Welcome to the DATA-MAXX family of customers. With this manual and our available technical staff, you will learn how to fully implement your DATA-MAXX system. If you need additional technical support beyond this manual, please contact our support group at 1-888-995-0184 or log your issue on www.data-maxx.net/support.htm. You can use our automated support system to log and track your technical issues.

Let's begin your first steps to automated data collection!

Section I

Installation and Setup:

1: Overview

The DATA-MAXX 7 data collection system manages data collection in remote and stationary environments.

While DATA-MAXX was designed to run effortlessly under Microsoft Windows this manual does not provide the user with training to run Microsoft Windows. Refer to the MS Windows tutorials located in the MS Windows help menu and the manuals that came with the Windows program for more information. Proficiency with Windows enhances your productive use of DATA-MAXX.

There are many ways to approach learning DATA-MAXX. It is suggested that you read through this manual, then practice going through all the functions of the program with some trial data. Delete the trial data before going live with your payroll system.

Your ongoing business is appreciated. Please do not hesitate to call or write with comments or desires. We will continue to provide more features based on requests.

The DATA-MAXX Process

The DATA-MAXX system has three main components that work together and play the role of collecting, storing, processing and using data.

1. Capture the data with any one of several devices. Devices include remote hardware such as mobile scanners, Nextel hardware, PDA (Palm, Pocket PC, Windows Mobile, and Windows CE operating systems), automated telephone call in system, data swipe clocks (with magnetic stripe, bar code and proximity), biometric hand punch clocks, PC based time clocks, Time Entry, and Daily Report.

2. Program the data collection devices with our Data Clock Maintenance program or download the data collection program through our website (for all phone users excluding Nextel) or load it through your Nextel login. We can also load the application to your Nextel site as well.

3. Start collecting data with the chosen device.

4. Use Data-Maxx Data Communications program to facilitate the transfer of the data from the device to the DATA-MAXX 7 software.

5. View, edit, report and export the data with the DATA-MAXX 7 software.

Note: This manual focuses on setting up and using Data Clock Maintenance, Communications and DATA-MAXX database software. For assistance setting up and using the data clock or other data collection devices, please refer to the appropriate user guide.

Tips for a successful Startup and Operation

1. Read this manual.
2. Test all components including data collection communications and database before “going live”.
3. Complete a trial run with only a few employees before bringing on all employees.
4. Parallel your existing system with DATA-MAXX for one or two periods.
5. Use an uninterrupted power supply (UPS) for data integrity.
6. Back up your database daily!

Step-by-Step Guide

As with all new programs, understanding the program’s basic flow makes it easier to use effectively and gets results faster. Here is a step-by-step flow of the data clock process.

1. Data is entered into the data clock via magnetic encoded cards, bar codes, a bar code wand, keypad entry, CCD, or laser scanner. PDA, JAVA Enabled Phone, Biometric, PC BASED, or automated telephone system.

2. Data is automatically sent at a pre-set time from the data clock via Communications to your PC, which must be left ON to receive data. The polling feature is also included which permits the user to call the data collection device from the PC. Certain devices will only poll versus sending at a pre-set time. The following is a table of those devices that will send data automatically versus being polled.

   Mobile Scanner – sends data to the host either via serial connection or modem transmission. For serial transmission, the unit must be brought in and polled manually to a desktop computer or laptop. For modem transmission the unit must be connected to a phone line and connected to an external US Robotics Sportster modem. The modem is pre-programmed to dial your office number and will transmit automatically. The device will transmit when the modem is turned on, as long as it is connected properly.

   Nextel – sends data to the host wirelessly through the Nextel Total Connect service (Nextel data plan) when the Send button is pushed from the DATA-MAXX application running on the Nextel phone. The DATA-MAXX program runs under JAVA so the phone must be capable of running JAVA applications. The DATA-MAXX application running on Nextel is capable of collecting GPS coordinates with the time scans.

   PDA – sends data to the host either via serial connection, modem transmission or wirelessly. The application runs under Palm, Pocket PC, Windows Mobile, and Windows CE operating systems. Please consult your DATA-MAXX representative of whether your particular PDA will run the DATA-MAXX collection application. The device chosen will determine what transmission method the unit is capable of as well as whether it will be able to use bar code reading features. The units send their information through serial or USB connection to a desktop or laptop, WI-FI, modem, or wireless carrier if the unit has a data plan with the carrier.

   Telephone automated call in system – sends data through a phone call from any phone, wireless or land line.

   Clock systems – wall clocks can transmit via serial connection, LAN, modem or Ethernet, as well as SIM card (cellular transmission). Wall clocks can be either polled or set to automatically transmit at a particular time. Fingerprint, proximity, bar code and magnetic stripe can be options on the wall clocks, depending on model.

   Biometric clock systems – biometric hand punch clocks can transmit via serial connection, modem, or through an Ethernet connection. These type of clocks can be polled only.

3. DATA-MAXX Communications program automatically updates the files in your PC, and optionally processes batches of multi-clock punches.

4. DATA-MAXX creates an Exceptions Report of any missing or erroneous punches, which the user views and/or prints, entering any corrections or new employee data.

5. Time card reports are printed and approved. Final changes can be made to time cards if necessary.

6. Summary reports are printed. Optional management reports are printed.

7. Summary information exports to appropriate payroll program.

8. Optionally archive the data. Archiving allows you to send previous data to another file so your current file remains small, which helps in the time it takes to process data.

9. Back up data files regularly.

Note: Follow the Getting Started setup and processing instructions in the next chapter to ensure you are ready to receive data before using DATA-MAXX for the first time.

Requirements for Operating DATA-MAXX

Hardware/ Software Required:

Microsoft Windows XP
1GHz Processor or Higher
1 GIG of RAM
100 Meg of free Hard drive space

Recommended:

Microsoft Windows XP Professional or Newer OS
2.5 GHz Processor
1 GIG of RAM
300 Meg of free Hard drive space

DATA-MAXX 7 Features
**Optional Items sold separately*
Company Wide Rounding

Schedule Rounding
Absentee reporting
Division and department tracking
Holiday Processing
Auto Lunch Processing
User Defined Pay Policies
User Defined Pay Types
Phase Tracking by Job
Cost Code Tracking by Job
Ability to import\export
Exception Processing
Real time, after the fact, and allocation time collection
90 Different ways to view the data through reports.

See individual sections on these items for descriptions on how to set them up.

*Equipment – track maintenance and usage for unlimited pieces of equipment tools

*Materials – track materials used for unlimited number of materials.

*Production – track quantities placed in field for production reporting.

2. Getting Started

Getting Started Overview

Getting started with DATA-MAXX is easy. The following check list of activities will insure you have everything set up correctly.

STEP 1

INSTALL DATA CLOCK

If your using alternate data collection devices: Phone Application Software, TeleTrak, PCMAXX, Mobile Scanner, or HandPunch, begin installation with Step 2. Install the DATA-MAXX data clock. (Refer to DATA-MAXX Data Clock User Guide).

- Screw data clock to wall
- Setup data clock
- Run Cable from data clock to PC (Serial), connect data clock to phone line (Modem), or to Ethernet network system (Ethernet).
- Attach power connector
- If connecting via SIM card in the clock, make sure you have your data plan set up and configured through DATA-MAXX technical support.

STEP 2

INSTALL SOFTWARE

Install the DATA-MAXX software on your computer. Refer to the Installing DATA-MAXX section in this chapter for details.

- Install DATA-MAXX 7 database program.
- Set up the Company information. Be sure to point the DATA-MAXX to the company by entering the correct drive and path. It is best to place the company data file on your network file server so it gets backed up with the network backup. Each individual workstation that will be running the DM7 program will need to point to the same data file on the network. Set up company wide rounding if desired (optional)
- Set up department codes and descriptions if desired (optional)
- Set up division codes and descriptions if desired (optional)
- Set up company holidays and holiday groups (optional)
- Set up shifts and shift descriptions if desired and (optional) shift differentials
- Set up schedules (optional)
- Set up pay codes. These are the codes that correspond to pay types or Pay IDs in your accounting system. These consist of regular time, overtime, sick pay, holiday pay, and other types of pay.

- Set up employee names and numbers and choose the corresponding division, department, schedule, autolunch policy, and pay policy associated with that employee
- Set up job codes and descriptions (optional)
- Set up phases and descriptions (optional)
- Set up cost codes and descriptions (optional)
- Note: Jobs, phases and cost codes correspond to 3 fields in our system that you can collect information for. In some cases, we will set your system up to track other items of information that may be called by different names. You can change the names of these 3 levels (fields) in our system to customize the type of information you are collecting.
- Set up Communications. Test to be sure it is installed and working correctly.

Note: If you forget to set up employee, the Exceptions Report will prompt you to insert this information after the first data clock download. Employees that are not set up in the employee file will show as an exception as they are an inactive employee.

STEP 3
TEST
Test the system by:

- Entering several in and out punches in the data clock or alternate system.
- Poll or manually upload the data clock in DATA-MAXX Communications.
- Check date range at the top of the program to make sure you are looking at the data that you just transmitted. In order to change the dates, just double click on the date and choose the correct day by double clicking the date.
- Check data transmitted by going into Review, Time Cards menu. Data should appear for all ID numbers that have been set up in the system.
- Delete test data. Go into Edits and Processes. Highlight all records and press the Delete Key. Note: When deleting multiple records at a time, press the delete key on the keyboard instead of the delete icon.

Installing DATA-MAXX

To install DATA-MAXX run the setup.exe that was given to your company.
Follow the instructions on the display

Once the installation is complete, the setup creates a new application group with all the DATA-MAXX icons. Follow the prompts to point to the proper data files. When you start the program for the first time, it will ask for the company file, the *.dmc, the security (settings) file, *.dms, and the data file, *.dmd. Please consult your DATA-MAXX technical support representative on working with a SQL database or converting your current Microsoft Access database to SQL, as well as pointing to it within the program after installation. Each user must have their own .dmc file as this relates to their filters and date ranges.

Navigation Toolbar

When you first start DATA-MAXX 7 you will see the following main menu.

The items on the top menu are also the same items that can be selected when the main icons are highlighted. They are:

SETUPS – all setup functions including company, departments, divisions, jobs, phases, cost codes, employees, schedules, shifts, pay policies, pay codes, autolunch, after the fact setup, and exports.

REVIEW – used for viewing and editing data collected, viewing and editing exceptions, allocating time, and approvals.

REPORTS – used for viewing and printing time, attendance, and job reports. Also used to print bar codes for bar code collection devices.

TOOLS – used for file management, for setup of user criteria, and archiving of data.

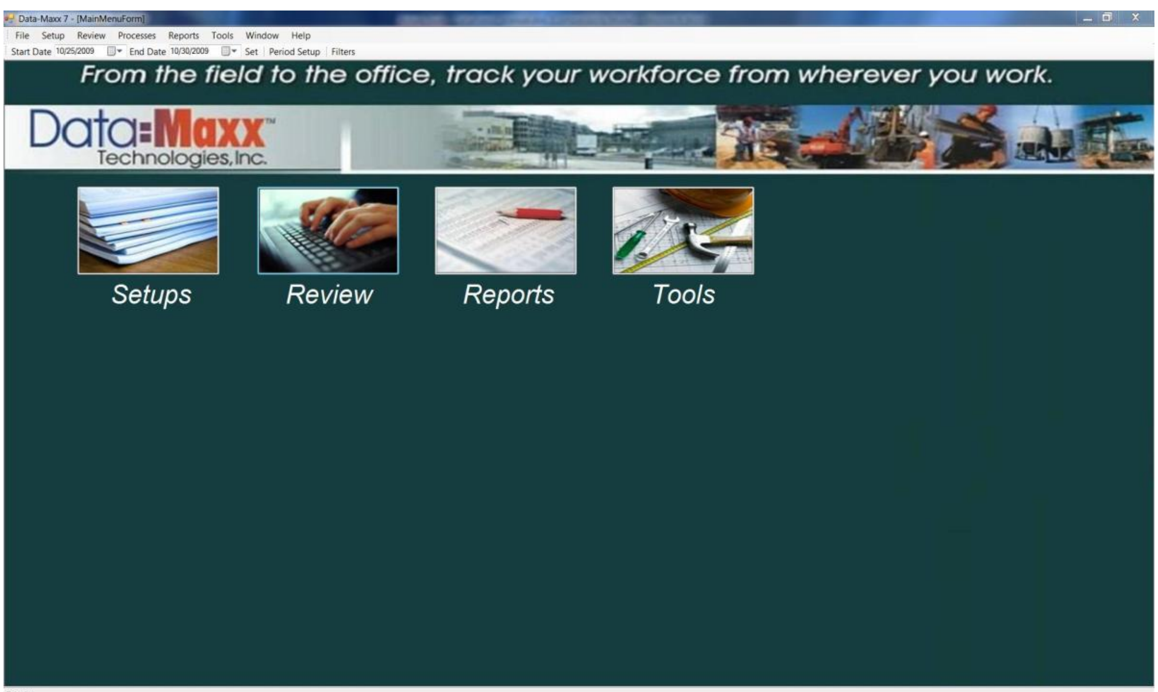
When you press any of the main icons above, the system will then go to a screen that has other tabs for that section. To go into one of those sections, just click on the tab. In addition to these tabs in each main section, the following drop down are available at the top left of the main menu screen. All items are alphabetical in these menus.

In addition there is one other item on the top menu bar, which is Processes.

Processes – Contains functions such as autolunch processing, after the fact processing, generate data and match punches. Normally, these processes run automatically when DATA-MAXX is opened or a report is generated. However, there may be certain times when we ask you to run them manually and this is the menu you will perform the manual start of those functions**.**

Help – This section contains version and help information about DATA-MAXX. This drop down also allows you to go to the DATA-MAXX website and view the log file.

Changing Dates – To change the dates being viewed in Data-Maxx, just click on the date and the system will bring up a calendar to pick the beginning and ending dates. The pay period can be used to view one day, or a range of dates that does not fall within any of the other selections, such as one month or a one year view. When done with your selection, hit the SET button.



In most cases, tab or enter will move you to the next field within any screen. With screens that have columns, you can use the following to add or delete columns.

To move columns, simply click and drag them where you want them to be. If you want to remove a column, right click on the column, highlight Column Chooser, click on the column you want to hide and drag it to the column chooser window. If you want a column that was hidden to be viewed on the screen again, simply right click on one of the columns, click on Column Chooser and when the window is displayed, click on the column you want back in the view and drag it to where you want it. Adding and deleting columns can be done in the following screens:

Sorting and Filtering of Columns

Sorting and filtering changes are saved by user and can be done by right clicking on the column you want to sort or filter by and performing the following:

<u>Sorting</u>

Sort Ascending – sorts all data in that column in ascending order.

Sort Descending – sorts all data in that column in descending order.

You can also sort ascending and descending by clicking once on the column for ascending, another time on the column for descending.

Group By This Column – this feature allows you to group data by this column. To ungroup, right click on the column and choose Ungroup.

Group By Box – this feature allows you to group by multiple columns. Drag each column that you want to group by to the box above. To clear the grouping, either drag the columns back down or click on the column in the box, and choose Ungroup.

Remove This Column – right click on the column you want to remove, and then choose Remove This Column. This opens the column chooser window and places the column into the window. To put the column back in the screen, drag it from the column chooser back to where you want it to be.

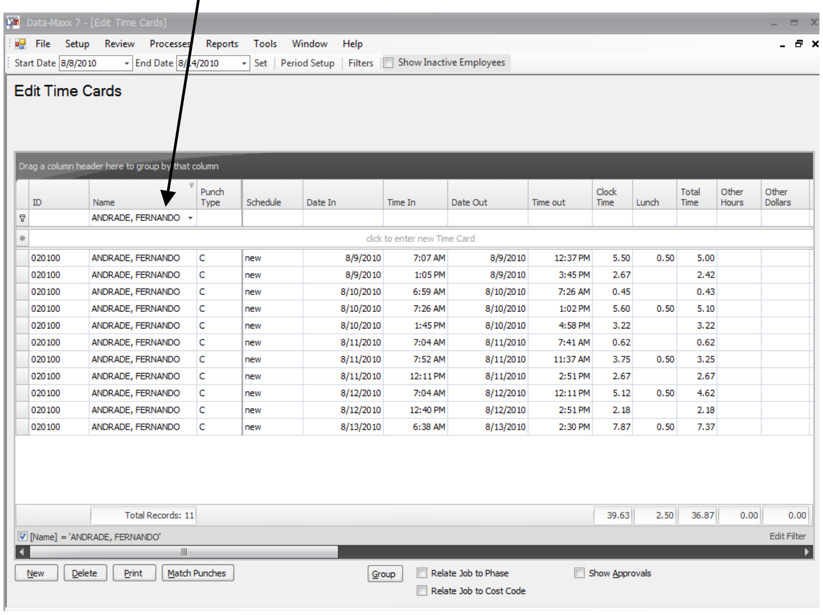
Column Chooser – this opens the column chooser to drag and drop columns in and out of the screen.

Best Fit – this changes the sizing of all the columns for the best fit on the screen depending on how much data is in each field.

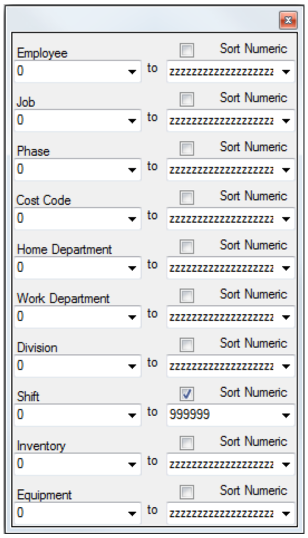
Filtering

To filter by a certain criteria, use one of the following methods. Filtering can be done within any screen that contains columns. To filter by that column, click on the upper right symbol in the column, and drop down to filter by the individual data you want, none, or all. Filtering can be combined within a screen for multiple columns, and once chosen, creates filters at the bottom left of the screen. To clear the filters, uncheck the box where the filters exist at the bottom left of the screen, and the filters will not take place anymore, or click the X button to delete them fully. Always make sure you clear your filters or they will stay as chosen user settings are saved when you exit the screen.

Filtering in Grid View



In addition to filtering by columns within a screen, you have a filters button at the top to the right of the date. This allows you to filter for ranges of criteria.



