

ePro BioClock User's Manual



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ePro BioClock Users Manual

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1 Introduction

An ePro BioClock provides an advanced method of recording employee attendance by using fingerprint scans for identity verification. A BioClock can be used as a standalone system or it can communicate with the ePro Scheduler scheduling, time & attendance and payroll system. If using an ePro BioClock as a standalone system, disregard directions and references to ePro Scheduler. All of the data needed for payroll can be viewed, imported, or printed from the BioClock Administrator software.

ePro BioClocks collect employee punches on the computer where the fingerprint scans occur. Punches can be uploaded to the server manually, using the administrator software, and automatically at regular intervals. Fingerprint enrollment creates a database of scanned employee fingerprints for attendance recording purposes. The fingerprint scans can be synchronized to the ePro Scheduler server manually by using the administrator software or automatically once per day. The synchronization allows fingerprint scans to be downloaded by other ePro BioClocks at remote locations.

The ePro BioClock software is a Windows application that has been validated for Windows XP and Windows 7 (32 bit and 64 bit) operating systems on Pentium based computer systems with the following minimum system requirements:

Windows XP, Vista and Windows 7

- CPU: 300 MHz or Pentium-compatible higher processor
- OS: Windows XP, Vista and Windows 7 (32 bit and 64 bit)
- Memory: 512 MB RAM; more memory improves performance
- Hard Disk: 1.5 GB of available hard disk space

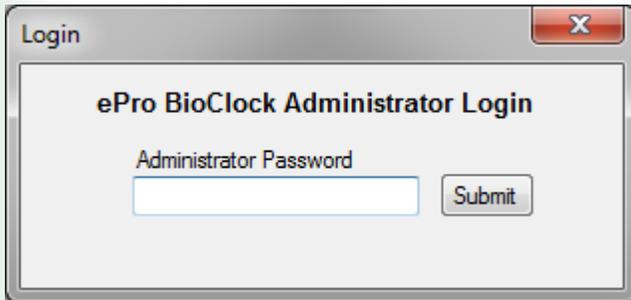
2 Installation

The ePro BioClock installation procedures are documented in the installation guide included on the installation CD. The ePro BioClock system is ready to use following installation. The Administrator can be launched from the Start menu program group. The Administrator Help contains all the instructions needed to use ePro BioClock. Launch the ePro BioClock Administrator and configure the software (see next section).

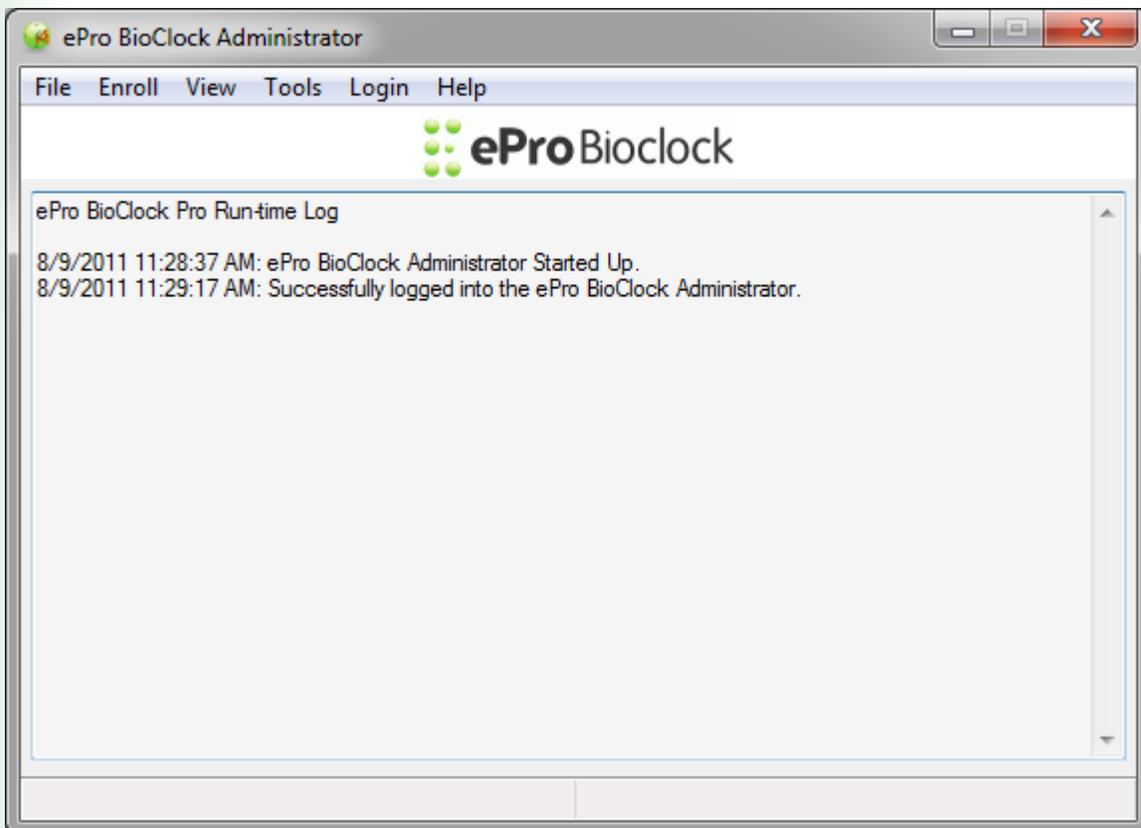
3 ePro BioClock Administrator

3.1 Administrator Panel

The administrator interface is password protected. However, on initial use no password is required. To log in, simply click submit. Once logged in, all of the administrative functions are available.

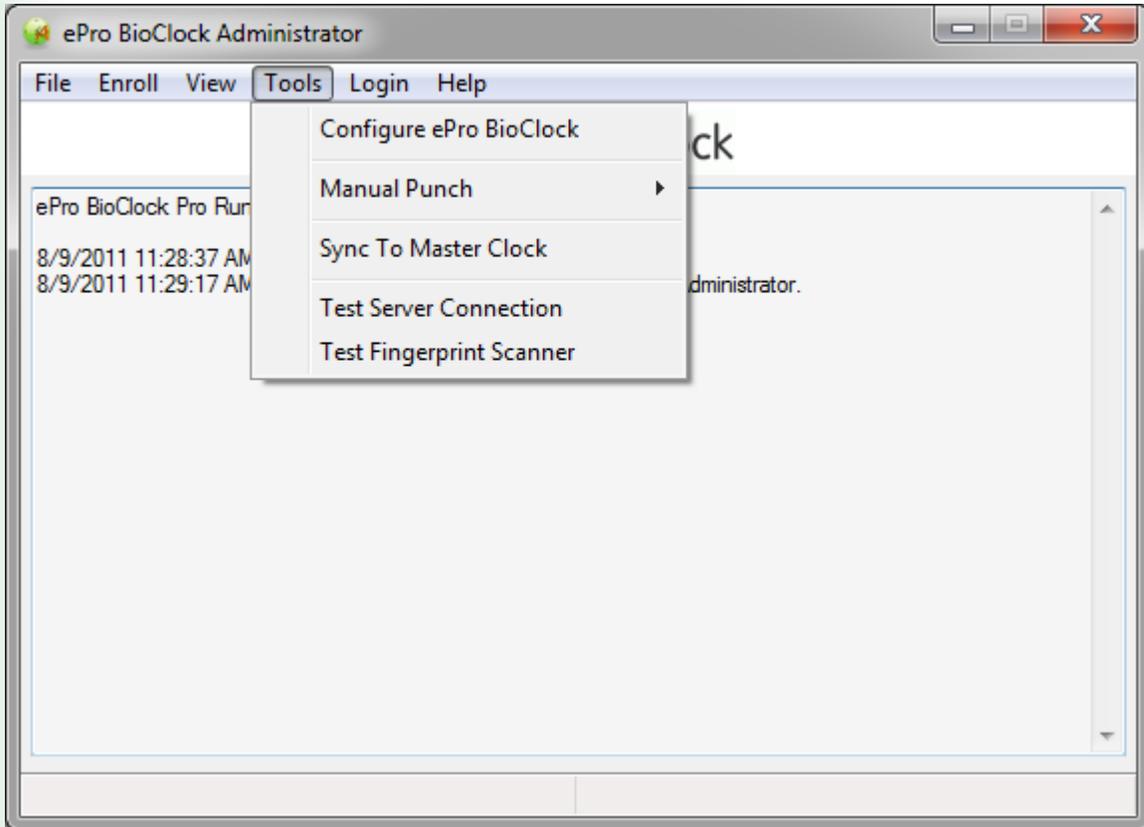


The administrator panel provides access to all administrative functions. The main scrolling window is a run-time log that is updated when commands are executed. The pull-down menus provide access to administrative functions.



