First Install

When you first enter the website, you may get a prompt to open an browser options window. Click on the "O.K." button. The Employee Tracker will be launched. The first window you see will be a "End User License Agreement" Read the agreement, scrolling down to the end of the document. At the end of the license agreement, you will have the option to accept or not accept the terms of the Employee Tracker license agreement. To continue installing the program, you must accept this agreement. Click on the bubble "I Accept". Next, click on the "Done" button.

Needed Contact Information

The next window to pop up on your screen will be the "Needed Contact Information" window. This window requires the owner of the business to input their business information, including the "Pass Phrase" field. This should be a phrase you will easily remember. If you do not enter an e-mail address, you will not be able to receive the much needed information for updates or for retrieving backed up files. When finished, click on the "Done" button..

The Employee Tracker Desktop

The Employee Tracker desktop will open after inputting your business information. On the top of the screen is a toolbar with five buttons labeled Company Tool, Employee Performance, Employee Reports, Employee Tool and Workplace Rules. First click on the "Company Tool" button. If you are a first time user, a window will pop up informing you that there is no license on file. If you wish to continue, the window will explain what to do. You may continue with a free trial use of the Employee Tracker software for a period of time. If you wish to try the free trail use of the Employee Tracker, click on the "Yes" button. If you already have a license on file, this window will not pop up and you may proceed inputting the necessary information to to run the Employee Tracker software.

In order for the Employee Tracker to function, you must complete the following sections in this order:

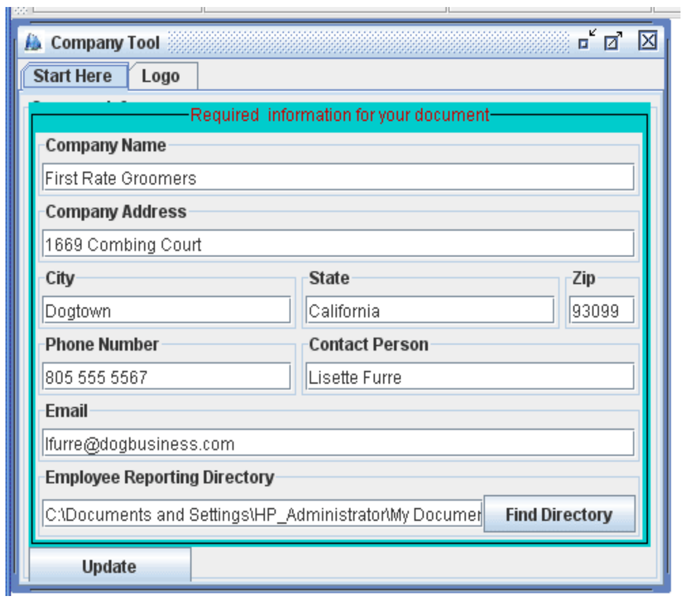
1. **Company Tool**
2. **Workplace Rules,** with at least one rule and, lastly,
3. **Employee Tool,** with at least one employee.

The following sections will explain the Company Tool, Workplace Rules, and Employee Tool functions.

Company Tool Bar

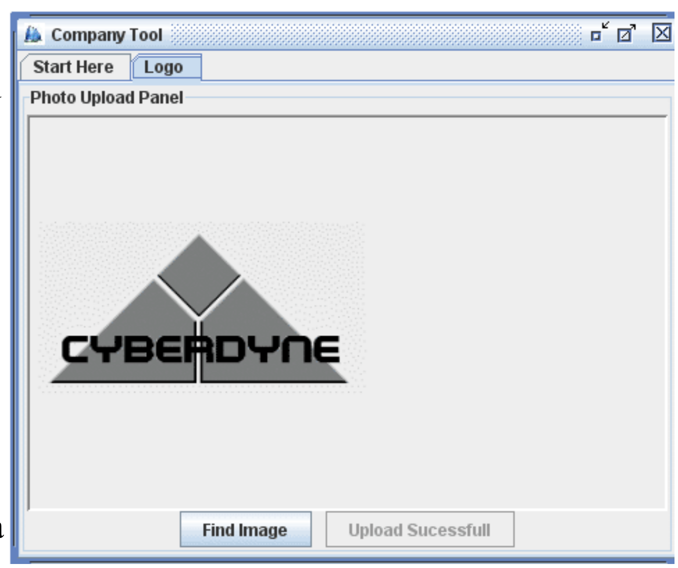
You will have to input your company information again. **This section must be completed in order for the Employee Tracker to function.** Your company's information is needed for any documents and reports you will generate in the future.

Start Here Window



This is where you will input your company information, such as the name, address and city of your business. Here are the steps to input your company information.
This window has various fields such as "Company Name" and Company Address". Input your business information in the fields provided. When you are finished, select "Update". The button will change to "Profile Updated... Update Again...". Your business information input is complete. If you wish to change this information for any reason, you may do so by making the necessary changes and selecting the "Update" button. The window will update your information and the "Profile Updated... Update Again..." button will appear. Your update is complete. Located under the Email button is "Employee Reporting Directory" button. The Employee Reporting Directory allows you to select where you store your files on your hard drive. Any documents you have generated using Employee Tracker will be found in this directory. Select the directory you wish to store your files.

Logo Window



If you have a digital imagine of your company logo or a digital picture of your store front, you will be able to download it here. Your logo or picture will appear on any Employee Report printed or produced. Here are the steps to download your logo or picture into the Employee Tracker software. All images will be rescaled inside the software.
Select "Logo" button located next to the "Start Here" button. After selecting this button, the window will have "Photo upload Panel" at the top just below the "Start Here" and "Logo" buttons. At the bottom of the window, there is a "Find Image" button. Select this button. This will open a file chooser. Look for the image of the company's logo or picture. Once found, select the image of the logo, and then click on "Open". The image will appear in the "Photo Upload Panel" area. Select "Use This Image" button. You have now completed uploading your

