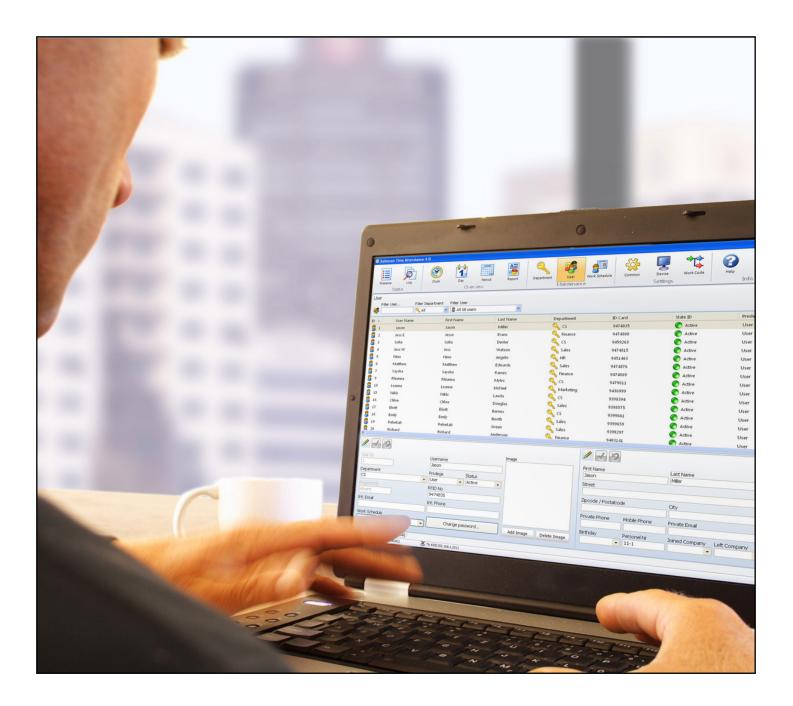


Manual

Safescan TA Software 4.0



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# **1.0 FOREWORD**

Safescan Time Attendance 4 is time attendance software for recording and processing personal times. The flexible system architecture means that Safescan Time Attendance 4 can be used in small to medium size companies in almost every industry to provide powerful time evaluation.

Safescan Time Attendance 4 supports all Safescan time attendance terminals with a wide range of features. For this reason, the described functions may not work with all time and attendance terminals. For more details, please refer to the performance characteristics of the supplied time attendance terminal or contact your supplier.

The user manual describes the installation, function and use of the software package for software release 4.0 or higher. When using previous versions, details of differences are given in the description of functions.

No special computer technology skills are needed to use the software. However, you do need to be familiar with the Microsoft Windows graphical user interface. The user manual replaces instruction and training on the system and serves as a reference.

Safescan Time Attendance 4 has been designed and tested with great care and complies with the latest state-of-the-art technology. However, as with all extensive software products, we cannot guarantee that it is absolutely error-free, and in particular we accept no liability for any consequential damage. If you want to suggest further improvements to the program or if you find any errors in the program or user manual, please let us know.

## 2.0 SUMMARY OF THE MANUAL

The user manual gives you an overview of the handling of Safescan Time Attendance 4 and contains steps for frequently used operations. The screenshots shown are examples rather than specifications.

## 2.1 Using the user manual

This user manual discusses mouse operation. "Click" always refers to pressing the left mouse button. If any rows are highlighted, this indicates that the left mouse button is being used to click on the entry. Other operating steps, such as working with the right mouse button, are described specifically.

## 2.2 System requirements

To use Safescan Time Attendance 4, your PC should meet the following requirements.

- Pentium IV processor or higher
- Main memory of at least 1024 MB
- USB and TCP/IP ports
- Free hard disk capacity of at least 100 MB
- CD-ROM drive
- Resolution of at least 1024 x 768 (1280 x 1024 is recommended)
- Windows XP operating system or higher

## 2.3 Explanation of symbols

÷	Add	P	Search for new hardware
1	Edit	T	Time setting on the terminal
×	Delete	2	Synchronisation
2	Refresh	Q,	Retrieving USB stick
	Export	٢	Connection interrupted
ł	Print		Connection made
$\checkmark$	Save	×	Close the application
9	Cancelled	47	Work schedule on / off

# 3.0 INSTALLATION

## 3.1 Program installation

- 1. Insert the installation CD-ROM into the drive of your computer.
- 2. Open the [TimeAttendanceSetup] file and the installation program will start.

😼 Setup - Safescan Time Atte	ndant 🗖 🗖 💌
	Welcome to the Safescan Time Attendant Setup Wizard This will install Safescan Time Attendant 4 on your computer. It is recommended that you close all other applications before continuing. Click Next to continue, or Cancel to exit Setup.
	Next > Cancel

## 3. Accept the license terms.

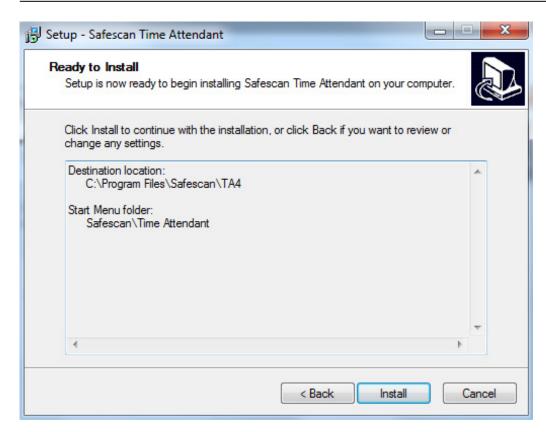
🔂 Setup - Safescan Time Attendant	X
License Agreement Please read the following important information before continuing.	
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
End User Licensing Agreement Safescan Time Attendance Software For exclusive use with Safescan Time Attendance products This is a Licensing Agreement between you, the end user of software, and SAFESCAN, a limited company from The Netherlands, (hereinafter "SAFESCAN"). Please read this document carefully! In case you do not agree with the said terms and conditions, immediately stop using this software and return all parts that were included in the product package and destroy all copies of the said version of the software and/or uninstall it.	
I accept the agreement     I do not accept the agreement                               	Cancel

4. Specify the destination directory. c:/Program Files/Safescan/TA4 will be suggested to you as the default path for a different storage path, select [Browse] and search for the path you want. (We recommend you use the default path).

Setup - Safescan Time Attendant	
Select Destination Location Where should Safescan Time Attendant be installed?	
Setup will install Safescan Time Attendant into the following folde	r.
To continue, click Next. If you would like to select a different folder, click I	Browse.
C:\Program Files\Safescan\TA4	Browse
At least 8,1 MB of free disk space is required.	
< Back Next >	Cancel

5. Press [Next] to continue. The program will now be installed.

Setup - Safescan Time Attendant	
Select Start Menu Folder Where should Setup place the program's shortcuts?	
Setup will create the program's shortcuts in the following Start Mer	
To continue, click Next. If you would like to select a different folder, click B Safescan\Time Attendant	Browse
< Back Next >	Cancel



6. Use [Finish] to confirm that the installation is complete.



## 3.2 Setting up the software

- Use Start / Time Attendance to open the software.
- Enter the license code, which you will find on the CD packaging.

Enter Regi	stration code		×
Please en Product Key	ter your license ke Safescan Time A		
		ОК	Cancel

The first time you use the software or later if no supervisor/administrator is set (in the software and/or on the time attendance terminal), the following message will be displayed.

1	Time Attendant
	No admin defined. When you define an admin you need to login.
	ОК

As soon as a supervisor or administrator has been defined, you can log in using the user name and password.

	<b>Safe</b>	escan	
0	User Name		
	Sofia		
	Password		
	•		
	ОК	Cancel	

**Forgotten your password?** When asked for your user name, enter your user ID and the license code as the password. (You will find the license code on the CD packaging). Use OK to confirm.

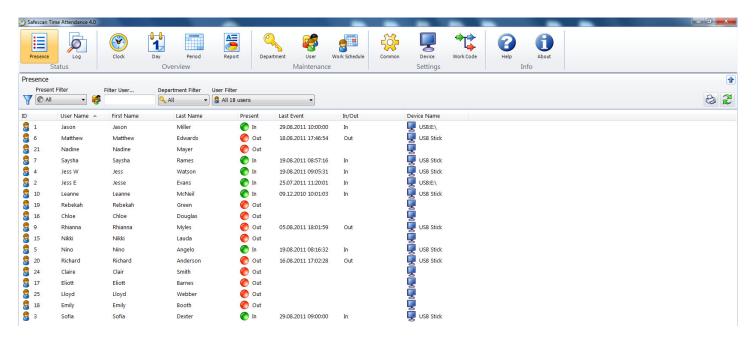
# 4.0 FIRST STEPS

- 1. Select the desired language, see chapter 8.1.1.
- 2. If necessary, change the end of the working day (standard 00:00 clock), see chapter 8.1.2.
- 3. Creating duty rosters, see chapter 7.3.
- 4. Creating function codes, see chapter 8.3.
- 5. Entering users on the time attendance terminal or in the software, see chapter 7.2.1.
- 6. Synchronising the software with the time attendance terminal, see chapter 8.2.2.
- 7. Start by entering the booking times into the time attendance terminal.

# 5.0 STATUS

## 5.1 Presence/real-time summary

You can use the real-time summary to check the presence and absence of your employees. You can see at a glance who has signed in or out where and at what time, or who is taking a break. With the simple filtering method you can have the information you want up on the screen in no time, or you can print out the data on your printer.



## Filters 5.1.1 (free filter, department filter or user drop-down)

Present filter: Select the setting you want from the drop-down menu; present, absent, break or all.

🅑 Si	afescan Tim	ne Attendance 4.0	)				_		-	-	
	resence		Clock	Day Period	Report	Department User	Work Schedule	Common Device	Work Code	Help About	
_		atus	CIOCK	Overview	Report	Maintena		Settings	work code	Info	
Pre	sence									~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	•
Y	Present I		Filter User	Department Filter	User Filter	•					8 2
ID	In Contraction		<ul> <li>First Name</li> </ul>	Last Name	Present	t Last Event	In/Out	Device Name			
8	1 O Paus	se	Jason	Miller	🌔 In	29.08.2011 10:00	:00 In	USB:E:\			
8	e Out	WIGHTEW	Matthew	Edwards	🌔 OI		:54 Out	厦 USB Stick			
•	21	Nadine	Nadine	Mayer	🧑 Οι			USB Stick			
8	7	Saysha	Saysha	Rames	🌔 In		:16 In	USB Stick			
8	4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05	:31 In	USB Stick			
-	2	Jess E	Jesse	Evans	🌔 In	25.07.2011 11:20	:01 In	USB:E:\			
8	10	Leanne	Leanne	McNeil	🌔 In	09.12.2010 10:01	:03 In	🖳 USB Stick			
	19	Rebekah	Rebekah	Green	🌔 Оі	ut					
	16	Chloe	Chloe	Douglas	🌔 Оі	ut		<b>.</b>			
	9	Rhianna	Rhianna	Myles	🧑 Οι	ut 05.08.2011 18:01	:59 Out	USB Stick			
8	15	Nikki	Nikki	Lauda	🜔 OI	ut		📮 🖳 USB Stick			
8	5	Nino	Nino	Angelo	🌔 In	19.08.2011 08:16	:32 In	🕎 USB Stick			

# ENGLISH | NEDERLANDS | DEUTSCH | FRANÇAIS | ESPAÑOL | ITALIANO | PORTUGUÊS

Free filter: Enter the first few letters for the user you want into the free filter. The summary will show you all users that have these same letters. The more detail of the name you enter, the more your filter result will be limited.

