AxTime™

Attendance Control System

Software Manual

ROSSLARE SECURITY PRODUCTS

Table of Contents

List of Figures

List of Tables

Notice and Disclaimer

This manual's sole purpose is to assist installers and/or users in the safe and efficient installation and usage of the system and/or product, and/or software described herein.

BEFORE ATTEMPTING TO INSTALL AND/OR USE THE SYSTEM, THE INSTALLER AND THE USER MUST READ THIS MANUAL AND BECOME FAMILIAR WITH ALL SAFETY REQUIREMENTS AND OPERATING PROCEDURES.

- The system must not be used for purposes other than those for which it was designed.
- The use of the software associated with the system and/or product, if applicable, is subject to the terms of the license provided as part of the purchase documents.
- ROSSLARE ENTERPRISES LIMITED and/or its related companies and/or subsidiaries' (hereafter: "ROSSLARE") exclusive warranty and liability is limited to the warranty and liability statement provided in an appendix at the end of this document.
- This manual describes the maximum configuration of the system with the maximum number of functions, including future options. Therefore, not all functions described in this manual may be available in the specific system and/or product configuration you purchased.
- Incorrect operation or installation, or failure of the user to effectively maintain the system, relieves the manufacturer (and seller) from all or any responsibility for consequent noncompliance, damage, or injury.
- The text, images and graphics contained in the manual are for the purpose of illustration and reference only.
- All data contained herein subject to change without prior notice.
- In no event shall manufacturer be liable for any special, direct, indirect, incidental, consequential, exemplary or punitive damages (including, without limitation, any and all damages from business interruption, loss of profits or revenue, cost of capital or loss of use of any property or capital or injury).
- All graphics in this manual are for reference only, some deviation between the image(s) and the actual product may occur.
- All wiring diagrams are intended for reference only, the photograph or graphic of the PCB(s) are intended for clearer illustration and understanding of the product and may differ from the actual PCB(s).

1. Introduction

The AxTime™ software user-friendly and intuitive graphic interface generates Time & Attendance reports using events uploaded via the AxTraxNG™ database from the following Access Control Units (ACUs):

- AC-215/215IP
- AC-225/225IP
- AC-425/425IP
- AC-525

The AxTime PC client software can be installed on any PC on the same network as the AxTraxNG server and the operator can log in via the AxTraxNG server operator's permission rights. Operators must first be defined in the AxTraxNG client.

1.1 About this Manual

The AxTime manual is intended for anybody installing and or commissioning the AxTime Time & Attendance control system that interacts with the following ACUs:

- AC-215/215IP
- AC-225/225IP
- AC-425
- AC-525

This manual is a short guide on how to use and work with the AxTime software.

2. Installation

2.1 Requirements

2.1.1 Hardware Requirements

- Processor – Pentium 4 or higher
- Memory – Minimum 256 MB (512 MB recommended)
- Recommended – Network or local printer for printing function

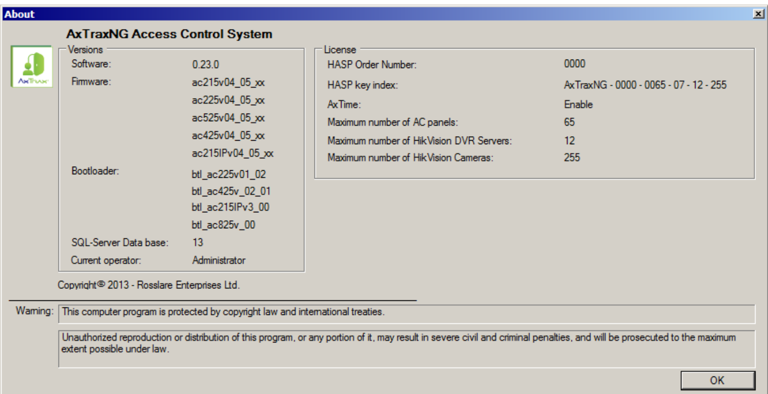
2.1.2 Software Requirements

- Win 7 32/64 bits and Win 8
- Windows XP SP2
- Windows XP Professional SP2
- Windows XP Home Edition SP2
- Windows Vista Enterprise 2006
- Windows Server 2003 SP1
- Microsoft.net 2.0 (or higher) Framework

2.2 HASP Key

AxTime is an AxTraxNG Time & Attendance client that requires a licensed HASP key from Rosslare.

You can see view your HASP key license information by opening the *About* screen in the AxTraxNG software GUI.



For more information about HASP licensing, please refer to the *AxTraxNG™ Software Installation and User Manual* or contact Rosslare.

