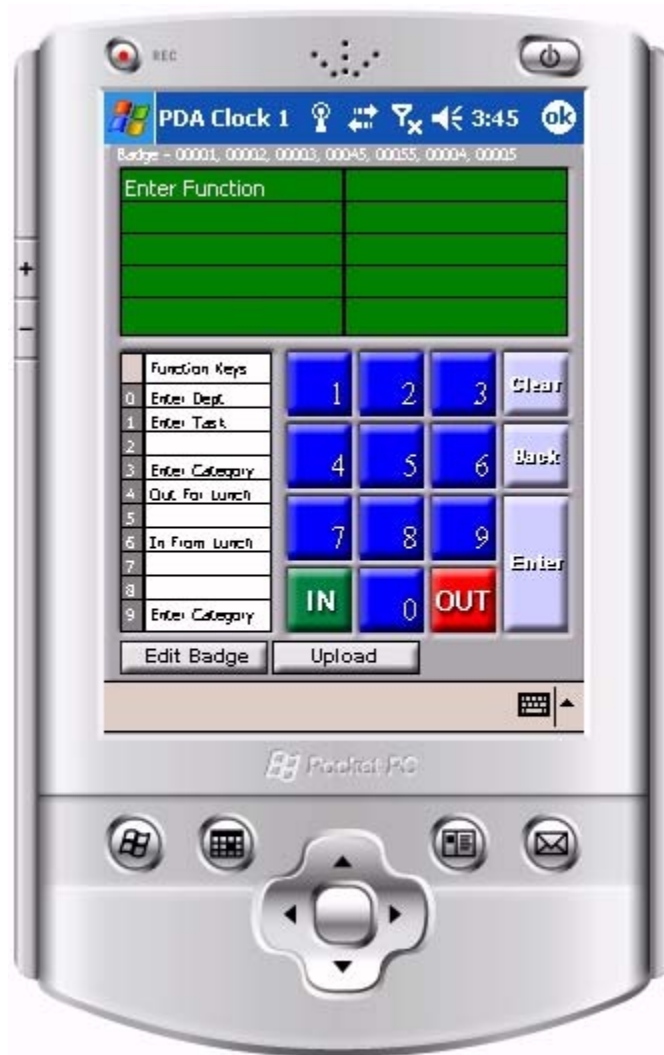




PDA CLOCK MANUAL



April 2009

Read This First

Welcome

Welcome to the Time America PDA Clock User's Guide. This manual is available on CD with every purchase of the PDA Clock module for the GENESIS PRO, GENESIS SQL, and TA100PRO software packages. This user guide is intended solely for use by the licensee. This guide describes the installation, basic set up, and operation of the PDA Clock program.

Accuracy of Information

The content of this manual is subject to change without notice. The proper installation and maintenance of the PDA program is contingent upon reading and following the instructions and procedures contained in the latest revision of this manual.

Additional Copies

Always be sure to save all materials included with your software package, including the CDs and manuals. If you should require additional copies, they may be obtained by visiting our website at www.timeamerica.com, or from your local Time America dealer.

Comments and Suggestions

Every effort is made to ensure that the information contained in this manual is accurate at the time of publication. If you find an error or omission please direct your comments to:



Time America, Inc.
Attn: Technical Publications
15990 N. Greenway Hayden Loop
Suite D-500
Scottsdale, AZ 85260

We welcome all comments and suggestions and are always looking for ways to improve service to our customers.

Software Release Version

PDA Version 1.01, to be used in conjunction with GENESIS PRO or GENESIS SQL versions 9.01J or greater, and TA100 PRO 3.01J or greater.

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Customer Support

Contacting Technical Support



For immediate issues with your PDA Clock program, please refer to this manual. You may also email technical support at support@timeamerica.com. Time America support representatives are available from 7:00AM - 5:00PM Monday through Friday, Mountain Standard Time (MST).

