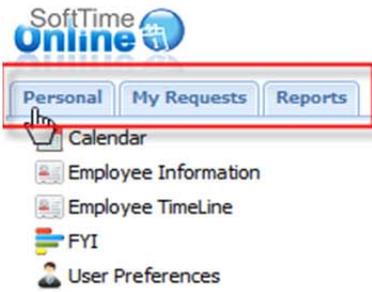
Chapter 6:

Employee Role



When logging in as “Employee” access this is the view. This screen can be customized by the specific user by going to the “Personal” tab and selecting “User Preference.” The user can check or uncheck the check boxes to limit would appear at login.

SoftTime Online



Employee mode- Unlike Administrator and Supervisor mode the employee mode only has 3 tabs.

-Personal

-My Requests

-Reports

Exclude Terminated

SoftTime Online



Your Calendar:

When requesting time off you will have an icon for the type of time requested. When it is grayed out that means it is in pending status waiting to be approved by your supervisor. When it is not grayed out it means that the requested time has been approved and now is on the calendar.

As you can see at the top right of the majority of the screens you will have tools to choose from.



Refresh: Update the screen that is being viewed for any changes that have not been reflected.

"?": Help information for the selected screen.

Push-pin: Pin the screen on the main viewing area

Minimize: Hide the screen at bottom left.

Maximize: Make the screen larger

"X": Close the screen

SoftTime Online

Your Information

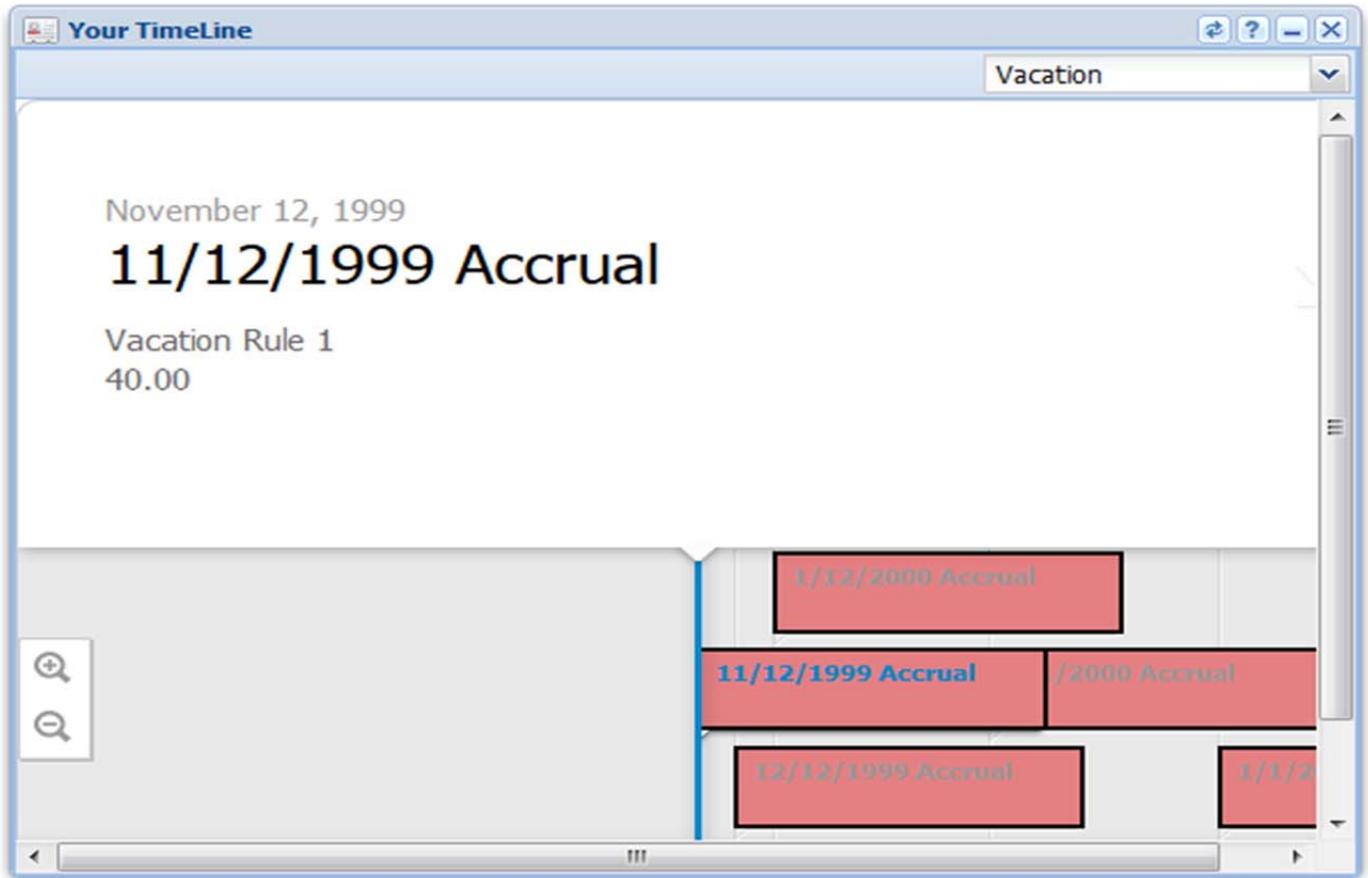
First Name	SSN	Employee #	Photo
Douglas			
Last Name	Department	Badge #	
Lee	Production (A)		
Middle Name	StartUp Settings	Payroll #	
	Hourly Part Time		
Birth Date	Hire Date	Termination Date	Gender
04/21/1961	10/12/1999		Male
Compensation			
\$16.50 Hourly			
Supervisors		Shift Information	
Knox, Michael		9:00AM - 5:00PM	
Madden, Alexa			
Wise, Haley			
Login Information		User Name	
		dlee	
User Type		Employee	
Email			

Recording Mode: Hours

Buttons: Apply, Close

Your Information:

When logged in as "Employee" mode only that person's information is available for viewing only. This information cannot be altered or deleted by the employee logged in.