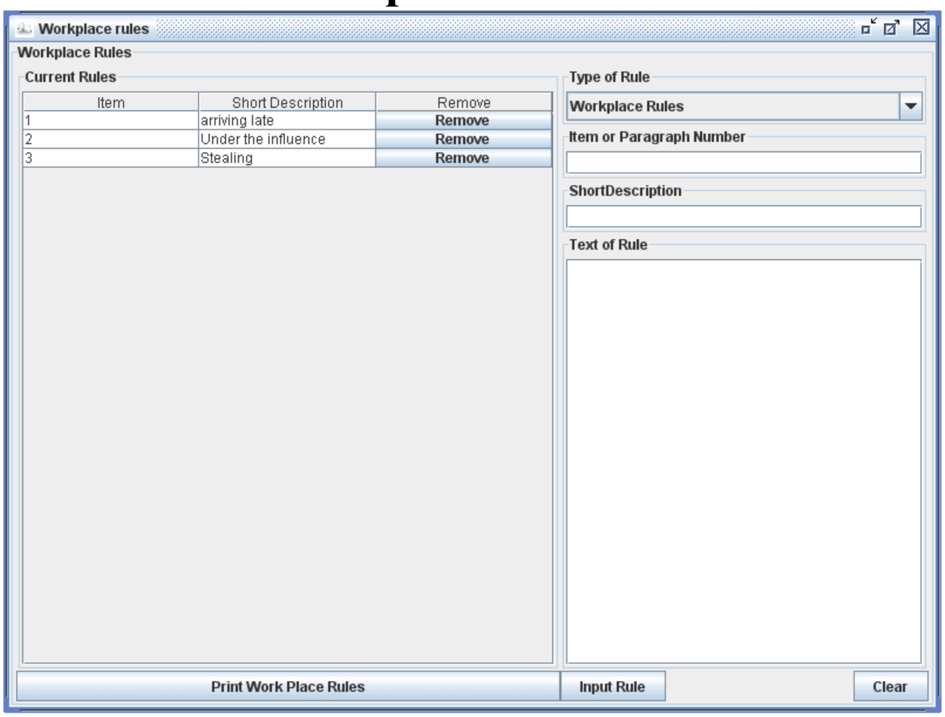
company logo or picture into the Employee Tracker.

Please take note of the following. The file chooser will scan the subdirectory and make thumb nails of your images. This will take some time. If you have more than 50 images, the program won't generate the thumb nails in an effort to save time. The file chooser will inform you that it has disable the request. Instead, the name of the images or the number of the image will appear. Click on the name or number, and the picture of your image will appear in larger form in the window. Select “Open”. The image will appear in the “Photo Upload Panel” area. Select “Use This Image” button. You have now completed uploading your company logo or picture.

You have now completed all the necessary inputs for the Company Tool Bar section of the Employee Tracker.

The next step is to input your company's workplace rules into the “Workplace Rules” section of the Employee Tracker.

Workplace Rules



This function of the Employee Tracker allows you to input your workplace rules. In order to produce a report on your employee, it is helpful to access your rules for documentation purposes. **Remember, there must be at least one rule inputted for the Employee Tracker to function.** Here is an explanation for using this section. With this current version of Employee Tracker, there are two methods for inputting your work place rules. First, you can input the rules manually, typing in each rule. If your workplace rules are in a digital format, you can cut and paste them in the fields provided in this section. The next section will explain how to input this information. It is best to execute each section in order that they are listed here.
When you first open this function of the Employee Tracker, the window will display several sections. First, you will notice the larger window labeled “Workplace Rules”. Here are the

sections within this larger window.

Current Rules
The area will fill in as you input each rule. This process is explained below.

Type of Rule
Rules are inputted in this section. There is a pull down tab labeled "Workplace Rules". When you activate the pull down there are two options: "Workplace Rules" and "Other". Pick which option best suits the information you are inputting.

Item or Paragraph Number
It is best to number each of your workplace rules. It is here that you will enter the number assigned to the rule you are inputting.

Short Description
Write a short title for the rule you are inputting. You may enter up to 50 characters, including spaces, but when you enter this information only 20 characters will appear in the Short Description field located in the Current Rules area in the window. When you print your Workplace Rules or print an Employee Report, the full description will appear on these reports.

Text of Rule
Type or paste the rule in this section. After you have completed all the steps above, you are ready to download the rule into the program. Click on "Input Rule" to enter your rule. You will notice that the rule number and short title will display this information in the Item and Short Description section in the Current Rules window. The "Clear" button allows you to clear the above fields so you may input the next rule. You will have to input each of your workplace rules one at a time, using the steps outlined above.

How remove or change a rule
Located on the very right of the each workplace rules, there is an button labeled "Remove". If you wish to remove a workplace rule, use this button. After clicking on this button, the button will display "Remove Me?? in red lettering. Clicking this button once will not remove the rule. You must click on the button twice to remove the rule. At first the rule will not disappear, but if you were to close the "Workplace Rules" window, and then reopen the window the rule will not appear.

You will only be able to change the written description of a workplace rule. To change an inputted rule, select the rule you wish to change. The item number, the short description of the rule and the text of the rule will appear. Enter any changes of the rule into the "Text of Rule" section. After you have completed the changes, click on the "Input Rule" button. The next time you select that rule the changes will appear.

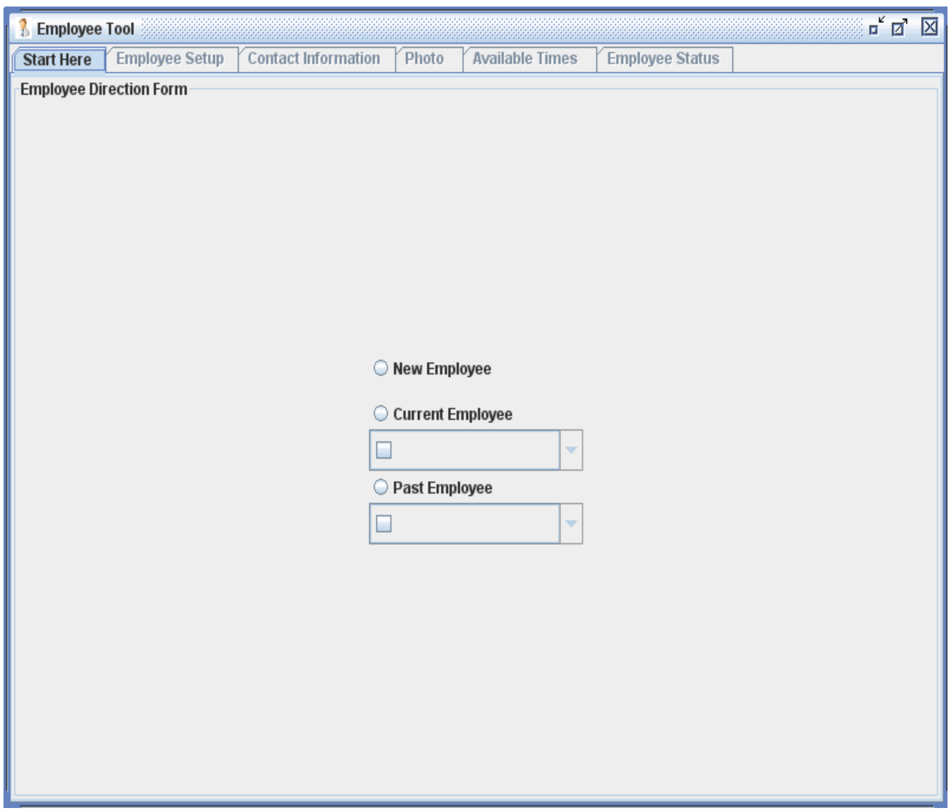
How to Print Workplace Rules
Employee Tracker will print every request in Adobe Acrobat Reader. All printing requests will be in PDF form and you may open your file using Adobe PDF reader or any PDF reader you have installed.

