

iBrowse™ Set-Up – TKSOL (June 2006)

1. Specifying SYSCNF Definitions

1.1 Enable the iBrowse Module

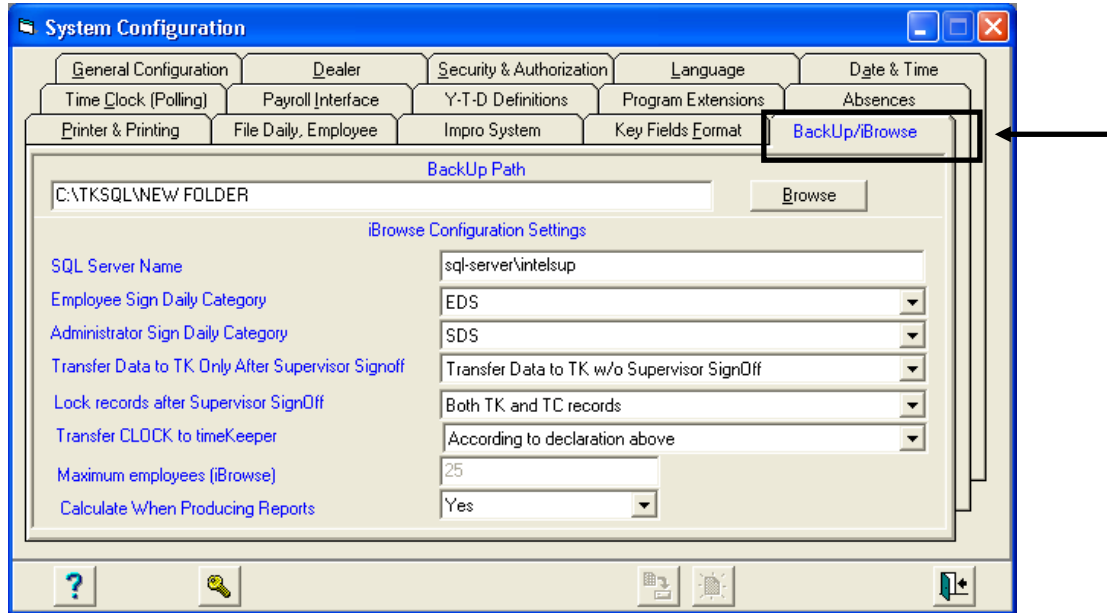
Open the system configuration screen and check "iBrowse module" box (General Configuration tab).

The screenshot shows the 'System Configuration' window with the 'General Configuration' tab selected. The window contains various fields and checkboxes for system setup. The 'iBrowse Module Support' checkbox is checked and highlighted with a black box, with an arrow pointing to it from the right. Other visible fields include 'User Name' (DEMO SYSTEM), 'Software ID' (972000), 'Installation Date' (20/05/1997), 'Version' (5.01), 'Maximum Employees' (9999), 'Current No. of Emp.' (23), 'Contract Offset for Day Off' (0), 'Absence Code for Day Off' (80), 'Historical Retention Period (Week)' (0), 'Hotel Staff Costing Module' (No), 'Use Punch File' (checked), 'Use Retroactive' (Payroll Retro Only), 'Madan Options' (Not In Use), 'Punches Saved for (No. of Days)' (999), and 'Number of Periods for Retroactive Calculations' (99).

Note: iBrowse requires a compatible HASP setting.

1.2 iBrowse Additional Definitions

Open the system configuration screen and choose the "Backup/iBrowse" tab



SQL Server Name – Specify the server's name.

E-signature parameters – The general idea behind the electronic (or digital) signature is that a supervisor and/or the employee may approve the daily data specified in iBrowse. These settings within the **SYSCNF** are **the first step in e-signature activation** i.e. associating both **EDS** (Employee digital Signature) and **SDS** (Supervisor digital Signature) with manual pay categories within TimeKeeper.

The second step in **EDS** and/or **SDS** activation is via **iBrowse profiles generator** i.e. **DCNFPROF**.

Category for E-signature by employee

Used to specify the pay-category no. for e-signature by employee. Once a day has been e-signed, the value [1.00] will appear in the selected pay-category. Ensure selecting a pay-category that may be edited manually (i.e. 47-50).

Category for E-signature by supervisor

Used to specify the pay-category no for e-signature by supervisor. Once a day is e-signed, the value [1.00] will appear in the selected pay-category. Ensure selecting a pay-category that may be edited manually (i.e. 47-50).

Transfer data to TimeKeeper only after supervisor signoff

In some of the cases, supervisor's signoff considers to be the "certificate" for payment. In other words, there are organizations which do not transfer **TK** and/or **TC** information (i.e. from iBrowse to TimeKeeper) without having the supervisor approve all his employee's records.

Following are the options for updating TK:

- Transfer data to TK without supervisor signoff
- TK and TC will be transferred only after supervisor signoff
- TK Data will be transferred only after supervisor signoff
- TC Data will be transferred only after supervisor signoff



Lock Records after supervisor signoff

Once the record/date is signed, you can set iBrowse to "lock" the "signed" record. The options for locking the records are:

- Both TK and TC records
- Not TK nor TC records
- TK records only
- TC records only

Transfer CLOCK to TimeKeeper

Following are the CLOCK transfer options:

- According to declaration above
- No need supervisor sign to transfer data

Maximum Employees (iBrowse)

Set the maximum amount of employees for iBrowse: Maximum employees has been designed to allow scenarios when the number of employees using iBrowse is smaller than the total number of employees in TK (specifically designed to assist our dealers in licensing/pricing issues).

