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ABRIDGED
User Guide
(For Flexi Schedule Users)

TCMS V2

A Central Solution for
Time Attendance and Access Control

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Installation Guide for TCMS V2 Software

This is an abridged version of the TCMS V2 User Guide, meant to guide you with your initial TCMS V2 installation and the basic setup required to use the Flexi Schedule in the software. To fully explore TCMS V2 and all its extensive features, please refer back to the TCMS V2 User Guide. Get ready with the FingerTec Going Green DVD provided with your FingerTec purchase, and here we go.

NOTE *In case of a lost/damaged DVD, you can download the latest version of the software online at user.fingertec.com/software-updates.html*

1 DVD Installation

- Insert the FingerTec Going Green DVD into your computer. Please note that if you are sharing TCMS V2 on multiple workstations, **make-sure that you do clock operation from one workstation at a time** to avoid complications or corruptions with your database.
- Once the DVD is inserted, it will auto-run. Click Run Start.exe to view the flash introduction.
- Click on Software and choose Software Installation. Follow the preceding steps shown on the screen to install the TCMS V2 software.
- At the first screen of the FingerTec TCMS V2 InstallShield Wizard window, click Next to continue with the installation.
- At the next screen, click on I accept the terms in the license agreement after reading the User Software License Agreement. Then, click Next.
- At the next screen, specify your preferred destination folder to install the software and click Next to continue. If no changes are made, the location will remain at its default location in *C:\Program Files\FingerTec Worldwide\TCMS V2*
- At the next screen, click Install when you are ready to install the TCMS V2 software.
- Click Finish when the installation completes. You will find the TCMS V2 shortcut icon on your computer desktop.

Workflow in Summary

Software ▶ Software Installation ▶ FingerTec TCMS V2 InstallShield Wizard ▶ Next ▶ I accept the terms in the license agreement ▶ Next ▶ Specify destination folder and click Next ▶ Install ▶ Finish.

2 Basic Setup

- Start by right-clicking the TCMS V2 shortcut icon found on your desktop, and choose to Run as Administrator to run TCMS V2.
- When prompted, choose your preferred language. The language used in this guide is English.
- At the next screen, enter the relevant Product Key for authorization to use the software. The information required, including Product Key and Terminal Serial Number, is located at the back of the FingerTec Going Green DVD cover. Click Next after entering the Product Key.
- At the next screen, options are given for your date format preference. This will affect how recorded transactions are displayed, and can be changed later on. An example is displayed for reference. Choose accordingly and click Next.
- At the next screen, choose the keywords to label your company's working and non-working days. Three options are given for non-working days to accommodate different wage rates on different non-working days. Also choose the first day of the week (ie: Sunday in UAE, Monday in USA), the payroll cycle used (Monthly, Weekly, etc) and the payroll cycle's start date. Choose according to your company's policies and click Next.
- At the next screen, choose the type of schedule to use accordingly (ie: Flexi for workers with flexible clocking times, Weekly for normal workers). For advanced users, you can choose to edit the clocking schedule here by clicking on More Options. For other users, click Next to continue.
- At the next screen, configure the password that will be used to access TCMS V2. If left empty, the TCMS V2 can be accessed by anyone using the computer. Also fill in the company information and click Next to continue. The company information used here will be displayed in the attendance sheets and reports.

- At the next window, click Finish and wait for a pop-up window saying Thank You. Click Ok to continue.
- Congratulations! You have now successfully installed and configured the initial setup of your TCMS V2 software. Wait for the FingerTec Terminal window to pop-up and carry on with the next chapter.

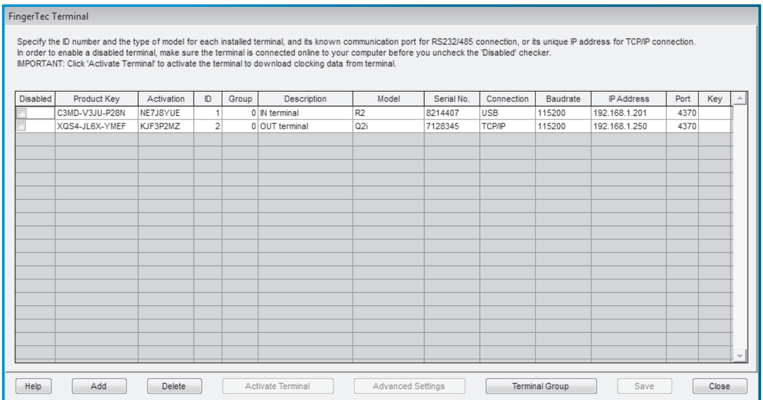
Workflow in Summary

Double-click TCMS V2 shortcut icon ▶ Choose language ▶ Enter Product Key ▶ Next ▶ Set Date Format Preference ▶ Next ▶ Set Day Type keyword ▶ Next ▶ Choose Clocking Schedule Type ▶ Next ▶ TCMS V2 Password Configuration ▶ Next ▶ Finish ▶ Click OK when you see Thank You

3 Terminal Activation for the first time

Caution: *After choosing your connection type, be sure to only follow the relevant instructions to avoid any errors during configuration.*

To start, click on the Devices icon and double-click Setup FingerTec terminals. This will open the FingerTec Terminal window.



The FingerTec Terminal window

3.1 TERMINAL ACTIVATION VIA USB OR USB/CLIENT

- Make sure that you have a USB flash disk complete with information of the terminal that you want to connect to TCMS V2. Change the Connection Type to USB (or USB/Client if you are activating a TA300 terminal). PLEASE NOTE that if you have more than 1 terminal connecting via USB, you will need to change the device ID number. Please refer to Chapter 2 of the TCMS V2 User Guide for instructions.
- Choose the terminal model. The terminal of which its Product Key is being used to install TCMS V2 will appear on the first line in the FingerTec Terminal window. Proceed by clicking on the relevant cell below the Model header and choosing the model of terminal. Please go to *product.fingertec.com* to find out more about FingerTec products.
- There is a checker labeled Disabled on the far right of the FingerTec Terminal window. Uncheck the Disabled button for the system to start connecting to the terminal. The software may take a moment to do so.
- The system will prompt you to insert the Serial Number of your terminal. Insert the correct serial number, which can be found on the same hologram sticker pasted at the back of the FingerTec Going Green DVD cover, and then press Enter. Once the Apply button is enabled, click it to proceed.
- You will now be prompted to insert the Activation Key of the terminal. Insert the information, and then click OK ▸ Save ▸ Close. This establishes the connection between the TCMS V2 software and the terminal via USB and you can start downloading data from the terminal to TCMS V2.
- It is crucial that you save the information to avoid connection loss between TCMS V2 and the terminal. Once the terminal is activated in TCMS V2, all icons on the software will be activated, and you are now ready to configure and use TCMS V2.

Workflow in Summary

Click Devices icon ▸ Setup FingerTec terminals ▸ Choose the terminal model ▸ Uncheck Disabled button ▸ Insert Serial Number ▸ Enter ▸ Apply ▸ Insert Activation Key ▸ OK ▸ Save ▸ Close

3.2 TERMINAL ACTIVATION VIA TCP/IP

- Make sure that you have connected the terminal and the computer installed with TCMS V2 to a switch using a CAT5 cable. Once the cable is connected, assign a fixed/static IP address to your computer. Refer to 3.2.1 for instructions on how to configure your IP address. You can then start activating your terminal.
- The terminal of which its Product Key is being used to install TCMS V2 will appear on the first line in the FingerTec Terminal window. Proceed by clicking on the relevant cell below the Model header and choosing the model of terminal. Please go to *product.fingertec.com* to find out more about FingerTec products.
- Proceed by clicking on the relevant cell below the IP Address header and specifying the IP address for your terminal. The default IP address is 192.168.1.201. You might have a different IP address; find the details from your IT personnel.
- There is a checker labeled Disabled on the far right of the FingerTec Terminal window. Uncheck the Disabled button for the system to start connecting to the terminal. The software may take a moment to do so.
- Once the Disabled checker is disabled, the system reads the IP address and displays the correct serial number of the terminal. Once the Apply button is enabled, click it to proceed.
- You will now be prompted with a pop-up window requiring an Activation Key. Insert the correct key and the Apply button will be enabled when you have typed in the Activation Key. Click on the Apply button and the system will prompt a Congratulations message. Click OK to proceed.
- It is crucial that you save the information to avoid connection loss between TCMS V2 and the terminal. Once the terminal is activated in TCMS V2, all icons on the software will be activated, and you are now ready to configure and use TCMS V2.

