

Timeclock Manager User Guide

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Using Timeclock Manager

This application interfaces with your biometric timeclock and provides for:

- [Adding Timeclocks](#)
- [Setting Up the Network](#)
- [Configuring Timeclock Options](#)
- [Managing Employees and Departments](#)
- [Managing Schedules by Employee or Department](#)
- [Automatic import of time clock "punches" from connected timeclocks](#)
- [Managing Paycodes](#)
- [Managing Holidays](#)
- [Creating a variety of standard time, attendance and wage reports](#)
- [Managing Time Rules](#)
- [Backing up and Restoring the Database](#)
- [Automatically create time entries in Quickbooks](#)

Configure Timeclocks

The first time you launch Timeclock Manager, the Add New Timeclock wizard steps you through the process of connecting a timeclock.

If you wish to add additional timeclocks, click **Tools->Add New Timeclock**.

Timeclocks can be connected in one of three ways:

1. On your network, using a TCP/IP address.
2. Directly to your computer, using a serial cable.
3. Disconnected with data being transferred via a USB disk.

Once a timeclock has been connected and configured, clicking [Refresh Clocks](#) loads new employees and clock punches into the application.

Adding a New Timeclock

Click **Tools->Add New Timeclock** to launch the Add New Timeclock Wizard.

This wizard walks you through the process of connecting and configuring a timeclock for use with the Timeclock Manager application.

Before you begin, you must assign an IP address to the terminal. See [Network Management](#) for instructions for setting up an IP address for either your [TouchTime II](#), [G1](#) or [G2](#) terminal.

Once this is done, you can connect your timeclock to an Ethernet network using a standard CAT 5 patch cable.

Timeclock Network Setup

Setup is based on whether you are using a [TouchTime II Setup, G2](#) timeclock or [G1](#).

TouchTime II Setup

Depending on the application you are using, you will access the Microsoft configuration screens one of the following two ways: Remotely via a VNC remote desktop tool or built-in via the Genus 2 Emulator for Touch Time II

Remote Management with VNC

The TouchTime II can be remotely controlled using a remote desktop tool such as TightVNC. Use the following passwords:

- Standard Password: cmi\$tt2\$
- View Only Password: cmi^tt2^
- Control Password: cmi@tt2@

To access the Microsoft Control Panel:

1. Enter the following in the Login screen: your IP address (get this from your IT department) and the cmi\$tt2\$ password.
2. Bring up the Task Manager by clicking **CTL-ALT-DEL**.
3. Select **Task Manager -> Control Panel**.

You are now ready to set up the network. Proceed to **Setting the IP Address** on page 7.

Using the Genus 2 Emulator for Touch Time II

When initializing the TouchTime II, you will see **Figure 1**. Touch Desktop to display the PC desktop (Figure 2). You can now use this unit as you would any PC touchscreen tablet.



Figure 1

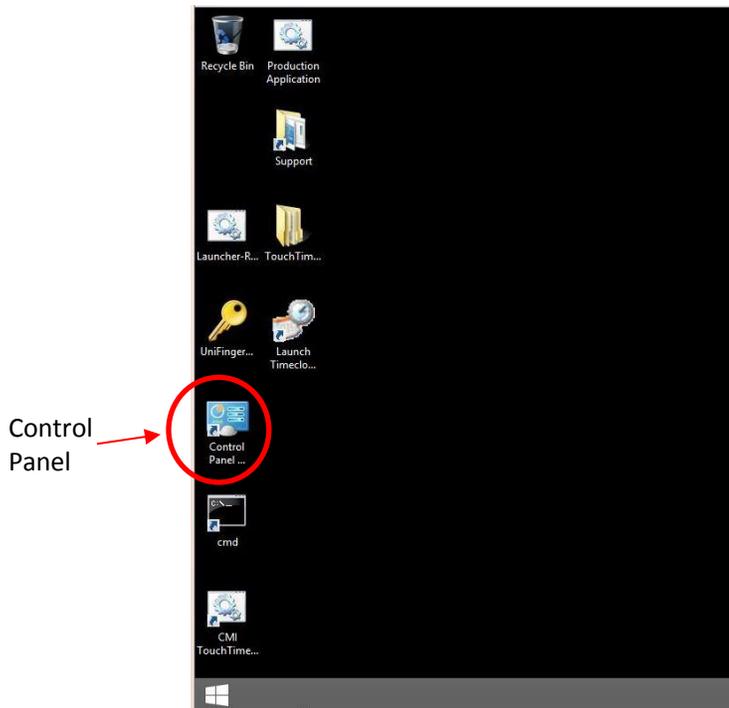


Figure 2

Using the Virtual Keyboard

A virtual keyboard is used for entering data.

1. To display the keyboard, from the Desktop, tap the Keyboard icon in the bottom right of the system tray (**Figure 3**).
2. To close the keyboard, tap the **X** in the keyboard's top-right corner (**Figure 4**). To hide the keyboard, double-tap the keyboard icon in the bottom left corner (**Figure 4**).



Figure 3



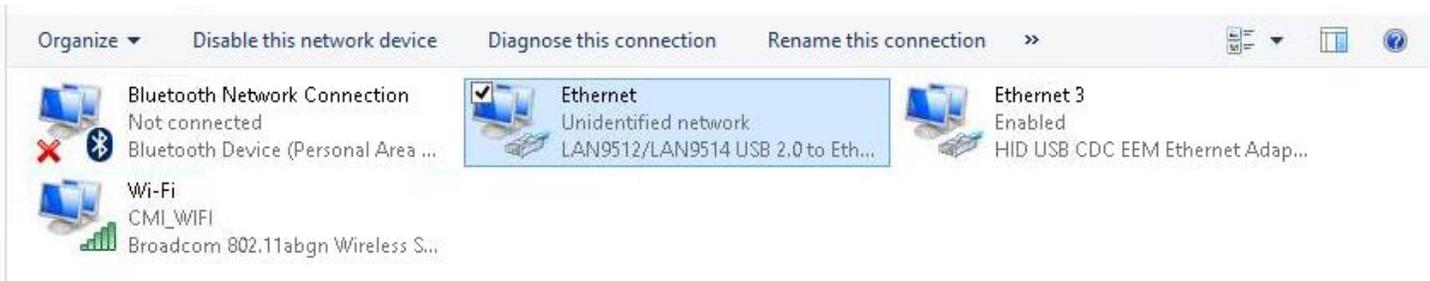
Figure 4

Set the IP Address

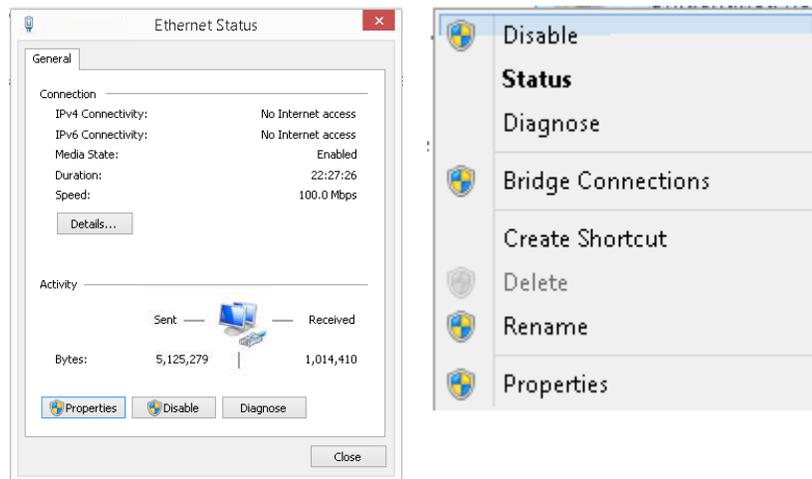
Once you have connected the unit to the switch via the Cat5E Ethernet cable, it is automatically added to your network. To proceed, you'll need the IP address for your TouchTime II.

1. From the Control Panel (**Figure 2**) select **Network and Sharing Center | Change Adapter Settings | Ethernet**.

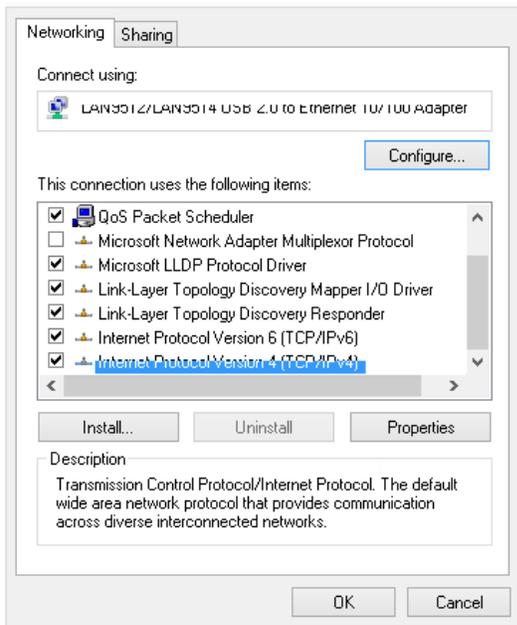
Note: DO NOT select Ethernet 3.



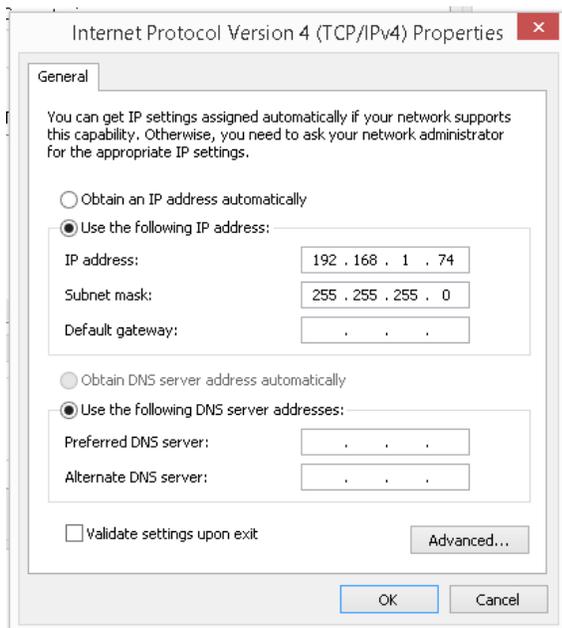
2. Double-tap the screen or right-click the mouse and select **Properties**.



3. Highlight your TCP/IP parameter and select **Properties**.



4. Fill in your static IP address and select **OK**.



Customize Timeclock Manager

As you did earlier on your desktop, you now need to customize the TouchTime II's dataconfiguration file.

1. Click any folder on the TouchTime II's desktop.
2. Click **Acer (C:)->Program Files->Control Module, Inc->Timeclock Manager 3.0**
3. Right-click **dataconfiguration**.
4. Click **Properties->Security->Edit**.
5. Highlight **Users** and check the **Full Control** box under the **Allow** column.
6. Click **Apply->OK->OK**.
7. Right-click **dataconfiguration**.
8. Click **Open With->Options->Notepad**.

9. The following screen displays. You will be editing the parameters inside the red box below.

```

1 <?xml version="1.0" encoding="utf-8"?>
2 <dataConfiguration>
3 <xmlSerializerSection type="Microsoft.Practices.EnterpriseLibrary.Data.Configuration.DatabaseSettings, Microsoft.Practices.EnterpriseLibrary
4 <enterpriseLibrary.databaseSettings xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" def
5 <databaseTypes>
6 <databaseType name="Sql Server" type="Microsoft.Practices.EnterpriseLibrary.Data.Sql.SqlDatabase, Microsoft.Practices.EnterpriseLibra
7 </databaseTypes>
8 <instances>
9 <instance name="SQLExpress CMI User Instance" type="Sql Server" connectionString="SQLExpress CMI User Instance" />
10 </instances>
11 <connectionStrings>
12 <connectionString name="SQLExpress CMI User Instance">
13 <parameters>
14 <!-- Local Instance -->
15 <parameter name="Data Source" value=".\SQLEXPRESS" isSensitive="false" />
16 <parameter name="AttachDbFilename" value="|DataDirectory|\Timeclock.mdf" />
17 <parameter name="Integrated Security" value="True" isSensitive="false" />
18 <parameter name="User Instance" value="True" isSensitive="false" />
19
20 <!-- Remote Instance
21 <parameter name="Data Source" value="SERVERNAME\SQLEXPRESS" isSensitive="false" />
22 <parameter name="User ID" value="sa" isSensitive="false" />
23 <parameter name="Password" value="password" />
24 <parameter name="Initial Catalog" value="CIB3.0" isSensitive="false" />
25 -->
26 </parameters>
27 </connectionString>
28 </connectionStrings>
29 </enterpriseLibrary.databaseSettings>
30 </xmlSerializerSection>
31 </dataConfiguration>

```

10. You will need the following company-specific information from your IT department to continue:

- a. Data Source
- b. User ID
- c. Password
- d. Initial Catalog

11. Comment out the Local Instance section by moving --> from the right side of Local Instance to the far left column following the last line of code in the Local Instance section as follows:

```

<!-- Local Instance
<parameter name="Data Source" value=".\SQLEXPRESS" isSensitive="false" />
<parameter name="AttachDbFilename" value="|DataDirectory|\Timeclock.mdf" />
<parameter name="Integrated Security" value="True" isSensitive="false" />
<parameter name="User Instance" value="True" isSensitive="false" />
-->

```

12. Enter your company-specific information into the Remote Instance section. For example:

```

<!-- Remote Instance -->
<parameter name="Data Source" value="192.168.11.51" isSensitive="false" />
<parameter name="User ID" value="sa" isSensitive="false" />
<parameter name="Password" value="password" />
<parameter name="Initial Catalog" value="CIB" isSensitive="false" />

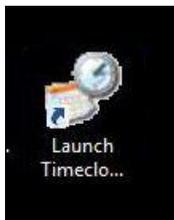
```

13. When you are done, click **File** on the top left corner of the screen.

14. Click **Save**.

15. Exit Notepad.

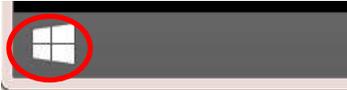
16. Double-click the Launch Timeclock icon on the Touchtime II desktop.



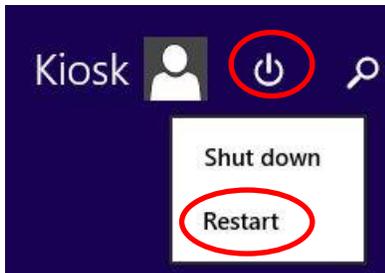
17. Click the red x in the top right corner to dismiss Timeclock.



