

**TIMELINK 4000**  
**USER MANUAL**  
**UM01256.B**

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# 1. INTRODUCTION

This manual contains information for users of the *TIMELINK 4000* Time and Attendance system.

The manual is organised into sections dealing with how to clock in and out and the functions of the enquiry and visit mode keys. Where possible, information on each section has been included on a single page so that relevant sections may easily be photocopied.

The format of the display when clocking in or out is shown in Appendices A, B and C and a list of error messages is shown in Appendix D.

Throughout the manual *TIMELINK* screens are shown as below :-

<b>THU 14 JUL 1994</b> <b>8:56:40</b>
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Instructions for programming *TIMELINK* may be found in the Installation Manual. Information relating to the supervisor functions may be found in the Supervisor Manual. Where this manual refers to the Installation or Supervisor menus, the menu items which must be selected are listed together with a number representing the keys which should be pressed (e.g. Installation Menu, Groups, Group G, Display Totals - I5.G.9).

Visit mode is enabled or disabled in the Installation Menu (Installation menu, Options, Visit Mode - I8.1).

Display formats are also selected in the Installation Menu (Installation Menu, Groups, Group G, Display Totals - I5.G.9).

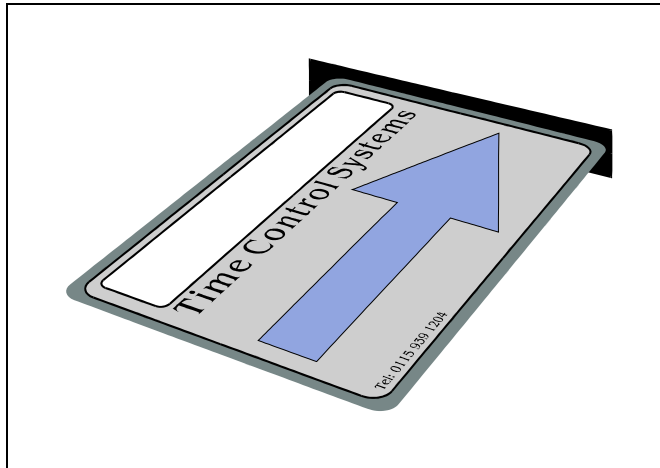
## 2. HOW TO CLOCK IN AND OUT

To clock in or out, simply insert your clock card in the *TIMELINK*.

If you are currently clocked in, you will be clocked out and if you are currently clocked out, you will be clocked in.

Hold the card with the arrow on the top and pointing towards the *TIMELINK*.

Push the card into the slot of the card reader until it reaches the back.



At this point the *TIMELINK* displays the message :-

**REMOVE CARD**

Remove the card from the reader. If the card is read successfully, the *TIMELINK* gives a short beep and displays your name and totals for approximately 5 seconds.

If the *TIMELINK* is unable to read the card, it gives a long beep and displays an error message. If this happens, make sure the arrow is pointing the right way as shown above and that the card is inserted smoothly into the reader.

As soon as the display shows your name, your card has been logged and another employee may clock in or out immediately.

## 3. ENQUIRY KEY

If you press the enquiry key :-



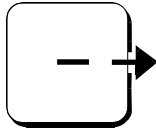
before inserting a card, the following message is displayed :-

**ENQUIRY  
INSERT CARD**

If you now insert your card, the *TIMELINK* displays your totals WITHOUT clocking you in or out.

## 4. VISIT KEY

If Visit Mode is enabled and you press the Visit Key :-

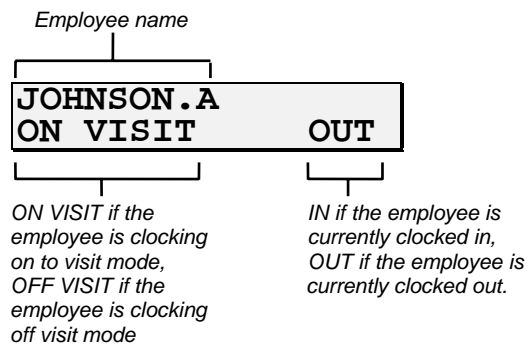


before inserting a card, the following message is displayed :-

**VISIT MODE  
INSERT CARD**

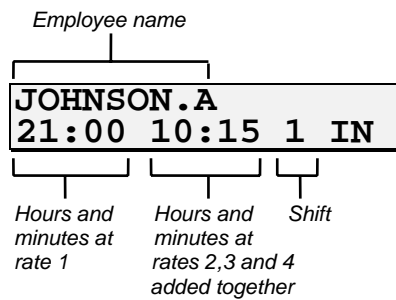
If you now insert your clock card, if previously allocated to visit mode, you will be taken off visit mode and vice-versa (i.e. your visit mode status is toggled).

