VeriTime® Software Manual

The VeriTrax AS-215, VeriTrax AS-225, and AS-525 AxTrax Time-Attendance Interface

March 2008

Copyright and Version Number

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1. Introduction

The VeriTime software user friendly and intuitive graphic interface generates time-attendance reports using events, uploaded from the AC-215/
AC-225/AC-525 Access Control Unit (ACU) via the VeriTrax database.

For the AS-215, the software can be installed on every PC that connects to a VeriTrax Server through the same computers network. The software accesses the VeriTrax database upon every upload looking for the AC-215 Access Control database in order to refresh events.

For the AS-225/AS-525, the software should to be installed on the same PC that the installed VeriTrax Server software is installed on. The software accesses the VeriTrax database directly.

1.1 About this manual

The VeriTime manual is intended for anybody installing and or commissioning the VeriTime time-attendance control system that interacts with the AC-215/AC-225/AC-525 access control system and software.

This manual is a short guide on how to use the VeriTime software.
It also describes the basic actions required for working with the software.

2. Installation

2.1 Requirements

Hardware Requirements

- Processor - Pentium 4 or higher
- Memory - Minimum 256 MB (512 MB recommended)
- Recommended - Network or local printer for printing function

Software Requirements

- Windows XP SP2
- Windows Vista Enterprise 2006
- Windows Server 2003 SP1
- Windows XP Professional SP2
- Windows XP Home Edition SP2
- Microsoft.net 2.0 (or higher) Framework

2.2 Installation Instructions

Support for Support VeriTrax AS-215, VeriTrax AS-225, and AS-525 AxTrax

To Install VeriTime with Support for Support VeriTrax AS-215, VeriTrax AS-225, and AS-525 AxTrax:

1. Insert the VeriTime CD into your computer's CD drive.
2. In 'My Computer', open the CD drive and then click on VeriTime.exe.
   The VeriTime Install Shield Preparing to Install VeriTime.msi window is displayed.

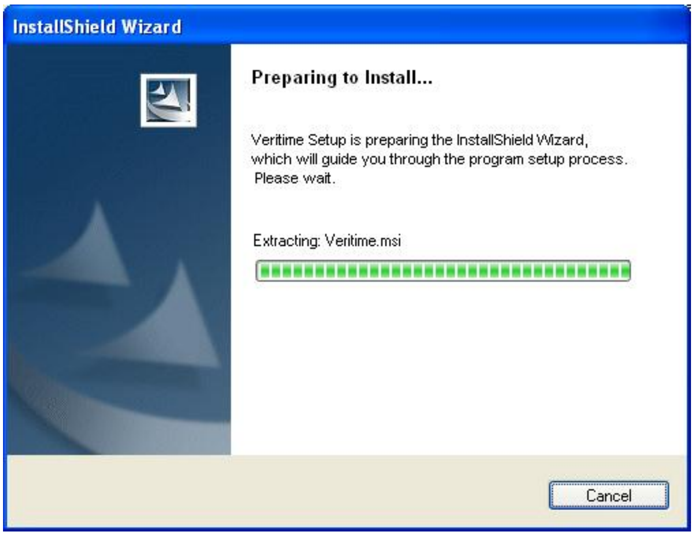


Figure 1: Preparing to Install VeriTime.msi

Note:
First time installation may result in a pop-up asking if you want to install 'Microsoft .Net Framework', in cases where the Microsoft .Net Framework is not installed, the user will be asked to install it. VeriTime cannot run without this installation.

3. The Preparing to Install window runs until the Welcome window is displayed.

Figure 2: Welcome window

4. Click Next.
   The Setup Destination window is displayed.

Figure 3: Setup Destination Window

5. Click Next.
   The Setup Type window is displayed.

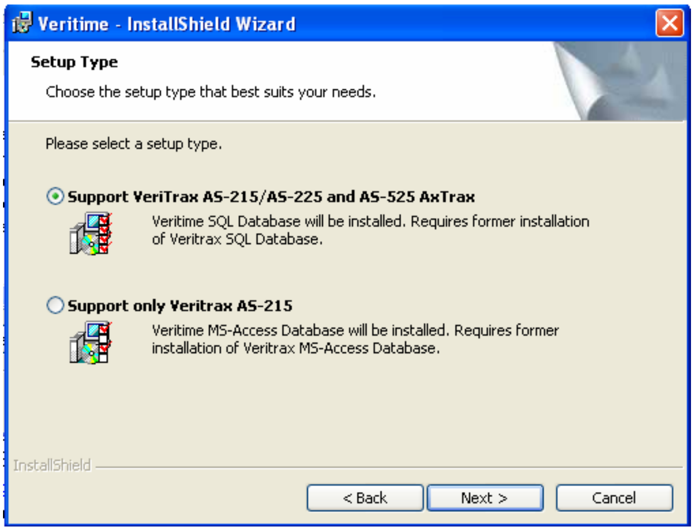


Figure 4: Setup Type Window

6. Select Support VeriTrax AS-215, VeriTrax AS-225 and AS-525 AxTrax, and then click Next.
   The Database Server window is displayed.

Figure 5: Database Server window

7. Browse to the “Veritrax Database Server Location”, and then in “Connect using” select “Server authentication using the Login ID and password below”.

Note:

SQL database has to be installed on the computer when the installation is taking place. If you do not have the appropriate database on-board your computer, please install it by copying the following:
C\: Program Files\Rosslare\VeriTrax AS-215\AC215DateBase.mdb

8. Type in the Login ID and Password, and then click Next, by default there is no need to change the Login ID and Password.
   The Ready to Install the Program window is displayed.

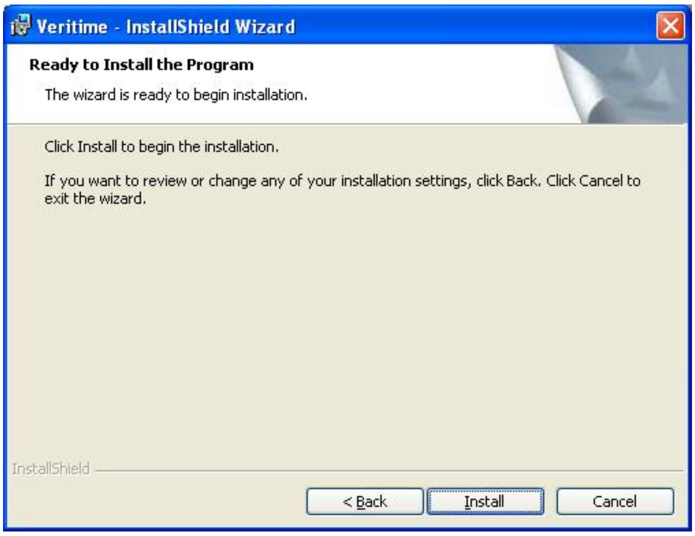


Figure 6: Ready to Install the Program window

9. Click Install.
   The Installing VeriTime window is displayed.

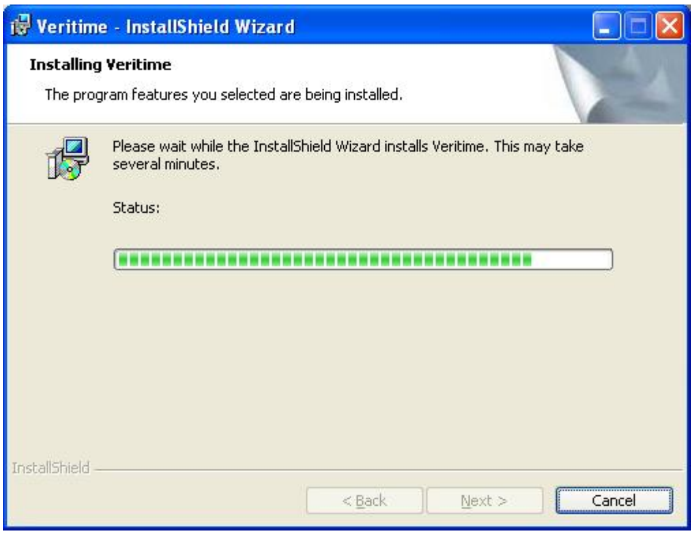


Figure 7: Installing VeriTime window

10. When the InstallShield Wizard Completed window is displayed, click Finished.
    The Installation is complete.

Support for VeriTrax AS-215 Only

To Install VeriTime with Support for VeriTrax AS-215 Only:

1. Insert the VeriTime CD into your computer's CD drive.
2. In 'My Computer', open the CD drive and then click on VeriTime.exe.
   The VeriTime Install Shield Preparing to Install VeriTime.msi window is displayed (see Figure 1).

> **Note:**
> First time installation may result in a pop-up asking if you want to install 'Microsoft .Net Framework', if so, answer 'Yes'. You will then have to accept the license agreement/s by clicking 'Yes'. The system will install the 'Microsoft .Net Framework'.

