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Manual: BTSTUR20150520 – v1.0b

1. Preface

Welcome to the Boutronic time registration, the Windows software with which one can register and view the worked and paused hours of the employees.

This manual explains how one can use the time registration.

2. Tag action

A tag action is an action where an employee keeps his or her tag in front of one of the readers saying START or STOP WORKING.

3. Remember or retrieve tag action

Each tag action is stored in the reader which is installed at the door. All tag actions are retrieved every minute by the Boutronic Studio2 from all readers and are stored on the PC in a database.

If the PC or Boutronic Studio2 is switched off, the tag actions are NOT retrieved and the last 250 tag actions are remembered by the reader himself. If the 251st tag action arrives, the oldest tag action is deleted.

As soon as the PC and the Boutronic Studio2 are restarted, all present tag actions are automatically retrieved every minute at every Scankey.

It is therefore necessary that the PC and the Boutronic Studio2 are always on when working. If no work is performed in the company after closing time, the PC and the Boutronic Studio2 can simply be switched off.

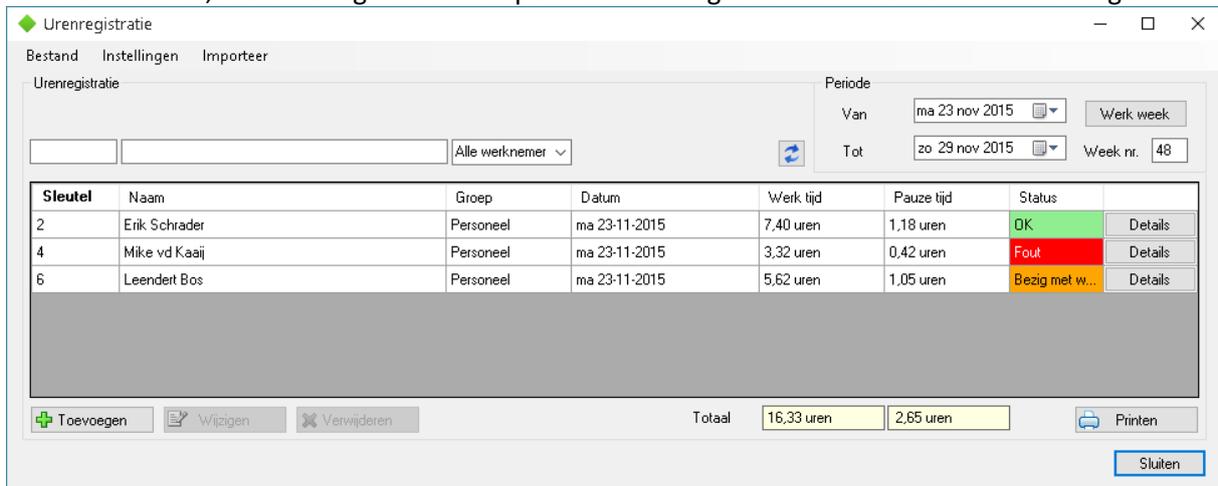
4. Selection hour registration

The Boutronic Studio2 can be expanded with an hour registration where at least one start and at least one stop work Scankey must be present.



At the bottom left one can see the message 'busy log retrieving' every minute. This indicates that the Boutronic Studio2 is retrieving the tag actions with every Scankey.

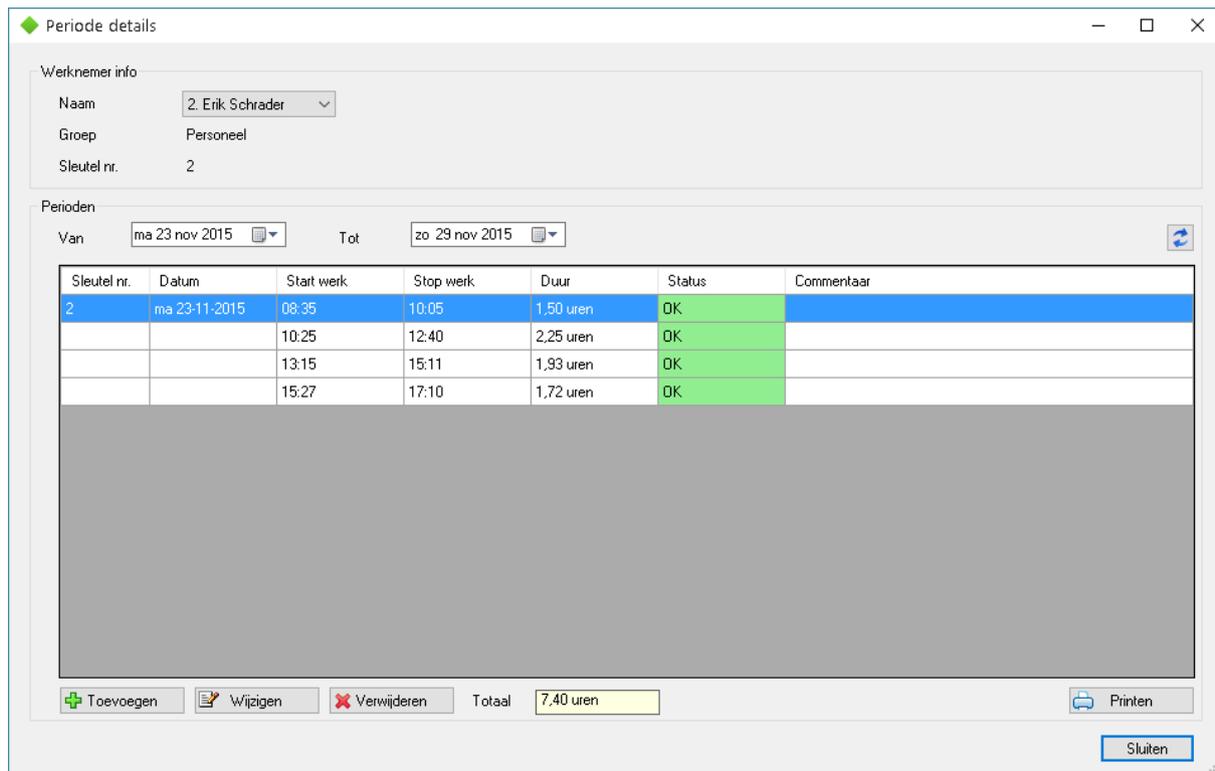
Via the Extra tab, the time registration is opened and all tag actions can be viewed and changed.



