

Lee's Summit R-7 School District

Workforce (WFS) Time and Attendance

Deleting and Creating **WebClock.Issd** *Shortcut & Auto Launch on Startup Win7*

If you need assistance with any of this please put in a TSR (Technology Service Request) using your Lotus Notes.

If you currently have shortcuts on your desktop and/or auto launch in startup (launches webclock.Issd when you log on) go to [Step 1](#). If you currently DO NOT have shortcuts on your desktop and/or auto launch in startup (launches webclock.Issd when you log on) go to [Step 2](#).

Step 1 - Deleting

Delete current auto launch at startup – IF you have it on your computer.

1. Click Start
2. Click All Programs
3. Click Startup
4. Right Click Startup > Open
5. Locate Shortcut > Right Click > Delete

Delete current icon on desktop -

1. Locate current shortcut on desktop
2. Right Click > Delete

Step 2 - Creating

Create a shortcut on the desktop to WebClock.lssd in Windows 7:

Create Shortcut on Desktop

1. Right click on desktop > New > Shortcut
2. Type <http://webclock.lssd>
3. Click Next
4. Type Webclock.lssd in the Type a name for this shortcut
5. Click Finish

Copy the shortcut to the Startup menu (auto launch):

Note: This will launch WebClock.lssd every time you log on to the computer.

2. Right-click (highlight) the WebClock.lssd shortcut just created on the desktop
3. Click Copy
4. Click Start
5. Click All Programs
6. Click Startup
7. Right Click Startup > Open
8. Locate Shortcut > Right Click > Paste
9. Close window(s)

