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Escan Technologies Corporation

Exeba<sup>®</sup>-ATS

User Guide

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ESCAN TECHNOLOGIES CORPORATION

# Exeba<sup>®</sup>-ATS User Guide

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## Introduction

**W**elcome to Exeba<sup>®</sup>-ATS windows communication software. Exeba<sup>®</sup>-ATS application provides serial communication with Accu-Time System (ATS) series of time clocks.

In this chapter you will learn,

- ▶ about the application's main features
- ▶ how to install the software
- ▶ how to unlock the software

## Features

The main features of Exeba<sup>®</sup>-ATS are as follows:

- Interface directly with Exeba software

If you are using the application Exeba<sup>®</sup> Time and Attendance software (Exeba-TAMS) or the application Exeba<sup>®</sup> Labor Tracking software (Exeba-LATS), you will be able to receive and send data between the two applications seamlessly.

Any relevant employee information (ID#, name, schedule data, specific message, department) can be transferred to the clock.

All time and attendance and labor tracking information is transferred from the clock and imported automatically into the application.

- Can be used as a standalone application

The application can be used solely for communication. Employee lists and schedules text files can be downloaded to it. Transactional data can be saved in a single or multiple text files. You can choose between two different date formats: European or American.

- Communicates with different clock interfaces

Sends and receives data through RS232/RS485, internal/external modem, Ethernet TCP/IP time clocks.

- Communicates with multiple clocks and ports

Exeba<sup>®</sup>-ATS communicates with multiple clocks connected to a single or multiple ports. It automatically opens and closes the port, dials and hangs up a modem, when a new clock with new settings is selected.

- Configures Clock Parameters

Exeba<sup>®</sup>-ATS allows you to change the badge input and output length, turn badge validation on and off, enable or disable the keypad, set time-out for message displays, enable or disable function keys, and set the relay activation time.

- Customize Function Keys

The ATS clock has five function keys, which can be used for different purposes. Exeba<sup>®</sup>-ATS allows you to define and modify the function key parameters of the clock. You can customize the prompt, size of each input field, and turn ID validation on.

- Creates and downloads configuration file

One of the most powerful features of the Exeba<sup>®</sup>-ATS system is the ability to create and download a configuration file to the clock with a click of a button. You can change any clock setting by simply selecting the specific option and sending it to the clock.

It groups the employee list by department or schedule.

Download a list of current employee records to the clock for limiting clock access.

Download the employees' schedules to the clock for limiting the hours during which the employees can access the clock.

Download specific employee messages to be displayed when an employee clocks in or out.

It automatically identifies the schedule and message that belong to a specific employee.

- Polls transactional data

Data such as time and attendance or labor tracking can be obtained from the clock using the Poll Data utility.

Polls a single or multiple clocks at the same time.

Imports the data automatically after it is received from the clock into Exeba-TAMS<sup>™</sup> or Exeba-LATS<sup>™</sup>.

Saves the data in text files.

- Sends programming commands to the clock

Any command that is not automatically generated by the software can be sent to the clock by using the Send Command utility.

- Sets up the clock date/time

Exeba<sup>®</sup>-ATS allows you to change the date and time set in the clock. It also identifies the date and time set in the clock.

It also allows you to set a predefined date when daylight saving should occur in the clock.

- Identify badge/schedule file size

Obtains the number of badges and schedules downloaded to the clock.

## Installing Exeba<sup>®</sup>-ATS

The installation program allows you to install Exeba<sup>®</sup>-ATS from a CD. Before you begin, make sure you have the serial number that appears on the registration card or this manual. Then verify that your computer meets the requirements listed below.

### System Requirements

Exeba<sup>®</sup>-ATS has the following system requirements:

- An IBM PC or compatible computer.
- Microsoft Windows 95/98, 2000, NT, or XP.
- A Pentium processor.
- Approximately 10 MB of available disk space.

### Installation

1. Start Microsoft Windows.
2. Close other applications
3. Insert the Exeba<sup>®</sup>-ATS CD-ROM into your CD-ROM drive.
4. If the installation program did not start automatically, choose Run from the Start menu.
5. When the Run dialog box appears, type x:\setup (substitute the letter of your CD-ROM for x) and press Enter.
6. Follow the on-screen instructions.

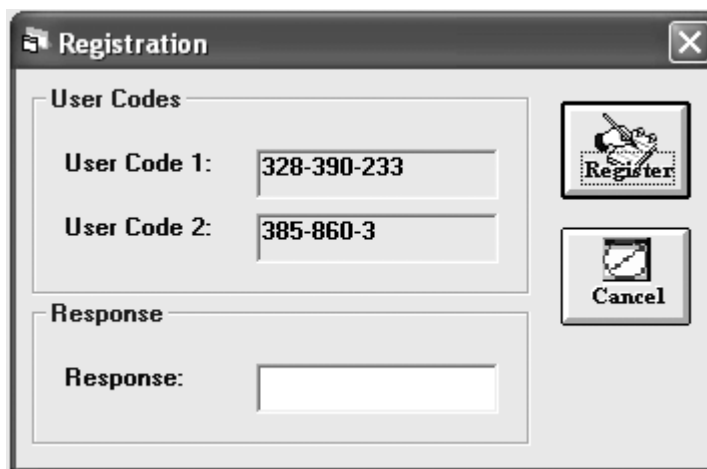
## Unlocking Software

You need to unlock the software if the following conditions apply:

- After installing or reinstalling the software.
- When installing the software on a different computer.

To unlock the software, follow the steps below:

From the Help main menu, select Unlock. The following window will appear

A screenshot of a Windows-style dialog box titled "Registration". The dialog has a close button (X) in the top right corner. It is divided into two main sections. The top section is titled "User Codes" and contains two input fields: "User Code 1:" with the value "328-390-233" and "User Code 2:" with the value "385-860-3". The bottom section is titled "Response" and contains a single empty input field labeled "Response:". To the right of the input fields are two buttons: a "Register" button with a key icon and a "Cancel" button with a square icon.

Then unlock the software using one of two methods:

1) *Email:* copy down and send the following information: Serial#, User Code 1, and User Code 2 to [techsupport@exebea.com](mailto:techsupport@exebea.com). Then click on the Cancel button.

2) *Phone:* call Escan's technical support line at (909) 270-1911 Ext 130. Then provide the technical support representative with the following information: Serial#, User Code 1, and User Code2.

The technical support representative will then give the Response code. Enter it in the designated box.

Then, click on the Register button.



## Getting Started

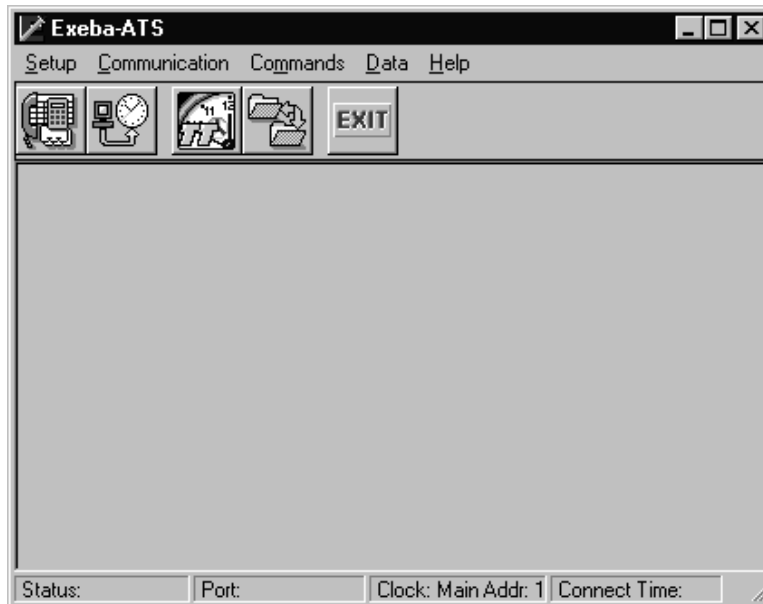
**Y**ou are now ready to use Exeba<sup>®</sup>-ATS. In this chapter you will be introduced to the main software tools that will help you get started.

You will learn,

- ▶ how Exeba<sup>®</sup>-ATS main window is organized.
- ▶ about the application's general settings and how to modify them.

## Main Window

When you first launch the application, the main window, as shown below, will appear.



### Main Menu

There are four main menus:

*Setup* – from this menu access the following commands:

- Application Settings - to change specific application settings such as the data source.
- Clock Parameters - to change the clock settings.
- Clock Messages - to change the clock default messages.
- Function Keys - to customize the clock function keys (1 through 3).

*Communication* – contains the following commands:

- Poll/Delay Parameters - changes the communication delays and timeouts.
- Clock Communication Parameters - defines the individual clocks communication parameters to be used by the software.
- Select Clock - selects a default clock.
- Dial Modem - to dial the modem manually.
- Hang up Modem – to hang up the modem manually.

*Commands* – the commands under this menu allow you to program the clock by sending it a command file or a single command. In short, these commands are:

- Create Command File - allows you to select the options to download to a single or multiple clocks.
- Download Command File - allows you to download your own clock command file to

- a single clock.
- Get Schedule/Badge Size - allows you to determine the number of employee and schedule records in the clock.
- Set Time - allows you to change the time and date on the clock, to obtain the current time and date from the clock or to set the date of daylight savings.
- Send Command - allows you to send any command to the clock.

*Data* – this menu contains the two commands:

- Poll Clock - polls the transactional data from a single or multiple clocks.
- Import Data - imports the transactional data into the application data source.

### **Status Bar**

The status bar displays messages regarding the communication status and the current settings in Exeba<sup>®</sup>-ATS. It is divided as follows:

*Status* – displays any error message returned from the port.

*Port Settings* – displays the current port settings of the selected clock.

*Clock* – displays the current settings for the selected clock.

*Connection Time* – displays the duration of time the port has been opened.

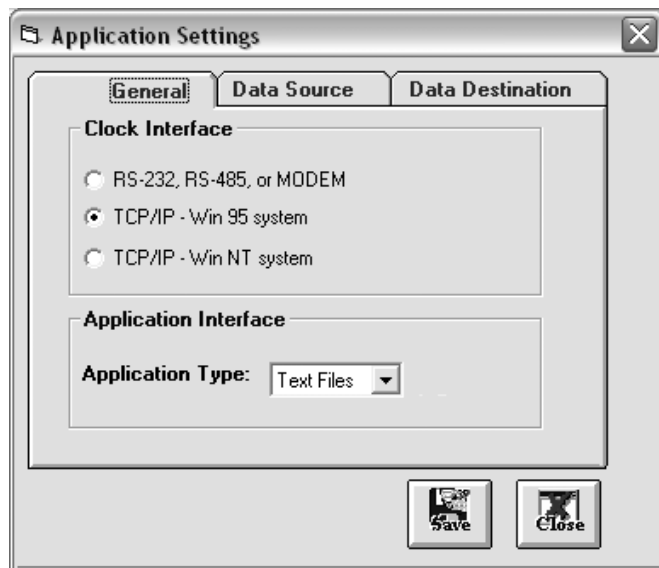
## Application Settings

The Application Settings window allows you to select the application's data source and destination, and the clock interface type. At any time, you may change these settings.

Choose Application Settings from the Setup main menu.

