Time Saver ID Suite 2008

TIME SAVER ID
HELP FILE

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INSTALLATION AND SETUP

Welcome to *TIME SAVER ID* (*TSID*), an easy to use photo id software where you will be able to create custom identification badges for use in your time and attendance system, access control system or for identification at your work facility. The software is available to the end user without charge as long as the badges are sent and produced by time solutions, inc. A listing of charges is appended to this help file. Please call our office (888 313-0826) for information on the upgrade to the full access version to allow printing directly in your office.

Installation Instructions for Time Saver Id

Open your CD drive.
Insert the Time Saver ID CD.
Close your CD drive.
Click the My Computer icon in the start menu (windows xp users) or double click the Start menu icon on the desktop. (All other operating systems)
Right click your CD Rom device icon in start menu, and select open.
Double click the Time Saver ID file on the CD.
At this time you will be prompted to install Time Saver ID, select yes.

Setting up your Time Saver ID program:
Select the directory where Time Saver ID is to be installed. During your installation you will be prompted to overwrite files, select no to all files except TimeSaverId.exe if prompted. Your installation is complete.

From Time Saver ID software, select the Paths Command Button and enter the path

locations of the files.

The following are examples:
Set the photo path to c:\program files\Time Saver Id\photos.
Set the bitmaps path to c:\program files\Time Saver Id\artwork
Set the fingerprints path to c:\program files\Time Saver Id\fingerprint

Now your install of Time Saver ID is complete!

Updating Time Saver ID

The program Time Saver ID is a constantly evolving program and you will want to keep it as up to date as possible. To do this, you will want to visit our website (www.timesaverid.com) and select "Services" from the button bar. Scroll down to the "TSI Download Center" at the bottom of the page. From there you can download and install the updates that you will need for the Time Saver ID software.

Installing your Time Saver ID software upgrade is easy; first you have to download the file Time Saver ID update from the download section of our website. Then extract the .zip file to the directory c:\program files\Time Saver Id and you are done.

Configuring the ADI TIME Interface

The following fields must be added to the Labor32 Database before linking to the ADI Database.

CardName
Queue
Premise

After the fields are added to the ADI Database, Run Time Saver Id, The first time you will be prompted is locate the CARD_LAYOUT.MDB Database(usually located in C:\Program Files\Time Saver Id\DATA)..

From the menu, select Setup, Interfaces, and Configure ADI Time Fields.

- Check the appropriate box for your ADI Time Database Access or SQL/MSDE.
- If your ADI Time database is access, either type in the database name with the path or you can click on the button labeled "Locate ADI MDB" and browse to the location of the ADI Time database, and select it. If your ADI Time database is SQL/MSDE, you must type in the name of the ODBC DSN(usually Labor32SQL)
- Click Update DSN Information. This will update the database with the required user information. You may be prompted for user SQL Username and Password up to three

- Enter the Fields you wish to use from Adi Time: See the following example.

IDNumber	SSN2
First Name	FIRST_NAME
Middle	MIDDLE_INIT
Last	LAST_NAME
Title	Pos_Description
Department	D_Description
Clock #	CLOCK_NBR
Card	UDF _CARDNAME
Photo	PICTURE_FILE_NAM
Select_P	UDF_QUEUE
Premise	UDF_PREMISE

    All other fields are optional.
- Click Save and the information will be updated.

ICONS

TSID is setup with eight icons that will guide you through the setup of your *TSID* system. The icons are

- **CARDHOLDER** – this will display all of the information on each individual cardholder including their photo and card design selected.
- **BATCH PRINT** – allows up to seven different criteria to be set for batch printing jobs.
- **QUE BADGES** – this is where you select all badges to be sent for production to TSI.
- **CARD LAYOUT** – this is where you can custom design each id that you intend to print to in *TSID*.
- **MAG SETUP** – this is where you select the specifications for your magnetic stripe encoding.
- **SETTINGS** – this is where you select the database that will be in use with *TSID* and whether you will be using odbc link to an existing database.
- **PATHS** – this will allow you to select where you want your data to be stored
- **TARDIES** – This is only available in the Time Saver ID Tardy System. This is where tardies and other infractions are entered.
- **VISITIOR PASS** – This in only available in the Time Saver ID – Visitor System. This is where visitor id's are entered and printed.
- **IN-OUT –** This in only available in the Time Saver ID – Visitor System. This is were visitor id's are marked as off premise.

