

# Table of Contents

<b>Overview of Fingerprint Technology</b> .....	<b>4</b>
<b>Introduction</b> .....	<b>4</b>
<b>System Requirements</b> .....	<b>6</b>
<b>Installation Guide</b> .....	<b>7</b>
Connecting the AccuTime Scanner .....	7
Installing the software .....	7
Initial startup of the system .....	8
<b>Setting up the system</b> .....	<b>10</b>
<b>System Parameter</b> .....	<b>12</b>
<b>Schedules</b> .....	<b>17</b>
Creating a new schedule template .....	17
Edit Schedule Hours .....	19
View Schedule.....	20
Delete Schedule .....	20
Extend Schedule .....	21
<b>Scanner System</b> .....	<b>21</b>
<b>Employees</b> .....	<b>24</b>
Add Employee .....	25
Assigning Security Levels .....	25
Registering an Employee’s Fingerprint(s).....	26
Edit Employee Information .....	28
Terminate Employee .....	29
<b>Special Time</b> .....	<b>29</b>
Assign Special Time.....	29
<b>Pay Time Table</b> .....	<b>31</b>
Create Pay Time Tables.....	31
Update Pay Time Tables .....	34
Delete Pay Time Tables.....	35
<b>Changing the password</b> .....	<b>36</b>
<b>Employee Timesheets</b> .....	<b>37</b>
Approving Employee Timesheets .....	37
View Employee Timesheets .....	38
Modify/Delete Employee Timesheets .....	39
<b>Comment Log</b> .....	<b>41</b>

Record Comment.....	41
Edit Comment.....	41
Delete Comment.....	42
Print Comment.....	42
<b>Export Data.....</b>	<b>42</b>
Send.....	43
Save to File.....	44
Refresh Data.....	46
<b>Special Function.....</b>	<b>47</b>
Restore Last Closed Pay Period.....	47
Restore Archived Data.....	47
Archive Data.....	48
Adjust Time Order.....	49
Compact Database.....	49
<b>Reports.....</b>	<b>50</b>
Print Reports.....	52
Windows: (Menu Option).....	52
<b>Standard Reports.....</b>	<b>52</b>
Daily Activity Report.....	52
Period Total.....	53
Daily Total.....	53
Over Time.....	53
Edited Time Report.....	54
Accrue Vacation.....	54
Special Time.....	54
Out of Sync Clocks.....	54
Schedules.....	54
Employee List.....	54
Latest Activity.....	55
Absentee Report.....	55
Login Stat Report.....	55
<b>Log Off.....</b>	<b>55</b>
<b>Reset Scanner.....</b>	<b>55</b>
<b>Hide.....</b>	<b>55</b>
<b>Shutdown.....</b>	<b>55</b>
<b>Clocking In/Out.....</b>	<b>56</b>

Scanner clock in/out .....	56
Manual clock in/out.....	56
<b>Enrolled finger reminder .....</b>	<b>57</b>
<b>Overwriting out of schedule clock In/Out .....</b>	<b>57</b>
<b>HELP (Menu option).....</b>	<b>58</b>
<b>Hardware Troubleshooting .....</b>	<b>58</b>
<b>Software Troubleshooting.....</b>	<b>61</b>

## Overview of Fingerprint Technology

Biometric identification is the automatic identification of living individuals by using their physiological and behavioral characteristics. Fingerprints offer a reliable and inexpensive way of verifying a person's identity; the registration is much more secure than a PIN (Personal Identification Number) or password, which can be stolen or forgotten. Connecting a person directly to a transaction through a fingerprint is definitive proof that the authorized person is present and initiated the transaction. The AccuTime system capacitance fingerprint reader differs from current technologies. When a person places his finger on the reader's surface, the scanner reads the fingerprint pattern details, or minutia, for matching to the stored templates. The scanner creates a digital representation of the fingerprint. The AccuTime fingerprint reader cannot be fooled by paper copies.

**We are concerned about your privacy** – The AccuTime is only being used to make time tracking more convenient and secure. Although the unit initially scans your finger during enrollment, it **DOES NOT STORE AN EXACT COPY OF YOUR FINGERPRINT**. During enrollment, the AccuTime processes your finger scan and stores only the unique features in a file as a template. The template is much smaller than the original raw data and cannot be reverse-engineered into the original fingerprint image. This template cannot be used by law enforcement for fingerprint matching or used for background checks. The AccuTime uses pattern matching, a different fingerprint matching method than that used by law enforcement, so the fingerprint templates that are stored cannot be used by a police Automated Fingerprint Identification System for identification purposes.

## Introduction

Congratulations! You have taken the first step to saving time and money by purchasing the AccuTime, Time and Attendance system. With this system, you will easily be able to track and monitor employees' time and attendance with the click of a button.

This manual is designed to make using the AccuTime software (AccuSoft) easy and convenient. Please follow the installation instructions to set up the system and get you started.

The AccuTime system is real-time". This means that when an employee punches In or Out the punch is added to the database at that time.

The AccuTime System includes a Fingerprint Scanner Base Unit with 3-D optical scanner and AccuTime software. The fingerprint reader is the terminal with an optical scanner that is square and illuminates with a red light when the red button is pushed while it is connected to the computer that is running AccuSoft.

The AccuTime system with an optical scanner, allows up to 200 employees to punch in and out, and review time balances by scanning their finger. It's that simple. The AccuTime System uses the power of your PC to make your time and attendance processing and reporting easier.

When an employee presses the red button and places his/her finger on the scanner, the AccuTime System will scan the fingerprint and compare it to the previously stored fingerprint templates. When a match is found, a record of the punch will be added to the database and employee will hear either one or two short beeps and blinking green lights, based on the calculations made when the employees punch was added to the database.

**Important!** The AccuTime System must be connected to the computer and the computer must be powered-on for it to be operational. The AccuTime System will stop functioning when it is unplugged from the computer.