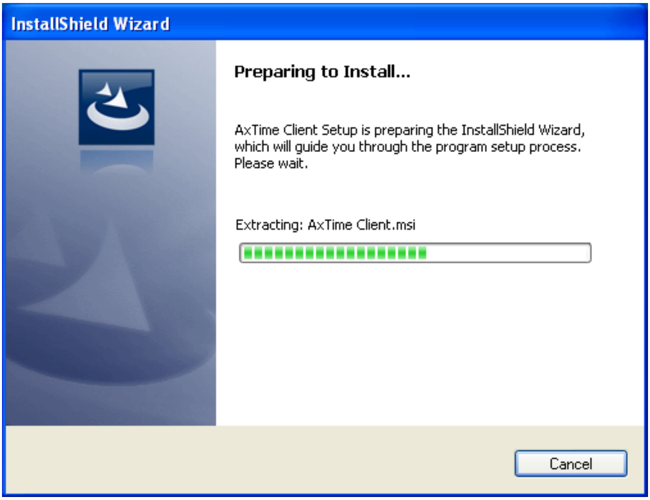
2.3 Installation Instructions

This section describes how to install the AxTime software.

To install AxTime:

1. Insert the AxTime CD into your computer's CD drive.
2. From the CD provided, double-click the **AxTimeClient** setup file.

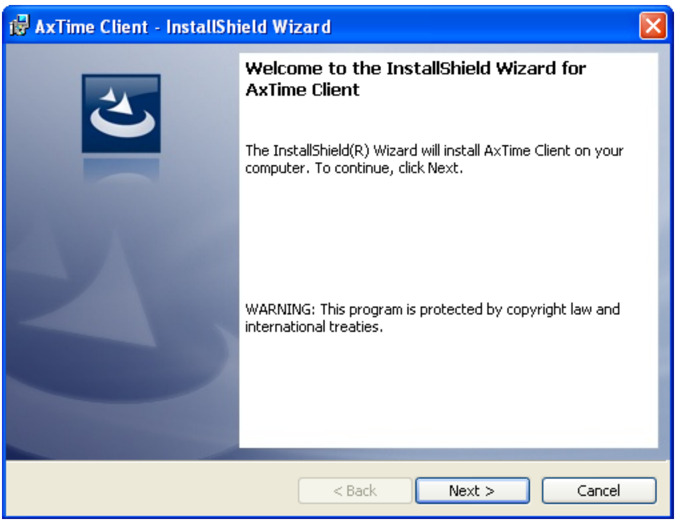
   The *Preparing to Install* screen opens.



Note

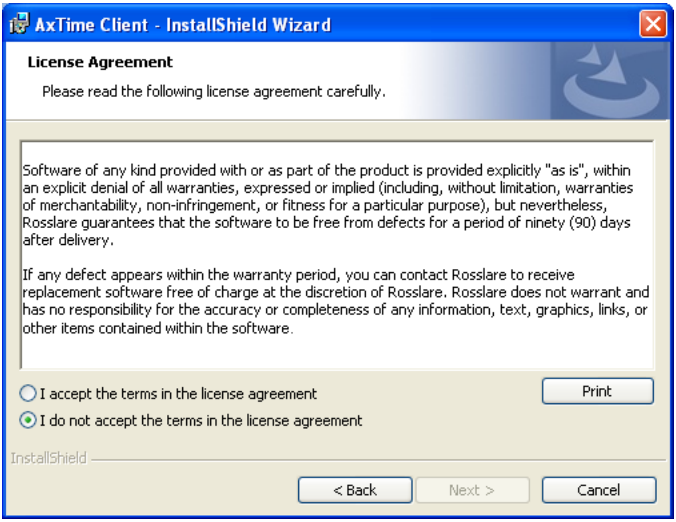
A first time installation may result in a pop-up asking if you want to install 'Microsoft .Net Framework' if Microsoft .Net Framework is not installed on the PC. You must install this application for AxTime to run.

The *Preparing to Install* screen runs until the Welcome window is displayed.



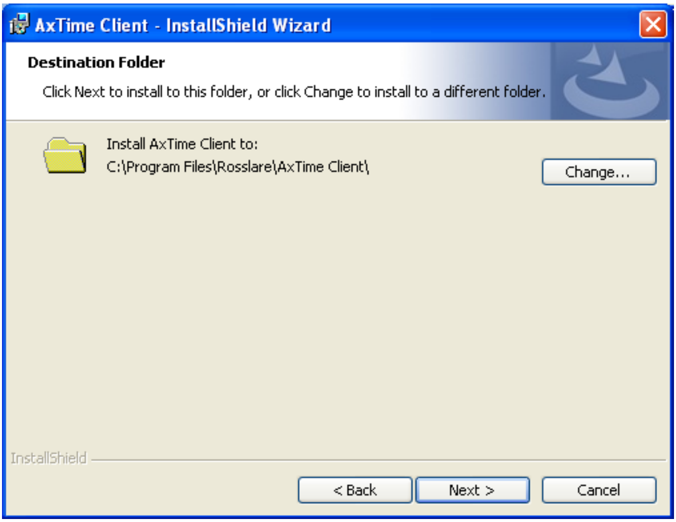
3. Click **Next**.

