User's Guide

TimeCalc ET Professional™

from ProSystems, Inc.

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www.TimeCalc.com

TimeCalc ET Professional

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www.TimeCalc.com

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Table of Contents

Part I

Introduction

1 Introduction

1.1 TimeCalc ET

Welcome to the TimeCalc ET™ Series programs.

TimeCalc ET™ Professional provides a comprehensive means of collecting and summarizing employee time. It eliminates the need for a mechanical time clock and gives employees the ability to clock in and out at any PC workstation. It can summarize employee time by location, department or project, and give you a complete history of employee hours worked. Employee timesheets can be printed for employee review and approval prior to payroll processing.

TimeCalc ET™ Professional will organize employee time reporting and eliminate recordkeeping issues which can present problems; at the same time, better recordkeeping provides tighter control over labor expenditures.

A printable version of this user's guide is included as an Adobe Acrobat file in the TimeCalc ET™ Professional installation directory. Look for the file ***TimeCalcUsersGuide.pdf*** (Adobe Acrobat reader is required to read and print this file).

In addition, most users will benefit from reading the Getting Started section as a guide to installation of the program. Also included is a Quick-start User's Guide for those who want to get started more quickly. However, it is recommended that all users read the full user's guide so they can be aware of all of the features and benefits of TimeCalc ET™ Professional.

If technical support is required, please see the information under Contact Us for details. Our online support is both efficient and responsive.

ProSystems, Inc., welcomes you as a customer and we look forward to a long-term business relationship.

1.2 Contact Us

ProSystems, Inc., the makers of TimeCalc ET™ Series software, is located in Hot Springs, Arkansas, where it has been since 1992. Our mailing address is:

ProSystems, Inc.
P. O. Box 20948
Hot Springs, AR 71903-0948

To contact us concerning any of our programs, please visit our website at http://www.timecalc.com, where you can use our ***Support Form*** to submit a request for technical support, as well as to find other support options.

While we can be reached by phone, we give priority to Internet support requests (either by email, or through the support form on our website). We are exceptionally responsive to emailed support requests, and will generally provide same day responses (often within minutes). Also, the ***Support*** section of our website provides answers to many of the most common questions we receive.

We pride ourselves on offering great support and encourage you to contact us with any questions you may have.

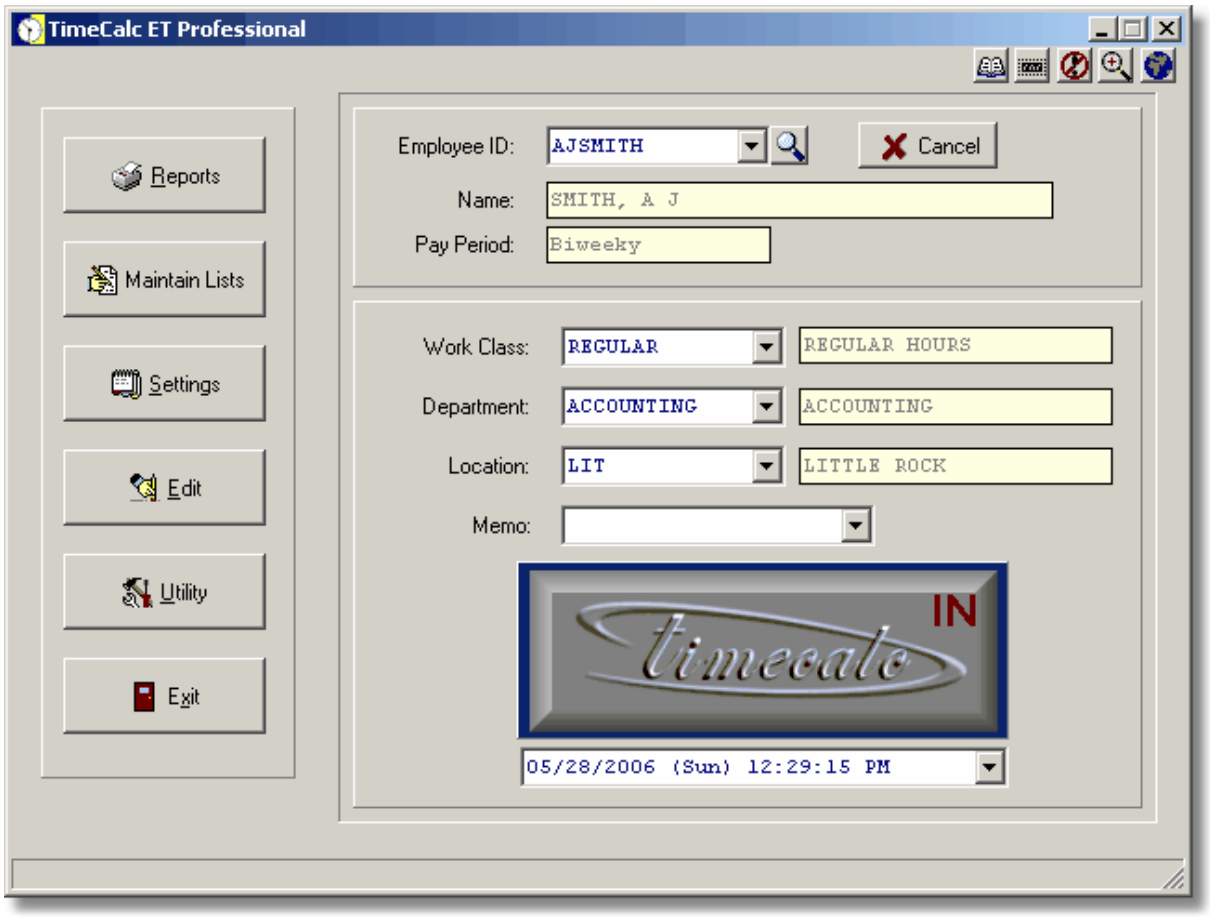
1.3 Overview of TimeCalc ET

TimeCalc ET™ Professional is a comprehensive system for tracking employee time, generating reports, and maintaining a database of time worked by employees. Its reporting capabilities include reports by location, department, work class, and others. In addition, it can generate time sheets for employees to review and sign as a permanent record of the employee's agreement with the figures maintained by TimeCalc ET™.

This section provides an overview of the day-to-day operation of the program in a typical business environment. These procedures can be adapted to your company's own requirements, but it should provide a good point of reference for the way the program is used.

TimeCalc ET™ Professional is typically installed in one of two basic arrangements -- either on a single workstation where all employees clock in and out, or as a fully networked program that all employees can use at any accessible network PC to clock in and out as necessary. The program is able to get the current time setting from a file server or other computer in your office, so that security over the clock in/out times is maintained. Employees can be assigned passwords that are required for clocking in and out. A supervisor password allows only authorized individuals to perform certain administrative functions.

During the pay period, as employees clock in and out the program records the date and time of each activity. An employee can clock out ONLY if he is already clocked in. Below is an example of the "main" screen which employees normally use on a day-to-day basis. In typical use, the employee enters only the Employee ID then clicks the large ***IN*** (or ***OUT***, as the case may be) button. The other fields on the screen are normally filled out automatically by the system, unless the employee is overriding the department, location, or work class.



The time tracking process is not sensitive to computer lockups or other external events; so long as the computer's clock is correct, times will be accurate. Employees may be allowed to override times, departments and locations, or you may require the supervisor password for such overrides. Hours worked reports will clearly indicate transactions where overrides or other exceptions have occurred.

Bulk entries and changes to previously entered items can be made using the Edit function. If a supervisor needs to enter a few days' time for an employee who is on assignment in the field, this is easily accomplished.

Employees are able to view their own time for the current pay period by selecting the "View Time" option.

When the pay period is over, the necessary reports can be printed. Typically, this would involve printing time sheets for the employees to review and sign. After the time sheets have been approved by the employees, an ***Hours Worked*** report, available in several formats, is printed. This might be broken down by location, department, or both; but it generally provides the basis for input into your payroll software system. More advanced reports (for example, analyses by ***Work Class*** or the ***Hours Worked Summary***) may be printed if needed.

After all reports have been printed for the pay period, the ***Hours Worked*** report is printed once again with the same date and time cutoff as the pay period end. Prior to printing the report, however, the ***Archive After Printing*** option is selected. After the report prints, the current period transactions are moved to a permanent history file where they are retained for future reporting requirements.

When the transactions are archived, they are no longer available on the current period reports -- they

will appear only on history reports. In this way, the current period transaction database is kept to a minimal size and system performance is maximized.

This process is efficient and quickly learned. Please review all sections of this user's guide before starting -- not only to develop some understanding of the program and how it is used, but to insure that the program's features are used to provide their greatest advantage.

1.4 Navigation and Data Entry

Navigation

Navigation is the process by which the focus of activity moves from one screen to another within the program, and from one field, button, or other object, within a screen.

There are a few general techniques for moving around in TimeCalc ET™ Professional that, once learned, apply to every screen. By learning to use these different methods of accomplishing the same result, increased efficiency at using the program will be developed (many other Windows programs use these same techniques, as well).

There are several ways of selecting an object (for example, a button) on the screen. These are discussed below.

Click Object With Mouse **-** Any object can be selected by clicking it with the mouse. Just move the mouse pointer to the object and click the left mouse button. For example, the ***OK*** button on the screen can be clicked with the mouse to close out of it, or a particular field on the screen can be clicked so that text can be entered into it. Clicking the ***HELP*** button will display the online user's manual pertinent to the current screen. If the right mouse button is clicked over an object (called "right-clicking"), a more specific help topic for that item will be displayed if one is available.

Use a "Hot Key" or "Keyboard Shortcut" **-** Some items on the screen may have ***Hot Keys*** (sometimes called Keyboard Shortcuts) associated with them. Shortcuts can save a great deal of time when working from the keyboard because it prevents you from having to constantly be moving your hand from the keyboard to the mouse and back.

For example, look at the following image from the Maintain Lists window:

Notice that the description or ***name*** of each button has a tiny underline beneath one character. For the ***Edit*** button it is under the letter ***E*** (in fact, in this case, it is first letter of each, although this need not be the case). If you press the underlined letter on your keyboard while holding down the ***ALT*** key, it is just as if you had clicked the mouse on that item.

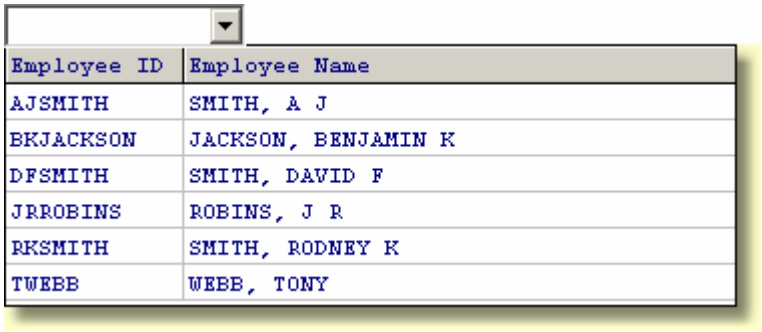
Tab to the Desired Object **-** If the ***TAB*** key is pressed numerous times, most objects on the screen will eventually be highlighted so that the ***ENTER*** key can be used to select them. However, occasionally an item is left out of the ***tab order*** because having it there is disruptive to the intuitive use of the program. Normally, the currently selected screen object is distinguished by a small dotted rectangle that is located inside the object. In the following example, a button has been selected ***("focused")*** using the ***TAB*** key:

Notice the small dotted line inside the edge of the button. This means it is ***focused***, and if the ***ENTER*** key is pressed while the ***focus rectangle*** appears, the object will be selected just as if it had been clicked it with the mouse.

Data Entry

As with the navigation shortcuts listed above, there are certain techniques that can make entering information into the TimeCalc ET™ Professional program more efficient.

Drop-Down Boxes - Drop-down boxes are often used to provide a list of items to pick from. Typically, the drop-down box will have an arrow that can be clicked with the mouse at the right-hand end of the field, as shown below -- when the arrow is clicked, the list ***drops down***.



Employee ID	Employee Name
AJSMITH	SMITH, A J
BKJACKSON	JACKSON, BENJAMIN K
DFSMITH	SMITH, DAVID F
JRROBINS	ROBINS, J R
RKSMITH	SMITH, RODNEY K
TWEBB	WEBB, TONY

This is convenient when using the mouse; but when working with the keyboard, constantly moving from the keyboard to the mouse and back can become disruptive. Instead, the ***Ctrl***+***F*** combination can be used (hold down ***Ctrl*** and hit ***F*** at the same time), which causes the list to drop down just as if the arrow had been clicked with the mouse.

Using the keyboard, the ***focus*** typically moves from one field on a Windows screen to the next when the ***TAB*** key is pressed. However, TimeCalc ET™ Professional also permits the ***ENTER*** key to be used when entering the ***Employee ID*** for clocking in and out. This is done solely because it makes the use of the program a bit more intuitive for many users. In general, the ***TAB*** key is the better choice because it is standard within many Windows programs, but many non-computer users expect the ***ENTER*** key to behave in this manner.

Tab Order **-** The program's ***tab order*** was mentioned above -- this is the "natural" order in which objects on the screen are activated as you repeatedly press the ***TAB*** key. As each successive object is activated, the preceding one is deactivated.

The program's ***tab order*** for each screen is designed to be intuitive and efficient to use. In some instances, buttons or other objects that are rarely used have been left out of the tab order; to select these items, it is necessary to click them with the mouse. In other instances, we have defined a ***tab order*** that seems less intuitive, but have done so in the interest of efficiency.

While the ***TAB*** key follows the specified ***tab order***, the ***SHIFT+TAB*** combination can be used to move in the reverse direction. For screens with many objects on them, this is often a much faster way to get to the desired object on the screen; rather than ***tabbing*** through every object on the screen to get to the last one, the ***SHIFT+TAB*** combination moves immediately to the last item in the ***tab order.***

Dates **-** TimeCalc ET™ Professional consistently uses a ***Date Time Picker*** field for the entry of dates and times. This is a combined field which handles both a date and a time in a single object. A sample date/time field is shown below:

In some instances the field will not show the day of the week as shown above -- this occurs when the day of the week isn't important in the context.

There are two ways of editing values in date/time fields.

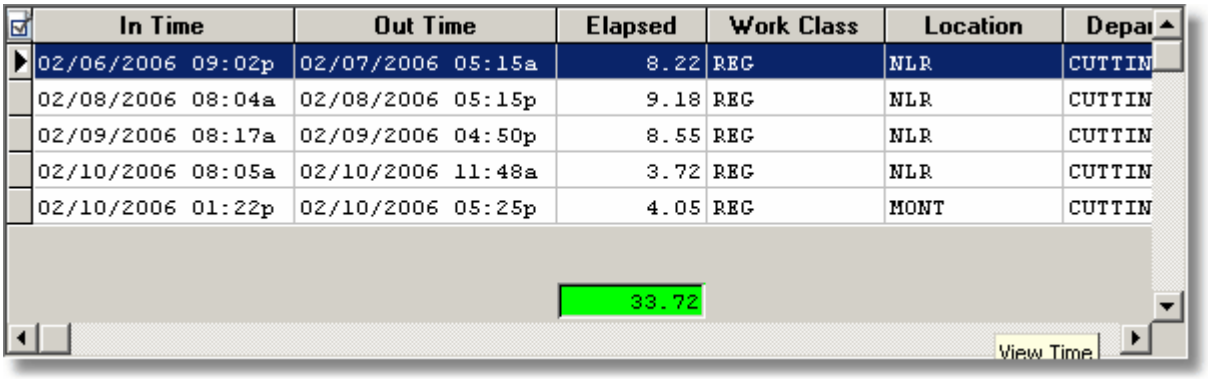
Editing by Sub-fields **-** When ***F2*** is pressed within the field, the cursor highlights only the month. The up and down arrow keys can then be used to adjust the value of the month; the right arrow key moves to the day sub-field, where it can be adjusted with the up and down keys, and so on.

Editing by Over typing **-** Sometimes, it may be faster just to type in (or overtype, as the case may be) the entire field. Once ***F2*** has been hit to begin the editing, any portion of the field can be re-typed or over-typed; the right and left arrow keys move the cursor from one sub-field to the next. This applies to the AM/PM designation, as well.

These methods can be used interchangeably, selecting the method that is easiest given the circumstances. The ***drop-down arrow*** or ***Ctrl-F*** key combination causes a calendar to drop down for purposes of selecting a date. There is no similar function for selecting the time, however.

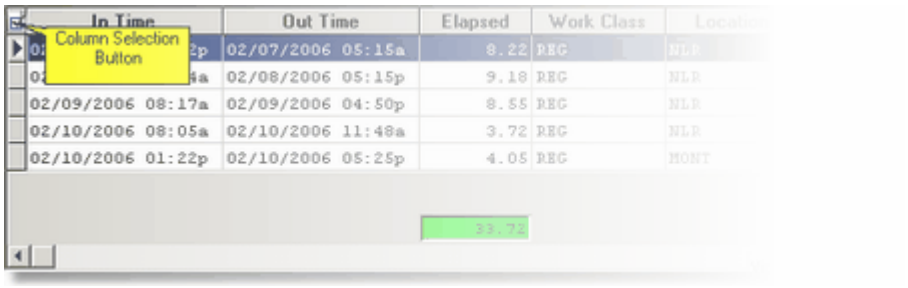
1.5 Customizing Grids

Grids are sets of rows and columns used to organize information. On-screen ***Grids*** are used throughout TimeCalc ET™ Professional in a variety of ways. An example of a grid appears below:

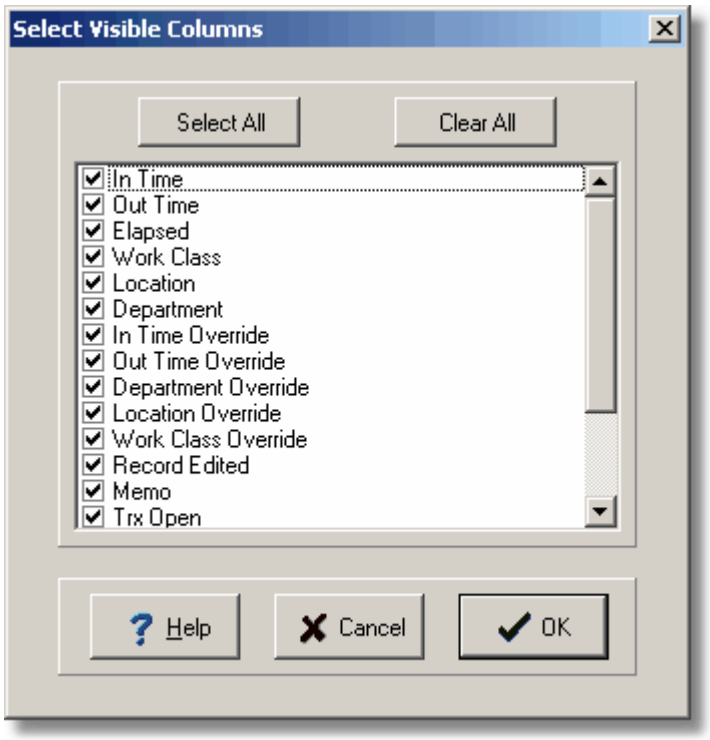


One of the great features of many of the grids in TimeCalc ET™ Professional is that the grid is **customizable** through the use of the column selection window. The columns which appear in the grid can be selected from the list of available columns, and the order in which they appear can be specified. These settings, once made, are automatically saved under the user's Windows username, so that each grid automatically adjusts to the user's preferences each time he sees it (if all users login to Windows under the same user name, they will share the same settings for customizable grids).

Grids which permit customization have a small ***check mark*** icon in the upper leftmost corner of the grid, as shown below:



To customize a grid, click the icon in the upper leftmost corner of the grid, and the following **Column Selection** window appears:



Simply check or uncheck the column names as required. Columns can be reordered by ***dragging-and-dropping*** them into a different order -- click a column name, and ***drag*** it up or down in the list while holding the left mouse button down, then release the mouse button to ***drop*** the name into a different location. When done, click ***OK*** to save the customized settings under the current Windows username.

Even if a grid cannot be customized (i.e., it has no ***check mark*** icon), the columns can still be rearranged within the grid by using ***drag-and-drop*** to move the headings. To ***drag-and-drop*** the headings, click the mouse on a column heading, and while holding down the left mouse button, move the mouse to the location in the list corresponding to the desired column location, then release the mouse button. For those who are unfamiliar with the process, a few minutes' practice is worthwhile; once learned, frequent uses for this technique will be discovered. In general, TimeCalc ET™ Professional does ***not*** save these types of "on-the-fly" settings -- the next time the grid is used, it will return to its ***default*** or normal state. The program "remembers" settings only for grids with the check mark icon.

Sorting Grids

Some of the grids used in the TimeCalc ET™ Professional system allow sorting the grid by the content of any column. These are called **active** columns.

User Tip

If the column headings for the grid are in a maroon-colored font, at least some of the columns are "active" and the grid can be sorted by clicking a particular column heading. If the column headings for the grid are in a black font, they are inactive and the grid cannot be sorted.

Sorting, or ordering, a grid by a particular column, is easy. It is necessary only to click the column heading of the field by which it is to be sorted, and the contents of the grid will be immediately reordered if the column is enabled for sorting. As an example, assume the employee list is viewed in a grid in order of the employee ID. To see an alphabetical listing (by employee name), the column heading ***Name*** would be clicked. Similarly, to view the list in order of the employee's ***SSNs***, the ***SSN*** column heading is clicked. To view the list in order of ***Employee ID*** (this is the "natural" order for this listing), the ***Employee ID*** column heading is clicked.

The selected sort order is temporary and is not saved along with any other grid settings. Therefore, the next time the program is started the sort order will return to its natural order.

The ability to ***sort*** grids can be useful in helping to locate a particular item within a grid or to group like items together. When ***editing*** an employee's time in the ***Edit*** screen, the lines can be grouped by department instead of the natural order (date/time), the ***department*** heading can be clicked. This will cause an immediate regrouping of the lines to order all lines within a particular department together.

1.6 Getting Started

All TimeCalc ET™ Series programs are distributed as ***working trial versions***. When the program is installed, it is a fully-functioning trial version, but the trial period will expire after about a month of use (your trial period will gladly be extended if additional time is needed to try the program). When the program is purchased, a ***license key*** is provided which activates the program in accordance with the purchased license. The license key grants a permanent, non-expiring license to use the software pursuant to the product license agreement.

Before installing the program, it is recommended that consideration be given as to how the program is to be used and that some basic decisions be made related to the installation. It is important to consider which features and settings to select as well as the type of installation to be performed (single-user, multi user, or network). Finally, certain other information should be gathered, such as a list of the employees to be entered into the system. While it is always possible to change the settings later on, to minimize employee confusion it is usually better to resolve any questions at the time of initial installation.

It is recommended that this entire user's guide be read before installing the program; however, at a minimum, please review the Quick Start User's Guide prior to installation.

Type of Installation

The TimeCalc ET™ Professional program can be installed in one of three ways:

- ***Single Workstation/Single Windows User*.** This method is suitable in situations where no network will be used, and all employees using the program will be clocking in and out on a single workstation. Furthermore, it should be used only where the employees will all be "logged in" to Windows under the same Windows user name.

- ***Single Workstation/Multiple Windows Users***. Use this method where a single workstation will be used for all employees to clock in and out on, but where each will be required to login to Windows using his/her own Windows username.

- ***Network***. The most common arrangement, where the program and database are stored on a "network file server" (this may be a "dedicated" file server or a "peer-to-peer" server). More advanced installations may include Novell and Citrix installations.

For more information on network installation, please see the section Network Installation.

Settings

To provide the greatest possible flexibility, TimeCalc ET™ Professional offers many settings, some of which will apply to your business circumstances and others which may not. The following settings options should be considered:

- ***Password Protection***. The program can require the employee's password for clocking in and out as well as for the employee to view his/her accumulated time. Other functions can require the "supervisor" password, which is a single password that allows access to everything in the system. In addition, organizations that require greater security can select the power users option, which allows control of access by department, location, and individual employee. Options to require the supervisor or power user password can be set for overriding time, department, location, and for various other access items (like printing reports). It is recommended the most restrictive password requirements be used at first, then relax any unnecessary requirements as security needs become more evident; however, you may want to establish early on whether you'll need the additional security of the power users system. Please see the sections on Passwords and Power Users for more information.

- ***Database Location***. As part of the installation process it is necessary to specify a location for the database pursuant to the Installation and Network section. In some cases, it may be necessary to contact an Information Technology Support person for advice on an appropriate location -- particularly for complex networks, if a Windows ***domain*** is in use, or if tight network security is preferred.

- ***Information Required***. A list of employees will be needed, along with their social security numbers and the ***Employee ID*** used by any computerized system. Each employee will need to be assigned a unique employee ID if this hasn't already been done. A decision must be made on whether departments and locations are to be used. In some cases, the department will be used to indicate which ***job*** or ***other classification*** the employee's time should be allocated to.

More information on the required settings is available in the section on Settings. The settings screen also provides summary help on the screen to assist in making the appropriate settings.

Software Evaluation

It is the policy of ProSystems, Inc., to allow prospective purchasers of our software to fully evaluate its suitability for their particular application. This means that a trial version of the software may be installed and used for a period of 30 days (we are glad to extend the trial period if more time is needed). When any of our software is installed, it is a ***trial*** version unless a permanent license key is

purchased and installed, which converts it to a fully licensed product.

A new, empty database may be created at any time by simply selecting a new ***data path*** for the database. As part of this process, an empty database is created.

After purchase, users of the trial version have the option of continuing with the existing database or creating a new, empty database. Purchasing a fully licensed version of the program does ***not*** necessitate eliminating the database that has been built up during the trial period.

1.7 Network Installation

Installing and configuring TimeCalc ET™ Professional on a network is not complex but does require some knowledge of the network, as well as administrator access to the file server on which it is to be installed. This topic includes some technical material that may be of interest only to network technicians who are involved in setting the application up in more complex network environments.

TimeCalc ET™ Professional can support a large number of users on the most basic of network arrangements. No separate database product or installation is required; the product is totally self-contained. This product is designed to be used in a LAN (Local Area Network) environment, or for terminal services and Citrix installations. Larger organizations with more diverse networking requirements may want to contact us concerning availability of our client/server version of this product.

Networking Overview

TimeCalc ET™ Professional can be installed on either a peer-to-peer server or a dedicated file server. It can run either on a workgroup or domain configuration.

TimeCalc ET™ Professional was designed to be as self-contained as possible. When the program is installed on the ***file server*** (the term ***file server*** is used interchangeably to refer to a peer-to-peer or dedicated file server), the setup program will normally install the program executable and all other required files in a subdirectory of "Program Files". The program files may, however, be placed in any location so long as appropriate access rights are granted. All required program and help files must be placed in the same folder -- no files are installed in other areas of the network.

The first time the program is run, a ***data path*** is selected for installation of the data files (see the Database section for more details). This is the folder where all data files required by the program are located. Once a data path has been selected, an empty set of data files is created in the selected folder, and the data path location is stored in the file ***TCET.ini***, located in the same folder as the executable program. In this way, the program can always find the appropriate set of data files by merely looking in the ***TCET.ini*** file stored alongside the executable file (this file will also store your licensing information). It is acceptable for this folder and its contents to be writeable only by an administrator, so long as ordinary users can execute the program and read the TCET.ini file as required.

User Tip

The entire installation process must be carried out while you are logged in as an Administrator. System Administrators have special privileges on your network that ordinary users may not have.

The folder where the TimeCalc ET™ Professional program is installed may be restricted to READ/EXECUTE permissions for all users. However, the folder selected as the *data*

***path*, and all of the files within it, must be set to allow FULL READ/WRITE PERMISSION by ALL USERS of the system.**

Once the necessary program settings have been made, the settings are saved in a second ***TCET.ini*** file located in the data file directory. Thus, the settings for the program coincide at all times with the particular database they relate to. Once the settings have been made and stored, the ***TCET.ini*** file may be flagged as read-only by non-administrators, which will add a second layer of protection against unauthorized changes (this file must, of course, be readable by ***ALL USERS***).

Workstations

Workstations require only a shortcut to the executable file on the file server. If preferred, the executable program may be installed on the workstation. However, it is essential that the ***TCET.ini*** file be located in the same folder as the executable, and that it provides an appropriate data path to reach the database. Also, this file is where the program looks for a list of the applicable license keys. If the executable will be installed on the workstations, it is best to make all settings on the server, install the license keys, and specify the data path as a ***UNC*** (Universal Naming Convention) name that will designate the path correctly on all workstations. Then, simply copy all of the files from the server to a folder on each local workstation and create a shortcut to the executable on the workstation.

Installing on each workstation will reduce network traffic at the time the program is started since it is not necessary to load the executable from the file server. (The program's executable file is approximately 5 megabytes in size). **However, it is important to keep in mind that updates to the software will be required on every workstation if the software is loaded on each.** Also, if the ***Minimize to System Tray*** function is used, the program is only loaded from the server initially; minimizing and restoring does not cause the executable file to be reloaded from the server. For most networks, it is recommended that the file ***not*** be installed locally on the workstations.

Time Server

TimeCalc ET™ Professional allows the use of a ***Network Time Server*** as the source for the time at which employees clock in and out. If the server so configured is properly secured, this insures that employees cannot modify the clock in the PC they are using. The time server must be a computer on your network that is configured to provide network time services. Generally, it is not necessary that it be a ***file server***, but it should be a professional or server version of the Windows operating system. The ***Windows Time Service*** must be configured for automatic startup on any PC to be used as a ***Network Time Server***. This is the usual configuration, but if you are having trouble with your time server, you should check this service by accessing the Windows ***Services*** in ***Control Panel,*** under ***Computer Administration.***

In Time Server Settings, either the IP Address (e.g., 192.168.1.3) of the time server or its network name (e.g., \\NTSERVER) can be used. It is, of course, essential that the designated server be operational at all times.

At any time, the function of the time server can be tested from the settings screen where the server address is specified. See Time Server Settings.

User Tip

The time server function does NOT set the system clock from an Internet time service. In general, these Internet-based services do not support the frequent, repeated traffic necessary for this (or any) application.

Utility programs exist which will synchronize a server's time with an Internet time service. This is not a function of the TimeCalc ET™ Professional program.

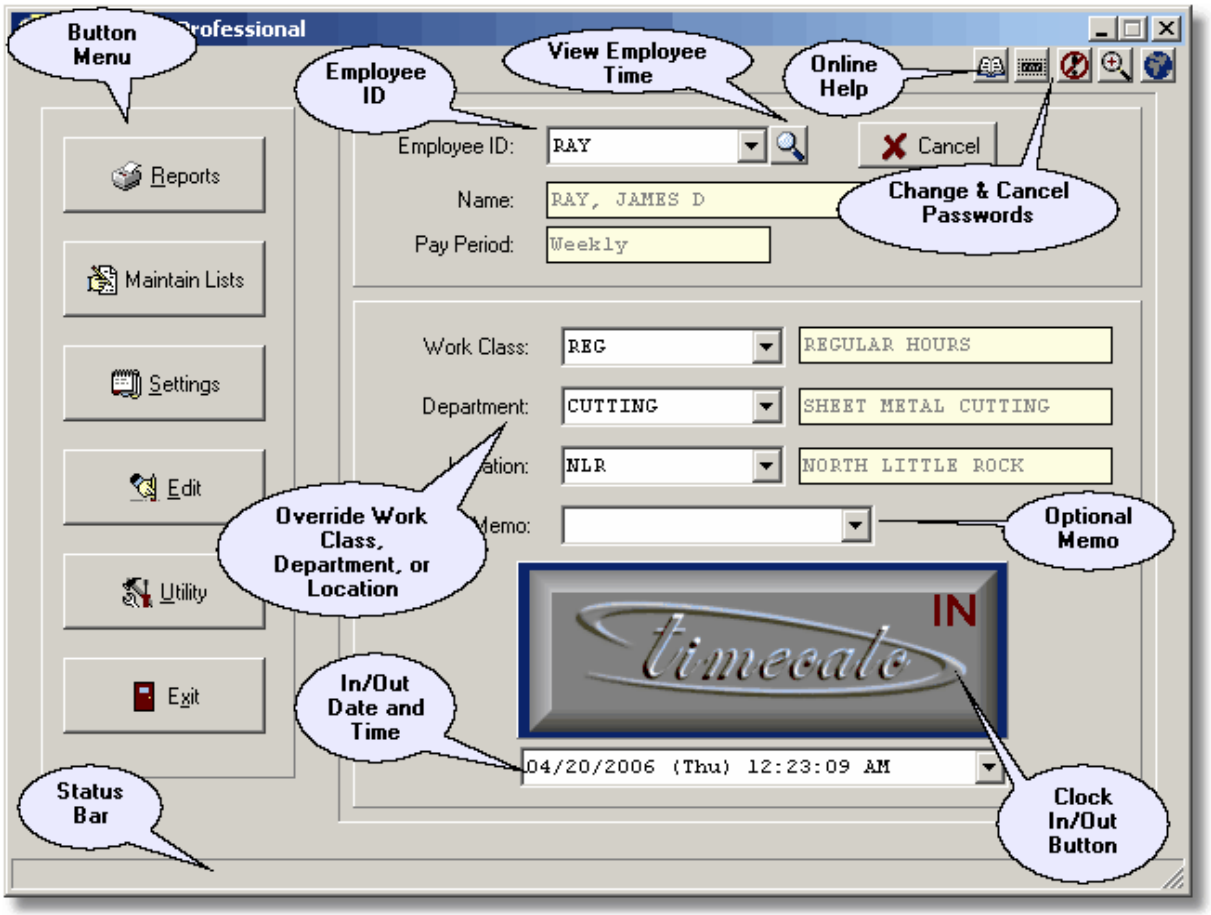
Part II

Main Screen

2 Main Screen

2.1 Overview

When the TimeCalc ET™ Professional program is started its ***main screen*** appears. The ***main screen*** is the only part of the program many employees see, since this is where the process of clocking in and out occurs. Following is an annotated view of the ***main screen*** that will help to identify some of the key objects the typical user will encounter.



Clocking In or Out

Typically, to clock in or out, an employee will enter his ***Employee ID*** then hit the ***TAB*** or ***ENTER*** key.

TimeCalc ET™ Professional provides a single button for use whether the employee is clocking in or out. Since the program always "knows" whether an employee is currently clocked in or out, the appropriate action is always taken.

After the ***Employee ID*** is entered, TimeCalc ET™ Professional displays the ***Clock In/Out Button*** (with ***IN*** or ***OUT*** in red indicating the button status) and normally, the employee need only click it or press ***ENTER*** to complete the process; the program is then ready for the next employee's use.

Overriding Work Class, Department or Location

Employees are normally assigned a default ***work class, department, and location*** at the time they are set up in the ***employee list*** (see maintain employees for details); these default values are automatically selected when the employee clocks in or out. In this way, the employee normally needs only enter the ***Employee ID*** and click the ***IN/OUT*** button. However, if he needs to clock into a different department, location, or work class, he will click on the appropriate field and select a different value (a supervisor password can be required for overriding these values if desired). If any of these items is overridden by the employee, they will be flagged on the ***Exceptions Report*** as well as on other key reports to indicate that the default settings were not used.

Overriding Time

There may be times when an employee needs to use a time other than system time for clocking in or out. For example, he may forget to clock in then remember it a few minutes later. By changing the ***In/Out Date and Time*** field, he overrides the time at which he clocks in or out. The setting to use a ***network time server*** is ignored in this instance. Overriding the time is an ***exception*** and will be flagged as such on the ***Exceptions Report*** and other key reports.

Overriding the time for clocking in or out can be protected by requiring a supervisor's password.

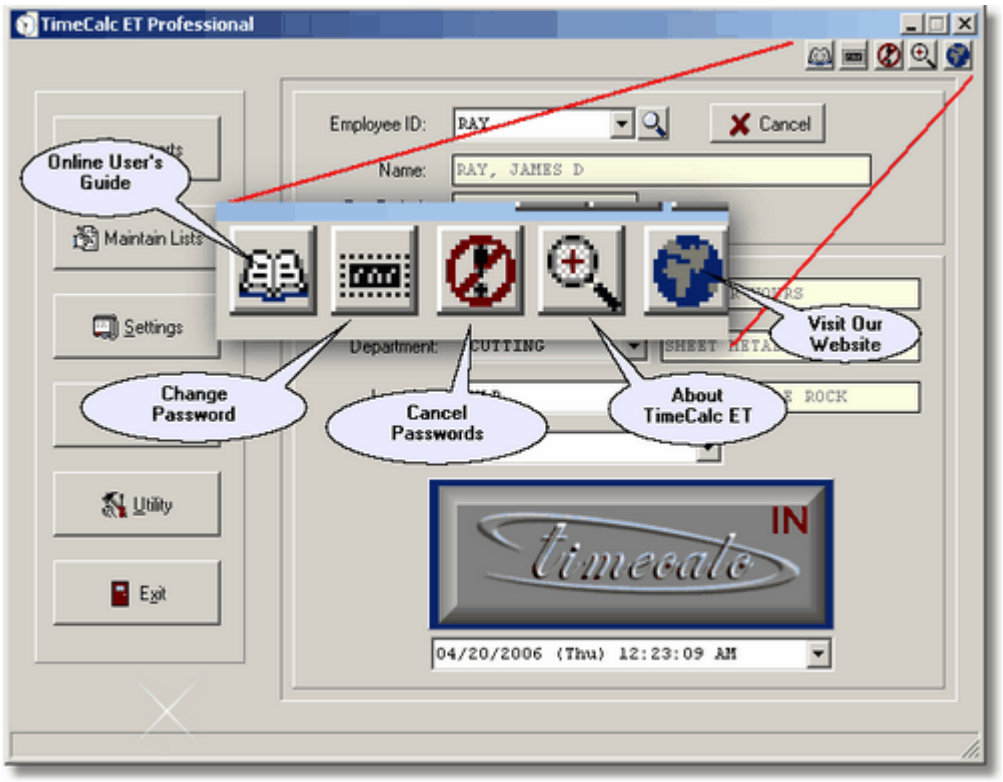
Memos

The ***Memo*** field is available for an employee to use to provide further information. The ***Memo*** field appears only if memos are allowed in ***settings***. If, however, memos are allowed, there is no restriction on what text (if any) is typed in.

Also in ***settings***, there is an option to use ***memo lookup***, which automatically fills in the memo field as the employee types text in, matching the text to previously used values. This can help maintain *some* consistency in the content of the memo field without totally restricting its use.

Toolbar

A small ***toolbar*** is provided in the upper-right corner of the main screen (see inset in the following screen image).



As shown above, the toolbar provides buttons for a few specialized tasks.

- ***Online Users's Guide*** **-** Special ***HELP*** buttons throughout the program can be used to provide ***context-sensitive*** online help for particular subjects. At times, however, it may be helpful to review the full user's guide or search for a particular term or concept. This toolbar button displays the user's guide in a fully indexed, searchable display.

- ***Change Password*** - Employees are allowed to change their own passwords whenever they want to by clicking on the ***Change Password*** button. To change his password, an employee needs to enter the old password and type the new password twice. Any change takes effect immediately. Employee's passwords can be changed at any time through the ***Maintain Employees*** screen. For this reason, the supervisor password is usually required for accessing the maintain lists function. For more information, see Passwords.

- ***Cancel Passwords*** **-** If the supervisor enters his password, he will not be asked for it again until a predetermined ***password timeout*** period expires. This minimizes the disruption of having to constantly re-enter passwords, while retaining a reasonable level of security. However, there may be times when a supervisor wants to cause the password to timeout immediately. For example, when he is working at another user's workstation, he may enter the supervisor password. Clicking the ***Cancel Passwords*** button causes a previously entered password to expire immediately.

