



Time[™]
MANAGER_{Pro} | User's **Guide**

Time Manager Pro

A Perfect Complement to Childcare Manager

by Personalized Software, Inc.

Welcome to Time Manager Pro.

Time Manager Pro is a flexible, yet simple tool for managing time and attendance for childcare centers. It embraces the latest software and hardware technologies to deliver a program that is truly unique in the industry.

Time Manager Pro offers many advanced features available only from Personalized Software, the leader in time management solutions for the childcare industry for over two decades. Among the many new advances included in Time Manager Pro are multi-child clock in, announcements, messaging, email and text message notifications, and child and employee popups.

Time Manager Pro User's Guide

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Chapter I

Time Manager Installation

Time Manager Installation

Section 1.1

What You Need to Run Time Manager Pro

- Copy of Childcare Manager software installed
- Computer with any Pentium or compatible processor
- Minimum of 64 (MB) of RAM
- Minimum of 3MB of available hard disk space. Actual requirements will vary depending on your system configuration and other applications and features you choose.
- VGA video resolution VGA adapter and monitor
- CD-ROM or DVD drive
- Computer keyboard
- Microsoft mouse or compatible pointing device; a touch screen will work.
- RS232 connector on your computer or a certified 'USB - Serial Port' adapter.

Section 1.2

How to Install Time Manager Software

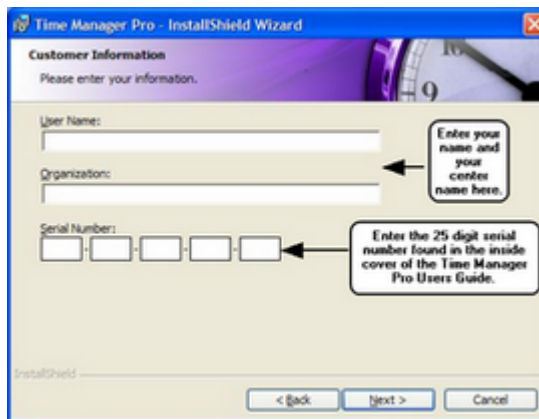
1. Insert the Time Manager Pro CD into your CD ROM drive. The welcome screen will appear.



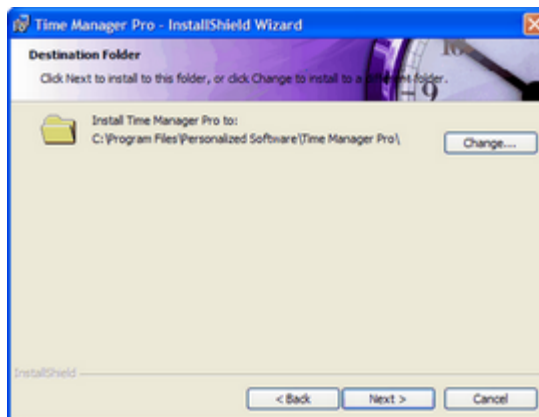
2. Click **Next**. The license agreement screen will appear.
3. Check the 'I accept the terms in the license agreement'.



4. Click **Next**. The Registration screen will appear
5. Enter your **User Name** and the name of your **Organization**.
6. Enter the 25 digit **Serial Number** that is included on the inside cover of your Time Manager's Users Guide.



7. Click **Next**. The Destination Folder will appear. Click **Change** to locate and enter a new destination folder.

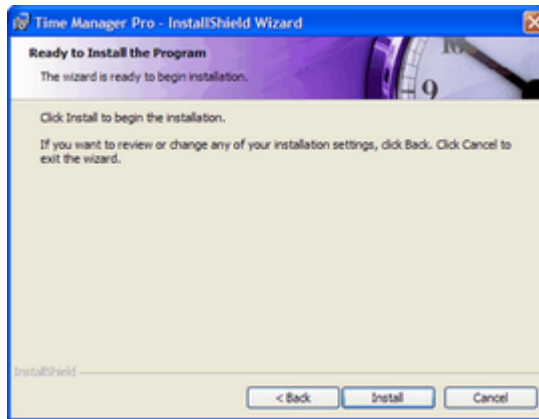


8. Click **Next** to use the default destination folder. The Setup Type screen will appear.

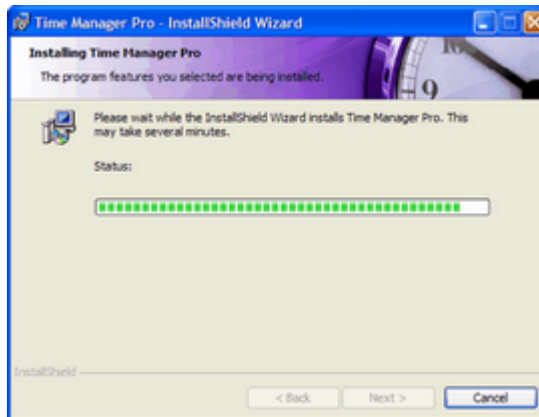
9. Check the appropriate boxes to select the features you want to install. You can install 1) Time Manager alone, 2) Time Manager with ETM or Cam but not both, 3) ETM alone, or 4) CAM alone. You can install 1) Time Manager alone on other computers on a network, 2) Time Manager with ETM or CAM on other computers on a network, 3) ETM alone on other computers on a network, or 4) CAM alone with other computers on a network.



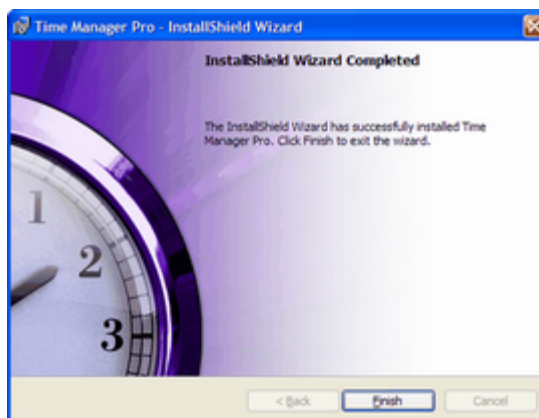
10. Click **Next**. The 'Ready to Install the Program' screen will appear.



11. Click **Install** to begin installation. The Installing Time Manager Pro screen will appear. A status bar will display your installation progress.



12. Click **Next**. The InstallShield Wizard Completed screen will appear.



13. Click **Finish**. Installation is complete.

Section 1.3

How to Install the Timeclock



Before you install the timeclock, check to see that you have received everything for installation. You should have received the following items with your shipment.

- 1 timeclock
- 1 RS232 serial cable
- 1 USB to Serial Port Adapter cable (Optional)
- 1 AC/DC power transformer
- 1 plastic bag that includes the following items: 1) 1 paper template for use in mounting the data terminal on a wall. 2) 2 wall board anchors and mounting screws for mounting wall bracket. 3) 1 connector marked 'DATA TERM'. 4) 2 connectors connected together marked 'COMPUTER'.
- 1 Time Manager installation CD
- 1 Time Manager Users Guide

Note: if you are receiving more than 1 timeclock you should have a corresponding number of the above items.

If you are missing any of the above items, contact Personalized Software's Customer Service department at

(800) 553-2312. If you do not have an available serial port on your computer, you will need to install an additional serial port or use a USB to Serial Port Adapter cable.

To Install the Timeclock

1. Decide where you want to place the timeclock.
2. Place the timeclock where it will be used. The timeclock should be no more than eight feet from a 110 VAC power outlet, and 50 feet from your computer serial port. The timeclock can be mounted on a wall using the built-in wall mounts on the back of the timeclock. The timeclock can also be set on a flat surface, e.g., desk, counter top, table. When using the timeclock on a flat surface, you can set the timeclock flat or use the wall mount bracket in the back to raise the back of the timeclock.
3. Connect the timeclock to an RS232 serial port on your computer using the RS232 cable and connectors that came with your package. Warning: Only use cables and connectors that you receive with your package. If a RS232 port is not available you will need to obtain a USB to Serial Port Adapter cable and connect the data timeclock to your computer using it.
4. Connect the AC/DC transformer. The timeclock uses the AC/DC transformer to provide power for the timeclock display. To connect the AC/DC transformer, plug one end into the timeclock and one end into a 110 VAC power outlet.

Section 1.4

How to Install the Timeclock (with door lock relay)

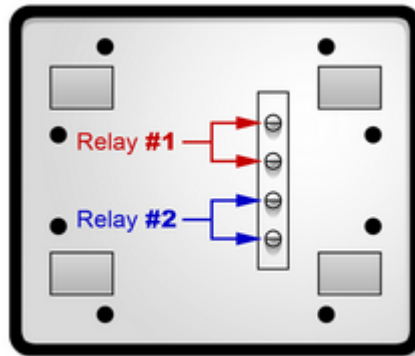
The timeclock with optional door lock relay is installed the same way as the standard timeclock with the exception that you must also set up the relay.



Relay Specifications

The timeclock includes two relays that are accessed via a terminal block on the back of the timeclock. These relays are normally used to trigger an automatic door opener but may also be used to trigger a light, a bell, or a larger relay. Both relays use dry reed contacts. The maximum contact rating is 10VA (20VDC@500ma). The maximum switched voltage is 100VDC. The relays do not provide any external voltage for driving relays or other devices.

The terminal block is configured with two relays. There are four connectors, two for each relay. The top two connectors are the contacts for the first relay and the bottom two are for the second relay.



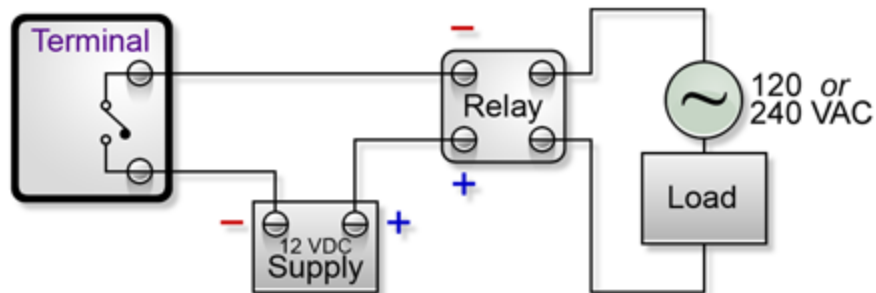
Relays

Warning: Do not exceed any of the recommended specifications for the relay contacts. To do so will void your warranty and could possibly lead to costly repairs.

Wiring Examples

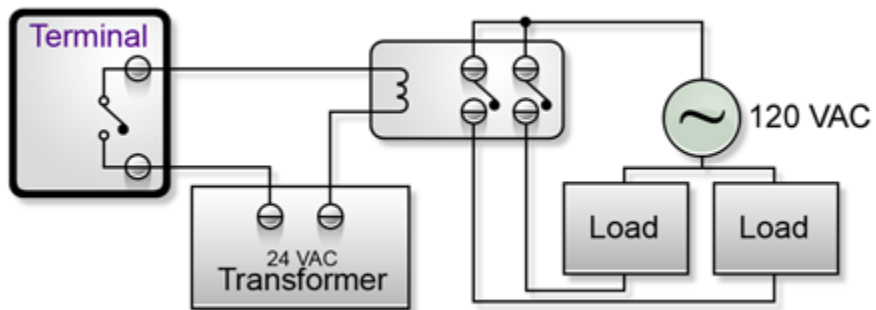
Following are two examples of wiring the timeclock to external devices. These examples are provided as a guide to the installer. The installer should always be a professional locksmith or electrician. Exact specifications for door locks and other devices will vary.

