

Smart Card
Time Attendance Clock

Comprehensive User Manual
(Version 1.8)
(Software version 1.2.2)

By AccuTime

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Smart Card – Time Attendance Clock

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 also useful for mobile staff that are not necessarily at the same location everyday or that move around a lot. It is possible to download the data from several devices onto one Master Card and transferred to the back end software.



1. Display Screen
2. Work In, IN
3. Clock – accessed ONLY with the Master Card
4. Off
5. Work Out, OUT
6. Pound Key – Used to switch between zones
7. On/OK
8. Smart Card Slot

Recording the attendance history

Information about the employee, times & dates of arrivals/departures are all recorded on the individual Smart Card and is backed up on the device.

The information from the **Smart Card** is downloaded onto the Master Card whenever necessary.

The Master Card is inserted into the 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. One **Smart Card** device
2. One Smart Card reader
3. One Master Card
4. Five Employee Cards
5. One CD ROM with drivers, software & documentation
6. One Protective Case
7. Instructions to download the manual
8. Two Batteries
9. One Plastic hanging unit
10. Two Screws and plugs



THE DEVICE

Smart Card is a small portable Time Attendance Clock. The size of a small calculator, it has an LCD screen, 6 function buttons and a slot in which to insert the Smart Cards. The device is battery operated so no complicated installation is required.

The Screen

A Liquid Crystal Display (LCD), on the upper front area of the **Smart Card** will display the instructions needed in order to record the attendance information. The information is displayed in four large alpha numeric digits. The device status and activities are also displayed in real time.

The Keypad

The device is operated by the six keys; an overview of their main functions is listed below:



Power ON/OK

Used to switch the device On or to OK an operation



Power OFF

Used to switch the device OFF – you need to press and hold the OFF button and then press the OK in order to switch off the device.



IN / Work In

Used to select the correct manoeuvre when arriving at work either at the beginning of the shift or returning back from an absence "on duty". Will be recorded separately in the individual report.



OUT / Work Out

Used to select the correct manoeuvre when leaving work either at the end of the shift or on duty. Will be recorded separately in the individual report.



Pound Key

Used to switch between work zones - especially useful for mobile workforces, or for project time management.



Clock Key

Using the Master Card, you can check the Time, Date, Year of the device, and the number of manoeuvres left until memory is full.

The Smart Card Interface

Five Employee Cards and one Master Card are supplied with the device. The Employee Cards are used by the individual to record arrival and departure information and the Master Card is used by the employer to download the attendance information from the device to the PC.

Please note that up to 500 entries can be stored at any one time. When the storage capacity reaches its limit, a warning message will be displayed on the device and the data will need to be downloaded in order to continue using the device.

No data will ever be deleted due to full memory. The user will simply not be able to record any additional events.

The Smart Card slot is located on the lower side of the **Smart Card**. The Smart Card must be inserted into this slot with the chip facing upwards. The slot must be kept clean at all times and it is strictly forbidden to slot anything else into this opening.

Smart Card Reader

The information downloaded from the Smart Card is transferred to the Backend software on the PC via the Master Card. In order to transfer the data, you will need to insert the Master Card – chip facing upwards - into the card reader, and click on the Read Card option in the main menu. The data will be transferred to the backend software and will be ready for use.



Figure 1
Smart Card's Card Reader

Batteries

The **Smart Card** is battery operated. It comes with two long-life lithium 3 Volt - CR2450 batteries. The batteries can easily be replaced by opening the chamber at the back of the device. Contact AccuTime for replacement batteries.

When the battery power is low, an early warning "BATT" indication will flash on the screen when the device is turned on. In addition, the small enunciator BATT will be displayed. Batteries should be replaced within a few days of this message being displayed.

The batteries are not used all of the time as the device is on standby when not used.

** Please note that the clock will continue to work for a maximum of 10 manoeuvres after the low battery indicator appears.

Battery Replacement

To open the battery chamber, pull down on the plastic clip and remove the plastic lid covering the batteries. Gently pull out one of the batteries from its housing unit and replace it, in the same position as the old battery, with a new battery. Do the same for the second battery. Notice that the battery should have the "+" side showing upwards.

Return the battery lid to its normal position and push the clip upwards to secure the battery chamber's plastic lid.

Mounting the Smart Card on the wall

Smart Card can be mounted on the wall with the use of the plastic hanging unit. Simply choose the location that you would like to keep *Smart TAC* in, mark the location for the screws on the wall and drill two holes. Place the plugs in the holes and screw the unit securely in place. Please note that the plastic holding unit is fragile and **we do NOT recommend using an electric screwdriver** to secure the unit to the wall. *Smart TAC* can be lifted easily out of the wall mount when necessary.

THE SMART CARDS

The Smart Card used in the **Smart Card** system is a very reliable, high quality memory card. It has been specially designed and programmed to meet the highest quality and security requirements

How it works – Employee Card (Figure 2)

The Employee card is personal to each employee. Switch the Smart Card on, check the screen to see what manoeuvre is displayed (if needed use buttons on the front of the device to switch between manoeuvres), slot the card into the Smart Card slot at the bottom of the device and wait for confirmation. Verify that the correct ID number/name as well as for confirmation that the action has been accepted.



