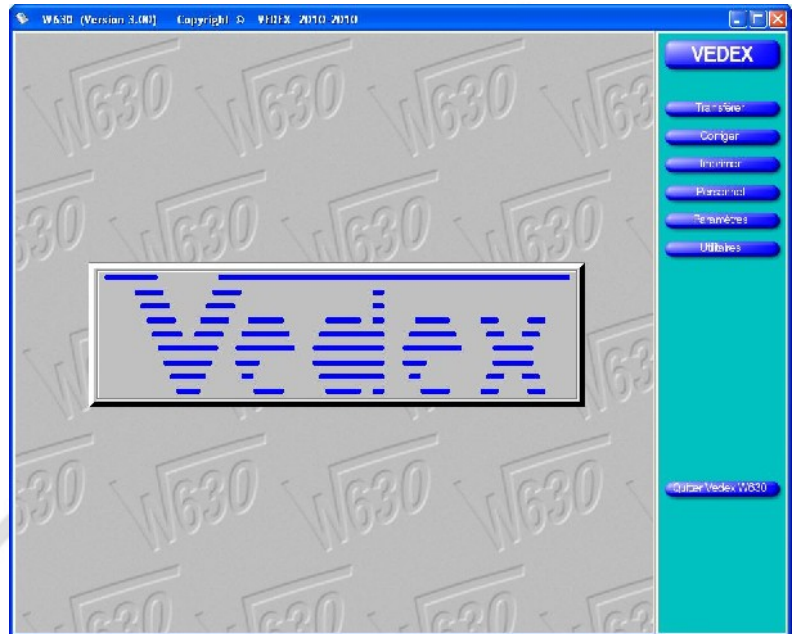


Commissioning and use of: Jig OTA630 Software W630



The release is in the following websites :

- www.vedex.com
- www.vedex.fr
- www.pointeuse.fr
- www.pointeuses.net
- www.nadsoftware.com

A list of frequent questions/answers is available at the end of documentation

Tout Vedex sur le web: www.vedex.com

QuickStart

- Install the W630.
- Copy the file Listcart.tps (received on your email) to the directory .. \Vedex\W630\Cards.
- Create your personnel file.
- Insert a USB flash drive on your computer (even a small key of 256 MB is enough).
- Make a transfer (**Transfer** and **Transfer** menu). The personnel file will copy the key.
- Connect the recorder.
- Insert the USB key on the recorder.
- Swipe the master. The menu appears.
- Pick 4 (**USB**) keyboard and 4 (**import white list**).
- The jig is operational, you can clock on.

Discover clocking OTA630

- 1000 users
- 24,000 records
- Battery autonomy
- USB transfer



This is not a network socket : do not connect a cable. Connect the power supply to the jack.



USB socket by lifting the plastic cover.



ON, the battery is charging and operation in case of power failure, it keeps the time clock operation.

Warning : the master and transfer cards have a unique number. Losing the card reader requires you to return to the clocking Vedex for re-registration card = unavailability of the timeclock for a few days plus cost of transportation and a map. Losing the card transfer is less serious because you can do the same functions with the master card. It's just less convenient and the card reader allows access to sensitive functions.

Connecting the clocking

The clocking OTA630 comes with food (220vac/9vdc). Sign, off the jack below the recorder. Then, plug the power supply into an AC outlet. The little switch on the right side is used by the battery. **ON**, the battery is charging and operation in case of power failure, it keeps the time clock operational for about four hours (new battery). **OFF**, the battery is not charging and not take over the sector in case of power failure. Please leave the switch **ON**. The memory and time are saved by an internal battery even when the battery is discharged. If left unused, turn the switch **OFF**. The RJ in the clocking is not an outlet. **Do not plug a network cable** into this port on pain of damage to your network.

Warning : do not use other power supply than the one supplied with your recorder.

Clocking in

Just pass the card a few centimeters from the timeclock, at the keyboard. If the employee's name appears, the score is accepted. If the reference appears « **Carte_interdite** » : card is forbidden on the time clock, permission is given for each clocking the bottom of the personal record of the employee (see screen below).



If only one card is displayed : this card is not part of authorized cards in your software.



Set at the time recorder

Pass the master card. From the menu, press 1 (**system settings**), then 1 (**Last time**) and enter year, month, day, hour, minute and seconds. Enter the digits with a 0 in front for values below 10. The # key valids. The « * » button exits without saving.

Warning : time is returned in English format by year, **month**, day, hour, minute and second.

Get Scores on the USB

With the master card (menu access all)

- insert the USB into the recorder.
- pass the master card.
- from the menu, press 4 (**USB**)
- then 1 (**export records**)
- wait for your **export records OK**
- press « * »

If you have made changes in personnel (new, delete, change numbers, etc ...) :

- rewrite the master card
- from the menu, press 4 (**USB**)
- then 4 (**import white list**)
- wait for message « **import white list OK** »
- **press** « * »

With the card transfer (limited menu)

- insert the USB into the recorder.
- move transfer card
- press 1 (**export records**)
- wait for the message **OK export records**
- then press « * »

If you have made changes in personnel (new, delete, change numbers, etc ...) :

- Pass again transfer card
- Press 4 (**import white list**)
- wait for your message « **import white list OK** »
- **press** *

Installing W630

First of all, close all running applications, word processing, spreadsheet, browser, etc. ...

Insert the CD ROM software support W630. After a few seconds, the screen appears facility (it is actually a small website recorded on the CD) into your drive internet (usually Internet Explorer). Click on the photo clocking OTA630.

Click **Install W630**.

Then follow the directions of the module accepting the installation directories and the choices proposed by default.

The **Applications** group **Vedex** was created in the Programs part of your computer. This one included **W630 Control Scores** and **W630 instructions**. Also an icon is placed on your desktop.

Easy Start

In the following terms, we'll explain how to implement quickly the software W630.

At launch, you position on a screen. This screen is divided in two parts :

- Area Menu
- Active zone

As his actions you will perform these areas will change according to needs and circumstances. Still, a little like browsing the Internet, it will be possible to leave the active window by action in the menu area.

In this area, we find, to start the following :

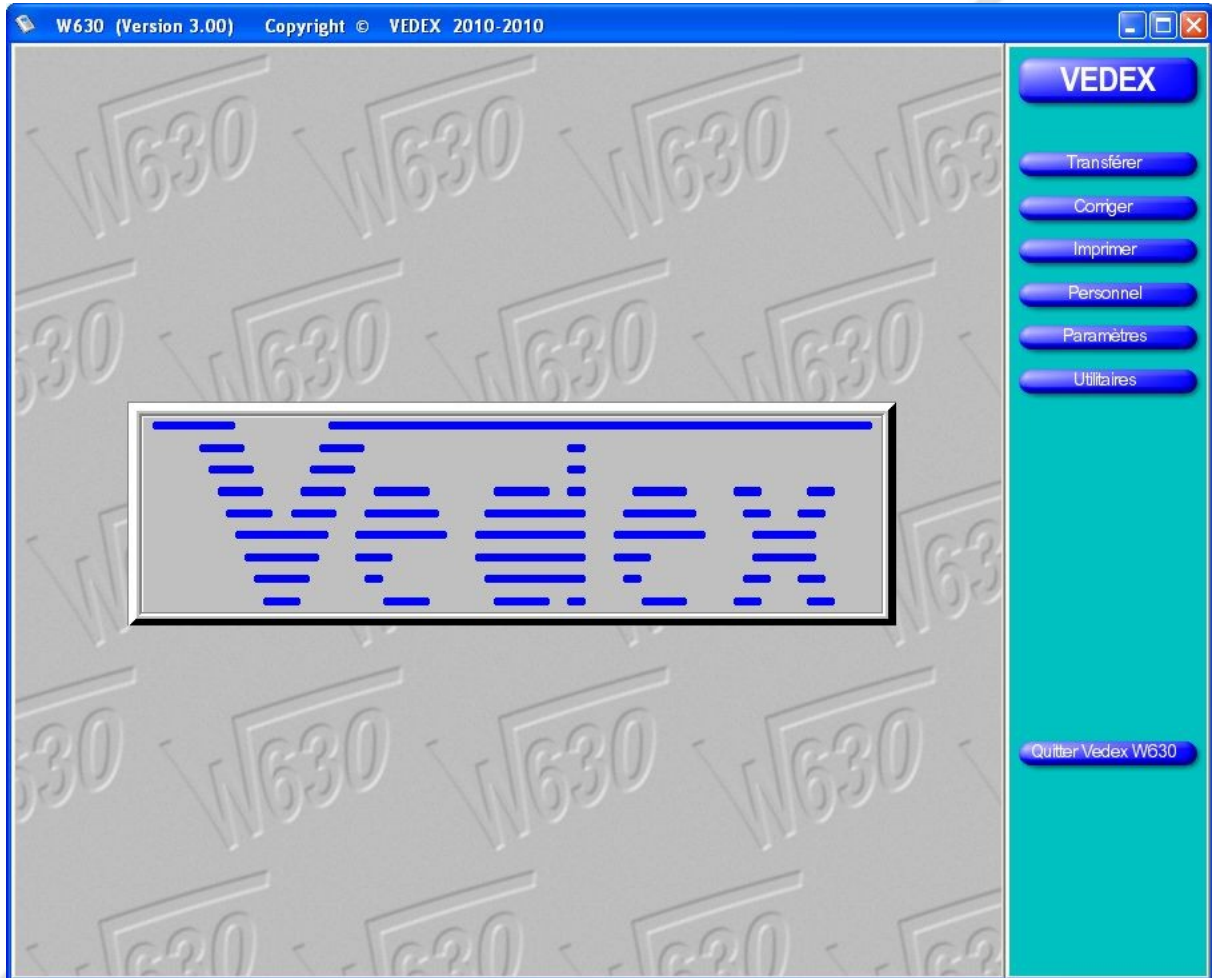
- **Transfer** : transfer data between USB and PC
- **Correct** : visualization and correction scores sent
- **Print** : print reports