18. Restart the TouchTime II by clicking the Windows icon on the bottom of the TouchTime II desktop.



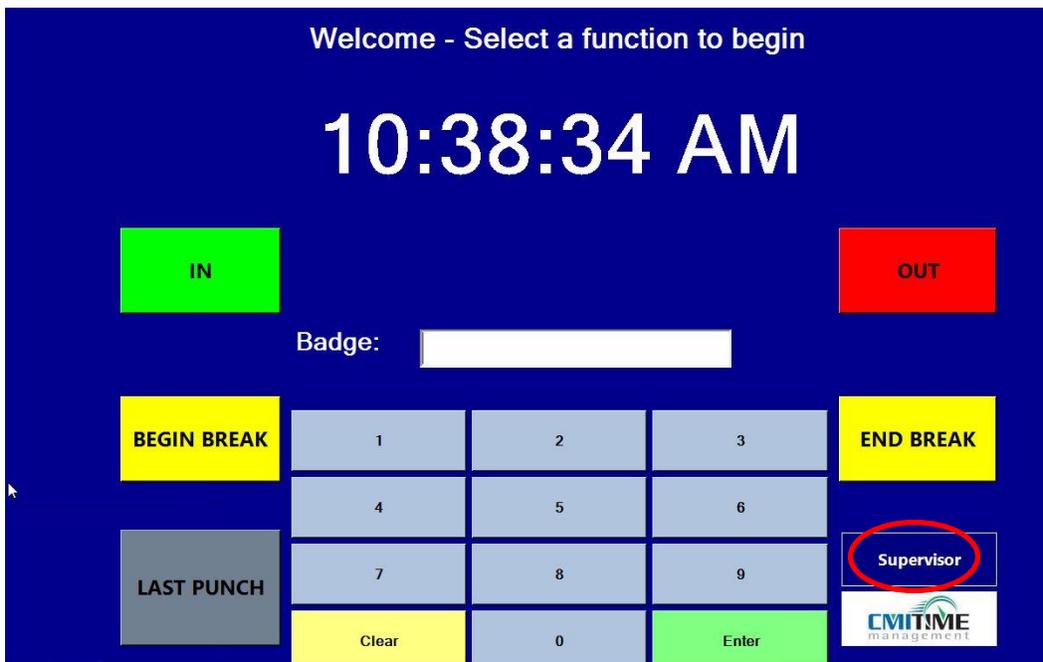
19. Click the power icon and select Restart.



20. Once the desktop displays, touch the Desktop box.



21. The main Timeclock Manager screen displays.



22. To return to the PC desktop, click **Supervisor**. The following screen displays. Note that only a supervisor has this access.



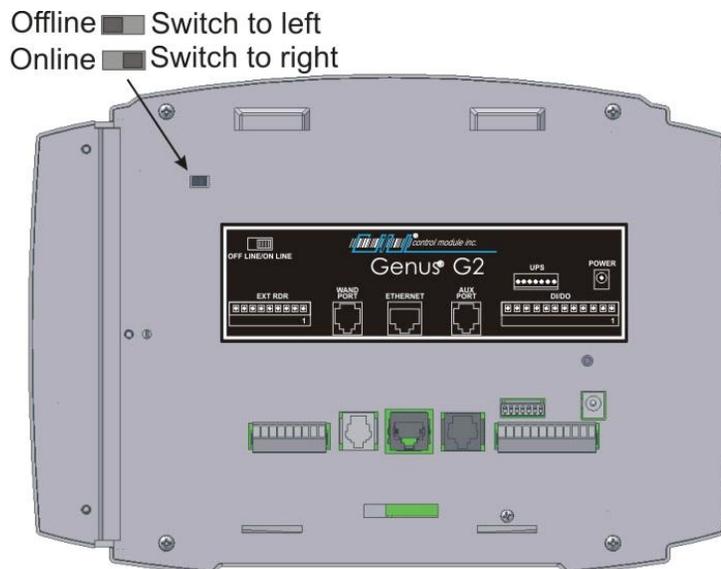
23. Click **Close App**.

Genus 2 Network Setup

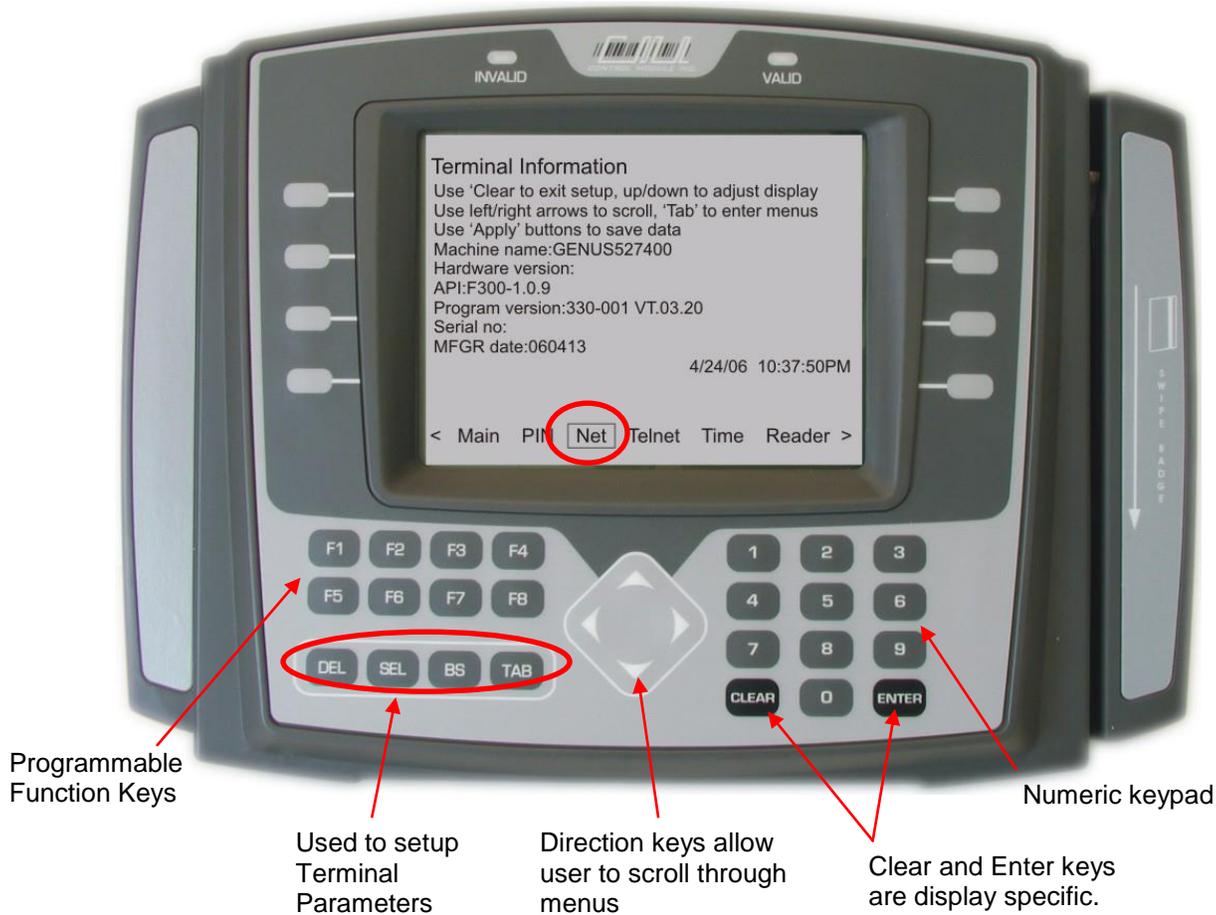
Switch the "online/offline" switch on the back of the terminal to the "offline" position and power cycle the terminal.

Offline Mode

The Genus G2 terminal offline mode is utilized for initial setup and when any of the following options require a change: communications, readers, security, time/date, terminal maintenance and terminal administration. To enter **Offline Mode**, move the switch located on the back plate of the terminal to the left position prior to power-up. If the switch is moved while the device is powered up, the terminal resets and enters **Offline Mode**. When no setup changes are required, the switch position should be to the right for **Online**.



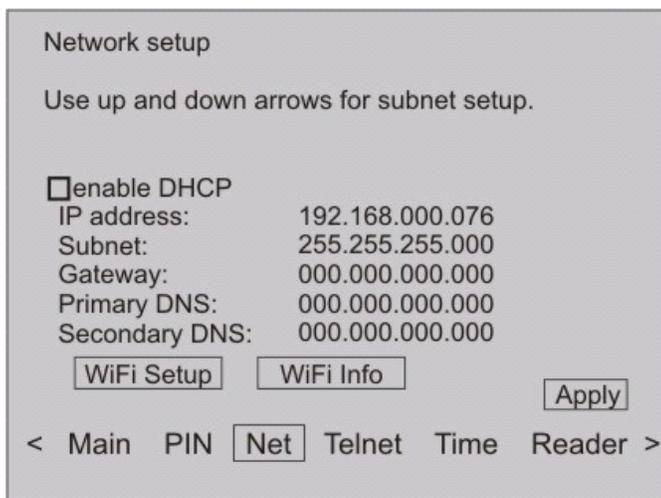
In Offline Mode, the normal power up displays occur until the Starting : Setup message appears.



Use the left and right arrow keys to highlight **Net**.

Configure the G2 Terminal

Click **Net** to use Network Setup to configure the Terminal's network parameters, including DHCP, IP address, gateway, subnet mask, DNS servers, and telnet menu.



1. Press  to advance to and highlight the **enable DHCP** field.

2. Press  to **Disable DHCP** by un-checking the "enable DHCP" checkbox.
3. Press  to advance to the **IP Address** field.
4. Enter an IP Address. The cursor will automatically advance to the next IP address field as you enter the numbers.
5. Press the **Tab** key to advance to the subnet mask field.
6. Use the **Up/Down Arrow** keys to scroll through the list of available subnet masks.
7. Leave the Gateway, Primary DNS, and Secondary DNS values "000.000.000.000."
8. Use  to highlight the *Apply* button and press  to save settings.
9. Switch the terminal from **Offline** back to the **Online** position. After a few moments, the unit will begin to initialize.

Genus 1 Network Setup

Switch the **online/offline** switch on [the back of the terminal](#) to the *offline* position and power cycle the terminal.

Offline Mode – Setup Menu

```

TERMINAL INFO?

<UP><DWN><E>
  
```

Use the up/down arrow keys until you see the Network Setup menu, then press **E**.

NETWORK SETUP

```

NETWORK SETUP
  <0-9><E><H>
SECONDARY DNS:
000.000.000.000
  
```

Network Setup provides the ability to configure the terminal's network parameters, including DHCP, IP address, gateway, subnet mask, DNS servers, and telnet menu.

Press **E** key to enter the network setup menu.

DISABLE DHCP

```

NETWORK SETUP
  <UP><DWN><E><H>
ENABLE DHCP
N
  
```

Note: A fixed or static IP address is required when using the TimeClock manager software.

Use the up/down arrow keys to disable DHCP by setting the selected option to **N**.

TERMINAL IP

```

NETWORK SETUP
  <0-9><E><H>
TERMINAL IP:
192.168.000.064
  
```

Assign a static IP address for your terminal. A static IP address allows the application software to connect to the terminal.

SUBNET MASK

```
NETWORK SETUP
<UP><DWN><E><H>
SUBNET MASK
255.255.255.000
```

Specify a subnet mask for the terminal by using the up/down arrow keys to scroll through the list of valid subnet masks.

GATEWAY IP

```
NETWORK SETUP
<0-9><E><H>
GATEWAY IP:
000.000.000.000
```

Specify a gateway address for the terminal. This entry is optional if the terminal does not need to communicate with devices outside the immediate subnet.

PRIMARY DNS

```
NETWORK SETUP
<0-9><E><H>
PRIMARY DNS:
000.000.000.000
```

This entry is not required for the Timeclock manager software. Enter a value of "000.000.000.000."

SECONDARY DNS

```
NETWORK SETUP
<0-9><E><H>
SECONDARY DNS:
000.000.000.000
```

This entry is not required for the Timeclock manager software. Enter a value of "000.000.000.000."

ENABLE TELNET

```
NETWORK SETUP
<UP><DWN><E><H>
ENABLE TELNET:
Y
```

Enable the telnet interface to the terminal.

TELNET PORT

```
NETWORK SETUP
<0-9><E><C><H>
TELNET PORT:
09999
```

Leave the telnet port configured for the factory default value of "9999."

TELNET PIN

```
NETWORK SETUP
<0-9><E><C><H>
TELNET PIN:
█
```

Do not assign a value for the telnet PIN.

ENABLE TFTP (Enable/Disable only)

```
NETWORK SETUP
<UP><DWN><E><H>
ENABLE TFTP:
Y
```

Ensure that the TFTP interface is enabled. This will allow you to update the terminal's application in the future.

SAVE CHANGES

```
NETWORK SETUP
<E><H>
SAVE CHANGES?
'E'=SAVE 'H'=ABORT
```

Saves all network changes by selecting E.

Configure Timeclock Options

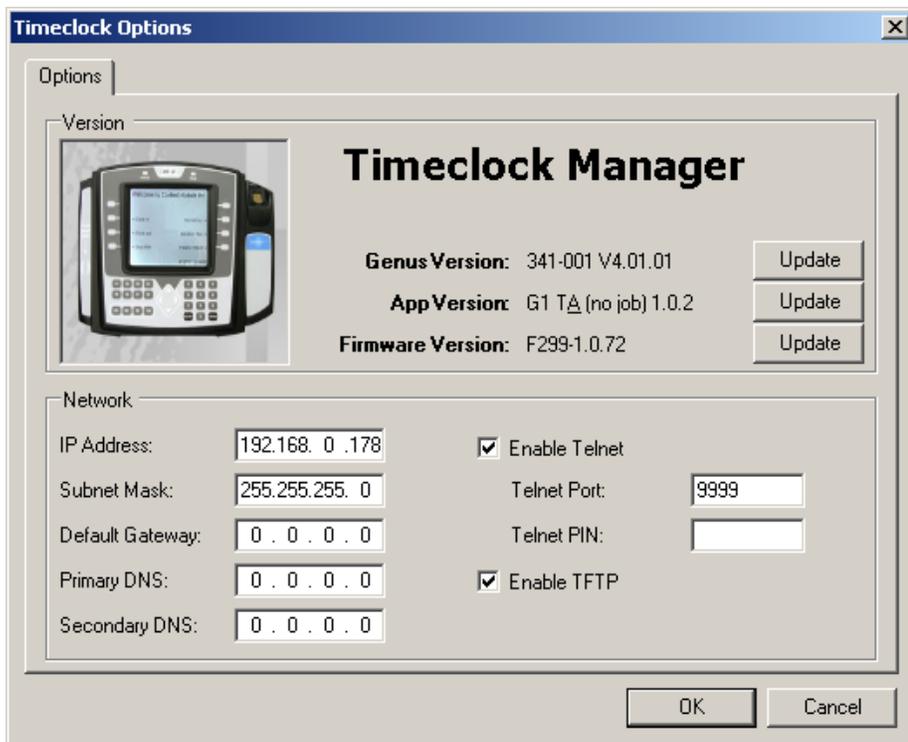
To configure the options for a timeclock:

1. Click **Tools**.
2. Select **Timeclock Options**.
3. Select the clock to configure.

The Timeclock Options dialog displays.

Timeclock Options Tab

This page displays information about the Genus timeclock, including the firmware revision, number of employees, records, and so on. This display does not apply to the TouchTime II clock.



To update the firmware on the Genus Timeclock:

1. Click **Update**.
2. Select a valid firmware file.

NOTE: This process must *not* be interrupted!

Refresh Timeclock Data

The **Refresh Clocks** button pulls new employees and clock punches from all connected time clocks into the application and Quickbooks.

