

Time and Attendance Systems



2015



www.guardpatrolproducts.co.uk



About us

Reader Options have been providing Proof of Presence devices, Access Control Systems, Time Recording Systems and Security Solutions for over 30 years. During that time we have designed and implemented some of the largest security applications in the UK and currently supply and support systems we have supplied all over Europe and Africa.

Working closely with our customers encompassing all market sectors, including International Hotels, Shopping Centres, Government Bodies, Oil Installations, Theme Parks, Construction sites, Security Guarding Companies and Health Care providers our aim is to provide the best and most cost effective solutions whatever the application.

We pride ourselves in the aftercare we provide and offer a full two year warranty on every product we supply. Our technical support team are there to offer training, commissioning, hotline telephone support and remote desktop support.

With health and safety an integral part of your reporting duties, it is of the utmost importance that proof can be provided that you and your staff are meeting your health and safety obligations by ensuring staff is not exceeding the EU working hour directive of 48 hours per week.

Using a TimePilot Time and Attendance system ensures you are providing accurate reporting of your employee's hours on site, removing the need to spend hours checking and verifying hand written time sheets.

Offering a range of innovative and flexible Time and Attendance solutions enables us to satisfy a wide range of applications in the following market sectors:

- Banking
- Construction
- Education
- Health Care
- Leisure
- Manufacturing
- Oil & Gas
- Retail
- Security
- Telecommunications
- Utilities (Electricity, Water & Gas)

So, whether you need to provide proof your staff have completed their tasks, or even provide evidence of when an employee was on a particular site and for how long, TimePilot has the solution.

We also provide a comprehensive system design service as well as on site training and commissioning, with our fully experienced technical support team.



Lock Properties - Existing Lock

General | Scheduled Lock Changes | Daily Restractions | Date Restractions | Lockout Dates | Properties

Lock Name: Access Door Location: Headquarters Floor: 1st Floor
Model: CmsOver25 (v7.0) Building: Warehouse Area: Loading Dock 1

In the first column indicates full or limited access to the lock. Click next to the name to register access.

Name	Department	Button	Keypad	Date Restractions	Daily Restractions	Lockout
Edick, Brian	Support	<input type="checkbox"/>	<input type="checkbox"/>	No Expiration	Night Shift	<input type="checkbox"/>
Horton, Mike	Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Expiration	Day Shift	<input type="checkbox"/>
Worlock, Sheree	Sales	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Expiration	Day Shift	<input type="checkbox"/>
Horton, Tim	Quality-control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Clearing	Full Access	<input type="checkbox"/>
Harsh, Doug	Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>
Horton, Pat	Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>

Time Pilot -Time and Attendance.

There are three TimePilot solutions in our range:-

- TimePilot Tap+
- TimePilot Vetro
- TimePilot Extreme

Plus an iPhone App that works in conjunction with all four systems.

To complement the range there are two levels of software available: Professional Edition and Enterprise Edition.

The Professional Edition's software (Included in the starter kit) includes:-

The ability to run the software as a service on your network: Eliminates the need to remain logged in on your computer. As long as the PC or server is running, the software runs "behind the scenes."

- A single Clock Manager that handles communication with all of the clocks on your network and shows you their status.
- An unlimited number of companies can be created in the software, each with its own pay period and start of the workweek.
- The ability to mix and match TimePilot clocks.

The Enterprise version of the TimePilot software is designed for organizations that need a higher level of reporting functionality and reporting facility. TimePilot's Enterprise has all the features the Professional Edition offers, plus:

- Automatic transmission of data over the internet—"the Cloud"—from remote locations to your main office.
- Multiple levels of user logins, so you can allow lower-level supervisors control over only their departments, while upper-level supervisors retain overall control.
- Supervisor approval of individual transactions; for instance, an excused tardiness.
- Up to six overtime levels (Professional allows up to three).

The Enterprise software is available as an upgrade to your current TimePilot software or as an option with all TimePilot timeclocks.



TimePilot Vetro

The Vetro has all the same qualities all TimePilot products have: ease of use, flexibility, power and durability.

When TimePilot Vetro isn't in use, all you see on the sleek black touchscreen is the time and date.

Touch the face of the clock or an iButton to one of the probes, and immediately the backlit blue keypad lights up.