Filters are used to view, edit, print or export data for a particular range or set. Use filters to view one employee or group of employees in a range, one job or group of jobs, one phase or group of phases, one cost code or group of cost codes, one department or group of departments, one division or group of divisions, or one shift or group of shifts. You can use the drop down or key in the range you wish to view. This criteria works in conjunction with the data range to view, print or export dataFilters are used for defining the exact data you would like to view, edit, report on, or export. See CHANGING DATE RANGES for changing date ranges and pay period types.   You can filter for any of the following fields.

Employee

Job (Level 3)

Phase (Level 4)

Cost Code (Level 5)

Home Department

Work Department

Division

Shift

In order to change filters, first make sure your date ranges are correct. Then click on the main category, FILTERS, then change the appropriate filters by either finding the data you want in the dropdown list or inputting it. Then click on the Apply Filter button and exist the window. Filters apply to all views, reports, and exports, including printing bar code sheets.

The Next Steps in DATA-MAXX

You are now ready to:

1. Set up Company information
2. Set up Department Codes if desired
3. Set up Division Codes if desired
4. Set up Jobs if desired
5. Set up Phases if desired
6. Set up Cost Codes if desired
7. Set up Schedules and attendance parameters if desired
8. Set up Shifts if desired
9. Set up Premium Policies if desired
10. Set up Holidays if desired
11. Set up Autolunch policies if desired
12. Set up Pay Codes (necessary for interface with accounting payroll system)
13. Set up Employees
14. If optional modules are being used, such as equipment, inventory, or production, set up your pieces of equipment, inventory items, and production items.
15. Set up Communications between the data clock and the DATA-MAXX software

Although the Employee tab is listed after Level Tracking in the order of the Setups, you will set the employees up last. This gives you the opportunity to create all of the other items that will apply to the employees and will be available in drop down menus once set up in the other sections. Keep in mind, items such as employees, equipment, and inventory items can be brought over automatically and on an on-going basis from your accounting system through our ODBC interface created initially. There may not be much setup on these items once that is completed.

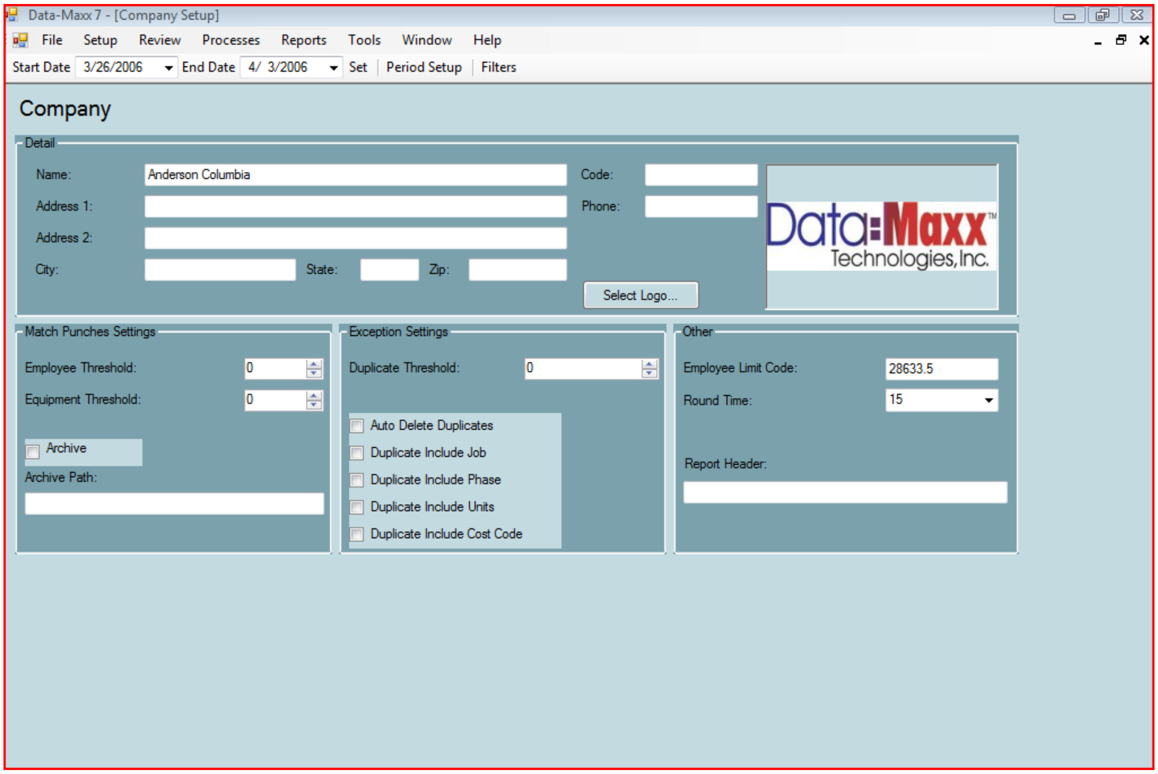
SETUPS -----

COMPANY

Overview

All company additions, edits and selections are made from the Company Setup form in DATA-MAXX. To access the Company Setup form, click on the Setup icon from the main menu, then Company button on the toolbar.

When you first launch DATA-MAXX after installing, you may get a message indicating you must attach to an existing company file (dm.dmc). then it will prompt you to attach to a dm.dms. After attaching to these two files browse to your company database. It should have the file extension .udl



COMPANY SETUP

Fill in the fields, pressing Tab or Enter to move to the next field.

Company Name: This is the name of the company that will appear on reports if you do not have a report header, which is entered in this same screen.

Code: (Optional field) This field is used for connecting DATA-MAXX data to other programs such as ADP and Ceridian payroll service bureaus who require a separate company code. Refer to your payroll processing software to determine the syntax of this field.

Address: This is your company address with City, State and Zip Code.

Report Header: This is the header that you want to appear on the top of any report you print from 7. When printing bar codes, you can change this to reflect the type of bar codes you are printing at the top of the page. Otherwise, in most instances, it would be your company name.

Round Time: Select the rounding function you wish to use. This is called company wide rounding. Most people will not round since DATA-MAXX does all exact calculations automatically. However, if you to round the punches, you may select rounding at 5, 6, 10, 15 and 30 minutes. Choosing 6, because it is divisible by 60, the number of minutes in an hour, will allow the system to truncate the hundredths place when displaying time. For instance, 7.16 hours will be 7.20. Company wide rounding rules are as follows:

5 minutes – rounds to the nearest 5 minute increment. For instance 7:02 will become 7:00, 7:16 will become 7:15, but 7:23 will become 7:25.

6 minutes – rounds to the nearest 6 minute increment, which will make all time round off the hundredths place. 7:10 will round to 7:12. Note: Rounding to 6 minutes provides 1/10" hour increments and keeps rounding errors
from happening.

10 minutes – rounds to the nearest 10 minute increment. 7:20 will stay at 7:20, 7:22 will round to 7:20

15 minutes – rounds to nearest 15 minute increment – 7:20 becomes 7:30, but 7:18 will become 7:15

30 minutes – rounds to nearest 30 minute increment – 7:15 becomes 7:30, 7:40 becomes 7:30, 7:50 becomes 8:00.

Note: Rounding hierarchy will always follow schedule rounding first, if setup, and then company wide rounding.

Match Punches Settings: DATA-MAXX will automatically match in and out punches based on your rules set in Company Setup. These include an employee threshold time. In most cases, the threshold would be 12 hours. For instance, you would want the system to match an in punch that began at 6:00 am to 6:00 pm in the same day, but not match anything past that. Fill in your matching threshold here in company setup. Equipment punches if clocked in and out can also have a match threshold number of hours. Fill this in underneath the employee threshold. There is an archive checkbox for archiving your punches and an archive path in this section as well. It is not recommended that you choose automatic archiving as this will move your detail transactions to another file. You can always un-archive the transactions, but until you determine how often you need to archive (based on the number of transactions you receive weekly), it is not recommended to archive them. Speak with your DATA-MAXX technical support representative for further instructions on archiving.

Exception Settings: These are settings that control whether transactions appear in the exceptions screen and exception reports. This setting allows you to set an autodelete process in the punch is considered a duplicate, for instance, an in was done, and the employee was not sure he was clocked in, so they clock in again. Usually this occurs within a 5 minute time frame, so a suggestion for the duplicate threshold would be 5 minutes. You can control this time by using the arrow in that field to go up or down in time frame. In addition, you can have the system autodelete duplicates in they include the same job/phase/cost code or units, basically, they are the same transaction and came in twice from the data collection device. This can sometimes occur if a phone or PDA does not delete the transactions when it is done transmitting, which can occur if the transmission is interrupted. Setting the autodelete function will delete all of the duplicate punches in that situation so you will not see them.

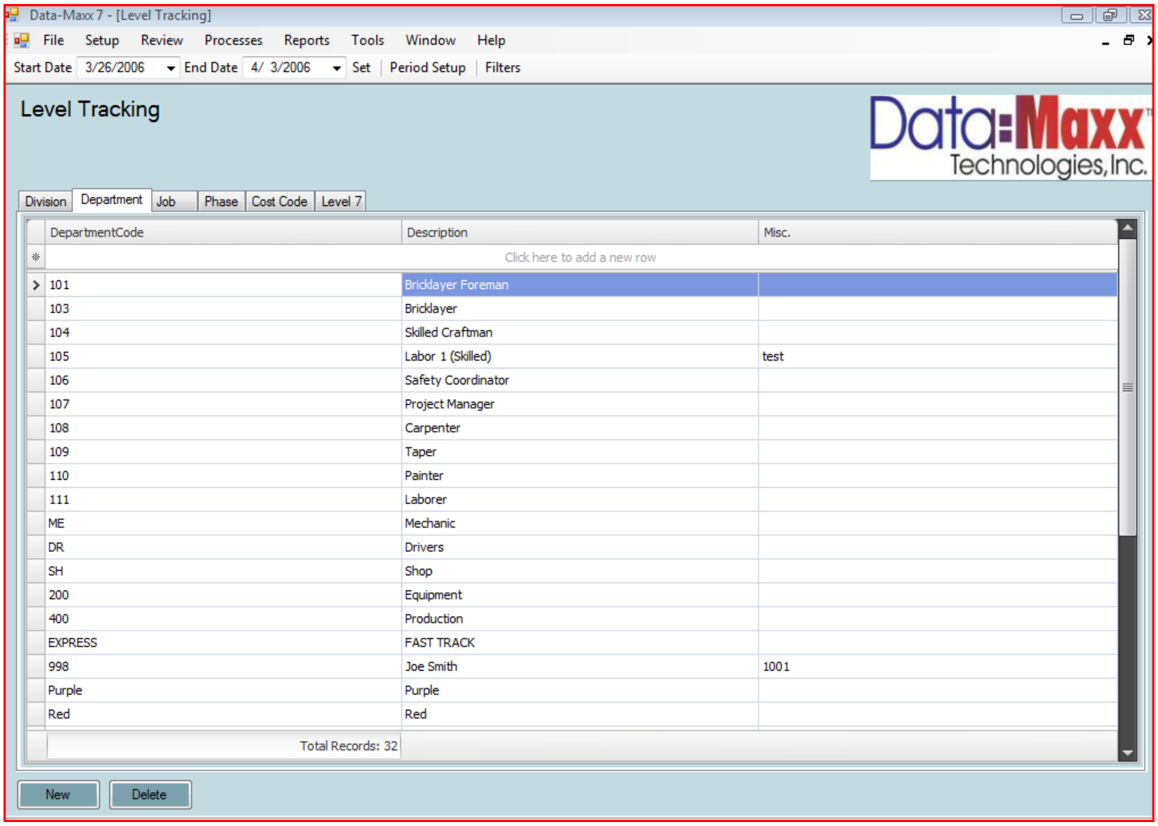
Employee Limit Code (top right of the Company Setup Screen) – this is the employee limit code you are given when you register the program. Employee licenses are sold at the time of your original order of the DATA-MAXX system. This is for active employees only. If you hire 5, and then terminate 5 employees, you do not need any more employee licenses. Place the number the DATA-MAXX representative gives you for the number of employee licenses you have purchased.

Select Logo: The logo file that you point to in company setup will be carried to all screens within DATA-MAXX. Click to Select Logo and then point to your company logo file.

Setups

In the set ups Tab you will be able to set up your departments, divisions, jobs, phases and cost codes.

<u>DEPARTMENT CODE SETUP</u>



DepartmentCode	Description	Misc.
101	Bricklayer Foreman	
103	Bricklayer	
104	Skilled Craftman	
105	Labor 1 (Skilled)	test
106	Safety Coordinator	
107	Project Manager	
108	Carpenter	
109	Taper	
110	Painter	
111	Laborer	
ME	Mechanic	
DR	Drivers	
SH	Shop	
200	Equipment	
400	Production	
EXPRESS	FAST TRACK	
998	Joe Smith	1001
Purple	Purple	
Red	Red	

There are two types of departments that you can track within DATA-MAXX. They are the HOME department and the WORK department. The HOME department is something that stays with the employee all the time. It could be his crew, it could be a department for the type of work he performs. It is just a way of grouping employees together for processing or reporting purposes. The HOME department is carried with the employee on every transactions, no matter what device the employee time comes from. It always stays constant until it is changed on the employee file. Some customers use the HOME department as the employee's work classification, that is unless his classification changes with different types of work he performs out in the field. Then we may need to add that as a collected field so we can track it when it changes.

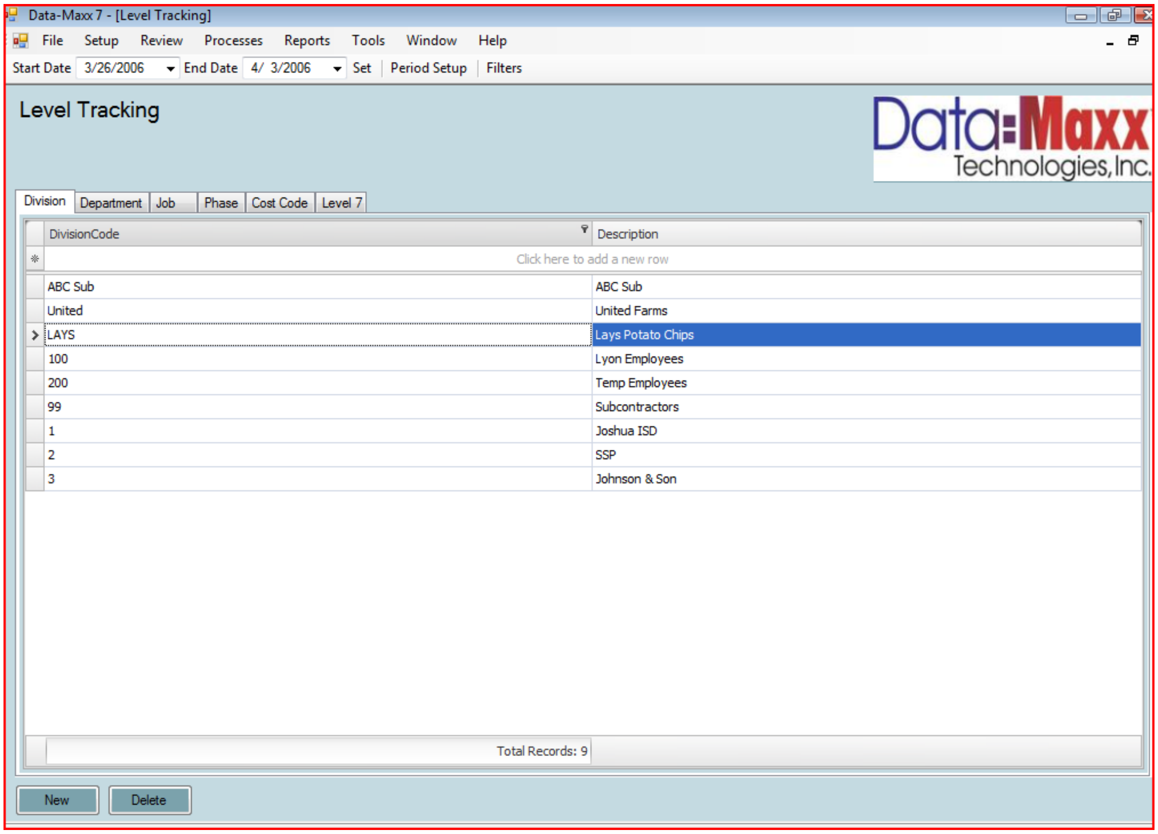
The WORK department comes from the device and is attached to every transaction that comes from that device. Many times we use the department field to set up the scanner number (the last 3 digits of the scanner number) and name of the foreman who has it in this section. Then we default the department field on the scanner to match the scanner number (the last 3 digits of the scanner number). This allows reports by work department to print by scanner number and name. So you can always give the foreman back a report of everything that was scanned in on his device. You can use this feature for any of the other DATA-MAXX devices as well. Defaulting the work department number on the device is covered in the Data Clock Maintenance section of this manual. You can also default the work department on any phone or PDA device by going into Configuration and entering the device ID or crew number as the department number default.

If you are using the department options on the data clock and wish to display the name of the department on reports, the names and numbers need to be entered. This is done by selecting Setups, Department. To add departments, hit the New icon located in the bottom left of the window. Type in the department number and then description. To delete departments, highlight the record of the department you wish to remove (the grey area to the left of the department number), and then hit the Delete icon, bottom left of the window.

Note: For PDA device users as well as additional module users for Equipment Tracking, Materials Tracking and Production Tracking, we use the following department levels for determination of the type of resource so it goes into the proper menu item and falls within the proper reporting functions. If we bring over your employees, equipment, materials or production items from your accounting system, we will automatically place them in the departments listed below for separate reporting purposes.

