BioTime Face

Installation & Setup Guide

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Terminal Installation

When choosing the location of the terminal, care should be taken to select an area with consistent light levels throughout the day and avoid areas where the unit may be subjected to direct bright sunlight.

Using the enclosed installation diagram, drill three holes in the wall with the lower hole 1150mm from the floor.

If using the optional housing, pass the mounting screws through the metal back plate and then through the matching holes in the housing and tighten the screws.

Connect the power adapter to the socket on the rear of the terminal.

Hang the terminal on the back plate and secure with the single fixing screw on the base.

Fit the lens cover insert and housing front if installing in the optional protective case.

Standby Status

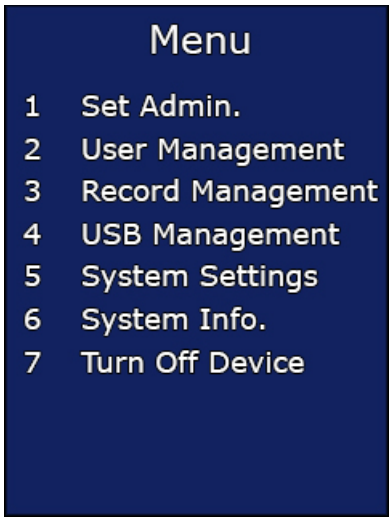
After powering up the terminal, the terminal will enter its standby mode (after approx 30 seconds).

The terminal will display will look like the following:

If the terminal detects someone in front of it, it will enter the detecting mode and the display will show:

Entry to Menus

Pressing the menu key will initiate the administrator verification process. Anybody who is setup as an administrator can now log in. If you haven't set any additional administrators up simply type in the user ID 7856 and press OK, when prompted enter the password 7856. If the verification is successful, the terminal will allow access to the menu.



Enrolment

Enter the menu as above and select Option 2 - User Management.

Select Option 1 – Set User and type in the employee's ID number (This should be the same number used for the Card Number in your software) and press OK.

Type in the employee name, this is done by selecting the desired letter followed by the OK key to move on to the next letter. When finished press OK again to save.

Select Option 1 – Face.

The user should adjust their position so they can see their eyes in the mirror and follow the on screen instructions.

- When enrolling, users should stand between 30cm and 80cm from the unit and be able to see their eyes in the mirror.
- Users should have a normal facial expression.
- Users must not wear sunglasses.

When the terminal has saved the image, the final stage is to select Option 2 – Attendance on the 'User Privilege' screen.

Enrolment of Administrators

Enter the Menu and select Option 1 – Set Admin.

Select the first available number in the list and press OK.

Type in the required user ID and press OK.

Insert the name if required and press OK.

There are four options available for Administrator login.

1. ID + PIN
2. ID + Face
3. Card + Face
4. Card

Select the required option and follow the on screen prompts to complete the enrolment process. IT IS RECOMMENDED TO ENROL AT LEAST TWO ADMINISTRATORS IN THE EVENT OF ONE ADMINISTRATOR BEING ABSENT.

USB Data Download

Note: Only Administrators can download the clocking data from the terminal.

Insert a USB stick into the USB port on the right hand side of the unit.

Enter the Menu and select Option 4- USB Management.

Select Option 1 Export Management.

Select Option 1 again – Export Records.

This will download all the clocking data to the USB stick and give a 'successful' confirmation.

Clearing Clocking Data

After downloading the data on to the USB stick into the software, the terminal memory should be cleared. After a successful download please carry out the following.

Repeat the USB Data Download instructions above

Enter the Menu and select Option 3 – Record Management.

Select Option 2 – Delete All Records.

Press OK to confirm record deletion.

Setting the Terminal IP Address

The IP Address only needs to be set if connecting your terminal via your local area network.

Note: Only Administrators can set the IP Address.

Enter the Menu and select Option 5 – System Settings.

Select Option 2 – Set Network.

Select Option 1 – Set TCP/IP.

Type the IP address into the Input IP boxes using the numerical keypad.

Type the Subnet mask of your network into the Input Mask boxes using the numerical keypad.

Type the Default Gateway of your network into the Input Gateway boxes using the numerical keypad.

Once you have set these details press OK to save it.

How to Clock on the Terminal

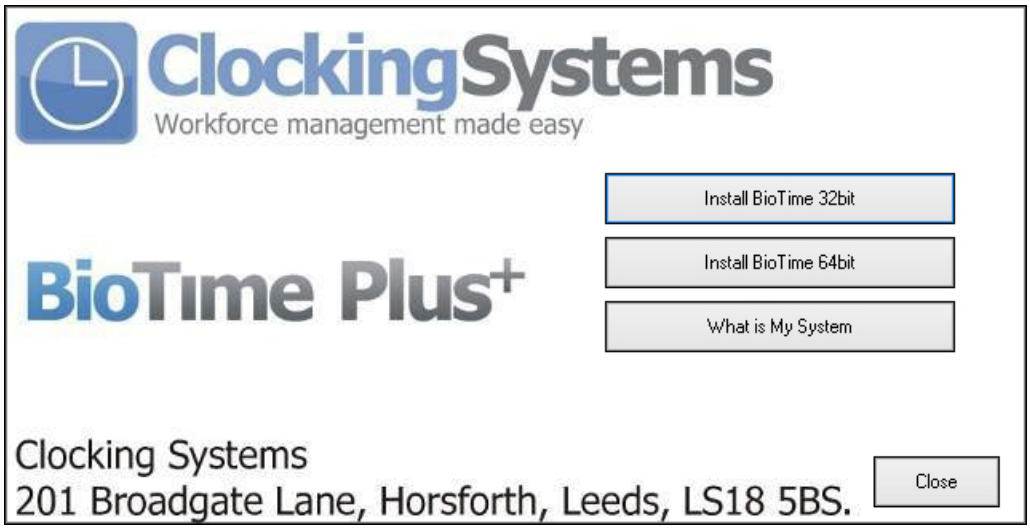
If you are enrolled for face recognition, simply approach the unit until you can see your eyes in the mirror. At this point the terminal should have recognised you and saved your clocking. If not, adjust your position until the clocking is made.

System Setup – USB Datastick connection.

There are two possible ways to connect your Facial Recognition Terminal to the BioTime Plus software. If you are connecting your terminal by USB Datastick please follow these instructions. If you are connecting your terminal via TCP/IP over your local area network then please skip to page 11 (System Setup – TCP/IP Network Connection).

Software installation

Insert the CD into your CD-ROM drive. The CD should auto run and a menu will load which looks like the following:



If this screen does not load automatically use Windows Explorer to browse to your CD-ROM drive then right click on it and select Autoplay.

Once this screen loads click on the correct button for your version of Windows (either 64bit or 32bit). If you are unsure if your operating system is 32bit or 64bit, click the button marked 'What is My System?' and a screen will load which will tell you the version.

The menu will be refreshed to ask if you wish connect your terminal by USB Datastick or TCP/IP Network, click the button marked USB Datastick.

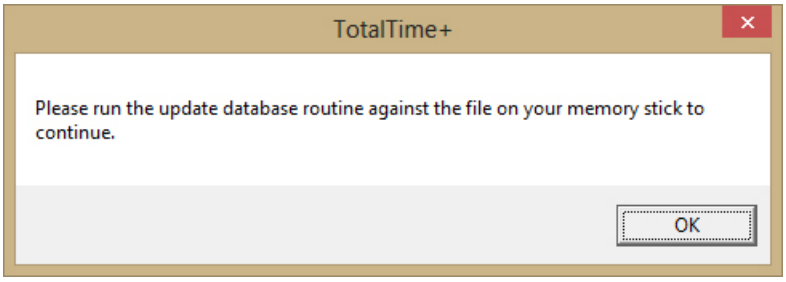
The BioTime Plus installation routing will then launch. Please follow the onscreen instructions in the installation routine. Once the installation has completed and you have returned back to this screen, click the close button.

Software Setup

Once the installation routine has finished you should find an icon on your desktop that looks like this:

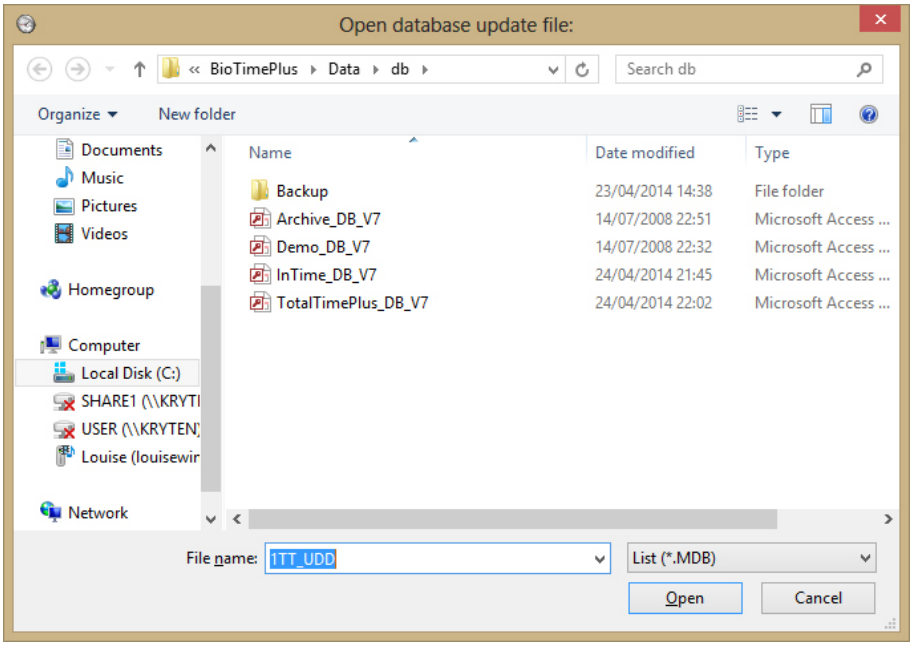
The login screen will load. The default username is 1ttadmin and the password is concorde123.

