

InTime6

Easy Users Guide

InTime v6.1.xxx Easy Users Guide

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First Steps

Installing InTime6 software

Insert the InTime6 CD in your CD drive and follow the installer instructions. If your PC is not set to auto run go to **START** then **RUN** and browse to find the InTime CD then **setup.exe** and run it. It will install by default to C:\Program Files\InTime_6. If errors occur choose 'ignore' option to complete the installation. When the installation is complete continue below with the Brief instructions to get started.

InTime6 Brief Instructions


Basic Settings




Run InTime6 by double clicking the InTime6 icon. The default user ID is '1ttadmin' and password is 'concorde123', both in lower case. Users and passwords may be added or changed in **Set Up/Users**


Registration of software

InTime6 installs as a demo which is limited to 5 employees, and has no data collection. If you only need a demo for now you don't need to register InTime6, just continue with 'Getting started' below. If you want to upgrade to 'Trial' or 'Full' you need to get a registration key from the InTime web site.


To enter the registration screen click the registration icon  at the top right of the screen, and follow the instructions. **If you close the registration window before you have completed the registration process the registration key will change and you will need to start again.**

Getting started

NOTE: If any screen has a save icon  save any changes, otherwise saving is automatic.

Under **Set Up**  are all the general settings. **System Settings, Terminals, Rates of Pay, Pay Periods** and **Users** all have default settings.

System Settings, Terminals, Rates of Pay and Pay Periods have all been set, but may need changing to suit your requirements. In **Users** you may add, change or delete users, passwords and the access level. **InTime is not multi user, it is recommended you only have one user with the Access level 'Read write' and set others to 'Read only'** In 'Read only' mode changes can still be done on screen but they are not written to the database.


Under **Terminals** your terminal(s) will have been set as the type required, but the connection type will need setting. eg Hard-Wired, TCP/IP etc. If your terminal has been connected you can, by clicking **Test Link**, check the PC is communicating with the terminal. **If your terminal is connected via your network (TCP/IP) you will need to run 'Digi Discovery' to set the terminal IP address to the one you require, this should be the same as set in Settings section. See page 14 for more instructions or**  **to set the terminal IP address 'IP Address' under the Settings section. See page 14 for more instructions or use the Digi Discovery guide.** (If you do not have an IP Address your network manager will be able to provide one.)


In **Rates of pay** you can add to the available rates of pay by selecting the new rate under 'Add or Amend a Rate of Pay', add the name and rate factor, save, the new rate appears in the left hand screen


In **Pay Periods** if you need to change the default period, select it so that it appears under 'Add or Amend a Pay Period' then amend the settings. To create a new pay period, select number 2 and fill in the rest of the details and save.

Adding employees


Before adding employees Rates of Pay, Pay Periods, Companies, Departments and Working Schedules must have some entries. Rates of Pay and Pay Periods have been covered in **Set Up**.

Go to **Companies and Departments**  and add one of each, save and return to the front screen.


Now to **Working Schedules**,  employees are assigned to a 'Week Setup'. One has been made called 'Open' which should be used to get the system up and running. This is sufficient to allow you to add your employees, you may leave this screen as it is for the moment.

Exit Working Schedules and go to the **Employee File**.  The System & General settings (Pay Period, Company, Department and Week Setup) are all that is required and these are added


automatically when you enter a new employee. The settings used are the first ones found and may be changed later if required

To add employees click the Superman icon,  enter the name then 'enter' followed by the employee's clock number then 'enter', the employee is entered into the system with the default settings. Press 'enter' again to add the next employee until all have been entered, then set each employee onto the correct settings (Company, Department, Week Setup etc). If you need to amend an Employee's name, select the employee then click on the '**Employee**' above the superman icon and select 'Amend name.'


Collecting Data from terminals

To collect the clocking data from your terminal(s) click on the data collection icon.  InTime6 shows a 'Progress Monitor' during collection, this should always finish green, if it is red something is wrong, check the message in the monitor. Below is a list of the different types of connections InTime6 can use. They may be actioned separately by going to 'Data Collection' and select the one you require.

Hard-Wired 

Modem 

TCP/IP 

Totaltime 

When clockings have been collected InTime6 will auto-calculate and finish with the progress monitor showing green, close the monitor screen.

You can switch off **auto calculate**: close InTime6, using Windows Explorer go to C:\Program files\InTime_6 (or wherever Intime6 has been installed, if you are not sure go to the Information screen to see where the InTime.exe is) and open the Intime.ini file. Under the heading [Download source] DownloadAutoCalc = True, change it to = FALSE. Save the change, exit notepad and re-start InTime6.


