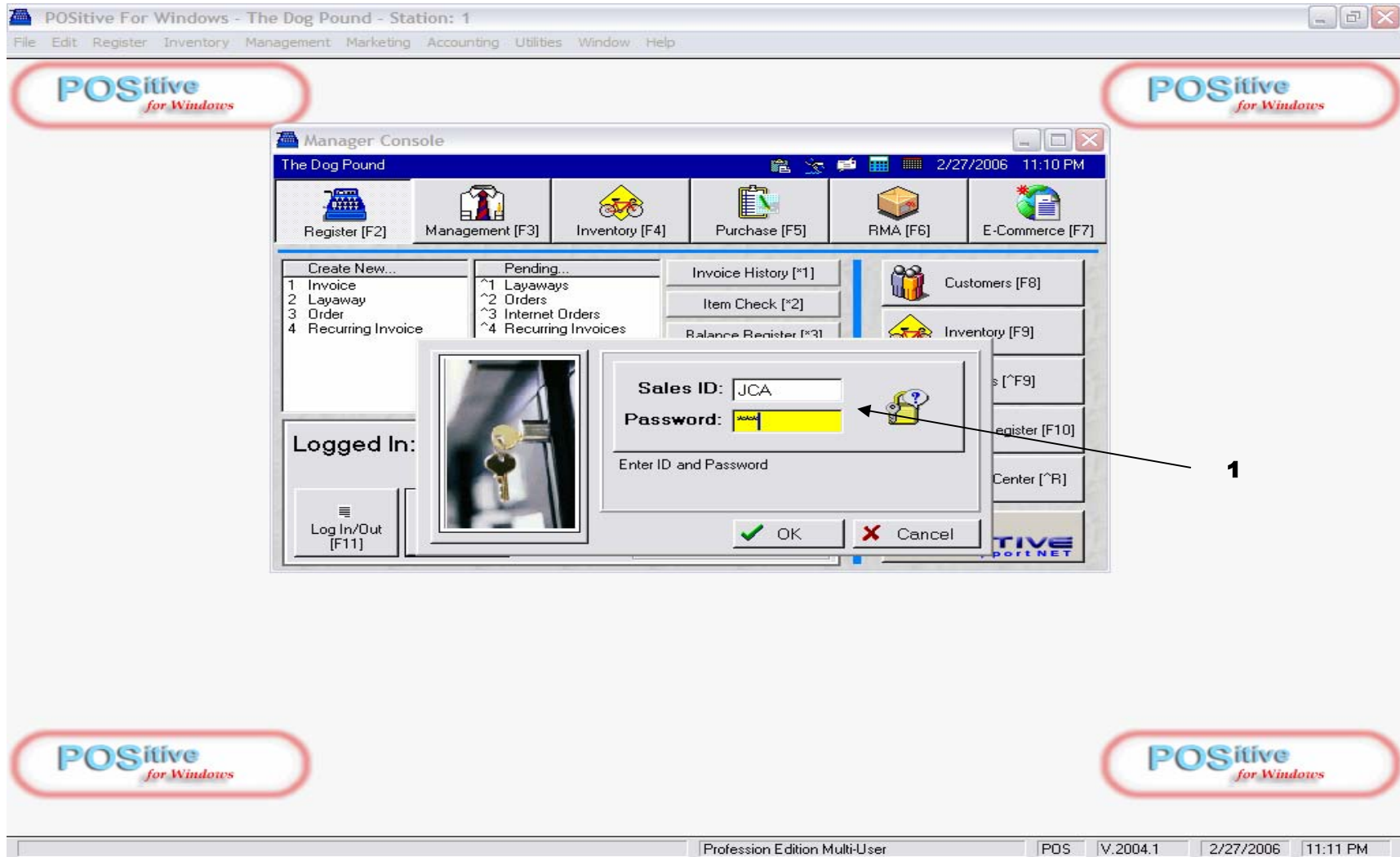


To use the Time Clock: 1) Click the Clock In /Out Button

Remember: Only 1 student can be logged-in, but there is no limit to the students who can CLOCK-IN

