

# PictureTimeclock Manual

## Program overview

Picture Timeclock is an easy way to have employees clocking in and out.  
The program keeps records as the employee punches in and out.  
The In and Out clocking sequence is automatic.  
Clocking records can be edited by the manager.  
Clocking report can be previewed and customized before printing.

## Using the Menus

The Picture Timeclock, uses drop-down menus. Just point at the heading and press the left mouse button and a further selection can then be made.  
To start the program after installation After installation, you may select the Picture Timeclock Icon on the desktop, or double click on file Pclock.exe.

## Installation from the internet

When downloading the program from our website [www.workschedules.com](http://www.workschedules.com) you can select to directly install the program by using the "Run" option or to "Save". If "Run" is shown and available, click on it and the install will be easy by clicking on "Next" etc.  
If you use the "Save" option, save the file "pclocksetup.exe" in a location that that you can remember. Some companies do not allow downloading without permission. If you choose the "Save" option, you need to double click on the file name (pclocksetup.exe). From "Start", select "Explorer" (Press the right mouse button). Double click on the File name and follow instructions. An icon will be shown on your Desktop for starting the program.

## Installation from the CD

By inserting the CD, the install will usually start, if not double click on the file name (pclocksetup.exe) and the install will start. Just follow instructions.  
An Icon will be shown on your Desktop for starting the program.

You can select many features and options:

1. Take the employee's picture as they clock in or out.
2. Show and use a keyboard on the Clock screen.
3. On clock outs, show the elapsed time since the last clock in.
4. Force a clock out if the employee forgets to clock out.
5. Translate messages to employees in their local language.
6. Auto deduct time (Lunch) for the elapsed time in excess of set hours.
7. Compose a message like "Good morning" or "Good night"
8. Show messages to employees if they clock in or out early or late.
9. On the report, clock times can be identified as "Late in, " Late out" etc.
10. Reject early or late clock in or out based on work schedules.
11. Employees clocking in or out do not need to use a mouse or a keyboard.
12. You can display in a 12 or 24 Hour clock.
13. In reports, you can round time up or down to 5, 6 or 15 minutes.
14. Create a different sound based on Clocking In, Out or Reject.
15. Report Tips (Mostly used in restaurants) when clocking out.
16. Show on the Clock screen who is "In" and a list of who is "Out".
17. Set the time that the confirmation window is displayed to the employee.
18. Go automatically to the Clock screen on power up.
19. Set Password protection.

## **Screens**

There are two important screens.

1. The Opening screen. This screen has a menu on the top such as "Options", "Reports" etc.
2. The Clock screen- This screen contains the Date, time of day and a field to enter the Employee IDs.

Employees can clock in or out:

When an employee enters his or her Employee ID and presses the Enter key, the program will check and see if the last time when the employee did this was a clock IN or OUT. If you use a database, the program will recognize the employee and confirm it. Before entering employees, add at least one department and give that department a meaningful name.

### **Force automatic Clock OUTs**

When an employee forgets to clock OUT, the next time the employee clocks, a Clock IN will occur. The Manager can therefore set up a procedure in "Options" to automatically force a Clock OUT after the selected number of hours has passed.

The Clock OUT in the reports and editing choices will be marked as "--- Forced". The time recorded for the forced clock out is one minute later than the clock in, that will make it easy to Edit and change.

The need for insertion is checked:

1. When the Clock screen loads.
2. 15 minutes before each hour.
3. Before editing.
4. Before a Print preview or running a report.

### **Automatically deduct breaks**

Under "Options", you can specify how many minutes to deduct between clocking In and Out based on a minimum time "On the clock".

The default is set for a 30 minute deduction for every 5 Hours "On the clock". If a deduction has been made, the between In/Out total is mark as " < Amount", example < 9:23

### **What is a database?**

A database is a file. In this case, file Clock.mdb records all clock in and out transactions.

You can create a database with employee information etc. from within this program..... Or use the database from our application "Scheduling Employees 2000" that already has employee names and schedules installed. The file name is SEW.MDB

When an employee clocks in or out, the program will acknowledge the employee's name and department but only if you use a database.

The employee can be identified as "Active" or "Inactive", When the employee is marked "Inactive", the employee cannot clock in or out.

The database is selected under "Options" on the opening screen. The employee name and employee ID are mandatory fields.

When clocking, the program will search for the employee ID in all departments. If there are missing employee IDs, a message will alert you.

When upgrading to a newer version, the databases are protected.

### **Working hours (When using a database only)**

In the "Work hours" tab in "Options", you can set limits on the clocking in or out by employees. Messages can be shown to the employee if they clock in or out within the limits that you specify. You can also reject the action if you check the Reject option. On a Reject, the confirmation screen will turn red in color and no action is recorded. The working start and stop times are extracted from the employee records. This

feature will only work if the start and stop times are both in the current day.

### **Translate messages to employees to another language**

It is a foregone conclusion that not all employees that use Picture Timeclock can read or write in the English language. Under "Options" and "Translation", messages and text can be translated by the Manager to the local language. You can also display a message when the employee clocks in and a second message when the employee clocks out.

### **Taking Pictures**

Taking a picture of the employee as the employee clocks in or out, is available as an option. You will need a videocam.

If you have many employees and take pictures, some systems will start slowing down because pictures take up space on the disk. In that case, keep them for a shorter period. Under "Options" you can set the number of days that you wish these pictures to be kept.

### **What kind of camera do I need**

You may use any videocam with an open lens. The videocam should be placed about 10 Feet or 3 meters from the workstation and needs a USB cable extension to reach that distance. When starting the program, it may take the cam time to adjust for light and color. For this reason, you may select under "Options" to show on the Clock screen the scene that the cam receives.

### **Barcodes**

When clocking in or out, you can use the keyboard, enter the Employee ID and press the "Enter" key. You can also use a Barcode scanner and swipe a badge or a document with the Employee ID printed with a Barcode font. The most commonly used Barcode font is Code39. In order to use this font, go to [www.barcodetrader.com](http://www.barcodetrader.com) and download this font at no cost. Follow the instructions to install this font on your system.

Use Wordpad or MS Word to print the barcode. You can also insert a picture and make an Employee badge.

When entering the Employee ID on a badge:

1. Begin and end each Employee ID with an asterisk (\*123DE\*)
2. Only use upper case characters. (AABB not aabb)

### **Setting the time and date**

The system clock with its date is taken from the internal clock on your PC. Its settings can be changed by clicking on "Start", "Settings" and "Control panel". On the control panel, select "Date/Time". You can also set the date and time under "Options" and tab "Date Time". Changes here will affect the system time and possible other programs.

### **Auditing the In/Out process**

It is possible to change the system time and date before and after clocking. Under "Options" and "Time Date" you can check if these irregularities took place. The program will check for record numbers and times. If there are out of sequence records with times and other employees, there is a good chance that the date and or times have been changed. This could also happen when you change these records during editing. A good way to prevent some of this is to set up a password and have the program go directly to the Clock screen on start-up. If you take pictures, the clocking time is also displayed on the photograph. If you choose this option, do not allow the clock screen to be minimized.

## Program License Agreement

Read the following terms and conditions before using the program. By using or accepting this program, you indicate that you accept the terms and conditions set forth below.

Guia International Corp. provides this program and licenses its use. You assume responsibility for the selection of these programs to achieve your intended results, and for the installation, use and results obtained from the programs.

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