Calculate when producing reports

In order to enhance performance (i.e. when calculations are done via scheduler), the calculation can be disabled. The options are:

- Yes
- No

2. iBrowse™ Users Definition

Similarly to "TK's Users Definition", "iBrowse™ User Definition" enables specifying details about iBrowse™ **users** i.e. [User name], [Password] and associate a user with an iBrowse™ profile (which provides further details related to customizing display options and work modes in iBrowse™).

iBrowse – TK Users

2.1 Supervisor – A Supervisor may view other users' data (in addition to his own). Using this option, each manager/supervisor can monitor and (optionally) edit his employees' data online (i.e. via the internet/intranet). Any employee can be defined as a supervisor, provided:

- A username (4 characters long) and password (8 characters long) have been specified.
- The "**System Administrator**" and "**iBrowse Supervisor**" options are chosen.
- His associated profile has been set to [**Allow User to Edit and Monitor Other Users' Data**].
- The Group(s) which the supervisor is responsible for (i.e. may view and edit data) has been specified in the "**Data Base Access by**" tab.

2.2 External user – A User that is not a TK employee (and therefore when setting up such a user, the program does not require assigning the "proper" employee). To set-up an external user, define the user in TK's Users just as a supervisor is defined (i.e. Setup menu - Add/Edit System Security and Audit Trail files – Add/Edit User Definitions). Define the user's name, password, profile and specifying the employees he may view/edit.

iBrowse – Employees configuration screen

2.3 Standard user – A Standard User may view only his own data (i.e. attendance and costing transactions). Any employee can be defined as a standard iBrowse™ user, requiring:

- a. A unique Username (4 characters long) and a password (8 characters long) with a validity date.
- b. iBrowse profile.
- c. iBrowse Interface language.
- d. Report Group Name (see report definitions at section 3.7 for more details).

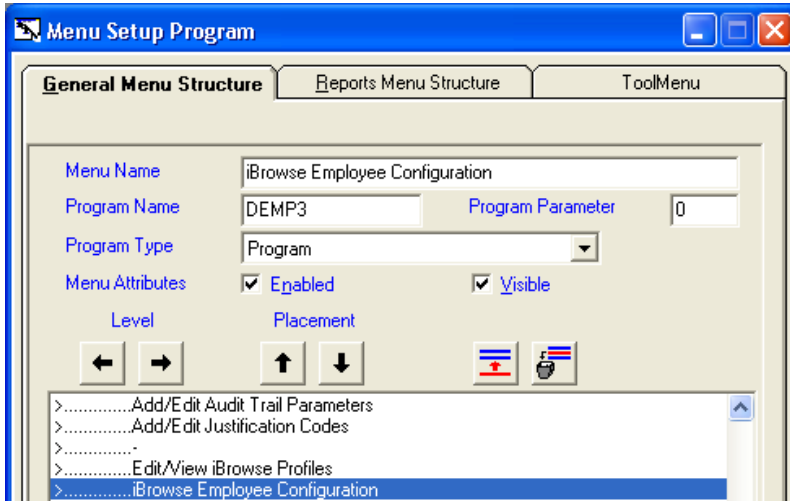
The screenshot shows the 'Employee' configuration window. At the top, there are input fields for 'Employee Number' (1006), 'Last Name' (Burns), 'First Name' (Dave), and 'Mid Init'. Below these are three tabs: 'General', 'Additional Key Fields', and 'Premium & Part Time'. Under 'General' are 'Seniority Data' and 'TSM / iBrowse' (selected). Under 'TSM / iBrowse' are 'Costing' and 'Employee Profile'. The 'Employee Profile' section contains the following fields:

- User ID: Dave
- Password: 1212333
- Password Val.Date: 01/01/2000
- iBrowse Profile: 2
- Language: English
- Reports Group Name: EMP1


The bottom of the window features a toolbar with icons for help, save, print, search, and other functions.

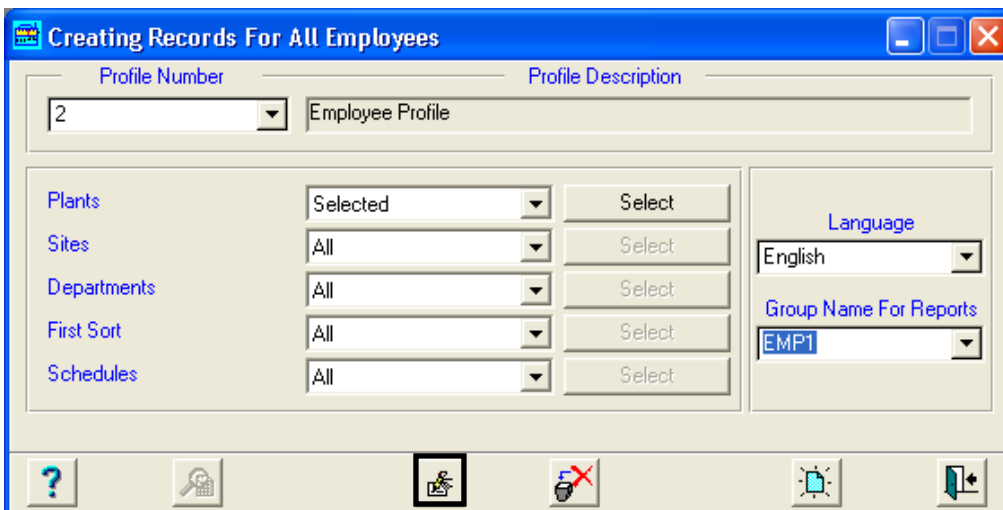
Automatic generation of usernames and passwords for employees


In order to generate employee usernames and passwords, first add the "iBrowse employee configuration" screen to the menu as below:



Activate the **Create records for all employees** screen and do the following:

- Choose the group of employees for whom a username will be generated.
- Choose the profile that will be assigned for those employees.
- Choose the Language that will be assigned for those employees.
- Choose the Report Group that will be assigned for those employees.
- Click on the Create Records icon  to generate the usernames.



