

icon Time Systems

TimeCalculator Reporter

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TimeCalculator Reporter

Introduction

The Icon Time Systems TimeCalculator Reporter is a computer program which prints reports from the stand-alone time clock. This program complements the TimeCalculator's ability to print directly to an attached printer.

Installation

Insert the CD into the computer. The installation will begin automatically unless you have disabled auto-run. In that case click Start->Run->Browse. Navigate to the CD and select Setup.exe. Then click OK to begin the installation.

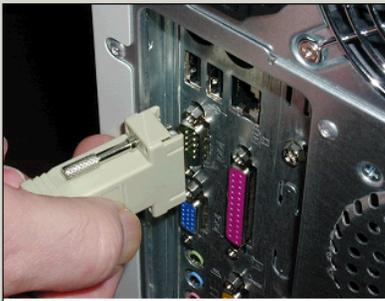
Upon completion, the install program will give you the option to re-boot the computer. Do so. When the computer reboots the TimeCalculator Reporter will automatically run. You may also run the program through the Start->Programs menu.

TimeCalculator Reporter

Running The Program For The First Time

The program provides clock installation instructions when run for the first time. Those instructions are in the form of the 7 following graphics. Double click the picture at any time you want to print the instructions.

INSTRUCTIONS - double click to print



Find a 9-pin communications connector on your computer. 

Attach the hooded connector to it.

Step 1

Show at startup

INSTRUCTIONS - double click to print



This is the attached connector.

Step 2

Show at startup

INSTRUCTIONS - double click to print



Attach one end of the telephone-like cord into the hooded connector.

Step 3

Show at startup

INSTRUCTIONS - double click to print



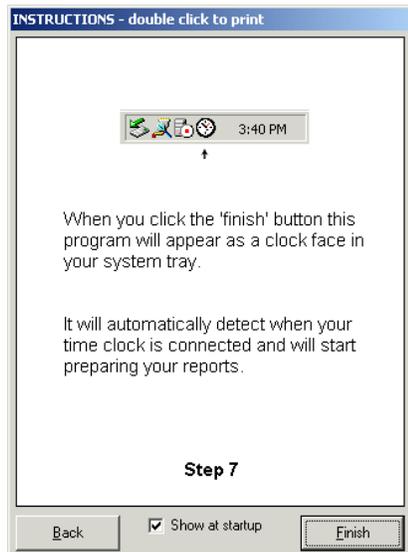
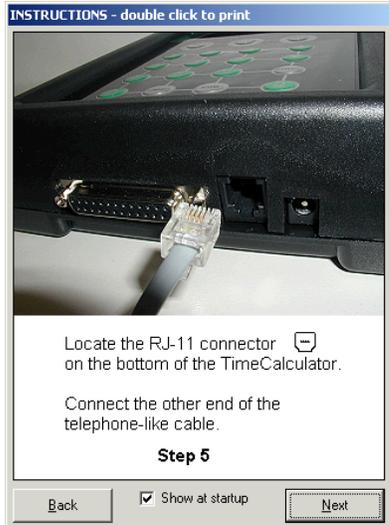
Your computer connection is complete.

Step 4

Show at startup

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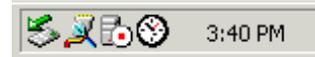


This startup wizard will be shown each time you run the program until you un-check the "Show at startup" box.

TimeCalculator Reporter

Operation

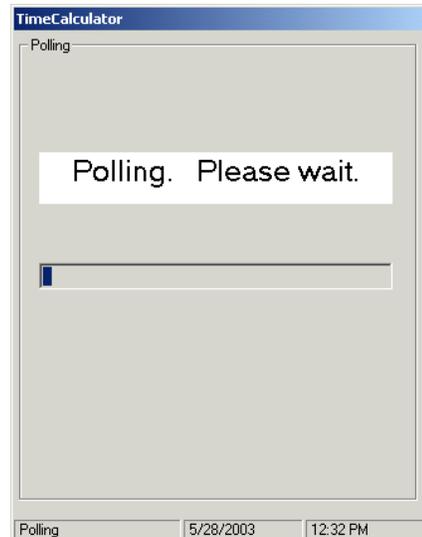
When your computer starts up, the TimeCalculator Reporter will be in the system tray, indicated by the clock on the right. Alternatively, you can run the program via the START->PROGRAMS menu.



Polling

The program waits for you to plug your TimeCalculator time clock into the computer. When the program detects your clock it pops up onto the screen, as shown on the right.

When polling is complete and the program has read the employee punches in the clock, it proceeds to the report printing section, next.

