



Time and Attendance Module Settings and
Operation Guide

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Time and Attendance Module Settings and Operation Guide. Introduction

On the page:

- Purpose of the document
- General information about the Time and Attendance module

Purpose of the document

This *Time and Attendance Module Settings and Operation Guide* is a reference manual designed for Time and Attendance module configuration technicians and operators. This module is part of an access control system (ACS) built on the *ACFA Intellect* Software System.

This Guide presents the following materials:

1. general information about the *Time and Attendance* module;
2. *Time and Attendance* module settings;
3. working with the *Time and Attendance* module.

General information about the Time and Attendance module

The Time and Attendance software module is a component of an ACS built on the *ACFA Intellect* software and supports the following actions:

1. view staffing structure of company by departments and get information about each employee;
2. form charts and working schemes with different periods and assign them to each employee or total department ;
3. keep accounts of vouchers and overtime documents of employees;
4. calculate total working hours of each employee and present results as a table;
5. create report by total working hours of employees.

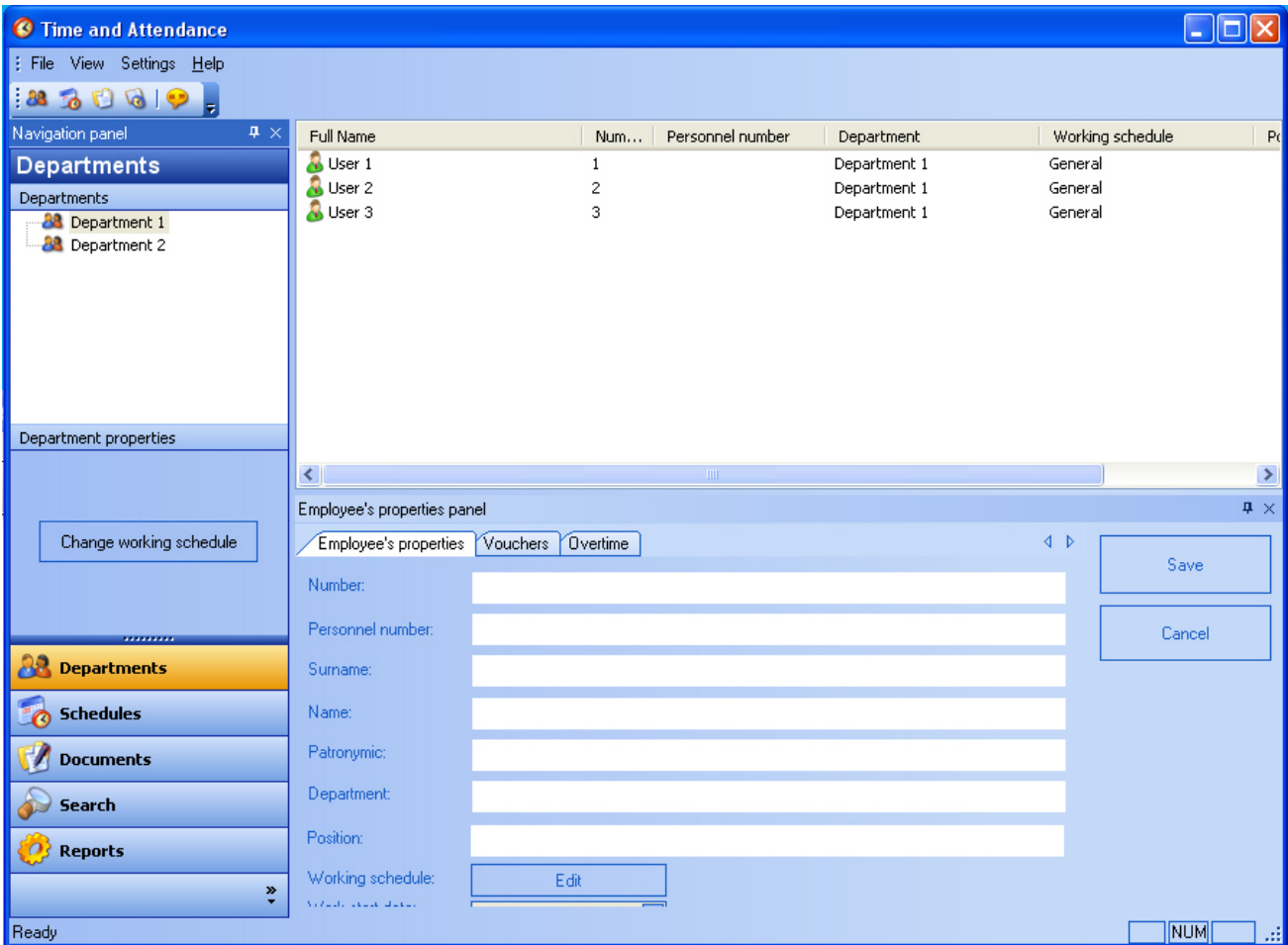
Starting and stopping the Time and Attendance module

Starting the Time and Attendance module

To start the *Time and Attendance* software module create a **Time and Attendance** object based on the **Screen** object on the **Interface** tab of the **System settings** dialog.

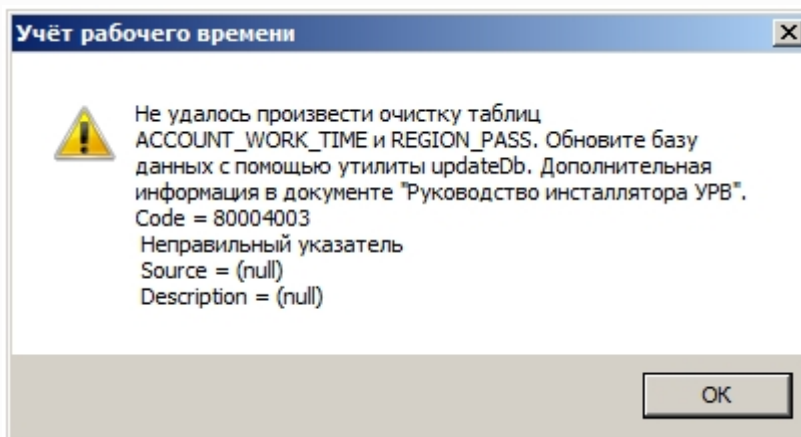


As a result the dialog box of the *Time and Attendance* software module will be displayed.




Note. Subsequently, the *Time and Attendance* software module will be started automatically after the *ACFA Intellect* software System start.

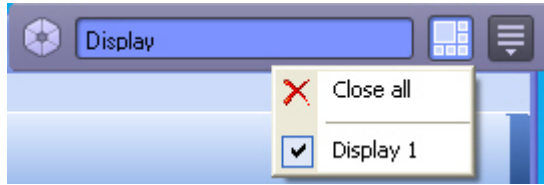
Note. In case of the error message is displayed while the *Time and Attendance* start, check the correctness of the connection string to the data source (see the *Time and Attendance* software module settings section).




Stopping the Time and Attendance software module

To stop the *Time and Attendance* software module, do one of the following three actions:

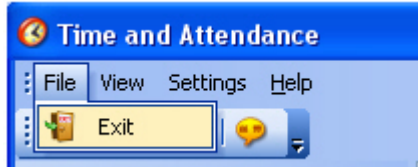
1. Click the  button on the *ACFA Intellect* Software System's main control panel and select the **Close all** menu item.



2. Click the  button in the upper right corner of the *Time and Attendance* software module's window.

Note:
After using this method to stop the module, you must restart the *ACFA Intellect* Software System to start the *Time and Attendance* software module again.

3. Go to the **File** menu and select **Exit**.



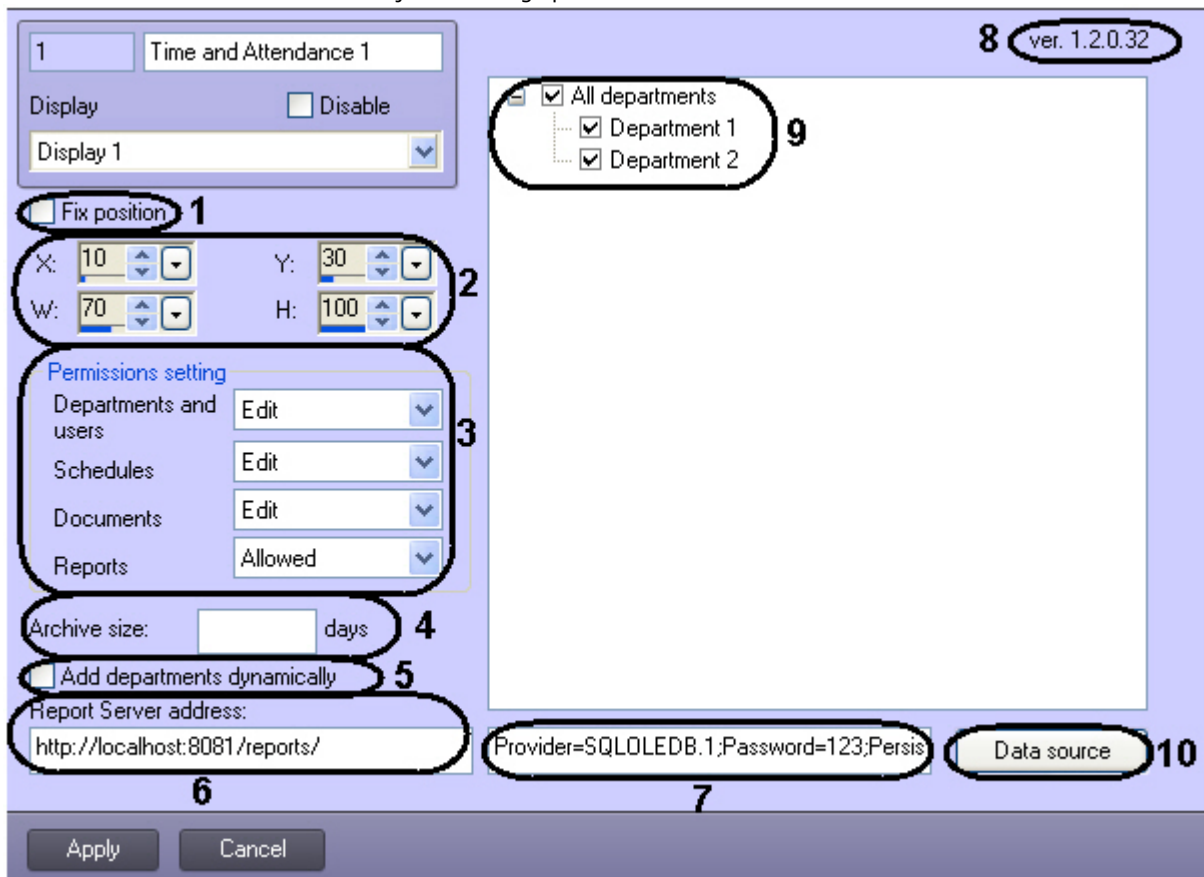
Note:
After using this method to stop the module, you must restart the *ACFA Intellect* Software System to start the *Time and Attendance* software module again.

Configuring the Time and Attendance module in the ACFA Intellect software

Time and Attendance object settings

To configure the **Time and Attendance** object in the *ACFA Intellect* software, do the following;

1. Go to the **Time and Attendance** object's settings panel.



Note.

In the **ver.** field the current module version is displayed (7).

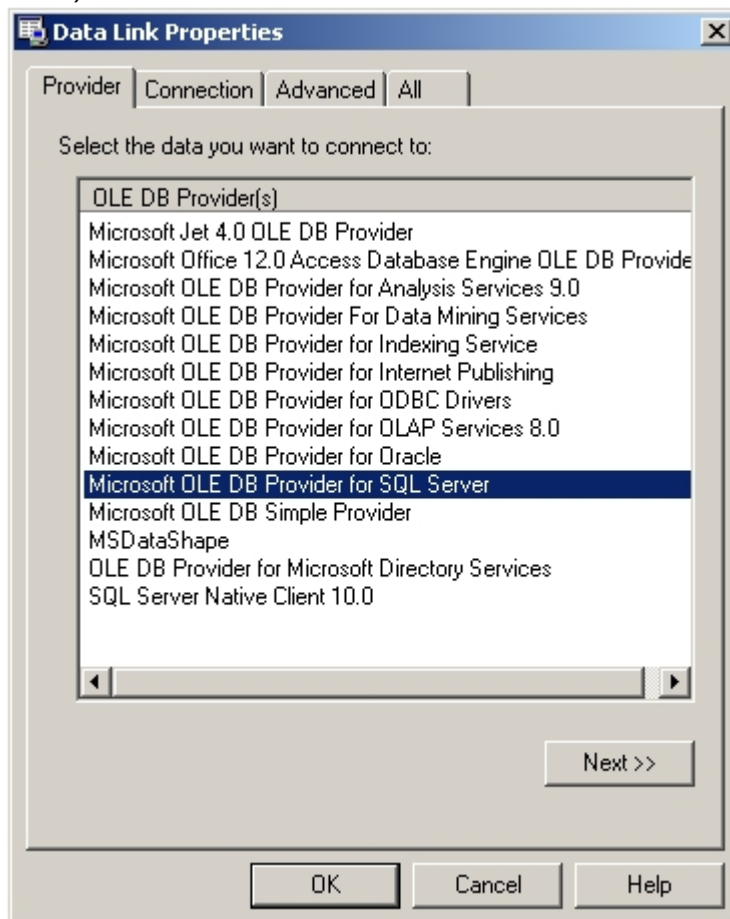
2. To configure the position of the *Time and Attendance* software module's window specify the coordinates of the window's upper left corner in the **X:** and **Y:** fields and its width and height in the **W:** and **H:** fields (2).
3. Set the **Fix position** checkbox if the module's window is to be kept in the specified coordinates on the desktop (1).
4. In the **9** field check department that should be available in the *Time and Attendance* module (9).
5. In the **Permissions settings** field configure rights for operator working with the client part of the *Time and Attendance* module (3).