On first logging into the system the following message will appear on screen:



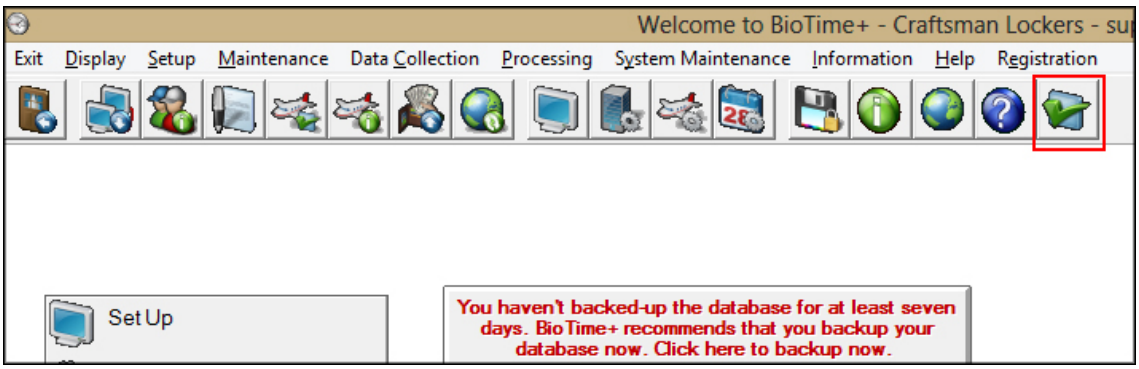
In order to use the BioTime Plus system you need to initialise the database with your company details, the initialisation file is contained on the USB memory stick which came in the box with the BioTime Facial system. Insert this USB stick into your PC now.

Click Ok to the message box. When you click Ok a file browse window will open.

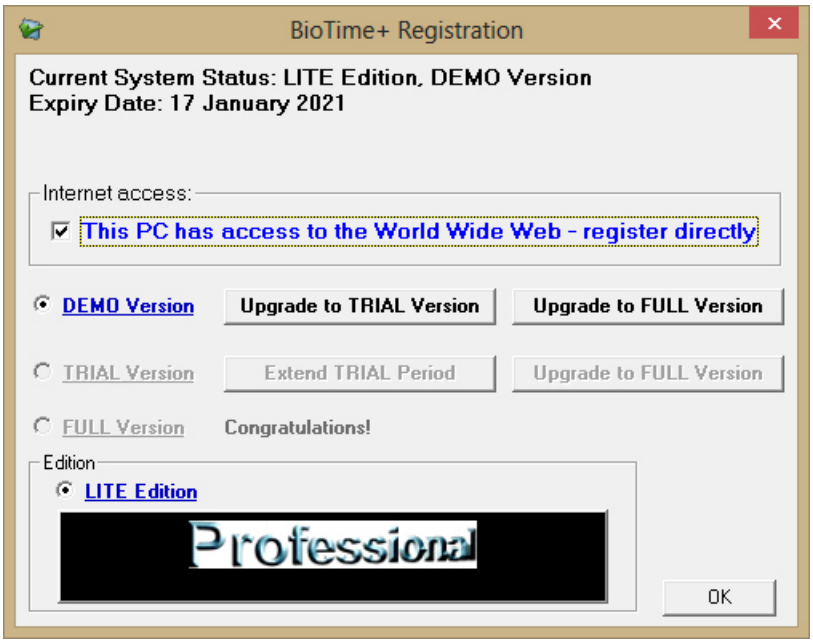


Use this window to browse to the USB stick. In the root of the drive you will find a file 1TT_UDD.mdb, select this file and click Open.

Once the database has been initialised you need to register your copy of BioTime. From the top tool bar click on the registration icon (the last icon on the right):

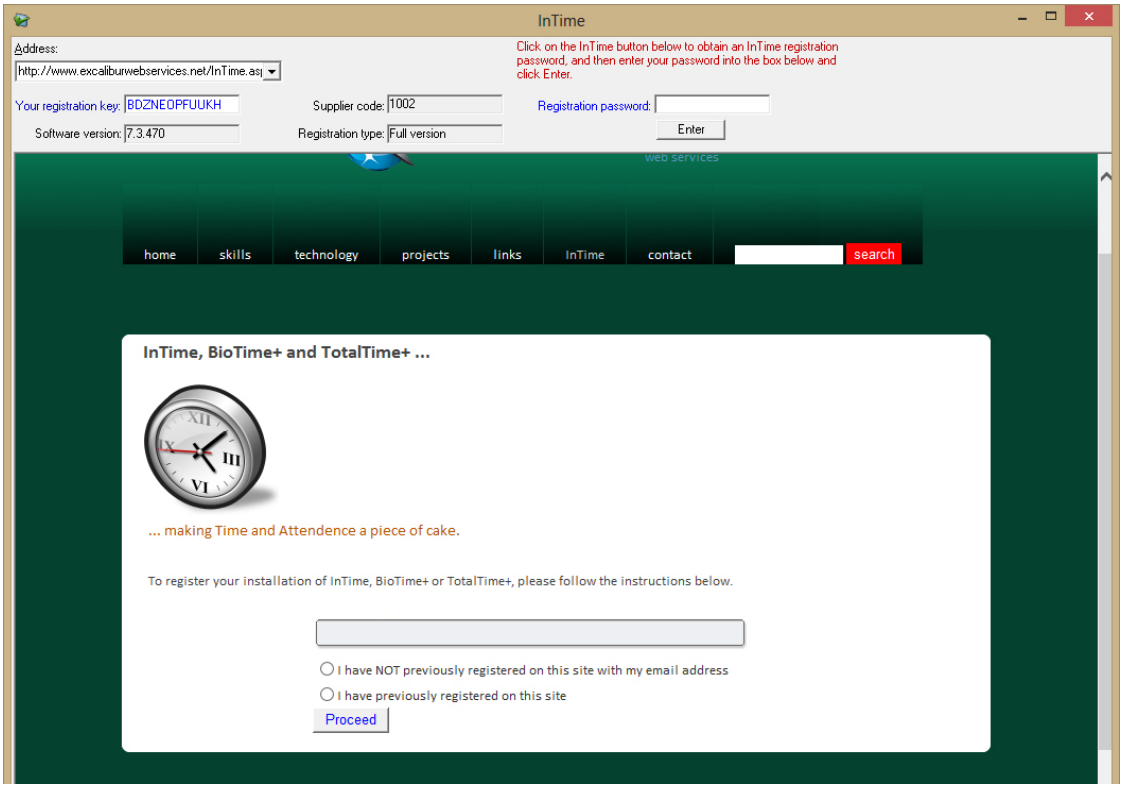


A new window will launch:

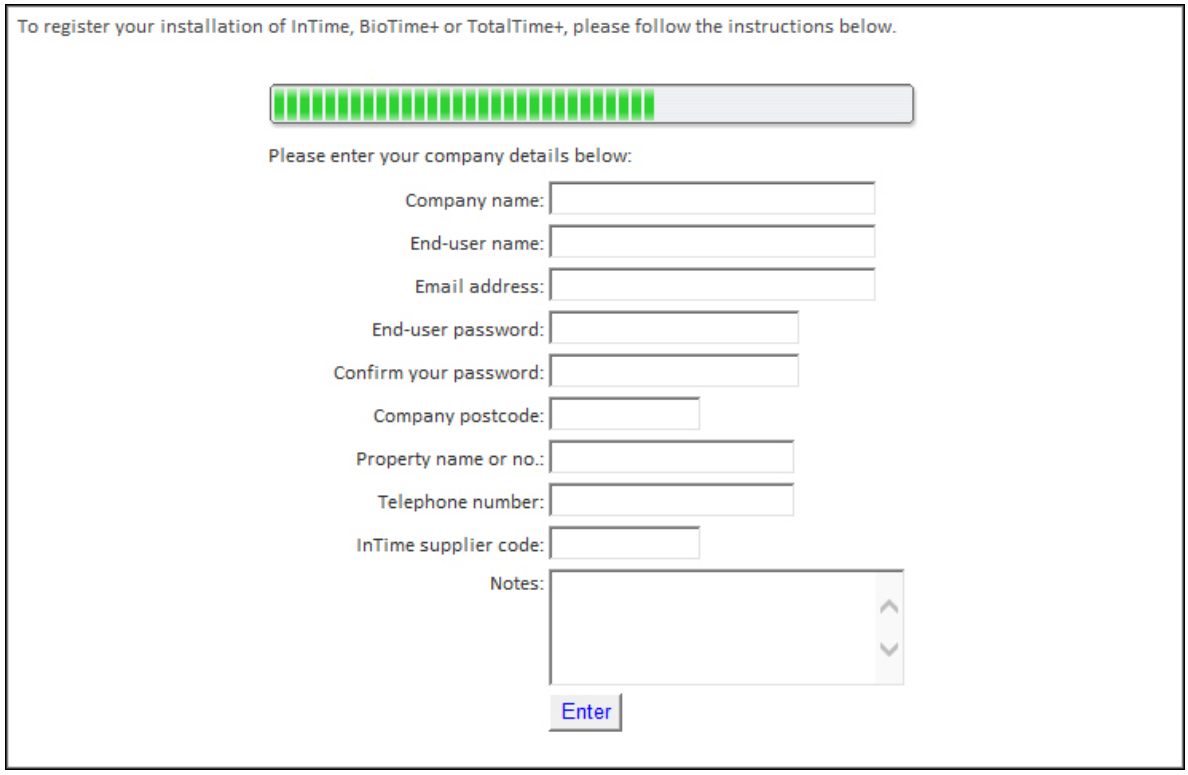


Tick the box marked 'This PC has access to the World Wide Web – register directly'. Then click the button marked 'Upgrade to FULL version'.

