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GT-400 User Guide for Attendance on Demand

(Latest update: http://www.attendanceondemand.com/GT400/userguide.pdf)

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Document Revision History

Date	Notes
07/18/14	The following information is updated: • Special enrollment process added. See *Special Enrollment of an Employee* on page 12. • The description of the Biometric Calibration menu item is updated. See *Appendix A: GT-400 Menu Structure* on page 16.
01/17/14	The following information is updated: • The threshold can be selected to adjust the sensitivity applied for each individual employee. See *Adjusting Threshold for An Employee* on page 12. • Five menu items are added in the clock menu structure. See *Appendix A: GT-400 Menu Structure* on page 16. ➢ HTTPS and Certificates menu items are available to support security communication between GT-400 and Attendance on Demand. ➢ Special enrollment and Matching menu items are available to support special enrollment and individual threshold adjustment. ➢ The Biometric Calibration menu item is added in the clock to check the camera alignment and calculate the operating exposure. • Enabling HTTPS operation in the clock prevents the clock from performing the synchronization and version update operations. See *Appendix A: GT-400 Menu Structure* on page 16.

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Introduction

The HandPunch GT-400 time clocks record and store three-dimensional templates of the human hand for comparison and verification. The GT-400 is an industrial grade time clock. It provides eight ATM style function keys, hand reader, optional barcode reader, and can operate in many kinds of industrial environments. Employees punch In and Out and perform many comprehensive functions using their badge numbers or optional barcode badges, and hands. This manual covers installation and configuration of GT-400 time clocks.

GT-400 Features

The GT-400 has a capacity of approximately 1000 employees, 5000 transactions, and 3000 schedules. The GT-400 provides the following key features:

- Optional barcode reader is supported with the GT-400. Barcode badges utilize the 3 of 9 and 2 of 7 barcodes. The employee slides the card through the barcode reader from one side to another.
- Ease of use. Once the GT-400 is installed, plugged into the power outlet and Ethernet port, and configured, it can communicate with the system immediately.
- Comprehensive function key operations. Eight ATM style function keys can be used for employee and supervisor operations. Employees can review worked hours, check benefits, enter tips, and so on. See *Appendix D: Employee Menu* on page 34 for details. The supervisor menu is used to perform transactions on behalf of employees. See *Appendix C: Supervisor Menu* on page 29 for details.
- Employee punch time restriction. Using punch restrictions prevent employees from punching In or Out on the GT-400 at unauthorized times.
- Highly secured. GT-400 authority levels help you to control the access to menu items or function keys.
- Automatic time synchronization and daylight savings adjustments with the system.
- Easy installation, little training and zero maintenance. The GT-400 is easy to install. Once it is installed and configured, it is easy to use so little training is required and no special maintenance is required.

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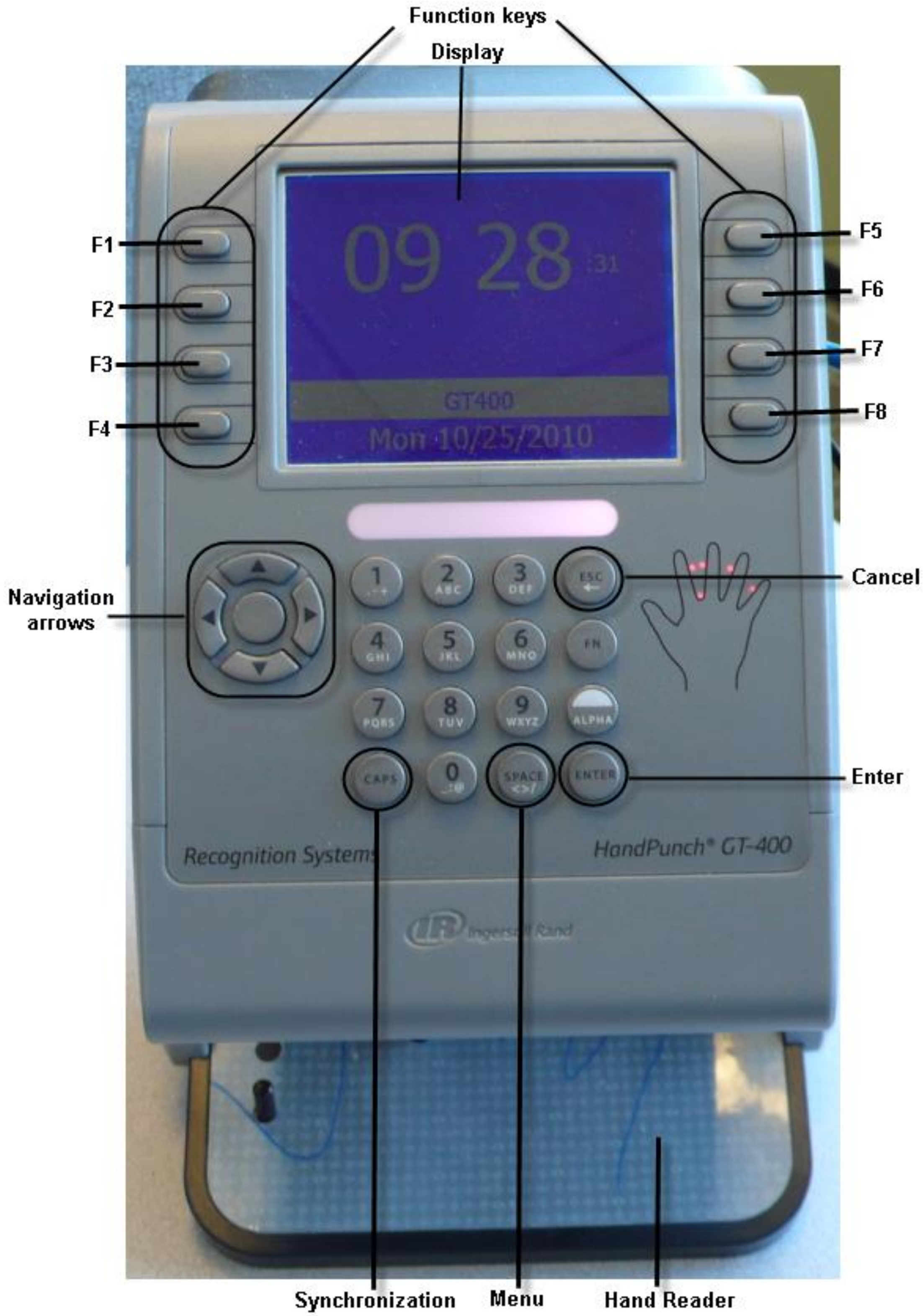
Meet the GT-400

The GT-400 is an industry grade time clock with streamlined technology that is easy to use and easy to configure. Here are the basic parts of the time clock.



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- Display. It displays time, information, and instructions for the user.
- F1 to F8 function keys. They are used to perform comprehensive employee functions or supervisor functions. Label abbreviations can be specified to appear on the GT-400 to support ATM-like function keys.
- Navigation arrows. They are used to browse configuration menus in the time clock, switch between Yes and No in the menus, scroll down to view the long messages on the screen, or erase numbers entered using the keypad.
- ENTER. It is used to indicate acceptance or move processes forward.
- Hand reader. Place the hand on the platen to punch.
- ESC. It is used to indicate lack of acceptance, halt a process, or go back a menu.
- SPACE. Press # to access configuration options.
- Synchronization. If the Push communication is used, press CAPS to perform full synchronization operation and other operations, such as navigate among options (OK, Cancel, and an edit field).
- (Optional) barcode reader.

Please note: The FN and Alpha keys are not used.

Maintenance of the GT-400

The GT-400 works well in many kinds of industrial environments. Antimicrobial coating embedded in platen, keypad and plastics in inhibits growth of bacteria. There is no special maintenance requirement.

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GT-400 Lifecycle

Several steps are required in order to use the GT-400.

Customer Steps

The customer must also complete several steps before supervisors and employees can use the clock. To assist the customer in performing these steps, an end user manual is provided.

Customer enrolls hand at the clock

- Press SPACE
- Enter the administrator PIN if the menu is locked
- Select Employee Enrollment in the Enrollment Menu
- Enter the employee badge number or slide the badge through the barcode reader (if the barcode reader is installed)
- Place the hand firmly on the platen three times

Performs a synchronization operation

- If Push (Local) is selected as a polling type, perform the Full Synchronization on the clock
- If Polled is selected as a polling type, force (the Communications tab in the Station Properties window) or schedule (the Task/Communications folder) a synchronization operation in the system.

Supervisors/Employees perform their own functions:

- Employee punches In/Out
- Employee uses Function Keys
- Supervisor uses Function Keys

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Customer Steps: Using the GT-400

A few procedures are required for customers to begin using the time clock. The QuickStart Guide lists the overall procedure. The remaining sections describe the steps in further detail. Become familiar with these steps in order to guide customers in the installation and use of the GT-400.

QuickStart Guide for Using GT-400

To use GT-400 clocks in HTTP mode with the hosted system, a few steps are required. This gives an overview of the process.

1. Enroll employee hand at the clock. See *Enrolling an Employee* on page 11.
2. Employees punch In and Out as usual. See *Punching In or Out* on page 12.
3. Supervisors and employees use their own function keys to perform transactions. For supervisor function keys, see *Appendix C: Supervisor Menu* on page 29. For employee function keys, see *Appendix D: Employee Menu* on page 34.
4. (Optional) Administrators use menu commands for system management. See *Appendix A: GT-400 Menu Structure* on page 16.
5. (Optional) See *Recent Activity Tab* on page 26 to check clock activities in Attendance on Demand Professional Edition 1.0. See *Station Activities* on page 28 to check clock activities in Attendance on Demand Professional Edition 1.1.
6. (Optional) Modify the GT-400 station properties, such as modifying the synchronization interval, or adding a user with the supervisor authority level in Attendance on Demand Professional Edition 1.0 or Attendance on Demand Professional Edition 1.1. See *Appendix B: GT-400 Station Properties in Attendance on Demand* on page 24.

