



Perfect Time Pro^Ô v 2.0 - User Manual

With Perfect Time ProTM Version 2.0, we have combined two of our very successful product lines into one comprehensive time management solution. Merging our Point Of EntryTM package with Perfect Time ProTM, gives a product that is both easy to use, and has powerful reporting tools.

PURPOSE: This software package was created to maintain accurate account of the employees' working hours. Employees – new and old - can easily be added/deleted and viewed at a glance.

SUPPORT: Any Problems or questions with installation and use of Perfect Time ProTM should be emailed to the following address: techsupport@perfectcomputersolutions.com Please put Perfect Time Pro and the version in the subject line.

All program bugs, issues, and suggestions for future expansion of the product should be submitted to our online bug tracker database at: http://www.perfectcomputersolutions.com/Bugzilla/enter_bug.cgi

Help on writing bug reports is also available online at:
<http://www.perfectcomputersolutions.com/Bugzilla/bugwritinghelp.html>

Bugs submitted via email or called in by phone will no longer be accepted. We apologize for any inconvenience this may cause.

SYSTEM REQUIREMENTS: Microsoft Windows NT, Service Pack 6, 98/2000, Pentium II or higher, 64 MB RAM, 100 Megabytes of Hard Drive space, and Internet Explorer 6. This software package is designed to be run at 800 x 600 resolution desktop size or larger. If the resolution size is any smaller (ie. 640 x 480), certain screens will not all fit on one display. Note: To change desktop settings, right click on an empty portion of the desktop, click properties, then click the “Settings” tab. This is where the desktop area can be changed to 800x600 or larger.

Perfect Time Pro[®] v 2.0 – Table Of Contents

<u>Section</u>	<u>Page</u>
Overview	3
Software Installation	3
Perfect Time Pro[®] - Interfaces	4
Punch In Interfaces	4-5
Supervisors Menu	5-7
Time Card Menu <i>Overview</i>	6
Reports Menu	6
General Menu <i>Overview</i>	7
Projects Menu <i>Overview</i>	7
Time Card Menu	7-8
Time Stamps	7
Time Stamp Inconsistencies	8
Purge Old Time Records	8
PTO and Sick Time	8
General Menu	9-11
Department Categories	9
Shift Definitions	9
Employees	9
Attendance Codes	10
Security	11
Projects Menu	11-13
Project Reports	11
Project Definitions	12
Project Time Stamps	12
Project Time Inconsistencies	12
Purge Project Records	13
License Agreement	14

Overview:

This software package was created to maintain accurate account of all employees' working hours. Employees – new and old - can easily be added/deleted and viewed at a glance.

Interfaces:

There are multiple interfaces for use with the Time Pro™ Software, Two licenses come standard with the Software, the “RM” License for *Report Management*, and either an “EE” *Employee Entry* or a “CE” *Classic Entry License*. Additional licenses can be purchased through Perfect Computer Solutions at a discounted rate. See Interface section for descriptions of each.

Supervisor Access:

To access the supervisor options your “*Supervisor Name*” must be entered – This user name is “pcs” and the password is “1234”. This user and password should be changed for security reasons.

Data Input:

Certain information such as Employees must be entered in to begin using Time Pro™. Security should also be set up to prevent unauthorized access.

Networks:

Perfect Computer Solutions' Time Pro™ is to be used over a network. Additional licenses can be purchased through Perfect Computer Solutions at a discounted rate. It is recommended that any network licenses be installed and setup by Perfect Computer Solutions. Perfect Computer Solutions is not responsible for other parties' network setup failure. Internet Access is also required for updates.

Software Installation:

NOTE: Please read the software License Agreement on the CD enclosed before installing this software.

Once the License Agreement is read and accepted:

1. Please check the System Requirements section on Page 1 of this User Manual to make sure you have all necessary requirements to run this software.
2. Open the envelope containing the Time Pro™ CD.
Insert the Employee Time Pro™ CD into the CD-ROM. This should AUTORUN.
If it doesn't AUTORUN, double click on “My Computer” then double click the CD-ROM drive. Double click on the icon “Setup”.
3. Follow Setup prompts to finish installing the software.
4. If there are multiple user environments contact the system administrator. Each user must login and reinstall this software using the above procedures.
5. Reboot system.