The parameters' description that can be changed in this window, are shown below:

### General Settings



### Clock Interface

Exeba<sup>®</sup>-ATS can communicate with a single or multiple clocks simultaneously if all the clocks in the network fall in one of three categories:

- RS232, RS485, or MODEM - Clocks connected directly to the serial port. This is the default setting.
- TCP/IP – Win 95 System – Ethernet series of clocks running on windows 95, 98, or ME
- TCP/IP – Win NT system – Ethernet series of clocks running on Windows NT.

## **Application Interface**

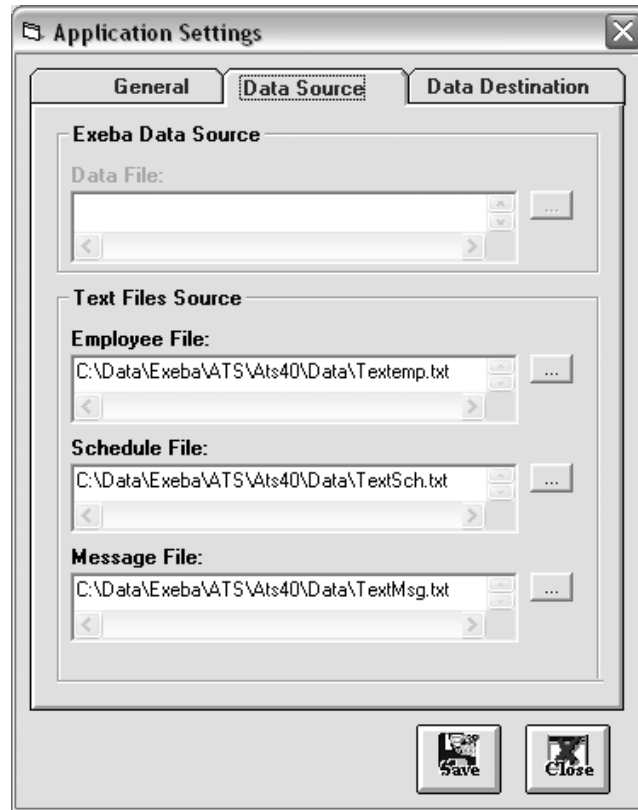
Selecting the application interface will determine the source where Exeba<sup>®</sup>-ATS obtains the data that is sent to the clock, and the destination where Exeba<sup>®</sup>-ATS sends the data obtained from the clock. Currently, there are three types of applications to choose from:

Exeba-TAMS – Select this option if you are using the application Exeba Time and Attendance Management software (TAMS). This is the default setting.

Exeba-LATS – Select this option if you are using the application Exeba Labor and Attendance Tracking software (LATS).

Text Files – Select this option if you are using text files.

## Data Source



### Exeba Data Source

If you selected either Exeba-TAMS or Exeba-LATS as the data source, you should supply the application with the name and location of the database file. Enter this information manually in the designated box, or click on the Browse button to search for and locate the file.

### Text Files Source

Supplying the application with information on text data source files is optional. Enter the name and location of the file in the designated box. You can also use the Browse button to search for and locate the file.

Exeba<sup>®</sup>-ATS will check if the file exists in the specified location. When the location of the data source changes, these fields should be updated with the new location.

There are three data files:

*Employee File*

Employee data is used by the clock for verification. The format of the data should be as follows:

*Employee ID, First Name, Last Name, Department#, Schedule#, Message#, Supervisor Level*

Example:

101001, John, Doe, D799, 001, 001, 1

<b>Field</b>	<b>Description</b>
Employee ID	The first field in this file should be the employee ID#. This field can be from 1 to 12 digits.
First Name (optional)	This is the name that will appear after the employee scans the badge on the clock. It can be up to 15 characters.
Last Name (optional)	This field is used by the software when displaying the employee information. The last name can be from 0 to 15 characters.
Department# (optional)	The department number is used by the application to group employees. It is useful when selecting the employee list to be downloaded to the clock. This field can be from 1 to 12 alphanumeric characters.
Schedule# (optional)	This is the employee schedule#. It is required only if the employee should be restricted to a schedule. The Schedule# should be between 1 and 300. Schedule information should be saved in a Schedule file as described below.  For those employees that are not restricted to a schedule, leave this field blank or assign the employee the schedule# 0.
Message# (optional)	This field is required if a message should appear on the clock after the employee clocks in or out. The message# should be from 1 to 50. The message text

	<p>should be saved in the Message file as described below.</p> <p>If the employee is not assigned a message, leave this field blank, or enter 0.</p>
Supervisor Level	This field determines the functions the employee is able to override on the clock. It should be a number between 1 and 3.

*Schedule File*

The schedule file is required if the employees are assigned to schedules. It should contain the schedule information in the following order,

*Schedule#, Description, Day, Start Time, End Time*

Example:

001, Morning, 1, 06:30, 13:00

<b>Field</b>	<b>Description</b>
Schedule#	This the schedule# which is assigned to the employee in the employee file described above. The schedule# should be from 1 to 300.
Description (optional)	This is a description of the schedule. It is used by Exeba <sup>®</sup> -ATS when displaying information on the schedule. It can be from 0 to 30 characters.
Day	The day of the week should be a number between 1 and 7 (1 = Sunday,...7 = Saturday). It should be unique for every schedule.
Start Time	The start time of the schedule in 24-hour format (hh:mm).
End Time	The end time of the schedule in 24-hour format (e.g. 17:00)

*Message File*

The message file is a file that contains the employee message text. Its format should be as follows:

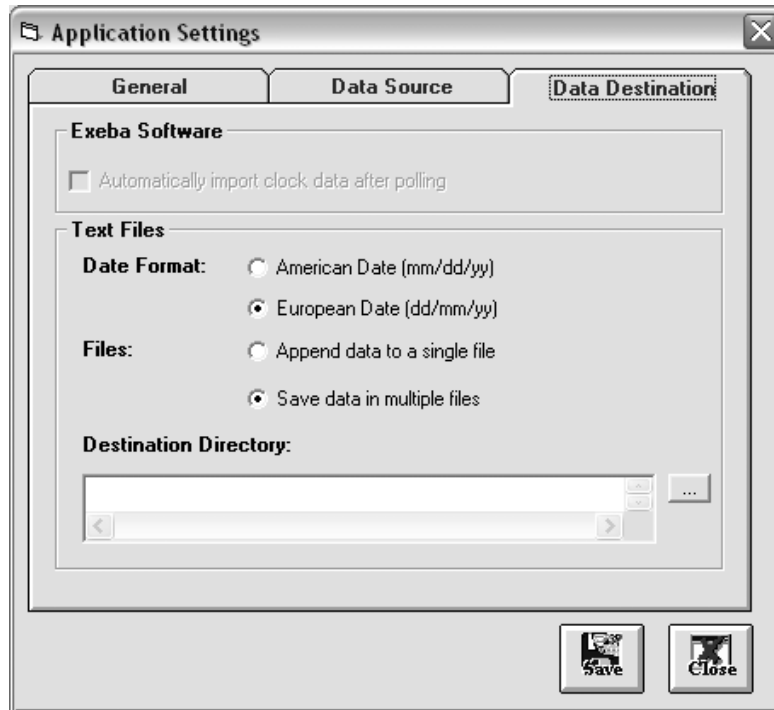
*Message#, Message Text*

Example:

001, Meeting at 2:30

<b>Field</b>	<b>Description</b>
Message#	The message# should be a number between 1 and 50.
Message Text	This is the message contents. It can be up to 40 characters.

## Data Destination



### Auto Import

*Auto import data file* – Exeba<sup>®</sup>-ATS imports the data polled from the clock into the Exeba application database automatically. This setting applies only when the application interface is any of the Exeba software.

You may want to turn this option off, when you are testing the clock communication, or when you want to discard the polled data. The data will be saved in an ASCII file as described later in this manual. If this option was turned off you can import the file into the application using the import utility.

### Text Files Destination

When the data polled from the clock should be saved in text files, there are three options which can be customized.

*Date Format* - The date field in the file can be saved in one of two formats: European or American.

*Files Settings* – When data is polled from the clock it can be appended to the same file, or it can be saved in a new file.

*Destination Directory* – For this field, specify the location and name of the file the data should be saved in. If you select the multiple files option described above, Exeba<sup>®</sup>-ATS will add the date to the name of the files as follows:

*filenamemmdd.ext* where filename is the name of the file, mmdd is the month and day on which the data was polled, and ext is the extension specified.



## Communication

**B**efore you start communicating with the clock, define each clock's communication parameters and then select a default clock.

In this chapter you will learn how to:

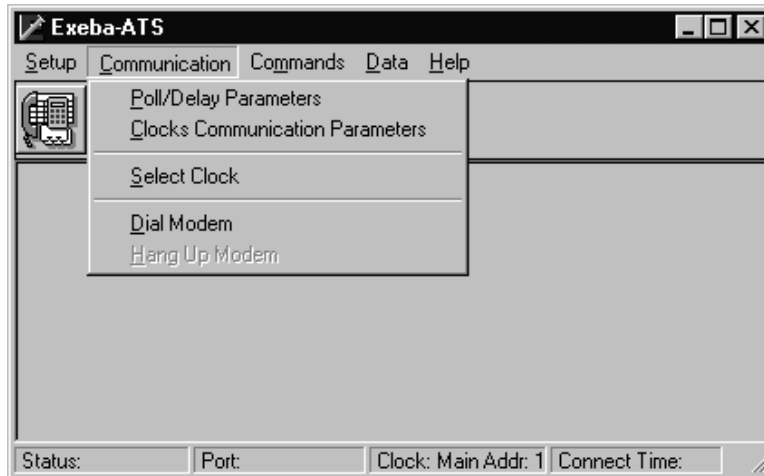
- ▶ define the communication settings.
- ▶ open and close the communication port.
- ▶ dial and hang up the modem.

## Introduction

The Communication menu commands allow you to setup and modify the communication parameters.

In order for the application to communicate with the clock, the clock communication parameters should be defined in the software using the Clock Communication Parameters menu command. Once one or more clocks are defined, a clock should be selected using the Select Clock menu command.

There are two ways of setting up and selecting clocks, depending on the clock's configuration.

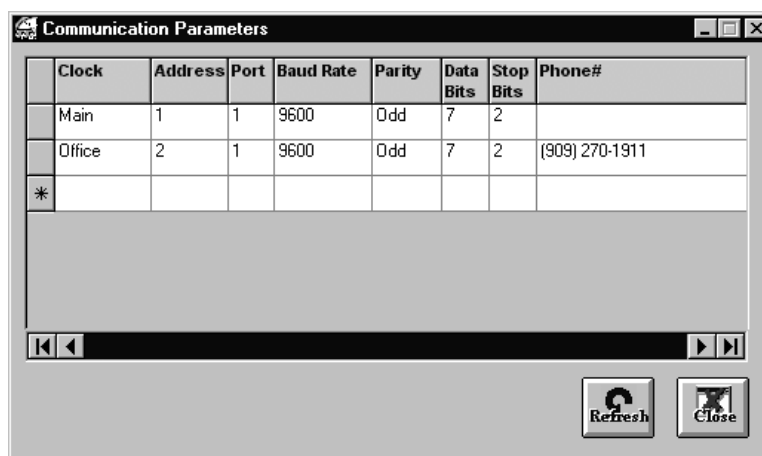


## Serial Clocks

### Setup Clock

Using the Communication Parameters command, you will be able to define the port and port settings for each clock.

