

TimeClockPlus - Row Shading Options

This document will guide you through configuring the Row Shading Options in Individual Hours.

Row Shading allows you to configure how an individual employee's segments appear. Some timekeepers may prefer no shading in their segments, some timekeepers may prefer alternating shading for each segment, some timekeepers may prefer to shade their segments by alternating dates. Even Row Shading is the default option. For this tutorial, I will guide you through shading alternate date groups.

Open Individual Hours Options

INDIVIDUAL HOURS ☆

Sort by: Department ↑ Employee Filter

Search

Hours Schedules Accruals

TEST EMPLOYEE

Exception Filter Job Code Filter Download

1/9/2018 to 1/21/2018 Manual Update

+ Add Manage Exceptions Processing Resolve Period

■ Unapproved ■ Conflict ■ Break ■ Show absences Regular 67.50 OT1 0.00 OT2 0.00 Leave 7.50 Total 67.50

Showing 18 records of 18 Selected 0 records

					Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Substitut
		X	✓	X		Y		1/9/2018 07:30 AM	1/9/2018 12:00 PM	4.50	4.50			3544 - ESSA-TECH-COMPUTER	
		X	X	X				1/9/2018 10:45 AM	1/9/2018 10:45 AM	0.00	0.00			3544 - ESSA-TECH-COMPUTER	
		X	✓	X		Y		1/9/2018 01:00 PM	1/9/2018 04:00 PM	3.00	3.00	7.50		3544 - ESSA-TECH-COMPUTER	
		X	X	X		Y		1/10/2018 07:30 AM	1/10/2018 03:00 PM	7.50	7.50	7.50		331 - SICK LEAVE	
		X	✓	X		Y		1/11/2018 07:30 AM	1/11/2018 12:00 PM	4.50	4.50			3544 - ESSA-TECH-COMPUTER	
		X	✓	X		Y		1/11/2018 01:00 PM	1/11/2018 04:00 PM	3.00	3.00	7.50		3544 - ESSA-TECH-COMPUTER	
		X	✓	X		Y		1/12/2018 07:30 AM	1/12/2018 12:00 PM	4.50	4.50			3544 - ESSA-TECH-COMPUTER	
		X	✓	X		Y		1/12/2018 01:00 PM	1/12/2018 04:00 PM	3.00	3.00	7.50	38.25*	3544 - ESSA-TECH-COMPUTER	

1. Here you can see that every segment is shaded in alternating colors, meaning that Even Row Shading is configured.

2. To access your Row Shading options, click Options at the top right of Individual Hours.

Row Shading Options

Options

?

+ Display

[Expand all](#) [Collapse all](#)

+ Settings

+ Warnings

- Colors

1

Conflicting segment



Absent segment



Segment contains a break (must enable break highlighting)



Unapproved missed punch



Approved missed punch



Row Shading

Row shading color

None

Even row shading

Shade alternating date groups in the list

2






Cancel

Apply


1. In Options, scroll down and expand the Colors category to view the Row Shading options.
2. This is where you configure your preferred Row Shading option. As mentioned earlier, Even Row Shading is configured by default.

Alternate Shading by Date Groups

- Colors

Conflicting segment	
Absent segment	
Segment contains a break (must enable break highlighting)	
Unapproved missed punch	
Approved missed punch	

Row Shading

Row shading color  2

None

Even row shading

Shade alternating date groups in the list 1

Cancel

Apply

I want all of my segments to be visually grouped by date, rather than segments being shaded in alternating colors.

1. To do this, I will select Shade alternating date groups in the list.
2. You may also want to choose a different row shading color, here I kept light green.
3. Click Apply.

Row Shading Results

Showing 24 records of 24 Selected 0 records

<input type="checkbox"/>					Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
<input type="checkbox"/>						Y			1/8/2018 07:30 AM	<< Time sheet >>	1.50	1.50			3544 - ESSA-TECH-COMPUTER
<input type="checkbox"/>						Y	<input type="checkbox"/>		1/8/2018 09:00 AM	1/8/2018 10:00 AM	1.00	1.00			321 - PERSONAL LEAVE ESSA
<input type="checkbox"/>						Y	<input type="checkbox"/>		1/8/2018 10:00 AM	1/8/2018 12:00 PM	2.00	2.00			3544 - ESSA-TECH-COMPUTER
<input type="checkbox"/>							<input type="checkbox"/>		1/8/2018 01:00 PM	1/8/2018 01:45 PM	0.75	0.75			5468 - NB-ELL TUTOR
<input type="checkbox"/>						Y	<input type="checkbox"/>		1/8/2018 01:00 PM	1/8/2018 04:00 PM	3.00	3.00			3544 - ESSA-TECH-COMPUTER
<input type="checkbox"/>							<input type="checkbox"/>		1/8/2018 01:30 PM	1/8/2018 01:30 PM	0.00	0.00	8.25		3544 - ESSA-TECH-COMPUTER
<input type="checkbox"/>						Y	<input type="checkbox"/>		1/9/2018 07:30 AM	1/9/2018 12:00 PM	4.50	4.50			3544 - ESSA-TECH-COMPUTER
<input type="checkbox"/>							<input type="checkbox"/>		1/9/2018 10:45 AM	1/9/2018 10:45 AM	0.00	0.00			3544 - ESSA-TECH-COMPUTER
<input type="checkbox"/>						Y	<input type="checkbox"/>		1/9/2018 01:00 PM	1/9/2018 04:00 PM	3.00	3.00	7.50		3544 - ESSA-TECH-COMPUTER
<input type="checkbox"/>						Y	<input type="checkbox"/>		1/10/2018 07:30 AM	1/10/2018 03:00 PM	7.50	7.50	7.50		331 - SICK LEAVE
<input type="checkbox"/>						Y	<input type="checkbox"/>		1/11/2018 07:30 AM	1/11/2018 12:00 PM	4.50	4.50			3544 - ESSA-TECH-COMPUTER
<input type="checkbox"/>						Y	<input type="checkbox"/>		1/11/2018 01:00 PM	1/11/2018 04:00 PM	3.00	3.00	7.50		3544 - ESSA-TECH-COMPUTER
<input type="checkbox"/>						Y	<input type="checkbox"/>		1/12/2018 07:30 AM	1/12/2018 12:00 PM	4.50	4.50			3544 - ESSA-TECH-COMPUTER
<input type="checkbox"/>						Y	<input type="checkbox"/>		1/12/2018 01:00 PM	1/12/2018 04:00 PM	3.00	3.00	7.50	38.25	3544 - ESSA-TECH-COMPUTER

As you can see, all of the segments for this employee are now visually grouped together by date, using light green shading. For timekeepers, this can be more visually appealing when reviewing hours for each day.