

TimeSearch is an attendance reporting software package, which works as part of the Morley range of Visikey access control management software products. TimeSearch is used to generate attendance reports from keyholder transactions. TimeSearch uses designated readers to accumulate keyholder transaction information, which is then presented in a report format according to user-selected criteria.

TimeSearch is an optional extra package, which can be purchased at the time of installation, or as an add-on option to the Morley access control system.

The accuracy of attendance reports is subject to the precision of the data collected. It is recommended that dedicated readers be used to collect keyholder information. Dedicated readers enable keyholders to register their attendance in an area. Alternatively, readers can be located on each side of doors (in/out), forming the main entrance and exits to the area.

TimeSearch Reporting

Reports are generated from the keyholder transaction information held in the Morley access control database. The database is where all of the transaction information for the access control system is held. The database can be archived, so that past events can be interrogated and recollected easily and quickly.

TimeSearch allows the user to select area for the search, selection of an individual or department in which to concentrate the search and to select the timeframe for the report. The following notes detail the specific search options and report presentation.

Installing TimeSearch

TimeSearch is available in floppy disk and CD-ROM form. With the TimeSearch pack purchasers will receive a set of installation notes, set-up notes and a set of instruction/operation notes. TimeSearch is a Morley specific product and requires that Morley access management software be available.

When installing TimeSearch, either in a new or existing installation, first ensure any configuration data is saved to hard disk or floppy (see Morley management software manual).

Insert Floppy Disk #1 or the CD-ROM into the relevant drive within the PC.

Select 'Run' from the 'Start' menu. Then type in the drive letter for your Floppy/CD drive, followed by setup ie D:\setup

Once running, follow TimeSearch 'Install Wizard'.

Starting TimeSearch

TimeSearch is selected by double clicking on the icon located on the PC screen.



Shortcut to TnA.exe.lnk

Opening the application will open the TimeSearch report screen. A typical report screen is shown below;

Morley Electronics T & A Report Utility

T & A **MORLEY**
E·L·E·C·T·R·O·N·I·C·S·L·T·D

Department Names:
 Full Access

Keyholder Names:
 123456789012345: Iso, Mr 15 chr

Include Days:
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Report Area:

User Identifier:

Report Options:
 Use Standard Hours Standard Hours:

Report Period:
Start Date: Start Time:
End Date: End Time:

Menu Selection

The following instructions detail the report content and type selection for TimeSearch;

'Area' Selection



Report Area: Main Building

The 'Area' selection menu is used to set the area in which TimeSearch will search for the T&A transactions. Any of the areas set up in the Morley access control system software can be used as the basis for TimeSearch reports.

Departments



Department Names:

Full Access

Users are able to select interrogation restrictions by ticking the departments which are to be included in the report. When selected, only keyholders from the selected departments will be included in the report. However, if no selections are made (i.e. No departments ticked) then the report is generated from all eyholders entering/leaving the selected area.

Keyholders

Keyholder Names:

<input type="checkbox"/> 123456789012345: Iso, Mr 15 chr
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Reports can be further focussed to individual keyholder selection. To restrict the report to particular keyholders, place a tick against the name in the keyholders list box. Only selected keyholders will be included in the report. However, if no selections are made (i.e. No keyholders ticked) then the report includes all listed keyholders entering/leaving the selected area.

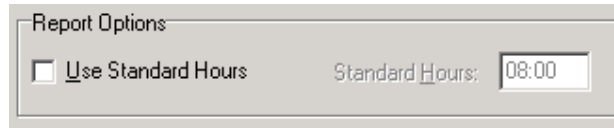
Included Days

Include Days:

<input type="checkbox"/> Sunday
<input checked="" type="checkbox"/> Monday
<input checked="" type="checkbox"/> Tuesday
<input checked="" type="checkbox"/> Wednesday
<input checked="" type="checkbox"/> Thursday
<input checked="" type="checkbox"/> Friday
<input type="checkbox"/> Saturday

This option selects the days upon which the report is based. Days are selected by placing a tick next to each of the days to be included. Note that selected days must be consecutive for the report to summarise attendance. If alternate days are required, then separate reports should be run.

