

# TimeCard Manager Basic

## Program Guide

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Network installation consists of 3 steps. Install software on a computer designated the host/server. All data will be stored here. Configure security and settings for host/server. Run software for 1<sup>st</sup> time on workstation.

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# Install Program

## Installation Options

**Option 1:** Install on a standalone computer. The program and data will be stored on this single computer. All personnel, including management will use this computer to access employee time cards.

**Option 2:** Install on a network computer that will act as the host/server. The program and data will be stored on this computer. Personnel can access their time cards at any workstation connected to this computer on the local area network. *Server can be any network computer and does not require a server operating system.*

## If installing from a CD . . . .

Insert the CD into the appropriate drive.

If the CD does not automatically start, click on the **Windows Start button** and select **Run...** from the menu.

Enter **D:\Setup.exe** (where D: is the drive letter of your CD/DVD Drive) and click **OK**.

## If installing using the demo program downloaded from the internet . . . .

If you downloaded the ZIP version you will need to extract the file to access the TCMIInstaller.exe

Run the TCMIInstaller.exe application

## The Setup Wizard screens guide you in the installation process....

**Welcome Screen:** Click **NEXT**

**License Agreement Screen:** Read the agreement and click on the **I accept the agreement** option. Click **Next**

**Information Screen:** View the **Please Read Me** instructions. Click **Next**

**Select Destination Location Screen:** The default location is **C:\Program Files\TimeCard Manager**. You can change the location or use the default location.

**Ready to Install Screen:** Click **Install** and in the final screen click **Finish**

The 1<sup>st</sup> time you run TimeCard Manager it is necessary to configure the program's security settings. Until this is done the program will not start.

## Read Me

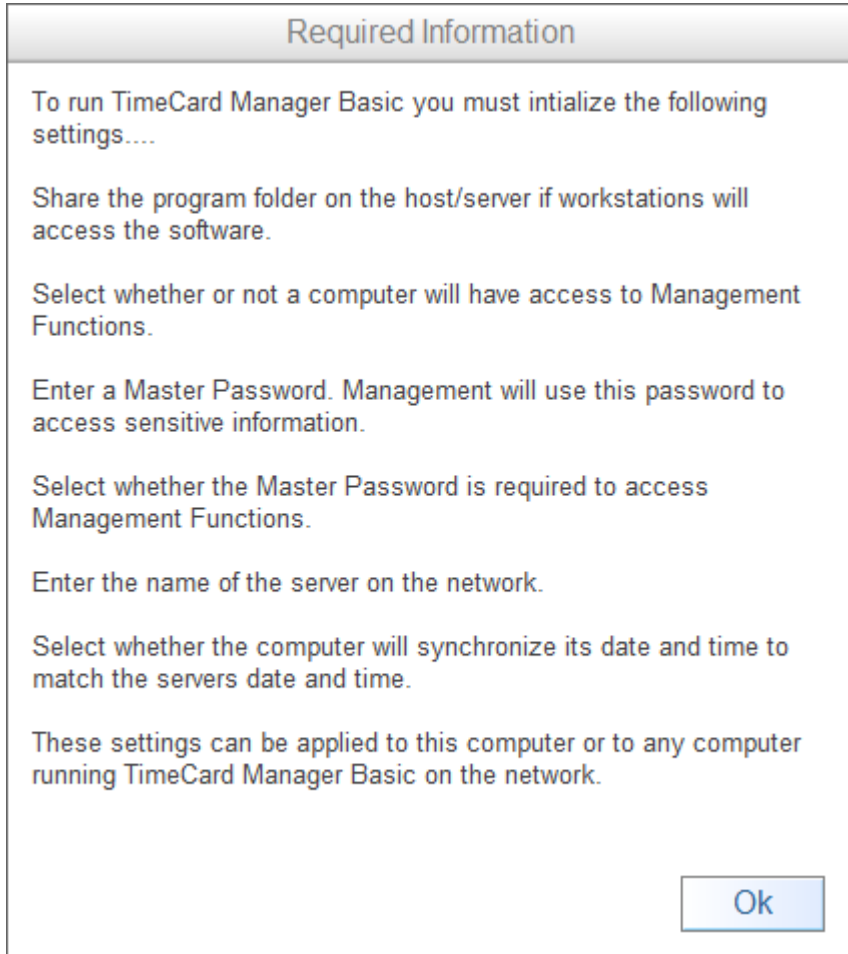
All workstations that access this program must use the same date format as the server or unexpected results will occur. Set date format from **Control Panel \ Regional Settings** on each computer.

*Program Security & Settings . . . Proceed to Page 2*

The 1<sup>st</sup> time the software is run after installation you will see the **Required Information** screen in **Figure 1**.

*Please read this information carefully.*

Figure 1



Click **OK** to proceed to the **Security & Settings Screen** shown in **Figure 3** on the next page. In the future you can access this screen by click on the **Security** icon below in **Figure 2** and entering your **Management Password** that you will create during the initial installation process.

Figure 2



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Figure 3

**1. Master Password** This is management's password and is used to access all secure functions. The password must be a minimum of 4 characters. The longer the password the more secure it is. The password is for the computer these settings are applied to. If you will allow management functions on other computers you can use the same password for all computers or create unique passwords for each computer, **Write the password down incase you forget it.**

**2. Allow Management Functions on Computer and Require Password to Access Functions** At least one computer should have access to management functions. You should always allow this on the host/server computer. You should always require a password to access management functions unless you are **ABSOLUTELY** sure no unauthorized personnel has access to the computer.

**3. Require Password to Start Program and Require Password to Close Program** If you are running this program on a standalone computer it is recommended that a password be required to open or close the program. This prevents an employee from shutting down the program, altering the date or time and re-starting the program.

**4. Synchronize Date & Time** If you installed the program for network use you can insure that the workstations time and date are synchronized with the host/server by selecting **YES** and entering the name of the host/server. Click on the **Verify button** to insure that the name entered is the correct computer name. If you choose to synchronize the time and date the computer that is entered here **must be running** and on the network or the time synchronization will fail when a user starts the program on a workstation.

If you **do not** choose to synchronize the date and time the workstations will set the time and date to the workstations system date and time. **Not recommended unless you are confident that the time and date on the workstation will not be compromised.**

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**5. Share Program Folder** If you will deploy the software to workstations you will need to share the program folder on the host/server so workstations can read and write data to it. **Click the Share Program Folder button** to show the screen in **Figure 4**.

Figure 4

Share Program Folder

**1** Host / Server Name : \\ECONSOFT-PC

Folder to Share : D:\A TCM Basic Version 1

Enter Share Name : TCM Folder **2**

You must have administrator rights to successfully share the folder.

**3** Share Folder Cancel

- 1.** The name of the host/server and the folder where **TimeCard Manager** is installed on the host/server are shown here.
- 2.** Enter the share name to assign the program folder. It is recommended you keep the name length to 12 characters or less.
- 3.** Click the **Create Share Button**. **You must be logged in with administrator rights to set file share permissions.**

**6.** Click the **Record Settings button**. These are now the default settings for the program on this computer.

# 1<sup>st</sup> Time Program Startup on Workstations

1. Go to each workstation that will access **TimeCard Manager Basic** from the host/server.
2. Open **Network Places**.
3. Open the **Shared Program folder** you created in **Step 5** on **Page 4**
4. Locate and double click on the file **TCMBWS.exe** to start **TimeCard Manager** on the workstation.

The 1<sup>st</sup> time you run the program on a workstation the program will attempt to create a desktop shortcut for the program. In some instances Windows may prevent the automatic creation of the shortcut due to security settings that may be in place on the computer. If this is the case and you do not see the **TimeCard Manager 8** icon on the desktop you will need to create the shortcut manually.



**Manually Create Desktop Shortcut :** Follow steps 1 thru 3 above. **Right click on the file TCMBWS.exe** and while holding the **RIGHT MOUSE BUTTON** down drag the file onto the workstation desktop. Release the mouse button and select **CREATE SHORTCUT HERE** from the menu. **DO NOT select MOVE, COPY or any other choice.**

You are now ready to run **TimeCard Manager Basic** on the workstation. By default you cannot access any **management functions** from the workstation. If you want to allow the workstation to access these functions you can do so by following the instructions on [Page 6](#)

# Changing Security Settings (Host/Server)

To change **Security & Data Settings** for the host/server computer or workstation computers click on the **Security icon** as shown in **Figure 1** below. If you are on the host/server computer you will need to enter your **Master Password** to access this function. Likewise if you are on a workstation you will use the **Password** you created the 1<sup>st</sup> time you ran the program on the workstation. You can also use the **Master Password** on workstations to access this function.

