TIMELINK 4000

SUPERVISOR MANUAL

SM01256.C

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MANUAL CONVENTIONS

This manual contains information for Supervisors using the *TIMELINK 4000* 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
     8:56:40
```

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, Groups, Group G, Display Totals - I5.G.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 arrow on the top and pointing towards the *TIMELINK*. :-
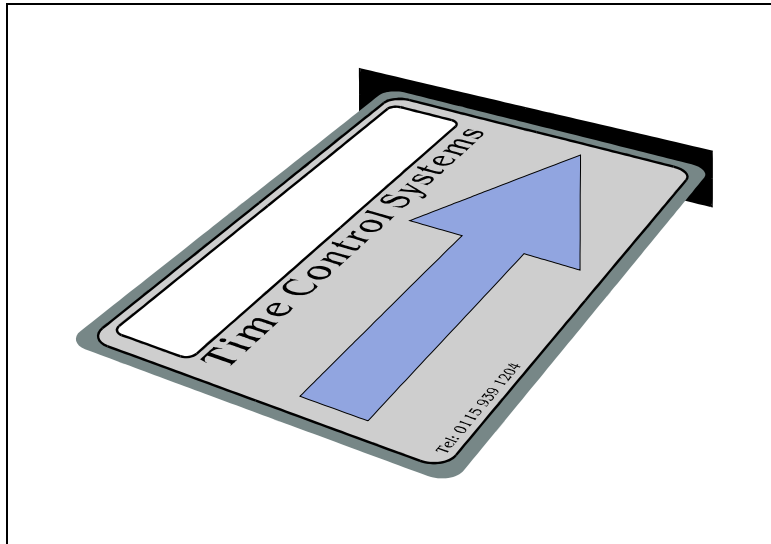
When the card is removed the display changes to show the following :-

Supervisor Menu

```
SUPERVISOR
V5.0 c.MCS 1995
```

Software Version   *Copyright Message*
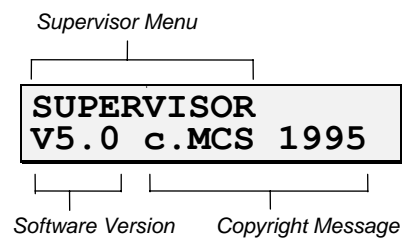
To view the menu options press the keys marked :-

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:-

Number   Option text

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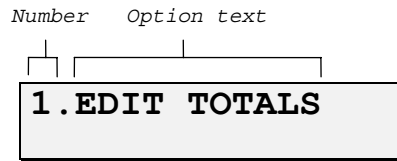
At each level of the menu there are up to 10 options.

☞ **Option number 0 is always "0.EXIT".**
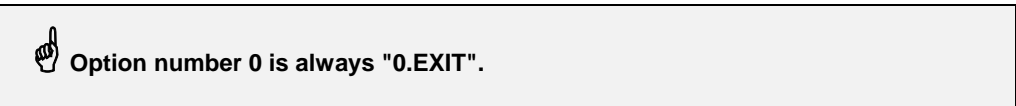
If you know the number of the menu option you require, the appropriate number key can be pressed causing the option to be selected without pressing

ENTER

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 KEY

To enter shifted characters (e.g. A, B, C etc.), press and hold

SHIFT

Now press the key with the required letter on it. Each press of this key, cycles to the next shifted character on the key. When the correct character is displayed release the shift key.

For example to type in 'A', hold down the shift key, press the '1' key then release the shift key.

To type in 'B', hold down the shift key and press the '1' key twice, for 'C' press the '1' key three times and so on.

Pressing the '1' key four times cycles the letter back to 'A'.

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*, give an employee a new card and undelete an employee (i.e. restore the records of a deleted employee).

ADDING EMPLOYEES

Before employees can clock in or out, a plastic badge must be allocated to each employee. Menu option 4 enables employee details to be added or edited on the *TIMELINK*.

1. After inserting the SUPERVISOR badge, press the right arrow key 4 times until the display shows the following:-

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

```
4.ADD EMPLOYEE
0/25
```

```
     Maximum number of employees on the TIMELINK.

 Number of employees currently on the TIMELINK.
```

Note that the second line displays the number of employees currently stored on the *TIMELINK* and the maximum number of employees the clock is capable of storing.

The maximum number of employees on any one *TIMELINK* can be expanded up to 200 employees. Contact your supplier for further details.

2. To select the option press

[ENTER]

3. The display changes to the following:-

```
NEXT CARD OR
PRESS 0 TO EXIT
```

Note that this stage could have been reached by pressing the '4' key immediately after entering the SUPERVISOR menu (instead of pressing right arrow 4 times then ENTER).

4. Insert the employee's card in to the card reader with the arrow on the top and pointing towards the *TIMELINK*.

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

```
EMPLOYEE NUMBER
               █
```
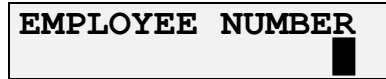
Flashing cursor appears on the right.

Each employee on the *TIMELINK* must be allocated a unique number which may be up to 7 characters long and may contain both letters and numbers

The employee number is entered from the right.

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

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

[←]

and

[→]

to move the cursor and correct the mistake. To erase a character overwrite it with

[SPACE]

6. When the employee number is correct press

[ENTER]

The display now changes to the following:-

```
EMPLOYEE NAME
█
```

Flashing cursor appears on the left.

7. Type in the employee's name. Up to 16 characters are permitted. Again use the arrow keys if you make a mistake.

☞ **If you want reports to be sorted by employee surname enter the surname first followed by the initial e.g. JOHNSON.A**
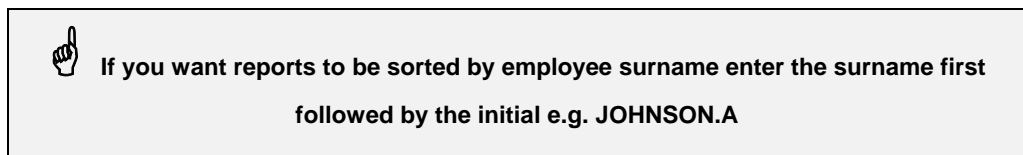
When the employee name is correct press

[ENTER]

The display now changes to the following:-

```
GROUP NUMBER
(1-F) -1
```

Default group number is 1.

8. *TIMELINK* is asking you to allocate the employee to one of the 15 available groups. These are 1 to 9 and A,B,C,D,E and F. To enter a group in the range A to F use the shift key as described earlier.

When you have typed in the correct group identifier press

```
ENTER
```

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 :-

```
4.ADD EMPLOYEE
1/25
```

Notice that the first number on the bottom line has increased to show you the number of employees who have been added to the *TIMELINK*.

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 :-

```
4.ADD EMPLOYEE
1/25
```

and press

```
ENTER
```

2. The display changes to :-

```
NEXT CARD OR
```

```
┌─────────────────────────┐
│ PRESS 0 TO EXIT         │
└─────────────────────────┘
```

3. Insert the new card.

4. The display changes to

