

# Clear Systems Limited

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## Technical Bulletin.

### TimeVision – Installing and Getting Started

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#### **Installing**

Please take time to read the TimeVision Setup Manual from the installation CD before installing the terminal or the software.

The terminal will require a nearby mains power socket for its plug-in power supply.

It is highly recommended that the terminal be setup with a network connection on the same network as the PC that will be running the TimeVision software – if you are unsure about this please consult your IT / networking support people.

Even if you intend to use the USB interface to download clockings, it is easier to setup employee details in the software and upload these to the terminal via the network rather than having to enter them twice at the terminal and the PC.

If you are using Windows Vista or Windows 7 we recommend that you disable User Access Control (UAC, see <http://bit.ly/rkd27v>). UAC messes with both the TimeVision data locations and registry keys. If you have to have it enabled then do not change its settings once TimeVision is installed, otherwise you could end up with the live data split and inaccessible over different folder locations.

#### **Software Registration and Support**

TimeVision is shipped direct from the UK manufacturer, Computime UK who handle software licensing and registration. When you install the software it will require you to complete a registration form. If the PC has access to the internet registration is done automatically otherwise you will need to fax the details to Computime or contact them by telephone on: 0113 230 2002.

Once TimeVision is registered and authorised then your primary contact for ongoing help and support is Clear Systems. We provide help with installation and initial setup for free for the first month, after then we encourage you to sign up for Annual Telephone Support for a modest fee of £95 per year @ <http://bit.ly/o2Z43v>.

#### **Employee Registration**

Again please follow the instructions in the TimeVision Setup Manual. If the terminal is connected to your network then for proximity card systems all the employee card allocation and setup can be done from the TimeVision PC software. The card number to use for RFID number is the left-most long number printed on the card, but it must be entered without the leading zeros. For fingerprint systems you have to register the employees' fingerprints at the terminal, but again the rest of the details can be entered in the TimeVision PC software if the terminal is connected to the network.

#### **Schedules, Groups and Employees**

The way employees work is defined in the Schedules. The link between Employees and Schedules is via Groups – in that an Employee is defined as belonging to a Group, and a Group can have one or more Schedules belonging to it. This allows the system to automatically choose the appropriate Schedule from an Employees Group – depending on the first In Clocking of the day/shift.

For this to work and also for unexpected In Clockings to be correctly processed it is essential that at least one of the Schedules in a Group has the Latest Clocking In Time set to 23:59 (the default).

For over-night working the Latest Clocking Out Time should be set beyond midnight – e.g. 29:59 for clocking out before 6am.

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The information contained in this document is correct to the best of our knowledge. However, where third-party products are involved we cannot be held responsible for errors and omissions – please check with the manufacturer for up to date information.

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