



ELID Time Management Software

TIMEPRO

USER MANUAL

Version 1.3.10

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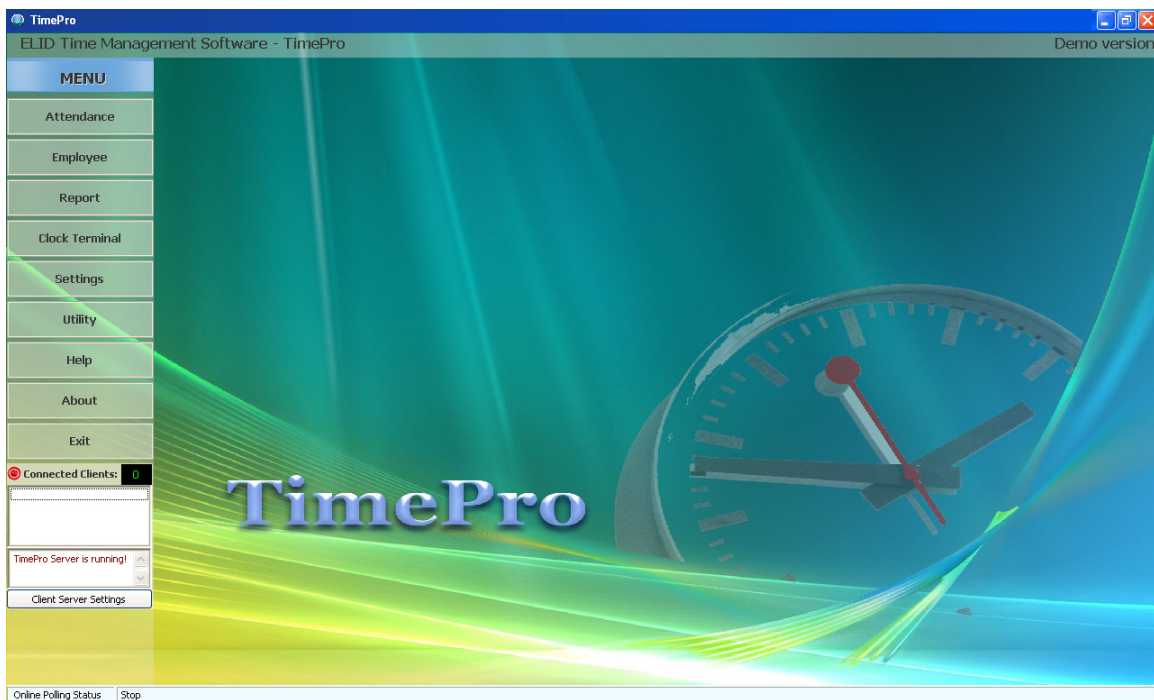
CHAPTER 1

1.0 Introduction to TimePro

Welcome to TimePro – a user-friendly and easy to use SQL-based Time Attendance Software that caters to all ELID Time Clocks (ET1200 series, ET630, and ET3100).

TimePro is software which is able to provide various attendance reports instantly as the software is on-line and auto-reprocess.

The following is the main screen of TimePro:



CHAPTER 2

2.0 Installation

2.1 PC Requirements

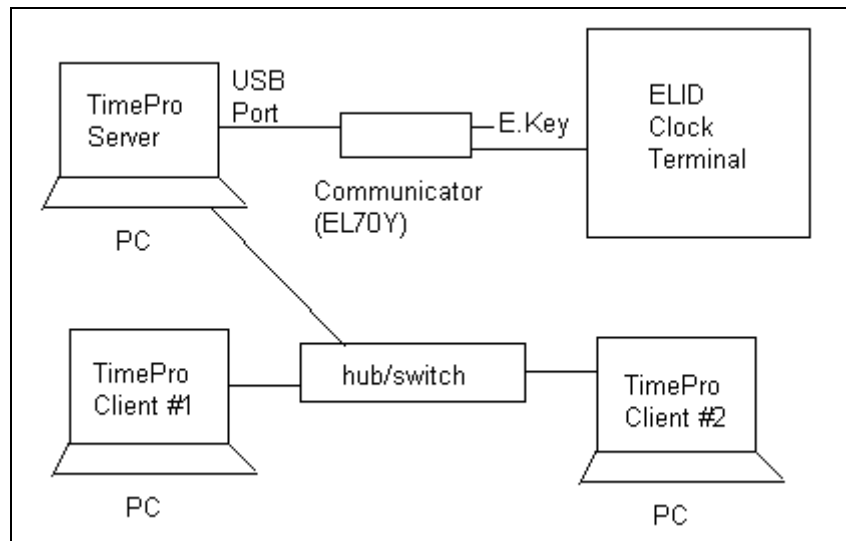
| | |
|-------------------------|--|
| Computer | : Personal Computer using Pentium or higher microprocessor |
| Operating System | : Windows 2000, ME, XP, Vista |
| RAM | : 128MB |
| Hard Disk Space | : 30MB (Installation), 100MB (Operation) |
| Monitor Display | : Super VGA Monitor with 1 M SVGA interface board |
| Communication interface | : One RS232 Serial Port (COM1 – COM32) |
| Printer port | : Parallel Port with any printer supported by Microsoft Windows. |
| Pointing Device | : Microsoft Mouse or Compatible pointing Device |
| Disk Drive | : CDROM – 24x speed or higher |

2.2 Hardware Installation

TimePro communicates with clock terminals either through serial communication or TCP/IP communication.

Serial Communication

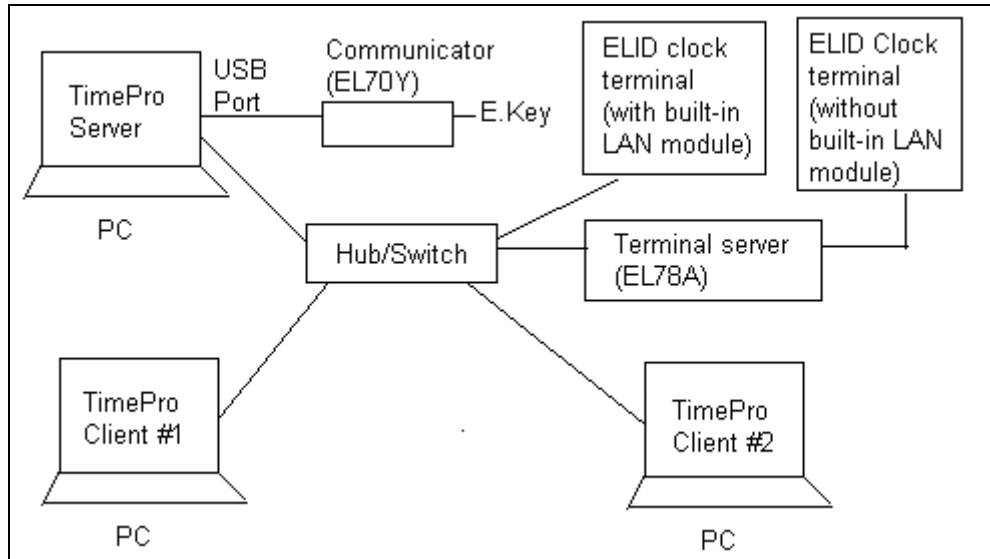
The following is the basic configuration diagram of serial communication:



Note: TimePro only supports COM1 to COM32

TCP/IP Communication

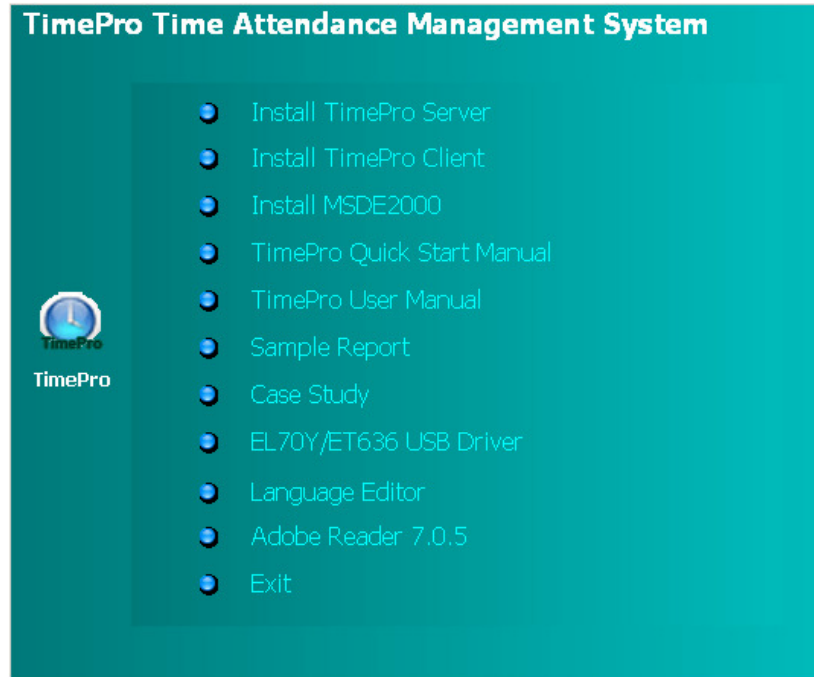
The following is the basic configuration diagram of TCP/IP communication:



Before starting TimePro, please make sure that communicator EL70Y is plugged into PC's USB port and E.Key is inserted into the correct socket at communicator EL70Y.

2.3 Software Installation

Insert TimePro Installation CD into CD ROM drive. The following screen will be displayed:



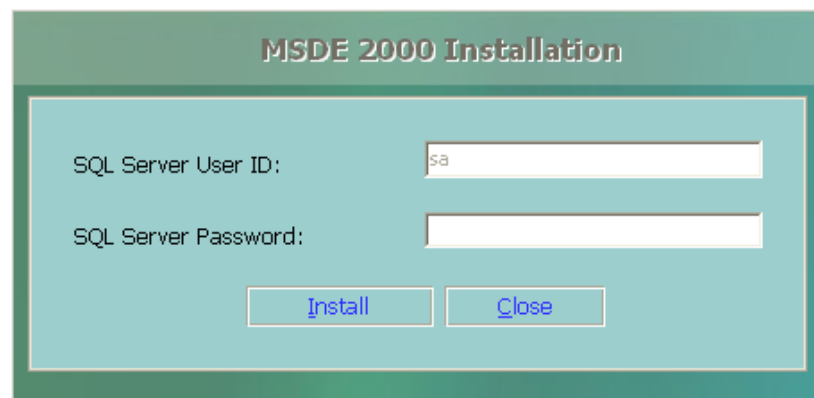
Install Microsoft SQL Server or MSDE

Please make sure you have installed Microsoft SQL Server or MSDE.

If you haven't installed Microsoft SQL Server or MSDE, you may use the MSDE installer that provided together with TimePro installation CD to install MSDE 2000. Please follow the following steps on how to install MSDE 2000:

Steps:

- i. Click on "Install MSDE2000".
- ii. The following screen will be displayed:



- iii. Key in SQL server password and click on "Install"
- iv. Please wait until finished and restart the PC

Configure SQL Server to use named pipe and TCP/IP

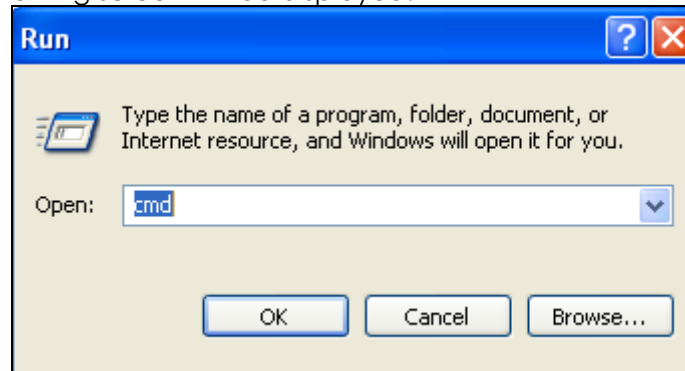
When do you need to enable named pipe and TCP/IP on Microsoft SQL Server or MSDE2000?

- i. When TimePro server is installed at another machine which is not the machine where Microsoft SQL Server/MSDE2000 is installed
- ii. When you would like to install TimePro Client

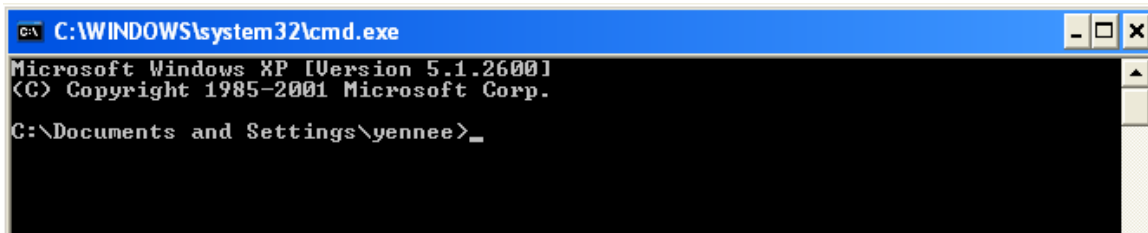
As a conclusion, named pipe and TCP/IP of SQL Server have to be enabled in order to allow communication between SQL Server with TimePro at the other machines.

The following are the steps to enable named pipe and TCP/IP on MSDE2000:

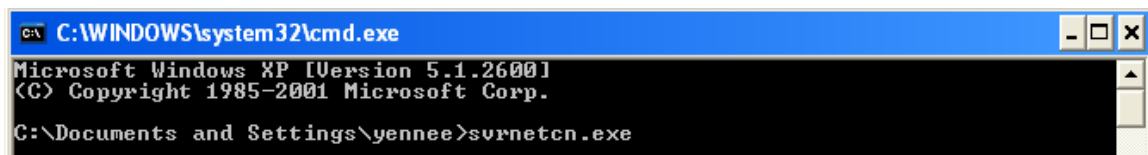
- 1) On the machine where MSDE2000 is installed:
 - a. Go to Start>Run
 - b. The following screen will be displayed:



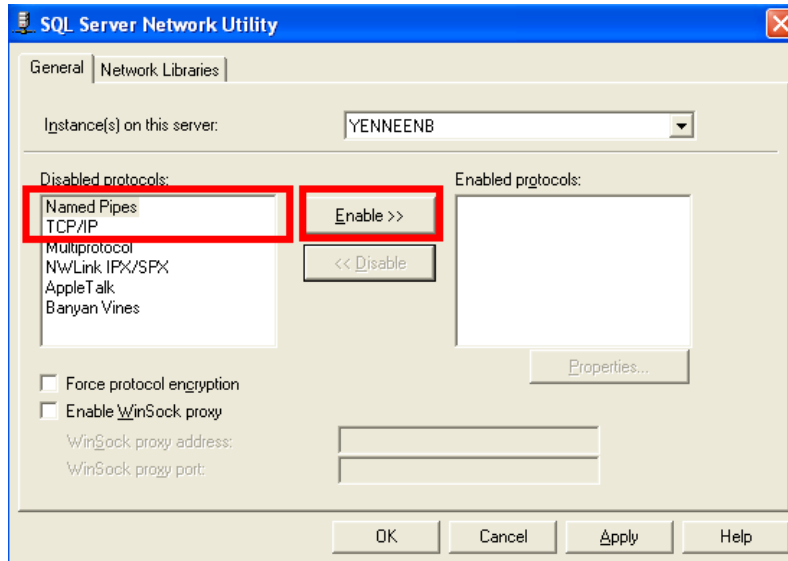
- c. Key in 'cmd' and click on "OK"
 - d. The following screen will be displayed:



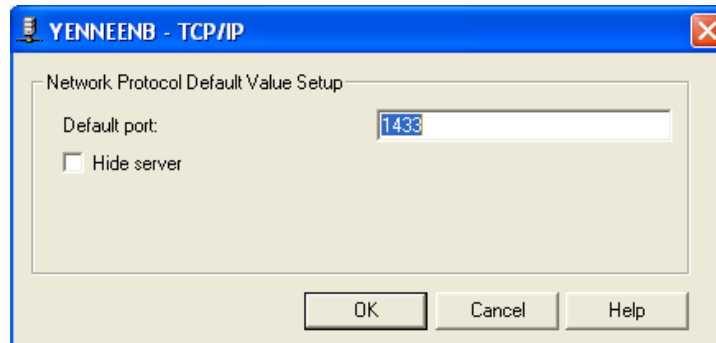
- e. Key in "svrnetcn.exe"



- f. Press enter
 - g. The following screen will be displayed:

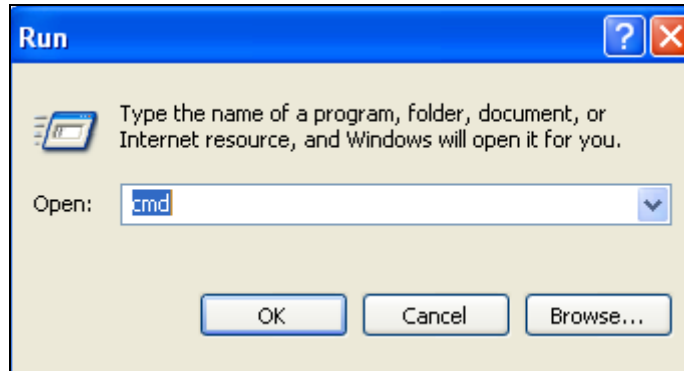


- h. Select "Named Pipes" > click on "Enable"
- i. Select "TCP/IP" > click on "Enable"
- j. Select "TCP/IP" from the Enabled protocols list
- k. Click on "Properties"

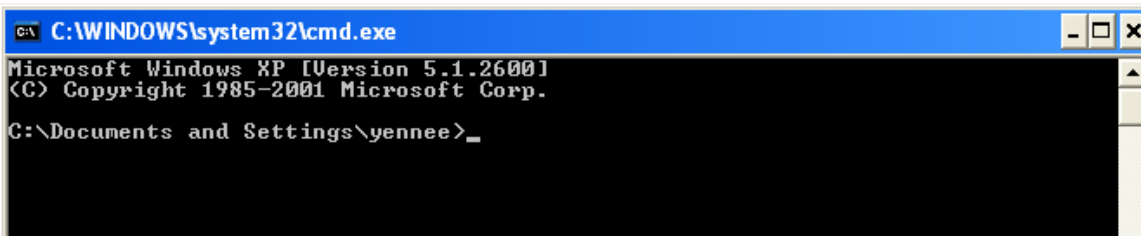


Ensure that the port number is 1433. Alternatively, you can select a different port and remember it for use with client machine configuration.

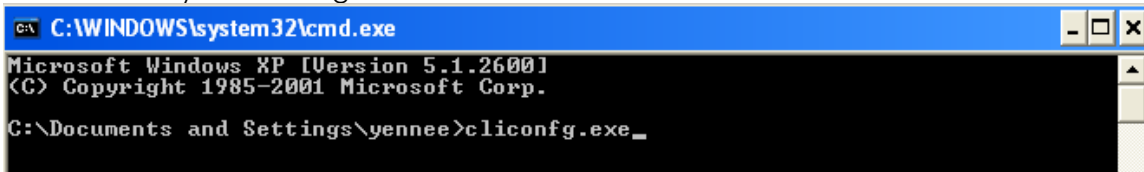
- 2) On the client machines:
 - a. Go to Start>Run
 - b. The following screen will be displayed:



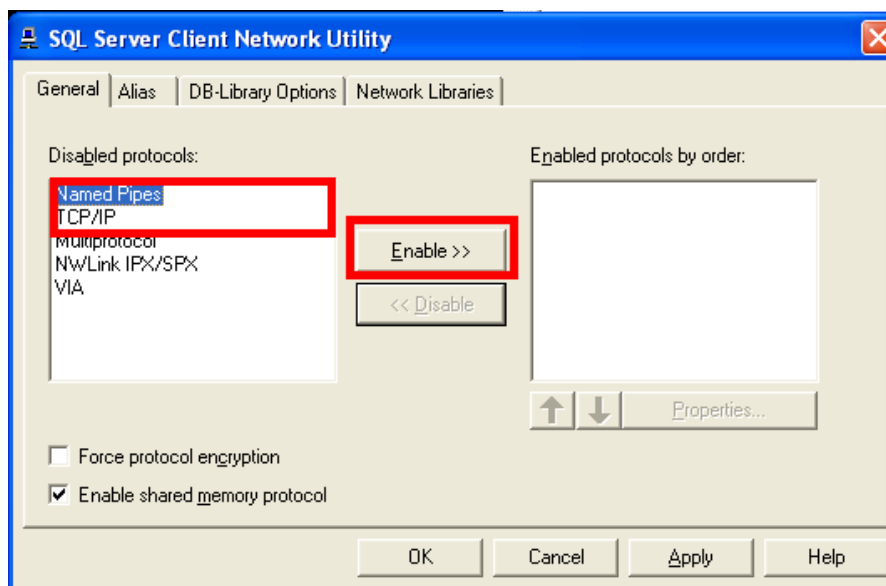
- c. Key in 'cmd' and click on "OK"
- d. The following screen will be displayed:



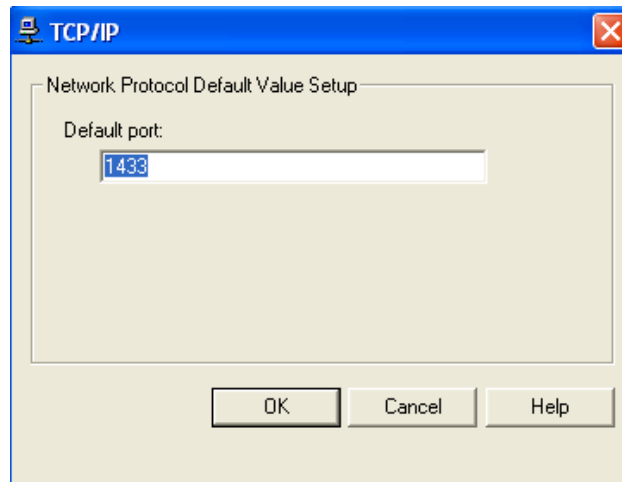
- e. Key in "cliconfg.exe"



- f. Press enter
- g. The following screen will be displayed:



- h. Select "Named Pipes" > Click on "Enable"
- i. Select "TCP/IP" > Click on "Enable"
- j. Select "TCP/IP" from Enabled protocols list > click on "Properties"
- k. The following screen will be displayed:

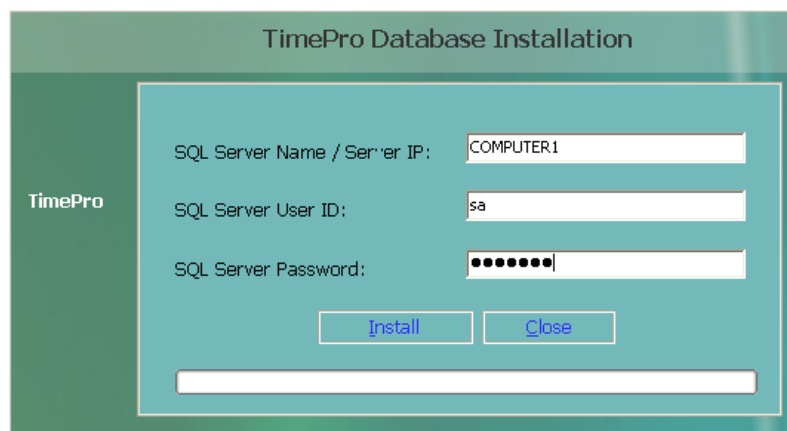


Set the port number to match the TCP/IP number you chose on the server side above (1433 by default)

