

# **RCP MASTER USERS MANUAL**

ver. 1.3.0

Rev. A

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# **1. INTRODUCTION**

## 1.1. Purpose

RCP Master 1.1. is a software tool for Time and Attendance (T&A) reporting and analysis.

## 1.2. Modules

The program consists of the following modules:

- employee data configuration
- work calendars configuration
- control point list (T&A readers)
- ♦ T&A event log

## 1.3. Data storage



Figure 1. Roger RCP Master datafile

All application data is stored in a MS Access database file (\*.rta extension). Therefore, the application may open many databases (using the File/Open command). The Tools menu makes the following commands available:

- data file encryption/decryption (please note that working with an encrypted file can slow the application down by about 15%),
- setting password for access to data file,
- ♦ data file compacting/repair.

Databases can be accessed programmatically from any IDE (**Integrated Development Environment**) supporting MS Access databases or ODBC (**Open Database Connectivity**) — e.g. Delphi, Visual Studio, Java). By default, the database is password-protected. The default password is "roger".

## 1.4. Multiuser mode

The application allows for concurrent connections of several operators to one database at a time. To enable such a mode of operation, database should be shared on a networked location, and the operators should be given relevant read/write access rights. The file shared can be opened by the **File/Open** command.

## 1.5. Data export and import

The program allows for manual data input and modification. It is also equipped with the following import/export mechanisms:

• Import of configuration data and T&A event log from RACS version 4.2.5.38 and higher.



- ♦ Import/export of configuration data and T&A event log from RCP Master in XML.
- Export of all the reports in Adobe Acrobat (.pdf), Microsoft Excel (.xls), Microsoft Word (.doc), Rich Text Format (.rtf) and Crystal Reports (.rpt) formats.
- Additionally export of work time reports in XML.

# **2. REQUIREMENTS**

RCP Master requires installation of the Microsoft .NET Framework 2.0 (available for download on the vendor's site at <u>http://www.microsoft.com/downloads/details.aspx?displaylang=pl&FamilyID=0856eacb-4362-4b0d-8edd-aab15c5e04f5</u>).

The .NET Framework 2.0 requirements are listed below:

**Supported operating systems:** Windows 2000 Service Pack 3; Windows 98; Windows 98 Second Edition; Windows ME; Windows Server 2003; Windows Vista Business; Windows Vista Enterprise; Windows Vista Home Basic; Windows Vista Home Premium; Windows Vista Starter; Windows Vista Ultimate; Windows XP Service Pack 2

Software requirements:

- <u>Windows Installer 3.0</u> (except of Windows 98/ME which requires <u>Windows Installer 2.0</u> or higher). The <u>Windows Installer 3.1</u> or newer is reccommended.
- ♦ <u>Internet Explorer 5.01 or higher</u>: For all the installations of .NET Framework, the Microsoft Internet Explorer 5.01 or higher also must be installed.
- In case of Windows Vista the Service Pack 1 must be installed.

Disk space requirements: 280 MB (x86), 610 MB (x64).

# **3. INSTALLATION AND FIRST USE**

To install RCP Master you need to execute the installer (**setup.exe**). When the program is run for the first time after the installation, it displays a question if the sample data from **Demo.rta** should be loaded. If you answer **Yes**, the sample database will be read. Each time a data file gets opened, the application displays a login dialog box as shown in Figure 2:



Figure 2. Login dialog box

In the demo file (**Demo.rta**), password for the **ADMIN** operator is empty (no password), so click **OK**.

You can define any number of operators for the specific data file. For all of them you need to configure passwords and set up access rights for performing particular application commands.

# 4. USE SCENARIOS

## 4.1. Preparing for work after installation

In order to prepare program for work, it needs to be properly set up. You need to perform the following steps:

1. Create a new data file using **File/New** menu command.

- Enter data on groups, employees, control points and T&A event types. You can do it manually or import from PR Master (using Backup.zip or Config.xml files). To import data use File/Import and export command.
- Define calendar day types choose Calendar day type definitions command from the Tools menu.
- 4. Define work calendars choose View/Calendars menu command.
- Assign calendars to employee groups (or individual employees) choose Assign calendar to employees command from the shortcut menu.
- Finally you can run a command for checking if work calendars have been assigned to all the employees — select Tools/Verify data completness.

## 4.2. Work time analysis and reporting

One of the typical uses of RCP Master is to generate time an attendance (T&A) reports based on employee T&A event registrations. Correct calculation of working hours requires that complete data of arrivals/departures events is registered. The program is capable of detecting incomplete events (by using the aforementioned **Verify data completness** command). They are indicated in any report by an appropriate warning (red icon with exclamation mark together with a comment). Such missing entries must be completed by the operator manually, i.e. by marking the entry as an absence or manually inserting a missing T&A event (in the **Work history** window).

To generate T&A reports, you should typically perform the following steps:

- 1. Import T&A events log from file.
- 2. Use Verify data completness command.
- 3. Send notices to employees, for whom missing/incomplete entries exist in the event log, and ask them for explanation.
- Correct data manually (by entering an absence or inserting missing events to the T&A events log).
- Generate reports (you can use wizard for selected employee groups). After generation, the wizard will send to every employee her/his reports using e-mail address configured in employee's data.

# **5. RCP MASTER FUNCTIONALITY** 5.1. Introduction

## 5.1.1. Home page

By default the program starts with the home page opened (Figure 3). There you can find commonly used application's commands, links to recently opened data files, and links to help files.

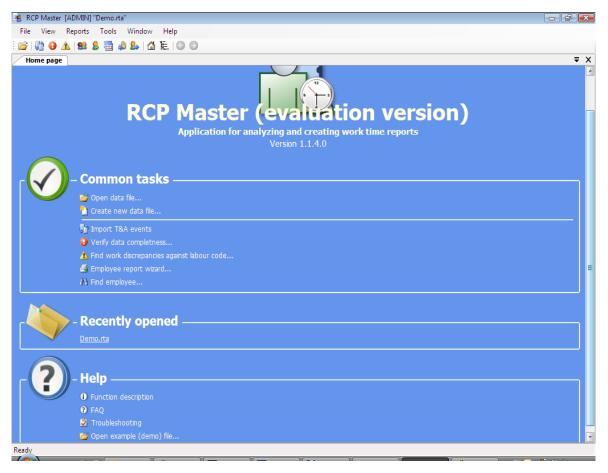


Figure 3. RCP Master home page

## 5.1.2. Main window

The main window (displayed after the user logs on and the data file opens — sample is shown in Figure 4) contains the following items:

- In the title bar shown at the top of the window there is application name (RCP Master), the logged in operator ID enclosed in square brackets, and the active database path in quotes.
- Below the title bar you can find the program menu. Its elements have been described in detail in section <u>Functionality description</u>.
- The toolbar, which is located below the menu, contains shortcuts to the application's most common commands and functions.
- The panel on the left side of the window contains a tree with hierarchical structure of the data elements. Each section of the tree is assigned a shortcut menu with commands relevant to the particular item (to show the menu you need to click the item with right



mouse button). When you double-click the item with left mouse button, the window is opened with the document assigned to the item.

- On the right hand side of the window there are documents shown as tabs. Some documents are split into two parts. The upper section contains the list, and the lower the detailed view of the selected list item. The windows contain buttons for invoking commands.
- In the bottom of the main window there is application's status bar containing information about operations being performed as well as a progress bar.

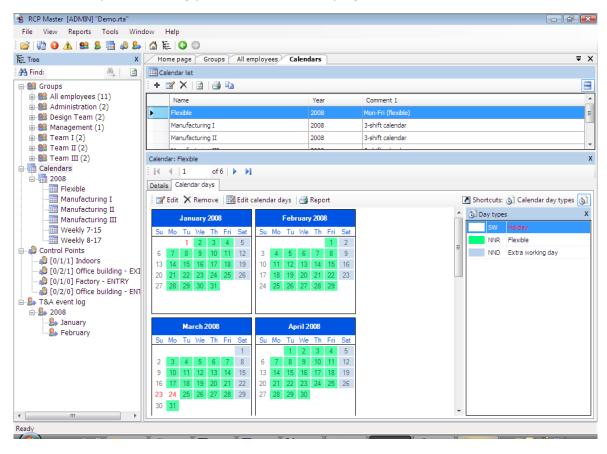


Figure 4. RCP Master's window layout

## 5.1.3. Reporting errors

RCP Master features error reporting mechanism. In case of unexpected error, the program displays window similar to the one shown in Figure 5. It contains necessary information relevant to the context and the source of the error. To send an error report you need to click **Send report** button. The program invokes then a MS Outlook window containing e-mail with error report. The only thing you need to do is to click the **Send** button in Outlook.

System.Reflection.TargetInvocationException: Exception has been thrown by the target of an invocation> System.ID.FileNotFoundException: Could not load file or assembly 'CrystalDecisions: Windows:Forms, Version=10.2.3600.0, Culture=neutral, PublicKeyToken=692tbea5521e1304' or one of its dependencies. The system cannot find the file specified.         File name: 'CrystalDecisions:Windows:Forms, Version=10.2.3600.0, Culture=neutral, PublicKeyToken=692tbea5521e1304' or one of its dependencies. The system cannot find the file specified.         File name: 'CrystalDecisions:Windows:Forms, Version=10.2.3600.0, Culture=neutral, PublicKeyToken=692tbea5521e1304' at Roger.TimeAndAttendance.Forms.ReportCalendarsctot(Object]] parameters)         WRN: Assembly binding logging is turned OFF.         To enable assembly bind failure logging, set the registry value [HKLM\Software\MicrosoftYEusion!Enable! on] (DW0/BD) to 1	0	If you see this window, the application registered an error. To hel us resolve the issue, send us a bug report by clicking on the [Sen report] button. Report contents:	
To enable assembly bind failure logging, set the registry value	Õ	the target of an invocation> System.10.FileNotFoundException: Could not load file or assembly 'CrystalDecisions:Windows.Forms, Version=10.2.3600.0, Culture=neutral, PublicKeyToken=692/bea5521e1304' or one of its dependencies. The system cannot find the file specified. File name: 'CrystalDecisions:Windows.Forms, Version=10.2.3600.0, Culture=neutral, PublicKeyToken=692/bea5521e1304' at Roger.TimeAndAttendance.Forms.ReportCalendarsctor(Object[] parameters)	
	•		~

Figure 5. Unexpected error

## 5.2. Functionality description

## 5.2.1. File menu

The **File** menu is shown in Figure 6.

