

Data=Maxx™

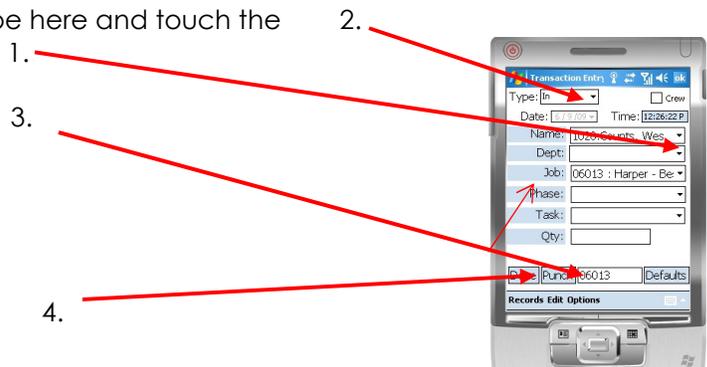
Quick Use Guide for PDA Emulator

(when closing program ALWAYS, ALWAYS SAVE!)

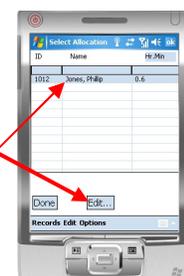
- Open the device using the Datamaxx icon on your desktop
- If you are entering time choose Datamaxx



- Choose Labor on the Main screen
 1. Use the drop downs to enter data
 2. Choose in, out or switch punches
 3. If you know your number type here and touch the proper entry field.
 4. Press punch when done



- Repeat the steps for in and outs and select done when finished
- To allocate time select edit from the main menu. Then select the Allocation Button
- Select the person you want to allocate then select edit.



- Choose the job, cost code, etc.. that you need.
 1. Enter the amount of time you want to allocate to that.
 2. press submit then enter the next job or cost code you want along with the amount of time spent on that (1.5 is 1 hr 30 min) allocate your time until nothing is left.



- When you are finished go back to main menu and exit.
- Choose DMSync on the programs screen to send your punches