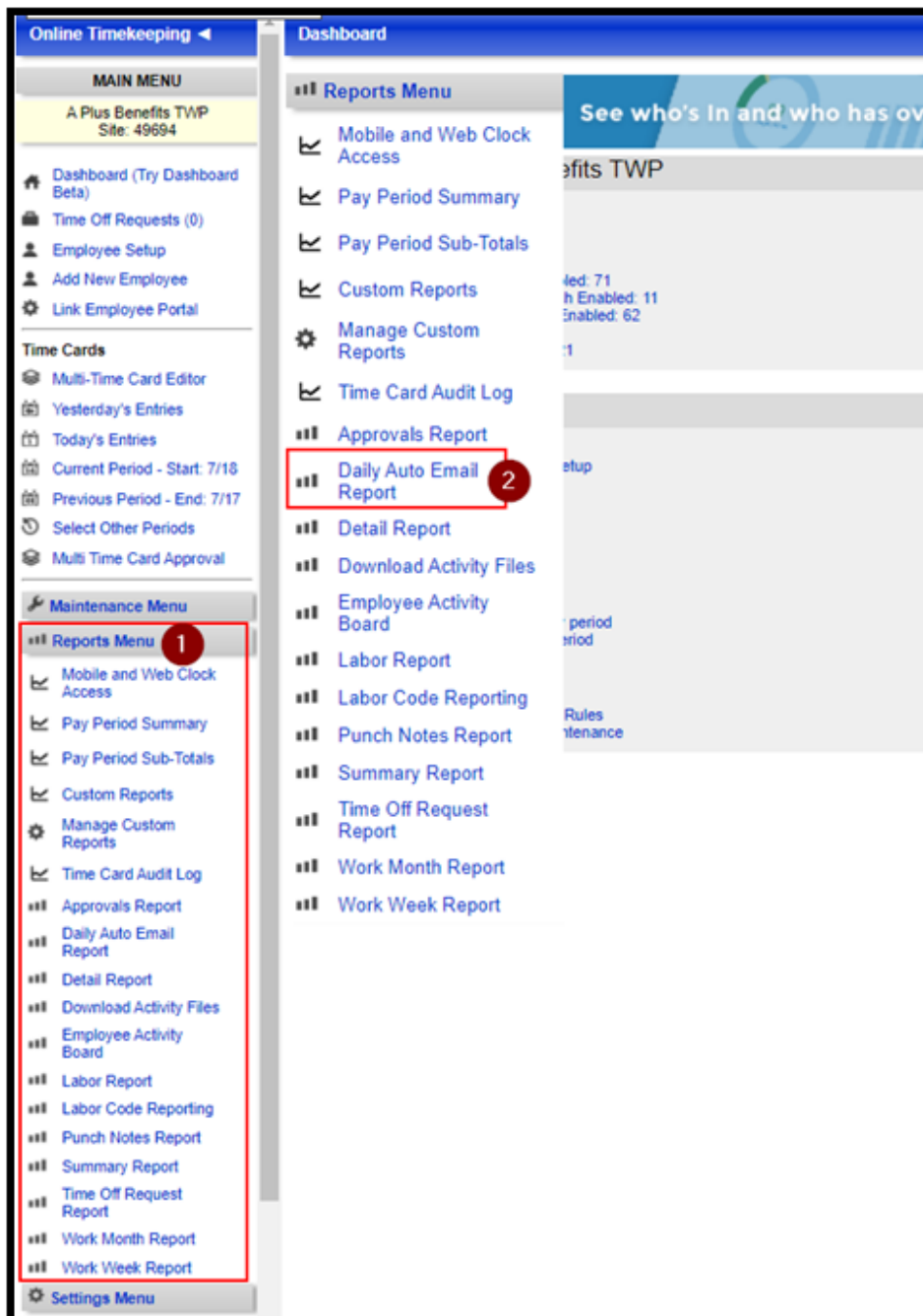


Go to: [helpside.com](https://helpside.com) -> Employer -> Timeclock and login with your username and password.