3.2 Configuration Setup

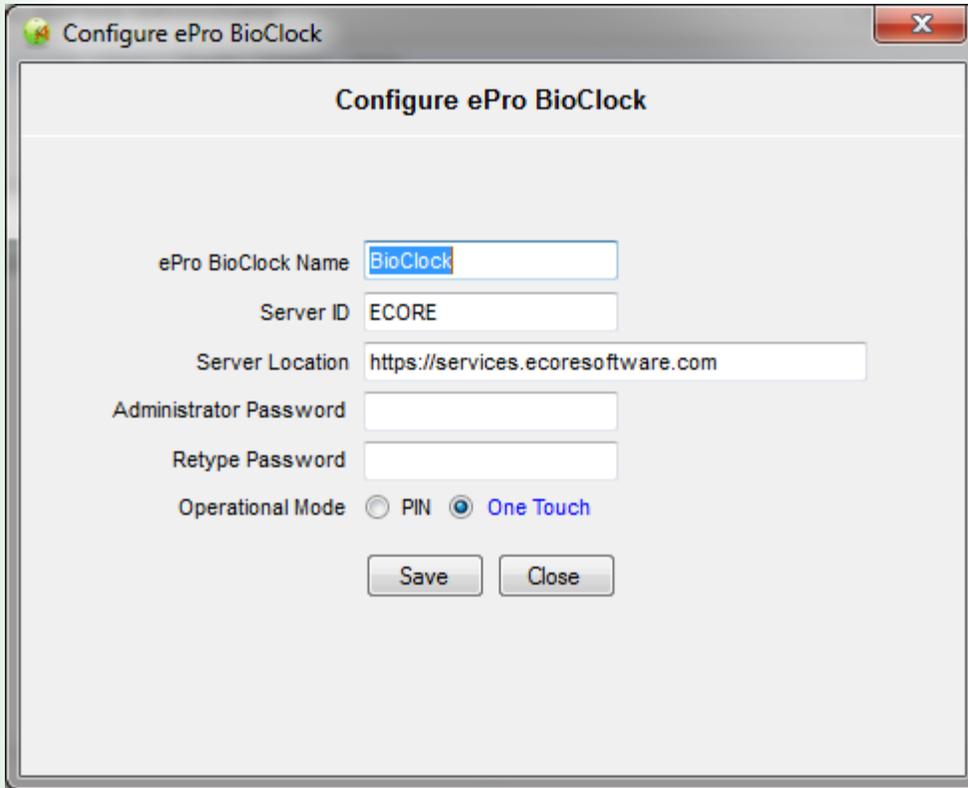
Configuration setup is required to facilitate communication with the ePro Scheduler server. The server identification will ensure that punches are stored in the correct database. The master enrollment is also stored in the database and can be downloaded to any ePro BioClock in the field. To access the setup panel click the “Configure ePro BioClock” selection on the Tools menu.



Once the setup panel is launched, the BioClock can be configured.

Important Note

Call eCore at (866) 240-6996 to get the settings to allow the ePro BioClock to communicate with your ePro Scheduler.



ePro BioClock Name

A unique name is assigned to each ePro BioClock installed. A single ePro Scheduler database can support one or more remote BioClocks. The ePro BioClock name must correspond to an ePro Scheduler Kiosk name as entered on the Manage Timekeeping -> Setup Kiosks panel in ePro Scheduler for the names to be displayed on the daily timekeeper logs.

Server ID and Server Location

The Server ID identifies the ePro Scheduler associated with the installed BioClock. The server location is the URL that identifies the remote server connection location. The ePro BioClock will not be able to communicate with ePro Scheduler server unless these fields are properly configured.

Call eCore Software Inc. at (866) 240-6996 to get these fields.

Administrator Password

To set a password to access the Administrator Panel, type a password into the field labeled "Administrator Password."

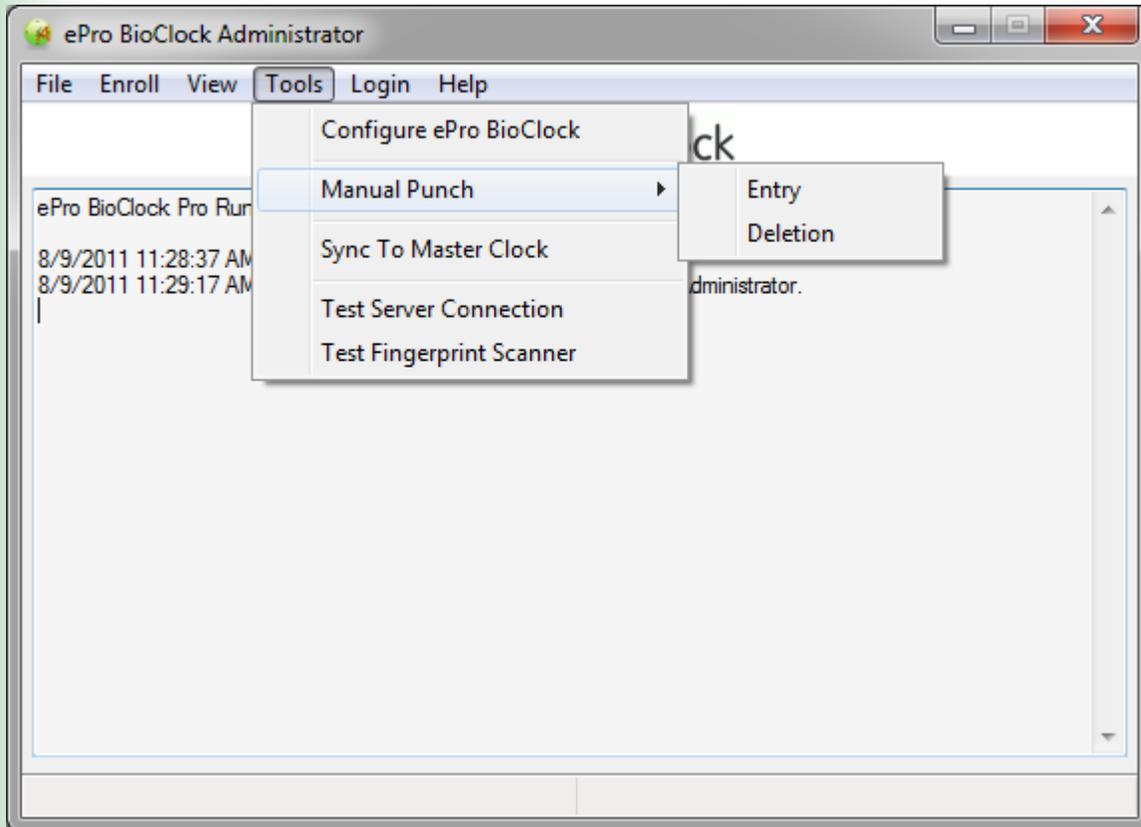
Operational Mode

ePro BioClocks can be configured to run in the following three modes:

- 1) PIN: Employee enters Employee ID as Personal Identification Number (PIN) for fingerprint lookup and verification.
- 2) One Touch: Fingerprint is looked up and used to find the employee enrollment information in the ePro BioClock database. When a match is found, the employee can punch in/out with no further action unless required to enter a comment (default).

3.3 Manual Punch Entry and Deletion

An ePro BioClock provides an excellent standalone solution if the Internet interface provided by eCore is not used. In and Out punches can be entered manually from the 'Manual Punch' sub-menu on the Tools menu. Punches (both in and out) can be entered by clicking the 'Entry' menu item. Punches can be deleted by clicking the 'Deletion' menu item.



3.3.1 Manual Punch Entry

Enter a punch by selecting an employee from the employee pull-down. Select the time and date for the punch, then click the IN or OUT button. The punch will be recorded in the database.

