

MYOB Exo Employer Services BundyPlus G6 Timeclock Setup Guide

myob

Table of Contents

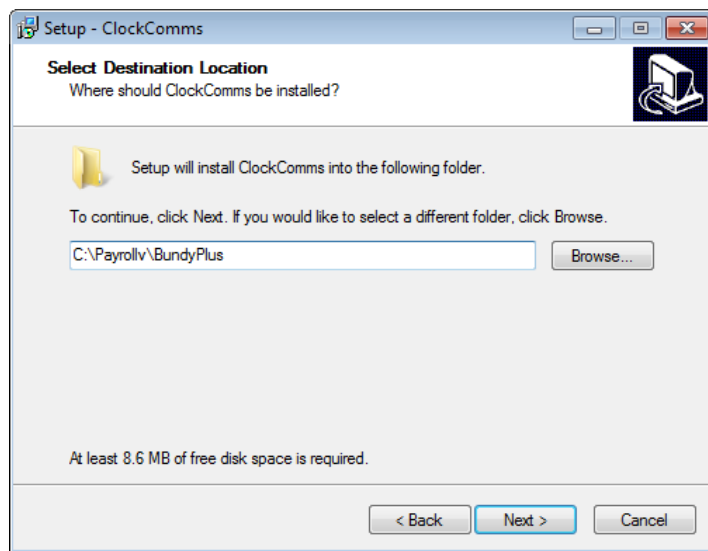
ClockComms Setup	1
Installing the ClockComms Software.....	1
Configuring the ClockComms Software.....	3
EXO Time and Attendance Setup	9
Bundy G6 Time Clock Setup	10
Clock Connection Test.....	10
Uploading Employees and Cost Centres	11
Registering Fingerprints.....	13
Clocking In & Out.....	15
Tips & Tricks	16
Communication Problems	16
Barcode Changes.....	18
Clock Settings.....	18
Disabling Sound	18
In/Out Screen on Clocking.....	18
Messages Timing Out Too Quickly.....	19
Cost Centre Option	19

ClockComms Setup

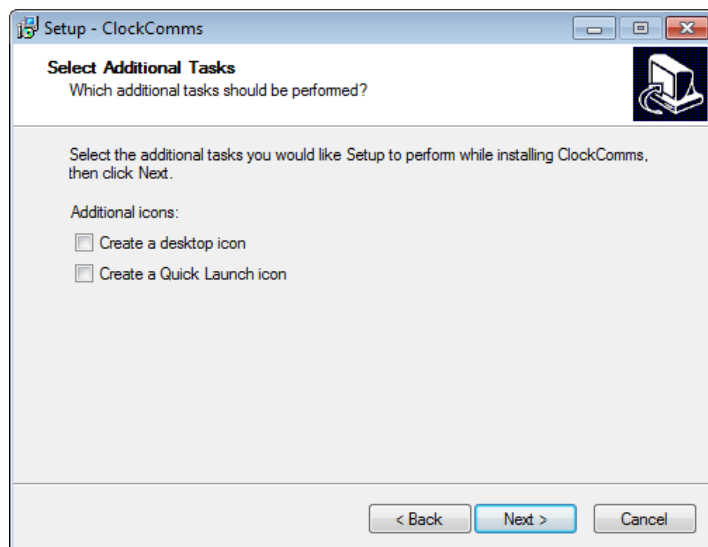
Installing the ClockComms Software

Insert the ClockComms CD into the PC and run the ClockComms installer (**setup.exe**).

Step through the wizard, making sure that you change the default folder to point into the **Payrollv** folder on the Server or PC that has the EXO Employer Services software. You will also have to add **\BundyPlus** to house the ClockComms software.

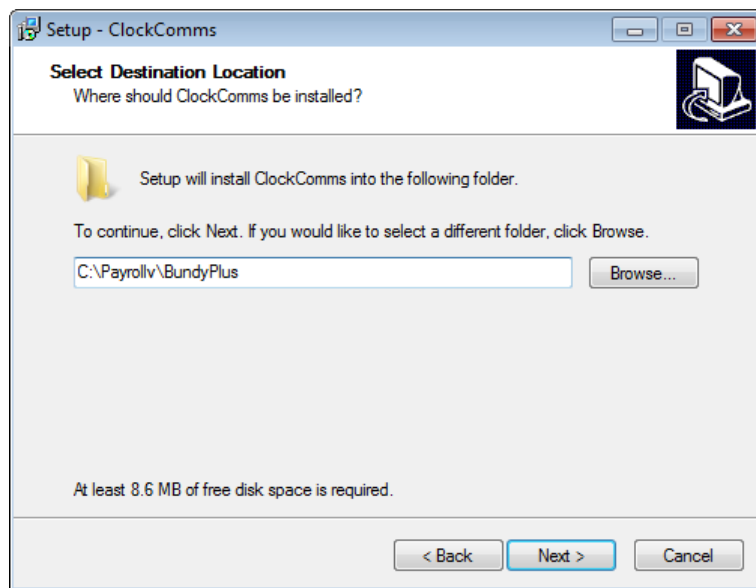


When it comes to selecting the additional tasks, it is recommended that you leave all unticked. If you need to access ClockComms later you can run it from the BundyPlus folder that you specified in the previous step.



