User Manual

GET
HR & Security

Virtual Clock

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Virtual clock

1. About the virtual clock

The traditional method of recording time worked, i.e. by producing a badge at a badge reader terminal, is making way for what is known as the virtual terminal. This is the case particularly in offices, where most people have a PC, and therefore have easy access to the local network.
In this case we can replace the badge reader with a process of logging on to the web application and registering there.
Additionally, you can use traditional badge readers and virtual clocks alongside each other. Using the Virtual clock option, you can, for example, give people who work at home the possibility of recording their working times, and requesting information using their PCs.
The Virtual clock can also be used at sites with a very small number of employees, while the main building continues to use traditional badge readers.

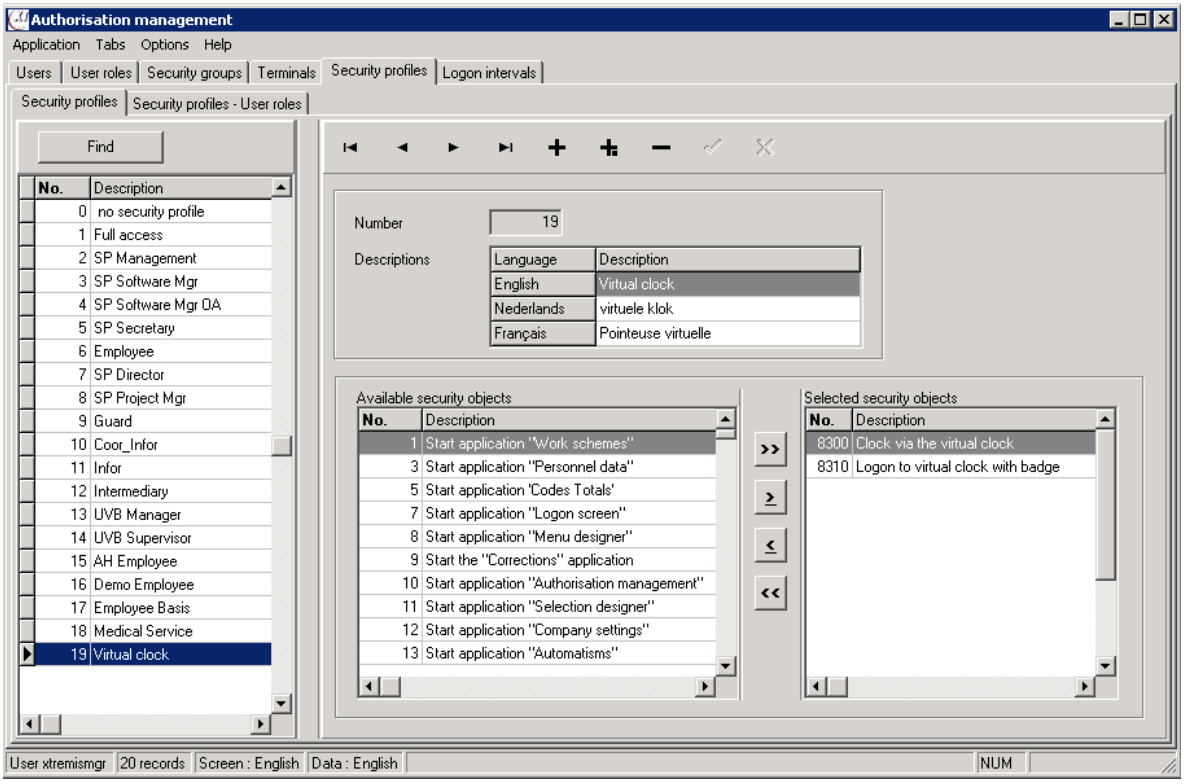
The online virtual terminal is simply an extension of the standard web interface modules. You can log on to the "virtual terminal" using an alternative URL, i.e. a web page in order to register a clocking action. This means there is direct communication between the web browser and the XTremis web application server.

2. Parameter settings

2.1 Authorisation Management

2.1.1 Security profile

In the **Security profiles** tab of the **Authorisation Management** window, create a security profile for the employees who will be using the virtual clock. To this new security profile, you can assign the security objects described in chapter “Security objects” on page 4 :



2.1.2 Security objects

Security objects are added to security profiles in the **Authorisation Management** window. Afterwards, these security profiles are linked to certain employees (see the Authorisation Management manual).

Please note:

You cannot use the **Authorisation Management** window unless you have purchased the **Authorisation Management of features** option. If this option is not installed, everyone in your company will be able to open all application windows, and query and update data. This manual assumes that this option is installed.

