

# TIME CARD

MODULE WALKTHROUGH

FEBRUARY 2012

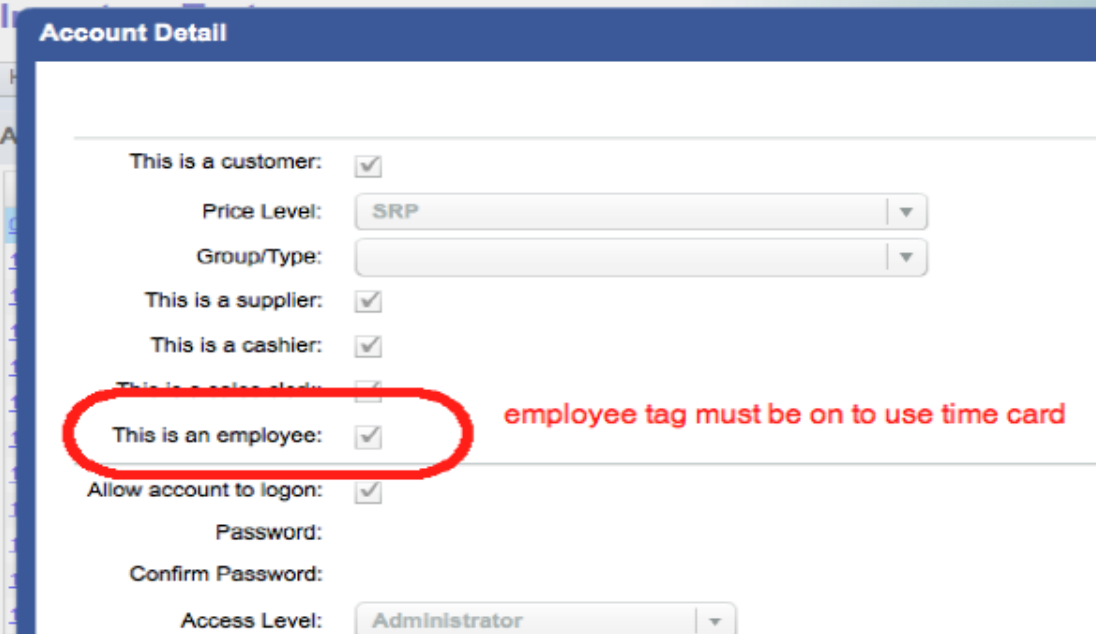
# TIME CARD

Cashiers can now use the time card system to log in and/or log out.

## Account Master

Go to Headquarter System > Master Records > Account Master

Make sure that cashiers are tagged as Employees so they can access Time Card.



**Account Detail**

This is a customer:

Price Level: SRP

Group/Type:

This is a supplier:

This is a cashier:

This is a retailer:

**This is an employee:**  **employee tag must be on to use time card**

Allow account to logon:

Password:

Confirm Password:

Access Level: Administrator



## Time Card Type

To add another code, click on New.

**Time Card Type Detail**

CREATED: ADMIN 01/11/2012

Time Code: 0000

Type Name: \* Time In

Active:

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In/Out:  Time In  Time Out

Auto Log:  Use this during cashier log on  
 Use this during cashier log out

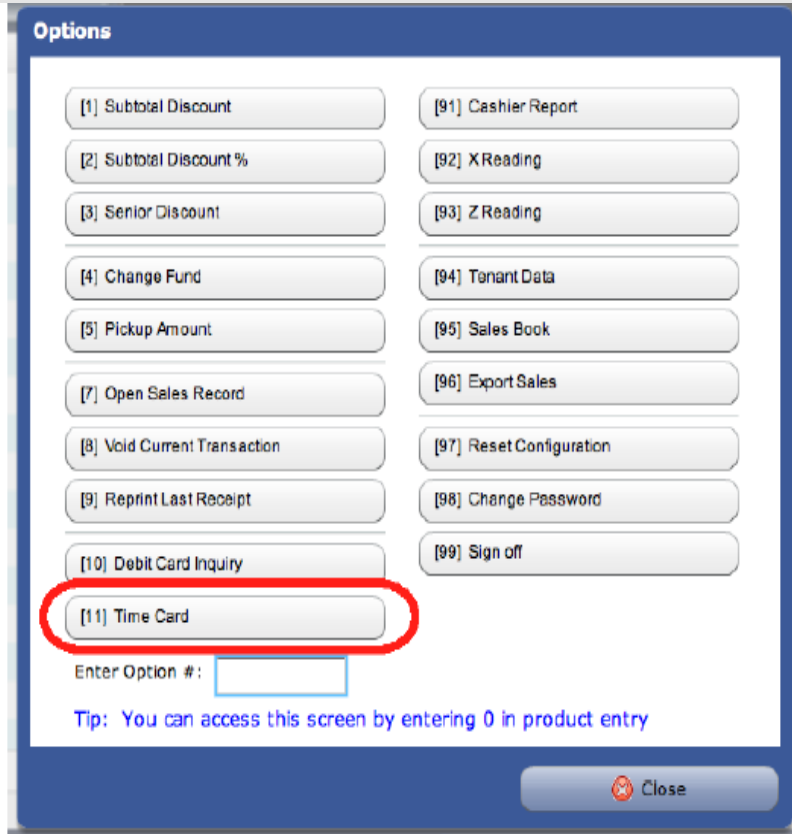
Memo: Generated by default

Fill up Time Code and Type Name.

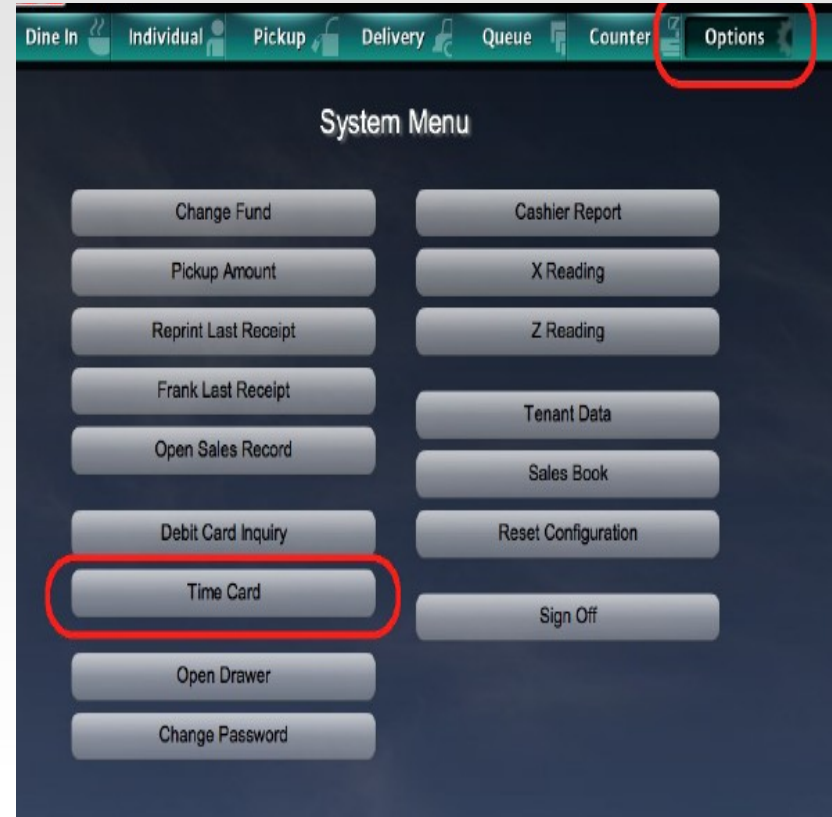
Identify if Time-in or Time-out.

You may also set Auto Log for either log on or log out. Once the cashier signs in to the cashiering module, it will automatically be his/her log on data.