Solid State Example. Here is an example of how the timeclock can be connected to a door lock system that is powered by 120 or 240 VAC using a solid state relay and a 12 VDC power supply.



Solid State Example

Standard Mechanical Example. Here is an example of how the timeclock can be connected to one or more door locks that are powered by 120 VAC using a standard mechanical relay powered by a 24 VAC transformer.



Standard Mechanical Example

Note for Installer: When using a standard mechanical relay, it is a good idea to shunt the relay coil using a reverse diode (part number 1N4003 or 1N4000). This helps prevent voltage spikes to the dry reed relays in the timeclock.

Chapter II

The Timeclock

The Timeclock

Section 2.1

What is It?

The timeclock is a remote data terminal designed to transmit and receive information interactively with Childcare Manager. The timeclock collects time and attendance data and transmits it back to Childcare Manager where it is stored in the appropriate records. It also displays a variety of announcements and messages to timeclock users and carries out certain tasks such as sending email and text message notifications.

The timeclock contains a built-in keyboard and display and is a rugged, highly reliable unit capable of withstanding the rigorous demands of today's busy childcare centers. The timeclock meets the following general specifications.

| | |
|--------------------------|---|
| DISPLAY: | Two line by 24 character electro-reflective LCD. |
| USER INTERFACE: | Custom designed keyboard, rated life - 10 million cycles per switch. |
| COMMUNICATION INTERFACE: | RS232 serial port, rated for connections up to 5 ft. |
| CASE: | Highly durable, light weight aluminum. |
| CABLE: | One cable with power and communications lines exits from the timeclock case. The cable is 4 feet long with a connection hub at the end. One serial cable for connecting the timeclock to the computer. One AC/DC power adaptor to provide power to the timeclock display. |
| DIMENSIONS: | Height 9.25 inches; width 8.5 inches; depth 2 inches. |
| WEIGHT: | 1.4 pounds. |
| OPERATING ENVIRONMENT: | Temperature 0 to 60 degrees C (32-140F); humidity 0 to 100% |

Section 2.2

Timeclock Configurations

Timeclocks are available with and without door lock relays and in indoor and outdoor configurations.



Indoor Timeclock



Outdoor Timeclock

Chapter III

Using the Timeclock

Using the Timeclock

Section 3.1

How to Clock Children In and Out



Virtual Terminal Screen

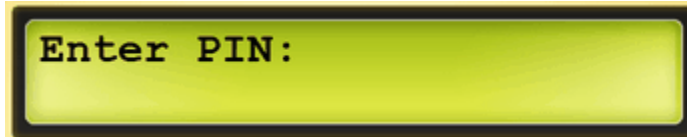
You can check in or out 1 to 4 children at a time with the timeclock or virtual timeclock. Sponsors, co-sponsors and family contacts use a PIN (personal identification number) that is assigned in Childcare Manager to check the children in and out. The PIN is a unique identification number that is composed of 2 to 8 numeric characters.

The PIN is entered in the Sponsor and Co-sponsors tab and in the Family Contacts record.

To Clock a Child In or Out



1. Press the child button
2. You will be prompted to enter your PIN (see below).



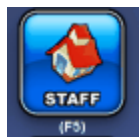
3. Using the numeric keys on the keyboard, enter your **PIN**.
4. If the family has only one child, click **OK** to sign in or out the child.
5. If the family has more than one child, Click **Ok** to sign in or out all of the children listed at the same time. Your display will list the names of the children in the family. To clock individual children in or out, enter the numbers of the children you want to clock in or out. For example, in the display below if you only want to clock in Cindy and Wendy, enter the number 1 and 3 and click **OK**.

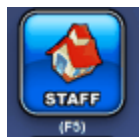



6. After clicking **OK**, The display will show each child checked in or out, whether they were checked in or out, and the time of check in or out.

Section **3.2****How to Clock Employees In and Out**

Employee Clock In /Out Process

To Clock an Employee In or Out

1. Press the staff button . You will be prompted to enter the employee's PIN (see below).



Enter PIN:

2. Enter the employee's PIN (Personal Identification Number). The employee's PIN is a unique identification number that is composed of 2 to 9 alphanumeric characters. Use of numeric characters only is recommended. The PIN is entered in the job tab of the employee's data card in Childcare Manager.



Enter PIN: 9514
1. Rose

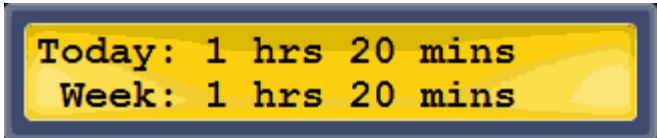
3. Click **OK**. The name of the employee and the time the employee was clocked in or out will be displayed.

Section 3.3

How Employees Can View Their Workhours



1. Press the **Total** button. You will be prompted to enter the employee PIN (Personal Identification Number).
2. Enter the employee **PIN**. The employee PIN is a unique identification number that is composed of 2 to 9 alphanumeric characters. The PIN is entered in the job tab of the employee's data card in Childcare Manager.
3. Click **OK**. The number of work hours for the employee for the day and for the week will be displayed.




```
Today: 1 hrs 20 mins  
Week: 1 hrs 20 mins
```


Section 3.4

How Parents Can View Their Account Balances




1. Press the **Balance** button . You will be prompted to enter the Sponsor's PIN (Personal Identification Number).
2. Enter the sponsor's **PIN** . The sponsor PIN is a unique identification number that is composed of 2 to 9 alphanumeric characters. The PIN is entered in the personal tab of the sponsor's data card in Childcare Manager.
3. Click **OK**. The sponsor's outstanding balance will be displayed. Note: Credit balances are displayed as dollar, minus sign and the amount, e.g., \$-113.

Current Balance:
\$360.00

Section 3.5

How Parents Can Request Meals



1. Press the **Meal** button . You will be prompted to enter the sponsor's PIN (Personal Identification Number).
2. Enter the sponsor's **PIN** . The sponsor PIN is a unique identification number that is composed of 2 to 9 alphanumeric characters. The PIN is entered in the personal tab of the sponsor's data card in Childcare Manager.
3. Click **OK**. The sponsor's children will appear. Select the ones you want to authorize meals for.
4. Click **OK**. Time Manager will post an entry in the child's notekeeper with the note type Meal Request. If you don't have a note type called Meal Request Time manager will create one the first time you enter a meal request on the timeclock or virtual timeclock.
5. This information can be displayed and printed from Childcare Manager by running the Family Notes report and filtering on Meal Request.

Chapter IV

The Control Panel

The Control Panel

Section 4.1

Overview

Time Manager centralizes all of its options and operations in a control panel. The Control Panel (shown below) is accessible by right clicking the Time Manager Pro icon in the system tray and clicking Control Panel.



Time Manager Pro Control Panel

To Use the Control Panel



- Click **Center Options** to tell Time Manager

- which center you want Time Manager to transfer its time and attendance data to,
- the days and hours your center is open, and
- how to configure your email server for Time Manager to send email notifications.
- Click **Clock In/Out Options** to
 - send balance due messages to parents,
 - display 'shots due' messages for children with overdue immunizations, and
 - set child and employee clock in/out rounding options.
- Click **Messages** to
 - send messages to individual parents and employees ,and
 - to display message display options.
- Click **Announcements** to send announcements to
 - all parents or employees,
 - classrooms,
 - programs, and
 - activities.
- Click **Manager Virtual Timeclock** to display an onscreen version of the timeclock.
- Click **Manage Timeclocks** to
 - display information about connected timeclocks,
 - setup your relay time options if you are using a timeclock with relays, and
 - configure the welcome message for your display.
- Click **Clock In and Out Notifications** to send an email or text message to a parent whenever their child is clocked in or out, or both.
- Click **Door Access** to
 - create PINs that can be used for special access to your building, such as for a cleaning service,
 - define user restrictions, expirations and notifications for these PINs,
 - view a history of usage through a built-in log, and
 - define failed door attempt limits and setup email or text message notification when limits are exceeded.

Section 4.2

Center Options

To Select Your Active Center

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. From the Control Panel, click **Center Options**.
4. Click **Change Center**.





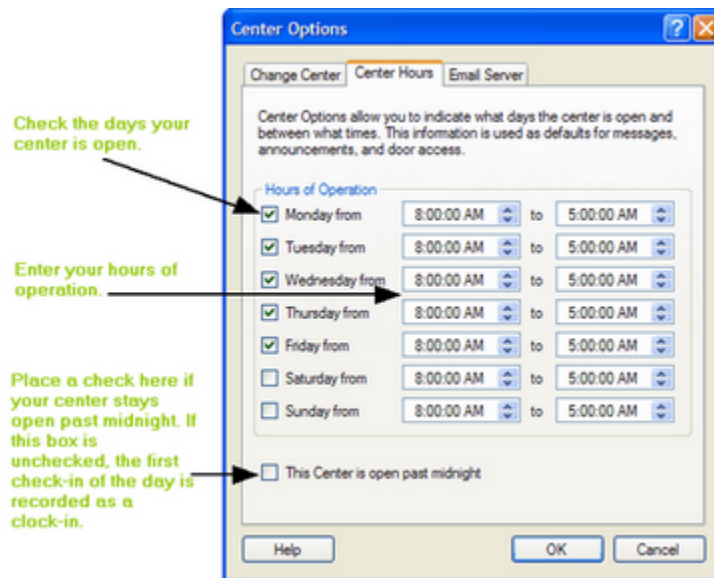
5. Go to **Active Time Manager Center**. Use the drop-down list and enter the center you want your timeclock connected to. The drop-down list displays all of the centers stored in Childcare Manager's default database folder.
6. If the center you want your timeclock connected to is not in this folder, it may be stored in an alternate location. If you know the location, click **Change Centers Folder...**, locate the alternate location, then click **OK** to include your center in the drop-down list. You can then enter it in Active Time Manager Center.
7. If you don't know where your active center is located, open your center in Childcare Manager, go to the **Help** menu, and click **About Childcare Manager**. The location of your active center will be displayed at the bottom of the window in the Location field. Use this information to locate and enter your center in Active Time Manager Center.

To Setup Center Hours

With Time Manager you can indicate what days your center is open and the times during those days you are open. This information is used by the program for messages and announcements, and when utilizing the optional door lock relays.

How to Set Your Center Hours

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. From the Control Panel, click **Center Options**.
4. Click the **Center Hours** tab.





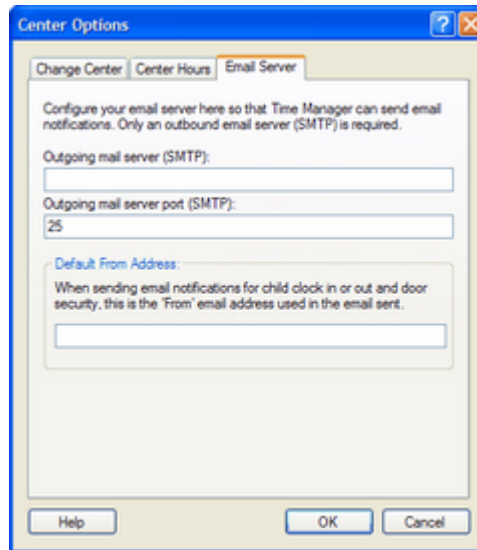
5. Use the Center Hours window to indicate what days your center is open and closed, and your hours of operation. Time Manager uses these settings as defaults for messages, announcements, and door access.