Figure 2
Employee Card

The information is stored both on the individual card and in the internal memory of the device. The data will be stored on the Employee Card until it reaches full capacity. When full capacity is reached, the data will be stored in a FIFO queue – the oldest data will be deleted and replaced by the newest data. This process will be completely invisible to the user and no action needs to be taken when the card reaches full capacity.

How it works – Master Card (figure 3)

The Master Card is used by the person responsible for collecting the time attendance data.

The devices needs to be activated by pressing the ON button, then the Master Card is simply inserted into the Card slot at the bottom of the device, the ON button is again pressed and the LOAD message appears. The information is automatically transferred onto the Master Card. For more information about transferring the data to the backend software, please see the Smart Card Backend software section.



Figure 3
Master Card

Storing the Smart Card

Both the individual and the Master Cards should be kept in a dry, clean environment. Each card contains a delicate electronic chip and must be handled with care. The Cards must be kept flat and care should be taken not to fold or break them. They may cease to function if not handled correctly.

GETTING STARTED - TIME AND DATE SETTINGS

Smart Card time and date settings are ONLY accessible while the Master Card is inserted, thus preventing misuse of unauthorised personnel. **Please make sure that you use the same date format as your computer** – i.e.: if your computer clock is DD/MM/YYYY you must use this format on Smart TAC. Otherwise there may be inaccuracies in the reports

Adjusting the clock

1. Activate the **Smart Card** display by pressing .
2. Insert the Master Card ...
3. Press .
4. Use the   button until TIME is displayed.
5. Press  (HH: value is displayed)
6. Adjust the hour by pressing  
7. Press  (MM: value is displayed)
8. Adjust the minutes by pressing  
9. Press .

Adjusting the date

1. Activate the **Smart Card** display by pressing .
2. Insert the Master Card ...
3. Press .
4. Use the   button until DATE is displayed.
5. Press  (MM: value is displayed)
6. Adjust the month by pressing  
7. Press  (DD: value is displayed)
8. Adjust the day by pressing  
9. Press  (YY: value is displayed)

10. Adjust the year by pressing



11. Press



SMART CARD BACKEND SOFTWARE

This software is needed in order to analyse the information downloaded from the **Smart Card** onto the Master Card. It is downloaded 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 GANIS Smart CARD

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 will be 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

Installing the Smart CARD software (all versions of 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.

N.B. Should you get the following error message during the installation; 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 to reach the System Login screen. The Login Screen enables the administrator to protect the information from misuse. Only the administrator – with the administrator's password can make alterations to the database.



Your initial login information will be
Login Name - admin
Password - 1234

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



MAIN MENU

There are six options available on the main menu – Members Setup, Reports, Read Card, Program Setup, Systems Setup and Exit.



Systems Setup

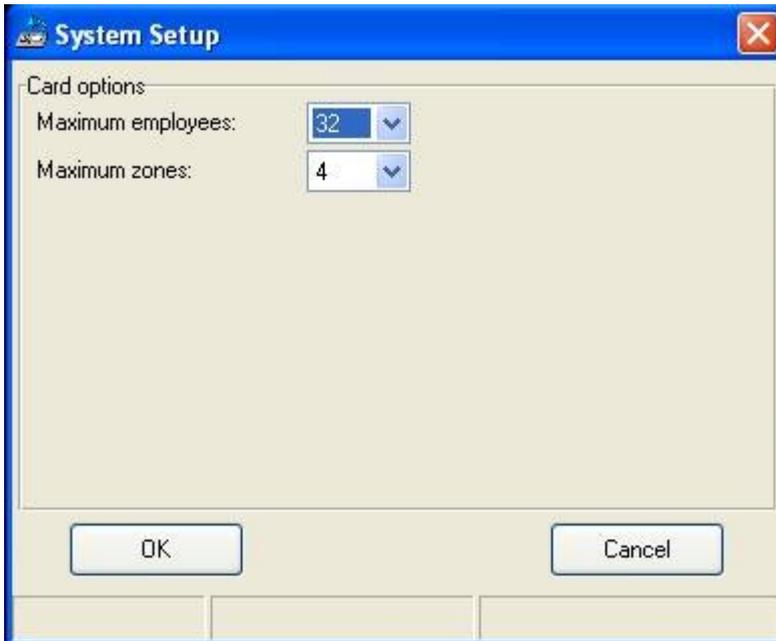
Before starting with the setup, you must choose the type of device that you bought. There are two types of devices:

Smart Card - 32 employees with 4 different zones

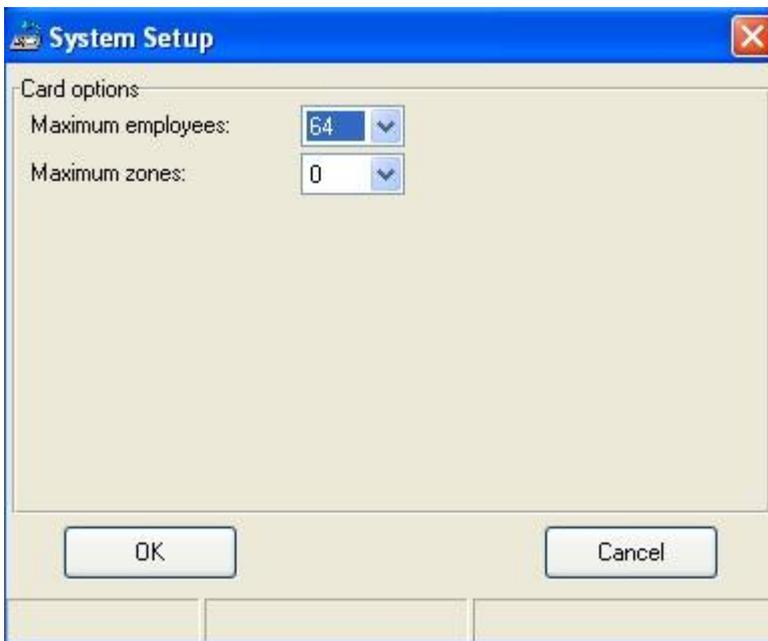
Smart Card Pro 64 employees with no zones

Select the correct configuration on the following screens and then click OK

Smart Card



Smart Card Pro



PROGRAM FILES

Click on **PROGRAM SETUP** to enter specific information about your company and your employees.

Once in the **PROGRAM SETUP**, you have four more tabs (General, Site, Database, and Card Reader). You should only need this site in the setup process. Once you have set your options, they will be saved in the system.

1. General

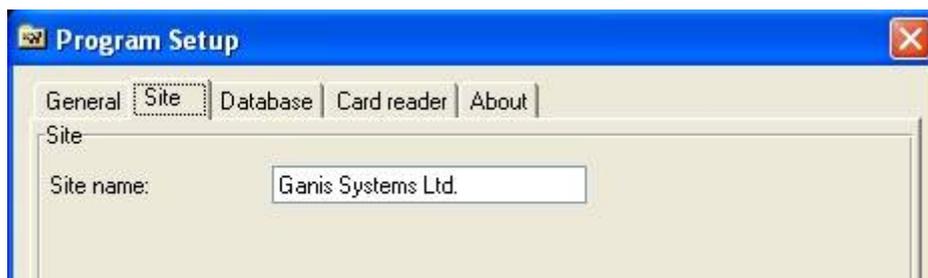
You can choose the language that you would like to use; currently English (USA), English (UK), and Hebrew are available. (More languages will be available in the near future). This can be done only from the Administrator level

You can also select your preferred date and time format here.

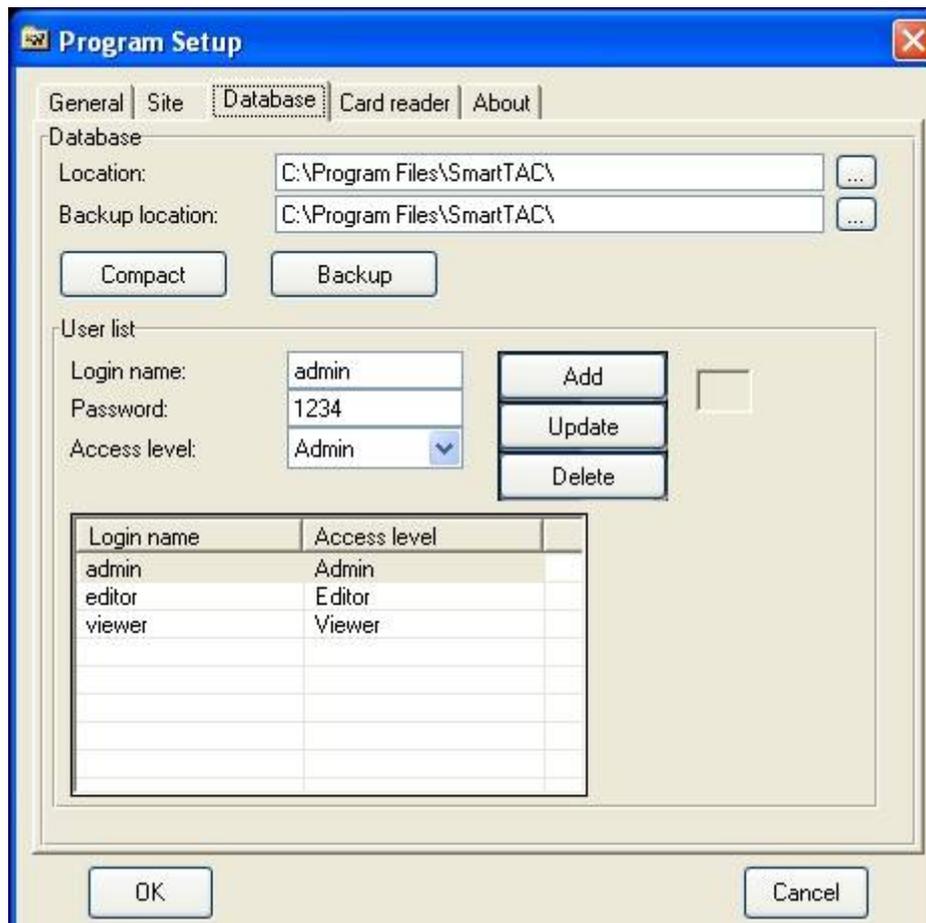


2. Site

Here you **MUST** enter the name of your company, which 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 **Smart TAC.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:

1. 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.

