

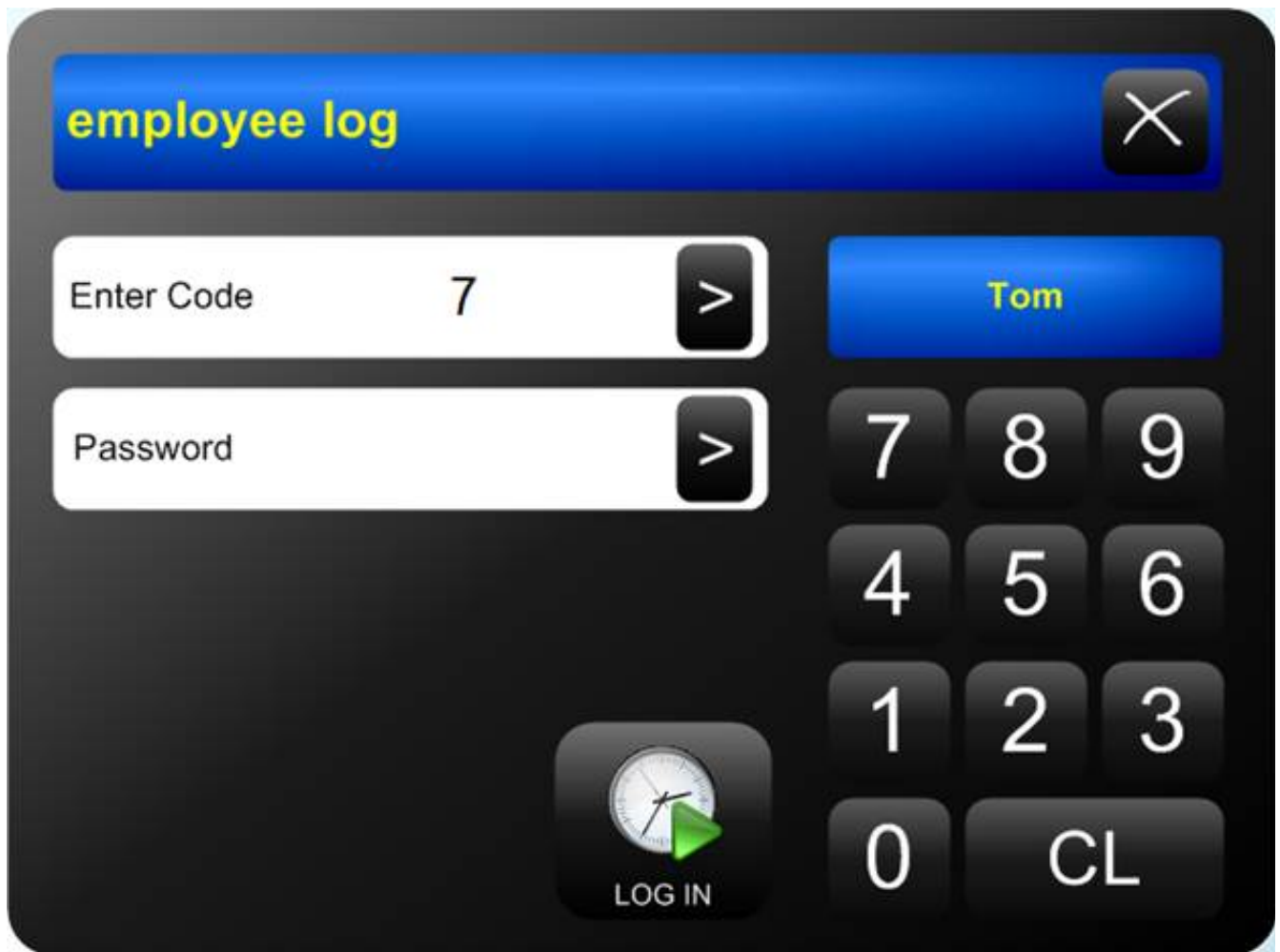
Using Employee Log

There are 3 main functions of the Employee Log. These are Log in, Take Break and End Shift.

Employee Login

Enter the clerk login code to the sale window.