Your Timeline:

This is where the user can see accrual history since hire data as well as time that have been taken since hire date.

Your FYI

Employee Name: Lee, Douglas
Department: Production (A)
Hire Date: 10/12/1999

FYI View as of: 08/30/2013

Category	Allowed	Recorded	Remaining
Illness	8,931.47	28.00	8,903.47
Vacation	1,445.00	--	1,445.00
Personal	156.00	40.00	116.00
Jury	--	--	--
Bereavement	--	--	--
Training	--	20.00	--
Holiday	60.00	--	60.00
Late	0.00	--	0.00
Emergency	--	--	--
Weather Closing	--	16.00	--
Business Trip	0.00	--	0.00
Paid Time Off	0.00	--	0.00
FMLA	--	--	--
Other	0.00	--	0.00

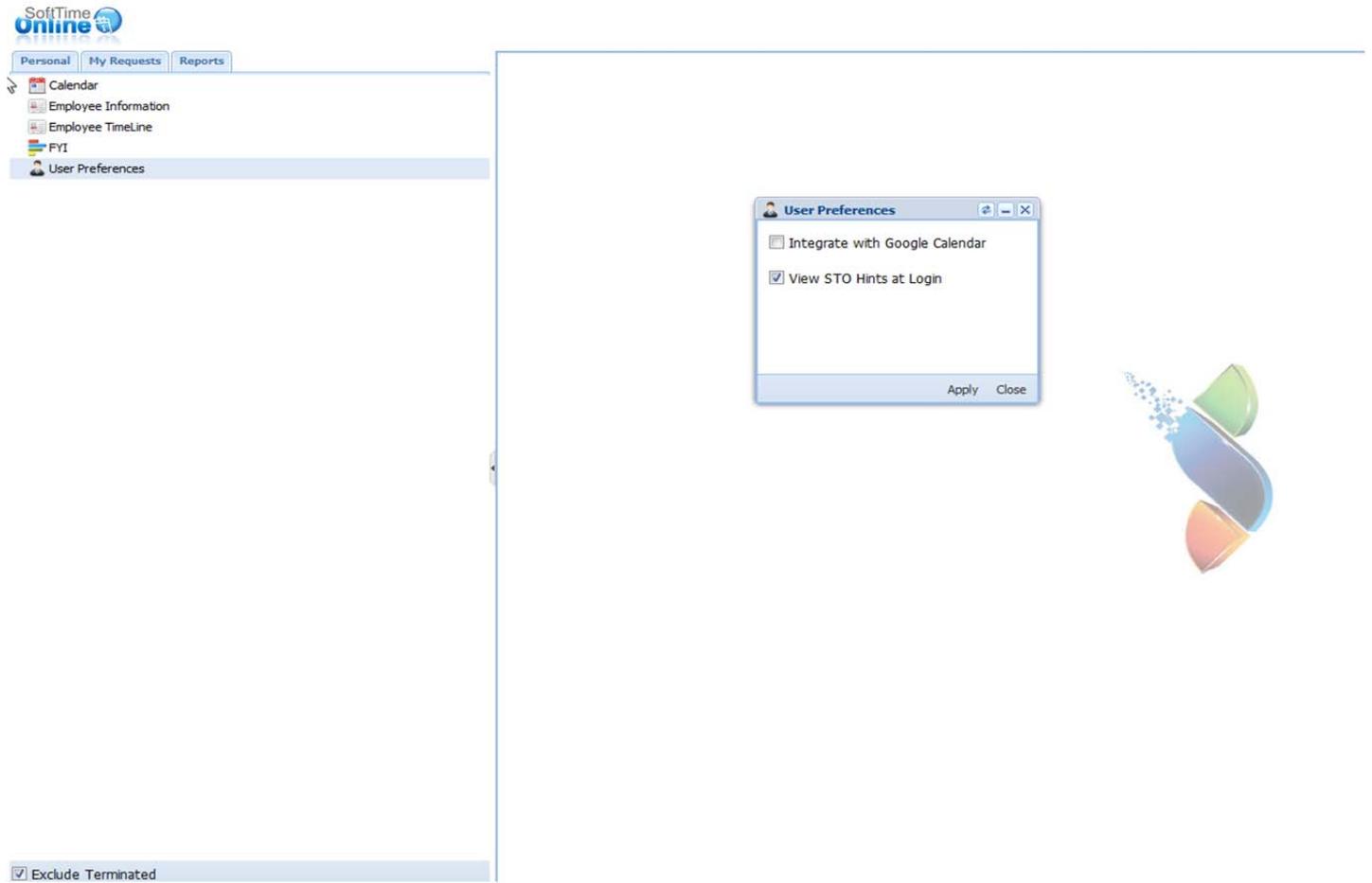
Show Scheduled recorded time

Your FYI:

This is an overall break down of the time available to you. It shows the type of leave, allowed, recorded and remaining.

