

DigiPunch Attendance Management System

Version 2.2

Polaris Computing

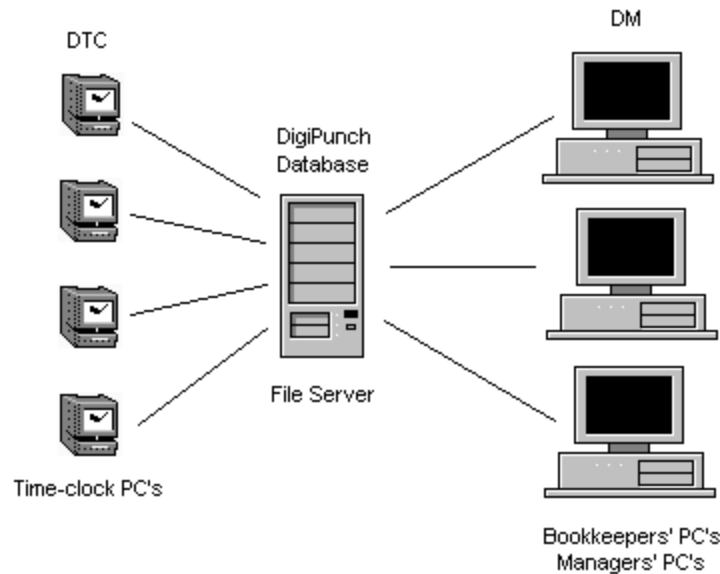
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DigiPunch Attendance Management System is a PC Windows Application. It is compiled in two different versions: 16-bit and 32-bit. The reason for compiling a 16-bit version is to lower the system requirements so that the user can use retired PC's for dedicated time clocks, which will lower equipment costs.

System Requirements		
	16-bit	32-bit
CPU	486 DX 33 or faster	Pentium 75 or faster
RAM	8 MB or more	16 MB or more
Free hard disk space	20 MB or more	20 MB or more
OS	Windows 3.1 or higher*	Windows 95 or newer
Video	VGA or better	VGA or better

* The 16-bit version runs perfectly with 32-bit Windows machines provided they meet the 32-bit version requirements.

DigiPunch consists of two programs: DigiPunch Time Clock (DTC) and DigiPunch Manager (DM). It is designed for LAN's, but also runs on stand-alone PC's. Following is a pictorial representation of a typical setup of DigiPunch, in which DTC runs on dedicated time-clock PC's (DTC can also run on non-dedicated PC's). In a LAN setting, DigiPunch can have up to 30 PC's (DTC + DM) running simultaneously. Employees clock in and out with DTC while bookkeepers and managers manage the whole system using DM from their offices.



Features

- Works on LAN's and stand-alone PC's.
- Works for one-week, two-week, half-month and one-month pay period. (It does not calculate over time hours for half-month or one-month period.)
- Works for multiple-division and multiple-department companies, as well as small businesses without divisions or departments.
- Works for multiple shifts. Work hours can cross midnight.
- Multiple time clocks and multiple management work stations.

- Provides information for attendance management and labor costs analysis.
- Easy-to-use data browsers and reports.
- Every time stamp is recorded with a clock name. Manually inserted records are marked.
- Employees can be transferred from division to division or department to department in the middle of a work period.
- Simple payroll routines.
- Exports work hours data in a text file for integration with payroll packages.
- Automatically checks errors on time cards before a work period is closed.
- Easy error correction and time stamp insertion.
- Shows who's clocked in at a ny moment.
- All the time clocks can be synchronized from the bookkeeper's PC with a click of the mouse.
- Employees see their own time cards on the screen when they clock in and out, and can print the cards.
- Shows a small birthday card to employees on their birthdays.
- Powerful, reliable, efficient, quick and easy to maintain.
- Cost effective.

Backup

Hardware problems and network errors can destroy your data. The user needs to backup the DigiPunch data daily. If you need to keep DigiPunch running 24 hours a day but your backup program can not backup open files, you can make a copy of the data before your backup program starts, and backup only the copy. DigiPunch takes very little disk space. Making an extra copy does not waste much space or time.

Database Setup

Run DBSETUP.EXE to set up the DigiPunch database before you start any other DigiPunch programs.

DigiPunch Manager

Setting Data Path

When DigiPunch Manage (DM) first starts, it may ask you to set the path to the DigiPunch database. To set the data path, simply open file HOURS.DB in the DigiPunch database folder when prompted.