Figure 1



**Figure 2** below shows the **Security & Data Settings** when accessing this function on the host/server.

Figure 2 (host/server)

**Security & Data Settings**

**1** Master Password   Show Password Characters

**2** Allow Management Functions on Computer  Yes  No

**3** Require Password to Access Management Functions  Yes  No  
Require Password to Start Program  Yes  No  
Require Password to Close Program  Yes  No

**4** Synchroniz Date and Time with Server  Yes  No

Host/Server Name

Folder Share Name : \\STEVE\TCM85\  
To allow users on the network to access this program on the host / server you must share the program folder. You must be logged onto this computer with administrator rights.

**5**

**6**  **7**

**1. Master Password** This is management's password and is used to access all secure functions. The password must be a minimum of 4 characters. The longer the password the more secure it is. The password is for the computer these settings are applied to. If you will allow management functions on other computers you can use the same password for all computers or create unique passwords for each computer, **Write the password down incase you forget it.**

**2. Allow Management Functions on Computer and Require Password to Access Functions** At least one computer should have access to management functions. You should always allow this on the host/server computer. You should always require a password to access management functions unless you are **ABSOLUTELY** sure no unauthorized personnel has access to the computer.

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# Changing Security Settings (Host/Server)

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**3. Require Password to Start Program and Require Password to Close Program** If you are running this program on a standalone computer it is recommended that a password be required to open or close the program. This prevents an employee from shutting down the program, altering the date or time and re-starting the program.

**4. Synchronize Date & Time** If you installed the program for network use you can insure that the workstations time and date are synchronized with the host/server by selecting **YES** and entering the name of the host/server. Click on the **Verify button** to insure that the name entered is the correct computer name. If you choose to synchronize the time and date the computer that is entered here **must be running** and on the network or the time synchronization will fail when a user starts the program on a workstation.

If you **do not** choose to synchronize the date and time the workstations will set the time and date to the workstations system date and time. **Not recommended unless you are confident that the time and date on the workstation will not be compromised.**

**5. Share Program Folder** If you will deploy the software to workstations you will need to share the program folder on the host/server so workstations can read and write data to it. **Click the Share Program Folder button** to show the screen in **Figure 3**.

Figure 3

Share Program Folder

**1** Host / Server Name : \\ECONSOFT-PC

Folder to Share : D:\A TCM Basic Version 1

Enter Share Name : TCM Folder **2**

You must have administrator rights to successfully share the folder.

**3** Share Folder Cancel

- 1.** The name of the host/server and the folder where **TimeCard Manager** is installed on the host/server are shown here.
- 2.** Enter the share name to assign the program folder. It is recommended you keep the name length to 12 characters or less.
- 3.** Click the **Create Share Button**. You must be logged in with administrator rights to set file share permissions.

If you change the share folder name and you have previously setup workstations based on the old share name you will need to do change the settings for each workstation. See Step 6 below.

**6. Workstation Access** To change the **Security & Data Settings** of a workstation that has been previously setup click **Set WorkStation Access button** to display the screen in **Figure 4** on the next page.

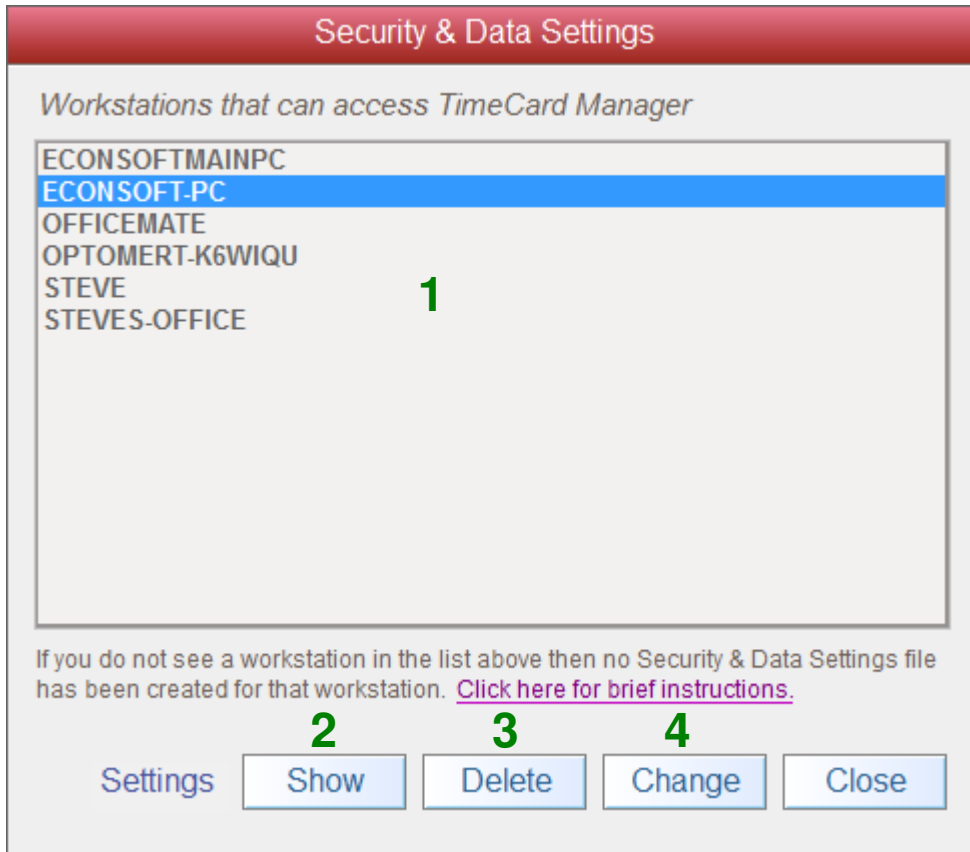
**7. Record Settings** Click the **Record Settings button**. These are now the default settings for the program on this computer.

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Figure 4



1. This list contains the names of workstations on the network that have previously had **Security & Data Setting** files created for them.
2. Click **Show** to view the current settings for the selected workstation.
3. Click **Delete** to remove access by the selected workstation to **TimeCard Manager** on the host/server. To re-instate access follow the instructions on **Page 5**.
4. To change the settings for the selected workstation click **Change** and the screen in **Figure 5** on the next page will be displayed.

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# Changing Security Settings (Workstation)

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Figure 5

The screenshot shows the 'Security & Data Settings' dialog box for the workstation 'ECONSOF-PC'. The dialog is divided into several sections, each with a numbered callout:

- 1 Password:** A text field containing four blue dots, with a checkbox for 'Show Password Characters' below it.
- 2 Allow Management Functions on Computer:** A radio button selection between 'Yes' and 'No'.
- 3 Require Password to Access Management Functions:** A radio button selection between 'Yes' and 'No'.
- Require Password to Start Program:** A radio button selection between 'Yes' and 'No'.
- Require Password to Close Program:** A radio button selection between 'Yes' and 'No'.
- 4 Synchroniz Date and Time with Server:** A radio button selection between 'Yes' and 'No'.
- Host/Server Name:** A text field containing 'econsoft-pc' and a 'Verify' button.
- Folder Share Name:** A text field containing '\\STEVE\TCM85\' and a 'Share Folder' button.
- Change Workstation Settings for :** A blue header bar with the text 'ECONSOF-PC'.
- 6 Current Settings:** A button.
- 7 Record Settings:** A button.
- Back:** A button.

**1. Password** This password is used to access all secure functions if enabled on this workstation as described in **Steps 2 & 3** below. The password must be a minimum of 4 characters and unlike the **Master Password** is only usable on this workstation it is created for. The longer the password the more secure it is. The password is for the computer these settings are applied to. If you will allow management functions on other computers you can use the same password for all computers or create unique passwords for each computer, **Write the password down incase you forget it.**

**2. Allow Management Functions on Computer and Require Password to Access Functions** You should always require a password to access management functions on workstation unless you are **ABSOLUTELY SURE** no unauthorized personnel has access to the computer.

**3. Require Password to Start Program and Require Password to Close Program** If you are running this program on a standalone computer it is recommended that a password be required to open or close the program. This prevents an employee from shutting down the program, altering the date or time and re-starting the program.

