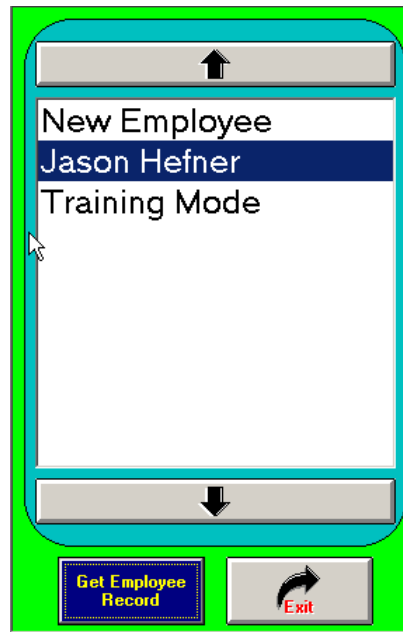


3.0 Time Clock Menu

3.1 Time Editing

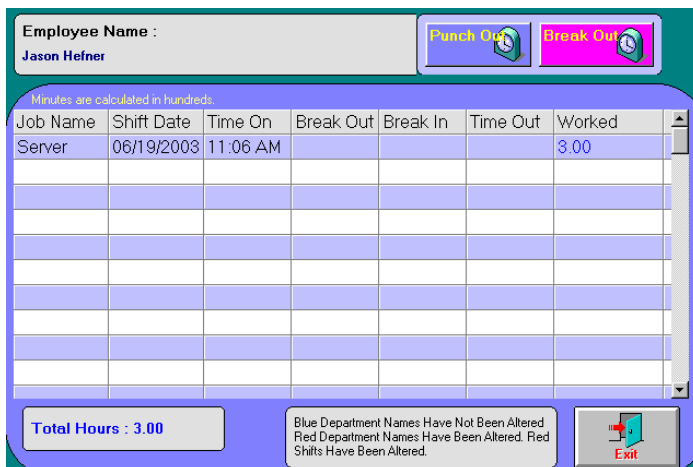


Editing the time records will take place in this menu. After touching the Time Clock Menu at the Manager's Menu you will see this screen.

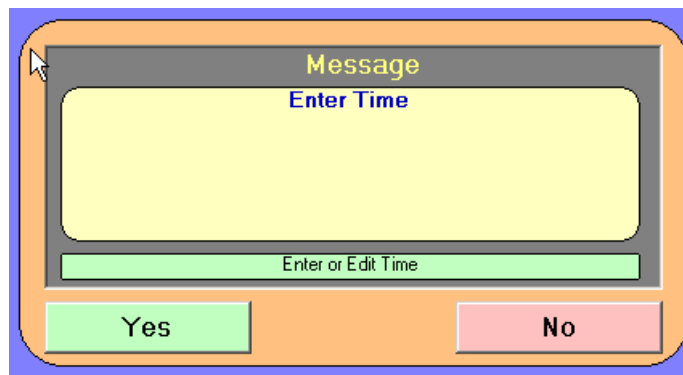


When you touch the *Edit Time Records* button, this screen will appear and you highlight the employee that needs to be altered. You may use the arrow keys to scroll through the list. After selecting the employee,

touch *Get Employee Record*.

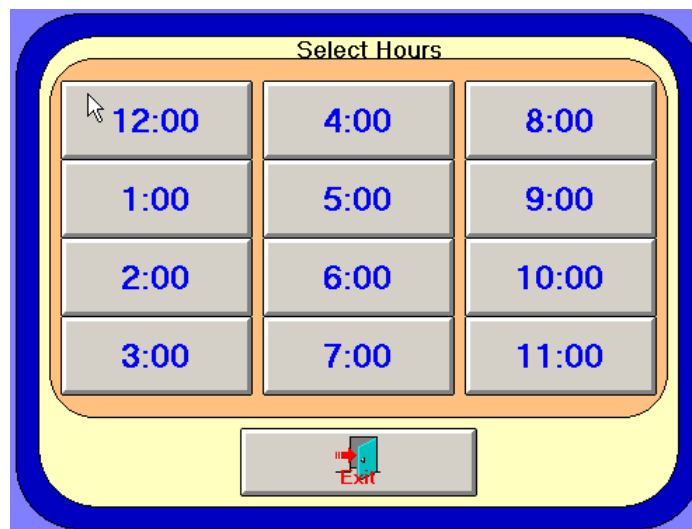


That employee's records will then appear on the screen. It is very simple to alter the employee's records. In this example, Jason Hefner was selected. He forgot to punch out on his first day he worked. He actually left at 5:22 PM. Highlight the empty Time Out box.

