TimeVue™

Management Software by Icon Time Systems®

Getting More From Time*Vue* User Guide

Includes Getting More From Time*Vue* Lite and Getting More From Time*Vue* Full

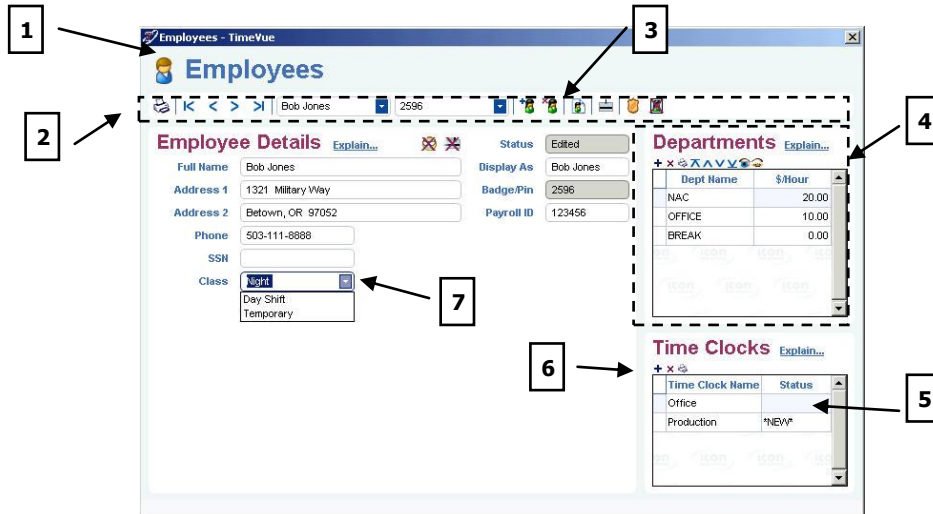**icon** TIME SYSTEMS.

Table of Contents

Getting More from TimeVue – Introduction

Getting to Know TimeVue Windows

All TimeVue screens are accessed through the TimeVue Switchboard. Each screen has different areas, which are described below.

1. **Screen** – In this example, the Employees screen is displayed.
2. **Tool Bar** – Contains buttons and drop-down windows to edit and navigate records.
3. **Tool Bar** buttons – Used to edit the current record.
4. **Section** – Area used to display or enter specific category details. In the above example, there is an Employee Details, Departments, and Time Clocks section.
5. **Table** – Section containing a grid of settings and assignments.
6. **Section** buttons - Used to edit and modify the table in each section.
7. **Drop-down Window** – Multiple selection windows.

In addition, you can use tool-tips and Explain boxes to learn how the software works.
- To view a **tool-tip**, place the mouse over any button on the screen.
- Click on the **Explain link** to get information on each section on the screen.

NOTE: New TimeVue Full users should also read the "Getting More from TimeVue Lite" sections to understand basic TimeVue functionality.

More on Buttons and Entering Data

- There are generic buttons that appear in each section of a screen that contains a table. Selecting the "**+**" (**Add a new row**) button will add an item or row to the table. Selecting the "**-**" (**Delete the selected row**) button will remove the selected item or row from the table. Selecting the **printer** button will print the contents of the table. This is handy if you simply want to print a list of your departments or the punches for a particular employee. You can do this directly from the Department or Punches screen for example.

- Selecting the **Print** button in the screen tool bar will print that screen.

- To enter information in **date fields**, use the drop-down arrow to display a calendar. Simply use the left and right arrows at the top of the **calendar** to select the desired month and then click on the desired day in the month. Click the red circle in the bottom left of the calendar to quickly select today's date. If you don't want to use the calendar, manually type in the date in the date window.

- Some buttons need to be toggled in order to enable or disable a feature. The tool-tip will indicate the "status" of the feature. The button will also be displayed with a red "**X**" if the feature is disabled.
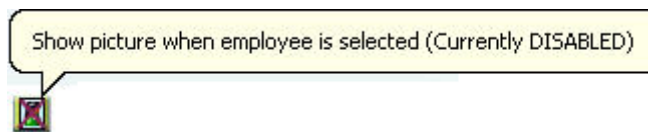
Tracking TimeVue File Information and Optional Modules

- From the TimeVue Introduction screen, select the **File Info** button to view program and company file location information. To link to a company file in a new location, select the **Relocate** button on the information screen.
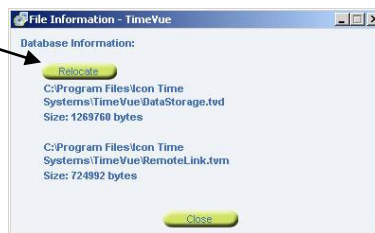
- From the TimeVue Introduction screen, select the **Install Modules** button to install *optional* upgrades such as Custom Rounding, Custom Hours, AutoPoll, employee count upgrades, and more. Talk to your dealer for pricing and details.

Getting More from TimeVue Lite – Time Clock Rules
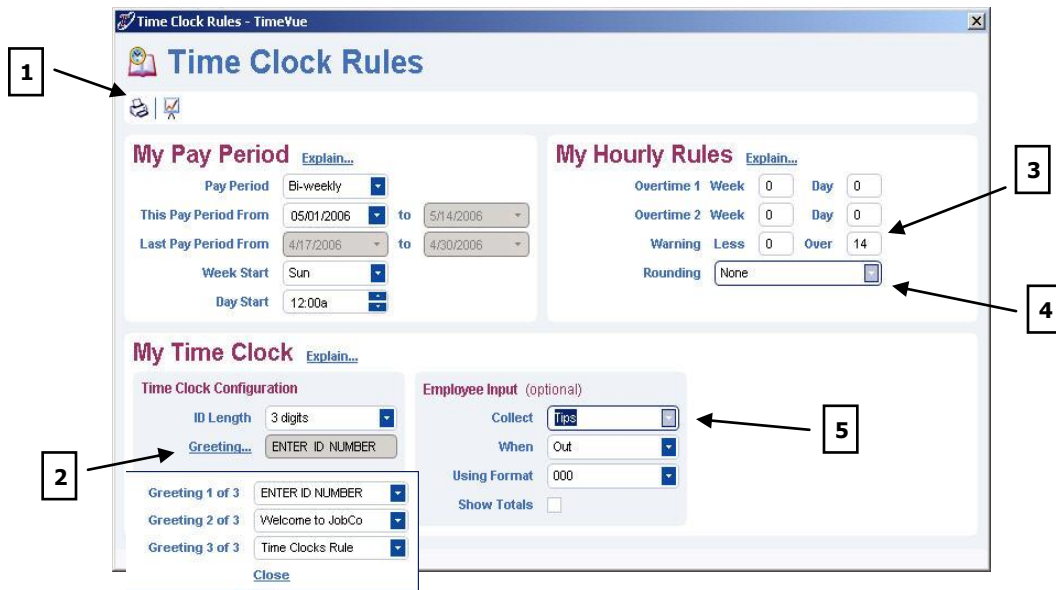
1. **Printer button** - used to print the Time Clock Rules screen.
2. **Employee Greeting** - Select the Greeting link to enter up to three different messages that will appear on the display of the time clock.
3. **Warning Flags** - Set warnings to be flagged for punches. If a punch pair is less than or exceeds the specified time, a red "W" will appear next to the punch pair in your reports and in the Punches screen.
4. **Rounding** - Use the drop-down Rounding window to select the type of global rounding to be used for your hourly calculations. Details on rounding rules are at the end of this section.
5. **Data Fields** - Collect optional data from the time clock. For example, tips or a job number can be recorded for reporting purposes.
   - Enter a job name or task in the data field window or leave it at default. This name will display on the time clock.
   - Select whether the information is collected on the IN or OUT punch.
   - Choose the format (number of digits) of the data to be entered at the time clock.
   - Select the Show Totals checkbox to total the data field entries on your reports.
   - Read the Getting More From TimeVue Lite – Departments section, on page 36, for instructions on activating this Employee Input feature.

   NOTE: For more information on Custom Rounding, Custom Hours, and AutoPoll, refer to the "Getting More from TimeVue Full – Time Clock Rules" section later in this manual.

Rounding Rules

There are five different rounding rules available from the Rounding drop-down box. Rounding affects ALL punches in TimeVue.

NOTE: Custom rounding is only available in TimeVue Full.

- **None** - Punch duration is based on the actual time registered on the time clock. TimeVue calculates totals to $1/100^{th}$ of an hour.

- **Quarter Hour** - Rounds and calculates punches from the nearest quarter of an hour, with the split occurring in the middle of each quarter hour. This is often referred to as 7/8 rounding.

  To illustrate: 7 minutes 59 seconds rounds back.
  8 minutes 00 seconds rounds forward.

  Example: A punch at 7:52am would calculate as 7:45am.
  A punch at 7:53am would calculate as 8:00am.

- **Slant Hour** - Quarter hour rounding similar to above except the break point occurs on the 5th minute or 10th minute depending on whether it is an IN punch or an OUT punch. (9/5 split on IN punch, 5/9 split on OUT punch.)

  To illustrate: 4 minutes 59 seconds rounds back.
  5 minutes 00 seconds rounds forward.

  Example: An In punch at 7:50am would calculate as 7:45am.
  An In punch at 7:51am would calculate as 8:00am.

  An Out punch at 5:09pm would calculate as 5:00pm.
  An Out punch at 5:10pm would calculate as 5:15pm.

- **Tenths Hour** - Tenths of hour's calculation (no rounding occurs). This selection calculates punches from the tenth hour point and advances each six minutes.

  To illustrate:

Minutes	10th		Minutes	10th
00-05 =	.0		30-35 =	.5
06-11 =	.1		36-41 =	.6
12-17 =	.2		42-47 =	.7
18-23 =	.3		48-53 =	.8
24-29 =	.4		54-59 =	.9

  Example: An In punch at 7:30am would calculate as 7.5am.
  An Out punch at 4:05pm would calculate as 4.00pm.

Getting More from TimeVue Lite – Time Clocks
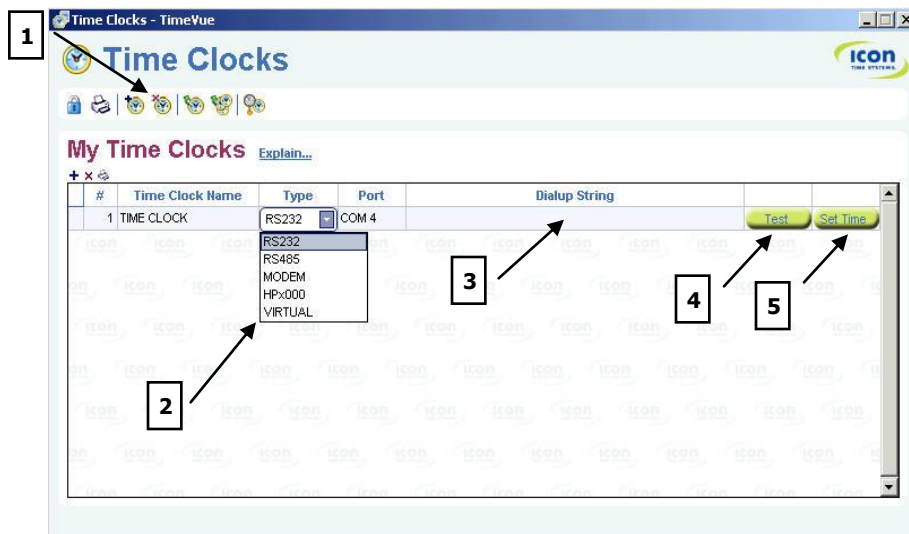
1. Use the buttons on the TimeVue Tool Bar to set up your clocks in the Time Clocks screen. Place your cursor over each button and a tool-tip description will appear describing each button's operation. Three important buttons are described below:

>   **Reset Selected Clock** - Select this button after updating employee information in the software, this will trigger TimeVue to send the new information to the clock the next time it is polled. This option should be selected if you have only one time clock.

>   **Reset all Clocks** - Select this button after updating employee information in the software, this will trigger TimeVue to send the new information to the clocks the next time it is polled. This option should be selected if you have multiple time clocks.

>   **Set the Time Clock Version** - This corresponds to the firmware version of your Icon Time Systems data terminal. If you have a newer clock, leave the setting at V7D or above.

2. **Type** – this option is used to select your time clock communication type.
3. **Dial Up String** – this option is used with a modem or HandPunch time clock.
4. **Test** – used to test time clock communication, after initial setup.
5. **Set Time** – automatically sets time on serial, USB, and Ethernet connected Automated Time Clocks.

Connecting Your Automated Time Clock Using a USB/Serial Connection

PIN entry or PROX entry time clock

1. Connect the blue USB to Serial adaptor to the serial cable.
2. Plug the USB end of the USB to Serial adaptor into an available USB port on your computer.
3. Click on the **Time Clock** button on the TimeVue Switchboard.
4. Click the **Add a New Time Clock** button to insert a new time clock to the list.
5. The clock number is automatically entered for you.
6. Enter a name for your time clock in the **Time Clock Name** field.
7. Use the dropdown arrow to select RS232 as the clock **Type**.
8. Select the Port number used by your USB/serial cable. Need help finding the assigned port? .

9. Click the **Test** button to verify that your computer can communicate with the time clock.

Setting Up Additional Time Clocks - For instructions on setting up more than one USB/Serial connected time clock refer to the Setting Up Additional USB/Serial Connected Time Clocks section on page 47 of this manual.

Connecting Your Automated Time Clock Using an Ethernet Connection

PROX**e** and PIN with Ethernet

NOTE: Before moving forward you must disable the Windows Firewall. If your firewall is not disabled you may not see your time clock in the list as shown in Step 1 below. You can re-enable your Windows Firewall after time clock communication has been established.

INSTALLING TIBBO ETHERNET COMMUNICATION SOFTWARE

NOTE: If your computer is running Windows Vista Operating System you must install the Tibbo 5.0 software located on our website at:
http://www.icontime.com/support/download_view.asp?ID=32

1. Go to your Windows **Start** menu.
   Under **Programs** > **Icon Time Systems** > **Ethernet Clock Setup**
   Open the **Install Tibbo Software.**
2. Follow the on-screen instructions to set up the **Tibbo Ethernet Communication Software Suite**.

