

Portal & Point-of-Sale

Release Update v4.30.54– April 2, 2025

New + Improved

New Time Clock

We're incredibly happy to announce that we're officially rolling out the much-anticipated employee time clock. The time clock feature set will allow you to:

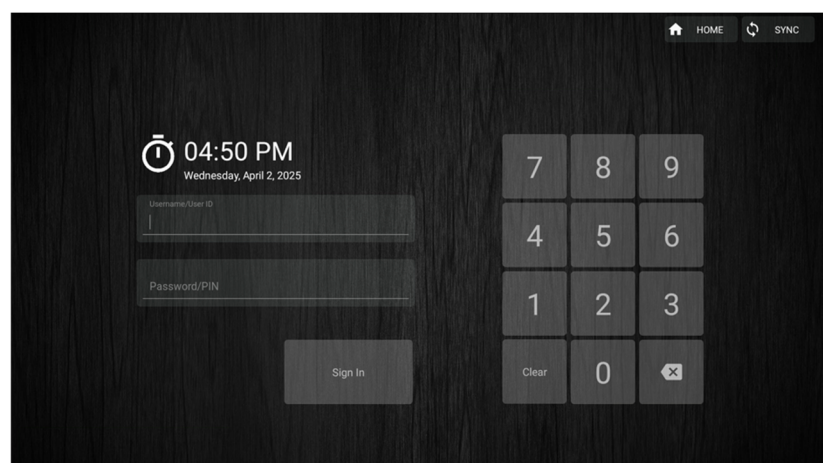
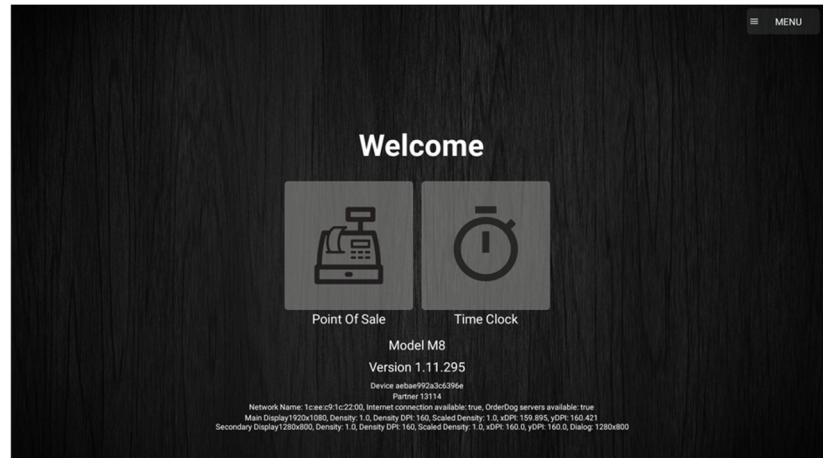
- via Point-of-Sale:
 - have employees clock in at the start of a shift and clock out when the shift ends
 - have employees start/end breaks
- via Portal
 - view Payroll Time Summary Report
 - view/edit Time Clock Details Report for any employee
 - enable/disable Time Clock Employee Permission to view time clock reports

By using the new time clock feature on the point-of-sale and the time clock reports in your portal account, you'll be able to more easily and accurately track your employee's time in preparing for payroll.

Time Clock on the Point-of-Sale

The time clock features are defaulted as being enabled on the point-of-sale, so it can be used for both transactions and as an employee time clock. If desired, you have the flexibility to have a point-of-sale setup to function solely as a time clock, which will require reaching out to the OrderDog Team to have a point-of-sale turned on to do this. When the point-of-sale is setup to process transactions and to function as a time clock, the time clock option will be displayed on the home screen.

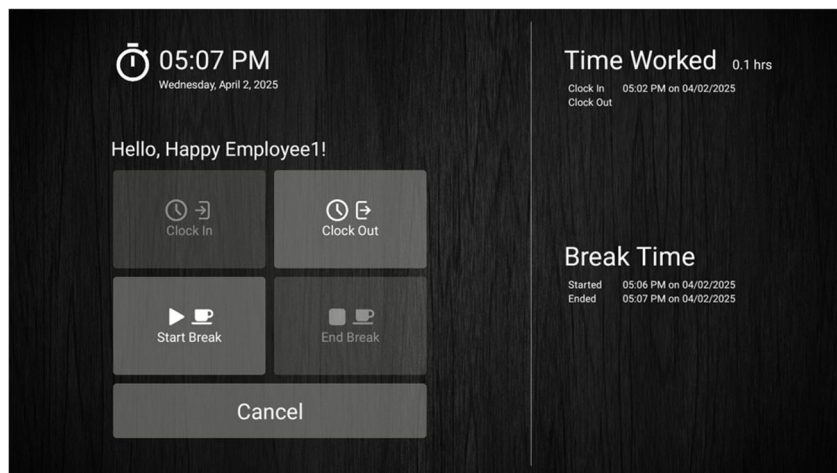
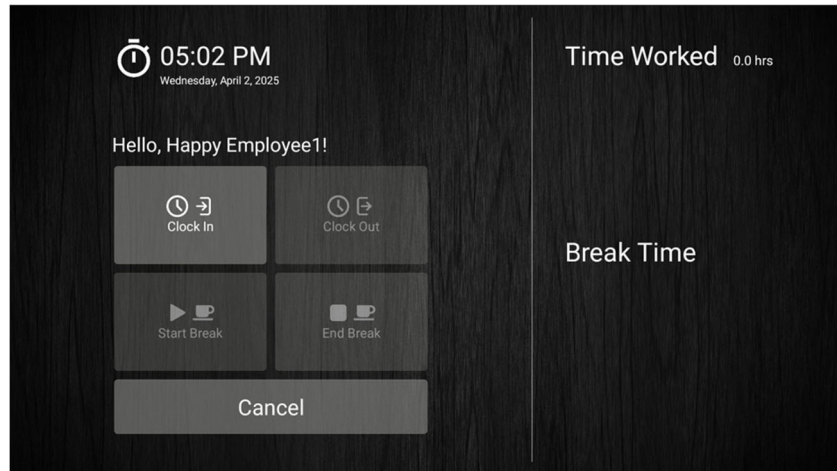
When selecting the time clock option on the Home screen, the time clock login screen will display. The employee will need to login with that employee's login credentials, which are the same credentials the employee uses when logging into the point-of-sale to perform transactions. All employees will need



