

QUICK INSTALLATION GUIDE

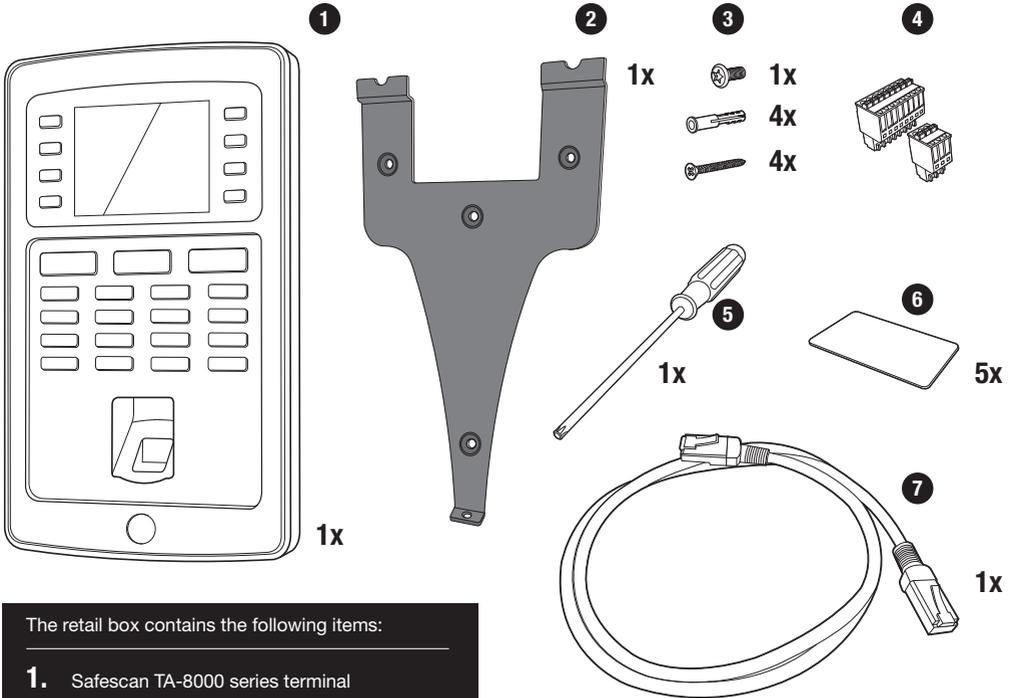
English

TA-8000 SERIES TIME ATTENDANCE SYSTEM

1. INTRODUCTION

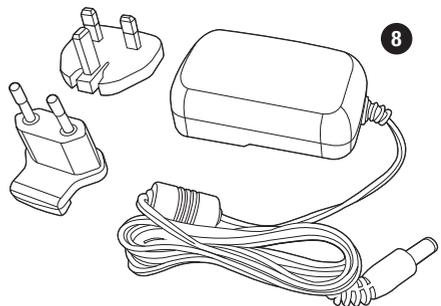
This Quick Install Guide helps you to get started with your Safescan TA-8000 series Time Clock and the Safescan TA-Software. It describes the basic setup and installation functions. For more detailed operating instructions of the Safescan TA-8000 series please see the full user manual, available to download at www.safescan.com. As the Safescan TA-8000 series Time Attendance system has many advanced functions which are not all described in this Quick Install Guide, we strongly recommend you to download and save a copy of the full user manual on your computer for future reference.

PACKAGE CONTENTS



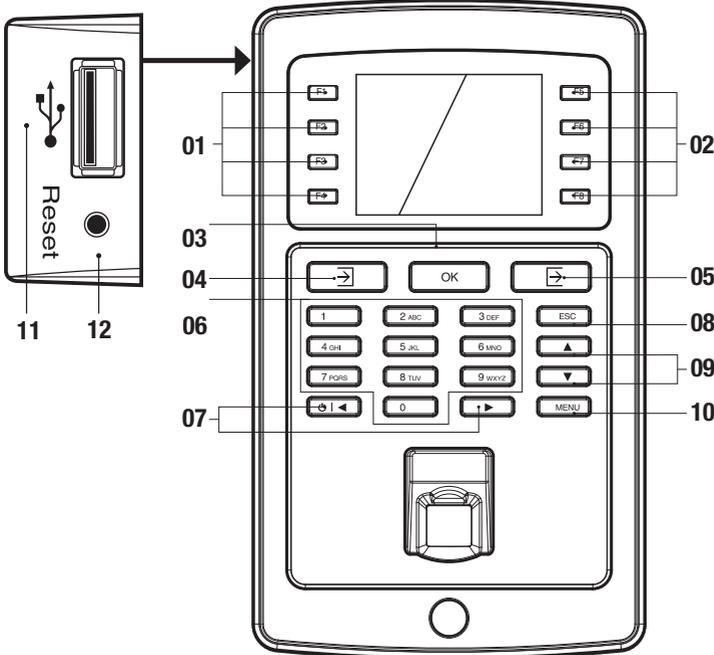
The retail box contains the following items:

1. Safescan TA-8000 series terminal
2. Mounting bracket
3. Screws and plugs
4. Access Control connector plugs (TA-8015 / TA-8025 / TA-8035)
5. Screw driver
6. 5x RFID cards (TA-8010 / TA-8015 / TA-8030 / TA-8035)
7. Ethernet (LAN) cable
8. Power adapter (12V)
9. Quick Install Guide
10. Activate My TA - card