DS Manager – The DS Manager software is used to manage your Ethernet Time Clocks.

To open the **DS Manager** software select **Start>Programs>Tibbo>DS Manager**

The DS Manager discovers the Ethernet time clocks by broadcast and lists them as shown. The default IP Address is set to 1.0.0.1.

- If there are no time clocks are listed click the **Refresh** button.

Troubleshooting: If the time clock does not appear after refreshing then your firewall may be enabled.

Setting the Clocks IP Address
1. Select the time clocks IP Address from the list and then click the **Change IP** button to establish a unique IP Address for the unit.

   NOTE: Speak with your network administrator to determine an available IP Address to assign to your time clock.
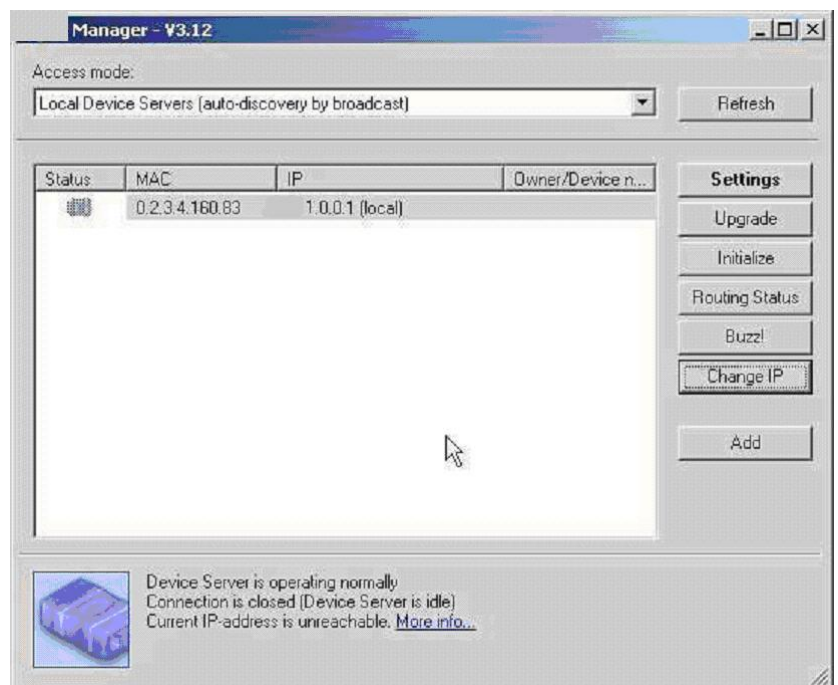
2. Enter the IP Address in the space provided and clock **OK**.

Verifying Correct Configuration
1. Back at the DS Manager screen, click on the **Setting** button to go to the Property Settings screen.
2. Use picture below to verify that your time clock is set to the correct default configurations.

Your IP Address will appear at the top of this screen.

The correct settings are:

- **IP-address:** The IP address set on step 2 above.
- **Port:** 1001
- **Transport Protocol:** 1-TCP
- **Serial Interface:** 2-Automatic
- **RTS/CTS flow control:** 0-Disabled or remote
- **DTR mode:** 0-Idle or remote
- **Baud rate:** 3-9600 bps
- **Parity:** 0-None
- **Data bits:** 1-8 bits
- **Soft entry into Serial Program:** 1-Enabled (option 1)
- **On-the-Fly commands:** 1-Enabled

3. Click on **OK** to save this information into your time clock.
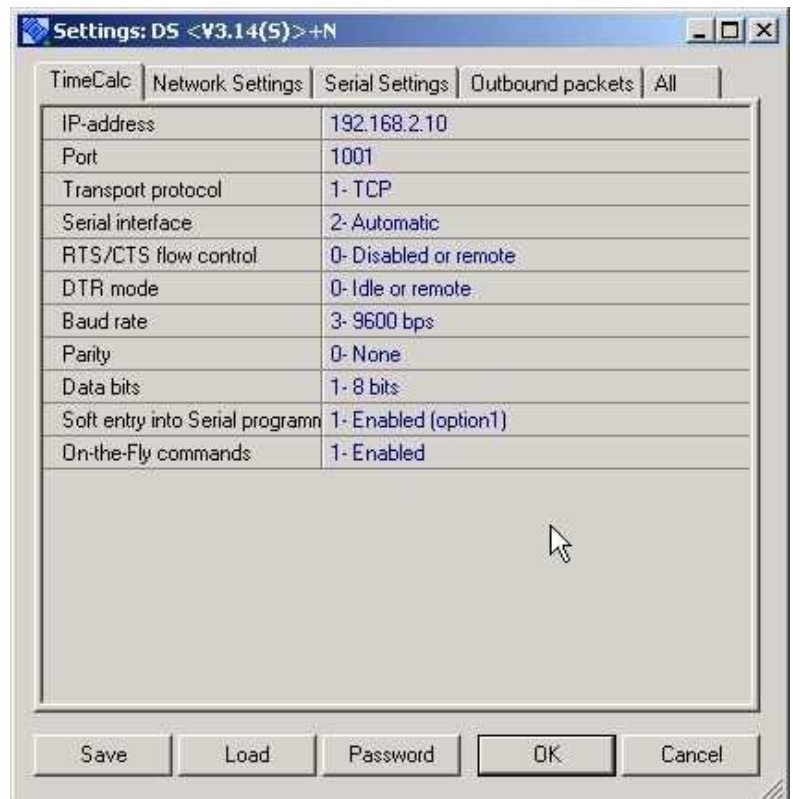
NOTE: The other tabs listed provide advanced options, not required for setup.

Creating a Virtual Serial Port Using VSP Manager

Before setup is complete you must create a Virtual Serial Port. This port is used in TimeVue to connect to the time clock.

Here's how:
1. Go to your Windows **Start** menu
2. Under **Programs** > **Tibbo** open the **VSP Manager** software.

If you are using Windows Vista OS you will have to run the VSP Manager software as an administrator.
Run VSP Manager as an administrator by following these instructions:

   a. Find the **VSP Manager** software as described above.
   b. Right click on the **VSP Manager** software icon.
   c. Select the **Run as Administrator** option.
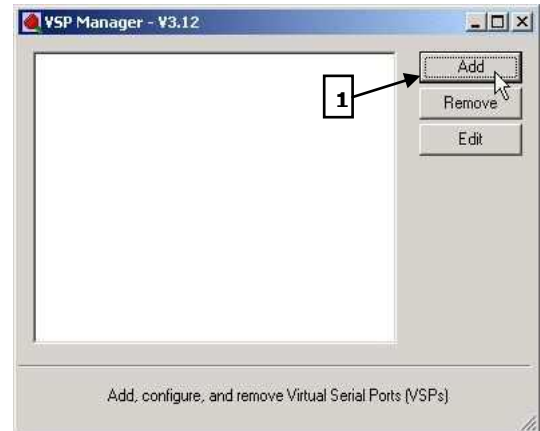   d. A warning may pop up notifying you that "An unidentified program wants to access your computer." If this window pops up select **Allow**.

3. The window to the right will appear.
NOTE: If you receive a Windows Security or logo testing warning, select the option to **Continue.**

1. Click **Add** in order to add a new Virtual Port, or **Edit** to view or change an existing port (shown above)
2. The VSP name is the COM port that you are creating. For best compatibility, choose anything from COM5 – COM16.
3. Under the Networking Settings change the options listed to the following:
   - **Transport Protocol:** TCP
   - **On-the-fly commands:** Out of Band
   - **Routing model:** Client
   - **Connection Mode:** On Data
   - **Destination Mode:**   Single Destination.
   - **IP-address:**
     - Click on the **Select Device Server from the list** button
     - The DS Manager window will appear. Double click on the IP Address of the time clock you wish to set up.
   - **Port:** 1001
4. Click **OK** when done.
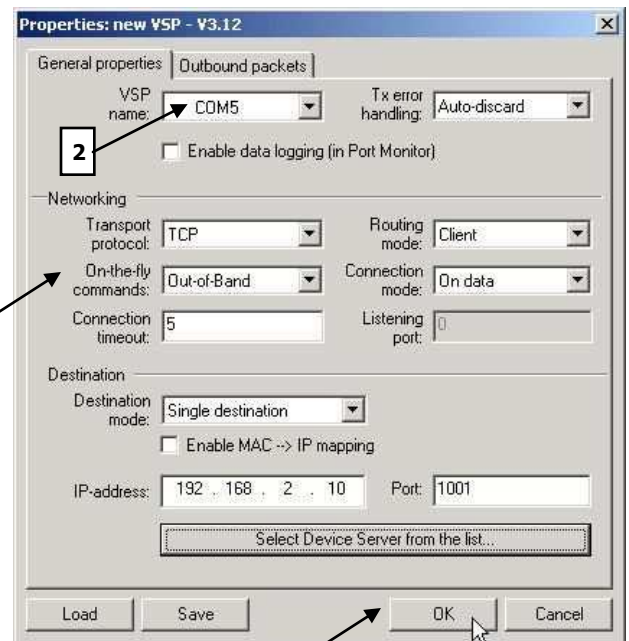
Setting Up Your Ethernet Time Clock in TimeVue

1. Back at the TimeVue **Switchboard**, click on the **Time Clocks** icon.
2. Click the **Add a New Clock** button to insert a new time clock to the list.
3. The clock number is automatically entered for you.
4. Enter a name for your clock in the **Time Clock Name** field.

5. Use the drop down arrow to select **RS232** as the clock type.

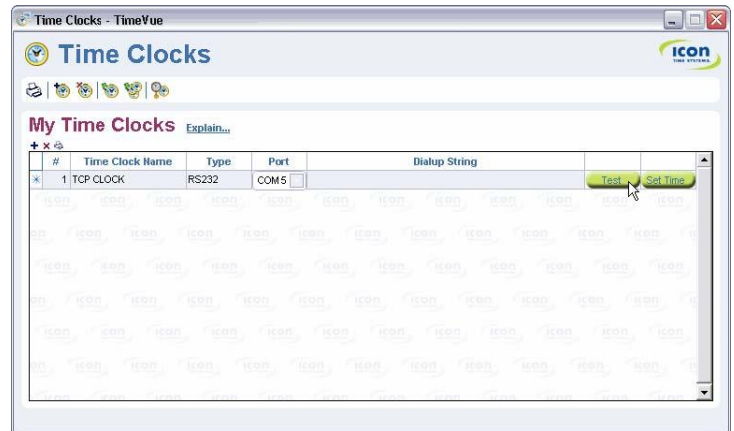6. Select the port number assigned above in Step 2 on page 11 under Creating the Virtual Serial Port.
7. Click the **Test** button, as shown here, to verify that your computer can communicate with the clock.
8. If the communication test is not successful, verify that all of the settings in Tibbo, DS Manager, and the VSP Manager are correct.

   Setting Up Additional Time Clocks - For instructions on setting up more than one Ethernet Time Clock refer to page 48, Setting Up Additional Ethernet Time Clocks in this manual.

Setting Up Automated Ethernet Time Clocks for Remote Access - For instructions on setting your Ethernet Time Clock for remote access refer to page 48 of this manual, Ethernet Time Clock – Remote Location Installation.

Connecting Your Automated Time Clock Using a Modem Connection:

1. Click on the **Time Clock** button on the Switchboard.
2. Click the **Add a New Time Clock** button to insert a new time clock to the list.
3. The clock number is automatically entered for you.
4. Enter a name for your time clock in the **Time Clock Name** field.
5. Use the dropdown arrow to select MODEM as the clock **Type**.
6. Select the Port number used by your modem.
7. **Dialup String** - Enter in Dialup String:
   MODEM:ATE1:"phone number". An example would be

Dialup String
MODEM:ATE1:5035551212

8. Click the **Test** button to verify that your computer can communicate with the time clock.
9. **Set Time –** Setting the time on a clock with modem connection must be done manually at the time clock. You do this by entering the time clocks Supervisor Mode and then press the **up** arrow key to get to the *Set Date & Time* option.

   Setting Up Additional Time Clocks - For instructions on setting up more than one modem time clock refer page 48, Setting Up Additional Modem Time Clocks in this manual.

Connecting Your Biometric HandPunch Time Clock

1. **HandPunch Enable Code** - Before setting up your HandPunch time clock you must install the HandPunch Enable Code.
   • The option code is located on page 5 of your **TimeVue Quick Start Guide**.
   • In TimeVue, select **Install Modules** from the Switchboard and enter HandPunch Enable Code.
   • Additional instructions on setting up your HandPunch can be found on the RSI documentation CD.
2. Click on the **Time Clock** button on the Switchboard.
3. Click the **Add a New Time Clock** button to insert a new time clock to the list.
4. The clock number is automatically entered for you.

5. **Type** - Under type use the drop down arrow to select HPx000.
6. **PORT** – select the COM port used by your HandPunch.
    - **HandPunch with RS**-232/RS4222 – To determine the PORT used review the information on page 52 of this manual.
    - **HandPunch with Modem** – Select the port used by the modem.
    - **HandPunch with Ethernet** – The PORT setting is not used. The default setting of COM 1 is acceptable.
7. **Dialup String**
    - **HandPunch with RS-232/RS422 –** Leave the Dialup String field blank.
    - **HandPunch with Modem –** Under the Dialup String field enter MODEM:AT&F0:"phone number". An example would be

Dialup String
MODEM:AT&F0:5035551212

    - **HandPunch with Ethernet**

        NOTE: The Static IP Address must first be set on your Ethernet HandPunch Unit. Here's how to set it:
        - Press the **Clear** and **Enter** keys at the same time to enter Supervisor Mode on the HandPunch Unit.
        - When prompted for a password, press the **2** key and then the **Enter** key.
        - Various menu options will display. Press the **No** key until the *Set Serial* option appears. Press the **Yes** key.
        - Type in the static IP Address that will be used for the time clock and press **Enter** Write the IP address down to reference later, if needed.
        - Do not change the Gateway setting. Simply press **Enter** again.
        - Select **9** and then **Enter** for the Host Bits setting.
        - Press the **Yes** key when prompted for BAUD 9600.
        - Press the **Clear** key to exit out of Supervisor Mode.
        - Your static IP address should now be set. Verify that you can ping the clock. *Your network or computer administrator should know how to do this.*

        Go back to the **Time Clocks** Screen in TimeVue. Under the Dialup String field enter the following:
        NET:Clock IP Address:UNIT0 . An example would be

Dialup String
NET:192.168.2.226:UNIT0

8. **Test** - After completing the entry for your time clock, click the **Test** button to verify connectivity with the clock.
9. **Set Time** – the date and time *must* be set at the time clock and cannot be set from the TimeVue software. Here's how to set the time:
    - Press the **Clear** and **Enter** keys on the clocks keypad at the same time.
    - Enter your clock ID number and press **Enter** on the keypad.
    - Place you hand in the clock.
    - The display should now show *Enter Password*. Press the **2** key and then the **Enter** key
    - Keep pressing the **No** key until the clock display shows *Set Date and Time*.
    - Using the numbers on the keypad enter the month, day, year, hour and minute in the format shown on the clock display when prompted.
    - The clock display will show *Set Date and Time* again when the time has been edited successfully. At this time press the **5** key on the keypad to return to main menu.
    - The clock time should now be correct on the main screen.

