

**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.



- 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:

| 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:

| 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.