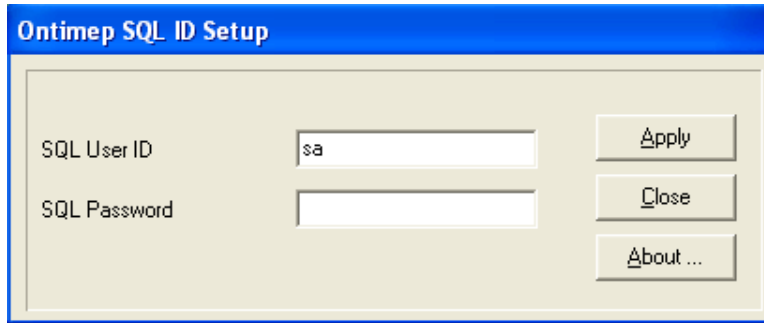
Install TimePro Server

Steps:

1. Click on "Install TimePro Server"
2. Click on "Next" until "TimePro Database Installation" screen is displayed:



3. Enter SQL Server Name/Server IP
4. Enter User ID
5. Enter Password
6. Click on "Install"
7. Message "Please enter User ID and Password again and click on Apply" will be displayed. Click on "OK"

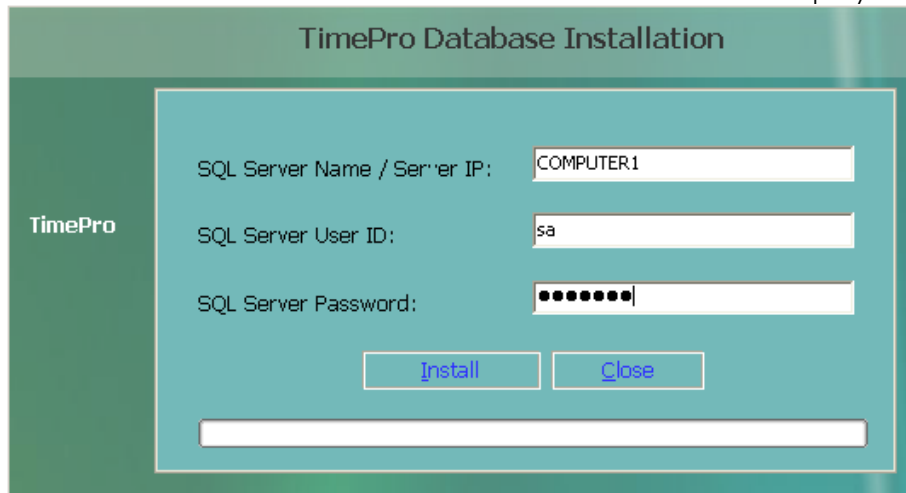


8. Enter User ID and Password
9. Click on "Apply"
10. Click on "Close"
11. Wait until the message "Done" is shown
12. Click on "OK"
13. Close the "TimePro Database Installation" screen
14. Click on "Next" on the Installation wizard until finished

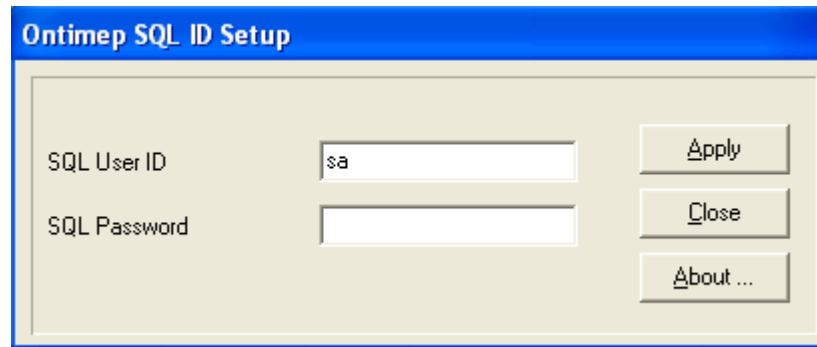
Install TimePro Client

Steps:

1. Click on "Install TimePro Client"
2. Click on "Next" until "TimePro Database Installation" screen is displayed:




3. Enter SQL Server Name/Server IP
4. Enter User ID
5. Enter Password
6. Click on "Install"
7. Message "Please enter User ID and Password again and click on Apply" will be displayed. Click on "OK"



8. Enter User ID and Password
9. Click on "Apply"
10. Click on "Close"
11. Wait until the message "Done" is shown
12. Click on "OK"
13. Close the "TimePro Database Installation" screen
14. Click on "Next" on the Installation wizard until finished

CHAPTER 3

3.0 Starting TimePro Server

TimePro Server can be launched by clicking on TimePro shortcut on the desktop (icon ) or go to Start> All Programs>ELID TMS>TimePro.

3.1 Language selection

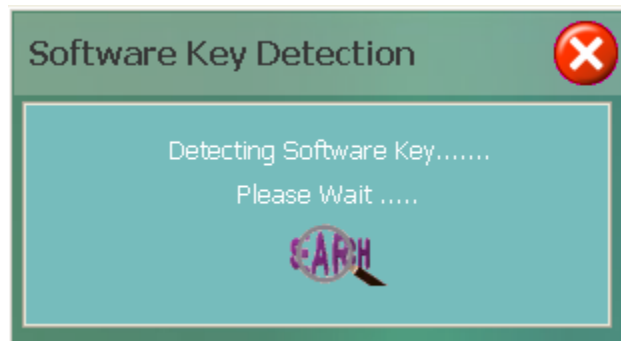
If TimePro runs at the first time, a language selection screen will be displayed:



Please select one of the language and click on "Apply".

3.2 Software Key Detection

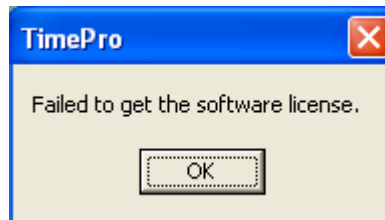
Once TimePro is launched, the following screen will be displayed:



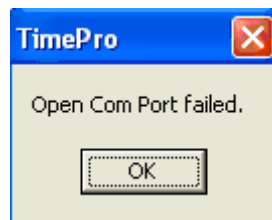
TimePro will check for the software license key. Thus, please make sure the E.Key is plugged into the communicator EL70Y and communicator EL70Y is connected to PC.

Failed to detect Software Key

If TimePro failed to get software license or communication between communicator EL70Y and PC failed, the following message will be displayed:



Or



Click on 'OK' button. TimePro will prompt a message which allows you to use the software in a demo mode without software license.

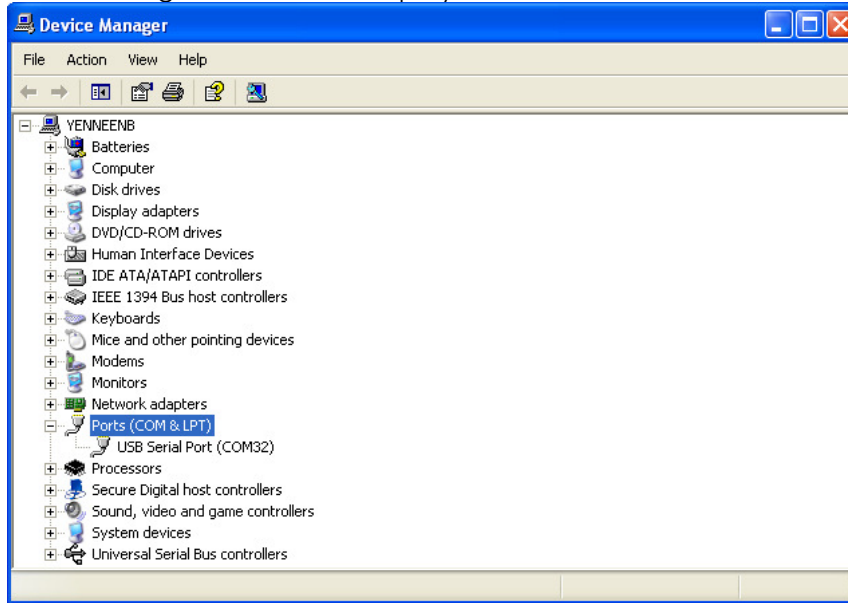
In DEMO mode, only 5 employees and 1 clock terminal are allowed.

Troubleshooting:

1. Please make sure USB driver have been installed.
2. Please make sure E.Key is plugged into the right socket at EL70Y.
3. Please make sure EL70Y is plugged to one of the PC's USB port.
4. Please make sure PC COM Port is between COM1 to COM32.

Checking COM port number:

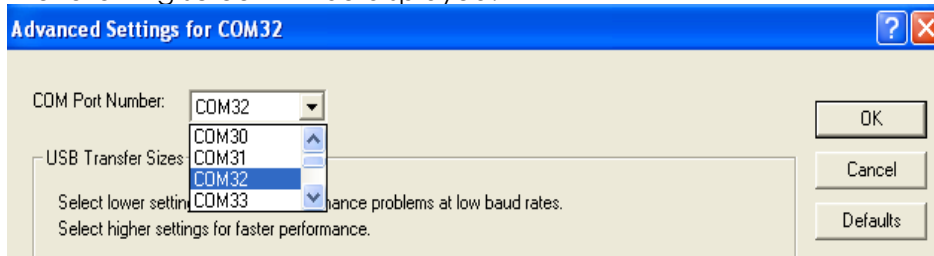
1. Right click on My Computer> Select Properties
2. Click on "Hardware" > click on "Device Manager"
3. The following screen will be displayed:



4. Click on Ports (COM & LPT) > check for the COM port number of USB Serial Port
5. If the COM port number is greater than COM32, please change the COM Port number to a value between COM1 to COM32.

Change COM Port number

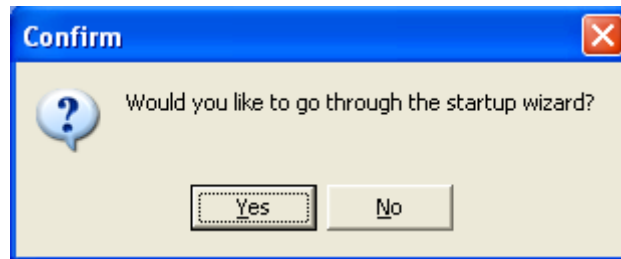
1. Right click on "USB Serial Port" > select Properties
2. Click on "Port Settings" > "Advanced"
3. The following screen will be displayed:



4. Change COM port number to the value between COM1 to COM32
5. Click on OK

Detect Software Key Successful

If software license is detected and the TimePro is launched for the first time, the following message will be displayed:



Click "Yes" in order to proceed to startup wizard.

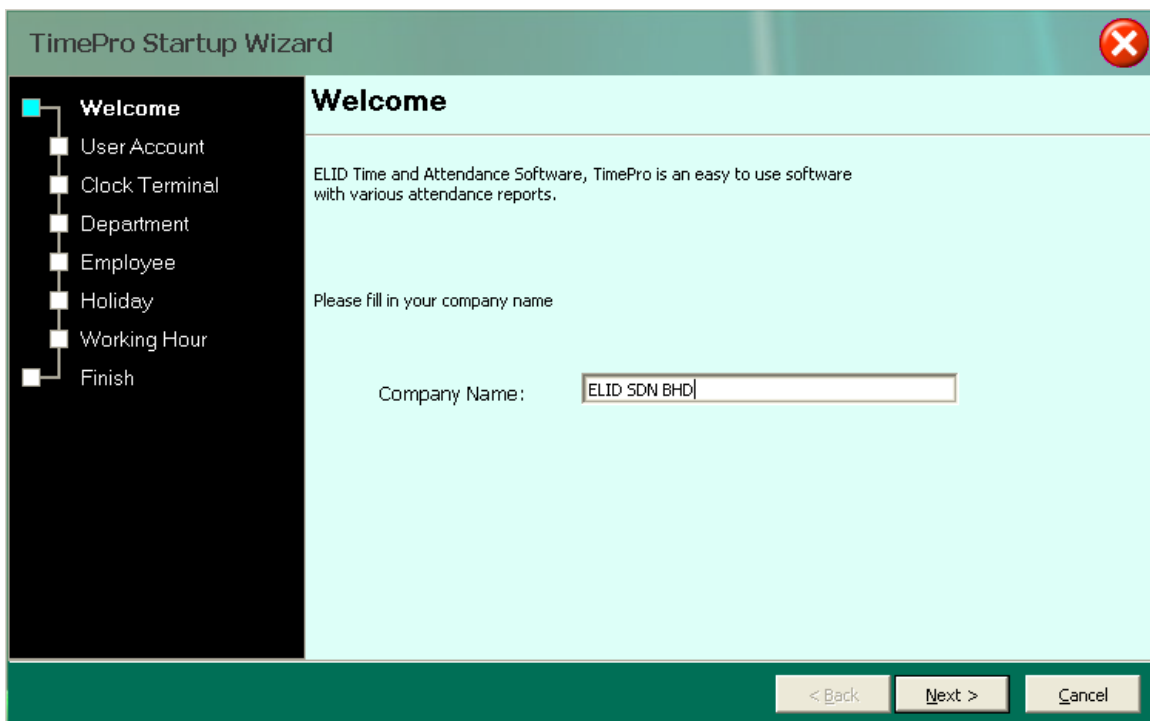
Click "No" to proceed to login screen without go through startup wizard.

3.3 Startup Wizard

Startup Wizard will appear at the first time run of TimePro software. It will lead you to complete some basic configurations such as user account, clock terminal, department, employee, holiday and working hours.

Once the startup wizard emerges, TimePro is able to generate attendance reports for single clock terminal (without terminal server support) and a single shift.

Startup Wizard – Welcome



You must fill in your company name before proceeding with the next step.

Click "Next" to continue.

Startup Wizard – User Account

TimePro Startup Wizard

User Account

Administrator
The default User Name and password is 'elid'
Please change the user name and password to your own.

User Name:

Password:

Re-type Password:

Operator
The default User Name and password is 'opr'
Please change the user name and password to your own.

User Name:

Password:

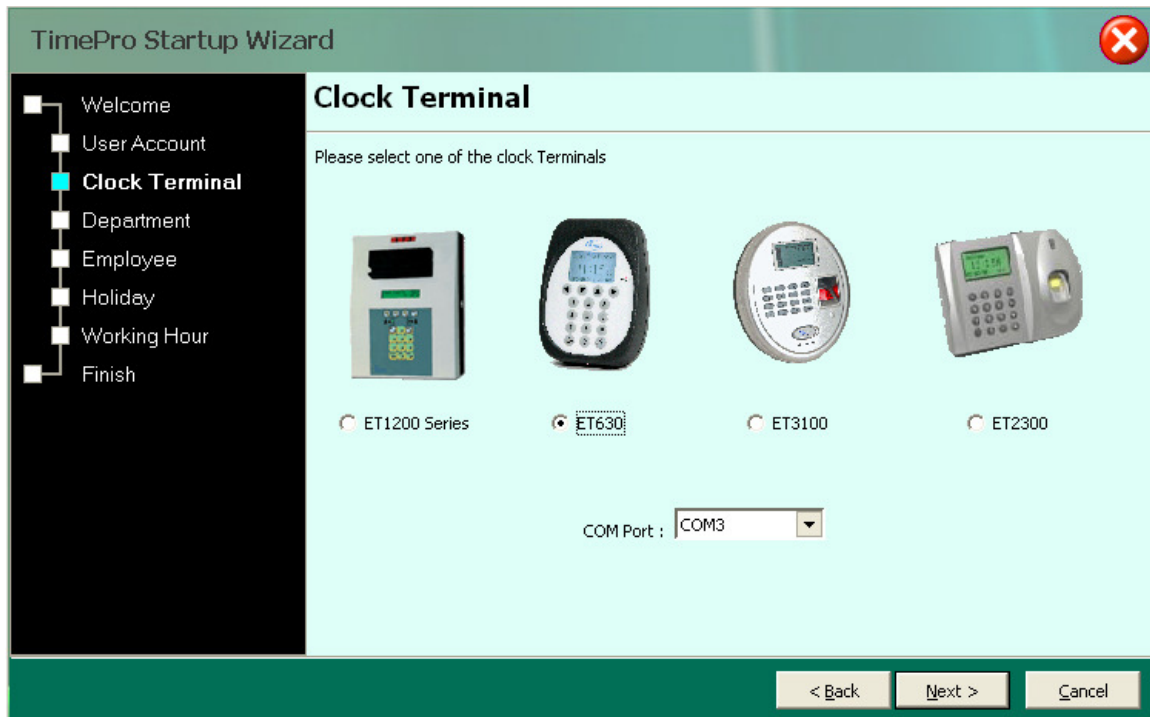
Re-type Password:

< Back Next > Cancel

By default, there are two types of access rights provided by TimePro which are administrator and operator. Administrator could access all features but Operator is only allowed to view the attendance. The default user name and password for Administrator is 'elid' and for operator is 'opr'. You have to change the user name and password in order to protect against unauthorized users.

Click "Next" to continue.

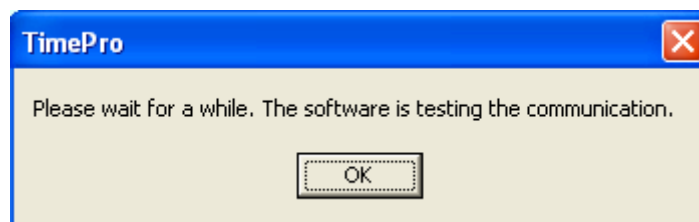
Startup Wizard – Clock Terminal



You need to select one of the clock terminals and COM port. The default COM port is the COM port where software key detected. If the clock terminal is connected to other COM port, please change the COM Port by selecting the COM port number from the drop down list.

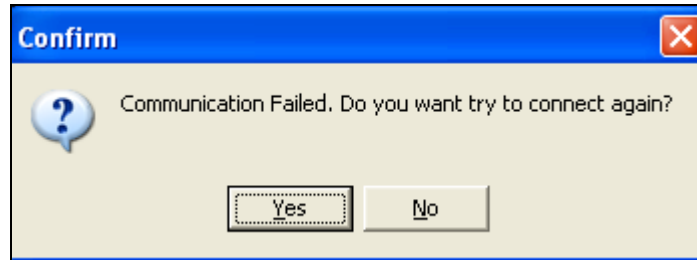
Click "Next" to continue.

When you click on "Next" button, TimePro will test the communication between the PC and clock terminal. The following message will be displayed:

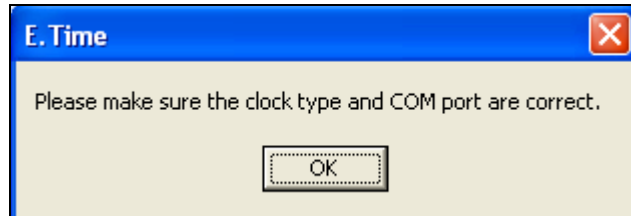


Click "OK" to continue with the communication testing.

If the communication flows smoothly, it will proceed to the next page (Department). If the communication fails, the following message will be displayed:



If "Yes" is selected, the following message will be displayed:



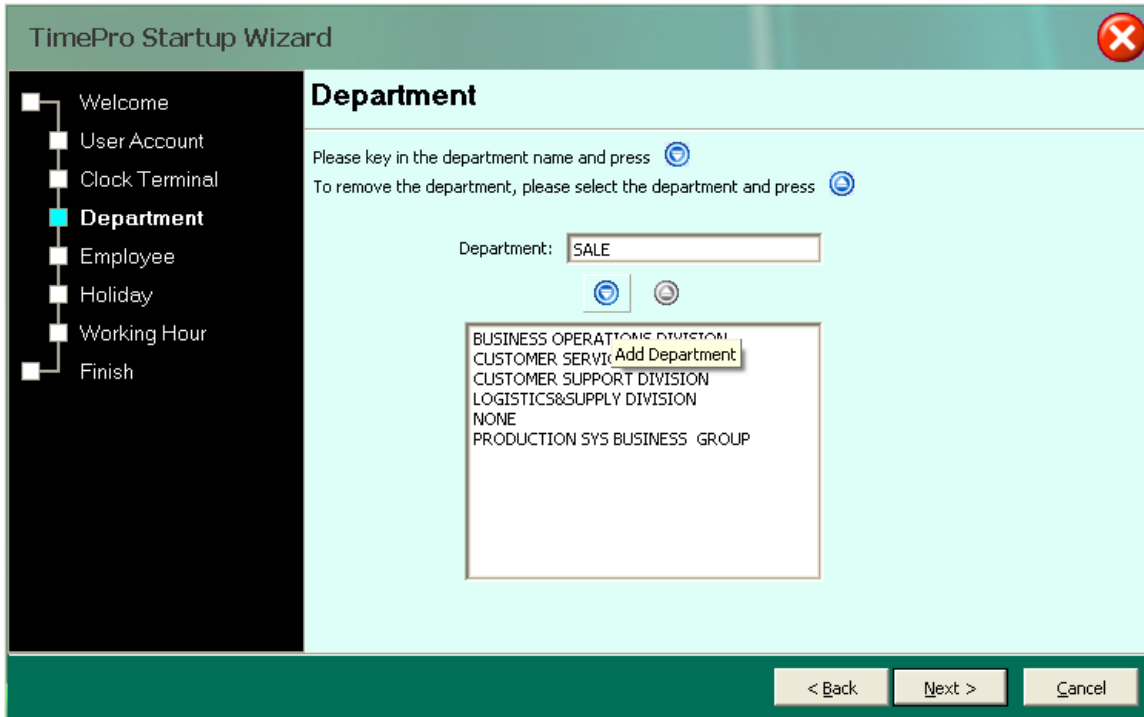
Troubleshooting:


1. Please make sure the COM Port that is connected to the clock terminal is same with the selected COM port on the screen.
2. Please make sure the type of Clock Terminal is correct.
3. Please make sure the cable which connects to the PC and Clock Terminal are connected properly.
4. Check the clock terminal settings:
 - Make sure the unit number of the clock is set to '1'.
 - Make sure the baud rate is set as following:
ET1200 : 2400
ET630 : 9600
ET3100 : 2400


(Note: The wizard cannot support the communication of the terminal server or LAN. To configure the LAN or terminal server, you need to set at the Clock Terminal>Clock Terminal Setup Menu.)

If "No" is selected, TimePro will proceed to the "Department" page.

