

Hand Punch Administration For TimeSource V7



Overview

The Hand Punch Administration Program allows the software user to enroll employees remotely, backup and restore hand templates, and dynamically change clock assignment.

Installation

The TimeSource Hand Punch administration program is packaged on a CD. Begin the installation by inserting the CD into the drive and running the setup program. Access that program by clicking the Windows Start button and then selecting Run from the resulting menu. In the 'Open' window enter e:\setup where e: is the drive letter of your CD. Then click the 'OK' button.

The setup program runs with minimum user intervention, placing the program in the folder C:\Program Files\Icon Time\HP admin V7. It also creates a program icon on the desktop, and creates the menu item Programs->Icon Time->HP administration->Version 7.

This program is intended for use by human resources personnel. It should be installed only on their computers.

Configuration

The first time this program runs on any computer, it requires that you specify the location of your data files.

The HP database is installed in a pre-defined location, and this program will find it on its own.

The TimeSource database (TSdataV7.mdb) is installed by default in C:\Program Files\TsourceV7, but you are completely free to move the file and typically will need to do so for a network installation. Therefore, this program asks you to locate the TSdataV7.mdb database also.

The locations of these database files are stored on your system, so this program does not ask for them again unless you move them.

This administration program requires no other configuration by the user.

Operation

This program provides three different views of the TimeSource employees eligible to use your Hand Punch terminals.

Employee view: provides a method of enrolling new employees in the Hand Punch units, and assigning those employees to multiple Hand Punch terminals. During enrollment, the clock will require the employee to insert their hand several times to establish the hand –size of the individual. Those sizes are then stored at the computer and clock stores the employee's ID value at the clock.

Clock view: provides a method to make sure the clock connections work, synchronize the clock time to the computer, and to restore the Hand Punch terminal data from the computer's database.

Assignment view: provides the means to assign and un-assign employees to be able to clock in/out of specific clocks.

Employee

The employee view is for enrolling employees to use the Hand Punch terminals.

The employee entry process involves the following steps.

Select an employee from the drop-down list.

For new employees,

Enter the numeric clock ID code that the employee will use.

Enter a short name, no more than 10 characters.

Enter a full name. Both names are used in TimeSource, not at the Hand Punch terminal.

Select the level of authority the employee will have in managing the Hand Punch via its keyboard, generally none.

Select all Hand Punch clocks that this employee is allowed to use by clicking on the 'Valid at' control.

Using the 'Enroll at' drop-down list, select the clock at which you will enroll the employee.

Click the button to begin the enrollment process.

The screenshot shows the HPadminV7 application window. The title bar reads "HPadminV7" with a close button. The menu bar includes "File", "View", and "Help". The main area is titled "EMPLOYEE" and contains the following fields and controls:

- "Select Employee": A dropdown menu currently showing "New Employee".
- "Clock ID": An empty text input field.
- "Short Name": An empty text input field.
- "Full Name": An empty text input field.
- "Authority": A dropdown menu currently showing "None".
- "Valid At": A list box with three options: "FRONT DOOR" (selected), "BACK DOOR", and "OFFICE". Each option has an unchecked checkbox to its left.
- "Enroll At": A dropdown menu currently showing "FRONT DOOR".
- "Enroll Employee": A button located below the "Enroll At" dropdown.

At the bottom of the window, there is a status bar with three fields: "Employee", "11/7/03", and "2:48 PM".

During enrollment, the Hand Punch clock will ask the user to insert their hand several times for measurement. When measurements are complete the employee information is stored in the clock and in the appropriate databases.

When entering a new employee, all information on the screen is required. The Clock ID number will be stored both in the clock and in TimeSource. The names will be stored only in TimeSource, and the authority will be stored in the clock.

The clocks checked by 'Valid At' are the clocks in which the data will be stored and are therefore the clocks usable by the employee.

The clock selected by 'Enroll At' is the clock on which the actual enrollment process takes place.

This sample shows the use of three clocks. Two of the clocks are deployed at the Front and Back doors, while the third clock resides in the HR office.