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Enrolling an Employee

Before employees can use the system, they must be enrolled at the GT-400 by a supervisor.

1. Press the SPACE key to access the clock menu.
2. If the menu is locked, enter the administrator's PIN to access the GT-400 menu. The Enrollment menu is highlighted.
3. Press ENTER. Enroll is highlighted.
4. In the Enter Badge/ID number prompt, enter the employee badge number or slide the badge through the barcode swipe card reader (if the barcode reader is installed). Press the left arrow to erase the number and re-enter it if needed. Press the right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
5. If templates exist for this badge number, a message "This employee already has 1 templates(s). Do you want to remove the existing template and reenroll?" Press the right arrow to navigate between OK, Cancel. Press ENTER to confirm the selection.
6. An employee places his/her hand on the platen three times. It is important that the hand is placed on the platen in the same manner every time.

   Follow the following instructions on the display to place or remove the hand on or from the platen for the finger enrollment:

   - First, a notification message, such as "Prepare to enroll" is displayed.
   - After the message "Place your hand firmly on the platen" is displayed, place the hand on the platen.
   - Remove the hand from the platen after the message "Please remove your hand from the platen" is displayed.

   The employee is asked to put his/her hand three times.
7. The message "Completed. Thank you." is displayed if the enrollment is successful.
8. Enroll other employees or press Cancel to exit the menu.
9. Once the employee enrollment process is completed successfully, perform a full synchronization operation to upload hand templates to the system.

To enroll an employee use the designated function key:

1. Press the function key to access the Enrollment Menu. Enroll Employee is highlighted.
2. Press OK.
3. Follow the instructions on how to enroll an employee using the time clock configuration menu in *Enrolling an Employee* on page 11.

After employees are added to the system, the employee's properties can be adjusted in the employee's Personal Information page.

Special Enrollment of an Employee

Before employees can use the system, they must be enrolled at the GT-400 by a supervisor. Sometimes employees are unable to get a good reading from the clock and need to have their individual badge threshold changed.

1. Follow the instructions on how to enroll an employee using the time clock configuration menu in *Enrolling an Employee* on page 11.
2. Once the synchronization has completed, Press the SPACE key to access the clock menu.
3. If the menu is locked, enter the administrator's PIN to access the GT-400 menu.
4. Choose the menu item Operations and then select Matching.
5. Type in the badge number that you wants to make the individual threshold adjustment for and select the one of the following options: Global, None, Template only, Low, Medium, or High. See *Appendix A: GT-400 Menu Structure* on page 16 for detailed descriptions of each option.

Once the employee individual threshold adjustment process is completed, exist the clock menu and perform a full synchronization operation to upload hand templates to the system.

Please note: If the employee badge number is not in use in the system, select the Accept new Enrollments as New Employees into System checkbox on the HTTP Sync tab to accept new hand enrollments at the HandPunch.

You can also use Simple Employee Import or Comprehensive Employee Import to import employees in the system first, enroll employees with their badge numbers on the GT-400 later.

Punching In or Out

After employee hands are enrolled in the system, they can punch In/Out.

1. Enter the employee badge number or slide the badge through the barcode swipe card reader (if the barcode reader is installed).
2. Place the enrolled hand on the platen. It is important that the hand is placed on the platen in the same manner every time.
3. If the hand is read successfully, Employee name and "Transaction Accepted" are displayed on the screen.

If the hand read is not successful, error messages are displayed, such as "Access Denied". Customized messages can be displayed for different situations, such as "Double Punch", or "Not a member of this unit". Make sure the employee is enrolled using the correct badge.

Adjusting Threshold for An Employee

Verify threshold levels can be selected to adjust the sensitivity applied for one employee when a HandPunch reads a hand. It does not affect the threshold of other employees.

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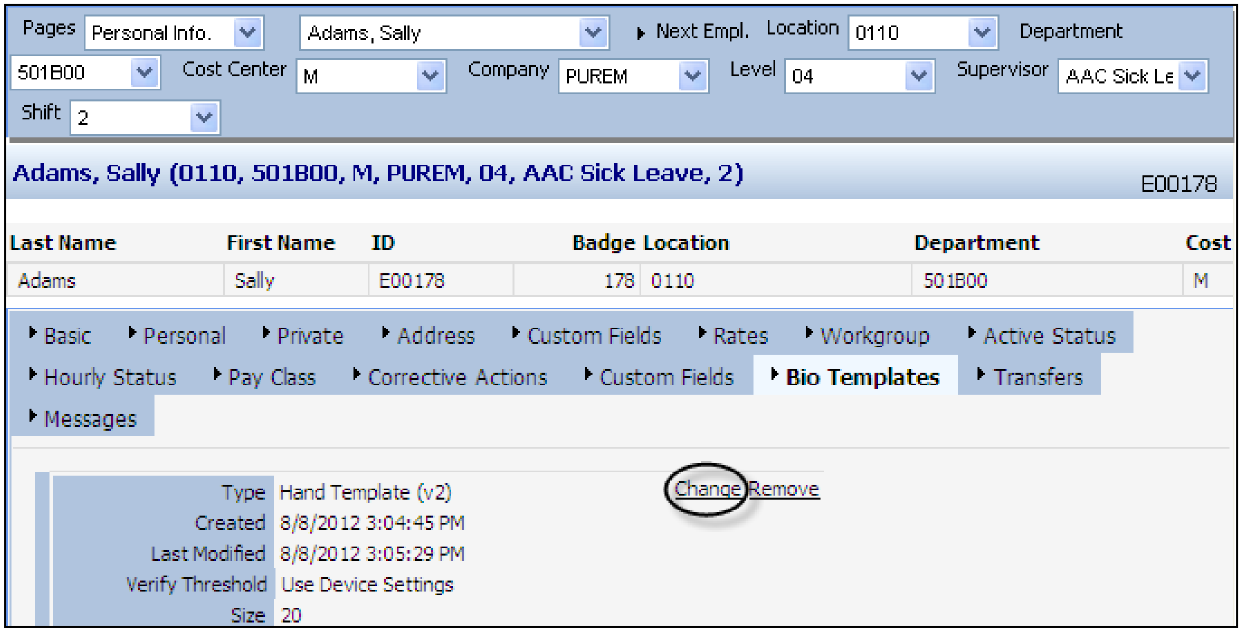
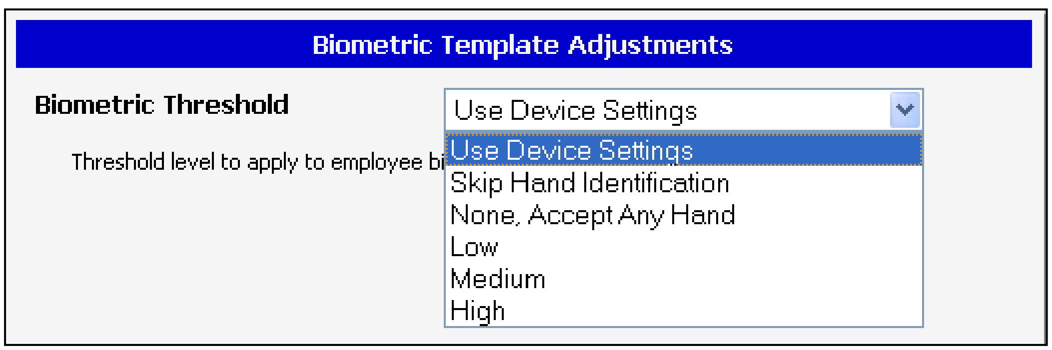
After enrolling an employee, On the Bio Templates tab in the Personal Info. Page for that employee, click Change for the specific G-Series clock. The Biometric Template Adjustments window is displayed.



The following options are available for the Biometric Threshold field:

- Use Device Settings. The system global threshold value is used. This is the default setting for all new templates enrolled in the clock. It cannot be adjusted. This option uses a high reject threshold value and works fine in most cases.
- Skip Hand Identification. No hand template is required. The hand image does not need to be captured. Only employee badge number is used.
- None, Accept Any Hand. This option accepts any hand. The hand image must be captured, but not compared to any templates.
- Low. Select this option to use a low reject threshold.
- Medium. Select this option to use medium reject threshold.
- High. Select this option to use high reject threshold. It is the same as the Use Device Settings option.



This feature can also be configured in the clock. See *Appendix A: GT-400 Menu Structure* on page 16 for Special Enrollment and Matching menu items.

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Working with Badges

The GT-400 can read barcode badges to punch employees In and Out and perform transactions. Instead of having to remember a badge number, employees simply carry their badges in order to punch. Barcode swipe cards utilize the 3 of 9 and 2 of 7 barcodes. The employee slides the card through the barcode swipe card reader.

This section describes how to prepare and use badges with the GT-400, such as Issue badge numbers to employees, print badge labels, and give badges to employees.

Issuing Badges to Employees

Before badges can be used, they must be issued to employees (with or without labels). This procedure is different depending on whether you are issuing badges to all employees (typical when a clock is first being installed) or to just one employee (typical when a new employee is hired).

Issuing Badges to All Employees

Use the Comprehensive Employee Import or the Simple Employee Import to import employees with their badge numbers in Attendance on Demand. See the Learning Center in order to learn how to add employees using imports, or to review import formats.

Issuing Badges to One Employee

Use the Add New Employee Wizard to issue a badge to a new employee when he/she is added in Attendance on Demand. See the Learning Center to learn how to add an employee using a wizard.

Printing Badge Labels

The GT-400 comes packaged with label sheets. To print labels from Attendance on Demand, see *Appendix E: Printing Badge Labels* on page 39.

Changing Badge Assignments

Badge assignments must occasionally be changed when an employee leaves the company, no longer punches, or loses or damages a badge.

When an Employee Leaves Work

If an employee leaves the company or no longer punches, ask the employee to return his or her badge. If the badge is returned, a label can be reprinted and the badge number reused.

