

BUTTONS : ISSUE OF BUTTONS WITHOUT A BUTTON READER

It is possible to issue buttons to employees without the use of a button reader, but we do suggest that a button reader be purchased as it greatly simplifies the issuing of buttons.

To issue a button without a button reader, follow the steps below (The employee should already be in the system):

1. Click on the Main Screen on: Tables.

2. Click on No. 2 in the yellow block: Master tables.

3. Select from the options on the right hand side in pink/blue: Buttons.



4. Click on the option at the bottom right hand side: Delete unallocated buttons. All un-issued buttons will be deleted from the list.



5. Insert the memory module in the clock and have the buttons that need to be allocated ready. (If a portable clock, no memory module applicable).

6. Scan the buttons on the clock; one after the other.

7. Take the memory module out of the clock and insert it into the docking station which is connected to your computer (In the event of a portable clock, the clock itself must be connected to the computer).

8. Click on: Read data.



9. Click on the Main Screen option: Personnel.

10. Click on the option: Button assignments.



11. Select from the options on the right hand side in pink/blue: Issue a new button to an existing employee.



12. Select a button number from the drop-down list.

13. Select the employee's name.

14. Select the date from which the button needs to be allocated to the employee, typically today's date.
15. Repeat the process for all the other buttons / employees.
16. Ensure that the memory module is inserted in the docking station (In the event of a portable clock, the clock must be connected to the computer).
17. On the Main Screen select option No. 6 in yellow: Export of names to clock.

6. Export names to clock

18. Insert the memory module in the clock. The memory module will now be ready for use (In the event of a portable clock, ignore this step).
19. Test the buttons on the clock to see if they were correctly assigned.