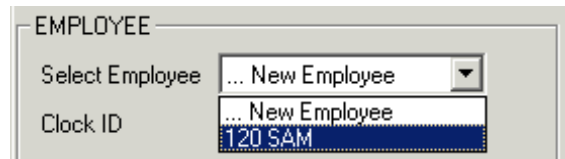
The screenshot shows a window titled "HPadminV7" with a menu bar containing "File", "View", and "Help". The main area is titled "EMPLOYEE" and contains the following fields and controls:

- Select Employee:** A dropdown menu currently showing "... New Employee".
- Clock ID:** A text input field containing "125".
- Short Name:** A text input field containing "joe".
- Full Name:** A text input field containing "Joseph Adamson".
- Authority:** A dropdown menu currently showing "Enrollment".
- Valid At:** A list box with three items: "FRONT DOOR" (checked), "BACK DOOR" (checked and highlighted), and "OFFICE" (unchecked).
- Enroll At:** A dropdown menu currently showing "OFFICE".

At the bottom of the form area is a button labeled "Enroll Employee".

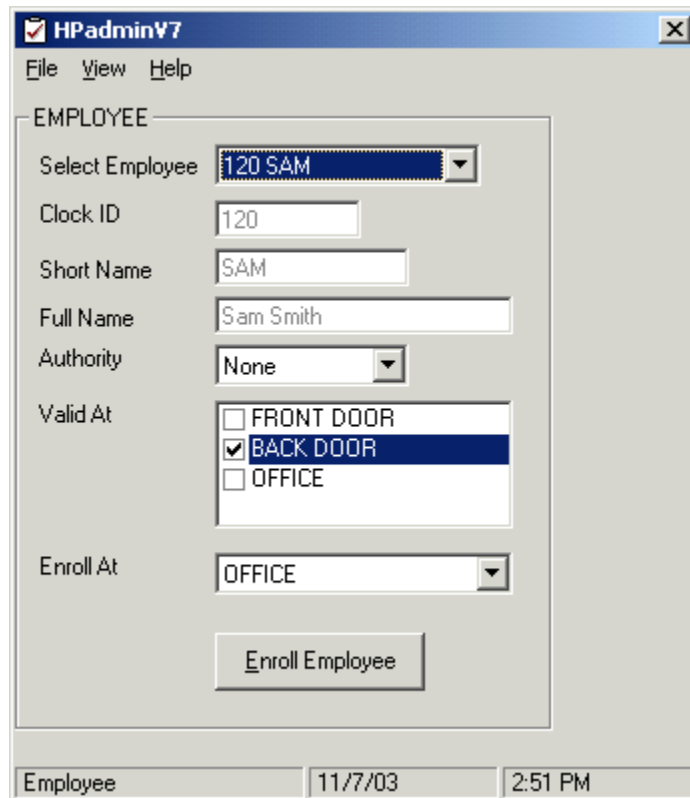
The status bar at the bottom of the window displays "Employee" on the left, "11/7/03" in the center, and "2:50 PM" on the right.

Normally the only option for selecting an employee will be '... New Employee'. However, if you have already entered a new employee into TimeSource, then that employee will also appear on the list. You may select that employee to complete the enrollment process.



A screenshot of a dialog box titled "EMPLOYEE". It contains two dropdown menus. The first is labeled "Select Employee" and has "... New Employee" selected. The second is labeled "Clock ID" and has "... New Employee" selected, with "120 SAM" listed below it and highlighted in blue.

When you select an employee who is already in TimeSource, the Clock ID and names are displayed, but may not be changed. Select the authority level and clocks just as you would for a new employee.



A screenshot of a software window titled "HPadminV7" with a menu bar (File, View, Help). The main area is titled "EMPLOYEE" and contains the following fields:

- Select Employee: 120 SAM (dropdown menu)
- Clock ID: 120 (text box)
- Short Name: SAM (text box)
- Full Name: Sam Smith (text box)
- Authority: None (dropdown menu)
- Valid At: FRONT DOOR, BACK DOOR, OFFICE (checkbox list)
- Enroll At: OFFICE (dropdown menu)

At the bottom of the form is a button labeled "Enroll Employee". The status bar at the bottom shows "Employee", "11/7/03", and "2:51 PM".

Clock

The *clock view* provides the means to test clock connections, to reset the clock's time from the computer, and refresh the clock's employee list (e.g. in the event of a clock memory failure).