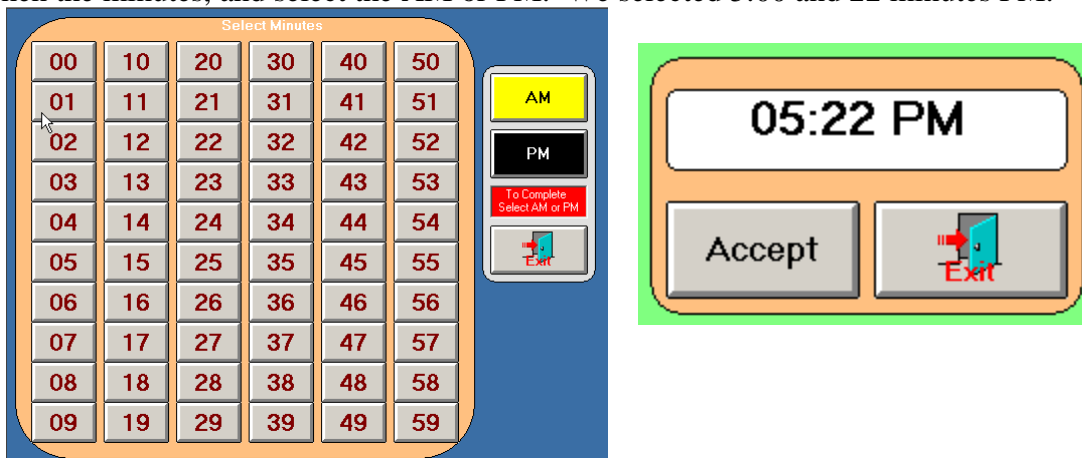


Touch the *Yes* button.

Select the Hour that Jason stopped working.



Then the minutes, and select the AM or PM. We selected 5:00 and 22 minutes PM.



If the time you selected was correct, press *Accept*.
The new time will now be inserted on this employees time records.

You must touch the **Save Changes** button after each correction.

If a record needs to be erased, touch the **Erase** button and then select the record. If you touch **Delete Time**, and then the box under Dept. Name, the whole record for that day will be deleted. If an employee has more than one job title, and he accidentally clocked in under the wrong department, it can be easily changed by selecting the box under the Dept. Name and changing the title. This can only be changed to a different name if that employee has more than one job title. **Important: Make sure you save changes before exiting.**

The next button under the Time Clock Editor Menu is the **Edit Tip** button. It is used to change a tip an employee entered incorrectly. The employee list will be displayed. Select the employee and touch **Get Employee record**.

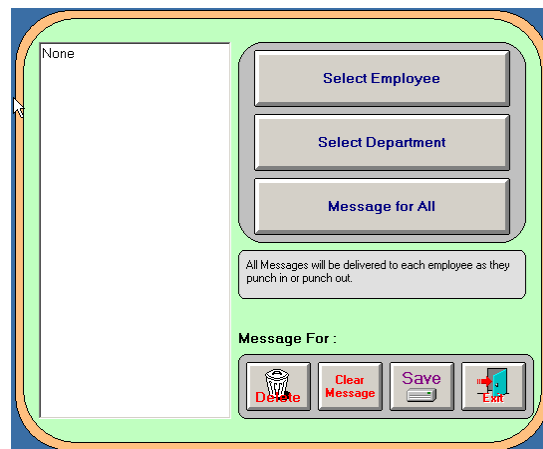
This will take you to the Edit Tip screen. On this screen touch the appropriate Tip Amount box. A number pad will appear on the screen. Enter the new tip amount and touch the **Done** button on the number pad. The new tip will be entered in that box. Touch the **Save** button after the changes are complete.

To delete a tip, touch the **Delete** button and touch the appropriate box. Touch the Save button and the tip will be deleted.

Important: If you touch the *exit* button without saving, your changes will not go into effect.

3.2 Message Center

The **Message Center** button is used to send messages to your employees. You can enter messages to individual employees, all employees with the same job title, or to all employees. The message will be printed for the employee the next time they clock in or out.



To **enter a message**, touch the *Message Center* button on the Time Clock Editor Menu. This will take you to the Message Center screen. There will be three buttons on the right side of the screen. To send a message **to all employees**, touch the *Message for All* button. A cursor will show in the message box on the left side on the screen. Type in your message and touch the *Save* button on the bottom of the screen. All of your employees will receive the message the next time they clock in or out.

To send a message **to all employees with a particular job title**, touch the *Select Department* button. MicroSale will display a list of job titles. Touch the desired job title to receive the message, and then touch the *Select* button. A cursor will show in the message box. Type in the message and touch the *Save* button. All employees who clock in or out under that particular job title will receive the message.

To send a message **to an individual employee**, touch the *Select Employee* button. MicroSale will display a list of all the employees. Select the appropriate employee, and touch the *Select* button. A cursor will show in the message box. Type in the message you would like to send, and touch the *Save* button at the bottom of the screen. The next time that employee clocks in or out they will receive the message.

Important: Remember to *SAVE* the message.

To clear the message box of text, touch the *Clear Message* button on the bottom of the screen. MicroSale will ask if you are sure. If you are, touch the *Yes* button and the Message box will be cleared of text.

To delete all the messages from the system, touch the *Delete* button on the bottom of the screen. MicroSale will ask if you are sure. If you are, touch the *Yes* button to delete all old messages.

The last button at the Time Clock Editor Menu is the *Clock In/Out* button. It will allow employees to punch in/out when the Manager is working at this screen.