This is helpful for your quick glance to see what is currently available to you prior to submitting a leave request.

SoftTime Online



User Preference:

This box has two options

-Integrate with Google Calendar

-View STO hints at login

By checking the boxes you are turning these features on. They can also be turned off at any time.

SoftTime Online

The screenshot displays the SoftTime Online interface. At the top right, it shows the user's name 'Lee, Douglas' and the date 'August 30th, 2013 - 10:13 AM'. The main interface is divided into several sections:

- Left Panel:** Contains a 'My Leave Requests' section with a 'New Leave Request - Aug 30 2013 10:11AM' entry. Below this are buttons for 'New Request', 'Submit', and 'Delete'. There is also a 'Request Name' field, a 'Status: Draft' indicator, and an 'Employee Notes' field. A 'Requested Days' table is visible:

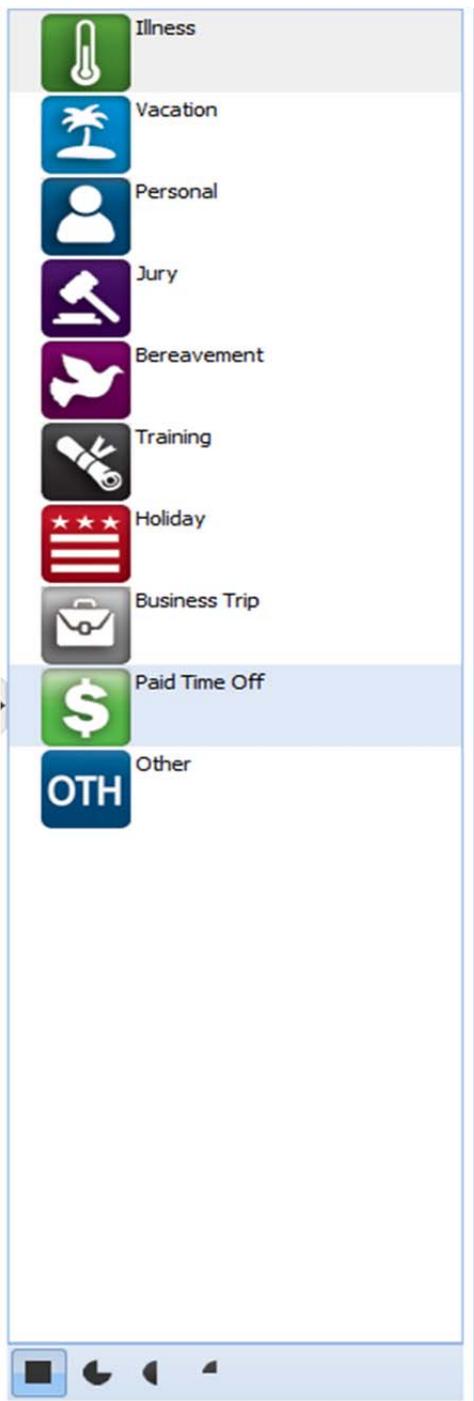
Date	Category	Amount	Conflicts
08/30/20...	Paid Time Off	8	0

- Center Panel:** A calendar titled 'Lee, Douglas's Calendar (Employee Mode)' for August 2013. A green icon with a dollar sign is placed on the 30th of August.
- Right Panel:** A vertical sidebar with various leave request categories represented by icons: Illness, Vacation, Personal, Jury, Bereavement, Training, Holiday, Business Trip, Paid Time Off (highlighted), and Other (OTH).

At the bottom left, there is a checkbox for 'Exclude Terminated' and a browser tab for 'Lee, Dougl...'. A 'Clear' button is located at the bottom right.

My Request:

This screen is used for the specific employee that is currently logged in to the system. This allows the end-user to submit time that he/she desires. An user that is logged in with "Employee" mode only has a very limited access to the functions that are available to he/she. The user can submit time using this screen by first selecting "New Request" on the left hand side then dragging the icon over to the selected day. Once the time that is desired has been placed in the appropriate area the user will then need to hit "Submit." If the user doesn't select "Submit" the time will stay out there as pending and will be seen as a grayed out time by the Administrator and Supervisor with the correct permission. Once the employee selects "Submit" the Administrator and Supervisor will then receive the notification of requested time.



When adding a time off request to your personal calendar, you can select one of these icons depending on the type of time off you are requesting and drag it to your calendar on the appropriate day. These icons are located on the right hand side.

Another option that is also available on the right hand side at the bottom is the selection to edit the amount of time that you are taking off.