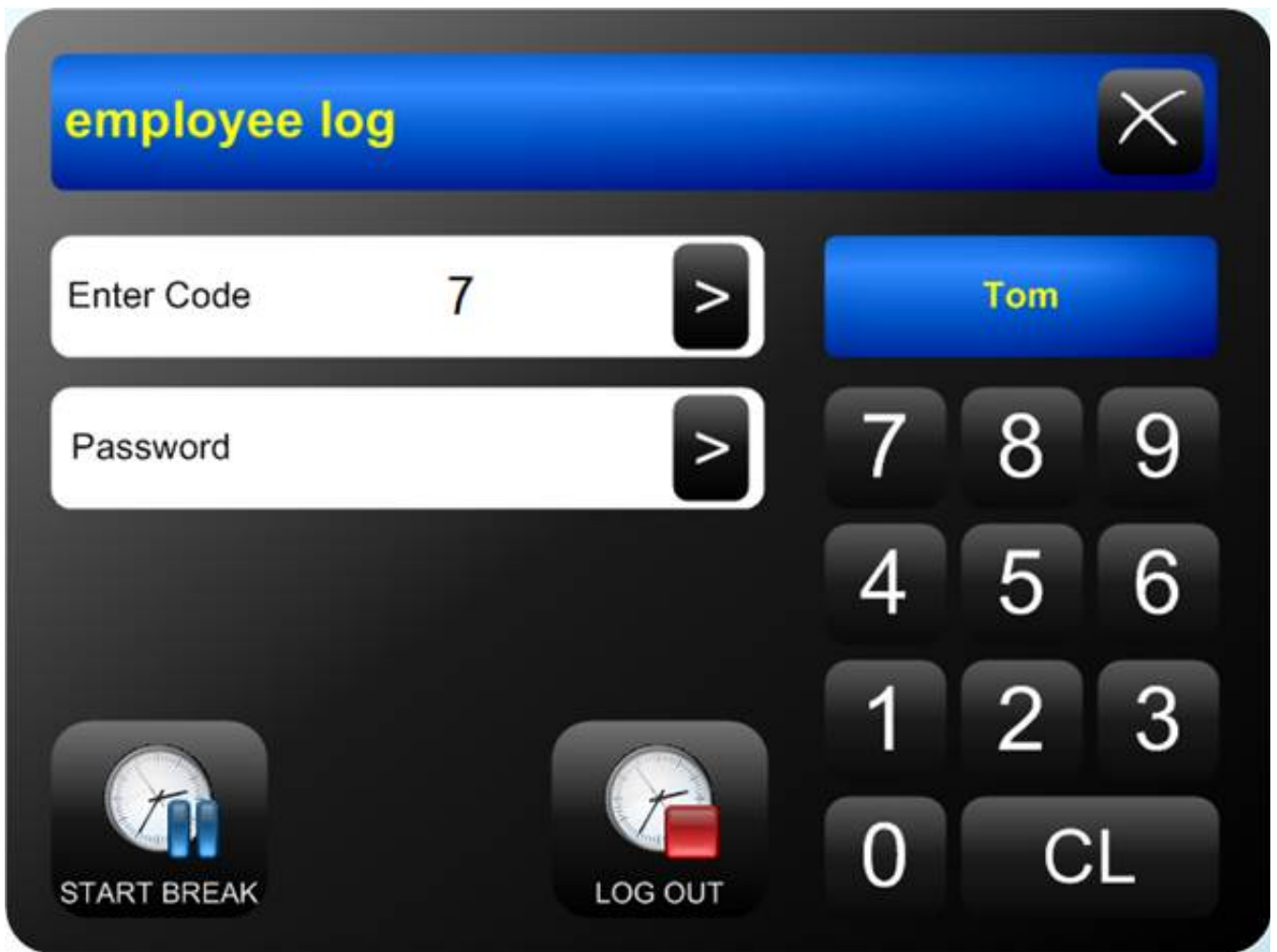
- If you have not set a password, you will be logged on to your shift automatically.
- If you have set a password, a window will open. Enter your password and click on the LOG IN button.



