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**Serial Number:**

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## *Table Of Contents*

# CHAPTER 1 – Getting Started

## System Requirements

Exeba-ACON™ has the following system requirements:

- ✓ An IBM compatible computer.
- ✓ Microsoft Windows 95/98, Windows NT/2000.
- ✓ A Pentium processor.
- ✓ A minimum of 16 MB of RAM.
- ✓ Approximately 20 MB of available disk space.

## Installing Exeba-ACON™

1. Start Microsoft Windows.
2. Insert the Exeba-ACON™ CD-ROM into your CD-ROM drive.
3. Choose Run from the Start menu.
4. When the Run dialog box appears, type x:\setup (substitute the letter of your CD-ROM for x) and press Enter.
5. Follow the on-screen instructions.

## Technical Support

Escan Technologies Corp. welcomes your questions, comments or suggestions regarding improvements to Exeba-ACON™ program and/or this manual. Your comments can be mailed to Escan Technologies Corp., sent electronically via e-mail or via our World Wide Web (WWW) site. If you have a bug report that requires immediate attention, please contact us as soon as possible.

If you would like to purchase any of the hardware described in this manual, you may contact us for the current price and availability.

In order to be eligible for technical support, you must register your version of Exeba-ACON™ with Escan Technologies Corp. In addition to technical support, you will receive updates as to what is new in the upcoming versions of program.

When reporting a problem, please include the following information:

- Company
- Mailing Address
- Phone Number
- Your Name/Contact Person
- E-mail Address (if available)
- Exeba-ACON™ Serial Number
- Date of Purchase
- Version of Windows

Where to send your registration/correspondence:

| | |
|---|---|
| Email Address | techsupport@e-scan.com<br>(typing "Exeba-ACON" in the subject header will ensure a quick response) |
| Telephone | (909) 270-0043<br>(9:00am - 4:00pm PST) |

| | |
|---|---|
| Fax | (909) 270-0920<br>(24 hours - 7 days a week) |
| Standard Mailing Address | Escan Technologies Corp.<br>12140 Severn Way<br>Riverside, CA 92503 |

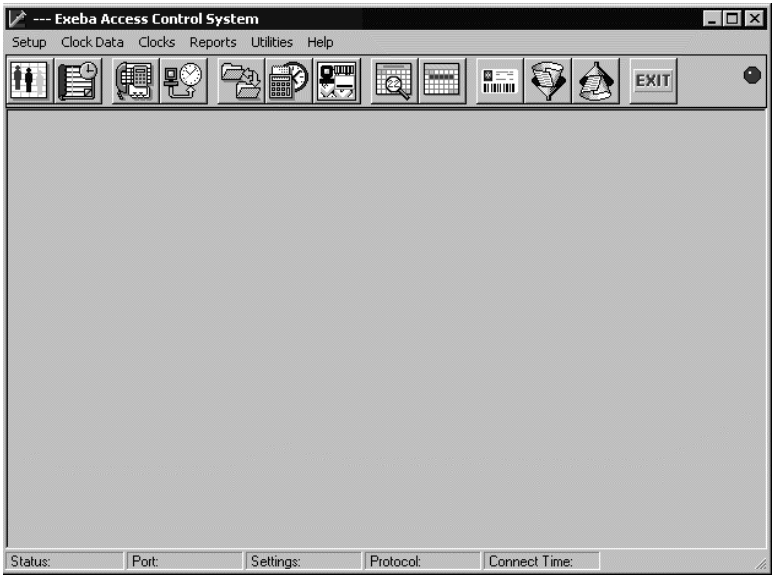
As an alternative to mailing your registration, you may contact our WWW site. In addition to on-line registration, you will find an area to post comments or suggestions, read about upcoming versions for Exeba-ACON™ and related software, and download up-to-date files. Our WWW sites are at the following addresses:

**http://www.e-scan.com**
**http://www.exeba.com**

# CHAPTER 2 – Customizing Exeba-ACON™

## Exeba-ACON™ Main Screen

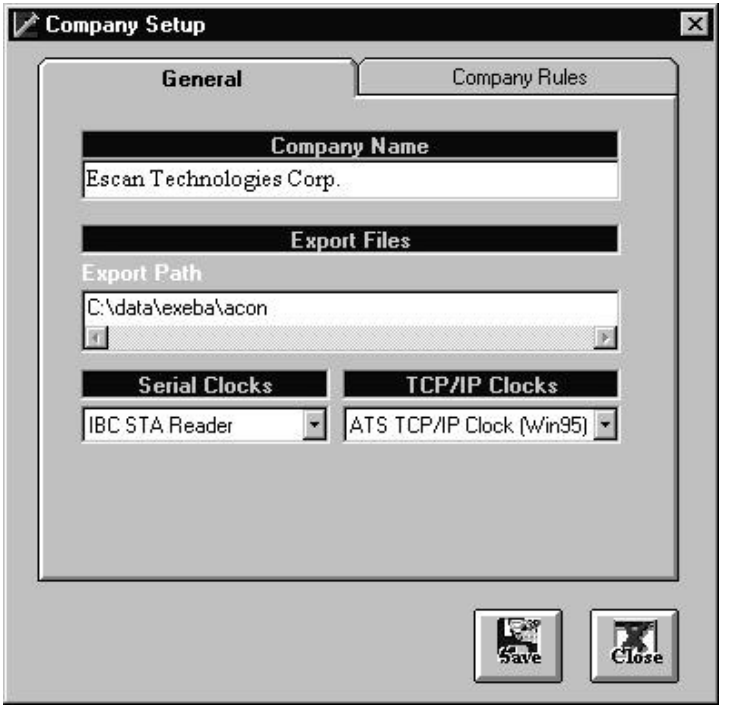
When you start Exeba-ACON™, the figure below will appear. When a password is set, the Exeba-ACON™ Log On form will appear before the Main Screen.




At the top of each screen, you will see the main menus: Setup, Clock Data, Clocks, Reports, Utilities, Help, and several command icons. For a description, click on any icon or menu selection.

## Company Setup

When you select Setup, Company, the *Company Setup* form will appear. For additional information, click on the tabs and icons.




### *Company Name*

Enter the name you want to appear in the reports. A maximum of 60 characters are allowed in this field.

### *Export Files*

*Export Path* - This will be the path where you want the time and attendance data to be exported to. The default is set to the subdirectory 'data' under the installation directory.

### *Clocks*

Select the serial and or TCP/IP clock that will be used for clocking employees and members in and out. ACON can communicate with one serial clock or reader and one TCP/IP clock at the same time. However, you cannot select an ATS serial and TCP/IP clock at the same time.

*Serial Clock* - Select on of the following clocks:

ATS Serial Clock- Accu-Time System serial clock - Selecting this option will enable the ATS menu options in the software.

If you are using an IBC (International Bar Code) reader, select it from the list. Make sure the reader selected matches the type of reader you are using.

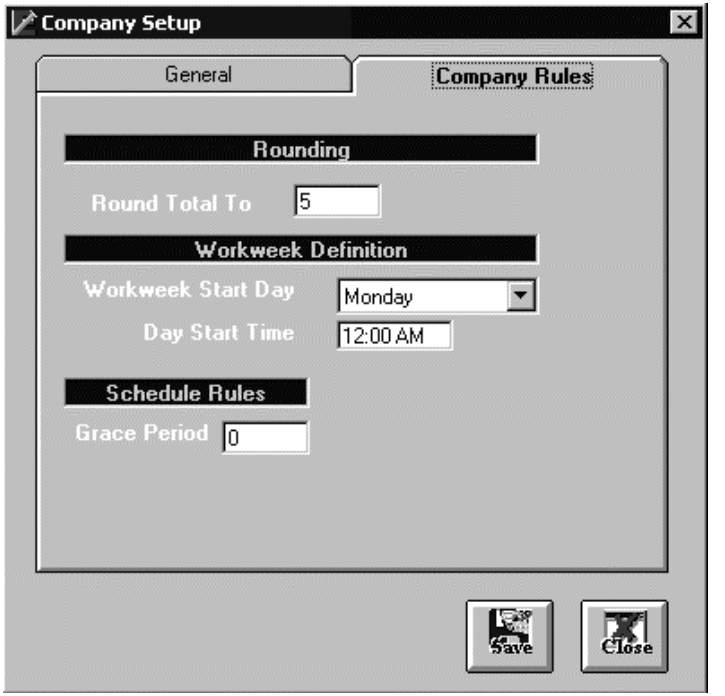
IBC J Reader-IBC Smart Magnetic J/ Smart Slot J/ Magbar J Reader.

IBC STA Reader-IBC Smart Magnetic STA/ Smart Slot STA/ Magbar STA Reader.

IBC SA Reader-IBC Smart Magnetic SA/ Smart Slot SA/ Magbar SA Reader.

IBC DC Reader-IBC Smart Magnetic DC/ Smart Slot DC/ Magbar DC Reader.

TCP/IP Clock – If you are using an ATS with a TCP/IP interface select either one of the following clocks: TCP/IP Win95 or TCP/IP Win NT. Otherwise, select NONE.




***Rounding***

Enter the minutes you want the totals rounded to.

***Workweek Definition***

*Workweek Start Day* - Choose the first day for the workweek. The default is Monday.

*Day Start Time* - Enter the time the workday starts (hh:mm AM/PM). The workday is any consecutive 24-hour period beginning at the same time on each calendar day. The default is 12:00 AM. Although EXEBA-ACON allows you to change this field anytime, you should customize it before the employees start clocking in and out, thereafter, leave it unchanged.

***Schedule Rules***

*Grace Period* - The number of minutes you allow an employee to clock in or out before and after the scheduled shift. The default is set to "0".

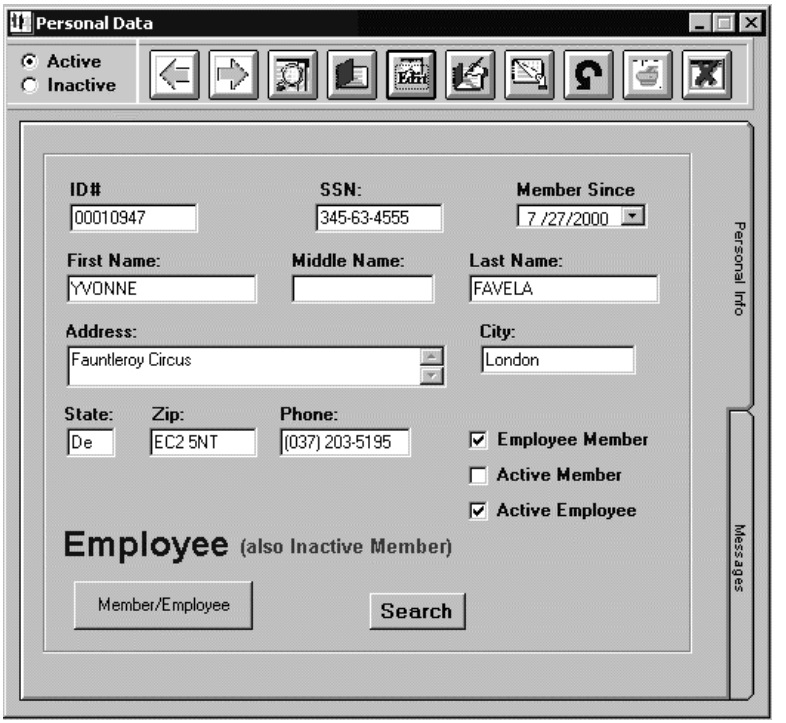
***Company Setup Utilities***

Once you make the necessary changes to the above parameters, click on the save icon  .

Then click on the close icon  .

## Personal Data

This form contains personal information for Active Employees. If the employee is also an active or inactive member, it is shown in parenthesis after the word "Employee" in the lower left side of the form. This form is a two-page folder. By clicking on the right tab “Messages”, you can access information on the back of the form.




### *Add Employee/Member*

To setup a new employee or member, you can either enter a new ID# directly into the text box or click the add icon to clear all the boxes and enter the new information.

For each employee or member, you can setup the following information:

*ID#:* The identification number for EXEBA-ACON. Enter up to 12 alphanumeric characters. The ID# should not contain any space characters. Employees that are also a member have a unique ID number. Individuals entering the facility as employees or members, must scan their card on different clocks. If the ATS clock is used for clocking employees in and out, then the number you enter for this field should be a fixed 6 or 12 digit. This selection will depend on how you define it in the clock setup parameters.

*SSN:* The social security number Is only required for employees.

*Member Since:* This information is only required for members. It is easily selected from a calendar.

*First Name*, *Middle Name*, *Last Name:* up to 15 characters

*Address:* The street address, up to 50 characters

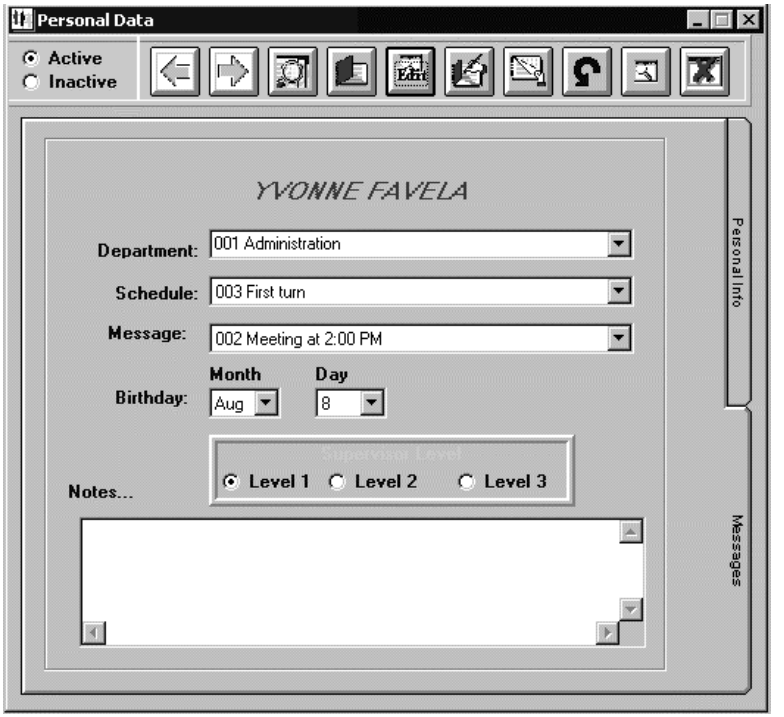
*City:* up to 15 characters

*State/Province:* up to 2 characters

*Zip:* The zip code, up to 15 characters

*Phone:* The home telephone number.

*Employee/Member and Status Condition:* Click on the check boxes to define an individual that is both employee and member. Select their status for each condition, active or inactive.




Message: If you want to display a message to an employee or member, when they scan their card, select the 3-digit message code.

*Notes:* You may enter useful employee notes, up to 255 characters.

*Birthdate (month and day):* This information is used to automatically display a Happy Birthday message.

*Department:* From the drop down list, select the employee's department that was previously entered in the Department Setup form.

*Schedule:* From the drop down list, select the employee's 3-digit schedule code, that was previously entered in the

Schedule Setup form. If the employee is permitted to clock in and out anytime, choose the default “000”.

*Supervisor’s Level:* Choose the security level you desire. Please refer to the ATS

Once all the information is entered, click the Update button to save it!

### *Search for Employee/Member Record*

When the Search button is pressed its name changes to "Done" and a drop down list is displayed. It contains the names of the active or inactive employees or members, depending on the current option selected. If you are looking for a name, type it in the prompt window. As you type the letters, the list moves to match your selection. When the name requested is visible, click on it and the ID number corresponding to that name appears in the window. If you click on the done button, the name changes back to Search. The list will disappear and the information corresponding to that ID will be in the form.

***Main Controls***


***Status*** **(Active/Inactive)**

The Active/Inactive selection allows you to toggle between active and inactive employees. If you are working with employees and select one of these option, you will be able to view or edit the active or inactive employees only. This function works the same for members. The Member/ Employee button allows you to toggle between members and employees.

**Browsing**

These controls allow you to see the previous or next employee and/or member record.

 The Browse button shows a drop down list of the employees or members sorted by ID. To select one individual double-click on their name. The information will be brought to the form.


**Edit Button**

Use this control to change personal data for an employee or member whose ID number is already in the database. If the ID number has to be changed, the record must be deleted and re-entered with the New Record button. When the edit button or the New Record button is activated, the Employee/Member condition and the status for each situation will appear on the screen.

**Update Button**

Use this button to save the information after it is entered with the New Record button or changed with the Edit button. When the change is a deletion of an individual from the

Employee or Member database, there is a warning to avoid deletion errors. When a person is deleted from a database, their attendance information is also deleted.

 **Delete Button**

If you need to delete an existing employee record, select the employee using the browse icon or enter the ID# in the ID# text box, and click on the delete icon. EXEBA-ACON will double-check to make sure you intended to delete an employee by asking "Delete current employee record?" click "Yes" to confirm deletion. Please note that deleting an employee will delete all the attendance information on that employee.

You can find a specific record by using the **Browse button** that displays a drop down list of records by ID. The Search button to finds an individual by first name (type the first couple of letters for the name).

**Refreshing List Button**

After entering new information in any of the screens, use this button to update a Department, Schedule or Message list. After refreshing, the information is updated.

 If you want a hard copy of the employee or member information, click on the print icon and follow the instructions.

 Closes the form - You must save the new information before closing the form.

## Department Setup

If you want to assign an employee to a certain department, the department must be created first.

To open the *Department Setup* form, select Department from the Setup main menu. The following form will appear:


### *Department Setup Fields*

*Department#:* Enter a department number (no more than 12 characters). The department number should not contain any space characters.

*Description:* Enter a description or a name for the department (no more than 50 characters).

When you open the *Departments Setup* form, the department data will appear sorted by Department#. If you want to sort the departments by description, click on the header of the column 'Description'. You may click on the Department# column header to restore the original sort order.

***Department Setup Utilities***

Once you make the necessary changes to the above parameters, click on the save icon  .

Then click on the close icon  .

## Custom Messages

Use this screen to create and setup custom messages (i.e., warnings or general information). These messages are displayed on the clock when an ID card is scanned.


When an existing record is edited or a new record is created, a message can be assigned to each member or employee in the Personal Data form

To assign a message to an employee or member, follow the steps below:

1. Enter a number from 001 to 050 in the message# column. Enter the message in the Message column and press the Refresh icon.

2. To assign a message, open the Personal Data form and select the record. Select the message you want from the message list located on the back page of the form.