- a. From the **Departments and users** drop-down list select the operator access level to the **Departments** navigation panel (3).

Access level	Description
Editing	Full access, editing is available
Viewing	Access without editing
Forbidden	No access

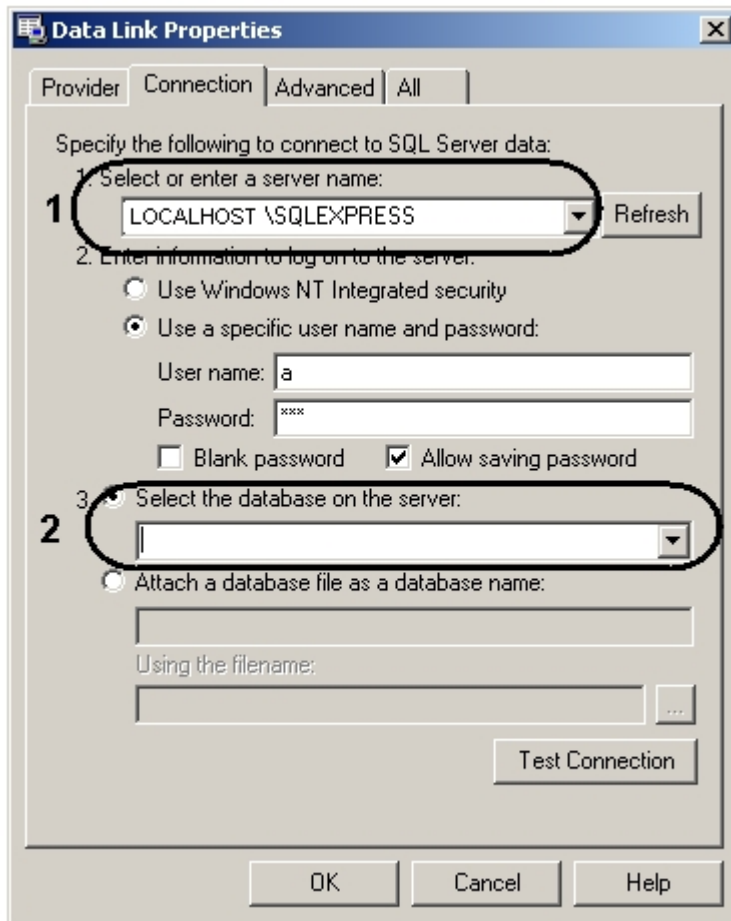
- b. From the **Schedules** drop-down list select the operator access level to the **Schedules** navigation panel (3).
- c. From the **Documents** drop-down list select the operator access level to the **Documents** navigation panel (3).
- d. From the **Reports** drop-down list select the operator access level to the **Reports** navigation panel (3).
6. In the **Archive size:** field specify the size of events archive in days (4).
7. Set the **Add departments dynamically** checkbox to automatically add all departments created in the *Visitor Management System* module to the *Time and Attendance* module (5).
8. In the **Report Server address:** field specify the address of the reports subsystem server (6).
9. In the **7** field enter the connection string to the database (7).
10. Click the **Data source** button to select the database source (10).

- a. In the opened **Data link properties** dialog box on the **Data provider** tab select the data source (*SQL Server*).



- b. Select the name of SQL server from the **1. Select or enter a server name** line on the **Connection**.

Note. Selecting the way of authorization on the MS SQL server is described in the **Error! Reference source not found.** section.



- c. Select the required database from the **Select the database on the server:** drop-down list (2).
- d. To save changes click **OK** button.

11. Click **Apply** button to save changes.

This completes the process of configuring the *Time and Attendance* software module.

Configuring the usage of existing transfers database

If all transfers, both already existed in the database before installation and configuring the *Time and Attendance* module and created after installation are to be considered, perform the recount database after the *Time and Attendance* module settings (see [Re-account database using the updateDB.exe utility](#) section).

Available architecture operational schemes of the Time and Attendance module

Three main architecture schemes can be in use to create the system of time and attendance:

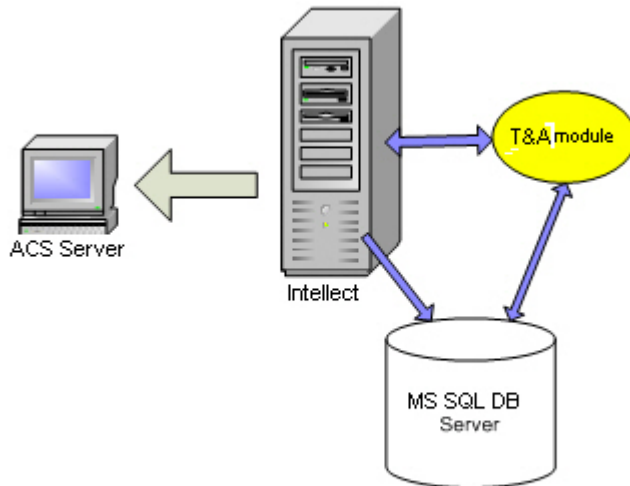
1. Single-core system – administrator work place where only one computer is in use, to which the ACS hardware connected and one module is in use.
2. Multi-core system – several work places with administrator rights are in use (e.g. several Servers of *ACS, SFA and PSS modules package* or video server + sever of *ACS, SFA and PSS modules package*). In this case both of one and several *Time and Attendance* modules can be in use.
3. Core-slave system where one or several cores and monitoring places are in use. Most often the working with module is performed in monitoring places and initial configuration is performed on the *ACS, SFA and PSS modules package* Server.

Single-core system of working

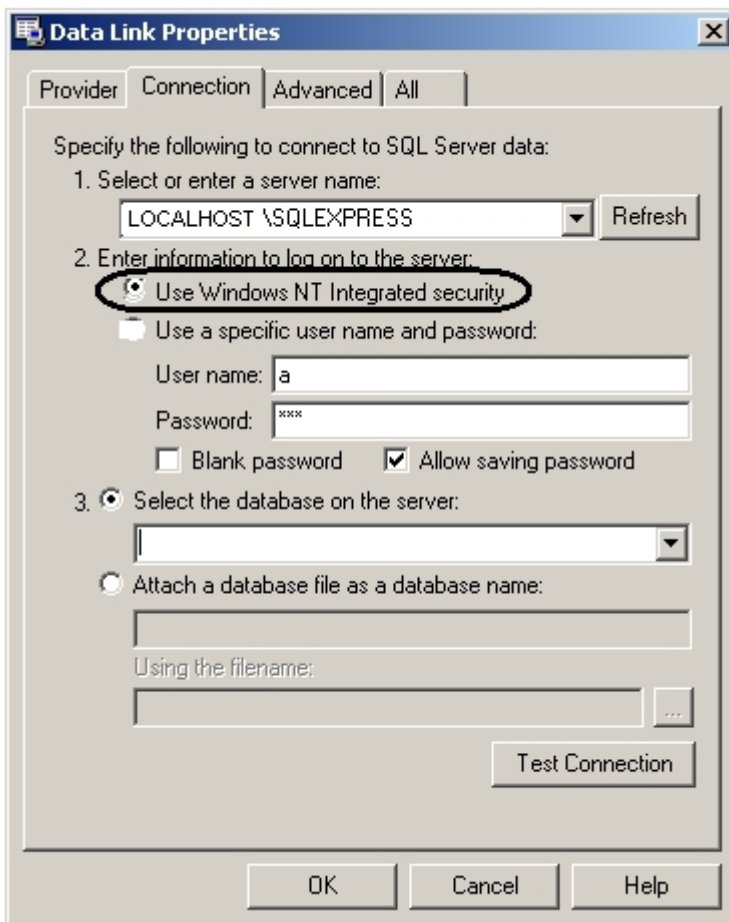
System is a single Server on which the *ACS, SFA and PSS modules package* and *Time and Attendance* module are installed. MS SQL Server database is in use as a data source.

Single-core system is a simplest variant of system configuring in which heterogeneity is not in use. In this case the module is created in only one screen and is in use on one work place. Model of module working is follows:

One-core scheme of module working



If database is located on the local server, it is not needed to specify user name and login when the data source settings – **Use Windows NT integrated security** can be chosen.

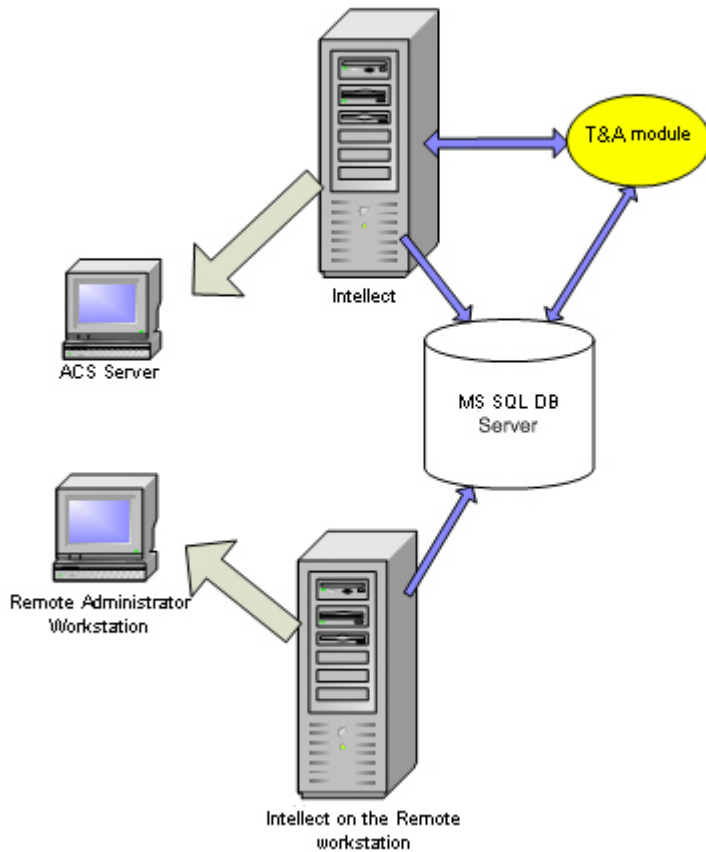


Core-core operational scheme

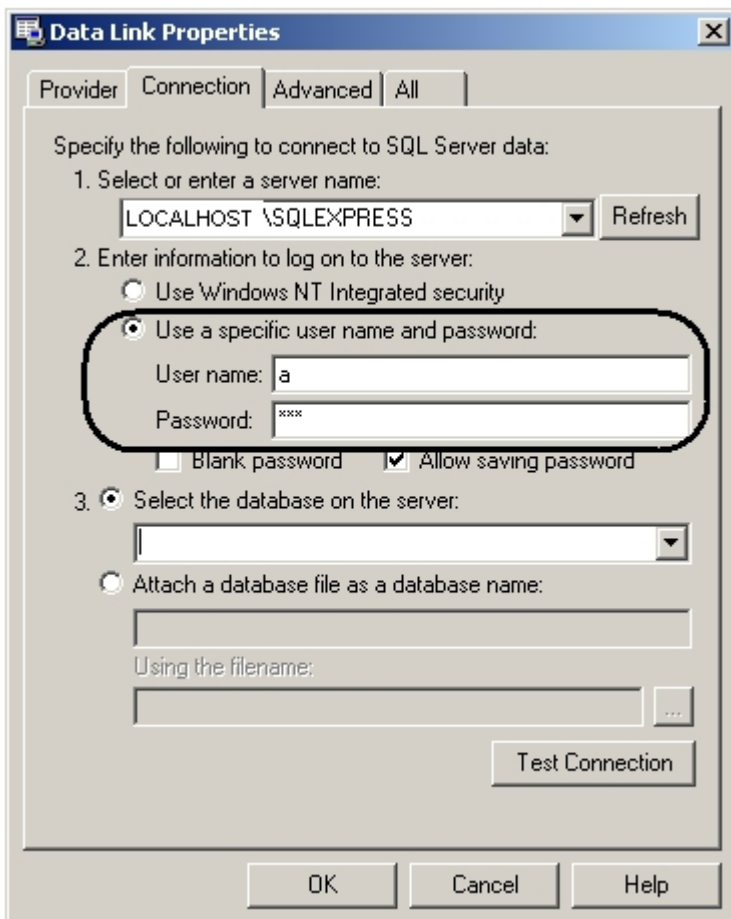
System is heterogeneous and contains several cores. The following components are required:

1. Server with installed ACS, SFA and PSS modules package and Time and Attendance module.
2. Server of Remote Administrator Workstation with installed ACS, SFA and PSS modules package and Time and Attendance module.
3. SQL database.

Heterogeneous scheme containing two or more cores



At the Server settings configure the login to database server using the user name and password.

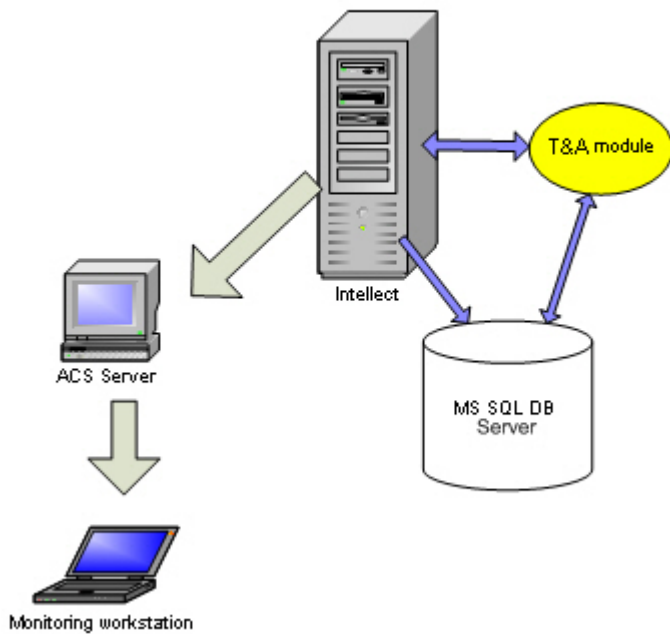


Core (Administrator work place) – Slave (Remote monitoring workstation) operational scheme

The following components are required:

1. Server with installed *ACS, SFA and PSS modules package* and *Time and Attendance* module.
2. Server of Remote monitoring workstation with installed *ACS, SFA and PSS modules package* and *Time and Attendance* module.
3. SQL database.

