



Readykey for Windows

Attendance Reporting

By using designated readers to record entry and exit times of personnel, the actual number of hours an individual spends on a site can be calculated over a period of days, weeks or months.

How reports are generated

The Readykey for Windows system records keyholder movements (transactions) on the PC hard disk. This allows transactions to be reviewed at a later date.

Attendance reports are generated by the user nominating certain readers on the site as 'IN' and 'OUT' readers. The transaction files are then searched for keyholders and for the times they gained access to and from these areas. The total hours each individual spends on site each day can then be calculated by using the IN and OUT times.

It is strongly recommended that designated 'IN' and 'OUT' readers are used, so that system users find it easier to use the system properly.

The system can compensate for users forgetting to use an 'IN' or 'OUT' reader by substituting predefined standard hours. Data from reports can be exported to an ASCII text file for use by other packages.

Report Options

- Sort by surname
- Start of day
- Entry and exit times
- Total hours

Requirements

The attendance reporting module is a saleable option.
Part No. K6110-A.

For further information call
Radionics and ask for:
Readykey for Windows
Attendance Report datasheet.

BROWN A SALES AND MARKETING				TRAINING AND TECHNICAL SUPPORT		
05/1/96	IN	08:11	OUT 17:26	HOURS	09:15	
TOTAL FOR DAY				05/1/96	09:15	
05/1/96	IN	08:20	OUT 18:19	HOURS	09:59	
TOTAL FOR DAY				06/1/96	09:59	
07/1/96	IN	08:22	OUT 19:28	HOURS	11:06	
TOTAL FOR DAY				07/1/96	11:06	
08/1/96	IN	08:01	OUT 18:54	HOURS	10:53	
TOTAL FOR DAY				08/1/96	10:53	
09/1/96	IN:	08:17	OUT: ** : **	HOURS:	** : **	
	IN:	08:26	OUT: ** : **	HOURS:	** : **	
	IN:	12:27	OUT: ** : **	HOURS:	** : **	
	IN:	13:11	OUT: ** : **	HOURS:	** : **	
	IN:	15:35	OUT: ** : **	HOURS:	** : **	
	IN:	16:50	OUT: ** : **	HOURS:	** : **	
	IN:	17:39	OUT: ** : **	HOURS:	** : **	
TOTAL FOR DAY				09/1/96	09:22	ESTIMATED

Attendance report printout