The Menu System

<u>Menu item</u>	<u>Description</u>
<u>F</u>ile	
<u>P</u>rinter Setup	Set up a default printer
<u>E</u>xit	Exit DigiPunch Manager
<u>M</u>aintenance	
<u>E</u>mployee <u>B</u>rowse	Browse employees list
<u>E</u>mployee <u>E</u>ntry/<u>E</u>dit	Employee information entry/edit
<u>D</u>epartment <u>E</u>ntry/<u>E</u>dit	Department information entry/edit
<u>D</u>ivision <u>E</u>ntry/<u>E</u>dit	Division information entry/edit
<u>C</u>hange <u>S</u>ystem <u>P</u>assword	Change the system password

C <u>h</u> ange Division Password	Change a division password
C <u>h</u> ange Department Password	Change a department password
P <u>urge Old Data</u>	Purge old data from the system
S <u>ystem Setup</u>	Set up system parameters
S <u>et Data Path</u>	Set path to the database
L <u>icence</u>	Enter license code
S <u>ynchronize Time Clocks</u>	Synchronize time clocks
R <u>e-index Database Tables</u>	Re-index database tables
<u>H</u>ours	
B <u>rowse Time Cards</u>	Browse time cards
B <u>rowse Hours History</u>	Browse work hours history
B <u>rowse Summary Hours</u>	Browse summarized hours history
B <u>rowse Personal Time Card</u>	Browse a time card
B <u>rowse Personal History</u>	Browse hours history of an employee
B <u>rowse Personal Summary</u>	Browse summary history of an employee
C <u>h</u> eck Time Card Errors	Check time card errors
C <u>orrect Time Card Errors</u>	Correct time card errors
E <u>dit summary Hours</u>	Edit summary hours data
C <u>ollect Time Cards</u>	Collect time cards
E <u>xport Text File</u>	Export summary time cards data
W <u>h</u> o Has Clocked In?	See who has clocked in
<u>R</u>eports	
T <u>ime Cards</u>	Time cards report
H <u>ours History</u>	Work hours history summary report
P <u>ersenal Time Card</u>	Time card report for an employee
P <u>ersenal History</u>	Hours history report for an employee
P <u>ersenal Summary</u>	Hours summary report for an employee
E <u>mployees</u>	Report of employee information
D <u>epartments</u>	Report of department information
D <u>ivisions</u>	Report of division information
<u>H</u>elp	
H <u>elp Contents</u>	Show help topics
A <u>b</u> out	Show software information

Help

An extensive help system is available at any time. You access this by going to **Help > Help Contents** from the menu bar. DM also provides context-sensitive help for many features. Press **F1** to get information about your current procedure.

Passwords

DM has three levels of passwords: system password, division passwords and department passwords. The whole system has only one system password, initially set to "CLOCK." This should be changed as soon as possible.

Each division and department has its own password, initially set to the division or department code. Again, these should be changed as soon as possible.

The system password is required for some system procedures. The department passwords are required for time card error correction. The error correction procedure also accepts the system password and corresponding division password.

The Database Table Navigator



This is the database table navigator that some DM procedures use. The user can click on the buttons to quickly interact with the database system. Here is a list of descriptions of the buttons:

- 1: Go to the first row.
- 2: Go to the previous row.
- 3: Go to the next row.
- 4: Go to the last row.
- 5: Insert a row.
- 6: Delete the current row.
- 7: Edit the current row.
- 8: Save the inserted or edited row.
- 9: Cancel the insertion or editing.
- 10: Refresh the current row.

System Initialization

The payroll bookkeeper needs to initialize the system. Go to **Maintenance > System Setup** to set the following parameters:

Work Period: Select the length of your work period.

Work Period Ending Day: The last day of the work period. Select a day of the week or of the month depending on the length of your work period. If you have selected a two-week period, you also need to enter the ending date of the current work period in the mm/dd/yyyy format.

When DigiPunch calculates work hours from the hh:mm:ss format, it needs to round the numbers, and you can decide how to round the numbers by setting the following two parameters:

Precision Used to Round Employees' Work Hours: Select a precision unit. It can be 0.01 hour, 0.25 hour, 0.5 hour or 1 hour.

Frequency to Round Employees' Work Hours: Rounding can be done once a day, once a week, or once every work period.

The screenshot shows the 'System Setup' dialog box with the following details:

- Work Period:** Length is set to 'Two-week'. Last Ending Date is 02/16/2002. Next Ending Date is 03/02/2002.
- One-week:** Period Ending Day is set to Saturday.
- Two-week:** Period Ending Day is set to Saturday. Ending Date of Current Period is 03/02/2002.
- Half-month:** Period Ending Days are set to Day of the Month.
- One-month:** Period Ending Day is set to Day of the Month.
- Rounding Work Hours:** Precision is 0.25 hour. Frequency is Daily.

If your company is divided into divisions, go to **Maintenance > Division Entry/Edit** to enter divisions.