When Contacting Technical Support

Please have the following components readily available so that our technicians may quickly work to resolve any issues with your software:

- ❖ The version and serial number of your software.
- ❖ The version of your PDA Clock software.
- ❖ The name and version of your Operating System and the type of network being used. (If applicable)
- ❖ The model number or name of the data collection terminal.
- ❖ The model and system specifications of the host computer.
- ❖ The operations being performed when the error occurred.
- ❖ Any printouts, screenshots, or other display messages containing any useful error information.

Contacting Sales Support



To contact our sales team, you may send them an electronic message at sales@timeamerica.com, or phone at 1-800-227-9766*710.

Minimum Requirements

System Requirements



These requirements refer to the Genesis Pro, Genesis SQL, and TA100 PRO software systems. In order to run the PDA Clock program, you must have Genesis Pro, TA100 PRO, or Genesis SQL installed on a computer with the following system requirements.

- Windows 95/98/2000/NT/ME/XP
- Pentium III 500 or better.
- 128MB of total memory (RAM)
- A mouse, trackball, or other interface device.

Additional Requirements (PDA Clock)

NOTE !



To utilize the PDA Clock program, you must already have your PDA installed and configured according to the unit specification. If you do not have the PDA installed on the computer you wish to use PDA Clock on, you must configure it now in order to use the PDA Clock program.

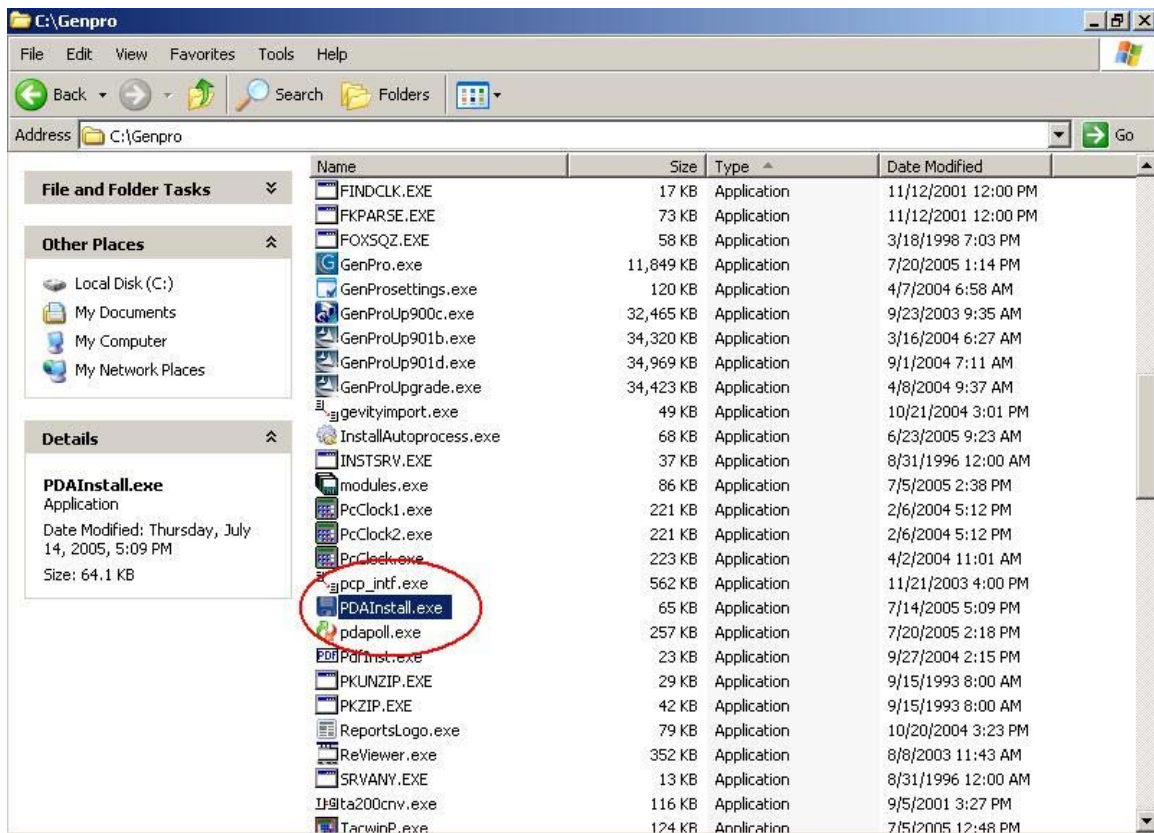
- 500MB of available disk space either on a workstation or accessible on a network drive.
- Additional space and an enhanced wide-area network connection may be required based on the number of employees, network distance, communication method, and the amount of live data contained in the system.
- Functioning PDA with cradle and attaching USB cable.
- The PDA Clock requires Genesis Pro/SQL 9.01J or greater and TA100 Pro 3.01J or greater. The PDA Clock does not function under older versions of these software programs.
- This installation was performed on a Dell, AXIM X50v PDA.
- Pocket PC 2002 and above.

