



ECO No. 2518 TimeLOG 9.3

Date	Reporting Department	Subject	Product
11/6/2008	R&D	TimeLOG 9.3	TimeLOG software

Overview:

TimeLOG version 9.3 is a major product version which contains changes and additions requested from the field and that evolved in the development of the product during the last year. Following is an overview of the major changes incorporated into this version.

❖ **Active directory and WinNT authentication can be used to access TimeLOG**

Using this option, the operator does not need to keep track of a set of password, especially for TimeLOG. TimeLOG uses Active directory and WinNT authentication data already set in the system.

Active directory authentication the Employee name and Password entered are authenticated against the data entered in the Active Directory already set for the company.

WinNT authentication the User ID and Password is matched to the Windows username and password set for the user on the computer. TimeLOG checks the Windows authentication data against its data for the user and if it matches the user is allowed access without asking for username and password on entering TimeLOG.

❖ **Supports new terminals**

Additional terminals have been added to the terminals which TimeLOG supports. TimeLOG now supports the following Synel terminals:

- SY- 400
- SY- 777 / 715 / 755
- SY- 711 / 751
- SY- 760 / 765
- SY- 780
- SY- 785
- SY- 745

❖ **Function key in for SY-785 terminals can be set with multiple functions**

Up to 6 functions can be set for each SY- 785 terminal key, enabling setting more functions that can be reported at the terminals.

The functions are selected by pressing the key consecutively to move from one function to other until reaching the required function.

Enrolling a Fingerprint can be set to be done from any terminal key and not just from the F5 key, like it was until now.

❖ **Up to 10 fingerprint templates per employee**

To increase fingerprint recognition when reporting, you can enroll up to 10 fingerprint templates for each employee. When employees report at a terminal, the terminal can recognize the user by each of the enrolled fingerprints. If one of the fingers isn't recognized the user can use another finger.

In addition, reports have been added to manage fingerprint templates.

❖ **Reports**

Several new report types have been added to display the new features and options in this version, see additional information below.



Additional and Technical information:

❖ **The Graphic User Interface (GUI) has been made more user friendly.**

The GUI has been updated and the icons now have captions with the screen names under them. Two of the icons toggle for opening different screens for setting the same type of data; the **Calendar** for yearly or monthly calendars, and the **Scheduler** for multiple or single employee schedules.

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❖ **Additional Dictionary terms**

New dictionary terms have been added to define additional information used in TimeLOG.

The additional information is defined in the following TimeLOG dictionary entries:

Medical services - Medical insurance and services the employee is eligible for.

Cities - List of cities for use in the system.

Bank - List of banks for payroll files.

Bank branch - List of bank branches for payroll files.

Payroll group type - List of payroll group types that can be used in system.

Common parameters - This item is used to set additional general parameters.

Report parameters - Company number and company name as will appear in reports.



Factory definition - as will appear in payroll files.

Employee badge number padding – when the badge number is shorter than number of digits allowed for badges, zeros (0) are added either before or after the identifying number.

For example 12345000 or 00012345

Enable enrol with PrintX (Personnel Data, Communication screen) - Enables enrolling fingerprints using a PrintX device in the Personnel Data, Communication screen.

Fingerprint amount - the number of fingerprint templates that can be enrolled for each employee.

New button style (with caption) - Uses the button new button style with captions under the icons.

❖ **Yearly calendar**

In addition to setting a monthly calendar you can now set a Yearly calendar in TimeLOG, where you can view and set day types for the entire year. In this screen you can also select date spans to set the day types for.

❖ **Rotation**

The Rotation feature is used to define a template schedule for day types or shifts cycles. A shift rotation cycle can be set for either monthly calendar settings or yearly calendar settings.

In a **Monthly calendar rotation** you can start a rotation at any day of the month which can be scheduled regardless of the monthly cycle.

The cycles are calculated according to the period to which it is defined in the rotation calendar. Thus, to define a weekly rotation cycle, defined only the days of a single week. To define any other cycle such as a 10 day rotation cycle, defined the number of days of that cycle.

In a **Yearly calendar rotation** you can set rotation for longer periods of time and select a date span to set the rotation for.