Editing clocking data



From the front screen click on the View/Amend Period Data icon, this defaults to show the first employee's actual clockings for the present pay period. These are the clockings that are used for calculation to produce rounded clockings. By selecting 'Rounded clockings' you can see the calculated results with the totals. Types of clockings shown are: 'Original' these are from the clock and cannot be changed; 'Actual' are the same, but may be changed/deleted; 'Rounded' are the result of actual clockings calculated against the 'Week Setup' rules. Only the actual clocking can be amended. Select the required 'Period Start Date' and any filtering you want to use. Check the clockings and totals and correct if necessary.

Printing reports



Select the **Report Wizard** icon.  The black and red reports go straight to the printer and are not viewable on screen. The blue reports go to the screen first and may be printed or outputted to file. Any report that is a 'Date Range' type will not include any Weekly overtime rule totals.

Wizard



Where you see the Wizard icon, clicking it will take you into the selected parameter to look in detail at it or change the settings.

NOTE If you need to make a new setting eg a new 'Daily setting' and you have one almost the same as the new one you need, select and wizard that one. *Next* the first screen to the name, change the name to the new one you need and then continue *Next* to change the settings that need changing. When you *Finish* the wizard will keep the old Daily Setting **and** save the new one under the new name.

Auto collect



This icon only appears if the 'AutoCollect_From=' line in the Intime.ini file has a setting, eg hard-wired, modem or TCP/IP, (any or all may be used). By clicking the icon InTime6 will automatically collect and calculate data at time(s) set in the intime.ini file 'AutoCollect_Time=', this may be set to 'every n hours (or minutes)' or 'at nn:nn time' (more that one time would be nn:nn, nn:nn). When Autocollect is on, no other screens may be used. If you need to use Intime6, switch Autocollect off, reselect it when finished. In the Intime.ini file you may also select a 'Fire Alarm Roll Call report' by adding after 'AutoCollect_ActionAfter=' FARC. If you need to print the report to a different printer from your normal one, just add the path of the FARC printer after the entry 'AutoCollect_Printer='

DAY TO DAY (or WEEKLY) OPERATIONS

Step 1. Collect the data from the terminal(s)



Collect the data from your terminal(s). When data has been collected InTime6 will automatically calculate all employees for all periods for which clockings have just been collected.


Step 2. Viewing clocking



Go to the **View/Amend Period Data** screen and, taking each employee in turn, check the clockings for the period and fix any errors by adding clockings that have been forgotten or deleting any that have been made by mistake. You may filter the employees with the **Filter Employees by** option.

Step 3. Booking/Unbooking Absence

There are three ways to book or unbook absences. In the **View/Amend Period Data** screen when showing 'Rounded clockings' select a day and right click, then select 'Book absence', select the absence required and the correct date(s) and follow the wizard instructions. The last screen of the wizard gives the option to **Book** or **Unbook**.

If you need to book (or unbook) for everybody eg Bank holidays, go to **Book absences**  this allows you to select multiple employees.


Holiday and absence planner




Click on the Holiday planner icon, then find the employee and select the holiday start day and right click to book/unbook a holiday or absence.

Step 4. Adding new Employee



Go to the **Employee file**  and click the 'superman' Icon, enter the new name followed by enter, type the employee clock number followed by enter. The employee is assigned the first Pay period, Company, department and Week Setup in the system, so these may need to be changed.

Step 5. Deleting/Archiving an employee

Go to the **Employee file** and find the employee to be deleted/archived, set the 'Status' to delete or archive. Exit the employee screen and go to 'System maintenance'  select 'delete old data' or 'Archive data' and follow the screen instructions.

Note: Once a month run 'Compact Data base', this keeps your database as small as possible.



Step 6. At the end of a week

Having checked all the employees' clockings etc, print out the required report from the report wizard.



Set Up

System Setting

This screen shows the system settings where you can set the following:

- Top screen picture
- Set the employees to be shown in number or name order
- Show large or small toolbar icons (Large is best)
- System anomaly codes (Not normally changed)
- Display duration in hours and minutes or decimal
- Select the Archive or Demo database (set to archive for viewing archived data)
- Days worth in hours is the number of hours used in the employee file when adding new employees for their 'Days worth in hours' value.
- Set system number range used (ie clock number to 1 to 9999)
- Set data history (Usually set to 52 weeks but may be set to up to 520). This is the number of weeks **after** which data is deleted when 'Delete old data' is run.

Terminals

All terminals are show here, when each terminal is selected it shows under 'Settings' the serial number, SelCall Character and terminal type, these are greyed out and set by your supplier. If you add a new

terminal your supplier will send you a terminal.1TT file to run with 'Upgrade terminals' in System Maintenance, this will add the new terminal settings.