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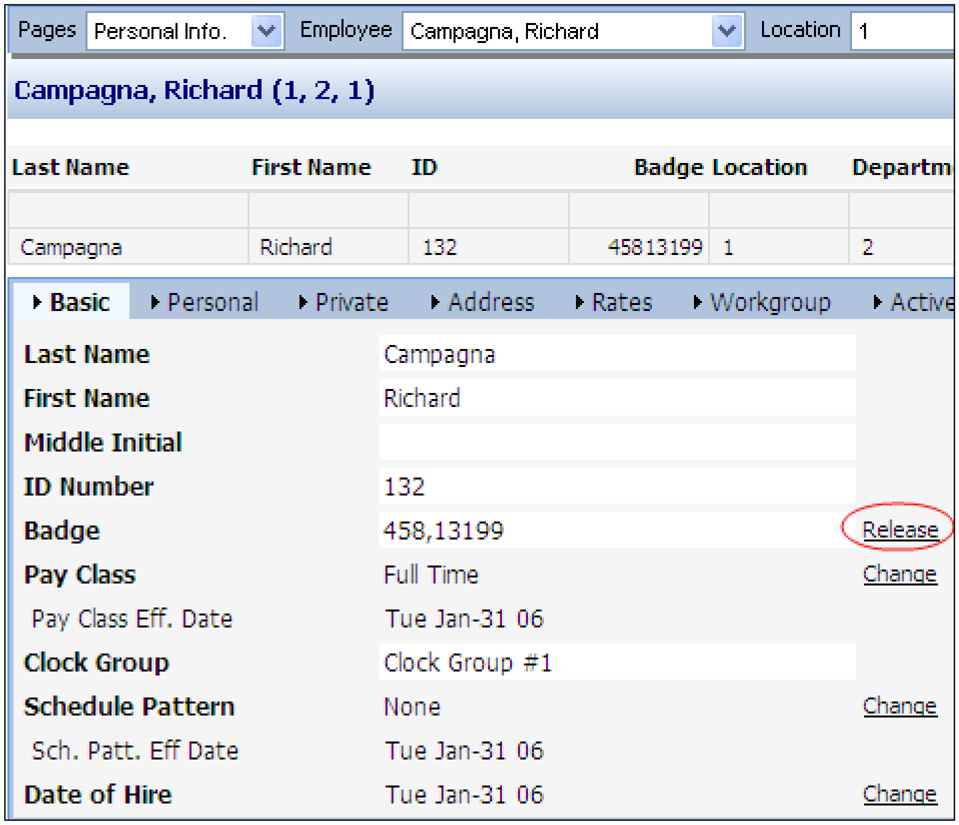
When an employee leaves, it is a best practice to release the employee's badge number in the employee Personal Information page of the software. Click Release next to the Badge field on the Basic tab.



When an Employee Loses a Badge

When an employee loses a badge, a new badge number must be assigned in the employee Personal Information in Attendance on Demand. See *Appendix F: Issuing a Badge to an Employee* on page 42.

When a Badge Label Becomes Damaged

If a badge label becomes damaged, see *Appendix E: Printing Badge Labels* on page 39 on how to print a badge label.

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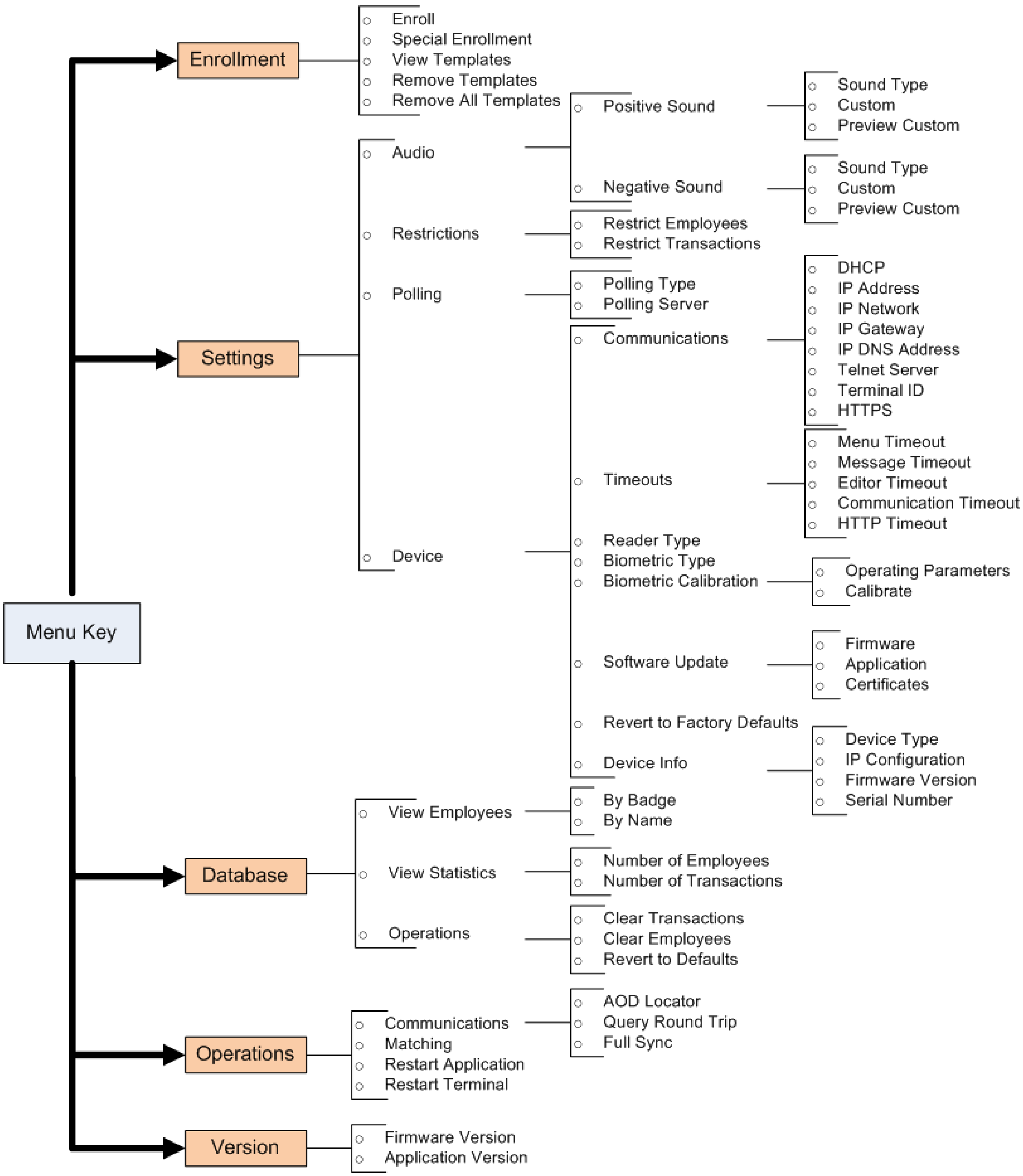
Appendix A: GT-400 Menu Structure

This appendix describes the GT-400 menu structure, menu items and operations.



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<table>
<tr><th colspan="2">Operation</th><th>Description</th></tr>
<tr><td colspan="3">Enrollment Menu</td></tr>
<tr><td colspan="2">Enroll</td><td>Enroll employee hand into the GT-400. Enter employee badge numbers or slide the card through the barcode swipe card reader (if the barcode reader is installed) before enrolling their hands.</td></tr>
<tr><td colspan="2">Special Enrollment</td><td>Special enrollment allows you to enroll people with disabilities that prevent them from using the GT-400 properly. Employees with their badge number can punch in without biometric verification.

Enter an employee’s badge number for special enrollment. The messages “The badge has been enrolled as a special enrollment.” is displayed. This setting is equivalent to the None selection for the Matching menu item.</td></tr>
<tr><td colspan="2">View Templates</td><td>Displays how many hand templates are available in the system for a specific employee. Enter an employee’s badge number to display the number of hand templates of this employee.</td></tr>
<tr><td colspan="2">Remove Templates</td><td>Remove the specific employee’s hand templates in the clock. Enter an employee’s badge number to remove his/her hand templates.</td></tr>
<tr><td colspan="2">Remove All Templates</td><td>Remove all employees’ hand templates in the clock.</td></tr>
<tr><td colspan="3">Settings Menu</td></tr>
<tr><td rowspan="4">Positive Sound or

Negative Sound</td><td colspan="2">Please note: Different sounds can be configured for positive or negative transaction status. Positive transaction statuses include transaction complete, take action reminder (for example, enrolling your hand), and so on. Negative transaction status means transaction failed.</td></tr>
<tr><td>Sound Type</td><td>Displays the question “Choose the type of sound to use”. Press the Up or Down arrows to choose from the following options:
• Default. The default number of repetitions is 1 and the duration of the sound is 100 milliseconds. It means the clock beeps 1 time as a completed or failed transaction response. The duration of the beep is 100 milliseconds.
• Custom. Select Custom to specify the number of repetitions and the duration of the sound in the Custom operation.

