TimePilot

Tap+ Instructions

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Introduction

Congratulations and thank you for purchasing a TimePilot Tap⁺ timeclock. We've worked hard to make the Tap⁺ simple and easy to use.

How does it work? Here's the short explanation:

Employees tap their iButtons to clock-in and -out at the clock. When it's time for payroll, you connect the clock to your computer with the included USB cable, and the data is transferred from the clock to the TimePilot database on your PC. Supervisors then use the password-protected TimePilot Central software to view and edit the data, create reports and prepare the data for payroll software or services.

Please note: These instructions describe the installation and use of the TimePilot Tap⁺ portable timeclock. For instructions on how to use the TimePilot Central software, please see the accompanying manual and/or the online Help built into the software.

You can also leave the Tap⁺ connected to your PC with the USB cable and use it as as desktop timeclock. As employees clock in and out, their transactions are sent instantly to the TimePilot software and their name and clock-in or clock-out time appear on the PC screen.

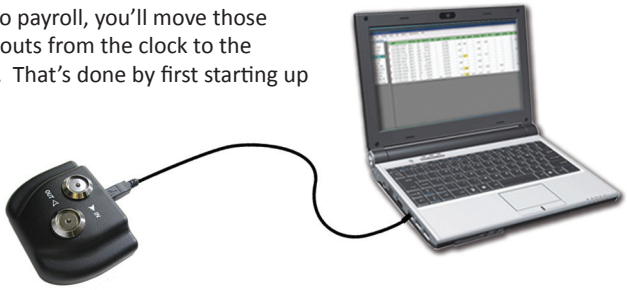
And here's a little more detail about how Tap⁺ works as a portable timeclock:

1

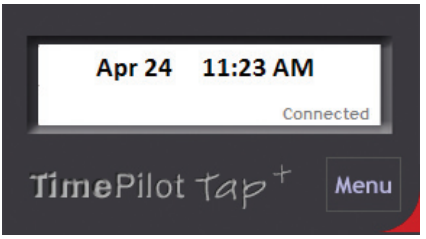
When employees tap their iButtons to the battery-powered Tap⁺, the clock saves three things to its memory: the iButton's serial number (which identifies the employee), the time and date and whether it's a clock-in or a clock-out.
The clock's memory can handle up to 12,000 clock-ins and clock-outs. Its battery should last a year before it needs to be recharged.

2

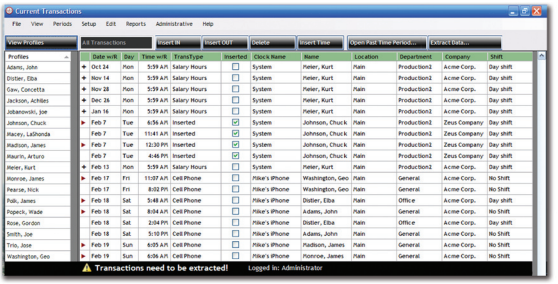
When it's time to do payroll, you'll move those clock-ins and clock-outs from the clock to the TimePilot software. That's done by first starting up the "TimePilot Tap Manager," which is a small software program that acts as the go-between for your Tap⁺ clock and your computer. Then you connect the Tap⁺ clock to your computer with the included USB cable.



3 Immediately, the Tap+ Manager moves the clock-ins and clock-outs into the TimePilot database on your computer (or on your server—you choose the location when you set up TimePilot Central). And at the same time, as long as the clock is connected by cable to the computer, the battery is being recharged and the date and time on the clock is synchronized to match the time on the computer.



4 To see the clock-ins and clock-outs (also called "Transactions"), start TimePilot Central. This password-protected software performs all the calculations and lets supervisors correct, insert and delete clock-ins or clock-outs, as well as create reports and prepare the data for payroll. For much more on TimePilot Central, see the User Manual.



Getting your Tap+ up and running

There are several methods to get your Tap+ up and running. Generally, if you're new to TimePilot, you should choose Method 1. If you have other TimePilot products and want the clock-ins and clock-outs collected by your Tap+ clock to appear in your current TimePilot database, you'll choose Method 2. Please choose the method below that's right for you.