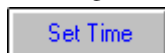
'How is this terminal connected?' is set next: Hard Wired is RS232 or RS485 direct to the PC. Modem is connected via the phone system. Remote means the terminal is not connected. TCP/IP is connected via your network and Totaltime is a smart card terminal.

'Name' may be set as anything required.

'Com Port': is used for hard wired and modem terminals and is the port on your PC that the terminal or modem is connected to.

Modem dial string: This is the phone number of a terminal modem. This setting changes to 'IP address' if the terminal is connected via TCP/IP (network).

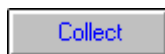
Baud rate: this is normally 9600 (1200 is used for some old terminals). If the terminal is set to TCP/IP this changes to 'Port' and should be set to 4000.



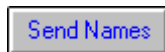
Use this to set the time on the selected terminal to 1 minute ahead of the PC time.



This checks if the selected terminal is on line.



Use this button to collect clockings from the selected terminal. For normal operation you would collect from the front screen collect icon.



Use this to send employee names to the selected terminal. Only ones who are set to this terminal are sent. Normally send names from the Employee screen.

Rates of Pay

Under 'Available rates of pay' all the rates that are set are shown. Under 'Add or Amend a Rate of Pay' you may set as many rates as you require. Select the rate code you want, add the name and set the rate factor eg 1.25, 1.33. Always *save* each new rate. To amend a rate, select it, then amend it.

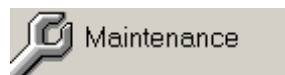
Pay Periods

The pay periods that are set are shown under 'Available Pay Periods'. There is usually only one needed, if you need another then under 'Add or Amend a Pay Period' select the next number, give it a name and select the next four items as required. Always *save* the pay period as it's made.

Users

The Users screen allows you, if you have 'System maintenance' permission to add, delete or change users. To add a new user select 'Add new user' and fill in the **blue *** fields and *save*.

Maintenance section



Departments and Companies



All employees are assigned to a Company and Department in the 'Employee File'. These are used for filtering reports and the 'View/Amend data' screen. If you don't need any just add one of each so that employees may be entered into the system.

Absence Codes



This is where all booked absence codes are set. The first five shown are the system codes and only the colour can be changed here. To add a new eg Paid sick, on the right under 'Absence Code' enter SICK, it is best to use capitals and no more than five characters. Under 'Description' add 'Paid sick' and in this case we are going to pay at rate 'A' so under 'Rate of Pay' select A.

The hours booked may be set to be calculated from the 'Daily Setting' in use for the days being booked or you may select to book a fixed number of hours. If you select fixed hours you can only book those hours, if you use the first option you can when booking, change the time being booked. If you need select to reduce automatically the sick leave taken, select the colour and save. To remove a code, select it, then select 'Absence Code' (Above the save icon) and select 'Remove'.

Code	Rate of Pay	Reduce hol days	Reduce sick days	Comment
ABS	A (*)	No	No	Absent
EARLY	A (*)	No	No	Early Out
EXCD	A (*)	No	No	Exceeded break duration
FORG	A (*)	No	No	Forgotten
LATE	A (*)	No	No	Late
BHOL	A (*)	Yes	No	Bank Holiday
Dom	A (*)	Yes	No	Domestic Leave
Emerg	A (*)	Yes	No	Emergency leave
Lieu	N (*)	Yes	No	In lieu
PHOL	A (*)	Yes	No	Annual leave
SICK	A (*)	No	Yes	Sick Leave
Unp	N (*)	Yes	No	Unpaid leave

Add or amend absence code

Absence Code:

Description:

Rate of Pay (if applicable):

Booking Absence options (if applicable)

☒ Calculate hours from Daily Settings

☐ Use 00:00 hours when booking

Reduce employee holiday / sick day setting for this absence code:

☒ reduce employee holidays

☐ reduce employee sick days

☐ no reduction

Display colour: pick

Working Schedules



Working schedules consist of four parts, the first two, 'Daily settings' and 'Overtime Rules' go together to make a 'Week Setup'. Employees are assigned to a 'Week Setup' in the 'Employee file'. If employees work rotating shifts then a selection of 'Week Setups' go together to make a 'Rotating shift' and employees are assigned to it in the 'Employee file'.

A 'Daily setting' is made for each day that has a different set of rules, eg you might work 0900 to 1700 Monday to Thursday and 0900 to 1600 on Friday, all with a 30 minute lunch, Saturday 0900 to 1200 and Sunday is any time. So you would make four 'Daily Settings' 0900-1700, 0900-1600, 0900-1200 and one called Open.

