

Technical Writing: User Directions

BEFORE:

You actually do have the ability to set up the option for indefinite breaks at any given time. You would want to set up the Break (you can call it "pause" if you'd like), check the box that says No Set Length, Unpaid, and then Check the box which says Manual. None of the boxes below the Manual break section would apply because there is not a definitive length. You can select this option as many times and whenever you would like throughout the day for no set length.

AFTER: Jennifer Elin Cole, writeforyourbrand.com

Using the "Breaks" feature to pause the timecard clock:

In the left navigation bar, click "Breaks".

The "Breaks Preferences" opens on your screen.

Click the "Add Break Rule".

The "Break Rule" opens on your screen.

Enter a name and short code for the new Break Rule. For example,
Name = Pause Button and Short Code=Pause

Next, for "Length" click the box for "No set length"

For "Type," click "Unpaid"

Note: if the "Pause" feature is only available for certain employees, click "all employees" and the "Select Employee/Groups" window appears on the screen. Highlight the employees or groups of employees you want to use the "Pause" button.

Finally, click the box for "Manual Break-Employee can stop/start a break"

Note: the three options below the "Manual Break-Employee can stop/start break" are unavailable when you select "No set length."

Click "Save" and the new rule appears in the "Breaks Preferences" window. The Active status will show as "ON."