❖ **Monthly automated tasks**

You can set automatic tasks to be preformed once a month. This option is set in the **Automatic interaction** screen, **Automated tasks by date** tab.

❖ **User Access levels**

New access levels to TimeLOG have been added. The access levels are now as follows:

- Supervisor
- Manager
- Operator
- Operator not authorized to communicate
- Operator not authorized to edit
- PIP Operator
- Manager full all employee, no entry to Personnel, Work Rule, Setup
- Manager department access, no entry to Personnel, Work Rule, Setup
- Operator view only
- Partial Manager: Only his own timecard access, no entry to Personal, Work Rule, Setup; View only
- Enroll only
- None

❖ **New Scheduler feature**

A new Scheduler screen has been added to use in cases when an employees work schedule needs to be temporarily or locally modified to differ from what is set in the employees Work rule. If the employees work schedule needs to be temporarily altered from what is set in the Work rule, this can be done without changing the employees Work rule.

When a shift calculation needs to be calculated from the scheduler and not the work rule, you mark the checkbox for the shift in the Work rules screen.

❖ **Reprocessing data by work rule**

Data to be reprocessed can now be selected according to the work rule it is set for. This is done by marking the **Choose by work rule** option and entering the work rule range in the **From** work rule and

To work rule fields.

❖ **New Communication with terminal options**

The following options have been added to the Communication with terminal screen:

Requesting a Template List from the Terminal - retrieves a list of the employee templates that reside on the terminal.

Enrol - opens a list of employees that can be enrolled, you select an employee and click the Finger button to enrol the employees fingerprint.

Memory the Dumping - sends all data stored in the memory to a memory dump file.

Dump after crash after a system crash sends all data stored in the memory to a memory dump file.

❖ **Changes and additions to the Work rule screen**

Multiple Work rule shifts- In the advances work rule option Up to four Shift calculation hierarchal orders can be set. Up to 4 shifts can be defined, each of 5 pairs of fields, in ascending order for assigning hours to pay categories. This is done at the bottom of the Advanced **schedule** screen.

T-zone schedule – A T-zone Scheduler option has been added to the Advanced **schedule** screen. When selected the settings are defined to a Time Zone.

❖ **New WinProc option**

A new WinProc option enables setting the application to run only one process at a time. To use this option set the following in the general.ini file:

[REPROCESS]

...

Run_Win_Proc_One_Time = Y

❖ **The following new report types have been added:**

Balance reports:

Daily balance report

Provides detailed information regarding balance data for the time classification. Can be displayed or printed according to date sorting.

Summary balance report

Provides detailed information on the total balance per employee, updated per a selected period.

Annual balance report

Provides detailed information on yearly balance data per employee.

Employee reports:

Adjustment- Displays the information entered in the Adjustment field in the Manual Edit screen.

BW - Business Solutions report according to the following parameters:

All employee by employee number

All employee by department

All employee by work rule

All employee by Job Description

All employee by work rule then by job description

All employee by nationality

Sorted by a date range and for a selected group differentiated by monthly, weekly and bi weekly employee's.

Scheduler report:

Displays the settings made in the Scheduler according to selected parameters such as employee and date.

Fingerprint Template reports:

Template List:



Provides a list of all of the fingerprint templates stored in the system. Before generating this report you should request all templates from the terminals connected to TimeLOG in the Communication with terminals screen.

PrintX parameters report:

Displays the settings of the selected PrintX unit.

Templates per employee report:

This report displays information about the fingerprint templates stored for employees. You can select different types of view of the information according to the information you select to display.

Record type report:

This report displays the number of employees that report using a fingerprint and the number of employees that enrol by swiping a badge.

Enrol report:

This report displays the employees that have enrolled in the terminals and the terminals where they have enrolled.

System Reports:

WebLog report - Displays a list of the employees who reported through the TimeLOG's web application (e-TimeLOG)

Bradford factor report - Displays employee work time information according to the Bradford factor.

External Distribution?

Yes	No

Checked by:

Form number	Name of inspector	Signature	Date

Approved by:

	Name	Signature	Date
Requested by			
Performed by	Polina Harkin	<i>[Signature]</i>	23/09/2008
Product manager			
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Q.A. manager	Zhanna Dmitriev	<i>[Signature]</i>	23/09/2008