

Adding an Employee Code to Time Card

Summary:

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Problem / Goal:

Adding an Employee Code to a Time Card

Solution:

1. Click to **Settings > Guest User** and set up a Guest User Account with full access.
2. Write down the User Name and Password, because this will be needed for the custom report.
3. Click on **Reports > Time Cards > CUSTOM > EDIT**.
4. Click on **IBX > IBX Database**.

Knowledgebase ID:

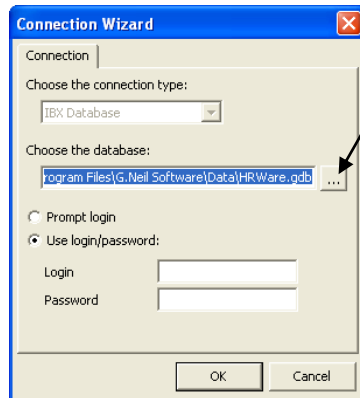
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Product: Gradience TimeClock Professional/Enterprise


Product Version(s): 10, 11

Categories:

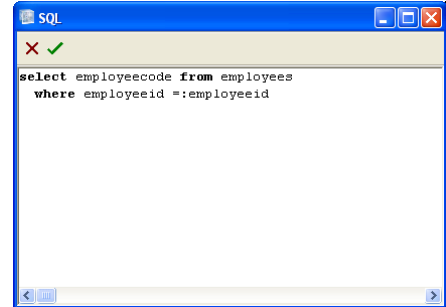
5. Double-click on **IBX**.

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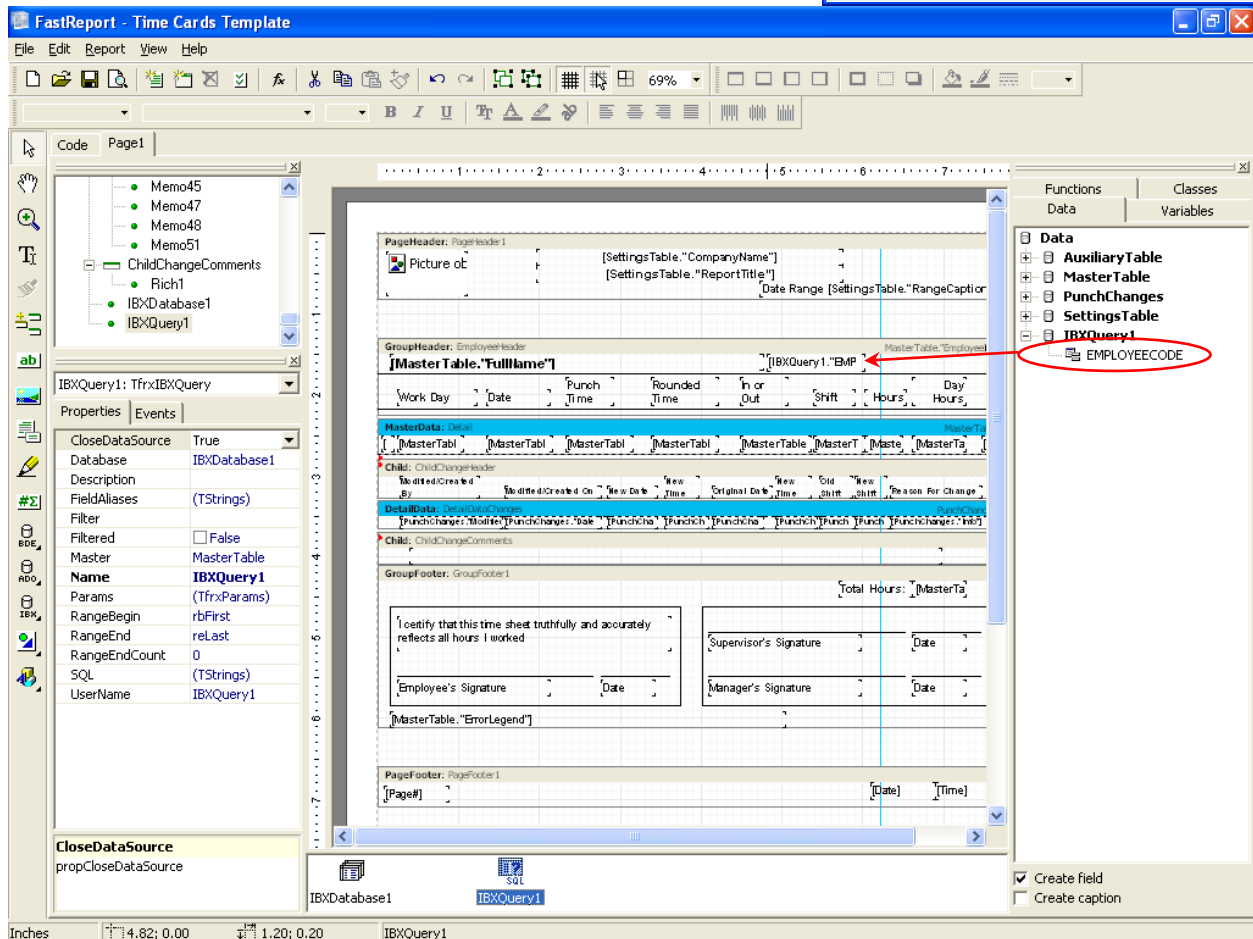


- Under the heading **Choose the database**, Click on the  button.
- Click on the **Use Login/Password** and enter your password created from the Guest User Account and click **OK**.
- Click on the **IBX** option to the left again and this time select **IBXQuery**. This will show an icon for IBXQuery1 next to IBXDatabase1.
- Double-click on **IBXQuery1** to get the SQL popup.
- Enter the following SQL statement:

```
select employee code from employees
where employeeid =:employeeid
```



- Click the green check mark to save it.
- Click once on **IBXQuery1**.



13. Click on **Not Assigned** next to **Master** and then select Master Table.
14. Under **Data** at the far right, and under **IBXQuery1**, click and drag **EmployeeCode** next to **[Master Table, "FullName"]**.
15. Click **File > Save** and then click **Preview** to examine the report.

Document URL:

Document for: ☐ Internal ☒ Public