

Time Clock

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The screenshot shows the POSitive Retail Manager interface. At the top, it displays 'Invoice: 1397 By: POS Cashier: POS Date: 11/29/2010 Register: 1 - PL: Our Price'. Below this is a 'SCAN:' field and several function buttons: 'Locate Item [INS]', 'Menu [ESC]', 'Suspend [Pause]', and 'Recall Suspended'. The main area is a table with columns: Description, Quantity, Price, Dsc.%, and Total. Below the table is a 'Bill To | Ship To | Note' section with a 'Quick Sale' dropdown. To the right of this section is a grid of function buttons: 'Show More Options [F2]', 'Select Bill To [F3]', 'Customer History [F4]', 'Logout [F5]', 'Adjust Quantity [F6]', 'Time Clock [F7]', 'Discount [F8]', and 'Void Transaction [F9]'. The 'Time Clock [F7]' button is highlighted in cyan, and a red arrow points to it from the number '1' on the right. At the bottom left, there is a summary table with fields like Line Totals, Taxable, Sales Tax, Item Count, Sub Total, Coupon, Deposit, and Total, all showing 0.00. At the bottom right, there is a large green display showing '0.00' and a 'Tender [F10]' button.

Description	Quantity	Price	Dsc.%	Total
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Line Totals:	0.00	Sub Total:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00



IN KEYBOARD SALES MODE:

To Clock in or out, you can either go to Manager Mode or:

1. Select Time Clock (F7).

(NOTE: Only Teachers & Managers will have access to Manager Mode)

Time Clock

Invoice: 1400 By: POS Cashier: POS Date: 11/29/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Line Totals: 0.00 SubTotal: 0.00
 Taxable: 0.00 - Coupon: 0.00
 Sales Tax: 0.00 - Deposit: 0.00
 Item Count: 0.00 Total: 0.00

Cursor Down Cursor Up

0.00

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IN TOUCH SCREEN SALES MODE:

To Clock in or out, you can either go to Manager Mode or:

1. Touch Manager Button

Time Clock

The screenshot shows a POS software interface with a blue title bar containing the text: "Invoice: 1400 By: POS Cashier: POS Date: 11/29/2010 Register: 1 - PL: Our Price". The main window is divided into several sections:

- Top Left:** A table with columns: SKU, Description, Quantity, Price, Disc., Total.
- Top Right:** A grid of buttons including "Exit Program", "Logout", "Go to Sales", "Balance Reg.", "Daily Sales Summary", "Gift Certificates", "Edit Bill To", "Invoice History", "Make AR Payment", "Note", "Calendar", "Open Cash Drawer", "Report Center", "Price Check", "Return From Invoice", "Discount", "Time Clock", "Show Costs", and "Void". A red arrow points to the "Time Clock" button, with the number "1" next to it.
- Bottom Left:** A "Quick Sale" input field.
- Bottom Center:** A "Manager Mode" button.
- Bottom Right:** A large green display showing "0.00".
- Bottom Left (Summary Table):**

Line Totals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00
- Bottom Center (Navigation):** Two buttons labeled "Cursor Down" and "Cursor Up".

On the left side of the slide, there is a small inset image of a hand touching a screen with the text "Touch Screen Sales".

IN TOUCH SCREEN SALES MODE:

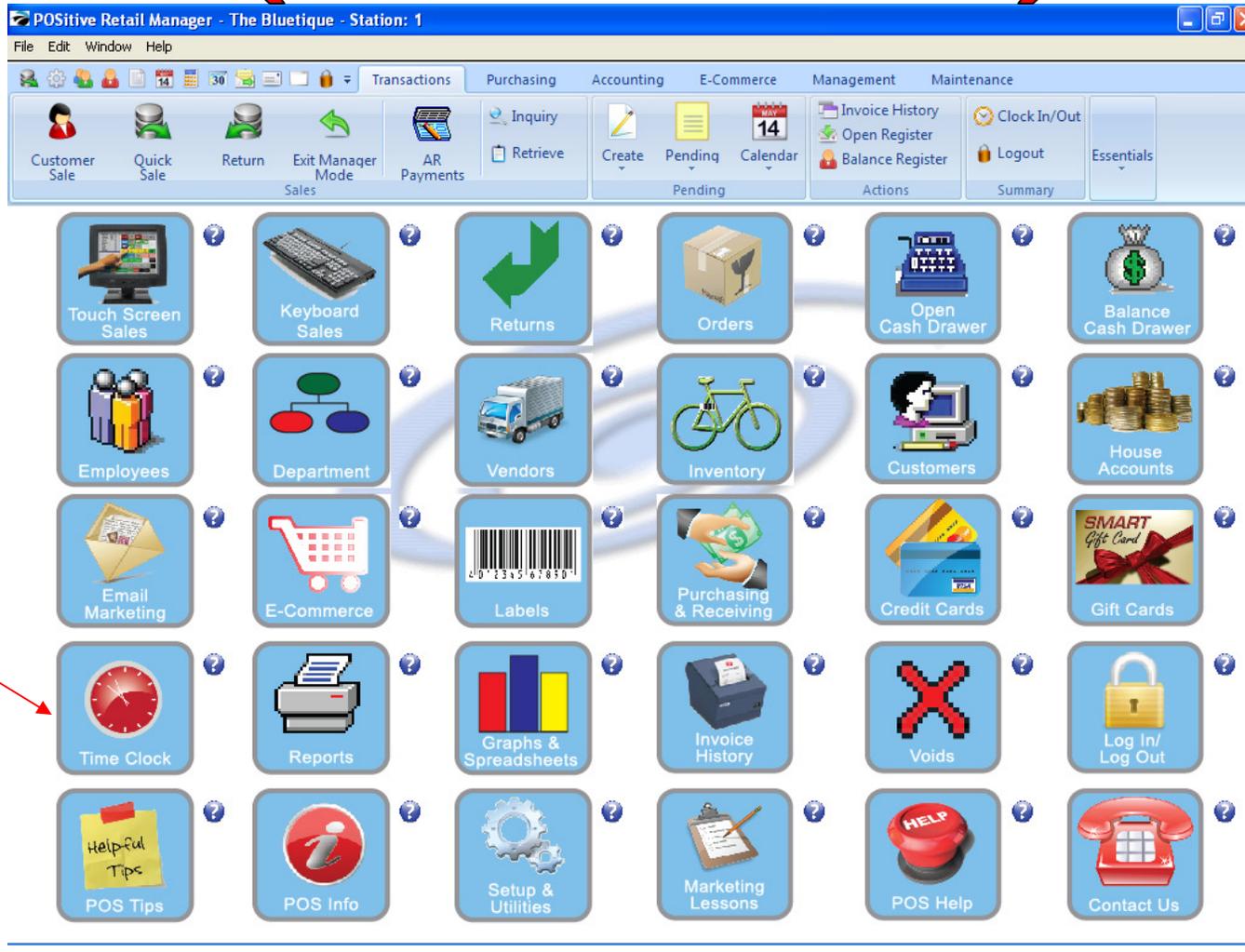
To Clock in or out, you can either go to Manager Mode or:

1. Touch Time Clock Button

(NOTE: Only Teachers & Managers will have access to Manager Mode)

Manager Mode (Time Clock)

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OR IN MANAGER MODE:

To Clock in or out, go to Time Clock.

1. Select Time Clock Button

Time Clock

Logon...

Enter ID and Password

Sales ID:

Password:

Go

Cancel

1



Once you Click Clock In:

1. You will have to type in your ID & Password

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

Time Clock

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POSitive Retail Manager - The Bluetique - Station: 1
File Edit Window Help

Invoice: 1397 By: POS Cashier: POS Date: 11/29/2010 Register: 1 - PL: Our Price

SCAN: [Yellow Input Field]

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc. %	Total
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John Apple
Your Last Action Was: NONE

Clock In [F6]

Current Date/Time: 2:53 PM 11/29/2010

If Time Or Date is incorrect, please see your supervisor about correcting it BEFORE you Clock In or Clock Out!

