

Smart TAC

Time Attendance Clock

Comprehensive User Manual

(Version INT.2.0) By Ganis Systems Ltd.

International version by mobile-time-attendance.com

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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. It is possible to download the data from several devices onto one Master Card and transferred to the back end software.



Smart TAC – Time Attendance Clock

1. Display Screen
2. IN
3. Clock
4. Off
5. OUT
6. On/OK
7. Smart Card Slot

Recording the attendance history

Information about the employee, times & dates of arrivals/departures are all recorded on the individual Smart Card and is backed up on the device.

The information from the **Smart TAC** is downloaded onto the Master Card whenever necessary. The Master Card is inserted into the card reader and the information recorded is transferred into the **Smart TAC** Backend software, (latest version can be downloaded from the Smart TAC page on our website (www.mobile-time-attendance.com) It is then easy to analyse the information and to produce reports.

WHAT IS IN THE BOX?

- One **Smart TAC** device (1)
- One Smart Card reader (2)
- One Master Card (3)
- Employee Cards (quantity depends on the version) (4)
- CD ROM with drivers, software & documentation (5)
- One Protective Case
- One Quick reference guide
- Two Batteries
- One Plastic hanging unit – 2 Screws and plugs
- One Index Card (Smart TAC Pro only)



THE DEVICE

Smart TAC is a small portable Time Attendance Clock. The size of a small calculator, it has an LCD screen, 6 function buttons and a slot in which to insert the Smart Cards. The device is battery operated so no complicated installation is required.

The Screen

A Liquid Crystal Display (LCD), on the upper front area of the **Smart TAC** will display the instructions needed in order to record the attendance information. The information is displayed in four large alpha numeric digits. The device status and activities are also displayed in real time.

The Keypad

The device is operated by the six keys; an overview of their main functions is listed below:



Power ON/OK

Used to switch the device On or to OK an operation



Power OFF

Used to switch the device OFF – you need to press and hold the OFF button and then press the OK in order to switch off the device



Date Format

Use to check the date parameters on the Smart TAC clock (for example: MM: 11, DD:06, 2006)



IN

Used to select the correct manoeuvre when arriving at work either at the beginning of the shift



OUT

Used to select the correct manoeuvre when leaving work



Arrow Keys

The arrow keys are also used to change the Smart TAC's index number. (Using the Index card)



Clock Key

Used to check parameters - Clock ID number, the number of manoeuvres left until memory is full and the hardware version number (V3.01)

The Smart Card Interface

Depending on the version of Smart TAC you have purchased, you will receive a number of Employee Cards and one Master Card and one Index Card.

The Employee Cards are used by the individual to record arrival and departure information.

The Master Card is used by the employer to download the attendance information from the device to the PC.

The Index Card is used to change the device's ID number (Smart TAC pro – when more than one Smart TAC is used)

Please note that up to 500 entries can be stored at any one time. When the storage capacity reaches its limit, a warning message will be displayed on the device and the data will need to be downloaded in order to continue using the device.

No data will ever be deleted due to full memory. The user will simply not be able to record any additional events.

The Smart Card slot is located on the lower side of the **Smart TAC**. The Smart Card must be inserted into this slot with the chip facing upwards. The slot must be kept clean at all times and it is strictly forbidden to slot anything else into this opening.

Batteries

The **Smart TAC** is battery operated. It comes with two long-life lithium 3 Volt - CR2450 batteries. The batteries can easily be replaced by opening the chamber at the back of the device.

When the battery power is low, an early warning "BATT" indication will flash on the screen when the device is turned on. In addition, the small enunciator BATT will be displayed.

Batteries should be replaced within a few days of this message being displayed.

The batteries are not used all of the time as the device is on standby when not used.



Smart TAC's Card Reader

The information downloaded from the Smart TAC is transferred to the Backend software on the PC via the Master Card. In order to transfer the data, you will need to insert the Master Card – chip facing upwards - into the card reader, and click on the Read Card option in the main menu. The data will be transferred to the backend software and will be ready for use.

** Please note that the Smart TAC clock will continue to work for a maximum of 10 manoeuvres after the low battery indicator appears.

Battery Replacement

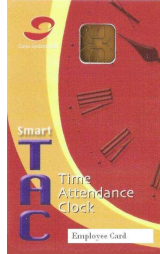
To open the battery chamber, pull down on the plastic clip and remove the plastic lid covering the batteries. Gently pull out one of the batteries from its housing unit and replace it, in the same position as the old battery, with a new battery. Do the same for the second battery. Notice that the battery should have the "+" side showing upwards. Return the battery lid to its normal position and push the clip upwards to secure the battery chamber's plastic lid.

Mounting the Smart TAC on the wall

Smart TAC can be mounted on the wall with the use of the plastic hanging unit. Simply choose the location that you would like to keep *Smart TAC* in, mark the location for the screws on the wall and drill two holes. Place the plugs in the holes and screw the unit securely in place. Please note that the plastic holding unit is fragile and **we do NOT recommend using an electric screwdriver** to secure the unit to the wall. *Smart TAC* can be lifted easily out of the wall mount when necessary.

THE SMART CARDS

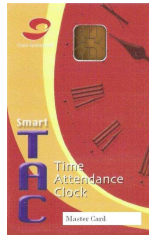
The Smart Card used in the **Smart TAC** system is a very reliable, high quality memory card. It has been specially designed and programmed to meet the highest quality and security requirements.



Employee Card

The Employee card is personal to each employee. Switch the Smart TAC on, check the screen to see what manoeuvre is displayed (if needed use buttons on the front of the device to switch between manoeuvres), slot the card into the Smart Card slot at the bottom of the device and wait for confirmation. Verify that the correct ID number/name as well as for confirmation that the action has been accepted.

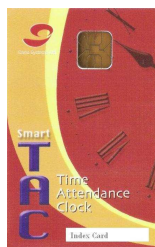
The information is stored both on the individual card and in the internal memory of the device. The data will be stored on the Employee Card until it reaches full capacity. When full capacity is reached, the data will be stored in a FIFO queue – the oldest data will be deleted and replaced by the newest data. This process will be completely invisible to the user and no action needs to be taken when the card reaches full capacity.



Master Card

The Master Card is used by the person responsible for collecting the time attendance data. The devices needs to be activated by pressing the ON button, then the Master Card is simply inserted into the Card slot at the bottom of the device, the ON button is again pressed and the LOAD message appears. The information is automatically transferred onto the Master Card.

For more information about transferring the data to the backend software, please see the Smart Card Backend software section.



Index card

The Index Card is used by the manager when more than one Smart TAC is used. All Smart TACs start their life with ID #1, using the Index Card the company can change the Smart TAC's ID number.

This will allow you to record time attendance in various locations and know where your employees have been. If you have three restaurants with floating staff, you can work out the salaries per site. Can also be used to calculate time spent on projects.

Storing the Smart Card

All smart cards should be kept in a dry, clean environment. Each card contains a delicate electronic chip and must be handled with care. The Cards must be kept flat and care should be taken not to fold or break them. They may cease to function if not handled correctly. If you have any problems with your cards, please try to wipe them with a damp cloth before contacting the support team. Sometimes dust collects on the chip and prevents it from being read by the card reader. Cleaning it will solve most of the problems.