Press Right arrow to navigate to Default or Custom selection, Ok, or Cancel. Press Enter to confirm the selection.</td></tr>
<tr><td>Custom</td><td>If Custom is selected for the Sound Type, specify the number of repetitions and the duration of the sound by answering the question “Enter the number of repetitions and the duration of the audio”

The default value is “1/100”. The first number is the number of repetitions. The minimum number is 1. The second number is the duration of the beep. The minimum number is 100 milliseconds.</td></tr>
<tr><td>Preview Custom</td><td>Preview the sound configuration if Default or Custom is selected. You can check the number of repetitions and the duration of the sound.</td></tr>
</table>

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Operation	Description
Restrict Employees	Displays the message "Restrict employees not assigned to this clock". Press the Up or Down arrows to choose from the following options: • Yes. Employees not assigned to this clock cannot punch using this clock. • No. Employees not assigned to this clock can punch using this clock. Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.
Restrict Transactions	Displays the message "Restrict transactions based on the employee's restriction class". Press the Up or Down arrows to choose from the following options: • Yes. Employee transactions are restricted based on the restriction class configured in the software. • No. Employee transactions are not restricted. Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.
Polling Type	Press the Up or Down arrows to choose from the following type of polling used by this clock: • Polled. The poll technology is used for a system and GT-400. Not used for Attendance on Demand. • Push (AoD). The push technology is used for Attendance on Demand and GT-400. • Push (Local). The push technology is used for the locally hosted system, Attendance Enterprise 2.1 and GT-400. Not used for Attendance on Demand.
Polling Server	If Polled is selected, specify the IP address of the hosted systems, Attendance Enterprise 2.1. Not used for Attendance on Demand.
DHCP	Configures whether DHCP is used or not. Press the Up or Down arrows to choose from the following options: • Yes. If DHCP is used, select Yes. • No. If a static IP is used, select No. Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.
IP Address	Enter the IP address if static IP is used. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among the edit field, OK, and Cancel.
IP Network	Enter the IP Mask if static IP is used. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among the edit field, OK, and Cancel.
IP Gateway	Enter the IP Gateway if static IP is used. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among the edit field, OK, and Cancel.

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Operation	Description
IP DNS Address	Enter the DNS IP address if static IP is used. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among the edit field, OK, and Cancel.
Telnet Server	Configures whether you allow the clock to be accessed remotely. Through Telnet, specific application and data can be loaded on the clock for maintenance and troubleshooting. Press the Up or Down arrows to select Yes or No. Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.
Terminal ID	Enter a number with a range of 1 to 999. This number combined with host name (gt400) is used to differentiate multiple terminals on the same network. For example, a GT-400 with a terminal id of "86" has a host name of "gt400-86".
HTTPS	There are three communication protocol options available: • HTTP. HTTP protocol is used. • HTTPS. The clock uses HTTPS protocol with a trusted server certificate. • HTTPS (No Trust). Not used. **Please note**: If you want to downgrade the Firmware or the Application version, Disable HTTPS first. Enabling HTTPS prevents the clock from performing the synchronization and version update operations.
Menu Timeout	Enter the number of seconds after which the menu display times out. Press the left arrow to erase the number and re-enter it if needed. Use arrows to navigate among OK, Cancel and the edit field.
Message Timeout	Enter the number of seconds after which the displayed message times out. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field.
Editor Timeout	Enter the number of seconds after which the display for entering information times out. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field.
Communication Timeout	Enter the number of seconds after which the communication between the system and the clock times out. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field.
HTTP Timeout	Enter the number of seconds after which the HTTP requests time out. It can be configured from 30 seconds to 3000 seconds. The default value is 120 seconds. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field.

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Operation	Description
Reader Type	Press the Up or Down arrows to choose from the following type of polling used by this clock: • None. Select None if the Barcode reader is not installed and used. PIN entry and/or biometric reader are used. • Barcode. Select Barcode if the Barcode reader is used. The biometric reader is detected automatically if HPU is selected in the Biometric type menu. Press Right arrow to navigate among the selection field, Ok, or Cancel. Press Enter to confirm the selection. Select Yes for Restart Terminal in the Reset menu. This operation ensures clock settings are saved correctly and taken into effects after the terminal is restarted.
Biometric Type	Press the Up or Down arrows to choose from the following biometric type: • None. • HPU. Select HPU for GT-400. Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.

Biometric Calibration/Operating Parameters	Proper camera alignment is important to accurate identification, as is proper setting of the camera exposure time. The Operating Parameters operation displays the GT-400 exposure and alignment values of the last Calibrate command and helps verify these operating parameter values, such as exposure time, calibration error (row, column, magnification, rotation) and the LED status. For example,
	
	`Exposure: 13008us`
	`Exposure: 100%`
	`Row Error: -3.00`
	`Column Error: -0.90`
	`Magnification Error: -0.20%`
	`Rotation Error: 0.04 degrees`
	`LED Current: 0mA`
	
	If any error conditions happen in exposure, calibration, or alignment, such as exposure is higher than 140%, errors are displayed indicating cleaning needed or factory calibration needed. **Please note**: The actual exposure number is not used as an absolute value to determine if the clock is out of exposure. It is only used as a guideline.

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Operation	Description
Biometric Calibration/Calibrate	Execute the Calibrate command, the message “Calibrating. This may take a few seconds.” is displayed. During this process, the operating exposure is calculated and the camera alignment is checked. It takes approximately five seconds to complete the process. **Please note**: The camera exposure is automatically set when power is applied. Generally the exposure should only be recalculated after the platen has been cleaned. Some customers may wish to recalculate it to overcome a dirty platen or aging LEDs.
Software Update/Firmware	Upgrade the firmware version first. Once the firmware version is selected, the clock is updated and reboots.
Software Update/Application	Upgrade the application version after upgrading the firmware version. Once the application version is selected, the clock is updated and reboots.
Software Update/Certificates	Not used. Attendance on Demand servers already have a trusted Server Certificate.
Revert to Factory Defaults	Returns the clock to original factory settings.
Device Type	Displays the clock type, for example, RSI-GT400.
IP Configuration	Displays the clock IP address, Mask, Gateway, DNS and Mac address.
Firmware Version	Displays the clock flash version.
Serial Number	Displays the clock serial number.
View Employees/ By Badge	Displays employee name, badge number, and last punch time sorted by badge number. Browse to the last or next employee using the Up and Down keys.
View Employees/ By Name	Displays employee name, badge number, and last punch time sorted by employee name. Browse to the last or next employee using the Up and Down keys.
View Statistics/Number of Employees	Displays the number of employees that registered in the clock. The maximum number of employees is 1000.
View Statistics/Number of Transactions	Displays the number of transactions in the clock. The maximum number of transactions is 5,000.
Clear Transactions	Removes employee transactions from the clock.
Clear Employees	Removes employees from the clock.
Revert to Defaults	Clear all existing application settings (for example, function keys, employees, transactions, templates and so on) and returns the clock to original application defaults. This operation does not impact the IP Configuration that in the Settings, Device, then Device Info menu. When the clock communicates next time, application settings from the software are restored to the clock.
AoD Locator	Displays the Attendance on Demand database URL.

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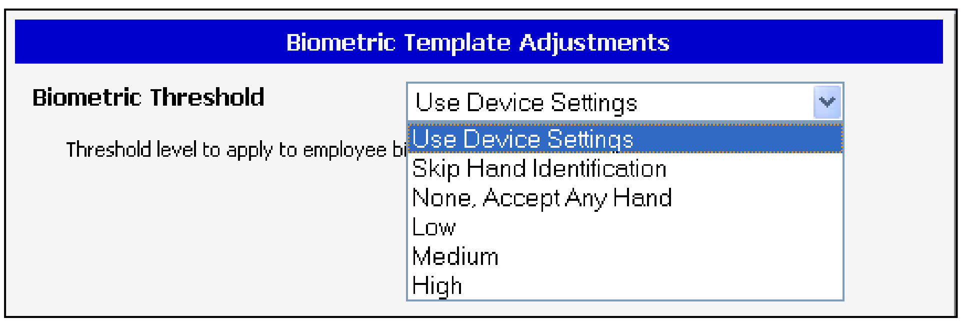
<table>
<tr><th>Operation</th><th>Description</th></tr>
<tr><td>Query Round Trip</td><td>Not used.</td></tr>
<tr><td>Full Sync</td><td>Perform full synchronization operation to share employee data, transactions and settings between the clock and the hosted system.</td></tr>
<tr><td>Matching</td><td>Enter an employee’s badge number for individual threshold adjustment and select the one of the following options:

Global. The system global threshold value is used. This is the default setting for all new templates enrolled in the clock. It cannot be adjusted. This option uses a high reject threshold value and works fine in most cases.
None. No hand template is required. The hand image does not need to be captured. Only employee badge number is used.
Template only. This option accepts any hand. The hand image must be captures, but not compared to any templates.
Low. Select this option to use a low reject threshold.
Medium. Select this option to used medium reject threshold.
High. Select this option to use high reject threshold. It the same as the Global option.

The following table lists the one to one correspondence between options for the Matching operation in the clock and selections for the Biometric Threshold field in the system.
<table>
<tr><th>Matching</th><th>Biometric Threshold</th></tr>
<tr><td>Global</td><td>Use Device Settings</td></tr>
<tr><td>None</td><td>Skip Hand Iedntification</td></tr>
<tr><td>Template only</td><td>None. Accept Any Hand</td></tr>
<tr><td>Low</td><td>Low</td></tr>
<tr><td>Medium</td><td>Medium</td></tr>
<tr><td>High</td><td>High</td></tr>
</table>


</td></tr>
<tr><td>Restart Application</td><td>Select Yes to reload the application.</td></tr>
</table>

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Operation	Description
Restart Terminal	Select Yes to restart the terminal after exists the menu or the menu times out. Select No to not restart the terminal. If any clock settings are modified, select Yes to ensure changes are saved correctly and take effect after the terminal is restarted. Otherwise, select No.
Firmware Version	Displays the clock Flash version.
Application Version	Displays the clock Application version.