Method 1

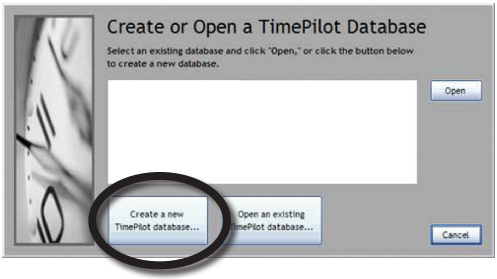
1. Place the CD into your computer's CD drive. When the opening screen appears, click "Install TimePilot Software." Choose the "TimePilot Installation Wizard," then follow the instructions to install TimePilot Central and TimePilot Tap Manager. (Note that the software will ask you if you're installing other TimePilot Products, too. If you didn't purchase those products, just click "No" for each.)

2. When TimePilot Central and the Tap Manager have finished installing, you'll see their icons on your desktop, as seen at right.

3. Now you'll set up your company in TimePilot Central. First, start TimePilot Central by clicking its icon on your desktop. You'll need your software's serial number; it's on a sticker on the inside front cover of your user manual.

   A. The first time you start the software, you'll be asked if you want to create or open a TimePilot database. (Shown on next page.) Click the "Create a new TimePilot

database...” button. In the TimePilot system, the database is where all employee transactions are stored. Generally, the database is not kept with the TimePilot software files, much like a letter that you write with word processing software generally is not saved in the same folder as the word processing program.

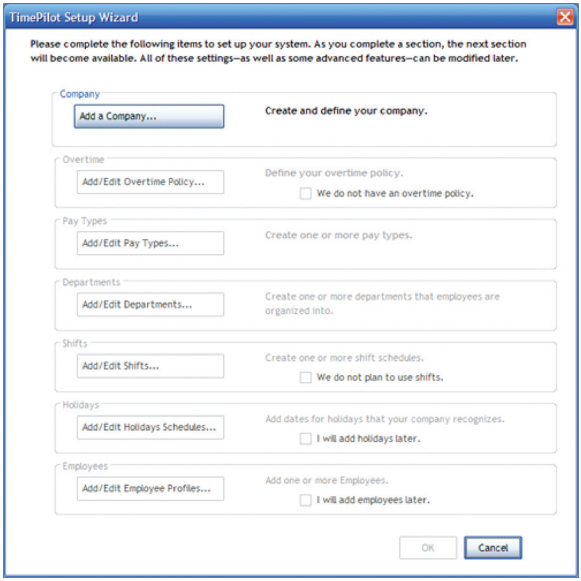


By keeping the data in a separate location, you can uninstall or install the TimePilot software without affecting the data that the system has collected. (Note: If you’re re-installing the software, you may see an existing database listed; if you wish to use that database, click it to highlight it and then click “Open.”)

B. The software will suggest a location for the new database. You can accept that location or change it to any location you want.

C. After you set up your database, you’ll be taken to the TimePilot Setup Wizard, which guides the first-time user step-by-step through the process of setting up the system. Simply follow the steps, and when you complete a task, the next task will become available.

The seven-step process includes:



- **Add a Company:** Here’s where you’ll enter your company information, including name, your pay cycle (weekly, bi-weekly, etc.), whether you want to have rounding applied to your employees, etc. If you have more than one pay cycle, you can create a second “company” with different settings.

- **Add/Edit Overtime Policy:** Do you pay overtime to your employees? You can have multiple overtime policies, each with a different set of criteria and payment rates.

- **Add/Edit Pay Types:** This is where you'll set up how your employees will be treated in terms of whether they get overtime, vacation pay, holiday pay, etc. You can have multiple pay types; for instance, one for salaried employees and another for hourly employees.

- **Add/Edit Departments:** You'll enter your company's departments here. Later, when you're using the system, you can generate reports grouped by department.

- **Add/Edit Shifts:** This is where you create your employees' shifts. The system uses shift schedules to determine if an employee is early or late.

- **Add/Edit Holiday Schedules:** You'll set up your company holiday schedule here. You can have more than one schedule.