Installing PDA Clock

This section of the manual covers the basic steps required in order to install the PDA Clock program and the PDA device. These directions should be interchangeable between Genesis Pro, Genesis SQL, and TA100 PRO. For this particular installation, Genesis Pro was used.

Installation

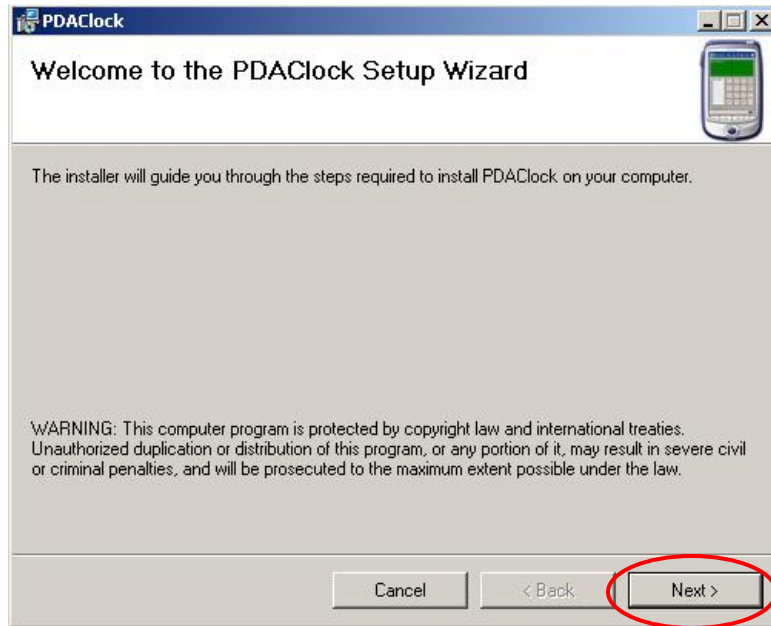
1. Make sure that you have previously installed the latest version of your software.
2. Browse to the appropriate software folder, and locate the file *PDAInstall.exe*.



3. Double Click the **PDAInstall.exe** file to begin installation of the program. After running the PDAInstall.exe file, the PDA Installation Wizard will initialize.

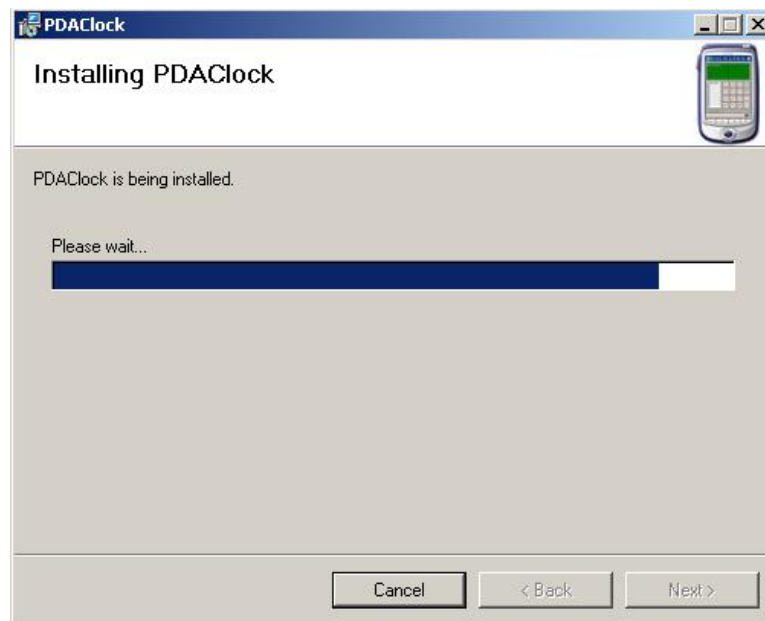
STOP !

