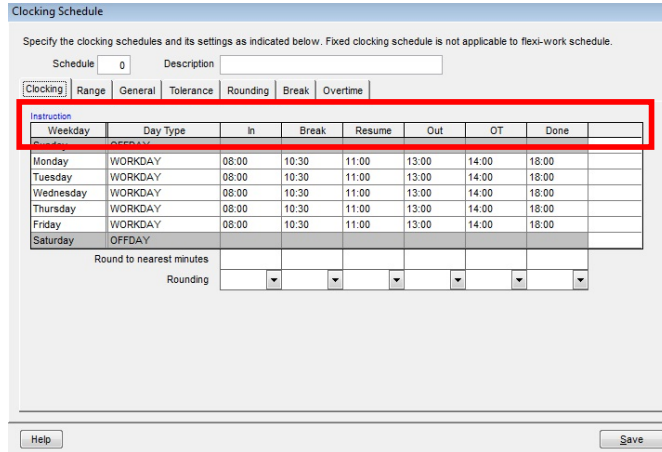


### Change headers of each clocking slots

Under certain conditions, you need to show users attendance data in all 6 columns, example there are 2 breaks in a working day scheduled as below

IN	Tea Break	Tea Resume	Lunch Break	Lunch Resume	Done
8:00am	10:30am	11:00am	1:00pm	2:00pm	6:00pm

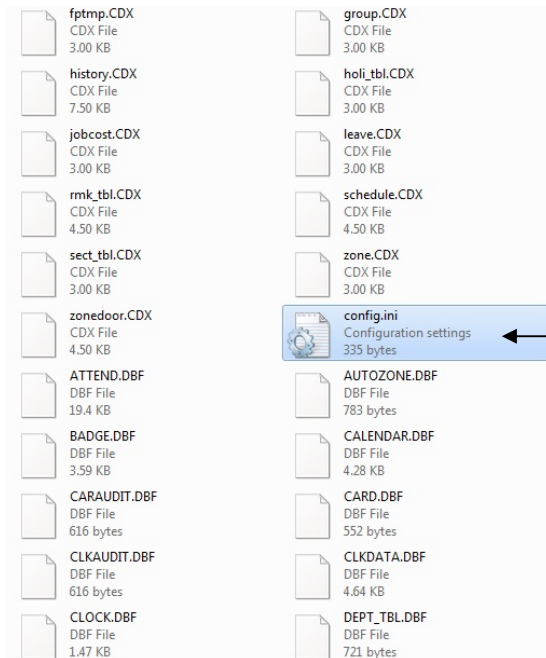
In previous TCMS v2, you will need to predefine the schedule as below,



Anyway you will feel the headers of each clocking is display not as you wanted, example Lunch break is display as Out. Therefore you can predefine the headers so they display, as you want to.

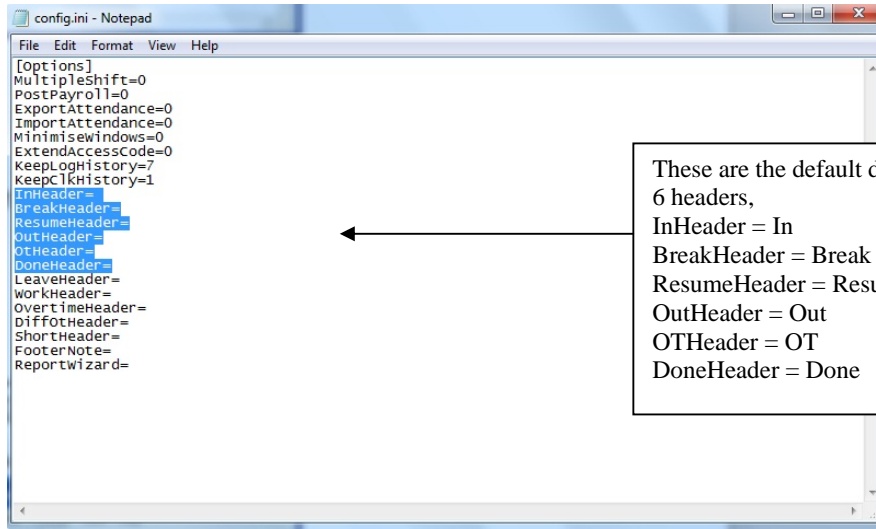
You will need to change these headers in CONFIG.ini file in the TCMS v2 folder.

