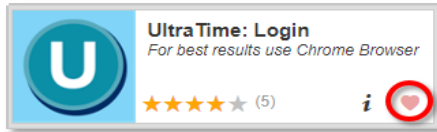


Proxy Supervisor Sign On

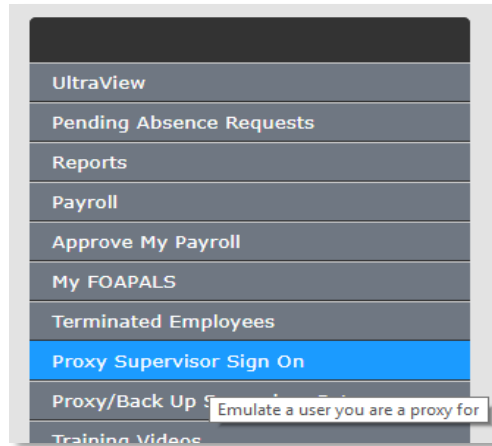
1. Log in to InsideND and search for **ultratime** in the search bar.



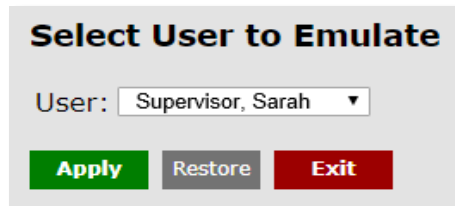
2. Click on **UltraTime: Supervisor Login**.



3. From the main menu page, click on **Proxy Supervisor Sign On**.



4. From there **drop down** to the supervisor you are going to act as proxy for and click **Apply**.



5. From there click on **UltraView** and this will take you to the screen with all of the other supervisor's employees and their time.

Changing Settings to 3 Week View

1. From the main menu page, click on **UltraView**.



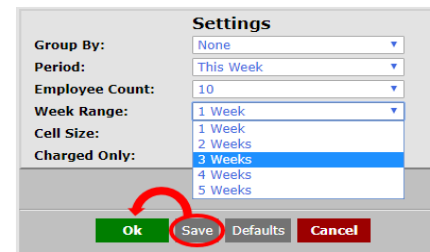
2. Initially your screen will look like something like this.

Refresh	Filter	Global	Macro	Lock	Reports	Settings	Help	Station: All	NotConfirmed: <input type="checkbox"/>	Confirm	Back
Hours											
Employee Name		Total	Confirm	Sat 04-20	Sun 04-21	Mon 04-22	Tue 04-23				
Student, Stanley P 90000001											
Schedule, Skylar M 90000005											
Timeclock, Timothy A 90000003											
Webtime, Wendy J 90000004											
Partner, Patricia D 90000002											

3. Click on **Settings**.



4. Drop down the **Week Range** to **3 Weeks**, then click Save and Ok.
NOTE: If you do not click **Save** first, it will only change this **one time**.



5. Your screen will now look something like this, with the **current and two prior weeks**.

Hours	Schedules	Absences	Exceptions							
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue	Wed	Thu	Friday	Saturday
Schedule, Skylar M 90000005	H:29.34 A:8	<input checked="" type="checkbox"/>	10.92 IE OL OH	ABS		9.22 IE OE UH		8.48 IE OE UH		8.13
Timeclock, Timothy A 90000003	H:42.7 A:4	<input checked="" type="checkbox"/>			10.65 SO	10.63 SO		8.00 SO		3 INH 7
Webtime, Wendy J 90000004	H:32 A:8	<input checked="" type="checkbox"/>			8.00 SO	8.17 SO				7
	H:24 A:10	<input checked="" type="checkbox"/>			8.00 SO	VAC: 2.00(P)				8