Employees and Departments

To View, Edit and Maintain Employees and Departments:

1. Click **Employees**.
2. Click a timeclock or department in the left pane to view the members on the right.

From here you will be able to manage your employees as follows:

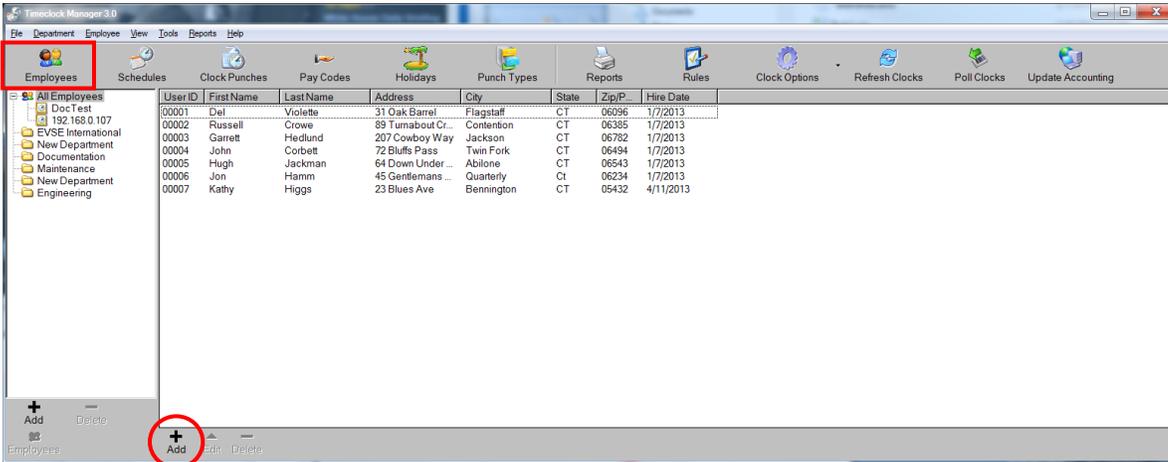
- [Add](#)
- [Add Multiple](#)
- [Edit](#)
- [Delete](#)
- [Delete Multiple](#)
- [Import](#)
- [Enroll Fingerprints](#)

From here you will also be able to [Add](#), [Edit](#) and [Delete](#) departments.

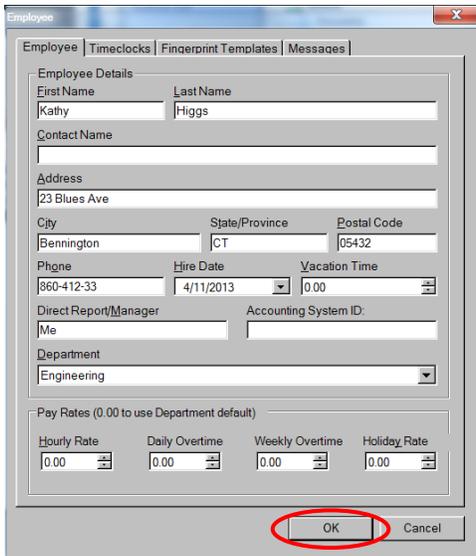
Adding an Employee

To add an employee:

1. Click **All Employees** or the specific Time Clock in the left pane.
2. Click **Add**.



1. The *Employee* Dialog box displays.
2. Enter information for the appropriate fields.
3. Click **OK**.



Employee | Timeclocks | Fingerprint Templates | Messages

Employee Details

First Name: Kathy Last Name: Higgs

Contact Name: _____

Address: 23 Blues Ave

City: Bennington State/Province: CT Postal Code: 05432

Phone: 860-412-33 Hire Date: 4/11/2013 Vacation Time: 0.00

Direct Report/Manager: Me Accounting System ID: _____

Department: Engineering

Pay Rates (0.00 to use Department default)

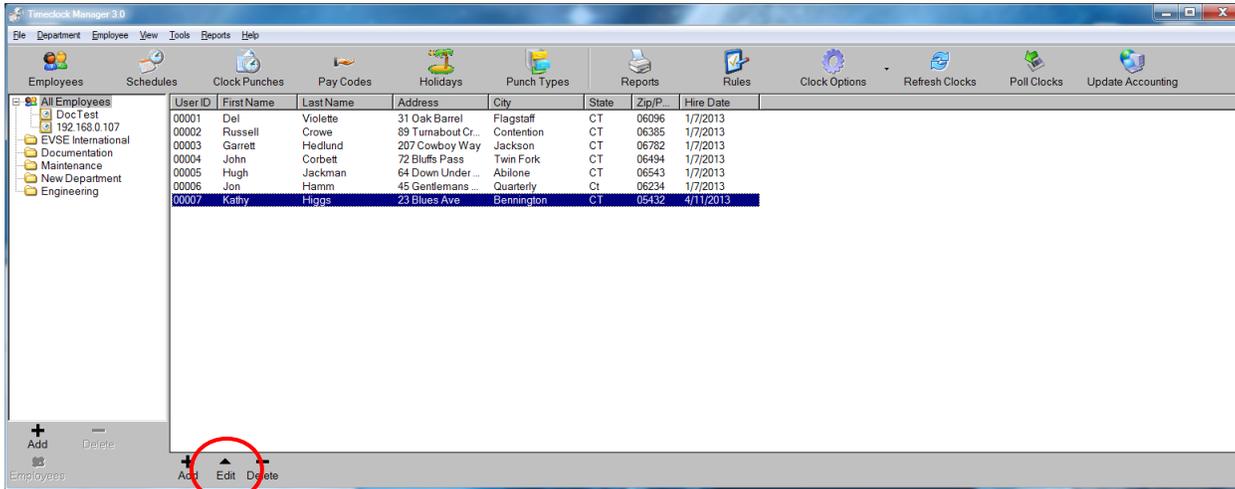
Hourly Rate	Daily Overtime	Weekly Overtime	Holiday Rate
0.00	0.00	0.00	0.00

OK Cancel

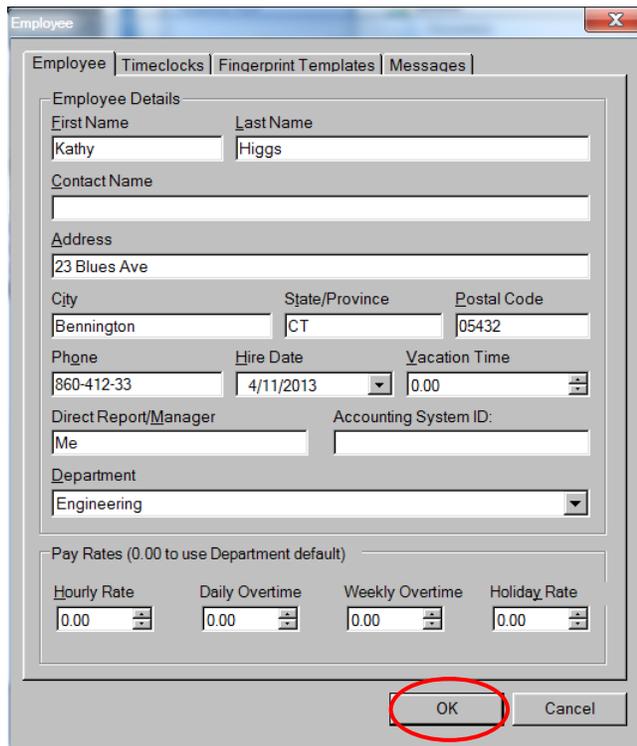
Editing an Employee

To edit an employee:

1. Click **All Employees** or the specific Time Clock on the left.
2. Highlight the employee on the right side of the screen and click **Edit**.



1. The *Employee* Dialog box displays.
2. Make any necessary changes.
3. Click **OK**.



The screenshot shows the Employee dialog box with the following fields:

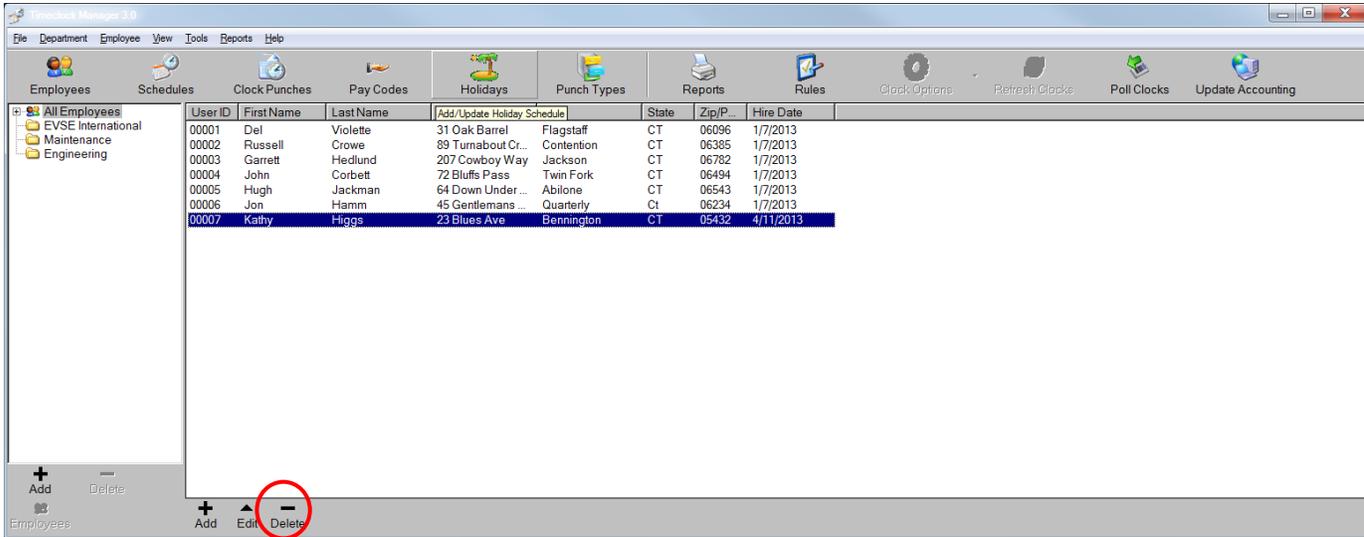
- Employee Details:**
 - First Name: Kathy
 - Last Name: Higgs
- Contact Name:** (empty)
- Address:** 23 Blues Ave
- City:** Bennington
- State/Province:** CT
- Postal Code:** 05432
- Phone:** 860-412-33
- Hire Date:** 4/11/2013
- Vacation Time:** 0.00
- Direct Report/Manager:** Me
- Accounting System ID:** (empty)
- Department:** Engineering
- Pay Rates (0.00 to use Department default):**
 - Hourly Rate: 0.00
 - Daily Overtime: 0.00
 - Weekly Overtime: 0.00
 - Holiday Rate: 0.00

The 'OK' button is circled in red.

Deleting an Employee

To delete an employee:

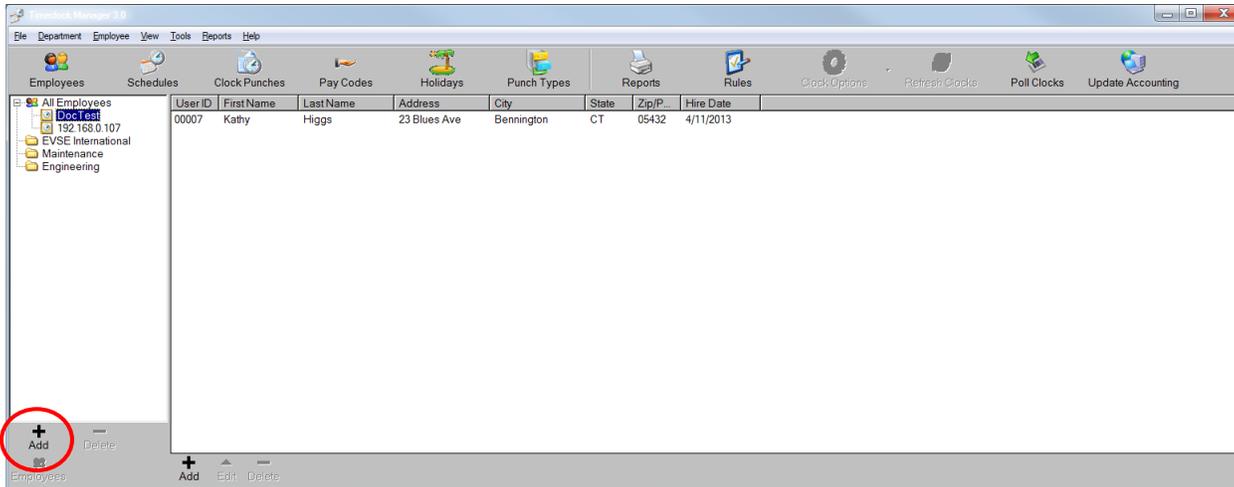
1. Select the Employee you want to delete in the right pane.
2. Click **Delete**.



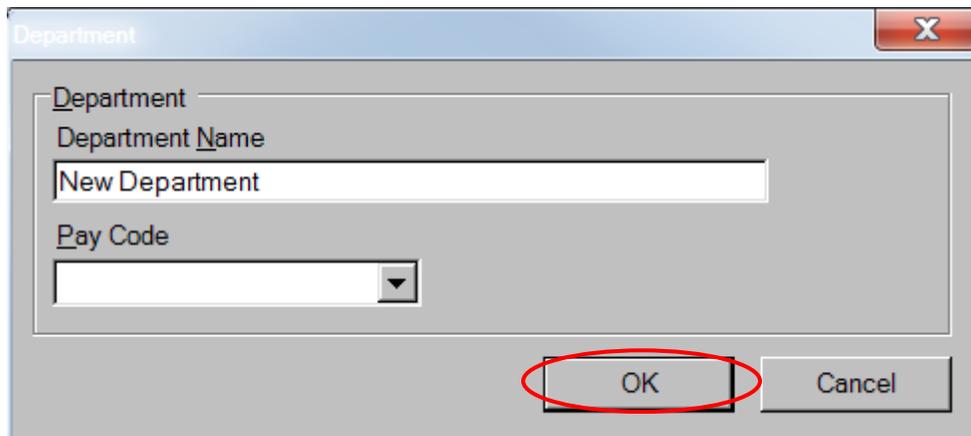
Adding a Department

To add a department:

1. Click **All Employees** or the specific Time Clock on the left.
2. Click **Add** in the left pane.



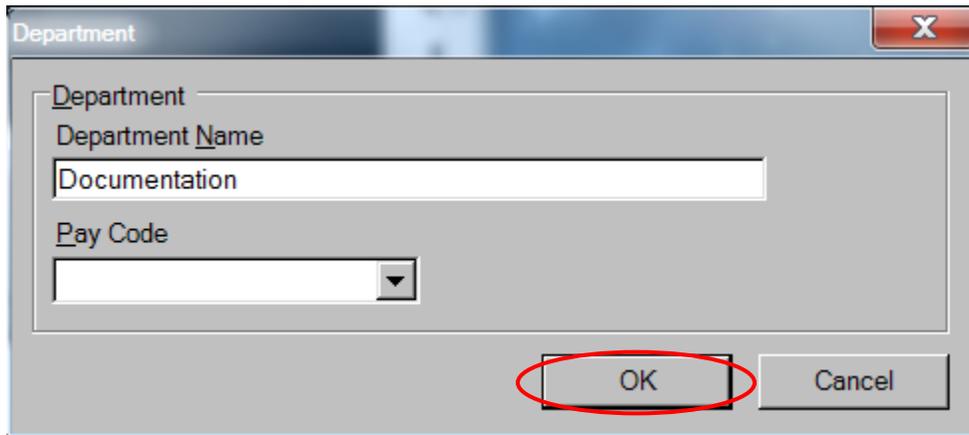
3. The *Department* Dialog box displays.
4. Enter a department name, and select a Pay Code using the dropdown menu.
5. Click **OK**.



Editing a Department

To edit a department:

1. Double-click a department on the left side of the *Timeclock Manager* screen. The *Department* Dialog box displays.
2. Make changes to the department name or Pay Code.
3. Click **OK**.