If your overtime is calculated daily Mon to Fri you would make one 'Overtime rule' for 7:30 hours per day, and one for 6:30 hours per day. For Saturday you might have all hours at time and a half and Sunday all at double, so you would make one called All C and one called All D.

The following paragraph shows how to make a 'Week Setup' to cover the schedule called '0900-1700/1600'.

Daily Settings



Click the Working Schedule icon. The first screen is 'Daily Settings'. To create a new 'Daily Setting' select 'Create new' then the Wizard, the first screen selects 'Basic' only, go *next* to the 'name page' and enter the name (usually the start and finish time is used) so in this example it's called 0900-1700. If any rounding (other than the start and finish times which are set on next screen) is required, add it here along with any grace time.

Daily Settings Wizard

Please give the Daily Setting a name (e.g. "Standard Mon to Fri"), and an optional comment. Then select the amount of rounding and grace you wish to apply to both IN and OUT clockings. These rounding rules are used when no other clocking rules apply. Finally select the rounding 'start point' for both IN and OUT clockings, before clicking on **Next**.

Name: 0900-1700

Comment:

Rounding to apply to IN clockings:

☒ 1 minute ☐ 12 minutes ☐ 5 minutes ☐ 15 minutes ☐ 6 minutes ☐ 30 minutes ☐ 10 minutes ☐ 60 minutes

Apply minutes grace to all IN clockings

Start point: ☐ Round from core start time minutes (instead of rounding from zero minutes)

Rounding to apply to OUT clockings:

☒ 1 minute ☐ 12 minutes ☐ 5 minutes ☐ 15 minutes ☐ 6 minutes ☐ 30 minutes ☐ 10 minutes ☐ 60 minutes

Apply minutes grace to all OUT clockings

Start point: ☐ Round from core finish time minutes (instead of rounding from zero minutes)

Help < Back Next > Cancel

Go *next* to 'Core rules' and set 'start time' to 0900, above this is a 'Round forward zone' this is the number of minutes before the start time that any clocking made would be rounded forward to the start time. This is normally set to 29 or 30 minutes. Set 'Employee is late after' to the grace allowed before lateness is recorded and tick the top box to the right 'First clocking of the day marked as Late' if you want late clocking shown as 'Late'.

Set the finish time to 1700, then the 'Round back zone' is normally set to 14 minutes ie for 14 minutes past the finish time round back the clocked time to the finish time, this will remove the odd few minutes you don't need to see. If you do want to pay for all minutes clocked then the 'Round forward zone' and 'Round back zone' would be set to zero.

Phase Hours: A 'day' in InTime6 covers 24 hours, the 24 hours can start at any time and is set by the 'Start time' minus the 'Phase Hours'. If your employees never work through midnight, it's a good idea to set the 'day' to start at 0000, so make the phase hours the same as the start time. If they may work no later than 0200 you would (in this example) set the 'Phase Hours' to 0700 to give a 'Day phase time' of 0200.

Maximum Out Hours: This would only be used instead of 'Phase Hours' if you work very random hours and 'Rotating shifts' will not work. You don't normally need a 'start time' if you are using Maximum Out Hours so set the start time to the same as Max Out Hours (normally 4:00) is used. This means that when an employee has clocked on, however many clockings they make they will all be used for the same day's calculations until a 'in' clocking is made on a new day **and** the employee has been 'out' for more than the 'Maximum Out Hours'.

Having set the 'core rules' go *next* to 'Breaks' and set how many breaks required (normally one unpaid break for lunch), then *next*.

This shows that one unpaid break has been set and it's a fixed break of 45 minutes taken between 1200 and 1245, if it's not clocked then 45 minutes is deducted. If it was a flexible break of 30 minutes taken any time between 1200 and 1300, then 'Break duration' would be 30 and 'Finish time' 1400. The tick boxes set what would happen if a flexible break was exceeded.

Next takes you to the 'Auto-clock' front page, tick the box and set how many you require. If set to zero, *next* will finish and save the 'Daily setting'. Auto-clocks are only used if you want your employees to only clock either in or out for a break, and you need InTime to do the other clocking for them. If in the example above you only wanted the employees to clock back in (at 1245) then you could set an auto-clock to clock them out at 1200. 'Apply this rule after' means that if they had already clocked out by 1200, InTime would not clock them again. This completes the 'Daily Setting' section.