**4. Synchronize Date & Time** If you installed the program for network use you can insure that the workstations time and date are synchronized with the host/server by selecting **YES** and entering the name of the host/server. Click on the **Verify button** to insure that the name entered is the correct computer name. If you choose to synchronize the time and date the computer that is entered here **must be running** and on the network or the time synchronization will fail when a user starts the program on a workstation.

If you **do not** choose to synchronize the date and time the workstations will set the time and date to the workstations system date and time. **Not recommended unless you are confident that the time and date on the workstation will not be compromised.**

**5.** Shows the workstation you are changing settings for.

**6.** Shows current setting for selected workstation.

**7. Record Settings** Click the **Record Settings button**. These are now the default settings for the program on this computer. See **Page 6** for information on changing these settings in the future.

The following is a brief description of the steps necessary to implement **TimeCard Manager** for use by employees and management after installation and configuration.

- 1. Set Program Defaults (Page 11)** - Default settings include entering your company name which is included on paper printouts of time cards and time sheets, the time format used by the time clock, either AM/PM or 24 hour military time and if partial hours are shown as actual minutes or fractional value of an hour.
- 2. Set Other Options (Page 12)** These options include selecting a printer, disabling employee ability to print time cards and disable the required time synchronization of date and time between workstations and host/server computer.
- 3. Program Security (Page 6)** - Set the level of program access you want to give users.
- 4. Employee Information (Page 13)** - Before you can create time cards you need to enter each employee into the database. The mandatory information required is their name and a PIN number that they will use to access their time card.
- 5. Create Time Cards (Page 16)** - You must create time cards for employees for the appropriate pay period type and date range before employees can access them. Time cards can be created in up to 6 months in advance. After cards are created they will automatically appear in the card racks on the appropriate date.
- 6. Employee Time Card Use (Page 21)** - This section explains how employees access their time cards to enter times. They may also attach notes management and print copies of their time cards, if activated by management.
- 7. Card Management (Page 25)** - Management accesses this screen to review, edit and create time sheets for specific pay periods.

## Set Program Defaults

To set the following program defaults.....

Company Name  
Employee Identification Caption  
Currency Indicator  
How Partial Hours Are Displayed  
Time Format  
Auto-Close Time Card



From the main screen click on the **OPTIONS** icon and select **Edit Program Defaults . . .** from the menu.

### Edit Program Defaults

Company Name   
Name will be included on any printouts produced by this program.

Employee Identification Caption  S.S.N. , I.D. # etc.

Currency Indicator  \$ - Dollar , R - Rand etc....

Show Partial Hours In Fractions  4 hrs. and 15 mins = 4.25 hrs.

Time Format  AM/PM  24-Hour Format

Auto-Close Time Card  After 1 Minute of In-Activity

**Company Name:** Enter the name of your company. Company name is printed time cards and time sheets.

**Employee Identification Caption:** Enter text that describes your country's employee identifying number. In the United States the identifier would typically be Social Security Number and could be entered as S.S.N. # , Soc. Sec. No. etc... Enter an identifier that is appropriate for your country.

**Currency Indicator:** Enter a single character that identifies your country's currency type. In the U.S. the currency type would be the Dollar and the indicator would be entered as \$. Enter an identifier that is appropriate for your country.

**Show Partial Hours in Fractions:** Hourly totals may be displayed as actual hours and minutes or as hours and fractions of hours.

If box is unchecked, hours are displayed as actual hours and minutes. **7 hours and 15 minutes** is shown as **7:15**

If this box is checked, hours are displayed as fractional. **7 hours and 15 minutes** is shown as **7. 25**

**Time Format:** Select how time is to be formatted

Click on the **AM/PM** option button and times stamped on cards will be displayed as follows..

7:30 in the AM shows as 7:30 am and 3:15 in the PM shows as 3:15 pm

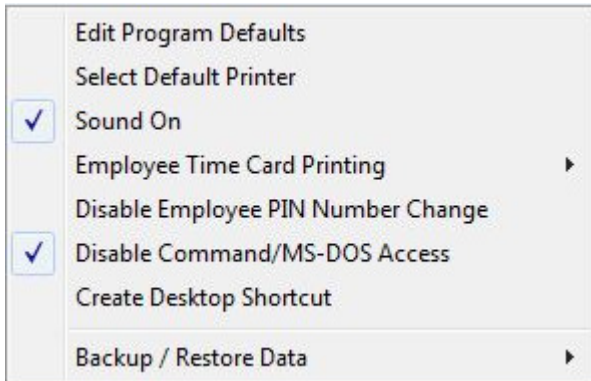
Click on the **24 - Hour** option button and times stamped on cards will be displayed as follows...

7:30 in the AM shows as 07:30 and 3:15 in the PM shows as 15:15

**Auto-Close Card:** Check mark this box and the employee's time card will automatically close and be placed back into the rack after 1 minute of in-activity. This prevents the employee from leaving their card open at all times. While an employee is accessing their time card management will be unable to access the card in **Card Management** until the employee closes the card.



On the program main screen click the **OPTIONS** icon to access the menu shown below.



- 1. Edit Program Defaults** See page 11 Set Program Defaults
- 2. Select Default Printer** A default printer must be selected before you can print from the program. Click on this menu item and select the printer to use for all print outs from the drop down menu.
- 3. Sound On** By default the program will generate a button click sound when most buttons or icons are clicked on. Remove the check mark from this menu item to turn the sound effect off.
- 4. Employee Time Card Printing** Employees can be allowed to print a copy of their time card. If enabled, they can print the currently active time card or the last 5 time cards prior to the current time card. To allow employees to print their time card, check ✓ mark this menu item. To print their time card the employee accesses their card from the card rack , clicks on the print icon and selects the card they want to print from the drop-down menu. To prevent employees from printing their time card Uncheck ✓ this menu item
- 5. Disable Employee PIN Number Change** Allow employees to change their PIN number when they access their card. If enabled, they can change the PIN when they access their time card.
- 6. Disable Coomand/MS-DOS Access** By default the user cannot access any command programs such as **COMMAND.COM, CMD.EXE** or **MS-DOS** while **TimeCard Manager** is running on their computer. Accessing these programs can allow the user to alter the system date and time. Management can deactivate this feature with the management password. No password is needed to reactivate the feature. Management can choose to deactivate this feature until **TimeCard Manager** is started again or until the management reactivates it.
- 7. Backup / Restore Data** The software has a built-in backup and restore function. It is **VERY** important to do a periodic backup of the program data by using this function or one of your own backup programs.

# Employee Information



On program the main screen, click on the **Employee Info** icon as shown below.

A maximum of 20 active employees can be entered into the database.

## Employee Database

### Employee Information

Department

Last Name

First Name

Exemptions  Filing Status  Date Started  Ended

Soc. Sec. #

Employee #

Personal ID #     
 (PIN)

Require 2nd Authentication

Date Started  Birthdate

4 Auto Clock Out After  Hours (Optional) 5 Holiday Pay Eligible  No  Yes

7 Limit Access  Access 24 Hours 6 Self Edit Time Card  No  Time Entries & Other Compensation  Other Compensation Only

8 View Cards On  Click here to enabled

### Wages

Hourly Pay Rate

Overtime Rate ' A '

Earned After  Hours Per Day

Earned After  Hours Per Week

Overtime Rate ' B '

Earned After  Hours Per Day

Current Employees (3)

1

Past Employees

2

Restore

Copy

Delete

Print

Edit

New

Finished

### 1. Current Employees (Active Employees)

Shows all employees who currently are working at the company. You can create time cards for this list and these cards will be accessible by both the employee and management. Select names to view or edit employee information.

### 2. Past Employees (In-Active)

Shows employees who no longer work for or are on leave from the company. You cannot create new cards for these employees but management can view there previous cards in **Card Management**.

Next to each list is an arrow button. Click these buttons to either move active employees to the inactive list or inactive employees to the active list. When a employee is made inactive their information is maintained in the database but their name disappears from all other program functions. This function is useful if a employee is no longer with the company but you want to keep their time card data intact. *Continued Next Page*

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**3. Basic Employee Information** You **must** enter a **first** and **last name** and a **password (PIN)** to create a valid employee record. The **PIN** numbers can include up to 16 characters. Employee **PIN** numbers are **MANDATORY**. Employees will need their **PIN** numbers to access their time cards, send and receive messages and use any management functions they may have permission to access.