Heterogeneous scheme: core + monitoring station

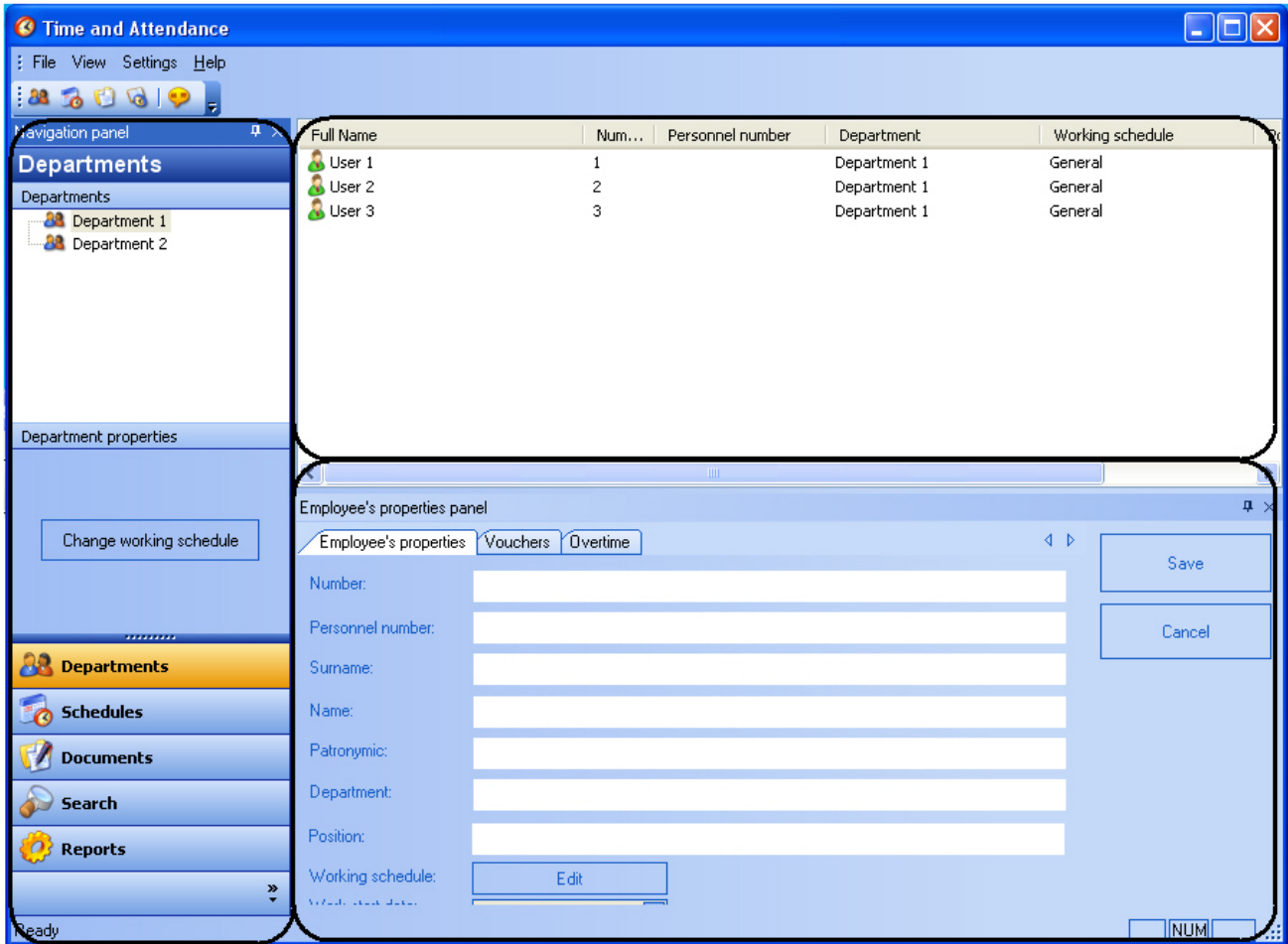


At the Server settings configure the login to database server using the user name and password as well as at core-core chart usage (see the [Core-core operational scheme](#) section).

Time and Attendance software module interface

Basic elements of the Time and Attendance software

The *Time and Attendance* software module contains three interactive parts. While selecting some menu the structure of information field and property bar is changed. In the top part of software module's window the functional menu and additional navigation panel are located.



Navigation panel is designed for selecting required menu of the *Time and Attendance* software module (1).

Information panel displays information by menu and submenu of the software module (2).

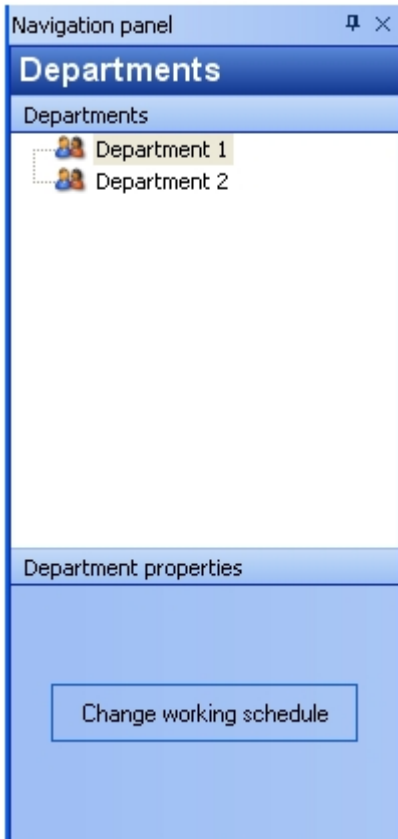
Editing of existed objects and creation the new one (schedules, documents, employee properties) are performed on the property panel (3).

Departments menu

Click the **Departments** button on the navigation panel of the *Time and Attendance* software module to go to the **Departments** menu.



Departments menu is information panel displaying tree of departments and their properties.



At selecting (by clicking the left mouse button) one of departments the list of employees is displayed as table with additional information – **Number, Personnel number, Department, Working schedule.**

Full Name	Num...	Personnel number	Department	Working schedule
User 1	1		Department 1	Working schedule 1(!)
User 2	2		Department 1	General
User 3	3		Department 1	General

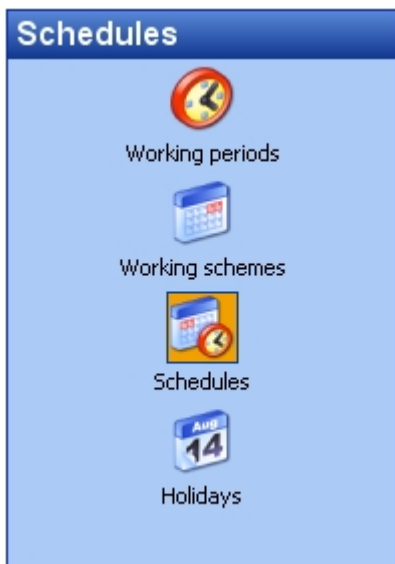
At selecting the employee of department the employee's properties will display in the properties panel.

Schedules menu

Click the **Schedules** button on the navigation panel of the *Time and Attendance* software module to go to the **Schedules** menu.



Schedules menu is an information box navigating between **Working periods**, **Working schemes**, **Schedules** and **Holidays** submenu.



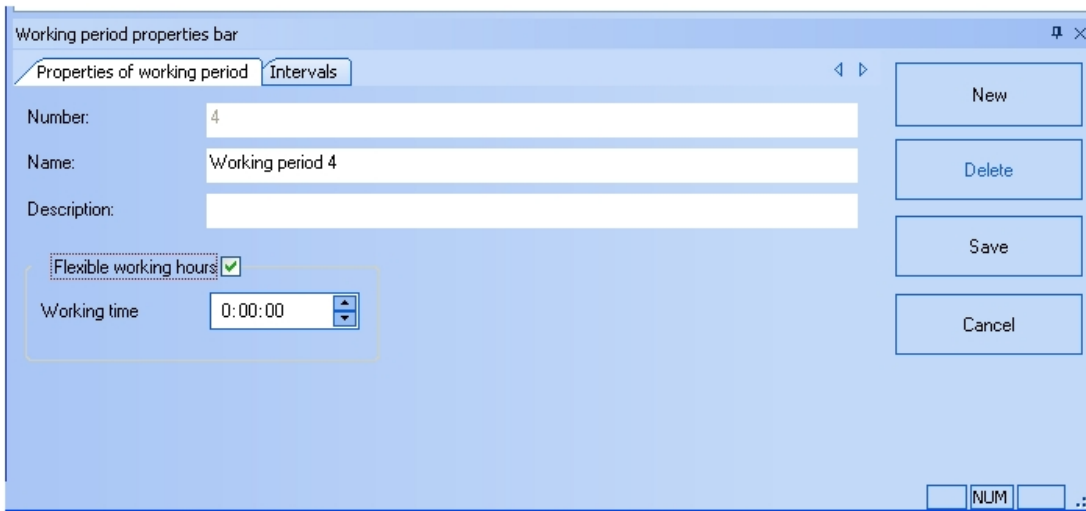
In the **Schedules** menu the following actions are available:

1. navigate through submenu;
2. create working schedules for each employee and for department at all;
3. plan working schemes for each concrete schedule with account of working periods based on three basic types of scheme (shift, week and month);
4. assign scheme duration in days within month;
5. create working periods with any time intervals for all types of working schemes;
6. create scheme with flexible working hours;
7. assign holidays and days off with account of reduction of working time.

Switching to some submenu of the **Schedules** menu the information about this submenu will be displayed in the information panel (created periods, schemes and schedules).

Num...	Name	Description	Flexible working ho...	Working time
1	Working period 1		None	
2	Working period 2		None	
3	Working period 3		None	

Selecting the period (scheme, schedule) of work the settings of this period (scheme, schedule) will display on the properties bar.



Documents menu

Click the **Documents** button on the navigation panel of the *Time and Attendance* software module to go to the **Document s** menu.



The **Documents** menu is an information box navigating between **Vouchers** and **Overtime** submenu.



Documents menu is designed for creating, changing, deleting vouchers and overtime documents which are needed to correct calculation of employees work time, keeping accounting records in case of truancy or working off-hour.

Switching to some submenu of the **Documents** menu the created vouchers (overtime documents) which are given to an employee in case of the violation of work arrangements or overtime hours are displayed in the information panel (created periods, schemes and working schedules).


Num...	Name	Code	Digital code	Add to working time
1	Document 1	1	1	None
2	Document 2	2	2	None
3	Document 3	3	3	None


Selecting document the properties of this document are displayed in the properties bar.


Additional navigation panel

Additional navigation panel is located in the left top part of the *Time and Attendance* software module's window.




Click the  sign to go to **Departments** menu.

Click the  sign to go to **Schedules** menu.

Click the  sign to go to **Documents** menu.

Click the  sign to start the *Report System* web-report system.

Click the  sign to show the information about module.

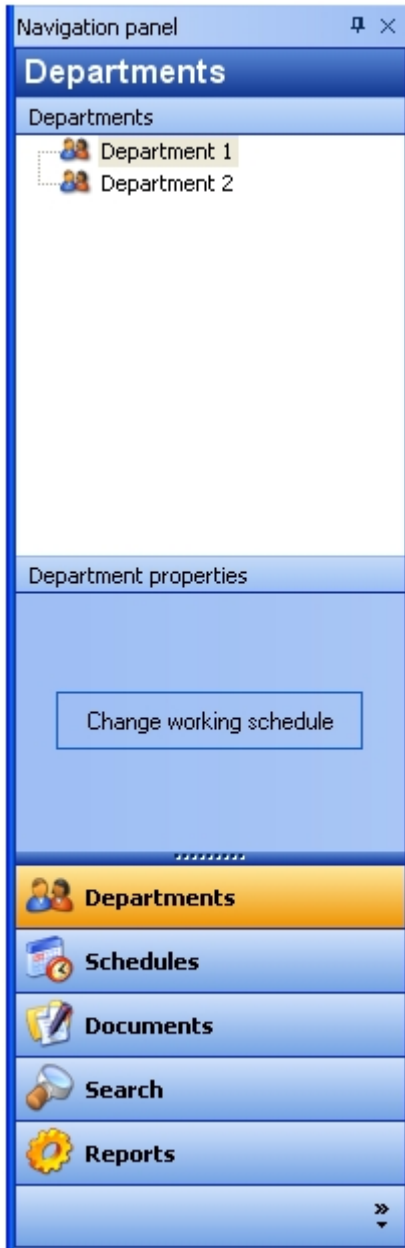
Time and Attendance software module settings

Time and Attendance software module interface settings

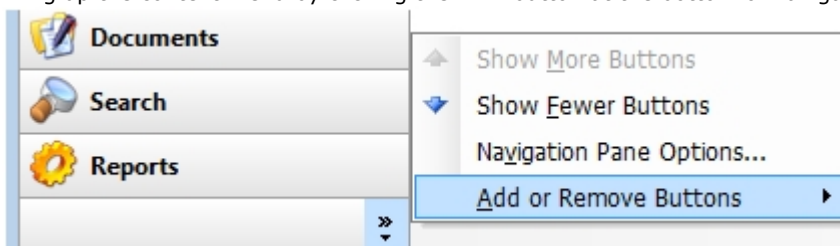
Navigation panel interface settings


To configure the navigation panel interface, do the following:

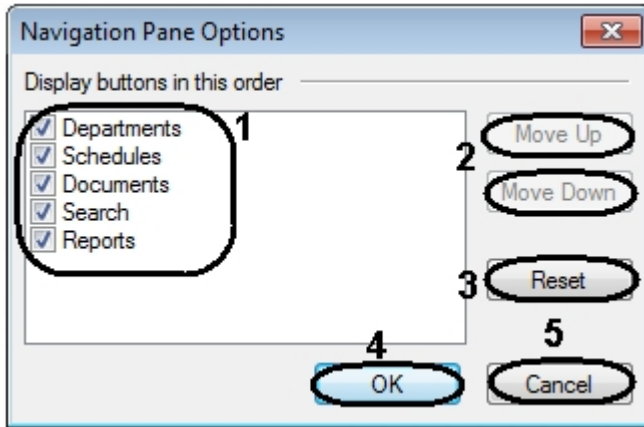
1. Go to the navigation panel.