   The License Agreement screen opens.

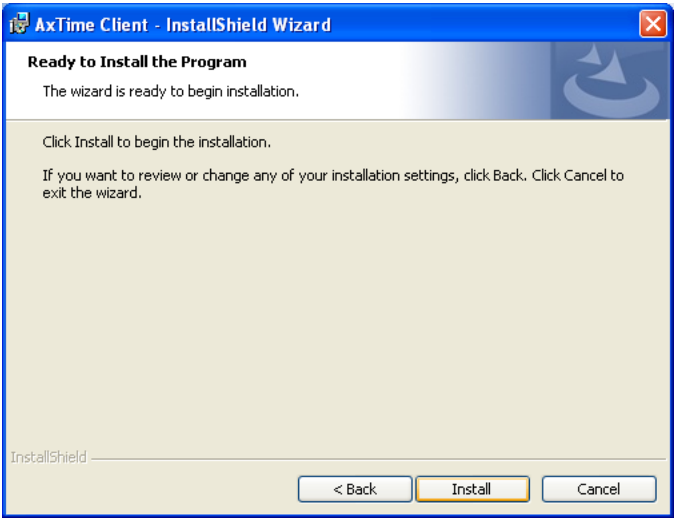


4. Accept the agreement terms and click **Next**.

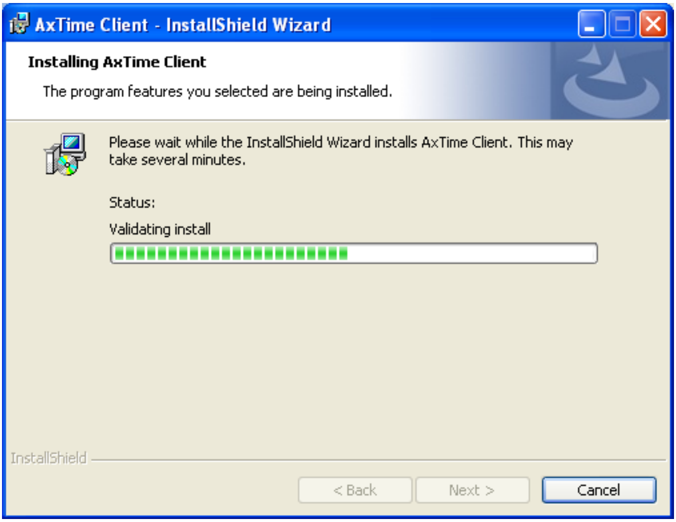
   The *Destination Folder* screen opens.



5. Select the required installation location by clicking **Change** or click **Next** to use the default destination.

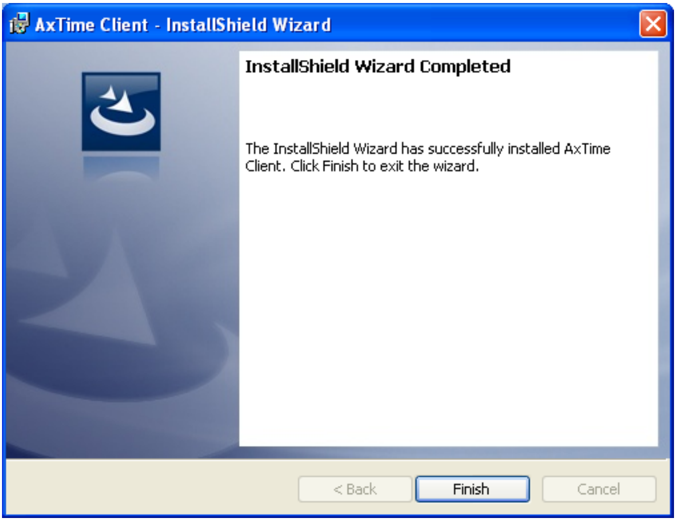


6. Click **Install**.



The *Installing AxTime Client* screen opens.

When the installation is complete, the *InstallShield Wizard Completed* screen opens.



7. Click **Finish** to complete installing the AxTime Client software.

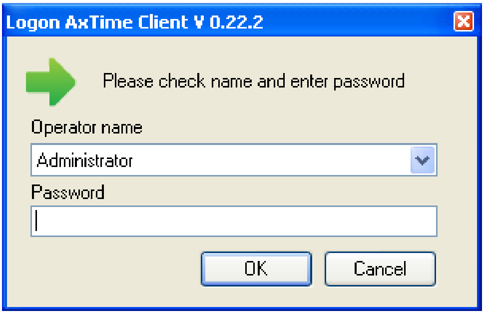
3. Accessing the System

The AxTime system is case sensitive. The default operator is administrator.

