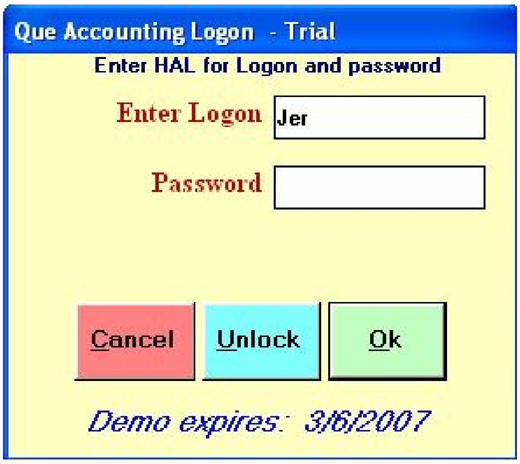
QUE Accounting Inc

Overview

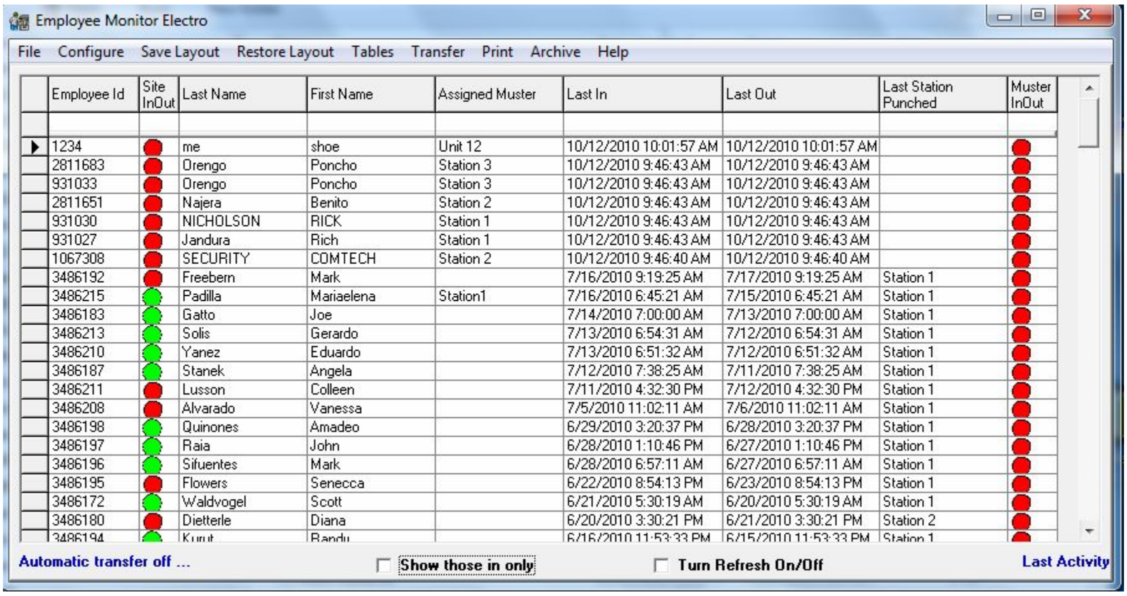
The TaMonitor program is an additional option used either along side the Time and Attendance program or as a stand-alone program*. The purpose of the program is to enhance the reporting capabilities of an access control system by showing the last in and out time punched for employees. The main screen, show below, continually monitors the designated readers for activity if the automatic transfer is on, and updates the Last In and Last Out columns as new information is found. The list can be filtered for a selected group of employees and sorted in by Id, Name, Department, Job Class and Status.

A muster option is available where at anytime a report can be produced to show what individuals have arrived or not at their designated muster station



Running the program produces the Logon screen which restricts access to the system. Each logon will be identified in the Logon table as either an administrator or as a normal user.