The screenshot shows a window titled "Manual Punch Entry" with the following elements:

- Header: ePro BioClock Manual Punch Entry
- Employees: A dropdown menu with "Fowler, Steven" selected.
- Punch Time: A dropdown menu with "Aug 09, 2011 11:32 AM" selected.
- Timekeeper Note: A large empty text area.
- Buttons: Three buttons labeled "IN" (green), "OUT" (red), and "Close" (grey).
- Footer: A blue link labeled "Manual Punch Status".

3.3.2 Manual Punch Deletion

To delete a punch, select an employee and the date span the punch is included in. Display all punches in the date span by clicking query. Select the punch to be deleted from the punch list, then click the delete button. The punch will be deleted from the database.

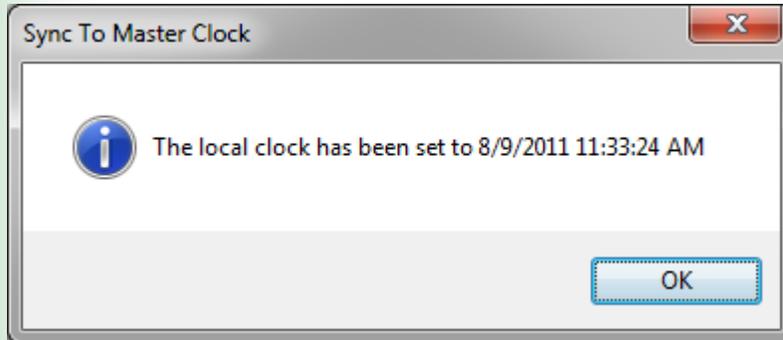
The screenshot shows a window titled "Manual Punch Deletion" with the following elements:

- Header: ePro BioClock Manual Punch Deletion
- Employees: A dropdown menu with "Fowler, Steven" selected.
- Start: A date dropdown menu with "8/ 9/2011" selected.
- End: A date dropdown menu with "8/ 9/2011" selected.
- Query: A button to search for punches.
- Punches: A list box containing one entry: "8/9/2011 11:32:00 AM - IN", which is highlighted in blue.
- Buttons: Two buttons labeled "Delete" (red) and "Close" (grey).
- Footer: A blue message: "There was one punch found for 'Fowler, Steven'".

3.4 Local Clock Setting

ePro BioClocks use the onboard system clock for recording in and out punches. Therefore, it is very important that the local clock is synchronized with the master clock on the ePro Scheduler server. Clocks can be synchronized using the NTP service to an external source if a live Internet connection is available. If the onboard PC clock is to be used standalone, ePro BioClocks provide clock synchronization with the server master clock. The clock sync requires a live Internet connection.

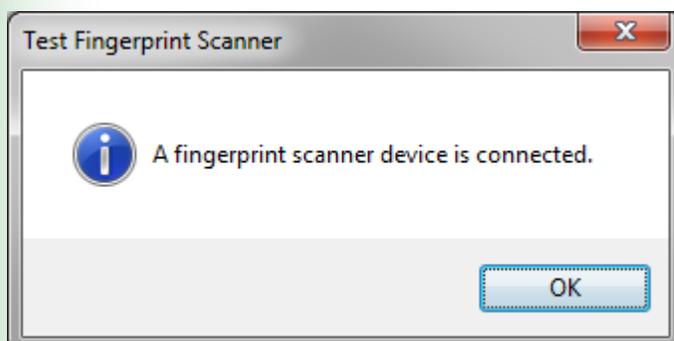
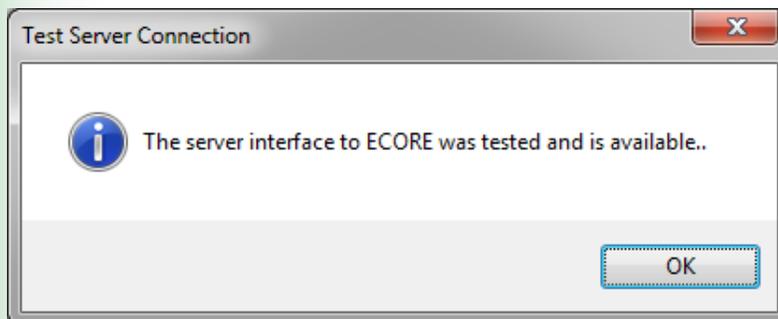
Select "Sync To Master Clock" under the **Tools** menu. The BioClock will then request the master time from the central ePro Scheduler server. When it is received, the BioClock will update the system clock to reflect the time received in the server response.



3.5 Interface Testing

The **Tools** menu also provides interface testing to ensure that the required interfaces are working properly. When "Test Server Connection" is selected from the **Tools** menu dropdown, communication is established to the ePro Scheduler server. The "Test Server Connection" function requires a live Internet connection. The Server Identifier is used to check connectivity to an ePro Scheduler database.

The Test Fingerprint Scanner checks for an attached fingerprint scanner device.

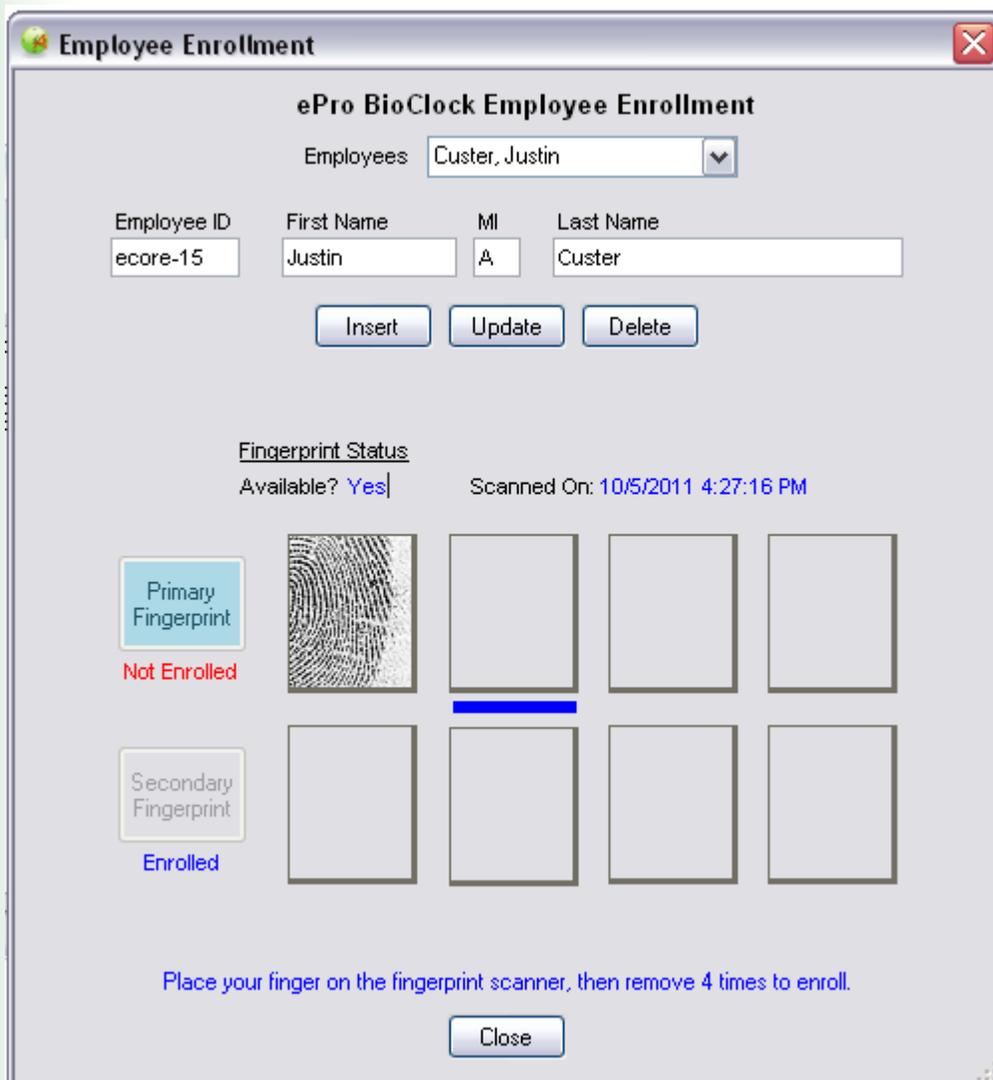


4 Enrollment

4.1 Employee Enrollment

Each employee must be enrolled at an ePro BioClock before punching in or out. To access the enrollment function, click on the Enroll item on the main menu. Here an employee record with the employee's name, a unique username and employee id and can be created. To update or delete an employee profile click Enroll, select an employee name from the Employees drop down list, then click update or delete respectively.