The format of the screen when you use the Visit Key is shown below :-

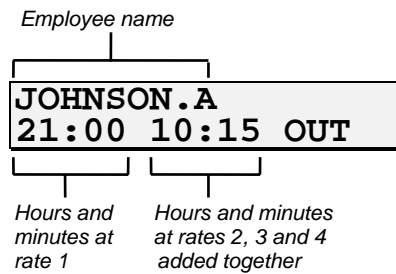


# APPENDIX A - WEEKLY TOTALS FORMATS

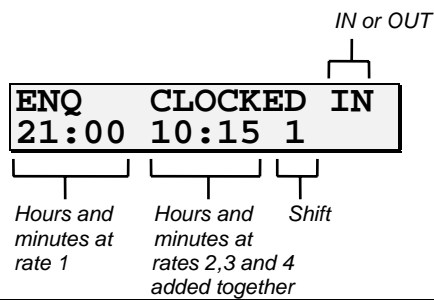
## CLOCK IN



## CLOCK OUT

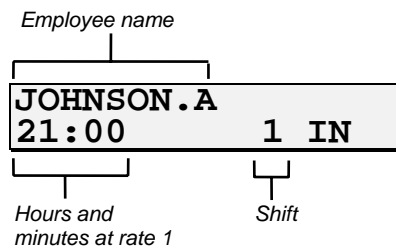


## ENQUIRY

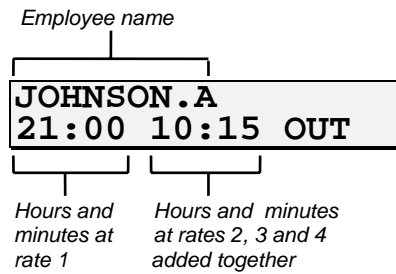


## APPENDIX B - GRAND TOTALS FORMAT

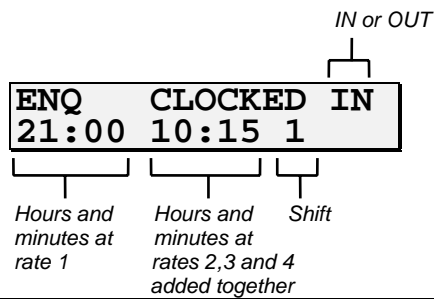
### CLOCK IN



### CLOCK OUT

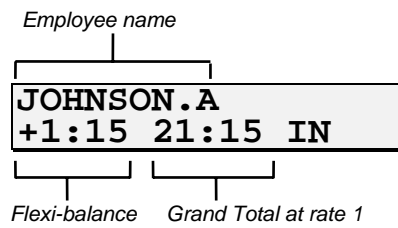


### ENQUIRY

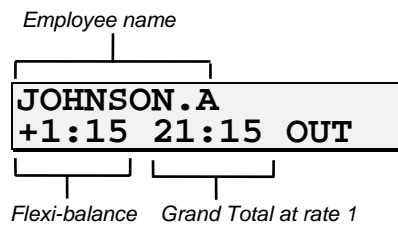


## APPENDIX C - FLEXI-BALANCE FORMAT

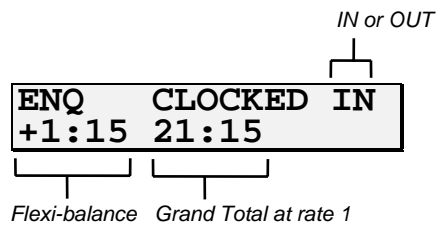
### CLOCK IN



### CLOCK OUT



### ENQUIRY



## APPENDIX D - ERROR MESSAGES

### CLOCK IN WITHIN 2 MINS OF OUT

The employee attempted to clock in within 2 minutes of clocking out. The minimum time between clockings may be programmed (Installation Menu, Options, In/Out Within - I8.4).

### CLOCK OUT WITHIN 2 MINS OF IN

The employee attempted to clock out within 2 minutes of clocking in. The minimum time between clockings is the same for both clocking in and clocking out.

### \* LOCKOUT \* \* NO CLOCK IN \*

The employee has been prevented from clocking in by a lockout band. The lockout may be overridden by the Supervisor (Supervisor Menu, Lckout Ovrde - S3). Lockout bands may be programmed individually for each group (Installation Menu, Groups, Group G, Lockouts - I5.G.7).

### \* LOCKOUT \* \* NO CLOCK OUT \*

The employee has been prevented from clocking out by a lockout band. Again the lockout may be overridden by the Supervisor.

### LOCKOUT-SHIFT? 1 1 3 5

The *TIMELINK* has been programmed to prevent the employee clocking in without specifying which shift to clock on to. The second line displays a list of available shifts. After entering the correct shift number, the employee presses the ENTER key to clock in. This feature is programmed in the same way as for standard lockouts (Installation Menu, Groups, Group G, Lockouts - I5.G.7).

### BAD READ

The *TIMELINK* detected data on the card but was unable to decipher it.

### CANNOT READ CARD

The card was inserted with the magnetic stripe in the wrong position. The card must be inserted with the stripe on the bottom and on the right of the card.

### INVALID CARD

The *TIMELINK* did not recognise the format of the data on the card.

### **UNKNOWN EMPLOYEE**

The card has not been added to the system. Before cards can be used, they must be allocated to an employee (Supervisor Menu, Add Employee - S4).

It is also possible in multiple *TIMELINK* systems that the employee is allocated to another *TIMELINK* and that there is a network fault preventing communication between the *TIMELINK*s.

### **NETWORK FAULT**

There is a problem with the network which prevents *TIMELINK*s communicating.

