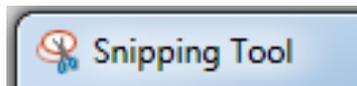


# How to access and use Snipping Tool

## Steps:

- 1.) First you want to open Snipping Tool – if it is not on your task bar select your start button, type snipping tool in the search programs and files box. Select Snipping tool from the results – it looks like this:



*\*\*I recommend pinning this program to your taskbar so it is easily accessible you can do that by right clicking and hitting pin to task bar\*\**

- 2.) Once you click on it, it activates the snipping tool and you use your mouse to outline what you want to take a screen shot of by clicking and dragging the box around it. Once you have outlined the portion of your computer screen you want to take screen shot of just unclick your mouse and it will pop up the picture of what you outlined like this:

The screenshot shows the Snipping Tool application window. The title bar reads "Snipping Tool". The menu bar includes "File", "Edit", "Tools", and "Help". The toolbar contains icons for "New", "Save", "Print", "Copy", "Paste", "Red", "Green", and "White" highlighters, and an eraser. The main content area displays a screenshot of a "Rapid Time" report. The report has a title "Rapid Time" and a subtitle "Process Monitor". It is divided into two main sections: "Rapid Session Information" and "Rapid Detail Information".  
**Rapid Session Information:**  
\*Description: Late Time August 2018 Payroll  
\*Template Type: Elapsed Time Reporter  
\*Template: PPSLATE  
\*Processing Mode: Addition  
Session Number: 999999999  
Session Status: Not Submitted  
Last Updated: 07/31/18 1:14:27PM  
User ID: [REDACTED]  
**Rapid Detail Information:**  
This section contains a table with the following columns: Delete, \*Empl ID, Empl Record, Name, \*Date, TRC, Quantity, HR Department, User Field 1, Combination Code, and Comments.  

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>	[REDACTED]	0	Susan Stone	07/10/2018	817	5.000000	5442		5133002222099999101	Employee reported time late - tra
<input type="checkbox"/>	[REDACTED]	0	Susan Stone	07/11/2018	817	5.000000	5442		5133002222099999101	Employee reported time late - tra
<input type="checkbox"/>	[REDACTED]	0	Susan Stone	07/12/2018	817	5.000000	5442		5133002222099999101	Employee reported time late - tra
<input type="checkbox"/>	[REDACTED]	0	Susan Stone	07/13/2018	817	5.000000	5442		5133002222099999101	Employee reported time late - tra
<input type="checkbox"/>	[REDACTED]	0	Regina Stanton	06/05/2018	630	8.000000				Forgot to report vacation hours

  
**Add or Remove Rows:**  
Rows to Add: 1  
 Copy Down Values from Last Row  
 Increment Date  
Buttons: Add Row(s), Delete Selected Row(s), Select All, Deselect All, Save, Submit, Notify, Refresh.

- 3.) From here you can highlight, write or draw on the screen shot using the highlighted and pen icons, and the pink square is an eraser to erase anything you want to remove that you added by highlighter/pen.

**Snipping Tool**

File Edit Tools Help

New [Icons]

**Rapid Time** Process Monitor

**Rapid Session Information**

\*Description: Late Time August 2018 Payroll      Session Number: 999999999  
\*Template Type: Elapsed Time Reporter      Session Status: Not Submitted  
\*Template: PPSLATE      Last Updated: 07/31/18 1:14:27PM  
\*Processing Mode: Addition      User ID: [Redacted]

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>	[Redacted]	0	Susan Stone	07/10/2018	817	5.000000	5442		5133002222099999101	Employee reported time late - tra
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<input type="checkbox"/>	[Redacted]	0	Regina Stanton	06/05/2018	630	8.000000				Forgot to report vacation hours

**Add or Remove Rows**

Rows to Add: 1       Copy Down Values from Last Row      Add Row(s)

Increment Date      Delete Selected Row(s)

Select All      Deselect All      Save      Submit

Notify      Refresh

- Once you have the snip it as you want it just go to your email you are putting it in (or other document you want to paste it on) and hit paste (or Ctrl V) and it will paste what is on your snipping tool to the email or document

Late Time reporting - August - Message (HTML)

From: mgremer@pps.net  
 To: [Ondra Matthews](#)  
 Cc: [Payroll Department](#)  
 Subject: Late Time reporting

**For approval**

**Rapid Time** Process Monitor

**Rapid Session Information**

\*Description: Late Time August 2018 Payroll  
 \*Template Type: Elapsed Time Reporter  
 \*Template: PPSLATE  
 \*Processing Mode: Addition

Session Number: 999999999  
 Session Status: Not Submitted  
 Last Updated: 07/31/18 1:14:27PM  
 User ID: [REDACTED]

**Rapid Detail Information**

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**Add or Remove Rows**

Rows to Add: 1  Copy Down Values from Last Row  Increment Date

Buttons: Add Row(s), Delete Selected Row(s), Select All, Deselect All, Save, Submit, Notify, Refresh

**Megan Gremer**  
 Payroll Functional Lead

Ondra Matthews FW: RERUN ROSA PARKS 2018 FISCAL ER DATA\_073018 (002).xls