Once the employee record is created, fingerprints can be scanned to complete the enrollment process. The employee panel below provides enrollment record management and the scanning and registration of employee fingerprints.



Employee Enrollment

ePro BioClock Employee Enrollment

Employees: Custer, Justin

Employee ID: ecore-15 First Name: Justin MI: A Last Name: Custer

Insert Update Delete

Fingerprint Status
Available? Yes Scanned On: 10/5/2011 4:27:16 PM

Primary Fingerprint
Not Enrolled

Secondary Fingerprint
Enrolled

Place your finger on the fingerprint scanner, then remove 4 times to enroll.

Close

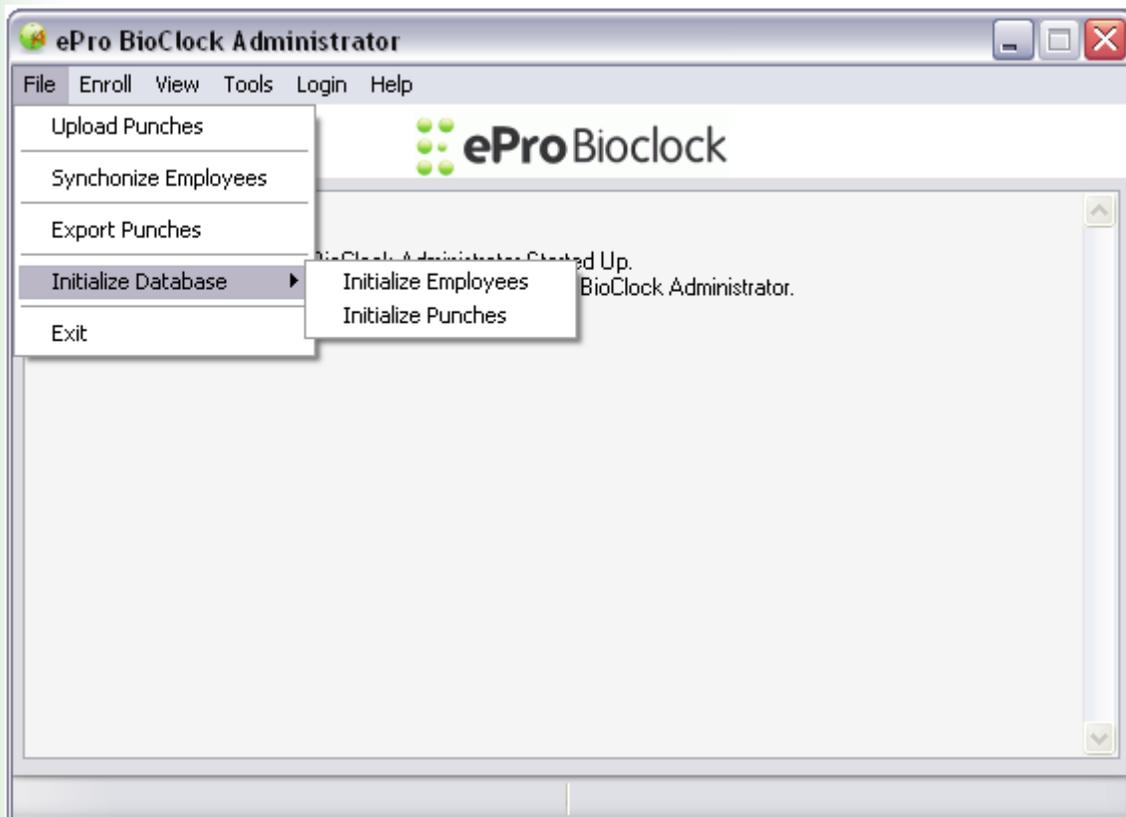
With the employee present, select the employee from the employee list and click the FP Scan button to enable the fingerprint scan. The employee should then place his/her index finger on the fingerprint scanner until the fingerprint scan is displayed in the scan window. Repeat three times. After the fourth scan, the fingerprint is saved in the database and is available to the employee for attendance recording.

4.2 Employee Enrollment Synchronization

ePro BioClocks support employees punching in from multiple locations. To support this, the employee enrollment information must exist in the database of every ePro BioClock installed. ePro BioClocks support scanning fingerprints in one location, then synchronizing the records with other ePro BioClocks. This is done through the two step enrollment synchronization process. In step one, employee records in the local ePro BioClock database are uploaded to the server. In step two, employee records on the server are downloaded to the ePro BioClock. When the synchronization is complete, the employee database will reflect the current employee database that resides on the ePro Scheduler server.

Manual Synchronization

The synchronization can be done manually by clicking "Synchronize Employees" on the File menu. The progress of the synchronization is displayed in the status bar at the bottom of the ePro BioClock form. The manual synchronization software should be used for systems that do not always have a live Internet connection.



Automatic Synchronization

If Background Updates are enabled with a valid upload interval on the setup configuration form, the ePro BioClock will automatically synchronize with the ePro Scheduler database at the synchronization interval. The ePro BioClock computer should always have a live Internet connection to support the automatic synchronization process.

5 Attendance

5.1 Recording Attendance

After the ePro BioClock database has valid employee records with fingerprint scans in the database, it is ready to record employee attendance. An Icon for the attendance recorder was created on the desktop at installation. Double Click the icon to launch the program.

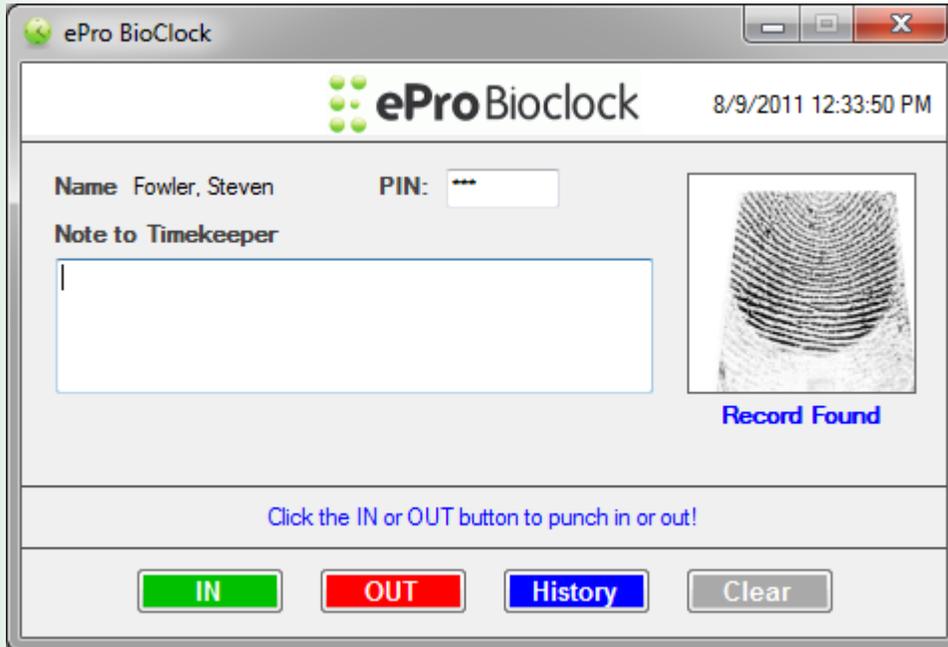
The ePro BioClock screen display will vary depending on the Operational Mode setting (see configuration setup, page 5). Username Identification Mode requires a valid username entry and fingerprint scan. PIN Mode requires a valid Employee ID entry for a PIN and a valid fingerprint scan. One Touch requires a fingerprint scan only that is used to identify and employee fingerprint in the database.

When a valid match is found, the employees can click the IN or OUT button to record their attendance. A "Note to Timekeeper" box is provided for employees to type notes to the timekeeper. The comments are displayed on various timekeeping and attendance reports on ePro Scheduler.

