

**ReportWare**

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## **Macintosh Demo Instructions Human Resource and Timekeeping Software**

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### **Demo Instructions:**

Instructions for installing and using the Demo version of ReportWare's Human Resource and Timekeeping Software. ©2002, ReportWare, Inc., 1460 Manzanita Lane, Reno, NV 89509; (888) 737-9273; [www.reportware.com](http://www.reportware.com)

### **DEMO LIMITATIONS**

Some features are unavailable or crippled in this demo. Password functions which control user and supervisor access are disabled. This demo version will expire after a certain number of launches or the date displayed in the software.

### **MINIMUM SYSTEM REQUIREMENTS**

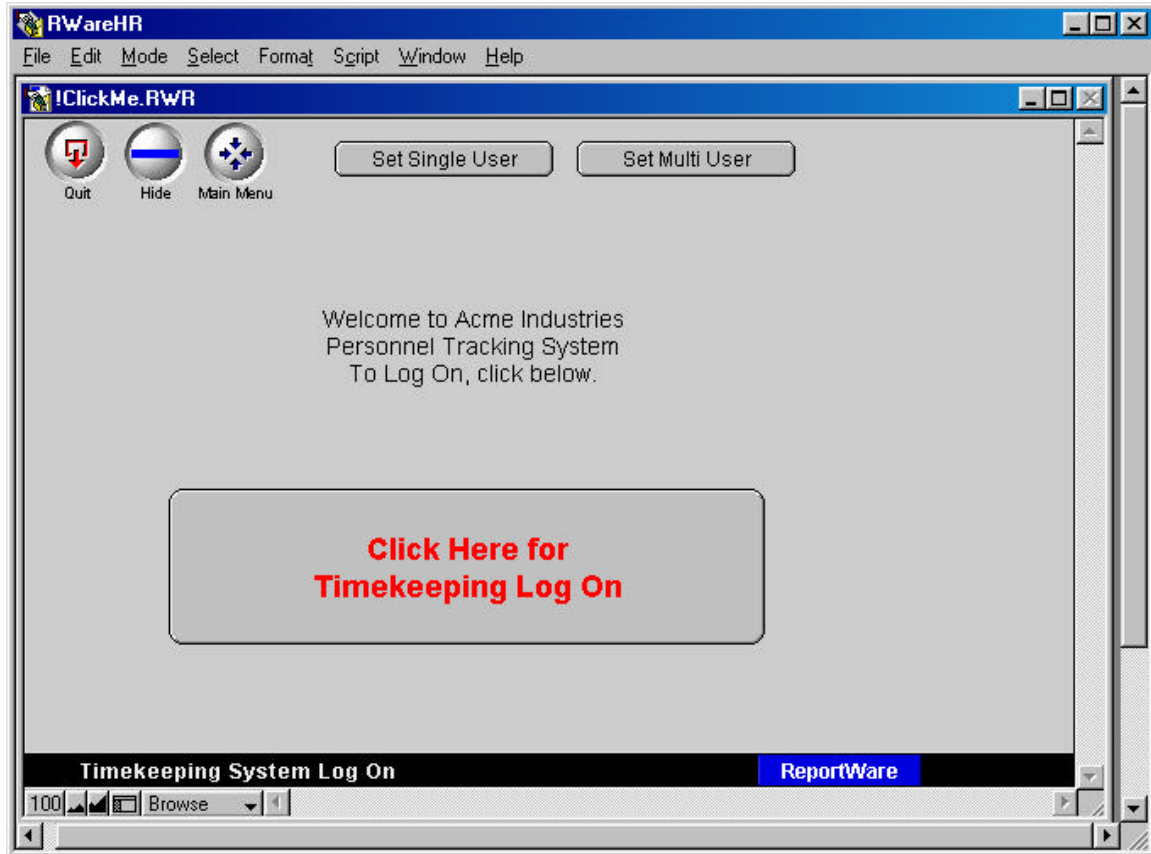
Mac users should have a Power Mac, with OS 8.1 or later. OS X is also supported by ReportWare; be sure you download the correct demo (HR4OS9.sea.hqx or HR4OSX.sea.hqx). You must have 20 Mb free hard disk space to install this demo. Please see our user manual (available for download) for more information.