Startup Wizard – Department

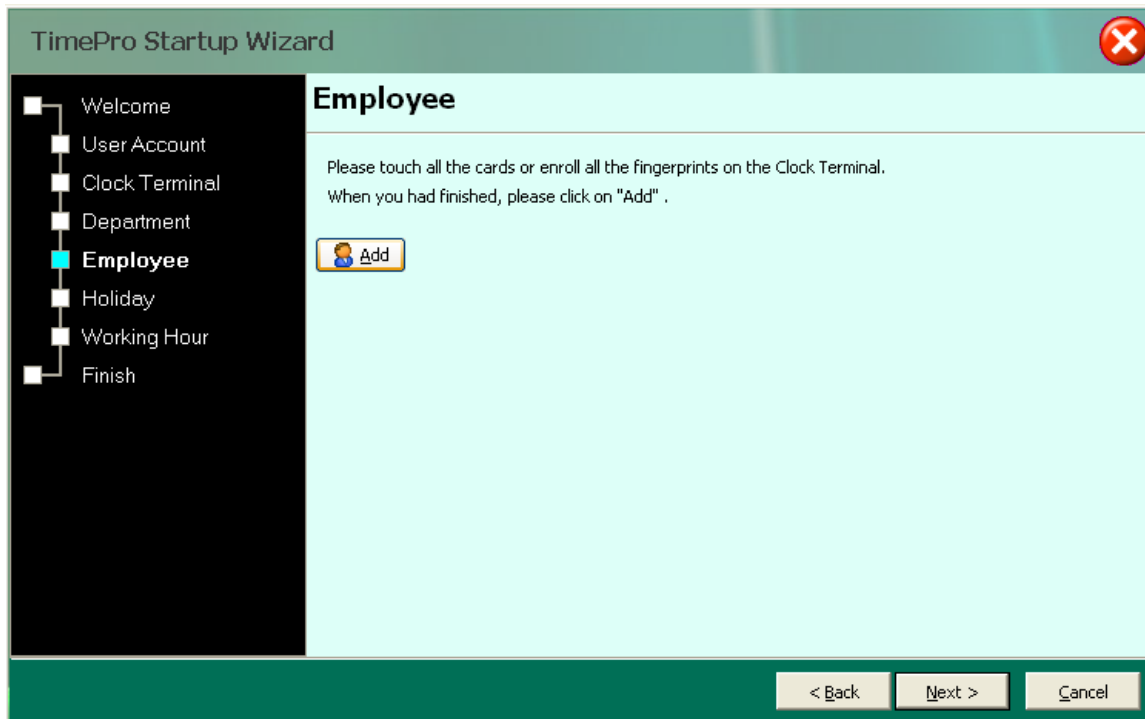


To add departments, please key in the description of department and click on  button.

To remove departments, please select the department from department list and click on  button.

Click "Next" to continue.

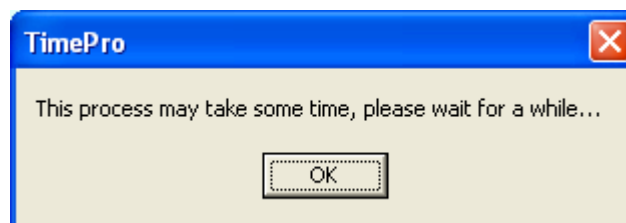
Startup Wizard – Employee



This function allow user to download the card numbers or enroll numbers from clock terminals instead of key in manually.

To add employees, please touch all cards or enroll all fingerprints on clock terminals and click on "Add" button.

After clicking on "Add" button, the following message will be displayed:




Click on 'OK' to continue.


The download card number function may take some time. Once the process is done, the following screen will be displayed:

You may key in employee name, change employee ID and Department. Click “Next” once editing is done.

If you do not wish to key in employee details at this moment, you may click on the “Cancel” button to close the “Add Employee” screen. All card numbers will be inserted into database and you could change the details afterward.

Startup Wizard – Holiday

To add Holiday, please select date and key in the description of holiday. Thereafter, click on  button.

To remove Holiday, please select holiday from holiday list and click on  button.

Click "Next" to continue.

Startup Wizard – Working Hour

TimePro Startup Wizard

Working Hour

Please check on the days which are offdays or restdays.
(OT is Overtime)

| Weekday | Off day | In | Meal Out | Meal In | Out | OT Start | OT End |
|-----------|-------------------------------------|-------|----------|---------|-------|----------|--------|
| Sunday | <input checked="" type="checkbox"/> | 08:30 | 12:30 | 13:30 | 17:30 | 18:00 | 23:00 |
| Monday | <input type="checkbox"/> | 08:30 | 12:30 | 13:30 | 17:30 | 18:00 | 23:00 |
| Tuesday | <input type="checkbox"/> | 08:30 | 12:30 | 13:30 | 17:30 | 18:00 | 23:00 |
| Wednesday | <input type="checkbox"/> | 08:30 | 12:30 | 13:30 | 17:30 | 18:00 | 23:00 |
| Thursday | <input type="checkbox"/> | 08:30 | 12:30 | 13:30 | 17:30 | 18:00 | 23:00 |
| Friday | <input type="checkbox"/> | 08:30 | 12:30 | 13:30 | 17:30 | 18:00 | 23:00 |
| Saturday | <input checked="" type="checkbox"/> | 08:30 | 12:30 | 13:30 | 17:30 | 18:00 | 23:00 |

< Back Next > Cancel

Please key in working hour from Sunday to Saturday based on company working hour and policy. TimePro will automatically assign a default clocking range for each time slot. The clocking range is the time frame that is used to determine which time slot a particular clocking falls into.

You may view or modify the range at the Working Schedule Menu.

Click "Next" to continue.

Startup Wizard – Finish

Click "Finish" once startup wizard processing is done.

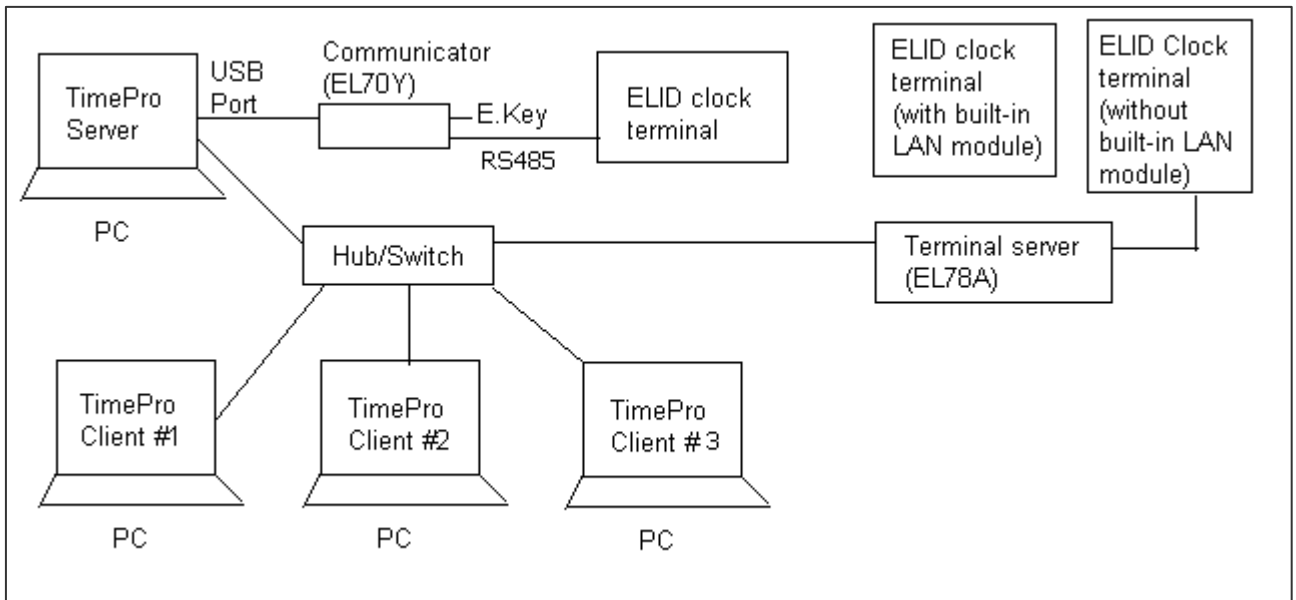
3.4 Client and Server Settings

Configure as Poll Station or Full Function Server

TimePro Server can be configured as a poll station or a full function server.

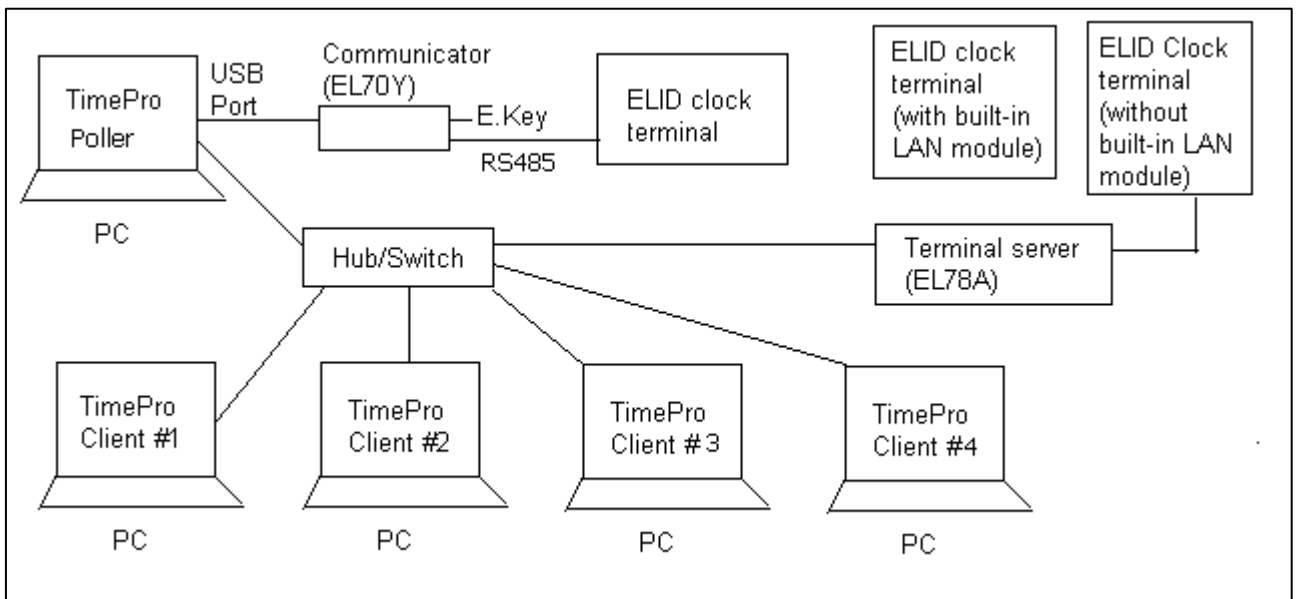
1. Full Function Server
 - Provides full attendance function where users are able to view and print attendance reports

- TimePro server is considered as a workstation. Thus, with a 4 workstations license, only 3 TimePro clients are allowed to be run concurrently.



2. Poll Station

- Provides time clock polling and settings functions only
- TimePro Poll Station is not considered as a workstation. Thus, with a 4 workstations license, 4 TimePro clients are allowed to be run concurrently.

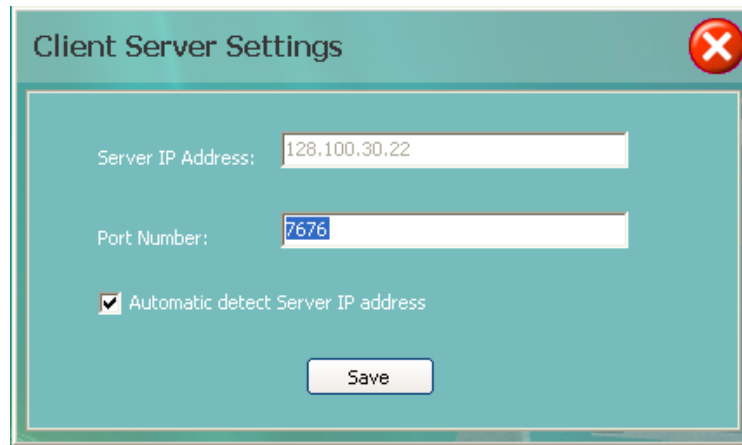


TimePro Client and Server Setup

TimePro clients must know TimePro server/TimePro Poll Station's IP address in order to connect to TimePro Server/TimePro Poll Station. Thus, we would need to enter the IP address of the machine where TimePro Server/TimePro Poll Station resides to the system.

Steps:

1. Run TimePro Server/TimePro Poll Station
2. Click on "Client Server Settings"



The screenshot shows a dialog box titled "Client Server Settings" with a red close button in the top right corner. The dialog contains the following fields and controls:

- Server IP Address:** A text input field containing the value "128.100.30.22".
- Port Number:** A text input field containing the value "7676".
- Automatic detect Server IP address:** A checked checkbox.
- Save:** A button located at the bottom center of the dialog.

Local Area Network (LAN)

If client and server workstations are running under LAN, you may tick on "Automatic detect Server IP address" check box to allow TimePro server/Poll Station read out the local IP address of the machine where TimePro server/Poll Station resides and store it to database automatically.

Wide Area Network (WAN)

If client and server workstations are running across WAN, you have to un-tick the "Automatic detect Server IP address" check box and enter the IP Address to the system.

Please enter the port number as well in order to establish the communication between server and client. Please ensure the port number is not in use. Default port number is 7676.

CHAPTER 4

4.0 Attendance

The Attendance could be viewed by date or by employee.

(a) By Date

- view attendance on a particular date
- can be filtered by department, by department and section, or by group

The screenshot shows the 'Attendance' application window. On the left, there are navigation options: 'View Attendance' (By Date, By Employee), a date selector (10/03/2009), and 'Filter By' options (View All, By Department, By Dept. and Section, By Group). Below these are 'Attendance Category' checkboxes for Lateness, Early-out, Overtime, Incomplete, On Leave, and Absent. The main area features a table of attendance records with columns for No., Emp. ID, Name, Sch, In, MOut, MIn, Out, OTIn, OTOut, Work, OT, Late, Early Out, and Leave. Two records are highlighted in red: CHENG KAH CHEN (Emp. ID 000009) and CHEW PEI YEE (Emp. ID 000021). At the bottom, summary statistics show Present: 88, Absent: 3, and On Leave: 20.

| No. | Emp. ID | Name | Sch | In | MOut | MIn | Out | OTIn | OTOut | Work | OT | Late | Early Out | Leav |
|-----|---------|----------------------|-----|-------|------|-----|-------|------|-------|-------|------|------|-----------|------|
| 1 | 000001 | LEOW SUN HUAT | a | 07:45 | | | 18:25 | | | 10.67 | 0.00 | 0.00 | 0.00 | |
| 2 | 000002 | STEFAN BLOECHINGER | a | 07:32 | | | 19:01 | | | 10.46 | 0.00 | 0.00 | 0.00 | |
| 3 | 000003 | YOON KWAI CHEE | a | 07:29 | | | 17:43 | | | 9.23 | 0.00 | 0.00 | 0.00 | |
| 4 | 000004 | PHUN FOO ON | a | 07:41 | | | 19:02 | | | 10.35 | 0.00 | 0.00 | 0.00 | |
| 5 | 000005 | NANCY SAW LYE IM | a | 07:29 | | | 17:47 | | | 9.30 | 0.00 | 0.00 | 0.00 | |
| 6 | 000009 | CHENG KAH CHEN | a | 06:48 | | | 10:09 | | | 2.35 | 0.00 | 0.00 | 7.35 | |
| 7 | 000012 | LIM HUAT CHYE | a | 07:36 | | | 17:32 | | | 8.93 | 0.00 | 0.00 | 0.00 | |
| 8 | 000013 | ONG KIM SONG | a | 07:56 | | | 17:39 | | | 8.72 | 0.00 | 0.00 | 0.00 | |
| 9 | 000015 | KOAY SHIK MIONG | a | 07:36 | | | 18:21 | | | 9.75 | 0.00 | 0.00 | 0.00 | |
| 10 | 000020 | CHUI KWAI CHUAN | a | 07:52 | | | 20:00 | | | 11.13 | 0.00 | 0.00 | 0.00 | |
| 11 | 000021 | CHEW PEI YEE | a | 07:41 | | | 10:11 | | | 1.50 | 0.00 | 0.00 | 7.32 | |
| 12 | 000022 | LIM LAI KIN | a | 07:24 | | | 20:12 | | | 11.80 | 0.00 | 0.00 | 0.00 | |
| 13 | 000023 | NORAZIZAH | a | 07:50 | | | 17:31 | | | 8.68 | 0.00 | 0.00 | 0.00 | |
| 14 | 000025 | ROHAYATI BTE OTHMAN | a | 07:54 | | | 18:30 | | | 9.60 | 0.00 | 0.00 | 0.00 | |
| 15 | 000026 | MAK PIK LAI | a | 07:58 | | | 17:44 | | | 8.77 | 0.00 | 0.00 | 0.00 | |
| 16 | 000027 | JULIANA LIM | a | 07:52 | | | 18:51 | | | 9.98 | 0.00 | 0.00 | 0.00 | |
| 17 | 000029 | CHAN LAI LAI | a | 07:43 | | | 17:31 | | | 8.80 | 0.00 | 0.00 | 0.00 | |
| 18 | 000031 | SHAMALA DEVI BALAKRI | a | 07:55 | | | 17:44 | | | 8.82 | 0.00 | 0.00 | 0.00 | |

(b) By Employee

- view attendance of a particular employee
- can be filtered by Date

| No. | Date | Weekday | Sch | In | MOut | MIn | Out | OTIn | OTOut | Work | OT | Late | Early Out | Leave |
|-----|------------|-----------|-----|-------|------|-----|-------|------|-------|-------|------|------|-----------|-------|
| 1 | 01/04/2008 | Tuesday | a | 07:29 | | | 17:43 | | | 9.23 | 0.00 | 0.00 | 0.00 | |
| 2 | 02/04/2008 | Wednesday | a | 07:28 | | | 16:38 | | | 9.17 | 0.00 | 0.00 | 0.87 | |
| 3 | 03/04/2008 | Thursday | a | 07:34 | | | 20:05 | | | 12.52 | 0.00 | 0.00 | 0.00 | |
| 4 | 04/04/2008 | Friday | a | 07:27 | | | 18:31 | | | 11.07 | 0.00 | 0.00 | 0.00 | |
| 5 | 05/04/2008 | Saturday | OFF | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6 | 06/04/2008 | Sunday | OFF | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7 | 07/04/2008 | Monday | a | 07:26 | | | 18:19 | | | 10.88 | 0.00 | 0.00 | 0.00 | |
| 8 | 08/04/2008 | Tuesday | a | 07:28 | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| 9 | 09/04/2008 | Wednesday | a | 07:29 | | | 18:33 | | | 11.07 | 0.00 | 0.00 | 0.00 | |
| 10 | 10/04/2008 | Thursday | a | 07:29 | | | 17:49 | | | 10.33 | 0.00 | 0.00 | 0.00 | |
| 11 | 11/04/2008 | Friday | a | 07:30 | | | 17:44 | | | 10.23 | 0.00 | 0.00 | 0.00 | |
| 12 | 12/04/2008 | Saturday | OFF | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| 13 | 13/04/2008 | Sunday | OFF | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| 14 | 14/04/2008 | Monday | a | 07:28 | | | 19:12 | | | 11.73 | 0.00 | 0.00 | 0.00 | |
| 15 | 15/04/2008 | Tuesday | a | 07:23 | | | 18:28 | | | 11.08 | 0.00 | 0.00 | 0.00 | |
| 16 | 16/04/2008 | Wednesday | a | 07:28 | | | 18:11 | | | 10.72 | 0.00 | 0.00 | 0.00 | |
| 17 | 17/04/2008 | Thursday | a | 07:26 | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| 18 | 18/04/2008 | Friday | a | 07:25 | | | 17:41 | | | 10.27 | 0.00 | 0.00 | 0.00 | |

The attendance view also can be filtered by attendance category (lateness, early out, overtime, and incomplete, on leave and absent) by clicking on the check box under the Attendance Category.

Edit Attendance

The attendance (Work In time, Meal Out time, Meal In time, Work Out time, OT In time & OT Out time) can be edited.

Steps:

1. Click on "Edit" button
2. Select a value from the drop down list or key in the value
3. Click on "Save" button

Note: The time inserted must be in the format of HH:MM, if not, the edited time will not be saved.

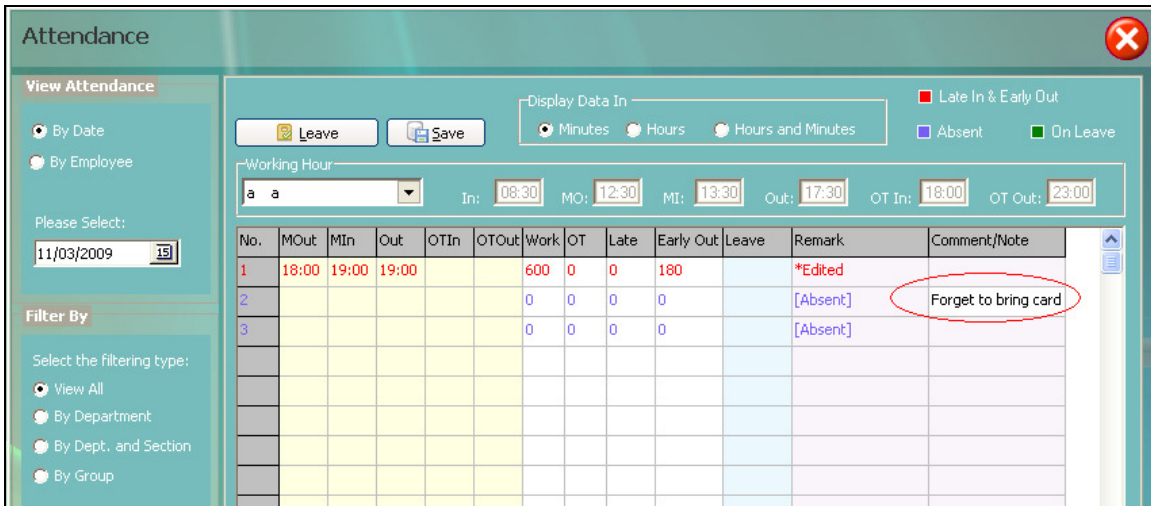
Add Comment/Note

You may add comment/note to a particular attendance record. For example: forget to bring card, outstation, lost card, etc.