The Vetro clocks can operate in two modes: "standalone" or "networked." Here's how the system works:

Standalone Mode

1. Employees clock in and out at the Vetro clock. The clock holds data in memory (it can hold as many as 12,000 clock-ins and clock-outs!). By the way, power outages don't affect the system's memory.

2. When it's time to do payroll, a supervisor plugs the TimePilot USB drive into the port on the side of the clock, enters a password on the keypad and loads the data onto the USB drive.

3. The supervisor plugs the USB drive into a computer running the TimePilot Central software. The software detects the drive and automatically downloads the data into the TimePilot database. Using the password-protected TimePilot Central software, the supervisor can see when employees clocked in and out and their regular-time, overtime and special-time hours. The supervisor can make corrections, generate reports and export the data to their payroll software or service.

Network Mode

1. Employees clock in and out at the Vetro clock, which is cabled to your company's local area network.

2. The employees' clock-ins and clock-outs are transmitted instantly to the TimePilot database. Using the password-protected TimePilot Central software, the supervisor can see when employees clocked in and out and their regular-time, overtime and special-time hours. The supervisor can make corrections, generate reports and export the data to their payroll software or service.

3. If your network goes down, employees can continue to clock in and out; the data will be saved in the clock's memory and when the network comes back up, the data will be transmitted to the server. Or, in the meantime, you can load the data onto the TimePilot USB drive and download it to the software, just as you would in Standalone Mode, described above.



TimePilot Extreme

The rugged TimePilot Extreme is designed for outdoor use, although it can be used inside, too. It commonly would be used at sites where the weatherproof clock can be exposed to the elements. The clock is locked down to prevent theft, but can be moved easily to another site when necessary.

The clock is mounted and locked using the steel mounting plate and padlock.

Each employee is issued an iButton and uses it to clock in and out. The clock's memory holds all clock-in and clock-out data.

When the manager wants to collect the data, he unlocks the padlock, inserts the included USB drive into the bottom of the clock and taps a special Management iButton to one of the iButton probes. The clock then recognizes the supervisor and downloads its data to the drive. The data is protected from unauthorized access, because the clock won't download data unless you tap the Management iButton to it. The supervisor repeats this process with any other Extreme timeclocks he owns.

The manager then plugs the USB drive into the computer running the TimePilot Extreme software. The software will import the data into the TimePilot database or e-mail it to another location for payroll processing.

Each clock holds 12,000 clock-ins and clock-outs. For 20 employees clocking in and out four times a day, that's 150 days!

Each clock can handle up to 2,000 employees, and the TimePilot software can handle dozens of clocks and up to 2,000 employees.

The TimePilot software handles the time data, creates reports and prepares payroll information for Microsoft Excel, QuickBooks or other payroll programs and services.



Day	Date	Time	Lock	User	Transaction Type	Button
Tue	Aug 11, 2009	10:26:09 AM	HR	Stoverman, Patrick, Steven	Unlock - Lock	ES
Tue	Aug 11, 2009	10:27:08 AM	HR	Stoverman, Patrick, Steven	Denial - Invalid Button	ES
Tue	Aug 11, 2009	10:27:20 AM	HR	Stoverman, Patrick, Steven	Unlock - Lock	ES
Tue	Aug 11, 2009	10:27:23 AM	HR	Stoverman, Patrick, Steven	Unlock - Lock	ES
Tue	Aug 11, 2009	10:27:50 AM	HR	Stoverman, Carlos, Brian	Unlock - Lock	ES
Tue	Aug 11, 2009	10:27:42 AM	HR	Stoverman, Patrick, Tom	Unlock - Lock	ES
Tue	Aug 11, 2009	10:27:50 AM	HR	Stoverman, Patrick, Tom	Denial - Invalid Button	ES
Tue	Aug 11, 2009	10:28:07 AM	HR	Stoverman, Patrick, Tom	Unlock - Lock	ES
Tue	Aug 11, 2009	10:28:07 AM	HR	Stoverman, Carlos, Brian	Unlock - Lock	ES
Tue	Aug 11, 2009	10:28:08 AM	HR	Stoverman, Patrick, Mike	Unlock - Lock	ES
Tue	Aug 11, 2009	10:28:13 AM	HR	Stoverman, Patrick, Steven	Unlock - Lock	ES
Tue	Aug 11, 2009	10:28:18 AM	HR	Stoverman, Patrick, Steven	Denial - Invalid Button	ES
Tue	Aug 11, 2009	10:28:19 AM	HR	Stoverman, Patrick, Steven	Denial - Invalid Button	ES
Tue	Aug 11, 2009	10:28:23 AM	HR	Stoverman, Patrick, Steven	Denial - Invalid Button	ES
Tue	Aug 11, 2009	10:28:25 AM	HR	Stoverman, Carlos, Brian	Unlock - Lock	ES
Tue	Aug 11, 2009	10:28:28 AM	HR	Stoverman, User Unknown	Denial - Invalid Button	ES
Tue	Aug 11, 2009	10:28:29 AM	HR	Stoverman, Patrick, Steven	Unlock - Lock	ES