If an employee is to have access to selected program management functions click on the **ACCESS ?** button and select those functions that the employee will have access to. The employee will use their **PIN** numbers as a management password to access those functions.

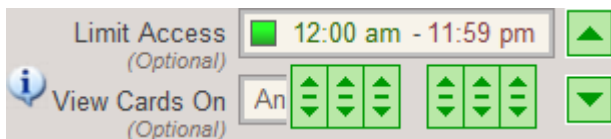
All other information in this area is optional.

**4. Auto Clock Out** You can set a maximum time an employee can work from their 1<sup>st</sup> clock in of the day. As an example if you set this value to 6 and an employee were to clock in at 7:00am and they did not clock out within in 6 hours from that time the program will automatically clock them out. When entering a value you can enter whole hours using a number key. The program has predefined values for partial hours as follows.... .08 (5 mins), .17(10 mins), .25 (15 Mins), .33(20 Mins) and .50 (30 Mins)

**5. Holiday Pay Eligibility** When creating time cards paid holiday hours can automatically be included on the card. If you do not want these hours included automatically chose the **NO option**. Paid holiday information is created in the **Create Time Cards Screen**.

**6. Self Edit Time Card** Employees can be allowed to self-edit hours on their time cards. If you do not want this function enabled select the **NONE** option. Select **Other Compensation Only** to allow the employee to edit their vacation, sick and compensation hours. Select **Time Entries & Other Compensation** to allow the employee complete card editing of all times on the card.

**7. Limit Access** If you want the employee's access to their card to be limited to certain hours of the day click on the small grey button  to change it to green and the function will be enabled. The arrow button to the right  will be activated. Click on it to display the settings screen for this function. You can set the time range the employee will be allowed to access their cards. Click  again to hide the settings screen below.



**8. View Cards On** Click the arrow button  at the right to show the names of the workstations that are connected to the network accessing TimeCard Manager. If you do not want the employee to access their card on all computers running TCM you can choose which single workstation the employee can access their personal card on.

## 9. Wages

The information in this area is *optional* and is not needed to create a time card. It is required if you want wages calculated on time cards.

**Hourly Pay Rate** Enter the base pay rate.

**Overtime Rate 'A'** Enter a monetary value. As an example, if the **Hourly Pay Rate** entered is 10.00 per hour and you base overtime as time and half, enter 15.00 as the **Overtime Rate 'A'** value.

**Earned After Hours Per Day** Enter how many hours per day must be worked before **Overtime Rate 'A'** is earned. If the employee works more than this number the additional time worked is considered overtime and is paid at **Overtime Rate 'A'**. Enter a value of **24** if you do not pay OT

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**Earned After Hours Per Week** Enter how many hours per week must be worked before **Overtime Rate 'A'** is earned. If the employee works more than this number the additional time worked is considered overtime and is paid at **Overtime Rate 'A'**. If overtime is based **only** on weekly hours enter **24** in the Hours Per Day box to prevent overtime being calculated on daily hours.

If you are required to pay multiple overtime rates for hours worked in a **single shift**, enter the appropriate values for **Overtime Rate 'B'**. As an example; you pay rate **'A'** when hours worked exceed 8 hours and you pay rate **'B'** when hours worked exceeds 10 hours in a single shift.

**Earned After Hours Per Day** The hours entered here must exceed the hours entered for Overtime Rate 'A'





On the program main screen click on the **Create Cards** Icon.

## Create Time Cards

**1 Pay Period Type**

1 Week       2 Week  
 Bi-Monthly       Monthly

Period 1 Begins      1st  
 Period 2 Begins      15th

1 Day       3 Day       5 Day  
 2 Day       4 Day       6 Day

---

**2 Clock Rounding**

None  
 15 Minutes Prior  
 30 Minutes Prior  
 Nearest 1/4 Hr.

---

**3 Employee Breaks**

Un-Paid Breaks       Paid Breaks  
15 Minutes

---

**4 Miscellaneous Settings**

Allow Shift Carry Over  
 Shift Adjustment

When a Shift Worked is > =      4.5 Hrs.  
 Add    or     Subtract      30 Mins.

**5 Holiday Credit**

New Years       Edit  
 Christmas       Edit  
 4th Of July       Edit  
 Thanksgiving       Edit  
 thank       Edit  
 Test       Edit  
 Edit       Edit

*Right click to edit a holiday entry*

---

**6 Employee List**

TestFool , Test      1000

Clear

---

**7 Start Date**      Saturday 10/06/2012

---

**8 Pay Periods to Create**      1

---

**9** [Click to Create Cards](#)

Finished

**1. Pay Period Type** Select the how long your normal pay period is. Each time card contains a maximum of 7 days and each day has 12 time slots. Cards can be created containing fewer than 7 days on it but each day will continue to have only 12 time slots per day.

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Select **Bi-Monthly** if you do payroll twice a month. Use the arrow buttons to set the starting day for **Pay Period 1** and the starting day for **Pay Period 2**.

**BI-MONTHLY TIME CARD EXAMPLE :** For this example we will use the **1st** of the month for **Period 1** the **16th** of the month for **Period 2**

**Period 1** will consist of 3 time cards ( remember cards can contain a maximum of 7 days ).

CARD 1 covers the 1st thru the 7th

CARD 2 covers the 8th thru the 14th

CARD 3 covers the 15<sup>th</sup>

**If the month the cards are created for contains 30 or more days the following applies.....**

**Period 2** will consist of 3 time cards.

CARD 1 covers the 16th thru the 22nd

CARD 2 covers the 23rd thru the 29th

CARD 3 covers the 30th thru the 31st

**If the month the cards are created for contains less than 30 days the following applies.....**

**Period 2** will consist of 2 time cards.

CARD 1 covers the 16th thru the 22nd

CARD 2 covers the 23rd thru the last day of the month

**NOTE:** Time cards may be created as far IN ADVANCE as you wish. You DO NOT have to wait for one set of cards to expire before creating the next set. As the dates change the appropriate card will show up in the rack automatically.

**2. Clock Rounding** Setting **CLOCK ROUNDING** to either 15 or 30 Minutes Prior can be useful if you are using this program on a single computer where many employees will need to access the program at the same time. **CLOCK ROUNDING** will allow employees to clock in up to 30 minutes **BEFORE** the top or bottom of the hour and clock out up to 30 minutes **PAST** the top or bottom of the hour thus avoiding a log jam of employees at the computer when many employee shifts start or end at the same time. When an employee uses time rounding the time actually stamped on their card is rounded **FORWARD** to the nearest top or bottom of the hour when **Clocking In** and rounded **BACK** to the nearest top or bottom of the hour when **Clocking Out**.

**EXAMPLE 1:** If the actual time shown on the time clock is 7:51 AM and the employee clocks IN using the rounding feature, the card would be stamped 8:00 AM. Likewise, if the actual time were 8:22 AM the card would be stamped 8:30 AM.

**EXAMPLE 2:** If the actual time shown on the time clock is 5:13 PM and the employee clocks OUT using the rounding feature, the card would be stamped 5:00 PM. Likewise, if the actual time were 5:35 PM the card would be stamped 5:30 PM.

**NOTE:** When this option is in effect employees may still clock in at the actual time clock time for overtime purposes. If you want to round the actual times entered by employees to the nearest fractional hour, select option button labeled **Nearest option** button and use the arrow buttons to set round method to one of the following.

1/4 Hour (15 mins)

1/6 Hour (10 mins)

1/10 Hour (6 mins)

1/12 Hour (5 mins).

If the setting where nearest 1/4 hour, then the following would apply.

**EXAMPLE 1:** If the time is 7:07 AM when an employee clocks in/out the time entered is 7:00 AM

**EXAMPLE 2:** If the time is 7:08 AM when an employee clocks in/out the time entered is 7:15 AM

*Continued Next Page*

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**3. Employee Breaks** If employee breaks are **PAID** and the employee is required to clock out and clock in during those breaks, select the **PAID BREAKS** option. If this option is selected you can select how many minutes of their break will be paid. If the employee's break exceeds this number of minutes they are only credited with the amount of minutes you have set. If the employee's break is less than the set number of minutes they are credited with the actual length of the break, not the amount of minutes you have set. If **Paid Breaks** are enabled the **BREAK icon** will be enabled on the time card when employees are accessing their card.

