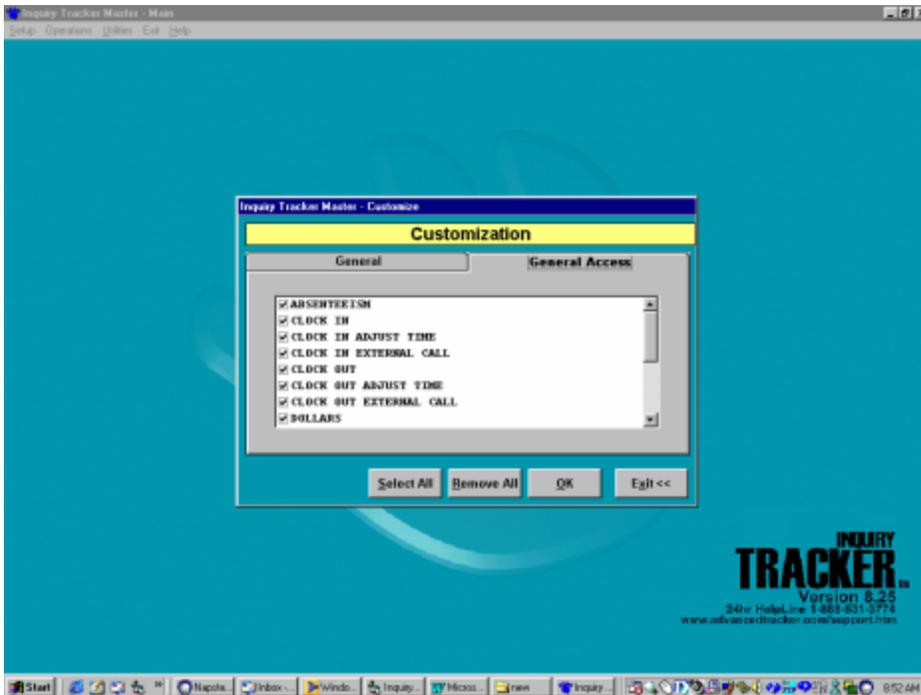
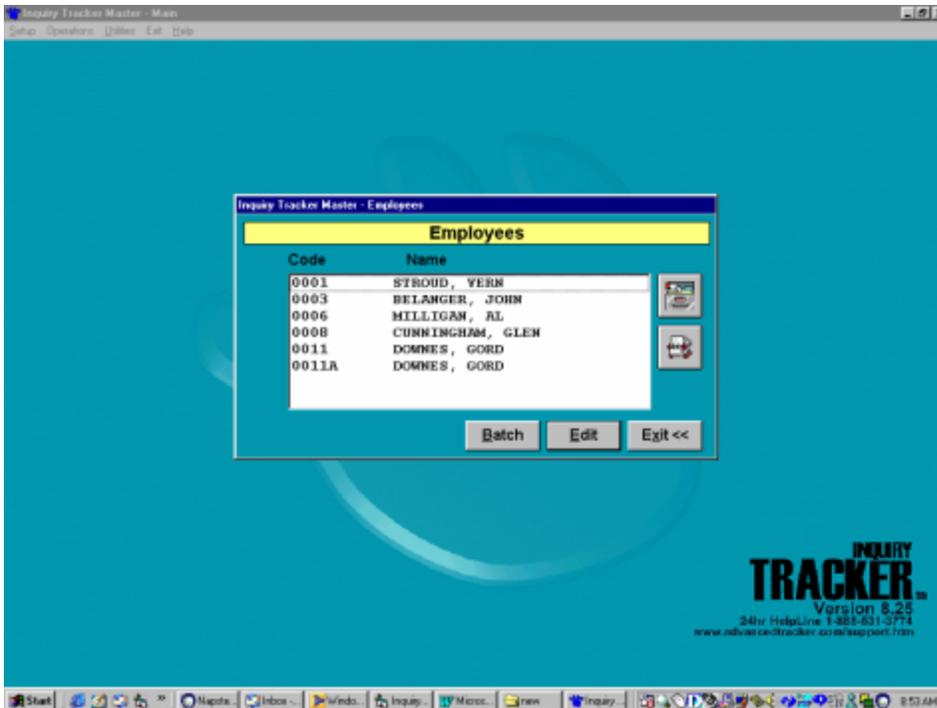


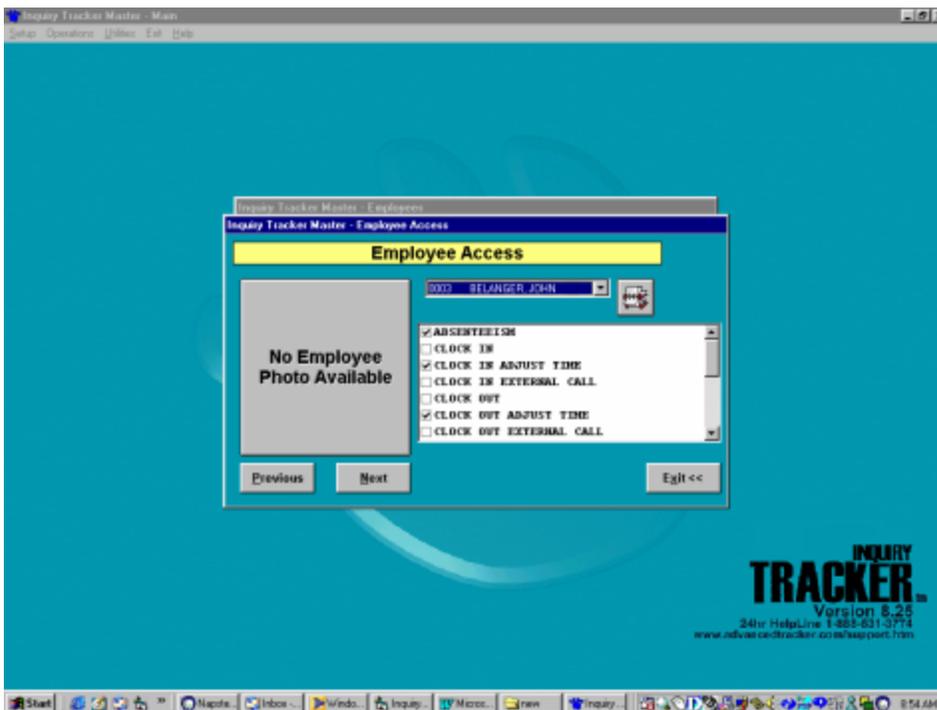
Under Utilities go to customize. In the General tab set the Time Out Duration for the amount of time you would like the screens to be displayed in Inquiry Employee. Set the days offset to the number of days you wish the employees to see in the Edit Time and Attendance.



In the General tab select the options you wish to give your employees.



Use the filing cabinet button to select your employees.



Select an employee and turn on the options you wish your employees to see.