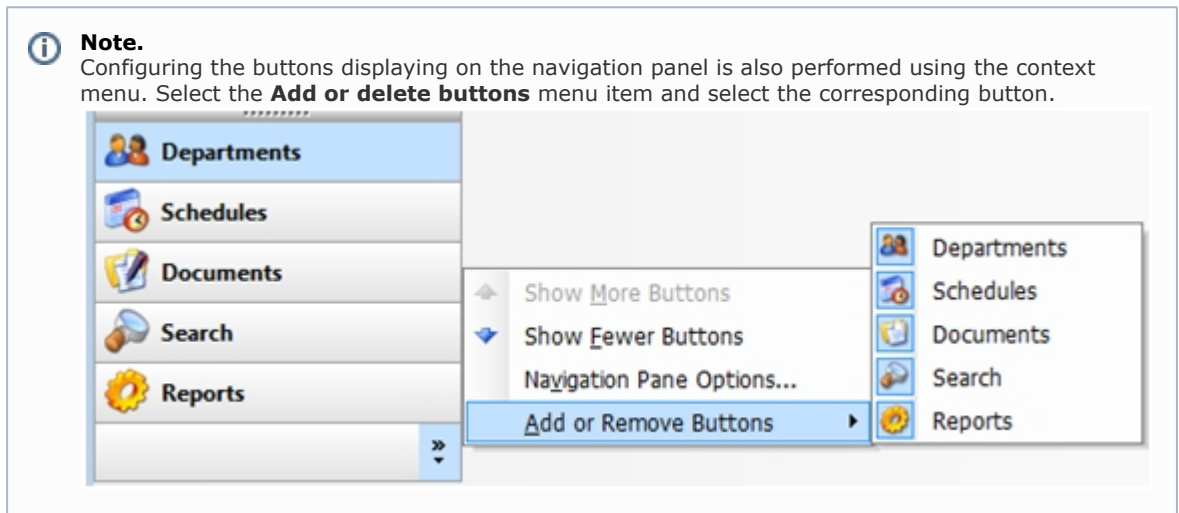
- Bring up the context menu by clicking the  button at the bottom of navigation panel.



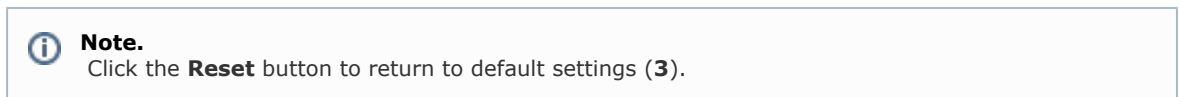
- To minimize the displaying of bottom button of navigation panel select the **Show fewer buttons** menu item. The button in minimized view will displayed close to the context menu call button .
- To return the last minimized button to the navigation panel select **Show more buttons** menu item.
- Configure parameters of navigation panel interface. Select the **Navigation pane Buttons** menu item. The **Parameters of navigation panel** dialog box will open.



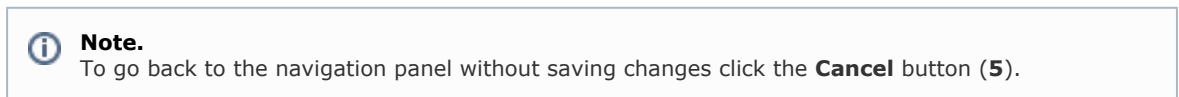
a. Set checkboxes close to those button which are to be displayed on the navigation panel (1).



b. Select the required button using the **Up** and **Down** buttons and configure the procedure of buttons displaying on the navigation panel (2).



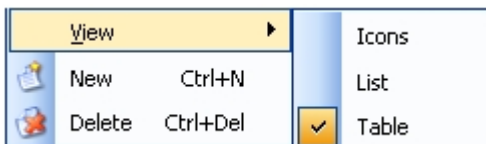
c. To save changes and go back to the navigation panel click **OK** button (4).



This completes the process of configuring the navigation panel interface.

Information field interface settings

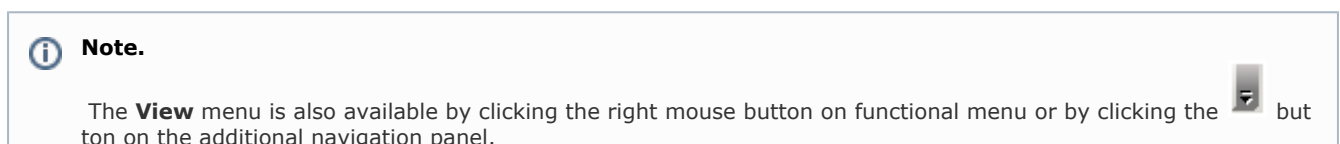
Information field elements (employees, working periods, documents, etc.) can be presented in different ways. The context menu called by clicking the right mouse button on information field is in use to change the view of elements displaying.

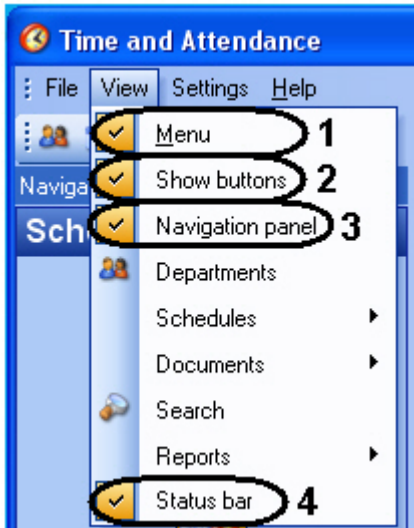


To change the view of elements displaying select the **View** menu item and further the required view of displaying.

Settings of interface elements displaying

Settings of interface elements displaying of *Time and Attendance* software module is performed through the **View** functional menu.





On default, all elements of *Time and Attendance* software module are displayed. To disable some elements of interface, do the following:

1. Select the **Menu** item if the functional menu is not to be displayed (**1**).

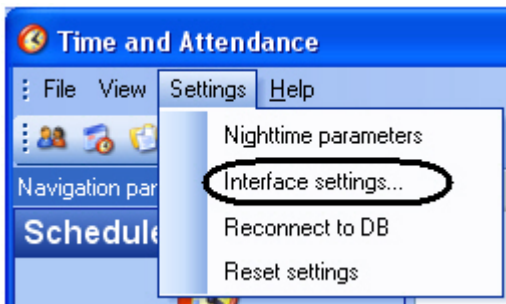
Note. After disabling some interface element displaying the checkbox located close to it will disappear. To enable the displaying again select the corresponding item again.

2. Select the **Show buttons** item if the additional navigation panel is not to be displayed (**2**).
3. Select the **Navigation panel** item if the navigation panel is not to be displayed (**3**).
4. Select the **Status bar** item if the status bar of software module in the bottom part of window is not to be displayed (**4**).

This completes the process of configuring the displaying of *Time and Attendance* module's interface elements.

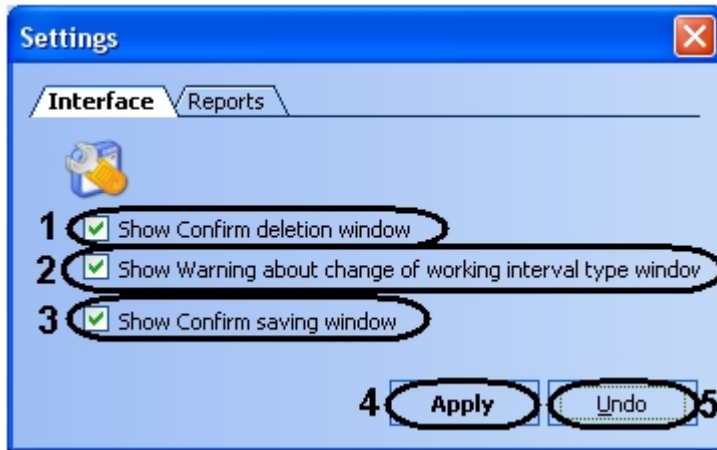
Settings of confirmation window displaying

Settings of confirmation window displaying of *Time and Attendance* software module is performed through the **Settings** functional menu



Configuring of confirmation window displaying is performed the following way:

1. Select the **Interface settings** item of **Settings** functional menu. The **Settings** window will open.



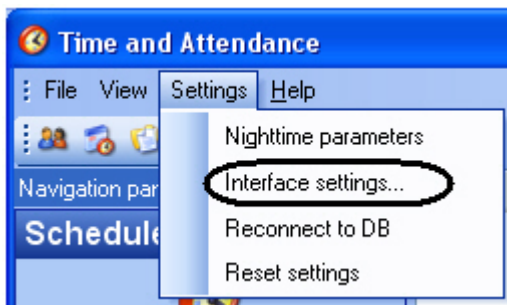
2. If the Confirm deletion window is to be shown set the corresponding object (1).
3. If the Warning about change of working interval window is to be shown set the corresponding object (2).
4. If the Confirm saving window is to be shown set the corresponding object (3).
5. To save changes click the **Apply** button (4).

Note.
To cancel changes click the **Undo** button (5).

This completes the process of configuring the confirmation window displaying.

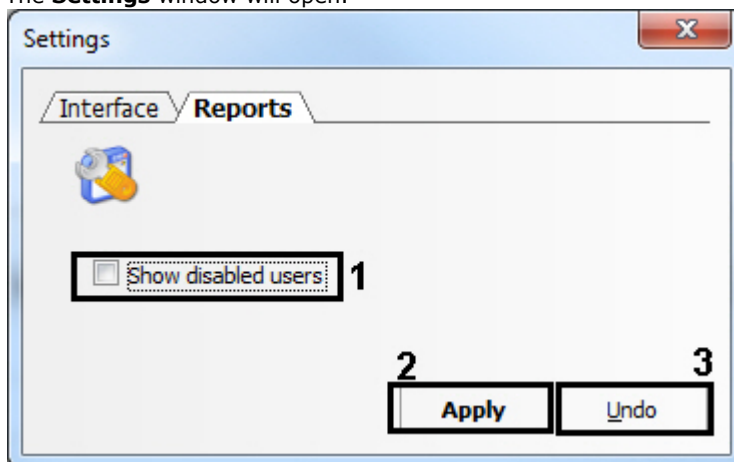
Settings of reports displaying

Settings of reports displaying is performed through the **Settings** functional menu.



Configuring of reports displaying is performed the following way:

1. Select the **Interface settings** item of the **Settings** functional menu. The **Settings** window will open.



2. To show disabled users set the corresponding checkbox (1).
3. To save changes click the **Apply** button (2).

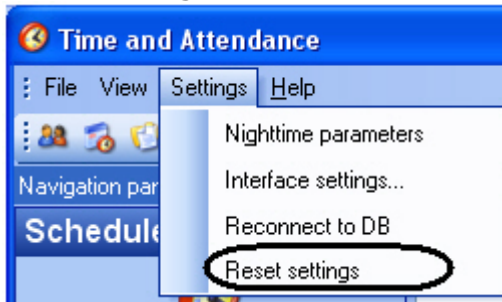
Note.
To cancel changes click the **Undo** button (3).

This completes the process of configuring the reports displaying.

Go to default settings of the Time and Attendance software module interface

In order to go to default settings of the *Time and Attendance* software module interface (locating and displaying of panel), do the following:

1. Go to the **Settings** functional menu.



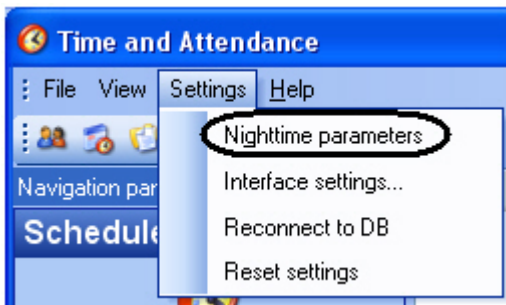
2. Select the **Reset settings** item.

The default settings will be set.

Configuring the start and end of night

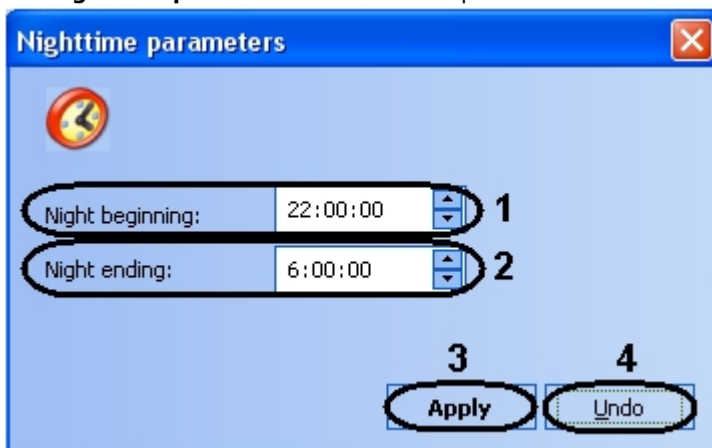
It is possible to display the amount of time which employee work at night in the report subsystem.

Configuring the start and end of night is performed through the **Settings** functional menu.



Configuring the start and end of night is performed the following way:

1. Select the **Nighttime parameters** item of the **Settings** functional menu. The **Nighttime parameters** window will open.



2. In the **Night beginning** field set the time of night start in HH:MM:SS format manually or using **up** and **down** buttons (1).
3. In the **Night ending** field set the time of night end in HH:MM:SS format manually or using up and down buttons (2).
4. Click the **Apply** button to save changes (3).