To access this window select Communication, then select Clock Communication Parameters.



For every clock, enter the following data;

*Clock* - Enter a unique name to identify the clock. This name can be a combination of numbers and characters. For example, Main, 101, etc...

*Clock address* - Enter the address of the clock. The address can be any number from 1 to 32. It should match the address setup in the clock. When you have a network of clocks, each should have a unique address.

*Port* - Enter or select the communication port the clock or the modem is connected to.

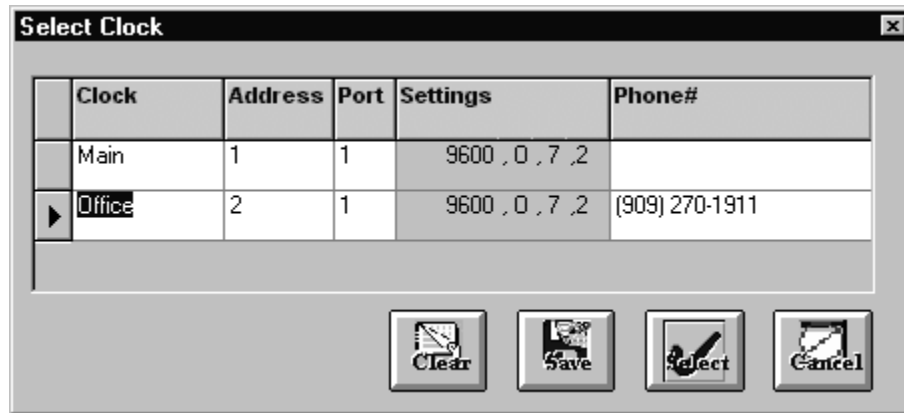
*Port parameters* - Enter or select the baud rate, parity, data bits, and stop bits. These settings should match the setting on the clock.

*Phone number* - Enter a phone number if the application needs to dial a modem to connect to the clock.

### Select Clock

When no clock is selected or when you want to change the selected clock, you are required to select the clock you want the application to send and receive data to and from.

To select the clock, from the Communication main menu, select Select Clock.



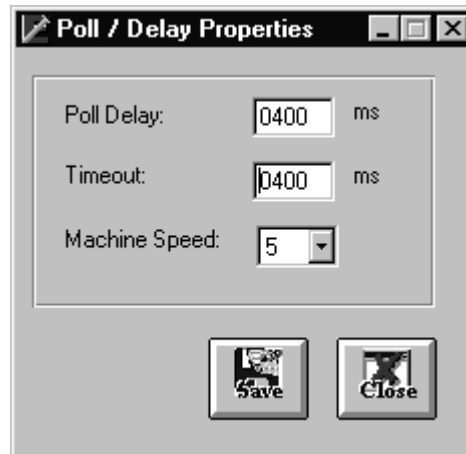
When the window above appears, the selected clock, if any, will be highlighted. To select a clock simply click on the record selector (black arrow) to highlight the row. Then click on the Select button.

The Save button allows you to save the selected clock so you don't have to reselect it when Exeba<sup>®</sup>-ATS is restarted. Whereas, the Clear button deselects the clock allowing you to make changes to its data in the Clock Communication Parameters window.

By using this window, you can communicate with any clock by reselecting it.

## Poll/Delay Parameters

The Poll/Delay Parameters command can be accessed as follows: Communication => Set Poll/Delay Parameters.



The settings for the poll and delay parameters affect the commands that send and receive data to and from the ATS clock. You may need to try different settings until you find the correct configuration for your hardware.

These settings are:

*Poll Delay* - Used by the polling commands only. The delay is the number of milliseconds (0000-9999) the polling function should wait between polls. The default is 100 milliseconds.

*Time Out* - The number of milliseconds (0000-9999) the software should wait, after sending a message, for a response from the clock before timing out. The default is 100 milliseconds.

*Machine Speed* - The amount of time the software should wait after sending a command to the clock and before receiving data from the clock. You can select any number from 1 to 50. The number you select is represented as a multiple of 10th of a millisecond. Therefore, if you select 1, the wait time will be 10 milliseconds. The larger the number, the slower the data will be sent and received. However, a small value may result in receiving fragmented data. The default machine speed is 5.

If you made any changes to the above parameters, click on the Save button to save the new parameter settings.

## **MODEM Connection**

The MODEM Connection command dials and connects to an internal or external ATS clock modem.

If Exeba<sup>®</sup>-ATS should communicate with the clock through a modem, you should configure the software, your PC modem and the clock modem as described in the following paragraphs.

### **Clock MODEM configuration**

Locate the test switch on the back of the clock then set the baud rate to 2400M or 9600M and the number of rings (1, 2..). Set the parity to ODD, and the application type to A. Select the clock address (01 - 32). Once you change the baud rate, the clock will perform a self-test to detect the internal modem.

### **Application port configuration**

Using the Clock Communication command, select the port that the PC modem will dial to connect to the clock modem. Then change the port settings to the following: baud rate: 2400, parity: ODD, data bits = 7, stop bits = 2. Finally, enter the phone number the clock modem is connected to.

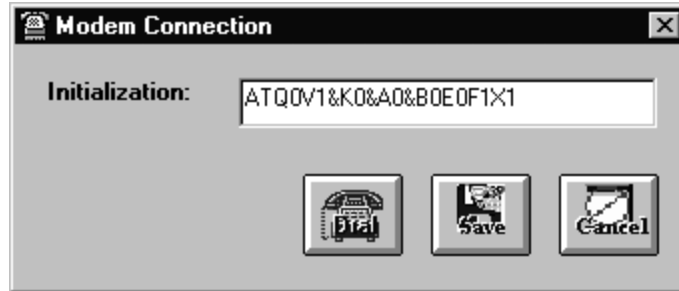
### **PC MODEM configuration**

You can use an internal or external modem to dial the clock modem. This modem should be configured from your Windows control panel as follows: Speed: 2400, Data bits: 7, Stop bits: 2, parity: ODD, error flow: Off, error control: off. You should use a 28.8 or lower speed.

To dial the modem,

Select Communication ⇒ Dial Modem.

The *Modem Connection* window will appear.



In the *Initialization* text box, enter the modem initialization command.

Then click on the Dial button. If the clock you want to connect to is not selected, the Select Clock dialog window will appear. Select the clock, then watch for communication messages on the status bar.

### **Modem Connection Utilities**

The Save button saves the data entered for the initialization string.

The Dial modem button opens the communication port, if not already opened, initializes and dials the modem.

The Close button closes the *MODEM Connection* window.

## **MODEM Hang Up**

To hang up the modem,

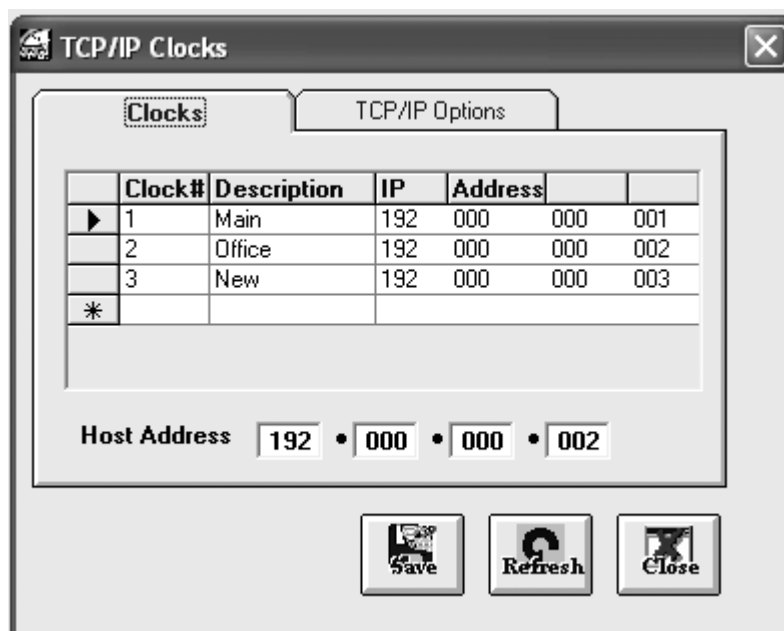
Select Communication => Hang Up Modem.

# TCP/IP Clock

## Setup Clock

If you are using a single or multiple ATS serial clocks you should setup the data using the Communication Parameters setup window.

To access this window select Communication ⇒ Clock Communication Parameters.



For every clock, enter the following data:

*Clock#* – Enter a number from 1 to 128.

*Description* – Enter a short description for the clock. (e.g. Main)

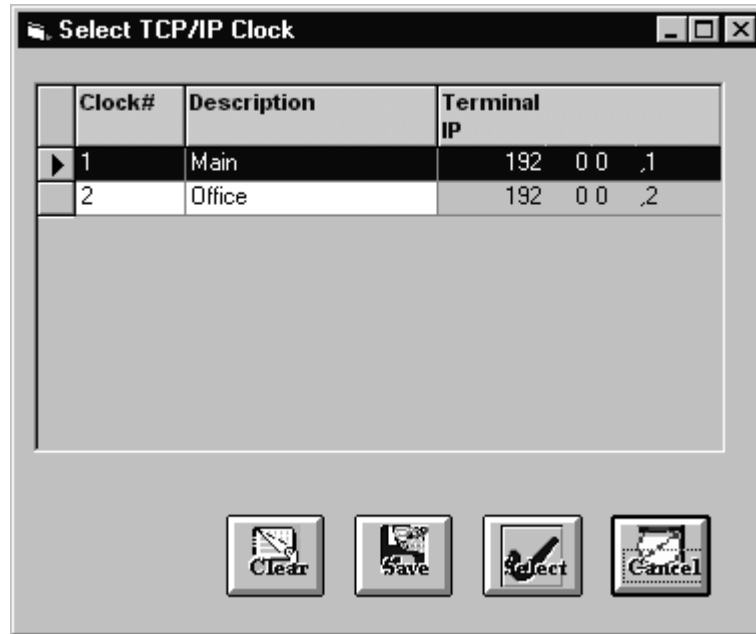
*IP Address* – For this field, enter the address setup in the clock as the Terminal Address.

Once you setup all the clocks, you need to add the host address. The host address set on all the clocks should match this address.

## Select TCP/IP Clock

Once you setup the clock communication parameters, you need to select the clock Exeba<sup>®</sup>-ATS will communicate with.

To select the clock, from the Communication main menu, select Select Clock.



When the window above appears, the selected clock, if any, will be highlighted. To select a clock simply click on the record selector (black arrow) to highlight the row. Then click on the Select icon.

The Save button allows you to save the selected clock so you don't have to reselect it when Exeba<sup>®</sup>-ATS is restarted. Whereas, the Clear button deselects the clock allowing you to make changes to its data in the Clock Communication Parameters window.