2. Editor

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

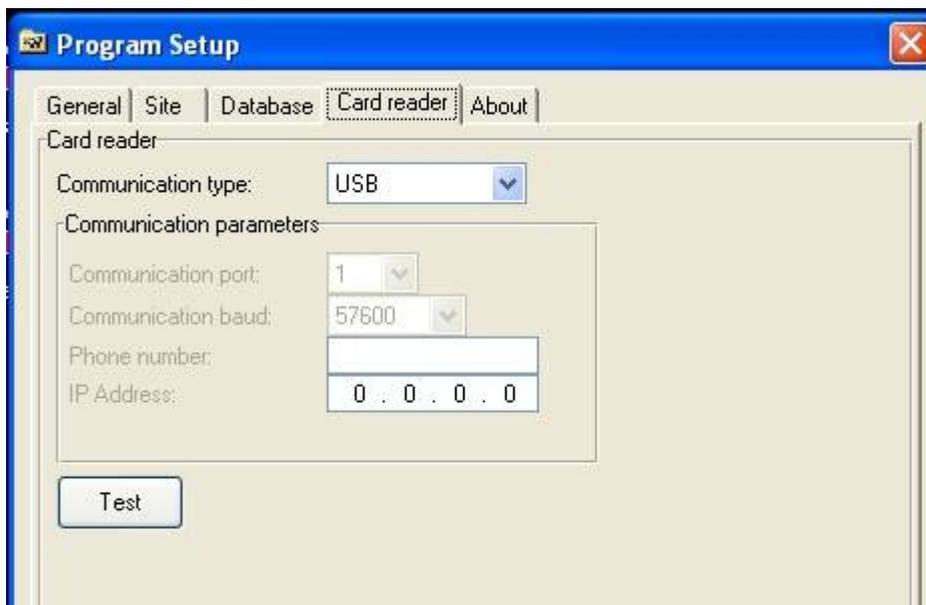
3. Administrator

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.

** We recommend that you change your passwords on a regular basis to avoid security breaches.

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 **EMPLOYEE SETUP** screen to add the members of your staff.

EMPLOYEE SETUP

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

Start by entering card # 1 into the card reader and begin to enter the following information in the **Member Detail section** (top right hand corner of the screen)

- Social Security Number
- Last Name
- First Name
- Card Number
- Display Name

The display name will appear every time the user enters the card. Longer names such as Mathew, for example, may be shortened to four letters (i.e. MATH).

There are two types of working hours in the Smart Card system. Regular hours or shifts. The regular hours option is used for employees that work normal hours - 9am to 5pm for example and the shift option is for employees that work irregular hours.

N.B. If you choose to use the Shift option, you will not be able to add any information apart from the hourly rate.

Regular Hours

The parameters are made up of the following

options:

Start time – insert the time that your employee is supposed to start. If your employee is meant to start working at 9am and you do not want to pay him before that hour – even if he arrives at 8.45, then click on the V symbol and the time will only be recorded after 9am. If you do not have a specific start time, then you can leave this option blank.

Daily hours

You can insert the number of hours that your employee is supposed to work a day. If you wish to calculate overtime, you **MUST** insert the number of hours that the employee is supposed to work.

Automatic break duration

Here you have the option to automatically deduct your employee's lunch break without asking them to clock in and out. The break time will **AUTOMATICALLY** be deducted from the Total Time Worked.

Overtime

You have the option to allow Smart TAC to automatically calculate the overtime that your employee has accumulated a day. There are three possibilities of overtime hours– this will enable you to give different rates for different hours.

You can decide what overtime rate you allocate to each level – this is calculated as a percentage of the normal hourly rate – from 100% to 400% and higher.

You can use this option to pay different rates for overtime

EXAMPLE of the use of the overtime parameters

Overtime 1	100% = up to 2 hours
Overtime 2	125% = between 2-4 hours of overtime, Smart TAC will calculate the salary at 125% of the normal rate
Overtime 3	150% = 4+ hours of overtime, Smart TAC will calculate the salary at 150% of the normal rate

You can also decide that your employee will not be paid if he works more than 3 hours of overtime, for example. This can be set in the overtime hours 1 = 3 hours overtime hours 2 and 3 would be 0.

Hourly Wage

Use this option if you want Smart Card to calculate the salaries. Simply enter each employee's hourly wage (if they get a different rate for overtime, then add it to the overtime hour fields as a percentage of the normal hourly wage). **This is only an option and it is not essential to fill in the hourly wage.**

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 with the next card. Continue the same process for cards # 1-5. Should you need to purchase extra cards please contact AccuTime. The software can store up to 32 employees, or 64 with the PRO version

If you are purchasing new cards to replace cards 1-5, simply insert the new card into the reader, enter the Member Setup page, click on the card that you wish to replace and

click on "update". The information stored on the device for that member will then be downloaded onto the new card.

If you are purchasing new cards for new employees, simply enter the new card into the reader, enter the Member Setup page, and start entering the new employee's details and give the new card the correct card number. It is important to give each card the correct number.