```
┌─────────────────────────┐
│ EMPLOYEE NUMBER         │
│                   █     │
└─────────────────────────┘
```

5. Type in the employee's number then press

```
┌───────┐
│ ENTER │
└───────┘
```

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

```
┌─────────────────────────┐
│ NEW CARD                │
│ █O  (1=YES,0=NO)        │
└─────────────────────────┘
```

7. Press '1' to select YES then

```
┌───────┐
│ ENTER │
└───────┘
```

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 :-

```
┌─────────────────────────┐
│ 4.ADD EMPLOYEE          │
│ 1/25                    │
└─────────────────────────┘
```

and press

```
┌───────┐
│ ENTER │
└───────┘
```

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 ?              │
│ █                       │
└─────────────────────────┘
```

```
O  (1=YES,0=NO)
```

5. Press '1' to select YES then

```
ENTER
```

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

```
ENTER
```

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 :-

```
5.DEL EMPLOYEE
1/25
```

and press

```
ENTER
```

Note that instead of pressing the right arrow key five times then ENTER, pressing the '5' 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.

SELECTING AN EMPLOYEE

There are three ways to select an employee :-

A. Type in the employee's number followed by

ENTER

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* using

←

 and

→

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

ENTER

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

UNDELETING AN EMPLOYEE

If you delete an employee by accident, the employee can usually be undeleted. The exception to this rule is when the *TIMELINK* has used the space occupied by the employee for another employee. In this case it is not possible to recover the deleted employee's details.

Take the following steps to undelete an employee :-

1. Select the 6th menu option in the SUPERVISOR menu i.e :-

```
6.UNDEL EMPLOYEE
1/25
```

and press

[ENTER]

2. Choose the employee you want to restore using one of the methods described in the section SELECTING AN EMPLOYEE. Notice that if you use the arrow keys to scroll through the list of employees, only those employees who have been deleted are shown in the list.

3. The employee details are now restored.

EDITING EMPLOYEE TOTALS

The *TIMELINK* stores a number of totals. These include the following :-

- DAILY TOTALS

  Calculated for each day. May be edited for any day still stored in the *TIMELINK*. The number of days stored depend upon the number of clockings per day and the number of rates worked a day but is typically ten weeks or more.

- 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.

- FLEXI-BALANCE

  Also calculated for each grand total period. Flexi-Balance for the current and the previous grand total periods may be edited.

To edit any of the aforementioned totals, select the first option from the SUPERVISOR menu i.e. :-

```
1.EDIT TOTALS
```

and press

ENTER

☝ **If you are using the PC based TORUS package, we recommend that you edit**

totals using the PC rather than editing them directly on the *TIMELINK*.

For further details on TORUS contact your supplier.

EDITING DAILY TOTALS

The *TIMELINK* allows you to edit both the current day's totals and the totals for any previous day which are still stored in memory.

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

EDITING CURRENT DAILY TOTALS

To edit current daily totals take the following steps :-

1. After selecting the first option in the SUPERVISOR menu (1.EDIT TOTALS) select

1.EDIT CURR DLY

and press

ENTER

2. You must now specify whether you wish to edit the totals for a single employee, a group of employees or all employees. Choose one of the following :-

1.EMPLOYEE

Selects an individual employee to edit.

2.GROUP

Selects a group of employees to edit.

3.ALL

Selects all employees.

0.EXIT

Returns to the previous menu level.

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

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

```
┌─────────┐
│ ENTER   │
└─────────┘
```

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

```
┌────────────────────────┐
│ JOHNSON.A              │
│ RATE ▇  = 05:15        │
└────────────────────────┘
```

5. Type in the rate you wish to edit (1 to 6). Entering a rate of 0 exits from this option without editing any totals.

6. The cursor now moves to the '=' sign :-

```
┌────────────────────────┐
│ JOHNSON.A              │
│ RATE 1  ▇ 05:15        │
└────────────────────────┘
```

If the employee is clocked in, the time displayed with the '=' is the time that the employee would be credited with if the employee clocked out at that exact moment in time.

7. You can now set the employee's daily total equal to a value, add time or subtract time.

> ☝ **If you set time equal to a value and the employee works more time after you have edited the total, the employee will be credited with the additional time he/she has worked since the total was modified.**

ADDING TIME AT A RATE

To add time enter a '+' sign by holding down

```
┌─────────┐
│ SHIFT   │
└─────────┘
```

and pressing the '0' key.

SUBTRACTING TIME AT A RATE

Similarly, to subtract time enter a '-' sign by holding down

```
┌─────────┐
│ SHIFT   │
└─────────┘
```

and pressing the '0' key twice.

SETTING TIME AT A RATE

If you want to set the employee's time equal to a value simply use

```
┌─────────┐
│   ➡     │
└─────────┘
```

to step to the time field.

---

8. Once you have selected whether you want to add, subtract or set the time at a rate, you must enter the value of the time. Simply type in the time (the cursor will automatically jump past the ':' in the time). When all the details are correct press

ENTER

If the modified daily total is too large the message :-

INVALID TOTAL

is displayed and the modified total is limited.

☝ **Modifications are limited to ± 50 hours, and daily totals are limited to 99 hours.**

Daily totals may not be negative!

9. The employee's daily total has now been modified.

EDITING PREVIOUS DAILY TOTALS

It is possible to edit the daily total for any day which is stored in the *TIMELINK*.

The number of days stored depends upon factors such as the average number of clockings per day and the number of different rates worked a day but is typically greater than 10 weeks.

To edit the totals for a particular date, perform the following steps :-

1. After selecting "1.EDIT TOTALS", choose the second menu option :-

2.EDIT PREV DLY
01-07-94

and press

SHIFT

2. Enter the date in day, month, year order and press

SHIFT

when the date is correct. The cursor automatically skips over the '-' characters.

3. From now on the menu structure is identical to editing a current daily total. Follow the steps from step 2 onwards in the "EDITING CURRENT DAILY TOTALS" section.

If you attempt to edit an employee's totals for a date which is not available (i.e. the date is too long ago or the clock was not turned on for the day in question) the *TIMELINK* displays the message :-

```
DATA NOT AVAIL.
```

☝ **Once you have selected a date, several employees or groups can be edited**

without re-entering the date since the menu structure returns to the

EMPLOYEE/GROUP/ALL selection after each edit. To edit a different date, simply

press the '0' key at this point to return to the date entry screen.

EDITING CURRENT AND PREVIOUS WEEKLY TOTALS

When a daily total is edited, the weekly and grand totals for the period in which the day lies are automatically edited as well. You may however wish to edit the weekly total independently of the daily total (if for example the employee is absent for a whole week).

TIMELINK allows you to edit the current weekly and the previous weekly totals. After selecting "1.EDIT TOTALS" select either :-

```
3.EDIT CURR WEEK
```

to edit current weekly totals or :-

```
4.EDIT PREV WEEK
```

to edit the previous week's totals.

