



2TouchPOS Employee Payment Reference Guide

©2013 Xenios LLC
82 Saint Paul Street
Rochester, NY 14604
Phone 585.325.5242 • Fax 585.325.6989

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About this Document

This document was written for 2TouchPOS version 3.03.4900.

Employee Payment Report

1. From an empty speed screen, touch “**Options**”, “**Reports,**” & “**Employee**” buttons.
2. Touch “**Employee Payment Report**” button.
3. Touch “**Dates**” button.
4. Time Options
 - a. Run report for entire business day.
 - b. Select a start and end time.
5. Date Options
 - a. Touch a single date.
 - b. Touch “**Date Range**” button. Select date range. (day(s) or week(s)).
6. Touch “**Ok**” button.
7. Touch “**Run**” button.
8. Touch “**Preview**” button.
9. You can Print, Email Report, Save Report to File or Export.
10. Touch “**Close**” button.