Be sure that the PDA is powered on, cradled, and attached to the PC before attempting to install the PDA software.

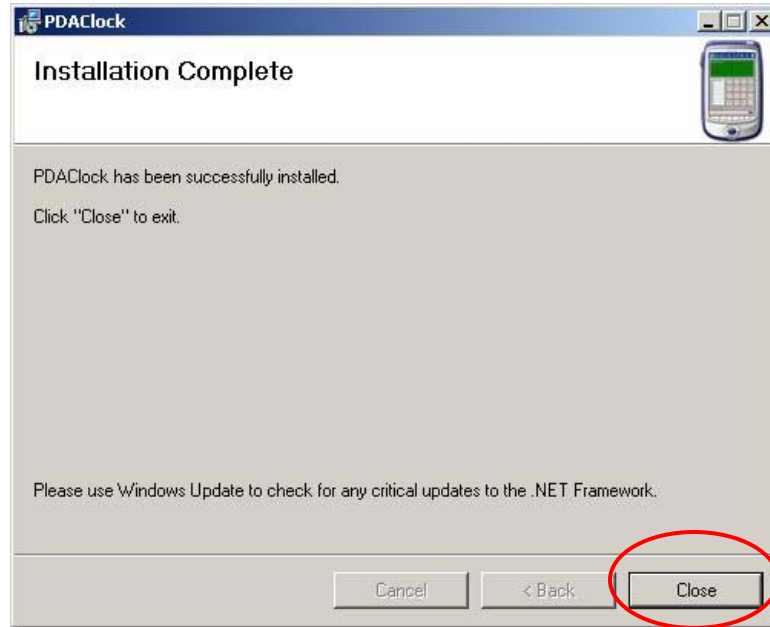


4. Click on **next** to confirm installation of the program. When you reach the next screen, *click next*, to begin the installation process.

The installation process will continue by installing the necessary components.