## **Clock Customization**

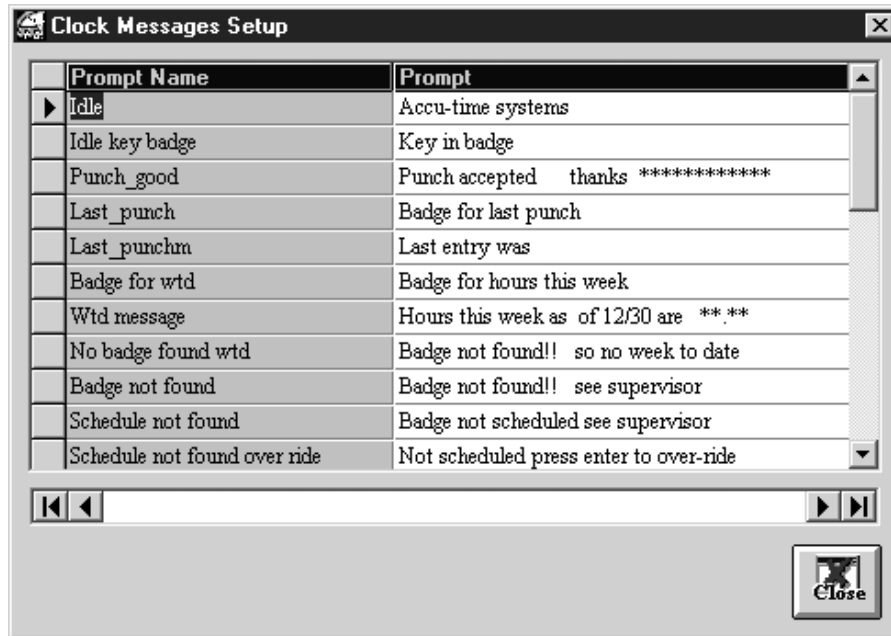
**T**his chapter describes in details the menu commands that change the parameters on the clock. These commands are divided into three categories:

- ▶ Clock Parameters – changes general parameters of the clock.
- ▶ Function Keys – defines and modifies the function key parameters of the clock.
- ▶ Clock Messages – changes the general message of the clock.

## Clock Messages Setup

These are the default messages displayed by the clock under a variety of conditions.

If you want to change the default messages, from the main menu, select Setup => Clock Messages.



Then change the text in the prompt column. The Prompt name cannot be changed. Once you make the necessary changes to the prompts, click on the Close button to close this window.

### NOTE

When you enter a new company name for prompt# 000, make sure the name is 20 characters long. If the company name is not 20 characters long, press the space bar to fill the empty spaces.

## Clock Parameters Setup

The Clock Parameters command allows you to select the options to configure in the clock. By using this command, you only specify what you want to change in the clock. The clock is not configured until you create the command file and download it to the clock.

To access this command, select Setup => Clock Parameters.

The options that can be configured using this command are as follows:

The screenshot shows a window titled "ATS Clock - Setup" with three tabs: "Badge", "Message", and "General". The "Badge" tab is active and contains the following settings:

Input Length	Output Length	Badge Filtering
<input type="radio"/> Six	<input type="radio"/> Six	Starting Position: <input type="text" value="2"/>
<input checked="" type="radio"/> Any length	<input checked="" type="radio"/> Twelve	Number of Characters: <input type="text" value="6"/>
<b>Validation</b>	<b>Keyboard Input</b>	<b>Idle Prompt</b>
<input checked="" type="radio"/> Enabled	<input checked="" type="radio"/> Enabled	<input checked="" type="radio"/> Badge Enabled
<input type="radio"/> Disabled	<input type="radio"/> Disabled	<input type="radio"/> Badge Disabled
<b>Multiple Badge Read</b>		
Time elapse before next badge may be read: <input type="text" value="Always"/>		

At the bottom of the dialog are three buttons: "Default", "Save", and "Close".

### Badge

#### Input Length

The input badge length is the length of the card ID number. If you select option "Six" the clock will accept only six-digit ID cards. Whereas, if you select option "Any" the clock will read IDs of any length.

#### Output Length

The output badge length is the size of the ID number that is stored in the clock after a card is swiped. There are two options for the ID size: "Six" or "Twelve". When you select "Six", any ID that is above 6 characters will be truncated to the 6 least significant positions (e.g. a 10-

digit badge 1234567892, will be accepted as 567892). When you select "Twelve", any ID that is less than 12 digits will be padded by zeros (e.g. a 6-digit badge 123456, will be accepted as 000000123456).

### **Badge Filtering**

The Badge Filtering command allows you to alter the output of the badge. Instead of outputting the least significant 6 or 12 digits as described above, you can select the read starting position, and the number of characters to read. For example, if the badge output size is set to 6, and badge filtering is set to start reading from the second position three characters, a badge of 123456 will be outputted as 000234.

### **Validation**

The badge validation enables or disables the validation of the badge when it is swiped. Select "Enabled" when you want only existing employees to access the clock. The badge swiped will be validated against the employee file in the clock, therefore, you need to download a file of active employee records as described in the Create Command file topic. If validation is not required, select "Disabled" to turn it off.

### **Keypad Input**

Select either Allowed or Not Allowed. If you do not allow keypad input, the employee can only scan their ID badge. They will not be allowed to use the clock keypad.

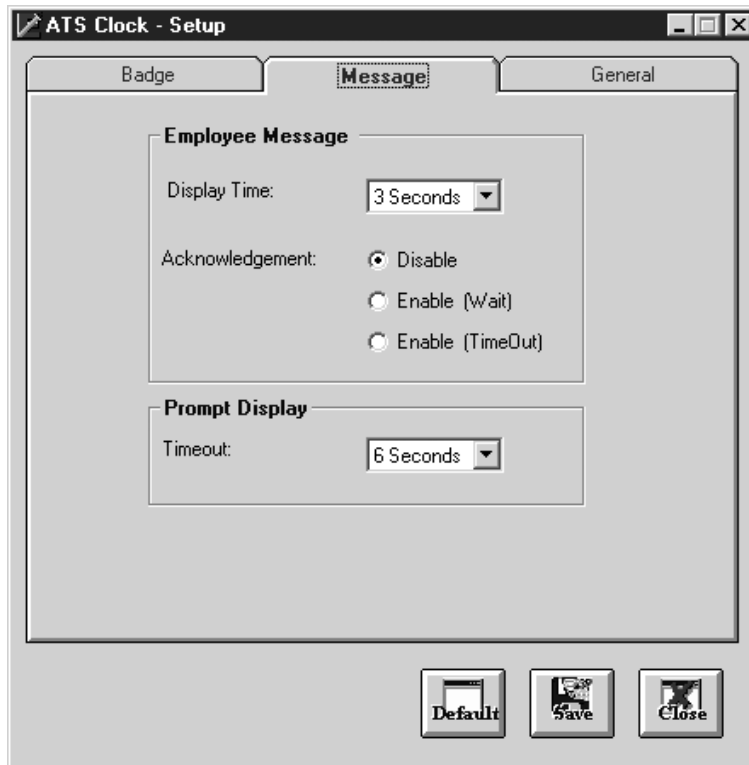
### **Idle Prompt**

Select this option if you want the date and time to appear during idle prompt.

### **Multiple Badge Read**

Select the length of time you want the employee to wait before swiping his or her card once again.

## Message



### Message Display

The message display time is the length of time the employee message will be displayed after swiping a card. Select the number of seconds you want the message to be displayed. The default is 3 seconds.

### Message Acknowledgement

When the message is displayed, you can select one of three options:

*Enable (Time Out)* - This option enables acknowledgement of the message and waits for the Clear/Enter key(s) to be pressed. If the key(s) are not pressed within the time out period, the clock will return to idle, and the message will be displayed again the next time the employee swipes their card.

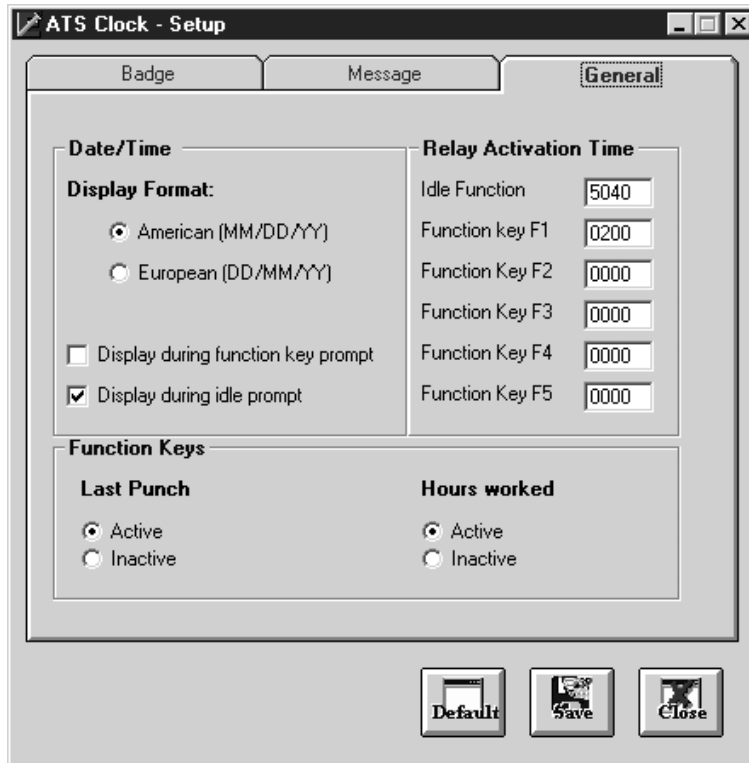
*Enable (Wait)* - This option also enables acknowledgement of the message and waits for the Clear/Enter key(s) to be pressed. The message will remain on the display until one of these keys is pressed.

*Disable* - This option disables the message acknowledgement. The message will be displayed for a few seconds and then the clock will return to idle.

### **Prompt Display**

The prompt display timeout is the length of time the clock will display the prompt and wait for input from the user before it returns to idle.

## General



### Date/Time Display Format

The clock can display the time in one of two formats: American or European. Choose the appropriate date format for the company.

### Date/Time Display Option

*Function Key Prompt* - Select this option if you want the date and time to appear during the first prompt of the function keys.

*Idle Prompt* – Select this option if you want the date and time to appear when the clock is idle.

### Function Keys

Select the functions you want to enable or disable on the clock.

### Relay Activation

If a relay is installed, specify the number of seconds you want it to be activated after each function.

### **Clock Parameters Setup Utilities**

The Save button saves the changes you make to the settings.

The Default button restores the clock default settings, but does not save them.

The Close button closes the window.

## **Function Keys (1- 3) Setup**

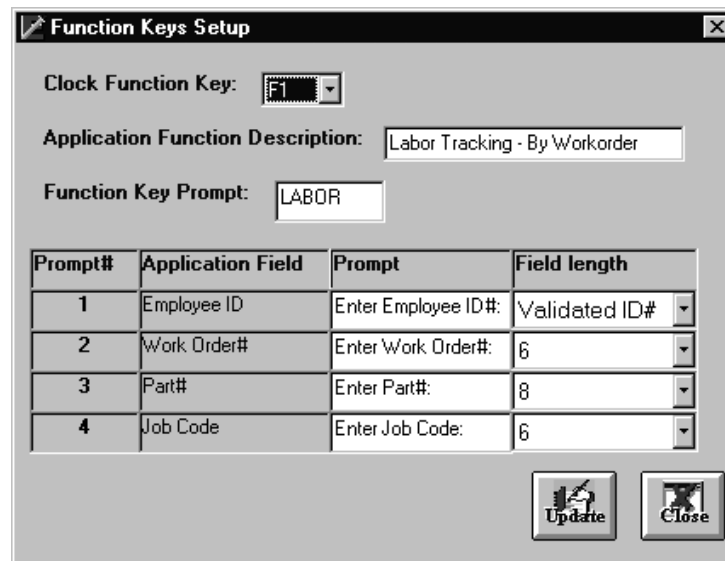
The ATS clock can be used to collect different types of data such as labor tracking. It has five programmable function keys. Each function key can be programmed to accept four different prompts and data fields. To program these functions, you should send the clock the appropriate command.