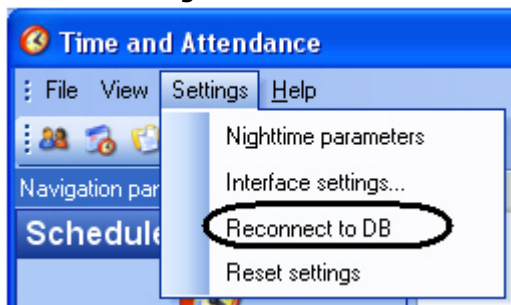
Note.
To cancel changes click the **Undo** button (4).

This completes the process of configuring the start and end of night.

Connecting to database

To complete the current connection and connect to the database specified in the **Time and Attendance** object settings, do the following:

1. Go to the **Settings** functional menu.



2. Select the **Reconnect to DB** item.

Reconnection to the database will be performed.

Working with the Time and Attendance module

Procedure of working with the Time and Attendance software module

Working with the *Time and Attendance* software module is performed the following way:



Note.

Before start the *Time and Attendance* software module settings configure the required *ACFA Intellect* software objects (see [Appendix 1. Configuring the ACFA Intellect software objects to work with the Time and Attendance module section](#)).

1. Create working periods.
2. Create working scheme.
3. Create schedules.
4. Specify holidays and days off.
5. Assign schedules to employees.

Specifying employee properties

Specifying of employee properties is performed on the employee's properties panel of the **Departments** menu (how to go to the employee property panel is described in the [Departments menu section](#)).

Configuration of the working schedules

To configure the employee working schedule, do the following:

1. Go to the properties panel of required employee.

Employee's properties panel

Employee's properties | Vouchers | Overtime

Number: 1 4 Save

Personnel number: 5 Cancel

Surname: User 1

Name:

Patronymic:

Department: Department 1

Position:

Working schedule: Edit 1

Work start date: 08.05.2013 2

Firing date: 3

NUM

2. To configure the employee working schedule click the **Edit** button in the **Working schedule** field (1). The **Working schedule for <User name>** window will open.

Working schedule for User 1

From	Chart
14.05.2013	Working schedule 1

3 Save

4 Undo

Add interval 1 Delete interval 2

3. Click the **Add interval** button to add the interval of working schedule (1).
4. In the **From** column select the date from calendar called by clicking the button or enter it manually in DD.MM.YY format. From this date the selected working schedule will be activated.

From

14.05.2013

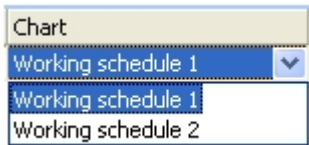
Май 2013

П	В	С	Ч	П	С	В
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Сегодня Нет

1

5. From the drop-down list in the **Chart** column select the working schedule assigned to employee starting from the selected date (creating working schedules assigned to the employee is described in [Creating of working schedules s action](#)).



6. Add the required number of intervals (see 3-5 steps).

Note.
To delete the interval select it and click the **Delete interval** button (2).

7. To save settings of employee working schedules and to go back to the property panel click the **Save** button (3).

Note.
To go back to the property panel without saving changes click the **Cancel** button (4).

8. Select the work start date from calendar called by clicking the button or enter it manually in DD.MM.YY format in the corresponding field (2).

9. In case of employee firing select the firing date from calendar called by clicking the button or enter it manually in DD.MM.YY format in the corresponding field (3).

Note.
The **Firing date** value is considered in reports the following way:
 - Reports of employee are to be created in case of **Firing date** field is not filled in.
 - Employee is not to be displayed in reports if the report is created for period after the employee firing date.
 - Nulls go for days after the employee firing date if the firing date is within the required period.

10. To save changes click the **Save** button (4).

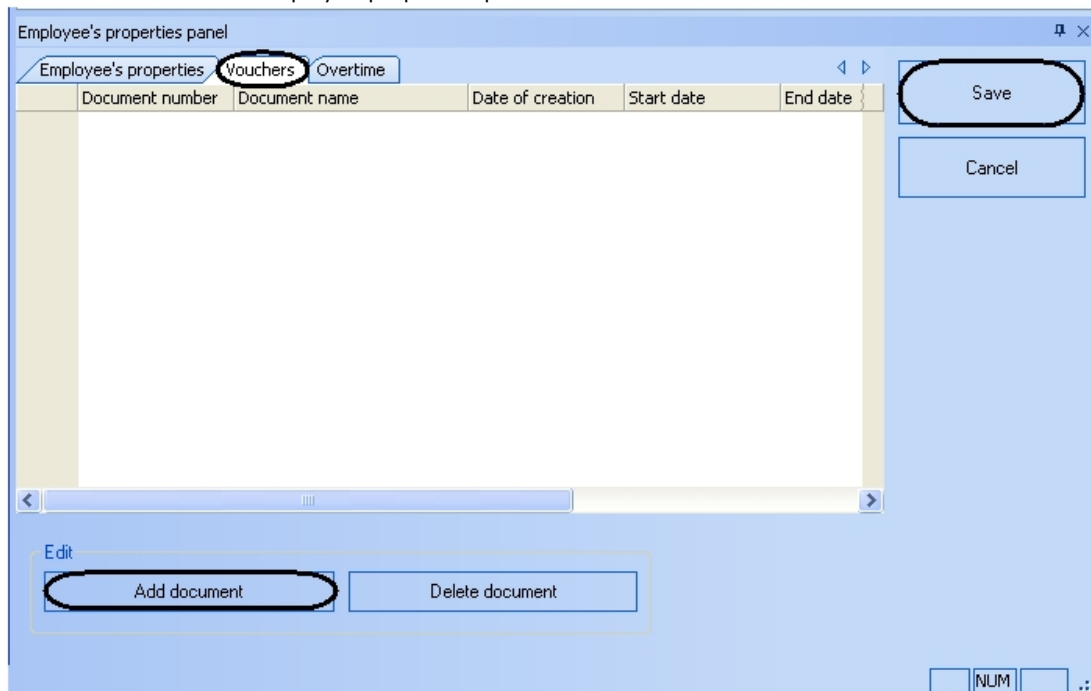
Note.
To discard changes click the **Cancel** button (5).

This completes the process of configuring the employee working schedule.

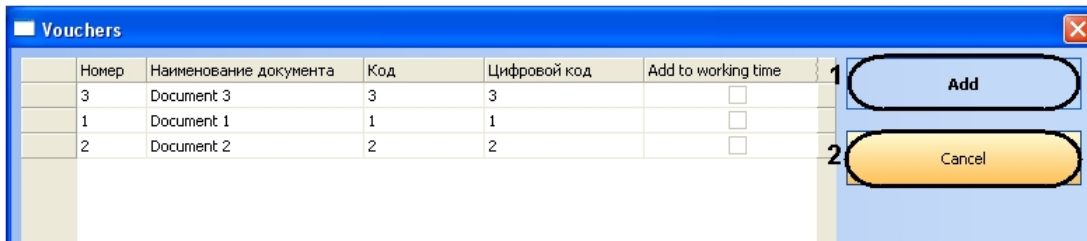
Assigning vouchers

To assign vouchers to the employee, do the following (creating of vouchers is described in the [Creating vouchers](#) section):

1. Go to **Vouchers** tab of employee properties panel.



2. To add voucher to the employee click the **Add document** button. The **Vouchers** window will open.



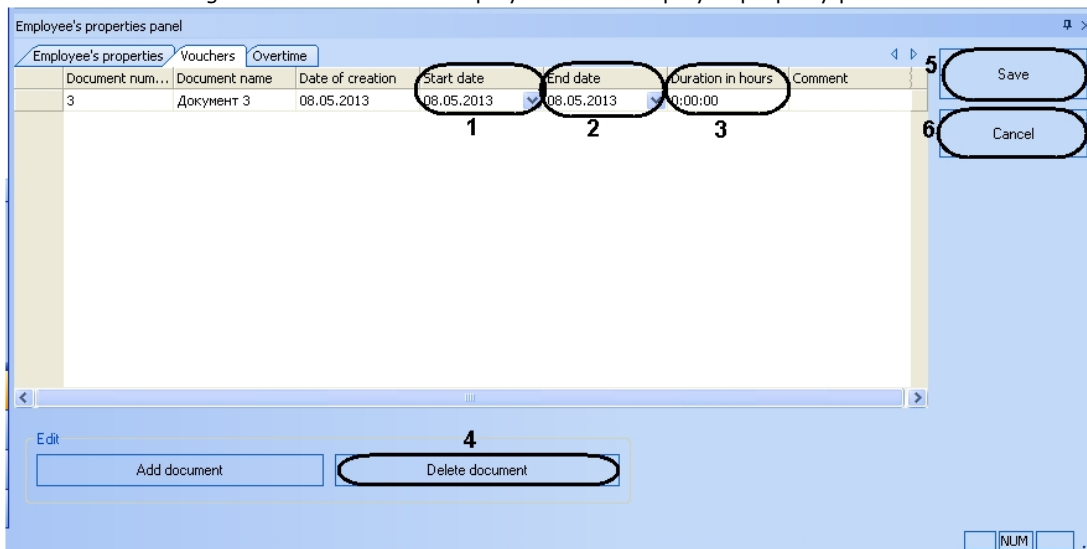
3. Select by clicking the left mouse button the required document from the list and click the **Add** button (1).



Note.

To go back to the employee properties panel without adding the document click the **Cancel** button (2).

4. Repeat 1-3 steps for all vouchers which are to be assigned to user.
As a result the assigned vouchers will be displayed on the employee property panel.



5. Select the start date of document operation from the calendar called by clicking the button or enter it manually in DD.MM.YYYY format in the **Start date** field (1).
6. Select the end date of document operation from the calendar called by clicking the button or enter it manually in DD.MM.YYYY format in the **End date** field (2).
7. Specify time in HH:MM:SS format during which the document will operate in the **Duration in hours** field (3).
8. To save changes click the corresponding button (5).



Note.

To discard changes click the **Cancel** button (6).

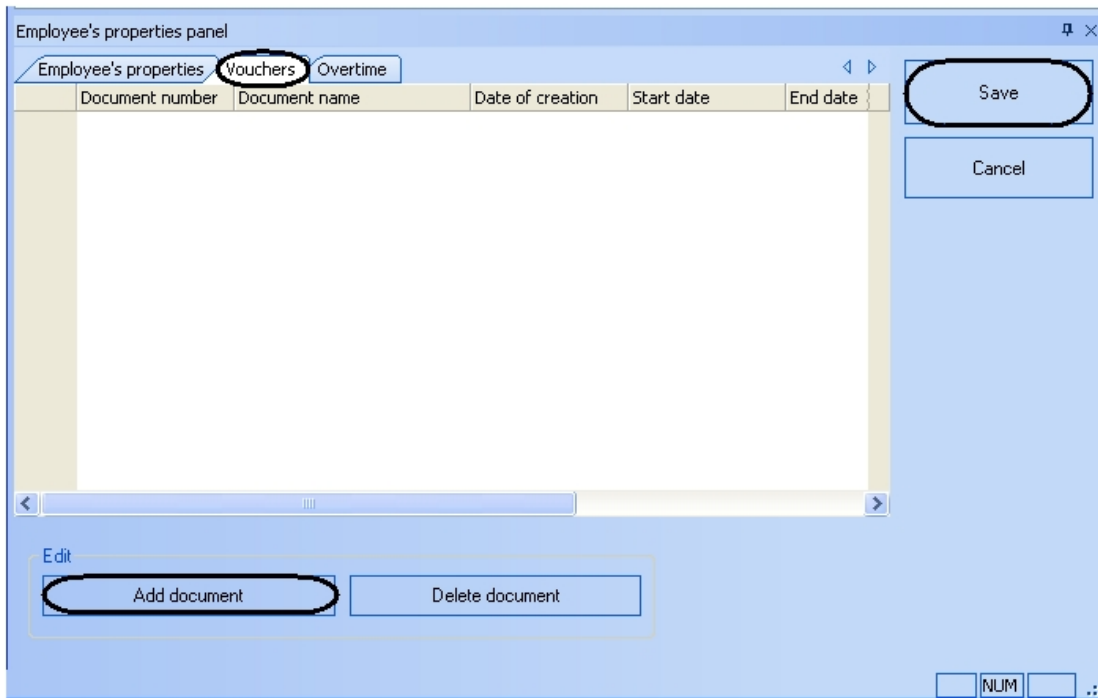
To cancel assigning the voucher to an employee select the required document and click the **Delete document** button (4).

This completes the process of assigning vouchers.