The BioTime Plus registration site will load

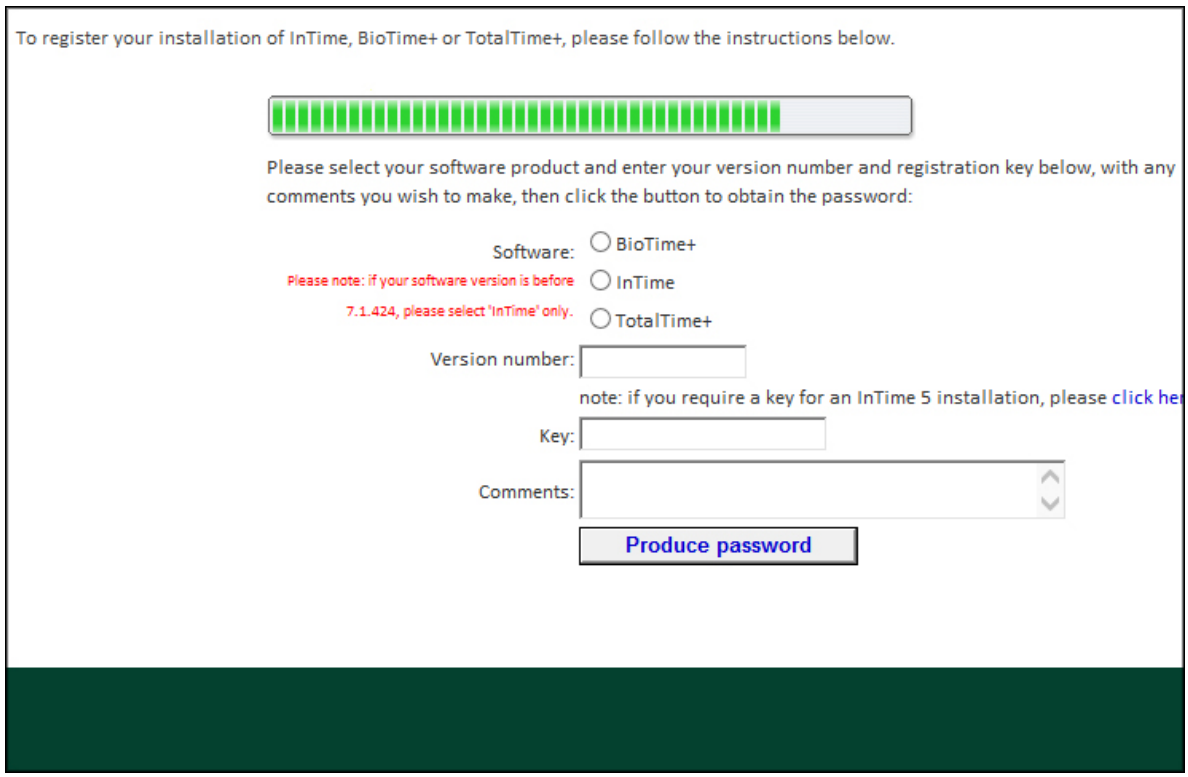


Select the option marked 'I have NOT previously registered on this site with my email address' and click Proceed. You will be asked to enter your company details:



Enter the required details. In the InTime Supplier Code box please enter 1002. Then click Enter.

A new screen will load:



Set the Software to BioTime+

In the Version number box enter the version number of your BioTime Plus software (this can be found at the top left of the web site window)

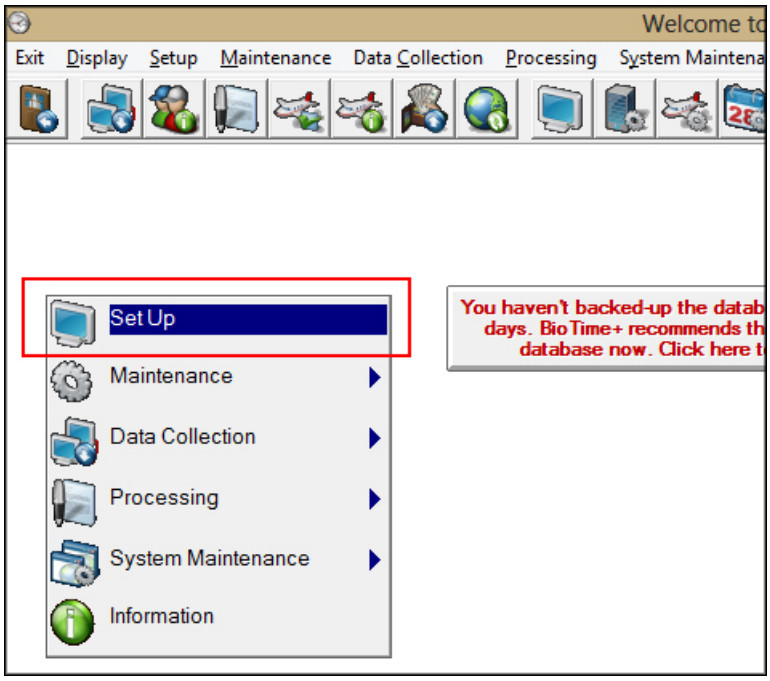
In the Key please enter the registration key shown at the top left of the web browser window. The comments box can be left blank.

Click Produce password

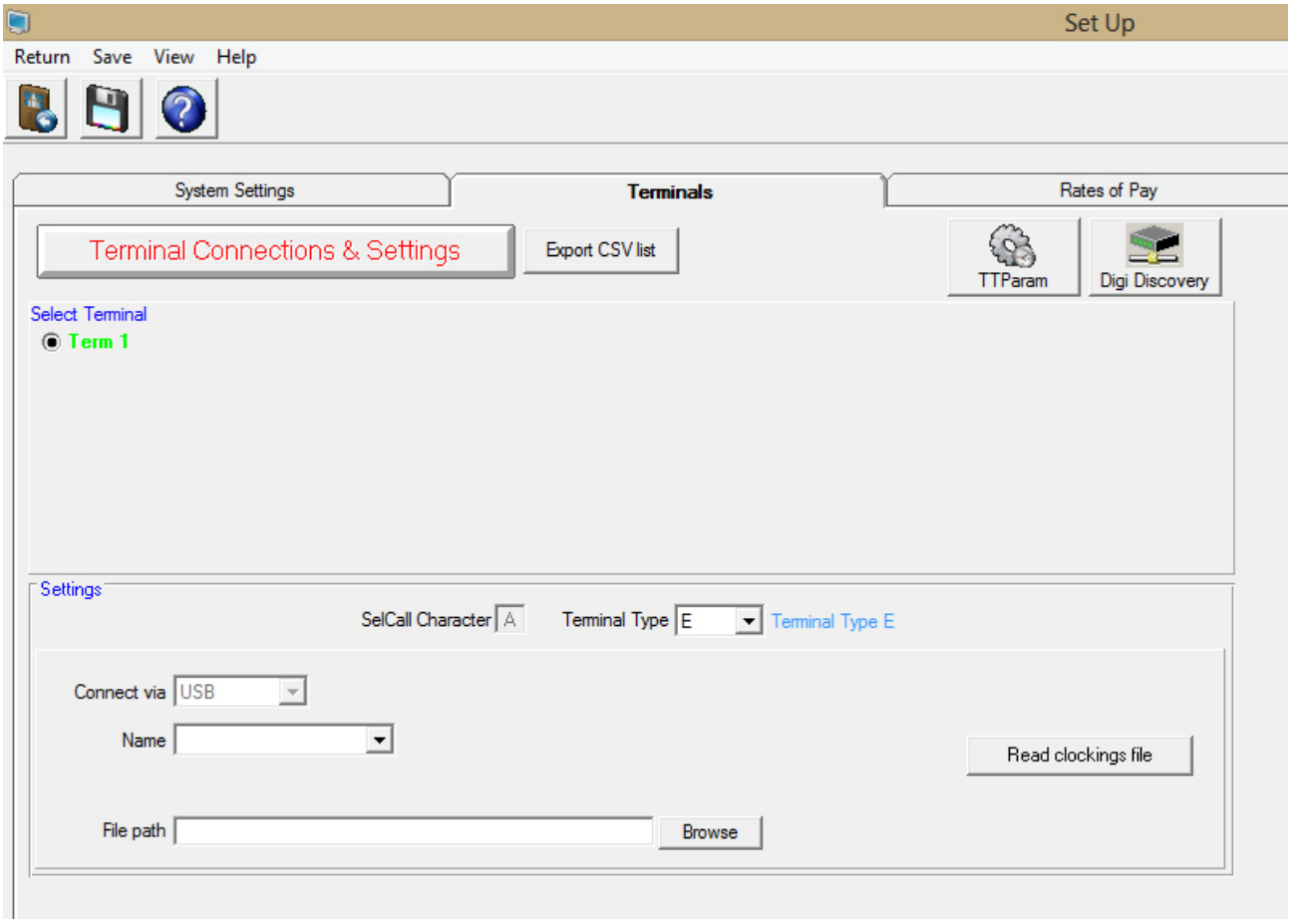
A registration password will be shown on screen. Enter this password into the box at the top right of the web browser window marked Registration Password and click the Enter button.

