# **CS TIMECLOCK**

# USB SYNCHRONIZATION

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## CONFIGURING TNA FOR USB SYNCHRONIZATION

Open the TNA Configuration Module. Click on "Setup", "Features" or click on the icon.

Click on "Hardware" and select the following options:

- CS TimeClocks
- Import via USB Thumb Drive
- Sirens (where applicable)

Turn features on and off	tures On and Off	? 💌
Settings Classifications Standard Leave	TNA supports a variety of hardware possibilite and which features you want to use, you simp Type of Hardware being used:	es. By telling TNA what hardware you have blify the Hardware module.
Leave Colors <ul> <li>Hardware</li> <li>Human Resources</li> <li>Access Control</li> <li>Enterprise</li> <li>Costing Classifications</li> </ul>	CS TimeClocks CapeClocks Infotime Text-Import Infotime Import via USB Thumb Drive	<ul> <li>TimeLog</li> <li>EcoClock</li> <li>HandPunch</li> <li>Actatek</li> </ul>
Job Features Rostering Web Misc	Clocks connected via TCP/IP Clocks connected via Controllers Clocks connected via Modems Sirens	Can Use Proxy (Actatek Only) (requires Standard Level) (requires Standard Level) (not available with Infotime Clocks)
		<mark>√ <u>O</u>k X <u>C</u>ancel</mark>

Click on "Ok" to save your changes. Restart TNA for the changes to take effect.

#### USB SYNCHRONIZATION WITH TNA SOFTWARE

#### 1. THE FIRST SYNCRONIZATION

- Add your employee and card numbers on the clock.
- Do not enter any information on the software before following this procedure during the first sync process any information in the software will be overwritten by the information on the clock.
- Follow the steps in sections 2 and 3. Do not delete the files on the USB stick!
- Update employee information (e.g. employee names).
- If applicable, link sirens to your clock as described in section 5.
- Repeat the steps in section 3. This will update the information stored on the USB stick.
- Repeat the steps in section 2 to update the information on the clock.

#### 2. SYNCHRONIZATION WITH THE CLOCK

- Plug the USB stick into an available USB port on the CS TimeClock.
- Press # to enter the clock menu.
- Press 5 to enter the "Admin" menu.
- Press 1 ("Sync PC via USB). "Enter Administrator Card, PIN or Finger" is displayed on screen.
- Enter the administrator PIN or swipe the administrator card. The administrator name is displayed for about 2 seconds followed by "USB Synchronization In Progress".
- "Successful" will be displayed when done.

### 3. SYNCHRONIZATION WITH THE TNA SOFTWARE

- Plug the USB stick into an available USB port on your pc.
- Open the TNA User Module.
- Click on the USB Synchronization Icon or click on "File" and "Synchronize USB drive".



• The file exported from the clock is named "clock.db" and will be placed in the root directory of your USB drive. If you want to import *all* the clockings from the clock, tick the "Re-import all clockings,..." block. If it is not selected it will only import new clockings.

📃 Syncronis	se USB Thumb Drive	? <mark>×</mark>
-	Syncronise USB Thumb Drive	
From File	e:	2
Form	nat: <ul> <li>Thousand Series DB format</li> </ul>	
Re	e-import all clockings, including those marked as "collected"	
	<u>✓</u> <u>S</u> tart	🗙 <u>C</u> ancel

Enter the path where the file is located and click on "Start".

Syncronising with USB Drive	
Syncronising with USB Drive	
Employees Read	
	✓ Close

• The following window will be displayed when synchronization has been completed:



• At the first synchronization the clock will be added in the hardware configuration as a new device.

Device Setup		? 💌
Device :	Setup	
Commands Collect Send Cards Set Date & Time Keset Clock Connect Syncronise Wipe Clock Setup Sirens Messages	This Computer O No Controller 19874 Remote clock via USB	
	💠 Add Controller	love
		l <u>o</u> se

### 4. UPDATING SIRENS USING USB SYNCHRONIZATION

• Siren sets in TNA are configured under the "Sirens" link in the "Device Setup" screen (see below).

📃 Device Setup	? <b>.</b> .
Device S	Setup
Commands Collect Send Cards Set Date & Time Reset Clock Connect Syncronise Wipe Clock Setup	This Computer 0 No Controller 19874 Remote clock via USB
© <u>Sirens</u> ■ <u>Messages</u>	Add Controller Add Controller Remove

• If none exists, add a new siren set. Enter the duration and all the times at which the clock must trigger the siren.

Æ	Update Siren Times								
	Update Siren Times								
	Siren Set number 1 Description Factory clock								
	Description	Start Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Night shift end	6:00	0	5	5	5	5	5	0
	Day shift start	8:00	5	5	5	5	5	0	0
	Lunch start	13:00	3	3	3	3	3	0	0
				🔲 Ad	d Siren Time				? 💌
	Add Siren Time								
					Siren Time	: 0:00			
	l				Description	n: (			
					Length:	0	secor	nds	Ĩ
	How m					[	✓ <u>O</u> k	×	<u>C</u> ancel :el

- A siren set must be linked to a clock in order for it to be downloaded / synchronized.
  - In the "Device Setup" screen highlight the clock you wish to link a siren set to and click "Change".

Update Clock				8 22
Update Clo	ock	E Lookup	Siren Set	? ×
<ul> <li>Settings</li> <li>General</li> <li>Details</li> <li>Door 1</li> <li>Connection</li> <li>Advanced</li> </ul>	Door 1: Clock Type: Payroll Reader Settings: Reader Settings: Reader TNA Dir Switch In 1 Out 2 Out 3 Out Relay Duration: 0 (millis Quiet Clockings Siren Set: 0 2	Set	Lookup Siren Set Description Factory clock	<u>Cancel</u>
			V Ok	<u>C</u> ancel

- Select "Door 1". Click on "?" next to "Siren Set" and select the applicable siren set. Do the same for the other "doors" if there are more than one extender units on the clock. Click "Ok" for the configuration changes to be saved.
- To upload this information to the clock, follow the steps as described in section 3 and 2 (in this order).