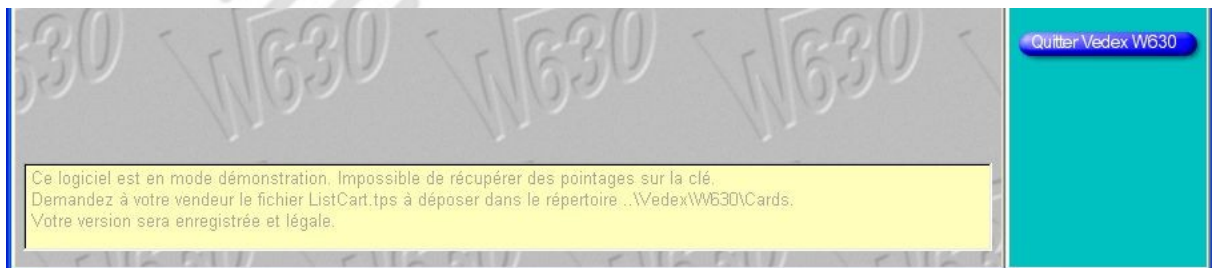
- **Staff** : access to records personnel
- **Settings** : software settings
- **Utilities** : purge, backup and indexing
- **Exit Vedex W630**

We return later to the various elements that make up the menu, the present purpose is to help you with a quick setup of your installation.

The startup screen matches the one indicated below.

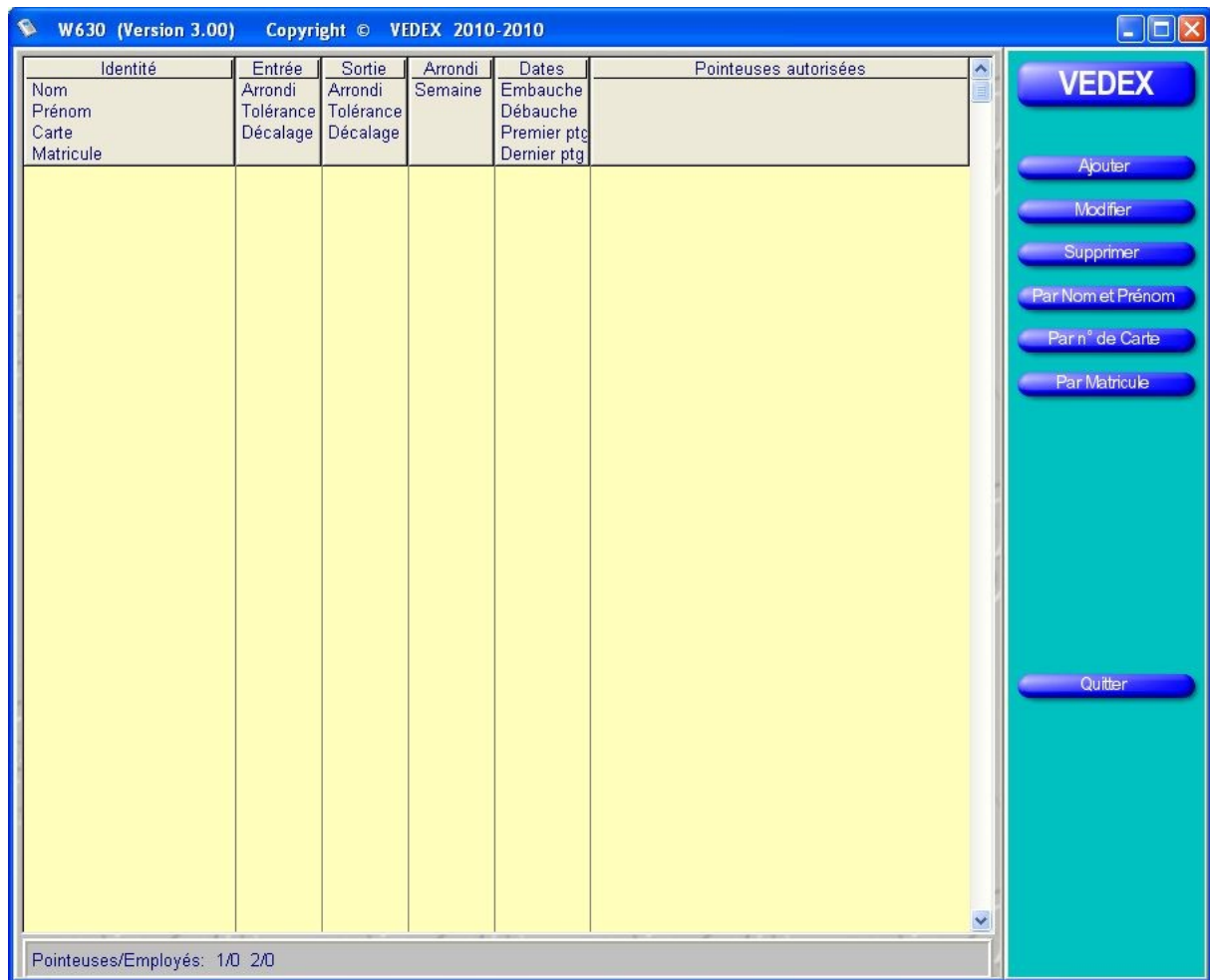


If the bottom of the main screen is as follows : your software does not contain the file aliases ListCart.tps. This file is provided to you on your email by your dealer. The software is in demo mode without this file.



Staff

The next phase involves the integration of all data on your personal identity, in and out daily, etc. ...
If you click the **Personnel** button, you'll be presented with a new screen, empty for the moment, like below.



To start and insert your personal data, click on the **Add** button. The following screen is displayed.

W630 (Version 3.00) Copyright © VEDEX 2010-2010

Numéro de carte: 1 Nom: Prénom: Matricule:

Arrondi d'entrée: 00 Pas d'arrondi Arrondi de sortie: 00 Pas d'arrondi

Tolérance d'entrée: 0 Tolérance de sortie: 0

Décalage d'entrée: 0 Décalage de sortie: 0

Exemple d'ENTREE autour de 8h: pour un pointage en plage verte, la valeur rouge est retenue

Plages:	7.58-7.58	7.59-7.59	8.00-8.00	8.01-8.01	8.02-8.02
Valeurs retenues:	7.58	7.59	8.00	8.01	8.02

Arrondi du total de la semaine: 000 Pas d'arrondi

Décalage minuit: 0.00 Extension de journée: 10.00 Nombre de pointages théoriques par jour: 4

Premier jour de travail: 22/04/2010 Début d'inactivité: 22/04/2010 Fin d'inactivité: 23/04/2010

Dernier jour de travail: 31/12/2099

Pointeuses autorisées: [checkboxes]

Buttons: Accepter, Annuler

Detail, one by one, the different parts of the screen :

Identity

Numéro de carte: 1 Nom: Prénom: Matricule: 0000000001

By default, the card number is initialized to 1 but nothing prevents you to change this number at the first introduction. Enter the desired number directly, the latter must, of course, be between 1 and 9999.

Pressing the **TAB** key allows you to gradually fill the following fields, name and number. By default, it takes the card number preceded by zero. You can, if you wish, change the registration number as below.

Numéro de carte: 1 Nom: MARTIN Prénom: Pierre Matricule: FG458

Data pointing

Your staff never coming to a fixed time, you should determine time slots to round off the scoring (in short: a slice initiated input or output is not counted). **There is no obligation to rounding.**

Rounding the entry or exit back one hour to indicate actual score for all the scores made on a predetermined period of time.

Tolerating the inputs and outputs condones the delay of entry or exit advances your employees.

To help you with configuration of rounded, green and red areas of the screen are changing gradually as your manipulation, to give you an overview of the result in scores.

Note: This box shows an **example** applied to the inputs when you change any of the controls left and shows an

example applied to the outputs when you click one of the elements of the right area.

Arrondi d'entrée: 05 Arrondi aux 5 minutes supérieures | Arrondi de sortie: 15 Arrondi aux 15 minutes inférieures

Tolérance d'entrée: 0 ▼ ▲ | Tolérance de sortie: 0 ▼ ▲

Décalage d'entrée: 0 ▼ ▲ | Décalage de sortie: 0 ▼ ▲

Exemple d'ENTREE autour de 8h: pour un pointage en plage verte, la valeur rouge est retenue

Plages:	7.46-7.50	7.51-7.55	7.56-8.00	8.01-8.05	8.06-8.10
Valeurs retenues:	7.50	7.55	8.00	8.05	8.10

Arrondi d'entrée: 05 Arrondi aux 5 minutes supérieures | Arrondi de sortie: 15 Arrondi aux 15 minutes inférieures

Tolérance d'entrée: 0 ▼ ▲ | Tolérance de sortie: 0 ▼ ▲

Décalage d'entrée: 0 ▼ ▲ | Décalage de sortie: 0 ▼ ▲

Exemple de SORTIE autour de 17h: pour un pointage en plage verte, la valeur rouge est retenue

Plages:	16.30-16.44	16.45-16.59	17.00-17.14	17.15-17.29	17.30-17.44
Valeurs retenues:	16.30	16.45	17.00	17.15	17.30

Clicking on the arrow to select **the Rounded total of the week**, you will choose to supplement the employee's total weekly, hour less time than through different stages of rounding.