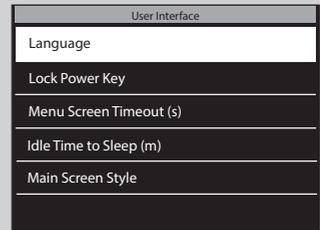
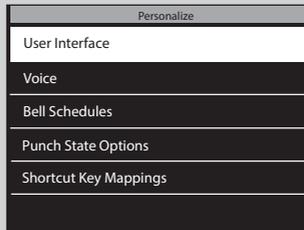
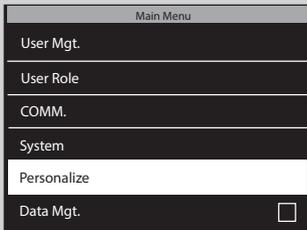
2. TERMINAL - DESCRIPTION OF THE KEYS

- | | |
|---|-----------------------------------|
| 01. Programmable function keys | 07. Left/Right navigation / Power |
| 02. Programmable function keys | 08. Back to previous menu step |
| 03. Confirmation key | 09. Up/Down navigation |
| 04. Clocking-in state | 10. Enter device menu |
| 05. Clocking-out activation state | 11. USB port |
| 06. Keys for entering alphanumeric values | 12. Reset button |



LANGUAGE SETTINGS

The default language of the terminal is English. To change the terminal language:



1. Press **[MENU]**, use the arrow keys to Navigate to **Personalize** and press **[OK]**.
2. Select **User Interface** and press **[OK]**.
3. Select **Language** and press **[OK]**. Navigate to the desired language and press **[OK]**.

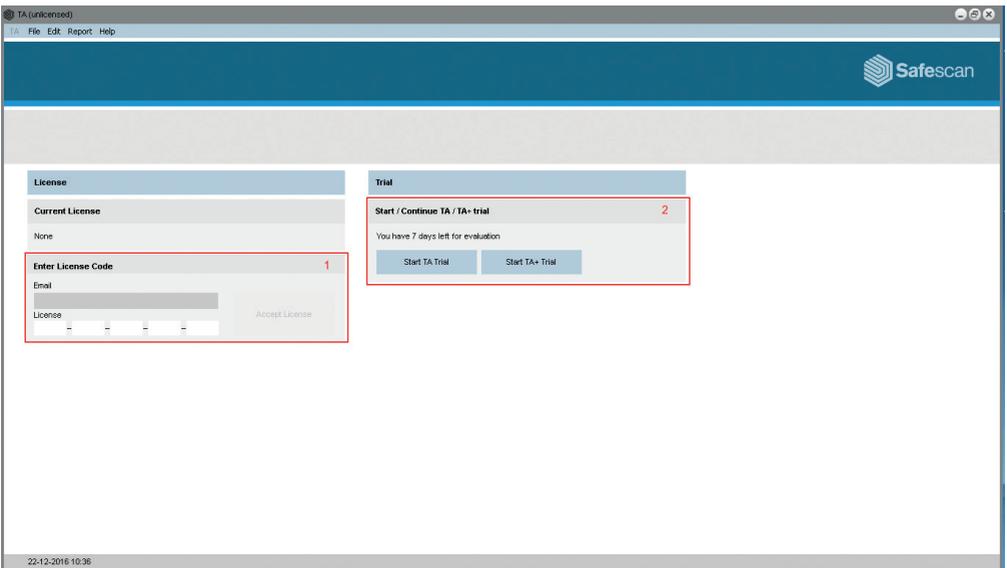
3. SETTING UP THE TERMINAL AND SOFTWARE

3.1. INSTALL SOFTWARE AND CONNECT TIME CLOCK TERMINAL TO NETWORK

1. Go to the following website: www.safescan.com/activatemyta. Enter the time clock's serial number and your email address. The serial number for the time clock can be found on the time clock's retail packaging or on a label on the back of the time clock terminal. After registering, you will receive an email that contains a download link for the TA Software and a license key.
2. Download the software and run the installer.
Follow the steps on your computer screen in order to install the software.
3. Start the TA software (double-click the icon on your desktop to start the software).
After the software has started you will be asked to enter your license key and the email address it is linked to (the email address to which the license key was sent).

Option #1 – You may enter the email address and license key and fully activate the TA software (see section #1 in the diagram below).

Option #2 – You may start the TA software in trial mode for 30 days and enter the email address and license key at any time during this 30 day trial period (see section #2 in the diagram below).



4. Using the supplied power cable, connect your time clock terminal to an electrical outlet and follow the next steps to connect the time clock terminal to your computer network.

USING A LAN CONNECTION:

1. Plug the supplied Ethernet LAN cable into the port on the back of the time clock terminal and plug the other end into your computer network.
2. On the time clock's keypad, press the **[MENU]** key, and use the **[▲]** **[▼]** on the keypad to highlight "COMM". Once "COMM" is highlighted, press the **[OK]** key. Then select "Ethernet" using the **[▲]** **[▼]** and press **[OK]**.

Main Menu
User Mgt.
User Role
COMM.
System
Personalize
Data Mgt.

Comm.
Ethernet
PC Connection
Wireless Network
ADMS

3. Use the **[▲]** **[▼]** to highlight "DHCP" and press the **[OK]** key to check this box. Checking this box activates DHCP.

Ethernet	
IP Address	192.168.1.201
Subnet Mask	255.255.255.0
Gateway	0.0.0.0
DNS	0.0.0.0
TCP COMM. Port	4370
DHCP	<input type="checkbox"/>

4. After DHCP has been activated, the time clock terminal will automatically receive an IP address on the network

Ethernet	
IP Address	192.168.21.41
Subnet Mask	255.255.255.0
Gateway	192.168.21.1
DNS	0.0.0.0
TCP COMM. Port	4370
DHCP	<input checked="" type="checkbox"/>

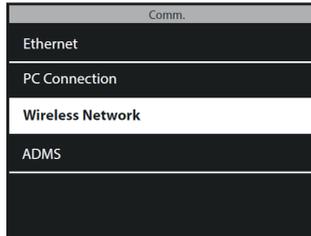
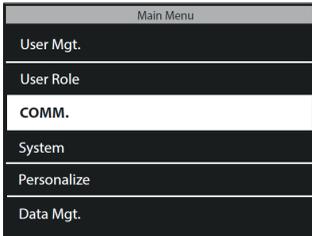
5. Please note down the values of the IP address and gateway.