Getting More from TimeVue Lite – Departments
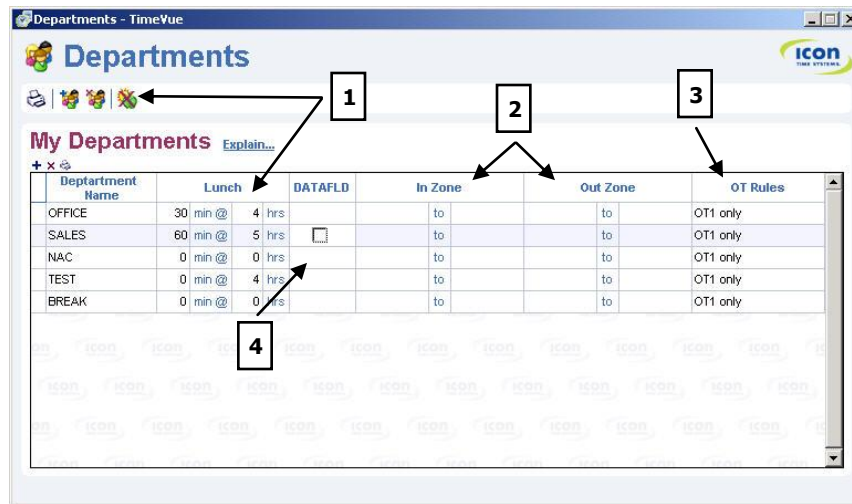
1. **Autolunch** - Create an Autolunch deduction for each department. In this example, anyone in the Office department will get 30 minutes deducted from their daily hours if they work for more than 4 total hours during a shift. The Sale department will get deducted a 60 minute lunch after 5 hours. Enter 0 for min and hrs if employees are required to clock out for lunch.

   NOTE: Autolunch by Day Button - Select this button if employees transfer between many different departments or clock IN and OUT many times during the day. If the total hours worked for a group of punches satisfy the hours entered in the Lunch column, Autolunch will be deducted for the day. If Autolunch by Day is enabled, a series of question marks (?????) will appear in the Lunch column in the Punches screen. The actual lunch deduction will show up on a time card or employee report.

2. **Revision Zones** - Create optional revision zones if everyone in a particular department works the same shift hours.

 | In Zone | | Out Zone | |
   |---------|--|----------|--|
   | 7:45a to 8:00a | | 4:00p to 4:15p | |

   In this example, everyone in the Office department works 8:00am to 4:00pm. The In Zone is used to prevent giving employees extra minutes if they clock IN a little early. The Out Zone prevents giving employees extra time if they clock OUT late. This is a form of rounding specific to each department. Revision zones take precedence over the rounding rules set in Time Clock Rules.

   In the above example, if an employee clocks in between 7:45am and 8:00am, their time won't start calculating until 8:00am.

   If an employee clocks out between 4:00pm and 4:15pm, their OUT time is rounded to 4:00pm. If the IN or OUT punch is outside these zones, the time does not get altered.

3. **OT Rules** - Select separate overtime rules for each department. Overtime rules are established in the Time Clock Rules screen.
4. **DATAFLD** - Select the DATAFLD checkbox if people in the department will be recording additional information such as tips, job numbers, or task numbers at the time clock. Review the "Getting More from TimeVue Lite – Time Clock Rules" section for more details on this field. DATAFLD information will appear in the DATAFLD column of the punches screen and employee reports.

Getting More from TimeVue Lite – Employees
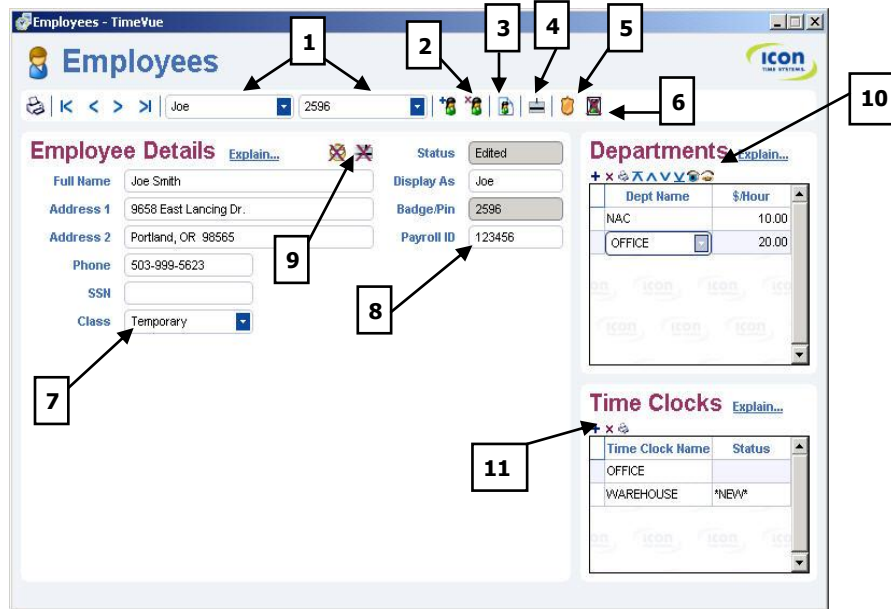
1. **Find employee** - Use the arrow buttons, drop-down name window, or drop-down employee ID window to locate a particular employee.
2. Select the **Add New Employee** or **Delete Current Employee** buttons to add or delete employees, respectively.
3. Select the Display **Employee Roster Report** button to view or print a list of your employees and their ID numbers.
4. Select the **Assign New Badge Number** button to reassign the employee another Badge\ID number. Enter the new ID number and click **OK** as shown in the screen below.
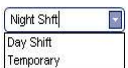
5. Select the **Require Validation** button to toggle the Validate In/Outs option. This option should be enabled UNLESS employees are allowed to clock IN at one clock and clock OUT at a second clock during the same shift. The tool-tip that appears when you hover your mouse cursor over the button will indicate whether this option is enabled or disabled. In most cases, leave this option ENABLED. ***This option affects ALL employees.***
6. Select the **Show Picture** button if you want to display a .bmp or .jpg of the employee. Simply browse to the location of the file after double-clicking in the picture area.
7. **Class** - Create a unique classification name for a group of employees. This can be used to assign global hours to just that group. Paid holidays are an example of global hours.
8. Assign an optional **Payroll ID** number if it is required for your payroll processing software.
9. **Show Hours** and **Swipe and Go**: Select Show Hours if you would like to display the total hours worked by the employee.

NOTE: *Show hours* - works on a weekly basis. The clock must be polled two consecutive times before the employee clocks in the next shift to properly display total hours through the previous shift.

Swipe and Go: Select this option if you want the employee to simply enter their ID number or swipe their badge at the time clock. The clock will display "Entry Recorded" and nothing more. Do not use Swipe and Go if employees need to change departments, jobs, or if you would like them to manually press the IN or OUT buttons when using the time clock.

10. **Assigning Departments** - You can assign an employee to multiple departments by selecting the "+" (Add a new row) button in the Departments section. An optional wage can be assigned for each department.   Use the Department tool bar buttons to arrange the department list order:
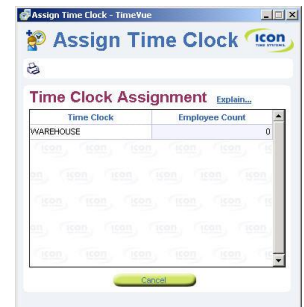

The choices are:
- Move the department to the top of the list,
- Up one row
- Down one row
- Move to the bottom of the list
- Show department at the time clock
- Hide department at the time clock

Departments will display at the time clock in the descending order of the Department section list.

11. **Assigning time clocks** - Select the "+" (Add a new row) button in the Time Clocks section to assign the employee to a time clock. To delete an assignment, highlight the clock name and select the "x" (Delete the selected row) button.

Employees can be assigned to multiple time clocks.
- Select the "+" button in the Time Clocks section to add a clock.
- In the Assign Time Clock window, click next to the clock name in the Time Clock column to assign the clock to the employee.

Getting More from TimeVue Lite – Punches

View and edit punches after they are downloaded from the time clock. Punches can also be entered manually in the punches screen.

1. **Add or delete punches** - Selecting the **Add New Punch Pair** button will create a new row in the Punches screen. You can manually add punches in the table after doing this. Selecting the **Delete Selected Punch Pair** button will remove the selected punch pair row from the table.

2. **Entering Dates** - Select the date drop-down box. Select the desired date from the calendar or type in a date manually. Enter or edit the desired IN time, the OUT day and time, and department assignment for the punch row. The total hours for the punch pair should automatically be displayed in the Hours column. The Codes column will display a "W" for warning if the punch pair is incomplete or violates the warning rules established in Time Clock Rules. An "E" indicates the punch pair was manually edited.

3. Select the **Toggle Autolunch** button to toggle the Autolunch deduction for a selected punch pair. This will remove the Autolunch deduction from the lunch column and display *NL. Do not use this feature if you have not established Autolunch in your department list. Refer to page 37, Getting More from TimeVue Lite - Departments for details regarding the Autolunch by day feature.

4. Select the **Locate the Next Exception** Punch button to go to the next exception punch in the list. This allows you to quickly view all the punches flagged with a warning "W".

5. Select the **Add non-worked hours** button to assign sick, vacation, holiday, or other non-worked hours to this employee.

- Choose the date from the drop-sown calendar window.
- Enter the total non-worked hours.
- Select Allow OT if these hours will be applied to overtime for the week.
- Enter a three-character code name for your hours. These entries will be saved.
- Select the **Add These Hours** button to create an entry in the Punches screen.
- The Add Hours Code will appear in the Code column of the Punches screen and on your reports.

6. Select the **Add Global Hours** button to assign non-worked hours to a group of employees.

- Choose the date from the drop-down calendar window.
- Enter the total non-worked hours.
- Select Allow OT if these hours will be applied to overtime for the week.
- Enter a three-character code name for your hours.
- Use the Select By drop-down window to assign the hours to all employees or by Class. Choosing Class allows you to assign hours to employees belonging to the same Class value. Review the "Getting More from TimeVue Lite - Employees" section to create a Class.
- Select the Add These Hours button to create an entry in the Punches screen for the selected group of employees.

7. Select the **Time Card Report** button to view or print a timecard report for the current employee.

8. The **Insert an OUT punch** button is activated if the employee is set to Swipe and Go. Click the button and choose a date and time for the OUT punch.

# Getting More from TimeVue Lite – Archiving and Restoring

TimeVue data should be archived on a regular basis. In general, you should archive your database:
- Before making any major edits in the program.
- Before attempting to update TimeVue or reinstalling TimeVue on another computer.
- Before attempting to import Poll Log files.
- Before restoring any old archives for reviewing or report purposes.
- Before any major upgrades to your operating system.

Archiving Data

1. From the Switchboard, select the Archive button.
2. By default, TimeVue will name your archive Archive.arc. You should give each archive a unique name and date so that it can be easily identified. For example, archive_43006.arc indicates the archive was created on 4/30/06.
3. Select a location to save your archive.
4. Click **Save** to start the archiving process.
5. Removing old data: Always select **No** before clicking **OK** unless you want to remove punches or employees from your database. If you select **Yes**, type in a date or use the drop-down calendar to remove punches prior to that date.
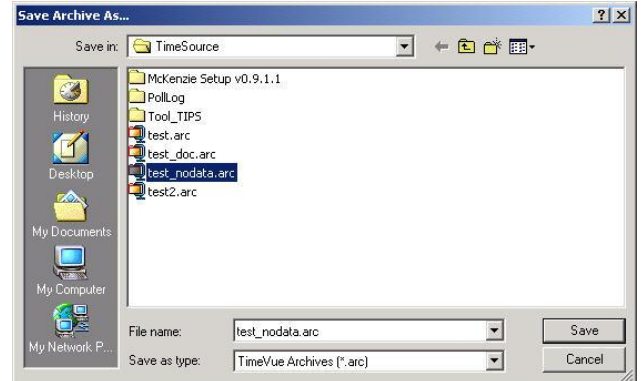
This will permanently remove punches from the software .
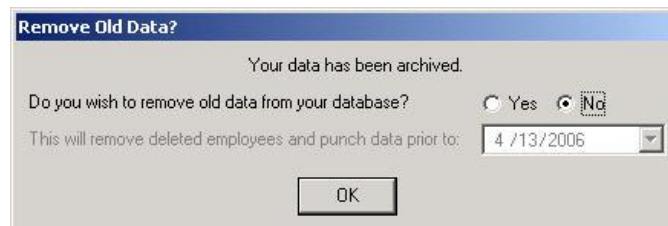
NOTE: TimeVue always retains Current & Previous Pay Periods in its software. Therefore, only date ranges prior to those periods will remove punch data.

Restoring Data

On occasion you may need to restore data to your software. This generally occurs if something catastrophic happens to corrupt your files. You may also need to restore data for purposes of reviewing employee attendance, resolving labor disputes, and generating historical reports.