***Message Setup Utilities***

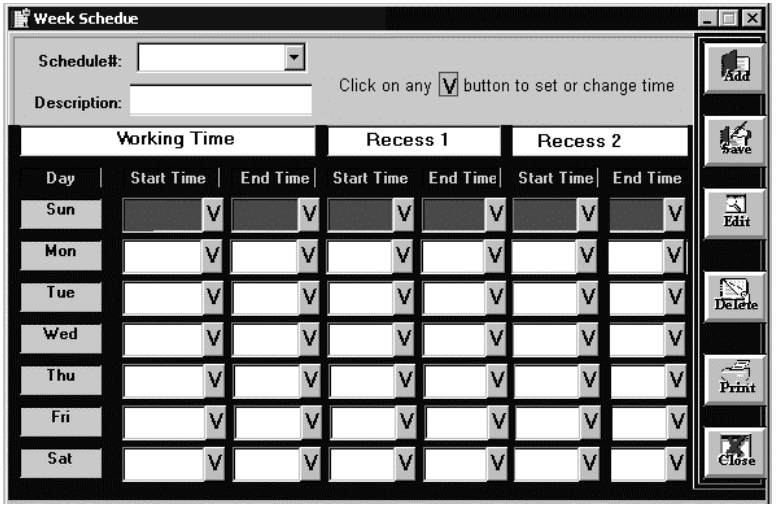
To view a list of the custom employee messages, click on the view icon  .

You can send the report directly to the printer, by clicking on the print icon  .

When you finish entering/updating the custom employee messages, click on the close icon  .

## Schedule Setup

Employee schedules are assigned in the Personal Data form located on the back of the page. The schedules must be created before they are assigned. Create the schedules by selecting Schedules from the main menu Setup or click on the Schedule icon in the main toolbar. The *Schedule Setup* form, shown in the figure below, will appear:




The Schedule window identifies the beginning and end of the working period. It also allows you to assign up to two recess periods for access control.

You can establish one or two recess periods per day. This feature is useful when the clock controls the access to the facility. There is no attendance registration during the recess periods.

### *Add/Edit Schedule*

To enter a new 3-digit schedule code, click on the Add icon. The schedule must have a Schedule# between 1 and 300 and a description. You cannot create a new schedule with

schedule number “000”. This number should be assigned to employees that are allowed to clock in and out anytime.

If the schedule exists, click on the Schedule# drop down list. If you click on one of the schedules, the data goes to the form for review or editing purposes. When a schedule is edited, it must be stored with a different number and description.

For every day of the week, enter the start-time and end-time for the working and recess periods. The start and end time should be entered in the following format: h:mm AM/PM. For example, if an employee works from 8 AM to 5 PM enter for start time 8:00 AM and for end time 5:00 PM. You can use the Time Set System to set time with the mouse without having to type. This option appears below the form when a schedule is entered or edited and one of the icons inside the time window is clicked.

The only way EXEBA-ACON identifies a schedule that ends the next day is if the end time is less than or equal to the start time. For example, if Monday’s start-time is 7:00 PM and end-time is 5:00 AM, then an employee will be able to clock in and out from 7:00 PM on Monday until 5:00 AM on Tuesday (including the grace period).

When all the windows are cleared, a icon will appear in each time window. If the icon is clicked, the Time select area opens.

### *Time Select Area*

When one of the "V' icons in a time window is clicked, the window changes color and the Time select area appears below the form. To set the time for the window selected, just move the mouse pointer over the gray area and the time will be registered in the white window inside the red bordered area. To change the window time to AM or PM time, place the pointer on the AM or PM area. To set the hours, move the mouse pointer along the stripe marked "Hours". To set the minutes, move the mouse pointer along the stripe

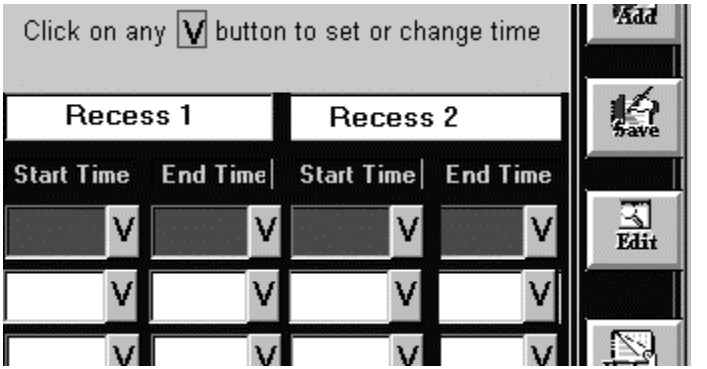
marked "Minutes". All the movements are registered in the white window. When the desired time is reached, click the left icon on the mouse and the time will be copied to the time window previously selected.

The "Clear" icon erases the time selected. The "Same" icon will appear when the window corresponding to the day before, contains a valid time. This icon copies the time in the selected window. Use this feature when the work or recess times are the same for the week.

***Edit On***

If it is clicked again, the time window icons disappear and the Edit mode is turned off.

When one of the "V" icons is clicked, the Time select area is displayed at the bottom of the form. Click one of those icons and follow the instructions on the left screen to setup the time.

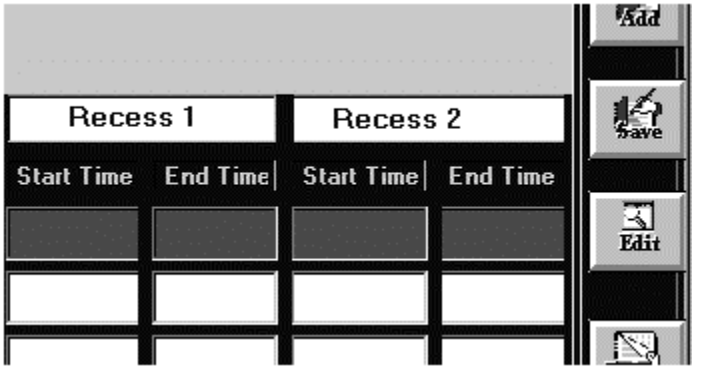



The "V" icons are visible when the Edit mode is on. The Add icon is clicked to setup a new schedule.

***Edit Off***

Use this button to edit a previously saved schedule that has been selected using the Schedule# drop down list. The Edit icon toggles the edit mode on and off.

When the Edit icon is clicked, a icon labeled "V" appears on the right side of each time window. Click on the Edit icon in the figure below to see it work.




***Schedule Setup Utilities***

Click on this icon to save a new schedule or the modifications made by using the edit mode.

This icon deletes a schedule previously selected. EXEBA-ACON will double-check to make sure you intended to delete the schedule by asking: "Delete Current Schedule?" click "Yes" to confirm deletion. NOTE: You cannot delete a schedule if you have assigned an employee to it. Delete the employee record first and then delete the schedule.

The print icon prints a hard copy of the schedule selected.

When you finish with the Schedule Setup form, save your work and click on the close icon .

EXEBA-ACON requires you to download the schedules to your ATS clock once at the beginning of every week. You

need to build the command file (the Download Schedule File option should be checked) and download it to the clock. The schedules are checked using a start date offset. EXEBA-ACON sets the start date to the Sunday of the week in which the schedule was downloaded. Please refer to ATS Command Set manual for a detailed explanation of the "Schedule File" commands.

## Password Setup

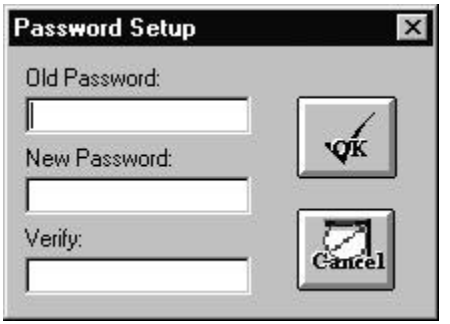
If you are allowing the employees to clock in and out using the ACON clock, you may want to add a password to Exeba-ACON™ for security reasons.

When you first install Exeba-ACON™, the password will not be set. Therefore, when you start the program you will not see this form.

### *Adding a Password*

To add a password:

- Select Password from the Setup main menu




- Enter the old password (if any).

- Enter the new password (up to 14 characters) in the New Password and Verify text boxes.

- Click on the OK icon.

Now every time you start Exeba-ACON™, you need to enter that password.

### *Deleting a Password*

If you want to delete the password, enter an empty string for the new password.

# CHAPTER 3 – Clock Data

## ACON Clock

EXEBA-ACON can be used with or without a time & attendance data terminal for clocking employees/members in or out. When the EXEBA-ACON built-in clock is used, the employee clock ins and clock outs are viewed on the computer monitor and the system date and time are recorded.

To open *ACON Clock* form, select ACON Clock from the Clock Data main menu or click on the EXEBA-ACON clock icon in the main toolbar. This form is used to register attendance for members and/or employees. The radio buttons toggle the form between the two positions.


If the IBC J reader is the clock being used with EXEBA-ACON, then opening this form will cause the port to also open. For more detailed information, please refer to the Polling J Reader topic in chapter 4 of this manual.

**Clock In/Out**

This form contains a text box for users to enter their IDs. If the ID# does not exist in the file or the employee/member is

inactive, the message "INVALID ID#!" will be displayed to the user for two (2) seconds.

*Employees*

If the ID# exists and the employee is scheduled to work at the time and date that appears at the bottom of the form, the message "PUNCH ACCEPTED THANKS (first name)" will be displayed for 2 seconds and the door will open if a relay is installed. If there is a message programmed, it will also appear on the screen. If the employee is off schedule, the message "NOT SCHEDULED!" will appear.

The first time the employee swipes their badge during a workday, will be considered clock in. The next time the employee swipes their badge will be considered clock out, and so on. There is no registration during the recess periods.

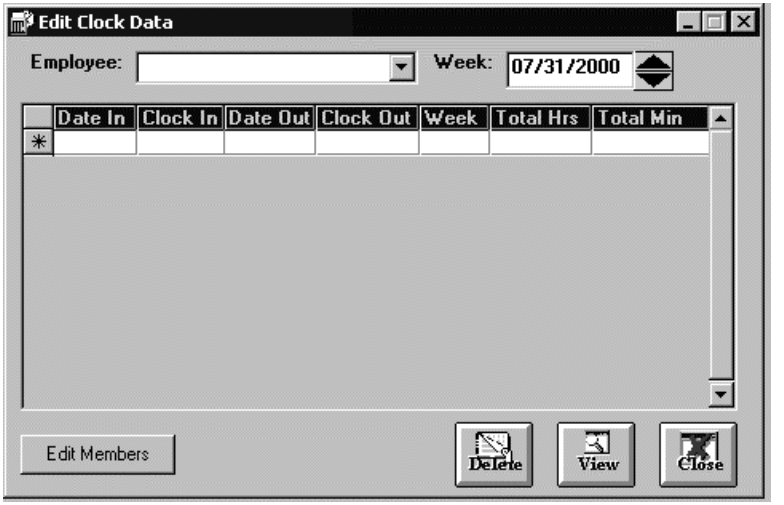
*Members*

The member clock works the same as the employee clock, however all the card swipes are logged as a clock-in time.

If the port is open, this form will open automatically after you swipe a card. This form should remain open while the port is receiving data. If closed, the data received will be lost.

## Edit Employee Attendance Data

When you click the edit clock icon in the EXEBA-ACON main toolbar or when you select Edit Clock from the Clock Data main menu, the figure below will appear.

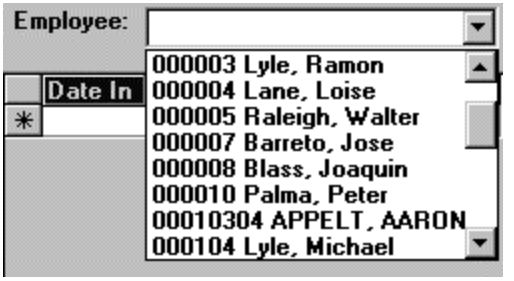


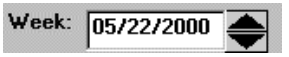

This form allows you to edit the individual employee clock in or out times, (e.g., an employee forgot their ID badge). The employee can advise an authorized person regarding their arrival time, etc. This form allows you to manually enter this type of data.

### *Edit Employee Data*

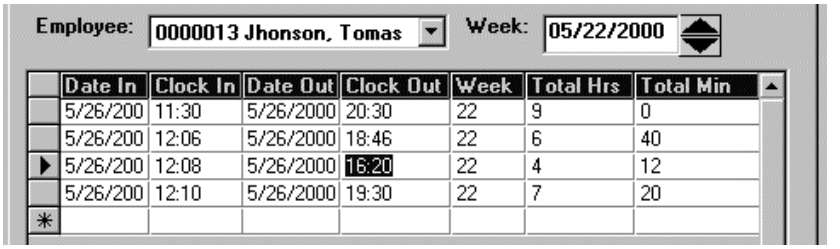
When an employee is selected from the drop down “Employee” list, and a week is selected (scroll on the "Week" window using the up and down arrows), the corresponding employee attendance data for that week automatically appears on the form. The information can be edited and updated instantly.

When you click on the “Employee” list, a drop down list will appear allowing you to select a record by ID for editing.




The Week text box displays the date for the first day of the week. The week can be changed by scrolling up or down on the arrows in the blue square or by changing the date.




| Date In | Clock In | Date Out | Clock Out | Week | Total Hrs | Total Min |
|---|---|---|---|---|---|---|
| 5/26/200 | 11:30 | 5/26/2000 | 20:30 | 22 | 9 | 0 |
| 5/26/200 | 12:06 | 5/26/2000 | 18:46 | 22 | 6 | 40 |
| 5/26/200 | 12:08 | 5/26/2000 | 16:20 | 22 | 4 | 12 |
| 5/26/200 | 12:10 | 5/26/2000 | 19:30 | 22 | 7 | 20 |

The grid displays data for all the days in that week. So if the workweek start day is Monday and the day start time is 5:00 AM, the grid will display all the data from 5:00 AM on

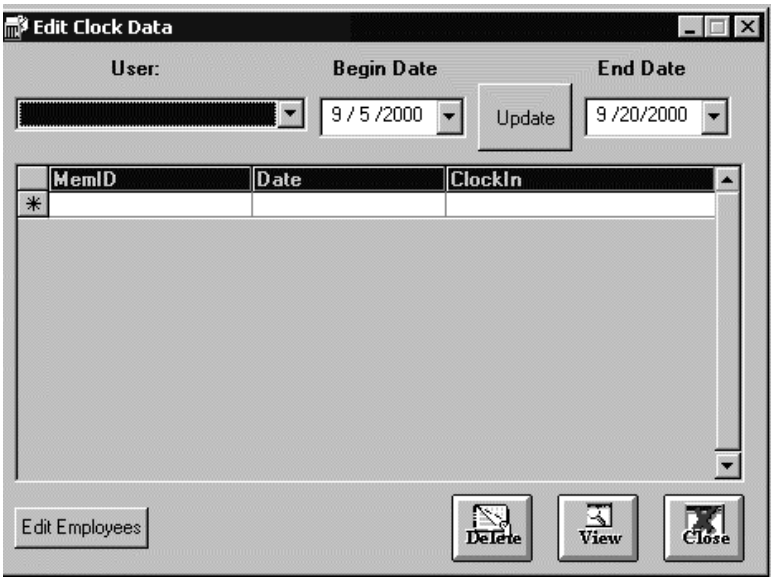
Monday (for the date that appears in the week text box) till 5:00 AM on Monday for the following week.

When you change the date, the week automatically changes. When you change the clock in/out time, the total minutes and hours are automatically updated.

| Date In | Clock In | Date Out | Clock Out | Week | Total Hrs | Total Min |
|---|---|---|---|---|---|---|
| 5/26/200 | 11:30 | 5/26/2000 | 20:30 | 22 | 9 | 0 |
| 5/26/200 | 12:06 | 5/26/2000 | 18:46 | 22 | 6 | 40 |

### *Edit Member Data*

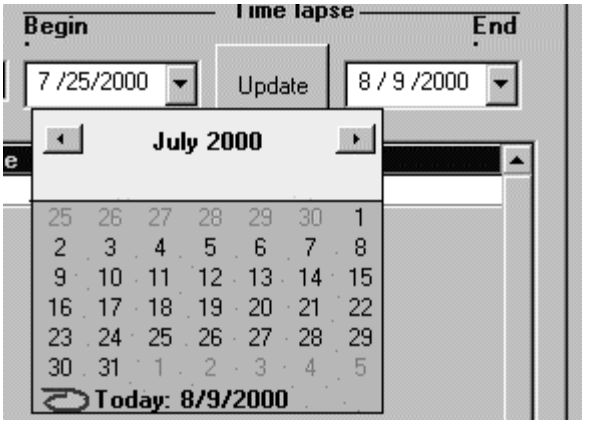
When you click on the "Edit Employees" icon in the Employee Edit clock form, the figure below will appear.




This form allows you to edit the member "clock in" time. You can manually enter, delete or change information. When a user is selected from the drop down list, the ID, date and time appear in the grid for the time lapse selected.

### *Edit Time Lapse*


When one of these windows are clicked, a drop down calendar is displayed. Select the appropriate date to appear in the window.




Once both dates are entered, the Update button allows you to find the information for the member and for the given time lapse.

***Edit Attendance Data Controls***

For single deletion, click on the delete key from your keyboard, for single/multiple deletion click on the square icon at the beginning of the row to highlight the row and then click on the delete icon.

To print a list of employee or member clock in/out records, click on the view icon  . This icon will open the *Time & Attendance Report Query* form.

When you finish entering/updating all the attendance data, click on the close icon  .

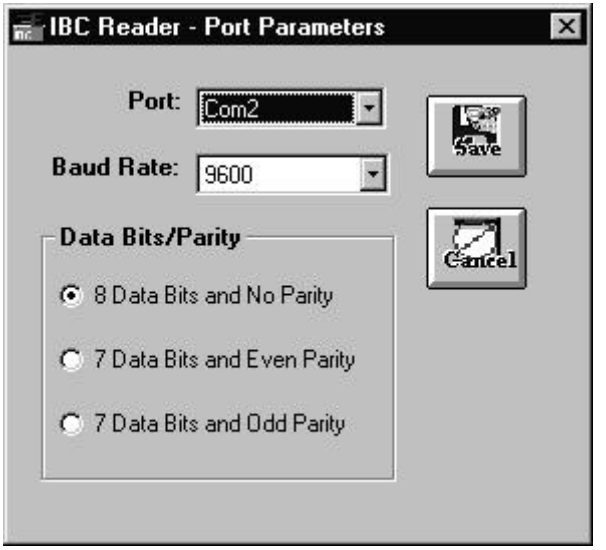
# Chapter 4 – Communication Port

This chapter describes in details the process of changing the port parameters, opening and closing the port.

## Configuring the Port

The Communication command allows you to select the communication port settings that the software should use when communicating with the terminal (IBC Reader/ATS Clock).