The Unlock button will register the program with QUE Accounting



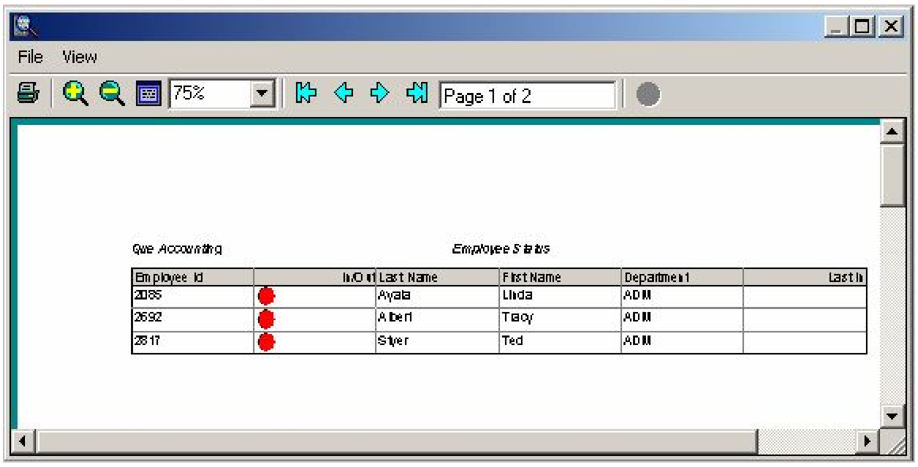
Phone: (610) 399-6702 **Email:** webmaster@queacct.com **Web**: www.queacct.com

The main screen has a number of indicators which identify the system and employee status. First of all a Red and Green light indicator tells whether or not the employee is on site. If Green, his/her last time punch is an In punch which means the person is On site. Otherwise, it will be Red. The two text messages at the bottom tell whether or not the Automatic Transfer program is running and the Last Activity spot informs the user of the last transfer's results. During the execution of the transfer program, the left label will indicate it is in process.

* The stand alone program will use an independent hardware setup to collect time punches. For example, the interface with USB Prox readers comes with a communication program that verifies badges and captures times.

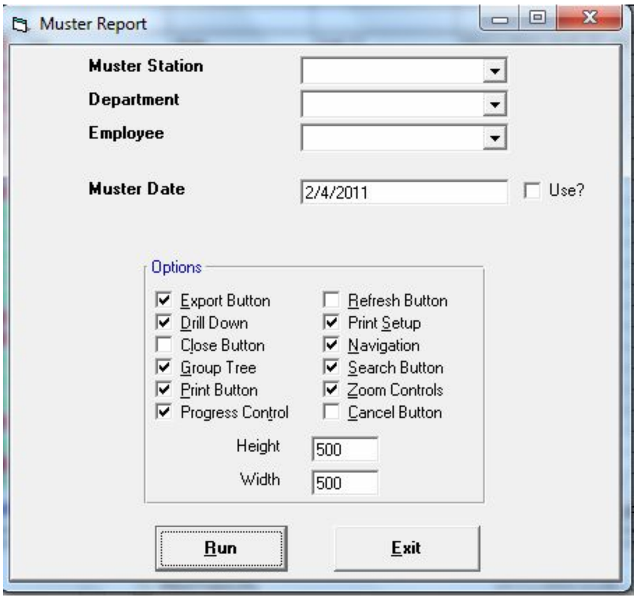
The actual employees shown at any one time is determined by the filter placed in the filter bar. The filter bar, the top row in the grid, is used to enter search data to find a particular person or group of people. Once the filter is in place, it will remain even after data is updated.

