

# FING @RTEC. USE OF WORK CODE IN TCMS V2

In TCMS v2, you can put in remark for a particular attendance of users. This is for reference for particular attendance. You may follow the steps as shown below to do the configuration.

#### Step 1

Open the Remark Definition.

Date / Hour format Day type Leave type Staff extended leave Reschedule staff roster	^
Day type Leave type Staff extended leave Reschedule staff roster	
Leave type Staff extended leave Reschedule staff roster	
Staff extended leave Reschedule staff roster	
Reschedule staff roster	
Clocking schedule	
Group duty roster	
Company & contact person	
Change password	
Preferred language	
Re-build database indexes	
Backup/Restore database files	
Department definition	
Section definition	
Remark definition	
What's new in this release ?	-
Configure	
Use this setting to key in the pre-defined remark for attendance.	
Apply Cancel	
-	Congramy A contact person Change password Preferred language Re-build database indexes BackupRestore database files Department definition Remark adrificion What's new in this release ? Configure Use this setting to key in the pre-defined remark for attendance. Δpply Cancel

Step 2 Configuring in Remark.

attendance.	1	You may add in any remark for
Remark	Code 🔺	reference and
Check in	00	also add in code
Check out	01	to represent each
OT in	04	remark.
OT out	05	
Going to meet client	18	Evample
Going to meet doctor	20	Example.
	-	Going to meet
To add a new record, press the down-arr bottom of the list.	ow key when it is at the	client –18
To remove a record, just erase the desc	ription.	Going to meet
		doctor – 20
Help	Close	
нер	Close	
Help	Close	doctor – 20

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## Step 3

Analyze the Terminal Audit List.

Description	User ID	Na	ne	Clocking	Transaction	NO Mode	Event	Error Card
2 Main Door	1002	Nicole		27/03/2012 18:03	00 Check in	Check-In		
2 Main Door	1001	Mark		27/03/2012 18:53	02 Check in	Check-In		
2 Main Door	1003	Oevid		26/03/2012 15:04	00:Check in	Check-In		
2 Main Door	1001	Mark		28/03/2012 15:04	00 Check in	Check-In		
2 Main Door	1002	Nicole		2003/2012 15:04	00 Check in	Check-In		
2 Main Door	1002	Nicole		28/03/2012 15:12	00:Check in	Check-In		
2 Main Door	1002	Nicsie		28032012 15 12	00 Check in	Check-In		
2 Main Door	1002	Nicole		25/03/2012 15:15	12 Going to meet client	Check-In		
2 Main Door	1001	10.84	_	2803/2012 15:15	20:Going to meet doctor	Check-In		-
r your selection criteri User D	ia for selective b From	tansaction v	ewing- To //	Trai	maction Event	Tel 7 43		
40					Cubie Cytvert	Espert	Burge	Çe
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### Remark:

Please take note that you may need to match the following codes to a corresponding reason. These combination of codes and reasons will be permanent.

Code 00 – Check In

Code 01 – Check Out

Code 04 – OT In

Code 05 - OT Out

You may use other codes for any reasons but do not mix with the above.

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