Workflow in Summary

Click Devices icon ▶ Setup FingerTec terminals ▶ Choose the terminal model ▶ Specify IP address ▶ Uncheck Disabled button ▶ Click Apply after Serial Number is displayed ▶ Insert Activation Key ▶ Apply ▶ OK ▶ Save ▶ Close

3.2.1 Terminal Activation Via TCP/IP

In some cases (i.e.: you have an empty port on your PC, and do not have a switch) it is necessary to set a static IP address on your local Network Interface Controller (NIC). To configure your IP address automatically in Windows 7 follow these steps:

- On your Desktop, Go to Start and then go to Control Panel.
- Left click on Network and Internet and choose Network and Sharing Center.
- On the left side choose Change adapter settings.
- Right click on your network card icon and choose Properties from the drop-down menu.
- Under the Networking tab, choose Internet Protocol Version 4 (TCP/IPv4) click on Properties.
- In next window, click on Use the following IP Address and fill in the relevant details. If unsure of the details here, please refer to your IT personnel.
- Save your changes to avoid any information loss.

Workflow in Summary

Start ▸ Control Panel ▸ Left-click on Network and Internet ▸ Network and Sharing Center ▸ Change adapter settings ▸ Right-click on your network card icon ▸ Properties ▸ Under Networking, choose Internet Protocol Version 4 (TCP/IPv4)
▸ Properties ▸ Use the following IP address ▸ Insert details ▸ Save

3.3 TERMINAL ACTIVATION VIA COM PORT FOR SERIAL CONNECTION RS485 OR RS232

- Make sure that you have connected the terminal and the computer installed with TCMS V2 using a serial cable. It is recommended to maintain the RS232 cable length at 1 meter to avoid data loss and for RS485, the maximum distance is 1km, but excellent data repeaters should be installed with it.
- Remember to select the correct COM port for your connection. Seek assistance from your IT department, or find it in your computer's Device Manager settings.

- PLEASE NOTE that some computers without serial ports may require serial-to-USB converters to allow compatibility with RS 232 serial devices. Once the cable is connected, you can then start activating your terminal.
- The terminal of which its Product Key is being used to install TCMS V2 will appear on the first line in the FingerTec Terminal window. Proceed by clicking on the relevant cell below the Model header and choosing the model of terminal. Please go to *product.fingertec.com* to find out more about FingerTec products.
- Determine the baudrate (speed of data transfer via serial connection) and make sure that the value in the terminal must be the same as shown in TCMS V2. To check the baudrate value of the terminal, press Menu ▸ Comm ▸ RS232/485 ▸ Baudrate.
- There is a checker labeled Disabled on the far right of the FingerTec Terminal window. Uncheck the Disabled button for the system to start connecting to the terminal. The software may take a moment to do so.
- When the connection is established, the system will prompt you to insert the Serial Number of your terminal. Insert the correct serial number, which can be found on the same hologram sticker pasted at the back of the FingerTec Going Green DVD cover.
- You will now be prompted with a pop-up window requiring an Activation Key. Insert the correct key and the Apply button will be enabled when you have typed in the Activation Key. Click on the Apply button and the system will prompt a Congratulations message. Click OK to proceed.
- It is crucial that you save the information to avoid connection loss between TCMS V2 and the terminal. Once the terminal is activated in TCMS V2, all icons on the software will be activated, and you are now ready to configure and use TCMS V2.

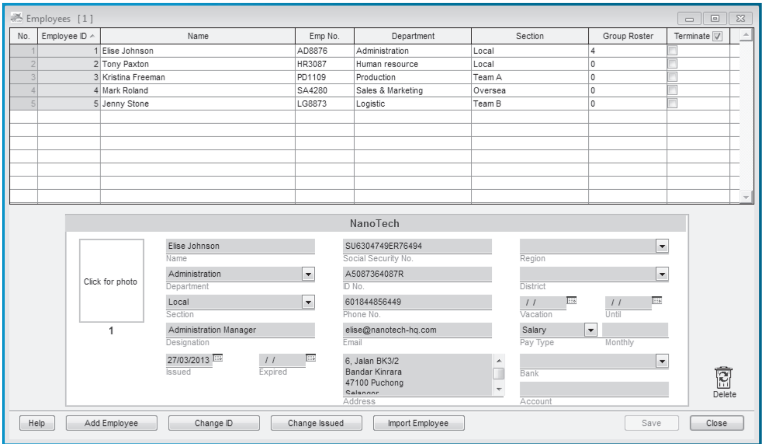
Workflow in Summary

Click Devices icon ▸ Setup FingerTec terminals ▸ Choose the terminal model ▸ Determine and compare baudrate value ▸ Uncheck Disabled button ▸ Insert Serial Number ▸ Insert Activation Key ▸ Apply ▸ OK ▸ Save ▸ Close

4 Enroll/Add or Download/Transfer Employees

4.1 ENROLL/ADD NEW EMPLOYEE

- To enroll/add a new employee into TCMS V2, click on the Employees icon. You will then be prompted with a pop-up window Employees.



The Employees window

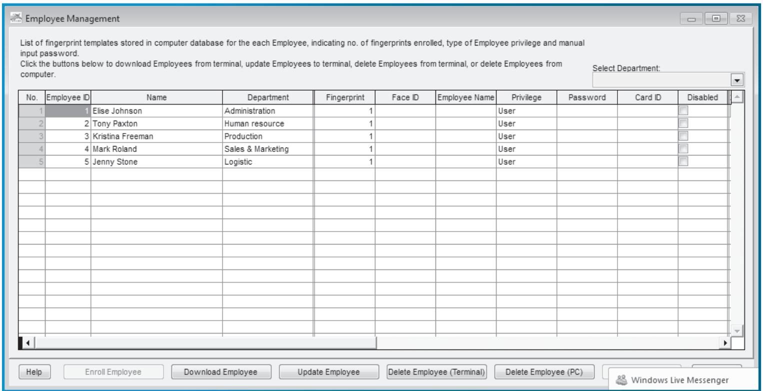
- Click on Add Employee. You will then be prompted with a pop-up window Add Employee ID. Enter the relevant ID and click Apply.
- In the Employees window, insert the employee's details (ie: Name, Emp No., Department, etc) and click Save.
- You will then be prompted with a pop-up window Change Group Roster. In the window, click on Current Payroll Cycle and Apply.
- Click Close when you are done.

Workflow in Summary

Employees ▶ Add Employee ▶ Add employee ID then Apply ▶ Insert employee details then Save ▶ Close ▶ Devices ▶ Employee Management ▶ Choose employee ID then Enroll Employee ▶ New ▶ Fill in the necessary details ▶ If necessary, set Password and Card ▶ If enrolling fingerprint, Enroll ▶ Place finger on OFIS scanner 4 times ▶ Okay ▶ Update Employee ▶ Apply

4.2 DOWNLOAD/TRANSFER EMPLOYEES

- To download/transfer employees from the terminal to TCMS V2, click on the Devices icon and double-click Employee management. Please note that if you have more than one terminal, please select your terminal. Otherwise, the terminal will be selected by default.



The Employee Management window

- Click on Download Employee inside the Employee Management window (as shown above) and you will be prompted with a pop-up window Download Employees from Terminal.
- Ignore this step if you have only one terminal connected to TCMS V2. If you have more than one terminal connected to TCMS V2, select the terminal ID you want to transfer/download the employees from by clicking on Select Terminal ID. All the connected terminals' IDs will be shown in the dropdown menu. Once you have made your selection, all employees from the terminals will be displayed.
- Select the employees you want to transfer/download to TCMS V2. You have the option to select All, None or Some. Selecting All will highlight all employees from the terminals. If you choose to select Some, you need to click on the employees that you want to transfer/download to TCMS V2. To undo your selection, click None.
- Choose the type of data you want TCMS V2 to download from your terminal. It is recommended that you select all the 4 checkers. Ignore Face ID if your terminal does not record face templates.

- Check on Do not overwrite PC's employee info if no terminal data is downloaded if you already have employee data in Employee Management and would like to keep the existing employee data.
- Click Apply once you have confirmed your selection. All the selected employees will appear in the Employee Management window. Click Save Employee to save the data in TCMS V2.
- After you have completed the editing and you have checked the accurateness of the data, update it back to the terminal by clicking the Update Employee button.
- Select the employees you want to update and click Apply for the changes to take effect on the terminal. This will also sync the terminal and the workstation's clocks together.