One Touch Mode (fingerprint scan only)



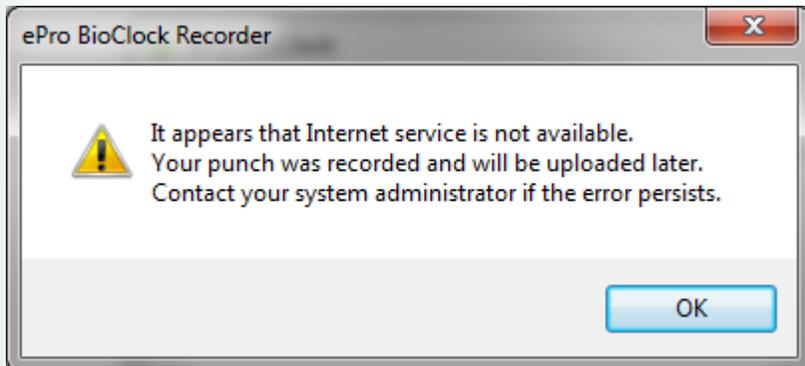
PIN Mode (PIN entry and fingerprint scan are required)



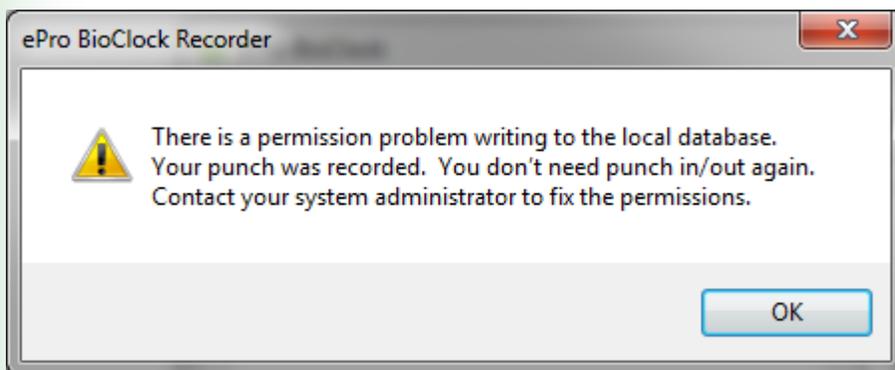
The History button launches a popup window that displays the employee's last 20 punches.

Punch Recording Problem Alerts

The following error conditions may occur on an ePro BioClock because of a system error or an incorrect local installation. Contact eCore Software Inc. if any of these problems persist. The potential causes and resolutions follow:



The ePro BioClock successfully recorded the punch on the server. After a punch is saved on the server, a local copy is written to a local database. The alert indicates the local database can't be written to. Check the read/write permission of the ePro BioClock installation folder.

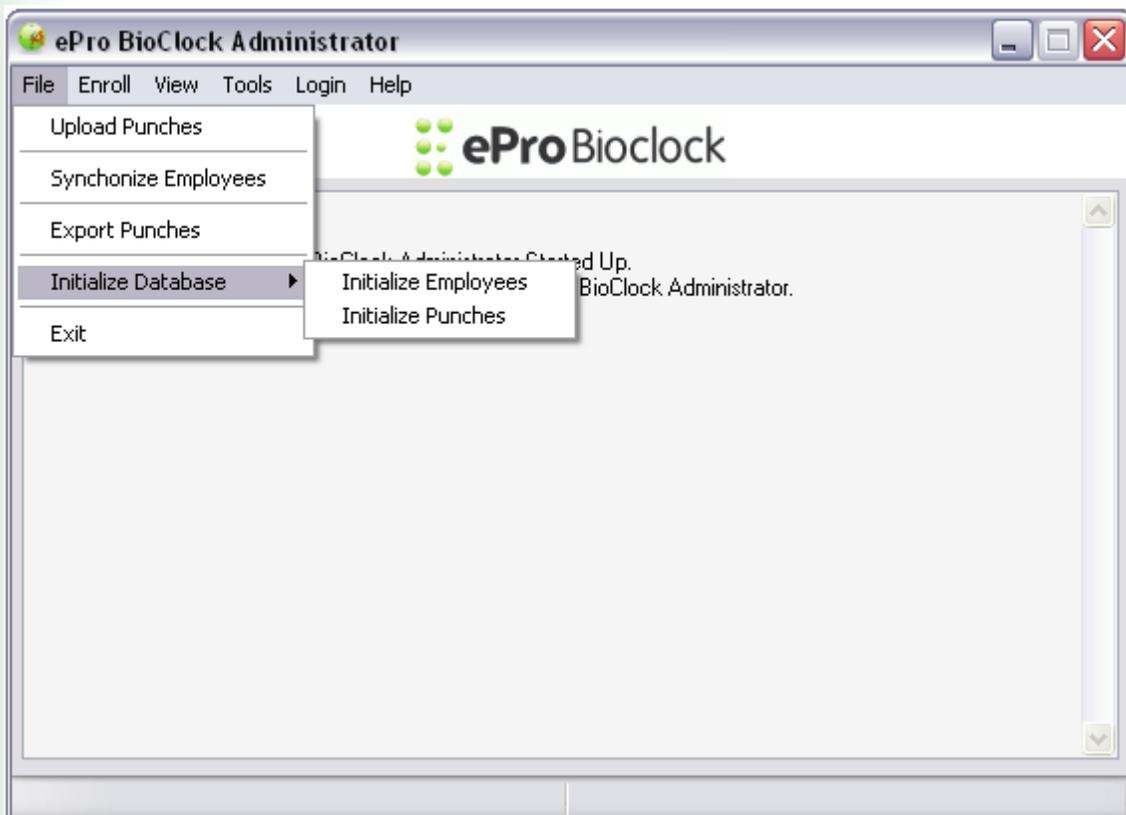


5.2 Uploading Attendance

ePro BioClocks can be used as an extension to the ePro Scheduler integrated time & attendance functions. Attendance is received from employees when they punch in and out at an ePro BioClock. It is stored in a local database. The attendance data must be uploaded to the ePro Scheduler server to be used by the integrated time & attendance software. ePro BioClocks upload attendance records to the ePro Scheduler server. If local Internet service is unavailable when an employee punches in, a background process will upload punches at a 15 minute interval once the Internet connection becomes available. Punches can also be uploaded manually with the following upload function.

Manual Upload

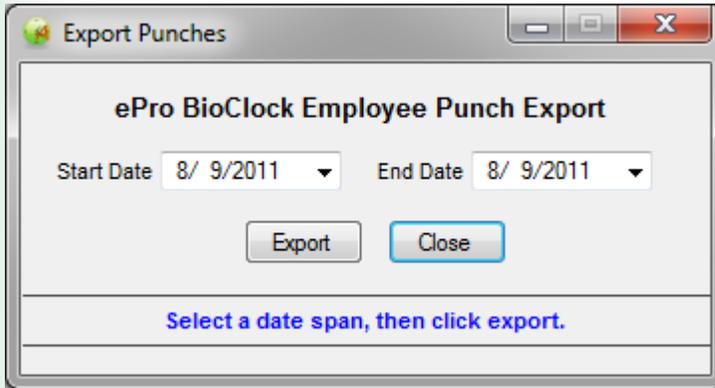
The upload can be done manually by clicking "Upload Punches" on the File menu. The progress of the upload is displayed in the status bar at the bottom of the ePro BioClock form. The manual upload software should be used for systems that do not always have a live Internet connection.



5.3 Exporting Attendance

Attendance entries are stored in a local database when employees punch in and out. If attendance data is needed by other software programs, it can be exported from ePro BioClocks with this function by selecting the file menu, then clicking the Export Punches selection.

A prompt will be displayed to enter a date span for exported punches.



