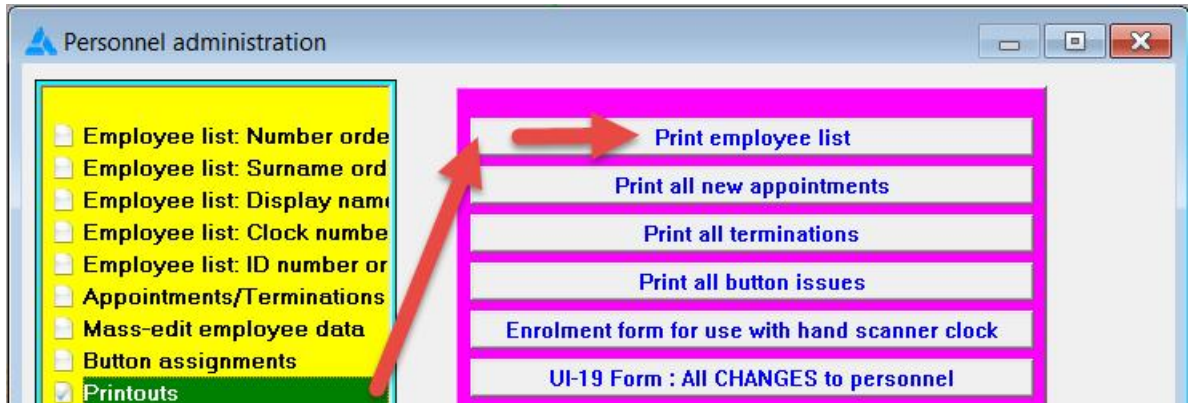


PRINT OUT : EMPLOYEE LIST

A list of Employees that can be printed (or exported to PDF or Excel formats) is available.

To print the list, follow the steps below:

1. Click on the Main Screen on: Personnel.
2. Select from the options in the yellow block: Printouts.
3. Select from the options on the right hand side in pink/blue: Print employee list:



4. Indicate the print order required. The printout can also be sorted according to employee group, company and date:

5. Various printouts are available under this option, but to print the Employee List, select the "first" option in the grey/blue block: "Listing":

Print employee list: Indicate your options, then click OK

Status

☒ In service

☐ Resigned

☐ Pensioned

☐ Deceased

☐ Dismissed

☐ Absconded

☐ Contract end

☐ All of the above

Employee group

☐ One employee group

☒ All employee groups

Company

☐ One company

☒ All companies

Print order

☒ Surname order

☐ Employee number order

☐ Time program and surname order

☐ Employee group and surname

Print list as at date: 23/08/2016

☐ In service in period: From:

☐ Print complete employment history
(Click here to print a complete history of appointments and terminations for each employee)

Listing **Signing list** **Important dates** **Button issue sheets** **Data sheets** **SARS data sheets**

Employee ID cards **Tariff list** **Leave balances** **Leave liability report** **Form W.As.8 employee list**

Labels 3 up by 8 **Employees QR code cards** **Employee ID photo plus QR code** **Labels QR code 3 up by 8** **Quit**

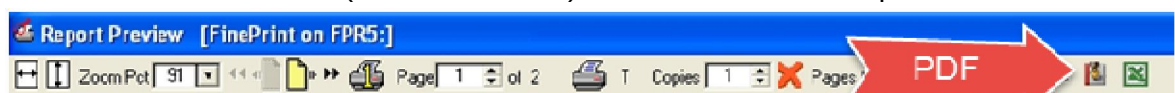
Scanner clock numbers

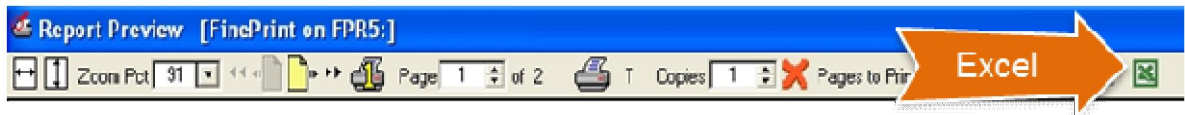
6. The Employee List will be displayed on the following screen from where you will be able to print it:

All employees in service as at: 18/09/2014 :ALL EMPLOYEE GROUPS :ALL EMPLOYEE GROUPS

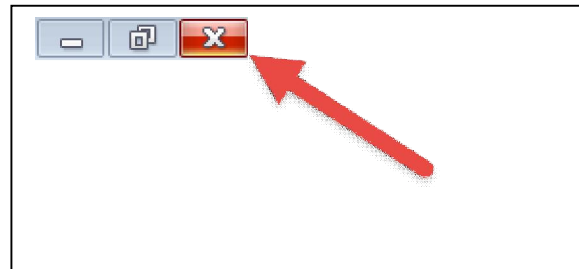
Employee number and name	Employee group	Time programme	Status	Allocated button	ID Number	Occupation
0156 S ABA (Sinethemba)	MELKSPAN	SKIKTYD	In service	F7000012EEA4E901	9104085877083	Algemene arbeider
0186 S ABA (Siphamandla)	DAGSPAN	SKIKTYD	In service	78000015BF49F301	9406075232082	Algemene werker
0191 S B ALLA (Silumko Ben)	KONTRAKWERK	BESTUUR	In service		6708165674088	Drywer
0201 A J L AUGUSTUS (Ashnevoy Jade Lucious)	KOMPOS	BESTUUR	In service	5A00001693EE3001	8405035146086	Drywer
0193 E R AUGUSTUS (Elistin Romeo)	KOMPOS	ALGEMEEN	In service	570000169501A001	6903185538088	Operateur

7. Indicate if the Employee List must be exported to PDF or CSV (Excel) by clicking ONCE on the correct icon (for PDF or Excel) on the toolbar at the top:





8. Close the printout by clicking ONCE on the cross/block at the top right corner of the screen:



9. Should the Employee List be exported to CSV, indicate where the printout must be saved, for example, on the Desktop. Click on "Save". The printout will be saved on your Desktop from where it can be opened in Excel format:



10. When choosing the PDF format, the printout will automatically open in PDF from where it can be saved.