3. Follow the instructions in the initial install procedure (see Support for), and in the Setup Type window (see Figure 4) select Support only Veritrax AS-215.

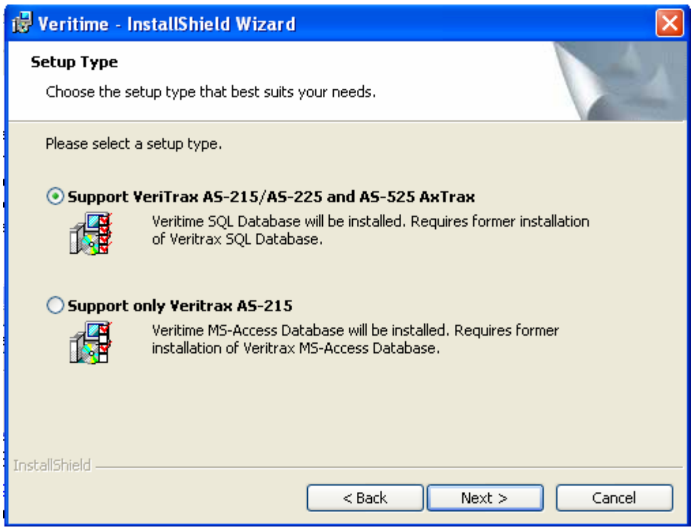


Figure 8: Setup Type Window

4. Click Next.
   The Ready to Install the Program window is displayed.

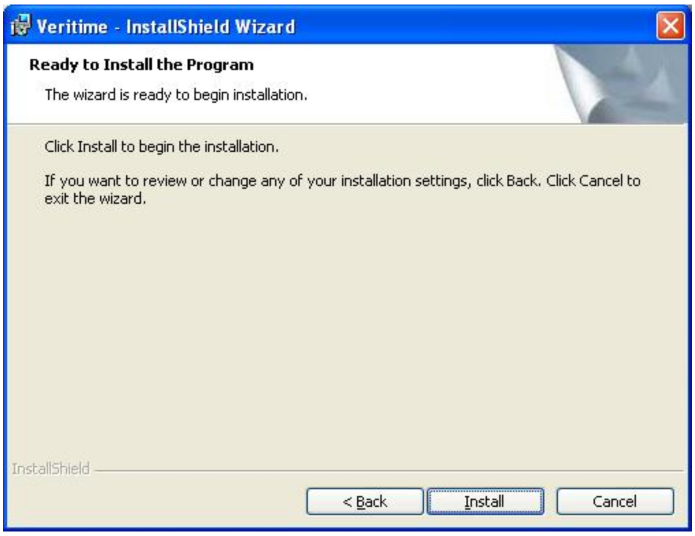


Figure 9: Ready to Install the Program window

5. Click Install.
   The Installing VeriTime window is displayed.

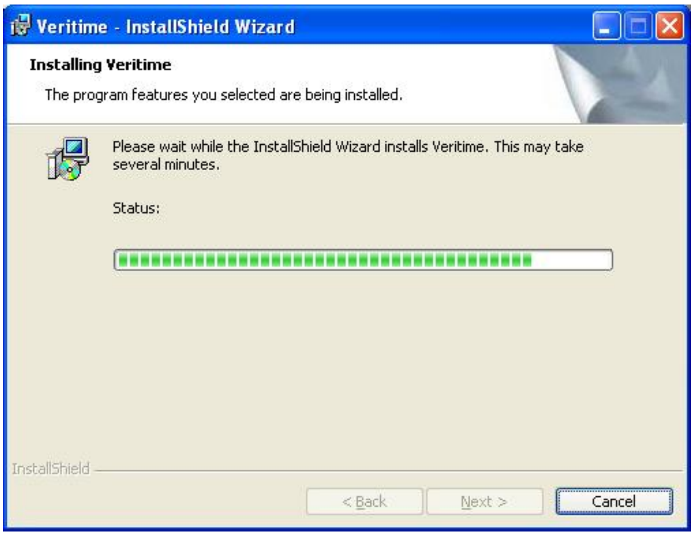


Figure 10: Installing VeriTime window

6. When the InstallShield Wizard Completed window is displayed, click Finished.
   The Installation is complete.

See Selecting Database Options for more information on implementing databases.

3. Accessing the System

The VeriTime system is case-sensitive. The default operator is administrator.

3.1 Accessing the VeriTime System

To Access the VeriTime System

1. Double click the VeriTime icon to open the Login dialog box.
2. In the Operator Name select administrator and in the Password fields type 'admin'.

Note:
For unlicensed version, in password field type: "demo". Demo VeriTime is available only in MS-Access mode.

3. Click 'OK' to access the application.

3.2 HASP key protection

The VeriTime software works using HASP key permissions, except for a demo version, that allows you to access the software but will not save any work done within.
The Hasp key is defined in the VeriTrax software. The hasp key limitation exists from VeriTime version 1.8.0. Hasp key supports VeriTrax MS-Access database version 11 and later as well as VeriTrax SQL database version 7 and later.

To enable the SQL Database in VeriTime:

1. After programming hasp key, and inserting it to the computer, in the VeriTrax software or AxTrax software, select Tools>Options, in the Hasp Key window check the 'Share database with VeriTime' checkbox.
The sharing database message will display the database enabled.

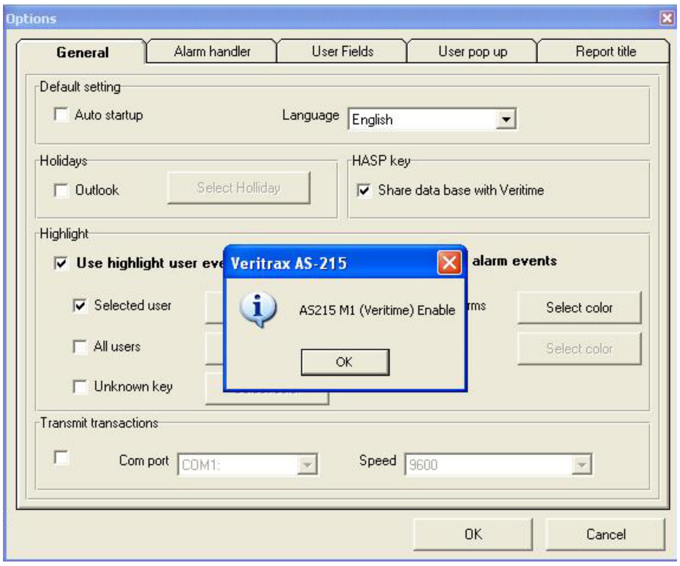


Figure 11: AS-215 SQL Database enables

Note:
The sharing database message will display the database enabled (AS-215, AS-225, or AS-525 depending on the installation performed.

2. Confirm database sharing in Help >About.

HASP Key Limitations

There are three cases where the software will not work properly due to HASP key limitations. The appropriate message will appear as follows:

- Working with older VeriTrax database.
  Select a newer VeriTrax database.
- The software does not find the current VeriTrax database.
  Select a different database called 'AC215DataBase.mdb' in case of MS-Access database.
- The VeriTrax database is correct but there is no permission to work with VeriTime software, or the hasp key does not exist.
  The application will close immediately. To solve this issue, run the VeriTrax software and check the Hasp key definitions.

For more details about refreshing the database, see 'Step 1 - Refresh database' paragraph below.

3.3 Selecting Database Options

The Tools>Database menu enables you to manage your database effectively by uploading or restoring existing data, creating backups or clearing the database.

To Upload a selected database

1. In the Tools>Database menu, select Update Veritrax database from the drop-down menu.
   The Update Database window is displayed.

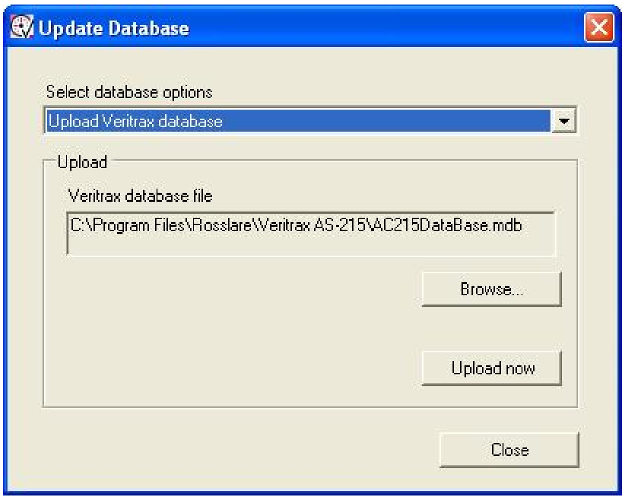


Figure 12: Upload Veritrax database window

2. Browse to the database file, and then click Upload now.

To Backup a selected database

1. In the Tools>Database menu, select Backup Veritrax database from the drop-down menu.
   The Backup Database window is displayed.