Arrondi du total de la semaine: 000 Pas d'arrondi

Total scores	Type round	Result
35h04	000 No rounding	35h04
	+05 Rounded up to 5 minutes	35h05
	+10 Rounded up to 10 minutes	35h10
	+15 Rounded up to 15 minutes	35h15
	+30 Rounded up to 30 minutes	35h30
	+60 Rounded up to 60 minutes	36h00
35h47	000 No rounding	35h47
	-05 Rounded down to 5 minutes	35h45
	-10 Rounded down to 10 minutes	35h40
	-15 Rounded down to 15 minutes	35h45
	-30 Rounded down to 30 minutes	35h30
	-60 Rounded down to 60 minutes	35h00

Then specify the number of daily scores. By default, the number is 4 but you can score in the case of an employee working half-time fix the number to two or even consider breaks or other factors and fix 6, 8 or 10, etc. ... This theoretical number used to locate employees quickly out of the way expected.

Décalage minuit: 0.00 | Extension de journée: 10.00 | Nombre de pointages théoriques par jour: 4 ▼

The **midnight shift** is a fixed value indicating the change of day. Suppose you enter the value 6.00. The scores recorded between 6.01 D-Day, and 6.00, Day +1, will be written on the D-Day.

The **extended day** program tells the W630 the maximum time during which it is authorized to seek a score, the next day to finish one day.

The extension applies only if the final score of the day, recorded, is a starter of the day. The extension can be

applied once a day. If your staff working after midnight, specify a period that will achieve, since the last entry of the day, pointing out the next day. The extension simplifies the scheduling of type 3x8 automatically lengthening the day after midnight for a night shift and allowing normal day for other types of schedules.

Note: The offset is a static change of day (fixed value) while the expansion is a dynamic system (the day changes within a maximum of X hours after the last entry and immediately after the last exit).

The dates of hire and departure



Premier jour de travail:	1/04/2010	
Dernier jour de travail:	31/12/2099	

By default, when you create the form of one of your employees, his first working day (hiring) receives the date of the present day and time of last day of work (leave off work) receives the value of December 31, 2099.

You can, of course, change these values, both for the first day on the last by clicking on the small calendar located next to each date.

When you finish recording your staff and you click the **Accept** button, you return to the home page menu of Staff. This page is no longer blank but gives a list of all employees that you have created. In the menu area, three buttons allow you to list your employees, either by **name and first name** or by **card number** or by **Matricule**.

If you want to modify information about one of your employees, simply select the employee and click on the **Edit** button. It is also possible to open the file modification by double-clicking the mouse on the concerned employee.

You can proceed in the same way, to remove the plug of an employee who left the company. But be careful : remove employees also deletes all its historical scores. In the **Go further**, it explains how you can keep an employee's background, but can use this card again.

If you've followed our instructions so far, your screen should now look similar to the one below.



W630 (Version 3.00) Copyright © VEDEX 2010-2010

Identité	Entrée	Sortie	Arrondi	Dates	Pointeuses autorisées
Nom	Arrondi	Arrondi	Semaine	Embauche	
Prénom	Tolérance	Tolérance		Débauche	
Carte	Décalage	Décalage		Premier ptg	
Matricule				Dernier ptg	
LENOM	5	15	000	1/04/2010	1 2
LePrénom	0	0		31/12/2099	
1	0	0		//	
0000000001				//	
LENOM2	15	15	000	22/04/2010	1 2
LePrénom2	0	0		31/12/2099	
2	0	0		//	
0000000002				//	

Pointeuses/Employés: 1/2 2/2

VEDEX

Ajouter

Modifier

Supprimer

Par Nom et Prénom

Par n° de Carte

Par Matricule

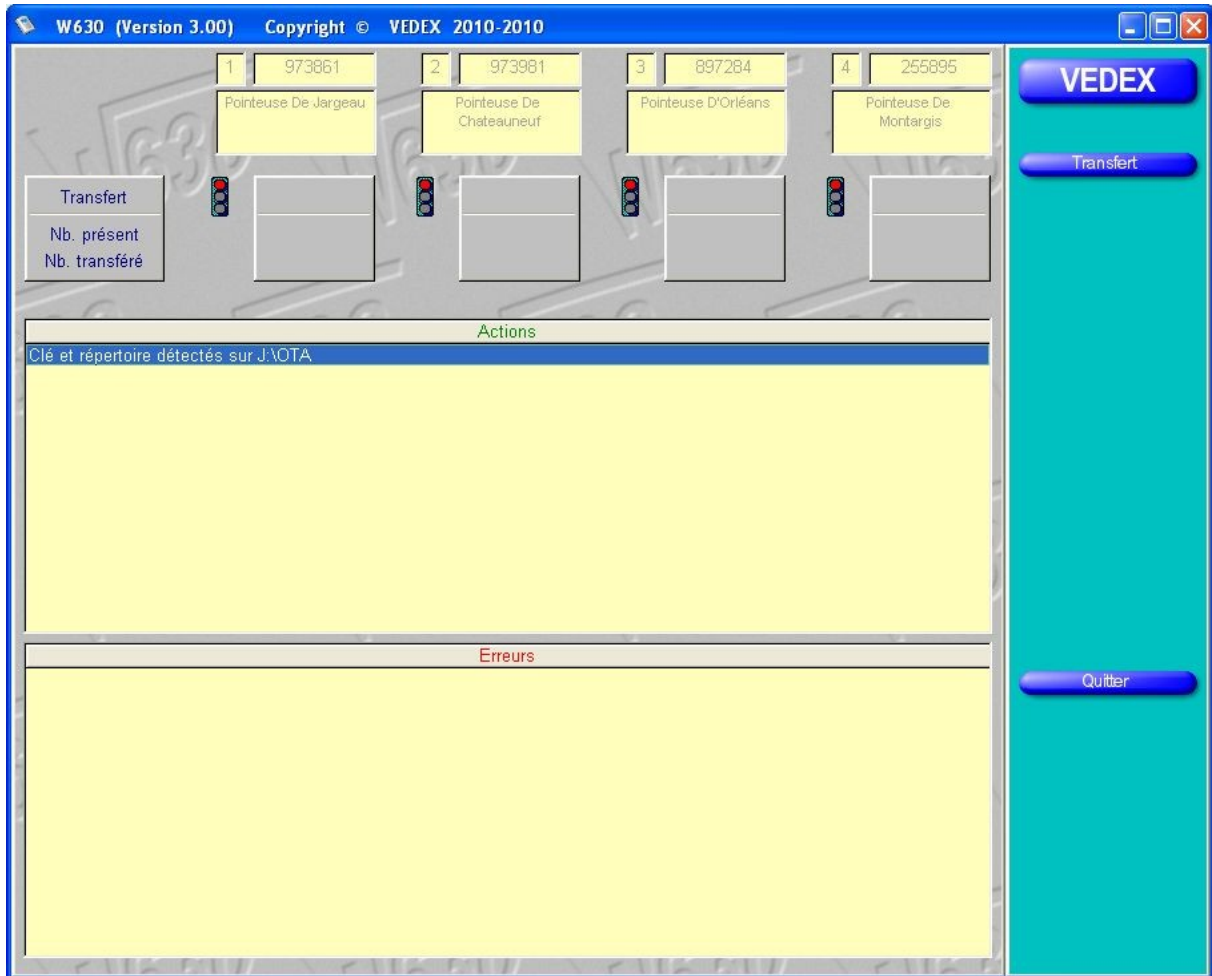
Quitter

At this point, your software is fully informed and can now record the scores of your employees and make the necessary corrections, depending on the configuration of the rounding.

The system is operational, we can now proceed to the phase of information retrieval score.

Transfer

Clicking the **Forward** button causes the opening of a new screen and the search for the USB connected to the PC.



A click on the **Transfer** button launches the collection of information stored in the key. The collection is automatic and, at this stage, you have nothing to do. Just wait until the transfer in progress.

At the top of the screen you can see :

- number of clocking, serial number and the name of the clocking,
- the number of scores on the key and the number of scores transferred by the software

The **transfer** operation retrieves scores and updates the database of names and surnames.

The screenshot shows the VEDEX software interface (Version 3.00) with the following data:

Key ID	Key Name	Transfer Status	Nb. présent	Nb. transféré
1	973861 (Pointeuse De Jargeau)	Oui	213	213
2	973981 (Pointeuse De Chateaneuf)	Oui	72	72
3	897284 (Pointeuse D'Orléans)	Non	0	0
4	255895 (Pointeuse De Montargis)	Non	0	0

The 'Actions' log shows the following sequence of operations:

```

J:\OTA: effacement de J:\OTA\A973981Z.TXT
J:\OTA: enregistrement personnel dans J:\OTA\B973981C.TXT
J:\OTA: OPERATION TERMINEE POUR LA POINTEUSE 973981
J:\OTA: nombre d'enregistrements de la pointeuse 897284
J:\OTA: transfert de la pointeuse 897284
J:\OTA: effacer fichiers de la pointeuse 897284
J:\OTA: enregistrement personnel dans J:\OTA\B897284C.TXT
J:\OTA: OPERATION TERMINEE POUR LA POINTEUSE 897284
J:\OTA: nombre d'enregistrements de la pointeuse 255895
J:\OTA: transfert de la pointeuse 255895
J:\OTA: effacer fichiers de la pointeuse 255895
J:\OTA: enregistrement personnel dans J:\OTA\B255895C.TXT
J:\OTA: OPERATION TERMINEE POUR LA POINTEUSE 255895
  
```

The 'Erreurs' (Errors) section is currently empty.

Note: the **Action** box gives you information on the progress of implementation. The **error** box will inform you of possible errors. A good transfer should not show errors. Wait a few seconds before removing the key : Windows differs writing on removable media.

Correct

The information has now been collected on the key, the next stage will correspond to the control of these scores and their correction. Press the button «**Corriger** » and open a new screen like the one below.