To access this command, select Clocks ⇒ Communication.




Then change the following parameters if necessary.

*Port*

Select the port that the terminal will be connected to. You can choose from COM1 to COM16.

*Baud Rate*

Select the baud rate. The selectable range is 300 to 56000.

*Data Bit & Parity*

Select 8 bits with no parity, 7 bits with odd parity, or 7 bits with even parity.

If you are using the IBC in protocol mode, the allowable settings for these parameters are as follows: Baud Rate between 1200 and 19200, Data Bits = 8, Parity = None, Stop Bits = 1.

This command will only change the port parameters in the software. To change the settings on the IBC reader, use the Set Serial Options command or the Send Command.

 If the communication port was open before you changed these setting, the changes will not take effect until the port is reopened.

***Command Utilities***

When you change any of the settings, you need to save and close the form.

Click on the save icon  to save the changes made

Click on the close icon  to close the form. This icon closes the form without a SAVE warning. Make sure to save the form before you exit.

### *Open / Close the Port*

Eventhough there is no specific command available to open the port from the main menu, the software provides several ways to open it, both automatically and manually.

When you select any of the commands that require the port to be opened (e.g. Set Time), the software opens the port automatically.

These commands will open the port only if it is closed. They will reopen it only if it was accessed after changing the settings for the port and port parameters.

Changing the port parameters will not reopen the port.

To open the port manually, click on the light bulb icon in the toolbar.

The light bulb icon also serves as an indicator for the status of the port. A green bulb icon indicates that the port is open. A red bulb icon indicates that the port is closed.

### *Status Bar*

The status bar displays messages on the communication status and the current settings in the software. It is divided into 5 panels. These panels are:


*Port Status* – displays the communication messages.

*Port Setting* – displays the port and port settings set in the software.

*Protocol* – displays the setting of the protocol as it is set up in the software (for IBC Readers only).

*Connect Time* – displays the duration of time the port has been opened.

Once the port is opened it cannot be automatically closed. To close the port, you should click on the light bulb icon of the main toolbar. The port is closed when you exit the software.

The port will fail to open if it is occupied by another hardware such as a mouse.

# CHAPTER 5 – IBC Readers

This chapter provides detailed information on how to use the IBC reader with the Exeba-ACON™ software.

***Features***

With the Exeba-ACON™ software you can,

- ✓ Configure the communication port and communication settings to the settings that best suit the hardware you are using.
- ✓ Define the poll and delay settings such as time-outs, and poll delay.
- ✓ Define the protocol parameters such as turning the protocol on or off and defining the range of addresses to be polled.
- ✓ Download a schedule file and an employee file to the reader and view the reader's response instantly.
- ✓ Upload the access control list (employee and schedule data) stored in the reader and save the data to a file, if required.
- ✓ Poll the readers to get the clock in and out data. If the readers are networked, you can poll a single address or a range of addresses.
- ✓ Add the computer date and time when polling a J reader.
- ✓ Program the reader by sending the appropriate commands. If the readers are networked, these commands can be sent to any address you enter. The software will automatically add the command prefixes and terminating characters. The response that comes back from the reader can be viewed in the response text box.

- ✓ Set the barcode options for every symbology that the reader supports. These options include enabling and disabling the symbology, setting the length of the barcode read, and specifying the barcode prefix, etc.

- ✓ Set the magstripe options for track 1, 2 and multi track readers. These options include: enabling and disabling the track, specifying the prefix and delimiter characters, setting the Magstripe length, etc.

- ✓ Set the relay options, speaker options and LED options to the desired settings.

## Software Options

Before you start communicating with the reader, change the default settings in the software to the settings that best suit your hardware. Also, change the settings on the IBC reader.

In order for the software to communicate properly with the reader, both the reader and the software should have the same settings. It is imperative that when you change the setting in the software, to change them in the hardware.

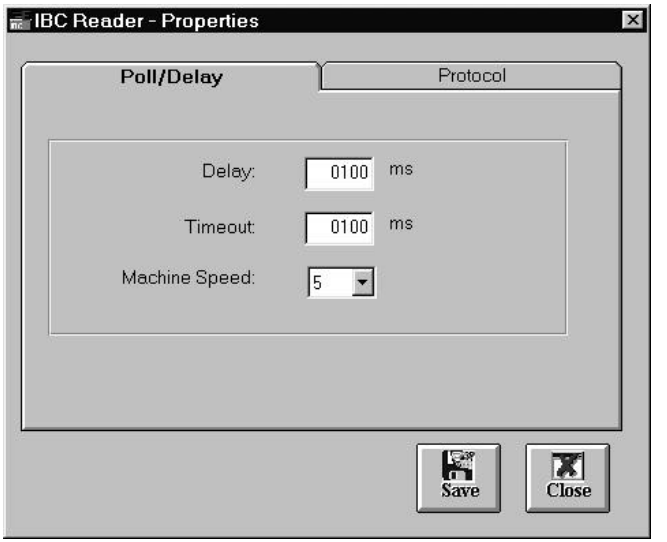
Commands available for customizing the software options are: Poll/Delay Parameters, and Protocol Parameters.

Commands available to customize the IBC Reader are: Set Serial Options, and Send Command.

### Poll/Delay Parameters

The Poll/Delay Parameters command can be accessed as follows: Clocks ⇒ IBC Reader ⇒ Set Poll/Delay Parameters.

The settings of the poll and delay parameters affect the commands that send and receive data to and from the reader. You may need to try different settings until you find the correct configuration for your hardware.




These settings are:

*Delay* - Used by the polling commands only. The delay is the number of milliseconds (0000-9999) the polling function should wait between polls. The default is 100 milliseconds.

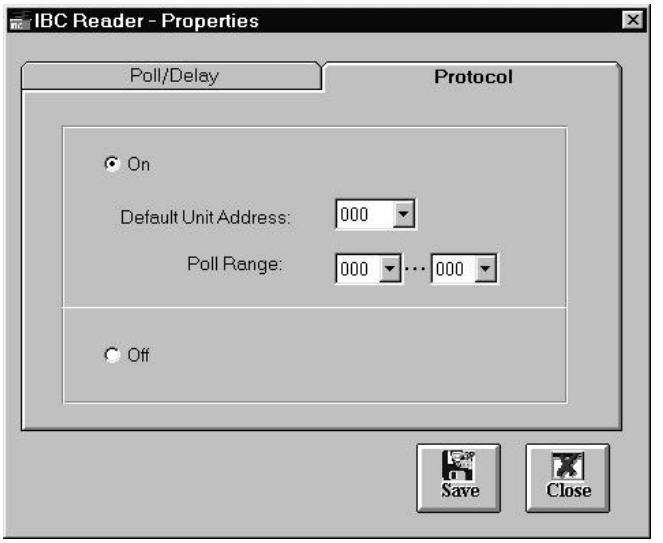
*Time Out* - The number of milliseconds (0000-9999) the software should wait, after sending a command, for a response from the reader before timing out. The default is 100 milliseconds.

*Machine Speed* - The amount of time the software should wait after sending a command to the reader and before receiving data from the reader. You can select any number from 1 to 50. The number you select is represented as a multiple of 10th of a millisecond. Therefore, if you select 1, the wait time will be 10 milliseconds. The larger the number, the slower the data will be sent and received. However, a small value may result in receiving fragmented data. The default is 5.

## Protocol Parameters

The reader can communicate with the software in protocol (network) or non-protocol mode. The Protocol command allows you to specify the mode that the software will be using when communicating with the reader.

To access this command, select Clocks ⇒ IBC Reader ⇒ Set Protocol Parameters.




To turn the protocol on/off on the reader, refer to the following topics: Set Reader Options, or Send Command.

## How to Turn the Protocol Off

1. First, turn the protocol off on the reader by using one of the commands mentioned above.

2. Select the *Protocol* tab on this form if it not already selected.

3. Select the *Off* radio button.

4. Click on the save icon  .

**How to Turn the Protocol On**

1. If the readers are not set to protocol, then while the protocol is turned off in the software, turn on the protocol on all of the readers.

2. Select the *Protocol* tab on this form if it not already selected.

3. Select the *On* radio button to turn on the protocol in the software.

4. Then select the default address from the *Default Unit Address* list. This address can be between 000 and 126 and will be used as a default address when downloading, uploading or programming the reader.

5. Finally, select the range of addresses that the polling functions should poll. Valid values range from 000 to 126. Make sure the value you select for the *Range From* is lower than the value you select for the *Range To*.

6. Click on the save icon  .

***Command Utilities***

Once you change the settings for the Poll/Delay parameters or the Protocol parameters, you need to save the new settings and close the form.

Click on the save icon  after you make the required changes to the settings.

Click on the close icon  to close the form. This icon closes the form without warning of any unsaved changes. Make sure you save the form before you exit.

## Access Control List

In order to take advantage of the access control capabilities of the SA and STA readers you need to download schedule and employee data to the reader. Once you download the list, upload and view the data stored on the reader. This chapter describes the download/upload process for the access control list.

There are three menu commands for downloading the access control list. These commands are described in the following sections.

### *Download Schedule List*

The Download Schedules List command allows you to download a schedule file to the IBC reader.

Before you access this command, you should setup the schedules using the *Schedule Setup* form.

The schedule file that is downloaded with this utility will contain the following data: a schedule#, the day of the week, the start time, and the end time.

To download the schedule list,

1. Select Clocks, and then select IBC Reader.

2. Select Download Schedule List.

If the protocol is enabled in the software, the *Unit Address* form will appear.


If you want to download to an address other than the default address, enter a new address in the white text box provided. The address can be between 0 and 126.

The *Cancel Send/Receive* form will appear to allow you to cancel the download operation at anytime.

The responses coming from the reader will appear in the View form.


*For more information,* consult the IBC SA/STA user's product guide regarding the Add Schedule programming command.

### *Download Employee List*

The Download Employee List command allows you to download a file of employee IDs and schedule numbers to the SA and STA reader.

You should download the schedule list to the reader before you download the employee list, unless all the schedules in the employee list exist in the reader or no schedule check is required.

Before you download the file, setup the data using the *Employee Setup* form and the *Schedules Setup* form.

To download an employee list,

1. Select Clocks, and then select IBC Reader

2. Select Download Employee List

3. If the protocol is enabled in the software, the *Unit Address* form will appear. If you want to download to an address other than the default address, enter a new one. This address can be between 0 and 126.

Click on the open icon to download the file.

The *Cancel Send/Receive* form will appear if you click on the cancel icon  in this form. The download operation will stop.

The reader checks the employee data before adding it to the existing list. If the data exists, the reader will not add it to the list.

Responses from the reader will be sent to the *View* form. The reader returns one of three responses described in the table below:

| Response | Description |
|---|---|
| ID is added | The ID was successfully added to the list of employees on the reader. |
| ID is not added. | The ID was not added to the list of employees. It might already exist on the reader. The data is invalid (e.g. the length of the ID exceeds the maximum ID size on the reader). |
| Schedule is invalid. | The ID was not added to the list of employees because the schedule does not exist on the reader. You need to download the schedule data first. |

*For more information*, consult the IBC SA/STA user's product guide regarding the Add Employee to list programming command.

### *Download Member List*

The Download Member List command allows you to download a file of member IDs to the SA and STA reader. As members have no schedule, a “000” string is added before each ID.

To download a member list,

1. Select Clocks, and then select IBC Reader
2. Select Download Member List
3. If the protocol is enabled in the software, the *Unit Address* form will appear. If you want to download to an address other than the default address, enter a new one. This address can be between 0 and 126.

Click on the open icon to download the file.

The *Cancel Send/Receive* form will appear, if you click on the cancel icon  in this form. The download operation will stop.

The reader checks the member data before adding it to the existing list. If the data exists, the reader will not add it to the list.

Responses from the reader will be sent to the *View* form. The reader returns one of two responses described in the table below.

*For more information*, consult the IBC SA/STA user's product guide regarding the Add Employee to list programming command.

| Response | Description |
|---|---|
| ID is added | The ID was successfully added to the list of members on the reader. |
| ID is not added. | The ID was not added to the list of members. It might already exist on the reader. Or the data is invalid (e.g. the length of the ID exceeds the maximum ID size on the reader). |

### *Upload Access Control List*

The Access Control List command allows you to upload the control list from the reader. Use this command if you want to know the list of employee IDs and schedules stored on the reader.

To upload the access control list:

1. Select Clocks ⇒ IBC Reader

2. Then select Upload Access Control List

The *Upload File* dialog will appear.

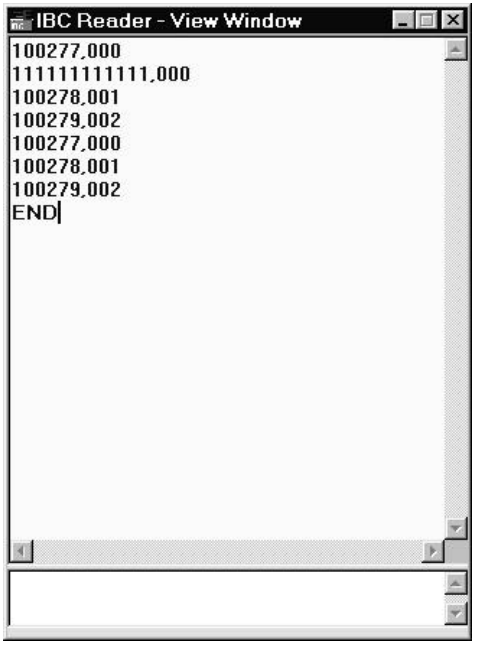
If you want to save the data in a file, select the folder from the *Look In* list and enter the name of the file in the *File Name* text box. Then click on the open icon.

If you do not want to save the data, click on the cancel icon of this form.

3. If the protocol is enabled the *Unit Address* form will appear. Enter the address (0 - 126) from which you want to upload the data. Then click on the OK icon. If you click on the cancel icon  in the *Unit Address* form, the upload operation will be cancelled.

4. Next, the *Cancel Send/Receive* form will appear. The cancel icon  in this form allows you to cancel the upload operation at any moment.

The data coming from the reader will be sent to the *View* form. It will appear as follows:




iii...,sss

| Field | Description |
|---|---|
| iii… | The employee ID. |
| sss | The schedule#. |

## Polling Data

The Poll Reader command polls the transactional data from the IBC reader. The format for the polled data will differ according to the type of the reader being polled.

For this command to work properly, the type of clock selected using the *Company Setup* form should match the type of the reader you are using.

Upload any reader as follows:

1. Select IBC Reader from the Clocks main menu.

2. Select Poll Reader if you want to poll the data and keep it in the reader.

3. For STA and DC readers, you can select Poll and Purge Reader if you want to poll the data and then clear the reader's memory.

4. The polled data will be saved in a file called 'Datammdd.log' where mmdd represent the month and date.

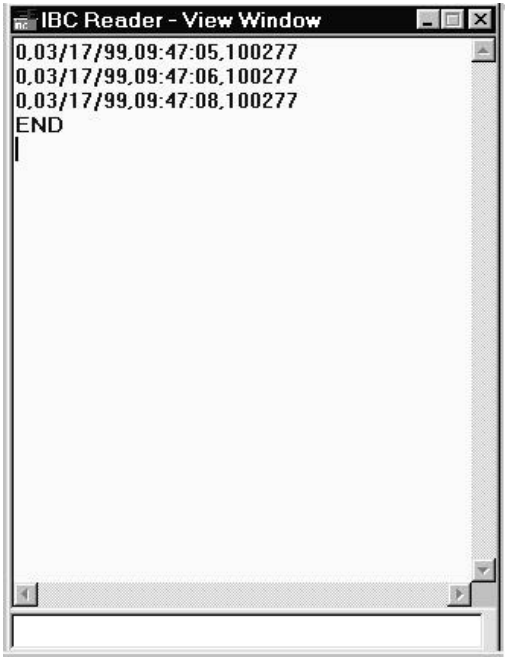
### *Polling STA/DC Readers*

The STA and DC readers store the transactional data. To poll these readers, follow the steps described above.

If the protocol is not enabled, the reader connected to the serial port will be polled until an "End" response is received from the reader.

If the readers are networked, the poll command will poll each reader whose address falls in the range of addresses set up in the software. Each address will be polled until an "End" response is received from the reader. Then the next address in the range will be polled and so on.

The data will appear in the *View* form as follows:




s,mm/dd/yy,hh:mm:ss,iiii.....

| Field | Description |
|---|---|
| S | The status of the transaction (STA only)<br>0 - Access is granted.<br>1 - Bad employee id<br>2 - Employee is not clocking in/out within the scheduled time. |
| Mm/dd/yy | The date. |
| Hh:mm:ss | The time. |
| iii..... | The employee ID. |

### *Polling a J Reader*

Polling a J reader differs from polling STA and DC readers. Since the reader does not store the data, it should be connected to your PC and the polling function should be running as long as the employees are scanning their ID's.

If the protocol is disabled, the reader will be polled for data until the operation is cancelled. The J reader will not allow the employee to scan an ID until the previous data is polled.

If the protocol is enabled, each reader in the range will be polled once.

The data coming from the reader will not contain a date or time. The Poll command adds the computer time and date to the data at the time of polling.

The polled data will appear in the *View* form as follows:


iii...,mm/dd/yy,hh:mm:ss

| Field | Description |
|---|---|
| iii…. | The employee ID. |
| mm/dd/yy | The system date at the time of scanning. |
| hh:mm:ss | The system time at the time of scanning. |

To end the polling process, you should click on the cancel icon  of the *Cancel Send/Receive* form.

### *Polling a J Reader with ACON Clock*

The J reader can also be polled using ACON clock. This method allows other functions to be accessed while the employees are clocking in and out.

You need to select the “IBC J Reader” clock in the Company Setup. When the ACON Clock is accessed, it will open the communication port thus allowing data to come from the J reader.

Please refer to the topic ACON Clock for further information.

### *Polling SA Reader*

Like the J reader, the SA reader does not store the transactional data. It should be connected to your PC during operation; otherwise, the data will be lost. However, the SA reader stamps the data with a time and date.

In protocol as well as in non-protocol mode, the data will appear in the *View* form once scanned. This data will appear as follows:

mm/dd/yy hh:mm:ss iii... Granted
Or
mm/dd/yy hh:mm:ss iii... Not Granted

***After Polling Data...***

Once the data is polled from the reader(s), the software imports it into the database. The import operation starts automatically after you click on the cancel icon  of the *Cancel Send/Receive* form or after all the data is polled from STA or DC readers. If the data is imported successfully, it can be viewed in the *Edit Clock* form and in the reports.