5. Click on **close** to complete the installation process and to close the dialogue box.

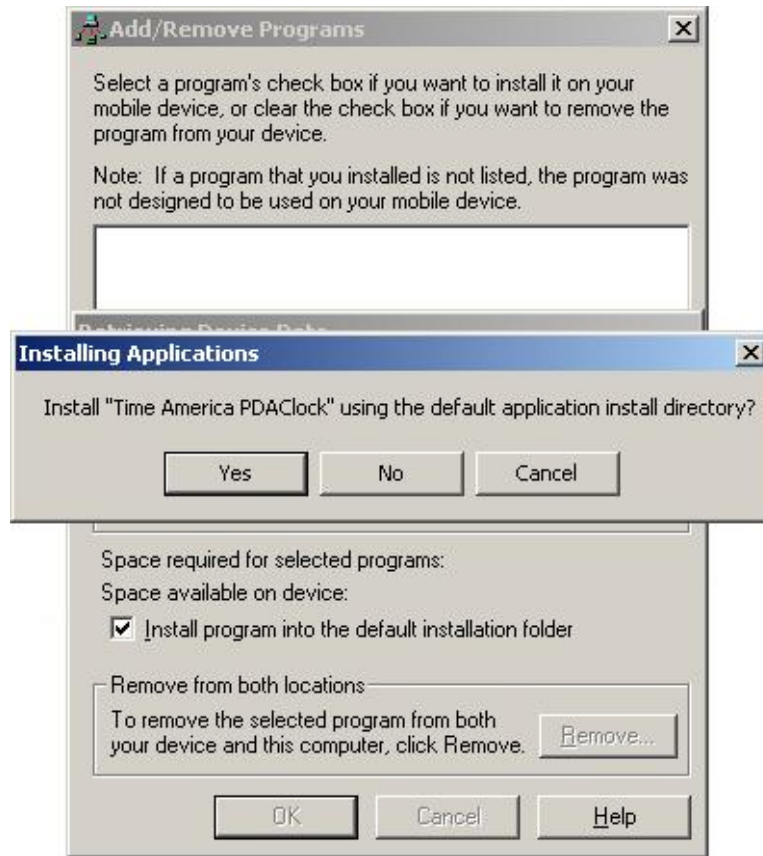


Selecting a Storage Location



After the installation process is complete, ActiveSync will initiate communication with your PDA device.

- To select the default storage location (recommended), *click Yes*.
- If your PDA is out of memory, or you wish to install the program on a different storage device, *click No* and specify an alternative device.



Completing Installation

After verifying a storage location, the PDA Clock program should be transferred successfully to the PDA. Depending on the make and model of the PDA, an audible tone or other confirmation dialogue boxes may appear and require attention.

Configuring the Software

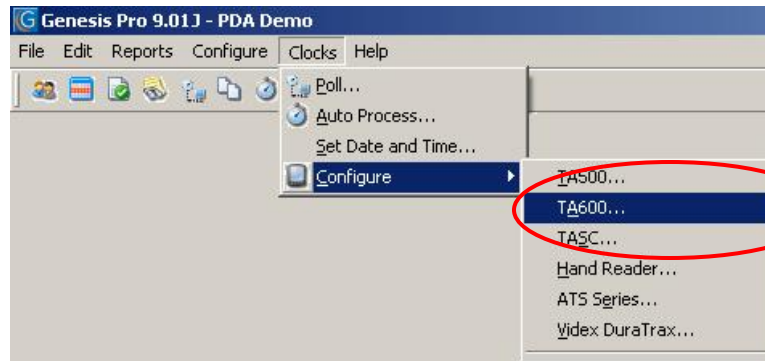


This section of the manual shows the necessary steps needed in order to configure the software to communicate with the PDA device. Each of the steps in this section should be interchangeable with Genesis Pro, Genesis SQL, and TA100 Pro.

Adding a PDA Clock

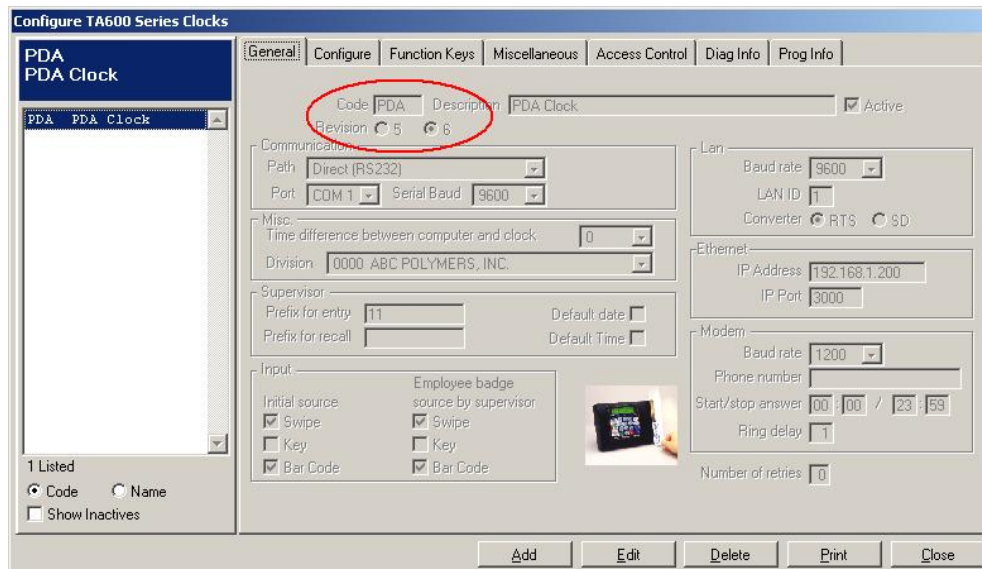
In order for the software to properly communicate with the PDA device, a clock must be added and configured to act as the recipient of the PDA's transactions.