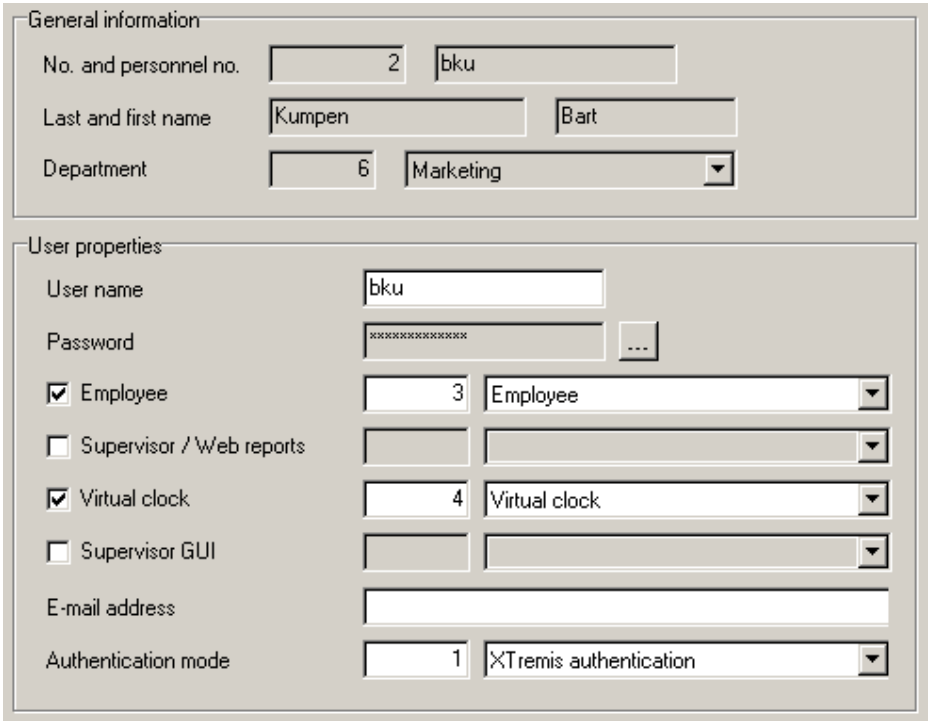
There are two security objects related to the **Virtual clock** web page.

Clock via the virtual clock (8300)
To log on and clock using the virtual clock.

Logon to virtual clock with badge (8310)
To log on to the virtual clock using a badge reader linked to the terminal. To clock you will also need security object 8300.

2.1.3 User roles and user role categories

In the **Authorisation Management** window, tab **User roles**, create a user role for the virtual clock. Link the security profile you have just created (see chapter “Authorisation Management Security profile” on page 3) to this user role. In the **Users** tab, you then assign the user role category and user role to the employees who will be using the virtual clock to record clocking actions:

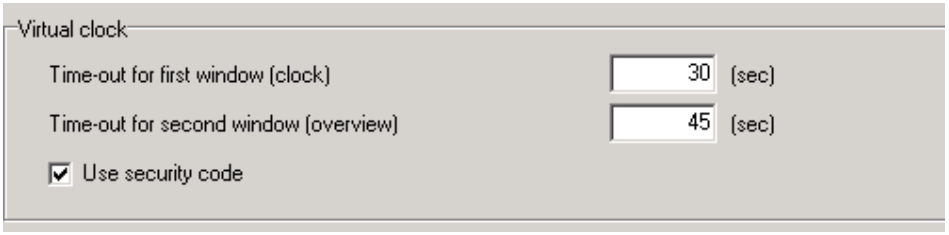


2.2 The resources in Company settings

In the **Company settings** window, in the **System parameters** tab, enter whether or not certain items should be visible to users.
You can set the following system parameters for the **virtual clock** web page:

Class	Resource	Function
XTremisWeb	BookTimeLimit	This parameter specifies for how many seconds the **Time left** time bar appears in the first page (after you have logged on)
XTremisWeb	OverviewTimeLimit	This parameter specifies for how many seconds the overview page (containing information on your clocking actions for the day) is shown if you do not click the link **Click here to return to the logon screen**.
XTremisWeb	VirtualTerminalSafetyCode	**Value 1**: the virtual clock is displayed with safety code. **Value 0**: the virtual clock is displayed without safety code.

In the **XTremisWeb** tab in the **Company Settings** window, you will see a clearer visual overview of all the system parameters related to the XTremis web pages. Scroll down a little and you will see the parameters relating to the virtual clock:



- **Time-out for first window (clock)**: corresponds with system parameter 'BookTimeLimit'.
- **Time-out for second window (overview)**: corresponds with system parameter 'OverviewTimeLimit'.
- **Use security code**: if the system parameter 'VirtualTerminalSafetyCode' is set to 1 this field will be checked; if the parameter is set to 0 this field will not be checked.

