

Procare Software®

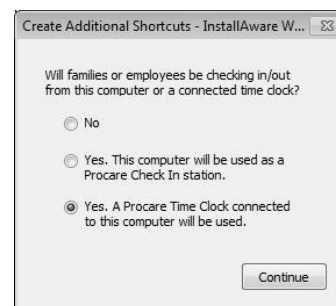
Time Clock Touch



Before you begin

1. Install Procure on your main computer choosing a "Full" or "Advanced" install. See page 2 of the *Getting Started Guide* (manual).
2. Install the latest online update. From the *Procure Home* screen click *Utilities > Check for Online Update*.
3. Install the Procure "Client" software on the computer to which the Time Clock and any other devices will be connected. This will automatically install all drivers and software needed to communicate with the Time Clock.

Time Clock Shortcut: During installation you'll be asked if people will be checking in from this computer. Be sure to choose "Yes. A Procure Time Clock connected to this computer will be used." This will create the appropriate shortcut on your desktop (see image to right).



Connect to your computer

Incorrect: Do not connect two devices (like a Time Clock and Fingerprint Reader) to USB ports that are directly on top of each other (see image to left). Typically this "pair" of ports is part of the same USB bus on the motherboard. This matters because the two ports share the available power (500 mA) between them. Sharing power is not an issue for low power devices like a keyboard and mouse, but it is not appropriate for items that require more power like a Time Clock and Fingerprint Reader.



Correct: Use two ports that are part of different USB pairs, like one on the front of the computer and another on the back, or separate pairs on the front or back.

Time Clock Touch

1. Connect the smaller, square-shaped end of the supplied cable to the Time Clock itself.
2. Connect the rectangular USB end of the cable to a USB port on the computer. The screen should light up indicating it has power.

Fingerprint Reader

Connect the attached cable to a USB port on the computer. The lower half of the thumbprint area should light up indicating it has power.

Ticket Printer

Connect the ticket printer to a USB port on the computer.

Door Controller

Follow instructions that came with the door controller.

Time Clock Software

In order for the Time Clock *device* to operate the Time Clock *software* must be running on the computer to which the device is attached. If more than one Time Clock is connected to the same computer the software is run just once.

1. For Windows 7 or Vista or set the *Procure Time Clock* shortcut to "Run as Administrator". For XP skip this step.
 - a) Right-click the "Procure Time Clock" shortcut and choose Properties.
 - b) Select the Compatibility tab at the top and check the "Run as Administrator" box, then click OK.



2. Dbl-click the shortcut named *Procare Time Clock*.
3. At the Time Clock screen (on the computer) click the *Settings* button. A message will ask if you want to stop the time clock. Answer Yes.

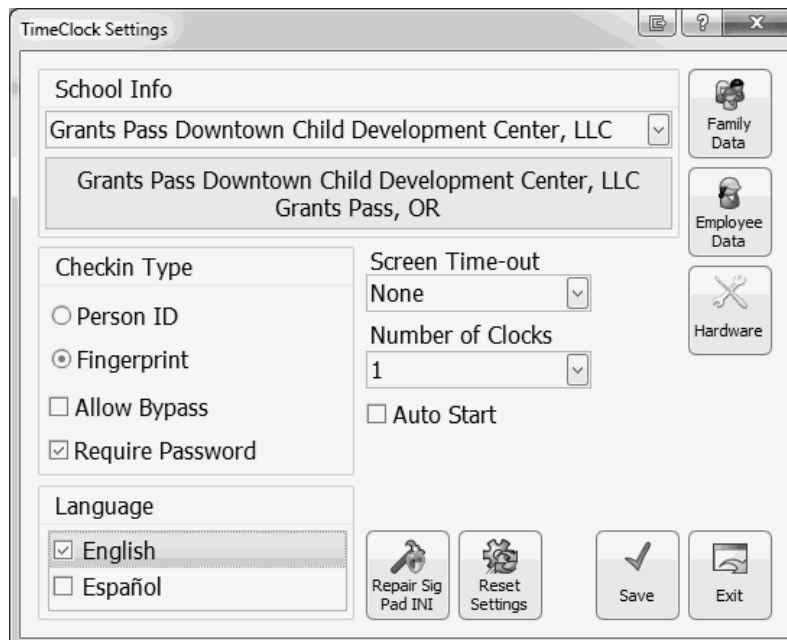
When you're finished changing any *Time Clock Settings* (see below) be sure to click *Start* to activate the Time Clock. The Time Clock device should then display the Procare logo and buttons for "Start here" and "Register".



Time Clock Settings

At the Time Clock Settings screen:

- a) At the top of the screen, under School Info select the appropriate check in location.
- b) Select the Check In Type you'll use. This determines the type of identification needed to check in.
 - i. Person ID - People will choose a numeric Person ID and a separate numeric password.
 - ii. Fingerprint - People will use their fingerprint (requires a Fingerprint Reader). You may also require a numeric password in addition to the fingerprint. To do so check "Require Password". Even if you choose not to require a password each person will still be asked to choose one when they register, however they will not need to use it during check in.
 - iii. Allow Bypass - If Fingerprint is selected, the bypass option allows people to choose not to use a fingerprint and instead choose a Personal ID number (and separate numeric password).