From now on the menu structure is identical to editing daily totals. You may select EMPLOYEE, GROUP or ALL, the rate to edit and the number of hours to add, subtract or set the weekly total to.

☝ **As for daily totals, weekly totals and modifications are limited. Weekly totals**

are limited to 500 hours (there are only 166 hours in a week!) and weekly

modifications are limited to ± 500 hours.

EDITING CURRENT AND PREVIOUS GRAND

The totals for the current and previous grand totals may also be edited. If grand totals are modified, flexi-balances (if used) are also edited automatically by the same amount.

After selecting "1.EDIT TOTALS" select either :-

```
5.EDIT CURR GRND
```

to edit current grand totals or :-

```
6.EDIT PREV GRND
```

to edit the previous grand totals.

From now on the menu structure is identical to editing daily totals. You may select EMPLOYEE, GROUP or ALL, the rate to edit and the number of hours to add, subtract or set the grand total to.

☞ **Grand totals are limited to 999 hours and may not be negative. Modifications to grand totals are limited to ± 500 hours.**

EDITING CURRENT AND PREVIOUS FLEXI-BALANCE

The flexi-balances for the current and previous grand totals may also be edited. If flexi-balances are modified, grand totals are also edited automatically by the same amount.

After selecting "1.EDIT TOTALS" select either :-

```
7.EDIT CURR FLEX
```

to edit current flexi-balance or :-

```
8.EDIT PREV FLEX
```

to edit the previous flexi-balance.

From now on the menu structure is identical to editing daily totals. You may select EMPLOYEE, GROUP or ALL, the rate to edit and the number of hours to add, subtract or set the flexi-balance to.

☞ **Flexi-balances are limited to ± 500 hours (i.e. they may be negative).**

Modifications to flexi-balances are limited to ± 500 hours.

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.EDIT SHIFT/GRP
IN/OUT
```

and press

```
ENTER
```

Alternatively press the '7' key.

2. Select the first option in this menu :-

```
1.CHANGE SHIFT
```

and press

```
ENTER
```

 (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. You can use

```
SHIFT
```

to enter shifts 'A' to 'F'. When you have typed in the shift number press

```
ENTER
```

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

CHANGING AN EMPLOYEE'S GROUP

TIMELINK allows you to change an employee's group or to change all employees on one group to another group.

To change groups take the following steps :-

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

```
7.EDIT SHIFT/GRP
IN/OUT
```

and press

`ENTER`

Alternatively press the '7' key.

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

```
2.CHANGE  GROUP
```

and press

`ENTER`

(or press the '2' key).

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

```
1.EMPLOYEE
```

Selects a single employee.

```
2.GROUP
```

Selects a group of employees.

```
0.EXIT
```

Returns to the previous menu level.

Then press

`ENTER`

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 group:

```
OLD GROUP-1
NEW GROUP-1
```

6. Type in the new group number and press

```
ENTER
```

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

CLOCKING AN EMPLOYEE IN OR OUT

TIMELINK allows you to clock an employee in or out from within the Supervisor menu.

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

```
7.EDIT SHIFT/GRP
IN/OUT
```

and press

```
ENTER
```

Alternatively press the '7' key.

2. To clock an employee in select the 3rd option in this menu :-

```
3.CLOCK EMPL IN
```

(or press the '3' key).

To clock an employee out select the 4th option in this menu :-

```
4.CLOCK EMPL OUT
```

(or press the '4' key).

then press

```
ENTER
```

3. You must now select an employee :-

```
EMP NO OR INSERT
```

```
CARD - _____
```

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

4. If you attempt to clock an employee in who is already clocked in the following message is displayed :-

```
EMPLOYEE ALREADY
    CLOCKED IN
```

Similarly, if you attempt to clock an employee out who is already clocked out the following message is displayed :-

```
EMPLOYEE ALREADY
    CLOCKED OUT
```

Once an employee has been selected you will be prompted for the clocking time :-

```
CLOCKING TIME
10:21
```

The time displayed on the bottom line is the current time. Press ENTER to select this time or type in a time of your choosing in 24 hour format.

5. A message will then be displayed for approximately 5 seconds showing the employee's normal clock in or clock out message.

☞ **Care must be taken if the employee's daily totals are stored at a time other than midnight (if for example the employee is on a night shift). If the employee has forgotten to clock in or out, this procedure should be done before the daily totals are stored.**

A number of reports are available from the SUPERVISOR menu.

> ☝ **If you are using the PC based *TORUS* package, the following reports**
> **are available via the "OnLine " menu option.**

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

```
2.PRINTOUTS
```

A summary of the reports available is given below:-

```
1.EMPLOYEE DATA
```

Various employee reports. These reports are printed in the employee order specified for the first end of week report (Installation Menu - Reports, EOW Reports, Report No.1, Sort By - I7.1.1.1). Select one of the following:

```
1.NAMES/NUMBERS
```

Print employee names, numbers, shift, group and in/out status.

```
2.EMPLOYEES ABS
```

Print employees absent now.

```
3.EMPLOYEES PRES
```

Print employees present now.

```
2.GRAND REPORT
```

Print one (or all) of the predefined grand total period reports for an employee, group or all employees. Grand total reports are defined in the INSTALLATION menu (Installation Menu - Reports, Grand Reports, Report R - I7.3.R) and are normally printed automatically at the end of the grand total period.

```
3.EOW REPORT
```

```



```

Print one (or all) of the predefined end of week reports for an employee, group or 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, group or all employees. Specify the date you want to print from. Clockings are printed from the date specified up to the current time. The report is printed in the employee order specified for the first end of week report (Installation Menu - Reports, EOW Reports, Report No.1, Sort By - I7.1.1.1).

```
5.CURR WEEK TOT
```

Print the current weekly totals of an employee, group or all employees. The report is printed in the employee order specified for the first end of week report (Installation Menu - Reports, EOW Reports, Report No.1, Sort By - I7.1.1.1).

```
6.PREV WEEK TOT
```

Print the previous weekly totals of an employee, group or all employees. The report is printed in the employee order specified for the first end of week report (Installation Menu - Reports, EOW Reports, Report No.1, Sort By - I7.1.1.1).

```
7.CURR GRND TOT
```

Print the current grand totals of an employee, group or all employees. The report is printed in the employee order specified for the first end of week report (Installation Menu - Reports, EOW Reports, Report No.1, Sort By - I7.1.1.1).

```
8.PREV GRND TOT
```

Print the previous grand totals of an employee, group or all employees. The report is printed in the employee order specified for the first end of week report (Installation Menu - Reports, EOW Reports, Report No.1, Sort By - I7.1.1.1).