W630 (Version 3.00) Copyright © VEDEX 2010-2010

N°	Nom et Prénom	Date	Matricule	Total
2	Nom0002 Prénom0002	Lun 4/01/2010	0000000002	8.10
3	Nom0003 Prénom0003	Lun 4/01/2010	0000000003	7.15
4	Nom0004 Prénom0004	Lun 4/01/2010	0000000004	
5	Nom0005 Prénom0005	Lun 4/01/2010	0000000005	
6	Nom0006 Prénom0006	Lun 4/01/2010	0000000006	7.50
7	Nom0007 Prénom0007	Lun 4/01/2010	0000000007	8.00
8	Nom0008 Prénom0008	Lun 4/01/2010	0000000008	
9	Nom0009 Prénom0009	Lun 4/01/2010	0000000009	8.30
10	Nom0010 Prénom0010	Lun 4/01/2010	0000000010	
11	Nom0011 Prénom0011	Lun 4/01/2010	0000000011	
12	Nom0012 Prénom0012	Lun 4/01/2010	0000000012	7.45
13	Nom0013 Prénom0013	Lun 4/01/2010	0000000013	
14	Nom0014 Prénom0014	Lun 4/01/2010	0000000014	
15	Nom0015 Prénom0015	Lun 4/01/2010	0000000015	8.05
16	Nom0016 Prénom0016	Lun 4/01/2010	0000000016	5.00
17	Nom0017 Prénom0017	Lun 4/01/2010	0000000017	
18	Nom0018 Prénom0018	Lun 4/01/2010	0000000018	8.10
19	Nom0019 Prénom0019	Lun 4/01/2010	0000000019	
20	Nom0020 Prénom0020	Lun 4/01/2010	0000000020	
21	Nom0021 Prénom0021	Lun 4/01/2010	0000000021	
22	Nom0022 Prénom0022	Lun 4/01/2010	0000000022	3.25
23	Nom0023 Prénom0023	Lun 4/01/2010	0000000023	9.50
24	Nom0024 Prénom0024	Lun 4/01/2010	0000000024	10.35
25	Nom0025 Prénom0025	Lun 4/01/2010	0000000025	
26	Nom0026 Prénom0026	Lun 4/01/2010	0000000026	
27	Nom0027 Prénom0027	Lun 4/01/2010	0000000027	
28	Nom0028 Prénom0028	Lun 4/01/2010	0000000028	
29	Nom0029 Prénom0029	Lun 4/01/2010	0000000029	
30	Nom0030 Prénom0030	Lun 4/01/2010	0000000030	7.50
31	Nom0031 Prénom0031	Lun 4/01/2010	0000000031	8.05
32	Nom0032 Prénom0032	Lun 4/01/2010	0000000032	8.15
33	Nom0033 Prénom0033	Lun 4/01/2010	0000000033	
34	Nom0034 Prénom0034	Lun 4/01/2010	0000000034	9.05
35	Nom0035 Prénom0035	Lun 4/01/2010	0000000035	
36	Nom0036 Prénom0036	Lun 4/01/2010	0000000036	3.40
37	Nom0037 Prénom0037	Lun 4/01/2010	0000000037	
38	Nom0038 Prénom0038	Lun 4/01/2010	0000000038	8.25

Début: 4/01/2010 Sem.: 1/2010
 Fin: 4/01/2010 Sem.: 1/2010

Début: 1 Nom0001 Prénom0001 Fin: 899 MARTIN Pierre

Tous
 Présence
 Absence
 Pointages impairs
 Pointages pairs égal au prévu
 Pointages pairs différent du prévu

Ajouter
 Modifier
 Effacer Pointages
 Par Date et n° Carte
 Par n° Carte et Date
 Par Date et Nom
 Par Nom et Date
 Quitter

Let's see, step by step, the various elements of this screen.

The central part of the screen contains the list of your recordings. With buttons « **By Date and Nr Carte** », « **Carte Nr. and Date** », and « **By date et Name** » you have this list on the screen as you see fit. However, this list can be filtered using different elements of the right and lower screen.

At the bottom of the screen, you can limit your list to the employees. For example, you can edit on screen to the scores of employee 1 to employee 6.

At the upper right, you can run in this time scoring list. We see in our example above that we are only interested only scores made on 04/01/2010.

At the bottom right, it is also possible to filter this list according to various criteria :

- **All** : This option will display all scores ;
- **Presence**: you view, in this case, the list of those present ;
- **Absence** : you see your employees' absences ;
- **Scores peers, equal to the expected** : the personal record of each employee, you have identified a number of scores daily. In this case, you will display the list of employees whose daily matches the number indicated on their personal record ;
- **Scores peers, the expected different** : you will display with this filter, the list of employees who have performed in a day, an even number of scores but does not match what you specified in the personal record ;
- **Scores odd** : you will display with this filter, the list of employees who have performed in a day, an odd number of scores. With this filter, you'll notice, for example, omissions of scores.

These filters can help you in your research before moving to the correction of scores, if necessary. Assuming you are looking for all the lapses of scores of your employees, you use the filter **Scores odd** or **No** to trim work.

Correct part

W630 (Version 3.00) Copyright © VEDEX 2010-2010												Sem.: 5/2010			
Nom0007 Prénom0007 7												Du 1/02/2010 au 7/02/2010		37.05	37.05
8.45	12.46	13.59	18.00									Lundi	1/02/2010	8.00	
8.45	12.45	14.00	18.00												
8.45	12.45	14.00	18.00												
8.39	12.55	14.00	17.40									Mardi	2/02/2010	7.55	
8.40	12.55	14.00	17.40												
8.40	12.55	14.00	17.40												
8.39	12.52	13.58	18.04									Mercredi	3/02/2010	8.10	
8.40	12.50	14.00	18.00												
8.40	12.50	14.00	18.00												
8.33	12.53	13.59	18.12									Jeudi	4/02/2010	8.25	
8.35	12.50	14.00	18.10												
8.35	12.50	14.00	18.10												
8.40	13.16											Vendredi	5/02/2010	4.35	
8.40	13.15														
8.40	13.15														
												Samedi	6/02/2010	0.00	
												Dimanche	7/02/2010	0.00	

After establishing the list of scores that interest you, you can now view the scores for each employee on a daily basis and make any necessary changes necessary. To toggle the screen correction, just double-click on any employee's line.

Further detail on this screen.

At the top, are written the employee's name and card number concerned by the verification and indicates also which week is checked on.

For each day you see three lines of data.

The first, on a **blue background**, indicates the real clockings in of the employee on the clock or **line of origin**. This line cannot be changed and remains a reference.

The second, on a **green background**, matches the recordings of these scores after treatment with the W630 you have rounded to that employee, it is also called **line program**.

The third line, is equal to line 2, but you can make corrections if you wish. Clockings in are positioned on a **yellow background** while the clockings out are settled on a **white background**. This line is called the line user. W630 does not transfer over the contents of line 2 on line 3 as soon as you make a change (line 3 different from line 2).

For example, one employee has forgotten to click on : While for a day, you have the first three scores and their corrections, the fourth is missing. You can, by moving the arrow keys, go directly and introduce the exit time missing. Pressing **Enter** or **arrow** keys or **TAB** valid information inserted.

When you change from week or card number, W630 will offer to save the information that you just inserted into the screen.

Warning : If, at the request of the software, you click **OK**, the question will not be asked in the future and you change the data will be saved automatically.

At the right side of the screen under each date, you see the cumulative daily employee (line 3 or line user).

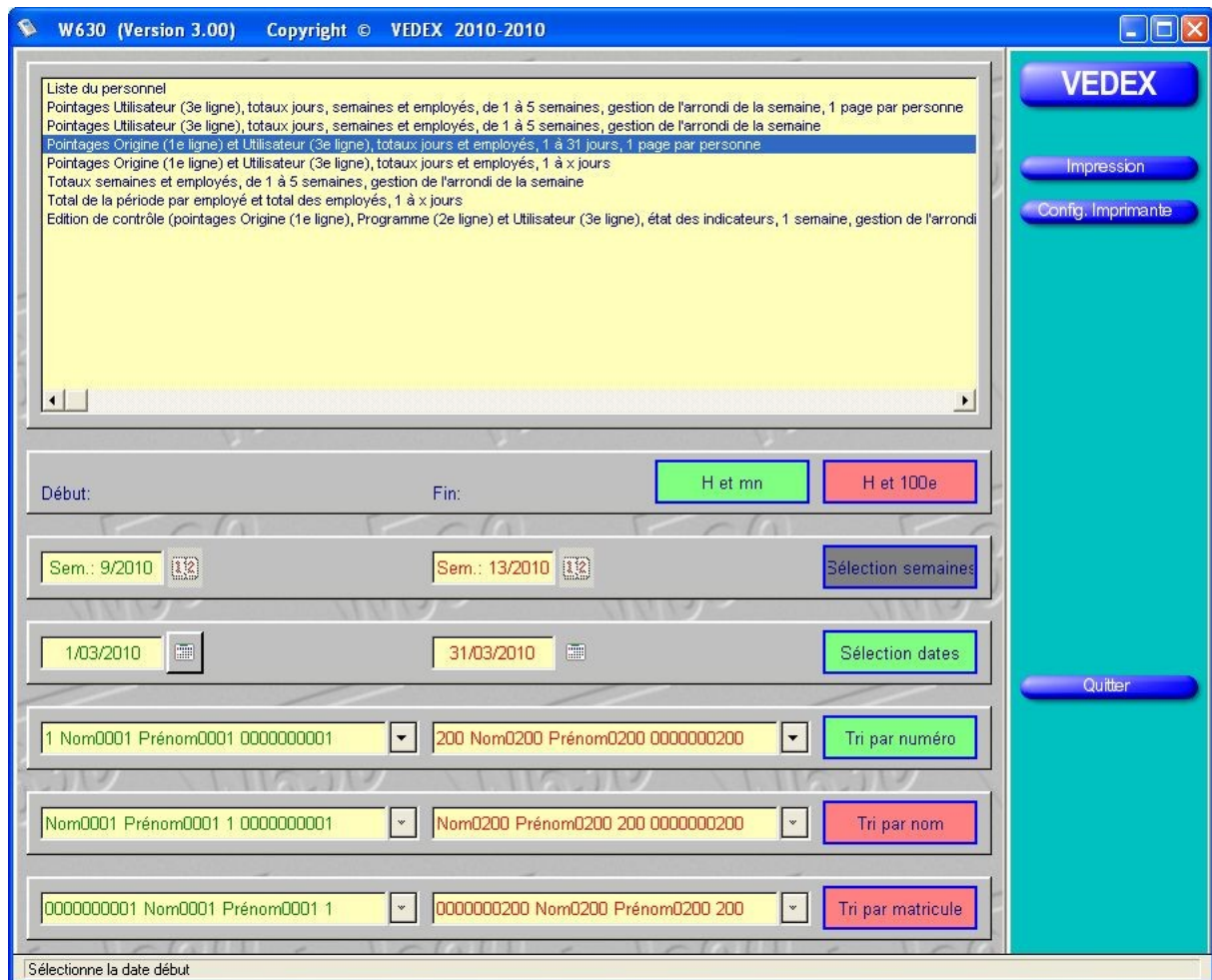
With the buttons on the left menu, you can browse at will for weeks and used to verify all data scoring and make the necessary corrections. . Pressing the button **Save** or **Exit** you go back on the menu screen correction, with its filters system.

