

READYKEY® K6100 Readykey for Windows™

Attendance Report Datasheet

Introduction

This document describes a method whereby using designated readers as a part of a Readykey for Windows system, and based on usage of a keyholders ID device at these readers, their attendance at a premises or site can be calculated over a period of days, weeks or months.

This facility is an extra cost option to Readykey for Windows that may be available on your system.

It is recommended that dedicated readers are used for keyholders to register their entering or leaving the site. Alternatively readers may be installed on either side of external doors to control access both onto and off the site.

How Reports are Generated

The Readykey for Windows system records all keyholder movements (transactions) in files on the hard disk of the PC. The Readykey for Windows **Transaction** application allows these files to be historically searched at a future date for occurrences of particular events.

Attendance reports are generated by the user nominating certain areas on the site as 'In' and 'Out' areas. The transaction files are then searched for keyholders gaining access to these areas by use of their ID device at entry readers. The attendance time for each day is then calculated by subtracting the time the keyholder entered the site from the time the user left the site.

Consideration is given for keyholders who may not actually use their ID device for both entering and for leaving the site, by making certain assumptions and using pre-defined standard hours.

Note: It is strongly recommended that dedicated 'In' and 'Out' readers are used to overcome possible problems caused by keyholders not using the system correctly.

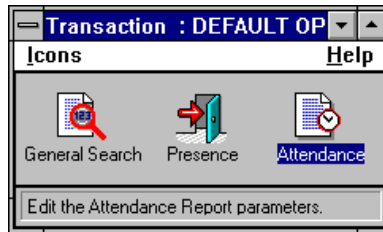
Warning: If dedicated readers are not used, the following should be noted:

1. 'Tailgating' should be prohibited - this is where a keyholder may hold a door open for another keyholder, who does not then need to use his or her ID device to gain access.
2. External doors should not be controlled by a Time Profile - i.e. they should require a keyholder to use their key or card 24 hours a day, 7 days a week to gain entry / exit to the site.
3. Doors should be monitored so that system operators are aware of unauthorized access and door left open conditions.

Generating Attendance Reports

In order to use this facility the Readykey for Windows security block (dongle), which is connected to the parallel port of the Readykey for Windows PC, must be programmed with the Attendance Report option enabled.

The Attendance Reports option is found within the **Transaction** application, which itself may be accessed from the **Login** applications. Use of the Attendance Reports facility may be restricted using Operator Privileges. Refer to the *Readykey for Windows On-line Help* for more information on Operator Privileges.



Start Attendance Reports by double-clicking the **Attendance** icon. This will bring up the Attendance Reports screen:

 A screenshot of the 'Attendance Report : RADIONICS INC. - HEAD OFFICE' application window. The window has a title bar and a menu bar with 'Division...'. Below the menu bar are several sections:

- Site :** A dropdown menu showing 'HEAD OFFICE DISTRIBUTION'.
- In Area :** A dropdown menu showing 'HEAD OFFICE DIST. CAR PARK'.
- Out Area :** A dropdown menu showing 'HEAD OFFICE DIST. GOODS IN'.
- Department Names :** A list box containing 'DEPT 1'.
- Workgroup Names :** An empty list box.
- Keyholder names :** A text box containing '006-00001_' and a 'Find Names' button.
- Include Days :** A grid of checkboxes for days of the week: Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (unchecked), Sunday (unchecked), and Holidays (checked).
- Report Options :** A section with checkboxes for 'Use Standard Hours' (unchecked), 'Sort by Surname' (unchecked), 'Entry, Exit Times' (checked), and 'Show Totals' (checked). It also includes input fields for 'Standard Hours : 00:00' and 'Start Of Day : 00:00'.
- Report Period :** A section with input fields for 'Start Date :', 'End Date :', 'Start Time :', and 'End Time :'. Below these are buttons for 'Today', 'This Week', 'This Month', 'Yesterday', 'Last Week', and 'Last Month'.

