

As an ongoing endeavour, every two weeks a new training video is added to this page. Please take a look at the current videos and keep an eye open for the new ones.

## Videos

### Getting Started

- \* [How does Time and Attendance work?](#)
- \* [CS Time Overview](#)
- \* [Installing CS Time/TNA](#)
- \* [Jump Start - Explaining it all](#)
- \* [Creating Basic Shifts](#)

### Using CS Time

- \* [Access Control - Overview](#)
- \* [Access Control - Access Rights](#)
- \* [Access Control - Areas](#)
- \* [Access Control - Timezones](#)
- \* [Add, Subtract and Override Daily or Payroll Hours](#)
- \* [Adding Leave and Overtime Authorisation](#)
- \* [Backups - Creating and Restoring a backup](#)
- \* [Bulk Tasks](#)
- \* [Classifications and Leave Types](#)
- \* [Daily and Payroll Rostering](#)
- \* [Default Reasons](#)
- \* [Employee Groups](#)
- \* [Employee Group Selections](#)
- \* [Employee Masterfile - Explaining it all](#)
- \* [Fixing Errors and Adding/Changing Clockings](#)
- \* [HR Discipline](#)
- \* [HR Equipment](#)
- \* [HR History](#)
- \* [HR Overview](#)
- \* [Importing Clockings](#)

- \* [Importing Leave](#)
- \* [Individual Payroll Codes](#)
- \* [Jump Start Classifications](#)
- \* [Troubleshooting when No Clockings are Collects and Public Holiday hours are incorrect](#)
- \* [Rostering Copy & Paste Feature](#)
- \* [Scheduled Reports](#)
- \* [Shift Overrides](#)
- \* [Siren Times](#)
- \* [Using Lock Dates](#)
- \* [Web Access Rights](#)

#### Setting up a clock

- \* [System Features & How to set up a clock](#)
- \* [Adding Cards & Enrolling on a CS Timeclock](#)
- \* [Employees can't clock & how to set the Date and Time on the device](#)

#### The Web Interface

- \* [Web Interface Overview](#)
- \* [Web Interface - Quick Start](#)

#### Advanced

- \* [Macro Script - Part 1 \(Fundamentals of Macro Scripting\)](#)
- \* [Macro Scripting Part 2 \(Basic Macro Scripting\)](#)
- \* [Configuring Authorisation and using it](#)
- \* [Configuring Leave Scales](#)
- \* [Users & Access Rights](#)
- \* [Filter Groups & Filter Lookups](#)
- \* [Reports - Part 1](#)
- \* [Reports - Part 2](#)
- \* [Configuring Send Email Settings](#)
- \* [Assigning Reports](#)
- \* [Upgrading TNA6 to CS Time](#)

[\\* Upgrading TNA5 to CS Time](#)

[\\* Upgrading TPS to SQL](#)

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