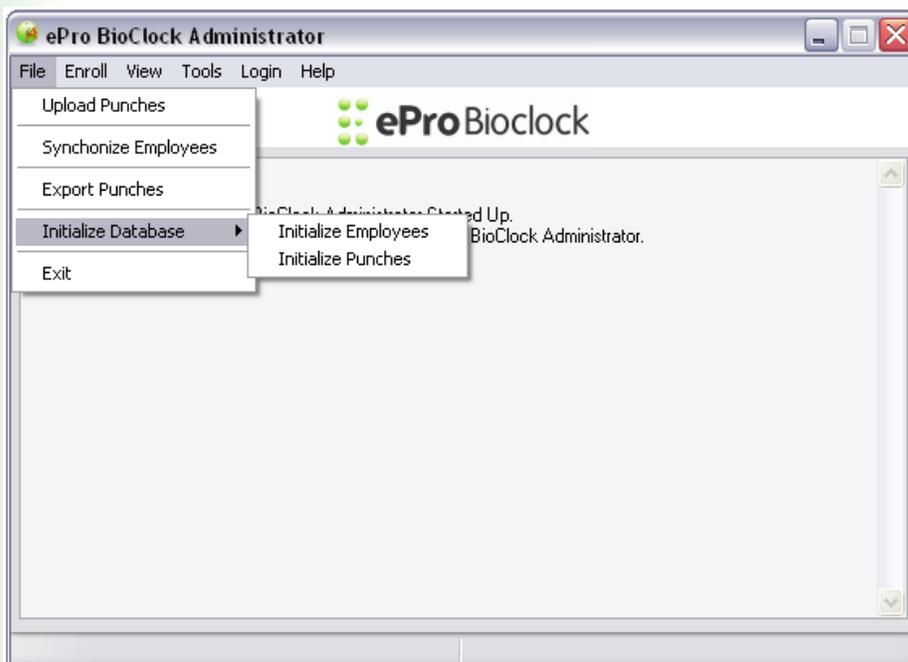
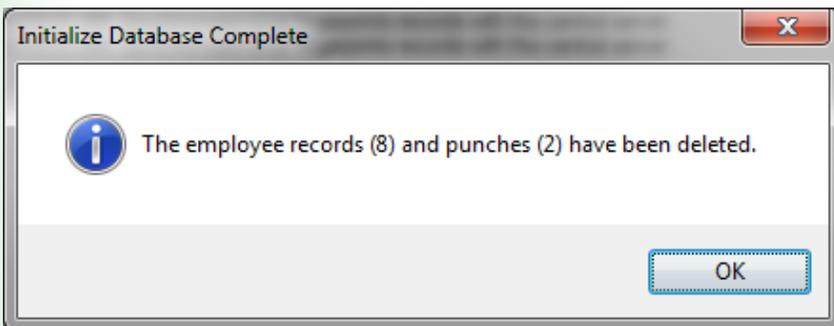
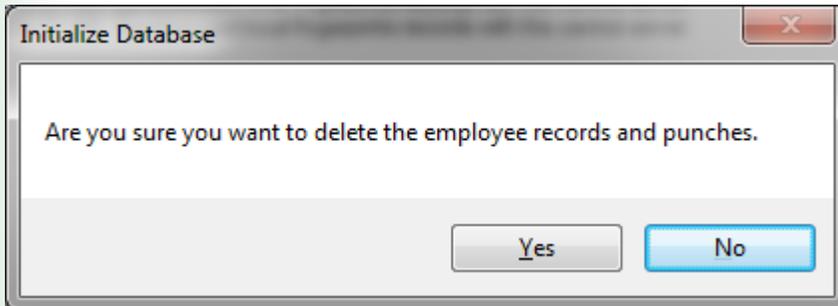
Click the 'Export' button to display a file selection dialog for the output file. Save the file as a comma separated file (.csv). The file is formatted as follows:

<employee id>,<punch type>,<punch time stamp>

Where: Punch Types (1 - In Punch, 2 - Out Punch)

5.4 Initializing the Local Database

Employee information, fingerprint scans and punch records are stored on each ePro BioClock computer. It may be necessary to purge all data from the local ePro BioClock. If the data is purged, the BioClock can be synced back to an ePro Scheduler database to download the most current information. Be sure you want to run the function.

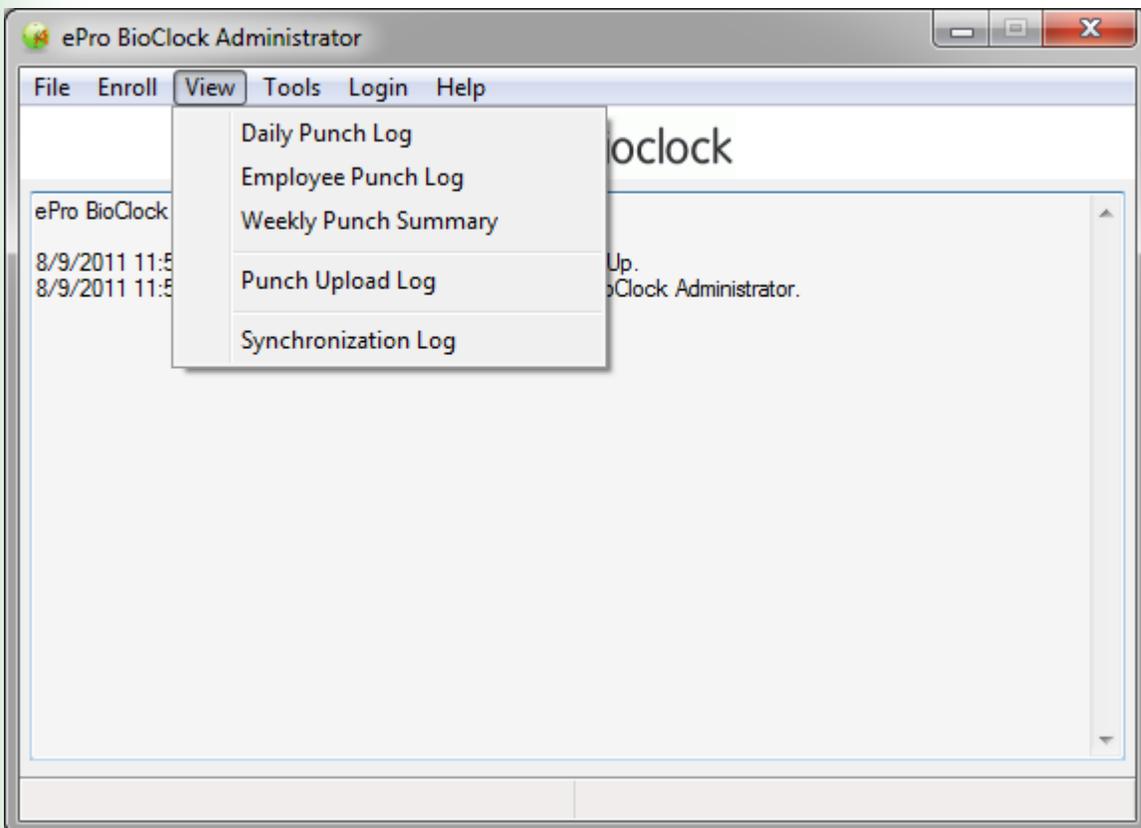


Warning: Once the data is removed from the local ePro BioClock, it can't be recovered.