Bill To | Ship To | Note |

Quick Sale [Cyan Area]

Show More Items [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00 Tender [F10]



CLOCK IN:

1. Click the Clock-In Button (F6)

Time Clock

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POSitive Retail Manager - The Bluetique - Station: 1

Invoice: 1397 By: POS Cashier: POS Date: 11/29/2010 Register: 1 - PL: Our Price

SCAN: []

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
-------------	----------	-------	-------	-------

John Apple
Your Last Action Was: NONE

POSitive Alert!
You have been Clocked In!
OK

If Time Or Date is incorrect, please see your supervisor about correcting it BEFORE you Clock In or Clock Out!

Bill To | Ship To | Note |

Quick Sale

Show More Items [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	0.00	Sub Total:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00 Tender [F10]

1

Keyboard Sales

Touch Screen Sales

Manager Mode

CLOCK IN:
1. Click the OK to confirm.

Time Clock

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1397 By: POS Cashier: POS Date: 11/29/2010 Register: 1 - PL: Our Price

SCAN: []

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
John Apple Your Last Action Was: Punch In At: 2:53 PM On 11/29/2010 <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> Clock Out [F6] </div> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> Cancel </div> </div> <p style="text-align: center;">Current Date/Time: 2:55 PM 11/29/2010</p> <p style="text-align: center; font-size: small;">If Time Or Date is incorrect, please see your supervisor about correcting it BEFORE you Clock In or Clock Out!</p>				

Bill To | Ship To | Note |

Quick Sale

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	0.00	Sub Total:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00

Tender [F10]

TO CLOCK-OUT, REPEAT THE PROCESS:

1. Time Clock (F7)
2. Type in ID & Password
3. Click Clock Out (F6)

Time Clock

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The screenshot shows the POSitive Retail Manager interface. At the top, it displays 'Invoice: 1397 By: POS Cashier: POS Date: 11/29/2010 Register: 1 - PL: Our Price'. Below this is a 'SCAN:' field and several function buttons: 'Locate Item [INS]', 'Menu [ESC]', 'Suspend [Pause]', and 'Recall Suspended'. The main area is a table with columns: Description, Quantity, Price, Dsc.%, and Total. A dialog box titled 'John Apple' is open, showing 'Your Last Action Was: Punch In At: 2:53 PM On 11/29/2010'. Inside this dialog is a smaller 'POSitive Alert!' box with the message 'You have been Clocked Out!' and an 'OK' button. A red arrow labeled '1' points to the 'OK' button. Below the table are 'Bill To | Ship To | Note |' and 'Quick Sale' options. The bottom right features a grid of function buttons: 'Show More Items [F2]', 'Select Bill To [F3]', 'Customer History [F4]', 'Logout [F5]', 'Adjust Quantity [F6]', 'Time Clock [F7]', 'Discount [F8]', and 'Void Transaction [F9]'. At the bottom left is a 'Manager Mode' button. The bottom right shows a large green '0.00' and a 'Tender [F10]' button. A summary table at the bottom left shows: Line Totals: 0.00, Sub Total: 0.00, Taxable: 0.00, - Coupon: 0.00, Sales Tax: 0.00, - Deposit: 0.00, Item Count: 0.00, Total: 0.00.

1



CLOCK OUT:

1. Click the OK to confirm.

Time Clock

The screenshot displays the POSitive Retail Manager software interface. The title bar reads "POSitive Retail Manager - The Bluetique - Station: 1". The interface is organized into a grid of icons. A red arrow labeled "1" points to the "Reports" icon, which is a printer. To the left of the main interface is a "Manager Mode" icon featuring a person in a white shirt and tie.