Using the Setup Function Keys command, you can easily customize a few parameters for the function keys F1, F2 and F3. Each key is predefined in the application to be used for collecting labor tracking data for Exeba-LATS application as described later in this chapter.

## Function key F1

F1 key is predefined in the software to collect labor-tracking data by work order.

From the Clock Function Key drop down list, select function key F1. Once selected, the function description will appear in the Application Function Description box as shown in the figure below.



The image shows a dialog box titled "Function Keys Setup". It contains the following fields and controls:

- Clock Function Key:** A dropdown menu with "F1" selected.
- Application Function Description:** A text box containing "Labor Tracking - By Workorder".
- Function Key Prompt:** A text box containing "LABOR".
- Table:** A table with 4 columns: Prompt#, Application Field, Prompt, and Field length.

Prompt#	Application Field	Prompt	Field length
1	Employee ID	Enter Employee ID#:	Validated ID#
2	Work Order#	Enter Work Order#:	6
3	Part#	Enter Part#:	8
4	Job Code	Enter Job Code:	6

At the bottom right of the dialog box are two buttons: "Update" and "Close".

The Application Function Description field cannot be modified.

If required, modify the text for the Function Key Prompt. This is the message that will be displayed to the user if this key is found in the search for last punch.

Four different types of fields are required for this function: Employee ID, Work Order#, Part#, and Job Code. The default prompt for every field can be modified by simply typing over or deleting the existing text.

The size for each field can also be modified. Select the maximum number of characters/digits that the user should enter for each field. It is recommended that you select a size that is less than or equal to the following field sizes:

Employee ID#: 12 characters

Work Order#: 6 characters

Part#: 8 characters

Job Code: 6 characters

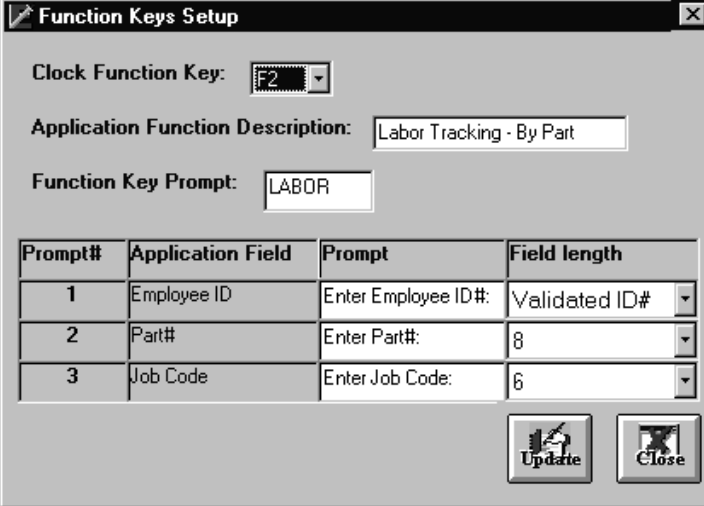
If you select Validate ID for the employee ID#, the clock will validate the number against the employee file. If Validate ID and Schedule is selected for the size, the clock will validate the ID# as well as the schedule.

If any changes were made, click on the Update button to save them.

## Function Key F2

F2 key is set to collect labor tracking data by part.

From the Clock Function Key drop down list, select the function key F2.



The image shows a dialog box titled "Function Keys Setup". It contains the following fields and controls:

- Clock Function Key:** A dropdown menu with "F2" selected.
- Application Function Description:** A text box containing "Labor Tracking - By Part".
- Function Key Prompt:** A text box containing "LABOR".
- Table:** A table with 4 columns: Prompt#, Application Field, Prompt, and Field length.

Prompt#	Application Field	Prompt	Field length
1	Employee ID	Enter Employee ID#:	Validated ID#
2	Part#	Enter Part#:	8
3	Job Code	Enter Job Code:	6

At the bottom right of the dialog box are two buttons: "Update" and "Close".

Once selected, the function description will appear in the Application Function Description box as shown in the figure above.

If required, modify the text for the *Function Key Prompt*. This is the message that will be displayed to the user if this key is found in the search for last punch.

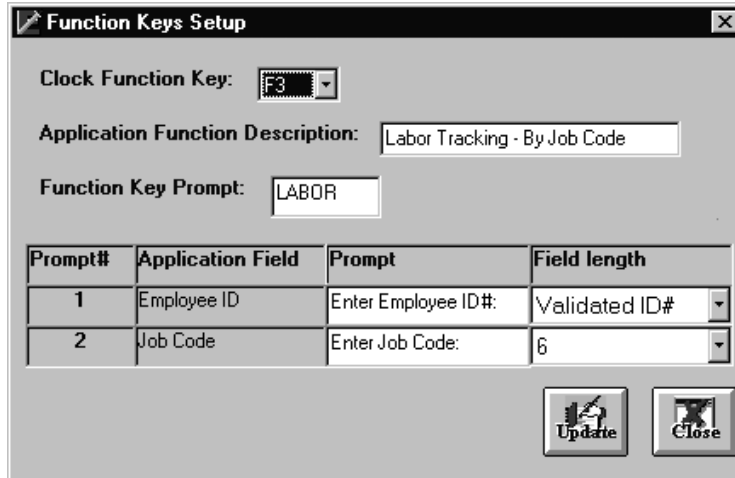
When used on the ATS clock the user will be prompted to enter the following fields: Employee ID#, Part# and a Job Code. The default prompt for every field as well as the size can be modified. The size you select for each field should match the size of the field in Exeba-LATS.

If you select Validate ID for the employee ID#, the clock will validate the number against the employee file. If Validate ID and Schedule is selected for the size, the clock will validate the ID# as well as the schedule.

If any changes were made, click on the Update button to save them.

### Function Key F3

Use F3 key to track labor by Job code only. From the Clock Function Key drop down list, select function key F3.



The image shows a dialog box titled "Function Keys Setup". It contains the following fields and controls:

- Clock Function Key:** A dropdown menu with "F3" selected.
- Application Function Description:** A text box containing "Labor Tracking - By Job Code".
- Function Key Prompt:** A text box containing "LABOR".
- Table:** A table with 4 columns: Prompt#, Application Field, Prompt, and Field length.

Prompt#	Application Field	Prompt	Field length
1	Employee ID	Enter Employee ID#:	Validated ID#
2	Job Code	Enter Job Code:	6

At the bottom right of the dialog box are two buttons: "Update" and "Close".

The fields that can be customized using this window are as follows:

*Function Key Prompt* - message displayed to the user if F3 key is found in the search for last punch.

You can also change the Prompt and Field Length for the following fields:

*Employee ID* – The default prompt that is displayed to the user when function key F3 is pressed on the clock is “Enter Employee ID#:". This prompt can be changed by typing over the text. The size you select for this should match the size of the ID# setup in Exeba-LATS, if no validation is required. Otherwise, select Validate ID# if the ID number should be validated against the employee file, or Validate ID and Schedule if the ID number as well as employee schedule should be validated.

*Job Code* – The second prompt that will be displayed on the clock after the user presses function key F3 is “Enter Job Code:". This prompt can be modified by typing over the prompt text. The length you select for this field should match the size of the Job Code field in Exeba-LATS application.

Finally, if any changes were made, click on the Update button.



## Commands

**T**he previous chapter described how to select the options for the clock. In this chapter you will learn how to program the clock by selecting these options and downloading them to the clock.

In summary, this chapter describes,

- How to create a clock command file
- How to download a command file to single or multiple clocks
- How to obtain the number of badges and schedules downloaded
- How to manipulate the time functions in the clock
- How to send a single command to the clock

## Command File Setup

The Command File creation utility allows you to easily program the clock by selecting the commands and sending them to the clock. This utility automatically inserts the clock commands in the command's file.

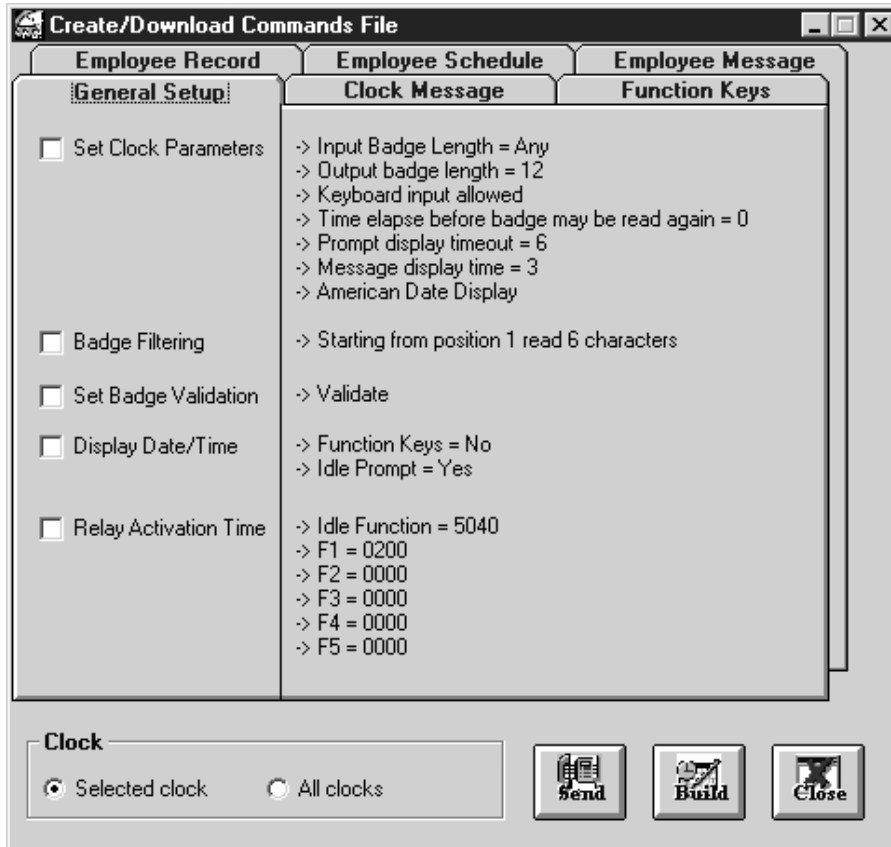
From the application's main menu, select Commands => Create Command File.

The *Create/Download Commands File* window will appear. This window has 6 sections. Each section contains a set of options. Select the ones you want to program in the clock.

## Setup

Once the Clock Parameters are setup in the software, the next step would be to download these settings to the clock. When using this section of the Command File Setup, select the specific setup commands you want to download to the clock.

To the right of each command, you will find a description of what will be modified in the clock once the command is downloaded.



If you want to add any of these commands to the file, check mark the box in front of each option. These options are as follows:

### Clock Parameters

When you select this option the selection made for badge input length, badge output length, keypad input, time out (prompt display, time elapsed, message display), and date format will be included in the commands file.