Steps:

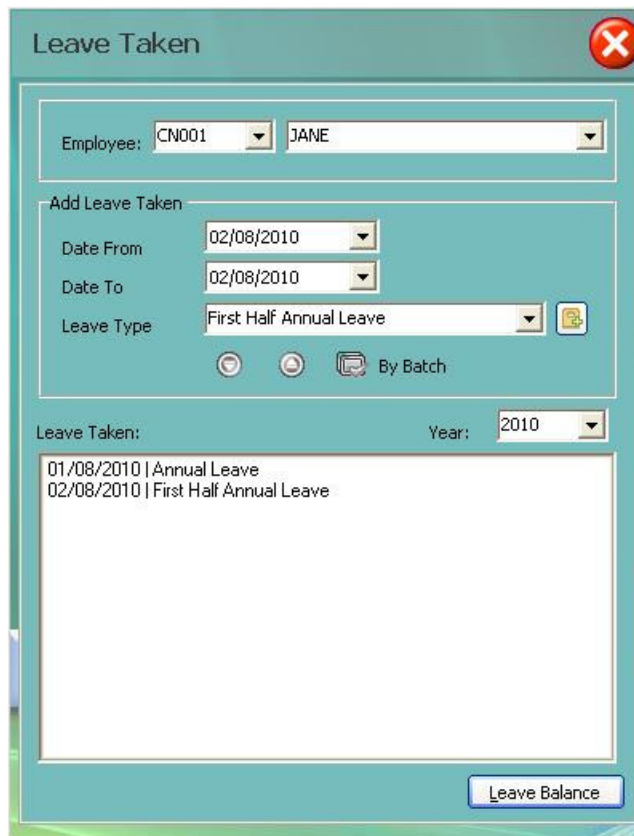
1. Click on "Edit" button

2. Select column "Comment/Note" (the last column) on attendance screen
3. Key in the comment or note
4. Click on "Save"



Leave

Leave taken by employee could be added by clicking on "Leave" button. The following screen will be displayed:




View Leave Taken

To view leaves that have been taken by employee, please select one of the employees from the drop down list. To view leave taken at previous year, please select year from the drop down list.


Add Leave Taken

Steps:

1. Select Employee
2. Select Date From and Date To
3. Select leave type
4. Click on  button
5. The leave added will be shown on leave taken list immediately

Remove Leave Taken

Steps:

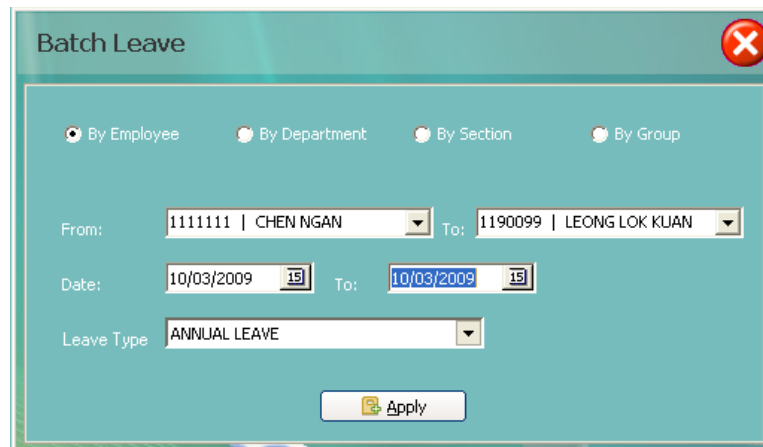
1. Select leave taken from the leave taken list
2. Click on  button

Add Leave Taken By Batch

Leave taken could be added by batch to a group of employees, departments, sections or employee groups.

Steps:

1. Click on "By Batch"
2. The following screen will be displayed:



3. Select By Employee, By Department, By Section or by group
4. Select the range of Employee/Department/Section/Group
5. Select the range of the date
6. Select leave type
7. Click on "Apply"

Add/Edit Leave Type

Click on 

Leave Balance

To view leave balance of each employee, please click on "Leave Balance" button.

CHAPTER 5

5.0 Employee

Employee screen will list down all employees' details. You may add, edit or delete employee information on this screen.

The screenshot shows the 'Employee Details' window. At the top, it says 'Employee Details' and 'You may sort the employee view by clicking on the column name. To Add/Edit department or Add/Edit Section, please right click on the "Department" column name or "Section" column name.' Below this is a table with columns: Emp. ID, Name, Card No., Department, Section, and Group. The table lists 21 employees. To the right of the table is a 'Filter By' panel with fields for 'Employee ID:' (with 'To' below it), 'Department:' (with a dropdown menu set to 'ALL' and 'To' below it), and a 'Refresh' button. At the bottom of the window are buttons for 'Save', 'Delete', 'Add Group', and 'Add badge Card'. A 'PHOTO' placeholder is visible on the right side of the table.

| | Emp. ID | Name | Card No. | Department | Section | Group |
|----|---------|----------------------|----------|------------|---------------|-------|
| 1 | 000001 | LEOW SUN HUAT | 000001 | DIRECTOR | DIRECTOR | G1 |
| 2 | 000002 | STEFAN BLOECHINGER | 000002 | DIRECTOR | DIRECTOR | G1 |
| 3 | 000003 | YOON KWAI CHEE | 000003 | PERSONNEL | | G0 |
| 4 | 000004 | PHUN FOO ON | 000004 | ACCOUNTS | MGT ACCTANT | G0 |
| 5 | 000005 | NANCY SAW LYE IM | 000005 | MARKETING | PRODUCT MGR | G0 |
| 6 | 000009 | CHENG KAH CHEN | 000009 | MARKETING | SR PROD MGR | G0 |
| 7 | 000012 | LIM HUAT CHYE | 000012 | ACCOUNTS | ACCS EXEC | G0 |
| 8 | 000013 | ONG KIM SONG | 000013 | ACCOUNTS | PC ANALYST | G0 |
| 9 | 000015 | KOAY SHIK MIONG | 000015 | ACCOUNTS | ACCS EXEC | G0 |
| 10 | 000020 | CHUI KWAI CHUAN | 000020 | MARKETING | MKTG ASST | G0 |
| 11 | 000021 | CHEW PEI YEE | 000021 | SALES | PRODUCT MGR | G0 |
| 12 | 000022 | LIM LAI KIN | 000022 | SOP | ACCS CLK | G0 |
| 13 | 000023 | NORAZIZAH | 000023 | PERSONNEL | | G0 |
| 14 | 000025 | ROHAYATI BTE OTHMAN | 000025 | SOP | ACCS CLK | G0 |
| 15 | 000026 | MAK PIK LAI | 000026 | ACCOUNTS | ACCS SUPVR | G0 |
| 16 | 000027 | JULIANA LIM | 000027 | SOP | ACCS SUPVR | G0 |
| 17 | 000029 | CHAN LAI LAI | 000029 | ACCOUNTS | ACCS SUPVR | G0 |
| 18 | 000031 | SHAMALA DEVI BALAKRI | 000031 | SOP | ACCS CLK | G0 |
| 19 | 000032 | LIEW IVY | 000032 | ACCOUNTS | ACCS EXEC | G0 |
| 20 | 000033 | KIM SHU HENG | 000033 | ACCOUNTS | ASST ACCTANT | G0 |
| 21 | 000035 | CHONG SOO HACK | 000035 | SALES | SR SALES EXEC | G0 |

Add Employee

There are two methods for user to add employees' card number to the system:

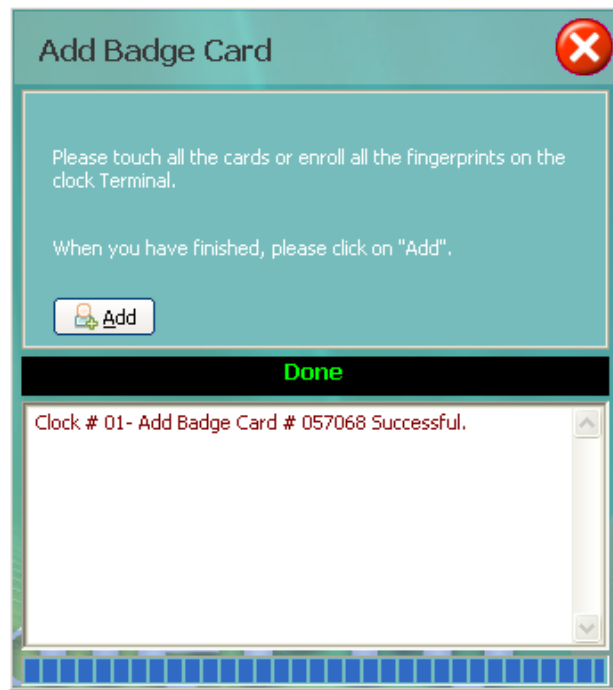
- Download card number from clock terminals
- Key in card number manually

a) Download card number from clock terminals

Steps:

5. Click on "Add badge Card"

6. The following screen will be displayed:



7. Touch all cards or enroll all fingerprints on clock terminals
8. Click on "Add"
9. When the process is done, please close the "Add Badge Card" screen to go back to the "Employee" screen
10. Edit the details of employees and click on "Save"

b) Manually key in card number

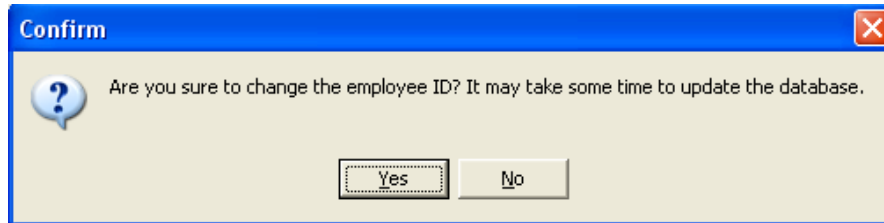
Steps:

1. Add new row: select the last row of employee list and press '↓' on PC keyboard
2. Key in the details of employee ID, name, card number, department, section, group, joined date and resigned date. Employee ID, name and card number must be filled in. Department, section, group, joined date and resigned date are optional
3. Click on "Save"

Edit Employee

Steps:

1. Edit particular employee's details on the employee list
2. Click on "Save".
If the employee ID is changed, the following screen will be displayed.

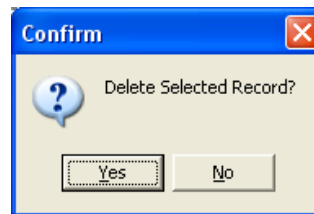


Click "Yes" to update the database

Delete Employee

Steps:

1. Select employee record from the employee list
2. Click on "Delete"
3. The following screen will be displayed:



4. Click "Yes" to delete the record

Photo of Employee

a) Add Photo

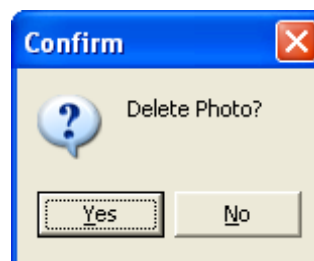
Steps:

1. Click on "Add Photo"
2. Browse to the photo file. File format allowed: GIF, PCX, JPG, JPEG and BMP
3. Click on "Open"

b) Delete Photo

Steps:

1. Click on "Delete Photo"
2. The following screen will be displayed:



3. Click on "Yes" to delete the photo

Group

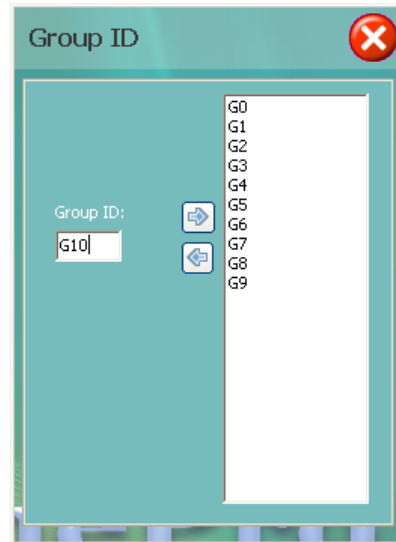
Every employee will be assigned to a group. The default group is G0. The purpose of assigning every employee to a group is to enable the employee to be assigned to different shifts. If a company only has a single shift, all employees will be assigned to the same group (G0). If the employee's shift pattern is different from others, this employee could be assigned to group "NONE" where the employee can have his/her own duty roster.


By default, TimePro provides 10 groups (G0 to G9). If the groups provided are not sufficient, you may add more groups to the system.

a) Add Group

Steps:

1. Click on "Add Group"
2. The following screen will be displayed:

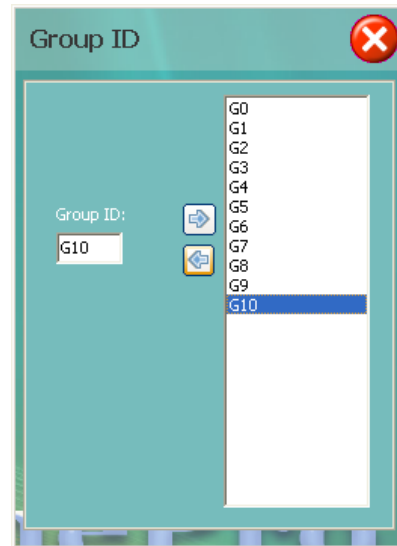


3. Key in group id (maximum 4 characters).
4. Click on 

b) Delete Group

Steps:

1. Click on "Add Group"
2. The following screen will be displayed:



3. Select group from the group list
4. Click on 

Employee List Filtering

The Employee List can be filtered by employee ID and Department. To view all employees, one needs to blank the 'Employee ID From' and 'Employee ID To' text box and select the department from the first to the last. Thereafter, click on "Refresh" button.

Flexible Working Hour

Flexible Working Hour refers to employee can work anytime from 00:00 to 23:59. The Flexible Meal Time is automatically enabled once Flexible Working Hour is enabled.

To enable the Flexible Working Hour, please tick on the "Flexible Working Hour" check box.

For employee who is entitled to Flexible Working Hour, overtime will not be calculated. The attendance will only show the total working hour of employee.

CHAPTER 6

6.0 Report



TimePro provides numerous reports on employees' attendance status. The reports can be filtered by department, employees and date.

List of reports:

- i) Summarized Report:
 - Attendance Summary (by Employee)
 - Daily Attendance Analysis (by Day)
 - Monthly Attendance Analysis (by Month)
- ii) Detailed Report:
 - Daily Attendance Details
 - Attendance Details by Employee
 - Monthly Attendance Details
 - Lateness report

- Early Out report
- Incomplete report
- Absenteeism report
- Overtime report
- Edited Attendance report
- Attendance Sheet
- Meal Time Report
- Activity Report

iii) Others:

- Leave report
- Individual Duty Calendar
- Monthly Duty Calendar
- Department List
- Section List
- Employee List
- Holiday List
- Audit Trail
- Job Tracking Report
- Job Code Activity Report
- Leave Balance

Export Reports to Excel file

Steps:

1. Select one of the report
2. Select the range of department, employee and date
3. Click on "Export to excel" button
4. Browse to the directory where you would like to save the file
5. Click on "OK"
6. Wait until you see the message "Done"

Save report to ndr file, pdf file, html file, rff file or txt file

Steps:

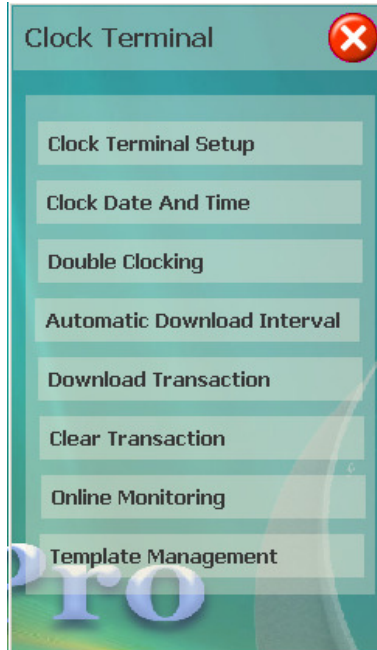
1. Select one of the report
2. Select the range of department, employee and date
3. Click on "View" button
4. Click on "File"
5. Click on "Save As"
6. Browse to the directory where you would like to save the file
7. Key in the file name
8. Select the file type (.ndr, .pdf, .html, .rff, or .txt)
9. Click on "Save" button

CHAPTER 7

7.0 Clock Terminal

Clock terminal menu consists of all functions which are related to clock terminals.

Note: Must use the real database in order to do the settings on clock terminal



7.1 Clock Terminal Setup

Clock Terminal Setup allows you to configure the communication between the clock terminal and PC.

Please add all of the clock terminals which had been installed.

| | Clock ID | Description | Unit No | Clock Type | Disabled |
|----|----------|-------------|---------|------------|----------|
| 1 | CLOCK1 | CLOCK 1 | 01 | ET630 | NO |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |

Link to Terminal Server

Baud rate: 9600

COM Port: COM32

Save Delete

You may add/delete clock terminal from Clock Terminal Setup.

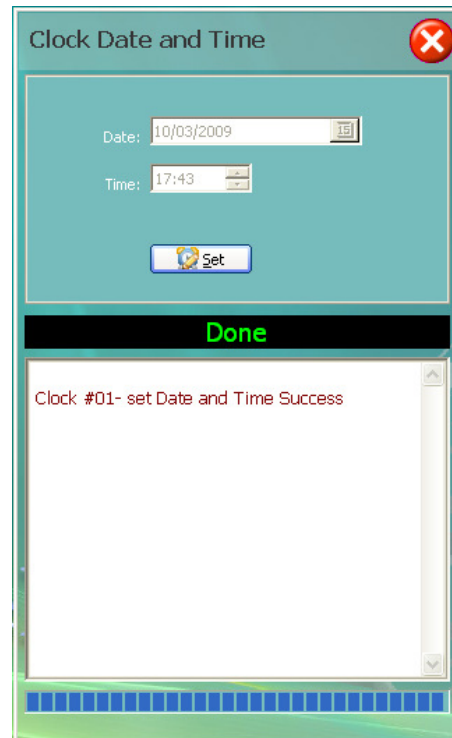
Add Clock Terminal

Steps:

1. Key in clock ID, clock description, unit no, clock type
2. Select communication type:
 - a. Serial Communication
Please make sure the 'Link to Terminal Server' check box is **not ticked**. Select baud rate and COM Port
 - b. TCP/IP Communication
Please make sure the 'Link to Terminal Server' check box is **ticked**, key in the IP address and port number
3. Click on "Save"

7.2 Clock Date and Time

Clock Date and Time function allows user to synchronize clock terminals' date and time with PC date and time.

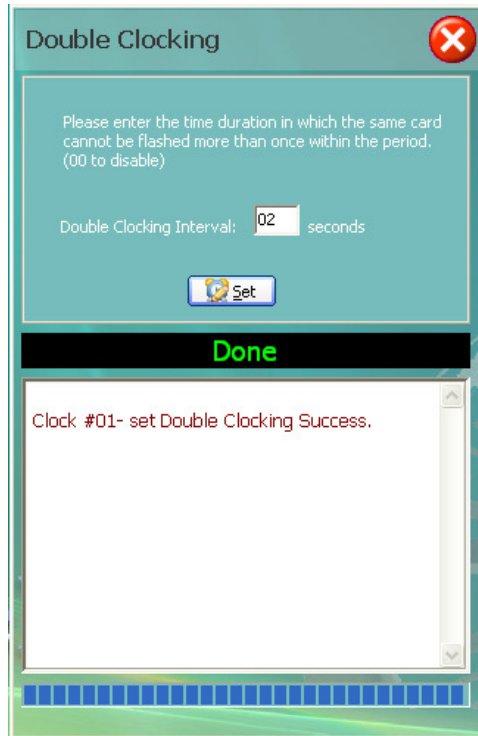


Steps:

1. Please make sure all clock terminals are connected to PC
2. Click on "Set"

7.3 Double Clocking

Double Clocking function prevents the same card from being flashed more than once within a specified period (interval time).

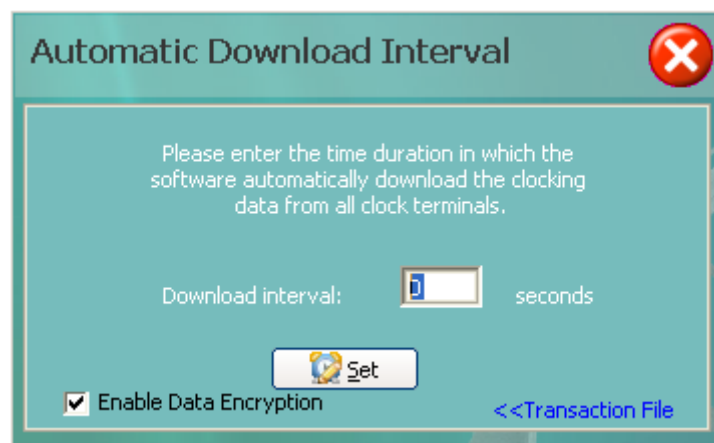


Steps:

1. Please make sure all clock terminals are connected to PC
2. Key in the interval time in seconds (Please make sure the number is 2 digits)
3. Click on "Set"

7.4 Automatic Download Interval

Automatic Download Interval function allows user to set the interval whereby TimePro will automatically download the latest clocking data from all clock terminals. This process will run at the background.



Steps:

1. Key in the interval time in seconds. (Key in '0' to disable this function)

2. Click on "Set"

7.5 Download Transaction

Download Transaction function allows user to download clocking data manually from all clock terminals.

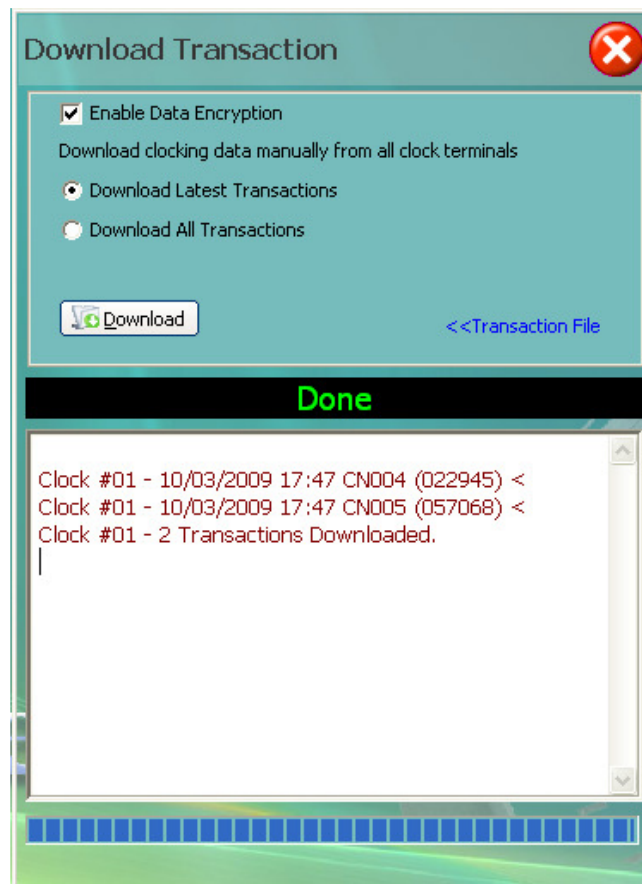
Download Latest Transactions

Download latest transactions will download all clocking data which haven't been downloaded from clock terminals to TimePro.

Download All Transactions

Download all transactions will download all clocking data which are stored in clock terminals including clocking data which have been downloaded to TimePro.

Please always use download latest transaction to download clocking data to TimePro. Use download all transactions only when you lose the transactions on your PC and you would like to get back the clocking data from the clock terminal.