6 Reports

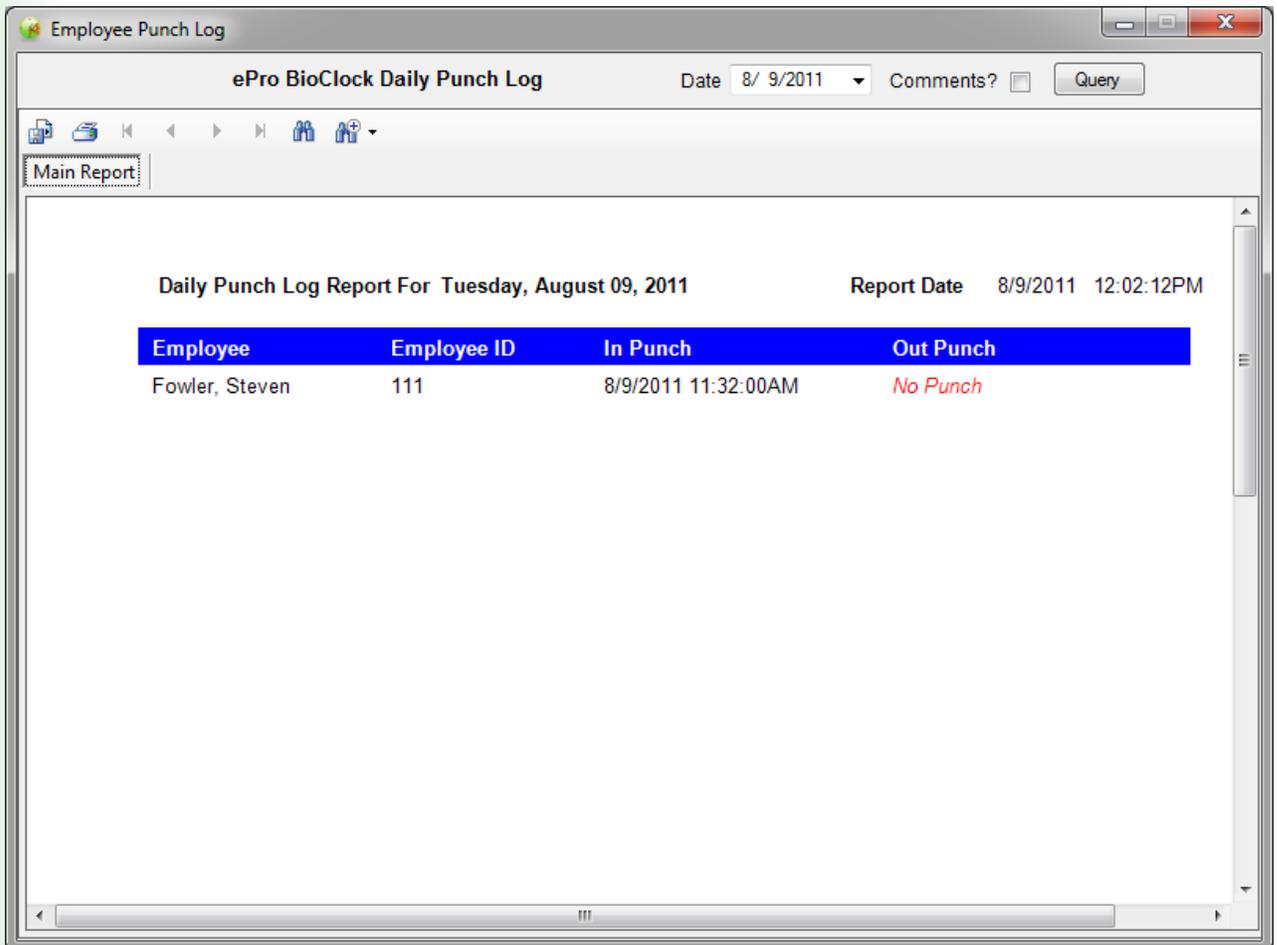
The View menu provides access to the reports provided by ePro BioClocks. See ePro Scheduler for comprehensive time & attendance reporting and management.

- **Daily Punch Log**
The Daily Punch Log provides a date span query of employee punches taken at the BioClock.
- **Employee Punch Log**
The Employee Punch Log provides a date span query of employee punches taken at the BioClock for a selected employee.
- **Weekly Time & Attendance Log**
The Weekly Time & Attendance log provides a single week query of employee punches taken at the BioClock for all employees. The hours are displayed as regular and overtime hour rollups.
- **Punch Upload Log**
The Punch Upload Log is a log of punch uploads from the BioClock to the EPro Scheduler server. This includes both manual and automatic uploads.
- **Synchronization Log**
The Synchronization Log provides the synchronization history between the BioClock and the EPro Scheduler server. This includes both manual and automatic synchronizations.



6.1 Daily Punch Log

The daily punch log provides a date span query of punches taken at this BioClock. Click the 'Comments?' checkbox to view in and out punch comments. Comments can be entered directly by employees or by using the Manual Punch -> Entry function in the ePro BioClock Administration program. Below is an example of the report.

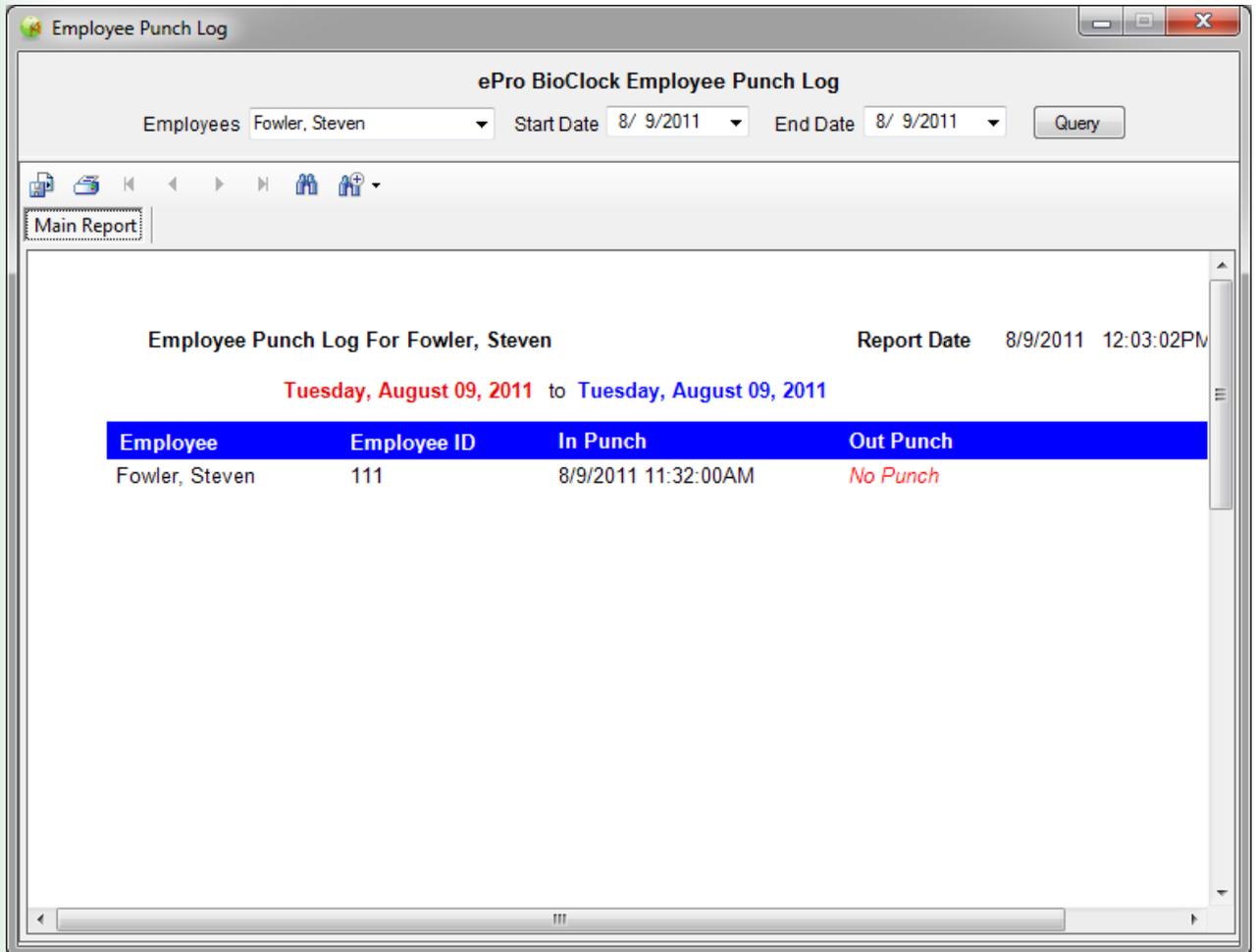


The screenshot shows a window titled "Employee Punch Log" with a sub-header "ePro BioClock Daily Punch Log". The window includes a date selector set to "8/ 9/2011", a "Comments?" checkbox, and a "Query" button. Below the header, there is a "Main Report" tab. The report content is as follows:

Daily Punch Log Report For Tuesday, August 09, 2011		Report Date 8/9/2011 12:02:12PM	
Employee	Employee ID	In Punch	Out Punch
Fowler, Steven	111	8/9/2011 11:32:00AM	<i>No Punch</i>

6.2 Employee Punch Log

The employee punch log provides a date span query of employee punches taken at the BioClock for a selected employee.



Employee Punch Log For Fowler, Steven Report Date 8/9/2011 12:03:02PM

Tuesday, August 09, 2011 to Tuesday, August 09, 2011

Employee	Employee ID	In Punch	Out Punch
Fowler, Steven	111	8/9/2011 11:32:00AM	No Punch

6.3 Weekly Time & Attendance Log

The Weekly Time & Attendance log provides a single week query of employee punches taken at the BioClock for all employees. The hours are displayed as regular and overtime hour rollups.