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Appendix B: GT-400 Station Properties in Attendance on Demand

This appendix describes the clock settings in the GT-400 properties in the following scenarios:

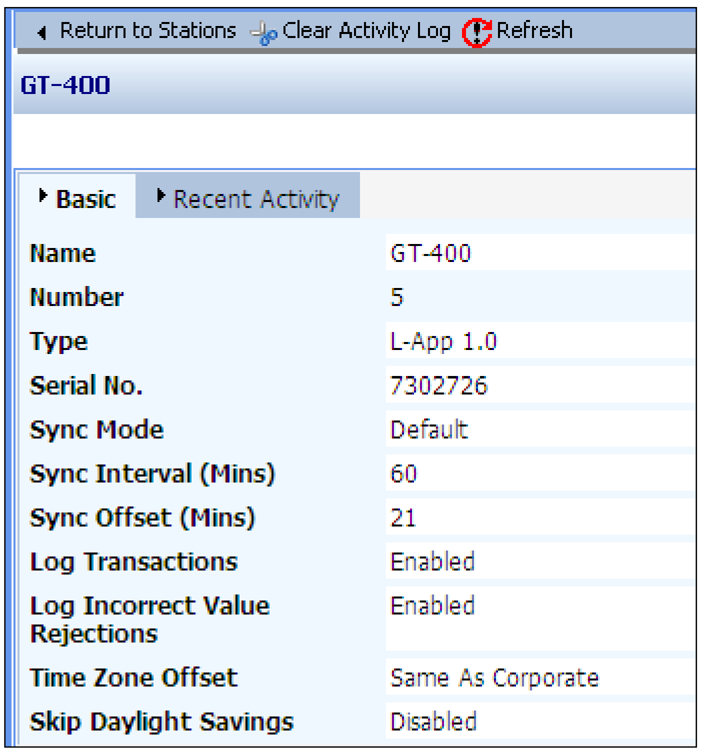
- If your customers use Attendance on Demand Professional Edition 1.0, see *Attendance on Demand Professional Edition 1.0* on page 24.
- If your customers use Attendance on Demand Professional Edition 1.1, see *Attendance on Demand Professional Edition 1.1* on page 26.

Attendance on Demand Professional Edition 1.0

If your customers use Attendance on Demand Professional Edition 1.0:

1. Click System Maintenance in the left-hand menu.
2. Click Time Clock Stations.
3. Click the GT-400 station. See the following tabs to help them define the clock properties and view station activities.

Basic Tab



Property	Description
Name	A friendly name given to this station.

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Property	Description
Number	The time clock's internal station number. This number cannot be changed. It can be re-issued if a station is removed and re-added.
Type	The type of station. L-App 1.0 is selected for the GT-400.
Serial No.	The serial number of the time clock.
Sync Mode	The default mode allows the time clock to initiate communications with the hosted system at a frequency defined by the Sync Interval and Sync Offset values.
Sync Interval	The number of minutes between clock-initiated synchronization operations.
Sync Offset	Determines when the synchronization operation should start. For example, if the Sync Offset is 21, the first synchronization is initiated at 21 minutes past the hour. The Sync Offset balances the hosted system load, preventing all synchronizations from occurring simultaneously.
Log Transactions	When enabled, each transaction is logged in the Station Activity Log.
Log Incorrect Value Rejections	When enabled, records when the time clock rejects an attempt to assign an employee to a GT-400 station.
Time Zone Offset	Determines the amount of time offset from the corporate time zone. For example, if the corporate headquarters is in EST and this company is in CST, then choose One Hour Earlier. Choose any time up to 5 hours earlier or 5 hours later than corporate.
Skip Daylight Savings	When enabled, daylight savings time is not observed.

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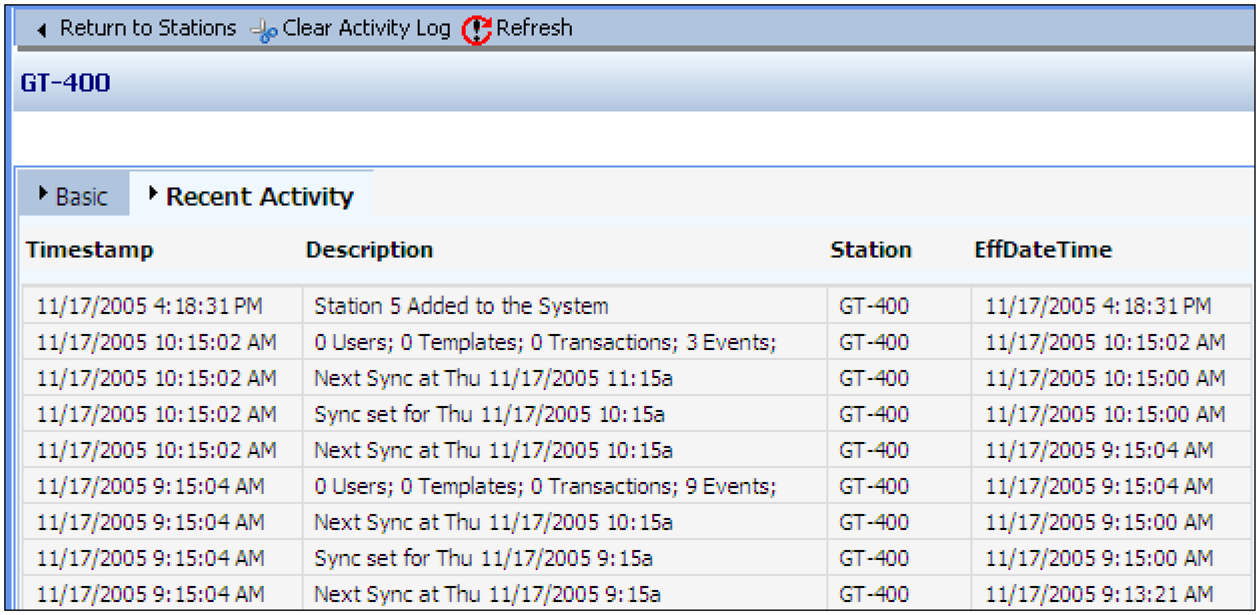
Recent Activity Tab

The Recent Activity tab shows the Station Activity Log. The Station Activity Log records activity between the GT-400 and the hosted system.

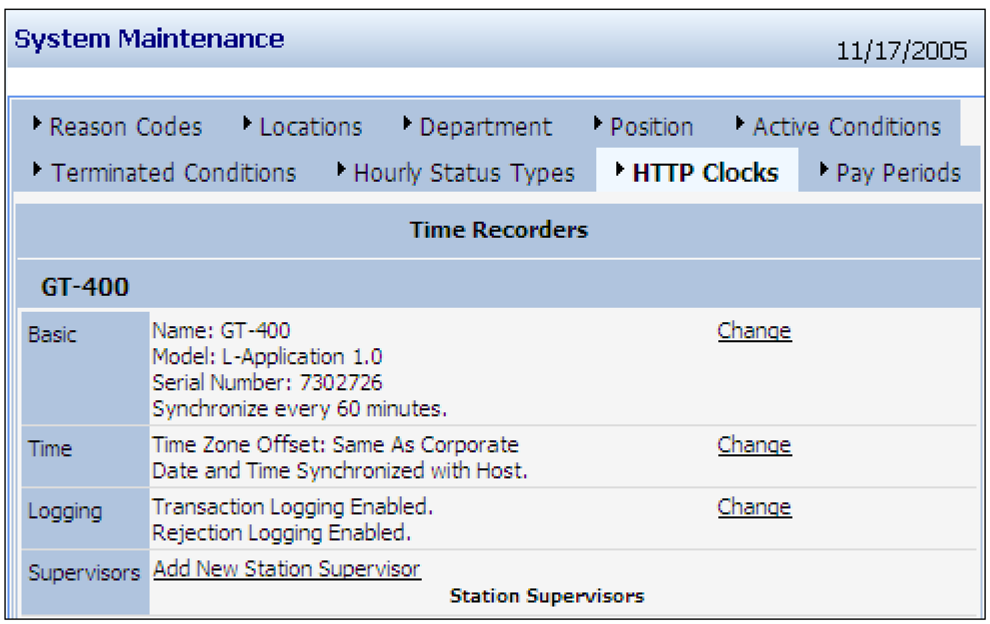


Timestamp	Description	Station	EffDateTime
11/17/2005 4:18:31 PM	Station 5 Added to the System	GT-400	11/17/2005 4:18:31 PM
11/17/2005 10:15:02 AM	0 Users; 0 Templates; 0 Transactions; 3 Events;	GT-400	11/17/2005 10:15:02 AM
11/17/2005 10:15:02 AM	Next Sync at Thu 11/17/2005 11:15a	GT-400	11/17/2005 10:15:00 AM
11/17/2005 10:15:02 AM	Sync set for Thu 11/17/2005 10:15a	GT-400	11/17/2005 10:15:00 AM
11/17/2005 10:15:02 AM	Next Sync at Thu 11/17/2005 10:15a	GT-400	11/17/2005 9:15:04 AM
11/17/2005 9:15:04 AM	0 Users; 0 Templates; 0 Transactions; 9 Events;	GT-400	11/17/2005 9:15:04 AM
11/17/2005 9:15:04 AM	Next Sync at Thu 11/17/2005 10:15a	GT-400	11/17/2005 9:15:00 AM
11/17/2005 9:15:04 AM	Sync set for Thu 11/17/2005 9:15a	GT-400	11/17/2005 9:15:00 AM
11/17/2005 9:15:04 AM	Next Sync at Thu 11/17/2005 9:15a	GT-400	11/17/2005 9:13:21 AM

Attendance on Demand Professional Edition 1.1

If your customers use Attendance on Demand Professional Edition 1.1:

1. Click System Maintenance in the left-hand menu.
2. Click HTTP Clocks tab.
3. See the following instructions to help define the clock properties in the GT-400 station area.



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The **Basic** area. Click the Change link to modify the following properties in the table.

Property	***Description***
Station Name	A friendly name given to this station.
Station Type	The type of station. L-Application v1.0 is selected for the GT-400.
Synchronization Interval	The number of minutes between clock-initiated synchronization operations. The default value is 60.
Synchronization Offset	Determines when the synchronization operation should start. For example, if the Sync Offset is 21, the first synchronization is initiated at 21 minutes past the hour. The Sync Offset balances the hosted system load, preventing all synchronizations from occurring simultaneously.

The **Time** area. Click the Change link to modify the following properties in the table.

Property	***Description***
Time Zone Offset	Determines the amount of time offset from the corporate time zone. For example, if the corporate headquarters is in EST and this company is in CST, then choose One Hour Earlier. Choose any time up to 5 hours earlier or 5 hours later than corporate.
Date and Time Synchronized with Host	The date and time are synchronized and adjusted with the central hosted server time.