MYOB EXO PC Clock User Guide

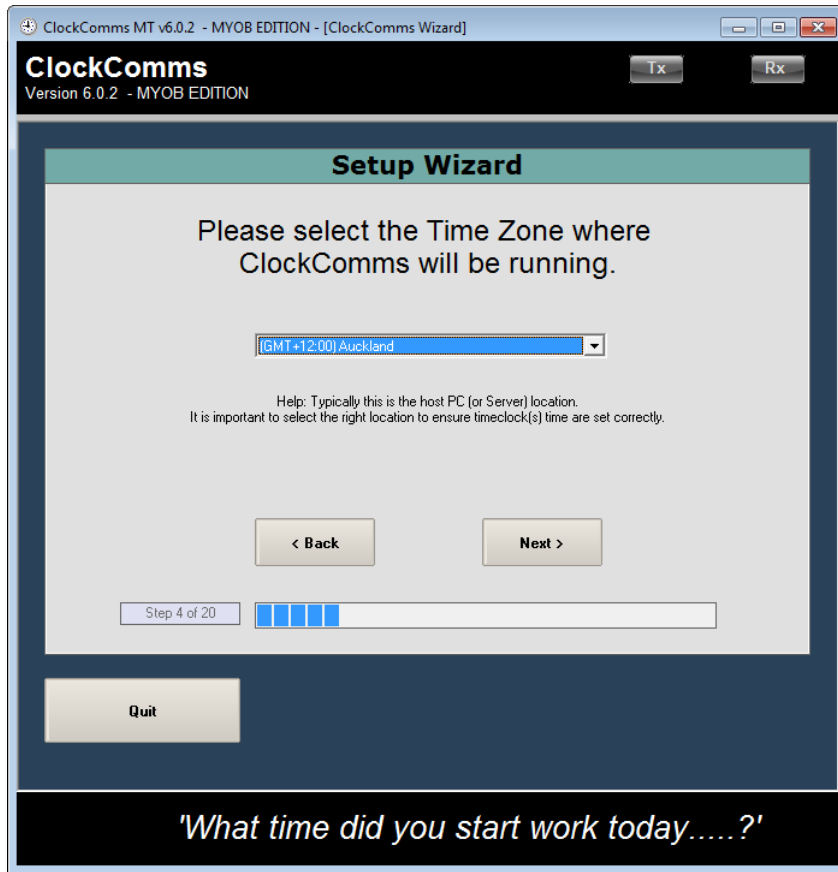
Finally, when completing ClockComms setup wizard make sure you have the Launch ClockComms option ticked. This will bring you into the software ready for the next stage of the process.



Configuring the ClockComms Software

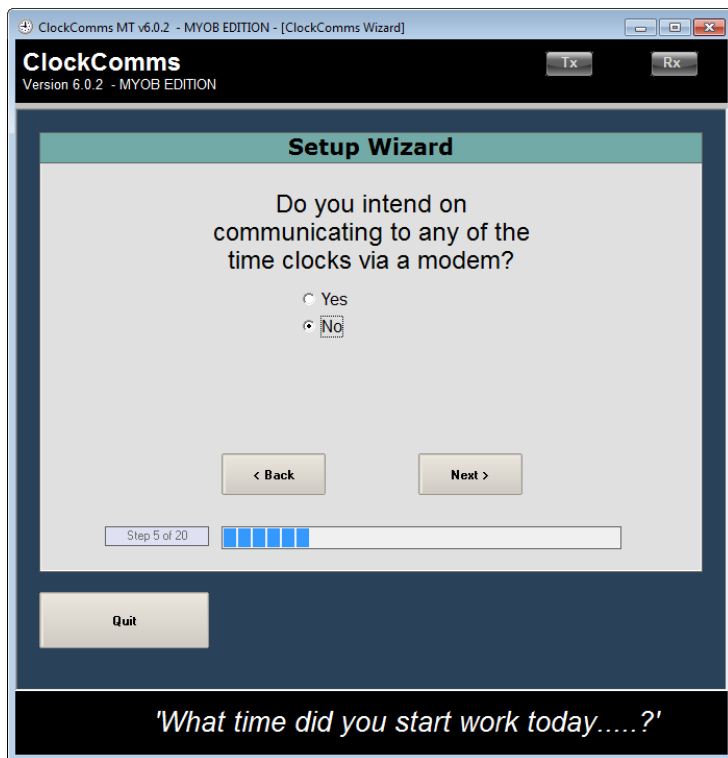
When going through the configuration of the ClockComms there are a few key parts that need to be concentrated on. In terms of **Daylight Savings** times and **Time Zones** it would best to set it to the **Local Time Zone** for that PC and select **Daylight Savings** to automatically update.

Daylight Savings only updates using an internet connection.