IN MANAGER MODE:

To Print Employee Time Clock Reports:

1. Click the Reports Button

Time Clock

The screenshot shows the POSitive Retail Manager interface. The main window is titled "Report Center" and contains the following elements:

- View:** Reports
- Actions:** Receipt Layouts, Invoice/Reports Layouts, Inventory Labels, Customer Labels, User-Definable Reports
- Report Type List:** Sales Reports, Inventory Reports, Management Reports, Purchasing Reports, RMA Reports, Customer Reports, AR Reports, AP Reports, GL Reports, Vendor Reports
- Report List:** Sales Tax, Daily Balance History, Daily Balance Summary, Tender History Summary, Employee Time Cards, Layaway Statements, Layaway Reports
- Employee Time Cards Description:** Produces Employee Time Sheets for Hours worked *By Date. Provides a report for employee hours worked a Date Range.
- External Reports:** POSitive Report Writer (selected), Crystal Reports
- Buttons:** Run Report [F7], Close, Add, Edit, Properties, Delete

Red arrows and numbers indicate the steps to print Employee Time Cards:

1. Highlight Management Reports
2. Highlight Employee Time Cards
3. Select Run Report [F7]



IN MANAGER MODE: To Print Employee Time Clock Reports:

1. Highlight Management Reports
2. Highlight Employee Time Cards
3. Select Run Report [F7]

Time Clock

The screenshot shows the 'Time Cards' window in the POSitive Retail Manager software. The window title is 'Time Cards' and it has a 'Print Tagged' button and a 'Close' button in the top right corner. The main area is divided into two sections: a list of employees on the left and a table of time cards on the right. The employee list has a yellow background and includes the following entries:

ID	Name
<input checked="" type="checkbox"/> APB	April Baker
<input checked="" type="checkbox"/> JAS	John Allen Smith
<input checked="" type="checkbox"/> JPA	John Apple
<input checked="" type="checkbox"/> KC	Keyboard Cashier
<input checked="" type="checkbox"/> SM	Student Manager
<input checked="" type="checkbox"/> POS	Teacher-Admin
<input checked="" type="checkbox"/> TC	Touch-Screen Cashier

The time card table has the following data:

Date	Time In	Time Out	Elapsed
10/21/2010	6:27 PM		18:27:17
10/05/2010	12:00 AM	6:33 PM	18:33:18
3/17/2010	10:32 AM	11:59 PM	13:27:46

At the bottom of the window, there are buttons for 'Tag/UnTag', 'Tag All', 'Untag All', 'Add', 'Edit', and 'Delete'. A red '1' points to the employee list, and a red '2' points to the 'Edit' button. A 'Manager Mode' icon is located in the bottom left corner of the slide.

Please Note: Only teachers can access this high level area:
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

Time Clock

POSitive Retail Manager - The Bluetique - Station: 1

Transactions Purchasing Accounting E-Commerce Management Maintenance

Sales Summary Daily Activity Log Metrics Employees Employee Management Time Cards Check Refunds Check Management Customer Management Gift Cards Credit Cards Marketing Document Management Managers

Time Cards

Set a range of dates

From [] To []

Yesterday Today Tomorrow

Last Week This Week Next Week

Last Month This Month Next Month

Last Quarter This Quarter Next Quarter

Last Year This Year Next Year

Press the Home Key to enter today's date.

June, 2010 July, 2010

S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

August, 2010 September, 2010

S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

October, 2010 November, 2010

S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	1	2	3	4
31							5	6	7	8	9	10	11

Today

OK [F10] Cancel

Manager Mode

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.

Time Clock

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	7.656

Employee Time Report
Confidential

The Bluetique From: 12/07/2010
To: 12/07/2010

Employee	Date	Time In	Time Out	Hours
John Allen Smith				
	12/07/2010	8:00 AM	9:00 AM	01:00:00
	12/07/2010	1:00 PM	2:00 PM	01:00:00
				0002:00:00

Zoom: 100% 1 pages, 7.5Kb



Employee Time Report

1. Double check the report for any mistakes.