



ALL USERS
This Quick Start Guide is Intended for users with login privileges.

How to Access a Shift Report

Learn how to clock in, select a job, check personal messages, access a shift report and clock out.

End of shift

Dinerware acts as a time clock and tracks hours from when an employee clocks in until clock out. If an employee **forgets to clock out**, the system continues to add hours to the **clocked in employee**. To edit a shift, please see the Dinerware Manager Basics guide.

Before an employee clocks out, areas an employee will access are **Message Center** and **Shift Report** (for employees using a cash drawer). For details about the Shift Report, please refer to the Dinerware Guide to Cash Management. **If the employee does not process sales, the Shift Report will not appear for them.**

Log in using a four-digit PIN.

From the order entry screen, touch **'Personal Page'** at the top right of the screen.



On the left is the **Shift Report**. On the right is the **Message Center**.

Shift Report

All sales and transactions for the individual current shift. This report is used to reconcile cash, credit receipts and tips against what has been entered during a shift into the system. The employee should present this report to management at the end of the shift.

Clock Out

Touch **'Clock Out'** ... OR ... choose **'Print and Clock Out.'**

Servers and cashiers will see two types of tips: **Known Tips** (credit card sales) and **Other Tips** (usually cash sales).

Enter a number then touch **'Clock Out.'** Upon clock out, a time summary will print for the employee.



Shift Reports

Servers and cashiers can run shift reports before clocking out and turn those into management.

Shift Report Note:

Some business require their employees to Clock Out prior to reconciling the Shift Report.

Clock Out Note:

This screen shows start and end times of your shift, any overtime, and total hours.

Tips Note:

Dinerware offers users several ways to report their final tip totals for that shift, including the ability to enter a negative number.

Dinerware also provides a space for **Tip Out** and a **Tip Hint Percentage**.