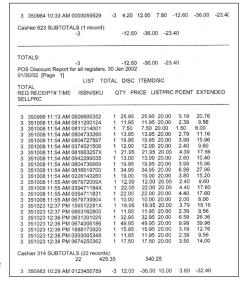
WordStock

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



• Employee Database costs \$ 10/month.	
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 : V 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
- Fmail 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

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.