Shortcuts, which you can view the list by clicking on the **icon ?** allow you to enter and navigate the screen without using the mouse.

In this screen, you have three buttons that we have not used yet, **Add**, **Edit** and **Delete scores**. The first two buttons allow you to either insert a record, or to modify the content, as we have seen just before. These data will always be introduced at the third line of the day, or **online user**. It will never be possible to modify either the original line scores, or corrected by the line W630. Similarly, pressing **Clear Scores** remove the values entered in the third line, without altering the other two.

Printing data

When you click the **Print** button on the homepage, you open a new window, same as below.



At the top of the screen, you will determine the type of editing you want :

- the listing of employees, including the information relative to the person, name, card number, service number, and rounded values of the different periods of inactivity;
- identification of user scores (third line displays correction) with daily totals, weekly totals of the rounded light week for each employee selected, and this over a maximum period of five weeks. A page is reserved to each employee;
- identification of user scores (third line displays correction) with daily totals, weekly totals of the rounded light week for each employee selected, and this over a maximum period of five weeks. Listing continuous;
- the reading of original scores (scores on the real time clock) and user (the third line displays correction) with daily totals for each employee selected, and this over a maximum period of 31 days. A page is reserved to each employee;
- the reading of original scores (scores on the real time clock) and user (the third line displays correction) with daily totals for each employee selected, and this over a maximum period of 31 days. Listing continuous;
- the statement of total per week for each employee with management's rounding week and this over a maximum period of five weeks;
- identification of a defined period totals per employee and the grand total for all employees;
- a test report, including the three lines of the screen correction, for a week, with management's rounding week. A page is reserved for each employee.

According to the type of editing you choose, the bottom of the screen will enable the application of certain conditions for the creation of your edits. If the condition is applicable for one edition, it is shown red if it is not applied and green if it is successful. If the condition is grey, this means that we can apply it on the chosen edition.

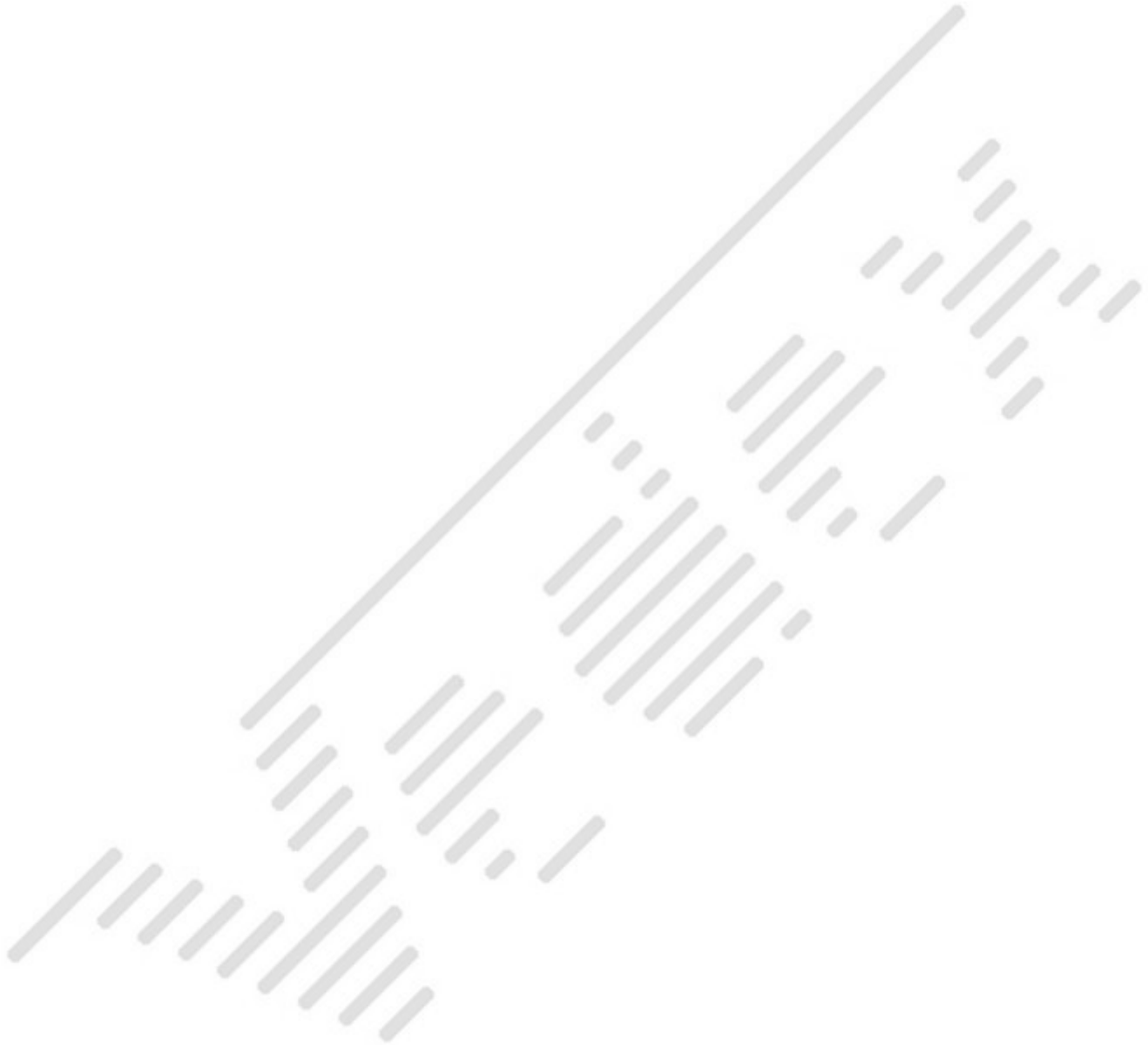
For example, you wish to print the personnel list. Only those conditions apply **Sorted by number, Sort by name Sort by number** ; condition chosen in our example is provided by number.

Different conditions are available :

- schedule display in hours and minutes or hours and hundredths;
- selecting the starting and ending dates by keyboarding the week number;
- selection starting and ending dates by keyboarding the day;

- sorting by number, name or number, bounded between two elements shown on the left.

If you click the **Print** button in the menu area, you open a printer driver which you have an overview of the edition you have requested. If you are not satisfied with the editing required, close this screen to return to the generator editions W630. If you only want to print, simply click on the printer icon.





Example editing

Pointages Origine (1e ligne) et Utilisateur (3e ligne), totaux jours et employés, 1 à 31 jours, 1 page par personne						Edition du: Vendredi 23/04/2010 22:22:52		
2	Nom0002	Prénom0002		0000000002				
Vendredi	1/01/2010						0.00	
Samedi	2/01/2010						0.00	
Dimanche	3/01/2010						0.00	
Lundi	4/01/2010	7.43 7.45	12.50 12.50	13.52 13.55	17.02 17.00		8.10	
Mardi	5/01/2010	7.32 7.35	13.19 13.15	13.59 14.00	17.20 17.20		9.00	
Mercredi	6/01/2010	7.46 7.50	13.06 13.05	13.49 13.50	17.23 17.20		8.45	
Jeudi	7/01/2010	7.51 7.55	13.06 13.05	13.46 13.50	17.16 17.15		8.35	
Vendredi	8/01/2010	7.36 7.40	13.13 13.10	13.56 14.00	16.56 16.55		8.25	
Samedi	9/01/2010						0.00	
Dimanche	10/01/2010						0.00	
Lundi	11/01/2010						0.00	
Mardi	12/01/2010	7.36 7.40	11.51 11.50	13.32 13.35	16.45 16.45		7.20	
Mercredi	13/01/2010	7.46 7.50	13.13 13.10	14.01 14.05	17.37 17.35		8.50	
Jeudi	14/01/2010	7.35 7.35	13.06 13.05	14.07 14.10	16.47 16.45		8.05	
Vendredi	15/01/2010	7.36 7.40	12.08 12.05	13.47 13.50	17.15 17.15		7.50	
Samedi	16/01/2010						0.00	
Dimanche	17/01/2010						0.00	
Lundi	18/01/2010	7.37 7.40	13.04 13.00	13.59 14.00	16.45 16.45		8.05	
Mardi	19/01/2010	7.29 7.30	11.46 11.45	13.59 14.00	17.00 17.00		7.15	
Mercredi	20/01/2010	7.40 7.40	13.04 13.00	13.59 14.00	17.17 17.15		8.35	
Jeudi	21/01/2010	7.35 7.35	13.05 13.05	13.52 13.55	16.52 16.50		8.25	
Vendredi	22/01/2010	7.37 7.40	12.14 12.10	13.24 13.25	16.52 16.50		7.55	
Samedi	23/01/2010						0.00	
Dimanche	24/01/2010						0.00	
Lundi	25/01/2010	8.13 8.15	12.50 12.50	13.47 13.50	17.12 17.10		7.55	
Mardi	26/01/2010	7.30 7.30	11.50 11.50	17.10 13.50	17.10 17.10		7.40	
Mercredi	27/01/2010	8.02 8.05	12.59 12.55	13.51 13.55	17.02 17.00		7.55	
Jeudi	28/01/2010	7.34 7.35	11.35 11.35	13.50 13.50	17.17 17.15		7.25	
Vendredi	29/01/2010	7.35 7.35	13.00 13.00	13.56 14.00	16.41 16.40		8.05	
Samedi	30/01/2010						0.00	
Dimanche	31/01/2010						0.00	
Total général de:						2 Nom0002	Prénom0002	154.15

