

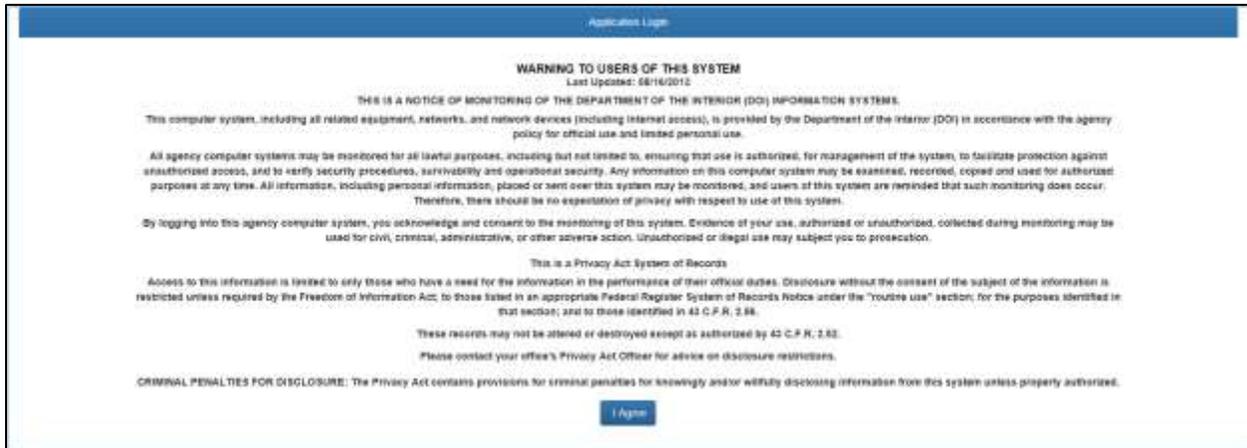
## Quicktime Update 17.02 Job Aid

Quicktime is getting a new look and feel! This job aid will point out the cosmetic changes of the system.

*Note: There is no change in functionality for this update – there will not be functionality coverage in this job aid. For a refresher on your role(s) in Quicktime, you may take the Web-Based Training available on the IBC Training Portal (Available After August 25<sup>th</sup>)*

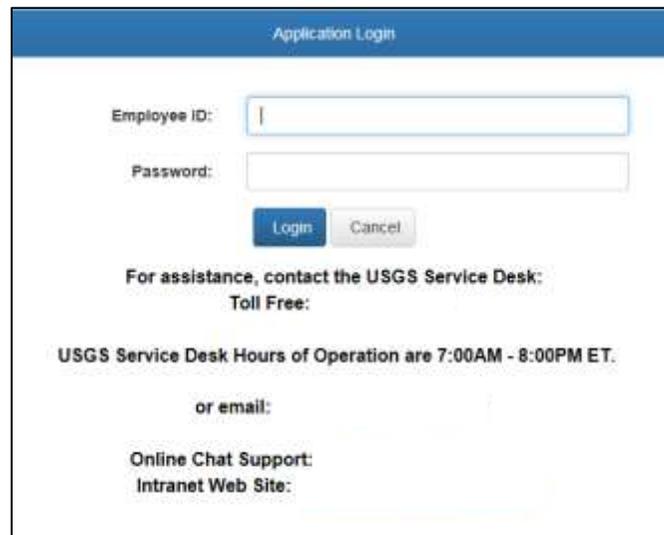
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### Login



The screenshot shows the 'Application Login' page. At the top, there is a blue header with the text 'Application Login'. Below the header, the page displays a 'WARNING TO USERS OF THIS SYSTEM' with a 'Last Updated: 08/16/2012' date. The warning text states that the computer system is monitored for official use and limited personal use, and that all agency computer systems may be monitored for all lawful purposes. It also includes a Privacy Act notice, stating that access to information is limited to those who have a need for it in the performance of their official duties. At the bottom of the warning, there is a blue button labeled 'I Agree'.

- The **Application Login** contains the same information as the old version. Feel free to review as necessary.
- Select the **I Agree** button to complete your Login



The screenshot shows the 'Application Login' page with the login form. The form has a blue header with the text 'Application Login'. Below the header, there are two input fields: 'Employee ID:' and 'Password:'. Below the input fields, there are two buttons: 'Login' and 'Cancel'. Below the buttons, there is a section for assistance contact information: 'For assistance, contact the USGS Service Desk: Toll Free: USGS Service Desk Hours of Operation are 7:00AM - 8:00PM ET. or email: Online Chat Support: Intranet Web Site:'.

- Input your Employee ID and Password, as normal. Note that helpdesk information is available for your agency (USGS in this example)

## Messages/Select Role

Employee Messages

Notice: Messages older than 6 weeks are deleted automatically.