If there are any problems regarding this installation, please contact Perfect Computer Solutions Technical Support at: (845)-255-8000, or email techsupport@perfectcomputersolutions.com

Perfect Time Pro[®] - Interfaces:

There are multiple interfaces for use with the Time Pro[™] Software, Two licenses come standard with the Software, the “RM” License for *Report Management*, and either an “EE” *Employee Entry* or a “CE” *Classic Entry License*. Additional licenses can be purchased through Perfect Computer Solutions at a discounted rate. Please Contact your Perfect Computer Solutions Representative for details or more information.

RM License: - *Report Management Interface* – This interface comes standard; it provides setup for Employees, Security, Shifts, Departments, and General Management and Reporting Functionality. Enhancements have been made to overall functionality over previous versions.

CE License: - *Classic Entry Interface* - This is the Original Time Pro[™] Employee Punch in form. Quick and easy, just like the Original!

EE License: - *Employee Entry (Manual) Interface* – This Interface makes checking employees in and out of your facility simple.

PE License: - *Project Entry Interface* – This Interface allows for tracking of time spent on projects. If tracking project time, or billable time is what your organization needs, Add *Projects* to your Perfect Time Pro[™].



Classic Entry Interface



Employee Entry (Manual) Interface



Project Entry Interface

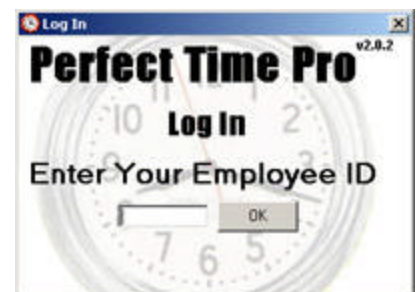
Perfect Time Pro[®] - Punch In Interfaces:

Classic Entry Interface – To punch in or out using this interface, enter your Employee ID number into the box and click “Ok” The Window shown to the right will appear.

If you are logging in, click the “In” Button, if it is not already selected as indicated by the **Bold** Text. Then click “Ok”

If you are logging out, click the “Out” Button, if it is not already selected as indicated by the **Bold** Text. Then click “Ok”

If you have forgotten to punch In or Out, punch in or out as usual, and contact a manager to notify them of the discrepancy.





Employee Entry (Manned) Interface – To punch in or out using this interface, the user in charge of entering and leaving employees will select an entering or exiting employee from the employee drop down box.

If an employee is logging in, click the “In” Button, if it is not already selected as indicated by the **Bold** Text. Then click “Ok”

If an employee is logging out, click the “Out” Button, if it is not already selected as indicated by the **Bold** Text. Then click “Ok”

If an Employee is missing a punch in or out, punch them in or out as usual, and contact a manager to notify them of the discrepancy.

Project Interface – To punch in or out of a project using this interface, the user logs in by entering their username and password.

When the following screen appears, select the project to punch in/out on. Enter a description if desired, then make sure that:

If you are logging in, click the “In” Button, if it is not already selected as indicated by the **Bold** Text. Then click “Ok”



If you are logging out, click the “Out” Button, if it is not already selected as indicated by the **Bold** Text. Then click “Ok”

If a punch in or out, is missing, punch in or out as usual, and contact a manager to notify them of the discrepancy.



Perfect Time Pro[®] - Supervisor Menu:

Reports Menu: All reports are accessed from this menu. Reports such as: Who’s In, Employee List, Time Card Reports, and others.

Time Card Menu: This is where Time Card information can be Modified, Purged, and Inconsistencies resolved.

General Management: This will open the General Management Menu. This is where Employees can be added and deleted, Departments, Shifts, and Attendance Codes set up, and Security and Passwords changed.

Projects: This will allow projects to be added and deleted for use with the *Project Entry Interface*.

Exit Time Pro: This will close the Supervisor Menu and exit back to the Windows Desktop.

Perfect Time Pro[®] - Time Card Menu:

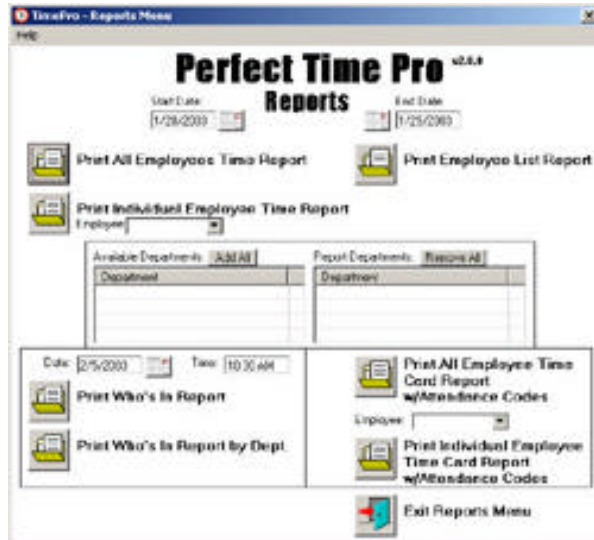
Time Stamps: Dates and Times are automatically entered when an employee punches In or Out. This form allows the supervisor to edit those dates and times, if needed.