1. Launch Genesis Pro, Genesis SQL, or TA100 Pro.
2. Log into the software as system operator. If there is an error logging into the system or you cannot remember your system operator username or password, please refer to the Genesis Pro manual, or the technical support section of this guide.
3. After logging into the software as system operator, *click **clocks**, click **configure**, then click **TA600***.

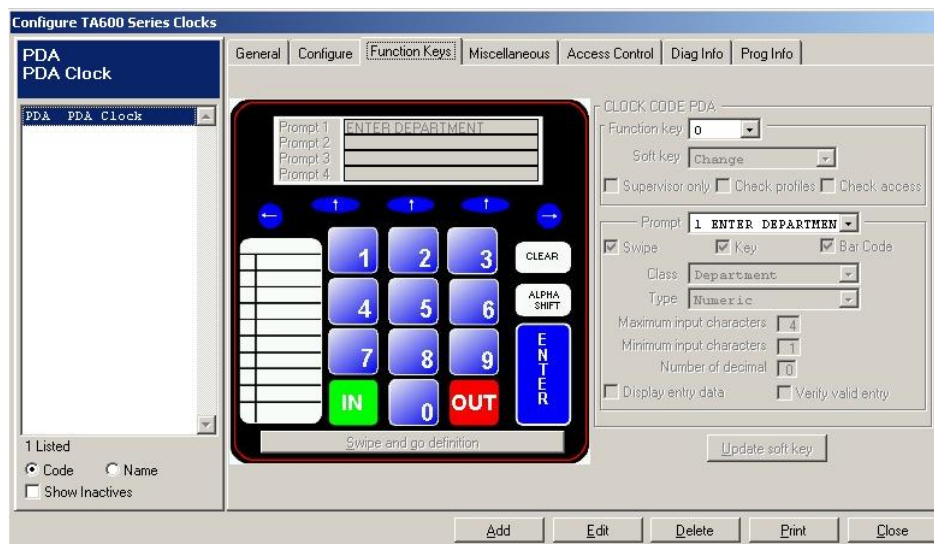


After clicking “TA600...” a configuration screen for the TA600 series clocks should appear. For Genesis SQL and Genesis Pro this screen will appear the same. At this stage, a new clock must be added to serve as the “PDA” within the software.

1. On the main clock screen, *click add*.
2. Be sure to set the clock code to “PDA” give the clock a description, and ignore the communication types.



3. Once the clock has been added, *click Function Keys* on the top tab to enter the function key editing screen. This screen can be used to configure and customize function keys for the PDA, but it is recommended to use the pre-defined function keys.



Here is a list of the pre-defined function keys:

Function Key	Definition
0	Change (department, job, step, etc)
1	None
2	None
3	None
4	Out for Lunch
5	None
6	In from Lunch
7	None
8	Supervisor Overtime Approval
9	Category Entry
In (10)	Clocked In
Out (11)	Clocked Out

NOTE !



The function keys for TA100 Pro are not customizable, however they will retrieve their settings automatically from the main company module.



STOP !

The PDA must be polled at least one time before the PDA Clock program can be used!

For more assistance on customizing and configuring function keys, please refer to the Genesis Pro or Genesis SQL manual(s).

Polling the PDA – Standard




After successfully adding a clock to the software, PDA Clock can now be used and polled. When the original installation of the PDA Clock program was completed, a shortcut was placed on the desktop of the host computer. The shortcut refers to a PDA Polling program that can be utilized to poll transactions from the PDA to the software.