Select/Unselect all rows    Delete all rows    Delete selected rows

	Date	Message
<input type="checkbox"/>	07/07/2017 10:40	Leave request 211396 submitted on 7/7/17 10:40 needs action. >NBC CHISHOLM FRED
<input type="checkbox"/>	07/07/2017 11:05	Leave request 211397 submitted on 7/7/17 11:05 needs action. >NBC GARCIA DON
<input type="checkbox"/>	07/12/2017 06:15	Leave request 211417 submitted on 7/12/17 6:15 needs action. >NBC WHITESIDES MYRAND
<input type="checkbox"/>	07/12/2017 06:16	Extra Hours request 31173 submitted on 7/12/17 6:16 needs action. >NBC WHITESIDES MYRAND

[Continue](#)

- If you have any messages from the system, they will still display before you access the Home Page. Note the inclusion of descriptors for the buttons at the top, versus symbols.
  - If you do not have any messages, you will either be taken to the **Select Role** screen (if you have multiple roles in Quicktime) or the Home Page.
- Select **Continue** to move forward

Select Role

**Available Roles for: NBC WHITESIDES MYRANDA**

**Employee**

Timekeeper

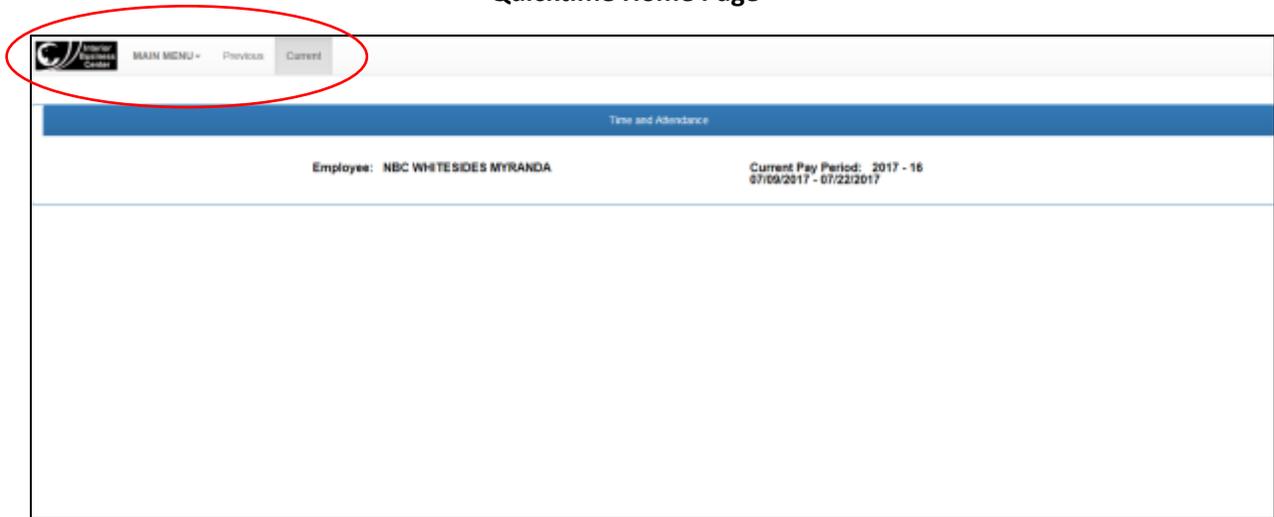
Certifier

Administrator

[Ok](#)

- If you have multiple roles in the system, you will still be asked which role you would like to select before you reach the Home Page. Select the appropriate role and select **Ok**.
    - If you do not have multiple roles (i.e. only have employee role), you will *not* see this screen and will be taken to the Home Page after the Messages screen (if you have messages).
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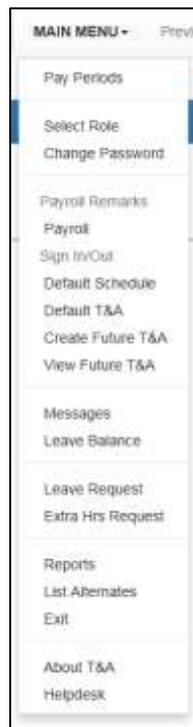
## Quicktime Home Page



- Notice the absence of menu options on the left hand side of the screen. These menu options are now available in a drop-down menu at the top of the screen:



- Hover over the MAIN MENU drop down to see the menu options:

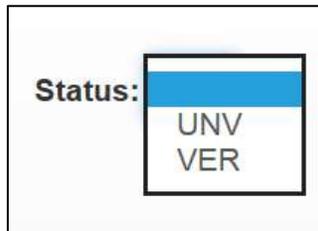




- The system will still break down both weeks of the pay period on the same page
- Notice that the buttons on the timesheet now include descriptors of what each button does (insert row, delete row, etc.). Before, these were designated by simple symbols