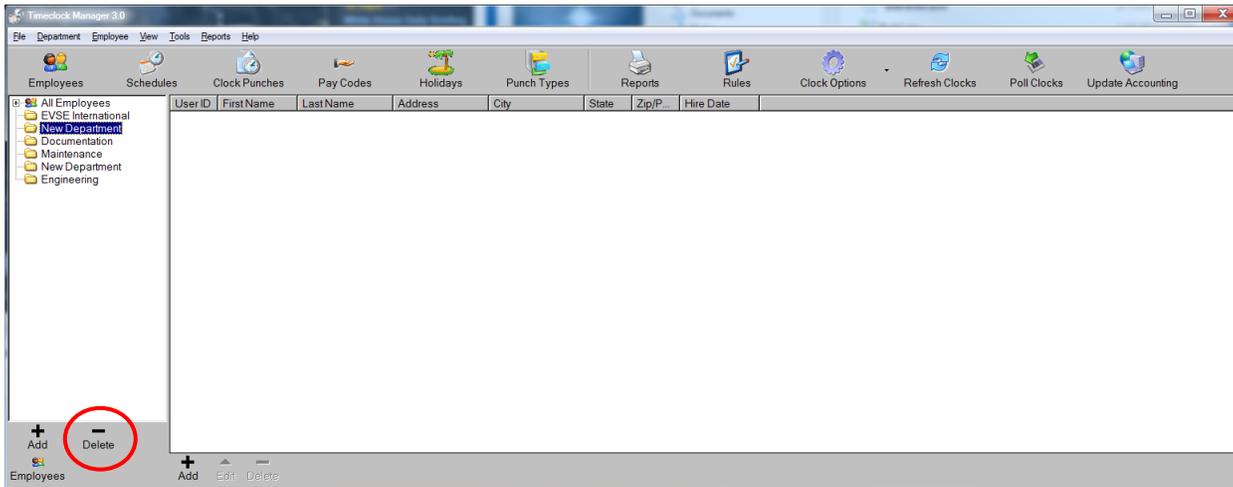
The screenshot shows a dialog box titled "Department" with a close button (X) in the top right corner. The dialog contains two input fields: "Department Name" with the text "Documentation" entered, and "Pay Code" with a dropdown arrow. At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

Deleting a Department

To delete a department:

1. Highlight the department that you want to delete in the left pane.
2. Click **Delete** at the bottom of the left pane.

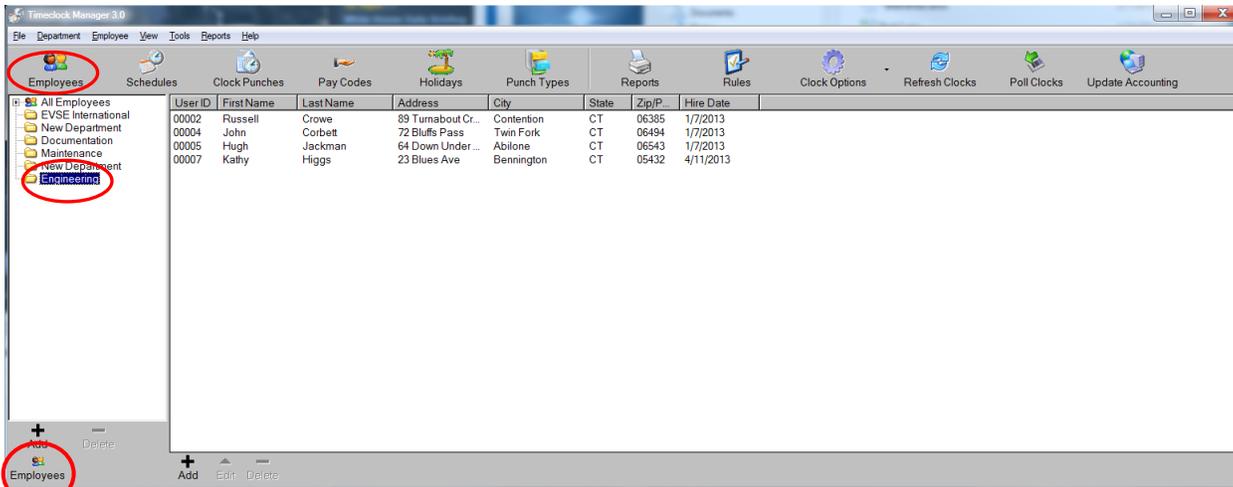
Note: Only Departments that do not contain any employees can be deleted.



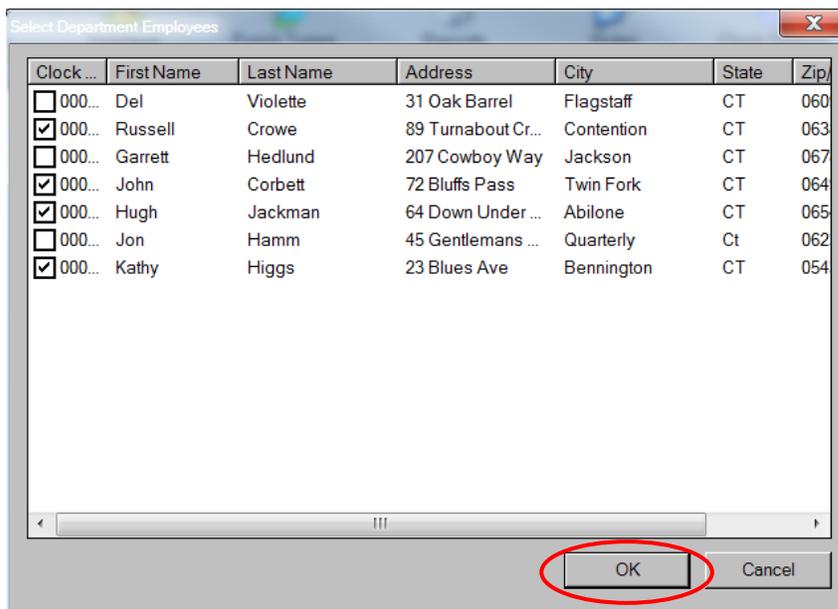
Adding to or Removing Multiple Employees from a Department

To add or remove multiple employees:

1. Click **Employees**.
2. Select the **Department**.
3. Click **Employees** at the bottom of the left pane.



The *Select Department Employees* dialog box displays.



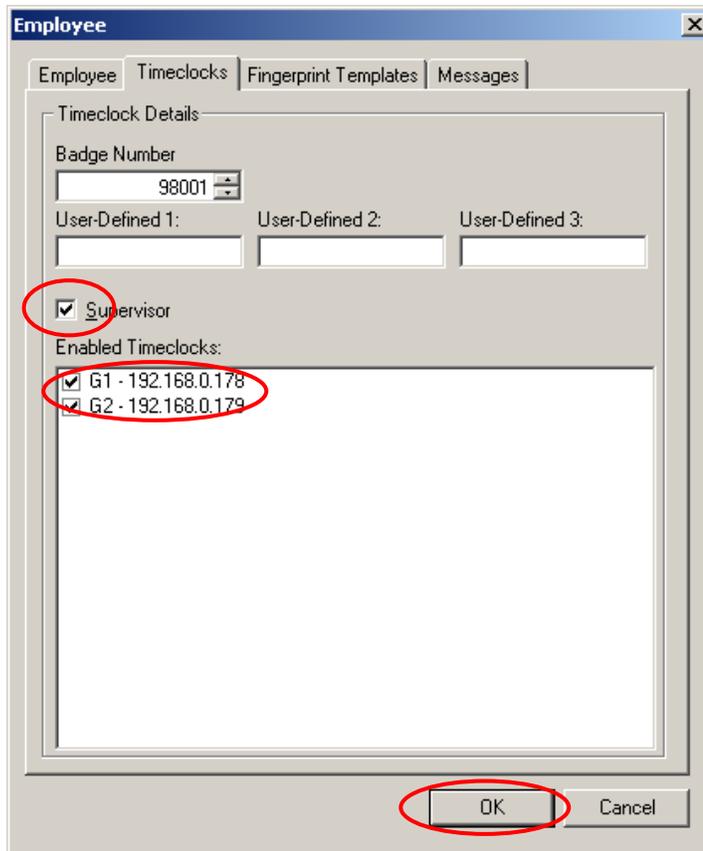
4. Check the employees that should be members of the department you selected in **Step 2**.
5. Click **OK**.

Enrolling an Employee Fingerprint

The process of assigning a fingerprint to an employee is called Enrollment. To enroll one or more fingerprints for an employee you must have designated supervisor privileges at one or more timeclocks.

To setup an Employee as a supervisor:

1. Click **Employees** and highlight the employee you wish to designate as a supervisor.
2. Click **Edit** under the list of employees.
3. When the *Employee* dialog box opens, click the **Timeclocks** tab.
4. Select the clock(s) to designate the employee as supervisor on in the *Enabled Timeclocks* section.
5. Check the *Supervisor* box.
6. Click **OK**. The employee is now able to Bio Enroll user's fingerprints at Timeclocks.



To Enroll a Fingerprint at the Timeclock:

1. At the Timeclock, select either the **Supv** (supervisor) or **BioEnroll** options.
2. Enter the ID Number of the designated supervisor.
3. Use the up/down menu keys on a G1 terminal and select the **Enroll** option. On G2 terminals, simply enter the employee badge number and select the **Enroll** key.
4. Follow the on-screen prompts and direct the employee to place their finger on the sensor when ready. CMI recommends that you enroll 2 fingers per employee. See Using the Biometric Scan on page 26 for detailed information about capturing a proper fingerprint.
5. Click on the **Refresh Clocks** option. The fingerprint data will be retrieved from the clock and stored.

Using the Biometric Scan

Using fingerprints for identification involves the proper scanning of a user's fingerprint from several angles to ensure a well-defined print. The Biometric scanner is located on the bottom left of the TouchTime II's pedestal.



Biometric Definitions

Enrollment is the operation of scanning a fingerprint, determining the quality of the fingerprint scan, and storing a good template with associated data within the memory of the scanner.

Verification is the operation of requesting the user to place their finger on the scanner, scanning the finger, comparing the current scan against stored fingerprint templates for that user and then notification of a successful validation or a failure.

Fingerprint Template is the term used to describe the data stored on the scanner that mathematically represents the ridge pattern of an enrolled fingerprint. This data is not the raw image of the fingerprint, but the result of processing a raw image through our unique algorithmic process, preparing the data for later comparisons, and compressing the data for maximum storage. An image of the uncompressed template data does resemble the raw image, but whereas a raw image is 90K bytes, the compressed template is only 350 bytes (1 to 1) verification and 2000 bytes in a (1 to N) Identification.

Fingerprint Core is the term used to describe distinguishing print characteristics usually found in the area of the print where the topography shows the tightest curvature. Although the entire fingerprint has significant data, the "core" is the most data-intensive area and therefore very important.

Scanning an Image

When the scanner properly reads a fingerprint, it looks for image *quality* and fingerprint *content*. When a raw image is collected from the sensor, the scanner searches for the **fingerprint core**.

Quality scores are based on how well the ridge pattern is defined within the image. For best image *quality*, be sure that the sensor window is clear of dirt, residue, or other material that can block the scanner view of the fingerprint.

Once the image is scanned, the scanner then creates and stores the resulting fingerprint template.

Storing User Templates on the Biometric Scanner

Verification

The BioScan II recognizes users by matching current images to stored templates of previously enrolled fingerprints. During *VERIFICATION*, a user enters their ID # and places their finger on the fingerprint capture device. The scanner will then scan the current fingerprint and compare it against the enrolled template for that specific ID. The initial finger scan takes ~0.5 seconds and the each comparison takes ~0.5 seconds. So if the template results in a successful verification, the total time is ~1.0 seconds.

Identification

The scanner recognizes users by matching current images to stored templates of previously enrolled fingerprints. During *IDENTIFICATION*, a user places their finger on the fingerprint capture device. The scanner will then scan the current fingerprint and compare it against the enrolled templates for that specific ID. The initial finger scan takes ~20 seconds and the each comparison takes ~1.0 seconds. So if the template results in a successful verification, the total time is ~1.0 to 2.0 seconds.

Proper Finger Placement

The basics for successful operation of the scanner are simple but important. System performance improves dramatically with **consistent finger placement**. It is important to make sure that the position of the finger allows the scanner to record the unique features of the print. Here are the steps to follow for trouble-free fingerprint recognition.

- Use the Ridge-Lock and the Finger Guide to create “simple user instruction” and finger position. With the fingertip raised, position the finger so that the Ridge-comfortably within the first indentation of the finger. Next, lower the finger onto apply moderate pressure. This figure illustrates proper finger placement and the of the scanned fingerprint.



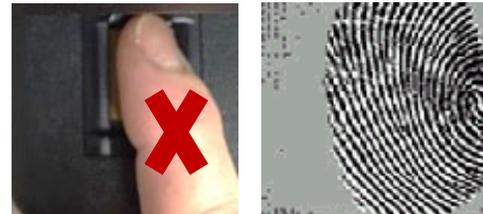
Common Mistakes

Correct finger placement is a significant component for reliable fingerprint imaging. The following figures illustrate some common mistakes to avoid.

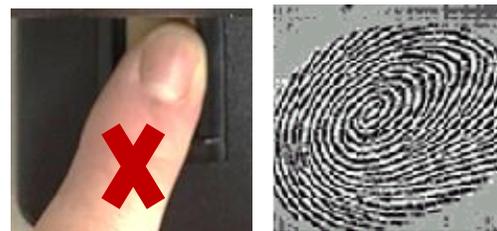
- Sliding the fingertip into place instead of lowering it onto the sensor will cause distortion of the fingerprint and will degrade image quality. Keep the fingertip raised while locating the Ridge-Lock, then lower the fingertip.
- Rotating the finger into position will also cause distortion of the fingerprint, subsequently making verification less reliable.
- Placing your finger as if punching a button will not provide adequate information and will degrade system performance. Proper sensor height and angle along with consistent use of the Ridge-Lock deters this behavior.



- Positioning the finger to one side and leaving a portion of the sensor exposed will degrade image quality. This figure demonstrates how poor finger placement degrades the image of the fingerprint. Notice how the core is well off-center and the sensor is not fully covered.



- Placing the finger at an angle to the finger guide, as shown below, is another common mistake. Rotation of the fingertip will not provide a reliable image of the fingerprint.



- Not using the Ridge-Lock will prevent the scanner from imaging the main features of interest. This figure illustrates the user neglecting the Ridge-Lock and resulting fingerprint image. Notice how the core is well below center and the sensor is not fully covered.



Image quality

Dry skin is another factor that can contribute to an unreliable image of a fingerprint. A normal amount of moisture on the skin makes the ridges and valleys of the fingerprint stand out to the sensor. Too little moisture makes the image “noisy” and will “cause BioScan II to reject the image during processing. Lightly moisturizing the finger will enhance the contrast of the print and provide more reliable verification. The increased sensitivity of the silicon sensor is dramatically reducing problems in this area.

Image consistency

Once a user’s fingerprint template has been enrolled, the best performance in the candidate matching process depends on consistency. Obviously, the user must use the same finger for ID verification as was used to form the original template. It is also important to position the finger correctly for each verification, as was done when the template was enrolled, so the scanner “sees” approximately the same information each time. **Consistent use of the Ridge-Lock system and Finger Guide ensures consistent finger placement.**

Reasons for Low Scores

Some reasons for poor sampling results are listed below:

Possible Reason	Correction
Finger movement while sampling	Instruct the user to remain still while scanner is sampling.
Finger not positioned properly	With the fingertip raised, position the finger so that the Ridge-Lock rests comfortably within the first indentation of the finger. Next, lower the finger onto the sensor and apply very moderate pressure.
User might be pressing too hard	Too much pressure on the sensor will blur the fingerprint ridges. Allow the user to apply gentle pressure while sampling.
User might not be pressing hard enough	You must apply gentle pressure when enrolling. The fingerprint should lay flat upon the sensor surface.
Finger too moist or wet	If the user washed their hands, but failed to completely dry the finger that is sampled, excessive moisture may cause the sample to be more difficult to obtain. Dry wet or moist fingers before sampling.
<i>Finger too dry</i>	Depending upon the geographical area, the season, and the skin type of the user, their fingerprint might be excessively rough or dry. Excessively dry skin may affect the sample quality. Try applying skin moisturizer a few minutes before enrolling to improve image quality.

