

How To Print Reports Using Your Export To Excel Link In Easy Time Clock.

The following are instructions on how to print all of the reports from Easy Time Clock using your “Export to Excel” link.

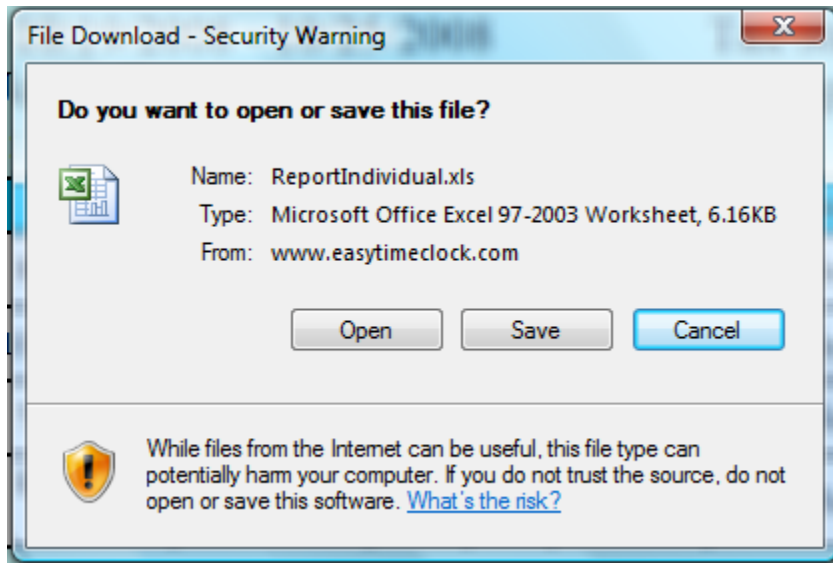
Print reports using the Export to Excel link.

In your reports you will see an “export to excel” link located at the top of the page.

See sample:



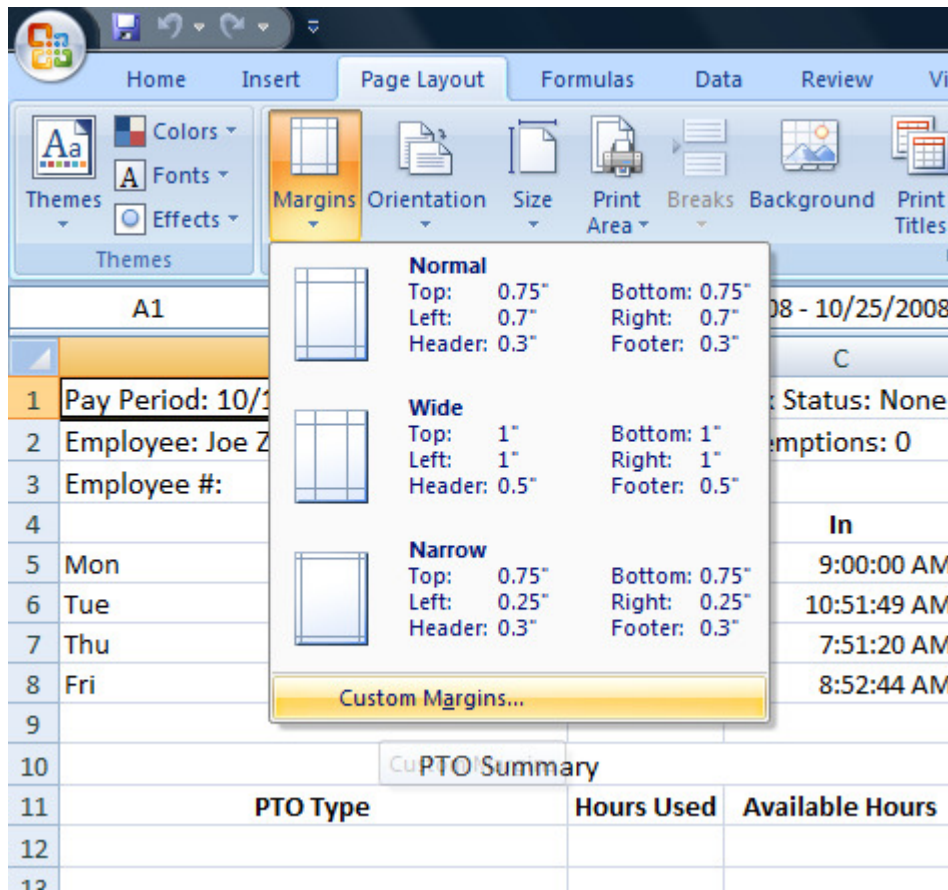
- Click on the link in the report.



