



ClickTime ~ User Guide

[Pulling Reports on Your OJT Hours from a Computer]

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On the Job Training Pulling Reports

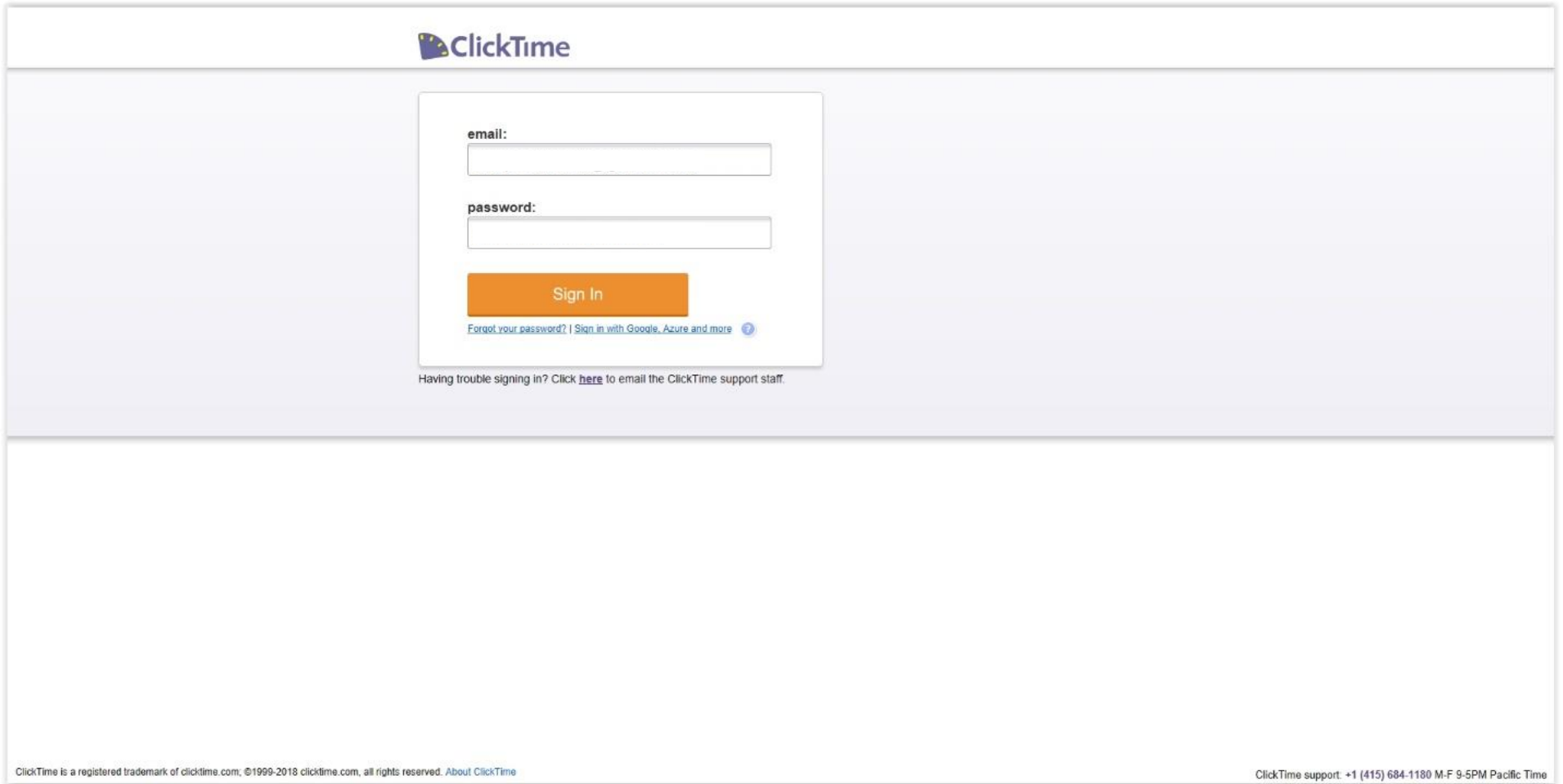
Program Requirements

The On-The-Job-Training [OJT] apprentices receive is vitally important. Only experienced journey persons and technicians, provided by the employer, can furnish the hands-on training necessary to educate apprentices in the skills of the trade. Through the hands-on training, apprentices become skilled in the HVACR trade. Every hour spent training and working, in each of the nine work process areas, must be recorded. This guide will show you how to pull an OJT Report on a computer. To complete the apprenticeship program, you must attain the required amount of hours in each of the work process areas, below.

	Description of the Nine Work Process Areas	Approximate Hours
A	Use and care of tools and equipment	400.00
B	Air conditioning and refrigerating systems	3,000.00
C	Air duct, movement and treatment	900.00
D	Refrigeration controls	900.00
E	Motors, controls	900.00
F	Heating and fuel burning equipment	800.00
G	Heat pumps	800.00
H	Piping, installation and services	250.00
I	Safety	50.00
	Total Hours [over a four-year period]	8,000.00

Pulling Reports on your On the Job Training Hours

1. Start by going to www.login.clicktime.com to login. Enter your email address and password. NOTE: Reports can only be generated on a computer. This function will not work on a mobile device.