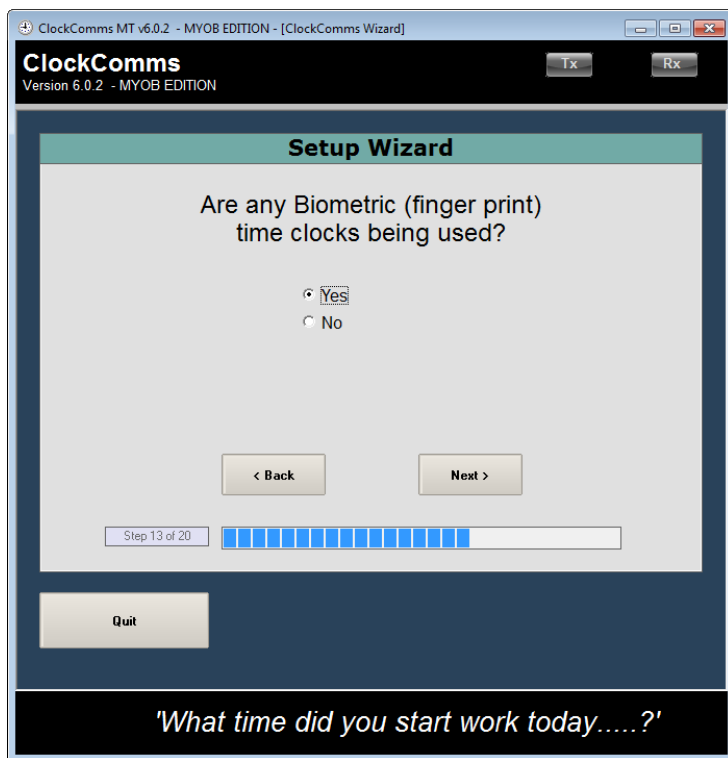


MYOB EXO PC Clock User Guide

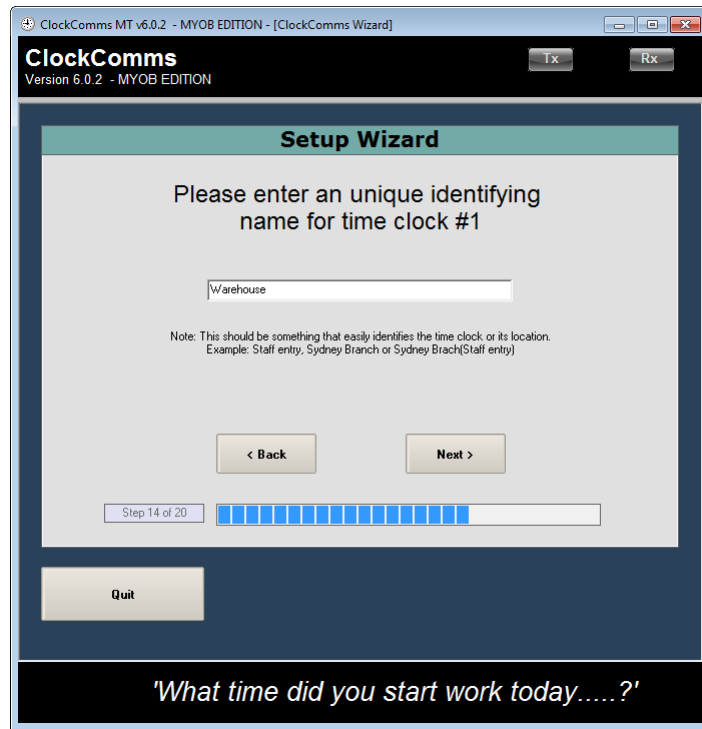
When the set up asks if you intend to communicate to the clock via the modem, this should be set to **No** if you are connecting via Ethernet. (The type of clock that is normally supplied to MYOB is an Ethernet clock.)



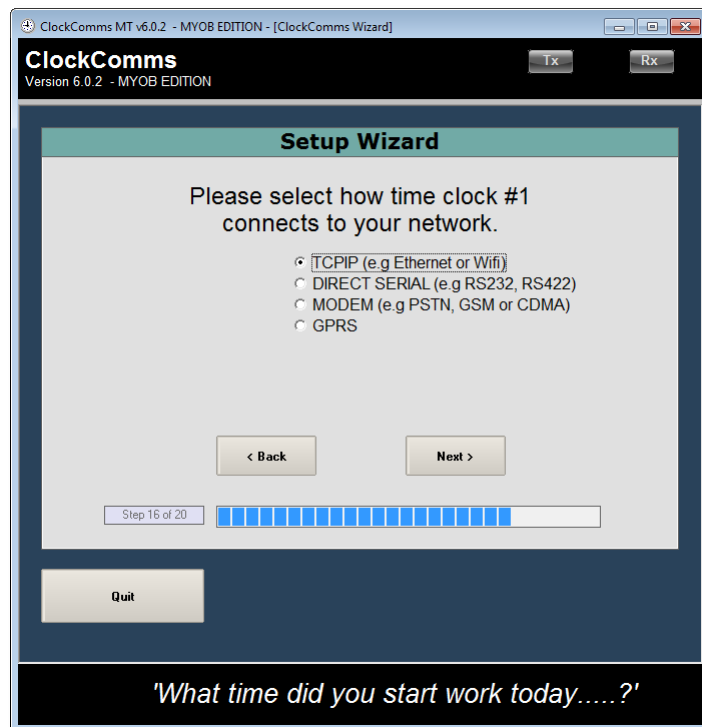
Select **Yes** in the Biometric option if the clock has a fingerprint scanner.



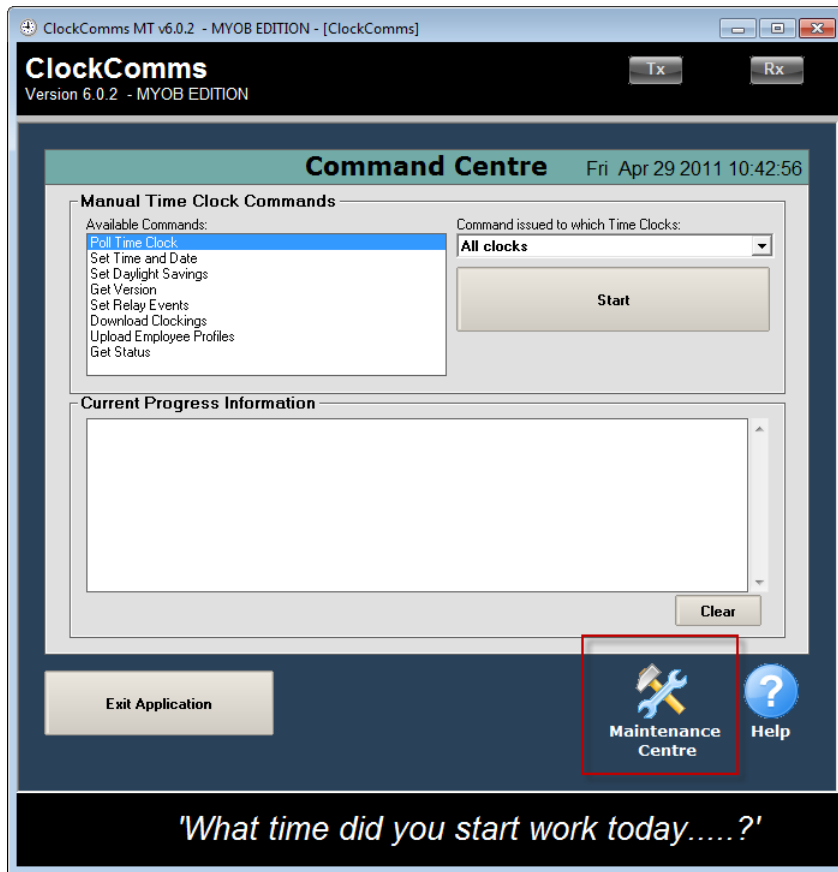
Next it will ask you to enter your clock's name. Choose a name that makes it easy to tell which clock is which.



