

TIMELINK 2000
SUPERVISOR MANUAL
8M01014.A

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MANUAL CONVENTIONS

This manual contains information for Supervisors using the *TIMELINK 2000* Time and Attendance system.


The manual is organised in sections starting with a menu overview and then dealing with each option in the Supervisor menu. Included in the manual is a menu listing to help you find the option you want and a number of sample reports.

Throughout the manual *TIMELINK* screens are shown as below :-

THU 14 JUL 1994
08:56

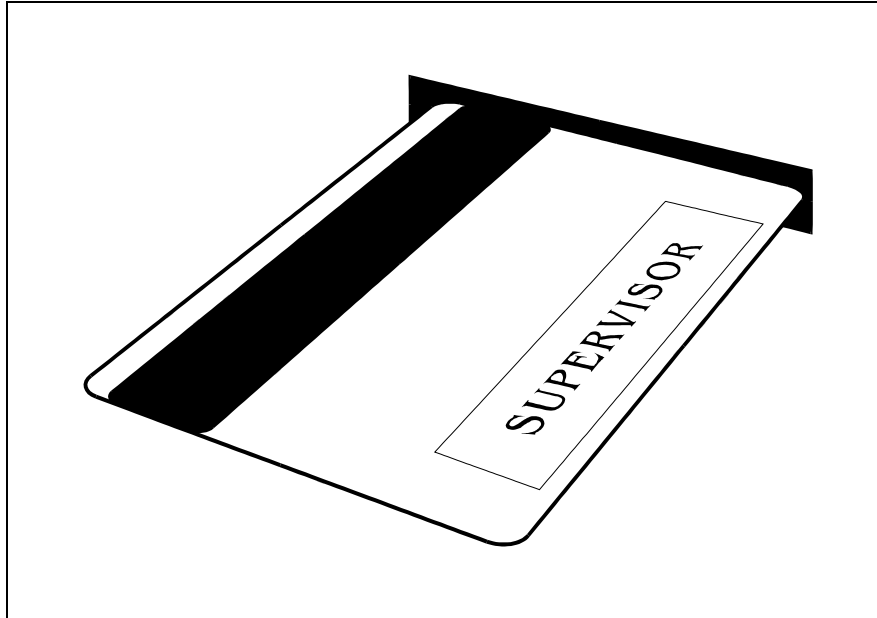
Instructions for programming *TIMELINK* may be found in the Installation Manual. Where this manual refers to the Installation Manual, the menu items which must be selected are listed together with a number representing the keys which should be pressed (e.g. Installation Menu, Depts, Dept D, Display Totals - I5.D.9).

 **Notes Box**

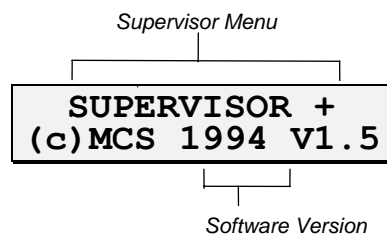
 **Notes boxes such as this contain important information set off from the text of the current subject.**

SUPERVISOR MENU OVERVIEW

All Supervisor functions are accessed through the Supervisor Menu. To enter the Supervisor Menu, insert the card marked SUPERVISOR in the card reader with the magnetic stripe on the top and on the left :-



When the card is removed the display changes to show the following :-



To view the menu options press the keys marked :-

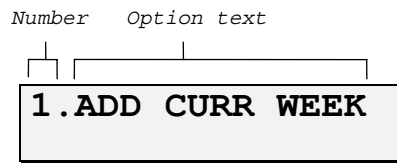


and

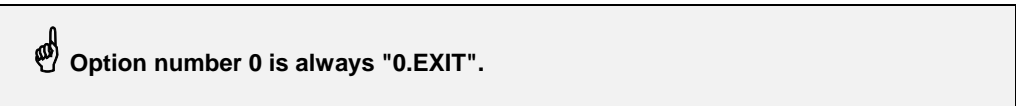


Pressing the right arrow cycles to the next option, pressing the left arrow cycles to the previous option.

For example if the right arrow key is pressed immediately after inserting the Supervisor card, the display shows the following:-



At each level of the menu there are up to 10 options.



If you know the number of the menu option you require, the appropriate number key can be pressed causing the option to be selected without pressing



For example, at any level of the menu, pressing the '0' key selects the EXIT option and returns the menu selection to the next highest level (or drops out of the menu if at the highest level of the menu).

Generally, repeatedly pressing the '0' key exits from the menu. The only exception to this is when editing a text field such as an employee name or number where the '0' then forms part of the name or number.

A diagram of the menu structure is shown in Appendix A.

USING THE SHIFT KEYS

To enter shifted characters (e.g. A, B, C etc.), press and hold the upper shift key :-



to select the character displayed above the key

or the lower shift key :-



to select the character displayed below the key.

Now press the key with the required letter on it.

For example to type in 'B', hold down the upper shift key and press the '1' key.