PDA TIP !

When the PDA is polled it will simultaneously program the PDA as well.

1. *Double click* the **Poll PDA Clock** program on the desktop. 
2. When the polling program loads, there are two options to choose from: poll and exit. To poll the PDA device *click* the **poll** option.

When the PDA is polled, it will automatically send the transaction files to the software. The software does not need to be loaded for this process to work properly.

Polling the PDA – Network



You may also poll the clock via the network where the punches are constantly being transferred to the server from the PDA.

1. Create a share in your Time & Attendance software folder on the CLK (default) sub-directory.
2. In the PDA create a file in the application root folder – (PDACLOCK) called network.txt.
3. Inside the network.txt file must place share name [\\servername\CLK](#)
NOTE: *servername is the name of your system used in step #1.*



Working with PDA Clock

This section of the manual outlines the basic functions of the PDA Clock program within the PDA itself.

Launching PDA Clock



Depending on the make and model of the PDA, as well as the storage location specified earlier in the installation, the location of the program may vary. By default, the program installs itself in the “Programs” directory on the PDA.

1. While using the PDA stylus, *click* **Start**, then *click* **All Programs**. When the programs folder launches, PDA Clock should be located in the middle. *Click* the icon to launch the program.



Creating Transactions

The PDA Clock mimics the rest of Time America's hardware to simulate an actual time clock. Much like an actual time clock, PDA Clock shares all of the basic functions which were outlined previously in this guide. For more assistance on those functions, please refer to the functions section.

1. Use the stylus to *click* **Change Badge** on the bottom left side of the PDA Clock. When the change badge window appears, use the stylus and the PDA's appropriate input command to enter a badge number.



PDA TIP !

The PDA can be used by multiple employees. However, be sure to change the active badge number to make sure the transactions appear under the correct individual.

After confirming the badge number, the PDA Clock will return to the original screen. The new badge number will display at the top of the screen.

2. To clock in, out, take breaks, transfer, etc, simply use the stylus to *click* the appropriate function, and then *click* the **Enter key** (Ent). The PDA will display a prompt, confirming this transaction. If it is confirmed, the transaction will be stored in the PDA until it is polled.

Supervisor Module

The **Supervisor Module** is required to activate this feature. It is sold in blocks of 5 up to 30. This feature allows supervisors to create one transaction for multiple employees. A supervisor can perform any transaction for multiple employees at a specific time. However, the supervisor can not control the specific time it is according to the PDA. This feature is best used when the supervisor is required to create all transactions for multiple employees.

Basic Troubleshooting



This section of the manual is intended to offer basic troubleshooting assistance for the PDA Clock. For further assistance, please refer to the technical support section of this manual.

FAQ (Frequently Asked Questions)

Q: I've installed PDA Clock on my PDA and configured the clock in Genesis Pro but when I click to poll the PDA I get an error, "Mobile Device Is Unavailable."

A: Make sure that the PDA is powered on and attached firmly to the cradle. Be sure to double check the connection of the USB port from the cradle to your PC to ensure full connectivity.

Q: I made a change to my function keys in Genesis Pro / Genesis SQL, however my PDA isn't displaying the changes. What is the problem?

A: First, make sure that you poll / program the PDA. Once the PDA has been polled, check the PDA Clock program. If the changes still have not shown up, close PDA Clock, and re-launch the program in order to see the new changes.

Q: I successfully punched in, but when I handed my PDA to my co-worker to clock in, it just gives me duplicate punches and never punches him in. Why?

A: Check the "active" badge number. After clocking in on PDA Clock, be sure to click the **Change Badge** button on the bottom left, to change the badge number to anyone else that may use it.

Q: I have installed PDA Clock on my PDA and I've started creating transactions, but they are not showing up in Genesis Pro, Genesis SQL, or TA100 Pro software. Why not?

A: It is possible the "PDA Clock" has not been set up in the software yet. Make sure to check the section in this guide on setting up the clock in the software.

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