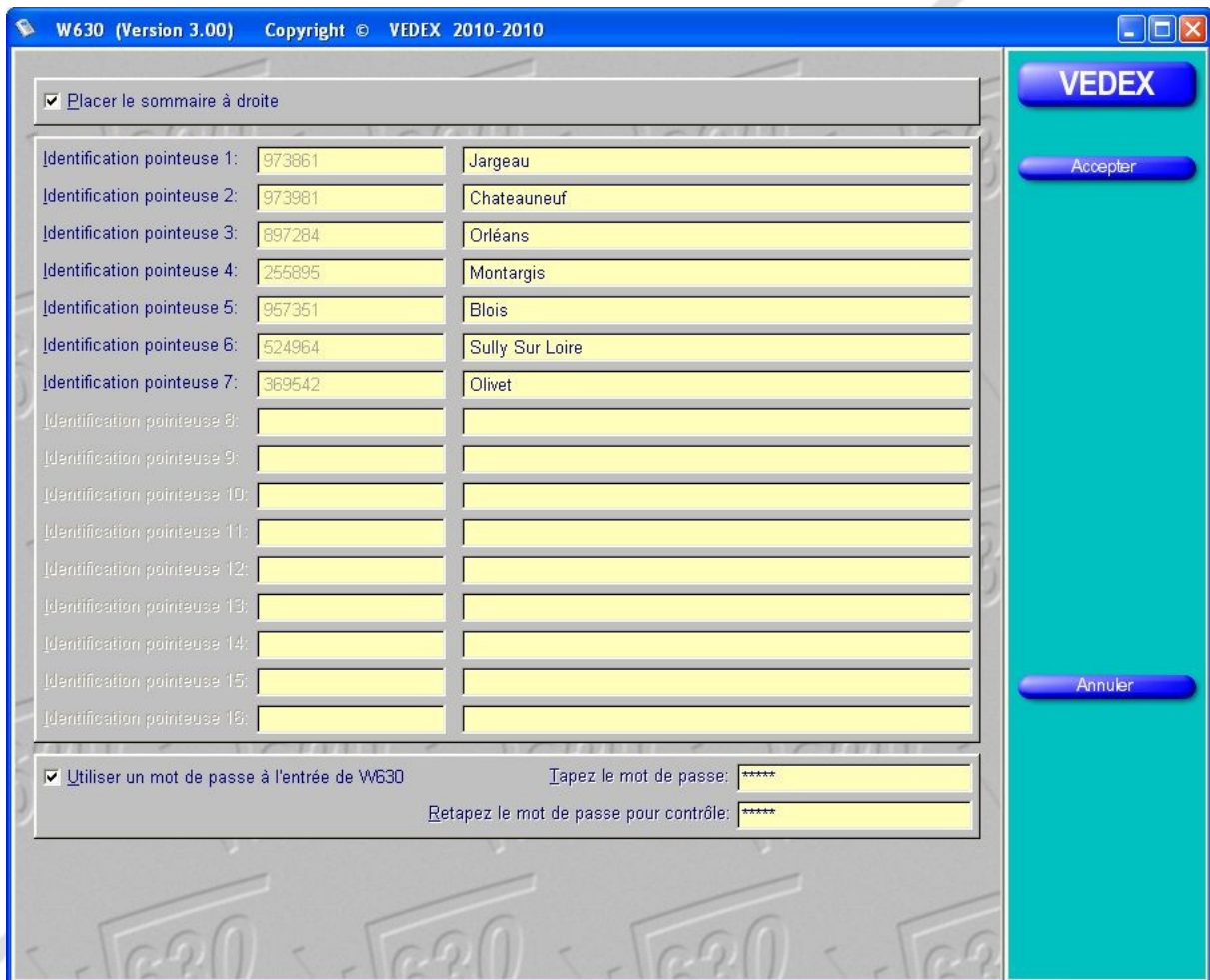
Cette édition est en heure et centièmes si la case est cochée

Page: 2

To go further with W630

In the previous paragraphs, we have seen how easily start the W630 software, the setup and use. Other features can be requested, as appropriate, by some users. For them, we will return in more detail to the W630 menus.

Settings

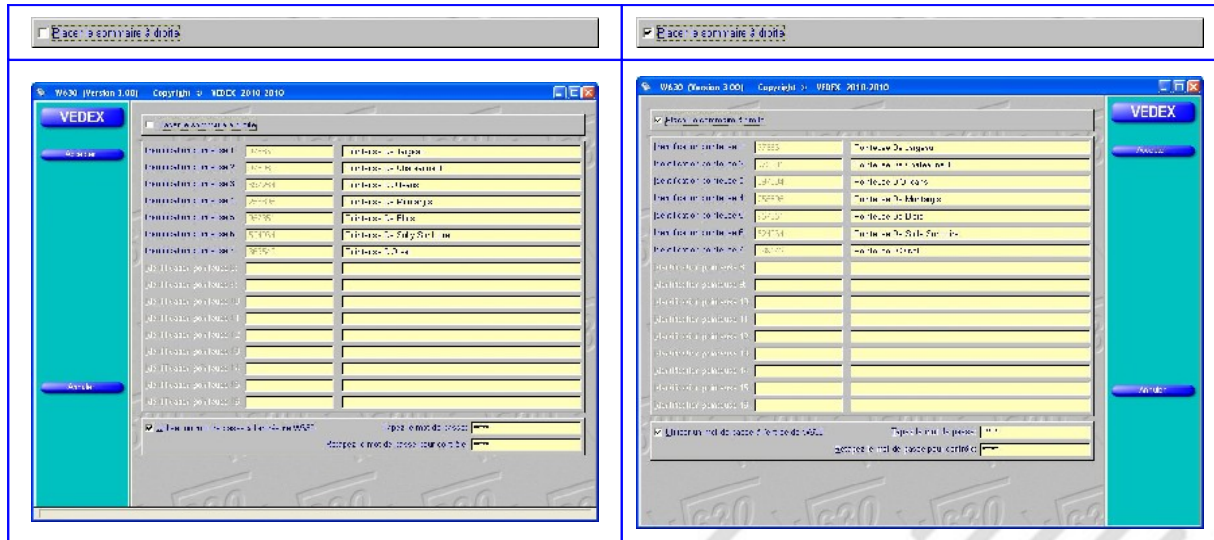


Identification pointeuse	Identifiant	Nom
1:	973861	Jargeau
2:	973981	Chateaufneuf
3:	897284	Orléans
4:	255895	Montargis
5:	957351	Blois
6:	524964	Sully Sur Loire
7:	369542	Olivet
8:		
9:		
10:		
11:		
12:		
13:		
14:		
15:		
16:		

Summary on the right or left

Clicking on this tab, you open a window in which you are permitted to place at your convenience, the menu area to the right or left of the screen. To place the menu on the right of the screen, simply check the box in the active window, as below.





Clocks used

You can name your clocks. If no serial number of clocks appears : you do not have ListCart.tps file in the directory ..\Vedex\W630\Cards.

Password

The application can be protected by a password Optional 1-20 characters. The second entry is for control. The upper or lower case are not analyzed. Use a password ... you can remember easily.

Confirm your changes by clicking the **Accept** button.

Staff

Assignment clocks

You are limited to 1,000 people by clocking system with W630. If you use multiple clocks, W630 gives you the option of allowing certain employees to perform their scores IN/OUT on several devices.

Whatever the assignment is given to a time clock, or to multiple clocks, the award is made at the personal form.

In the home page, click **Staff**.

At the right side of the screen, in the column **entitled clocks**, are, for each employee, the numbers of clocks where they can validate their inputs / outputs. At the bottom of the screen, you have the number of employees by clocking.

By using the ↑ and ↓ keys select the employee you want to modify access to clocks.

Click on the **Edit** button.

In the data sheet for the employee who has just opened at the bottom, we note that there are as many boxes as valid clocks installed.



To allow this employee to point to one or other of the clocks, or all, just check the box and leave this page by clicking the **Accept** button.

You can read the result immediately in the screen of the personnel, under the column **clocks used**. The terminals on which the employee is allowed to point are marked in green. In this example, your facility has seven clocks and the employee is validated on the 1, 3, 4 and 7.