File	View Rep	orts	Tool
<u>*</u>	New		
2	Open		
	Save as		
	Close		
Ø	Import and ex	port	
	Recent docum	nents	•
	Exit		

Figure 6. The File menu

## 5.2.1.1. New

Creates a new data file and opens it.

## 5.2.1.2. Open

Opens an existing **\*.rta** data file.

## 5.2.1.3. Save as

Saves currently opened data file in the file under different name.

### 5.2.1.4. Logout

Closes all the editing windows of the current data file and displays the home page of the program.

### 5.2.1.5. Import and export

Opens the data import/export wizard. When the user has selected **Import T&A event** registration from another software action, the wizard performs the following steps (shown in figures 7–9 below):

Data import and export		×
	Select action:           Import T&A event registration from another software           Import data           Export data	
	< Back Next -> Cancel	

Step 1. Select T&A data import/export action (Figure 7).

Figure 7. Data import and export wizard — step 1

- ◆ Step 2. Select data file format (when importing data from PR Master Figure 8).
- Step 3. Select location to your T&A event file (Figure 9). Using available options you can choose a method of resolving conflicts in case, the imported value is already in database. If you choose **Replace duplicates with imported items**, duplicate values existing in the database will be overwritten by the imported values. The **Do not import duplicates** option skips duplicated records. Two T&A events are assumed equal, if their date/time, reader ID and event type are identical.

Data import and export		×
	Select T <u>A</u> event file format: RCP Master (by Roger) T&A Access Pro (by Polman)	
	< Back Next -> Canc	el

Figure 8. Data import and export wizard — step 2

Data import and export	
	T <u>A</u> event file to import: C:\Users\Radek Meryk\Documents\radek.rcp Select Options: <ul> <li>● Replace duplicates with imported items</li> <li>● Do not import duplicates</li> </ul>
	< Back Next -> Cancel

Figure 9. Data import and export wizard — step 3

## 5.2.1.6. Recent documents

Shows a list of recently opened data files. Clicking an item on the list opens the selected document.

## 5.2.1.7. Exit

Closes the active datafile and exits the application.



## 5.2.2. View menu

The **View** menu is shown in Figure 10.

Vie	w	Reports	Tools	Win			
83	E	mployee gr	oups				
8	E	Employees					
	C	Calendars					
ψ	C	Control points					
&	Т	A event log					
	Н	lome page					
10	N	lavigation t	ree				
G	Ρ	revious doc	ument				
Ð	N	lext docum	ent				

Figure 10. The View menu

#### 5.2.2.1. Employee groups

Opens the **Employee groups** window. As mentioned above, the document window is composed of two parts — the upper section is usually a list (e.g. a list of employee groups), and the lower — the detail section, where information related to selected list item is shown (in Figure 11 it is the group **Administration**). The detail pane can be closed at any time by clicking the cross icon on blue background located in the right side of detail pane's title bar. To reopen it, click the **Show details** button on the right side of the upper pane.

Employee gro	ups	<b>₹</b> ×
😫 Employee group	list	
: + 🗹 🗙   🖻		
Name		Comment 1
Administrat	tion	
Design Tea	m	
Manageme	nt	
Team I		
Team II		
Team III		
Group: Administrati	on	х
1	of 6 📔 🕨 🔰	
Details		
Edit 🗙 Rei	move	
Name:	Administration	
Comment 1:		
Comment 2:		

Figure 11. Employee groups window



Items on the list can be added, edited or removed. In addition, there can also be other commands on the toolbar, such as **Refresh**, **Create report**, and so on. They can be different depending on the particular window selected. Clicking the **Edit button** displays the **Edit employee group dialog box** (Figure 12).

Edit employee g	group	×
Name: Comment 1: Comment 2:	Administration	
	OK Cancel	

**Figure 12.** Edit employee group dialog box

Required fields in edit windows are marked in yellow (in this case the **Name** field is required).

## 5.2.2.2. Employees

Opens the **Employees** window (Figure 13).

Employee list • 📝 🗙   🗿 🎢 Find Ia	st name:	A. I 🗰 é	3	🛃 Shortcuts: 😫 Emp	loves groups	
Last name	First nam		Group	Calendar	Year	_
Arab	Muhannad		Management	Flexible	2008	
Arispe	Anastatio	004	Team I	Manufacturing I	2008	
Bonds	Eliseo	010	Design Team	Weekly 8-17	2008	_
Buckner	Thorvald	005	Team I	Manufacturing I	2008	
Chambless	Rudi	006	Team II	Manufacturing II	2008	
Chevere	Lucinde	007	Team II	Manufacturing II	2008	
Corpuz	Demelza	011	Design Team	Weekly 8-17	2008	
Gerstner	Herbert	002	Administration	Weekly 7-15	2008	
Huffman	Allison	008	Team III	Manufacturing III	2008	
Mckay	Branden	003	Administration			
loyee: Anastatio Arispe	-	calendar				
	ntitlements Work			Shortcuts: [	Calendars	
↓ 2 of 11      ↓     Alis Work history Leave en     Control Contro Control Contr	T&A ID: 0 First name: A	04 nastatio		Shortcuts: [	Calendars	
↓ 2 of 11      ↓	T&A ID: 0 First name: A Last name: A	04 nastatio rispe		🗷 Shortcuts: 🖡	Calendars	
↓ 2 of 11      ↓     Alis Work history Leave en     Control Contro Control Contr	T&A ID: 0 First name: A Last name: A	04 nastatio		Shortcuts: (	Calendars	
↓ 2 of 11      ↓     Alis Work history Leave en     Control Contro Control Contr	T&A ID: 0 First name: A Group: T	04 nastatio rispe		🔳 Shortcuts: 🖡	Calendars	
↓ 2 of 11      ↓	T&A ID: 0 First name: A Group: T	04 nastatio rispe eam I		Shortcuts:	Calendars	

Figure 13. The Employees window

The detail section of the employee window contains four tabs:

### Details

The **Details** tab contains the following data about employee (Figure 14):

- Photo employee's picture (automatically resized to save space in the database).
   Pictures (as any other data) are stored in the currently opened datafile.
- T&A ID employee's unique ID. An employer is identified in the program using this unique identifier. Thanks to this, there can be employees of the same first name and last name in the database, Moreover, changing names has no influence on the proper employee's identification.
- First name and Last name.
- Group indicates the employee group, the employee belongs to. Grouping accelerates calendar assignments, reporting, etc.
- Calendar used for employee work schedule assignment. T&A calculations are based on calendar contents as well as a T&A event log.
- Hire date and Dismissal date (optional fields) are used to determine a time interval for T&A calculations for the particular employee. For example, if you create a report for an employee, who was dismissed in mid January, you should enter a dismissal date as well. Otherwise the program will report missing entries in the event log.
- E-mail the field contains an e-mail address, which will be used to deliver generated reports (as attachements in PDF format).

Employee: Eliseo Bonds			х
<b>4 4</b>   3 of	11 🕨 🔰		
Details Work history L	eave entitlements   We	ork calendar	
Edit 🗙 Remove	🛃 Report		A Shortcuts: 🧱 Calendars
Photo:			
Contraction of the second	T&A ID:	010	
	First name:	Eliseo	
2	Last name:	Bonds	
	Group:	Design Team	
	Calendar:	Weekly 8-17 (2008)	
	Hire date:		
	Dismissal date:		
	E-mail:		
Comment 1:			
Comment 2:			
Comment 3:			
Comment 4:			

• **Comments** — additional data.

#### Figure 14. The Details tab of the Employees window

Clicking the **Edit** button displays the **Edit employee** dialog box (Figure 15), where you can modify employee's data. Required fields are highlighted in yellow. Red icon with an exclamation mark shown on the right of the **Calendar** field indicates that employee's data is invalid. When you move the mouse cursor over the icon, the message is displayed that the calendar has not been assigned to the employee. Such red icon accompanied with appropriate comment indicate invalid data also in other editing windows.

Edit employee		×.
Photo:		
Contraction of the second	T <u>A</u> ID:	010
	First name:	Eliseo
1.27	Last name:	Bonds
	Group:	Design Team 🔹
	Calendar:	Weekly 8-17 (2008)
	Hire date:	9 stycznia 2009
	Date of dismissal	9 stycznia 2009
	E-mail:	
Comment 1:		
Comment 1:		
Comment 2:		
Comment 3:		
Comment 4:		
		OK Cancel

Figure 15. Edit employee dialog box

### Work history

Contains results of T&A calculations regarding time spent at work in the period selected. In the pane's title bar the calendar's name is shown. Next to it there is **Time range** dropdown list. The list contains month names, and in the bottom there is the **Select time range...** command. Clicking the month name causes recalculation for the month selected. When you select the **Select time range...** command (Figure 16), you will be presented with the dialog box, where you can more accurately determine calculation period (up to minutes):

Select time range	2	×
⊚ Month: -		
Time period	2008 📩 January 🔻	
From:	☑ 2008-01-01 👻	
To:	☑ 2008-12-31 👻 🗹 23:59 🚖	
	OK Cancel	

Figure 16. The Select time range... dialog box

The **Work history** window is composed of two basic views — **Attendance** (the calculation results), and the **Event log** (the filtered list with events pertaining to the employee in the selected time range. The calculation result of attendance data for the employee can be shown in various preview modes (by clicking **View** commands on the toolbar).