IP Address	_____ . _____ . _____ . _____
Gateway	_____ . _____ . _____ . _____

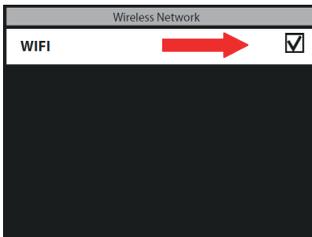
6. Press **[ESC]** on the time clock's keypad repeatedly until you are out of the menus and the time clock's display shows the date and time.

USING A WIFI CONNECTION:

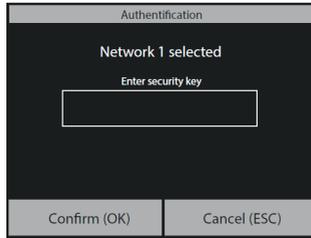
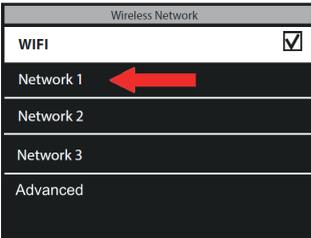
1. Before setting up the WiFi connection, it will first be necessary to turn off the Ethernet in order to avoid address conflicts.
 - a. Press **MENU** on the time clock's keypad, use the **▲** **▼** to highlight "COMM" and press **OK** on the keypad.
 - b. Use the **▲** **▼** on the keypad to highlight "Ethernet" and press **OK**
 - c. Use the **▲** **▼** on the keypad to highlight "DHCP". Make sure that the DHCP box is NOT checked. You can check/uncheck the DHCP box by pressing **OK** on the time clock's keypad.
 - d. Use the **▲** **▼** to highlight "IP Address" and press **OK**. Using the time clock's numeric keypad and **▲** **▼**, change the IP address to 0.0.0.0. Press **OK** on the keypad to confirm the new address.
 - e. In the same manner as in step "d" above, enter 0.0.0.0 for "Subnet Mask", "Gateway" and "DNS"
2. Press the **ESC** key on the time clock's keypad repeatedly until you the date and time are showing on the time clock's display.
3. Now that the Ethernet has been turned off, we can continue with setting up the WiFi connection. Press **MENU** on the time clock's keypad, use the **▲** **▼** to select "COMM" and press **OK**. Use the **▲** **▼** to select "Wireless Network" and press **OK**.



4. Use the **▲** **▼** to highlight "WIFI" and press the **OK** key to check this box. Checking this box activates the time clock's WiFi module.



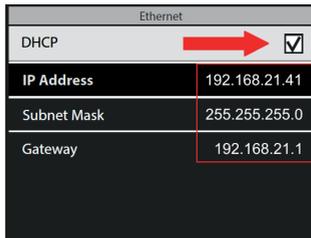
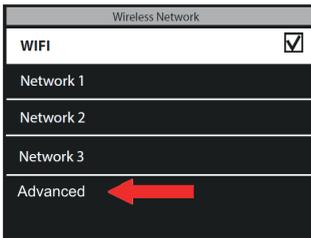
5. Using the   on the keypad, select your WiFi network and press . You will then be prompted to enter the password for your WiFi network. By pressing the  button on the time clock's keypad (located to the left of the  button), you can choose between upper case letters (A), lower case letters (Aa), numbers (123) and symbols. Enter the password using the keypad and press  when done.



6. The time clock terminal will now attempt to connect to your WiFi network. This may take a minute or two. Once the time clock terminal shows “Connected” on its display, it is now connected to your WiFi.

In the “Wireless Network” menu, use the   to navigate to “Advanced” and press . If “DHCP” is not already checked, use the   to select “DHCP” and check this box. You can check/uncheck this box by pressing the  button on the keypad.

The time clock will now automatically be assigned an IP address; this may take a minute or two.

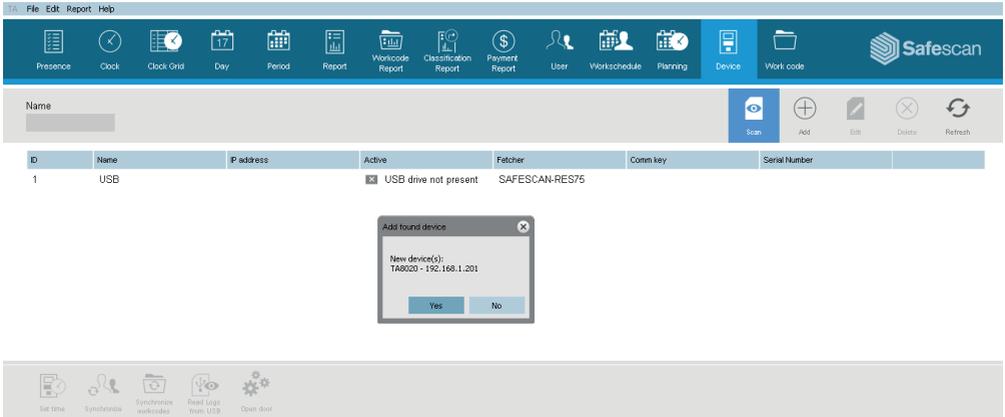


7. Please note down the values of the IP address and gateway.

IP Address	____ . ____ . ____ . ____
Gateway	____ . ____ . ____ . ____

3.2. CONNECT TIME CLOCK TERMINAL TO THE TA SOFTWARE

In the TA Software, go to the “Device” page, and click on the “Scan” icon  at the upper right of the screen. The software will find and connect to your time clock. If you have more than one TA terminal, please verify if the IP Address shown in the pop-up is the same as the one you have previously written down.