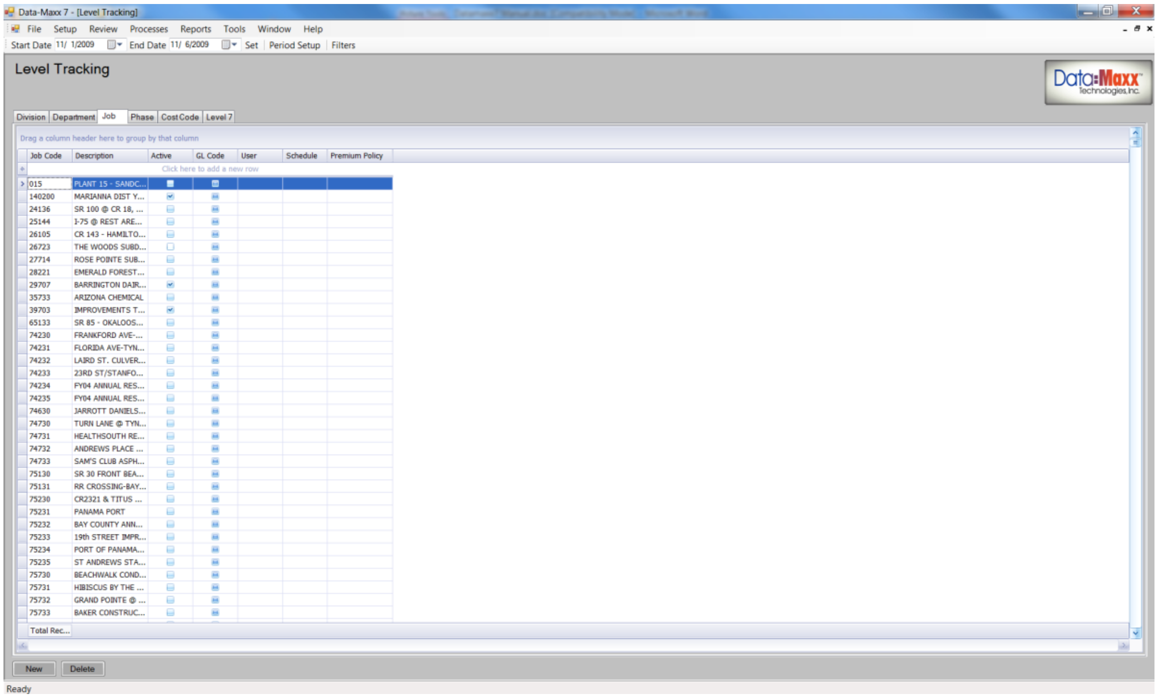
100 – 199	Labor
200 – 299	Equipment
300 – 399	Materials
400 – 499	Production

DIVISION CODE SETUP



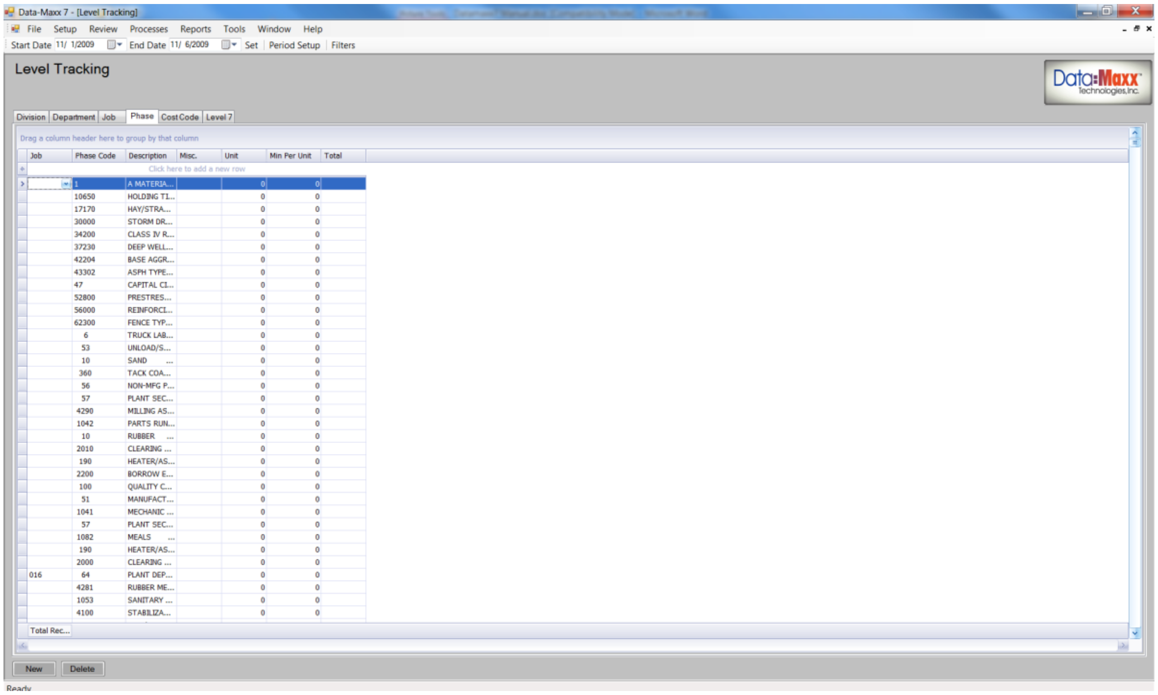
Divisions are used to differentiate working groups by a higher level of filtering by department. Sometimes we also use divisions for multiple companies if the customer would like to keep all of the companies in one data file. To add divisions, hit the New icon located in the bottom left of the window. Type in the division number and then description. To delete divisions, highlight the record of the division you wish to remove (the grey area to the left of the department number), and then hit the Delete icon, bottom left of the window.

JOB SETUP



Jobs can be entered into DATA-MAXX, or in some cases, we can import them from your job cost accounting system or get them from an ODBC integration with your accounting system. Contact your DATA-MAXX representative for the best way for your jobs to get recorded into DATA-MAXX. To add jobs, hit the New icon located in the bottom left of the window. Type in the job number and then description. You can also add new jobs by clicking the first line in the table and entering your job number and job description. To delete jobs, highlight the line to the left of the job you wish to remove (the grey area to the left of the job number), and then hit the Delete icon, bottom left of the window.

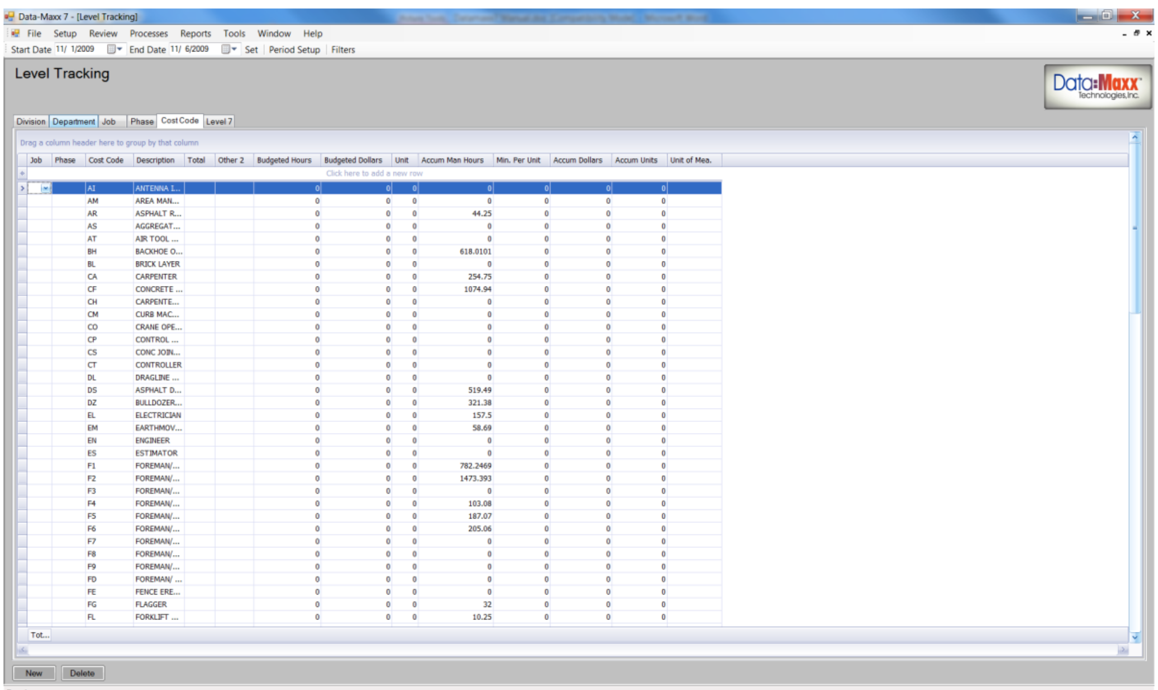
PHASE CODE SETUP



Phases are cost categories within a job. Some clients have track phases and cost codes, some just cost codes. If you have phases you want to track, they will need to be added into this section. **Phases can be entered into DATA-MAXX, or in some cases, we can import them from your job cost accounting system or get them from an ODBC integration with your accounting system. Contact your DATA-MAXX representative for the best way for your phases to get recorded into DATA-MAXX.** To add phases, hit the New icon located in the bottom left of the window. Type in the job # (if you are tie your phases to a job), the phase number and then the description. To delete phases, highlight the line of the phase you wish to remove (the grey area to the left of the phase number), and then hit the Delete icon, bottom left of the window. Phases that do not have a job number tied to them are considered to be standard phases. The only difference is on devices, when they enter a job, and then select phase, it will only be the phases for that job selected. Standard phases will give a list of all phases in the phase file.

<u>COST CODE SETUP</u>

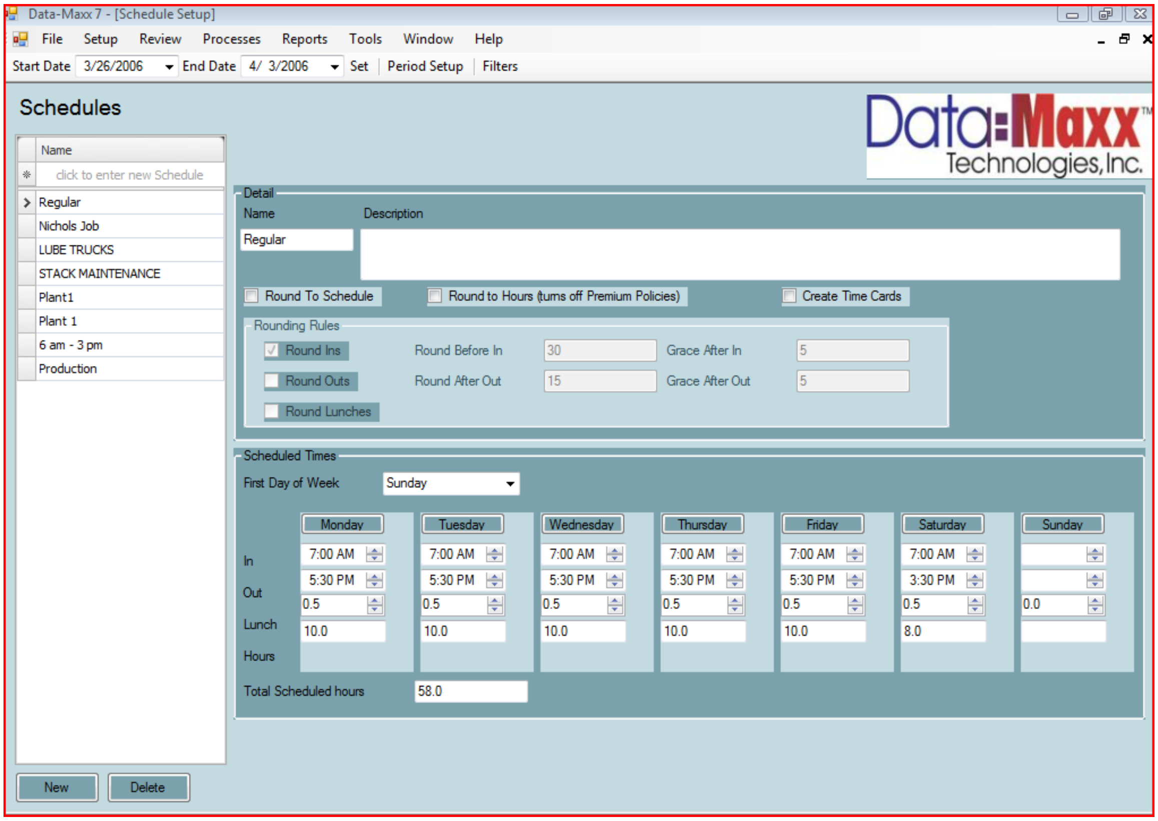
Cost Codes are cost categories within a job. Some clients have track phases and cost codes, some just cost codes. If you have phases you want to track, they will need to be added into the phase setup section (see above). **Cost codes can be entered into DATA-MAXX, or in some cases, we can import them from your job cost accounting system or get them from an ODBC integration with your accounting system. Contact your DATA-MAXX representative for the best way for your cost codes to get recorded into DATA-MAXX.** To add cost codes, hit the New icon located in the bottom left of the window. Type in the job # (if you are tie your cost codes to a job), the phase (if using phases and tying phases to cost codes), the cost code number and then the description. To delete cost codes, highlight the line of the cost code you wish to remove (the grey area to the left of the phase number), and then hit the Delete icon, bottom left of the window. Cost codes that do not have a job number tied them are considered to be standard cost codes. The only difference is on devices, when they enter a job, and then select cost code, it will only be the cost codes for that job selected. Standard cost codes will give a list of all phases in the phase file.



In addition to the cost codes themselves, you will also see fields available for budgeted manhours, quantities, accumulated manhours and quantities, as well as unit of measure and budgeted dollars. These columns relate specifically to the production module and associated screens and reports and are updated when production is processed. You must have the optional production module for these fields to be updated.

SCHEDULE SETUP

Schedules are used for applying rounding rules and to determine absenteeism as well as whether an employee has come in early or late. In order to use any of the rounding rules, you must check **Round to Schedule** within the schedule setup screen. Then you must determine what kind of rounding you would like to perform on the employee time.



In order to understand schedule rounding, you must first understand rounding rules.

Grace is paid time, rounding is unpaid time. If you choose rounding with grace time, the system will give the grace time specified before the employee clocks in or after the employee clocks out as paid time.

Grace Before In - If an employee clocks in 7:05 am and he has a Grace After In of 5 minutes, he will be paid from 7:00 am. Conversely, if the Grace After In is set at 5 minutes and he clocks in at 7:06, then his time will start at 7:06 (unless you also have company wide rounding turned on, then the system will follow the company wide rounding rules on the 7:06 time.

Grace Before Out - If the employee is scheduled to clock out at 3:30 pm and Grace Before Out is set at 10 minutes, then if the employee clocks out anywhere from 3:20 to 3:30, he will be rounded to clocking out at 3:30 pm.

Round Before In – If the employee is scheduled to come in at 7:00 am., and you have a Round Before In time set at 15 minutes, if the employee clocks in anywhere between 6:45 and 7:00 am, the time will be rounded back to 7:00 am to match the schedule.

Round After Out – If the employee is scheduled to leave at 3:30 pm and you have a Round After Out time set at 15 minutes, if the employee clocks out anywhere between 3:30 and 3:45 pm, the time will be rounded back to 3:30 pm to match the schedule.

You can choose to round the ins, the outs, and the lunches by checking the appropriate boxes.

In order to create a schedule, hit the New icon at the bottom left of the screen. You can have as many schedules as you choose. Once you add a schedule, you will need to type in a name to refer to the schedule. Then choose your starting day of the week and key in your start and end times for each day of the week. Do not include Saturday and Sunday unless they are normal work days and you want the system to produce an absence if the employees with this schedule do not have a time transaction for those days.

To delete a schedule, hit the Delete icon located at the bottom left of the screen.

Note: You can change rounding rules on either schedules or company wide rounding and they will go back and change the current time in the system based on the new rule. So if you are wondering what type of rounding will serve you best, change the rule as best as you feel it needs to be for your circumstances, then see how the system rounds. This can be viewed in either Edits and Processes time cards or any of the reports printing the time.

Round to Hours (Turn off Premium Policy) – this is a feature used for salaried employees when you want them to just get 40 hours instead of their normal clock in / clock out time. You can also choose the Create Time Cards checkbox for these employees that will not clock in and out where you want an automatic amount of hours put in the system without them entering their time or clocking in and out.

SHIFT SETUP

Shift setup is used to setup the different shifts employees may work in, mainly to set up shift differentials that would be paid on top of regular wages for working in a particular shift. If you do not have shift work, skip to the next section.

To set up a new shift group, click on the New icon and name your shift group. Then you would add your individual shifts within this group. To delete a shift group, hit the Delete Group icon once the shift group is on your screen. To select one of the shift groups, use the drop down under Shift Group. Once you have set up your shift group, in order to add shifts within it, click on the New Shift icon at the bottom left of the screen. To delete shifts, highlight the line of the shift you wish to remove (the grey area to the left of the phase number), and then hit the delete shift icon, bottom left of the window. If you have more than one line to delete in any table, highlight the lines in the grey area to the left of the records, then hit the delete key on the keyboard.

When you add a shift within a shift group, you will be asked for the following:

Shift # - a number for this particular shift, usually 1, 2, or 3

Shift Description – a description for that particular shift number

Start Time – a start time for this shift

End Time – an end time for this shift

Minimum Time – a minimum time that must be worked for this shift
$ / % - shift differential basis, if any. The shift differential, which is additional pay per hour for working a particular shift, can be entered as a dollar amount or a percentage. Choose the appropriate determination.

Amount – If you chose $ amount for the $ / % column, then enter the dollar amount added to the hourly rate given for this particular shift as a shift differential.

PREMIUM POLICY SETUP

The purpose of Premium Policy Setup is to provide the rules which overtime and other pay premium is paid. While most users will be able to select from the pre-configured pay policies, special requirements will require custom setup.