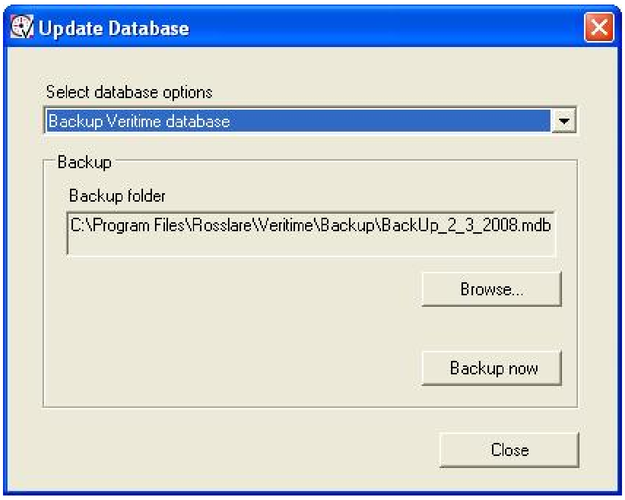


Figure 13: Backup Veritrax database window

2. Browse to the database file, and then click Backup now.

To Restore a selected database

1. In the Tools>Database menu, select Restore Veritrax database from the drop-down menu.
   The Restore Database window is displayed.

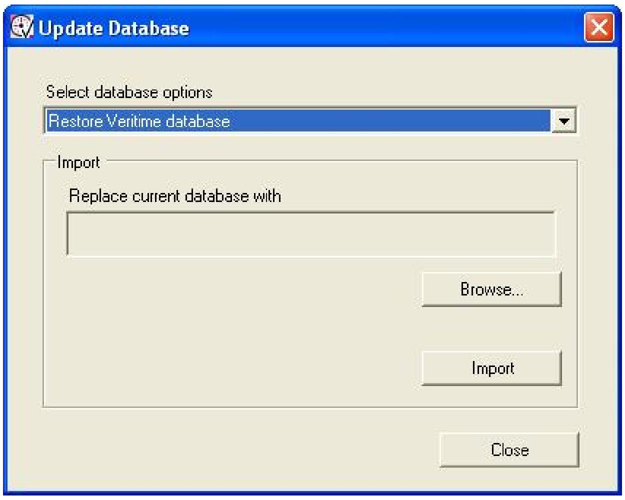


Figure 14: Restore Veritrax database window

2. Browse to the database file, and then click Import.

To Clear a selected database

1. In the Tools>Database menu, select Clear Veritrax database from the drop-down menu.
   The Clear Database window is displayed.

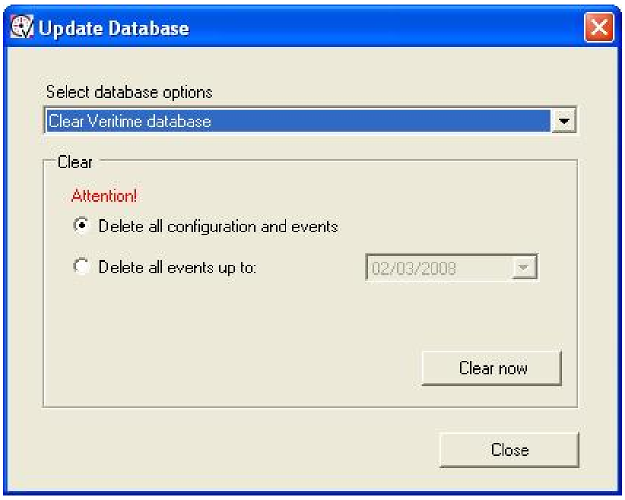


Figure 15: Clear Veritrax database window

2. Browse to the database file, and then click Clear now.

4. The VeriTime Interface

The VeriTime interface has the following panes:

- Menu Bar
- Toolbar
- Tree View
- Main Window

4.1 Menu Bar

Menu	Submenu	Description
File	**Log in**	Change operator
	Logon database	Change VeriTrax database
	Exit	Click to Exit the application
Tools	**Database**	Upload VeriTrax database, Backup, import and clear VeriTime database.
Help	**About**	Click to read information about the VeriTime version

4.2 Toolbar

The Toolbar is dynamic and changes according to the actions performed in the system.

Icon	Description
	Refresh database - Uploads events from the VeriTrax database. This icon appears throughout the program. This icon is available only in MS-Access mode.
	Add a new item. This icon appears throughout the program
	Edit the selected item. This icon appears throughout the program
	Delete the selected item. This icon appears throughout the program
	System Events view sorted by last hour, last day, last week or all events
	Produce Report

4.3 Tree View

System Events

A complete list of system events, showing all actions performed in the VeriTime software by the operator.

Events are displayed using the following periods:

- Last Hour
- Last Day
- Last Week
- Specific Period (Custom)

- All events

The data is automatically sorted by date, to change the sorting method click on the desired heading:

- Date
- Operator name
- Screen
- Action

Schedules

The Schedules module is used to create 'work template' groups that contain shifts definitions.

There are two kinds of work templates:

- Working day – With three card reader options:
    - Once A Day
    - Twice A Day
    - All movements
- Non-working day

Two default schedules are automatically created:

- Default working: Working day template
- Default non-working: Non-working day template

Time Groups

The Time Groups module associates the Schedules and Access control readers. For each Time group you define a weekly schedule and select the relevant readers.

A default weekly schedule is automatically created defining Sunday, Saturday and Holidays as non-working day.

Leaves

This module defines user leaves of absence. For each leave of absence type, you can allocate a number of days, enter details about deducted days and select the relevant users.

Users

Each user must be a member of a department and attached to a time group. Users cannot be added with the VeriTime software. This data is taken form the VeriTrax database during the 'Refresh database' action.
Within the user properties screen you can only change the time group field.

Holidays

Holidays cannot be added or changed with the VeriTime software. This data is taken form the VeriTrax database during the 'Refresh database' action. It is used to set the time groups performance on days that are defined as holidays.

Operators

The Operators option allows the Administrator, who is the default user to define users' accessibility and modification rights to the VeriTime software in general and for each section specifically.

Reports

The Reports option allows you to produce and print three kinds of reports:

- Time & Attendance – Plan & arrange data before producing a report.
- Leaves – Produce a report showing all users' leaves.
- System – Produce a report showing all operators sorted system events.

4.4 Main Windowpane

The main windowpane change, depending on the option selected, is where all the actions are performed and viewed.

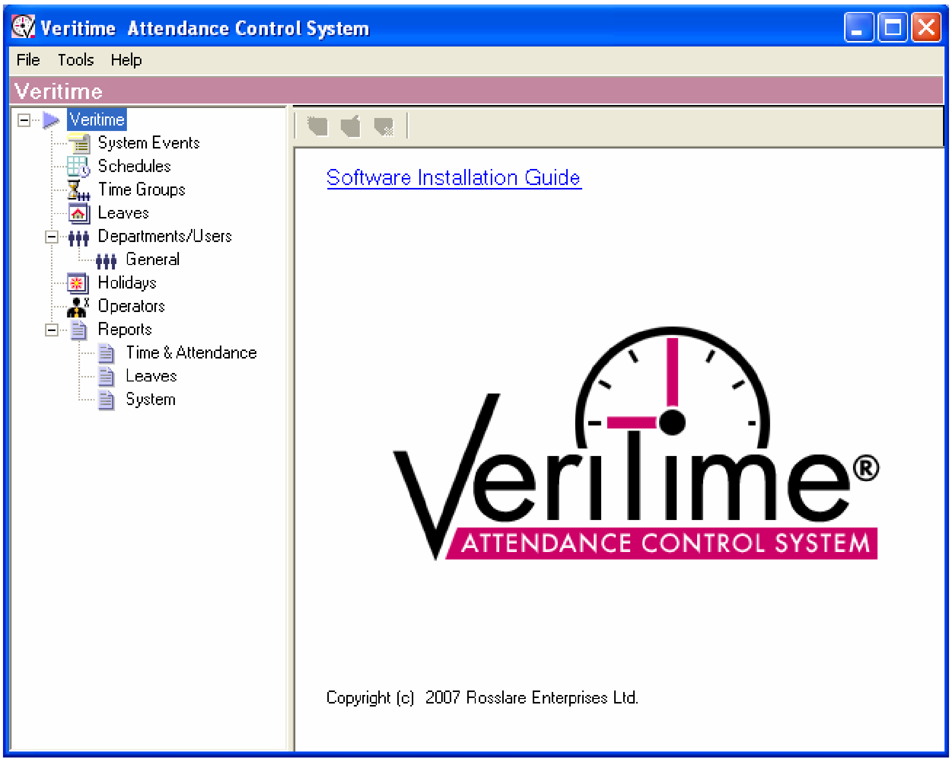
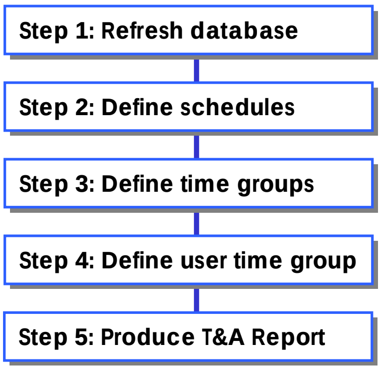


Figure 16: Main window

5. Principal Operational Procedures

5.1 Workflow

The five-step workflow shown and explained below is a suggested workflow for configuring the application.