- ***About TimeCalc ET™ Professional*** **-** Displays the system ***About*** window, including version number and a link to our technical support page.

- ***Visit Our Website*** **-** Loads the Prosystems, Inc. website, www.timecalc.com.

Button Menu

TimeCalc ET™ Professional doesn't use a traditional Windows menu; instead, it has a ***button menu*** from which specific activities can be selected. These buttons function in the same way as an ordinary Windows menu, however -- each button corresponds to a different area of the program. When finished in that area, clicking a ***close*** or ***OK*** button causes a return to the main screen.

There are buttons for all functions other than those performed on the main screen.

- ***Reports*** - Use this button for printing time reports (time sheets, hours worked, etc.) as well as other ***output processing*** like exporting data and viewing employee time on screen. Also, the archiving process occurs from the Reports screen.
- ***Maintain Lists*** - Use this button to add, change and delete records from the system's lists -- employees, departments, locations, work classes, and job titles.
- ***Settings*** - Use this button for making system settings. This includes fonts, data path, license keys, features selections, passwords, time format, rounding, and time server settings.
- ***Edit*** - Use this button to make changes to existing records (e.g., correcting errors) or to perform bulk adds or deletes of records.
- ***Utility*** - Use this button to perform backups (and restores) of the data files and to re-index damaged tables.
- ***Exit*** - Exits the program.

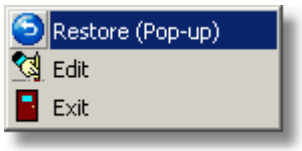
2.2 Minimize to System Tray

One of the useful settings for TimeCalc ET™ Professional is the ***Minimize to System Tray*** setting. The ***System Tray*** is the small area in the lower right corner of your Windows screen that looks something like the following:

On your computer, the icons shown will be different. This area is referred to alternatively as the ***System Tray*** or the ***Notification Area*****.** If the ***Minimize to System Tray*** setting is selected, when the TimeCalc ET™ Professional application is minimized, it will appear as an icon in this region, as show below (notice the left-most icon):

This makes access to the TimeCalc ET™ Professional program very handy. To clock in or out, it is necessary only to click the icon -- the program will "pop-up" for clocking in or out. To return the program to the system tray, minimize it (with the minimize button in the upper right corner) or simply click the ***Exit*** button -- the effect is the same. This leaves the program in your computer's memory, but as an inactive object until you restore it. Note that the ***Exit*** button's function is changed when ***Minimize to the System Tray*** is selected -- instead of its normal function of closing the program, clicking ***Exit*** causes the program to be minimized to the tray.

The program can also be accessed from the system tray by right-clicking the icon in the system tray. In this instance, the following menu will appear:



The ***restore*** menu item functions identically to a single-click of the system tray icon -- it activates the full-screen mode (i.e., "pops-up" the full screen). Also available is the ***Edit*** screen, which can be performed from the system tray without first popping up the full screen. Clicking the ***Exit menu item*** will cause the program to shut down (not merely minimize it). After clicking this ***Exit***, it is necessary to restart the program before it can be used again (the same effect can be had by clicking the ***close*** button (the **X** in the upper-right corner of the ***main screen***).

The program will never minimize to the system tray unless the appropriate feature has been selected under ***Settings*****.**

A related setting is the ***Minimize on Startup*** feature. This, when used in conjunction with the ***Minimize to System Tray*** setting, causes the program to automatically minimize when it is first started. By checking both of these settings and placing the program shortcut in a workstation's ***Startup*** folder, the program will automatically run and place itself in the system tray each time anyone logs into Windows. This is a very effective way of using TimeCalc ET™ Professional for many users.

For more information on these settings, please see the section Features under Settings.

Technical Note

When the program is minimized to the system tray as described in this section, all data files are closed and all buffered data is written out to the server's disk drive. Thus, there should be no concern that a workstation crash will damage any data files when the program is in this minimized state.

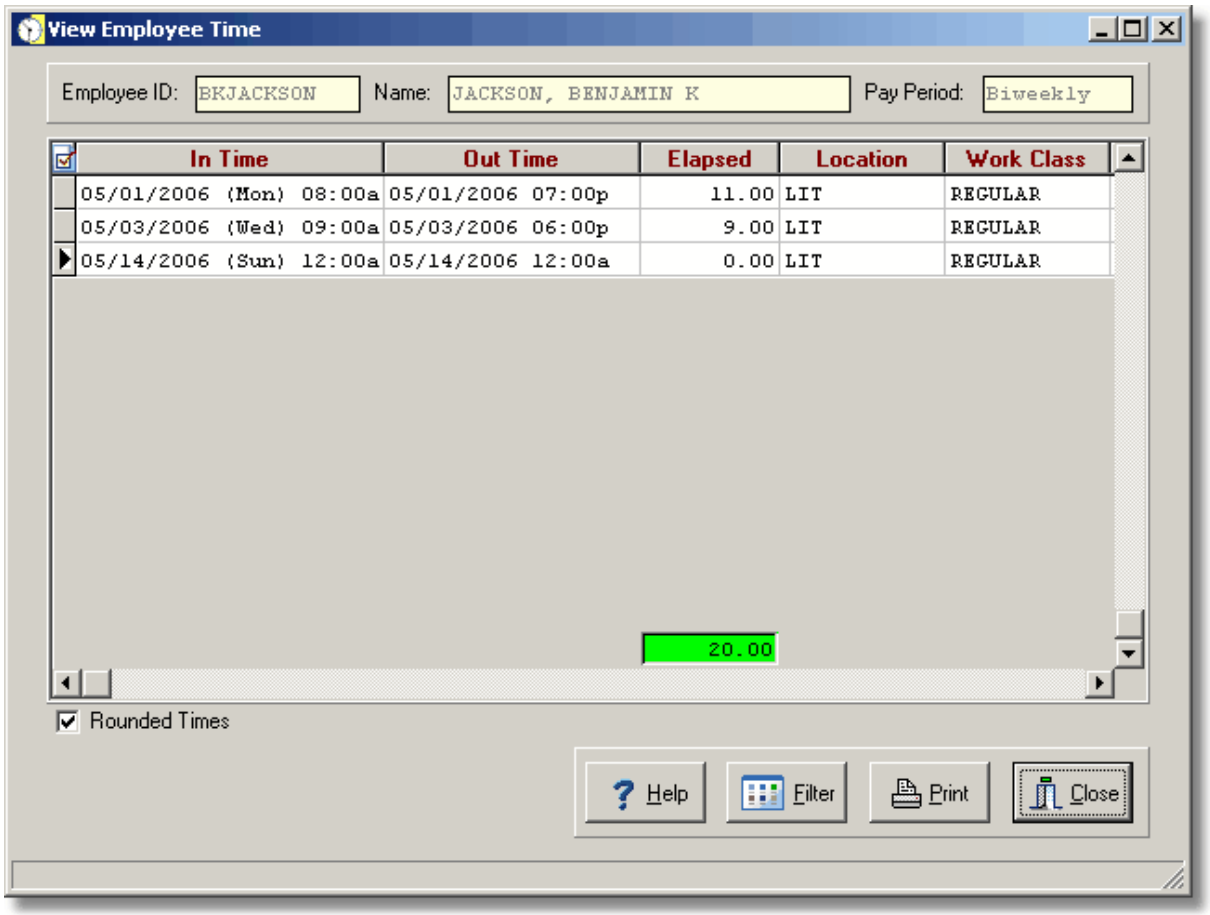
2.3 View Time

At times, it may be convenient to view an employee's time ***on-screen*** rather than to go through the report printing process. There are three ways in which this is done from within TimeCalc ET™.

- ***Main Screen*** - Click the View Time button on the main screen after selecting an Employee ID to view current period time for the selected employee only. An employee or supervisor password may be required.
- ***Edit Screen*** - Click the View Time button on the edit screen after selecting an Employee ID to view current period time for the selected employee only. An employee or supervisor password may be required.
- ***Reports*** - Under ***Report Type*** select ***VIEW***, then select the employee from the employee list. From here, you can view time for ***any*** employee, as well as view the history data for any employee. For more information on using ***View Time*** from the ***Reports*** screen, please refer to View Time Reports.

On the ***main screen*** and ***edit screen***, the ***view time button*** appears just to the right of ***Employee ID*** field.

An Employee ID must be entered or selected before clicking the **View Time** button. The following screen appears:

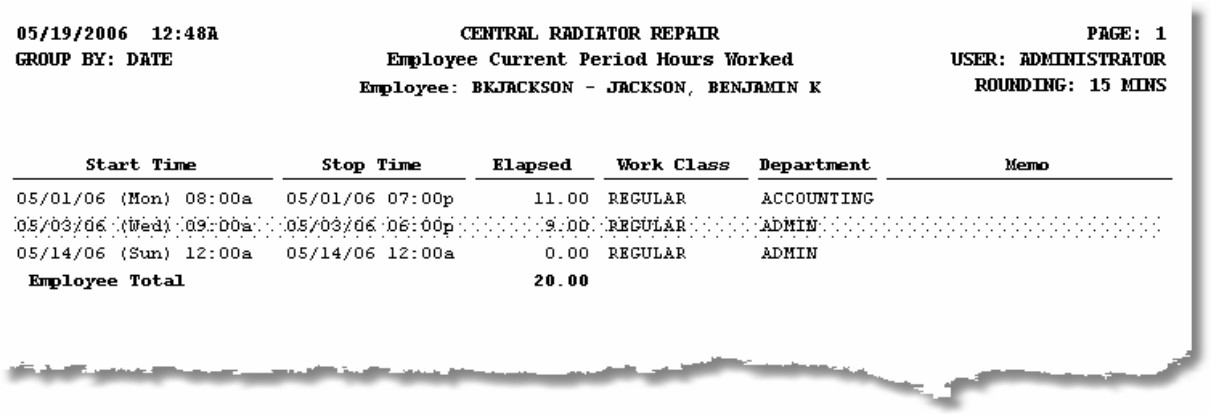


Depending on the ***password settings*****,** an employee password may be required for viewing time. If no password is required, any employee is able to view any other employee's time by selecting a different ***Employee ID***. If a password is required, either the employee (who knows his own password) or one having the supervisor password is permitted access.

The ***column selection*** feature can be used to select the set of columns (and their ordering) that appear in the ***View Time*** screen (these settings are saved for each Windows user using the system). For more information, refer to Customizing Grids. Also, note that the grid may be sorted on any field by clicking that field's column heading (you can tell this by the maroon text in the column headings).

Note that the ***Elapsed Time*** column has a *footer* (highlighted on the screen in green). The figure in the footer reflects the total hours worked during the current period (if the employee is currently clocked in, the hours in the current workday are not included in the total).

A hardcopy report of the time shown on this screen may be printed by clicking the ***Print*** button. The printed information resembles the standard ***Hours Worked Report***, however, the report always contains data for a single employee only. If the ***Rounded Times*** check box is checked, the times printed will be rounded accordingly on the report. Following is a sample report.

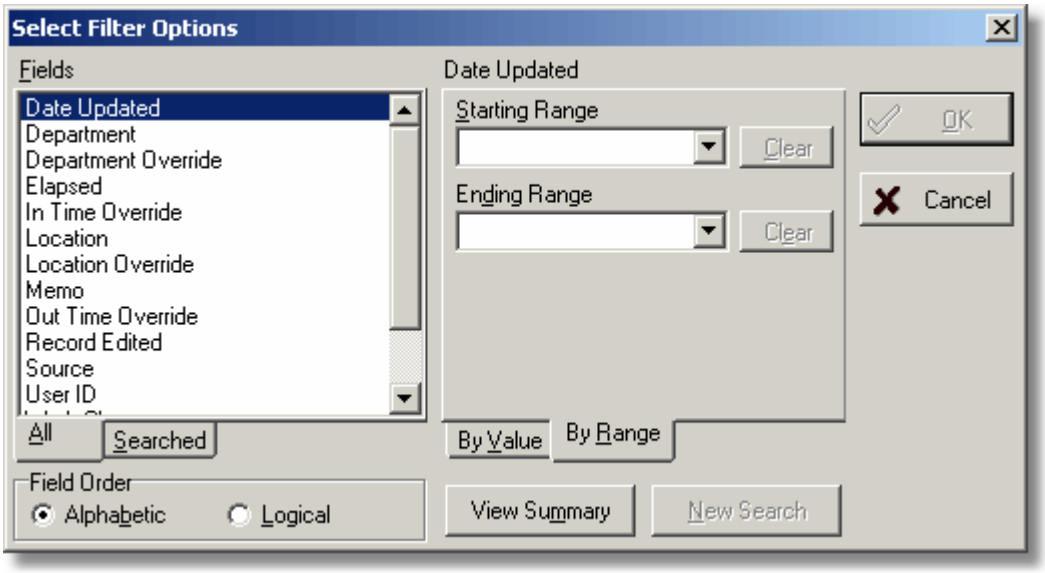


05/19/2006 12:48A — CENTRAL RADIATOR REPAIR — PAGE: 1
GROUP BY: DATE — Employee Current Period Hours Worked — USER: ADMINISTRATOR
Employee: BKJACKSON - JACKSON, BENJAMIN K — ROUNDING: 15 MINS

Start Time	Stop Time	Elapsed	Work Class	Department	Memo
05/01/06 (Mon) 08:00a	05/01/06 07:00p	11.00	REGULAR	ACCOUNTING	
05/03/06 (Wed) 09:00a	05/03/06 06:00p	9.00	REGULAR	ADMIN	
05/14/06 (Sun) 12:00a	05/14/06 12:00a	0.00	REGULAR	ADMIN	
Employee Total		**20.00**			

Filtering

At times, it may be useful to view only ***part*** of the records on file for an employee. For example, it may be useful to view only records that relate to a particular department or location. To do this, click the ***Filter*** button, which causes the following ***Select Filter Options*** screen to appear:



To filter (select) on a particular field, select the field name on the left and enter a particular ***value*** (using the tab marked ***value***) or a ***range*** of values (using the tab marked ***range***). When ***OK*** is clicked, the ***View Employee Time*** screen reappears, but records listed are only those which meet the filter criteria. To remove a filter, click the ***Clear*** button for the filter value (or range).

User Tip

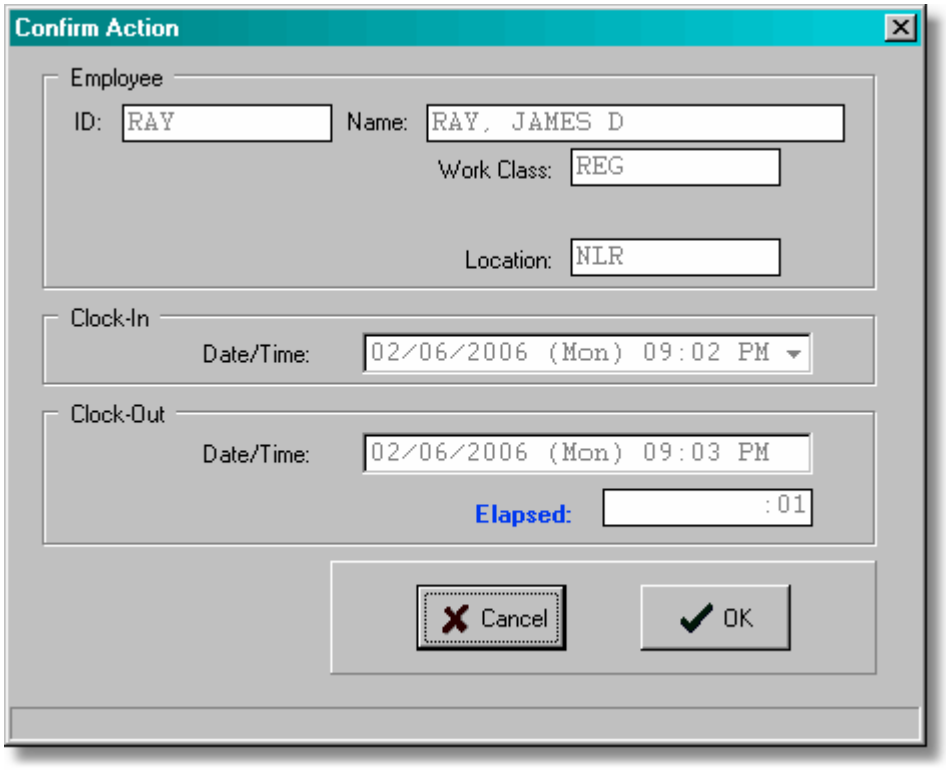
When a filter is applied to the data, the filter continues to be in effect until the filter is either removed or the program is restarted. The View Employee Time screen indicates a filtered view is in effect.

2.4 Confirm Action When Clocking in or Out

The TimeCalc ET™ Professional program can optionally require users to ***confirm*** their clock in/out operation.

Typically, when the ***IN/OUT*** button is clicked, the transaction is immediately registered at that time with work class, department, and location settings, as well as the time, shown on the main screen. Optionally, the settings can provide a ***confirmation*** screen which permits a review of these items before the process is completed. This allows a final opportunity to verify the accuracy of these items.

A sample ***confirm action*** screen follows.



When clocking ***IN***, the ***OUT*** section is not shown. Also, none of the items shown on this screen can be changed here; it is presented solely for review purposes. The employee may be able to change the items on the main screen, but some or all of these fields may be password protected and require a supervisor to override them.

At this point, the clocking in/out process can be abandoned by clicking ***Cancel.*** For example, if the time, department, work class, or some other data item is wrong, simply clicking ***Cancel*** allows the

employee start over.

To accept the transaction as shown, the employee clicks ***OK*.**

2.5 Passwords

Depending upon the program settings selected, some functions may require a password or ***Power User*** login for access.

TimeCalc ET™ Professional has two types of password arrangements to accommodate differing requirements. This section covers a basic security system that provides for a single ***Supervisor Password*** (having access to all functions) combined with individual ***Employee Passwords***. For businesses requiring more extensive security measures, employee time can be secured by department, location, or by individual employees; this technique is presented in the following section, ***Power Users***. The two methods are ***mutually exclusive***, i.e., at any given time one method or the other is employed, but never both at the same time.

User Tip

While only one method is employed at a given time, there is no difficulty in changing from one method to the other at will; simply select the other method in the *Passwords* tab under *Settings.* When changing to using *Power Users*, it is necessary to set up the *Power Users* list (under *List Maintenance).* However, changing back to the *Supervisor Password* does not remove the *Power Users* list, so it is possible to easily change back to the *Power Users* method as necessary.

The ***Supervisor Password*** method is detailed in this section below.

Supervisor Password

There is one supervisor password that is used to access to the program's administrative functions. The supervisor can control which of these functions requires a supervisor password by making appropriate settings. (See Passwords, in the ***Settings*** section, for instructions on selecting the functions to require a supervisor password, as well as for changing the supervisor password when needed).

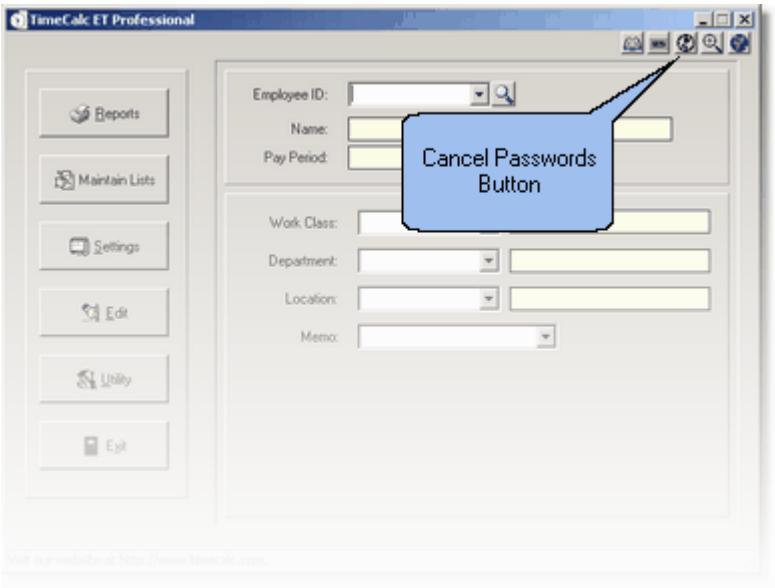
When a supervisor password is required the following window appears:

As the password is entered, the characters typed will be replaced by ****** so that bystanders cannot see what is being typed in.

The supervisor password can also be used to gain access when the program is requesting an employee password (read about employee passwords, below). The employee password is specific to each employee, assigned when the employee is set up in the "Maintain Lists" function (employees may also change their passwords at any time). However, anytime an employee password is requested, the supervisor password can be given as well. This allows a supervisor to perform any function an employee can perform, even without knowing the employee's password (this includes changing the employee's password, but employee passwords must be changed within the ***Maintain Employees*** screen; see ***Maintain Employees*** for more information).

The program can be set to "remember" that the supervisor password has been given previously for a predetermined period of time (this setting is made in the ***Passwords*** section of the ***Settings*** window). For example, once a supervisor password has been entered, it may not be required again for the next five minutes, or even 60 minutes, depending on the ***password timeout*** setting that is selected in the ***Settings*** screen. This eliminates the need to be frequently re-entering the supervisor password when working in the program repeatedly accessing functions requiring passwords.

At times, it may be convenient to be able to ***cancel*** the supervisor password before the password timeout period expires. For example, if the supervisor password has been entered but the workstation will be left unattended, the password can be canceled immediately so that undesired access is prohibited. Or, a supervisor password may be entered on a workstation that should have only temporary supervisor access. A ***Cancel Passwords*** button is provided for this purpose:



If the ***Cancel Passwords*** button is clicked, the program will require the password to be reentered the next time any password-protected feature is accessed. This provides the convenience of using the password timeout feature while not sacrificing the security of requiring passwords for access to selected features.

Employee Password

Depending on the program settings, employees may be required to enter their passwords when clocking in or out, or before viewing their time. This insures that an employee can perform these functions only for himself, even if someone knows the employee's ID. As an added security feature,

Employee ID lookup can be disabled in settings so that employees cannot see each others' employee IDs.

The Employee Password does not provide access to areas requiring a supervisor password, and the ***Cancel Passwords*** button described above has no effect on employee passwords. The program will not "remember" that an employee password has been entered; thus, if employee passwords are required for clocking in and out, the password will **always** be requested unless a supervisor password has been entered (and not canceled). If, however, the supervisor password is used, the program will "remember" it, subject to the password timeout requirements, so long as the ***Cancel Passwords*** button isn't clicked.

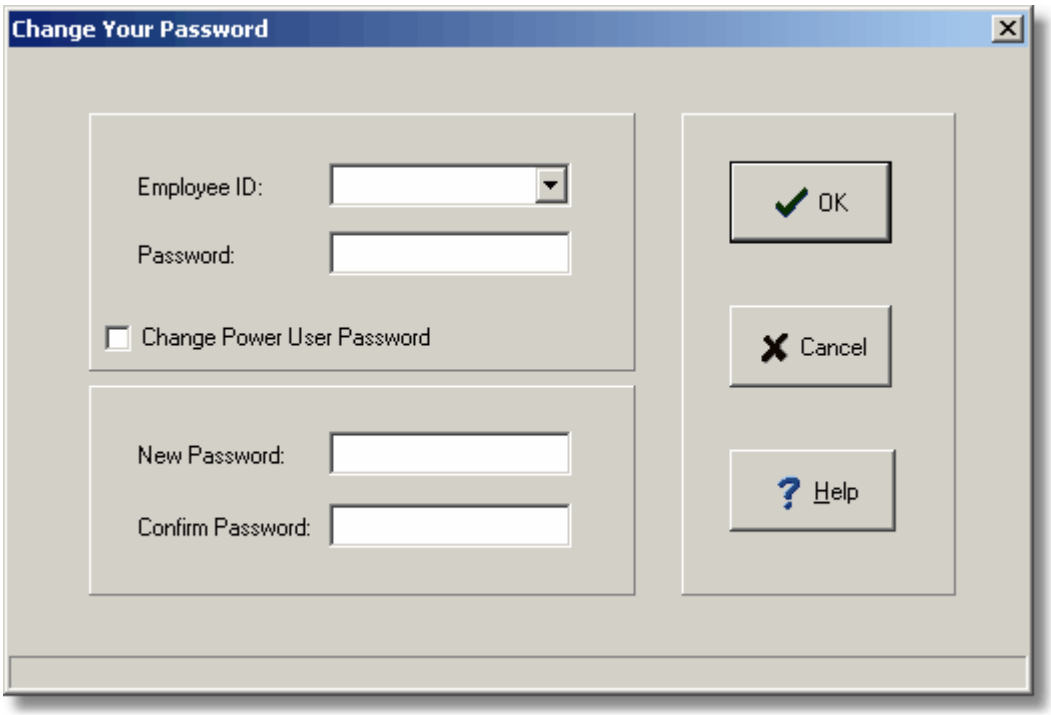
Changing Passwords

Employee passwords are set up within the Maintain Employees function. As a general rule, if employee passwords are used, a supervisor password should be required for Maintain Lists functions (since any employee could otherwise change another employee's password). A person with a supervisor password can change an employee's password at any time by going into Maintain Employees; the supervisor password cannot be used on the ***Change Your Password*** screen. For information on changing ***Power User*** passwords, please see ***Power Users***.

Employees are permitted to change their own passwords at any time. Good security calls for frequent password changes and it should be encouraged.

To change his password, the employee must know his existing password. A person who has the supervisor password can change an employee's password at any time, but instead of using the ***Change Your Password*** screen shown, it is done through the ***Maintain Lists*** function for ***Employees***.

To change his or her password, the employee clicks the ***Change Password*** button at the top of the main window, which causes the following screen to appear:



It is then necessary to enter the Employee's ID and the current password. The new password is then

entered and confirmed. If the old password is incorrect or the new passwords don't match, the problem must be resolved before leaving the screen (or the operation can be canceled).

This screen is also used to change a ***Power User*** password, if the ***Power Users*** feature is active. For information specific to ***Power Users*** please refer to the section ***Power Users***.

The change, if accepted by the system, takes effect immediately.

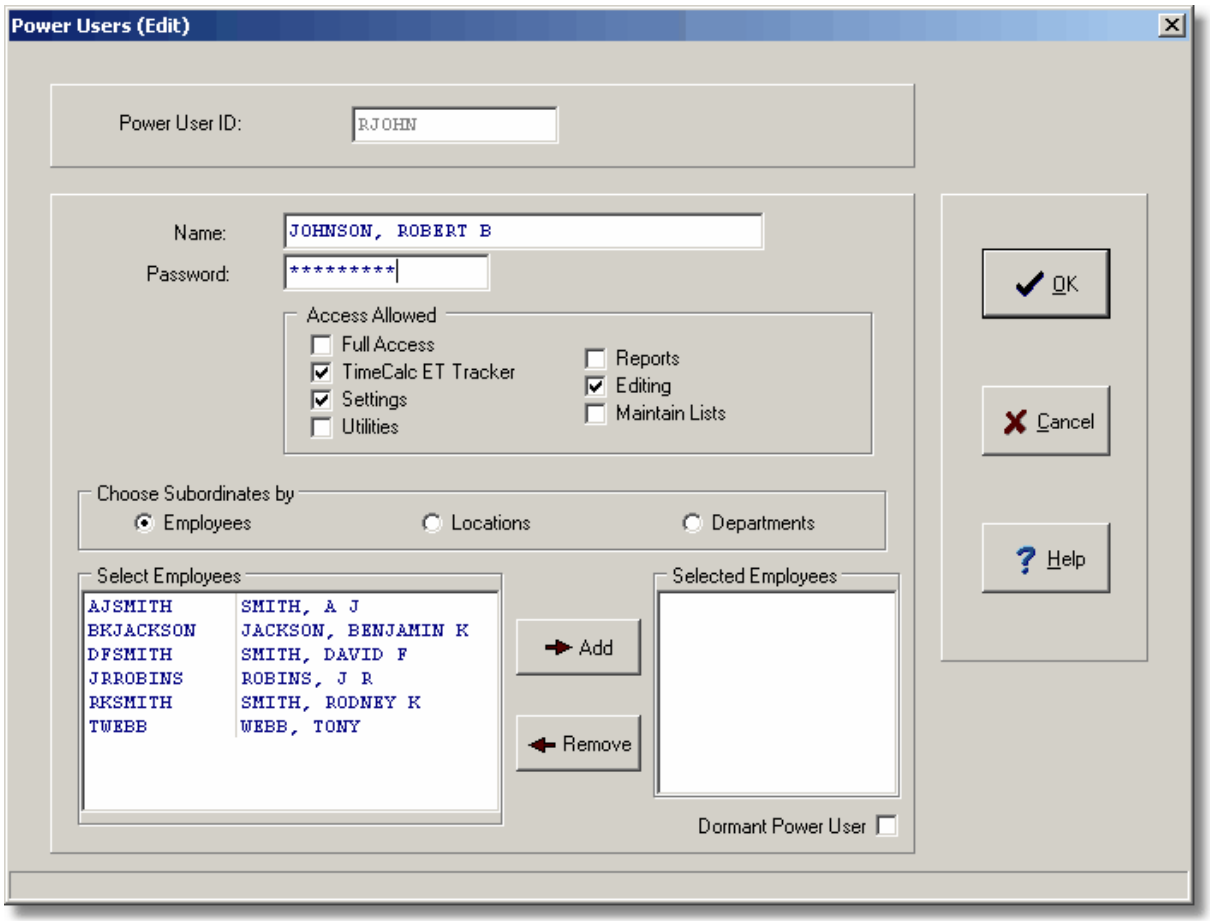
Effective use of the TimeCalc ET™ Professional password system is important in securing access to the system. It is recommended that the desired level of password protection be determined when the program is initially set up. For more information, please refer to Passwords.

2.6 Power Users

The ability to implement ***Power Users*** was added in version 3.01 of TimeCalc ET™ Professional.

By designating one or more ***Power Users***, it is possible to limit access to the records of particular locations, departments, or employees, to particular individuals. In this way, a supervisor can be restricted to printing reports pertaining to his or her own subordinates. When ***Power Users*** is enabled, at least one user ***must*** be set up to have ***full access***. This user has total control of all power users.

To illustrate, it may help to look at the ***Power Users*** edit screen (using this screen is covered in detail in the section ***Maintain Power Users***).



This screen is used to set up (and change) power users as needed. Notice that ***Access Allowed*** permits or denies the power user access to various areas of the program (Settings, Utilities, Reports, Editing, Maintain Lists). [The "TimeCalc ET Tracker" checkbox is provided to control access to a separately licensed module to be available soon].

Also, notice that a ***Power User*** can be given ***Full Access***. When ***Full Access*** has been granted, the user has no restrictions imposed on him or her by any part of the system.

User Tip

At least one user *MUST* be designated as a full access *Power User.* In this way, it is insured that at least one user is able to perform any task the system requires (such as to add more *Power Users*. When *Full Access* is granted, all other access restrictions are grayed out (disabled), since by definition, the *Full Access* user will have total control of the system.

If an attempt is made to exit the edit screen without a *Full Access Power User*, the program will warn that leaving without setting one up will result in *Power Users* being totally disabled, with the result that all users have unrestricted access to the system. In general, this message should not be ignored -- a *Power User* should be set up before leaving the screen.

Understanding Power Users

A particular ***Power User*** may be granted or denied access to any of the following functions:

- Settings
- Utilities
- Reports
- Editing
- Maintain Lists
- TimeCalc ET Tracker (a soon-to-be-available add-on module)

In addition to these criteria, any combination of ***Locations, Departments, and Employees*** may be selected to grant access to those items.

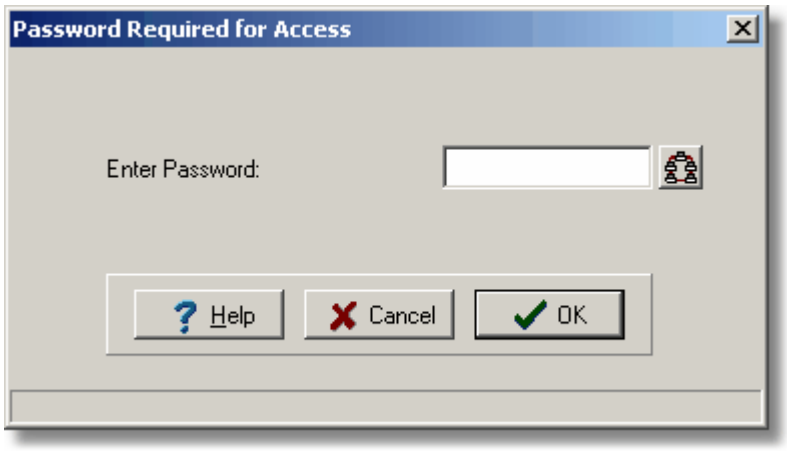
An example may help to clarify how this works. Suppose there is a ***Power User*** who supervises the FINISHING department as well as three out of the nine employees in the SANDING department. So that this ***Power User*** can have access to the time for his subordinates only, the list of departments would contain only FINISHING. But the three employees in the SANDING department could be selected individually.

When the ***Power User*** in the example runs reports, he will receive a ***Restricted View*** containing only those employees who are his subordinates -- those in the FINISHING department or any of the three in SANDING department. If a location is entered, he will have access to all employees in that location regardless of whether they are included in departments or the employee list under his control. Thus, it is a hierarchy, with Locations at the top, individual Employees at the bottom, and Departments in the middle.

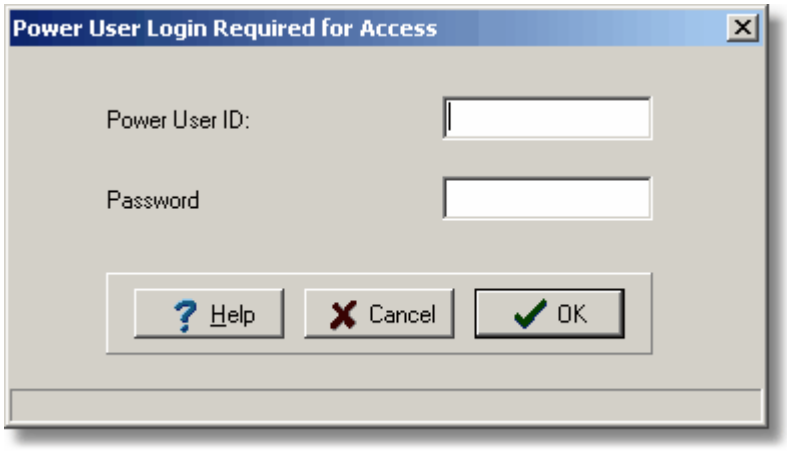
Only a ***Power User*** who has control over an entire location or department, or who has full access, can run reports containing all employees for a given department or location.

A ***Power User*** can enter or edit time for an employee who is his subordinate. This process is a little different from the process used when a ***Supervisor Password*** arrangement is being employed.

When the employee is asked for his password, the following screen appears:



This screen is requesting the employee's password. If a ***Power User*** is attempting to enter or edit an employee's time, he needs to login to the system. To do this, the button just to the right of the password field (shown above) is clicked, which causes the screen to change to the following:



This screen permits both a ***Power User ID*** and a ***Password*** to be entered.

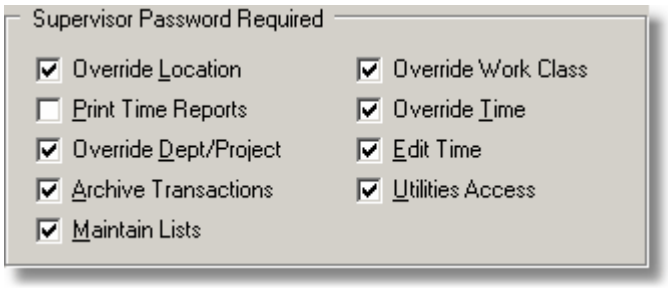
Once a ***Power User*** has logged in for any purpose, the session is subject to the ***Password Timeout*** setting; thus, the login stays in effect until either the password times out or the ***Cancel Passwords*** button is clicked.

Power Users give larger organizations much improved security so that any individual can be allowed access only to his subordinates.

User Tip

When a *Power User* is granted access to a particular department, he has access to employee time spent in that department, regardless of the employee's *Default Department.* For example, if an employee normally works in the SANDING department but works a few hours in FINISHING one day, a Power User having access to FINISHING department time will be able to see those hours. However, if the *Power User* doesn't have access to SANDING department employees, he will not be able to see time spent in the SANDING department.

The ***Power Users*** feature is subject to the ***Supervisor Password Required*** settings in the password settings window:



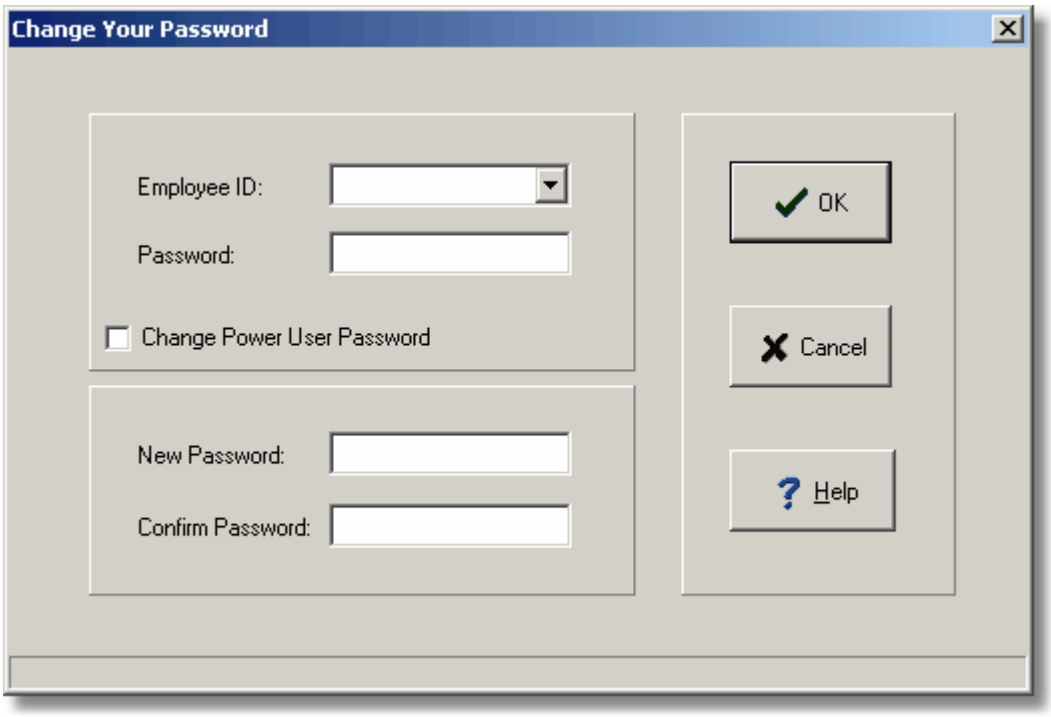
For instance, in the above example, the ***Print Time Reports*** requirement is not selected. As a result, no ***Power User*** login is required to access the printing function, and any designation of subordinates in the ***Power User*** settings is not respected -- every power user (or ordinary user) will have full access to all reports and employee data. Thus, in most circumstances, if ***Power Users*** are being implemented, all of the above check boxes will be selected. Exceptions to this rule might be when employees need no special permission to override locations, departments, work classes, or time, or to edit their own time. Rarely would one of the other check boxes (Print Time Reports, Archive Transactions, Maintain Lists, or Utilities Access) be unselected for other functions when the ***Power Users*** feature is selected; however, the program does provide that option for those who may want it.