```
9.INFRINGEMENTS
```

Print the infringements such as automatic clockings, forgotten clockings and core time infringements of an employee, group or all employees. Infringements are printed from the date specified up to the current time. The report is printed in the employee order specified for the first end of week report (Installation Menu - Reports, EOW Reports, Report No.1, Sort By - I7.1.1.1).

Appendix A shows some sample reports.

CANCELLING REPORTS

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

?

The report is cancelled and the message :-

REPORT ABORTED

 is displayed.

MEMORY CORRUPTION

Occasionally due to transients on the mains supply, memory inside the *TIMELINK* may be corrupted. In this case, previous clockings and/or end of week reports may contain a "MEMORY CORRUPTION" message. If this occurs there is a good chance of recovering the data using the "CHECK RECORDS" function in the Installation menu. To do this take the folowing steps :-

1. Insert the Installation badge in the *TIMELINK.*

2. Select the first option (1.CLEAR MEMORY) and press ENTER or press the '1' key.

3. Select the sixth option (6.CHECK RECORDS) and press ENTER or press the '6' key.

4. The display now shows the following message :-

ARE YOU SURE ?
NO (1=YES,0=NO)

5. Press the '1' key then ENTER.

6. The display will show a "PLEASE WAIT" message for a while and will then display two numbers on the bottom line as shown below :-

PLEASE WAIT
24/65

 The number on the left will increase as each employee's record is checked.

7. Once this operation is complete, any faulty records should have been corrected.

SETTING THE TIME

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

> ☝ **Use this option with caution since any changes to the time can obviously affect calculations of elapsed time.**

To change the time :-

1. Select the 9th option in the SUPERVISOR menu :-

```
9.SET TIME
10:06:32
```

and press

[ENTER]

Alternatively press the '9' key.

2. Enter the new time in 24 hour format (i.e. 11pm = 23:00) and press

[ENTER]

> ☝ **If the *TIMELINK* is connected to any other *TIMELINK*s via the network, if the network address is not number 1 (Installation Menu - Net Address - I9), the time will be set back again when the clock which is number 1 reaches the next minute. If this is the case, change 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). Magnetic cards are available pre-programmed with the dates for BST and GMT allowing you to set the dates quickly and easily. Contact your supplier for further details.

LOCKOUTS

The *TIMELINK* can be programmed to prevent employees from clocking in or out at certain times during the day (Installation Menu - Groups, Group G, Lockouts - I5.G.7). The SUPERVISOR menu contains the facility to override lockouts either until a specified time or for a specified number of (locked out) clockings.

To override lockouts take the following steps :-

1. Insert the SUPERVISOR card and select the 3rd option :-

```
3.LOCKOUT OVRIDE
```

then press

```
ENTER
```

Alternatively press the '3' key.

2. Choose one of the following selections :-

```
1.LOCKOUT OFF
UNTIL 00:00
```

This option turns lockouts off until the specified time. To edit the time press

```
ENTER
```

```
2.ALLOW NEXT
01 CLOCKINGS
```

Turn lockouts off for the specified number of clockings. The number is decreased by one every time an employee would have usually been prevented from clocking (i.e. clockings which are not in a lockout band do not affect this number). Press

```
ENTER
```

to edit the number of clockings.

```
3.DEFAULT
```

Restore lockouts to their default settings. Cancels either of the previous two options.

```
0.EXIT
```

Return to the previous level of the menu.

SERIAL NUMBER

The serial number of the *TIMELINK* can be viewed from the SUPERVISOR menu. It cannot be edited.

The serial number is important if you are using the TORUS package since TORUS is configured to work with specific serial numbers only.

The serial number may be viewed by inserting the SUPERVISOR card and selecting the 8th menu option :-

```
8.SERIAL NUMBER
14320
```

Alternatively press the '8' key.

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 is displayed in option 8 of the Supervisor menu. After inserting the Supervisor card, press the '8' key to display the serial number.

- The maximum number of employees your *TIMELINK* is configured for and the number of employees actually added to the *TIMELINK*. This information is displayed on the second line of the display if you insert the Supervisor card and press the right arrow four times until the display reads :-

```
4.ADD EMPLOYEE
10/25
```

Maximum number of employees on the TIMELINK.

Number of employees currently on the TIMELINK.

- 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)

1.EDIT TOTALS	→	1.EDIT CURR DLY	→	1.EMPLOYEE	→	EMP NO OR INSERT CARD - _____	→	Name............ RATE 1 = 00:00
				2.GROUP	→	GROUP NUMBER (1-F)- 1	→	GROUP 1 RATE 1 + 00:00
				3.ALL	→	ALL RATE 1 + 00:00		
				0.EXIT				

2.EDIT PREV DLY 17-07-94	→	2.EDIT PREV DLY 17-07-94	→	1.EMPLOYEE	→	EMP NO OR INSERT CARD - _____	→	Name............ RATE 1 = 00:00
				2.GROUP	→	GROUP NUMBER (1-F)-1	→	GROUP 1 RATE 1 = 00:00
				3.ALL	→	ALL RATE 1 + 00:00		
				0.EXIT				

3.EDIT CURR WEEK	→	1.EMPLOYEE	→	EMP NO OR INSERT CARD - _____	→	Name............ RATE 1 = 00:00
		2.GROUP	→	GROUP NUMBER (1-F)- 1	→	GROUP 1 RATE 1 + 00:00
		3.ALL	→	ALL RATE 1 + 00:00		
		0.EXIT				

4.EDIT PREV WEEK	→	1.EMPLOYEE	→	EMP NO OR INSERT CARD - _____	→	Name............ RATE 1 = 00:00
		2.GROUP	→	GROUP NUMBER (1-F)- 1	→	GROUP 1 RATE 1 + 00:00
		3.ALL	→	ALL RATE 1 + 00:00		
		0.EXIT				

5.EDIT CURR WEEK	→	1.EMPLOYEE	→	EMP NO OR INSERT CARD - _____	→	Name............ RATE 1 = 000:00
		2.GROUP	→	GROUP NUMBER (1-F)- 1	→	GROUP 1 RATE 1 = 000:00
		3.ALL	→	ALL RATE 1 + 000:00		
		0.EXIT				

6.EDIT PREV GRND	→	1.EMPLOYEE	→	EMP NO OR INSERT CARD - _____	→	Name............ RATE 1 = 000:00
		2.GROUP	→	GROUP NUMBER (1-F)- 1	→	GROUP 1 RATE 1 + 000:00
		3.ALL	→	ALL RATE 1 + 000:00		
		0.EXIT				

7.EDIT CURR FLEX	→	1.EMPLOYEE	→	EMP NO OR INSERT CARD - _____	→	Name............ RATE 1 =+000:00
		2.GROUP	→	GROUP NUMBER (1-F)- 1	→	GROUP 1 RATE 1 + 000:00
		3.ALL	→	ALL RATE 1 + 000:00		
		0.EXIT				