- c) Choose which *Language(s)* you want to have available for check in. If you select more than one language a button will appear at the main screen so people will have a choice.
- d) *Screen Time Out*. If a person walks away from the screen without completing the check in process it will return to the opening screen after the specified time.
- e) *Auto Start*. In most cases you'll want this box checked. This means anytime you dbl-click the Time Clock shortcut the software will automatically begin in "start" mode. If the box is unchecked you'd need to manually click *Start* each time.

- f) Check the *Require Signature* box if you want parents (and other authorized pick up persons) to sign their name at the end of the check in process. Please note that although the signature is recorded, it is not used for identification purposes.
- g) Select the *Number of Clocks* connected to this computer.
- h) Click *Save*.

Family Data Options

Select the Family Data button for settings related to family check in.

- a) *Display Accounting*: Choose to display recent charges, payments and credits to All Payers, or the Primary Payer Only or Do Not Display.
- b) *Other Buttons*: Choose to display child Schedules, Immunizations Due, and/or Messages.
- c) *Automatically Check Children In / Out*: This feature assumes all children in the family are to be checked in or out at once. Since siblings may attend at different times, or on different days, it's generally best to leave this unchecked.

Employee Data Options

Select the Employee Data button for settings related to staff check in. Choose to display the employee: Time Card, Schedule, Immunizations Due and Messages.

Repair Sig Pad INI

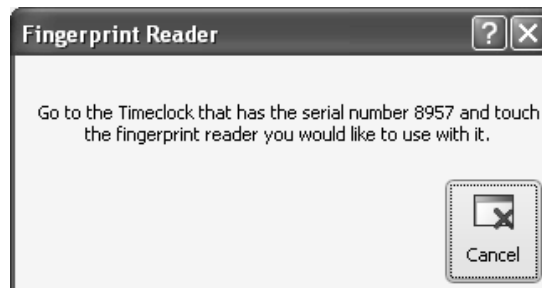
Use this repair feature only when directed to do so by Procure Technical Support.

Hardware Options (Required for Fingerprint, Receipt Printer or Door Controller)

- a) Fingerprint Reader: the *Fingerprint* check box will initially be unchecked. Click once on the line to select it (each device is listed by its unique number). Then click the *Finger Reader* button.



You'll be asked to touch the Fingerprint Reader so it may be properly recognized by the Time Clock. Leave the message on your screen. Go to the Fingerprint Reader and touch it. The on screen message will go away and the *Fingerprint* checkbox should now be checked.



- b) Ticket Printer: place a check in the Printer box and click the *Ticket Printer* button. Choose *Enable Printing* and mark any other options as appropriate. Use the *Test* button to print a sample ticket.
- c) Door Controller: place a check in the *Door* box and click the *Door Controller* button. Select a ComPort as well as *Duration* (how long the door should buzz) and *Delay* (length of pause before the door buzzes). You may choose to require a person to complete the check in/out process to open the door.
- d) At the *Hardware* screen click *Save & Exit*.

- e) At the *TimeClock Settings* screen click *Exit*.
- f) At the *Procare TimeClock* screen click *Start* to activate the Time Clock. At this point the actual Time Clock device should display the Procare logo and buttons for "Start here" and "Register".

Register to Check In

Before checking in the first time you'll give a temporary Registration Number to each pickup person (page 95) and employee (page 125) they will use to register at the Time Clock.

1. Use the attached stylus (pointer) to touch the Time Clock screen. Touch "Register" and follow the prompts.
2. Depending on which options are selected the pickup person (or employee) will be asked to register one of the following items to identify themselves. Search procaresupport.com for article # KB0238 for related information.
 - a. A personal ID number of their choosing.
 - b. Their fingerprint.
 - c. A magnetic swipe card (credit card, grocery club card, etc.).
3. Then they will select a 4 to 8 digit password.
4. If you have *Require Signature* checked (in TimeClock Settings) they will be asked to sign their name.
5. To complete the registration process touch *Finish*.

How To Check In

Before you begin

In order to check a child in they must:

- a. be enrolled as of the current date. See page 34 of the *Getting Started Guide*.
- b. be assigned to a Primary Classroom (page 33).
- c. have at least one pickup person assigned to them (page 95).
- d. and that person must have registered at the check in screen (see above).

In order to check an employee in they must:

- a. be currently employed (page 118).
- b. be assigned to a primary Work Area and School location (page 117).
- c. be assigned a schedule (page 119) if you are using the Region / School option to "Restrict Check In / Out to Schedule". Search for article KB0030 at ProcareSupport.com for details.
- d. have registered at the check in screen (see above).

Checking In / Out

1. Use the attached stylus (pointer) to touch the Time Clock screen. Touch "Start here".
2. Enter the identification requested.
 - a. The personal ID number chosen when registering.
 - b. The fingerprint used to register.
 - c. The magnetic swipe card used by the pickup person to register.
3. Then enter the 4 to 8 digit password chosen when registering.
4. Select the children to check in or out and view any items that may be available like Accounting, Schedules, Immunizations or Messages.

Note 1: Messages MUST be viewed before the check in process can be finished.
Note 2: If you're using the option to "Automatically check children in" you would select any children you did *not* want to check in or out.
5. Touch "Finish". If you chose to *Require Signature* all pick up persons will enter their signature and touch "Finish" again.

Note: The process for employees is similar although may need to select a Work Area (like "Infants") and Pay Code (like "Teacher"). A teacher who is also a parent may check in themselves and/or their children.