

FINGERTEC



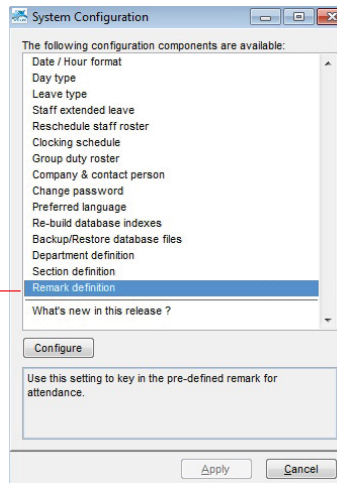
USE OF WORK CODE

IN TCMS V2
SUGGESTIONS & SOLUTIONS FOR 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

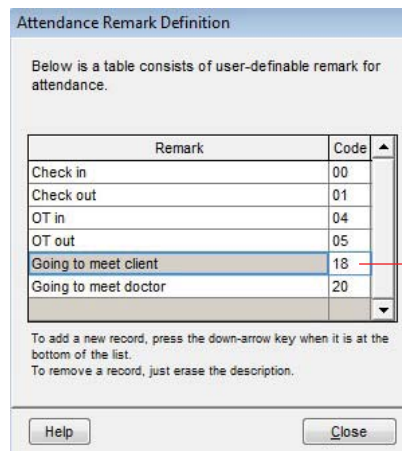
Open the Remark Definition.



Double click on the Remark definition.

Step 2

Configuring in Remark.



You may add in any remark for reference and also add in code to represent each remark.
Example:
 Going to meet client –18
 Going to meet doctor – 20

Step 3
Analyze the Terminal Audit List.

Below is the list of clocking data downloaded from clock terminal. Clocking record without '0' Set indicates current clocking fails to register clocking slot in the attendance sheet due to improper schedule.

ID	Description	User ID	Name	Clocking	Transaction	ID Mode	Event	Error Card
2	Main Door	1002	Nicole	27/03/2012 10:53	00 Check in	Check-in		2
2	Main Door	1001	Mark	27/03/2012 10:53	00 Check in	Check-in		2
2	Main Door	1003	David	28/03/2012 15:54	00 Check in	Check-in		2
2	Main Door	1001	Mark	28/03/2012 15:54	00 Check in	Check-in		2
2	Main Door	1002	Nicole	28/03/2012 15:54	00 Check in	Check-in		2
2	Main Door	1002	Nicole	28/03/2012 15:12	00 Check in	Check-in		2
2	Main Door	1002	Nicole	28/03/2012 15:12	00 Check in	Check-in		2
2	Main Door	1002	Nicole	28/03/2012 15:15	18 Going to meet client	Check-in		2
2	Main Door	1001	Mark	28/03/2012 15:15	20 Going to meet doctor	Check-in		2
2	Main Door	1003	David	28/03/2012 15:15	18 Going to meet client	Check-in		2

Enter your selection criteria for selective transaction viewing:-

User ID: From To Transaction Event Total

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Buttons: Help, Online, Convert, Export, Merge, Close

The work code and reason will shown automatically when previewing a Terminal Audit List.

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.