 At the bottom of the window are four buttons: 'Search', 'Clear', 'Close', and 'Help'.

Report Parameters

To obtain an Attendance Report:

1. Make sure the correct **Division** name is displayed in the title bar. Select **Division...** from the menu to change divisions if necessary.
2. Select the **Site** for which you wish to obtain the attendance report. Note that a report of attendance must be obtained for each site individually.

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3. Select the In Area and Out Area. The In Area is the area a keyholder must have entered to be considered to be in attendance. Similarly, the Out Area is the area a keyholder must have *entered* to be considered no longer in attendance. Usually the latter will be an area called *Off Site* or *Outside*. The relationship between doors (readers) and areas is defined in Installer: Doors.

Note: Because an area may have one or more doors that gain entry to or exit from the area, the report will consider pairs of *In* and *Out* transactions, and consolidate intermediate *In* transactions accordingly. Several other 'anomalous' situations are also handled automatically - details of some of the methods used are given below.

Note: The same area may not be selected as the **In Area** and the **Out Area**.

4. Select **Departments Workgroups**, and **KeyholderNames** for which attendance reports are to be generated. If a department is selected then this will automatically generate a report for all workgroups and keyholders within that department. Hence it is only necessary to select workgroups and keyholders whom are not members of a selected department. Similarly, selection of a workgroup will automatically include all keyholders within that workgroup.
5. Select the Days of the week for which transactions are to be considered in calculating the report for each keyholder. The Holiday box may be selected to include any days selected which are defined as System Holiday dates (in **Admin: Holiday**) when compiling the report.

Note: Only the date periods which exist in Admin: Holiday at the time the Attendance Report is generated will be considered. For this reason holiday start and end dates should be retained after they have expired until all required attendance reports have been generated for the period.

If the **Holiday** option is not selected, then any of the days which are defined as a **System Holiday** will not be included in the calculation of the report.

6. Report Options

a) Use Standard Hours

Under certain circumstances (for example if a keyholder uses their ID device to enter but not to leave the site), a calculation of the attendance hours for that day may not be possible. In this case, 'standard hours' may be used as the attendance duration for that day. Any calculations that have used standard hours will be marked as 'ESTIMATED' on the report.

A different method of estimation will be used in some circumstances if the **Use Standard Hours** option is not selected.

Make sure the **Use Standard Hours** option is enabled, then enter the **Standard Hours** in the form `hh:mm` (where `hh` represents the hours and `mm` the minutes).

b) Sort by Surname

Ensure this option is selected to sort the report output globally by surname, regardless of departments and workgroups. If this option is not selected, then the report will be in alphabetical order of departments, workgroups within each department and keyholders within each workgroup.

c) Start Of Day

This option allows for shift working patterns, when personnel may work over midnight. In this case, the time entered as the **Start Of Day** should be set to the start time of the first shift in each day, in the form `hh:mm` (where `hh` represents the hours and `mm` the minutes). The default setting is `00:00`.

When setting this option consider keyholders who may arrive early - e.g. when working overtime, etc.

d) **Entry, Exit Times**

This option causes the Readykey for Windows system to include the Entry Times and the Exit Times used to generate the attendance duration in the final report. If this option is not selected, then only the daily and period totals will be shown.

e) **Show Totals**

This option calculates and displays attendance totals for each day and search period. If this option is not selected, then only the entry and exit times will be contained in the final report.

Note: At least one of either the **Entry, Exit Times** or the **Show Totals** options must be selected before a report can be generated.

7. **Report Period**

8. In these boxes enter the Start Date and Time and End Date and Time for which the transaction files are to be searched to generate the attendance report. Choose one of the **Today, Yesterday, This Week, Last Week, This Month** and **Last Month** buttons to automatically enter the correct dates and times for these periods. Dates are entered in the form dd/mm/yy and times in the form hh:mm.
9. Choose **Search** to start the report generation. Note that this may take some time, particularly on busy systems with large numbers of keyholders where a large number of transactions may need to be searched. The search will begin by compiling a list of all personnel for whom the report was requested. As the search proceeds, an indication of the number of transactions searched so far will be displayed.