Weekly Time & Attendance Summary

ePro BioClock Weekly Time & Attendance Start Date 8/ 7/2011 Query

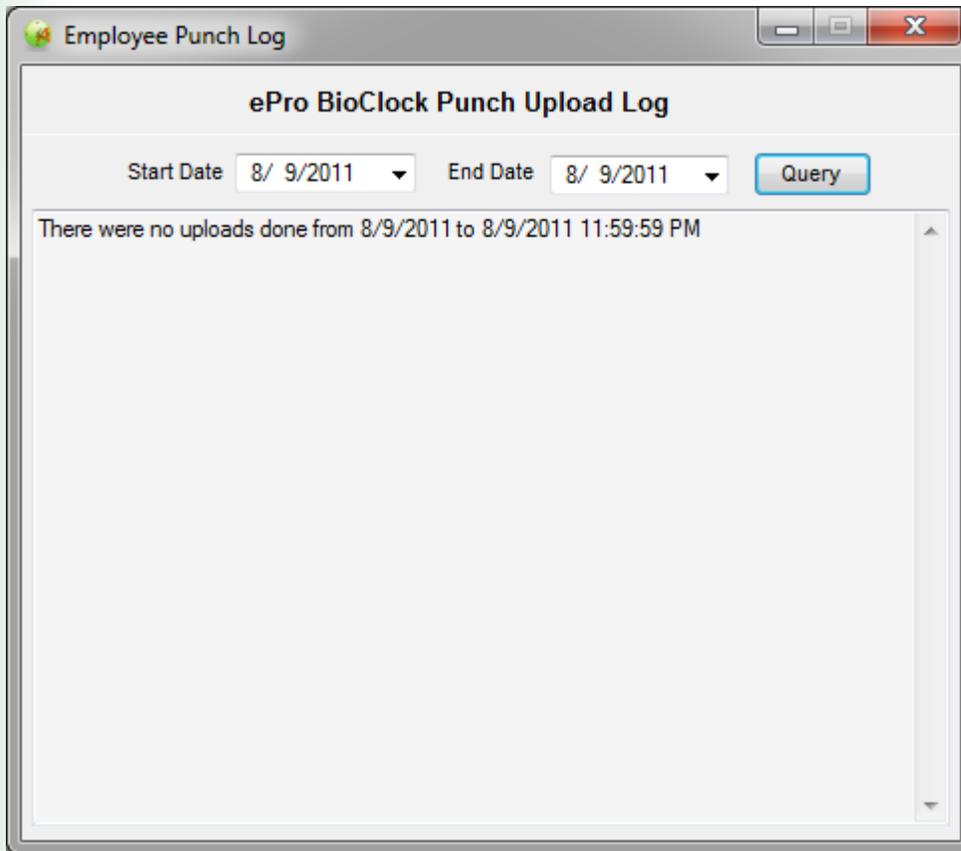
Main Report

Weekly Time & Attendance Reported At 8/9/2011 12:04:42PM
From 8/7/2011 to 8/13/2011

Employee Name	Regular	Overtime
Fowler, Steven	00:00	0.00

6.4 Punch Upload Log

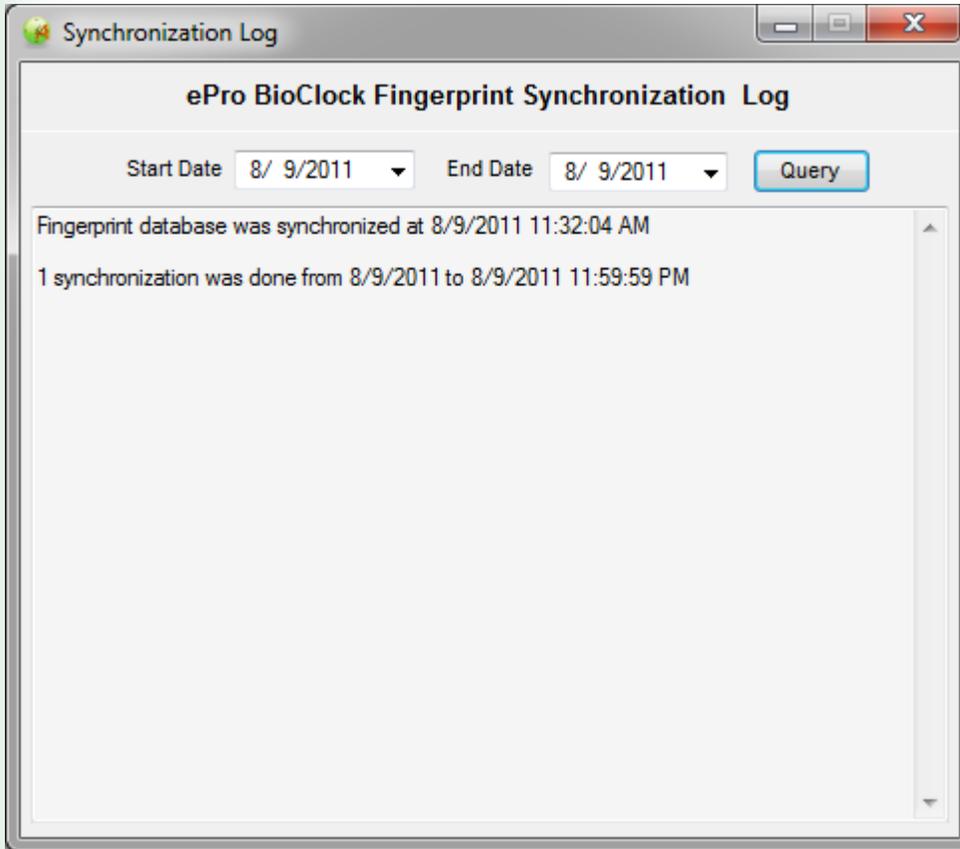
The punch upload log provides the upload history of punches received at this BioClock up to the EPro Scheduler server. Below is an example of the report.



The screenshot shows a window titled "Employee Punch Log" with a sub-header "ePro BioClock Punch Upload Log". It features two date input fields: "Start Date" and "End Date", both set to "8/ 9/2011". A "Query" button is located to the right of the "End Date" field. Below the input fields is a text area containing the message: "There were no uploads done from 8/9/2011 to 8/9/2011 11:59:59 PM".

6.5 Synchronization Log

The synchronization log provides the synchronization history of employee profiles with the EPro Scheduler server. Below is an example of the report.

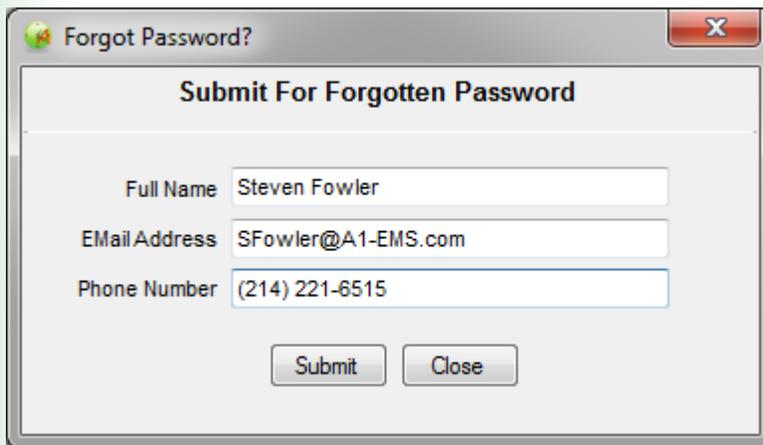


7 Support

ePro BioClock software and fingerprint scanning devices are provided by eCore Software Inc. to be used with a current ePro Scheduler account. Please contact eCore if you have any problems installing or using your ePro BioClock.

7.1 Forgot Your Password?

If the administrator password is misplaced, eCore Software Inc. can be notified to retrieve the password using the Forgot Password form (Help menu). Fill out the name, email address and phone number fields then click the Submit button. If your information is valid, someone from the eCore staff will contact you by the contact information you submitted.



Forgot Password?

Submit For Forgotten Password

Full Name: Steven Fowler

EMail Address: SFowler@A1-EMS.com

Phone Number: (214) 221-6515

Submit Close



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