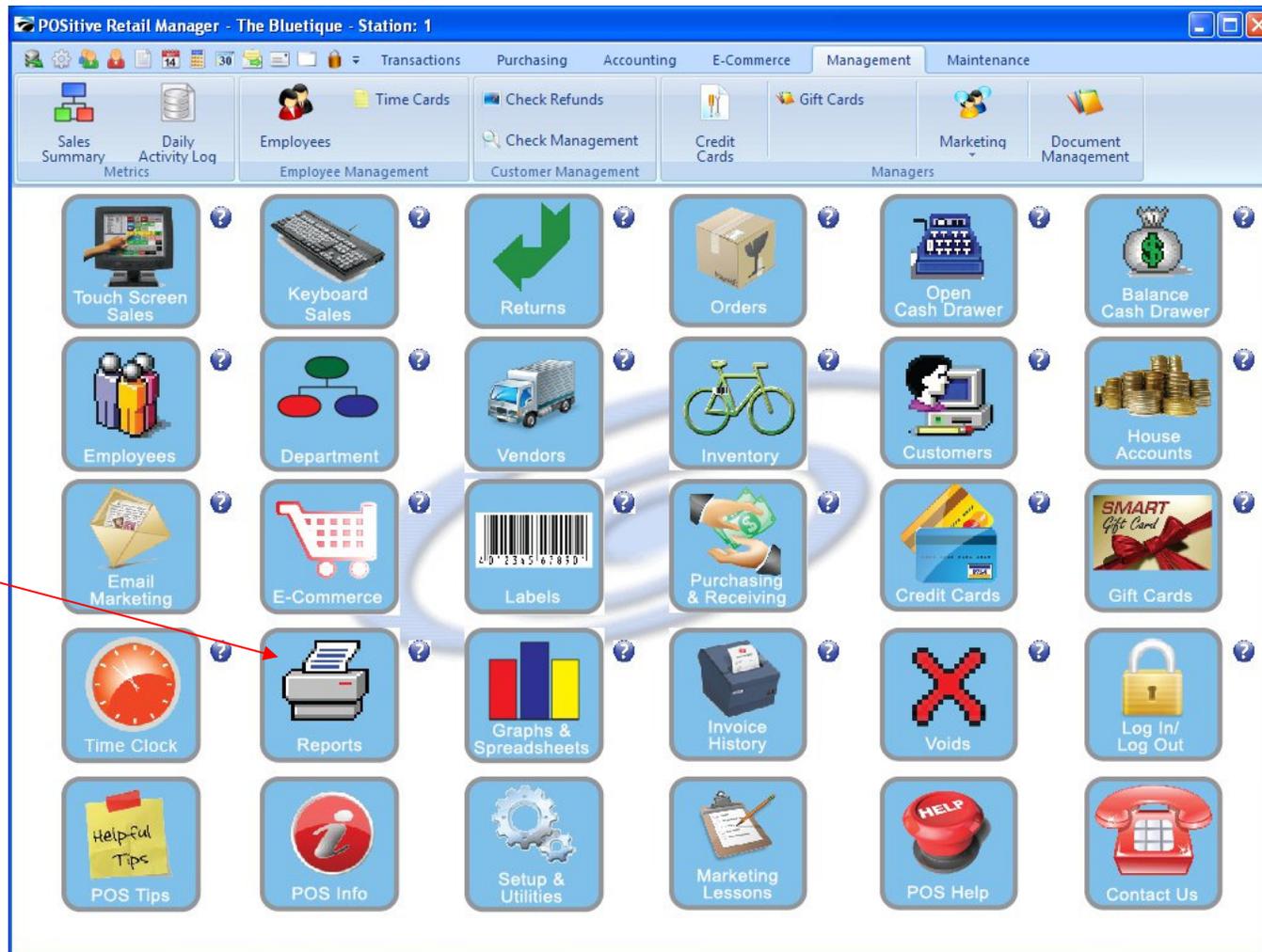


Management Reports Employee Time Cards

1



IN MANAGER MODE:
To Print Employee Time Clock Reports:

1. Click the Reports Button

Management Reports Employee Time Cards

2

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Report Center

View Reports

Actions Receipt Layouts Invoice/Reports Layouts Inventory Labels Customer Labels User-Definable Reports

Report Type

- Sales Reports
- Inventory Reports
- Management Reports
- Purchasing Reports
- RMA Reports
- Customer Reports
- AR Reports
- AP Reports
- GL Reports
- Vendor Reports

Report

- Sales Tax
- Daily Balance History
- Daily Balance Summary
- Tender History Summary
- Employee Time Cards
- Layaway Statements
- Layaway Reports

Employee Time Cards

Produces Employee Time Sheets for Hours worked *By Date

Provides a report for employee hours worked a Date Range.

External Reports

- POSitive Report Writer Add
- Crystal Reports Edit

Properties Delete

Run Report [F7] Close

Manager Mode

**IN MANAGER MODE:
To Print Employee Time Clock Reports:**

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

Management Reports Employee Time Cards

3

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. On the left, there is a list of employees with checkboxes next to their IDs and names. On the right, there is a table with columns for Date, Time In, Time Out, and Elapsed. At the bottom, there are buttons for 'Tag/UnTag', 'Tag All', 'Untag All', 'Add', 'Edit', and 'Delete'. A red arrow labeled '1' points to the checkboxes in the employee list and the 'Tag/UnTag' button. A red arrow labeled '2' points to the 'Edit' button.

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

1

2



Manager Mode

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

Management Reports Employee Time Cards

4

The screenshot shows the 'Time Cards' window in the POSitive Retail Manager software. A 'Set a range of dates' dialog box is open, allowing users to select a date range for generating reports. The dialog box includes a list of employees on the left, a date selection area with buttons for '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', and 'Next Year', and a calendar grid on the right. A red arrow labeled '2' points to the 'Yesterday' button. The calendar grid shows months from June to November 2010. The 'Today' button is highlighted in the calendar grid. The 'OK [F10]' and 'Cancel' buttons are at the bottom of the dialog box.

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.

Management Reports Employee Time Cards

5

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



Manager
Mode

Employee Time Report

1. Double check the report for any mistakes.