Selections:

- Auto (Full Day)
- 3 Quarter
- Half day
- Partial



Personal My Requests Reports

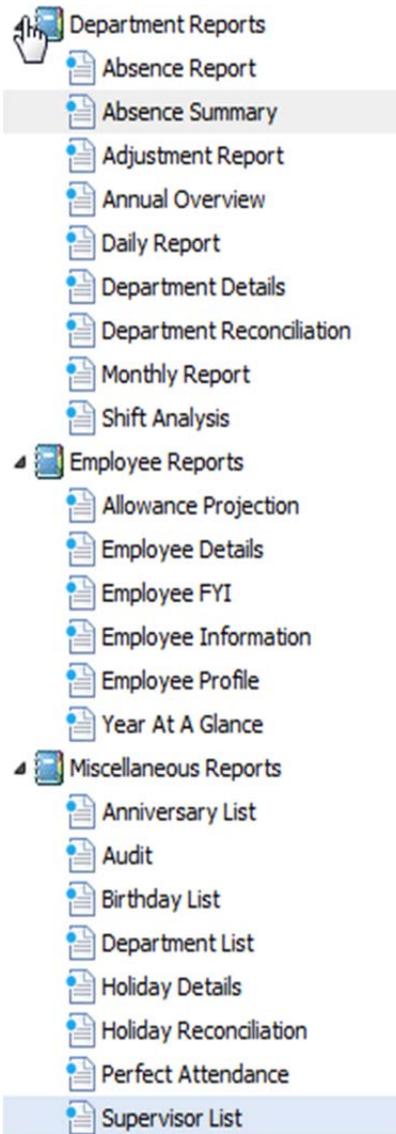
Employee Reports

- Allowance Projection
- Employee Details
- Employee FYI
- Employee Information
- Employee Profile
- Year At A Glance

This is a list of reports that the "Employee" mode has access to. The employee will only see their name on these reports. The "Employee" mode will not have access to any other. Please see page 70 for explanation of each report.

Chapter 7:

Reports



Employee Permission: Only Employee Reports are viewable

Supervisor Permissions: All Reports

Administrator Permission: All Reports.

(Please see next page for a brief detail of each report)

SoftTime Online

Department Reports

Absence Report: *Breakdown of absences for each department can be defined by greater than & date range.*

Absence Summary: *A detailed report for each department shows absences by a specific date range.*

Adjustment Report: *Shows the time that has been adjusted in the selected date range.*

Department Detail: *A report that shows recording year, department/Employee, type of time taken.*

Department Reconciliation: *Report that shows the department breakdown for all employees and time taken.*

Monthly Report: *A report that shows breakdown by department for the selected month and type of time taken.*

Shift Analysis: *A report that shows a break down by department / Scheduled time.*

Employee Reports

Allowance Projection: *An employee report to see time that is projected to be given in a calendar year.*

Employee Details: *An employee report that shows the breakdown of time taken, type and calendar time.*

Employee FYI: *A report that shows current allowed time and time remaining.*

Employee Information: *Employee report of all compensation, report to supervisor and personal information.*

Employee Profile: *Employee information – Broken down by recoding year, department & type of leave.*

Year at a Glance: *This is for individual employee report, shows the breakdown of the entire year.*

Miscellaneous Report

Anniversary list: *Anniversary Hire data list – Broken down by department, employee, month & year.*

Audit: *A report that can be printed that shows any system changes by users.*

Birthday List: *A report that shows Birth dates - Broken down by department, employee, & month.*

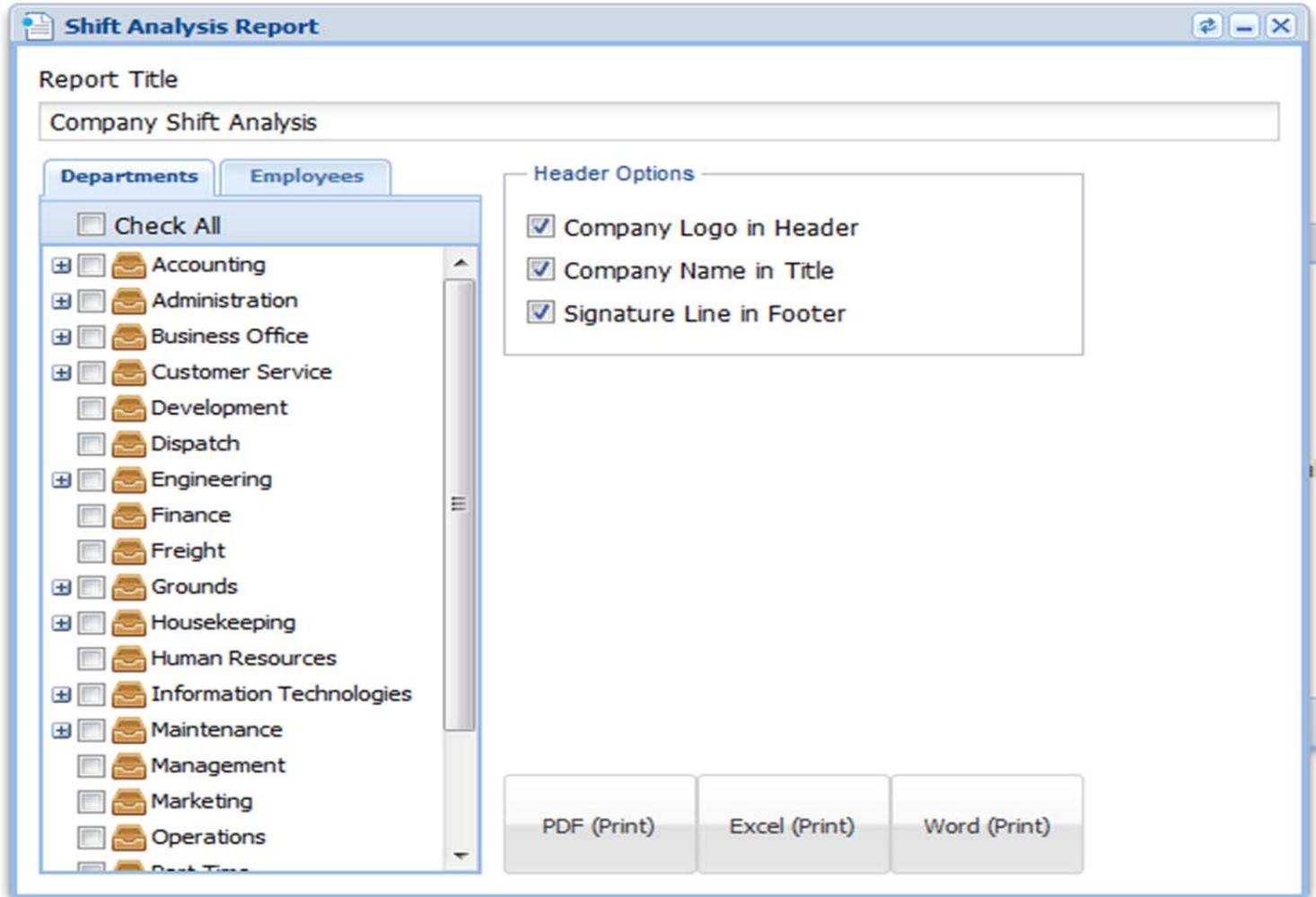
Department List: *A list report that shows employees listed in each department.*