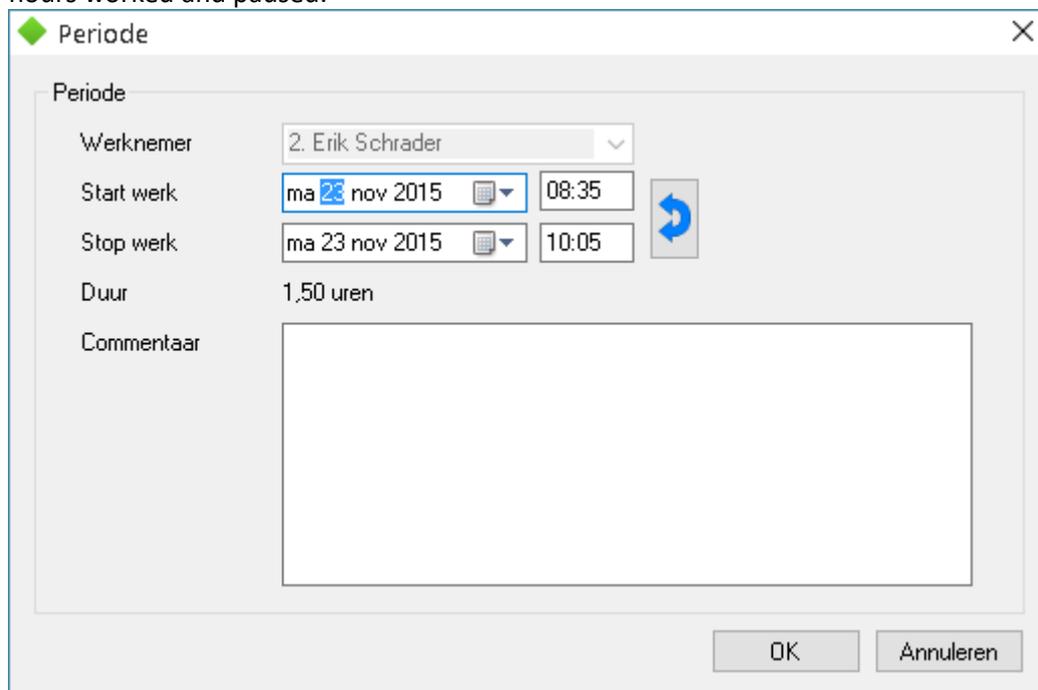
In the window above one will find all employees and one can set a filter per key number, per employee, per group and per date to view specific information.

Under **Status** one can see the current status of the employee:

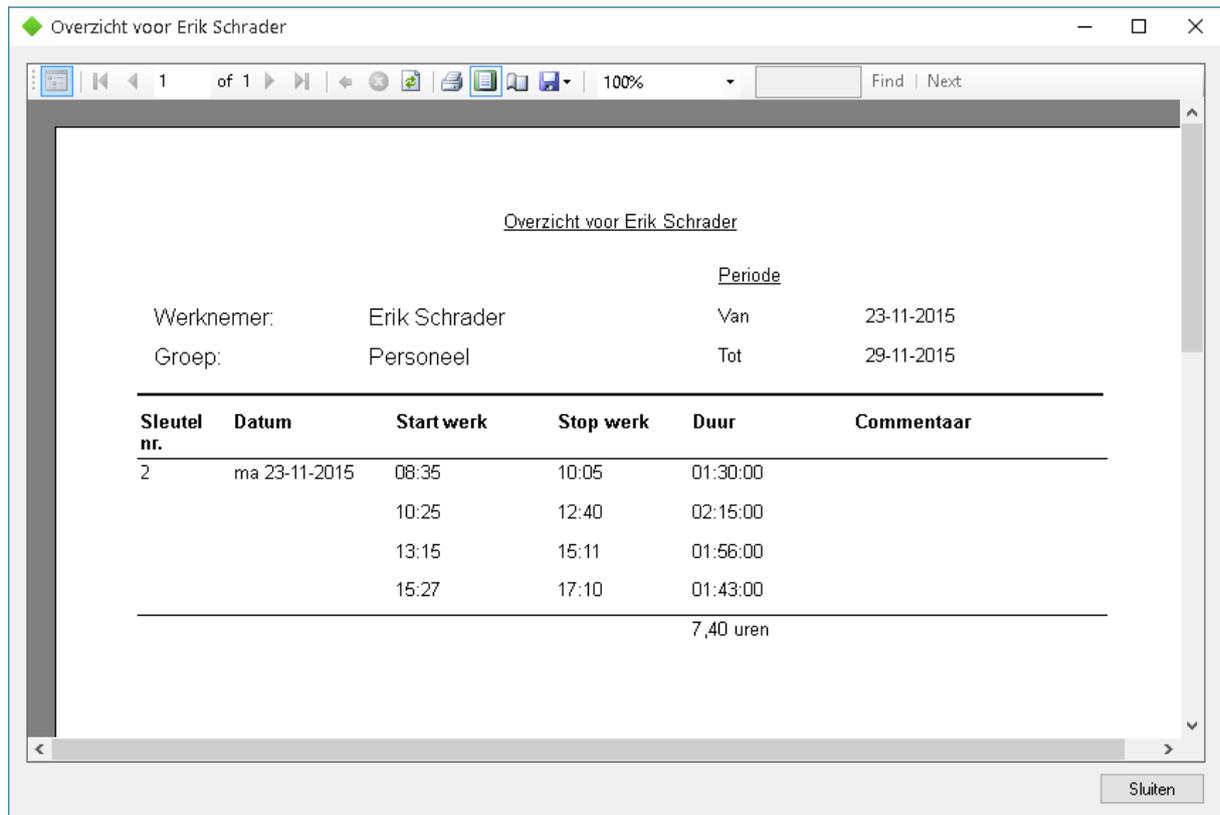
1. **Ok** (green). All tag actions are in order and the employee is pausing or is home.
2. **Error** (red). A tag operation is missing, which means that it is not possible to accurately calculate the hours worked or paused.
3. **Working** (orange). All tag actions are in order and the employee is working.



One can view the details per employee where all tag actions have been converted to the number of hours worked and paused.



If desired, one can adjust the hours and add additional information there (comment)



Overzicht voor Erik Schrader

Werknemer: Erik Schrader
Groep: Personeel

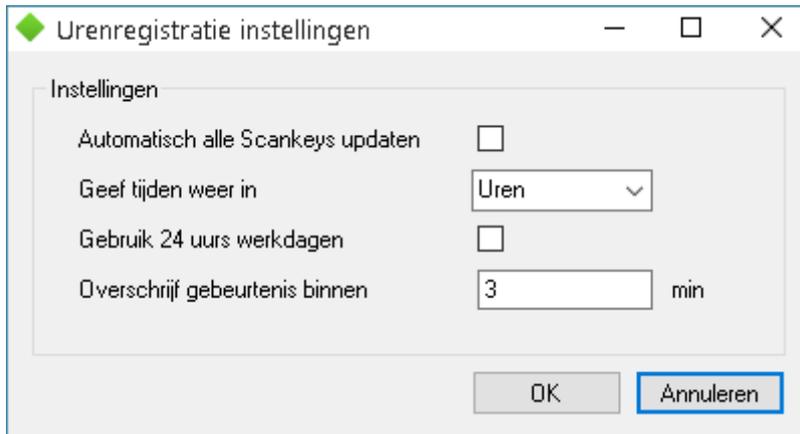
Periode
Van: 23-11-2015
Tot: 29-11-2015

Sleutel nr.	Datum	Start werk	Stop werk	Duur	Commentaar
2	ma 23-11-2015	08:35	10:05	01:30:00	
		10:25	12:40	02:15:00	
		13:15	15:11	01:56:00	
		15:27	17:10	01:43:00	
				7,40 uren	

Sluiten

After all tag actions have been properly arranged, one can make a print-out on the printer or generate a PDF and Excel file.

5. Settings menu



One can specify a number of preferences via the settings menu:

1. **Automatically update all Scankeys.** NOT YET APPLICABLE
2. **Display times in** hours (1.18 hours), in minutes (71.00 minutes) or hours and minutes (01:11:00)
3. **Use 24 hour working days.** If work is performed at night (e.g. from 11 p.m. - 4 p.m.)
4. **Overwrite event inside.** If an employee tags several times during this time when starting work, only the last start tagging action will be used, the same applies if the employee tags several times during this time when work starts.