### **INSTALLATION**

**From Web Download:** Create a folder on you hard disk to hold ReportWare's files. Name it whatever you like and place the "sea.hqx" file you downloaded into it. Double click this file on your hard disk. If you don't already have extraction capabilities in your browser or on your computer, visit <http://www.aladdinsys.com/expander/index.html> to download a free utility you'll need sooner or later anyway. Simply extract all files into the folder you just created. To launch the program, double click the application file called "RWareHR". To remove this demo, simply delete the ReportWare folder.

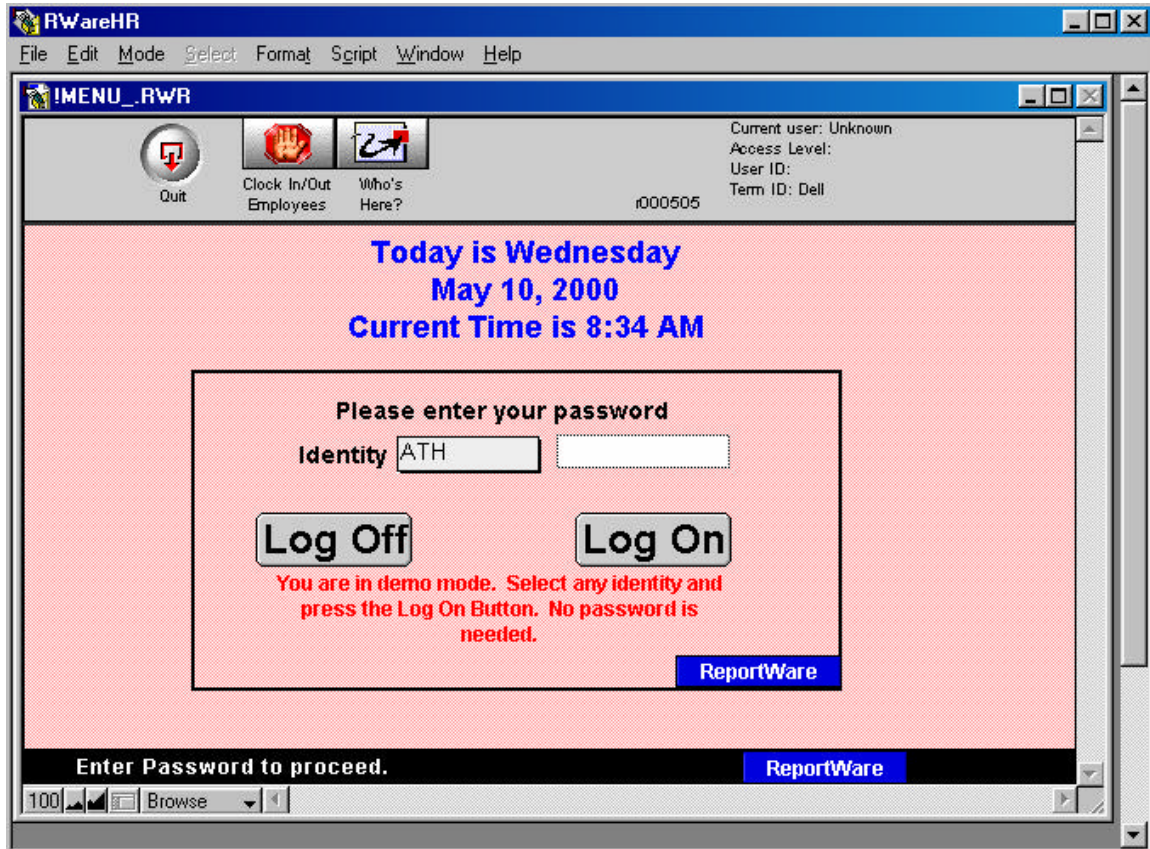
## BASIC OPERATION

1. Launching the program: Double click the RwareHR application. Launch this as you would any other program. (Screen shots below are from Windows; everything is the same on Mac, except easier.) You will see our primary log on screen:



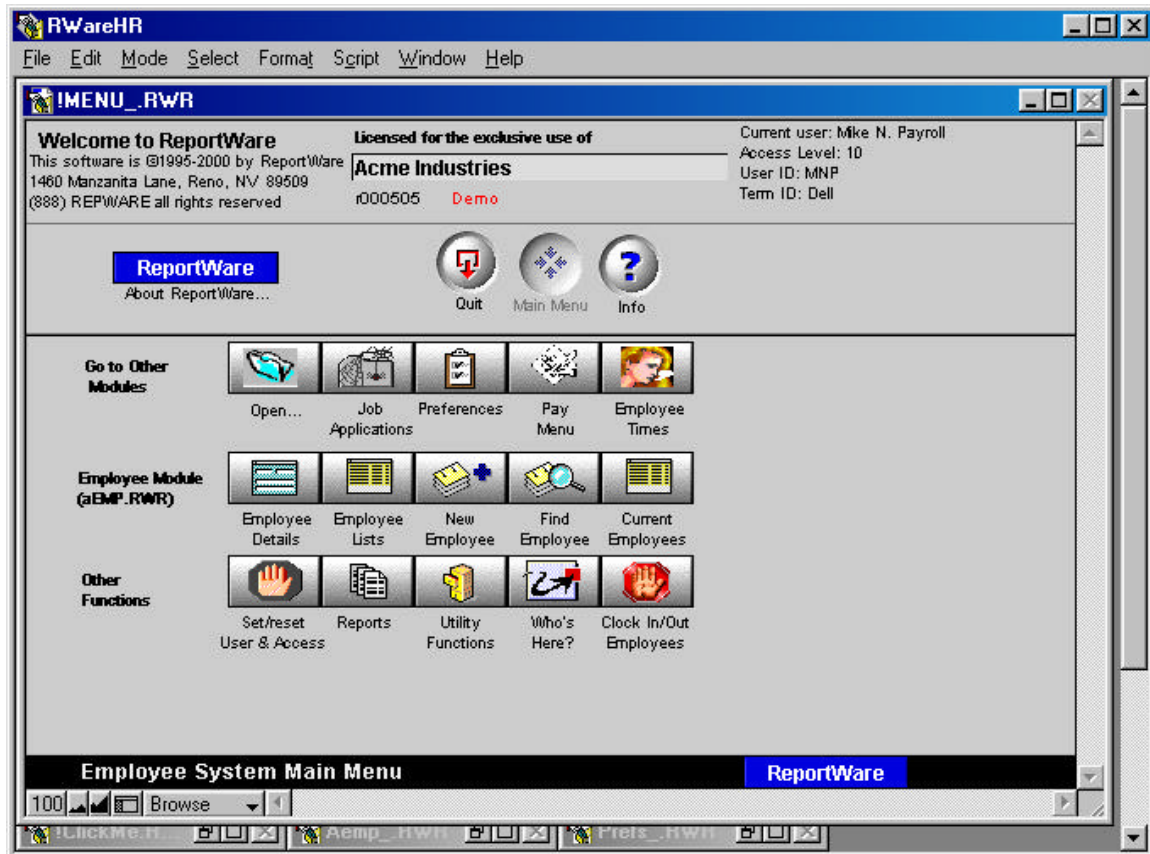
## ReportWare

2. Passwords: When you launch the program, click on the Main Menu button. If you happen to click on the “Click Here for Timekeeping Log On” button, just click on the Main Menu button you see on that screen to proceed. After launching, you may be presented an information screen which you may dismiss with the “Continue” button. If you don't press Continue, the screen will move on anyway in 30 seconds. You will next be prompted to select a user ID and enter a password. For this demo, any password (or no password) will work.



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3. You will next be presented with ReportWare's Main Menu. You may poke around on buttons as you please to explore this software. If you get stuck or lost, and can't find a Main Menu button on some screen, type Cmd-1 (hold down the Apple key and hit "1") to get to a familiar place.