- **Add/Edit Employee Profiles:** You'll add your employees here. Make it easy on yourself: You can use the Tap+ clock to enter each worker's iButton serial number. To do so, make sure that the Tap Manager is running and use the USB cable to connect the Tap+ clock to your computer. Then click the blue "Get iButton Number" on the employee profile screen and touch his or her iButton to one of the probes on the Tap+ clock. The number will be entered automatically.

When you finish the process, click OK and the TimePilot Central screen will appear. See the TimePilot Instruction Manual for instructions on how to use TimePilot Central.

4. Your Tap+ is ready to go. If TimePilot Tap+ Manager is running, every time you plug in your Tap+ the time and date on the clock is updated, the battery recharges and any transactions collected are downloaded into TimePilot Central.

Method 2

1. Place the CD into your computer's CD drive. When the opening screen appears, click "Install TimePilot Software." Choose the "TimePilot Installation Menu" (not the "TimePilot Installation Wizard"), then follow the instructions to install only the TimePilot Tap Manager.

2. When the Tap Manager has finished installing, you'll see its icon on your desktop, as seen at right.

3. The first time you run the Tap Manager, it will automatically connect to your existing TimePilot database. If it can't find the database on your computer (if you are using TimePilot on a network and your PC isn't running TimePilot Central, for instance), the software will ask you for the database's location. You can get the location from the person in charge of your TimePilot system.
   Want to verify that the clock-ins and clock-outs collected by your Tap+ are going to the correct database? Just click the "Menu" button in the Tap Manager and choose "Options." The location will be displayed in the section titled "Data."

4. Your Tap+ is ready to go.

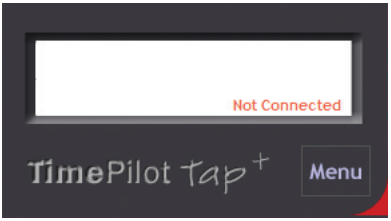
Using your Tap+

You can keep the Tap+ cabled to your PC, and all clock-ins and clock-outs will be instantly sent to the database, or you can unplug the cable and use the Tap+ as the ultimate portable timeclock.

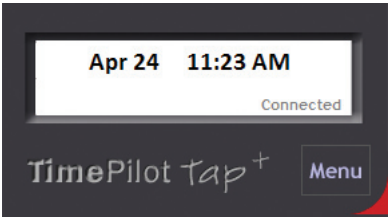
Either way, employees clock in and out by tapping their iButtons to the In or the Out probe on the clock. Just a gentle tap will do—the metal surface of the iButton just needs to make contact with the inner surface of the probe and the probe's inner rim.

If you're using your Tap+ without the cable—that's how we intended it to be used when we designed it—at some point you'll want to get your clock-ins and clock-outs into the TimePilot database on your PC. Here's how:

1. Click the TimePilot Tap icon. The Tap Manager will appear on your screen. (See screenshot at right.) Note that the words "Not Connected" appear in the white box. That will change in the next step!

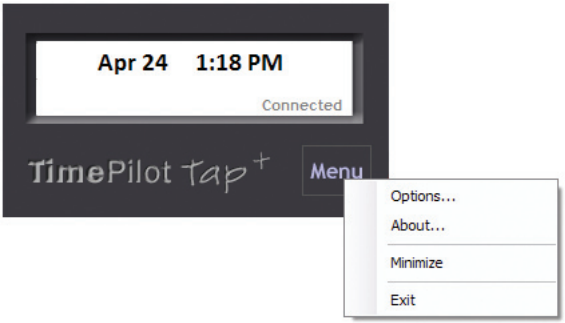


2. Connect the USB cable that came with your Tap+ to the port on the Tap+ clock and plug the other end into a USB port on your computer. In a few seconds, the Red "Not Connected" will change to a green "Connected" and the date and time will appear. (See screenshot at right.) At the same time, the clock-in and clock-out data is automatically transferred from the clock to the database, the time on the clock is updated to match the time on your PC and the battery in the clock is recharged.



All About the Tap Manager

The Tap Manager is the software that handles communication between your PC and the Tap+ clock. It only needs to be running when you want to connect the Tap+ clock to your PC.