### 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 form with several fields: 'Login', 'Recipient Email', 'Group Filter', and 'Date'. The 'Login' field is currently set to 'Please Select a Login Account' and is highlighted with a red box and a red circle containing the number '1'. Below the 'Login' field, there is a list of login accounts, including 'Unknown, Unknown - DemoSchools', 'Unknown, Unknown - DEMOTWP', 'Unknown, Curtis - DemoStack', 'Unknown, Inside Sales - insidesales', 'Unknown, Unknown - DemoSupCim', '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', and 'Thomas, Judy - judytwpdemo'. Below the list, there is a 'Daily Email Subscription' section and an 'Actions' section with a 'Save' button.

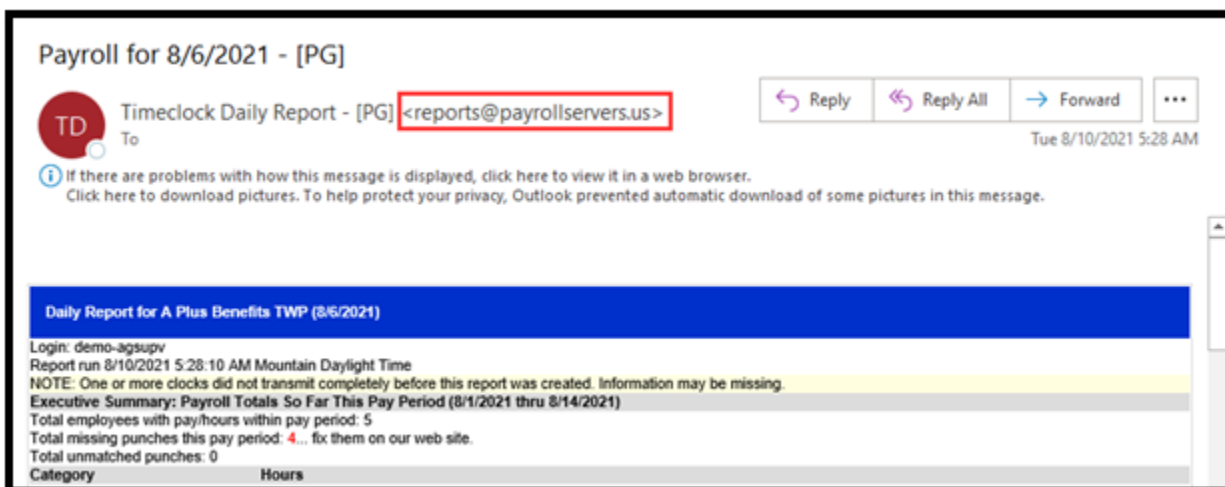
Step 2: Choose an optional group filter to further filter your group of assigned employees.

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](mailto: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
Save	Thomas, Judy - judyt@pdemo	jthomas@helpside.com	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
Edit Delete Deactivate	Thomas, Judy - jthomas	jthomas@helpside.com			Active	Send

The report will come from [reports@payrollservers.us](mailto:reports@payrollservers.us). Check your junk folder if it doesn't appear in your inbox.

Payroll for 8/6/2021 - [PG]

Timeclock Daily Report - [PG] <reports@payrollservers.us>

To: Tue 8/10/2021 5:28 AM

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**Daily Report for A Plus Benefits TWP (8/6/2021)**

Login: demo-agsupv  
Report run 8/10/2021 5:28:10 AM Mountain Daylight Time  
NOTE: One or more clocks did not transmit completely before this report was created. Information may be missing.  
Executive Summary: Payroll Totals So Far This Pay Period (8/1/2021 thru 8/14/2021)  
Total employees with pay/hours within pay period: 5  
Total missing punches this pay period: 4... fix them on our web site.  
Total unmatched punches: 0

Category	Hours
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