**About This Guide** – This Guide is designed to give you the basic information needed to get your AccuTime system up and running.

Once installed, AccuTime has on-line Help as well as on-line User's guide.

### **Package Contents**

- (1) AccuTime Fingerprint Scanner Base Unit
- (1) AccuSoft Software CD
- (1) AccuSoft User Manual
- (1) Power Supply
- (1) Connector Cable

## **System Requirements**

To use AccuTime, your computer must meet the following hardware requirements and run one of the operating systems listed below.

### **Hardware**

- PC with Intel® Pentium® base IV processor, 400 MHz or higher.
- 40 MB available space
- 256 MB RAM or higher
- Available Serial Port or USB port (optional)

### **Operating System**

- Windows® 98 ME or higher.

## **Installation Guide**

### **Connecting the AccuTime Scanner**

Please follow the steps in the order they appear.

Your computer must be equipped with a Serial I/O port. It is usually located in the back of computer (The serial port has 9 pins)

1. Power off the computer
2. Use the supplied serial cable to connect the AccuTime terminal to the computer.
3. Plug in the power supply to the 110 volt electricity outlet.
4. Connect the power cord to the terminal a yellow light must illuminate.
5. Turn on the computer.

Now you are ready to install the software.

### **Installing the software**

Place the CD in the CD-Rom drive of your computer. Your computer should automatically start the setup program. If it does not automatically start: Click on the “Start” and choose “Run“. Type E:\setup.exe (“E” being your CD-drive). Follow the instructions till the installation is finished. If you are notified that a file is older than or the same as the existing version in your computer, click the appropriate button to keep/accept the newer version.

NOTE: If you receive any pop-up message regarding a conflicting version of the files, such as “a file with the DLL or OCX extension”

you must choose the latest version. If there is a message regarding registration of a file then please click on the ignore button.

### **Initial startup of the system**

The first time the system is operated, the message below will appear on the screen:

Click “**Ok**” to identify the location of the database. Click on the folder Database. Select the database (AccuTime.mdb) then, click on “**open**”.

The Following box will appear. Enter your company name. Then press “Continue”.

The default user name is “**admin**” and the password is “**accutime**”. Use this information to start the system. This will open the main page that you will see each time you start the program.

## **Setting up the system**

In order to setup or maintain the AccuTime system you must log in to the system as an administrator. The supplies login name (admin) has the security level of and administrator. Using this login name allows you to manipulate all the system parameters.

### **To log in**

1. Initially, you will only be able to view “admin”. To select the user click on Login. Another log in screen will pop up for you to enter your password. In this case “**admin**” and enter the password “**accutime**” press enter. You will now be in the system administrator area which will give you access to all of the system procedures.

2. After you have logged into the system you will need to do the following steps to finish setting up your system
  1. System Parameter
    - a. From the main menu click on “Setup” then “System Parameter”.
    - b. You will need to make changes to the default settings based on your company’s requirements. To help you with this we have outlined the individual field definitions in the System Parameter section.
  2. Pay Time Table
    - a. From the main menu click on “Setup” then “Pay Time Table”.
    - b. You will need to create individual pay time tables based on your companies requirements. To help you with this we have outlined this area under the “Pay Time Table” section.
  3. Schedules
    - a. From the main menu click on “Setup” then “Schedules”.

- b. You will need to create individual schedules based on your company's requirements. To help you with this we have outlined this area under the "Schedules" section.
  4. Employees
    - a. From the main menu click on "Setup" then "Employees".
    - b. You will need to add your individual employee records in this section. To help you with this we have outlined this area under the "Employees" section.

## **System Parameter**

By setting up the system parameters it allows you to adjust the AccuTime system to your business rules. The System initially needs to be set up to operate.

### **To edit the parameters:**

- Select "System Parameter" from the Setup menu.

**Business Requirements:**

- You have the option of viewing your reports in two ways: The “Hour/100” option that displays the time in hours and one hundredths of a minute (for instance, 4 hours and 45 minutes will appear as 4.75), and the “Minute” option that displays the time in hours and minutes (6 hours and 19 minutes will appear as 6:19). Choose the one that suits your needs best. A majority of accountants prefer the Hour/100 option. This option affects the printed reports only.
- “Over Time Rule” is used in calculating the overtime accurately based on your business rules. If you are on a standard five day work week, you will be using the “8hr/Day” option. If you are on a four day work week use the “10hr/Day” option.

**Data Transfer Setup:**

- “Export File Name” and “IP Address” are for connecting to the AccuTime server using the internet. They have a default setting and should not be changed. The settings are “111.111.111.111” for the IP Address and “Export\_” as the Exporting File Name. Your personal setting will be assigned to you by the company representative.

**System Parameter:**

- “Auto Startup” will automatically run this program as soon as you start or restart your computer.
- “Scanner Active” needs to be ON (checked) at all times unless you are not using the scanner.
- “No Sec for Clock In/Out” is used to specify the amount of time to delay between clocking in/out by simply increasing/decreasing the number of seconds. (This will prevent accidental clocking out shortly after clocking in.)
- “Voice confirmation” announces clock in/out; if the speakers are on. Important: Your computer must be equipped with a sound card and Direct-C for this to function; otherwise this feature will not operate.
- “Seconds to display name” sets the number of seconds to display the clocking in/out confirmation announcement.
- “Display confirmation” displays confirmation when an employee clocks in/out of the system.
- “Max Hours Allowed per clock In/Out” this parameter limits the total number of hours an employee is allowed to be clocked in. The value is checked only at the time of system startup, the system checks for all the present employees, if it

finds an employee who is over the limit, they will be clocked out.

- “Due Date Status Bar” If checked will display all open pay periods on the home screen.
- “Global Mass Clock out Time” will enable the clock out of all employees at a given time. This feature helps when forget to clock out. Then checking the box, a set time control will appear which will allow you to set the preferred clock out time.

#### **Screen Font:**

- The “Screen Font” box is used to set the screen font. (The default font is “Arial”.)

