

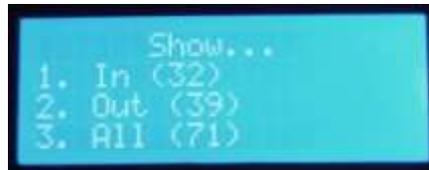
# THE CS TIMECLOCK EMPLOYEE LIST SEQUENCE

The Employee List sequence has the following functions:

- Shows the number of employees that are currently clocked In and Out.
- Lists the employees with their current TNA status.
- Displays the employee In time.
- Allows one to query an employee's status from the list.

## ACCESSING AND USING THE SEQUENCE

To access the sequence, press # to display your menu options. Press 2 (Enquiry). Press 3 (Employee List).



Select one of the above options. The employee names in the selected group will be displayed as "Name Surname" in ascending alphabetical order.

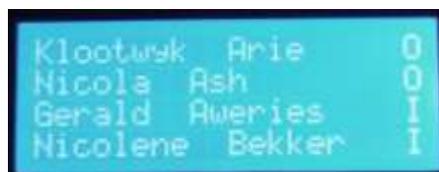
Option 1 (all the employees currently clocked In) will also display the employee's In clocking time:



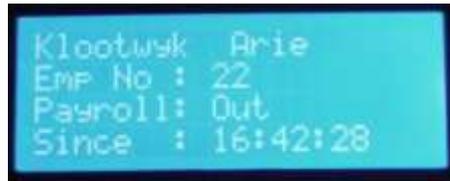
Option 2 (all the employees currently clocked Out) will list the names of all the employees who are currently Out:



Option 3 (All the employees) will display the employees' current TNA status i.e. I = In and O = Out.

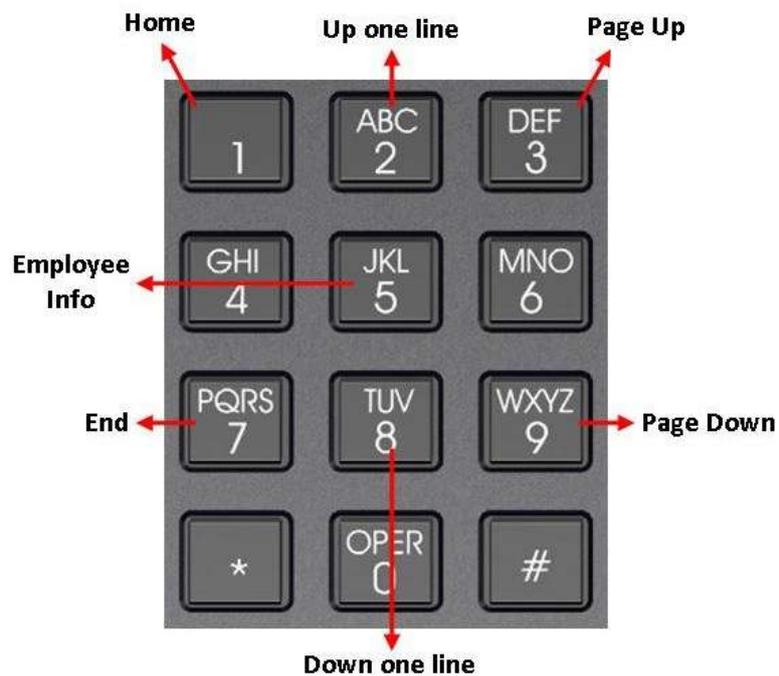


Pressing **5** on the keypad will display the employee status of the employee at the top of the list:



## SCROLLING

You can scroll through the list using the keypad as shown below:



## EXITING

Press **\*** to exit the employee list or wait for 10 seconds for the sequence to timeout.