Here are the steps for printing your Workplace Rules. Click on "Print Work Place Rules" button, located underneath the Current Rules window. A message window will appear to inform you where the Workplace Rules file is located in your computer. Press on the "O.K." button. In Windows, open up Explorer to find the file. You will find the PDF file in the directory shown in the message window. Open the PDF file and print from Acrobat Reader. If you try to open the file from the directory before you hit the O.K. button in the message window, the operating system may lock up and the computer will not open the document. Click on the O.K. button in the message window and proceed to locating the document.

You have know completed the Workplace Rules section of the Employee Tracker.

The next section will explain the Employee Tool function of the Employee Tracker.

Employee Tool



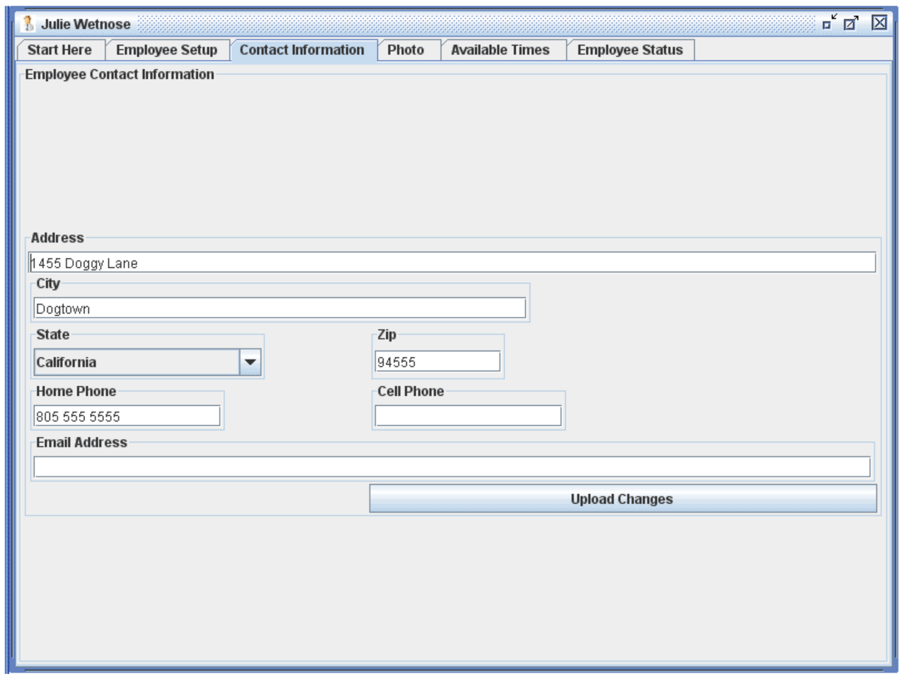
The purpose of this function is to input your current employees and new employees, creating a database to document and print an accolade or infraction . **Remember, there must be at least one employee inputted for the Employee Tracker to function.** At first you will need to input information of existing employees. You will be using the "New Employee" selection for this purpose. After the input of current employees is completed, you will select the "New Employee" selection for a new employee. When you first open this function of the Employee Tracker, you will notice a larger window labeled "Employee Tool". The "Start Here" tab will be highlighted and a window with three options will appear: "New Employee", "Current Employee" and "Past Employee". The New Employee option will be explained first, followed by the Current Employee and Past employee options.

New Employee

You will use this selection when you are first using the Employee Tool. You will need to input information about your existing employees using this option. After inputting your current employees, select the "Current Employee" option to retrieve their information. Later you will use this option to input a new employee. Click on the bubble next to "New Employee" to use this option.
Select the bubble " New Employee". A window will appear with input fields such as "First Name", "Middle Name", etc. The selection option "Employee Setup" will be highlighted. Fill in all the necessary information about the employee. When your input is completed, select the "Enter New Employee" button.

Employee Contact Information

The next window will ask for the contact information of the employee, such as "Address" and "City". Fill in all the necessary information about the employee. When finished, click on the "Upload Changes" button. Notice the name of the employee you are inputting appears at the top left hand corner.

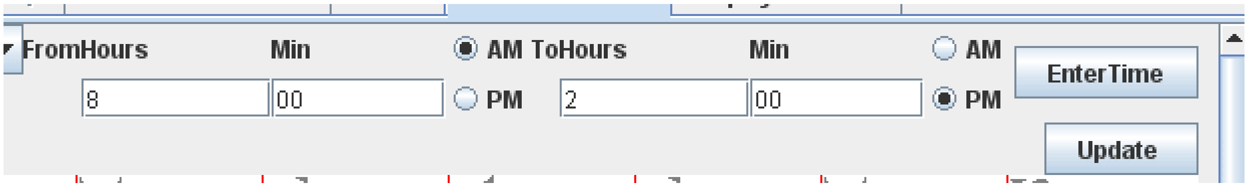


Photo

The next window will be the "Photo Upload Panel" window. It is here where you can upload a photo of your employee for future reports. To use this feature, first click on "Find Image" button, located at the bottom of the window. Select this button. This will open your hard drive to find the photo of your employee. Select the image of your employee. Select "Open". The image will appear in the "Photo Upload Panel" area. Select "Use This Image" button. You have now completed uploading your employee's picture.