**NOTE:** When viewing time cards the times associated with **Paid Breaks** will be marked with the letter 'b'.

**4. Miscellaneous Settings** Check  mark **Allow Carry Over Times** for employees who work shifts that begin on one day and end the following day. When a employee attempts to clock-in or out on a time card that has been created with the carry-over function enabled they will be asked if the time they are about to enter should be applied to the previous day's shift. If they choose yes, the time will be denoted with the 'c' character and the calculated hours will be applied to the previous days shift. If the time card is created with the carry-over function enabled the employee toggles the function on/off by right-clicking on the IN, OUT AND BREAK ICONS when accessing their time card. This toggle function is disabled if the card was not created with the carry-over function enabled.

Check  mark **Shift Adjustment (SA)** to automatically add or deduct a preset number of minutes from each shift worked. The number of minutes to is set by using the arrow buttons. Use this feature if you do not require employees to clock out for breaks and lunches although they are required to take them. This feature is also well suited to workers who may be in the field all day and cannot clock-in/out for breaks and lunches.

**EXAMPLE:** Employee is required to take (2) 15 minute breaks and a 30 minute lunch. Set the **SA** value to 60 minutes. Employee clocks in at 8:00 am and out at 5:00 pm. Although these times result in 9 hrs being calculated the employee is actually credited for 8 hrs after the **SA** value (60 mins.) is deducted.

**5. Holiday Credit** Check  mark the **Paid Holidays** to include on time cards. To add a new paid holiday, click on a check box that is labeled **EDIT** or right-click on an existing holiday to edit it.

Edit Paid Holiday ▶

Holiday Name

Credit Hours  :

Date Type  Static  Floating

Month  Day

Exempt  Sat  Tue  Fri  
 Sun  Wed  
 Mon  Thu

Enter the name of the holiday and the amount of time to credit for the holiday.

If the holiday occurs on the same date each year set the **Date Type** to **Static**. Enter the month and the day of the month for the holiday.

If the holiday always falls on specific day of the week, such as Thanksgiving, which falls on the 4th Thursday of November set the **Date Type** to **Floating**. Enter the month and the floating day of the month the holiday occurs. Click **Apply** to set the holiday.

When time cards are created the program examines the dates of the check marked holidays and when a holiday date coincides with a date on a time card the amount of paid holiday time associated with the holiday is credited on the time card. If the time card contains multiple projects the holiday time will be applied to the first project on the card.

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**6. Employee List** Select who to create time cards for. You can create time cards for those employee names that have been checked ✓ marked in for for all names in the list

**7. Pay Period Start Date** Click on the **Calendar** button to set the starting date for the pay period you are creating time cards for. If creating sets of time cards for a **bi-monthly** pay period the date you set here is must match either the **Period 1** or **Period 2** day you set as described in **Area 1**. This button defaults to the current date.

**8. Pay Periods to Create** Set the number of pay periods to create time cards for. It is possible to create time cards up to 6 months in advance. Employee time cards will automatically appear in the time card racks if a time card has been created that contains a date that matches the current date.

### EXAMPLE

Under **Pay Period** select the 1 Week option

Set the **Pay Period Start Date** to Monday December 31, 2007

Set the **Pay Periods to Create** to 5

5 sets of time cards containing 7 days each will be created as follows.....

Set 1 covers December 31, 2007 thru January 6, 2008

Set 2 covers January 7, 2008 thru January 13, 2008

Set 3 covers January 14, 2008 thru January 20, 2008

Set 4 covers January 21, 2008 thru January 27, 2008

Set 5 covers January 28, 2008 thru February 3, 2008

Each of these cards will appear automatically in the card rack on the appropriate date.

**9. Create Cards** Click **Create Cards** and the cards will be created based on your settings. This process can take several minutes depending on how many employees you selected and how many pay periods you are creating.

If an **ACTIVE** time card for an employee already exists that contains 1 or more of the same dates as the new card being created the following screen will appear.

**Card Date Conflicts**

Employee

New Card

A time card already exists for the employee listed above that contains one or more dates that match dates in the new time card being created.

*Multiple time cards for the same employee cannot contain any matching dates.*

Select from the following options

**Transfer times from existing card to new card**  
Only times from matching dates will be transferred and those dates will be removed from the existing card.

**Delete existing card**  
No times will be transferred to the new card.

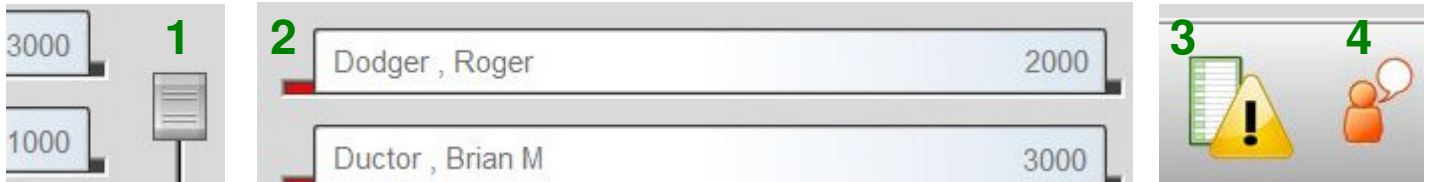
**Skip creation of the new card**

When an active time card is no longer needed, that card should be closed. Once a time card is closed the employee no longer can access that card but management can still edit it if necessary, including re-opening the card. See **Card Management**.

# Employee Time Card Use

If time cards have been created for employees and those cards contain the current date, the cards will be displayed in the card racks. If the employee cannot find their card in any of the card racks, either no card has been created that matches the current date or the card has been closed. Closed cards can no longer be accessed by employees but can be accessed by management in **Card Management**.

Employees access their time card from the card racks on the program's main screen. Employees are required to enter their **PIN #** to gain access to their card. Their **PIN #** is created when you enter them into the employee database. You can also permit them to change their **PIN #** by turning on this feature in the **Tools menu** also on the program's main screen.



1. 10 cards at a time are displayed in the rack slots. Use the slider button to scroll up and down through the available employee cards.
2. To access their time card the employee locates the card in the rack as illustrated above and clicks on it. The employee will be requested to enter their **PIN #** to gain access to the card. Once access is granted the time card will be displayed as shown on the next page.
3. Employees can click on the **Find My Time Card** icon to search for their time cards if one can not be found in the rack. Employees select their name from the list and click the **Find** button. If their time card is found the card is highlighted in the rack ready for the employee to select. If no card is found then management has not created a card for the current pay period. When no card can be found the screen below will allow the employee to send an **Employee Alert** message to management.

Time Card Missing

**Alert Management**

Time card could not be found.

02:50 PM Sunday - Sep 23, 2012

Clock Me In

Clock Me Out

Begin My Break

End My Break

Take No Action

PIN Required

4. Employees can use the **Management Alert** function to send brief messages to management.

Send Alert Message

Enter a short message to management. (50 Characters Max)

Please contact me about my vacation

Message Time : 10:06 PM  
Saturday - Oct 6, 2012

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Continued from Previous Page

Dude , Big
2000

**Oct 04, 2012 thru Oct 10, 2012**

				LEGEND ▼	Daily Totals	Other Compensation
<b>THU</b> Oct 04	In	07:00 am			8:00	
	Out	12:01 pm	<b>1</b>		<b>2</b> 2:02	
	In	01:01 pm				
	Out	06:02 pm			Tips 0.00	
<b>FRI</b> Oct 05	In				0:00	<b>3</b> PSL 08:00
	Out				0:00	<b>4</b> Tips *25.00
	In					
	Out					
<b>SAT</b> Oct 06	In	10:12 pm			0:50	
	Out	11:02 pm			0:00	Tips 0.00
	In					
	Out					
<b>SUN</b> Oct 07	In				0:00	
	Out				0:00	Tips 0.00
	In					
	Out					
<b>MON</b> Oct 08	In				0:00	
	Out				0:00	Tips 0.00
	In					
	Out					
<b>TUE</b> Oct 09	In				0:00	
	Out				0:00	Tips 0.00
	In					
	Out					
<b>WED</b> Oct 10	In				0:00	
	Out				0:00	Tips 0.00
	In					
	Out					
				Regular	8:50	Employee Declared Tips
				Overtime	2:02	
				Other	8:00	25.00

Edited by \* Management \*\* Employee

**14**

1. A total of 12 time slots are available for each day. Slots are arranged in 3 columns of 4 slots.
2. Regular hours for the day are shown on top and overtime hours on the bottom. If the card was created with the **Shift Adjustment** activated the amount minutes added or deducted to the card will denoted by the **SA** heading. This value is reflected in the regular hours above.
3. Other hours credited such as vacation, sick, personal etc. are shown here. The value is preceded by an identifier. Below is a list of identifiers....
 