🅙 Safesc	an Time Attendance 4.0					_					_	_	
Preser	$\mathcal{P}$		Day Period	Report Depa	s 😽 🕹	Work Schedule	Common	Device	Work Code	Help	About		
	Status		Overview		Maintenance			Settings			Info		
	Presence												
		Filter User		User Filter									
7	All 🔹 🍕	1	🔍 All 👻	S All 3 users	•								2
ID	User Name 🔺	First Name	Last Name	Present	Last Event	In/Out	0	Device Name					
2 1	Jason	Jason	Miller	🌔 In	29.08.2011 10:00:00	In	, i	USB:E:\					
8 4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05:31	In	, i	USB Stick					
2 💈	Jess E	Jesse	Evans	🌔 In	25.07.2011 11:20:01	In	, i	USB:E:\					

**Department filter**: Select the department you want from the drop-down menu. In the summary as well as in the user filter, all employees of that department are displayed. You can limit the results by using the user filter.

🅙 Safescan Tin	ne Attendance 4.0						_	-	-	-	-			
Presence		Clock	Day Period	Report	Department	User Iaintenance	Work Schedule	Common	Device Settings	Work Code	() Help	About Info		
Presence Present		Filter User	Department Filter	User Filter		•			bettingb				5 	۲ کی ک
ID 8 1	User Name 🔺 Jason	First Name Jason	All CS Finance	Presen		ent 011 10:00:00	In/Out In		Device Name					
6 21	Matthew	Matthew	HR Marketing	0 0 0	ut 18.08.2	011 17:46:54	Out	l	USB Stick					
<b>3</b> 7 <b>3</b> 4	Saysha Jess W	Saysha Jess	Rames Watson	In 📀 In	19.08.2	011 08:57:16 011 09:05:31	In In	l	USB Stick					
2 2 10 19	Jess E Leanne Rebekah	Jesse Leanne Rebekah	Evans McNeil Green	() In () In () 0	09.12.2	011 11:20:01 010 10:01:03	In In	i i	USB:E:\ USB Stick					
19 16 9	Chloe Rhianna	Chloe Rhianna	Douglas Myles	0 0 0 0	ut	011 18:01:59	Out	i	USB Stick					
8 15	Nikki	Nikki	Lauda	Õ 0	ut			I	Ż					

User filter: Select the user you want from the drop-down menu.

🅙 Safescan Tii	me Attendance 4.0							_	_	_	_	_	_	_		
Presence	Log	Clock	Day	Period	Report	Departmen		Work Schedule	Common	Device	Work Code	Help	About			
S	tatus		Over	view			Maintenan	ce		Settings		<u> </u>	Info		 	
Presence																
Present	Filter	Filter User	Departr	nent Filter	User Filter											
	- 🥰	P	S 🂫		3 All 6 users		-									2
ID	User Name 🔺	First Name		Last Name	All 6 users			In/Out		Device Name						
2 1	Jason	Jason		Miller	🔒 3: Sofia (So	ofia Dexter)	000	0 In		USB:E:\						
21	Nadine	Nadine		Mayer	🗧 9: Rhianna 💈 15: Nikki (N		es)			USB Stick						
8 9	Rhianna	Rhianna		Myles	3 17: Eliott (E		01.5	9 Out	1	USB Stick						
15	Nikki	Nikki		Lauda	a 21: Nadine	(Nadine Maye	r)		1							
8 17	Eliott	Eliott		Barnes	0	Out			1							
🗧 з	Sofia	Sofia		Dexter	0	In 29	9.08.2011 09:00:0	0 In	)	USB Stick						

## 5.1.2 Sorting

**Sorting via the menu bar:** You can use the menu bar to sort data at any time by double clicking the field you want. Repeat this to reverse the order (A - Z or Z - A).

🥙 Safescan Tin	me Attendance 4.0												
Presence	Log tatus	Clock	Day Period Overview	Report Depar	ment User Maintenand	Work Schedule	Common	Device Settings	Work Code	Pelp	About nfo		
Presence												4	
Present	Filter F	Filter User		User Filter									-
TIN () AII	- 🥳		🐴 All 👻	Sall 18 users	•							8 2	
ID	User Name 🔺	First Name	Last Name	Present	Last Event	In/Out	l.	evice Name					
2 1	Jason	Jason	Miller	🌔 In	29.08.2011 10:00:0	0 In	(	USB:E:\					
8 6	Matthew	Matthew	Edwards	🔴 Out	18.08.2011 17:46:5	4 Out	(	USB Stick					
21	Nadine	Nadine	Mayer	🔴 Out			1						
8 7	Saysha	Saysha	Rames	🌔 In	19.08.2011 08:57:1	5 In	1	USB Stick					
8 4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05:3	1 In	1	USB Stick					
2 2	Jess E	Jesse	Evans	🌔 In	25.07.2011 11:20:0	1 In	1	USB:E:\					
2 10	Leanne	Leanne	McNeil	🌔 In	09.12.2010 10:01:0	3 In	1	USB Stick					
19	Rebekah	Rebekah	Green	Out			ļ						

#### 5.1.3 Printing

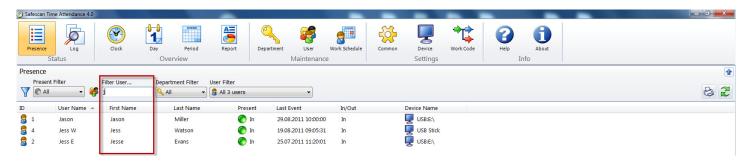
You can use to print the real time summary at any time.

## 5.2 System log

The system log summary displays all events, modifications or other manipulations on the time attendance terminal. The system log is used to log the communication sequence in and with the time attendance terminal in chronological order. When communication problems occur you can use the error description to eliminate the causes of these.

## Filters 5.2.1 (free filter, department filter or user drop-down)

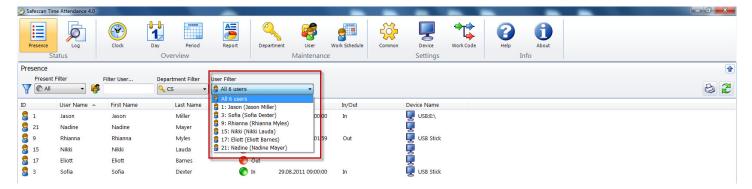
Free filter: Enter the first few letters for the user you want into the free filter. The summary will show you all users that have these same letters. The more detail of the name you enter, the more your filter result will be limited.



**Department filter**: Select the department you want from the drop-down menu. In the summary as well as in the user filter, all employees of that department are displayed. You can limit the results by using the user filter.

🅙 Safescan Tin	me Attendance 4.0					_	_	-	_	-	
Presence	Log tatus	Clock	Day Period	Report	Department User Maintenar	Work Schedule	Common Device Setting:	Work Code	Help About		
Presence				_							
Present	Filter	Filter User	Department Filter	User Filter							
TIN () AII	- 🥰			all 18 users	•						8
ID	User Name 🔺	First Name	All CS	Present	Last Event	In/Out	Device Nam	2			
2 1	Jason	Jason	Sinance	o In	29.08.2011 10:00:	00 In	USB:E:\				
8 6	Matthew	Matthew	A HR Marketing	🔴 Ou	t 18.08.2011 17:46:	54 Out	🖳 USB Stic	k			
21	Nadine	Nadine	Sales	🔵 Ou	t		📮 USB Stic				
8 7	Saysha	Saysha	Kames	🕘 🛛 🌔 In	19.08.2011 08:57:	16 In	厦 USB Stic				
8 4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05:	31 In	厦 USB Stic	:k			
2 2	Jess E	Jesse	Evans	🌔 In	25.07.2011 11:20:	01 In	USB:E:\				
8 10	Leanne	Leanne	McNeil	🌔 In	09.12.2010 10:01:	03 In	厦 USB Stic	k			
8 19	Rebekah	Rebekah	Green	🜔 Ou	t						
8 16	Chloe	Chloe	Douglas	🕐 Ou	t		USB Stic				
8 9	Rhianna	Rhianna	Myles	🕐 Ou	t 05.08.2011 18:01:	59 Out	🖳 USB Stic	k			
8 15	Nikki	Nikki	Lauda	🜔 Ou	t		Ē				

User filter: Select the user you want from the drop-down menu.



## 5.2.2 Sorting

Sorting via the menu bar: You can use the menu bar to sort data at any time by double clicking the field you want. Repeat this to reverse the order (A - Z or Z - A).

🥙 Safescan Tir	me Attendance 4.0											x
Presence	Log tatus	Clock	Day Period Overview	Report Dep	artment User Maintenanc	Work Schedule	Common Device Setting	Work Code	Help In	About fo		
Presence												
Present	Filter F	ilter User		er Filter All 18 users	•						A.	
ID	User Name 🔺	First Name	Last Name	Present	Last Event	In/Out	Device Nam	2				
2 1	Jason	Jason	Miller	🌔 In	29.08.2011 10:00:00	) In	USB:E:\					
8 6	Matthew	Matthew	Edwards	🔴 Out	18.08.2011 17:46:54	Out	🖳 USB Sti	:k				
21	Nadine	Nadine	Mayer	🜔 Out								
8 7	Saysha	Saysha	Rames	🌔 In	19.08.2011 08:57:16	i In	📕 USB Sti					
8 4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05:31	In	厦 USB Sti	:k				
2	Jess E	Jesse	Evans	o In	25.07.2011 11:20:01	In	USB:E:\					
10	Leanne	Leanne	McNeil	🌔 In	09.12.2010 10:01:03	3 In	厦 USB Sti	:k				
19	Rebekah	Rebekah	Green	Out								

## 5.2.3 Printing

You can now print the system log summary.

# 6.0 OVERVIEW

## 6.1 Adjusting and/or changing booking times:

In "Booking times" you will find all booking times entered into the time attendance terminal that have been transferred to the software directly via TCP/IP or USB stick.

Incorrect bookings or missed bookings are stored in the orange summary (see figure below). Please check whether the sequence applies (in/out or in - break - back - out, etc.). Add any forgotten bookings as described in chapter 6.1.1. Change incorrect bookings to the correct status (such as ignore) as described in chapter 6.1.2.