Nom0008	5	5	000	1/01/2000	1 2 3 4 5 6 7
Prénom0008	0	0		31/12/2099	
8	0	0		2/03/2009	
0000000008				23/04/2010	

Remove

When one of your employees leaves the company, it must be able to remove its MSDS system. Nevertheless, when you remove its data sheet, you have to make sure that there are no more records about this employee in the clock memory, otherwise, W630 notify you of errors on scores during the next transfer.

- click **Personal**;
- select the employee by using the ↑ and ↓ keys;
- click **Delete** button;
- when you are asked to confirm the deletion, click **OK**.

The removal of an employee also removes its history. A total annual hours will no longer be possible.

Rename

To keep the history of an employee, without removing the data sheet and while recovering his card :

- click **Personal** ;
- select the employee by using the ↑ and ↓ keys ;
- click on the **Edit** button ;
- change his card number and his official number by using a high number (eg 12 becomes 1012) ;
- assign him his date of departure (he will no longer part of the lists of absent) ;
- shoot all the boxes clocks allowed for the employee (it will occupy more useful place in the time clock).

Inactivity periods

The periods of inactivity (not to be confused with the dates of hire and departure) you can tell the software W630 that for a given period, an employee is absent from work and it is useless to treat information concerning him during this periodes.



You can, for example, you use these periods to indicate the periods of inactivity of a temporary, etc...

To create a new period of inactivity, click the calendar to the right of the **Start box of inactivity** and choose the start date. Click on the calendar to the right **end** of the zone **of inactivity** and choose the date of end. Then click the **Add** button **the period**.

To delete a period, click to select and then press the **Delete** button the period of inactivity.

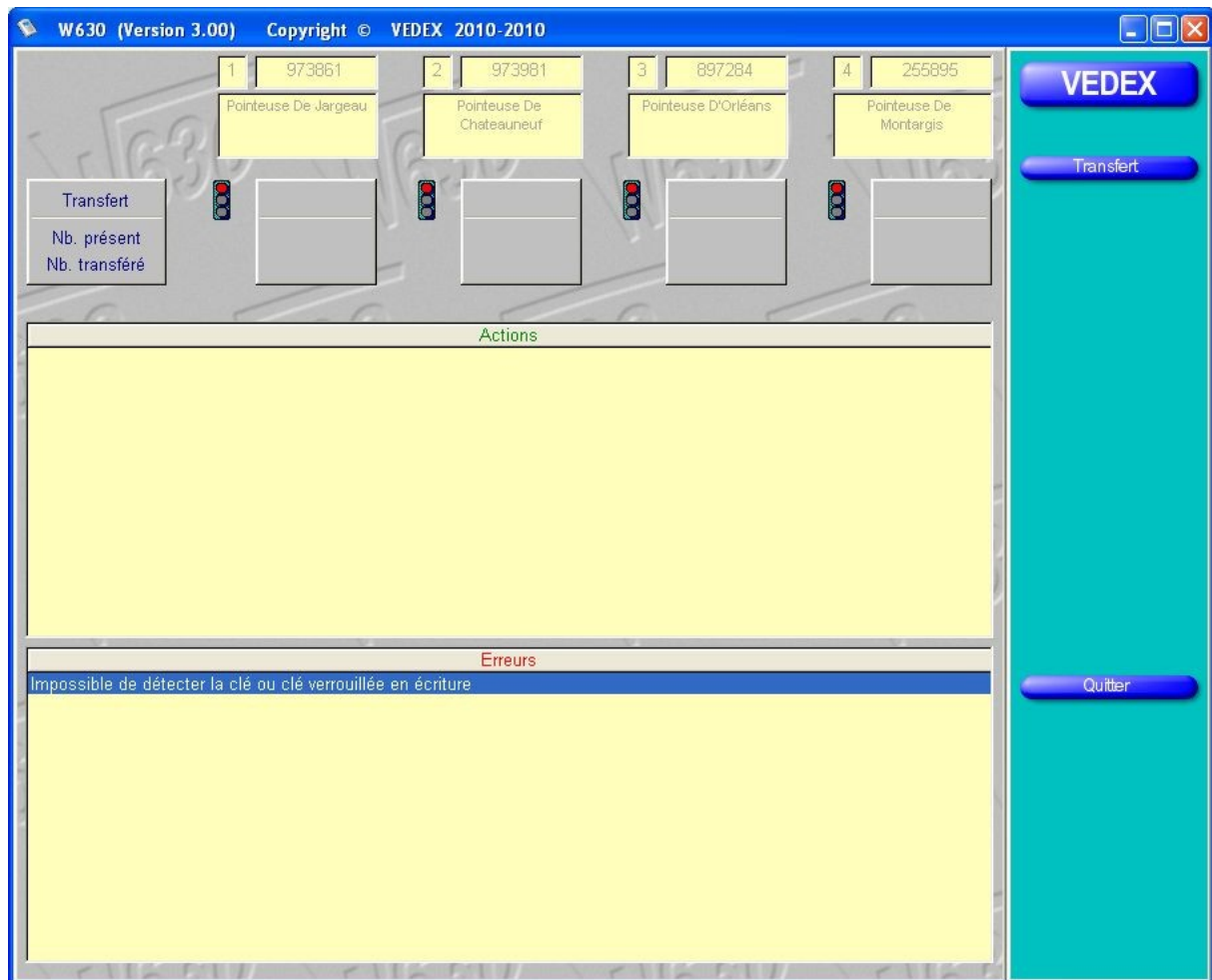
Departure date

As an employee leaves the company, you can specify a leaving date.

Transfer

Errors to detect the key

If you do not have properly connected your USB to your computer or if there is any problem in the link, you'll end up with an error message to the transfer request. The display closes automatically after 2 seconds.



Some solutions

- remove the key-wait a few seconds-then connect again the key
- wait until Windows detects it
- check in Explorer it appears well
- verify that there is not another key: W630 finds the first key in the order Windows resgisterseach key connected

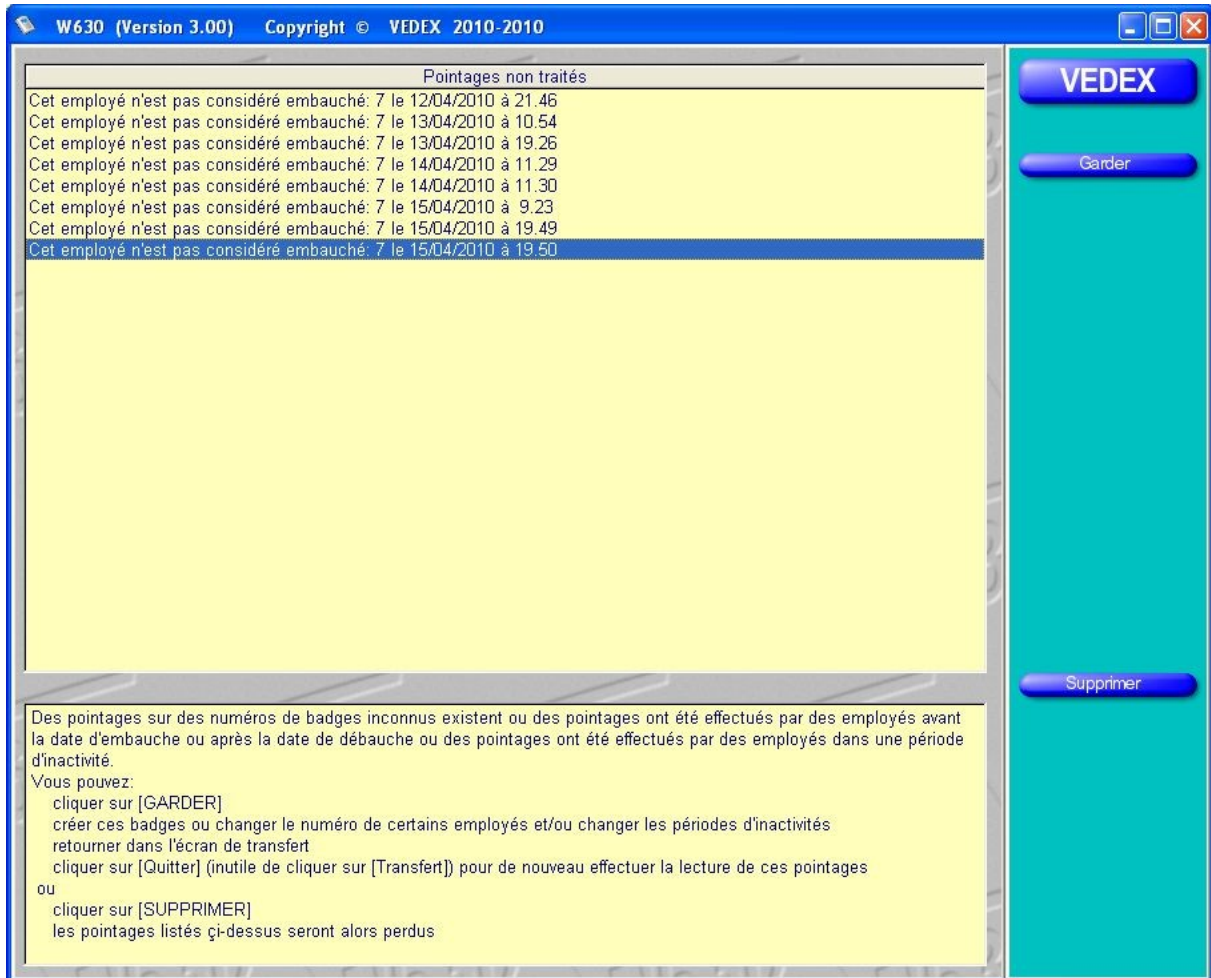
Errors when transferring scores

W630 encounters anomalies in the data transfers, it opens at the end of transfer a special screen where you are given the data that are not true.