ID	Name	IP address	Active	Fetcher	Comm key	Serial Number
1	USB		<input checked="" type="checkbox"/> USB drive not present	SAFESCAN-RES75		

SPECIAL NOTE

In some cases, the TA software will not be able to find the time clock on your network. In this case, click on  at the upper right side of the screen. In the pop-up window, please do the following:

- Enter a name (e.g. TIMECLOCK)
- Enter the IP Address (that you noted down previously). Be sure to enter a dot (.) between each numeric group.
- Click on the “This computer” button to link the time clock to your PC.
- Click on **OK** to save.



Your time clock terminal and the TA Software are now connected. You can view this connection on the "Device" page of the TA software (see following diagram).

TA File Edit Report Help

Presence Clock Clock On! Day Period Report Workcode Report Classification Report Payment Report User Workschedule Planning Device Wait code Safescan

Name

Scan Add Edit Delete Refresh

ID	Name	IP address	Active	Fetcher	Comm key	Serial Number
1	USB		<input checked="" type="checkbox"/> USB drive not present	SAFESCAN-RES75		
2	TA6020	192.168.1.201	<input checked="" type="checkbox"/> Connected	SAFESCAN-RES75		125048414440164



NOTE: If the time clock could not connect successfully, the message "Not Connected" will be shown. In this case, please visit the Safescan Time Attendance support center via <https://www.safescan.com/en/customer-service>.



United Kingdom My account Shopping cart

Email us: **Contact Form** Call us: **01233 645 645**
Monday to Friday: 9am - 5pm

Home Online Shop How It Works Dealer Customer service Company

PRODUCT CATEGORIES

- Counterfeit Detectors
- Banknote Counters
- Coin Counters and Sorters
- Money Counting Scales
- Cash Drawers and PDS Safes
- Clocking in Systems

WHY SAFESCAN

- Complete assortment for one-stop shopping
- Same day shipping
- 14-day money-back guarantee
- 3-year warranty
- In-house support experts (no call centers)

Home / Customer service

ORDER

- How to order online
- Checking stock
- Creating a Safescan Account
- Find what you are looking for
- After you placed your order

PAYMENT

- VAT-free purchase
- Payment methods
- Payment security using SSL

DELIVERY & RETURNS

- Shipping costs
- Delivery times
- Incorrect or lost orders
- 14 day money-back guarantee
- Defective on Arrival Policy
- Return instructions
- Return Shipping costs

WARRANTY & REPAIRS

- Warranty period
- Product registration
- Repair request
- CE certification
- WEEE Regulations

SERVICE & CONTACT

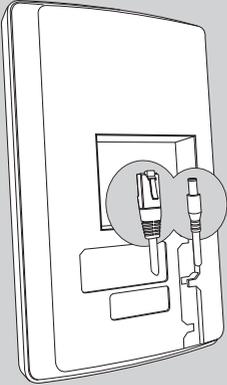
- Contact us
- Company information
- Frequently Asked Questions
- Remote Support Software
- Downloads
- Support Center Clocking in systems

TERMS & CONDITIONS

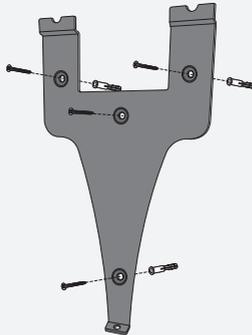
- Terms & Conditions
- Terms of Use
- Privacy Statement

4. WALLMOUNT INSTALLATION

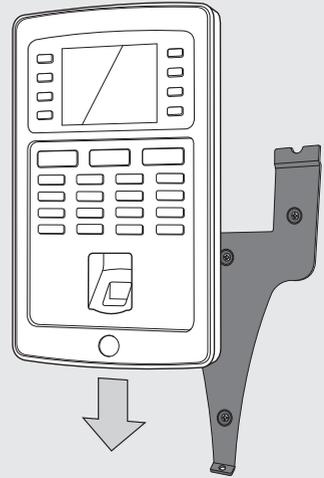
- 1.** Connect the power adapter and Ethernet (LAN) cable* to the terminal. Do not connect the power adapter yet to the mains.



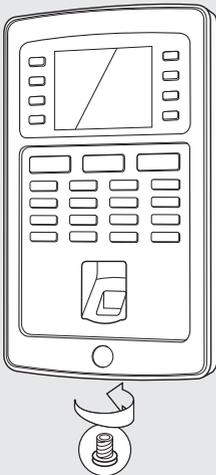
- 2.** Drill 4 holes (Ø 6mm) in the wall on the exact position where you want to install the TA terminal. Use the mounting bracket as template to determine the exact position of the holes.



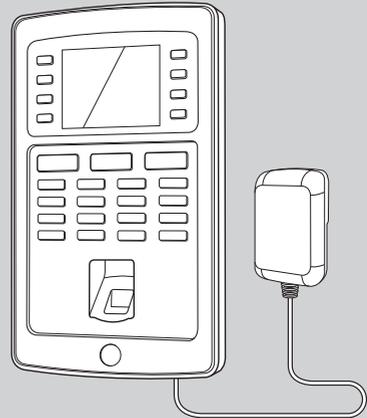
- 3.** Slide the terminal on the bracket until it fixes itself to the bracket.



