

Dell – Timetrak – Managers Reports

Time Card Report

1. Log onto **TIMETRAK**.
2. From the **MAIN MENU** select **VIEW**.
3. Select **REPORTS**.
4. Select **TIMETRAK**.
5. Select **TIMECARD**.

The following window will appear:

The screenshot shows the 'Time Card Report' dialog box. It features a title bar with the text 'Time Card Report' and standard window controls (minimize, maximize, close). The dialog is organized into several sections:

- Sequence:** Contains two dropdown menus labeled 'Major' and 'Minor', both currently set to 'Employee #'. There is a small icon to the left of the 'Major' dropdown.
- Filters:** Includes a checked checkbox for 'Use Ranges' and a button labeled 'Ranges'.
- Paper Usage:** Contains four unchecked checkboxes: 'Remove First Page Report Criteria', 'Remove Repeat Headings', 'Remove Blank Lines', and 'Remove Page Breaks'.
- Report Options:** A list of checkboxes for report content: 'Employee Detail' (checked), 'Employee Totals' (checked), 'JbCd Hours Summary' (unchecked), 'Period Hours Summary' (checked), 'Suppress In Schedule Hours' (checked), 'Print Non Worked Days' (unchecked), 'Print No Work Employees' (unchecked), 'Create Summary Hours Text File' (unchecked), 'Print Signature Line' (checked), and 'Include Rate Summary' (unchecked).
- Date Range:** Two date input fields. The first is '11/11/2001' with a 'Begin Date' button to its right. The second is '11/24/2001' with an 'End Date' button to its right.
- Buttons:** At the bottom of the dialog are three buttons: 'Proceed', 'Cancel', and 'Help'.

6. Select the **SEQUENCE** in which you want the data appear on the report.

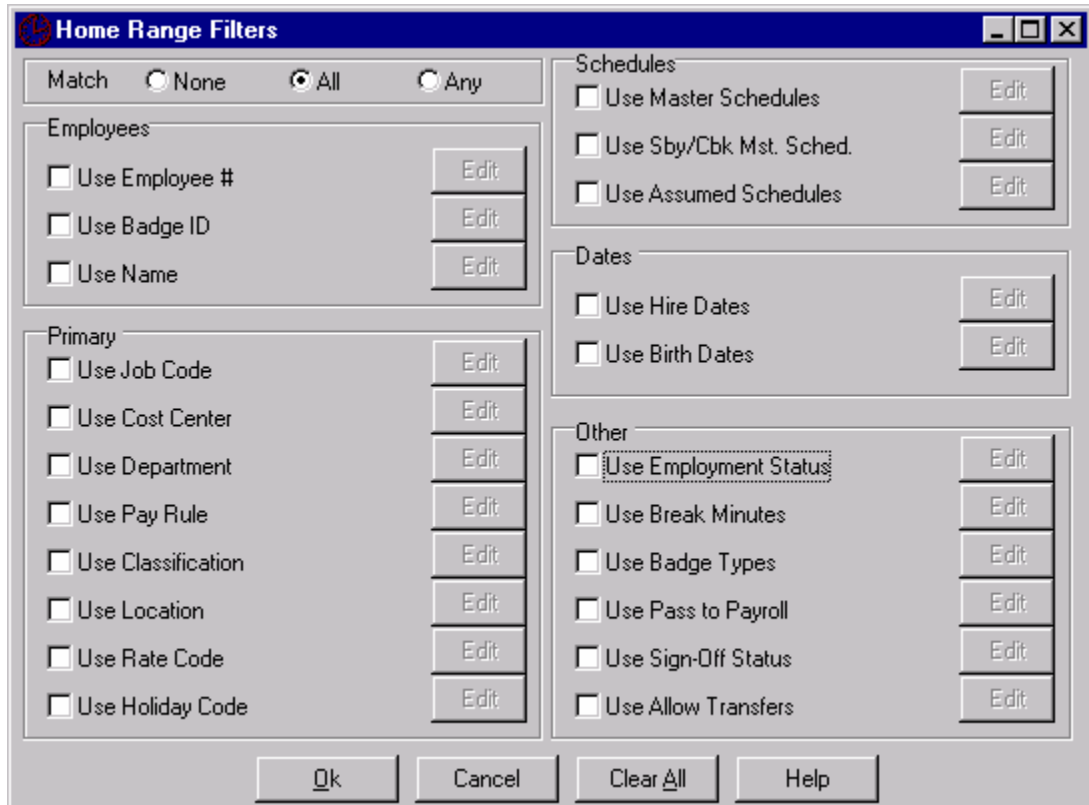
7. Select the appropriate report options.

NOTE #1 – Do NOT select any of the following options:

1. jbcd Hours Summary
2. Print Non-Worked Days
3. Print No Work Employees

NOTE #2 – Select ‘Print Signature Line’ if you want to print one employee per page.