their own unique login credentials to use the time clock, so the point-of-sale can determine who it is that the time needs to be recorded for. Credentials for each employee can be created/edited in your portal account via the “Employees” page. The employee’s username and password or employee id and pin can be used to login on the time clock login screen.

Once an employee is logged into the time clock, the employee will be able to easily do any of the following:

- Clock In: when starting a shift/session
- Clock Out: when ending the shift/session
- Start Break: when going on a break
- End Break: when coming off a break
- View Total Hours Worked that day
- View each break taken that day



The point-of-sale must be online to record whatever the employee chooses. This ensures the time is recorded accurately and stored in the cloud immediately.

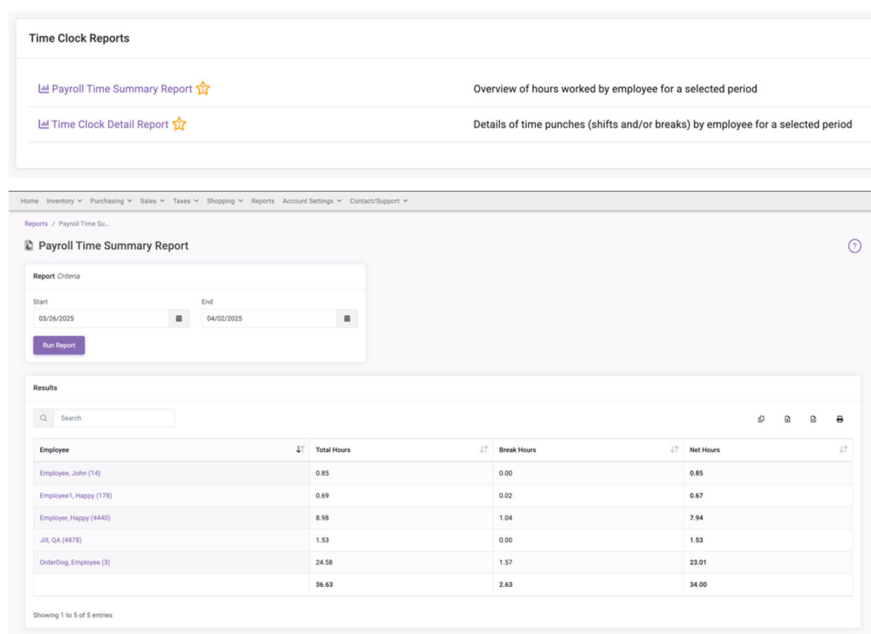
After the employee has been notified that the selected option has been successfully recorded, the employee will be automatically returned to the time clock login screen. Selecting the Home option will give the employee the option to logout or choose the Point Of Sale option to run transactions.

Time Clock Reports

Once an employee has completed a session (shift), the results will display on the time clock reports.

There are two new reports available:

- *Payroll Time Summary Report*
 - shows an overview of hours worked by employee for a selected period



- any employee can be selected to view details for that employee
- **Time Clock Detail Report**
 - shows details of time punches (shifts and/or breaks) by employee for a selected period
 - an edit icon displays next to each time, allowing you to edit it
 - when a time has been edited, an asterisk will display next to it
 - hovering over a time that has been edited will display the original time for reference
 - a break or a session can be deleted, but know this cannot be undone

Both reports can be easily exported

Home Inventory Purchasing Sales Taxes Shopping Reports Account Settings Contact/Support

Reports / Time Clock Detail..

Time Clock Detail Report

Report Criteria

Start: 03/26/2025 End: 04/02/2025

Employee: All Employees

Run Report

Results

Search

| Employee | Session Date | Session Time | Total Hours | Break Time | Break Hours | Net Hours |
|------------------------|--------------|--------------------------|-------------|--------------------------|-------------|-----------|
| OrderDog, Employee (3) | 03/31/2025 | 07:37:52 - 11:13:33 AM | 15.59 | 11:11:20 - 11:24:59 AM * | 0.23 | 15.36 |
| OrderDog, Employee (3) | 04/01/2025 | 08:00:43 - 05:00:24 PM * | 8.99 | 10:00:20 - 10:15:34 AM * | 0.25 | 7.65 |
| OrderDog, Employee (3) | | | | 12:00:30 - 01:00:05 PM * | 0.99 | |
| OrderDog, Employee (3) | | | | 01:30:57 - 01:36:48 PM | 0.10 | |
| Employee, John (14) | 04/01/2025 | 12:47:15 - 01:38:04 PM | 0.85 | | | 0.85 |
| Employee1, Happy (178) | 04/02/2025 | 05:02:13 - 05:43:39 PM | 0.69 | 05:06:10 - 05:07:33 PM | 0.02 | 0.67 |
| Employer, Happy (4440) | 04/01/2025 | 09:01:52 - 06:00:26 PM * | 8.98 | 01:11:20 - 02:13:39 PM * | 1.04 | 7.94 |
| Jill, QA (4878) | 04/01/2025 | 11:14:17 - 12:46:00 PM | 1.53 | | | 1.53 |

Showing 1 to 8 of 8 entries