If You are Open Past Midnight

If your center is open past midnight, check the **'This center is open past midnight'** option. When this option is checked, the first transaction every day is always the opposite of the preceding transaction. Thus, if the last transaction of the day is a clock in, then the first transaction the next day is a clock out. If the option is not selected, the first transaction every day is always a clock in transaction.

To Setup Your Email Server

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. From the Control Panel, click **Center Options**.
4. Click Email Server.



5. Enter your **Outgoing mail server (SMTP)**. See a list of common SMTPs below.
6. Enter default email address for email notifications.

| Email Address | Outgoing (SMTP) | Require Authent? | Support # |
|-------------------------|----------------------------|------------------|--------------------|
| *@aim.com | smtp.aim.com | Yes | 1-888-265-800 3 |
| *@ameritech.net | smtp.att.yahoo.com | Yes | 1-877-722-375 5 |
| *@aol.com | smtp.aol.com | Yes | 1-888-265-800 3 |
| *@att.net (SBC) | smtp.att.yahoo.com | Yes | 1-877-722-375 5 |
| *@att.net (WorldNet) | lmailhost.worldnet.att.net | Yes | 1-866-596-845 5 |
| *@bellatlantic.net | smtpout.bellatlantic.net | ? | ? |
| *@bellsouth.net | mail.bellsouth.net | No | 1-888-321-237 5 |
| *@charter.net | smtp.charter.net | No | 1-888-438-242 7 |
| *@comcast.net | smtp.Comcast.net | No | ? |
| *@cox.net | smtp.east.cox.net | ? | ? |
| *@flash.net | smtp.att.yahoo.com | Yes | 1-877-722-375 5 |
| *@gmail.com | Smtpl.gmail.com | Yes | ? |

| | | | |
|---------------------------------|---------------------------|-----|--------------------|
| *@hotmail.com | NOT SUPPORTED | N/A | N/A |
| *@lycos.com | Smtplib.mail.lycos.com | No | ? |
| *@msn.com | smtp.email.msn.com | Yes | ? |
| *@netscape.com | Smtplib.isp.netscape.com | Yes | ? |
| *@netzero.com | authsmtp.netzero.com | Yes | 1-877-912-586 6 |
| *@nvcbell.net | smtp.att.yahoo.com | Yes | 1-877-722-375 5 |
| *@pacbell.net | smtp.att.yahoo.com | Yes | 1-877-722-375 5 |
| *@prodigy.net | smtp.att.yahoo.com | Yes | 1-877-722-375 5 |
| *@rogers.com | smtp.broadband.rogers.com | Yes | 1-888-764-377 1 |
| *@sbcglobal.net | smtp.att.yahoo.com | Yes | 1-877-722-375 5 |
| *@se.rr.com | smtp-server.se.rr.com | No | 1-866-207-233 7 |
| *@snet.net | smtp.att.yahoo.com | Yes | 1-877-722-375 5 |
| *@swbell.net | smtp.att.yahoo.com | Yes | 1-877-722-375 5 |
| *@verizon.net | outgoing.verizon.net | ? | ? |
| *@wans.net | smtp.att.yahoo.com | Yes | 1-877-722-375 5 |
| *@yahoo.com | smtp.sbcglobal.yahoo.com | ? | ? |
| *@yahoo.com | Smtplib.mail.yahoo.com | No? | N/A |



Outgoing SMTP List as of April 30, 2007

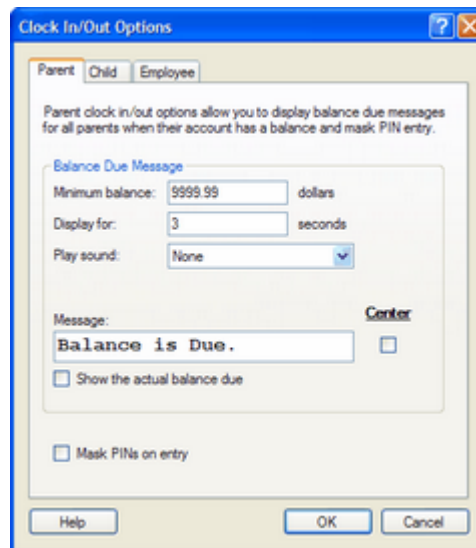
Section 4.3

Clock In and Out Options

Parent Options



Displaying a Parent's Balance Due

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. Click **Clock In/Out Options**.
4. Click the **Parent** tab.





5. Enter the **Minimum balance** that you want displayed.
6. **Display for**. Enter how long, in seconds, you want the message to display.
7. (Optional) **Play sound**. Select the number of beeps you want played when the message is displayed.
8. (Optional) Enter your custom message in the **Message** box. For example, you might use 'See the Director' or 'Balance Due'.
9. By default, the message is left adjusted on the display. Check the **Center** box if you want the message centered on the display.

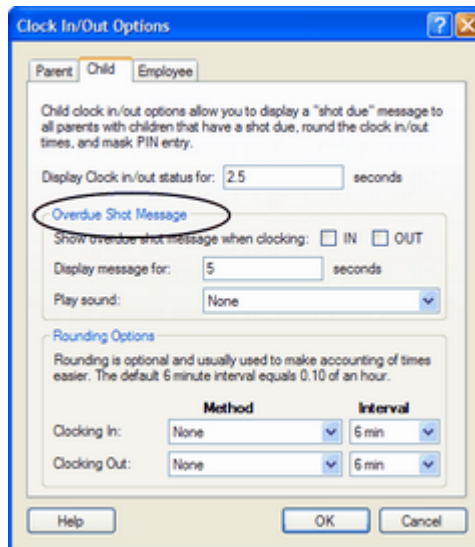
Masking Parent/Contact PINs

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. Click **Clock In/Out Options**.
4. Click the **Parent** tab.
5. Check the **Mask PINs on Entry** box.
6. Click **OK**.

Child Options



Displaying a Child's Overdue Shot Status

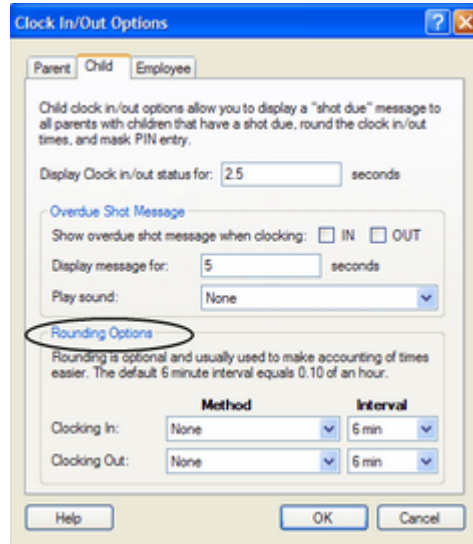
1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. From the Control Panel, click **Clock In/Our Options**.
4. Click the **Child** tab.
5. Go to Overdue Shot Message. Check the **IN** box if you want to the parent to be notified when clocking in, and the **OUT** box if you want the parent to be notified when clocking out. You can check either one or both.



6. Use the **Display message for** field to enter the time in seconds that you want the message displayed for.
7. Use **Play sound** if you want the program to beep when the message is displayed. You can select the program to beep from 1 to 4 times each time the message is displayed.

Rounding Child Clock In/Out Times



1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. From the Control Panel, click **Clock In/Our Options**.
4. Click the **Child** tab.
5. Go to **Rounding Options**.

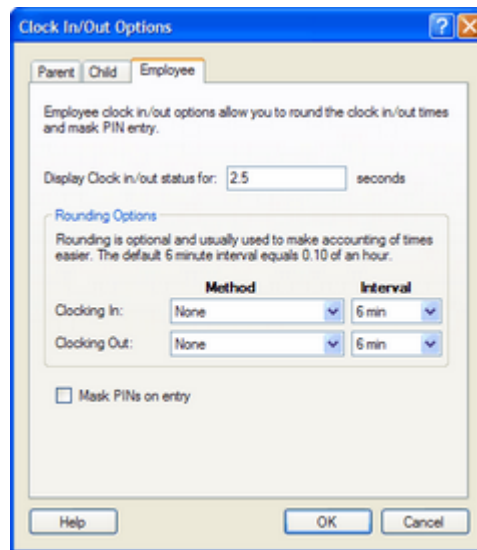


6. Change rounding Method for Clocking In and Clocking Out. The choices are: None, Forward to next interval, Backward to prior interval, and Nearest interval.
7. Adjust the Interval for Clocking In and Clocking Out. The choices are: 3 min, 4 min, 5 min, 6 min, 10 min, 12 min, 15 min, 20 min, 30 min and 60 min.
8. Click **OK**.

Employee Options



Rounding Employee Clock In/Out Times

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. From the Control Panel, click **Clock In/Our Options**.
4. Click the **Employee** tab.
5. Go to **Rounding Options**.



6. Change rounding Method for Clocking In and Clocking Out. The choices are: None, Forward to next interval, Backward to prior interval, and Nearest interval.
7. Adjust the Interval for Clocking In and Clocking Out. The choices are: 3 min, 4 min, 5 min, 6 min, 10 min, 12 min, 15 min, 20 min, 30 min and 60 min.
8. Click **OK**.

Masking Employee PINs

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. Click **Clock In/Out Options**.
4. Click the **Employee** tab.
5. Check the **Mask PINs on Entry** box.
6. Click **OK**.



Section 4.4

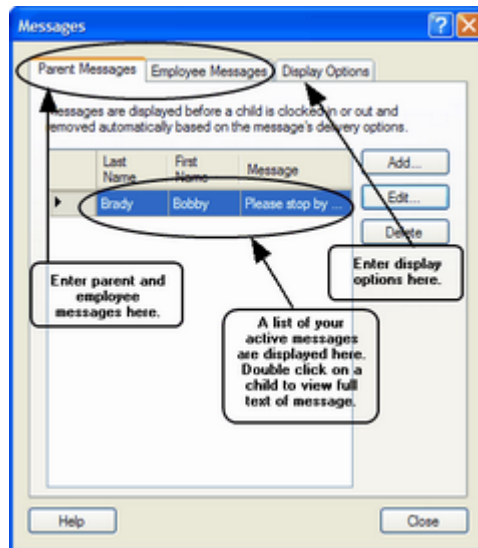
Messages

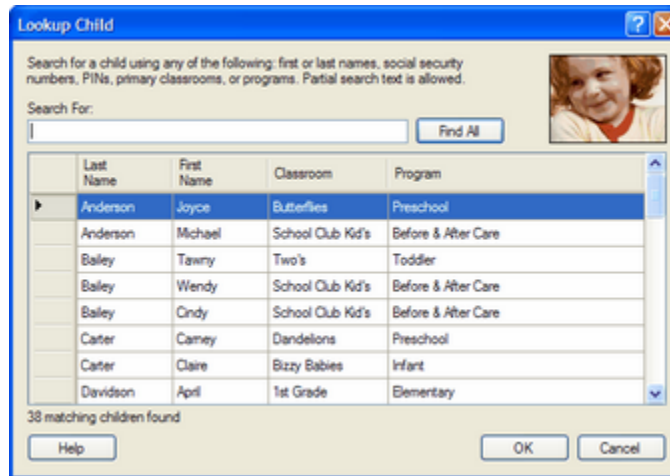
Messages are brief messages that you can send to:

- a specific parent
- a specific employee

To Setup a Parent or Employee Message

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. Click **Messages**.
4. Click the **Parent Messages** or **Employee Messages** tab. A list of active messages are shown. To create a new message, click **Add**. The **Lookup Child** or **Lookup Employee** screen will appear.