Time Stamp Inconsistencies: A tool to help the supervisor find and fix any errors that may be in the data, to insure the Time Card Reports are accurate.

Purge Old Time Records: This form allows the supervisor to discard time card entries if desired.

PTO and Sick Time: This will allow the entry of Employee Paid Time Off.

Exit Time Card: This will close the Menu and exit back to the Supervisor Menu.



Perfect Time Pro[®] - Reports Menu:

All Employee Time Report: This option prints all of the Employees time reports over a period of time, starting at the start date and ending at the end date, which has to be set at the top of the menu. The Calendar buttons next to each will drop down a calendar to assist in finding the correct dates.

Individual Employee Time Report: This option prints one Employee's time reports over a period of time, starting at the start date and ending at the end date, same as above. The employee must be selected from the drop down box immediately below the report.

Employee List Report: This option prints the list of Employees entered in the system, along with SS Number, and phone Number.

Who's in Report: This prints the list of Employees, that were punched in at a given date and time, to be entered directly above the button. Remember if there is incomplete data (*see Inconsistencies*) and an Employee has punched in and not punched out, this report will show they are still in.

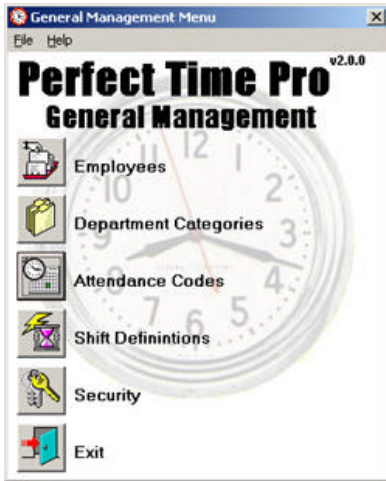
Who's In Report by Department: This is the same report as above, requiring the same user entered data, but also requires departments to be selected (in the right hand Department Box) To select a Department double click on it on the left hand side box. It will then appear in the right. To remove it, just double click on it in the Selected Departments box.

All Employee Time Card Report w/ Attendance Codes: Similar to the All Employee Time Card Report, and requiring the same user entered data, This report will print the Employee Time Card Report with Attendance Codes, if they are set up.

Individual Employee Time Card Report w/ Attendance Codes: Same as above, with the exception of printing only a single Employee's Report. Requires Employee to be selected in the drop down box immediately above the button.

Exit Reports Menu: This will exit the Reports Menu and go back to the Supervisors Menu.

Perfect Time Pro[®] - General Management Menu:



Employees: Add, Delete and edit Employees, Employee Passwords, and Employee Departments Here!

Department Categories: Departments can be added, edited and deleted from this form.

Attendance Codes: Attendance Codes are added, edited and deleted in this form.

Shift Definitions: Shifts can be Defined added, edited, deleted in this form.

Security: This form allows access to be granted or restricted for each employee.

Exit: Returns to the Supervisor Main Menu.

Perfect Time Pro[®] - Project Menu:

For Use with the Project Entry Interface this section only applies to a PE License.

Reports Menu: All reports are accessed from this menu.

Project Definitions: This is where projects names and descriptions are defined.

Project Time Stamps: Dates and Times that are automatically entered when an employee punches In or Out can be modified on this form, if needed.

Project Inconsistencies: A tool to help the supervisor find and fix any errors that may be in the data, to insure the Project Reports are accurate.

Purge Old Time Project Records: This form allows the supervisor to discard Project time card entries if desired.

Exit: Returns to the Supervisor Main Menu.



Time Card Menu - Time Stamps:

For each Employee, there will be a record of his/her Time punches. In this form, a supervisor can edit or delete any time punch data, For example if an Employee forgets to punch out, the supervisor can fix it on this form.

Binoculars: This button opens up the search form, and allows the supervisor to quickly find, and go to any employee.

