

Workbook Administration

Main Menu

Help Screen

IntactAuto® Holdings, LLC
www.IntactAuto.com
Program Code: FO-SP11

Dealership Name:

Enter your Dealership Name

Payroll Control Functions

Unlock and Reset Payroll Periods

Week 1: Apr-25 Thru May-01

Unlocked

Unlock 1

Reset Zero

Week 4: May-16 Thru May-22

Unlocked

Unlock 4

Reset Zero

Week 2: May-02 Thru May-08

Unlocked

Unlock 2

Reset Zero

Week 5: May-16 Thru May-22

Unlocked

Unlock 5

Reset Zero

Week 3: May-09 Thru May-15

Unlocked

Unlock 3

Reset Zero

Week 6: May-16 Thru May-22

Unlocked

Unlock 6

Reset Zero

Warning: See Help Screen prior to utilizing the above routines. Commonly used during testing and when creating a new workbook.

Unlock 1 thru 6: "Unlock Forms Button" will unprotect all the Technicians for the selected payroll period and allow modifications to time, dollars and pay rates.

Reset Zero: These Forms Buttons will reset all the Technicians entered values to zero or null for the selected payroll period . The pay period must be "Unlocked".

Workbook Management Features

Default Setup Hourly Wages

Unprotected ▼

Payroll Summary Format

1

Protect Workbook Access

Unprotected ▼

Protected Workbook Password

Reset Workbook for Start-up

Start-up

Export Data to Data Table

Export Data

Import Data to Data Table

Import Data