3.1 Accessing the AxTime System

To access the AxTime System

1. On the desktop, double click the AxTime icon to open the login dialog box.



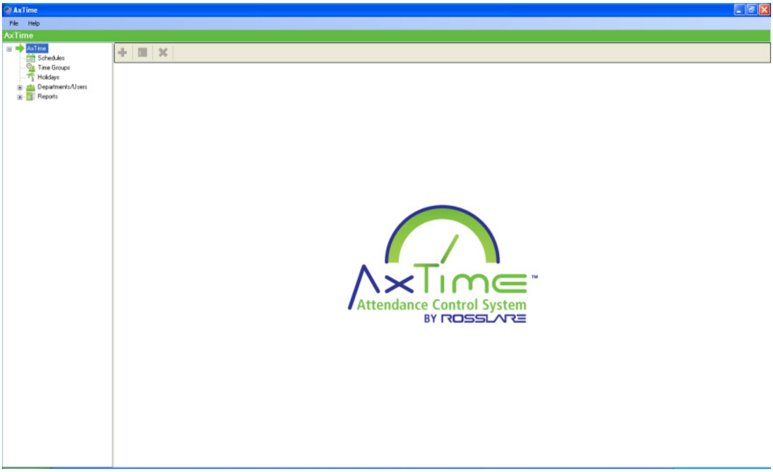
2. In the Operator Name, select administrator and in the Password field, enter “admin”.
3. Click **OK**.

   The main AxTime window opens.

4. The AxTime Interface

Figure 1 presents the AxTime main window.

Figure 1: AxTime Main Window



The AxTime interface has the following panes:

- Menu Bar
- Toolbar
- Tree View
- Main Window

4.1 Menu Bar

The available menu options are shown in Table 1.

Table 1: Menu Bar

Menu	Submenu	Description
File	**Server Connection**	Defines the AxTraxNG server IP address
	Exit	Click to exit the application
Help	**About**	Click to read information about the AxTime version

4.2 Toolbar

The toolbar controls key tasks required to manage the application. When a new element is selected from the Tree View, the toolbar icons change to suit the selected element.

The available toolbar icons are shown in Table 2.

Table 2: Toolbar

Icon	Description	Click icon to…
	**Add**	Add a new element of the selected type
	**Edit/Properties**	Edit the selected element
	**Delete**	Delete the selected item
	**Produce**	Click to produce a Time & Attendance report.

4.3 Tree View

The Tree View allows users to configure the application settings.

When the user selects an element from the Tree View, its contents are shown in the main display area.

4.3.1 Schedules

The Schedules element is used to create 'work template' groups that define work shifts.

There are two kinds of work templates:

- Working day – With three card reader options:
  - Once A Day
  - Twice A Day
  - All movements
- Non-working day

Two default schedules are automatically created:

- Default working: Working day template
- Default non-working: Non-working day template

4.3.2 Time Groups

The Time Groups module associates the Schedules and Access control readers. For each Time group you define a weekly schedule and select the relevant readers.

A default weekly schedule is automatically created defining Sunday, Saturday and Holidays as non-working day.

4.3.3 Holidays

Holidays cannot be added or changed with the AxTime software. This data is taken from the AxTraxNG database during the 'Refresh database' action. It is used to set the time groups performance on days that are defined as holidays.

4.3.4 Department/Users

Each user must be a member of a department and attached to a time group. Users cannot be added with the AxTime software. This data is taken from the AxTraxNG database during the ‘Refresh database’ action.
Within the user properties screen you can only change the time group field.

4.3.5 Reports

The Reports option allows you to produce and print or export a Time & Attendance report.

4.4 Main Window Pane

The main window pane changes depending on the option selected. Here, all actions are performed and viewed.

5. Configuration

5.1 Workflow

The following four-step workflow is suggested for configuring the application:

1. Defining Schedules
2. Defining Time Groups
3. Defining Users Time Group
4. Producing a Time & Attendance Report

5.2 Defining Schedules

This option characterizes work templates by defining shift parameters.

