

## Specifications

### Description

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.

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

### Application

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 be used so 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

BROWN_A		SALES AND MARKETING		TRAINING AND TECHNICAL SUPPORT		
12/05/94	IN :	08:11	OUT :	17:26	HOURS :	09:15
		TOTAL FOR DAY		12/05/94		09:15
12/06/94	IN :	08:20	OUT :	18:19	HOURS :	09:59
		TOTAL FOR DAY		12/06/94		09:59
12/07/94	IN :	08:22	OUT :	19:28	HOURS :	11:06
		TOTAL FOR DAY		12/07/94		11:06
12/08/94	IN :	08:01	OUT :	18:54	HOURS :	10:53
		TOTAL FOR DAY		12/08/94		10:53
12/09/94	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		12/09/94		09:22 ESTIMATED
		TOTAL FOR PERIOD				50:35 ESTIMATED

Attendance Report Printout

### Ordering Information

Model	Description
K6110-A	Attendance Report

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