Changing Passwords

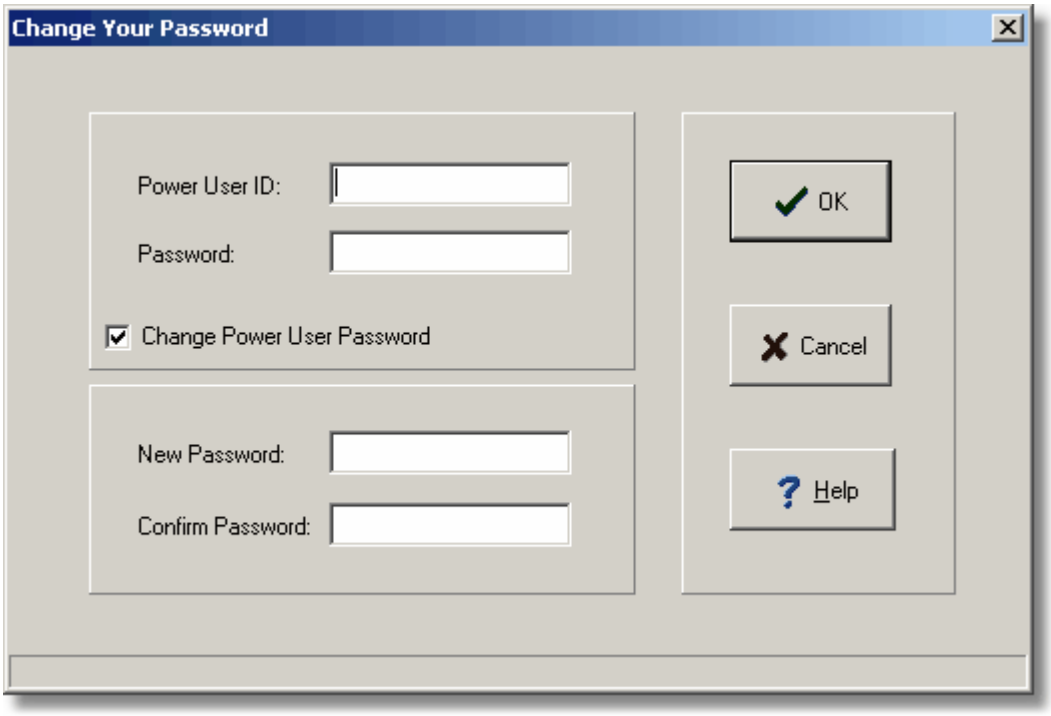
Power User passwords are set up within the Maintain Power Users function. However, ***Power Users*** are permitted to change their own passwords at any time. Good security calls for frequent password changes and it should be encouraged.

To change his password, the ***Power User*** must know his existing password. A person who is a ***full access Power User*** can change another ***Power User's*** password at any time, but instead of using the ***Change Your Password*** screen shown, it is done through the ***Maintain Lists*** function for ***Power Users.***

To change his or her password, the employee clicks the ***Change Password*** button at the top of the main window, which causes the following screen to appear:



To change a ***Power User*** password, the checkbox should be checked, and the screen will redisplay as below:



Notice there is no drop-down list associated with the ***Power User ID***. To change the password, it is necessary to know which ***Power User ID*** is to be entered; it can't merely be picked from a list.

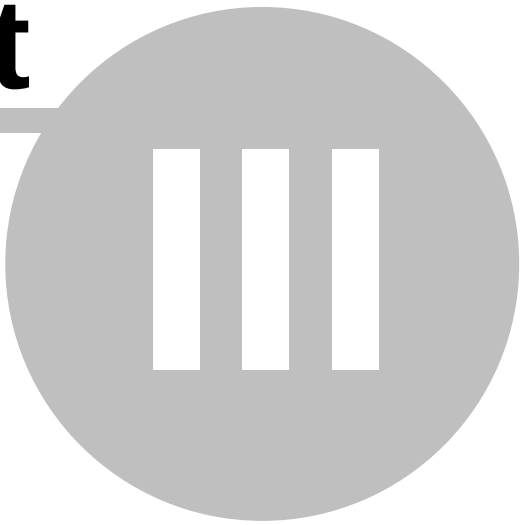
It is then necessary to enter the current password. The new password is then entered and confirmed.

If the old password is incorrect or the new passwords don't match, the problem must be resolved before leaving the screen (or the operation can be canceled).

The change, if accepted by the system, takes effect immediately.

Effective use of the TimeCalc ET™ Professional password system is important in securing access to the system. It is recommended that the desired level of password protection be determined when the program is initially set up. For more information, please refer to Passwords.

Part



Settings

3 Settings

3.1 Settings Overview

Before using TimeCalc ET™ Professional, there are a number of settings which must be made in the ***Settings*** screen. For example, which fonts to use, where the data files are located, which features will be used, how the passwords and security should be set up, and numerous other key settings. Due consideration of these settings will help insure the most productive and secure use of the program.

Every setting is explained in detail in this section of the user's guide. The actual settings screens also contain summaries of this information for ready reference.

The **Settings** window is divided into index tabs, or pages, for each of the following types of settings:

- ***Fonts & Data*** - The Windows fonts (type styles) to be used for screen captions, data fields, and printed reports are selected; a company or organization name can be entered for printing at the top of reports; the data path (location of the data files) is selected; and a subsystem for managing license keys is provided.

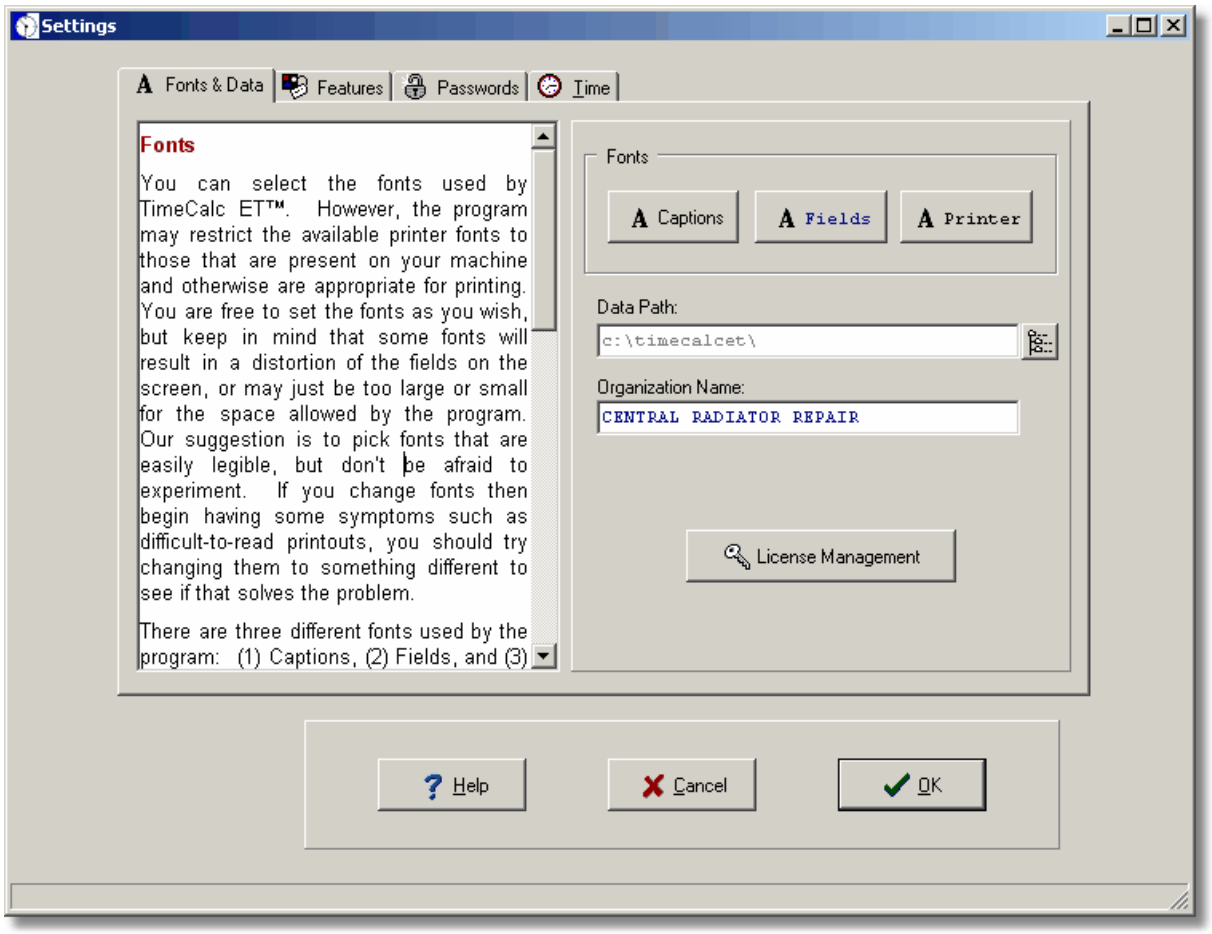
- ***Features*** - The program has many features which are controllable, including the use of memos, departments, locations, help hints, report shading, etc. While some of these features should be set up at the outset, others can wait until more is known about the program, its features, and the environment in which it will be used.

- ***Passwords*** - There are a variety of password settings. These settings control whether passwords are to be used at all, and if so, which operations will require a supervisor password, and which require an employee password. In addition, if the Power Users security feature is to be used, it is selected here. It is a reasonable approach to enable most or all of these password settings to begin with; later, the security requirements can be relaxed if a less restrictive arrangement is desired. Unless the added security of Power Users is required, disabling the feature will make setup a little easier (Power Users security can always be added at a later date).

- ***Time*** - The ***Time*** settings allow a ***network time server*** to be specified and selection of the format for displayed time values.

As a convenience, a ***mini-help*** window is displayed on each panel. These screens are designed to offer only basic help; if more details are needed, the ***Help*** button can be used to refer to this more intensive online user's guide.

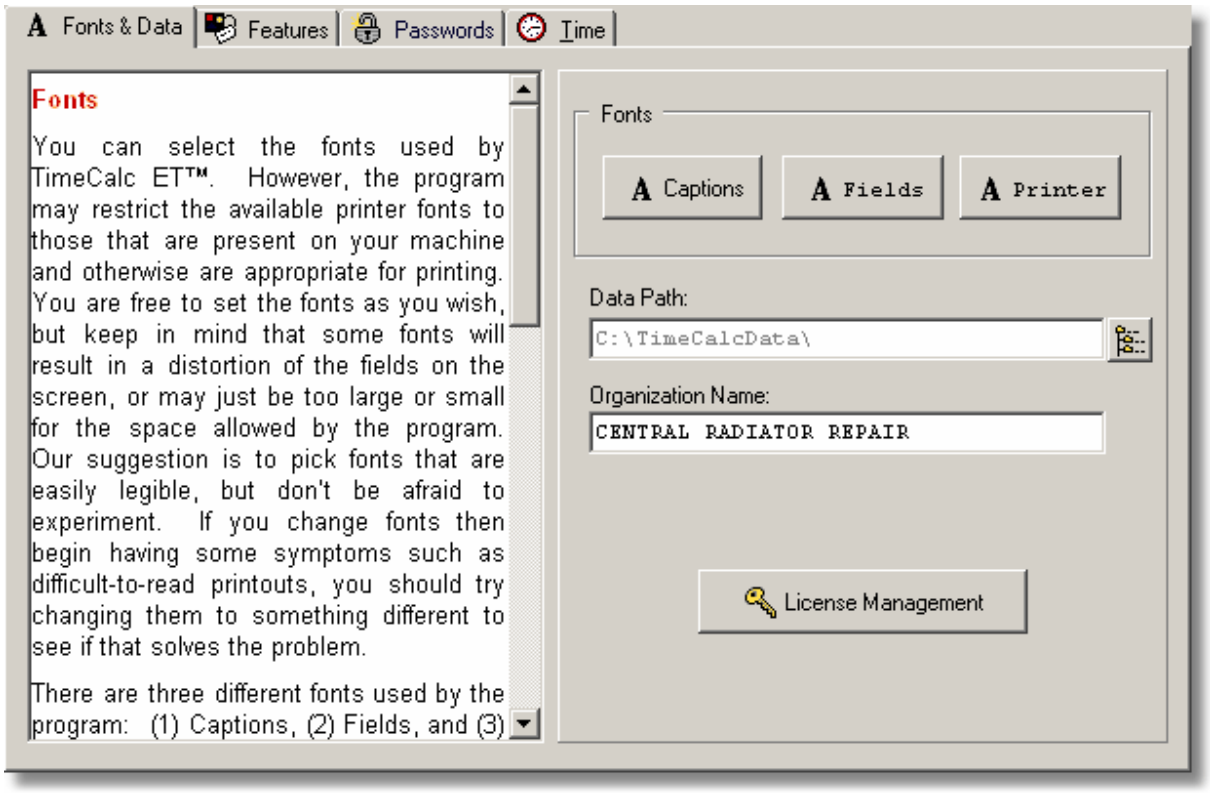
The saved settings are related to the TimeCalc ET™ Professional database by a special file (TCET.ini) located in the folder that contains the database. As each user starts up the TimeCalc ET™ Professional program, it reads this settings file to determine which settings apply for the current session. When changes are made to settings, those changes will not become effective for users until they have closed out of the TimeCalc ET™ Professional program and restarted it. Thus, anytime you make settings changes, it is advisable to exit the program and restart it to insure that all changes are effective. It is not, however, necessary to restart any computers.



On clicking the ***OK*** or ***Cancel*** buttons, an opportunity is provided to make the setting changes permanent or to abandon them. If the settings are abandoned, none of the changes made in this screen are saved. If the settings are made permanent, they become effective for each user as he exits the program and restarts.

3.2 Fonts & Data

On the ***Fonts & Data*** tab, fonts (type styles) can be selected for the descriptive captions used throughout the system, for the field ***edit boxes***, and for printing reports. In addition, the ***Fonts & Data*** tab provides settings for the data path where the database is located and an ***organization name*** which prints on the top of all reports. Finally, a ***license key management*** function is provided where the license keys to enable particular program functions are tracked.



Fonts

TimeCalc ET™ Professional has three different ***font*** settings.

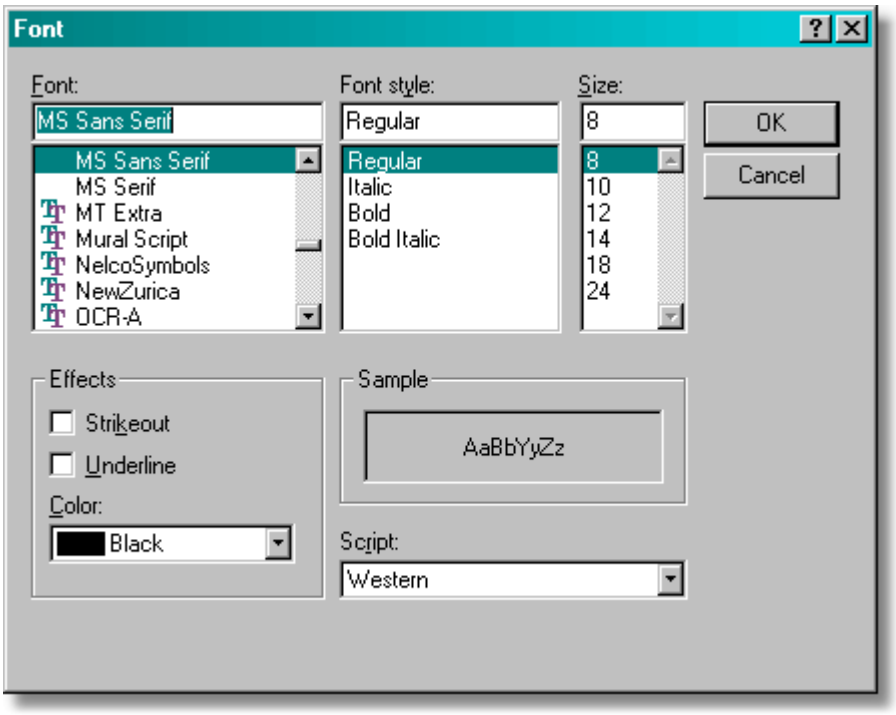
- ***Caption Font*** - This is the font used for displaying screen captions and labels. For example, in the above screen image, the caption font is used to display the words "Organization Name". This font is used on buttons, tabs, and other objects.

- ***Field Font*** - This is the font used for displaying information in fields where the user can type in text. In the above screen image, the organization name of "CENTRAL RADIATOR REPAIR" is displayed in the field font.

- ***Printer Font*** - The printer font is used for any reports displayed on the screen or printed. The program will override the font size as required, but the font style is selected here.

Each of the buttons used for setting the fonts uses its respective font setting as the font for its label. Thus, one can see in the above example that the ***Printer Font*** is "**Courier New**" while the ***Captions Font*** is "**Arial**".

To select any of the three types of fonts, click the designated button and the font selection dialog box appears:



As can be seen from the screen image above, the selection can indicate the font name, style, size, and color. The selection of allowed fonts is different for printers, as some fonts are not suitable for printing reports. Some fonts are more readable on printers than others, while other fonts have a better screen appearance. Generally, a fixed-pitch printer font like Courier New makes for the most legible reports.

A font size and color may be selected, but the program reserves the right to select a different color or size, and will frequently do so. A font color selection will normally be respected for a caption or field font; obviously, printer limitations may interfere with the selection of a particular color for a printer font. The font selection dialog box displays a sample so that the font's appearance can easily be seen during the selection process.

The fonts available on a given computer may be different from those on another computer. Most Windows PCs will have the Courier New, MS Serif, MS Sans Serif, and Arial type styles. If there is a concern about the availability of particular fonts on the various PCs in a network, selecting from these common fonts is a good idea.

It is best to pick fonts that are exceptionally legible; however, experimentation may yield worthwhile results. Because employees will be working with the screens and reports day in and day out, it is worth taking the time to find a good combination.

The following fonts are good choices for most environments:

- ***Fields*** - Courier New 8
- ***Captions*** - MS Sans Serif 8 or Arial 8
- ***Printer*** - Courier New 10

Data Path

The ***Data Path*** tells TimeCalc ET™ Professional where to find its database. To change the data path, click the browse button (at the right-hand end of the field), which presents the ***Data Path*** selection screen. For more information, please see the section on **Database.**

Organization Name

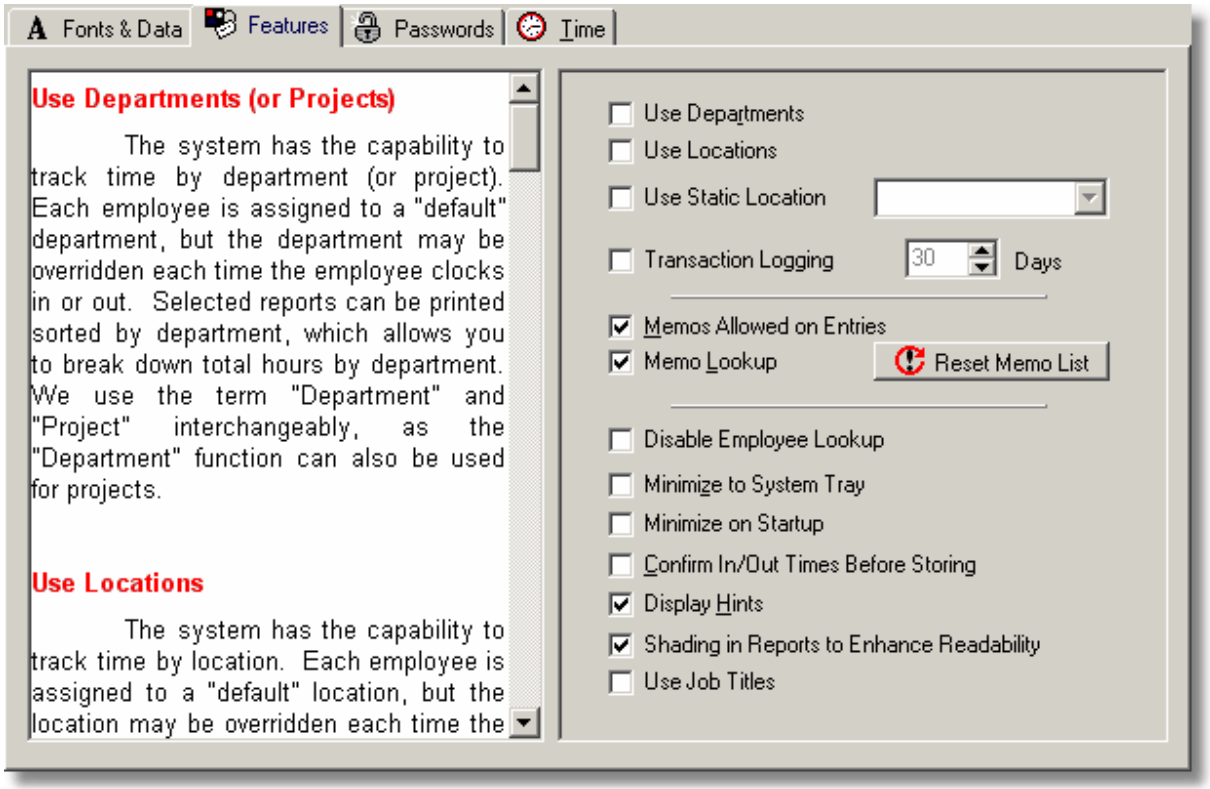
Organization Name is used only for printing on the top of reports. It is not required, but whatever is entered here prints as the top heading line of every report. Typically, this field represents the company or employer name.

License Management

Because there are numerous licensing options for TimeCalc ET™, a ***License Management*** function is provided for tracking the license keys for each module. To access the ***License Management*** window, click the indicated button on the ***Fonts & Data*** tab. For more information, please see the section **License Management.**

3.3 Features

Many important feature settings are established on the ***Features*** page of the ***Settings*** screen. These settings address a range of items and are described in detail, below.



Use Departments (or Projects)

TimeCalc ET™ Professional has the ability to track time by department. The department is captured at the time the employee clocks in or out and many reports can be sorted by department so that time can be properly allocated to the accounting departments as required. Where it is necessary to track time by ***job***, the department feature can be used for this purpose as well -- in effect, it is just a classification that may be used as required. The terms ***department*** and ***project*** are used interchangeably for this purpose.

Each employee is assigned a ***default department***, i.e., the department where his time is normally charged. When clocking in or out, if the employee is working in a different department, the ***default department*** may be overridden. At the end of the pay period, the reporting system is able to segregate hours worked by department.

In general, the use of locations is independent of the use of departments. Either can be used with or without the other.

Use Locations

TimeCalc ET™ Professional has the ability to track time by location. Like the department, the location is captured at the time the employee clocks in or out and many reports can be sorted by location so that time can be properly allocated to the accounting location as required.

Each employee is assigned a ***default location***, i.e., the location where his time is normally charged. When clocking in or out, if the employee is working in a different location, the ***default location*** may be overridden. At the end of the pay period, the reporting system is able to segregate hours worked by location. But, see ***Use Static Location***, below, for a different application of locations.

In general, the use of locations is independent of the use of departments. Either can be used without the other.

Use Static Location

It may be desirable in certain situations to assign all employees who are using TimeCalc ET™ Professional to the same location. For example, if several locations are using the program and all time is aggregated for payroll purposes, each location can be assigned a ***static location*** which is assigned to every transaction (and cannot be overridden by the employee). This allows the program to be used as though it were a single location, yet provides the ability to generate reports by location after the data is aggregated for payroll purposes (a separate add-on software module is required for this functionality).

The location specified as a ***static location*** must be set up in the location list under ***maintain locations***.

Transaction Logging

Transaction logging is used in conjunction with an optional add-on module to allow authorized individuals to track employees clocking in and out in real-time, as it happens, as well as to review a chronological history of clock-in/clock-out activities. This allows the supervisor to closely monitor employees as they arrive and leave as well as any overrides they may use. Unless the optional add-on module has been installed, ***transaction logging*** should be ***un-checked.***

The number of days transaction log data is to be kept is specified just to the right of the check box.

There is probably little value in keeping the log for more than 30 days, however, by entering zero the log will be kept until a different period is specified. Setting this value to zero is not, however, recommended, as the log file can grow quickly without routine removal of old records. Outdated records are purged from the transaction log during the process of archiving current period transaction data.

Memos Allowed on Entries

In some situations it is useful for the employee to be able to enter a small amount of additional information when clocking in or out. If ***Memos Allowed on Entries*** is checked, the employee is allowed to enter free-form text, up to 30 characters, on every in/out cycle. This might be, for example, a reason the employee worked late or an explanation of the work being performed. This information prints on selected reports, and the ***Hours Worked*** report can be sorted by the memo field. The content of the memo field is unrestricted.

If a memo is entered at the time the employee clocks in, he can review and change the memo at the time he clocks out. If different memos are used when clocking in and out, only the second one (when clocking out) is stored in the system.

Memo Lookup

When using ***Memos Allowed on Entries*** the ***Memo Lookup*** feature can be used to speed the process as well as bring consistency to the memos that are used. If ***Memo Lookup*** is selected and the system finds the same text has been previously used, after entering the first character or two, it fills the remainder of the text automatically -- at which point it can either be accepted or overtyped with new text. This can be helpful where the memo represents, for example, a client name. This approach is much easier to maintain than a separate client list (in fact, it is "self-maintained", as new memos are automatically added to the list as they are used).

The list of memorized memos can be reset (blanked out) by clicking the ***Reset Memo List*** button just next to the ***Memo Lookup*** selection in the Settings screen.

Reset Memo List

As mentioned above, TimeCalc ET™ Professional can memorize a list of memos that have been used on transactions. At times, it may be useful to reset or clear the list of memorized memos. To clear the list, click the ***Reset Memo List*** button on the Settings screen (just to the right of the ***Memo Lookup*** options setting). This causes the list to be reset immediately. The list will be automatically recreated as memos are entered on subsequent transactions.

Minimize to System Tray

If this feature is selected, the program is ***minimized to the system tray*** rather than being closed after each use. This feature is recommended for most network environments. For more information on this feature, please refer to ***Minimize to System Tray*** in the ***Main Screen*** section of this user's guide.

Minimize on Startup

For those who are using the ***Minimize to System Tray*** feature, the ***Minimize on Startup*** feature can streamline the use of the program. By placing a shortcut to TimeCalc ET™ Professional in the user's

startup folder, the program will be automatically started and minimized to the system tray when the user logs in -- making it ready for use immediately upon login. It can be placed in the startup folder for "All Users" to cause the program to start whenever ***anyone*** logs into a given workstation.

Technical Note

If the *Minimize on Startup* feature is utilized, it is of critical importance that any required network shares be available at the time of the user's login to Windows. If a mapped drive letter is used for the shared database location, that mapping *must* occur prior to the startup of the TimeCalc ET™ Professional program. For best results, it is recommended that a UNC (Universal Naming Convention) name be used for the database location when *Minimize on Startup* is to be selected.

Confirm In/Out Times Before Storing

It may be desirable to require the employee to confirm the correct in/out time before the record is stored. When this option is selected and the Clock In/Clock Out button is clicked, the current date and time is displayed and the employee must either select ***OK*** or ***CANCEL***. This is provided as an optional safety measure against employee carelessness.

For more information, please refer to ***Confirm Action When Clocking in or Out*.**

Display Hints

The ***Show Hints*** feature causes the system to automatically display a ***help hint*** (sometimes referred to as ***tool tip***) if the mouse pointer comes to rest over an object on the screen. For example, if a user is unsure about the purpose of a particular button, by "pointing" to the button with the mouse, a small window is displayed with a hint.

As employees begin to use the program, it can be helpful to have the ***Show Hints*** feature enabled. Once most employees are familiar with use of the program, the ***help hints*** may be perceived as "in the way". Should this become the case, this setting can be deselected. More extended descriptions of objects are displayed in ***status bar*** at the bottom of the screen; these are unaffected by the setting of ***Display Hints***.

Shading in Reports to Enhance Readability

On some reports it enhances readability to have alternating lines shaded. On many laser printers, this feature makes it easier to follow printed lines across the page; however, at the expense of slightly increased toner costs. Some printers respond better to this feature than others; if the enhancement proves to be insignificant, this feature can be easily disabled.

On the ***Report Specification Screen*,** this feature can be disabled for the report being currently printed even though it is selected in ***Settings.*** If, however, this feature is not selected in ***Settings***, it is not an option on the ***Report Specification Screen.***

Use Job Titles

TimeCalc ET™ Professional has the ability to maintain a list of ***Job Titles*** and ***Job Descriptions***.

Depending on the TimeCalc ET™ edition, additional reports may be available by ***Job Title***. The Professional edition allows tracking of ***Job Titles***, but provides no additional reporting capability based on them.

3.4 Passwords

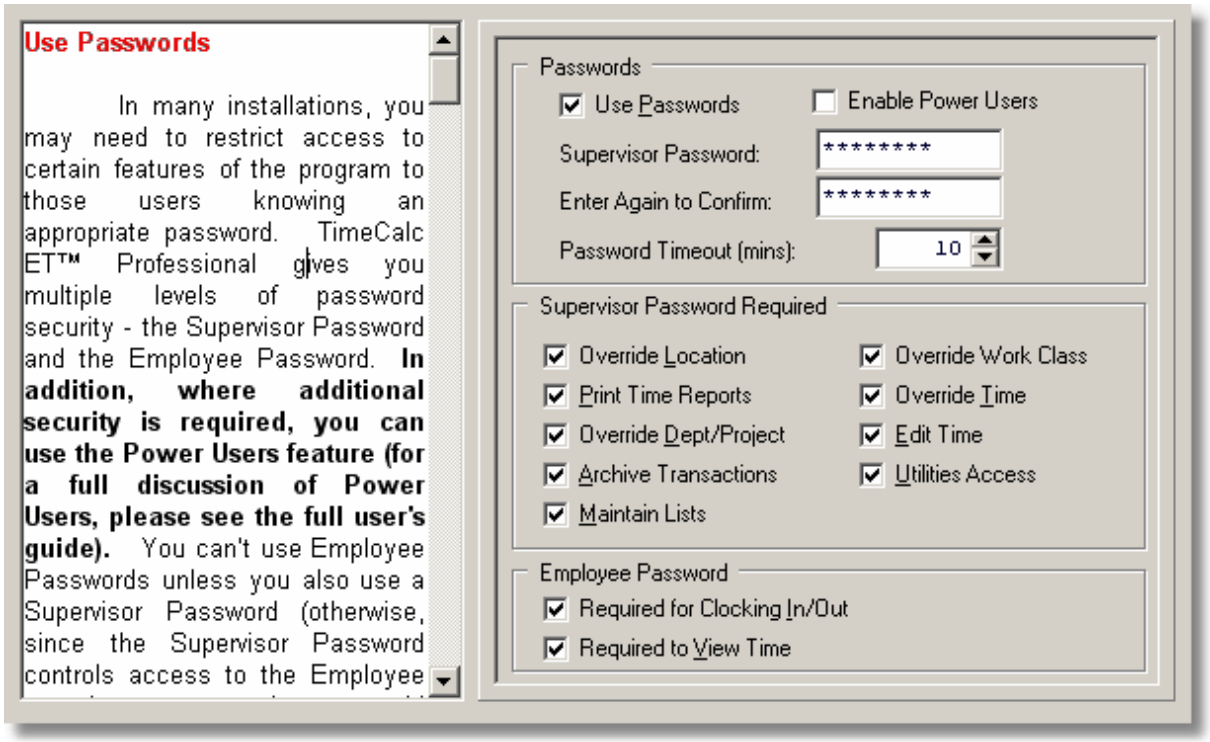
TimeCalc ET™ Professional employs two basic types of security arrangements.

Smaller businesses can choose a ***basic*** security system consisting of a single ***supervisor password*** with the ability to require an individual password for each employee.

Businesses with more stringent security requirements can choose a more intensive system providing for designation of a list of ***Power Users*** who have specific authority to access various parts of the system, and even to specify particular locations, departments, and employees as "subordinates". The two methods are ***mutually exclusive***, i.e., at any given time one method or the other is employed, but never both at the same time.

The details of using each of the two security systems are set out in their respective sections, ***Passwords*** and ***Power Users***. This section covers the settings for implementing either system.

The screen for setting up password protection is shown below:



Use Passwords/Enable Power Users

If any password security is to be used, the ***Use Passwords*** box must be checked. Leaving the ***Use Passwords*** box unchecked allows all employees to have full access to all parts of the system. Obviously, this is usually not a good idea, so in most instances the ***Use Passwords*** box should be checked.

As shown in the image above, password control is available for each of several functions as described below. These other settings are not effective unless the ***Use Passwords*** feature is selected.

The ***Enable Power Users*** box activates the ***Power Users*** functionality. When checked, instead of a single ***Supervisor Password,*** a list of ***Power Users*** is maintained. This list allows control, for each ***Power User***, of the level of access permitted -- to individual program functions as well to selected locations, departments, and employees (see ***Maintain Power Users*** and the section on ***Power Users*** for details on how this feature is used). At least one ***Power User*** must have "full access", i.e., be able to perform all functions within the system.

If ***Enable Power Users*** is checked, a ***Supervisor Password*** is not used; instead, each ***Power User*** has his own password which is entered into the ***Power Users List. Power Users*** are also permitted to change their passwords at will using the ***Change Passwords*** function under ***Passwords.***

Supervisor Password/Enter Again to Confirm

If ***Use Passwords*** is selected (but ***Power Users*** has not been enabled), it is required that a ***Supervisor Password*** be specified. To insure that the selected supervisor password is typed correctly, it must be typed a second time to confirm its accuracy. There is no requirement to enter the ***Old Password***, since to have gotten to this screen the old password presumably had to have been entered.

A password may not be blank and cannot exceed 10 characters in length, but otherwise, any password is acceptable. The password ***IS case-sensitive***; thus, the password "TIMECALC" is different from the password "timecalc" which is different from the password "Timecalc".

User Tip

When a *Supervisor Password* is assigned, it must not be lost or forgotten as it is required to access *settings* as well as other selected functions. The *Supervisor Password* can be changed at any time by returning to this *Settings* screen and entering a new one.

Password Timeout

If a ***password timeout*** period (other than zero) is selected, when the supervisor password is entered on a workstation it is not necessary to enter it again until the specified number of minutes has expired -- so long as the program is not closed in the interim period. For example, with a password timeout of 30 and the supervisor enters the password at 4:15 it will not be requested again on that workstation before 4:45 unless the program is exited. If a ***password timeout*** of zero is entered, the feature is disabled.

This prevents a supervisor from having to constantly re-enter a password when moving from one function to another within the program. The ***password timeout*** period, however, provides a degree of security in the event the supervisor leaves the workstation unattended for an extended period of time.

On the ***main screen*** there is a special button for canceling the password once it has been entered. This allows a supervisor to leave a workstation after having entered a password without the risk of someone else having unauthorized access.

The ***password timeout*** does not apply to the ***employee password.*** If an ***employee password*** is required and entered, it will be required each time the employee attempts to access a function. If the same function is accessed with a ***supervisor password***, however, the ***password timeout*** is in effect until canceled.

The ***password timeout*** function applies to ***Power Users,*** as well. When a ***Power User*** logs in, it will be unnecessary for him to login again before the ***password timeout*** period expires, unless the ***Cancel Passwords*** button is clicked.

Supervisor Password (or Power User Login) Required to Override Location

Select this password option to require the ***supervisor password*** (or ***Power User*** login, if the ***Power Users*** feature is enabled) before the location can be overridden when clocking in or out (the location is overridden by selecting an alternative ***Location ID***). Even when the supervisor password is used, all reports will clearly indicate by a symbol that the location was overridden and the item will be included if an exceptions report is printed.

Supervisor Password (or Power User Login) Required for Printing Time Reports

Select this password option to require the ***supervisor password*** (or ***Power User*** login, if the ***Power Users*** feature is enabled) before any reports can be printed (other than the View Employee Time report, which can be restricted by requiring an ***employee password*** to view time).

Supervisor Password (or Power User Login) Required to Override Department

Select this password option to require the ***supervisor password*** (or ***Power User*** login, if the ***Power Users*** feature is enabled) before the department can be overridden when clocking in or out (the department is overridden by selecting an alternative ***Department ID***). Even when the supervisor password is used, all reports will clearly indicate by a symbol that the department was overridden and the item will be included if an exceptions report is printed.

Supervisor Password (or Power User Login) Required for Archiving Transactions

Select this password option to require the ***supervisor password*** (or ***Power User*** login, if the ***Power Users*** feature is enabled) before the ***Archive After Printing*** function (a necessary part of normal end-of-period processing) can be used. For more information on the archiving process, please see ***Archiving Transactions*** under ***Reports and Output.***

Supervisor Password (or Power User Login) Required to Maintain Lists

Select this password option to require the ***supervisor password*** (or ***Power User*** login, if the ***Power Users*** feature is enabled) before the ***Maintain Lists*** function can be used. This requires a ***supervisor password*** for adding, changing, or deleting employees, departments, locations, work classes, and job titles.

User Tip

If a *supervisor password* is not required for list maintenance functions, any employee will have access to the *Employee List*, which means he has freedom to change other employees' passwords. For this reason alone, if employee passwords are to be required at all, a *supervisor password* should be required for the *Maintain Lists* function.

Supervisor Password (or Power User Login) Required to Override Work Class

Select this password option to require the ***supervisor password*** (or ***Power User*** login, if the ***Power Users*** feature is enabled) before the work class can be overridden when clocking in or out (the work class is overridden by selecting an alternative ***Work Class ID***). Even when the ***supervisor password*** is used, all reports will clearly indicate by a symbol that the work class was overridden and the item will be included if an exceptions report is printed.

Supervisor Password (or Power User Login) Required to Override Time

Select this password option to require the ***supervisor password*** (or ***Power User*** login, if the ***Power Users*** feature is enabled) before the system time can be overridden when clocking in or out; rather, the program ***ALWAYS*** gets the time from the designated time source (either the particular workstation, or the time server, depending on the settings on the ***Time*** tab). Even when the supervisor password is used, all reports will clearly indicate by a symbol that the time was overridden.

Supervisor Password (or Power User Login) Required to Edit Time

Select this password option to require the ***supervisor password*** (or ***Power User*** login, if the ***Power Users*** feature is enabled) before the ***Edit*** screen can be used. Employees not possessing the ***supervisor password*** will thus be restricted to entering time through the main screen only, and the ***Edit*** screen will be reserved for supervisor use. If ***employee passwords*** are required for clocking in/out, they are also automatically required for editing an employee's time. So, if ***employee passwords*** are required and ***supervisor passwords*** are not, an employee can edit his own time but not that of another employee. **If neither supervisor passwords nor employee passwords are required, any employee will be able to edit any other employee's time. This is not a recommended configuration.**

Supervisor Password (or Power User Login) Required for Utilities Access

Select this password option to require the ***supervisor password*** (or ***Power User*** login, if the ***Power Users*** feature is enabled) for making or restoring backups, or for repairing/re-indexing tables. For most offices, this restriction is probably a good idea since these activities are not part of the normal work cycle for most employees.

Employee Password Required for Clocking In/Out

Select this password option to require the ***employee's password*** for each clock in/clock out operation. The employee's password is entered in the ***Employees*** screen. The ***supervisor password*** can always be used should it become necessary. An employee can change his password at will by using the ***Change Password*** button on the main screen. If this password option is selected, the ***employee password*** will also be required for using the ***Edit*** screen.