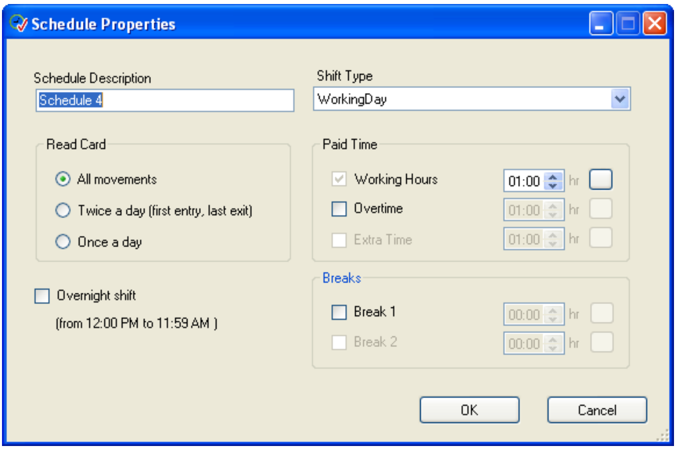
The application comes with two default schedules are integrated in the software – Default working schedule and Default non-working schedule. These default schedules can be edited but cannot be deleted.

5.2.1 Defining Schedule Properties

To define Schedule properties:

5. In the Tree View, select the **Schedules** element.
6. On the toolbar, click the  icon.

   The *Schedule Properties* window opens.



7. In **Schedule description**, enter a description for the new schedule.

8. In **Shift type**, select the type of work template:
   - Working day
   - Non-working day
9. Define the templates as described in Sections 5.2.1.1 and 5.2.1.2.
10. Click **OK**.

5.2.1.1 Working Day Template

Define the Working Day template using the following options:

Read Card Section

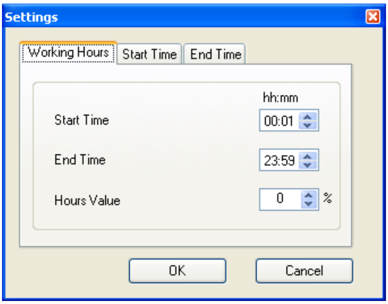
This defines how many times the user needs to pass his card during the day. Select between "All movements" (default), "Twice a day (first entry, last exit)" or "Once a day".

Paid Time Section

This defines regular and overtime working hours. If Overtime is selected, the extra time option is enabled allowing you to define an additional work hour option.

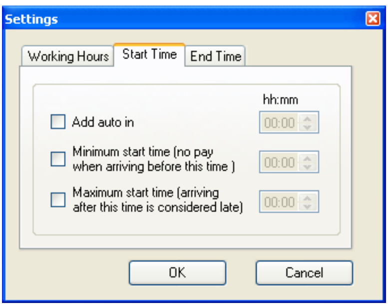
Clicking the (more) button allows defining additional parameters. The additional parameter window consists of three tabs:

- Working Hours



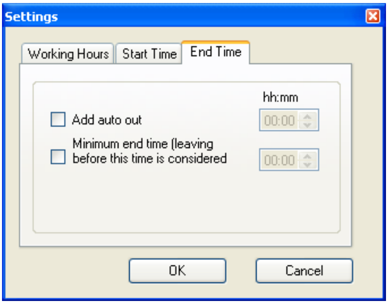
Here, you can define the Start and End time to define a minimum amount of working hours required and the hour's value in percent.

- Start Time



With this tab, you can select to activate and define an automatic in time. 'Add Auto in' and 'Minimum Start Time' users arriving before the defined time receive pay for that period of time, while 'Maximum Start Time' defines the latest time a user can come to work without being considered late.

- End Time



Here, you can select to activate and define an automatic out time 'Add Auto out'. The 'Minimum End Time' field defines the earliest time a user can leave work without being considered as leaving early.

Breaks Section

This section is enabled if 'All movements' or 'Twice a day' is chosen in the 'Read card' frame. It allows you to define one or two breaks. Click the ... (more) button to define additional parameters. The additional parameter window consists of three options, 'Minimum start time', 'Maximum end time' in hours and 'If worked, pay by' in percent.

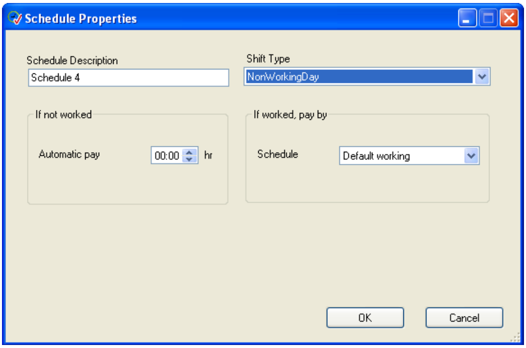
Overnight Shift checkbox

You can select this checkbox to define an overnight shift. In this case, when computing Time & Attendance reports, the working day begins at 12:00:00 PM to 11:59:59 AM instead of 12:00:00 AM to 11:59:59 PM.

> **Note**
> When setting the night shift, which is up to and including 12:00 AM, the shift is included in the previous day's work hours. As a result, the report generated displays the exit time as the previous day's EXIT. Hours clocked after 12:00 PM are part of the current working day's hours.

5.2.1.2 Non-working Day Template

Define the Non-working Day template using the following options:



'If not worked' Section

This defines automatic pay during hours for non-working days when users did not do any work.