Overtime Rules

Select the Overtime screen by clicking the 'Overtime rules' tab. One default rule has been made 'All A' ie put all hours worked in to rate A. To make a new rule for Mon to Thu (7:30 hours per day) select 'Create new' and then 'Wizard' and *next* to the name screen, name it '7:30 A/B' and select the 'Use target of hours' option. (Combinations of daily and weekly methods can be selected for more complicated requirements, the more

methods that are used the more screens there will be to fill in.) Go *Next* to find the 'target of hours' screen, fill in the details as shown and 'Finish' to exit the wizard and save the new rule. One more would be needed for 6:30 hours per day (Fri). For Sat (All hours at B), on the name screen still tick 'Target of hours' but then set 'For first' 24 hours use B, and when making the one for Sun use C. If you have not already made a rate you need, just use one you have made and finish, then go to 'Set up', make the new rate, go back to overtime rules and change to the new rate. Having completed the overtime rules a 'Week Setup' can be made.

Week Setup

Seven days of 'Daily Settings' with seven days of 'Overtime Rules' makes up a 'Week Setup' (or shift). Having made the 'Daily Settings' and 'Overtime Rules' for your week, now select the 'Week Setup' tab and 'Create new', then wizard and *next* to the name screen. The shift could be called 'Normal Week' then *next* to the main page. If you tick the 'Make all Daily Settings & Overtime Rules the same as Monday' then select the Monday Daily Setting and Overtime Rule, it fills in all week. Untick and change the Fri, Sat and Sun to the correct ones and then set the weekend as rest days (a rest day means don't mark as absent if there are no clockings and don't book holidays on these days). 'Finish' to save and exit, you can pull down and view any Week Setup.

Week Setup Wizard

Please select a Daily Setting and Overtime Rule for each day of the week below, and check the Rest Day box for all days that are potential rest days. Note that you can assign a Daily Setting and Overtime Rule more than once.

Tip: To get a quick start, select the Daily Setting & Overtime Rule for Monday, then click on the checkbox below to assign the same values for Tuesday through to Sunday.

☐ Make all Daily Settings & Overtime Rules same as Monday

	Select the required Daily Setting	Select the Overtime Rule	Rest Day?
Monday:	0900-1700	7.30 per day	<input type="checkbox"/>
Tuesday:	0900-1700	7.30 per day	<input type="checkbox"/>
Wednesday:	0900-1700	7.30 per day	<input type="checkbox"/>
Thursday:	0900-1700	7.30 per day	<input type="checkbox"/>
Friday:	0900-1600	6.30 per day	<input type="checkbox"/>
Saturday:	0900-1200	All B	<input checked="" type="checkbox"/>
Sunday:	Open	All C	<input checked="" type="checkbox"/>

Help < Back Finish Cancel

Rotating Shifts

If some employees work rotating shifts eg 0600-1400, 1400-2200 and 2200-0600 then Week Setups would be made for each of the shifts and those employees would, in the Employee File, be assigned to a Rotating Shift instead of a Week Setup. To create a rotating shift, select the 'Rotating Shift' tab and 'Create new', enter the name and any comment required. The number of clocking zones will be three (for the three shifts) and 'Start time of Period' 00:00 (this time is the time on the first day of the period that Intime starts looking for clockings). *Next* to the Clocking zone page, it is best to set the first 'From' zone to be mid morning (this time is also used when booking holidays, and it's best if it's not 00:00) so the first Week Setup will be the afternoon shift which starts at 1400. The 'Clocking Zone' is the time band within which employees clocking on will be assigned to the associated Week Setup. So in this example if an employee clocks in between 1000 and 1800 they would be put on to the Afternoon shift, clocking in between 1800 and 0200 would put them on the Night shift

A good guide is to start the zone 4 to 6 hours before the start of the shift.

Note that when booking holidays for employees on Rotating shifts, the hours booked are calculated from the first Week Setup. You may (if, in this example, the afternoon shift did not give the correct hours for holidays) set a 'dummy' week setup from 1000 until 1000 called 'Holidays' to give the correct hours.

This completes the Working Schedules set up.

Rotating Shifts Wizard

A Rotating Shift is a collection of Week Setups that employees may work, and it allows employees to switch between their Week Setups at random. By creating a "clocking zone" for each Week Setup, employees are automatically placed on the appropriate Week Setup depending on which clocking zone they clock in.

Please give the Rotating Shift you are about to set up a name (e.g. "Rotating 12 hour shifts"), a comment, and enter the number of required Clocking Zones (one to eight). Then click *Next* below to continue.

Name: Rotating

Comment:

Number of Clocking Zones (between 2 and 8): 3

Start Time of Period: 00:00

Start Day Number of Period: For Monthly Pay Periods Only

Help < Back Next > Cancel

Rotating Shifts Wizard

Please list each Week Setup and specify its clocking zone start and end time below. Repeat until you have covered all 24 hours in the day, and click *Finish* when complete.