5.2 Step 1 – Refresh Database

This step is done automatically every time you open the software, however if the database used is not the correct one, you need to change the file manually.

If you are using SQL database this step is not relevant and you can go to step 2.

Changing the VeriTrax database file:

1. In the menu bar, select Tools ► Database to open the 'Update database' dialog box (shown below).

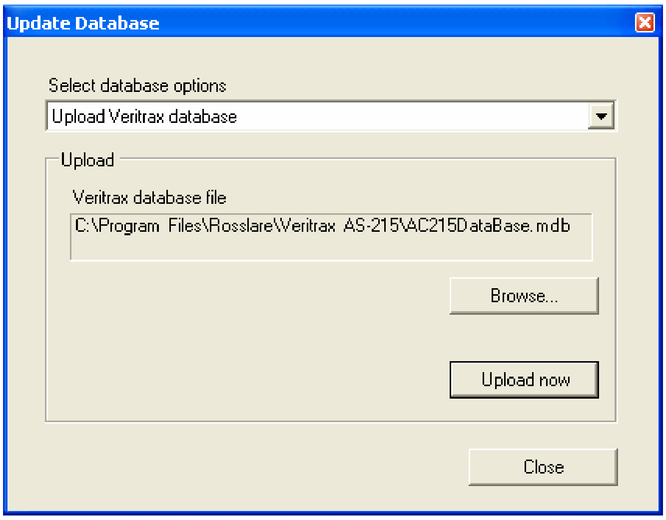


Figure 17: Update Database window

2. Click the 'Browse' button to locate and change the database file, then click the 'Upload now' button to upload the data form from the new VeriTrax database to the VeriTime software.
   When done, click 'Close' in order to close the window and continue working.

5.3 Step 2 - Defining Schedules

This option characterizes work templates by defining shift parameters.

Two default schedules are integrated in the software, Default working schedule and Default non-working schedule

Defining Schedule Properties

Highlight the Schedule option to open the schedule pane in the main windowpane.

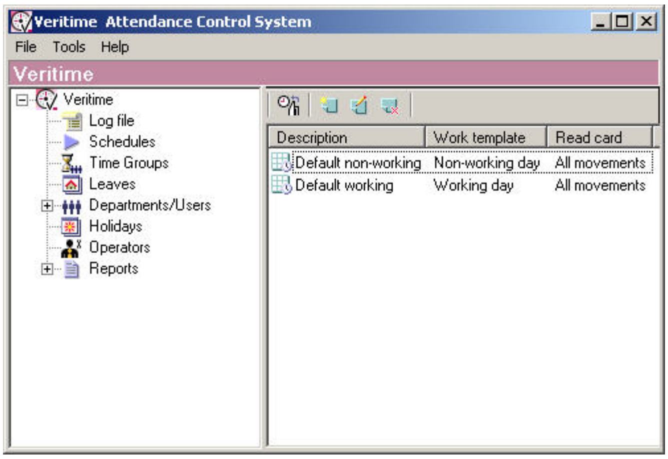


Figure 18: Schedule pane

1. Create a new Schedule, or edit an existing one by clicking on the appropriate icons as described in the toolbar section above, you can also delete non-default schedules. A new schedule can also be created by right clicking on 'Schedules' in the tree view and selecting 'New'.
   The schedule properties screen opens:

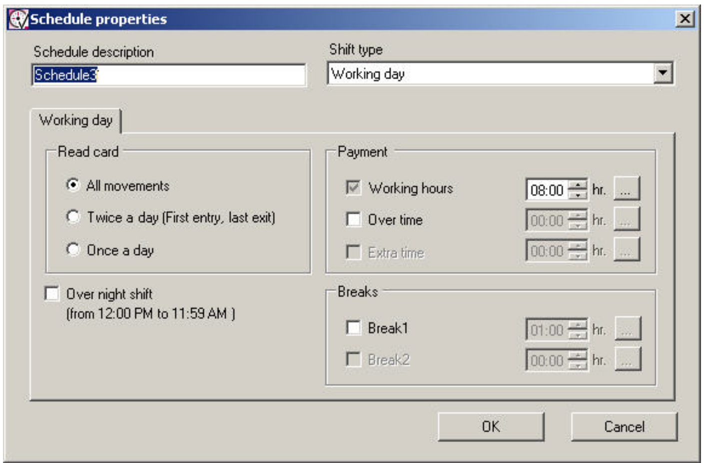


Figure 19: Schedule Properties window

2. Change the parameters of the schedule as described below:
3. Type a description for the new schedule in 'schedule description'.
4. Select the type of work template from the 'Shift type' combo box. Choose between two options:
   - Working day

- o Non-working day

Working Day Template

5. Define the Working Day template using the following options:
   - **'Read card' frame** – define how many times the user needs to pass his card during the day select between All movements (default), Twice a Day (first entry and last exit) or Once a day.
   - **'Payment' frame** – define regular and over time working hours, if the over time hours was selected the extra time option will be enabled allowing you to define an additional work hour option.
     Click the (more) button to define additional parameters.
     the additional parameter window consists of three tabs

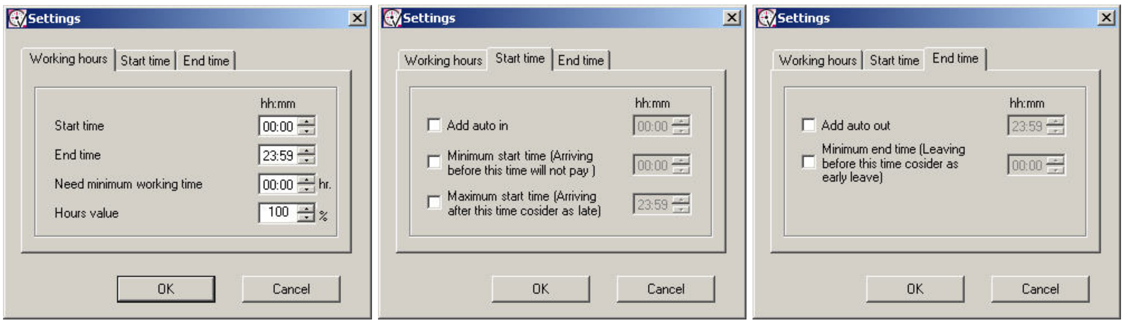


Figure 20: Work Day Template

6. **Working Hours** – Define the Start and End time, whether a minimum amount of working hours is required and the Hour's value in percent.
7. **Start Time** – you can select to activate and define automatic in time 'Add Auto in', 'Minimum Start Time' users arriving before the defined time will receive pay for that period of time and 'Maximum Start Time' defining the latest time a user can come to work with him being considered late.
8. **End Time** - you can select to activate and define automatic out time 'Add Auto out' and 'Minimum End Time' leaving before the defined time will be considered as early departure.
   - **'Breaks' frame** – This frame is enabled if 'all movements' or 'twice a day' was chosen in the 'Read card' frame, allows you to define one or two breaks. Click the (more) button to define additional parameters. The additional parameter window consists of three options, 'Minimum start time', 'Maximum end time' in hours and 'if worked pay by' in percent.
   - **'Over night shift' check box –** you can check this box to define an over night shift. In this case, when computing Time &attendance (T&A) reports the working day will begin at 12:00:00 PM to 11:59:59 AM, instead of 12:00:00 AM to 11:59:59 PM.

> **Note:**
> When setting the night shift, which is up to and including 12:00 AM, the shift will be included in the previous day's work hours. As a result, the report generated will display the exit time as the previous day's EXIT. Hours clocked after 12:00 AM will be part of the current working day's hours.

