



Time Tracker for Andover Continuum™

Time Tracker is a precise and automatic method for tracking employee labor hours using access event data in the Andover Continuum database. This add-on module to your Andover Continuum or non-Andover Continuum Windows PC is fast and easy to use. There's no programming for your Andover Continuum System Administrator to do! Every action is done with a click of the mouse on a single Time Tracker screen — there's no tabbing back and forth between different forms. Time Tracker provides managers with real-time reporting and historical views of employee and contractors attendance. And for employees and contractors, Time Tracker offers them assurance that the hours they work each and every pay period are accurately accounted for.

- Track Employee/Contractor Labor Hours Automatically Using Card Access Events
- Point-and-Click Configuration Using a Single Screen — No Tabbing Through Multiple Forms
- Full Suite of Pre-configured Reports:
 - Event Detail Reports
 - Time-in Detail Reports
 - Weekly Reports
 - Monthly Reports
 - Report Selection Summaries
- “Quick Pick” Buttons and Filter Selections Speed Date/Time and Cardholder Selection
- All Settings can be Saved to Disk for Easy Recall
- Reports can be Automatically Printed—Daily or Weekly

EASY-TO-USE POINT-AND-CLICK INTERFACE

Tracking labor hours begins with designating all or only specific cardholders. Selecting them is easy — Time Tracker provides a “QuickKey” search field for fast location of a specific name from your Andover Continuum database, and “Filter” buttons to narrow the listing to a particular employee number, social security number, department name or code, or office location. When the correct cardholder names display, you can individually select some by clicking the checkbox next to their names; or alternatively, click on the “Include All” button to select them all.

Then set up a tracking period using Time Tracker's built-in calendar and clock controls. Select “Start Date”, “Start Time”, “End Date”, and “End Time” by simply clicking on the date in the Time Tracker calendar and then scrolling the time displays for the specified times. For your convenience, “Quick Pick” buttons (“Yesterday”, “Today”, etc.) are provided that set the dates and times accordingly.

Next configure area assignments (the selection of all possible entrance and exit doors) by simply clicking with a mouse in the “In Areas” and “Out Areas” checkboxes on the Time Tracker screen.

Once configured, all Time Tracker settings (cardholders, start and end dates/times, filters, areas, and reports) can all be saved to settings files on your hard drive for easy recall.

TIME TRACKER REPORTS

Run Time Tracker Reports as needed or configure- them to automatically “print unattended” to your workstation’s default printer. Time Tracker provides several different types of reports to meet your needs:

- Event Detail Report** Shows all access data for a given time period. This report is useful when an accounting of each access event is required. This report is sorted by cardholder and includes all access events, including area, card number, and site code.
- Time-In Detail Report** Shows all of the matching “Access In” and “Exit Out” events. This is a key report as it alerts you to missing or invalid information.
- Daily Report** Provides a daily summary for the total “time in” for each cardholder. Additional information, such as employee number, department, and department code are included.
- Weekly Report** Provides a weekly summary for the total “time in” for each cardholder.
- Monthly Report** Provides a monthly summary to the total “time in” for each cardholder.
- Report Selection Summary** Printed as the last page of every report. Lists all selection criteria used, such as report date range, “In” areas, “Out” areas, settings file name, selection filters used, and the names of all cardholders included in the report.

The screenshot shows a 'Continuum Time Tracker Daily Report' for a specific date. It lists various cardholders with columns for 'In' and 'Out' times, and a 'Total' column. The data is organized in a table format with multiple rows for different cardholders.

Daily Report

The screenshot shows a 'Continuum Time Tracker Weekly Report' for a specific week. It provides a summary of time in/out data for each cardholder, including columns for 'In', 'Out', and 'Total' time. The data is presented in a table format with multiple rows for different cardholders.

Weekly Report

The screenshot shows a 'Continuum Time Tracker Monthly Report' for a specific month. It provides a summary of time in/out data for each cardholder, including columns for 'In', 'Out', and 'Total' time. The data is presented in a table format with multiple rows for different cardholders.

Monthly Report

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