The **Print** function may be used to produce a print out of the current grid

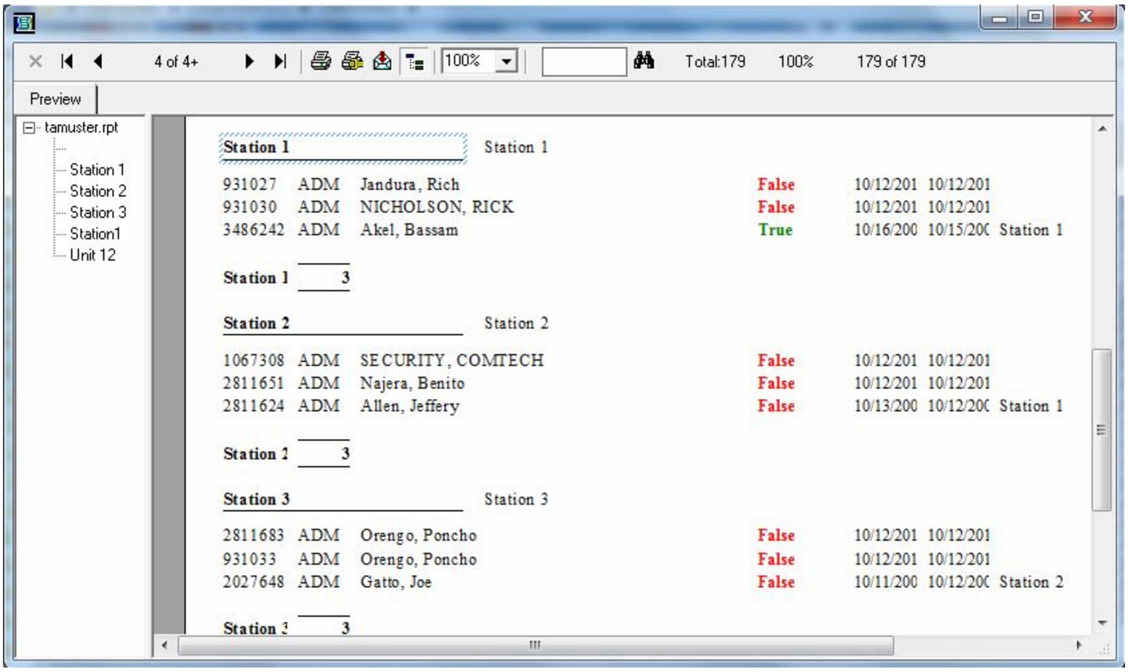


The grid may be resized and columns rearranged to produce the desirable report

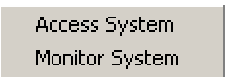
Muster Report



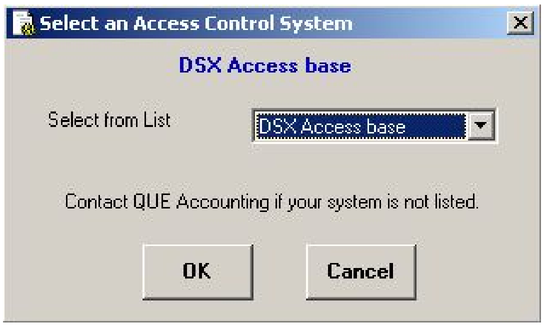
The Muster Report selection screen allows you to define the report per a specific department, muster station and employee



Setup and Configuration

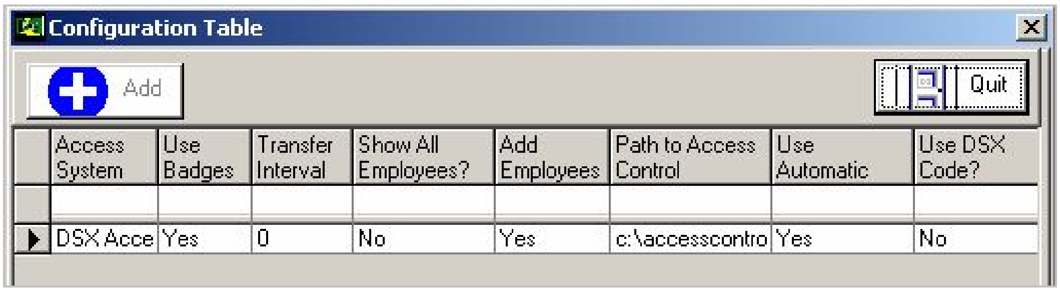


Selecting the Configure menu shows two options. Select Access system to setup the data source.



Select the access control source form the drop down list. If your system is not listed or you're confused as to which on to use, contact QUE Accounting.

The currently selected system is shown in the label.



Configure the access system requires that you select various options and identify the path to the access control system's database (**Path to Access Control**) For SQL based system, enter ODBC.

Use Badges Turn this on if you are using an employee identifier in the QUE System different then the key value used in the access system. This feature allows you to identify employees using values not stored in the access system. A more meaningful employee id, such as, social security number can show on the grid instead of the employees badge.

