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Document Revision: *Rev.264081000*

Serial Number:

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Table Of Contents

CHAPTER 1 – Getting Started

System Requirements

Exeba-TAMS™ 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-TAMS™

1. Start Microsoft Windows.
2. Insert the Exeba-TAMS™ 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 suggestions and comments regarding improvements to Exeba-TAMS™ and/or this manual. These comments can be mailed to Escan Technologies Corp., or 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-TAMS™ with Escan Technologies Corp. In addition to technical support, you will receive updates for new features in the upcoming versions of Exeba-TAMS™.

When writing to us, please include the following information:

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

Where to send your registration/correspondence:

Email Address	techsupport@e-scan.com (Putting "Exeba-TAMS" in the subject header will ensure a quick response.)
Telephone	(909) 270-0043 (9:00 am - 4:00 PM PST)
Fax	(909) 270-0920 (24 hours - 7 days a week)

Standard Mailing Address	Escan Technologies Corp. 12140 Severn Way Riverside, CA 92503

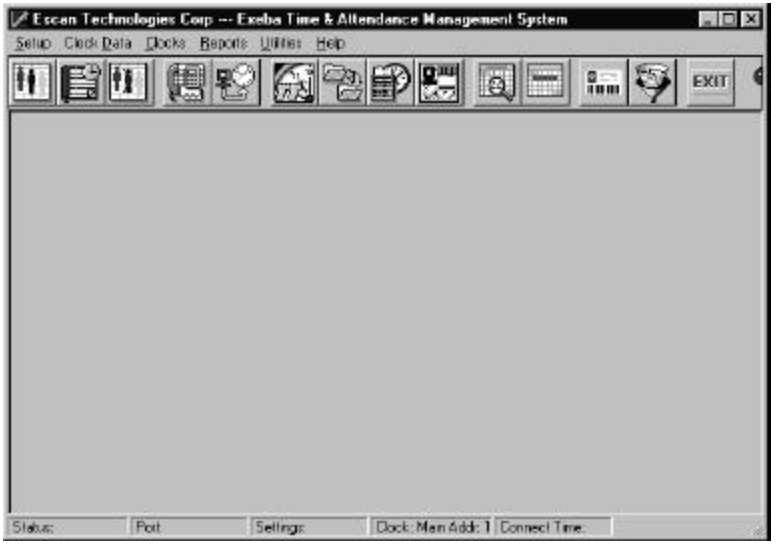
As an alternative to mailing your registration, you may contact our WWW site. In addition to online registration, you will find an area to post comments or suggestions, look at what is upcoming for Exeba-TAMS™ and related software, and download up-to-date files. Our WWW site is at the following address:

http://www.exeba.com

CHAPTER 2 – Customizing Exeba-TAMS™

Exeba-TAMS™ Main Screen

When you start Exeba-TAMS™ you will see the same screen as in the figure below. If a password is set up for the software then Exeba-TAMS™ Log On form will appear before the main screen.

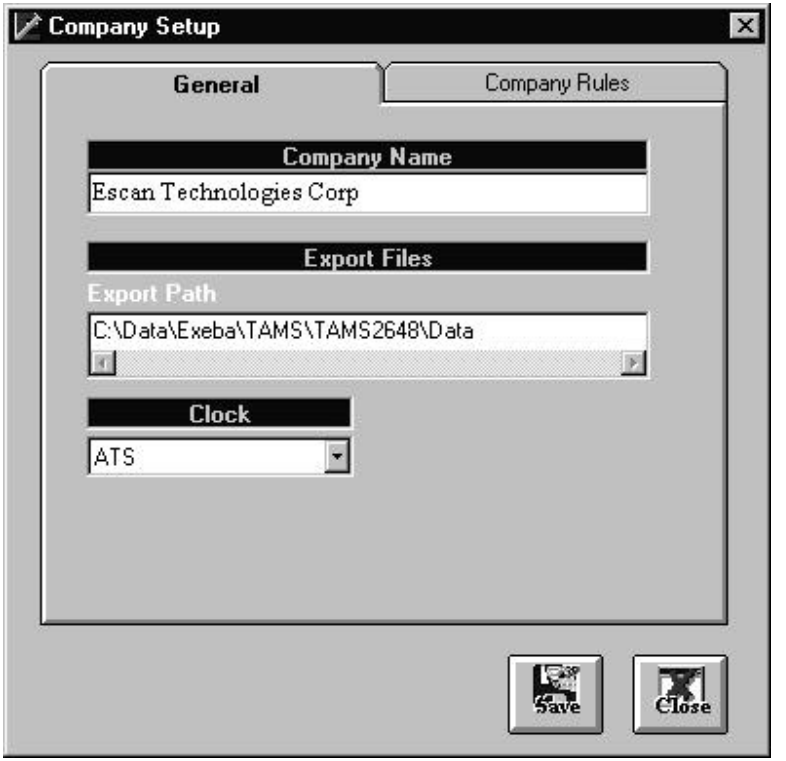


At the top of the screen, you will see the main menus: Setup, Clock Data, Clocks, Reports, Utilities, and Help.

Select Setup to customize the following company information: Company, Employee, Departments, Schedules, Absence, Holidays, and Password.

Company Setup

When you select Setup, Company, the *Company Setup* form will appear.



This form allows you to change the following parameters:

Company Name

Company Name - Enter the name you want to appear in the reports. A maximum of 60 characters will fit in this field.

Data Files

Export Path - This will be the path where you want the Exeba-TAMS™ export utility to export the time and

attendance data files. The default is set to the subdirectory 'data' under the installation directory.

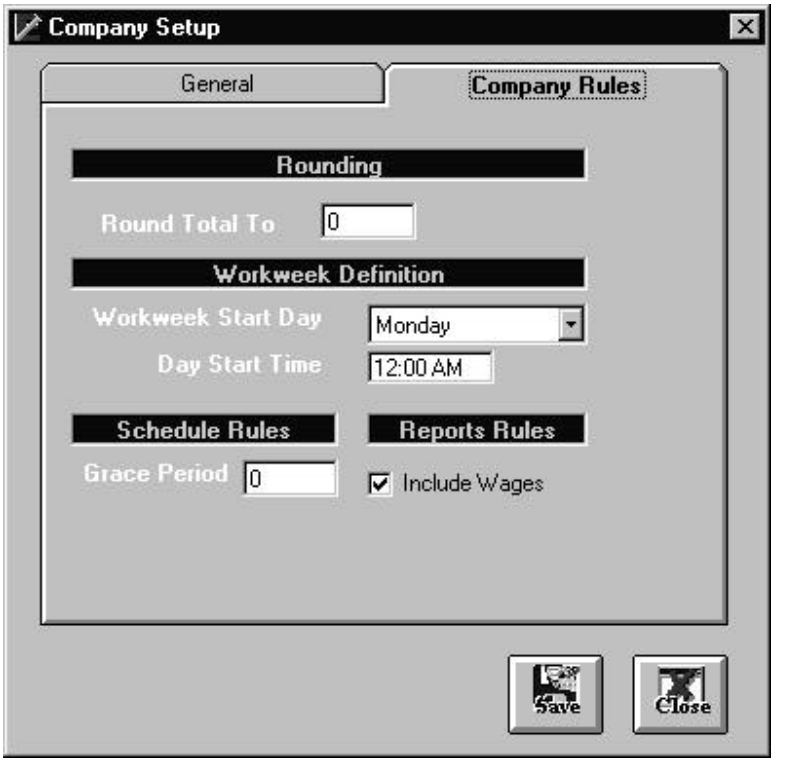
Clocks

Clock – Select the clock that will be used for clocking employees in and out.

TAMS	Exeba-TAMS™ has a built-in clock. Select this clock if you are not using any of the clocks described below.
ATS	Accu-Time System 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.



Rounding

Rounding - Number of minutes to round the total minutes to. The default is zero.

Workweek Definition

Workweek Start Day - Choose the first day for company's 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-TAMS™ 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".

Reports

Include Wages - If this option is checked, the employee wages will appear in the weekly report.

Company Setup Utilities

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

Then click on the close button  .

Departments Setup

If you want to assign an employee to a certain department, you need to create that department first.

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

Department Setup Fields

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

Description - Enter a description for the department (no more than 50 characters).

When you open the *Departments Setup* form, the departments' data will appear sorted by Department#. If you want to sort the departments by their descriptions, 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

You may choose to preview a list of the department numbers and their descriptions, sorted by department#, by clicking on the view button  .

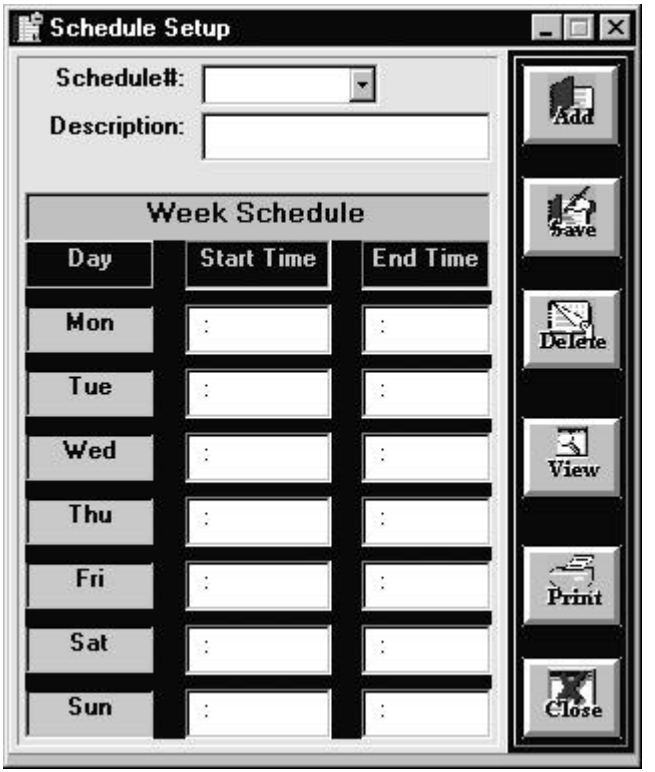
If you decide to print the department listing report without viewing it, click on the print button  .

When you finish entering the department numbers and descriptions and/or any printing, click on the close button  .

Schedules Setup

If an employee is assigned to a schedule, the schedule needs to be created first. To do this, select Schedules from the main menu Setup or click on the Schedule button in the main toolbar.

The *Schedule Setup* form, as seen in the figure below, will appear.



This option should be used if you want the employees to clock in and out only during certain hours. If the employees are permitted to clock in and out anytime, assign them the schedule number "000" in the *Employee Setup* form

Schedule Setup Fields

Schedule# - Enter a 3-digit number to identify a schedule. It will later be assigned to an employee in the *Employee Setup* form.

The Schedule# should be between 1 and 300.

Description – Enter a description for the schedule.

Week Schedule - For every day of the week, enter the start-time and end-time for each 3-digit schedule code. The start and end time should be entered in the following format: hh:mm AM/PM. For example, if an employee works from 8 AM to 5 PM enter for start time 08:00 AM and for end time 05:00 PM.

The only way Exeba-TAMS™ 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 till 5:00 AM on Tuesday (including the grace period).

Schedule Setup Utilities

To enter a new 3-digit schedule code, click on the add button  .

When you need to update or change an existing schedule code, choose that code from the drop-down menu, make the necessary changes, and then click on the save button  .

If you need to delete an existing schedule, select or enter the schedule from the drop-down menu, and click on the delete button  .

Exeba-TAMS™ will double-check to make sure you intended to delete that schedule by asking if you want to "Delete

Current Schedule?", click "Yes" to confirm deletion. Keep in mind, you cannot delete a schedule if you have assigned an employee to it. You need to delete the employee record first and then delete the schedule.

You may view a list of the your schedules by clicking the view button  .

To print the schedules listing report, click on the print button  .

For your convenience, a drop-down menu appears when entering employees' schedule codes; therefore, printing a list for ease of data entry is not required.

