

Quick start guide

TIME RECORDING

Version	1.000
Author	Sandra Gilge
Date	01/2017
Log	

Content

1. Introduction	3
2. Create employee file	3
3. Activate time recording	4
4. Record working times	4
5. Configure time recording via FacePCT	5
6. Download data from the terminal	6
7. Save bookings	6
8. Create reports	6
8.1. Excel sheet	6
8.2. RTF documents	6
8.3. PDF documents	6
9. Export	7

1. Introduction

Adatis access terminals can also be used as a time recording terminal as of version 5.030. The access times are stored in the terminal and can be imported with the PC tool "FacePCT". Using the imported timestamps, the working times can then be exported either as Excel files, as PDF files or as RTF files. So far only the time recording on a single terminal is supported.

2. Create employee file

The employees must be stored only in the terminal, but not in the FacePCT.

This is done in the WEB interface under the menu item access control. For time recording, each employee must be assigned a personnel ID, as this is used as a unique key during the time recording. The personnel ID is also displayed in the working time reports.

Afterwards, PIN number, RFID card or face detection can be enrolled for each employee (see quick start guide for enrollment).

The screenshot shows the ADATIS web interface for system administration. The top navigation bar includes 'System Administration' and 'FaceEntry'. The left sidebar menu has 'Access control' highlighted with a red box. The main content area is titled 'Access control' and features a list of employees on the left and a form for adding a new employee on the right. The 'Pers.-ID' field in the form is highlighted with a red box.

Employee Name	Pers.-ID	Last name	First name	Date of birth	Department	E-Mail	RFID-UID	PIN-Code	Events	SIP-URI
Bukau, Ursel		Gilge	Sandra			sgilge@adatis.com			Group 1	
Friedrich, Maximilian									Group 2	
Gilge, Sandra	11112								Group 3	
Gilge, Michael										
Hantelmann, Bea										
Köhler, Florian										
Lara-Raigada, Alejandro										
Nein, Tarkan										
Schardt, Caro										
Schmucker, Joshua										
Tutsch, Lisa										

3. Activate time recording

In order to activate the time recording, change to „menu configuration“ in the Web interface. Select "time recording" at the menu item "Interaction on access".

The screenshot shows the ADATIS web interface for system administration. The left sidebar contains a 'Menu' list with 'Menu configuration' highlighted. The main content area is titled 'Menu configuration' and contains several settings sections:

- Menu settings:**
 - Standard screen: Main screen
 - Name LCD start page: Adatis GmbH & Co. KG
 - Phone mode: Phonebook
 - Call procedure: immediate
 - interaction on access: time recording (highlighted with a red box)
- Ring button destination:**
 - Ring button destination: None
- Ring button:**
 - Mode: Entered text
 - Displayed text: Klingel
- Phone book button:**
 - Mode: Entered text
 - Displayed text: Telefonliste

At the bottom right, there are 'Cancel' and 'Set' buttons.

4. Record working times

If the time recording is activated, the access screen is displayed with two additional buttons for each recognition via face, RFID or PIN:



green button = ARRIVAL



red button = DEPARTURE

5. Configure time recording via FacePCT

In the FacePCT, time recording is configured via the menu item **File->Time Recording->Settings**.

Time Recording Options

IP address or domain of the time recording terminal:
192.168.2.119:8080

Company name:
ADATIS

Selected language of files:
Deutsch

Pause time: Nach bestimmten Zeitspannen

1. Pause time duration: 30 minutes
Timespan: 6 hours

2. Pause time duration: minutes
Timespan: hours

OK Cancel

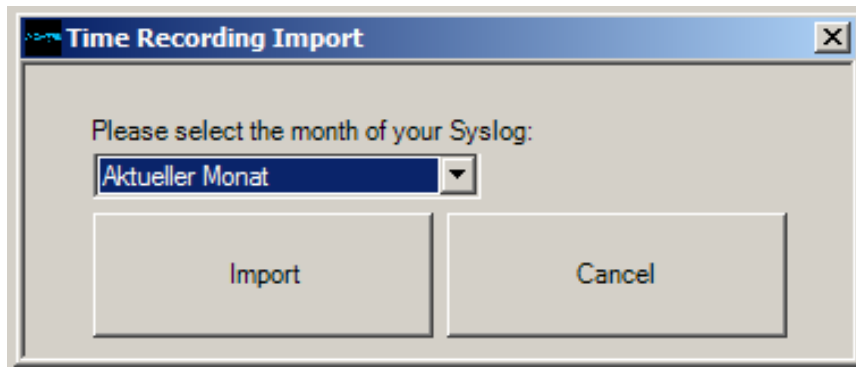
- IP address: The IP address of the access terminal must be entered here
- Company name: Company name to be displayed on the reports
- Language: The language in which the reports are created
- Pause times: If pause times are set automatically, breaks can be inserted either after fixed working time periods or at a fixed time of the day.

If employees are to log out for the breaks, nothing is specified here.

It is possible to log in and out several times a day.

6. Download data from the terminal

In the FacePCT you can use the menu item **File-> Time Recording-> Import** to get the bookings of a specific month or the current month. This can be the current month (eg for backup) or 11 previous months.



7. Save bookings

It can be useful to save the bookings for the current month. For this purpose, the postings for the current month are first imported.

Then they are saved as *.dat file with the menu item **File-> Time Recording-> Save Log File**.

8. Create reports

You can create a report from the bookings with the menu item **File-> Time Recording-> Report**. Typically, the bookings of the previous month are imported at the beginning of the month to create a time recording report.

The report has the following options:

8.1. Excel sheet

All employees who have logged in at least once during the last month are displayed separately in the worksheet.

If days have no ARRIVAL or DEPARTURE bookings, these days are displayed in red.

In the Excel sheet, it is possible to enter missing times. If you want to add whole days, you can do this by inserting a line.

In order for the working time to be recalculated after a correction, this field must be copied from the line above or below.

8.2. RTF documents

This option is used to create employee postings as separate RTF documents. Time corrections are possible in this format, but the working times and totals must then be calculated manually.

8.3. PDF documents

This option is used to create employee bookings as separate PDF documents. Time corrections are not

possible in this format.

9. Export

There is the possibility to transfer the bookings into formats of time recording software.

So far only Reiners SCT is supported. On request, however, other formats can also be implemented.