Non-working day template

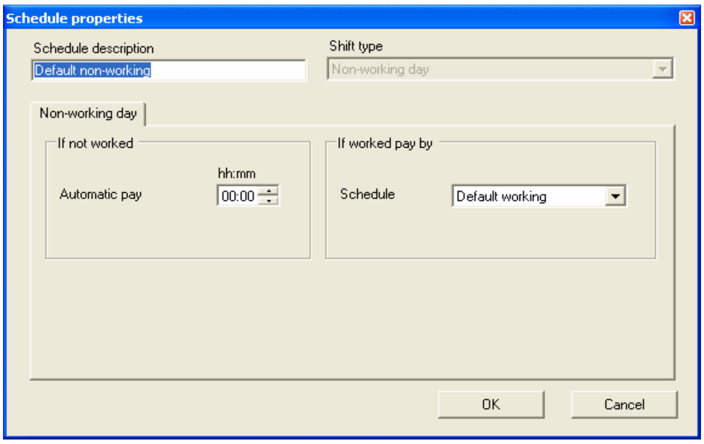


Figure 21: Non-Working Day Template

9. Define the Non-Working Day template using the following options:
   - 'If not worked' frame –Define automatic pay in hours for non-working days when users did not do any work.
   - 'If worked pay by' frame –Select a schedule template for users who worked in days defined as non-working days.

5.4 Step 3 - Defining Time Groups

Highlight the Time Groups option to open the Time Groups pane in the main windowpane.

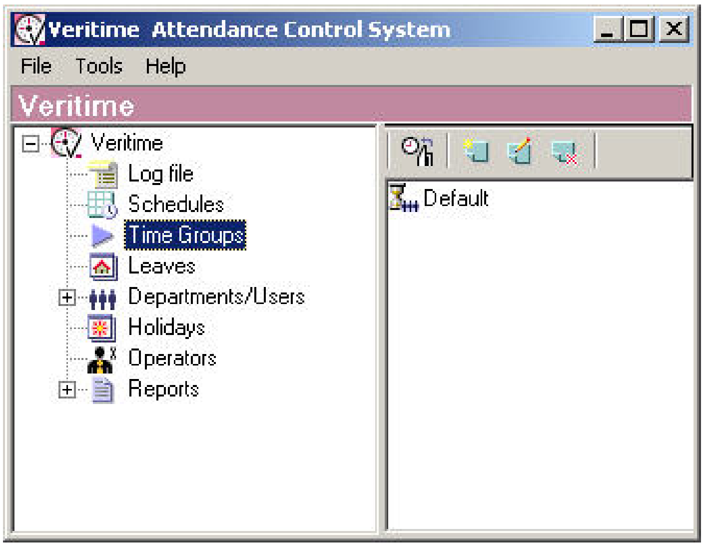


Figure 22: Time Groups Settings

The Time Group is a combination of readers and schedules. Each user must belong to a time group that has a specific work schedule.

Defining Time Group Properties

1. Create a new Time Group, or edit an existing one by clicking on the appropriate icons as described in the toolbar section above, you can also delete non-default time group. A new time group can also be created by right clicking on 'Time Groups' in the tree view and selecting 'New'.
   The Time Group properties window divided into three tabs will open:

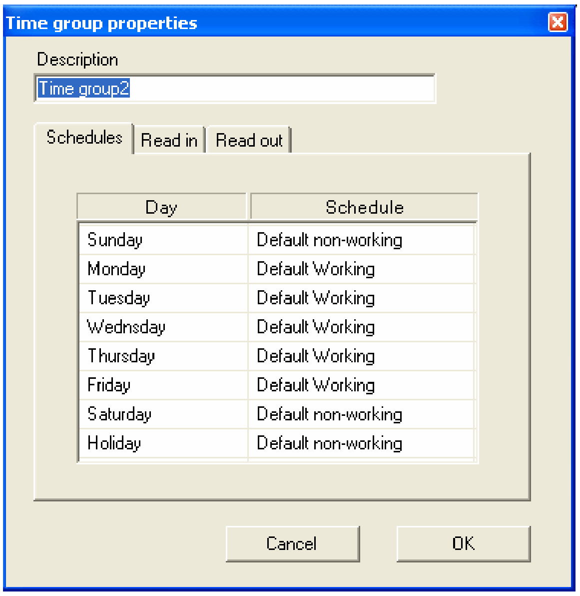


Figure 23: Time Group Properties

2. Change the parameters of the time group as described below:
3. Type a description for the new Time Group in 'Description'.
4. In the 'Schedules' tab, click on each item of the schedule column to show a combo-box of existing schedule template and select one for each day of the week as well as for Holidays.
5. In the 'Read In' tab, select readers to be consider as 'In' action from the available list of readers.
6. In the 'Read out' tab, select readers to be consider as 'Out' action from the available list of readers.

5.5 Step 4 – Defining Users Time Group

Creation of new users or modifications to existing users can only be done from the VeriTrax software directly.

Modification to users' details within the VeriTime software is limited to Time Group association and Leave of absence declaration.

For leave of absence details see Additional Options and Wizards ► Leaves

Changing user time group

1. Click on the Department/Users option to open the list of departments and select any available department (ex. General). The complete list of users belonging to the department chosen will open in the main windowpane
2. Double click on any user to open the User properties dialog box.

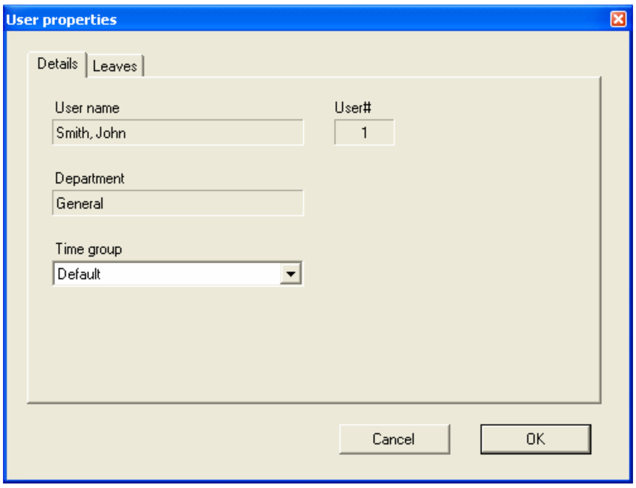


Figure 24: User properties window

3. In the 'Time groups' combo box select an available time group, click 'OK'.

5.6 Step 5 – Produce T&A Report

The Reports option allows you to plan your data/events any way you wish and then create attendance reports.

The reports are built according to the entire system definitions including: Schedules, Time groups, Leaves of absence and Holidays.

For elaborate details and how to generate a report, See section Additional Options and Wizards ► Reports ahead.

6. Additional Options and Wizards

6.1 Leave of Absence

Leave wizard

The Leaves option allows you to define user's leaves of absence. For every leave defined you can allocate days and deduct days for absence.

You can also deduct days for specific users in the 'User leave properties'.

Highlight the Leaves option to open the Leave pane in the main windowpane.

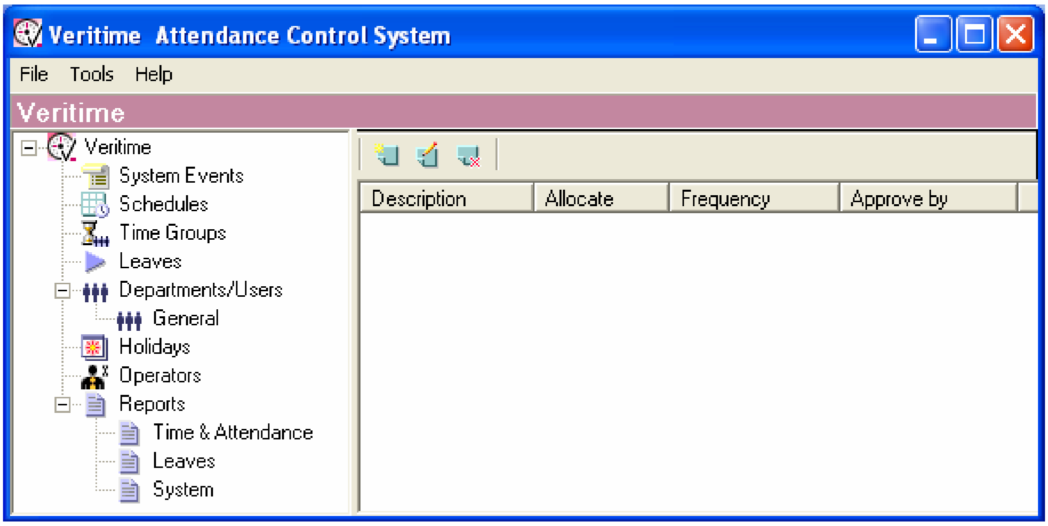


Figure 25: Leave Wizard

4. Create a new Leave, or edit an existing one by clicking on the appropriate icons as described in the toolbar section above, you can also delete leave definitions you created. A new Leave can also be created by right clicking on 'Leaves' in the tree view and selecting 'New'.
   A wizard will open to assist you in defining the leave of absence type:
5. Define the different allocation properties for this leave as shown in the image below and click 'Next'.