Terminal Setup

The final step is to setup the terminal. From the main screen of BioTime Plus click the Setup button:



This will load the Setup section of the system click on the Terminals tab:



You will find an entry for each terminal you have. Click on the terminal to be set up.

Set the Terminal Type option to E.

The Name field is an optional field which can be filled in for you to easily determine which terminal is which.

The File path field should be set to the root of the USB memory stick. This will depend on the drive letter assigned to the USB memory stick by your PC. For instance if the drive letter assigned is D then the File path should be set to D:\

Once you have set these details click the Save icon (the middle button on the top tool bar of the system). A window will load saying 'Terminal 1 settings have changed. Do you wish to save these changes?', click Yes.

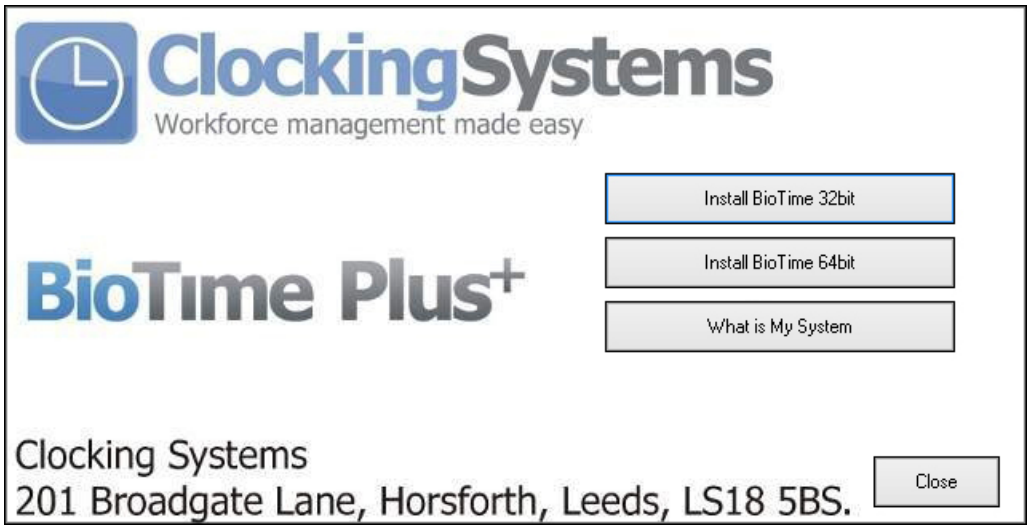
This completes the setup for the USB Datastick connection, to continue with the software setup please now skip to page 18 (Departments and Companies)

System Setup – TCP/IP Network connection.

There are two possible ways to connect your Facial Recognition Terminal to the BioTime Plus software. If you are connecting your terminal by TCP/IP over your local area network please follow these instructions. If you are connecting your terminal via USB Datastick then please skip to page 18 (Departments and Companies).

Software installation

Insert the CD into your CD-ROM drive. The CD should auto run and a menu will load which looks like the following:



If this screen does not load automatically use Windows Explorer to browse to your CD-ROM drive then right click on it and select Autoplay.

Once this screen loads click on the correct button for your version of Windows (either 64bit or 32bit). If you are unsure if your operating system is 32bit or 64bit, click the button marked 'What is My System?' and a screen will load which will tell you the version.

The menu will be refreshed to ask if you wish connect your terminal by USB Datastick or TCP/IP Network, click the button marked TCP/IP Network.

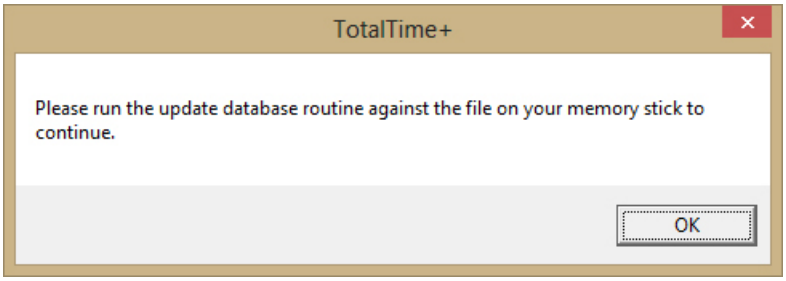
The BioTime Plus installation routing will then launch. Please follow the onscreen instructions in the installation routine. Once the installation has completed and you have returned back to this screen, click the close button.

Software Setup

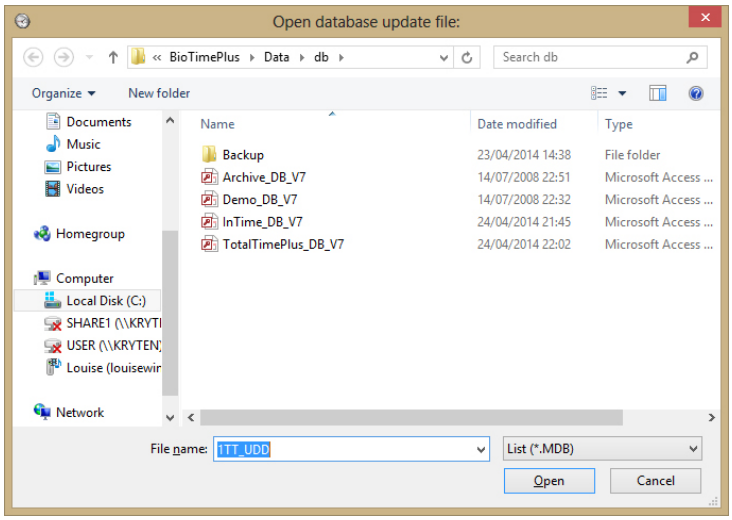
Once the installation routine has finished you should find an icon on your desktop that looks like this:

The login screen will load. The default username is 1ttadmin and the password is concorde123.

On first logging into the system the following message will appear on screen:

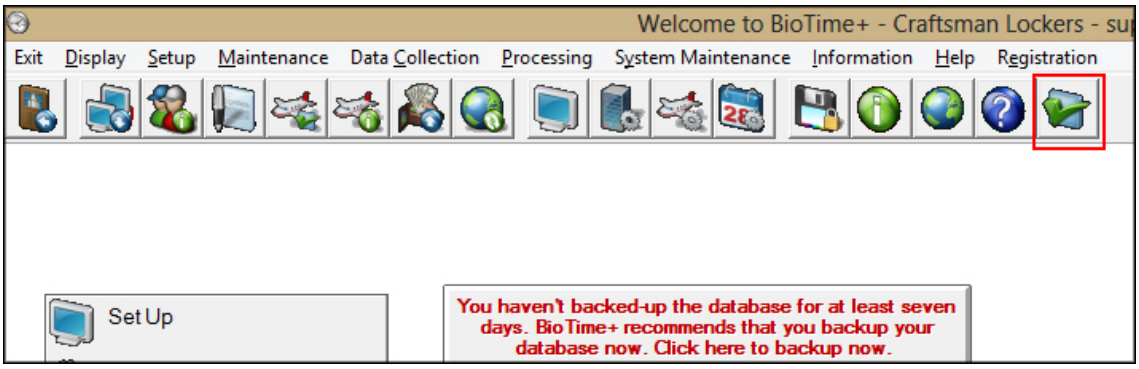


In order to use the BioTime Plus system you need to initialise the database with your company details, the initialisation file is contained on the USB memory stick which came in the box with the BioTime Facial system. Insert this USB stick into your PC now. Click Ok to the message box. When you click Ok a file browse window will open.