### Badge Filtering

When the badge output is customized through the badge filtering command, this command should be downloaded to the clock.

### **Badge Validation**

You need to check this option if you want to change the badge validation option in the clock.

### **Display Date/Time**

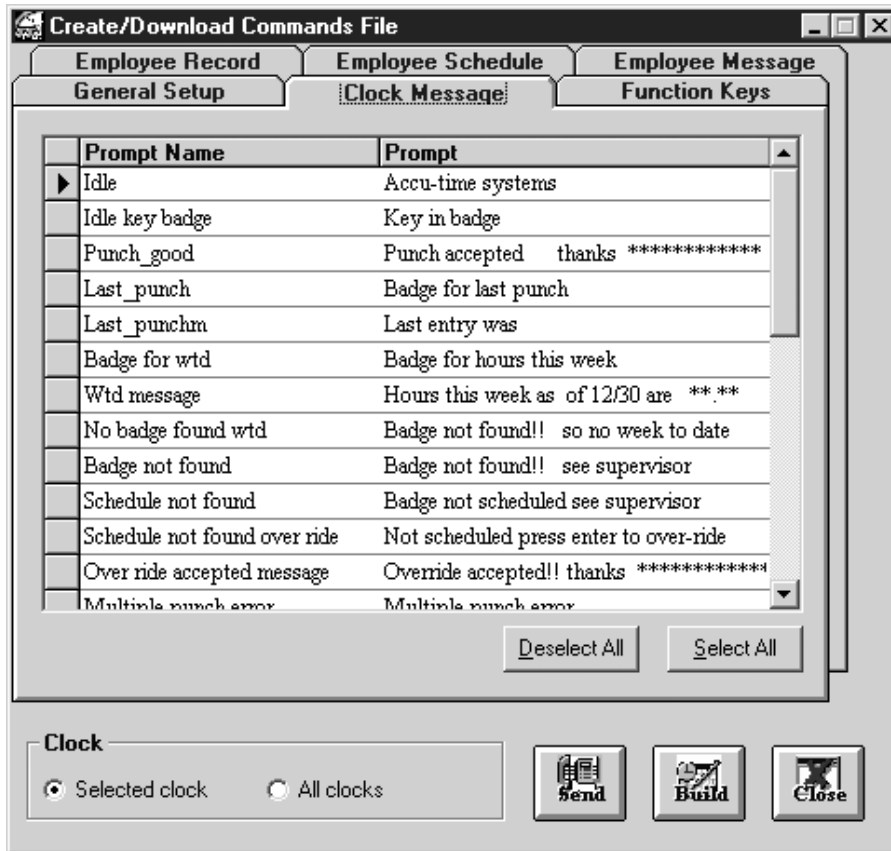
This will include the options you selected for displaying the date/time during the function key and idle prompt.

### **Relay Activation Time**

This option will include the command to set the relay activation time.

## Clock Messages

From the Clock Message section, select which custom messages you want downloaded to the clock.



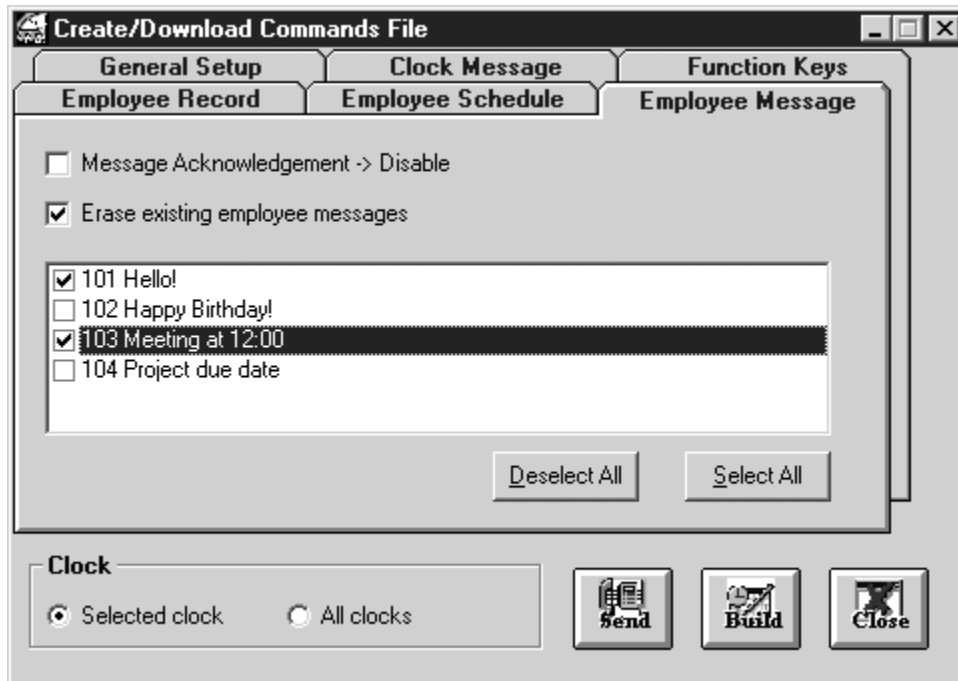
Highlight the message you want to select by clicking on the record selector. To select more than one message, hold down the CTRL key and highlight each message individually.

The Select All button selects all the messages. Whereas, the Deselect All buttons clears any selection that is made.

## Employee Message

If the data source contains any employee messages, Exeba®-ATS will display them in this section thus allowing you to select which ones to download to the clock.

Options available through this section are as follows:



*Erase existing employee messages* - check mark this option if you want the existing employee messages in the clock to be deleted.

Click on the message you want to download to the clock. One or more messages can be selected at a time.

If all messages should be downloaded, click on the Select All button.

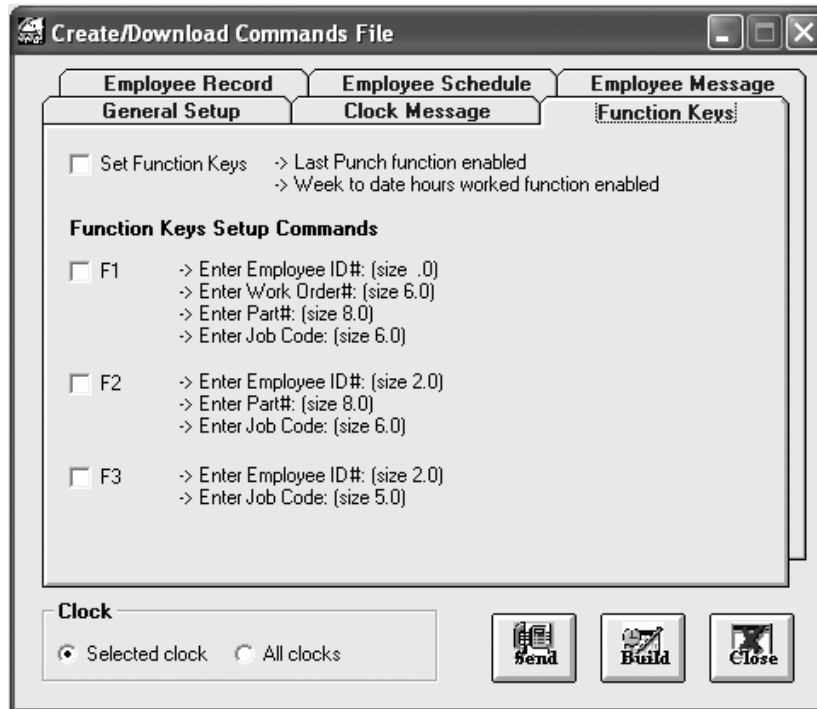
To clear the selection, click on the Deselect All button.

## Message Acknowledgement

This will include the option you selected in the *Clock Parameters Setup* window for message acknowledgement.

## Function Keys

The Function Keys section of this window allows you to download the settings for the function keys. The available options are as follows:

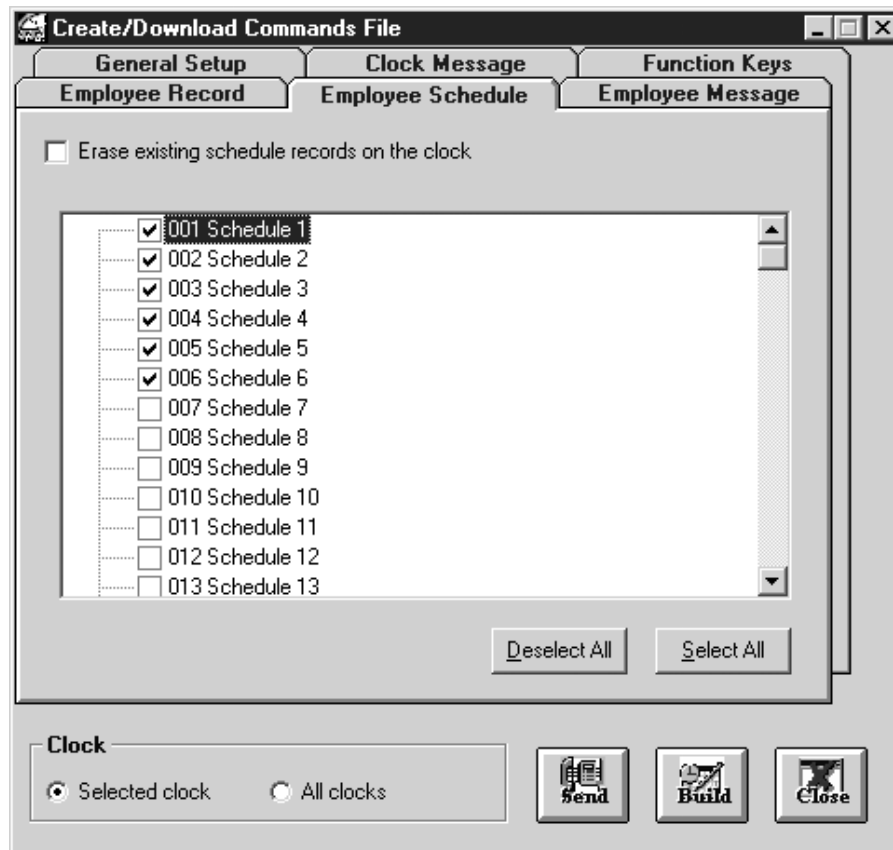


*Set Function Key* - Select this option if you want to include the command that turns the function keys on or off in the clock.

*Function Keys (F1 – F3)* - Select the function keys definition you want to download to the clock.

## Schedule

When employees are assigned to schedules, and schedule checking is required, each schedule should be downloaded to the clock. Using this section of the Command File setup window, select the schedules to be download to the clock.



*Erase existing schedule records* - command to delete all the schedule data stored in the clock.

From the download list, select the schedules you want to download to the clock one at a time or if all the schedules should be downloaded, click on the Select All button. Or click on the Deselect All button to clear any selections made.