GETTING STARTED - TIME AND DATE SETTINGS

Smart TAC time and date settings are ONLY accessible while the Master Card is inserted, thus preventing misuse of unauthorised personnel. **Please make sure that you use the same date format as your computer – i.e.: if your computer clock is DD/MM/YYY you must use this format on Smart TAC. Otherwise there may be inaccuracies in the reports**

Adjusting the clock

1. Activate the **Smart TAC** display by pressing **.OK**
2. Insert the Master Card ...
3. Press **OK**
4. Use the <> button until TIME is displayed.
5. Press **OK** (HH: value is displayed)
6. Adjust the hour by pressing <>
7. Press **OK** (MM: value is displayed)
8. Adjust the minutes by pressing <>
9. Press **OK**

Adjusting the date

1. Activate the **Smart TAC** display by pressing **OK**
2. Insert the Master Card ...
3. Press
4. Use the <> button until DATE is displayed.
5. Press **OK** (MM: value is displayed)
6. Adjust the month by pressing <>
7. Press **OK** (DD: value is displayed)
8. Adjust the day by pressing <>
9. Press **OK** (YY: value is displayed)
10. Adjust the year by pressing <>
11. Press **OK**

SMART TAC BACKEND SOFTWARE

This software is needed in order to analyse the information downloaded from the **Smart TAC** onto the Master Card. It is downloaded 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.

Installation notes for GANIS Smart TAC

Windows 98 or Windows ME - if your USB Smart Card reader is connected to the system, disconnect it.

The MS Base Components were designed for - Windows NT4/3, ME, 98, and 95. Because there were no Smart Card capabilities in these operating systems once the zip file is downloaded there will be two files. Install the Base Components before you attempt to install a Smart Card reader or there will be conflicts.

- (1) Run scbase.exe
 - (2) Run smclib.exe
 - (3) Reboot
 - (4) Install Smart Card Reader following manufacturer's instructions
- When you are done, you may connect the USB Smart Card reader

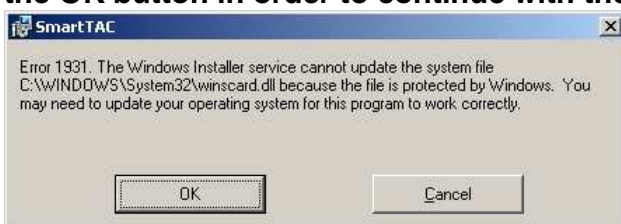
Installing the Smart TAC software (all versions of Windows)

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 XP and the other is for Windows 98 and Windows ME.
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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.

N.B. Should you get the following error message during the installation; please click on the OK button in order to continue with the installation process.



SMART TAC VERSIONS

There are three types of Smart TAC clocks suitable for various types of business.

Smart TAC (32)

Especially designed for the small office looking for an easy to use and affordable time attendance system

Smart TAC Pro

Smart TAC Pro was designed for organisations that need to keep track of a large number of staff working in various locations

GETTING STARTED WITH THE BACKEND SOFTWARE

Click on the *Smart TAC* icon on your desktop to reach the System Login screen. The Login Screen enables the administrator to protect the information from misuse. Only the administrator – with the administrator's password can make alterations to the database.

Your initial login information will be



Login Name - admin

Password - 1234

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



MAIN MENU

There are six options available on the main menu – Employee Setup, Reports, Read Card, Program Setup, Systems Setup and Exit.

Systems Setup

There are four tabs in the system setup menu, each has to be completed before you can start using Smart TAC

Card Options

Report Options

Terminal Setup

Department Setup

Card Option

Before starting with the setup, you must choose the type of device that you bought.

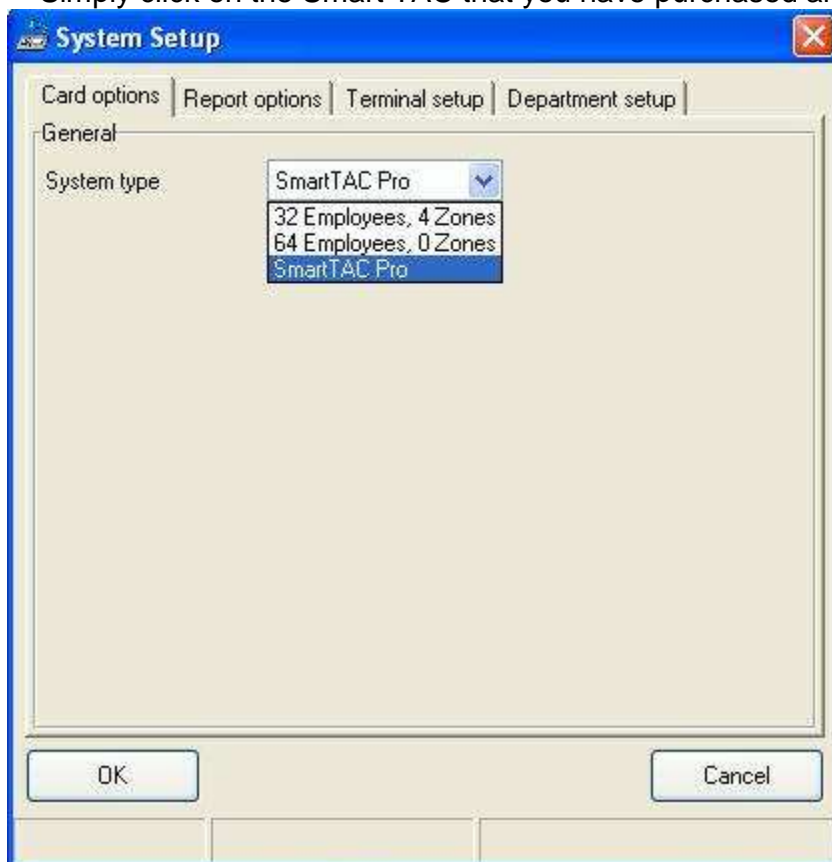
There are two types of devices:

Smart TAC – up to 32 employees with 4 different zones

Smart TAC Pro – software can manage up to 1024 employees with a number of Smart TAC clocks. One should not use a Smart TAC clock with more than 40 employees per day

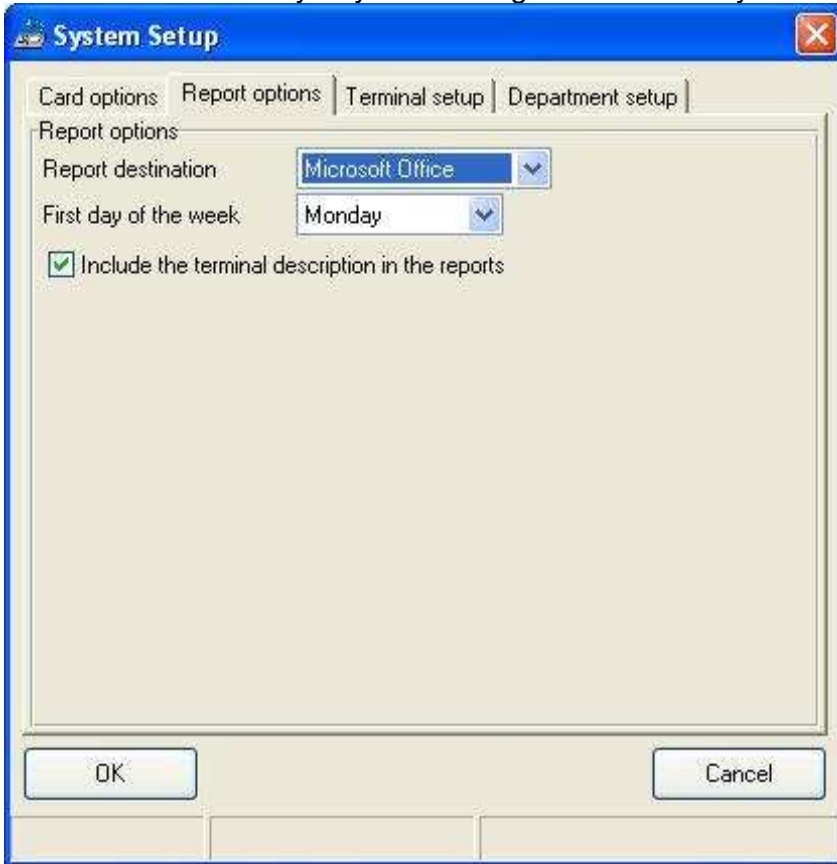
Select the correct configuration on the following screens and then click OK