When you finish with the *Schedule Setup* form, click on the close button  .

Exeba-TAMS™ requires you to download the schedules to your ATS clock once at the beginning of every week. You need to build the commands file (the Download Schedules File option should be checked) and download it to the clock. The schedules are checked using a start date offset. Exeba-TAMS™ 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.

Employee Setup

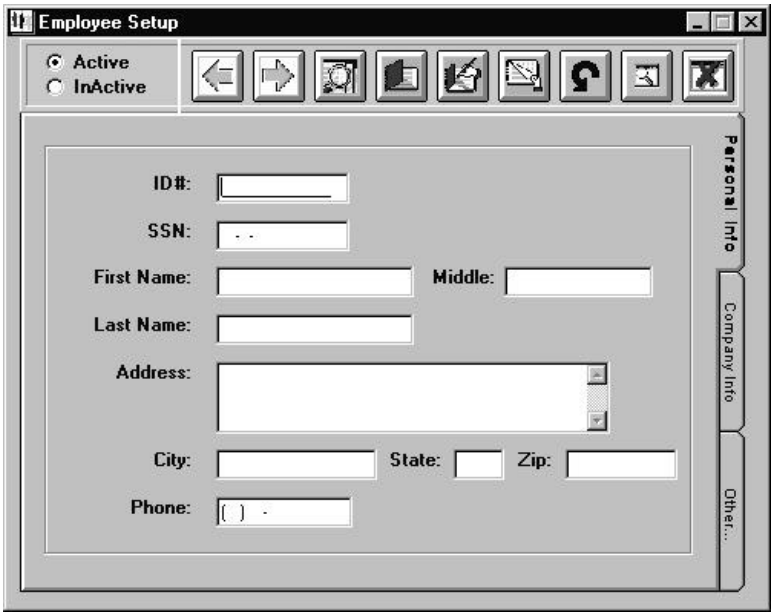
Now it's time to setup your employees. Select Employee from the Setup main menu or click on the Employee button in the main toolbar.

The *Employee Setup* form, as seen in the figure below, will appear.

Entering a New Employee

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

For each employee, you can setup the following information.



ID# - The employee's identification number for Exeba-TAMS™. Enter up to 12 alphanumeric characters. The ID# should not contain any space characters.

If the ATS clock is used for clocking employees in and out, then the ID you enter for this field should be a fixed 12 or 6 digit number depending on how you define it in the clock parameters setup.

First Name - The employee's first name, up to 15 characters.

Middle Name – The employee's middle name, up to 15 characters.

Last Name - The employee's last name, up to 15 characters.

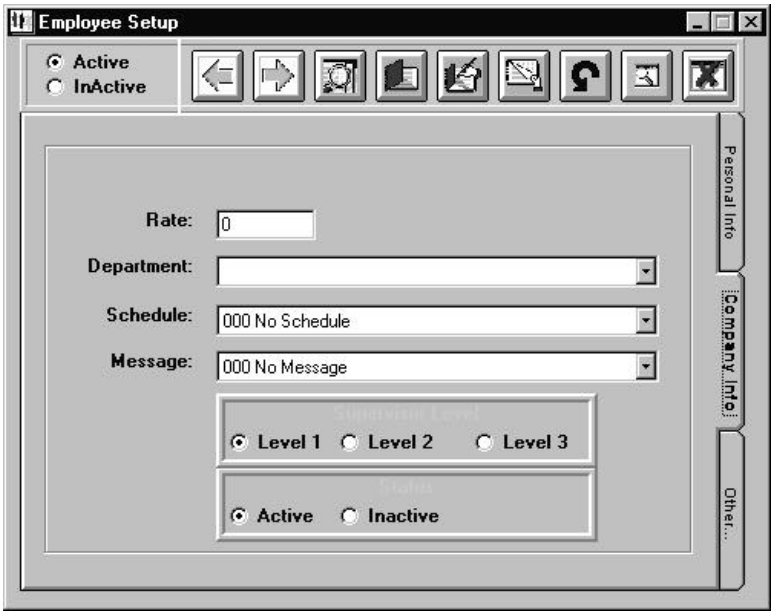
Address - The employee's street address, up to 50 characters.

City - The employee's city, up to 15 characters.

State/Province - The employee's state, up to 2 characters.

Zip/Postal Code - The employee's zip code, up to 15 characters.

Phone - The employee's home telephone number.



Rate – The employee's hourly rate.

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

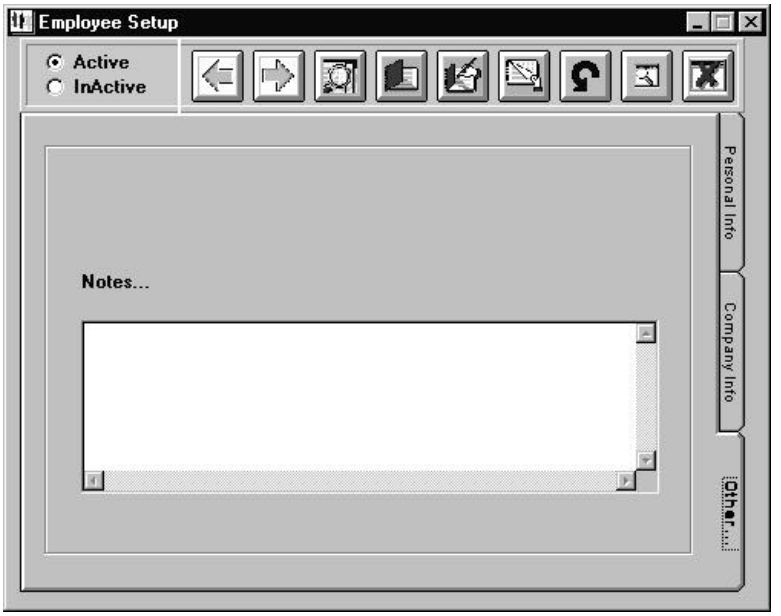
Schedule - From the drop-down list, select the employee's 3-digit schedule code, which was previously entered in the *Schedule Setup* form. If the employee is permitted to clock in and out anytime, choose the default "000."

Message - If you want to display a message to the employees when they scan their cards, select the 3-digit message code.

Supervisor's Level - Choose the security level you desire. Please refer to the ATS Command Set for a detailed explanation of this field.

Status - Is this employee active or inactive? Click the appropriate selection on the right side of your screen. (The

Active/Inactive choice on the left side of your screen allows you to toggle between active and inactive employees. For example, if you select the Active option, you will be able to view the active employees only).



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

Updating an employee record

When you finish entering the employee record select the update button to save the information.

This button allows you to update an existing employee record or add a new employee record.

When you need to make changes to the employees' records, select the employee using the browse button or enter the ID# in the ID# text box.

When the changes are made, click on this button  .

Deleting an employee record.

If you need to delete an existing employee record, select the employee using the browse button  or enter the ID# in the ID# text box, and click on the delete button  .

Exeba-TAMS™ will double-check to make sure you intended to delete that employee by asking if you want to "Delete current employee record?", click "Yes" to confirm deletion. Please note that deleting an employee will delete all the attendance and absence information on that employee also.

Browsing

This button  allows you to see the previous employee record.

This button  allows you to see the next employee record.

This button  lists each of your employees. To select one of the employees, double click on their names.

Refreshing the drop down list

You can add a new department to the list as follows:

Open the *Department Setup* form.

Enter the information for the new department.

Close the *Department Setup* form.

Click on the refresh button  in the *Employee Setup* form.

You will see that the new department is added to the list. The same applies to the schedules and messages.

Viewing the employee report

You may view a detailed report for a specific employee by clicking on the view button  .

Printing the employee report

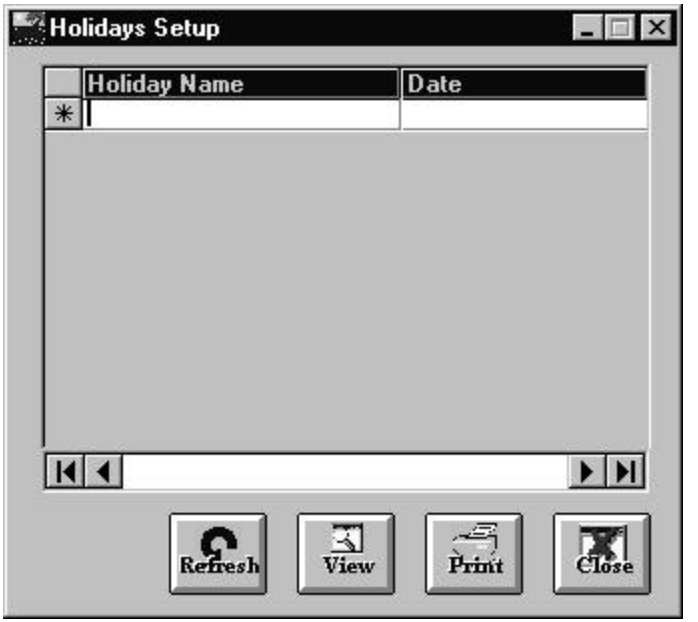
Or you may want to send the report directly to the printer. In this case, click on the print button  .

Exiting the Employee Setup form.

When you finish entering all your employee's information and/or any updating, click on the close button  .

Holidays Setup

You're almost done customizing Exeba-TAMS™ for the employees. Select Holidays from the main menu Setup and the *Holidays Setup* form, as seen in the figure below, will appear.



On this form, you only enter the company's paid holidays. Exeba-TAMS™ automatically adds 8 hours to the total hours for every holiday.

Please keep in mind you can only enter one holiday per day. But you can have more than one holiday with the same name (i.e., Thanksgiving).

Holidays Setup Utilities

To view a list of the company's paid holidays, click on the view button .

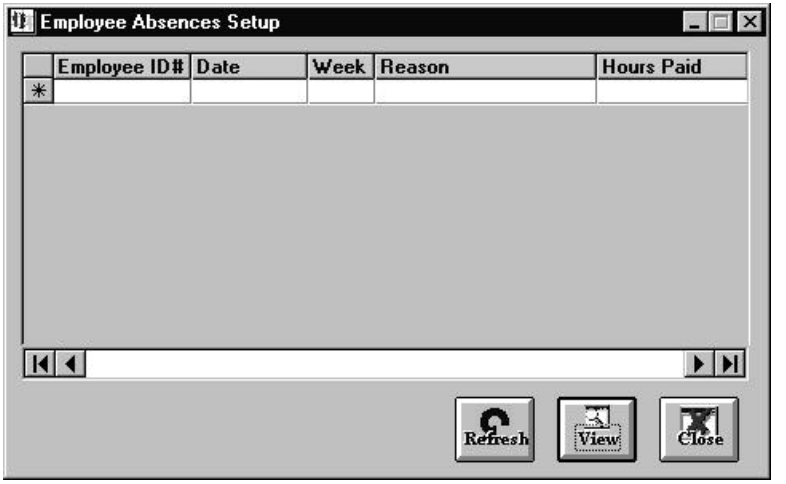
To print a holidays listing report click on the print button  . Once you enter the year and select the printer, the report will be sent to the printer.

When you finish entering all the holiday information and/or any updating, click on the close button  .

Absences Setup

Now that you have setup the employees, their schedules, their departments, and the company holidays, you may want to start recording the days your employees are not at work by using the *Absences Setup* form, as seen in the figure below.

Select Absence from the Setup main menu or click on the Absence button in the Exeba-TAMS™ toolbar.



Absence Setup Fields

Employee ID# - Enter the Employee ID# (up to 12 characters).

Date - Enter the date the employee missed work or will miss work. For example, if you enter 2/9/98 and the day start time is 5:00 AM, then the employee is assumed absent from 5:00 AM on 2/9/98 until 5:00 AM on 2/10/98.

Week - The Week field is automatically calculated.

Reason - Enter the reason the employee was not at work. (i.e., vacation, sick). Up to 30 characters can be entered for this field.

Hours Paid - Enter the hours paid to them. The default is 0.

