

MWS Reference Guide

Daily Time All Sales Report

1. Open **MWS**
2. Click **Reports**
3. On register tab select **Time-All Sales**
4. Zero Suppression will be selected
5. Poll Workstation Data will be selected
6. Select **Destination**
7. Click **OK**

Weekly Register Report

This report shows all transaction activity for a register(s).

1. Open **MWS**
2. Click **Reports**
(Choose reports from toolbar across the top)
3. Select period
4. Select weekly
5. On register tab select **Register**
6. Zero Suppression will be selected
7. Poll Workstation Data will be selected
8. Select **Destination**
9. Click **OK**

Electronic Journal

1. Open **MWS**
2. Click **Reports**
(Choose reports from toolbar across the top)
3. Select **Electronic Journal**
4. Use drop down to enter any available criteria for **item search** or....
5. Enter any available criteria for **range search**
6. Click **View**

PLU Report

This report shows all PLU activity for a register including percentage of sales the item represents.

1. Open **MWS**
2. Click **Reports**
3. On register tab select **PLU**
4. Zero Suppression will be selected
5. Poll Workstation Data will be selected
6. Select **Destination**
7. Click **OK**

Time Keeping Report

This report shows time keep activity, job codes, regular and overtime hours and cost.

1. Open **MWS**
2. Select **Reports**
3. Select **T/A tab**
4. Select **Time Keep**
5. Zero Suppression will be selected
6. Poll Workstation Data will be selected
7. Select **Destination**
8. Select individual **Employee** or All Employees
9. Click **OK**

Labor by Employee Report

1. Open **MWS**
2. Select **Reports**
3. Select **T/A tab**
4. Select **Labor by Employee**
5. Zero Suppression will be selected
6. Poll Workstation Data will be selected
7. Select **Destination**
8. Use drop down to select individual **Employee** or All Employees
9. Click **OK**

Edit Job File

1. Open **MWS**
2. Click **POS Programming**
3. Select **T/A tab**
4. Select **Job File**
5. Click **OK**
6. Update Job name (ex: Crew, Shift Lead, Mgr)
7. Update status
8. Click **Tab** to move to next field
9. Click **OK**
10. Click **Yes** (to overwrite the database file)

Edit Pay Rate File

1. Open **MWS**
2. Click **POS Programming**
3. Select **T/A tab**
4. Select **Pay Rate File**
5. Click **OK**
6. Add pay rate in an open field
7. Click **Tab** to move to the next field
8. Click **OK**
9. Click **Yes** (to overwrite the database file)

Edit Employee File

1. Open **MWS**
 2. Click **POS Programming**
 3. Select **T/A tab**
 4. Select Employee File
 5. Click **OK**
 6. Edit **Employee** information
 7. Click **Tab**
 8. Click **OK**
 9. Click **Yes** (to overwrite the database file)
- Note: Code column is the clock in number used at the register*

Edit Hours Worked

1. Open **MWS**
2. Click **T/A**
3. Use drop down to pull up employee ID or employee name
4. Click **LOAD**
5. Use drop down to pull up correct job code description
6. Enter any In Time, Out Time or Break changes
7. Click **Update**
8. Click **OK** at "Update Process Finished"
9. Click **OK**

Edit Cashier File

1. Open **MWS**
 2. Click **POS Programming**
 3. On POS tab select **Cashier Codes**
 4. Click **OK**
 5. Make any necessary changes
 6. Click **Tab**
 7. Click **OK**
 8. Click **Yes** (to overwrite the database file)
- Note: Code is the cashier number used at the register*

Edit Employee Link File

1. Open **MWS**
2. Click **POS Programming**
3. Select **T/A tab**
4. Select **Employee Link File**
5. Click **OK**
6. Make any necessary changes to employee clock in codes, names or cashier numbers
7. Click **Tab**
8. Click **OK**
9. Click **Yes** (to overwrite the database file)

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Edit PLUs

1. Open **MWS**
2. Click on **POS Programming**
3. Select **PLU File**
4. Click **OK**
5. Enter PLU in search box
6. Click **Search**
7. Make any necessary changes
8. Enter another PLU in search box to make more changes
9. Click **Update** when you have finished all PLU updates

Note: To scroll through PLU list use arrow keys at bottom of screen

Download / Downline

Do not Upload from register(s) unless instructed by the Help Desk

1. Open **MWS**
2. Click **Preset Data**
3. On Download tab select item(s) that need to download to the register(s)
4. Click **Apply**
5. Select Downline tab
6. Select item(s) that need to download to the register(s)
7. Click **OK**

Note: To download/downline several items at a time, hold down the control key and select each.