) Saf	escan Time At	ttendance 4.0				-			_	-	-	-	_	_	فرصا
		6	<b>(</b>			<b>A</b>	Q	🥵 🚛	- Co-	<b>P</b>	⇒t	2	6	-	
_	esence	Log	Clock	Day	Period	Report	Department	User Work Sched		Device	Work Code	Help	About		
	Statu	IS		O	verview		1	Maintenance		Settings			Info		
Repo	ort														
	Report Rang		ort From 01.2010 🔲	Report To 31.12.201		lter User	Department	t Filter User Filter	2	_					+ 🕞 💪 ह
	(									•					
U 1	User Na Jason	First Name Jason		Departm V CS C	Vhen )2.11.2010 13:54:57	Device USB Stick	In/Out In	Verify Mo Wor RFID	Remark		User	update	Changed		
1	Jason	Jason			02.11.2010 13:54:57	USB Stick	In	Fingerprint							
1	Jason	Jason			02.11.2010 14:03:28	USB Stick	In	RFID							
1	Jason	Jason			02.11.2010 18:02:04	USB Stick	Out	Fingerprint							
1	Jason	Jason	Miller	cs c	3.11.2010 08:50:17	USB Stick	In	RFID							
1	Jason	Jason	Miller	cs c	3.11.2010 18:27:31	USB Stick	Out	Fingerprint							
1	Jason	Jason	Miller	cs c	04.11.2010 09:06:36	USB Stick	In	Fingerprint							
1	Jason	Jason			04.11.2010 09:06:45	USB Stick	In	Fingerprint							
1	Jason	Jason			04.11.2010 18:21:27	USB Stick	Out	Fingerprint							
1	Jason	Jason			05.11.2010 09:06:00	USB Stick	In	Fingerprint							
1	Jason	Jason	Miller	cs c	08.11.2010 08:59:17	USB Stick	In	RFID							
									_						
U	ISB S	Stick		In	1		Finge	erprint							
							_								
	CD C	Stick		Tes			DETD								
U	28.3	SUCK		In			RFID								
11	ISR 9	Stick		0	ut		Finde	erprint							
۲	000	ALICIA		~	u.c		· ····g·	ci princ							
		Stick		In			RFID								

Note: It is not possible to delete time bookings!

## 6.1.1 Adding bookings

Missing bookings can be added later.

- Click on 두 "Add".
- Select the user you want.

dd clock time				X
Name				•
When	Time	InOut		
01.09.2011	•	In		•
Device		Workcode		
		•		-
Remark		- 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 1 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199		
			ок	Cancel

- Enter the booking time in the time entry field. The value must be entered into the computer based on your country settings (e.g. 08:00 or 08.00 in line with the country settings).
- Use out/in to select the appropriate function.
- Assign the booking to the appropriate time attendance device.
- If you wish you can select a function code from the function code list field, e.g. off-site work, medical consultation.
- Use "OK" to finish making entries.

Note: The fields highlighted in red are required fields.

## 6.1.2 Changing bookings

Bookings can be changed later.

• Click on the booking you want to change.

×
Workcode
-
OK Cancel

- Change the in/out status.
- If you wish you can select a function code from the function code list field, e.g. off-site work.
- Use "OK" to finish making entries.

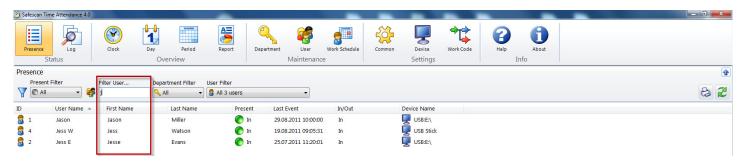
Note: To protect employees, times cannot be corrected or deleted. To change a time, add a new booking and set the "incorrect" one to "Ignore". The booking entered into the time attendance terminal continues to exist, but is no longer calculated.

## 6.1.3 Deleting bookings

If it is not possible to delete a booking, you can set the booking to "Ignore" so that it is not taken into account in calculations.

## Filters 6.1.4 (free filter, department filter or user drop-down)

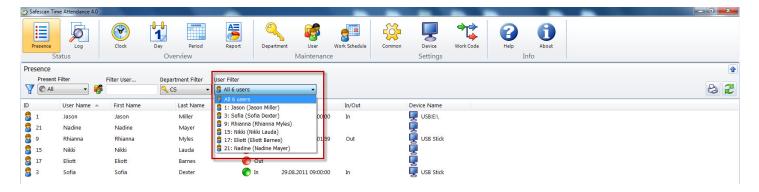
Free filter: Enter the first few letters for the user you want into the free filter. The summary will show you all users that have these same letters. The more detail of the name you enter, the more your filter result will be limited.



**Department filter**: Select the department you want from the drop-down menu. In the summary as well as in the user filter, all employees of that department are displayed. You can limit the results by using the user filter.

🅙 Safescan Tir	me Attendance 4.0			-		_			-		-	
Presence	Log tatus	Clock	Day Period Overview	Report E	Department User Maintenand	Work Schedule	Common Device Settings	Work Code	Help Info	About		
Presence												<b></b>
Present	Filter	Filter User	Department Filter	User Filter								
TIN () AII	- 🥰			all 18 users	•							😂 2
ID	User Name 🔺	First Name	All CS	Present	Last Event	In/Out	Device Name					
2 1	Jason	Jason	Sinance	🔵 In	29.08.2011 10:00:0	D In	USB:E:\					
6	Matthew	Matthew	R HR	Out	18.08.2011 17:46:5	4 Out	💭 USB Stic	k				
21	Nadine	Nadine	Sales	🔴 Out			, p					
8 7	Saysha	Saysha	Kames	📕 🌔 In	19.08.2011 08:57:16	5 In	USB Stic	k				
8 4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05:3	1 In	🕎 USB Stic	k				
2 2	Jess E	Jesse	Evans	🌔 In	25.07.2011 11:20:0	1 In	USB:E:\					
8 10	Leanne	Leanne	McNeil	🌔 In	09.12.2010 10:01:0	3 In	💭 USB Stic	k				
2 19	Rebekah	Rebekah	Green	🔴 Out			, in the second s					
8 16	Chloe	Chloe	Douglas	🟉 Out			USB Stic					
8 9	Rhianna	Rhianna	Myles	🜔 Out	05.08.2011 18:01:5	9 Out	厦 USB Stic	k				
8 15	Nikki	Nikki	Lauda	🜔 Out			Ţ					

User filter: Select the user you want from the drop-down menu.



## 6.1.5 Sorting

Sorting via the menu bar: You can use the menu bar to sort data at any time by double clicking the field you want. Repeat this to reverse the order (A - Z or Z - A).

🥙 Safescan Tim	ne Attendance 4.0														
Presence		Clock	Day Overvi	Period	Report	Department	User Maintenand	Work Schedule	Common	Device Settings	Work Code	() Help	About Info		
Presence															
Present I	Filter F	ilter User	Departme		User Filter B All 18 users		•							L.	32
ID	User Name 🔺	First Name	La	ast Name	Prese	nt Last	Event	In/Out	ſ	evice Name					
8 1	Jason	Jason	N	Ailler	🜔 І	n 29.0	8.2011 10:00:0	D In	1	USB:E:\					
8 6	Matthew	Matthew	E	dwards	0	Dut 18.0	8.2011 17:46:54	4 Out	1	USB Stick					
21	Nadine	Nadine	N	Aayer	0	Dut				USB Stick					
8 7	Saysha	Saysha	R	ames	🜔 I	n 19.0	8.2011 08:57:1	5 In	1	USB Stick					
8 4	Jess W	Jess	N	Vatson	🌔 І	n 19.0	8.2011 09:05:3	1 In	1	USB Stick					
2	Jess E	Jesse	E	vans	🌔 І	n 25.0	7.2011 11:20:0	1 In	1	USB:E:\					
2 10	Leanne	Leanne	N	AcNeil	🌔 I	n 09.1	2.2010 10:01:0	3 In	(	USB Stick					
19	Rebekah	Rebekah	G	Green	0	Dut			l						

## 6.1.6 Exporting summaries in the CSV file format

You can export summaries via export summaries as CSV files, then process them further, for example using Excel or any other program that can use CSV files.

The CSV file format describes the structure of a text file for storage or for the easy exchange of structured data or lists.

- Select the summary that you want to export.
- Click on the STATE CSV-Export symbol.
- Name the export file and select the directory that you have created for CSV exports.
- Click on "Save".
- Click on "OK". The data is then exported to the selected directory.

You can then process the summary with any program that is capable of using CSV data, such as Excel.

#### 6.2 Day

All booking times from the current day that have been transferred to the software from your time attendance terminal directly via TCP/IP or USB stick are displayed. AAll important information about active users is also displayed. The summary shows the first and last booking, the daily balance, break absences and the dedicated work schedule

which you can turn on or off by using the IV. You can adjust the date at any time. Dates are displayed chronologically and can be filtered and/or sorted to suit the user's needs.

🕑 Safescan Time Att	ttendance 4.0				-			_	-	-					
	Ø				A=	Q			÷	Ţ	*	2	0		
Presence	Log	Clock	Day	Period	Report	Department	User	Work Schedule	Common	Device	Work Code	Help	About		
Status	s		Over	rview		1	Maintenan	nce		Settings		1	info		
Report															
Report Range	e Report F		Report To		Filter User	Departmen		Iser Filter 🔓 3: Sofia (Sofia D	exter)	•					6
	Today Yesterday		epartm Date		In Out	t Durati D	Durati	Remarks						 	عا روی ایک
	This week Last week				08:48 17:24	4 8:36 1	8:36								
Jona	This month Last month	r c	S Die	nstag, 2	08:48 17:24	4 8:36	8:36								

## 6.2.1 Creating a summary

In "Period", select the pre-defined periods or use the date picker to select your own date range.