Workflow in Summary

Devices ▶ Employee Management ▶ Download Employee ▶ if more than one terminal avtivated, Select Terminal ID ▶ Select Employees to download/transfer ▶ Select type of data to download ▶ Check on Do not overwrite PC's employee info if no terminal data is downloaded to preserve existing data on PC ▶ Apply ▶ Save Employee ▶ Update Employee ▶ Apply

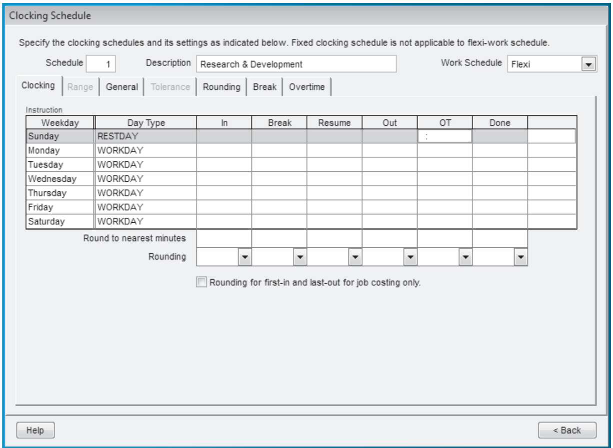
5 Configure Clocking Schedule

Flexi Clocking Schedule is a flexible working schedule that by default does not include any late-ins, early-outs or overtime. To provide flexibility, this may be configured later on. This is suitable for groups of workers where their working time is not fixed. This chapter elaborates in detail the Flexi Clocking Schedule configurations. To configure Weekly or Daily Clocking Schedules, please refer to Chapter 3 of the TCMS V2 User Guide that can be downloaded at *www.fingertec.com/customer/download/postsales/SUM-TCMSV2-E.pdf*.

To start, click on the System Settings icon and double-click Clocking Schedule. At the Clocking Schedule window, choose to either Edit your existing Flexi Work Schedule or add a new flexi schedule by clicking Add Schedule ▶ Choose Flexi in Work Schedule.

There are 5 tabs that you need to set for Flexi clocking schedules; Clocking, General, Rounding, Break and Overtime. A checklist is provided at the end of Chapter 5 (page 26) to recap the necessary steps involved in configuring Clocking Schedules.

5.1 CLOCKING



The Clocking Schedule window, with the Clocking tab chosen

These are Clocking rules that you need to set in flexi clocking schedules, which includes configurations for the days and the time recorded for transactions. If you would like the late-ins and early-outs to be displayed, input values for the IN and OUT times. Otherwise, leave it blank.

5.1.1 Total Days

There is a total of 7 days per week that can be selected for input. However, the actions available for each day will depend on its Day Type.

5.1.2 Day Type

There are 4 different Day Types to choose from according to your needs; Workday, Rest day, Off day and Holiday.

- **Work Day:** This will define the normal working days for your company. By default, Monday to Saturday will be marked Work day.
- **Rest Day:** This will define the normal non-working days for your company. By default, Sunday will be marked Rest day.
- **Holiday:** This will define the non-working holidays for your company. This is more appropriate for days such as public holidays.
- **Off Day:** This will define the non-working days for your company. This is similar to a Rest day, but employs different wage rates than Rest day and Holiday. Use in accordance to your company's policies.

5.1.3 Rounding Each Clocking Slot

At every clocking column, you can configure the Round to nearest minutes option, which means that the attendance recorded will be rounded into the nearest minutes as specified in the field. This function works in tandem with the Rounding option below it.

- **Up:** Attendance time recorded is rounded up to the nearest minute. E.g.: if Round to nearest minute is set to 15, all minutes will be rounded up as per below: *1-15 minutes = 15, 16-30 minutes = 30, 31-45 minutes = 45, 46-59 minutes = 1 hour*
- **Down:** Attendance time recorded is rounded down to the nearest minute. E.g.: if Round to nearest minute is set to 15, all minutes will be rounded down as per below: *1-15 minutes = 0, 16-30 minutes = 15, 31-45 minutes = 30, 46-59 minutes = 45*
- **Midpoint:** Attendance time recorded is rounded according to the midpoint calculated. E.g.: if Round to nearest minute is set to 15, the midpoint is 7 and the clocking schedule's IN time is 9:00 am.

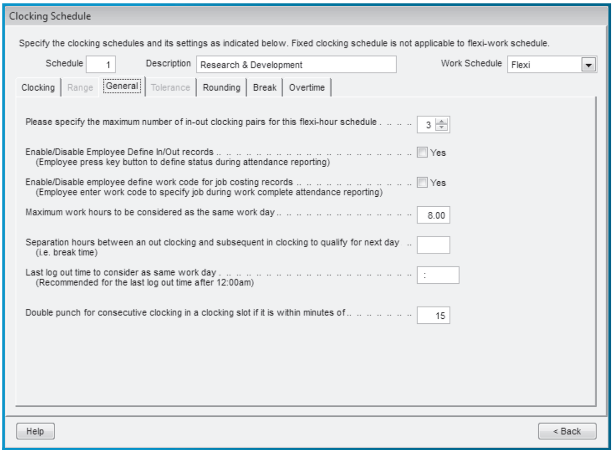
  If the user verifies in less than 7 minutes after the IN time, for example 9:06 am, the software will round down the transaction data to be displayed as 9:00 am. If the user verifies more than 7 minutes after the IN time, for example 9:08 am, the software will round up the transaction data to be displayed as 9:15 am.

5.1.4 Rounding for first-in and last-out for job costing only

There is a button where you can choose to apply Rounding for first-in and last-out for the purpose of job costing, simplifying management's work in determining the price costing for each different task. Leave it blank if you do not wish to use this rule in your attendance data.

- **Available for job costing:** For a sample solution on how to setup the job costing feature for multiple different jobs, please refer to *www.fingertec.com/newsletter/Feb2013/as-01.html*.

5.2 GENERAL



The Clocking Schedule window, with the General tab chosen

These are general rules that you need to set in flexi clocking schedules. These rules will affect how the transactions are recorded or calculated.

5.2.1 Clocking pair

The maximum pairing of clocking time in TCMS V2 is THREE (eg: IN-OUT, Break-Resume, OT-DONE). We recommend setting THREE pairs to ensure that all clock-out information shows up correctly. Select your preference according to your company policies.

5.2.2 Employee define In/Out records

Click Yes if you want users to press the relevant key button to define their status during attendance reporting. For example, an employee must push the IN button on the terminal before clocking in and pushes the OUT button before clocking out.

Leaving this checker unchecked will prompt the system to accept the clocking times of the user and slot them into the appropriate clocking slots automatically. Please note that most users do not use this function, as implementation is hard due to employees mixing up the buttons.

5.2.3 Job costing

Click Yes if you want users to enter their workcode to specify their tasks in the attendance report. This is only appropriate for job costing purposes, and does not apply if your company does not practice job costing. Please note that using this function will also enable the unlimited punch feature.

5.2.4 Maximum work hours to be considered as same work day

You need to specify the duration in hours between a clock in and a clock out, to qualify an employee for the same day's transactions. This is applicable when an employee reports to work late at night and the working hours are extended until the next day. If there are no adjustments made, the system may confuse the clock out transaction.

To avoid this, you need to specify the maximum work hours of an employee for his/her work time to be considered as the same workday.

For example;

The user verifies at the following times: 10:00 pm (Monday), 8:00 am (Tuesday)

If you configure the Maximum work hours to be considered as same work day to 10 hours,

You will get results as below: **IN = 22:00, OUT = 08:00 - Monday**

Please note that this function can only be used if the Last log out time to be considered as same work day function is left blank. This is because the Maximum work hours… function is more appropriate for scenarios that involve a 24-hour facility (i.e. fastfood restaurant), whereas the Last log out time… function is more appropriate for clocking out after midnight.

5.2.5 Separation hours

Following the rule above, you need to specify the duration in hours between a clock out and a clock in for overtime, to qualify an employee for the same day's transactions. This is applicable when an employee wants to clock in for overtime after clocking out in the morning e.g. finishing his normal shift after midnight, and then clocking back in for overtime.

This is different from Maximum work hours that defines the duration between the clock in and clock out, because Separation hours defines the duration between the clock out and clock in.

> ***For example;***
>
> The user verifies at the following times: 10:00 pm (Monday), 8:00 am (Tuesday), 8:30 am (Tuesday), 8:59 am (Tuesday)
>
> If you configure the Maximum work hours to be considered as same work day to 10 hours and Separation hours to 1 hour,
>
> You will get results as below: **IN = 10:00 pm, OUT = 8:00 am, OT = 8:30 am, Done = 8:59 am - Monday**

Please note that both the OT and Done transactions must be within the Separation hours defined for it to be considered in the same day's transactions.