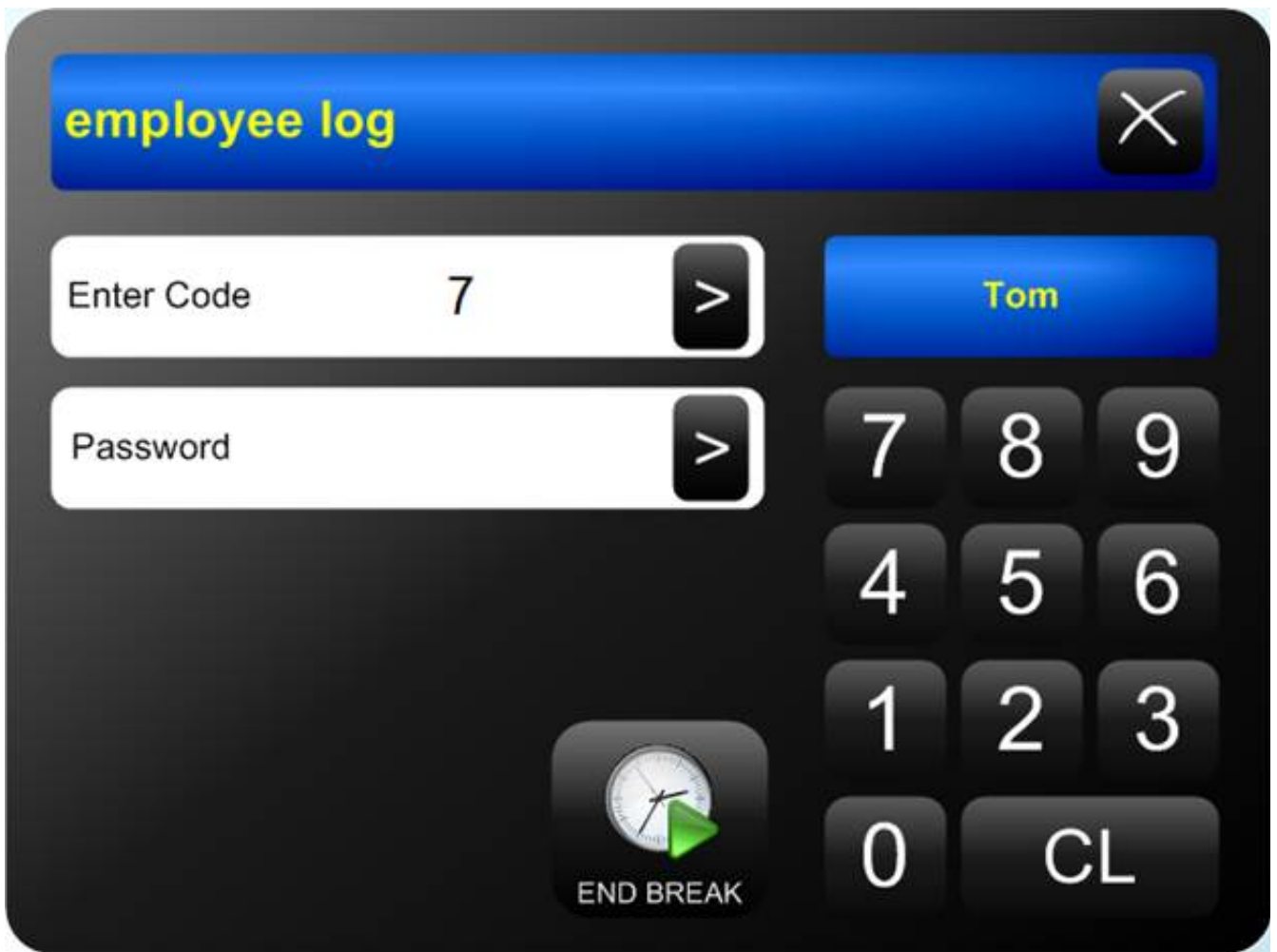
Depending on the selected options, you may be logged into a sale, or you may need to log in to perform a transaction.

Employee Take Break

You have the flexibility to start or end a break at any time during a shift. More than one break can be taken in a single shift. Enter your clerk number and press the Employee Log button > Enter the password > Click Start Break button to begin your break.