#### View: List of days

The most generic view of hours spent at work in the form: list of days — total time, time to be accounted for (Figure 17). On the right side of the window, the calendar is displayed showing days in colors representing particular day and absence types. In the bottom of the window the calculation results summary is displayed (remaining hours to work, the total time to be accounted for, the balance, as well as information regarding night hours, overtime, sundays, holidays, and so forth).

#### View: Calendar day details

It contains all the information included in the **List of days** view. Additionally, each day has been analyzed in detail. Attendance periods are shown chronologically using calendar day and T&A event definitions. So, it includes compulsory breaks, work time, overtime, and so forth. Late arrivals, early departures, and other discrepancies to the work schedule (work regulations) are indicated in the list by the warning yellow icon accompanied with the relevant comment (early departure, late arrival, etc.). The same icon is shown on the calendar in the right side of the window (see Figure 18). If you click a date on the calendar, the list is scrolled to the day selected.

#### View: Total time

It contains all the information included in the **List of days** view. In addition for each day, the total time for the specific attendance types are shown: such as total time of cigarette breaks, other type of breaks, work time, hours outside the office, and so on (Figure 19).

#### **View: Discrepancies**

In this view, all the discrepancies to the employee's work schedule (work regulation) are shown (late arrivals, early departures, exceeded break limits — e.g. cigarette breaks, and so on). In the example shown in Figure 20 it is for instance the early departure logged on January, the 24th. This view is most often used for employee's work analysis and for correction missing log entries. Events can be inserted using the **Add** command in the toolbar. You can also edit absence by the **Edit absence** command shown above the calendar, on the right side of the window.

l 🖣 3 tails Work histo	of 11   Ory Leave entitlement	ts Work calendar									
Calendar: Wee	kly 8-17   🍸 Time ra	ange: January 200	08 <del>-</del> 80				🚺 Shoi	tcuts: 🧰 Calen	dars (	5) Ca	alendar day types  🗎 T <u>A</u> types/
me and attendar	nce										Calendar
ttendance Eve	nt log										: 📰 📑 🛛 🖉 Edit absence
4 4   1	of 23   🕨 🔰	🕈 Add 📝 Edi	t 🗙 Remove	🔹   View: \Xi	List of days 🔚 C	alenc	dar day details 🏾 🎗	Total time		Ŧ	January 2008
Start	Attendance to	ype		Comment			Total time	Time to be accounted for	Edited		Su Mo Tu We Th Fri S
1/2/20	08 📕 Working day 8	-17			то	TAL:	9:00	7:06			1 2 3 4 6 7 8 9 10 11
1/3/20	08 📕 Working day 8	-17			то	9:14	8:02		Ξ	13 14 15 16 17 18	
1/4/20						TAL:	9:13	8:01			20 21 22 23 24 25
1/7/20	08 📕 Working day 8	-17			то	8:42	7:42			27 28 29 30 31	
1/8/20	08 📕 Working day 8	-17			TOTAL:			8:07			
1/9/20	08 📕 Working day 8	-17			то	9:14	8:02				
1/10/20	08 📕 Working day 8	-17			то	TAL:	9:07	7:56			
1/11/20	08 📕 Working day 8	-17			TO	9:05	8:00				
1/12/20	_				то	TAL:	9:18	8:00			
1/14/20	08 📕 Working day 8	-17			то	TAL:	9:16	8:00			
1/15/20	08 📕 Working day 8	-17			TO	TAL:	9:11	8:15		-	
$\Sigma$ Total time						_		aining hours:	198		
Code Atte	ndance type	Total time	Time to be accounted for	Sundays, public holidays				counted for: Balance:	182 - 15		
PR Work		182:02	176:36	0:00	0:00 0:00 투 L			Late arrivals and early departures: 2:00			
SN Break	fast break	5:45	5:45	0:00 0:00			Sundays, holidays: 0:00				
PO Lunch	break	22:39						Night hours: Overtime:		:00	

Figure 17. The List of days view

nployee: Eliseo Bonds											
🖣 🖣 👌 👘 c	f 11 📔 🕨 🚺										
etails Work history	Leave entitlement	ts Work calendar	-								
Calendar: Weekly 8-17   🍸 Time range: January 2008 🗸 🔀 TA types/ID:											
me and attendance Calendar											
Attendance Event lo		🔲 📑 Edit absence									
	-	🕈 Add 📝 Ed	lit 🗙 Remove	🗐 🛛 View: 🚦	List of days 📘	Cale	endar day details	Σ Total time			January 2008
Start	Attendance ty	/pe	Event	Control point	Comment		Total time	Time to be accounted for	Edited		Su Mo Tu We Th Fri Sa
1/2/2008	Working day	8-17			Т	OTAL	.: 9:00	7:06			1 <u>2</u> 3 4 5 6 <u>2</u> 8 9 10 11 12
8:00 AM	Work		T&A - Entry	Office buildin			2:00	2:00			3 14 15 16 17 18 19
10:00 AM	Breakfast brea	k					0:15	0:15			20 21 22 23 🔊 25 26
10:15 AM	Work						2:55	2:55			27 28 29 30 🔊
1:10 PM	Lunch break		Lunch break	Office buildin			0:56				
2:06 PM	Work		T&A - Entry	Office buildin			1:56	1:56			
4:02 PM	On-demand lea	ave	On-demand I	Office buildin			0:58				
4:02 PM	📐 early departure	e					0:58				
1/3/2008	Working day	8-17				OTAL	.: 9:14	8:02			
7:55 AM	Work		T&A - Entry	Office buildin			2:05	2:00			
10:00 AM	Breakfast brea	k					0:15	0:15		-	
$\Sigma$ Total time								aining hours: ccounted for:	198:0 182:2		
Code Attendan	ce type	Total time	Time to be accounted for	Sundays, public holidays	Night hours		nis to be a	Balance:	- 15:3		
PR Work		182:02	176:36	176:36 0:00 0:00			Late arrivals and ea		2:0		
SN Breakfast	break	5:45	5:45	0:00	0:00		Sun	idays, holidays:	0:0		
PO Lunch bre	ak	22:39				-		Night hours: Overtime:	0:0	00	

Figure 18. The Calendar day details view

I <b>I</b> 3	of 11 🕨 🕨										
tails Work histor	V Leave entitlemen	ts   Work calendar	•								
Calendar: Week	y 8-17   🍸 Time r	ange: January 200	)8 -					🛃 Shortc	uts: 🧰 Cale	ndars 👌 C	Calendar day types 🛛 TA types/I
ne and attendanc	e										Calendar
ttendance Even	t log										🔲 📑 🌌 Edit absence
∢ ∢   1	of 96   🕨 🔰	🕈 Add 📝 Edi	t 🗙 Remove	🔹   View:	∃ List of days	🔚 Calen	dar day	details <b>Σ</b>	Total time	÷	January 2008
Start	Attendance t	ype			Total time	Time to b accounte		Sundays, public holidays	Night hours	Edited	
1/2/200	3 🔛 Working day	/ 8-17			9:00		7:06				6 7 8 9 🆄 11 1
	Work				6:51		6:51				13 14 15 16 17 18 1
	Breakfast brea	ik			0:15		0:15				20 21 22 23 24 25 2
	Lunch break				0:56						27 28 🖄 30 31
	On-demand le	ave			0:58						
1/3/200	3 📕 Working day	<i>i</i> 8-17			9:14		8:02				
	Work				8:01		7:47				
	Breakfast brea	k			0:15		0:15				
	Lunch break				0:58						
1/4/200	3 📕 Working day	r 8-17			9:13		8:01				
Σ Total time									ning hours:	198:00	
Code Atten	lance type	Sundays, public holidays	Night hours	<u>^</u>	Hrs to be accounted for: Balance:			182:21 - 15:39			
PR Work		182:02	176:36	0:0	0 0:	00 <sup>E</sup> L	Late arrivals and early departures:			2:00	
SN Breakfa	ast break	5:45	5:45	0:0	0 0:	00			ys, holidays:	0:00	
PO Lunch I	veak	22:39							Night hours: Overtime:	0:00	

Figure 19. The Total time view

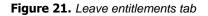
loyee: Anastatio	Arispe													
4   2	of 11   🕨 🕨													
ails Work histor	Y Leave entitlement	nts   Work calenda												
alendar: Manu	facturing I 🛛 🍸 Ti	me range: None	-				Shortcu	ts: 🧰 Calenda	ars 🔬 Ca	alendar	day typ	es 📄	TA typ	es,
ne and attendand	e								Ŭ	Caler	ndar			
tendance Even	t log									: 📷	818	🖉 Edit a	bsenc	e
<	of8	🕈 Add 🛒 Edit	X Remove	⊘ View: ≔ I	list of days 🔚 O	alen	dar day details Σ To	tal time				-		
11 11	0.017 71	i i i i i i i i i i i i i i i i i i i	Principal Princi		interacija 📷 e				Ŧ			nuary 2		
Start	Attendance	type					Total time	Time to be accounted for	Edited	Su	Μο Τι	We '	h Fri	Ĺ
1/2/200	8 📃 06:00 - 14:	00					8:02	8:00			1	1	4	
	Maximum nun	nber of hrs at work	for the attendance	e type "(Cigarett	e) break" has been		0:06			6 13	7 8		7 18	
1/3/200		00					7:14	7:05		20		23 /		
6:55 AI							0:55			27		30 /		
1/24/200	B 06:00 - 14:	00					8:02	7:23					_	
1:23 PI	1 🛕 early departu	re					0:37							
1/31/200	8 14:00 - 22:	00					8:17	7:57						
2:03 PI	1 ႔ late arrival						0:03							
Σ Total time							Remain	ing hours:	184:00					
Code Atten		Total time	Time to be	Sundays,	Night hours	~	Hrs to be acco	unted for:	182:25					
	pance type		accounted for	public holidays				Balance:	- 1:35					
PR Work		180:56	176:12	7:38	38:45	=	Late arrivals and early		1:35					
PNP (Cigare	ette) break	0:28	0:28	0:07	0:00			s, holidays: Jight hours:	8:00 40:00					
SN Breakf	ast break	5:45	5:45	0:15	1:15	_		Overtime:	0:00					

Figure 20. The Discrepancies view

#### Leave entitlements

According to the labour code, employees are entitled to paid or unpaid leaves. In the **Leave entitlements** tab (Figure 21), you can enter values describing yearly leave limits for the particular types (leave types can be defined using **Tools/T&A type definitions** command). In addition, in this window the number of days for the specific leave type and the remaining number of days are displayed.