5.2.6 Last log out time to be considered as same work day

As mentioned in the column above, if an employee checks in late at night and the work hour extends to the next day but is to be considered the same work day, you need to specify the last log out time that the company allows to be considered as the same work day.

> ***For example,***
>
> The user verifies at the following times: 10:00 pm (Monday), 8:00 am (Tuesday), 8:30 am (Tuesday), 8:59 am (Tuesday)
>
> If you configure the Last log out time to consider as same work day = 0900,
>
> You will get results as below:**IN = 10:00 am, OUT = 8:00 am, OT = 8:30 am, Done = 8:59 am - Monday**

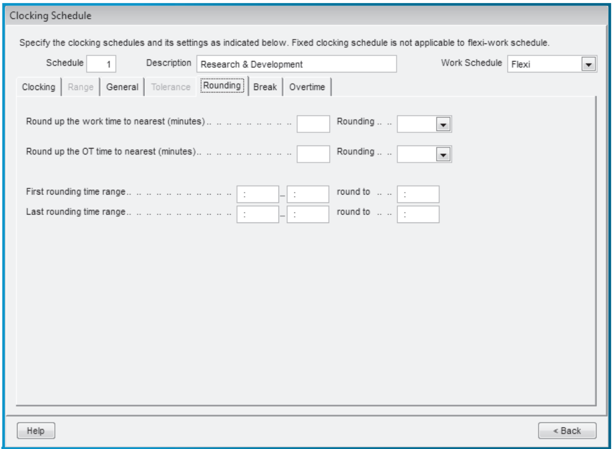
Please note that this function can only be used if the Maximum work hours to be considered as same work day function is left blank. This is because the Maximum work hours… function is more appropriate for scenarios that involve clocking out after midnight, whereas the Last log out time… function is more appropriate for a 24-hour facility (ie: fastfood restaurant).

5.2.7 Double punch

All clocking activities within this predefined time interval will be displayed as one transaction only. Only the first transaction among all the transactions within this time interval will be displayed.

> ***For example,***
>
> The user verifies at the following times: 9:00 am, 9:03 am, 9:07 am, 9:09 am
>
> If you configure the Double Punch to 10 minutes, only the 9:00 am transaction will be displayed.

5.3 ROUNDING



The Clocking Schedule window, with the Rounding tab chosen

Rounding is to determine the rounding of minutes rule allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

5.3.1 Rounding total work time and overtime

- **Up:** Work time and overtime recorded is rounded up to the nearest minute. E.g.: if Round to nearest minute is set to 15, all minutes will be rounded up as per below:

  1-15 minutes = 15, 16-30 minutes = 30, 31-45 minutes = 45, 46-59 minutes = 1 hour

- **Down:** Work time and overtime recorded is rounded down to the nearest minute. E.g.: if Round to nearest minute is set to 15, all minutes will be rounded down as per below:

  1-15 minutes = 0, 16-30 minutes = 15, 31-45 minutes = 30, 46-59 minutes = 45

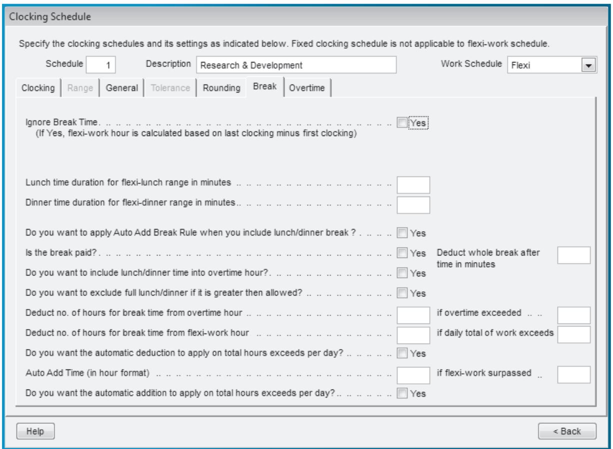
- **Midpoint:** Work time and overtime recorded is rounded according to the midpoint calculated. E.g.: if Round to nearest minute is set to 15, the midpoint is 7 and the clocking schedule's IN time is 9:00 am.

If the user verifies in less than 7 minutes after the IN time, for example 9:07 am, the software will round down the transaction data to be displayed as 9:00 am. If the user verifies more than 7 minutes after the IN time, for example 9:08 am, the software will round up the transaction data to be displayed as 9:15 am.

5.3.2 Rounding time range

- **First rounding:** This function is designated for the IN time only. You can round the IN time into the desired time. For example: any transaction between 8:45 am – 9:00 am will be rounded to show as 9:00 am.
- **Last rounding:** This function is designated for the OUT time only. You can round the OUT time into the desired time. For example: any transaction between 5:01 pm – 5:15 pm will be rounded to show as 5:00 pm.

5.4 BREAK



The Clocking Schedule window, with the Break tab chosen

Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

5.4.1 Ignore Break time

Click Yes if you do not wish to include break time in the calculation of total working hours. This will deduct break time from work time. In layman's terms, clicking Yes means that the company will pay for the break time regardless of how long it is. If you click on the checker, the flexi-work hour will be calculated in this formula:

Last clocking - First clocking = Flexi-work hour.

5.4.2 Lunch time duration for flexi-lunch range in minutes

Specify the length of lunchtime allowed for a flexi-schedule employee in this schedule.

5.4.3 Dinner time duration for flexi-dinner range in minutes

Specify the length of dinnertime allowed for a flexi-schedule employee in this schedule.

5.4.4 Do you want to apply Auto Add Break Rule when you include lunch/dinner break?

This is applicable to workers who clock in early after breaks to continue work. Clicking Yes will mean that any remaining lunch/dinner time will be added into work time.

> ***For example,*** if it is enabled, and an employee clocks in 10 minutes before his break time is up, the remaining 10 minutes will be added to his total work time.

5.4.5 Is the break paid?

Click Yes to include the time taken for lunch/dinner into the total working hour. Leaving this unchecked will deduct the break time from the total working hour.

5.4.6 Deduct whole break after time in minutes

By using this function, when an employee takes a break i.e. lunch or dinner more than the allowed minutes, the whole break minutes will be deducted from the total work time.

> ***For example,*** the Deduct whole break after time in minutes is set to 65, the allowed break time is 60 minutes and an employee takes a lunch for 66 minutes. In this scenario, the software will automatically deduct the whole break from the total work hour of the staff.

5.4.7 Do you want to include lunch/dinner time into overtime hour?

Click Yes to include the break times into total overtime hour.

5.4.8 Auto deduct for break time (in no. of hours)

Clicking Yes here will configure the system to automatically deduct the break time from an employee's total work hours.

5.4.9 Deduct no. of hours for break time from overtime hour… if overtime exceeds

Specify the number of hours of break time that will be deducted from the overtime hour if the overtime hour exceeds the value specified in this column.

> ***For example,*** if you set this to Deduct no. of hours for break time from overtime hour 1 if overtime exceeds 3, it means that if an employee works for a total of 3 hours and 5 minutes of overtime, the overtime will be deducted by 1 hour of break time. Therefore, total overtime is 2 hours and 5 minutes.

5.4.10 Deduct no. of hours for break time from flexi work hour…if daily total of work exceeds

Specify the number of hours of break time that will be deducted from the flexi work hour if the daily total of work hour exceeds the value specified in this column.

> ***For example,*** if you set this to Deduct no. of hours for break time from flexi work hour 1 if daily total of work exceeds 8, it means that if an employee takes flexi hour of 9 hours, the total time will be deducted by 1 hour of break time. Therefore, total flexi hour is 8 hours.

5.4.11 Do you want the automatic deduction to apply on total hours exceeds per day?

Clicking Yes here will configure the system to automatically deduct the break time from an employee's flexi work hours by day only instead of by number of punches. This will only apply if the Double Punch setting is activated.

5.4.12 Auto add time (in hour format)… if flexi-work surpassed

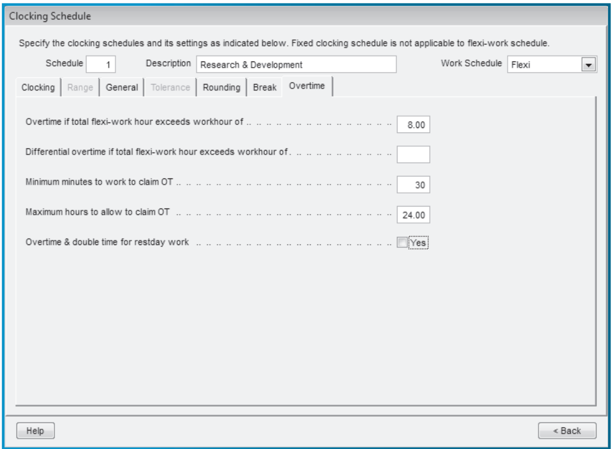
Specify the number of hours of break time that will be added to the flexi work hour if the flexi hour exceeds the value specified in this column.

