

## **TIMY System Overview**

The TIMY Time Recorder (clocking-in unit) is very compact, and installs on an internal building wall in a couple of minutes. The TIMY unit is totally cable-free and professional installation services are not required, saving up to £395 compared to ordinary cabled systems.

The software application is provided on the supplied USB Key and installation takes less than a minute. The same USB Key is used to collect clocking-in data from the Time Recorder unit.

The Time Recorder batteries are standard (non-rechargeable) AA Alkaline cells, and will last 12 months with 40 staff clocking-in and clocking-out twice a day.

Staff details are registered within the TIMY-Soft application, with only five data elements required : First Name, Family Name, Employee Number, ID-Badge Number and Start Date of using the badge. The time required for each staff registration is less than one minute.

To clock-in, the badge holder presses the red button on the Time Recorder and the display will show the current time for 5 seconds. The badge holder swipes the ID-Badge when the time is displayed, the Time Recorder 'beeps' and the display indicates 'good'.

Getting data from the clocking-in unit is just as easy. The user chooses when to collect the Time Recorder data with the supplied USB Memory Key. This can be done at any time interval - daily, weekly or monthly. The USB Key is plugged into the Time Recorder unit and the red button on the front panel is pressed. The display indicates 'Copy' and a few seconds later it displays 'End', with an audible tone. The Time Recorder memory data has now been downloaded to the USB Key.

The USB Key has a specific authentication process, preventing any person tampering with Time Recorder data by attempting to copy the data onto a personal USB key. In addition, the output file of the Time Recorder is also encrypted, preventing modification of the USB Key data with computer applications such as MS-Word or MS-Notepad.

When the USB Key is plugged into the PC the user clicks on 'Get Clocking Data' in the TIMY-Soft application. A 'backup' copy of the USB Key data is stored onto the PC and the clocking data is automatically saved into each Employee Time Sheet without any further action. Time Sheets are also automatically saved after they have been updated or accessed.

The TIMY-Soft application provides detailed Time Sheets for any time span, from 1 day to many months, even years. All employee data can be automatically transferred into a 'Time Sheet Print Report' and a 'Summary Report' is also available for the same time span. The Summary Report consists of one line per Employee and includes the most significant data from the Time Sheets. Reports are exportable to Microsoft applications such as MS-Excel and Word.

All historical data for Employees are permanently available in the system, and are never erased until the user decides to delete an employee from the system.

Operating requirements are: a Microsoft Windows computer (Win98 to Windows 7) and MS-Excel, in addition to the TIMY-Soft application. TIMY-Soft runs on all Excel versions from '97 to 2007. Vista & Windows 7 users should have Excel 2007 installed.

[Refer to our compatibility document at <http://www.t-data.co.uk/clocking-system-excel.html>]

**MS-Excel programming knowledge is not required.**