Year:	2008	ቀ 📝	· ×   ₫		2	Shortcuts: 📄 T <u>A</u>	types/IDs
	Color	Code	Leave name	Yearly	Used	Remaining	Included
►		UW	Regular Vacation	26			
		UB	Unpaid leave	5	0	0	
		ONC	Occasional leave - family member care	0	0	0	<b>V</b>
		UO	Occasional leave	0	0	0	<b>V</b>
		UWY	Parental leave - child care	0	0	0	<b>V</b>
		UM	Maternity leave	0	0	0	<b>V</b>



#### Work calendar

All the employees have work calendars assigned to them (Figure 22). However, from time to time, it is necessary to modify work calendar of particular employee. It can be caused by, for example, replacements done between employees, compensation for past or future absences, and so on.

M		1		of	11			10/2	vela en	alenda						
Detail Cal						entitle orrect						5   2	a ∣v	🛃 Sho	ortcuts	: 👌 Calendar day types 💩
		Janu	Jary	2008	;				Feb	ruary	/ 200	8		் 👌	ay type	
Su	Мо	Tu	We	Th	Fri	Sat	Su	Мо	Tu	We	Th	Fri	Sat	=	SW	Holiday
		1	2	3	4	5						1	2		Z2	14:00 - 22:00
6	7	8	9	10	11	12	3	4	5	6	7	8	9		NNR	Flexible
13	14	15	16	17	18	19	10	11	12	13	14	15	16		NND	Extra working day
20	21	22	23	24	25	26	17	18	19	20	21	22	23		DO	Day off
27	28	29	30	31			24	25	26	27	28	29				
		Ma	r <mark>ch 2</mark>	008					Ap	oril 2	800					
Su	Мо	Tu	We	Th	Fri	Sat	Su	Мо	Tu	We	Th	Fri	Sat			
						1			1	2	3	4	5	-		

Figure 22. Selected employee's work calendar

To modify the calendar assigned to the employee, you need to click the **Correct employee calendar days** button. Days modified in the calendar are marked by a border (note the 16th and 18th January in Figure 22 above). To display original or(and) modified calendar days, you need to select appropriate option in the **View** menu). The modified calendar days replace the original ones. In Figure 22, to the 16th January the "Day off" status, and to the 18 January, the "Working day 14:00-22:00" status have been assigned. The modifications apply for the selected employee only.

#### Reports

In the example presented above, the results of work history calculations have been presented using different views. The program allows for generating reports from any type of view. Reports can be generated by the **Create report** command from the particular window (the printer icon) or, in case of more complicated reports, using a report wizard. Commands for creating reports can be invoked from many locations, e.g. from the navigation tree, group window, employee's detail pane. Using the wizard, you can generate summary reports (for selected employee groups or for all the employees) as well as for individual employees. These reports can be automatically sent as attachements in PDF format using e-mail addresses set up in the employee's data window. Below you can find successive report generation steps for the individual employee (to invoke the wizard, you need to click **Report** command in the employee's detail pane — the first tab — or in the navigation tree, from the shortcut menu of the selected employee — the **Report wizard...** command).

Step 1. Select report types to generate. In the example below (see Figure 23), the generic report on work time, the report on discrepancies to work regulations (late arrivals, exceeded break limits - e.g. cigarette breaks, and so on), the leave entitlements report (the current state of the leave usage) and the work calendar report, have been selected.

Report "Anastatio Arispe	"	×
	Select report type: T&A - list of days T&A - list of days details T&A - total time per day T&A - discrepancies against work regulation T&A - total work time in a time span Yearly leave entitlements Work calendar	
	< Back Next > Cancel	

Figure 23. Selecting report types to be generated

Step 2. Choose period, for which the reports selected are to be prepared (Figure 24).

Report "Anastatio Arispe"		×
	Report time range:	
	< Back Next > Cancel	

Figure 24. Selecting time range for generating selected reports

Step 3. Select destination directory for PDF files containing reports generated (Figure 25). In addition, you can select option for sending reports to employees as e-mail attachements.

Report "Anastatio Arispe"	
	Options: Employee report summary Employee report Send reports to employees as attachments Write reports (PDF) in directory: C:\Users\Radek Meryk\Desktop
	< Back Next > Cancel

Figure 25. Selecting destination directory for generating reports

Step 4. Displaying a progress window for the process of generating reports (Figure 26). After generation, the summary message is displayed.

Report "Anastatio Arispe	
	Generate report Completed Result: Start:11:53 AMCreating reports for the employee: Arispe Anastatio [00 Creating report "Day list"OK. Saving report "Day list"ERROR: "Could not find a part of the path "
	۰ III ۲
	< Back Next > Close

Figure 26. Report generation progress window

Apart from reports generated as PDF files using report wizard (most often for list of elements such as calendars, readers, employees, groups, and so on) there are reports which are displayed as documents. In Figure 27 you can find sample report **List of employees** (invoked by the **Reports/Report "employees"** menu item).

I → H		<b>*</b> -							
ation Main Re	port								
am 🖌	·								
ent									
	Report'	'Employ	ees"						Page 1 of 1
	Report	Linkie,							
	Prepared: 1/10	/2009 11:56:01	AM (	Operator: ADMIN			RCP Master 1.1.4.0		
	Group	Administrati	on						
	Last name:	First name	T&A ID	Calendar	Year	E-mai	Hire	Dismissal	Comment 1:
	Gerstner	Herbert	002	Weekly 7-15	2008			0.0110.001	Contract at
	Mokay	Branden	003						
	Group	Design Team	ľ						
	Last name:	First name	T&A ID	Calendar	Year	E-mail	Hire	Dismissal	Comment 1:
	Bonds	Eliseo	010	Weekly 8-17	2008				
	Corpuz	Demelza	011	Weekly 8-17	2008				
	Group	Management	t						
	Last name:	First name	T&A ID	Calendar	Voor	E-mai	Hire	Dismissel	Comment 1:
	Arab	Muhannad	001	Flexible	2008	L-IIIda	rine	Distilissai	comment 1.
	1100								
	Group	Team I							
	Last name:	First name	T&A ID	Calendar	Year	E-mail	Hire	Dismissal	Comment 1:
	Arispe	Anastatio	004	Manufacturing I	2008				
	Buckner	Thorvald	005	Manufacturing I	2008				
	-								
	Group	Team II							
	Last name:	First name	T&A ID	Calendar	Year	E-mail	Hire	Dismissal	Comment 1:
	Chambless	Rudi	006	Manufacturing II	2008				
	Chevere	Lucinde	007	Manufacturing II	2008				
		Lucinde	007	Manufacturing II	2008				

Figure 27. Report "Employees" displayed in document window

The report is ordered by the employee group name (displayed on the left side of the window). When you click specific group name, the report will be scrolled to the location, where the data of the selected group begins. Reports can be printed and exported in many different formats such as: Crystal reports (**.rpt**), Adobe Aprobat (**.pdf**), Microsoft Excel (**.xls**), Microsoft Word (**.doc**), Rich Text Format (**.rtf**).

## 5.2.2.3. Calendars

Opens the **Calendars** window (Figure 28). On the right side of the window, the legend is displayed explaining colors representing particular day types on the calendar.

Calendars			₹ X
🛄 Calendar list			
Name	Year	Comment 1	A
Flexible	2008	Mon-Fri (flexible)	
Manufacturing I	2008	3-shift calendar	
Calendar: Flexible			Х
i   4   4   1 of 6   ▶ ▶			
Details Calendar days			
Edit 🗙 Remove 🛛 🧱 Edit c	alendar days 🛛 🛃 Report		🖪 Shortcuts: 🔊 Calendar day types 🐧
January 2008	February 2008	March 2008	🛕 👌 Day types 🛛 🗙 🕹
Su Mo Tu We Th Fri Sat	Su Mo Tu We Th Fri Sat	Su Mo Tu We Th Fri Sat	SW Holday
1 2 3 4 5	1 2	1	E NNR Flexible
6 7 8 9 10 11 12	3 4 5 6 7 8 9	2 3 4 5 6 7 8	NND Extra working day
13 14 15 16 17 18 19	10 11 12 13 14 15 16	9 10 11 12 13 14 15	
20 21 22 23 24 25 26 27 28 29 30 31	17         18         19         20         21         22         23           24         25         26         27         28         29	16 17 18 19 20 21 22 23 24 25 26 27 28 29	
27 20 23 30 31	24 20 20 27 20 23	30 31	
April 2008 May 2008		June 2008	
Su Mo Tu We Th Fri Sat	Su Mo Tu We Th Fri Sat	Su Mo Tu We Th Fri Sat	
1 2 3 4 5	1 2 3		•

Figure 28. The Calendars window



Clicking the **Edit calendar days** button displays the **Edit calendar days** dialog box (Figure 29), where you can modify the calendar. On the right side of the window, there is a legend with day types, which can be assigned to the calendar. Assignment is done by selecting days with left mouse button. Then you need to click right mouse button and select the day type from the shortcut menu. To remove an assignment, you need to select apropriate days on the calendar, and choose the **Remove assingnment** command from the shortcut menu. At the top of the window there is **Insert holiday** menu. When you expand it, you can select predefined public holidays for inserting into the calendar.