> ***For example,*** if you set this to Deduct Auto add time (in hour format) 1 if flexi-work surpassed 8, it means that if an employee takes flexi hour of 9 hours, the total time will be increased by 1 hour of break time. Therefore, total flexi hour is 10 hours.

5.4.13 Do you want the automatic addition to apply on total hours exceeds per day?

Clicking Yes here will configure the system to automatically add the break time to an employee's total work hours by day only instead of by number of punches. This will only apply if the Double Punch setting is activated.

5.5 OVERTIME



The Clocking Schedule window, with the Overtime tab chosen

Overtime is to determine the rules for overtime in the flexi locking schedule you define here.

5.5.1 Claim overtime

- **Minimum work hour to claim overtime:**Sometimes a staff would work only for a few minutes and consider it as OT; define the minimum minutes required by the company for a staff to work in order to qualify for an OT claim.
- **Maximum work hour to claim overtime:** Put a limit to a number of hour a staff could claim for overtime. The default maximum is 24 hours.

5.5.2 Others

- **Overtime:** Define the number of hours considered 'normal' working hour for flexi-work. For example, if it is set to 8 hours, if an employee exceeds that 8 hours, the next hour and after are considered as overtime.
- **Differential overtime:** In some companies, their employees are given a different overtime rate after a certain work period. Define how many hours the employee is required to work before he/she is entitled for different overtime.
- **Overtime and double overtime for rest day work:** In some companies, employees are entitled for overtime and double time if they work on a rest day. Tick the checker to enable the employee for the overtime & double time.

Flexi Clocking Schedule Checklist

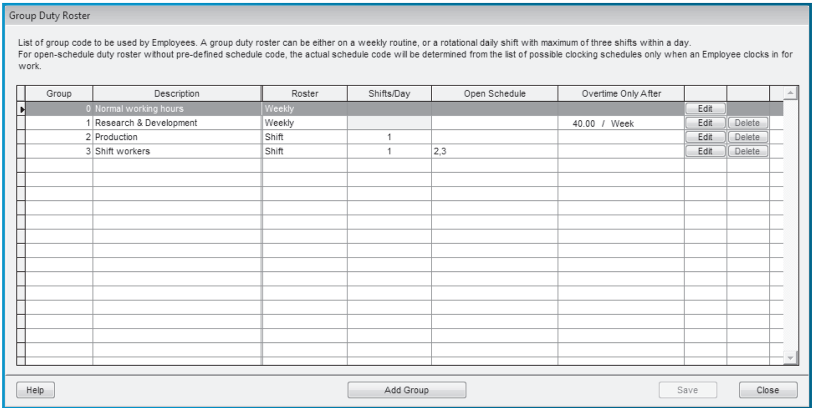
INITIAL SETUP	DONE
Click System Setings icon ▶ Clocking Schedule	
Edit existing clocking schedule, **Or** Add Schedule ▶ Flexi	
CLOCKING TAB	**DONE**
Choose Day type	
Round to nearest minutes ▶ Choose Rounding calculation type ***Note:*** *Only choose to use in accordance to your company policies.*	
For companies that practice Job Costing; Check on Rounding for first-in and last-out for job costing only ***Note:*** *Only choose to use in accordance to your company policies.*	
GENERAL TAB	**DONE**
Choose number of Clocking Pair (3, 2, or 1)	
If employees must define their transaction status (clocking in or out) when verifying, click Yes on Enable Employee Define In/ Out records	
If your company practices Job Costing and employees must enter work codes when verifying, click Yes on Enable employee define work code for job costing records	
If your company has scenarios where an employee's working hours may extend to the next calendar day, define the Maximum work hours to be… ***Note:*** *Only choose to use in accordance to your company policies.*	

GENERAL TAB	DONE
If in the scenario above, the employee can do Overtime after his working hours, define the Separation hours between an out clocking… **Note:** *Only choose to use in accordance to your company policies.*	
Alternatively for the two scenarios above, define the Separation hours between an out clocking… **Note:** *Only choose to use in accordance to your company policies.*	
If you want only the first transaction in a time interval to be displayed, define the Double punch for consecutive clocking… **Note:** *Only choose to use in accordance to your company policies.*	
ROUNDING TAB	**DONE**
Define Round up the work time to nearest (minutes) ▶ Choose Rounding calculation type. **Note:** *Only choose to use in accordance to your company policies.*	
Define Round up the OT time to nearest (minutes) ▶ Choose Rounding calculation type. **Note:** *Only choose to use in accordance to your company policies.*	
Define First rounding time range ▶ Choose the time that it should round to. **Note:** *Only choose to use in accordance to your company policies.*	
Define Last rounding time range ▶ Choose the time that it should round to. **Note:** *Only choose to use in accordance to your company policies.*	
BREAK TAB	**DONE**
If your company wishes to deduct break time from total work time, click Yes on Ignore Break Time. If your company does not employ this practice, ignore the checker and go to the next tab (Overtime)	
Configure lunch time duration.	
Configure dinner time duration.	
If your company wishes to apply Auto Add Break Rule, click Yes on the relevant checker.	
If your company pays for employees' breaks, click Yes on the relevant checker.	
If your company wishes to include lunch/dinner time into overtime hour, click Yes on the relevant checker.	
If your company wishes to Deduct Whole break time if employee exceeds given break time, click Yes on the relevant checker.	
If applicable, specify the number of hours of break time that will be deducted from the overtime hour if the overtime hour exceeds a specified value.	

BREAK TAB	DONE
If applicable, specify the number of hours of break time that will be deducted from the flexi work hour if the daily total of work hour exceeds a specified value.	
If you want to configure the system to automatically deduct the break time from an employee's flexi work hours, click Yes on the relevant checker.	
If applicable, specify the number of hours of break time that will be added to the flexi work hour if the flexi hour exceeds a specified value.	
If you want to configure the system to automatically add the break time from an employee's flexi work hours, click Yes on the relevant checker.	
OVERTIME TAB	**DONE**
Define minimum number of total flexi-work hours to qualify for Overtime.	
Define minimum number of total flexi-work hours to qualify for Differential Overtime.	
Define minimum number of minutes of work to qualify for Overtime.	
Define maximum number of total hours to claim Overtime.	
Click Yes on Overtime & double time for restday work if your company employs this practice.	

6 Setting Group Duty Roster

Group Duty Roster refers to an annual working calendar for all groups of staff in your company. TCMS V2 provides 999 groups to be configured.

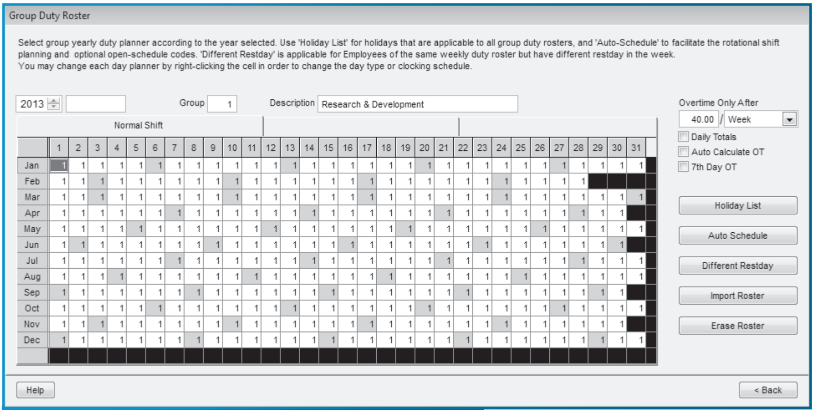


The initial Group Duty Roster window

Start with these easy steps:

- Click on the System Settings icon and double-click Group duty roster. This will initiate the Group Duty Roster window.
- Click Add Group ▸ Select the Group from the list of the drop down menu.
- Once you have selected the "Group" from the list, the type of Roster will be displayed to match your earlier configuration.
- Provide the description of the Group ▸ Click Okay.
- The Group Duty Roster window will be displayed, ready for you to configure.