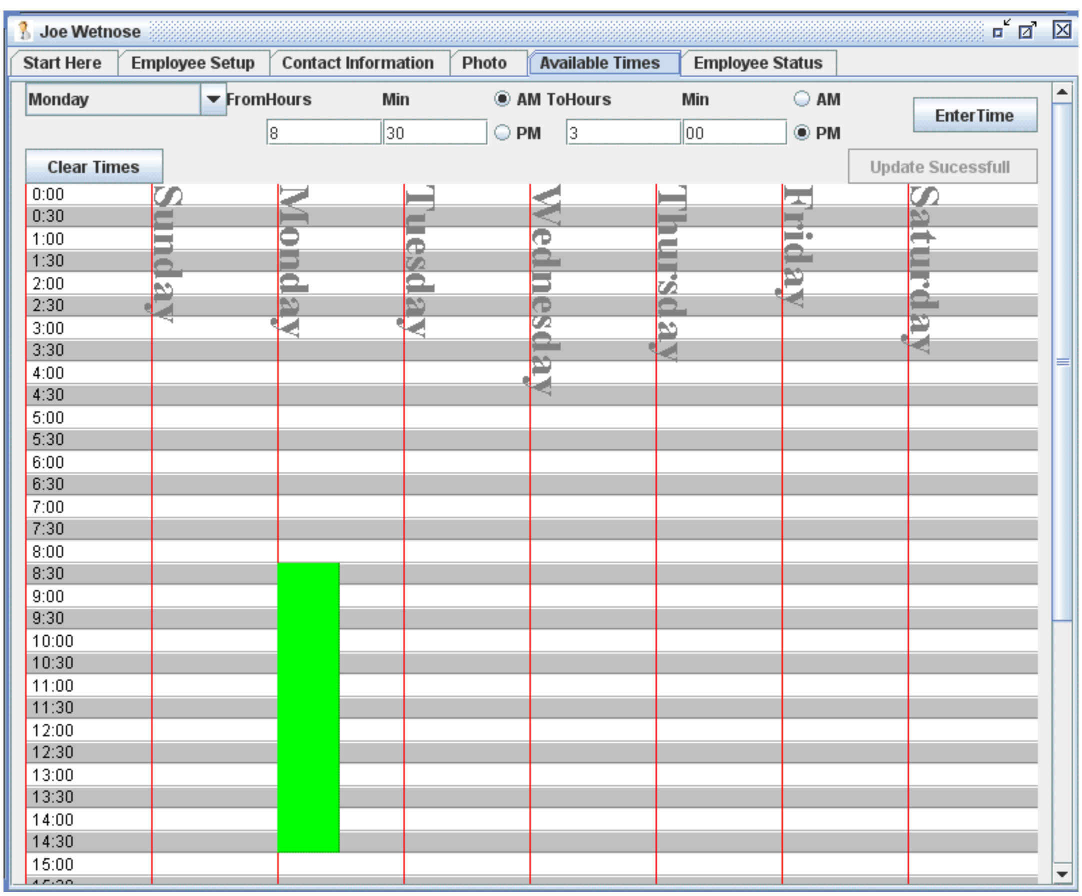
Available Times

It is here you can input the hours your employee is available to work. Select the day of the week from the pull down section for the days of the week.



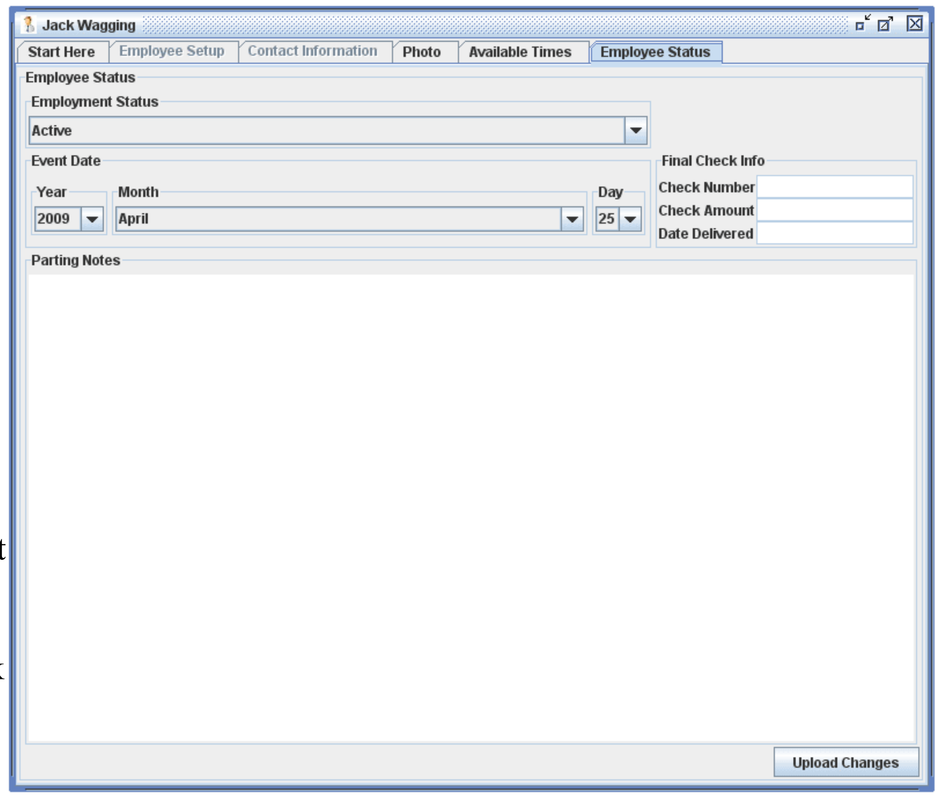
At the “FromHours” section (see above), input the hour your employee is willing to start working in the “Hour” box. Go to the next box to input the minute, this would be “00”, “15” etc. Click on the “AM” or “PM” bubble. Next, click on the hour box in the 'ToHours” to input the time your employee can finish their work day. Click onto the next box to input the minute, this would be “00”, “15” etc. Click on the “AM or “PM” bubble. Next click on “Enter Time”. You will see a green bar appear to represent the hours this employee can work on the day selected. You need only input the days your employee can work. Those days not desired by the employee can be skipped. After you have inputted all the available times for the week, click on “Update”. The bar will state “Update Successful” in light gray. When this appears, the times have been uploaded onto the program.