Clicking the "Menu" button on the Tap Manager screen brings up the following choices:

1. **Options:** There are five things you can control here:

A. **Properties.** Lists the connected Tap+'s serial number and firmware version. You can give this clock a name here, too, which will appear in TimePilot Central next to each clock-in or clock-out that this particular clock collects. If you have more than one Tap+, naming the clock is a good way to be able to tell which Tap+ collected which clock-in or clock-out. Possible names could be "Job Site 1" or "Bill's Tap."

B. **Data.** By default, the "Store transactions in TimePilot database" should be checked, and the location of the database will appear on the line below. The second choice, "Store transactions in the Cloud," is only for users of TimePilot's Enterprise Edition. Enterprise Edition users have the option to store their database on the Internet, which gives them more flexibility.

C. **Date and Time.** If you want the date and time on the Tap+ clock to be updated with the date and time on your PC every time it's connected, make sure this box is checked (it is checked by default). If you prefer to choose when to update the date and time, uncheck the box; then you can update the date and time manually by clicking the "Set Tap Clock to PC's Date and Time" button.

D. **Password.** Allows you to set a password to protect access to this screen and stop unauthorized uses from making changes.

E. **Advanced Button.** (**Note:** We suggest you use this feature only after consultation with a TimePilot Technical Support Specialist.) Even after you download your data to your PC, the Tap+ clock keeps them in its memory until it needs that memory space for new transactions. If, for instance, your PC's hard drive fails and you lose your TimePilot database, contact our support staff (Support@TimePilot.com or 1-630-879-6400) and there's a good chance they can guide you through the process of re-downloading your most recent transactions.

2. **About:** Displays the software's version and build number (useful if you're contacting a TimePilot Support Specialist). Also shows the Data Path, which is where your database is located.

3. **Minimize:** Keeps the Tap Manager running, but minimizes it to the taskbar at the bottom of your screen.

4. **Exit:** Closes the program.

FAQs

Q. How do I set the time and date on the Tap⁺ clock?
A. First, make sure the Tap Manager is running on your PC, then simply plug the clock into the computer. Three things happen automatically: Clock-in and clock-out data on the Tap⁺ clock is downloaded to the computer; the time and date is updated on the Tap⁺ clock (using the time and date on your PC) and the battery is recharged.

Q. Is there a low battery warning?
A. No. The clock is always charging when it is plugged in. The LED in the iButton probe will flash red periodically to indicate charging. When the device is fully charged, it will flash green. The Tap⁺ has been tested to run for a year before it needs any recharge at all.

TimePilot Supplies and Services

To order supplies and extra services, please visit the TimePilot web site (www.TimePilot.com) or call TimePilot at 630.879.6400. Available supplies and services include:

For all TimePilot systems:

- Additional iButtons. These iButtons make it simple for you to add employees to your system. iButtons are available in packs of 5, 10, 30, 50, 100 and 200 and in 12 different colors.
- Support contracts. One year of telephone or e-mail support, in addition to the 30 days of free support that start at the time of your purchase.
- iButton Receptors.
- QuickBooks Pro. A discount is offered to TimePilot customers.

For TimePilot Tap+

- USB Cables.

For TimePilot PC:

- Upgrade to TimePilot Vetro. Includes necessary items--clock, cable, iButtons, etc.--to add TimePilot Vetro functionality to TimePilot PC installations.
- Extra licenses. They come in packs of 5, 10 and 25. Larger installations are also available.

For TimePilot Extreme:

- Additional Extreme time clocks.
- Extreme mounting plates.
- USB drives.
- Management iButtons.
- Extreme padlocks.

Technical Support

For technical support, call us at 630.879.6400 or e-mail us at Support@TimePilot.com. When you contact a TimePilot Technical Support specialist, please have your registration number available. The registration number can be found on a sticker on the inside cover of this manual.

TimePilot Tip

Before you call or e-mail for support...

...you might be able to save some time by checking the help files in the TimePilot Central software. Those files contain many details about our systems and definitions of terms that are used throughout this manual. You can view the help files by clicking the “Help” menu in TimePilot Central.

TimePilot End-User License Agreement

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