Enter Clocking Zone:		Select a Week Setup:
From	Until	
10:00	18:00	Afternoons
18:00	02:00	Nights
02:00	10:00	Early

Help < Back Finish Cancel

Employee File



This is where all the employee settings are selected. To enter a new employee select the superman icon, Type the name then 'enter' followed by the employee's clock number then 'enter', the employee is entered into the system with the default settings. If you do not need to enter any more employees now select 'No' and change any 'System & General' setting that requires changing. The settings here are the only ones that are required for the system to work. If you need a 'Gross Pay' report the 'Hourly Rate' would need setting. All employees are set as 'Current' which means they will appear on the 'view/amend period data' screen and all reports, setting them to 'Management' or 'Keep' will stop them appearing. To delete or archive, set them to the status required, then go to 'System Maintenance' and run either 'Delete old data' or 'Archive Date'.

Two settings are used if the Working time directive report needs unlocked paid breaks deducting, 'Length of an unlocked Paid Break in hours' and 'After how many hours is this taken'.

'Day worth in hours' must have an entry, it is taken from the Systems Settings page and is used when booking holidays in hours and minutes to know when a day's worth has been taken.

'Contracted hours' is only used for reports. Booked absences are not booked over rest days (normally weekends) 'Allow booked absence on rest days' will allow this.

Bonus Codes



These are similar to absence codes but may be in time or cash, and may be a fixed value or the value may be set when booking. To create a bonus code select the 'new' icon and enter the Bonus Code to be used (max five digits in capitals), then the name. *Next* select a 'Time' or 'Cash' type, enter the value (if it's fixed) and if it's a time bonus enter the rate. Below this section is the tick box for 'Prompt for value when booking' used for 'Flexible bonus values', tick this box to enter the bonus value when booking it. ie Not a fixed value bonus. Save when complete. Bonus can only be booked through the 'View/amend period data screen'.

Data collection





Data Collection

Normal data collection is from the



at the top of the front screen.

If you have more than one terminal and they are connected by different methods, it may take some time to collect just from one type of connection. If so, either go to **Set up/Terminals** and collect from the terminal you need to, or using the **sub menu** selected by the clock  select the  from there then the type of collection you need.



Hard Wired Data collection If your terminal(s) are connected to your PC com port (RS232 or 485) this icon is where you can collect the Clockings.



Modem Collection If your terminal(s) are connected to the PC via a modem (eg the terminals are at another site), you can collect the clockings from this icon.



TCP/IP Collection (Network) If your terminal(s) are connected over your network you can use this icon to collect the clockings.



Totaltime Collection If you have a Totaltime terminal, having used the transport card to load the data into the PC, use this icon to collect the clockings to InTime.



Remote Data Collection When clockings are collected and saved in InTime6 the raw data is also stored in the 'Data' folder. If you had to revert to a backup database and need to recollect same old clockings, use this icon to collect them.

Processing



Booking Absence (and Unbooking) (A better way is to use the Holiday planner)

Click here to Book or View absences, the first screen gives you the option to 'View' or *next* to 'Book', if you view you can filter by Date, Type, Company, Department and Pay Period.

To book an absence select *next* to the 'Select employee' screen and select whom you wish to book for, (this is the only screen used to book everybody for an absence at one time), *next* to select the type of absence, day or half day and the date(s). *Next* tells you what you have selected and gives the option to 'Book' or 'Unbook', click which you require, the progress monitor shows calculating, close the monitor when it's finished and 'Finish'. When unbooking you must select the same as was booked, you cannot unbook one day of a five day holiday, you have to unbook the five and then rebook the four you need. To book one employee off it's often easier to do it in the 'View/amend' screen.



Holiday Planner (a better way to book or unbook absences)

The holiday planner always opens with **Booked Absences** and the start of the current week as the first week shown. Under **Days** you can set how many weeks data is shown, from 30 to 180 days. Employees may be selected by 'Pay Period', 'Company' or 'Department'. To the right the **Key** will show all your available absence codes, untick the ones you do not wish to see. To book or unbook a booked absence find the employee and click on the start day you require, right click and if it is a blank day you have the option to 'add booking', if the day has a booked absence you have the option to 'add/remove booking' and 'view the information' about the booking.


The **Anomalies** screen shows all the selected anomalies in the same way.



Calculate Period Data If you wish to recalculate all employees for a period, click this icon and set any date in the required period. The same icon in the 'View/amend' screen calculates just for the selected period and employee.



