Time recording - guide for Carus ARGOS-

1. Introduction

   Carus ARGOS can also be used as a time recording terminal as of version 5.026. The access times are stored in the terminal and can be imported with the PC tool "FacePCT". Using the imported timestamps, the working times can be exported either as Excel files, as PDG files or as RTF files. So far only the time recording on a single terminal is supported.

2. Create employee file

   Employees must be stored only in the ARGOS terminal, not in the Face PCT-Tool.

   This is done in the WEB interface under the menu item "access control". For time recording, each employee must be assigned a personnel ID, as this is used as a unique key during the time recording. The personnel ID is also displayed in the working time reports.

   Afterwards PIN-number or RFID-card can be enrolled for each employee (see quick start guide for enrollment).
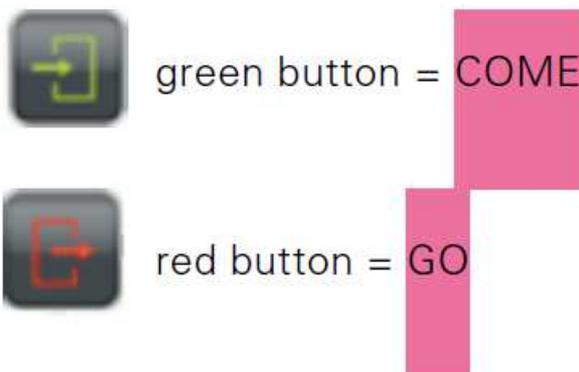

3. Activate time recording

   In order to activate the time recording, change to "menu configuration" in the Web interface. Select "time recording" at the menu item "Interaction on access".
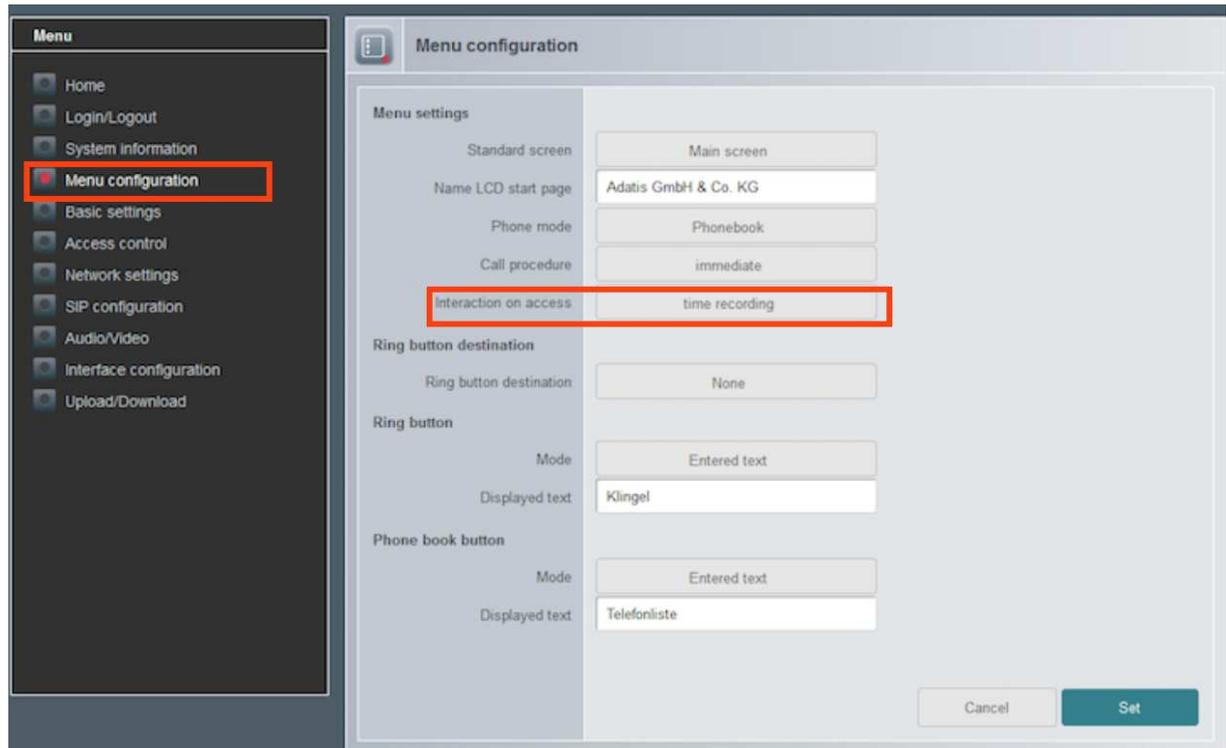
4. Record working times
   If time recording is activated, the access screen is displayed with two additional buttons for each recognition via PIN or RFID.

green button = COME

red button = GO

5. Configure time recording via Face PCT
   In the FacePCT, time recording is configured via the menu item "File →Time Recording →Settings"

- IP addresss: The IP address of the access terminal must be entered here
- Company name: Company name to be displayed on the reports
- Language: The language in which the reports are created
- Pause times: If pause times are set automatically, breaks can be inserted either after fixed working time periods or at a fixed time of the day.
If employees are to log out for the breaks, nothing is specified here.
It is possible to og in and out several times a day.

6. Download data from the terminal
In the FacePCT you can use the menu item "File →Time recording →Import" to get to the bookings of a specific month or the current month. This can be current month (eg for backup) or 11 previous months.

7. Save bookings

It can be useful to save the bookings for the current month. For this purpose, the postings for the current month are first imported.

Then they are saved as *.dat file with the menu item "File →Time Recording →Create report". Typically, the bookings of the previous month are imported at the beginning of the month to create a time recording report..

7.1. Excel sheet

All employees who have logged in at least once during the last month are displayed separately in the worksheet. If days have no COME or GO bookings, these days are displayed in red. In the Excel sheet, it is possible to enter missing times. If you want to add whole days, you can do this by inserting a line. In order for the working time to be recalculated after a correction, this field must be copied from the line above or below.

7.2. RTF documents

This option is used to create employee postings as separate RTF documents. Time corrections are possible in this format, but the working times and totals must themn be calculated manually.

7.3. PDG documents

Tis option is used to create employee bookings as separate PDF documents. Time corrections are not possible in this format.

8. Export

There is the possibility to transfer the bookings into formats of time recording software. So far only Reiners SCT is supported. On request, however, other formats can also be implemented.