

Time - Precision

TP1000 HandSwipe Employee template management

The TP1000 range of HandSwipe terminals uses software called **TTParam** to manage the employee hand templates (See **NOTES** on page 3) in the terminal, this supplied with your Time and Attendance software.

Opening TTParam with InTime V6

The TTParam.exe is installed and ready to use, a shortcut to it is in the **Set up\Terminals** screen.



Opening TTParam with InTime V5

If you have InTime V5 and TTParam has been set up, you should have a shortcut to it on your desktop. If you don't have a shortcut on your desktop you will need to copy two files from your InTime CD Intime5\Utility folder to your PC. Copy TTParam.exe to C:/Program file\InTime5\Utility folder, and then copy the TTParam.ini file to your windows folder. Create a short cut on your desktop.

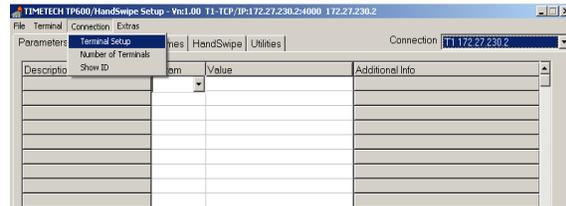


If TTParam has been set up and used on your PC you can ignore the Setting up TTParam section below and go straight to Employee template management

Setting up TTParam Vn:1.10

The password is ttparam and it will open showing the parameters screen.

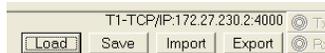
To communicate with your terminal you will need to set up the TTParam terminal settings to be the same as in InTime/Terminals. Select 'Connection' on the left, then **Number of Terminals** (See **NOTES** on page 3 if your version dos not have this) and set the number of terminals you have. Now select **Terminal Setup**, select T1, add a description if required (See **NOTES** on page 3), select a Communication type ie network (TCP/IP), serial or modem and finally set the network, serial or modem details. eg If using network connection you would set the IP Address. If using serial or USB you would set the PC com port. If using modem connection you would set PC com port and phone number of the modem. Click OK to save.



At the top right of the screen you will see the terminal connection in use



and at the



To check if you can communicate with the terminal click the **Import** button, the parameter screen should fill with details from the terminal, if it dos not then your communication settings are not the same as InTime for that terminal (assuming InTime can communicate OK). (See **NOTES** on page 3)

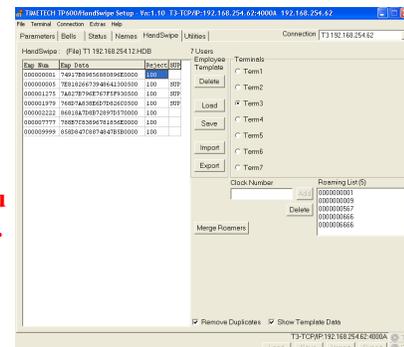
Employee template management

All template management is handled on the HandSwipe screen,when this screen is selected the buttons  at the bottom right of the screen are disabled to allow the similar buttons on this screen to be used.

There are two ways to manage your templates, which method you use will depend on how you operate your HandSwipe terminal(s).

Method 1: If you only have one terminal **or** if you have more than one, but employees **always clock on the same terminal** ie You do not require **all** employee templates to be on **both** terminals. (Terminals do not have the same templates)

Method 2: You have more than one HandSwipe **and all** employees may clock on **any** terminal.



ie All terminals must have identical templates.

Employee template management Method 1

a) Importing templates.

Using this method, template management is only used to import the template list to your PC and keep it as a backup, to use if you need to change your HandSwipe or refresh the list. (See **NOTES** on page 3)

To import the hand templates from a HandSwipe, select the required terminal and click **Import** to start the process. At the lower left of the screen you will see messages as the import is progressing, it will end with **Bank 1, Pass 1 : 4126 bytes received** and then **Bank 1 Import Complete**

You should now see a list of your employee numbers. (If you had imported from the main screen before this and you have employee names in the terminal, you should see them here)

b) Saving templates.

Now click the **Save** above the 'Import', use the 'Save as' window to save the file where you want to and name it so you know what it is. (If you only have one HandSwipe you can name it the date. eg 310706 for the 31st July 2007), always use a part to the date as the name so you know which is the latest. eg workshop 0706 This completes the normal method 1 template management, you have collected and saved the templates on your PC.

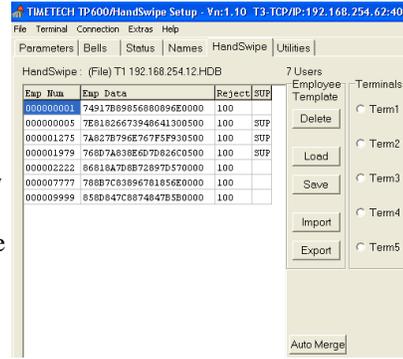
c) Exporting templates.

You will only need to perform this function if for some reason your HandSwipe stops accepting employee hands and all other efforts to fix it have failed eg Cleaning the platen (where the hand rests) and the dark window above it, this is the common cause of failure to clock.