Standard Hours



Report Options

Use Standard Hours Standard Hours: 08:00

On occasion, it may be that a keyholder has not presented a token when entering or leaving the area. In these circumstances, the database will show only one start or stop transaction, with a summary unavailable. The standard hours option allows a user to assume a standard working day for the purposes of the report.

To limit the number of hours per day, which can be recorded, tick **the Use Standard Hours** check box and enter a value in the **Standard Hours** field. The **Standard Hours** selection box allows the user to enter a value in 24-hour clock form, including minute's selection.

Report Period



Report Period

Start Date: 20/02/2004 Start Time: 00:00:00

End Date: 20/02/2004 End Time: 23:59:59

Today This Week This Month

Yesterday Last Week Last Month

The Report Period enables the user to select report **Start Date** and **Start Time** and the report **End Date** and **End Time**. **Start Date** and **End Date** dates can be entered manually or selected from a date menu by clicking on the arrow icon at the right side of the Start/End date selection box. **Start Time** and **End Time** can be entered manually or scrolled via the backward and forward scroll buttons on the right side of the Start/End time selection box.

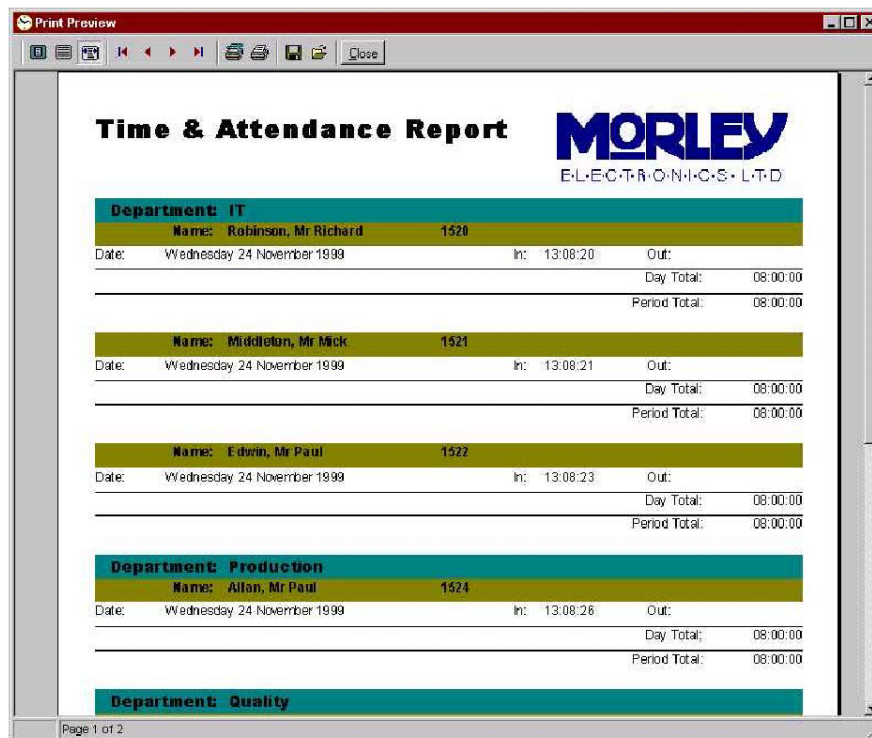
Report Short Cut Buttons

Morley have included a number of attendance report short cut buttons. The short cut buttons provide an easy way to select commonly used report ranges.



The Final Report

Once all of the parameters have been set, the report can be generated. Click the report button to display a preview of the final report form. Generation of the report can take a little time for larger databases, as the report generator interrogates transactions. To assist the user, a percentage progress count is displayed in the bottom left corner of the screen.



Report Options

Once displayed, a number of options are available to the user;



Resizing the report – users can resize the report, show a 100% presentation, or zoom the report to fit the screen



Navigation buttons – Allowing the user to move between the pages of the report



Configure and Print the report – these selection buttons activate the Windows configuration and printer selection screens



Saving the report – TimeSearch allows users to save reports in a number of different formats including;

- Excel file format – Output as Microsoft spreadsheet data
- HTML – Enables user to set up a web page display for report
- CSV (Comma Separated Values) – Standard spreadsheet data output

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