#### **Select Table Name:**

- The “Select Table Name” option is for use with the four tables that are used to categorize each area. Under each table you will be given another area to add additional items when needed. The four tables are “Pay Type, Employee Comments Type, Wages Type, and Extra Income Type”. Please review the descriptions under each of these titles to learn more about the “Select Table Name” functions and its operations.

#### **Set Colors:**

- Select “Background” to change the system background color using the three horizontal bars with the words “Red”, “Blue”, and “Green” for customizing the system Background.
- Select “Font” to change the font color using these bars. The square display gives you a preview of the colors. Please keep

in mind that the colors you choose will be activated only after you save and exit the System Parameter Setup Screen.

- Select the “Default color” to restore the original default colors of the system.

### **Background:**

You may change the appearance of the system by changing the system background.

- The “Clear” option will reflect the color of the background that appears in the *set color* option
- The “Default” displays the standard provided picture
- The “Change” option allows you to use your own picture simply click “change” on the far right of the screen. An “Open” screen will pop-up, enabling you to choose the location from which you want to obtain the picture.

### **Side Menu:**

The “Side Menu” allow you to have a menu bar going down on the left side of the program.

- Select “Color” to show the menu bar
- Select “None” to hide the menu bar

### **First Day of the Week:**

- “1<sup>st</sup> Day of the Week” Set the default start day of the week by simply selecting the day. This option effects the calendars of the system

### **Language:**

- Select the language you want the program to use. You have three choices: English, Spanish, and Swedish.

Click on **“Save”** to save the information. To exit without saving changes, click on **“Cancel”** to exit this window.

## **Schedules**

This feature allows you to easily create and input schedules for each shift, and offers a variety of formats depending on your company’s needs. The schedules are based on a period of time and will expire by default after one year unless you **“Extend”** the schedules expiration date.

We have provided you with a default schedule to start with. It is called **“Department Office”**. This schedule is set by default to expire in 2010. If you need to extend it, use the instructions provided under the **“Extend Schedule”**

### **Creating a new schedule template**

1. From the main menu click on **“Setup”** then click on **“Schedules”**.
2. From the schedule screen, click on **“New Schedule”**.
3. Enter the schedule name in the dialog box. Then press **“OK”**.
4. Enter the expiration date and press **“OK”**. By default, the expiration date is a year from the creation date, but can be changed.

5. Select the Schedule type by clicking on the type name (Weekly, Biweekly etc.). A list of days will appear under “Days Apply to Schedule”.
6. Choose the starting date from the calendar on the right side. The starting date has to match the start date that was set in the System Parameters, so choose the day before the period begins.
7. Fill in the boxes under “Day Schedule”. The “Time In” and “Time Out” boxes are to schedule times before a lunch break; the other two boxes indicate the remaining schedule after the lunch break. Use the arrow buttons to set the time, to change the hour, set focus on the hour section of the time box. Do the same for minutes and AM/PM.

If your last “Time Out” falls on the next day, click in the 2<sup>nd</sup> “Time Out” box and hit delete. This will grey out the area which the automatic time sequence checker will then ignore. If you need to reset the boxes, click twice in the “Off Day Reset” checkbox and this will activate the boxes again.

8. Enter the Grace Period in the white box. This indicates the grace period for the entire schedule it evaluates to  $\pm$  number of minutes before and after the scheduled time.
9. “Date over lap” check the box to expand the schedule over two days; this will turn off the automatic time sequence checker.
10. Set the “Mass clock out time”, to enforce the clock out time in case the employee forgets to clock out.
11. Check the “Enforce schedule” box to enforce schedule on the employees with ‘Basic’ and the ‘Power User’ security level to clock In/Out, within the scheduled time. An employee with manager or higher security level has to be present to input his/her password to approve the out of schedule clock In/Outs.
12. Select each of the working days within the same time scheduled by checking boxes next to them.
13. Click on “Assign Time” to assign the times for the selected days.
14. Repeat the same procedure for the rest of the days.
15. For days off, select the days and check the “OFF” box. Then click on “Assign Time”.
16. After all days have been assigned, click on “Create Template”. This will create the template, save the information, and return to the previous page.

You will be able to view the schedule by clicking on the schedule title. Follow the same format to add more templates.

### **Edit Schedule Hours**

1. From the selection box “Select the schedule to view” select the schedule.
2. Highlight the day to be modified by clicking on it, and double click to view the pop-up in which the change(s) can be made. Once you have made the necessary changes, click

on “Save” to save and return to the schedule listing. Continue this process to add more templates. If you want to delete a template, select it, and then click on “Delete”. When you are done, click on “Exit” to exit the screen.

### **View Schedule**

To view schedule: click on the schedule’s name from the “Select the schedule to view” selection box. The detail of the schedule will appear in the grid below.

### **Delete Schedule**

To delete a schedule: simply select the schedule and click on the delete button. If the schedule is not used by any employees “Active or not active” it can be deleted, otherwise the process will be aborted.

## **Extend Schedule**

Select the schedule from the “Select the schedule to view” then click on “Extend” to view and edit the property of the schedule.

- “Enforce” check box indicates the schedule is enforced and employees must obey the schedule.
- “Auto Check out” check box allows the management to force out the employees who forget to clock out after the shift is over. Here you can set or adjust the time of auto check out for a specific schedule.
- “Current Date” and “New Date” is the dates referring to expiration date of the schedule. The default for the new date is plus one year to the current date.

## **Scanner System**

The “Scanner System” option is the scanner control panel used for troubleshooting or to manipulate the scanned **fingerprint templates**. Choose “Scanner System” under the Setup menu bar.

- “Enrolled Fingers: Allows you to view all Users names and User IDs. Each listing is a registered fingerprint template. If there are four listings for the same person/ID, it indicates the user has four fingerprint templates registered.
- “Recorded Fingers” Lists all the fingerprint templates recorded in the database that are active,
- “Deleted Fingers” Lists all the inactive fingerprint templates. These templates will remain in the database until you delete them individually.