The Group Duty Roster is presented like a yearly calendar. The possible configurations in the Group Duty Roster window are listed below. A checklist is provided at the end of Chapter 6 (page 32) to recap the necessary steps involved in configuring Group Duty Rosters.



The Group Duty Roster window, ready to be configured

6.1 OVERTIME

6.1.1 Overtime only after

TCMS V2 treats extra working time as overtime or OT when it exceeds the predefined value. You can choose to accumulate extra time either by week or month.

- **Week:** Overtime is given only after the accumulated working time in a week exceeds the specified value. For example, if the predefined working hours is 40 and the employee has worked a total of 45 hours during the week, the employee will get 5 hours to be considered as overtime.
- **Bi-weekly:** Overtime is given only after the accumulated working time in two weeks exceeds the specified value. For example, if the predefined working hours is 80 and the employee has worked a total of 90 hours during the two weeks, the employee will get 10 hours to be considered as overtime.
- **Semi monthly:** Semi monthly is different than bi-weekly, as bi-weekly calculates every two weeks (ie: every other Friday) while Semi monthly calculates twice a month (ie: every 15th and last day of the month).

  Overtime is given only after the accumulated working time in half a month exceeds the specified value. For example, if the predefined working hours is 80 and the employee has worked a total of 90 hours during half a month, the employee will get 10 hours to be considered as overtime.

- **Month:** Overtime is given only after the accumulated working time in a month exceeds the specified value. For example, if the predefined working hours is 160 and the employee has worked a total of 180 hours during the month, the employee will get 20 hours to be considered as overtime.

6.1.2 Others

The options below may or may not apply to your company. These options will affect how the total overtime hours are calculated. Choose according to your company policies.

- Daily totals
- Auto calculate overtime
- 7th day overtime

6.2 SIDE BAR

6.2.1 Others

- **Holiday List:** Every company has its own holiday list. Click Holiday List and configure the holidays applicable to your company. When the holiday is activated, that particular date's box will turn purple as shown in the picture above.

- **Auto Schedule:** With Auto schedule, you can assign one or more clocking schedules to be applied to a group for a week or a month. Once you have set this, TCMS V2 will automatically apply the said schedule(s) to the group duty roster.

  To configure:
  - Define Day type as Weekend or Workday.
  - Define the clocking schedule for the particular day.
  - Define the date range for this schedule to take effect.
  - Click Okay to save settings.

- **Different Restday:** You can assign a specific user from a group to a different restday or off day. Click Different Restday > Select User ID > Define the day as Restday or Offday > Click OK to save settings.

- **Import Roster:** If you already have a preconfigured group duty roster, you can choose to import the group into TCMS V2 without having to redo the roster. You can choose to import from two formats, EXCEL or ASCII. Click View Sample to view the corresponding format.

- **Erase Roster:** You can delete any duty roster from TCMS V2 by clicking on Erase Roster. Select the year and the group that you want to delete and click Okay.

Flexi Group Duty Roster Checklist

	DONE
Click System Setings icon ▶ Group duty roster	
Click Add group ▶ Select relevant group	
Provide Group description ▶ Click Okay	
Input how minimum number of working hours necessary for overtime is calculated (Week, Bi-Weekly, Semi Monthly, Month) below Overtime Only After	
Input minimum number of working hours necessary for overtime below Overtime Only After.	
Check on Daily Totals, Auto Calculate OT, 7th Day OT if applicable. ***Note:*** *Only choose to use in accordance to your company policies.*	
Input all applicable holidays in Holiday List.	
Assign clocking schedules to be applied to a group in Auto Schedule, if applicable.	
Assign specific users to a different restday or off day via Different Restday, if applicable.	

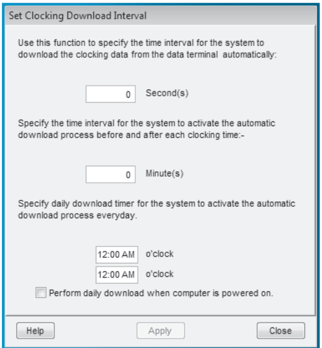
7 Download Data from Terminal

To start, click on the Devices icon and double-click Download data from terminals. This will initiate the Manual Download Clocking Data window. Click Apply to continue.

Once you have clicked Apply, the data from the connected terminals will be downloaded into the TCMS V2 and the data will be automatically deleted after the download process.

Alternatively, you can choose to configure TCMS V2 to specify the interval time in which it will automatically download the clocking data from the connected terminals.

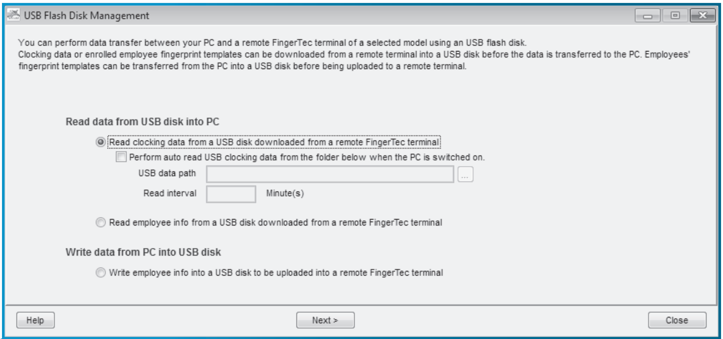
To configure automatic download intervals:



The Set Clocking Download Interval

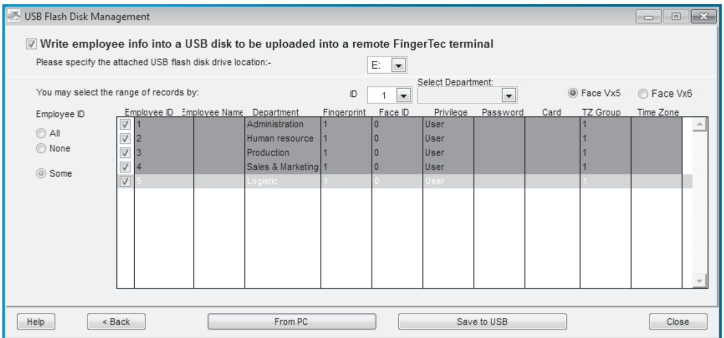
- Click on the Devices icon.
- In the Devices window, double-click on Set automatic download interval.
- The Set Clocking Download Interval window will pop-up. Specify the duration of the interval and the time the download process will take place.
- Click on Perform daily download when PC is powered on if you want to download data from the terminal every time your PC is powered on.

Alternatively, to download data from a USB flash disk:



The USB Flash Disk Management window

- Click on the Devices icon.
- In the Devices window, double-click on USB flash disk management.
- Choose between Read clocking data from a USB disk downloaded from a remote FingerTec terminal (to download only clocking data) or Read employee info from a USB disk downloaded from a remote FingerTec terminal (to download only employee info). To proceed to the next screen, click Next.



The next screen in the USB Flash Disk Management window

- Select the location of your USB flash disk. Click From USB.
- The employee data from the USB disk will appear in the provided table. Press Save to PC to save the employee data into TCMS V2.
- Click Close when you are done.

Workflow in Summary

For Manual downloads: Click Devices icon ▶ Download data from terminals ▶ Apply

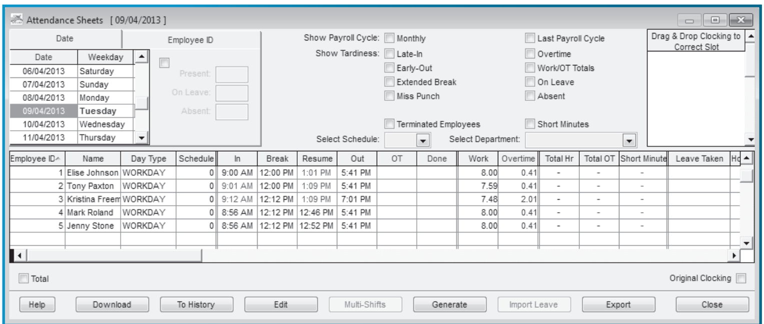
For Automated downloads: Click Devices icon ▶ Double-click Set automatic download interval ▶ Specify details ▶ Click Perform daily download when PC is powered on if applicable.

To download from USB flash disk: Click Devices icon ▶ Double-click USB flash disk management ▶ Choose between Read clocking data from a USB disk downloaded from a remote FingerTec terminal or Read employee info from a USB disk downloaded from a remote FingerTec terminal ▶ Next ▶ Select location of USB flash disk ▶ From USB ▶ Save to PC ▶ Close

8 View Attendance Records

All the transaction data downloaded from FingerTec terminals are stored and processed in TCMS V2. The TCMS V2 software processes the transaction data based on your Clocking Schedule and Group Duty Roster settings. The Attendance Sheet displays the processed transaction data for viewing and editing before you proceed to the Report section.

