QUICK START GUIDE

OVERVIEW

The Touchscreen Clocking System is an extremely simple and effective way to log employee working hours.

It is designed for small companies of up to 24 employees.

The Key Features are:-

- Simple Interface with clickable / touchable photo of each staff member to sign in and out.
- Red / Green colour coding to show who's in and out
- Ideal for use with Touchscreen monitor and Webcam (both optional). Can work equally well with a standard monitor and mouse.
- When linked to a WebCam, also takes a picture of the staff member each time they sign in and out. This eliminates all abuse associated with other timesheet recording systems
- Designed for upto 24 members of staff, each with the ability to sign in and out 10 times per day.
- Admin mode, to view and export timesheet data into Microsoft Excel.
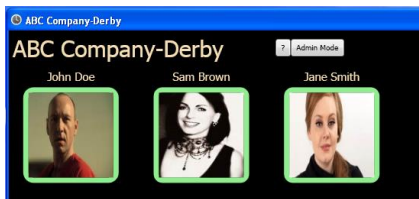
1. If you're signed in, your picture will be shown with a green border. If you're signed out it will have red border
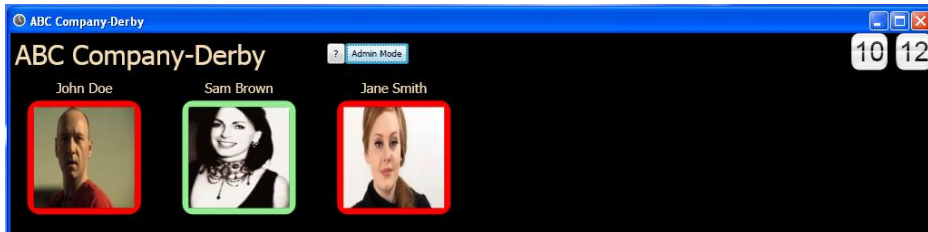
2. To Sign in, click / touch your picture.
   You will see the Sign In screen below. Click the Sign In button
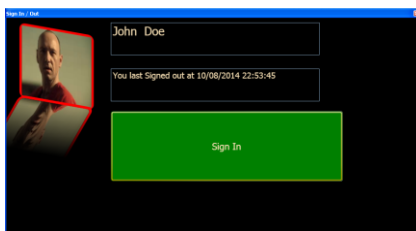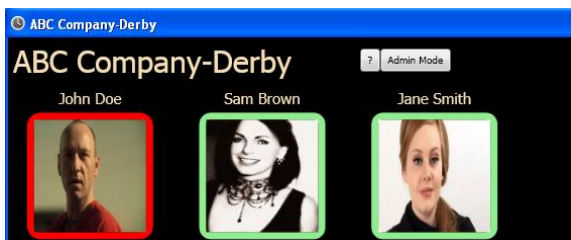

Your picture on the dashboard will now have a green border to signify that you're signed in.

3. To Sign out, click / touch your picture again.

Your picture on the dashboard will now have a red border to signify that you're signed out
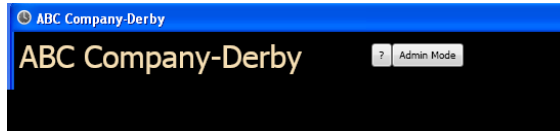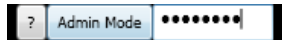
ADMINISTRATION MODE

This allows you to setup the staff members as well as viewing and exporting the timesheet data.
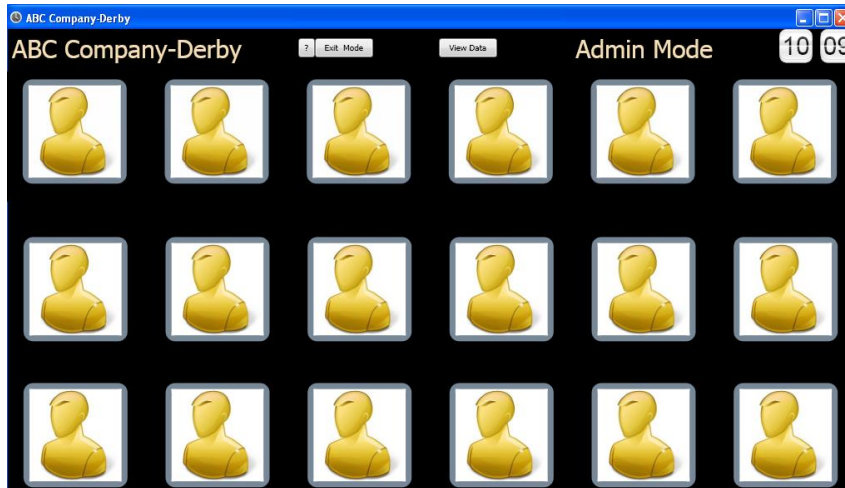
SETUP STAFF