🎱 Sa	fescan Time A	Attendance 4	4.0			-				_	-	-	-	-	_	-	- n ×
	resence Statu		Clock	Day		Report		Department	User Vaintenar	Work Schedule	Common	Device Settings	Work Code	Pelp	About Info		
Rep		us	1		Overview				viaintenai	ice		Settings			inio		•
Rep	Report Ran	Ine I	Report From	Report	То	Filter User		Department	Filter I	Iser Filter							
	Select	-	01.08.2011	31.08.				All		All 18 users		-					3 3 2
U	- Today Yesterday	-	me Last Nam	e Departm	Date	In	Out	Durati D	Durati	Remarks							
	This week Last week					08:42	17:23	707:03 81									
1	This month	h	Miller	CS	Montag, 1. A	09:15	13:55	4:40	4:40								E
2	Last month This year	<b>•</b>	Evans	Finance	Montag, 1. A												
з	Last year Select		Dexter	CS	Montag, 1. A	09:00	17:30	8:30	8:30	V, Day OFF from 2	20.5.2011						
4	Jess W	Jess	Watson	Sales	Montag, 1. A												
5	Nino	Nino	Angelo	HR	Montag, 1. A	08:05	17:05	9:00	9:00								
6	Matthew	Matthew	w Edwards	Sales	Montag, 1. A	08:54	17:39	8:45	8:45								
7	Saysha	Saysha	Rames	Finance	Montag, 1. A	09:01	17:40	8:39	8:39								

#### Filters 6.2.2 (free filter, department filter or user drop-down)

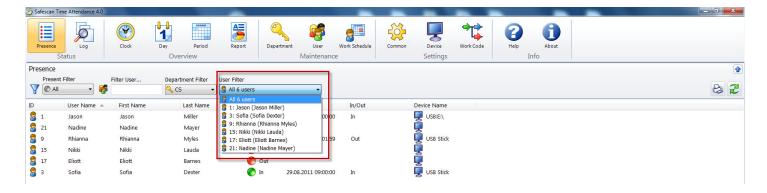
Free filter: Enter the first few letters for the user you want into the free filter. The summary will show you all users that have these same letters. The more detail of the name you enter, the more your filter result will be limited.

🅙 Safescan Ti	me Attendance 4.0					_			-		
=	Ø			5	🔪 🥳		🔅 📮	<b>⇔</b> †⇒	0	1	
								<b>L</b>			
Presence	Log	Clock	Day Period Overview	Report Depa	artment User Maintenance	Work Schedule	Common Device Settings	Work Code	Help	About Info	
	status		Overview	1	Maintenance		Settings		I. S	11110	
Presence Presen	t Filter	Filter User		in a filter							
V O All				Iser Filter	_						8 2
				All 5 doel 5	•						
ID	User Name 🔺	First Name	Last Name	Present	Last Event	In/Out	Device Name				
2 1	Jason	Jason	Miller	🌔 In	29.08.2011 10:00:00	In	USB:E:\				
8 4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05:31	In	USB Stick				
2 2	Jess E	Jesse	Evans	🌔 In	25.07.2011 11:20:01	In	USB:E:\				

**Department filter**: Select the department you want from the drop-down menu. In the summary as well as in the user filter, all employees of that department are displayed. You can limit the results by using the user filter.

🅙 Safeso	an Time Attendance 4.0			-		_		-	_	_	
Prese		Clock	Day Period Overview	<b></b>	partment User Maintenand	Work Schedule	Common Device Settings	Work Code	Help About		
Preser	ice										•
Pr 🖉	esent Filter All 👻 🧣	Filter User	🔍 All 🔹	User Filter B All 18 users	•						13 A
ID	User Name 🔺	First Name	All CS	Present	Last Event	In/Out	Device Name				
8 1	Jason	Jason	Sinance	🕐 In	29.08.2011 10:00:00	) In	USB:E:\				
8 6	Matthew	Matthew	S HR Marketing	🕐 Out	18.08.2011 17:46:54	4 Out	USB Stick				
21	Nadine	Nadine	Sales	🕐 Out							
8 7	Saysha	Saysha	Kames	📕 🌔 In	19.08.2011 08:57:16	5 In	📮 🥊 USB Stick				
8 4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05:3	L In	USB Stick				
2 2	Jess E	Jesse	Evans	🌔 In	25.07.2011 11:20:0	L In	USB:E:\				
8 10	Leanne	Leanne	McNeil	🌔 In	09.12.2010 10:01:03	3 In	👰 USB Stick				
8 19	Rebekah	Rebekah	Green	🕐 Out			USB Stick				
8 16	Chloe	Chloe	Douglas	🕐 Out			, in the second s				
8 9	Rhianna	Rhianna	Myles	🔴 Out	05.08.2011 18:01:59	Out	👰 USB Stick				
8 15	Nikki	Nikki	Lauda	🔴 Out			Ţ				

User filter: Select the user you want from the drop-down menu.



## 6.2.3 Sorting

Sorting via the menu bar: You can use the menu bar to sort data at any time by double clicking the field you want. Repeat this and the order is reversed (A - Z or Z - A).

🥙 Safescan Tin	ne Attendance 4.0											
Presence	Log	Clock	Day Period Overview	Report Depart	ment User Maintenand	Work Schedule	Common	Device Settings	Work Code	() Help	About	
Presence												•
Present	Filter F	Filter User		User Filter B All 18 users	•							63
ID	User Name 🔺	First Name	Last Name	Present	Last Event	In/Out	De	vice Name				
8 1	Jason	Jason	Miller	🌔 In	29.08.2011 10:00:00	) In		USB:E:\				
8 6	Matthew	Matthew	Edwards	🜔 Out	18.08.2011 17:46:54	4 Out	ļ	USB Stick				
21	Nadine	Nadine	Mayer	🔴 Out			<u> </u>					
8 7	Saysha	Saysha	Rames	🌔 In	19.08.2011 08:57:16	5 In	<u> </u>	USB Stick				
8 4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05:3:	L In	, i i i i i i i i i i i i i i i i i i i	USB Stick				
2 2	Jess E	Jesse	Evans	🌔 In	25.07.2011 11:20:0	L In	ų.	USB:E:\				
2 10	Leanne	Leanne	McNeil	🌔 In	09.12.2010 10:01:03	3 In	<b></b>	USB Stick				
19	Rebekah	Rebekah	Green	Out								

## 6.2.4 Exporting summaries in CSV file format

You can export summaries via process them further, for example using Excel or another program.

The CSV file format describes the structure of a text file for storage or for the easy exchange of structured data or lists.

- Select the summary that you want to export.
- Click on the STCSV-Export symbol.
- Name the export file and select the directory that you have created for CSV exports.
- Click on "Save".
- Click on "OK". The data is then exported to the selected directory.

You can then process the summary with any program that is capable of using CSV data, such as Excel.

## 6.3 Period

All booking times of the active users are displayed in the period summary in compact form in the selected period. The summary gives you the total for the entire period, the hours according to the roster and the corresponding overtime balance as well as each daily balance. The data is displayed in user number order and can be filtered and/or sorted to suit the users' needs.

🍘 Safescan T	ime Attendance	4.0		-		-		and the samples	the second like	Taken Stationers									
Presence	Log	Clock		y Perio	5	Department	User	Work Schedule	Common	Device	Work Code			1 bout					
	Status			Overview			Maintenan	nce		Settings	8		Info						
User ID	User Name	First Name	Last Name	Department	Work Schedule	Duration	Saldo 12.	09.2011 13.09.2	14.09.2011	15.09.2011	16.09.2011	17.09.2011	18.09.2011	19.09.2011	20.09.2011	21.09.2011	22.09.2011	23.09.2011	24.09.2011 2
3	Sofia	Sofia	Dexter	CS	96:00	112:30	16:30 08:	00 08:00	08:00	08:00				08:00	08:00	08:00	08:00		

## 6.3.1 Creating a summary

In "Period", you can select the pre-defined periods or use the date picker to select your own date range.

Sates	can Time Attendance	4.0						and the standard	and a second second	the supply hadden								Ľ	
Pres		Clock			Report	Department	User	Work Schedule	Common	Device	Work Coo		-	About					
	Status			Overview	_		Maintena			Setting			Info						
Repor																			•
	elect 🔻	Report From 12.09.2011	Repo		Filter User	Departme		User Filter B All 23 users		•								₽ 3	82
User \	oday esterday	First Name	Last Name	Department	Work Schedule	Duration	Saldo 12	.09.2011 13.09.2	2011 14.09.20	11 15.09.2011	16.09.2011	17.09.2011	18.09.2011	19.09.2011	20.09.2011	21.09.2011	22.09.2011	23.09.2011	24.09.2011 2
	his week ast week	Jason	Miller	CS	120:00	60:10	-59:50 10	0:15						01:24			06:59	08:02	
	his month ast month	Jesse	Evans	Finance	120:00		-120:00												
3	elect	Sofia	Dexter	CS	96:00	112:30	16:30 08	3:00 08:00	08:00	08:00				08:00	08:00	08:00	08:00		
4	Jess W	Jess	Watson	Sales	120:00	125:52	5:52 23	3:29 08:14	07:20	09:14	08:00			08:40	07:57	08:43	00:30	02:52	
5	Nino	Nino	Angelo	Magazin	72:00	92:23	20:23 08	3:30 08:27		08:52	08:17			08:09			06:04	00:00	

## Filters 6.3.2 (free filter, department filter or user drop-down)

Free filter: Enter the first few letters for the user you want into the free filter. The summary will show you all users that have these same letters. The more detail of the name you enter, the more your filter result will be limited.

🎱 Safescan	Time Attendance 4.0						_	_	-	-	_		-	-		
	6				0			÷Č.		*	8	6				
Presence		Clock	Day Peri		Departm	nent User	Work Schedule	Common	Device	Work Code	Help	Abou	t			
	Status		Overview			Maintenance	e		Settings			Info				
Presence			_													
	nt Filter	Filter User	Department Filt													
Prese			Department Filt	er User Filter	rs	•										82
				<ul> <li>All 3 use</li> </ul>		▼ Last Event	In/Out	De	vice Name							
	. 🖌 🥰	k I	All	▼ 🖁 All 3 use ne P	resent	• Last Event 29.08.2011 10:00:00		<b></b>	USB:E:\						 	
	User Name 🔺	J First Name	All Last Na	• S All 3 use	resent In		In	<b></b>								
	User Name A Jason	First Name Jason	All Last Na Miller	▼ 🖁 All 3 use	resent In In	29.08.2011 10:00:00	In In		USB:E:\						 	

**Department filter**: Select the department you want from the drop-down menu. In the summary as well as in the user filter, all employees of that department are displayed. You can limit the results by using the user filter.

🎱 Safescan Ti	me Attendance 4.0					_	-		_	
Presence		Clock	Day Period	Report	Department User	Work Schedule	Common Device	Work Code	Help About	
Presence	tatus		Overview	L.	Maintenar	nce	Setting	S	Info	
Present	t Filter	Filter User	Department Filter	User Filter						
TAI C All	- 🥰		🔍 All 👻	🗟 All 18 users	•					8 2
ID	User Name 🔺	First Name	All CS	Present	Last Event	In/Out	Device Nam	e		
8 1	Jason	Jason	Sinance	o In	29.08.2011 10:00:	00 In	🖳 USB:E:			
6	Matthew	Matthew	A HR	ou	t 18.08.2011 17:46:	54 Out	💭 USB St	ck		
21	Nadine	Nadine	A Marketing Sales	ou	t		, militar di seconda di			
8 7	Saysha	Saysha	Kames	📕 🔵 In	19.08.2011 08:57:	16 In	USB St	ck		
8 4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05:	31 In	🕎 USB St	ck		
2 2	Jess E	Jesse	Evans	🌔 In	25.07.2011 11:20:	01 In	USB:E:			
8 10	Leanne	Leanne	McNeil	🌔 In	09.12.2010 10:01:	03 In	🕎 USB St	ck		
8 19	Rebekah	Rebekah	Green	🜔 Ou	t		Ū.			
8 16	Chloe	Chloe	Douglas	🕐 Ou	t		USB St			
8 9	Rhianna	Rhianna	Myles	🜔 Ou	t 05.08.2011 18:01:	59 Out	🖳 USB St	ck		
2 15	Nikki	Nikki	Lauda	🜔 Ou	t		, in the second s			

User filter: Select the user you want from the drop-down menu.

