



The Chronotek Reference Guide

Chronotek Interface with Janitorial Manager

Now janitorial companies can see Chronotek timecards in Janitorial Manager!



JANITORIAL MANAGER
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Table of Contents

- Chronotek / Janitorial Manager Interface Overview2
- Initial Setup Requirements for Existing Chronotek Customers2
- Initial Account Synchronization.....2
- How to Proceed with New Employees and Jobs/Clients.....3
- Creating New Employees and Jobs3
- Changes to Employee and Job Data4
- Chronotek Timecards Export to Janitorial Manager4

Chronotek / Janitorial Manager Interface Overview

Chronotek has teamed with Janitorial Manager to provide a seamless interface for sharing timecard data! Janitorial Manager is considered the system of records for employee and jobs multiple times a day the JM export will go into Chronotek. In addition each night the Chronotek time cards are exported to Janitorial Manager. The Dev teams from Chronotek and Janitorial Manager must set up the interface from both sides. Contact both companies to confirm the interface is in place.


Initial Setup Requirements for Existing Chronotek Customers

Janitorial Manager is set up to be system of records for employees and jobs. Initially sync the two systems by entering ALL Chronotek employees and Jobs into JM. There is an easy way to do this with the csv list import.


- Note that Employee Access Code = JM Timekeeper ID and Job Code = Client Timekeeper ID. Janitorial Manager maintains these codes as unique to be system of records.
- After the initial syncing of data employees and jobs/clients should be entered in Janitorial Manager.

It is vital that the JM correlating TimekeeperID's are correct or Chronotek data will be mixed up when the data pushes go over, so please double check this initial setup.

A. Download the Chronotek Employee List:

Go to **List Maintenance > Employees** > click on the green excel icon  and save the *ExportEmployeesReport.csv* file for importing to JM employees.

B. Download the Chronotek Job list:

Go to **List Maintenance > Jobs** > click on the green excel icon  and save the *ExportJobsReport.csv* file for importing to JM clients.

C. Refer to JM documentation for importing:

- a. Log into JM go to Clients > Chronotek Import > click Browse > select the file > click Upload Chronotek Workbook
- b. Log into JM go to Employees > Chronotek Import > click Browse > select the file > click Upload Chronotek Workbook

Initial Account Synchronization

Once the Chronotek data is in JM the initial synchronization can be invoked by JM development. There is no need to go into Chronotek to sync the data that comes from JM. When the interface is turned on – and **JM Development** sends all of the data as the initial push, Chronotek will read the file and find the appropriate records based on that Timekeeper ID and fill in the Jan-Mgrxxx into external code on the Chronotek side – making that record unique to JM.

How to Proceed with New Employees and Jobs/Clients

Creating New Employees and Jobs

JM is the place to enter new Employees and Jobs. JM will ensure the Chronotek Codes/TimekeeperID's are unique from their side. The JM interface will send those employees and jobs to Chronotek (set to transfer multiple times a day).

For Employees:

Go to Employees > Manage Employees > +Add New Employee > First Name, Last Name, Generate Timekeeper Ref. ID (first 3 digits should be noted as the Chronotek account identifier)

Employee Maintenance
Enter the employee details and click the save button when finished.

General Information

First Name	Last Name	Social Security	Birth Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	6/23/2015 <input type="button" value="Calendar"/>
Employee Ref. Id	Job Class	Status	Status Effective
<input type="text"/>	Choose Class	Choose Status	6/23/2015 <input type="button" value="Calendar"/>
Hire Date	Hourly Wage	Timekeeper Ref. Id	
6/23/2015 <input type="button" value="Calendar"/>	\$8.00 <input type="button" value="Up"/> <input type="button" value="Down"/>	162 - <input type="text"/> <input type="button" value="Generate"/>	
Inspector?	<input type="checkbox"/>		

Address Information

Street Address

City State Zip

Contact Information

Home Phone Email Address

For Jobs:

Go to Clients > Manage Clients > +Add New Client > Name, Generate Timekeeper Ref. ID, fill in timezone if different than the company setting

Client Maintenance
Update the client details and click the save button when finished.

Change Client

General Information

Name	Type	Start Date	Notes
Anne's Accounting Service	Billable	10/12/2012 <input type="button" value="Calendar"/>	Send paper invoice.
Timekeeper Ref. Id	Timezone		
9886 <input type="button" value="Generate"/>	Central		

Budget Information

Rate	Paper
\$550.00 <input type="button" value="Up"/> <input type="button" value="Down"/>	\$200.00 <input type="button" value="Up"/> <input type="button" value="Down"/>
Floor	Window
\$0.00 <input type="button" value="Up"/> <input type="button" value="Down"/>	\$0.00 <input type="button" value="Up"/> <input type="button" value="Down"/>
Lawn	Other
\$0.00 <input type="button" value="Up"/> <input type="button" value="Down"/>	\$0.00 <input type="button" value="Up"/> <input type="button" value="Down"/>
Monthly Total	% Supply Usage Goal
\$750.00	3.00 <input type="button" value="Up"/> <input type="button" value="Down"/>

Changes to Employee and Job Data

As JM employee and job/client data is changed, JM will send any changed data to Chronotek. Terminated employees and clients will also transfer to Chronotek to change status.

Go to Employees > Manage Employees > Edit

Go to Clients > Manage Clients > Edit

Chronotek Timecards Export to Janitorial Manager

The nightly Chronotek export will send timecards for employees that are set up in both systems. It is important to note that only timecards of Employees that have their Employees External Code 1 set up with the Jan-Mgrxxx external id will be exported. Time card data is shown for the employee and the client.

Go to Employees > Employee Details > Time tab:

The screenshot shows the 'Employee Details' page in Janitorial Manager. The 'Time' tab is selected. The page displays a table with columns for Client, Date, Time-In, Time-Out, and Hours Worked. The table is currently empty, and the 'Totals' row shows 0.00 hours worked. The page includes a search bar, a 'Refresh' button, and a '25 items per page' dropdown.

Go to Clients > Client Details > Time button:

The screenshot shows the 'Client Detail' page in Janitorial Manager. The 'Time' tab is selected. The page displays a table with columns for Employee, Date, Time-In, Time-Out, Hours Worked, and Gross Pay. The table is currently empty, and the 'Totals' row shows 0.00 hours worked and \$0.00 gross pay. The page includes a search bar, a 'Refresh' button, and a '25 items per page' dropdown. The user is logged in as 'Beth'.