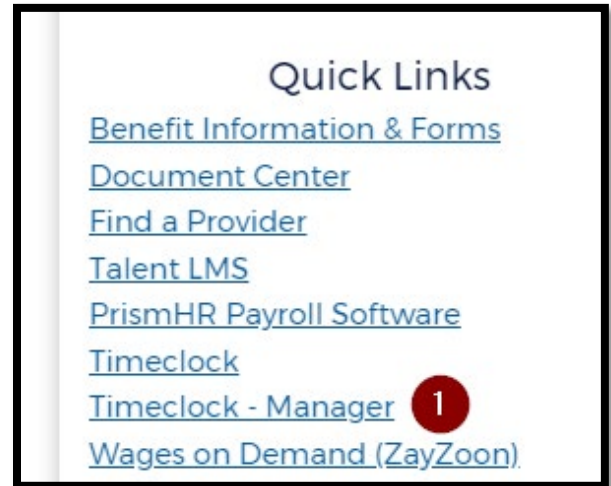


Login to Helpside Tools at tools.helpside.com

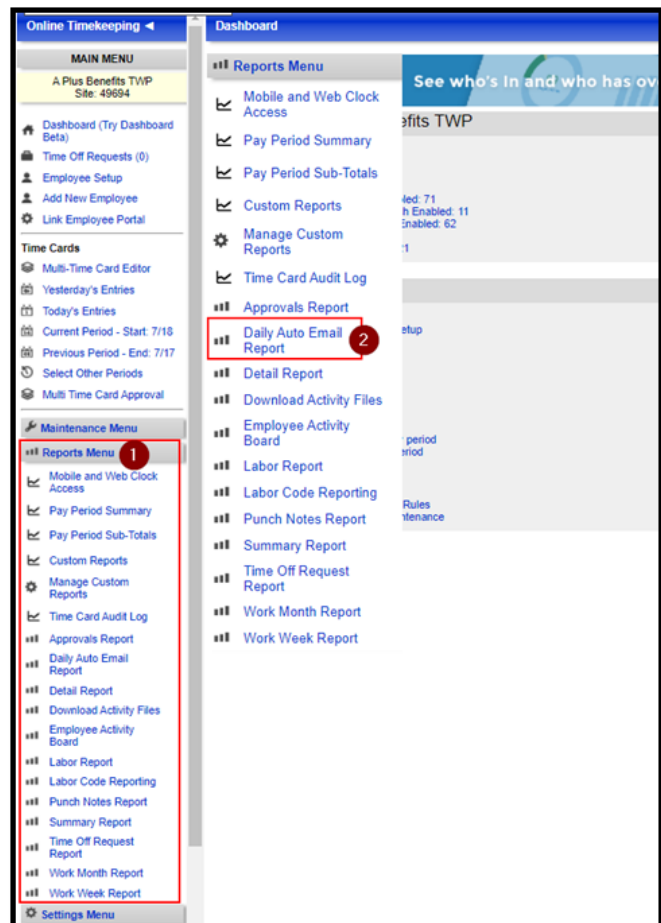
Under **Quick Links**, click on **Timeclock - Manager**



To Add Daily Auto Emails

Step 1: Select **Reports** (left-hand frame).

Step 2: Select **Daily Auto Email Report**.



Send or View a Report Now

Step 1: Choose an existing login from the drop down. This should filter the report based on the account and autofill the Recipient Email. If the email doesn't fill in, re-click **Daily Auto Email** in the **Reports Menu** and repeat.

The screenshot shows the 'Daily Auto Email Report' interface. At the top, there is a blue header with the text 'Daily Auto Email Report'. Below this is a grey bar with a right-pointing arrow and the word 'INSTRUCTIONS'. The main content area is titled 'Send or View a Report Now'. It features a table with several rows, each with a label on the left and a value on the right. The 'Login' row is highlighted with a red box and a red circle containing the number '1', indicating it is the current step. The dropdown menu for 'Login' is open, showing a list of login accounts. Below the table, there is a 'Daily Email Subscription' section and an 'Actions' section with a 'Save' button.