🎱 Safescan Tir	me Attendance 4.0			-			_	_	-	-	-		-	
Presence	Log	Clock	Day Period	Report	Department	User Maintenanc	Work Schedule	Common	Device Settings	Work Code	() Help	About About		
Presence											-			
Present	Filter	Filter User	Department Filter	User Filter										
TIA (C) All	- 🥳		S .	All 6 users		•								63 22
ID	User Name 🔺	First Name	Last Name	1: Jason (Jas	on Miller)		In/Out		Device Name					
2 1	Jason	Jason	Miller	🔓 3: Sofia (Sofi	ia Dexter)	0000	) In	1	USB:E:\					
21	Nadine	Nadine	Mayer	9: Rhianna (F 8 15: Nikki (Nik				l	USB:E:\ USB Stick USB Stick					
8 9	Rhianna	Rhianna	Myles	🔒 17: Eliott (Elio	ott Barnes)	01 59	Out		USB Stick					
8 15	Nikki	Nikki	Lauda	21: Nadine (N	Nadine Mayer)			1						
2 17	Eliott	Eliott	Barnes	L (	Dut			1						
🗧 з	Sofia	Sofia	Dexter	🌔 II	n 29.08	3.2011 09:00:00	) In	l.	USB Stick					

## 6.3.3 Sorting

Sorting via the menu bar: You can use the menu bar to sort data at any time by double clicking the field you want. Repeat this to reverse the order (A - Z or Z - A).

🅙 Safescan Tir	me Attendance 4.0										
Presence	tatus	Clock	Day Period Overview	Report Depar	tment User Maintenand	Work Schedule	Common Device Setting	Work Code	() Help	About Nfo	
Presence											
Present	Filter	Filter User	Department Filter U	Jser Filter							
	- 🥳			All 18 users	•						8
ID	User Name 🔺	First Name	Last Name	Present	Last Event	In/Out	Device Name	2			
8 1	Jason	Jason	Miller	🕐 In	29.08.2011 10:00:00	D In	USB:E:\				
8 6	Matthew	Matthew	Edwards	🜔 Out	18.08.2011 17:46:54	4 Out	🖳 USB Stic				
21	Nadine	Nadine	Mayer	🔴 Out			📕 USB Stic				
8 7	Saysha	Saysha	Rames	🌔 In	19.08.2011 08:57:16	5 In	USB Stic	k			
8 4	Jess W	Jess	Watson	🌔 In	19.08.2011 09:05:3	1 In	🖳 USB Stic	k			
2 2	Jess E	Jesse	Evans	🌔 In	25.07.2011 11:20:03	1 In	USB:E:\				
8 10	Leanne	Leanne	McNeil	🌔 In	09.12.2010 10:01:03	3 In	🕎 USB Stic	k			
19	Rebekah	Rebekah	Green	Out			Ē				

## 6.3.4 Exporting summaries in the CSV file format

You can export summaries via e as CSV. Files, then process them further, for example using Excel or another program.

The CSV file format describes the structure of a text file for storage or for the easy exchange of structured data or lists.

- Select the summary that you want to export.
- Click on the STATE CSV-Export symbol.
- Name the export file and select the directory that you have created for CSV exports.
- Click on "Save".
- Click on "OK". The data is then exported to the selected directory.

You can then process the summary with any program that is capable of using CSV data, such as Excel.

## 6.4 Reporting/report

To ensure that the evaluations that are performed at the month-end show the desired result, check the time bookings entered by the users under "Booking times" for forgotten bookings or missed bookings and complete or correct these as necessary (see chapter 6.1.1). Add a function code to the time bookings if necessary.

Safescan Time Attendance 4 is a system that performs calculations immediately. Any corrections made are automatically calculated after they have been entered. This guarantees that the system is always up to date. Additional calculations to perform a month-end closing are not required.

Safescan Time Attendance 4 provides you with various prepared reports, which are sufficient for most standard evaluations.

The following predefined reports are available for you in Safe Scan Time Attendance 4:

- Monthly report
- Weekly report
- Period report

## 6.4.1 Monthly report

The "monthly report" provides all bookings, balances and events for the selected period. An asterisk (\*) is used to distinguish manually generated bookings from original bookings.

Creating and printing a monthly report

- Select the "Reporting" menu item.
- Select the time period you want (current month, last month, etc.) from the drop-down menu. The current month is displayed as standard.

Safescan Time Attendance 4.0			
Presence Log Clock Day Period Report		rk Schedule Common Device Settings	Work Code Help About
Report			
Report Range Report From Report To Filter User	Department Filter User Fil	ter	
Last month 🔹 01.08.2011 📑 🗸 31.08.2011 📑 🥰	🔍 All 👻 💈 3: 5	Sofia (Sofia Dexter) 👻	
This week			
Last week This month			
Last month Select			
	Date: 01-09-2011 Time: 11:06	Monthly report	01-08-2011 - 31-08-2011
	Name: Sofia Dexter ID: 3		roup: Week 5 D
	Depar Date Day TP In O	rtment: CS personnel nurr ut Roster Hours Saldo Cumm. Absent Remar	umber: 11-3 narks / Work code
	01-08 Mon 2 9:00 17:3		av OFF from 20.5.2011
	02-08 Tue 2 8:48 17:2		
	03-08 Wed 2 8:46 17:3		
	04-08 Thu 2 8:38 17:3	the second second second second	
	05-08 Fri 1 9:01 13:2 06-08 Set 1 -	22 8:30 4:21 -4:09 -3:13 -	
	07-08 Sun 1 -		
	Week 31	42:30 39:17 -3:13	
	08-08 Mon 2 8:50 17:3		
	09-08 Tue 2 8:45 17:3 10-08 Wed 2 8:49 17:3	The second second second second	
	10-08 Wed 2 8:49 17:3 11-08 Thu 2 8:42 17:3		
	12-08 Fri 1	- 8:30 10:31 8:30	
	13-08 Set 1 -	10:31 -	
	14-08 Sun 1 -	10:31 -	
	Week 32	42:30 35:12 -7:18	

- The summary gives you the monthly report for all users. Select to print out all reports.
  In the department filter, select a department to get the monthly reports for that department.
- In the user filter, select the user you want to get the monthly report for that user.

Note: All reports can be printed or can be exported to CSV file format.

Date: Time:	01-09-2011 11:06			Mont	hly r	epor	t		01-08-2011 - 31-08-2011
Name:	Sofia Dext	er	ID: 3						ble group: Week 5 D
08:	68		Departm	ent: CS		2		person	nel number: 11-3
Date	Day TP	In	Out	Roster	Hours	Saldo	Cumm.	Absent	Remarks / Work code
01-08	Mon 2	9:00	17:30	8:30	8:30	-0:00	-0:00		V, Day OFF from 20.5.2011
02-08	Tue 2	8:48	17:24	8:30	8:36	0:06	0:06		
03-08	Wed 2	8:46	17:38	8:30	8:52	0:22	0:28		
04-08	Thu 2	8:38	17:36	8:30	8:58	0:28	0:56		
05-08	Fri 1	9:01	13:22	8:30	4:21	-4:09	-3:13		
06-08	Sat 1	-	-	-	-		-3:13	1	
07-08	Sun 1		-			0.5	-3:13		
Week	31			42:30	39:17	-3:13			
80-80	Mon 2	8:50	17:31	8:30	8:41	0:11	-3:02	3 2	
09-08	Tue 2	8:45	17:37	8:30	8:52	0:22	-2:40		
10-08	Wed 2	8:49	17:31	8:30	8:42	0:12	-2:28		
11-08	Thu 2	8:42	17:39	8:30	8:57	0:27	-2:01		
12-08	Fri 1		-	8:30			-10:31	8:30	
13-08	Sat 1			-		20	-10:31	-	
14-08	Sun 1	-	-	-	-		-10:31	-	
Week	32		15	42:30	35:12	-7:18		8 8	
15-08	Mon 2	8:48	17:51	8:30	9:03	0:33	-9:58	25 S	
16-08	Tue 2	8:50	17:45	8:30	8:55	0:25	-9:33		
17-08	Wed 2	8:38	17:08	8:30	8:30	-0:00	-9:33		
18-08	Thu 2	8:48	17:33	8:30	8:45	0:15	-9:18		
19-08	Fri 1	8:49	17:38	8:30	8:49	0:19	-8:59		
20-08	Sat 1	-	-	-			-8:59		
21-08	Sun 1	-	-	-	-	-	-8:59	-	
Week	33			42:30	44:02	1:32			
22-08	Mon 2	-	-	8:30			-17:29	8:30	
23-08	Tue 2	2	2	8:30	2	82	-25:59	8:30	
24-08	Wed 2	0	0	8:30		24	-34:29	8:30	
25-08	Thu 2			8:30		-	-42:59	8:30	
26-08	Fri 1		-	8:30	-	-	-51:29	8:30	
27-08	Sat 1	-	-	-		-	-51:29	-	
28-08	Sun 1	-	-	-	-	- 1	-51:29	-	
Week	34		0	42:30	-	-42:30			
29-08	Mon 2	9:00		8:30	15:00	6:30	-44:59		
30-08	Tue 2		-	8:30		-	-53:29	8:30	
31-08	Wed 2		-	8:30	-	-	-61:59	8:30	
Week	35		8	25:30	15:00	-10:30		8 8	
Total			0	195:30	133:31	-61:59			

## 6.4.2 Weekly report

The weekly report is the same as the monthly reports. Select "Week" from the drop-down menu and proceed in the same way as for monthly reports to print the summary you want.

The weekly report displays all the essential information for the selected period and users in compact form. The first and last bookings, time of presence, nominal time and daily balance appear in the report. The accumulated balance at the time of the selected date and the reason for any absence are also printed. All values for the selected users are totalled at the bottom of the list.

Creating and printing a weekly report.

- Select the "Report" menu item.
- Select the time period you want (current week, last week, etc.) from the drop-down menu. The current week is displayed as standard.

The summary gives you the weekly report for all users. Select "Print" to print out all reports.

- In the department filter, select a department to get the weekly reports for that department.
- In the user filter, select the user you want to get the weekly report for that user.