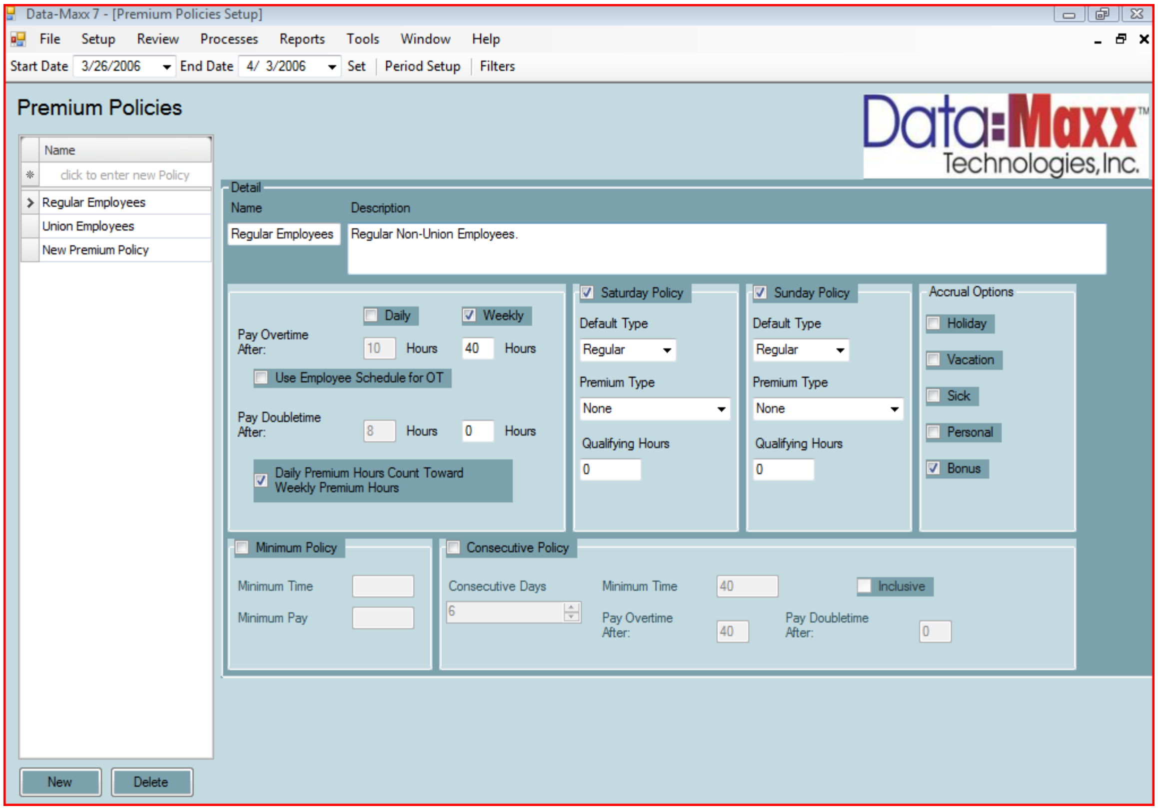
You will need to create a premium policy for each of the overtime rule settings that you have. Examples of each are below:

Weekly: This is standard federal rules for most workplaces paying overtime after 40 hours per week.

Daily: Daily overtime is paid over 8 hours per day. Some states permit paying overtime for over 8 hours per day instead of 40 hours per week.

All the above policies are customizable and additional ones may be created. To modify or create new policies select Setups, Premium Policy form from the main menu.

The following is displayed:



To add a new Policy, press the New button at the bottom of the form, add a name and description and press OK. You are prompted for the name of a new policy. After entering the policy name, click on OK and proceed to enter the new rules.

There are six categories of pay policy rules, which are:
Overtime Period Pay
Consecutive Day Rules
Saturday Premium
Sunday Premium
Minimum Time
Accrual Options

Each section is detailed below with a description of how entries affect pay:

Overtime Period Pay- Use this section to determine the length of the period in which the overtime will accrue and the amount of base pay after which the time and one-half or double time is paid. Click on the desired overtime periods. You may combine daily and weekly, or daily and biweekly. Enter the hours in the appropriate fields for each overtime type desired.

Consecutive Day Rules- The consecutive day rules pay premiums for amount of time worked between 5 and 7 days. After selecting the number of days to be used for consecutive rules you may also define:

Inclusive: This is whether you want the time to be inclusive of the selected day. If this is not checked it is assumed that the total hours must have accrued before the selective consecutive day. Inclusive functions with the next parameter of Qualifying hours.

Qual. Hours: Qualifying hours determines how many hours must be worked before this rule can be applied.

Pay Time and One-half after: This determines the starting point after which time and one-half will be paid on the selected consecutive day.

Pay Double tine after: This determines the starting point after which double time will be paid on the selected consecutive day.

Saturday/Sunday Premiums: If premium Overtime or Double time is paid on Saturday or Sunday, then click on the appropriate selection. If you pay straight dollars, enter the dollar premium paid. Note: The $ premium amount is displayed in the Other column of DATA-MAXX reports.

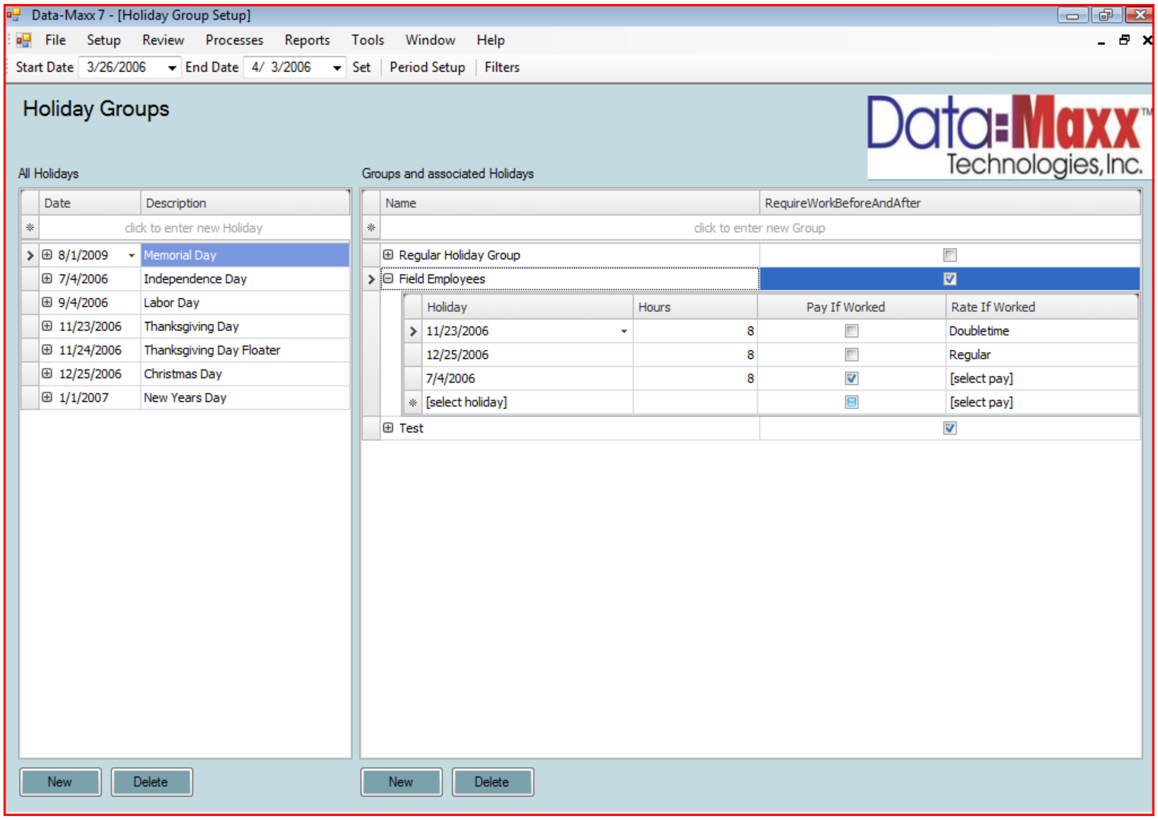
Minimum Time: This selection is used for companies who pay a minimum time to an employee who shows up for a specific period of time. For example, the company may elect to pay 4 hours for every one who works at least an hour. You would enter 4 in the "Pay______ hours" box and 1 in the "for_________ hours" box.

Accrual Options: Check the box for any selection you wish to have time counted toward overtime. Most companies do not count any of the other types of hours such as vacation, sick, holiday, etc. into the hours that would make the 40 towards overtime. If you do count any of these types of hours, check the box that applies.

To delete Premium Policies, click the Delete icon at the bottom left corner of the screen once the premium policy is selected.

Once done defining premium policy rules, assign the correct premium policy to the employees. See Employee Setup for instructions.

HOLIDAY GROUPS SETUP



There are three steps to setting up holidays:

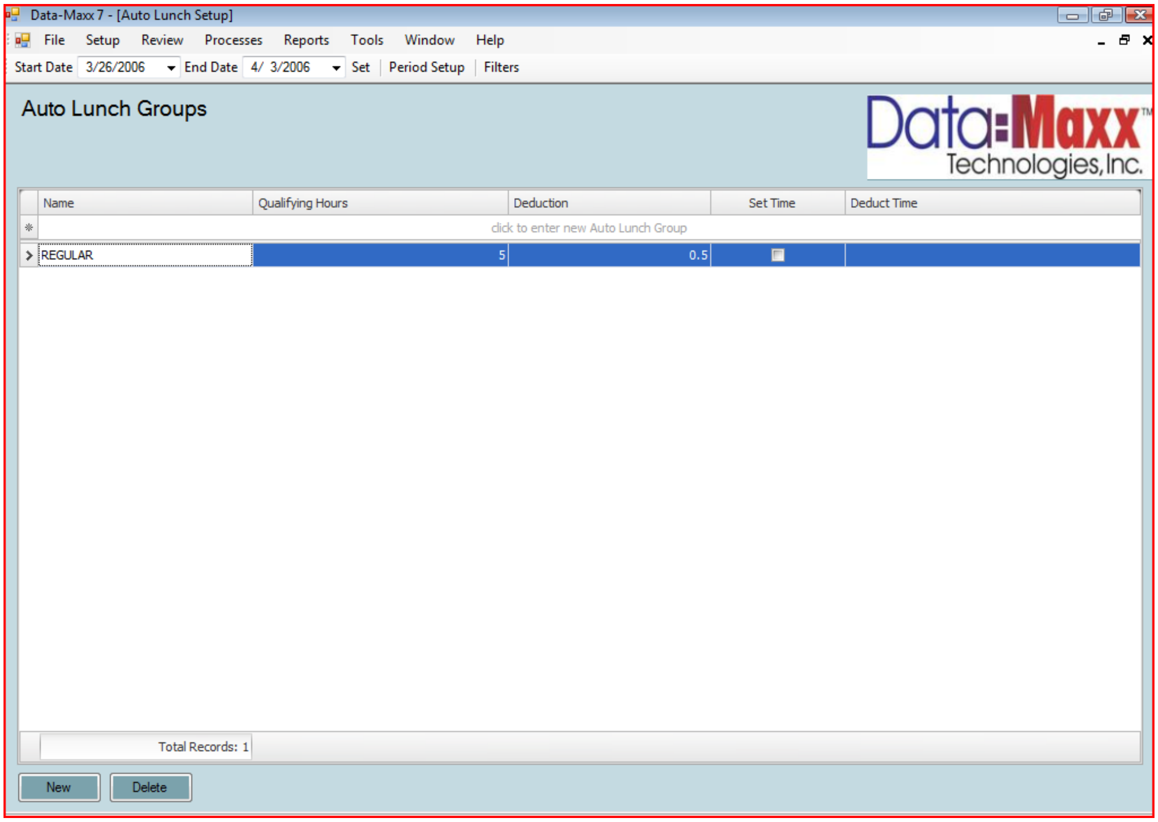
1) All the days that are used for holidays must be set up for your company. These holidays are placed in Setups, Holiday Groups, in the All Holidays section on the left of your screen. Place each holiday and it's corresponding date for that year in this section. Add each holiday by keying into the next line in the All Holidays section or hit the New icon at the bottom left of the screen.
2) Once all holidays are created, then Holiday Groups must be defined for each group of employees that have a set of holidays they get paid for. For instance, field employees may get paid for a certain set of holidays and office employees may get paid for another set. If the holidays the field employees get paid for are different than the field employees, then two Holiday Groups must be defined in order to cover each set. Then that Holiday Group is applied to each individual employee that is assigned to it. In order to create Holiday Groups, click on the first line of the table under Holiday Groups. You will give the Holiday Group a name, and then click on the + button to select the holidays in the drop downs from the All Holidays side of the screen. When you select the holiday for that group out of the All Holidays list, you will be asked to enter the hours that will be paid for that holiday. In addition, you will need to check whether the employee will also be paid for the holiday if worked and at what rate, regular time, overtime, or double time.

3) Assign the Holiday Group to the employee within Employee Setups. See EMPLOYEE SETUP section.

In addition, you may select that the employee needs to work the day before and the day after the holidays listed in order to get paid for that holiday.

In order to delete a Holiday Group, highlight the holiday group you want to delete and hit the Delete icon at the bottom of the Holiday Group section, bottom middle of the holiday screen.

AUTOLUNCH GROUPS SETUP



Autolunch processing is the ability of the system to generate an automatic deduction for lunch time instead of requiring the employees to clock out and back in for lunch. In order to set up autolunch deductions to take place, you must perform two steps.

1. Create an Autolunch policy within Setups, Autolunch Groups.
2. Assign the Autolunch policy to the individual employees within EMPLOYEE SETUP that is appropriate for them. See EMPLOYEE SETUP section for additional details on how to do this.

In order to define an Autolunch policy, go to Setups, Autolunch Groups. To create a new Autolunch Group, hit the New Autolunch Group icon located at the bottom left of the screen. Give the Autolunch Group a name, such as Automatic .5 hour deduction, then fill in the other two options. To delete an Autolunch Group, hit the Delete icon at the bottom left of the screen.

Qualifying Hours – the amount of hours the employee must work in order to get the Autolunch deduction.

Lunch Deduction – the amount of time that should be deducted from the employee time if they meet the qualifying hours requirement.

For instance, if you would like the employee to get ½ hour deducted if he works at least 5 hours, then your qualifying hours would be 5 and your lunch deduction would be .5.

Set Time – if the lunch should be deducted at a specific time of the day instead of a certain number of hours, click on this feature and then put the appropriate time in the Deduct Time column.

AFTER THE FACT SETUP

After the fact processing is processing that can be done on manual after the fact punches of time to turn them into system generated punches. For instance, the system has 3 ways of collecting data available on any of our devices. They are:

1. **Real time**

   data is collected as it happens. As resources (employees and equipment) arrive and leave the job, as they switch from job to job or task to task, the device is used to record the data.

2. **After the fact**

   data is collected at the end of the day. Information for employees, jobs, cost codes, equipment used, and production units placed is recorded for transmission.

3. **Allocation**

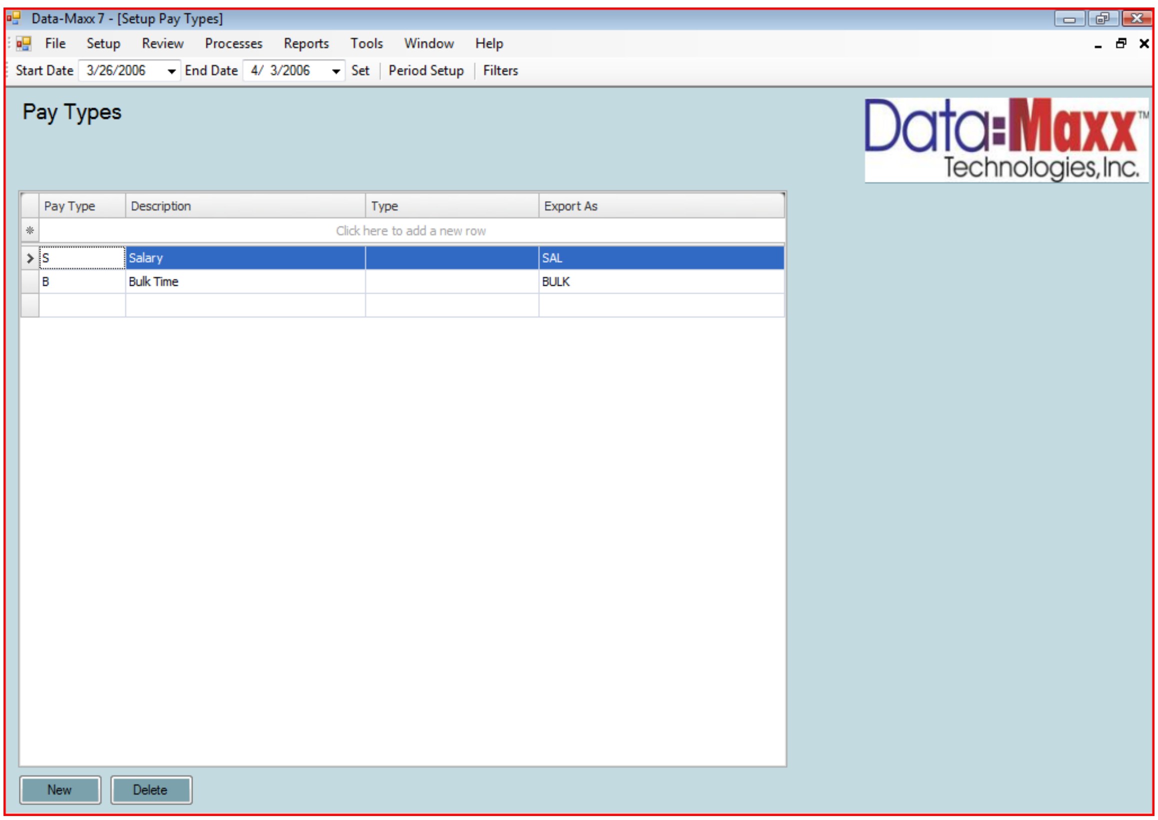
   the best of both worlds. A real time in and out is recorded for the resource, and the supervisor is able to allocate the jobs and cost codes worked on at the end of the day. Either the device or a PC can be used to perform this allocation.

When After The Fact data is collected, the quantity field is used for the hours instead of taking the time in or out from the device itself, such as in real time. Then the system takes the hours in the quantity field and creates punches based on the information in After the Fact Setup.

When setting up After the Fact, you must create a line whereby the system knows what type of punch to turn the quantity field into hours. You do this by selecting the type of punch they are using out in the field, the department or department range it applies to (generally the labor department), and the active time the punches should start it (for example 7:00 am). So first, you would need to determine your labor department or department range for your employees. Then determine the time you would like the punches to start. Once you have this information, go to Setups, After the Fact, and create a New After the Fact Group by hitting that icon at the bottom left of the screen. You must make the line active by checking the active check box.

The system will then take all after the fact punches for that type of punch, that particular department or department range and start them with a time of 7:00 am. Therefore, someone reported with an out punch, quantity of 8 with the above setup would create a punch from 7:00 am to 3:00 pm, a total of 8 hours.