1. When you first start, it will have no employees shown on the dashboard and will look like this:
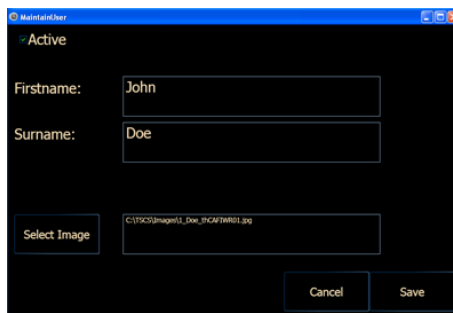

2. To setup employees, click on the Admin Mode button and type the admin password

3. When you enter the correct password, you will see the following screen to setup employees

4. Click on one of the 24 employee 'slots' to configure
    -   Tick the Active Box
    -   Enter the first and surnames
    -   If you have a picture of the staff member, click select image to choose it
   -   Click Save

5. When you've configured all the employees, click on the Exit Mode and you'll see the employees on the main screen

The system will verify the system time against on online server. If the system time is incorrect or any other discrepancy then following alert will be shown when signing in or out. The time used for clocking in and out will be the time from the online server and not your PC.
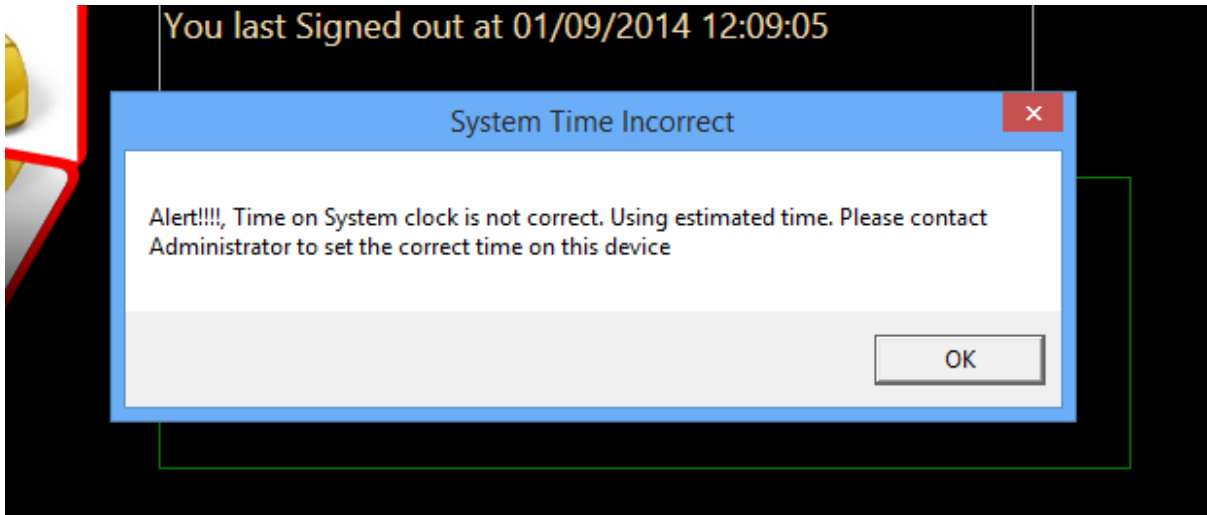
You should adjust the system time on the PC to be the correct time to avoid seeing this message.

When viewing or extracting the data, any times that were logged using the online server will be shown with an '!' in front. See below

If there is no internet connectivity and the time cannot be verified using the online server, then the time entry will be annotated with a '?' to indicate this.