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 with the next card. Up to 32 separate members can be stored.

The various icons on the screen are used to:



Add a member



Remove a member



Search for a member by name, last name or Social Security Number



OK to update changes



Empty the Member Detail box so that you can enter a new member



Exit the Member Setup screen

The other options on the main menu are:

READ CARD

This is used when the user/administrator wants to view or download information from the *Smart Card*. Simply insert the Card (Master or employee) into the Card reader and click on the Read Card option in the main menu. Depending on the access level, the user will be able to view the information, download it to the database or alter it.

Date	Time	Card/Employee	Operation Type
01/05/2005	08:00:00	Einstein Albert	In
01/05/2005	08:30:00	Isaac Newton	In
01/05/2005	08:32:00	Tesla Nikola	In
01/05/2005	17:00:00	Einstein Albert	Out
01/05/2005	17:20:00	Isaac Newton	Out
01/05/2005	18:11:00	Tesla Nikola	Out

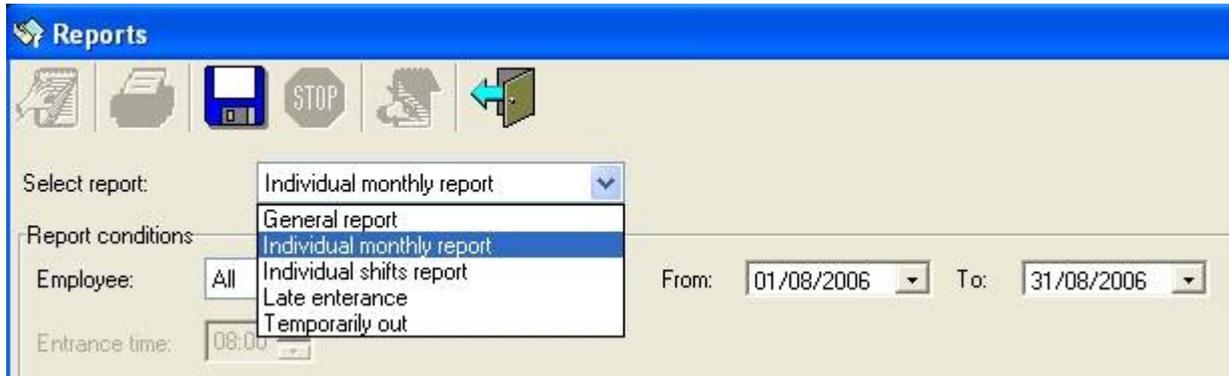
Show past entries

1/6

See Access Levels in the Database section above for more information.

By default, only the latest entries will be displayed on this screen. Should you wish to view older entries that are saved in the database, simply tick the "Show past entries" box and all the entries will be displayed.

REPORTS



The type of report is selected from the drop down menu, date range selected and SHOW button activated.

The manager can produce a variety of reports

General report

All the data for all the employees will be displayed for the given dates

Individual monthly report

All the data for individuals working regular hour will be displayed for the given dates

Individual shift report

All the data for individuals working shifts will be displayed for the given dates

Late entrance report

All the data for all the employees that arrived late will be displayed for the given dates

Temporarily out report

All the data for all the employees that used the temporarily out function will be displayed for the given dates

These can be displayed on the screen in an Excel spreadsheet, sent by email or printed. Monthly reports can be exported to an Excel sheet.

The entries are colour coded to ensure that the data is easy to analyse.

Reports

Select report:

Report conditions:

Employee: From: To:

Entrance time:

Date	Time	Employee	Operation
06/01/2006	07:01	Peterson James	In
06/01/2006	17:00	Peterson James	Out
06/02/2006	07:00	Peterson James	In
06/02/2006	12:00	Peterson James	Out
06/05/2006	08:00	Peterson James	In
06/05/2006	16:00	Peterson James	Out
06/06/2006	08:02	Peterson James	In
06/06/2006	18:01	Peterson James	Out
06/07/2006	10:30	Peterson James	In
06/07/2006	18:06	Peterson James	Out
06/08/2006	14:08	Peterson James	In
06/08/2006	19:30	Peterson James	Out
06/12/2006	08:00	Peterson James	In
06/12/2006	15:06	Peterson James	Out
06/13/2006	09:00	Peterson James	In
06/13/2006	14:00	Peterson James	Out
06/14/2006	10:00	Peterson James	In
06/14/2006	19:30	Peterson James	Out
06/15/2006	15:00	Peterson James	In
06/15/2006	19:00	Peterson James	Out
06/18/2006	13:12	Peterson James	In
06/18/2006	15:25	Peterson James	Out
06/20/2006	08:26	Peterson James	In
06/21/2006	20:21	Peterson James	In
06/21/2006	20:47	Peterson James	In

Total events: 25

When the **"ZONE"** is seen in the Operation Type column, this illustrates that the employee in question has entered a specific zone.

Zone 1, for example, could be the canteen. In some companies, employees are entitled to a lunch subsidy, you can allocate one of the ZONES to Lunch and the employee simply needs to swipe the card in that zone at the till instead of paying cash. It is then simple to calculate the lunch subsidy by counting how many times ZONE 1 has been entered.