To start, click on the Attendance icon. The Attendance Sheets window will popup after that.



The Attendance Sheets window

You have the option to select how you would like your data to be displayed on the Attendance Sheet. This can be done by configuring the following filters:

- Date - By default, the Attendance Sheet displays the information by date and displays all the attendance data in the same day.
- Employee ID - This option displays the attendance data according to the user followed by the date.
- Show Payroll Cycle - This option displays the attendance data based on the payroll cycle, which is the period of a beginning date and an ending date in length of time.
- Show Tardiness - You can also choose to view the attendance data and sort them according to employee's tardiness:
    - **Late-In:** Displays late employee's attendance data.
    - **Early-Out:** Displays attendance data of employees who left work earlier than the predefined Out time.
    - **Extended Break:** Displays attendance data of employees who exceeded his/her predefined Break-Resume time.
    - **Miss Punch:** Displays attendance data of employees who did not verify at the FingerTec terminal. This will only appear if the employee has an odd number of punches.
    - **Overtime:** Displays attendance data of employees who worked overtime.
    - **On Leave:** Displays attendance data of employees who are on leave.
    - **Absent:** Displays attendance data of employees who are absent.
- Select Schedule - Displays the attendance data of employees according to created clocking schedules.
- Select Department - Displays the attendance data of employees according to their department.

Workflow in Summary

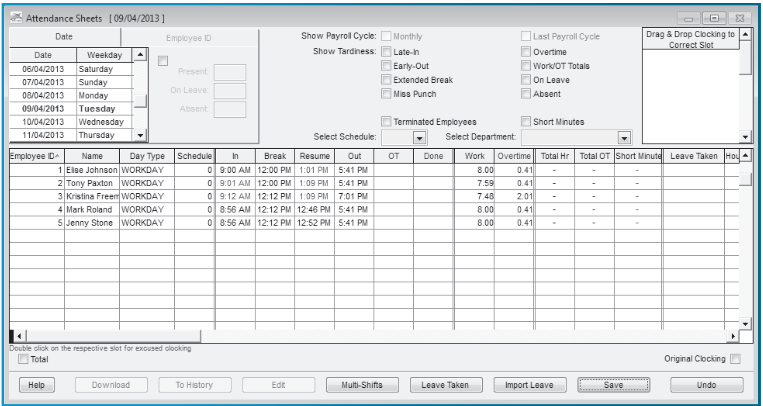
Click Attendance records icon ▸ Configure filters accordingly to view the records

9 Adding Employee Leaves Into Attendance Sheet

The administrator can add the leaves taken by employees into the Attendance Sheet. This can be done either with the Leave Taken button or by directly editing the cell under the Leave Taken column.

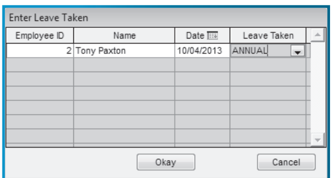
To use the Leave Taken button,

- Click Edit and the Generate button will be replaced by the Leave Taken button.



The Attendance Sheets window after clicking Edit

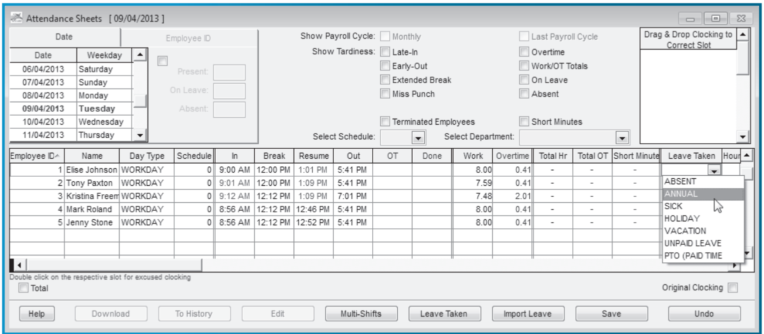
- Click Leave Taken and this will prompt the Enter Leave Taken window.



The Enter Leave Taken window

- At the Enter Leave Taken window, input the details for the multiple absent users.
- Click Okay to save the Leave Taken settings.
- Therefore, the employee's information will be changed from absent to taking leave on that particular dates.

Alternatively, to directly edit the cell,



Defining the Leave Taken in Attendance Sheets

- Click Edit and choose the corresponding cell below the Leave Taken column.
- Click on the drop-down menu and choose the Leave type accordingly.
- Click Save when you are done.

Please note that the Leave types available for you to choose are based on the Leave types that you have defined. To define Leave types, please refer to Chapter 3 of the TCMS V2 user guide.

Workflow in Summary

Click Edit ▶ Click Leave Taken button > Input details in Enter Leave Taken window ▶ Okay ▶ Save

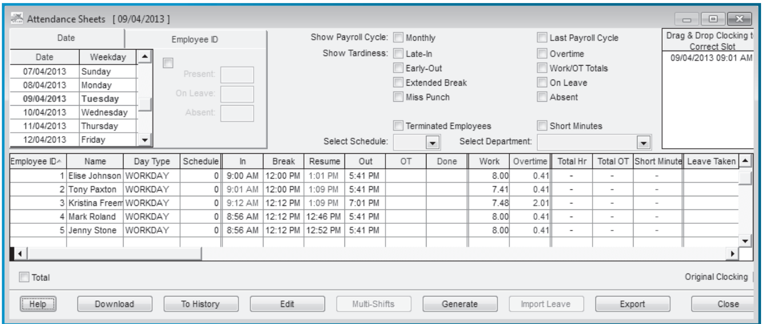
Alternatively,

Click Edit ▶ Choose cell below Leave Taken column ▶ Choose and enter Leave type from dropdown menu ▶ Save

10 Manipulate/Edit Data in the Attendance Sheet

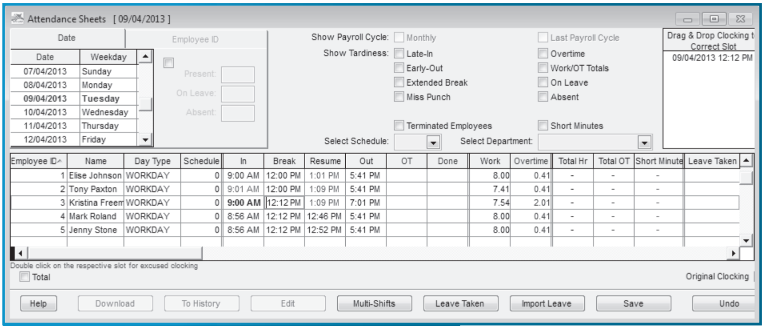
Under certain circumstances, the administrator can manipulate or edit the employee's attendance data for report purposes. For example when a user leaves the office early for a training session. The administrator can edit the data accordingly so that the employee will not be considered as Early Out. To do this, the administrator must:

10.1 EDITING ATTENDANCE TIME



The Attendance Sheets window

- In the Attendance Sheet window, click on the Edit button.
- Double-click at the time slot that you wish to edit.



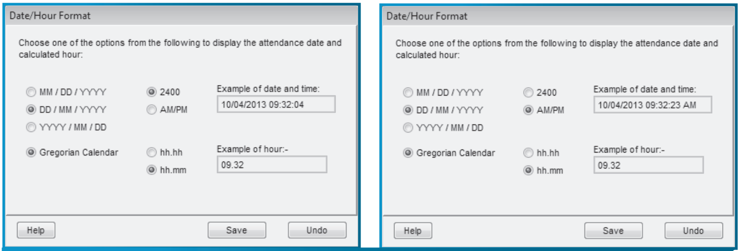
Double-clicking on the time slot chosen to be edited

- Input a new value and click Apply. The new attendance time will take place at the time slot for the Attendance Sheet as well as at the report.
- Please note that if your attendance time is displayed in AM/PM format, you will need to press the 'P' button on your keyboard when inserting values between 12.00 p.m. to 11.59 p.m. (e.g. 1.30 p.m.).
- The edited attendance is highlighted in bold to indicate that the particular attendance time has been edited.
- Remember to click Save after making any changes.
- You can still view the original raw data for the time slot displayed in the Drag/Drop Clocking box. The raw data in the Drag/Drop Clocking box is not editable.