- From the **Lookup Child** or **Employee** screen, select employee or the child whose parent you want to send a message to.
- In the Parent Message or Employee Message screen, enter your message. Next, enter your delivery options. Enter the start and ending dates and start and ending times you want the message displayed. If you only want the message displayed until it is delivered, check the Automatically remove the message after delivery box.
- Click **OK** to record your message and exit the Parent Message or Employee Message screen.



To Set Your Message Display Options

- Right click the Time Manager icon  in your system tray .
- From the pop up menu, click **Control Panel**.
- From the Control Panel, click **Messages**.
- Click **Display Options**.



5. To change the duration your message will be displayed for, enter the time in seconds in the **Display for** field.
6. To have the program play a sound when your message is displayed, enter the number of beeps you want to display in the Play sound field using the drop-down list. You can have the program beep once, twice, three times or four times.
7. Click **Close** to exit and record your options.



Section 4.5

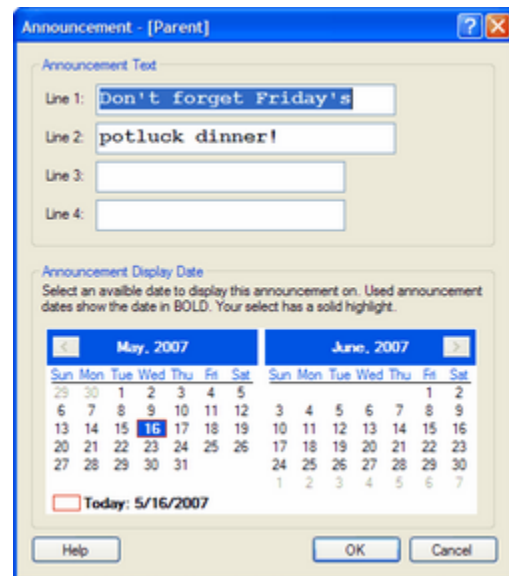
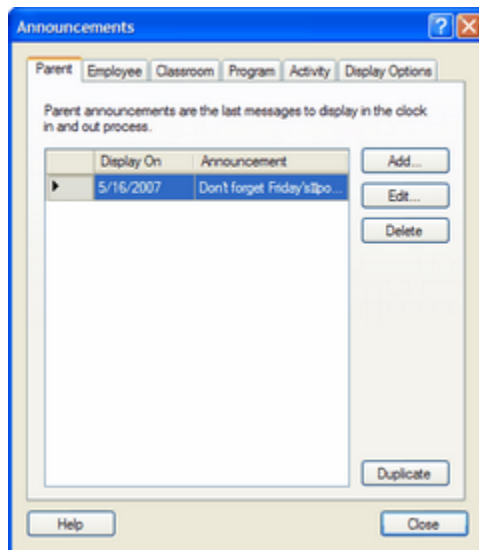
Announcements

Announcements are brief messages that you can send to:

- All of your parents
- All of your employees
- All parents of children assigned to a specific classroom
- All parents of children assigned to a specific program
- All parents of children assigned to a specific activity



To Setup Parent Announcements

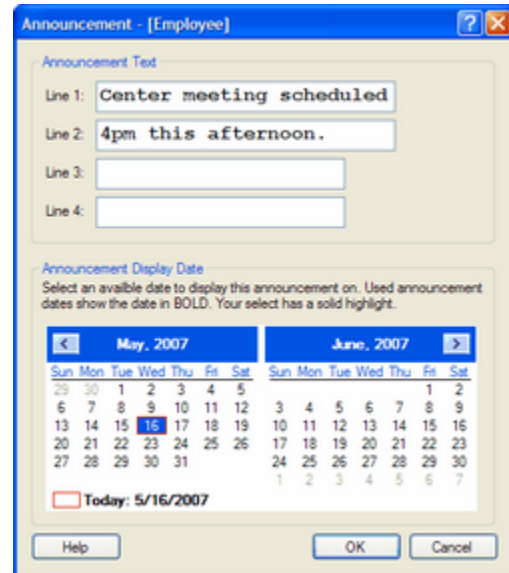
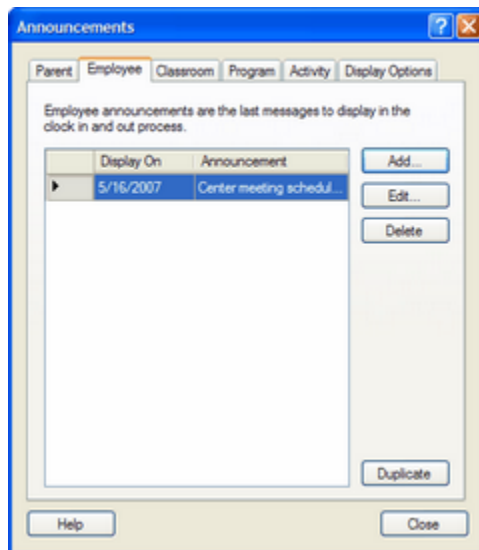
1. Right click the Time Manager icon  in your system tray .
2. From the menu, click **Control Panel**.
3. Click **Announcements**.
4. Select the **Parent** tab. Active announcements and the day they are to be displayed are shown.
5. Click **Add**. The announcement editor will appear.



6. Type the announcement you would like to appear on your timeclock. A standard timeclock uses Line 1 and Line 2 only.
7. Select the day you would like the announcement to display.
8. Click **OK** when finished. The announcements tab will reappear.
9. Click **Close** to exit.



To Setup Employee Announcements

1. Right click the Time Manager icon  in your system tray .
2. From the menu, click **Control Panel**.
3. Click **Announcements**.
4. Select the **Employee** tab. Active announcements and the day they are to be displayed are shown.
5. Select the Employee from the drop down list that you want to display your announcement for.
6. Click **Add**. The announcement editor will appear.

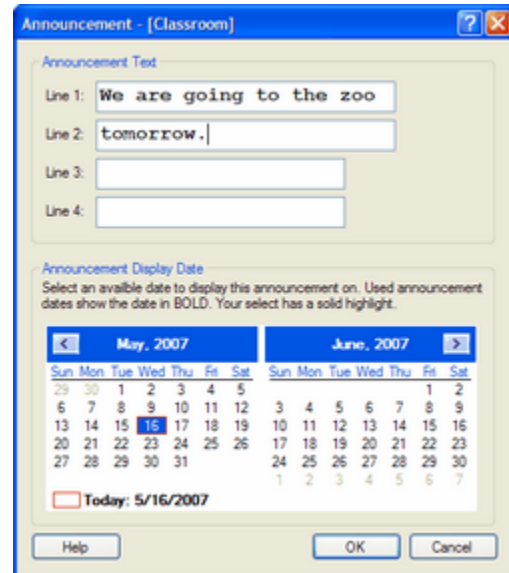
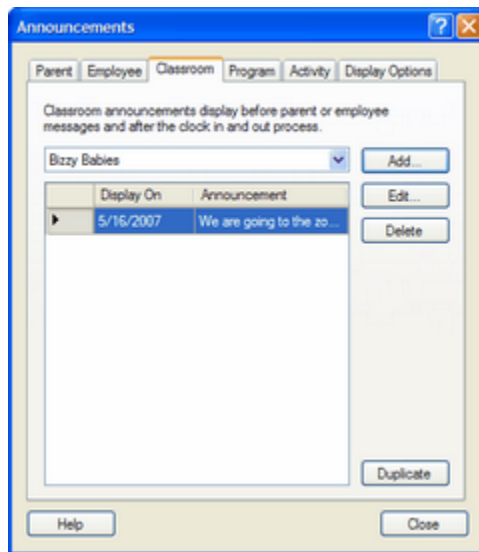


7. Type the announcement you would like to appear on your timeclock. A standard timeclock uses Line 1 and Line 2 only.
8. Select the day you would like the announcement to display.
9. Click **OK** when finished. The announcements tab will reappear.
10. Click **Close** to exit.

To Setup Classroom Announcements



1. Right click the Time Manager icon  in your system tray .

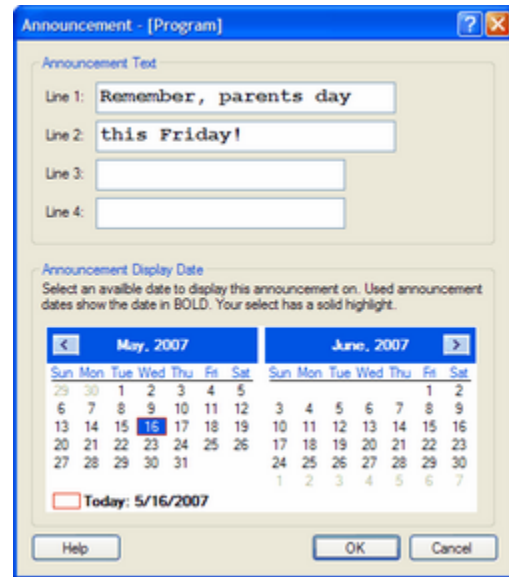
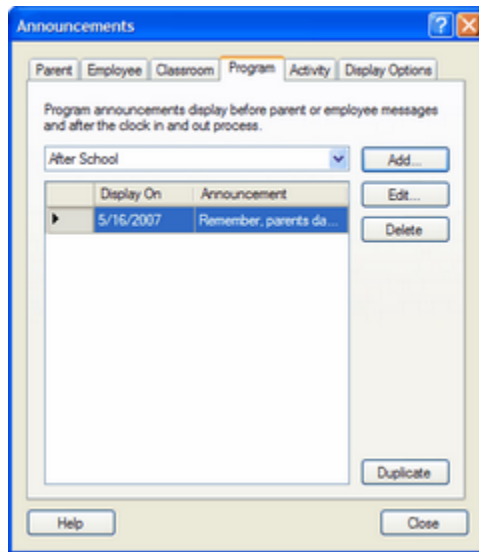
2. From the menu, click **Control Panel**.
3. Click **Announcements**.
4. Select the **Classroom** tab. Any active announcements and the day they are to be displayed are shown.
5. Select the Classroom from the drop down list that you want to display your announcement for.
6. Click **Add**. The announcement editor will appear.



7. Type the announcement you would like to appear on your timeclock. A standard timeclock uses Line 1 and Line 2 only.
8. Select the day you would like the announcement to display.
9. Click **OK** when finished. The announcements tab will reappear.
10. Click **Close** to exit.