🖳 Edit calendar days	ing a lange believe						×
🔓 🔓 Select days 👻 🥒 Clear selec				<u>م</u> م	Day types		х
January 2008	February 2008	March 2008	3			selection	~
Su Mo Tu We Th Fri Sat	Su Mo Tu We Th Fri	Sat Su Mo Tu We Th	Fri Sat		-		
1 2 3 4 5	1	2	1		_	ignment	
6 7 8 9 10 11 12	3 4 5 6 7 8	9 2 3 4 5 6	7 8		SW	Holiday	
13 14 15 16 17 18 19	10 11 12 13 14 15	10 0 10 11 12 12	14 10		DR7	Working day 7-15	
20 21 22 23 24 25 26	17 10 13 20 0	lear selection	21 22	=	DR8	Working day 8-17	
27 28 29 30 31	24 25 26 27 🖉 C	lear selection	28 29		DD7	Extra working day 7-15	
		Holiday			DD8	Extra working day 8-17	
	V	Vorking day 7-15			Z1	06:00 - 14:00	
April 2008	May 20( V	Vorking day 8-17			Z2	14:00 - 22:00	
Su Mo Tu We Th Fri Sat	Su Mo Tu We	xtra working day 7-15	Fri Sat		Z3	22:00 - 06:00	
1 2 3 4 5	E	xtra working day 8-17			NNR	Flexible	
6 7 8 9 10 11 12		6:00 - 14:00	6 7		NND	Extra working day	
13 14 15 16 17 18 19		4:00 - 22:00	13 14		DO	Day off	
20 21 22 23 24 25 26	18 19 20 21 2	2:00 - 06:00	20 21			55, 51	
27 28 29 30	25 26 27 28	lexible	27 28				
	E	xtra working day					
		Jay off					
July 2008	August 20	-	008	-			
						Cancel	

Figure 29. Edit calendar days dialog box

In order to make selecting days within the whole year easier — for instance by some rule (e.g. all the Mondays, Wednesdays and Fridays in June and August), you can use the command **Select days by rule** which can be invoked at the top of the window or from the context menu (Figure 30).

By rule						X
<ul> <li>Monday</li> <li>Tuesday</li> <li>Wendesday</li> </ul>						
Thursday	Range					
🔽 Friday	From:	1	stycznia	2008		
Saturday	To:	31	grudnia	2008		
Sunday			-			
		(	ОК	Ca	ancel	

Figure 30. Selecting days by rule

## 5.2.2.4. Control points

Opens the **Control points** window (Figure 31).

Control poi	nts		<b>₹</b> X
📣 Control point	list		
i 🕈 📝 🗙	3 3		3
T&A poi	nt ID Name	Comment 1	
▶ 0/1/1	Indoors		
0/2/1	Office building - EXIT		
0/1/0	Factory - ENTRY		
0/2/0	Office building - ENTRY		
Control point: In	doors		х
	of 4 🕨 🕨		
Details			
Edit 🗙	Remove		
T&A Point IE	: 0/1/1		
Name	: Indoors		
Comment :	:		
Comment 2			

Figure 31. The Control points window

Clicking the **Edit** button displays the **Edit control point** dialog box (Figure 32), where you can modify the control point. **T&A Point ID** determines an unique control point's ID. Thanks to this ID, the change of the control point name will not influence the calculation results. **T&A Point ID** is an arbitrary string. By default, when configuration is imported from PR Master, it gets the following values: **subsystem ID/controller ID/reader ID**.

Edit control point		<b>×</b>
T&A Point ID:	0/2/1	
Name:	Office building - EXIT	
Comment 1:		
Comment 2:		
		OK Cancel

Figure 32. The Edit control point dialog box

## 5.2.2.5. T&A event log

Opens the **T&A event log** window (Figure 33). In the top section of the window there is an event list displayed in chronological order. By selecting dates **Interval from:** and **To:** in the upper section of the window you can narrow down the time interval. In the details pane all information relevant to the event is displayed, i.e. employee's T&A ID, first and last names, pictures (where assigned), group, time, control point and T&A event type.



Apart from this data there are two flags with information if the events were added or deleted. If you delete an event imported from file, then it will remain on the list as striken out and grayed-out. On the other hand, deleting an event added by the program operator will completely remove it from event list. A deleted event (imported from file) can be undeleted when required. In order to do this, you should click on **Undelete deleted T&A event** on the toolbar in the **Event log** window.

😓 Employees' T&A event log										
+ 🗹 X 🤊 🛛	'Interval From: 🔲 201	0-01-28 \star To: [	2010-01-28		3					
Time	🔺 Last name:	First name	T&A ID	Group	Control point	Code	Event type	Added	Remov	^
1/1/2008 5:54 A	AM Buckner	Thorvald	005	Team I	Office building - ENTRY	0	T&A - Entry			
1/1/2008 6:00 A	AM Arispe	Anastatio	004	Team I	Office building - ENTRY	0	T&A - Entry			
1/1/2008 6:45 A	AM Arispe	Anastatio	004	Team I	Office building - EXIT	100	(Cigarette) b			
1/1/2008 6:52 A	AM Arispe	Anastatio	004	Team I	Office building - ENTRY	0	T&A - Entry			~
T&A event: Thorvald Bu	ckner									X
<b>∢</b> ◀   1 o	f 600 🛛 🕨 🔰									
Details										_
Edit 🗙 Remove					Shortc	uts: 🗖	TA event IDs	📣 Cont	rol point	:5
Photo:					_					
	T&A ID:	005								
	First name:	Thorvald								
	Last name:	Buckner								
	Group:	Team I								
(Missing)	Time:	1/1/2008 5:54 AM	I							
	Event type: [0] T&A - Entry									
	Control point: Office building - ENTRY									
		Added by oper	ator							
		Removed								

Figure 33. T&A event log window

Clicking on the **Edit** button opens T&A event editing window (Figure 34), but only the events added by Operator are available for edition.

Edit T8	kA event		
Photo		Date: Time: Employee: Event type: Control point:	2008-01-01         •           05:54         •           [005]         Buckner Thorvald         •           •         •           Office building - ENTRY         •
			OK Cancel

Figure 34. Edit T&A event dialog box

#### 5.2.2.6. Home page

Opens the **Home page** containing three groups of commands.

The **Common tasks** group (Figure 35) contains shortcuts for most commonly used program's commands:

- Open data file... opens dialog box for selecting .rta data file.
- Create new data file... opens dialog box for saving a newly created data file.
- Import T&A events opens T&A data import wizard.
- Verify data completness... invokes function for checking data completness (assignment of calendars for all the employees, completness of arrivals and departures registration) and displays results in the pane at the bottom of the main window.
- Find discrepancies against work regulation... invokes function for checking discrepancies against the work regulation (late arrivals, early departures, missing log entries, exceeded minimum or maximum time limits) and displays results in the pane at the bottom of the main window.
- Employee report wizard opens report wizard window for all the employees.
- ♦ Find employee... opens the Find employee dialog box (Figure 36).

– Common tasks ———
📂 Open data file 🎦 Create new data file
Import T&A events
Verify data completness A Find discrepancies against work regulation
🚭 Employee report wizard 🏦 Find employee

Figure 35. Common tasks area on the home page

Find employee						
Family name, first name or employee T&A ID						
OK Cancel						

Figure 36. Finding employee dialog box

If you enter the employee's name (full or part) or the T&A ID, the program finds the employee in the navigation tree, expands the group branch, the employee belongs to, selects the employee's branch and opens the employee's document window.

The **Recently opened** group (Figure 37) contains paths for recently opened data files (**\*.rta**): Clicking the path will display a logon window and load data from the file selected.

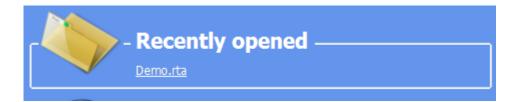


Figure 37. Area Recently opened on the home page

The **Help** group (Figure 38) contains commands for displaying program documentation and for getting help:

- Function description opens document window with program's function description.
- FAQ opens document window with program functionality description in the form of questions and answers.
- Troubleshooting opens document window with problems description together with its solutions.
- Open example (demo) file... loads sample data file (configuration and T&A events of fictitious company) for testing program;s functionality.



Figure 38. Area Help on the home page

#### 5.2.2.7. Navigation tree

Opens **Navigation tree** window (Figure 39) representing data as a hierarchical tree. The main branches of the tree are the main RCP Master modules, namely: employee groups with employees, work calendars, control points, and T&A event log. To quickly find an element of particular name in the tree, you need to type the name (or its part) in the **Find** field (at the top of the window), and press **Enter**, or click **Search** button located on the right side of the field (to find next occurences of the name in the tree, you need to click the **Search** button as many times as the name is found). Moving from element to element in the tree can be done using mouse or the keyboard (arrow keys). Pressing **Enter** or double clicking the element in the tree opens the document assigned to this element (i.e. clicking employee name opens employee's document window).

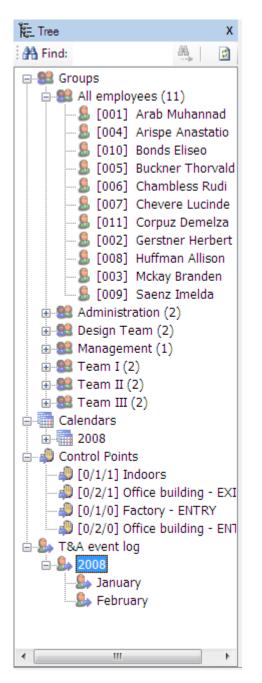


Figure 39. Navigation tree

To display command list associated with the particular tree element, you need to right click it — the context (shortcut) menu will be displayed (Figure 40).