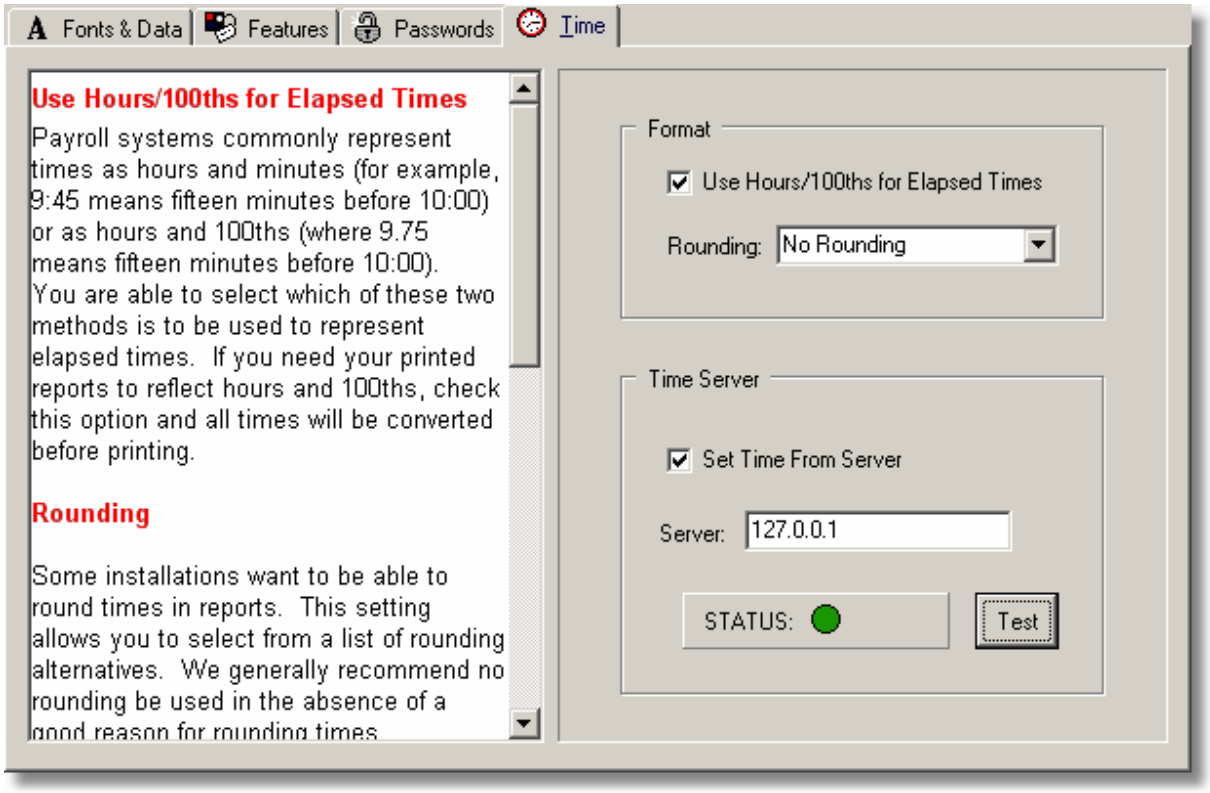
Employee Password Required to View Time

Select this password option to require the ***employee's password*** for any employee to view his time

using the ***View Time*** button. The ***supervisor password***, of course, can be used to view any employee's time.

3.5 Time

The ***Time*** page under ***Settings*** contains settings related to the format in which times are displayed, rounding, and the use of a ***Time Server*** to provide accurate time of day data for the system. An image of the ***Time*** page is presented below.



Use Hours/100ths for Elapsed Times

There are two common methods of representing hours worked.

- ***Hours/Minutes*** - Using the hours/minutes representation, 9:45 means nine hours and 45 minutes. This is equivalent to nine and three-fourths hours, or 9.75 hours.

- ***Hours/100ths*** - Using the hours/100ths representation, 9.75 means 9.75 hours, which is equivalent to nine hours, forty-five minutes, or 9:45.

Thus, 9:45 (nine hours, forty five minutes) is the same as 9.75 (nine and three-fourths hours). Note that the two designations, although equivalent, are written differently, in that hours and minutes are separated by a colon (:) while hours and hundredths are separated by a dot (.). ***The different punctuation is used to make it clear what is being represented -- hours and minutes, or hours and 100ths.***

Times are always entered into TimeCalc ET™ Professional as hours and minutes, the way a clock represents time. However, elapsed times (hours worked, as well as the related subtotals and totals)

can be represented as either hours and hundreds or as hours and minutes. If the check box for ***Use Hours/100ths for Elapsed Times*** is checked, all elapsed times are printed and displayed in Hours/100ths. Otherwise, elapsed times are in Hours/Minutes.

Many payroll systems require that hours worked be entered as Hours/100ths. If TimeCalc ET™ Professional is being used in conjunction with a payroll system that requires Hours/100ths, the ***Use Hours/100ths for Elapsed Times*** check box should be checked.

Some timekeeping systems use a ***24-hour clock*** or ***military time***; however, TimeCalc Professional ET tracks time with a standard ***12-hour clock*** using traditional ***AM/PM*** designations. The results are identical under either method.

User Tip

Many people are confused by the Hours/100ths and Hours/Minutes nomenclature. Following are a few facts.

- **Paying based on the incorrect representation *always* results in an incorrect pay calculation. It is critical to fully understand at all times whether a figure expresses Hours/Minutes or Hours/100ths.**
- **Hours/100ths can be easily and correctly added and subtracted on a calculator; Hours/Minutes cannot be.**
- **The presence of a colon (:) implies Hours/Minutes; the presence of a dot (.) implies Hours/100ths.**

The importance of this distinction cannot be over-emphasized.

Rounding

Even though TimeCalc ET™ Professional provides a means to capture hours worked with precision, some businesses have a need to round times, for example, to the nearest 15 minutes. This is typically done because of policy requirements or for purposes of integrating with other departments which are on manual tracking systems.

TimeCalc ET™ Professional can generate reports on a rounded basis when required. Rounding can be performed to the nearest 5, 6, 10, 12, 15, 20, 30, or 60 minutes. The program always stores actual, unrounded times in its database; thus, all rounding occurs at the time of report generation or when the data is displayed. In this way, reports can always be generated based on either rounded or unrounded times. Once rounding has been selected in ***Settings***, rounding becomes an option on the report selection screen.

Reports which are rounded will indicate the rounding factor in the heading. For a sample report heading, see the section Report Headings and Footers.

Set Time from Server

An important feature of TimeCalc ET™ Professional is its ability to receive its current system time from a ***time server*** on the network. This is a PC server or workstation that is capable of providing time services (most PCs running Windows 2000 or later are capable of providing this service to the network). By always using the time from a ***time server***, employees clocking in or out are unable to manipulate the clock on the PC to change the in/out time (employees may, depending on the password

settings, be allowed to override the time they clock in or out; but this will be clearly indicated as an exception should it occur). Using a ***time server*** is highly recommended for most installations.

Technical Note

To be used as a *time server*, the *Windows Time Service* must be "started" and set for "automatic" startup. This can be performed under Control Panel | Computer Administration | Services | Windows Time.

It is also essential that any computer to be used as a *time server* be constantly available (i.e., it should always be left running).

The *time server* must be on a Local Area Network (LAN), not on the Internet. Internet time servers generally will not permit the heavy traffic that would be required for use as a LAN time server. There are, however, utilities available which will synchronize the clock on a LAN file server using an Internet time server. This is not a function of TimeCalc Professional ET. Newer versions of Windows have this functionality built in (see *Date and Time* in the *Control Panel* for details).

The ***Server*** is specified either as an IP Address (for example, 192.168.1.5) or a network (NETBIOS) name of the server (for example, `\\WIN_SERVER0`). If an IP address is used, it is recommended that the server be configured with a ***static*** IP address so it doesn't change unexpectedly; this problem is generally avoided by using the network name of the server instead.

The ***time server*** can be tested at any time by clicking the ***Test*** button This forces a "get time" request immediately. If the indicator turns green (as shown above), the time server is working properly. If the indicator turns red, there is a problem with the ***time server*** that must be resolved. This may necessitate the involvement of trained IT Professionals (or selection of a different ***time server***).

If the ***time server*** is not used, TimeCalc ET™ Professional will use the local workstation's system clock as a time source. The employee cannot modify the time on the system clock so long as the program is running (including when minimized to the system tray). However, when the program is not running the system clock can be reset in the normal manner unless this function has been disabled within Windows.

Part IV

Maintain Lists

4 Maintain Lists

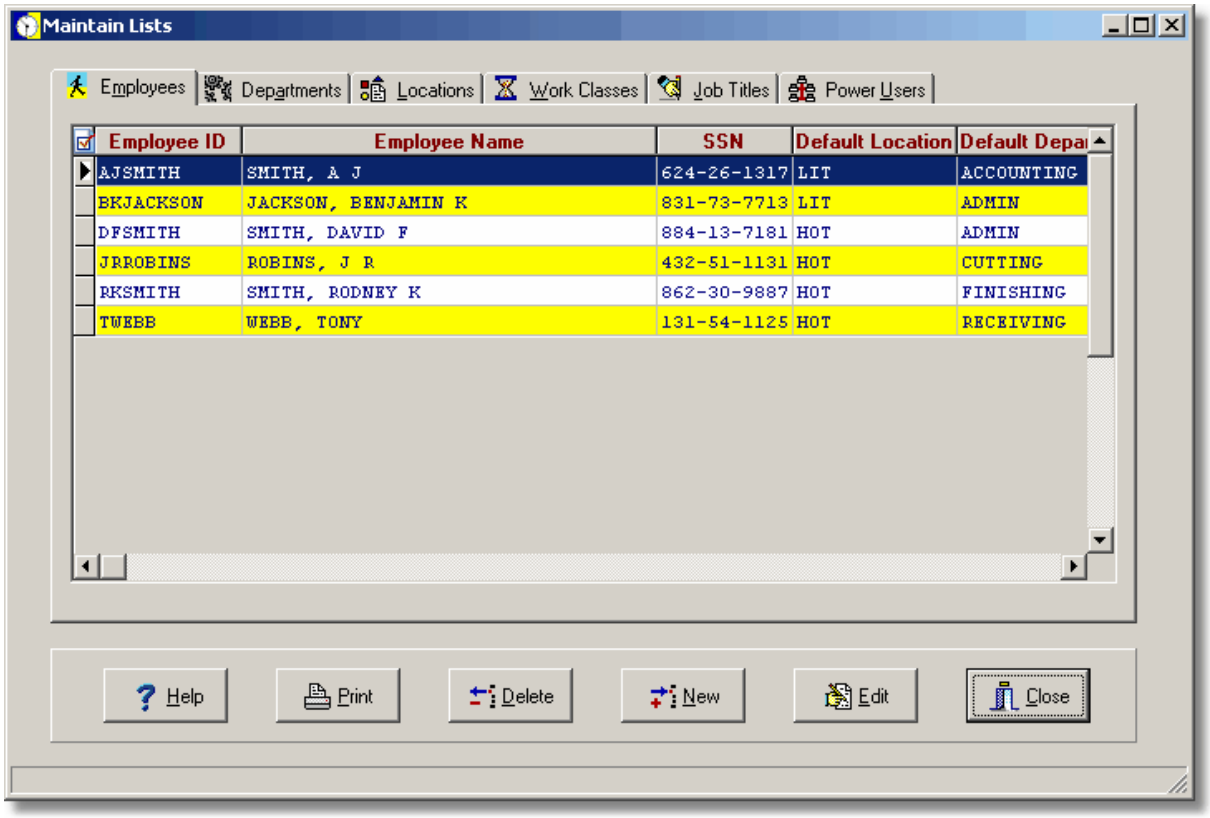
4.1 Maintain Lists Overview

In using TimeCalc ET™ Professional, it is necessary to maintain several tables, or ***lists***, which contain records related to a particular topic. After entering the ***Settings*** data, creating the appropriate lists should be done before employees begin using the system.

Lists are used for:

- Employees
- Work Classes
- Departments (when applicable)
- Locations (when applicable)
- Job Titles (when applicable)
- Power Users (when applicable)

The ***Maintain Lists*** button displays a consolidated screen for maintenance of the lists used by the system:



Note that the window contains ***tabs*** at the top -- each tab represents a type of list that can be maintained from this window (if departments, locations or job titles aren't selected in ***Settings***, these tabs will be absent from the ***Maintain Lists*** window).

The contents of any of these lists can be viewed from this window by clicking the corresponding tab. The mouse can be used to scroll the list up or down and left or right as needed. Also, the window can be ***maximized*** by clicking the maximize button (the middle button of the three in the upper-right

corner).

For best results, it is recommended that the ***Employee List*** be entered after the other lists have been entered. This is because entering a new employee normally involves selecting items from each of the other lists. If the other lists have not been entered, it will be necessary to stop and restart as the other lists are updated.

Entering a New List Item

To enter a new list item, select the desired list by clicking the appropriate tab. Then, click the ***New*** button. A window displays that is suitable for entering the information required for that particular type of list. For example, if the current tab is ***Locations***, a ***Location ID*** and ***Description*** are required.

Editing an Existing List Item

If any existing list item needs to be changed, find the item in the list, click it, then click the ***Edit*** button (alternatively, double-click the record to be edited). Once again, an appropriate window is presented; but it will already be filled in with the current contents of the record to be edited. After the desired fields are changed and ***OK*** is clicked, the item is saved and the changes take effect immediately.

Please see one of the following help sections for details on entering and editing the information required for each list:

- Maintain Employees
- Maintain Departments
- Maintain Locations
- Maintain Work Classes
- Maintain Job Titles
- Maintain Power Users

Deleting Existing List Items

It is unusual to delete a list item unless it is one that was set up in error and never used. Once any list item has been used in the system, deleting it is not permitted. Instead, it can be flagged as ***dormant***, which causes it to be no longer available for use, but still part of the list. In this way, if some other record in the database refers to that list item, the system is able to find the item that is referred to, yet the item is considered inactive for validating new entries. Any list item flagged as ***dormant*** can be later reactivated by simply un-checking the ***dormant*** indicator.

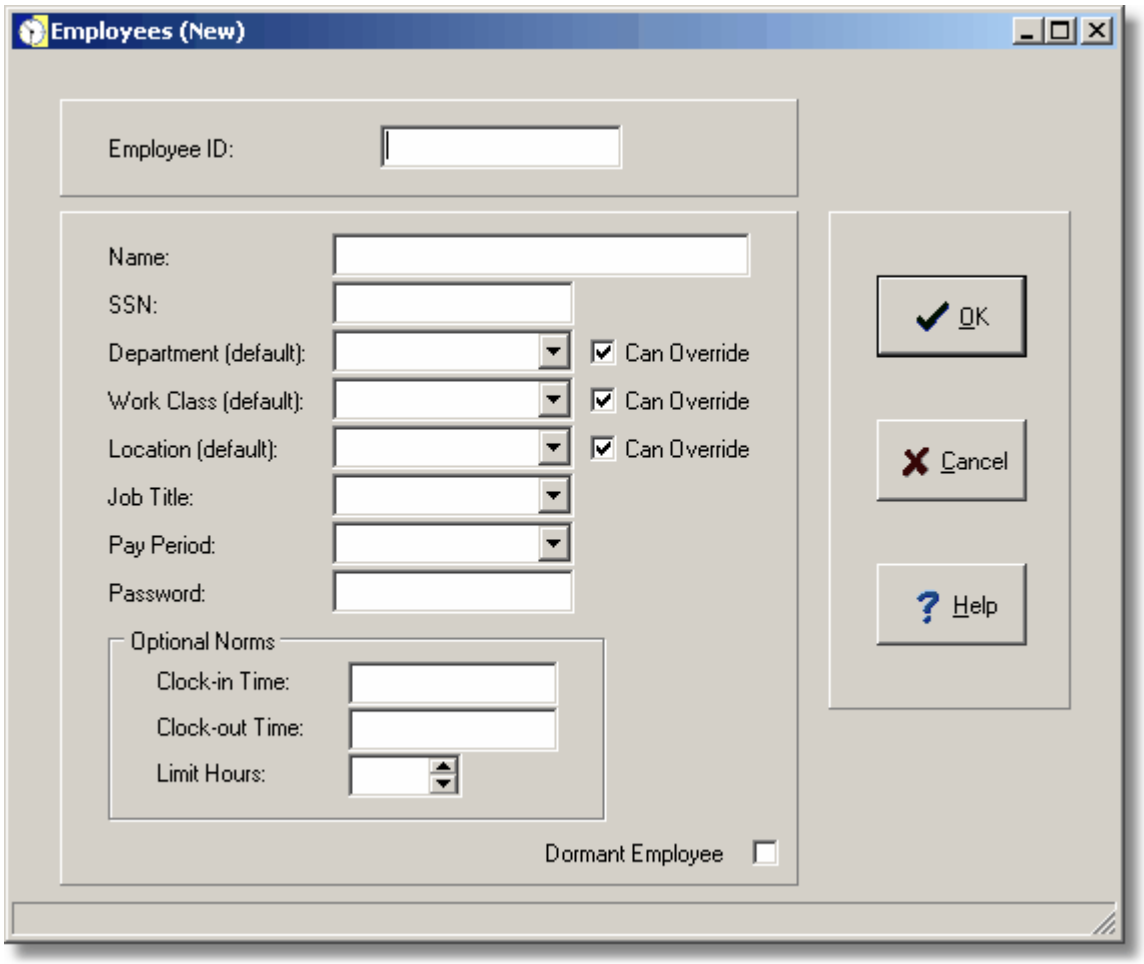
The system does not permit deletion of an item that is referred to by another record in the system (this is a function of modern database systems, and is known as ***referential integrity*** -- the system literally prohibits deleting an item that needs to be kept to maintain the integrity of the database).

Each list can be printed for reference as needed. Listings are available alphabetized by the ***description (name for employees)*** field, or by the ***ID*** field. In addition, records can be filtered to select some subset of the items for inclusion in the list. Also, a ***screen print*** can be generated which is just a snapshot of the ***Maintain Lists*** window at a moment in time. Items flagged as ***dormant*** can either be included or omitted from a listing. For more information on printing lists, please see File Maintenance Listings.

4.2 Maintain Employees

Each employee for whom time is to be tracked must be entered into the ***Employees List***, and must have an ***Employee ID*** which is unique to that employee.

Following is an example of the window for adding and editing employees. If the information for a previously entered employee is to be edited, the fields on the form will contain the current contents of the record. This permits correcting those items that need to be changed. To save the changes, click ***OK*** to save the record; the changes are saved and the window closes. If ***Cancel*** is clicked instead, any changes that have been entered are abandoned and the window closes (the windows "Close" button--the **X** in the upper right corner, is the same as clicking ***Cancel***).



Employee Name and ID

Every employee record must have an ***Employee ID*** and ***Name***; a record must contain this minimum amount of information before being saved. The ***Employee ID*** can be any unique identifier for the employee. If a computerized payroll system is in use, it is highly recommended that the same ***Employee ID*** be used as is used in the payroll system. Also, remember that many of the reports generated by the system are normally produced in ***Employee ID*** order.

User Tip

It is suggested that employee's names be entered in *Last Name First* format, for example, "DOE, JOHN Q.". This will allow the system to generate reports in alphabetical order by employee name. If names are entered in *First Name First* format, as in "JOHN Q. DOE", the alphabetical listings will be alphabetized by the employee's *FIRST* name which limits the usefulness of an alphabetical listing.

Department, Work Class, and Location and Job Title

If departments, locations, or job titles are not being used (see ***Features***) these fields will be present on the screen but disabled so that no value can be entered into them. Work class is never disabled. These fields, as can be seen in the screen image above, have ***drop down lists*** associated with them; only one of the items present in the list may be selected.

The department, work class, and location entered into the employee record serve as ***default*** values when the employee is clocking in or out. Unless the employee overrides them (where permitted by *Password Settings*), these values are used automatically. This makes the process of clocking in and out much simpler for those employees who consistently work in the same department and location under the same work class. It is recommended that ***default*** values be entered whenever possible as it makes the process of clocking in and out fast, easy, and less prone to error.

If ***Job Titles*** are in use, a job title may be selected for an employee. This data item is for reference only, and is not required for users of TimeCalc ET™ Professional.

Department, location, and work class each have a corresponding check box for ***Can Override***. This check box controls whether these values are permitted to be changed at the time the employee clocks in or out. If this check box is not selected, the employee will only be able to clock in/out using the ***default*** settings. Even if override of these items is permitted, there are *Password Settings* that can be used to require a ***supervisor password*** for override.

SSN

The ***SSN (Social Security Number)*** field is never required, but is provided as a convenience. If entered, it should be entered ***with*** embedded hyphens, as in 000-00-0000.

Pay Period

In some businesses, some employees are paid weekly while others are paid biweekly or monthly. By selecting a pay period for each employee, different pay periods can be maintained within the same database while generating reports containing only those employees for the currently ended pay period. When reports are processed, by selecting ***Weekly*** employees, only the employees who are paid weekly will be included in the report.

The ***Pay Period*** is selected from the available choices in the ***drop-down list*** as shown below.

If the ***Pay Period*** hasn't been consistently entered into employee records, ***ALL*** pay periods may be selected when reports are processed. However, it is important to recognize that all employees will be included in any listings produced, regardless of whether they are weekly, monthly, etc.

While many businesses don't require the functionality of the ***Pay Period*** selection, it is recommended that employees be set up with the proper pay period anyway; this will help prevent any misunderstanding as to which employees are included in a given printout.

Password

Employee passwords may be, and normally ***should be***, required for clocking in and out, and for viewing employee time. If so, the employee's initial password should be entered in this field when the employee is set up. After that, employees can change their own passwords as needed (an employee's password can always be changed in this screen if necessary).

Optional Norms

The ***Optional Norms*** fields are provided to provide a place to store the usual clock in/out times for the employee, as well as the limit hours, or maximum number of hours the employee should normally work in a pay period. TimeCalc ET™ Professional does not use these fields, so they are not required. However, other TimeCalc ET™ Series modules can use these fields to provide excellent management information as these modules become available.

Dormant Employee

If any employee is no longer active (terminated, on leave, etc.) the ***Dormant Employee*** indicator should be checked. This effectively prevents the employee from clocking in or out (thus, the employee should be clocked out before setting the dormant indicator, since that would prevent the employee from clocking out). In addition, flagging the employee as dormant removes that employee from the user count for licensing purposes. Any list item flagged as ***dormant*** can be reactivated by simply un-checking the ***dormant*** indicator.

Technical Note

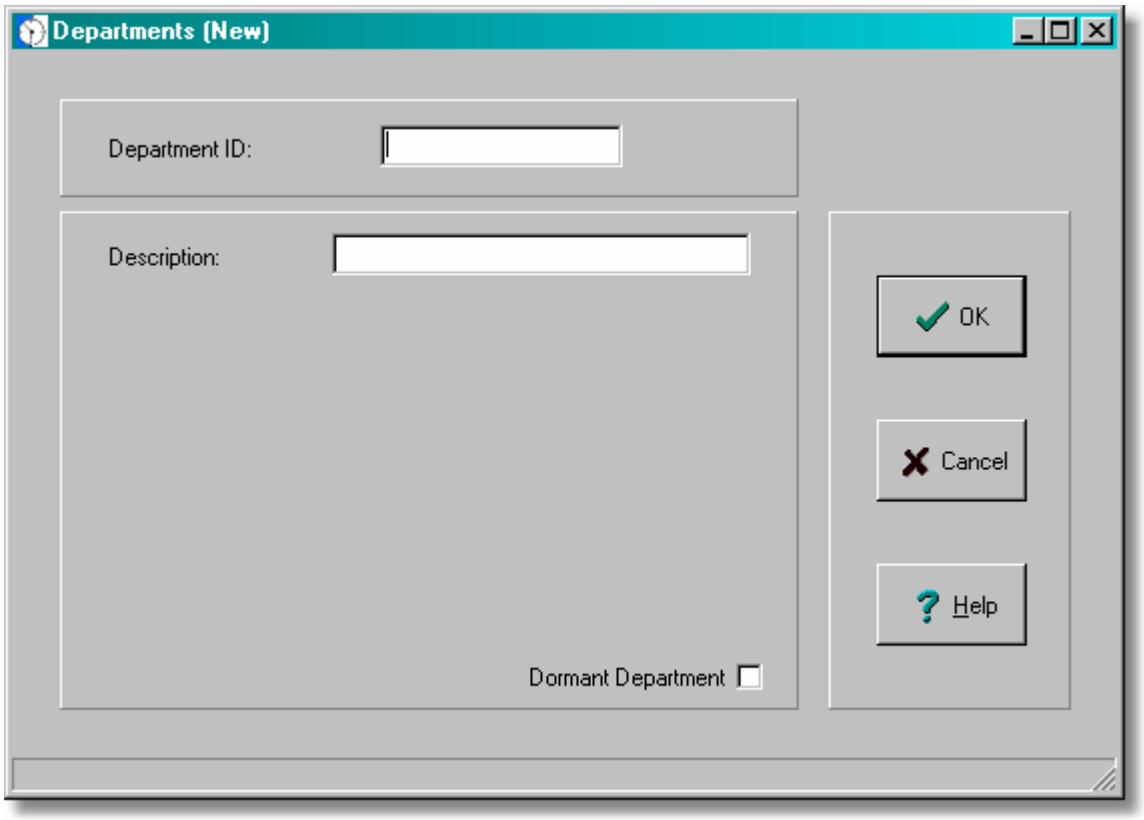
TimeCalc ET™ Professional licensing is based on the number of active employees, not dormant ones. The system will not permit more *active* employees in the system than the license key allows. However, the number of dormant employees isn't important for licensing purposes. If the license count is being exceeded, be sure to verify that all employees who can be flagged as *dormant* have been. Additional license keys can be purchased as required by visiting our website, www.timecalc.com.

4.3 Maintain Departments

If departments or projects are to be used for tracking time, a ***Department List*** must be entered (the term ***department*** is used to refer to the concept of ***departments*** and ***projects*** for purposes of this section).

This ***Department List*** serves two purposes. It provides a comprehensive list of all valid departments in the system, so that invalid department entries can be rejected. In addition, it provides a way to use a shorthand ***Department ID*** when entering data rather than a lengthy department description.

Following is an example of the window for adding and editing departments. If the information for a previously entered department is to be edited, the fields on the form will be filled with the current contents of the record. This permits correcting those items that need to be changed. To save the changes, click ***OK*** to save the record; the changes are saved and the window closes. If ***Cancel*** is clicked instead, any changes that have been entered are abandoned and the window closes (the windows "Close" button--the **X** in the upper right corner, is the same as clicking ***Cancel***).



Department ID

Every department record must have a ***Department ID*** and ***Description***; a record must contain this minimum amount of information to be saved. The ***Department ID*** can be any unique identifier for the department. If a computerized payroll system is in use, it is highly recommended that the same ***Department ID*** be used as is used in the payroll system. Also, remember that many of the reports generated by the system are normally grouped by ***Department ID.***

User Tip

If departments are to be in numerical order, the *Department ID* should be numeric and include leading zeros; for example, department 0001, 0100, 1000 -- *NOT* 1, 100, 1000.

Description

The ***Department Description*** should be the full name or description of the department. Consider the following examples:

CUT	SHEET METAL CUTTING
SP	SANDING AND PAINTING
W	WELDING
S	SHIPPING

The system permits total flexibility in the selection of ***Department IDs*** and ***Descriptions***, but it is worth taking time to develop short, descriptive IDs and make the full description as meaningful as possible. Existing department names should be used where available.

Dormant Department

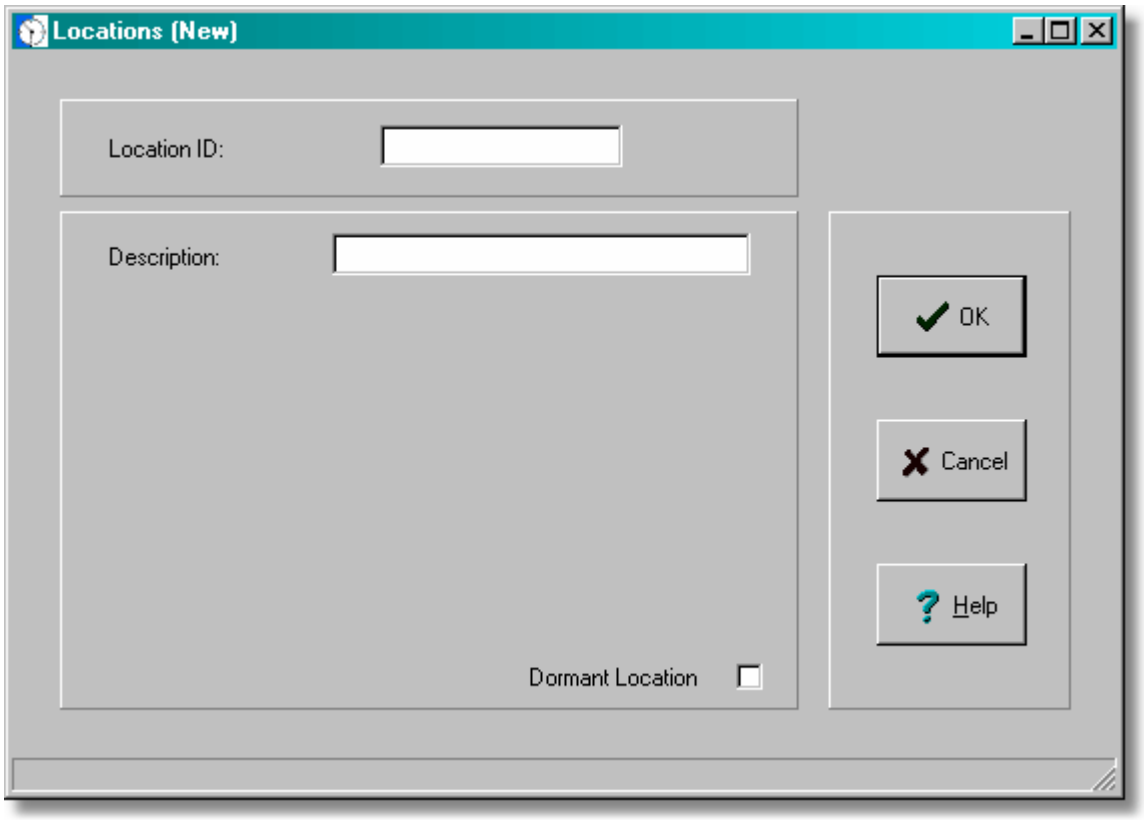
If any department is no longer active (for example, if the function of a department is outsourced) the ***Dormant Department*** indicator should be checked. If a department has been used in the past, it cannot be deleted from the system, but flagging it as dormant prohibits its use going forward. Also, if a department is currently the default value for any employee, deletion will not be permitted. Any list item flagged as ***dormant*** can be reactivated by simply un-checking the ***dormant*** indicator.

4.4 Maintain Locations

If locations are to be used for tracking time, a ***Location List*** must be entered.

This ***Location List*** serves two purposes. It provides a comprehensive list of all valid locations in the system, so that invalid location entries can be rejected. In addition, it provides a way to use a shorthand ***Location ID*** when entering data rather than a lengthy location description.

Following is an example of the window for adding and editing locations. If the information for a previously entered location is to be edited, the fields on the form will be filled with the current contents of the record. This permits correcting those items that need to be changed. To save the changes, click ***OK*** to save the record; the changes are saved and the window closes. If ***Cancel*** is clicked instead, any changes that have been entered are abandoned and the window closes (the windows "Close" button--the **X** in the upper right corner, is the same as clicking ***Cancel***).



Location ID

Every location record must have a ***Location ID*** and ***Description***; a record must contain this minimum amount of information to be saved. The ***Location ID*** can be any unique identifier for the location. If a computerized payroll system is in use, it is highly recommended that the same ***Location ID*** be used as is used in the payroll system. Also, remember that many of the reports generated by the system are normally grouped by ***Location ID.***

User Tip

If locations are to be in numerical order, the *Location ID* should be numeric and include leading zeros; for example, location 0001, 0100, 1000 -- *NOT* 1, 100, 1000.

Description

The ***Location Description*** should be the full name or description of the location. Consider the following examples:

DAL	DALLAS, TEXAS
TOR	TORONTO
NYC	NEW YORK, NY
LA	LOS ANGELES, CALIFORNIA

The system permits total flexibility in the selection of ***Location IDs*** and ***Descriptions***, but it is worth taking time to develop short, descriptive IDs and make the full description as meaningful as possible. Existing location names should be used where available.

Dormant Location

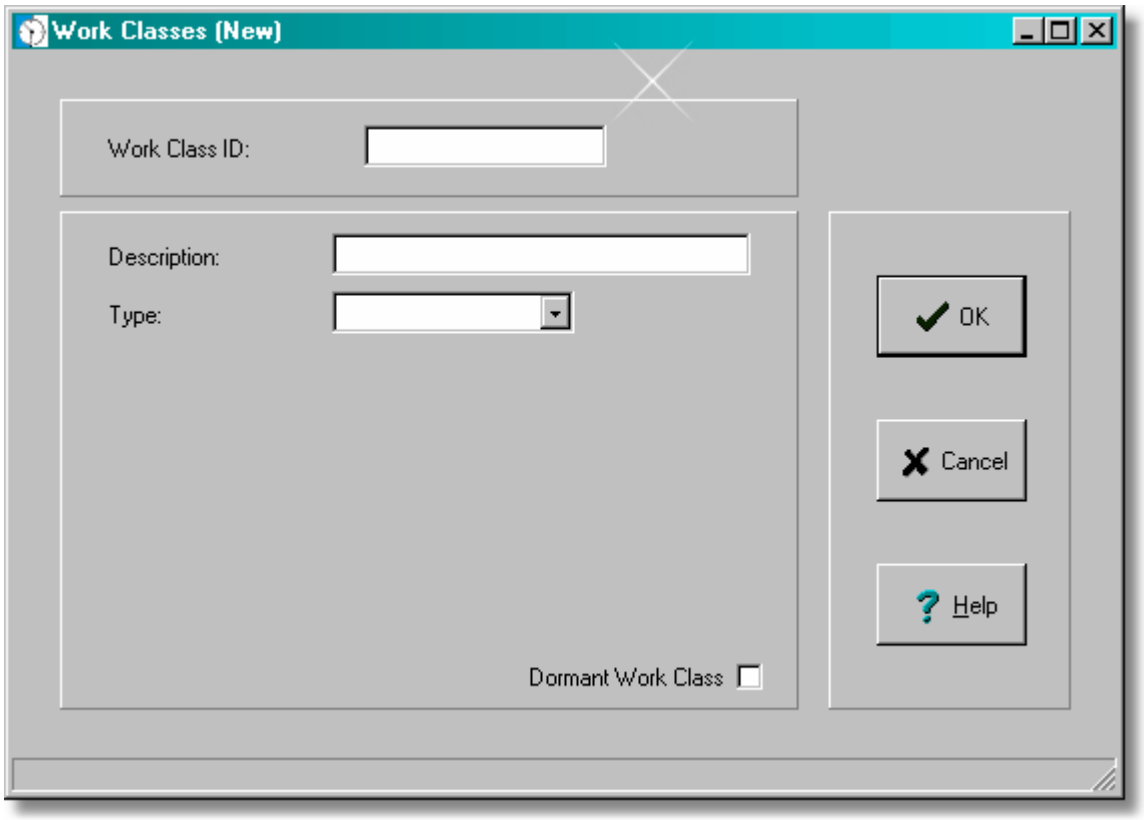
If any location is no longer active (for example, if a location is closed down) the ***Dormant Location*** indicator should be checked. If a location has been used in the past, it cannot be deleted from the system, but flagging it as dormant prohibits its use going forward. Also, if a location is currently the default value for any employee, deletion will not be permitted. Any list item flagged as ***dormant*** can be reactivated by simply un-checking the ***dormant*** indicator.

4.5 Maintain Work Classes

Work Classes are used within the system to track the category of work being performed by employees. At least one ***Work Class*** is required (for example, a ***Work Class*** for "regular" hours worked).

This ***Work Class List*** serves multiple purposes. It provides a comprehensive list of all valid work classes in the system, so that invalid work class entries can be rejected. In addition, it provides a way to use a shorthand ***Work Class ID*** when entering data rather than a lengthy work class description. It also identifies the ***type*** of the work class, that is, whether the hours are ***worked hours*** or ***non-worked*** hours. This distinction can be important in determining employee benefits and for other purposes.

Following is an example of the window for adding and editing work classes. If the information for a previously entered work class is to be edited, the fields on the form will be filled with the current contents of the record. This permits correcting those items that need to be changed. To save the changes, click ***OK*** to save the record; the changes are saved and the window closes. If ***Cancel*** is clicked instead, any changes that have been entered are abandoned and the window closes (the windows "Close" button--the **X** in the upper right corner, is the same as clicking ***Cancel***).



Work Class ID

Every ***Work Class*** record must have a ***Work Class ID***, ***Description***, and ***Type***; a record must contain each of these items to be saved. The ***Work Class ID*** can be any unique identifier for the work class.

Description

The ***Work Class Description*** should be the full name or description of the work class. Consider the following examples:

REG	REGULAR HOURS
VAC	VACATION HOURS
SICK	SICK HOURS
SD	SHIFT DIFFERENTIAL
LM	LEAD-MAN HOURS

The system permits total flexibility in the selection of ***Work Class IDs*** and ***Descriptions***, but it is worth taking time to develop short, descriptive IDs and make the full description as meaningful as possible.

Dormant Work Class

If any work class is no longer active (for example, if a particular pay category is abolished) ***Dormant Work Class*** indicator should be checked. If a work class has been used in the past, it cannot be deleted from the system, but flagging it as dormant prohibits its use going forward. Also, if a work class is currently the default value for any employee, deletion will not be permitted. Any list item

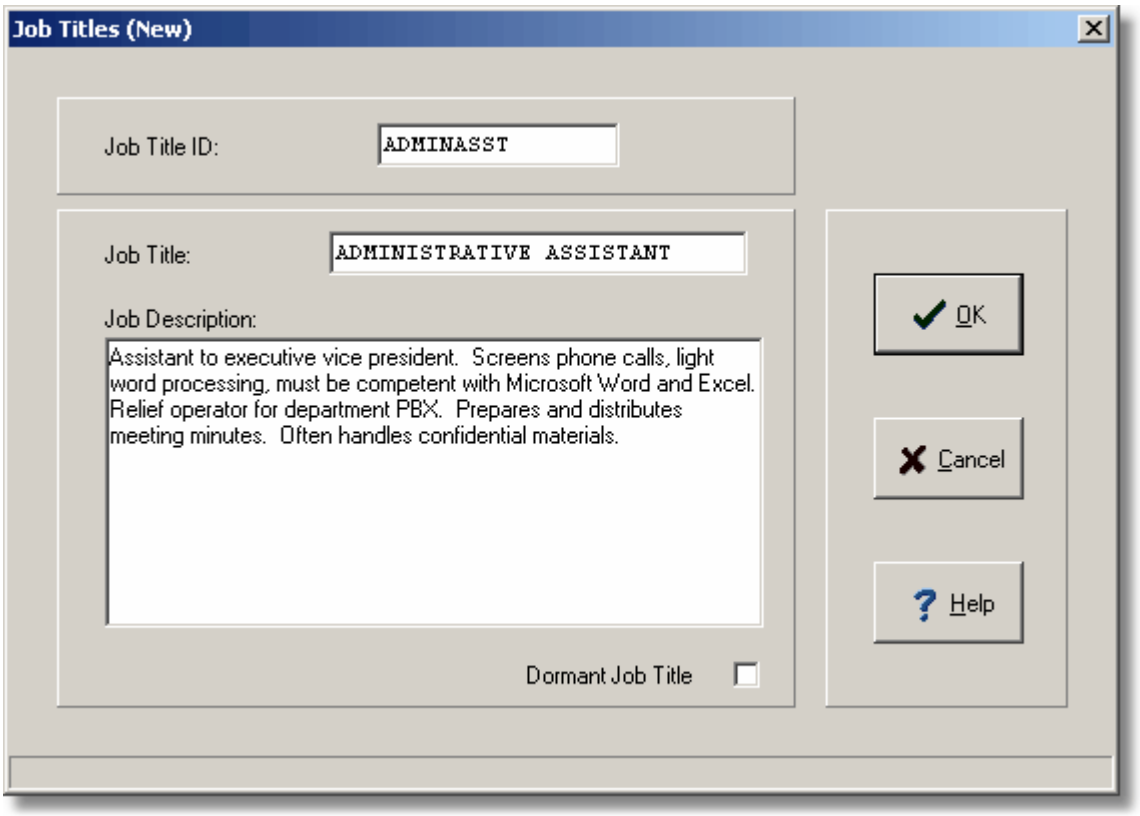
flagged as ***dormant*** can be reactivated by simply un-checking the ***dormant*** indicator.