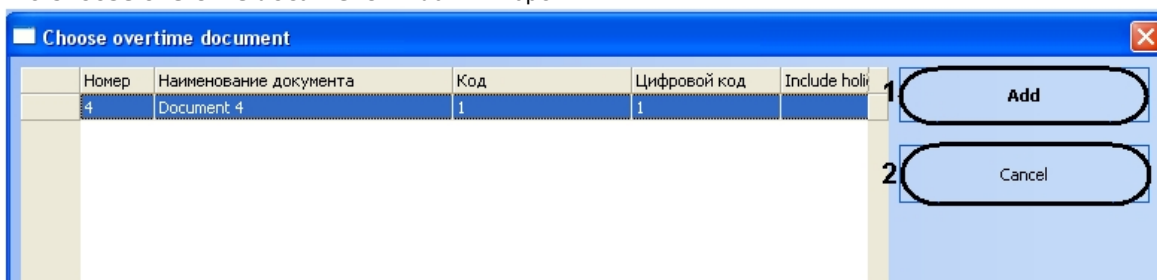
Assigning overtime documents

Assigning overtime documents to the employee is performed the following way (creating of overtime documents is described in the *Creating overtime documents* section):

1. Go to the **Overtime documents** tab of employee property panel.



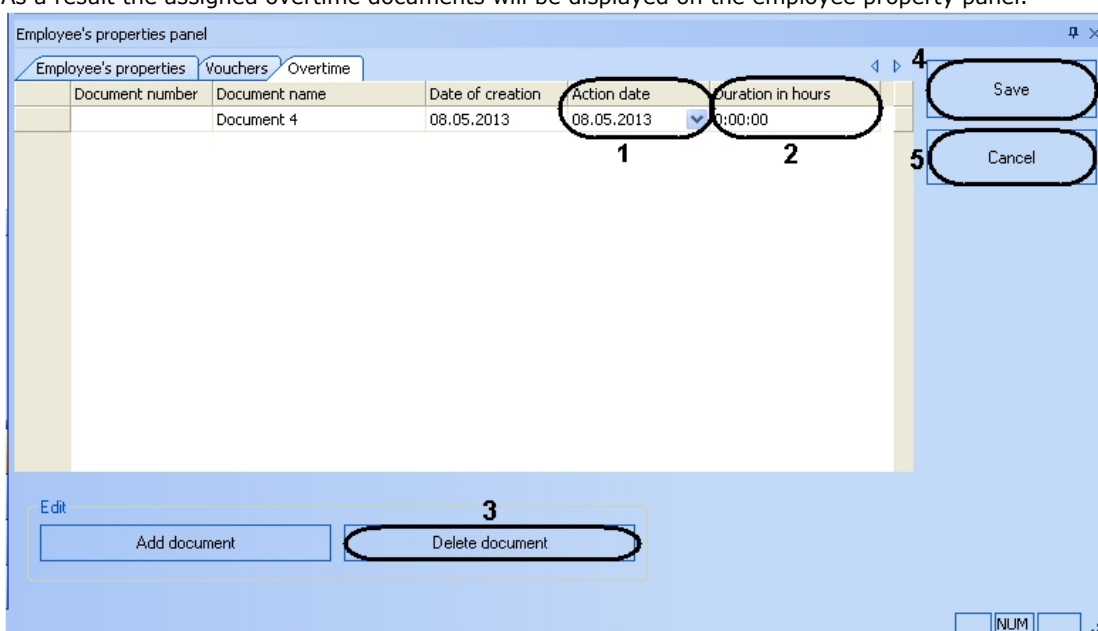
- To add overtime document to the employee click the **Add document** button. The **Choose overtime document** window will open.



- Select by clicking the left mouse button the required document from the list and click the **Add** button (1).

Note.
To go back to the employee property panel without adding the document click the **Cancel** button (1).

- Repeat 1-3 steps for all overtime documents which are to be assigned to user. As a result the assigned overtime documents will be displayed on the employee property panel.



- Select the start date of document operation from the calendar called by clicking the button or enter it manually in DD.MM.YYYY format in the **Action date** field (1).
- Specify time in HH:MM:SS format during which the document will operate in the **Duration in hours** field (2).
- To save changes click the **Save** button (4).



Note.

To discard changes click the **Cancel** button (5).

To cancel assigning the overtime documents to the employee select the required document and click the **Delete document** button (3).

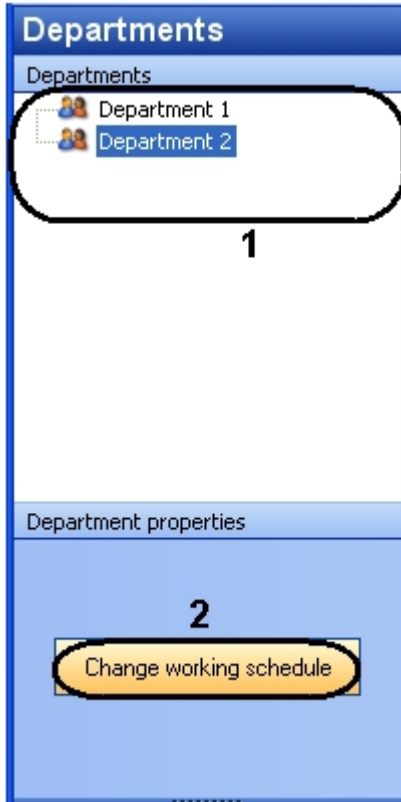
This completes the process of assigning overtime documents.

Assigning working schedules to departments

Assigning the working schedule to a department it is automatically assigned to all employees of the department.

To assign working schedule to a department, do the following:

1. Go to the **Departments** menu.



2. In the **Departments** field select by clicking the left mouse button the department to which the working schedule is to be assigned (1).
3. Click the **Change working schedule** button (2).

The **Working schedule for <Department name>** window will open.

The next procedure of assigning the working schedule to department is equal to procedure of assigning the working schedule to employee (see [Configuration of the working schedules](#) section, 2-7 items).

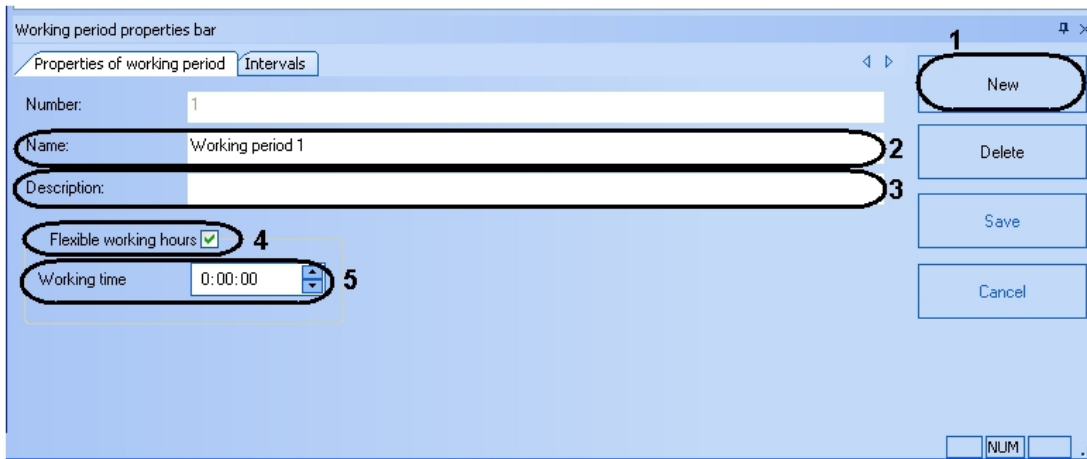
This completes the process of configuring the department working schedule.

Creating the working periods

Creating the working periods is performed in the **Working periods** submenu of **Working schedules** menu of *Time and Attendance* software module

To create working periods, do the following:

1. Go to the properties panel of working period.

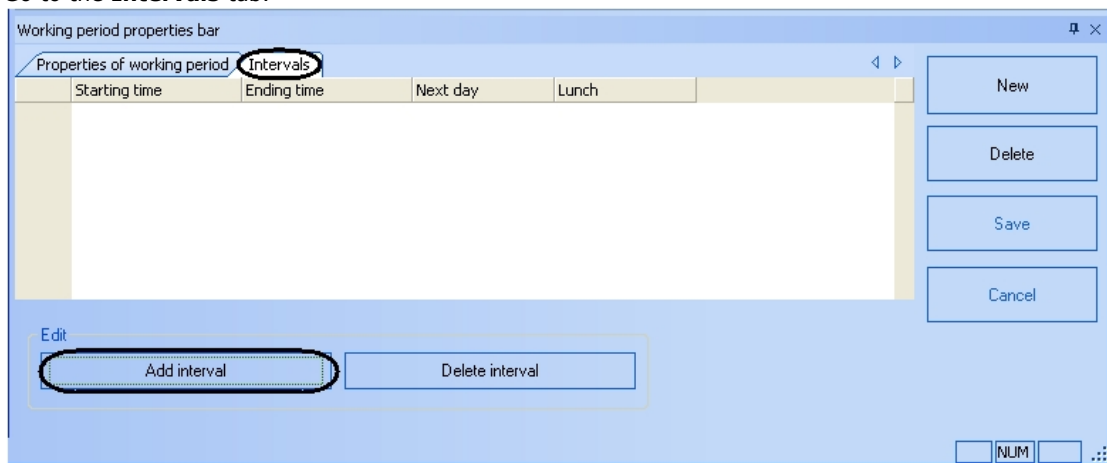


2. Click the **New** button (1).
3. In the **Name** field enter the name of working period (2).
4. In the **Description** field enter the description of working period (3).
5. Set the corresponding checkbox if the flexible working hours are in use (4).

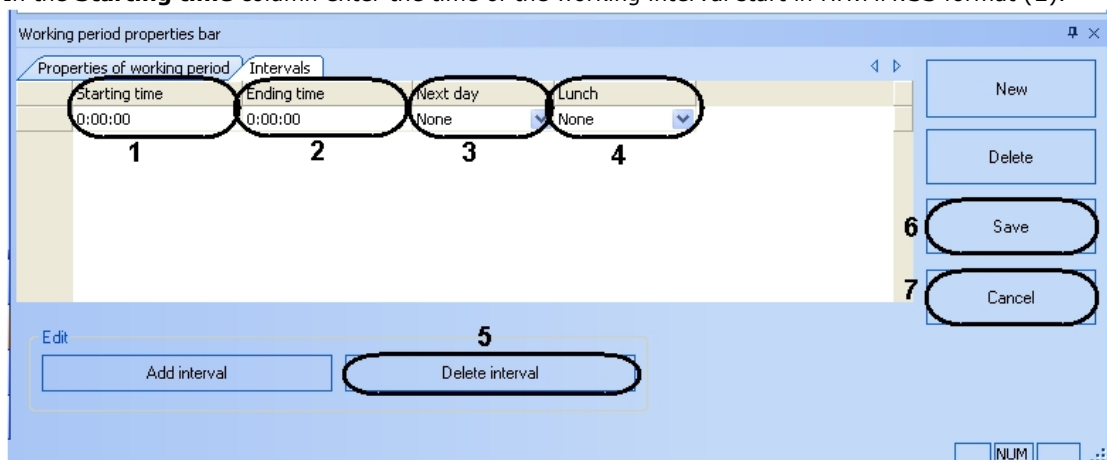
Note.

The flexible working schedule supposes nonscheduled time of attendance employee on the workplace, but in the specified time interval of work shift.

6. Enter the employee work time by flexible schedule in HH:MM:SS format from the keyboard or using **up** and **down** buttons in the corresponding field (5).
7. Configure working intervals:
 - a. Go to the **Intervals** tab.



- b. To add the working intervals click the **Add interval** button.
 - c. In the **Starting time** column enter the time of the working interval start in HH:MM:SS format (1).



- d. In the **Ending time** column enter the end of working interval in HH:MM:SS format (2).
 - e. From the drop-down list in the **Next day** column select the day which will be considered in calculations for working period (3).
 Note. Using this parameter it's possible to add the next interval or week day if the period provides the transfer through the midnight.

Parameter value	Description
No	Both of interval borders are in the current day
Yes	Both of interval borders are in the next day
Transfer	Start of interval is in the current day and the end of interval is in the next day

- f. From the drop-down list in the **Lunch** column select the value which will be considered in calculations for working period (4).

Parameter value	Description
No	Employee attendance on the workplace is considered within this interval
Yes	Employee attendance on the workplace is not considered within this interval

Attention!
For correct building of reports it's required to specify only one working period with **None** value for the **Lunch** parameter.

8. To save changes click the **Save** buttons (6).

Note.
To discard changes click the **Cancel** button (7).

This completes the process of creating the working period.

Examples of specifying the working periods:

1. Working period with next day.

Working period properties bar				
Properties of working period		Intervals		
Starting time	Ending time	Next day	Lunch	
6:00:00	15:00:00	None	None	
15:00:00	20:00:00	Yes	None	

2. Day schedule with foreseen lunch break.

Working period properties bar				
Properties of working period		Intervals		
Starting time	Ending time	Next day	Lunch	
8:00:00	17:00:00	None	None	
12:00:00	13:00:00	Yes	Yes	

3. Working period with passage through midnight.

Working period properties bar				
Properties of working period		Intervals		
Starting time	Ending time	Next day	Lunch	
20:00:00	6:00:00	Transfer	None	

4. There is no transfer through the midnight (it is supposed that between 00:00 a.m. and 1:00 a.m. there is an hour-break (lunch break) and transfer through the midnight is missing).

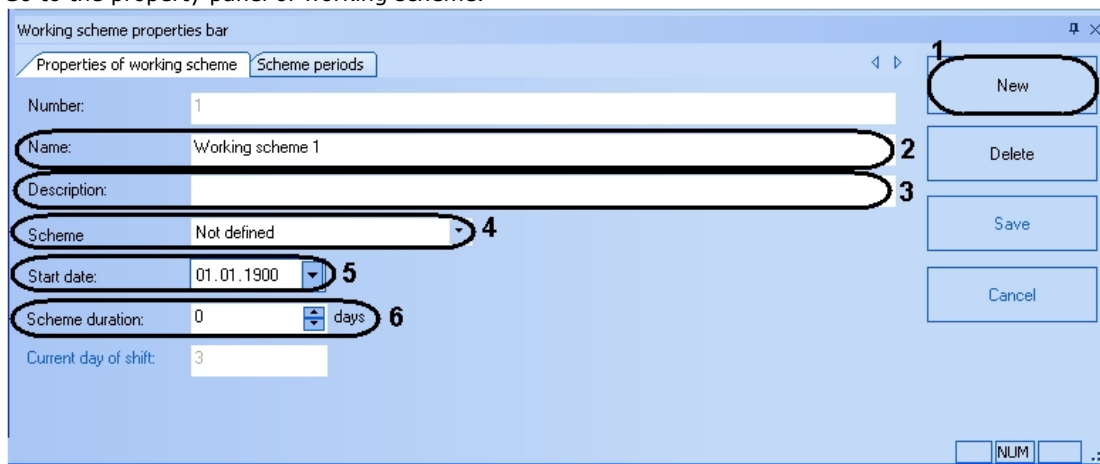
Working period properties bar				
Properties of working period		Intervals		
Starting time	Ending time	Next day	Lunch	
20:00:00	23:59:59	None	None	
1:00:00	6:00:00	None	None	

Creating of working schemes

Creating the working periods is performed in the **Working scheme** submenu of **Schedules** menu of *Time and Attendance* software module

To create working scheme, do the following:

1. Go to the property panel of working scheme.



2. Click the **New** button.
3. In the **Name:** field enter the name of working scheme.
4. In the **Description:** field enter the description of working period .
5. From the **Scheme** drop-down list select the required type of scheme.