```
┌──────────────────┐     ┌──────────────┐     ┌─────────────────┐     ┌──────────────────┐
│ 8.EDIT PREV FLEX │  →  │ 1.EMPLOYEE   │  →  │ EMP NO OR INSERT│  →  │ Name...........  │
└──────────────────┘     └──────────────┘     │ CARD - _____  │     │ RATE 1 =+000:00  │
                                               └─────────────────┘     └──────────────────┘
                         ┌──────────────┐     ┌─────────────────┐     ┌──────────────────┐
                         │ 2.GROUP      │  →  │ GROUP NUMBER    │  →  │ GROUP 1          │
                         └──────────────┘     │ (1-F)- 1        │     │ RATE 1  + 000:00 │
                                               └─────────────────┘     └──────────────────┘
                         ┌──────────────┐     ┌─────────────────┐
                         │ 3.ALL        │  →  │ ALL             │
                         └──────────────┘     │ RATE 1  + 000:00│
                                               └─────────────────┘
                         ┌──────────────┐
                         │ 0.EXIT       │
                         └──────────────┘

┌──────────┐
│ 0.EXIT   │
└──────────┘

┌──────────────┐     ┌──────────────────┐     ┌─────────────────┐     ┌──────────────┐     ┌─────────────────┐
│ 2.PRINTOUTS  │  →  │ 1.EMPLOYEE DATA  │  →  │ 1.NAMES/NUMBERS │  →  │ 1.EMPLOYEE   │  →  │ EMP NO OR INSERT│
└──────────────┘     └──────────────────┘     └─────────────────┘     └──────────────┘     │ CARD - _____  │
                                                                                            └─────────────────┘
                                                                       ┌──────────────┐     ┌─────────────────┐
                                                                       │ 2.GROUP      │  →  │ GROUP NUMBER    │
                                                                       └──────────────┘     │ (1-F)-1         │
                                                                                            └─────────────────┘
                                                                       ┌──────────────┐
                                                                       │ 3.ALL        │
                                                                       └──────────────┘
                                                                       ┌──────────────┐
                                                                       │ 0.EXIT       │
                                                                       └──────────────┘
                                               ┌─────────────────┐     ┌──────────────┐     ┌─────────────────┐
                                               │ 2.EMPLOYEES ABS │  →  │ 1.EMPLOYEE   │  →  │ EMP NO OR INSERT│
                                               └─────────────────┘     └──────────────┘     │ CARD - _____  │
                                                                                            └─────────────────┘
                                                                       ┌──────────────┐     ┌─────────────────┐
                                                                       │ 2.GROUP      │  →  │ GROUP NUMBER    │
                                                                       └──────────────┘     │ (1-F)-1         │
                                                                                            └─────────────────┘
                                                                       ┌──────────────┐
                                                                       │ 3.ALL        │
                                                                       └──────────────┘
                                                                       ┌──────────────┐
                                                                       │ 0.EXIT       │
                                                                       └──────────────┘
                                               ┌─────────────────┐     ┌──────────────┐     ┌─────────────────┐
                                               │ 3.EMPLOYEES PRES│  →  │ 1.EMPLOYEE   │  →  │ EMP NO OR INSERT│
                                               └─────────────────┘     └──────────────┘     │ CARD - _____  │
                                                                                            └─────────────────┘
                                                                       ┌──────────────┐     ┌─────────────────┐
                                                                       │ 2.GROUP      │  →  │ GROUP NUMBER    │
                                                                       └──────────────┘     │ (1-F)-1         │
                                                                                            └─────────────────┘
                                                                       ┌──────────────┐
                                                                       │ 3.ALL        │
                                                                       └──────────────┘
                                                                       ┌──────────────┐
                                                                       │ 0.EXIT       │
                                                                       └──────────────┘
                                               ┌─────────────────┐
                                               │ 0.EXIT          │
                                               └─────────────────┘
                     ┌──────────────────┐     ┌─────────────────┐     ┌──────────────┐     ┌─────────────────┐
                     │ 2.GRAND REPORT   │  →  │ 1.REPORT NO.1   │  →  │ 1.EMPLOYEE   │  →  │ EMP NO OR INSERT│
                     └──────────────────┘     └─────────────────┘     └──────────────┘     │ CARD - _____  │
                                                                                            └─────────────────┘
                                               ┌─────────────────┐     ┌──────────────┐     ┌─────────────────┐
                                               │ 2.REPORT NO.2   │  →  │ 2.GROUP      │  →  │ GROUP NUMBER    │
                                               └─────────────────┘     └──────────────┘     │ (1-F)-1         │
                                                                                            └─────────────────┘
                                               ┌─────────────────┐     ┌──────────────┐
                                               │ 3.REPORT NO.3   │     │ 3.ALL        │
                                               └─────────────────┘     └──────────────┘
                                               ┌─────────────────┐     ┌──────────────┐
                                               │ 4.ALL REPORTS   │     │ 0.EXIT       │
                                               └─────────────────┘     └──────────────┘
                                               ┌─────────────────┐
                                               │ 0.EXIT          │
                                               └─────────────────┘
                     ┌──────────────────┐     ┌─────────────────┐     ┌──────────────┐     ┌─────────────────┐
                     │ 3.EOW REPORT     │  →  │ 1.REPORT NO.1   │  →  │ 1.EMPLOYEE   │  →  │ EMP NO OR INSERT│
                     └──────────────────┘     └─────────────────┘     └──────────────┘     │ CARD - _____  │
                                                                                            └─────────────────┘
                                               ┌─────────────────┐     ┌──────────────┐     ┌─────────────────┐
                                               │ 2.REPORT NO.2   │  →  │ 2.GROUP      │  →  │ GROUP NUMBER    │
                                               └─────────────────┘     └──────────────┘     │ (1-F)-1         │
                                                                                            └─────────────────┘
                                               ┌─────────────────┐     ┌──────────────┐
                                               │ 3.REPORT NO.3   │     │ 3.ALL        │
                                               └─────────────────┘     └──────────────┘
                                               ┌─────────────────┐     ┌──────────────┐
                                               │ 4.ALL REPORTS   │     │ 0.EXIT       │
                                               └─────────────────┘     └──────────────┘
                                               ┌─────────────────┐
                                               │ 0.EXIT          │
                                               └─────────────────┘
```

```
4.PREVIOUS CLK    →    1.EMPLOYEE    →    EMP NO OR INSERT    →    FROM 18-07-94
                                         CARD - _____

                       2.GROUP       →    GROUP NUMBER        →    FROM 18-07-94
                                         (1-F)-1

                       3.ALL         →    FROM 18-07-94

                       0.EXIT


5.CURR WEEK TOT   →    1.EMPLOYEE    →    EMP NO OR INSERT
                                         CARD - _____

                       2.GROUP       →    GROUP NUMBER
                                         (1-F)-1

                       3.ALL

                       0.EXIT


6.PREV WEEK TOT   →    As Above

7.CURR GRND TOT   →    As Above

8.PREV GRND TOT   →    As Above

9.INFRINGEMENTS   →    1.EMPLOYEE    →    EMP NO OR INSERT    →    FROM 18-07-94
                                         CARD - _____