Example Scenarios

As described earlier, under certain scenarios, the Attendance Report will be estimated. The method of estimation will vary, dependent on the actual transactions for that keyholder on that day. Any attendance periods that have been estimated will be indicated in the final report.

Transactions stored:	Comments:	Hours of Attendance calculated as:	Marked as ESTIMATED?
IN, OUT	Single IN and OUT transactions.	Time from IN to OUT.	NO
IN, OUT, IN, OUT	Multiple pairs of IN and OUT transactions.	Time from first IN to first OUT added to time from second IN to second OUT.	NO
IN, IN, OUT, OUT	IN and OUT transactions not in correct order.	First IN to last OUT.	YES
IN	Single IN with no corresponding OUT.	*Standard Hours or None if Standard Hours not selected.	YES
OUT	Single OUT with no corresponding IN.	*Standard Hours or None if Standard Hours not selected.	YES
IN, IN	Multiple IN transactions with no OUT transactions.	*Standard Hours or time from first IN to last IN.	YES
OUT, OUT	No IN transactions, but multiple OUT transactions.	*Standard Hours or time from first OUT to last OUT.	YES
OUT, IN	OUT before IN.	*Standard Hours used or time from OUT to IN.	YES
IN, IN, OUT	Unpaired IN transactions.	Time from first IN to OUT.	YES
IN, OUT, OUT	Unpaired OUT transactions.	Time from IN to last OUT.	YES
	No transactions for day.	None.	NO

* **Note:** In these cases, the Standard Hours will be reported for the keyholder on that day, if the **Use Standard Hours** option was selected. Alternatively, the method indicated will be used for calculation of the hours of attendance.

Search Results

The contents of the search results window will vary, dependent on the search criteria and options selected. However the overall general format will be similar.

1. Unless the **Sort by Surname** option was chosen, then the attendance report for all the keyholders included in the report will be listed in alphabetical order of department, workgroup within each department and keyholder within each workgroup.
2. The surname will form the first line of the report for each keyholder, followed by the Department and Workgroup for that keyholder on the next line.
3. For each date within the given report period, the following will be displayed in the report:

The **Date** to which the section of the report relates.

- a) If the **Entry / Exit Times** option was chosen, then the In and Out transactions for that keyholder on the particular day will be given. The calculated hours for each In and Out transaction pair will be displayed.
- b) If the **Entry / Exit Times** option was not selected, then the total hours for that person for the date will be displayed.

Note: If the attendance time for a particular keyholder on a particular date cannot be calculated accurately, then an estimation will be made wherever possible (see examples above) and the total marked as **Estimated**.

4. Calculated hours for total report period.
5. This format will be repeated for each date within the report period, then for each other keyholder.

The search results will be divided into blocks - each block will be approximately 400 lines of information. The **Next Block** and **Prev Block** buttons may be used to move from one block to another.

The results can be printed - either the current block being displayed (choose **Print Block**) or the entire search results (choose **Print All**).

In addition, the displayed search results may be exported to a text file - this is described later.

Choose **Cancel** to leave the Search Results screen and return to the main Attendance Report window.