The **Logging** area. Click the Change link to modify the following properties in the table.

Property	***Description***
Log Transactions Received	When enabled, each transaction is logged in the Station Activity Log.
Log Loading Rejections	When enabled, records when the time clock rejects an attempt to assign an employee to a GT-400 station.

The **Supervisor** area. This area presents a list of employees that have the authority to access the menu items or function keys.

Property	***Description***
Supervisor ID	Supervisor unique identification number.
Authority	Authority levels.
PIN Number	Personal identification number to access the menu items or function keys.

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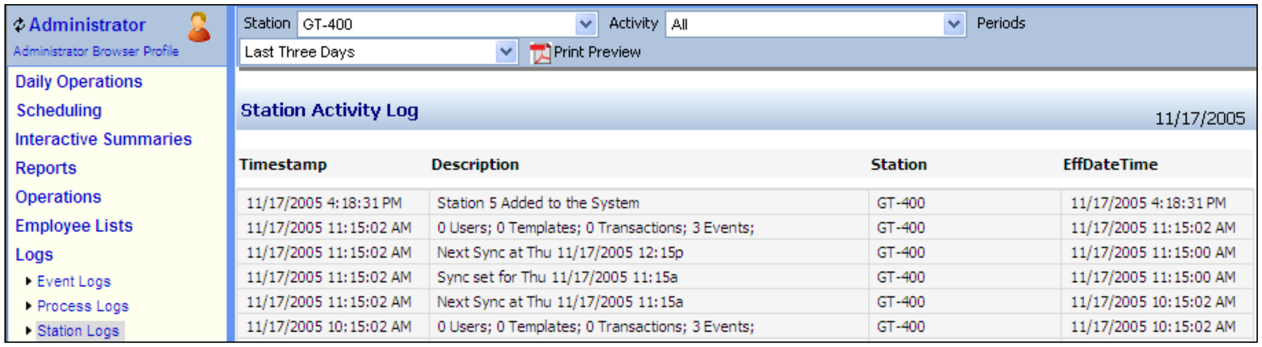
Station Activities

To view the communication activities between the GT-400 and the hosted system:

1. Click Station Logs in the left-hand menu.
2. Select GT-400 station name from the Station drop down menu.
3. Select options from the Activity drop down menu and Periods drop menu.



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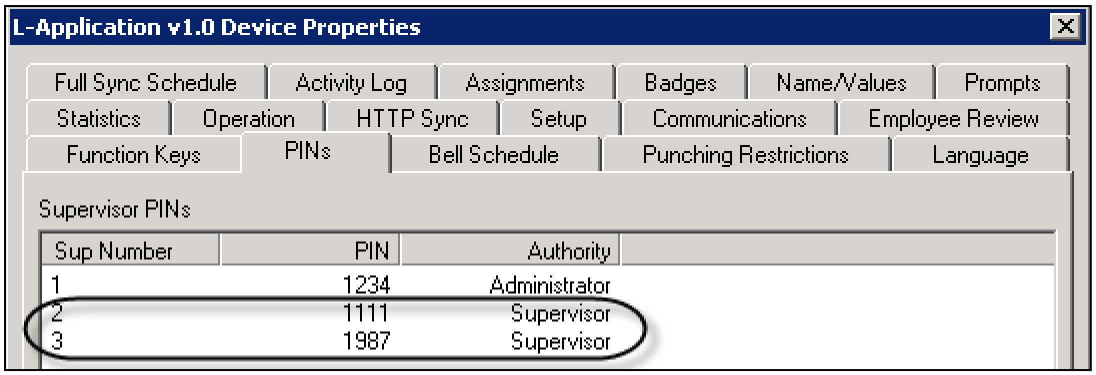
Appendix C: Supervisor Menu

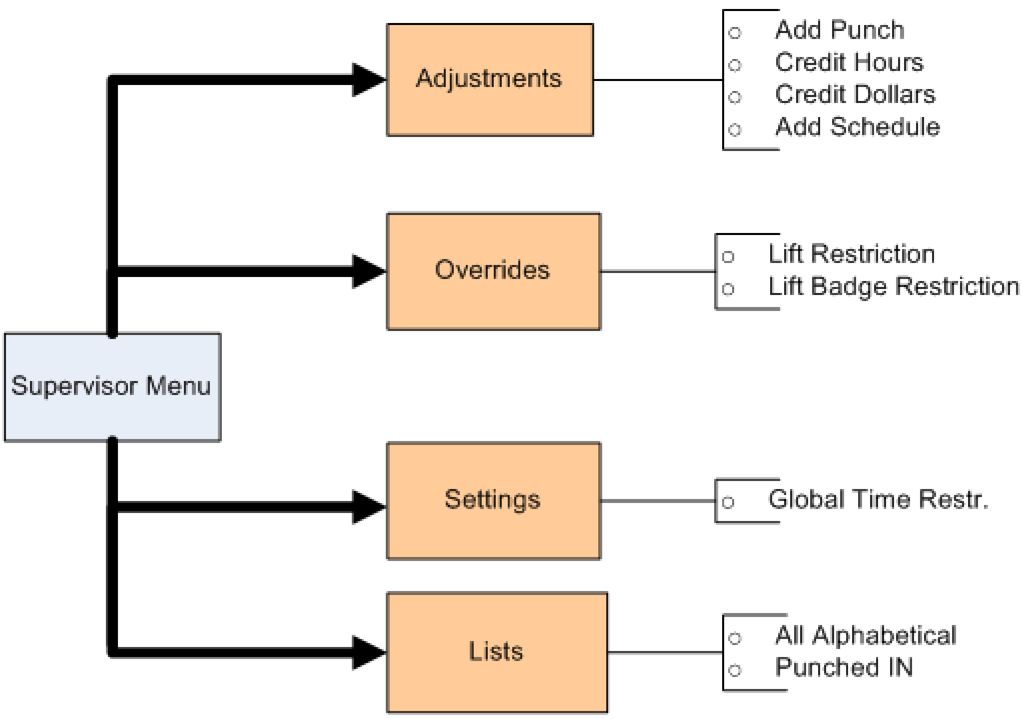
Use the following steps to access the supervisor menu and perform supervisor edits for employees.

1. Press a function key to access the supervisor menu.
2. Type the supervisor's PIN.

   Note: *This PIN must match one of the PINs with the correct authority level on the PINs tab of the GT-400's terminal properties.*



3. Select operation. The following supervisor operations are available:



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Operation	Description
Adjustments Menu	
Add Punch	The Add Punch operation allows the supervisor to add a punch for an employee. See *Add Punch* on page 30 for detailed process.
Credit Hours	The Credit Hours operation allows the supervisor to credit hours for an employee. See *Credit Hours* on page 31 for detailed process.
Credit Dollars	The Credit Dollars operation allows the supervisor to credit dollars for an employee. See *Credit Dollars* on page 31 for detailed process.
Add Schedule	The Add Schedule operation allows the supervisor to add a standard schedule for an employee. The new schedule replaces any previous schedules the employee had on the selected date. See *Add Schedule* on page 32 for detailed process.
Overrides Menu	
Lift Restriction	The Lift Restriction operation allows the supervisor to remove any restriction for the next badge or template initiated transaction. See *Lift Restriction* on page 32 for detailed process.
Lift Badge Restriction	The Lift Restriction operation allows the supervisor to remove any restriction for the specified badge or the template associated with the employee badge when the badge or the finger is used next time. See *Lift Badge Restriction* on page 33 for detailed process.
Settings Menu	
Global Time Restr.	Displays the question “Enable Time Restrictions?” Press the Left or Right arrow to navigate between Yes, No, and Cancel. Press ENTER to confirm the selection. • If there are punch restrictions that prohibit employees from punching at the clock, press the ENTER button for Yes. • If there are no punch restrictions, press the ENTER button for No. You can setup the time restrictions on the Punching Restrictions tab of the station properties.
Lists Menu	
All Alphabetical	Displays employee names, badge numbers, and the date and time of each employee’s last punch sorted by the employee last name. Press the Left or Right arrow for navigation.
Punched IN	Only employees who are punched IN are displayed. Displays employee names, badge numbers, and the date and time of each employee’s last punch. Press the Left or Right arrow for navigation.

Add Punch

See the following process to add a punch for an employee.

1. Press ENTER to select the Add Punch operation. Press the Right arrow to navigate between OK, Cancel, and the edit field.

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2. In the Enter Badge/ID number prompt, enter the badge number to add a punch for. Press the left arrow to erase the number and re-enter it if needed.
3. In the Up/Dn Keys Change prompt, use the Up and Down arrow to change the employee's punch date. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
4. In the Enter Time prompt, enter the employee's punch time. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it if needed. Press the Left or Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection. The employee badge number and detailed information related to adding punch (for example, punch date and time) is displayed.

Credit Hours

See the following process to credit hours for an employee.

1. Press the Down arrow to highlight the Credit Hours operation.
2. Press ENTER to select the Credit Hours operation.
3. In the Enter Badge/ID number prompt, enter the employee badge number to credit hours for. Press the left arrow to erase the number and re-enter it if needed. Press the Left or Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
4. In the Up/Dn Keys Change prompt, use the Up and Down arrow to change the employee's credit date. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
5. In the Enter Hours prompt, enter hours to be credited. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field.
6. In the Pay Designation prompt, enter the pay designation number. Pay designations are defined in your system. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. The employee badge number and detailed information related to crediting hours (for example, credit date, hours, and pay designation) is displayed.

Credit Dollars

See the following process to credit dollars for an employee.