To Setup Program Announcements

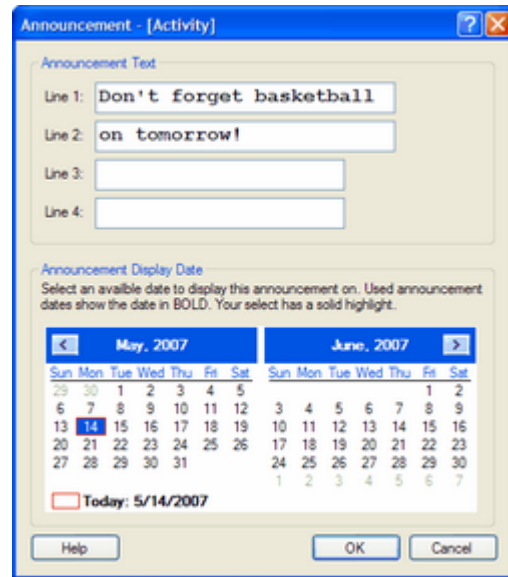
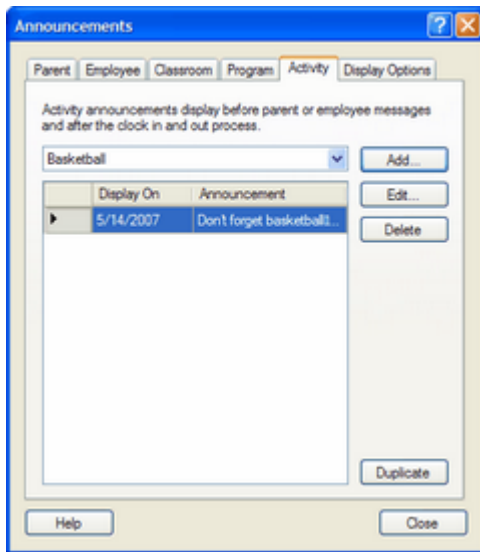
1. Right click the Time Manager icon  in your system tray .
2. From the menu, click **Control Panel**.
3. Click **Announcements**.
4. Select the **Program** tab. Any active announcements and the day they are to be displayed are shown.
5. Select the Program from the drop down list that you want to display your announcement for.
6. Click **Add**. The announcement editor will appear.



7. Type the announcement you would like to appear on your timeclock. A standard timeclock uses Line 1 and Line 2 only.
8. Select the day you would like the announcement to display.
9. Click **OK** when finished. The announcements tab will reappear.
10. Click **Close** to exit.



To Setup Activity Announcements

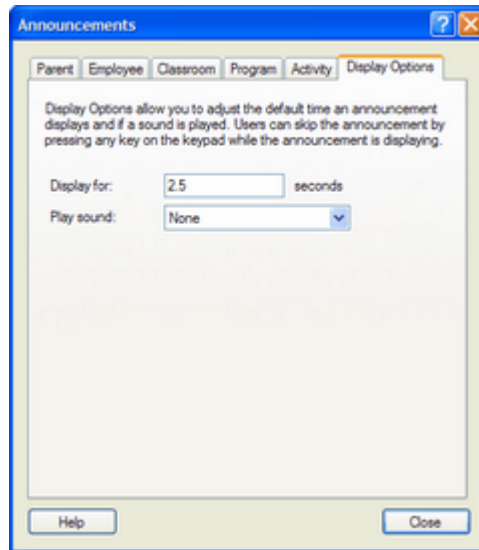
1. Right click the Time Manager icon  in your system tray .
2. From the menu, click **Control Panel**.
3. Click **Announcements**.
4. Select the **Activity** tab. Any active announcements and the day they are to be displayed are shown.
5. Select the Activity from the drop down list that you want to display your announcement for.
6. Click **Add**. The announcement editor will appear.



7. Type the announcement you would like to appear on your timeclock. A standard timeclock uses Line 1 and Line 2 only.
8. Select the day you would like the announcement to display.
9. Click **OK** when finished. The announcements tab will reappear.
10. Click **Close** to exit.

To Set Your Announcement Display Options

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. From the Control Panel, click **Announcements**.
4. Click **Display Options**.



5. To change the duration your message will be displayed for, enter the time in seconds in the **Display for** field.
6. To have the program play a sound when your message is displayed, enter the number of beeps you want to display in the **Play sound** field using the drop-down list. You can have the program beep once, twice, three times or four times.
7. Click **Close** to exit and record your options.



Section 4.6

The Virtual Timeclock

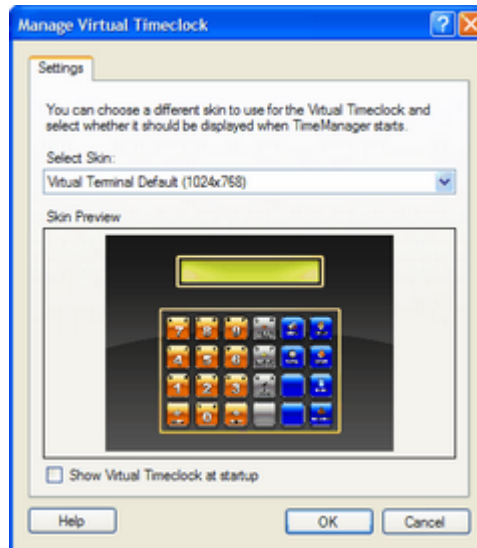
Time Manager Pro includes a virtual timeclock. The virtual timeclock is a software version of Time Manager's optional timeclock. It includes a keypad and display, and can perform all of the functions that the regular timeclock can, except exercise the optional door lock trigger. You can choose how you want your virtual timeclock to look and you can set the default resolution to ensure that the virtual timeclock fills your whole desktop screen. You can also tell the computer to display the virtual timeclock at startup.



To Select a Different Skin for the Virtual Timeclock



1. Right click the Time Manager icon  in your system tray .
2. From the menu, click **Control Panel**.

3. Click **Manage Virtual Timeclock**.
4. In the Settings tab, **Select Skin** matching your screen resolution.



5. Click **OK**.

To Display the Virtual Timeclock When You Start Your Computer

1. Right click the Time Manager icon  in your system tray .
2. From the menu, click **Control Panel**.
3. Click **Manage Virtual Timeclock**.
4. In the Settings tab, check **Show Virtual Timeclock at startup**.

Note: When set up properly, the virtual timeclock will completely cover your desktop. You can also use use Alt Tab to switch back and forth between your virtual timeclock and other active screens.

5. Click **OK**

Tip: To remove the Virtual Timeclock from your desktop click the F10 function key.



Section 4.7

Managing Timeclocks

Connected Timeclocks

Time Manager keeps track of the timeclocks connected to your program. If they include the optional door lock relays, you can also test them here.

Keeping Track of Connected Timeclocks

1. Right click the Time Manager icon  in your system tray .
2. From the popup menu, click **Control Panel**.
3. Click **Manage Timeclocks**.
4. Click the **Connected Timeclocks** tab. A list of timeclocks connected to your program will be displayed. If you think your clock is connected but not listed, click the Refresh button.





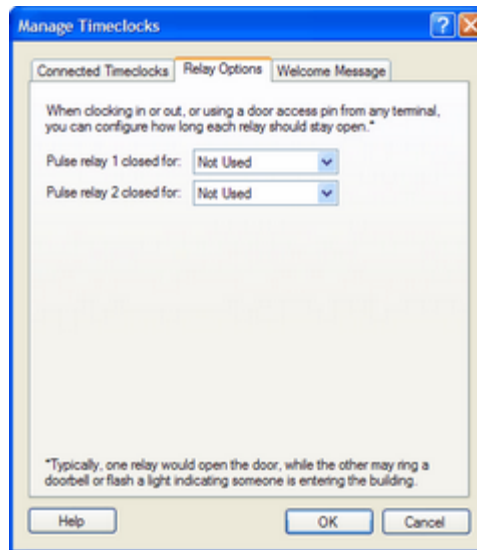
Testing Your Door Lock Relays

1. To test your relays, highlight a timeclock and click **Test Relay 1** or **Test Relay 2**.

Relay Options

To set how long Time Manager's relays stay open when clocking in or out, or using a door access pin from any terminal:

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. Click **Manage Timeclocks**.
4. Select the **Relay Options** tab.





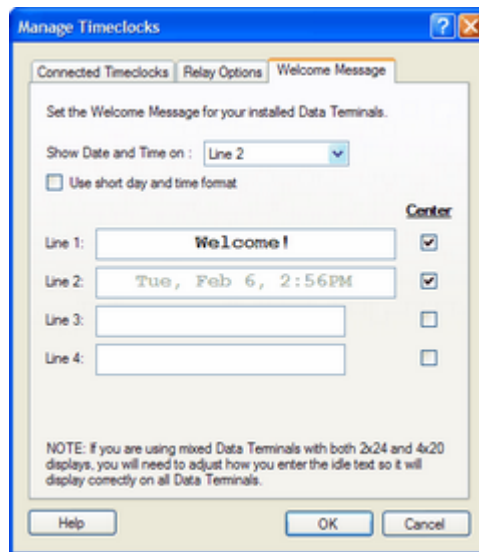
5. Enter the amount of time, from the drop-down list, that you want the relay to stay open for. Your choices are : 100 milliseconds, 250 milliseconds, 500 milliseconds, 750 milliseconds, 1.0 seconds, 1.5 seconds, 2.0 seconds, and 2.5 seconds.

Welcome Message

Time Manager displays a welcome message on your timeclock and virtual timeclock. You can customize as described below.

To Customize Your Welcome Message

1. Right click the Time Manager icon  in your system tray .
2. From the popup menu, click **Control Panel**.
3. Click **Manage Timeclocks**.
4. Click the **Welcome Message** tab.



5. In the **Show Date and Time on** field, use the drop-down list to enter the line that you want the date and time to display. If your display is a 2 line display, select line 1 or line 2. The default format is Day (Tue), Month (Feb) Day (6), Time (2:56PM). If you check the **Use short day and time format**, the program will use the following format, Day (Saturday) Time (10:17AM).
6. Enter the text for your welcome message. For example, If you use line 2 to display the date and time, you can use line 1 for a welcome message such as Welcome or the name of your center.
7. If you want your message centered check the appropriate checkbox under **Center**. If you don't check a checkbox, your message will be left adjusted.
8. Click **OK**.



Section 4.8

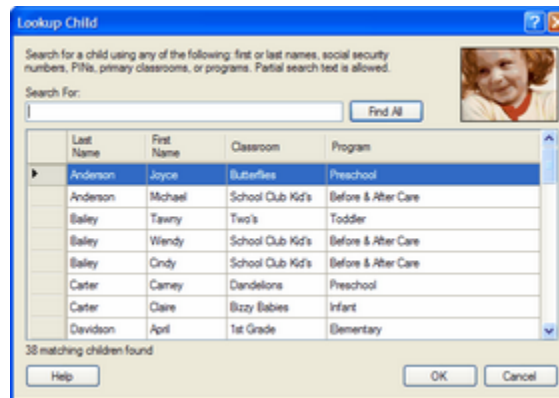
Clock In and Out Notifications

Email Notificatons

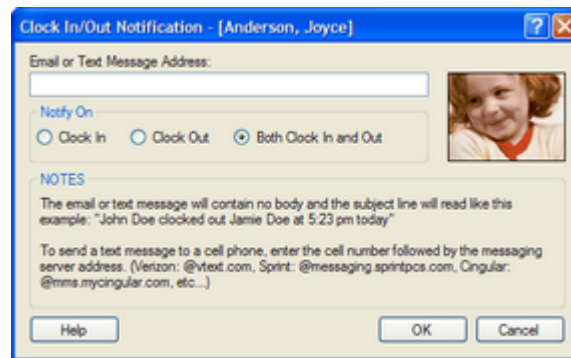
With Time Manager, you can have the program automatically send an email to a parent or an individual designated by the parent each time the child is clocked in or out.

