

# ***Smart TAC***

## Time Attendance Clock

### Setup Guide (Version 1.5)

#### **Introduction**

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!

#### **General Description**

***Smart TAC*** (also referred to as "the device") has been designed to record the attendance of individuals – arrival, breaks, departure. Based on individual employee cards, the device records the comings and goings of staff enabling a secure and reliable recording of attendance records.

***Smart TAC*** is especially useful for mobile staff that are not necessarily at the same location everyday or that move around a lot. The same card can be used in several devices and the information can be downloaded and saved in one database.

#### **Recording the attendance history**

The data is recorded both on the individual Smart Card and in the device. Information about the individual, times and dates of arrivals and departures are all recorded and backed up on the device.

The information from the ***Smart TAC*** is downloaded onto the Master Card whenever necessary. The Master Card is then inserted into the manager's Smart Card reader and the information recorded is transferred into the ***Smart TAC*** Backend software. It is then easy to analyse the information and to produce reports.

#### **What is in the box?**

- 1 ***Smart TAC*** device
- 1 Smart card reader
- 1 Master card
- 1 Index Card (Smart TAC Pro only)
- 5 Employee cards
- 1 Protective Case
- 1 CD ROM with drivers, software & documentation
- 1 Quick reference guide
- 2 Batteries
- 1 Plastic hanging unit
- 2 Screws and plugs

## GETTING STARTED

### Time and Date Settings

Only authorised individuals will be able to access the settings on the *Smart TAC*, so there is no risk of misuse of the time clock. The clock is also backed up by a backup battery so the clock will not stop in the event of the batteries running out.

\*\* The clock can be altered only when the Master Card is inserted into the *Smart TAC*.

### Changing the time and date settings on the *Smart TAC*

#### Adjusting the clock

Turn the *Smart TAC* on.

Insert the Master Card

Press OK

Use the up/down buttons (put the name that was used before) until TIME is displayed.

Press OK (HH: value is displayed)

Adjust the hour by pressing up/down

Press OK (MM: value is displayed)

Adjust the minutes by pressing up/down

Press OK

#### Adjusting the date

Turn the *Smart TAC* on.

Insert the Master Card

Press OK

Use the up/down buttons (put the name that was used before) until DATE is displayed.

Press OK (MM: value is displayed)

Adjust the minute by pressing up/down

Press OK (DD: value is displayed)

Adjust the day by pressing up/down

Press OK (YY: value is displayed)

Adjust the year by pressing up/down

Press OK

The settings cannot be changed without the Master Card.

## SMART TAC PRO INDEXING

*Smart TAC Pro* is designed to work in a number of locations with a number of Smart TAC clocks. Initially, all clocks are numbered ID 1 and can be altered to be numbered ID 2-99 using a special Index Card (sold separately). Indexing the clocks will allow you to know where your employees have clocked in and out throughout the month.

Changing the index number is simple. Insert the Index Card into the Smart TAC clock, using the arrow keys, select the Index number that you wish to give that device and press OK. Once the DONE message appears, you know that the indexing has been completed.

It is recommended to mark both the clock and the Index Card with the new number. Once an Index Card has been used to unlock a Smart TAC it can only be used with that specific Smart

TAC device. To check a device's index number, simply insert the Index Card and the ID will be displayed e.g. ID 05

### **SMART TAC BACKEND SOFTWARE**

This software is needed in order to be able to analyse the information downloaded from the *Smart TAC* onto the Master Card. The data is removed from the Smart Card and stored into the Backend software on the chosen computer. *Smart TAC*'s Backend software can be found on the Backend Software CD in the box. This software will enable you to decipher and analyse the information downloaded from the *Smart TAC* and stored on the Master Card.

#### **In order to install the Smart TAC software (for all windows)**

1. Connect the USB smart card reader
2. If you are asked to provide the USB smart card reader driver, you can find it in - “<X>:\SCR\DRIVER”.
3. There are two directories - one for Windows 2000 and Windows  
<X>:\SCR\DRIVER\Win2K-XP\
4. Install the file - “<X>:\WINDOWS\MDAC\MDAC\_TYP\_2\_8.EXE” (<X> is the CD-ROM drive letter). Follow the installation instructions.  
**NOTE: This installation is not needed for Windows XP SERVICE PACK 2.**
5. Now install the file - “<X>:\INSTALL\SETUP.EXE” (<X> is the CD-ROM drive letter). Follow the installation instructions.

The Backend software has been specially designed for easy access to user details and analysis of the time attendance records.

**N.B. Should you get an error message during the installation – Error 1931, please click on the OK button in order to continue with the installation process.**

### **GETTING STARTED WITH THE BACKEND SOFTWARE**

Click on the *Smart TAC* icon on your desktop and you will find the *Smart TAC*'s main menu.

Your initial login information will be

**Login Name** - admin

**Password** - 1234

You will be able to change these in the Program Setup screen.

#### **PROGRAM FILES**

There are five options available on the main menu - click on Program Files to add specific information about your company and your employees. Once in the Program Setup, you have a further five tabs

##### **1. General**

You can select the language that you would like to use; currently English (USA), English (UK), German, Hungarian, Greek and Hebrew are available. You can also select your preferred date and time format here. This can be done only from the Administrator level

## 2. Site

Here you **must** enter the name of your company. This name will be displayed on the reports. This can be done only from the Administrator level

## 3. Database

Should you wish to change the location of your database, you need to find the **smarttac.mdb** file and save it in the destination of your choice. You will then need to select this location from the “browse for folder” dialog on the database tab. You can add members and select their access level on this tab. Each member can have his/her own password. These can be changed on this tab.

**There are three access levels to the *Smart TAC* Backend software:**

a) **Viewer**

The employee can enter the system to view the entries recorded on his/her card. The Viewer cannot make any changes to these entries.

b) **Editor**

The Editor can download the information from the *Smart TAC* to the Master Card and enter it into the database.

c) **Administrator**

The Administrator has full access to the system. He/she can add new members to the system, enter the program setup tab and make changes to entries in the database.

## 4. Card Reader

You must ensure that the USB option is selected in order to be able to use the card reader provided. You will need the card reader in order to add new employee cards and to download the data to the software.

## 5. Members Setup

You will need to use this function in order to manage your workforce database – add members, remove members, change details...

Once all the details have been entered, simply click on the + sign and the entry will be stored. You can then remove the card and start the process again. You can store up to 32 separate members.

Now that you have set the program up for your company and entered your member details, you are ready to start using *Smart TAC*.

For further information and instructions, please refer to the full user manual on the CDROM.

## Ganis Systems Ltd.

3, Golda Meir St., Nes Ziona Science Park,  
Nes Ziona, 74140, ISRAEL  
Email [time@ganis-systems.com](mailto:time@ganis-systems.com)