GENERAL DEFAULTS

If you check **Auto Generate ID Number,** the id number be automatically generate in the add mode starting with the next field **Starting Number**

Default find by allows you to select how you would like to find record holders in your database. If last is selected, then the record holders will be queried by last name as you find those individual records in the database.

Maximize windows will provide a full window of information when this checkbox is selected.

Enter the **# of tracks to read** for your mag stripe reader, if attached

if the **Show Card Design in inches,** then the card layout screen will displany inches instead of twipps. The **Round to Decimals** will appear, this is how many decimals the system will round. The suggest value is 2.

Allow Cardholder Deletes – if check, A delete button is available on the "Card Holder" screen. Deleting a card holder will delete in photos associated with that card holder.

IMAGE CAPTURE

If **New Crop Box** is checked, a box will automatically be generated for cropping. The box can then be moved and resize. If New Crop box is not checked, then an images is cropped by left clicking and holding the center of the images and dragging the cursor to the right, when the desired box appears, release the mouse.

Please check **Crop Image** if you want to crop the image of the record holder prior to saving in *TSID*. If not selected, the image will be saved in its current format.

Check **Auto Crop Image** and the software will use a special camera driver to show you the live camera image already cropped. The software will then save this image, avoiding manual cropping.

Checking the **Auto Save after Auto Crop** will prevent the Crop dialog from requiring user input. This should only be used when capturing a photo from a camera, not from a disk file.

If you select **"Auto Print on Image Capture"**, the badge will be automatically printed once the record holder image is captured.

Picture Quality should be set to 100 for most systems, if encoding pictures into 2D barcodes, you may need to lower this number to 85 or below to compress the photo.

Picture Size - for 640x480 cameras this setting should be 400. For 320x240 cameras this setting should be 200.

Picture Aspect Ratio – for a square photo enter "1", for a rectangle photo select 1.2. One you begin taking photos this ratio should not be changed. Doing so will make the picture that

Set **Camera Picture Width** to the size of the camera picture width.

Set **Camera Picture Height** to the size of the camera picture height.

Crop Tune 1, Crop Tune 2, and Crop Tune 3 should be set to 320, 210, 520 respectfully unless under told otherwise by a support agent.

If you are print 2D Barcodes and using an Identix Fingerprint reader, you can check **Capture Fingerprints**. This will enable a control on the Card Holder screen to capture the fingerprints and the cardholder record.

FIELD NAMES

By entering a Description next to the Time Saver ID field names, you enable that field on the cardholder screen. The field will then show with the new description as the field caption. Example is to put "SSN" next to "ID NUM". For the user defined fields, there is also a check box titled **Include on Premise Log.** If this is checked, then the In/Out program will prompt for the check fields.

FUNCTION KEYS

If you have multiple card designs, you can enter then under the F5, F6, and F7 field names, On the cardholder screen, if you hit one of the Function Keys, the card name of the current card holder we be changed to the corosponding card.

VISITOR PASS

VISITOR PASS is a additional module with for Time Saver Id for producing Visitor Badges.

PRINTER SETUP

Select the appropiate Printer Name for each of the fields, Card, Report and Default. Time Saver Id will then change to the appropriate printer when printing card or reports. Upon exiting the software, Time Saver ID will set the Default Printer back to the default windows printer.

MAGNETIC STRIPE ENCODING

Select the "mag setup" icon to determine the prefix, field name, suffix, pad, length, and pad type for the magnetic stripe encoding to be used for your magnetic stripe. After completing the "mag setup", proceed to the card layout icon. In card layout, select and load the badge type. Select track one, track two or track three for encoding in the card design format below "mag encoding". This procedure will insure correct magnetic stripe encoding when sent to TSI for printing or when printing with a Fargo printer with the magnetic stripe

unreading option.