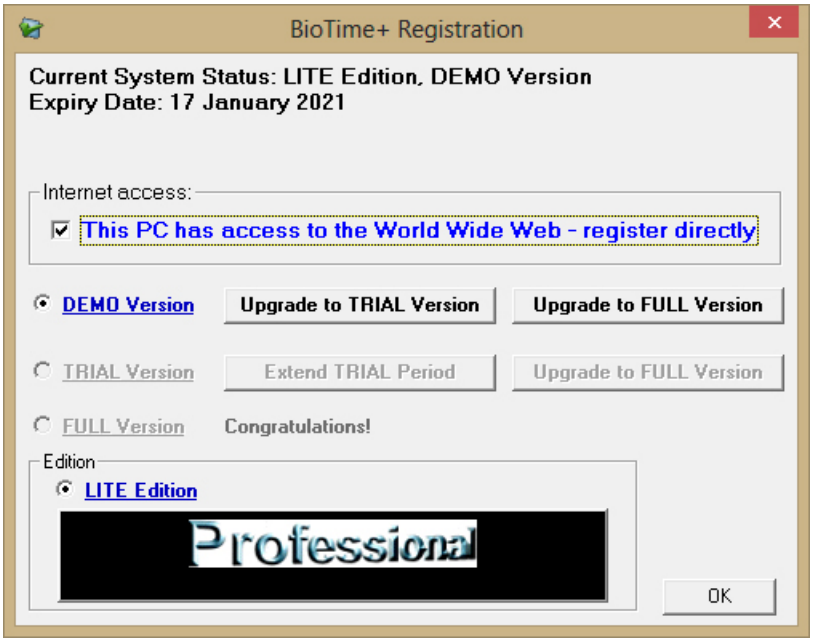


Use this window to browse to the USB stick. In the root of the drive you will find a file 1TT_UDD.mdb, select this file and click Open.

Once the database has been initialised you need to register your copy of BioTime. From the top tool bar click on the registration icon (the last icon on the right):

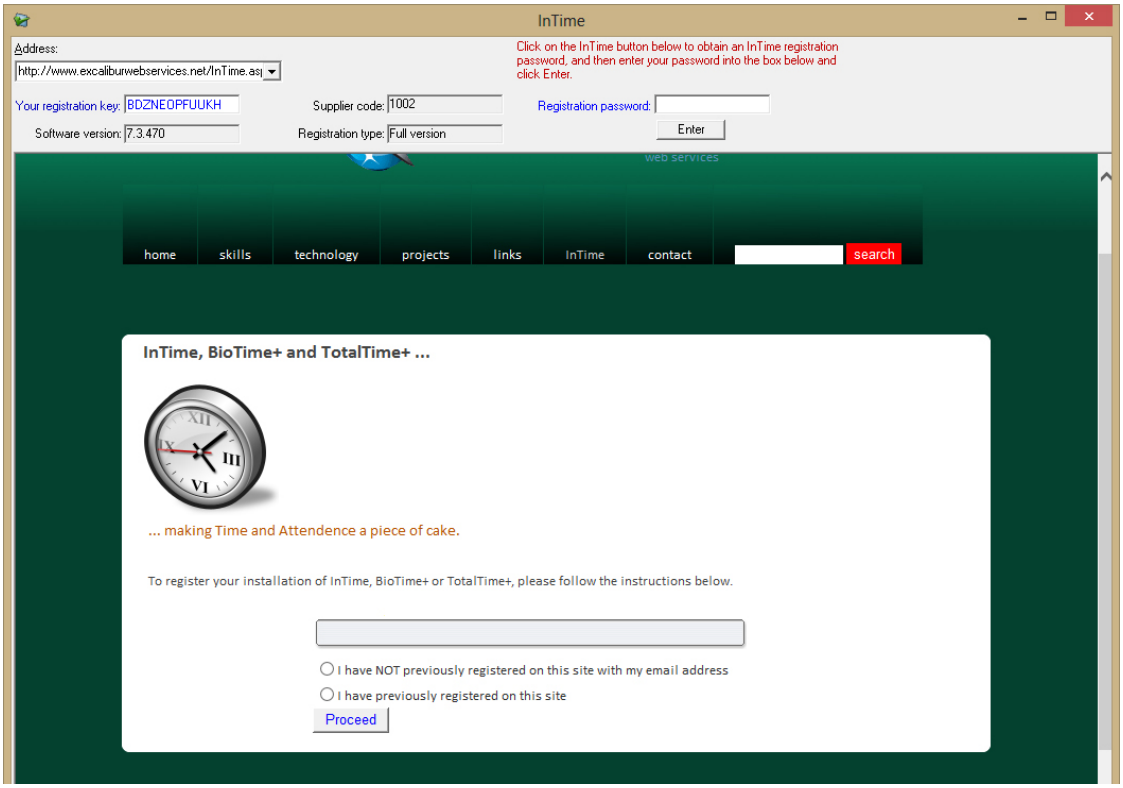


A new window will launch:

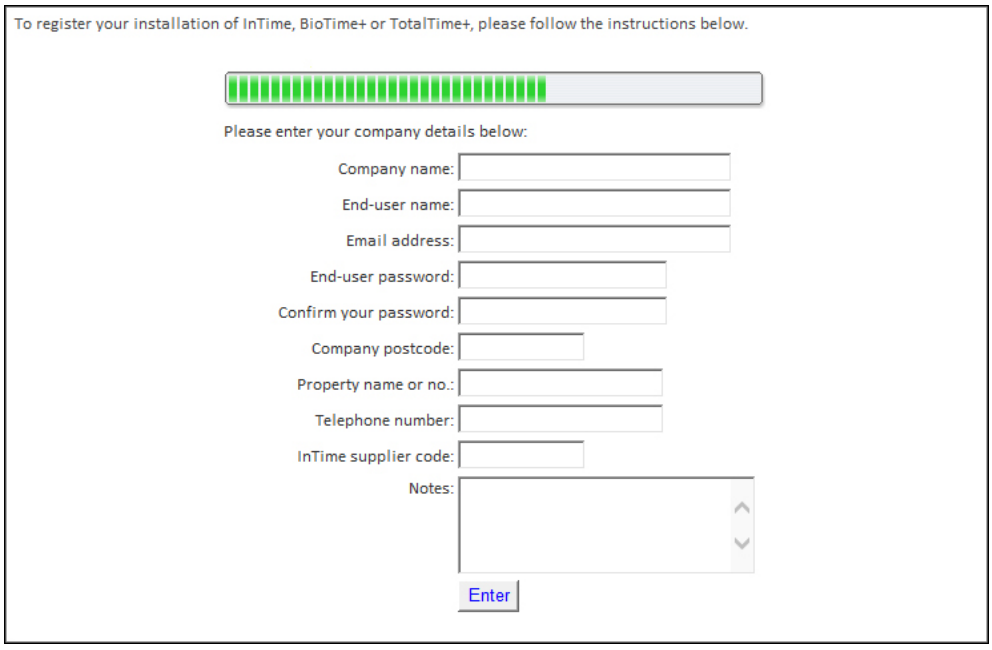


Tick the box marked 'This PC has access to the World Wide Web – register directly'. Then click the button marked 'Upgrade to FULL version'.

The BioTime Plus registration site will load

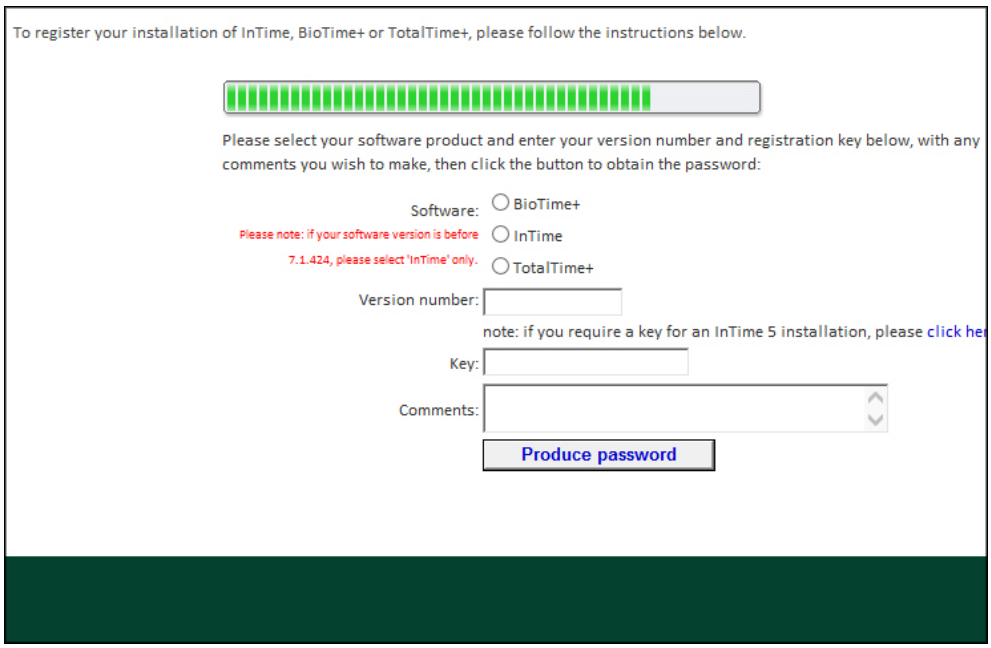


Select the option marked 'I have NOT previously registered on this site with my email address' and click Proceed. You will be asked to enter your company details:



Enter the required details. In the InTime Supplier Code box please enter 1002. Then click Enter.

A new screen will load:



Set the Software to BioTime+

In the Version number box enter the version number of your BioTime Plus software (this can be found at the top left of the web site window)

In the Key please enter the registration key shown at the top left of the web browser window. The comments box can be left blank.