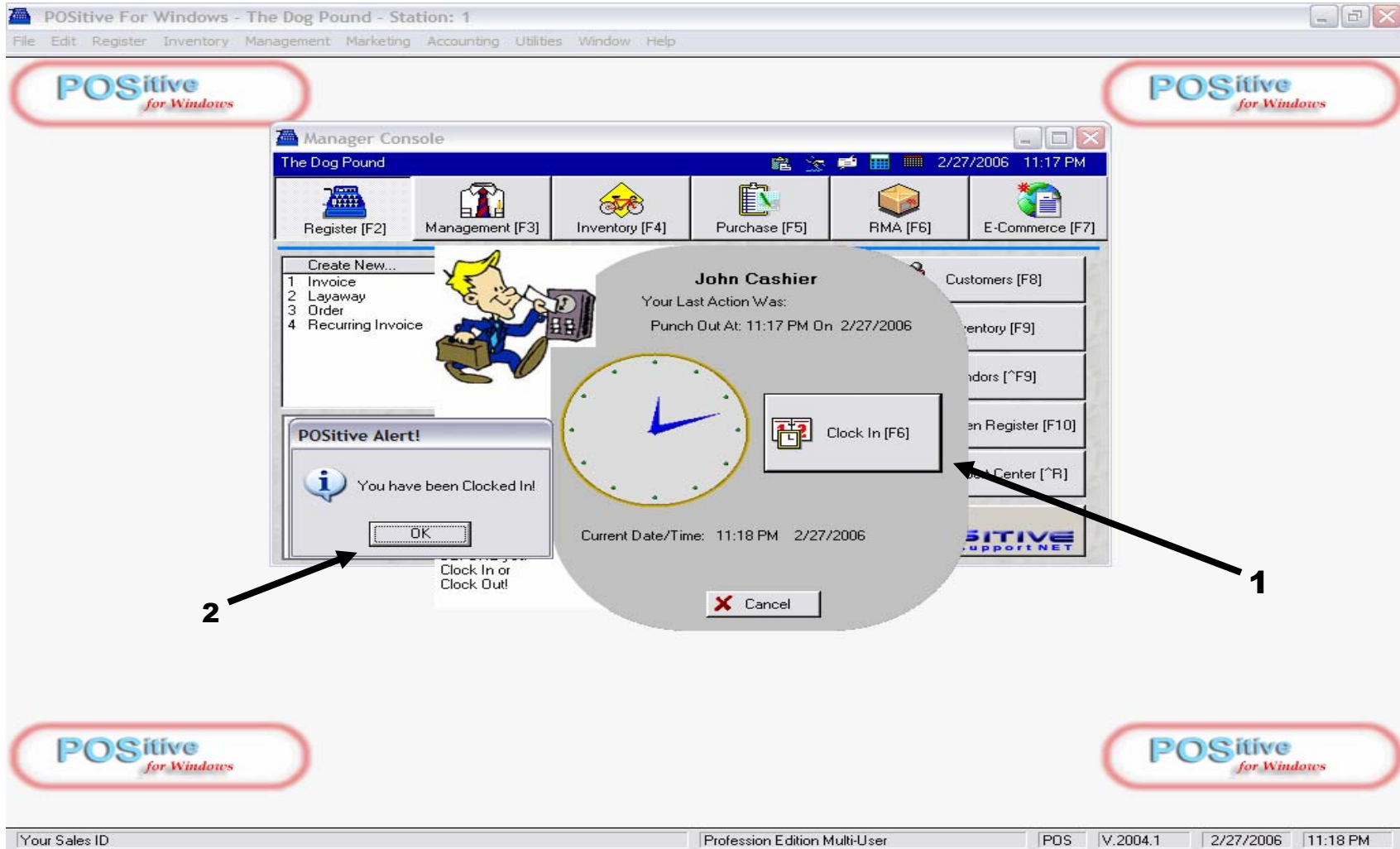
Fact: The student who is Logged-In is responsible for the cash drawer balance. When finished, LOG-OUT.



