

XLS bio & CompuTime101- Quick Setup Guide v1.3

CompuTime101 Software Setup Overview

Default Software Login: *User Name = Admin Enter Password = Password*

Recommended order of software setup:

- 1) Enter Upgrade Codes (if applicable) (*File→Software Utilities→Enter Upgrade Code*)
- 2) Setup global rules (*Edit→Edit Global Company Rules*)
- 3) Define Clock Sites (*Edit→Edit Clocks*) (refer to [Configuring Communication](#) section below for more details)
- 4) Define Departments (if applicable, a default department is already defined) (*Edit→Edit Departments*)
- 5) Define Shift Rules if applicable (*Edit→Edit Shift Rules*)
- 6) Enter Employees (*Edit→Edit Employees*)

Detailed CompuTime101 Software User's Guides are available from the Help menu of the software and Online at <http://support.computime101.com/>

XLS bio Clock Setup

Configuring Communication

If Using RS232 Serial:

Note: Please refer to the enclosed connection guide for a cable connection diagram

Note: RS232 serial communication does not require any setting changes at the clock.

- In the software select *Edit Clocks* from the *Edit* menu at the top menu bar
- A sample clock site is pre-configured for RS232 communication on Com Port 1 (If no site is defined, number the site 1 and press enter). To define an additional clock site, click the right arrow to move to a new record, enter the new site number, and press enter.
- Select Pin/Prox/Fingerprint as the model and RS232 as the communication style. If you know the COM Port number, enter it. If not, double click where the COM Port number should be and select yes to have the software auto detect.
- You can test the communication by clicking "Test" in the Edit Clocks window.

If Using TCP/IP Ethernet:

Note: Please refer to the enclosed connection guide for a cable connection diagram

Note: Connect the clock to the network/router, not directly to the computer's Ethernet port.

- In the software select *Edit Clocks* from the *Edit* menu at the top menu bar
- A sample clock site is pre-configured for RS232 communication on Com Port 1 (If no site is defined, number the site 1 and press enter). To define an additional clock site, click the right arrow to move to a new record, enter the new site number, and press enter.
- Select Pin/Prox/Fingerprint as the model and TCP/IP as the communication style. Enter the IP address of the clock (the default IP address is 192.168.1.201) and click the *Test* button to verify the connection. If you receive a "Comm Test OK" message you are done with this section, otherwise continue to the next step for advanced IP configuration.

----- Advanced IP configuration:

- Click the yellow question mark next to the IP address box to check the IP of your computer and receive a suggested IP address to use for the clock. Enter the suggested IP in the address box then go to the clock terminal to change the IP address (in the following menu section):

Menu→Options→Comm Opt→(IP Addr)

Note: The (NetMask) and (Gateway) settings are also required if connecting through a VPN or Port Forward

Once the correct IP has been entered into both the clock and the software, click the Test button in the software to verify the connection.

Using A USB Thumb Drive (aka Flash Drive):

Note: When using a USB Thumb Drive (aka Flash Drive) the software does not directly communicate with the clock.

- Connect the thumb drive to the clock using the small adapter cable (included with the thumb drive purchase)
- To download the punch data (aka attendance log) at the clock terminal go to **Menu→PenDriveMng→DwnLoad AttLog**

Note: If an Administrator is enrolled in the clock, Supervisor rights are required to access this menu

You should receive the message "Copy Data Suc". You may then press ESC to exit the menu and then unplug the drive.

- To Process (aka import) the punches (aka attendance data) into the CompuTime101 software first plug the thumb drive into the computer, then select *Process Punches From USB Key* from the *Poll / Process* menu at the top menu bar of the CompuTime101 software. On the form that opens click the yellow folder button, navigate to the thumb drive and select the attendance log file, then click the *Process Punch File* button.

- **Note:** Attendance logs are not cleared from the clock automatically. They should be cleared manually after they are processed. (but before employees make new punches at the clock).

To clear the attendance logs at the clock terminal go to **Menu→Options→System Opt→Adv Option→Del AttLogs→OK**

Setting the Clock Time

- The time can be set at the clock in the following menu section: **Menu→Options→System Opt→Date Time** (Use the up/down arrows to move through the fields and press OK to save or ESC to exit)
- **Note:** The hour must be set in 0-23 format (i.e. at 6am the hour should be set to 6, at 6pm the hour should be set to 18)
- The time can also be set from the CompuTime101 software. Open the clock list (select *Edit Clocks* from the *Edit* menu at the top menu bar) and click the *Set Time* button.

Adding Employees in the Software

Note: Employees must be manually entered into the software. They can then be uploaded from the software to the clock or manually entered in the clock. The *PIN (Clock) #* in the software must match the PIN number assigned at the clock.