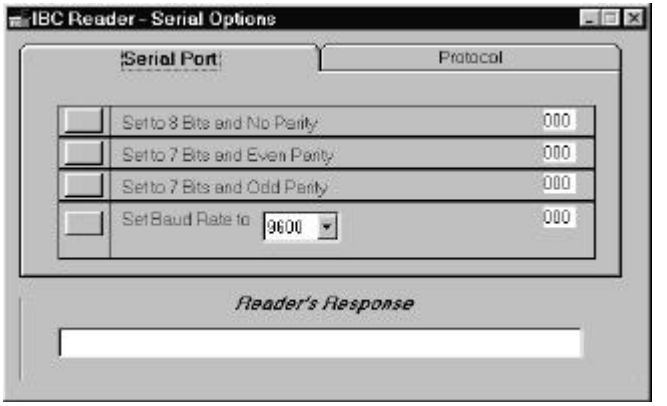
## Reader Commands

This section describes in details the menu commands that program the reader.

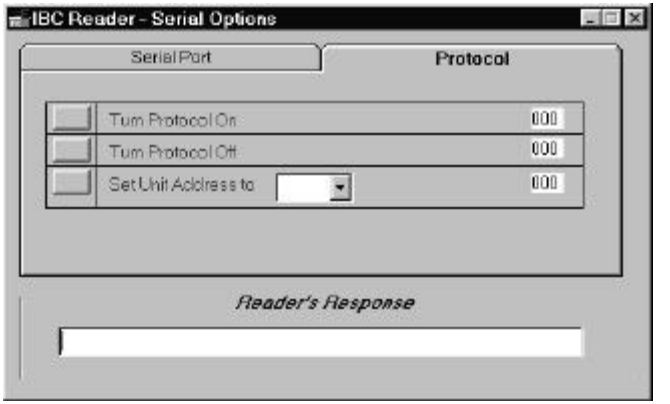
Commands such as Set Time, Set Serial Options, Set Relay Options, Set Speaker Options, Set LED Options, Set Barcodes Options, and Set Magstripe Options allows the user to program the reader by clicking on the icon next to the commands. The Send Command requires the user to enter the programming command and to send it to the reader.

### *Set Serial Options*

Use the Set Reader Options to change the serial port settings on the reader such as the baud rate, parity and data bits.




Also, use this command to change the protocol settings on the reader.




To change the settings on the reader,

1. If the protocol is enabled, enter the address of the reader in the address text box at the right of the command.

2. If the command has a selection box, select the required setting from the list. For example, the 'Set Baud Rate to' command has a baud rate selection box.

3. Click on the command icon at the left of the command.

Choose these commands carefully. When you change any of these settings on the reader, you need to change them in the software as well. Otherwise, the software will not be able to communicate with the reader.

For example, if you click on the icon next to "Set to 8 bits and no parity." command, you will reset the port settings on the reader. To communicate with the reader, you should change the data bits to 8 and the parity to none in the software.

If the protocol is turned on, a response will be returned from the reader. This response will be either "Command Acknowledged" if the reader recognized the command or "Command Not Acknowledged" if the reader did not recognize the command.

### *Set Time*

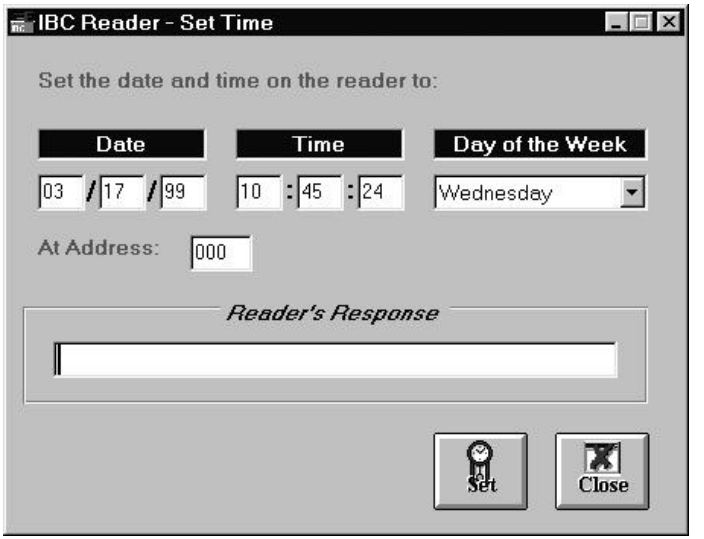
After you receive the reader from the factory, reset the internal date and time.

The Set Time command provides an easy way to set the date and time on the reader.

To reset the time, follow the steps below:

1. From the Clocks menu, select IBC Reader, then Set Time.

The *Set Time* form will appear.




If the communication port is not already open, this command will open it. When this form appears, the date, time and day of the week boxes will display the computer date and time.

2. If you do not want to set the time on the reader to the system time, change the settings as required.

The *Date* should be entered as follows: mm/dd/yy - 02/09/99

The *Time* should be in 24-hour format (i.e. the valid entries for *Hour* are 00- 23). The time should be entered as follows: hh:mm:ss - For example, 13:01:30

The *Day of the Week* can be selected from the list.

3. Finally, if the reader is networked, enter its address in the *Unit Address* text box.

4. Click on the set icon to reset the reader to the date and time that appears in this form.

Responses coming back from the reader will appear in the Reader's Response text box and they could be one of the following:

| Response | Description |
|---|---|
| Reader is not responding | No response came back from the reader. |
| Invalid Time | The date or time entered is not valid. |
| Time is Set | The reader received the command and it set the time and date. |

### *Set Barcodes Options*

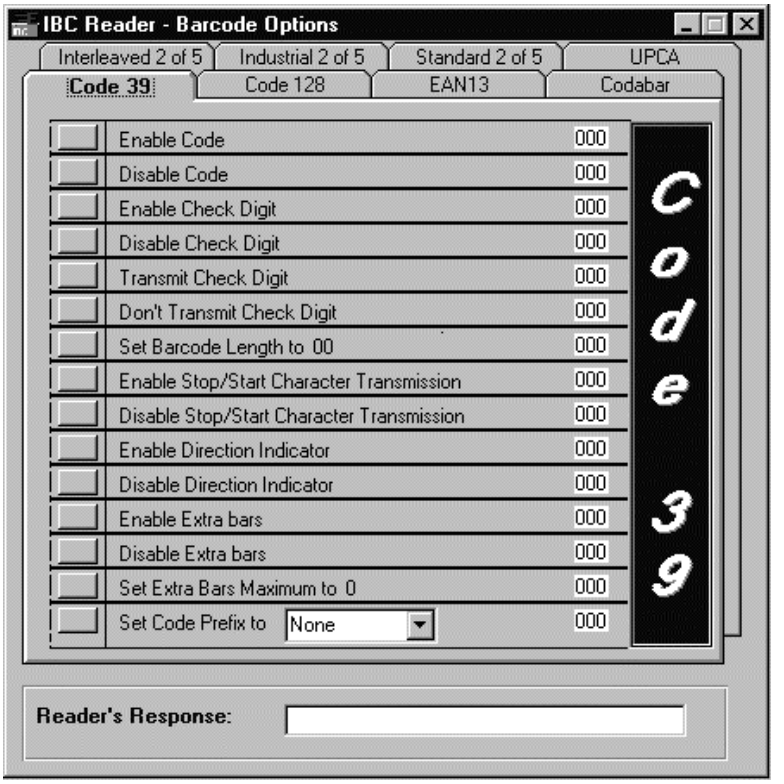
All the symbologies that the reader can read can be configured using the Set Barcodes Options command.

To access this command, select the Set Barcodes Options from the IBC Reader submenu. Once selected, a submenu will appear from which you can select the symbology you want to configure on the reader.

Most of the symbologies can be programmed using the following commands:

- Enable/Disable the symbology
- Enable/Disable the check digit
- Transmit/Don't transmit the check digit
- Set the barcode length.
- Enable/Disable the direction indicator
- Enable/Disable the extra bars
- Set the barcode prefix.

The figure below shows all the programmable commands for the Code 39 symbology.




To program the symbologies, follow the steps below:

1. If the protocol is enabled, enter the address of the reader in the address text box at the right of the command.

2. If the command has a selection box, select the required setting from the list.

For example, the ‘Set Barcode Prefix to’ command has a selection box from which you can select the prefix character you want. Enter the character in the list box provided or select the character from the list. However, there are certain characters that you should always select instead of typing. These characters are:

**None** disable the prefix
**Space** space character
**Tab** tab character

Other commands such as ‘Set Barcode Length to 00’, requires you to change the ‘00’ in the command to the length you want.

3. Click on the command icon to the left of the command.

The reader will respond with an ACK (Command Acknowledged) or a NAK (Command Not Acknowledged) if operating in protocol mode. This response is displayed in the Response text box.

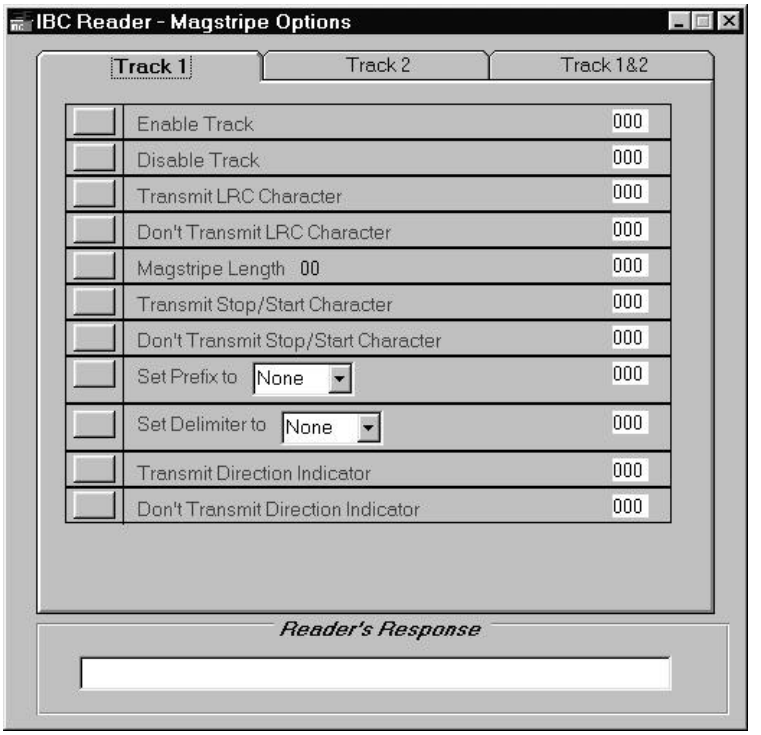
### Set Magnetic Stripe Options

The Set Magnetic Stripe Options command allows you to program every track that the reader can read. It is available under the IBC Reader submenu. Once selected, a submenu will appear from which you can select to program: Track 1, Track 2, and Track 1 & 2.

Programming track 1 is equivalent to programming track 3 on readers that read track 2 and 3.

The individual tracks are programmed as follows:

- Enable or disable track
- Transmit /Don't transmit the LRC character
- Set the magstripe length
- Transmit /Don't transmit stop and start character
- Select the prefix character
- Select the delimiter character
- Transmit /Don't transmit the direction indicator
- For multi track readers, each track can be programmed to:
- Use the standard character set for the track or another character set.
- Transmit before the other track.
- Set intertrack delimiter.




The figure above shows all the commands in which you can program Track 1.

To program the magstripe tracks follow these steps:

1. If the protocol is enabled, enter the address of the reader in the address text box at the right of the command.

2. If the command has a selection box, select the required setting from the list.

For example, the 'Set Prefix to' command has a selection box from which you can select the prefix character you want. You can enter the character in the list box provided or you can select the character from the list. However, there are certain characters that you should always select instead of typing. These characters are:

**None** disable the prefix
**Space** space character
**Tab** tab character

Other commands such as ‘Set Magstripe Length to 00’ requires you to change the ‘00’ in the command to the length you want.

3. Click on the command icon at the left of the command.

The reader will return one of two responses,

*Command Acknowledged* – when the reader recognizes the command

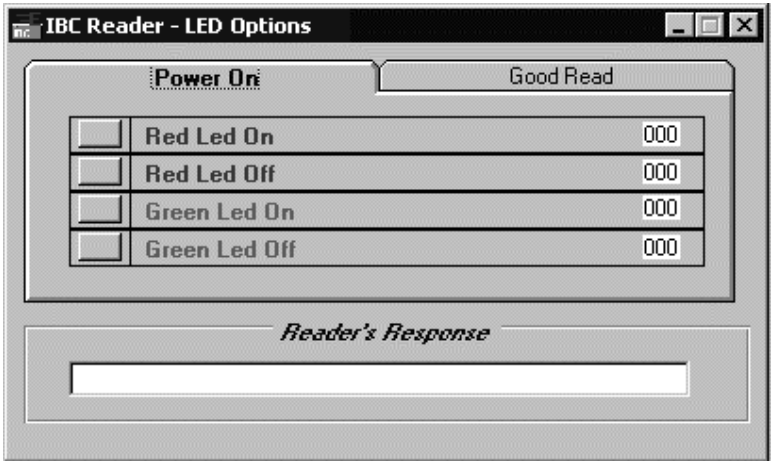
*Command Not Acknowledged* – when the reader does not recognize the command

One of these two responses will appear in the *Response* text box.

### *Set LED Options*

Some readers can have programmable LEDs that function as follows:

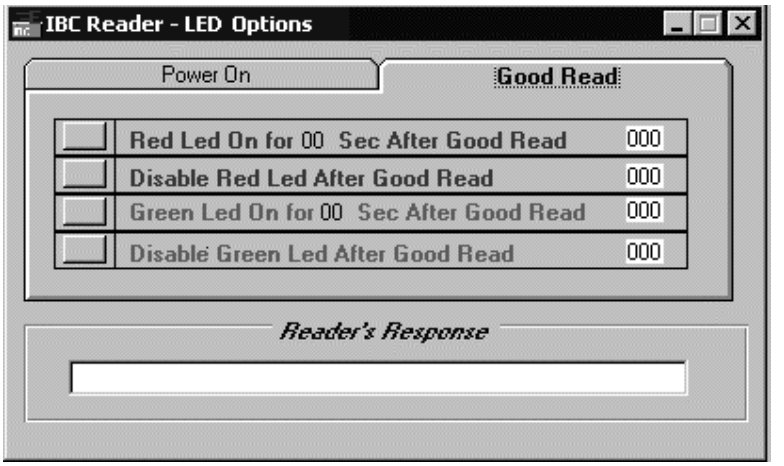
When the reader is powered on,




- You can program it to turn the red LED on or the red LED turned off.

- You can also program it to have the green LED turned on or the green LED turned off.

And after a good read,




- You can program the reader to turn the red LED on for xx second or to turn the red LED off.

- You can also program it to turn the green LED on for xx second or to turn the green LED off.

The LED Options command is accessible from the IBC Reader submenu. After you select the Set LED options command, the port will be opened if not already opened.

To program the LED, follow the steps below:

1. If the protocol is enabled, enter the address for the reader in the address text box at the right of the command.

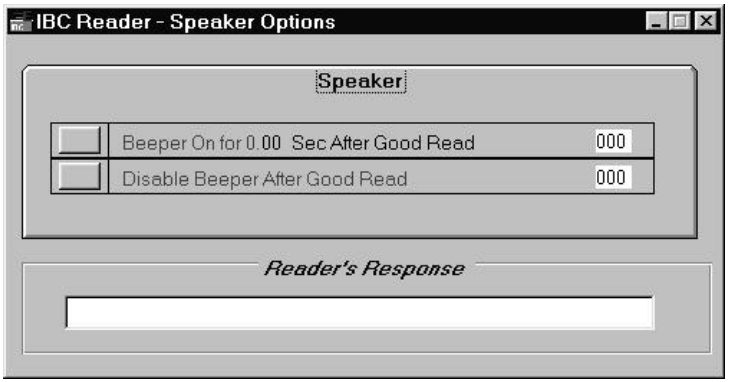
2. Some commands require you to replace the '00' value in the command to the value that you want. Such as "Red Light on for 00 Sec After Good Read".

3. Click on the command icon at the left of the command.

### *Set Speaker Options*

The speaker available on the reader can be programmed to beep for a number of seconds after a good read or to be turned off after a good read.

To access this command, select Clocks ⇒ IBC Reader ⇒ Set Speaker Options. There is no need to open the port before executing this command, it will open automatically.



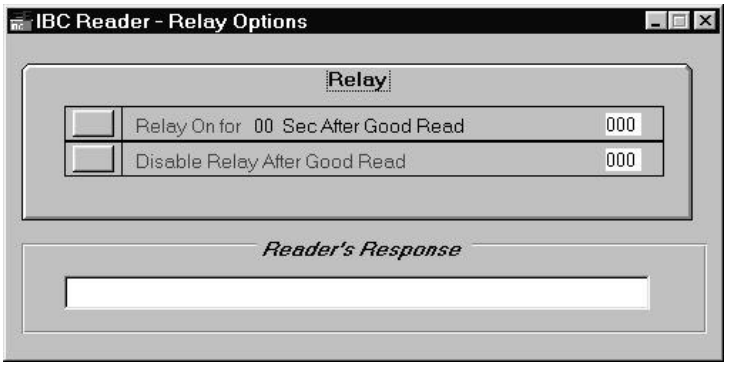

To program the speaker to be turned on for a certain amount of time after a good read, enter the number of seconds desired. Then enter the address if the protocol is on. Then click on the icon next to this command.

To disable the beeper after a good read, enter the address of the reader, if networked, and click on the icon next to this command.

### *Set Relay Options*

The Set Relay Options command is available under the IBC Reader submenu. If the reader has a relay, you may want to program it as follows:

After a good read,




- Turn on the relay for xx seconds.
- Turn the relay off.

Like all the reader commands, the Set Relay Options command opens the communication port automatically.

To program the relay you need to click on the icon next to each command. Before you click on the icon, if the reader is networked, enter its address in the text box provided for the address. Also, enter the number of seconds required if you are programming it to be turned on for a certain amount of time.

## Send Command

The IBC reader can be easily programmed through any of the commands described above. For example, the Set Speaker Options command sends messages to the reader to program the speaker.

However, these commands do not cover all of the programming commands. Any other command can be typed in the *Send Command* form and sent to the reader. In other words, the Send Command allows you to program the reader by sending the appropriate command.

To send a command to the reader:

1. Select Clocks ⇒ IBC Reader, then select Send Command

The *Send Command* form will appear, as show in the figure below:


2. Type the command in the text box provided.

3. If networked, enter the address for the reader where you want to send the command.

4. Check the serial command option if the command is a serial programming command. All the commands in the J series user's guide are serial programming commands (except the serial control commands).

5. Click on the send icon.

The Send command will automatically add the command prefix and terminating characters. The responses coming back from the reader (if any) are sent to the *Reader's Response* box. The responses will appear in the same format that they are received. However, the software eliminates the ACK, NAK, ETX and STX characters from the string of data received when the protocol is enabled.