To permanently delete the template from the database

1. Click on the record
  2. Right Click
  3. Click on “Delete Record”
- “Scanner Control Pan” Function allows full access to the scanner system and should only be used by a highly trained technician.

- “Restore from Database” this option is available only when the deleted templates are showing. It allows you to reload/retrieve all deleted templates. Click on the deleted ID, and then click the “Restore from Database” button.
- “Restore All ID’s” All fingerprint templates will be restored that had been deleted from the scanner.
- “Remove All” All fingerprints for all IDs will be deleted from the scanner. The templates will remain in the database as inactive. If you want to remove them completely you will need to individually delete them using the instructions located under the Deleted Fingers section.
- “Remove ID” Use this option to automatically delete all registered templates from the scanner for a specific employee. The templates will remain in the database as inactive.

If you want to remove them completely you will need to delete them individually using the instructions located under the Deleted Fingers section.

1. Click on the ID to highlight it
2. Click on “Remove ID”.

- Scanner Setting:
  - *Auto response* must be checked at all times. The check box is disabled in its natural state.
  - *Sensitivity* value indicates the quality of matching fingerprint .vs. the template
  - *Time Out*: sets the length of time that the scanner light stays active. The scanner is initially set at 10 sec. If you need to change it to 20 sec., select it and click “Update”.
  - *Outside* If the scanner is used in the outdoors and very bright light then check the check box and then click “Update”

The AccuTime 3-D scanner window is made of glass. To protect against the risk of damage to the scanner window:

- Do not pour any liquid directly on the scanner window.
- Do not scratch the scanner window with your fingernail or any other sharp object.
- Clean with a soft cloth and a small amount of mild dish soap.

## **Employees**

Information on each of your employees can be stored and maintained using this feature, including setting up fingerprints, enabling them to clock in/out. Your time clock should have initially been activated when setting up the system under “System Parameter”. If not, choose “System Parameter” from the Setup menu. Check the box next to “Scanner Active” and click on “Save”. Click on “Setup”, and then select “Employees”.

## Add Employee

1. From the main menu click on “Setup” then click on “Employees”.
2. From the employees screen click on “New Employee” to add an employee to the list.
3. Fill in the fields with the necessary information.  
(The titles in bold are required and must be filled.)

### Special notes:

- The date fields can be left blank if you right click on the pop-up calendar.
- When you are assigning the login name it can contain up to 10 characters and the password can contain up to 20 characters. You must use only the letters a-z and 0-9. Do not use punctuation in these fields. The fields are not case sensitive.
- When entering the Wage amount, DO NOT type in the \$ sign or commas. An “Error in Application” notice will be displayed if you do.

## Assigning Security Levels

Assigning Security Levels for an employee is very important. If the wrong category is selected, an employee’s access may be under/over privileged. The Security Levels are divided into four categories: Basic, Power User, Manager and Administrator.

“**Basic**” security level enables very limited access that the employee can obtain. They will only be able to change his/her password, get his/her report on their own activities, and will be able to view the “About Us” and “Help” menus.

**“Power User”** security level will have access to all of the basic functions mentioned above, plus a few of the supervisory functions such as “Time Adjustment” and “Pay Time Table”.

**“Manager”** security level is designed for the managers of the company who need advanced access to the software. It allows them to perform basic functions, as well as, set up schedule templates, scanner system, time adjustment, Pay Time Table, change all passwords, approve time sheets, close pay periods, export data, system check and print all reports.

**“Administrator”** is the highest security level and grants access to all options that managers are able to access, plus modify the entire system functions such as: setup parameter, compact the database, and restore the last closed pay period.

After filling out all the required information, click on “Save”, which will take you back to a blank “Employees” screen.

### **Registering an Employee’s Fingerprint(s)**

This is a one-time process, which will enable an employee to clock in/out using their fingerprints. Please make sure the right employee is selected when registering the fingerprint. This software is designed to store **four** fingerprints for each employee. There are no restrictions on which fingers to use.

1. From the main menu click on “Setup” then click on “Employees”.
2. From the Employees screen, select the employee you wish to register the fingerprints for from the options under “Select Employee”. You will be taken to the screen with their information.

3. Check the box (on the picture of the finger) corresponding to the finger you are enrolling. Doing so will save it as a reminder.
4. Click on “Enroll” and the red scanner light comes on. Ask the employee to place his/her finger on the scanner. The following screen appears. This is a picture of an actual scanned fingerprint.

If the fingerprint did not scan well or is only a partial print, click “Cancel” and repeat the process with a different finger. **Warning** - If you click on “Cancel” on the fingerprint screen it will delete ALL of the fingerprints you have stored for this employee and must re-scan all of the fingers for this employee again. You could also try cleaning the finger and re-trying it. After the finger has been successfully scanned, click on “OK” to return to the employees screen. Successful enrollment of the fingerprint will give an “Enrollment Completed” notice.

5. Repeat this procedure to add more employees.

6. After an employee's finger print(s) have been stored, they will be able to clock in/out by pushing the red button on the scanner and placing the scanned finger on the scanner. If successful, their fingerprint will be recognized and acknowledged.

**Cautions and Warnings** – Proper finger placement is **critical** to ensure reliable punches. The best method of finger placement is to place the pad of your finger (not the tip of your finger) flat onto the center of the scanner window. Apply gentle pressure and hold your finger on the scanner window until you see the scanner's light blink, then lift your finger.

**Typical reasons the scanner failed to recognize an employee:**

- The employee's finger was positioned incorrectly.
- The employee's finger moved during reading.
- The employee used the wrong finger.
- The employee's finger was cut or otherwise changed.

These problems are easily resolved or avoided with proper training during enrollment!

**Edit Employee Information**

To edit the information on an employee

1. From the main menu click on "Setup" then "Employees".
2. Click on the "All Employees" tab
3. Select the name from the "list of employees" in the drop down
4. Click on "Update"
5. Edit the information.