Note: By activating the "Delete Inactive Employees" icon , all iBrowse usernames and passwords will be deleted for employees that are in an Inactive mode (status 99). This is required since the employee limit (i.e. the **"Maximum Employees"** field in the SYSCNF) takes into account all employees that have a username and password assigned.

Once this is done, each employee will be able to generate his own password (while loading iBrowse):

- a) When loading iBrowse for the first time, the employee will **specify his employee no as user name providing a blank password:**

iBrowse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://localhost/ibrowse/login.aspx Go Links ftp-lavie Vista Xdrive ibrowse-E ibrowse-F

Google Search Check Options

iBrowse TK's Internet Gateway

LAVIE TimeTECH

User Name: 1006

Password:

Logon New Password

- b) After selecting "logon", the employee will define iBrowse's new username and password and press Set.

iBrowse TK's Internet Gateway

LAVIE TimeTECH

Enter new User Name and Password

User Name:

Password:

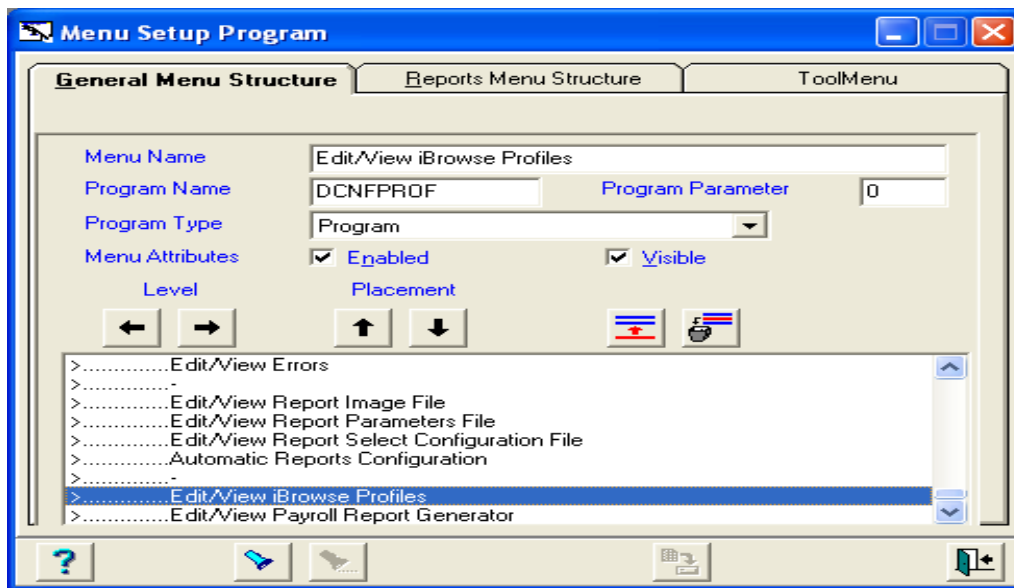
Confirm Password:

Set Cancel

3. **iBrowse™ Profile configuration definitions**

The profile configuration enables customizing both work mode and display options. By specifying a "set of rules" relating to such items as absence handling, number of in/out pairs, costing calculations, retroactive edits etc., you can configure the required display/work mode(s) according to specific customer and/or user needs. The configuration file includes six tabs: Attendance tab, Time Costing tab, General tab, Display tab, Dates tab and Time Sheet tab.

MENU In order to add the "**iBrowse – Profile Configuration**" to the menu, use the following parameters:



3.1 - Attendance Tab

Configuration Profile Definitions

Table Number: 9 Table Description: Supervisor Profile

Attendance | Time Costing | General | Display | Dates | Reports | Time Sheet

Time and Attendance Display Mode: In/Out Punches - Read/Write

Time and Attendance Display Options:

- Rows Per Day On Period Edits Screen: 2 Per Diem: No
- Rows Per Day On Daily Edits Screen: 5 KM/ML: No
- Absence Display Options: All [Select]
- In/Out Punches + Duration: In/Out Punches [Select]
- Manual pay categories for duration: [Select]

Possible Punch Types:

- ☒ Attendance ☒ Call Back
- ☒ Full Absence ☒ On Call
- ☒ Partial Absence ☐ On Duty

Use The Clock Button: No

Apply In/Out Pairs Check: Yes

Transfer Data to TK Only After Supervisor Signoff: System Configuration

Time and Attendance display mode

- **Do not display In/Out punches:** iBrowse™ is used for labor-distribution or job-allocation only.
- **In/Out punches - Read only:** The user cannot enter or update the In/Out fields.
- **In/Out punches - Read only except for zero values:** The user may specify In/Out punches only when the fields equal to zero and the processed day is not the current day (i.e. valid only when editing previous dates). In all other cases, the In/Out fields are in "read only" mode.
- **In/Out punches - Read & Write:** All entries and adjustments in the attendance fields are acceptable. This option is mostly commonly used where iBrowse™ is used (in lieu of data collection terminals) as an electronic "clock".