To Setup an Email Notification

1. Right click the Time Manager icon  in your system tray .
2. Click **Control Panel**.
3. Click **Clock In/Out Notifications**. The Parent Notifications tab will appear.
4. Click **Add**. The Lookup Child screen will appear



5. Select the child whose parent or contact you want to send an email notification to.
6. Click **Close**. The Email Notification screen will appear.
7. In the **Email or Text Message Address** field, enter the email address where you want the notification sent to.
8. Check the appropriate box in **Notify On** when you want the email sent.





Note: Time Manager sends a standard email message that identifies the name of the child clocked in, who clocked the child in, and when. An actual message sent is displayed in the email below.

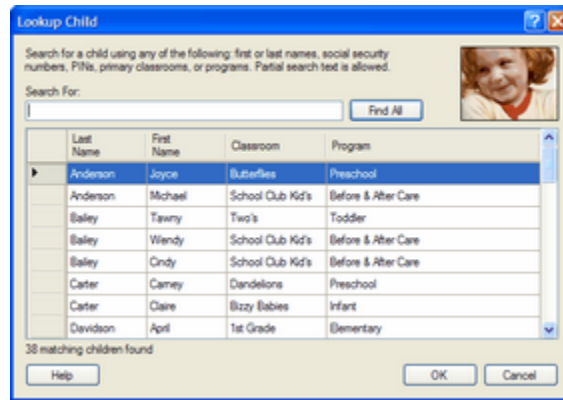


Text Message Notifications

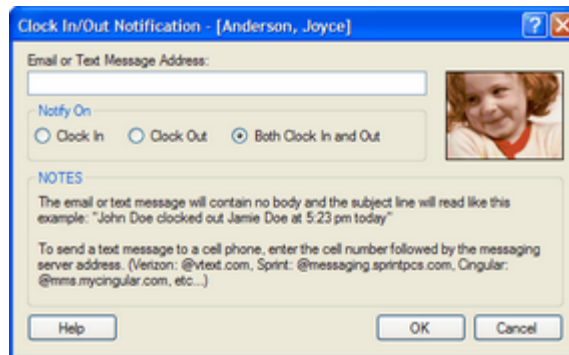
With Time Manager, you can have the program automatically send a text message to a parent or an individual designated by the parent each time the child is clocked in or out.

To Setup a Text Message Notification

1. Right click the Time Manager icon  in your system tray .
2. Click **Control Panel**.
3. Click **Clock In/Out Notifications**. The Parent Notifications tab will appear.
4. Click **Add**. The Lookup Child screen will appear.



5. Select the child whose parent or contact you want to send a text message notification to.
6. Click **Close**. The Email Notification screen will appear.
7. In the **Email or Text Message Address** field, enter the text message address where you want the notification sent to.
8. Check the appropriate box in **Notify On** when you want the text message sent.



Note: Time Manager sends a standard text message that identifies the name of the child clocked in, who clocked the child in, and when. An actual message sent is displayed in the cell phone below.





Section 4.9

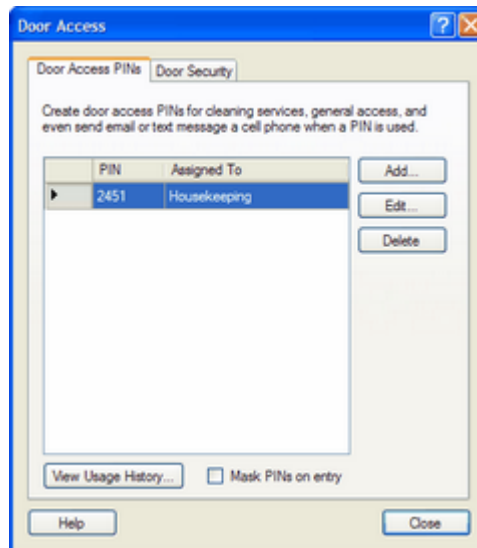
Door Access

Door Access PINs

With Time Manager you can create PINs for special door access requirements, such as cleaning services or one time after hour maintenance access. These PINs can be given to single users or to multiple users. You can set it up so that you or other designated individuals are notified by email or text message each time the PIN is used. You can define the days and between what hours the PIN can be used. You can even define how long the PIN is good for.



To Add a Door Access PIN

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. Click **Door Access**.
4. Click the **Door Access PINs** tab. This tab provides a list of any active door access PINs.



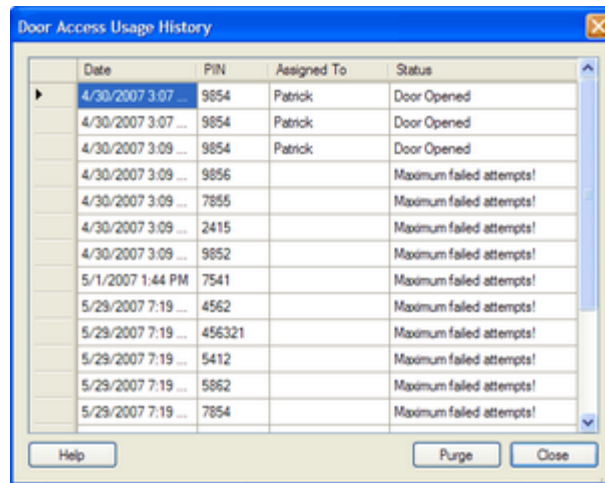
5. Click on **Add**. See **To Assign a PIN** below.

To View Door Access Usage History

1. Right click the Time Manager icon  in your system tray .



2. From the pop up menu, click **Control Panel**.
3. Click **Door Access**.
4. Click the **Door Access PINs** tab.
5. Click **View Usage History**. The Door Access Usage History screen will appear.

Tip: If you have a lot of door access pin usage, you can use the Purge button to occasionally remove old history data.



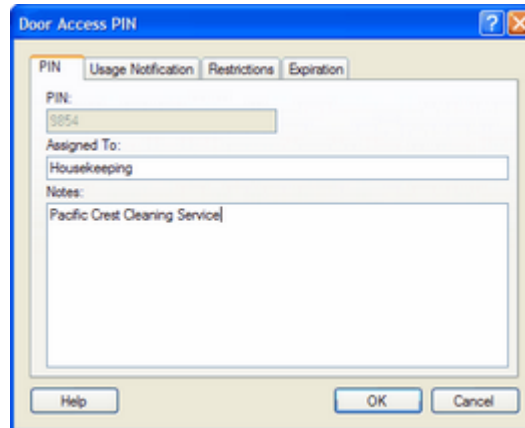
| Date | PIN | Assigned To | Status |
|--------------------|--------|-------------|--------------------------|
| 4/30/2007 3:07 ... | 9854 | Patrick | Door Opened |
| 4/30/2007 3:07 ... | 9854 | Patrick | Door Opened |
| 4/30/2007 3:09 ... | 9854 | Patrick | Door Opened |
| 4/30/2007 3:09 ... | 9856 | | Maximum failed attempts! |
| 4/30/2007 3:09 ... | 7855 | | Maximum failed attempts! |
| 4/30/2007 3:09 ... | 2415 | | Maximum failed attempts! |
| 4/30/2007 3:09 ... | 9852 | | Maximum failed attempts! |
| 5/1/2007 1:44 PM | 7541 | | Maximum failed attempts! |
| 5/29/2007 7:19 ... | 4562 | | Maximum failed attempts! |
| 5/29/2007 7:19 ... | 456321 | | Maximum failed attempts! |
| 5/29/2007 7:19 ... | 5412 | | Maximum failed attempts! |
| 5/29/2007 7:19 ... | 5862 | | Maximum failed attempts! |
| 5/29/2007 7:19 ... | 7854 | | Maximum failed attempts! |

To Mask Door Lock Access PINs on Entry

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. Click **Door Access**.
4. Click the **Door Access PINs** tab.
5. Check the **Mask PINs on Entry** checkbox.
6. Click **OK**.

To Assign a PIN

1. Enter a **PIN** number.
2. Enter the name of the person or company the PIN is assigned to. You might also enter the purpose of the PIN.
3. (Optional) Enter any notes that might be helpful.

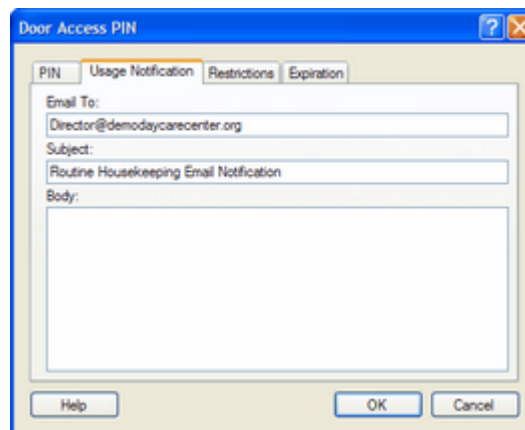


The screenshot shows the 'Door Access PIN' dialog box with the 'PIN' tab selected. The 'PIN' field contains '8854'. The 'Assigned To' field contains 'Housekeeping'. The 'Notes' field contains 'Pacific Crest Cleaning Service'. The dialog box has 'Help', 'OK', and 'Cancel' buttons at the bottom.

4. Click **OK** or select another tab.

Usage Notification

1. In **Email To**, enter the email address or text message address you want the notification to be sent to.
2. Enter a **Subject**; something that identifies what the email is for.
3. If desired, enter a message in the **Body** field.



The screenshot shows the 'Door Access PIN' dialog box with the 'Usage Notification' tab selected. The 'Email To' field contains 'Director@demodaycarecenter.org'. The 'Subject' field contains 'Routine Housekeeping Email Notification'. The 'Body' field is empty. The dialog box has 'Help', 'OK', and 'Cancel' buttons at the bottom.

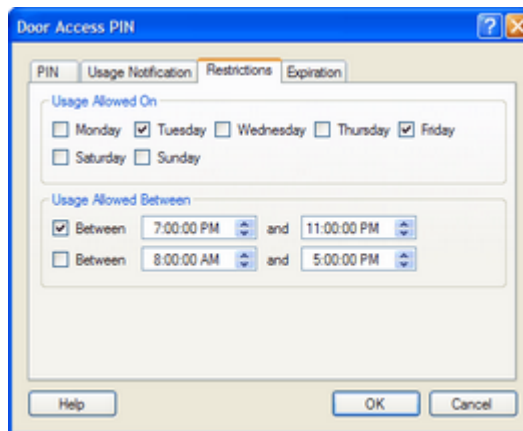
Door Access PIN (Usage Notification tab)

4. Click **OK** or select another tab.

Restrictions

1. In the **Usage Allowed On** field, check the days the PIN is authorized for use.
2. In the **Usage Allowed Between** field, enter the hours the PIN is authorized for use. Place a check in the box

to the left of the authorized times.

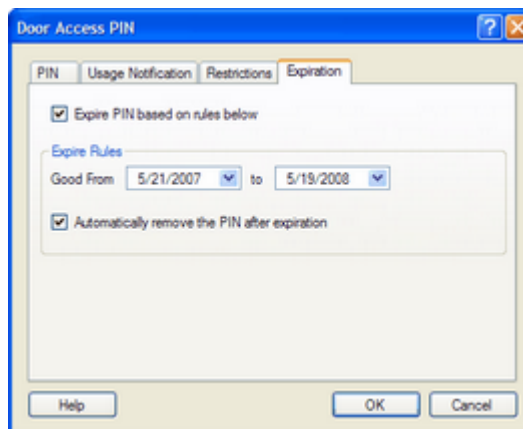


Door Access PIN (Restrictions tab)

4. Click **OK** or select another tab.

Expiration

1. In **Expire Rules**, enter the dates that the PIN is good for.
2. Check **Expire PIN based on rules below** if you want the PIN to implement the expire rules.
3. Check **Automatically remove the PIN after expiration** to remove PIN after expiration.