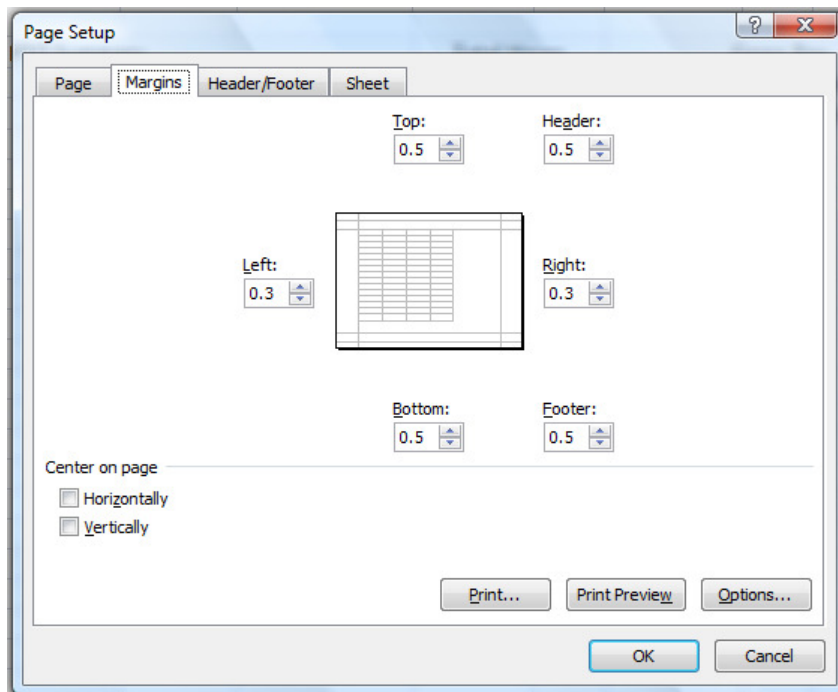
- Select “Open” to preview the print out.

A1		f: Pay Period: 10/19/2008 - 10/25/2008										
	A	B	C	D	E	F	G	H	I	J	K	L
1	Pay Period: 10/19/2008 - 10/25/2008		Tax Status: None									
2	Employee: Joe Zellner		Exemptions: 0									
3	Employee #:											
4	Date		In	Out	Hours	Type	Day	Pay Period	Payroll Hours			
5	Mon	10/20/2008	9:00:00 AM	1:00:35 PM	4	Reg	4 Reg	4 Reg	4 RR			
6	Tue	10/21/2008	10:51:49 AM	4:07:08 PM	5.27	Reg	5.27 Reg	9.27 Reg	9.27 RR			
7	Thu	10/23/2008	7:51:20 AM	4:00:30 PM	8.15	Reg	8.15 Reg	17.42 Reg	17.42 RR			
8	Fri	10/24/2008	8:52:44 AM	11:23:04 AM		Reg	2.52 Reg	19.94 Reg	19.94 RR			
9												
10	PTO Summary			Total Hours		Gross Pay						
11	PTO Type	Hours Used	Available Hours	Hour Type	Hours	Pay Type	Hours	Rate	Total			
12				Regular	19.94	Regular Rate	19.94	\$0.00	\$0.00			
13												