Rows per day on daily / period edits screen – As each In/Out pair is a row in the daily editing screen, by specifying the number of pairs, you are setting the number of rows on a daily/period editing screen. You may define up to five (5) In/Out pairs.

Per Diem (Specifically designed for the Israeli Market – inactive)

- **Yes** – Per Diem field will be available for entering per diem credits or amount.
- **No** – Per Diem field will not be available for entering per diem credits or amount.

KM/ML (Specifically designed for the Israeli Market – inactive)

- **Yes** – KM/ML (Kilometers/Mileage) field will be available for reporting quantity of KM/ML.
- **No** – KM/ML (Kilometers/Mileage) field will not be available for reporting quantity of KM/ML.



Absence display options

- **All** – All absences can be selected and modified by the user in the iBrowse™ daily edit screen.
- **Select** – A selected list of absences will be available for editing (i.e. selecting) to the user. After choosing the [**Select**] work mode, you define the valid absences using the [**Select**] button.
- **All display only** – “Read only” mode: The employee is able to view absences but not to change (i.e. update, edit or delete) absence transactions.

In/Out Punches + Duration

- **In/Out Punches**
- **Duration** – See "duration based reporting document"

Possible punches type

Possible punch types are the available options within “report” combo box in “daily editing” screen. The options are **Attendance, Full absence, Partial absence, Call back, On-Call (Stand by) and On-Duty**. In order to add an option to the list, check the relevant box e.g. attendance, full absence etc.

Use the clock button

By default, each employee reports (i.e. types manually) In & Out punches. The clock button replaces the “manual attendance entry” option with a virtual clock: clicking the virtual clock inserts the time from the server to the relevant In/Out field.

Disabling the “manual attendance entry” option and inserting the “clocking time” from the server, is most commonly required in environments with “strict” auditing requirements.

- **Yes** – Clock button enabled. A virtual clock will be added to the daily editing screen. As per the period editing screen, it would be read only i.e. the employee will not be able to report on a period basis.
- **No** – Clock button disabled (default). All attendance data is manually entered.
- **Extended** – Enables retroactive updates i.e. the "clock button" option will be enabled for the current date ONLY (this option will be disabled for previous days hence users may update retroactive dates when required).

Apply In/Out pairs check

Determines whether entering a single punch (i.e. In or Out) during the day is valid or not. If selected, an employee entering only one punch will receive an error message (i.e. Missing In/Out) while saving the data.

The “Pairs check” feature must be disabled, as if the “clock button” option is enabled, the employees always report a single punch i.e. when he arrives at 08:00 and before he leaves at 18:30.

- **Yes** – Apply In/Out pairs check i.e. all entries must be in pairs.
- **No** – Pairs check disabled. The employee may report a single (In or Out) punch.

Transfer Data to TK only after supervisor signoff

Should iBrowse records “automatically” update TimeKeeper (i.e. without having the supervisor approving it) or will it be transferred to the daily only after supervisor sign-off. Available options:

- System Configuration
- Transfer data to TK w/o Supervisor signoff
- TK and TC data will be transferred only after Supervisor signoff
- TK data will be transferred only after Supervisor signoff
- TK data will be transferred only after Supervisor signoff

3.2 – Time Costing Tab

Configuration Profile Definitions

Table Number: 9 Table Description: Supervisor Profile

Attendance Time Costing General Display Dates Reports Time Sheet

Time Costing Display Mode: Duration Only

Time Costing Display Options

First Level ("Order")	Yes	Cost Center	No
Second Level ("Batch")	No	Quantity	No
Third Level ("Part")	No	Machine	No
Fourth Level ("Process")	Yes	Group	No

Maximum Number of MRU Items: 7

Maximum Number of Look Up Items: 100

Full absence cancel TC: No

Use The Clock Button: No

Check missing data for TC: All TC employees

Jobs are mandatory: No

Use Related Levels: No

Time Costing display mode

- **Disable** – The user does not report job costing via iBrowse™.
- **Start/End job + calculated duration** – [Duration] is calculated according to the Job Start & End time i.e. [End time – Start time]. As duration is automatically calculated, the user cannot edit it.
- **Duration only** – The employee reports duration for each job.
- **Start job only** – When specifying this option note that (a) the duration field will not be displayed and (b) the costing vs. attendance variance will be ignored.
- **End job only** – When specifying this option note that (a) the duration field will not be displayed and (b) the costing vs. attendance variance will be ignored.
- **Start of job or duration (start>0 will update TCDAY)** – Flexible. The user can enter either Duration or Start of Job. If the value in [Job Start] is non-zero, [Job start] will update the Daily Job Activity file (TCDAY).
- **End of job or duration (end>0 will update TCDAY)** – Flexible. The user can enter either Duration or End Of Job. If the value in [Job End] is non-zero, [Job End] will update the Daily Job Activity file (TCDAY).

Time Costing display options

Specify the required TC levels (as per the user needs and the TC configuration file). As in TC, it is possible to select up to 4 TC levels. To select a TC level, select "Yes" in the relevant level field (i.e. first level [Yes],



second level [No] etc.) In addition, you can add the following costing details: [**Cost Center**], [**Quantity**], [**Machine**] and [**Group**].

Maximum Number of MRU items

MRU (Most Recently Used) items are the jobs most recently reported by a specific employee. iBrowse™ saves MRUs for each employee in order to simplify the job assignment process (for the employee). Instead of searching the entire job list (e.g. Orders, Processes etc.), the employee may choose from a shorter list, which is created based on his latest job assignments. We recommend specifying up to 20 MRUs (as by specifying a larger MRU list, you lose the advantage of using a short and compact list).