PAY TYPE CODE SETUP



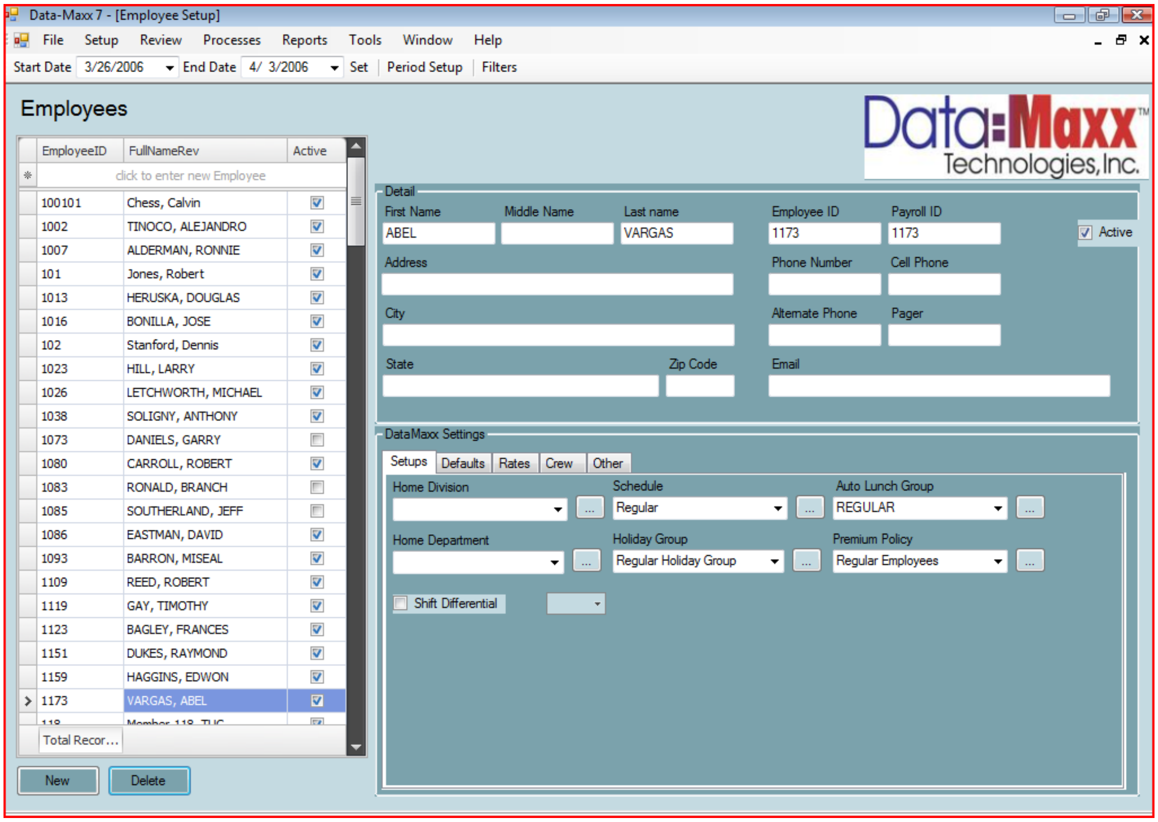
Pay types are the way that Data-Maxx interfaces with your payroll system and knows where to post such things as regular pay, overtime pay, doubletime pay, vacation pay, sick pay, etc. What you enter in this section is the Pay Type Code itself, such as V for

Vacation, the Description you want to use with this pay type, then choose Type of either Other Hours or Other Dollars, and an Export As name with the exact names of the pay types as they appear in your payroll system. For instance, if Vacation is a pay type or pay ID of VAC in your accounting system, then you will want to enter VAC in the Export As column. If you are not familiar with what these are, please refer to your payroll system manual or technical support staff. To set the pay types up in DATA-MAXX, first you must know how they exist in your current payroll system. Each payroll system has pay types for certain types of pays for regular time, overtime, double time, holiday pay, sick time, vacation time. Sometimes these are called pay types, sometimes they are called earnings codes, and sometimes they are called Pay Ids. They may exist as other names in different payroll systems. In some cases where all of the pay types don't exist in the accounting system, the regular time pay type can be used for the other pay types. You do not need to define regular, overtime and doubletime pay as pay types as they are already defined in the system.

Note: You must set up one line in the Pay Type Code Setup table in order to export correctly from DATA-MAXX to your payroll system.

EMPLOYEE SETUP

All active employees that are going to be tracked in DATA-MAXX need to be setup in the employee file. The screen is as follows and the items are described below.



Employee ID – The DATA-MAXX employee ID

Payroll ID – Your payroll system employee ID for this employee

First Name – First name of the employee

Last Name – Last name of the employee

Address and Phone Number – optional information if you want to be able to view it in DATA-MAXX.

Home Division – the normal division this employee belongs in if you are tracking divisions. Divisions already set up in the Division Setup appear in the drop down. Sometimes Division is used for the company if you are tracking multiple companies within the same data file.

Home Department – the normal department this employee belongs in if you are tracking departments. Departments already set up in the Department Setup appear in the drop down.

Schedule – the normal schedule this employee belongs in if you have schedules. Schedules already set up in the Schedule Setup appear in the drop down.

Holiday – the normal Holiday Group the employee belongs in if you have Holiday Groups set up. Holiday Groups already set up in the Holiday Setup appear in the drop down.

Shift – the normal Shift Group the employee belongs if if you have shifts within your company. Shift Groups already set up in the Shift Setup appear in the drop down.

Shift Differential – If you are tracking shifts, check the box if the employee is to receive differential pay for his shift. Differential pay is additional pay added to the employee normal wage per hour as a benefit of working in a particular shift.

Autolunch – the normal Autolunch Group the employee belongs in if this employee should have an autolunch deduct as opposed to clocking out and back in for lunch. Autolunch Groups already set up in Autolunch Setup appear in the drop down.

Premium Policy – the normal Premium Policy Group the employee belongs in. An employee must have a premium policy in order to calculate regular versus overtime pay. Premium Policy Groups already set up in Premium Policy Setup appear in the drop down.

Active – Checked if the employee is active. If you have terminated the employee but want to keep them in the file to be able to pull out reports with their employee information on it, just click here to make them inactive. If you want to make them active again, just click on the box to make them active again.

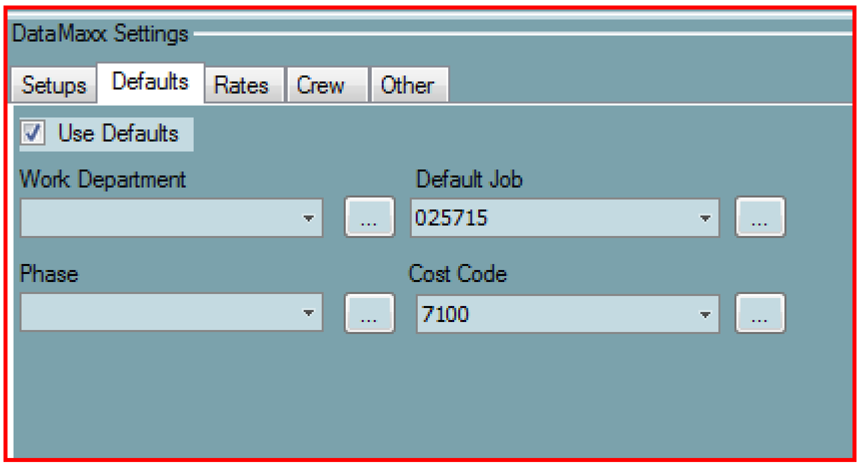
Note: If you want to view inactive employees when you look at the employee file, just click on the item at the bottom of the screen titled View Inactive Employees. Uncheck it to only see active employees.

To add employees, hit the New icon located in the bottom left of the window. Type in the employee information and choose the appropriate drop downs. To delete employees, highlight the record of the employees you wish to remove (the grey area to the left of the Employee ID), and then hit the Delete icon, bottom left of the window. If you have more than one line to delete in any table, highlight the lines in the grey area to the left of the records, then hit the delete key on the keyboard.

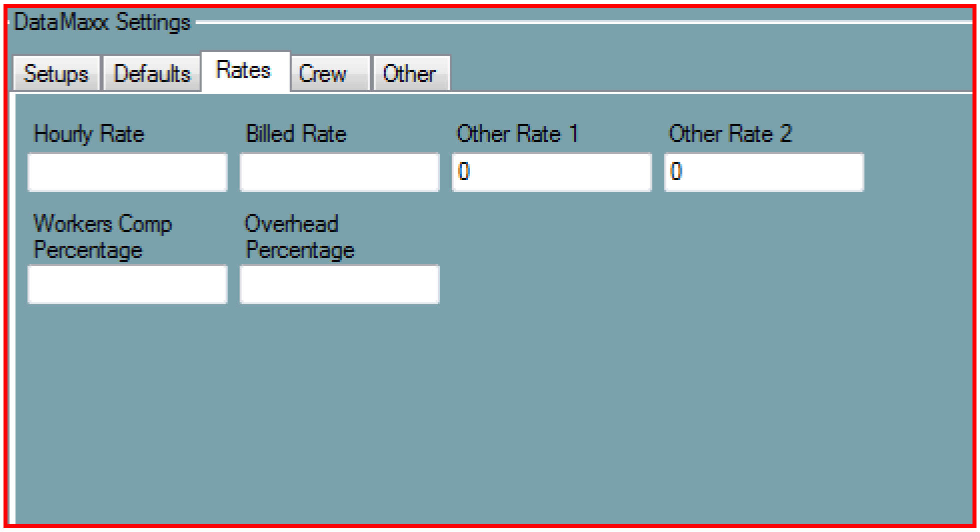
DATA-MAXX can bring your employees in directly from an ODBC interface with your payroll system or perhaps an ASCII import from your payroll system. Ask your DATA-MAXX representative if this can be done for your system. If we do bring your employees in from an outside system, we will try to prefill all the fields in Employee Setup that we can from the information in your payroll system. Then, one the employees have been brought in, you will need to assign things such as Premium Policy, Autolunch, Holiday, and any other groups that the employee needs to belong to that was not available in the payroll system.

In addition to the information on each employee you see on the screen when you first enter the Employee Setup, there is additional information you can enter on the employee. This is entered by clicking the tab associated with the items of information you want to enter.

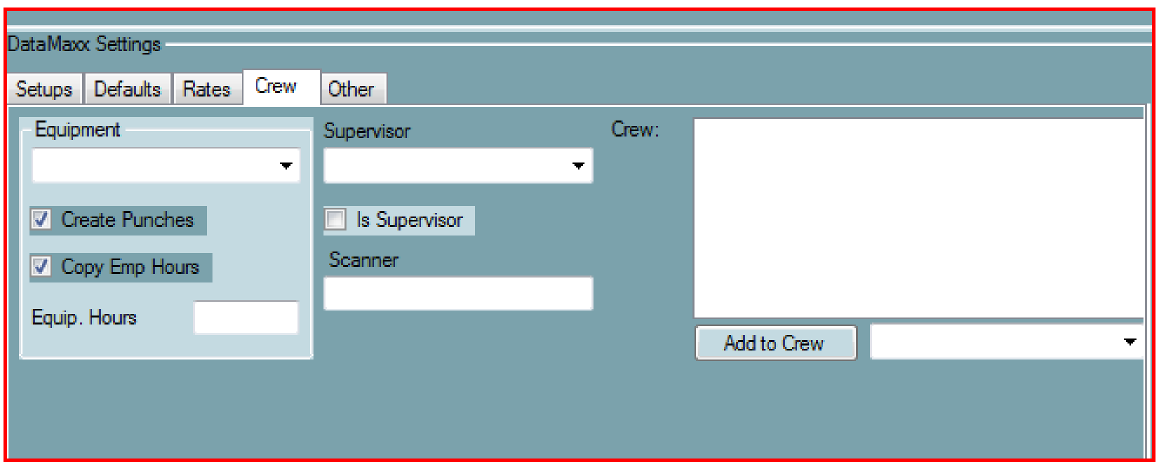
Employee Detail Setup



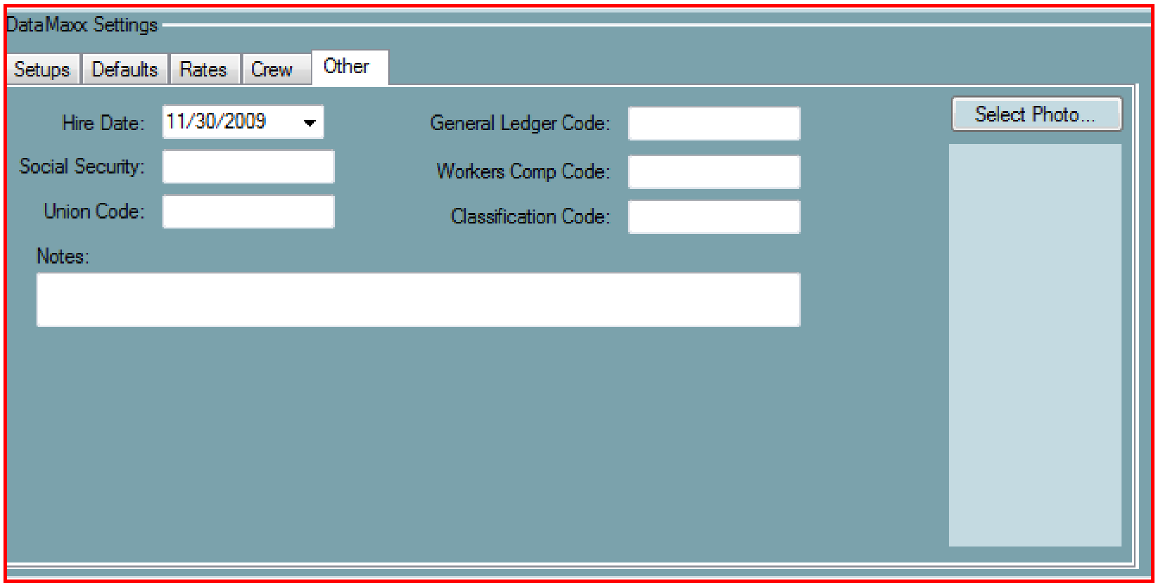
Defaults – You can use defaults setup to always put the employee on a particular job, phase or cost code without having it scanned in or entered into the device. In order to do this, check the use defaults box, and choose the default for each level from the drop down. You can create a new department, job, phase, or cost code by clicking on the .. icon to the right of the item.



Rates – Allows you to enter hourly pay rates and bill rates for the employee, as well as worker's comp percentages and overhead percentages. Normally, pay rates are not kept in the DATA-MAXX system, but are kept in the payroll system. The only time we suggest keeping pay rates within DATA-MAXX is if you want to print reports with pay rates and total dollars for the hours from DATA-MAXX.



Crew – Allows you to enter crew information such as a piece of equipment the employee has (a vehicle) that you want to track or create equipment time cards for. You can choose once you select the equipment from the drop down menu to create punches for that piece of equipment and whether or not to match the time to the employee hours for the day or enter the number of hours you want a time card created for. You can also check whether this employee is a supervisor, which will place them in the supervisor table, in addition to the scanner number or device ID that they have (phone or PDA device).

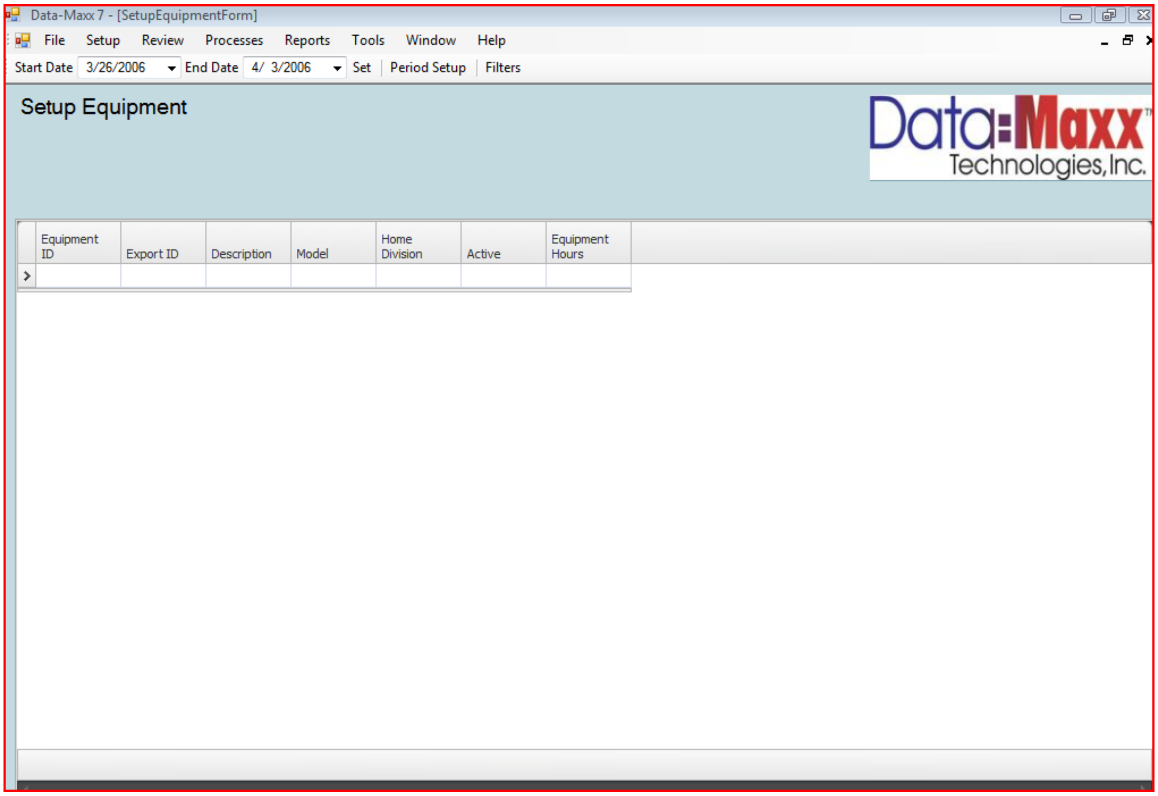


Other – Allows entry of other additional information you may want to keep on the employee such as General Ledger, Union, Classification, etc. and allows you to keep their photo on file, as well as notes. Sometimes these fields may be used for additional information you would like to track on the employee.

Note: Information entered on View Employee Detail setup is not available in reports and is only for viewing information purposes. Sometimes DATA-MAXX uses additional employee detail fields for custom reporting requests from our customers.