** Simply click on the Smart TAC that you have purchased and click OK.



Report Options

Here you can decide what format you wish to export your reports to HTML or Microsoft Office and the first day of your working week – Monday or Sunday



The image shows a screenshot of a 'System Setup' dialog box with a blue title bar and a close button in the top right corner. The dialog has four tabs: 'Card options', 'Report options', 'Terminal setup', and 'Department setup'. The 'Report options' tab is selected. Inside the dialog, there are two dropdown menus: 'Report destination' set to 'Microsoft Office' and 'First day of the week' set to 'Monday'. Below these is a checked checkbox labeled 'Include the terminal description in the reports'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

System Setup

Card options | Report options | Terminal setup | Department setup

Report options

Report destination: Microsoft Office

First day of the week: Monday

Include the terminal description in the reports

OK Cancel

Terminal Setup

Here you can set each Smart TAC's index number (Smart TAC Pro). All Smart TACs are index #1 and can be changed using the Index card. The software needs to be setup with the Smart TAC index numbers so that the data can be used in the reports.

Simply enter the terminal index number in the first field, then the description and click on the ADD button.

Should you wish to make any changes you simply click on the line you wish to change and either delete or update. The clear button is used to clear the data in the top fields.

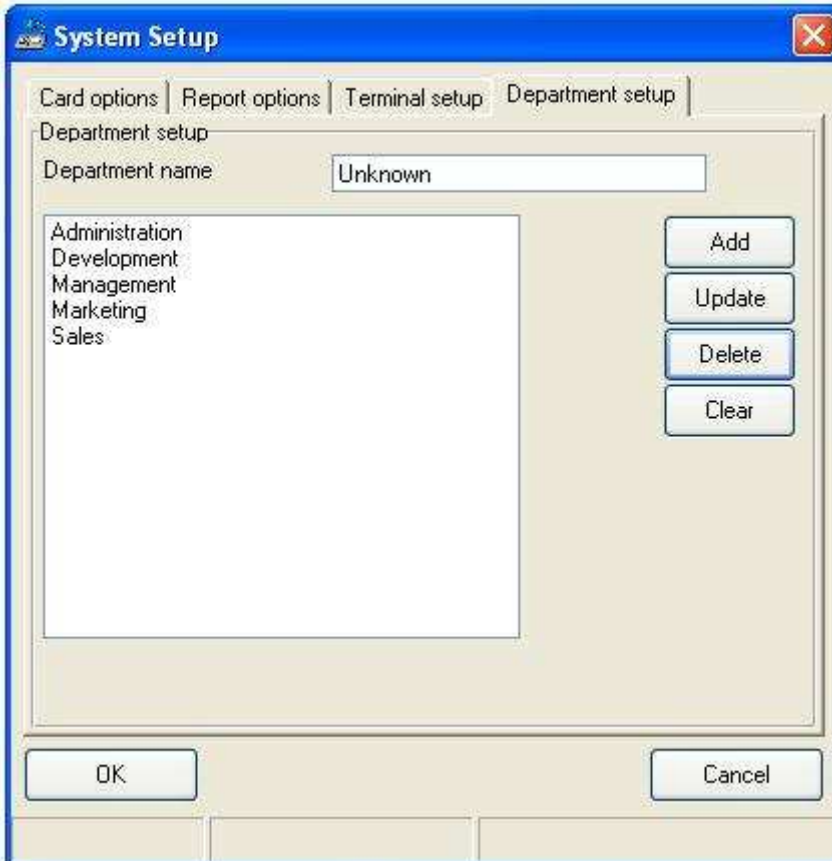
The screenshot shows a 'System Setup' dialog box with a blue title bar and a close button. It has four tabs: 'Card options', 'Report options', 'Terminal setup', and 'Department setup'. The 'Terminal setup' tab is active. At the top, there are two input fields: 'Terminal number' containing '0004' and 'Terminal description' containing 'London Shop'. Below these is a table with two columns: 'Terminal number' and 'Terminal description'. The table contains four rows of data:

Terminal number	Terminal description
0001	Warehouse
0002	Front Shop
0003	Dewsbury Shop
0004	London Shop

To the right of the table are four buttons: 'Add', 'Update', 'Delete', and 'Clear'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Department Setup

If you wish to know what department each employee works in, you need to set this parameter here. Simply enter the name in the department name field and click on the Add button. Departments can be changed and deleted. IF you wish to be able to see back data from a department that has been erased, you will need to keep it in this list but not use it any longer.



The image shows a screenshot of a software dialog box titled "System Setup". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, there are four tabs: "Card options", "Report options", "Terminal setup", and "Department setup". The "Department setup" tab is currently selected. Inside the dialog, there is a section labeled "Department setup" which contains a text input field for "Department name" with the value "Unknown". Below this field is a list box containing the following items: "Administration", "Development", "Management", "Marketing", and "Sales". To the right of the list box are four buttons: "Add", "Update", "Delete", and "Clear". At the bottom of the dialog, there are two buttons: "OK" on the left and "Cancel" on the right.

PROGRAM SETUP

Click on **PROGRAM SETUP** to enter specific information about your company and your employees.

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Once in the **PROGRAM SETUP**, you have four more tabs (General, Site, Database, and Card Reader). You should only need this site in the setup process. Once you have set your options, they will be saved in the system.

1. General

You can choose the language that you would like to use; currently English (USA), English (UK), and Hebrew are available. (More languages will be available in the near future).