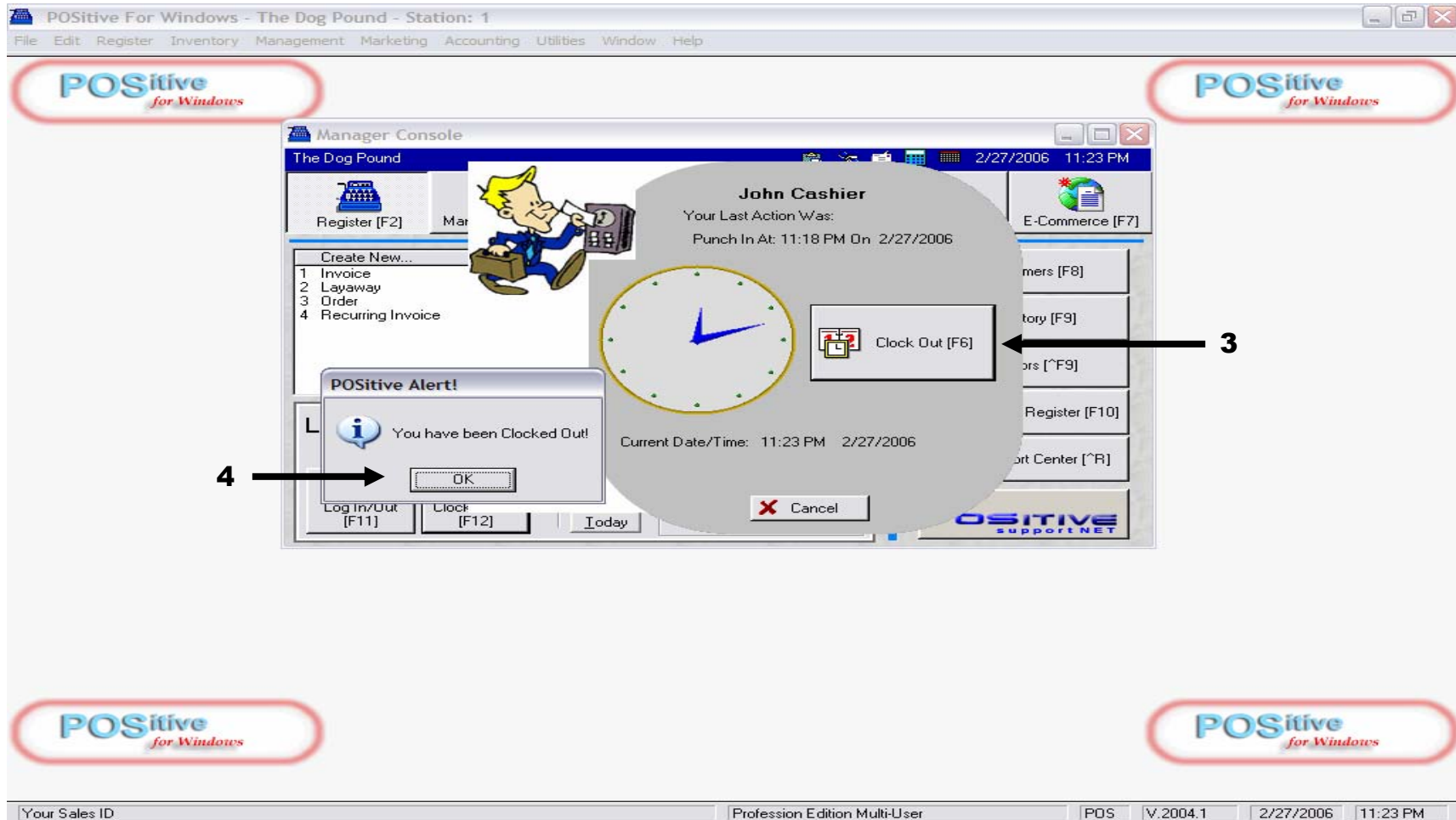
Once you Click Clock-IN:

1. You will have to type your ID & Password

Shortcut: Just type in ID, then ENTER, then PASSWORD, then ENTER.....