Date: Time:	01-09-2011 11:10		V	Veek	ly re	port			11-07-2011 - 15-07-2011
Name:	Sofia Dexter		ID: <b>3</b> Departm	ent: CS					ble group: Week 5 D nel number: 11-3
Date	Day TP	Out	Roster	Hours	Saldo	Cumm.	Absent	Remarks / Work code	
11-07	Mon 2	8:47	17:24	8:30	8:37	0:07	0:07		
12-07	Tue 2	8:55	17:39	8:30	8:44	0:14	0:21		
13-07	Wed 2	8:48	17:57	8:30	9:09	0:39	1:00		
14-07	Thu 2	8:41	18:01	8:30	9:20	0:50	1:50		
15-07	Fri 1	8:46	16:37	8:30	7:51	-0:39	1:11	i	
Week	28			42:30	43:41	1:11			
Total				42:30	43:41	1:11			

Note: All reports can be printed or can be exported to CSV file format.

## 6.4.3 Period report

The "Period report" has a similar structure to the monthly and weekly reports. However, the values for a selected period are totalled. The report on displays the totals of actual hours, nominal hours and daily balances. In one column, you can also see the cumulative total balance at the end of the selected period. All values for the selected employees are totalled at the bottom of the list.

Creating and printing a period report.

- Select the "Report" menu item.
- Choose "Select" from the drop-down menu and use the date picker to enter the date you want from to. The current month is displayed as standard.

The summary gives you the period report for all users. Select "Print" to print out all reports.

- In the department filter, select a department to get the period reports for that department.
- In the user filter, select the user you want to get the period report for that user.

Date: Time:	01-09-2011 11:09			Perio	od Re	epor	t		11-07-2011 - 22-07-2011
Name:	Sofia Dexter		ID: <b>3</b> Departm	ent: CS					ble group: Week 5 D nel number: 11-3
Date	Day TP	In	Out	Roster	Hours	Saldo	Cumm.	Absent	Remarks / Work code
11-07	Mon 2	8:47	17:24	8:30	8:37	0:07	0:07		
12-07	Tue 2	8:55	17:39	8:30	8:44	0:14	0:21		
13-07	Wed 2	8:48	17:57	8:30	9:09	0:39	1:00		
14-07	Thu 2	8:41	18:01	8:30	9:20	0:50	1:50		
15-07	Fri 1	8:46	16:37	8:30	7:51	-0:39	1:11		
16-07	Sat 1	-	-		-	-	1:11	-	
17-07	Sun 1	21	-		320	-	1:11	-	
Week	28			42:30	43:41	1:11			
18-07	Mon 2	8:43	17:27	8:30	8:44	0:14	1:25		
19-07	Tue 2	8:43	17:47	8:30	9:04	0:34	1:59		
20-07	Wed 2	8:47	17:48	8:30	9:01	0:31	2:30		
21-07	Thu 2	8:38	17:51	8:30	9:13	0:43	3:13		
22-07	Fri 1		-	8:30	1	-	-5:17	8:30	
Week	29			42:30	36:02	-6:28			
Total				85:00	79:43	-5:17			

Note: All reports can be printed or exported in the CSV file format.

## 7.0 ADMINISTRATION

## 7.1 Department/Group

Departments and groups are used as selection and sorting criteria in Safescan Time Attendance 4. They are used to administer users, as well as the departments/groups to which these users are assigned. These criteria can be used to select users and departments/groups in other parts of the program.

## 7.1.1 Creating a department/group

To create a new department or group, select 📌 and enter a name and description for your department or group. Red fields are mandatory and must be completed. Press OK to confirm your entry.

Add Departmer	ıt		x
Name	Description		
		OK	Cancel

## 7.1.2 Changing a department/group

Highlight the department you want and select to make the changes. Use OK to save *if* the changes.

## 7.1.3 Deleting a department/group

Highlight the department you want to delete and click on 🥕



Note: The department can only be deleted if no users are connected to it.

## 7.2 Users

Administering, editing or creating users has never been so easy. Create your users directly in the software and use the time attendance terminal to synchronise them. All data is transferred.

You no longer need to go to the terminal to create and enter every new user (exception: fingerprints).

Safescan '	Time Attendance 4.0		-	ath regulation on th	Court Second			ο <mark>Σ</mark>
Presence			iod Report	Department User	Work Schedule	Device Work Code	Help About	
ser	Status	Overview		Maintenance		settings	100	(
	User Departme	nt Filter User Filter						(
	All	All 25 users	•					<
	User Name	First Name	Last Name	Department	RFID No	Privilege	Status	
1	Miriam	Miriam	McFee	🔍 cs	9288463	User	Active	
з	Sofia	Sofia	Dexter	🔍 HR	9295046	Supervisor	Active	
4	Milo	Milo	Barlow	🔍 Marketing	8320939	User	Active	
5	James	James	Last	🥰 Finance	9633547	User	Active	
6	Niels	Niels	Holgerson	🔍 PD	9505268	User	Active	
7	Franzisk	Franziska	Mueller	🔍 cs	9277275	User	Active	
9	Koni	Koni	Mijer	🔦 Marketing	9280613	User	Active	
10	Rick	RIclk	Monk	🥰 Finance	9287910	User	Active	
11	Albert	Albert	Hoever	🔍 PD	8323261	User	Active	
13	David	David	Kren	🔍 cs	9293779	User	C Active	
20	Lola	Lola	de Vree	🔍 cs	901089	User	Active	
27	Nicole	Nicole	Tieger	Sinance	1051363	User	C Active	

The user data contains all personal information that is required for time attendance data, processing and analysis. The user's name, personnel number and user number, as well as the working hours model assignment, are listed in this dialog screen. The dialog screen is divided into two sections, which you can access by clicking on the appropriate tab:

- System data
- Personal data

The data can be changed at any time. After an employee leaves, you can delete the data or make it inactive.

## 7.2.1 Creating users in the software

Note: Selected user IDs cannot be changed later.

- Before you register a new user in the software, synchronise the software with the time attendance terminal to ensure that the data are identical in both.

Fields highlighted in red are required fields.

Add user			x
User ID 26	Department CS Finance HR Marketing Sales	ОК	Cancel

- Use OK to save your entry.
- You can complete the user information, determine the privilege (user, admin, etc.), set the status to active and, provided your time attendance terminal is equipped with an RFID reader, save the RFID card number.

User ID	User Name	Image
26 Department CS Fingerprints Absent	Privilege Status User < Active  RFID No 0	
Int. Email	Int. Phone	
Work Schedule	✓ Change Password	Change Delete
System Data Personal Data		

Then save your entries with

Please note: The following information is synchronised with the time attendance terminal system:

- User ID
- User name
- Privilege
- Status
- RFID no.
- Password

Once you have completed all entries and changes, synchronise the software with your time attendance terminal. The newly created users will then be able to log in and out of the time attendance terminal using the registered RFID card or the user ID and password, which are assigned automatically by the software (see section 7.2.2).

#### Fingerprint:

If you have a time attendance terminal that only supports fingerprints, the user can log in an out using the user ID and password, which are assigned automatically by the software (see below for further information in 7.2.2 "Password"). Save the user's fingerprint at a later time by following your time attendance terminal instructions for registering new users.

#### 7.2.2 Password

You can assign a password to a user or change an existing one in the software at any time.

- Select the user whose password you want to assign or change
- Click on change password

Change	Password	×
New F	assword	
26		
	ОКС	ancel

Change Password	X
New Password	
123456	
OK	Cancel

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- Enter a new password and confirm with OK
- Then save your entries with  $\checkmark$  in the user screen.

At the next synchronisation with the time attendance terminal, the user will be able to log into the device using the user ID and the "new" password.

7.2.3 Creating users on the time attendance terminal

Note: Selected user IDs cannot be changed later.

- Before you register a user on the time attendance terminal, synchronise the software with the time attendance terminal to ensure that the data are identical in both.
- Follow your time attendance terminal instructions for registering new users.
- Synchronise the software with the time recording terminal again.
- Complete the user information and synchronise the completed information with the time attendance terminal.

#### 7.2.4 Editing users

User data can be adapted at any time.

- Double click on the user for which you want to make changes.
- The editing field opens. Complete or change the user information, and save it with

User ID	User Name Sofia	Image
Department	Privilege Status	
CS	<ul> <li>✓ Supervisor</li> <li>✓ Active</li> </ul>	
Fingerprints Absent	RFID No 9459263	
Int. Email	Int. Phone	
Work Schedule		
Week 5 D	Change Password	Change Delete

• Synchronise the software with the time attendance terminal after each change you make to one or more users so that the data is identical in both.

## 7.2.5 Deleting users

- To delete a user, highlight the user in the list and click on
- Double click on the user and put the user in "Inactive" or "Delete" in status. (In "Inactive" the user ID will not be deleted and the user's data will no longer be processed or appear in any summary. In "Delete" the user will also be deleted on the time attendance terminal at the next synchronisation).

#### 7.2.6 System data information

User name: Enter a user name.

**User ID**: Enter the number of the employee's ID card. This can consist of up to nine digits. The user ID must be identical to the user's ID on the time attendance terminal.



RFID no.: Enter the ID number of the transponder that has been assigned to the user.

- It is not mandatory to enter this. There are ways of transferring the transponder ID to the employee master data.
   The RFID no. is entered into the "System data" field. After synchronisation with the
- time attendance terminal, all user data for the function, including the transponder ID, is sent to the time attendance terminal.
- The RFID no. is entered when a user is set up on the time attendance terminal and is sent to the software during synchronisation. The user data it is then transferred to the system.

User privileges: Use the user status to control the granting of rights on the time attendance terminal and in the software:

- User: a standard user, who can only use the commonly available functions on the time attendance terminal. Users only see their own time entries in the software and cannot make changes.
- Enroller: Employee who has permission to log other users onto the time attendance terminal. Enrollers only see their own time entries in the software and cannot make changes.
- Administrator: Employee who has administrative rights and access to everything. Can make changes in the software.
- Supervisor: Employees with all rights on the terminal and in the software.

Int. phone: You can save the employee's internal telephone number if you wish.

Duty roster: Select a duty roster from the drop-down field from which the user is to be assigned.

**Changing your password**: Assign a password. When you create users via the software, the software automatically assigns a password that matches the user ID no. For example, user ID 22 = password = 22. The user can use this password/PIN to log into the time attendance device.

Add image: Add a photo of the user.

Delete image: Delete the photo of the user.

## 7.2.7 Personal data

In the "Personal information" tab you can enter more information about individual employees of the company. With the exception of the personnel number, this information is of no significance to the actual time and attendance.

**Name and address**: Save the personal data of the employee, such as private address, telephone number, etc. These fields are not mandatory and can be left blank.

**Personnel no.:** Enter the employee's personnel number. This can consist of up to nine digits. The personnel number is shown on the monthly report.

Note: Please enter the date of birth and starting/leaving date in the dd.mm.yyyy format in the entry field.

## 7.2.8 Exporting summaries in the CSV file format

You can export summaries via process them further, for example using Excel or another program.

The CSV file format describes the structure of a text file for storage or for the easy exchange of structured data or lists.
 Select the summary that you want to export.

