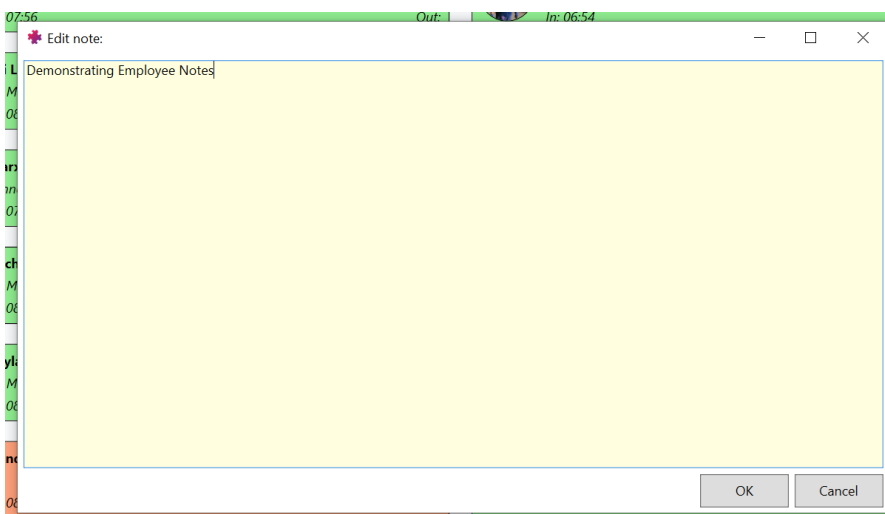
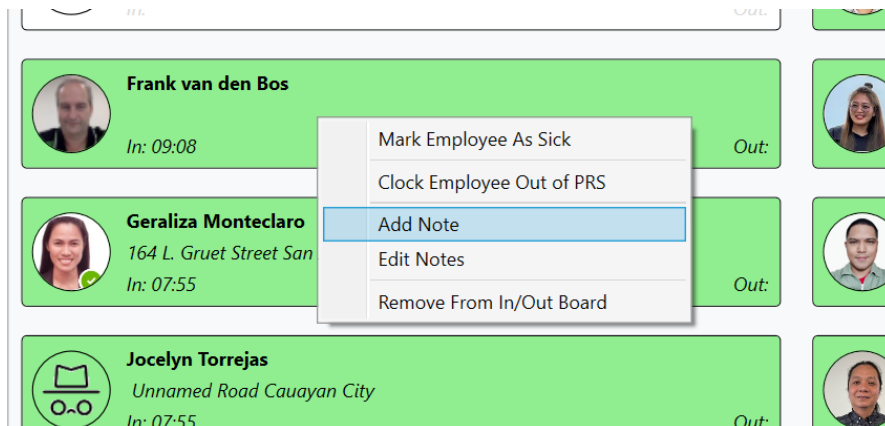


PRS Employee Notes

Starting from PRS 8.33, there is a new feature which allows users to make employee-related notes on the In/Out Board and Timesheet screens.

1) On the In /Out Board, right-click on the employee and select “Add Note” (or Edit Notes, if you need to modify an existing note).



2) These notes will then appear on the Staff Timesheets Screen, under the new “Details” tab (on the right-hand side of the screen).

The screenshot shows the Staff Timesheets Screen. At the top, there are filters for 'Show This Week', 'Starting 24/02/2025', 'Ending 2/03/2025', and checkboxes for 'Include Future?', 'Approved Only?', and 'Search'. Below the filters is a table with columns: Departm, Employee, Date, Start, Finish, Duration, Address, BT Gate, Jot, Job Name, Activity, and Not. The table contains three rows of data for Frank van den Bos. A red arrow points to the 'Details' tab on the right-hand side of the screen.

Departm	Employee	Date	Start	Finish	Duration	Address	BT Gate	Jot	Job Name	Activity	Not
SUB	Frank van den Bos	26/02/25	09:08	00:00	00:00						Aut fror Des
SUB	Frank van den Bos	25/02/25	14:06	00:00	00:00						Aut fror Des
SUB	Frank van den Bos	24/02/25	10:43	11:41	00:57						Aut fror Des

The screenshot displays a software interface with two main panels: 'Timesheets' on the left and 'Notes' on the right. The 'Timesheets' panel has a filter 'Show This Week' and date range '24/02/2025' to '2/03/2025'. It contains a table with columns: Departm, Employee, Date, Start, Finish, Duration, and Address. A row for 'Frank van den Bos' on '26/02/25' is highlighted. A red arrow points from this row to the 'Edit Employee Note' dialog box. The 'Notes' panel has a table with columns: Employee Code, Date, and Note. A row for 'FRANK' on '26 Feb 25 09:18' is highlighted. The 'Edit Employee Note' dialog box has a 'General' tab and fields for Employee (FRANK), Date (26 Feb 2025 09:18), and Note (Demonstrating Employee Notes). It also has 'OK' and 'Cancel' buttons.

Departm	Employee	Date	Start	Finish	Duration	Address
	Frank					
SUB	Frank van den Bos	26/02/25	09:08	00:00	00:00	
SUB	Frank					
SUB	Frank					
SUB	Frank					

Employee Code	Date	Note
FRANK	26 Feb 25 09:18	Demonstrating Employee Notes

Employee: FRANK, Date: 26 Feb 2025 09:18, Note: Demonstrating Employee Notes

Notes:

- Employee notes are specific to both an employee and a date. To view notes for previous days, select the timesheet for the desired date.