Examples of Good and Bad Fingerprint Images



This is an example of a **GOOD** print. Notice that the core is well centered, the ridges are well defined and the sensor is covered properly.



This is an image of the Pinky (little finger). The Pinky is a BAD choice to use as a fingerprint since the print is small compared to other fingers. As you can see, very little of the sensor area is covered.



This is an image of the Thumb. The Thumb is also a BAD choice for fingerprint enrollment. Although it presents a very large data area, you can see that the core is very low or even non-existent. Do not use a Thumb for enrollment or verification



This is an example of a user not applying enough pressure. Although the core is centered, you can see that the image coverage is very poor.



This is an example of a **DRY** fingerprint. Notice how the ridge pattern is very light and not well distinguishable.



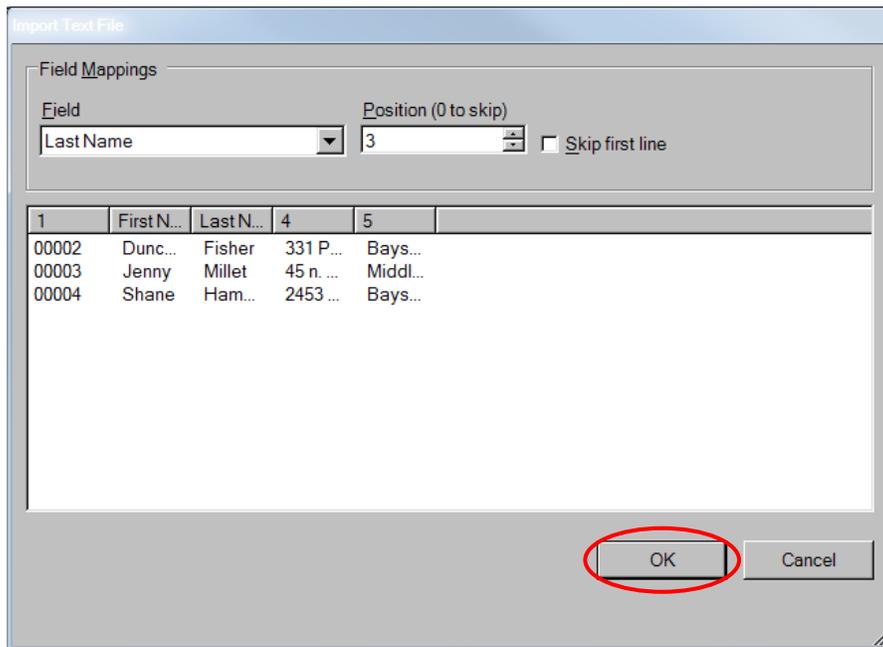
This is an example of a **WET** fingerprint. Notice how the ridge pattern blurs into surrounding ridges and the causes problems in the imaging. In this case, dry the finger of the user and retry.

Importing Employees

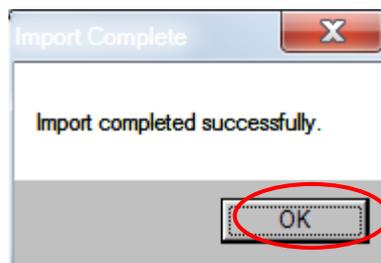
To Import Employees From a CSV File:

Note: Only CSV files can be imported.

1. Click **Employees**.
2. Select a timeclock.
3. From the Main Toolbar click **Employee**.
4. From the dropdown menu, select **Import** then **From Text File**.
5. Navigate to the text file on your PC to import and click **Open**. The *Import Text File* dialog box displays.
6. Using the *Field* dropdown menu, select the field name to map to an appropriate position.
7. Using the **Position** numeric field, assign a position number for the field name. The chosen *Field* name will appear on the column heading. Repeat **Steps 6** and **7** until all fields are mapped.
8. When all fields are mapped, click **OK**.



9. The *Import Complete* dialog box displays. Click **OK**.



Schedules

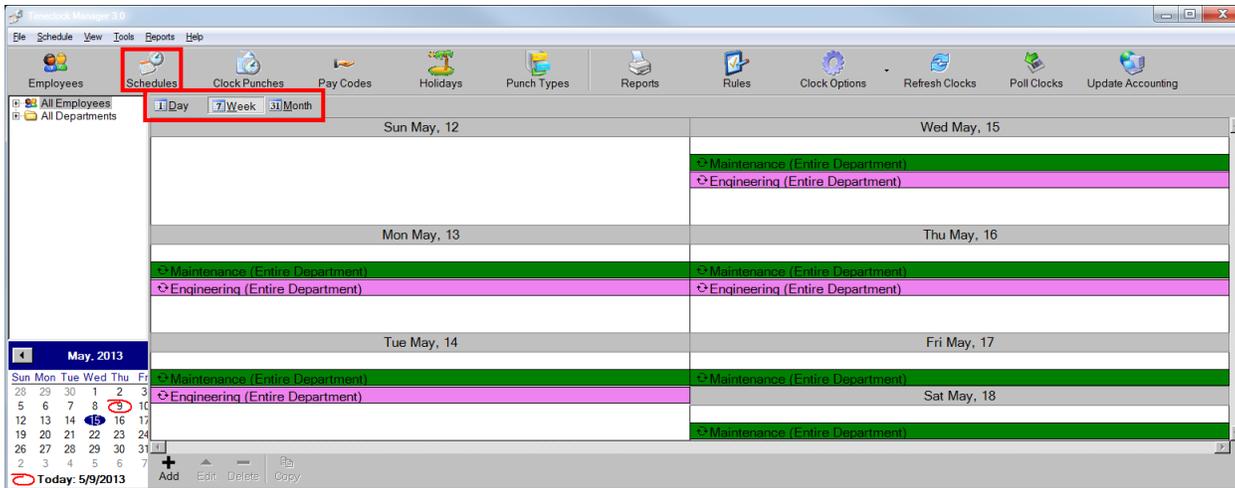
To [Add](#), [Edit](#), [Copy](#) or [Delete](#) Schedules: Click **Schedules**.

The list of employees and departments displays in the left pane, and a Schedule displays in the right pane.

To view the schedule for a specific date: Click the specific day in the calendar at bottom-left.

In the calendar, the current date is highlighted by the red oval, and the selected date is represented by the blue background.

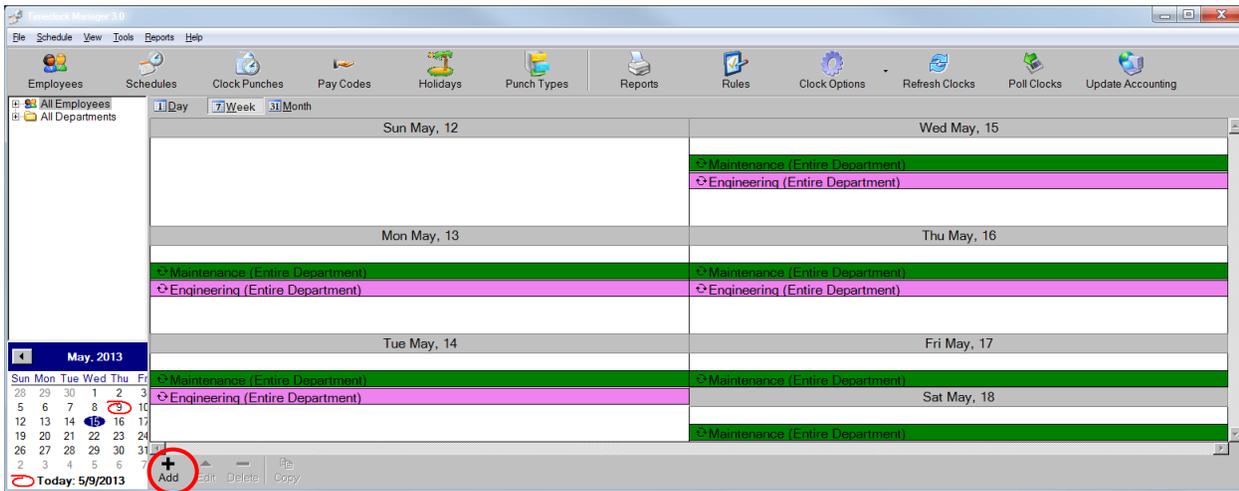
You can also choose to view schedules by *Day*, *Week* or *Month* by clicking the corresponding button. Below is an example of a schedule shown in the *Week* format.



Adding a Schedule Entry

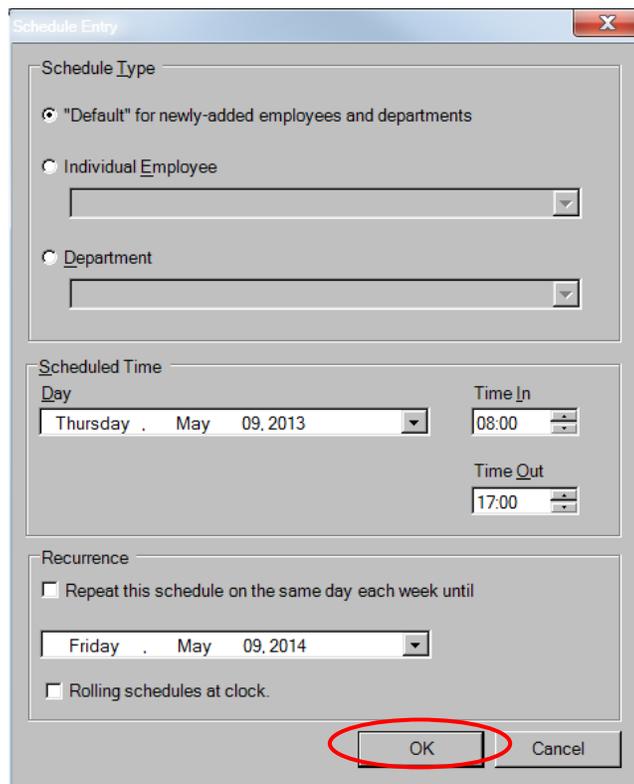
To Add a Schedule Entry:

1. Click **Add**.



The

Schedule Entry dialog box displays.



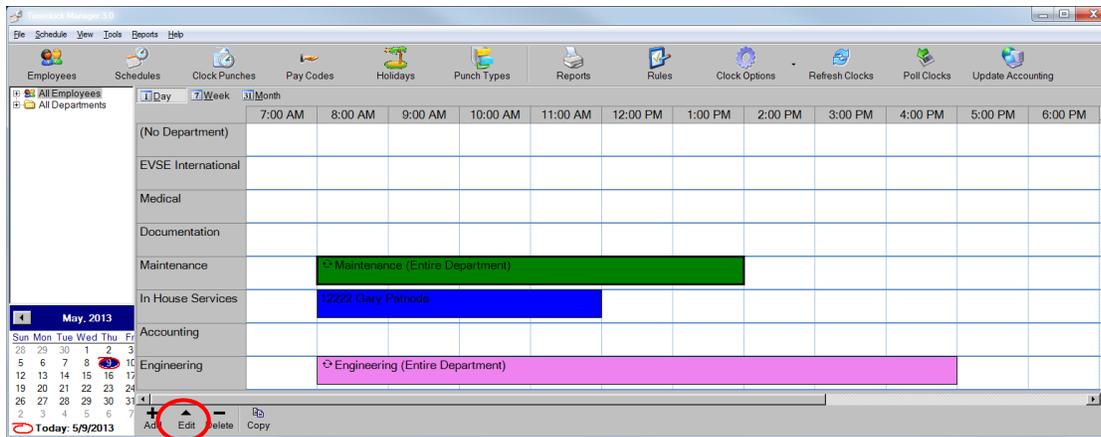
2. Select the *Schedule Type* using the radio buttons and dropdown menus in the *Schedule Type* section.
3. Enter the **Day**, **Time In** and **Time Out** for this entry in the *Scheduled Time* section.
4. Select whether this schedule repeats, and if so, until when using the *Recurrence* section.
5. Click **OK**.

Editing a Schedule Entry

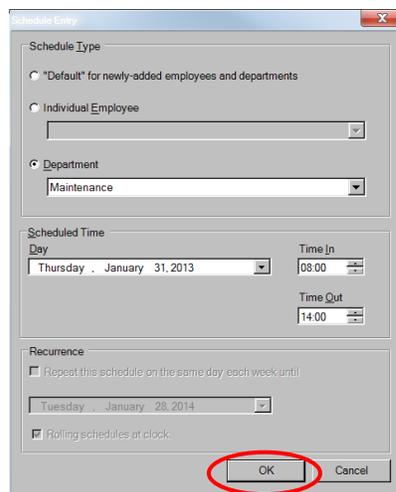
To edit an existing schedule:

1. Select the schedule you would like to change.

2. Click **Edit**.



The *Schedule Entry* dialog box displays.

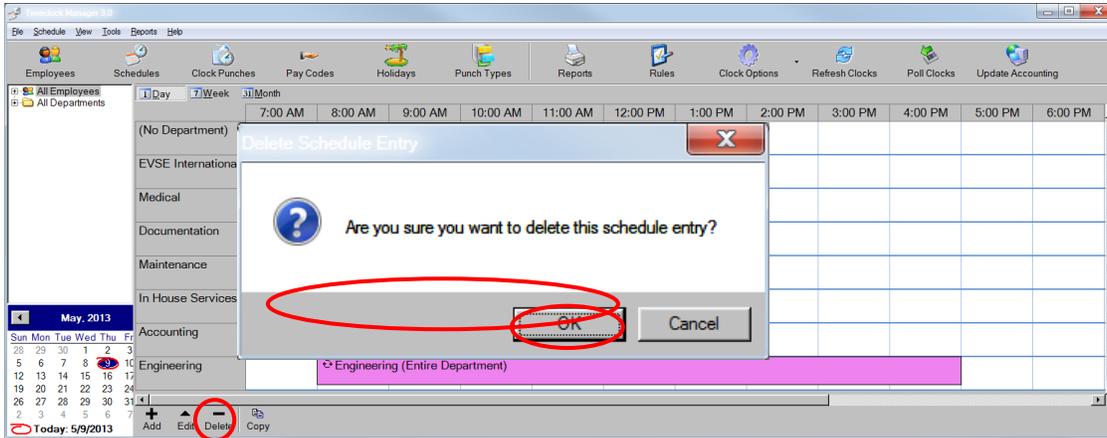


3. Make changes.
4. Click **OK**.

Deleting a Schedule Entry

To delete a schedule:

1. Select the schedule to delete.
2. Click **Delete**.



The *Delete Schedule Entry* dialog box displays.