- Click on the strength "CSV-Export" symbol.
- Name the export file and select the directory that you have created for CSV exports.
- Click on "Save".
- Click on "OK". The data is then exported to the selected directory.

You can then process the summary with any program that is capable of using CSV data, such as Excel.

## 7.3 Duty roster/weekly work schedule

Create service/weekly work schedules for your employees. The duty rosters/weekly work schedules may be assigned individually for each user, or for an entire group/department. The duty rosters/weekly work schedules are processed with the monthly report and serve as the basis for the calculation of working hours/overtime.

## 7.3.1 Creating a duty roster

• Click on and complete the name and the description, then confirm with OK. Fields highlighted in red are required fields.

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Add Schedule			x
Name	Description		
		OK C	ancel

From the "Weekdays" drop-down menu, select the day of the week you want (you can highlight as many days as necessary).

V 1										
	escription ormal week 5 days									
Day of Week	Start Type	Start Tim	Round Be	Round Afl	End T	Туре	End Time	Round Be	Round Aft	Effective
<ul> <li>✓</li> <li>Monday</li> <li>Tuesday</li> <li>Wednesday</li> <li>Thursday</li> <li>Friday</li> <li>Saturday</li> <li>Sunday</li> </ul>										

• Then select "In" under start type. Enter the time in "Start time" (according to your country settings, e.g. 09:00) and "End time". (see example).

19									
Name De	scription								
Week 5 D	ormal week 5 days	0							
Day of Week	Start Type	Start Tim	Round Be	Round Aft	End Type	End Time	Round Be	Round Aft	Effective
Mon;Tue;Wed;Thu;F	In	08:00			Out	17:00			

• Then confirm the entries with  $\checkmark$ .

## 7.3.2 Roundings

You can assign fixed working hours to your employees.

From the drop-down menu select "Round up" and "Round down" and select the time period you want for both the start time and the end time.

For example, if you select "10", all booking times that are signed in "In" 10 minutes before the set time are counted as from this time. Your employee does not then have an extra 10 minutes of working time. The same applies to "Round down".

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7										
Name Week 5 D	_	scription ormal week 5 days								
Day of Week		Start Type	Start Tim	Round Be	Round Aft	End Type	End Time	Round Be	Round Af	Effective
Mon;Tue;Wed;Th	nu;F	In	08:00	10	1	Out	17:00	1	0	
									1	
									5 10	
									15	
									30 60	
										1

Then confirm the entries with

#### 7.3.3 Automatic break deduction

With Safescan Time Attendance 4 you can deduct fixed breaks directly, i.e. your employees do not have to time stamp a lunch break, for example, as this break is automatically deducted by the system.

- Produce the weekly work schedule as described above in 7.3.1.
- In the 2nd row, enter the same days on which the break should be deducted automatically.
- Then select "Break impl." When you have done so, please enter a start time and an end time. Rounding is not necessary here. If the breaks are not the same every day, you can set them as you want.

escription								
ormal week 5 days								
Start Type	Start Tim	Round Be	Round Aft	End Type	End Time	Round Be	Round Aft	Effective
f In	08:00	10	1	Out	17:00	1	10	
F Break Impl	12:30			Break Return	13:00			
	escription formal week 5 days Start Type f In f Break Impl	Start Type Start Tim F In 08:00	Start Type Start Tim Round Be F In 08:00 10	Start Type Start Tim Round Be Round Aft f In 08:00 10 1	Start Type     Start Tim     Round Be     Round Aff     End Type       f In     08:00     10     1     Out	Start Type       Start Tim       Round Be       Round Af       End Type       End Time         f In       08:00       10       1       Out       17:00	Start Type       Start Tim       Round Be       Round Af       End Type       End Time       Round Be         f In       08:00       10       1       Out       17:00       1	Start Type       End Time       Round Be       Round Aft         F In       08:00       10       1       Out       17:00       1       10

• Then, confirm your entries with

If all information are registered you will receive the total of the work schedule.

Break impl. = Break included. The entered break time will be deducted automatically.

**Break incl.** = break is included in the total when a break is time stamped on the time attendance terminal. This is taken into account in the calculation.

Break excl. = breaks must normally be time stamped on the time attendance terminal.

#### 7.3.4 Editing/changing a duty roster

The weekly work schedule can be adapted/changed at any time.

- Highlight the weekly work schedule that you want to change and click on double click directly on the weekly work schedule that you want to change.
- The editing field opens. Complete or change, as described in 7.3.1/7.3.2 or 7.3.3, then with

Your changes are immediately taken into account in the calculations.

#### 7.3.5 Deleting the duty roster

To delete a weekly work schedule, select it in the list and click on

Note: You can only delete a weekly work schedule if it has no link to a user.

# 8.0 SETTINGS

## 8.1 General

## 8.1.1 Set language

Select the language you want. Use 🗹 to save this change. For the changes to take effect, close the software, then restart it.

🅐 Sa	escan Time At	ttendance 4.0								_	_	_		_	
	esence	Log	Clock	Day	Period	Report	Department	User	Work Schedule	Common	Device	Work Code	(2) Help	About	
	Statu	IS		Ove	erview			Maintenan	ce		Settings			Info	
Reg	Language English English Nederland Deutsch	ds		End of wo	rking day										۲ ۲
Data	Française Español Portuguê Italiano Polski	9		*			)								۲ ۲

Note: After the language has been changed, the software must be restarted!

#### 8.1.2 Setting the time of the end of the day

End of day: Use "End of day" to define the calculational end of the day. The time of the end of the day is set to 00:00 as standard, i.e. the working day starts at 00:01 and ends at midnight.

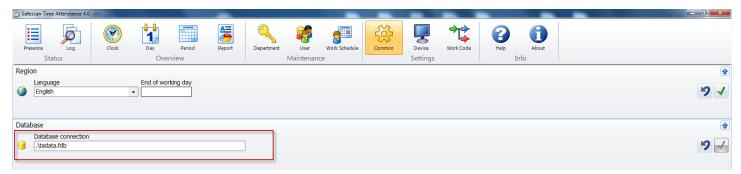
When working at your company over midnight, set the time of the end of the day to a time when no employees are working (e.g. 03:00. For the software, the day then starts and ends at 03:00 each day).

🅙 Safescan Time Attendance 4.0			-		_	_	-	-	-		
Presence Log	Clock Day	Period	Report Departm	nt User	Work Schedule	Common	Device	Work Code	() Help	About	
Status	Ove	erview		Maintena	nce		Settings		I	nfo	
Region Language English	End of wo	rking day 00									* 7 /

The first booking after the end of the day will be valued as the first booking of the following day. For a normal change of day (00:00), the default remains set at 0:00. Values that are less than 00:00 will lead to the incorrect assignment of bookings. The end of the day is simultaneously counted as the start of the day for the next day's schedule.

## 8.1.3 Database connection

The software automatically uses the memory location that was selected during the software installation, in which the database is stored. The database connection field is empty, and should only be filled in manually in exceptional cases.



If the software and the database have been stored in different locations, this counts an exceptional case. In any such exceptional cases, please contact your IT department.

## 8.1.4 Backup

If the database is stored locally on your computer, the software will perform an automatic backup at regular intervals. Set the interval you want from the drop-down menu.

🅙 Safe	scan Tim	e Attendance 4	.0			-			_	_	-	-	-		_	
	sence		Clock	Day	Period	Report	Department	User	Work Schedule	Common	Device	Work Code	() Help	About		
	Sta	atus		C	verview			Maintenan	ce		Settings			Info		
Regi	n															۲
	Langua Englisi			End of	working day											51
Data																•
•		ise connectio ta.fdb	'n													5
Back	up															 •
*		up to disk atic backup fi	Restore from		tic backup file											9 🖌
	110															

## 8.2 Device/time attendance terminal

Before time bookings can be processed in Safescan Time Attendance 4, they must be entered using the time attendance terminal. Safescan Time Attendance 4 reads out the bookings on the time attendance terminal, transfers them to the PC and classifies them on the time attendance database. Two options are available for the data transmission procedure:

- Data line (TCP/IP, RS232, 485)
- USB memory (cable)

You can connect an unlimited number of time attendance terminals to the software to calculate times. If you have not connected your time attendance terminal via your local network and are working with a USB stick, select the USB stick settings (a combination of TCP/IP and USB stick is possible).

🌝 Safescan Time Attendance 4.	0			-		-	_	-		- D - X-
Presence Log Status	Clock Day	Period Report	Department User Maintenan	Work Schedule	Common Device	Work Code	Help About			
Device Filter Name								P	<b>9 3 4</b>	* + > × 2
Name	IP Address	Active	Fetcher	Comm Key						
USB Stick TA 655 USB:E:\	192.168.1.201 USB:E:\	Suss drive not present	SAFESCAN-RES37 SAFESCAN-RES04 SAFESCAN-RES37							

#### Note:

- Time bookings are only transferred from the time attendance terminal to the software!
- User data must always be updated and synchronised manually.

## 8.2.1 Data connection with TCP/IP

If you want to connect your time attendance terminal to your network via TCP/IP, you must assign a free IP address that falls within your IP address range to the terminal. The IP address 192.168.1.201 is stored on the time attendance terminal as standard.

Find your IP address range:

Run	? 🔀
-	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	cmd 💌
	OK Cancel <u>B</u> rowse

If the IP address prompt appears, type "ipconfig /all".

C:\windows\system32\cmd.exe	
Microsoft Windows [versie 6.1.7601] Copyright (c) 2009 Microsoft Corporation. Alle rechten voorbehouden.	^ =
C:\Users\ <mark>yourusername</mark> > ipconfig/all	

• Look at your IP address.

• This is your IP address; it usually begins with "192".

In the example: 192.168.1.149

2 D	1 0 442 - 1 0 - 1 3 1 C 1
::\Docume	nts and Settings\Daniel>ipconfig /all
indows I	P Configuration
P N I	ost Name monarch rimary Dns Suffix ode Type Unknown P Routing Enabled No INS Proxy Enabled No
thernet	adapter Local Area Connection 6:
C D net NIC	connection-specific DNS Suffix . : escription Realtek RTL8139 Family PCI Fast Ethe
P D A I S D D D D D L	hysical Address.       90-0D-88-2D-2B-34         hcp Enabled.       Yes         utoconfiguration Enabled       192.168.1.149         p Address.       192.168.1.149         ubnet Mask       192.168.1.1         efault Gateway       192.168.1.1         HCP Server       192.168.1.1         NS Servers       66.51.206.100         66.51.205.100       66.51.205.100         wase Obtained.       Saturday, March 03, 2007 10:30:01 PM

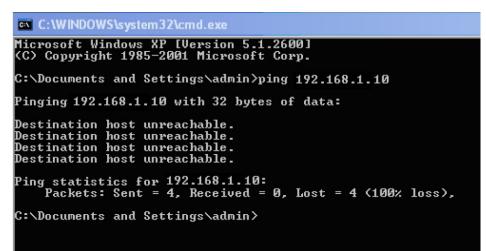
Find an unused IP address.