For example, your employee is able to work 8:30am to 3pm on Mondays. You would select “Monday” from the pull down section for the days of the week. Input “8” in the hour box and “30” in the minute box for the FromHours section. Click on the AM bubble. Next, move to the “ToHours” section and input “3” in the hour box and “00” in the minute box. And select the PM bubble. Lastly, select the Enter Time button. You should see a green bar fill in the space for the time between 8:30am and 3pm. (See below)



To change a employee's available times, select the green bar that represents the day you would like change. Click on it. A very small window will appear with two options; “Remove This” or “Cancel”. Select “Remove This” and the bar will disappear. Follow the same directions as above, entering the new times. Finish by clicking on “Update” and the new information will be uploaded.
If you input new information on a day where there was inputted times, the green bar will turn red. To remove the red bar, select the red bar and click on it. A very small window will appear with two options; “Remove This” or “Cancel”. Select “Remove This” and the red bar will disappear and the original green bar will appear.

Employee Status

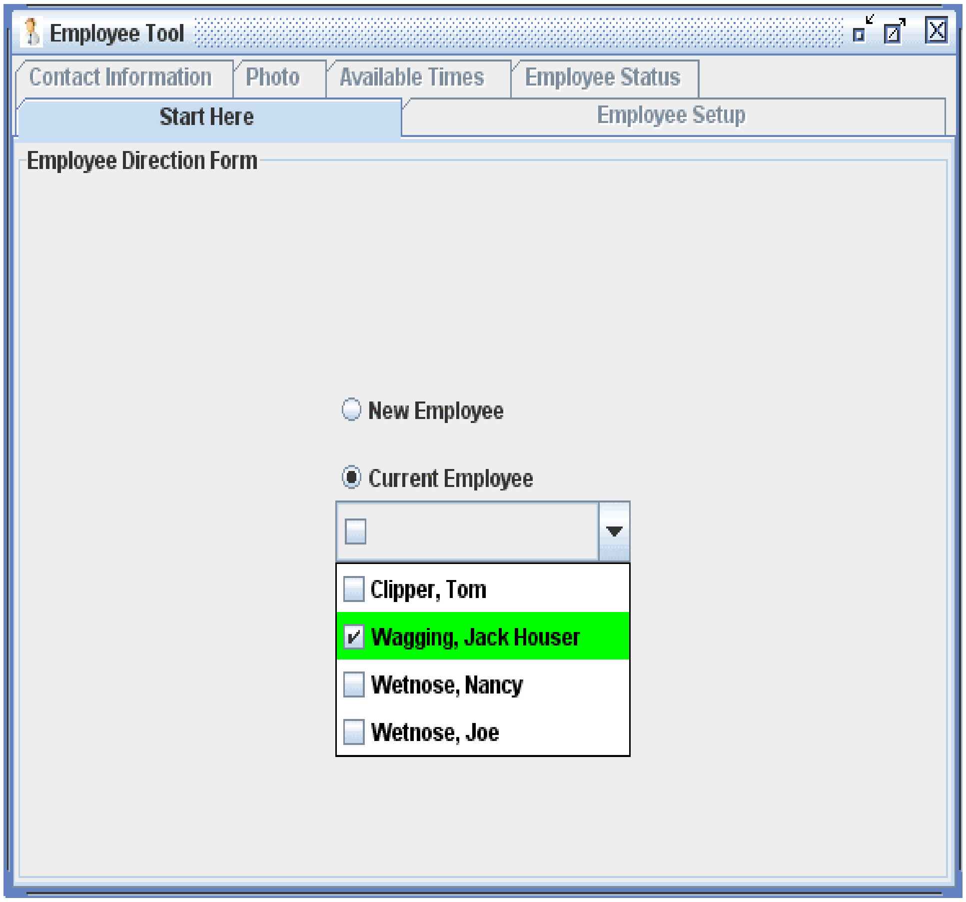


When completing your input of an employee's information, your employee's status is recognized as active by the Employee Tracker Software.
The Employee Status section is used when your employee's status changes. Select the pull down section from the Employee Status window. You will have several options to choose from such as “Layoff” and “Quit”. Choose the option best suited to your employee's situation. You can input the date in the “Event Date” section, using the pull downs provided. If there was a final check issued, you may input that information in the “Final Check Info” section. There is an area for you to input any parting notes of interest regarding your employee. When you are done inputting the Employee Status section, click on the “Upload Changes” button.. The Employee Tracker Software will change the status of this employee, and you will be able to retrieve information on this employee when you select the “Past Employee” bubble at the start of the Employee Tool function. This window is shown when you select the “Employee Tool” bar function which is at the top of the screen when you first open the Employee Tracker program.

The following two hints may help you utilize the Employee Tracker Software more effectually. First, please notice that after the first time you have inputted an employee's name, their name will appear at the top of the each opened window. This makes it easier for you to keep track of whose information you are inputting.
Second, every window has the “Start Here” bar, located under the “Contact Information” bar.

You can click on here if you wish to start with another employee's information or to get back to the opening window for the Employee Tool function of the Employee Tracker Software.

Current Employee



After you have inputted all your employees or have inputted a new employee, all the information can now be retrieved from the "Current Employee" selection. Click on the bubble next to "Current Employee" to use this option. Select the pull down section A list of your employees will be appear. Highlight the employee you wish to find by moving your cursor down the list. Select the desired employee. All of the windows and the order that they appeared while inputting information in the "New Employee" screens will be same. The first window to appear will be the contact information. Click on the desired heading to retrieve the information needed.

Past Employee

When you change the status of your employee, the Employee Tracker Software will change the status of this employee. You will be able to retrieve information on this employee by clicking on the Past Employee option. Select the pull down section A list of past employees will be appear. Highlight the employee you wish to find by moving your cursor down the list. Select

the desired employee. All of the windows and the order that they appeared while inputting information in the “New Employee” screens will be same. The Employee Status section will contain the information regarding the circumstances surrounding the employee's departure from your employment.
This concludes the description on using the Employee Tool function of the Employee Tracker.

The next two sections will explain the Employee Performance and Employee Report functions of the Employee Tracker.