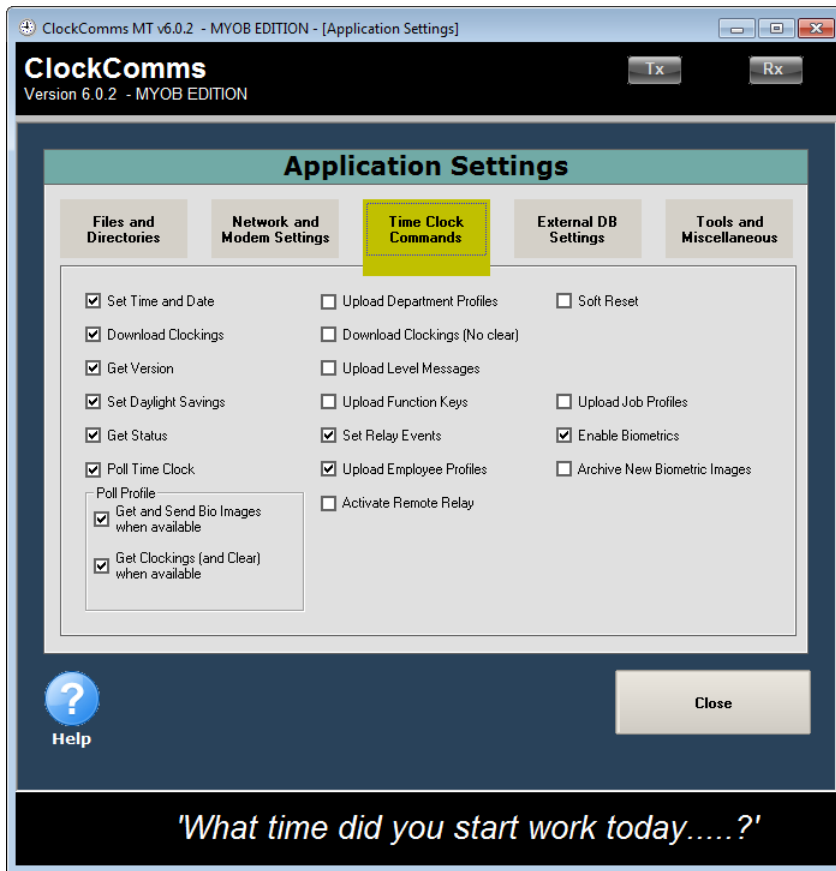
You can now select which Time Zone is going to be used for the clock and what connection is being used. Be default the clock will be **TCPIP**; this is the recommended option.



Once you have completed the setup for the first clock you will have the option to set up extra clocks in the same manner. Once all clocks are set up, click **Finish** to complete the wizard phase. After completing the wizard it will bring you to the main Command Centre for ClockComms. Start by going into the Maintenance Centre.



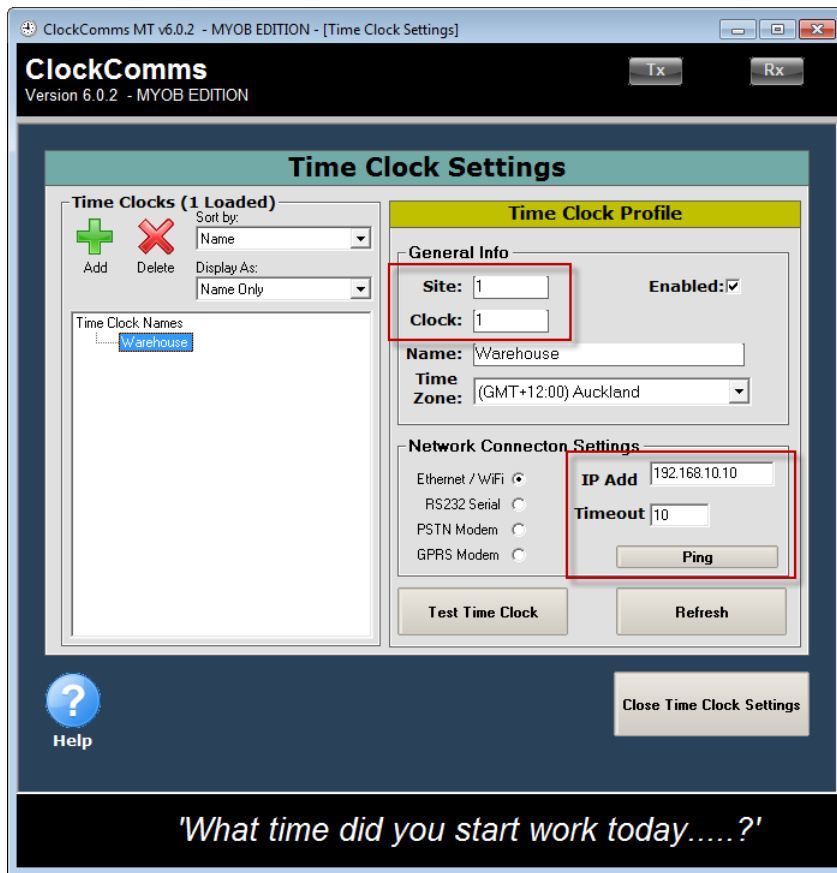
From the Maintenance Centre, go to **Application** and make sure that the Biometric option is fully activated. If you click on the Time Clock Commands tab you can then tick the option **Enable Biometrics**. Make sure that you click the **Save** icon in the bottom right before going back to the Maintenance Centre.



If you now go into the Time Clocks section, you can select the clock that has been configured to check that all the details are correct. At this stage you also have the chance to change the **Site** and **Clock** ID numbers if you need to. This so that you can specify which clock is on each site and is the key to having multiple clocks on site.

This section also enables you to ping the clock to check that the IP address entered is valid. If you are having problem with the IP address then it may be that it hasn't had Port 3001 opened.

Once you have checked all the details are correct click **Close Time Clock Setting**, **Exit Maintenance Centre**, then **Exit Application**.



If you are going to be polling from several different PCs, then you'll need to run the ClockComms CD first. This will install the essential runtime files for the local PC. When installing the CD, leave the location as default (**C:\Program Files\BundyPlus**).

Once the setup has finished you can then delete the install folder from the new location, e.g. **C:\Program Files\BundyPlus**. All the items needed have now been installed for you to be able to use EXO Time and Attendance clock functions on that PC.

EXO Time and Attendance Setup

Once you have set up the ClockComms, you must add the clock in EXO Time and Attendance. Open EXO Time and Attendance and select **Time Clock Setup** from the **Utilities** menu.

Click **Add: F4** to create a new clock, then enter a unique **Code** and **Description**, which should be the same as those you entered in ClockComms.

Next, select “MYOB BundyPlus G6 Series” as the **Source** from the drop down menu. This will alter the Polling Parameters below. Enter the same **Site ID** and **Clock ID** that you entered in the ClockComms settings. If you intend to load Cost Centres to clock, tick the **Send Cost Centres to Clock** option.