                       2.GROUP       →    GROUP NUMBER        →    FROM 18-07-94
                                         (1-F)-1

                       3.ALL         →    FROM 18-07-94

                       0.EXIT


0.EXIT


3.LCKOUT OVRIDE   →    1.LOCKOUT OFF   →    1.LOCKOUT OFF
UNTIL 18:00            UNTIL 18:00           UNTIL 18:00
or
3.LCKOUT OVRIDE
05 CLOCKINGS
or
3.LCKOUT OVRIDE
DEFAULT

                       2.ALLOW NEXT   →    2.ALLOW NEXT
                       01 CLOCKINGS         01 CLOCKINGS

                       3.DEFAULT

                       0.EXIT


4.ADD EMPLOYEE    →    NEXT CARD OR    →    EMPLOYEE NUMBER   →   EMPLOYEE NAME   →   GROUP NUMBER
10/25                 PRESS 0 TO EXIT             _                 _                 (1-F)-1

                                            If employee       →    NEW CARD
                                            number is already      NO  (1=YES,0=NO)
                                            in use.

                       If card is       →   NEW NAME ?
                       already in use       NO  (1=YES,0=NO)


5.DEL EMPLOYEE    →    EMP NO OR INSERT
10/25                 CARD  _____

6.UNDEL EMPLOYEE  →    EMP NO OR INSERT
10/25                 CARD  _____
```

```
7.EDIT SHIFT/GRP  →  1.CHANGE SHIFT  →  EMP NO OR INSERT  →  OLD SHIFT-3
  IN/OUT                                  CARD    _____       NEW SHIFT-3

                     2.CHANGE GROUP  →  1.EMPLOYEE      →  EMP NO OR INSERT  →  OLD GROUP-3
                                                            CARD    _____       NEW GROUP-3

                                        2.GROUP         →  OLD GROUP-1
                                                            NEW GROUP-1

                                        0.EXIT

                     3.CLOCK EMPL IN  →  EMP NO OR INSERT  →  CLOCKING TIME
                                          CARD    _____       10:21

                     4.CLOCK EMPL OUT  →  EMP NO OR INSERT  →  CLOCKING TIME
                                           CARD    _____       10:21

                     0.EXIT


8.SERIAL NUMBER
  12340

9.SET TIME        →  9.SET TIME
  09:50:23             09:50

0.EXIT
```

EMPLOYEE NAMES/NUMBERS REPORT

```
EMPLOYEE NAMES/NUMBERS
CLOCK NUMBER 1
PRINTED AT 10:01 ON MON 25 JUL 1995
SOFTWARE VERSION V5.0 c.MCS 1995

REPORT NUMBER 1

JONES.J               100  GROUP 1              SHIFT 1  IN
JOHNSON.A             101  GROUP 1              SHIFT 1  OUT
STEVENS.B            104  GROUP 2              SHIFT 2  IN
TOMLINSON.C          105  GROUP 2              SHIFT 2  IN
```

EMPLOYEES ABSENT REPORT

```
EMPLOYEES ABSENT
CLOCK NUMBER 1
PRINTED AT 10:01 ON TUE 25 JUL 1995
SOFTWARE VERSION V5.0 c.MCS 1995

REPORT NUMBER 1

EMPLOYEES ABSENT
JOHNSON.A             101  GROUP 1
```

EMPLOYEES PRESENT REPORT

```
EMPLOYEES PRESENT
CLOCK NUMBER 1
PRINTED AT 10:02 ON TUE 25 JUL 1995
SOFTWARE VERSION V5.0 c.MCS 1995

REPORT NUMBER 1

EMPLOYEES PRESENT
JONES.J               100  GROUP 1
STEVENS.B            104  GROUP 2
TOMLINSON.C          105  GROUP 2
```

END OF WEEK REPORT

```
END OF WEEK REPORT FOR WEEK ENDING AT 00:00 ON MON 31 JUL 1995
CLOCK NUMBER 1
PRINTED AT 09:11 ON MON 31 JUL 1995
SOFTWARE VERSION V5.0 c.MCS 1995


REPORT NUMBER 1


GROUP 1


JONES.J              100  GROUP 1
DAILY TIMES   IN - OUT    IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
MON 24/07/95 08:58-11:59 12:58-17:05   6:45
TUE 25/07/95 09:00-12:01 12:58-17:01   7:00
WED 26/07/95 09:02-12:04 12:59-17:01   7:00
THU 27/07/95 08:58-12:02 12:59-17:02   7:00
FRI 28/07/95 08:56-12:05 12:58-17:02   7:00
                                     ---------------------------------------
SUN 30/07/95          WEEKLY TOTAL    34:45
                                     ---------------------------------------
****************************************************************************
JOHNSON.A            101  GROUP 1
DAILY TIMES   IN - OUT    IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
MON 24/07/95 08:58-12:02 12:58-17:05   7:00
TUE 25/07/95 09:00-12:01 12:58-17:01   7:00
WED 26/07/95 09:02-12:04 12:59-17:01   7:00
THU 27/07/95 08:58-12:02 12:59-17:02   7:00
FRI 28/07/95   ABSENT    12:58-17:02   4:00
                                     ---------------------------------------
SUN 30/07/95          WEEKLY TOTAL    32:00
                                     ---------------------------------------
****************************************************************************
GROUP 1 WEEKLY TOTALS
RATE 1     66:45        RATE 2                  RATE 3
RATE 4                  RATE 5                  RATE 6
****************************************************************************
GROUP 2


STEVENS.B            104  GROUP 2
DAILY TIMES   IN - OUT    IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
MON 24/07/95 08:58-12:02 12:58-17:05   7:00
TUE 25/07/95 09:00-12:01 12:58-17:01   7:00
WED 26/07/95 09:02-12:04 12:59-17:01   7:00
THU 27/07/95 08:58-12:02 12:59-17:02   7:00
FRI 28/07/95   ABSENT
                                     ---------------------------------------
SUN 30/07/95          WEEKLY TOTAL    28:00
                                     ---------------------------------------
****************************************************************************
TOMLINSON.C          105  GROUP 2
DAILY TIMES   IN - OUT    IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
MON 24/07/95   ABSENT
TUE 25/07/95 09:00-12:01 12:58-XX:XX   3:00
WED 26/07/95 09:02-17:01                7:00
THU 27/07/95 08:58-12:02 12:59-17:02   7:00
FRI 28/07/95   ABSENT    12:58-17:02   4:00
                                     ---------------------------------------
SUN 30/07/95          WEEKLY TOTAL    21:00
                                     ---------------------------------------
****************************************************************************
GROUP 2 WEEKLY TOTALS
RATE 1     49:00        RATE 2                  RATE 3
RATE 4                  RATE 5                  RATE 6
****************************************************************************
OVERALL WEEKLY TOTALS
RATE 1    115:45        RATE 2                  RATE 3
RATE 4                  RATE 5                  RATE 6
****************************************************************************
```

GRAND PERIOD REPORT