'If worked, pay by' Section

This determines the schedule template for users who worked in days defined as non-working days.

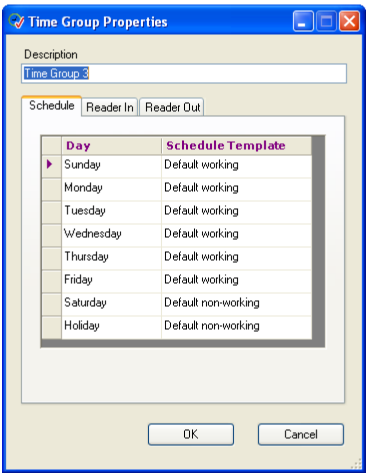
5.3 Defining Time Groups

The Time Group is a combination of readers and schedules. Each user must belong to a time group that has a specific work schedule.

To define a time group:

1. On the toolbar, click the  icon.

   The *Time Group Properties* window, which consists of three tabs, opens.



2. In Description, enter a description for the new Time Group.
3. In the Schedules tab, use the dropdown in the Schedule column for each day and holiday to set the schedule template.
4. In the Reader In tab, select the readers to be considered as 'In' action.
5. In the Reader Out tab, select the readers to be considered as 'Out' action.

5.4 Defining Users Time Group

Creating new users or modifying existing users can only be done from the AxTraxNG software directly.

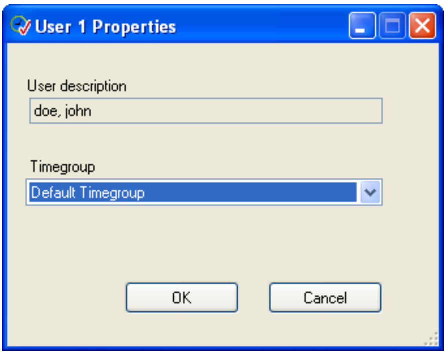
Modifying a user's details within the AxTime software is limited to Time Group association.

5.4.1 Changing a User's Time Group

To change a user's time group:

1. In the Tree View, expand the **Department/Users** element.
2. Select an available department.

   The complete list of users belonging to the department chosen opens in the main window pane.
3. Double click on any user to open the User Properties window for that user.



4. In the **Time group** dropdown, select an available time group.
5. Click **OK**.

5.5 Producing a Time & Attendance Report

The Reports option allows you to plan your data/events and then create Time & Attendance reports.

The reports are built according to the entire system definitions including: Schedules, Time Groups, and Holidays.

See Chapter 6 for details on how to generate a report.

6. Time & Attendance Reports

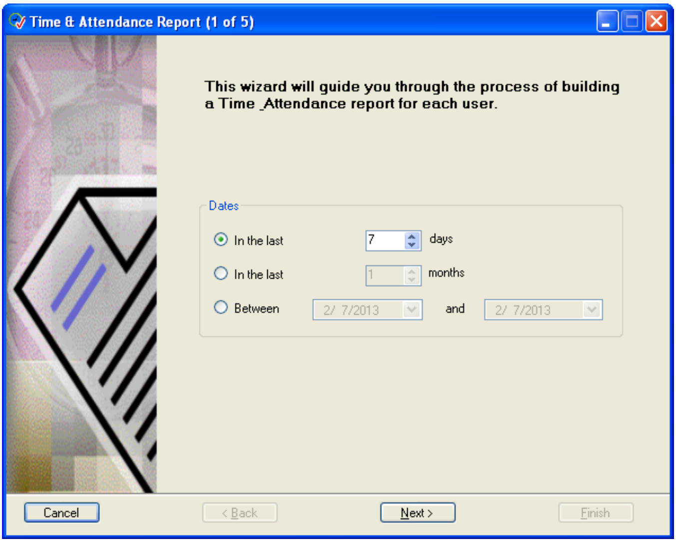
The Reports option allows you to produce a Time & Attendance report. The report integrates all data to produce a report that includes schedules, time groups, users, operators, and holidays. The report is extremely flexible and allows you to plan your data/events in any way wish and according this to make calculations for the generated report.

6.1 Creating a Report

Use the report wizard to create a time and attendance report.