Holiday Details: *A list of holidays for calendar year can be broken down by departments.*

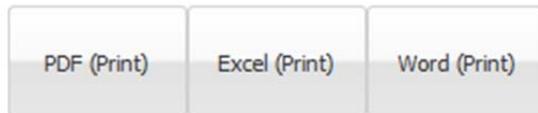
Holiday Reconciliation: *Report of Holidays that were taken or not taken by employees.*

Perfect Attendance: *A list of employees that have not missed any days - Broken down by department, employee, & month.*

Supervisor List: *A list of supervisors for each department- Broken down by department, supervisor name, or Supervisor role.*



This is a sample view of a report window. When clicking on a report there will be many different options to choose from prior to clicking the print option. As you can see at the very top there is even an option to rename the report. You can do this by deleting what is already there and typing what you would like to call the report. You have the option in most cases to select one department or several departments or you may also select by employee name by selecting the employee tab. On the report you may also include your company logo, company title and a signature.



Printing your report:

As you can see you have three options for printing your generated report. The first one is PDF (Adobe) style. The second one will bring up Excel and show your report in a spreadsheet form, which will allow you to print from the Excel program. The third selection is in the form of a Word document. When selecting this option you will be able to print the generated report from the Word program. Please note that these selected options will only work if the correct programs are installed on your system.

Software needed for generated reports:

Adobe Reader

Microsoft Word

Microsoft Excel

Chapter 8:

Help Feature

The screenshot displays the SoftTime Online interface with several data visualization components:

- Daily Attendance by Department:** A bar chart showing attendance percentages for Accounting (100%), Administration (100%), Business Operations (100%), Customer Service (100%), and Engineering (100%).
- Labor Cost Efficiency:** A semi-circular gauge chart showing a value of approximately 85%.
- Leave Request Action Taken Since Last Login:** A table with columns: Employee, Request, Reply Date, Action.
- Your Employees Who Are Absent Today:** A table with columns: Employee, Department, Category, Amount. It lists Allen, Karen from Production (A) with 8.00 hrs of vacation.
- Leave Requests requiring Action:** A table with columns: Submitted, Employee, Department, Request, Status. It lists two pending requests from Allen, Karen and Bowman, Curtis.

A red box highlights a help icon (a question mark) in the top right corner of the interface.

In most screens there is a "?" in the upper right hand corner. When clicking on the "?" you may view a brief video regarding the screen that you are currently on. These videos will show you what features are available on the current screen and how to changed preferences and etc.



You may also contact Software Techniques Support for live assistance with SoftTime Online. The hours of operation are Monday-Friday 9am-5:00 pm EST.

Contact Number: 540-721-1000

Another method of contact support is via email: Support@softwaretech.com

License Agreement

USER AGREEMENT (the "Agreement")

Last Modified – September 2013

1. TERMS OF AGREEMENT

(a) Terms of Agreement. Software Techniques Inc. offers to allow you to use its Online software "SoftTIME Online", conditioned on your agreement to all of the terms and conditions contained in this Agreement.

Your use of "The Software" (SoftTIME Online) constitutes your agreement to all such terms and conditions. To confirm your agreement, you must click on the "I Accept" button at the end of this Agreement. If you do not so agree, you must click on the "I Reject" button at the end of this Agreement, in which case you reject the offered terms of use and will not be permitted to use The Software.

If you have any questions regarding these terms and conditions, please contact Software Techniques Inc. customer service by visiting the support section of our web site, currently at the following link: <http://support.SoftTIMEOnline.com> and <http://www.softwaretech.com/hr-software-contact-us.php>, as applicable.

(b) Amendments. Software Techniques Inc. may amend this Agreement at any time in its sole discretion by posting on our web site (a) the amended Agreement, currently at <http://www.SoftTIMEOnline.com/help/eulasto.html>.

When logging onto the Service (as defined below) you will be asked to confirm your acceptance to any such revised terms and conditions. You agree to check this Agreement periodically so you will be familiar with their content as amended or modified from time to time. If you do not agree to the revised terms and conditions, you should contact Software Techniques Inc. immediately to discuss closure of your Account (also defined below).