- 4.** Secure the terminal by fixing the screw at the bottom.



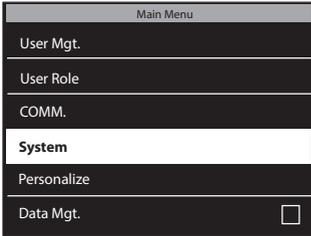
- 5.** Plug the power adapter to the mains outlet, the terminal will switch on automatically.



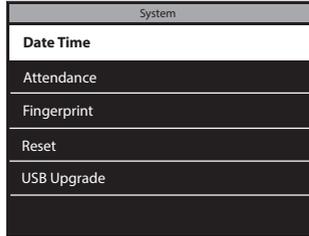
* Depending on the model you can also choose to connect the terminal wirelessly to your network via WiFi. Alternatively, all models can also operate as stand-alone device, whereby clocking data can be retrieved using a USB stick.

5. DATE AND TIME SETTING

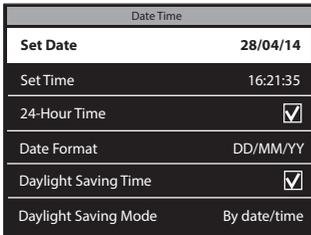
5.1. SET THE DATE



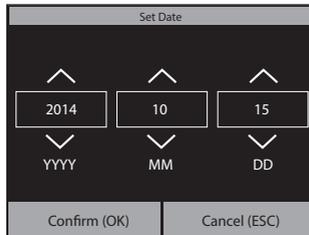
1. Press **[MENU]**, use the **[▲]** **[▼]** to Navigate to **System** and press **[OK]**.



2. Select **Date Time** and press **[OK]**.

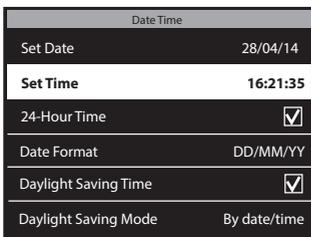


3. Select **Set Date**.

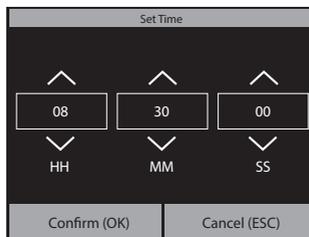


4. Enter the year, month and day with the **[▲]** **[▼]** arrows or enter manually using the numeric keypad. Navigate between year, month and day using the **[←]** **[→]** arrows. Press **[OK]** when finished.

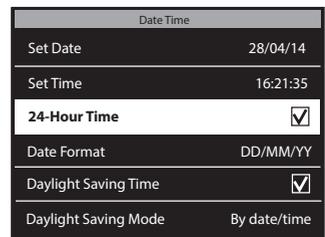
5.2. SET THE TIME



1. Select **Set Time**.



2. Enter the hours, minutes and seconds with the **[▲]** **[▼]** arrows or enter manually using the numeric keypad. Navigate between hours, minutes and seconds using the **[←]** **[→]** arrows. Press **[OK]** when finished.



3. To select **24-hour time**, check the checkbox of the **24-Hour Time** option. If this box is left unchecked, the 12 hour (AM/PM) time format is used.

The setup of the Daylight Saving time is explained in the full user manual, available as download at www.safescan.com.

6. ADD USERS TO THE TA SOFTWARE

Now that your time clock terminal is linked to the software, you can start adding users.

1. In the software, click on "User" in the blue COMMAND bar

The screenshot displays the Safescan software interface. The top navigation bar includes 'File', 'Edit', 'Report', and 'Help'. Below this is a toolbar with various icons for system functions. The main content area features a 'User' management section with a table listing existing users:

ID	User name	First name	Last name	Department	RFID No	Privilege	Status
1	Simon	Simon	Hey	Management		Supervisor	Active
2	Lisa	Lisa	Simpson	HR		User	Active
3	Brian	Brian	Hunter	IT		User	Active

Below the table, there are buttons for 'Edit', 'Save', 'Cancel', and 'Amend'. A form for editing a user is shown, with fields for 'User ID', 'Int. email', 'Privilege', 'Status', 'User name', 'Work schedule', 'Department', and 'Int. phone'. At the bottom of the interface, there are tabs for 'System data', 'Personal data', 'Identification', 'Work Time', and 'Vacation'.

2. To add a user, click on "Add"  at the upper right of the "User" screen. A pop-up window will open (please note that the software will automatically assign the User ID number that is shown in the pop-up window; please do not enter a different number). Click on in the pop-up window to continue setting up the new user.

Please select the "System data" tab at the very bottom left of the screen (see following diagram).

This close-up screenshot shows the bottom left corner of the software interface. It displays a list of tabs: 'System data', 'Personal data', and 'Identification'. The 'System data' tab is highlighted with a red box, indicating it is the selected tab.

In the lower section of the screen, please enter the following data for the new user:

- a. User Name – enter a name for the user here. This name will be displayed when the user clocks in/out at the time clock. This field is limited to 8 characters (full names for the reporting will be added in a later step).
- b. Privilege – select a privilege level for the new user. Choose either “Supervisor” or “User”. DO NOT USE “Enroller” or “Administrator” (these levels are used for much older time clocks that are still in service).
- c. Password – click on the blue “Change password” button. A pop-up window will open and you can enter a numeric password. Please use a numeric password (numbers only, e.g. 1234) as you’ll also be able to use this password to access the time clock if you’re locked out of it.

The screenshot shows a user management form with the following fields and values:

- User ID: 1
- Int. email: Simon@mycompany.com
- Privilege: Supervisor
- Status: Active
- User name: Simon
- Work schedule: Regular
- Department: Management
- Int. phone: 003152457784

Buttons for 'Change password...', 'Change', and 'Delete' are also visible.

