

**Purpose:**

Excluding "Visitors" (as defined in the Impro Access Control System) for TK's Employee-count limitation, and preventing operational access to these employees. In other words, visitors will be able to use the access control system with all options enabled. TimeKeeper will poll visitor's swipes in order to be displayed only in Impro access control reports. These visitors will not be counted for employee limitation of the HASP and there will be no way to edit their punches in any of the Browsers.

Environment:

TK2000 Only

Required Program Files:

TK2000.EXE	October 30 2003 or later
DEMPLOY.EXE	April 15 2003 or later
DAYBRW.EXE	April 29 2003 or later

Setup Steps:

1. Copy the programs into TK2000 directory
2. The option will be activated when 'ImproNet System' or 'LS-97 System' is installed.

3. In order for employee to be considered as 'Visitor', First Sort (DAILY->SORT0) will be defined as '9999' in the employee screen.



4. Employees that were defined, as 'visitors' will not be displayed in the Daily Browser list, therefore will not be available for editing in time & attendance.

Daily Browser by employee:

TimeKeeper 2000 V20.04

Activities Edit/View Reports & Graphs Maintenance Set-Up Window Help

Edit/View Daily Activity File

File Record Records Type Options Second File Help

Select Range To Edit

Employee

Number	Last Name	First Name
650914V	ESTERHUIZEN	ROELOF
654939A	DORRINGTON	ERIN
662988R	MARAIS	JOHANNES
668475B	DE LANGE	DAWID
688372X	VAN DEN BERG	T
702062V	ENGELBRECHT	JOHANNES
704880C	LUBBE	BAREND
719896K	SAAYMAN	MARIE

Daily Browser by department:

Edit/View Daily Activity File

File Record Records Type Options Second File Help

Station: 2090 MAINTENANCE Date: 05/05/2003

Employee	Day Type	Absence Code	Contract	Profession	Std. Entry	Std. Exit	In 1	Out 1	I
729686R CLOETE JOHAN	1 Mo	1 Unai	10	64 MAINTENANC	7:30	16:00	:	:	:
CFG450F BOOYENS GUILLIAUME	1 Mo	1 Unai	10	64 MAINTENANC	7:30	16:00	:	:	:
HBD284F NAIDOO RAVINDRAN	1 Mo	1 Unai	10	64 MAINTENANC	7:30	16:00	:	:	:
HBD305E VENTER JOHAN	1 Mo	1 Unai	10	33 DIESEL MACH	7:30	16:00	:	:	:
HBD306X SLABBER NICHOLAS	1 Mo	1 Unai	10	33 DIESEL MACH	7:30	16:00	:	:	:
HBD309U ROWELE NTWAETSILE	1 Mo	1 Unai	10	69 MECHANICAL	99:99	99:99	:	:	:
HBD310H BAYMAN PATRICK	1 Mo	1 Unai	10	10 AUTO ELECTF	7:30	16:00	:	:	:
HBD313B VAN DER LINDE JOHAN	1 Mo	1 Unai	10	33 DIESEL MACH	7:30	16:00	:	:	:
HBD314L ZEEMAN JACOB	1 Mo	1 Unai	10	33 DIESEL MACH	7:30	16:00	:	:	:
HBD315G MATHENJWA THEMBA	1 Mo	1 Unai	10	10 AUTO ELECTF	7:30	16:00	:	:	:
SBB409F ANDERSON WILLY	1 Mo	1 Unai	10	69 MECHANICAL	99:99	99:99	:	:	:
SBB466C ERASMUS PETRONELLA	1 Mo	1 Unai	10	2 ADMIN OFFICE	7:30	16:00	:	:	:
SBC776Z MOKWENA ALPHEUS	1 Mo	1 Unai	10	69 MECHANICAL	99:99	99:99	:	:	:
HBD304Z MITCHELL CLIFF	1 Mo	1 Unai	12	0	99:99	99:99	:	:	:
SBB181X NARAYAN NELSON	1 Mo	1 Unai	12	0	99:99	99:99	:	:	:

Please note that there is no limitation in displaying visitors on employee list from the **report selection screens**. Therefore I would strongly suggest defining separate Pay-Period Key for the visitors or separate Organizational Hierarchy in order to differentiate them easily from the regular employees of TimeKeeper.