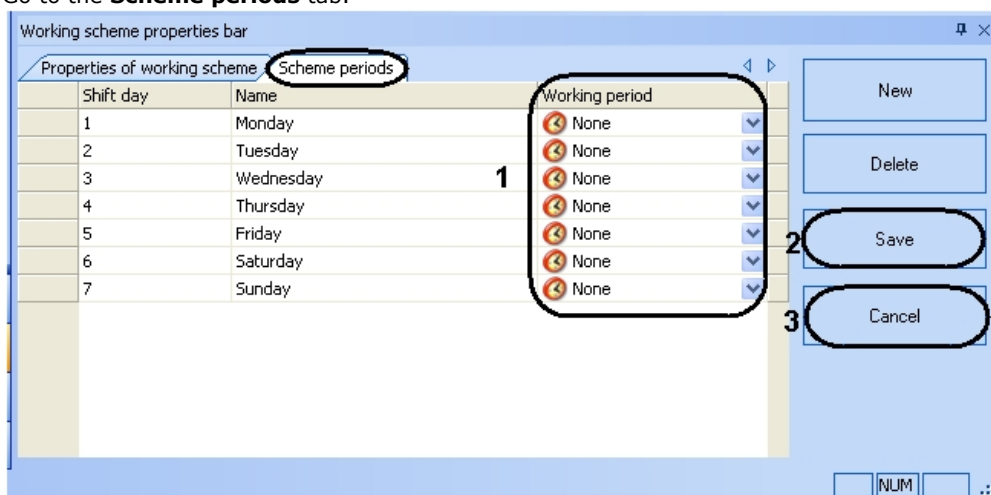
Note. Scheme type defines the duration in days. 3 type of scheme duration are available:

- a. Week – scheme duration is 7 days.
- b. Shift – scheme duration is specified manually.
- c. Month – scheme duration is 31 days

6. Set the date of start working from the calendar called by clicking the button or enter it manually in DD.MM.YYY format in the **Start date** field (5).
7. If the **Shift** scheme type is selected, set the scheme duration in days in the corresponding field using the up and down buttons (6).

Note. In the **Current day of shift** the order number of scheme day in the current day is displayed.

8. Specify working periods to scheme days:
 - a. Go to the **Scheme periods** tab.



Note. Scheme days corresponding to specified scheme duration are displayed on this tab. If the **Week** scheme type is selected, table contains 7 scheme days.

- b. For each scheme day select the corresponding working period from the drop-down list in the **Working periods** column (1).
9. To save changes click the **Save** button (2).

**Note.**

To discard changes click the **Cancel** button (3).

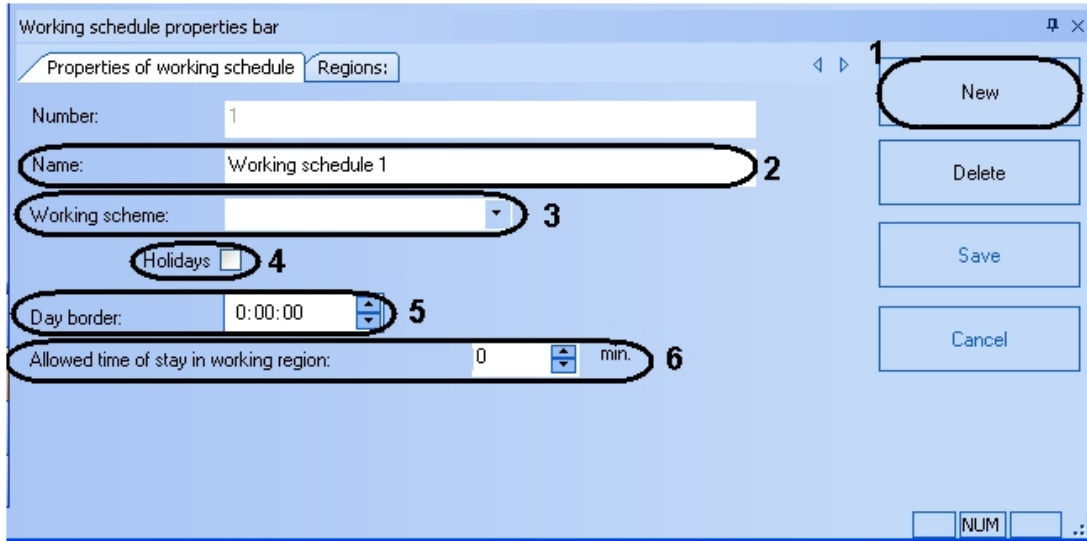
This completes the process of creating the working scheme.

Creating of working schedules

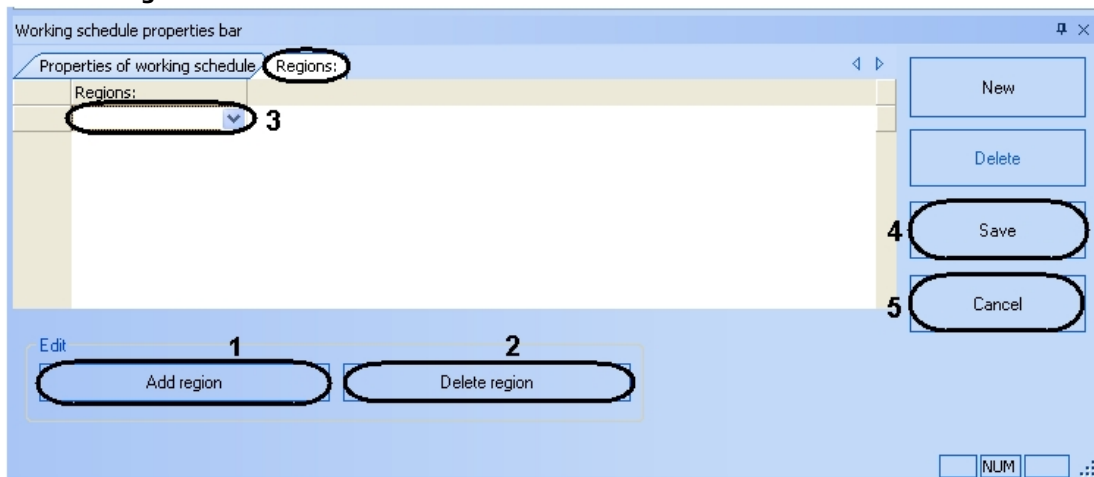
Creating of working schedules is performed in the **Schedule** submenu of **Schedules** menu of *Time and Attendance* software module.

To create working schedule, do the following:

1. Go to the properties panel of working schedule.



2. Click the **New** button.
3. In the **Name** field enter the name of working schedule.
4. Select the working scheme for this schedule from the corresponding drop-down list.
5. Set the **Holidays** checkbox to consider holidays for this working schedule.
6. In the **Day border** field enter the time in HH:MM:SS format from which the day starts manually or using **up** and **down** buttons.
7. In the **Allowed time of stay in working region:** field enter the time of absence at the workplace (in area defined by **Region** object) manually or using **up** and **down** buttons. This time will be considered as time of leaving the work.
8. Configure the working areas of this working schedule:
 - a. Go to the **Regions:** tab.



- b. Click the **Add region** button (1).
As a result the empty drop-down list will display in the **Regions:** table (3).
 - c. From the **Region** drop-down list select the **Region** object (created in the *ACFA Intellect* software) corresponding to working area of this working schedule (3). Attendance time of employee working on this schedule is a working time of this employee. Assigning of working areas to each schedule is necessary for correct calculations. Number of working areas which will be included to this schedule is not limited.
 - d. Add required number of working areas (see 8.a-8.c items).
Note. To delete the working area select it and click the **Delete region** button (2).
9. To save changes click the **Save** button (4).

**Note.**

To discard changes click the **Cancel** button (5).

This completes the process of creating the working schedules.

Assigning of holidays

Assigning of holidays is performed in the **Holidays** submenu of **Schedules** menu of *Time and Attendance* software module.

To assign holidays, do the following:

1. Go to the **Holidays** submenu.

The screenshot displays a calendar interface for the year 2013. The calendar is organized into a grid of months from January to December. Each month's calendar shows days of the week (S, M, T, W, T, F, S) and dates. A 'Today' button and a year selector (set to 2013) are located at the bottom of the calendar grid. Below the calendar is a 'Holiday properties bar' table with the following columns: Day type, Date, Holiday name, Reduction of working hours, and Day of week.

Day type	Date	Holiday name	Reduction of working hours	Day of week

2. To set holidays select the required days by left mouse button double-click (the corresponding day will be colored red).
 3. To set pre-holidays select the required days by left mouse button triple-click (the corresponding day will be colored orange).
- Selected holidays and pre-holidays will be displayed on the **Holiday properties bar**.



4. In the corresponding lines of the **Holiday name** column enter the names of these holidays (1).
5. For pre-holidays in the corresponding lines of the **Reduction of working hours** (2).
6. To save assigning of holidays and pre-holidays click the Save button (3).

Note.
To discard changes click the **Cancel** button (4).

This completes the process of assigning holidays.

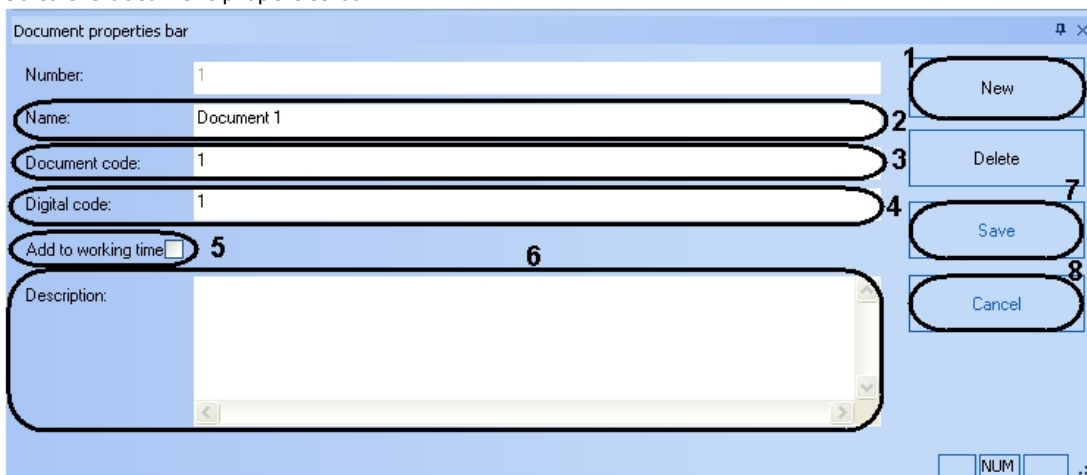
Creating documents

Creating vouchers

Creating vouchers is performed in the **Vouchers** submenu of **Documents** menu of *Time and Attendance* software module.

To create voucher, do the following:

1. Go to the document properties bar.



2. Click the **New** button (1).
3. Enter the document name in the **Name:** field (2).
4. Enter the letter code (or second digital code) of document in the **Document code:** field (3).
5. Enter the unique digital code of document in the **Digital code:** field (4).
6. If it's needed to add time during which the employee was out the workplace to the total working time, set the **Add to working time** checkbox (5).
7. In the **Description:** field add the comment to the document (6).
8. To save changes click the **Save** button (7).

Note.
To discard changes click the **Cancel** button (8).

This completes the process of creating voucher.

Creating overtime documents

Creating of overtime documents is performed in the **Overtime** submenu of **Documents** menu of *Time and Attendance* software module.

To create the overtime document, do the following:

1. Go to the document properties bar.

2. Click the **New** button (1).
3. Enter the document name in the **Name:** field (2).
4. Enter the letter code (or second digital code) of document in the **Document code:** field (3).
5. Enter the unique digital code of document in the **Digital code:** field (4).
6. If it's needed to take into consideration the time of working in holidays or days off, set the **Include holidays and days off** checkbox (5).
7. In the **Description:** field add the comment to the document (6).
8. To save changes click the **Save** button (7).

Note.

To discard changes click the **Cancel** button (8).

This completes the process of creating the overtime document.

Searching for accounts

Searching for accounts of users (traffic) is performed in the **Search** menu of the *Time and Attendance* software module.

The search is performed the following way:

1. Go to the **Search** menu.

2. In the **Search for** field enter the value on which the searching is to be performed (1).
3. From the **Search in** drop-down list select the subdivision (**Employees, Clients, Visitors, Traffic**) on which the search is to be performed (2).
4. From the **Field** drop-down list select the field of account on which the search is to be performed (3).

5. From the **Match** drop-down list select the type of search (**4**).

Type of search	Description
Whole field	Search gives accounts where the field on which search performing is wholly matched with the search value
Field beginning	Search gives accounts where the beginning of field on which search performing is wholly matched with the search value
Any field part	Search gives accounts where the field on which search performing contains the search value

6. In the **Maximum results number:** field enter the value corresponding to the maximum number of search results (**5**).

7. To start search click the **Find** button (**6**).



Note.

To stop search click the **Stop** button (**7**).

After completing the search a message about number of found accounts will display. In the informational field the search results will display.