To type in 'P', hold down the lower shift key and press the '2' key.

ADDING, DELETING AND EDITING EMPLOYEE DETAILS

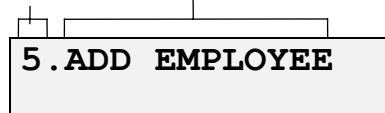
In this section you will learn how to add and delete employees, change an employee's name on the *TIMELINK* and give an employee a new card.

ADDING EMPLOYEES

Before employees can clock in or out, a plastic badge must be allocated to each employee. Menu option 5 enables employee details to be added or edited on the *TIMELINK*.

1. After inserting the SUPERVISOR badge, press the right arrow key 5 times until the display shows the following:-

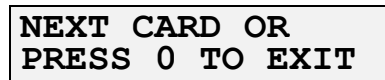
Option Number *Option to add employees and edit employee details.*



2. To select the option press



3. The display changes to the following:-



Note that this stage could have been reached by pressing the '5' key immediately after entering the SUPERVISOR menu (instead of pressing right arrow 5 times then ENTER).

4. Insert the employee's card in to the card reader with the magnetic stripe on the top of the card and on the left.

5. If the *TIMELINK* reads the card correctly, the display changes to the following:-

NAME	NUMBER
	█



Flashing cursor appears on the right.

Each employee on the *TIMELINK* must be allocated a unique number which may contain both letters and numbers. The number of digits allocated to the number is programmable in the Installation menu.

To enter letters see the section on "USING THE SHIFT KEY".

If you make a mistake while entering the employee number, use



to move the cursor backwards. The right arrow key inserts a space.

6. When the employee number is correct press



The cursor now moves as shown below :-

NAME	NUMBER
█	001



Flashing cursor appears on the left.

7. Type in the employee's name.

When the employee name is correct press



The display now changes to the following:-

DEPT NUMBER
(1-9) - █



Default department number is 1.

8. *TIMELINK* is asking you to allocate the employee to one of the 9 available departments (1 to 9).

When you have typed in the correct department identifier press



9. The employee has now been added.

The *TIMELINK* is ready for you to add another employee and displays the message:-

**NEXT CARD OR
PRESS 0 TO EXIT**

At this point another employee can be added by inserting that employee's card and repeating the previous steps.

10. When you have finished adding employees, press the '0' key. This returns you to the previous level of the menu and the display changes to the following :-

5 .ADD EMPLOYEE

CHANGING AN EMPLOYEE'S CARD

Employees' cards may get damaged or lost. In this case you need to allocate a new card to the employee but without losing any of that employee's data. To do this take the following steps :-

1. Go to the add employee option :-

5 .ADD EMPLOYEE

and press



2. The display changes to :-

**NEXT CARD OR
PRESS 0 TO EXIT**

3. Insert the new card.

4. The display changes to

NAME	NUMBER
	█

5. Type in the employee's number then press



6. The *TIMELINK* now prompts you with the message :-

NEW CARD ?
NO (1=YES, 0=NO)

7. Press '1' to select YES then



8. The employee has now been allocated to the new card and the display goes back to step 2.

CHANGING AN EMPLOYEE'S NAME

It is sometimes necessary to change an employee's name, for example when a female employee gets married. To do this take the following steps:-

1. Go to the option :-

5.ADD EMPLOYEE

and press



2. The display changes to

NEXT CARD OR
PRESS 0 TO EXIT

3. Insert the employee's card.

4. The *TIMELINK* now prompts with the message :-

NEW NAME ?
NO (1=YES, 0=NO)

5. Press '1' to select YES then



6. Type in the employee's new name and press



DELETING AN EMPLOYEE

When an employee leaves your company, the employee's name should be removed from the clock to allow new employees to be added. To delete an employee take the following steps:-

1. After inserting the SUPERVISOR card, select the option :-

6 .DEL EMPLOYEE

and press



Note that instead of pressing the right arrow key six times then ENTER, pressing the '6' key would have had the same effect.

3. The display now changes to show the following:-

**EMP NO OR INSERT
CARD - _____**

4. You must now select the employee you wish to delete.



Care should be taken when deleting an employee since deleted employees' data cannot be recovered.

SELECTING AN EMPLOYEE

There are three ways to select an employee :-

A. Type in the employee's number followed by



As soon as you type the first character the cursor will appear.

B. Insert the employee's card in the reader.

C. Scroll through a list of all employees on the *TIMELINK* by first pressing the left arrow key



and then using both arrow keys to highlight the employee to select.

When the display is showing the employee you want to select press



These methods of selecting an employee are common to many parts of the SUPERVISOR menu.

EDITING EMPLOYEE TOTALS

The *TIMELINK 2000+* stores a number of totals. The following totals can be edited:-

- **WEEKLY TOTALS**
Calculated for each week. Current and previous weekly totals may be edited.
- **GRAND TOTALS**
Calculated for each grand total period. Current grand total period and previous grand total period totals may be edited.