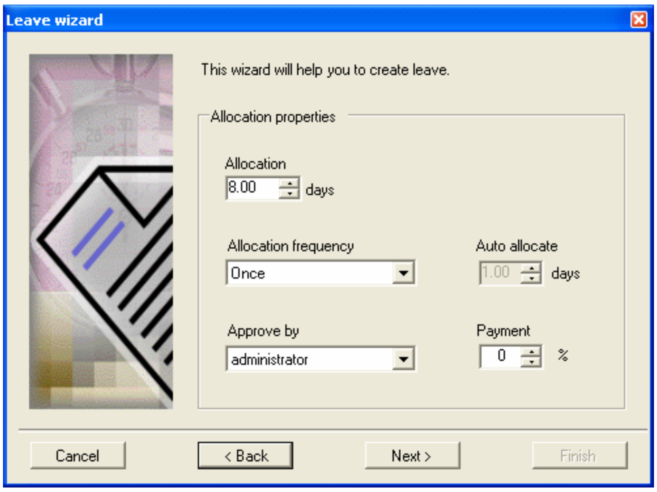


Figure 26: Allocation properties window

6. Add the users applicable for this leave type and click 'Next'.

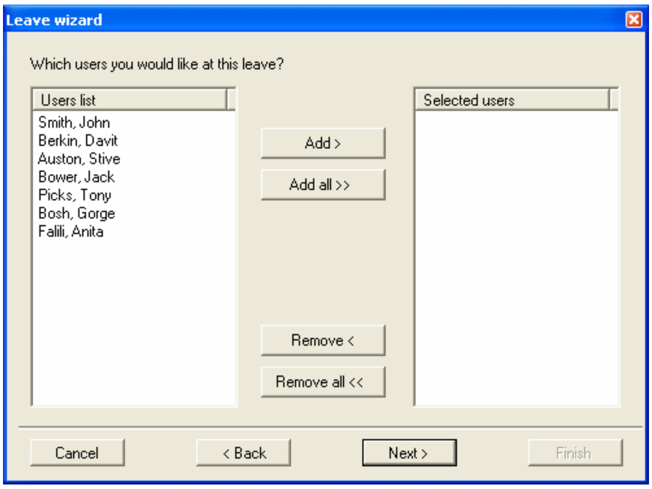


Figure 27: Allocate Users window

7. Presents the deducted days associated with this leave. You can add or remove days and click 'Next'.

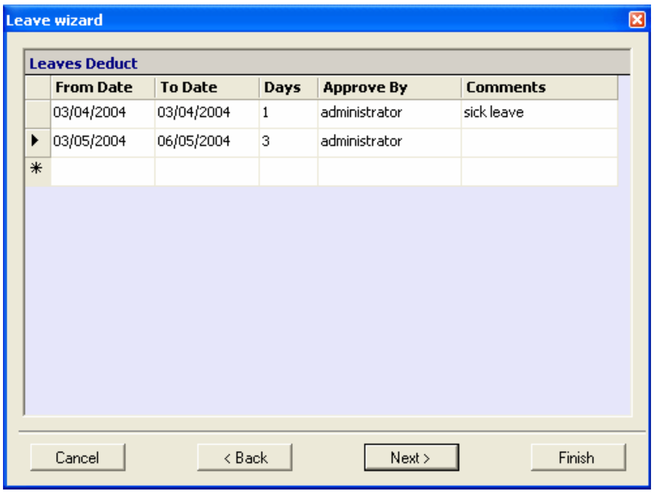


Figure 28: Leaves Deduct window

8. Specify a name for leave type and click ‘Finish’ to complete the wizard.

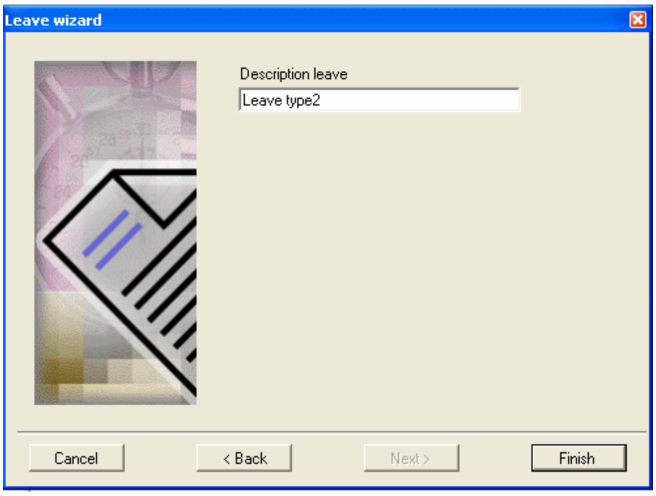


Figure 29: Leave Description window

User Leave properties

After allocating Leave of Absence days using the wizard, as explained above, you can deduct absence days for specific users using the Leaves tab within the user properties window

1. Access the user properties window as described in step 4 above and click on the 'Leaves' tab

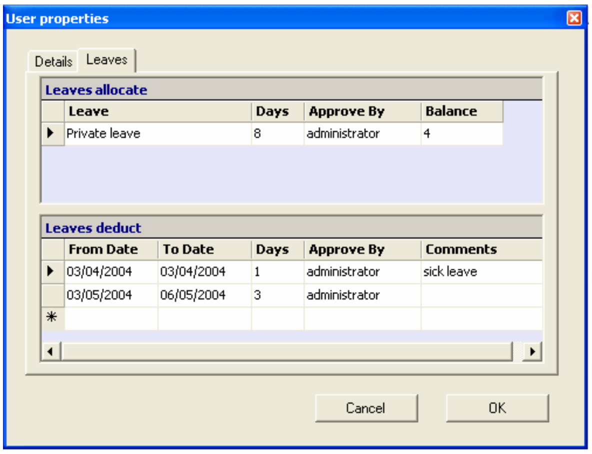


Figure 30: User Leave Properties window

You will see two tables. The first table, 'Leaves Allocate', at the top is a list of Leave of absence types associated with the user as defined in the wizard including a balance of remaining days.

The second, bottom table, 'Leaves deduct' is a dynamic table were you can define leave of absence days, you need to type the From and To dates, the total number of days, whom it was approved by and any comment you may wish to add.

6.2 Reports

Introduction

The Reports option allows you to produce three kinds of reports:

- **Time & Attendance** – This report is the main report for this software. The report integrates all data in order to produce a report that includes schedules, time groups, leaves, users, operators and holidays. The report is extremely flexible and allows you to plan your data/events in any way wish and according this to make calculations for the generated report.
- **Leaves** – This report portrays the leave of absence status for all users. It shows how many leave of absence days are allocated for each user as well as showing a current balance of remaining days. The data is based on 'Leaves' options and 'User leave properties'.
- **System** – This report shows all the actions that operators performed in the software. The data is sorted by User and Date. The data is based on the 'System Events' option.

Report View

The VeriTime report window is divided into two panes; the left is the Group Tree windowpane showing the entire report group and the right is the Main Report windowpane where the report is shown

Report Tool Bar

Icon	Description
	First page – Jumps to the first page of the report
	Previous page – goes to the previous page of the report
	Next Page – goes to the next page of the report
	Last page – Jumps to the last page of the report
	Go To page – Jumps to a specific page in the report
	Close – closes the current report view
	Print – prints the current report
	Refresh – refreshes the report view from the database
	Export – exports the report to a file, select a file type between Adobe Acrobat, Microsoft Excel, Microsoft Word and Rich Text Format.
	Toggle Group Tree- toggles the group tree between visible and hidden
	Zoom – select a zoom view for the report
	Search Text – allows you to search for specific text within the report

T&A Report wizard

Highlight the Time & Attendance option under Reports to open the Time & Attendance report pane in the main windowpane.