Click on "Save" to save your work, or "Cancel" to go back to the previous screen.

## **Terminate Employee**

There are two ways to terminate an employee.

- Simply delete the employee by clicking on the “Delete” button.
- Click on “Update” and fill in the termination date field. In this case you can setup an employee for future termination.

## **Special Time**

This feature allows you to make specific time adjustments for employees individually or for groups of employees on their time sheets.

## **Assign Special Time**

1. Click on ”Setup”, and choose “Special Time”.

2. Click on the dropdown box under “Pay Type” and select the category of your adjustment.
3. Click on “Pay Time Table” to view the employees in a specific Pay Time Table, or “All” to view a listing of all employees. If sorting by “Pay Time Table”, a dropdown box will appear from which you will select the specific Pay Time Table.

Five default pay table options are available: Bonus, Vacation, Sick Leave, Adjustment, and Holiday.

To add your own category:

1. From the main menu click on “Setup” then click on “System Parameter”.
  2. Under “Select Table Name” click on “Pay Type”
  3. Scroll down to an empty cell space, add the number following the previous option and enter your new category title.
  4. Click on “Save” and go back to the “Special Time” screen under the “Setup” menu.
  5. Your new category should appear under the “Pay Type” options.
4. Select From: \*/\*\*/\*\* and click on the appropriate date on the calendar to set the starting date.
  5. Select To: \*/\*\*/\*\* and click on the appropriate date on the calendar to set the ending date.
  6. Next, choose the Pay type from the drop down options. Enter the hours and minutes.
  7. If the Adjustment type information and the hours are the same for all days, then you may choose the employee name. Choose the starting time, and then fill in the information for pay type and the hour **before** setting the ending date. When selecting the to:\*/\*\*/\*\* date, the information will automatically get copied over to the following boxes.
  8. Select the employee(s) by selecting their name in the left window (you may use the Shift key to select a series of names in

order, or you may hold down the Ctrl key to choose different employees that are not in alphabetic order.)

9. Click on the “Adjust Time” to save the adjustment.

10. Click on Exit to exit this menu at any time

## **Pay Time Table**

Each employee must be added to a specific pay time table when they are added to the system. Different pay time tables can be created based on the company payroll periods. We have provided you with a default weekly time table called “Department Office”.

The default Pay Period Types are: Weekly, Bi-Weekly, Semimonthly, Monthly, Quarterly, Semiannual, and Annual.

### **Create Pay Time Tables**

1. Click on “Setup” in the menu bar. Then choose “Pay Time Table”.

2. Click on “New Pay Time Table” to activate the cells.

3. Enter the table name in the “Pay Time Table Name” field. This name will appear on the reports and in the selection dialog boxes.
4. Choose the pay period type from the dropdown box. If you select the Semimonthly, there is a list box to select the mid day of the month. If you select Auto the system will select the day based on the number of days in a month. If you select a specific day then that day is selected for all the months.
5. For “Pay period Closing Date” and “Pay Date”, please click inside the box and press any key. The calendar will then appear, from which you will be able to choose the dates. Pay period Closing Date indicates the closing on the Pay Time period and Pay Date period indicates the payment date. If your pay period is semimonthly or monthly the start must be first day of the month. The start of pay period is the starting point to generate the schedule table of pay days.

Example of setting up a Weekly Time Table:

Actual “Start Day” : Monday October 2, 2006



Number, Calendar name and the Company ID are all assigned automatically and cannot be changed.

After Creating the necessary Pay Time Table, click “Exit” to return back to the main screen.

### **Update Pay Time Tables**

1. Click on “Setup” in the menu bar. Then choose “Pay Time Table”.
2. Select the table you want to “Update” from the pull down list.
3. Click on “Update”.

4. Make your changes to the fields that are available for update.
5. **WARNING!** *If you make changes to the Pay Time table, ALL of the timesheets that were approved under the old pay time table will be reopened and you will need to re-approve them. This process is irreversible.*

6. After completing your Pay Time Table changes:

To exit and save your changes:

1. Click on Save.
2. Another Pop-up screen will come up asking you, “Do you want to save your changes?”, click on Yes or No.
3. You will be returned to the Pay Time Table main screen.

To exit without making changes:

1. Click on Cancel.
2. You will be returned to the Pay Time Table main screen without making any changes.

### **Delete Pay Time Tables**

If you want to delete a time table you have to make sure that no employees are using this time table. You will not be able to delete the table until you change the employee records to another Pay Time Table in their employee record.

1. Click on “Setup” in the menu bar. Then choose “Pay Time Table”.

2. Select the table you want to delete from the pull down.
3. Click on “Delete”. (If there are any employees that are using this table you will not be able to delete it.)
4. Another screen will come up asking you, “Do you want to delete the Pay Time Table?”. You will need to click on Yes or No.
5. **WARNING!** *If you delete a Pay Time Table, ALL of the timesheets that were approved under the old pay time table will be reopened and you will need to re-approve them with the new Pay Time Table.*
6. You will be returned to the Pay Time Table main screen.

After deleting the necessary Pay Time Table, click “Exit” to return back to the main screen.

## **Changing the password**

1. Click on “Setup” then choose “Change Password”.
2. Enter the current password.
3. Enter the new password.
4. Re-enter the new password.

5. Click on “Change” to save the new password. A confirmation will appear if successful.

## **Employee Timesheets**

All regular pay periods need to be approved by a Manager or an Administrator. This section also enables the manager to check and/or modify the hours on an employee’s time sheet in his/her own Pay Time Table before approving the timesheet. The meaning of the term “Open” that is used in this section pertains to all of the open pay time tables.

### **Approving Employee Timesheets**

Only administrators and managers can approve the Timesheet, and it has to be within the pay period. The time of period must be selected from the Pay period table and also selecting the first row in the “Open dates”. You can only approve the first period of the timetable under “Open dates”. As soon as you approve a period the data for the period is locked and can’t be changed.