**NOTE:** Make sure you create a new archive of your current database before continuing.

1. From the Switchboard, select the **Restore** button.

2. Browse and select the file to be restored and click the **Open** button.

3. You will have the option to Append or Overwrite your current data. You will see the dialog boxes shown below.
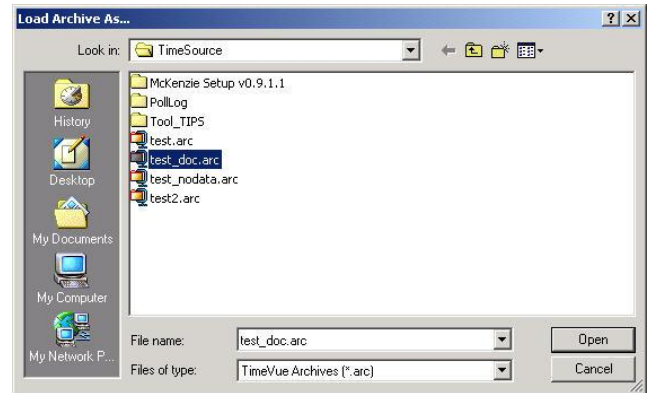
4. **If you are reviewing historical information:** When the 'Append Data?' dialog box appears, click the **Yes** button to append the data into your current database. This will merge previously deleted punches and employee information back into the current database.
   This information can now be viewed or printed.

NOTE: When you are finished reviewing historical data, RESTORE the current archive you made as described in the beginning of this section and OVERWRITE the 'historical' database.

If you are restoring an archive because of a corrupt database: Select **No** at the 'Append Data?' dialog box and select **Yes** in the 'Overwrite Data?' dialog box that follows.
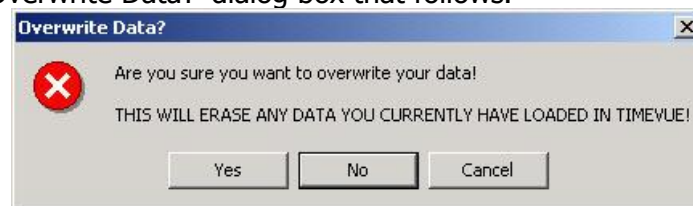
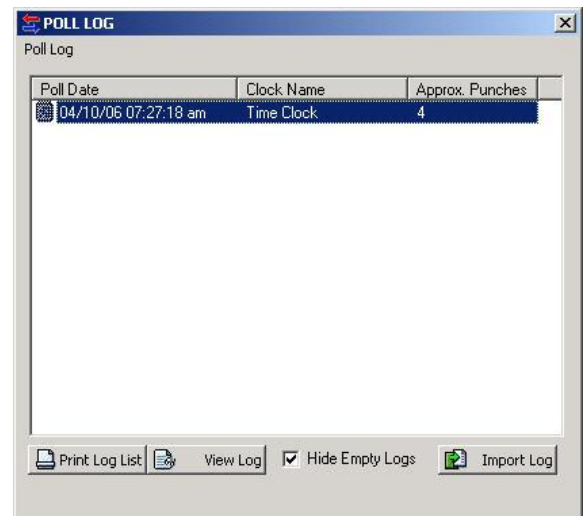# Getting More from TimeVue Lite – Poll Logs

Each time the time clock is polled, a poll log file is created. These files can be useful if you need to recover and re-import punch information into TimeVue. The information in each file can be viewed before it is imported into TimeVue.

NOTE: You should use caution when importing punch data. Duplicate punches will occur if the same punch data already exists in TimeVue. Any duplicate punches need to be deleted individually in the Punches screen.

- Always create an archive before viewing or importing poll logs.
- Create an employee report for the needed time period and verify the punches that are not in TimeVue.
- View each poll log to determine if the file contains the missing punches.
- Re-import the desired poll log file and create another employee report.
- Any duplicate, missing, or incorrect data should be manually edited in the Punches screen.

1. Select the **Poll Log** button on the Switchboard to view the poll log window shown on the right.
2. Highlight the desired poll log and click the **View Log** button to view its contents.
3. Select the **Hide Empty Logs** checkbox to hide poll logs that contain no data.
4. To print the list of poll logs, select the **Print Log List** button.
5. If you have viewed a poll log and determined that it needs to be imported into TimeVue, select the **Import Log** button.

6. Select the **Yes** button in the Import Poll Log dialog box if you are sure that this poll log needs to be imported into TimeVue.
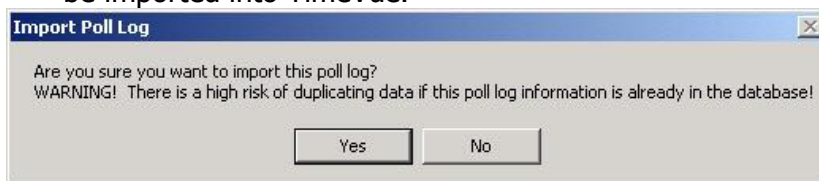
Getting More from TimeVue Lite - Reports

TimeVue Lite generates a wide range of reports. Reports can be viewed, sent to a printer, or saved in different file formats. To access the Reports module, click on the **Reports** button in the TimeVue Lite Switchboard. All clocks should be polled prior to creating reports. This insures that the reports are current.

To create a report, a report type must be chosen in the ① Choose Report window.   A Time Frame is then chosen in the ② Window. Select Report Options and a report format in the ③ Report Options window and then click Run Report.

Report Types   (window ①)

The following types of reports can be generated with TimeVue Lite:

1. Time Card
2. Employee
3. Department
4. Who's In
5. Tardy
6. Exception
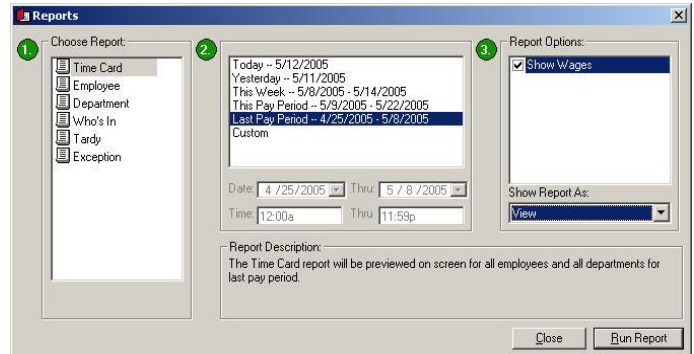
Time Card - Shows punch details and hourly totals in a time card format. When using the 'View' selection, all employees will be listed in the left window frame in alphabetical order. An employee's timecard can be viewed by selecting the name in the left window frame. Each employee timecard will be printed on a separate page.

Employee - This report also shows details and hourly totals. When using the 'View' selection, all employees will be listed in the left window frame in alphabetical order. The right window frame lists employee details in alphabetical order, but without a page break between employees. Grand totals for department, regular, and overtime hours are presented at the bottom of the report, along with total wages.

Department - Shows employee details ordered alphabetically by department. When using the 'View' selection, all departments will be listed in the left window frame in alphabetical order.   The right window frame lists employee details grouped by department with hourly totals calculated for each department. Grand totals for department, regular, and overtime hours are presented at the bottom of the report, along with total wages.

Who's In - This report has a 'Clocked In' and a 'Not Clocked In' section. Anyone that has clocked IN before the last polling, but not clocked OUT, will be listed in the 'Clocked In' section.

Tardy - A report will be generated based on the time range that is entered in the Time dialog boxes in the Time Frame section of the Reports Screen. For example, let's assume employees need to clock IN by 8am. If you specify a tardy range from 8:01am to 11:00am, anyone that clocks IN during this period will be flagged as tardy in the report.

Exception - Provides a list of punches that are flagged with a **'W'** warning symbol in Edit Punches. Warning options for punch pairs are also initialized in Time Clock Rules.

Time Frames (window ②)

The Time Frames window in the Reports screen allows you to select the time frame for your reports.

**Today -** Only include employee data for the current day.

Yesterday - Only include yesterday's employee data.

This Week - Only include employee data for the current week.

This Pay Period - Only include data for the current pay period. The pay period is based on your payroll period defined in Time Clock Rules.

Last Pay Period - Only include data for the previous pay period. The pay period is based on your payroll period defined in Time Clock Rules.

Custom - Allows you to specify any time frame to include data for the report by entering dates in the Date and Thru windows. The 'Date and Thru' windows become active when Custom is selected.
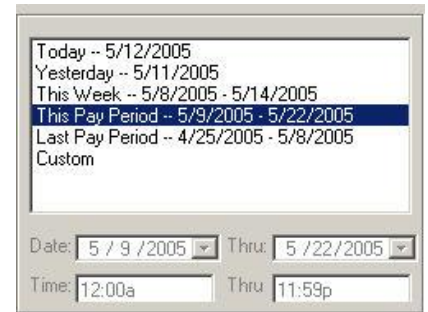
NOTE: The 'Time and Thru' windows are activated when you select a Tardy report.

Report Options (window ③)

The type of Report Options available will depend on which Report you select in the Choose Reports window.

Show Wages: If hourly rates are assigned to employees, the report will include a column for the total wages for each shift.

Summary Report: This will show total employee hours worked in each department. Individual punch data is not included in the report.

Show Report As:

TimeVue Lite allows you to save reports in different formats. Clicking on the down arrow in this window will allow you to select from many convenient formats. Once you have chosen a format, click on the **Run Report** button to generate a report. The available report formats are:

View: This opens the report in the TimeVue Reporter window. The information can simply be viewed or printed from this window. The image below shows the options available in the View Report window toolbar.

1. **Content Toggle:** This will close the left content window pane. The content window lists the individuals or items in the report.
2. **Print:** Takes you to the print dialog box. You can print all or individual pages.
3. **Copy:** This copies the current report or timecard displayed to the clipboard.
4. **Search:** Searches the report for words or character strings.
5. **Pages Toggle:** Allows you to view single or multiple pages in the report screen.
6. **Zoom:** Changes the magnification of the text in the report screen.
7. **Page Toggle:** Allows you to go to the previous or next page in the report.

8. **Back\Forward:** This records the history of your steps. You can go backwards or forwards to view the same sequence of pages in your report.

Additional report formats include the following:

Direct to Printer: Prints the entire report without the option to select pages or options.
PDF File: This will output the report in Adobe Acrobat .PDF format.
HTML File: Creates an HTML report format, which is suitable for Web viewing.
RTF File: Report is saved in Rich Text Format and is compatible with MS Word.
XLS File: This will save the report in an .XLS spreadsheet format for use in MS Excel.
TEXT File: This will save the report as a simple text file for use in any text editor.
ASCII (alphanumeric): Exports the file in a comma separated, text format.
ASCII (numbers only): Exports the file in a comma-separated format with only numeric fields.
ASCII-VI (alpha): An older export format used in earlier versions of TimeVue Lite
ASCII-VI (numbers): An older export format used in earlier versions of TimeVue Lite.

Select the file format in the 'Show Report As' drop down box as shown. To create the report, click on the **Run Report** button in the lower right corner of the Reports screen.
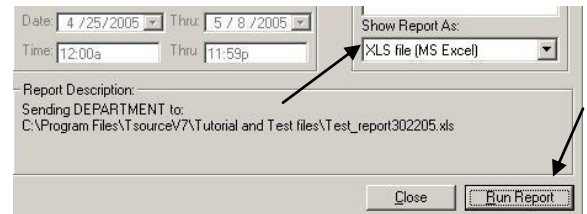
If you have not chosen to simply 'View' the report, you will get the option to name and save your report file in the folder of your choice.

NOTE: Totals too large to be represented on a report will be displayed with dashes "—".
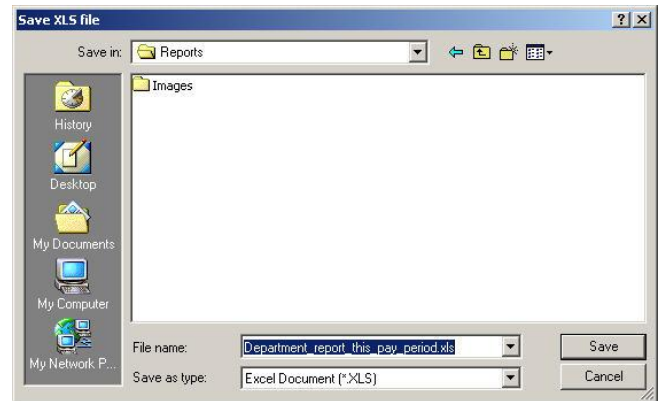
Getting More from TimeVue Lite – Payroll Exports

TimeVue Lite provides five major payroll exports. Select the Payroll Export button from the Switchboard to access the export screens.

Exports included with TimeVue Lite:
- ADP Payroll Services
- PAYCHEX (PAYCHEX Payroll Services and Preview 0002)
- QuickBooks (QuickBooks Pro Timer and QuickBooks Pro)

ADP Payroll Services

Employee Data:
Provide each employee with a valid ADP file number. This should be added under the EMPLOYEE screen in the field titled PAYROLL ID.

NOTE: Each ADP file number (provided by ADP) should be six-digits, with leading 0's such as: 000001

Export Options:
Check your export codes. Icon Time Systems provides standard export codes for export to ADP. These codes can be found in the boxes under the Regular, Overtime 1, and Overtime 2 columns shown above. You should consult with your ADP representative to confirm that these export codes 013, 014 and so on, are appropriate for your account. Should different export codes be required, type the new codes (provided by ADP) into the proper window in the export codes boxes. They will automatically be saved for future use.

The export path should not include a file name. Typically you would enter the directory path in which your ADP software resides. Make sure that the path you specify is ended with a "\" such as: C:\PCPERS\
After entering the proper codes, timeframe, and export path, select the RUN EXPORT button to create the export file.

NOTES: Automatic Data Processing's DOS version 5 & 6 payroll and all windows software are supported. If you are running multiple departments per employee, with different pay rates for each department, you must use the ADP windows export or use export by wage. Your ADP representative will provide you the export codes for exporting by wage. The default codes provided with TimeVue are for hours export only.