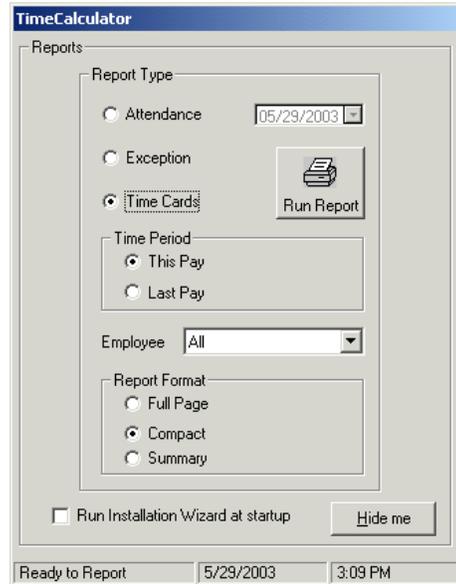


TimeCalculator Reporter

Printing Reports

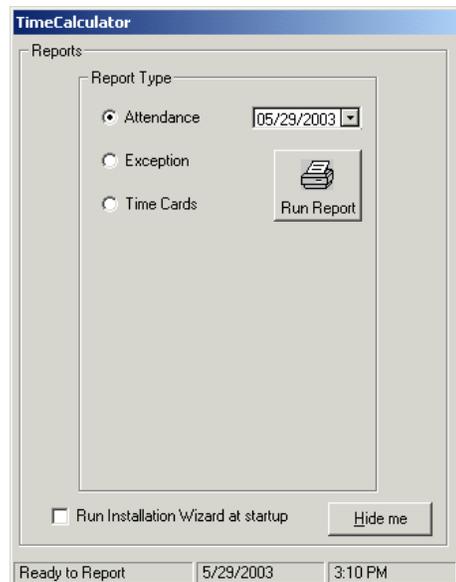
When the program has read all the data from your clock, the display changes as shown on the right, allowing you to print reports.

1. To print the attendance report click on the Attendance button and select the report date from the drop down box. The date defaults to the current day.
2. To print the exception report click on the Exception button.
3. To print a timecard report, click the Time Cards button, click the time period of interest. You may select an individual employee or leave the employee selection at 'All'. If you have selected all employees, you may then choose a report format. The full page format prints a single employee on each page and includes a signature line for payroll purposes. The compact format prints multiple employees on each page, without a signature line. The summary format prints only total hours for each employee.



When you select either the attendance or exception report, the display is shortened, as shown on the right.

Uncheck the 'Run installation Wizard at startup' box if you do not want to see the setup instructions each time the program begins.



TimeCalculator Reporter

When you have selected the report type and period you may click the Run Report button to see the report. A sample of the compact timecard format is shown on the right.

If you have many employees, you may find it convenient to use the list of contents to the left of the report to view specific employees.

Employee Report

Contents
GARY
KOREY

CURRENT EMPLOYEE REPORT
From 2/17/2003 Thru 4/6/2003

222-GARY								
(REF#)	DATE	TIME IN	TIME OUT	LUNCH	HOURS	STD	OT	LABOR
011)	02/17	MON 7:44a	MON 5:06p	60min	8.37	8.00	0.37	\$ 128.33
012)	02/18	TUE 7:56a	TUE 5:01p	60min	8.08	8.00	0.08	\$ 121.80
013)	02/19	WED 12:52a	WED 12:56p	60min	11.07	8.00	3.07	\$ 189.08 *WARNING*
014)	02/20	THU 7:56a	THU 8:56p	60min	12.00	8.00	4.00	\$ 210.00 *WARNING*
015)	02/21	FRI 7:56a	FRI 5:40p	60min	8.73	8.00	0.73	\$ 136.43
016)	02/24	MON 7:51a	MON 12:08p		4.28	4.28	0.00	\$ 64.20
017)	02/24	MON 12:37p	MON 5:41p		5.07	3.72	1.35	\$ 86.18
018)	02/25	TUE 7:49a	TUE 8:32p	60min	11.72	8.00	3.72	\$ 203.70 *WARNING*
Current Employee Totals:					69.32	56.80	13.32	\$ 1,138.72