Click Produce password

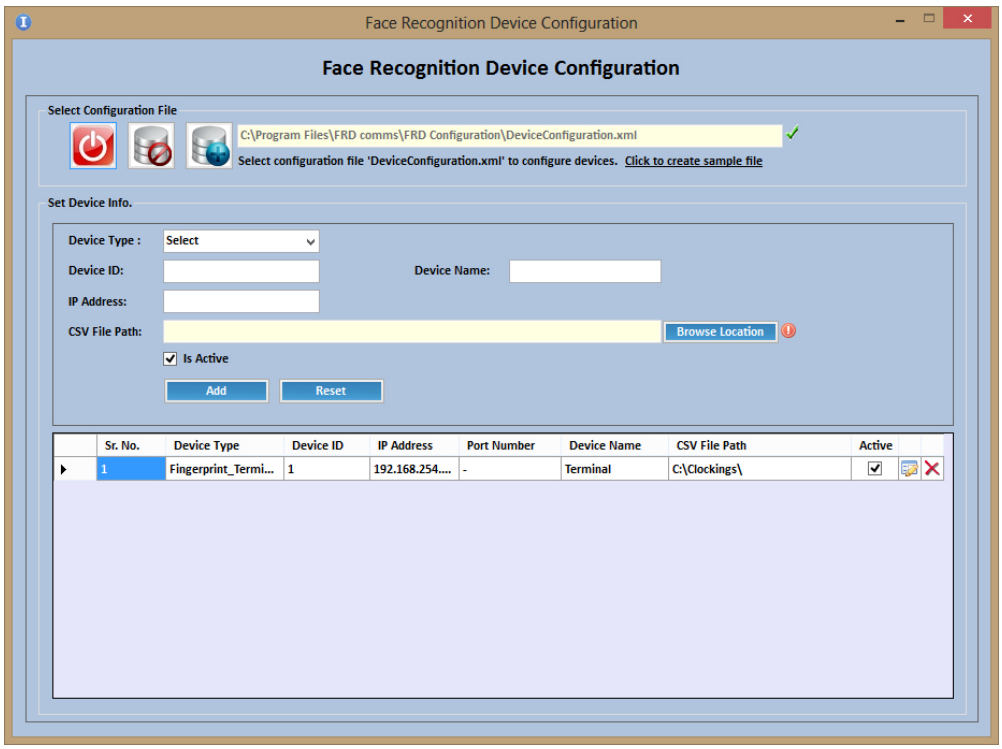
A registration password will be shown on screen. Enter this password into the box at the top right of the web browser window marked Registration Password and click the Enter button.

Terminal Setup

When the terminal is connected via TCP/IP network, a windows service is also installed. This service will need to be configured with the connection details. On the desktop of your PC you will find an icon called FRD Configuration.

FRD Configuration

Double click this icon and the service configuration utility will load.



Click the drop down menu for Device Type and select Face_Scanner. In the Device ID field enter an ID number for this terminal, it is suggested you use 1 for the first terminal and then 2 for the second terminal, etc.

In the Device Name field enter a name for this device, this is a name of your choosing and will help you identify which terminal is which.

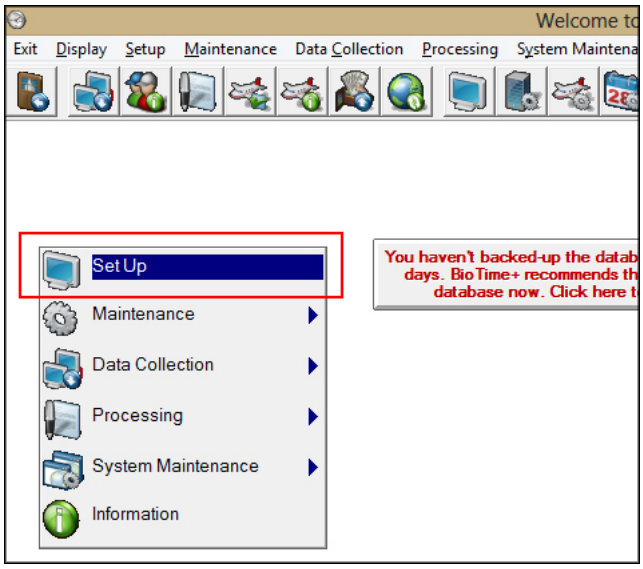
In the IP Address enter the IP address that you set the terminal to earlier.

The Port Number should be left as 9922

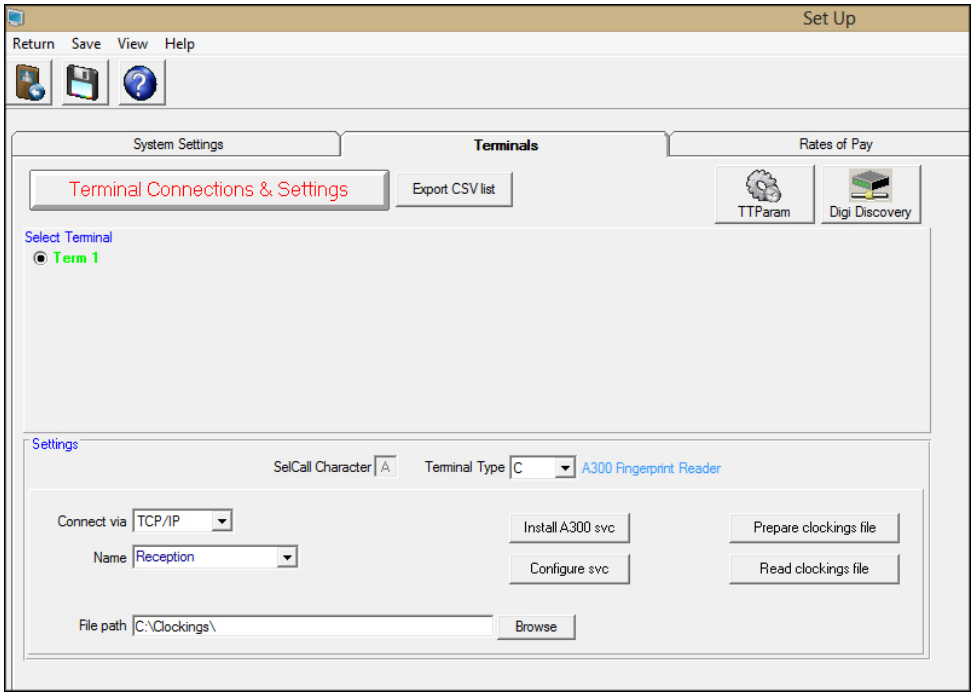
Click on the Browse Location button next to the CSV File Path box. A file browse window will open allowing you to select the location to save the information collected from the terminal. This should be a location local to the PC you have installed on i.e. if you wanted to save the files in a folder in the root of C drive on your pc called clockings, you would set the CSV file path to c:\clockings\.

Click the Add button and the terminal details will be added to the list of terminals. If you have more than one terminal then please repeat the above instructions for each terminal.

The final step is to setup the software to collect the files created by the service. From the main screen of BioTime Plus click the Setup button:



This will load the Setup section of the system click on the Terminals tab:



You will find an entry for each terminal you have. Click on the terminal to be set up.

Set the Terminal Type option to C.

The Name field is an optional field which can be filled in for you to easily determine which terminal is which.

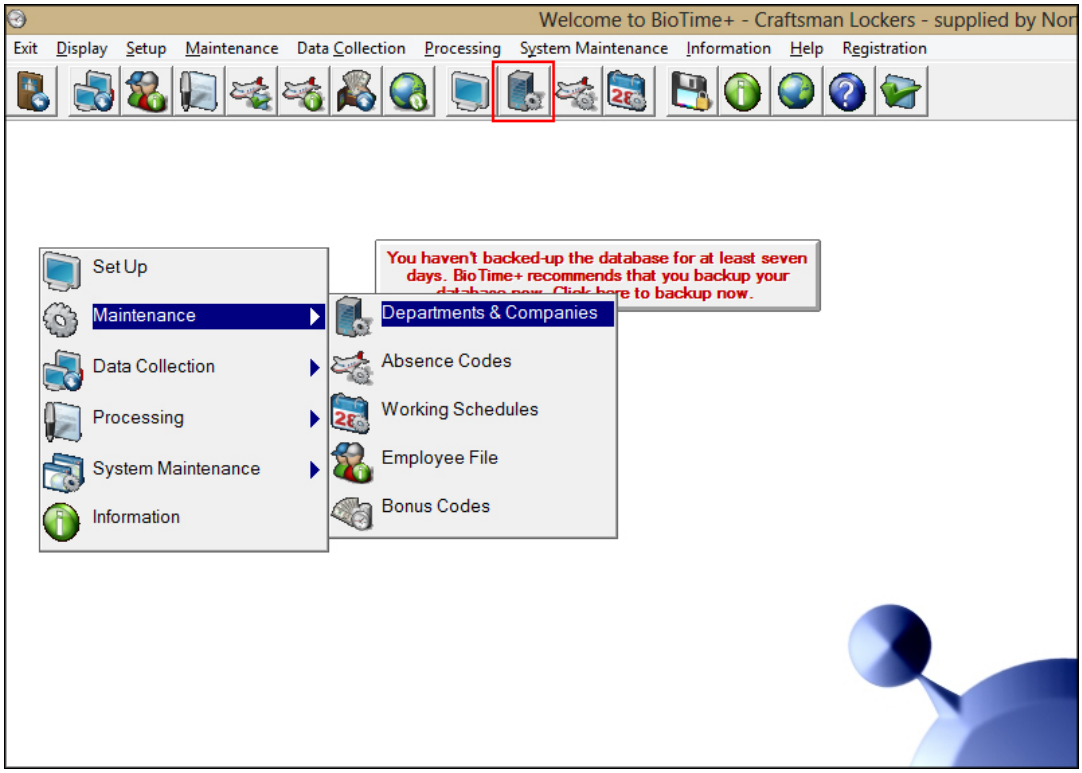
The File path field should be set to the same file path you set in the service configuration utility earlier.