Maximum Number of look up items

Whether or not a user uses the MRU option, s/he may search the job costing tables (i.e. order, batch, part & process as required). To optimize network load, the number of records displayed may be limited.

Full Absence Cancel TC ("No jobs" reporting):

- **0 - No**
- **1 - All**
- **2 – Select from a list**

Use The Clock Button:

Currently being documented.

Check missing data for TC:

- All TC employees.
- Direct employees without default.
- All TC employees without default.

Jobs are mandatory:

The following refers to a profile where TC reporting is enabled. Firstly, we would like to clarify that regardless of this feature (i.e. "Report Jobs mandatory"), when reporting through the daily screen, the user will not be able to submit attendance information without specifying the costing information.

Hence, a job reporting is by default mandatory when referring to the daily screen. "Report jobs mandatory" applies on the "period edits" i.e. **if there are records with attendance reported and costing not reported**. In this case, the following options are available:

- **No** – Submitting data is not mandatory.
- **Yes** – Submitting at least one job per day is mandatory.
- **Yes (Even if Attn was not reported)** – Submitting at least one job per day is mandatory even if there is no Daily record.
- **Yes (Excluding the current date)** – Submitting at least one job per day is mandatory when there is attendance, not including current date.
- **Yes (Even if Attn was not reported, not including current day)** - Submitting at least one job per day is mandatory even when daily attendance is missing (not including current date).

Use Related Levels

Currently being documented.

3.3 – General Tab

Configuration Profile Definitions

Table Number: 9 Table Description: Supervisor Profile

Attendance Time Costing **General** Display Dates Reports Time Sheet

Enable Variance Calculations: Yes + Display

Static Break to Deduct From Attendance: :

Difference Between CLOCK Time And SERVER Time: + :

Electronic Signature: Supervisor and Employee

Allow a User To Monitor and Edit Other User's Data: Yes

Allow Admin self confirm: Yes

Default Page: Scheduler

Default display for employees/Data: All records for all employees

Show confirm message: Yes

Absence codes included in admin filter: All Select

Absence Request:

Allowed Absence for Abs. Request: All Select

When exceeding minimal coverage: Use TK's Security settings

When the balance is negative: Use TK's Security settings

Enable variance calculations

- **No** – Ignore variance between attendance total to costing total.
- **Yes + Display**: The variance between attendance and costing will be calculated and displayed. If total attendance > total costing, the variance (i.e. attendance-costing) will be **positive & blue colored**. If total attendance < total costing, the variance (i.e. attendance-costing) will be **negative & red colored**.
- **Yes, If variance exists disable submit** - The variance between attendance and costing is calculated and displayed. If variance exists, the employee must adjust the costing transactions so all attendance-costing variances disappear.

Note: Variance calculation mode cannot be enabled while selecting [**Duration**] in [**Time Costing Display Mode**] in the TimeCosting tab.

Static break to deduct from attendance

Currently being documented.

Difference between the clock time and the server time

This feature has been specifically designed in order to address the multiple time zones issue. Firstly, we would like to clarify that having multiple time zones is an issue only when using the clock button (in any other case, the hours are reported by the operator/employee therefore time zones are not an issue).



In order to address the problem, the profile will hold the time difference (i.e. in hours) from the server time e.g. iBrowse server is located in New York, and an employee is reporting [ENTRY] at [07:32] from LA. As the time difference between NY and LA is 3 hours back, iBrowse profile is to be set in [- 3.00].

Electronic signature

- **Disabled** – Supervisor or Employee approval is not required.
- **Supervisor only** – A check box (designating supervisor's approval) will be added to both the daily & the period browser, on a daily basis. Once this option is checked (i.e. the supervisor has approved that day), the employee cannot submit further modifications for the approved day.
- **Employee only** - A check box (designating employee's approval) will be added to both the daily & the period browser, on a daily basis.
- **Supervisor and Employee** – Two check boxes (one designated supervisor's approval and the other designated employee's approval) are added to both the daily & the period browser, on a daily basis. Once the [Supervisor] option is checked (i.e. the supervisor has approved that day), the employee cannot submit further modifications for the approved day.

Allow user to monitor and edit other users' data

- **No** – Default. Each user may edit and monitor his/her own data.
- **Yes** – Each employee that is associated with the profile (i.e. within "Employee Profile" screen) can monitor and edit other users, according to the [**Database Access Options**] in the "users definitions" screen.

Allow Admin self confirm

- **No** – Administrator allowed authorizing only employees who are under his supervision.
- **Yes** – Default

Note: The administrator should be defined in USERS file with a profile number. Employees are defined to a supervisor in the "Database Access By" tab of USERS file.

Default Page

Default page is the first page loaded, after logging into iBrowse™. As this feature is defined within the "Profile Configuration" and the profile is associated with an employee (i.e. within "Employee Profile" screen), it is possible to set the default page per employee. Each screen within iBrowse™ may be selected as a default page i.e. **Daily, Period edits, Scheduler and Time card**.

Default Display for Employees/Data

Currently being documented.

Show confirm message –

- Yes** – Confirmation message will appear after the data had been successfully saved.
- No** – No confirmation message will appear (data is saved as is).

Absence codes included in admin filter –

Only for Admin users.

All – display all the absence codes.

Selected – allow to select absence codes to display.

Absence Request

Currently being documented.