This information will appear in the Weekly, Daily and Summary Reports.

Absence Setup Utilities

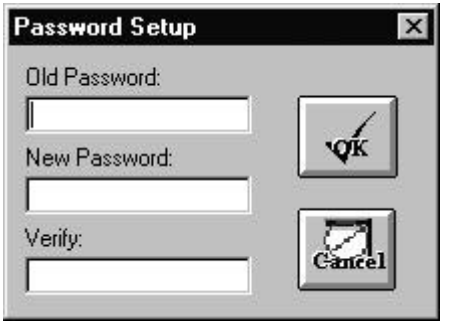
This button  will open the *Absence Report Query* form. By using the print query form you can view/print a list of the employee absences you have entered.

When you finish entering all the employee absences and/or any updating, click on the close button  .

Password Setup

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

When you first install Exeba-TAMS™, 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 button.

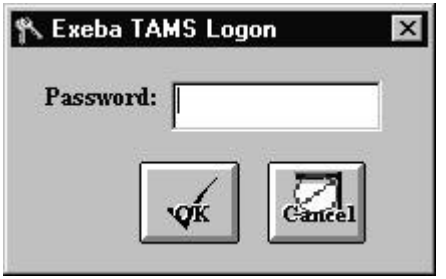
Now every time you start Exeba-TAMS™, you need to enter that password.

Deleting a password

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

Exeba-TAMS™ Log On

If a password is setup for Exeba-TAMS™ then *TAMS Log On* form will be the first form you will see when you start Exeba-TAMS™.



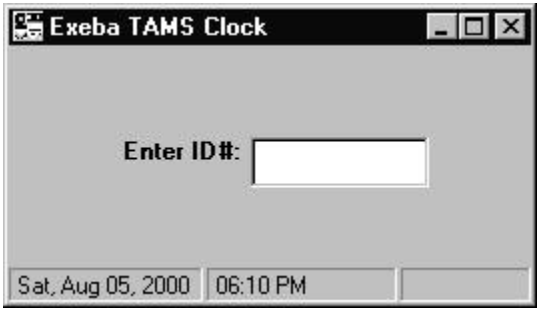
You need to know the password to access Exeba-TAMS™. Enter the password and hit Enter or click on Ok.

CHAPTER 3 – Working with the Clock Data

TAMS Clock

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

To open *TAMS Clock* form, select Exeba-TAMS™ Clock from the Clock Data main menu or click on TAMS clock button in the main toolbar.



If the IBC J reader is the clock used with Exeba-TAMS™, then opening this form will cause the port to also open. Please refer to Polling J Reader topic in chapter 4 of this manual for more details.

Clocking in and out

In this form, a text box will appear where the users enter their employee IDs.

 If the ID# does not exist in the employee file or the employee is inactive, the message "INVALID ID#!" will be displayed to the user for 2 seconds.

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. Otherwise, the message "NOT SCHEDULED!" will appear.

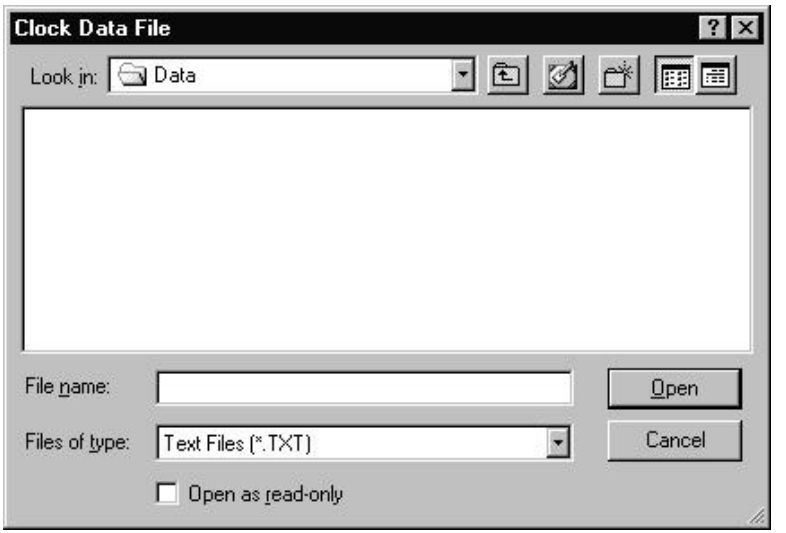
The first time the employee swipes their badge during a workday, that time will be considered clock in. The next time the employee swipes their badge that time will be considered clock out, and so on.

 If the port is not open, this form will be opened automatically after you swipe a card. You should leave it open as long as the port is receiving data. Otherwise, the data received will be lost.

Import Clock Data

The Import Clock Data utility imports employee attendance data file into Exeba-TAMS™'s database. Use this utility when you collect data using a different hardware other than the ones described in this manual.

To import the data file into Exeba-TAMS™, you need to select Clock Data, then Import Data File from the main menu options or click on the Import button in the main toolbar.

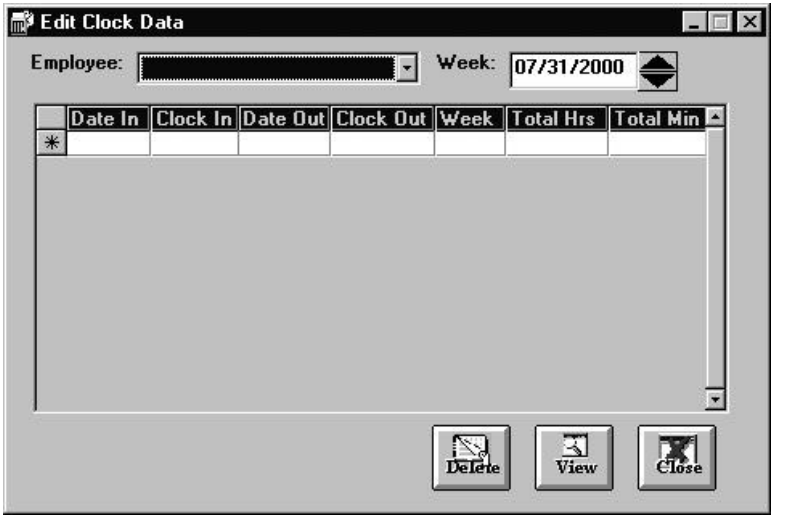


Enter the path and filename, and click Open.

In order for the import operation to succeed the ASCII file should contain information in the following format: xxxxxxxxxxx,mm/dd/yy,hh:mm where "xxxxxxxxxxx" is an existing employee ID (up to 12 alphanumeric characters), mm/dd/yy is a valid date and hh:mm is a valid short time (00:00-23:59).

Edit Clock Data

When you click on the edit clock button in Exeba-TAMS™ 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, (i.e., an employee forgot their ID badge). The employee can advise you or the person you chose to handle this function, about their arrival time, etc. This form allows you to manually enter that information.

There is a lot of automation with this form. When you change the date, the week automatically changes, or when you change the clock in/out time, the total minutes and hours are updated automatically.

From this form, select the employee from the drop-down list, enter the date, and the new clock in/out times. The rest is automatically updated.

The Week text box displays the date for the first day of the week. The grid displays data for all the days within 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.

Edit Clock Utilities

For single deletion, click on the delete key from your keyboard, for single/multiple deletion click on the delete button  .

You may choose to print a list of your employee clock in/out records by clicking on the view button  . This button will open the *Time & Attendance Report Query* form.

When you finish entering/updating all the employee clock in/out records, click on the close button  .

CHAPTER 4 – IBC Readers

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

Features

With the Exeba-TAMS™ 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 and off and defining the range of addresses to be polled.
- ✓ Download a schedules file and an employee file to the reader and view the reader's response instantly.
- ✓ Upload the access control list (employee and schedules 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's 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...

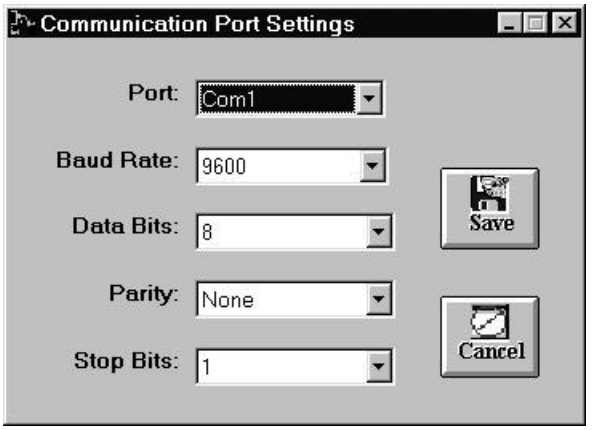
- ✓ Set the magstripe options for track 1, 2 and multi track readers. These options include: enabling and disabling the track, specifying the prefix and delimiter characters, setting the magstripe length, etc…

- ✓ Set the relay options, speaker options and LEDs' options to your preferences.

Configuring the Port

The Communication Port Settings command allows you to select the communication port settings that the software should use when communicating with the IBC Reader.

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



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

Select 5, 6, 7 or 8.

Parity

Select Even, Odd, None, Mark or Space.

Stop Bits

Select 1, 1.5, or 2.

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 button  to save the changes made.

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

Open / Close the port

Even though there is no specific command that you can access from the main menu to open the port, 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 they were 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 button in the toolbar.

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

Software Options

Before you start communicating with the reader you need to change the default settings in the software to the settings that best suit your hardware. You also need to 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 very imperative that when you change the setting on one, to change them on the other.

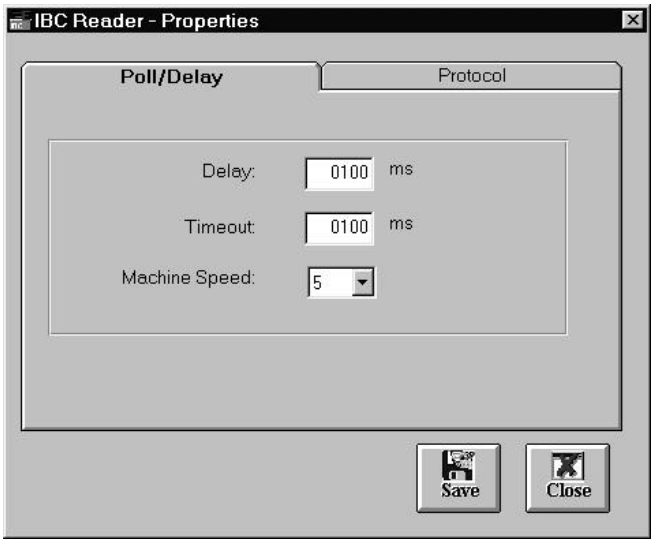
Commands available for customizing the software options are: Poll/Delay Parameters, and Protocol Parameters.

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 ⇒ 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 millisecond.

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 millisecond.

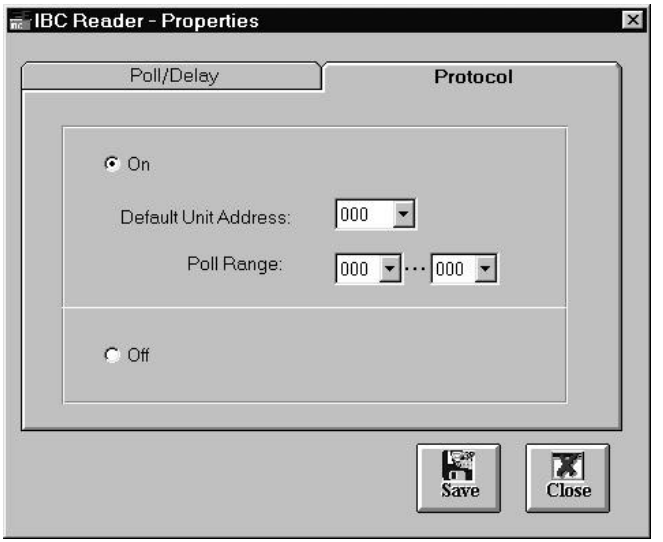
Machine Speed - The amount of time the software should wait after sending a command to the reader and before

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 millisecond. 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 button  .