```
GRAND TOTAL REPORT FOR PERIOD ENDING AT 00:00 ON MON 31 JUL 1995
CLOCK NUMBER 1
PRINTED AT 09:13 ON MON 31 JUL 1995
SOFTWARE VERSION V5.0 c.MCS 1995


REPORT NUMBER 1


GROUP 1


JONES.J               100  GROUP 1
DAILY TIMES   IN - OUT      IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
MON 17/07/95 08:58-12:03  12:59-17:06   7:00
TUE 18/07/95 08:59-12:01  12:58-17:03   7:00
WED 19/07/95 09:01-12:04  12:59-17:04   7:00
THU 20/07/95 08:58-12:00  12:55-17:02   7:00
FRI 21/07/95 08:59-12:01  12:58-17:03   7:00
MON 24/07/95 08:58-11:59  12:58-17:05   6:45
TUE 25/07/95 09:00-12:01  12:58-17:01   7:00
WED 26/07/95 09:02-12:04  12:59-17:01   7:00
THU 27/07/95 08:58-12:02  12:59-17:02   7:00
FRI 28/07/95 08:56-12:05  12:58-17:02   7:00
                                    ----------------------------------------
SUN 30/07/95         GRAND TOTAL    69:45
                                    ----------------------------------------
****************************************************************************
JOHNSON.A             101  GROUP 1
DAILY TIMES   IN - OUT      IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
MON 17/07/95 08:57-12:03  12:59-17:02   7:00
TUE 18/07/95 08:59-12:00  12:57-17:03   7:00
WED 19/07/95 08:56-12:01  12:59-17:05   7:00
THU 20/07/95 08:58-12:04  12:58-17:03   7:00
FRI 21/07/95 08:56-12:00  12:58-17:02   7:00
MON 24/07/95 08:58-12:02  12:58-17:05   7:00
TUE 25/07/95 09:00-12:01  12:58-17:01   7:00
WED 26/07/95 09:02-12:04  12:59-17:01   7:00
THU 27/07/95 08:58-12:02  12:59-17:02   7:00
FRI 28/07/95   ABSENT      12:58-17:02   4:00
                                    ----------------------------------------
SUN 30/07/95         GRAND TOTAL    67:00
                                    ----------------------------------------
****************************************************************************
GROUP 1 GRAND TOTALS
RATE 1    136:45        RATE 2              RATE 3
RATE 4                  RATE 5              RATE 6
****************************************************************************
```

```
GROUP 2

STEVENS.B            104  GROUP 2
DAILY TIMES   IN - OUT    IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
MON 17/07/95 08:58-12:01  12:59-18:31   7:00   1:30
TUE 18/07/95 08:57-12:02  12:57-17:03   7:00
WED 19/07/95 08:59-12:02  12:59-17:02   7:00
THU 20/07/95 08:56-12:00  12:59-17:05   7:00
FRI 21/07/95 08:57-12:01  12:58-17:04   7:00
MON 24/07/95 08:58-12:02  12:58-17:05   7:00
TUE 25/07/95 09:00-12:01  12:58-17:01   7:00
WED 26/07/95 09:02-12:04  12:59-17:01   7:00
THU 27/07/95 08:58-12:02  12:59-17:02   7:00
FRI 28/07/95    ABSENT
                                     ----------------------------------------
SUN 30/07/95         GRAND TOTAL    63:00   1:30
                                     ----------------------------------------
************************************************************************
TOMLINSON.C          105  GROUP 2
DAILY TIMES   IN - OUT    IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
MON 17/07/95 08:59-12:05  12:58-18:02   7:00   1:00
TUE 18/07/95 08:59-12:00  12:56-17:00   7:00
WED 19/07/95 08:58-12:01  12:58-17:05   7:00
THU 20/07/95 08:56-12:03  12:59-17:01   7:00
FRI 21/07/95 08:59-12:01  12:56-17:02   7:00
MON 24/07/95    ABSENT
TUE 25/07/95 09:00-12:01  12:58-XX:XX   3:00
WED 26/07/95 09:02-17:01               7:00
THU 27/07/95 08:58-12:02  12:59-17:02   7:00
FRI 28/07/95    ABSENT    12:58-17:02   4:00
                                     ----------------------------------------
SUN 30/07/95         GRAND TOTAL    56:00   1:00
                                     ----------------------------------------
************************************************************************
GROUP 2 GRAND TOTALS
RATE 1   119:00        RATE 2    2:30        RATE 3
RATE 4                 RATE 5                RATE 6
************************************************************************
OVERALL GRAND TOTALS
RATE 1   255:45        RATE 2    2:30        RATE 3
RATE 4                 RATE 5                RATE 6
************************************************************************
```

PREVIOUS CLOCKINGS REPORT

```
PREVIOUS CLOCKINGS FROM FRI 28 JUL 1995
CLOCK NUMBER 1
PRINTED AT 09:13 ON MON 31 JUL 1995
SOFTWARE VERSION V5.0 c.MCS 1995


REPORT NUMBER 1


GROUP 1

JONES.J              100  GROUP 1
DAILY TIMES    IN - OUT    IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
FRI 28/07/95 08:56-12:05 12:58-17:02   7:00
******************************************************************************

JOHNSON.A            101  GROUP 1
DAILY TIMES    IN - OUT    IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
FRI 28/07/95   ABSENT    12:58-17:02   4:00
******************************************************************************
GROUP 2

STEVENS.B            104  GROUP 2
DAILY TIMES    IN - OUT    IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
FRI 28/07/95   ABSENT
******************************************************************************

TOMLINSON.C          105  GROUP 2
DAILY TIMES    IN - OUT    IN - OUT  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6
FRI 28/07/95   ABSENT    12:58-17:02   4:00
******************************************************************************
```

CURRENT WEEKLY TOTALS REPORT

```
CURRENT WEEKLY TOTALS (WEEK NUMBER 37)
CLOCK NUMBER 1
PRINTED AT 09:12 ON TUE 1 AUG 1995
SOFTWARE VERSION V5.0 c.MCS 1995


REPORT NUMBER 1

WEEKLY TOTALS

GROUP 1

                                  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6


JONES.J               100  GROUP 1
TUE 01/08/95              WEEKLY TOTAL
                             ----------------------------------------

JOHNSON.A             101  GROUP 1
TUE 01/08/95              WEEKLY TOTAL    6:45
                             ----------------------------------------
***********************************************************************
GROUP 1 WEEKLY TOTALS
RATE 1     6:45          RATE 2                  RATE 3
RATE 4                   RATE 5                  RATE 6
***********************************************************************
GROUP 2