PAYCHEX Payroll Services

Employee Data:
Provide each employee with a valid PAYCHEX employee number. This should be added under the EMPLOYEE screen in the field titled PAYROLL ID.

NOTE: Each PAYCHEX employee number (provided by PAYCHEX) should be four-digits, with leading 0's such as: 0001.

Export Options:
Icon Time Systems provides standard codes for export to PAYCHEX. These codes can be found in the boxes under the Regular, Overtime 1, and Overtime 2 columns shown above. You should consult with your PAYCHEX representative to confirm that these export codes R1, R2 and so on, are appropriate for your account.

You must enter your PAYCHEX office number, client number, and site number. Your PAYCHEX representative provides this information.

Save the export file into the directory of your choice. The export path should not include a file name. For example, a sample path could be "c:\temp\".

NOTES: If you are running multiple departments per employee with different pay rates for each department, you must use export by wage. PAYCHEX does not receive OT2 hours in their interface. If you use OT2 in TimeVue, you should export by wages. The Days Worked export is not provided with this interface.

Preview 0002

Employee Data:
Provide each employee with a valid Preview 0002 employee number. This should be added under the EMPLOYEE screen in the field titled PAYROLL ID.
NOTE: Each Preview 0002 employee number should be six-digits, with leading 0's such as: 000001.

Export Options:
Enter the appropriate standard codes for export to Preview 0002. These codes are entered in the boxes under the Regular, Overtime 1, and Overtime 2 columns shown above. You should consult with your Preview 0002 representative to confirm the appropriate export codes to use for your account.

After entering the correct export code, datafld, and time frame information, click the **Run Export** button to create an export file.

NOTE: Save the export file into the directory of your choice. The export path needs to include a file name. For example, a sample path and filename could be "c:\temp\preview.dat".

QuickBooks Pro Timer

If you are using QuickBooks 2002 or later, please follow the instructions given below.

1. Print out and read the documentation to use the QuickBooks export. This documentation is on the CD at: \userguide\TV-QB-Timer.pdf

2. An example of the export screen is shown below.

Here are some basic items to understand about this export module:

- This utility exports data directly into the QuickBooks database so both programs must be installed on the same computer.
- Employee full names in TimeVue must match exactly the employee names in your QuickBooks employee list.
- The export codes listed under the Regular and Overtime columns shown on the screen to the right must match the Payroll Item name used in QuickBooks.
- QuickBooks must be running in single-user mode.

Getting More from TimeVue Full

Getting More from TimeVue Full – Time Clock Rules

Custom Overtime (Optional Module)

Overtime can be customized from the Time Clock Rules screen. TimeVue allows the overtime 1 and overtime 2 rates to be set by the user.

1. Change the overtime rate for overtime 1 or overtime 2 if needed.
2. Select the **Customize** button to enter the Overtime Rules screen.
3. Select the "+" or "x" button to add or remove an overtime rule. There are three types of rules.

Overtime by Date
- Select the date to receive overtime.
- Select All day long or Sign-in time from the drop-down window. Enter the time range of the IN punch if Sign-in time will be used to apply the overtime rate.
- Enter an optional description for the overtime rule.
- In this example, employees working anytime on Easter Sunday 4/16 will receive time-and-a-half.

Overtime by Day of the Week
- Select the day of the week to apply the overtime rule.
- Select All day long or sign-in time from the drop-down window. Enter the time range of the IN punch if Sign-in time will be used to apply the overtime rate.
- In this example, employees working on any Saturday will receive time-and-a-half.

Overtime by Daily Time Range
- Enter the time range of the IN punch that will be assigned the overtime rule.
- In this example, employees working from 6pm to 12am receive overtime.

Custom Rounding (Optional Module)

The custom rounding module allows you to customize rounding to a particular minute during the hour.

1. Select **Custom** as the rounding type in the drop-down window.
2. The **Customize** button will appear.
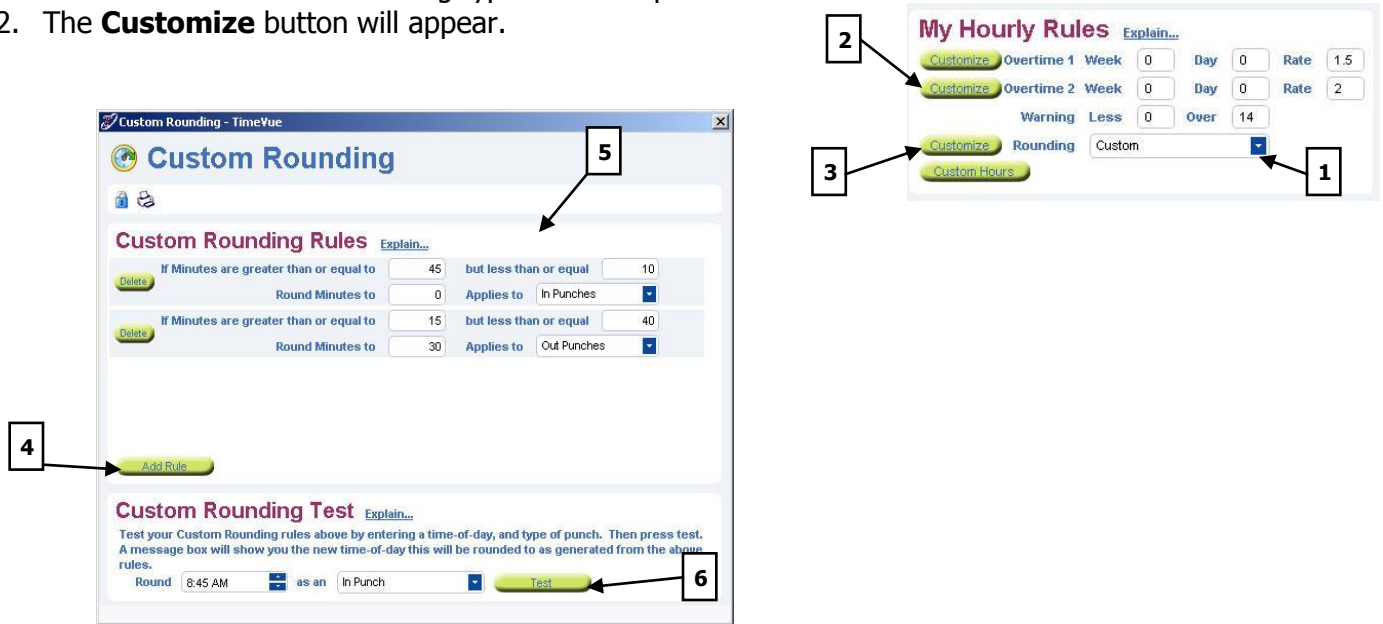
3. Select the **Customize** button to display the Custom Rounding screen.
4. Click the **Add Rule** button to add different rounding rules.
5. Enter the minutes for the rounding rule and apply them to IN, OUT, or ALL punches.
6. **Test Your Rounding Rule -** Enter a time of day and select the **Test** button.
   a. In the above screen, there is a rounding rule for an IN punch and an OUT punch.
   b. If an employee clocks IN between 15 minutes before the top of the hour and 10 minutes after the hour, the time will be rounded to the top of the hour (for any hour during the day). In the above example, if the employee clocks in at 8:46am, the clock IN time will be rounded to 9:00am. Running a test yields the following dialog box.
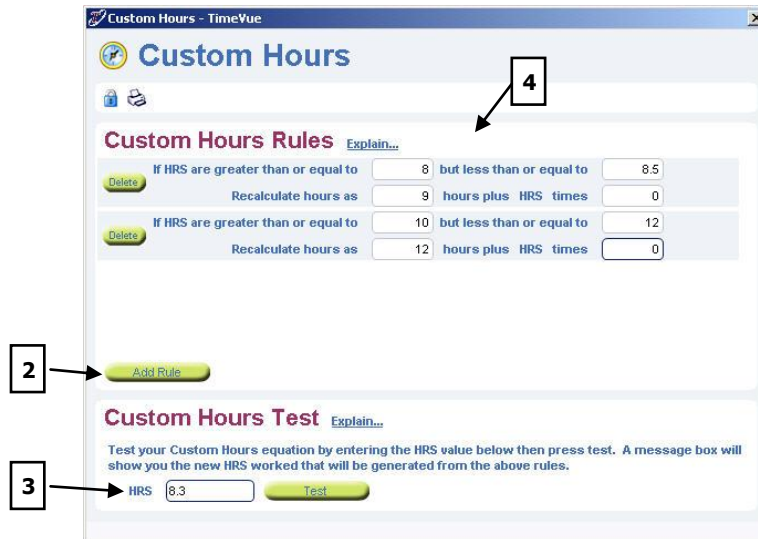
   c. In the above example, the other rounding rule will round the OUT punch to 30 minutes past the hour if someone clocks OUT between 15 minutes and 40 minutes past the hour.

Custom Hours (Optional Module)

Custom hours can be used to adjust the total hours worked for a shift.

1. Select the **Custom Hours** button to display the Custom Hours screen.

2. Select the **Add Rule** button to add a Custom Hours Rule. Multiple rules can be entered.
3. Enter the total shift hours to be applied to the rule.
4. In the above example, there are two rules.
   - If an employee works between 8 and 8.5 hours for a shift, they will get credited for 9 hours worked.
   - If an employee works between 10 and 12 hours for a shift, they will get credited for 12 hours worked.
   - Any hours outside these ranges will not be affected.
   - Running a test for 8.3 hours gives the following correct result:
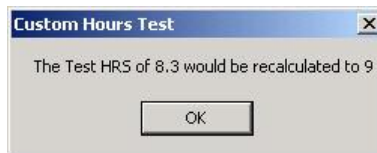
NOTE: Notice there is a "times" box in the lower right of each rule section. The last rule could be entered as "Recalculate hours as 2 hours plus HRS times 1". Assuming the original punch pair HRS was 10hrs, the following calculation would occur: 2 hrs + (10 x 1) = 12 hrs.

Auto Polling (Optional Module)

The Windows Scheduler is used for auto polling and allows for greater flexibility in scheduling program operations.

1. Go to the control panel by clicking on Start, Settings, Control Panel from your desktop.

2. In the Control Panel, select the **Scheduled Tasks** icon.

3. Double-click on the **Add Schedule Task** option.

4. When the Scheduled Task Wizard appears, click the **Next** button.

5. The Wizard displays a list of programs. If TVAutoPoll is on that list, select it. Otherwise click the **Browse** button.

6. Navigate to the **TVAutoPoll.exe** file and select it. This file is located in the TimeVue directory.

7. The default installation directory is C:\Program Files\Icon Time Systems\TimeVue. Click the **Open** button after selecting the **TVAutoPoll.exe** file.

8. Select a name for the task and how often the task is to be performed.
   If you need to run daily reports or would like data to be imported into TimeVue every day, then select the daily option.
   You may choose whatever schedule suits your needs.
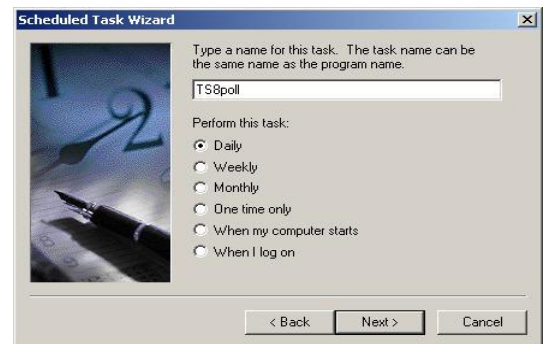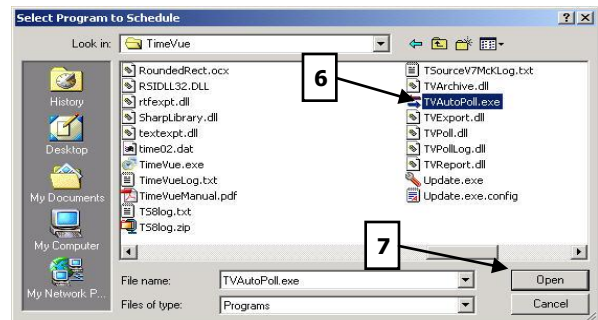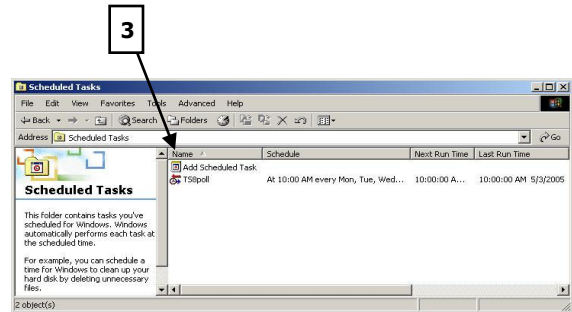
9. Specify the time of day to run the process. Select Every Day, Weekdays, or an interval of days. Select the date to start auto polling. Click the **Next** button when this step is complete.

10. The user name will default to your network domain and computer name. Enter your current password (the one used to gain access to the computer). If an incorrect password is entered, auto poll will not run - click **Next**.

11. You must select the **Open advanced properties for this task when I click Finish** option. Click the **Finish** button to proceed to the next step.
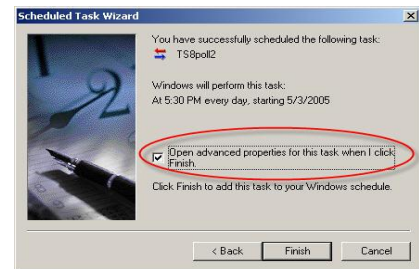
12. The advanced features property list is shown at the right. The settings shown in the 'Task' tab were originally entered through the Scheduled Task Wizard process. Enter in the word *all* at the end of the Run string as shown.