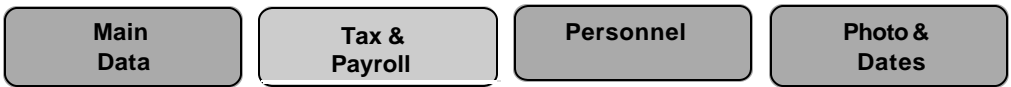


4. Dummy records are provided with employee ID's of 81 through 88. Set up new employees or edit these as you please. To set up a new employee, just hit the New Employee button and make up a social security number. SSNs must have the correct number of digits (9) and not already be used. Some demo employees have quite a lot of information and even photographs; some don't. If you don't like the information you see, change it. Only social security numbers may not be changed.
5. The software ships with some random dummy time records. Use these to experiment and learn the software, then you may delete these records when you wish. Do not be afraid to experiment with making new entries and dummy records.
6. To experiment with what employees see when they interact, try clicking on the Clock In/Out Employees button. This will take you to the same screen as the "Click Here for Timekeeping Log On" button from the very first screen you saw at launch. On this screen,

enter and Employee ID of 81 and a password of “SB” (case sensitive). Then click on any folder tab or “I’m In”, “I’m Out”, etc.


### INTERFACE AND MODULE NOTES

1. When you launch the program, you will be presented with ReportWare’s Main Menu. Simply click on whatever looks interesting. Lost?? You can return to the Main Menu by pressing the Main Menu button from any screen or by typing “Cmd-2” any time. Cmd-1 takes you to the top of any module and Cmd-3 takes you to the Report Menu.
2. Interface notes: This program is very button and mouse oriented for ease of use. For example, in several modules, such as the Main Employee Module, you will notice the File Tab looking buttons labeled “Main Data”, “Tax & Payroll”, etc.



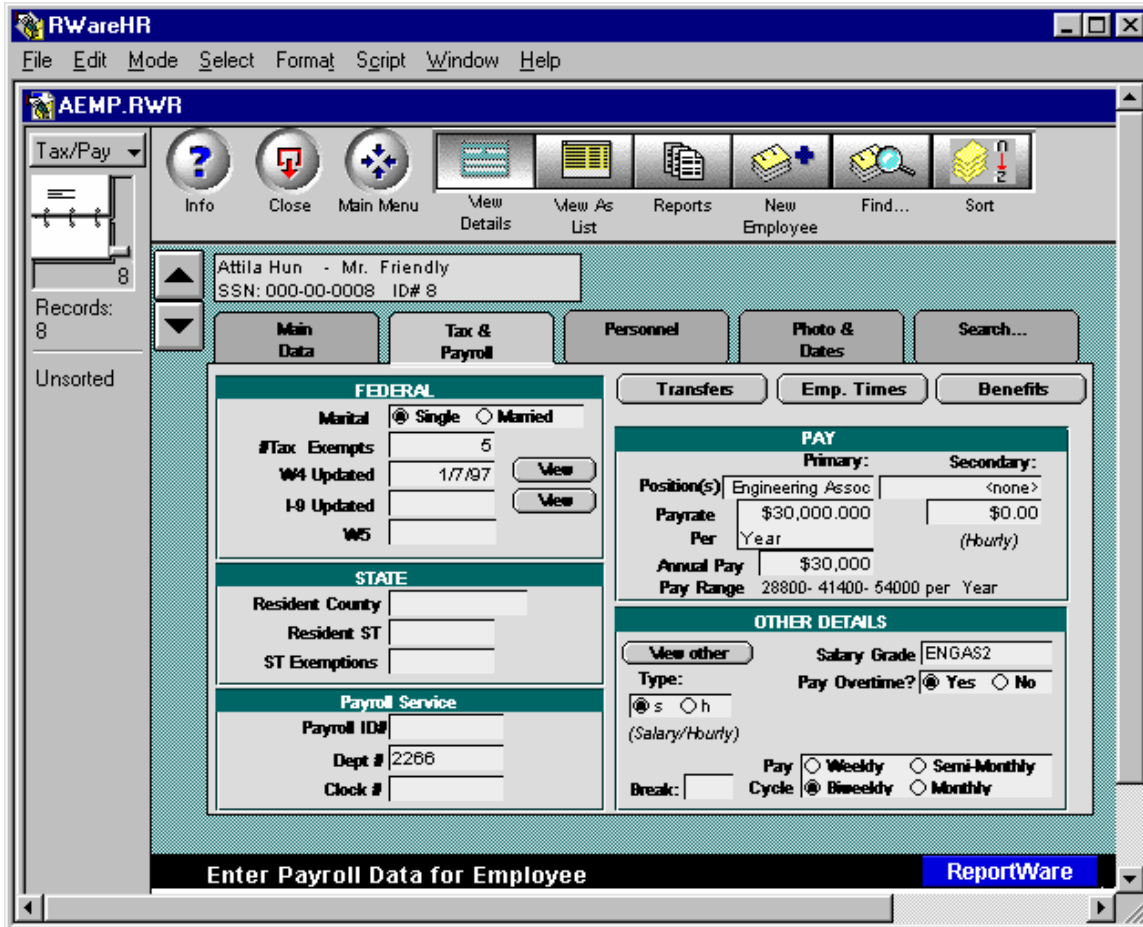
Click on these to navigate to more data entry screens. Some screens, for example, “Tax & Payroll”, have submenu buttons like “Transfers”, “Emp. Times”, etc.