Once you have set these details click the Save icon (the middle button on the top tool bar of the system). A window will load saying 'Terminal 1 settings have changed. Do you wish to save these changes?', click Yes.

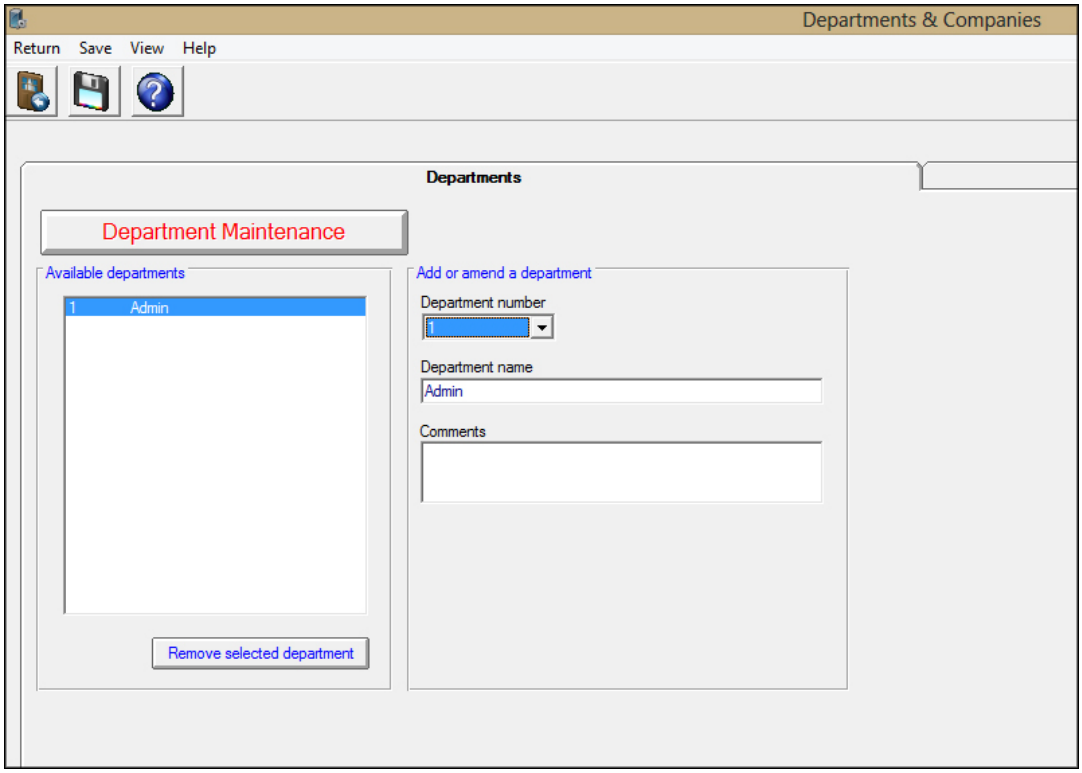
Departments and Companies

The last step before you can enter your employees into the system is to setup the Departments and Companies section. The Departments and Companies section allows you to setup groups which can be used to filter the information shown on screen. Even if you do not need to create groups you must create at least one department and one company.

To setup Departments and Companies, from the main screen of the software click on the Departments and Companies icon (the 10th icon from the left hand side on the top tool bar):



This will load the Department setup screen:

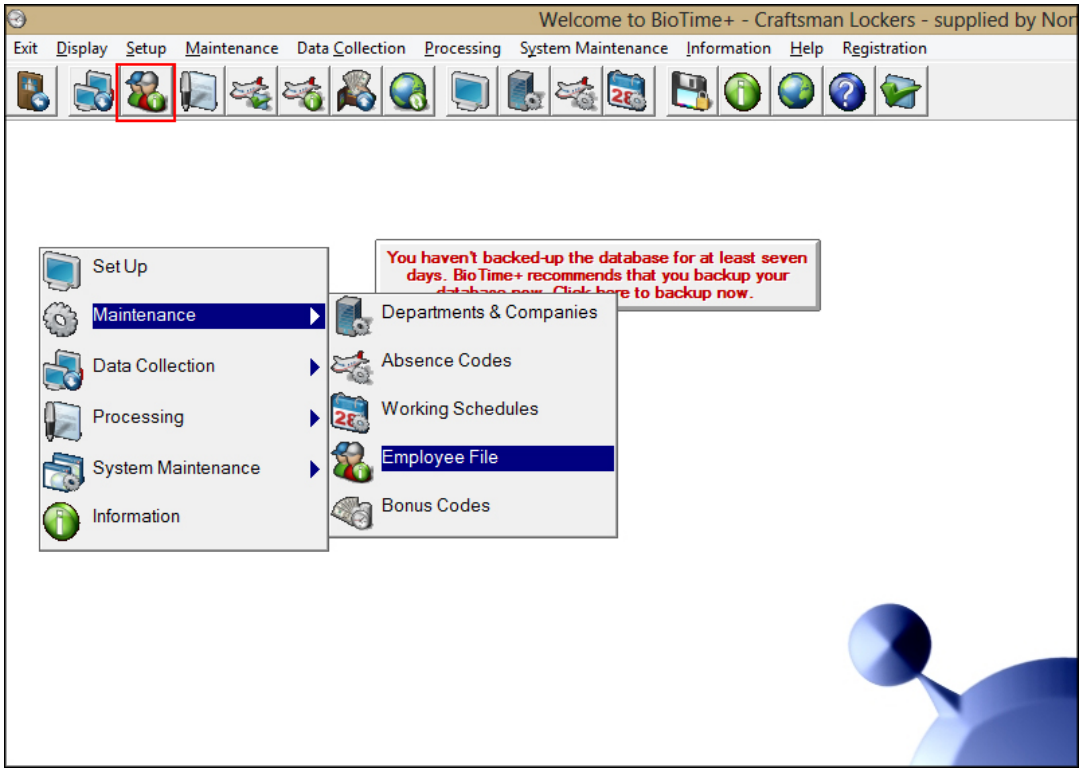


In the Add or amend a department section, use the 'Department number' drop down menu to select department number 1. In the 'Department name' box enter the name for this department. Then click the Save icon (the middle button on the top tool bar). Repeat this process for each department needed.

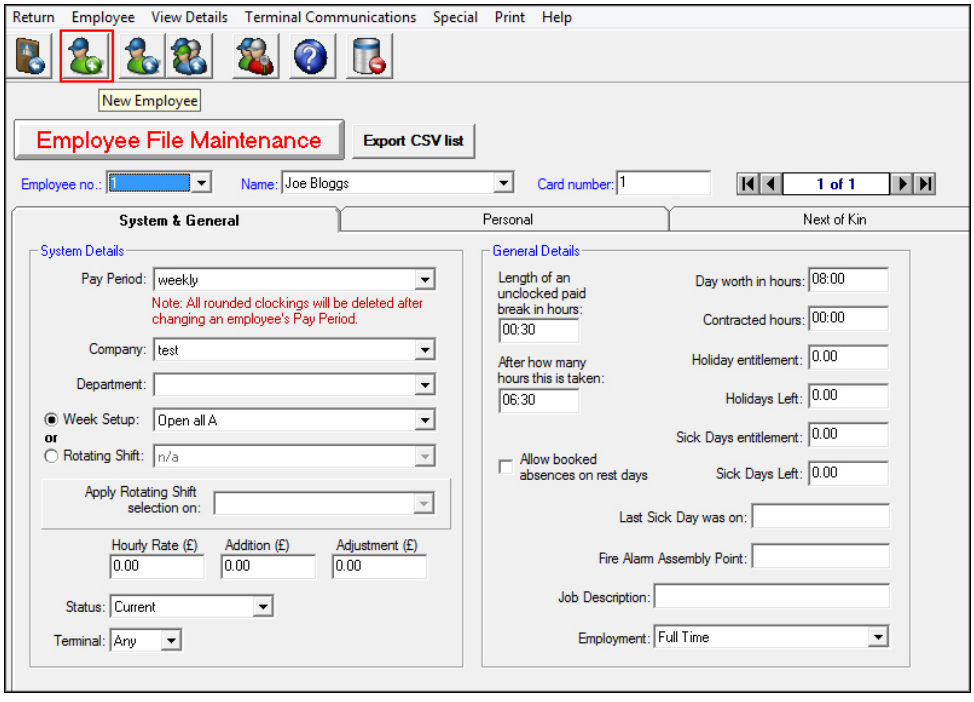
Once you have created your departments, click on the Companies tab. Similar to the Department setup, in the section marked 'Add or amend a company' select a Company number and then enter a Company Name and click save. Repeat this for each company needed.