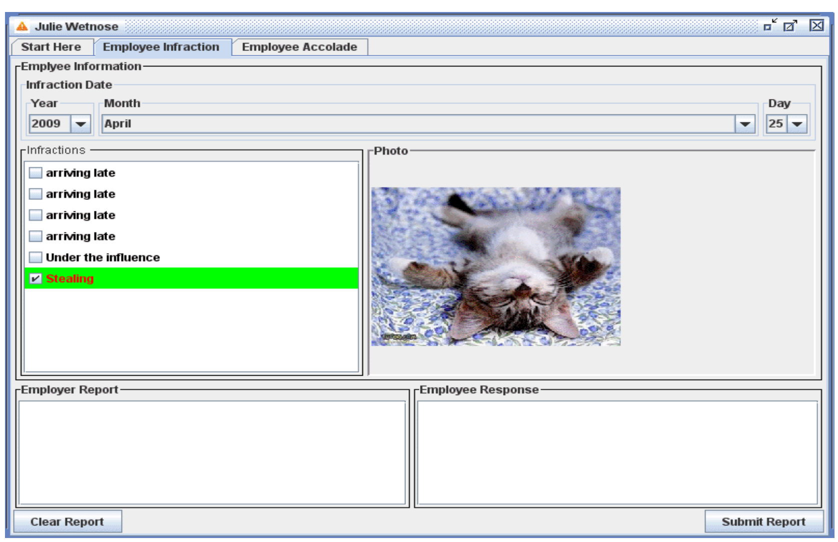
Employee Performance

The purpose of this section is to document any commendations or infractions your employee has conducted. The Accolade section of this function will allow you input any praise or exceptional work your employee has performed. You will be able to document the date and write a description of the accolade. For the Infraction section, you will able to document the type of infraction, the date of the infraction, input a description of the infraction and give your employee the opportunity to input their response to the infraction. Later, you can print up a report of infractions on any of your employees by using the “Employee Reports” function.

Explanation
When you first open this function of the Employee Tracker, you will notice a larger window labeled “Employee Performance”. The “Start Here” tab will be highlighted and a window with three options will appear: “New Employee”, “Current Employee” and “Past Employee”. Select Current Employee or Past employee option, and use the pull down window to find the employee you wish to document an accolade or infraction. After the employee's name is selected, you can choose the ”Employee Infraction ”or the ”Employee Accolade” button. When selecting these buttons, the Employee Tracker will take you to the input window you choose with the name of the employee at the top left hand corner of the window and their picture will appear in the “Photo” window..
Here are the explanations for the infraction and commendation sections.

Employee Infraction

This section is for inputting employee infractions you wish to document and keep a record for future use.



Employee Information
There is a window within the Employee Infraction section labeled “Employee Information”. Located within the Employee Information window are several windows. Below are the descriptions of each window.

Infraction Date
Use the pull down tabs to enter the date of the infraction.

Infractions
In this window will be all the workplace rules inputted in the Workplace Rules function of the Employee Tracker. Select the rule your employee has breached by clicking the small box. The rule be highlighted in green.

Employee Report
In this window, you will be able to type in the description and circumstances of the infraction the employee has breached. Please note that if there is no workplace rules selected, you will not be able to write in this window.

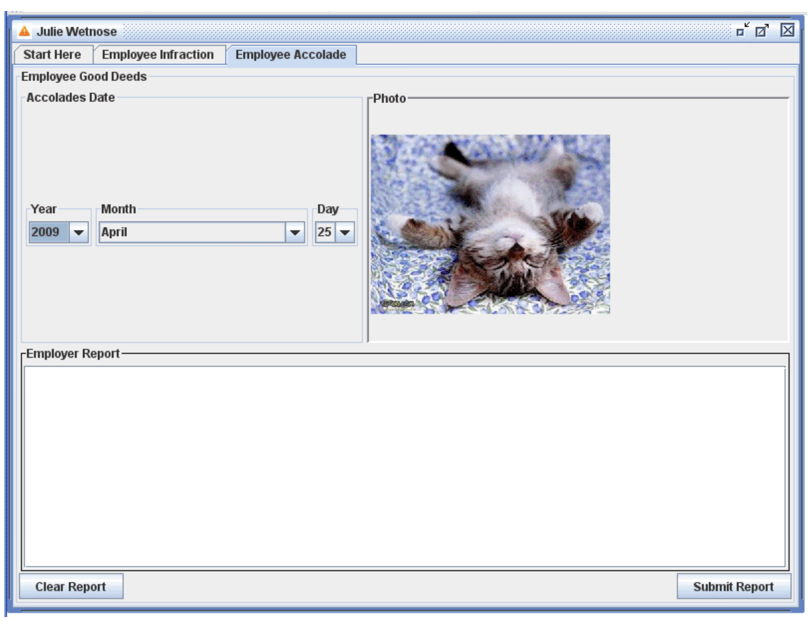
Employee Response
Your employee can write in their response to this report in this window. This window does not need an input for the program to continue.

After you are finished with all the sections, your employee's infraction report is completed. Click on "Submit Report" button located at the lower right corner of the Infraction Report window. The button will change to "Update Successful" in light gray font. Your report is completed and is down loaded onto the program.

The clear button located in the lower left corner of the Infraction Report window is for clearing all the inputted information in the Employee Report and Employee Response windows. To write an infraction for another employee at the same sitting, click on the "Start Here" tab at the top and use the pull down bar in "Employee Direction Form" section to select the second employee to write their report.

<u>Employee Accolade</u>

This section is for inputting employee commendations you wish to document and keep a record for future use. When selecting this option, the window will display several sections. First, you will notice the larger window labeled "Employee Good Deeds". Here are the descriptions of the sections within this larger window.

