

# **Smart Card – Quick Guide**

Time Attendance Clock

Setup Guide (Version 1.3)

## **Introduction**

Welcome to **Smart Card** - leading Time Attendance Clock designed to suit the **needs of the small enterprise or mobile work force**. You will find that **Smart Card** is the most cost effective and reliable time keeping solution for your company!

## **General Description**

**Smart Card** (also referred to as "the device") has been designed to record the attendance of individuals – arrival, breaks, departure. Based on individual employee cards, the device records the comings and goings of staff enabling a secure and reliable recording of attendance records.

**Smart Card** is ideal at any work place, it is also useful for mobile staff that are not necessarily at the same location everyday or that move around a lot. The same card can be used in several devices and the information can be downloaded and saved in one database.

## **Recording the attendance history**

The data is recorded both on the individual Smart Card and in the device. Information about the individual, times and dates of arrivals and departures are all recorded and backed up on the device.

The information from the **Smart Card** is downloaded onto the Master Card whenever necessary. The Master Card is then inserted into the manager's Smart Card reader and the information recorded is transferred into the **Smart Card** Backend software. It is then easy to analyse the information and to produce reports.

## **What is in the box?**

### **1 Smart Card Terminal**

- 1 PC Smart card reader
- 1 Master card
- 5 Employee cards
- 1 CD ROM with drivers, software & documentation
- 1 Manual & User guide
- 2 Batteries
- 1 Wall mounting device
- 2 Screws and plugs

## GETTING STARTED

### Time and Date Settings

Only authorised individuals will be able to access the settings on the **Smart Card**, so there is no risk of misuse of the time clock. The clock is also backed up by a backup battery so the clock will not stop in the event of the batteries running out.

\*\* The clock can be altered only when the Master Card is inserted into the **Smart Card**.

### Changing the time and date settings on the Smart Card

#### Adjusting the clock

Turn the **Smart Card** on.

Insert the Master Card ...

Press OK

Use the up/down buttons (put the name that was used before) until TIME is displayed.

Press OK (HH: value is displayed)

Adjust the hour by pressing up/down

Press OK (MM: value is displayed)

Adjust the minutes by pressing up/down

Press OK

#### Adjusting the date

Turn the **Smart Card** on.

Insert the Master Card ...

Press OK

Use the up/down buttons (put the name that was used before) until DATE is displayed.

Press OK (MM: value is displayed)

Adjust the minute by pressing up/down

Press OK (DD: value is displayed)

Adjust the day by pressing up/down

Press OK (YY: value is displayed)

Adjust the year by pressing up/down

Press OK

The settings cannot be changed without the Master Card.

### SMART TAC BACKEND SOFTWARE

This software is needed in order to be able to analyse the information downloaded from the **Smart Card** onto the Master Card. The data is removed from the Smart Card and stored into the Backend software on the chosen computer. **Smart Card's** Backend software can be found on the Backend Software CD in the box. This software will enable you to decipher and analyse the information downloaded from the **Smart Card** and stored on the Master Card.

**Installation notes for AccuTime Smart Card** If your operating system is **Windows 98 or Windows ME**, if your USB smart card reader is connected to the system, disconnect it.

The MS Base Components were designed for - Windows NT4/3, ME, 98, and 95. Because there were no smart card capabilities in these operating systems once the zip file is downloaded there are two files. Install the Base Components before you attempt to install a smart card reader or there will be conflicts.

- (1) Run scbase.exe
- (2) Run smclib.exe
- (3) Reboot
- (4) Install Smart Card Reader following manufacturer's instructions

When you are done, you may connect the USB smart card reader

**In order to install the Smart Card software (for all windows)**

1. Connect the USB smart card reader
2. If you are asked to provide the USB smart card reader driver, you can find it in - "<X>:\SCR\DRIVER".
3. There are two directories - one for Windows 2000 and Windows XP and the other is for Windows 98 and Windows ME.
4. Install the file - "<X>:\WINDOWS\MDAC\MDAC\_TYP\_2\_8.EXE" (<X> is the CD-ROM drive letter). Follow the installation instructions.  
**NOTE: This installation is not needed for Windows XP SERVICE PACK 2.**
5. Now install the file - "<X>:\INSTALL\SETUP.EXE" (<X> is the CD-ROM drive letter). Follow the installation instructions.

The Backend software has been specially designed for easy access to user details and analysis of the time attendance records.

**N.B. Should you get an error message during the installation – Error 1931, please click on the OK button in order to continue with the installation process.**

**GETTING STARTED WITH THE BACKEND SOFTWARE**

Click on the **Smart Card** icon on your desktop and you will find the **Smart Card's** main menu.

Your initial login information will be

**Login Name** - admin

**Password** - 1234

You will be able to change these in the Program Setup screen.

**PROGRAM FILES**

There are five options available on the main menu - click on Program Files to add specific information about your company and your employees.

Once in the Program Setup, you have a further five tabs

## 1. General

You can choose the language that you would like to use; currently English (USA), English (UK), and Hebrew are available. Soon there will be more languages available. This can be done only from the Administrator level  
You can also select your preferred date and time format here.

## 2. Site

Here you can enter the name of your company. This name will be displayed on the reports. This can be done only from the Administrator level

## 3. Database

Should you wish to change the location of your database, you need to find the smarttac.mdb file and save it in the destination of your choice. You will then need to select this location from the "browse for folder" dialog on the database tab. You can add members and select their access level on this tab. Each member can have his/her own password. These can be changed on this tab.

**There are three access levels to the *Smart Card Backend* software:**

### a) Viewer

The employee can enter the system to view the entries recorded on his/her card. The Viewer cannot make any changes to these entries.

### b) Editor

The Editor can download the information from the ***Smart Card*** to the Master Card and enter it into the database.

### c) Administrator

The Administrator has full access to the system. He/she can add new members to the system, enter the program setup tab and make changes to entries in the database.

## 4. Card Reader

You must ensure that the USB option is selected in order to be able to use the card reader provided. Next, you will need to enter the Members Setup to add the members of your staff.

## 5. Members Setup

You will need to use this function in order to manage your workforce database – add members, remove members, change details...

Once all the details have been entered, simply click on the + sign and the entry will be stored. You can then remove the card and start the process again. You can store up to 32 separate members.

Now that you have set the program up for your company and entered your member details, you are ready to start using ***Smart Card***.

For further information and instructions, please refer to the full user manual on the CDROM.

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