    You can also specify a particular clock or order sequence to Autopoll.
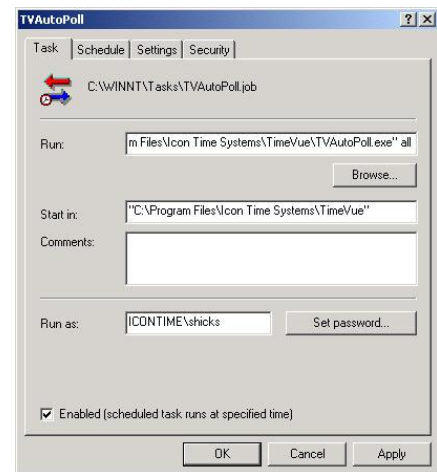
    Examples are given below:
    - "C:\Program Files\Icon Time Systems\TimeVue\TVAutoPoll.exe" all
    - "C:\Program Files\ Icon Time Systems\TimeVue \TVAutoPoll.exe" 1
    - "C:\Program Files\ Icon Time Systems\TimeVue \TVAutoPoll.exe" 3 1 2

    The first example polls all clocks, from lowest to highest.
   The second example polls only clock 1.
    The third example polls clock 3, then clock 1, and then clock 2.

Schedule Tab – This tab also shows the settings originally entered through the Scheduled Task Wizard process. The schedule can be modified at any time. This example shows a weekly scheduled task. The 'weekly' option allows you to choose specific days in the week to Auto Poll.
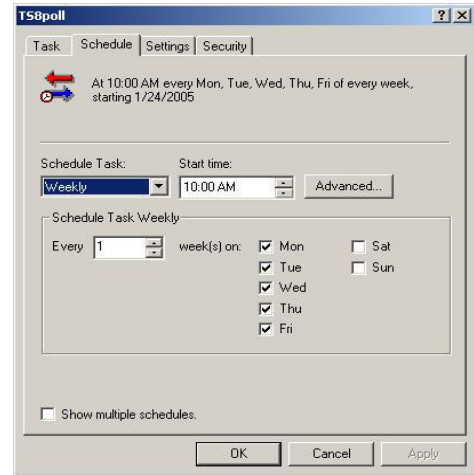
Settings Tab – This tab allows you to set restrictions and parameters for the auto poll process, and the process can be terminated automatically if problems occur.
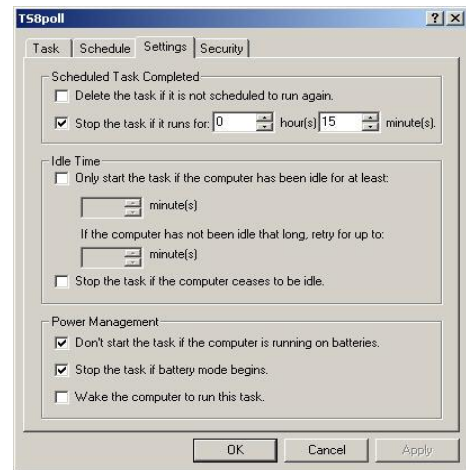
Security Tab – This option can be used to address security concerns on your system. A qualified network or computer administrator should be in charge of maintaining this area of the program.

NOTE: If you have further questions about setting up the Windows Scheduler, please refer to your Microsoft Help System.

Getting More from TimeVue Full – Departments
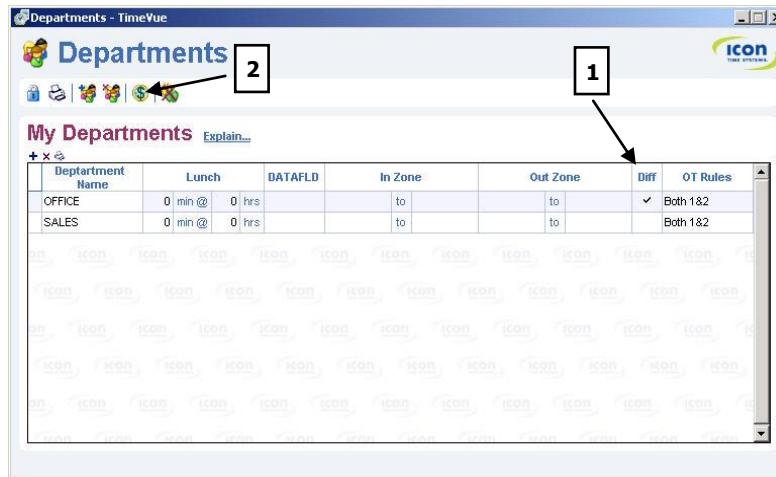
Differentials

The pay rate for employees working in a department can be adjusted by a dollar or percentage amount using the differential feature. The adjustment in hourly rate is applied to everyone in the department and is subject to overtime rules. Differentials can be applied to holiday pay or special bonus shifts such as swing or graveyard. Wages that are subject to differentials will be flagged with a "D" in the wages column of the employee and timecard reports.

1. Select the department or departments to receive the differential rules.
2. Select the **Edit Differentials** button to bring up the differentials window.
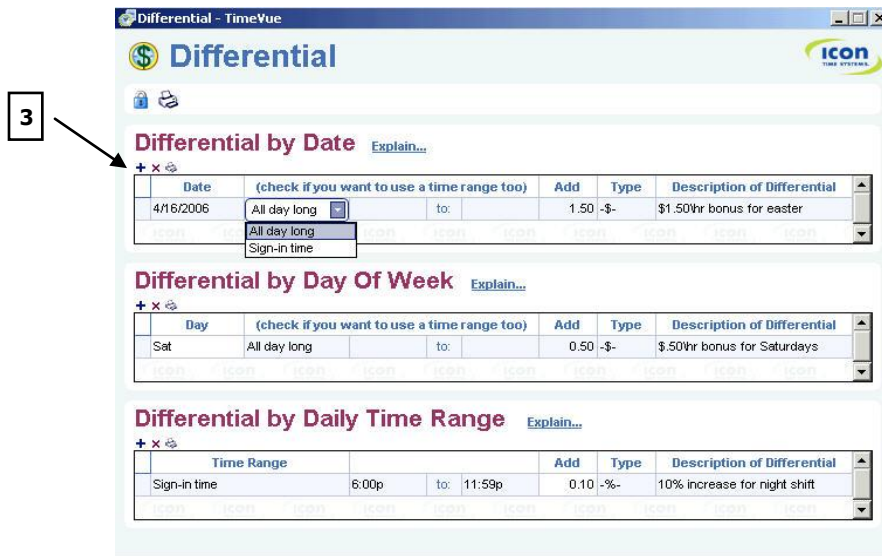
3. Select the "**+**" or "**x**" button to add or remove a differential rule. There are three types of differentials.

DIFFERENTIAL BY DATE – APPLY RULES FOR SPECIFIC DATES.
1. Select the date for the differential.
2. Select All day long or Sign-in time from the drop-down window. Enter the time range of the IN punch if Sign-in time will be used to award the differential.

3. Enter the amount to add to the hourly wage. This will either be a dollar amount or a percentage amount.
4. Select the Type of wage increase from the drop-down window. This is where you select either dollar ($) amount or percentage (%).
5. Enter an optional description for the differential.
6. In this example, everyone in the Office department will receive an additional $1.50\hr for working Easter Sunday on April 16.

DIFFERENTIAL BY DAY OF THE WEEK – APPLY THE RULE TO SPECIFIC DAYS OF THE WEEK.
1. Select the day of the week from the drop-down menu.
2. Follow the same steps described in the previous section to set up the rest of the differential.
3. In this example, everyone in the Office department will receive an additional 50 cents per hour if they work on Saturday.

DIFFERENTIAL BY DAILY TIME RANGE – APPLY RULES TO SPECIFIC TIME RANGES EVERY DAY.
1. Enter the time range of the IN punch that will be assigned the differential rule.
2. In this example, anyone working the night shift (6pm to Midnight) will receive an additional 10% increase in hourly wage.

Getting More from TimeVue Full – Employees
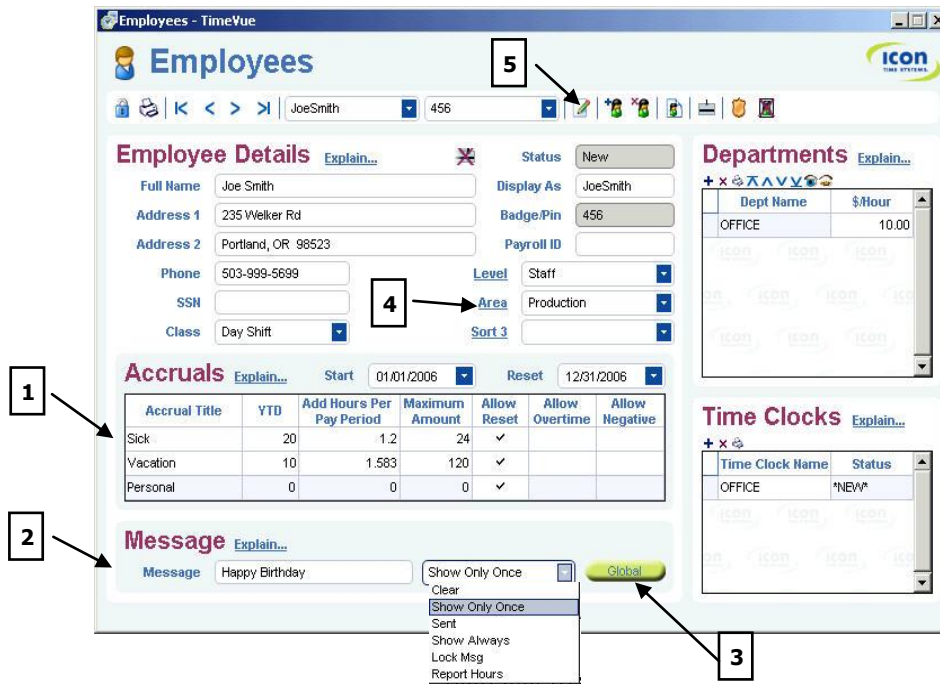
1. Accruals

Accruals are used in TimeVue to manage and track non-worked hours such as holiday, vacation, or sick time. Use the Accruals table to establish your accruals.

- **Start and Reset dates** – Enter the starting and ending dates of the benefit year.
- **Accrual Title** – Automatically track up to three different types of non-worked hours earned by the employee. Type in the name of the accrual in this column.
- **YTD** - Enter the total hours all ready earned by the employee.
- **Add Hours Per Pay Period** – Enter the number of hours earned each pay period for the accrual. To calculate this number, divide the number of hours per year awarded for the accrual by the number of pay periods per year. For example, let's say you pay your employees every week and they can earn 80 hours of vacation pay per year. The Add Hours Per Pay Period = 80/52 = 1.538
- **Maximum Amount** - This is the maximum hours that will be allowed to accumulate for the accrual.
- **Allow Reset** – Selecting the checkbox in this column will reset the YTD accrual amount on the date chosen in the Reset window above the Accruals table.
- **Allow Overtime** - Selecting the checkbox in this column will allow accrual hours to be treated the same as regular hours in regards to overtime calculations.
- **Allow Negative** – Selecting the checkbox in this column will allow employees to use non-worked hours before they earn them. Negative hours will be applied for the accrual if those hours exceed total earned for the year.

NOTE: Review the Punches section to learn how to assign accrual hours to employees.

2. Message (Employee Messaging)

Messages can be sent to the display of the clock to alert employees about meetings, supervisor concerns, emergencies, or miscellaneous items.

- Enter a message up to 16 characters in length to be displayed on the time clock for this employee. Messages will appear after the ID number is entered.
- Select message options:
  - ➢ Show Only Once – Message is displayed only one time.
  - ➢ Show Always – Message displays every time the employee clocks IN.
  - ➢ Lock Msg – Sends a message and locks the keypad to prevent clocking IN.
  - ➢ Report Hours – Displays total hours worked for the week.
  - ➢ Clear – Clears any messages assigned to the employee or group.
  - ➢ Sent – This is posted to the message window to signify a message marked as Show Only Once or Clear has been sent to the time clock.

3. Global Messages

Select the **Global** button to send messages to a group of employees at the time clock. Enter the following options for global messaging.

- **Message** - Enter the message to be displayed.
- **Apply** - Select the message option (see section 2).
- **Select By** - Select the group to receive the message.
- **Value** - You can select all employees, employees by class, or employees by sort group (see next section). Select the sub-group value if you choose the class or sort category. In this example, a sort group called Area was created and the sub-group of production workers will receive this message. So, the workers in the "production area" will be notified that they have a meeting at 4pm.

4. Sort Categories

Three additional sort fields can be created to help group employees together for reporting and messaging purposes.
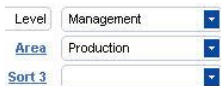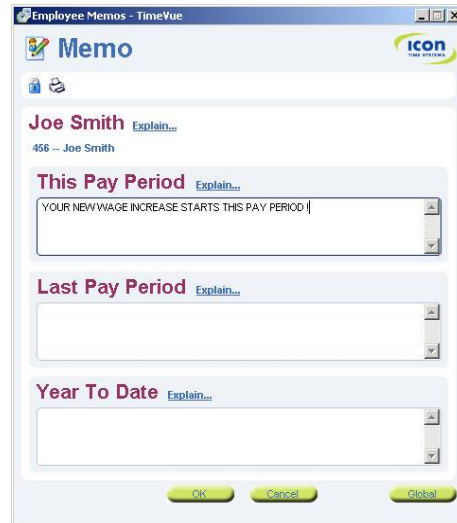
- Simply click on the Sort 1, Sort 2, or Sort 3 labels to give the field a specific name. In this example, the Sort 1 field has been renamed to "Level" and the Sort 2 field is called "Area". Sort 3 is not being used. ***The Sort names and values originally entered will be available to all your employees.***
- Type in a value for your sort field. For example, the sort field "Level" might have values of Management and Staff. The sort field "Area" could have values of Office and Production. These values can be used to create specific, user definable reports. Read "Getting More from TimeVue Full – Reports" for details.

