

Access Control

The access control option allows an Icon Time data terminal to provide an electrical signal that triggers the opening of a door. Line 1 of the 8-port control module is used. If signal control is also used, lines 2 through 8 are still available.

Timeclock Rules

With the Access Control option installed, the Edit Timeclock Rules screen adds one field (RELAY TIME) to establish the duration of the Access Control signal in seconds. The duration can be a maximum of 12 seconds. Choose a value long enough to allow employees to get the door open, but short enough that the door is not left open beyond the relay time that is set. A duration of 3 seconds may be adequate.

Edit Clocks

An ACCESS ONLY checkbox is added in the CLOCK LIST. If this checkbox is selected, the door will unlock when the employee enters their ID number. The time clock will display "Entry Recorded". Attendance information will not be transferred to TimeSource. If the checkbox is NOT selected, the door will unlock and the IN and OUT punches for the employee will be recorded in TimeSource after the clock is polled.

#	TERMINAL NAME	TYPE	PORT	DIALUP STRING	ACCESS ONLY
1	LABTEST	RS232	COM 1		<input checked="" type="checkbox"/> TEST
2	TCP CLOCK	RS232	COM 10		<input type="checkbox"/> TEST
4	HP CLOCK	HPx000	COM 3	MODEM.AT&F0:9712491705,...127	<input type="checkbox"/> TEST
5	VIRTUAL CLOCK	VIRTUAL	COM 1		<input type="checkbox"/> TEST
6	MODEM CLOCK	MODEM	COM 3	MODEM.ATE1:9712491705,...127	<input type="checkbox"/> TEST

The CLOCK LIST example above is using clock 1 for access control only. This clock is not recording any attendance information.

Edit Employees

Access control for each employee is set by using the Access box on the left side of the Employee screen as shown in this image. There are 3 options in the Access drop down window.

- Yes – Employee will be able to trigger access control AND employee punch information will be transferred to TimeSource after polling the clock.
- No – Employee will not be able to trigger access control but punch information will be recorded.
- Only – Employee will be able to trigger access control only. Punch information will not be recorded in TimeSource.

The screenshot shows the 'EMPLOYEE' screen with the following details:

- Short Name: STU, Clock ID: 901, Payroll ID: 0005, Status: Edited
- Full Name: Stu Tek, Address: Icon Time Blvd, Beaverton, OR 97006
- Phone: [blank], SSN: 111-222-3333, Supervisor: [blank], Shift: night, Class: night, Order: 22, Access: Yes, Swipe and Go:
- Start: [blank], YTD: [blank], Sick: 0.00, Vacation: 0.00, Personal: 0.00
- Allow: Reset, OT, Neg
- Message: WEEK HRS: 003.14, Report Hours: [blank], GLOBAL

Dept Name	\$/Hr	ordr
EARLY DEPT	\$20.00	0
LUNCH	\$0.00	0
HOURLY	\$20.00	1
*	\$0.00	0

Clock Assignments	
LABTEST	
TCP CLOCK	
MODEM CLOCK	

Reports

A variety of reports can be created through the access control module. From the TimeSource switchboard, select the Access Control button under the POLL column to create a report.

This report screen opens with the From and To boxes populated with the oldest and newest punches in the database. You may specify other dates to narrow the report range.

Allowable Valid codes are:

- All - All employee Ids entered at the clock will be referenced in the report.
- Valid - Only valid ids will appear in the report.
- Invalid - This specifies that valid/invalid employee ids (punches) will appear on the report.

The screenshot shows the 'Access Control Reports' screen with the following details:

- Buttons: Run Report, Cancel
- Valid: All, From: 9/13/2001
- Punch Type: 0 - All, To: 9/21/2001
- Failure Code: 0 - All, Sort by: Name

Allowable Punch Type codes to be tracked on a report are: All, In, Out, and DC (Don't Care).

Failure codes are produced by TimeSource. Select the type of code that you want to view in the report:

- All
- Unkown
- Invalid ID
- Schedule locked out
- Not signed IN
- Not signed OUT
- User entry timeout
- User exited by pressing Clear
- User locked by a message

NOTE: Some of the failure codes above are only produced if you are using the scheduling and lockout (optional) module.

You may choose to have the report sorted by Date, Time, Name, Location (clock) or Failure code.