

Disabling Projects from System and Reader

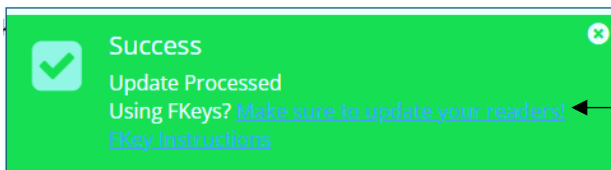
If employees have been clocking into Projects or Breaks on the reader, and now you need to disable one of those Projects or Breaks, there may be a few steps to take...

Step One: Disable in the System

Features menu: Projects (or Breaks)

Full Name for Reports and Clock In Button	Abbreviated Name	Internal Note	RR/Exempt Hours Export Code	Button Width	Pay Type	Pay Rate	Button Status	Remove
Project 1	Proj1			Auto	Regular Rate	0.00	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Project 2	Proj2			Auto	Regular Rate	0.00	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Project 3	Proj3			Auto	Regular Rate	0.00	<input type="radio"/> Active <input checked="" type="radio"/> Disabled	<input type="checkbox"/>

Set the Project to "Disabled" and Save

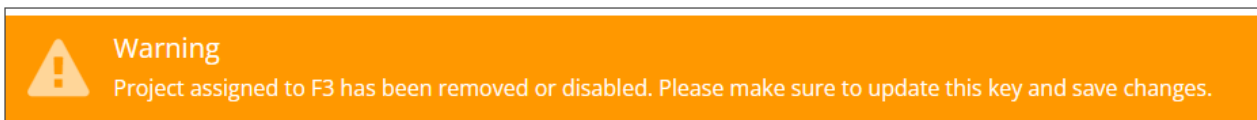


An alert will pop up. You can click the link or go to the Function Keys page in the Setup menu.

Step Two: Remove from the Reader

Setup menu: Function Keys

Now you'll see an alert letting you know which FKey needs to be updated or removed.



Key	Key Type	Status Key Project	Button Name
F1	Status Key	Project 1	Proj 1
F2	Status Key	Project 2	Proj 2
F3	Status Key	Default	Proj 3
F4	None	Default	

→

Key	Key Type	Status Key Project	Button Name
F1	Status Key	Project 1	Proj 1
F2	Status Key	Project 2	Proj 2
F3	None	Default	
F4	None	Default	

Update the FKey to a different Project and rename
or
Remove the Button Name and set Key Type to "None"

Save, repeat for each reader,
and you're done!

Disabling Projects from System and Reader

If your employees choose Projects or Breaks from a Work Code list, the reader has already updated the Project list.

No need for changes on this page – you're done!

Key	Key Type	Status Key Project	Button Name
F1	Work Code ▾	Default ▾	<input type="text"/>
F2	None ▾	Default ▾	<input type="text"/>
F3	None ▾	Default ▾	<input type="text"/>
F4	None ▾	Default ▾	<input type="text"/>

Work Code List

Project / Break	Work Code	Add To List
Project 1		<input checked="" type="checkbox"/>
Project 2		<input checked="" type="checkbox"/>
Break		<input checked="" type="checkbox"/>
Lunch		<input checked="" type="checkbox"/>