SETUP A CARDHOLDER

If you selected ADI TIME Interface then all records in the ADI Database database will be available after you open the cardholder records. If you did not, then *TSID* will load an access database table for your use including the custom designed fields that may be used for the setup and printing of your id badges. These custom field names are the names that were set up in the settings area of *TSID*.

To **ADD A RECORD**, simply select the add button. All information will be cleared and the record may be added by selecting save after the information for the record has been completely added. Any information left blank will appear blank on the id card if that field is selected in the card design portion. Adding records is not allowed if linked to an ADI TIME database.

To **FIND A RECORD**, simply select the find icon and type the information. The query criteria will match that selected in the lower portion of this dialog box. You may sort by last name or id number. If id has been selected in the settings criteria, enter the id number of the cardholder to find the appropriate record. If last name has been selected in the settings criteria, enter the last name of the cardholder to find the appropriate record.

By selecting **UNDO**, all information entered will be eliminated from view and be not saved.

The **AUDIT** button contains and audit trail of each time the card holder record has been printed.

To **PREVIEW** a card, select print and the cardholder record will be previews on the screen.

To **PRINT** a card, select print, and the cardholder record will be printed. Time Saver Id prints to the default windows printer.

If sending the ids to TSI for printing, selected records may be made in the cardholder record or by selecting the record in "que badges".

To select or take a photo, do the following:
- To select an image from a file, simply right mouse click on the photo area, and select the image from the file. Crop the photo by left clicking the center of the picture and holding down the left mouse button, moving the mouse to the right of the subject. The crop area will show a square or rectangle, so the crop area will increase in width and depth as you move the mouse from left to right..
- To take a photo, you must first select the camera at the picture source icon

cameras will appear in the picture source dialog box. Select the appropriate camera before proceeding with taking photos in the cardholder area.

- o Once the photo has been selected, return to the cardholder area and left mouse click once on the photo area. The twain drivers installed with your camera will be called and the image of the cardholder will appear for capture. Follow the instructions that came with your camera for capture, cropping and saving.
- Please note that the path to the photo will appear below the photo after the photo has been captured by the camera or saved from a file.
- You may scroll through all records by using the first, last, previous and next buttons located at the bottom of the cardholder dialog box.
- Close the cardholder dialog box by selecting the close icon or clicking once on the "x" in the top right corner of the dialog box.

SETUP A CARD LAYOUT

Selecting the **CARD LAYOUT** icon will open the card design dialog box. The card layout dialog box will allow for card design in the upper left corner of the box in the white area. The user should first select the card size and layout(portrait or landscape).

ADDING INFORMATION

There are four types of information that may be added to a card

› **Text information** which will be static with each card printed. Examples of this would be the name of the business or high school.

› **Data items** which are being extracted from the cardholder's record in the database area. Examples of this would be first name, last name, and photo.

› **Bitmap images** which will also appear on each card printed. Examples of this would be company logo files or photos to be used as the background for a card.

› **Photos** may be selected and added to the layout of the card

2D Bar Codes may be select and added to the layout of the cards. 2d barcodes require additional license codes.

GENERAL INFORMATION

You set the Orientation of the card by select the **PORTRAIT** or **LANDSCAPE** radio buttons.

For each type of Field on the Card you can view the **TOP, LEFT, WIDTH, and HEIGHT** by clicking on the Item.

For Text and Data fields, there is a **ASF** check box, If this is select upon print, the font size will be modified so that the entire text will print in the box. You can resize fields by holding a left click in the bottom right of the field box and dragging the mouse.

By clicking on **SHOW OUTLINE OF BOXES** boxes will appear around each card item showing it current position and width and height.

After Changing any information on a Card Item, Hit **SET** or **ENTER** to record the changes on the card. Then at the end of your editing be sure to SAVE your card design.

ADDING TEXT INFORMATION

To add text, simply select the add text button. A small white box is added in the badge palette adjacent to the add icons. At the top of the card layout dialog box will appear the position of the text, top, left, width, height, as well as the text/field name. Type the text that you want to appear, selecting the font type, size, and characteristics of the text. Select "enable move" after all text has been typed, and drag the text to the white design box (badge palette) in the left hand corner by pointing at the text, left mouse click and drag to the spot desired in the white design box. Select the fore color (text color) and the back color (the background color of the dialog box), selecting set when all information is entered. Select enable move to drag and drop the text box to the desired position.