Workflow in Summary

Click Edit ▸ Double click time slot to be edited ▸ Input new value ▸ Click Apply ▸ Click Save

10.2 CHANGING ATTENDANCE TIME DISPLAYED FROM AM/PM TO 2400 FORMAT



The Date/Hour Format windows, with both the 2400 and AM/PM format highlighted

- In the main TCMS V2 window, click on the System Settings icon.
- In the System Settings window, double-click on Date/Hour format.
- Choose from the options available to display the attendance time as well as the calculated hour displayed. Preview boxes are available to display the changes made before you choose to save it.
- When you are done, click on Save then Close. The changes will be reflected in the attendance records.

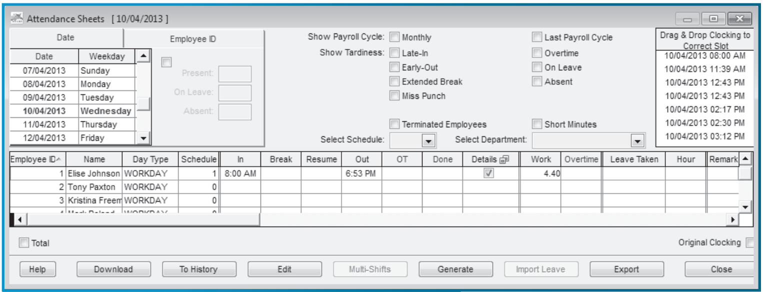
Workflow in Summary

Click System Settings ▶ Double-click Date/Hour format ▶ Choose from options available ▶ Save ▶ Close

10.3 EDITING DATA UNDER THE DETAILS COLUMN

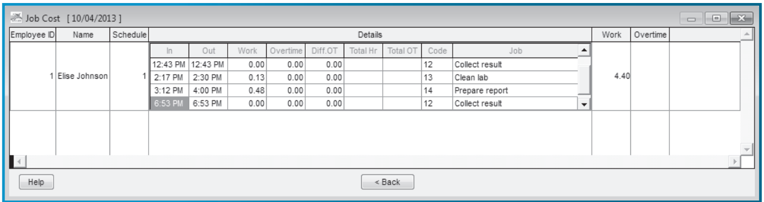
Please note that this is only possible if the Job Costing function or Unlimited Punching function is turned on.

10.3.1 To edit transaction under Details



Example of transaction that can be edited

- In the Attendance Sheet window, click on the Edit button.
- Click on the Details header and the Job Cost window will pop up.



The Job Cost window

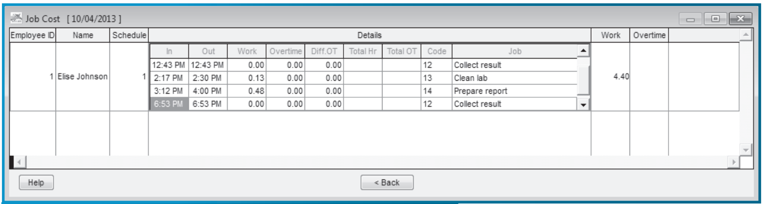
- In the window, click on the transaction that you wish to change and input the new value.
- After pushing Back, the change(s) will be reflected in the attendance records

Workflow in Summary

Edit ▶ Details ▶ Click on transaction to change and edit ▶ Back

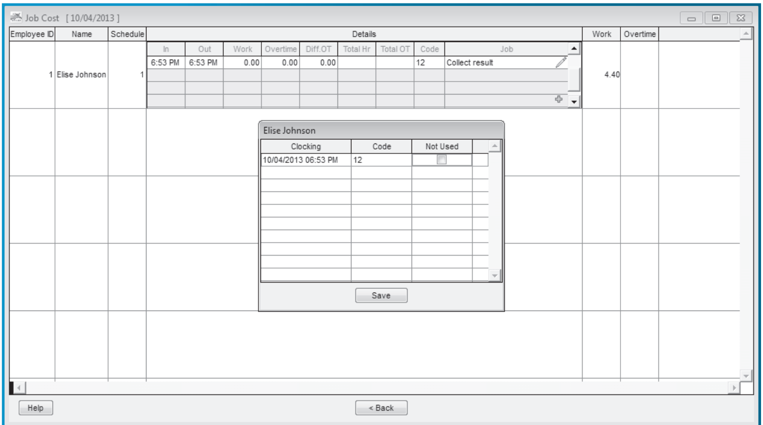
10.3.2 To remove transaction under Details

- In the Attendance Sheet window, click on the Edit button.
- Click on the Details header and the Job Cost window will pop up.



The Job Cost window

- In the window, click on the 'pencil' icon. Another window will pop up.
- Click on the Not Used checker next to the transactions you want removed.
- Save your changes when done.
- After pushing Back, the change(s) will be reflected in the attendance records.



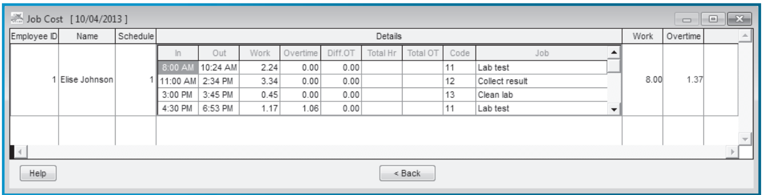
The pop-up window after clicking on the 'pencil'

Workflow in Summary

Edit ▸ Details ▸ Click on 'pencil' icon ▸ Click on relevant Not Used checker ▸ Save ▸ Back

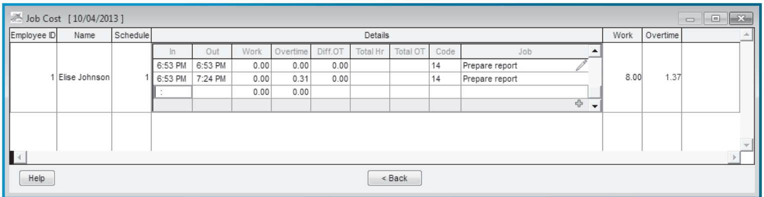
10.3.3 To add transaction under Details

- In the Attendance Sheet window, click on the Edit button.
- Click on the Details header and the Job Cost window will pop up.



The Job Cost window

- In the window, click on the 'plus sign' icon.



Clicking on the 'plus sign' symbol

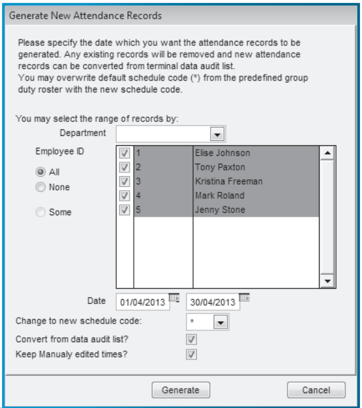
- Input the transactions in the relevant boxes.
- After pushing Back, the change(s) will be reflected in the attendance records.

Workflow in Summary

Edit ▸ Details ▸ Click on 'plus sign' icon ▸ Input the transactions in the relevant boxes ▸ Back

11 Generate TCMS V2 Report

After the configurations are properly set at the Attendance Sheet, you can proceed to the Reports function to produce the desired reports for your company's needs. To start, click on the Reports icon. The Generate New Attendance Records window will popup after that.



The Generate New Attendance Records window

- The TCMS V2 offers a choice of 29 report templates to generate different reports for different purposes. Choose according to your company's needs. For more detailed explanations on every report, please refer to the following link here: *www.fingertec.com/tcms/reports.pdf*
- After choosing the report type, select the data range and date range according to your company's needs.
- To print the report, click on Print. To view the report before printing it, click on Preview.
- To save the report for future reference, choose the relevant file format in the drop down menu below the Preview button and click Save. In the Save As popup window, input the file name, select the save path and click Save to start saving the report.
- TCMS V2 can be configured to send reports via your SMTP email. To send the report to email recipients, choose the relevant file format in the drop down menu below the Preview button and click Email.

In the Recipient email address popup window, input the recipient's email address, CC, Subject and Message. It supports SMTP email servers with an SSL connection. Click on the Send via SMTP server and Use SSL checkers and fill in the relevant details. Click Apply to generate the report and send the email with the attached report file.

Workflow in Summary

Click Reports icon ▶ Choose report type ▶ Select data range and date range ▶ To view the report before printing, click Preview ▶ To print the report, click Print

To save the report: *Choose file format ▶ Click Save ▶ Input file name ▶ Select save path ▶ Click Save*

To email the report: *Choose file format ▶ Click Email ▶ Input Recipient Email Address, CC, Subject and Message ▶ click Send via SMTP server and Use SSL checkers ▶ Input relevant SMTP and Port details ▶ Click Apply*

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User Guide
(For Flexi Schedule Users)

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