To enter the full name of the user (and any other desired personal information), please select the “Personal data” tab at the very bottom left of the screen (see following diagram).

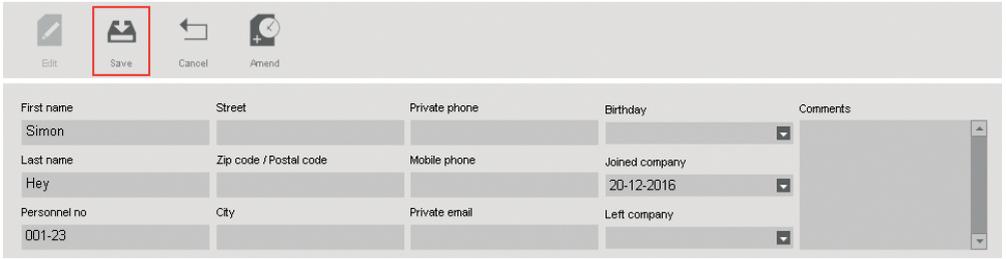
The diagram shows the bottom navigation bar with three tabs: 'System data', 'Personal data', and 'Identification'. The 'Personal data' tab is highlighted with a red box.

In the “Personal data” tab, please enter the following information:

The screenshot shows the 'Personal data' tab with the following fields and values:

- First name: Simon
- Last name: Hey
- Personnel no: 001-23
- Street: [Empty]
- Zip code / Postal code: [Empty]
- City: [Empty]
- Private phone: [Empty]
- Mobile phone: [Empty]
- Private email: [Empty]
- Birthday: [Empty]
- Joined company: 20-12-2016
- Left company: [Empty]
- Comments: [Empty]

IMPORTANT: when you have entered all of the information for the new user (in the “System Data” and “Personal Data” screens, be sure to click on “Save”. Clicking on “Save” will add your new user to the list of users in the top half of the screen.



First name	Street	Private phone	Birthday	Comments
Simon				
Last name	Zip code / Postal code	Mobile phone	Joined company	
Hey			20-12-2016	
Personnel no	City	Private email	Left company	
001-23				

3. Repeat the above steps as often as necessary until all new users are added.

IMPORTANT NOTE: only users with the privilege level of “Supervisor” will have access to the TA software and the menus on the time clock terminal. Supervisors will need to enter their USER NAME & PASSWORD (from above steps) to gain access to the TA software & time clock terminal. Copy your User Name & Password below:

SUPERVISOR USER NAME: _____

PASSWORD: _____

7. SYNCHRONIZE USERS FROM TA SOFTWARE TO TIME CLOCK TERMINAL

The process of “synchronization” transfers user data between the time clock terminal (device) and the TA software (DB -or- database). Any time that you add a new user or make any change to a user’s data, you’ll need to synchronize the user information. After synchronization is complete, clocking data for the users will be transferred automatically between the TA software and the time clock terminal.

The **DIRECTION** of the synchronization is important. Please note the following:



TA>PC: copies user information from the TA (time clock terminal) to the PC (computer).



PC>TA: copies user information from the PC (computer) to the TA (time clock terminal).

When adding a user or making changes to user data on the PC, use “PC>TA” when synchronizing. When making changes to user data on the TA (time clock terminal), use “TA>PC”.

To synchronize the user data, please follow these steps:

1. Go to the “Device” page of the TA software. Select the device to be synchronized by clicking on its name. The row in which the device is listed will become light blue in color.

ID	Name	IP address	Active	Falcher	Conn. type	Serial Number
2	TA-8015	192.168.1.201	<input type="checkbox"/> Connected	SAFESCAN-RES75		125048414440164
1	USB		<input checked="" type="checkbox"/> USB drive not present	SAFESCAN-RES75		

2. After you select the device in step 1 above, the icons at the lower left of the screen will be unlocked.

Click on the “Synchronize” icon



3. The pop-up window “Synchronization” will then open.

User-ID	Finger	Kind	RESOLUTION	Difference
1		DB only	Do nothing	
2		DB only	Do nothing	
3		DB only	Do nothing	

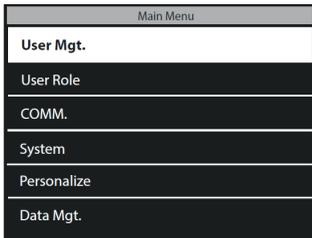
In this example, the new user was created on the PC and this information now needs to be transferred to the TA (time clock terminal). In the synchronization window, click on PC>TA and then click on “COMMIT”. The user information from the PC will now be copied over to the TA (time clock terminal).

WARNING: be sure to note where you have made the changes to the user data. If you are changing user information on the PC, you’ll need to choose “PC>TA” when synchronizing. If you are changing user information on the TA (time clock), you’ll need to select “TA>PC” when synchronizing. If you choose the wrong direction, you may overwrite existing user data.

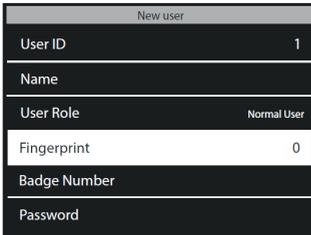
8. REGISTER FINGERPRINTS AND RFID CARDS/FOBS

Now that you have added the users to the system, you can add fingerprints and/or RFID cards to their user profiles.