These anomalies may correspond to :

- an employee's scores in a period of inactivity,
- an employee whose personal data have been deleted,
- an employee to whom you've submitted a card without having established his personal record
- an employee considered as not hired

The following screen is displayed.



Following the comments you will read in the main window, at each pointing, you can keep these scores (by clicking the button **Keep**) and go back to the menu for **staff** amend the records of employees (create a file, edit a period of inactivity, etc. ...).

If you do not want to keep these scores, simply click the **Delete** button.

How data are stored ?

When you transfer data from the time clock, W630 will load the data from the file Origin00.txt subdirectory Data. The software then scans the file and if it encounters anomalies, he intends to keep or delete records. If you decide to keep these records, the file Origin00.txt is not altered, giving you the opportunity to rectify the anomalies. At the contrary if you decide to delete these data W630 will shift all the files Origin01.txt to Origin49.txt from Origin02.txt to Origin50.txt, shift Origin00.txt from Origin01.txt and to create a new file Origin00.txt, totally empty.

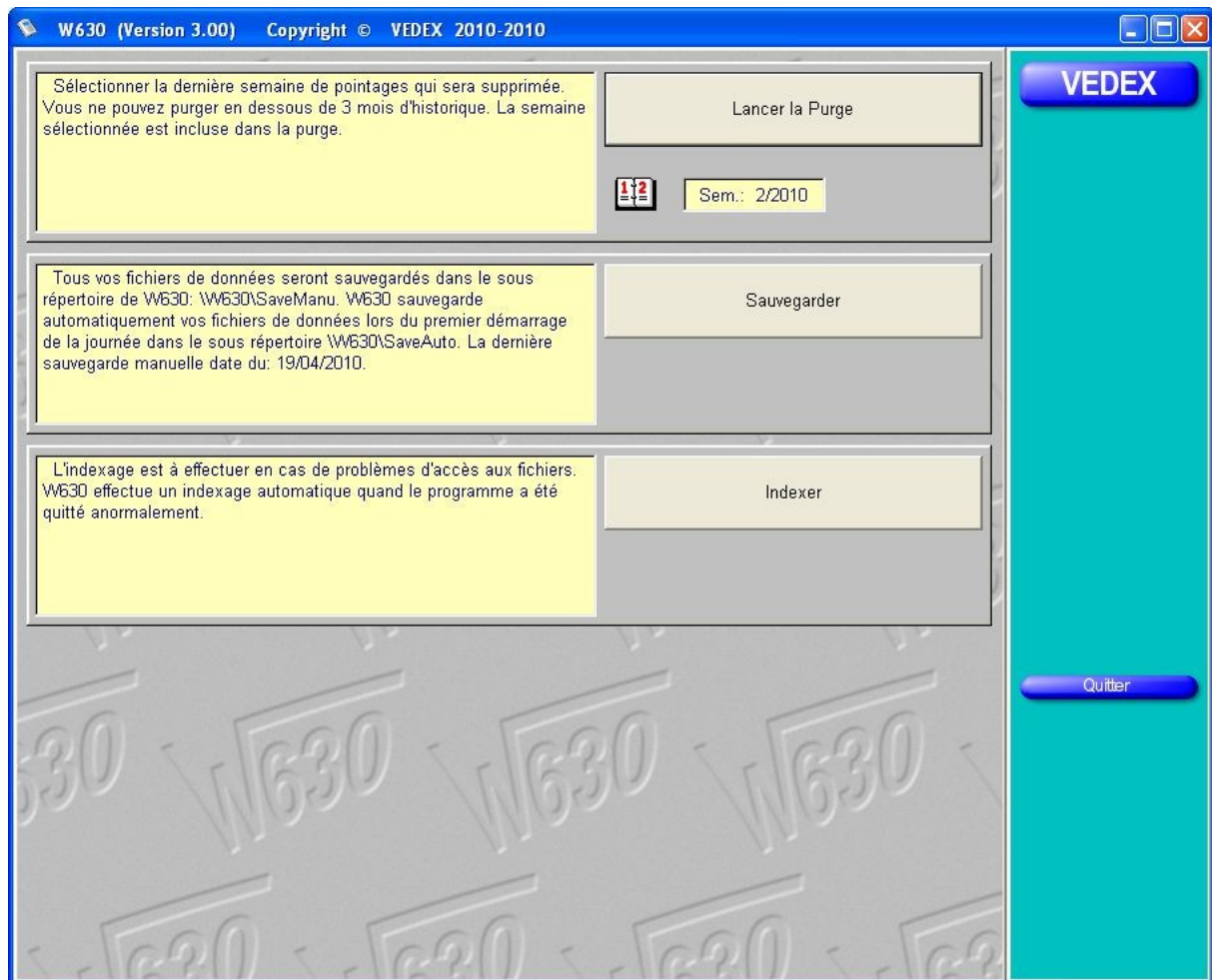
It is possible to access the scores by opening the file OriginXX.txt with **Notepad**, for example.

The format data is NNNN,DD/MM/YYYY,HH.MM,TT (NNNN representing the card number, DD/MM/YYYY represents the date, HH.MM representing time and TT representing the pointing device).

You can optionally use these data for export scores to another application, the files being used in txt format.

Utilities

If you click this button, you will be positioned on the next screen.



This screen offers three operations, indexing files, backup files and purging them.

Purging files

This allows you to delete the memory of your computer's oldest records pointing to not clutter its memory. However, it is impossible to delete records if they have less than three months.

To purge the selected end date purge want by clicking on the calendar then press the **Start purging**.

Backup files

W630 duplicate files each time you start the day. Data are stored in the directory C:\Vedex\W630\SaveAuto. For security, nothing prevents you from saving these data at any time. In this case, they will be saved in the directory C:\Vedex\W630\SaveManu.

The saved files have names Parametr.tps (save installation settings), Personne.tps (data backup personnel), PointVal.tps (save scores recorded) and historical files Originxx.txt.

W630 also informs you of the date of the last backup manually.

Indexing files

This choice is to use in case of anomalies during file access. In itself, W630 handles already re-indexing these files in case of abnormal closure of the software (eg computer crash during a power failure).

Frequently Asked Questions

How to re-use the card of an employee who has left ?

To keep the stored data of an employee, without actually removing the sheet, while retrieving his card for a new employee :



- click **Personal**
- select the employee by using the ↑ and ↓ keys
- click on the **Edit** button
- change his card number using a high number which the card is absent (eg 12 becomes 1012)
- change his registration number if you use predicated numbers (eg 0000000012 becomes 0000001012)
- set him about his departure date (he will no longer part of the lists of absent)
- uncheck all the boxes "clocks authorized" for the employee (he will not occupy valuable space in the time clock)

How to remove an employee who has left ?

When one of your employees leaves the company, it must be able to remove its MSDS system. Nevertheless, make sure when you remove this employee's sheet that there are no more recording IN/OUT in memory, or W630 will warn you of errors on scores during the next transfer.

- click **Personal**
- select the employee by using the ↑ and ↓ keys
- click the **Delete** button
- when W630 asks you to confirm the deletion, click **OK**

The removal of an employee also removes its background. A total annual hours will be no longer possible.

How to set the timekeeper right ?

Pass the master card. From the menu, press 1 (**system settings**), then 1 (**Last time**) and enter year, month, day, hour, minute and second. All values below 10 must be preceded of « 0 ». The # key valid. The button « * » exits without recording.

Warning: time is returned in English format by year, **month**, day, hour, minute and second.

Should I import the white list every time ?

No, if you do not change anything on the staff since the last time (creation, deletion, change of recording devices allowed, rename people, etc. ..)

Which key should I use ?

20,000 scores occupy about 1 MB on the key. The keys go well beyond the capacity (256 MB to several GB, 1 GB = 1024 MB), so any key can be used (formatted FAT32). Book still a key for single-use recording devices (initially empty). The same key can be used to transfer multiple clocks without having to go back on the computer between each discharge of clocks.

How to change the application of computer ?

Re-install the software . If you have lost your CD, you can install the software from the site <http://www.vedex.com>. Retrieve the contents of C:\Vedex\W630\Data (these are your data) from your old computer and put it back in the same place on the new.. Do the same with the directory C:\Vedex\W630\Cards (this is the file number of aliases between employees and real number of chip cards).

Why does the timekeeper stop despite of the battery ?

Actually, your time clock is not stopped. When the time clock runs on battery, the backlight of the display is turned off to save energy. He turns back to score for a while.

How are data stored ?

When you transfer data from the time clock, W630 will load the data in the file in the Origin00.txt Data directory. The software then scans the file and if it encounters anomalies, he intends to keep or delete records. If you decide to keep these records, the file is not altered Origin00.txt, giving you the opportunity to rectify the anomalies. If, on the contrary, you decide to delete these data, W630 will shift all the files to Origin01.txt Origin49.txt to Origin02.txt to Origin50.txt, shift Origin00.txt Origin01.txt and to create a new file Origin00. txt, empty of all content.

It is possible to access the scores by opening the file OriginXX.txt with **Notepad**, for example.

The data format NNNN,DD/MM/YYYY, HH.MM,TT (NNNN representing the card number, DD/MM/YYYY represents the date, time and representing HH.MM, TT representing the pointing device).

You can optionally use these data for export scores to another application, the files being used in txt format.

What is the use of AllOri.exe ?

This utility is included in the directory C:\Vedex\W630\Data. It allows the concatenation of all files to Origin00.txt

Origin50.txt. These files contain your last 50 transfers. They are already incorporated in the database when you exit the screen transfer and remain present for maintenance and for a limited time. AllOri les regroupe dans Origin00.txt. Allori combines them into Origin00.txt. Once in Origin00.txt, the act of going into the transfer screen and leave, causing a new incorporation of these data in the database. Use it if you think you have lost scores or if the main file of your database is problematic.