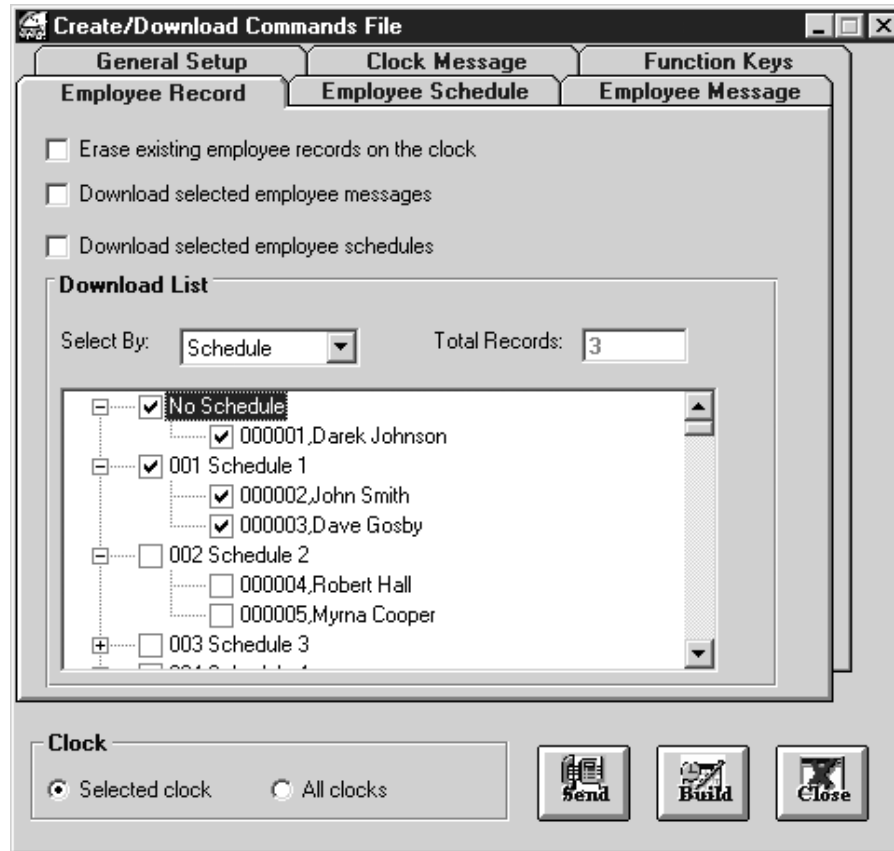
Do not select a schedule that is already downloaded to the clock unless its data has changed. The clock will append the schedule data to the file without checking if it exists. It is always recommended to erase the existing schedules, and download the complete list.

**Note**

The schedules should be downloaded to the clock once every week. If any modification was made to the Schedule data, the existing schedules in the clock should be erased and the new schedule data should be downloaded to the clock.

## Employee

The Employee section allows you to select a single or a group of employee records to download to the clock.



*Erase existing employee records* - command to delete the existing employee records in the clock.

Exeba<sup>®</sup>-ATS obtains the data from the Exeba database or from the text files specified for the data source. Depending on the data that is available, the employee records will be grouped as follows:

*By Employee* - select this option if the list of employee records to be downloaded is not grouped by schedule or department. Then select each record individually. To select all the employee records, click on the option All.

*By Schedule* – select this option if you want to download to the clock all the employee records that are assigned to one or more schedules. Once this option is selected, a list of schedules will appear. Click on the plus sign to view the list of employee records assigned to the

schedule. To select all the employees' records assigned to the specific schedule, select the schedule. To select a specific employee record, click on the individual record in the list.

*By Department* - select this option if you want to download the employee records for an employee that belongs to a specific department. Once this option is selected a list of department will appear. To select all the employee records that belong to a specific department, select the department. To select a specific employee, click on the individual employee record.

**Note**

When you select to download the employee data to the clock, you should also download the employee schedule and message data, if any. For example, if an employee is assigned to a schedule, select the schedule# from the list when creating the file, if this schedule does not already exist in the clock.

*Download Selected Employee Messages* – this option allows you to easily select the messages that are assigned to the selected employee records in the download list.

*Download Selected Employee Schedules* – this option automatically selects the schedules that are assigned to the selected employee records in the download list.

## **Command Utilities**

Once you select the options you want included in the file, click on the Build button. This button will only create a text file of the commands that represent the options you select. It will name this file "ATSCmd.dld" and will save it under the application's Data subdirectory.

The clock is programmed after you download the command file, this function is performed by using the Download Command File utility or by clicking on the Send button of this window. If no clock is selected, the *Select Clock* window will appear. Select the clock to download the file by simply highlighting it. If you want to download the same file to all the clocks, select All Clocks option.

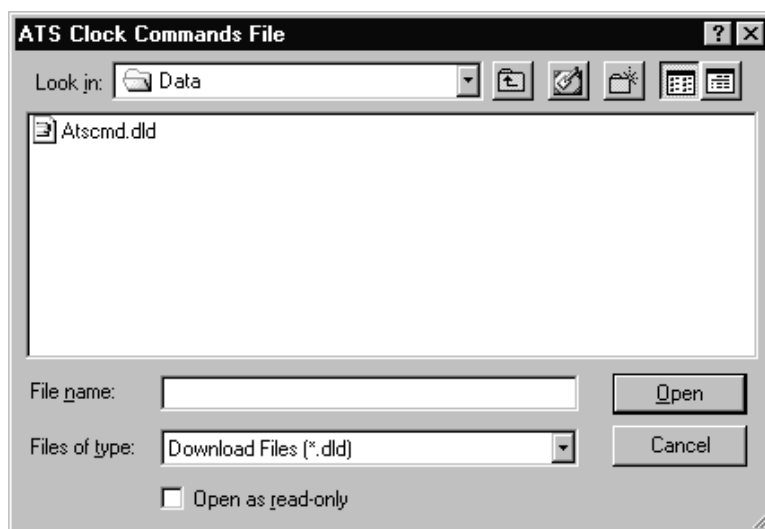
Click on the Close button, to close this window when you finish.

## Command File Download

The Download Command File utility allows you to download a command file to the clock. This command file may contain commands to configure the clock or to add employee IDs and schedules. If you have used the Create Command File utility then, the file you want to download will be "ATSCMD.DLD". It will be located under the application data subdirectory.

To download the file use the following steps below:

Select Commands, then select Download Command File. If you have not selected a clock, the Select Clock window will appear. Once you select a clock, the *Find Download File* dialog will appear.

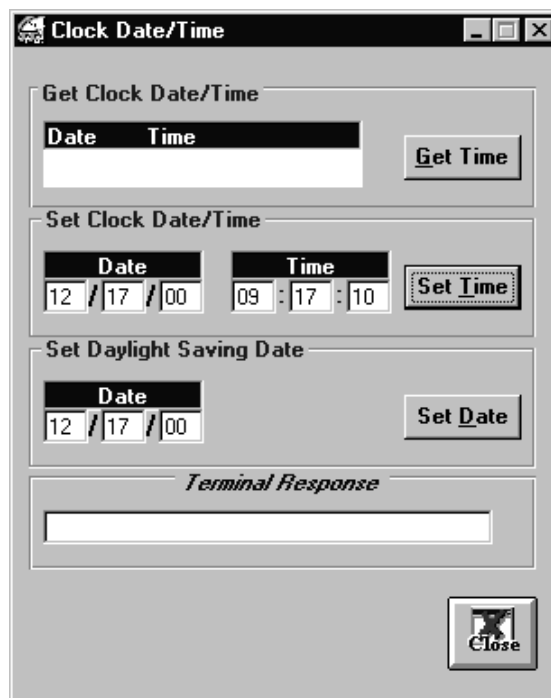


Select the file you want to download and click on the Open button.

The file will be downloaded to one clock at a time.

## Time Functions

The Set Time command resets the time and date, gets the time and date, and sets the daylight savings date on the ATS clock.



### Set Time

You can set the time as follows:

1. Select Commands => Set Time. The *Set Time* window will appear.  
When this window first appears, it will display the computer's date and time in the time and date text boxes, respectively.
2. If you do not want to set the date and time on the terminal to the computer's date and time, change the settings in the corresponding Date and Time boxes.
3. Select the appropriate clock, if not already selected.
4. Finally, click on the Set time button.

One of three responses will appear in the response box. These responses are as follows:

*Terminal is not responding.*

No data was received from the clock. You need to make sure the clock is connected properly and the correct parameters are set.

*Terminal is not ready to receive command.*

The clock did not acknowledge the Set Time command. You need to resend the command at a later time.

*Time is set.*

The time and date were successfully set on the clock

## **Get Time**

The Get Time command returns the time and date set on the clock. You can use this command to check if the correct date and time are set on the clock.

## **Set Date**

The Set Date command allows you to set the date where daylight saving should occur in the clock. A date between June and December will back the clock up one hour. A date from January to May will advance the clock one hour.

**WARNING:** Get Badge/Schedule Size and Get Time commands should be used after all transactional data is polled from the clock. Otherwise, the transactional data will be lost.

## Badge/Schedule Size Command

After downloading employee/schedule data to the clock, you can use the Get Badge/Schedule Size command to get the number of badges and schedules that are currently loaded in the clock.

From the Commands menu, select Get Badge/Schedule Size. If no clock is selected, select one using the Select Clock window. If communication with the clock was successful, this command will return the number of badge and schedules.

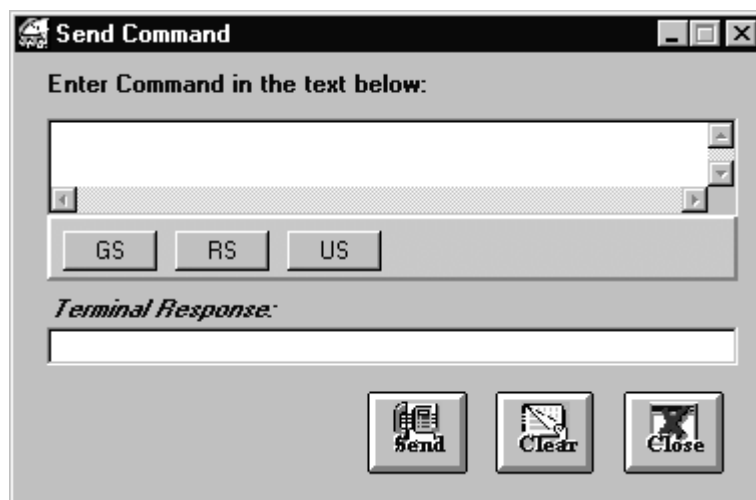


**Warning:** Get Badge/Schedule Size and Get Time commands should be used after all transactional data is polled from the clock. Otherwise, the transactional data will be lost.

## Send Command

The Create Command File Utility builds the clock commands by using the ATS command standard application command set. However, if you do not wish to build the file and download it, you can use the *Send Command* utility to send a single command to the clock while the clock is connected.

To access the *Send Command* window, select Commands => Send Command.



Refer to the ATS Clock manual for detailed information on the clock commands.

To send a command to the clock,

First, select the correct clock using the *Select Clock* window.

Then, type the command in the command text box. The buttons marked as 'rs', 'gs', and 'us' add a record separator, a group separator and a unit separator to the command, respectively. You do not need to add a record separator to the end of the command as this is done automatically by the Send command.

If the terminal sends any data back, it will appear in the *Terminal Response* text box.

## **Send Message Utilities**

Click on the Send button to send the command to the clock.

Click on Close button to close the *Send Command* window.



