

Managing a Time Clock Station

The time clock stations manage web-enabled time clocks.

Click System Setup under Configuration in the left navigation bar. Click HTTP Clocks to see a list of the available time clock stations. You can:

- Change the name of the station.
- Synchronize with the system more or less frequently.
- Enable or disable transaction or rejection logging. The station activity log is a transaction activity record between the web-enabled time clock and the system.
- Add a supervisor.

webnet		
Basic	Name: : webnet Model: WebNet Equipped Hand Reader Serial Number: 123456 Synchronize every 60 minutes.	Change
Time	Time Zone Offset: Same As Corporate Date and Time Synchronized with Host.	Change
Logging	Transaction Logging Enabled. Rejection Logging Enabled.	Change
IDPunch3		
Basic	Name: IDPunch3 Model: IDPunch 3 Serial Number: 456789 Synchronize every 60 minutes. Synchronization begins on 21 minute.	Change
Time	Time Zone Offset: Same As Corporate Date Format: MM/DD/YY Date and Time Synchronized with Host.	Change

The following table describes the options you can select for each time clock station. Access the Basic, Time, or Logging fields by clicking Change next to the property you want to edit.

Note: Avoid making changes unless you understand their impact upon the clock. Make note of any changes.

Field	Description
Name	A descriptive name given to this time clock.
Model	The type of clock
Serial No.	The serial number of the time recorder. The serial number is critical because it associates the time recorder with your database.
Sync Mode	The default mode allows the time recorder to initiate communications with the hosting system at a frequency defined by the Sync Interval and Sync Offset values.
Sync Interval (Mins)	The number of minutes between clock-initiated synchronization operations.

Field	Description
Sync Offset (Mins)	The number of minutes offset from the top of the hour to determine when the sync operation should start. For example, if the Sync Offset is 21, the first synchronization is initiated at 21 minutes past the hour. The Sync Offset balances system load, preventing all synchronizations from occurring simultaneously.
Log Transactions	When enabled, each transaction is logged in the Station Activity Log.
Supervisors	Click link to add a supervisor who can perform special functions at the clock.