![CompanyControls logo]

Punch Clock Guidance notes

Thank you for using CompanyControls to help you manage your time and attendance.

Hardware

Please find enclosed the following:

- x Punch terminals
- x power cable
- RFID Reader
- Admin fobs
- Employee fobs
- USB stick
- Network cables

NOTES

An Admin menu on the terminal(s) will be accessible only by the Admin card and any Credential Admins' cards. Any person/card in the user list on the terminal can be changed from User to Admin to allow their fob to grant them access to the Admin area on the terminal. You should also update the user in CompanyControls and make them a Credentials Admin (People > Employee name > Person (dropdown) > Functionality Role).

Setup

Connect punch unit to power and network with CAT5 cable (Network configuration available in Admin menu – See below).

Fix bracket to surface (wall or table) and attach punch unit to bracket with screw provided.

Once connected to our servers the grey square [I] on the top left of the idle screen will turn bright green.

NOTE: Punches are stored on the unit and uploaded to our servers on a regular basis (every 2 or 3 minutes) but will remain stored on the unit until an internet connection is available. Punches with in two minutes of each other will be ignored. And the terminal will say 'Punch Captured – Thank you' rather than just 'Thank you'. 'Thank you' is a successful punch

Normal Use

Hold fob near the bottom of the punch unit (((([]))) until a message ('Thank you') is heard and the screen confirms the receipt.

By default, this will record a punch that was the opposite of the last punch with CHECK IN or CHECK OUT being the 2 choices. **The first punch is CHECK IN.** This method is recommended and will allow CompanyControls to determine hours worked and overtime less breaks. However, for other options when punching see **Manual selection of punch choice** below. If a punch is missed then the Client Admin should add a manual punch which will force CompanyControls to correct any subsequent

punches. Some artificial intelligence is built in to ensure the correct choice of punch is made however a concerted effort to punch each time upon entry and exit will produce the best result.

Access to Admin settings on the punch clock

Press and hold the M/OK button until the screen changes. Present the Admin fob or any Credential Admin fob in CompanyControls.

Useful actions:

Setup Network

Comm. > Comm or Wifi (WLAN, IP, Subnet, Gateway)

Connection to our server (Already pre-set)

Comm. > Webserver Set – Configuration should be - IP Mode to 91.215.186.30 and port 5050

IMPORTANT NOTE: Port 5050 should be open on any firewalls and traffic pointing to the terminals static IP (set in the network settings above)

Manual selection of punch choice

System > Shortcut Def – CHECK IN/OUT is selected automatically unless:

Employees can select from the following punches by using the >> at the top of the punch unit before presenting their fob.

Users Functional roles in CompanyControls

The following functional roles are required to manage the credentials in CompanyControls by going to People > employee name > Person (dropdown) > Functional Roles:

Credentials Admin

People Location Admin

Adding new employees from CompanyControls via USB

STEP 1: Add employees as usual in to CompanyControls (People > Add)

The employee will be set to Punch In/Out by default. Edit the employee (People > Edit) or (People > employee name > person (dropdown) > Work/Edit) and update the Time Recording Method in the Working Time/Leave section from Punch In/Out to None to REMOVE them from the Time & Attendance Reports.

STEP 2: Add the employees punch credentials (the fob or Card RFID) by going to People > Employee name > person (dropdown) > Credentials using the USB RFID receiver provided. The top section of this page shows the credentials already recorded for this employee. The 2nd section is used to add the fob IDs (you will need to use the RFID reader plugged into a spare USB port on your PC). When adding credentials please ensure you choose *AllDayTime RFID 125Khz* as the type (see below to set as default in 'How to set a preferred punch method').The 3rd section allows you to test the stored credentials.

STEP 3: Download a list of all staff in CompanyControls with credentials by going to Admin > System Functionality > Credentials > AllDayTime > PT1400-Download Users.

The downloaded file should be called User.dat – rename it if necessary and move it on to a completely empty memory stick (included).

STEP 4: Upload the new file to your punch terminal. Insert memory stick in to USB port on the left side of the terminal. Open the Admin Menu > Dn/Upload > Upload User. A confirmation will be shown on success.

The process should be followed if you are adding one new member of staff or 100.

Adding new employees from CompanyControls via USB

Follow STEP 1 and 2 above

STEP 3: Open the Admin Menu > Add User and complete the form. Make sure the ID is the same as the UID for the employee in CompanyControls. Some reports show this ID and it often appears in the URL. When card is selected you will need to present the employees RFID fob.

Backup or temporary terminal

In the event of a terminal being damaged, or where a temporary terminal is required you can use the USB RFID receiver with a laptop or Tablet with USB to collect the punches and navigate to https://ewassist.co.uk/creds_read

How to set a preferred punch method

This will help save time when adding large numbers of Credentials.

Go to https://ewassist.co.uk/creds_read on the computer in question. Click the 'Adv' link and change the Set Type to AllDayTime RFID 125Khz and click Save.

Return to the main CompanyControls site – https://ewassist.co.uk