Note: All of the records must be complete. There can not be any records with missed punched in and out times. If there are any open pay periods you will see them displayed in the status bar at the time of login at the bottom of the screen. It is the responsibility of management to close all open pay periods.

1. From the main menu click on “Process” then click on “Approve Timesheet”
2. Click on “Pay Time Table”
3. Click on “Open Date” next to it to view all of the open dates.
4. To approve the time for the period, Click on the **top** row of the period dates of your Pay Time Table.
5. Click on the “Approve” button

Note: If there are missed punches the approve button will not appear. Once you have approved a specific pay period you can not make any further changes to it, these will not show up in the approved time sheet area.

### **View Employee Timesheets**

1. Click on “Process” then choose “Approve Timesheet”.
2. To view the timesheet for a pay time table, select “Pay Time Table” and choose the correct pay time table. To view timesheets for all pay time tables, choose the “All” option.
3. Choose “All” to view all the employees in that specific pay time table, or “Employee” to view one specific employee. A



3. Simply click on the date and time, and then retype the correct information.
4. Click on “Update” to save the changes. You will automatically be taken to the previous page.
5. If you are modifying a yellow cell, then the “Clocked Out Time” is filled with a default date of 12/30/1899. This date and time must be changed to the correct “Clocked Out Time”. The format must be the same as the Clocked In Time.
6. If you want to change the Extra Pay type, you can use the pull down list to pick which type you need to change it to.
7. After you have made the changes to the time and pay type you can click on the “Update” button to save your changes.
8. If you do not want to make any changes and want to delete the employee time track record, click on the “Delete” button. After the record is deleted you will then be returned to the Approve Timesheet main screen.
9. You can click in the “Clocked Out” cell and change the time as needed.

10. Click on “Update” to save the modified time.

## **Comment Log**

To log a comment you must have a security setting of manager or above to record a comment for the employees.

### **Record Comment**

1. Select the date of the event using the “Select Comment Date” date picker.
2. Select the category of the comment from the dropdown list.
3. Write the comment in the space provided.
4. Select the employee name
5. Click on the Record Comment to save the comment.

### **Edit Comment**

1. Double click on the employee name
2. Select the comment you want to edit
3. Simply write over the text

### **Delete Comment**

1. Select the comment from the comment line
2. Right click on the comment row
3. Click on delete comment

### **Print Comment**

To print All the Comments simply click on print report.

1. Select the employee's name
2. Check the box labeled as employee name
3. Click on the check box "Printing all Comments"
4. Click on the "Print Report" button

Note: To Exit the Log click on the "Cancel" Button

### **Export Data**

The export Data screen is designed to transfer data from the AccuTime system to the outside world. Users can send data to an AccuTime Server or create a **tab delimited file** for exporting to any other database system. Only "**Approved**" data can be sent to the server.

## Send

This option allows the users to send data to a predetermined AccuTime Server.

You can send only data from a single Pay time period to the server at a time. To activate the “*Send*” key you must first select Pay Time Table then select the Pay Date from the period table (Click on one row of the table to view the data)/ The “Send” option transfers the selected information from your system to the server via the internet. It uses the IP address assigned to the system by the system manager to find the correct server. **Caution:** Do not use the Select Date.

1. Select the “Pay Time Table’ option
2. Select the “Pay Date” or “Select date”
3. Select the Date range you wish to send. The “Send” button should now be visible.
4. Click on the “Refresh Data” button

To ADD A NOTE to the file:

If you would like to attach a note to the file you can do so by entering it in the “Note Box”.

To MANUALLY change time records:

Click on the “Manual” button, select the record you want to change and make the changes.

To ADD additional time records:

Click on the “Manual button”. Click on the “Add a Line” button on the right side of the screen and this will add a blank record to the bottom of the list that you can then change manually with your data. Scroll down to the bottom and type in the information.

5. Click on “Send” button. If transmission is successful you will get the message “**DONE closing the connection**”.

## **Save to File**

This option allows you to create a flat text file (Tab delimited". CSV") from your data and saves it on to the hard disk. The first row of the file contains the field names. You can pick one of three options of what data you want to save. The choices are "Detail" which gives you individual daily employee record showing cumulative hours worked for each day or "Period Total" giving you individual cumulative employee records showing all time worked in the date range you specify.

1. To export the data, first click on "Process" in the main menu, and then select "Export Data". The following box should appear:

2. If you chose the “Detail” or “Period Total” options, do the following:
  - a. If you chose the “Pay Time Table” option, you can choose from either the Pay Date or Select Date, and the time period you wish to send. Then you can choose if you want to run this for only a single employee or all employees in that range. If the dates in the “Pay Date” boxes appear cut-off, you can increase the width of the margin by placing your cursor on the line between “From” and “To”. A double-sided arrow will appear, after which you can click and drag to the right or left.
  - b. If you chose the “ALL” option, then you can only choose from the “From” and “To” for the dates you wish to send.

To ADD A NOTE to the file:

If you would like to attach a note to the file you can do so by entering it in the “Note Box”.

To MANUALLY change time records:

You must choose the “Pay Time Table” option, and “Pay Date” to be able to manually change the line items. Next, click



Pressing the Refresh Data button will refresh the data in the grid. Any time you change the dates click on the refresh data to get the latest data.

Note: To exit this section, click on the “X” in the upper right hand corner of the window.

## **Special Function**

### **Restore Last Closed Pay Period**

Used for restoring the latest approved pay period for a pay time table.

1. From the main menu click on “Process”.
2. Click on “Special Function”
3. Click on “Restore Last Closed Pay Period”.

The following screen will appear:

4. Using the pull down select the Pay Time Table you would like to restore.
5. Click on “Restore”.

### **Restore Archived Data**

Used for restoring data from archived time periods.