INDIVIDUAL MONTHLY REPORT

Reports

Select report: Individual monthly report

Report conditions

Employee: Newton Isaac, 33333333 From: 01/06/2006 To: 30/06/2006

Entrance time: 08:00

Date	Day	In	Out	Time Worked	Break Out	Break In	Break Time	Total Time Worked	Work Out	Work In	Work Time	Notes
01/06/06	T	09:00	18:00	09:00				09:00				
02/06/06	F	15:00	21:00	06:00				06:00				
03/06/06	S	05:30			18:00							Overtime before trip to the US
04/06/06	S	00:00	00:00	00:00	00:00	00:00	00:00	00:00				Away on business
05/06/06	M	00:00	00:00	00:00	00:00	00:00	00:00	00:00				Away on business
06/06/06	T	00:00	00:00	00:00	00:00	00:00	00:00	00:00				Away on business
07/06/06	W	00:00	00:00	00:00	00:00	00:00	00:00	00:00				Away on business
08/06/06	T	00:00	00:00	00:00	00:00	00:00	00:00	00:00				Away on business
09/06/06	F	00:00	00:00	00:00	00:00	00:00	00:00	00:00				Away on business
10/06/06	S	00:00	00:00	00:00	00:00	00:00	00:00	00:00				Away on business
11/06/06	S	00:00	00:00	00:00				00:00				Away on business
12/06/06	M											Day Off
13/06/06	T	09:00	15:00	06:00				06:00				
14/06/06	W	12:00	15:00	03:00				03:00				
15/06/06	T	14:00	20:00	06:00				06:00				
16/06/06	F											
17/06/06	S	08:00	14:30	06:30				06:30				Working in the Leeds Office
18/06/06	S											
19/06/06	M											
20/06/06	T											
21/06/06	W	09:00	15:00	06:00				06:00				
22/06/06	T											
23/06/06	F											
24/06/06	S	21:00	23:00	02:00				02:00				
25/06/06	S	08:00	15:00	07:00				07:00				
26/06/06	T											

Total hours: 69:00

N.B. Please use the NOTES field to add comments such as – day off, out of the country, annual leave, sickness... you can add up to 50 characters.

INDIVIDUAL SHIFT REPORT

Reports

Select report: Individual shifts report

Report conditions

Employee: Hanmon Rebecca. 058800103 From: 01/08/2006 To: 31/08/2006

Entrance time: 08:00

Shift start	Shift end	Shift duration [hours]
01/08/2006 19:15	02/08/2006 03:54	08:39
01/08/2006 19:15	02/08/2006 03:54	08:39
03/08/2006 19:00	03/08/2006 21:30	02:30
06/08/2006 08:32	06/08/2006 17:47	09:15
07/08/2006 10:32	07/08/2006 14:47	04:15

01/08/2006 19:15 Total hours: 33:18

The total number of hours worked is displayed at the bottom of the page.

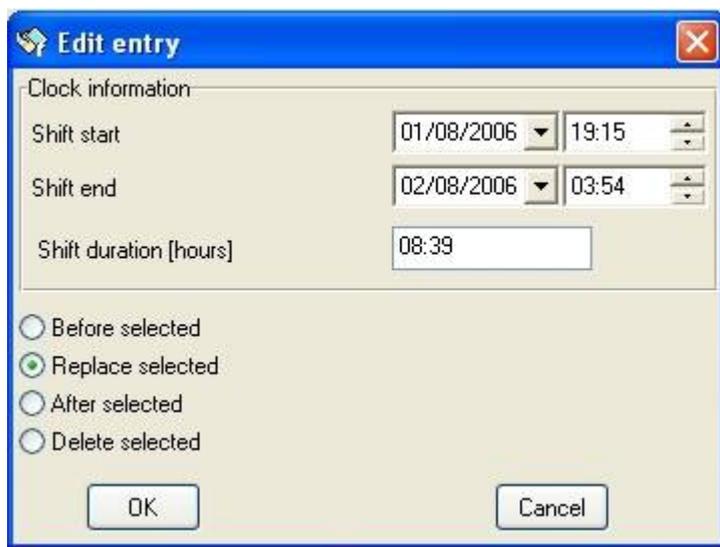
N.B: Changes can be made to the shift report by double clicking on the required field or alternatively on the **EDIT icon** at the top of the page (Red Notebook). The manager can change the time the shift started/ended or date. It is also possible to add extra shifts before or after certain dates in case the employee has forgotten to clock in or out. Please note that these changes can **ONLY** be done by the manager or the password holder. The reports can only be accessed using the Administrator's password.

You can arrange the entry dates chronologically by clicking on the **SHOW icon** at the top of the screen

Making Changes:

Making changes in the Shift Reports is very simple – you can either change the data on the screen or you can click on the field that you would like alter. A new window will open up and you will be able to make either:

- Add a line before the entry that you are on
- Replace an entry
- Add a line after the entry you are on
- Delete an entry



Once all the changes have been made for that employee, the Smart Card software will automatically calculate the number of hours worked and (if you have added an hourly rate in the employee detail) the salary to be paid.

These details will be provided in the Excel sheet once you have clicked on the Export button (#3) at the top of the page.