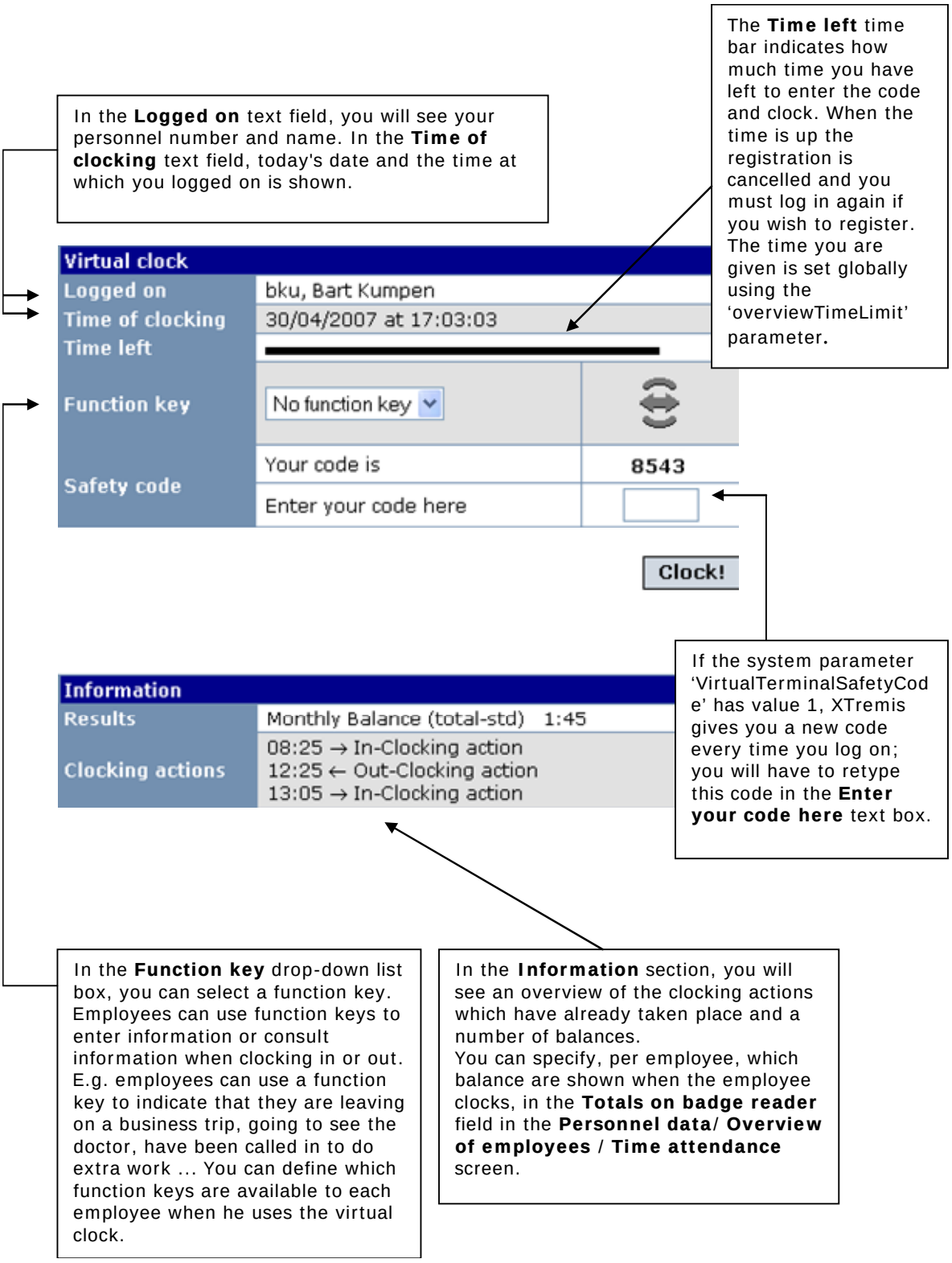
If you change one of these settings in the **System parameters** tab, the value in the **XTremisWeb** tab also changes, and vice versa.

3. Log on to the virtual clock

1) Open the logon page for the virtual clock.
2) In the **User name** text box, enter your XTremis user name.
3) In the **Password** text box, enter your XTremis password.
4) Click **OK**.

4. Clock using the virtual clock

Once you have logged on using your user name and password, the second page will be shown. In this page, you can record the actual clocking action.



