

Addendum for TIMY-Soft

Microsoft Excel® 2007 Macro & ActiveX Settings

In MS Excel® 2007, go to "Excel Options" >> "Trust Center" >> "Trust Center Settings" >> "Macro Settings". Ensure the radio button "Enable all macros" is selected.

Now select "ActiveX Settings" in the left hand menu panel (above Macro Settings) and ensure that "Prompt me before enabling all controls with minimal restrictions" is selected. Press OK two (2) times.

Midnight Straddle, or Crossover

If you have used the "midnight straddle" feature on earlier versions, the software would only move ONE time stamp to the previous day. The assumption was that if a badge holder had started working the previous day they would not take any breaks after midnight, so that the only Time Stamp concerned was the final one when they stopped working. It is now recognised that there are night shifts where people take a break after midnight.

The current version will transfer ALL Time Stamps to the previous day on condition that there is already at least one time stamp present on the previous day.

Planning Mode

A number of users want a "Planning" mode. That is to say, they want to be able to enter planned Absences, like vacation, ahead of the current date/time. Previously, TIMY-Soft only extended the calendars to the current day and the "Planning" mode was not available.

There is now a function that allows you to 'Extend Calendars' into the future, for all Employee Time Sheets.

Cell I2 in the Main Screen [Employee List], which is the cell to the left of the language indicator, is now unprotected. If a number is entered into this cell, for example 30, TIMY-Soft will 'Extend Calendars', from the next application re-start, for this number of days into the future. Close the TIMY-Soft application, and re-open it to activate the 'calendar extension'.

TIMY-Soft works the same as before: it will ask on every new log-in day if you want to 'Extend Calendars'. The only difference is that the reference date is not the current date but the current date +30, or whatever value was entered into cell I2. The calendar warning message has not been changed, so it still asks about 'Extending the Calendars' until "today". Answer 'Yes' to 'Extend Calendars'.

Erase the numerical value in cell I2 after performing the 'Planning Mode' extension if a continuous calendar extension is not required.

Note: Accessing cell I2 may require the use of the keyboard 'arrow' keys instead of the mouse.

From Software Version 1.38 onwards

The following additional features are available :

- Modification in the handling of the 'Calendar Extension' function when using the "Planning Mode" feature. In previous versions, if users extended the calendars into the future and then reset the extension to zero, the Time Sheets of subsequently-declared New Employees would not be extended. Commencing with Version 1.38, the Time Sheets of New Employees will be extended to the same point as all the other Employees, and NOT to "now" + number of days of extension.
- Before launching the 'calendar extension' function, checks are made to ensure cell I2 content is numeric. If not, the content of cell I2 is erased. There have been several cases where users have accidentally typed something into I2 that was non-numeric, causing a "data type incompatible" error with the TIMY-Soft Application.
- The same content check is made for cell B6 in all Time Sheets. Cell B6 handles automatic Midnight Crossover functions. If the content of cell B6 is non-numeric, the cell content is erased. There have been cases of users entering non-numeric comments in this cell, causing a "type incompatible" error when Time Stamps are uploaded from the USB Key.
- A new feature allows Employees who have left the company to remain in the files - without extending the calendars in the Employee Time Sheet, without appearing in the Time Stamp Error lists, or the "Summary" list or the "Print Time Sheets" list. Simply put an asterisk (*) in front of the Family Name. This can eventually save considerable space in the Employee Time Sheet file space.
- Correct handling of Smoke Breaks after midnight. This was not handled automatically in previous versions. From Version 1.38, any Smoke Breaks made before the cell "B6" limit are now shifted to the previous day, +24 hours, without user intervention.

From Software Version 1.40 onwards

The following additional feature is available :

- Control Panel function 'Modify Employee' now permits the change of 'Employee No.' in addition to the previous fields of First Name, Family Name, Badge No.

Many users start off by simply using sequential numbers starting at "1" or "01" and then find out later that the Personnel Department uses authentic Personnel Numbers, and that it would be consistent if the TIMY-Soft Time Reporting System used the same numbers.