Search finished
2 found employee [-s]

Full Name	Num...	Personnel number	Department	Working schedule	Position
User 1	1		Department 1	General	
User 2	1		Department 1	General	

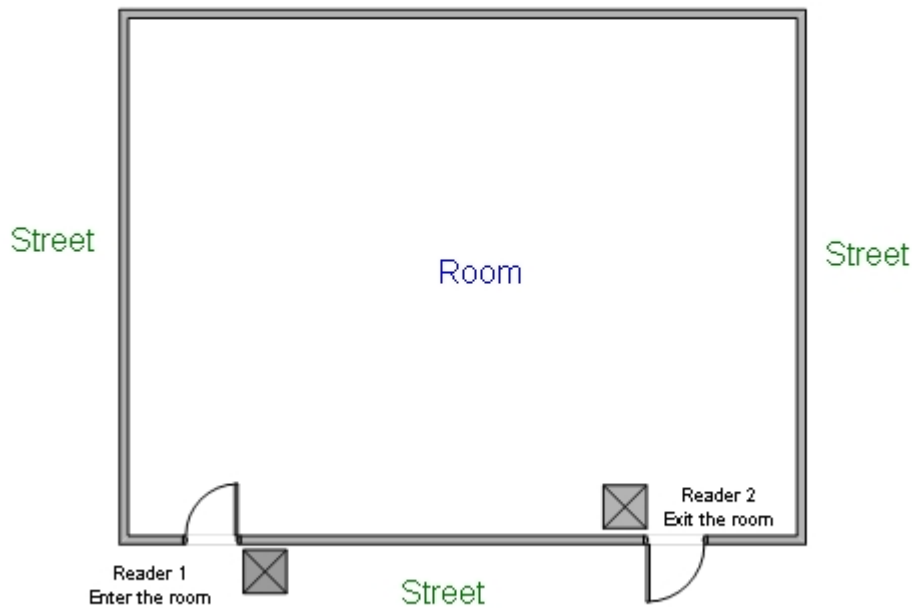
Reports

In passing to **Reports** menu the *Report System* Web report system starting. Information about configuring and working with this system is described in the [Report System Web report system. User guide](#) document.

Appendix 1. Configuring the ACFA Intellect software objects to work with the Time and Attendance module

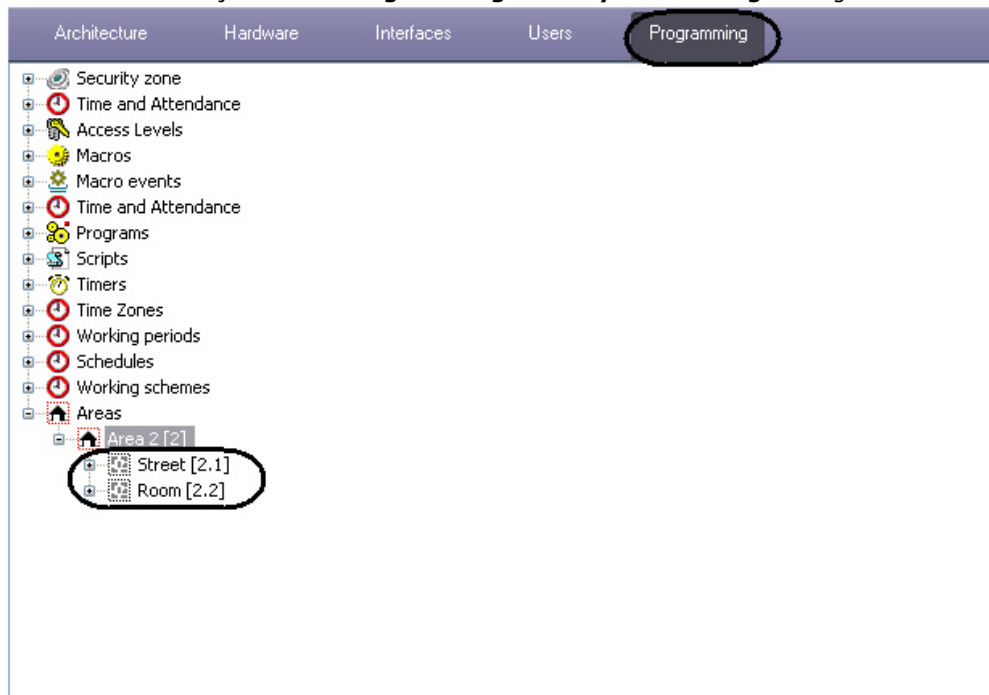
There is a scheme with one working region.

Scheme with one working region



In this case the following settings in the *ACFA Intellect* software are to be performed:

1. Create two **Region** objects corresponding to the working region and street. The **Regions** objects are created on the base of **Area** object on the **Programming** tab of **System settings** dialog box. Let the call Room and Street.



2. Configure readers of usable ACS specifying created **Region** objects in the **Enter** and **Exit** fields in accordance with the installation place of configured reader: at the entrance or exit the room.



Appendix 2. Working with the updateDB.exe utility

Starting the updateDB.exe utility

Start the updateDB.exe utility from the **Tools** folder of *ACFA Intellect* software installation directory.

Database updating using the updateDB.exe utility

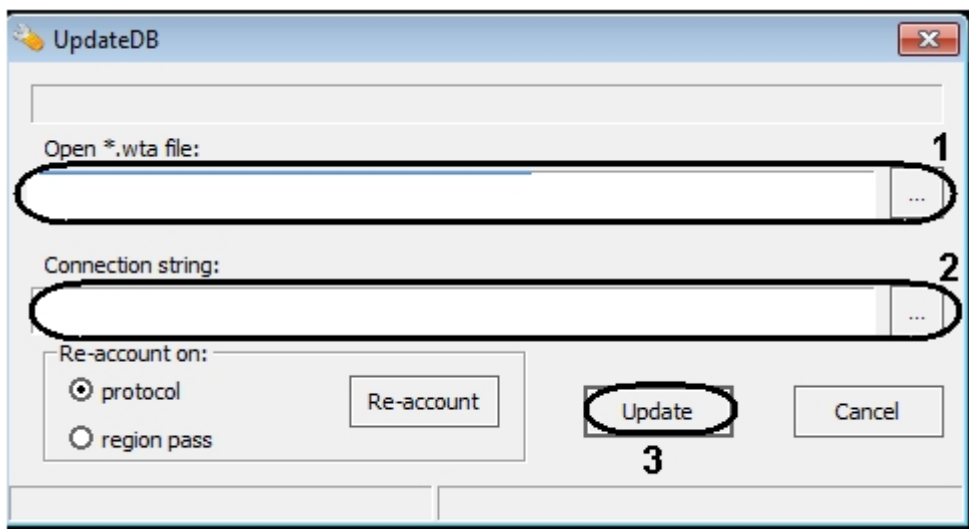
Before start working with the *Time and Attendance* update the database using the *updateDB.exe* utility:



1. Start the updateDB.exe utility.

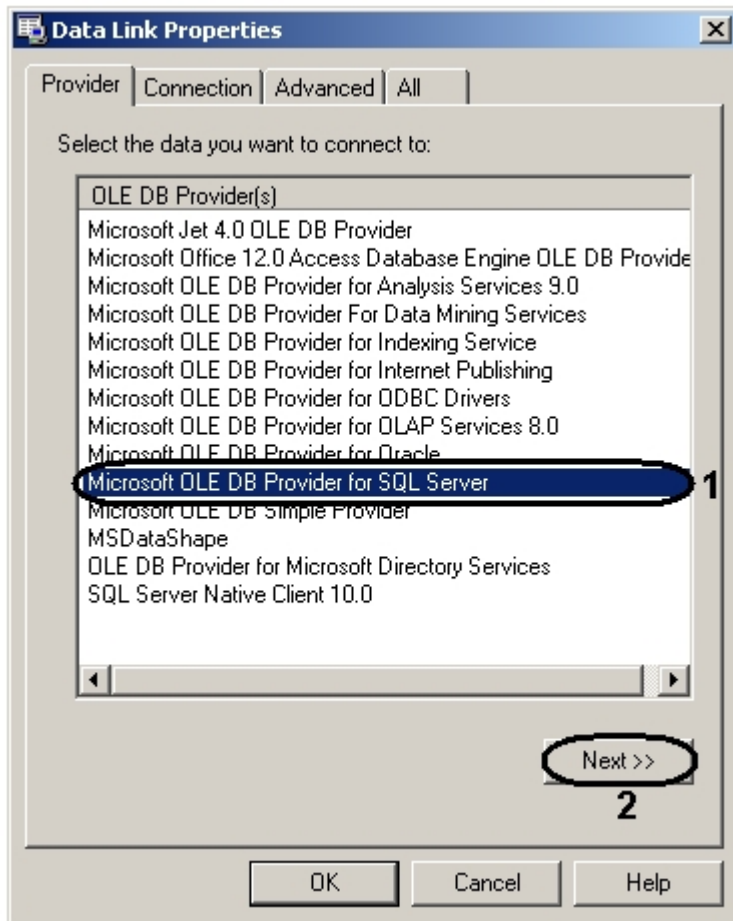


Attention!

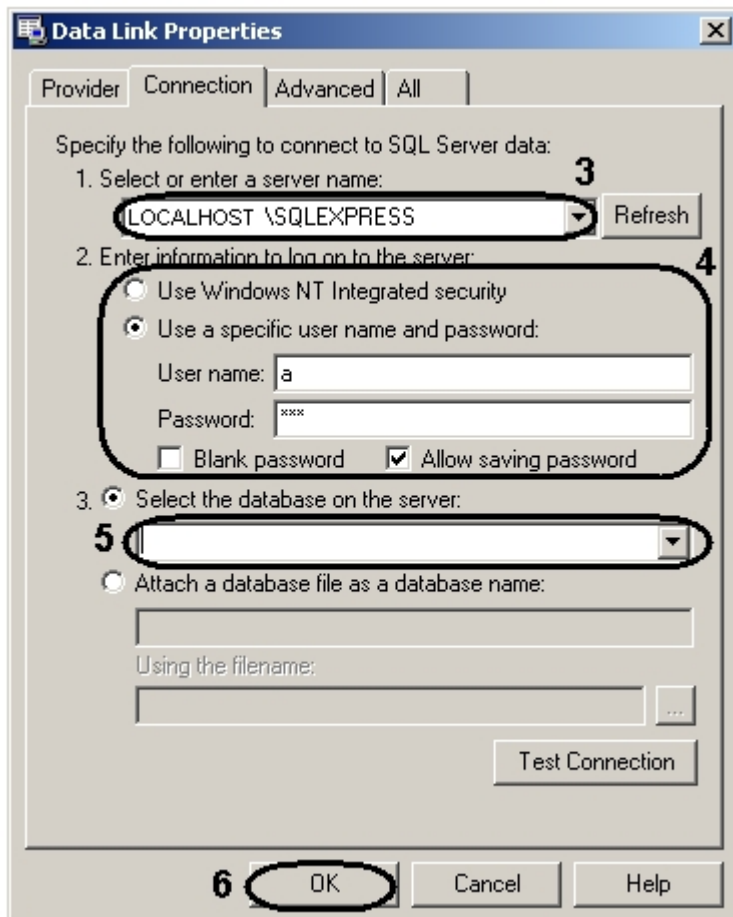
Log off the ACFA Intellect software before start working with the updateDB.exe utility.



2. Click the  button near the **Open file (*.wta)** field and specify the path to the Intellect.wta file (1). This file is located in the **Tools** folder of *ACFA Intellect* software installation directory.
3. Click the  button near the **Connection string** field (2). The **Data link properties** dialog box is displayed. Set the connection the following way:
4. In the **Data provider** tab select the name of required data provider (1).



5. Click the **Next >>** button (2). The automatic switch to **Connection** tab will be performed.
6. In the **1. Select or enter a server name:** enter the name of database server (3).



7. Switch the position corresponding to the way of authentication on the server (4). Authentication is performed by

- user account authorized in OS Windows or by login and password which are in use to connect to SQL server
- 8. From the **3.Select the database on the server:** drop-down list select the *ACFA Intellect* database (5).
- 9. Click the **OK** button (6).
- 10. Click the **Update** button (3).

This completes the database updating using the *updateDB.exe* utility.

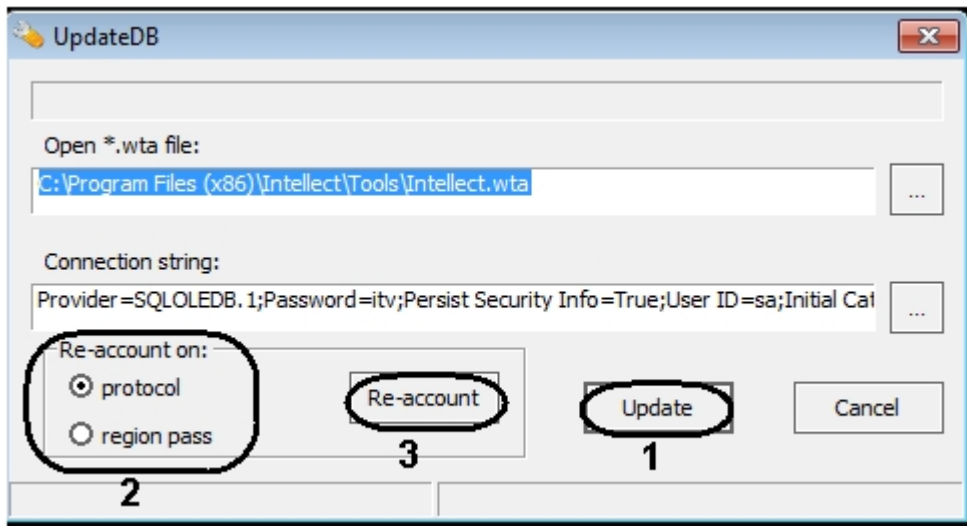
Re-account database using the updateDB.exe utility

If all transfers, both already existed in the database before installation and configuring the *Time and Attendance* module and created after installation are to be considered, perform the re-account database after the start of *Time and Attendance* module:

Note. On default, only transfers created after the Time and Attendance module installation and configuring are considered.

1. Start the updateDB.exe utility.

Attention! Log off the *ACFA Intellect* software before start working with the updateDB.exe utility.



2. Click the **Update** button. Wait for completing the database update.
3. Set the **Re-account on:** switch on the **protocol** value (2).

Note. Re-account by **Region pass** is in use in case of outdated version of *Time and Attendance* module is installed.

4. Click the **Re-account** button (3).

This completes the process of database re-accounting.