Transfer Interval Set this value to the frequency in which the access system is checked in number of minutes. A value of zero will force the system to check every 15 seconds.

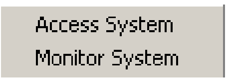
Show All Employees If "Yes" all employees will be shown. If "No", the last saved filter defined in the main grid will be used.

Add Employees If "Yes" new employees found during the transfer operation will be automatically added to the system.

Path to Access Control This column stores the path to the access control system. If the system is using a client server database, the entry should identify the ODBC entry used to access the system

Use Automatic Transfer If "No", the system will not automatically check for events. A batch transfer is provided so that time checks can be done when needed.

Use DSX Code This value is only for DSX Access system and identifies whether or not the code or person's name is used as the link between the systems.



Selecting the **Configure** menu shows two options. Select Monitor system to setup the system defaults.

Here the default period under view may be shown. The default date range is to show only the last 24 hours. This option is provided so the last time an employee entered the building can be determined.

This option may be expanded to include other system options

The **Tables** menu provides 5 options. Selecting Employee records will bring up the employee master.

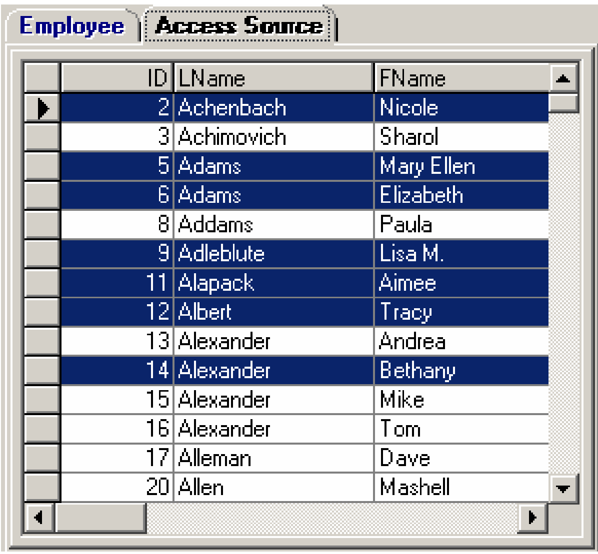
Employees may be added automatically from the access control system but many times departments and job classes are not stored in the access system. The Employee Records option provides the ability to assign these values. This grouping helps to filter data when needed. Employees may be entered by hand for non-access control linked systems.

Add Pressing the Add button allows you to enter an employee record. The Employee Id must be used to link the person to the access system or to the additional **Badge** table if a different identifier is being used. To successfully add an employee all that is needed is the employee's id and name.

To select a Department or Job Class the values must be selected from the list, which is derived from the tables you entered. The Status field is an additional item that may be used for filtering. By default all employees are considered Active. An Inactive status may be applied.

Delete Pressing the Delete button will delete the currently highlighted employee. Highlighted employees are marked with a dark blue color bar

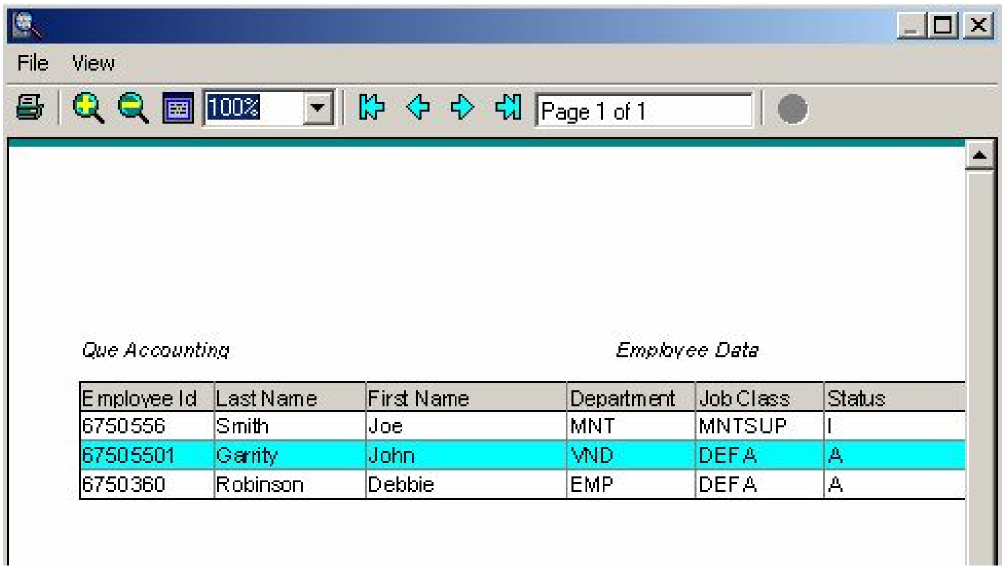
Import The Import function can be used to add employee records by transferring them from the access system's database. The Access Source tab shows this information. Multiple rows may be selected by holding down the Ctrl key while clicking on the row. When the Import button is pushed, all highlighted rows will be added. After the Import it may be necessary to assign employees the proper departments and job classes.