1. Press the Down arrow to highlight the Credit Dollars operation.
2. Press ENTER to select the Credit Dollars operation.
3. In the Badge/ID number prompt, enter the employee badge number to credit dollars for. Press the left arrow to erase the number and re-enter it if needed. Press the Left or Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
4. In the Up/Dn Keys Change prompt, use the Up and Down arrows to change the day on which to credit the employee dollars. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
5. In the Enter Dollars prompt, enter dollars to be credited. The maximum amount that you can enter is

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$999.99. To correct the amount, type numbers to represent the dollars and cents in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field.

6. In the Pay Designation prompt, enter the pay designation number. Use pay designations with Dollars type in your system. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. The employee badge number and detailed information related to crediting dollars (for example, credit date, dollars, and pay designation) is displayed.

Add Schedule

See the following process to add a standard schedule for an employee. Use arrows to navigate among OK, Cancel and the edit field.

1. Press the Down arrow to highlight the Add Schedule operation.
2. Press ENTER to select the Add Schedule operation.
3. In the Badge/ID number prompt, enter the employee badge number to credit dollars for. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
4. In the Up/Dn Keys Change prompt, use the Up and Down arrow to change the day to add a schedule. Press the left arrow to erase the number and re-enter it if needed. Press the Left or Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
5. In the Schedule Start prompt, enter the scheduled start time. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
6. In the Schedule End prompt, enter the scheduled end time. To correct the time, type numbers to represent the hours and times in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection. The employee badge number and detailed information related to adding schedules (for example, schedule date, schedule start time and end time) is displayed.

Lift Restriction

A punch restriction is a time clock operation that prevents employees from punching In or Out on the time clock at unauthorized times. When an employee attempts to punch during a restricted period, the transaction is denied. The restriction can be lifted to allow the employee to punch in the following cases:

- Employees who are not assigned to this clock.
- Double punch.
- The restriction class-based restrictions.

The Lift Next Restriction operation removes any restriction for the next badge or template initiated transaction. See the following process to lift the next punch restriction.

1. Select the Lift Restriction operation in the Overrides menu.
2. The message “The Specified restriction has been lifted” is displayed.

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Lift Badge Restriction

A punch restriction is a time clock operation that prevents employees from punching In or Out on the time clock at unauthorized times. When an employee attempts to punch during a restricted period, the transaction is denied. The restriction can be lifted to allow the specified employee to punch in the following cases:

- Employees who are not assigned to this clock.
- Double punch.
- The restriction class-based restrictions.

The Lift Next Restriction for Employee operation removes any restriction for the specified badge (The badge number must be provided when performing this operation) or the template associated with the employee badge when the badge or the finger is used next time. See the following process to lift the next punch restriction for the specified employee.

1. In the Overrides menu, press the Down arrow to highlight the Lift Badge Restriction operation.
2. Press ENTER to select the Lift Badge Restriction operation.
3. At the Enter Badge/ID number prompt, type the employee’s badge number. Press the left arrow to erase the number and re-enter it if needed. Press the Left or Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection. The message “The Specified restriction has been lifted” is displayed.

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Appendix D: Employee Menu

The employee menu is available using the function key defined on the Function Keys tab in the system. The Employee menu is maintained for active employees only. Use the following steps to access the employee menu and perform employee edits.

Employee Review

Supervisors can review an employee's information; employees can also view their own information. See the following process to review employee information.

1. Press the function key to review employee information.
2. In the Enter Badge/ID prompt, type the employee's badge number. Press the left arrow to erase the number and re-enter if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.

   The following employee personal information is displayed and updated one line at a time on the screen. Press the left, right, up, or down arrow for navigation.

   - Last punch. Displays the date and time of the employee's last punch since a synchronization, whether this punch is an In or Out punch.
   - Schedules. Displays the employee's standard schedules with schedule date, scheduled start time, and scheduled end time for the current week.
   - Pay Designations. Displays pay designation summaries (hours) that defined on the Employee Review tab.
   - Benefit balances. Displays benefit balances that defined on the Employee Review tab.

Enter Tips

Supervisors can enter tips for an employee; employees can also enter tips for themselves. See the following process to enter tips.

1. Press the function key to enter tips.
2. In the Enter Badge/ID prompt, type the employee's badge number. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.
3. In the ENTER TIPS prompt, enter dollars to be credited. The maximum amount that you can enter is $999.99. To correct the amount, type numbers to represent the dollars and cents in order. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.
4. The message "Completed. Thank you." is displayed.

Simple Workgroup Entry

Supervisors can perform workgroup transfers for an employee; employees can also transfer themselves to

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other workgroups. See the following process to perform workgroup transfer.

1. Press the function key to perform simple workgroup entry.
2. In the Enter Badge/ID prompt, type the employee's badge number. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.
3. In the DEPARTMENT (workgroup level) prompt, enter the workgroup identifier for the workgroup level to transfer. Workgroups are defined in your system. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.
4. The message "Completed. Thank you." is displayed.

Callback Transaction

Supervisors can perform a punch with specified callback tag for an employee; employees can also add a callback punch themselves. See the following process to perform the callback transaction.

1. Press the function key to perform callback transaction.
2. In the Enter Badge/ID prompt, type the employee's badge number. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.
3. The message "Completed. Thank you." is displayed.

Multiple Level Workgroup Transfer

Supervisors can perform multiple level workgroup transfers for an employee; employees can also transfer themselves to other multiple level workgroups. See the following process to perform workgroup transfer. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.

1. Press the function key to perform multiple level workgroup transfer.
2. At the Enter Badge/ID prompt, type the employee's badge number.
3. At the LOCATION (workgroup level 1) prompt, enter the workgroup identifier for the workgroup level 1.
4. The DEPARTMENT (workgroup level 2) prompt is displayed. Enter the workgroup identifier for the workgroup level 2.
5. The SHIFT (workgroup level 3) prompt is displayed. Enter the workgroup identifier for the workgroup level 3. Workgroups are defined in your system.
6. The message "Completed. Thank you." is displayed.

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Quick Workgroup Transfer

Supervisors can perform quick workgroup transfers for an employee; employees can also transfer themselves to other workgroups. Depends on the settings, the Quick Workgroup Transfer support both simple workgroup entry and multiple level workgroup transfer. See the following process to perform quick workgroup transfer.

1. Press the function key to perform quick workgroup transfer.
2. At the Enter Badge/ID prompt, type the employee's badge number.
3. The specified workgroups are displayed and scrolled line by line on the screen. Select the number that associated with the workgroup to transfer to. If "*" and/or "#" are configured for quick workgroup transfer, select CAPS for "*" and SPACE for "#" on the clock keypad.
4. The message "Completed. Thank you." is displayed.

Lift Next Restriction

A punch restriction is a time clock operation that prevents employees from punching In or Out on the time clock at unauthorized times. When an employee attempts to punch during a restricted period, the transaction is denied. The restriction can be lifted to allow the employee to punch in the following cases:

- Employees who are not assigned to this clock.
- Double punch.
- The restriction class-based restrictions.

The Lift Next Restriction operation removes any restriction for the next badge or template initiated transaction. See the following process to lift the next punch restriction.

1. Press the function key to perform the Lift Next Restriction operation.
2. The message "The Specified restriction has been lifted" followed by "Completed. Thank You." is displayed.

Lift Next Restriction for Employee

A punch restriction is a time clock operation that prevents employees from punching In or Out on the time clock at unauthorized times. When an employee attempts to punch during a restricted period, the transaction is denied. The restriction can be lifted to allow the specified employee to punch in the following cases:

- Employees who are not assigned to this clock.
- Double punch.
- The restriction class-based restrictions.

The Lift Next Restriction for Employee operation removes any restriction for the specified badge (The badge number must be provided when performing this operation) or the template associated with the employee badge when the badge or the finger is used next time. See the following process to lift the next punch restriction for the specified employee.

1. Press the function key to perform the Lift Next Restriction for Employee operation.
2. At the Enter Badge/ID number prompt, type the employee's badge number. Press ENTER to confirm the selection.

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3. The message “The Specified restriction has been lifted” followed by “Completed. Thank You.” is displayed.

A Single Day Leave Request

Supervisors can perform a single day leave request for an employee; employees can also request to take a single day off.

1. Press the function key to request a single day off.
2. At the Enter Badge/ID number prompt, type the employee’s badge number or slide a card through the reader. Press ENTER to confirm the selection.
3. At the Enter Date prompt, enter the date of the request. To correct the date, type numbers to represent the month, day, and year in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
4. (Optional) At the Select Benefit prompt, select the type of benefit to use. Use the Up or Down keys to browse to the last or next benefit. Press ENTER to confirm the selection.
5. At the Enter Amount of Time prompt, enter the number of hours and minutes you need to take off. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
6. The message “Completed. Thank You.” is displayed.

Several Days Leave Request

Supervisors can perform a several days leave request for an employee; employees can also request to take several days off.

1. Press the function key to request several days off.
2. At the Enter Badge/ID number prompt, type the employee’s badge number or slide a card through the reader. Press ENTER to confirm the selection.
3. At the Enter Date prompt, enter the start date of the request. To correct the date, type numbers to represent the month, day, and year in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
4. At the Enter Date prompt, enter the end date of the request. To correct the date, type numbers to represent the month, day, and year in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
5. (Optional) At the Select Benefit prompt, select the type of benefit to use. Use the Up or Down keys to browse to the last or next benefit. Press ENTER to confirm the selection.
6. At the Enter Amount of Time prompt, enter the number of hours and minutes you need to take off. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
7. The message “Completed. Thank You.” is displayed.

Data Collection Operation

Use a function for tracking the specific information entered from the clock. The collected data can be

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reported or exported later.

1. Press the function key to collect data.
2. At the Enter Badge/ID number prompt, type the employee’s badge number or slide a card through the reader. Press ENTER to confirm the selection.
3. A set of prompts are customized based on the configuration. Read the prompt text and enter the information.
4. The message “The Specified restriction has been lifted” followed by “Completed. Thank You.” is displayed.

Pass Through Operation

Supervisors or employees can use the function key for the pass through operation to simply present a splash message or trigger the relay.