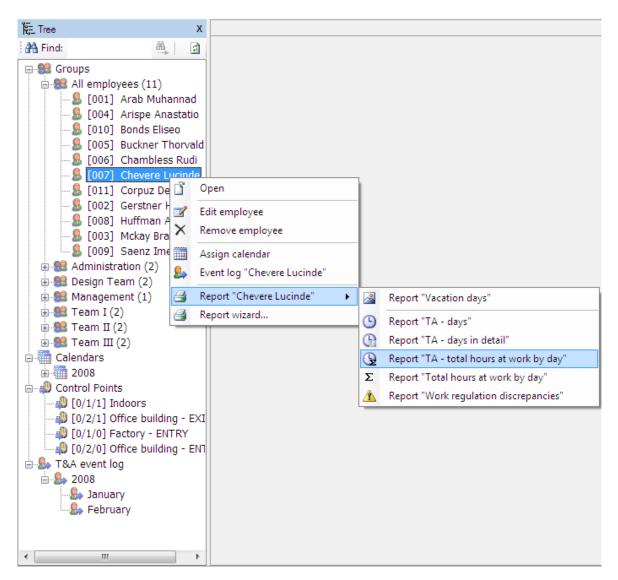


Figure 40. Shortcut menu associated with selected tree element

By clicking the selected menu item, we invoke the command for the element selected (e.g. you can assign the calendar to employee using **Assign calendar to employees** command — Figure 41).

Assign calendar	<b></b>
Select calendar for assignment:	
Weekly 7-15 (2008)	▼
(	OK Cancel

Figure 41. Assigning calendar to employee from the shortcut menu

## 5.2.2.8. Previous/Next document

If more than one document is opened at a time, then commands **Previous** and **Next** allow for moving between them in the same order as they were opened.



## 5.2.3. Tools menu

The **Tools** menu is shown in Figure 42.

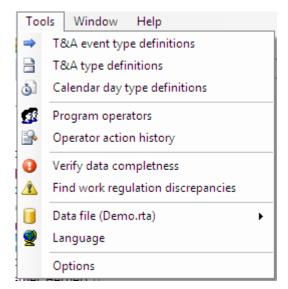


Figure 42. The Tools menu

The commands of the **Tools** menu have been described in the following sections.

## 5.2.3.1. T&A event type definitions

Opens the **T&A event type definitions** window (Figure 43). The T&A event type determines how the event logged by the control point will be interpretted, for example: arrival, departure, going out on business. The event type is uniquely identified by the numerical code. You can define any number of T&A event type definitions

Т	&A event ty	pe definitions	₹ )	×
👄 Ev	ent type list			
÷ +	📝 🗙   🖸	)		
	Code	Name:		*
Þ	0	T&A - Arrival		
	16	T&A - Departure		Ξ
	17	T&A - Going out on business		
	51	Breakfast break		-
	52	Lunch break		
	20	Overtime 1		
	21	Overtime 2		Ŧ
	type: T&A -			х
E∎.	4   1	of 12 🕨 🕨		
Detai	s			
1	Edit 🗙 Re	move		
_	Codes			1
	Code:			
	Name:	T&A - Arrival		

Figure 43. T&A event definition window



Clicking the **Edit** button displays the **Edit event type** dialog box (Figure 44), where you can modify the particular event type.

Edit event type		×
Code:		
Name:	T&A - Anival	
	OK Cancel	

Figure 44. Edit event type dialog box

## 5.2.3.2. T&A type definitions

Opens the **T&A type definitions** window (Figure 45). T&A type is used to determine attendance type of the employee in the particular time. Sample attendance types are as follows: **Work**, **Going out on business**, **Breakfast**, **Overtime**, **On vacation**, **Sick leave**, and so on. You can define any number of attendance types.

The **Details** pane contains the following data about attendance type:

- ♦ Code unique code identifying attendance type.
- Name textual name.
- ♦ Color color displayed in the calendar.
- Time period it can get two values: Interval (it means, that the attendance type determines time interval up to minutes e.g. work, breakfast break, cigarette break, overtime, etc.) or Day (indicates that the attendance type applies to the whole working day e.g. vacation, sick leave, business trip, etc.).
- Start (optional) determines the event type which start counting time for the particular attendance type (e.g. the event — Arrival can begin the attendance type Work; the event Going out on business can start the attendance type Out on business).
- Included into working hours determines if the particular attendance type will be included into working hours (e.g. breakfast break is included into working hours whereas lunch break is not included; sick leave is included, but unpaid leave is not, and so forth).
- Leave determines if the particular attendance type indicates leave i.e. it is shown in the Leave entitlements window for the particular employee.
- Comments additional info.

T&A type definitions							
🖻 Atte	ndance ID lis	t					
÷ 🕂 🗾	1 🗙   🖻						
	Code	Name	Comment 1	Time period	Included 📩		
Þ	PR	Work	Working hours	Day			
	PP	Outside work	Outside work	Interval			
	WS	Going out on business	Going out temporarily to sort out business matters	Interval	<b>V</b>		
	SN	Breakfast break	Breakfast break	Interval	<b>V</b>		
Attenda	nce type: W	ork			х		
E IN A	1	of 22 🕨 🕨					
Details	]						
: 📝 E	dit 🗙 Ren	nove	۵ ک	hortcuts: 🔿 T	<u>A</u> event IDs		
	Code:	PR					
	Name:	Work					
	Color:						
т	ime period:	Day					
		[0] T&A - Arrival					
	Start:	Included into working hours					
		Leave					
_ c	Comment 1:	Working hours					

Figure 45. T&A type definitions window

Clicking **Edit** button displays the **Edit attendance type** dialog box (Figure 46), where you can modify the selected attendance type.

Edit attendance type	
Code:	PR
Name:	Work
Color in calendar:	<b>•</b>
Time period:	Day 🔹
Start (event type):	view - A&T [0]
	Included into working hours
	Leave
Comment 1:	Working hours
Comment 2:	
	OK Cancel

Figure 46. Edit attendance type dialog box

## 5.2.3.3. Calendar day type definitions

Opens the **Calendar day type definitions** window (Figure 47). Calendar day type is a pattern (schedule) of work in the particular day — e.g. workday from 8:00AM to 5:00PM with a lunch break (unpaid) from 1200PM to 1:00PM. Calendar day types, as the name suggests, are used for work calendar definitions. Work calendar creation is the process of assigning day types to selected days in the calendar — e.g. for all days from Monday to Friday the type: Workday 08:00AM-04:00PM can be assigned. More about calendars can be found in the <u>Calendars</u> section.

	endar day type 🖌 🗙   👩	list							
	Code	Name	Start	End	Type	с	omment 1		
	DR7	Working day 7-15	7:00	3:00	Working	w	orking day		
	DR8	Working day 8-17	8:00	5:00	Working	W	orking day with f	flexible lunch break (1 h)	
	DD7	Extra working day 7-15	7:00	3:00	Extra wo	orking Ex	tra (non-obligato	ory) working day	
	DD8	Extra working day 8-17	8:00	5:00	Extra wo	orking Ex	tra (non-obligato	ory) working day with flexible.	
	Z1	06:00 - 14:00	6:00	2:00	Working	Ma	nufacturing (shi	ft I)	
	Z2	14:00 - 22:00	2:00	10:0	Working	Ma	nufacturing (shi	ft II)	
	Z3	22:00 - 06:00	10:0	6:00	Working	Ma	nufacturing (shi	ft III)	
tails	Settings	of 11   > >					[	🛃 Shortcuts: 📑 T <u>A</u> types,	7
tails 📝 E	Settings	ve	Vork start tir	me: 7:0	0 AM	Breaks From	То	Attendance type	1
tails Z E	Settings idit X Remo s (constant):	ve	/shift end tir	me: 3:0		From 9:00 AM	To 9:30 AM		T
tails C E ime:	Settings idit X Remo s (constant):	ve V Work	/shift end tir s until the tir	me: 3:0	0 PM	From 9:00 AM	То	Attendance type	
ime:	Settings idit X Remo s (constant):	ve Work e stay at work as working hours Mark as late arrival	/shift end tir s until the tir after the tir	me: 3:0 me: 7:0 me: 8:1	0 PM	From 9:00 AM Overtim	To 9:30 AM e (Fixed hours)	Attendance type [SN] Breakfast break	
tails T E ime:	Settings idit X Remo s (constant):	ve V Work stay at work as working hours	/shift end tir s until the tir after the tir efore the tir	me: 3:0 me: 7:0 me: 8:1 me: 3:4	0 PM 0 PM 5 AM	From 9:00 AM Overtim From	To 9:30 AM e (Fixed hours) To	Attendance type [SN] Breakfast break Attendance type	1
tails T E ime:	Settings idit X Remo s (constant):	ve V Work e stay at work as working hour: Mark as late arrival Mark as 'early departure' b	/shift end tir s until the tir after the tir efore the tir	me: 3:0 me: 7:0 me: 8:1 me: 3:4	0 PM 0 PM 5 AM	From 9:00 AM Overtim From 3:00 PM	To 9:30 AM e (Fixed hours) To 5:00 PM 7:00 PM	Attendance type [SN] Breakfast break Attendance type [N1] Overtime 1	
tails Z E ìme:	Settings idit X Remo s (constant):	ve V Work e stay at work as working hour: Mark as late arrival Mark as 'early departure' b	/shift end tir s until the tir after the tir efore the tir	me: 3:0 me: 7:0 me: 8:1 me: 3:4	0 PM 0 PM 5 AM	From 9:00 AM Overtim From 3:00 PM 5:00 PM	To 9:30 AM e (Fixed hours) To 5:00 PM 7:00 PM	Attendance type [SN] Breakfast break Attendance type [N1] Overtime 1	11

Figure 47. Calendar day type definition window

Clicking the **Edit** button displays the **Edit calendar day type** dialog box, where you can modify the selected calendar day type (Figure 48). The day type definition consists of the following fields:

- ♦ Code unique code identifying day type.
- ♦ Name unique name of day type.
- Color in calendar color for representing the type of day assigned to the calendar.
- Comments additional info.
- Type it can get the following values: Working (indicates compulsory attendance at work); Extra working (means extra working day which is not compulsory); Holiday (means a public holiday); Day off (free day not counted in the calculations).