From Left to Right

1. **Show** – when you want to see that employee's hours
2. **Print**
3. **Export** to Excel (Diskette)
4. **Stop** – used to if you wish to stop the export of all the employees details to export (not needed for Shift report – only individual reports)
5. **Edit** – click on the line you wish to edit and on the Edit icon at the top of the page
6. **Exit**

EXCEL REPORT

Once you have finished updating and checking the data, you can export it to excel then it can be printed or sent by email

	1	2	3	4	5
1	Ganis Systems Ltd.				
2	Individual shifts report: Hanmon Rebecca, 058800103				
3	Report date: 27/08/2006, Date From: 01/08/2006 To: 31/08/2006				
4					
5	Shift start	Shift end	Shift duration [hours]		
6	01/08/2006 19:15	02/08/2006 03:54	08:39		
7	03/08/2006 19:00	03/08/2006 21:30	02:30		
8	06/08/2006 08:32	06/08/2006 17:47	09:15		
9	07/08/2006 10:32	07/08/2006 14:47	04:15		
10	Total hours:		24:39:00		
11					
12	Hourly wage:		15.00		
13	Salary:		369.75		
14					
15	SmartTAC by GANIS Systems Ltd				
16					
17					

Please note that once you reach the Excel sheet you will not be able to make any changes to the data. All changes MUST be made in the Smart Card software so that they are saved in the master database. You can make changes that are not connected to the calculations.

i.e.: adding notes is possible here – Off sick, holiday, worked in a different office, meeting...

PRINTING REPORTS

It is possible to print the reports directly from the report screen. If you wish to review each employee's data before you print the report, select the **type of report** and the **employee name** from the Employee drop down menu, and then click on the **SHOW** button. Once you have reviewed the data, you can export the data and print the report.

Reports

Select report: Individual monthly report

Report conditions

Employee: Newton Isaac, 333333333 From: 06/01/2006 To: 06/30/2006

Entrance time: 08:00

Or you can print all the reports together. Simply select the report type –select **Individual monthly** report and **ALL** in the Employee box and click on the **PRINT** icon.

EMPLOYEE USER INSTRUCTIONS

Each employee is issued with a personal Smart Card that will record his/her movements in and out of the office.

The instructions are very simple to follow and are all displayed on the **Smart Card** screen. An employee instruction sheet is available on the CD and should be printed and distributed to all employees that will use **Smart Card**.

Mobile Staff – the # button will allow the mobile worker to clock in and out attendance in various locations (up to four zones).

For example, you can program Smart TAC to suit your own needs -

Office – Zone 1

Warehouse – Zone 2

Dining room – Zone 3 (ideal for counting the employee's lunch contribution that may be deducted from the salary)

Store – Zone 4

This system will enable you to keep track of your employees within their working hours.

How to program the zones

Simply press the # button to select the appropriate work zone, then follow the simple instructions below. Non mobile staff will not need to use this function as they will always be in the same work zone.

Upon arrival

1. Turn the **Smart Card** on, the time will be displayed and then the operation will be displayed.
2. Change the operation for the desired operation (IN), using the
3. Insert the Employee Card, the operation will be stored both on the *Smart Card* device and the Employee Card. If the operation was successful, the Card number/display will be shown on the *Smart Card* screen.

Upon departure

1. Turn the **Smart Card** on, the time will be displayed and then the operation will be displayed.
2. Change the operation for the desired operation (OUT)
3. Insert the Employee Card, the operation will be stored both on the *Smart TAC* device and the Employee Card. If the operation was successful, the Card number/display will be shown on the **Smart Card** screen.

The in and out times will be recorded in the internal memory of the **Smart Card** device.

Please note that if the same operation is performed twice (In and In) by mistake within 2 minutes, only one operation will be recorded to avoid confusion in the reports.

MANAGEMENT USER INSTRUCTIONS

The information stored in the **Smart Card** device can only be accessed using the Master Card.

The information downloaded onto the Master Card can also be checked against the information on the individual Cards. This can be used in cases where the information recorded is disputed.

Downloading the information from the **Smart Card**

1. Insert the Master Card into the slot at the bottom of the device.
2. Activate the device by pressing the ON button
3. LOAD should appear on the display
4. Press OK
5. When the DONE message appears on the screen, the Master Card can be removed.
6. Insert the Smart Card into the computer on which the system installed on.
7. Open the **Smart Card** backend software and use the Read Card screen to get the information from the Card into the database.
8. The Master Card is now ready to be used again.

LOCKING A MANOEUVRE

It is possible to lock any of the Smart TAC manoeuvres – Work In, Work Out, In, Out, Zone visit.

This is very useful if you are using the Smart TAC to check that your staff are patrolling areas correctly or at the right times.

Smart TAC has 4 zones, making it an ideal tool for patrolling staff / security guards/ travelling salesmen...