2. DESCRIPTION OF SERVICE

Software Techniques Inc. offers "The Software" as an Online subscription-based attendance tracking service accessible through our web site, currently at <http://www.softtimeonline.com>. Some of the content, features and/or Services on the Web Site are fee-based and have limited use based on time elapsed (months, years, etc.) as set forth at the time of purchase. Software Techniques Inc. reserves the right to change the URL address of the Web Site at any time.

Anyone desiring to use the Service is required to establish an account with Software Techniques Inc (the "Account"). Software Techniques Inc. does not provide Internet access, and you are responsible for all fees associated with your Internet connection.

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The Web Site is an active part of the Service and any use of the Web Site is governed by the same terms and conditions of this Agreement. Please note that access to "The Software" Message Board is tied to your account status. By canceling or deactivating recurring billing, you lose your ability to post on the forum and will be able to "read-only."

Software Techniques Inc. reserves the right to offer Additional fee-based Features to SoftTIME Online at their discretion.

3. LICENSE TO USE

Subject to the terms of this Agreement, Software Techniques Inc. grants to you a non-exclusive, revocable, nontransferable (except as permitted in Section 4(a)) license to use the Service, and a non-exclusive, revocable, nontransferable (except as permitted in Section 4(a)) license to use the Software in connection with the Service, for a duration as defined in Section 5 for so long as you maintain an authorized and fully-paid Account.

You may not (a) sublicense, rent, lease, loan or otherwise transfer the Software or the Service (or any part thereof), including without limitation serial codes; (b) modify, adapt, reverse engineer or decompile the Software, or otherwise attempt to derive source code from the Software; (c) create any derivative works in respect of the Software or the Service; or (d) otherwise use the Software or the Service except as expressly provided in this Agreement.

Title to the Software, and all rights with respect to the Software and Service not specifically granted under this Agreement, including without limitation all rights of reproduction, modification, distribution, display, disassembly and decompilation and all copyright, patent, trademark, trade secret and other proprietary rights and interests are reserved to Software Techniques Inc.

4. ACCOUNT

(a) Eligibility. By clicking the "I Accept" button you represent that you are an adult 18 years of age or older. Those who have completed these steps and who maintain their Account in good standing are sometimes referred to in this Agreement as "Members."

(b) Master Accounts and User IDs. To use the Service, you must first create a master account on the SoftTIMEOnline service ("master account") and a user specific sub-account for "The Software". The master account is subject to specific fees as per section 5 (see Service Fees) and can be completed on the www.SoftTIMEOnline.com web site.

You must choose an account name to identify yourself to Software Techniques Inc. staff (your "Account ID") on both the master service account as well as a User ID. You may not select as your Account ID or User ID the name of another person, or a name which violates any third party's trademark right, copyright, or other proprietary right, or which may mislead other forum members to believe you to be an employee of Software Techniques Inc., or which Software Techniques Inc. deems in its sole discretion to be vulgar or otherwise offensive. Software Techniques Inc. reserves the right, in its sole discretion, to (1) delete or alter any Account ID or (2) terminate any license granted herein, for any reason whatsoever, including, without limitation, any suspected or actual infringement of any trademark or trade name right, copyright, or other proprietary right or

SoftTime Online

(3) delete any content published on any electronic boards without notice. You have sole liability for all activities conducted through your Account or under your Account ID.

By agreeing to the User Agreement, you agree that you do not own either the master account or the User ID (collectively, the "Account") you use to access the service, the additional User IDs created on the Account that Software Techniques Inc. stores on Software Techniques Inc. servers, or any other data from which the servers and accounts are comprised. The User ID you create is needed to login to the service as per this section 4(b) and the fee that you pay is to access or acquire Additional Features.

(c) Rights to Use Accounts. By agreeing to the User Agreement you agree that you do not own either the Master Account or the User ID ("the Account") you use to access the service, the data created on the Account or the Additional Features accessed or purchased through the Account and that Software Techniques Inc. stores on Software Techniques Inc. servers, the items stored on these servers, or any other data from which the servers and accounts are comprised. The Account you create is needed to login to the service as per section 4(b) and the fee that you pay is to continue to access the service or acquire Additional Features.

(d) Company Names. While accessing the Service, it is possible to name your Company, giving titles to reports generated with "The Software". You may not create a Company name that is the name/description/title of another person, or a name/description/title which violates any third party's trademark right, copyright, or other proprietary right, or which may mislead other users to believe you to be an employee of Software Techniques Inc. or its affiliates, or which Software Techniques Inc. deems at its sole discretion to be vulgar or otherwise offensive. Software Techniques Inc. reserves the right, in its sole discretion, to (1) delete or alter any name/description/title given to a Company or (2) terminate any license granted herein, for any reason whatsoever, including, without limitation, any suspected or actual infringement of any trademark or trade name right, copyright, or other proprietary right.

(e) Passwords. At the time your Account is opened, you must select a password. You are responsible for maintaining the confidentiality of your password and you are responsible for any harm resulting from your disclosure or allowing the disclosure of your password or from use by any person of your password to gain access to your Account and User ID. At no time should you respond to an Online request for a password. Software Techniques Inc. will never ask for your password offline or Online, except that you will be required to enter your password as part of the log-on process.

