

## Compumatic Utility General Use Guide

### General purpose and description:

The Compumatic Utility program was designed as a basic, stand-alone program to download punches, manage/sync employees, and set configuration parameters. It allows easy integration with third party Time & Attendance applications.

An activity.log file and a Punch.Log file will be created automatically if they don't exist. If they do exist, information will be appended to the existing files. Files in the dll folder must be copied to the Windows\System32 folder (done automatically by the installer) and zkemkeeper.dll must be registered (done automatically by the installer).

### Config Files:

cfg\_cleardata.ini sets the clear punches flag. Default value is yes. Change to no if you do not want punches cleared from the clock after they are downloaded. This flag is loaded when the software is opened. If the data in the ini file is changed you must close and re-open the utility for it to read the new setting.

### Clock Setup:

Add/Delete clocks on the Config form or edit the clocks.ini file to create a list of sites and ip addresses using the following format:

site IPaddress

site is the two digit site number. It must be two digits so use a leading zero for sites one through nine.

IPaddress is the IP address of the clock or public IP if connecting through a port forward. Use standard IP formatting such as 192.168.1.201

Separate the two items with either a comma or single space. The default site is:

01 192.168.1.201

### Command Line:

To poll a single clock, call the ctu.exe program and add the two digit site and ip address, separated by a comma. For example:

C:\Compumatic\_Utility\ctu.exe 01,192.168.1.201

To poll all clocks, call the ctu.exe program and add all. For example:

C:\Compumatic\_Utility\ctu.exe all (allhidden will hide the program when polling)

To get all user data from all clocks, call the ctu.exe program and add getall. For example:

C:\Compumatic\_Utility\ctu.exe getall

To get all user data from one clock, call the ctu.exe program and add get# and the two digit site and ip address, separated by a comma. For example:

C:\Compumatic\_Utility\ctu.exe get#01,192.168.1.201

To send all user data to all clocks, call the ctu.exe program and add sendall. For example:

C:\Compumatic\_Utility\ctu.exe sendall

To send all user data to one clock, call the ctu.exe program and add send# and the two digit site and ip address, separated by a comma. For example:

C:\Compumatic\_Utility\ctu.exe send#01,192.168.1.201

To send the pc time to one clock, call the ctu.exe program and add set# and the site and ip address, separated by a comma. For example:

C:\Compumatic\_Utility\ctu.exe set#1,192.168.1.201

## **Main Screen:**

Download Punches button will poll all clocks listed in the Clocks.ini file

Status window shows progress, also logged into activity.log file

Config button opens window to define clock sites and punch log file settings (name and location)

Utilities button opens window with advanced functions

## **Config:**

Punch File Path = Default path is the current directory of the ctu.exe program. Click Change to browse to a new folder, click Select Path to set the new path. The punch file name will not change.

Punch File Name = The default punch file name is Punch.Log. To change the punch file name simply type in a new name and click Save. Be sure to include the file extension (such as .txt or .csv)

Clock Site List = Populated from the clocks.ini file. Click Add Site to define a new site. Select a site from the list and click Delete Site to delete it. The site list will be saved as clocks.ini when the configuration form is closed.

## **Utilities:**

The clock dropdown list will be populated from the clocks.ini file

Select the site from the list or type in a site number and IP address using the same format as the clocks.ini file (it will not be added to the clocks.ini file)

Click test button to test connection to the clock. The utility will report success or failure, no data is transmitted.

## **Select A Config Function:**

Only the selected clock will be configured. Select a configuration function and click Send Config.

Send PC Time = sets the clock to the current Windows time

Collect In/Out ON = sets the clock to prompt the employee to select "Check-In" or "CheckOut". At the clock the up arrow is Check-In and the down arrow is CheckOut. In the punch log Check-In=0 and CheckOut=1

Collect In/Out OFF = Turns off "Check-In" or "CheckOut" at the clock. In the punch log all punches will have in/out status=0

Work Code ON = Sets the clock to prompt the employee to enter a work code after punching. The work code can be one to nine digits long. In the punch log the work code is in the same spot as the department code collected by the HandPunch

Work Code OFF = Turns off work code prompt at the clock

## **Select A Data Function:**

Only the selected clock will be configured. Select a data function and click Process.

Poll Selected Site = Downloads punches only from the selected site

Clear Admin/Supervisor Privilege = Will remove enroller/admin/supervisor privilege from all users in the clock. No users are deleted.

Clear All Data (Punches) = Will delete all punches in the clock memory. Configuration settings and users are not changed.

Clear All Data (Punches+Employees) = Will delete all users and punches in the clock memory. Configuration settings are not changed.

## **Get All User Data:**

Downloads and compiles user data from clocks (up to five finger templates, password, badge card number, admin status, name). File users\users.dat is a list of all user clock id numbers. New employees will be

added, existing employees data will be updated. If a specific clock site is selected, user data will be downloaded from that clock only. If the clock list is set to "Select Site", user data will be downloaded from all clocks.

**Send All User Data:**

Uploads user data to clocks (up to five finger templates, password, badge card number, admin status, name). File users\users.dat is a list of all user clock id numbers. New employees will be added, existing employees data will be updated. If a specific clock site is selected, user data will be uploaded to that clock only. If the clock list is set to "Select Site", user data will be uploaded to all clocks.

**Manage Users:**

Add new employees to be uploaded to clocks or edit user information. If any changes are made you must click the save button or the changes will be lost. This utility is universal for the XLS models (pin entry, badge card, and fingerprint) so some settings may not apply to your model.

**Set Option:**

Used to set various clock configuration options, only used with Compumatic support/instruction

**Special override files:**

Create noseconds.ini in the application folder to remove the seconds field from the punch log file

Create showverify.ini in the application folder to include the verify mode field in the punch log file