If the reader is set to protocol mode, a response of ACK will appear as "Command Acknowledged" and of NAK will appear as "Command Not Acknowledged".

***Command Utilities***

The clear icon  erases the contents of the Send and Receive boxes.

The send icon  sends the command to the reader.

The close icon  simply closes the *Send Command* form.

*For further information* on the reader commands, consult the IBC user's guide.

## Warning Messages

While communicating with the IBC reader, you will receive different messages. Some messages will inform you about the status of a certain operation. These types of messages are explained throughout the IBC reader topics. This topic explains only the warning and error messages received.

**"Command Acknowledged", "Command Not Acknowledged"**

The above messages are displayed by the software in the response box when an ACK or a NAK is received from the reader. When the reader acknowledges the command, it means that the reader received the command and recognized it as a valid command. It does not mean that the reader is programmed according to the command. When the reader does not acknowledge the command, it means that the reader received the command but did not recognize it.

**"Invalid character."**

This message is received when you enter an invalid character (such as typing a space instead of selecting 'Space' from the list in the Set Prefix or Delimiter commands of the Set Barcodes Options and the Set Magstripe Options forms).

**"Invalid address."**

Upload and download commands accept an address that range between 0 and 126. The reader commands (such as Set Speaker Options) accept address that range from 0 to 127. This message is received when you enter invalid characters (e.g. alpha characters) or an address that fall out of the range.

**"Operation valid only when the port is opened"**

If the communication port failed to open, you will receive this message when you try to send or receive data to and from the reader.

**"Reader is not responding!" "NO RESPONSE"**

This message is received when the reader does not send any response back and the software is expecting one. The reader will not send a response if:

- The port is not open or an invalid port number is selected
- The reader is not connected to the selected port
- The address selected does not match the address on the reader
- The reader did not recognize the command
- The settings in the software do not match the settings on the reader. For example, the protocol in the software is enabled and disabled on the reader.

**"Reader is not responding! Make sure it is set to protocol mode."**

When the protocol is enabled in the software, a response is expected from the reader for every command sent. If no response is received, the software displays this message. You need to either enable the protocol in the reader or disable it in the software.

**"Unable to open the communication port!"**

This message is received when the selected port is occupied by other hardware or the port is already opened by this hardware and cannot be reopened.

**"Unable to purge data at address xxx"**

The software failed to send the command that purges the contents of the transactional data file on the reader. This would be due to communication problems.

**"Unable to send command."**

This message is received when the software is trying to communicate with the reader by sending a command while the port is not open or a communication problem occurred.

# CHAPTER 6 - ATS Clock

If you have purchased an ATS clock to use with the Exeba-ACON software, you need to read this chapter of the manual. All the features are available under the ATS Clock submenu. These features will be enabled once you select the "ATS Clock" in the *Company Setup* form.

***Features***

- ✓ Customize the ATS clock
- ✓ Customize the standard clock messages and the employee messages
- ✓ Download schedule data, department data, and employee data to the clock
- ✓ Poll the transactional data from the clock
- ✓ Set the time on the clock
- ✓ Send a command to the clock

***Getting Started***

In order for Exeba-ACON™ to communicate with the clock, there are different parameters in the software and the clock that you should configure. These parameters will differ depending on the type of clock you use.

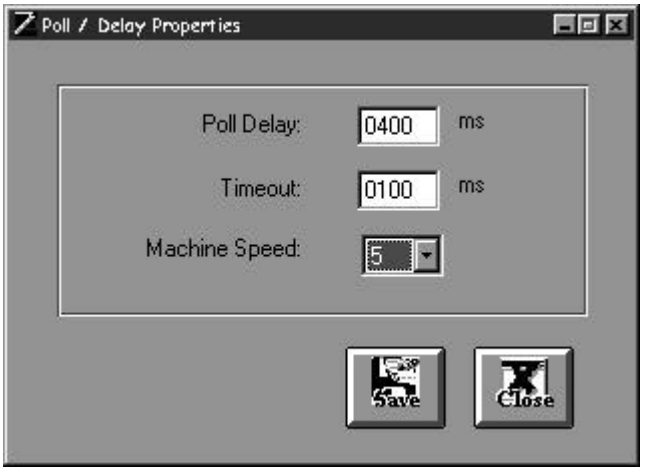
## ATS Serial Clock

This section explains in details the process of setting up the ATS serial clock. Using Exeba-ACON™, you should select the appropriate port and port settings, and change the poll and delay parameters if necessary.

### *Poll/Delay Parameters*

The Poll/Delay Parameters command can be accessed as follows: Clocks ⇒ ATS Clock ⇒ Poll/Delay Parameters.

The settings of the poll and delay parameters affect the commands that send and receive data to and from the ATS clock. You may need to try different settings until you find the correct configuration for your hardware.




These settings are:

*Poll Delay* is only used by the polling commands. The delay is the number of milliseconds (0000-9999) the polling function should wait between polls. The default is 400 milliseconds.

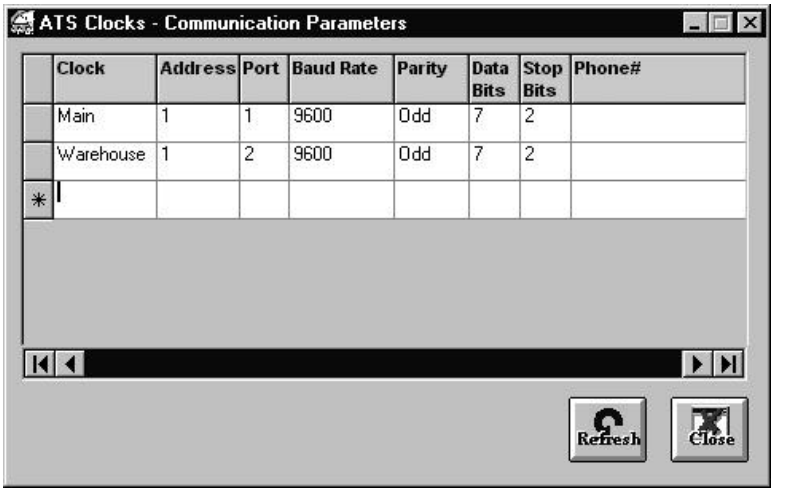
*Time Out* - The number of milliseconds (0000-9999) the software should wait, after sending a message. The clock will send a response before timing out. The default is 400 milliseconds.

*Machine Speed* - The amount of time the software should wait after sending a command to the clock and before receiving data from the clock. You can select any number from 1 to 50. The number you select is represented as a multiple of 10th of a millisecond. Therefore, if you select 1, the wait time will be 10 milliseconds. The larger the number, the slower the data will be sent and received. However, a small value may result in receiving fragmented data. The default is 5.

### *Setup Serial Clock*

If you are using a single or multiple ATS serial clocks you should set up their data using the Communication Parameters setup form.

To access this form select Clocks ⇒ ATS Clock ⇒ Setup Communication Parameters.




For every clock, enter the following data:

*Clock* – Enter a unique ID number or name for the clock (e.g. MAIN, 101).

*Clock address* – Enter the address you have set up on the clock (1-32). The default is 1.

*Port* – Enter or select the port the clock or the modem is connected to.

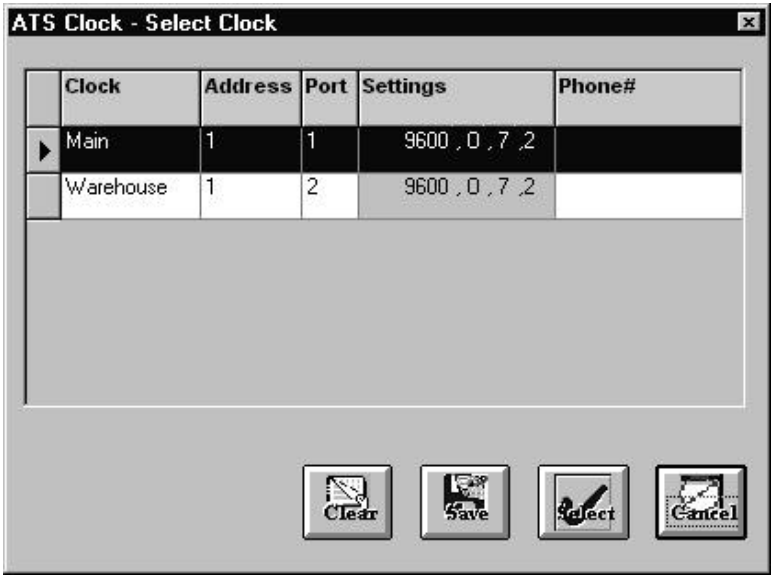
*Port Parameters* – Enter or select the baud rate, parity, data bits, stop bits. These settings should match the settings on the clock.

*Phone number* – If you are connecting to the clock through an internal or external modem, you should enter the phone number in this field.

### *Select Clock*

Once you set up the ATS clocks communication parameters, you need to select the clock you want Exeba-ACON™ to communicate with.

To select the clock, from the Clocks main menu, select ATS Clock, then select Select Clock.




When the form above appears, the selected clock, if any, will be highlighted. To select a clock simply click on the record selector (black arrow) to highlight the row. Then click on the Select button.

The save button allows you to save the selected clock so you don't have to reselect it when Exeba-ACON™ is restarted. Whereas, the Clear button deselects the clock allowing you to make changes to its data in the Setup Clock Parameters form.

### *MODEM Connection*

If ACON should connect to the clock through a modem, you need to configure the software, your modem and the clock modem as described in the following paragraphs.

*Configuring the ATS clock internal modem*

Locate the test switch on the back of the clock then set the baud rate to 2400M and the number of rings (1, 2..). Set the parity to ODD, and the application type to A. Select the clock address (01 – 32). Once you change the baud rate, the clock will perform a self-test to detect the internal modem.

*Configuring* Exeba-ACON™ *port settings*

Using Exeba-TAMS™ Clock Communication Parameters form, set up or modify an existing clock data as follows:

- Enter or select the port to which the modem is connected to.
- Enter or select the following port parameters: baud rate: 2400, parity: Odd, data bits = 7, stop bits = 2.
- Then enter the phone number of the line to which the clock is connected to.

Using the Modem Connection form,

o Enter the phone number for the line to where the clock is connected

*Configuring the PC modem*

You can use an internal or external modem to dial the clock modem. This modem should be configured from your Windows control panel as follows: Speed: 2400, Data bits: 7, Stop bits: 2, parity: ODD, error flow: Off, error control: Off. You should use a 28.8 or lower speed.

You can dial the modem manually using the Dial MODEM command as described in the following section.

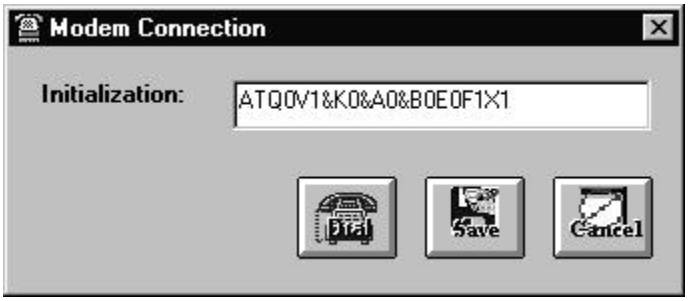
### *MODEM Dial/Hang Up*

The MODEM Connection command dials and connects to the modem installed on the ATS clock.

To dial the modem,

1. Select Clocks ⇒ ATS Clock ⇒ Dial Modem.

The *Modem Connection* form will appear.




2. In the *Initialization* text box enter the modem initialization command.

3. Then click on the Dial icon.

If the clock you want to connect is not selected, the *Select Clock* form will appear. Select the clock then watch for communication messages at the status bar.

### ***Modem Connection Utilities***

The save icon saves the data entered for the initialization string.

If the port is not already open, the dial modem icon opens the communication port, initializes and dials the modem.

The close icon closes the *MODEM Connection* form.

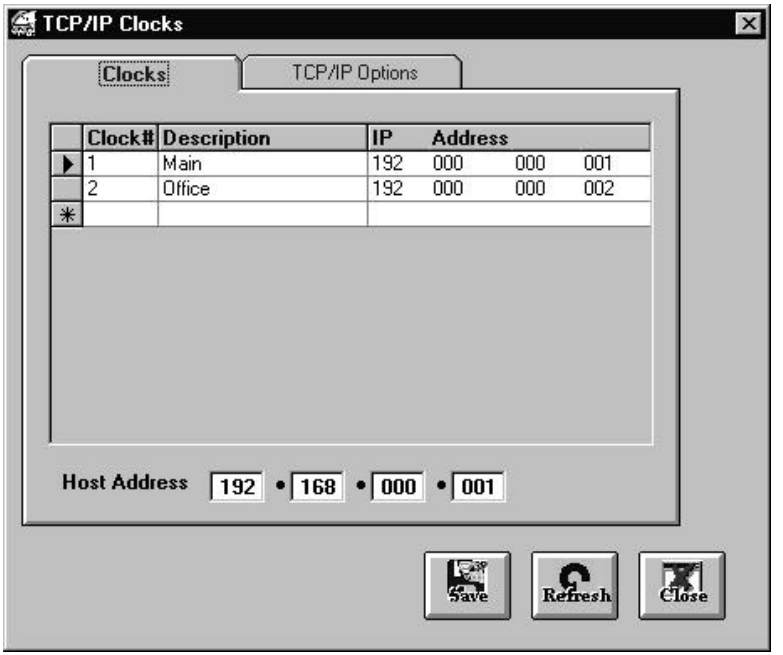
To hang up the modem,

Select Clocks ⇒ ATS Clock ⇒ Hang Up Modem.

### *Setup TCP/IP Clock*

If you are using a single or multiple ATS serial clocks you should set up their data using the Communication Parameters setup form.

To access this form select Clocks ⇒ ATS Clock ⇒ Setup Communication Parameters.




For every clock, enter the following data:

*Clock#* – Enter a number from 1 to 128.

*Description* – Enter a short description for the clock. (e.g. Main)

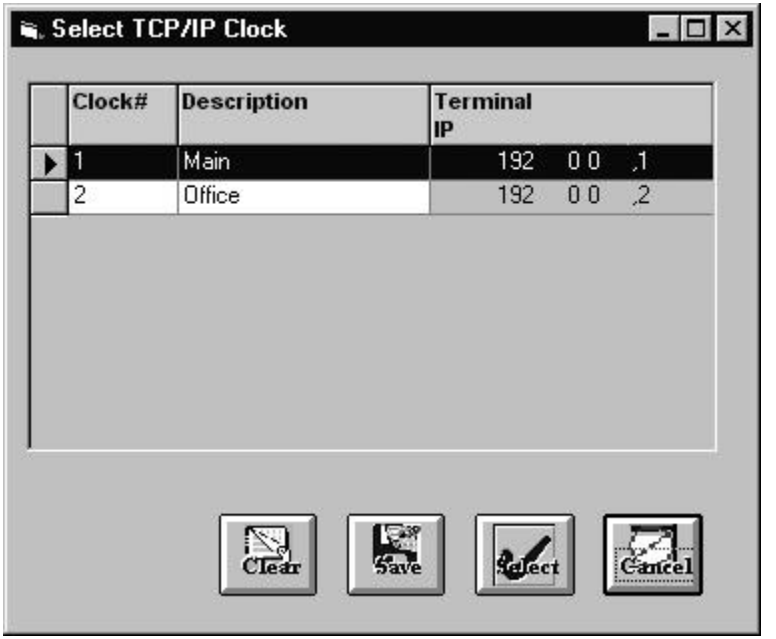
*IP Address* – For this field, enter the address setup in the clock as Terminal Address.

Once you setup all the clocks, you need to add the host address. The host address set on all the clocks should match this address.

### *Select TCP/IP Clock*

Once you set up the ATS clocks communication parameters, you need to select the clock you want Exeba-ACON™ to communicate with.

To select the clock, from the Clocks main menu, select ATS Clock, then select Select Clock.




When the form above appears, the selected clock, if any, will be highlighted. To select a clock simply click on the record selector (black arrow) to highlight the row. Then click on the Select button.

The save button allows you to save the selected clock so you don't have to reselect it when Exeba-ACON™ is restarted. Whereas, the Clear button deselects the clock allowing you to make changes to its data in the Setup Clock Parameters form.

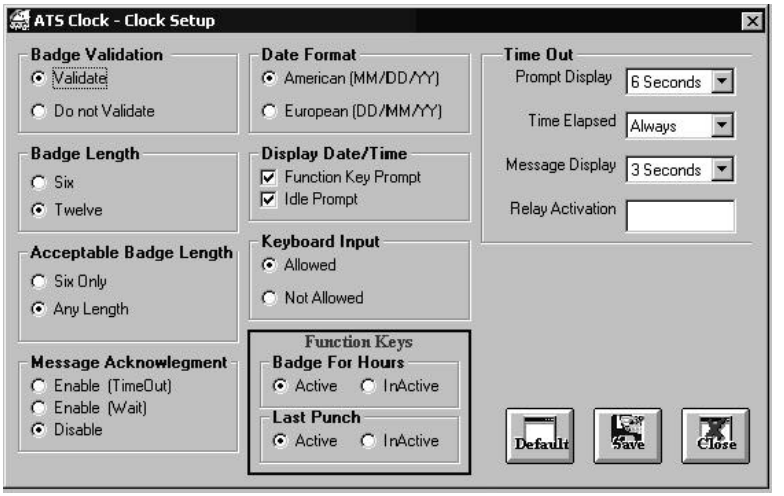
## ATS Clock Setup

There are three main commands for setting up the ATS clock: Setup Clock Parameters, Setup Standard Clock Messages, and Setup Employee Messages.

### *Setup Clock Parameters*

The Clock Parameters command allows you to select the options you want to configure on the ATS clock. With this command, only specify what you want to change on the clock. The clock is not actually configured until you create the commands file and download it to the clock.

To access this command, select Clocks => ATS Clock => Setup => Clock Parameters.




The options that can be configured using this command are as follows:

*Badge Validation* - Select either Validate or Do Not Validate. When you choose "Validate", the badge swiped will be validated against the employee file in the clock.

*Badge Length* - Select the length of the badge in the upload/download data files from and to the clock. Select either "Six Only" or "Twelve Only". When you select "Six Only", any ID that is above 6 characters will be truncated to the 6 least significant positions (i.e., a 10-digit badge 1234567892, will be accepted as 567892). When you select "Twelve Only", any ID that is less than 12 digits will be padded by zeros (i.e., ID 123456 will output as 000000123456).