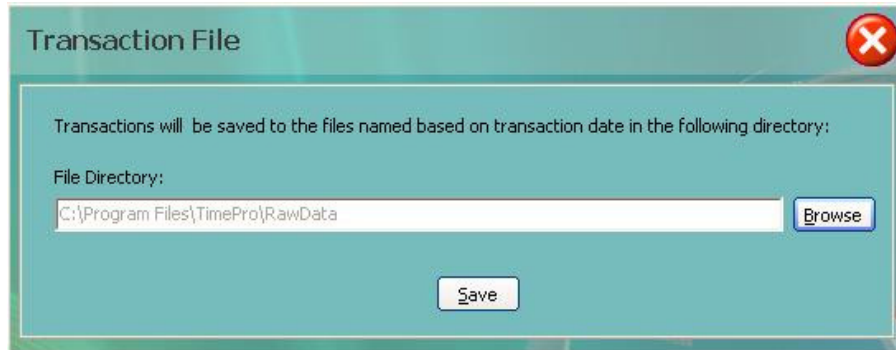
Steps:

1. Please make sure all clock terminals are connected to PC

2. Select 'Download Latest Transaction' or 'Download All Transaction'
3. Click on 'Download'

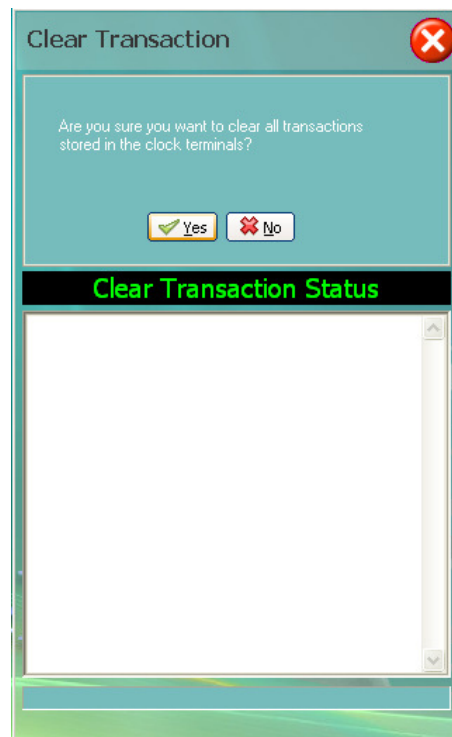
Transaction File

Transaction file link allow user to change the directory of transaction files.



7.6 Clear Transaction

Clear Transaction function allows user to clear all clocking data which are stored in clock terminals. Be careful in using this function, once the transactions are deleted, it is impossible to recover back.

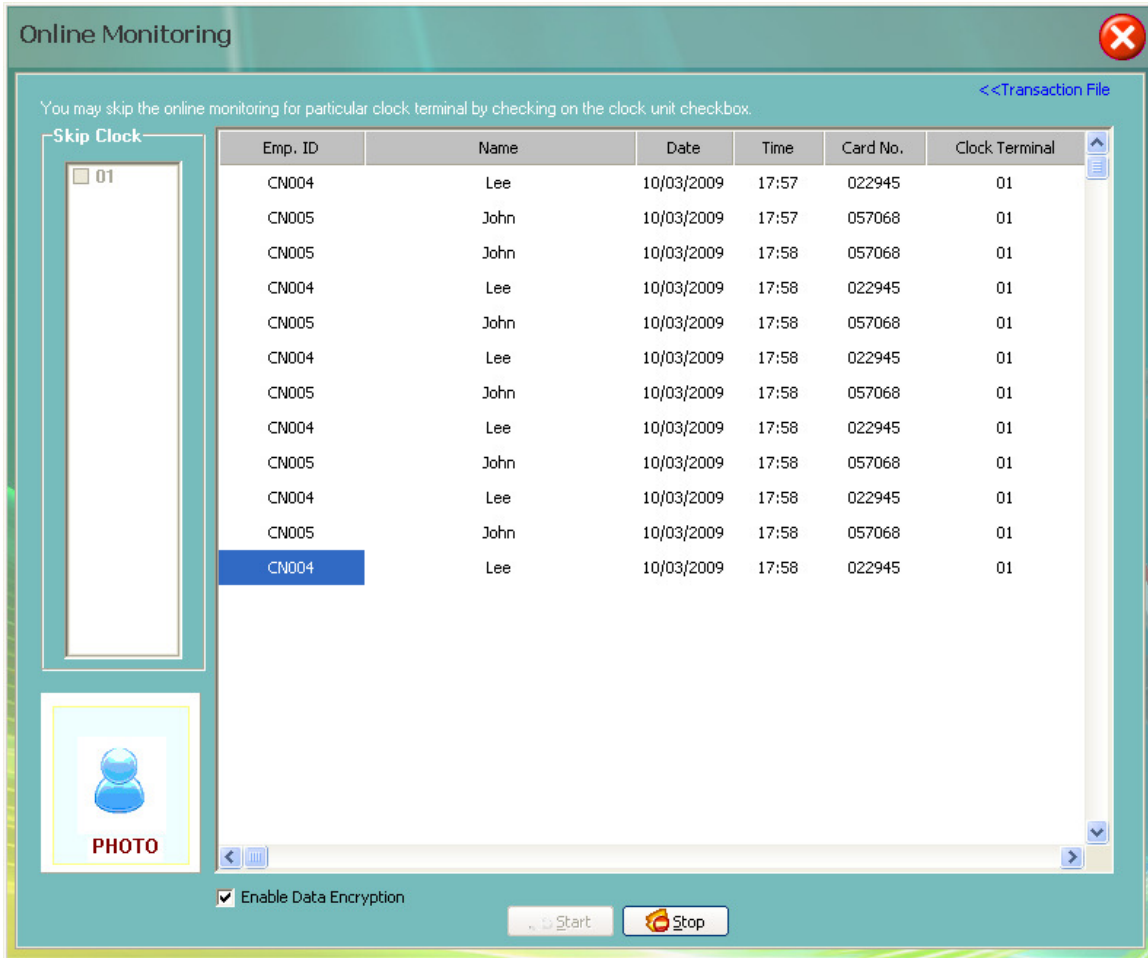


Steps:

1. Please make sure all clock terminals are connected to PC
2. Click on "Yes" to clear the clocking data on clock terminals

7.7 Online Monitoring

Online Monitoring function allows user to view transactions which are downloaded from clock terminals immediately on the screen.



Steps:

1. Please make sure all clock terminals are connected to PC
2. For clock terminals which you would like to monitor transactions, please make sure they are **not ticked**. Tick on the clock terminal only when you would not wish to monitor transactions from that particular clock terminal.
3. Click on "Start" to start the online monitoring
4. Click on "Stop" to stop the online monitoring

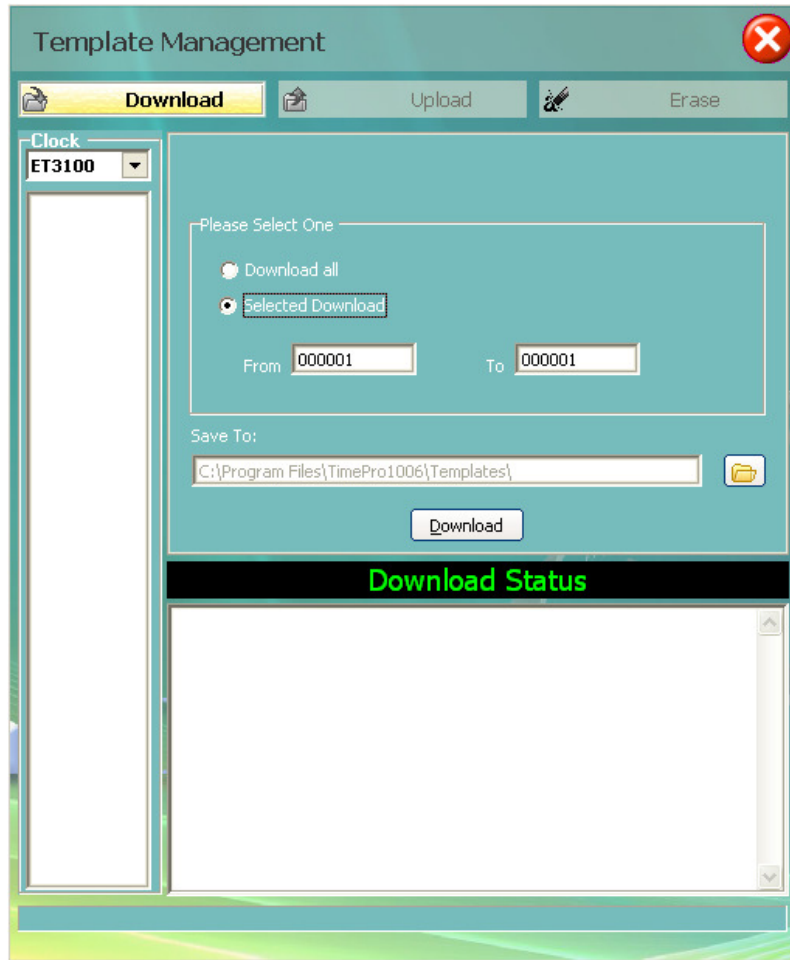
7.8 Template Management

Template Management is designed for Fingerprint Time Clock (ET3100 & ET2300). You may download, upload or erase employees' fingerprint templates in clock terminals through the software. Firstly, you need to select the clock type. Soon after, all of the units

which belong to the selected clock type will be listed out. You may select the clock by tick or un-tick on the clock unit no.

Download Fingerprint Template

Download fingerprint template function allows user to download employees' fingerprint templates from clock terminals to PC directory.



a) Download all fingerprint templates from clock terminals to PC

Steps:

1. Select "Download All"
2. Browse to the directory where you would like to save the fingerprint templates
3. Click on "Download" to download all fingerprints templates to PC

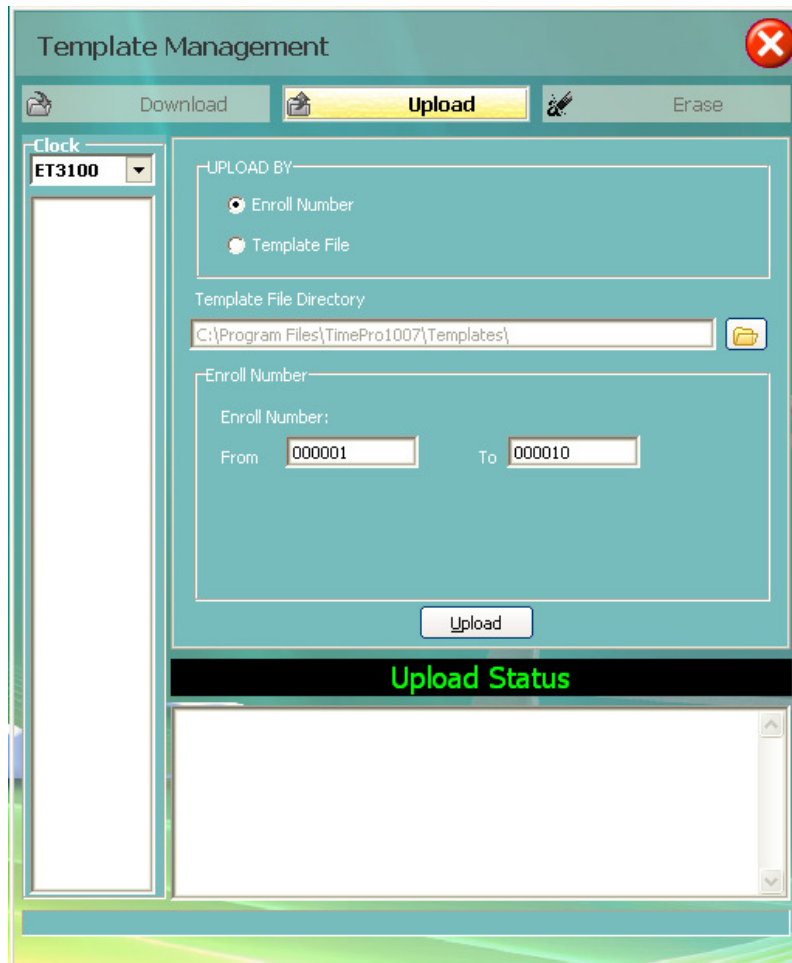
b) Download selected templates from clock terminals to PC

Steps:

1. Select "Selected Download"
2. Key in the range of enroll number/user ID
3. Browse to the directory where you would like to save the fingerprint templates
4. Click on "Download" to download selected fingerprint templates to PC

Upload Fingerprint Template

Upload fingerprint template function allows user to upload fingerprint templates from PC to clock terminals.

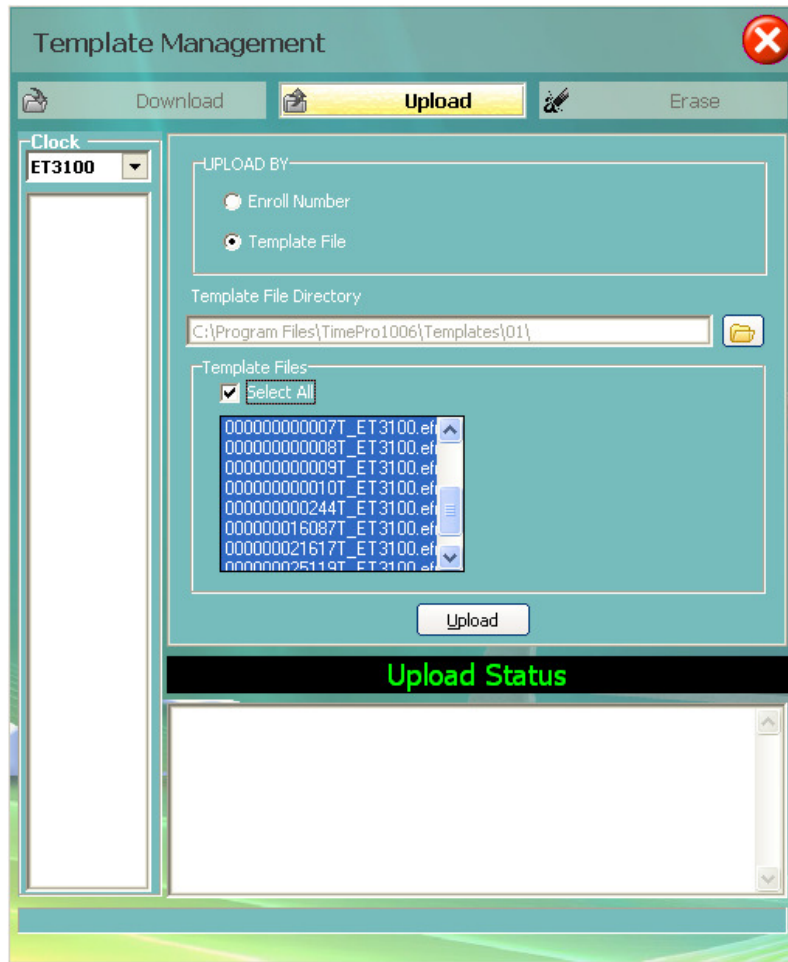


a) Upload fingerprint templates from PC to clock terminals according enroll number:

The system will upload all fingerprint templates which belong to the specific enroll number/user ID to clock terminals.

Steps:

1. Select "Enroll Number"
2. Browse to the fingerprint template files directory
3. Key in the range of enroll number/user ID
4. Click on "Upload" to upload fingerprint templates to clock terminals



b) Upload fingerprint templates from PC to clock terminals by selecting fingerprint template files:

Steps:

1. Select 'Template File'
2. Browse to the fingerprint template files directory. The fingerprint template files will be listed out on the screen.
3. Select the fingerprint template files
4. Click on "Upload" to upload fingerprint templates to clock terminals

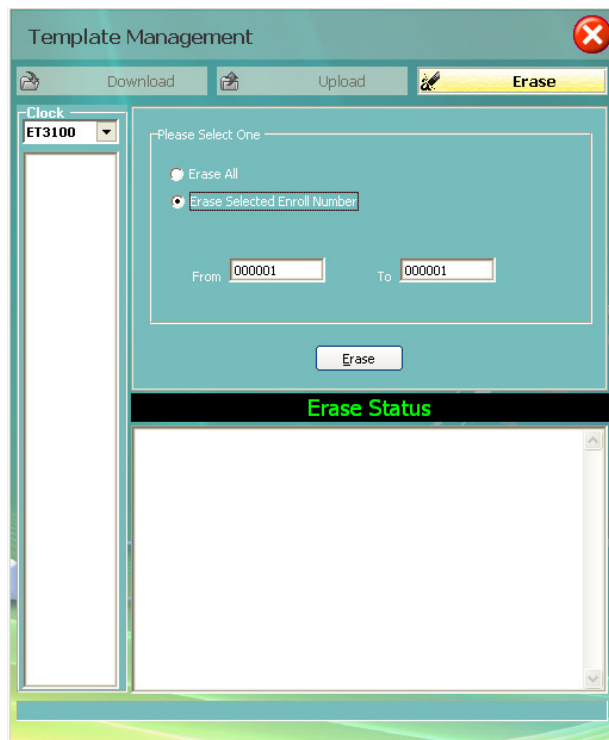
For ET3100:
 Template File Name Format:
xxxxxxxxxxxxx_ET3100.efm
xxxxxxxxxxxxx : User ID

For ET2300_303:
 Template File Name Format:
xxxxxyyz.efm
xxxxxx: Enroll Number
y : backup Number
z : privilege

For ET2300_524:
 Template File Name Format:
xxxxxyyz.efm
xxxxxx: Enroll Number
y : backup Number
z : privilege

Erase Fingerprint Template

Erase fingerprint template function allows user to erase fingerprint templates stored in clock terminals.



a) Erase all fingerprint templates in clock terminals

Steps:

1. Select "Erase All"
2. Click on "Erase" to delete all fingerprint templates in clock terminals

b) Erase selected fingerprint templates in clock terminals

Steps:

1. Select "Erase Selected Enroll Number"
2. Key in the range of enroll number/user ID
3. Click on "Erase" to delete selected fingerprint templates in clock terminals

CHAPTER 8

8.0 Settings

Settings menu consists of the configuration functions which allow you to configure the software according to your requirements.



8.1 Working Schedule

Working Schedule function allows user to configure the working hour according to company working hour and policy.

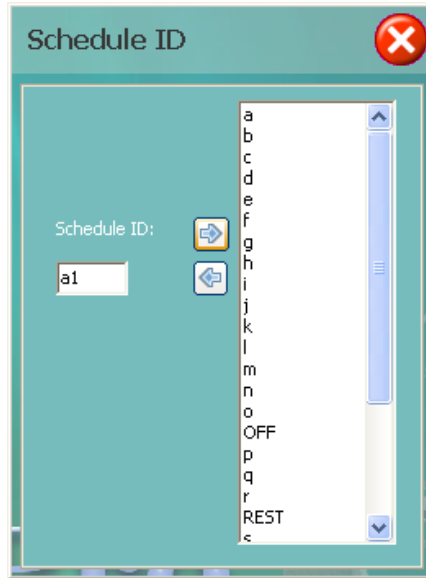
Total Schedules


TimePro provides **unlimited schedules/shifts**. By default, TimePro provides 26 working schedules. User may add as many schedules as they needed.

Add Schedule

Steps:

1. Click on 
2. The following screen will be displayed:

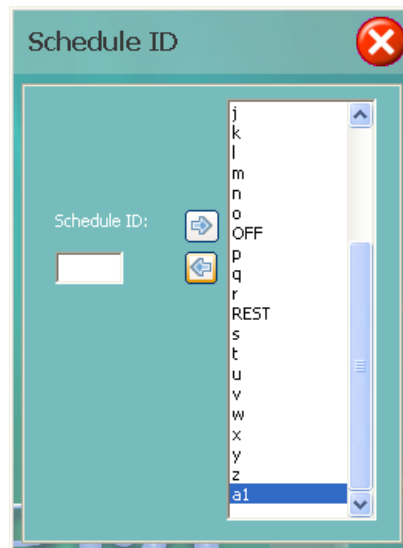



3. Key in schedule ID (maximum 4 characters)
4. Click on 

Delete Schedule

Steps:

1. Click on 
2. The following screen will be displayed:



3. Select schedule id from schedule ID list
4. Click on 

Attendance Processing Mode

There are 2 processing modes available:

- a) Based on time frame
- b) Based on session code

Based on time frame

Every time slot will have a clocking range and attendance will be processed based on the "First In Last Out" concept.

Work In: take the first transaction in the work in range

Meal Out: take the first transaction in the meal out range

Meal In: take the last transaction in the meal in range

Work Out: take the last transaction in the work out range

OT in: take the first transaction in the OT range

OT out: take the last transaction in the OT range

Note: Please make sure the Work In/Out range is not overlapping with the OT range.

Based on session code

Employees are required to select the session (Work In/Out, Meal In/Out, OT in/Out) on the time clock before badge their cards or verify their fingerprints. The attendance will be processed based on the session which is selected by employees.

Note: Clocking range is required in this mode as well, but the overlapping between Work In/Out range and OT range is allowed.

How to change processing mode?

Steps:

- i. Click on "Advance"
- ii. The following screen will be displayed:

- iii. Select "Based on time frame" or "Based on session code"
- iv. If select "Based on session code", please key in the session code of WORK, MEAL and OT according to the clock terminal settings.
- v. Click on "Save"
- vi. This setting will only take effect after the software is restarted

Clocking range

Clocking range is the time frame that is used to determine which time slot a particular clocking data falls into.

For example,

Work In range: from 06:00 to 12:00

If an employee punches for work in at 12:30, this clocking data is not going to be recorded as work in time. In order to have the work in time, employees are required to badge their card within the work in range (06:00 to 12:00).

Punch in and out for OVERTIME

If "Yes" is selected, employees are required to badge their card for work in, work out, OT In and OT out.

If "No" is selected, overtime calculation will be started from the OT start time. Employees are only required to badge their card for work in and OT Out.

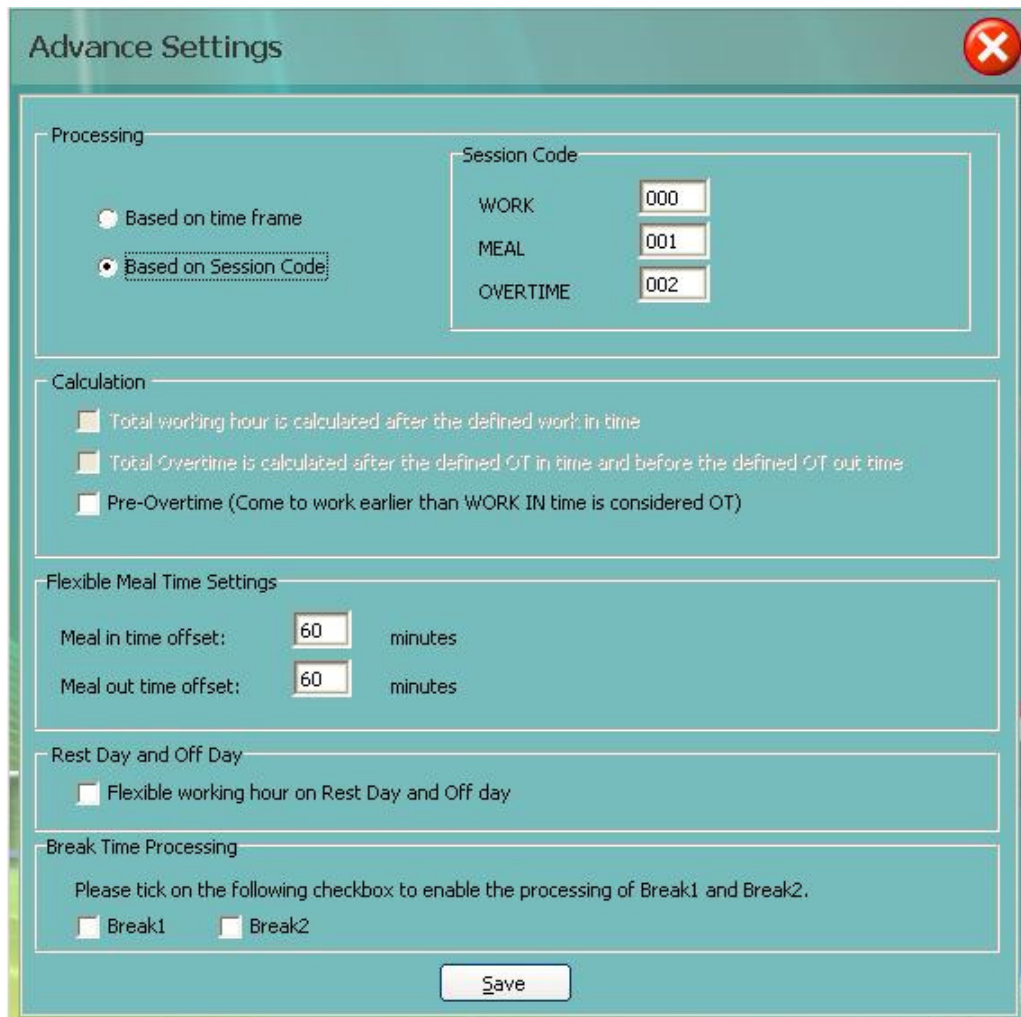
This setting is common settings and it would be applied to all schedules.