ADDING DATA

To add data, click the add data item button. A small white text box will appear adjacent to the add item button on the badge palette. A drop down button will appear at the right side of the text/field name box. By clicking on the down arrow, the fields from the database table will be shown. Select which field name you want to appear on the badge. Having selected the field name, click the "enable move" button. The name inside the dialog box will change to the field name selected. After selecting the "enable move" button", you may drag and drop the text box to the location desired on the badge palette. Any change in the condition of the data field must be followed by selecting set. Examples of this would be change in font, size, justification or character type (bold, italic)

SETUP A BARCODE

To add a bar code, click the add data item button. A small white text box will appear in the gray box adjacent to the add item button on the bottom of the screen. A drop down button will appear at the right side of the text/field name box. By clicking on the down arrow, the fields from the database table will be shown. Select which field name that contains the number that you want to appear on the badge as a barcode. Select the bar code check box, making sure that you have selected a bar code font from the font selection box. Having selected the field name, bar code fonts, and bar code check box, click the set button. The name inside the dialog box will change to the field name selected. By selecting the enable move button, you may drag and drop the text box to the location on the badge palette desired. Any change in the condition of the data field must be followed by selecting set. Examples of this would be change in font, size, justification or character type (bold, italic)

ADDING BITMAPS or JPGS

Bitmaps are image files that are used to feature logos, photos or other image files when creating your badge. They are represented with the extension BMP or JPG. To add a bitmap, click the add bitmap button. To the right of the add buttons will appear a box in badge palette depicting the image file to be added. Move to the text/field name box and select the "get file" button. Browse your computer/network to find the image file that will be used with this badge. After selecting the file, and clicking "enable move", drag the image to the badge palette, changing the size by top, left, width, and height to make the

position of the image file on the badge palette.

LOAD ORDER

In some instances, you will want to stack text on top of an image or on top of a photo, it is important that *TSID* understand the order that you would like the information loaded when printing the id. For example, let us assume that you wanted the name of your company to be exhibited on top of your logo for company which is a bmp file. You would want the logo to have a load order of 0, and the text information to have a load order of 1. By so doing, *TSID* knows that the text will overlay the logo.

RESIZE TO SCALE

Clicking "RESIZE TO SCALE" will bring up a screen which will give you a preview of your current bitmap. You can then enter a new width or height. As you enter the new value you will notice that the other value (width or height) is changed according to scale. You can click preview to see the change to the current bitmap, and then click save to accept the changes.

ENABLE MOVE

Clicking the Enable Move button will allow you to drag and drop items on the card. This is a simple way to move text, data, or bitmap objects on the card. When you click enable move, the button will change to **Disable Move.**

BACK COLOR

This will default the back color of the card including the text and data items. However some bitmaps may have to be edited with a graphics editor to achieve the proper background color.

ALIGN ITEMS

Clicking Align Items will bring up and additional screen that will give you the ability to do several repetitive tasks with less work. To align the top, bottom, left or right of fields, Start by clicking on the first field. The values from this field will determine the values used for the process. Next Click on each additional field you wish to align. Then click on the alignment you want: Top, Bottom, Right, or left.

You can also choose to have all of the fields set to the same Font, Font Size, Color, alignment(center, left or right justified), and width by clicking the **FONT, SIZE, COLOR, WIDTH, ALIGNMENT** button

You can also stack to fields vertically, by putting in a value and clicking the **SET SPACE** button.

OTHER FEATURES

When you click on an object (text, data or bitmap) in the lower right hand corner there will appear 2 Command buttons, that will center the select box either horizoinatally or vertically.on the card.

DELETING ITEMS

Items may be deleted by left clicking on the item and selecting delete item. Deleted items will continue to be associated with the badge design until the new design is saved. Scrolling through the badge design items will reveal "item marked for deletion. Do you want to restore?" By selecting yes, the item will be restored to its position when it was last set. By selecting no, the item will remain deleted from the badge palette, but available for restoration. The restoration option will be eliminated when the badge is saved.