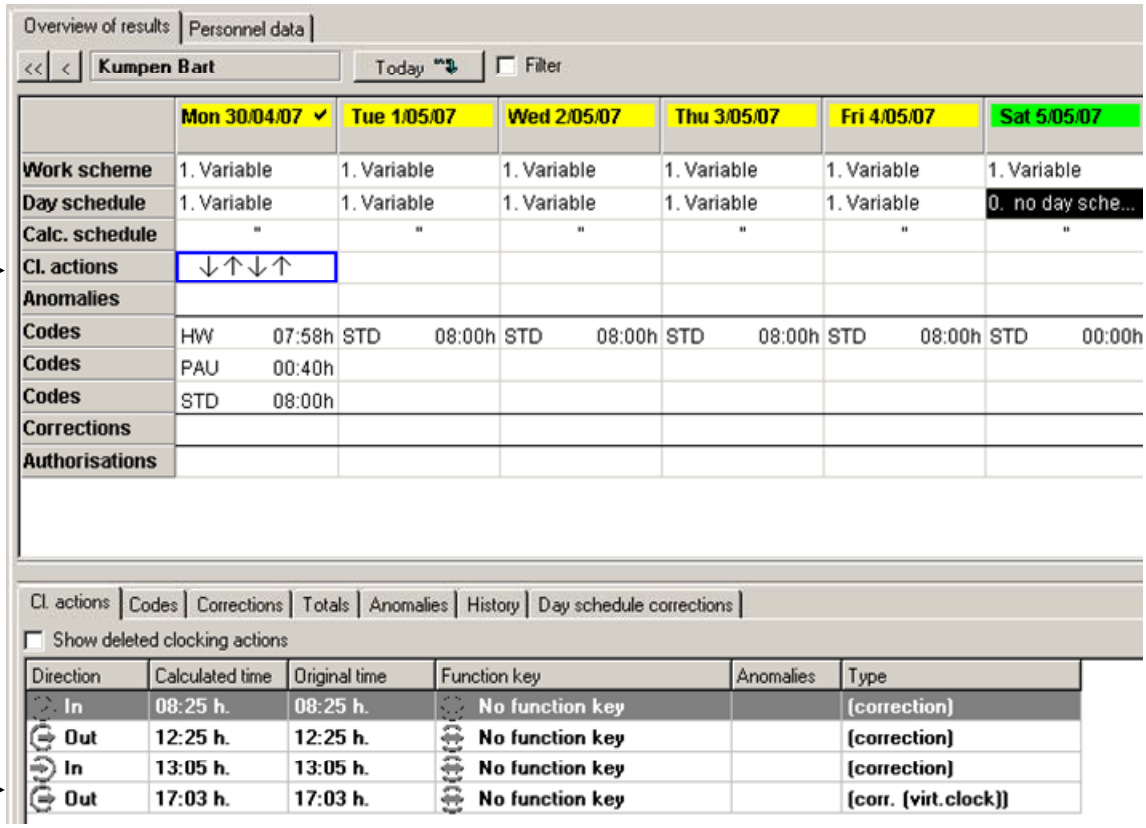
Once you have clocked, you will see an overview page which you use to confirm the clocking action:

Information	
Results	Monthly Balance (total-std) 1:45
Clocking actions	08:25 → In-Clocking action 12:25 ← Out-Clocking action 13:05 → In-Clocking action 17:03 Clocking action
Action	**Transaction has been completed succesfully** Click here to return to the logon screen

4.1 View clocking actions in the Corrections window

Once you have clocked using the virtual clock the **Corrections** windows (both the web and GUI windows) will show you that the clocking action has taken place:

In the **Clocking actions** row, the arrow pointing downwards indicates that a clocking in action has taken place.



In the **Clocking actions** sub tab you will see more details: in this example we see a clocking out action at 17:03, which has been recorded without a function key, using the virtual clock.

5. Options

5.1 Decentral virtual clock

In most cases, the online functionality and operations are sufficient to allow all users to clock. In some environments, however, a decentralised set up can potentially give problems because no offline operation is provided. Problems can arise when:

- there is a problem in the network (usually the WAN);
- the web server is not available due to maintenance.

In many environments the situations above are exceptional and can be controlled. In large networks, or environments with a large number of decentralised environments over a WAN, this can give rise to problems because employees cannot register clocking actions as long as the web server is not available.

To resolve this issue, you can use the **Decentral virtual clock** module. Functionally, this module works in exactly the same way as the online version (the same web pages, the same log on options, the same confirmations). The only difference is that this module does not communicate directly with the XTremisWeb server, but with a PC on which IIS (Microsoft Internet Information Server) is installed along with IBCU (BLITS) software. The IBCU software is a BLITS (badge reader network) solution, which issues confirmations and stores registrations if the XTremisWeb server is offline. When it comes online again the registrations are sent automatically.