Hours — it can get two values determining the way of work: Fixed (work from defined time to defined time); Flexible working hours (work type, where the start and the end of the workday is not set; it is possible to define daily hours limit and the time of start/end the workday — e.g. for accounting the flexible working hours during the night shift).

Edit calendar day type		x
Code: Name:	DD7 Extra working day 7-15	
Color in calendar:	▼	
Comment 1:	Extra (non-obligatory) working day	
Comment 2:		
	Type Working Extra working (optional) Holiday Day off	
	Times	
	Fixed:     Fixed:     Fixed:	
	From:         To:         Daily hours limit:         08:00 ♀           07:00 ♀         -         15:00 ♀         Workday Start/End:         00:00 ♀	
	Show details	
	OK Cancel	

Figure 48. Edit calendar day type dialog box

In addition, the day definition may contain configuration items which will be shown after clicking the **Show details** button (Figure 49). Additional options are divided into the following tabs:

**Options** tab contains several options related to work time calculation, and showing information related to the work regulation (schedule):

- Include early stay at work... you can define the point of time (before the usual working hours), from when the early stay at work will be included into working hours.
- Include late stay at work... you can define the point of time (after the normal working hours), until when the late stay at work will be included into working hours.
- Mark as late arrival... you can define the point of time, from when the employee's arrival will be counted as late coming.
- Mark as early departure... you can define the point of time, before when the employee's departure will be counted as early.
- Night hours indicates the range which will be counted as night hours.

Details		
Options	Rounding Regulatory breaks Overtime Hours at work	
	Include early stay at work as working hours before the time: Include late stay at work as working hours until the time:	<ul> <li>07:00 →</li> <li>as overtime</li> </ul>
1	Mark as late arrival after the time:	08:15 🚔
Â	Mark as 'early departure' before the time:	15:30 🚔
	Night hours (range)	22:00 🚔 - 06:00 🖨
		OK Cancel

Figure 49. Work time calculation parameters - details

#### **Regulatory breaks**

Allows for definition of regulatory breaks, e.g. breakfast break (Figure 50). The program will automatically count the work time within the range defined as the type indicated in the breaks list.

[	Details								
ſ	Options	Rounding	Regulatory	breaks Overtime Hours at work					
	🕂 🕂 Add 🔀 Remove								
l		From 🔺	То	Attendance type					
	Þ	10:00 AM	10:15 AM	[SN] Breakfast break	•				
		1:00 PM	1:45 PM	[PO] Lunch break	•				
L									
L									

Figure 50. Regulatory breaks tab

#### Overtime

Allows for definition the overtime in the particular day (Figures 51 and 52). The program will automatically count the work time as overtime according to the rules defined. There are two methods of overtime counting:

**Fixed hours**: defined by selecting the hours range **From-To**. The **Attendance type** column determines the overtime type accounted for in the particular time range (e.g. **Overtime 1** – 50%, **Overtime 2** – 100% and so on).**Variable hours**: calculated dynamically (after the specific number of hours has been worked through). Defined by indicating the number of hours worked through after which the system should start counting the specific overtime type. For example: in the first row of the Figure below, there is information that the overtime should be counted after 8 hours of work — e.g. if an employee worked from 7:00 am to 4:00 pm, then the "Overtime 1" period starts at 3:00 pm.



🗄 🕂 Add 🔀 Remove 🛛 Overtime count: 💿 Fixed hours 🛛 💿 Changing/flexible							
	Start after having worked for	If an employee has worked at least for	Attendance type				
•	8:00	8:00	[N1] Overtime 1	-			
	8:00	10:00	[N2] Overtime 2	-			

**Figure 50.** Overtime tab — variable hoursAdditionally, the column **If an employee has worked at least for** allows for defining even the most complicated overtime definition.

For example: we are supposed to define overtime in such a way that after 8 hours of work, the overtime 50 % be counted (i.e., for example, **Overtime 1**). Additionally, if an employee worked longer than two overtime hours (i.e more than 10 hours in total), then 100 % overtime should be accounted for (i.e., for instance, **Overtime 2**) from the beginning of overtime period, so after 8 working hours. The method of defining this kind of overtime has been described below.**Definition example:** In the window above, two overtime types have been defined. Both begin after 8 hours of work. As an additional condition there is a statement, that the first overtime period should start after an employee worked at least for 8 hours, the second after she/he worked at least for 10 hours. In Figure below there is work history for an employee who worked form 7:00 am to 4:50 pm. As you can see, the employee worked more than 8 hours, so the "Overtime 1" type were accounted for.

Start	Attendance type	Event	Control point	Comment	Total time	Time to be accounted for	Edited
1/2/2008	Working day 7-15			TOTAL:	9:50	9:50	
7:00 AM	Work	T&A - Entry	Office building - ENTRY		8:00	8:00	
3:00 PM	Overtime 1				1:50	1:50	
4:50 PM	Outside work	T&A - Leave	Office building - EXIT				<b>V</b>

On the other hand, if an employee worked more than 10 hours (e.g. from 7:00 am to 5:40 pm), then the "Overtime 2" type should be accounted for him. This is according to the setting in the If an employee has worked at least for column.

Start	Attendance type	Event	Control point	Comment	Total time	Time to be accounted for	Edited
1/2/2008	Working day 7-15			TOTAL:	10:40	10:40	
7:00 AM	Work	T&A - Entry	Office building - ENTRY		8:00	8:00	
3:00 PM	Overtime 2				2:40	2:40	
5:40 PM	Outside work	T&A - Leave	Office building - EXIT				<b>V</b>

Allows for definition of overtimes in the particular day (Figure 51). In the current version, overtime can be defined in the fixed time range. The program will automatically count the work time as overtime, according to the defined rules.

Details								
Options Rounding Regulatory breaks Overtime Hours at work								
🗄 🕂 Add 🗙 Remove   Ove	ertime count:  Fixed hours Changing/flexi							
From 🔺 To	Attendance type							
► 3:00 PM 5:00 PM	[N1] Overtime 1							
5:00 PM 7:00 PM	[N2] Overtime 2							

Figure 51. Overtime definition tab

#### Rounding

Allows for definition of roundings for the start and end of work times. In the sample shown in Figure 52, the counting of the start has been set every 30 minutes, and the allowed time margin — 5 min. It means, that the employee's arrival, e.g. at 7:50AM or 8:04AM will be rounded to 8:00AM, but the arrival, e.g. at. 8:08AM will be rounded to 8:30AM. The options set for the end of work have the following meaning: if departure took place at 3:55PM, it will be rounded to 3:45PM, but departure at 3:59PM or 4:08PM will be rounded fo 4:00PM. Times rounded are visible in the employee's work history with a tilde mark — e.g. ~ 8:00.

Details		
Options Rounding	Regulatory breaks Overtime Hours at work	_
Start of work:		
	Count start every: 30 - min	
	Allowed arrival after the start limit: 5 👘 min	
End of work:		
	Count end every: 30 - min	
	Allowed departure before the end limit: 3 imm	

Figure 52. Rounding definition tab

#### Hours at work

Allows for definition of constraints list for times spent within the particular attendance types (see Figure 53). For example, we can define maximum total cigarette break time, lunch breaks time or define minimal expected work time hours.

Details									
Options Rounding Regulatory breaks Overtime Hours at work									
- 🕂 🕹	dd 🔀 Remove								
	Attendance type		Min. 🔺	Max.	Do not count when above maximum				
1	[PNP] (Cigarette) break 🗸 🗸 🗸			12:15 AM					
	[PO] Lunch break 🗸 🗸			1:00 AM					

Figure 53. Hours at work tab

Additionally, the **Do not count when above maximum** option allows limiting attendance time of a specific type to the given maximum value. The time above this value will not be counted to the total work time.

**Sample 1.** If we define that a maximum attendance time for the attendance time "Breakfast" is 10 minutes, and we check this option, but the employee stays at breakfast 30 minutes, then the program will subtract the time above 10 minutes (i.e. 20 minutes) from the total work time. So, in this scenario, if the employee stays at work 8 hours, the program will count him only 7 hours and 40 minutes.

€ € 1	of	143   🕨 🔰   🕈 Add 📝 Edit 🗙	Remove 🛛 🔂 🛛 Vi	ew: 📜 List of days	🗄 Calendar day details 🛛 🗵	Total time  ႔ 🛙	iscrepancies
Start		Attendance type	Event	Control point	Comment	Total time	Time to be accounted for
1/2/2008		Working day 7-15			TOTAL:	8:02	7:40
7:00 AM		Work	T&A - Entry	Office building		2:00	2:00
9:00 AM		Breakfast break				0:30	0:10
	♪	Maximum number of hrs at work for the attendance type "Breakfast break" has been exceeded					0:10
9:30 AM		Work				5:32	5:30
3:02 PM		Outside work	T&A - Leave	Office building			

**Sample 2.** If we define that a maximum attendance time for the attendance type "Work" is 8 hours and we check this option, then the program will not count the time exceeding 8 hours to the total work time of the employee. So that, if the employee who works from 7:00 AM to 3:00 PM started her work at 7:00 AM and finished at 3:45 PM, then the program will count her only 8 work hours (despite the fact that she stayed at work for 8 hours and 45 minutes).

∢∢  1	of	76   🕨 🕅   🕂 Add 📷 Edit 🗙 R	emove 🛛 🚅	View: 📜 List of day	/s 📴 Calendar day details Σ	Total time  🛕 Dis	screpancies 🛛 🛃
Start		Attendance type	Event	Control point	Comment	Total time	Time to be accounted for
1/2/2008		Flexible			TOTAL:	8:45	8:00
7:00 AM		Work	T&A - Entry	Office building - E		8:45	8:00
	⚠	Maximum number of hrs at work for the attendance type "Work" has been exceeded					8:00
3:45 PM		Outside work	T&A - Leave	Office building - E			

# 5.2.3.4. Program operators

Opens the **Program operators** window (Figure 54). In the top section of the window there is operator list. The bottom section displays rights to execute particular program's command defined for the selected operator.