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 button  .

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 button  after you make the required changes to the settings.

Click on the close button  to close the form. This button closes the form without warning of any unsaved changes. So make sure you save 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 them. Once you download these lists you may want to upload and view the data stored on the reader. This chapter describes the download and upload process of the access control list.

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

Download Schedules List

The Download Schedules List command allows you to download schedules' file to the IBC reader.

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

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

To download a schedules' list,

1. Select Clocks, and then select IBC Reader.

2. Select Download Schedules 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. This 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 regarding the Add Schedule programming command, consult the IBC SA/STA user's product guide.

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

Before you download the file you should 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 Employees 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 button to download the file.

The *Cancel Send/Receive* form will appear. If you click on the cancel button  of 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 as described in the table below.

Response	Description
ID is added	The ID was successfully added into the list of employees on the reader.
ID is not added.	The ID was not added into the list of employees. It might exist already on the reader. Another cause could be that 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 into 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 on the Add Employee into list programming command.

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, follow the steps below:

1. Select Clocks ⇒ IBC Reader.

2. Then select Upload Access Control List.

The *Upload File* dialog will appear.

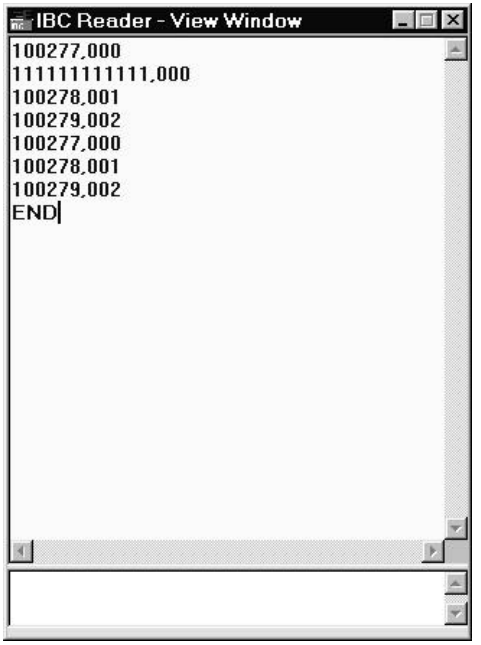
If you want to save the data in a file, select the folder from the *Look In* list and enter the name of the file in the *File Name* text box. Then click on the open button.

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

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

4. Next, the *Cancel Send/Receive* form will appear. The cancel button  of 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 of the polled data will differ according to the type of the reader that is 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.

You can 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.

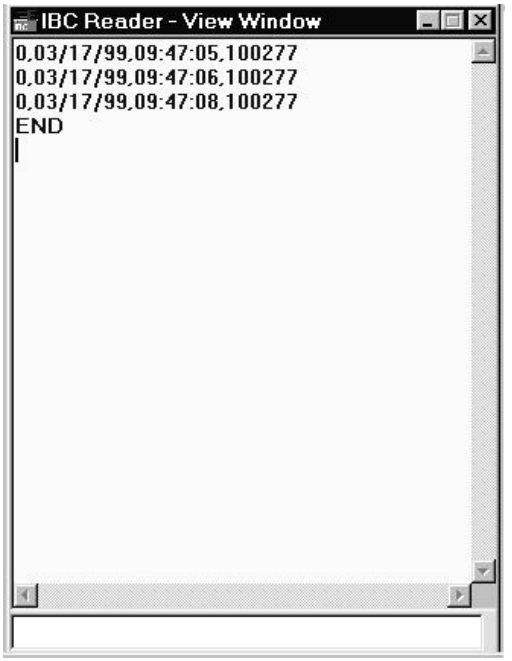
Polling STA/DC Readers

Readers such as STA, and DC 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) 0 - Access is granted. 1 - Bad employee id 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 system's 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 button  of the *Cancel Send/Receive* form.

Polling a J Reader with TAMS Clock

The J reader can also be polled using TAMS 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 TAMS Clock is accessed, it will open the communication port thus allowing data to come from the J reader.

Please refer to the topic TAMS 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 button  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.

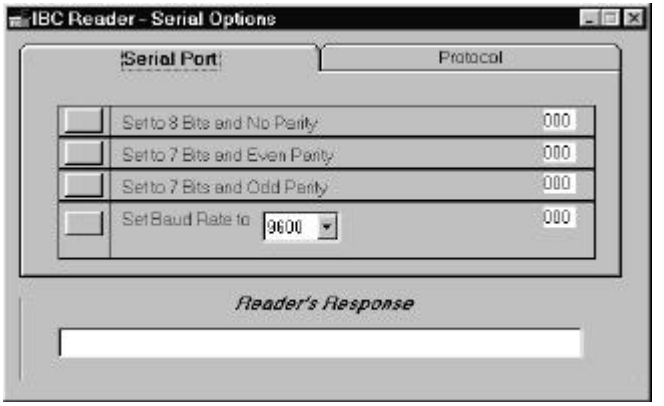
Reader Commands

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

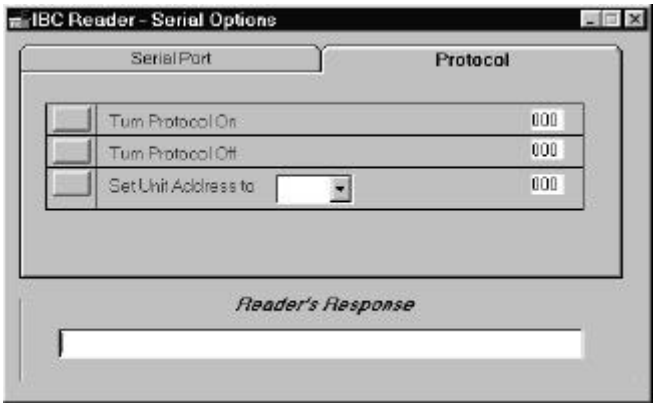
Commands such as Set Time, Set Serial Options, Set Relay Options, Set Speaker Options, Set LEDs Options, Set Barcodes Options, and Set Magstripe Options allows the user to program the reader by clicking on the button next to the commands. Whereas, the Send Command requires the user to enter the programming 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 selection box from which you can select the baud rate.

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

The use of these commands should be done 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 properly with the reader.

For example, if you click on the button next to "Set to 8 bits and no parity." command, you will reset the port settings on the reader. To communicate with the reader afterwards, 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

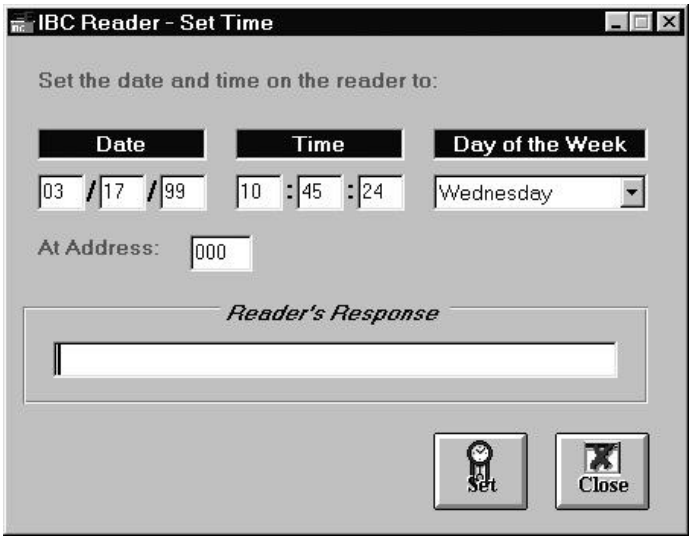
After you receive the reader from the factory, you need to reset the date and time set in it.

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 select 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's date and time.

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

The *Date* should be entered as follows: mm/dd/yy. For example, 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 send button 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

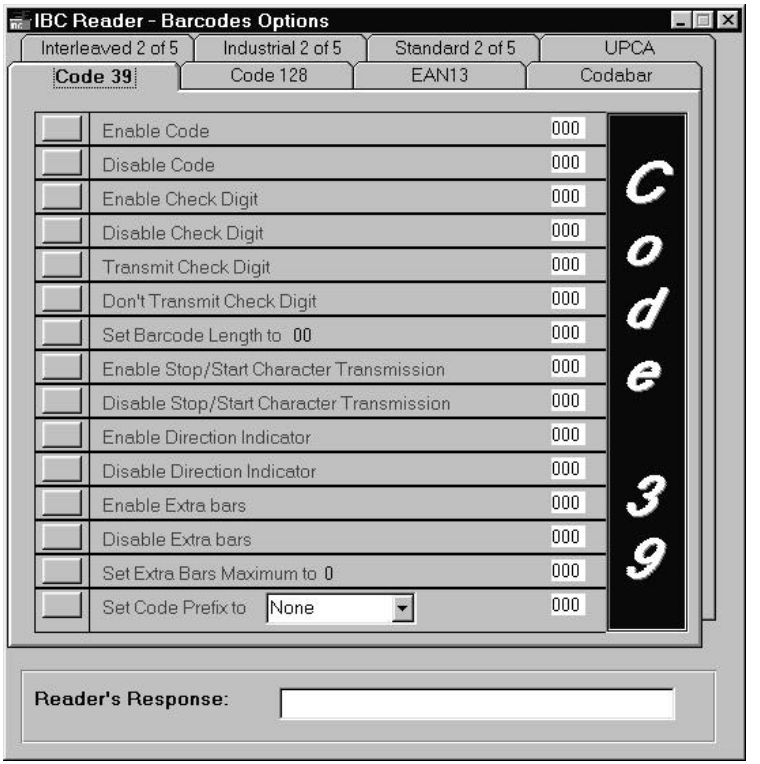
All the symbologies that the reader can read can be configured using the Set Barcodes Options command.

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 commands you can program the Code 39 symbology to.



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. 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 Barcode Length to 00' requires you to change the '00' in the command to the length you want.

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

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

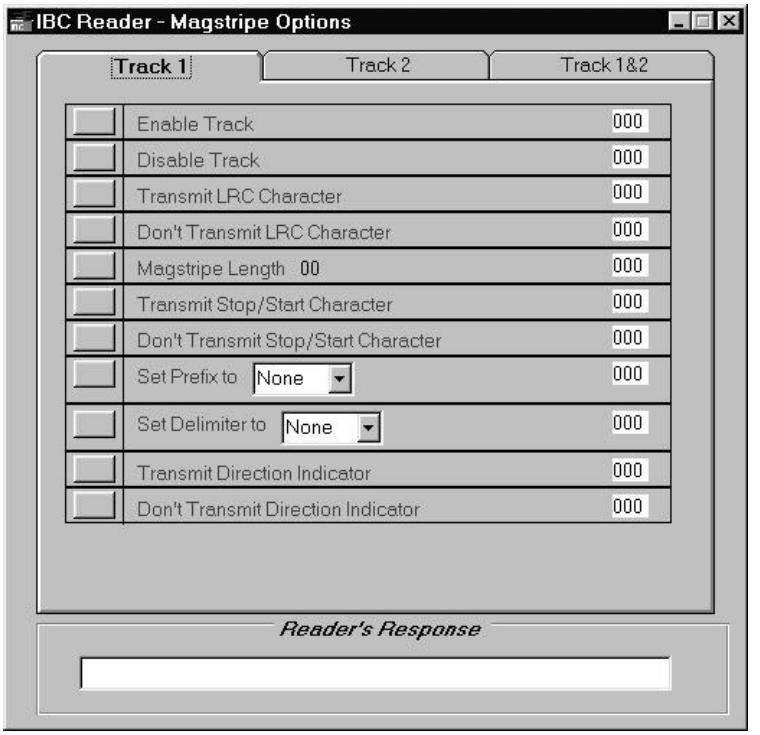
Set Magnetic Stripe Options

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

Programming track1 is equivalent to programming track 3 on readers that read track 2 and 3.

For each track you can program the reader 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 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 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 button at the left of the command.