*Acceptable Badge Length* - Select the length for the ID card that will be used with the ATS clock. If you select option "Six Only" the clock will accept only six digits ID cards (magnetic readers). If you select option "Any Length" the clock will accept ID's of any length up to 12 digits.

*Date Format* - Choose the appropriate date format for the company.

*Keypad Input* - Select either Allowed or Not Allowed. If you do not allow keypad input, the employee can only scan their ID badge. They will not be allowed to use the ATS keypad.

*Function Keys* – Select the functions you want to enable or disable on the clock.

*Message Acknowledgement Enable (Time Out)* - This option enables acknowledgement of the message and waits for the Clear/Enter key(s) to be pressed. If the key(s) is not pressed within the time out period, the clock will return to idle and the message will be displayed again the next time the employee swipes their card.

*Message Acknowledgement Enable (Wait)* - This option also enables acknowledgement of the message and waits for the Clear/Enter key(s) to be pressed. The message will remain on the display until one of these keys is pressed.

*Message Acknowledgement (Disable)* - This option disables the message acknowledgement. This allows the message to be displayed for a few seconds and then the clock will return to idle.

*Display Date/Time Function Key Prompt* - Select this option if you want the date and time to appear during the first prompt of the function keys.

*Idle Prompt* - Select this option if you want the date and time to appear during idle prompt.

*Time Out:*

*Prompt Display* - How long does the employee have to enter data before the clock returns to idle?

*Time Elapsed* - How much time do you want to have elapsed before the next badge may be read?

*Message Display* - How long do you want your message to be displayed?

*Relay Activation* - How long do you want the relay (if one is installed) to remain activated after reading a valid badge?

***Clock Parameters Setup Utilities***

The save icon  saves the changes made to the settings.

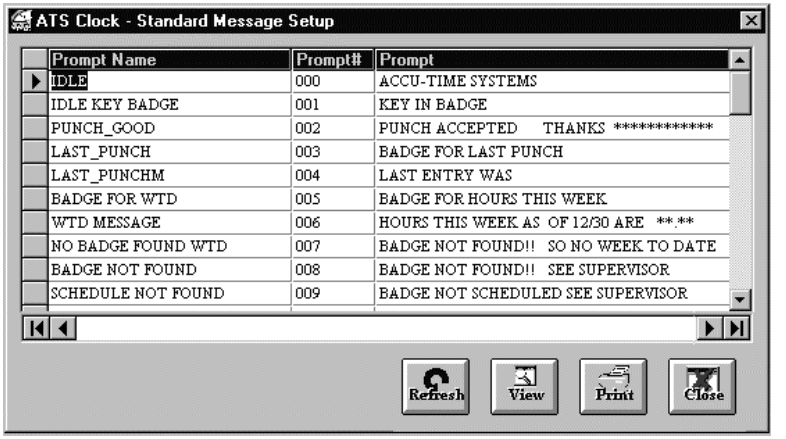
The default icon  restores the clock default settings, but does not save them.

The close icon  closes the form.

### *Clock Standard Messages*

These are the default messages displayed by the ATS clock under various conditions.

If you want to change any of these default messages, from the main menu, select Clocks => ATS Clock => Setup => Standard Messages.




The Prompt Name and Prompt# columns in the form above are locked. You may only change the information in the Prompt column.

When you enter a new company name for prompt# 000, make sure the name is 20 characters long. If the company name is not 20 characters long, press the space bar to fill the empty spaces.

### ***Standard Messages Setup Utilities***

You may choose to view a list of the standard clock messages by clicking on the view icon  .

Click on the print icon  to print the clock messages listing report.

When you finish, click on the close icon  .

## ATS Command File

In order to program the ATS clock, you need to create a file with valid clock commands. Then you need to download this file to the clock.

### *Command File Setup*

The commands file can be created using any text editor. The commands that you can enter in this file are explained in detail the ATS user's guide.

An alternative and easier method to create this file would be to use the Command File Setup utility. This utility automatically inserts the clock commands in the command file.

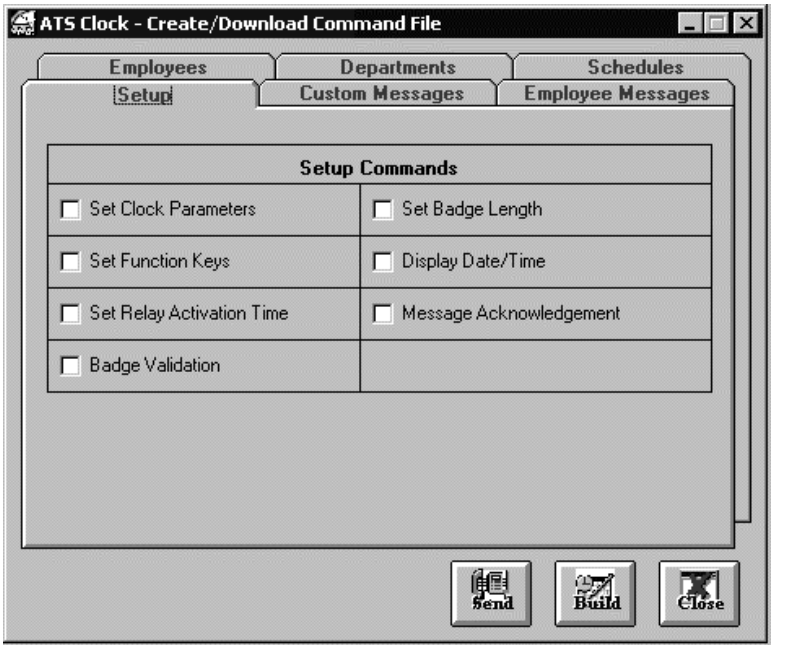
From the applications main menu, select Clocks => ATS Clock => Create Commands File.

The *Create/Download Command File* form will appear. This form has 6 tabs. Each tab contains a set of options from which you select the ones you want to program to the clock.

For instructions on how to select rows in the table, refer to Appendix B of this guide.

## Setup

In the ATS Clock Setup form, select the options to configure in the clock. Using the Setup tab of this form, select which of these setup commands you want to download to the clock.




If you want to add any of these commands to the file, check mark the box in front of each option. These options are:

*Set Clock Parameters* – when you select this option the selection made for acceptable badge length, keypad input, time out (prompt display, time elapsed, message display), and date format will be included in the command file.

*Set Function Key* – select this option if you want to include the command that turns some function on or off in the clock.

*Set Relay Activation Time* – this option will include the command to set the relay activation time.

*Set Badge Length* – this option will include the command to set the badge length to six or twelve depending on the selection made in the *Clock Setup* form.

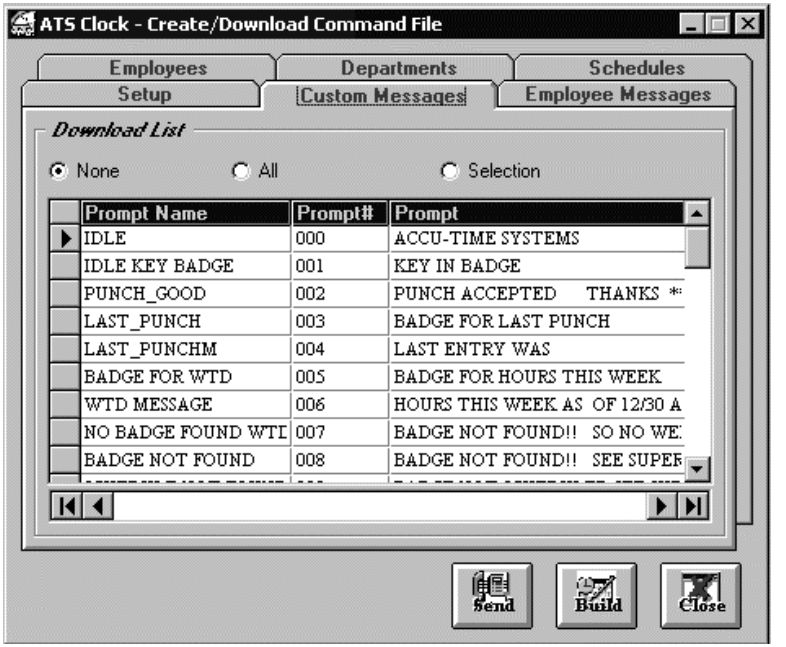
*Display Date/Time* – this will include the options you selected for displaying the date/time during function key prompt and idle prompt.

*Message Acknowledgement* – this will include the option you selected in the *ATS Setup* form for message acknowledgement.

*Badge Validation* – you need to check this option if you want to change the badge validation option in the clock.

### Standard Messages

The Custom Messages tab allows you to select which custom messages you want downloaded to the clock. Make changes to these messages in the *ATS Clock Standard Messages* form. Any changes required should be made before you open the *Create Command File* form. Changes made to these messages while this form is open will not take effect.




The following three options may be selected by using this tab:

*None* – this is the default option. When selected, none of the messages will be included in the command file.

*All* – when selected, all the messages will be included in the file.

*Selection* – when you click on this option, the Custom Messages will be enabled thus allowing you to select which messages you want to include in the file.

## Employee Messages

If you have entered some messages using the *Employee Message Setup* form and you want them displayed on the clock, click on the Employee Messages tab.


Options available:

*Erase existing employee messages* – check mark this option if you want the existing employee messages on the clock to be deleted.

From the download list, make your selection:

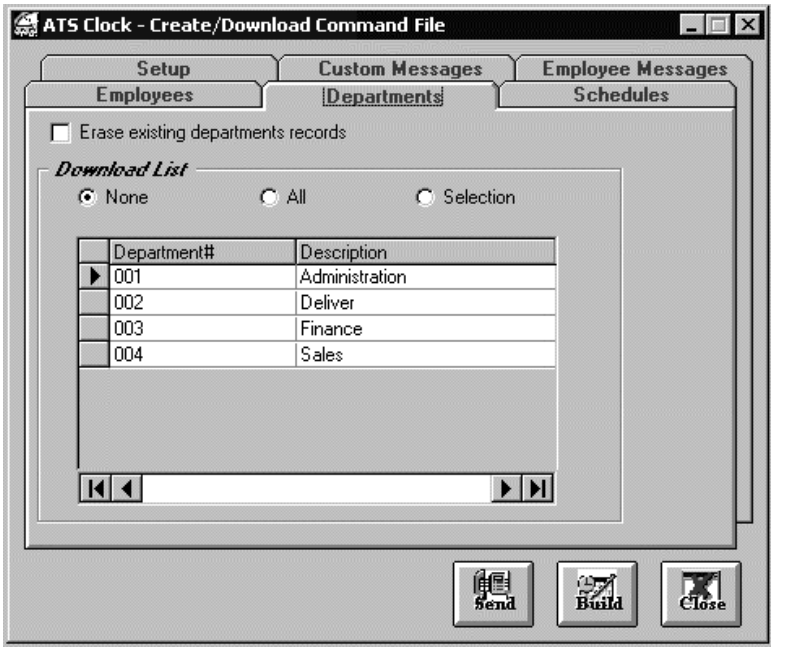
*None* – this is the default option. Make sure it is selected if none of the messages need to be downloaded.

*All* – this option adds all of the messages setup to the command file.

*Selection* – if you want to include some of the messages to the clock, select this option then select the messages from the table provided.

**Departments**

The Departments Tab in this form allows you to add commands and/or delete department data from the clock.




The available options are as follows:

*Erase existing department records* - command to delete all the department data (department#, description) stored in the clock.

From the download list, make your selection:

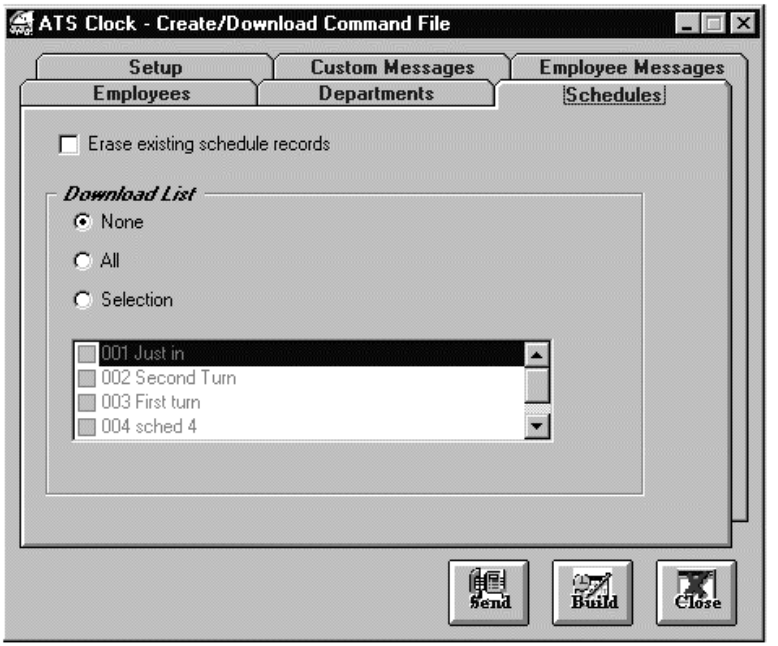
*None* – none of the departments

*All* – all of the departments set up in the software

*Selection* – select the ones you want to download from the table

**Schedules**

Using the Schedules tab, you can select to add the commands to delete the existing schedules on the clock or to add the ones set up in the software to the command file.




*Erase existing schedule records* - command to delete all the schedule data (schedule# and schedule hours) stored in the clock.

From the download list, select the following options:

*None* – select this option if you have already downloaded the schedules to the clock or if no schedule check is required

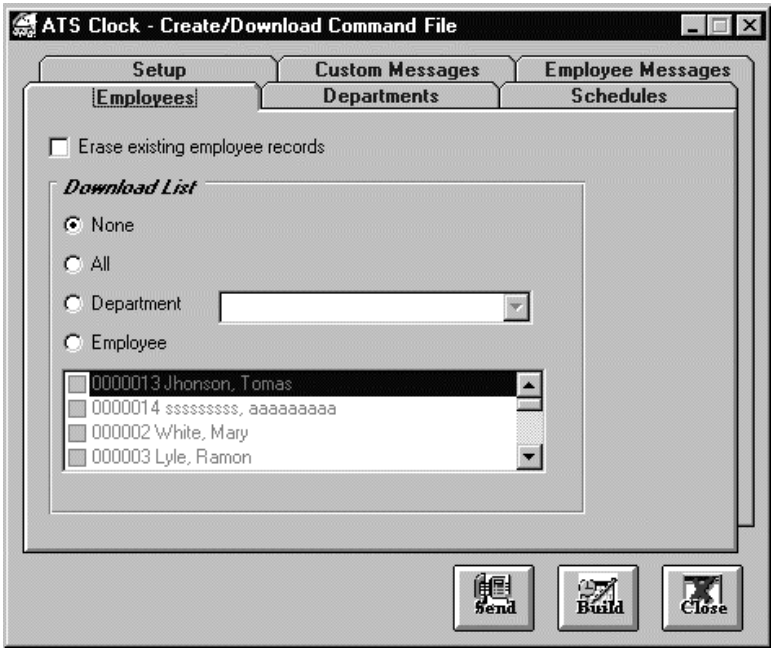
*All* – to download all the schedules to the clock select this option

*Selection* – select this option to specify which schedule will be downloaded to the clock. To select the schedules, check mark the white box next to each schedule.

The schedules should be downloaded to the clock once every week. If any modification is made to the schedule data, the existing schedules on the clock should be erased and the new schedule data should be downloaded to the clock.

**Employees**

The Employees tab allows you to add or delete the employee records from the clock.




Options available:

*Erase existing employee records* - command to delete the existing employee records from the clock.

The employee data setup in the software, can be downloaded to the clock by selecting the following options:

*None* - none of the employee records are added.

*All* - all of the employee records are added

*Department* – select this option if you want to download the employee records for the individuals that belong to a specific department.

*Employee* – if there is one or more employee record that you want to download to the clock, select this option then select the records you want to download from the list. Select a record by checking the white box next to it in the list.

 When you select to download the employee data to the clock, you should also download the employee schedule and message data, if any. For example, if an employee is assigned to a schedule, select the schedule# from the list when creating the file, if this schedule does not already exist in the clock.

***Command Utilities***

Once you select the options you want included in the file, click on the build icon. The build icon will only create a text file of the commands that represent the options you select. It will name this file "ATSCmd.dld" and will save it under the application data subdirectory.

The clock is programmed after you download the commands file, this function is performed by using the Download Command File utility or by clicking on the send icon  of this form. If no clock was selected, the *Select Clock* form will appear. Select the clock to download the file by simply highlighting it.

Click on the close icon  , to close this form when you are finished.

### *Download Command File*

The Download Command File utility allows you to download a command file to the ATS clock. This commands file may contain commands to configure the clock or to add employee IDs and schedules. If you have used the Create Commands File utility then the file you want to download will be "ATSCMD.DLD" and will be located under the application data subdirectory.

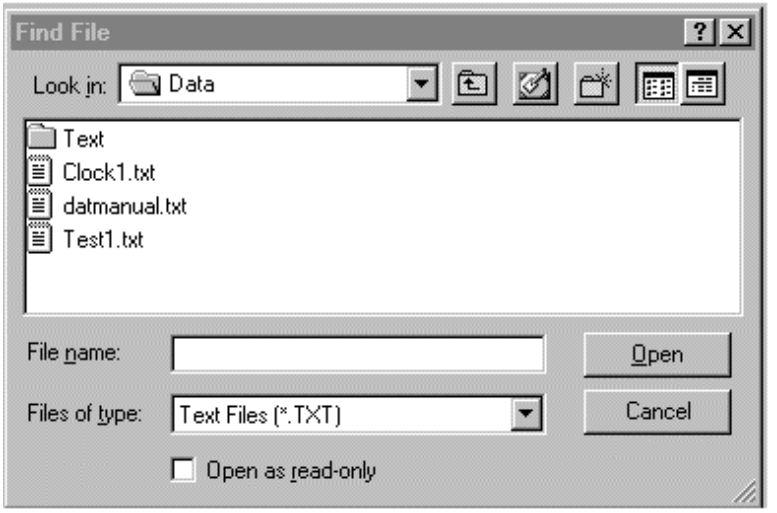
To download the file, follow the steps below:

1. Select Clocks, and then select ATS Clock

2. Select Download Command File

3. If you have not selected a clock, the *Select Clock* form will appear. Select the clock you want to download to.

4. The *Find Download File* dialog will appear.




Select the file you want to download and click on the open icon.

The file will be downloaded to one clock at a time. To download to another clock, you need to repeat these four steps.