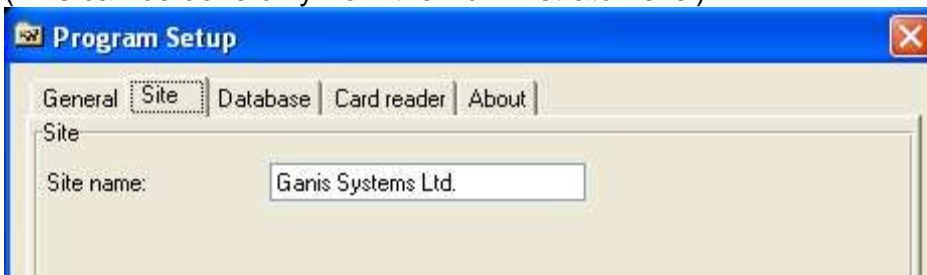
This can be done only from the Administrator level

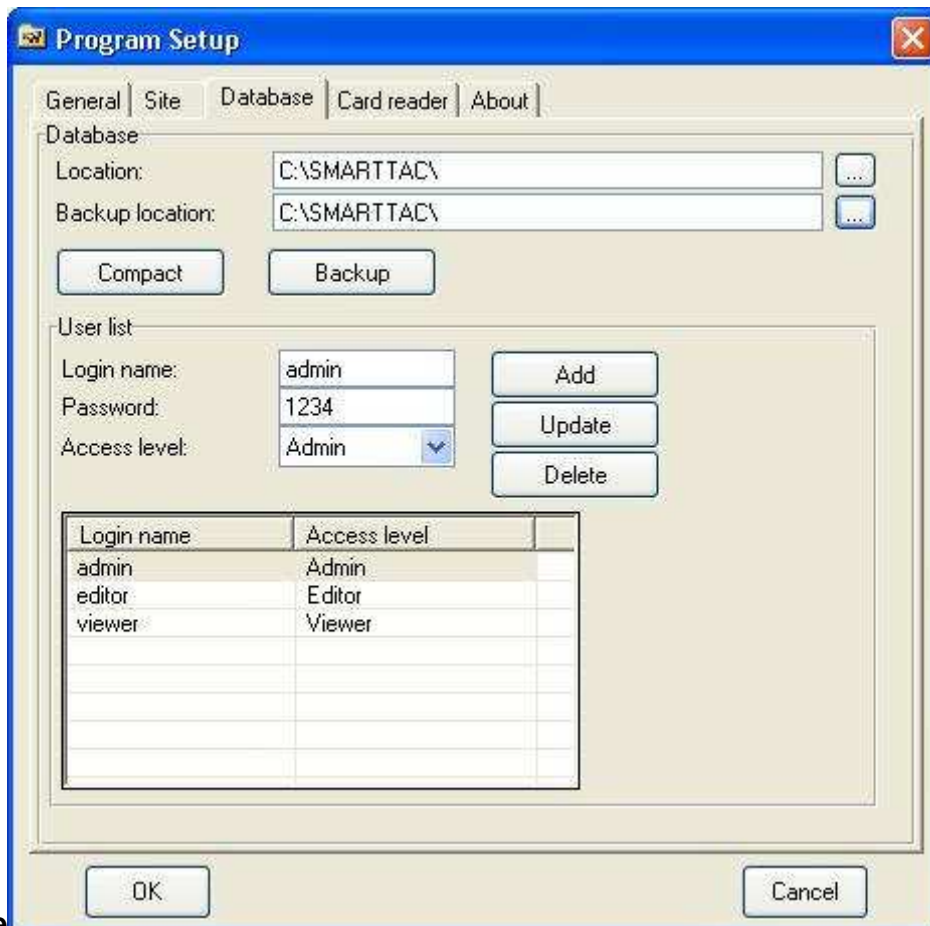
You can also select your preferred date and time format here.



2. Site

Here you **MUST** enter the name of your company, which 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 **Smart TAC.mdb** file and save it in the destination of your choice. Please use the **COMPACT** button to compress the large database file

You will then need to select this location from the "browse for folder" dialog on the database tab.

You can add employees and select their access level on this tab.

Each employee can have his/her own password. These can be changed on this tab.

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

1. 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.

2. Editor

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

3. Administrator

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

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** We recommend that you change your passwords on a regular basis to avoid security breaches.



4. Card Reader

You must ensure that the USB option is selected in order to be able to use the Card reader provided.

Next, you will need to enter the **EMPLOYEE SETUP** screen to add the name and details of your staff member.

EMPLOYEE SETUP

SSN	Last name	First name	Card no.
326965761	Bottomley	Jon	3
027021187	Kemp	Claire	14
310165493	Kennedy	Jane	9
038464145	Kostica	Cheril	8
036628600	Peters	James	12
320537632	Porter	Rachel	10
001111111	Stevenson	George	26

Employee details:

SSN: 326965761
 Last name: Bottomley
 First name: Jon
 Department: Development
 Job title: Software
 Card no.: 3
 Display: JON

Parameters:

Regular hours Shifts

Start time: 08:00
 Daily hours: 09:00
 Automatic break duration: 00:30
 Overtime(1): 2.0 [Hours] 100.00 [%]
 Overtime(2): 5.0 [Hours] 100.00 [%]
 Overtime(3): 0.0 [Hours] 0.00 [%]
 Hourly wage: 0.00

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

Start by entering card # 1 into the card reader and begin to enter the following information in the **Employee Detail section** (top right hand corner of the screen)

- Social Security Number
- Last Name
- First Name
- Department
- Job Title
- Card Number
- Display Name

Employee details:

NI no.: 304588759
 Surname: Alberton
 First name: Sonia
 Department: Unknown
 Job title:
 Card no.: 6
 Display: SONY

The display name will appear every time the user enters the card. Longer names such as Mathew, for example, may be shortened to four letters (i.e. MATH).

There are two types of working hours in the Smart TAC system. Regular hours or shifts. The regular hours option is used for employees that work normal hours - 9am to 5pm for example and the shift option is for employees that work irregular hours or have many breaks/day.

Parameters

Regular hours Shifts

Start time: 08:00

Daily hours: 09:30

Automatic break duration: 00:30

Overtime(1): 1.0 [Hours] 125.00 [%]

Overtime(2): 1.0 [Hours] 150.00 [%]

Overtime(3): 1.0 [Hours] 175.00 [%]

Hourly wage: 10.00

N.B. If you choose to use the Shift option, you will not be able to add any information apart from the hourly rate.

Regular Hours

The parameters are made up of the following options:

Start time – insert the time that your employee is supposed to start. If your employee is meant to start working at 9am and you do not want to pay him before that hour – even if he arrives at 8.45, then click on the _ symbol and the time will only be recorded after 9am. If you do not have a specific start time, then you can leave this option blank.

Daily hours

You can insert the number of hours that your employee is supposed to work a day. If you wish to calculate overtime, you **MUST** insert the number of hours that the employee is supposed to work.

Automatic break duration

Here you have the option to automatically deduct your employee's lunch break without asking them to clock in and out. The break time will **AUTOMATICALLY** be deducted from the Total Time Worked.

Overtime

You have the option to allow Smart TAC to automatically calculate the overtime that your employee has accumulated a day. There are three possibilities of overtime hours– this will enable you to give different rates for different hours.

You can decide what overtime rate you allocate to each level – this is calculated as a percentage of the normal hourly rate – from 100% to 400% and higher.

You can use this option to pay different rates for overtime

EXAMPLE of the use of the overtime parameters

Overtime 1 100% = up to 2 hours

Overtime 2 125% = between 2-4 hours of overtime, Smart TAC will calculate the salary at 125% of the normal rate

Overtime 3 150% = 4+ hours of overtime, Smart TAC will calculate the salary at 150% of the normal rate

You can also decide that your employee will not be paid if he works more than 3 hours of overtime, for example. This can be set in the overtime hours 1 = 3 hours
overtime hours 2 and 3 would be 0.