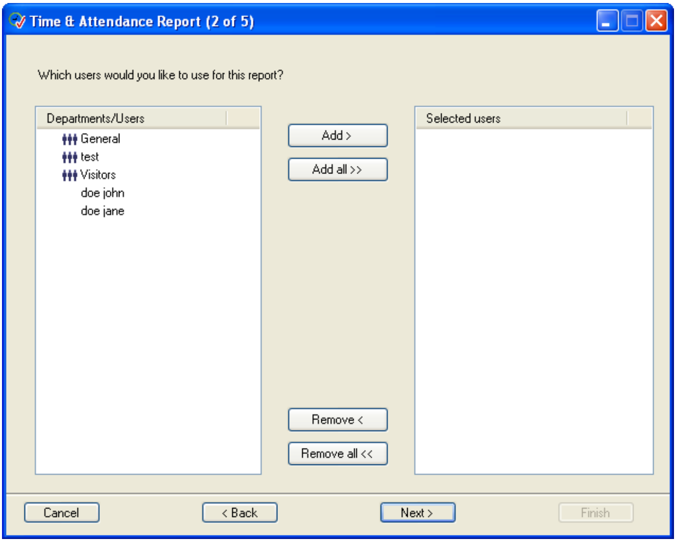
To create a report:

1. In the Tree View, expand the **Reports** element and select **Time & Attendance**.
2. On the toolbar, click the  icon.
3. The Time & Attendance Report wizard opens.



4. Select the dates for which you want the report and click **Next**.

   The next screen opens.

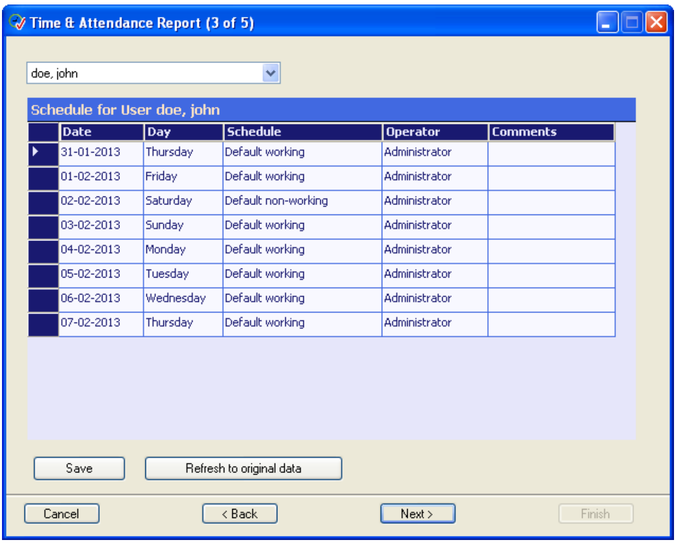


5. In the left pane, select the users for whom you wish to generate a report and click **Add**.

   You can also use **Add All** to add all the users at once.

6. Click **Next**.

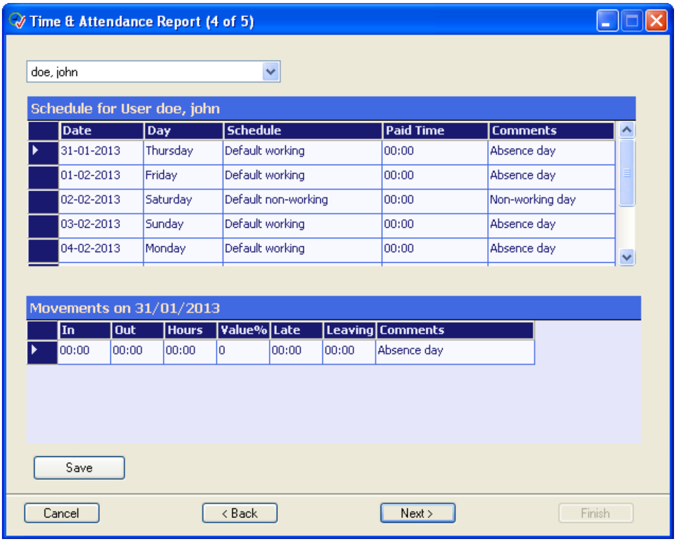
   It may take several minutes to compute the data you requested.
   At this stage, the system processes all the events and builds a table as you can see in the next screen.



The table shows how the user should work according to his time group and allows you to match the data to your own needs

7. At the top dropdown, choose the user you wish to view.
8. You can update the fields as follows:
   a. Change the Schedule field by selecting a different value from the dropdown.
   b. Change the Operator and Comments fields by entering text as needed.
9. Click **Save**.
10. From the dropdown, select additional users and repeat Steps 8 and 9.
11. When all data is correct, click **Next**.

    The next screen opens.

