

# How to Set Up and Manage Clock Prompts in Time and Attendance

Learn how to effectively manage clock prompts within your online time and attendance system. This guide will walk you through setting up custom prompts to better track labor and employee information.

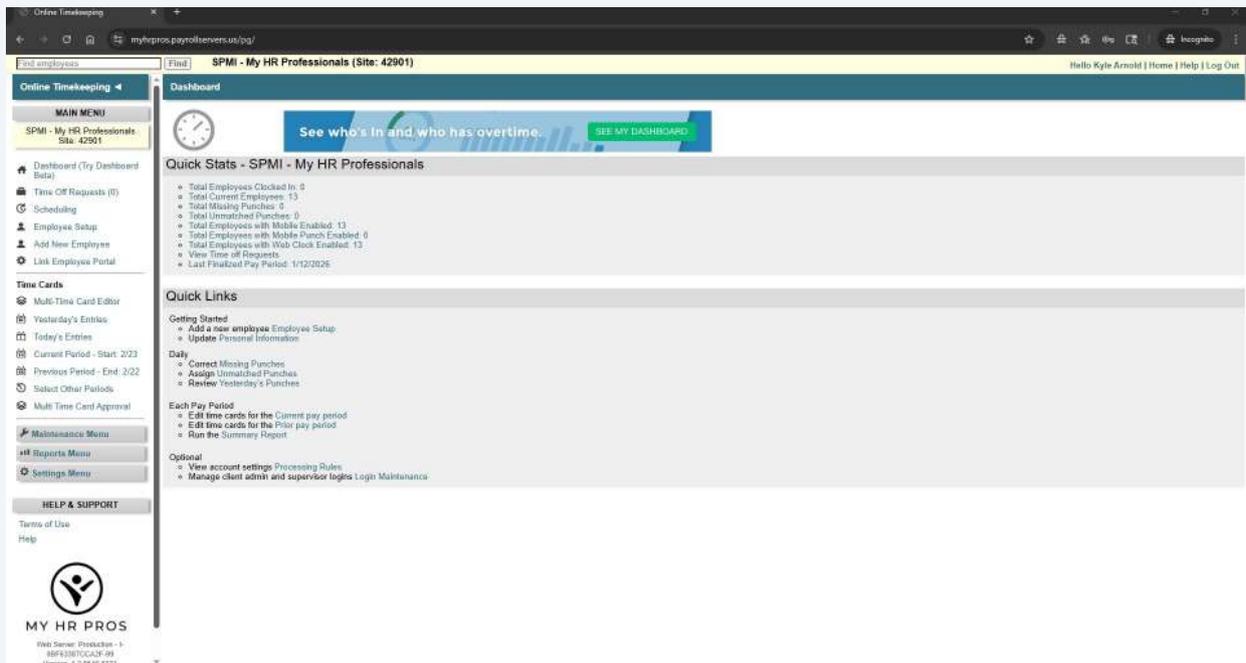


**Reminder!** If you need clock prompt data to reflect on your payroll reports, the field must also be set up in the payroll system, My HR Dashboard.

Please contact your Client Advocate if you have any questions on how to set the new field up in My HR Dashboard.

## 1 Log in to the Swipeclock Admin Portal

Note: Clients must have Client-level user access to manage clock prompts.



The screenshot shows the Swipeclock Admin Portal interface. At the top, there's a search bar and a user profile section for 'Hello Kyle Arnold | Home | Help | Log Out'. The main dashboard area features a 'See who's In and who has overtime.' button. Below this, there are sections for 'Quick Stats - SPMI - My HR Professionals' and 'Quick Links'. The 'Quick Stats' section lists various metrics: Total Employees Clocking In: 0, Total Current Employees: 13, Total Missing Punches: 5, Total Unmatched Punches: 0, Total Employees with Mobile Enabled: 13, Total Employees with Mobile Punch Enabled: 0, Total Employees with Web Clock Enabled: 13, View Time off Requests, and Last Finalized Pay Period: 1/12/2025. The 'Quick Links' section includes 'Getting Started' (Add a new employee Employee Setup, Update Personal Information), 'Daily' (Correct Missing Punches, Assign Unmatched Punches, Review Yesterday's Punches), 'Each Pay Period' (Edit time cards for the Current pay period, Edit time cards for the Prior pay period, Run the Summary Report), and 'Optional' (View account settings Processing Rules, Manage client admin and supervisor logins Login Maintenance).

## 2 Click on the "Maintenance Menu"

The screenshot shows the SPMI - My HR Professionals dashboard. The left sidebar contains a 'MAIN MENU' with several categories: 'Dashboard (Try Dashboard Beta)', 'Time Off Requests (0)', 'Scheduling', 'Employee Setup', 'Add New Employees', and 'Link Employee Portal'. Below these are 'Time Cards' options like 'Multi-Time Card Editor', 'Yesterday's Entries', 'Today's Entries', 'Current Period - Start: 2/23', 'Previous Period - End: 2/22', 'Select Other Periods', and 'Multi-Time Card Approval'. The 'Maintenance Menu' is highlighted with an orange circle. Other menu items include 'Accrual Balances', 'Employee Groups', 'Finalize Pay Period', 'Benefits Maintenance', 'Login Maintenance', 'Manage Clock Prompts', 'Quick Add Time Card Entries', 'Unmatched Punches', 'HR Reports Menu', and 'Settings Menu'. The main content area displays a dashboard with a clock icon, a 'See who's In and who has overtime.' button, and sections for 'Quick Stats - SPMI - My HR Professionals' and 'Quick Links'.