ID	LName	FName
2	Achenbach	Nicole
3	Achimovich	Sharol
5	Adams	Mary Ellen
6	Adams	Elizabeth
8	Addams	Paula
9	Adleblute	Lisa M.
11	Alapack	Aimee
12	Albert	Tracy
13	Alexander	Andrea
14	Alexander	Bethany
15	Alexander	Mike
16	Alexander	Tom
17	Alleman	Dave
20	Allen	Mashell

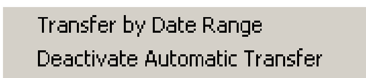
Shows the selected rows in the access source for the Import function

Print The print buttons allows you to produce a list of employees



Employee Id	Last Name	First Name	Department	Job Class	Status
6750556	Smith	Joe	MNT	MNTSUP	I
67505501	Garrity	John	VND	DEFA	A
6750360	Robinson	Debbie	EMP	DEFA	A

Transfer



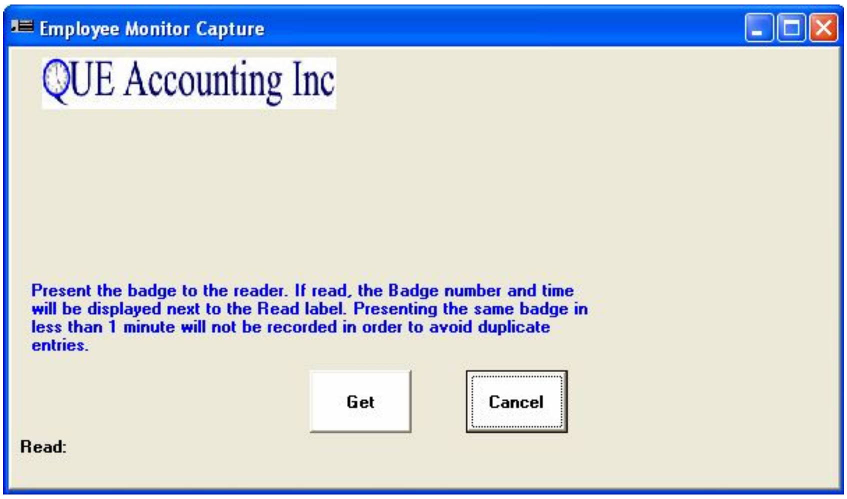
The Transfer menu allows you to select the batch transfer option and to Deactivate/Activate the automatic transfer feature. This menu is deactivated for non-access control interfaces.

Access Control Interface Only

To use the Batch transfer, enter the date range you wish to use for transferring of information from the access system. If transactions are found, only the latest Last In and Last Out data will be shown on the main grid.