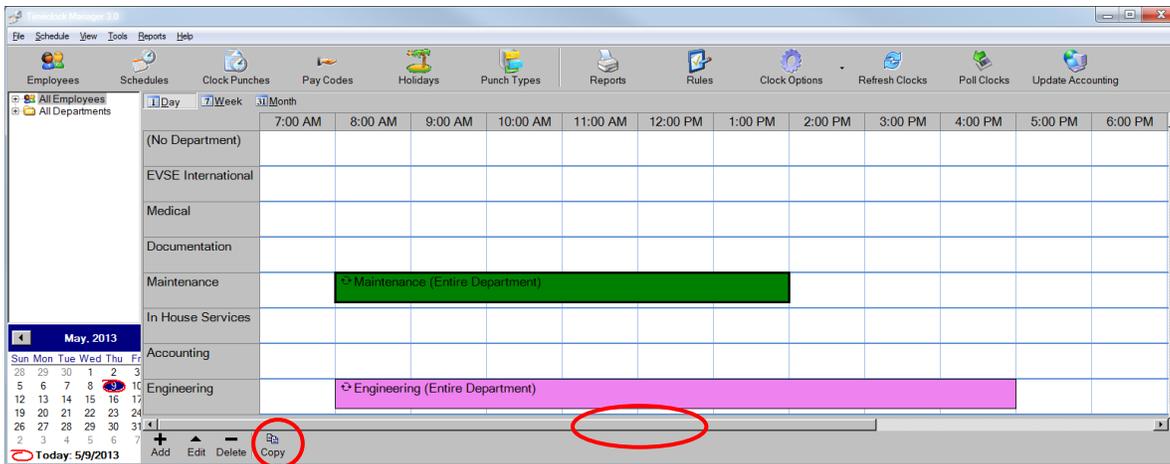
3. Click **OK**.

Copying a Schedule Entry to Multiple Days

It can be convenient to create a schedule for a given day, and then copy it across multiple days or weeks.

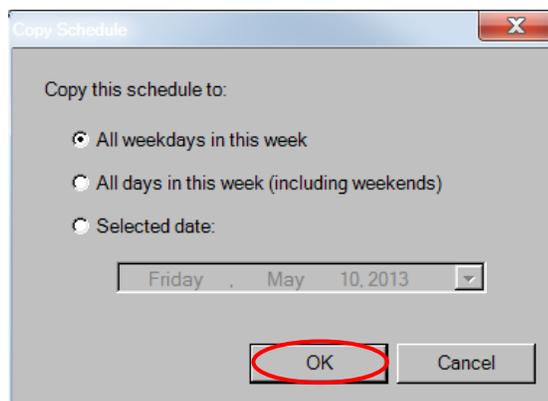
To copy a schedule:

1. Select the schedule you want to copy.
2. Click **Copy**.



The following dialog displays: (Click **Cancel** to preserve existing schedules that might be overwritten.)

3. Click **OK** to copy the schedule. A *Copy Schedule* dialog box appears.
4. Select the days the schedule is to be copied to.

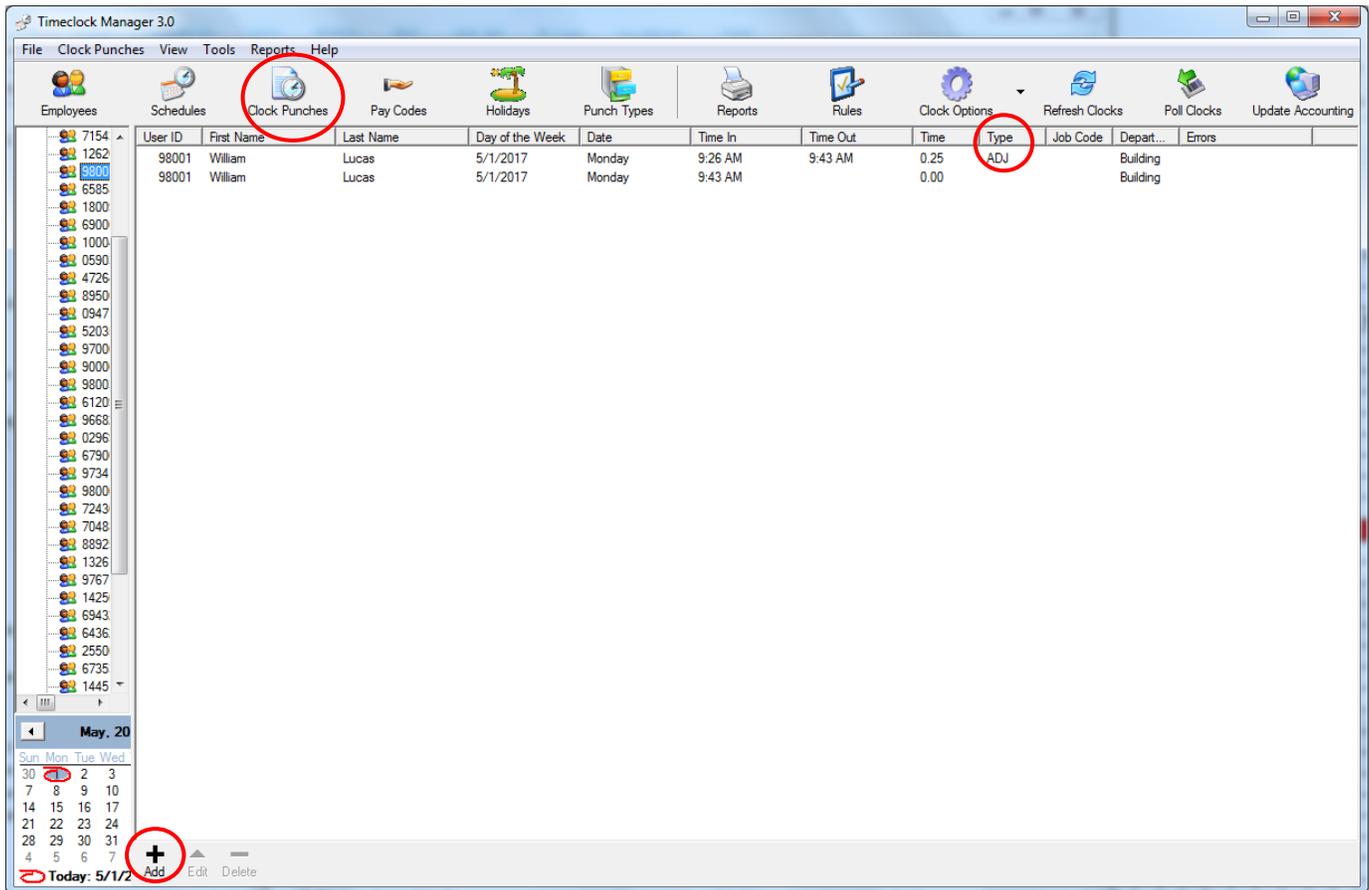


5. Click **OK**.

Clock Punches

To View, [Add](#), [Edit](#) and [Delete](#) Timeclock Punches:

1. Click **Clock Punches**. The list of employees displays in the left pane, and the schedule display appears in the right pane.
2. Click a **date in the calendar** to display clock punches for. Multiple days can also be selected to show multiple punch days.
3. Click a specific employee to filter the list or click **All Employees** to display all punches.

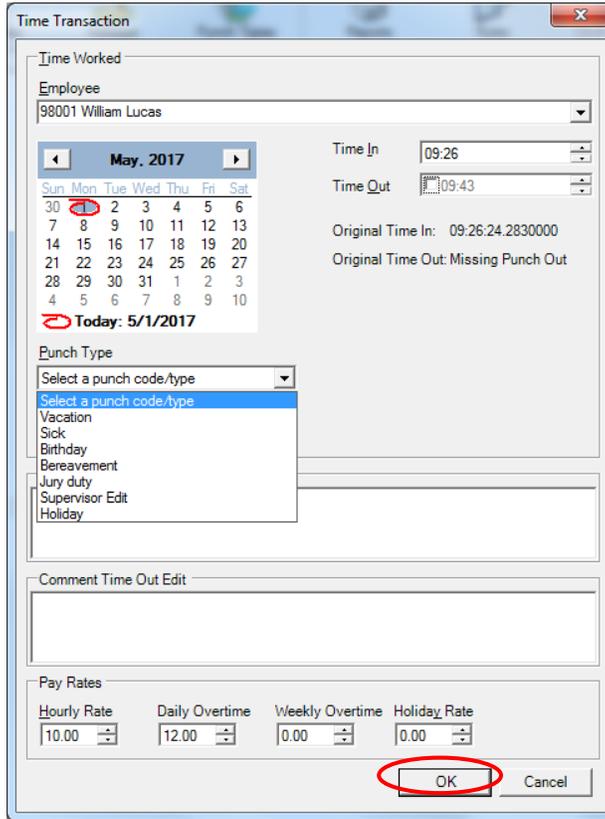


Note: An **ADJ** in the *Type* column indicates this employee's time was automatically adjusted according to the *Rules* you set up in the [Modify Time Rules](#) section.

Adding a Clock Punch

To Add a New Clock Punch Manually:

1. Click **Add**. The *Time Transaction* dialog box displays.
2. Enter information regarding the employee, day and time worked, Punch Type and Job Code.
3. If the employee has clocked out, check the box in the **Time Out** check box, otherwise leave it blank.
4. Click **OK**.



Time Transaction

Time Worked

Employee
98001 William Lucas

May, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 5/1/2017

Punch Type
Select a punch code/type

- Select a punch code/type
- Vacation
- Sick
- Birthday
- Bereavement
- Jury duty
- Supervisor Edit
- Holiday

Time In: 09:26

Time Out: 09:43

Original Time In: 09:26:24.2830000

Original Time Out: Missing Punch Out

Comment Time Out Edit

Pay Rates

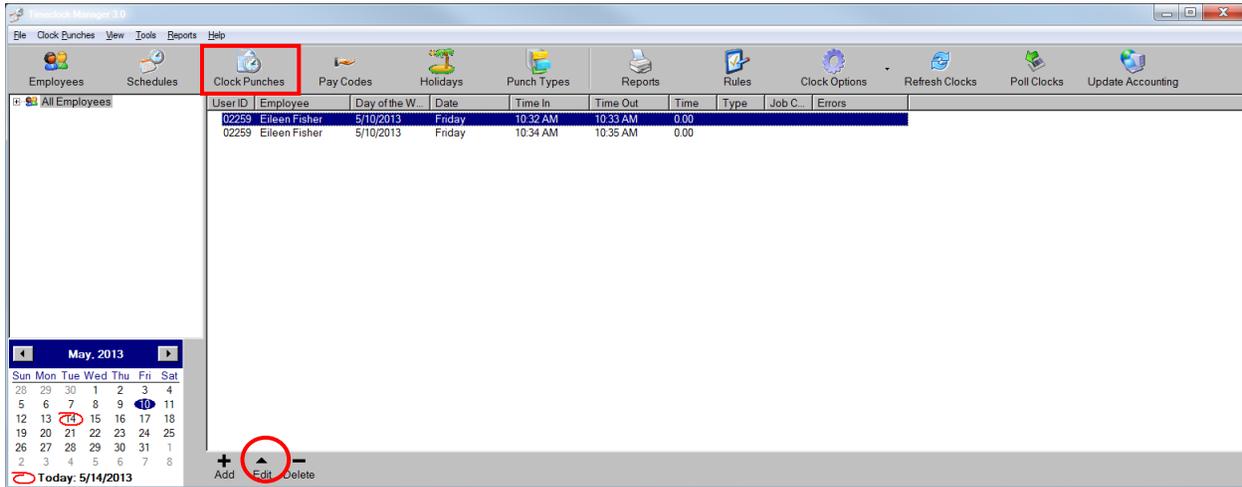
Hourly Rate	Daily Overtime	Weekly Overtime	Holiday Rate
10.00	12.00	0.00	0.00

OK Cancel

Editing a Clock Punch

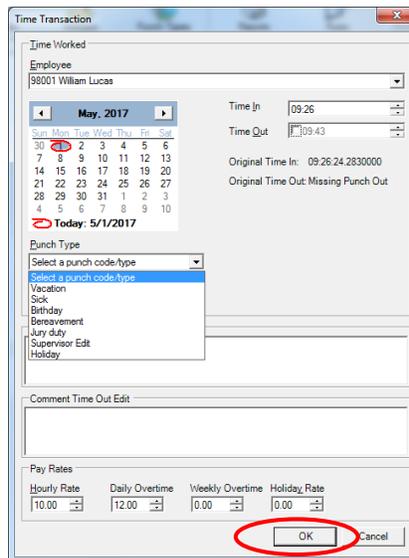
To Edit a Clock Punch:

1. Click **Clock Punches**.
2. Select the punch to edit by highlighting it in the right pane.
3. Click **Edit**.



The *Time Transaction* dialog box displays.

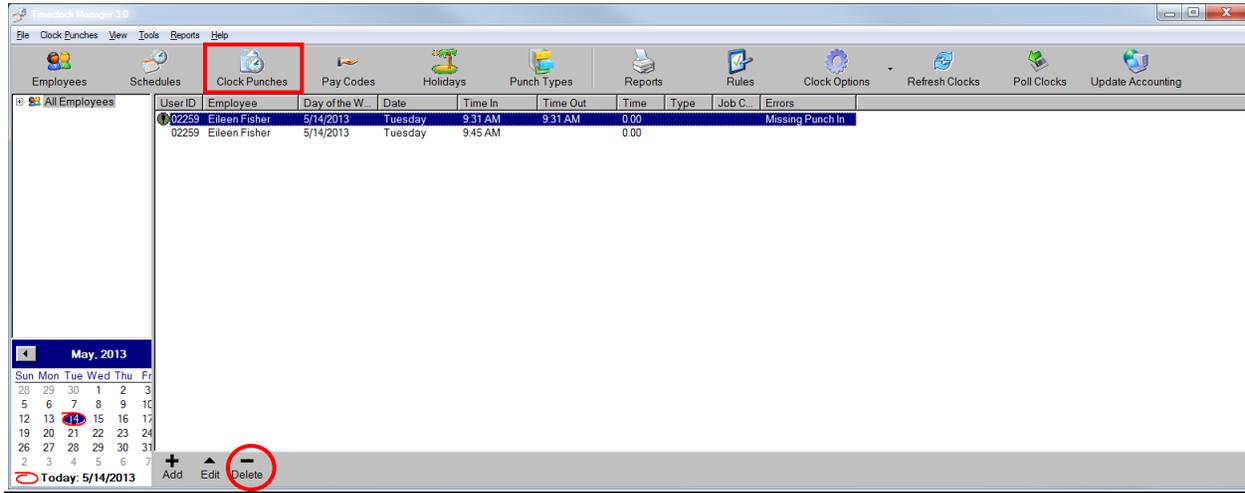
4. Edit the information in the Clock Punch.
5. Click **OK**.



Deleting a Clock Punch

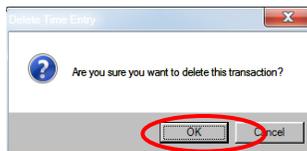
To Delete a Clock Punch:

1. Click **Clock Punches**.
2. Select the punch to delete by highlighting it.
3. Click **Delete**.



The *Delete Time Entry* confirmation box displays.