Sample Report

A sample report for a single keyholder is shown below. The **Entry / Exit Times** option was selected in obtaining the report:

BROWN_A SALES AND MARKETING				TRAINING AND TECHNICAL SUPPORT			
05/12/94	IN :	08:11	OUT :	17:26	HOURS :	09:15	
		TOTAL FOR DAY		05/12/94		09:15	
06/12/94	IN :	08:20	OUT :	18:19	HOURS :	09:59	
		TOTAL FOR DAY		06/12/94		09:59	
07/12/94	IN :	08:22	OUT :	19:28	HOURS :	11:06	
		TOTAL FOR DAY		07/12/94		11:06	
08/12/94	IN :	08:01	OUT :	18:54	HOURS :	10:53	
		TOTAL FOR DAY		08/12/94		10:53	
09/12/94	IN :	08:17	OUT :	**:**	HOURS :	**:**	
	IN :	08:26	OUT :	**:**	HOURS :	**:**	
	IN :	12:27	OUT :	**:**	HOURS :	**:**	
	IN :	13:11	OUT :	**:**	HOURS :	**:**	
	IN :	15:35	OUT :	**:**	HOURS :	**:**	
	IN :	16:50	OUT :	**:**	HOURS :	**:**	
	IN :	17:39	OUT :	**:**	HOURS :	**:**	
		TOTAL FOR DAY		09/12/94		09:22	
ESTIMATED							
				TOTAL FOR PERIOD		50:35	
ESTIMATED							

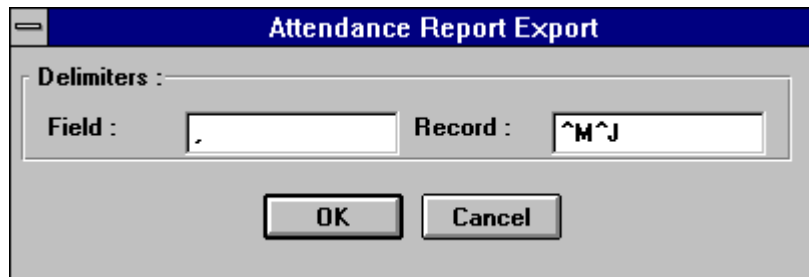
Exporting Search Results

It may be required to export the results of the attendance report calculation to a file, which can then be interrogated by other, non-Readykey software packages. Common examples might be payroll or spreadsheet packages.

Exporting of the results of an attendance report is achieved by choosing the **Export** button from the **Search Results** screen.

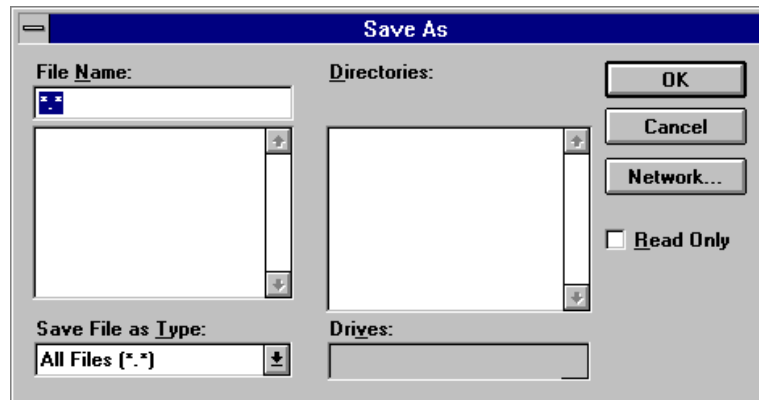
You will then be asked for the field and record delimiters to be used. These are the characters which separate each item and line in the report. Default delimiters of a comma (,) for the field and a Carriage Return & Line Feed (^M^J) are supplied.

Note: A caret (^) is used to indicate the use of the CTRL key with another character - e.g. ^M indicates CTRL-M (carriage return).



The image shows a dialog box titled "Attendance Report Export". It has a "Delimiters:" label. Below it, there are two input fields: "Field:" and "Record:". The "Field:" field contains a comma (,) and the "Record:" field contains the text "^M^J". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Choose **OK** once the delimiters have been set. The next stage is to allocate a name for the exported file and indicate in which drive and directory you wish the file to be stored.



Choose **OK** when you have specified the name and directory. The export will begin - a message will be displayed while the export takes place:



You may choose **Cancel** at this stage to abort the export.

When the export operation is complete, you will be returned to the Search Results screen.