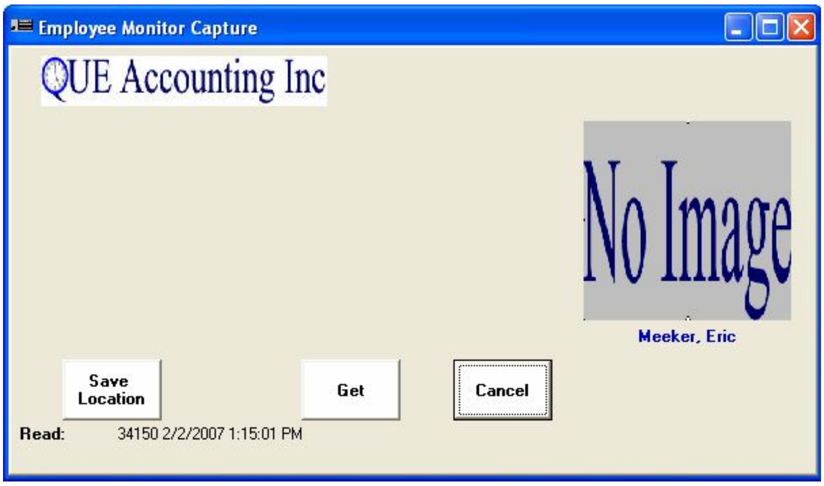
Please direct any questions concerning this program to your dealer or contact QUE Accounting. Changes to functionality are easily done to meet your exact requirements.

RFIdeas Prox Card Interface

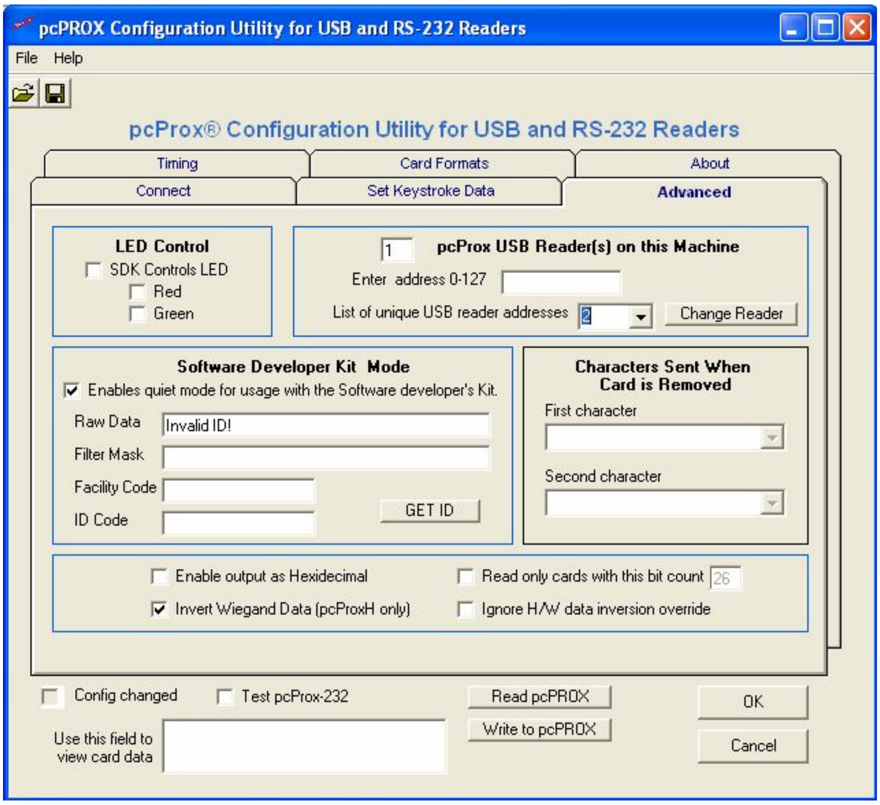


No interaction is required to capture time stamps.

As the instructions state, the cardholder needs only to present his card.



As a valid badge is captured, the date and time will be displayed and the employee's record updated. With **one Prox reader**, the determination of In/Out is toggled. That is the first punch in a day is an In the next an Out and so on. If the database is storing pictures, the cardholder's pictures will be displayed when the badge is verfied.



pcPROX is included for RF Ideas™ prox readers customers.

Its used to configure the reader. Most importantly, the Software Developer Kit must be enabled to work with the capture program. **It most cases that is the only thing needed.**

Changes are written to the reader by pressing the *Write to pcPROX* button.

The PcProxConfig program must have the “Enable quiet mode for usage with the Software developer’s kit” turned on to work with the Monitor Capture program for RF Ideas