Flexible Meal Time Settings

Employees are allowed to go for lunch anytime. By default, the meal time will start at one hour after Work In time and end at one hour before Work Out time. The one hour offset is configurable.

Steps:

1. Click on "<<Advance"
2. The following screen will be displayed:



3. Change the value of meal in time offset and meal out time offset
4. Click on "Save"

5. This setting will only take effect after the software is restarted.

Off day and Rest day

Each schedule could have it's own off day and rest day settings.

If flexible working hour on rest day and off day is not enabled, off day and rest day working hour will follow the working hour of schedule 'OFF' and 'REST'.

To enable flexible working hour on Rest day and off day:

Steps:

1. Click on "<<Advance"
2. Tick on "Flexible working hour on Rest Day and Off day"
3. Click on "Save"

Break Time

Timepro provides 2 break time processing (Break1 and Break2). By default, break time processing is not enabled.

To enable break time processing:

Steps:

1. Click on "<<Advance"
2. Tick on "Break1" to enable break1 processing, tick on "Break2" to enable break2 processing.
3. Click on "Save"

After enabled break time processing, users have to set the working hour and working time range of break1 and break2 on working schedule screen.

Allowed Late-in minutes

Employee comes late within a certain time would not be considered as late in.

Allowed Early-out minutes

Employee leaves early within a certain time would not be considered as early out.

OT minimum

Employees are required to work OT more than the OT minimum in order to have the overtime calculation.

OT Rounding

Employee's overtime will be rounded down to the nearest value.

For example, OT rounding is 30 minutes.

Overtime 40 minutes will be rounded down to 30 minutes

Overtime 75 minutes will be rounded down to 60 minutes

Deduct Meal Hour

There is an option to deduct total meal hours from total working hours when the software calculates the total working hours.

Calculation Formula

User could define the calculation formula of working hour and overtime. The following are the default formulas:

If deduct meal hour is selected:

Working hour = Work out time – work in time – (meal in time- meal out time)

Overtime = OT out time – OT in time

If deduct meal hour is not selected:


Working hour = Work out time – work in time

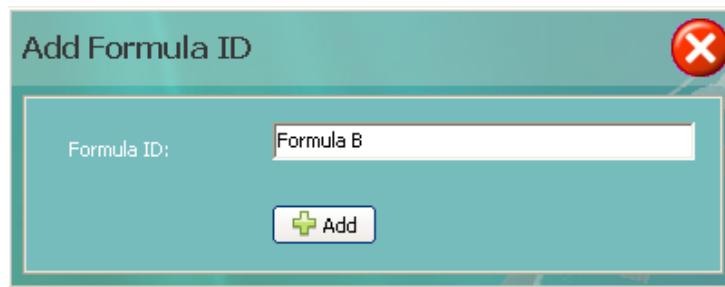
Overtime = OT out time – OT in time

How to define your own calculation formula:


Steps:

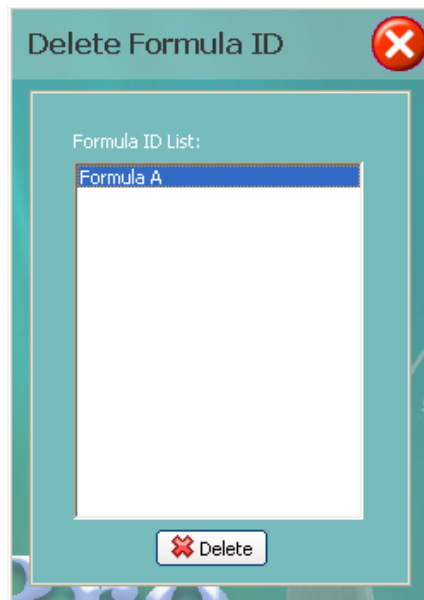
1. Click on “Define”
2. The following screen will be displayed:

3. **Add Formula ID:** click on 
The following screen will be displayed:



Key in the Formula ID and click on "Add"

- Delete Formula ID:** click on 
The following screen will be displayed:



- Select formula ID from formula ID list and click on "Delete"
4. Key in the value of parameters: Minimum working hour (FULL DAY), minimum working hour (HALF DAY), total meal hour (FULL DAY), and total meal hour (HALF DAY).
 5. You are required to add 6 formulas for each formula ID. To add formula, please select a parameter from parameters list and click on right arrow button.

Total working hour is calculated after the defined work in time

Total working hour will be calculated start from the Work in time which is defined in working schedule if the employees come to work earlier than the defined work in time.

For example:

Working Hour is:

WORK IN = 08:30

WORK OUT = 17:30

One of the employees comes to work at 08:00 and left at 17:45, his/her total working hour will be 555 minutes instead of 585 minutes.

Total overtime is calculated after the defined OT in time and before the defined OT out time

Total overtime will be calculated start from the OT start time until OT end time which are defined in the working schedule.

For example:

Working Hour is:

OT Start = 18:00

OT End =23:00

One of the employees badge for OT in at 18:00 and badge for OT out at 23:30, his/her total overtime will be 300 minutes instead of 330 minutes.

Pre-Overtime

If Pre-overtime is ticked, total early work in minutes will be calculated as overtime.

For example:

Working hour is:

WORK IN = 08:30

WORK OUT = 17:30

OT Start = 18:00

OT End =23:00

One of the employee badges for:

Work in = 08:00

Work out = 17:35

OT in = 18:05

OT out = 20:00

Total working hour will be 545 minutes if "Total working hour is calculated after the defined work in time" is ticked.

Total working hour will be 575 minutes if "Total working hour is calculated after the defined work in time" is not ticked.

Total overtime will be 145 minutes.

Notes: Please make sure the "Total overtime is calculated after the defined OT in time and before the defined OT out time" is **not ticked** in order to implement the pre-overtime.

8.2 Duty Roster

Duty Roster function allows user to assign every day's schedule to employees. The schedule could be assigned to employee by group or by individual.

Assign schedule by group

Employees with the same schedule are grouped together. Thus, the working schedule could be assigned to employees by group instead of one by one.

Steps:

1. Select By Group
2. Select month and year
3. Select schedule from a drop down list
4. The schedule will be saved automatically once the selection is done.

Assign schedule by individual

Employees who have different schedule pattern from others will be grouped to “NONE”, so that they could have their own working schedule.

Steps:

1. Select "By Individual"
2. Select month and year
3. Select schedule from a drop down list
4. The schedule will be saved automatically once the selection is done.

Assign Schedule by Batch

Batch scheduling will allocate a weekly schedule to a particular group/Employee for a date range.

Steps:

1. Click on "By Batch"
2. The following screen will be displayed:

Batch Scheduling

Working Hour
 OFF Off Day

In: 08:30
 MO: 12:30
 MI: 13:30
 Out: 17:30
 OT In: 18:00
 OT Out: 23:00

Emp. ID: CN001
 wong

From: 09/03/2009
 To: 15/03/2009

| Weekday | Schedule |
|-----------|----------|
| Sunday | b |
| Monday | b |
| Tuesday | b |
| Wednesday | b |
| Thursday | b |
| Friday | b |
| Saturday | b |

Save

3. Select Group or employee
4. Select date range
5. Assign schedule from Sunday to Saturday
6. Click on "Save"

Erase Roster

Steps:

1. Click on "Erase Roster"
2. The following screen will be displayed:

Erase Roster

Emp. ID: CN002 Ken

From: 02/03/2009
 To: 08/03/2009

Erase

3. Select Group/Employee
4. Select date range
5. Click on "Erase"

NOTE:

If do not have any schedule assigned, the attendance will be processed based on the default schedule. The default schedule is created at the startup wizard and you may view or change it by clicking on the "Default Schedule" button.

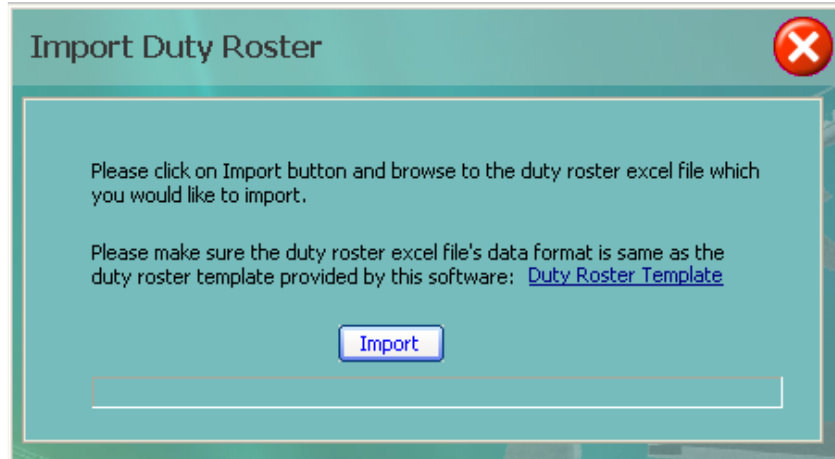
Import Duty Roster from Excel file

Users are allowed to import the duty roster for one whole year from an excel file. The excel file format must be same as the duty roster template which is provided together with this software.

Duty Roster Template file:

Steps:

4. Click on "Import Roster" button
5. The following screen will be displayed:



6. Click on "Duty Roster Template" link
7. The following is a sample duty roster excel file:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V |
|----|-------------------|------|------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| 1 | | YEAR | 2009 | | | | | | | | | | | | | | | | | | | |
| 2 | | DAY | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 3 | Group/Employee ID | | | | | | | | | | | | | | | | | | | | | |
| 4 | G0 | | a | a | a | b | b | b | b | b | b | | | | | | | | | | | |
| 5 | G1 | | b | b | b | a | a | a | a | a | a | | | | | | | | | | | |
| 6 | CN001 | | b | b | b | a | a | a | a | a | a | | | | | | | | | | | |
| 7 | CN002 | | b | b | b | a | a | a | a | a | a | | | | | | | | | | | |
| 8 | CN003 | | a | a | a | b | b | b | b | b | b | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | |

There are 12 sheets in this excel file. Each sheet represents one month.

8. User is required to change the year of the duty roster template
9. Enter the group ID or Employee ID in the first column
10. Enter the schedule ID to every day's column

Import Duty Roster

Steps:

1. Click on Import Roster button on the Duty Roster screen

2. Click on "Import" button and browse to the duty roster excel file

8.3 Holiday

Holiday function allows user to add public holiday to the system.

Holiday

Enable Holiday Set

Holiday Set Tag Name: KL

Departments grouped under this set:

- R&D KL
- SALE KL
- SUPPORT KL

Holiday

Date: 06/08/2009 Holiday:

Year: 2009

01/05/2009 Labour Day
01/07/2009 KL HOL1

Holiday Set is enabled

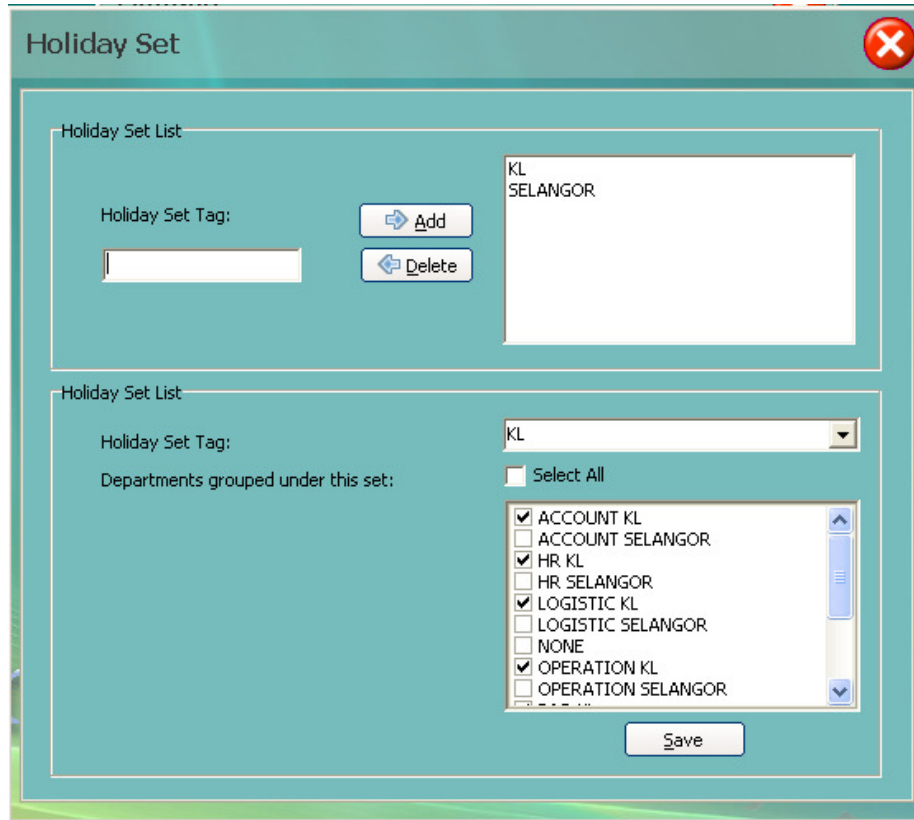
Holiday Set allows different departments to have different set of public holidays.

Tick on "Enable Holiday Set" check box to enable the holiday set.

Define Holiday Set

Steps:

1. Click on "Define" button
2. The following screen will be displayed:




3. Add Holiday Tag: Key in the Holiday tag and click on "Add" button
Delete Holiday Tag: Select one of the holiday tag from the holiday set list and click on "Delete" button.
4. Assign Holiday Tag to departments:
 - Select the holiday set tag from the drop down list
 - Tick on the departments which are under that holiday set
 - Click on Save


View Holiday

1. Select holiday set tag name from the drop down list
2. Select year from the drop down list
3. The list of holiday will be displayed on the screen.

Add Holiday

1. Select holiday set tag name from the drop down list
2. Select date
3. Key in holiday description
4. Click on 

Delete Holiday

1. Select holiday set tag name from the drop down list
2. Select holiday from holiday list
3. Click on 

Holiday Set is Disabled

Un-tick the “Enable Holiday Set” check box to disable the holiday set


View Holiday

1. Select year from the drop down list
2. The list of holiday will be displayed on the screen.

Add Holiday

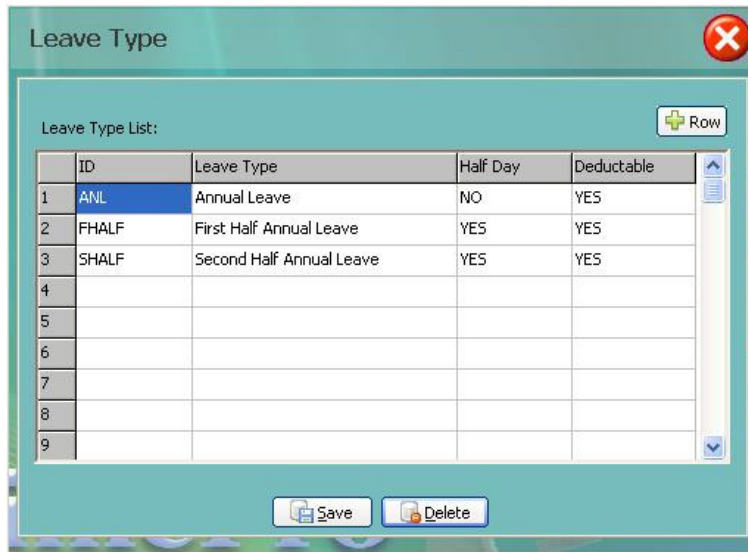
1. Select date
2. Key in holiday description
3. Click on 

Delete Holiday

1. Select holiday from holiday list
2. Click on 

8.4 Leave Type

Leave Type function allows user to define the leave type such as annual leave and medical leave according to company policy.



Deductable setting

If deductible is “YES”, the leave taken will be deducted from the leave balance.
 If deductible is “NO”, the leave taken will not be deducted from the leave balance.

Half day setting

If half day is “YES”, 0.5 day will be deducted from leave balance.

If half day is "NO", 1 day will be deducted from leave balance.

Add Leave

Steps:

1. Add new row: select the last row and press ↓ on PC keyboard or click "+Row" button
2. Key in ID and leave type
3. For leave type which allows half day leave, please select YES in the allow half day column.
4. Click on "Save"

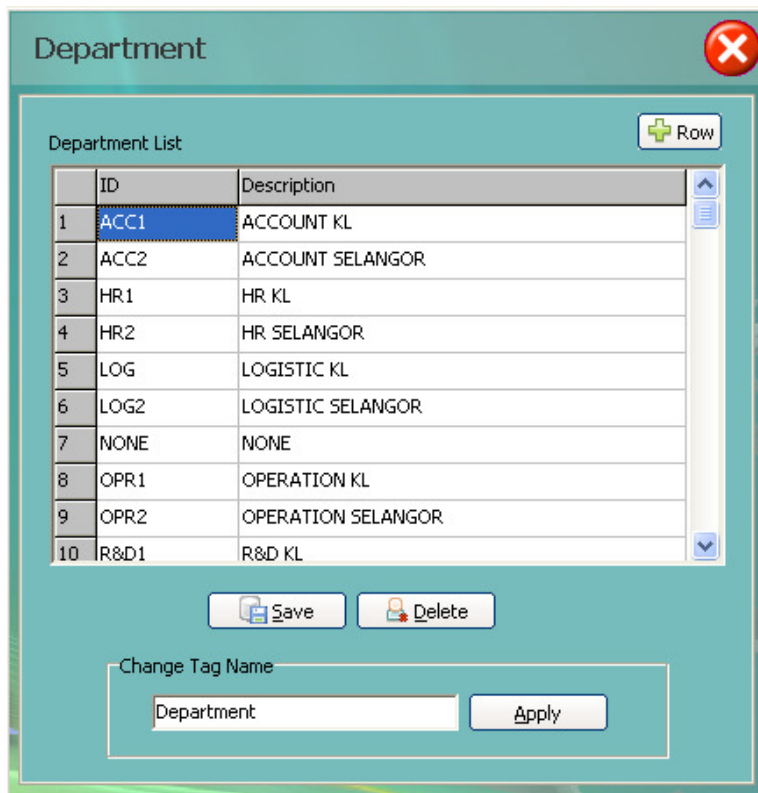
Delete Leave

Steps:

1. Select a leave type from the leave type list
2. Click on "Delete"

8.5 Department

Department function allows user to define departments according to company organization.



Add Department

Steps:

1. Add new row: select last row and press ↓ on the PC keyboard
2. Key in ID and Description of department

3. Click on "Save"

Delete Department

Steps:

1. Select department from the department list
2. Click on "Delete"

Change Department Tag Name

This feature allows user to change the "Department" Tag name to other description, eg: Division.

Steps:

1. Key in the tag name in the text box under "Change Tag Name"
2. Click on "Apply"

8.6 Section

Section is smaller than department in an organization. Section function allows user to define sections according to company organization.

| ID | Description |
|----|-------------|
| 1 | NONE |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

Add Section

Steps:

1. Add new row: select last row and press ↓ on the PC keyboard

2. Key in the ID and description of section
3. Click on "Save"

Delete Section

Steps:

1. Select a section from section list
2. Click on "Delete"

Change Section Tag Name

This feature allows user to change the "Section" Tag name to other description, eg: Division.

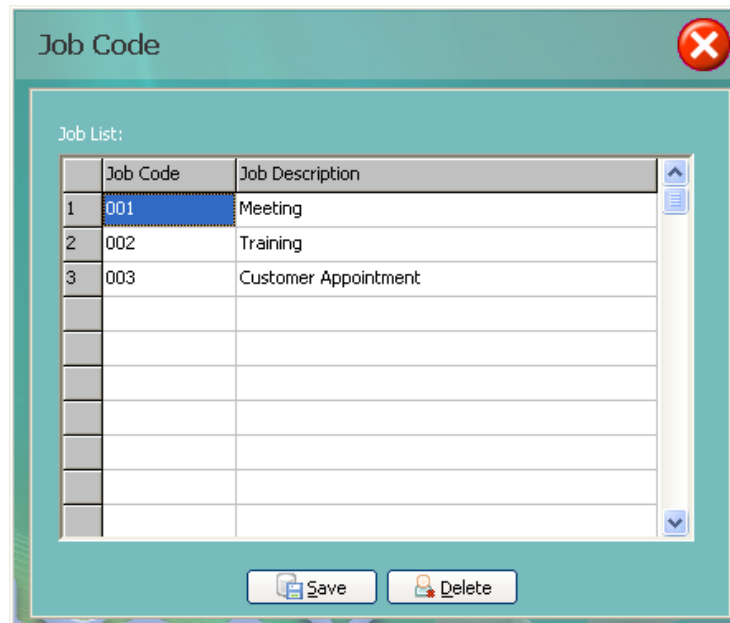
Steps:

1. Key in the tag name in the text box under "Change Tag Name"
2. Click on "Apply"

8.7 Job Code

Job Code function allows user to define job code according to clock terminal settings. The purpose of job code is to allow employer keeps track of the total hours which have been spent by employees on particular job.

Job code related reports include Job Tracking report and Job Code Activity report.



Add Job Code

Steps:

1. Add new row: select last row and press ↓ on PC keyboard
2. Key in Job Code and Job description
3. Click on "Save"

Delete Job Code

Steps:

1. Select job code from job code list
2. Click on "Delete"

8.8 Designation

Designation function allows user to define designations available in the company.