To edit totals select the second option from the SUPERVISOR menu i.e. :-

2 .MODIFY TOTALS

and press



You may now select one of the following options :-

1 .ADD CURR WEEK

Add time to employees' current weekly totals.

2 .ADD PREV WEEK

Add time to employees' previous weekly totals.

3 .ADD CURR GRND

Add time to employees' current grand totals. This also modifies the employee's flexi-balance if applicable.

4 .ADD PREV GRND

Add time to employees' previous grand totals. This also modifies the employee's flexi-balance if applicable.

5 .SUB CURR WEEK

Subtract time from employees' current weekly totals.

6 . SUB PREV WEEK

Subtract time from employees' previous weekly totals.

7 . SUB CURR GRND

Subtract time from employees' current grand totals. This also modifies the employee's flexi-balance if applicable.

8 . SUB PREV GRND

Subtract time from employees' previous grand totals. This also modifies the employee's flexi-balance if applicable.

Once the relevant option has been selected by pressing the ENTER key, the employees to be edited must be selected.

Totals may be edited for a single employee, for a department of employees or for all employees on the clock.

Choose one of the following :-

1 . EMPLOYEE

Selects an individual employee to edit.

2 . DEPT

Selects a department of employees to edit.

3 . ALL

Selects all employees.

0 . EXIT

Returns to the previous menu level.

If you selected the employee option, you must now select the specific employee (see the section on SELECTING AN EMPLOYEE).

If you selected the department option, you must now select the department number you wish to edit. When you have typed in the department number press



4. The *TIMELINK* now prompts for the rate to edit :-

```
JOHNSON . A      001
RATE 1 HRS 00:00
```

5. Type in the rate you wish to edit (1 to 4) and press



6. The cursor now moves to the time :-

```
JOHNSON . A      001
RATE 1 HRS 00:00
```

7. You can now type in the time to add to or subtract from the employee(s) totals.

8. When the time to add or subtract has been typed in press



QUICKLY EDITING CURRENT WEEKLY TOTALS

If you wish to edit an employee's current weekly total, a "short cut" has been included to make this quicker and easier. The first option in the Supervisor menu is :-

```
1 .ADD CURR WEEK
```

This menu option allows a single employee's current weekly total to be added to (to add to a department's totals or all employees you must use the second menu option "2.MODIFY TOTALS" as described in the previous section).

CHANGING AN EMPLOYEE'S SHIFT

TIMELINK allows you to change an employee's shift manually.

To change an employee's shift take the following steps :-

1. After inserting the SUPERVISOR card select the 7th option :-

7 . SHIFT/DEPT

and press



Alternatively press the '7' key.

2. Select the first option in this menu :-

1 . SHIFT

and press



(or press the '1' key).

3. The display changes to show the message :-

**EMP NO OR INSERT
CARD - _____**

Select the employee as described in the section "SELECTING AN EMPLOYEE".

4. You are now prompted to enter the employee's new shift :-

**OLD SHIFT 1
NEW SHIFT 1**

5. Type in the new shift number and press



6. The employee has now been switched to the new shift.

CHANGING AN EMPLOYEE'S DEPARTMENT

TIMELINK allows you to change an employee's department or to change all employees in one department to another department.

To change departments take the following steps :-

1. After inserting the SUPERVISOR card select the 7th option :-

7 . SHIFT / DEPT

and press



Alternatively press the '7' key.

2. Select the 2nd option in this menu :-

2 . DEPT

and press



(or press the '2' key).

3. You must now select whether you want to change the department for an individual employee or put all employees in one department into another department. Select one of the following :-

1 . EMPLOYEE

Selects a single employee.

2 . DEPT

Selects a department of employees.

0 . EXIT

Returns to the previous menu level.

Then press



4. If you selected the employee option, the display changes to show the message :-

```
EMP NO OR INSERT  
CARD - _____
```

Select the employee as described in the section "SELECTING AN EMPLOYEE".

5. You are now prompted to enter the new department :

```
OLD DEPT 1  
NEW DEPT 1
```


6. Type in the new department number and press



7. The employee(s) have now been switched to the new department.

REPORTS

A number of reports are available from the SUPERVISOR menu.

 If you are using the PC based *TORUS 2000* package, the following reports are available via the “on-line “ menu option.

To print reports, insert the SUPERVISOR card and select the third option :-

3 . PRINTOUTS

A summary of the reports available is given below:-

1 . EMPLOYEE DATA

Print employee names and numbers.

2 . ABSENT / PRESENT

Select either employee present report or employee absent report (see below).

1 . EMPLOYEES ABS

Print employees absent now.

2 . EMPLOYEES PRES

Print employees present now.

3 . EOW REPORT

Print the previous end of week report for all employees. End of week reports are defined in the INSTALLATION menu (Installation Menu - Reports, EOW Reports, Report R - I7.1.R) and are normally printed automatically at the end of the week.