EQUIPMENT SETUP

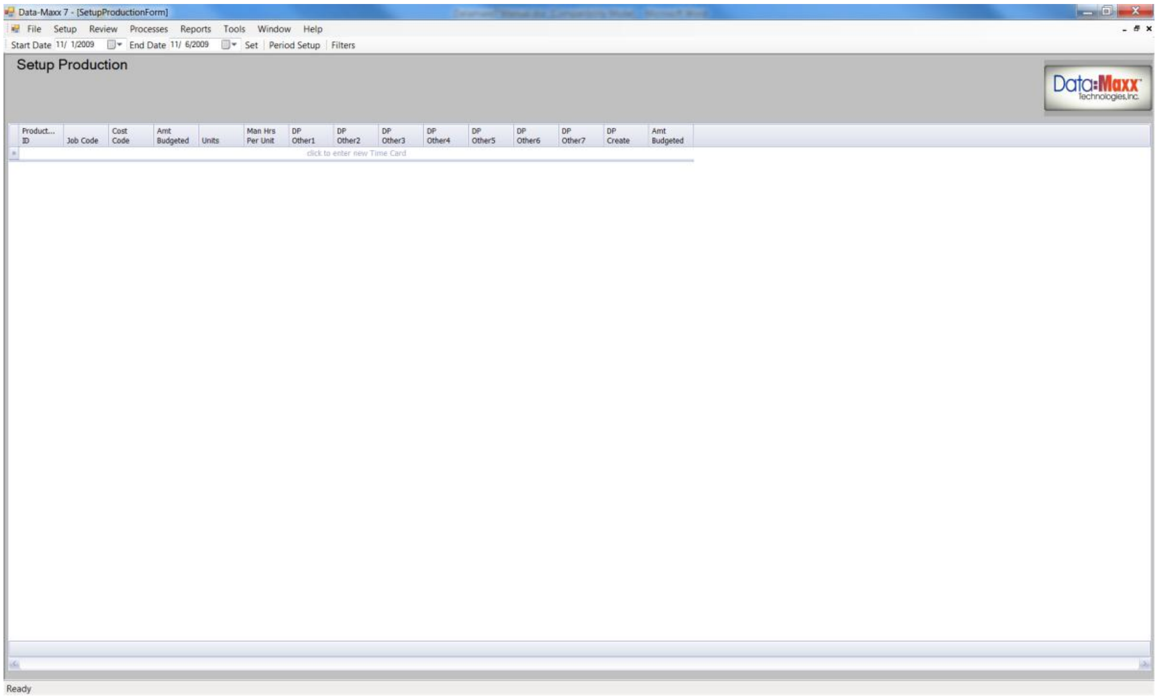
The equipment setup screen is used for entering pieces of equipment that you want to track hours for. The equipment can be handled one of two ways, the first is that it moves with the employee and the hours will follow the employee timecard. In this method, we set the equipment up in the Phase or other table so that it is associated with the employee time, job, cost code, etc. The second method of tracking equipment is that it has it’s own ID and that ID is set up in the equipment setup file. The items in this section go down to the equipment drop downs on the PDA Equipment menu item, as well as the equipment section in Daily Report. Please consult your DATA-MAXX implementation representative to make sure your equipment is setup properly for your configuration and implementation.



To enter equipment, enter the equipment ID, the export ID (your accounting system ID for this piece of equipment), the description, model, and whether or not it is an active piece of equipment.

PRODUCTION SETUP

The production setup screen is used for entering production items related to a job that you want to show as dropdowns within the production item on the data collection device.



Enter the production ID you want the employees to report production by. Consult your DATA-MAXX implementation representative for entry of production items to make sure we recommend the best setup for your particular configuration and installation. If the production is expressly related to the cost code, then you may need to enter only one Production ID name, which is what all employees will use to report production. If you choose to have many different types of production reporting. i.e., Blocks Laid, Concrete Poured, Pipe Installed, etc., then you will want to set up separate Production IDs for each of these categories. Production IDs go over to the PDA application under the Production Menu for dropdown purposes in reporting production.

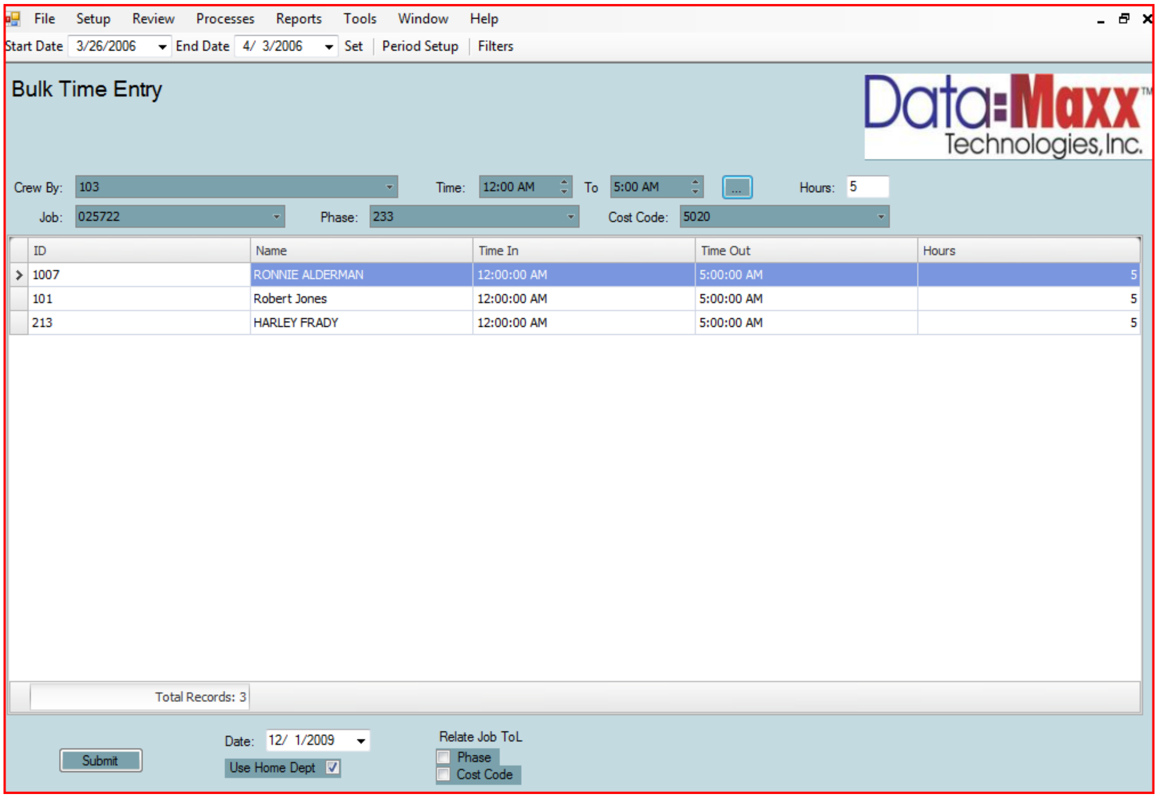
REVIEW

Review is the section where you will edit the data that comes in from the devices, view weekly time card data, solve exceptions that have been highlighted by the system, allocate time for those clients using after the fact PC allocation routines, as well as approve the time that has come in.

BULK TIME CARD ENTRY

Bulk time card entry is used for keying time in bulk instead of entering each individual time card in the Time Card screen with date and time in and date and time out. The bulk entry screen allows the user to select a department or cost code to define the group they are entering time for, and then the time in/out, or the hours as appropriate. To select department, click on the checkbox at the bottom of the screen for Use Home Department. If Home Department is not checked, DATA-MAXX will select the grouping by cost code.

If the user inputs hours, the time will change starting at 12 am and move forward. If the user inputs the time in and time out, the hours will calculate. Once the hours or time in/time out have been input, hit the .. icon to the right of time out. This will populate the time in/out and the hours to each individual showing under that particular group. Select the job, phase, and cost code that should be populated to all of these records through the drop downs. If the phase and cost code dropdowns should be related to the job selected, click on the Relate To Job checkboxes for either or both to control your drop downs to just be the phases and cost codes available on that particular job selected. When done, hit Submit. The submit process will create records for each of the punches that will then be viewable in the Time Cards screen.



Daily Reports

The Daily Report module is a separate module whereby project managers and supervisors can enter labor, equipment, production, materials used, ordered, or received, notes, weather, safety, extra work, inspections, meetings, submittals and other job related information. This module can also be used to view and edit time that came in from a time collection device such as a clock or Nextel unit. The Daily Report module is an optional module and has it's own user manual. Please contact your DATA-MAXX sales representative or technical support representative for further information.

Equipment Time Cards

This screen is a view screen of all data that has been received from the devices for the date period you are viewing and the filters (criteria) that you have placed on the data to be viewed. You must have the equipment module installed. Equipment entries can be viewed separate from employee time card entries and includes time for each piece of equipment that was collected and transmitted.

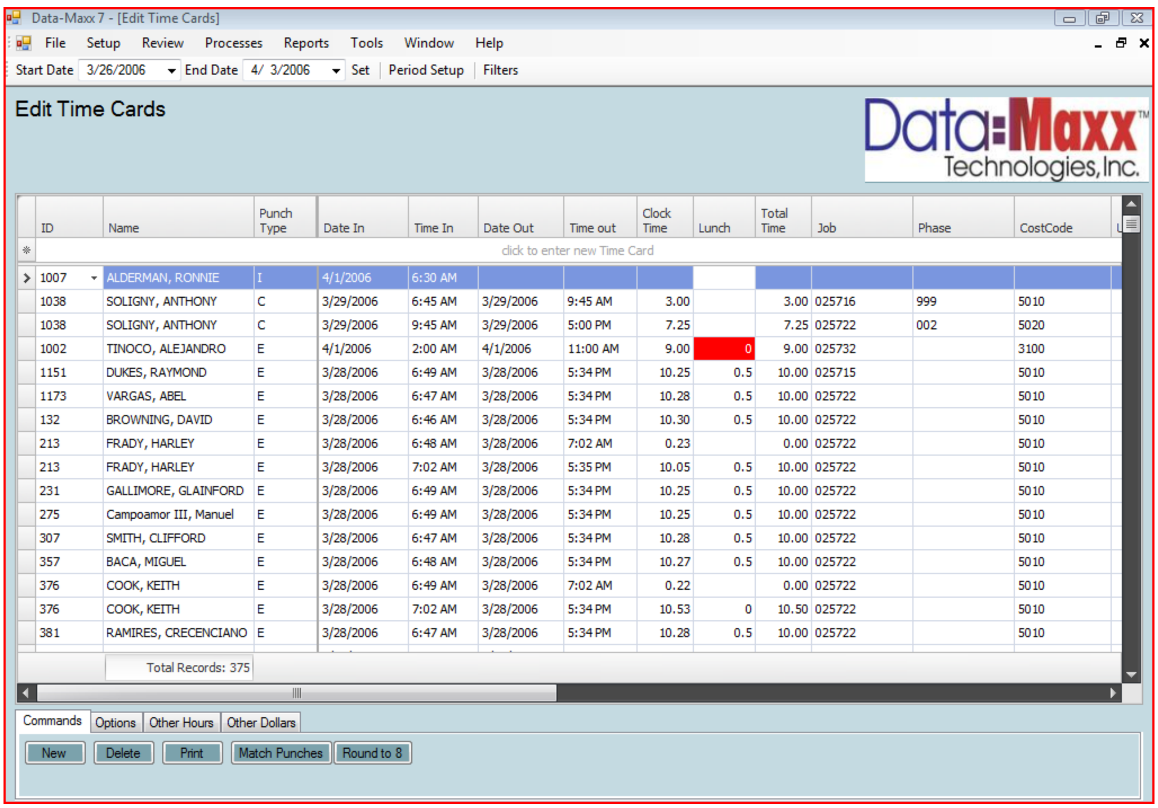
Production Time Cards

This screen is a view screen of all data that has been received from the devices for the date period you are viewing and the filters (criteria) that you have placed on the data to be viewed. You must have the production module installed. Production entries can be viewed separate from employee time card entries and includes quantities reported under certain items of production by job/phase/cost code. The entries must be processed at the bottom left of the screen in order for them to affect the current accumulated quantities in the cost code table.

Time Cards

This screen is a view screen of all data that has been received from the devices for the date period you are viewing and the filters (criteria) that you have placed on the data to be viewed.

The screen shows:



ID	Name	Punch Type	Date In	Time In	Date Out	Time out	Clock Time	Lunch	Total Time	Job	Phase	CostCode
1007	ALDERMAN, RONNIE	I	4/1/2006	6:30 AM								
1038	SOLIGNY, ANTHONY	C	3/29/2006	6:45 AM	3/29/2006	9:45 AM	3.00		3.00	025716	999	5010
1038	SOLIGNY, ANTHONY	C	3/29/2006	9:45 AM	3/29/2006	5:00 PM	7.25		7.25	025722	002	5020
1002	TINOCO, ALEJANDRO	E	4/1/2006	2:00 AM	4/1/2006	11:00 AM	9.00	0	9.00	025732		3100
1151	DUKES, RAYMOND	E	3/28/2006	6:49 AM	3/28/2006	5:34 PM	10.25	0.5	10.00	025715		5010
1173	VARGAS, ABEL	E	3/28/2006	6:47 AM	3/28/2006	5:34 PM	10.28	0.5	10.00	025722		5010
132	BROWNING, DAVID	E	3/28/2006	6:46 AM	3/28/2006	5:34 PM	10.30	0.5	10.00	025722		5010
213	FRADY, HARLEY	E	3/28/2006	6:48 AM	3/28/2006	7:02 AM	0.23		0.00	025722		5010
213	FRADY, HARLEY	E	3/28/2006	7:02 AM	3/28/2006	5:35 PM	10.05	0.5	10.00	025722		5010
231	GALLIMORE, GLAINFORD	E	3/28/2006	6:49 AM	3/28/2006	5:34 PM	10.25	0.5	10.00	025722		5010
275	Campoamor III, Manuel	E	3/28/2006	6:49 AM	3/28/2006	5:34 PM	10.25	0.5	10.00	025722		5010
307	SMITH, CLIFFORD	E	3/28/2006	6:47 AM	3/28/2006	5:34 PM	10.28	0.5	10.00	025722		5010
357	BACA, MIGUEL	E	3/28/2006	6:48 AM	3/28/2006	5:34 PM	10.27	0.5	10.00	025722		5010
376	COOK, KEITH	E	3/28/2006	6:49 AM	3/28/2006	7:02 AM	0.22		0.00	025722		5010
376	COOK, KEITH	E	3/28/2006	7:02 AM	3/28/2006	5:34 PM	10.53	0	10.50	025722		5010
381	RAMIRES, CRECENCIANO	E	3/28/2006	6:47 AM	3/28/2006	5:34 PM	10.28	0.5	10.00	025722		5010

ID – number for the employee that was punched. For equipment and production time cards, see Equipment and Production in the Review section.

Name – employee name.

Punch Type – the system gives certain punch types associated with punches. They are:

I	An in without an out
O	An out without an in
C	A completed entry
E	An edited entry
LI	A lunch in without a lunch out
LO	A lunch out without a lunch in
LC	A completed lunch entry

Other punch types that may appear or you may be able to select are other Pay Codes that you setup in the pay codes table.

Date In – the date in on the punch

Time In – the time in on the punch

Date Out – the date out on the punch

Time Out – the time out on the punch

Clock Time – the total time as calculated from the time in and time out.

Lunch – the total lunch time, either from a lunch leave/lunch return punch or an automatic lunh deduction.

Total Time – Clock time less lunch time

Other Hours – hours for other punch types such as sick, vacation, holiday, personal, or bonus time. See Add Other Hours Punch Types section below.

Other Dollars – amounts for monetary punches. See Add Monetary Punches section below.

Department – this is the work department that comes from the device, level 2.

Job – job # that comes from the device, level 3

Phase – the phase # that comes from the device, level 4

Cost Code – the cost code # that comes from the device, level 5

Level 7 – the level 7 data that comes from the device

Level 8 – the level 8 data that comes from the device

Level 9 – the level 9 data that comes from the device

Qty – the quantity or count field that comes from the device.

Notes – field that payroll administrator can enter for notes pertaining to this transaction. Sometimes this field contains

Devices are capable of collecting 6 to 9 fields (levels) of information per transaction, depending on the device. See your DATA-MAXX sales representative for device differences and the number of fields of information each will collect. Those fields (levels) correspond to the columns on the Time Cards screen. If you program the device to collect the fields that you want to collect and/or export in Data Clock Maintenance, the device will prompt for those fields and once collected, the data for each of the fields will show up in the Edit Time Cards screen once collected. You can also change the names of the fields on the device, as well as on this Time Cards screen.

DATA-MAXX will match ins and outs according to times for the date and the employee. The first in will be matched with the first out, the next in for that day/employee will be matched with the next out., etc. When an employee switches from job to job or task to task within a job, they would scan a switch punch which would create an automatic out and in at the same time.

Time In	Time Out	
6:00 am	10:05 am	Employee clocked in at 6:00 am and switched at 10:05 am
10:05 am	12:36 pm	Employee switched at 12:36 pm

12:36 pm 16:45 pm Employee clocked out at 4:45 pm

Employees should only have one in and one out for the day unless they go off the clock during the day. Everything else in between should be switch punches.

All time is in military time in the Edit Time Cards screen. All fields can be changed either by keying in the new data or if the field has a drop down, you can pick new data from the drop down.

At the bottom of the screen are available icons for the following:

Commands

New – use this icon to add new time cards.

Delete – Hightlight the entry and use the delete button at the bottom of the screen

Print – Prints the timecard information you see on the screen.

Match Punches – this feature matches in and out punches that haven't been matched automatically. If you see and in by itself on a line and an out, that should have been matched, running this process should match the two punches if they are within the punch match threshold defined in company setup.

Round to 8 – lets you round all hours to 8 that you see on your screen.

Options

Group – this button lets you Group Columns of data. See also the Navigation and Filtering and Sorting sections for controlling grouping of columns on a much more detailed scale.

Relating Jobs to Phases and Cost Codes

This option is for the drop downs under phases and cost codes. If you have related jobs to phases and/or cost codes in the cost code table, when you check these options in the Edit Time Cards screen, when you use the drop downs for these fields, you will only see those phases and cost codes that are linked to the job in that time card.

Show Approvals – lets you see time cards that have been approved for level 1 and level 2 approval as well as who approved the time card based on their login name and when.

To take off the approval columns in your view, click on the Show Approvals button again.