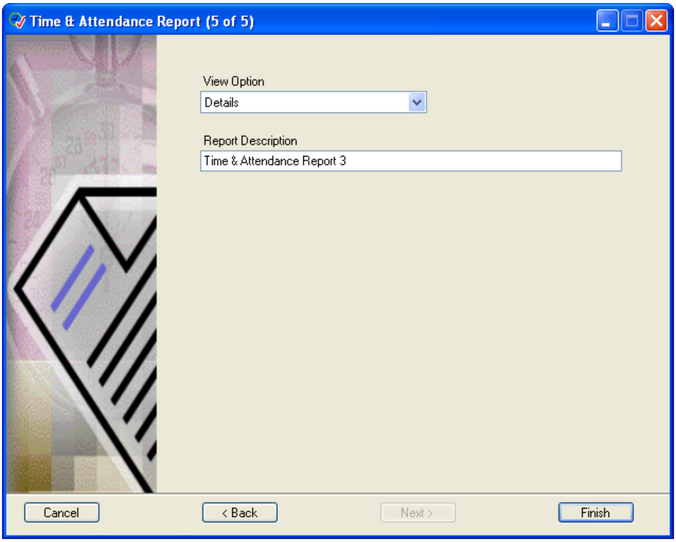


The top table is the same table as in the previous screen but the details cannot be changed. The table only shows the total user payment for each day.

12. Select a row in the top table to view that day's movements in the bottom table.
13. Click in any cell to edit its contents.
14. Click **Save** to save any changes made.

    From the dropdown, select additional users and repeat Steps 12 through 14.
15. When all data is correct, click **Next**.

    The next screen opens.



16. From the **View option** dropdown, choose the view format for the report.
17. In **Report Description**, enter a name for the report.
18. Click **Finish**.

    The new report appears in the main window of the GUI and is now ready to be viewed.

6.2 Viewing a Report

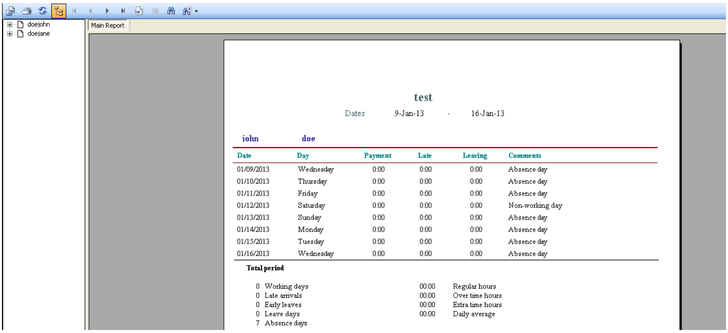
Once you have created a report using the wizard, you can view it.

To view a report:

1. In the main window, choose the report you wish to view.
2. On the toolbar, click the  icon.

   The report window opens. An example of a Daily report is shown in Figure 2.

Figure 2: Report Window



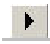
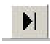
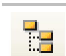
The report window is divided into two panes. On the left, the Group Tree pane shows the entire report group and on the right the Main Report pane shows the report.

You can then view, print, or export the report shown using the icons in the Report toolbar

6.2.1 Report Toolbar

Table 3 presents the various icons available to manage the main report.

Table 3: Report Toolbar

Icon	Description
	Go to First page – Jumps to the first page of the report
	Go to Previous page – Goes to the previous page of the report
	Go to Next Page – Goes to the next page of the report
	Go to Last Page – Jumps to the last page of the report
	Go to page – Jumps to a specific page in the report
	Close Current View – Closes the current report view
	Print Report – Prints the current report
	Refresh – refreshes the report view from the database
	Export Report – Exports the report to a file, select a file type between Adobe Acrobat, Microsoft Excel, Microsoft Word and Rich Text Format.
	Toggle Group Tree – Toggles the group tree between visible and hidden
	Zoom – Select a zoom view for the report
	Find Next – allows you to search for specific text within the report

Asia Pacific, Middle East, Africa

Rosslare Enterprises Ltd.
Kowloon Bay, Hong Kong
Tel: +852 2795-5630
Fax: +852 2795-1508
support.apac@rosslaresecurity.com

United States and Canada

Rosslare Security Products, Inc.
Southlake, TX, USA
Toll Free: +1-866-632-1101
Local: +1-817-305-0006
Fax: +1-817-305-0069
support.na@rosslaresecurity.com

Europe

Rosslare Israel Ltd.
Rosh HaAyin, Israel
Tel: +972 3 938-6838
Fax: +972 3 938-6830
support.eu@rosslaresecurity.com

Latin America

Rosslare Latin America
Buenos Aires, Argentina
support.la@rosslaresecurity.com

China

Rosslare Electronics (Shenzhen) Ltd.
Shenzhen, China
Tel: +86 755 8610 6842
Fax: +86 755 8610 6101
support.cn@rosslaresecurity.com

India

Rosslare Electronics India Pvt Ltd.
Tel/Fax: +91 20 40147830
Mobile: +91 9975768824
sales.in@rosslaresecurity.com

ROSSLARE
SECURITY PRODUCTS
www.rosslaresecurity.com

0706-0960224+01

TÜVRheinland CERT ISO 9001 ISO 14001

EN ISO 13485

RoHS COMPLIANT

CE