SL : Sick Leave

PSL : Paid Sick Leave

VT : Vacation Time

PVT : Paid Vacation Time

PT : Personal Time

PPT : Paid Personal Time

CT : Comp Time

PCT : Paid Comp Time
4. Employee can enter tips by clicking on the **TIPS** value.

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**6.** To **clock-in** the employee clicks on the **IN icon** and the current time is applied to the first available **IN slot** next to the current day of the week on the card. **See Notes A & B below.**

To **clock-out** the employee clicks on the **OUT icon** and the current time is applied to the first available **OUT slot** next to the current day of the week. **See notes A & B below.**

## **NOTE A**

If the time card was created with **Round To Nearest Fractional Hour** selected in the **Clock Rounding** section of the **Create Time Cards screen**, the actual time entered on the card will be rounded up or down depending on the setting. **Does not apply to breaks.**

If the setting where **nearest 1/4 hour**, then the following would apply.

**EXAMPLE 1:** If the time is **7:07 AM** when an employee clocks in/out the time entered is **7:00 AM**

**EXAMPLE 2:** If the time is **7:08 AM** when an employee clocks in/out the time entered is **7:15 AM**

## **NOTE B**

If the time card was created with **15 Minutes Prior** or **30 Minutes Prior** selected in the **Clock Rounding** section of the **Create Time Cards screen**, the actual time stamped on the card **CAN BE** rounded to the **NEAREST top or bottom of the hour**. The pop-up **Clock Rounding Dialog Box** will employees choose to either round the time to the **nearest top or bottom** of the hour or enter the current time. **Does not apply to breaks.**

**EXAMPLE 1 :** If the actual time is **7:52AM** and the employee is clocking-in and chooses to round the time to the nearest top or bottom of the hour the time stamped on the card is **8:00AM**

**EXAMPLE 2 :** If the actual time is **5:35PM** and the employee is clocking-out and chooses to round the time to the nearest top or bottom of the hour the time stamped on the card is **5:30PM**

**7.** If the time card was created with **Paid Breaks** selected under **Employee Breaks** in the **Create Time Cards** screen this icon is enabled. Clicking on this icon will display a menu which allows the employee to **START** or **END** a break. See **Create Time Cards . . . See Page 16** for details on how **Paid Breaks** are handled.

**8.** If enabled the employee clicks here to add other hours such as vacation, sick, personal etc.. to the card. When selected, the **Other Hours Editor** will be displayed.

**9.** Employee can attach a short note to their card for management.

**10.** If enabled the employee can print their last 6 time cards.

**11.** If enabled the employee can edit the values in the card time slots.

**12.** If a time is entered in error click **UNDO** and the time card will be restored to the state it was in when the employee accessed it. All changes during the current session are undone. Once the card is saved the changes cannot be undone although management can edit the card if necessary.

**13.** Click **SAVE** to record the changes and place the card back into the time card rack. Once the card is saved any times entered on the card are permanent and the employee cannot alter those times. Management can edit the times on the card in the Card Management section of this program.

**Even if no changes are made to the card SAVE must be clicked to exit the card and place it back in the card rack**

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14. Click here to turn the card over and view card totals.

Dude , Big
2000

**Oct 04, 2012** thru **Oct 10, 2012**

Single  Married  Head Of Household  Tax Exempt


Exemptions : 2 Soc. Sec. # 000-00-0000

UnPaid	Paid Time	Hours	Pay Rate	Earnings
	Regular Rate	8:50	18.50	163.42
	Overtime Rate A	2:02	27.75	56.43
	Overtime Rate B	0:00	0.00	.00
0:00	Sick Leave	8:00	18.50	148.00
0:00	Vacation Time	0:00	18.50	.00
0:00	Personal Time	0:00	18.50	.00
	Comp. Time	0:00	18.50	.00
	Holiday Pay	0:00	18.50	.00
	Birthday Pay	0:00	18.50	.00
<b>Total Hours</b>		<b>18:52</b>	<b>Earnings</b>	<b>367.85</b>

Partial Hours Shown In Minutes

Tips Declared 25.00

*Employee Comment . . . . .*





Time cards can be managed as follows . . .

- Edit/Add/Delete/Change Times on Cards
- Print Cards
- Change Card Status (*Open, Close, Delete*)



On the main screen click the **Manage Cards** Icon.

Saturday 10:47 PM
October 06, 2012

**Card Management**

✉ (4) Employee Alerts

View Cards For 2

All Current Employees ▼

Current 1  Past

Start Date

October 06, 2012 ◀▶

End Date 3

October 06, 2012 ◀▶

Card List (1)

Dude, Big 2000 ▼

Oct 04 2012 - Oct 10 2012

Show Cards 4

---

Edit Card 5

Change Status 6

Print 7

---

Finished

Dude , Big				2000		
Oct 04, 2012 thru Oct 10, 2012				Daily Totals	Other Compensation	
LEGEND ▼						
<b>THU</b>	In	07:00 am		8:00		
	Out	12:01 pm				
Oct 04	In	01:01 pm		2:02	Tips 0.00	
	Out	06:02 pm				
<b>FRI</b>	In			0:00	PSL 08:00	
	Out					
Oct 05	In			0:00	Tips *25.00	
	Out					
<b>SAT</b>	In	10:12 pm		0:50		
	Out	11:02 pm				
Oct 06	In			0:00	Tips 0.00	
	Out					
<b>SUN</b>	In			0:00		
	Out					
Oct 07	In			0:00	Tips 0.00	
	Out					
<b>MON</b>	In			0:00		
	Out					
Oct 08	In			0:00	Tips 0.00	
	Out					
<b>TUE</b>	In			0:00		
	Out					
Oct 09	In			0:00	Tips 0.00	
	Out					
<b>WED</b>	In			0:00		
	Out					
Oct 10	In			0:00	Tips 0.00	
	Out					
				Regular	8:50	Employee Declared Tips
				Overtime	2:02	
				Other	8:00	25.00

Edited by \* Management \*\* Employee

8

1. Select whether you want to view cards for currently active employees or employees who are not currently with the company and have been made inactive.
2. From this list you may choose to show time cards for all employees or you may select an individual employee name from the list. When setting this parameter any previous results are cleared from the **Card Scan Results List**.

Continued Next Page

Page 24

3. Use the **Calendar buttons** to set the starting and ending date of the time period you want to list time cards for. When setting this parameter any previous results are cleared from the **Card Scan Results** list.

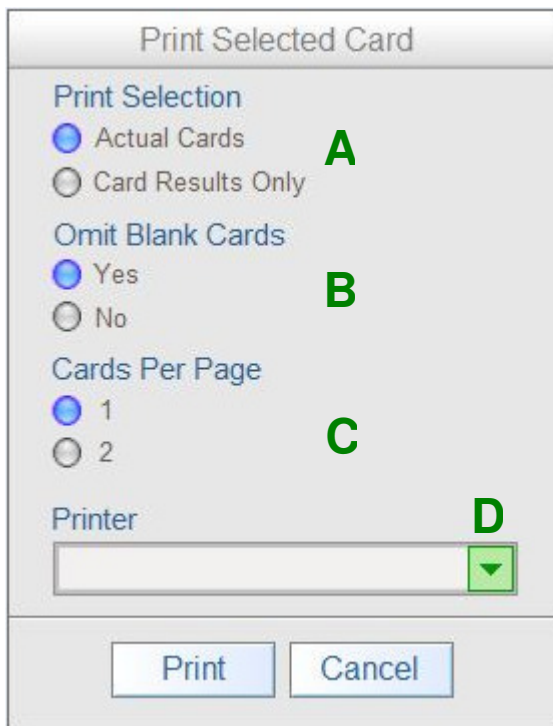
**IMPORTANT:** When setting the date range keep in mind that these dates should correspond to actual pay period dates. As an example if **employees X** has a time card for the pay period **July 1** to **July 7** and you enter **July 5** as the starting date and **July 7** as the ending date, **employee X's** entire time card will appear in the **Card Scan Results** list.

4. To display the cards matching the parameters set above, click the **Show Cards** icon. Each entry in the **Card List** represents a single time card and shows the employee name, number and the pay period dates of the card. To view the card, click on an entry in the list and the selected time card will be displayed to the right of this list.