Designation

Designation List

| ID | Description |
|----|-------------|
| 1 | ADMI ADMIN |
| 2 | NONE NONE |
| 3 | SALE SALE |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

Save Delete

Change Tag Name

Designation Apply

Add Designation

Steps:

1. Add new row: select last row and press ↓ on the PC keyboard.
2. Key in the ID and description of designation
3. Click on "Save"

Delete Designation

Steps:

1. Select designation from designation list
2. Click on "Delete"

Change Designation Tag Name

This feature allows user to change the "Designation" Tag name to other description, eg: Division.

Steps:

1. Key in the tag name in the text box under "Change Tag Name"
2. Click on "Apply"

8.9 Options

Options allows user to change the following settings:

System Date Format

Allows user to change the date format of the whole system (default date format is 'dd/MM/yyyy')

Automatic Purging

System will purge out the clocking data automatically once the clocking data reach the limit (default is 50000 records).

And the clocking data which will be purged out is based on the month setting under automatic purging settings. By default, system will purge out the clocking data which are 24 months before.

Cards Option

Install card to clock terminal option

If 'Yes' is selected, card will be installed to clock terminal when a new employee is added. Card which is not installed to clock terminal is not allowed to be swiped on clock terminal.

If 'No' is selected, card will not be installed to clock terminal. Any card is allowed to be swiped on clock terminal as well.

Beep sound for unregistered/expired card option

If 'ON' is selected, there will be a beep sound when unregistered card/expired card transactions are downloaded.

Options

System Date Format
Date Format: dd-MM-yyyy [Apply]

Automatic Purging
System will purge the data automatically if clocking data reach: 50000 records
System will purge all of the data which are: 24 months before [Apply]

Cards Option
Install card to clock terminal? No [Apply]
Beep sound for unregistered/expired card: OFF ON [Apply]

8.10 Leave Balance

Leave balance function allows user to change leave balance settings and maintain leave balance of each employee.

Leave Balance

Settings
Cut-off Date: 01 / January
Default Allocated Leave (Days): 12
 If there is no transaction on half day leave, deduct the leave as 1 day leave

Employee: CNO01 JANE

| Allocated(Days): | Carry Forward (Days): | Taken (Days): | Balance (Days): |
|------------------|-----------------------|---------------|-----------------|
| 12 | 0 | 3 | 9 |

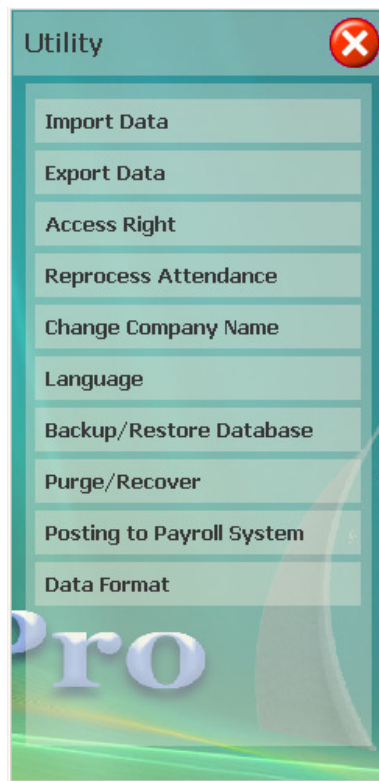
[Save] [Print Slip]

If the checkbox "If there is no transaction on half day leave, deduct the leave as 1 day leave" is ticked, system will recalculate the leave balance by deducting 1 day from leave balance instead of 0.5 day for half day leave if there is no transaction on half day leave.

CHAPTER 9

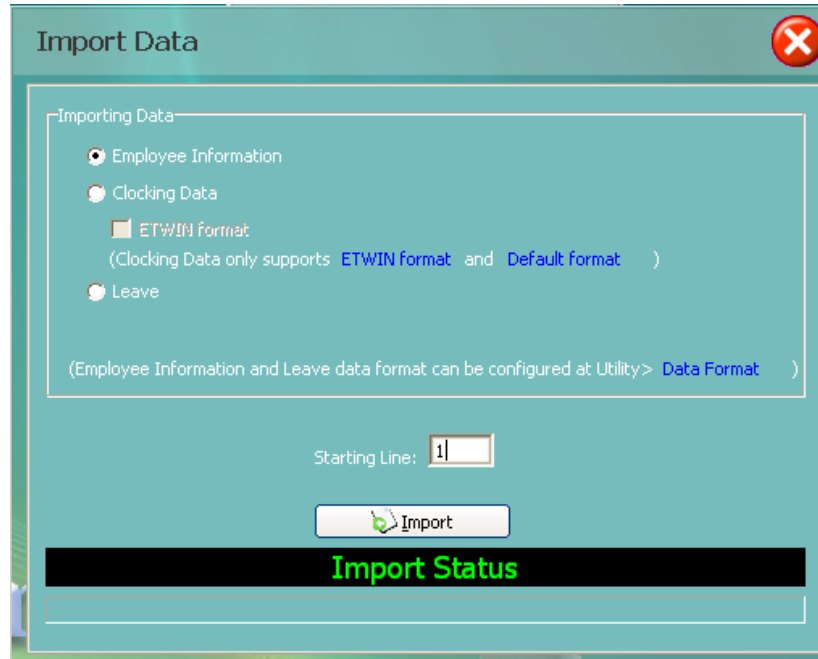
9.0 Utility

Utility menu consists of some additional functions.



9.1 Import Data

Import Data allows user to import employee information, clocking data and leave from text file or excel file to TimePro database.



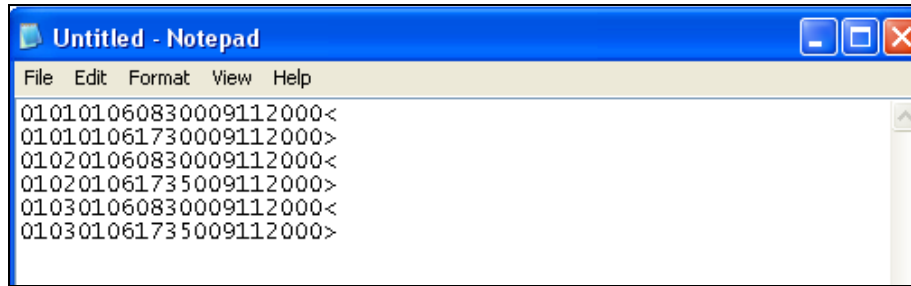
The data format of employee information and leave is configurable. The clocking data only allowed two formats which is ETWIN format and default format.

Clocking Data Format

1. Default format

- Text file

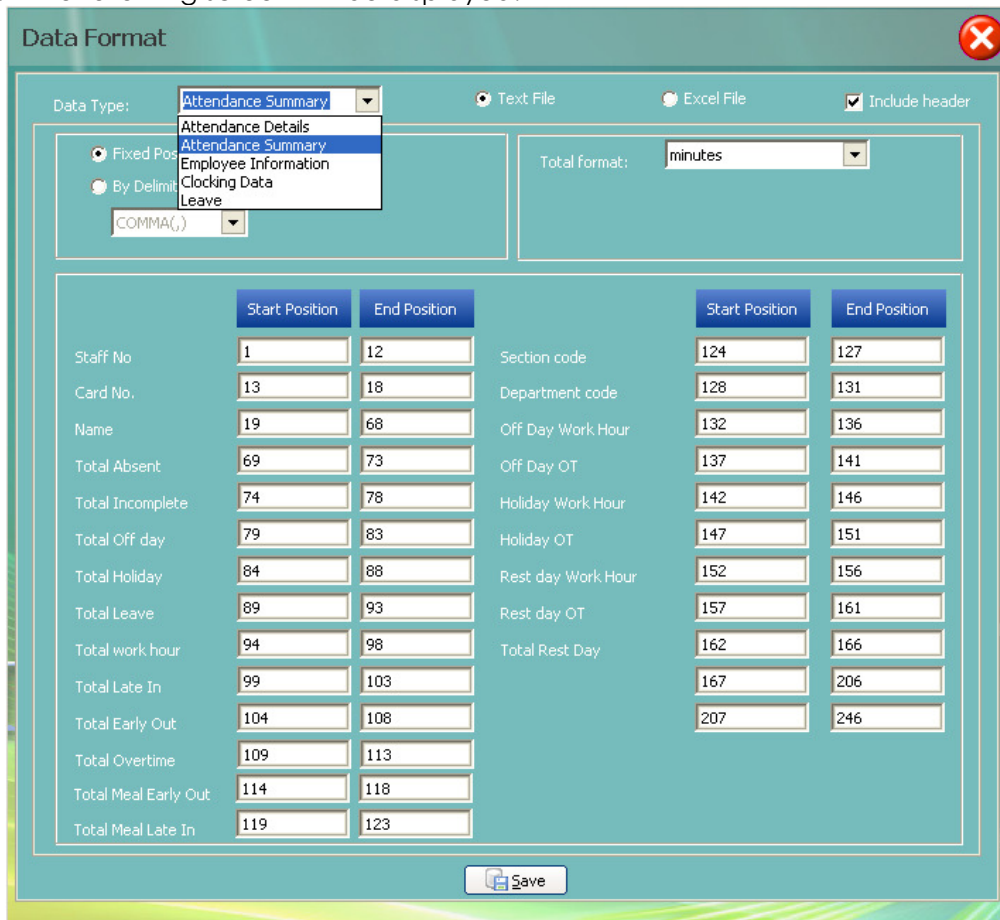
| Field Name | Field Length |
|------------------|--------------|
| Clocking Date | 8 (yyyymmdd) |
| Staff No. | 12 |
| Card No. | 6 |
| Clocking Time | 4 (HHmm) |
| Job Code | 3 |
| Transaction Code | 1 |



Configure Employee Information and Leave data format

Steps:

1. Click on “Data Format” link
2. The following screen will be displayed:



3. Change the arrangement of the fields according to the format of imported file (Please refer to section 9.10 on how to configure data format)
4. Click on “Save”

How to Import Data

Steps:

1. Key in the starting line number (Data will be imported start from this line)
2. Click on “Import”
3. Browse to the file
4. Click on “Open”

9.2 Export Data

Export Data allows user to export attendance details, attendance summary, employee information, clocking data and leave to text file or excel file.

Export Data

Exporting Data: Attendance Details

Filter By

Department: BUSINESS OPERATIONS MARKET

Date: 10/03/2009

Employee: CN001 To: CN005

wong John

Export

Export Format: Text File Excel File (.xls)

File Name: Attendance Details File Ext: txt

Save to Directory: C:\Program Files\TimePro1006\ Browse

>>Data Format Export

Export Status

Export format

The data format of the exported file can be configured through the ">>Data Format" link. (Please refer to section 9.10 on how to configure data format)

How to Export Data

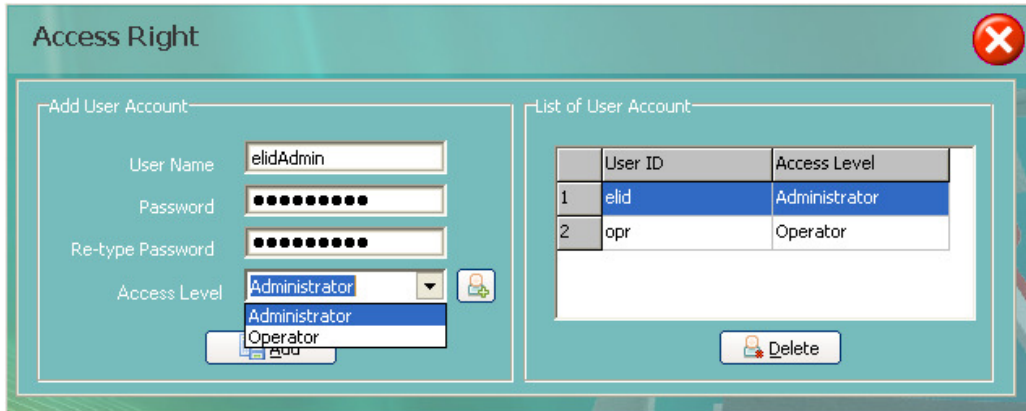
Steps:

1. Select the Exporting Data type
2. Select department range, date range and employee range
3. Select file format: text file or excel file
If text file is selected, you may change the extension of the file. By default, the file extension is txt. You may change it to 'raw', 'dat', etc.
4. Key in the file name
5. Browse to the directory where you would like to save the file

6. Click on Export

9.3 Access Right

Access Right function allows user to add user account to TimePro. Access Right helps in preventing unauthorized users use the software.



Add User Account

Steps:

1. Key in User Name
2. Key in password and re-type password
3. Select access level
4. Click on "Add"

Delete User Account

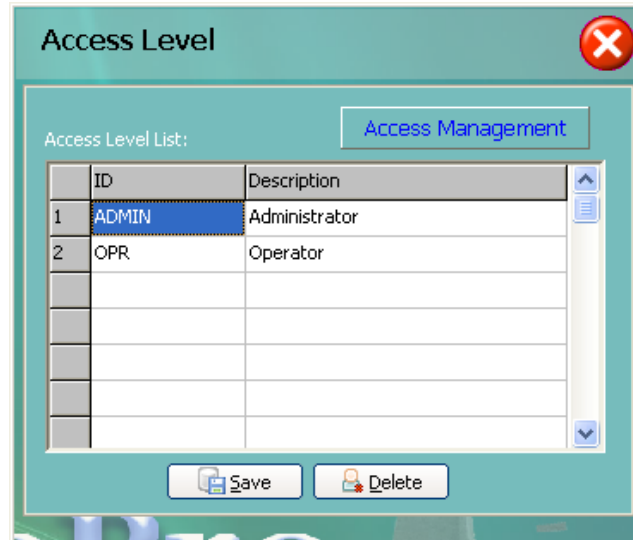
Steps:

1. Select user account from user account list
2. Click on "Delete"

Add/Delete Access Level

Steps:

1. Click on 
2. The following screen will be displayed:




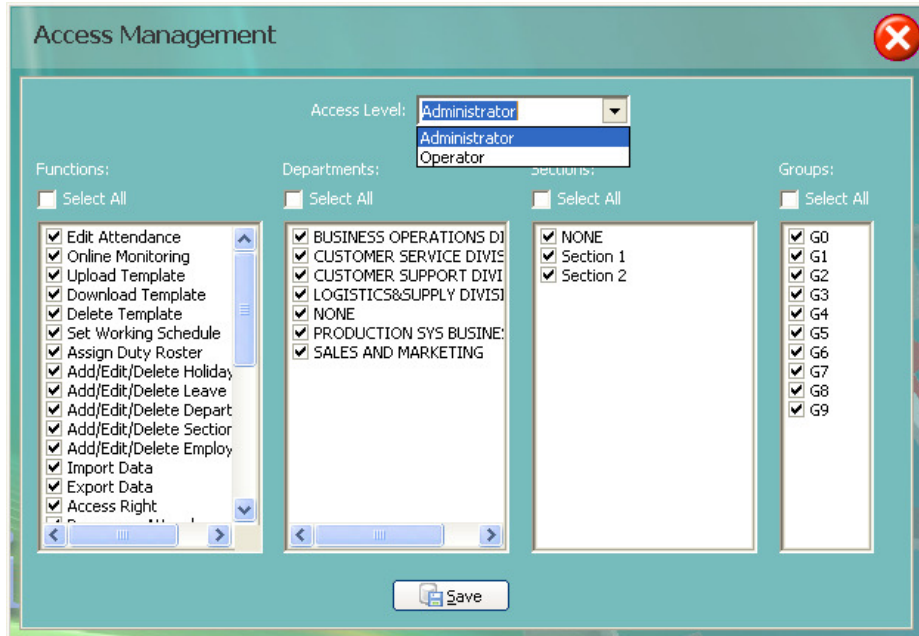
3. Add new row: select the last row of access level list and press '↓' on PC keyboard
4. Add access level: Key in ID and Description. Thereafter click on "Save"
5. Delete access level: Select access level from access level list and click on "Delete"

Access Right Management

Access right management allows user to assign right to one particular user account to access some particular functions, departments, sections and groups only.

Steps:

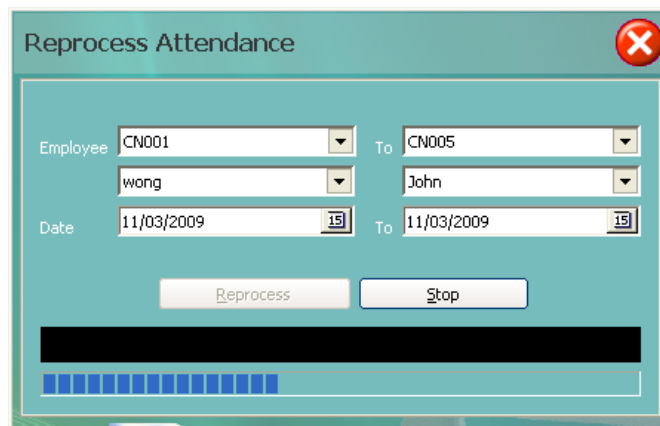
1. Click on 
2. Click on "Access Management"
3. The following screen will be displayed:



4. Select access level
5. Tick on the functions, departments, sections and groups which are allowed to be accessed by particular access level
6. Click on "Save"

9.4 Reprocess Attendance

Reprocess Attendance function allows user to reprocess the attendance manually. You need to reprocess attendance only if you changed the working schedule settings.



Steps:

1. Select Employee range
2. Select Date range
3. Click on "Reprocess"

9.5 Change Company Name

Change Company Name function allows user to upload company logo and change company name. The company name and logo will be displayed in the reports.



Upload Logo

Steps:

1. Click on "Upload LOGO"
2. Browse to logo file. File format allowed includes bmp, jpg, jpeg, gif and pcx.
3. Click on "Open"

Delete Logo

Steps:

1. Click on "Delete Logo"

Change Company Name

Steps:

1. Key in company name
2. Click on "Save"

9.6 Language

TimePro supports multiple languages. Language of the software could be changed on the fly through the Language menu.




Steps:

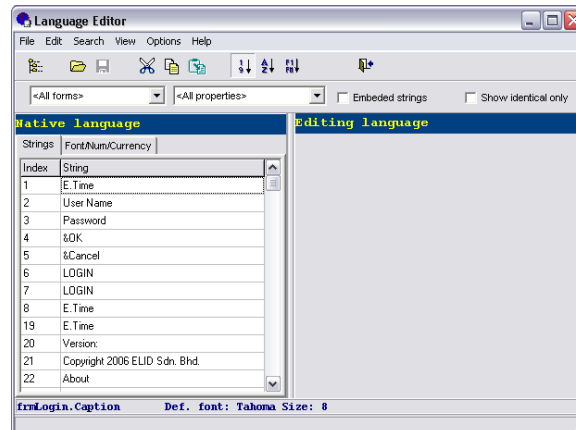
1. Select language
2. Click on "Apply"

Note: "Others" refers to Self-defined language. Click on "Others" and type the name of the language.

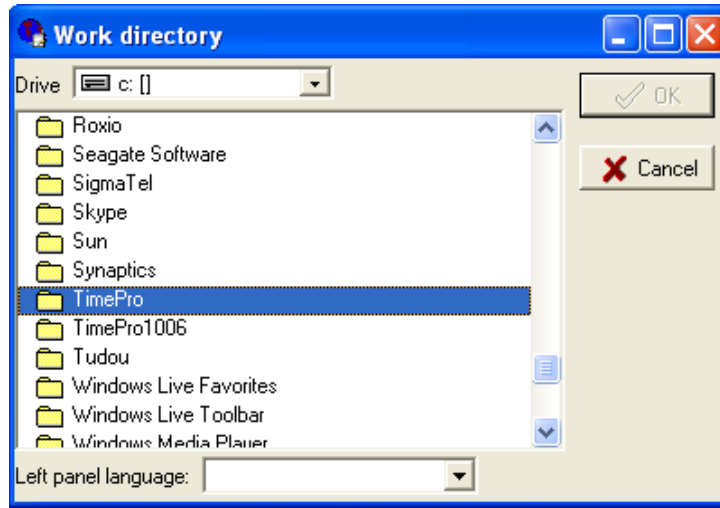
Self-defined language

TimePro has the option for one to define language.
To define language, please follow the following steps:

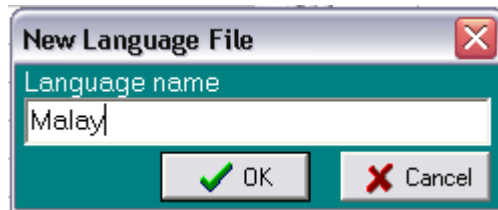
- i. Insert TimePro installation CD
- ii. Go to My Computer > right click on CD ROM Drive> Explore
- iii. Go to TimePro>langedit>double click on langedit.exe (). The following screen will be displayed:



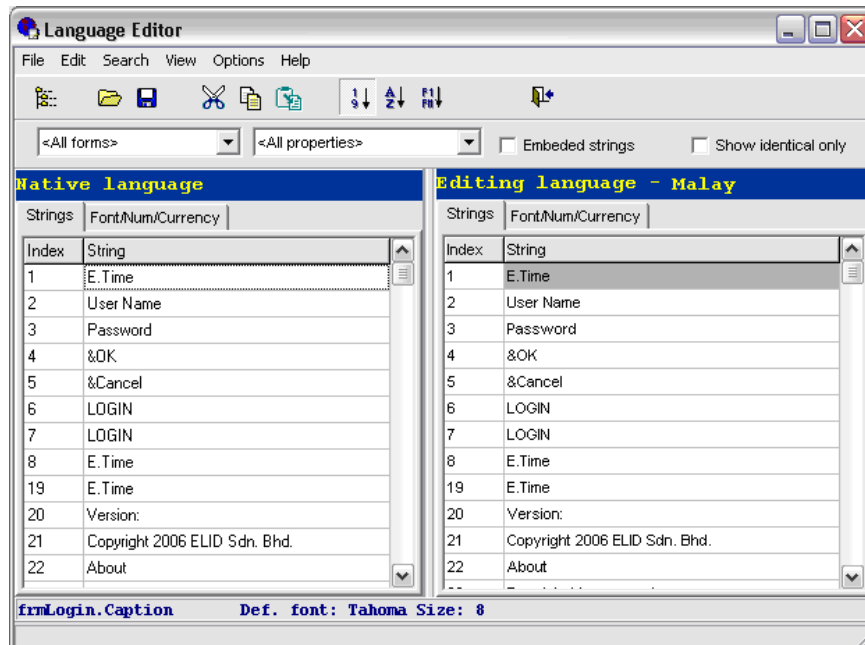
- iv. Go to File>Working Directory. Set the Working Directory to the TimePro root directory. By default, the root directory of TimePro is C:\Program Files\TimePro. Click "OK" to continue.



- v. Go to File>Create New. Key in the language name (eg. Malay). Click "OK" to continue.



- vi. The second panel on the main window will appear.