4.6 Maintain Job Titles

If job titles are to be used for tracking time, a ***Job Title List*** must be entered. The use of ***Job Titles*** is completely optional; however, if used, a job title may be selected for each employee when the employee is entered into the employee list. The job title is not required, however; it can be used for some employees and left blank for others.

If used, the ***Job Title List*** serves two purposes. It provides a reference list of the valid job titles as well as a shorthand ***Job Title ID*** to speed data entry. A longer ***Job Description*** may also be entered for a more complete description of the job (in fact, this description can consist of multiple pages, if needed).

Following is an example of the window for adding and editing job titles. If the information for a previously entered job title is to be edited, the fields on the form will be filled with the current contents of the record. This permits correcting those items that need to be changed. To save the changes, click ***OK*** to save the record; the changes are saved and the window closes. If ***Cancel*** is clicked instead, any changes that have been entered are abandoned and the window closes (the windows "Close" button--the **X** in the upper right corner, is the same as clicking ***Cancel***).



Job Title ID

Every job title record must have a ***Job Title ID*** and ***Job Title***; a record must contain this minimum amount of information to be saved. The ***Job Title ID*** can be any unique identifier for the job title.

Job Title

The ***Job Title*** field is a short job title which corresponds to the ***Job Title ID***. It is for reference only, and is not required to be used within the system.

Job Description

The ***Job Description*** field can contain an extended job description that corresponds to the ***Job Title***. This field incorporates a simple word processor which allows an entire document to be stored within this field, complete with text highlights (bold, italic, etc.) as well as custom text formatting. The ***Job Description*** document can also be printed from this window. To use these advanced features, right-click your mouse within this field, and a menu will appear from which you can select ***Edit***. Once in the word processing mode, a complete set of word-processing features is available to you. The ***Job Description*** can be useful for a variety of human resources tasks, including job postings, handbooks, etc.

Using the standard copy-and-paste features of Windows, the contents of the field may be copied into a word processor like Microsoft Word (or the contents of a word processor can be copied into this field). This field appears in no reports or other screens within TimeCalc ET™ Professional.

Dormant Job Title

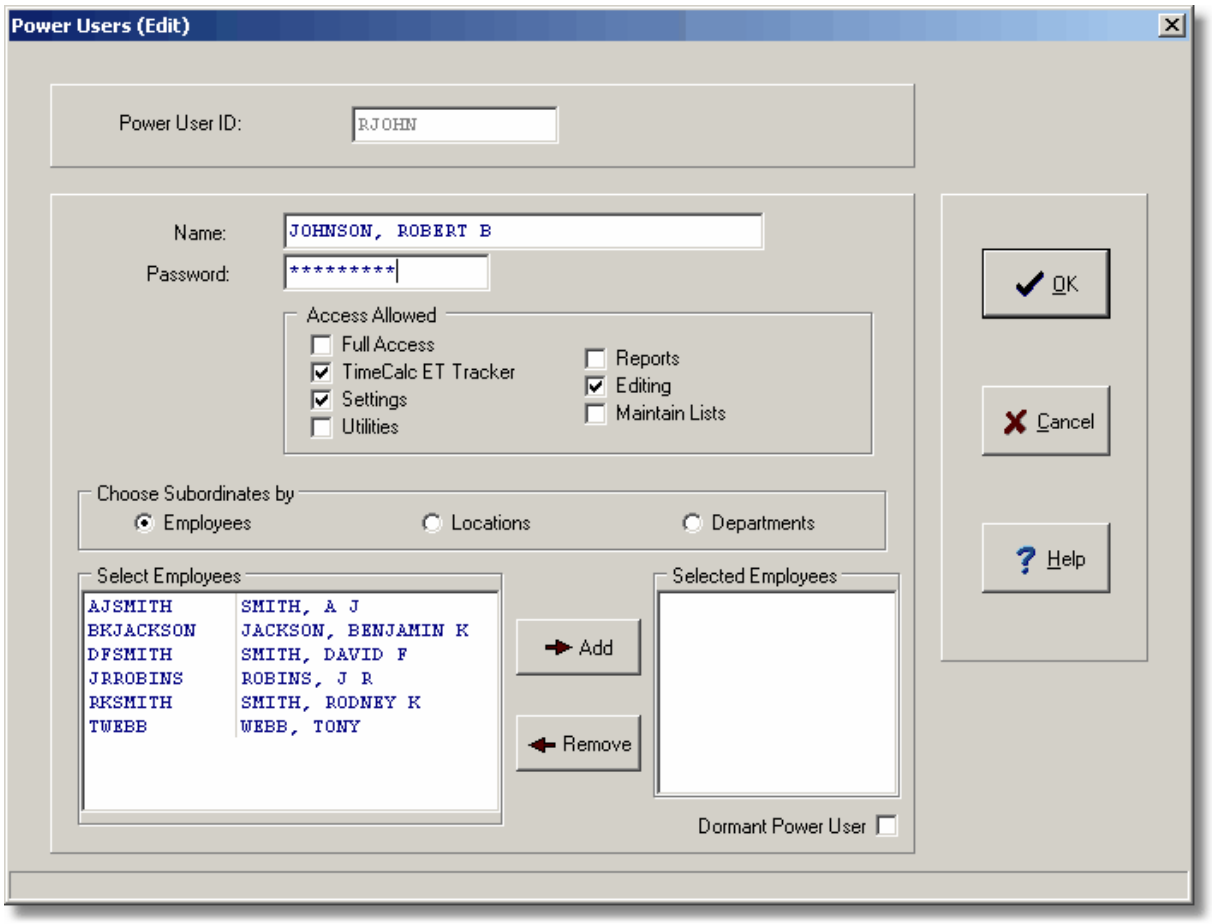
If a ***Job Title*** is no longer active (for example, if a particular job is abolished) the ***Dormant Job Title*** indicator should be selected. If a job title has been used in the past, it cannot be deleted from the system, but flagging it as dormant prohibits its use in the future. Any list item flagged as ***dormant*** can be reactivated by simply un-checking the ***dormant*** indicator.

4.7 Maintain Power Users

If the ***Power Users*** security system is to be used, a ***Power Users List*** must be entered.

This ***Power Users List*** serves multiple purposes. It provides a comprehensive list of all valid ***Power Users*** in the system along with their passwords, so that when a ***Power User*** is required to login to the system, the login information can be checked against the list. The list also provides indicators, for each ***Power User***, as to which program functions are accessible to him. Finally, it provides a means of designating the ***subordinates*** of each ***Power User*** so that reports and other employee-specific functions can be limited to those employees which are within the purview of the power user.

Following is an example of the window for adding and editing ***Power Users***. If the information for a previously entered ***Power User*** is to be edited, the fields on the form will be filled with the current contents of the record. This permits correcting those items that need to be changed. To save the changes, click ***OK*** to save the record; the changes are saved and the window closes. If ***Cancel*** is clicked instead, any changes that have been entered are abandoned and the window closes (the windows "Close" button--the **X** in the upper right corner, is the same as clicking ***Cancel***).



Power User ID and Name

Every power user record must have a ***Power User ID***. The ***Power User ID*** can be any unique identifier for the power user, for example, first name or initials. This ID is used only for identifying the power user as he logs in, much like the Windows Username. The ***Name*** field should contain the power user's full name.

Password

A password is required for every power user. The initial password is assigned when the power user is set up. ***Power Users*** can change their own passwords at will using the ***Change Password*** feature. A power user's password can be changed by anyone having either ***full access*** or access to ***Maintain Lists.***

Access Allowed

A given power user can be allowed or denied access to any of the following activities by checking the appropriate box.

- ***Full Access*** - Power users who have ***full access*** can do anything within the system without limitation.

- ***TimeCalc ET Tracker*** - This field is provided for a soon-to-be-released future enhancement.
- ***Settings*** - If the power user is to have access to the ***Settings*** screen, this box must be checked.
- ***Utilities*** - If the power user will need to be able to perform backups or to reindex damaged tables, this box must be checked.
- ***Reports*** - Checking this box gives the power user access to the reports screen. If subordinates are specified, reports are limited to producing information on the selected subordinates.
- ***Editing*** - Checking this box gives the power user access to the ***Edit*** screen. If subordinates are specified, only those employees included as a subordinate may be edited by the power user, however.
- ***Maintain Lists*** - If the power user is to have access to the ***Maintain Lists*** screen, this box must be checked.

User Tip

It is important to remember that if no subordinates are listed, the *Power User* has access to *ALL* employees. If one or more subordinates is listed (via locations, departments, or individual employees), then only those in the list are within the power user's purview for purposes of reports, editing, or supervisor overrides.

Choose Subordinates

The bottom portion of the screen provides for the selection of the ***Power User's*** subordinates (those employees whose information he has access to). Subordinates are selected by Location, Department, and/or by choosing individual employees.

As an example, perhaps a particular power user is to have access to all employees in a given location. In this case, subordinates would be chosen by Location, so ***"Locations"*** is selected under ***Choose Subordinates By***. A list of all locations in the system appears, and the location is clicked then ***Added*** by clicking the ***Add*** button -- at which time it appears in the ***Selected Locations*** area which will appear on the right.

At times, it may be useful to combine methods for choosing subordinates. For example, perhaps a ***Power User*** should have access to all employees in a given location, but also some (but not all) employees in other locations. In this instance, one could first choose the location, then select ***Employees***. A list of all employees in the system is displayed in the ***Select Employees*** window (as shown above), and the particular employees to be added are chosen and ***Added***.

It is important to remember that when employees, departments, or locations are chosen, they are "either/or" relationships -- an employee is a subordinate of a given power user if he is listed as a ***Selected Employee*** or he is within a ***Selected Department*** or he is within a ***Selected Location.***

At times, it may be necessary to remove an employee, department, or location from a ***Power User's*** purview. Simply click the item in the ***Selected*** window, then click the ***Remove*** button.

Dormant Power User

If any ***Power User*** is temporarily inactive, the ***Dormant Power User*** indicator should be checked. This makes the ***Power User*** unable to login, but does not remove the power user from the system. If the ***Power User*** is permanently inactivated (for example, when terminated), it is better to just delete the ***Power User*** altogether (unlike other list items, power users can ***always*** be deleted, even after having been used).

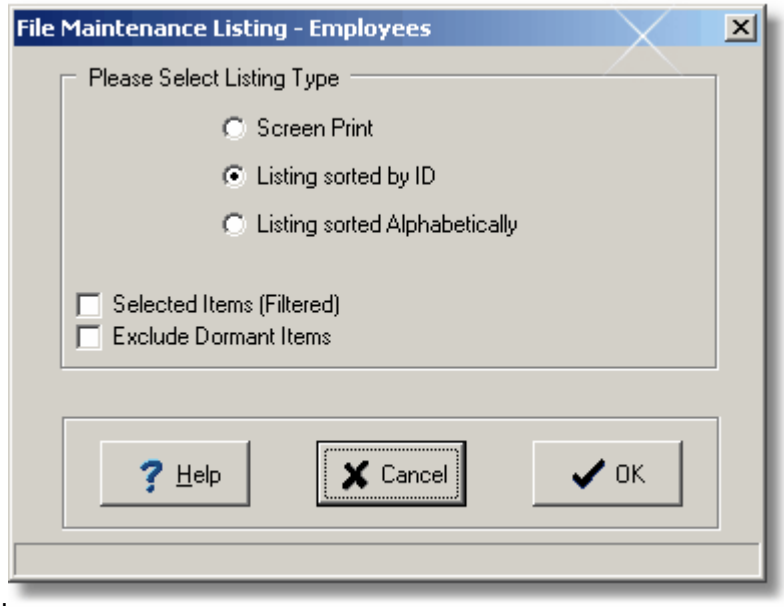
4.8 File Maintenance Listings

The program can print the contents of any of the ***File Maintenance*** lists. This is done from the ***Maintain Lists*** screen (rather than from the ***Reports*** screen, as most other reports are). A ***screen print*** can also be requested from this area -- this causes just a snapshot of the screen to be sent to the printer, which may be useful in certain circumstances.

From the ***Maintain Lists*** area, a listing of the ***active*** table (this is the currently active tab on the ***Maintain Lists*** screen). Just click the ***Print*** button on the bottom of the Window:

It is important to remember that the ***Print*** button always relates to the currently active tab in the tab set; so, if the currently active tab is ***Employees***, when you click the print button you will be able to list only employees. If you want to list, for example, locations, change to the ***Locations*** tab before clicking the ***Print*** button.

After clicking the ***Print*** button, a screen similar to the following one appears (identical in fact, except for the caption that indicates which file listing is to be printed -- in the example below, ***Employees***).



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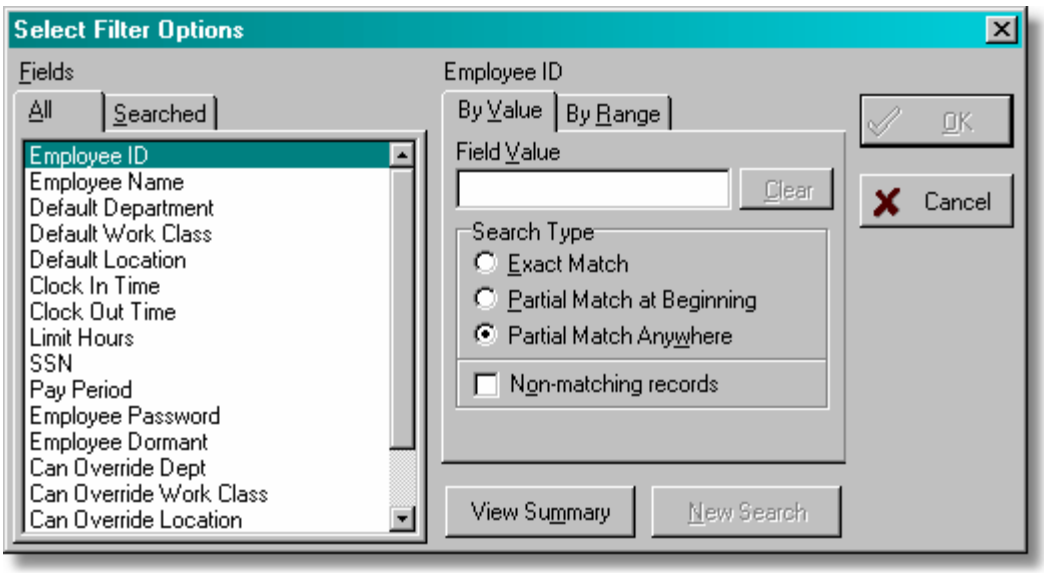
If you want a ***Screen Print***, select the first item. If the default printer supports graphics printing (most do), an excellent image of the ***Maintain Lists*** window should be generated.. The ***Screen Print***

function is highly limited, however, and will print precisely what the screen shows. Usually, one of the other available listings is preferred. (The ***Screen Print*** function can direct the printed image ***ONLY*** to the default printer; no printer selection option is available for this function).

Each listing may be printed in order of the ***ID*** field for the list or alphabetically by the ***description*** (or employee's name). As shown above, **dormant** items may be excluded, but the list may be ***filtered***, in addition. ***Filtering*** causes the list to include only a subset of the items in the file, the content of which can be selected. If a filtered listing is requested, the following screen appears after clicking ***OK***:



This window seems quite complicated at first, but it really is fairly straightforward. Essentially, it allows the selection of records meeting almost any set of criteria. Because the filter window is aware of all of the data fields available, it is able to select based on values for any of those fields. It can select a "range" of values (click the ***By Range*** tab), or by searching for individual values using the ***By Value*** tab. One could, for example, include only employees whose name is "SMITH" by selecting the "Partial Match Anywhere" option and entering "SMITH" as the value for ***Employee Name.***

The best way to learn to use these filters is to take a few minutes and experiment with it. The filter option provides excellent control over which items are included in the resulting printout.

As with other reports generated by TimeCalc ET™ Professional, the report can be sent to the ***Report Previewer*** screen, or directly to the printer. In most cases, it is convenient to send the report to the screen first; the ***Print*** icon in the previewer screen can be clicked to get a hardcopy, and in many instances the need for a hardcopy is avoided altogether, eliminating the printing process.

The filter option is most useful for organizations with large list files. With only a few items in a list, the ***filter*** option is of limited value in this context.

Part V

Reports and Output

5 Reports and Output

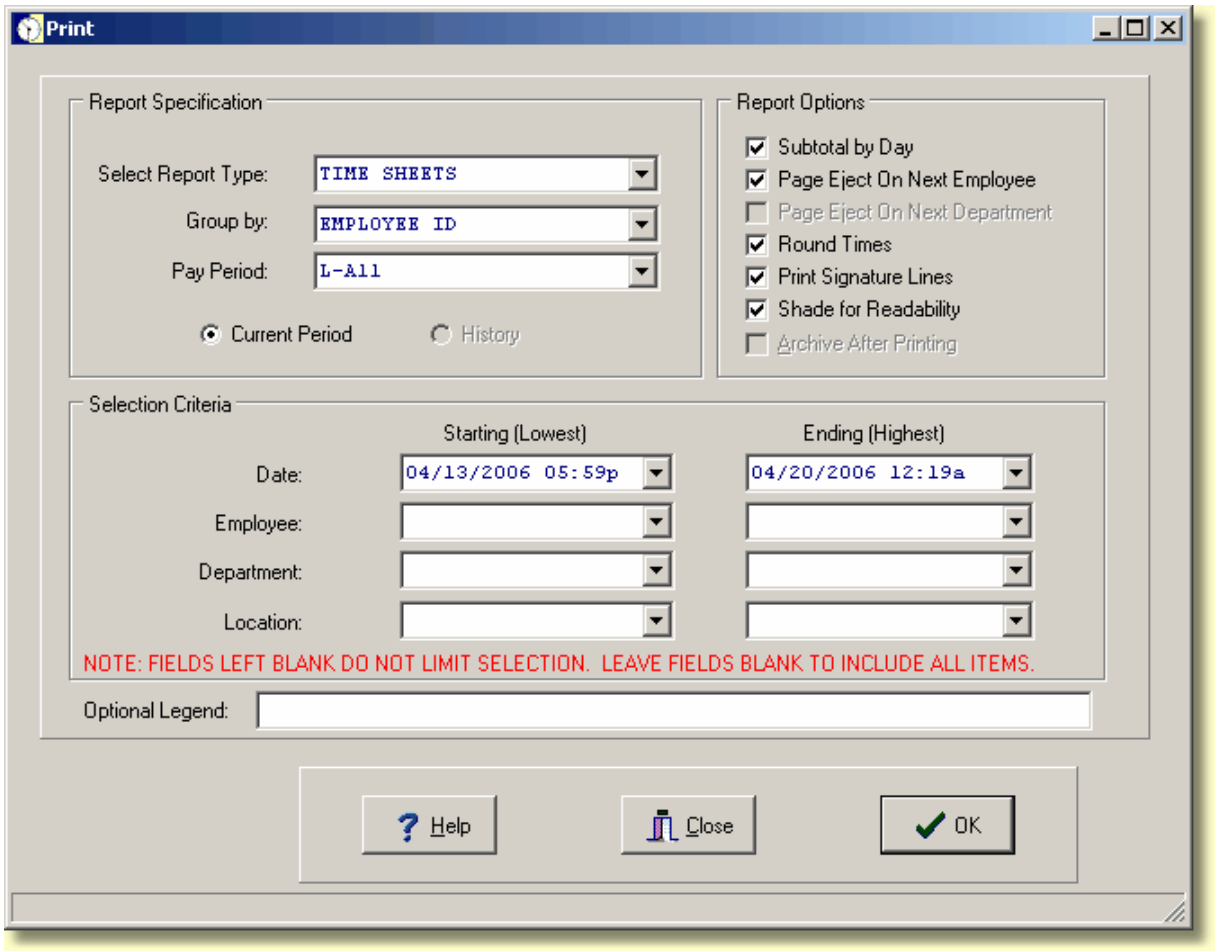
5.1 Printing Reports

Printing Reports encompasses not only generating ***hardcopy*** reports, but generating reports to be viewed on screen through the ***report viewer***, viewing employee time through the ***view time*** option, and certain ***export*** operations which permit the transfer of information to other programs, like Microsoft Excel and Microsoft Access. For convenience, all of these functions are referred to as ***reports***, even though they may not involve the production of hardcopy output.

The basic report functions included in TimeCalc ET™ Professional are as follows:

- Time Sheet
- Hours Worked
- Hours Worked Summary
- Work Class Summary
- Employees Clocked In
- Exceptions Report
- View Time
- Export

Any of these reports, as well as the various grouping, feature, and selection options, can be selected from the ***Report Specification Screen***, an example of which appears below:



As can be seen, there are many possibilities for creating a range of reports drawn from the system's database. In most cases, only a small number of these possibilities will be utilized for a given report. While there is a degree of added complexity to this screen, it is offset by the considerable flexibility created by the wide-ranging options. In addition, this screen has been designed to require only minimal input to get the desired result.

The ***Report Specification Screen*** is covered in detail in its own section, below.

When ***Reports*** is selected from the main screen, the ***Report Specification Screen*** appears. The ***Report Type*** selection will determine which other features, options, and selection criteria are available for the report. For example, some reports can be based on either history or current period data, while others are current period only. Similarly, not all ***Report Options*** are available for all reports; the set of options which are available for a report are determined by which ***Report Type*** is selected.

Current Period vs. History

Choosing ***current period*** or ***history*** requires some understanding of how TimeCalc ET™ Professional stores information.

Whenever employees clock in or out, or when time is edited through the ***Edit*** screen, these actions take place on the ***current period*** data only; that is, these processes are carried out only for the current pay period. After all reports for the current pay period have been printed and are determined to be accurate (normally, after the payroll has been processed), the current period data is ***archived***. The archiving process effectively moves the completed records from the current period database to the

history database. This allows the system to maintain a permanent history of time records.

Typically, when running reports, the current period is the focus. Whether it is for summarizing hours for payroll purposes, printing timesheets, or other purposes, most frequently the current period database will be chosen. Occasionally, it may be useful to review an employee's history -- for example, to support an examination by labor organizations or other entities. In these instances, a report taken from the history database can be a huge time saver.

Records are added to the history database only through the archiving process, and records can only be added by removing the corresponding record from the current period database. Thus, a given record can either be in the current period database or the history, but never in both.

Selection Criteria

Selection criteria are required only to ***limit*** or ***restrict*** the records to be included in a given report. By default, a report includes all departments, locations and employees. If values are entered in any of these selection criteria fields, the report can only have ***FEWER*** detail lines, never more. In most instances, reports need to be limited to a ***range of dates***, however, so ***date selection criteria*** are usually entered.

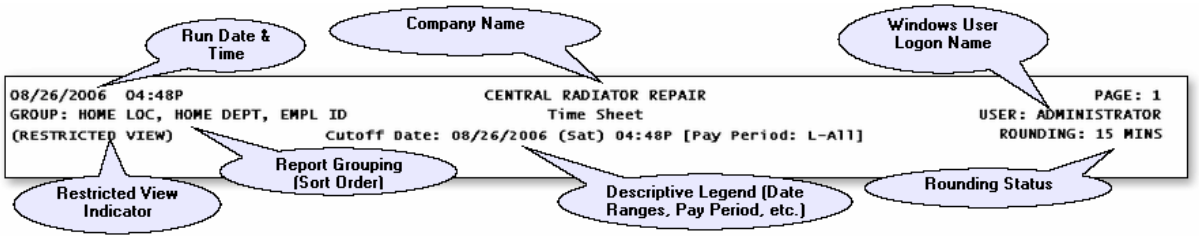
When the ***Power Users*** security feature is enabled and ***Supervisor Password for Printing*** is enabled, the ***Selection Criteria*** are automatically augmented by the system to restrict the items to those which the ***Power User*** is permitted access. The printed report will then include the term ***RESTRICTED VIEW*** in its heading, to indicate to the reader of the report that he is not seeing all employees, but only those to which the ***Power User*** is entitled access. More information is available about ***Power Users*** in the ***Power Users*** topic.

These issues are addressed in greater detail under ***Report Specification Screen.***

5.2 Report Headings and Footers

Report Headings

Report headings print at the top of every report page so that the reader of the report can identify the particular information contained in the report. The diagram below describes some of the characteristics of a typical TimeCalc ET™ Professional report heading:



Some reports may have additional descriptive information in the heading. The following items require some additional explanation.

Report Run Date & Time

The run date and time is the date and time at which the report was generated by the system. This is

the system date and time taken from the computer's system clock at the time report generation began. It does not generally relate to the data contained in the report.

Company Name

The company name shown on all reports is taken from the company name field in the settings screen. This field can contain any desired caption; the company name is merely the recommended value.

Windows User Login Name

When a user logs into Windows, a ***user name*** is entered (along with any required Windows password). This name prints on every report so the report can readily be identified as belonging to a particular user. Many small offices share one or more user names; if this is the case, the shared user names will print in this region. For example, if all users simply login as ***ADMINISTRATOR***, then all reports have this as the user name.

Rounding Status

As an option, certain reports can be printed with times rounded, e.g., to the nearest 15 minutes. Such reports will have the rounding status printed in the heading. For businesses which do not round times, the rounding status will simply indicate "None". Alternatively, the basis for the rounding (for example, 15 MINS) will appear. For more information, see ***Rounding*** in the sections below.

Descriptive Legend

Many reports will have a descriptive legend to indicate some or all of the selection criteria used in generating the report. This is provided as a means to allow the report user to understand precisely what selection criteria were in use when the report was generated.

Report Grouping

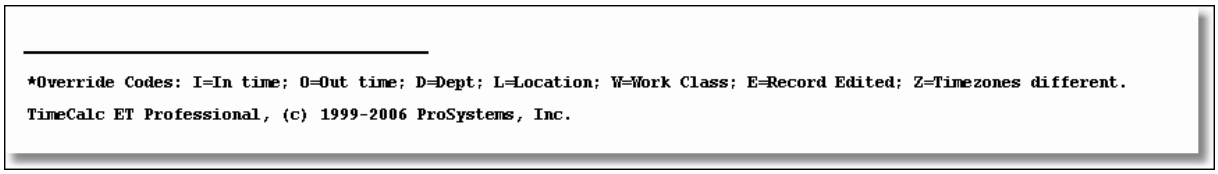
Some reports can be ***grouped*** (sometimes called ***sorted*** or ***ordered***) by one or more fields in the transaction record. For example, when locations and departments are in use, all information related to a location can be grouped together, with all of the departments at that location listed in order. Within each department, the time transactions are usually ordered by ***In Time***. In the example above, the time sheets are printed so that all time sheets for a given location are grouped together. Within each location, all of the employees within each department are grouped. Finally, the employees are listed in order of Employee ID within each department.

Restricted View Indicator

This heading field appears only when the ***Power Users*** security method is in use and when the report represents a ***Restricted View.*** When a ***Power User*** has access only to particular departments, locations, or employees, any reports he runs will be a ***Restricted View***. Only those employees who are subordinates to the ***Power User*** running the report will be included. To make it clear that the report may exclude some transactions due to the ***Power User's*** access, the phrase "(RESTRICTED VIEW)" appears.

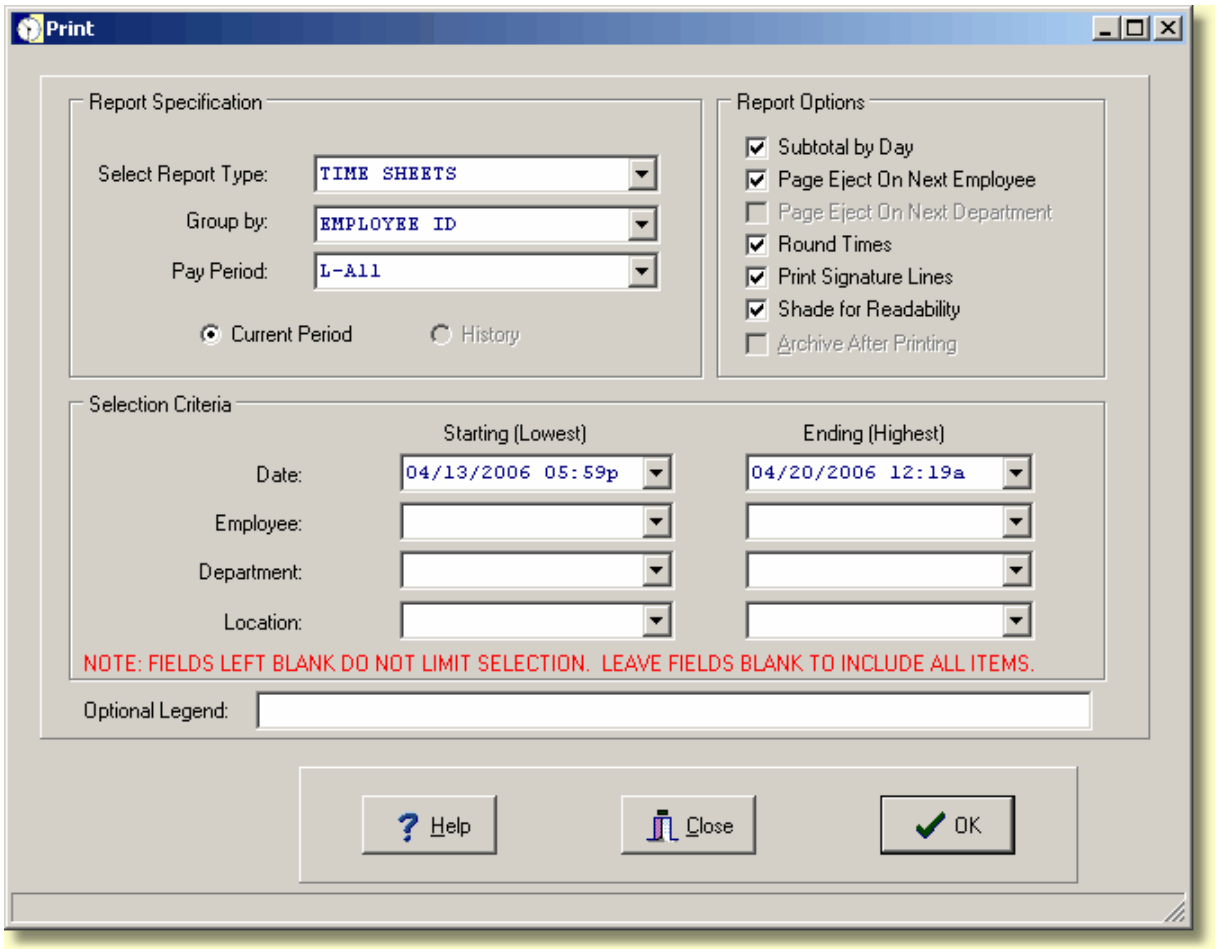
Report Footers

Most reports have some type of page footer. Most significant in the footer is the ***Override Codes*** legend, which many reports use to identify which items in the report were ***overridden*** by the user of the program. Typically, one column in the report will contain any override codes.



5.3 Report Specification Screen

The ***Report Specification Screen***, shown below, appears when the ***Reports*** button is clicked from the main screen.



The ***Report Specification Screen*** is the starting point for generating most of the reports generated by TimeCalc ET™ Professional (a few reports, such as "listing" reports, are available in other areas of the system, where such placement is more convenient from an ease-of-use perspective). Note there are four basic areas to this screen:

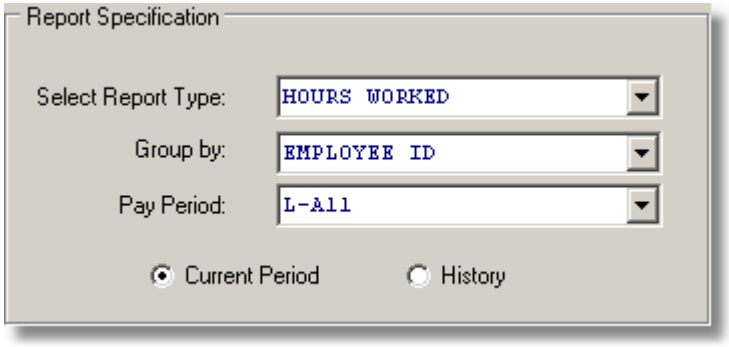
- Report Specification

- Report Options
- Selection Criteria
- Optional Legend

Each of these screen regions, and the functions within them, are discussed below.

Report Specification

The ***report specification*** area is where the type of report to be generated is selected, as is the grouping, pay period, and database (current period or history).



Report Type

The ***report type*** is selected from the list of available reports. Each of these is described in more detail under the ***Standard Reports*** subsection.

- Time Sheet - Produces an employee time sheet for the employee's review and affirmation of hours worked.
- Hours Worked - Produces a listing, by employee (potentially sorted by department and location, as well), of hours worked on a daily basis, complete with times clocked in and out as well as any memos (notes) entered by the employee.
- Hours Worked Summary - Summarizes employee time giving totals, per employee, for the current pay period.
- Work Class Summary - Provides a summary of hours worked by work class enabling a review of categorized hours worked (regular, sick, vacation, special categories, etc.).
- Employees Clocked In - Produces a listing of the employees who are currently clocked in.
- Exceptions Report - Provides a listing of transactions for which there was at least one exception (overridden department, work class, time, etc.).
- View Time - An on-screen viewer for employee hours worked, by employee, with an optional report capability.
- Export - Export current period hours worked data to a variety of formats.

Please review the sections referenced above for specifics on each report.

Group By

After a ***Report Type*** has been selected, a ***group by*** option can be selected. Depending upon the particular ***report type*** there can be a number of options for grouping. Also, the available grouping options will usually depend on whether departments and/or locations are in use. Often, reports are ultimately ordered by employee -- but this can be either by ***employee ID*** or by ***employee name***.

Pay Period

If the system is being used to track only a single ***pay period*** (for example, all employees are weekly), it is acceptable to just select ***ALL*** pay periods when running reports. In effect, the pay period doesn't matter in situations like this. However, if the system is tracking data for various pay periods, it is important to select the pay period of interest so that the reports are segregated for each pay period.

For example, some businesses pay certain employees weekly and others on a semimonthly basis. In a situation such as this, it is necessary to run one set of reports for the weekly employees and another for the semimonthly employees. If ***ALL*** is used, the result is a single report in which pay periods are commingled; it would be extremely difficult to extract meaningful hours worked data from such a report.

User Tip

If a company is using multiple pay periods (for example, some weekly employees and some bi-weekly), the selection by *Pay Period* is critical, as it allows reports to include only one of the two groups. Without selecting by pay period, any reports would include items for both weekly and bi-weekly employees, even if only weekly employees were intended.

The same is true for the archiving process -- the *Pay Period* designation allows the archiving of, for example, weekly employees, while leaving the bi-weekly employees' time to be processed separately.

Current Period/History

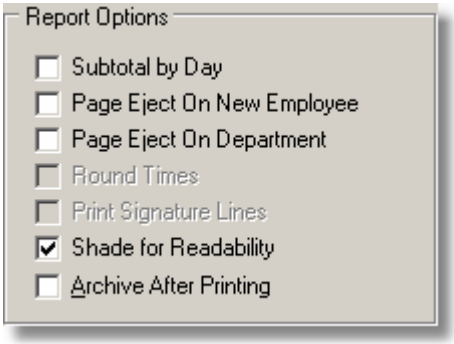
Some of the reports are available off of the ***current period*** database only. For example, the ***Employees Clocked In*** report includes only employees who are currently clocked in; since the history database includes only complete in/out cycles, there would never be any employees clocked in if the report were generated off of the history database.

Most other reports can be selected from either ***current period*** or ***history.*** Transaction lines that are in one report are not in the other, never both. The ***history database*** includes any items that have been ***archived*** previously.

As a general rule, the ***history database*** is used when it is necessary to review the hours worked information for previous pay periods; the ***current period*** database will contain hours worked data for the current period.

Report Options

The ***Report Options*** panel provides for several settings which may be available for a given report.



The options settings which are available on the ***Report Options*** panel include:

- ***Subtotal by Day*** - Can be used to provided a daily subtotal where employees are clocking in and out multiple times per day. This option will make the printed report noticeably longer.
- ***Page Eject on Next Employee*** - Can be used to insure that each employee's time to begin on a new page.
- ***Page Eject on Next Department*** - Can be used to insure that each department begins on a new page.

- ***Round Times*** - When ***rounding*** is allowed (in ***settings***), can be used to round times to predetermined intervals.
- ***Print Signature Lines*** - Used for time sheets only, to cause a signature/approval block to print on each employee's time sheet.
- ***Shade for Readability*** - Available only if configured (in ***settings***), causes alternating detail lines in the report to be shaded or unshaded, to make it easier to follow a line across the page.
- ***Archive After Printing*** - Available on ***hours worked*** reports. Causes the current period transactions to be archived to the history file after the printing has completed.

As can be seen, these options are not always available for every report. For example, the ***Round Times*** option is never available if the system is not configured for rounding. And even if it *is* configured for rounding, some reports don't offer the ***Round Times*** option -- for example, the ***Employees Clocked In*** report, which doesn't list times at all. If ***Departments*** were not selected in ***Settings***, the ***Page Eject on Next Department*** option will be unavailable, and so on. The system allows only those options that are appropriate for the selected ***Report Type***. Options that are unavailable are ***grayed out*** (notice the ***Round Times*** and ***Print Signature Lines*** captions in the image above).

Selection Criteria

The ***Selection Criteria*** panel allows the limitation of report content based on date, employee, department, location, *or* any combination thereof.

By default the program fills in the current date and time for the ending (cutoff) date. If the report is based on the current period database, the starting date defaults to the earliest date present in the current period database. If the report is based on the history database, the starting dates defaults to the first day of the current year.