5. Memos

Select the **Create Employee Memo** button to include a message to be printed on the employee's timecard.
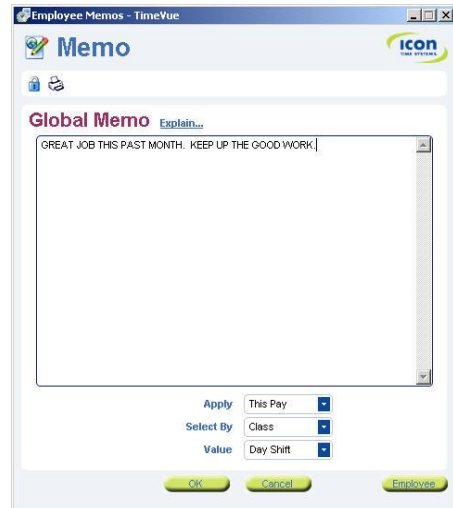
EMPLOYEE MEMO
- Enter a message to appear on a timecard report printed for the **This Pay Period** or the **Last Pay Period**. You must select the **OK** button to save your entry.
- A **Year to Date** memo will appear on the personnel report.
- Select the **Global** button to create a Global memo.

GLOBAL MEMO
- Select the pay period for the memo in the Apply window.
- Set the "Select By" field to All, Class, or Sort group for the timecard memo group.
- The Value window will appear if you create a memo for a Class or Sort group. Enter the sub-group to receive the memo. In this example, employees in the Day Shift Classification will receive a memo on their timecard report for this pay period. You must select the **OK** button to save your entry.
- Select the **Employee** button to toggle back to the Employee Memo view.

Getting More from TimeVue Full – Punches

Accrual hours established for the employee in the Employee screen are assigned in the Punches screen.

1. Select the **Add Accrual Hours** button.
   The Add Hours window will appear.
   - Enter the date to apply accrual hours.
   - Enter the total hours for that date.
   - Enter the type of accrual to assign the hours.
   - Select the **Add These Hours** button.

2. The added hours will appear as a new punch row in the Employee Punches table.
   The accrual type will display under the Codes column in the far right of the table and on your reports.

3. The Summary section displays total hours worked by the employee for the current pay period and week, remaining accrual hours available, and any memo information that has been recorded for the timecard for a particular pay period.

4. Select the **Memo** button to assign a memo to the employee's timecard. This is explained in detail on page 31, Getting More from TimeVue Full– Employees.

Getting More from TimeVue Full – Reports
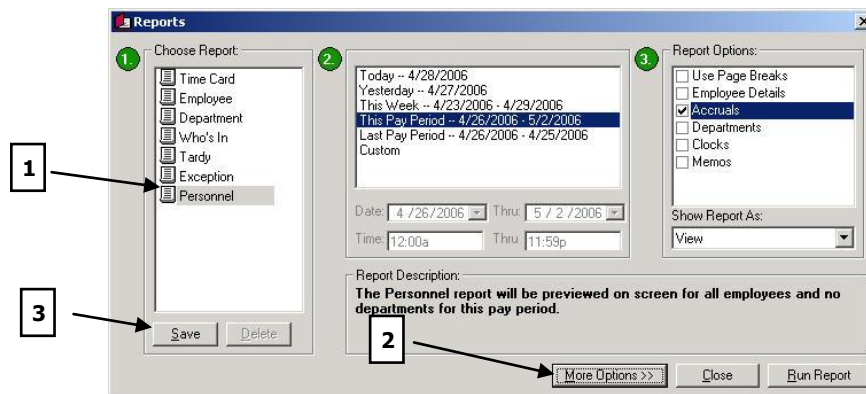
TimeVue Full provides additional report features to make reporting easier and more concise.

1. Personnel Report

This report allows you to print details established on the Employee screen for each employee. In the Report Options section, choose one or more of the options:

- Use Page Breaks – Print each employee detail on a separate page.
- Employee Details – Print details such as name, address, social security number, class, Clock ID assignment, and employee status.
- Accruals - Print employee accrual hours information.
- Departments - Print department assignments for each employee.
- Clocks – Print clock assignments for each employee.
- Memos – Print messages assigned to the employee's timecard.

2. More Options

Select the **More Options** button to view filter options for your reports.

In the Employee Selection section, choose a filter option.

- Specified Employee – Allows you to filter employees by Clock ID or Short Name. Only the selected items chosen will show up in the report.

- Filtered Employees – Allows you to filter employees by Class or Sort Group and also by Clock ID or Short Name in those chosen groups.
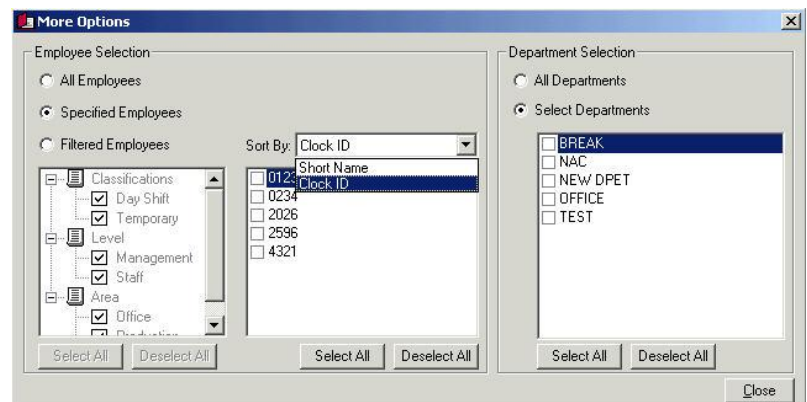
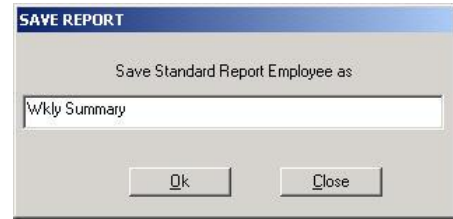In the Department Selection section, choose an additional filter option.
- All Departments – Print all departments from the currently filtered group.
- Select Departments – Print specific departments from the currently filtered group.

NOTE: The "Sort By" drop down window will only sort the Clock ID and Short Name items in the Employee Selection window. This "Sort By" option does not sort the final report output.

3. **Save custom report settings for future use.**
   - In the Reports window, select the report type, pay period or date, and report options for reports you create on a regular basis.
   - Click on the **Save** button. You will be prompted to enter a name for your report.
   - Enter a name and click **OK**
   - The report name will be added to the Choose Report list.
   - Simply choose any custom report in the list and select the **Run Report** button to create a report with your preset report options.

SAVE REPORT

Save Standard Report Employee as

Wkly Summary

Ok   Close

Choose Report:
- Time Card
- Employee
- Department
- Who's In
- Tardy
- Exception
- Personnel
- Wkly Summary

Save   Delete

Getting More from TimeVue Full – Security

Screen Security - Each screen in TimeVue can be protected with a unique password. The screen will only open when the correct password is entered.

1. Set the password for any screen by clicking on the key icon on the toolbar.

2. Enter the password, confirm the password and select the **OK** button to set the password for the screen.

3. This password will be required the next time the screen is opened from the Switchboard.

4. To clear the password, select the key icon as shown in step 1. Enter the current password for the screen as shown in step 3. Leave the password field blank in the Enter New Password screen and simply click the **OK** button.   If you would like to change the password, enter and confirm the new password instead of leaving the password field bla[nk].

User Security

Multiple user names and passwords can also be set up in the User Security section of TimeVue Full. This feature will require each user to enter a user name and password each time TimeVue is started. User security can be set up to allow the user access only to certain screens and a particular group of employees on those screens.
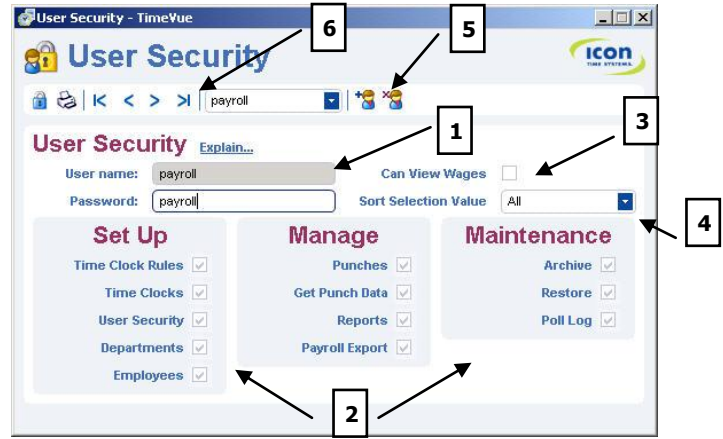
To access User Security, select the User Security button on the TimeVue Switchboard. When User Security is selected for the first time, a dialog box will appear prompting to add a new user.

NOTE: The first user should be a supervisor and it is important that this person is granted access to the User Security screen so that additional users can be added or deleted. After entering a user name, click OK and the dialog box shown below will appear. Click **Yes** to access the User Security screen for the first time.
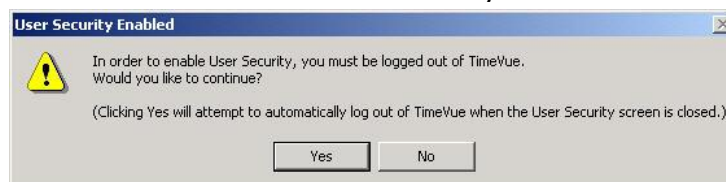
1. Enter a user name and password.

2. Select the screens on the Switchboard that the user will be allowed access.

3. Select whether the user can view wage information or not.

4. Choose a **Sort Selection Value**. The Sort 1 field in the Employee screen can be used to group employees by a supervisor name for example. Only employees with the same sort value will be visible by a particular supervisor.

For details on the Sort field, read page 38, Getting More from TimeVue Full – Employees section.

5. Select the **Add** or **Delete** user buttons to add or remove users from User Security.

6. View the first, previous, next, or last user in the User Security list.

The user will be asked to enter a user name and password when TimeVue is started.

The TimeVue introduction screen will come up after the proper login is entered. After clicking start, the user can access the switchboard and only those screens specified by the supervisor in User Security.

Log Off ▶ Shut down TimeVue or select the **Log Off** button on the Switchboard to allow another user to login and access TimeVue.

Appendix

Ethernet Time Clock – Remote Location Installation

Before moving the clock to a remote location, connect the clock to your local area network and follow the Connecting Your Automated Time Clock Using an Ethernet Connection on page 9.

After configuring the clock, you will then need to change the IP Address of the time clock to the IP Address assigned in the remote location as shown in the instructions below:

1. Verify the clock is discovered by broadcast in the DS Manager.
2. Click on the device IP Address in the status window of the DS Manager and select the **Change IP** button to assign a unique IP address to the clock. **Assign the IP address that will be used at the remote location.** The clock's IP Address may no longer be visible in the DS Manager after doing this.
3. Under Access Mode, select **Device Servers** from the Address Book at the top of this screen.
4. Click the **Add** button on the right to bring up the Address Book Entry window.
5. Enter the IP Address for the time clock. Again, use the IP Address that will be used at your remote location.
6. Select TCP as the access method.
7. Click **OK** to save your changes.
8. Your remote clock will now appear in the address book.
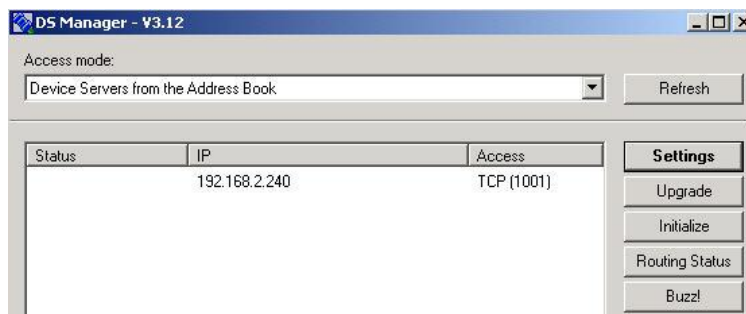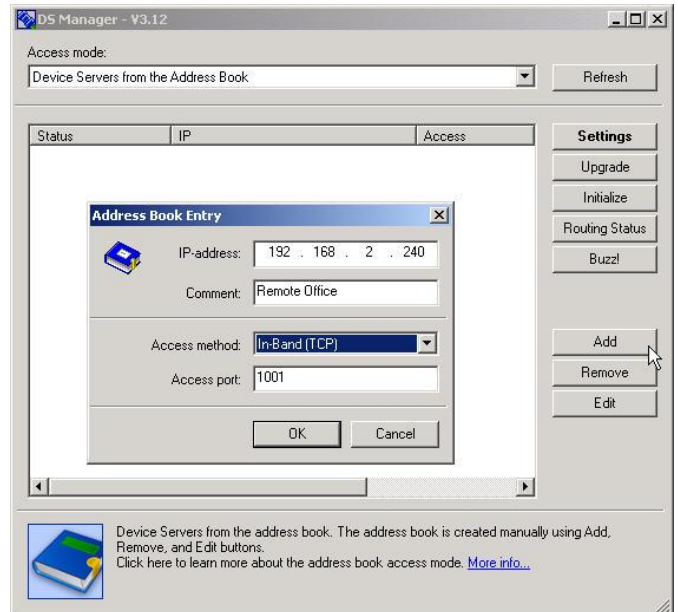
9. Follow the instructions in the Creating the Virtual Serial Port on page 11. You should not need to create a new port only update the port settings with the new IP Address of the remote location.

Setting Up Your Time Clock in TimeVue- Remote Locations
1. Back at the TimeVue **Switchboard**, click on the **Time Clocks** icon.
2. Click the **Add a New Clock** button to insert a new time clock to the list.
3. The clock number is automatically entered for you.
4. Enter a name for your clock in the **Time Clock Name** field.
5. Use the drop down arrow to select **RS232** as the clock type.

6. Select the port numbers assigned on page 11, Step 2 under Creating the Virtual Serial Port for that particular time clock.
7. If necessary, change the clock ID number on the clock so that it matches the number of the clock in the TimeVue Time Clocks screen. Refer to the Changing the Clock ID Number on page 47, Setting Up Additional Ethernet Time Clocks for detailed instructions.
8. Take the clock to the remote location and plug it into a network port on the router.

NOTE: Your remote router must forward port 1001. This port is used by the time clock. Remote access and firewall issues over a wide area network (WAN) will have to be resolved by your network administrator. Additional information is posted on the Tibbo Support Web site at: http://www.tibbo.com/support.php

Verify that you can ping the clock from the computer that has TimeVue installed. If you cannot ping the clock, there may be a router, firewall, or port forwarding issues blocking the signal from the time clock. This will need to be resolved by your network administrator.