4. Click **OK** or select another tab.

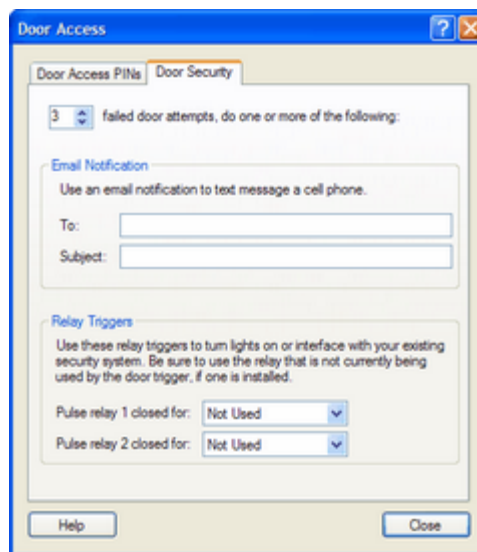
Door Security

You can setup Time Manager so that it will send an email or text message notification each time the program records a specific number of failed door attempts.

To Send an Email or Text Message on a Pre-determined Number of Failed Door

Attempts

1. Right click the Time Manager icon  in your system tray .
2. From the pop up menu, click **Control Panel**.
3. Click **Door Access**.
4. Click on the **Door Security** tab.
5. Enter the number of allowed failed door attempts.
6. Enter the email/mobile address and a subject that the notification will be sent to.
7. Click **Close**.



Chapter V

The Tray Menu


The Tray Menu

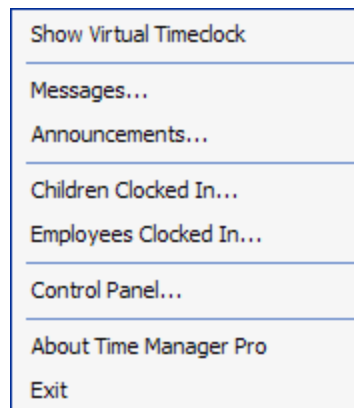
Section 5.1

Using the Menu

Whenever Time Manager is running, the Time Manager icon is displayed in your computer's system tray



The system tray is located in the lower right corner of your Desktop on the Status bar. If you right click on the Time Manager icon , you will display the menu shown below.



Show Virtual Timeclock

Click **Show Virtual Terminal** to display Time Manager's virtual timeclock on your screen. Time Manager's virtual timeclock performs all the same functions as the timeclock except for the door lock trigger functions.

Messages

Click **Messages** to send a message to: 1) a single family or 2) a single employee. This is a shortcut to the **Messages** section in the Control Panel.

Announcements

Click **Announcements** to send an announcement to: 1) all families, 2) all employees, 3) all families in a classroom, 4) all families in a program, or 5) all families in an activity. This is a shortcut to the

Announcements section in the Control Panel.

Children Clocked In...

Click **Children Clocked In...** to display a list of children clocked in. You can also print the list of children clocked in and batch clock out one or more of them.

Employees Clocked In ...

Click **Employees Clocked In...** to display a list of employees clocked in. You can also print the list of employees clocked in and batch clock out one or more of them.

Control Panel

Click **Control Panel** to display Time Manager's Control Panel.



About Time Manager Pro

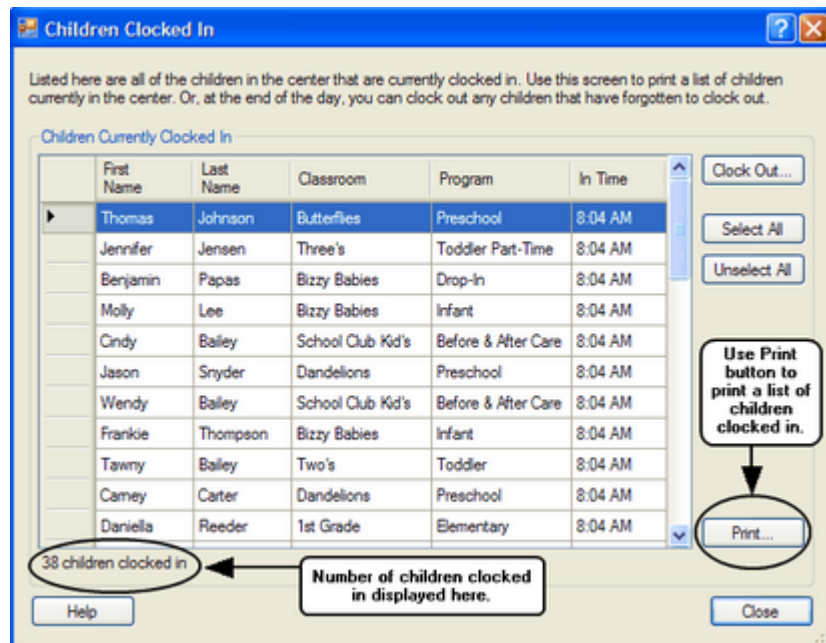
Click **About Time Manager Pro** to see what version of the program you are using.

Section 5.2



Clocked Children In/Batch Children Out

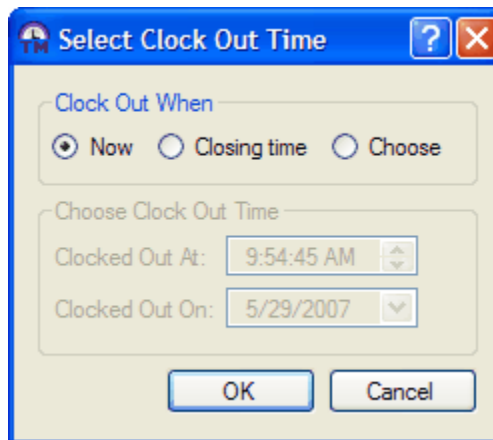
To View Children Clocked In

1. Right click the Time Manager icon  in your system tray  4:09 PM.
2. From the pop up menu, click **Children Clocked In**. The Children Clocked In screen will appear. This screen lists all of the children who are currently clocked in. The number of children clocked in is displayed in the lower left corner of the screen.
3. Click **Print** to print a list of children currently clocked in.



To Batch Children Out

1. Right click the Time Manager icon  in your system tray  4:09 PM.
2. From the pop up menu, click **Children Clocked In**. The Children Clocked In screen will appear.
3. Click **Select All** and click **Clock Out** to clock out all of the employees at the current time. The Select Clock Out Time screen will appear.
4. If you want to selectively clock out employees on the list, hold the **Ctrl** key down and highlight the employees you want to clock out. Click **Clock Out**. The Select Clock Out Time screen will appear.





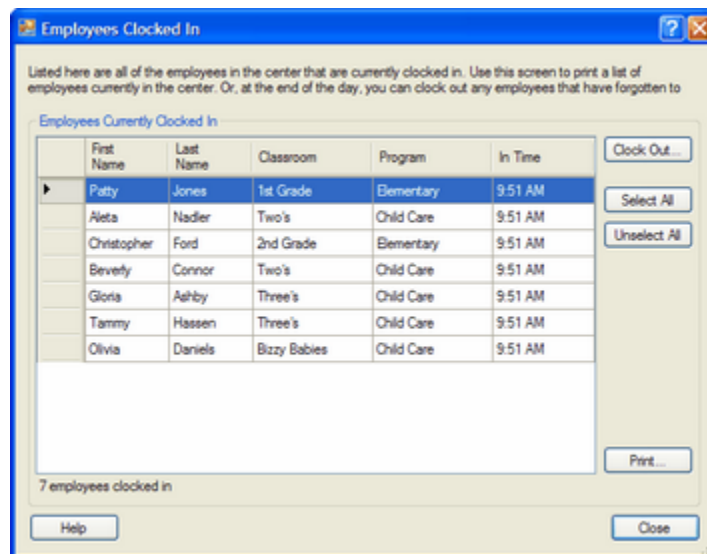
5. Click **Now** if you want to clock out selected employees with the current date and time.
6. Click **Closing time** if you want to clock out selected employees at your scheduled closing time. Time Manager clocks the employees out using the closing time in Center Options in your Control Panel.
7. Click **Choose** if you want to choose a different closing date and time.

Section 5.3

Clocked Employees In/Batch Employees Out



To View Employee's Clocked In

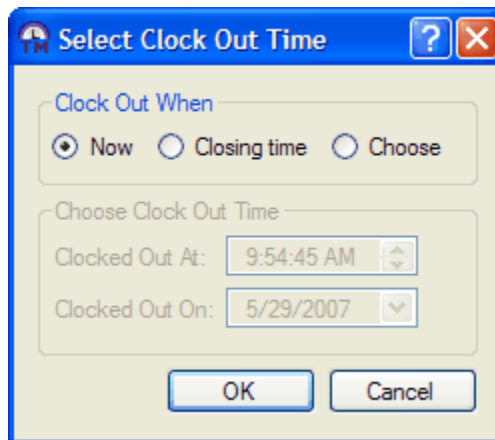
1. Right click the Time Manager icon  in your system tray  4:09 PM.
2. From the pop up menu, click **Employees Clocked In**. The Employees Clocked In screen will appear. This screen lists all of the employees who are currently clocked in. The number of employees clocked in is displayed in the lower left corner of the screen.



3. Click **Print** to print a list of employees currently clocked in.

To Batch Employees Out

1. Right click the Time Manager icon  in your system tray  4:09 PM.
2. From the pop up menu, click **Employees Clocked In**. The Employees Clocked In screen will appear.
3. Click **Select All** and click **Clock Out** to clock out all of the employees at the current time.
4. If you want to selectively clock out employees on the list, hold the **Ctrl** key down and highlight the employees you want to clock out. Click **Clock Out**. The Select Clock Out Time screen will appear.



5. Click **Now** if you want to clock out selected employees with the current date and time.
6. Click **Closing time** if you want to clock out selected employees at your scheduled closing time. Time Manager clocks the employees out using the closing time in Center Options in your Control Panel.
7. Click **Choose** if you want to choose a different closing date and time.

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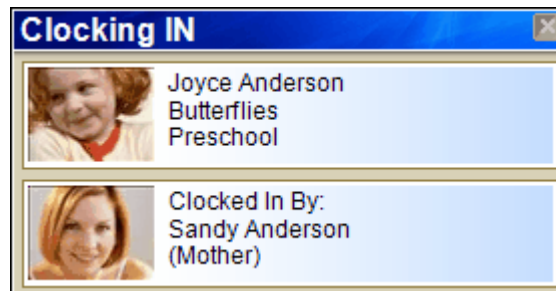
Child Attendance Monitor (CAM)

Child Attendance Monitor (CAM)

Section 6.1

What is It?

The Time Manager Pro installation program includes an option to install a program called the Child Attendance Monitor. This program, when installed, displays a pop up message in the lower right corner of your screen each time a child clocks in or out (see below). The message indicates if the child is clocked in or out and includes the child's name, a picture of the child (if available), and the child's classroom assignment. A second pop up message accompanies the first and displays the name of the individual clocking the child in and their relationship to the child's family.