The screenshot shows the 'Time Clock Setup Maintenance' dialog box. The fields are as follows:

Code:	WH1
Description:	Warehouse Clock
Source:	MYOB BundyPlus G6 Seri
Program To Execute:	C:\PAYROLLV\BUNDYPLUS\CLOCKCOMMS.EXE
Time File Name:	C:\PAYROLLV\TRANSACTIONS.TXT

Polling Parameters

Site ID:	1	Clock ID:	1	<input type="checkbox"/> Send Cost Centres To Clock
----------	---	-----------	---	---

Navigation buttons: Prev : F7, Next : F8, Find : F9, Save : F10, Cancel, Exit : Esc

Make sure that the correct paths for the **Program to Execute** and **Time File Name** are entered. This is an important part of the clock setup; if they are entered incorrectly, the data cannot be passed for either polling or employee uploading.

In the example screenshot, the Program to Execute is set to **C:\Payrollv\BundyPlus\ClockComms.exe**, but wherever you have created the BundyPlus folder is where it should be targeted towards.

Set the **Time File Name** to the directory where you want to generate the time files for the clock. In the example screenshot, the same folder as the ClockComms application has been used to keep things simple.

Once configuration is complete, click **Save: F10**.

Bundy G6 Time Clock Setup

You must set up the clock with the correct setting for the software to communicate. Go to the clock's location and enter 99999ddmm via its keypad (ddmm is today's date, e.g. 3101). This opens the Configuration Menu. Using the **8** key as the down key and **2** as up, navigate to **1.2 IP Address**.

Enter the correct IP Address for the clock using prefix zeros for any one or two digit numbers, e.g. 192.168.010.001. Press **Enter** to save.

You can alter the **Site ID** and **Clock ID** by going to **1.1 Site Clock Number**.

Once the clock has been configured with the correct IP Address and ID you can exit using **Cancel** and **Enter**

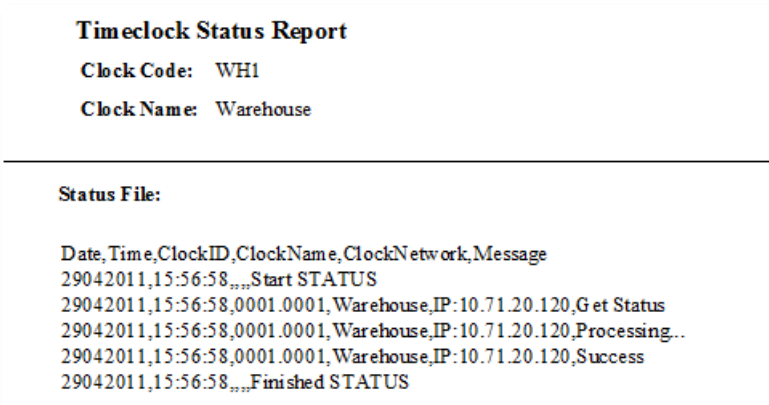
Clock Connection Test

Open EXO Time and Attendance again and select Poll Timeclocks from the Transactions menu. On the Poll Time Clocks window, click the **Special Clock Functions** button.



To test if the clock is working click **Get Status**, then select the newly created clock.

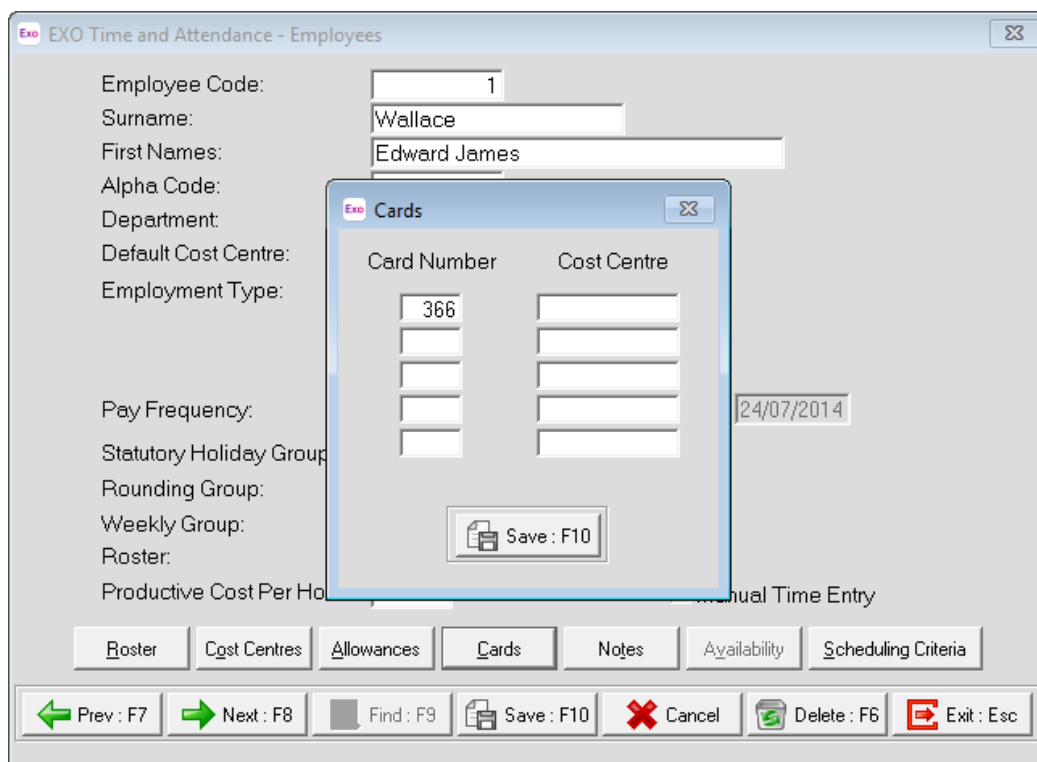
You will be presented with a report like the one below for a successful communication.