This presumes you have imported and saved templates on your PC.

On the HandSwipe screen select **Load** above the 'Save', find and select the template file you want

to send to the HandSwipe, it will appear on screen as shown above. Click on the **Export** below Import and the template you have loaded will be exported to the selected HandSwipe.



Employee template management Method 2

This method is used when your HandSwipes all need the same templates. eg **All** employees may clock on **any** HandSwipe.

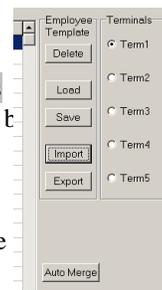
The 'Auto Merge' function is used for this, it collects templates from all HandSwipes that do not have 'NIU' as part of the description, saves them, adds any template that is not on all of the collected lists and then exports the amended lists back to the HandSwipes.

Auto Merge.

Before you start the Auto Merge make sure that the correct HandSwipe terminals are displayed under the Terminals section, (On TTPParam v1.00 and above, you can set the **number** of terminals shown, on the 'Connection' tab set **Number of Terminals** For earlier versions see **NOTES** on page 3) and ensure that all terminals you need to be merged have **not** got NIU as part of the description.

Any terminal you **do not** want to merge should have NIU as part of its description.

Once your terminals are set click on **Auto Merge** and the process begins importing the templates from each terminal in turn, sorting the employee numbers in each list to ensure each list has all the numbers and finally exporting each list back to the terminal it was imported from. This process automatically makes backup files for you.



Employee Number The employee's clocking number may be changed by selecting the **Emp Num** of the employee and right clicking to enter the new number.

Reject threshold This is the stored value that is compared to the employees 'score' when clocking, if the score is less than the value the clocking is accepted, if it is more the clocking is rejected. The lower the score the closer the hand matches the stored template. If an employee can clock for another employee the other employee's reject threshold needs reducing. (to maybe 60). If an employee is having trouble clocking their reject could be increased to make their template less sensitive. The Employee's reject threshold may be changed by selecting the employee's **Reject** number (defaults to 100), right click and select the Set Reject Level, enter the new value and click OK to save.

Supervisor The supervisor level may be set/unset by selecting the employee's **SUP**, right click to select the enable/Disable.

NOTES:

Employee hand templates

When you register employees on a HandSwipe a number is generated which is a combination of many different measurements of the hand, this number is called an 'Employee template'. When an employee clocks the hand is measured and the number compared with the stored template. The number will never be **exactly** the same, but if it is within the limits set by the 'Reject threshold' it is accepted and the employee is clocked. The last 10 templates (hand readings when clocking) for each employee are averaged and that number becomes the new stored template, so small variations in the hand are tolerated and if an employees hand changes slowly over a period the stored template changes with it.

It is important for you to make a backup of your HandSwipe(s) stored templates. If you need to change or add a new HandSwipe terminal to your system and you have a file of your present templates you can, with TTPParam on the HandSwipe screen **Load** a template file you have saved and **Export** it to your new HandSwipe, saving you the need to register all your employees.

Terminal description

The terminal description need not be filled in **unless you have terminals who's employee template you do not want to be merged with other terminals**. It is recommended you use the description to identify the position of the terminal eg Workshop, Office or its communication settings eg TCP 192.168.10.2, USB com5. If the terminal template is not needed to be merged they would be set for example as 'Workshop NIU' or 'USB con5 NIU'.

Unable to communicate with a terminal

If when trying to communicate with a terminal you get an error message at the lower left of the screen the problem could have many causes, depending on how you are connecting to your terminal. Below is a list of some of the more common messages.

Comms Error: No TCPIP Connection You have a network connected terminal and TTPParam was unable to find a network connection. Check your IP address, check to port is set to 4000 and that the terminal is connected to the network (the network card has lights, one should be on all the time, one should flash). Use Digi Discovery in the InTime Setup Terminals screen to search for the network card in the terminal. Ask your IT dept to Ping the IP Address, is your firewall blocking our connection?.

Comms Error: No Response If you have a network connected terminal the network connection is OK but the terminal has not responded correctly.

If you have a serial (or USB) connection check the Com port TTPParam is using is the correct one and the baud is set to 9600. Check to see if InTime can communicate with the terminal OK.

Number of terminals shown

On versions of TTPParam before v1.00 the number of terminals shown is set in the TTPPARAMS.INI file found in your Windows folder. Close TTPParam and using **Windows explorer** or **My computer** find the Windows folder on your hard drive. Find the TTPParams.ini configuration setting file and open it by double clicking it, find the section [PORTINFO] and in that section find MAXTERM = ??, change the value to number of terminals you have.

```
[PORTINFO]
COM=2
BAUD=9600
TCPIPAddr=192.168.254.19
TCPIPActive=1
T1TCPIPAddr=172.27.230.2
T1TCPIPActive=0
T1IDENT=
T1COM=70
T1BAUD=9600
TERMINAL=1
MAXTERM = 5
T2TCPIPAddr=172.27.230.11
```