The reader will return one of two responses,

Command Acknowledged – when the reader recognizes the command.

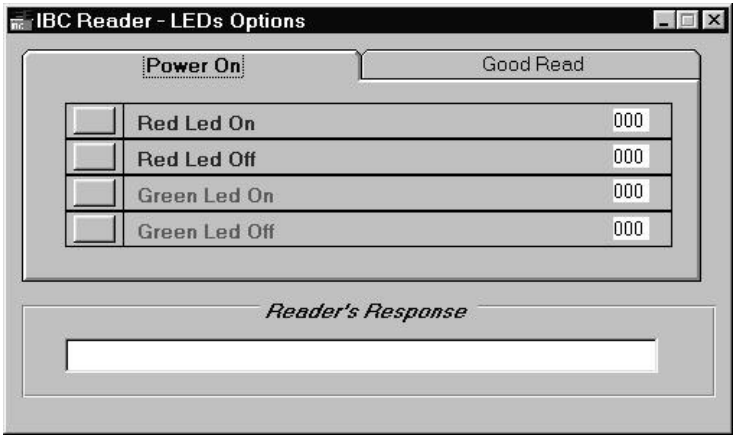
Command Not Acknowledged – when the reader does not recognize the command.

Either response will appear in the *Response* text box.

Set LEDs Options

Some readers can have their LEDs programmed to function as follows:

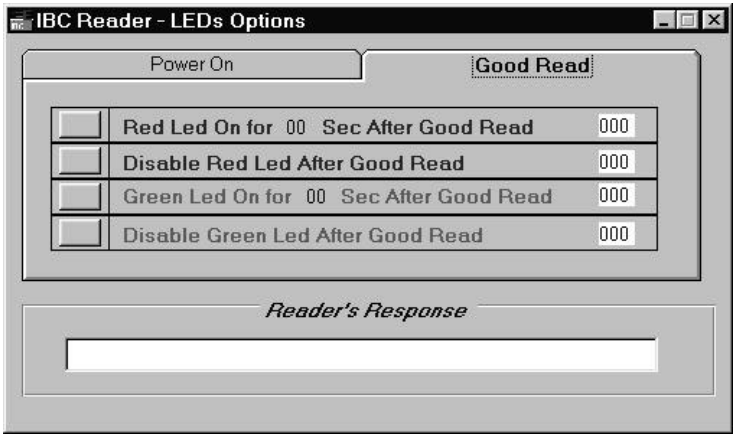
When the reader is powered on,



➢ You can program it to have the red LED turned 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 LEDs options command the port will be opened if not already opened.

To program the LEDs, 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.

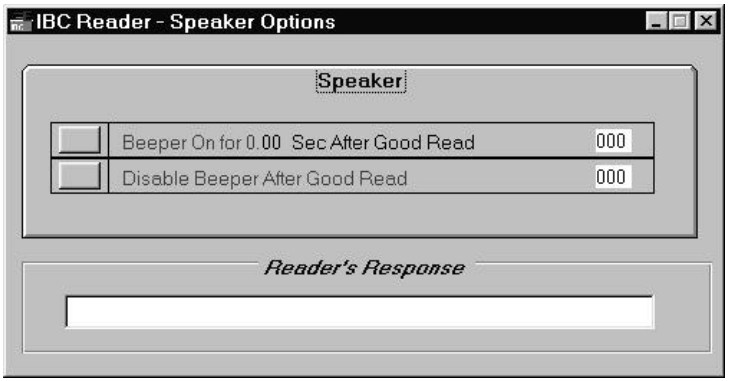
2. Some commands require you to replace the '00' value in the command to the value that you want. Such as "Red Light on for 00 Sec After Good Read".

3. Click on the command button 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 because it will opened automatically.



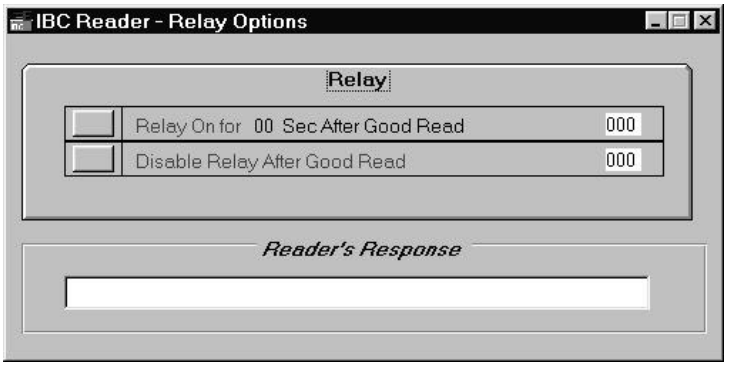
To program the speaker to be turned on for a certain amount of time after a good read, enter the number of seconds desired. Then enter the address if the protocol is on. Then click on the button next to this command.

To disable the beeper after a good read, enter the address of the reader if networked and then click on the button 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 button next to each command. But before you click on the button, 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 follow the steps below:

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. Enter the address to send the command to if the reader is networked.

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 button.

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. Responses will appear in the 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 button  erases the contents of the Send and Receive boxes.

The send button  sends the command to the reader.

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

For further information on the reader commands, consult the IBC User's Guides.

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. This kind of messages is explained throughout the IBC reader topics of this manual. 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. However, 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. alphabets) or an address that fall off 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 when 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 on the reader is disabled.

"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 5 - ATS Clock

If you have purchased an ATS clock to use with the Exeba 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 schedules' data, departments' data, and employees' data to the clock.
- ✓ Poll the transactional data from the clock.
- ✓ Set the time on the clock.
- ✓ Send a command to the clock.

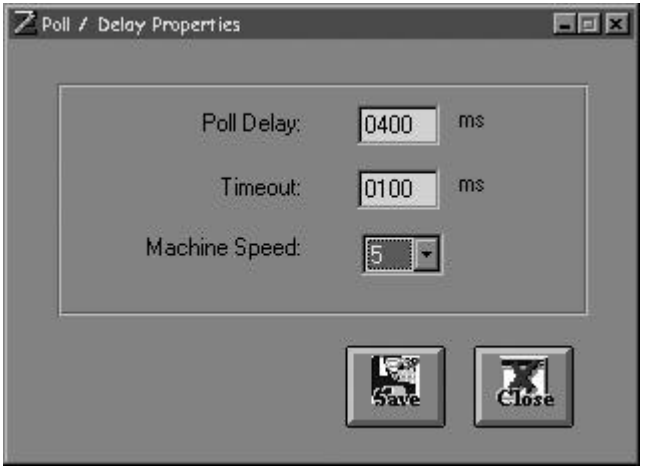
Getting Started

In order for Exeba-TAMS™ to communicate with the clock, there are different parameters in the software and the clock that you should configure. Using Exeba-TAMS™, you should select the appropriate port and port settings, change the poll and delay parameters if necessary, then setup the clock data. Finally, you need to select the clock you want the software to communicate with.

Poll/Delay Parameters

The Poll/Delay Parameters command can be accessed as follows: Clocks ⇒ 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 - 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 400 millisecond.

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

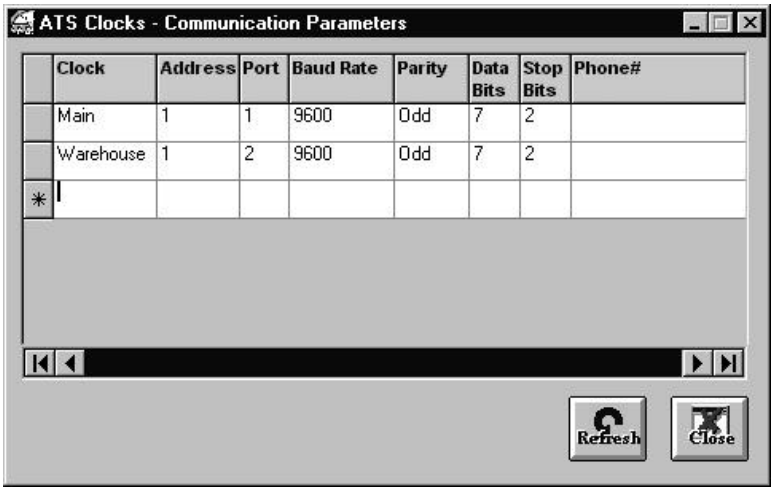
Machine Speed - The amount of time the software should wait after sending a command to the clock and before receiving data from the clock. You can select any number

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 millisecond. 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 Clock

If you are using a single or multiple ATS 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.

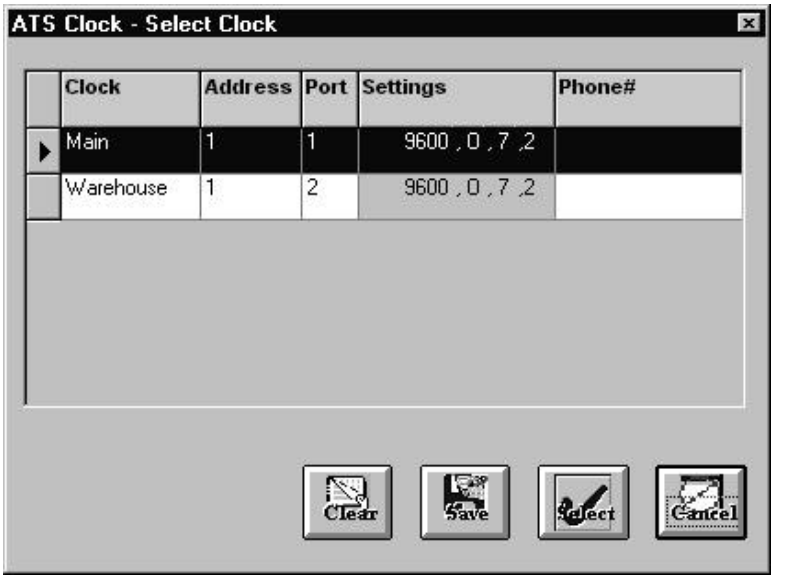
Port Parameters – Enter or select the baud rate, parity, data bits, stop bits. These settings should match the settings on the clock.

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-TAMS™ 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-TAMS™ 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 TAMS 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-TAMS™ *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.

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.

TAMS will dial the modem automatically when any of the communications commands is selected. You can dial it manually using the Dial MODEM command as described in the following section.

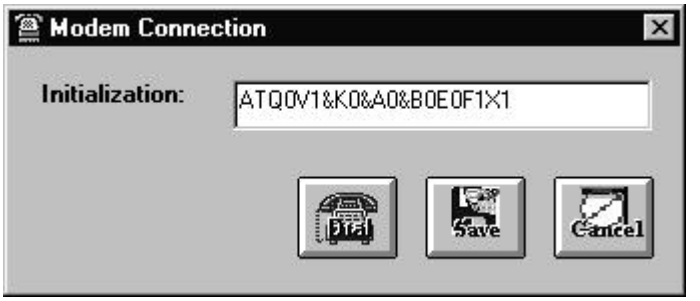
MODEM Dial/Hang Up

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

Modem Connection Utilities

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

The dial modem button opens the communication port if not already opened, initializes and dials the modem.

The close button closes the *MODEM Connection* form.

To hang up the modem,

Select Clocks ⇒ ATS Clock ⇒ Hang Up Modem.

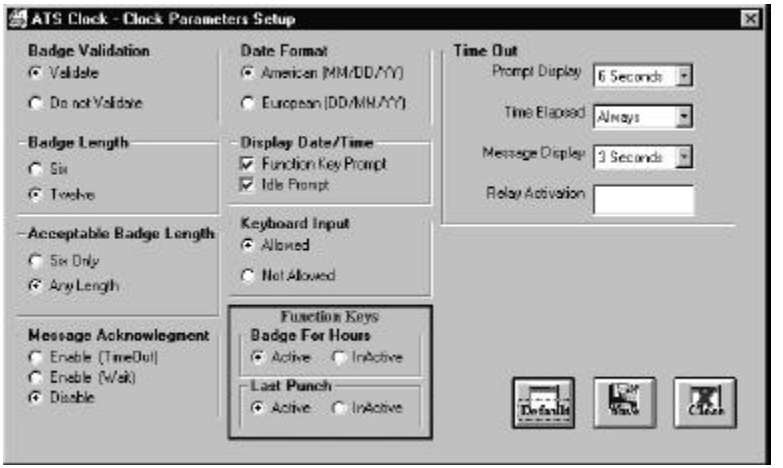
ATS Clock Setup

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 you 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 007892). 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 of the badge on 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 your 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) are 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 button  saves the changes you make to the settings.