(f) Registration Obligations. You agree to provide true, accurate, current and complete information about yourself and your company as prompted by the Service's registration form ("Registration Data") and maintain and promptly update the Registration Data to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccurate, not current or incomplete, or Software Techniques Inc. has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, Software Techniques Inc. has the right to suspend or terminate your Account and refuse any and all current or future use of the Service.

(g) Former Members. Members whose Accounts have been terminated by Software Techniques Inc. may not access the Service in any manner or for any reason, including through any other Account, without the express written permission of Software Techniques Inc. Accounts accessed by Former Members are subject to

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immediate termination. Software Techniques Inc. reserves the right to use any means necessary, including those in section 4(h), to identify and remove Former Members.

(h) Related Accounts. If Software Techniques Inc. terminates an Account, Software Techniques Inc may terminate any other Accounts that share the same member name, phone number, email address, postal address, Internet Protocol address, or credit card number with the terminated Account.

5. SERVICE FEE AND ADDITIONAL FEATURE PURCHASES

(a) Our fees and billing procedures are published in the registration section of the Web Site, which are incorporated herein by this reference. All fees are stated in U.S. Dollars and exclude all taxes and telecommunications charges, unless expressly stated otherwise. To the maximum extent permitted by law, these taxes and charges is your responsibility. YOUR MEMBERSHIP FEES AND FEES FOR ADDITIONAL FEATURES ARE PAYABLE IN ADVANCE AND ARE NOT REFUNDABLE IN WHOLE OR IN PART FOR ANY REASON WHATSOEVER, INCLUDING, WITHOUT LIMITATION, INTERRUPTION OR UNAVAILABILITY OF SERVICE (SEE ALSO SECTION 10 BELOW). We will automatically charge your chosen method of payment (including, without limitation, credit card, SMS, paysafecard, ELV) on a recurring basis for applicable Account fees or automatically for any Additional Feature purchases, plus any applicable taxes we are required to collect, where you authorize us to do so. All recurring Account fees and Additional Feature purchases are payable in advance. YOU ARE FULLY LIABLE FOR ALL CHARGES TO YOUR ACCOUNT. After opening your Account there is a free trial period, you will not be charged any Account fees if you cancel your Account within the free trial period. Any person who has been a Member is not eligible for any subsequent free trial period. You represent to Software Techniques Inc. that you are the authorized account holder or an authorized user of the chosen method of payment used to pay the Account fee or price for the Additional Feature, as applicable. You agree to promptly notify Software Techniques Inc. of any changes to your account number, its expiration date and/or your billing address, and you agree to promptly notify Software Techniques Inc. if your account expires or is cancelled for any reason.

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(d) Member Conduct. You agree not to use the Service to:

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discretion that is harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, racially, ethnically or otherwise objectionable; or contains any viruses, trojan horses, worms, time bombs, cancelbots or other computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information; take any action or upload, post, email or otherwise transmit any content that would violate any right or duty under any law or under contractual or fiduciary relationships (such as inside information, proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements); upload, post, email or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation; interfere with or disrupt the Service or servers or networks connected to the Service, or disobey any requirements, procedures, policies or regulations of networks connected to the Service; attempt to gain access to any other user's Account or password; or "stalk" or otherwise harass another member. You agree that Software Techniques Inc. may take whatever steps it deems necessary to abridge, or prevent behavior of any sort on the Service in its sole discretion, without notice to you.

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8. PRIVACY

Our privacy policy, which covers the usage and protection of your personal information and Data Content, is published on the Web Site, currently at <http://www.SoftTIMEOnline.com/help/privacy.html> and is incorporated herein by this reference.

9. CONDUCT GUIDANCE

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While Software Techniques Inc. may choose to monitor and take action upon inappropriate use, chat or links to the Service, it is possible that at any time there may be language or other material accessible on or through the Service that may be inappropriate or offensive to some users of any age. Software Techniques Inc cannot ensure that other users will not provide Content or access to Content that users may find inappropriate or that any user may find objectionable. Software Techniques Inc. does not as a matter of policy pre-screen the content of the materials or communications transmitted by each user.

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(c) Software Techniques Inc. has the right at any time for any reason or no reason to change and/or eliminate any aspect(s) of the Service as it sees fit in its sole discretion.

(d) Software Techniques Inc. shall not be obligated to refund all or any portion of any Account fee or Additional Feature fee by reason of any interruption of the Service by reason of any of the circumstances described in paragraph (a) or (b).

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14. TERMINATION

(a) Software Techniques Inc. reserves the right to suspend or terminate this Agreement (including your Software license and your Account) immediately and without notice if you breach this Agreement or willfully infringe any third party intellectual property rights, or if we are unable to verify or authenticate any information you provide to us, or upon use, chat or any user activity whatsoever which is, in our sole discretion, inappropriate and/or in violation of the spirit of the Software. Should Software Techniques Inc decide to suspend or terminate this Agreement with a User under any circumstances, the User will lose access to your Account for the balance of any prepaid period without any refund.

(b) You agree that if the Service or your Account is suspended, terminated or cancelled for any reason or length of time, you are not entitled to any reimbursement or refund of any fees or unused access time.