4. Click **OK**.



Pay Codes

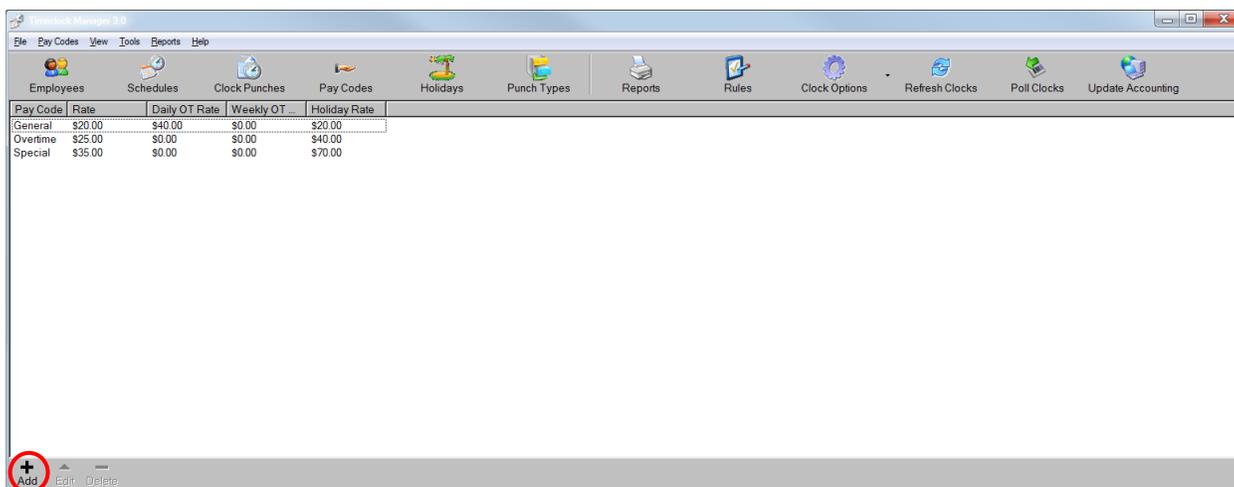
Pay Codes provide a way to assign hourly rates to departments or to employees. In the case where an employee is assigned a pay code different from the one assigned to his/her department, the employee pay code is the one that is honored. Each pay code contains hourly rates for regular pay, overtime pay and holiday pay.

To [Add](#), [Edit](#) or [Delete](#) timeclock pay codes: Click **Pay Codes**.

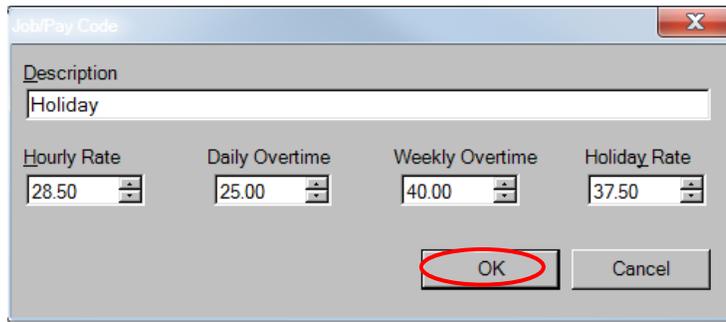
Adding a Pay Code

To add a Pay Code:

1. Click **Pay Codes**.
2. Click **Add**.



The *Job/Pay Code* dialog box displays.



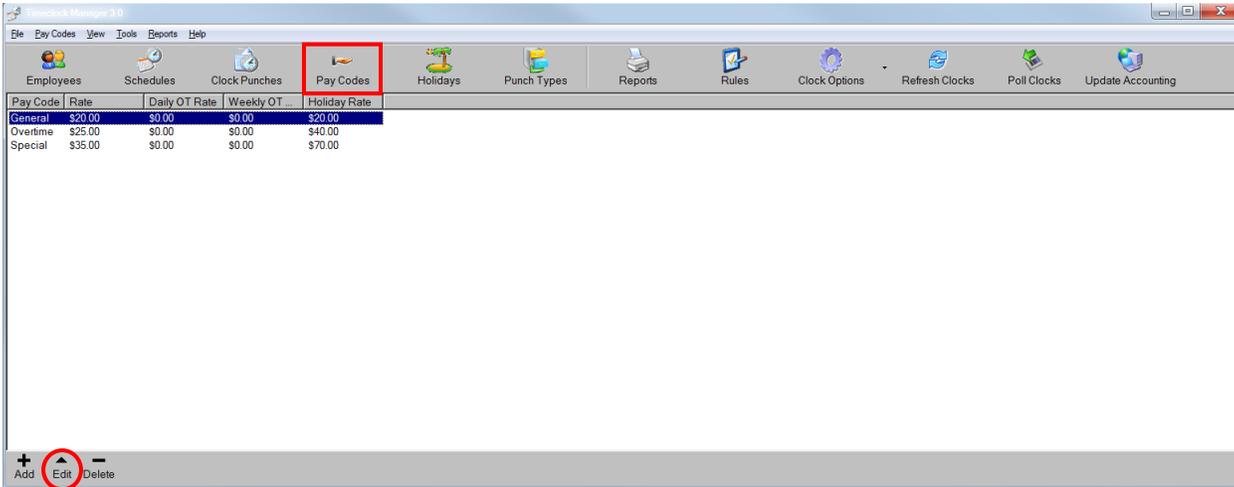
The screenshot shows a dialog box titled "Job/Pay Code" with a close button (X) in the top right corner. The dialog contains a text field labeled "Description" with the word "Holiday" entered. Below this are four numeric input fields: "Hourly Rate" (28.50), "Daily Overtime" (25.00), "Weekly Overtime" (40.00), and "Holiday Rate" (37.50). At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

3. Provide a name for the pay code in the *Description* field.
4. Enter all four pay rates.
5. Click **OK**.

Editing a Pay Code

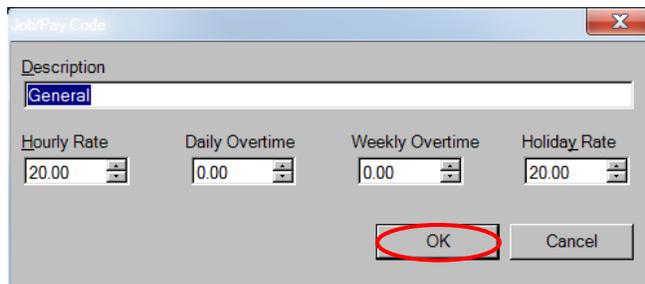
To Edit a Pay Code:

1. Click **Pay Codes**.
2. Highlight the Pay Code you want to modify.
3. Click **Edit**.



The *Job/Pay Code* dialog box displays.

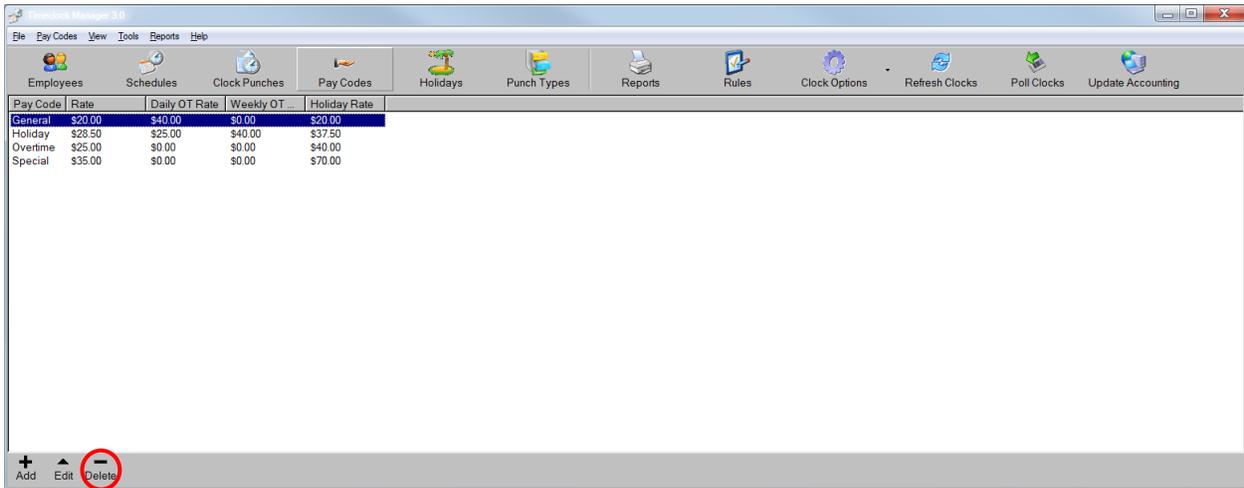
4. Make any modifications needed.
5. Click **OK**.



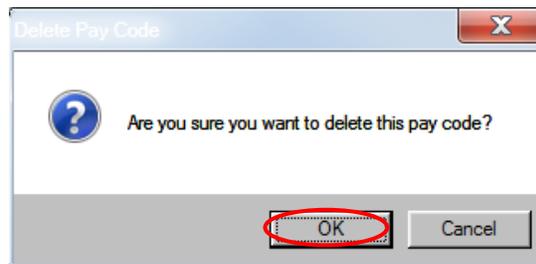
Deleting a Pay Code

To Delete a Pay Code:

1. Highlight the Pay Code you want to delete.



2. Click **Delete**. The *Delete Pay Code* dialog box displays.



3. Click **OK**.

Holidays

Holidays are tracked for two reasons:

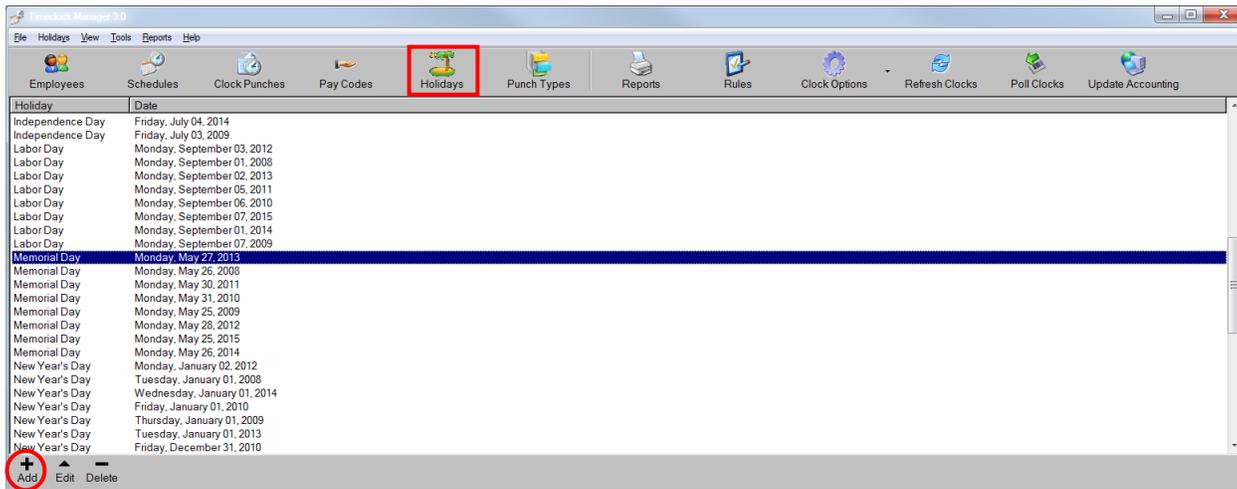
1. To provide scheduling (see [Reports](#), [Schedules](#))
2. To calculate alternate holiday pay.

To [Add](#), [Edit](#) or [Delete](#) a Holiday: Click **Holidays**.

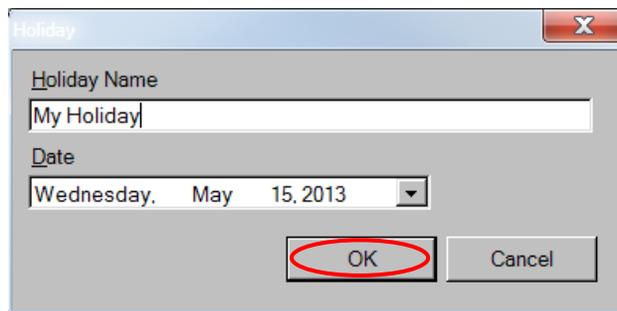
Adding a Holiday

To Add a Holiday:

1. Click **Holidays**.
2. Click **Add**.



The *Holiday* dialog box displays.

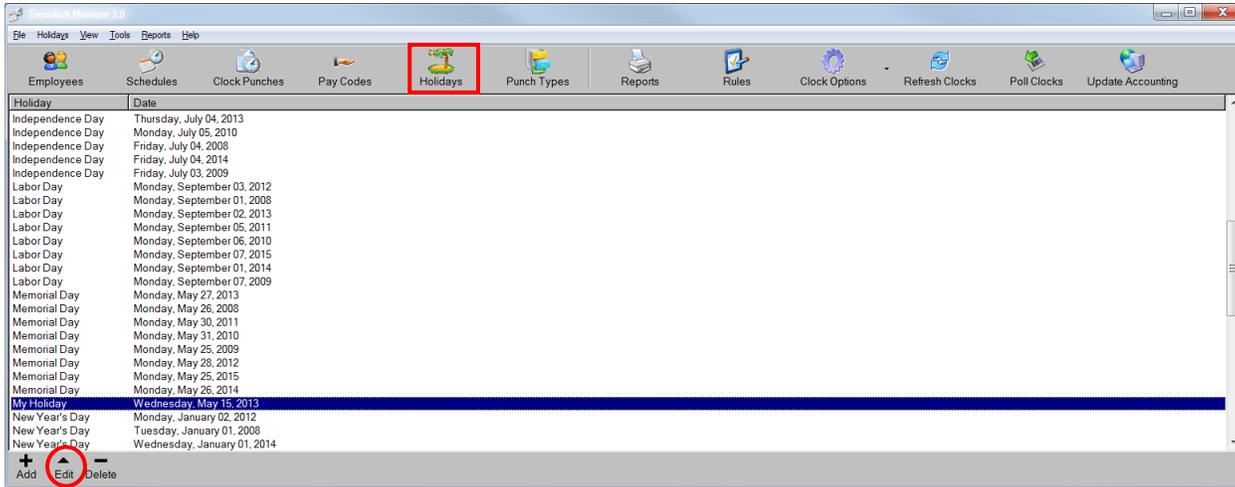


3. Enter the holiday's name and date.
4. Click **OK**.

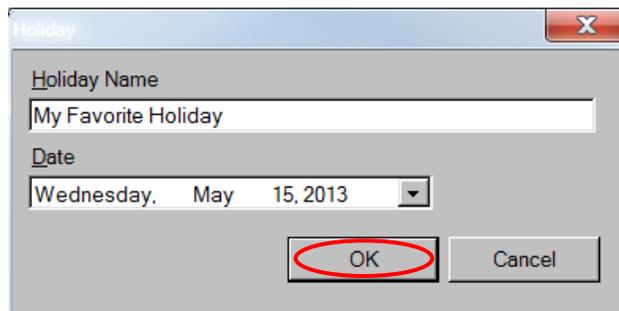
Editing a Holiday

To Edit a Holiday:

1. Click **Holidays**.
2. Select the holiday that you want to edit and click **Edit**.



The *Holiday* dialog box displays.



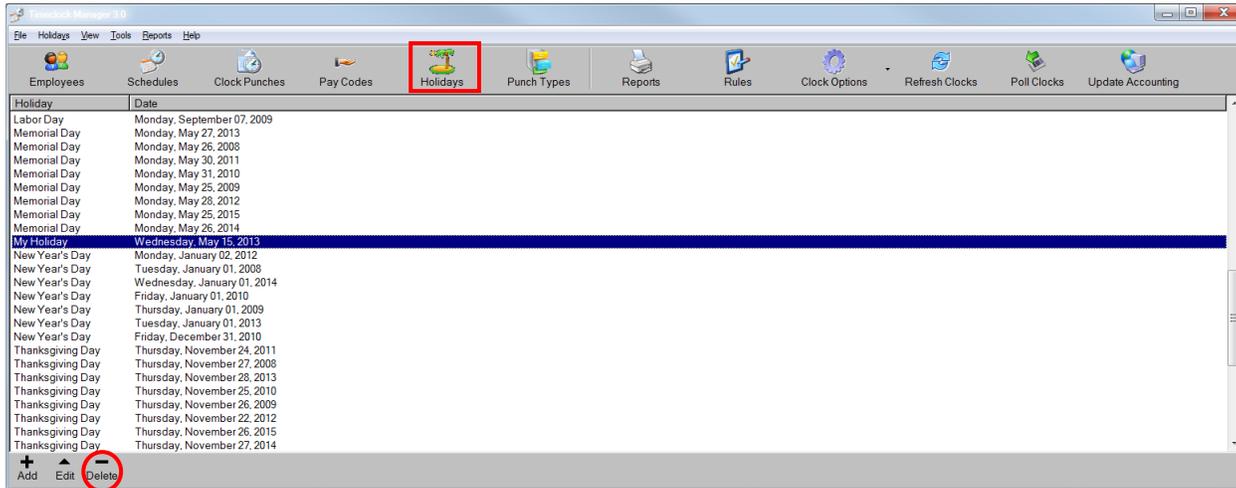
3. Edit any of the fields that need changing.
4. Click **OK**.