1. From the main menu click on “Process”.
2. Click on “Special Function”.
3. Click on “Restore from Archive”.

The following screen will appear:

4. Using the pull down select the time range you would like to restore.
5. Click on “Restore”.

### **Archive Data**

This section is used to archive your data for a specific time period.

1. From the main menu click on “Process”.
2. Click on “Special Function”.
3. Click on “Archive Data”.

The following screen will appear:

4. Using the pull down sections, select the date ranges you would like to archive.
5. Click on “Archive Data”.

### **Adjust Time Order**

This section is used to adjust an employees time record in the database.

### **Compact Database**

This re-indexes and compact the database.

1. From the main menu click on “Process”.
2. Click on “Special Function”.
3. Click on “Compact Database”.

The following screen will appear:

4. Click “Ok” to proceed or “Cancel” to exit.

## **Reports**

One of the AccuTime’s best features is its capacity to create various and detailed reports. You have the option of obtaining different reports simply by choosing “Reports” from the menu bar. Custom reports are also available to meet your requirements. Please contact our Tech-Support for details.

By default “All” for the Employees and Pay Time Tables are selected for you.

- If you want to get a report for a specific employee, choose Employee; a dropdown will appear that will allow you to select the employee.
- If you want to view all employees from a specific pay time table, choose the “Pay Time Table” option instead of “All”, then pick the pay time table that you want.

Different report options are listed on the left side of the dialog box. Descriptions of each report are listed in the Report section. Select the desired report format and specify the date for the period you like to report on.

1. Choose the ”From” (start date)
2. Click on the calendar next to it to select the date (you can choose the month and year from the dropdowns on the top).
3. Choose the “To” (end date)
4. Click on the calendar next to it to select the date (you can choose the month and year from the dropdowns on the top).
5. Click on “Print Report” from the menu bar at the top of the window the report will appear and you may print or export (save) this file in four different formats by clicking on the proper icon.

You may exit this box by clicking on “Exit” or click on the “X” on the upper right corner of the dialog box.

Please note that you have the option of obtaining a report for a pay time table or an individual by selecting the right button.

If you click on “Pay Time Table”, you will be able to view the report for the entire pay time table based on “Open Date” and “Approved Date” period. Open dates are time periods that have not been approved and are still open. Closed dates are all of the time periods that have been approved.

## **Print Reports**

If you would like to print individual reports for each employee, or continuously; go to “Print Reports” on the menu bar and select “Continuous Report” or “Employee per page”.

If you need to adjust the margins on any of the reports go to “Print Reports” on the menu bar and select “Adjust Margins”. This will give you a pop-up screen listing all of the reports and the margins that can then be adjusted as needed.

## **Windows: (Menu Option)**

“Cascade Reports”, “Tile Horizontal”, and “Tile Vertical” options are useful when you have several reports open. Reports will layout differently depending on which option is chosen.

## **Standard Reports**

### **Daily Activity Report**

- Detailed Time Worked Report contains the date, day, time of clock in and out, total time, extra income, comments, and the

total regular, overtime after 8, overtime after 12, and total extra income. It also provides you with the total hours for each employee for the time period selected.

To add cumulative totals to this report:

1. Go to Print Reports on the Menu Bar
2. Click on Adjust Margins
3. Select the checkbox marked “Show Daily Totals”.

### **Period Total**

- Total Period Time Worked Report contains the total hours and minutes worked by each employee without any details.

To add cumulative totals to this report:

1. Go to Print Reports on the Menu Bar
2. Click on Adjust Margins
3. Select the checkbox marked “Show Daily Totals”.

### **Daily Total**

- Total Daily Time Worked Report contains the date, name of the employee, total hours and minutes worked on each day of the week, an hourly total for the chosen period of time for each employee, the overtime worked, as well as the extra income earned. It also provides you with the total hours for each employee.

To add cumulative totals to this report:

1. Go to Print Reports on the Menu Bar
2. Click on Adjust Margins
3. Select the checkbox marked “Show Daily Totals”.

### **Over Time**

- The Over Time Report can be viewed only if the date for the report is selected from the Pay Time Table Period Table. The overtime report is the summary of Regular, and overtime hours for the selected period. The data from this report can be sent to AccuTime server.

#### **Edited Time Report**

- The Edited Data Report contains the date of the day worked, time type, original time, changed time, time of edit, and the editor's name.

#### **Accrue Vacation**

- The Accrue Vacation Report contains the employee name, the pay time table, total period of overtime, process type, time of the process, check out date, and check out time.

#### **Special Time**

- The Special Time Report contains the name of the employee, the pay time table, date of the day, total time, hours, and minutes.

#### **Out of Sync Clocks**

- The Out of Sync Clocks Report contains the original time, the time changed/synchronized, name of the employee, and their pay time table name.

#### **Schedules**

- The Detail Schedule Report contains the work schedule that is assigned to each employee.

#### **Employee List**

- The Detailed Employee Information Report contains all of the employee's information, such as SS#, Address, Tel #, etc., which was entered in the computer at the time of enrollment.

**Latest Activity**

- The Current Employee Status Report contains the most recent activity for each employee.

**Absentee Report**

- The Missed Schedule Report contains the employee's name, the day and date of the week, and the time in and out.

**Login Stat Report**

- The Log In/Out Report contains the time, employee name and the breakdown of what they did on the system. This includes logging in and out, clocking in and out, as well as if they started up the system and performed a shutdown.

**Log Off**

This will log off anyone who is logged in. This will not clock out the employees. This option is located under System in the main menu bar.

**Reset Scanner**

Refreshes or resets the scanner. The option is available to all users at startup. This option is located under System in the main menu bar

**Hide**

This will minimize the software to a clock icon and places it on the bottom right side of the tool bar. This will log off anyone who is logged in. This will not clock out the employees. This option is located under System in the main menu bar.

**Shutdown**

This closes the software. This option is located under "System" in the main menu bar. If you need to reboot the system or shut off the computer, click on "Shutdown" then enter your username and password in the pop-up shutdown screen.