Services

Design Consultancy

If you are unfamiliar with a Patrol System and require advice regarding the most cost effective solution, configuration and implementation of the system, please do not hesitate to contact our experienced staff, that will be only too pleased to assist you.

On-Site Commissioning

Our commissioning service is available Monday to Friday from 09:30 to 17:00. Please book at least 2 to 3 days in advance to avoid disappointment. For further details and costs please call 0844 7365745.

Technical Support

Hot-line Telephone Support is available from 09:00 to 17:00, Monday to Friday. Please call 0844 7365745 for assistance. Out of hours support can be provided by prior arrangement.

Our latest addition, Remote Desktop support facility is now available. Go to www.guardpatrolproducts.co.uk and click on the services tag or call us on 0844 736 5745 for more detail.

Training

Training courses can be provided on any of the supplied hardware or software products and can be tailored to meet our clients' specific requirements. Please call 0844 7365745 for further information and costs.



Remote Support

We also provide a full remote service facility. This can be used for troubleshooting, additional training or even software demonstrations.

This is a free service for our customers during normal business hours.

You will need to obtain a 4 digit PIN security code from your support technician in order to proceed. To obtain your PIN please call us free on 0800 817 4259 and select option 3.

The technician will then connect to your computer to analyse your software installation. You will retain control for the duration of this session and can terminate the session at anytime.

Warranty and repair

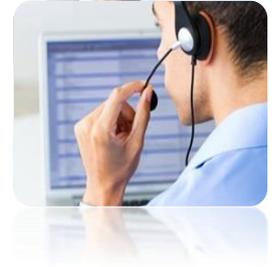
All equipment we supply is backed by our comprehensive two year warranty. Every component including Lithium batteries is included. The only exclusions are vandalism or wilful damage.

This guarantee is backed up by a UK based repair and support centre that is staffed by factory trained engineers.

If for any reason we are unable to repair warranty equipment, we will always replace old with new.

Any non warranty equipment we cannot repair will be replaced on an exchange basis.

Our repair costs are some of the lowest in the UK



UK Repair
&
Maintenance

Maintenance
&
UK Repair

Contact Us

Reader Options Ltd
Unit E7
9 Nimrod Way
Ferndown
Dorset
BH21 7WH

Tel: 0800 817 4259
Fax: 0844 736 5729

E-mail: sales@guardpatrolproducts.co.uk
sales@readeroptions.com

Websites: www.guardpatrolproducts.co.uk
www.readeroptions.co.uk



UK Repair
&
Maintenance



www.guardpatrolproducts.co.uk



4 Properties - Editing Lock

Current: [Scheduled Lock Changes] [Daily Restrictions] [Date Restrictions] [User Restrictions] [Lockout Dates] [Properties]

Lock Name: Access Door Location: Headquarters Floor: 1st Fl
Point: C000000025970 Building: Warehouse Area: Lobby

in the first column indicates full or limited access to the lock. (click here to view the legend)

Name	Department	Station	Access	Clear Restrictions	Clear Restrictions
Eric, Ben	Support		<input checked="" type="checkbox"/>	No Expiration	Night Shift
Nathan, Mike	Marketing		<input checked="" type="checkbox"/>	No Expiration	Day Shift
Winston, Shere	Sales		<input checked="" type="checkbox"/>	No Expiration	Day Shift
Nathan, Tim	Outside service		<input checked="" type="checkbox"/>	Dust Cleaning	Full Access
Mark, Chad	Development		<input checked="" type="checkbox"/>	-	-
Nathan, Phil	Development		<input checked="" type="checkbox"/>	-	-