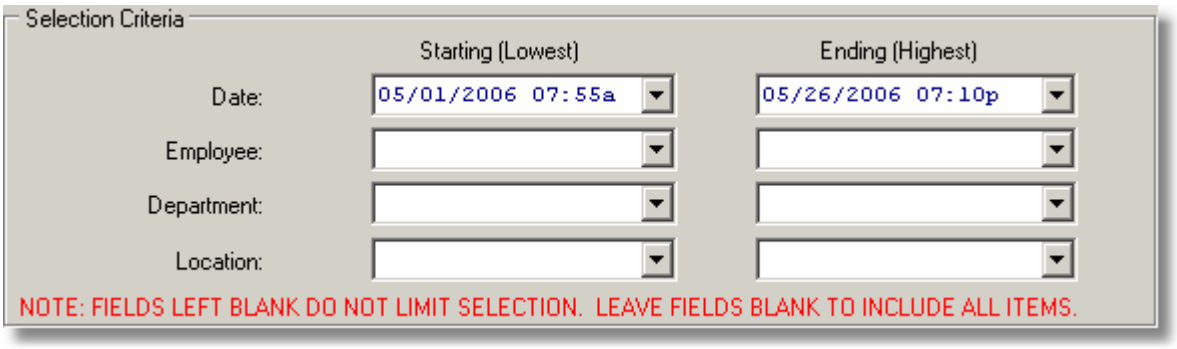
User Tip

If the default date for the current period report is *earlier* than the current period start date, this is an indication that someone may have incorrectly entered a date prior to the current pay period. It is recommended that the report be reviewed to determine which item is in error, and that an edit be made to correct it.

If the archiving process is run after each pay period, there should be no items in the current pay period database with dates prior to the beginning of the current period. Thus, if there *are* such items, they generally will be processed as current period items and archived with the current period transactions, unless they are deleted by editing the employee's time. Alternatively, the incorrect item(s) should be deleted or edited before the current period reports are processed.

Ultimately, it is important that the date and time range be that which is necessary to insure the report spans the correct range of dates.

For typical reporting purposes, the ***employee, department, and location*** fields will be left blank -- which instructs the system to include all regardless of these values. If a starting value is provided, no records with ***IDs*** which are alphabetically ***before*** the specified value will be included. Similarly, if an ending value is provided, no records with ***IDs*** which are alphabetically ***after*** the specified value will be included. If ***both*** a starting and an ending value is specified, only ***ID*** values within the specified range will be included.



Each of the selection criteria entered acts as a ***filter*** on the data presented -- transaction lines that do not meet ***ANY*** of the criteria are omitted from the report.

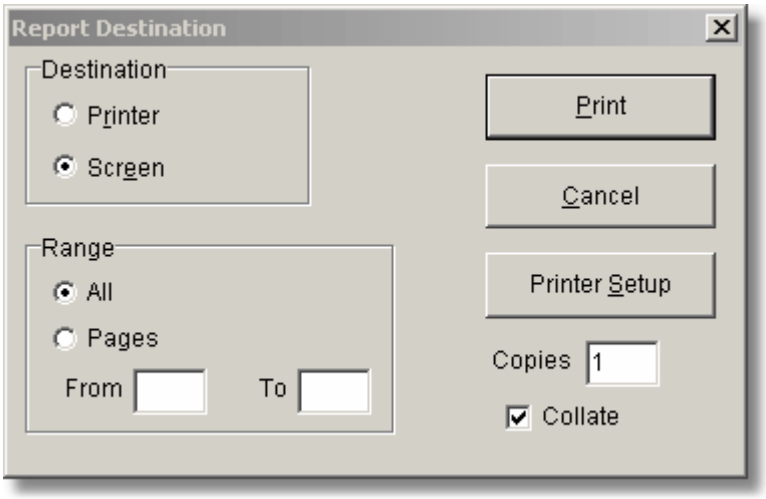
Optional Legend

The ***Optional Legend*** is a one-line caption that can be placed on certain reports within the heading region to help identify the report's content, its meaning, or any other note related to the report. It is never required; however, whenever a report needs to be annotated, this provides an excellent means for doing so.

OK or Close

If the ***Close*** button is clicked, the ***Report Specification Screen*** is closed and no report is generated.

If the ***OK*** button is clicked, the report will be generated pursuant to the specifications provided. Before the report generation begins, the following screen appears:



As can be seen, this screen allows a choice of printing to the ***screen*** (the default mode) or to the ***printer***. If the report is printed to the ***screen***, it can be reviewed on screen and then sent to the printer if desired. For this reason, many users prefer to ***always*** preview the report on screen before clicking the print button to send it to the printer.

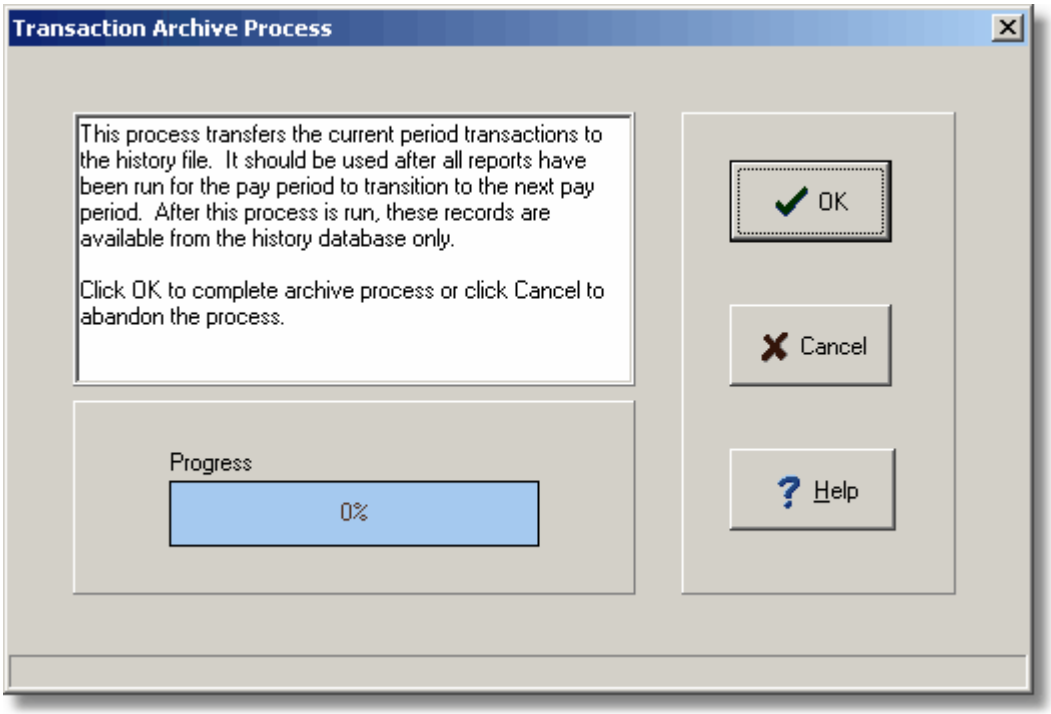
Also, notice that it is possible to select a subset of the pages from this dialog box, as well as specify a ***number of copies.***

If the report is sent to the screen, the report previewer appears and the report can be scrolled using the mouse and scroll bars. The ***report previewer*** has several options, including the ability to resize the printout, view multiple pages on screen at one time, and to save the report to a disk file.

5.4 Archiving Transactions

TimeCalc ET™ Professional provides a permanent history of employee work hours.

When each pay period ends and after all reports for the period have been printed, the ***hours worked*** report should be printed a final time, using the same selection criteria -- in effect, generating a duplicate of the hours worked report used as the basis for payroll reporting. However, the ***Archive After Printing*** check box should be checked on the ***Report Specification Screen.*** After the report has been generated, the following screen appears:



The archiving process is completed by clicking the ***OK*** button. All records included in the report are transferred from the current period database to the history database -- at the same time, being removed from the current period database. Depending on the number of current period transactions to be transferred, this process can take from a few seconds to a few minutes.

If it is determined that the archiving process should not be completed at this time, click ***CANCEL*** to abandon it.

It is recommended that this archiving process become part of the periodic routine for preparing payroll information, so that it is performed after each payroll has been finalized. Alternatively, the process can be performed ***immediately before*** the ***next*** pay period's report processing. Either way, it is necessary to carefully specify the cutoff date as that of the previous period, as all records on or before this cutoff date will be archived.

The ***history database*** is for reference only. Once transactions have been moved to history, they are considered to be ***closed*** and cannot be revised in any way.

Why Archive Transactions?

There are several advantages to archiving transactions on a frequent basis. The principal reason is that it keeps the most heavily used database, the current period, as small and compact as possible. This means the programs will perform better and faster. But it also leads to improved system reliability and minimizes the possibility that erroneous transactions could go unnoticed.

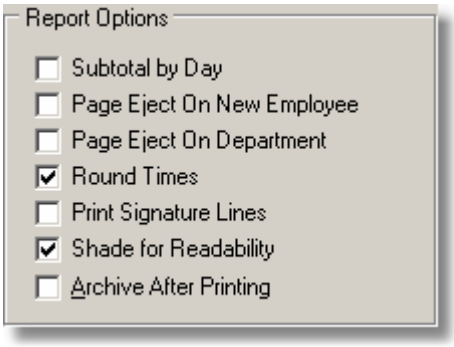
The process typically requires only a few seconds.

5.5 Rounding

TimeCalc ET™ Professional generally eliminates the need for rounding of times, since it is able to record with precision the time at which employees clock in and out. However, some offices have policies or external requirements which require the rounding of times.

TimeCalc ET™ Professional has the ability to generate reports with times rounded to the nearest 5, 6, 10, 12, 15, 20, 24, 30, or 60 minutes. To select a rounding option, it is necessary to select the appropriate rounding interval in settings.

When a time report is selected for printing, a number of report options are provided:



The ***Round Times*** option is available ***only*** if rounding has been selected in ***Settings***. The rounding interval is also determined by the selected settings; if the ***nearest 15 minutes*** was specified in settings, the rounding will occur on that basis. The rounding interval cannot be changed from the ***Report Specification Screen***.

User Tip

It is important to recognize that times are *never* stored in the system's database as rounded figures. The times are stored as the actual time the employee clocked in and out; all rounding is done at the time the report is processed. This allows the same report to be run either with or without the effects of rounding applied and insures that the *actual* time the employee clocked in or out is not permanently lost in the rounding process.

It is recommended that rounding ***not*** be used unless there is a compelling reason to do so. Usually, there is little value to be had in moving from a more precise to a less precise method of keeping time.

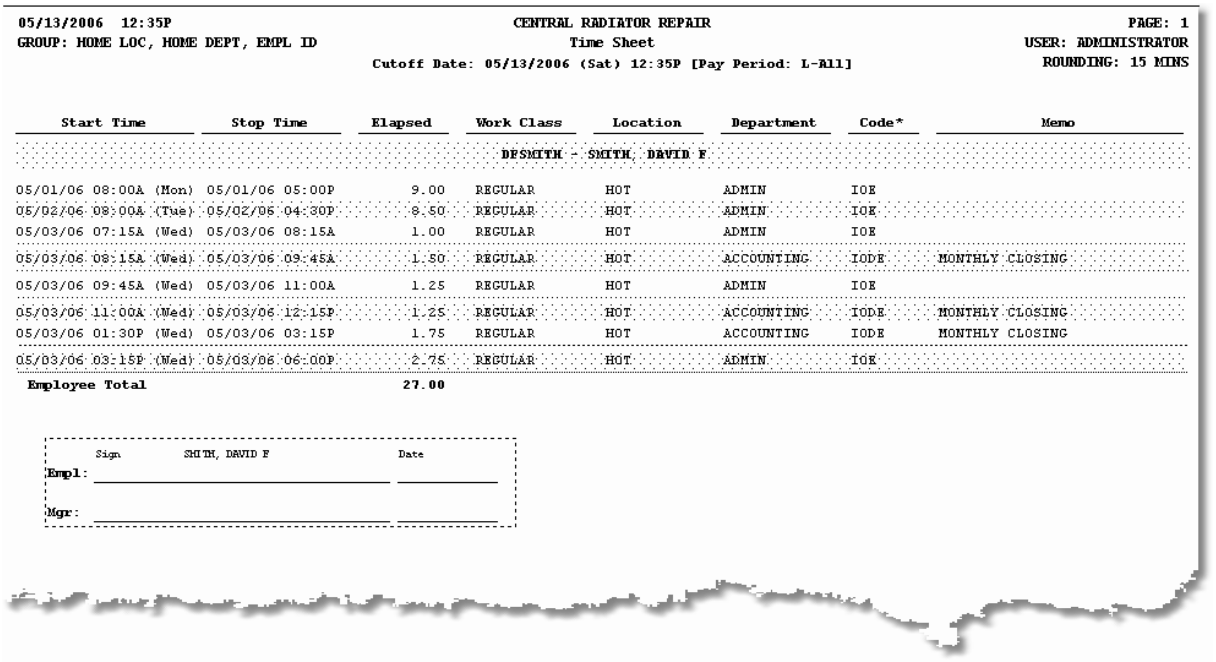
5.6 Standard Reports

To assist in understanding the reports generated by the system, the following samples are provided with brief commentary.

5.6.1 Time Sheet

A sample ***Time Sheet*** report is reproduced below.

This example has been produced with the options selected to generate signature lines and for shading to enhance readability.



05/13/2006 12:35P — CENTRAL RADIATOR REPAIR — PAGE: 1
GROUP: HOME LOC, HOME DEPT, EMPL ID — Time Sheet — USER: ADMINISTRATOR
Cutoff Date: 05/13/2006 (Sat) 12:35P [Pay Period: L-All] — ROUNDING: 15 MINS

Start Time	Stop Time	Elapsed	Work Class	Location	Department	Code*	Memo
DFSMITH - SMITH, DAVID F							
05/01/06 08:00A (Mon)	05/01/06 05:00P	9.00	REGULAR	HOT	ADMIN	IOE	
05/02/06 08:00A (Tue)	05/02/06 04:30P	8.50	REGULAR	HOT	ADMIN	IOE	
05/03/06 07:15A (Wed)	05/03/06 08:15A	1.00	REGULAR	HOT	ADMIN	IOE	
05/03/06 08:15A (Wed)	05/03/06 09:45A	1.50	REGULAR	HOT	ACCOUNTING	IODE	MONTHLY CLOSING
05/03/06 09:45A (Wed)	05/03/06 11:00A	1.25	REGULAR	HOT	ADMIN	IOE	
05/03/06 11:00A (Wed)	05/03/06 12:15P	1.25	REGULAR	HOT	ACCOUNTING	IODE	MONTHLY CLOSING
05/03/06 01:30P (Wed)	05/03/06 03:15P	1.75	REGULAR	HOT	ACCOUNTING	IODE	MONTHLY CLOSING
05/03/06 03:15P (Wed)	05/03/06 06:00P	2.75	REGULAR	HOT	ADMIN	IOE	
Employee Total		27.00					

Sign SMITH, DAVID F Date
Empl: _____ _____
Mgr: _____ _____

Note the grouping indicates ***home*** location and department, rather than merely ***location*** and ***department.*** This provides a grouping of time sheets that facilitates distribution to employees. Also, each location/department combination is set off by a mildly shaded line. Subtotals are not presented, but this allows one to easily discern which locations and departments the employee worked in during the pay period.

In this particular example, ***rounding*** was in use, so all times are rounded to the nearest 15 minutes, and an appropriate legend is included in the heading.

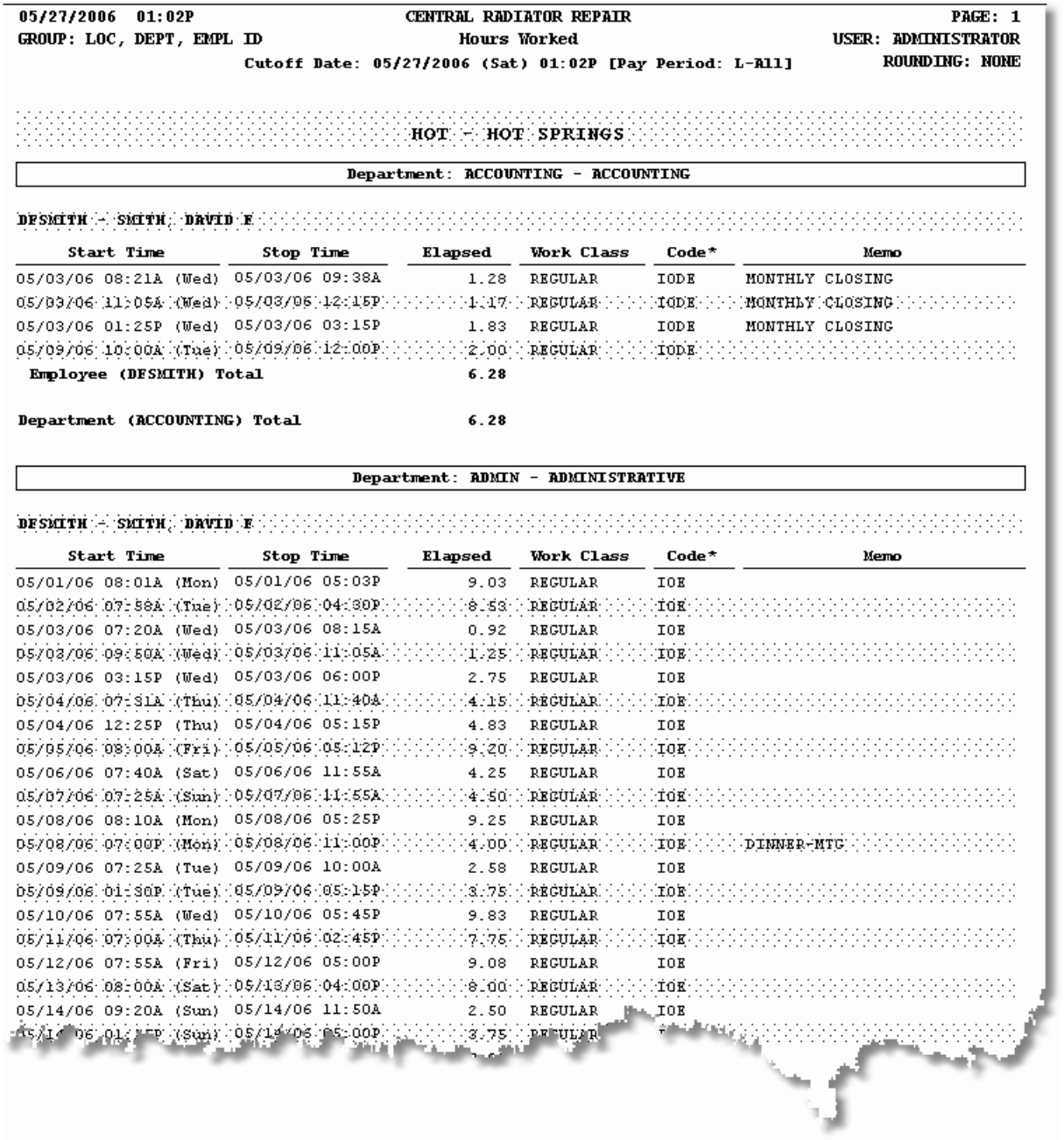
If departments and/or locations are not in use, the corresponding columns will be absent from the time sheet report. While not required, by default the time sheet report begins each employee's listing on a new page. The time sheet is produced in ***landscape*** format. The report may be ordered either by ***Employee ID*** or alphabetically by ***Name***.

5.6.2 Hours Worked

A partial sample of an ***Hours Worked*** report is reproduced below.

As can be seen from the report heading information, it was produced by ***Location*** and ***Department***, ordered by ***Employee ID*** within the department and location. Also, notice that no rounding was in

effect when this report was produced, so times are actual, unrounded times.



05/27/2006 01:02P CENTRAL RADIATOR REPAIR PAGE: 1
GROUP: LOC, DEPT, EMPL ID Hours Worked USER: ADMINISTRATOR
Cutoff Date: 05/27/2006 (Sat) 01:02P [Pay Period: L-All] ROUNDING: NONE

HOT - HOT SPRINGS

Department: ACCOUNTING - ACCOUNTING

DFSMITH - SMITH, DAVID F

Start Time	Stop Time	Elapsed	Work Class	Code*	Memo
05/03/06 08:21A (Wed)	05/03/06 09:38A	1.28	REGULAR	IODE	MONTHLY CLOSING
05/03/06 11:05A (Wed)	05/03/06 12:15P	1.17	REGULAR	IODE	MONTHLY CLOSING
05/03/06 01:25P (Wed)	05/03/06 03:15P	1.83	REGULAR	IODE	MONTHLY CLOSING
05/09/06 10:00A (Tue)	05/09/06 12:00P	2.00	REGULAR	IODE	
Employee (DFSMITH) Total		6.28			
Department (ACCOUNTING) Total		6.28			

Department: ADMIN - ADMINISTRATIVE

DFSMITH - SMITH, DAVID F

Start Time	Stop Time	Elapsed	Work Class	Code*	Memo
05/01/06 08:01A (Mon)	05/01/06 05:03P	9.03	REGULAR	IOE	
05/02/06 07:58A (Tue)	05/02/06 04:30P	8.53	REGULAR	IOE	
05/03/06 07:20A (Wed)	05/03/06 08:15A	0.92	REGULAR	IOE	
05/03/06 09:50A (Wed)	05/03/06 11:05A	1.25	REGULAR	IOE	
05/03/06 03:15P (Wed)	05/03/06 06:00P	2.75	REGULAR	IOE	
05/04/06 07:31A (Thu)	05/04/06 11:40A	4.15	REGULAR	IOE	
05/04/06 12:25P (Thu)	05/04/06 05:15P	4.83	REGULAR	IOE	
05/05/06 08:00A (Fri)	05/05/06 05:12P	9.20	REGULAR	IOE	
05/06/06 07:40A (Sat)	05/06/06 11:55A	4.25	REGULAR	IOE	
05/07/06 07:25A (Sun)	05/07/06 11:55A	4.50	REGULAR	IOE	
05/08/06 08:10A (Mon)	05/08/06 05:25P	9.25	REGULAR	IOE	
05/08/06 07:00P (Mon)	05/08/06 11:00P	4.00	REGULAR	IOE	DINNER-MTG
05/09/06 07:25A (Tue)	05/09/06 10:00A	2.58	REGULAR	IOE	
05/09/06 01:30P (Tue)	05/09/06 05:15P	3.75	REGULAR	IOE	
05/10/06 07:55A (Wed)	05/10/06 05:45P	9.83	REGULAR	IOE	
05/11/06 07:00A (Thu)	05/11/06 02:45P	7.75	REGULAR	IOE	
05/12/06 07:55A (Fri)	05/12/06 05:00P	9.08	REGULAR	IOE	
05/13/06 08:00A (Sat)	05/13/06 04:00P	8.00	REGULAR	IOE	
05/14/06 09:20A (Sun)	05/14/06 11:50A	2.50	REGULAR	IOE	
05/14/06 01:15P (Sun)	05/14/06 05:00P	3.75	REGULAR	IOE	

The ***Location*** is indicated by the shaded region at the top of the report (in this case, ***Hot Springs***). The ***Department*** is offset by a thin border around the department name, and a total for each department is provided after all employees for that department have been listed. This report indicates that employee David F. Smith had hours worked in both the accounting and administrative departments at the Hot Springs location. As can be seen the optional memo field is being used, but only occasionally.

While it is not shown in this sample, totals are also produced for each location, in a manner similar to

that used for departments.

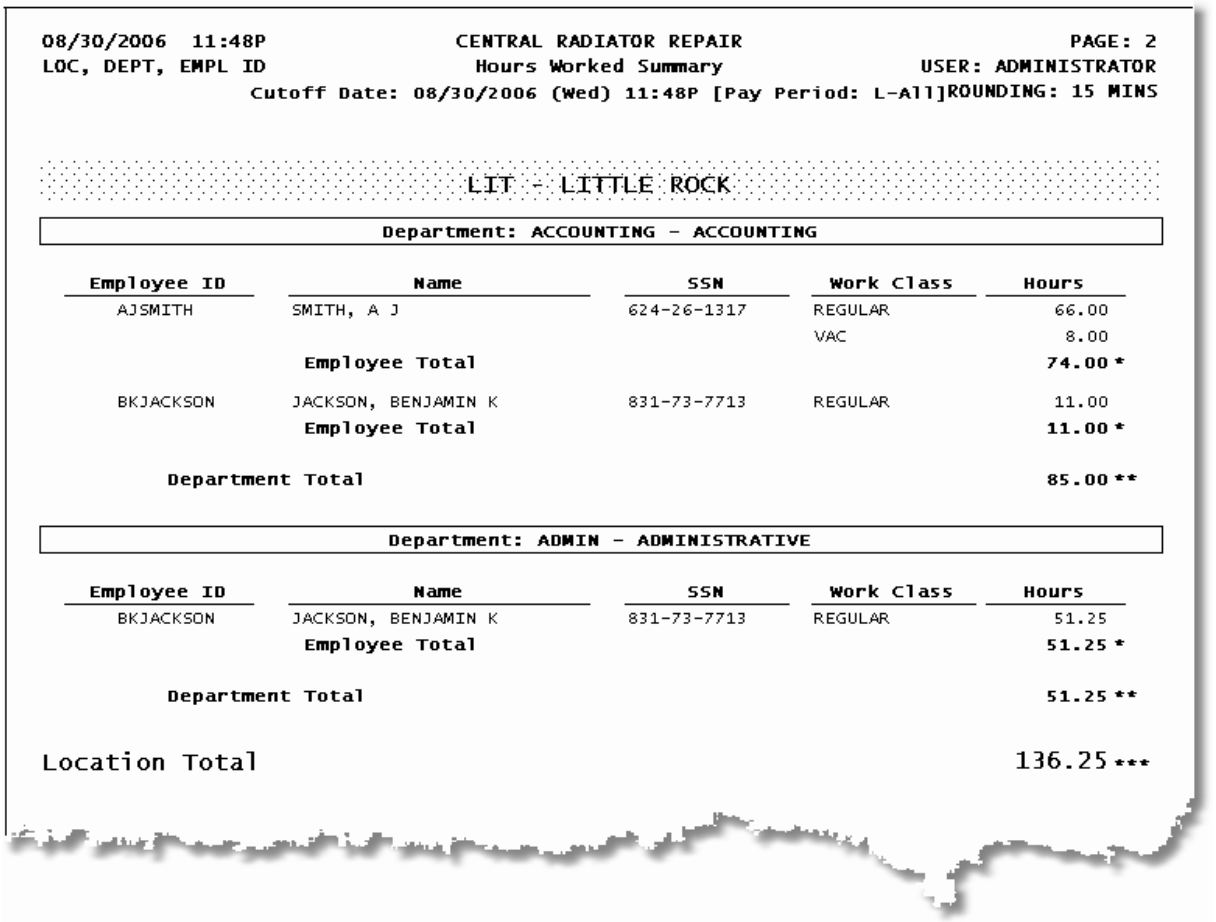
The ***Hours Worked*** report can be printed without a breakdown by department or location if requested. It can also be grouped by ***memo*** if needed, which allows a review of records together which contain the same memo field.

5.6.3 Hours Worked Summary

A sample of an ***Hours Worked Summary*** report is reproduced below.

It breaks down each employee's hours worked by work class, within the location and/or department. Notice in the example report below a total is given for **REGULAR** hours and **VAC** hours. This report is excellent as a basic listing for transferring data from TimeCalc ET Professional to your payroll system. The standard ***Hours Worked*** report provides the detail supporting the summary totals in this report.

Note that the employee information (ID, Name, SSN) is not repeated on successive lines if only the work class is different.



08/30/2006 11:48P CENTRAL RADIATOR REPAIR PAGE: 2
LOC, DEPT, EMPL ID Hours Worked Summary USER: ADMINISTRATOR
Cutoff Date: 08/30/2006 (Wed) 11:48P [Pay Period: L-All] ROUNDING: 15 MINS

LIT - LITTLE ROCK

Department: ACCOUNTING - ACCOUNTING

Employee ID	Name	SSN	Work Class	Hours
AJSMITH	SMITH, A J	624-26-1317	REGULAR	66.00
			VAC	8.00
	Employee Total			74.00 *
BKJACKSON	JACKSON, BENJAMIN K	831-73-7713	REGULAR	11.00
	Employee Total			11.00 *
Department Total				85.00 **

Department: ADMIN - ADMINISTRATIVE

Employee ID	Name	SSN	Work Class	Hours
BKJACKSON	JACKSON, BENJAMIN K	831-73-7713	REGULAR	51.25
	Employee Total			51.25 *
Department Total				51.25 **

Location Total 136.25 ***

5.6.4 Work Class Summary

A sample page from the ***Work Class Summary*** report is reproduced below.

At times it may be useful to segregate hours worked by the ***work class***. For example, to breakdown

hours that represent bonus pay categories (such as shift-differential or lead-man), or for separately reviewing vacation or sick hours.

05/27/2006 01:32P CENTRAL RADIATOR REPAIR PAGE: 3
GROUP: LOC, DEPT, WCL, EMPL ID Work Class Summary USER: ADMINISTRATOR
Cutoff Date: 05/27/2006 (Sat) 01:32P [Pay Period: L-All] ROUNDING: NONE

LIT - LITTLE ROCK

Department: ACCOUNTING - ACCOUNTING

Work Class: REGULAR - REGULAR HOURS

Start Time	Stop Time	Elapsed	Code*	Memo
AJSMITH - SMITH, A J				
05/02/06 07:55A (Tue)	05/02/06 05:56P	10.02	IO	
05/03/06 11:51P (Wed)	05/04/06 05:06A	5.25	IO	
05/06/06 03:34P (Sat)	05/07/06 02:34A	11.00	O	
Employee (AJSMITH) Total		**26.27**		
BKJACKSON - JACKSON, BENJAMIN K				
05/01/06 07:55A (Mon)	05/01/06 06:55P	11.00	IOD	
Employee (BKJACKSON) Total		**11.00**		
Work Class (REGULAR) Total		**37.27**		

Work Class: VAC - VACATION HOURS

Start Time	Stop Time	Elapsed	Code*	Memo
AJSMITH - SMITH, A J				
05/01/06 08:00A (Mon)	05/01/06 04:00P	8.00	IOW	
Employee (AJSMITH) Total		**8.00**		
Work Class (VAC) Total		**8.00**		
Department (ACCOUNTING) Total		**45.27**		

Department: ADMIN - ADMINISTRATIVE

Work Class: REGULAR - REGULAR HOURS

Start Time	Stop Time	Elapsed	Code*	Memo
BKJACKSON - JACKSON, BENJAMIN K				
05/03/06 08:56A (Wed)	05/03/06 05:56P	9.00	IO	
05/14/06 12:00A (Sun)	05/14/06 12:01A	0.02	IOE	
Employee (BKJACKSON) Total		**9.02**		
Work Class (REGULAR) Total		**9.02**		
Department (ADMIN) Total		**9.02**		

Location Total **54.28**

In this example, it can be seen that A. J. Smith had 8 hours of vacation time on May 1 in the ***Accounting*** department in ***Little Rock***.

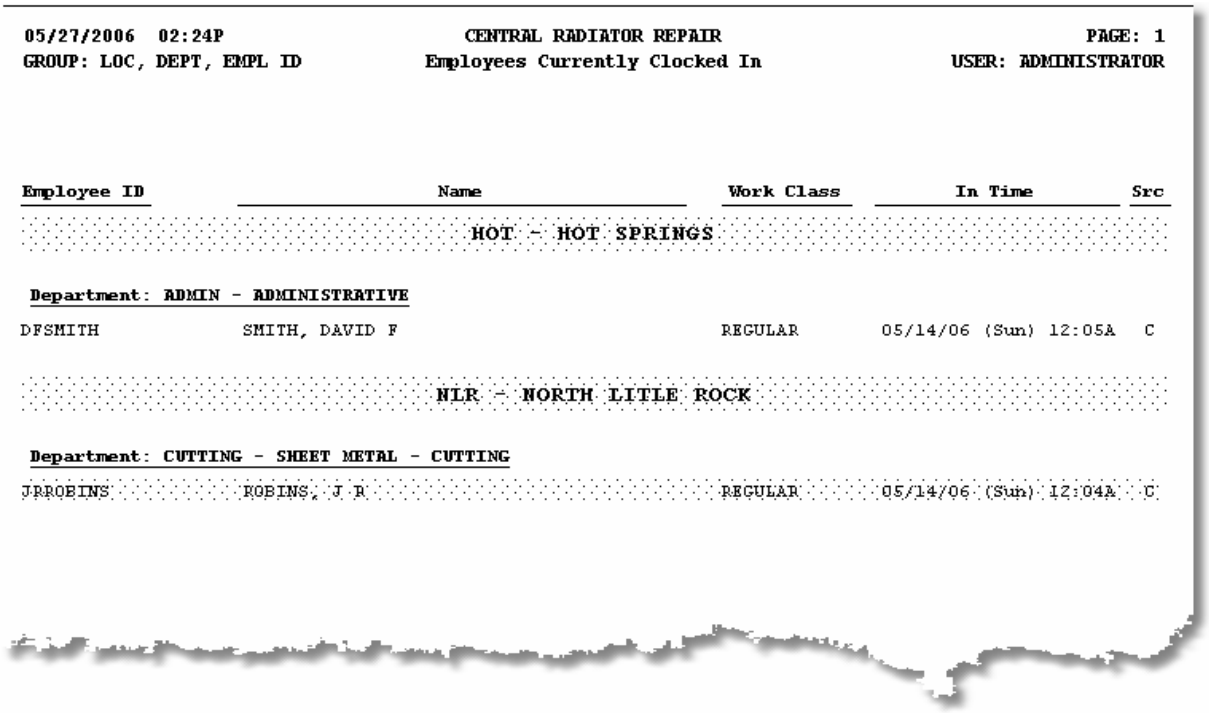
By using different ***work classes***, it is easy to obtain detailed information not only for the hours that were worked during the pay period, but for the various categories of hours. This concept may be extended to represent hours spent at different types of jobs (for example, regular hours vs. lead-man)

or different pay categories (sick, vacation, regular, or any number of ***special*** pay categories).

5.6.5 Employees Clocked In

The report of ***Employees Clocked In*** is provided for the situation where it is necessary to determine which employees are clocked in at the current time.

A sample ***Employees Clocked In*** report is shown below.



05/27/2006 02:24P CENTRAL RADIATOR REPAIR PAGE: 1
GROUP: LOC, DEPT, EMPL ID Employees Currently Clocked In USER: ADMINISTRATOR

Employee ID	Name	Work Class	In Time	Src
HOT - HOT SPRINGS				
Department: ADMIN - ADMINISTRATIVE				
DFSMITH	SMITH, DAVID F	REGULAR	05/14/06 (Sun) 12:05A	C
NLR - NORTH LITTLE ROCK				
Department: CUTTING - SHEET METAL - CUTTING				
JRROBINS	ROBINS, J R	REGULAR	05/14/06 (Sun) 12:04A	C

As can be seen, it is a simple listing with no totals of hours worked or other analytical information. The report is available either by ***Employee ID*** or by ***Name***; however, if departments and/or locations are in use, it is always grouped on these values.

The column labeled ***Src*** indicates where the entry originated from. If this column contains ***C***, the entry originated from the ***main screen*** (the ***C*** stands for ***clock***). If this column contains ***E***, the entry originated from the ***edit screen*** (the ***E*** stands for ***Edit***).

5.6.6 Exceptions Report

The ***Exceptions Report*** serves the sole purpose of providing a detailed listing of those records on which some type of ***override*** or ***other exception*** occurred. An ***override*** occurs when an employee clocking in or out changes a default value for one of the following:

- In Time
- Out Time
- Department

- Location
- Work Class

It is considered an ***other exception*** when a record is edited using the ***Edit*** screen, or when the ***In Time*** and ***Out Time*** were entered in different time zones.

A page from a sample ***Exceptions Report*** is shown below.

05/31/2006 02:22P CENTRAL RADIATOR REPAIR PAGE: 2
GROUP: LOC, DEPT, EMPL ID Exceptions Report USER: ADMINISTRATOR
Cutoff Date: 05/31/2006 (Wed) 02:22P [Pay Period: L-All]

Employee ID	Name	In Time	Out Time	Except
	LIT - LITTLE ROCK			
Department: ACCOUNTING - ACCOUNTING				
AJSMITH	SMITH, A J	05/01/06 (Mon) 08:00A	05/01/06 04:00P	IOW
AJSMITH	SMITH, A J	05/02/06 (Tue) 07:55A	05/02/06 05:56P	IO
AJSMITH	SMITH, A J	05/03/06 (Wed) 11:51P	05/04/06 05:06A	IO
AJSMITH	SMITH, A J	05/06/06 (Sat) 03:34P	05/07/06 02:34A	O
BKJACKSON	JACKSON, BENJAMIN K	05/01/06 (Mon) 07:55A	05/01/06 06:55P	IOD
Department: ADMIN - ADMINISTRATIVE				
BKJACKSON	JACKSON, BENJAMIN K	05/03/06 (Wed) 08:56A	05/03/06 05:56P	IO
BKJACKSON	JACKSON, BENJAMIN K	05/14/06 (Sun) 12:00A	08/14/06 12:01A	IOE

Note that since locations and departments are in use, the report is ordered accordingly. Every line for which any exception occurred is listed. The type of exception which occurred is encoded in the column on the far right. Each letter in the column refers to a particular type of exception from the key below:

- I - In Time Overridden
- O - Out Time Overridden
- L - Location Overridden
- D - Department Overridden
- W - Work Class Overridden
- E - Record was Edited
- Z - Time zones Were Different

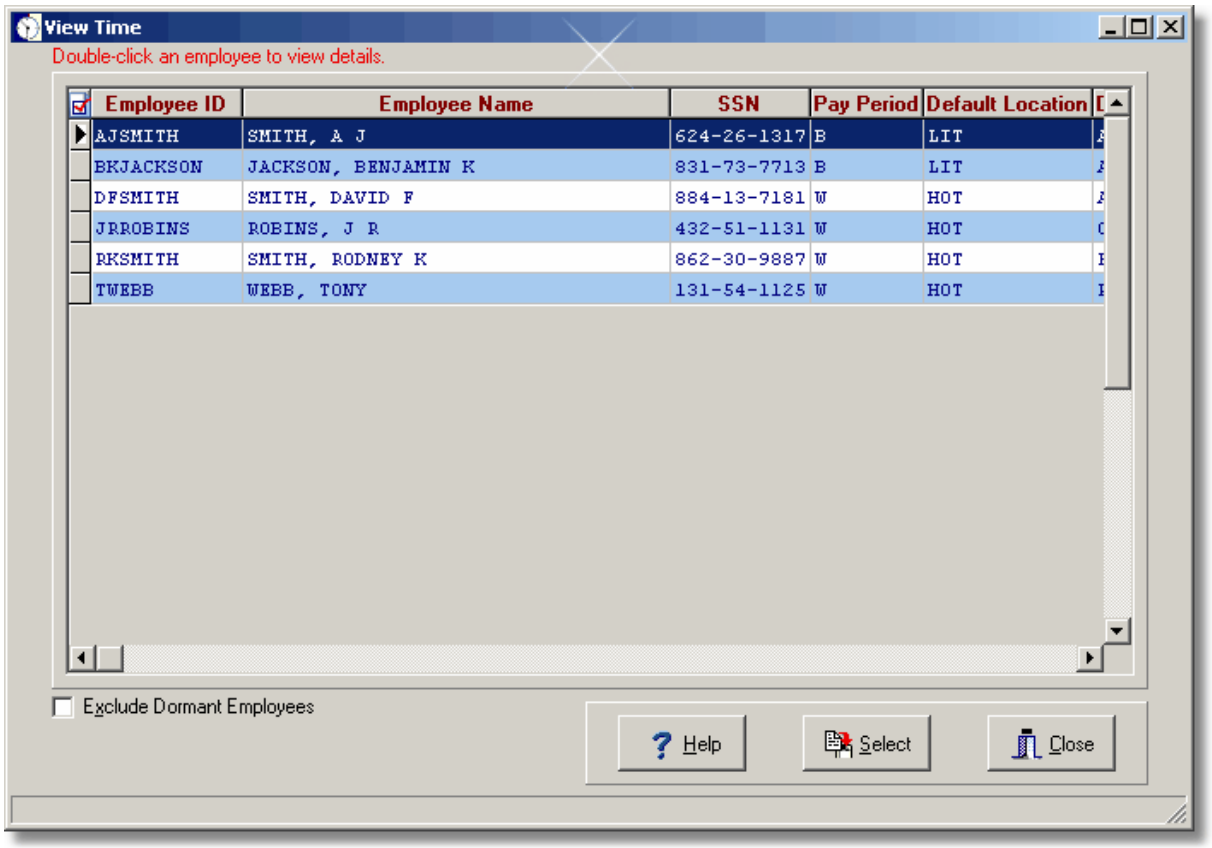
Any number of exceptions can occur on a single line; each is flagged as part of the report. For example, in the line for A.J. Smith on May 2, both the In Time and the Out Time were overridden (as denoted by the "IO" in the ***exceptions*** columns.