4 . PREVIOUS CLK

Print the previous clockings of an employee, department or all employees. Specify how many previous days you want to print (between 1 and 9 days). Press the ‘A’ key to select all clockings stored in the *TIMELINK*. Clockings are printed for the number of days specified up to the current time.

5 . CURR WEEK TOT

[]

Print the current weekly totals of an employee, department or all employees.

6 . PREV WEEK TOT

Print the previous weekly totals of an employee, department or all employees.

7 . CURR GRND TOT

Print the current grand totals of an employee, department or all employees.

8 . PREV GRND TOT

Print the previous grand totals of an employee, department or all employees.

9 . INFRINGEMENTS

Print the infringements such as automatic clockings, forgotten clockings and core time infringements of an employee, department or all employees. Infringements are printed for the number of days specified.

Appendix A shows some sample reports.

CANCELLING REPORTS

If you want to cancel a report before it has finished printing, press

F1

ADJUSTING THE TIME

The SUPERVISOR menu allows the time to be adjusted on the *TIMELINK*.

To adjust the time :-

1. Select the 8th option in the SUPERVISOR menu :-

8 .ADJUST TIME

and press



Alternatively press the '8' key.

2. The display changes to the following :-

**1 .ADV 2 .HLD 0 .EX
10 : 25 : 32**

To advance the time by one second press the '1' key.

To prevent the time advancing press and hold the '2' key.

To exit this menu option press the '0' key.



If the *TIMELINK* is connected to any other *TIMELINK*s via the network, if the network address is not number 1, the time will be set back again when the clock which is number 1 reaches the next minute. If this is the case, adjust the time on the *TIMELINK* which is set to address 1 and all other *TIMELINK*s will automatically be set to the same time.

There should be no need to modify the time when British Summer Time and Greenwich Mean Time occur since the *TIMELINK* can be programmed to change the time by one hour automatically on those dates (Installation Menu - Dates/Times, BST/GMT - I3.6).

LOCKOUTS

The *TIMELINK* can be programmed to prevent employees from clocking in or out at certain times during the day (Installation Menu - Depts, Dept D, Lockouts - I5.D.7). The SUPERVISOR menu contains the facility to override lockouts.

To override lockouts take the following steps :-

1. Insert the SUPERVISOR card and select the 4th option :-

**4 . LCKOUT OVRIDE
DEF**

then press



Alternatively press the '4' key.

2. Choose one of the following selections :-

1 . LOCKOUT OFF

This option disables lockouts.

2 . DEFAULT

Restore lockouts to their default settings. Cancels the previous option.

0 . EXIT

Return to the previous level of the menu.

PRODUCT SUPPORT

Technical support should be sought initially from your supplier but may be obtained ultimately from Time Control Systems (0115 - 939 1204).

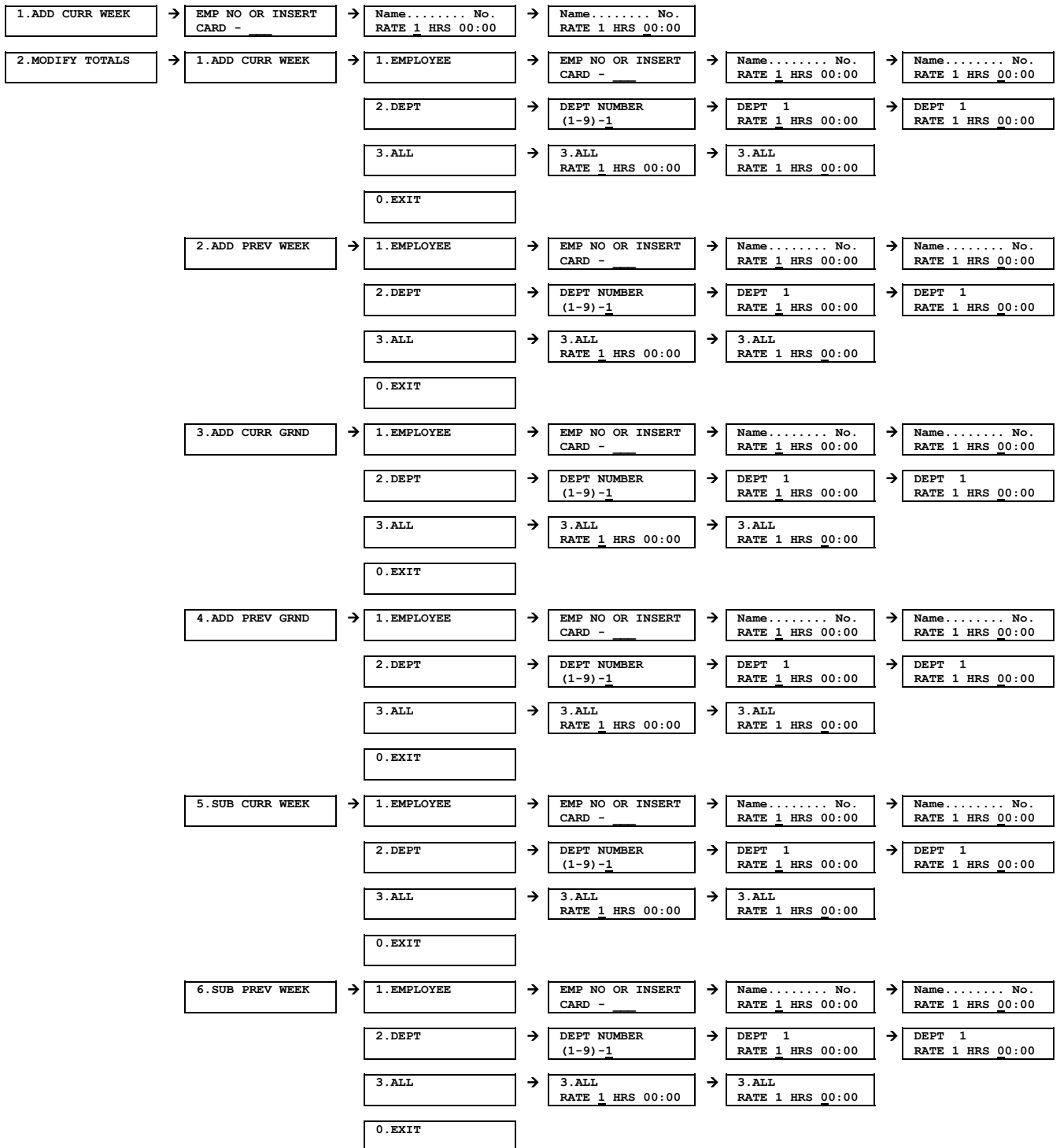
When requesting technical support, please have the following information ready :-