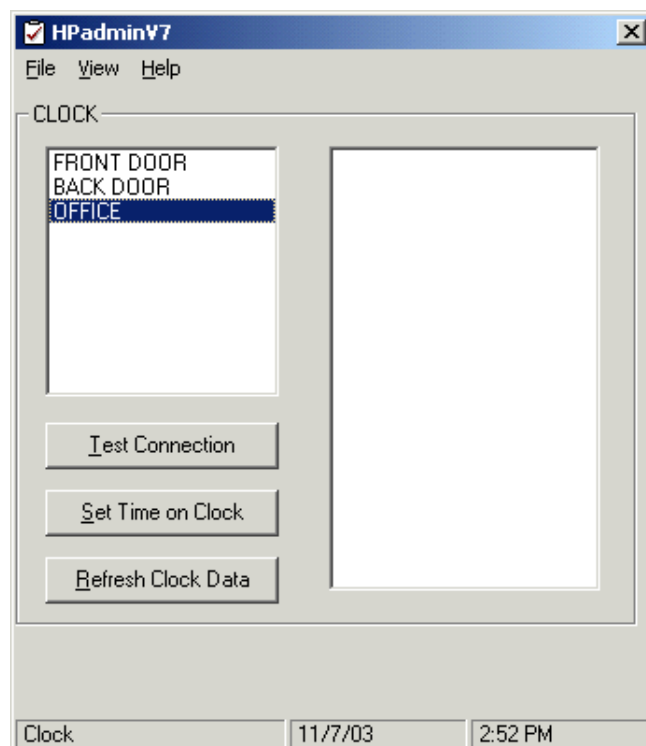
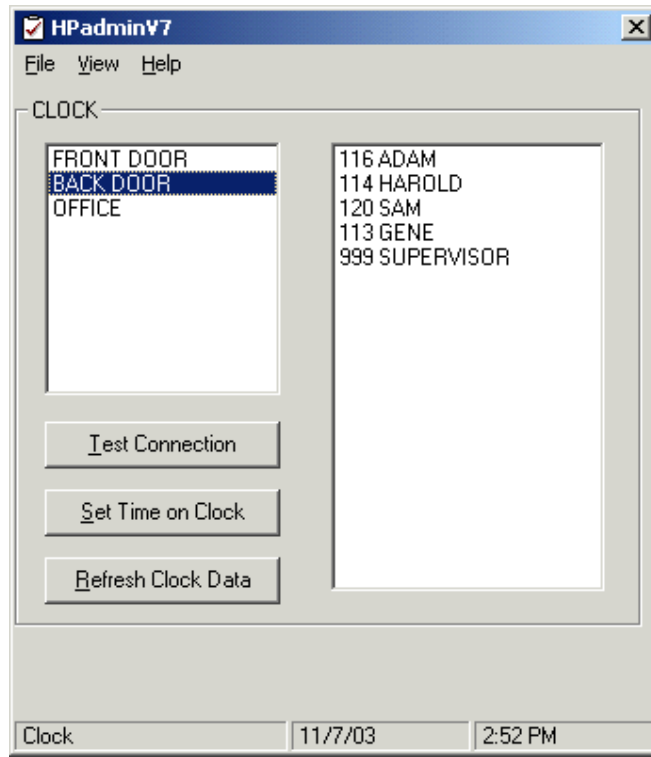
When you select a clock by clicking on the clock list, the employees assigned to that clock are listed on the right and the control buttons for the clock become active.

Test Connection simply establishes a link to the clock and verifies that a clock is present.

Set Time on Clock sends the computer's time to the clock with a command to update the clock time. Note that the clock's display does not display the new time immediately, but waits for a screen refresh cycle.

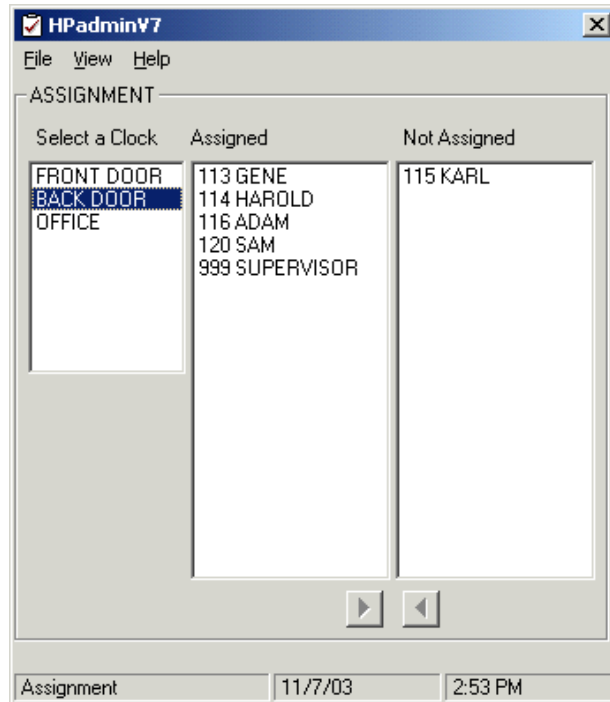
Refresh Clock Data sends the data for the listed employees to the clock, and erases the data for any other employees. This option is intended for use in the unlikely event that the Hand Punch gets erased and needs to be refreshed.