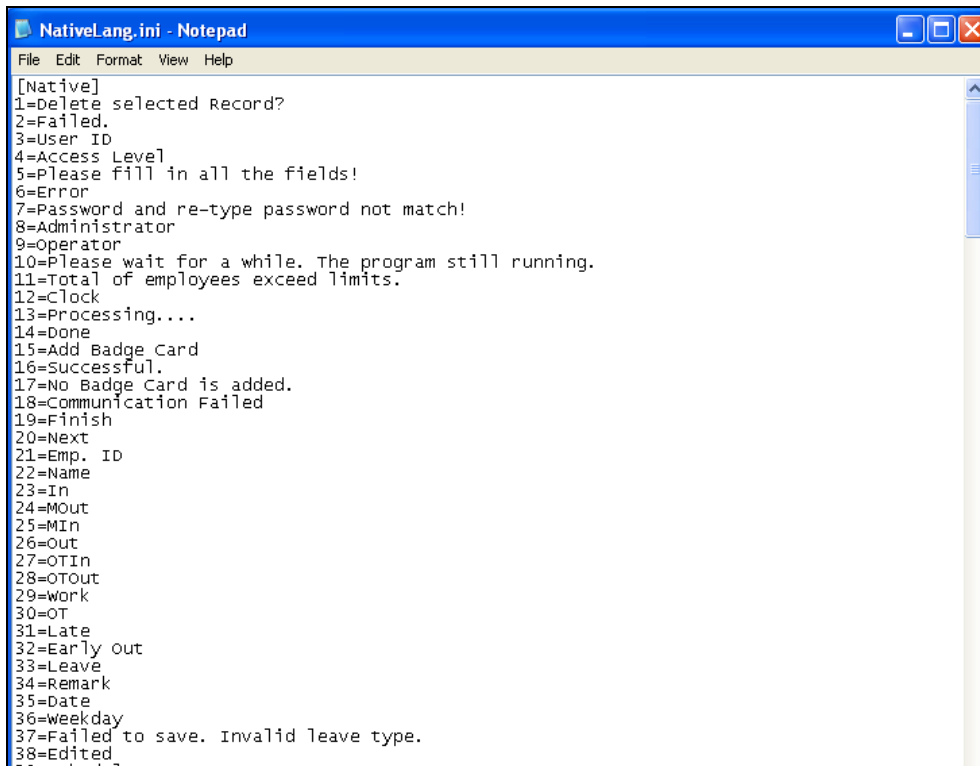


- vii. Translate all text of Native language and key in the translated words in the Editing language columns.

- viii. Click on File>Save
- ix. Close langedit.exe
- x. Go to the root directory of TimePro (C:\Program Files\TimePro)



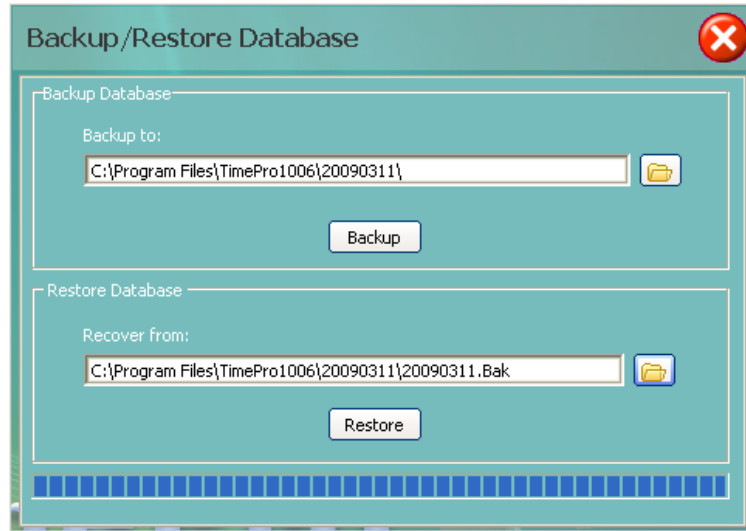
- xi. Open the NativeLang.ini file.



- xii. Go to Start>All Programs>Accessories>Notepad>open a new file
- xiii. Copy all text from NativeLang.ini file and paste them to the new notepad file which have been opened just now
- xiv. Close NativeLang.ini file
- xv. Change [Native] to [yourLanguageName] (eg. [Malay]) in the new notepad file
- xvi. Change all text to your defined language accordingly.
For example:
 1=The TimePro Software has Expired!
Change to:
 1=Perisian TimePro telah habis tempoh!
- xvii. After finish changed all the text, go to File>Save (file name must be same with the language name which you created in the langedit.exe and the file extension must be '.ini', eg. Malay.ini)
- xviii. Open TimePro software, go to Utility>language.
- xix. Select "Others" and key in the name of the language (eg. Malay). Click on "Apply" Button.

9.7 Backup/Restore Database

Backup and restore database function allows user backup the whole database to PC directory. If there is any corruption on database, user could recover the database from the backup.



Backup Database

Steps:

1. Browse to the directory where you would like to save the database backup
2. Click on "Backup"

Restore Database

Steps:

1. Browse to the database backup directory
2. Click on "Restore"

9.8 Purge/Recover

Purge and Recover function allows user to shift out some data from database and save them to a file. The purpose of purging database is to prevent the database from growing too big and influence the performance of the software.

Data which could be purged out include clocking data and attendance data. You may recover the data back to TimePro database from the purged files.

Purge and Recover

Clocking Data Attendance Record

Purge

Save To: C:\Program Files\TimePro1006\20090311.cd

From: 11/03/2009 To: 11/03/2009

Purge

Recover

File Path: C:\Program Files\TimePro1006\20090311.cd

Recover

Purge Data

Steps:

1. Select data type: clocking data or attendance data
2. Browse to the directory where you would like to save the data
3. Select data date range
4. Click on "Purge"
5. Clocking data will be saved to file with extension 'cd' and the attendance data will be saved to file with extension 'ar'

Recover Data

Steps:

1. Select data type: clocking data or attendance data
2. Browse to the data file
3. Click on "Recover"

9.9 Posting to Payroll System

Posting to Payroll System function allows user to transfer the attendance data from TimePro to Payroll software directly. For the mean time, TimePro only supports UBS payroll system and SQL Payroll System.

UBS Payroll System

Steps:

1. Browse to the data folder of UBS payroll system
2. Select the payment method: according days worked or hours worked
 Days Worked: total days worked will be posted to UBS payroll system
 Hours Worked: total hours worked will be posted to UBS payroll system
 Note: if "Days Worked" is selected, "Hours Worked" will be '0' when posted to UBS payroll system and vice versus.
3. Map the leave Type defined in TimePro with UBS Payroll leave types
4. Select overtime rate for normal working day, off day, rest day and holiday
5. Posting data to UBS payroll system
 There are 2 ways to post the data to UBS payroll system:
 - a) Direct post the data to UBS payroll database
 Steps:
 - i. Select employee ID range
 - ii. Select date range
 - iii. Click on "Post to UBS Payroll" button

b) Export data to csv file and import data from csv file to UBS payroll database

This method allows users to verify the data and make changes in the csv file before post the data to UBS payroll system.

Steps to export the data to csv file:

- i. Select employee ID range
- ii. Select date range
- iii. Browse to the directory where the exported csv file will be saved
- iv. Click on "Export to CSV" button

Steps to import the data from csv file to UBS payroll database:

- i. Browse to the csv file
- ii. Click on "Import to UBS Payrol"

Note: Please make sure the employee No in UBS Payroll system is match with TimePro employee ID.

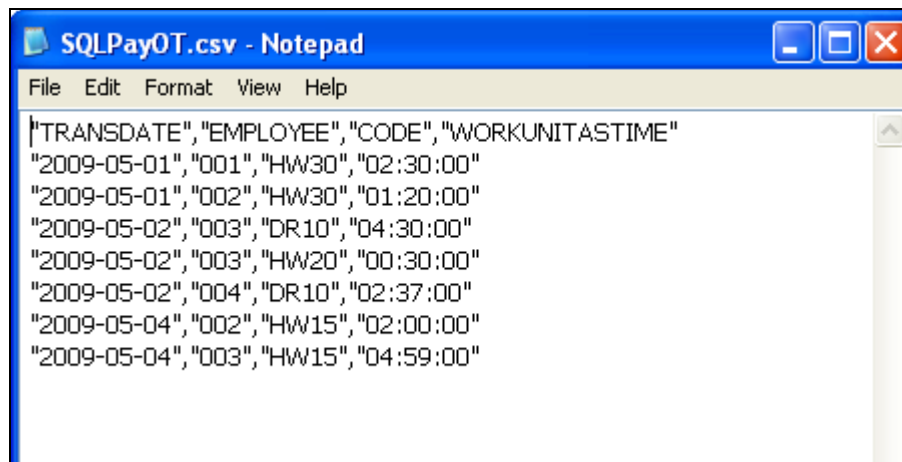
SQL Payroll System

a) Overtime

File format required by SQL Payroll: csv file

TRANSDATE date format will follow the regional and language settings.

WORKUNIT can be configured as minutes, hours or hhmms.



In TimePro, each group may have different overtime rate.

Each group has 3 categories of Overtime which are Normal Working Day OT, Off day OT, and Holiday OT.

Posting To Payroll X

Payroll System: SQL Payroll System

Settings

Overtime Settings

Unit: In Minutes In Hours In HH:mm:ss

Group: G0

| Normal working day | | | Off Day | | | Public Holiday | | |
|--------------------|----------|---------|-----------|----------|---------|----------------|----------|---------|
| From (>=) | To (<) | OT Code | From (>=) | To (<) | OT Code | From (>=) | To (<) | OT Code |
| 00:00:00 | 24:00:00 | HW15 | 00:00:00 | 24:00:00 | HW20 | 00:00:00 | 24:00:00 | HW30 |

Late In and Early Out Hours Settings

Unit: In Minutes In Hours In HH:mm:ss

Work late in and early out are deducted as: Leave code Deduction Code

UL

Other Late In and Early Out deduction code:

Meal Time:

Break1:

Break2:

Save

Export Data

Leave Data Overtime Data Deduction Data

File Path: C:\Program Files\TimePro

File Name: SQLPayLeave .csv

Department: NONE | NONE To NONE | NONE

Employee: Emp. ID Emp. Name

CN001 | JANE To CN001 | JANE

Date: 15-12-2010 To 15-12-2010

Export

This is example overtime settings for group 'G0'. The total overtime unit can be hours or minutes.

Normal working day:

1st row: Total overtime which is greater than 0 hour and less than 24 hours is assigned to OT Code 'HW15'

Off Day:

1st row: Total overtime which is greater than 0 hour and less than 4 hours and 30 minutes is assigned to OT Code 'DR10'

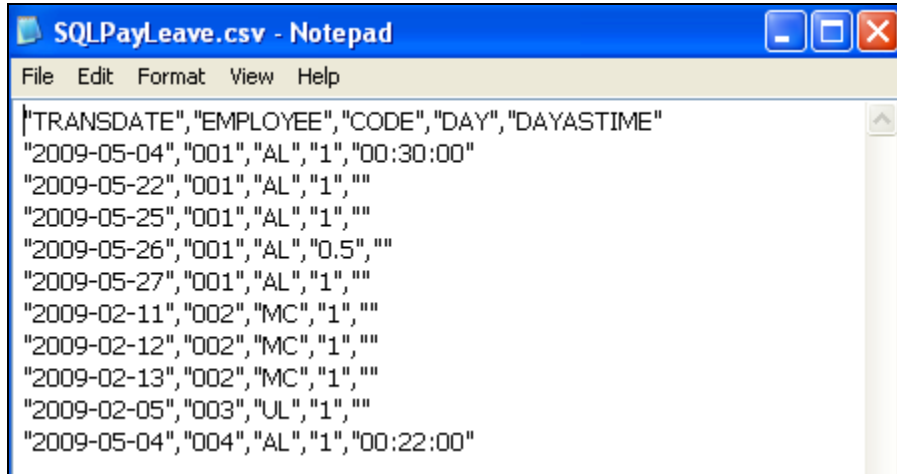
2nd row: Total overtime which is greater/equal 4 hours and 30 minutes and less than 24 hours is assigned to OT Code 'HW20'

Public Holiday:

1st row: Total overtime which is greater than 0 hour and less than 24 hours is assigned to OT Code 'HW30'

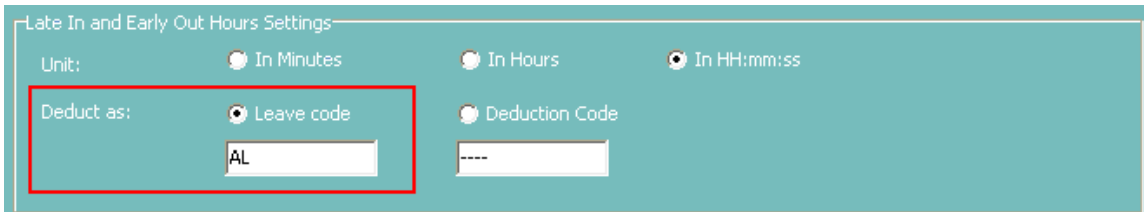
b) Leave

File format required by SQL Payroll: csv file



TimePro is able to export out the leave in half day (0.5 day) or full day (1 day) format only.

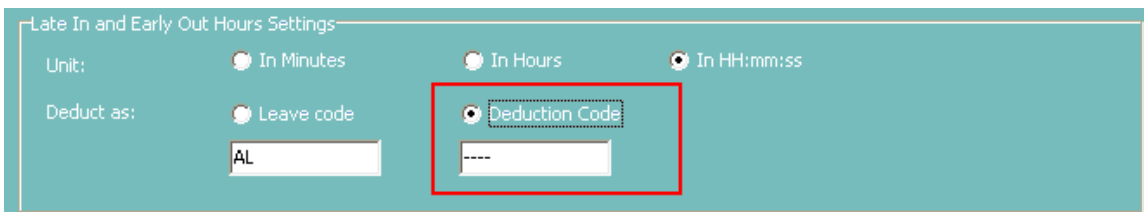
The DAYASTIME column will only have value when total late in and early out minutes is configured to be deducted as leave.



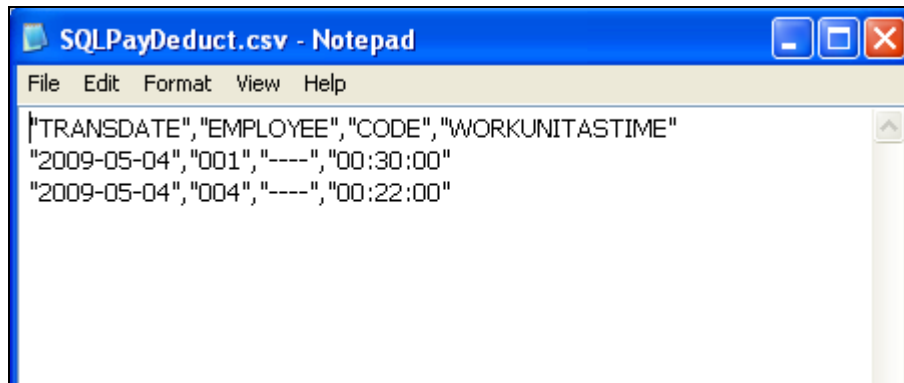
As the above settings shown, total late in and early out will be deduct as 'AL'.

c) Late In and Early Out Minutes as Deduction

If late in and early out minutes is configured as deduction, one more deduction data file will be exported out.



File Format: .csv file



Integrations Steps:

1. Go to Utility > Posting to Payroll System> Select "SQL Payroll Sytem"

Overtime settings – add overtime rules:

1. The following screen will be displayed:

2. Select total overtime unit : in minutes, in hours or in HH:mm:ss
3. Select the Group
4. Select the 'To' column under Normal working day
5. Key in the 'To' value and OT Code
6. To add a new row: select the last row and press '↓' on your PC keyboard
Note: You would only need to key in the "To" and OT code value. The "From" value will be automatically taken from the previous row and it is not editable.
7. Please use the above steps to add OT code to Off day and Public holiday
8. Click on "Save" button
Note: Remember to click on "Save" before select other group for settings.
9. Above settings is only need to be done for one time.
10. To delete the rule, please empty the 'To' value and OT code value and click on save.

Late In and Early Out settings

1. Select total late in and early out unit: in minutes, in hours or in HH:mm:ss

2. Select whether deduct work late in and early out as leave or as deduction. If late in and early out is deducted as leave, please key in the leave code. If late in and early out is deducted as deduction, please key in the deduction code.
3. Enter deduction code for late in and early out of meal time and break time.
4. Click "Save"
5. Above settings is only need to be done for one time.

Export Leave to CSV File

1. Select 'Leave Data'
2. Browse to the directory where you would like to store the leave csv file for SQL payroll integration
3. key in the file name
4. Select the employee range who you would like to export their leave data out.
5. Select the date range
6. Click on "Export"

Export total overtime to CSV File

1. Select 'Overtime Data'
2. Browse to the directory where you would like to store the overtime csv file for SQL payroll integration
3. key in the file name
4. Select the employee range who you would like to export their overtime data out.
5. Select the date range
6. Click on "Export"

Export total Late in and early out as deduction to CSV File

1. Select 'Deduction Data'
2. Browse to the directory where you would like to store the deduction csv file for SQL payroll integration
3. key in the file name
4. Select the employee range who you would like to export their leave data out.
5. Select the date range
6. Click on "Export"

9.10 Data Format

Data format function allows user to change the data format of the file for importing and exporting.

There are 2 types of file format: text file and excel file

Text file

There are 2 types of data format for text file:

1. Fixed Position
Each data field has a fixed length and fixed position.

Please make sure you fill in the start position and end position for each field. Put '0' at the start position and end position of the fields which you do not need.

Note: Please make sure the position of each field is not overlapping.

The following is the sample of a fixed position text file:

```

Employee Information.txt - Notepad
File Edit Format View Help
Data Format
=====
Staff No - 12
Card NO. - 6
Name - 50
Photo - 24
Department code - 4
Section code - 4
Group - 2
=====
CN000001    000001ken                                OPR NONEG0
CN000002    000002John                                OPR NONEG0
CN000003    000003Jacky                              SALENONEG0
CN000004    000004Lee                                SALENONEG0
CN000005    000005Elve                                OPR NONEG0
CN000006    000006Wilson                             SALENONEG0
=====
12 Characters 6 Characters                50 Characters                24 characters                4 4 2
    
```

2. Delimiter

Each field is separated by a delimiter (comma, space, etc)

Data Format

Data Type: **Attendance Details** (dropdown menu open showing: Attendance Details, Attendance Summary, Employee Information, Clocking Data, Leave)

Text File Excel File Include header

Fixed Pos By Delimit

Delimit: **COMMA(,)**

Total format: **minutes** (dropdown)

Date Format: **mm/dd/yyyy** (dropdown)

Time Format: **HHmm** (dropdown)

| Field Name | Field Position | Field Name | Field Position |
|------------------|----------------|------------------------|----------------|
| Date | 1 | Leave | 18 |
| Staff No | 2 | Total work hour | 11 |
| Card No. | 3 | Total Late In | 12 |
| Name | 4 | Total Early Out | 13 |
| Absent | 15 | Total Overtime | 14 |
| Incomplete | 0 | Total Meal Early Out | 0 |
| Off and Rest Day | 16 | Total Meal Late In | 0 |
| Holiday | 17 | Section code | 0 |
| In Time | 5 | Department code | 0 |
| Out Time | 8 | Section Description | 0 |
| OT In | 9 | Department Description | 0 |
| OT Out | 10 | | |
| Meal In | 7 | | |
| Meal Out | 6 | | |

Save

Please arrange the fields accordingly and make sure the field position is not overlapping. Put '0' for the field which you do not need.

The following is the sample of a delimiter file:

```

Employee Information.txt - Notepad
File Edit Format View Help
Data Format
=====
Staff No,Card No.,Name,Photo,Department code,Section code,Group,Flexible working Hour,,
Joined Date,Resigned Date,Department Description,Section description
=====
"CN000001","000001","Ken",,"" ,"OPR","NONE","G0","N",," "20090211","20891231","OPERATION","NONE"
"CN000002","000002","John",,"" ,"OPR","NONE","G0","N",," "20090211","20891231","OPERATION","NONE"
"CN000003","000003","Jacky",,"" ,"SALE","NONE","G0","N",," "20090211","20891231","Sales and Marketing","NONE"
"CN000004","000004","Lee",,"" ,"SALE","NONE","G0","N",," "20090211","20891231","Sales and Marketing","NONE"
"CN000005","000005","Elve",,"" ,"OPR","NONE","G0","N",," "20090211","20891231","OPERATION","NONE"
"CN000006","000006","Wilson",,"" ,"SALE","NONE","G0","N",," "20090211","20891231","Sales and Marketing","NONE"
    
```

Excel file

Data Format

Data Type: Attendance Details

Text File Excel File Include header

Total format: Attendance Details

Date Format: HHmm

Time Format: HHmm

| Field | Field Position | Field | Field Position |
|------------------|----------------|------------------------|----------------|
| Date | 1 | Leave | 18 |
| Staff No | 2 | Total work hour | 11 |
| Card No. | 3 | Total Late In | 12 |
| Name | 4 | Total Early Out | 13 |
| Absent | 15 | Total Overtime | 14 |
| Incomplete | 0 | Total Meal Early Out | 0 |
| Off and Rest Day | 16 | Total Meal Late In | 0 |
| Holiday | 17 | Section code | 0 |
| In Time | 5 | Department code | 0 |
| Out Time | 8 | Section Description | 0 |
| OT In | 9 | Department Description | 0 |
| OT Out | 10 | | |
| Meal In | 7 | | |
| Meal Out | 6 | | |

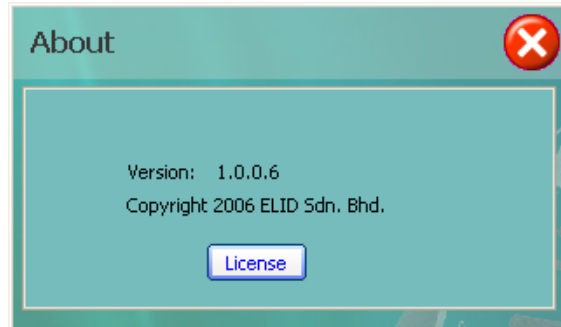
Save

Please arrange the field accordingly and make sure the field position is not overlapping. Put '0' for the field which you do not need.

CHAPTER 10

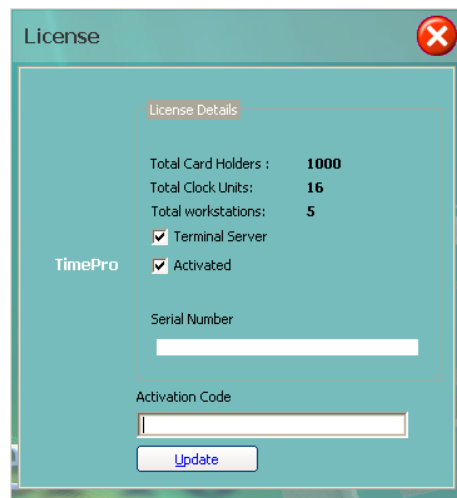
10.0 About

About Menu will show the software version number of TimePro and the software copyright. To view TimePro license details or activate the license, please click on "License" button.



10.1 License

The License screen will display the details of license such as the total number of card holders and clock units, availability of the terminal server support, and the serial number.



If the word "Activated" is not shown on the screen, please activate the license as soon as possible. If the software license is not activated, the software will be expired in 60 days.

Activate License:

Steps:

- i. Key in activation code
- ii. Click on "Update"