The screenshot shows the ClickTime login interface. At the top center is the ClickTime logo. Below it is a white login box containing the following elements:

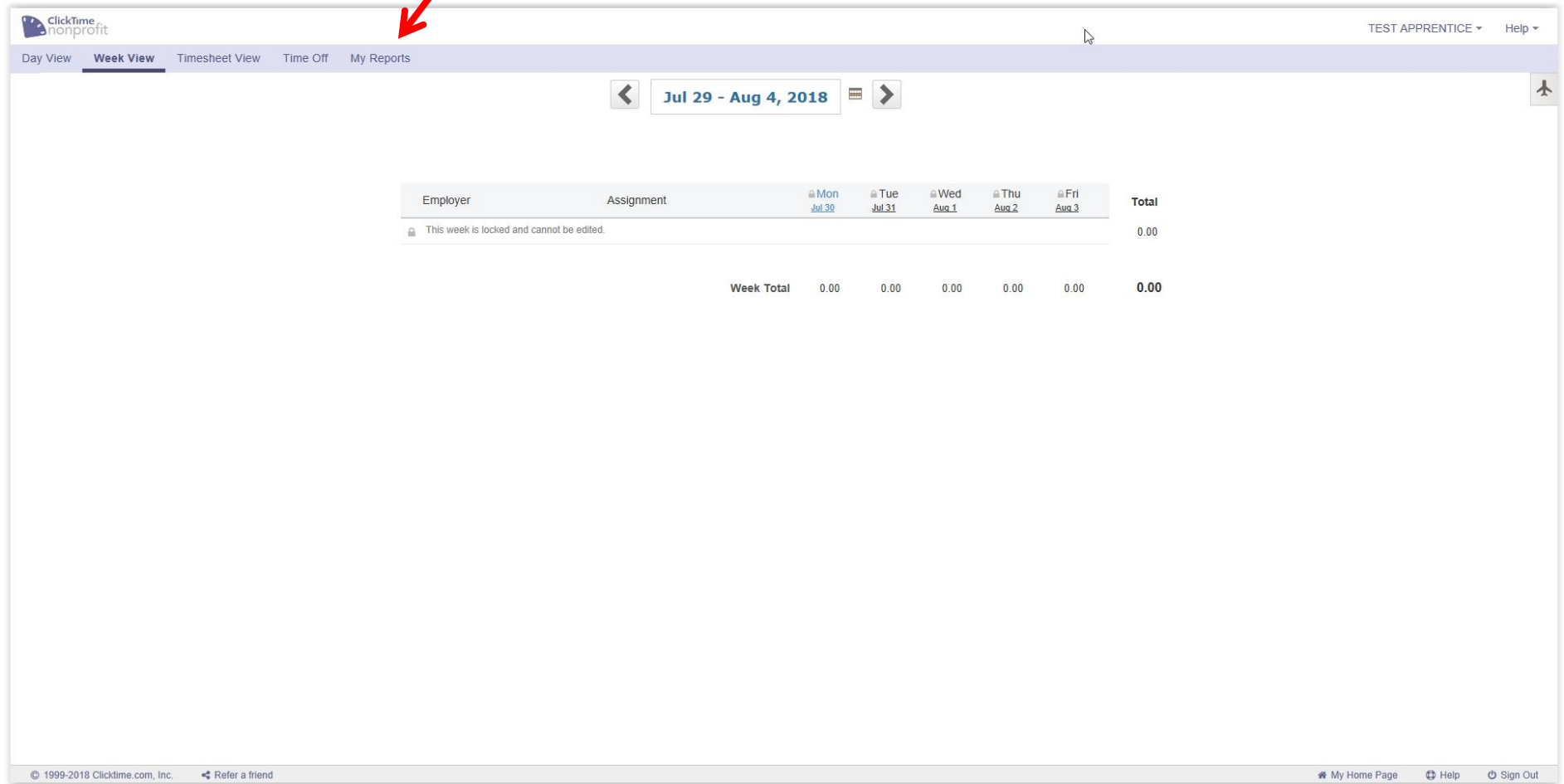
- email:** A text input field.
- password:** A text input field.
- Sign In**: An orange button.
- Below the button: [Forgot your password?](#) | [Sign in with Google, Azure and more](#) with a help icon.

Below the login box, it says: "Having trouble signing in? Click [here](#) to email the ClickTime support staff."

At the bottom left of the page, there is a small copyright notice: "ClickTime is a registered trademark of clicktime.com. ©1999-2018 clicktime.com, all rights reserved. [About ClickTime](#)".

At the bottom right of the page, there is a support contact: "ClickTime support. +1 (415) 684-1180 M-F 9-5PM Pacific Time".