Note that in the special case represented by the office clock, used only for enrollment, erases all employees from the clock.

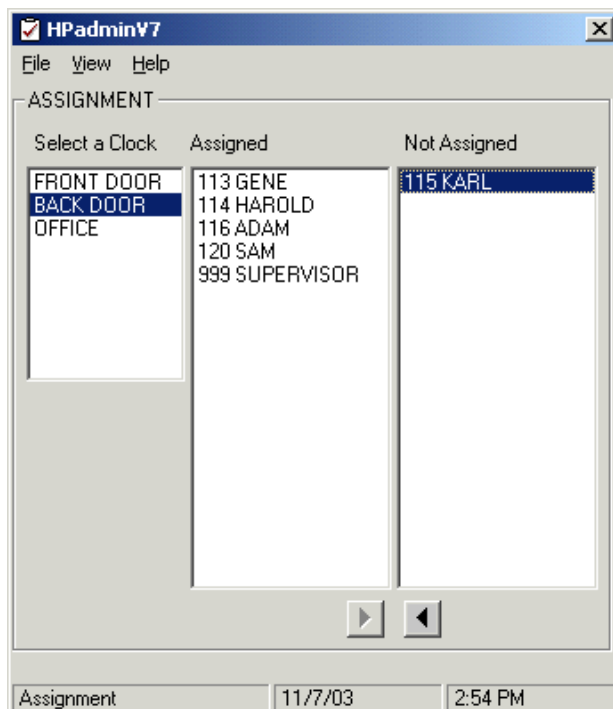


Assignment

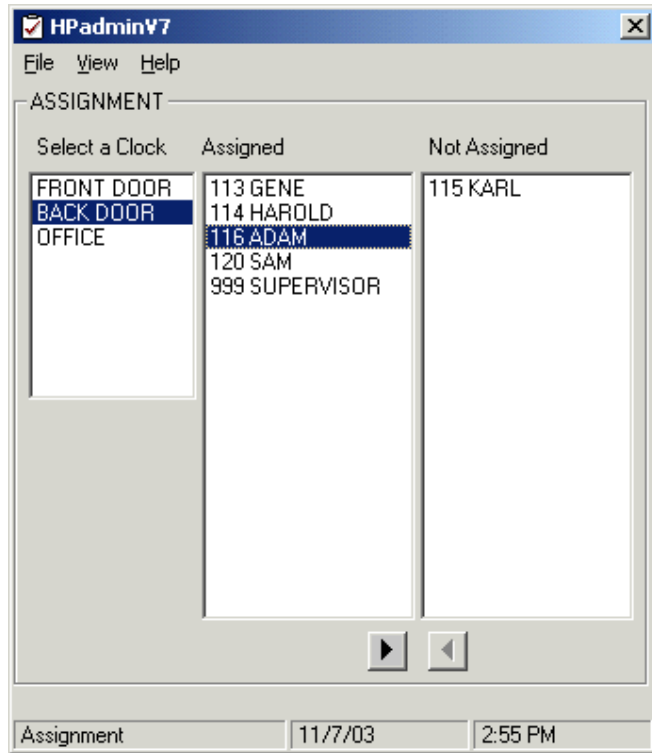
The *assignment view* lists all the Hand Punch clocks in the system. When you select a clock by clicking on it, the center column lists all employees assigned to the clock, and the right column shows those not assigned.



To assign an employee, click the employee in the 'Not Assigned' column, and the left arrow button is enabled. When you click the left arrow button the employee is registered for the selected clock, and the assignment data is stored in the appropriate databases. If your company enables all employees to use all clocks, then this view should assist you. Just look at each clock and make sure that the 'Not Assigned' list is empty.



To remove an assigned employee, click that employee in the center column and the right arrow button becomes enabled. When you click the right arrow button the employee data is removed from the selected clock, and the assignment records are removed from the appropriate databases.



Under special circumstances you will find clocks with no employees assigned, specifically in a larger company that has a Hand Punch terminal in the Human Resources office and uses it explicitly for enrolling new employees.

