



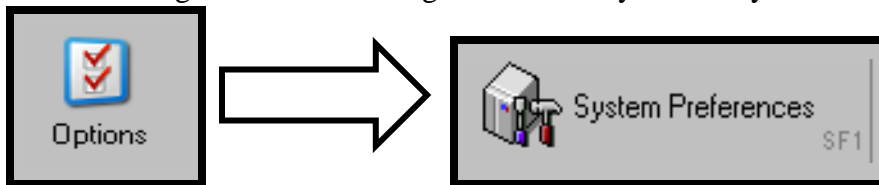
February, 2013

Check In/Out

In Retail Pro v8

The following steps will outline how **Check In/Out** to your Retail Pro v8. In v8 you **MUST** make sure that a **SHIFT** has been assigned to all Employees in **System Preferences..**

1. To set up **SHIFTS** go to **OPTIONS, SYSTEM PREFERENCES, EMPLOYEES**, then **SHIFTS**. Make sure a **SHIFT** exists, we usually create a single **SHIFT** covering 24 hours a day and 7 days a week.



Point of Sale
 Merchandise
 Purchasing
 Transfers
 Adjustments
 Stores
 Taxes
 Polling
 International
 Employees
 Shifts
 Commissions
 General Documents
 Accounting Calendar
 Reports
 System
 RPRO E-Mail

Shift: 1 Name: Day Add Find Delete

Schedule:	IN	OUT
Monday	<input checked="" type="checkbox"/>	12:00:00 AM - 11:59:59 PM
Tuesday	<input checked="" type="checkbox"/>	12:00:00 AM - 11:59:59 PM
Wednesday	<input checked="" type="checkbox"/>	12:00:00 AM - 11:59:59 PM
Thursday	<input checked="" type="checkbox"/>	12:00:00 AM - 11:59:59 PM
Friday	<input checked="" type="checkbox"/>	12:00:00 AM - 11:59:59 PM
Saturday	<input checked="" type="checkbox"/>	12:00:00 AM - 11:59:59 PM
Sunday	<input checked="" type="checkbox"/>	12:00:00 AM - 11:59:59 PM

Overtime 1: Over 8 hours in 1 day(s) is 1.50 x pay
 Overtime 2: Over 12 hours in 1 day(s) is 2.00 x pay
 Overtime 3: Over 40 hours in 7 day(s) is 1.50 x pay

2. Select **EMPLOYEES** make sure EVERY Employee is assigned to the **SHIFT**.

Options

- Use defined employees
 - High security on Receipts and Sales Orders
 - High security on Vouchers
 - High security on Transfer Slips
 - High security on Adjustment Memos
 - Allow free-type for employee names

Employees

	Employee	Comm.level	Drawer	Shift	Max.disc. %
1	Admin		0	1	100
2	BHD		0	1	100
3	Bob		0	1	100
4	Darrell		0	1	100
5	Stephen		0	1	100

3. From any workstation at the Home Screen in RPRO select **POS** then select **CHECK IN/OUT**.

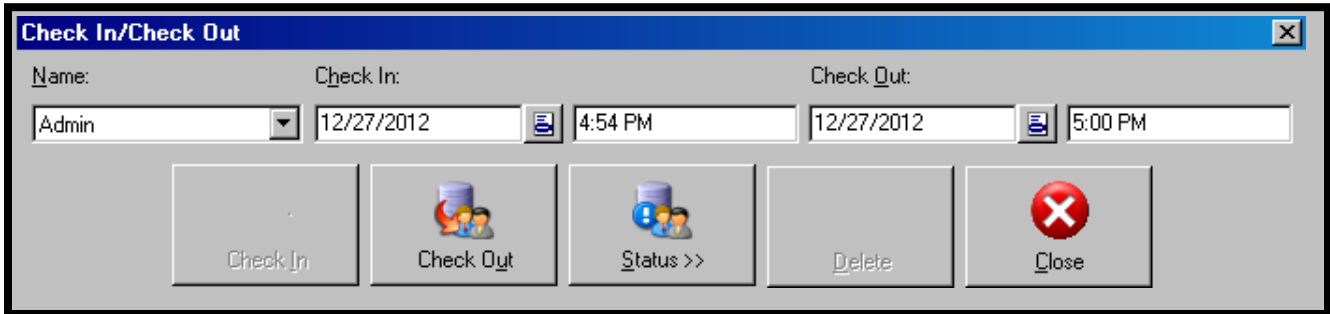


4. Make sure your **NAME** is in the Name Field and Click **CHECK IN**. This will record the Clock In Time and Date.

Check In/Check Out

Name: Check In: Check Out:

5. When your shift is over repeat step 2 EXCEPT Click **CHECK OUT**.



6. You can RUN a **CHECK IN/OUT: Shift Report** to review all the Check In/Outs for a given Date Range.

7. Select **ANALYSIS** then **REPORTS** then **SUMMARIES**



8. Select one of the **CHECK IN/OUT Shift Reports**

CHECK IN/OUT: Shift Report 12/27/2012 @ 5:15 PM
 Sort: Cashier|Str|Rcpt Date|Time|Rcpt Type|Rcpt# Page: 1
 Filter: Receipt Date: 12/23/2012@12:00a..12/27/2012@11:59p Include

Employee	Str	Check-In	Time	Check-Out	Time	Day	Hours	Shift	Within	Before	After	Chk
Admin	001					Sun		1				Abs
Admin	001	12/24/2012	8:00a	12/24/2012	5:00p	Mon	09:00	1	09:00			
Admin	001					Tue		1				Abs
Admin	001	12/26/2012	8:00a	12/26/2012	5:00p	Wed	09:00	1	09:00			
Admin	001	12/27/2012	12:04p	12/27/2012	5:00p	Thu	04:56	1	04:56			
Admin	001						22:56		22:56	00:00	00:00	
							22:56		22:56	00:00	00:00	
----- B R E A K D O W N -----												
	Absent:	2				Regular Hours:	20:56					
	Total Days:	3	(8+)			Daily Overtime:	02:00					
	Missing Checkins:	0	(12+)			Daily Overtime:	00:00					
	Missing Checkouts:	0	(40+)			Weekly Overtime:	00:00					
=====												
Employee	Str	Check-In	Time	Check-Out	Time	Day	Hours	Shift	Within	Before	After	Chk
Darrell	001					Sun		1				Abs
Darrell	001	12/24/2012	8:00a	12/24/2012	5:00p	Mon	09:00	1	09:00			
Darrell	001					Tue		1				Abs
Darrell	001	12/26/2012	8:00a	12/26/2012	5:00p	Wed	09:00	1	09:00			
Darrell	001					Thu		1				Abs
Darrell	001								18:00	00:00	00:00	
Darrell	001								18:00	00:00	00:00	
----- B R E A K D O W N -----												
	Absent:	3				Regular Hours:	16:00					
	Total Days:	2	(8+)			Daily Overtime:	02:00					
	Missing Checkins:	0	(12+)			Daily Overtime:	00:00					
	Missing Checkouts:	0	(40+)			Weekly Overtime:	00:00					
=====												