1. Click the Clock-in button (F6)
2. Click OK to confirm.

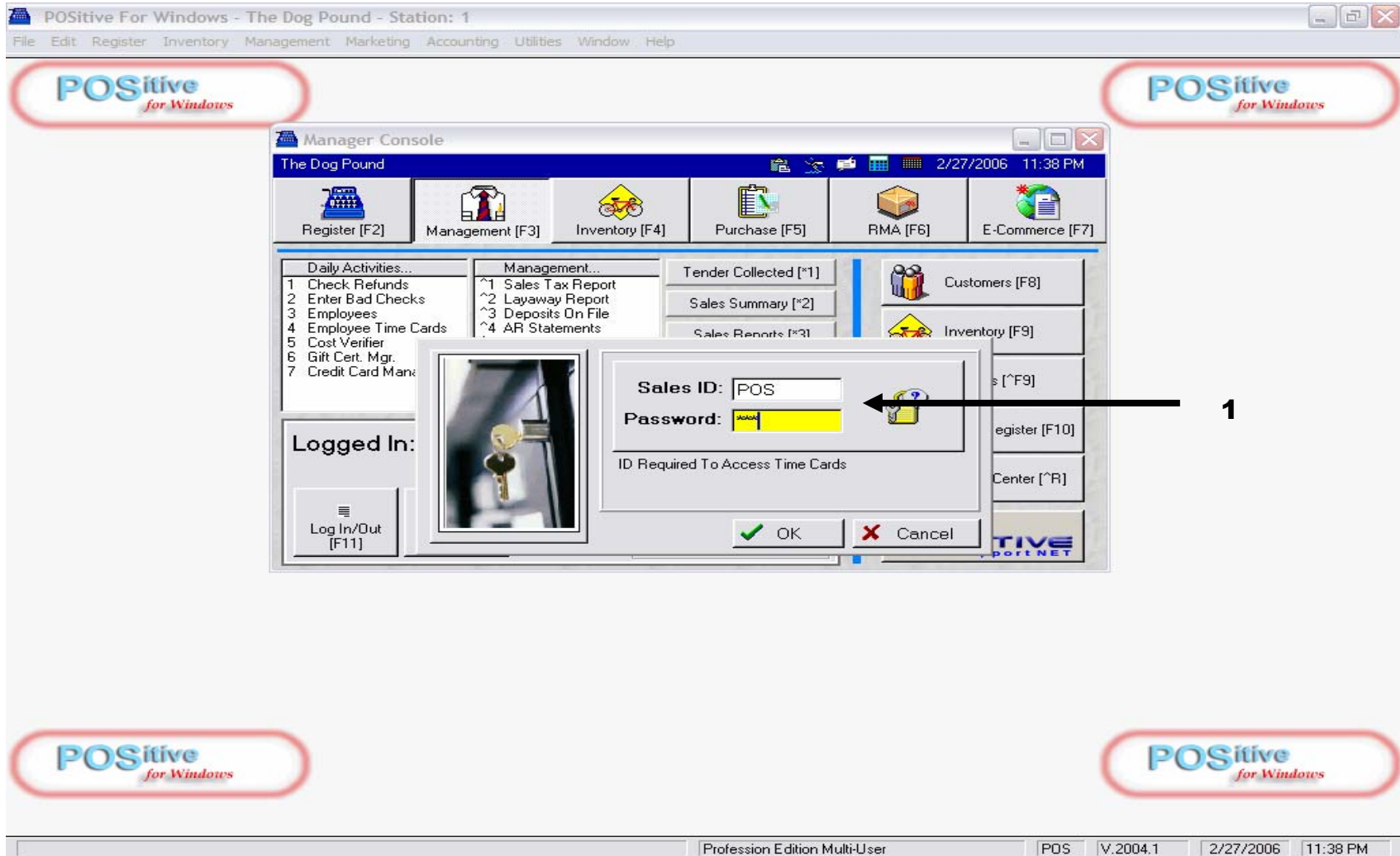


To Clock-Out, repeat the process:

1. Clock-Out (F12)
2. Type in ID & Password
3. Click Clock Out (F6)
4. Click OK to confirm

To Print Employee Time Clock Reports:

1. Go to Manager Center (F3)
2. Double Click Employee Time Cards (4)



Warning, only Teachers can access this high level area:

1. Log In ID & Password

POSitive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

POSitive for Windows

Manager Console
The Dog Pound
2/27/2006 11:41 PM

Register [F7] Employee Time Cards

Daily Acti
1 Check R
2 Enter Bac
3 Employee
4 Employee
5 Cost Verit
6 Gift Cert.
7 Credit Ca

Logge
Log In/O
[F11]

ID	Name
<input checked="" type="checkbox"/> JCA	John Cashier
<input checked="" type="checkbox"/> MMA	Mary Manager
<input checked="" type="checkbox"/> POS	Teacher
<input checked="" type="checkbox"/> ZTA	ZACHARY TAYLOR

Tag/Untag
 Tag All
 Untag All
Print Tagged

Date	Order #	Time In	Time Out	Elapsed
2/27/2006	0	11:16 PM	11:17 PM	00:01:19
2/27/2006	0	11:18 PM	11:23 PM	00:05:30
1/17/2006	0	12:00 AM	11:58 AM	11:58:34
11/ 3/2005	0	3:05 PM	11:59 PM	08:54:31
11/ 2/2005	0	3:20 PM	9:48 PM	06:28:52
11/ 1/2005	0	1:00 PM	4:00 PM	03:00:00

