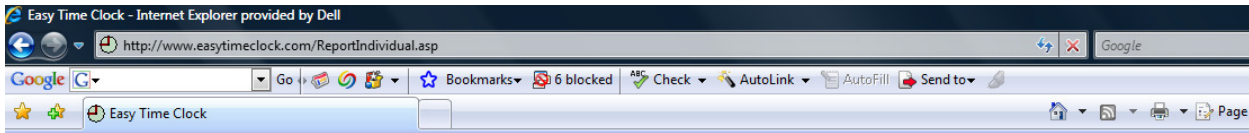


How To Print Reports Using Your Browser In Easy Time Clock.

The following are instructions on how to print all of the reports from Easy Time Clock using your browser print option.

In your browser you will see a print option available.

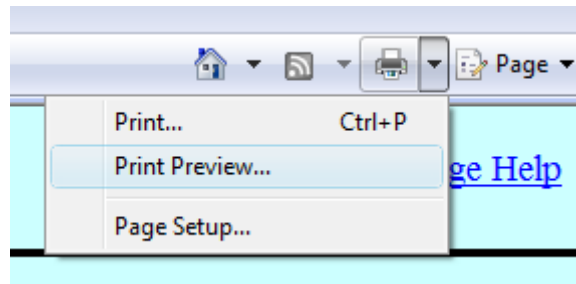
See sample:



- Click on the printer icon located in your browser tool bar.



- Select "Print Preview" to preview the print out.



- View the page to see that it all fits on the page. Select the following options for page setup. Select "Shrink to Fit" to view the whole page. The print default is portrait unless you change the setting to landscape.

Print Preview

Easy Time Clock Page 1 of 1

[Export to Excel](#)

10/19/2008 - 10/25/2008 **Sample**

Pay Period: 10/19/2008 - 10/25/2008 Tax Status: None
 Employee: **Sample Employee** Exemptions: 0
 Employee #:

Date	In	Out	Hours	Type	Day	Pay Period	Payroll Hours
Mon 10/20/2008	9:00:00 AM	1:00:35 PM	4.00	Reg	4.00 Reg	4.00 Reg	4.00 RR
Tue 10/21/2008	10:51:49 AM	4:07:08 PM	5.27	Reg	5.27 Reg	9.27 Reg	9.27 RR
Thu 10/23/2008	7:51:20 AM	4:00:30 PM	8.15	Reg	8.15 Reg	17.42 Reg	17.42 RR

PTO Summary			Total Hours		Gross Pay			
PTO Type	Hours Used	Available Hours	Hour Type	Hours	Pay Type	Hours	Rate	Total
			Regular	17.42	Regular Rate	17.42	\$0.00	\$0.00

- If you need to change from portrait to landscape settings, select from the browser tools landscape.



- See sample:

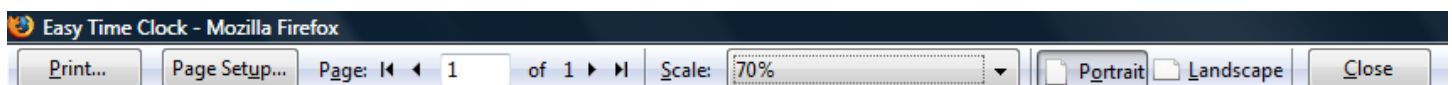
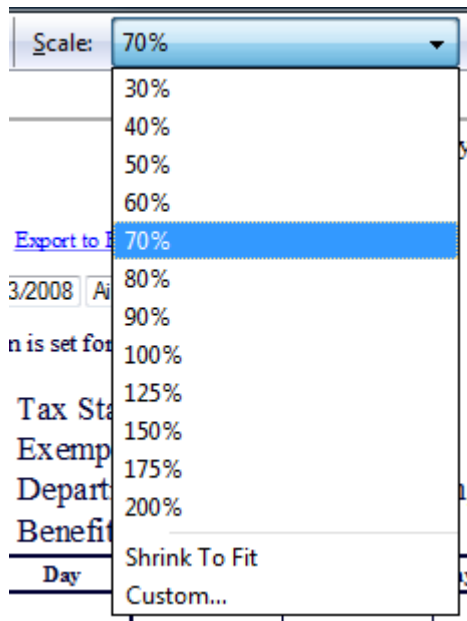
The screenshot shows the 'Easy Time Clock' print preview interface. At the top, it says 'Easy Time Clock' and 'Page 1 of 1'. There is a link for 'Export to Excel' and a date range selector set to '10/19/2008 - 10/25/2008'. The sample employee information is as follows:

Pay Period: 10/19/2008 - 10/25/2008 Tax Status: None
 Employee: **Sample Employee** Exemptions: 0
 Employee #:

Date	In	Out	Hours	Type	Day	Pay Period	Payroll Hours
Mon 10/20/2008	9:00:00 AM	1:00:35 PM	4.00	Reg	4.00 Reg	4.00 Reg	4.00 RR
Tue 10/21/2008	10:51:49 AM	4:07:08 PM	5.27	Reg	5.27 Reg	9.27 Reg	9.27 RR
Thu 10/23/2008	7:51:20 AM	4:00:30 PM	8.15	Reg	8.15 Reg	17.42 Reg	17.42 RR

PTO Summary			Total Hours		Gross Pay			
PTO Type	Hours Used	Available Hours	Hour Type	Hours	Pay Type	Hours	Rate	Total
			Regular	17.42	Regular Rate	17.42	\$0.00	\$0.00

- Change Shrink To Fit to 70% to make the print smaller.



See Sample:

Easy Time Clock http://central.easytimeclock.com/ReportIndividual.asp

[Export to Excel](#)

10/10/2008 - 10/23/2008 **Sample Employee**

The Day column is set for 15 minute rounding

Pay Period: 10/10/2008 - 10/23/2008 Tax Status: None
 Employee: **Sample** Exemptions: 0
 Employee #: Department: Team 3

Date	In	Out	Hours	Type	Day	Week	Pay Period	Payroll Hours	Notes
Fri 10/10/2008	7:31:34 AM 1:01:54 PM	12:39:01 PM 6:05:40 PM	5h 8m 5h 4m	Reg Reg	10h 15m Reg	10h 15m Reg	10h 15m Reg	10h 15m RR	
Tue 10/14/2008	7:19:51 AM 12:54:34 PM	12:33:02 PM 5:54:22 PM	5h 14m 5h 0m	Reg Reg	10h 15m Reg	20h 30m Reg	20h 30m Reg	20h 30m RR	
Wed 10/15/2008	7:20:52 AM 1:24:01 PM	1:07:03 PM 3:40:39 PM	5h 47m 2h 16m	Reg Reg	8h 0m Reg	28h 30m Reg	28h 30m Reg	28h 30m RR	
Thu 10/16/2008	7:03:52 AM 1:53:10 PM	1:17:50 PM 6:35:09 PM	6h 14m 4h 42m	Reg Reg	11h 0m Reg	39h 30m Reg	39h 30m Reg	39h 30m RR	
Fri 10/17/2008	7:06:42 AM 2:19:53 PM	1:53:42 PM 6:30:17 PM	6h 47m 4h 11m	Reg Reg	11h 0m Reg	11h 0m Reg	50h 30m Reg	50h 30m RR	
Tue 10/21/2008	7:13:25 AM 1:00:48 PM	12:30:32 PM 5:42:19 PM	5h 17m 4h 42m	Reg Reg	10h 0m Reg	21h 0m Reg	60h 30m Reg	60h 30m RR	
Wed 10/22/2008	7:31:11 AM 1:37:57 PM	1:12:58 PM 6:00:12 PM	5h 41m 4h 23m	Reg Reg	10h 0m Reg	31h 0m Reg	70h 30m Reg	70h 30m RR	
Thu 10/23/2008	7:12:40 AM 2:50:21 PM	2:12:06 PM 6:01:52 PM	7h 0m 3h 11m	Reg Reg	10h 15m Reg	41h 15m Reg	80h 45m Reg	80h 45m RR	

PTO Summary			Total Hours		Gross Pay			
PTO Type	Hours Used	Available Hours	Hour Type	Hours	Pay Type	Hours	Rate	Total
Holiday	0h 0m	0h 0m	Regular	80h 45m	Regular Rate	80h 45m	\$0.00	\$0.00

- Click on the “Printer Icon” to print the page that is displayed.