8. To select the employee whose Report you wish to print, click on **RANGES**.



9. If appropriate, select **HOME RANGE FILTERS**.

1. Select **NONE** – to clear all selections.
2. Or select **ALL** – to select all items.
3. Or select **ANY** – to select certain items

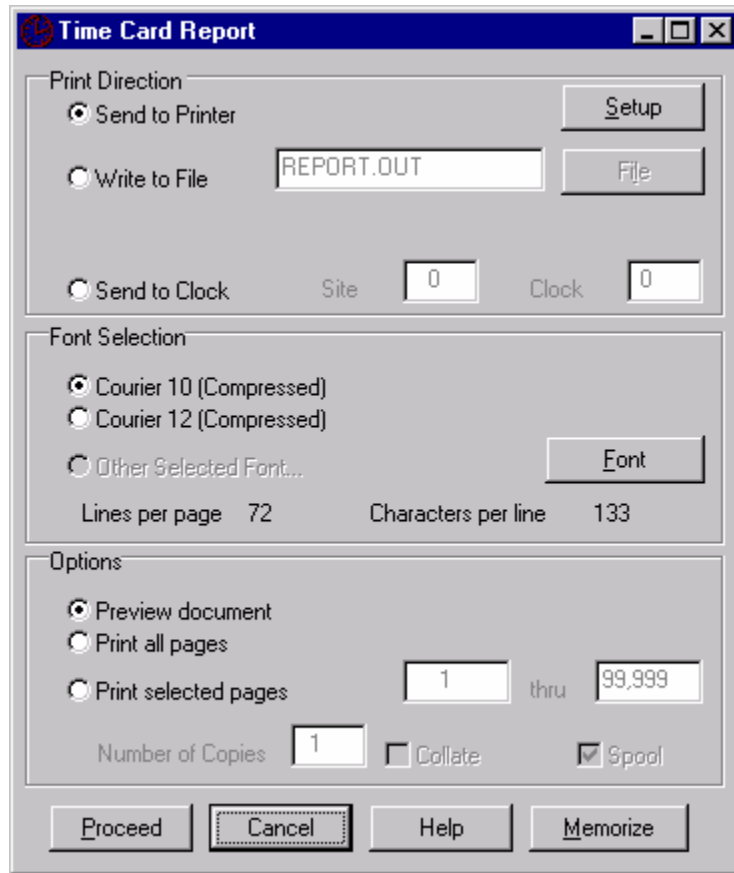
10. Click **OKAY**.

The Time Card report window will reappear.

The screenshot shows a Windows-style dialog box titled "Time Card Report". It is divided into several sections. On the left, there are "Sequence" dropdowns for "Major" and "Minor", both currently set to "Employee #". Below these is a "Filters" section with a checked "Use Ranges" checkbox and a "Ranges" button. Underneath is a "Paper Usage" section with four unchecked checkboxes: "Remove First Page Report Criteria", "Remove Repeat Headings", "Remove Blank Lines", and "Remove Page Breaks". On the right side, there is a "Report Options" section with a list of checkboxes: "Employee Detail" (checked), "Employee Totals" (checked), "JbCd Hours Summary" (unchecked), "Period Hours Summary" (checked), "Suppress In Schedule Hours" (checked), "Print Non Worked Days" (unchecked), "Print No Work Employees" (unchecked), "Create Summary Hours Text File" (unchecked), "Print Signature Line" (checked), and "Include Rate Summary" (unchecked). Below the report options is a "Date Range" section with two date input fields: "11/11/2001" (Begin Date) and "11/24/2001" (End Date). At the bottom of the dialog are three buttons: "Proceed", "Cancel", and "Help".

11. Click **PROCEED**.
12. Click **PROCEED** again.
13. The Printer selection window will appear.
14. When the colored Title Bar displays '**PROCESSING**' choose one of the following options:
 1. **PRINT** -- to print the report.
 2. **VIEW** – to view the report.
15. When finished, click **CANCEL**.

The following window will appear.

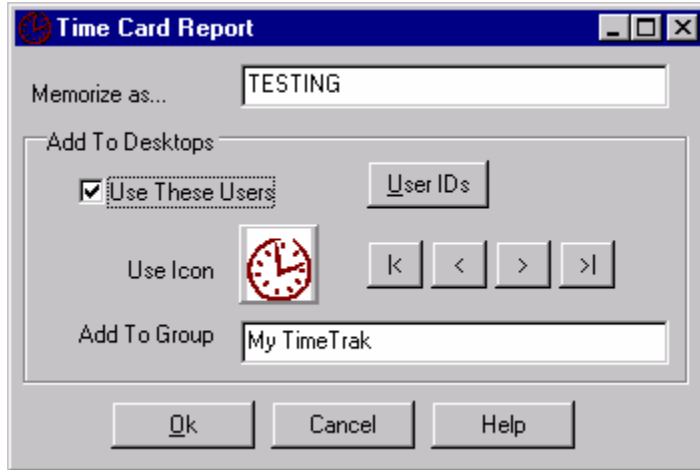


16. To save the format, click **MEMORIZE**.

17. Enter a name for the job (use a detailed name which indicates what task this job will perform).

18. Click **OK**.

The following window will appear:



17. Check **USE THESE USERS** and select the appropriate **ICON**.

18. Click **OK**.

End