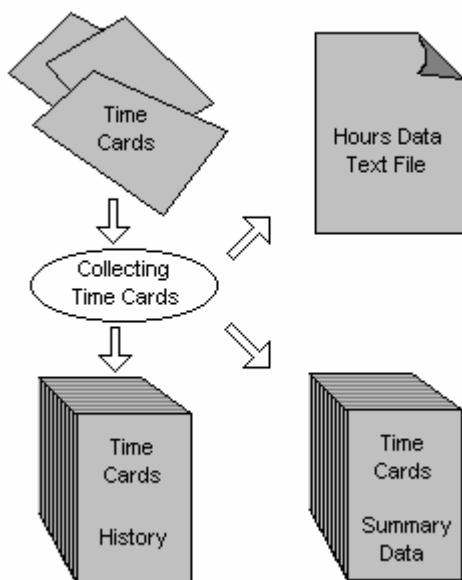
If your company or the divisions of your company are divided into departments, go to **Maintenance > Department Entry/Edit** to enter departments.

Then enter your employees' information. If you enter the birthday for an employee, DTC will show a small birthday card to the employee when he clocks in on his birthday. Each employee should be assigned a status. An employee can clock in or out only when he has the "A" status. Change it to "S" to suspend the employee, and "T" to terminate the employment. You can not change an employee's division code or department code while he is working (clocked in). The Employee Entry Form shows employees' clock flag ("I"=in, "O"=out). To transfer an employee to a different division or department, you must first have him clock out and correct any errors on his time card.

On the employee entry form, only the ID and Status are required fields. You can change all the fields directly on this form except for the ID. To edit an ID, click on the **Change ID** button.

Importing Employees Records

DigiPunch comes with an import program, DPIMP.EXE, to help you populate the Employee table. It reads data from a text file. The file format used is described in the program.



Collecting Time Cards

When this procedure runs, DM automatically performs three tasks:

1. It moves time cards into the history area and closes the last work period.
2. It generates work hours summary data from the time cards and stores it in the database.
3. It exports the work hours summary data into a text file that can be imported into some payroll packages.

Before you collect time cards, you must correct all the errors on them. The system can not get the data from time cards if any error is present. Once the time cards are collected, the work period is closed and you can no longer edit the cards in the history area. You also need to print the Time Cards Report. This is needed for you to do your payroll work if you do not opt to import the work hours summary file directly into a payroll package.

Select **Hours > Collect Time Cards** from the menu to collect time cards. The system automatically checks for errors and alerts you if any errors and warnings are found. Errors are work hours records without clock-out time stamps, marked with St (status) = 'T'. Warnings are unusually long work hours (> 12.0 hours), marked with St = 'L'. You will not be able to collect time cards as long as errors are still present. Warnings should be checked carefully (they may indicate missing time stamps), but they will not prevent you from collecting time cards.

Error Correction

Select **Hours > Correct Time Card Errors** from the menu to correct time card errors. Select a division and/or department if applicable, then select the employee whose errors you want to correct.

On the Error Correction Form, the two columns, In and Out, show you the source of the time stamps. They contain time clock names or the code for the person who edited the record.

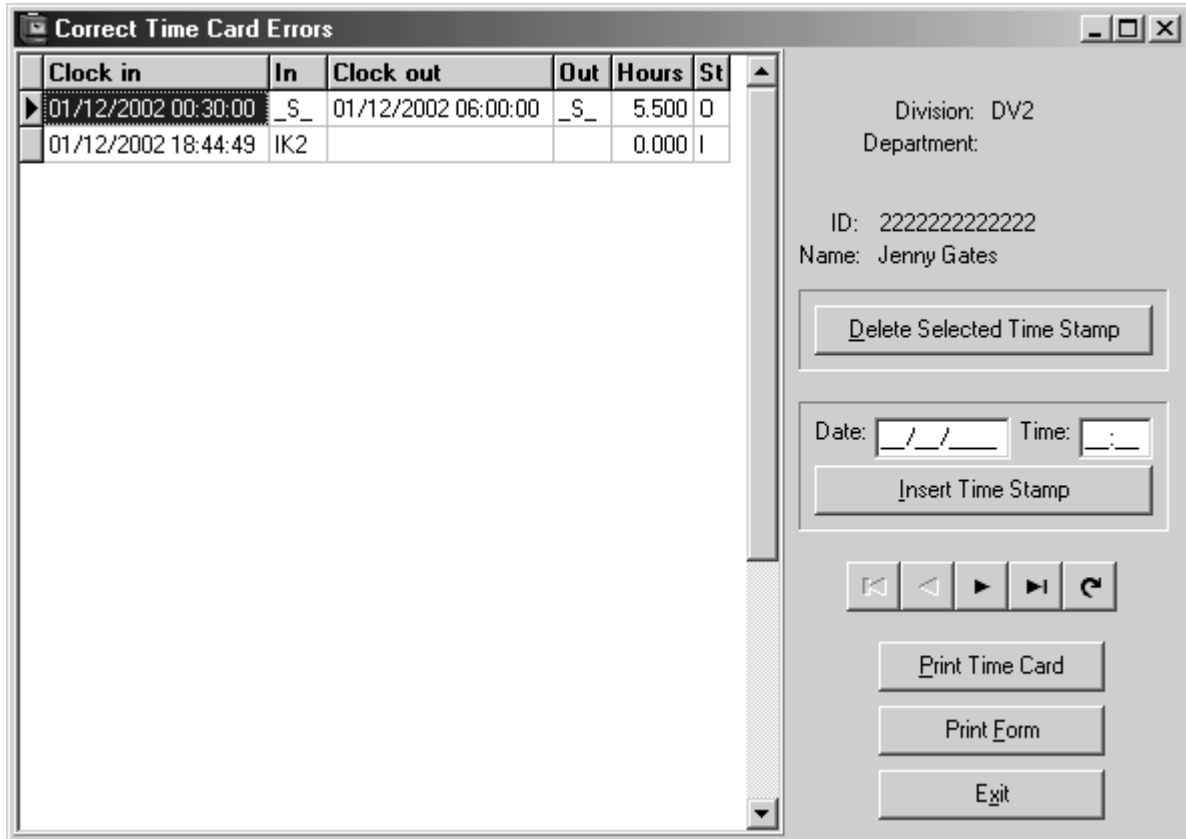
To insert a time stamp, enter the date in the mm/dd/yyyy format, the time in the 24-hour format, and click on the **Insert Time Stamp** button. A time stamp can be inserted at least 30 minutes after the time indicated by the stamp. If the user tries to enter a time stamp too early, the program will show a 'Please enter this time stamp later.' message.