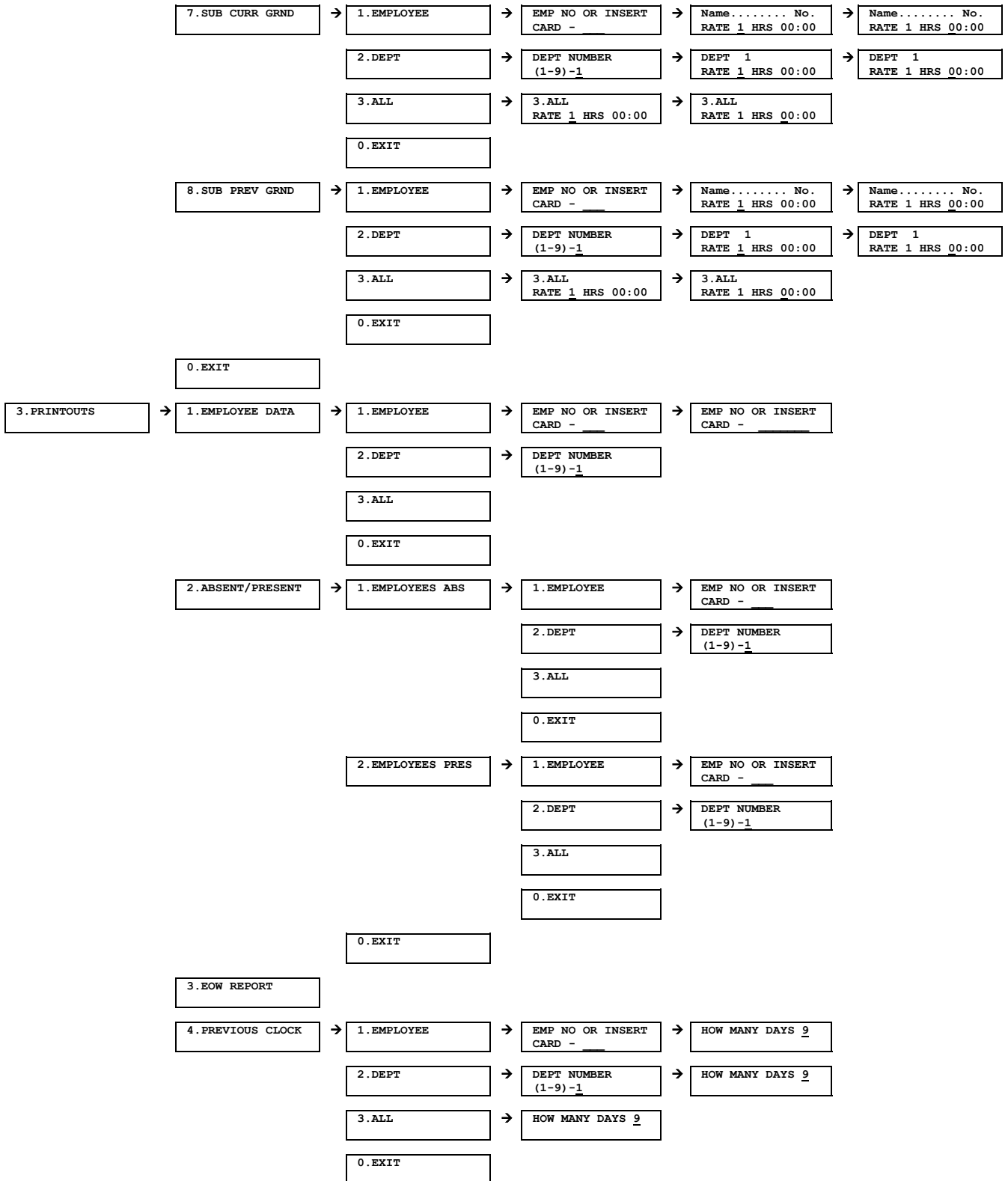
- The software version of the *TIMELINK*. This is displayed on the bottom line of the display when a Supervisor or Installation card is inserted.