# **Clocking In/Out**

## **Scanner clocking in/out**

By pressing the red button on the Scanner, the red scanner light will turn on, simply place your enrolled finger on the scanner and the AccuTime system will show you if you clocked in or clocked out.

One beep: Clock in

Two beeps: Clock out

Five beeps: Failure, meaning the system did not recognize your fingerprint, please try again in 10 seconds.

Continuous beep: Indicates clock in or out was too soon.

## **Manual clocking in/out**

By clicking on your name it will be highlighted in red, then click on the button where it says clock in/out, a clock in/out box will appear, simply enter your password and then press enter to clock in/out.

## **Enrolled finger reminder**

To view the enrolled fingers right click on your name a picture of the enrolled finger will appear.

## **Overwriting out of schedule clock In/Out**

In event of employee who has enforced schedule, clocking in/out out of scheduled time a continuous beep notifies the employee that “he or she can not clock in/out”. In this case an employee with a security level of Manager or higher must approve the transaction.

The clock in/out must be done manually; the window below will appear for the Supervisor to enter his/her password then press enter.

## **HELP (Menu option)**

### **Contents**

Our help menu can answer most of your questions, if not all of them. If you come across a question that you don't find an answer to, please contact our Tech Support at (866) 474-2660.

### **About Us**

Provides information about your AccuTime System. Also provides a link to our website.

## **Hardware Troubleshooting**

*Why doesn't the scanner light illuminate when I push the red button?*

Check the following:

- The "Scanner Active" box located in the "System Parameter" screen is checked
- The scanner is plugged in and has power coming to it.

- The communication cable is properly in place from the scanner to the computer.
- If it still doesn't work then unplug the power cord and plug it back into the scanner, and reboot your computer system.

*Why is the AccuTime not reading the employee's finger when I try to enroll an employee or when an employee tries to punch in on the terminal?*

Reasons:

- The employee's finger is not correctly placed on the AccuTime scanner.
- The light in the room where the scanner is located is too bright. Make sure the "Outside" check box is checked under the "Setup / Scanner System" screen.

*No matter how the employee places his finger on the AccuTime, it will not read his fingerprint. What should I do?*

- Try re-enrolling the employee's finger, if that doesn't work enroll a different finger.

*Does the computer have to be on at all times, with the AccuTime terminal connected?*

- Yes. The AccuTime must be connected to the computer and the computer must be on in order for the AccuTime to be operational. The AccuTime will stop functioning when it is unplugged from the computer or when the computer is turned off.

*Can the employees punch in on the AccuTime if I logout of Windows?*

- No. The AccuTime is not operational when you are logged out of Windows with the computer turned on.

*The AccuTime stops operating when my computer goes into “sleep” mode. What should I do?*

- The AccuTime will stop operating if your computer is set to go into the following:
  - Sleep Mode
  - Standby
  - Suspend Mode
  - Hibernation

*Can I use the AccuTime at any type of location?*

- No, you should avoid these types of locations:
  - Locations that are exposed to direct sunlight.
  - Locations that are exposed to extreme temperatures.
  - Locations that are exposed to high humidity.
  - Dusty locations.
  - Locations that are exposed to strong vibrations.
  - Locations where condensation may occur due to sudden changes in temperature.
  - Locations that are exposed to strong electric or magnetic fields, or in the vicinity of equipment such as TVs, radios, microwave ovens, and speakers.
  - Locations where chemicals are stored or where exposure to chemicals is possible.

*An employee injured his finger and the AccuTime will not read their fingerprint. What should I do?*

- Enroll a different finger for the employee.

*How do I re-enroll an employee’s finger?*

- Follow the same steps as described in the Employees section under “Registering an Employee’s Fingerprints”.

## Software Troubleshooting

The following section contains common questions and problems as well as their appropriate resolutions:

*The AccuTime Service has stopped. Try the following:*

- Reboot the computer and the AccuTime System will restart automatically.
- If the system is still not working then please check all of your cable connections to make sure they are secure and then reboot your computer again.
- If you are still having difficulties then call the Power Meter representative for assistance.

*What is the password to login to the software?*

- The default login is “admin” and the password is “accutime”.

Note: If you have changed the default password, and can’t remember your new password, you must call a Power Meter technical support representative who can assist you in resetting your password.

*I have moved my database and the system doesn’t work, what should I do?*

- Log out of AccuTime.
- Delete Config.APM file located on your hard drive in the directory where AccuTime is running from.

- Run the AccuTime software. You will get a pop-up screen asking you for the location of the database. Locate the database and log back into AccuTime.

*How do I correct a missed/missing punch?*

- Go to the Menu bar and click on Process / Approve Timesheet.
- Click on “Pay Time Table:” or “All”.
- Click on Missed punch.
- Click on the From and To dates at the right of the screen to select your date range.
- Click on Get Record.
- Locate the record with the missing punch and double-click on it.
- In the pop-up window click in the Clocked out time box and a pull down window will appear.
- Click on the date area and change it to the appropriate date.
- Click on the time area and change it to the appropriate time.
- Click the Update button to complete the process.

*I closed a pay period too soon. How do I re-open it for editing?*

**Important:** When you restore data you must go back in order that it was archived. If the time period is back several periods you will need to restore the periods that are preceding the one you need.

- Click on “Process”, then “Special Function”, and then “Restore Closed Pay Period”.
- Select the pay time table you need from the pull-down menu.
- Click on “Restore”.
- Make your changes to the data.
- Click on “Process”, then “Special Function”, and then “Archive Data”.

You will need to re-approve the timesheet pay periods for **all** of the pay time periods you restored.

## To Contact Us:

Call Toll Free: (866) 474 – 2660

Power Meter  
1722 Westwood Blvd, #203  
Los Angeles, CA 90024

[www.theacctime.com](http://www.theacctime.com) [Sales@accutimepm.com](mailto:Sales@accutimepm.com)