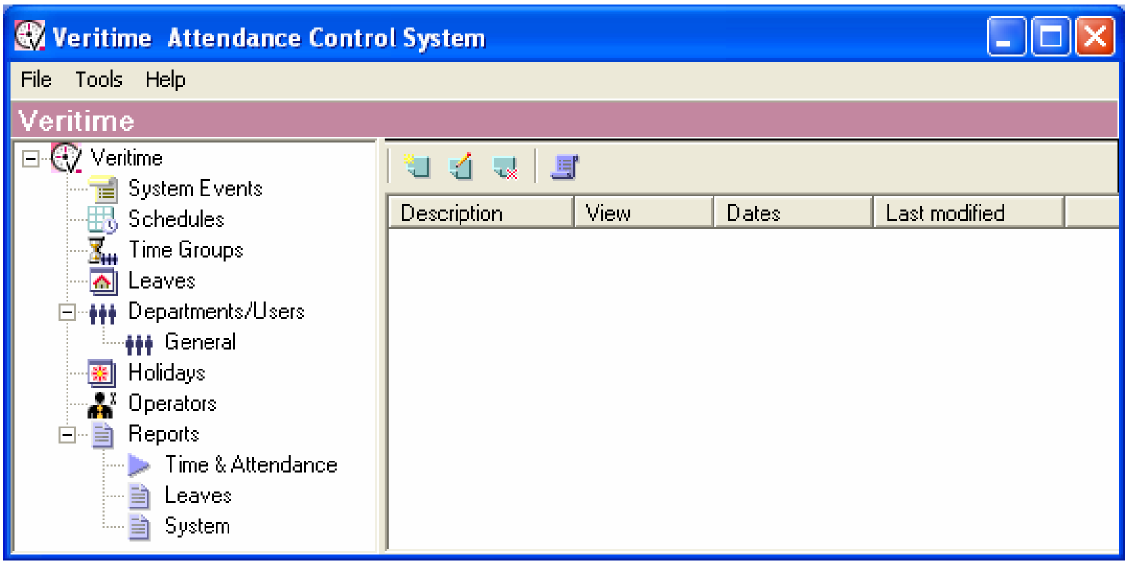


Figure 31: Report Wizard

Creating and Editing T&A Reports

1. Create a new Time & Attendance report, or edit an existing one by clicking on the appropriate icons as described in the toolbar section above, you can also delete Time & Attendance reports you created. A new Time & Attendance report can also be created by right clicking on 'Time & Attendance' in the tree view and selecting 'New'.
   A wizard will open to assist you in defining the Time & Attendance report:
2. Select the desired computed dates for the report and click 'Next'.

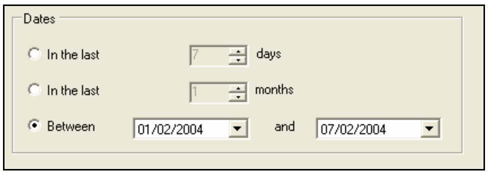


Figure 32: Dates

3. Add the applicable users for the report and click 'Next'.
   It may take several minutes to compute the data you requested.
   At this stage, the system processes all the events and builds two tables as you can see in Step 3.

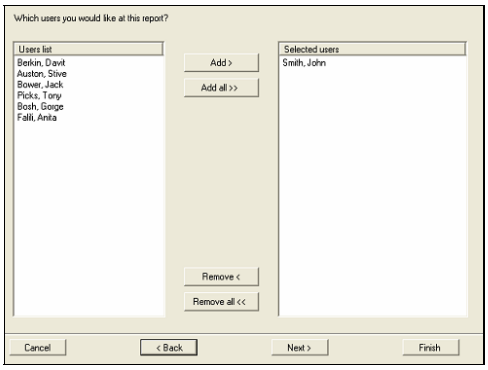


Figure 33: Users

4. Schedules planning for user, allows you to match the data to your own needs. At the top combo-box, choose the user you wish to see view.
   The table shows how the user should work according to his time group.
   You can change the schedule field and operator field by clicking on the cell and select the item you want, you must then press the 'Save' button.
5. Clicking the 'Refresh' button will reload the data from the database.
   This step shows user movements for each day.

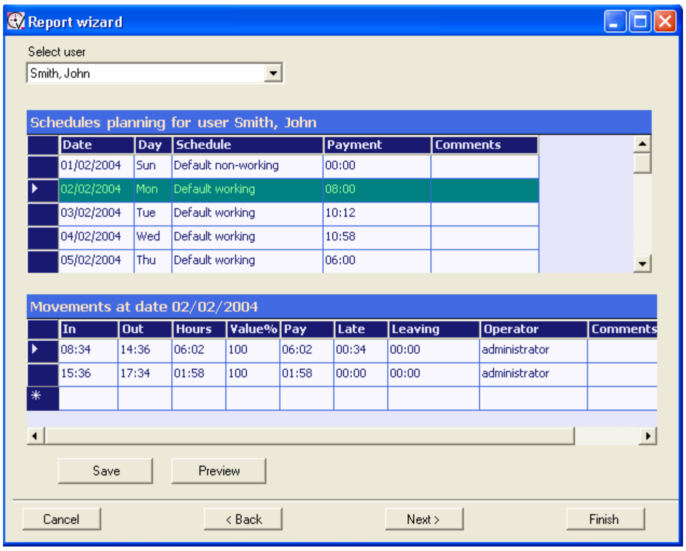


Figure 34: User Movements window

6. The top table is the same table as in Step 3 but the details cannot be changed. The table only shows the total user payment for each day.
   The bottom table presents the movements in the selected day. You can change any field by clicking on the row and editing the selected cells, you must then press the 'Save' button.
   Clicking the 'Preview' button will show a preview of the produced report for the current user.
7. In the last step, you can select the report view as well as specify the report's name.

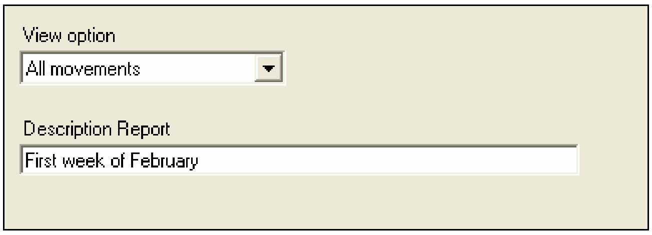


Figure 35: View Option window

8. Click on the 'Finish' button to complete the report setup.
9. You can click the 'Cancel' button at any time to exit the wizard, use the Back button at any step to return to previous stages in the wizard.

<u>Producing T&A Reports:</u>

1. From the list of T&A reports you have created, select the report you wish to generate.
2. Click the 'Produce' icon located on the toolbar, the report window will open showing a report similar to the one below in the Main Report windowpane you can then view print or export the report shown using the icons in the Report toolbar.

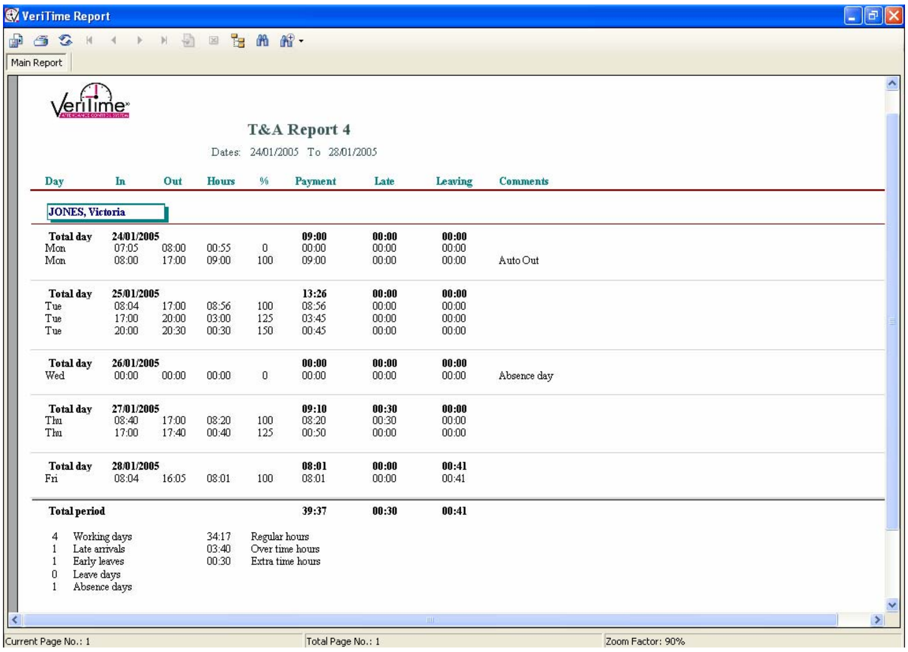


Figure 36: T&A Reports window

Leaves Report wizard

Highlight the Leaves option under Reports to open the Leaves report pane in the main windowpane.