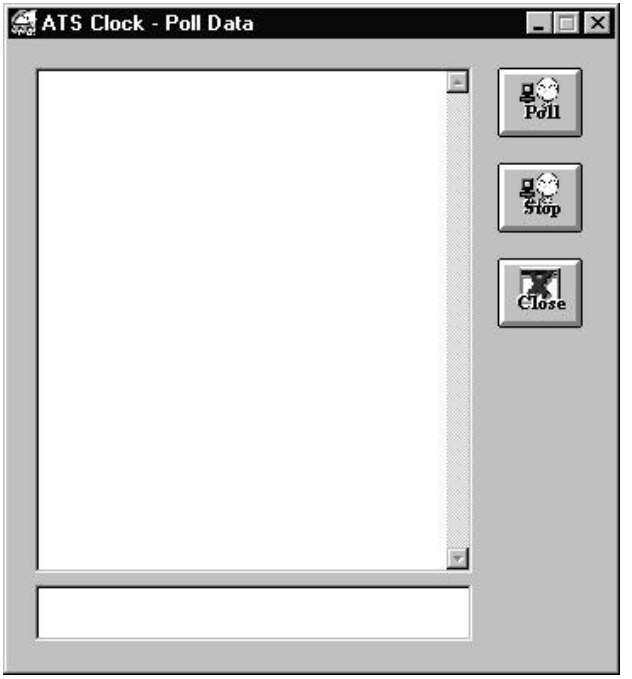
## ATS Clock Polling

When the employees swipe their card using the ATS clock, the data is stored in the clock's memory. The Poll Clock utility polls the existing data from the clock to be used by the software. It does not only poll the existing data, but while this utility is running, any data swiped or entered will also be polled.

If you are using an ATS TCP/IP clock, you need to poll the clock first before downloading a command file, setting the time, or sending a command to the clock.

### Polling the Clock

1. From the main menu, select Clocks => ATS Clock => Poll Data.



2. Select the clock you want to poll data from by using the Select Clock form.

3. After you connect the clock, click on the poll icon 

The poll command polls the clock continuously until all the existing data is uploaded. When the data is polled from the clock, it is erased automatically from the clock's memory.

The small gray text at the bottom of the form displays the number of the clock being polled.

The data is stored in the "...\Data" subdirectory under the name "datammdd.log" where mm is the month and dd is the date. So, if you polled data on 1/16/99, the file would be named "data0116.log" and will remain in the directory until you remove it.

You do not need to import the data after it is polled, as it is automatically imported into Exeba-ACON™ database when the form is closed. Once the data is imported, you will be able to view it in the *Edit Clock Data* form and in the reports.

**Disable Polling**

The stop icon  of this form disables the polling process and erases the polled data from the text box.

**Exit Polling**

The close icon  disables the polling process and closes the form.

## Set Clock Time

The Set Time command resets the time and date on the ATS clock.

You can set the time as follows:

1. Select Clocks => ATS Clock => Set Time.

The *Set Time* form will appear.


2. When this form first appears, it will display the computer's date and time in the time and date text boxes, respectively. If you do not want to set the date and time on the ATS terminal to the computer's date and time, change the settings as follows:

Enter the date in the following format mm/dd/yy.

Enter the time in the following format hh:mm:ss. The time should be in 24-hour format.

3. Select the clock, if not already selected

4. Finally, click on the Set time icon

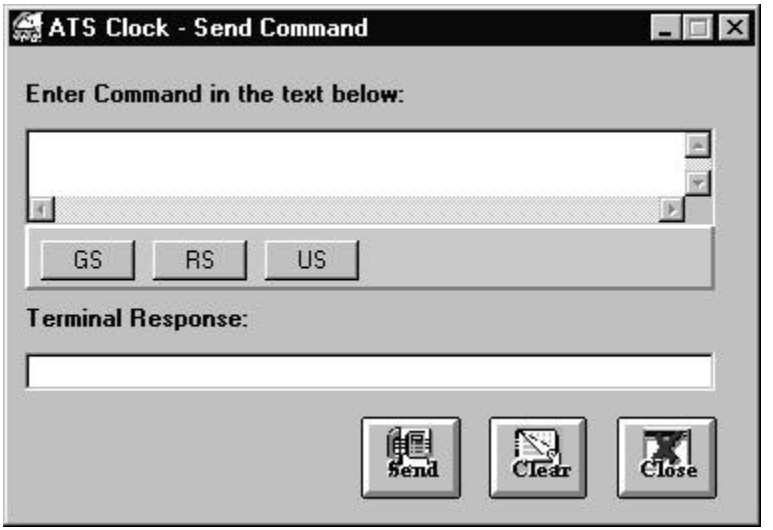
One of three responses will appear in the response box:

| Response | Description |
|---|---|
| Terminal is not responding. | No data was received from the clock. You need to make sure the clock is connected properly and the correct parameters are set. |
| Terminal is not ready to receive command. | The clock sent back a negative acknowledgement. You need to resend the command to set the time at a later time. |
| Time is set. | The time and date were successfully set on the clock. |

## Send Command

The Setup Command File Utility builds the clock commands by using the ATS command standard application command set. However, if you do not wish to build the file and download it, you can use the send command utility to send a single command to the clock while the clock is connected.

To access the *Send Command* form, select from the main menu Clocks => ATS Clock => Send Command.




Please refer to the ATS Clock manual for detailed information on the clock commands.

To send a command to the clock,

1. First, select the correct clock using the *Select Clock* form.

2. Then, type the command in the command text box. The icons marked as 'rs', 'gs', and 'us' add a record separator, a group separator and a unit separator to the command respectively. You do not need to add a record separator to

the end of the command as this is done automatically by the Send command.

If the terminal sends any data back, it will appear in the *Terminal Response* text box.

***Send Message Utilities***

Click on this  icon to send the command to the clock.

Click on this  icon to close the *Send Command* form.

## Import Clock Data

All activities on the ATS clock are stored in an ASCII file. Once you upload this file to your computer, you need to import it to the database. The import operation extracts the required data from this ASCII file and merges the records with the existing time and attendance records.

You are only required to run this command if the data was uploaded using different communication software, or you have an ATS clock file that you want to import into the database. The Poll command of this software will import the data automatically upon exiting.

In order to import the ATS clock data file follow the steps below:

1. From the Clocks main menu select Clocks

2. From the ATS Clock submenu, select Import Clock Data

3. The *Get Data File* form will appear

4. Enter or select the path and filename. Click on the open icon.

If the operation was successful, you will receive the message “Clock data imported successfully”.

 If the file contained an ID that is not initially set up in the software, or if the data already exists in the database, this command will not import this data.

## Error Messages

| Error Message | Description |
|---|---|
| Transmission Error | Message is received when the ATS download operation fails due to communication problems. |
| Terminal not responding | Message is received when the software does not get a response back from the clock due to communication failure. |
| Clock commands file ATSCMD.DLD was not built successfully. | The file ATSCMD.DLD may be opened by another user. |

***Solving communication problems***

In order for the clock to communicate properly with your PC, you need to make sure the following conditions are satisfied:

- The clock communication setting matches Exeba-ACON™ communication parameters setting.
- The correct clock address is selected.
- The clock is connected properly to your PC. Please check for any loose connections.

# CHAPTER 7– Reports

## Member Data Report

The Member Report Form allows you to select range, type, and sort order of member records for printing. To access this form, select Member Data Report from the Reports main menu.


### *Member Data Report Fields*

You might want to start by selecting the range of records you want to print.

*All* - To print all member records

*Member* - Select a member from the list to print a single report for a specific member.

The figure allows you to choose one of two types of reports.

*List* - a report in which the member ID, member since, first name, last name, address, state, zip code, phone # and status appear all in one row, for every member selected.

*Detailed* - a report in which all the member information appears with each field in one row.

You also have the option to print a list of members by their status.

*Active* - only active member records will appear in the report.

*Inactive* - only inactive member records will appear in the report.

*Both* - both active and inactive member records will appear in the report.

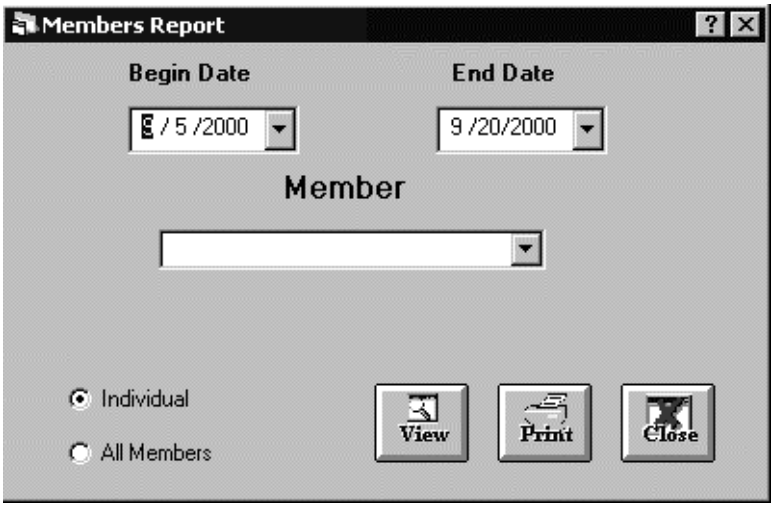
You may want your listing report to be sorted by:

*ID#* - Member ID# (default)

*Last Name* - Member last name

## Member Attendance Report

This form permits you to view or print a report for the attendance of one individual member, selected from the drop down list below the label "Member", for a lapse of time selected at the Begin and End windows. The report is available for one or all the members that have attendance data in the lapse of time.




When this window is clicked, a small calendar drops down for the date selection.

### ***Member Report Utilities***

When you have made your selections for the Member Report, click on the view icon .

If you are ready to print the report(s), click on the print icon .

When you finish with all the Member reports, click on the close icon .

## Employee Data Report

The *Employee List Print Query* Form allows you to select range, type, and sort order of employee records for printing. To access this form, select Employee Report from the Reports main menu.


***Employee Report Fields***

You might want to start by selecting the range of records you want to print.

*All* - To print all employee records

*Employee* - Select an employee from the list to print a single report for a specific employee

*Department* - Select the department from the list to print reports on all the employees belonging to a particular department.

The form allows you can choose one of two types of reports.

*List* - a report in which the employee ID, first and last name, status, department#, supervisor level and message# appear all in one row, for every employee selected.

*Detailed* - a report in which all the employee information appears with each field in one row.

You also have the option to print employees by their status.

*Active* - only active employee records will appear in the report.

*Inactive* - only inactive employee records will appear in the report.

*Both* - both active and inactive employee records will appear in the report.

You may want your listing report to be sorted by:

*ID#* - Employee ID# (default)

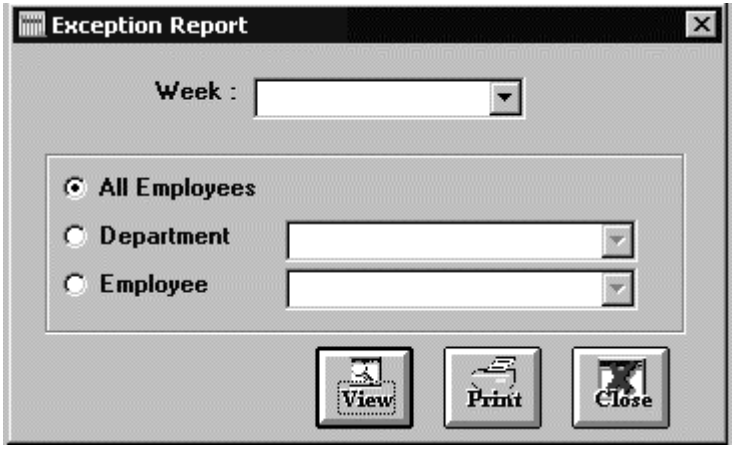
*Last Name* - Employee last name

*Department* - Department#

## Exception Report

The Exception Report is for all incomplete, incorrect and not scheduled clock in and out entries. It is recommended to run this report before editing the Time & Attendance records and before printing any other Time & Attendance reports such as the weekly report.

To access the *Exception Report Query* form, as seen in the figure below, select the Exception Report from the Reports main menu.




From the options above you can select to print an Exception Report on all the employees, on employees that work in a particular department, or on a single employee.

### ***Exception Report Utilities***

Click on the view icon to view the Exception report.

Click on the print icon to print the Exception report.

Click on the close icon to close this form.

### *Exception Types*

The following is an interpretation of the type of exceptions that you will see in the report:

*Missed Clock Out* - Employee did not clock out.

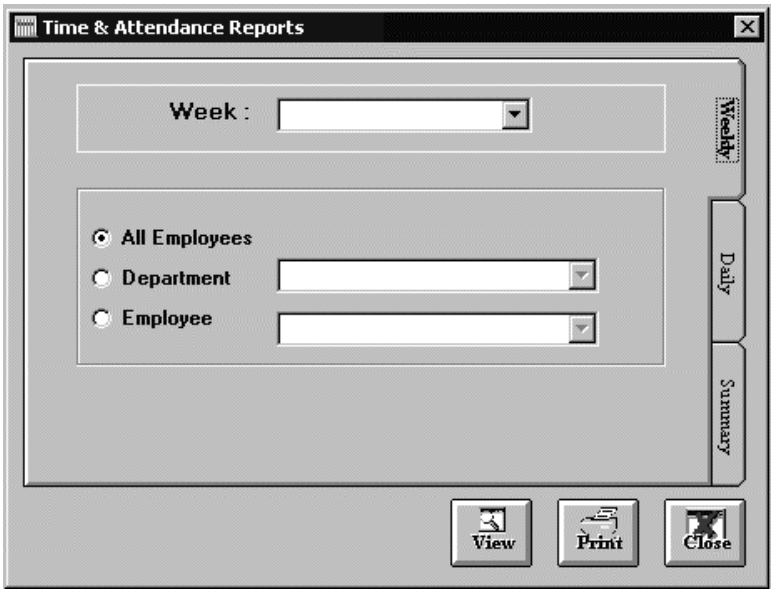
*Incorrect Clock In/Out* - Clock Out is less than Clock In. The total hours are negative.

*Not Scheduled* - Employee is not scheduled to work on that day or employee clocked in before or clocked out after the scheduled time.

Employees that are not assigned to a schedule will not be included in the "Not Scheduled" and "Missed Clock In/Out" exceptions, since their schedules are not defined.

## Weekly Report

The Weekly Report is the most detailed report. It contains daily activities and totals for regular time and overtime. You can select to print a report on a single employee, all employees, or employees that work in a certain department.




Select the week for the Report you want to see. Choose All Employees or specify a Department or Employee.

### *Weekly Report Utilities*

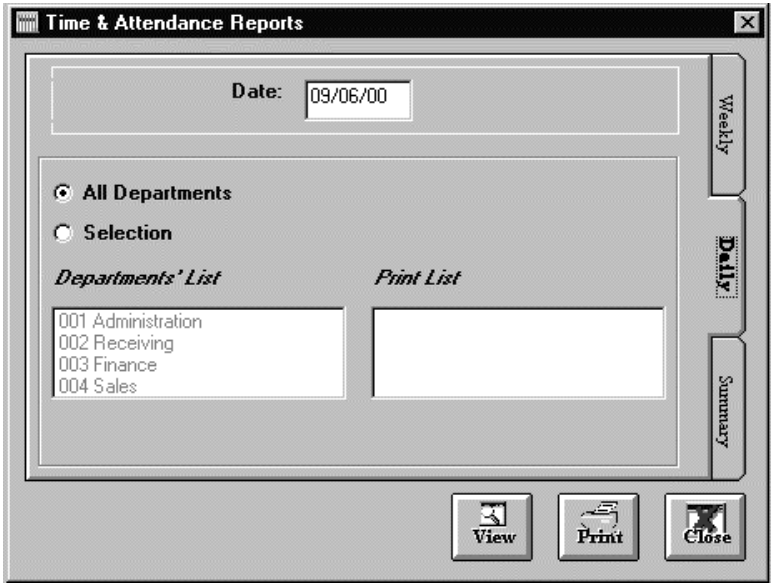
To view your report(s), click on this icon.

To print the report(s), click on this icon.

Click on this icon when you finish.

## Daily Report

The Daily Report is a listing of all the employees' clock in/out data during a single day. You can print a Daily Report of all the departments or select which one you want to see.



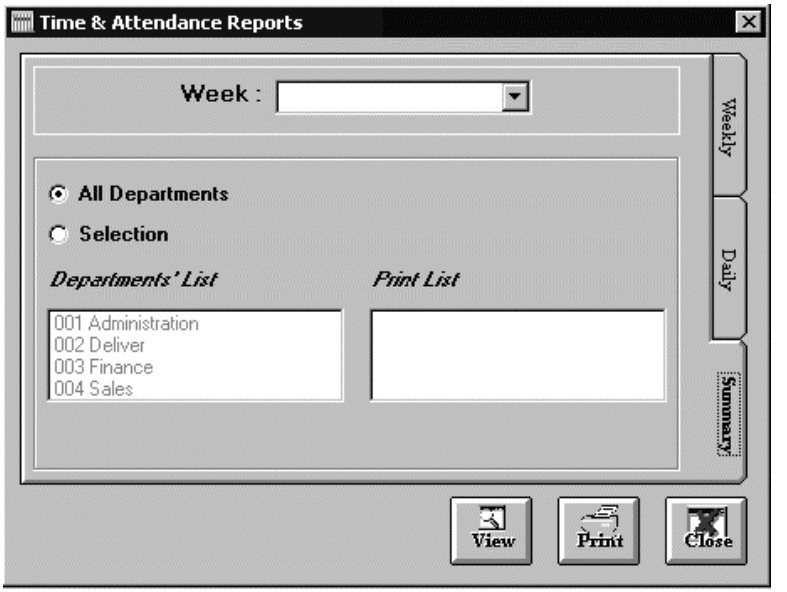

***Daily Report Utilities***

To view your report(s), click on the view icon .

When you finish, click on the close icon .

## Summary Report

The Summary Report is a listing of all your weekly totals. You can print a Summary Report on all the departments or select the ones you want to view. To see the *Time and Attendance Report Query* form, as seen in the figure below, choose Reports, Summary Report.




Select the week for the Summary Report you want to see. Choose All Departments or select to a specific department.

### ***Summary Report Utilities***

To view your report(s), click on this icon.

To print your report(s), click on this icon.

When you finish, click on this icon.

# CHAPTER 8 - Utilities

## Data Maintenance

All of your EXEBA-ACON data is stored in the database called 'Company03.mdb'. This file resides under your installation directory. It is very important to maintain it and make backup copies.

EXEBA-ACON provides you with three utilities for maintaining your data.

### *Compacting the Database*

The database may grow substantially over time based on the amount of information you add or delete. The Compact Database utility will compact your database and make it more manageable. You might want to run this utility before you make copies. The compact utility is accessed by selecting Utilities and then selecting Database, and finally selecting Compact.