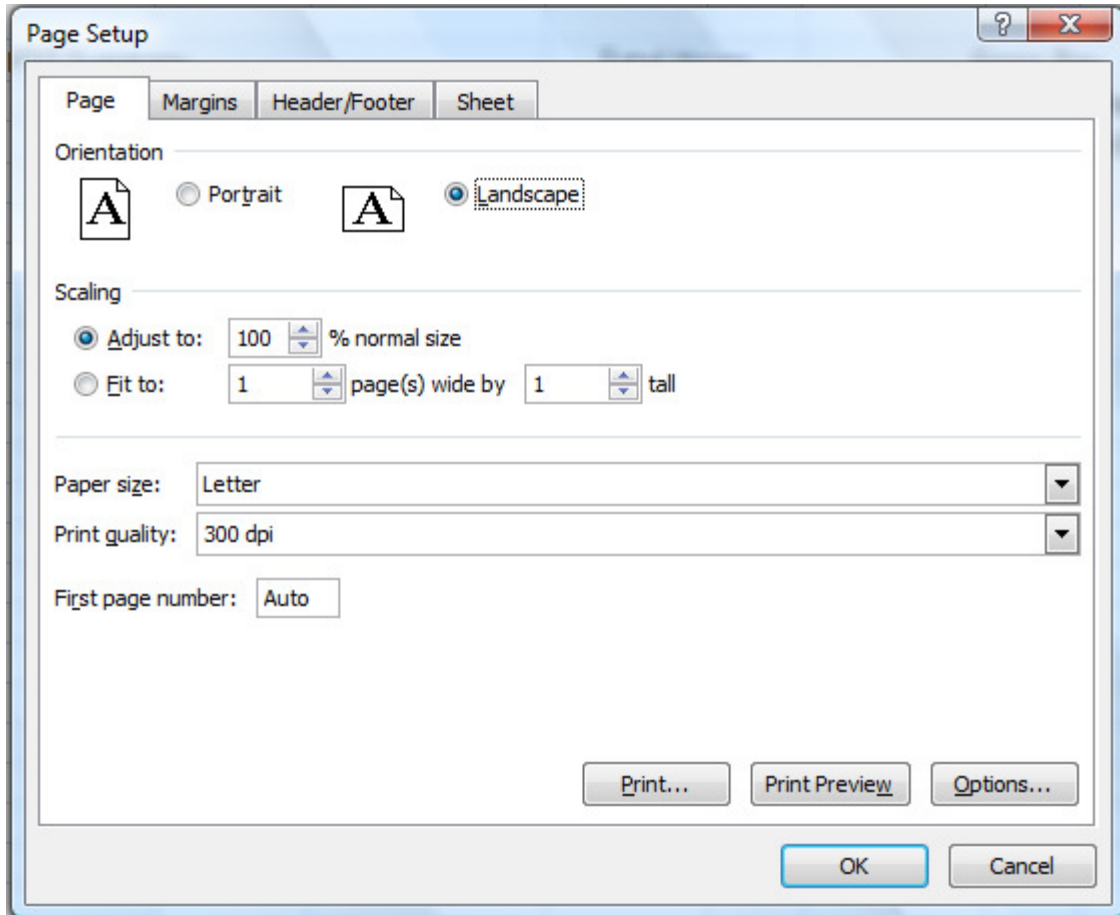
- If you need to change from portrait to landscape settings, select Page Layout then Custom Margin.



- Click on “Page Setup/Margins” tab and adjust the margins as small as you need. See Sample:



- Click on “Page Tab” select Landscape or Portrait if needed then click on Print Preview button.



Print Preview Sample:

Print using your print option.

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	Reg	4 Reg	4 Reg	4 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
Fri	10/24/2008	8:52:44 AM	11:23:04 AM		Reg	2.52 Reg	19.94 Reg	19.94 RR
PTO Summary		Total Hours		Gross Pay				
PTO Type	Hours Used	Available Hours	Hour Type	Hours	Pay Type	Hours	Rate	Total
			Regular	19.94	Regular Rate	19.94	\$0.00	\$0.00