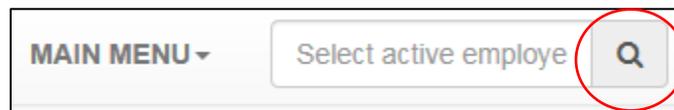
- Timesheet input remains the same. You can still utilize the **LookUp** button to assist with Hours Codes, Fav Keys, etc.
- To validate your timesheet, the **Status** dropdown is available on the top right-hand side of the timesheet:



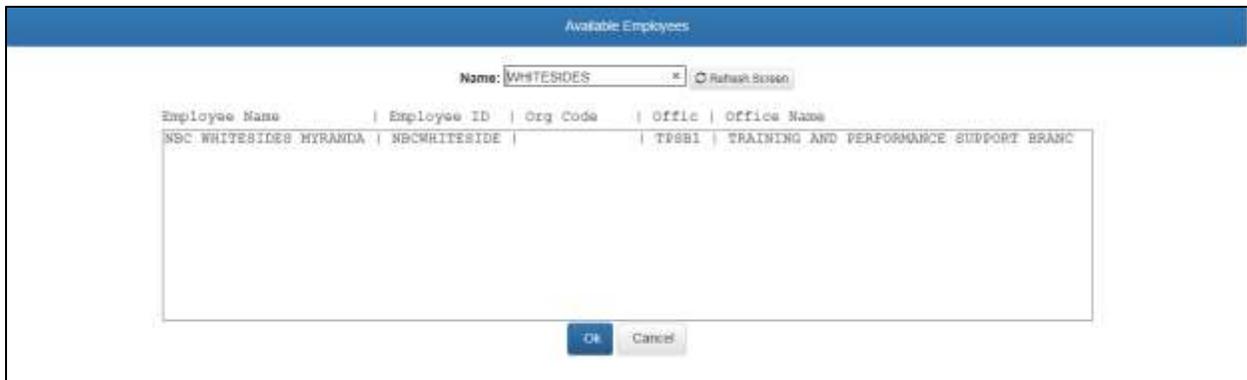
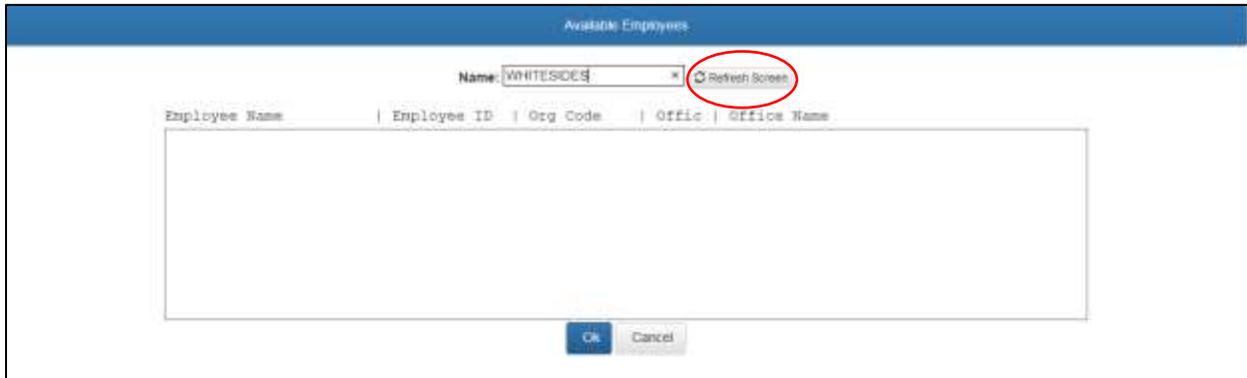
### Employee-Specific Operations (For Certifiers, Timekeepers, and Administrators)

*If you only have the employee role, you may disregard this section.*

- To select a specific employee for an operation (profile, timesheet, etc.), you may utilize the **Search** button next to the **Select Active Employee** text box next to the Main Menu (Note: you must be in your non-employee role to see this box). You may also type in the employee's Quicktime ID or Last Name:



- The **Available Employees** pop-up window will display. This functionality is the same as with the old version of Quicktime. Simply search based on the employee's name or Quicktime ID and select the **Refresh Screen** button:



- After you select the employee's name and click **Ok**, the employee's name will appear in the **Active Employee** textbox:



- Any employee-related screens will now pertain to this employee

*If you have any additional questions regarding this Quicktime Update, please contact the Training and Performance Support Branch at [hrdtraining\\_ibcdenver@ibc.doi.gov](mailto:hrdtraining_ibcdenver@ibc.doi.gov). Thank you!*