Try clicking around on these. Wherever you see a little green grid like button at the left side of a scrolling list, you may click on it for more information. 

The little gray graph like button at the top of lists will cause the list to sort in the order named. 

The small yellow box with a question mark gives on screen instructions. The Tab key is used to go from one field to the next; shift-tab goes backward. The Enter key (by the number keypad, not the Return key) dismisses dialogs and makes things happen. The return key is only used to place a carriage return in a single field.



3. Searching: This is a full featured database and anything entered may be located later. You may use the automated search buttons to locate single or groups of records, or you may do free form searches on anything. From any screen, type Cmd-F, fill in the data you're looking for in the field in which it was entered and hit the Enter key (the one on the extreme right side of your keyboard by the number pad, not the "return" key).
4. Employee Module: Employee files are set up in the Employee Module, including tax and withholding status. This is done for each employee. Each employee must (obviously) have a different social security and employee ID number. Employee ID numbers are user assigned, however they must be numbers (not alpha).
5. Preferences: Click on the Preferences tab from the Main Menu to set up company wide preferences. Some items are not alterable in this demo. Click on each tab and sub tab to see choices offered. Notice that here (accessible if you are on the top password) you may set up and review employee passwords and jargon for performance reviews.

ReportWare supports Biometric Hand Readers, Mag Card swipes and other timekeeping device interfaces, as well as direct keyboard entry. Your selection in preferences will have

an impact on which timekeeping screens you see. Some input methods are not supported in this demo. We suggest you continue to use “EEs Keyboard” as your input method.

6. Reports: Click on the “Reports” button from the Main Menu to see a sampling of available reports. Some buttons, such as “Timekeeping Reports” bring up further dialog choices.
7. Employee Reviews: ReportWare facilitates preparation of employee performance reviews. To look at this function, click on the “View Details” button from the Main Menu, then the Personnel Tab, then the “Evaluations” sub tab. Look at an existing Evaluation by clicking on the green detail button by a date in the Evaluations screen. (Hint: Suzy, employee 1, has some evaluations). You may do a new evaluation on anyone by selecting a blank line, filling in the date and evaluator, then clicking the green button. All pop up menus are user definable, as is the sample review jargon that’s filled in automatically (and may be edited for each employee).
8. Notice that ReportWare offers some unusual features: Photos of each employee, as well as scans of their W-2s, etc. may be attached to their computer file; Company property may be tracked; Training and Professional certificates may be tracked. New Hire Reporting for Federal Child Support Enforcement requirements (mandatory everywhere after October 1, 1998) is provided.
9. Help: On screen help is available wherever you see a yellow box with a question mark in it. Just click on it.

These instructions are only to initially familiarize you with some of ReportWare’s features. This is a deep, fully featured program whose extensive features are more fully described in our user manual and supported in the full version of our software.