

Employee/Cashier Database

Employee Database provides a means of monitoring POS activity on a per-employee basis. Once the program is in place, employees must enter their cashier ID number and password, and have been given access. With *Employee Database*, you can generate reports of a particular employee's POS activity. *Employee Database* a valuable addition to their WordStock system.

To use the program, you create a database record for each employee who will use the POS. WordStock automatically assigns a unique record number; you complete the record by entering required information as well as optional contact information. Once *Employee Database* is in place, WordStock's Sales program will require all employees to enter their ID and password when they use the POS.

- *Employee Database* costs \$10/month.

3	350984	10:33 AM	0003059529	-3	4.20	12.00	7.80	-12.60	-36.00	-23.40	
Cashier 623 SUBTOTALS (1 record):											
				-3	-12.60	-36.00	-23.40				
TOTALS:											
				-3	-12.60	-36.00	-23.40				
POS Discount Report for all registers, 30 Jan 2002											
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LIST TOTAL DISC ITEM DISC											
TOTAL											
REG	RECEIPT#	TIME	ISBN/SKU	QTY	PRICE	LISTPRC	PCENT	EXTENDED	SELLPRC		
3	350984	11:13 AM	060606352	1	25.95	25.95	20.00	5.19	20.76		
3	351008	11:54 AM	0811200124	1	11.95	11.95	20.00	2.39	9.56		
3	351008	11:54 AM	0811214001	1	7.50	7.50	20.00	1.50	6.00		
3	351008	11:54 AM	0804732260	1	13.95	13.95	20.00	2.79	11.16		
3	351008	11:54 AM	0804727597	1	19.95	19.95	20.00	3.99	15.96		
3	351008	11:54 AM	0374521506	1	12.00	12.00	20.00	2.40	9.60		
3	351008	11:54 AM	081663257X	1	21.95	21.95	20.00	4.39	17.56		
3	351008	11:54 AM	0942296035	1	13.00	13.00	20.00	2.60	10.40		
3	351008	11:54 AM	0804736669	1	19.95	19.95	20.00	3.99	15.96		
3	351008	11:54 AM	0816619700	1	34.95	34.95	20.00	6.99	27.96		
3	351008	11:54 AM	0226143260	1	19.00	19.00	20.00	3.80	15.20		
3	351008	11:55 AM	067972005X	1	12.00	12.00	20.00	2.40	9.60		
3	351008	11:55 AM	039471184X	1	22.00	22.00	20.00	4.40	17.60		
3	351008	11:55 AM	0394711831	1	22.00	22.00	20.00	4.40	17.60		
3	351008	11:55 AM	0679739904	1	10.00	10.00	20.00	2.00	8.00		
3	351023	12:37 PM	156512281X	1	18.95	18.95	20.00	3.79	15.16		
3	351023	12:37 PM	0863162800	1	11.95	11.95	20.00	2.39	9.56		
3	351023	12:38 PM	0631201025	1	32.95	32.95	20.00	6.59	26.36		
3	351023	12:38 PM	0674098186	1	49.95	49.95	20.00	9.99	39.96		
3	351023	12:38 PM	1888173920	1	15.95	15.95	20.00	3.19	12.76		
3	351023	12:38 PM	0393005348	1	11.95	11.95	20.00	2.39	9.56		
3	351023	12:38 PM	0674260362	1	17.50	17.50	20.00	3.50	14.00		
Cashier 314 SUBTOTALS (22 records):											
				22	425.35	340.26					
3	350983	10:29 AM	0123456789	-3	12.00	-36.00	10.00	3.60	-32.40		

Program Commands

- E** Look up by employee number
- OLD** Look up by employee number
- NEW** Create a new employee record
- AEN** Assign a new employee number
- N** Look up by employee name
- NS** Continue name search using name on screen
- ID** Look up by ID number
- IDS** Continue ID number search using ID number on screen
- CID** Look up by cashier ID number
- CIS** Continue cashier ID search using cashier ID on screen
- MOD** Modify the current record
- DEL** Delete employee on screen
- RPT** Print or View cashier report
- Q** Quit and return to menu

Cashier Audit Reports

With *Employee Database*, you can produce, view, print, and reprint reports of POS activity.

You can print activity for a single date, a range of dates or all dates, and from either the active or archived database.

Transactions reported are:

- Refunded items;
- Manual price changes made at the POS;
- Non-defined discounts;
- Deleted items;
- Voided receipts;
- Rewards issued (for stores using our *Customer Loyalty* module);
- All of the above together.

Empl#: 1 Type: FT-SALARY ID# : 1234567890123456789012345	Notes:
Pre: MR Title: VP - SALES Name : MCCAMLEY 1st : DANIEL Init : S Cashier ID# : 1 Password : -hidden-	
Address 1 : WORDSTOCK, INC. Address 2 : 69 GROVE STREET City : WATERTOWN Prov/State : MASSACHUSETTS PC Type : ZIP CODE PC Code : 02472	Logged in : 08/28/02 11:24 AM Logged out : 08/28/02 12:22 PM POS Access : Y Sec. Level : CASHIER Cur. Reg# : Last Reg# : 80
Phone #1 : (617) 924-2636 Phone #2 : (800) 753-9673 Store ID : 1001001 AltAd:	Ext : 212 Status : ACTIVE Ext : 212 Hire Date : 01/15/90 End Date :

Employee Database Fields

- First /Last Names + initial
- Cashier ID
- Password
- Two complete addresses
- 2 Phone Numbers & Extensions
- Email address
- Store ID
- Hire/End Dates
- Seven 40-character Notes fields
- POS access [Y/N]

POS Security Levels:

- Cashier – no voids/returns/price changes
- Head Cashier – voids/returns
- Floor manager – all functions etc.
 - Last dates and times logged on/off POS
 - Employee status [active/ inactive] (if inactive no POS access allowed)

Indexed fields for lookup:

- Employee Number
- Employee ID Number
- Employee Last Name
- Employee's Cashier ID Number