### *Repairing the Database*

The repair database method repairs the database after getting corrupted for any number of reasons, one being abnormal shutdown. This utility is found in Utilities, Database, Repair.

This method cannot fix all the possible forms of database corruption, so you should ALWAYS remember to backup your database files regularly to avoid unrecoverable data loss.

### *Archiving Time & Attendance Weeks*

As an alternative to backing up your whole database, you can run the archive utility to archive some or all of the time and attendance data and then backup each week

individually. This function is explained in more details in the following section.

The archived file only contains time and attendance data for a single week. The rest of your data like departments, schedules, etc. are in 'Company03.mdb' so make sure you have a copy of this file.

## Archive

This utility will extract your weekly Time and Attendance data from the 'Company03.mdb' database into the '... \archive' subdirectory. It will save this data in a file called "mmddyyyy.mdb". The part of the file 'mmddyyyy' is the starting date of the archived week.

Choose Archive from the main menu Utilities. The figure below will appear.


If you have any employee attendance records, the starting date and ending date for each week will appear in the weeks to be archived list.

Select the week you would like to archive by highlighting it and then click on this icon. This icon archives attendance data corresponding to the week starting with mm/dd/yyyy.

When you finish archiving your files, click on the close icon .

You might want to use this utility regularly. When the data is archived it is removed from your database making it

smaller in size. This will allow EXEBA-ACON to run faster and will give you the option of backing up individual files from the archive directory instead of backing up the whole database.

## Unarchive

This utility will restore the data you archived using the Archive utility.

The Unarchive utility will look for files under the '...\Archive' subdirectory and display them by date in the Unarchive list. Choose Unarchive from the main menu Utilities. The figure below will appear.

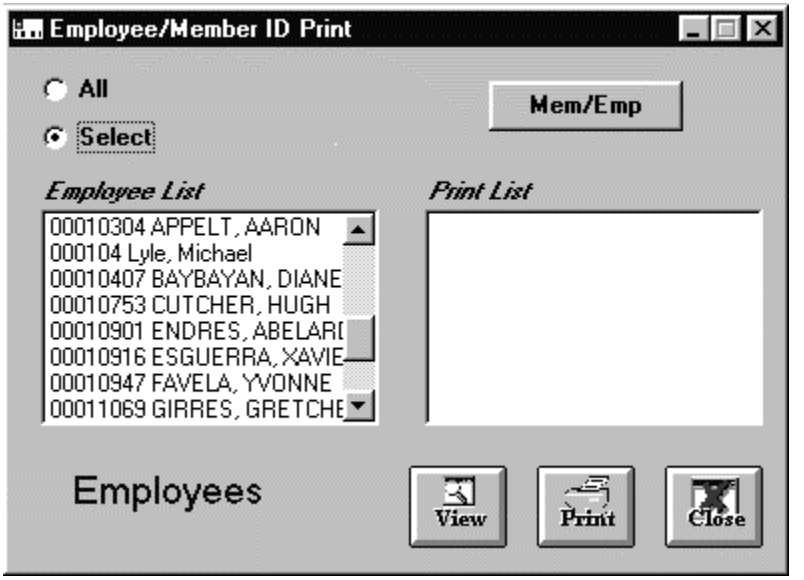

Select the week you would like to unarchive and click on this icon. This icon restores attendance data archived with the Archive utility

When you finish unarchiving the weeks, click on this icon.

If you have made changes to your company settings or time and attendance records that would affect the total for the archived week, EXEBA-ACON will recalculate the totals for regular, overtime etc. You will notice that some operations (e.g., printing time and attendance reports) will run slower than usual after you unarchive a week.

## Print ID

EXEBA-ACON provides you with a utility to print barcoded ID cards for the employees and members. To access this utility, from the Utilities main menu, select Print ID.




As seen in the figure above, you can print all of the employee/member IDs at once or you may select a few from the Employee/Members list. The Mem/Emp allows you to work with members or employees.

### *Selecting/Deselecting an ID*

To select the ID, double-click on an employee or member ID in the Left side List. Double-click on a name in the Print List to deselect it. The ID should be printed on a Badge Laser Sheet or Letter Size page (81/2"x 11"). Every page contains up to 3 rows of IDs. Each row contains 2 IDs for the same person.

***Print ID Utilities***

Once you make your selection, click on this  button to view the ID.

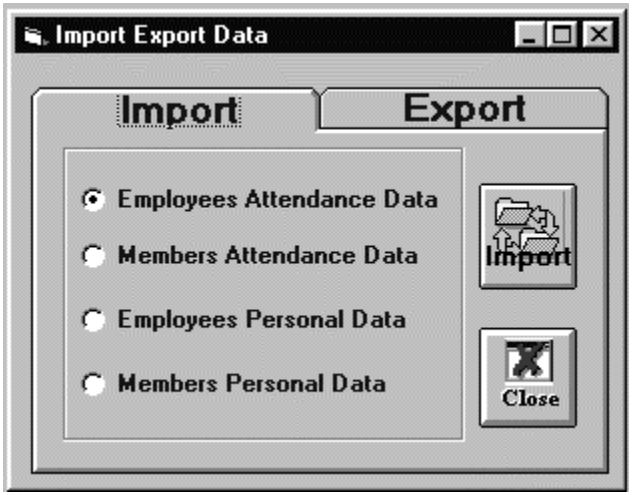
Click on this  button to close the *ID Printing* form.

## Import/Export

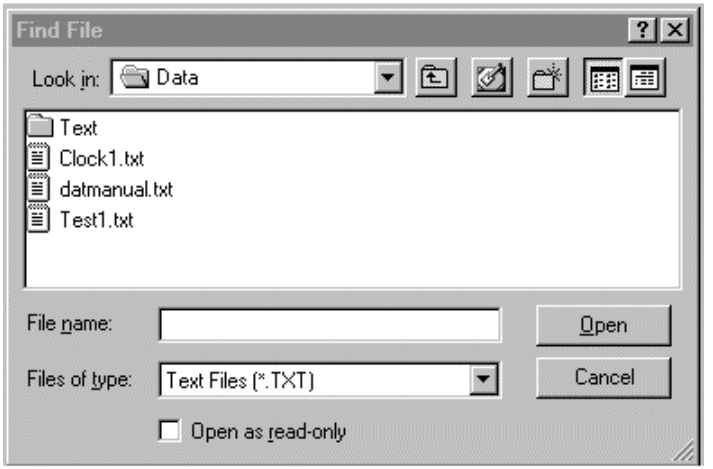
The Import/Export utility permits to insert data from a text file to the EXEBA-ACON's database or vice versa. Use this utility when you collect data using hardware not described here or to give other use to the data collected with this application.

***Import Data***

 To import the data file into EXEBA-ACON, select Utilities, then Import/Export Data form the main menu options or click on the Import/Export icon in the main toolbar. The following form will appear. Click on the Tabs to toggle between Import and export.




When one of the radio buttons on the Import tab of the Import/Export form is selected and the Import button is clicked, the following dialog box permits you to select the file to import.




Enter the path and file name then click on the Open button. For a successful import operation, the ASCII file should contain information in the proper format.

### *Import Attendance Data*

*Format*

"ID","Date","Time"

*Remarks*

- Date has the format: mm/dd/yy.
- Time has the format: hh:mm (hh from 1 to 24).
- The format is the same for Members and Employees attendance data.
- Quotation marks are optional.

*Example*

000009,11/23/99,13:45
000009,11/23/99,15:14

### *Import Employee Personal Data*

*Format*

"ID","Soc Sec Number","First Name","Middle Name","Last Name","City","State","Zip Code","Phone","Address","Notes","Department No","Schedule No","Status","Message No","Supervisor Level","Both","Birthdate"

*Remarks*

- Address and Birthdate may contain inner commas. That is why this field must be wrapped in quotations.
- Notes can be used for a comment or remark about an employee, maximum 250 characters.
- Status True if active, False if inactive
- Both: True if the employee is also a member, False if not.
- Birthdate: Three letter month and birth day.
- All the fields must be present, if there is no value for a field leave the empty space in quotations: " ".

*Example*

"0000030","345236999","AARON","","APPELT","México D.F.","Br","05033","142342266","Avda. Azteca 123","No Notes","002","001","True","000","1","True","Aug, 7"

### *Import Member Personal Data*

*Format*

"ID","Member Since","First Name","Middle Name","Last Name","City","State","Zip
Code","Phone","Address","Notes","Message No",
,"Status","Both","Birthdate"

*Remarks*

- Address and Birthdate may contain inner commas. That is why this field must be wrapped in quotations.
- Member Since: has the format, mm/dd/yy
- Notes can be used for a comment or remark about an employee, maximum 250 characters.
- Status True if active, False if inactive
- Both: True if the member is also an employee, False if not.
- Birthdate: Three letter month and birth day
- All the fields must be present, if there is no value for a field leave the empty space in quotations: " ".

*Example*

"00010522","5/31/95","ABNER","","BUCKINGHAM","Frankfurt ","Ar","60528","(5) 555-53","Magazinweg 7","000","000","False","Jul, 7"

### *Export Data*

The Import/Export utility permits to insert data from a text file to the EXEBA-ACON's database or vice versa. Use this utility when you collect data using hardware not described here or to give other use to the data collected with this application.

 To export the data file from EXEBA-ACON, select Utilities, then Import/Export Data form the main menu options, or click on the Import/Export icon in the main toolbar. The following form will appear.


### *Employee Attendance Data*

Saves the schedule data in the file Data\EmpAttData.txt. Prior information is erased

### *Member Attendance Data*

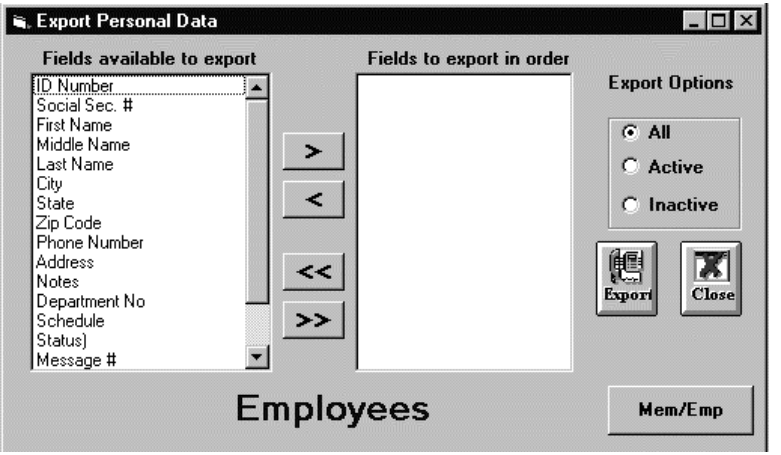
It saves the schedule data in the file Data\MemAttData.txt. Previous information is erased.

### *Customize Personal Data*

When the Customize Personal Data radio buttons on the Export tab of the Import/Export form is selected and the Save button clicked, the following form permits to select the fields to export from the Employees or Members database. Several fields from the left list can be selected and then included in the right list to be exported, Click on the <> buttons to transfer selected field between lists. Only the fields in the right list are exported in the current order when the Export button is clicked.

Double clicking a field in one list transfers it immediately to the end of the other list. This is useful to change the order of the fields to be exported. The double arrow tip buttons (<< >>) transfer all the fields.

The radio buttons allows you to select the active, inactive or all the members or employees. Use the Mem/Employee button to select the member or employee database tables.



### *Schedule List*

It saves the Schedule data in the file Data\Schedule.txt. Previous information is erased.

# APPENDIX A – Error Messages

## Import Error Messages

| Error Message | Description |
|---|---|
| Invalid clock data file. | The file you are trying to import contains data that does not match the clock data. |
| Clock data file was not imported successfully. | Possible cause: The file you are trying to import is opened exclusively by another user or the configuration file 'schema.ini' is missing or modified. Copy 'schema.ini' from your installation directory into the application's subdirectory 'data'. |
| No records were imported. | The file you tried to import into Exeba-ACON™'s database does not contain valid data. |

## Setup Error Messages

| Error Message | Description |
|---|---|
| You have entered data that is too long for the field. | This message will appear when you enter more characters for a field than what is allowed. Look in the setup help topics for the maximum size of each field. |
| You have entered data that does not match the type in one or more fields. | Every field in the database tables has a pre-defined type. Fields of type characters can have any combination of characters and digits; those of type digit can have only digits. Date and time fields can have any valid date and time data. |
| The 'field' column cannot be left blank. | Some fields do not have default values and cannot be left blank. When you receive this message, you should enter data for the field identified in the message. |
| An existing record has the same 'field value'. | An existing record has the same information as the record you are currently trying to add or modify. Use the refresh icon to see the changes made by other users who are accessing the database concurrently. |
| Employee record was not added/deleted successfully. | The data entered for any of the fields does not match its type or is too long for the field. This error can also be caused if the department you assigned to the employee no longer exists. Click on the refresh icon to refresh the department list box. |

## Reports: Error Messages

The following is obtained from Crystal Reports Error Messages documentation.

| Error Message | Description |
|---|---|
| Not enough system resources/ Insufficient memory available. | There are not enough system resources available. Free up resources and try again. |
| Not enough memory/The summary field could not be created/Cannot reallocate memory. | These messages typically indicate that there is not enough memory available to process the command. Close any reports that are not needed, and exit any programs that are not essential. Then try again. |
| Too many open files. | You have too many open files given the number of files you specified in the CONFIG.SYS FILES = statement. To prevent this error from recurring, either use fewer files or increase the number of files specified in the FILES = statement. |
| Report not found/ File not found. | The report cannot be found under the application's 'reports' subdirectory. Restore the report from the installation diskettes. |
| Unable to load report. | The report is found, but it cannot be loaded. Check to see if it is currently in use, and try when the file can be loaded. |

| | |
|---|---|
| Physical database not found. | The program is unable to locate either a DLL or the database. |
| Printer not available. | Crystal Reports is having difficulty connecting with the selected printer. Reselect the printer and try again. |
| Internal Error: PrintDlg fail: 4100 | There is no printer driver installed in the Windows Control Panel. When Crystal Report opens a report, it looks for the default printer. If there is no default printer set, the error message results. |
| No default printer selected. You may use the Control Panel to select a default printer. | You Cannot begin using Crystal Reports unless you have a default printer selected. Trying to print a report without a default printer results in this error message. |

## Utilities: Error Messages

| Message | Description |
|---|---|
| Cannot start Exeba-ACON™. The database 'Company01.mdb' is missing or opened exclusively by another user. | Exeba-ACON™ cannot start if the database file 'Company03.mdb' does not exist under the application directory. |
| The database 'Company01.mdb' is corrupt. You should attempt to repair it. | The database got corrupted. When Exeba-ACON™ starts you will only have access to the database utilities. Run the repair utility to repair it. If the operation failed, restore the database from a backup copy. |
| Database was not repaired/compacted successfully. | Before you run the compact/repair utilities make sure, the database exists and no one is accessing it. |
| Records were not archived/unarchived successfully. | In order for the archive and unarchive operation to run properly the time and attendance records should not be accessed by any other user. You will receive this message if another user is trying to perform the same operation concurrently. |
| Unable to create archive file. | The file to which the time and attendance records will be archived to is opened or used by another user. |
| Export path does not exist. | The export path specified in the Company Setup no longer exists. You should change this path before running the export utility. |

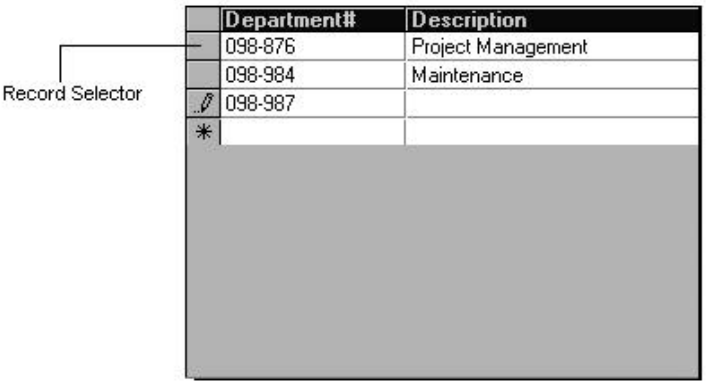
| | |
|---|---|
| Export operation was not successful. | Possible causes: database is corrupt, export drivers are missing, or the tables to be exported are being accessed by another user. |
| Unable to create the export tables. | The tables to be exported or the tables to be exported to might be opened by another user. |
| The system database "XBclock.mdw" is missing. | The system database should exist under the application directory. If the file is missing or corrupted, you will receive this message. Try reinstalling Exeba-ACON™ or copy the missing file from the installation disk. |

# APPENDIX B - Miscellaneous

## Interaction with True DBGrid

On most of Exeba-ACON™, forms you are required to enter data using the True DBGrid control. The True DBGrid control allows you to browse, edit, add, and delete data in a tabular format. If you have not worked with the grid control, you should read this section carefully.

The information in the following paragraphs is obtained from the True DBGrid user's manual.




***Navigation...***

*Using the mouse*

To make a cell the current one in the grid, just simply click on it.

The vertical scroll bar causes the grid to display different rows.

The horizontal scroll bar causes the grid to display different columns.

*Using the Keyboard*

Navigation can be done using the arrow keys, the TAB key, the PGUP and PGDN keys, and the HOME and END keys.

### *Selecting Rows*

You can select a row by clicking on the record selector for the desired row. You can select multiple rows by clicking on the record selector for each row you wish to select while holding down the CTRL key. Note that selected rows do not have to be contiguous.

### *Editing Data*

To put the grid in edit mode, click anywhere within the cell. Once in edit mode you can start typing. The cell's data will be replaced by what is typed. You end the editing by moving to another row or by pressing enter. To restore a cell to its original value press the Esc key.

The pencil icon appears in the record selector column when the data in the row changes.

### *Adding a New Record*

You can only add a new row after the last record. An asterisk in the record selector column marks the new row. Simply move to that row and start entering data.

### *Deleting a Record*

To delete a record, simply select the row to be deleted by clicking on its record selector and press the DEL key. Only one record can be deleted at a time using the delete key. However, on some forms you can delete multiple rows using the erase icon provided on that form.

## Computing Hours Worked

The *Edit Clock Data* form contains a column for the total hours and total minutes worked. These totals are the actual time worked by an employee. The hours are rounded according to the rounded values entered in the *Company Setup* form.

Exeba-ACON™ takes the rounded value and divides it into regular time, and overtime using the following rules:

Any hours worked beyond 40 regular time hours in a week are considered overtime.

## Computing Wages

The wages are computed as follows:

- An employee is paid the regular pay rate for every regular hour.

- An employee is paid time and a half for every overtime hour.

## Notes