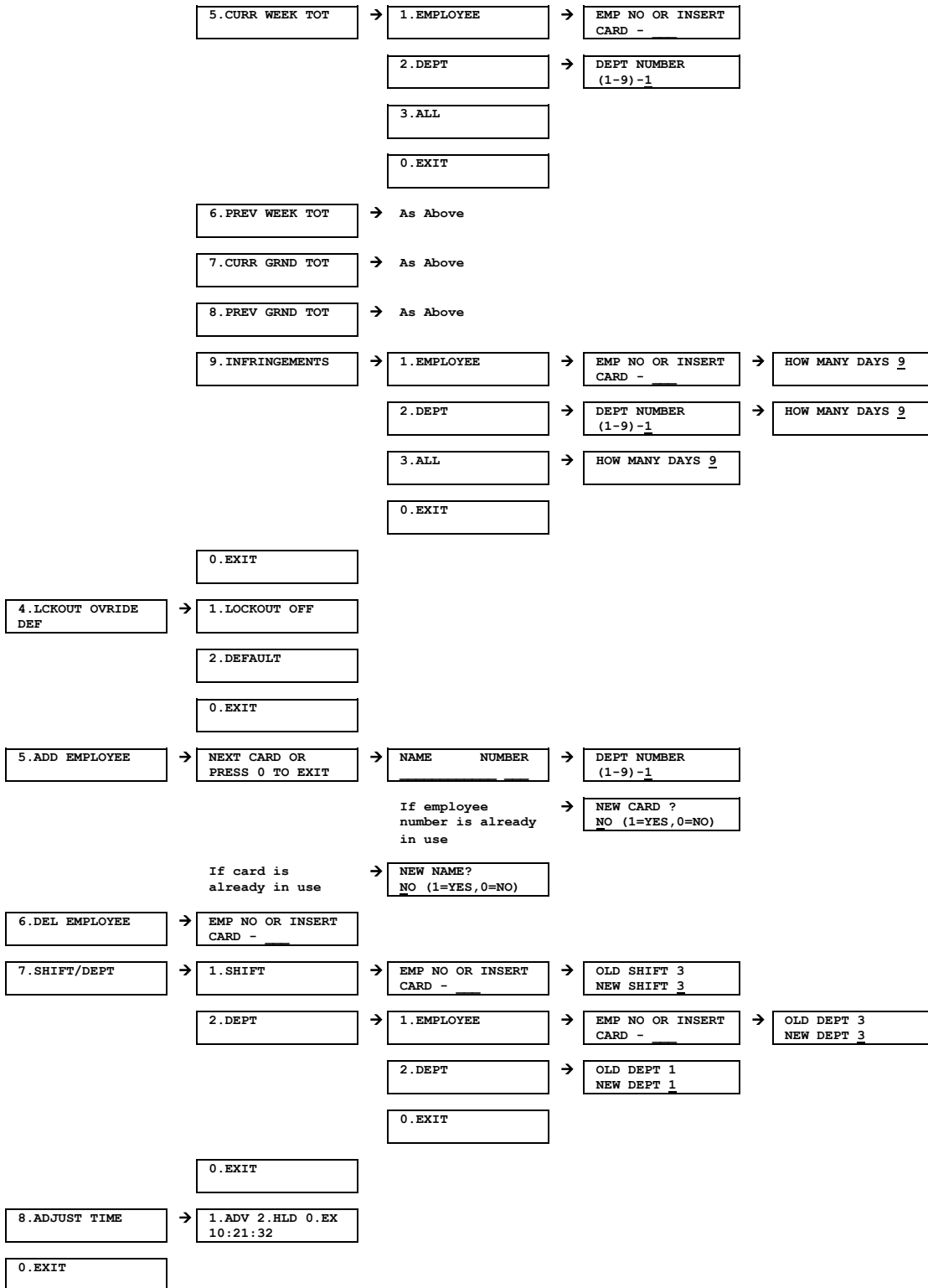
The *TIMELINK* serial number. This may be found on the underside of the case.