#### Step 1 Open the CONFIG.INI file



Open the TCMS v2 folder in your computer and look for the CONFIG.INI. Make sure TCMS v2 software is not running during this time.

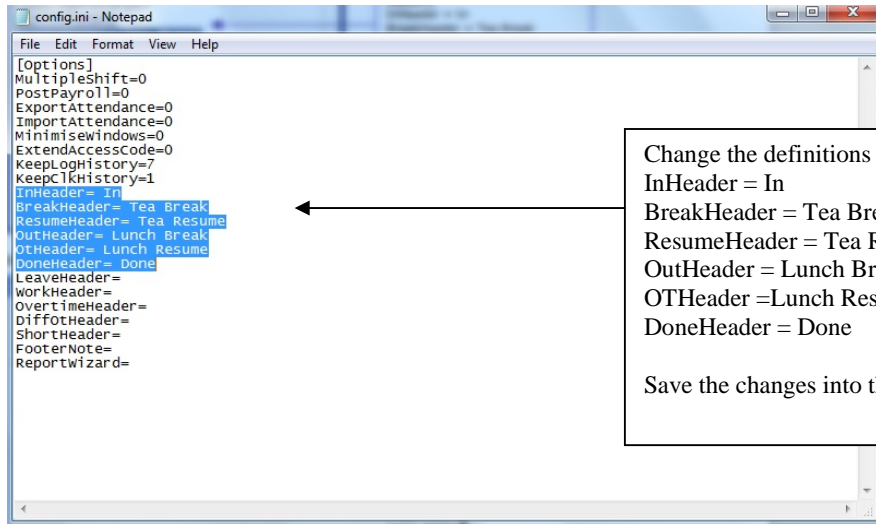
## Step 2 Look for the definitions of headers



```
config.ini - Notepad
File Edit Format View Help
[Options]
MultipleShift=0
PostPayroll=0
ExportAttendance=0
ImportAttendance=0
MinimizeWindows=0
ExtendAccessCode=0
KeepLogHistory=7
KeepCLKHistory=1
InHeader=
BreakHeader=
ResumeHeader=
OutHeader=
OTHeader=
DoneHeader=
LeaveHeader=
workHeader=
OverTimeHeader=
DiffOTHeader=
ShortHeader=
FooterNote=
ReportWizard=
```

These are the default definitions of all 6 headers,  
InHeader = In  
BreakHeader = Break  
ResumeHeader = Resume  
OutHeader = Out  
OTHeader = OT  
DoneHeader = Done

## Step 3 Change the definition of headers



```
config.ini - Notepad
File Edit Format View Help
[Options]
MultipleShift=0
PostPayroll=0
ExportAttendance=0
ImportAttendance=0
MinimizeWindows=0
ExtendAccessCode=0
KeepLogHistory=7
KeepCLKHistory=1
InHeader= In
BreakHeader= Tea Break
ResumeHeader= Tea Resume
OutHeader= Lunch Break
OTHeader= Lunch Resume
DoneHeader= Done
LeaveHeader=
workHeader=
OverTimeHeader=
DiffOTHeader=
ShortHeader=
FooterNote=
ReportWizard=
```

Change the definitions of all 6 headers,  
InHeader = In  
BreakHeader = Tea Break  
ResumeHeader = Tea Resume  
OutHeader = Lunch Break  
OTHeader =Lunch Resume  
DoneHeader = Done

Save the changes into the same file name.

## Step 4 Run TCMS v2

Clocking Schedule

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

Schedule  Description

Instruction

Weekday	Day Type	In	Tea Break	Tea Resume	Lunch Break	Lunch Resu	Done
Sunday	OFFDAY						
Monday	WORKDAY	08:00	10:30	11:00	13:00	14:00	18:00
Tuesday	WORKDAY	08:00	10:30	11:00	13:00	14:00	18:00
Wednesday	WORKDAY	08:00	10:30	11:00	13:00	14:00	18:00
Thursday	WORKDAY	08:00	10:30	11:00	13:00	14:00	18:00
Friday	WORKDAY	08:00	10:30	11:00	13:00	14:00	18:00
Saturday	OFFDAY						

Round to nearest minutes

Rounding

The headers are changed and it takes effect in Attendance Sheet and all reports.