It is recommended that reviewing all exceptions become a part of the periodic routine.

5.7 View Time

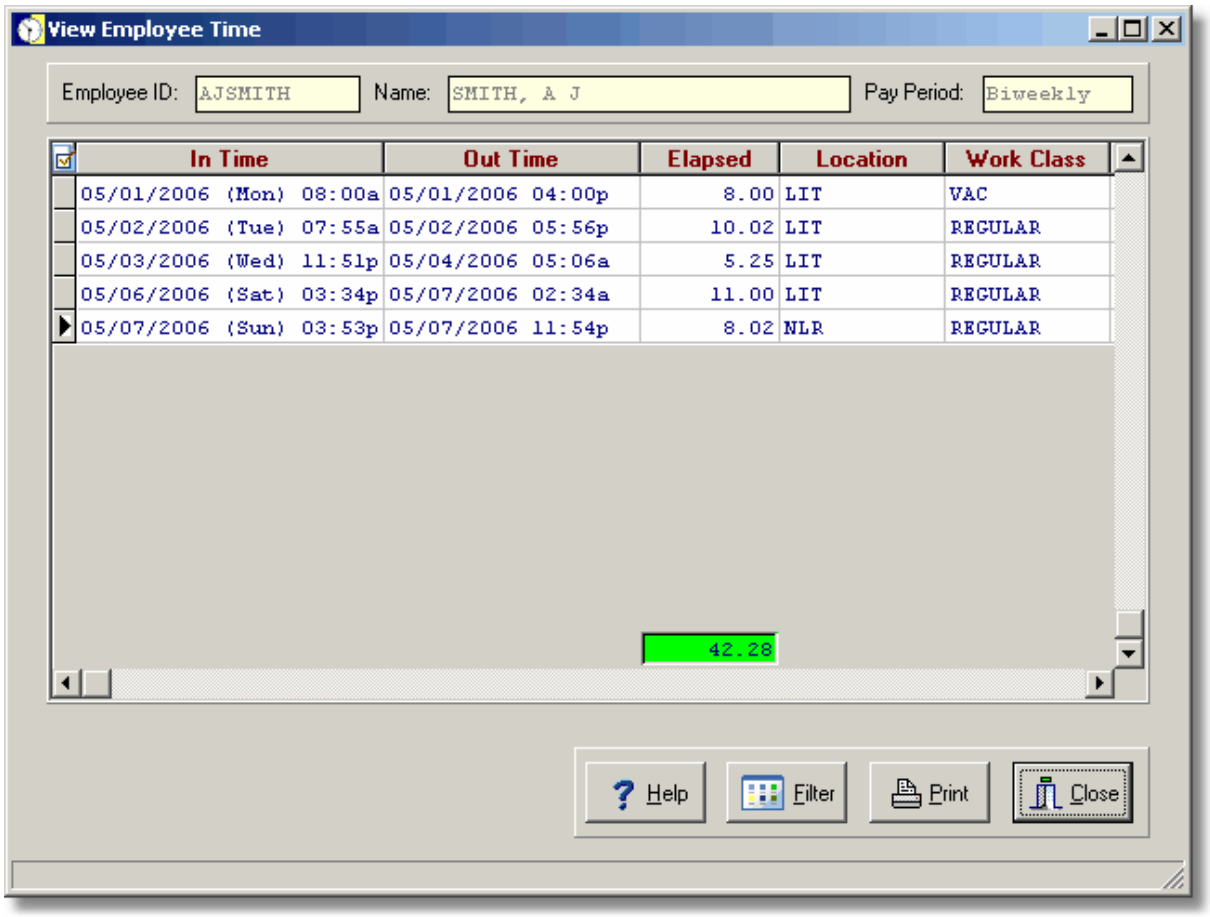
At times it may be more convenient to work with individual employees' times with a focus on the screen rather than printing reports containing all employees. For example, it may be necessary to review the time records of a selected group of employees who are not easily categorized by department or location.

It is possible to use the ***View Employee Time*** function on the ***Main Screen*** or ***Edit Screen***; however, this function is limited to working with ***current period*** records only. It is also a little more difficult to navigate when working with multiple employees. The ***View Time*** function from the ***Report Specification Screen*** may be a good solution. For ***Type of Report***, select ***View.*** You can also select either the ***Current Period*** or ***History*** database and select from a range of dates. After clicking ***OK*** a screen similar to the following appears:



Within this screen the employee list can be viewed, and the employee(s) of interest can be selected (by double-clicking the employee record). This employee screen can also be sorted on any field by clicking the appropriate column headings.

After double-clicking an employee (or clicking the ***Select*** button), the detail for the selected employee will appear as below.



In this screen, filtering may be performed. For example, a filter could be used to isolate those transactions related to a particular department, work class, or by any other field. For more information on using the ***filtering*** capability, please refer to the section on ***Filtering*** in the ***View Employee Time*** section.

User Tip

TimeCalc ET™ Professional offers two variations on *View Time* which can be the source of some confusion. The *View Employee Time* function accessible from the main screen and the edit screen pertain only to a single employee -- the one selected before clicking the *View Time* button.

A second *View Time* function (the one described in this section) is located on the *Report Specification Screen*, and allows for more flexibility in viewing multiple employees time *OR* if time needs to be viewed from the *history* database, which isn't permitted from the main or edit screens.

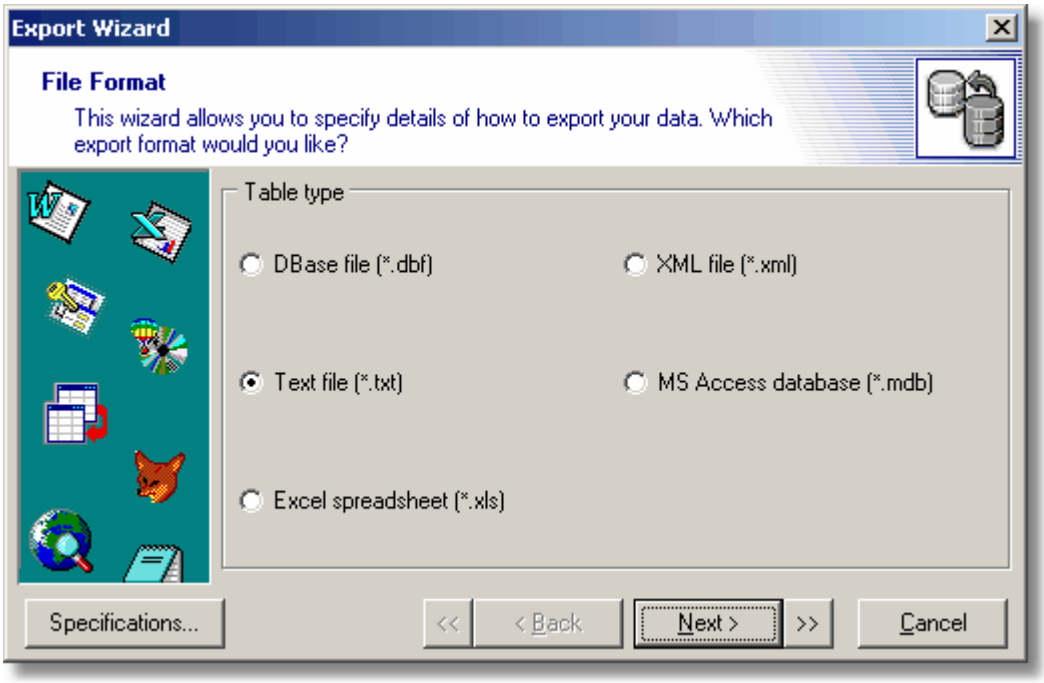
Once viewing time for an employee, the ***Print*** button can be used to generate a hardcopy report if desired.

5.8 Export

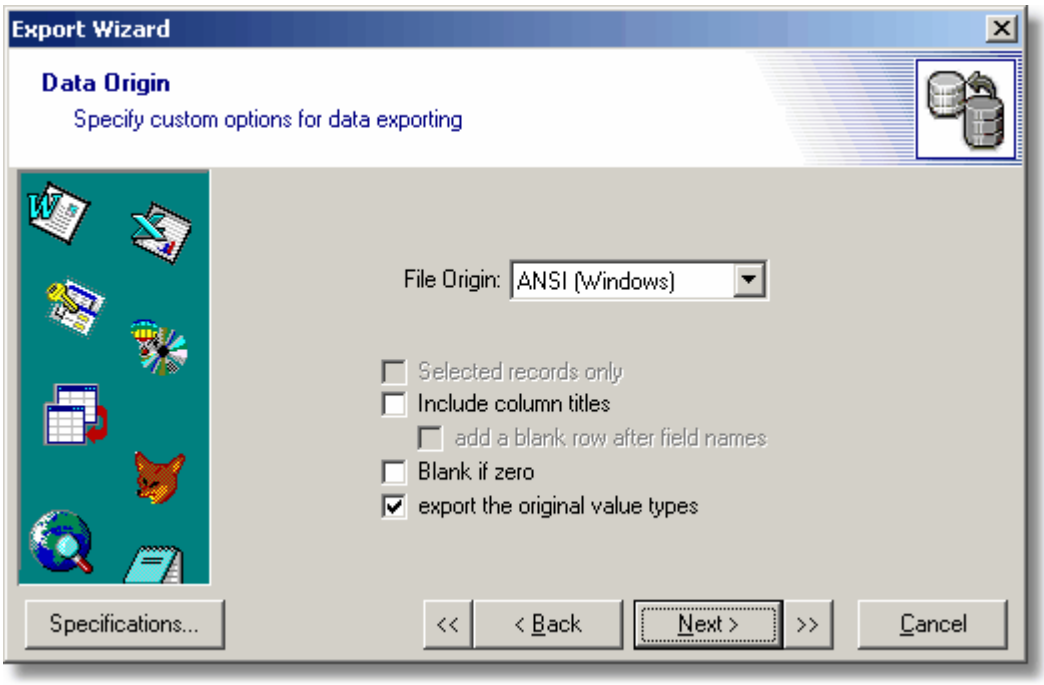
Sometimes it can be useful to ***export*** data from TimeCalc ET™ Professional to other programs. Built-in export capability is available to transfer records to certain file formats:

- DBase (dbf)
- Text (txt)
- Excel Spreadsheet (xls)
- XML (xml)
- Microsoft Access (mdb)

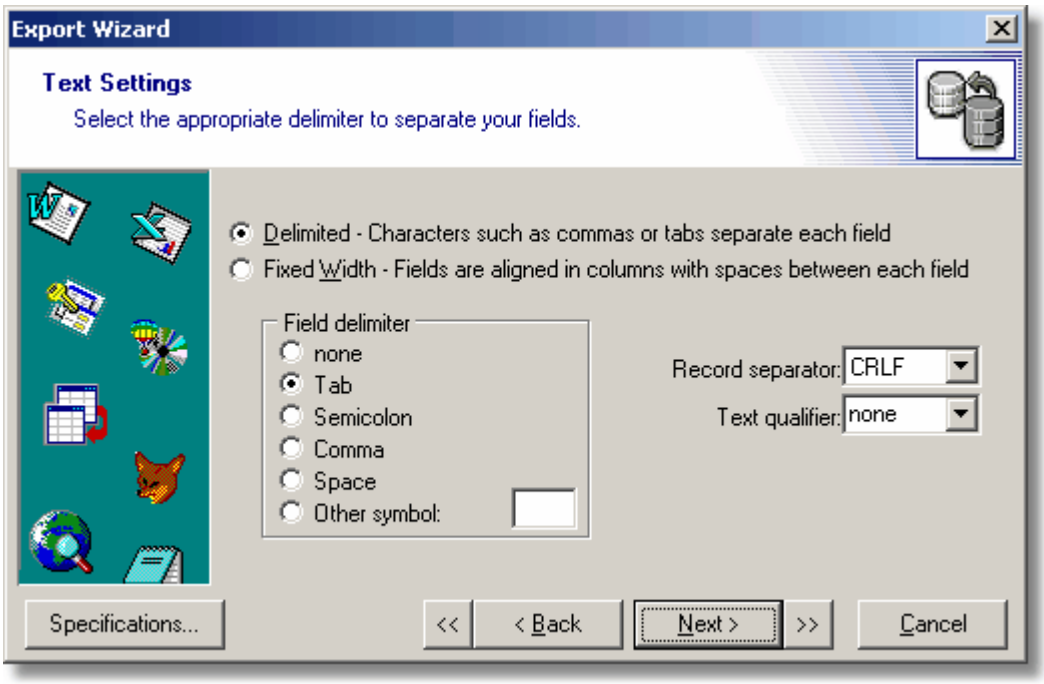
No additional software is required to use these functions. An easy-to-use ***export wizard*** is provided which makes the process quick and easy, usually requiring only a few minutes. To perform an ***export***, select ***Export*** from the ***Report Specification Screen***. This will cause the ***Export Wizard*** to begin. The ***File Format*** selection screen appears first, which allows you to select the type of export file to be created:



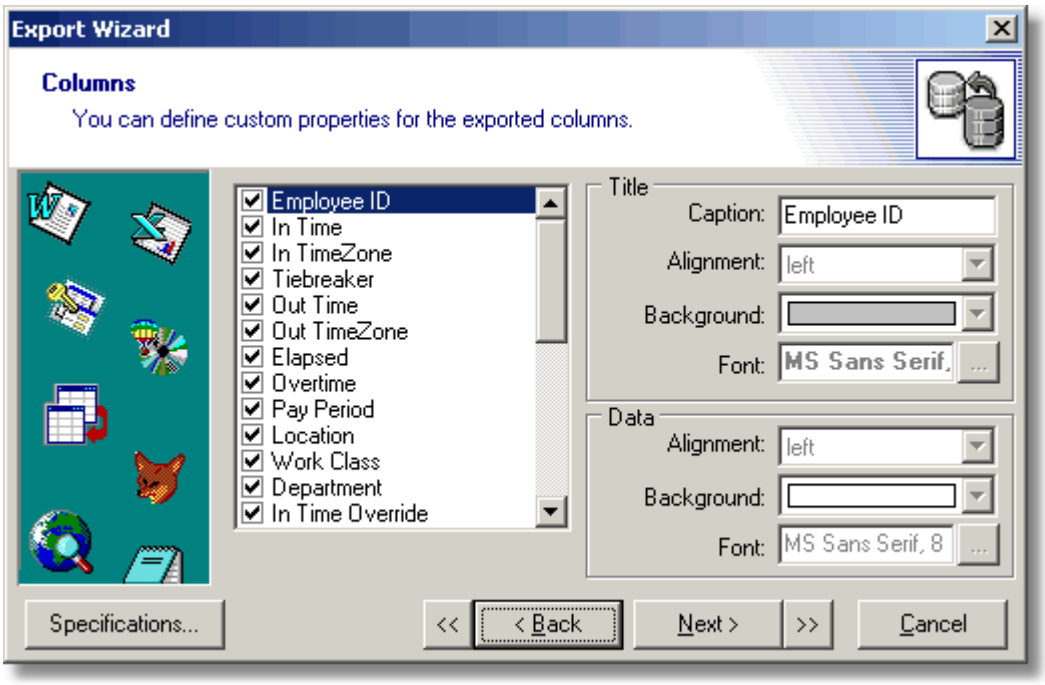
Next, the ***Data Origin*** screen of the wizard permits the inclusion of column titles and determines whether blank values should be consider zeroes. In most cases, the ***File Origin*** will remain at its default setting of ***ANSI***:



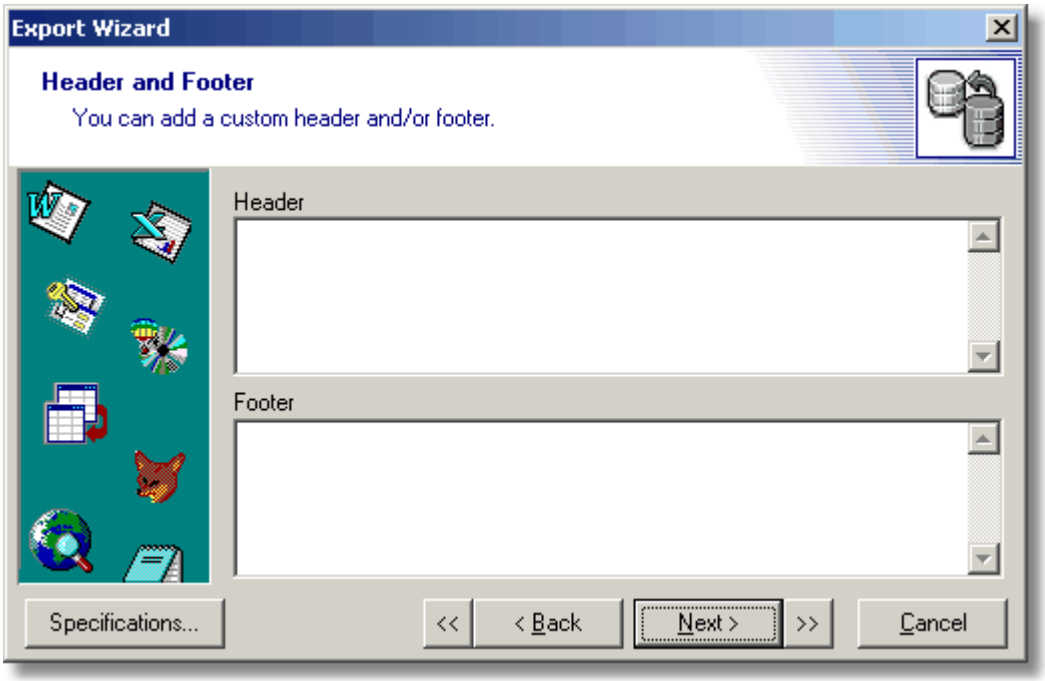
If the requested file format is ***text file***, the following ***Text Settings*** screen appears. It provides for selection of delimited/fixed record types, specifies what delimiter is used, if any; and allows selection of a record separator and text qualifier (quote style):



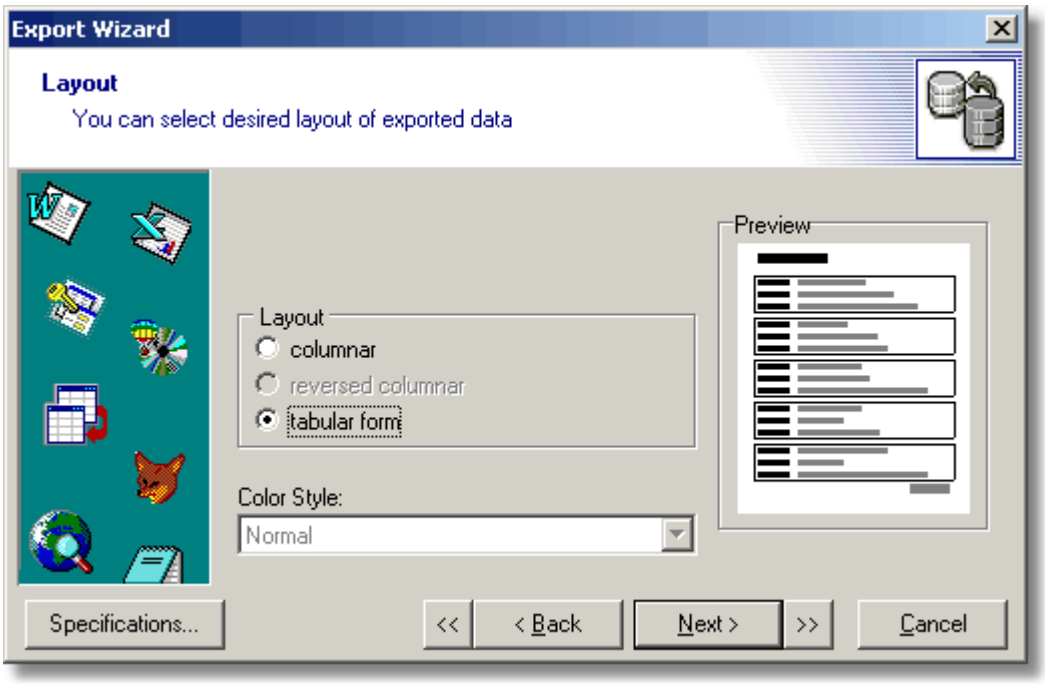
The ***Columns*** screen, below, allows selection of the data fields (columns) to be included in the export, as well column title names and settings and data field settings:



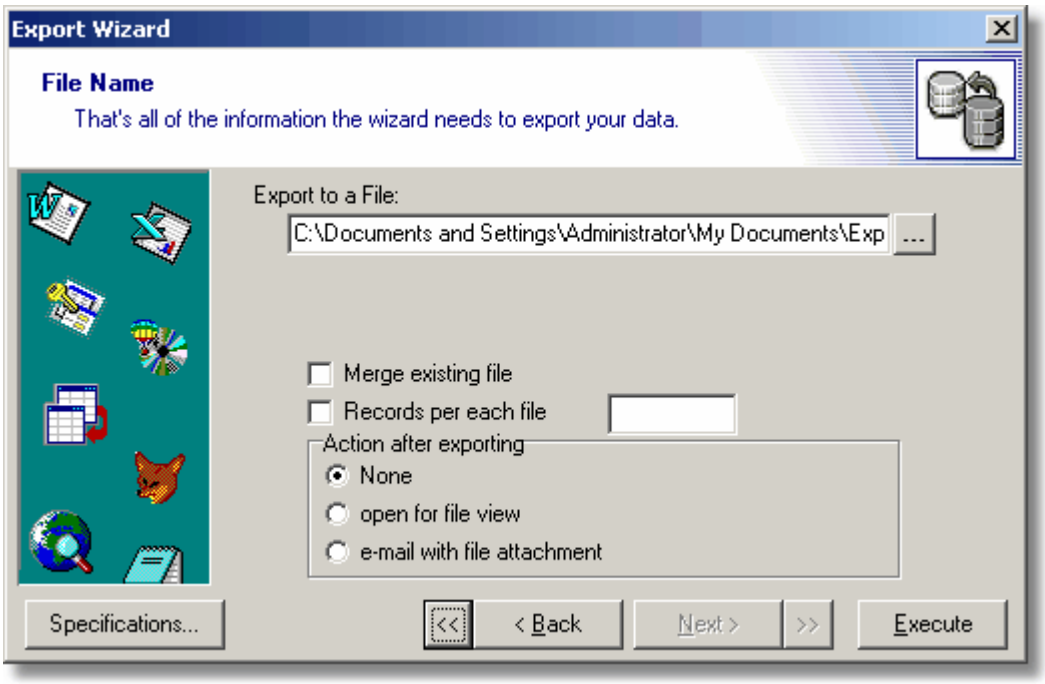
A ***Header and Footer*** screen allows the definition of custom header and footer information if needed:



The ***Layout*** screen allows selection of a columnar or tabular format. With certain ***File Format*** selections, it is possible to select a ***reversed columnar*** (sometimes referred to as ***transposed***) layout:



Finally, the ***File Name*** screen permits selection of a folder and name for the export file. Also, notice other options to allow a merging (appending) of the exported data, as well as selected actions after the export is complete:



If the export will be repeated, the ***export specifications*** created by the wizard can be saved by clicking the ***Specifications*** button before clicking the ***Execute*** button on the final screen of the wizard. The file can be named (for example, MySpecs.sme) then retrieved for future use. Saving ***export specifications*** allows complex export arrangements to be handled in seconds, once the initial export has been properly done.

User Tip

ProSystems, Inc., is developing specialized export add-on modules for several popular payroll services and software products. These are directed at more complex export situations than can be handled with a simple wizard as provided with the TimeCalc ET™ Professional program.

If you have specialized export needs, please contact us to see whether we offer or can develop an export capability to meet your specialized requirements.

Technical Note

When using the *export* capability, it is important to understand the format of the exported data items. Most are straightforward, but the *elapsed time* can be a bit confusing. The export file will contain the *elapsed time* represented as a decimal fraction, where 24 hours = 1.0. Thus, a decimal value of 0.50 means 12 hours, and 0.333333 means 8 hours, and so on. Depending upon how the exported data will be used, it may be necessary to transform the *elapsed time* field to a different value.

Microsoft Excel and Access have built-in formats that can convert time values. Simply format the column for *Time* and select the example format 13:30.

Part VI

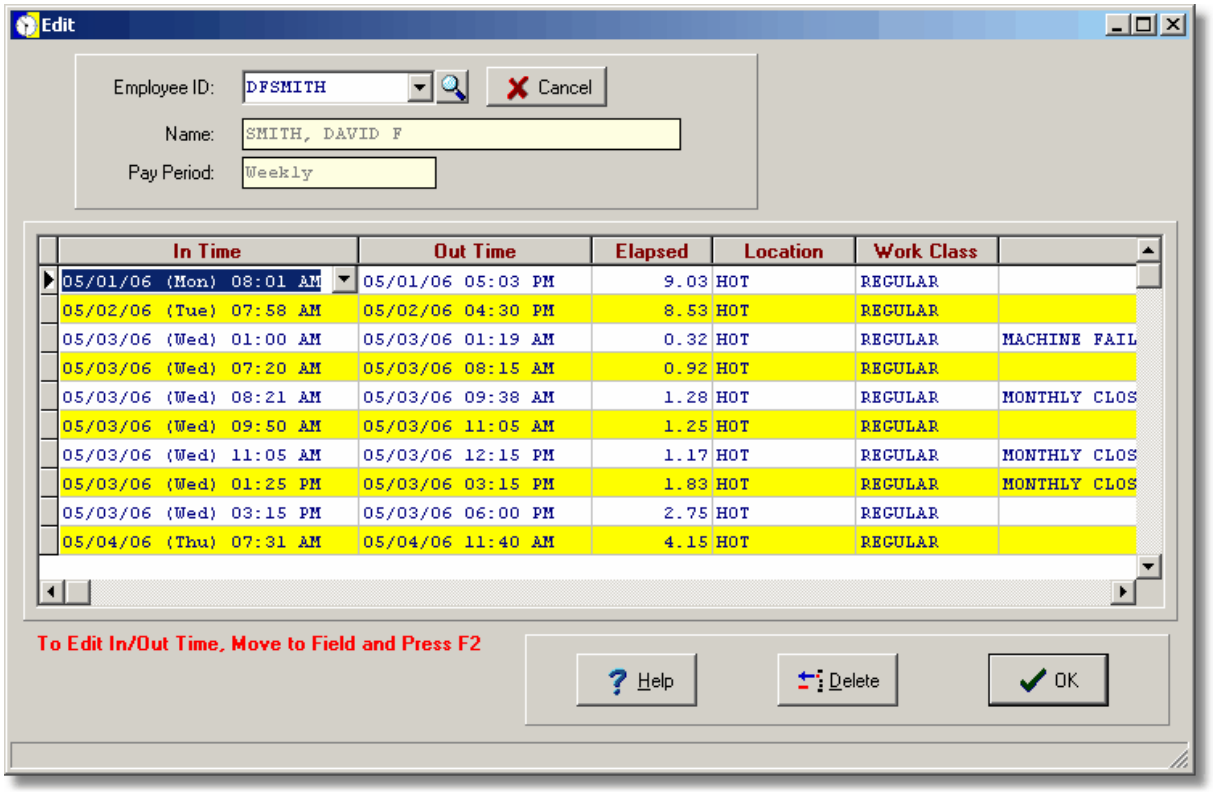
Edit

6 Edit

6.1 Edit Overview

At times it may be desirable to manually enter time or to make changes to previously entered items. The ***Edit*** function permits you to do this.

To edit employee time, click the ***Edit*** button on the main screen. Depending on settings, the supervisor password may be required. A representative view of the **Edit** screen is shown below:



When presented with the ***Edit*** screen, the ***Employee ID*** to be edited must be entered. After an employee is selected, all of the employee's ***current period*** line items are displayed and may then be edited in this screen. Changes may be made to any item on the screen -- the in or out times, location or department (if used), work class or memo. Any changes made on this screen take effect at the earlier of the following two times:

- When the cursor moves off of the current line item to a different line (using the cursor keys or mouse), or
- When the ***Close*** button is clicked.

Each time the cursor moves to a new line in the grid, any changes to the previous line are saved to the database.

The **Cancel** button can be used to cancel changes to the ***current line item only***; any lines that have already been modified have been updated as of the time the cursor moved to the current line. Any such changes can, of course, be "re-edited" to put them back as they were should the need arise.

Deletions

Any line may be ***deleted*** using the ***Delete*** button. Just click anywhere on the line to be deleted, then click the ***Delete*** button -- after confirming the intent to delete the line, the deletion takes effect immediately.

Insertions

A new, blank line is inserted by moving to the last line and pressing the down arrow key. The **Insert** key on the keyboard can also be used, which will open up a new line in the current cursor position. Where on the grid a new line is entered is unimportant -- the program will automatically reposition the line into the correct ordering when you save it (by closing the form or moving off of the line just entered).

Pull-down Lists

Each of the fields on the ***Edit*** screen has a ***pull-down list*** to choose from (in the case of the times, the ***list*** is actually a calendar). To pull down a list, click the arrow at the rightmost end of the field. In the memo field, anything can be entered (if memo lookups are enabled, the list will give a selection of previously used memos). The pull-down lists for Work Class, Department, and Location will include only those items which are **not** flagged as **dormant.** If the code that needs to be entered is known, the list need not be pulled down; just type in the code. A field cannot be left (moved away from) if an invalid entry has been made.

Dates and Times

Each date and time field is combined into a single column with the date first, followed by the time. To enter a date or time into a blank field, enter the date as six digits (for example, "020606") and the slashes are filled in automatically. The punctuation for the time is filled in, as well. To select AM or PM, just press "A" or "P", respectively, to select the proper designation.

When it is necessary to edit a date or time that has already been entered, move to the field to be changed and press **F2**. Then, the right and left arrows are used to move within the field to the sub fields to be changed, and the up and down arrows are used to increase or decrease the value for each item. To get a feel for how this works, please take a minute and just try it (it works the same on the **Edit** and **Main** screens). It takes only a few minutes to become accustomed to the process. For more information on this subject, please see the section on ***Navigation and Data Entry***.

View Time

The ***Edit*** screen, like the ***Main*** screen, has a ***View Time*** option.

Before viewing an employee's time, the employee's ***ID*** must be selected. Then, click the ***View Time***

button. For more information on the ***View Employee Time*** function please see the ***View Time section under Main Screen***.

Closing the Edit Form

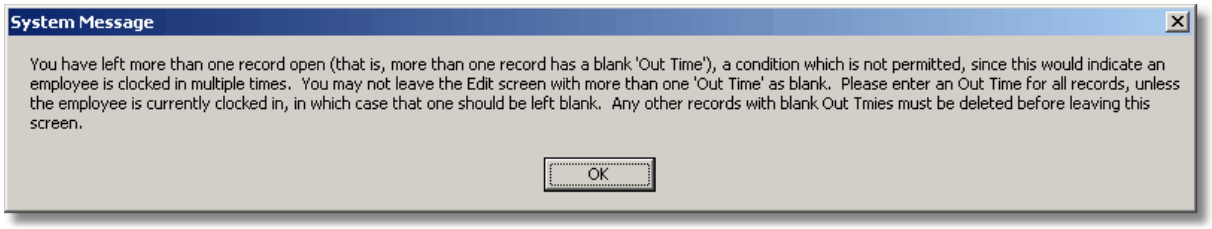
If the ***Close*** button is clicked while on a line that hasn't been saved, the program asks whether to save or discard the line. Answer ***YES*** to keep the changes to the line, or ***NO*** to abandon the changes. It is important to remember that this action relates only to the active row in the grid at the time the ***Close*** button is clicked; any other rows will have had their changes saved already.

Multiple Blank "Out Times"

The system keeps track of which employees are clocked in and out by whether there are any records present that do not yet have ***out times*** stored in them. If there is no ***out time*** in a record, the employee is considered by the system to be ***currently clocked in***. In this situation, he may ***not*** clock in again until he has clocked out. When he clocks out, an ***out time*** is inserted into that record, and the system is thus aware that he is no longer clocked in.

Should more than one record for an employee contain a blank ***out time***, the system would become confused as to the status of the employee. Thus, when an edit session is ended, there can be no more than ***one record*** containing a blank ***out date***.

When the ***Close*** button is clicked, the system checks for multiple blank ***out times.*** If this condition is found to exist, the following system message appears:



If this message is received, simply enter the correct ***out times*** for those records that should be already clocked out -- leaving a blank ***out time*** in the one record where the employee is currently clocked in.

User Tip

The *Edit* screen enforces any password requirements for overriding department, location, or work class. However, it does NOT enforce any password requirement for overriding time. The assumption is that anyone who is using the *Edit* screen is permitted to edit times.

Part VII

Utility

7 Utility

7.1 Utility Overview

The ***Utilities*** function is provided for two basic types of operations:

- Backup and Restore of the TimeCalc ET™ Professional database, and
- Repair and re-indexing of the TimeCalc ET™ Professional database tables.

To use the ***Utilities*** function, it is necessary that all other users of the software first close out of the program. The reason for this is that data files cannot reliably be backed up, restored, repaired or re-indexed while they are open. Before beginning any of these operations the program will verify that no other users have the program open, and if they do, it will insist that the operation be performed at a time when no other users are in the system.

The ***Utilities*** screen normally should be set to require a supervisor password for access in all but the most relaxed security environments.

7.2 Backup and Restore

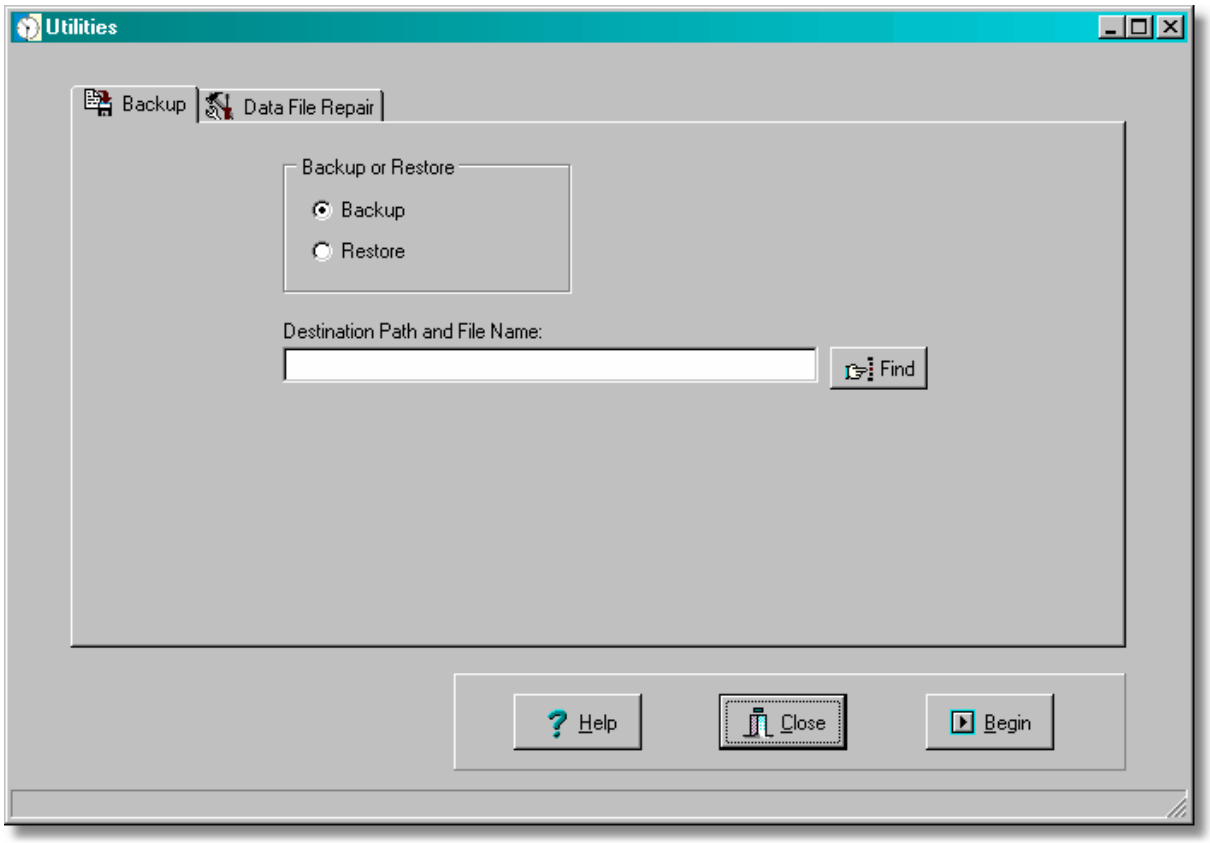
Backup

The ***Backup*** function makes a copy of all TimeCalc ET™ Series data files, highly compressed and stored into a single data archive file.

Technical Note

The format used is compatible with that produced by the popular utility program, PKZIP (and can be read and decompressed with PKZIP). However, the PKZIP program is not required for making or restoring backups.

When the ***Utility*** button is clicked on the main screen the following screen appears:



Most frequently, this screen is used for performing a backup, so ***Backup*** is the default setting. It is necessary to specify a ***Destination Path and File Name*****.** The program does not "know" automatically where to put the backup and what to name the backup file. In general, it is good practice to make backups onto a removable device (such as a ***flash drive*** or ***zip drive***). However, under certain circumstances, other backup devices may be used effectively. It may be appropriate to consult with your computer technician as to the best removable storage for making these backups.