CAM Popup Message

Time Manager Pro must be installed and operating for the Child Attendance Monitor to work. However, the Child Attendance Monitor does not have to be installed on the same computer as Time Manager when the computer Time Manager is installed on is networked to other computers. The Child Attendance Monitor can be installed on any computer on the network.

When the Child Attendance Monitor is installed, a shortcut icon is installed on the desktop (see below). This icon is used to launch the Child Attendance Monitor from your desktop.



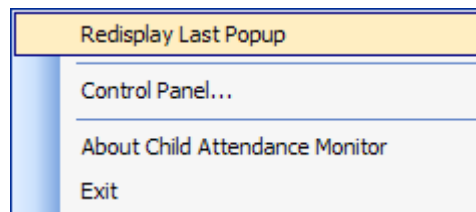
CAM Desktop Shortcut Icon

When you run the Child Attendance Monitor, a small icon  is installed in your system tray in the lower right corner of your screen.

Section 6.2

How to Use the CAM Right Click Menu


If you right click on the tray icon, a menu will appear (see below).

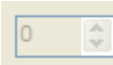


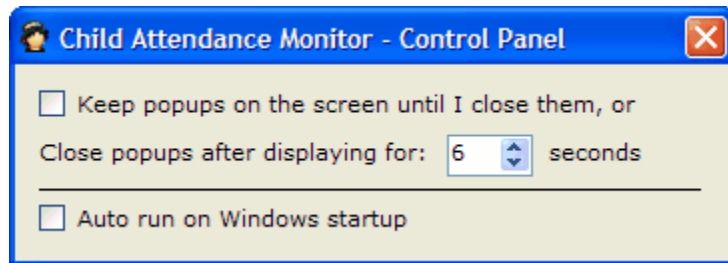
- Click **Redisplay Last Popup** to display the last popup. You can also double click the tray icon to display the last popup.
- Click **Control Panel** to display the control panel.
- Click **About Employee Time Monitor** to display what version of the program is installed.

Section 6.3

How to Use the CAM Control Panel

- Check the **Display child attendance popups** box if you want to display child attendance popups along with the employee time popups. When the Employee Time Monitor is installed employee time popups are displayed automatically.
- Check **Keep popups on the screen until I close them** if you want your popups to remain on the screen until you close them. Close your popups by clicking the  in the upper right corner of the screen.

- Click **Close popups after displaying for :**  seconds if you want your popups to stay on the screen for a specific period of time.



CAM Control Panel

Chapter VII

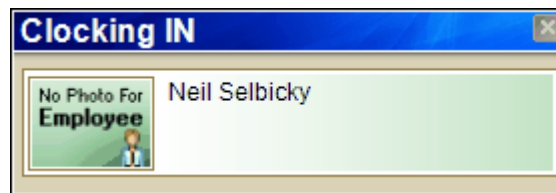
Employee Time Monitor (ETM)

Employee Time Monitor (ETM)

Section 7.1

What is It?

The Time Manager Pro installation program includes an option to install a program called the Employee Time Monitor (ETM). This program, when installed, displays a pop up message in the lower right corner of your screen each time an employee clocks in or out (see below). The message indicates if the employee is clocked in or out and includes the employee's name, a picture of the employee (if available), and the employee's department.




ETM Pop Up Message

Time Manager Pro must be installed and operating for the Employee Monitor to work. However, the Employee Time Monitor does not have to be installed on the same computer as Time Manager when the computer that Time Manager is installed on is networked to other computers. The Employee Time Monitor can be installed on any computer on the network.

When the Employee Time Monitor is installed, a shortcut icon is installed on the desktop (see below). This icon is used to launch the Employee Time Monitor from your desktop.



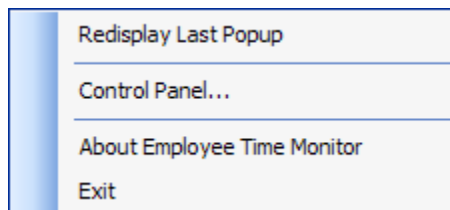
ETM Desktop Shortcut Icon

When you run the Employee Time Monitor, a small icon  is installed in your system tray in the lower right corner of your screen.

Section 7.2

How to Use the ETM Right Click Menu


If you right click on the ETM tray icon, a menu will appear (see below).

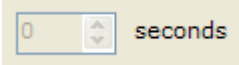


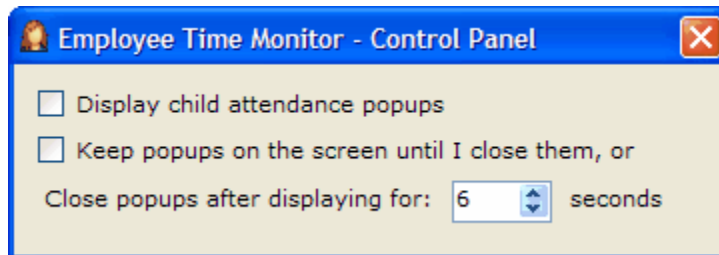
- Click **Redisplay Last Popup** to display the last popup. You can also double click the tray icon to display the last popup.
- Click **Control Panel** to display the control panel.
- **About Employee Time Monitor**. Click to display the Employee Time Monitor's About Box. The About Box identifies what version of the program is installed.

Section 7.3

How to Use the ETM Control Panel

1. Check the **Display child attendance popups** box if you want to display child attendance popups along with the employee time popups. When the Employee Time Monitor is installed employee time popups are displayed automatically.
2. Check **Keep popups on the screen until I close them** if you want your popups to remain on the screen until you close them. Close your popups by clicking the  in the upper right corner of the screen.

3. Click **Close popups after displaying for :**  if you want your popups to stay on the screen for the specific period of time in seconds selected.



Chapter VIII

Reports

Reports

Section 8.1

How to Run Reports

Time Manager uses Childcare Manager's report engine to run and print seven time and attendance reports. These reports are described in the next section.

To run Childcare Manager's time and attendance reports

1. Click Report Center
2. Click **Child Attendance** or **Employee Scheduling and Time**.
3. Select the report you want to run. Click the report to run it or double click to modify the report before running.

Section 8.2

Report Descriptions

Attendance Detail

Description: The Attendance Detail report provides a list of children, the times they were clocked in and out, and who clocked them in an out when the validation option in Time Manager is used. It also includes total hours and minutes and total days for each child for the date range selected. available to show who clocked the child in or out.

Filters: Child, Classroom, Date Range, DOB, Enrollment, Ethnicity, Page Separations, Program, Show Hundredths, Status, Withdrawal.

Sorting Options: Last Name, First Name, Date of Clock-in, Time of Clock-in.

Attendance Summary

Description: The Child Attendance Summary displays daily child schedules in bar graph format. Up to two schedules are shown for each child.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal, Show Hundredths, Date Range.

Sorting Options: Last Name, First Name, Date of Clock-in, Date of Birth, Enrollment Date, Withdrawal Date.

Currently Clocked In (Child)

Description: The Currently Clocked In report provides a list of children currently clocked in. An option is available to display a list of children currently clocked out.

Filters: In/Out.

Sorting Options: Last Name, First Name, Date/Time.

Currently Clocked In (Employee)

Description: The Currently Clocked In report provides a list of employees currently

clocked-in. An option is available to display a list of employees currently clocked-out.

Filters: In/Out.

Sorting Options: Last Name, First Name, Date/Time.

Suspect Times

Description: The Suspect Times report provides a list of children that have been clocked in or out twice in a row. This normally occurs when a child is clocked in but not clocked out.

Filters: Child, Classroom, Date, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Sorting Options: Last Name, First Name, *Date of Clock in*, *Time of Clock in*, Date of Birth, Withdrawal Date, Enrollment Date.

TimeSheet Detail (Employee)

Description: The Timesheet Detail report provides a list of employees and their daily clock in and out times. There is also a place for a supervisor verification signature and an option to define your overtime criteria.

Filters: Classroom, Date Range, Department, Employee, Ethnicity, Hire Date, Overtime, Position, Release Date, Page Separations, Show Hundredths, Status.

Sorting Options: Last Name, First Name, *Date of Clock in*, *Time of Clock in*.

TimeSheet Summary (Employee)

Description: The Timesheet Summary provides a list of employees and shows the amount of hours and minutes the employee was clocked in each day. It also provides total hours and minutes for the period selected.

Filters: Classroom, Department, Employee, Ethnicity, Hire Date, Position, Release Date, Show Hundredths, Status, Date Range.

Sorting Options: Last Name, First Name, Date of Clock in.

Chapter IX

New Features in Time Manager Pro

New Features in Time Manager Pro

- **Parent/employee announcements.** You can now send a custom announcement to all parents or employees.
- **Classroom, program, & activity announcements.** You can now send a custom announcement to all parents of children in a classroom, program or activity.
- **Parent/employee messages.** You can now send a custom message to a parent or employee.
- **Parent notifications.** Parents can now be notified by text message or email when a child is clocked in or out, and who clocked them in or out.
- **Family check in and out flexibility.** Parents can now clock in and out 1 to 4 children at a time. Parents and contacts now use their PINs to clock a child in or out. Child PINs are no longer required.
- **Unlimited number of door access PINs.** An unlimited number of door access PINs can now be assigned. This is changed from a maximum of 4.
- **Meal Request Authorization.** Parents can now authorize daily meals from the timeclock.
- **New virtual terminal.** The virtual terminal now includes an improved look and full screen coverage. Parents can no longer see behind the terminal.
- **Improved interface with Childcare Manager.** Time Manager is no longer required to be shut down when Childcare Manager runs a backup. This eliminates problems that occurred when a backup is run with Time Manager running.
- **Shots Due message.** Parents can now be notified when a child is due an immunization.
- **Balance due notification.** Parents can now be notified when they have a balance due. You have a choice of displaying the customer balance or a user defined message such as 'balance due' or 'see the director'.
- **Timeclock connections.** Up to 9 timeclocks can now be connected to the system simultaneously.
- **Dynamic plug and play.** Timeclocks are now configured automatically on initial installation and on accidental disconnects.
- **Child Attendance Monitor (CAM).** The CAM is a message that pops up in the lower right corner of your screen each time a child is clocked in or out. The message indicates if the child is being checked in or out. It displays a picture of the child, the child's name, classroom and program. It also displays who clocked the child in or out, their relationship to the child, and a picture of the individual. The CAM can be installed on a standalone computer or on any computer on a network.
- **Employee Time Monitor (ETM).** The ETM is a message that pops up in the lower right corner of your screen each time an employee clocks in or out. The message indicates if the employee is clocking in or out. It displays a picture of the employee, the employee's name, and classroom assignment. The CAM can be installed on a standalone computer or on any computer on a network.
- **Children clocked in.** You can now right click the Time Manager Pro tray icon and display a list of children clocked in. This list can be sorted and printed directly from the screen.
- **Employees clocked in.** You can now right click the Time Manager Pro tray icon and display a list of employees clocked in. This list can be sorted and printed directly from the screen.
- **Child/Employee batch clock out.** You can now right click the Time Manager Pro tray icon and batch clock out all children or employees still clocked in.

-
- **New Control Panel.** Time Manager now has a new, improved Control Panel.
 - **Built-in door lock relay tester.** You can now test your door lock relays through a built-in test function in Time Manager's Control panel.
 - **Door lock access failure notification.** You can now receive a text message or email when a user defined failure threshold is reached. For example, you can be notified if the door access is tried and failed three consecutive times.
 - **Faster performance.** Check in and out is faster.

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