View/Amend Period Data This is the main screen in InTime6 and is where all the adjustments are made. This screen defaults to the first employee and shows the current period's 'Actual Clockings'. The top section selects the employee, Pay Period, Period start date, any filtering you might

need and the type of clocking. The three types of clocking are 'Original' (straight from the clock and cannot be altered), 'Actual' (same as original but may be changed, deleted or added to), 'Rounded' (these are the result of the actual clockings calculated against the 'Week Setup' rules). Select the 'Period Start Date' you need and then 'Rounded' to see the clockings with totals. If you need to add, delete or change a clocking, select 'Actual', then select the clocking, and delete or change it. To add a clocking, click on a blank part of the day you need the clocking for, and type the new clocking. Clockings don't have to be entered in time order, if somebody has forgotten to clock IN you can put the IN clocking below the OUT and it will correct itself. All other adjustments are done with 'Rounded' clockings, here you can, by clicking on the 'Adjust minutes' row, add any minutes you need (putting a minus in front will subtract them). By selecting a total in the 'Rates' row and right clicking you can change the total. By selecting a time and right clicking you get three options, 'Book Absence' will take you to the book absence screen, select the type of absence (and the dates if different from the one you have chosen). 'Book bonus' is the same but for 'Bonus Codes'. 'View clocking information' will show you which 'Daily setting' (and Day Phase time), 'Overtime Rule' and, if the employee is on 'Rotating Shifts', the Week Setup' has been used for that clocking. **Always remember to calculate**  **after doing any changes.**

Wed 14/05/2003	Thu 15/05/2003	Fri 16/05/2003
09:00	09:00	09:00
12:00	12:00	12:00
12:30	12:30	12:30
19:00	19:00	16:00
LAT	Cancel	
0	U	0
9.43	8.92	6.50
A 7.50	A 7.50	A 6.50
B 1.93	B 1.42	



Output to Payroll is used to output data to a file, to be imported to a payroll system. Click the icon, then *next* to select the type of output required, the next screens will depend on the type of output selected. When you get to 'Prepare Export File', click it and the file will be sent to where you selected, *Finish* to close and return to the front screen.



Prepare Export File



Report Wizard

All report functions are accessed via the 'Report Wizard', the black (and the red) reports go straight to printer, blue reports go to screen first and from there may be printed or outputted to a file. All blue date range reports do not show any weekly overtime rule calculations.

Anomaly Summary shows any selected anomaly(s), hours worked (not in rates) and shows if less than the minimum day is worked. May be set to print only employees with the selected anomaly.

Booked Absence takes you to the 'View booked absence' screen, where you can print the report of a list of selected booked absences.

Clockings and Hours report is the default report, and is basically a print of the 'View/Amend Period Data' screen. This report can show any (or all) of the three types of clockings for the selected period, so is very useful when checking the working of InTime6.

Fire Alarm Roll Call prints a list of all selected employees that are clocked in, and the rounded time of the clocking. This report may be done automatically at fixed times. See page 3 **AutoCollect**.

Gross Pay report shows Basic and Gross pay along with Total and Paid hours for the selected period.

Setup Parameters prints the settings from the following selected screens, System Settings, Anomaly & Absence Codes, Terminals, Rates of Pay and Pay Periods.

Working Schedules prints the settings from the following selected screens, Common Days (Daily Settings), Overtime Rules, Work Patterns (Week Setup), Group Patterns (Rotating Shifts).

Working Time Directive report prints the totals using one of two formulas.

Period Report shows Hours worked, Total Hours, Paid Hours at Hours and Rates plus days off and booked absence for the selected period.

Lateness Report prints a list of selected employees along with when they were late in the selected period.

Date Range Report shows, for the selected dates, Daily hours, Rates, Early/Late, booked holiday etc. This report will not show any *Weekly* overtime calculations.

Overtime report shows, for the selected dates, all the selected rates worked by the selected employees. This report will not show any *Weekly* overtime calculations.

Anomaly Report shows the selected anomalies for all employees selected by date.

Multi-Period Gross Pay shows all employees Basic and Gross pay, total and paid time and bonuses for any period(s) selected.

Period Summary Report shows, for all employees, any hours worked less than standard, overtime and various booked absence, bonuses. This report needs the parameters setting in the InTime.ini file.

Daily Clockings Report shows, for one selected day, the totals and up to eight rounded clockings. This report will not show any *Weekly* overtime calculations.

Date Range Clockings shows, for a selected date range, the totals and up to eight rounded clockings. This report will not show any *Weekly* overtime calculations.

Period Totals Report shows, for a selected period, the rate(s) and grand totals for all employees.