15. GENERAL PROVISIONS

This Agreement is governed by and shall be construed and enforced under the laws of The Commonwealth of Virginia, without applying any conflicts of law principles which would require application of the law of any other jurisdiction. Software Techniques Inc. and you each hereby irrevocably consent to the jurisdiction of the

SoftTime Online

courts of the Commonwealth of Virginia for all purposes in connection with any action or proceeding which arises out of or relates to this Agreement and agree that any action or proceeding instituted under this Agreement shall be brought only in the commonwealth courts of Franklin County, Commonwealth of Virginia. If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be struck and the remaining provisions shall be enforced. The UN Convention on Contracts for the International Sale of Goods is expressly disclaimed. You agree to comply fully with all relevant export laws and regulations of the United States ("Export Laws") to assure that neither the Software nor the Service is exported, directly or indirectly, in violation of Export Laws; or is intended to be used for any purposes prohibited by the Export Laws. Our failure to act with respect to a breach by you or others does not waive our right to act with respect to subsequent or similar breaches. Except as otherwise permitted herein, you may not assign or transfer this Agreement or your rights hereunder, and any attempt to the contrary is void. This Agreement sets forth the entire understanding and agreement between us and you with respect to the subject matter hereof. Notwithstanding anything else in this Agreement, no default, delay or failure to perform on the part of Software Techniques Inc shall be considered a breach of this Agreement if such default, delay or failure to perform is shown to be due to causes beyond the reasonable control of Software Techniques Inc. All notices given by you or required under this Agreement shall be faxed to (540) 721 - 1010. Attn.: Customer Support.

More Sources for Help

Software Techniques on the WEB

This option launches your default Web browser to Software Techniques, Inc. main Internet site. The web URL is <http://www.softwaretech.com>.

STI Website

Index:

Absence Categories: 35

Absence Report: 69, 70

Absence Summary: 69, 70

Accrual: 35, 36, 37, 62

Accrue: 15, 16, 22, 34, 35,

Access: 8, 19, 24, 27, 28, 45, 46, 53, 54, 57, 65, 67

Adding Adjustment: 11

Adjustments: 10, 11, 16, 26, 27,

Administrator: 7, 8, 9, 10, 11, 17, 19, 20, 21, 24, 25, 26, 27, 28, 35, 44, 45, 50, 52, 56, 58, 65, 69

Allowance: 35, 36

 Projection: 69, 70

 Table: 35

Anniversary List: 69, 70

Attendance: 5, 50, 51, 69, 70

Basic Operation: 5

Birthday List: 70

Calendar: 8, 9, 10, 11, 12, 13, 15, 17, 18, 23, 24, 35, 36, 42, 43, 53, 59, 64, 66

Carry Over: 26, 35

Categories: 7, 26, 30, 34, 35, 36, 37, 39, 41, 45

Category: 8, 12, 24, 26, 27, 31, 32, 34, 35, 37, 41, 46

Category Color: 31

Category Name: 31

Dashboard: 9, 17, 23, 50, 51

Days: 12, 14, 27, 35, 36, 42, 43, 51, 69, 70

SoftTime Online

Delete: 13, 26, 34, 37, 45, 46, 49, 53, 61

Deletion: 26, 27, 48

Department: 14, 20, 27, 28, 29, 46, 50, 51, 70, 71

Details Report: 67, 70

Editor: 7, 42, 43

Email: 20, 74

Employee: 9, 11, 14, 15, 16, 17, 19, 20, 26, 27, 34, 36, 39, 40, 41, 46, 58, 61

 Details Report: 69, 70

 Profile: 54, 69, 70

 Profile Report: 69, 70

Erase: 10

Eraser: 10

Excel: 72

Feature: 14, 27, 32, 46, 49, 64, 74

Firefox: 5

Fiscal Date: 15, 26, 35, 36

FYI: 9, 15, 17, 23, 63, 69, 70

Google: 5,23

Help: 8, 12, 22, 27, 59, 63, 74

Hire Date: 35, 62

Holiday: 5, 7, 42, 43, 69, 70

 Details: 69, 70

 Editor: 7, 42, 43

Holiday Details: 69, 70

Holiday Reconciliation: 69, 70

Hours: 14, 20, 27, 34, 35, 36, 74

Increment: 27

Internet Explorer: 5

License agreement: 75

Logo: 25, 27, 71

Menu: 15, 28, 29, 31, 32, 36, 44, 45, 51

Month at a Glance: 69, 70

Monthly Report: 67, 70

Note Deletion: 27

Password: 6, 20, 21

PDF: 71, 72

Picture: 14, 31, 32

Print: 27, 70, 71, 72

Printing: 72

Rate: 23, 27, 35, 36, 64, 72

Read Only: 27

Recording Mode: 20, 27, 34, 35, 36

Recording Year: 27, 35, 36, 69, 70

Reports: 19, 27, 28, 46, 52, 53, 55, 58, 67, 69

Security: 27

Shift: 5, 20, 35, 36, 40, 41, 70

SoftTIME: 1, 2, 5, 6, 7, 8, 9, 27, 44, 45, 49, 74

Software Techniques Inc.: 1, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83

Submit: 65

Submitting: 63

Super Administrator: 7, 8, 9, 10, 11, 17, 19, 20, 21, 26, 35

Supervisor: 8, 9, 11, 17, 19, 20, 21, 23, 24, 28, 29, 44, 45, 46, 50, 51, 52, 53, 54, 55, 56, 58, 59

Terminated: 14

Tools: 10, 59

User Defined Categories: 30, 31, 32

Word: 72

Wrench: 10, 11, 12, 13

Year at a Glance: 70

Yearly Allowance: 35, 36