Forward/ Backward Arrows: Clicking on the arrows will move you from one employee to the next or previous.

Exit: This will exit back to the Time Card Menu.

Time Card Menu - Time Stamp Inconsistencies:

This form allows the supervisor to quickly find and change any inconsistencies that may occur in the data. This insures the reports are accurate. If an Employee forgets to punch out, for example, it will show up in the inconsistencies. If an Employee has worked more than the user specified number of hours, the data will show up here. The Arrowed button is to refresh, after you have made changes.

Exit Button: This will exit and return to the Time Card Menu.



Time Card Menu - Purge Old Time Records:



Purge Cards: This form allows the supervisor to permanently remove punch in data. First select a specific employee by clicking on their name. To select all employees check “Purge All”. To discard all time reports before a certain date, enter that date in the date box. To have all time reports discarded check “Ignore Date”.

Purge Button: Once your selection is made click the “Purge” button – this will discard the time reports.

Exit Button: This will exit and return to the Time Card Menu.

Time Card Menu – PTO and Sick Time:

For each Employee, there is a record of his/her Paid Time Off (PTO) and Sick Time punches. In this form, a supervisor can add and remove vacation or sick days and times.

Binoculars: This button opens up the search form, and allows the supervisor to quickly find, and go to any employee.

Forward/ Backward Arrows: Clicking on the arrows will move you from one employee to the next or previous.

Exit: This will exit back to the Time Card Menu.



General Management Menu - Department Categories:

To Enter Departments simply click on an empty row, and enter the Department name. Make sure you click on the asterisk to create a new row, and to save your data.

Exit: Returns to the Supervisor Main Menu.



General Management Menu - Shift Definitions:

For Use with Employee Entry (Manned) Interface this section only applies to those with an EE License.

To Enter the Shift Definitions simply click on an empty row, and enter the Shift Name, Shift Start Time, and Shift End time. Make sure you click on the asterisk to create a new row, and to save your data.

Exit: Returns to the Supervisor Main Menu.



General Management Menu - Employees:

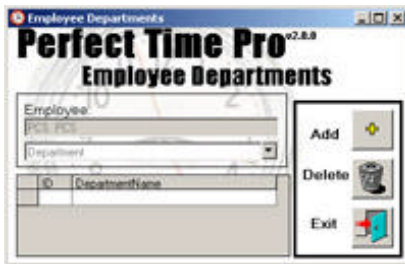
Adding Employees: Employees can be added from this form by clicking on the “+” button. When adding employees, the Employee ID field will increment automatically.

Edit: In order to edit any information on existing employees, this button must be pressed.

Deleting Employees: Old employees can be deleted by clicking the Trash –can icon.

Departments: this sub form will allow you to add this employee to departments. Click on the Drop down box and select a Department, then click the Add button to add this Employee to the selected department.

To delete an Employee from a department, select the correct row in the table, and click on the delete button. **The Exit** button will return to the Employees form.



Search Button: Allows the supervisor to search for a particular employee.

Save Button: The save button saves all of the changes made for this employee.

Exit Button: This will exit Employees and return back to the Supervisors Menu.

General Management Menu - Attendance Codes:

For Use with Employee Entry (Manned) Interface this section only applies to those with an EE License.

* NOTE * Shifts Must be Set up for this to work Correctly!

To Enter Attendance Codes simply click on an empty row, and enter the information. Make sure you click on the asterisk to create a new row, and to save your data.

The First Column is for the Attendance Code Abbreviation, with a limit of four letters, that will appear on the *Employee Time Card Report w/ Attendance Codes*.

The Second Column is for the Name of the Attendance Code.

The Third Column is for the Time Interval Start, the Fourth, for the time interval End. The numbers entered here, determines if the code is applied to a particular punched time. For example, if we wanted to set up code for a punch to be considered “OE” or Out Early, meaning an Employee has left before the end of their shift, we would enter the following:

Attendance Code	Attendance Code Name	Time Interval Start	Time Interval End	Punch In
OE	Out Early	-30	-5	0

In this Example we want the OE Code to Apply when an Employee has left between 30 Minutes (*Time Interval Start = -30*) Early, and 5 Minutes Early (*Time Interval End = -5*). So if Joe Doe’s Shift Ends at 4:00 PM, and he punches out at 3:45, His punch Out would be marked as “OE”.