Hourly Wage

Use this option if you want Smart TAC to calculate the salaries. Simply enter each employee's hourly wage (if they get a different rate for overtime, then add it to the overtime hour fields as a percentage of the normal hourly wage). **This is only an option and it is not essential to fill in the hourly rate.**

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 with the next card. Continue the same process for all your employees. Should you need to purchase extra cards please contact **your local supplier or time@ganis-systems.com**. Depending on the type of clock you have purchased (Small Office - up to 40 employees or Smart TAC Pro - up to 1024 employees can be managed on the backend software with a number of clocks)

If you are purchasing replacement cards, simply insert the new card into the reader, enter the Employee Setup page, click on the card that you wish to replace and click on "update". The information stored on the device for that employee will then be downloaded onto the new card.

If you are purchasing new cards for new employees, simply enter the new card into the reader, enter the Employee Setup page, and start entering the new employee's details and give the new card the correct card number (the next available number). It is important to give each card the correct number.

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 with the next card. The various icons on the screen are used to:

Add (+) an employee

Remove (-) an employee

Search for an employee by name, last name or Social Security Number

OK to update changes

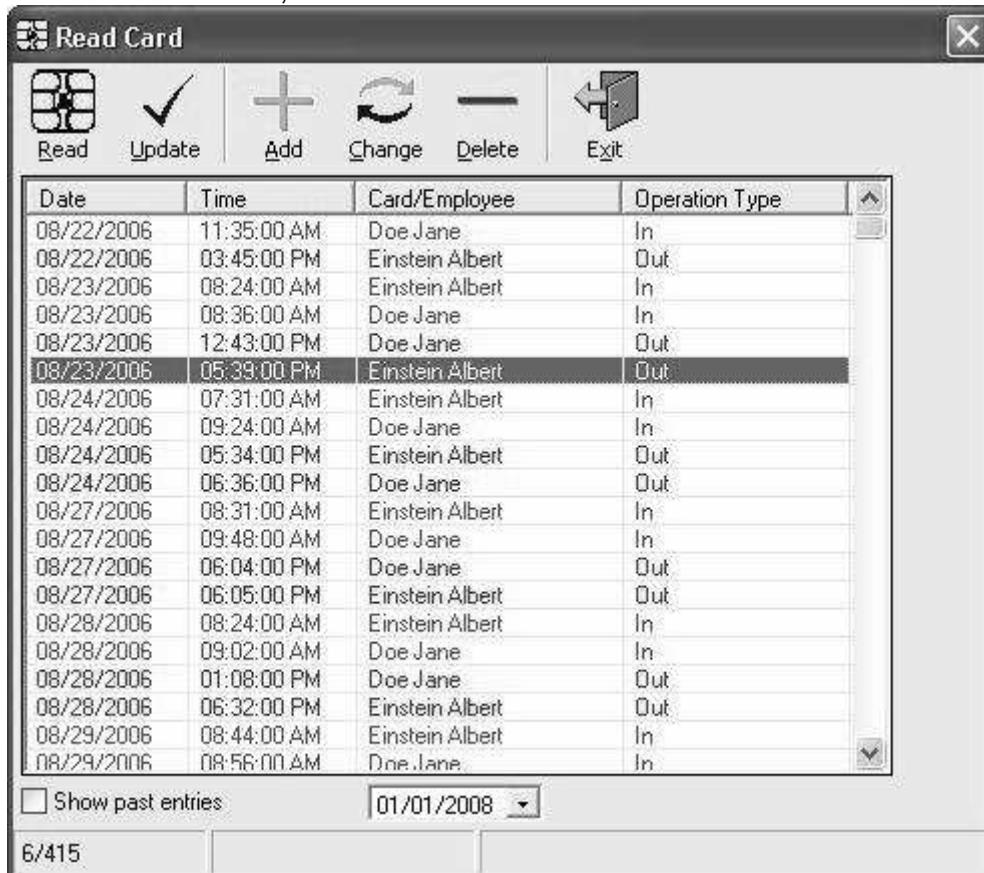
Empty the Employee Detail box so that you can enter a new Employee

Exit the Employee Setup screen

The other options on the main menu are:

READ CARD

This is used when the user/administrator wants to view or download information from the *Smart TAC*. Simply insert the Card (Master or employee) into the Card reader and click on the Read Card option in the main menu. Depending on the access level, the user will be able to view the information, download it to the database or alter it.



See Access Levels in the Database section above for more information.

By default, only the latest entries will be displayed on this screen. Should you wish to view older entries that are saved in the database, simply tick the "Show past entries" box and all the entries will be displayed.

When downloading data from more than one clock, you must download one clock at a time and tick the SHOW PAST ENTRIES box at the bottom of the screen.

You can also select the date range that you wish to display. First check the database to see the last date that was downloaded, and then request to see data after this date. If you select a date prior to the last download, the new data will overwrite the data in your database. This could cause problems if you have changed any of the data manually.

REPORTS

The screenshot shows the 'Reports' application window. At the top, there is a blue header bar with the title 'Reports'. Below the header is a toolbar with six icons: a document (Show), a printer (Print), a floppy disk (Export), a red octagon with 'STOP' (Cancel), a document with a pencil (Edit), and a folder with an arrow (Out). Below the toolbar, there are several input fields and dropdown menus. The 'Select report:' dropdown menu is open, showing a list of report types: 'General report', 'Monthly report' (which is highlighted in blue), 'Weekly report', 'Shifts report', 'Late entrance', and 'Meetings report'. To the left of this dropdown is the 'Report conditions:' dropdown menu, which is currently set to 'All'. Below that is the 'Department:' dropdown menu, also set to 'All'. To the left of the 'Select report:' dropdown is the 'From:' date field, which contains the date '01/11/2006'. To the right of the 'Select report:' dropdown is the 'Entrance time:' field, which contains the time '08:00'.

The type of report is selected from the drop down menu, date range selected and SHOW button activated.

The manager can produce a variety of reports

General report All the data for all the employees will be displayed for the given dates

Monthly report All the data for individuals working regular hour will be displayed for the given month/dates

Weekly report All the data for individuals working regular hour will be displayed for the given week

Shift report All the data for individuals working shifts will be displayed for the given dates

Late entrance report All the data for all the employees that arrived late will be displayed for the given dates

Meeting report All employees that have clocked out for a meeting will be displayed here (Only available on Smart TAC 32)

These can be displayed on the screen in an Excel spreadsheet, HTML, sent by email or printed. Monthly reports can be exported to an Excel sheet or HTML.

The entries are colour coded to ensure that the data is easy to analyse.