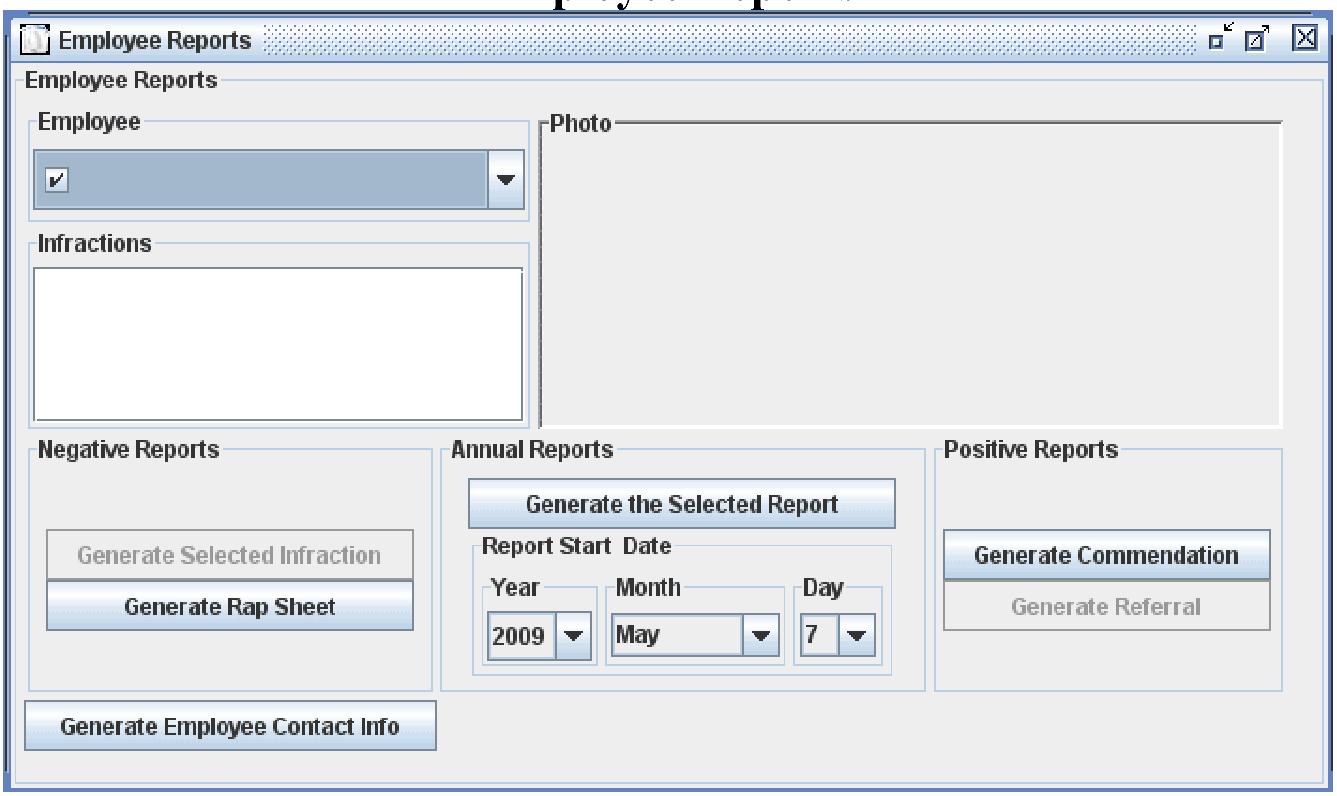


Accolade Date
Use the pull down tabs to enter the date of the commendation.

Employee Report
In this window, you will be able to type in the description of the commendation the employee has earned. The clear button located in the lower left corner of the Accolade Report window is for clearing all the inputted information in the Employer Report window. To write an accolade for another employee at the same sitting, click on the “Start Here” tab at the top and use the pull down bar in “Employee Direction Form” section to select the second employee to write their report.

To print a report on an employee's accolade and infraction history, use the Employee Report function of the Employee Tracker.

Employee Reports



This function of the Employee Tracker allows you to print a commendation and/or an infraction history on an employee. The infraction report will be useful if you are defending yourself in a legal action against your business. The report will print all the information you inputted about the employee in the Employee Performance function of the Employee Tracker. Here is an explanation for using this section. When you first open this function of the Employee Tracker, the window will display several sections. First, you will notice the larger window labeled “Employee Reports”. Here are the sections within this larger window.

Employee
Located under this heading is a pull down bar for you to select the employee you wish to

generate a report. Activate the pull down bar, and select an employee. After selecting the employee, their picture will automatically appear in the “Photo” window. In the Infraction window, the list of the infractions previously recorded will appear.

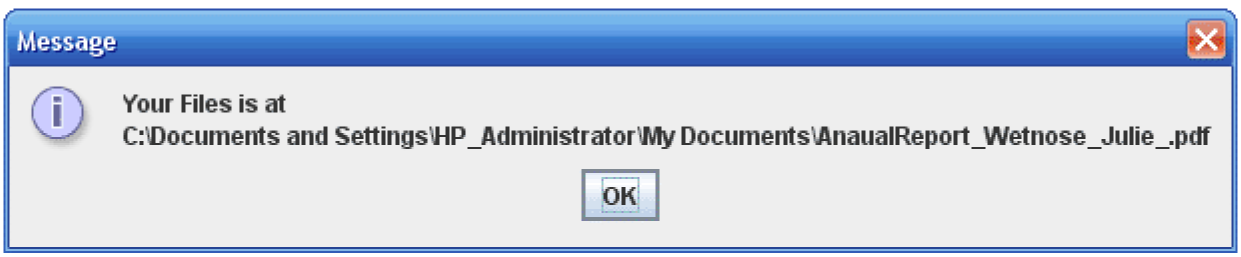
Negative Reports

Below the Infractions window is the “Negative Reports” window. To print a report an employee's infraction history, you will select this button, following the instructions in “How to Print a General Report”.

How to Print a General Rap Sheet

Employee Tracker will print every request in Adobe Acrobat Reader. All printing requests will be in PDF format, and you may open your file using Adobe PDF reader or any PDF reader you have installed.

When using the “Generate Rap Sheet” button, the employee's entire infraction history will be generated. If you wish to generate this file on an employee, use the pull down bar and select an employee. Click on the “General Rap Sheet” button. A message window will appear to inform



you where the General Rap Sheet file for the employee is located in your computer (see the example above). Press on the “O.K.” button. In Windows, open up Explorer to find the file. You will find the PDF file in the directory shown in the message window. Open the PDF file and print from Acrobat Reader. If you try to open the file from the directory before you hit the O.K. button in the message window, the operating system may lock up and the computer will not open the document. Click on the O.K. button in the message window, and locate the document. There is a copy of an Infraction report at the end of this manual.