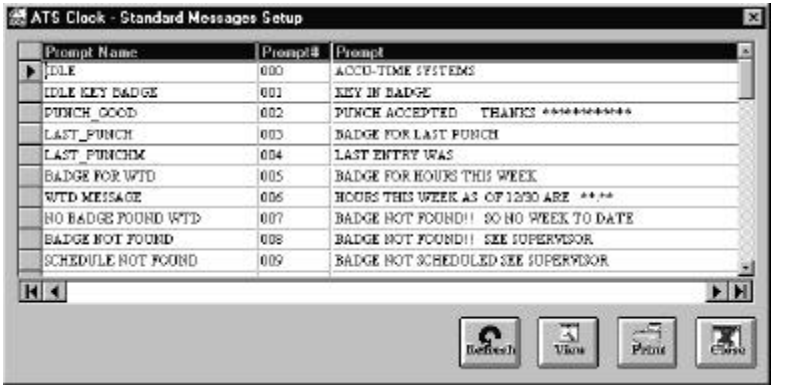
The default button  restores the clock default settings but does not save them.

The close button  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 button  .

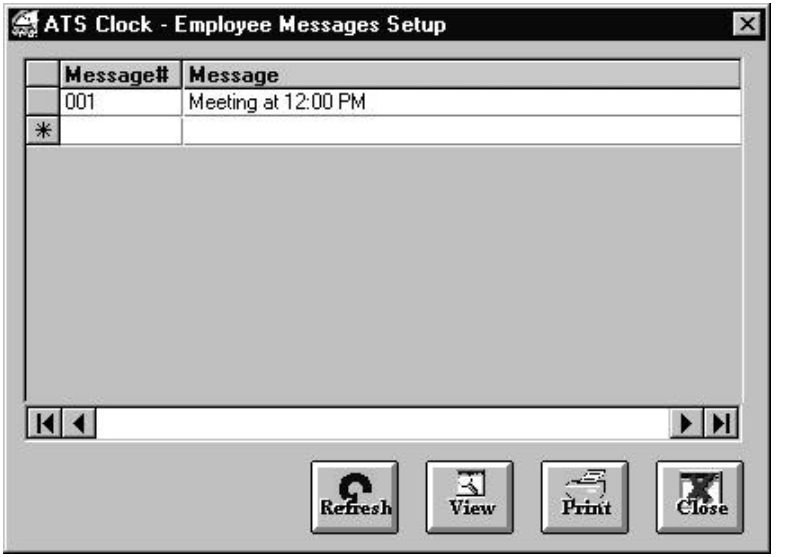
Click on the print button  to print the clock messages listing report.

When you finish, click on the close button  .

Custom Employee Messages

If you want custom messages displayed by your clock like "Happy Birthday!" or "Way to Go!" use this screen to set them up.

From the main menu options, select Clocks => ATS Clock => Setup Employee Messages. The *Employee Messages Setup* form will appear.



The messages are set up using this form. They are assigned to a specific employee using the *Employee Setup* form. To view them on the clock, they should be selected when creating the command files to the clock and the ID of the employee whom the message is assigned to should be selected. Then the command files should be downloaded to the clock.

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

1. Enter a message# from 001 to 050 and then enter the message.

2. Open the *Employee Setup* form and enter/select the ID# for the employee you want to assign the message to.

3. Enter or select the messages# in the message list.

Employee Messages Setup Utilities

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

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

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

ATS Commands 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 detailed in the ATS user's guide.

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

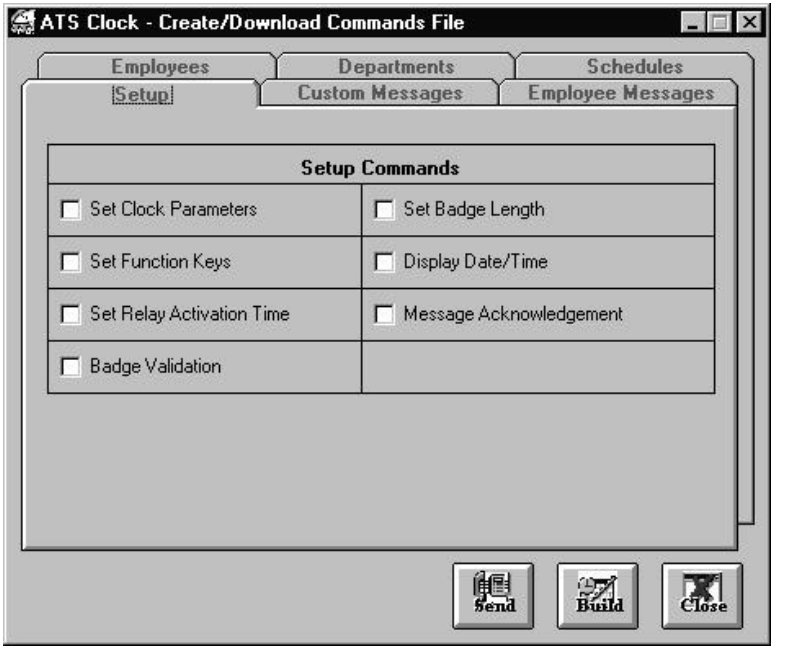
From the applications main menu, select Clocks => ATS Clock => Create Commands File.

The *Create/Download Commands File* form will appear. This form has 6 tabs. Each tab contains a set of options. Select the ones you want to program in 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 you want 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 commands 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.

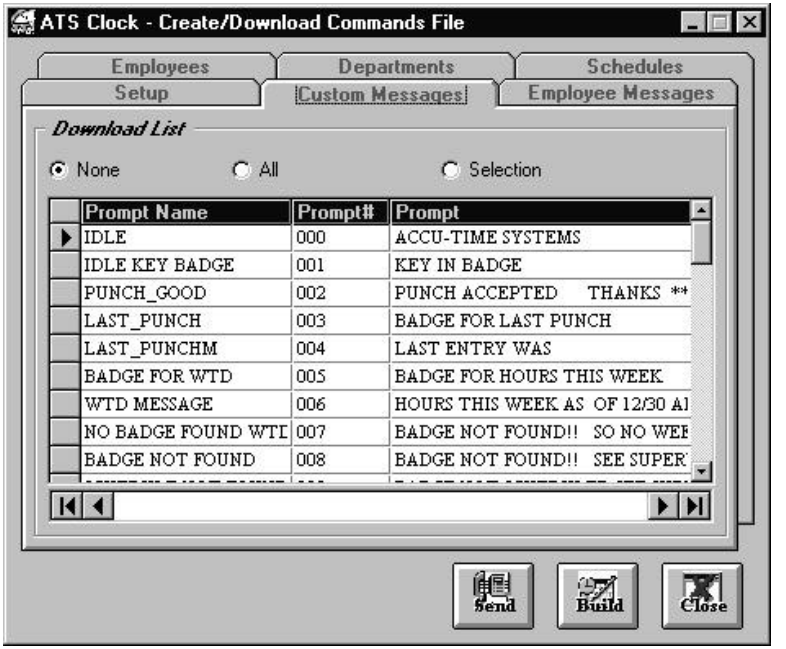
Display Date/Time – this will include the options you selected for displaying the date/time during function key prompt and idle prompt.

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.

Custom Messages

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



The three options you can select using this tab are as follows:

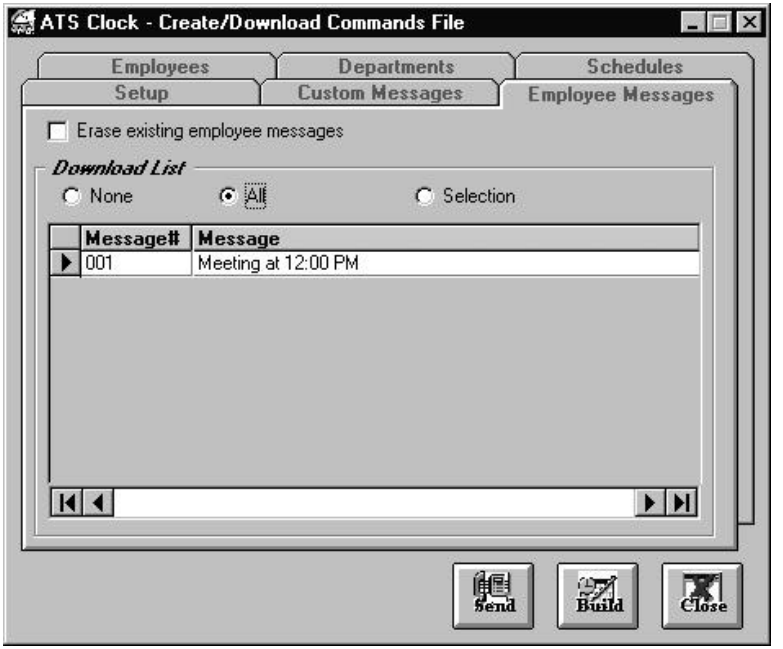
None – this is the default option. When selected, none of the messages will be included in the command file.

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

Selection – when you click on this option, a table of Custom Messages will be enabled. Select which message you want to include in the file.

Employee Messages

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



Options available through this tab are as follows:

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, select to include:

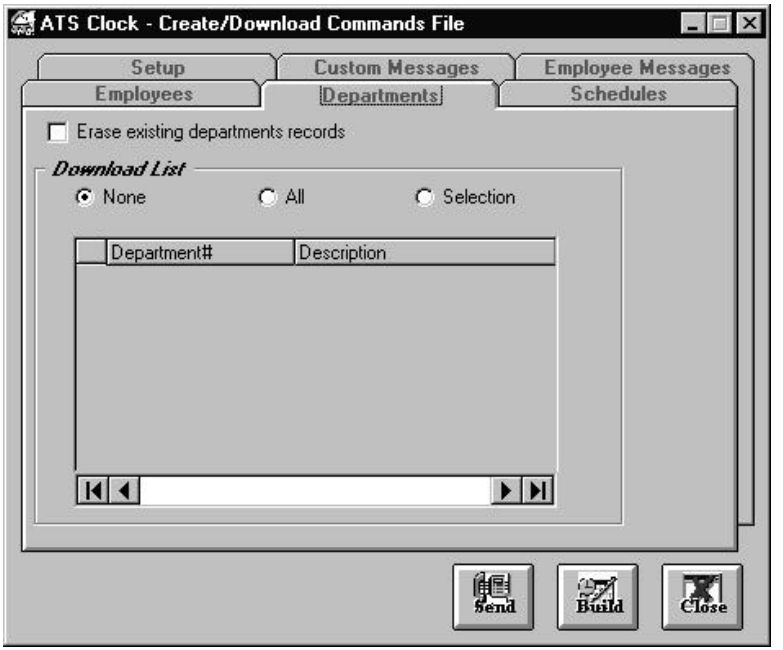
None – this is the default option. Make sure it is selected if none of the messages need to be downloaded.

All – this option adds all of the messages set up to the commands 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 form allows you to add commands or delete department data from the clock.