## **Transactional Data**

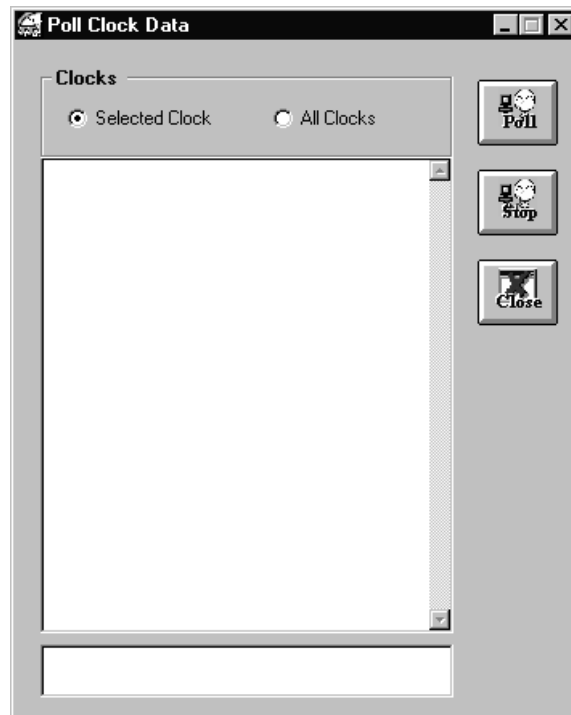
**T**he transactional data is the data that is entered or swiped using the clock. This data can be obtained from the clock through the Poll Clock command. And then imported into Exeba application using the Import Clock Data command. This chapter explains how to poll the data from the clocks and import them into the data source specified for the application.

## Clock Polling

The Poll Clock utility polls the existing data from the selected clock or from all the clocks defined in the software.

If you are using a TCP/IP clock, you need to poll the clock first before downloading a command file, setting the time, or sending a command to the clock.

1. From the main menu Data, select Poll Clock.



2. Select the clock you want to poll by using the Select clock window. Or you can select All Clocks if you want to poll the data from multiple clocks at once. When this option is selected, the poll function will attempt to poll the data from all the clocks defined in the software.

3. Click on the Poll button

The poll command polls the clock continuously until all the existing data is uploaded. When the data is polled from the clock it is automatically erased from the clock memory.

The small gray text at the bottom of the window displays the number of the clock being polled.

The data is stored in the "Data" subdirectory under the name "datammdd.log" where mm is the month and dd is the date. So, if you polled data on 1/16/00, the file will be named "data0116.log" and will remain in the directory until you remove it.

If the application data destination is the Exeba database, you do not need to import the data after it is polled, as it will be automatically imported into the database automatically.

If the data destination is 'Text Files', Exeba®-ATS will save the data in the file specified for Data Destination as follows:

*Function#, Employee ID#, Field1, ...Fieldn, Date,Time*

Function#	This the number of the function key pressed on the clock, if any.
Employee ID	The ID that was entered or scanned during the transaction.
Field1..Fieldn	Depending on the function key pressed, 0 to 4 different field are stored during each transaction.
Date	The date of the transaction in one of two formats: mm/dd/yy or dd/mm/yy
Time	The time the employee scanned the ID# in 24-hour format.

### **Stopping the Polling Process**

The polling of data from the clock will stop automatically once all the data is uploaded. You can stop the polling process at any time by clicking on the Stop button. Clicking on this button will also clear the text box from the polled data.

### **Exiting / Importing the Clock Data**

The Close button disables the polling process and closes the window. If auto import is enabled in the software, the importing of the polled data will start automatically once this window is closed.

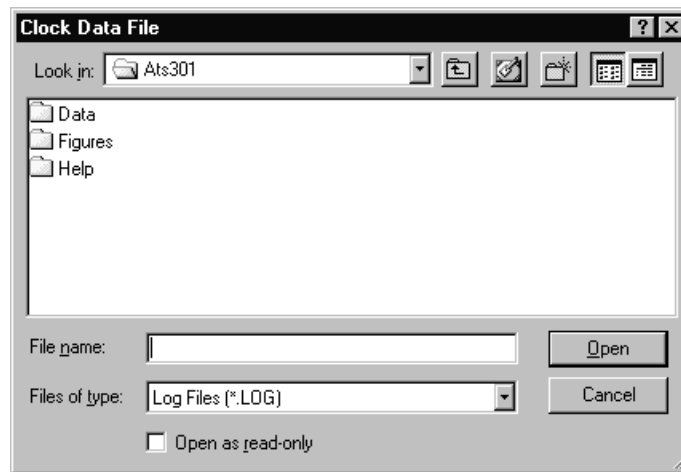
## Import Function

All activities on the ATS clock are stored in an ASCII file. Once you upload this file to your computer, you need to import it to the database. The import operation extracts the required data from this ASCII file and merges the records with the existing time and attendance and labor tracking records.

You are only required to run this command if the data was uploaded using different communication software, or you have an ATS clock file that you want to import into the Exeba database.

In order to import the ATS clock data file follow the steps below:

1. From the Data main menu, select Import Clock Data. The *Get Data File* window will appear.



2. Enter or select the path and filename. Then click on the Open button
3. This function will then return messages on the status of every import operation. For example, if time attendance data was found in the file and was imported into the database you will receive the message "Time & Attendance data was imported successfully"."

## Transactional Data Types

As the employees swipe their cards or press a function key on the ATS clock, the data is stored in the clock. When you poll this data, it will automatically be imported into the data source.

### **Employee Time & Attendance Data**

The Exeba software such as Exeba-LATS accepts the time and attendance data collected using the ATS clock. It will look for clock in and out records. The employee needs to swipe a card or enter their ID. No function key should be pressed when collecting time and attendance data only. The first time the employee swipes their card within a workday they will be clocked in. The second time will be a clock out and so on.

### **Labor Tracking Data**

Three types of labor tracking data can be imported into Exeba-LATS depending on the function key that is pressed.

When the user presses the function key, the prompts configured for that key will be displayed in sequence.

Function key F1 is used for tracking labor by work order number. The employee will be prompted to enter their ID#, followed by a work order#, a part# and a job code. The clock will automatically add the time and date.

To track labor by part, the user should press function key F2 and enter data for the following prompts: ID#, Part# and a job code. The clock will add the date and time to every record.

Function key F3 is used for tracking labor by job code. The user needs to enter an ID# and a job code only. The clock will automatically add the date and time.



## Miscellaneous

**W**hile working with Exeba<sup>®</sup>-ATS you will receive different messages. Some messages will inform you about the status of a particular operation. This type of messages is explained throughout the manual. Whereas this appendix explains the warning and error messages received by the application. Appendix A also explains how to resolve communication problems, and some other issues related to the software commands.

## Clock Error Messages

Error Message	Description
Transmission Error	Message is received when the ATS download operation fails due to communication problems.
Terminal not responding	Message is received when the software does not get a response back from the clock due to communication failure.
Clock commands file ATSCMD.DLD was not built successfully.	The file ATSCMD.DLD may have been opened by another user.

### Communication Troubleshooting

In order for the clock to communicate properly with your PC, you need to make sure the following conditions are satisfied:

- ✓ The clock communication setting matches the software communication parameters setting.
- ✓ The correct terminal address is selected.
- ✓ The application type on the clock should be set to "A" to match the setting in the software.
- ✓ The clock is connected properly to your PC. Please check for any loose connections.

## Time and Attendance Data Collection

To use the ATS clock with the Exeba<sup>®</sup>-ATS application for collecting time and attendance data, follow the steps below:

- Setup the communication parameters for each ATS clock that will be used in the data collection process using the Setup Clocks window.
- If necessary, modify the default settings for the Poll/Delay parameters.
- Select the default clock.
- Modify the default setup for the clock messages, and clock parameters, if necessary.
- Using Exeba application, setup the employee data, employee messages, schedules, and departments (optional).
- Use the create command file window to create and download all the clock configuration and employee data to the clock.
- Set the time on the clock.
- Collect time and attendance data by scanning or entering an ID# when the clock is idle.
- Poll the clock using the Poll Clock command. This command will import the data into the existing database. You can view this data, edit it and generate reports using Exeba application.

## Labor Tracking Data Collection

To use the ATS clock with the Exeba<sup>®</sup>-ATS application to collect labor tracking data and import data into Exeba-LATS application, follow the steps below:

- Setup the communication parameters for each ATS clock that will be used in the data collection process using the Setup Clocks window.
- If necessary, modify the default settings for the Poll/Delay parameters.
- Select the default clock.
- If required, modify the default setup for the clock messages, clock parameters, and function keys.
- Using Exeba-LATS application, setup the employee data, employee messages, schedules, work order ( required for function F1 only), parts (required for function F1 and F2), job code (required for function F1, F2 and F3)..
- Use the create command window to create and download all the clock and Exeba-LATS application data to the clock.
- Set the time on the clock.
- Collect labor tracking data by pressing the function key then entering or scanning all the fields that each function key prompts you for.
- Poll the clock using the Poll Clock command. This command will import the data into the existing database. You can view this data, edit it and generate reports using Exeba-LATS application.

## Product Support

**A** variety of resources are available to help you use Exeba<sup>®</sup>-ATS. These resources are covered in this appendix and can be divided into three main sections:

- On-line documentation
- User Guides
- On-line support
- Escan Support

## **On-line help**

Exeba<sup>®</sup>-ATS has a comprehensive on-line help system that allows you to locate information quickly and easily. On-line help can be accessed from the Start menu. You can also access it while working with Exeba<sup>®</sup>-ATS, by selecting Help from the main menu.

## **User documentation**

This manual contains detailed information on how to use Exeba<sup>®</sup>-ATS. For commands and questions related to the hardware, you should consult the manufacturer's User Guide that is included with this software purchase.

## Customer Support

Escan Technologies Corp. welcomes your questions, suggestions and comments regarding improvements to Exeba<sup>®</sup>-ATS and this manual. Your comments can be mailed to Escan Technologies Corp., or sent electronically via e-mail or via our World Wide Web (WWW) site. If you have a bug report that requires immediate attention, please contact us as soon as possible.

If you would like to purchase any of the hardware described in this manual, you may contact us for the current price and availability.

In order to be eligible for technical support, you must register your version of Exeba<sup>®</sup>-ATS with Escan Technologies Corp. In addition to technical support, you will receive updates as to what is new in the upcoming versions of Exeba<sup>®</sup>-ATS.

When reporting a problem, please include the following information:

- Company
- Mailing Address
- Phone Number
- Your Name/Contact Person
- E-mail Address (if available)
- Exeba<sup>®</sup>-ATS Serial Number
- Date of Purchase
- Operating system (win 95, 98, NT, 2000, or XP)

Where to send your registration/correspondence:

### **Email Address**

[techsupport@e-scan.com](mailto:techsupport@e-scan.com)

### **Telephone**

(909) 270-0043 (9:00 am - 4:00 pm PST)

**Fax**

(909) 270-0920 (24 hours - 7 days a week)

**Standard Mailing Address**

Escan Technologies Corp.

12140 Severn Way

Riverside, CA 92503

## On-line Support

As an alternative to mailing your registration, you may contact our WWW site. In addition to on-line registration, you will find an area to post comments or suggestions, read about upcoming versions of Exeba<sup>®</sup>-ATS and related software, and download up-to-date files. Our WWW site is at the following addresses:

<http://www.e-scan.com>

<http://www.exeba.com>

Notes...