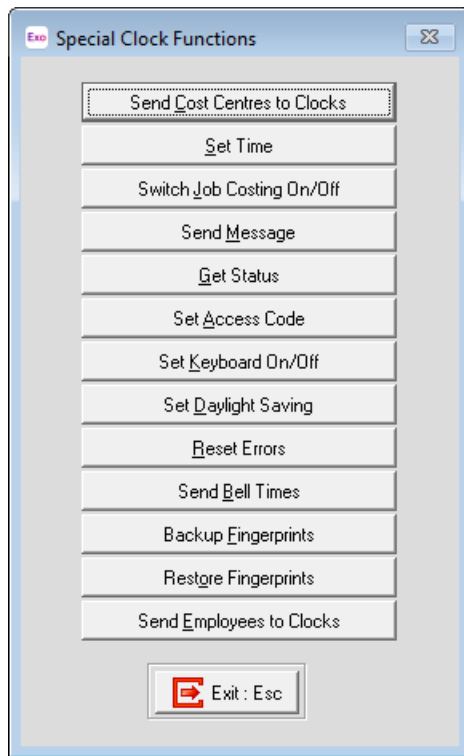
If the Get Status operation is unsuccessful it will show an error code.

Uploading Employees and Cost Centres

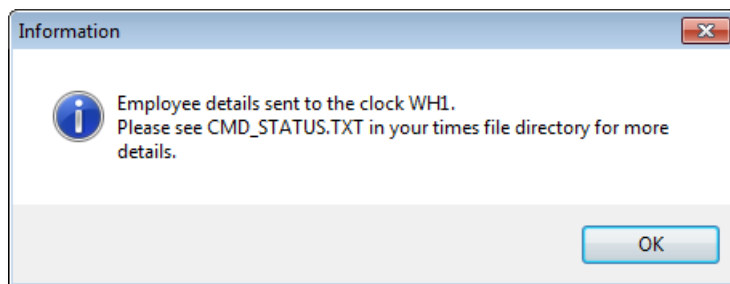
When registering employees on the clock you must first upload them from the system. This cuts out the possibility of entering incorrect numbers and having lots of invalid times coming through. Before uploading employees, they must be set up with Card Numbers in Time and Attendance.



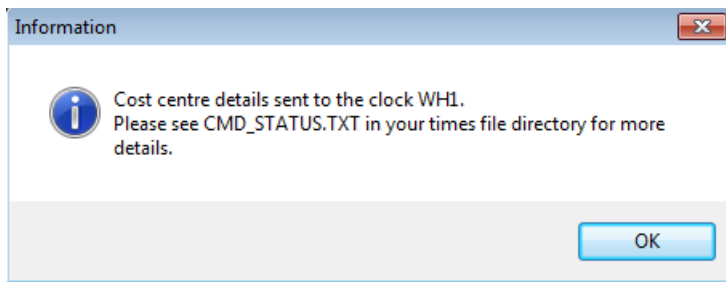
To upload employees, click the **Poll Timeclocks** button and select **Special Clock Functions**. Click **Send Employees to Clocks** and highlight the clock in question before clicking **Select**.



You will be presented with the following message if successful. If this doesn't work then you will have check the communications setting again to figure out what went wrong.

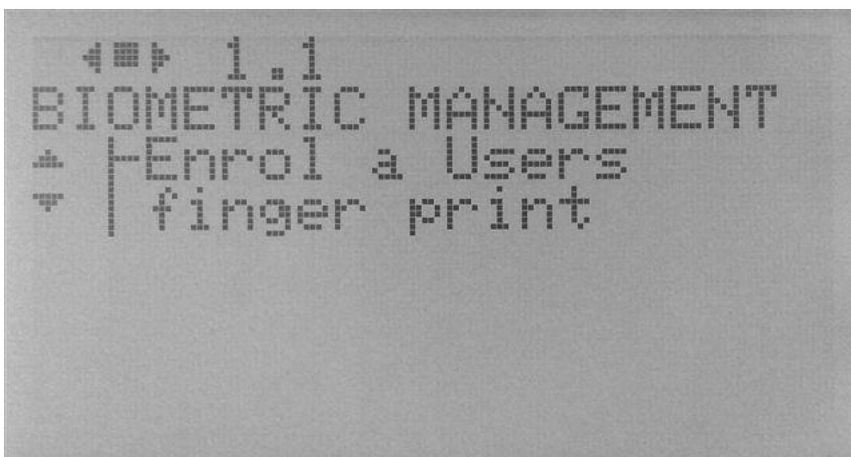


For the uploading of Cost Centres, the same procedure is followed, this time selecting Send Cost Centres to Clocks from the Special Clock Functions menu. The success message will appear as below.

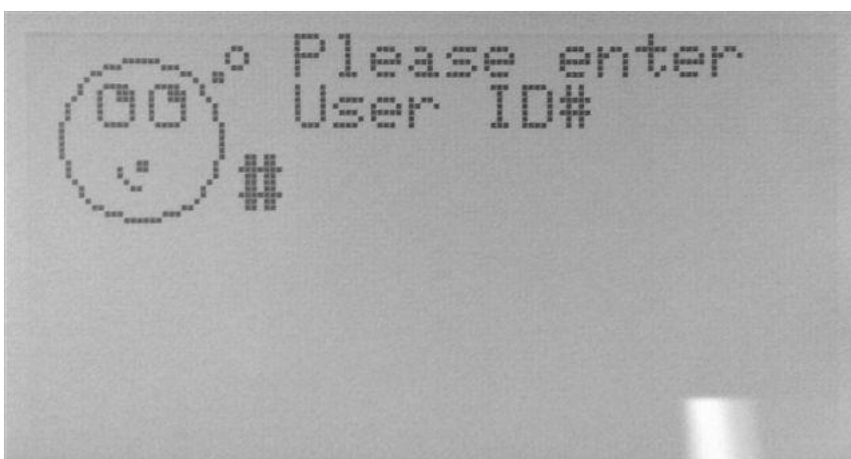


Registering Fingerprints

When registering a fingerprint at the BundyPlus G6 Clock, you must enter a separate Biometrics menu which is accessed by entering 99998ddmm (ddmm is today's date, e.g. 3101). Select **1.1 Enrol a Users Finger print** and press **Enter**.



Enter the employee's code, which will be the Company Number followed by a Card Number, e.g. 700020. All of this should have been set up in the system prior to registering fingerprints.