The available options are as follows:

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

From the download list select:

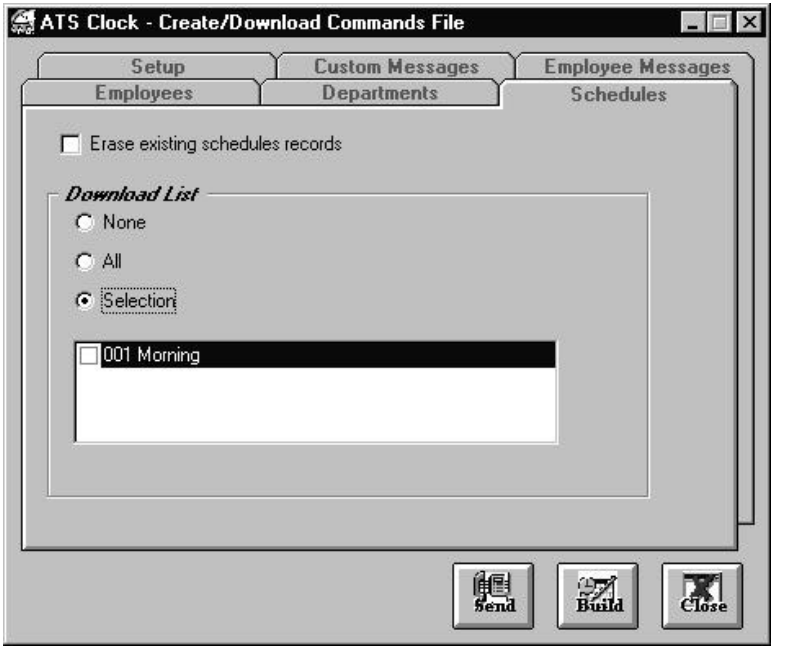
None – none of the departments.

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 commands 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.

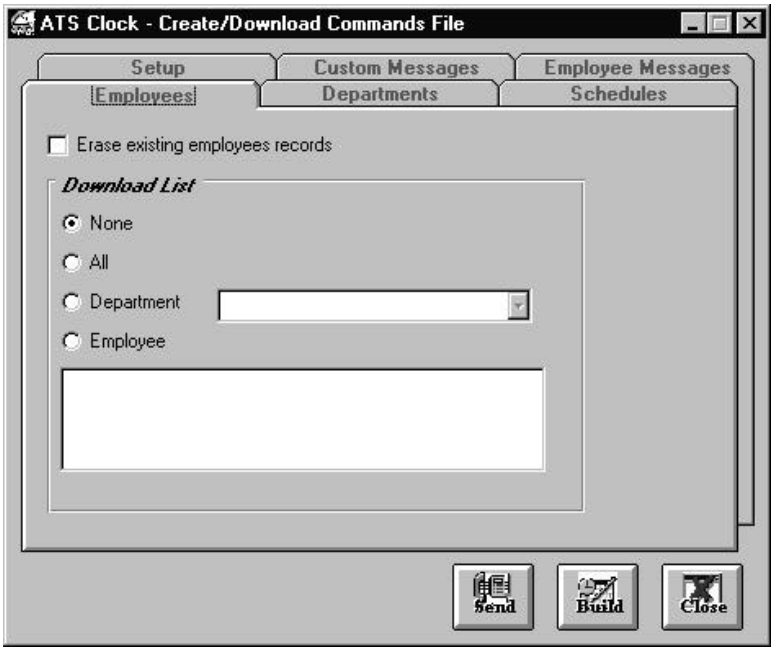
All – if you want to download all the schedules to the clock select this option.

Selection – selecting this option will allow you 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 was 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 Employee tab allows you to add or delete the employee records from the clock.



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

The employee data set up 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 an employees that belongs 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 button. The build button 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's data subdirectory.

The clock is actually programmed after you download the commands file to it using the Download Commands File utility or by clicking on the send button  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 button  , to close this form when you are done with it.

Download Commands File

The Download Commands 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 using the 32-bit version of the application, follow the steps below:

1. Select Clocks, and then select ATS Clock.

2. Select Download Commands File.

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

3. Select the clock you want to download to. The *Find Download File* dialog will appear.

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

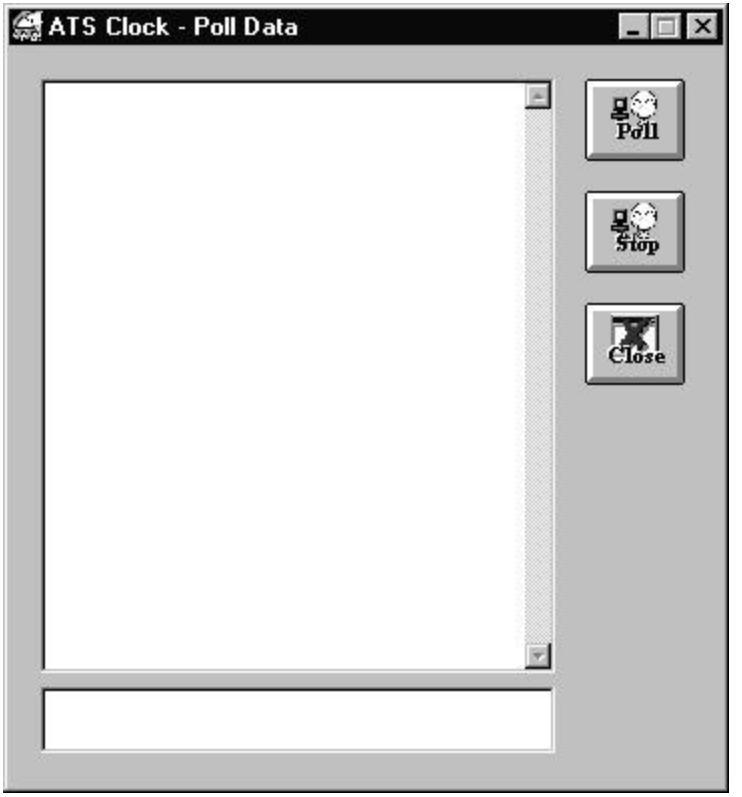
The file will be downloaded to one clock at a time. To download to another clock, you need to repeat steps 1 to 3.

ATS Clock Polling

When the employees swipe their cards 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.

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 button  .

The poll command polls the clock continuously until all the existing data is uploaded. When the data is polled from the clock, it is automatically erased 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 will be automatically imported into Exeba-TAMS™'s database when you close this form. 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 button  of this form disables the polling process and erases the polled data from the text box.

Exit Polling

The close button  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 button.

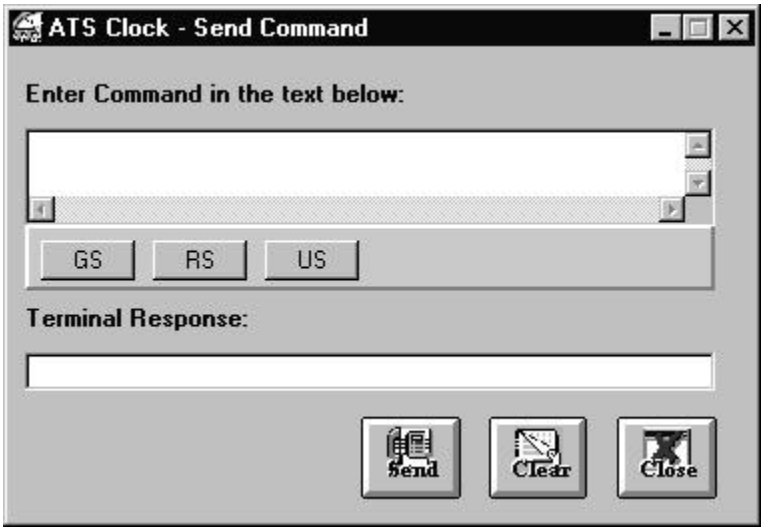
One of three responses will appear in the response box:

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 buttons 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  button to send the command to the clock.

Click on this  button 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 button.

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-TAMS™ communication parameters setting.
- The correct clock address is selected.
- The application type on the clock should be set to “A” to match the setting in the software.
- The clock is connected properly to your PC. Please check for any loose connections.

CHAPTER 6 – Reports

Employee 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.

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

All - Select *All* if you want to print all employee records.

Employee - Select an employee from the list to print a single report on a specific employee.

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

department.

The figure on the previous page shows that 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#.

Employee Report Utilities

When you have made your selections for the Employees Report, click on the view button  .

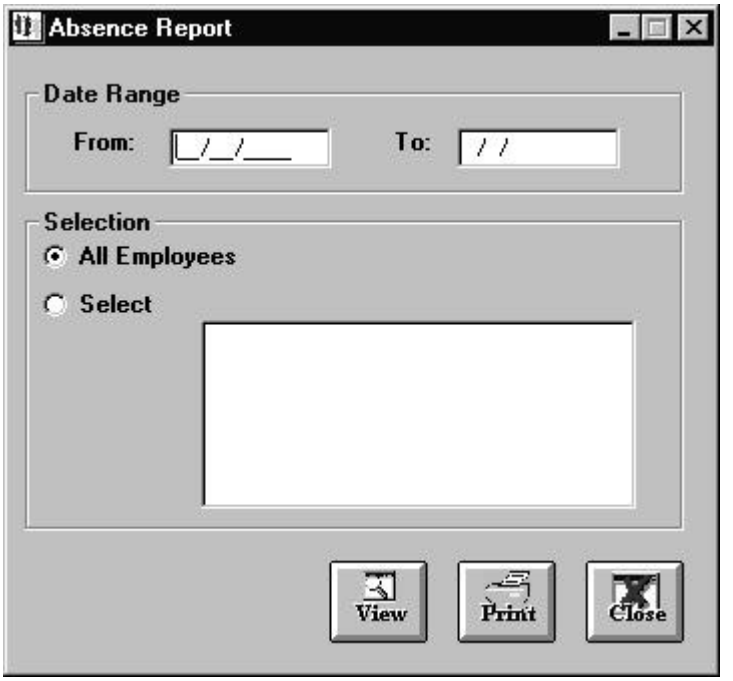
If you are ready to print the report(s), click on the print button  .

When you finish with all the Employee reports, click on the close button  .

Absence Listing

The Absence Listing report is a listing of all the absences recorded in the *Absence Setup* form. You can choose the absence dates you wish to view for all the employees, or select just a few.

To see the *Absence Report Query* form, as shown in the figure below, choose Reports, Absences Listing.



Enter the dates (mm/dd/yyyy) you would like to see for the Absences Listing, select the report for all the employees, or a specific selection.

Select an employee ID by clicking on it in the employee list.

Absence Report Utilities

Select the employees you wish to see in the report,click on the view button  .

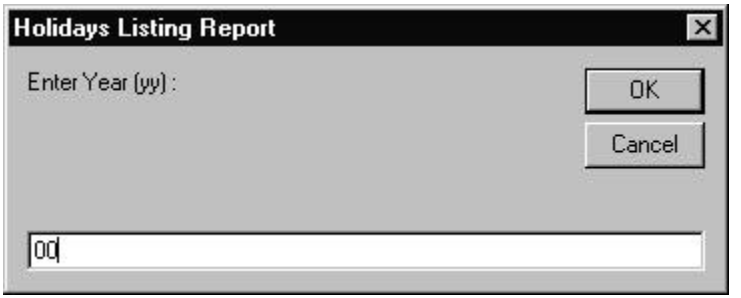
Click on the print button  to print the absence reports.

Click on the delete button  to clear the print list.

When you finish printing the reports click on the close button  .

Holidays Listing

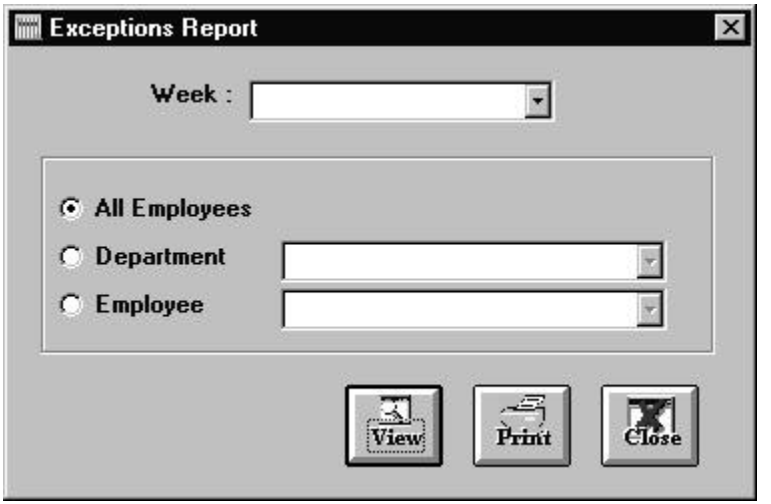
The Holidays Listing report is a listing of the company holidays. Simply enter the year you would like to see a report for, and print the report. To see a Holiday Listing Report, as in the figure below, choose Reports, Holidays Listing.