1. To view / export the timesheet data, to in to the admin mode and use the View Data button.
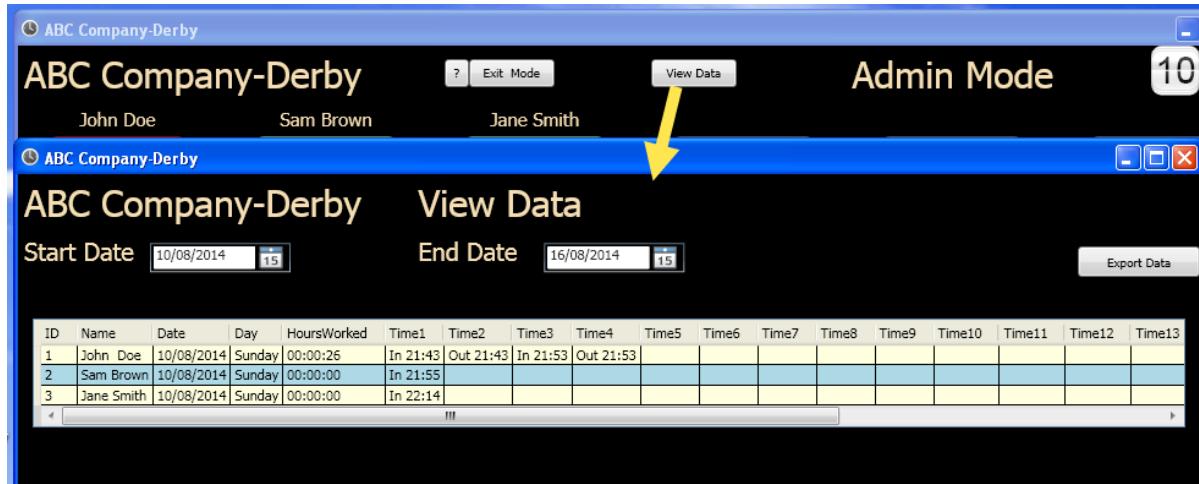
2. You can export as a .CSV file using the Export Data button. The file will be exported in the following format.

    If viewed in Notepad, it will look like this.

```
"ID","Name","Date","Day","HoursWorked","Time1","Time2","Time3","Time4","Time5","Time6"
,"Time7","Time8","Time9","Time10","Time11","Time12","Time13","Time14","Time15","Time16
","Time17","Time18","Time19","Time20",
"1","John  Doe","10/08/2014","Sunday","00:00:26","In 21:43","Out 21:43","In
21:53","Out 21:53",,,,,,,,,,,,,,,,
"2","Sam Brown","10/08/2014","Sunday","00:00:00","In 21:55",,,,,,,,,,,,,,,,,,,,
"3","Jane Smith","10/08/2014","Sunday","00:00:00","In 22:14",,,,,,,,,,,,,,,,,,,,
```

    This can also be opened in Microsoft Excel and will look like:-

3. If you're using with a Webcam, all photos taken will be stored in the C:\TSCS\data folder (of the folder configured when installing the system)

1. Install from http://www.derbydatabases.com/Deploy/TSCS. This will need to be installed by an Administrator on the PC

2. Once installed, modify the TouchScreenClockingSystem.exe.config file in the installed folder (eg. C:\Program Files\Derby Database Solutions\TouchScreen Clocking System\)

   Using Notepad change the clientName and siteName settings as required.

   ```
   <setting name="clientName" serializeAs="String">
       <value>ABC Company</value>
   </setting>
   <setting name="siteName" serializeAs="String">
       <value>Derby</value>
    </setting>
   ```

3. The default admin password for the timesheet system is also setup in the config file and can be changed as required

4. If you don't have a camera or have multiple cameras, then you can set the following settings as required

   ```
    <setting name="enableImages" serializeAs="String">
           <value>True</value>
   </setting>
   <setting name="deviceIndex" serializeAs="String">
           <value>0</value>
   </setting>
   ```

5. By default, all data is stored on the C:\TSCS folder. This can also be changed in the config file.

   It is recommend that you regularly backup this folder in the event of a disaster so that your data can be restored.

   If you are re-installing the program and want to keep your existing data, take a copy of the C:\TSCS folder and overwrite once the installation is complete.