Attendance Code	Attendance Code Name	Time Interval Start	Time Interval End	Punch In
IL	Out Late	5	30	1

Another Example would be the above. This time, It is a code for being In Late, So if the Employee punches in at work 5 to 30 Minutes After the start of her shift. Jane Doe is scheduled to be to work at 8 AM, and she punches in at 8:06, Her punch in would be marked as “IL”.

The last column determines if this Attendance Code applies to the Punch in or Punch Out time. Put 1 if it for a Punch In, 0 if it is punch Out.

Exit: Returns to the Supervisor Main Menu.





General Management Menu - Security:

Security is where privileges to open and Modify Data and forms can be granted. By Default, all Employees are NOT granted any access to the program. Security must be set up, in order for Administrators, or Employees to have access. *Please Note*** Passwords Must be set up (see Employees) before they can log in.*

To view which privileges each employee has set up you can either step through the records, by using the Arrow buttons, or can search directly by pressing the “Search” button.

To Add Privileges or Modify Privileges for an Employee:

First Select the form from the Form Drop down Box, and then select the Security type, Either Modify (Employee can make changes) View (Employee can look at the data, but not change it) or None (Employee has absolutely No Access).

Next, Either Click on Add/Change Button: Which will add or change the privilege to this employee OR Click on Add/Change All Button: Which will add or change this privilege to ALL Employees.

To Remove Privileges for an Employee:

Select the row in the table, and hit the delete button on the keyboard.

Projects Menu – Project Reports:

Individual Employee Time Report: This option prints one Employee’s Project time reports over a period of time, starting at the start date and ending at the end date, which has to be set at the top of the menu. The Calendar buttons next to each will drop down a calendar to assist in finding the correct dates. The employee must be selected from the drop down box.

All Employee Time Report: This option prints all of the Employees Project time reports over a period of time, starting at the start date and ending at the end date, which has to be set at the top of the menu. The Calendar buttons next to each will drop down a calendar to assist in finding the correct dates.

Individual Project Time Report: This option prints the time spent on a project, over a period of time, starting at the start date and ending at the end date, which has to be set at the top of the menu. The Calendar buttons next to each will drop down a calendar to assist in finding the correct dates. The Project must be selected from the drop down box.

Individual Project Time Report: This option prints all of the time spent on all projects, over a period of time, starting at the start date and ending at the end date, which has to be set at the top of the menu. The Calendar buttons next to each will drop down a calendar to assist in finding the correct dates.

Exit Projects Menu: This will exit the Project Reports Menu and go back to the Supervisors Menu.





Projects Menu – Project Definitions:

For Use with the Project Entry Interface this section only applies to those with a PE License.

To Enter Projects simply click on an empty row, and enter the project name and description. Make sure you click on the asterisk to create a new row, and to save your data.

Exit: Returns to the Supervisor Main Menu.

Projects Menu – Project Time Cards:

For each Employee, there will be a record of his/her Time punches. In this form, a supervisor can edit or delete any time punch data, For example if an Employee forgets to punch out, the supervisor can fix it on this form.

Binoculars: This button opens up the search form, and allows the supervisor to quickly find, and go to any employee.

Forward/ Backward Arrows: Clicking on the arrows will move you from one employee to the next of previous.

Exit: This will exit back to the Project Menu.



Projects Menu – Project Inconsistencies:

This form allows the supervisor to quickly find and change any inconsistencies that may occur in the data. This Insures the reports are accurate. If an Employee forgets to punch out, for example, it will show up in the inconsistencies. If an Employee has worked more than the user specified number of hours, the data will show up here. The Arrowed button is to refresh, after you have made changes.

Exit Button: This will exit and return to the Time Card Menu.

Projects Menu – Purge Old Project Records:

Purge Cards: This form allows the supervisor to permanently remove punch in data. First select a specific employee by clicking on their name. To select all employees check “*Purge All*”.

To discard all time reports before a certain date, enter that date in the date box. To have all time reports discarded check “*Ignore Date*”.

Purge Button: Once your selection is made click the “Purge” button – this will discard the time reports.

Exit Button: This will exit and return to the Time Card Menu.





LICEN SE AGREEMENT

CAREFULLY READ ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT PRIOR TO OPENING THIS DISC PACKET. OPENING THIS DISC PACKET INDICATES YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS.

If you do not agree with these terms and conditions return the unopened disc packet and the other components of this product to the place of purchase and your money will be refunded. No refunds will be given for products that have an opened disc packet or missing components.

