

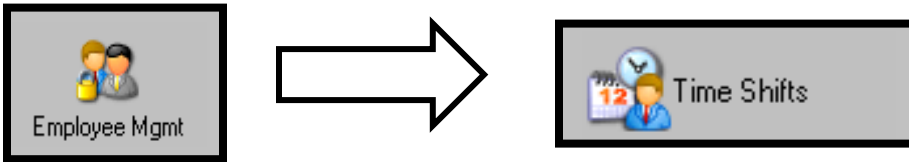


# Check In/Out, Retail Pro v9

February, 2013

You will want to be sure that you have a **SHIFT** assigned to all of your Employees, before they begin using **Check In/Out**. To setup a **Shift**:

1. Select **Employee Mgmt** on the top menu bar, the **Time Shifts** to make sure you have a **SHIFT**.



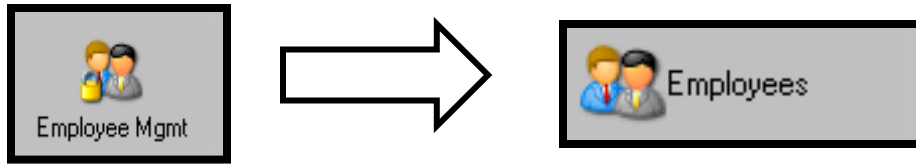
Subsidiary: 001

Shift	Name	Day 1 Active	Day 2 Active	Day 3 Active	Day 4 Active	Day 5 Active	Day 6 Active	Day 7 Active	OT 1 Hrs	OT 1 Days	OT 1 Coef	OT 2 Hrs	OT 2 Days	OT 2 Coef	OT 3 Hrs	OT 3 Days	OT 3 Coef
1	ONE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	1	1.50	12	1	2.00	40	7	1.50

Subsidiary: 1  
Shift: 1  
Shift Name: ONE

Day 1 Active	<input checked="" type="checkbox"/>	Overtime 1 Hours	8
Day 1 In Time	12:00 AM	Overtime 1 Days	1
Day 1 Out Time	11:59 PM	Overtime 1 Coefficient	1.50
Day 2 Active	<input checked="" type="checkbox"/>	Overtime 2 Hours	12
Day 2 In Time	12:00 AM	Overtime 2 Days	1
Day 2 Out Time	11:59 PM	Overtime 2 Coefficient	2.00
Day 3 Active	<input checked="" type="checkbox"/>	Overtime 3 Hours	40
Day 3 In Time	12:00 AM	Overtime 3 Days	7
Day 3 Out Time	11:59 PM	Overtime 3 Coefficient	1.50
Day 4 Active	<input checked="" type="checkbox"/>		
Day 4 In Time	12:00 AM		
Day 4 Out Time	11:59 PM		

2. Once you a **SHIFT** setup you will want to assign it to your Employees Select **Employee Mgmt** then **Employees** then Assign the **SHIFT** to each Employee.



Subsidiary:

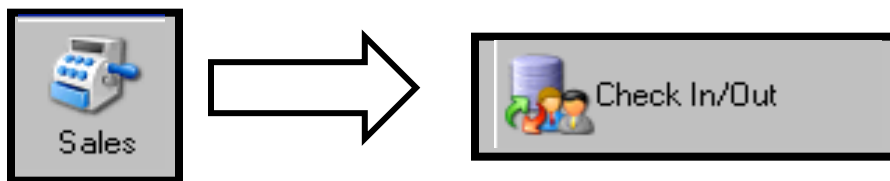
Home Store

Employee

	Active	First	Last	Login	Sysadmin	Shift	Drawer #	Till Na
<input checked="" type="checkbox"/>				SYSADMIN	<input checked="" type="checkbox"/>		1	
<input checked="" type="checkbox"/>	Bob	Smith	BOB	<input type="checkbox"/>	ONE	1		
<input checked="" type="checkbox"/>	Darrell	Franklin	DLF	<input type="checkbox"/>	ONE	1		

The following steps will outline how to **Check In/Out** in your Retail Pro v9

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



2. 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**

Subsidiary:  Store:  Name:  Check In:  Check Out:

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

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

Sbs No	Store	Empl Id	Empl Name	Date	Check In Time	Day	Check Out Time	Day	Total Hours	Shift	Within	Before	After	
<b>1 SYSADMIN</b>														
1	1	1	SYSADMIN											
<b>Employee Total:</b>											<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Breakdown for SYSADMIN														
										Total Days:	0	Regular Hours:		
										Missing Checkins:	0	Daily Overtime 1:	0.00 Hours over	
										Missing Checkouts:	0	Daily Overtime 2:	0.00 Hours over	
												Weekly Overtime:	0.00 Hours over	
<b>Store Total:</b>											<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>2 Darrell</b>														
1	1	2	Darrell	12/24/2012	09:58:23	MON	12/24/2012	18:06:04	MON	8.13				
1	1	2	Darrell	12/27/2012	09:14:42	THU	12/27/2012	09:15:32	THU	0.01				
<b>Employee Total:</b>											<b>8.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Breakdown for Darrell														
										Total Days:	2	Regular Hours:	8.14	
										Missing Checkins:	0	Daily Overtime 1:	0.00 Hours over	