**Note: Only one auto log will be activated for each Type Code. If you wish to deactivate auto log, uncheck the box.**



For Boutique, access the Options by entering 0 in Product Entry



For F&B and Spa and Wellness, go to Options tab and select Time Card

## Time Card in POS

To log a time entry:

enter account ID[space]password → e.g. 000 Pass (8 characters inc. space)

**Note: This one liner is in preparation for biometrics entry**

The screenshot shows a 'Time Card' window with the following fields and annotations:

- Credentials:** A text input field with a red circle around it.
- Please enter ID [space] password (ie. 000 P1), then hit [ENTER]*
- Type:** A dropdown menu currently showing 'Time In', circled in red.
- Time:** 'Jan 20 (Fri) 4:27 PM'
- Status:** An empty field.
- Bottom Bar:** A button labeled 'F2 - Change Transaction Type' is circled in red, with a red line pointing to the 'Type' dropdown and the text 'Use this to change time code'.
- Close:** A button with a red 'X' icon and the text 'Close'.

Make sure to change the Type of Time Code (e.g. time-in, break start, time-out etc) using F2, before pressing Enter to finalize the log.

## Time Card Report

Go to Headquarter System then Daily Operation > Time Card Report  
Click Search when done.

Home Daily Operation Sales Report Inventory Master Records Maintenance Logout

### Search Time Card Report

Period: 01/20/2012 - 01/20/2012

Branch: Main Branch

Employee ID:  F12

Raw Format:  You can toggle which format

Here you can toggle which format. Use raw format to show time card in list. This is useful for integrating to 3rd party time card system.

Note: WebPOS is only limited in recording time card. It does not support attendance like late, absence, holidays, etc.



# Time Card Report

Formatted Time Card Report – multiple entries per day will be lumped together.

Time Card Report							
Date	Account ID	Employee Name	Time In	Break Start	Break End	Time Out	
01/20/2012	0	GEOFF Sy	01:08	15:01	15:01	15:01	
			01:16				
			11:37				
			11:41				
			11:45				
			12:51				
			12:56				
			13:04				
			13:05				
			13:10				
			13:13				
			13:15				
			14:33				
			14:35				
			14:37				
			14:52				
			14:53				
15:01							
15:12							
16:25							
16:37							
16:41							
01/20/2012	1	Supervisor	15:13			15:13	
			16:30				

Note: Columns are arranged according to time code. Only 11 columns can be printed in PDF (A4 landscape), use Excel to view all the columns.

# Time Card Report

Raw Format – presented in sequence with time code and control flag.

Time Card Report							
Date	Time	Account ID	Employee Name	Code	Type	0-In/1-Out	
01/20/2012	01:08	0	GEOFF Sy	0000	Time In	0	
01/20/2012	01:18	0	GEOFF Sy	0000	Time In	0	
01/20/2012	11:37	0	GEOFF Sy	0000	Time In	0	
01/20/2012	11:41	0	GEOFF Sy	0000	Time In	0	
01/20/2012	11:45	0	GEOFF Sy	0000	Time In	0	
01/20/2012	12:51	0	GEOFF Sy	0000	Time In	0	
01/20/2012	12:56	0	GEOFF Sy	0000	Time In	0	
01/20/2012	13:04	0	GEOFF Sy	0000	Time In	0	
01/20/2012	13:05	0	GEOFF Sy	0000	Time In	0	
01/20/2012	13:10	0	GEOFF Sy	0000	Time In	0	
01/20/2012	13:13	0	GEOFF Sy	0000	Time In	0	
01/20/2012	13:15	0	GEOFF Sy	0000	Time In	0	
01/20/2012	14:33	0	GEOFF Sy	0000	Time In	0	
01/20/2012	14:35	0	GEOFF Sy	0000	Time In	0	
01/20/2012	14:37	0	GEOFF Sy	0000	Time In	0	
01/20/2012	14:52	0	GEOFF Sy	0000	Time In	0	
01/20/2012	14:53	0	GEOFF Sy	0000	Time In	0	
01/20/2012	15:01	0	GEOFF Sy	0000	Time In	0	
01/20/2012	15:01	0	GEOFF Sy	2000	Time Out	1	
01/20/2012	15:01	0	GEOFF Sy	1010	Break End	0	
01/20/2012	15:01	0	GEOFF Sy	0010	Break Start	1	