



Proshop Tee Times – How to Use Time Clock

How to Clock In

1. If you are viewing the teesheet, click SALES. (Food / Beverage computers will usually skip this step).
2. From the SALES LIST screen, click TIME CLOCK (On the right side of the screen).
3. Select your name from the list of users.
4. Enter your user code in the USER CODE field.
5. Enter any notes you want about this shift. For example, if you forgot to clock in, you can enter “clocked in 15 minutes late”.
6. Click the CLOCK IN button. Your name will turn green in the list and your clock in time will be displayed.

How to Clock Out

1. If you are viewing the teesheet, click SALES. (Food / Beverage computers will usually skip this step).
2. From the SALES LIST screen, click TIME CLOCK (On the right side of the screen).
3. Select your name from the list of users.
4. Enter your user code in the USER CODE field.
5. Enter any notes you want about this shift.
6. Click the CLOCK OUT button. If you have any pending sales, you will get an error and the system will not let you clock out. To see your open sales,
 - a. Return to the SALE screen
 - b. Click SHOW ALL STATIONS at the bottom of the screen
 - c. Click PENDING ONLY
 - d. Press F8 to search and enter your username

How to View Your Time Card

1. If you are viewing the teesheet, click SALES. (Food / Beverage computers will usually skip this step).
2. From the SALES LIST screen, click TIME CLOCK (On the right side of the screen).
3. Select your name from the list of users.
4. Enter your user code in the USER CODE field.
5. Click the TIME CARD button and specify a date range.