LOCKING A ZONE, FOR EXAMPLE

1. Turn the Smart Card on.
2. Click OK
3. Select the zone you wish to lock, by pressing the # key until you
4. reach the zone you wish to lock (1-4)
5. Insert the Master Card
6. Click Work In using the arrow keys until you reach 'FREE'
7. Click OK to change FREE to LOCK and remove the Master Card
8. This zone is now locked

RELEASING A ZONE

1. Turn the Smart Card on.
2. Insert the Master Card
3. Press OK
4. Press the arrow keys until you reach "LOCK"
5. Press OK to change to FREE
6. The zone is now FREE and you can remove the Master Card

TROUBLESHOOTING AND FAQ

1. What is *Smart Card*?

Smart Card is a state of the art Time Attendance Clock that provides substantial savings to your business compared to manual or electronic punch-Card time clock systems. The system integrates time & attendance records and detailed employee information, allowing for detailed reporting and cost-effective management of payroll and employee-related issues.

2. What does *Smart Card* do?

Smart Card uniquely integrates time and attendance records, detailed employee information and project tracking. **Smart Card** provides SMEs (Small Medium Enterprises), shops, security companies, with a simple yet sophisticated device to record attendance, inspection schedules and other security time related activities.

Smart Card pays for itself by dramatically reducing the amount of time spent on manually entering the hours worked for each employee, allowing you to easily track time spent on projects as well as time spent on duties out of the office.

3. How will *Smart Card* save my business money?

Smart Card will save your business money by enabling you to manage the movements of your staff in and out of the office more efficiently. No more leaving early or arriving late without you knowing about it, mistakes will no longer be made when the information is transferred from the punch Cards to the computer, and staff working out of the office will be made more accountable for their whereabouts. All in all, with more accuracy in the hours worked and less time spent in preparing the payrolls – you will soon see your ROI!

4. What if I have problems using the *Smart Card*?

Should you face any problems with **Smart Card** or in using **Smart Card**, do not hesitate to contact our customer support department who will be happy to help you sales@accutime.co.uk

5. Will you provide updates for the Smart TAC?

You will be able to subscribe to a newsletter that will inform you of any changes in the software or any updates available. This information will also be available from our website in the near future.

6. I have accidentally clocked into the wrong work zone, how can I change this?

After downloading the information from the **Smart Card**, **ONLY** the Administrator can make changes to recorded events. It is important to check events after having downloaded them from the Master Card, before storing them into the database. Viewers and Editors cannot make any changes in the database.

7. My batteries are running low – will all the information saved on the *Smart Card* be lost?

No, the information will not be lost as the data is stored on an EPROM, meaning a non-volatile memory so it cannot be erased because of a lack of power. However, you should replace the batteries as soon as the "low battery" enunciator appears, as batteries are required in order to download the information on the Master Card.

8. I have lost my Master Card – what can I do?

You can buy new Master Cards and Employee Cards from your local distributor or contact Ganis directly. Please contact sales@accutime.co.uk for more information.

9. How secure is the *Smart Card* – how do I know that the information recorded has not been tampered with?

The *Smart Card* system cannot be accessed by anyone without the Master Card. The time cannot be altered nor can the date. The information stored on the device is also stored on the Employee Card so if there are any discrepancies between what the employee claims and the reports that have been produced, they can be easily checked.

10. What happens when my Master Card or Employee Card is full? Will I still be able to store data?

Yes – the data is stored on the card in FIFO queue. New data will be added to the card until it reaches full capacity. Once full capacity has been reached, the oldest data will be replaced by the newest data. Only the newest data will be stored on the card. The end user will not even be aware of the fact that the card is reaching its limit (approximately 500 entries can be stored at any one time).

11. How will Smart Card simplify the work needed to be done in order to prepare the salaries at the end of the month?

Using Smart CARD, you will never have to manually transfer staff hours into the computer. You will never have to decipher other people's handwriting, the data transferred from the Smart TAC device is saved per employee in individual reports that are clear and easy to analyse. The reports can be saved, printed or sent directly to the accounts department responsible for the salaries.

TARGET MARKET

Smart Card was designed to suit the needs of any company that needs to record the movements of staff in and out of the workplace. The system is easy to use and affordable – filling the requirements of small to medium workplace that want the accuracy of a time attendance system without having to take out an extra loan to pay for it.

Some of the target markets:

- Factories / Offices
- Project Management
- Security companies
- Construction sites
- Small businesses – workshops, dentists, doctor's surgeries,
- Classrooms – students' attendance
- Mobile workforces
- Restaurants, fast food outlets, shops
- And many more...

Benefits for management

- No complicated installation
- Convenient and cost effective method to check mobile staff
- Easy to produce reports – Ins & Outs, monthly totals, breaks and tardy arrivals
- User expandable
- Battery operated and light to carry
- Ideal for small businesses – no installation expense, flexible and affordable!

Benefits for administration

- No punch cards, paper trails or hand written entries
- No more data entry and adding up hours
- Reduces errors and time spent on the payroll management
- Easy to analyze individual reports
- All the information downloaded from one portable device
- No more running after staff for their hours!
- Reports can be exported and sent for approval via email.

Benefits for the staff

- Secure and backed up – all information is stored on the personal Smart Card
- Can be used in various locations
- Can be used to keep track of time spent on various projects
- Light to carry
- Easy to operate

CONTACT US

Email sales@accutime.co.uk

Your local Smart TAC distributor

SMART CARD CERTIFIED DISTRIBUTOR