- If you have a query regarding the way *TIMELINK* has calculated hours, on contacting TCS you will be asked to fax them a copy of the program printout (Installation Menu - Printouts, Print All Info - I2.1)

APPENDIX A - SUPERVISOR MENU







APPENDIX B - SAMPLE REPORTS

EMPLOYEE DATA REPORT

MASTER NUMBER 1

EMPLOYEE DATA
DEPT 1

NAME	NUMBER
JONES.J	100 OUT
JOHNSON.A	101 IN

DEPT 2

NAME	NUMBER
STEVENS.B	104 IN
TOMLINSON.C	105 IN

CHECKSUM=7F

EMPLOYEES ABSENT REPORT

MASTER NUMBER 1

ABSENT
DEPT 1

NAME	NUMBER
F JONES.J	100

CHECKSUM=45

EMPLOYEES PRESENT REPORT

MASTER NUMBER 1

PRESENT

DEPT 1

NAME	NUMBER
F JOHNSON.A	101

DEPT 2

NAME	NUMBER
F STEVENS.B	104
F TOMLINSON.C	105

CHECKSUM=55

END OF WEEK REPORT

MASTER NUMBER 1
EOW REPORTS 27 JAN 95

REPORT NO.1

DEPT 1

JONES.J NO.100

DAILY TIMES		DAILY TOTALS	RATE 1	RATE 2	RATE 3	RATE 4
M	08:58-11:59 12:58-17:05		6:45			
T	09:00-12:01 12:58-17:01		7:00			
W	09:02-12:04 12:59-17:01		7:00			
t	08:58-12:02 12:59-17:02		7:00			
F	08:56-12:05 12:58-17:02		7:00			

PREVIOUS WEEKLY TOTALS 34:45

JOHNSON.A NO.101

DAILY TIMES		DAILY TOTALS	RATE 1	RATE 2	RATE 3	RATE 4
M	08:58-12:05 12:57-17:06		7:00			
T	09:00-12:03 12:55-17:00		7:00			
W	09:02-12:06 12:59-17:03		7:00			
t	08:58-12:00 12:58-17:05		7:00			
F	ABSENT					

PREVIOUS WEEKLY TOTALS 28:00

DEPT 1 TOTAL

PREVIOUS WEEKLY TOTALS

RATE 1 62:45 RATE 2 RATE 3 RATE 4

DEPT 2

STEVENS.B NO.104

DAILY TIMES		DAILY TOTALS	RATE 1	RATE 2	RATE 3	RATE 4
M	08:58-12:02 12:58-17:05		7:00			
T	09:00-12:01 12:58-17:01		7:00			
W	09:02-12:04 12:59-17:01		7:00			
t	08:58-12:02 12:59-17:02		7:00			
F	08:59-12:00 12:57-17:00		7:00			

PREVIOUS WEEKLY TOTALS 35:00

TOMLINSON.C NO.105

DAILY TIMES		DAILY TOTALS	RATE 1	RATE 2	RATE 3	RATE 4
M	ABSENT					
T	09:00-12:01 12:58-XX:XX		3:00			
W	09:02-17:01		7:00			
t	08:58-12:02 12:59-17:02		7:00			
F	ABSENT					

