

Upgrade Notice

xx-12-2009 11pm AEST Automatic upgrade

The upgrade will be performed automatically. For queries relating to this upgrade, please email <u>help@clickpos.com</u> NOTE: this notice is confidential and only to be viewed by clients that are actively using ClickPOS. If you have received this notice in error, or no longer use ClickPOS, please email to <u>help@clickpos.com</u> advising removal of your details from our mailing list.





Edit Category Name

- Navigate to Categories Tab
- Select Category to Edit
- Edit Name
- Click Edit

Delete a Category

- 1. Navigate to Categories Tab
- Select Category
- **Click Delete**

Edit Employee Pay Rate Method 1

- 1. Navigate to Categories Tab
- Select Category
- Assign Pay Rate
- **Tick Relevant Employee**
- Click Apply

Edit Employee Pay Rate Method 2

- 1. Navigate to Categories Tab
- Click View Employee Pay
- 3. Assign Pay Rate Manually
- 4. Click Apply & Close Window

Date	51	art Time	End Time	Branch	Category	Lunch (Mins)	Total	Total - Lunch H	hrs Payl	tate/nr	rotal Anit
Mon 7/12	/2009 9:	00 AM	5:30 PM	Head O	ffice Normal Hours	00:30	8.5	8	18.	5000	148.0000
Tue 8/12/	2009 9:	00 AM	5:30 PM	Head O	ffice Normal Hours	00:30	8.5	8	18.5	5000	148.0000
Wed 9/12	2/2009 9:	00 AM	5:30 PM	Head O	ffice Normal Hours	00:30	8.5	8	18.5	5000	148.0000
Thu 10/12	2/2009 9:	00 AM	5:30 PM	Head O	ffice Normal Hours	00:30	8.5	8	18.5	5000	148.0000
 Fri 11/12/	2009 9:	00 AM	5:30 PM	Head Of	ffice Normal Hours	00:30	8.5	8	18.5	5000	148.0000
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Add Hours – Visible Pay Rates

ClickPOS will now compile hours whilst calculating expected hours against pay rate for a bottom line total. You will still need to follow local tax laws.

This is only a reference and will not replace your payroll system.

Verify Hours

Delete Records

Removed ability to delete verified records. All verified records must be deleted from the Add hours tab or in bulk from the delete hours tab.

Employee Record

(Pay Slip – No Tax Information)

- 1. Select Employee and enter date range
- Click "View selected employee records for this period" hyperlink
- 3. Print or Export (If required)

You may also view all by clicking "View all employee records for this period"

Please login to the test site to verify and test overall functionality of the new features and recent changes <u>http://www.clickpos.net/login</u>

h	Company login Company :	User login Username :					
	Password:	Password C	ж				
1	Enter your password, then use your barcode scanner to scan your staff D card.						
	Password:						

Company: myco Company Password: myco User: myco1 (through to myco9) Password: password