Adding an Employee

From the main screen of the software click the Employee File icon (third icon from the left on the top tool bar):



The Employee file will load. Click the Add Employee button (the second icon from the left on the top tool bar)

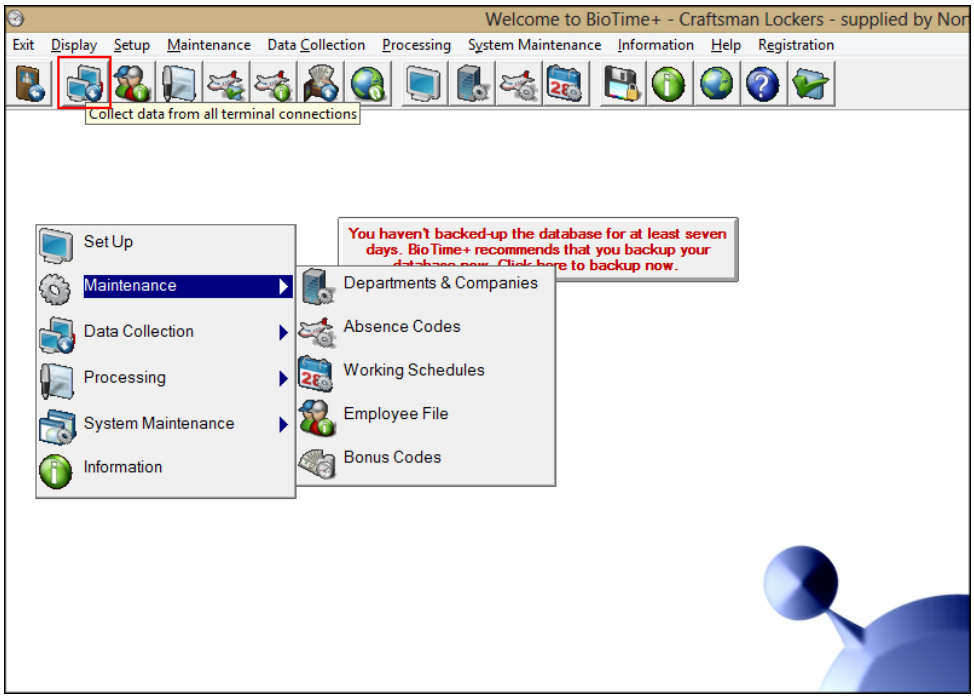


You will be prompted for the employee's name. Enter this and click Ok. You will then be asked for the employee's clocking number. This should match the number the employee was registered as on the terminal. Once entered click Ok.

The new employee will be automatically assigned to an Open all A Week Setup. This will calculate the employee's hours but will not generate any warnings regarding late arrival or early departure, it will also not calculate any overtime. To setup other Working Schedules please refer to the full BioTime Plus manual.

Importing Clocking Data

Once you have downloaded the data on to the USB memory stick (as described earlier in this guide) the data needs to be imported into the software. With the USB memory stick inserted into your PC, click on the Data Collection icon (the second icon from the left on the top tool bar of the main screen of the software).

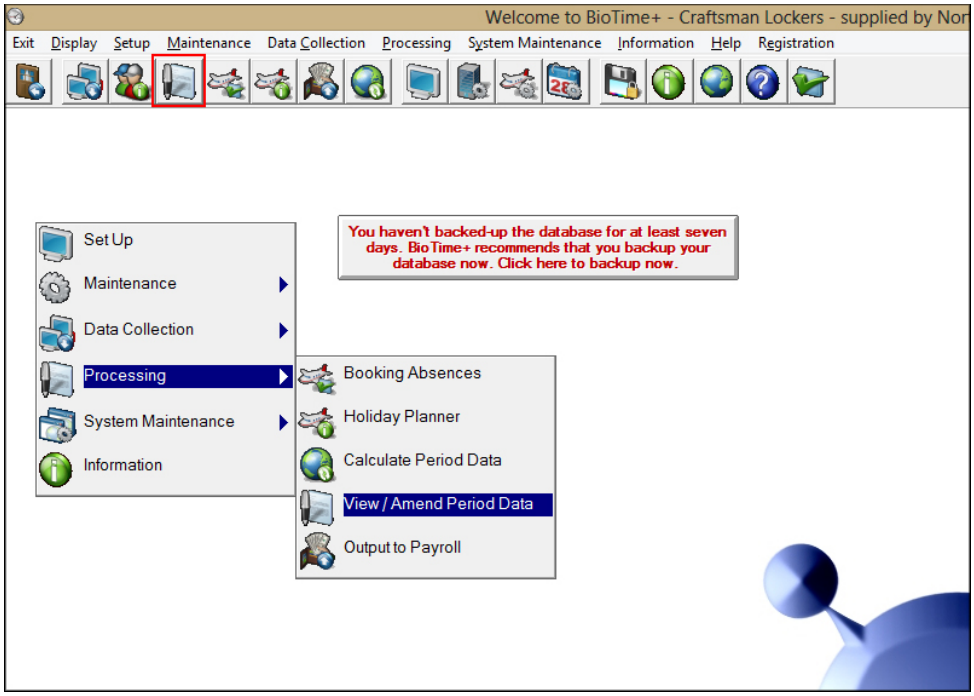


The system will then read in the collection file and calculate the employee's hours according to their Working Schedule.

Viewing Employee Clocking Data

Once the clocking data has been collected into the software it is possible to view and amend the data on screen before printing any reports.

From the main screen of the software click on the View and Amend Period Data icon (the 4th icon from the left on the top tool bar).

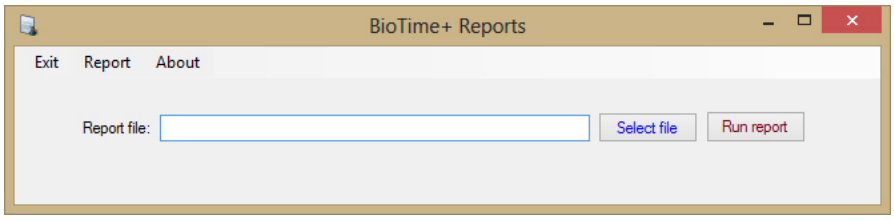


The View and Amend Period Data screen will load. View and Amend Period Data will show one employee's clocking information for one week, you can then scroll between the employees and through the weeks. For more information on how to amend and delete clockings from this screen please refer to the full BioTime manual.

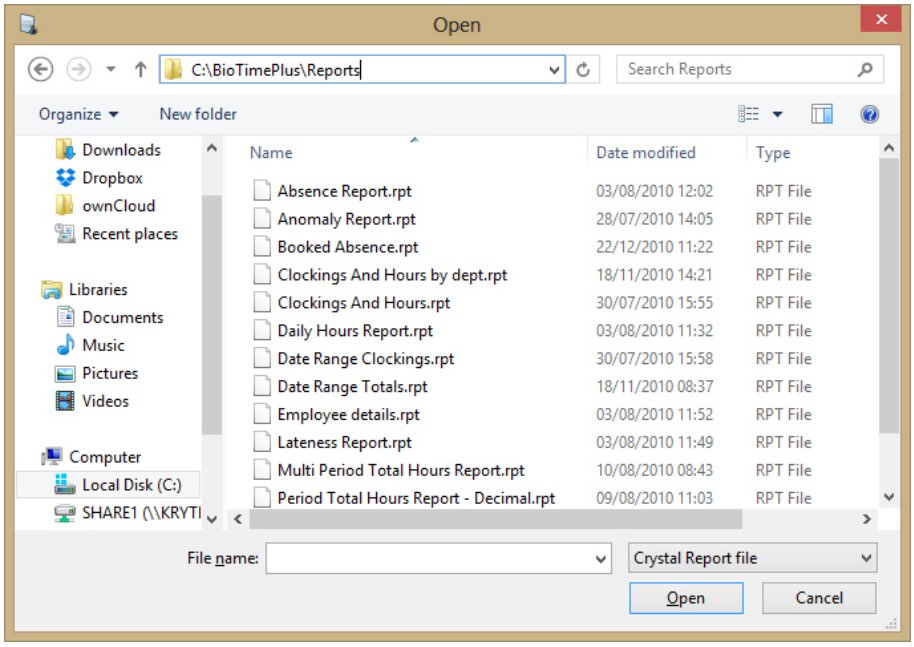
Running Reports

The reports in BioTime Plus are run from a separate module to the main section of the software. Log out of the software, then on the desktop of your PC look for an icon marked InTime Reports.

This will load the InTime Reports software.



Click Select File. A file browser window will open from which you can select which report to run. Use this window to browse to the Reports folder located inside the BioTime Plus installation folder. For instance if the software was installed to its default location the path you would need to browse to is C:\BioTimePlus\Reports.



Once in this location select the report you wish to run and click Open. Then on the main screen of the reports module click Run report. For more information on running reports please refer to the full BioTime Plus manual.