- In the software select *Edit Employees* from the *Edit* menu at the top menu bar
- *Employee Name*, *Employee #*, *PIN (Clock) #*, and *Department* are required fields
Refer to the CT101 User's Guide for more details (from the *Help→Software User Guides* menu at the top menu bar)
- To upload employees to the clock select *Manage Employees* from the *File→Clock Utilities→Pin/Prox/Fingerprint Clocks (XLS Series)* menu.

Upload Employees from the Software to the Clock

You can upload employees from the software if you have the clock connected to the computer via RS232 or Ethernet. Refer to the *Manage Employees* section for more details.

- To upload employees to the clock select *Manage Employees* from the *File→Clock Utilities→Pin/Prox/Fingerprint Clocks (XLS Series)* menu. Once completed fingerprints can be added for the employees at the clock. Refer to the *Adding Fingerprints at the Clock* section for more details.

Adding Fingerprints at the Clock (Backup Enroll or New Enroll)

- Fingerprints can be added to the clock at the clock terminal in the following menu section: *Menu→User Manage→Enroll User*

Note: If the employee already exists in the clock (including if they were just uploaded from the software) it is a backup enrollment.

Note: If the clock indicates "Admin Affirm" after pressing the Menu button that means the clock menu is protected by an Administrator or Supervisor. At this prompt the admin should place their finger or enter their PIN+Password to access the menu.

Enrollment options are:

Enroll FP - The employee will be able to punch in/out with their fingerprint.

Enroll Pwd - The employee will only be able to punch in/out with a PIN number + password.

FP & Pwd - The employee will be able to punch in/out with a PIN number + password or a fingerprint.

- *Once the enroll method is selected and you are prompted for a New Enroll:*

For New Enroll - If the PIN does NOT exist in the clock yet Press OK, type the PIN number of the new employee you want to enroll, and press OK. The employee should place their finger 3 times following the screen prompts (**Note:** The employee should place the same finger all three times), then when prompted press OK to save the fingerprint. After the fingerprint is saved you can press ESC to exit or OK to enroll another fingerprint for the same employee.

Note: It is important to use the employees *PIN (Clock) #* from the software as the *PIN* at the clock.

Note: If the clock indicates "Error Enroll No" after entering the PIN then that number is already assigned to an employee, follow the instructions below for a backup enroll to add a fingerprint to the existing PIN.

For Backup Enroll - Press ESC to add a fingerprint to an existing PIN, type the PIN number of the employee you want to enroll a fingerprint for, and press OK. The employee should place their finger 3 times following the screen prompts (**Note:** The employee should place the same finger all three times), then when prompted press OK to save the fingerprint. After the fingerprint is saved you can press ESC to exit or OK to enroll another fingerprint for the same employee.

Manage Employees from the Software

Note: The clock must be connected to the computer via either the RS232 Serial connection or the TCP/IP Ethernet connection.

- Select *Manage Employees* from *File→Clock Utilities→Pin/Prox/Fingerprint Clocks (XLS Series)* software menu
- **Upload User Data to Clocks:** This will upload the employees listed (name, pin, password, fingerprint templates, supervisor status) to the clocks. If the employee already exists in the clock their information will be updated, otherwise they will be added to the clocks.
- **Download User Data from Clocks:** This will download user data (pin, password, fingerprint templates, supervisor status) from the clocks for employees listed in the software and update their information in the software based on their information in the clocks. Only data for employees that already exist in the software will be downloaded, new employees not already listed in the software will not be added to the software.

Adding an Administrator at the Clock

If no administrators are defined, any user can access the menu. Enrolling at least one admin **w/ SUPERVISOR ACCREDITATION** with a secure PIN or badge card is recommended.

- At the clock in the following menu section: *Menu→User Manage→Enroll Admin*

Enrollment options are:

Enroll FP - The employee will be able to punch in/out with their fingerprint.

Enroll Pwd - The employee will only be able to punch in/out with a PIN number + password.

FP & Pwd - The employee will be able to punch in/out with a PIN number + password or a fingerprint.

There are 3 admin levels (set as *Admin Accredit* in the clock menu):

Enroller - Limited rights; *Admin* - Almost all rights; *Supervisor* - All rights

Note: In order to properly use a USB Thumb Drive, the Administrator must have Supervisor rights.

Note: To add additional fingerprints for an administrator refer to the employee backup enrollment procedure.

Setting Daylight Saving Time

- At the clock in the following menu section: *Menu→Options→System Opt→DLST*

Set DLST=Y to use DLST or N to turn off DLST, Select Mode 1 to set exact dates

Enter DLST = Start Date/Time, Standard = End Date/Time

Start Date/Time is the second Sunday in March, 2:00am (2014 date is 3/9)

End Date/Time is the first Sunday in November, 2:00am (2014 date is 11/2)