111-KOREY								
(REF#)	DATE	TIME IN	TIME OUT	LUNCH	HOURS	STD	OT	LABOR
011)	02/17	MON 7:55a	MON 5:04p	60min	8.15	8.00	0.15	\$ 123.30
012)	02/18	TUE 7:54a	TUE 5:55p	60min	9.02	8.00	1.02	\$ 142.95
013)	02/19	WED 7:51a	WED 5:30p	60min	8.65	8.00	0.65	\$ 134.63
014)	02/20	THU 7:59a	THU 5:00p	60min	8.02	8.00	0.02	\$ 120.45
015)	02/21	FRI 7:56a	FRI 5:05p	60min	8.15	8.00	0.15	\$ 123.38
016)	02/24	MON 7:47a	MON 12:01p		4.23	4.23	0.00	\$ 63.45
017)	02/24	MON 12:37p	MON 5:24p		4.78	3.77	1.01	\$ 79.28
018)	02/25	TUE 7:45a	TUE 8:32p	60min	11.78	8.00	3.78	\$ 205.05 *WARNING*

There are several buttons on the report toolbar to provide convenient viewing and printing.

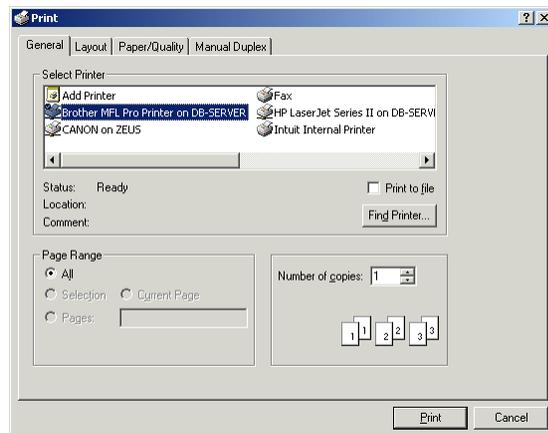
Toolbar buttons:



This button alternately hides and makes visible the table of contents to the left of the report. Clicking the table of contents takes you directly to an employee's time records.



The print button brings up a print dialog box, allowing you to select a printer and specify a number of print options.



The copy button does not function in the context of these reports.

TimeCalculator Reporter



The find button searches the report for occurrences of a word or phrase.



This button changes the display between single and multiple pages. With multiple pages you may specify the number of pages to be viewed together. Multiple pages give you a good overview of the report while a single page allows you to more readily read the contents.



The magnifier control allows you to make the print size bigger or smaller. You may click the '-' and '+' pictures or use the dropdown list to select your magnification.



The page control allows you to move from page to page by using the arrow controls, or go directly to a specific page by typing in the page number box.



The back and forward controls are different from the page number controls. Once you have selected different pages to view, these controls allow you to go back and forth within the sequence that you have established. In other words if you have viewed pages 1, 12 and 4 and you are currently on page 4, then the back control returns you first to page 12 (not page3) and secondly to page 1 (not page 11).

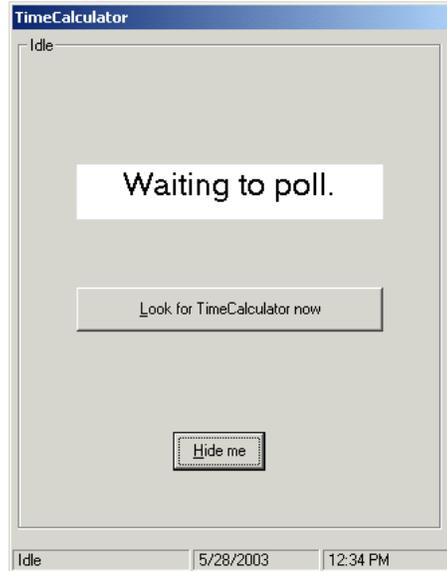
TimeCalculator Reporter

Idle

When you have completed your reports and click the Hide Me button on the report screen, the screen changes to idle mode and the program hides.

Idle mode means that the clock checks for the presence of your TimeCalculator, and does not automatically poll again until your TimeCalculator has been disconnected from the computer for about 60 seconds.

You may make this form visible at any time by right clicking on the TimeCalculator icon in the system tray and selecting Show Form. Once it becomes visible you have the option of hiding it or telling the program to look for the clock again.



Search for TimeCalculator

If you click the 'Look for TimeCalculator now' button on the idle screen the program begins looking for the TimeCalculator again.

Also when you reconnect the TimeCalculator after it has been disconnected for about 60 seconds, the program automatically goes into this search mode. During reconnection this screen remains hidden until the clock is located.

Once the clock is located the program makes the polling screen visible once more.



TimeCalculator Reporter

Automatic Operation

The installation program places the TimeCalculator Reporter both in your Programs menu and in your Startup folder. The program then runs automatically every time you start your computer, unless you remove it from the Startup folder.

If you want to stop the program, right click on the icon in the system tray and select 'Exit TimeCalculator'. You may always start the program again from your Programs menu.