Send or View a Report Now	
Login	Please Select a Login Account
Recipient Email	Unknown, Unknown - DemoSchools
Group Filter	Unknown, Unknown - DEMOTWP
Date	Unknown, Curtis - DemoStack
	Unknown, Inside Sales - insidesales
Daily Email Subscription	Unknown, Unknown - DemoSupCim
Actions	Access, Manager - manageraccess
	Bonzo, Shandy - bonzodemo
	Bundy, Tiffany - clientdemotjb
	Bundy, Tiffany - Supervisor4Demo
	Do not remove, Internal Use - API_CLIENT_49694
	Doe, John - fakelogin
	Doe, John - superduper2
	Jones, Charlie - charliejones
	Olsen, Justin - justino
	Poulson, Jake - jpoulson2
	Sainsbury, Megan - mlsains
	Skinner, Brad - bradskinner
	Skinner, Brad - ExcludeEETest
	Thomas, Judy - jlthomas
	Thomas, Judy - judytwpdemo

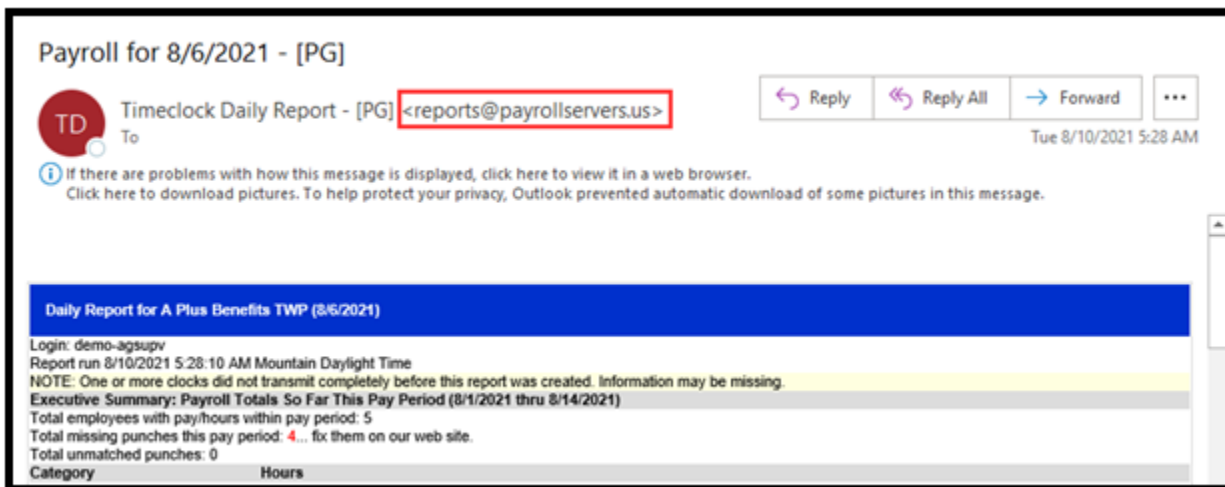
Step 2: Choose an optional group filter to further filter your group of assigned employees.

Step 3: Choose a date.

Step 4: Click **Send Now** to send the email or click **View Now** to view on the screen.

The screenshot shows a web form titled "Daily Auto Email Report". At the top, there is a blue header with the title. Below it is a grey bar with a right-pointing arrow and the word "INSTRUCTIONS". The main form area is titled "Send or View a Report Now". It contains several input fields: "Login" with a dropdown menu showing "Thomas, Judy - judytwpdemo"; "Recipient Email" with a text box containing "thomas@helpside.com"; "Group Filter" with a dropdown menu; and "Date" with a text box. At the bottom of the form are two buttons: "Send Now" and "View Now". Red circles with numbers 2, 3, and 4 are placed over the "Group Filter", "Date", and "Send Now" buttons respectively. A red rectangle highlights the "Send Now" and "View Now" buttons.

The report will come from reports@payrollservers.us. Check your junk folder if it doesn't appear in your inbox.



Create a Daily Subscription

Step 1: Choose an existing login from the drop down. This should filter the report based on the account and autofill the Recipient Email. If the email doesn't fill in, re-click **Daily Auto Email** in the **Reports Menu** and repeat.

Step 2: Choose an optional group filter to further filter your group of assigned employees.

Step 3: Click **Save** on the left side.

Daily Email Subscriptions: Emails listed below will receive a daily email with yesterday's punch activity and a summary of employee's hours in the current pay period.

Actions	Login (optional)	Recipient Email	Employee Group Filter
3 Save	1 Thomas, Judy - judytepdemo	jthomas@helpside.com	2 Employee Groups

Step 4: After you save the subscription, there will be options to delete or deactivate the subscriptions, change the send time, or send an email now.

Daily Email Subscriptions: Emails listed below will receive a daily email with yesterday's punch activity and a summary of employee's hours in the current pay period.

Actions	Login (optional)	Recipient Email	Employee Group Filter	Day	Status	Send Email Now
4 Edit Delete Deactivate	Thomas, Judy - jthomas	jthomas@helpside.com			Active	Requested Send Time: 16:00 [Set] Send

The report will come from reports@payrollservers.us. Check your junk folder if it doesn't appear in your inbox.