Other Hours

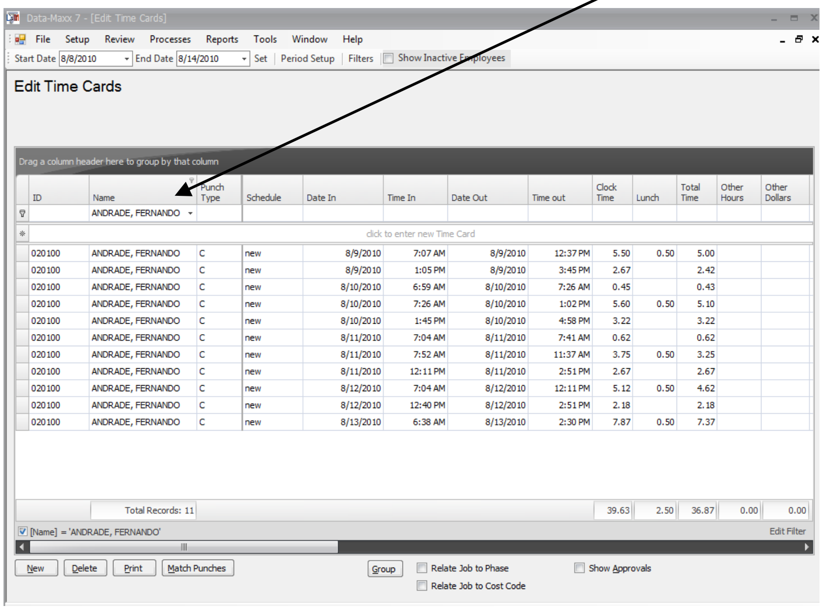
Add Other Hours Punch Card – use this icon to add other punch types such as vacation pay, sick pay, holiday pay, personal pay and bonus pay. In order to add these pay types, click on the icon, then click on the type of pay you are entering, enter the employee ID or choose it from the drop down list, enter the hours and date for this pay type, then click on Insert. The system will then create a time card for this information. In order to close this window, click on the icon Add Other Hours Punch Card again. You can also add these type of time cards by adding a line with that particular punch type chosen in the drop down under Punch Type.

Add Monetary Punches – use this icon to add punch types for monetary (dollar amount) punch types for per diem, advances and other pay amounts. In order to add these types of punches, click on the icon, then click on the type of monetary punch you are entering information for, enter in the dollar amount you are paying, the date, then enter the employee ID or choose it from the drop down list. Then click on Insert. In order to close this window, click on the icon Add Monetary Punches. You can also add these type of time cards by adding a line with that particular punch type chosen in the drop down under Punch Type.

Adding or Deleting Columns, Filtering and Sorting – See Navigation section for hints on adding and deleting columns, sorting and filtering within this screen.

Filtering in Grid View Review:

In the first row of the grid enter a value into the column in which you would like to filter with. Below is an example of just filtering by employee.



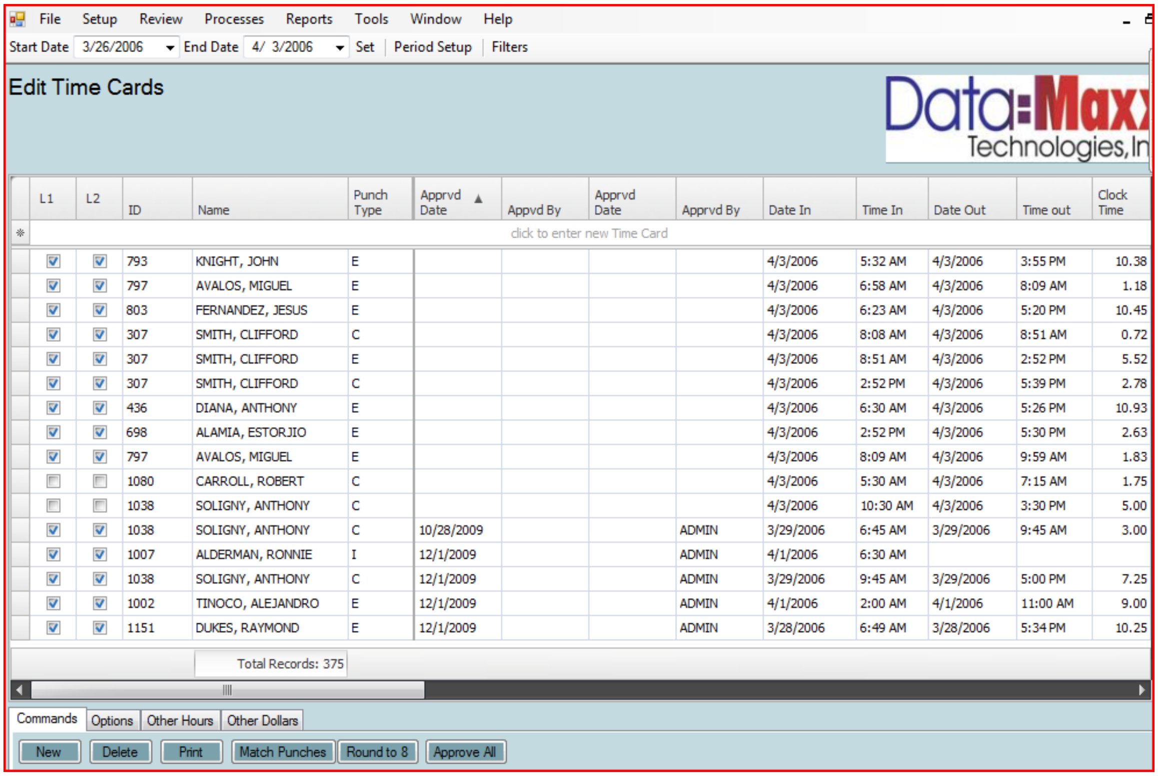
TIME CARD APPROVALS

The time card approvals screen is used for approval of the time cards by individual time card. For weekly time card approval, see Weekly Time Cards Approval.

First, select the date range and/or any other filters that may apply to drill down into just what you want to see. See filters and sorting under Navigation section for options to control your view.

The time cards approval process allows for up to two levels of approval, L1 and L2. When the Level 1 approval person is logged in, if their security rights are set up to only be Level 1 approval, they will be able to check the box on each time card for L1 approval. The Level 2 approval is a higher level approval and requires Level 2 approval security rights under security settings. Level 1 and Level 2 checkboxes record the date/time and login of the supervisor approving the time. You will be able to see these fields filled in once the checkbox is marked for that time card.

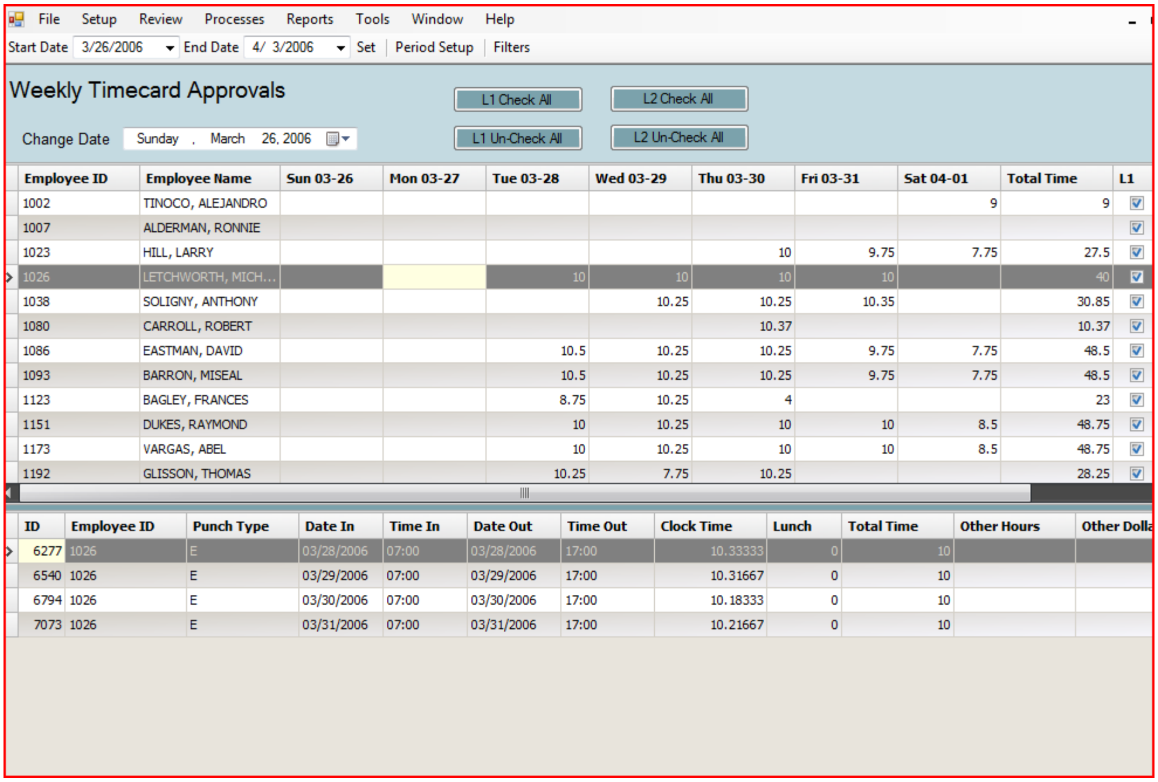
The supervisor can use the Approve All feature to check all time cards at a time. Once done, you can exit the screen.



L1	L2	ID	Name	Punch Type	Apprvd Date	Appvd By	Apprvd Date	Apprvd By	Date In	Time In	Date Out	Time out	Clock Time
					click to enter new Time Card								
[x]	[x]	793	KNIGHT, JOHN	E					4/3/2006	5:32 AM	4/3/2006	3:55 PM	10.38
[x]	[x]	797	AVALOS, MIGUEL	E					4/3/2006	6:58 AM	4/3/2006	8:09 AM	1.18
[x]	[x]	803	FERNANDEZ, JESUS	E					4/3/2006	6:23 AM	4/3/2006	5:20 PM	10.45
[x]	[x]	307	SMITH, CLIFFORD	C					4/3/2006	8:08 AM	4/3/2006	8:51 AM	0.72
[x]	[x]	307	SMITH, CLIFFORD	E					4/3/2006	8:51 AM	4/3/2006	2:52 PM	5.52
[x]	[x]	307	SMITH, CLIFFORD	C					4/3/2006	2:52 PM	4/3/2006	5:39 PM	2.78
[x]	[x]	436	DIANA, ANTHONY	E					4/3/2006	6:30 AM	4/3/2006	5:26 PM	10.93
[x]	[x]	698	ALAMIA, ESTORJIO	E					4/3/2006	2:52 PM	4/3/2006	5:30 PM	2.63
[x]	[x]	797	AVALOS, MIGUEL	E					4/3/2006	8:09 AM	4/3/2006	9:59 AM	1.83
[ ]	[ ]	1080	CARROLL, ROBERT	C					4/3/2006	5:30 AM	4/3/2006	7:15 AM	1.75
[ ]	[ ]	1038	SOLIGNY, ANTHONY	C					4/3/2006	10:30 AM	4/3/2006	3:30 PM	5.00
[x]	[x]	1038	SOLIGNY, ANTHONY	C	10/28/2009			ADMIN	3/29/2006	6:45 AM	3/29/2006	9:45 AM	3.00
[x]	[x]	1007	ALDERMAN, RONNIE	I	12/1/2009			ADMIN	4/1/2006	6:30 AM			
[x]	[x]	1038	SOLIGNY, ANTHONY	C	12/1/2009			ADMIN	3/29/2006	9:45 AM	3/29/2006	5:00 PM	7.25
[x]	[x]	1002	TINOCO, ALEJANDRO	E	12/1/2009			ADMIN	4/1/2006	2:00 AM	4/1/2006	11:00 AM	9.00
[x]	[x]	1151	DUKES, RAYMOND	E	12/1/2009			ADMIN	3/28/2006	6:49 AM	3/28/2006	5:34 PM	10.25

WEEKLY TIME CARDS APPROVALS

This screen allows you to view time cards in the period you have selected in a weekly summary format. The screen will show the ID #, the name, and then each day of the week in the period selected. As you click on a total hours in any of the days, the system will display the detail for those hours below. The total for the hours for that pay period will show to the right.



File Setup Review Processes Reports Tools Window Help

Start Date 3/26/2006 End Date 4/ 3/2006 Set Period Setup Filters

Weekly Timecard Approvals

L1 Check All L2 Check All

Change Date Sunday , March 26, 2006

L1 Un-Check All L2 Un-Check All

Employee ID	Employee Name	Sun 03-26	Mon 03-27	Tue 03-28	Wed 03-29	Thu 03-30	Fri 03-31	Sat 04-01	Total Time	L1
1002	TINOCO, ALEJANDRO							9	9	☑
1007	ALDERMAN, RONNIE									☑
1023	HILL, LARRY					10	9.75	7.75	27.5	☑
1026	LETCHWORTH, MICH...			10	10	10	10		40	☑
1038	SOLIGNY, ANTHONY				10.25	10.25	10.35		30.85	☑
1080	CARROLL, ROBERT					10.37			10.37	☑
1086	EASTMAN, DAVID			10.5	10.25	10.25	9.75	7.75	48.5	☑
1093	BARRON, MISEAL			10.5	10.25	10.25	9.75	7.75	48.5	☑
1123	BAGLEY, FRANCES			8.75	10.25	4			23	☑
1151	DUKES, RAYMOND			10	10.25	10	10	8.5	48.75	☑
1173	VARGAS, ABEL			10	10.25	10	10	8.5	48.75	☑
1192	GLISSON, THOMAS			10.25	7.75	10.25			28.25	☑

ID	Employee ID	Punch Type	Date In	Time In	Date Out	Time Out	Clock Time	Lunch	Total Time	Other Hours	Other Dolla
6277	1026	E	03/28/2006	07:00	03/28/2006	17:00	10.33333	0	10		
6540	1026	E	03/29/2006	07:00	03/29/2006	17:00	10.31667	0	10		
6794	1026	E	03/30/2006	07:00	03/30/2006	17:00	10.18333	0	10		
7073	1026	E	03/31/2006	07:00	03/31/2006	17:00	10.21667	0	10		

The time cards approval process allows for up to two levels of approval, L1 and L2. When the Level 1 approval person is logged in, if their security rights are set up to only be Level 1 approval, they will be able to check the box on each time card for L1 approval. The Level 2 approval is a higher level approval and requires Level 2 approval security rights under security settings. Level 1 and Level 2 checkboxes record the date/time and login of the supervisor approving the time. You will be able to see these fields filled in once the checkbox is marked for that time card under Time Cards.

The supervisor can use the L1 Check All and L1 Uncheck All or the L2 Check All and L2 Uncheck All buttons to approve all of the time cards on the screen.

To see the individual time cards that make up the employee's day, click on the employee line and view the time cards at the bottom of the screen. If the supervisor has the security rights to edit those time cards, they can do so at this time. The totals above will not recalculate based on changes until the user exits the screen and comes back in to refresh it.

EXCEPTIONS

This screen shows exceptions that the system can automatically pull out based on built in processing and exception rules.

ID – number for the resource that was entered or scanned. This could be an employee ID#, equipment ID#, material item ID, or production ID# if you have modules other than labor. If not, this will be the employee ID #.

Name – resource name as listed in the resource or employee file.

Punch Type – the system gives certain punch types associated with punches. They are:

I	An in without an out
O	An out without an in
C	A completed entry
E	An edited entry
LI	A lunch in without a lunch out
LO	A lunch out without a lunch in
LC	A completed lunch entry

Or other punch types that were used on time entries based on user definable Pay Codes.

Date In – the date in on the punch

Time In – the time in on the punch

Date Out – the date out on the punch

Time Out – the time out on the punch

Exception Description – description of the problem or issue with the punch. Exception descriptions consist of the following:

In With No Out – in punch missing an out. Sometimes this can happen if the employee has been punched in twice, or if the employee is missing an out punch for the day.

Out With No In – out punch missing an in. Sometimes this can happen if the employee has been punched out twice, or if the employee is missing an in punch for the day.

Overlapping Entry – times match same times entered for another punch on the same person for the same day.

Duplicate Entry – duplicate punch.

In order to correct an exception, this can be done by changing the information in the columns. For instance, if you have an out without an in, entering the in punch will correct the exception. However, it is advised to look at the entire day for an employee before correcting an exception. The detail of the day is shown at the bottom of the screen.

Icons at bottom left of the screen:

Delete – use this icon to delete the exception line entirely. Highlight the line to the left of the ID # and then hit the Delete Exception icon. In order to delete multiple exception lines, highlight the lines, then hit the delete key on the keyboard.

Refresh – refreshes the exceptions screen after you have corrected exception entries. Used to display the exceptions still left to be resolved.

View Setup – this is the setup of the exception rules the system will use to show exceptions in the exception screen. You can set the rules based on the following:

Duplicate Threshhold – amount of minutes used to determine whether the punch is a duplicate. For instance, an employee clocks in at 7:45 am, then clocks in again because he didn't think the punch took or didn't hear the beep on the device that the punch took. Therefore, you will have two in punches with the same time, or perhaps one minute apart. By setting your minutes at 0 or 1, this will pull out these types of punches as duplicate punches.