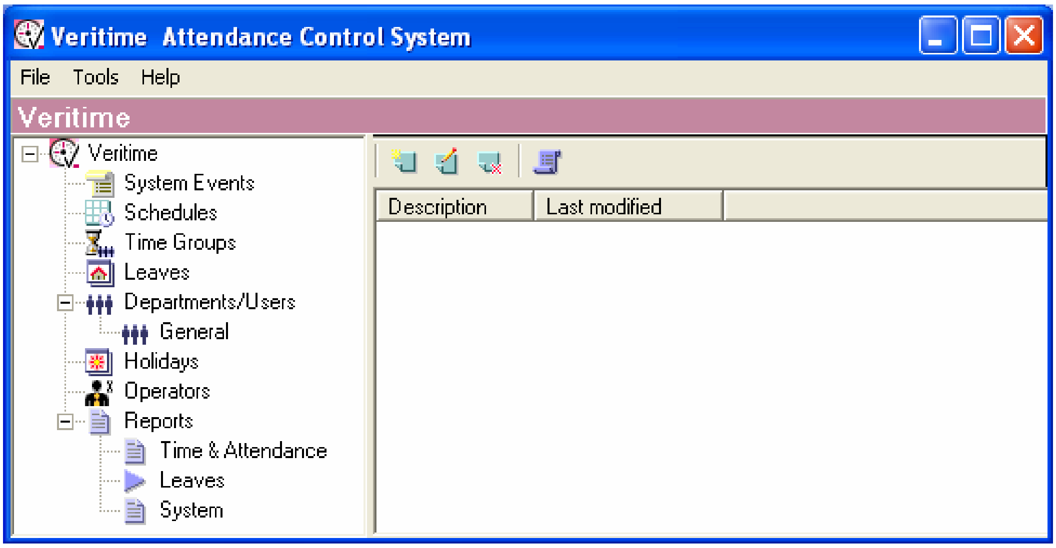


Figure 37: Leaves Report window

<u>Creating and Editing Leaves Reports</u>

1. Create a new Leaves report, or edit an existing one by clicking on the appropriate icons as described in the toolbar section above, you can also delete Leaves reports you created. A new Leaves report can also be created by right clicking on the 'Leaves' option in the tree view and selecting 'New'.
   A wizard will open to assist you in defining the Leaves report:
2. The first stage of the wizard is an Introduction screen, click 'Next'.

3. Add the desired users for the leave of absence report and click 'Next'.

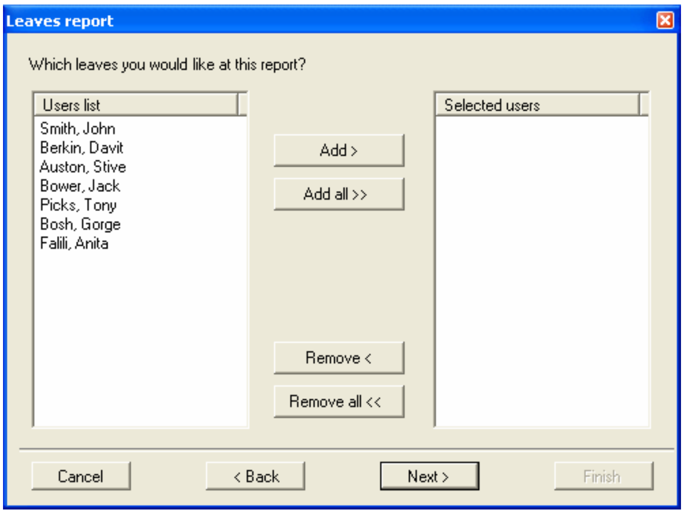


Figure 38: Leaves Selection window

4. Add the desired leave types from the list of leave types you had created and click 'Next'.

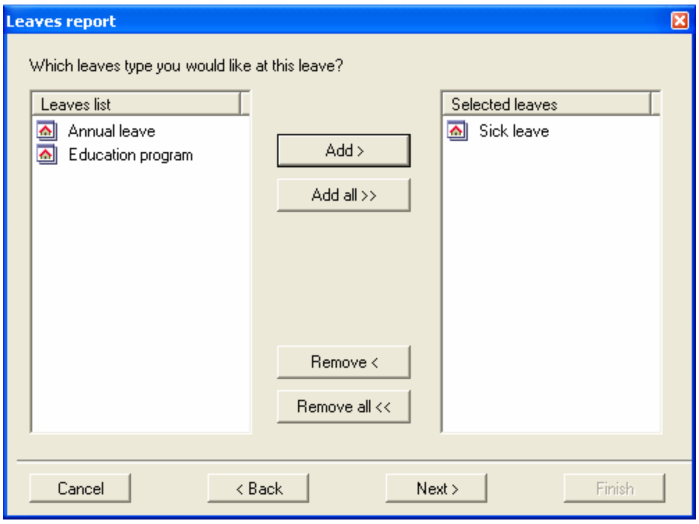


Figure 39: Leaves Type window

5. In the last step of the wizard specify the report's name and click 'Finish'.

<u>Producing a Leaves Report:</u>

1. From the list of Leaves reports you have created, select the report you wish to generate.
2. Click the 'Produce' icon located on the toolbar, the report window will open, you can then view print or export the report shown using the icons in the Report toolbar.

System Report Wizard

Highlight the System option under Reports to open the System report pane in the main windowpane.

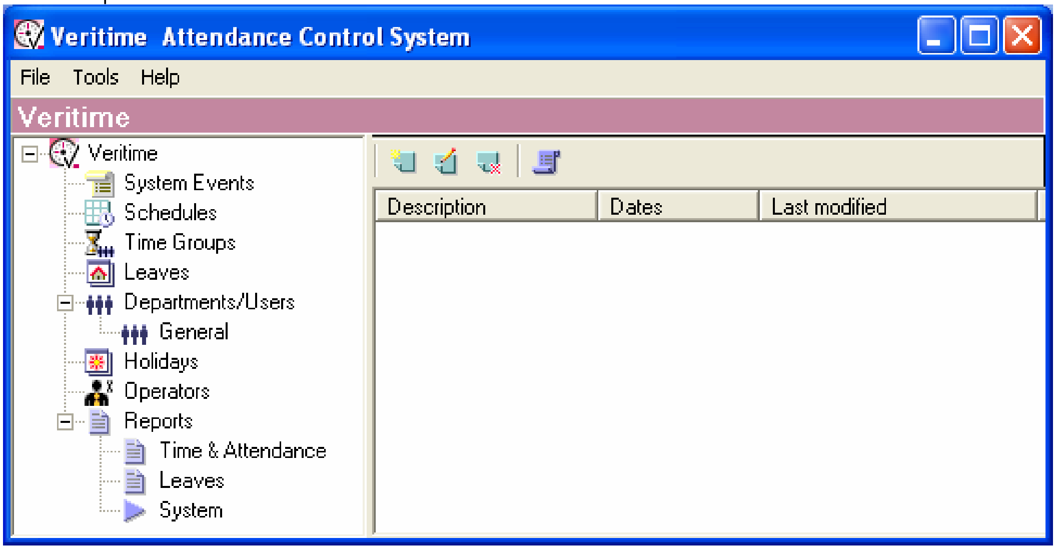


Figure 40: System Report pane

Creating and Editing System Reports

1. Create a new System report, or edit an existing one by clicking on the appropriate icons as described in the toolbar section above, you can also delete system reports you created. A new system report can also be created by right clicking on the 'System' option in the tree view and selecting 'New'.
   A wizard will open to assist you in defining the System report:
2. Select the desired dates for the report and click 'Next'.

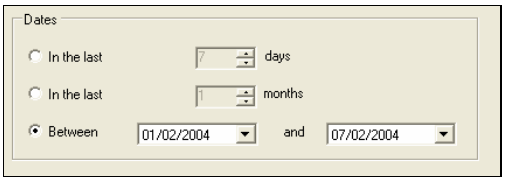


Figure 41: Dates

3. Add the desired operators and click 'Next'.

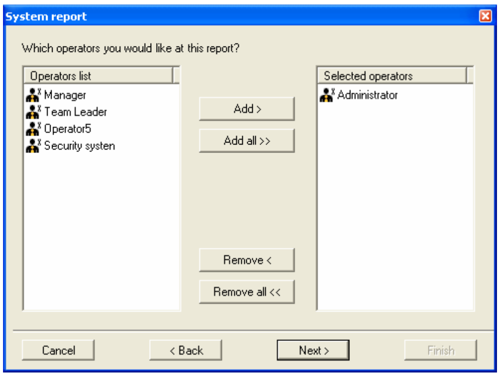


Figure 42: Operators

4. Add the desired events and click ‘Next’.

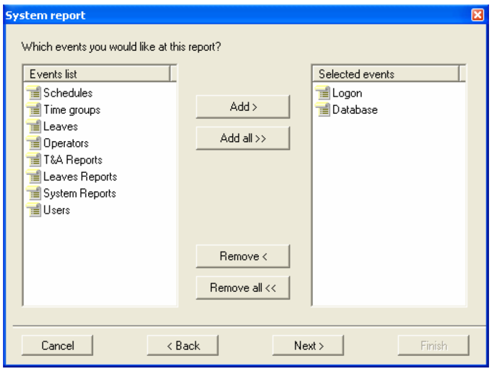


Figure 43: Events

5. In the last step of the wizard specify the report's name and click ‘Finish’.

<u>Producing a System Report:</u>

1. From the list of System reports you have created, select the report you wish to generate.
2. Click the ‘Produce’ icon located on the toolbar, the report window will open, you can then view print or export the report shown using the icons in the Report toolbar.

7. Technical Support

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