## 3 Click "Manage Clock Prompts"

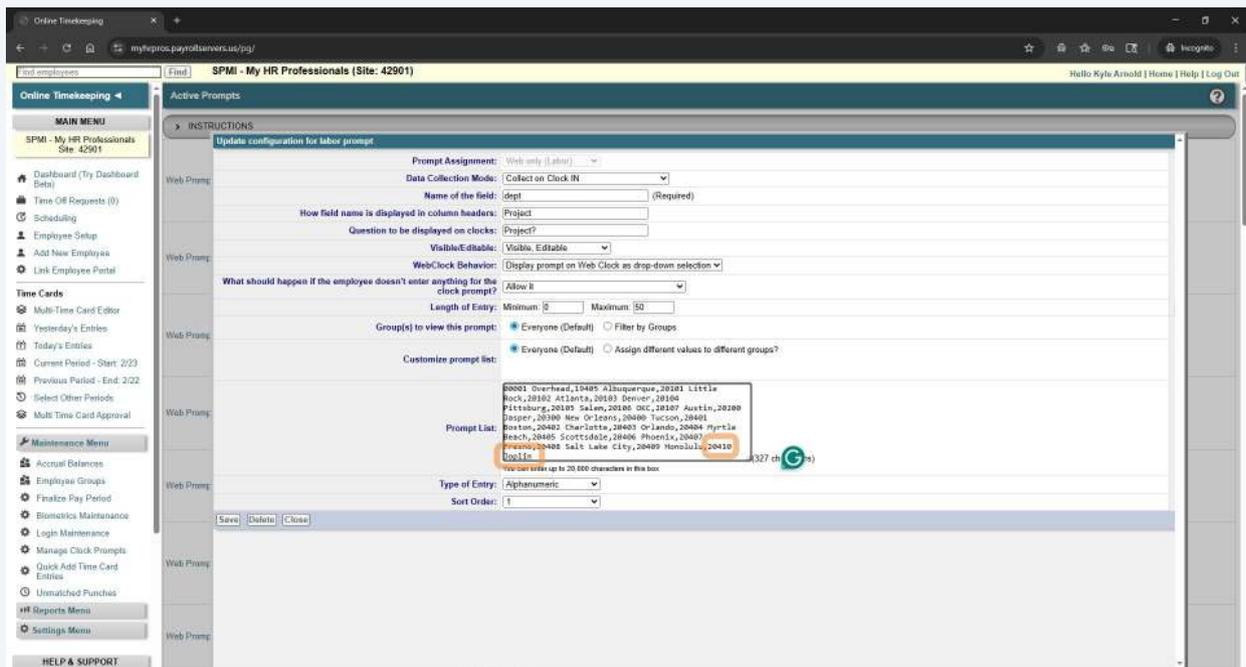
This screenshot is identical to the one above, showing the SPMI - My HR Professionals dashboard. In this view, the 'Manage Clock Prompts' option under the 'Maintenance Menu' is highlighted with an orange circle. The rest of the interface, including the sidebar, main content area, and dashboard statistics, remains the same.

4 Click the name of the prompt you would like to update.



5 Within the "Prompt List," add the new prompt.

Note: Be sure to not add any spaces before your new project name or at the end of the project name as these will display on the employee prompt list and may impact background scripts. It is okay to have a space in the middle of the prompt option (i.e. "20410 Joplin")



# 6 Click "Save"

The screenshot displays the 'Active Prompts' configuration page for 'SPMI - My HR Professionals (Site: 42901)'. The page title is 'Update configuration for labor prompt'. The configuration includes the following fields:

- Prompt Assignment:** Web only (Labor)
- Data Collection Mode:** Collect on Clock IN
- Name of the field:** dept (Required)
- How field name is displayed in column headers:** Project
- Question to be displayed on clocks:** Project?
- Visible/Editable:** Visible Editable
- WebClock Behavior:** Display prompt on Web Clock as drop down selection
- What should happen if the employee doesn't enter anything for the clock prompt?:** Allow it
- Length of Entry:** Minimum: 0, Maximum: 50
- Group(s) to view this prompt:**  Everyone (Default)  Filter by Groups
- Customize prompt list:**  Everyone (Default)  Assign different values to different groups?
- Prompt List:** A list of employee IDs and names, including: 00001 Overhead, 10000 Albuquerque, 20101 Little Rock, 20102 Atlanta, 20103 Denver, 20104 Pittsburgh, 20105 Salem, 20106 OKC, 20107 Austin, 20200 Dallas, 20200 Meri, 20200 Memphis, 20400 Tucson, 20401 Boston, 20402 Clearwater, 20403 Orlando, 20404 Myrtle Beach, 20405 Scottsdale, 20406 Phoenix, 20407 Fresno, 20408 Salt Lake City, 20409 Honolulu, 20410 Top 100. A character count of 327 of 328 is shown.
- Type of Entry:** Alphanumeric
- Sort Order:** 1

An orange circle highlights the 'Save' button at the bottom of the configuration form. Other buttons include 'Help' and 'Close'.

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Within the Employee Login Screen, the new prompt will now appear as an option.

The screenshot shows a blue dialog box titled "More information needed:" with an information icon (i) to the left. The dialog contains four input fields, each with a label and a horizontal line for text entry. The labels are "Project? (Optional)", "Location: (Optional)", "Covid-19", and "Enter Station # (Optional)". The "Project? (Optional)" label is highlighted with a red circle. At the bottom of the dialog, there are two buttons: "FINISH PUNCH" and "CANCEL PUNCH".

8 The new prompt option presents.

Note: These prompts present in the order they appear in the above "Prompt List." If you would like to re-sequence these, you may do so by changing their order in the prompt list.



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