

FINGERTEC



USE OF RANGE

IN CLOCKING SCHEDULE

SUGGESTIONS & SOLUTIONS FOR TCMS V2

You can make use of the range option to arrange the clocking data shown in the Attendance Sheet. This is to ensure that the users' clocking data are shown properly in the Attendance Sheet and, hence, made it readable.

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of 9-2, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule: 0

Clocking: **Range** | Settings | Description: _____

Optional: You may specify a maximum time that a particular clocking falls in that time slot

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	10:00					
Tuesday	WORKDAY	10:00					
Wednesday	WORKDAY	10:00					
Thursday	WORKDAY	10:00					
Friday	WORKDAY	10:00					
Saturday	WORKDAY	10:00					
Replace with the latest clocking:-		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Help, Close

As an example, you can input 10:00 in the IN column. This is to tell the TCMS V2 to arrange the clocking time before 10:00am in the IN column. Clocking time after 10:00am will be arranged in the BREAK column. This make the attendance sheet look tidy and easy to understand.

The office hour starts at 9:00am, but a user comes at 9:57am. Though he is late but his clocking time will still be shown in the IN column.

Attendance Sheets [05/05/2006]

Order by: Date | User ID | Show Tardiness: Late-In Overtime Early-Out On Leave Extended Break Absent Miss Punch

Present: 1 | On Leave: 0 | Absent: 3

Select Schedule: [] | Select Department: []

User ID	Name	Day Type	Sche	In	Break	Resume	Out	Work	Overtime	Short	Leave Taken	Remark
000001		WORKDAY	0	09:47	11:46			1.58	0.00	6.01		
000002		WORKDAY	0									
000003		WORKDAY	0									
000004		WORKDAY	0									

Buttons: Help, Download, To History, Edit, Generate, Export, Cancel

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule: 0

Clocking: **Range** Settings Description: _____

Optional: You may specify a maximum time that a particular clocking falls in that time slot

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	10:00					
Tuesday	WORKDAY	10:00					
Wednesday	WORKDAY	10:00					
Thursday	WORKDAY	10:00					
Friday	WORKDAY	10:00					
Saturday	WORKDAY	10:00					

Replace with the latest clocking: -

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Buttons: Help, Close

Please check this check box.

You may also check the check box under the OUT column as shown in the figure above. By doing so, you are requesting the TCMS v2 always check the latest clocking data of users who entitle to this clocking schedule. For example, a user come into the office at 5:55pm and clock in, the TCMS v2 will record this 17:55 in the OUT column of the user clock out at the time 6:15pm, which is standard OUT time, the TCMS v2 will replace the latest clocking the OUT column with 18:15 instead of 17:55.

The TCMS v2 will not show 18:15 if you do not enable the "Replace with the latest clocking" option.

Attendance Sheets [05/05/2006]

Order by: Date Weekday User ID Show Tardiness: Late-In Overtime
 Early-Out On Leave
 Extended Break Absent
 Miss Punch

Present: 1 On Leave: 0
 Absent: 3

Select Schedule: Select Department:

User ID	Name	Day Type	Sche	In	Break	Resume	Out	Work	Overtime	Short	Leave Taken	Remark
000001		WORKDAY	0	09:47	11:46		18:15	7:13	1:15	1:01		
000002		WORKDAY	0									
000003		WORKDAY	0									
000004		WORKDAY	0									

Buttons: Help, Download, To History, Edit, Generate, Export, Cancel

TCMS v2 will always check for the latest clocking for a user after the setting in Range option is configured.

TCMS v2 will always keep the clocking data in this column. These are data should be shown in the OUT column. The TCMS v2 will only show the latest clocking in this column.