Exceptions Report

The Exceptions Report is a report of all the 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 *Exceptions Report Query* form, as seen in the figure below, select the Exceptions Report from the Reports main menu.



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

Exceptions Report Utilities

Click on the view button to view the Exceptions report.

Click on the print button to print the Exceptions report.

Click on the close button to close this form.

Exceptions 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.

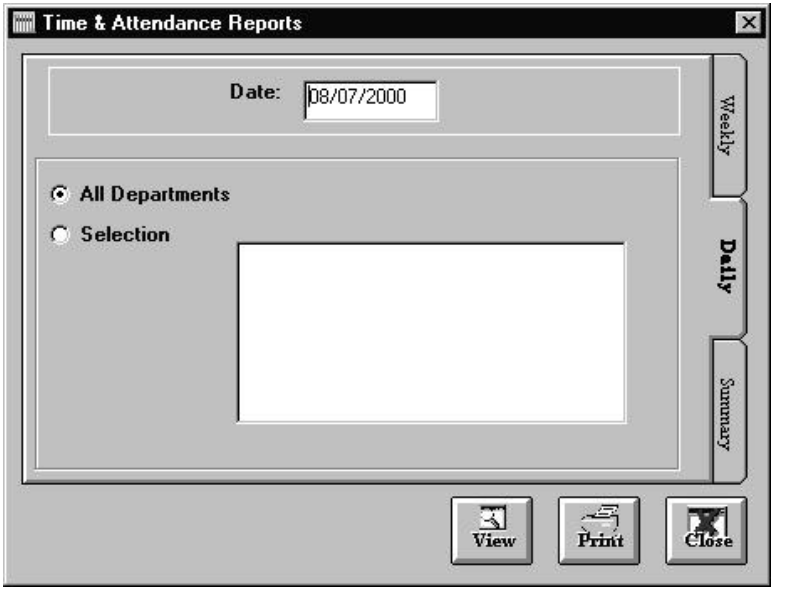
Incorrect Clock In/Out - Clock Out is less than Clock In. The total hours are negative.

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.

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.



To see the *Time and Attendance Reports Query* form, as seen in the figure below, click on this button or choose Reports, Daily Report.

Select the date for the Daily Report you want to see. Choose All Departments or Selection and then specify a department.

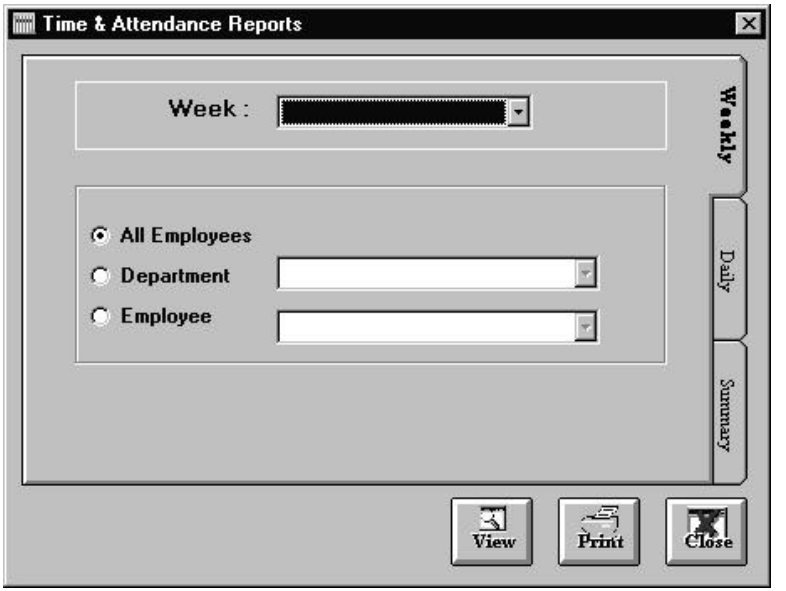
Daily Report Utilities

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

When you finish, click on the close button .

Weekly Report

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



To see the *Time and Attendance Reports Query* form, as seen in the figure below, click on the Weekly button or choose Reports, Weekly Report.

From the drop-down menu, select the week that you would like to see the report for.

Select the report for all the employees, a particular department, or a particular employee.

Weekly Report Utilities

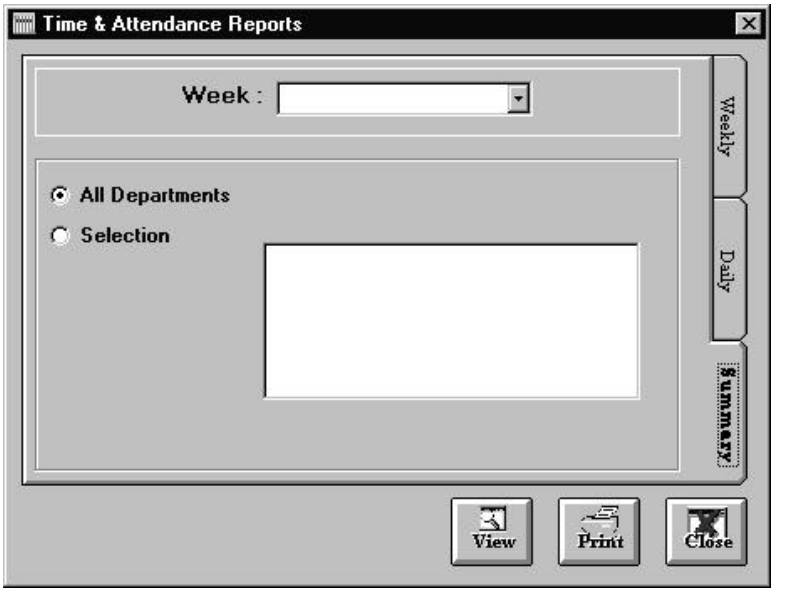
To view your report(s), click on this  button.

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

Click on this button  when you finish.

Summary Report

The Summary Report is a listing of all your weekly totals. You can print a Summary Report on all your departments or select the ones you want to view. To see the *Time and Attendance Reports 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 Selection to specify a department.

Summary Report Utilities

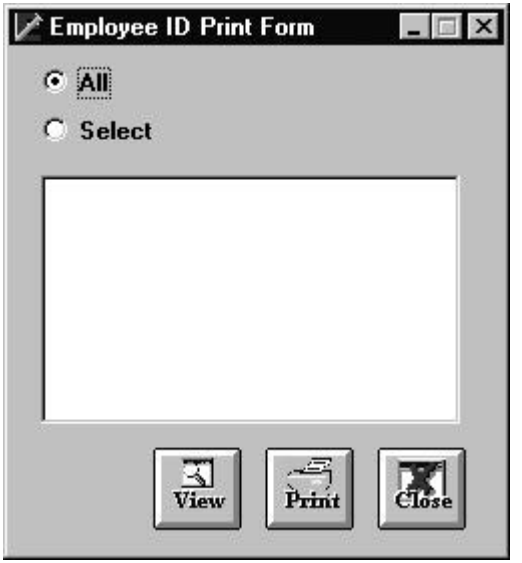
To view your report(s), click on this button.

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

When you finish, click on this button.

Print Employee ID

Exeba-TAMS™ provides you with a utility to print bar-coded ID cards for your employees. To access this utility, from the Utilities main menu, select Print ID.



As seen the figure above, you can print all of the employee ID's at once or you may select a few from the employee list.

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 employee.

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.

CHAPTER 7 - Utilities

Archive

This utility will extract the weekly attendance and absence data from the 'Company01.mdb' database into the ‘Archive’ folder. The extracted data will be saved in a file called "mmddyyyy.mdb". Where '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 button.

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

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-TAMS™ 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' folder 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 button.

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

If you have made changes to your company settings or time and attendance records that would affect the total for the archived week, Exeba-TAMS™ will recalculates 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.

Export

Exeba-TAMS™ allows you to export your data into two popular data formats: ASCII and Dbase IV.

Where is the data exported?

ASCII

If you did not change the default path in your company setup, the data will be exported to the '...\data\text' subdirectory under your installation directory. If you did change the path, the data will be exported directly to that path.

DBase

The default path for dBase format is the '...\data\dbase' under the installation directory. When you change the path in your company setup, the data will be exported to the selected path under the subdirectory 'dbase'.

What is actually exported?

The data will be exported into two files/tables called 'ClkInOut' and 'TotalHrs'.

ClkInOut table will contain Employee ID#, First Name, Last Name, Department#, Date In, Clock In Time, Date Out, Clock Out Time and Total.

TotalHrs table will contain Employee ID#, Date, Week, Regular Hours, Overtime Hours, Absence Hours, Holiday Hours and Total Hours.

Import Database

The import database utility imports data you have entered using an older version of Exeba-TAMS™ into the existing version.

To import the database, simply select Import Database from the Utilities main menu, locate the database "company??.mdb" and click on the open button of the *Find Database* dialog form.

Maintaining Exeba-TAMS™ Data

All of your Exeba-TAMS™, data is stored in the database called 'Company01.mdb'. This file resides under your installation directory. It is very important to maintain it and make backup copies.

Exeba-TAMS™ 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 of it. The compact utility is accessed by selecting Utilities and then selecting Database, and finally selecting Compact.

Repair the Database

The repair database method repairs the database after being 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.

The archived file contains only time and attendance data for a single week. The rest of your data like departments,

schedules, etc. are in 'Company01.mdb' so make sure you have a copy of this file.

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 is 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-TAMS™'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 of 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 button 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 button 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-TAMS™. The database 'Company01.mdb' is missing or opened exclusively by another user.	Exeba-TAMS™ cannot start if the database file 'Company01.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-TAMS™ 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.

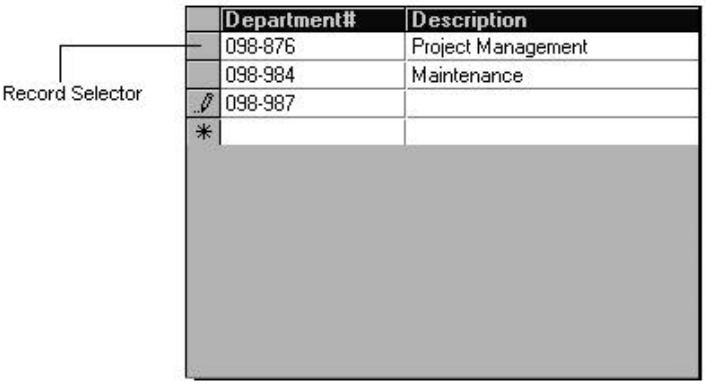
Export operation was not successful.	Possible causes: database is corrupt, export drivers are missing, or the tables to be exported are being accessed by another user.
Unable to create the export tables.	The tables to be exported or the tables to be exported to might be opened by another user.
The system 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-TAMS™ or copy the missing file from the installation disk.

APPENDIX B - Miscellaneous

Interaction with True DBGrid

On most of Exeba-TAMS™, 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 button 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 button 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-TAMS™ takes the rounded value and divides it into regular time, and overtime using the following rules:

Rule 1. Any hours worked beyond 40 regular time hours in a week are considered overtime.

Rule 2. Holiday and absence hours are considered non-working hours. These hours are added to the total holiday and absence hours per week. Only the actual hours-worked are used in the computation of regular time, and overtime.

Computing Wages

The wages are computed as follows:

- An employee is paid the regular pay rate for every regular, absence, and holiday hour.

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

Notes