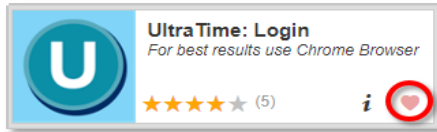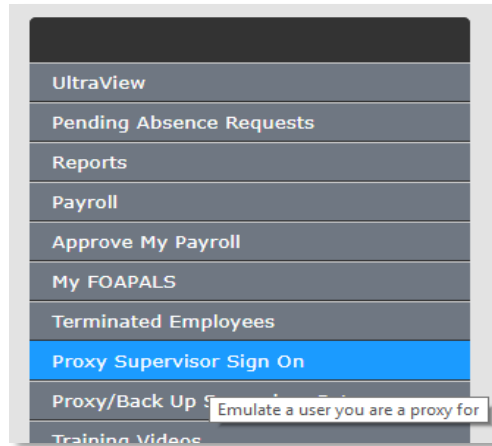## Proxy Supervisor Sign On

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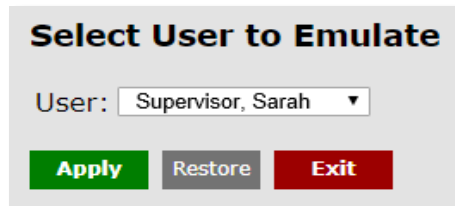

2. Click on **UltraTime: Supervisor Login**.

3. From the main menu page, clock 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

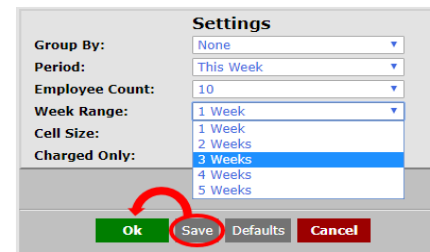1. From the main menu page, click on **UltraView**.

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

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**.