1. Press the function key for the pass through operation.
2. The splash message maybe displayed or the relay is triggered based on the configuration.
3. The message “Completed. Thank You.” is displayed.

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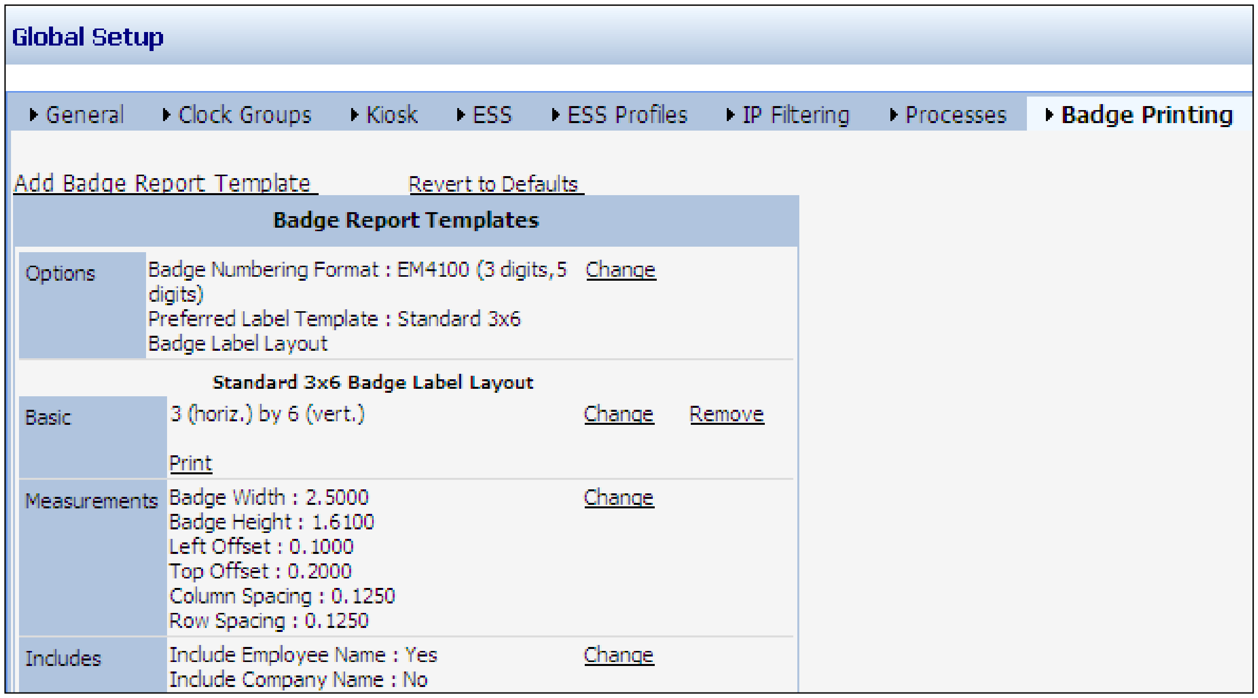
Appendix E: Printing Badge Labels

To print badge labels in Attendance on Demand, configure the badge label template first, and then print labels.

Configuring Badge Label Printing

1. Click Global Setup in the Configuration menu group in Attendance on Demand.
2. Click the Badge Printing tab. You can click Add Badge Report Template link to add a new badge report template or click Revert to Defaults link to use/modify existing badge report template.



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See the following table to set up badge report templates.

The **Option** area defines global properties used to print badge labels.

Property	***Description***
Badge Numbering Format	Determines how badge numbers are rendered on the badge label: • Standard (up to 9 digits). Badge number is rendered up to 9 digits. For example, 1234. • Standard (9 digits Padded): Badge number is rendered as 9 digits. For example, 000001234. • EM4100 (3 digits, 5 digits): Badge number is rendered as a 3, 5 digit number. For example, 123,456789.
Preferred Template	Select one of the Badge Label Templates to use as the preferred template for the Badge Label Report. Layouts are named by the number of labels horizontally and vertically available on a single sheet. • Standard 3x6 Badge Label Layout • Standard 2x4 Badge Label Layout

Basic area

Property	***Description***
Description	Sheet label template description.
Layout	Indicates the number of labels horizontally and vertically available on a single sheet. There are two layouts available: 3 by 6 or 2 by 4. **Note**: Properties in the Measurement area are reverted to default values for the selected layout.

The **Measurement** area defines properties to adjust the position of the print on the Badge Label report.

In most cases, use default values.

Property	***Description***
Badge Width (inches)	The width in inches of an individual label.
Badge Height	The height in inches of an individual label.
Left Offset	The distance (horizontally) from the left margin of the page to the beginning of an individual label.
Top Offset	The distance (vertically) from the top margin of the page to the beginning of an individual label.
Column Separator Spacing	The distance (horizontally) from the right border of an individual label to the left edge of the label to its immediate right.

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Property	***Description***
Row Separator Spacing	The distance (vertically) from the bottom border of an individual label to the top edge of the label directly beneath it.

The **Includes** area

Property	***Description***
Include Employee Name on Badge Label	When enabled, the employee name is included on the badge label. The employee’s first name and last name are printed on two separate rows.
Include Company Name on Badge Label	When enabled, the company name is included on the badge label. The company name is printed after the employee name (if included) and before the badge number.
Company Name Text	Optional replacement text for the company name.

Print employee badge labels using the preferred Badge Label Template.

Printing Badge Labels Using a Template

1. Click System Reports in the Reports menu group.
2. Click the Employee Lists tab.
3. Click the Badge Labels link.
4. Choose Employees.
5. Type the number of labels to skip. This allows you to skip previously printed labels starting from the top of the page. It applies only for the first page if the report is a multi page report.

   Note: *If this report is saved to the “My Reports” area and is re-executed from this area, the same number of labels is skipped.*

6. Click Run Report to generate a PDF file.

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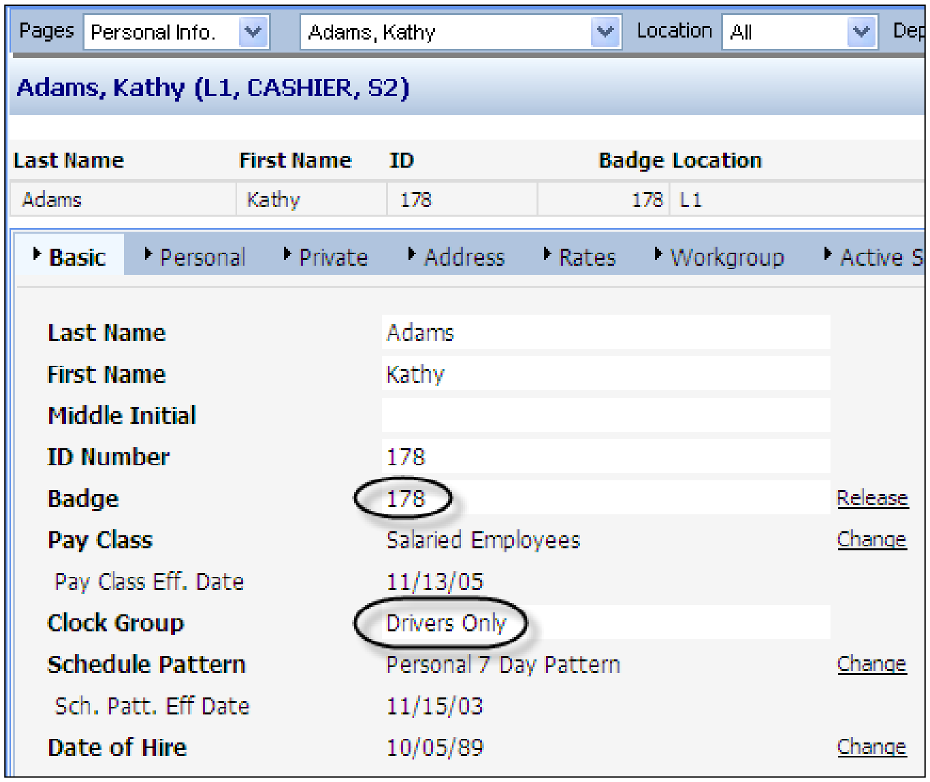
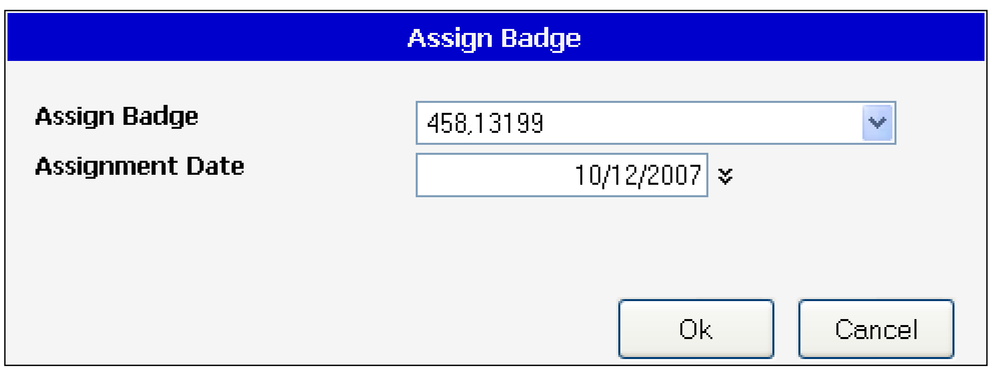
Appendix F: Issuing a Badge to an Employee

The following procedure is used to assign an unregistered badge to an employee in Attendance on Demand.

1. Obtain a barcode proximity badge.
2. In the employee's Personal Information, click the Basic tab. The Badge and Clock Group fields affect the employee's ability to punch at the clock.



3. If an employee has a badge number of zero and inactive badges are available for use in the system, the Assign link is available. Use the Assign Badge window to assign an inactive badge to an employee.



4. Perform a full synchronization operation or wait until the next automatic synchronization. (By default, the GT-400 synchronizes with the hosted system once an hour.)

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