• Type "ping", then enter your IP address. Change the last two digits and press "Enter".

In this example: ping 192.168.1.1 Once the IP address is active it receives all data packets.

```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.
C:\Documents and Settings\Matt>ping 192.168.1.1
Pinging 192.168.1.1 with 32 bytes of data:
Reply from 192.168.1.1: bytes=32 time=1ms TTL=64
Reply from 192.168.1.1: bytes=32 time<1ms TTL=64
Reply from 192.168.1.1: bytes=32 time<1ms TTL=64
Reply from 192.168.1.1: bytes=32 time<1ms TTL=64
Ping statistics for 192.168.1.1:
Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
Approximate round trip times in milli-seconds:
Minimum = 0ms, Maximum = 1ms, Average = 0ms
C:\Documents and Settings\Matt>
```

The software requires a free IP address. In this example: ping 192.168.1.10



Once you have found a free IP address, save it on the terminal by following the instructions of your time and attendance terminal.

When you have stored the IP address on the time attendance terminal and the terminal is connected to your network.



in "Device" to search for new devices and confirm with "Yes".

AddFoundDevice	X
NewDevices (192	2.168.66.200)
Ja	Nee

Or click on 📫 and enter a name and the IP address manually, click on "This computer" and enter the communication keys if you have saved them on the time attendance terminal (fields highlighted in red are required fields).

Add Device	×
Name Safescan IP address or device location 192.168.1.201 Fetching computer name SAFESCAN	Communication key
	OK Cancel

If the terminal is connected, the status in "Active" will change to on "Connection made".

You can connect several time attendance terminals with the software via your network. If a terminal cannot be connected to the network, you can add it manually as a USB drive.

Add Device	×
Name USB IP address or device location	
Fetching computer name SAFESCAN	Communication key
	OK Cancel

Once your time and attendance terminal is connected with the software, booking times that have already been stamped are automatically transferred to the software. The user data must be synchronised manually, see chapter 8.2.2.

## 8.2.2 Synchronising the user data

If your time attendance terminal is connected to the software you must synchronise the user data from the

time attendance terminal with the software. To do this, select *select*; all users that have been stored on the time attendance terminal are displayed in the summary. In this case you should synchronise "Device" to database and use "Run" to confirm. Then edit the user data in "User" as described in chapter 7.2.4.

If the users have been entered into the software, please synchronise: Database to device.

🕙 Synchron	ize device					
N N N	lescan	Reload	Device2D	atabase > Database > Device		Commit
USERID	FINGER	KIND	RESOLUTION	DIFFERENCE		
1		Different		PrivilegeDifferent		<u>^</u>
3		Different		PasswordDifferent, PrivilegeDiffe	erent	
8		Device Only				
10		Different		UsernameDifferent		
11		Device Only	DB -> Device Device -> DB	ļ.		
12		Device Only				=
13		Device Only				
14		Device Only				
17		Different		UsernameDifferent		
22		Device Only				
23		Device Only				
24		Different		UsernameDifferent		
1278		Device Only				-
						Close

If users have been entered into both the time attendance terminal and the software you should check, during synchronisation, the location in which the data is more up-to-date and synchronise in the direction you want, see also chapter 8.2.2.

If you do not want to synchronise all the data or if the data does not all have the same direction, you can select any user ID individually and define the direction, or ignore it so that it will not be synchronised. To do this, click on the field next to "Resolution" to get drop-down list (empty = none Synchronisation; DB /Device = database – device; Device/DB = device – database)

## 8.2.3 Data transfer using a USB stick

To transfer the booking from the time attendance terminal to the PC, please follow the instructions below.

Transferring bookings to a USB memory.

- a) Time attendance terminal with an LCD display
- Connect the USB memory to the time attendance terminal USB port.
- Log into the time attendance terminal.
- Then press the [Menu] key.
- Use the arrow keys to select "USBDrive Mng" (USB drive manager) and press [OK].
- Use the arrow keys to select "Download logs" (USB drive manager) and press [OK].
   An indication that the data has been copied will then be displayed. If "Copy Data OK" appears, the data transfer
- to the USB memory is complete. The file saved with the bookings is called: 1\_attlog.dat
- Repeat the process if you also want to load the data onto the USB stick by selecting "User dat" (download user data) and press OK. An indication that the data has been copied will then be displayed. If "Copy Data OK" appears, the data transfer to the USB stick is complete. The file saved with the user data is called:

   User.dat or User.dat.
- Remove the USB stick.

Note: If there are variations in the time attendance terminal user interface, please read this section in the user manual that was delivered with your time attendance terminal.

#### b) Time attendance terminal with TFT display

- Connect the USB stick to the time attendance terminal USB port.
- Log into the time attendance terminal.
- Then press the [Menu] key.
- Use the arrow keys to select "USBDrive" and press [OK].
- Use the arrow keys to select "Download" and press [OK].
- Use the arrow keys to select "Dload bookings" and press [OK]. An indication that the data has been copied will then be displayed. If the words "Download ended" appear, press [OK]. The data transfer to the USB stick is complete.
- The file saved with the bookings is called: 1\_attlog.dat
- Press the [ESC] key until you have exited the menu.
- Remove the USB stick.

## c) time attendance terminals with a USB cable

- Connect the time attendance terminal to your computer via the USB cable.
- Use prin "Device" to search for new devices, then confirm with "OK" that the time attendance device has connected to the software automatically, or enter the terminal manually as described above.

Edit Device	×
Name USB:E:\ IP address or device location USB:E:\ Fetching computer name SAFESCAN	Communication key           This computer         0
	OK Cancel

- Synchronise the user data as explained in 8.2.2.
- The booking data is transferred to the software automatically. On model TA 655, data is read at a lower frequency, which means that there is a longer time interval than for the TA-800 or TA-900 series (on the TA-800 and TA-900 series, the data transfer takes a maximum of 1 second).

## 8.2.4 Reading bookings on a PC

If you want to synchronise the data with the software for the first time, you must first create a USB stick "Connection".

Select **P**, then assign a name (e.g. USB). The field with the IP address must be empty, fields highlighted in red are required fields. Press "This computer". If you have saved a communication key on the time attendance terminal, please enter it in "Communication key". Confirm with OK (see chapter 8.2.1).

- Connect the USB memory to the PC USB port.
- The booking times will be read from the USB stick automatically and processed in the software.
- To update the user data, highlight the row with the USB device.
- Click on Solution Click on C

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Naam	Gewijzigd op	Туре	Grootte
🗊 user	14.07.2011 10:41	TMT3 File	1 kB

In the synchronisation window, please select the direction in which you want to perform the synchronisation.

Synchron	nize device				
Rescan		Reload	Device2	Database > Device	Commit
USERID	FINGER	KIND	RESOLUTION	DIFFERENCE	
1		Different		PrivilegeDifferent	
3		Different		PasswordDifferent, PrivilegeDifferent	
8		Device Only			
10		Different		UsernameDifferent	
11		Device Only			
12		Device Only			=
13		Device Only			
14		Device Only			
17		Different		UsernameDifferent	
22		Device Only			
23		Device Only			
24		Different		UsernameDifferent	
1278		Device Only			-
					Close

If you have data that is more up-to-date in the time attendance terminal than in the software, please select - "Device/database". If the data in the software is more up-to-date, select - "Database/device".

You can see in the summary of each user ID whether the user exists in the device only or in software only, or whether there is a difference between the software and the device. You can see which information is different in the difference description. Now select the synchronisation direction.

If you do not want to synchronise all the data or if the data does not all have the same direction, you can select any user ID individually and define the direction, or ignore it so that it will not be synchronised. To do this, click in the field next to "Resolution". You will then see a drop-down list (empty = no synchronisation; DB/Device = database - device; Device/DB = Device - database).

R R	escan	Peload 🚰	Device20	Database > Device	V Commit
USERID	FINGER	KIND	RESOLUTION	DIFFERENCE	
1		Different		PrivilegeDifferent	
3		Different		PasswordDifferent, PrivilegeDifferent	
8		Device Only			
10		Different	DB -> Device	UsernameDifferent	
11		Device Only	Device -> DB		
12		Device Only			
13		Device Only			
14		Device Only			
17		Different		UsernameDifferent	
22		Device Only			
23		Device Only			
24		Different		UsernameDifferent	
1278		Device Only			
					Close

Example of differences: A user with an ID has been created without a name on the device. If you synchronise data, you will see the following message: "Device only". Synchronise this data – device/DB and edit the user ID in "User". Add a new user name and synchronise it once again with the time attendance terminal.

During the synchronisation you will now see the following message: "Different!" And, in the description: User name different. Now synchronise "DB/Device" so that the user names on the time attendance terminal are overwritten and the user is recognised at the next login.

## 8.3 Function code

Function codes are used to add targeted descriptions of the user's booking times. Function codes are used for the summary and explanation of (manually added) absences. The function codes can be added to the booking times in the software by the supervisor or administrator.

Note: With the TA-900 Series, users can use the preprogrammed system keys to enter function codes directly into the time attendance terminal when time stamping in or out.

With the TA 800 series the function codes has to be enter directly to the device (see user's Guide for TA 800 series).

Use the function codes for your employees' booking times such as business trips, holidays, medical consultations, etc. This information will appear on the monthly report.

## 8.3.1 Adding function codes

Select 🚏 , enter the function code you want and press OK. The fields highlighted in red are required fields.

Add Work Code		
Workcode 12 Description	Name	
		OK Cancel

## 8.3.2 Editing function codes

Highlight the function code you want to change, click on *solution* and make your changes. Press OK to confirm your entry.

Edit Work Code				×
Workcode	Name DR			
Doctors Visite				
		ОК	Can	icel

## 8.3.3 Deleting function codes

Highlight the function code that you want to delete, then click on 👗. Use OK to confirm.

# 9.0 INFO

## 9.1 Help

## 9.1.1 Technical Support

## a) Support on the Safescan website

Our service page on our website is available 24 hours a day in is updated regularly. Please go to: www.safescan.com/manuals. You will find the answers to your questions and suggested solutions in the FAQ.

## b) Support hotline

Our support team is available to answer any technical questions you may have by telephone from Monday to Friday, between 09:00 and 17:00. Please contact: www.safescan.com

## 9.2 Credits

## 9.2.1 Updates and upgrades

We will make updates and/or upgrades available to you at www.safescan.com/manuals. Please check regularly to ensure that you have the latest software version.

## **10.0 SERVER INSTALLATION**

For more information about server installation, please visit our website <u>www.safescan.com/updates\_ta</u> or contact our help desk.

## **11.0 UNINSTALLING SAFESCAN TIME ATTENDANCE 4**

To uninstall Safescan Time Attendance 4, please proceed as follows.

- Start/configuration/software.
- Select Safescan Time Attendance 4, then select [Uninstall software].