3.4 – Display Tab

Configuration Profile Definitions

Table Number: 9 Table Description: Supervisor Profile

Attendance Time Costing General **Display** Dates Reports Time Sheet

Enable Break Time Display/Edit: Enable Display/Update/Calc

Enable Display of Daily Totals: Enabled

Records Type to Display: All

Errors Display Mode: Character

Exception Display Mode: Character

Manual Edits Display Mode: Character

Display daily screen from another screen: No

Use comments: Remarks only

Comment for TC: No

Comments are mandatory: No

Active Screens

- ☒ Daily
- ☒ Period
- ☒ Reports
- ☐ Employee
- ☒ Scheduler
- ☒ Employee Timecard
- ☒ Supervisor Timecard
- ☒ Absence Request
- ☒ Absence Request Approval

Enable break time display & Edit

- **Display disabled**
- **Display Enabled**

Enable display of daily totals

- **Disabled** – Do not display daily totals in Daily/Period editing screen.
- **Enabled** - Display daily totals Daily/Period editing screen.

Records type to display

- **All**
- **Errors only**
- **Errors & exceptions**
- **Errors + exceptions + manual updates**

Where (a) **Errors** are records that cannot be calculated from some reason e.g. missing entry, missing exit etc. (b) **Exceptions** are cases which differ from the employee's contractual rules e.g. late entry, early exit etc. (c) **Manual updates** records have been updated manually i.e. not imported by clock polling.

Errors / Exceptions / Manual updates display mode

Each category (i.e. errors, exceptions and manual updated) may be displayed in one of the following options:

- **Color** – Selectable (i.e. customize) color for display
- **Character** – The following characters can be selected



- **Error**



- **Exception**



- **Manually updated**



Display Daily Screen from another Screen:

- **No**
- **From Period**
- **From Timesheet**
- **From Period and Timesheet**

Use Comments

- **No** – Comments functionality is disabled.
- **List only** – Comments enabled (reasons are available from a LAREASON pre-defined list).
- **Remarks only** – Comments enabled, free text mode).
- **List &Remarks** – Comments enabled (The user will be required to provide a reason and a free-text option will be available).

Comment for TC

- **No** – Comments functionality is disabled.
- **Yes** – Comments enabled ().

Comments are mandatory

- **Yes** - The user MUST specify a reason (daily!) whenever a modification was entered.
- **No** - Comments are optional.

Active Screens:

In these fields you define which screens will be displayed in the system. The available screens are:
Daily, Period, Reports, Scheduler, TimeCard, Supervisor Timecard, Absence Request, Absence Request Approval.

3.5 – Dates Tab

Configuration Profile Definitions

Table Number: 9 Table Description: Supervisor Profile

Attendance Time Costing General Display **Dates** Reports Time Sheet

Enable Retroactive Edits: Current Previous & Future Dates

Warn On Retro Edits: No

Limit Edit Dates: Current Pay-Period + Cutoff Day

Cutoff Day: 0

Retroactive Edits Allowed Only For The Previous: 30

Select Period For Display: Current Pay-Period

Type of Pay-Period Selections: Select A Period

Enable retroactive edits

The "retroactive edits" option determines the date access range i.e. which dates the employee may access within the daily/period-editing screen? The following options are supported:

- **Current date only** - Access to previous dates is denied (i.e. edits on the current day only).
- **Current Previous & future dates** - The access to current, previous and future dates is enabled
- **Previous dates only** – The access to the current and future dates is disabled
- **Previous Dates & future Absences dates** - The access to current dates and future Absences is enabled
- **Current and previous dates** – The access to both current and previous dates is enabled.

Warn On Retro edits

- **No**
- **Yes**

Limit edit dates

Following are additional restrictions for retroactive edits, as follows:

- **According to the limit of retro edits i.e.** the days specified in [**Retroactive Edits Allowed for**] field.
- **Only current pay-period** – The employee may edit dates in the current pay-period only.
- **Current and previous pay periods** - The employee may edit dates in both the current and the previous pay-periods.
- **Current pay period + cutoff day** - The employee may edit retroactive dates in the current pay-period, until a certain day within the relevant pay period (i.e. a "cutoff" day). The "cutoff" day is pay-period oriented e.g. if the specified cutoff day is "2" and the pay-period is Weekly, then the date referred to is Monday.



Note: If one of the options 2-4 is selected, the value in [**Retroactive Edits Allowed Only for the Previous XX**] field is ignored.

Retroactive edits allowed only for the previous XX

In addition to specifying the [**Retroactive Edits**] option, you must specify the amount of days that may be edited retroactively. This option is disabled when the "**Disable Calendar - Edits only**" is selected in the [**Enable Retroactive Edits**] field.

Select the period for display

Specify the default period to be displayed in the "Period editing" screen. The options are **Current pay-period, Previous pay-period** and **Two pay-periods back**. As the field specifies the default period to display, the employee may change the selection on "period editing" screen (according to his needs).

Type of pay period selections

The [**Type of Pay-Period Selection**] option addresses the pay-period selection issue i.e. how to select a pay-period in both "period editing" and "period timecard" screens. Following are the alternatives:

- **Select dates from/till (calendar)** i.e. the employee will specify a date range
- **Select a period** i.e. the employee will select the relevant pay period.