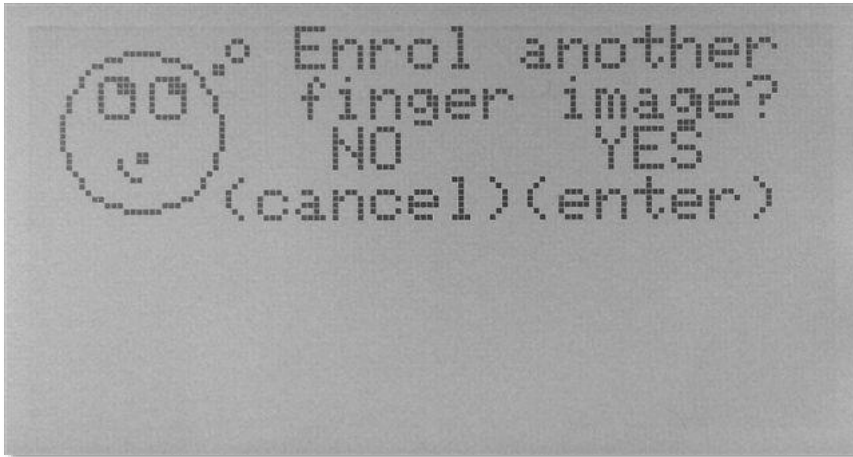


The Timeclock will now prompt you to place the employee's finger on the scanner. Make sure that they use their index finger as the first option.

MYOB EXO PC Clock User Guide

There are five possible results when registering fingers. If you get **Very High**, **High** or **Fair** then the template will come back as Saved. If however **Poor** or **Very Poor** appears you will need to scan it again. If this continues, try using another finger in the order of other index finger, followed by middle then ring finger. Thumbs and little fingers should be left as the last resort.

Once the fingerprint has been registered, the Timeclock will ask you if you need to register another finger. Click **Cancel** then exit out of the configuration by pressing **Cancel** again, then **Enter**.



At this point, test that the first fingerprint has been successful by entering the employee's number and then getting them to place their finger on the scanner. A valid fingerprint will return the status "Saved".

Clocking In & Out

For an employee to clock in or out, they must first enter their six digit employee number and press **Enter**.

NOTE: It is a good idea to provide a list of employee numbers located next to the Timeclock for people to use as reference.



Next, they must place the registered fingerprint on the sensor. If successful it will display a "Saved" message.

Repeat the same steps for clocking out.

Tips & Tricks

This section covers some of the most common things that can cause an install to be unsuccessful. From our experience, it will be down to the following scenarios listed in this section.

Communication Problems

If you find that the ClocksComms software or Time & Attendance won't communicate with the BundyPlus G6 Timeclock there a number of reasons that this could be happening.

Is the clock switched on?

Simple I know but this could be why it isn't linking through. If there is nothing displayed on the clock but it's plugged in, it may have been turned off inside the clock itself. This is how the clocks arrive from the supplier so check to make sure.

Has the IP address been set up on the clock?

You can easily check this by going to the clock and entering the configuration menu password **99999ddmm**, then click **Enter**. Scroll down using the 8 button to **1.2 Configure IP Address** and check that something has been entered. If not then press **Enter** to add the correct address. You must note that unlike ClockComms the IP address will need to have the preceding zeros in front of each block, i.e. **192.168.000.001**.

After adding make sure you exit using **Cancel** then **Enter** for the settings to save to the network card.

Is the clock set with the correct Site/Clock ID?

If your site has more than one clock then at some stage you'll have to change the Site/Clock ID accordingly for each clock. This is stop confusion when the clocks are polling. There are actually three places that you have to make sure are set correctly.

Firstly in ClockComms, in the **Maintenance Centre > Time Clocks** section, click on each of the clocks to reveal the details specific to each one. At the top right there are fields for entering **Site ID** and **Clock ID**. Even when entering via the **Configuration Wizard** on install it will keep all clocks with the same Site/Clock IDs. This has to be changed to suit each clock depending on circumstances. If you have two clocks in different branches then Site ID would increase but if you have two clocks in the same place use Clock ID.

This labelling must be carried across the clocks themselves. This can be entered via the Configuration menu using **99999ddmm**. The first option you are faced with is **1.1 Site/Clock ID**. Using the enter key add the Site/Clock ID, i.e. 0001.0002.

Finally, if you have entered both of these in the ClockComms software and on the BundyPlus G6 Timeclocks, but are still having difficulty polling it will potentially be due to Time & Attendance set up. Under **Utilities > Time Clock Set up**, the clock in question may have the **Site/Clock ID** incorrect.

NOTE: If you are having problems running get status but can ping the clock this is a common cause of the problem.

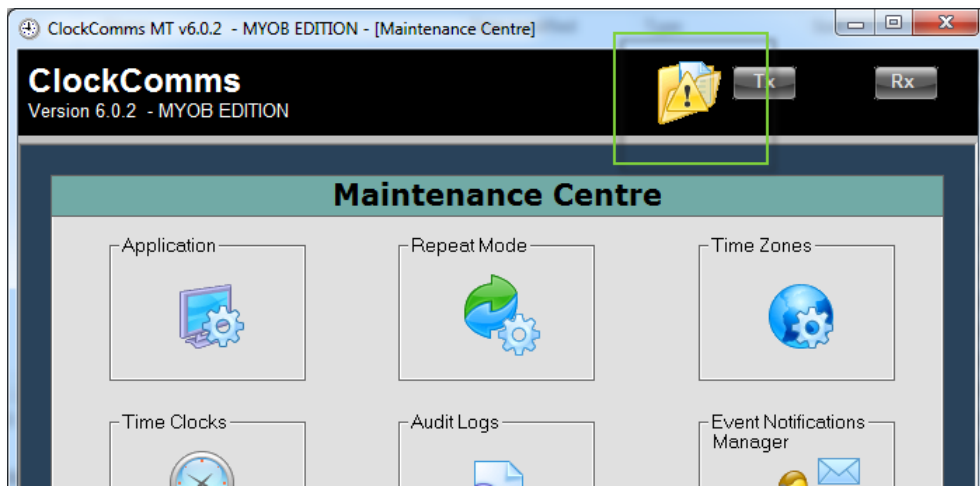
Are the folder paths for files pointing to the right place?