Deleting a Holiday

NOTE: When you delete a holiday, no warning message displays, so be sure you have the correct holiday selected before clicking **Delete**.

To Delete a Holiday:

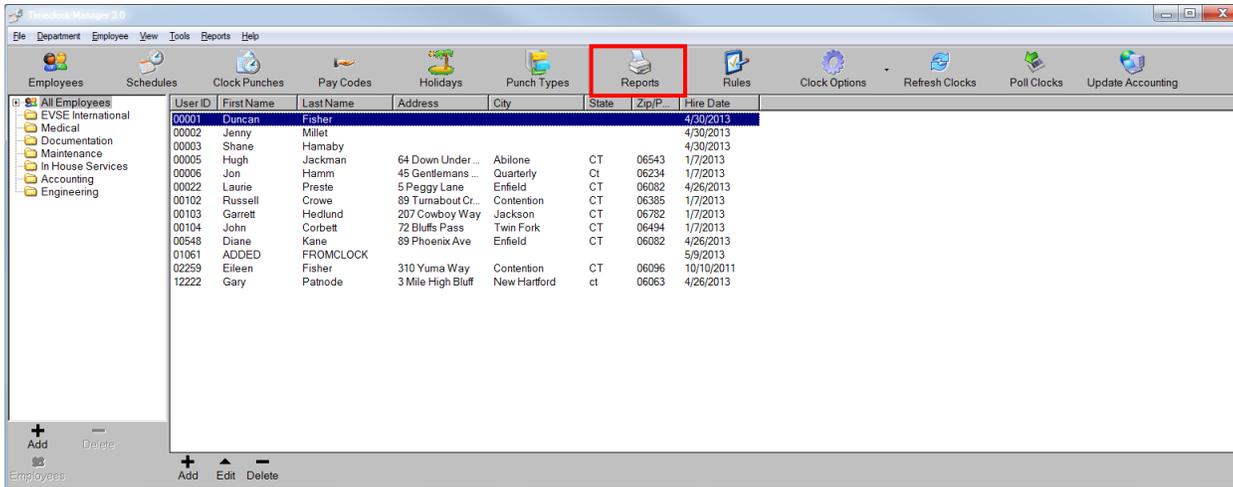
1. Click **Holidays**.
2. Select the holiday to delete.
3. Click **Delete**.



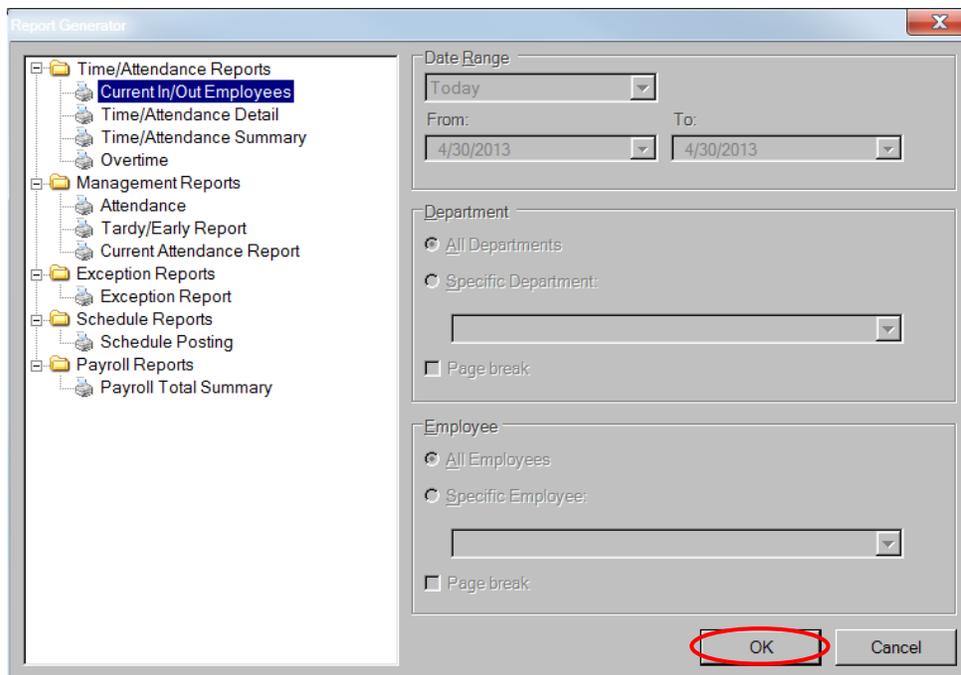
Print Reports

To Print Reports:

1. Click **Reports**.



The Report Generator Dialog box displays.



2. Click the report in the left pane to create it. Some reports will prompt for additional information in the right pane.
3. Use fields on the right side to provide the parameters you want to view in your report.
4. Click **OK**. The report displays in a separate screen.
5. On the new screen click **Print**. The *Print* dialog box displays.
6. Click **OK**.

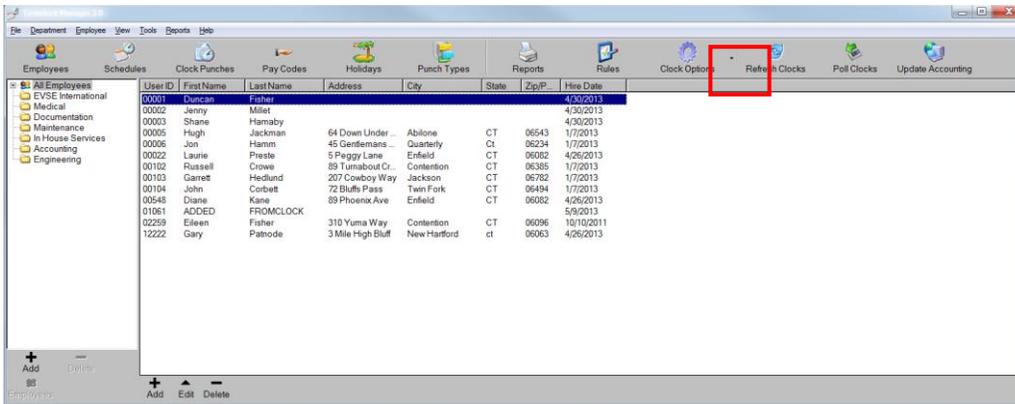
Modify Time Rules

Time Rules set particular “timeliness” parameters within the program, making time entry calculations easier to manage and more consistent. You can modify the following rules:

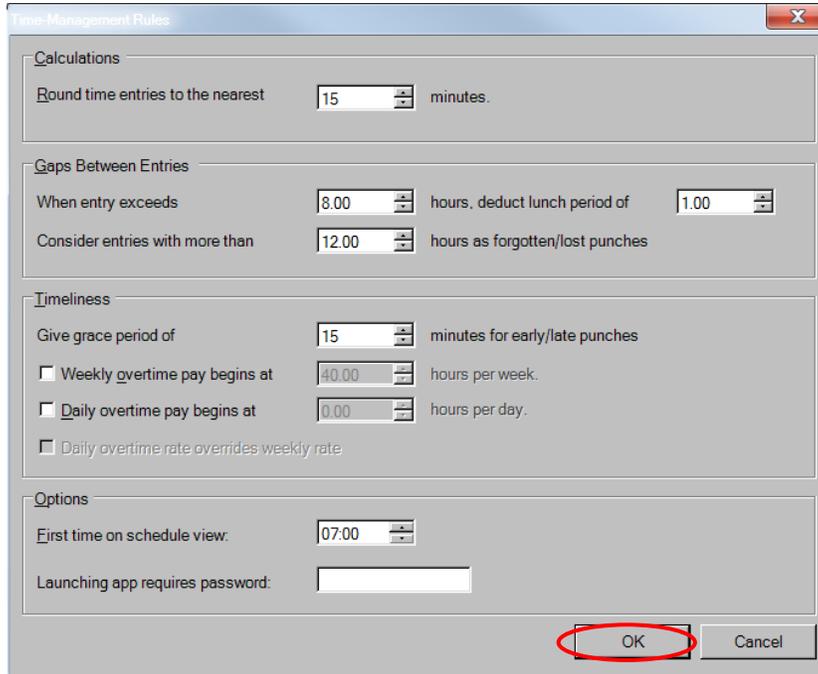
- [Calculations](#)
- [Gaps Between Entries](#)
- [Timeliness](#)
- [Options](#)

To Modify Time Rules:

1. Click **Rules**.



The *Time-Management Rules* dialog box displays.



Time-Management Rules

Calculations

Round time entries to the nearest minutes.

Gaps Between Entries

When entry exceeds hours, deduct lunch period of

Consider entries with more than hours as forgotten/lost punches

Timeliness

Give grace period of minutes for early/late punches

Weekly overtime pay begins at hours per week.

Daily overtime pay begins at hours per day.

Daily overtime rate overrides weekly rate

Options

First time on schedule view:

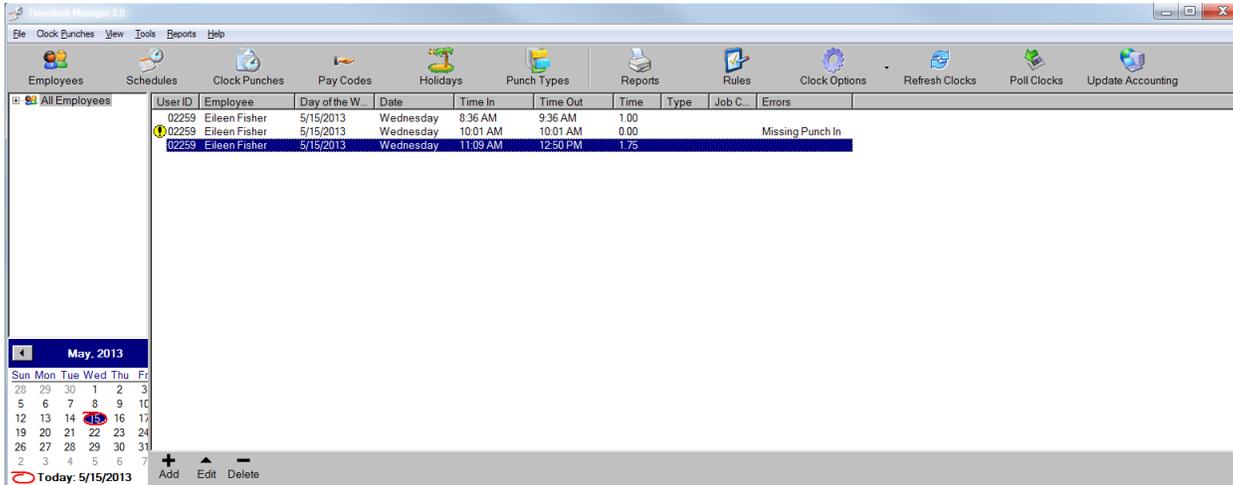
Launching app requires password:

OK **Cancel**

2. Make the appropriate changes. (See section descriptions below.)
3. Click **OK**.

Calculations

Round time entries to the nearest X minutes: This option rounds time entries to a specific timeframe, in minutes, that you specify. For example, in the highlighted entry below, the period between Time In (11:09 AM) and Time Out (12:50 PM) equal 1 hour and 41 minutes. Time entries are rounded to the nearest 15 minutes, and so the time column displays 1.75 hrs (1 hour 45 minutes). If no rounding is desired, set this field to 1 minute. You can see the results of this choice for an employee's punch time with an **ADJ** punch type in the Type column.



User ID	Employee	Day of the W.	Date	Time In	Time Out	Time	Type	Job C.	Errors
02259	Eileen Fisher	Wednesday	5/15/2013	8:36 AM	9:36 AM	1.00			
02259	Eileen Fisher	Wednesday	5/15/2013	10:01 AM	10:01 AM	0.00			Missing Punch In
02259	Eileen Fisher	Wednesday	5/15/2013	11:09 AM	12:50 PM	1.75			

Gaps Between Entries

Gaps between entries refers to periods during the day when employees clock out temporarily, such as breaks or lunch. The following settings determine how these breaks are labeled.

- **Lunch Periods fall between [time] and [time]:** Breaks that cross this time period will be labeled on reports as lunch.
- **Consider entries with more than X hours lost or forgotten:** This covers circumstances where the employee left for the day and forgot to clock out. An **ADJ** punch type will appear in the Type column indicating the time worked has been adjusted according to this formula.

Timeliness

Options in this section determine how tardiness and overtime are handled.

- **Grace period:** Clock-ins within this number of minutes are ignored for tardiness or overtime.
- **Weekly overtime:** Number of weekly hours before overtime pay begins.
- **Daily overtime:** Number of daily hours before overtime pay begins.

Options

- **First time on schedule view:** This setting affects the calendar display on the *Schedule* view. It sets the earliest hour on that screen. Set this to the earliest time that your business will schedule employees.
- **Launching App Requires Password:** Enter a password if you want to limit *Time Management Rules* access.

Backup and Restore Database

Timeclock Manager runs on Microsoft SQL Server Desktop Engine, a highly robust and effective database server. However, it is important to back up data frequently to avoid loss.

To backup time data to a file:

1. From the main toolbar click **File**.
2. Select **Backup**. The *Select a File to Store Database Backup* dialog box displays.
3. Navigate to a file location and enter a backup filename.
4. Click **Save**. The backup file is created in the designated location.
5. When the backup is done, a message *Database backup complete* displays. Click **OK**.

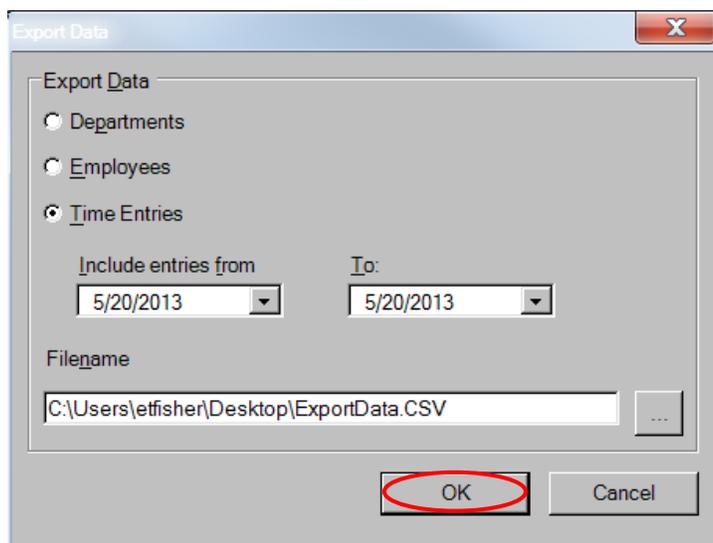
Conversely, time data can be restored by clicking **File -> Restore Database**.

Export Data

Timeclock Manager can export Employees, Departments and Time Entries to Quickbooks.

To export data:

1. From the toolbar click **File -> Export Data**. The *Export Data* dialog box displays.



2. Select the type of data to export, the filter criteria and the destination filename.
3. Click **OK**.