1. On the time clock terminal, press **(MENU)** on the keypad and identify yourself as a supervisor. You can identify yourself as a supervisor by doing the following:
 - a. Press **(MENU)** on the time clock's keypad
 - b. If you have created a user with the privilege level of "supervisor" and synchronized this user over to the time clock, the time clock display will show "Please verify."
 - c. Enter the supervisor's ID number (e.g. 1) on the time clock's keypad. The display will show "User ID" and the number that you just entered. Press **(OK)** to verify the User ID number.
 - d. Enter the numeric password that was defined when setting up the user profile and press **(OK)**.
 - e. "Main Menu" will now be displayed on the time clock's display.
2. Select "User Mgt." and press **(OK)**. Select "All Users" and press **(OK)**.

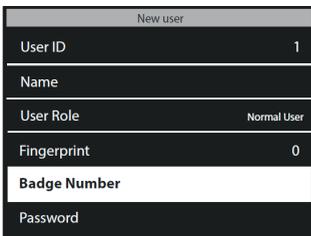


3. Use the **(▲)** **(▼)** to navigate through the user list and select the desired user. Press **(OK)** to access the user's profile.
4. Select "Edit" and press **(OK)**.
5. **TO SCAN A FINGERPRINT FOR A USER:** In the user detail screen:
 - a. Use the **(▲)** **(▼)** to highlight "Fingerprint" and press **(OK)**



- b. Follow the on-screen instructions on the time clock to scan the fingerprints.

6. **TO ADD AN RFID CARD FOR A USER:** In the user detail screen:
 - a. Use the **(▲)** **(▼)** to highlight "Badge Number" and press **(OK)**



- b. Hold the RFID card or key fob in front of the time clock's sensor.

PLEASE NOTE: adding fingerprints or an RFID badge to a user makes it necessary to synchronize the user data. As the fingerprint or RFID badge was added at the time clock, you'll need to synchronize in the direction "TA>PC". See the directions in this manual on synchronization for more detail.

9. CLOCKING IN / CLOCKING OUT

This chapter describes the basic clocking scenario. For more advanced scenarios (such as clocking with workcodes), please refer to the full user manual, available for download at www.safescan.com.

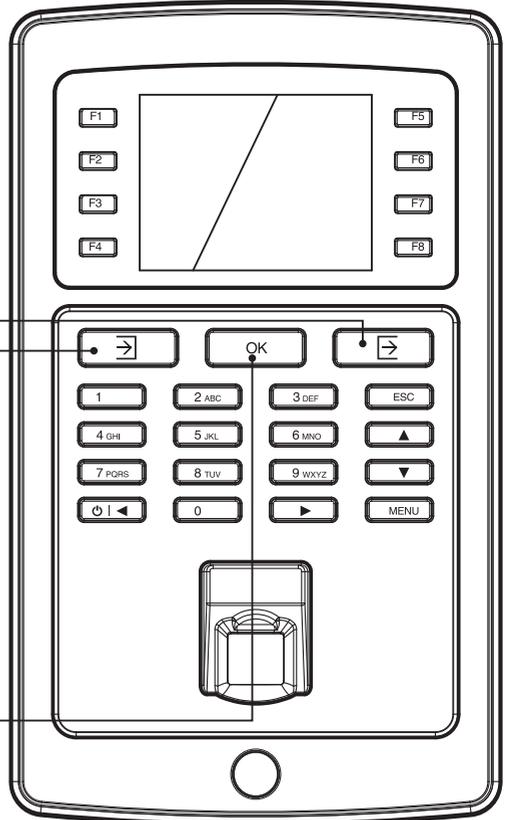
The screen of the terminal always displays the system's clocking state. CHECK (IN)  or CHECK (OUT)  is displayed on the terminal's screen and the corresponding symbol  or  is displayed at the bottom left or right corner of the screen.

The device has two default states:  or . If an employee comes in, he just needs to make sure that the machine is set to , and identify himself. If the employee goes out, he needs to check that the machine is set to  and identify himself.

Using fingerprint identification: Select  or , and press the finger on the fingerprint reader.

Using RFID identification: Select  or  and swipe the badge/ key fob in front of the terminal reader.

Using password identification: Select  or , type in the user **ID**, press **OK**, type in the password, and press **OK**.



10. CORRECT CLOCKING ERRORS

In order for the software to correctly calculate the hours worked by an employee, the system needs to have both an IN (clocking in) and an OUT (clocking out). The software needs a regular sequence of IN, OUT, IN, OUT.... in order to be able to calculate the hours worked correctly. Users may occasionally makes mistakes when clocking in/out at the time clock terminal; such incorrect clocking data will generate incorrect reports.

Please make sure to review all clocking data on the CLOCK page of the TA software before generating any reports. On the CLOCK page, all incorrect clockings are marked in red. Listed below are the most COMMON mistakes along with the methods for correcting them.

10.1. MISSING CLOCKING

The employee forgot to clock in or out at the time clock terminal.

The screenshot shows the Safescan software interface. At the top, there is a menu bar with options: File, Edit, Report, Help. Below the menu is a toolbar with icons for Resequence, Clock, Clock Grid, Day, Period, Report, Workcode Report, Classification Report, Payment Report, User, Workschedule, Planning, Device, and Work code. The main area displays a report for the week of 19-12-2016 to 25-12-2016. The report is filtered for user 'Simon (Hey Simon)'. The report table has columns: Us..., User name, First name, Last name, Department, Personnel no, When, Device, In/Out, Verify Mode, Work code, Remark, and User update. The data shows several clocking events for Simon Hey Simon, with the last entry on 22-12-2016 at 17:00:00 marked as 'Out' in red.