9. After getting a successful ping from the time clock, go to the TimeVue Time Clocks screen and select the **Test** button to verify that your computer can communicate with the clock.

10. **Set Time** – Click on the **Set Time** button to automatically set the time on your time clocks.

Setting Up Additional Time Clock with Serial/USB Connection
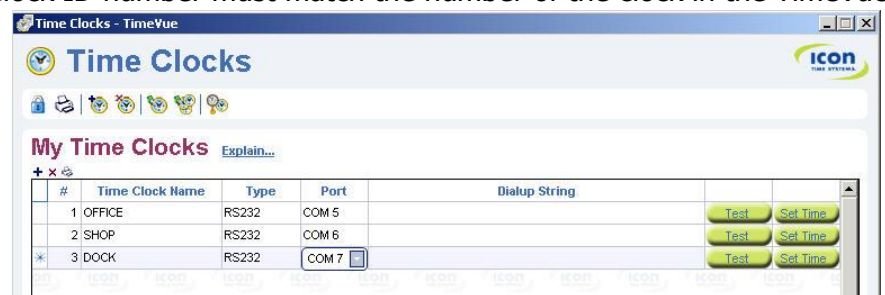
Configuration:
1. Click the **Add a New Clock** button to insert the additional time clocks to the list.
2. The clock number is automatically entered for you.
3. Give each time clock a descriptive name to help you identify its location.
4. Use the dropdown arrow to select RS232 as the clock **Type**.
5. Select the Port number used by your USB/Serial cable. Not sure how to find the assigned port? See page 52 for instructions.

Changing the Time Clock ID Number – You must then set the clock ID number at the time clock, as each time clock ID number is set to #1 by default.
When using multiple time clocks, the Clock ID number must match the number of the clock in the TimeVue **Time Clocks** list.

In the example below, the SHOP clock is clock #2 and the DOCK clock is clock #3.
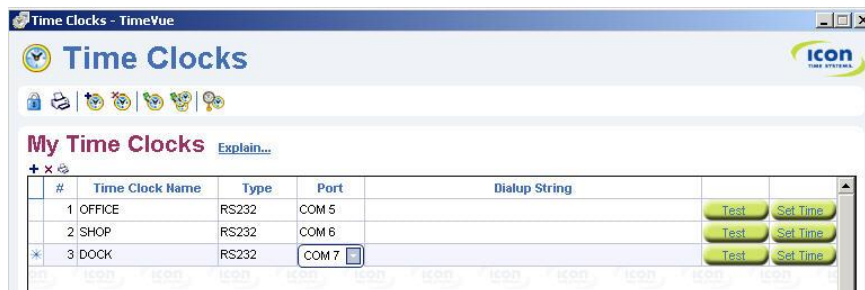

Here's how to set the clock ID number:
1. Go to the actual time clock.
2. Press the key that looks like a padlock to enter into **Supervisor Mode**.
3. Enter your security code, the default is '00 00 00'
4. Press the **Down Arrow** key 4 times until the clock ID# displays.
5. Press the **Enter** key so that the ID number blinks.
6. Press the **Up Arrow** to select the appropriate clock ID number.
7. Press the **Enter** key to save the change.
8. Press the **Clear** key twice to enter out of **Supervisor Mode**.
9. Back at the TimeVue **Time Clocks** screen; click the **Test** button for each clock to verify that the computer can communicate with the time clocks.

Setting Up Additional Time Clocks with Ethernet Connection

Configuration:
1. First you must set up your time clocks by follow the instructions on page 9 Connecting Your Automated Time Clock with Ethernet. You must repeat the steps for each time clock you are setting up.
2. Back at the TimeVue **Switchboard,** click on the **Time Clocks** icon.
4. Click the **Add a New Clock** button to insert the additional time clocks to the list.
5. The clock number is automatically entered for you.
6. Give each time clock a descriptive name to help you identify its location.
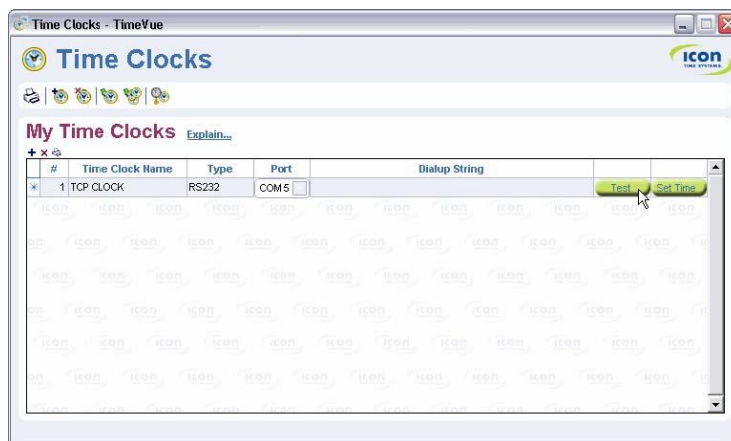7. Select the port numbers assigned in step 2 on page 11, Creating the Virtual Serial Port.

Changing the Time Clock ID Number – You must then set the clock ID number at the time clock, as each time clock ID number is set to #1 by default.

When using multiple time clocks, the Clock ID number must match the number of the clock in the TimeVue **Time Clocks** list.

Here's how to set the clock ID number:
1. Go to the actual time clock.
2. Press the key that looks like a padlock to enter into **Supervisor Mode**.
3. Enter your security code, the default is '00 00 00'
4. Press the **Down Arrow** key 4 times until the clock ID# displays.
5. Press the **Enter** key so that the ID number blinks.
6. Press the **Up Arrow** to select the appropriate clock ID number.
7. Press the **Enter** key to save the change.
8. Press the **Clear** key twice to enter out of **Supervisor Mode**.
9. Back at the TimeVue **Time Clocks** screen; click the **Test** button for each clock to verify that the computer can communicate with the time clocks.

Setting Up Additional Modem Time Clocks

Configuration:
1. Click the **Add a New Clock** button to insert the additional time clocks to the list.
2. The clock number is automatically entered for you.

3. Give each time clock a descriptive name to help you identify its location.
4. **Type** - Under type use the drop down arrow to select MODEM.
5. **Port** – the port for each modem clock must be set to the same port assigned to the first clock.

6. **Dialup String** - Enter in Dialup String:
> MODEM:ATE1:"phone number". An example would be
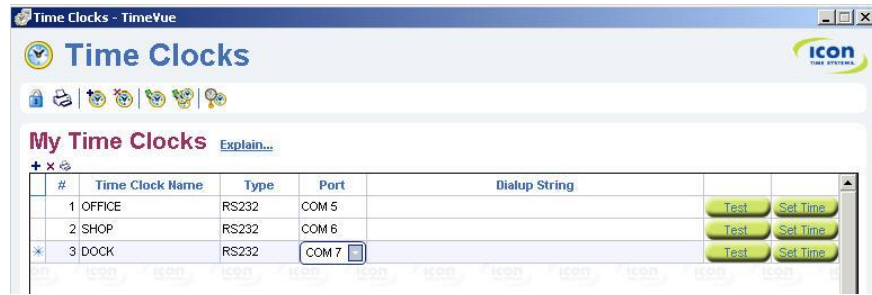
7. **Set Time –** Setting the time on a clock with modem connection must be done manually. You do this by entering into supervisor mode at the time clock and then press the up arrow key to get to the Set Date & Time option.

Changing the Time Clock ID Number – You must then set the clock ID number at the time clock, as each time clock ID number is set to #1 by default.

When using multiple time clocks, the Clock ID number must match the number of the clock in the TimeVue **Time Clocks** list.

Here's how to set the clock ID number:
9. Go to the actual time clock.
10. Press the key that looks like a padlock to enter into **Supervisor Mode**.
11. Enter your security code, the default is '00 00 00'
12. Press the **Down Arrow** key 4 times until the clock ID# displays.
13. Press the **Enter** key so that the ID number blinks.
14. Press the **Up Arrow** to select the appropriate clock ID number.
15. Press the **Enter** key to save the change.
16. Press the **Clear** key twice to enter out of **Supervisor Mode**.

Back at the TimeVue **Time Clocks** screen; click the **Test** button for each clock to verify that the computer can communicate with the time clocks.

Software Comparison Chart

Features	TimeVue Lite	TimeVue Full	TimeSource Complete
Outputs basic attendance reports, payroll reports, tardy reports, labor reports, summary reports, and many more.	☑	☑	☑
Supports all Pay Period Types	☑	☑	☑
Supports 99 Departments	☑	☑	☑
Exports payroll info to ADP, Paychex, and QuickBooks Pro	☑	☑	☑
Supports Daily and Weekly Overtimes	☑	☑	☑
In-Out Revision Zones (controls unauthorized overtime)	☑	☑	☑
Automatic Lunch Deduction	☑	☑	☑
Time Rounding by 10th, quarter hr, slant hr, or exact minute	☑	☑	☑
Tracks Tips and Piece Counts	☑	☑	☑
Automatic Benefit Accruals		☑	☑
Customizable Reporting		☑	☑
Customizable Overtime		☑	☑
Supports Pay Differentials		☑	☑
User Security Options		☑	☑
Delivers Custom Messages to Employees		☑	☑
Over 40 Standard Payroll Exports			☑
Job Costing			☑
Auto-poll	Optional Add-ons Available for Purchase	Optional Add-ons Available for Purchase	☑
Custom Rounding	Optional Add-ons Available for Purchase	Optional Add-ons Available for Purchase	☑
Custom Hours	Optional Add-ons Available for Purchase	Optional Add-ons Available for Purchase	☑
Multi-PC License Feature	Optional Add-ons Available for Purchase	Optional Add-ons Available for Purchase	Optional Add-ons Available for Purchase
Hand Punch Enable Code	Optional Add-ons Available for Purchase	Optional Add-ons Available for Purchase	Optional Add-ons Available for Purchase
Virtual Terminal			Optional Add-ons Available for Purchase

Scheduling & Lockout			Optional Add-ons Available for Purchase

Troubleshooting and Frequently Asked Questions

Listed here are some of the most commonly asked questions. More answers to commonly asked questions are listed on our website at www.icontime.com/support.

TimeVue software guarantees you *free* 30-day telephone support, from the date you register the software, to assist you with installation procedures. Assistance and support after the 30-day period is offered through annual support contracts.

If you need additional troubleshooting assistance please call our technical support hotline at
1-800-847-2232 option 1.

Q. I receive an error at the clock that states "Not a valid ID number" when an employee attempts to clock in?

> **A.** Your time clock must first be polled before an employee will be able to successfully clock IN or OUT. The polling process sends employee ID information to the time clock. You must poll the time clock after adding or editing employee data for it to be reflected at the clock.

> > To poll your time clock go to the **Time Clocks** button on the TimeVue Switchboard, select the **Reset Selected Clock** icon and click **OK** to mark the clock for reset. Go back to the TimeVue Switchboard and click on **Poll Time Clock** and **Poll All Clocks**.

> > If you are using proximity badges, the employee ID number entered in the software needs to correspond with the number stamped on the badge. Use the last five digits stamped on the badge if your employee ID length is five, for example.

Q. How do I set up my Proximity Badges in TimeVue?

> **A.** The employee ID number (referenced on page 16 of this manual) entered in TimeVue needs to correspond with the number stamped on the badge.
> Simply enter in the last digits listed on the badge as your employee ID number.

> For example: use the last five digits stamped on the badge if your employee ID length is five digits.

**Q. How do I set/change the time on a PIN or PROX Automated Time Clock?**

> **A.** Follow the instructions below:

> 1. Press the **lock** key in the lower right of the clock keypad to go into Supervisor Mode.
> 2. Type in the correct security code: the default code is "00 00 00".
> 3. Press the **down arrow** once to set the date and time.
> 4. Press the **Enter** key until the hour is flashing.
> 5. Use the **up** or **down** arrows to move the hour ahead or back one hour.
> 6. Press **Enter** to save the changes
> 7. Press the **Clear** key twice to exit out of supervisor mode.

Q. How do I look up the COM port used by my USB adaptor or serial cable?

A. Looking up assigned Port is simple, follow the instructions below.
1. Open up your Device Manager window
   A.   If you are using **Windows XP or 2000**
      a. Connect your time clock to your computer
      b. Go to the computer's **Start** menu
      c. Click on **Settings**
      d. Go to **Control Panel**
      e. Click on the **System** icon, your System Properties window will then pop up.
      f. Click on the **Hardware** tab as shown.
      g. Click on the **Device Manager** button.
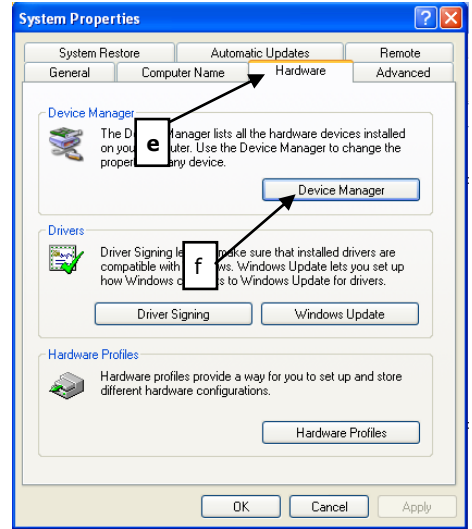
   B.   If you are using **Windows Vista**
      a. Connect your time clock to your computer
      b. Go to the computer's **Start** menu
      c. Go to **Control Panel**
      d. In the Control Panel window click on the Device Manager icon.

2. From the Device Manager window, click on the **Ports (COM and LPT)** icon.
   A. If you are using a UPB adaptor you can see the adaptor listed as **Prolific USB-to-Serial Com Port (COM#)**.
   In the example to the right you can see that the assigned COM port is COM 4.

   B. If you are using a Serial cable directly connected to your computer you serial port will be labeled as **Communications Port (COM#).**
   In this example the serial port is assigned to COM1.

   NOTE: If you have more than one Serial port on your computer you will have to test both ports to see which one your time clock is connected to.