                                  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6


STEVENS.B             104  GROUP 2
TUE 01/08/95              WEEKLY TOTAL    6:45
                             ----------------------------------------
TOMLINSON.C           105  GROUP 2
TUE 01/08/95              WEEKLY TOTAL    6:45
                             ----------------------------------------
***********************************************************************
GROUP 2 WEEKLY TOTALS
RATE 1    13:30          RATE 2                  RATE 3
RATE 4                   RATE 5                  RATE 6
***********************************************************************
OVERALL WEEKLY TOTALS
RATE 1    20:15          RATE 2                  RATE 3
RATE 4                   RATE 5                  RATE 6
***********************************************************************
```

PREVIOUS WEEKLY TOTALS REPORT

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PREVIOUS WEEKLY TOTALS (WEEK NUMBER 36)
CLOCK NUMBER 1
PRINTED AT 09:12 ON TUE 1 AUG 1995
SOFTWARE VERSION V5.0 c.MCS 1995

REPORT NUMBER 1

WEEKLY TOTALS

GROUP 1

                                RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6

JONES.J              100  GROUP 1
TUE 01/08/95            WEEKLY TOTAL    34:45
                        ----------------------------------------

JOHNSON.A            101  GROUP 1
TUE 01/08/95            WEEKLY TOTAL    32:00
                        ----------------------------------------
*************************************************************************
GROUP 1 WEEKLY TOTALS
RATE 1     66:45        RATE 2                   RATE 3
RATE 4                  RATE 5                   RATE 6
*************************************************************************
GROUP 2

                                RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6

STEVENS.B            104  GROUP 2
TUE 01/08/95            WEEKLY TOTAL    28:00
                        ----------------------------------------

TOMLINSON.C          105  GROUP 2
TUE 01/08/95            WEEKLY TOTAL    21:00
                        ----------------------------------------
*************************************************************************
GROUP 2 WEEKLY TOTALS
RATE 1     49:00        RATE 2                   RATE 3
RATE 4                  RATE 5                   RATE 6
*************************************************************************
OVERALL WEEKLY TOTALS
RATE 1     115:45       RATE 2                   RATE 3
RATE 4                  RATE 5                   RATE 6
*************************************************************************
```

CURRENT GRAND TOTALS REPORT

```
CURRENT GRAND TOTALS
CLOCK NUMBER 1
PRINTED AT 09:12 ON TUE 1 AUG 1995
SOFTWARE VERSION V5.0 c.MCS 1995

REPORT NUMBER 1

GRAND TOTALS

GROUP 1

                              RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6

JONES.J              100  GROUP 1
TUE 01/08/95             GRAND TOTAL
                         ----------------------------------------

JOHNSON.A            101  GROUP 1
TUE 01/08/95             GRAND TOTAL    6:45
                         ----------------------------------------
************************************************************************
GROUP 1 GRAND TOTALS
RATE 1     6:45          RATE 2                  RATE 3
RATE 4                   RATE 5                  RATE 6
************************************************************************
GROUP 2

                              RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6

STEVENS.B            104  GROUP 2
TUE 01/08/95             GRAND TOTAL    6:45
                         ----------------------------------------

TOMLINSON.C          105  GROUP 2
TUE 01/08/95             GRAND TOTAL    6:45
                         ----------------------------------------
************************************************************************
GROUP 2 GRAND TOTALS
RATE 1    13:30          RATE 2                  RATE 3
RATE 4                   RATE 5                  RATE 6
************************************************************************
OVERALL GRAND TOTALS
RATE 1    20:15          RATE 2                  RATE 3
RATE 4                   RATE 5                  RATE 6
************************************************************************
```

PREVIOUS GRAND TOTALS REPORT

```
PREVIOUS GRAND TOTALS
CLOCK NUMBER 1
PRINTED AT 09:12 ON TUE 1 AUG 1995
SOFTWARE VERSION V5.0 c.MCS 1995


REPORT NUMBER 1

GRAND TOTALS

GROUP 1

                              RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6


JONES.J              100  GROUP 1
SUN 30/07/95            GRAND TOTAL    34:45
                       ----------------------------------------


JOHNSON.A            101  GROUP 1
SUN 30/07/95            GRAND TOTAL    32:00
                       ----------------------------------------
*************************************************************************
GROUP 1 GRAND TOTALS
RATE 1     66:45         RATE 2                  RATE 3
RATE 4                   RATE 5                  RATE 6
*************************************************************************
GROUP 2

                              RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6


STEVENS.B            104  GROUP 2
SUN 30/07/95            GRAND TOTAL    28:00
                       ----------------------------------------

TOMLINSON.C          105  GROUP 2
SUN 30/07/95            GRAND TOTAL    21:00
                       ----------------------------------------
*************************************************************************
GROUP 2 GRAND TOTALS
RATE 1     49:00         RATE 2                  RATE 3
RATE 4                   RATE 5                  RATE 6
*************************************************************************
OVERALL GRAND TOTALS
RATE 1     115:45        RATE 2                  RATE 3
RATE 4                   RATE 5                  RATE 6
*************************************************************************
```

INFRINGEMENTS REPORT

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INFRINGEMENTS FROM MON 24 JUL 1995
CLOCK NUMBER 1
PRINTED AT 09:12 ON TUE 1 AUG 1995
SOFTWARE VERSION V5.0 c.MCS 1995


REPORT NUMBER 1

CLOCK INFRINGEMENTS

GROUP 1

                                  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6


TOMLINSON.C            105  GROUP 2
TUE 25/07/95 09:00-12:01  12:58-XX:XX   3:00
***************************************************************************


CORE INFRINGEMENTS

GROUP 1

                                  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6


JONES.J               100  GROUP 1
MON 24/07/95 08:58-11:59  12:58-17:05   6:45
TUE 25/07/95 09:00-12:01  12:58-17:01   7:00
WED 26/07/95 09:02-12:04  12:59-17:01   7:00

JOHNSON.A             101  GROUP 1
TUE 25/07/95 09:00-12:01  12:58-17:01   7:00
WED 26/07/95 09:02-12:04  12:59-17:01   7:00
***************************************************************************
GROUP 2

                                  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6


STEVENS.B             104  GROUP 2
TUE 25/07/95 09:00-12:01  12:58-17:01   7:00
WED 26/07/95 09:02-12:04  12:59-17:01   7:00

TOMLINSON.C           105  GROUP 2
TUE 25/07/95 09:00-12:01  12:58-XX:XX   3:00
WED 26/07/95 09:02-17:01                7:00
***************************************************************************


EMPLOYEES ABSENT

GROUP 1

                                  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6


JOHNSON.A             101  GROUP 1
FRI 28/07/95    ABSENT    12:58-17:02   4:00
***************************************************************************
GROUP 2

                                  RATE 1 RATE 2 RATE 3 RATE 4 RATE 5 RATE 6


STEVENS.B             104  GROUP 2
FRI 28/07/95    ABSENT

TOMLINSON.C           105  GROUP 2
MON 24/07/95    ABSENT
FRI 28/07/95    ABSENT    12:58-17:02   4:00
***************************************************************************
```