Period Totals by PR number Same as above but only shows employees with a Payroll number.

Working time directive shows how many hours employees have worked over the last 17 weeks.

New Fire alarm roll call same as Fire alarm roll call in black but goes to screen first.

System Maintenance



Delete Old Data is used to delete the data of all employees whose 'Status' has been set to 'Delete' in the Employee File, at the same time it will delete all data whose date is greater than set in 'T&A History' in Setup. When selecting this there is a 'Yes/No' prompt to continue.



Archive Data will be used if, when employees leave, you wish to store their data (instead of deleting it). Set their 'Status' in the Employee file to 'Archive' and then run this. It will ask if you wish to copy the settings to the archive database, if you have not already done this, select 'Yes'. To see the archive database go to Setup and under 'Database this session' select 'Archive database'.



Compact Database should be run after a 'Delete' to keep the database size as small as possible.



Backup Database should be run at least every seven days, a message appears on the front screen to remind you if you have not backed up. The backup path is set in the InTime.ini file and defaults to C:\Program files\InTime_6\DB\Backup. **If you do not use this backup facility you must use one of your own to ensure the security of your data. Make sure that your backup system is satisfactory for your needs.**



Change Database would only be used if you needed to copy another database into your database folder and make InTime6 use it! **Do not use this unless you are sure of what you are doing and the consequence of it.**



Update Terminals is the same icon as used for the registration system, but here it is used to add to or change your terminal information in 'Setup\Terminals'. **It should be only used if your supplier has sent you a file to update your terminals.**



Update Database is used to modify parts of your database. **Do not use this unless you are sure of what you are doing and the consequence of it.** If you need to run this, your supplier will have sent you a file to use.



Repair Database is a Microsoft repair function for the database used in InTime6. If you get errors when running InTime6 it may be the database is corrupt, running this might solve the problem. This is the same icon as used in the Employee file to enter new employees.





TTParam is a separate program used to parameterize your terminal(s). From here you can set all the options on your terminal.




Information This screen shows information about your InTime6, where databases are located, the telephone number of your supplier etc. If you need to update your system this screen tells you where the InTime.exe (program) is. If your database is **not** where it was installed ie it's been put on the

server, this screen tells you where it is and what it's called. **It is important that you know where your database is if you should require help from your supplier with a database problem.**

Digi Discovery  If your terminal is connected via your network (TCP/IP), this program is used to set the terminal IPAddress. This must be the same as the one that should be set on the terminal screen. The program will open searching for any network device of its type, if it can't find your terminal either it's not switched on, not connected to your network or your firewall is blocking the search. Either switch off your firewall or allow it to accept the Digi Discovery signals. Once your terminal has been found go to 'Configure network settings' to set the fixed IPAddress and sub net mask.

TTParam  TTParam is used to set all the parameters in your terminal, the password is ttparam in lower case. See the separate TTParam guide for full instructions.

Frequently asked Questions/Trouble shooting

- 1 How do I delete/archive an employee. See page 4
- 2 How do I change the terminal time. See page 5
- 3 Add a clocking for an employee.
Select the **View/Amend period data** screen, select the employee and **actual clockings**. Click on a blank space on the day the clocking is required for and type the time (eg 1600 for 16:00). You don't need to put the clocking in time order, it will sort itself out when you calculate. If you don't have an empty space for the clocking select the  icon to insert a blank row.
- 4 Add a new shift or change the rules of a shift. See page 6, Working Schedules
- 5 Adjust daily or weekly total(s).
Select the **View/Amend period data** screen, then the employee and the correct pay period. There are four ways to adjust the weekly total: 1, Select **Actual clockings** and change a clocking to give the correct daily total. 2, Select **Rounded clockings** and enter in the 'adjust minutes' row the number of minutes required to add or subtract to give the correct amount of time. 3, Still in **Rounded clockings** click on a daily **Rates** total then right click to give you a screen to amend the daily total for that day. Once this has been done a yellow dot is shown and then the daily calculations are ignored and only the daily rate total is used. 4, The same adjustment can be made to the Weekly totals, if this is done none of the daily calculations will change the new weekly total.
- 6 Collecting clockings fails.
If this happens the **Progress monitor** screen will go red, read the text on the screen to see what has failed. Try again, if the terminal was doing something else it might not have managed to respond in time. If the problem persists check if the terminal is switched on and showing the correct time, try switching it off for a minute. If you have more than one '**Hard-Wired**' terminal you will have a 'Line driver' box connected to your PC, check it's still switched on. If the terminal is connected by **Modem** check the **Progress monitor** to see if the problem is with your PC modem, phone line or remote modem/terminal.

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