5. Click on the **EDIT CARD** icon to display the **Card Editor . . . Page 27** .

6. Click on the **Change Status** icon to **Delete**, **Close** or **Re-Open** the card currently selected in the **Card List** or **ALL** cards in the list. Once a time card is closed the employee can no longer access it, however management can edit it if needed. The card can also be re-opened if employee access to it is necessary again. Time cards do not have to be closed unless you want to deny further access by the employee or you want to create a new time card that will contain 1 or more of the same dates. During card creation you will be notified if an existing card should be closed before the new time card is created. **CAUTION: Once a time card has been deleted there is no way to restore it.**

7. Click on the **Print** icon to display the print screen below.



The image shows a dialog box titled "Print Selected Card". It contains several options for printing:

- Print Selection:** Two radio buttons: "Actual Cards" (selected, marked with a green 'A') and "Card Results Only".
- Omit Blank Cards:** Two radio buttons: "Yes" (selected, marked with a green 'B') and "No".
- Cards Per Page:** Two radio buttons: "1" (selected, marked with a green 'C') and "2".
- Printer:** A text box with a dropdown arrow (marked with a green 'D').

At the bottom of the dialog box are two buttons: "Print" and "Cancel".

**A.** You can print the **Actual Cards** as they look on the screen or the **Card Results Only**. When printing **Card Results Only** just the data contained in the cards will be printed.

**B.** You can choose to print only those cards that contain data.

**C.** When printing time cards you can print 1 or 2 cards to an 8.5 x 11 sheet of paper. This does not apply when printing **Card Results Only**.

**D.** Select the printer to send output to.

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8. Click to view the **Card Backside**

The card back contains the filing status, wage information and their earnings based on the hours entered on the front side of the card.

Dude , Big		2000		
<b>Oct 04, 2012</b> thru <b>Oct 10, 2012</b>				
Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Head Of Household <input type="checkbox"/> Tax Exempt <input type="checkbox"/>				
Exemptions : 2		Soc. Sec. # 000-00-0000		
UnPaid	Paid Time	Hours	Pay Rate	Earnings
<b>3</b>  0:00 0:00 0:00	Regular Rate	8:50	18.50	163.42
	Overtime Rate A	2:02	27.75	56.43
	Overtime Rate B	0:00	0.00	.00
	Sick Leave	8:00	18.50	148.00
	Vacation Time	0:00	18.50	.00
	Personal Time	0:00	18.50	.00
	Comp. Time	0:00	18.50	<b>2</b> .00
	Holiday Pay	0:00	18.50	.00
	Birthday Pay	0:00	18.50	.00
<b>Total Hours</b>		<b>18:52</b>	<b>Earnings</b>	<b>367.85</b>
<b>Partial Hours Shown In Minutes</b>		Tips Declared 25.00		
<i>Employee Comment . . . . .</i>				
			<b>1</b> <span style="border: 1px solid black; padding: 2px 10px;">Update Info</span>	

1. When time cards are created the employee information **at that time** is entered on to the card. If you have updated the employee's wages or filing status and want this card to reflect those changes you should click the **Update Info** button.
2. The hour totals contained on the card are broken down into their appropriate categories and displayed here. If you included the employee's pay rates in their employee information their earnings based on the hours and pay rates are reflected in this section.
3. If the card contains unpaid hours they are listed here. These hours do not affect the employees earnings but are used to track unpaid time.

The **Card Editor** is used to add, erase or change times on employee time cards. The editor also can apply other hours to the card such as vacation, sick leave etc. After selecting a card from the **Card List** in **Card Management** the editor below is displayed.

Saturday 11:25 PM
October 06, 2012

Card Editor		Dude , Big		2000																																																																																							
Select which time entries on this card you want to edit.																																																																																											
<div style="margin-bottom: 5px;"> <input checked="" type="radio"/> Time Entries                 </div> <div> <input type="radio"/> Other Compensation                 </div>		Oct 04, 2012 thru Oct 10, 2012			Daily Totals																																																																																						
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The editor resembles a simple calculator. Most buttons on the editor corresponds to keys on your keyboard numerical key pad. Below is a description of the editor button and the corresponding key on your keyboard.

Editor Key	Keyboard Key
0 to 9	0 to 9
AM	+ (plus key)
PM	- (minus key)
CE	Backspace
Insert Time	Enter

Continued Next Page

*Continued from Previous Page*

**1.** Click **Time Entries** to enter clock in and clock out times. Click **Other Compensation** to enter sick leave, vacation etc. **See Page 29**

**2.** This area contains 12 time slots per day. Click on the appropriate slot to edit or enter a new time in.

**3 & 4.** Enter the time you want to apply to the time slot. All times entered require 4 numbers and the AM/PM attribute.

**Example Time:** 7:00AM

**Using editor buttons:** click buttons 0 7 0 0 AM and then click on the **APPLY button**. Click on the next time slot to edit.

**Using the keyboard:** press keys 0 7 0 0 + and then press the **ENTER key**. Press the up or down arrow keys to move to another time slot.

**5.** Select whether you the time you are entering should be applies as **Normal Time**, as **Break Time** or as **Carry Over Time**.

**6.** Click here to insert time into slot.

**7.** Button descriptions...

**ERASE:** Remove the time from the selected time slot.

**UNDO:** Reverts the time in the selected slot to its previous value while the slot is still selected. If another time slot has been selected since your previous edit the previous time cannot be reinstated.

**SAVE:** Saves all changes made to the card and closes the editor.

**CANCEL:** Closes the editor. Card reverts back to original state prior to editing. No changes are saved.

*Continued Next Page*



Continued from Previous Page

The **Card Editor (other hours)** is used to include sick leave, vacation time, personal etc. on the card.

Saturday 11:37 PM
October 06, 2012

Card Editor		Dude , Big		2000
Select which time entries on this card you want to edit.				
<input type="radio"/> Time Entries <input checked="" type="radio"/> Other Compensation				
<b>1</b> Select Compensation Type				
Paid Sick <input checked="" type="radio"/> Un-Paid Sick <input type="radio"/> Paid Vacation <input type="radio"/> Un-Paid Vacation <input type="radio"/> Paid Personal <input type="radio"/> <b>1</b> Un-Paid Personal <input type="radio"/> Paid Comp. <input type="radio"/> Paid Holiday <input type="radio"/> Paid Birthday <input type="radio"/>				
Compensation Amount <b>2</b> <input type="text" value="00"/> : <input type="text" value="00"/> Hrs. Mins.				
<input type="button" value="Insert"/> <b>4</b>				
<b>5</b> <input type="button" value="Erase"/> <input type="button" value="Undo"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>				

		Oct 04, 2012 thru Oct 10, 2012		Daily Totals	Other Compensation
LEGEND ▼					
<b>THU</b>	In	07:00 am		8:00	
	Out	12:01 pm			
Oct 04	In	01:01 pm		2:02	<b>3</b>
	Out	06:02 pm			Tips 0.00
<b>FRI</b>	In			0:00	PSL 08:00
	Out				
Oct 05	In			0:00	Tips *25.00
	Out				
<b>SAT</b>	In	10:12 pm		0:50	
	Out	11:02 pm			
Oct 06	In			0:00	Tips 0.00
	Out				
<b>SUN</b>	In			0:00	
	Out				
Oct 07	In			0:00	Tips 0.00
	Out				
<b>MON</b>	In			0:00	
	Out				
Oct 08	In			0:00	Tips 0.00
	Out				
<b>TUE</b>	In			0:00	
	Out				
Oct 09	In			0:00	Tips 0.00
	Out				
<b>WED</b>	In			0:00	
	Out				
Oct 10	In			0:00	Tips 0.00
	Out				
				Regular	8:50
Edited by * Management ** Employee				Overtime	2:02
				Other	8:00
					Employee Declared Tips
					25.00

1. The types of compensation and the amount of time available are shown. Select the compensation type to add to card.
2. Use the scroll buttons to adjust the hours and minutes of the compensation type to add to card.
3. Click on one of the two available slots of the desired day to apply compensation to.
4. Click here to insert time into slot..
5. Button descriptions...

**ERASE:** Remove the time from the selected time slot.

**UNDO:** Reverts the time in the selected slot to its previous value while the slot is still selected. If another time slot has been selected since your previous edit the previous time cannot be reinstated

**SAVE:** Saves all changes made to the card and closes the editor.

**CANCEL:** Closes the editor. Card reverts back to original state prior to editing. No changes are saved.



On the main screen, click the **Options** icon, select **Backup / Restore Data** and select the function you want to use.