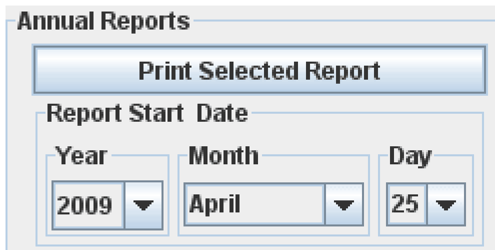
The report generated will have the business address and contact information, the employee's contact information, and a pie graph that will display the percentages of each infraction committed by the employee. In addition, the infraction history will display the number of each infraction, the date of each infraction and the description of each infraction. If the selected employee was fired, the report will also give the details of the employee's discharge, providing information such as the date and final check issued.

To Print a Single Infraction

If you wish to print a single Infraction Report on an employee, use the pull down bar, and select an employee. In the Infractions window, select the infraction you wish to print. The selected infraction will be highlighted in green and a check mark appear in the small box. Next, select the “Generate Selected Infraction” button. A message window will appear to inform you where the General Selected Infraction file for the employee is located in your computer. Press on the

"O.K." button. In Windows, open up Explorer to find the file. You will find the PDF file in the directory shown in the message window. Open the PDF file and print from Acrobat Reader. The report generated will have the business address and contact information, the employee's contact information, company logo and a picture of the employee. Although the report generated is for one infraction, a pie graph will appear that displays the percentages of each infraction committed in the employee's history.

Annual Reports



This section allows you to generate a report for certain time period. This will enable you to generate a report for an annual review purposes. You can generate a report from a start date you select to the present. Here is how to use this section, First, select the desired employee from the pull down section of Employee Reports. Under the "Print Selected Report" button is a pull down section for selecting the starting date of the report.(see above). Select the starting date you desire your report to cover. Select the Print Selected Report button. A message window will appear to inform you where the Annual Report file for the employee is located in your computer. Press on the "O.K." button. In Windows, open up Explorer to find the file. You will find the PDF file in the directory shown in the message window. Open the PDF file and print from Acrobat Reader. If you try to open the file from the directory before you hit the O.K. button in the message window, the operating system may lock up and the computer will not open the document. Click on the O.K. button in the message window, and locate the document.

The report generated will have the business address and contact information, the employee's contact information, company logo and a picture of the employee. The report generated is for the time period selected and will not display the entire work history the employee history.

Positive Reports

This section allows you to generate a report for an employee's commendations. First, you will have to select the desired employee from the pull down section of Employee Reports. Next, select "Print Commendations" button in the Positive Report section. As with all reports generated, a message window will appear to inform you where the Commendation file for the employee is located in your computer. Press on the "O.K." button. In Windows, open up Explorer to find the file. You will find the PDF file in the directory shown in the message window. Open the PDF file and print from Acrobat Reader. If you try to open the file from the directory before you hit the O.K. button in the message window, the operating system may lock up and the computer will not open the document. Click on the O.K. button in the message window, and locate the document.

Generate Employee Contact Information
This selection will generate a list of contact information on all your employees. When generating this list, the company information and logo will appear at the top of the document, followed by the list of employee's contact information in alphabetical order. To generate this report, select the "Generate Employee Contact Info" button. A message window will appear to inform you where the Employee Contact Information is located in your computer. Press on the "O.K." button. In Windows, open up Explorer to find the file. You will find the PDF file in the directory shown in the message window. Open the PDF file and print from Acrobat Reader. If you try to open the file from the directory before you hit the O.K. button in the message window, the operating system may lock up and the computer will not open the document. Click on the O.K. button in the message window, and locate the document.

Plugins, Tools and About navigation Toolbar

When you open the Employee Tracker desktop, there is a menu bar with the words "Plugins", "Tools" and "About". When selecting the Plugins button, a pull down menu will appear with the same five tools offered in the toolbar. The Tools button has a pull down bar with several options. The first option is Needed Contact Info. When selecting this option, the Contact Form will appear and you will be able to change your contact information. Program Downloader option will allow you to download updates of your current program or download new programs not originally offered. Report Problems options allows you to report any problems you may have. Back Up Your Data option allows you to back up your database onto Employee Tracker's servers for future retrieval. The Buy A Component option allows you to license Employee Tracker software. When your free trail is expired, you will use this option to continue to use Employee Tracker for your business.

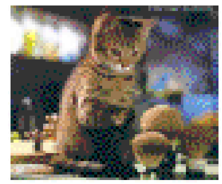
In Conclusion

This ends the manual for using the Employee Tracker from Labor Tool Set. One parting word regarding the program. Some of the buttons or functions are colored in light gray. You will not be able to use these functions in the current issue of this program. These were installed for future launches in upcoming upgrades. We welcome any ideas or concerns you may have, as these suggestions and concerns will be addressed on future upgrades. Please feel free to contact us, using the Tools selection located in the the top navigation bar of the Employee Tracker program.

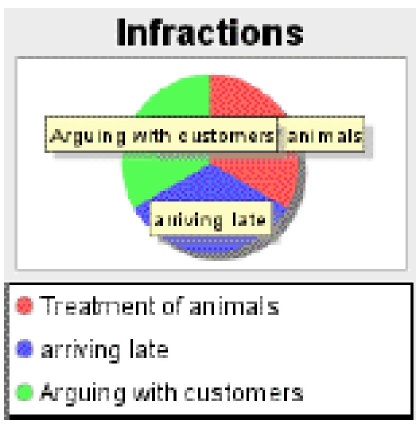
Finally, here is an example of a report generated by using Employee Tracker (see below). The reports will print in letter size paper. Notice the the company's address and logo, the employee's address and logo or storefront picture, and the date of activity requested are included. Most reports will look much like this one, but will feature the information requested, such as with the employee's infractions report will have a pie chart that displays the percentages of infractions the employee has breached.

RapSheet for Wetnose Nancy

Employeer:	First Rate Groomers		
Address:	1669 Combing Court		
City:	Dogtown		
State:	California	Zip:	93099
Phone:	805 555 5567		



Employee:	Wetnose, Nancy		
Address:	1289 Pawfoot Lane		
City:	Dogtown		
State:	California	Zip:	93009
Phone:	805 555 5556	Cell:	805 555-6789



Infractions Summary
A total of 3 infractions in the record

Infraction Type	Count Of Infraction
Treatment of animals	1
arriving late	1
Arguing with customers	1