Us...	User name	First name	Last name	Department	Personnel no	When	Device	In/Out	Verify Mode	Work code	Remark	User update
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 9:00:00	TA8020	In	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 12:00:00	TA8020	Break	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 12:30:00	TA8020	Return	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 17:30:00	TA8020	Out	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 9:00:00	TA8020	In	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 12:00:00	TA8020	Break	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 12:30:00	TA8020	Return	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 17:30:00	TA8020	Out	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 17:30:01	TA8020	Ignore	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	22-12-2016 17:00:00	TA8020	Out	Manual			Simon

In the above example, there is a CLOCK IN missing on 11/29. As there is no IN time, all other clockings for the same day are marked as incorrect..

To correct this error, you will need to add a CLOCK IN for the employee on that day. Click on the Add icon  at the top right side of the screen. Alternatively, you can use a right mouse click on the list of clockings and select "Add clock time" in the drop down menu. The "Add clock time" window will pop up and you can then enter all of the information for the missing clocking.

The screenshot shows the 'Add clock time' dialog box. It has a title bar with 'Add clock time' and a close button. The form contains the following fields:

- Name: 1 Simon Simon Hey
- When: 22-12-2016
- Time: 9:00
- In/Out: In
- Device: TA8020 (192.168.1.201)
- Work code: [Empty]
- Remark: [Empty]

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

Make sure you enter the correct date, time, and In/Out state. Click on .

10.2 DOUBLE CLOCKING

Even though Safescan TA terminals have a built-in system to prevent double clocking, it may still occur due to the system being not set up or turned off. In this event, an employee may be able to clock in or out twice. Please use the following steps to correct any double clockings:

Report range: This week (19-12-2016 to 25-12-2016) End of day: 0:00
 Filter user...: All Department filter: User Filter: 1: Simon (Hey Simon)

Us...	User name	First name	Last name	Department	Personnel no	When	Device	In/Out	Verify Mode	Work code	Remark	User update
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 9:00:00	TA8020	In	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 12:00:00	TA8020	Break	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 12:30:00	TA8020	Return	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 17:30:00	TA8020	Out	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 9:00:00	TA8020	In	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 12:00:00	TA8020	Break	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 12:30:00	TA8020	Return	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 17:30:00	TA8020	Out	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 17:30:01	TA8020	Out	Manual			Simon

In the above example, the employee clocked in twice. To correct this error, the second Break clocking should be ignored. Use a right mouse click on the second Break clocking and in the drop down menu, select “Change to Ignore”.

Report range: This week (19-12-2016 to 25-12-2016) End of day: 0:00
 Filter user...: All Department filter: User Filter: 1: Simon (Hey Simon)

Us...	User name	First name	Last name	Department	Personnel no	When	Device	In/Out	Verify Mode	Work code	Remark	User update
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 9:00:00	TA8020	In	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 12:00:00	TA8020	Break	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 12:30:00	TA8020	Return	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 17:30:00	TA8020	Out	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 9:00:00	TA8020	In	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 12:00:00	TA8020	Break	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 12:30:00	TA8020	Return	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 17:30:00	TA8020	Out	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 17:30:01	TA8020	Out	Manual			Simon

Add clock time
 Edit clock time
 Change to In
 Change to Out
 Change to Break
 Change to Return
 Change to Ignore

The clocking sequence is now correct.

10.3 INCORRECT CLOCKING STATE

If users do not press the CLOCK IN or CLOCK OUT button and check the display to confirm that they are clocking in or out, it may happen that they clock with an incorrect state. For example, someone wishing to clock out may instead accidentally clock in.

TA File Edit Report Help

Presence Clock Clock Grid Day Period Report Workcode Report Classification Report Payment Report User Workschedule Planning Device Work code Safescan

Report range: This week | Report from: 19-12-2016 | Report to: 25-12-2016 | End of day: 0:00

Filter user...: All | Department filter: 1: Simon (Hey Simon) | User Filter: 1: Simon (Hey Simon)

Export Email Print Add Edit Refresh

Us...	User name	First name	Last name	Department	Personnel no	When	Device	In/Out	Verify Mode	Work code	Remark	User update
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 9:00:00	TA8020	In	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 12:00:00	TA8020	Break	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 12:30:00	TA8020	Return	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 17:30:00	TA8020	Out	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 9:00:00	TA8020	Out	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 12:00:00	TA8020	Break	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 12:30:00	TA8020	Return	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 17:30:00	TA8020	Out	Manual			Simon

In order to correct this, you need to change the In/Out state of the clocking. Double click on the incorrect clocking. A pop-up window will appear. In this window change the In/out state to the correct value. Click on **OK**.

TA File Edit Report Help

Presence Clock Clock Grid Day Period Report Workcode Report Classification Report Payment Report User Workschedule Planning Device Work code Safescan

Report range: This week | Report from: 19-12-2016 | Report to: 25-12-2016 | End of day: 0:00

Filter user...: All | Department filter: 1: Simon (Hey Simon) | User Filter: 1: Simon (Hey Simon)

Export Email Print Add Edit Refresh

Edit clock time

Name: 1 Simon Simon Hey

When: 20-12-2016 | Time: 9:00 | In/Out: In

Device: TA8020 (192.168.1.201) | Out Break Return Ignore

Remark:

OK Cancel

Us...	User name	First name	Last name	Department	Personnel no	When	Device	In/Out	Verify Mode	Work code	Remark	User update
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 9:00:00	TA8020	In	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 12:00:00	TA8020	Break	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 12:30:00	TA8020	Return	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	19-12-2016 17:30:00	TA8020	Out	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 9:00:00	TA8020	Out	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 12:00:00	TA8020	Break	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 12:30:00	TA8020	Return	Manual			Simon
1	Simon	Simon	Hey	Manage...	001-23	20-12-2016 17:30:00	TA8020	Out	Manual			Simon

The clocking sequence is now correct.

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