

bbPOS


BIT

Sept, 2016

Staff Attendance - Clock In

bbPOS

bluebell POS - Bluebell Marketing Ltd.



Bluebell Marketing Ltd.
POS

Store CVNOC - Carven Ocean Centre

Sales Date 24/08/2016

Staff **1** C001 - Cindy Sit

✓ OK **2** ⌚ Clock In/Out ⏻ Exit

Click "Clock In/ Out" button after filled in "Staff"

Staff Attendance - Clock In

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Staff Attendance

C001 - Cindy Sit

24/08/2016

11:21:15 AM

Password **3** [Change Password](#)

4

Click "Clock In" button after filled in "Password"

Staff Attendance - Clock Out

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Shopping Cart **Carven Ocean Centre**

Staff: C001 - Cindy Sit Sales Invoice: 13124 Sales Date: 24/08/2016
Customer Code: Code/Name/Phone Name: Default Disc.:
Item/Barcode: PLU/SKU/Reference

Item	Color	Size	Unit Price	Quantity	Discount	Subtotal	Description	Staff
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Note:

Amount Before Discount: 0
Discount: 0
Total Quantity: 0
Final Amount: 0

1 Logoff POS

- Get Customer [F4]
- Edit Line [F9]
- Global Disc [F5]
- Service [F8]
- Reset [F6]
- Search Reservation [F11]
- Search Sales [F7]
- Reservation [F11]
- POS
- Transfer
- OSB/OSL
- Report
- Survey
- Log Off**
- Main Menu

Staff Attendance - Clock Out

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Store CVNOC - Carven Ocean Centre

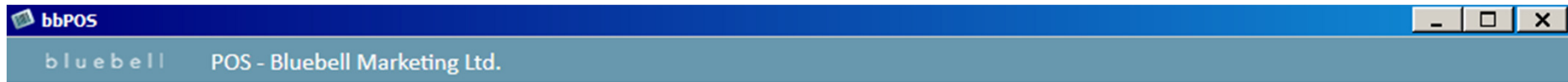
Sales Date 24/08/2016

Staff **2** C001 - Cindy Sit

✓ OK **3** ⌚ Clock In/Out ⏻ Exit

Click "Clock In/ Out" button after filled in "Staff"

Staff Attendance - Clock Out



Staff Attendance

C001 - Cindy Sit

24/08/2016

4:38:21 PM

Password

4

[Change Password](#)

▲ Clock In

5

▼ Clock Out

Out For Lunch

Back From Lunch

Special Duty

✕ Cancel

Click "Clock Out" button after filled in "Password"

Staff Attendance - Lunch Time (In/ Out)

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Shopping Cart **Carven Ocean Centre**

Staff: C001 - Cindy Sit Sales Invoice: 13124 Sales Date: 24/08/2016
Customer Code: Code/Name/Phone Name: Default Disc.:
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Note:

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1 Logoff POS

- Get Customer [F4]
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- Main Menu

Staff Attendance - Lunch Time (In/ Out)

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Store CVNOC - Carven Ocean Centre

Sales Date 24/08/2016

Staff 2 C001 - Cindy Sit

✓ OK 3 Clock In/Out Exit

Click "Clock In/ Out" button after filled in "Staff"

Staff Attendance - Lunch Time (In/ Out)

Staff Attendance
C001 - Cindy Sit

24/08/2016
4:38:21 PM

Password **4** [Change Password](#)

5 OR

Click "Out For Lunch" or "Back From Lunch" button after filled in "Password"

Staff Attendance - Special Duty

bbPOS
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Staff Attendance

C001 - Cindy Sit

24/08/2016

11:35:53 AM

Password [Change Password](#)

▲ Clock In	▼ Clock Out
Out For Lunch	Back From Lunch
Special Duty	✕ Cancel

Click Clocking Type button "Special Duty"

Staff Attendance - Special Duty

Add Special Duty

1 24/08/2016 10:00 AM 24/08/2016 10:00 AM

2

3

4

Duration (May Back Day Input)

Purpose (Location/ Reason)

Password before "Add Record"


NOTE:

1. If 2 special duty records (same period) input for a staff, old record will be replaced.
2. Special Duty cannot overlap record of normal "Clock In".

Staff Attendance - Change Password

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Sales Date 24/08/2016

Staff **1** C001 - Cindy Sit

✓ OK **2** Clock In/Out Exit

Click "Clock In/ Out" button after filled in "Staff"

Staff Attendance - Change Password



Staff Attendance

C001 - Cindy Sit

24/08/2016

4:38:21 PM

Password

 3 Change Password

▲ Clock In	▼ Clock Out
Out For Lunch	Back From Lunch
Special Duty	✕ Cancel

Staff Attendance - Change Password

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Change Your Password

Old Password **4** Input OLD Password Once

New Password

Confirm New Password **5** Input NEW Password Twice

6