To delete a time stamp, highlight that stamp, and click on the **Delete Selected Time Stamp** button.

You cannot directly edit time stamps. To change a time stamp, you must first delete it, and then insert the correct one.

Depending on the password you have used to get here, your inserted time stamps will have the following source codes:

D: department
V: division
S: system



Purging Old Data

DigiPunch takes very little disk space, but eventually, you will want to delete obsolete data. Select **Maintenance > Purge Old Data** from the menu and enter a date in the mm/dd/yyyy format, then click on the **OK** button to delete the old data. Data entered prior to that date will be purged.

Editing Summary Work Hours Data

This function is provided for the following two situations:

1. Hardware problems and network errors have corrupted your data and you need to correct it.
2. You changed work hours outside the DigiPunch system after the work period is closed, and you want the system to reflect those changes.

Select **Hours > Edit Summary Hours** from the menu to edit the summary work hours data. Be extremely careful when using this feature as the program is unable to validate your input. It is recommended that you print the form (click on the **Print Form** button) for later reference before making any changes.

Synchronize Time Clocks

You can synchronize time clocks from DM. Select **Maintenance > Synchronize Time Clocks** from the menu. The program will use the time shown on the form to synchronize all the time clocks currently on the network. Make sure the time shown is correct. If necessary, click on the **+minute** button to add a minute to the time; click on the **-minute** button to take a minute off the time.

Click on the **Start** button to start synchronizing the time clocks. The program will show you the results. Normally, it takes two seconds to adjust all the time clocks. When all clocks have been adjusted, click on the **Stop** button to terminate this procedure, otherwise, it will quit itself in 90 seconds.

If an employee ties up a time clock by browsing his time card for a long time, the system might not be able to adjust that clock, and you have to run the synchronization procedure again later. It is suggested that you synchronize time clocks when they are not busy.

Other Functions

DM has many other useful functions. The help system (Select **Help > Help Contents** from the menu) gives detailed information. A help system is available from many forms via the F1 key.

DigiPunch Time Clock

When DigiPunch Time Clock (DTC) first starts, it may ask you to set the path to the DigiPunch database. To set the data path, simply open file HOURS.DB in the DigiPunch database folder.



Employees clock in and out with DTC.

When you clock in or out, enter your ID by scanning your ID card or swiping it through a card reader; or simply key in your ID (Type your ID in the 'Enter ID' box and then press the **Enter** key or click on the **Punch** button). The program will show you your time card.

Please review your time card. If you find any errors, report them to your supervisor as soon as possible. Press the **Enter** key or click on the **OK** button to close your time card (otherwise it will close itself in 15 second). Click on the **Keep open** button or press the **Alt + K** key combination to keep it open longer.

You can review your time card without clocking in or out. Type your ID in the 'Enter ID' box and then click on the **Check** button or press the **Alt + K** key combination. The time card will stay open for 30 seconds. Press the **Enter** key or click on the **OK** button to close the window, or click on the **Keep Open** button or press the **Alt + K** key to keep it open longer.

If the date or time shown is incorrect, please notify your supervisor immediately.