1. LICENSE: You have the non-exclusive right to use the enclosed program. This program can only be used on a single computer. You may physically transfer the program from one computer to another provided that the program is used on only one computer at a time. You may not electronically transfer the program from one computer to another over a network. You may not distribute copies of the program or documentation to others. You may not modify or translate the program or related documentation without the prior written consent of Perfect Computer Solutions, YOU MAY NOT USE, COPY, MODIFY OR TRANSFER THE PROGRAM OR DOCUMENTATION, OR ANY COPY EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT.
2. BACKUP AND TRANSFER: You may make one (1) copy of the program solely for backup purposes. You must reproduce and include the copyright notice on the backup copy. You may transfer and license the product to another party if the other party agrees to the terms and conditions of this Agreement and completes and returns a Registration Card to Perfect Computer Solutions. If you transfer the program, you must at the same time transfer documentation and backup copy or transfer the documentation and destroy the backup copy.
3. COPYRIGHT: The program and its related documentation are copyrighted. You may not copy the program or its documentation except for backup purposes, and to load the program into the computer as part of executing the program. All other copies of the program and its documentation are in violation of this Agreement.
4. TERM: This license is effective until terminated. You may terminate it by destroying the program and documentation and all copies thereof. This license will also terminate if you fail to comply with any terms or condition of this Agreement. You agree, upon such termination, to destroy all copies of the program and documentation.
5. LIMITED WARRANTY: THE PROGRAM IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. THE ENTIRE RISK AS TO THE RESULT AND PERFORMANCE OF THE PROGRAM IS ASSUMED BY YOU. SHOULD THE PROGRAM PROVE DEFECTIVE, YOU (AND NOT PERFECT COMPUTER SOLUTIONS OR ITS DEALERS) ASSUME THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR, OR CORRECTION, FURTHER, PERFECT COMPUTER SOLUTIONS DOES NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE USE OF OR THE RESULT OF THE USE OF THE PROGRAM IN TERMS OF CORRECTNESS, ACCURACY, RELIABILITY, CURRENTNESS OR OTHERWISE, AND YOU RELY ON THE PROGRAM AND RESULTS SOLELY AT YOUR OWN RISK.

Perfect Computer Solutions does warrant to the original licensee that the disc(s) on which the program is recorded be free from defects in materials and workmanship under normal use and service for a period of ninety (90) days from the date of delivery as evidenced by a copy of your receipt. Perfect Computer Solutions' entire liability and your exclusive remedy shall be replacement of the disc not meeting Perfect Computer Solutions' Limited Warranty and which is returned to Perfect Computer Solutions with a copy of your receipt. If failure of the disc has resulted from accident, abuse, or misapplication of the product, then Perfect Computer Solutions shall have no responsibility to replace the disc under this Limited Warranty. THE ABOVE IS THE ONLY WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED THAT IS MADE BY PERFECT COMPUTER SOLUTIONS ON THIS PERFECT COMPUTER SOLUTIONS PRODUCT. THE WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY PERFECT COMPUTER SOLUTIONS AND ALL OTHER PARTIES INVOLVED IN THE CREATION, PRODUCTION, OR DELIVERY OF THIS PROGRAM. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY ALSO HAVE OTHER RIGHTS THAT VARY FROM STATE TO STATE.

NEITHER PERFECT COMPUTER SOLUTIONS NOR ANYONE ELSE WHO HAS BEEN INVOLVED IN THE CREATION, PRODUCTION, OR DELIVERY OF THIS PROGRAM SHALL BE LIABLE FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING OUT OF THE USE, THE RESULTS OF THE USE, OR INABILITY TO USE SUCH PRODUCT EVEN IF PERFECT COMPUTER SOLUTIONS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR CLAIM. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

6. MISC: This License Agreement shall be governed by the laws of the State of New York and shall insure to the benefit of Perfect Computer Solutions, its successors, administrators, heirs, and assigns.
7. ACKNOWLEDGEMENT: YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU ALSO AGREE THAT THIS AGREEMENT IS THE COMPLETED AND EXCLUSIVE STATEMENT OF AGREEMENT BETWEEN THE PARTIES AND SUPERCEDES ALL PROPOSALS OR PRIOR AGREEMENT, VERBAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

Should you have any questions concerning this Agreement, please contact in writing:
Perfect Computer Solutions, Inc.
700 N Ohioville Rd.
New Paltz, NY 12561
Or via E-Mail: techsupport@perfectcompsolutions.com