LOADING ITEMS

To edit existing badges, click the drop down arrow on the combo box below card name. After you have selected the badge to be edited, select load, and the card design will be loaded. The card design will remain in the loaded format regardless of changes made until the badge design is saved. By selecting a new name and clicking save, a new badge format will be created.

BACK OF CARD

If a dual sided card is desired, then select the back of the card by utilizing the drop down menu and selecting the card design to be used for printing on the back of the card.

SAVE

By entering a card name, and hitting saver, the card design will be saved in the database. If you select **LOCK this Card on Save,** You will not be allowed to make further changes to the card design without exiting the program and select unlock cards for the Cards pull down menu.

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QUE BADGES

This selection will allow you to check those badges that are set for printing. You may select all or un-select all from this dialog box and you may save your selection. Additionally, by selecting "Send Card", you will create a zip file that includes all records to be printed, all card designs for the records to be printed, all photos associated with the records to be printed, and all image files associated with the card designs to be printed(logos, etc.). Once the zip file is created, it will automatically, using your Internet connection, be transferd the file to our FTP site and a email notification of your order will be sent*. You will be prompted (first time only) with a contact form so that we may contact you with questions concerning the printing of your id badges.

*Your MAPI email program(Outlook, Outlook Express, Eudora) must be open. When you select to have the badges sent to our office, there will be a message that pops up saying that a program is attempting to send an email for you, click yes to allow this to happen and continue with the transfer

PRINT OPTIONS

There are 2 ways to print cards.

) From the Card Holder Screen, select the card holder you wish to print and press the Print command button.

) From the Batch Print screen, enter the criteria of the cards you wish to print and press the Print Command button. This allows you to print multiple Card Holder badges.

SECURITY

If security is desired, From the main menu, click **Security**, and then click **Enter Security**. When you enter security, you should always enter security for an unlimited account first. Failure to do so might disable the application menus, preventing the software from being used. Time Saver ID support multiple user id's and access levels. Once security policies are in place, users will only have access to the programs they were granted. In addition the audit log will update which users prints a card holders card.

FAQ'S

- **HOW DO I DESIGN A BADGE?**

Simply take a credit card from your wallet. Outline the card so that it is either vertical on the page (portrait) or horizontal (landscape). Draw where on the badge you want the photo, name of employee, position or any other information that you want on the badge. Then open TSID and follow the instructions for card design

- **HOW DO I GET THE INFORMATION AND PHOTOS TO TSI?**

The automated zip photos will upload automatically to our ftp site after the contact form is filled out completely.

- **WHAT IS INCLUDED WITH THE BADGE?**

We punch the badge and clip it so that it is ready to wear when you receive it. Other options such as lanyards and reel clips may be purchased from our catalog.

- **WHAT IS THE TURNAROUND?**

Proofs are issued within three to five days, and badges are completed, depending on quantities, in approximately five to seven business days.

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TSI

Time Solutions Inc

www.tsila.com

Internet ID Express Pricing

QUANTITY	COST	EXTRAS
1-10	$ 10.00	Initial setup charge - $ 40.00 per side (One Time Charge) $10 per side if TSID System used.
11-20	$ 9.50	Setup & run barcode on same side as photo ID card - N/C
21-30	$ 9.00	Setup and run barcode or black copy on back side - .50 ea.
31-50	$ 8.50	Setup and run secure barcode - call for quote.
51-100	$ 8.00	Client provides logo (bmp., tif., jpg.) - N/C
101-150	$ 7.00	Scan logo - $ 20.00 ea. (One time charge)
151-200	$ 6.50	Magnetic stripe or Adhesive card- Add .50 per card
201 Plus	$ 6.00	Encoding on tracks 1,2, or 3 - .25 each card

****Large users please call for a quote***

Quantities under 20 ordered subsequently to the original order will be produced at the initial order price plus $1.50 per badge.

Specialty cards, Smart Cards, Proximity, Membership cards

All prices are for a single sided full color photo ID card. Quantity costs are per each order received for same layout. Price includes basic clip. All type of lanyards, clip options, and ID badge holders are available. TSI offers a free full color catalog.

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