If you cannot run any of the procedures in either ClockComms or EXO Time and Attendance, it might point to folder paths being set to the wrong place. When the ClockComms is initially installed it should be added to the **Payrollv** folder on a user's PC, not the server. This is so that the mapped network drive letter is used as the default path rather than the server folder location, i.e. F:\Payrollv. This is for ease of setting up.

MYOB EXO PC Clock User Guide

If you have pointed this path to a different location you will have re-configure in both ClockComms and EXO Time and Attendance.

When entering ClockComms you should see a folder symbol with an exclamation mark in front of it. This is a clear signal the folder is set up wrong.



Go to **Maintenance Centre > Application**. This will lead you to the first tab called **Files and Directories**. At the very top it will have displayed where the files for upload and download are being generated. Make sure that this path has the path of the main client network drive.

Secondly in EXO Time and Attendance go to **Utilities > Time Clock Setup** and edit the BundyPlus Clock in question. If either the **Program to Execute** or **Time File Name** path is different to what it should be, change it.

Program to execute should always read something similar to F:\Payrollv\BundyPlus\ClockComms.exe.

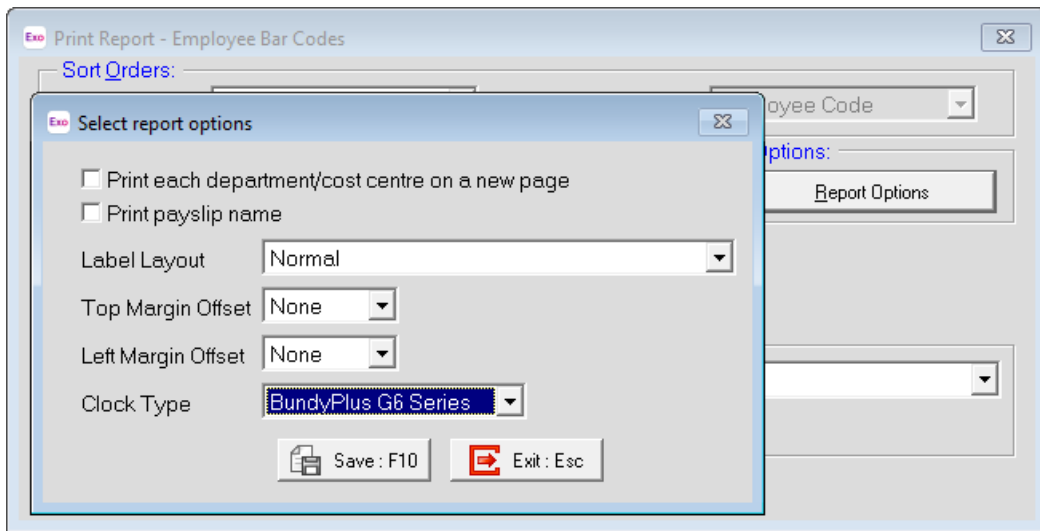
Whereas the **Time File Name** should be F:\Payrollv\BundyPlus\Transactions.txt.

Once both are correct, run **Get Status** for the clock to prompt a successful result.

Barcode Changes

When it comes to using barcodes on the BundyPlus G6 clocks the barcode format has altered. This means that if you print out either the **Employee Bar Codes** or **Cost Centre Bar Codes** Report, you'll have to change a setting.

Under the **Report Options** button in each of the report there is a new drop down menu called Clock Type. Make sure that you select "BundyPlus G6 Series" before printing out the sheet.

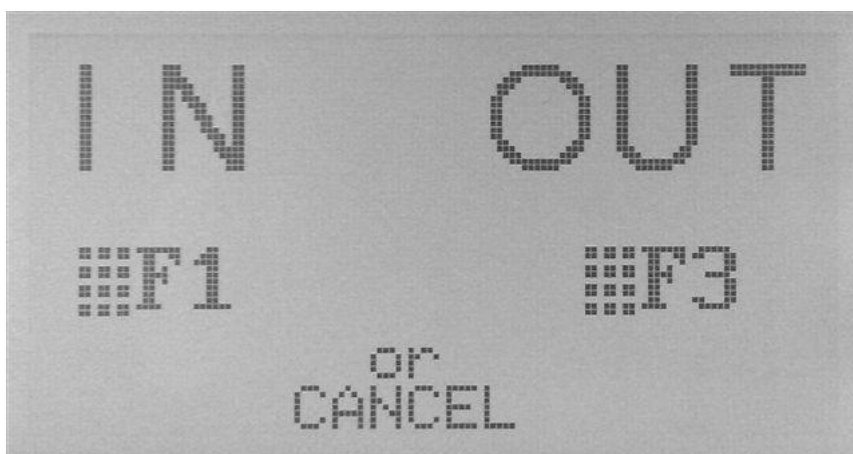


Clock Settings

Disabling Sound

You have the ability on the BundyPlus G6 to switch off the sound when using the clock. This can be accessed from the Clock's Configuration Menu through option **8.1 Sound Setup** with either **Enabled** or **Disabled**.

In/Out Screen on Clocking



If you are coming up with an In/Out screen when clocking in, it may become confusing for the client if they are using Cost Centres. It can be disabled in Clock's **Configuration Menu** through option **2.7 User Card Setup**. Set the profile to **Disabled** to stop the message coming up.

Messages Timing Out Too Quickly

When employees clock in, you may find that they are not getting enough time to complete the transaction. For example if someone has forgotten number or chatting away the screen will revert back to the default Time & Date view.

There are a few profiles for this in the Clock's Configuration Menu. For all menus, **Short** displays for 1 second, **Medium** is 3 seconds and **Long** is 10 seconds.

6.3 Show Employee ID Period – Linked to the time that it displays the welcome message after the employee has entered their number.

6.4 In/Out Timeout Period – Amount of time that the In/Out message remains on the screen if enabled.

6.5 Costing Timeout Period – The amount of time the screen waits for a cost centre to be entered.

Cost Centre Option

If you need to add Cost Centres for the clock then this feature can be switched on in the Clock's **Configuration Menu** under option **5.1 Trigger Mode**. You must set the control to **On Clocking In Only** as this is the only supported method for EXO Time and Attendance.