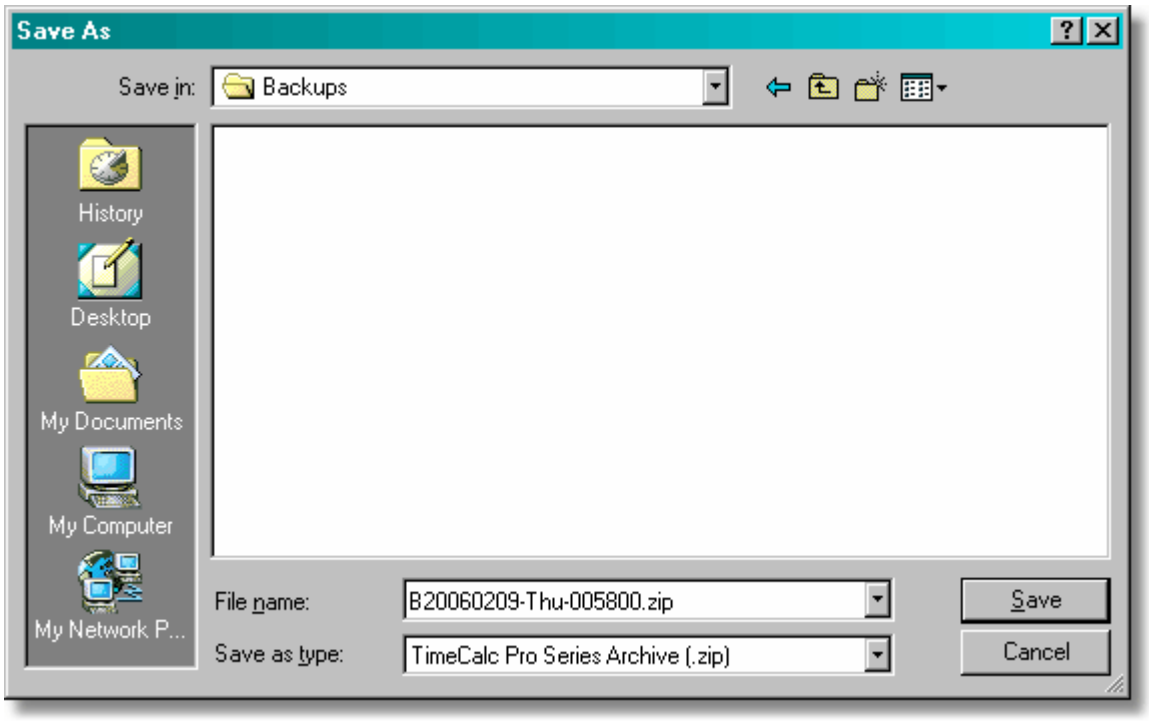
Any valid path name/location can be used, but it should usually end with the "extension" .zip. For example, to backup to a ***flash drive*** E: into a file named ***MyBack.zip***, the following file name would be used:

E:\MyBack.zip

The best thing to do is to click the ***Find*** button and browse to a suitable location for the backup. In addition, the ***Find*** button will automatically create a file name suitable for the backup, such as:

B20060208-Wed-235339.zip

When the ***Find*** button is clicked the ***Save As*** dialog box appears, so that a suitable backup device and folder may be selected.



The program creates the file name from the current computer system date -- in this example, 02/08/2006, a Wednesday, at 23:53:39 (11:53:39pm). This ***naming convention*** makes it easy to always know at precisely what date and time a given backup was made. If a different file name/location is preferred, it can be selected by navigating to the desired location and typing in the file name to be used (it should, however, end with .zip as shown above).

User Tip

It is recommended that a daily backup be made to protect the data in the event of hardware malfunction or other incident that causes loss of data. If a suitable tape or other type of backup is made daily, the built-in backup program need not be used.

If there is any doubt as to the integrity or completeness of the backups, or as to whether the backups are being made properly, please be sure to consult with a computer technician to review your routine backup procedures.

As the backup is made, a progress indicator reflects the status of the backup. These backups may require only a second or two, or may take several minutes, depending on the amount of data, the network configuration, and the particular hardware in use.

It is recommended that a series of backups be maintained. In this way, if a given backup is damaged, a slightly older one is available to fall back on. In general, a daily backup is ideal, with each day of the week being made to a different removable media (usually, optical disk or flash drive). The series can be repeated every week or two, reusing the previously used disks. In this instance, it may be desirable to backup to a file of the same name each day, simply overwriting the existing file. For example, the name "BACKUP.ZIP" might be used each day, which will cause the previous backup contained on the disk to be overwritten. If the same file name is used repeatedly, the backup media should be labeled with the backup date and time.

If the database resides on a server that is backed up daily via tape or other backup device, these individual backups need not be used (although, some people prefer the added peace-of-mind that comes with knowing they have made a backup on their own). Just be sure to have your network administrator confirm that all required data files are being backed up routinely. For more information, it may be helpful to refer him to the section discussing the TimeCalc ET™ Professional Database.

Restore

Should the need arise to restore an existing backup, this same screen is used, but select ***Restore*** instead. Type in the path and name for the backup to be restored. The ***Find*** button can be used to navigate to the location where the backup resides, and select the particular file to be restored. The ***Restore*** operation **always** restores the entire set of data files -- there is no provision for restoration of a partial backup (since such a restoration might well do more damage than it did good!).

The ***Restore*** process, of course, always overwrites your existing data files. So, it is crucial that you do a restore only when (a) a fresh backup of the current database has been made, and (b) the backup to be restored is known to be a "good" one. To protect the database when performing a ***Restore***, please adhere carefully to the following guidelines:

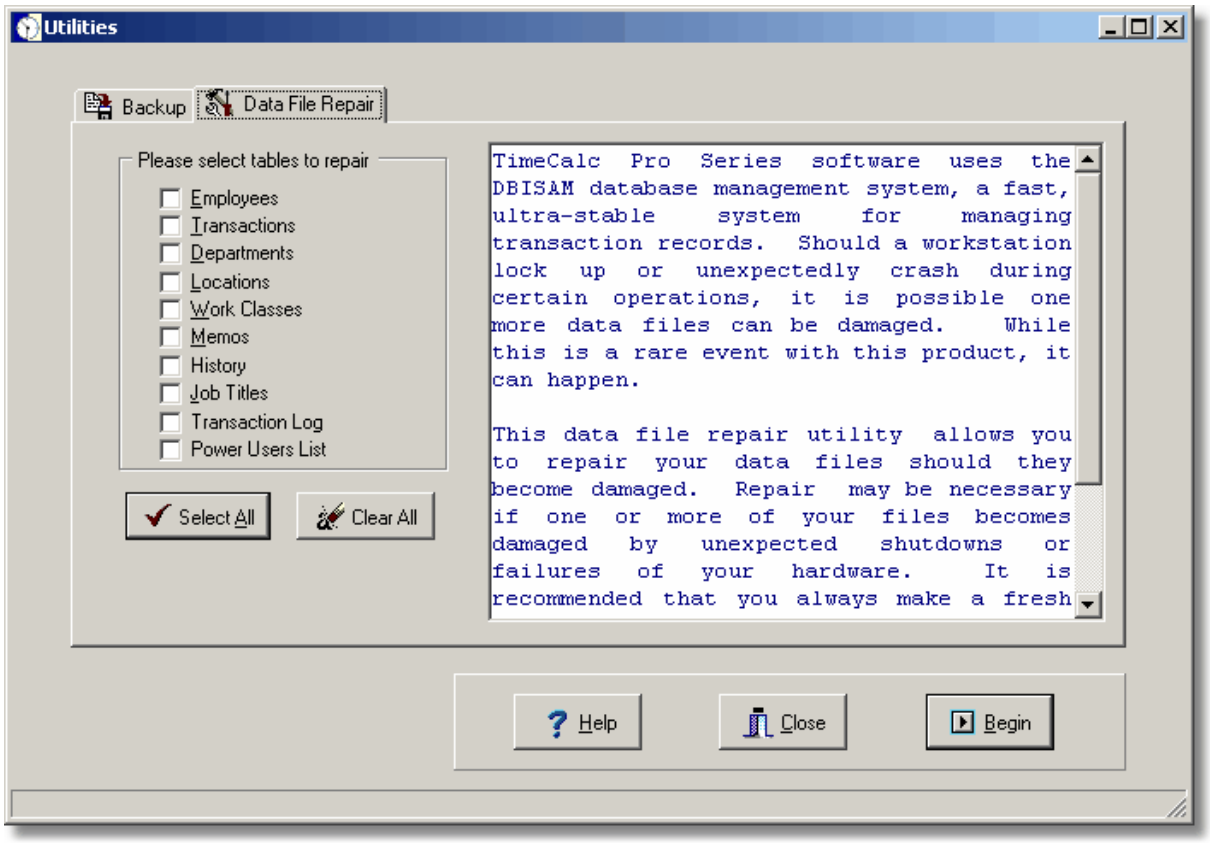
- When a problem is experienced that may require restoring a backup, **immediately** put all backups aside and do not do anything that might cause an existing backup to be overwritten. **Do NOT make another backup on the same disk as one of the backups that may be needed.**
- Before attempting a ***Restore***, make a fresh backup, and **never** make the fresh backup on a disk containing an existing backup (go purchase additional backup media if necessary, or backup to a hard drive on another computer).
- For best results, copy the backup file to your hard drive before attempting the ***Restore***. This minimizes the possibility of a disk failure causing restoration of a damaged backup.

7.3 Data File Repair

The DBISAM database employed by TimeCalc ET™ Professional is an exceptionally stable system which seldom requires maintenance of any kind, other than routine backups.

However, in a large network it isn't uncommon to have one or more computers that lock-up, have network difficulties, or are shut down improperly from time to time. Occasionally, the data or index files used by TimeCalc ET™ Professional can become corrupted from these kinds of problems. If this happens, unusual behavior from the program may be experienced, such as error messages or an inability to locate records (for example, employee records for clocking in or out), etc. **This should happen rarely, if ever.** (If there is a persistent problem with data file corruption, this is an indication of computer hardware or network problems that should be repaired at once by a qualified technician).

Should the need arise for repairing the data files, click the ***Data File Repair*** tab on the ***Utilities*** screen. Following is an image of the ***Data File Repair*** screen.



Note that an individual data file or all can be selected. Usually, it makes sense to select all of the tables for repair (if one is damaged, others may be as well). Depending on the size of the database, it may take from a few seconds to several minutes for the repair process to complete. ***This process is almost always successful*** in eliminating any damage to the database. In the rare instance where it is not successful, it is because the data file is so badly damaged as to not be recognizable by the system. Should this occur, it will be necessary to load the most recent backup.

As with restoring a backup, we recommend making a fresh backup immediately before running a repair. This is a safety measure to protect against loss of data should the repair process be interrupted or fail for other reasons.

Technical Note

Any indication of erratic or unusual behavior by the program suggests that a data file repair is called for. If unexpected error messages appear or the system appears to be having a difficult time locating items, a data file repair will reconstruct the index files which may solve the problem. As a general rule, the repair process will do no harm to an undamaged file; thus, it is harmless to run an unnecessary repair. Still, it is wise to perform a backup immediately before running the repair process.

Part VIII

Other Topics

8 Other Topics

8.1 Quick Start User's Guide

This ***Quick Start User's Guide*** presents an overview of the installation and setup process. Those who have some fundamental knowledge of computers and software may be able to get started with just this Quick Start guide accompanied by referral to the full user's guide later, as the need arises. If you use this ***Quick Start User's Guide***, we hope you will take time to read the entire user's guide at your convenience. This will help to insure that all available features are taken advantage of.

A simple flowchart is presented on the following pages as a guide to understanding the order in which various steps should be taken.

The first decision to be made is whether the program will be used on a single workstation or on a network. While TimeCalc ET™ Professional was designed to allow many network users to access it from anywhere on the network, many businesses simply allocate a single workstation for employees to clock in and out on. If the program is to be used network-wide, it is probably best to install it on the network file server (for smaller networks, this might be simply one user's workstation with some shared resources). If it is to be used on a single workstation, the software can be installed on that particular workstation. Administrative rights are required on the computer during the installation process.

The first time the program is started it will insist on locating an appropriately accessible folder for the database. A new folder should be created, and it must have read/write permission for all users who use the program. Once a folder has been selected, the program will automatically create an empty database in that folder.

After creating the database, proceed to the ***Settings*** screen and review each ***Settings*** tab to make the settings you wish to use. Following is a synopsis of the settings recommended as a starting point:

Fonts & Data

- ***Caption Font*** - Arial or MS Sans Serif.
- ***Fields Font*** - Courier New.
- ***Printer Font*** - Courier New.

Features

- ***Use Departments and Locations*** - Per business requirements.
- ***Use Static Location*** - No.
- ***Transaction Logging*** - No.
- ***Memos Allowed on Entries*** - Yes.
- ***Memo Lookup*** - Yes.
- ***Minimize to System Tray*** - Yes.
- ***Confirm In/Out Times Before Storing*** - No.
- ***Display Hints*** - Yes.
- ***Shading in Reports to Enhance Readability*** - Yes.
- ***Use Job Titles*** - If needed.

Passwords

- ***Use Passwords*** -- Yes, with a 10 minute timeout period.
- ***Enable Power Users*** -- No, unless you use multiple departments and/or locations and expect to require the added security.

- ***Supervisor Password Required*** - Yes, on all options.
- ***Employee Password Required*** - Yes, on all options.

Time

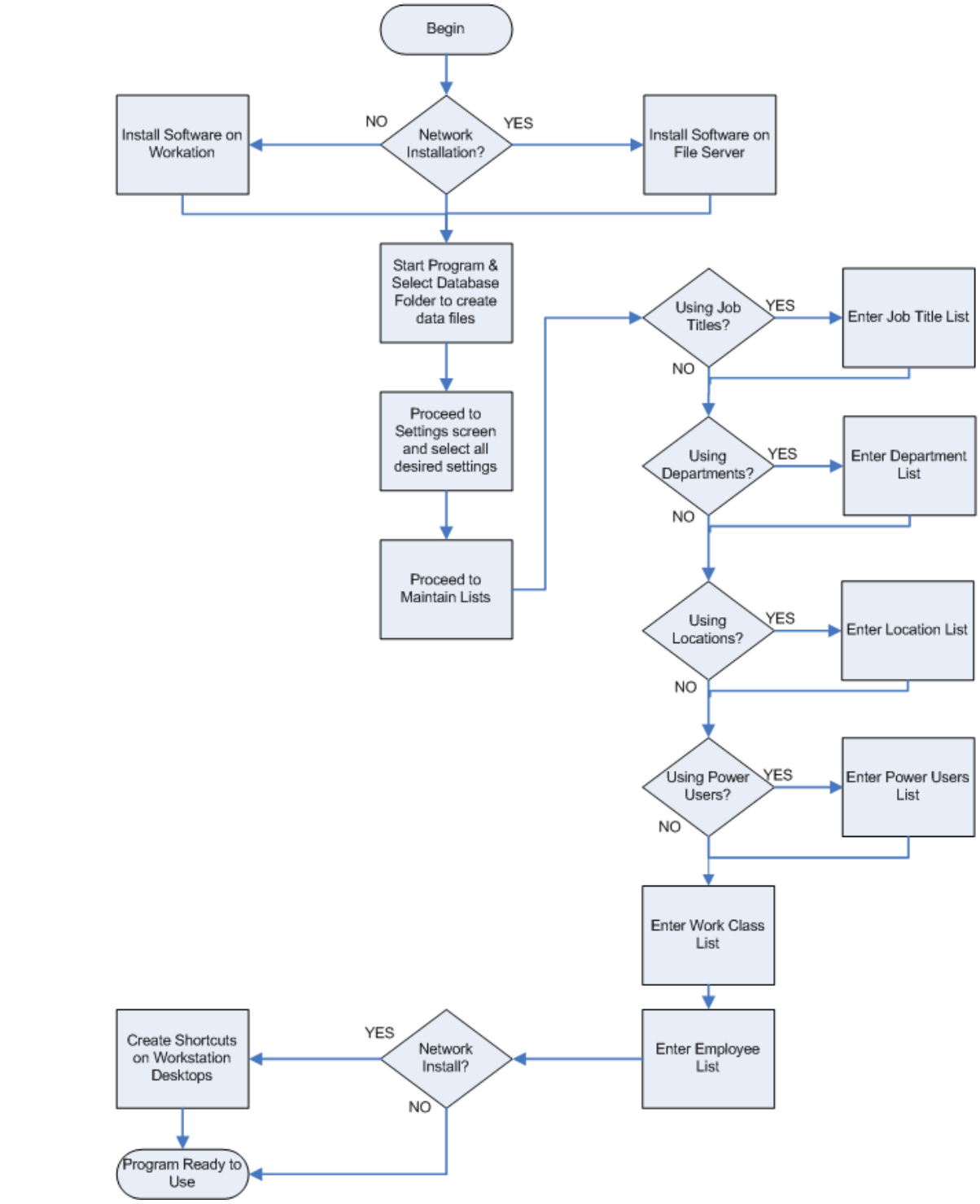
- ***Time Format*** - Hours/100ths unchecked unless needed.
- ***Rounding*** - No.
- ***Set Time From Server*** - Yes.
- ***Time Server*** - Any PC which stays "up" 24/7.

After the desired settings have been made, the appropriate lists should be entered. They may be entered in any order, ***except that the Employee List should be entered last*** (since the employee list requires "lookups" into each of the other lists). The lists available on the ***Maintain Lists*** screen is determined based on the settings that have been selected.

After all lists have been set up, if a single-workstation arrangement is to be used, your system is ready to go. If networked workstations are being used, one final step is required. Each workstation must have a shortcut placed on it which points to the executable file on the file server. The ***target*** file should be the executable (preceded by its path). The ***start in*** folder is not important, but may be the same as the ***target*** folder.

TimeCalc ET Professional

Quick Start Flow Diagram

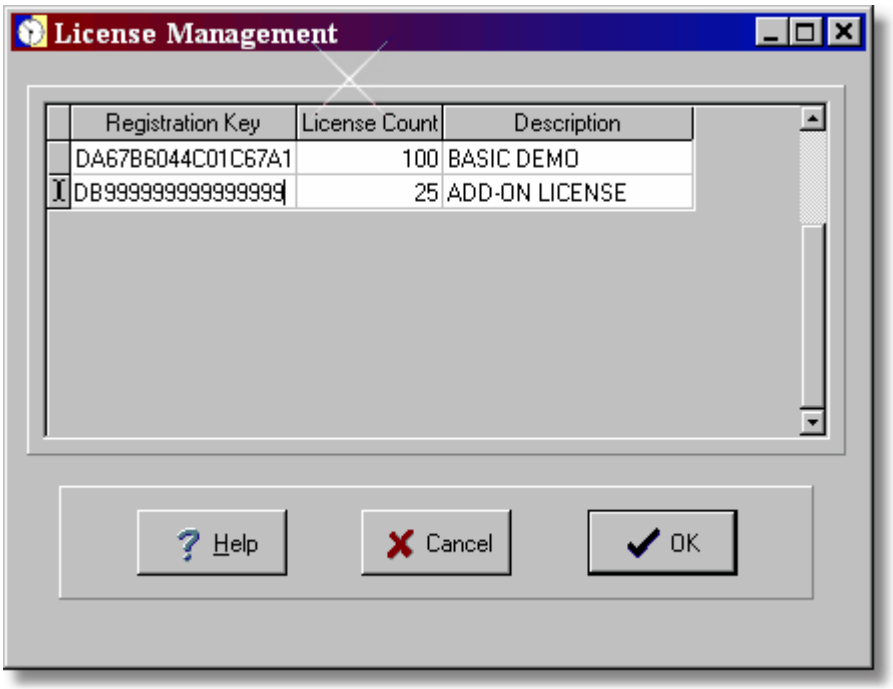


8.2 License Management

License management is used to track the TimeCalc ET™ Series software modules installed on your system as well as the number of employees the system is configured for. This window is accessed by going into ***Settings*** and clicking the ***License Management*** button on the ***Fonts and Data*** tab.

The TimeCalc ET™ Series software license permits the program to be used to track time for a set number of active employees (an ***active*** employee is one which is not marked as ***dormant*** in the employee list). Should your company's needs change such that more active employees are required, additional employee license counts can be purchased from ProSystems, Inc., by visiting our web site at http://www.timecalc.com. When additional license counts are purchased, an ***add-on*** license key is sent which is entered into the ***License Management*** window to allow the additional access.

The TimeCalc ET™ Series software is sold in modules. If any new modules are installed, the license key for that particular module must be entered into the ***License Management*** window to gain access to the features provided by the new module (depending on the module, it may be necessary to install some additional software, as well). An example ***License Management*** window appears below:



Notice this window shows two registration keys, one a 100-user "BASIC DEMO" key and the other is a 25-user ADD-ON license. The Basic Demo key is created the first time the demo version of the program is used and expires automatically after 30 days of use. The program can be purchased at our website before or after expiration (http://www.timecalc.com). When it is purchased, we email a permanent license key which is installed in this window. ***At least one "BASIC" key is required for the program to run*** (BASIC keys begin with the letters "DA").

To install the key, click in the grid and press the ***INSERT*** key. Type in the registration key and the system will decode it and insert the key description and license count. **There must be at least one *BASIC* key for the program to be operational.** Any number of add-on license keys may be used. All demo keys eventually expire, and when they do they are automatically removed from the grid.

If a line must be deleted for any reason, use ***Ctrl+DEL*****.** Any existing key can be replaced by moving to the key field, then pressing ***F2*** to edit the contents of the field.

When all changes have been made, click the ***OK*** button to return to the ***Settings*** window.

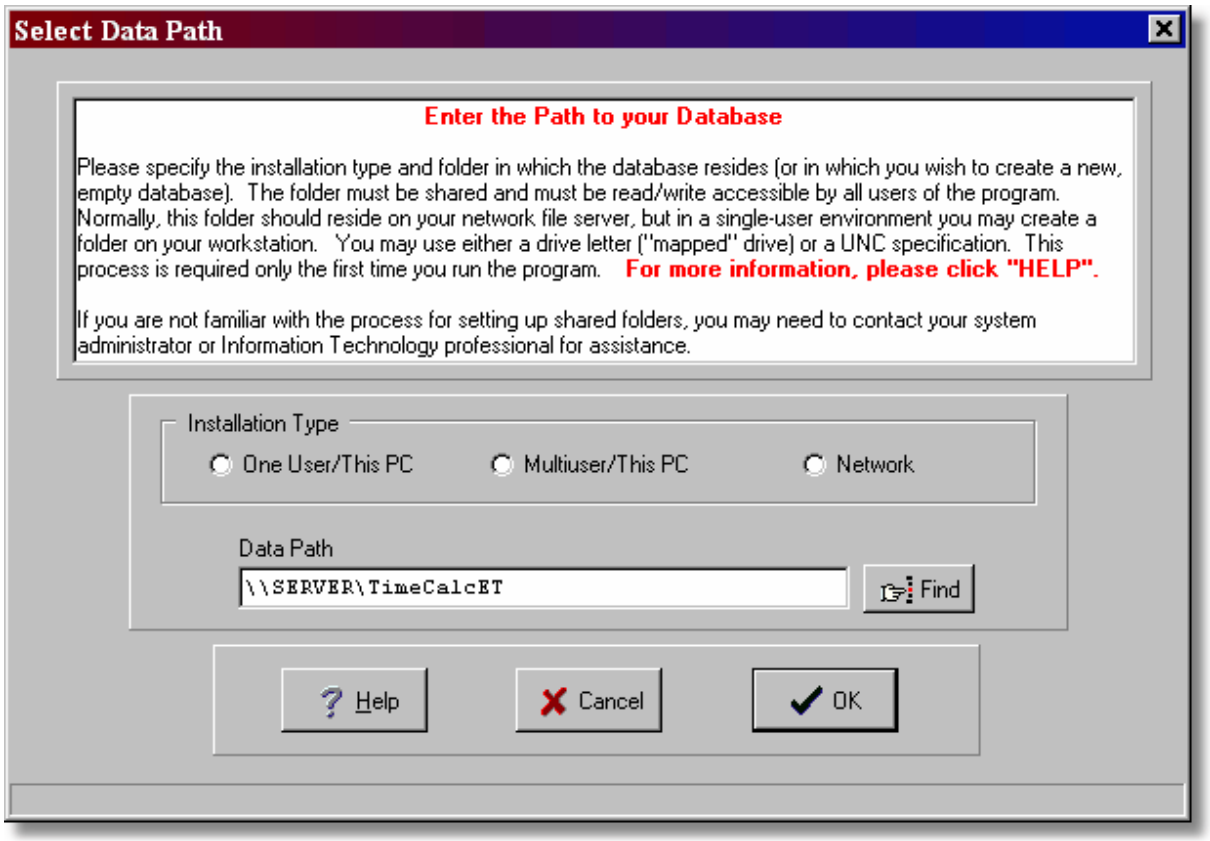
Technical Note

It may be necessary to have administrator rights to change license key information. Since the license keys are stored in the same folder as the program itself, installations with tightened security may prefer to make this file off limits to ordinary users.

8.3 Database

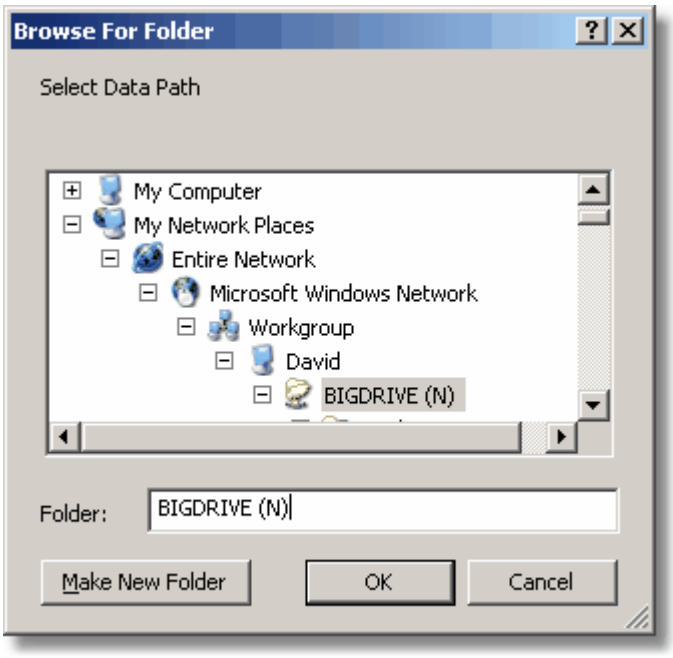
The TimeCalc ET™ Series software uses the ***DBISAM*** database from Elevate Software, Inc. ***DBISAM*** is a high performance, ultra-stable database supporting Structured Query Language (SQL). ***DBISAM*** is a powerful system that allows us to offer a peer-to-peer version for smaller installations that can scale to full client-server technology for larger installations without the need for radically altering the design of our system.

The first time TimeCalc ET™ Professional is started, a screen similar to the following is presented:



This screen permits the selection of a precise location for your data files so that the users who need access can have it.

If the program is being used on a network where other users will need access, it is important to specify a data path that is on a ***file server*** and which is read/write accessible to all users. Either a folder on a ***mapped drive*** letter or a **UNC** address (for example, like the one shown above) may be used. Clicking the ***Find*** button displays the following ***folder browser*** to pick a location from.



Whether a ***mapped drive*** or a ***UNC*** is selected, when the name of an empty folder is selected and ***OK*** is clicked, an empty database is created and it is unnecessary to enter the data path again.

Installation Type

The ***Installation Type*** setting is optional, and serves only one purpose -- to allow the program to suggest a suitable folder location if it is to be used on a single workstation. If it will be used on a network, the program cannot make a recommendation for you, so you will need to have an understanding of your network and what location is appropriate for the database. Assistance may be needed from a computer support professional in selecting the best location on a network for the database.

If an ***Installation Type*** other than ***Network*** is selected, a data path will be suggested based on the settings for the PC the program is running on. Normally, a subfolder of ***My Documents*** is recommended for single-user access or a subfolder of ***All Users*** for multiple users on a single PC.

Database Utilities

The TimeCalc ET™ Professional program is installed along with ***DBSYS***, a database utility program. This program allows tables used by TimeCalc ET™ Professional to be opened, examined, and repaired. Normally, this program should not be required, as TimeCalc ET™ Professional has built-in table repair functionality. The ***DBSYS*** program is provided to allow complete access to the database, and knowledgeable users can use it to perform ***SQL*** commands against the database. ProSystems, Inc., does not provide any support or technical assistance for the use of the ***DBSYS*** utility.

Technical Note

CAUTION: The TimeCalc ET™ Professional database should *NEVER* be modified in any way with the DBSYS as it may result in permanent damage to the database tables.

Database Tables

The following database tables are used in version 3.0 of TimeCalc ET™:

- **DEPT** - contains a list of the departments and department names, if departments are in use.
- **EMPL** - contains a list of the employees, names, and other information. This table is encrypted to prevent general user access to employee passwords.
- **LOC** - contains a list of the locations and location names, if locations are in use.
- **MEMO -** contains a list of previously used memo entries; this is simply a lookup list to aid in filling in memos.
- **TRX** - contains the current pay period transactions, one row per clock cycle.
- **TRXHIST** - contains the previously archived transactions, one row per clock cycle.
- **TRXLOG** - contains the transaction log, a history of each clock in/clock out line (only if transaction logging is in effect).
- **WC** - contains a list of work classes and work class names.
- **JOB** - contains a list of job titles and descriptions.
- **PUSERS** - contains a list of power users and the information needed to control access to various parts of the program. This table is encrypted to prevent general user access to passwords.

8.4 Purchasing Additional Licenses or Modules

TimeCalc ET™ Professional has been designed as the framework for a new series of programs and modules. Add-on modules are planned or in development to add to the functionality of TimeCalc ET™ Professional and to enhance the product's overall flexibility.

To find out about new modules as they become available, please visit our website:

http://www.timecalc.com

Should you need more active employee licenses, they can be purchased through our website. License keys are usually emailed the same day your order is received.

8.5 License Agreement

SOFTWARE LICENSE AGREEMENT

PLEASE READ THIS SOFTWARE LICENSE AGREEMENT CAREFULLY BEFORE INSTALLING OR USING THE SOFTWARE. BY CLICKING ON THE "ACCEPT" BUTTON ON THE INSTALLATION SOFTWARE, OPENING THE PACKAGE, OR DOWNLOADING THE PRODUCT, YOU ARE CONSENTING TO BE BOUND BY THIS AGREEMENT. IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, CLICK THE "CANCEL" BUTTON ON THE INSTALLATION SOFTWARE AND THE INSTALLATION PROCESS WILL NOT CONTINUE.

This software may be installed on any number of computers in its default "demonstration" mode. This agreement specifically prohibits

a) The transfer or disclosure of a purchased license key to any other entity; or

b) Any modification of the software or any attempt to defeat the license key mechanism which is used to protect and meter the usage of this software.

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(i) installed in a single location on a hard disk or other storage device for the use at most, the number of employees employed or leased by Customer for which Customer has paid a license fee (PERMITTED NUMBER OF EMPLOYEES); or

(ii) provided the Software is configured for network use, installed on a single file server for use on a single local area network for either (but not both) of the following purposes:

(a) permanent installation onto a hard disk or other storage device of up to the PERMITTED NUMBER OF EMPLOYEES; or

(b) use of the Software over such network, provided the number of active employees (those employees not considered as ***dormant*** within the software database) does not exceed the PERMITTED NUMBER OF EMPLOYEES. Customer may only use the programs contained in the Software --

(i) for which Customer has paid a license fee (or in the case of an evaluation copy, those programs Customer is authorized to evaluate), or

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(ii) the Software substantially conforms to its published specifications.

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In no event does PROSYSTEMS warrant that the Software is error free or that Customer will be able to operate the Software without problems or interruptions.

This warranty does not apply if the software --

(a) has been altered, except by PROSYSTEMS,

(b) has not been installed, operated, repaired, or maintained in accordance with instructions supplied by PROSYSTEMS,

(c) has been subjected to abnormal physical or electrical stress, misuse, negligence, or accident, or

(d) is used in ultrahazardous activities.

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This License shall be governed by and construed in accordance with the laws of the State of Arkansas, United States of America, as if performed wholly within the state and without giving effect to the principles of conflict of law. If any portion hereof is found to be void or unenforceable, the remaining provisions of this License shall remain in full force and effect. This License constitutes the entire License between the parties with respect to the use of the Software.

Manufacturer is ProSystems, Inc., P. O. Box 20948, Hot Springs, Arkansas 71903.

8.6 Error Messages

At times the program may display error messages for which some additional explanation might be helpful. These messages may be considered somewhat technical in nature but generally indicate some type of network or settings issue. The goal of this section is to provide additional explanation or troubleshooting assistance wherever possible. Only ***numbered*** messages are listed in this section, i.e., those messages that begin with a four-digit message number. For best results, find the message by message number.

#	*Error Message*	*Recommended Action*
0001	The current data path (...) is inaccessible at this time or does not contain a proper database for the program. This may be due to network or file server problems, or could result from recent changes to your network configuration. You may need to contact your system administrator or Information Technology professional for assistance with this issue.	Confirm that the file server is operational and that the data path is set to point to the correct network location. This can also be caused if changes to the existing network have not been accompanied by appropriate changes to the TCET.ini configuration file. This message indicates an ***accessible*** and ***complete*** database is not being found on the specified data path.
0002	Program cannot run at this time due to missing or inaccessible data path.	The program failed to create the folder specified by the data path. Normally due to insufficient access rights.
0003	Required data files cannot be opened at this time.	An attempt to open the database failed. The reason was not specified, but could relate to a server or network problem, or to access rights (permissions).
0004	The selected folder contains only a portion of the required database. Please select a folder that has a complete database you wish to use, or an empty folder in which to create a new database.	When specifying a data path, the folder selected contains a partial database. To prevent accidental deletion of the data files, you must specify a different folder or manually remove the files from the folder you're attempting to use.
0005	Data path information could not be written. You may not have sufficient access rights to the Program Files folder. Please login as an administrator and try again. IMPORTANT: ALL USERS MUST HAVE FULL READ/WRITE ACCESS TO THE DATA FILES ON THE SPECIFIED PATHNAME.	The data path must be written to a file, TCET.ini, contained in the folder where the executable program resides. This file could not be written, most likely because the Windows username doesn't have sufficient access rights. Have your network administrator correct the access rights to the file TCET.ini on your data path.
0006	An invalid static location has been specified in 'Settings'. You cannot clock in/out until this is corrected.	If a static location is in use, a valid location code must be specified under "Features" in the "Settings" screen. The location code used ***must*** exist in the location list.
0007	The database is currently undergoing maintenance. Please try again in a few minutes, or contact your network administrator if this condition persists.	The database is being re-indexed or backed up. The program cannot be used during these processes. Wait a few minutes and try again.
0008	The selected record cannot be deleted because one or more records in the current or history database refer to this [list item type]. A [list item type] cannot be deleted after the database contains references to it. You may want to flag the [list item type] as 'dormant' instead.	You are attempting to delete a list item that has already been used; this is not permitted. Flag it as "dormant" instead.
0009	The selected record cannot be deleted because one or more records in the employee list refer to this [list item type]. A [list item type] cannot be deleted after the database contains references to it. Please change all employee records which contain this [list item type] so they no longer reference it before deleting.	You are attempting to delete a list item that is referenced in one or more employee records. Edit any employee records that contain this list item to eliminate the references to it. Provided the item hasn't also been used in a transaction, you can then delete it. If it HAS been used in a transaction, you will not be permitted to delete it and should instead flag the item as dormant. See Error Message #0008 above.
0010	The selected record cannot be deleted because it is currently used as the static location in Settings'	A location record cannot be deleted if it is the static location for this installation. Before you can delete this location record, it is necessary to select a different static location or disable locations altogether.
0011	The requested operation could not be completed because another user changed or deleted a record before the update occurred. Please try the operation again.	This error should occur rarely, if at all -- but when it does, it indicates two users were working on the same record at the same time and the record changed before it could be posted. It is necessary to restart the desired operation.

Error Messages - continued

#	Error Message	Recommended Action
0012	The record could not be posted because a record already exists with the ID value you used. Please select a different ID value for this record.	Every record must have a unique identifier. You have attempted to enter and post a new record with a duplicate identifier. Use a different ***ID*** and try again.
0013	Result is not live; you can view it but any edits you make will NOT be saved.	A live result set could not be obtained during an ***edit***. For edits of employee's time to be saved, a live result set must be obtained. This can be caused by record contention, and the ***edit*** should be tried again later.
0014	The changes to this record could not be posted as requested. This can happen when another user has edited or deleted the record you were changing, or when the employee clocked out while you were making your changes. Please cancel your edit and try the changes again.	This message is self-explanatory; normally, the edit should be performed again and this message will not recur.
0015	You have left more than one record open (that is, more than one record has a blank 'Out Time'), a condition which is not permitted, since this would indicate an employee is clocked in multiple times. You may not leave the Edit screen with more than one 'Out Time' as blank. Please enter an Out Time for all records, unless the employee is currently clocked in, in which case that one should be left blank. Any other records with blank Out Times must be DELETED before leaving this screen.	If the system finds a blank ***out time***, it interprets it as an employee who is clocked in. Accordingly, you are not permitted to leave the edit screen with more than one record with a blank ***out time*** -- this would indicate the same employee is clocked in multiple times. Thus, you cannot leave the edit screen until this condition has been corrected.
0016	The current number of active employees is ###. Your software license permits you to have no more than ###. At least ### active employees must be deleted or flagged as 'dormant' to continue. If you need to have more than ### active employees, you may need to purchase an add-on license for more employees.	Your license key permits a specified number of ***active*** employees. You cannot leave the employee list screen with more active employees than permitted by your license key. Sufficient employees should be deleted or flagged dormant to allow the edit screen to be exited.
0017	Invalid license key value. Please try again.	License keys consist of the uppercase (capital) letters A-F and the digits 0-9. The letters "O" and "I" do not appear in registration keys. Please re-enter your key. If you believe the license key is in error, please contact technical support.
0018	Duplicate license key; please try again.	You have entered a license key that is identical to one already on file. Duplicates are not permitted.
0019	Specified data path doesn't exist. Do you want to create the specified folder now?	In specifying a data path, you have specified a folder that doesn't exist. One will be created for you if you answer "YES".
0020	Could not create folder.	In specifying a data path, the program was unable to create the requested folder. This is due to either insufficient access rights or an inaccessible storage device.
0021	A live result set could not be obtained at this time, so the archiving process could not be performed. Please try again later.	Other activities underway on the system prevent the archive process from running at this time. This is a condition that will clear itself as other users complete their activities; try the archive process a little later.
0022	Database is already in a transaction; archive process cannot be performed now. Please try the operation again later.	This condition normally should not occur, and its occurrence may suggest a damaged database. A good approach would be to perform a backup then attempt a database repair for all tables. If the problem is not cleared, please contact technical support.
0023	Error during archiving process; some transactions not archived. Database Error Code #####, [Database Error Code Descriptive Text]	A hardware, network, or database error occurred during the archiving process so it could not be completed. The message text gives a description of the problem which may allow you to resolve it; if necessary contact technical support.
0024	Power Users are enabled in Settings, but there are no active Power Users on file at this time. You must set up at least ONE full access power user before exiting the Maintain Lists window. If you exit without first creating an active Power User with FULL ACCESS, Power Users will be disabled and all security will be turned off until it is done. It is recommended that a FULL ACCESS POWER USER be set up before closing this window. Do you want to set up a Power User now?	If Power Users has been selected in Settings, at least one power user must be active at all times -- otherwise, it would be impossible to access any function requiring a power user login. If you receive this message, you should proceed to the Power Users tab and enter a new "full access" power user (or, if one is on file but flagged "dormant", un-check the "dormant" indicator). If you choose not to do so at this time, ALL EMPLOYEES will be given full access to the system until this is done.

8.7 Modification History

This topic lists the substantive features and changes implemented in each release of the program.

Version 3.00 - Initial Release (June 7, 2006)

Initial release of TimeCalc ET Professional, a major upgrade from its predecessor, Its About Time.

Version 3.01 - (September 3, 2006)

- Implemented ***Power User*** support, including necessary file maintenance, report changes, and utilities changes.
- Restructured ***Hours Worked Summary Report*** to group by ***Work Class*** within each employee.

Version 3.02 - (October 18, 2006)

- Added automatic creation of Power Users database if missing (needed for upgrading from Version 3.01).
- Eliminated testing of default departments and locations when these features are disabled; some users experienced problems if they changed from having once used the feature to not using it because they were being tested anyway.

Index

- A -

- B -

- C -

- D -

- E -

- F -

- G -

- H -

- I -

- J -

- K -

- L -

- M -

- N -

- O -

- P -

- Q -

- R -

- S -

- T -

- U -

- V -

- W -

- X -

- Z -