2. Upon Logging in, you will be presented with the main time entry page. Locate the “My Reports” button and click here.



The screenshot shows the ClickTime nonprofit interface. At the top left is the logo. The navigation bar includes 'Day View', 'Week View' (selected), 'Timesheet View', 'Time Off', and 'My Reports'. A red arrow points to the 'My Reports' button. The main content area shows a date range 'Jul 29 - Aug 4, 2018'. Below this is a table with columns for 'Employer', 'Assignment', and days of the week (Mon Jul 30, Tue Jul 31, Wed Aug 1, Thu Aug 2, Fri Aug 3), plus a 'Total' column. The table contains a message: 'This week is locked and cannot be edited.' and a 'Week Total' row showing 0.00 for all days and a total of 0.00.

Employer	Assignment	Mon Jul 30	Tue Jul 31	Wed Aug 1	Thu Aug 2	Fri Aug 3	Total
This week is locked and cannot be edited.							0.00
Week Total		0.00	0.00	0.00	0.00	0.00	0.00

3. Select the “Employer and Assignment Summary” Report. Then select, “Use This Report.”

The screenshot shows the ClickTime non-profit software interface. At the top, there is a navigation bar with 'ClickTime non-profit' on the left and 'TEST APPRENTICE' and 'Help' on the right. Below this is a sub-navigation bar with 'Day View', 'Week View', 'Timesheet View', 'Time Off', and 'My Reports' (which is underlined). The main content area is titled 'My Reports' and contains a list of report options on the left: 'Horizontal Timesheet', 'Vertical Timesheet', 'Employer and Assignment Summary' (which is selected and has a red arrow pointing to it), 'Assignment Summary', 'Time Off and Accrual Summary', and 'Time Off and Accrual Detail'. To the right of this list is the 'Employer and Assignment Summary' report preview. It includes a description: 'Useful for a quick overview of your cumulative hours as well as the breakdown of time by employers and assignments.' Below the description is a green button labeled 'Use This Report'. The report preview itself is titled 'My Report: Project and Task Summary' and shows a table with columns for 'Project Number', 'Project Name', 'Task Code', 'Task Name', and 'Hours'. The table lists several projects and their associated tasks with their respective hours. A 'Grand Total' row is at the bottom of the table, showing 1,422.50 hours. At the bottom of the page, there is a footer with copyright information, a 'Refer a friend' link, and 'Help' and 'Sign Out' buttons.

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- Select the relevant date range that you want to see a report on. **NOTE: you must select January 1, 2016 as the start date in order to capture ALL historical data prior to ClickTime!** Failure to do so will result in an inaccurate report! (This selection will remember itself after you run your first report)

ClickTime nonprofit TEST APPRENTICE ▾ Help ▾

Day View Week View Timesheet View Time Off **My Reports**

MY REPORTS
Employer and Assignment Summary

Useful for a quick overview of your cumulative hours as well as the breakdown of time by employers and assignments.

Select a Time Frame:
 specific dates ▾
 From Jan 1 2016  
 To Jul 30 2018 

[Run Report](#)

My Report: Project and Task Summary Date Range: 1/1 - 8/7

Project Number	Project Name	Task Code	Task Name	Hours
AAPL-GEN004 iPhone Packaging Design 35.50				
		0001	3D Graphics	13.00
		ADM	Administration	5.00
		CD	Creative Design	3.00
		INV	Invoicing	4.50
		Work	Work	10.00
AAPL-GEN006 iPad "X" Pitch 281.25				
		0001	3D Graphics	98.00
		ADM	Administration	97.00
		BLL	Billing	60.00
		CD	Creative Design	6.00
		DRF	Drafting	20.25
UA-GEN005 New Business 3.00				
		ANM	Animation	3.00
WLS-GEN032 Wells Fargo Home Loan Brochure 8.00				
		CD	Creative Design	5.00
		DES	Design	3.00
WRD-GEN011 Copa Mundial 108.00				
Grand Total				1,422.50

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5. Each work process area will have one line in your report. ONLY hours enter on approved timesheets will be counted in this tally. Your employer will be shown at the Left, and your instructional hours will be shown under the assignment column.

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Day View Week View Timesheet View Time Off **My Reports**

My Report: Employer and Assignment Summary Date Range: 1/1/2016 - 7/30/2018

Employer Number	Employer Name	Assignment Code	Assignment Name	Hours
TEST COMPANY-999	TEST COMPANY			43.00
		1	A.) Use and Care of Tools and Equipment	4.00
		2	B.) Air Conditioning and Refridg Systems	19.00
		3	C.) Air Duct, Movement and Treatment	4.00
		4	D.) Refrigeration Controls	2.00
		5	E.) Motors, Controls	4.00
		6	F.) Heating and Fuel Burning Equipment	3.00
		7	G.) Heat Pumps	3.00
		8	H.) Piping, Installation and Services	3.00
		9	I.) Safety	1.00
Grand Total				43.00

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