Reports

Show Print Export Cancel Edit Out

Select report: General report

Report conditions

Employee: Doe Jane, 2222222222 From: 09/01/2006 To: 09/30/2006

Entrance time: 09:00 AM

Date	Time	Employee	Operation
09/03/2006	09:15	Doe Jane	In
09/03/2006	07:06	Doe Jane	Out
09/04/2006	09:22	Doe Jane	In
09/04/2006	01:30	Doe Jane	Out
09/05/2006	08:59	Doe Jane	In
09/05/2006	06:40	Doe Jane	Out
09/06/2006	09:27	Doe Jane	In
09/06/2006	12:45	Doe Jane	Out
09/07/2006	09:00	Doe Jane	In
09/07/2006	06:43	Doe Jane	Out
09/10/2006	10:04	Doe Jane	In
09/10/2006	06:30	Doe Jane	Out
09/11/2006	09:45	Doe Jane	In
09/11/2006	02:02	Doe Jane	Out
09/12/2006	09:20	Doe Jane	In
09/12/2006	04:16	Doe Jane	Out
09/13/2006	09:23	Doe Jane	In
09/13/2006	03:28	Doe Jane	Out
09/14/2006	09:26	Doe Jane	In
09/14/2006	03:00	Doe Jane	Out
09/18/2006	09:30	Doe Jane	In
09/18/2006	06:44	Doe Jane	Out
09/19/2006	09:29	Doe Jane	In
09/19/2006	06:05	Doe Jane	Out
09/20/2006	09:39	Doe Jane	In
09/20/2006	04:14	Doe Jane	Out
09/21/2006	10:15	Doe Jane	In
09/21/2006	06:00	Doe Jane	Out

Total events: 34

MONTHLY REPORT

Reports

Show
 Print
 Export
 Cancel
 Edit
 Out

Select report: Individual monthly report

Report conditions:

Employee: Doe Jane, 222222222 From: 09/01/2006 To: 09/30/2006

Entrance time: 08:00 AM

Date	Day	In	Out	Time Worked	Break Out	Break In	Break Time	Total Time Worked	Work Out	Work In	Work Time	Notes
09/01/06	F											
09/02/06	S											
09/03/06	S	09:15 AM	07:06 PM	09:51				09:51				
09/04/06	M	09:22 AM	01:30 PM	04:08				04:08				
09/05/06	T	08:59 AM	06:40 PM	09:41				09:41				
09/06/06	W	09:27 AM	12:45 PM	03:18				03:18				
09/07/06	T	09:00 AM	06:43 PM	09:43				09:43				
09/08/06	F											
09/09/06	S											
09/10/06	S	10:04 AM	06:30 PM	08:26				08:26				
09/11/06	M	09:45 AM	02:02 PM	04:17				04:17				
09/12/06	T	09:20 AM	04:16 PM	06:56				06:56				
09/13/06	W	09:23 AM	03:28 PM	06:05				06:05				
09/14/06	T	09:26 AM	03:00 PM	05:34				05:34				
09/15/06	F											
09/16/06	S											
09/17/06	S											
09/18/06	M	09:30 AM	06:44 PM	09:14				09:14				
09/19/06	T	09:29 AM	06:05 PM	08:36				08:36				
09/20/06	W	09:39 AM	04:14 PM	06:35				06:35				
09/21/06	T	10:15 AM	06:00 PM	07:45				07:45				
09/22/06	F											
09/23/06	S											
09/24/06	S											
09/25/06	M	09:15 AM	06:02 PM	08:47				08:47				

Total hours: 123:53

N.B. Please use the NOTES field to add comments such as – day off, out of the country, annual leave, sickness... you can add up to 50 characters.

You can also opt to review monthly reports by department by selecting the appropriate department from the drop down list.

Reports

Show
 Print
 Export
 Cancel
 Edit
 Out

Select report: Monthly report

Report conditions:

Department: All Employee:

From: 01/11/2006

- All
- Administration
- Development
- Management
- Marketing
- Sales

TYPES OF REPORTS

SMART TAC has six types of management reports

- General Report
- Monthly Report
- Weekly Report
- Shift Report
- Late Entrance Report
- Meetings Report (ONLY AVAILABLE ON SMART TAC 32)

SHIFT REPORT

Shift start	Shift end	Shift duration [hours]
09/03/2006 09:15 AM	09/03/2006 07:06 PM	09:51
09/04/2006 09:22 AM	09/04/2006 01:30 PM	04:08
09/05/2006 08:59 AM	09/05/2006 06:40 PM	09:41
09/06/2006 09:27 AM	09/06/2006 12:45 PM	03:18
09/07/2006 09:00 AM	09/07/2006 06:43 PM	09:43
09/10/2006 10:04 AM	09/10/2006 06:30 PM	08:26
09/11/2006 09:45 AM	09/11/2006 02:02 PM	04:17
09/12/2006 09:20 AM	09/12/2006 04:16 PM	06:56
09/13/2006 09:23 AM	09/13/2006 03:28 PM	06:05
09/14/2006 09:26 AM	09/14/2006 03:00 PM	05:34
09/18/2006 09:30 AM	09/18/2006 06:44 PM	09:14
09/19/2006 09:29 AM	09/19/2006 06:05 PM	08:36
09/20/2006 09:39 AM	09/20/2006 04:14 PM	06:35
09/21/2006 10:15 AM	09/21/2006 06:00 PM	07:45
09/25/2006 09:15 AM	09/25/2006 06:02 PM	08:47
09/26/2006 09:18 AM	09/26/2006 04:38 PM	07:20
09/27/2006 10:02 AM	09/27/2006 05:39 PM	07:37
10/01/2006 09:03 AM		

The total number of hours worked is displayed at the bottom of the page.

N.B: Changes can be made to the shift report by double clicking on the required field or alternatively on the **EDIT icon** at the top of the page (Red Notebook). The manager can change the time the shift started/ended or date. It is also possible to add extra shifts before or after certain dates in case the employee has forgotten to clock in or out. Please note that these changes can **ONLY** be done by the manager or the password holder. The reports can only be accessed using the Administrator's password.

You can arrange the entry dates chronologically by clicking on the **SHOW icon** at the top of the screen

Making Changes:

Making changes in the Shift Reports is very simple – you can either change the data on the screen or you can click on the field that you would like alter. A new window will open up and you will be able to make either:

- Add a line before the entry that you are on
- Replace an entry
- Add a line after the entry you are on
- Delete an entry

Once all the changes have been made for that employee, the Smart TAC software will automatically calculate the number of hours worked and (if you have added an hourly rate in the employee detail) the salary to be paid.

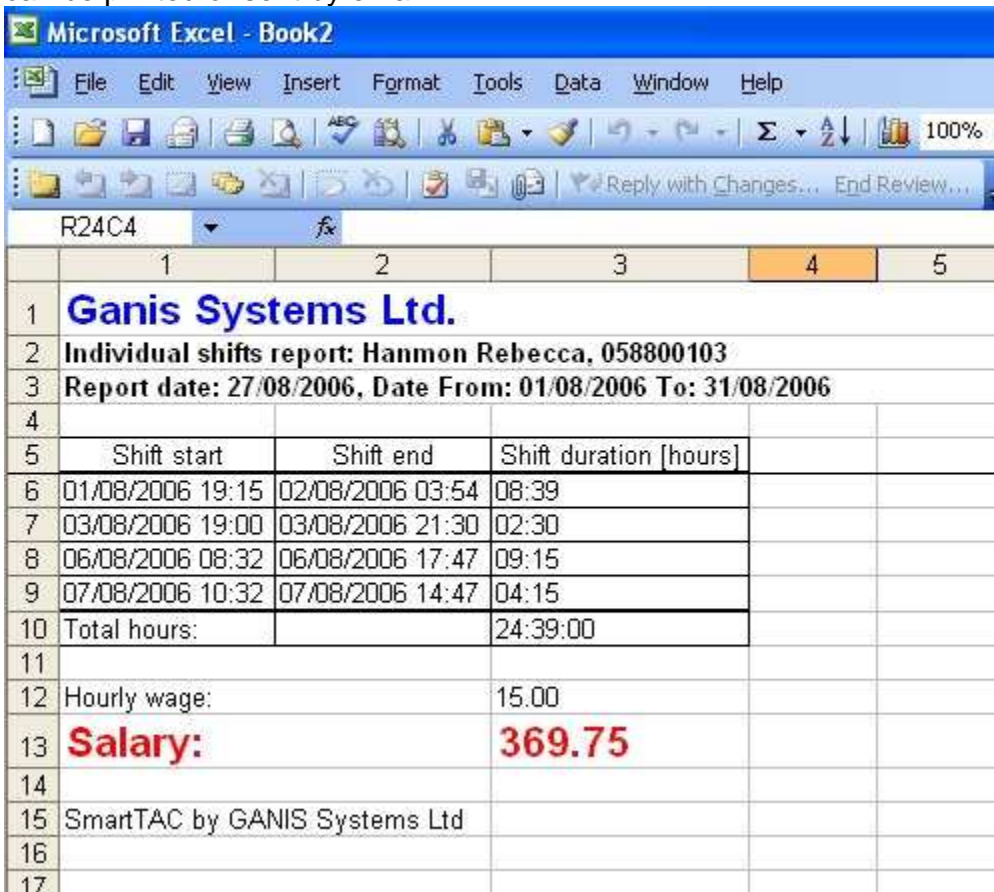
These details will be provided in the Excel sheet once you have clicked on the Export button (#3) at the top of the page. From Left to Right