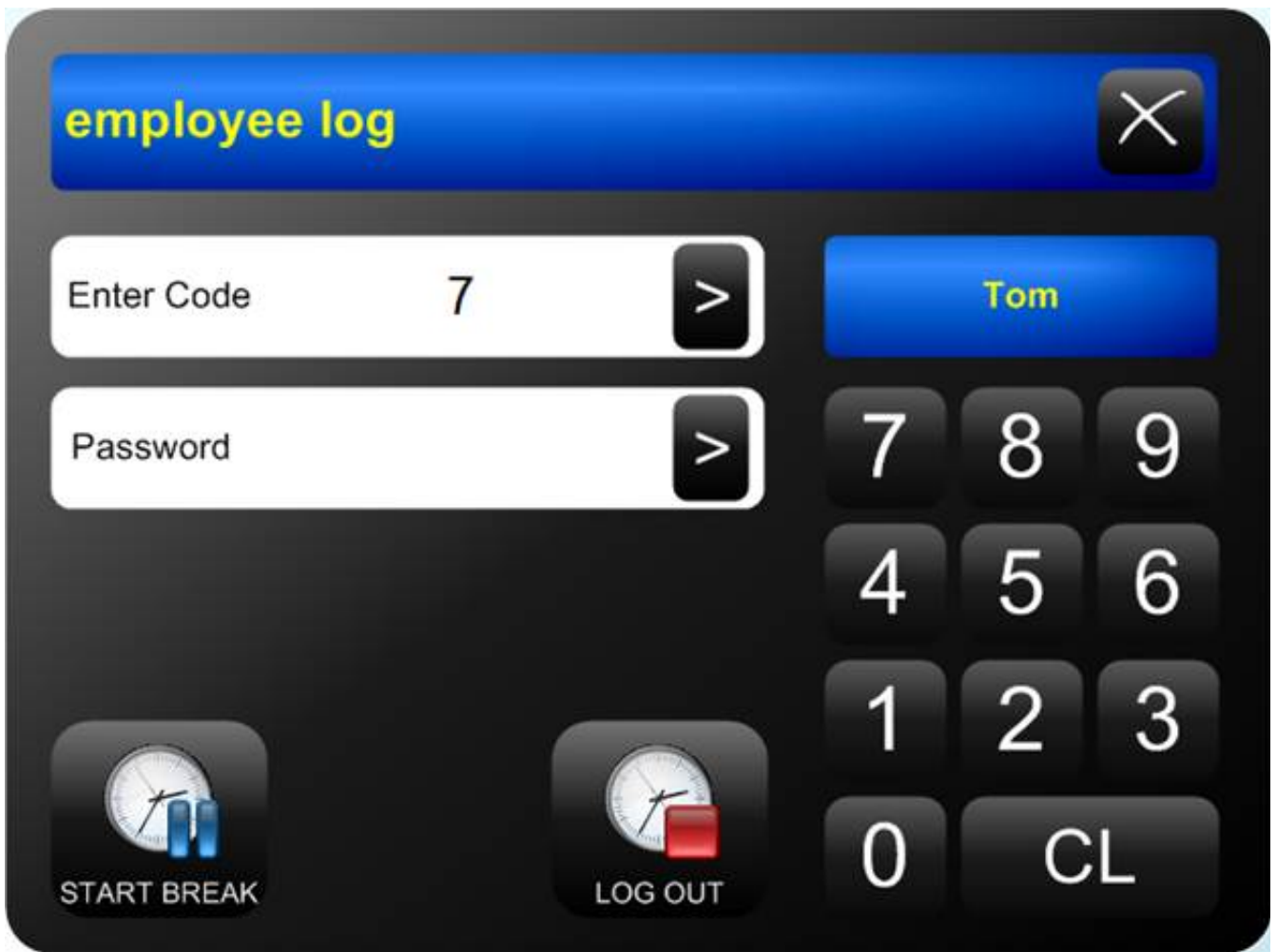
When you want to end your break enter your clerk number and press Employee Log button > Click End Break.



Employee Log Off

Enter the clerk login code to the sale window.

- If you have not set a password, you will be logged on to your shift automatically.
- If you have set a password, a window will open. Enter your password and click on the LOG OUT button.



Yes/No Option – Inhibit Breaks option on Employee Log

This option will not record or allow the employee to record any breaks during their shift. The only options available to them will be to Log In or Log Out.