Add Edit Delete Close

1

2

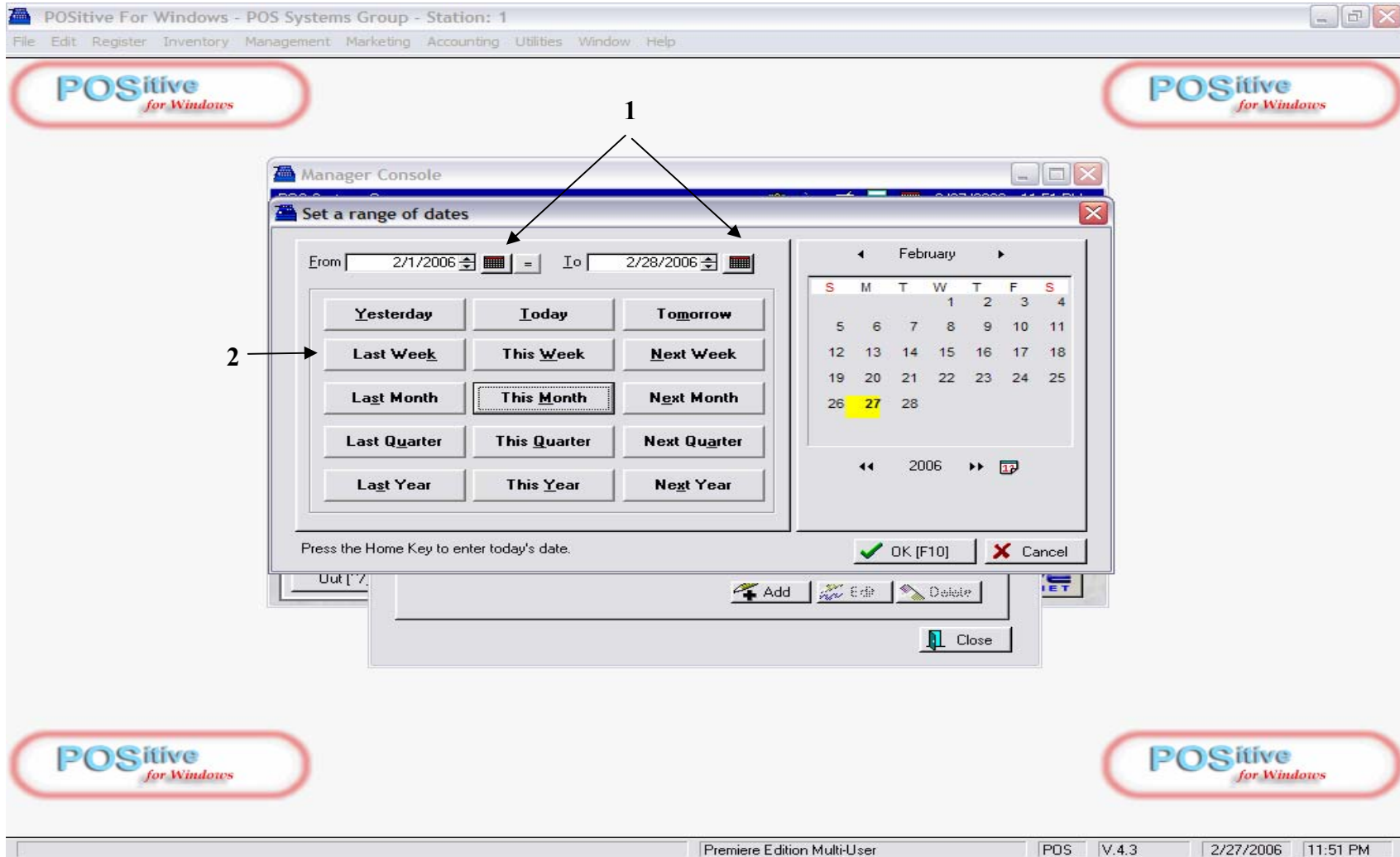
POSitive for Windows

POSitive for Windows

Browsing Records Profession Edition Multi-User POS V.2004.1 2/27/2006 11:41 PM

Here you can view or print 1 or all of your employees time cards

1. Tag (check mark) 1 or All to Print
2. Edit their time if student forgets to Clock-in or out



Once you have tagged (checked) 1 or all your employees, you can print a time clock report.

1. From and To any calendar Date
2. Or...Choose a button for a quick range of dates: Today, Last Week, This Month, etc...
3. See Reports link for examples of Time Clock Reports.