1. **Show** – when you want to see that employee's hours
2. **Print**
3. **Export** to Excel (Diskette Icon)
4. **Cancel** – used to if you wish to stop the export of all the employee's details to export (not needed for Shift report – only individual reports)
5. **Edit** – click on the line you wish to edit and on the Edit icon at the top of the page
6. **Out** – to leave this section

EXCEL REPORT

Once you have finished updating and checking the data, you can export it to excel then it can be printed or sent by email



The screenshot shows a Microsoft Excel spreadsheet with the following data:

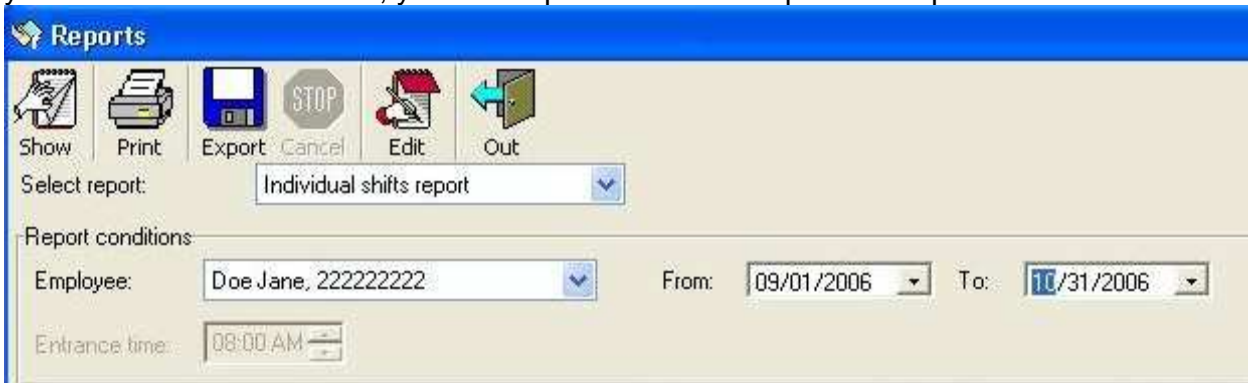
	1	2	3	4	5
1	Ganis Systems Ltd.				
2	Individual shifts report: Hanmon Rebecca, 058800103				
3	Report date: 27/08/2006, Date From: 01/08/2006 To: 31/08/2006				
4					
5	Shift start	Shift end	Shift duration [hours]		
6	01/08/2006 19:15	02/08/2006 03:54	08:39		
7	03/08/2006 19:00	03/08/2006 21:30	02:30		
8	06/08/2006 08:32	06/08/2006 17:47	09:15		
9	07/08/2006 10:32	07/08/2006 14:47	04:15		
10	Total hours:		24:39:00		
11					
12	Hourly wage:		15.00		
13	Salary:		369.75		
14					
15	SmartTAC by GANIS Systems Ltd				
16					
17					

Please note that once you reach the Excel sheet you will not be able to make any changes to the data. All changes MUST be made in the Smart TAC software so that they are saved in the master database. You can make changes that are not connected to the calculations.

i.e.: adding notes is possible here – Off sick, holiday, worked in a different office, meeting...

PRINTING REPORTS

It is possible to print the reports directly from the report screen. If you wish to review each employee's data before you print the report, select the **type of report** and the **employee name** from the employee drop down menu, and then click on the **SHOW** button. Once you have reviewed the data, you can export the data and print the report.



The screenshot shows a software interface titled "Reports". At the top, there is a blue header bar with the word "Reports" and a small icon. Below the header is a toolbar with several icons: a notepad (Show), a printer (Print), a floppy disk (Export), a stop sign (Cancel), a notepad with a pencil (Edit), and a folder with an arrow (Out). Below the toolbar is a "Select report:" dropdown menu with "Individual shifts report" selected. Underneath is a "Report conditions:" section. It includes an "Employee:" dropdown menu with "Doe Jane, 22222222" selected, a "From:" date dropdown menu with "09/01/2006" selected, and a "To:" date dropdown menu with "10/31/2006" selected. At the bottom, there is an "Entrance time:" dropdown menu with "08:00 AM" selected.

Or you can print all the reports together. Simply select the report type –select **Individual monthly** report and **ALL** in the employee box and click on the **PRINT** icon.

EMPLOYEE USER INSTRUCTIONS

Each employee is issued with a personal Smart Card that will record his/her movements in and out of the office.

The instructions are very simple to follow and are all displayed on the **Smart TAC** screen.

An employee instruction sheet is available on the CD and should be printed and distributed to all employees that will use **Smart TAC**.

Upon arrival

1. Turn the **Smart TAC** on, the time will be displayed and then the operation will be displayed.
2. Change the operation for the desired operation (IN), using it
3. Insert the Employee Card, the operation will be stored both on the *Smart TAC* device and the Employee Card. If the operation was successful, the Card number/display will be shown on the *Smart TAC* screen.

Upon departure

1. Turn the **Smart TAC** on, the time will be displayed and then the operation will be displayed.
2. Change the operation for the desired operation (OUT)
3. Insert the Employee Card, the operation will be stored both on the *Smart TAC* device and the Employee Card. If the operation was successful, the Card number/display will be shown on the **Smart TAC** screen.

The in and out times will be recorded in the internal memory of the **Smart TAC** device.

Please note that if the same operation is performed twice (In and In) by mistake within 2 minutes, only one operation will be recorded to avoid confusion in the reports.

MANAGEMENT USER INSTRUCTIONS

Smart TAC Pro – Using the Index Card supplied with the Smart TAC Pro, the user can change the Smart TAC's ID number. All the Smart TAC devices are ID # 1 and can be changed to ID # 2-99. This enables the company to know where the staff worked (for mobile staff) and to compile reports per site. Changing the ID number is very simple:

1. Switch the Smart TAC on
2. Insert the Index Card
3. Using the arrow keys select the correct ID # 1
4. Note the ID # 1 both on the Index Card and on the Smart TAC
5. Once the Index Card has been used to unlock one device, it can only be used with that device. Save it in case you wish to change the Index Number in the future

The information stored in the **Smart TAC** device can only be accessed using the Master Card.