Program operators	₹ X
A Program operators	
+ 📝 🗙   🖻	=
Login	-
ADMIN	=
BIURO	-
Operator: ADMIN	х
4	
Access rights	
Z Edit X Remove	
File Import/Export Import T&A event registration from another software Import data Export data View File Import T&A event registration from another software Export data View File Export data File F	E .

Figure 54. The Program operators window

Clicking the **Edit** button displays the **Edit operator data** dialog box (Figure 55). You can change there the operator's password, and select program's commands available for her(him). In order to do this you need to select relevant checkboxes in the program commands tree.

Edit operator data		
Login and password		
Login:	ADMIN	
Old password:		
New password:		
Re-type new password:		
Access rights		
File File	vent registration from another software	* III +
	OK Cancel	

Figure 55. Editing operator data

#### 5.2.3.5. Operator action history

Opens the **Operation history by operators** window (Figure 56). In this window you can track operator's activities and commands which they invoked from the time they logged on, until the moment of ending work with the application. The history contains also errors logged during application's activity. The operation history can be saved in **.csv** format (comma separated text file) using the **Save as...** command.

Ор	erator a	actio	n history			÷	х
🕒 Ope	eration hi	story	by operators				
EN -	<li>↓ 1</li>		of 911   🕨 🕨   🖻	0 🛃 🖪			
	ID	Тур	Time	Login	Code	Description	
١.	941	٩	1/11/2009 8:58:40 AM	ADMIN	31	Browsing: Operator action history	ш
	940	٩	1/11/2009 8:58:35 AM	ADMIN	29	Closing edition window (Cancellation of changes): Edit oper	
	939	٩	1/11/2009 8:57:02 AM	ADMIN	30	Opening edition window: Edit operator data	
	938	٩	1/11/2009 8:52:25 AM	ADMIN	31	Browsing: Program operators	
	937	٩	1/11/2009 8:52:20 AM	ADMIN	29	Closing edition window (Cancellation of changes): Edit calen	
	936	١	1/11/2009 8:39:37 AM	ADMIN	30	Opening edition window: Edit calendar day type	
	935	١	1/11/2009 8:39:29 AM	ADMIN	29	Closing edition window (Cancellation of changes): Edit calen	
	934	٩	1/11/2009 8:39:16 AM	ADMIN	30	Opening edition window: Edit calendar day type	
	933	١	1/11/2009 8:39:13 AM	ADMIN	29	Closing edition window (Cancellation of changes): Edit calen	
	932	٩	1/11/2009 8:32:33 AM	ADMIN	30	Opening edition window: Edit calendar day type	
	931	٩	1/11/2009 8:24:02 AM	ADMIN	31	Browsing: Calendar day type definitions	
	930	٩	1/11/2009 8:23:58 AM	ADMIN	29	Closing edition window (Cancellation of changes): Edit atten	
	929	٩	1/11/2009 8:22:27 AM	ADMIN	30	Opening edition window: Edit attendance type	
	928	٩	1/11/2009 8:17:43 AM	ADMIN	29	Closing edition window (Committing changes): Edit attendan	
	927	٩	1/11/2009 8:17:09 AM	ADMIN	30	Opening edition window: Edit attendance type	
	926	٩	1/11/2009 8:16:59 AM	ADMIN	29	Closing edition window (Committing changes): Edit attendan	
	925	٩	1/11/2009 8:16:44 AM	ADMIN	30	Opening edition window: Edit attendance type	
	924	٩	1/11/2009 8:16:29 AM	ADMIN	31	Browsing: T&A type definitions	
	923	٩	1/11/2009 8:16:27 AM	ADMIN	31	Browsing: T&A event type definitions	-

Figure 56. Operator action history window

#### 5.2.3.6. Verify data completnes

Invokes function for checking data completness (i.e. assignment calendars for all the employees; completness of arrivals and departures registration) and displays results in the pane at the bottom of the main window. In the results window (Figure 57) you can click the **Edit** button and correct data selected in the list.

🖄 Inc	🟦 Incomplete data list (within a given time span)			
E M	∢  1	of 6   🕨 🔰   🔄   🍸 Time range: from: 1/1/2008 12:00:00 AM to: 1/31/2008 11:59:59 PM 👻 📝 Edit		
	Тур	Information		
•		Calendar not assigned to employee: [003] Branden Mckay (Administration)	=	
	8	Missing entries in employee's work history: [1] Muhannad Arab (Management)		
	8	Missing entries in employee's work history: [2] Herbert Gerstner (Administration)		
	8	Missing entries in employee's work history: [5] Demelza Corpuz (Design Team)	-	

Figure 57. Results of data completness check

#### 5.2.3.7. Find work regulation discrepancies

Invokes function for checking discrepancies against the work regulation (late arrivals, early departures, missing log entries, exceeded minimum or maximum time limits) and displays results in the pane at the bottom of the main window (Figure 58). When you double-click data selected in the list in the result window, the employee's document window is opened showing the discrepancies details.

🔔 D	crepancy list (within a given time span)	х		
ЕN	🗏   1 of 10   🕨 🔰   🔄   🍸 Time range: from: 1/1/2008 12:00:00 AM to: 1/31/2008 11:59:59 PM 🗸   📝 Edit	t		
	Type Information	<u>^</u>		
Þ	▲ Discrepancies in employee's work history: [1] Muhannad Arab (Management)	E		
	▲ Discrepancies in employee's work history: [2] Herbert Gerstner (Administration)			
	⚠️ Discrepancies in employee's work history: [4] Eliseo Bonds (Design Team)			
	Discrepancies in employee's work history: [5] Demelza Corpuz (Design Team)	+		
Read		.:		

Figure 58. Discrepancy list pane

#### 5.2.3.8. Data file menu

#### 5.2.3.8.1. Change file access password

Displays password change window (Figure 59), where you can change password for the current data file. The default password for newly created file is "roger".

Change file access password
Current file access password:
New password:
De tras sources and
Re-type new password:
OK Cancel
Cancer

Figure 59. Change file access password dialog box

#### 5.2.3.8.2. Encrypt file

Displays a dialog box containing a question about encrypting or decrypting file. If you confirm, the action selected will be performed.

#### 5.2.3.8.3. Compact/repair file

Displays a dialog box containing a question about compacting and repairing file. If you confirm, the action selected will be performed.

# 5.2.3.9. Language

Opens the **RCP Master language selection** window (Figure 60). The drop-down list contains all the languages available for the program. After you select language, all the opened windows will be translated, without closing them.

😟 RCP Master language selection 🛛 🛛 🕰	
Select language: English	
OK Cancel	

Figure 60. RCP Master language selection dialog box

#### 5.2.3.10. Change license

Displays a dialog box containing a question about removing the current license. If you confirm, the current license is removed, and the program restarts in order to provide a new license in the start window. The command is used e.g. for moving from one-user to multiuser license.

# 5.2.3.11. Options

Displays the **Options** window (Figure 61). The **Mail settings** tab is used for configuring mail account for sending e-mail reports to employees.

Options						
Mail settings	CP events					
Outcoming mail server configuration (SMTP) - sending reports to						
SMTP Server:						
Port:	25					
E-mail:						
	SMTP Server requires authentication					
Login:						
Password:						
	OK Cancel					

Figure 61. Options dialog box

The **T&A event import** tab (Figure 62) allows for configuration of quick event import from given location after the operator logs on.

Options		x
Mail settings 🖨 Import RCP events		
Import RCP events automatically upon database logon		_
File to import:		
c:\events.rcp	Select	
Options: Replace duplicates with imported items     Do not import duplicates		
ОК	Cance	

Figure 62. T&A event import tab

# 5.2.4. Help menu

The **Help** menu is presented in Figure 63.

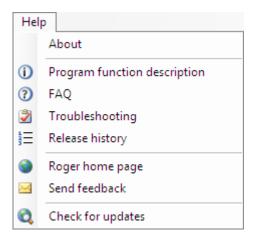


Figure 63. Help menu

# 5.2.4.1. About

Displays dialog box with information about the program version.

### 5.2.4.2. Program function description

Opens the RCP Master User Manual (PDF) in a built-in document view window. Acrobat Reader is required for this functionality.

# 5.2.4.3. FAQ

Opens document window with program functionality description in the form of questions and answers.

# 5.2.4.4. Troubleshooting

Opens document window with problems description together with its solutions.

# 5.2.4.5. Release history

Opens a document window with RCP Master release notes.

#### 5.2.4.6. Roger home page

Displays the Roger Web site using the RCP Master's dokument window.

# 5.2.4.7. Send feedback

Opens default e-mail client with the vendor's e-mail address and the subject, allowing for sending feedback to the vendor.

# 5.2.4.8. Check for updates

Establishes connection with update server in order to check, if newer program version is available for download.

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# 6. GLOSSARY

- Time and Attendance set of technical and information technology media for attendance control (presence/absence) during working hours (see also: (<u>http://en.wikipedia.org/wiki/Time\_and\_attendance</u>).
- Control point a device for employee identification purposes using PIN codes readers, code cards, proximity crds, biometric methods (fingerprints), etc.
- ◆ T&A event log a list of events registered by control points.
- Data file compacting deleting records in databases is performed by setting a flag indicating that the particular record is deleted, not by physically removing the record (physical removing records is very time-consuming operation). In order to delete records physically, you need to invoke Tools/Data file/Compact/repair file command. Compacting is performed mainly for lowering the size of data file.
- T&A event type determines how the event logged by the control point will be interpretted, for example: arrival, departure, going out on business. The event type is uniquely identified by the numerical code.
- T&A type used to determine the attendance type of the employee in a particular time range. Sample attendance types are: Work, Going out on business, Breakfast, Overtime, On vacation, Sick leave, and so on.
- Calendar day type a pattern (schedule) of work in the particular day e.g. workday from 8:00AM to 5:00PM with a lunch break (unpaid) from 1200PM to 1:00PM.

Contact

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