3.6 – Time Sheet tab

Configuration Profile Definitions

Table Number: 9 Table Description: Supervisor Profile

Attendance Time Costing General Display Dates Reports **Time Sheet**

Mandatory Fields

Field Name	Description - Main Language	Description - Secondary Language
Date	Date	Date
Day Type	Day	Day
Absence Code	Abs Code	Abs Code
Employee E-Signature	EDS	EDS
Supervisor E-Signature	SDS	SDS

Hide 'Summary' Button: No Enable Punch-location check: No

Hide 'Browse Employees By' field: No Enable separate line for callbacks: No

Enable 'Contract' field: No Enable Overtime Authorization: No

Audit Trail Button Enabled: Yes Audit Display: Previous Value

No of lines to display (Timecard By Date): 12

The "Time Sheet" tab enables defining for each field its description. The field's description is actually the name of the field, translated to the primary (or secondary) language. You may specify for each field two descriptions i.e. for primary and secondary language.

In order to simplify the translation process, the fields have been grouped into five types e.g. fixed fields, punches, daily fields, period fields and ABSFOLLOW fields. Each field type includes its specific fields (i.e. punches include In/Out punches, on duty punches etc). Choosing the field type loads the relevant fields to translate.

Following are the available field types:

- **Display fixed fields** - Fixed fields are Date, Day type, Absence, Employee, EDS, SDS.
- **Display types of punches** – Punch types are In/Out, On-call, On-duty etc.
- **Fields to display from daily file** – Pay categories from the daily file.
- **Fields to display from Period file** - Pay categories from the period file.
- **Fields to display from Absfollow file** – Accessing absence follow data e.g. balances etc.
- **Manual Pay Category for Update** – Manual Pay Category from Pay Category's List when the user will Check this category in IBrowse the pay Category Value will change to 1 (one).

Hide 'Summary' Button:

- **No** – Not Display 'Summary' Button.
- **Yes** – Display 'Summary' Button

Hide 'Browse Employees By' field:



- **No** – Not Display 'Browse Employees By' field.
- **Yes** – Display 'Browse Employees By' field.

Enable 'Contract' field:

- **No** – Not Display 'Contract' field.
- **Yes** – Display 'Contract' field.

Enable Punch - location check:

- **No** – disabled Punch Location Check.
- **Yes** – Enable Punch Location Check,(check if the employee punch on the clock that's related to him, if not the punch field in IBrowse will be marked).

Enable separated Line for Callbacks:

- **No** – Not Display Callbacks in Separated Line.
- **Yes** – Display Callbacks in Separated Line.

Enable Overtime Authorization:

- **No** – Disabled
- **Yes** – Enable Manual Authorization of Overtime (Similar to DayBrw).

Audit Trail Button Enable – Enable display source Values for Updated fields.

3.7 – Reports

The Reports tab enables defining 10 standard reports. In order to define a report, set the report in the configuration profile and set the report selections as follows:

1. Defining the report inside the iBrowse Profiles

	Report Name	Description - Main Language	Description - Secondary Language
0	RTKTCN	Attendance Vs. Job Changes	Attendance Vs. Job Changes
1	RPERIOD5	Detailed TimeCard - Standard	Detailed TimeCard - Standard
2	RTKPER	Default P.P. Summary Report	Default P.P. Summary Report
3	RABSYTD	Annual Activity Chart	Annual Activity Chart
4			
5			
6			
7			
8			
9			

Report Name – Select report to display from Reports list.

Description Main Language – Report Name that will display in iBrowse reports menu for first language.

Description secondary Language – Report Name that will display in iBrowse reports menu for first language.

Configuration Profile Definitions

Table Number: 9 Table Description: Supervisor Profile

Attendance Time Costing General Display Dates **Reports** Time Sheet

Description - Secondary Language	Report Type	Send Report To
Attendance Vs. Job Changes	From Date Till Date	Send Report To
Detailed TimeCard - Standard	Period	Send Report To
Default P.P. Summary Report	From Period Till Period	Send Report To
Annual Activity Chart	Year	Send Report To

Report Type:

Select the appropriate report type from the below options:

- Date.
- From Date Till Date.
- Period.
- From Period Till Period.
- Year.
- From Year Till Year.
- Specific Period Key & Number Selection, (enable define reports for several Pay Periods).
- Period Key & Number (From...To...), (enable define reports for several Pay Periods).
- Period Key & Number & Date Selection, (enable define reports for several Pay Periods).

Send Report To:

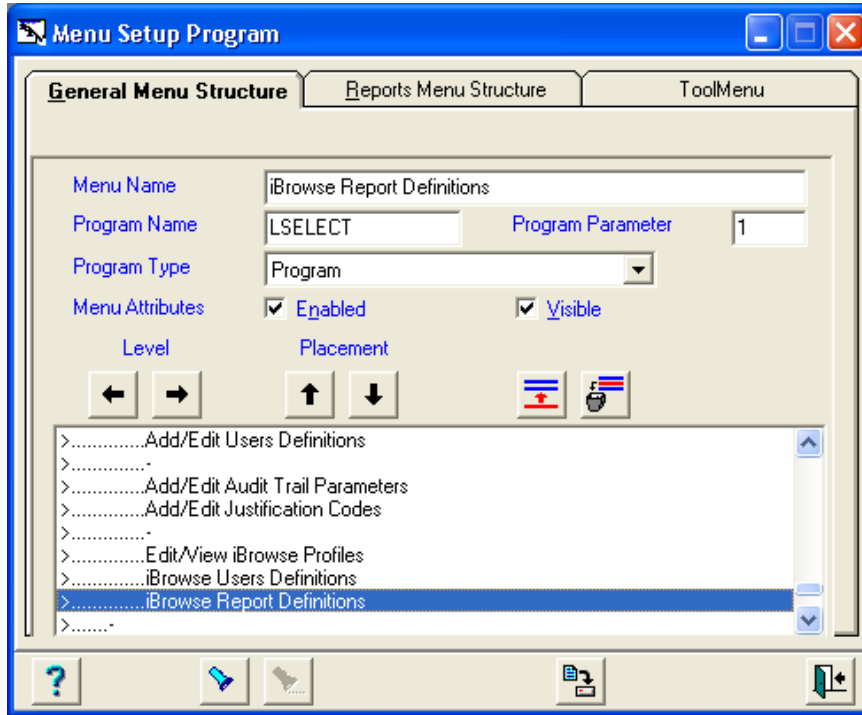
Always needs to be defined as "Send Report To"