Back-Up Data

Select storage device ...

d: [New Volume]

Select data to backup ...

Time Card Data

Employee Information Data

All Data Files

Start Cancel

You have 3 choices of what data to back-up.

**Timecard Data:** Saves a copy of ALL employee folders and the time cards they contain.

**Employee Information Data:** Saves a copy of employee database.

**All Files:** Saves copies of Timecard Data and Employee Information.

After selecting what data to back-up you must save a drive to save the data to.

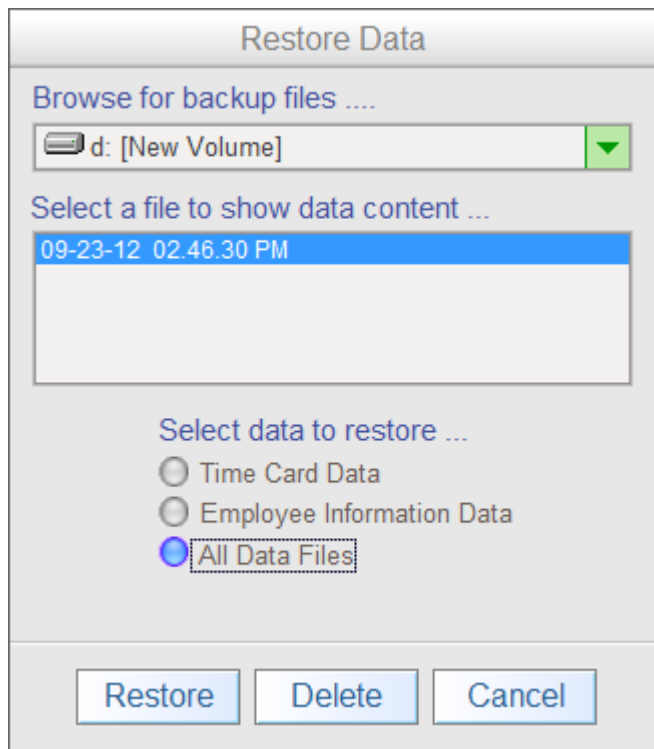
It is recommended you back-up to a removable disk if available or to a different hard drive or disk partition than where the software is installed.

The back-up process will create a folder named TCM Backup on the selected device. A Data Package containing the files you selected is created and saved in this folder for later retrieval.

The name of this package is the current DATE and TIME. Multiple Data packages can reside in this folder.

*Continued Next Page*

Continued from Previous Page



Browse drives that contain the TCM Backup folder you previously saved data to.

Select the back-up **Data Package** to restore. When back-up files are saved the name given to the file is the Date and Time the file was created. When you select a file in this list the type of data it contains is shown by the option buttons below the list.

Click on the option button for the type of data you want to restore and then click on the **Restore** button.

**WARNING: Restoring data will overwrite any files of the same type and name already in the software's data files.**

**For the changes to take effect you must exit TimeCard Manager and restart the program.**



Calendar

Applies To  Start Date **1**  
 End Date

September 2012

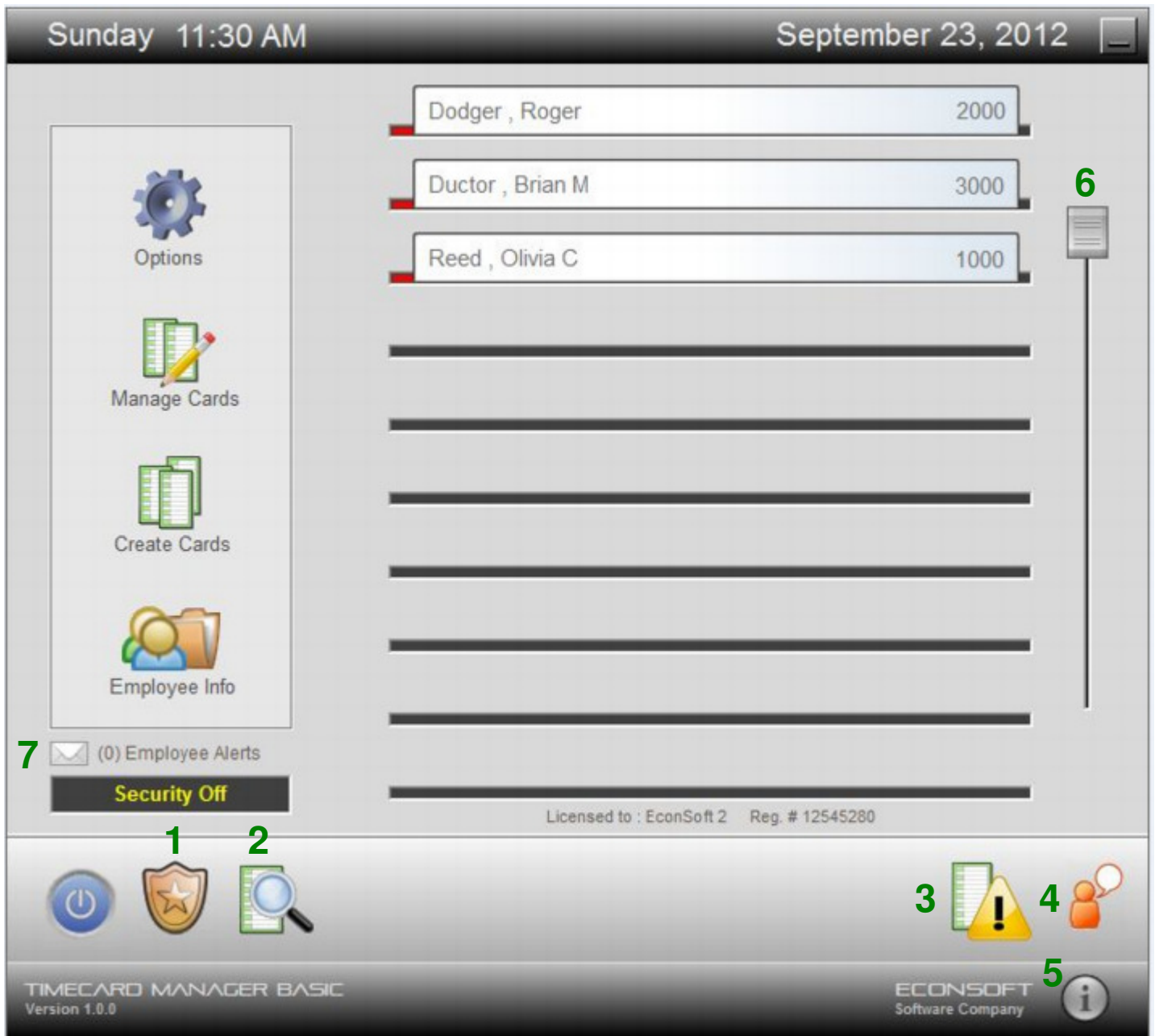
◀▶ **2**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**3**

This calendar is displayed when you click on the **Calendar**  Icon in the **Manage Cards** screen.

1. Select date field you wanted the date inserted to.
2. Use the arrow buttons to change the month/year.
3. Click here to insert the date into the selected date field you selected in step 1.



1. Accesses the **Security Screen** as described on Page 3
2. When **Quick View** is activated, management can **Right Click** on a card in the rack to view its contents. Can only be activated by management and the card cannot be edited in **Quick View** mode.
3. **Find My Card** is used to locate a card if the employee does not see it in the rack.
4. Employees click here to send a short message to management.
5. Click here to access the **Program Guide**.
6. Use the **Slider Button** to scroll through the employe cards.
7. Management clicks here to view short message alerts from employees. Shown on the next page.

### (2) Employee Alerts

Reed , Olivia C - Sep 23 2012 02:54 pm I forgot to clock in from lunch today

Dodger , Roger - Sep 23 2012 02:53 pm I was 30 mins late today

*Alerts are shown newest to oldest.*

*A maximum of 200 alerts can be stored. Once maximum is exceeded, older alerts are deleted to make room for new ones.*

Search

Minimum 3 Characters

PrintDeleteClose

Employees can send short messages to management.

Messages are always displayed newest to oldest.

A maximum of 200 messages is stored. When this maximum is exceeded the oldest message in the list is deleted and the new message at the top.