The information downloaded onto the Master Card can also be checked against the information on the individual Cards. This can be used in cases where the information recorded is disputed.

Downloading the information from the *Smart TAC*

1. Insert the Master Card into the slot at the bottom of the device.
2. Activate the device by pressing the ON button
3. LOAD should appear on the display
4. Press OK
5. When the DONE message appears on the screen, the Master Card can be removed.
6. Insert the Smart Card into the computer on which the system installed on.
7. Open the **Smart TAC** backend software and use the Read Card screen to get the information from the Card into the database.
8. The Master Card is now ready to be used again.

LOCKING A MANOEUVRE

It is possible to lock any of the Smart TAC manoeuvres – In or Out

This is very useful if you are using the Smart TAC to check that your staff are patrolling areas correctly or at the right times.

LOCKING THE SMART TAC TO IN

1. Turn the Smart TAC on.
2. Click OK
3. Select IN by pressing the # key until you reach IN
4. Insert the Master Card
5. Click Work In using the arrow keys until you reach 'FREE'
6. Click OK to change FREE to LOCK and remove the Master Card
7. This IN is now locked and can only be changed using the Master Card

RELEASING THE SMART TAC

1. Turn the Smart TAC on.
2. Insert the Master Card
3. Press OK
4. Press the arrow keys until you reach "LOCK"
5. Press OK to change to FREE
6. The IN is now FREE and you can remove the Master Card

TROUBLESHOOTING AND FAQ

1. What is *Smart TAC*?

Smart TAC is a state of the art Time Attendance Clock that provides substantial savings to your business compared to manual or electronic punch-Card time clock systems.

The system integrates time & attendance records and detailed employee information, allowing for detailed reporting and cost-effective management of payroll and employee-related issues.

2. What does *Smart TAC* do?

Smart TAC uniquely integrates time and attendance records, detailed employee information and project tracking. **Smart TAC** provides SMEs (Small Medium Enterprises), shops, security companies, with a simple yet sophisticated device to record attendance, inspection schedules and other security time related activities. **Smart TAC** pays for itself by dramatically reducing the amount of time spent on manually entering the hours worked for each employee, allowing you to easily track time spent on projects as well as time spent on duties out of the office.

3. How will *Smart TAC* save my business money?

Smart TAC will save your business money by enabling you to manage the movements of your staff in and out of the office more efficiently. No more leaving early or arriving late without you knowing about it, mistakes will no longer be made when the information is transferred from the punch Cards to the computer, and staff working out of the office will be made more accountable for their whereabouts. All in all, with more accuracy in the hours worked and less time spent in preparing the payrolls – you will soon see your ROI!

4. How do I know what version of *Smart TAC* to buy?

Two versions of **Smart TAC** are currently available:

Smart TAC 32 - Small Office (for companies with up to 32 employees)

If you are a small office with up to 32 employees, the **Smart TAC 32** will be sufficient for your time attendance needs. **Smart TAC** will enable you to manage your employee hours and save time preparing the monthly salaries.

Smart TAC Pro – for companies with over 32 employees and/or a number of branches/sites

If you have several locations or it is important for you to know where your staff worked everyday, the **Smart TAC Pro** will be the best option for you. You can manage up to 1000 employees on the **Smart TAC** software and up to 99 **Smart TAC** Clocks. You can give each clock an index number and name, the reports will then show you where your employee worked every day.

5. What if I have problems using the *Smart TAC*?

Should you face any problems with **Smart TAC** or in using **Smart TAC**, do not hesitate to contact our customer support department who will be happy to help you.

tacsupport@ganis-systems.com

6. Will you provide updates for the *Smart TAC*?

You will be able to subscribe to a newsletter that will inform you of any changes in the software or any updates available. You can download the new software from our site http://www.ganis-systems.com/software/smarttac_setup.zip

7. I have accidentally clocked into the wrong work zone, how can I change this?

After downloading the information from the **Smart TAC**, **ONLY** the Administrator can make changes to recorded events. It is important to check events after having downloaded them from the Master Card, before storing them into the database. Viewers and Editors cannot make any changes in the database.

8. My batteries are running low – will all the information saved on the Smart TAC be lost?

No, the information will not be lost as the data is stored on an EPROM, meaning a non-volatile memory so it cannot be erased because of a lack of power. However, you should replace the batteries as soon as the "low battery" enunciator appears, as batteries are required in order to download the information on the Master Card.

9. I have lost my Master Card – what can I do?

You can buy new Master Cards and Employee Cards from your local distributor or contact Ganis directly. Please contact time@ganis-systems.com for more information.

10. How secure is the Smart TAC – how do I know that the information recorded has not been tampered with?

The **Smart TAC** system cannot be accessed by anyone without the Master Card. The time cannot be altered nor can the date. The information stored on the device is also stored on the Employee Card so if there are any discrepancies between what the employee claims and the reports that have been produced, they can be easily checked.

11. What happens when my Master Card or Employee Card is full? Will I still be able to store data?

Yes – the data is stored on the card in FIFO queue. New data will be added to the card until it reaches full capacity. Once full capacity has been reached, the oldest data will be replaced by the newest data. Only the newest data will be stored on the card. The end user will not even be aware of the fact that the card is reaching its limit (approximately 500 entries can be stored at any one time).

12. How will Smart TAC simplify the work needed to be done in order to prepare the salaries at the end of the month?

Using Smart TAC, you will never have to manually transfer staff hours into the computer.

You will never have to decipher other people's handwriting, the data transferred from the Smart TAC device is saved per employee in individual reports that are clear and easy to analyse. The reports can be saved, printed or sent directly to the accounts department responsible for the salaries.

13. What has happened to Smart TAC 64?

Ganis Systems Ltd. continues to support all Smart TAC 64 users, but this version will no longer be available for sale. Smart TAC Pro has replaced Smart TAC 64 with many additional features.

TARGET MARKET

Every company can save time and money by automatically recording its staff's time attendance. The system is easy to use and affordable – filling the requirements of small to medium offices that want the accuracy of a time attendance system without having to take out an extra loan to pay for it.

Some of the target markets:

- SOHO (Small Office / Home Office)
- Project Management
- Security companies
- Construction sites
- Small businesses – workshops, dentists, doctor's surgeries,
- Classrooms – students' attendance
- Mobile workforces
- Restaurants, fast food outlets, shops
- And many more...

Benefits for management

- No complicated installation
- Convenient and cost effective method to check mobile staff
- Easy to produce reports
- User expandable
- Easy upgrade from Smart TAC 32 to Smart TAC Pro
- Battery operated and light to carry
- Ideal for small businesses – no installation expense, flexible and affordable!

Benefits for administration

- No punch cards, paper trails or hand written entries
- No more data entry and adding up hours
- Reduces errors and time spent on the payroll management
- Easy to analyze individual reports
- All the information downloaded from one portable device
- No more running after staff for their hours!
- Reports can be exported and sent for approval via email.

Benefits for the staff

- Secure and backed up – all information is stored on the personal Smart Card
- Can be used in various locations
- Can be used to keep track of time spent on various projects
- Light to carry
- Easy to operate

CONTACT US

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