2. Defining the report selections:

Add the iBrowse Report Definitions to the menu

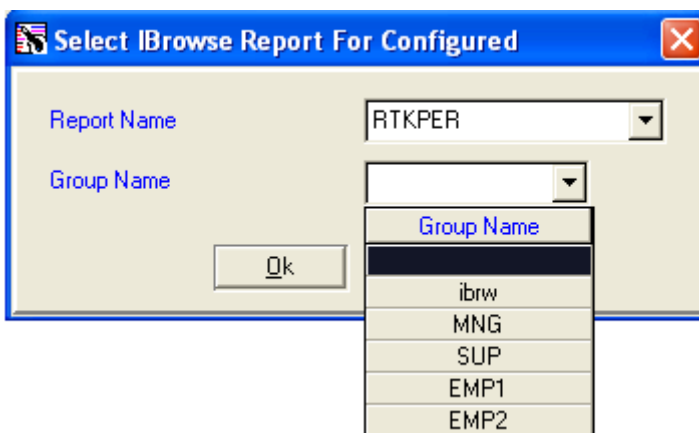
Program: LSELECT

Parameter: 1



Open the Report Definitions

Choose the required report, and the report group name. Only employees and users that are members of the chosen group will be able to generate the report (e.g. RTKPER).



Set the default settings for the report (i.e. filter, format, sort and the report's parameter file) and save the report's definitions:

TK - Default P.P. Summary Report (EMPLOYEE index)

File Period Plant Site Department Employee Sort Code Profession Contract Output Options Start Report

Period: Monthly
 From Period# 1 To Period# 1
 From Year 2006 To Year 2006

Plant <u>1 - 999999</u>	Format (0-Landscape, 1-Portrait) <u>0</u>
Site <u>1 - 999999</u>	Periodic Calculate (0-No, 1-Yes) <u>1</u>
Department <u>1 - 9999999999</u>	Report by Employee Index- <u>Emp#</u>
Employee <u>1 - 99999999999999</u>	Summary Levels <u>Detailed</u>
Sort Code <u>0 - 999999</u>	Print Zero Records <u>Disabled</u>
Profession <u>0 - 9999</u>	Print Hours In <u>Decimal Format</u>
Contract <u>0 - 999999999</u>	Page Break On Change Of <u>Level 1</u>
	Send Report To <u>Screen</u>
	Use Parameters File <u>RTKPER</u> <u>File Parameter For RTKPER Report</u>
	Footer Text <u>1</u>

Note 1: The period definitions do not need to be defined since they appear in the iBrowse as well.

Note2: There are two types of report groups, one is a list of groups only for employees and the second is a list of groups only for supervisors. When choosing a report using the Report Definitions, groups from both lists can be chosen.

Report Definitions:

Select iBrowse Report For Configured

Report Name: RTKPER

Group Name: ibrw

Group Name list:

- ibrw
- MNG
- SUP
- EMP1
- EMP2

Supervisor Groups: MNG, SUP

Employee Groups: EMP1, EMP2

The report groups for the employees are defined within the Employee Profile by adding the "REPORT_GRP" field and typing the required group (e.g. EMP1 & EMP2).

Employee Profile:

The screenshot shows the 'Employee' window with the following details:

- Employee Number:** 1016
- Last Name:** MONROE
- First Name:** JANICE
- Mid Init:** (empty)
- Tabs:** General, Additional Key Fields, Premium & Part Time, Seniority Data, TSM / iBrowse, Costing.
- Fields in TSM / iBrowse tab:**
 - User ID: (empty)
 - Password: (empty)
 - Password Val.Date: / /
 - iBrowse Profile: 0
 - Language: English
 - Reports Group Name: EMP1 (selected)
- Dropdown Menu:** A dropdown menu is open for 'Reports Group Name', showing options: Value, EMP1, and EMP2. An arrow points to the 'EMP1' option.
- Toolbar:** Includes icons for help, save, print, search, and navigation.

Also note that report groups for supervisors are set using the standard "TK USER GROUP" via the employee profile.

System Users:

The screenshot shows the 'Users' window with the following details:

- User Name:** 9999
- Tabs:** Data Base Access by, Impro System, Absence Planning (APM), General Parameters, Functions, Screen Builders.
- Fields in General Parameters tab:**
 - Password: (masked)
 - Confirm Password: (masked)
 - ☒ System Administrator
 - ☒ iBrowse Supervisor
 - Group Name: MNG (selected)
 - Language: (empty)
 - Expiration Date: (empty)
 - Configuration Profile: (empty)
 - Groups Definition: MNG
- Dropdown Menu:** A dropdown menu is open for 'Group Name', showing options: Group Name, ibrw, MNG, and SUP. An arrow points to the 'MNG' option.
- Fields at the bottom:**
 - Employee Number: 1142
 - Employee Last Name: CURRAN
 - Employee First Name: NANCY
- Toolbar:** Includes icons for help, save, print, search, and navigation.