



Henry's Software

Setup

After you install HS Time Clock then double click the icon on your desktop or start menu, the program will start then you should see the main window open or the manage company window.

Note: you will need to install the DotNet Core Desktop Runtime [x86](#) & [x64](#) on your computer

Create Company:

1. After installing you should see a message asking you to create a new company
2. When the manage company window opens fill out the required information then click save
3. **Do not forget your admin password to HS Time Clock it cannot be recovered**

Note: The only information required to create a company is Company Name, Company Password, and Admin Password.

How to Use HS Time Clock:

Add a New Employees:

1. Click file then click **Admin Login**
2. Then click **Options**
3. Then click **Manage Employees**
4. Fill out all fields then click **Add New**

Note: To edit employees select one from the dropdown list then click **Save Change**

Clock IN and OUT:

1. After you open HSTC enter your employee ID then click Login
2. You can then click the IN/OUT button

Note: Employees can print timecards after login.

Admins and Department Heads:

1. Login as admin to print timecards, add/edit/delete employees, add/edit/delete timecard data, and manage employees.

Support:

1. Email: admin@henrys-software.com
2. Contac Page: <https://henrys-software.com/contact>