PREVIOUS WEEKLY TOTALS 17:00

DEPT 2 TOTAL

PREVIOUS WEEKLY TOTALS

RATE 1 52:00 RATE 2 RATE 3 RATE 4

OVERALL TOTAL

PREVIOUS WEEKLY TOTALS

RATE 1 114:45 RATE 2 RATE 3 RATE 4

CARD STATS

5/6/324

CHECKSUM=6E

PREVIOUS CLOCKINGS REPORT

MASTER NUMBER 1
PREVIOUS CLOCK

DEPT 1

NAME NUMBER

JONES.J NO.100 1

DAILY TIMES

DAILY TOTALS RATE 1 RATE 2 RATE 3 RATE 4

M 08:54-12:03 12:56-17:01

07:00

T 08:58-12:01 12:59-17:03

07:00

W ABSENT

JOHNSON.A NO.101 1

DAILY TIMES

DAILY TOTALS RATE 1 RATE 2 RATE 3 RATE 4

M 08:58-12:01 12:54-17:08

07:00

T 08:56-12:05 12:59-17:00

07:00

W 09:01-12:00 12:57-17:05

07:00

DEPT 2

NAME NUMBER

STEVENS.B NO.104 2

DAILY TIMES

DAILY TOTALS RATE 1 RATE 2 RATE 3 RATE 4

M ABSENT

T 08:58-12:01 12:56-17:01

07:00

W 08:57-11:59 12:58-17:02

06:45

TOMLINSON.C NO.105 2

DAILY TIMES

DAILY TOTALS RATE 1 RATE 2 RATE 3 RATE 4

M 09:00-12:08 13:01-17:00

07:00

T 08:57-12:03 12:59-17:02

07:00

W 08:59-12:00 12:59-17:05

07:00

CHECKSUM=0B

CURRENT WEEKLY TOTALS REPORT

MASTER NUMBER 1
CURRENT WEEKLY TOTALS
DEPT 1

JONES.J NO.100 RATE 1 14:00 RATE 2 RATE 3 RATE 4
JOHNSON.A NO.101 RATE 1 21:00 RATE 2 RATE 3 RATE 4

DEPT 1 TOTAL
CURRENT WEEKLY TOTALS
RATE 1 35:00 RATE 2 RATE 3 RATE 4

DEPT 2
STEVENS.B NO.104 RATE 1 13:45 RATE 2 RATE 3 RATE 4
TOMLINSON.C NO.105 RATE 1 21:00 RATE 2 RATE 3 RATE 4

DEPT 2 TOTAL
CURRENT WEEKLY TOTALS
RATE 1 34:45 RATE 2 10:00 RATE 3 RATE 4

OVERALL TOTAL
CURRENT WEEKLY TOTALS
RATE 1 69:45 RATE 2 RATE 3 RATE 4

CHECKSUM=3B

PREVIOUS WEEKLY TOTALS REPORT

MASTER NUMBER 1
PREVIOUS WEEKLY TOTALS
DEPT 1

JONES.J NO.100 RATE 1 34:45 RATE 2 RATE 3 RATE 4
JOHNSON.A NO.101 RATE 1 28:00 RATE 2 RATE 3 RATE 4

DEPT 1 TOTAL
PREVIOUS WEEKLY TOTALS
RATE 1 62:45 RATE 2 RATE 3 RATE 4

DEPT 2
STEVENS.B NO.104 RATE 1 35:00 RATE 2 RATE 3 RATE 4
TOMLINSON.C NO.105 RATE 1 17:00 RATE 2 RATE 3 RATE 4

DEPT 2 TOTAL
PREVIOUS WEEKLY TOTALS
RATE 1 52:00 RATE 2 RATE 3 RATE 4

OVERALL TOTAL
PREVIOUS WEEKLY TOTALS
RATE 1 114:45 RATE 2 RATE 3 RATE 4

CHECKSUM=5C

CURRENT GRAND TOTALS REPORT

MASTER NUMBER 1
CURRENT GRAND TOTALS
DEPT 1

JONES.J NO.100 RATE 1 74:15 RATE 2 RATE 3 RATE 4
JOHNSON.A NO.101 RATE 1 68:45 RATE 2 RATE 3 RATE 4

DEPT 1 TOTAL
CURRENT GRAND TOTALS
RATE 1 143:00 RATE 2 RATE 3 RATE 4

DEPT 2

STEVENS.B NO.104 RATE 1 69:45 RATE 2 RATE 3 RATE 4
TOMLINSON.C NO.105 RATE 1 68:00 RATE 2 RATE 3 RATE 4

DEPT 2 TOTAL
CURRENT GRAND TOTALS
RATE 1 137:45 RATE 2 RATE 3 RATE 4

OVERALL TOTAL
CURRENT GRAND TOTALS
RATE 1 280:45 RATE 2 RATE 3 RATE 4

CHECKSUM=7F

PREVIOUS GRAND TOTALS REPORT

MASTER NUMBER 1
PREVIOUS GRAND TOTALS
DEPT 1

JONES.J NO.100 RATE 1 71:30 RATE 2 RATE 3 RATE 4
JOHNSON.A NO.101 RATE 1 69:45 RATE 2 RATE 3 RATE 4

DEPT 1 TOTAL
PREVIOUS GRAND TOTALS
RATE 1 141:15 RATE 2 RATE 3 RATE 4

DEPT 2

STEVENS.B NO.104 RATE 1 68:30 RATE 2 RATE 3 RATE 4
TOMLINSON.C NO.105 RATE 1 68:15 RATE 2 RATE 3 RATE 4

DEPT 2 TOTAL
PREVIOUS GRAND TOTALS
RATE 1 136:45 RATE 2 RATE 3 RATE 4

OVERALL TOTAL
PREVIOUS GRAND TOTALS
RATE 1 278:00 RATE 2 RATE 3 RATE 4

CHECKSUM=84

INFRINGEMENTS REPORT

MASTER NUMBER 1
CLOCK INFRINGE
DEPT 1

NAME	NUMBER
T TOMLINSON.C	105 23:00

CORE INFRINGE
DEPT 1

NAME	NUMBER
M JONES.J	100 11:59
T JONES.J	100 09:00
W JONES.J	100 09:02
T JOHNSON.A	101 09:00
W JOHNSON.A	101 09:02

DEPT 2

NAME	NUMBER
T STEVENS.B	104 09:00
W STEVENS.B	104 09:02
T TOMLINSON.C	105 09:00
W TOMLINSON.C	105 09:02

AUTO CLOCK
DEPT 1

NAME	NUMBER
F STEVENS.B	104 17:00

CHECKSUM=5F