

Smart TAC

by Ganis Systems Ltd.

Employee Instructions

Welcome to *Smart TAC* - leading Time Attendance Clock designed to suit the needs of the small enterprise or mobile work force. You will find that *Smart TAC* is the most cost effective and reliable time keeping solution for your company!

You will be given an Employee Card by your supervisor. This card contains your details and is to be used **ONLY** by the authorised user. This card will be used to record your attendance. The information is stored on the Smart TAC device and also on your personal Employee Card.

Your Employee Card is the size of a credit card and contains a small chip (see circle at the top of the card). The information is stored within this chip and your card must be handled with care.

The information stored on your Employee Card can be downloaded, using the card reader, onto the Smart TAC Back End software. The data can be viewed on the screen, but cannot be altered.



Smart TAC – Time Attendance Clock



1. Display Screen
2. Work Out, Out
3. Clock – can only be accessed with the Master Card
4. Off
5. Pound Key
6. On/OK
7. Smart Card Slot



OPERATING INSTRUCTIONS

Very simple and easy to use – you simply clock IN and clock OUT!



In – used at the beginning of your shift

Out – used at the end of your shift

UPON ARRIVAL

1. Press the  button to activate the display screen
2. Press the  button to chose the required manoeuvre - select IN
3. Insert your Employee Card into the Smart Card slot
4. Check to see that the operation has been confirmed (Your name will be displayed on the screen and the word DONE)
5. Remove your card

UPON DEPARTURE

1. Press the  button to activate the display screen
2. Press the  button and select OUT
3. Insert your personal card into the Smart Card slot
4. Check to see that the operation has been confirmed (Your name will be displayed on the screen and the word DONE)
5. Remove your card