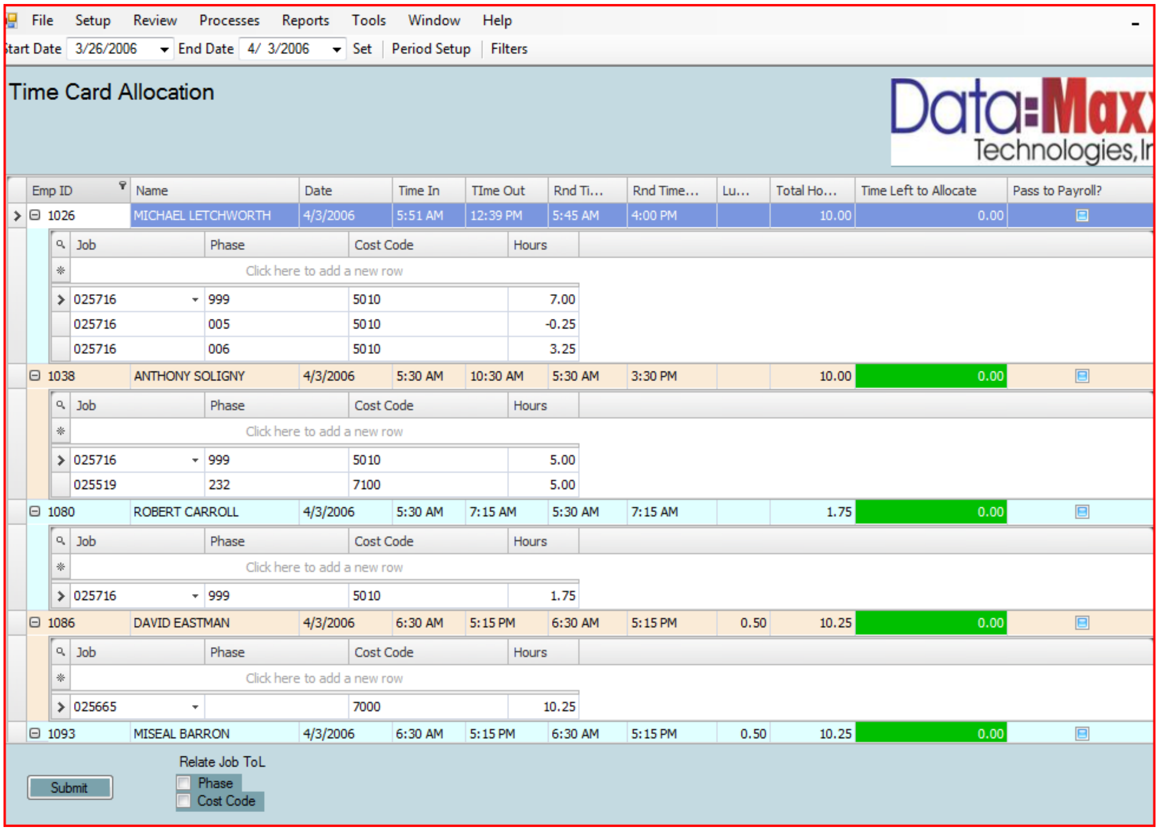
Auto Delete Duplicates – by checking this field, the system will automatically delete duplicate entries as determined by the Duplicate Threshhold (see above).

Validate Fields – the system will make exceptions for punches that information in the following fields is not valid according to the tables for that particular field. Use this feature to make an exception for a job # that is collected that does not match a job # in the job table. You can validate fields for the work department, job #, phase # and cost code #. You can also create an exception for a field that is null, which is blank. You can choose the field in the drop down list and then hit Add Field. This feature is good for making a record an exception if information is missing that should be required, such as a job #.

TIME ALLOCATION

Time Allocation is used to allocate jobs, phases and cost codes to in and out punches for after the fact allocation. In the case of time allocation, in and out punches are collected by themselves and then the jobs, phases and cost codes are added to distribute the time in this screen. This screen can also be used to key in time for which there were no punches directly from a data collection device.

Note: Use the right and left arrows to move between columns that have been created to complete allocations.



The user can change the allocations by re-choosing a different job/phase/cost code or changing the hours, or can add additional distributions by clicking on the first line above the current distributions and adding in an additional distribution. The calculation for the total time is one the line above with total hours to be allocated. As each distribution is made, the Time Left To Allocate column will track how much time is left to be allocated. That field will turn green when all time has been allocated and will be red until all time has been allocated.

If no further allocations will be done, click on the checkbox to Pass On To Payroll and then hit Submit. This will create time cards for all of these entries and you will then be able to view then in the Time Cards screen.

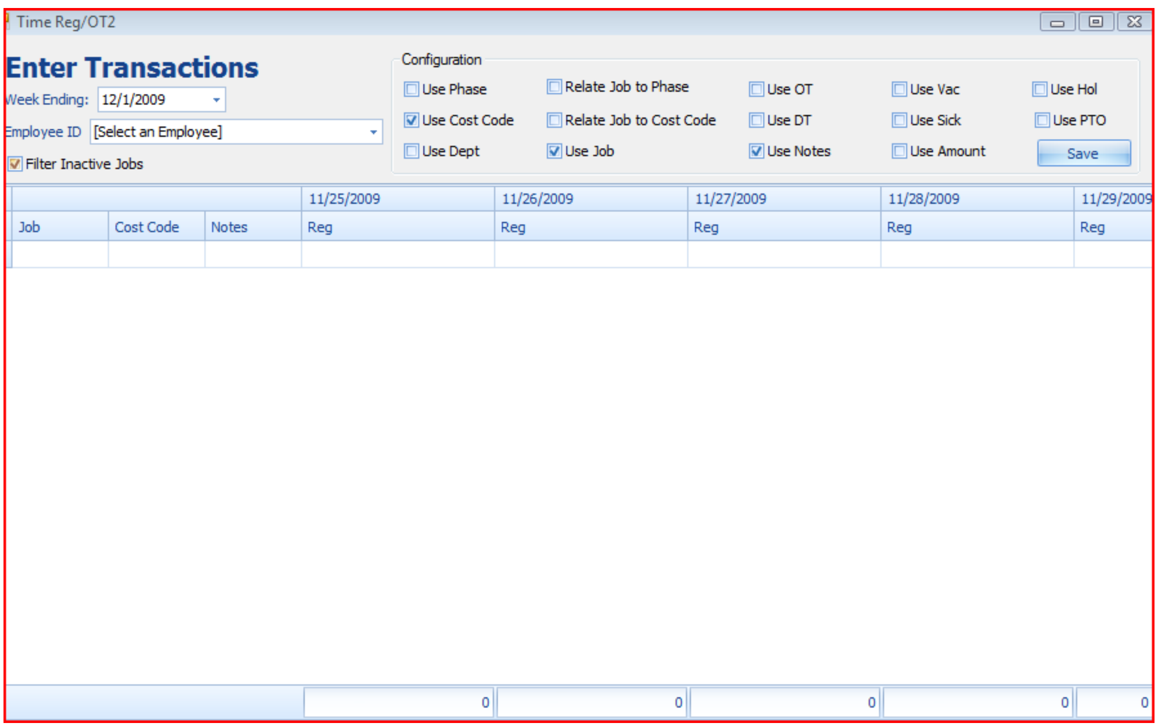
All sorting and filtering rules apply to this screen. See Navigation and Filtering and Sorting for further options.

TIME ENTRY

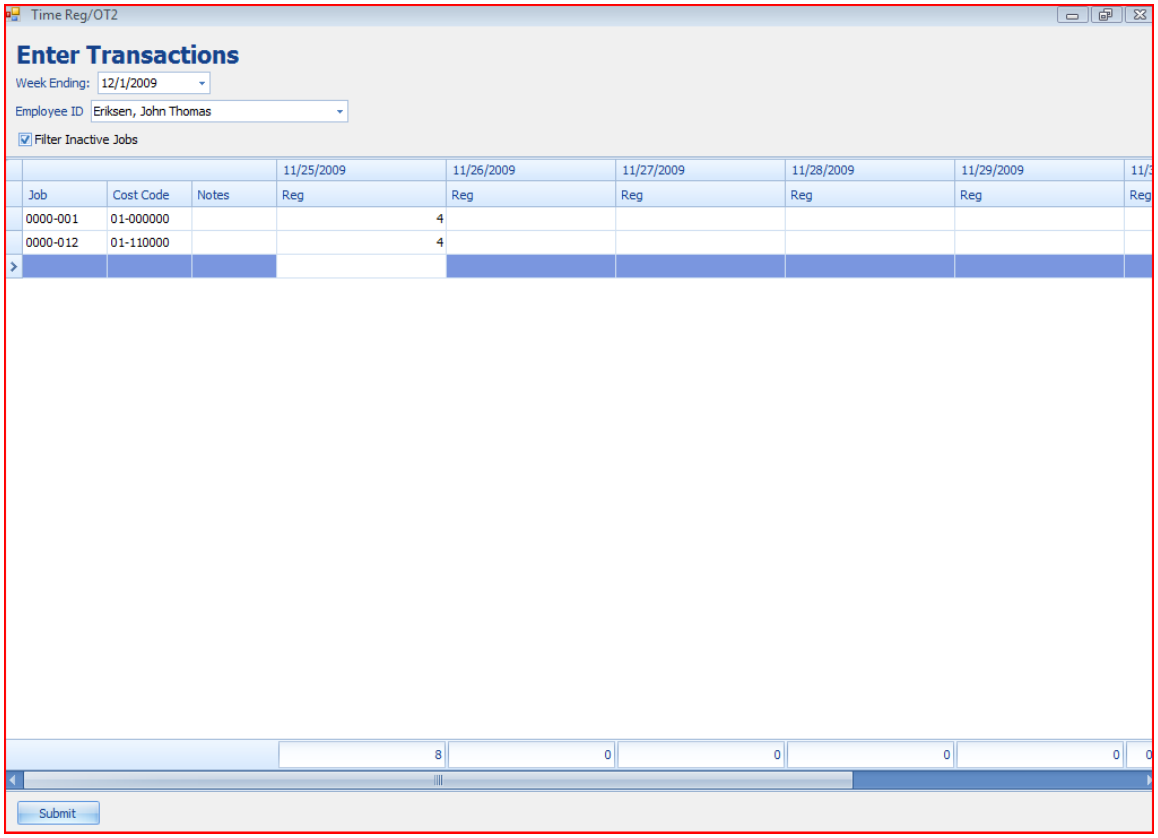
The Time Entry screen is used for entering time for personnel who do not clock in and out via a device or any other method. It is useful for office personnel and salaried personnel to allocate their time to jobs, departments, phases, or cost codes. Setup of this screen should be done by the administrator. Fields that can be turned on or off under administration are defined below, Use Phase, Use Cost Code, Use Dept, Relate Job to Phase, Relate Job to Cost Code, Use Job, Use OT, Use DT, Use Notes, Use Vac, Use Sick, Use Amount, Use Hol, Use PTO. Once checked and saved, these columns will then be available for the user to enter information. Settings are global and changed for all users unless the Time Entry program is individually installed on their workstation.

Time Entry is a separate program and can be installed without the user having access to other DATA-MAXX program functionality. In addition, the .udl file located in the user directory or the folder the program is called from controls the data file to which the program points.

SETUP SCREEN

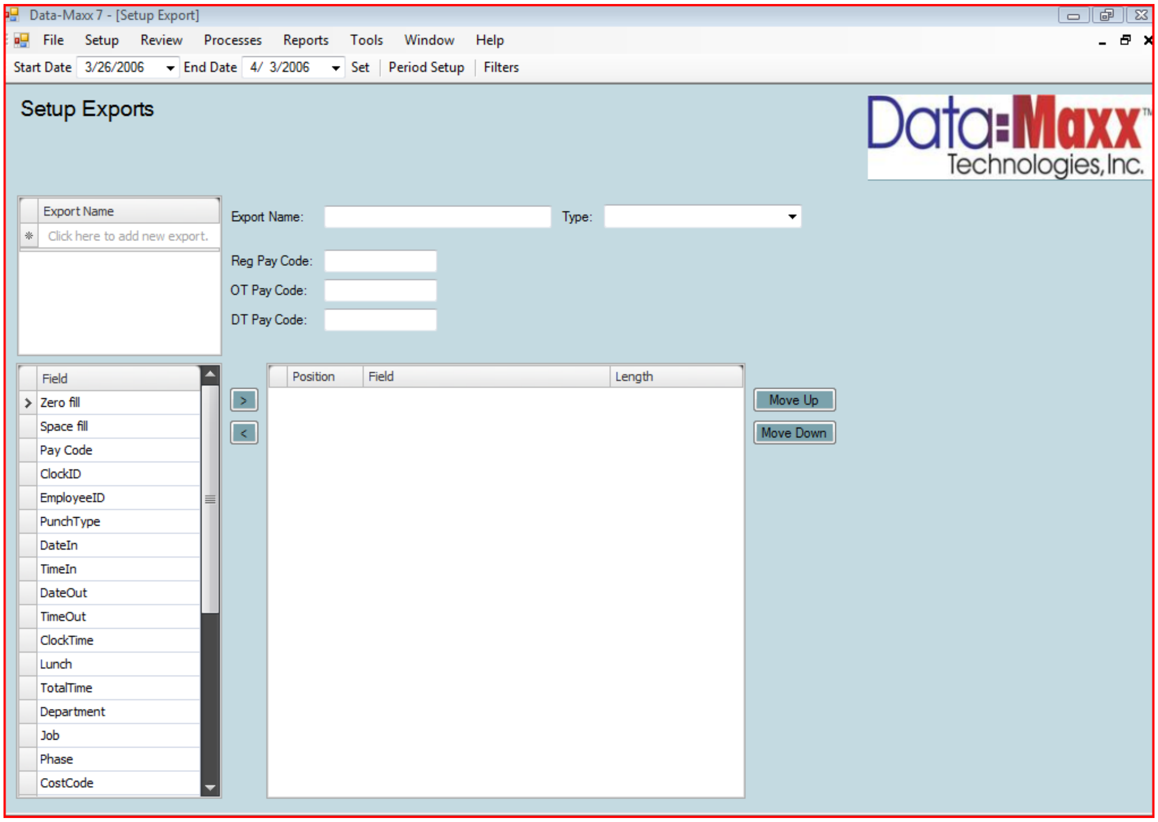


USER SCREEN



To enter information, the user selects the Week Ending date they are reporting for, their Employee ID, and they can enter information on each line. There are drop downs for job, phase, cost code, and department. They can enter as many lines as necessary for each day by hitting the down arrow to go down to the next line. Once done with the input, the user hits Submit. The submit process creates time cards in the Time Cards screen that will then be available for approval, edit and review.

EXPORT DATA



Use the Export Data feature to export records to a system other than DATA-MAXX 7.

You can export the timecards in a wide variety of formats. DATA-MAXX 7 allows you to choose the fields that will be needed in your export. Contact your DATA-MAXX technical representative to see if there is a pre-defined export available that has already been defined for your accounting system. DATA-MAXX 7 is loaded with predefined exports for outside payroll systems that require certain file specifications.

In order to export records to other systems, perform the following:

1. Choose the type of file you wish to export from above.
2. Choose the file type, ASCII (Text), Excel, or Access
3. Choose the delimiter within the file if ASCII is chosen. ASCII files fields ar delimited by characters, normally the comma. Choose the delimiter of your ASCII export file.

4. Choose whether you want the header exported in the file. The header is a line at the top of the file denoting the field names.
5. Choose the export fields in your file in the order they appear in the file within the Field window from the available fields. Then hit the > icon to transfer the field to the Selected Fields window.
6. Select whether you want the field to be exported in quotes, and the format of the field.
7. Set up advanced export field criteria if necessary. Advanced export fields allow you to put conditions on the fields, parse data in fields, perform mathmatical calculations on fields, and concatenate fields.

Export Path – choose the path and file for the file you are importing. The path and filename do not save in this screen. It will need to be inputted each time you perform an export, even a predefined export.

Save Export Format – you can save the format of the export you have created with this icon located on the left of the screen.

Once all information is entered, hit the Import Records large icon, left side of screen. The number of records imported will show as Records Added. The screen will show the number of records exported.

REPORTS

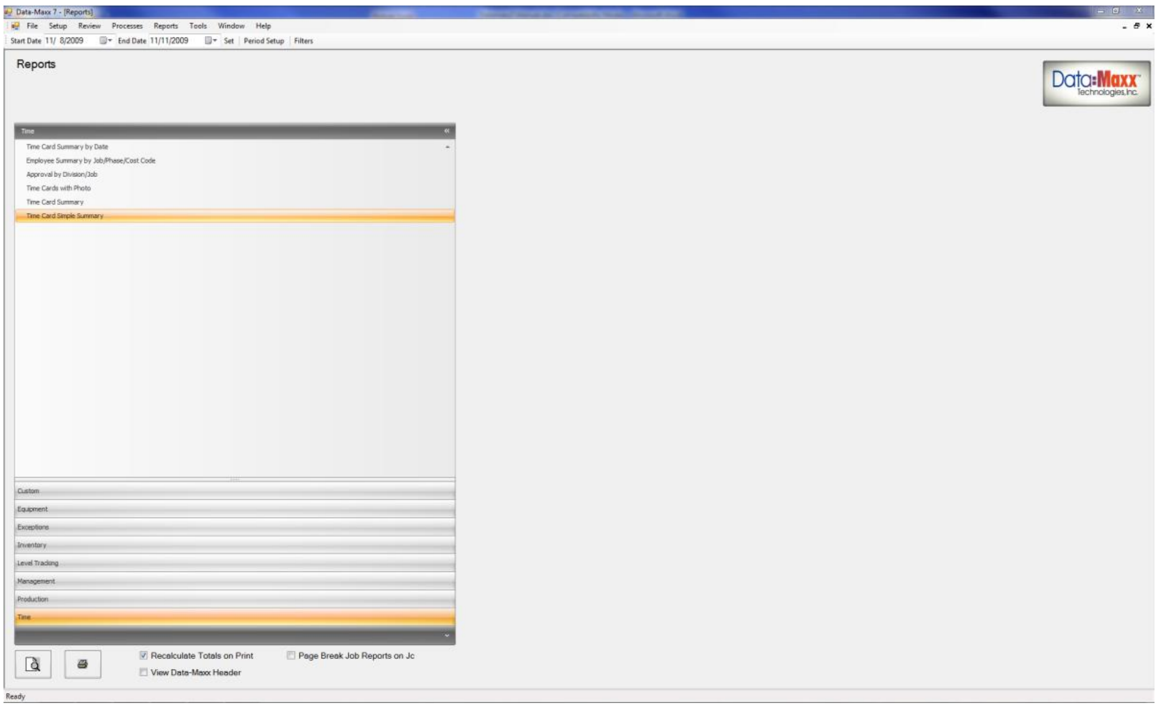
Data-Maxx has a wide variety of reports of the following types:

1. Exception Reports – exceptions reports
2. Level Tracking Reports – level related reports, including department, division, job, phase and cost code reports.
3. Management Reports – these include absence and early/late reports, as well as approaching overtime report, work and home department reports.
4. Production Reports – production piece work reports for those customers running the piece work module.
5. Time Reports – reports including time, generally by employee.

To print the report, choose the Category, then double click on the report. The report description shows to the right once you select the report.

You can choose to have totals recalculated on reports when they are printed and whether or not view the Data-Maxx header on reports.

To print the report, choose your date range, and apply any other filters you may want applied to the data on the report (see Filters section below), choose the Category, choose the Report, and then choose either the Preview Report icon or Print Report icon. Double clicking on the report will automatically preview it to the screen first. Then you can hit File, Print to print it.



BAR CODES

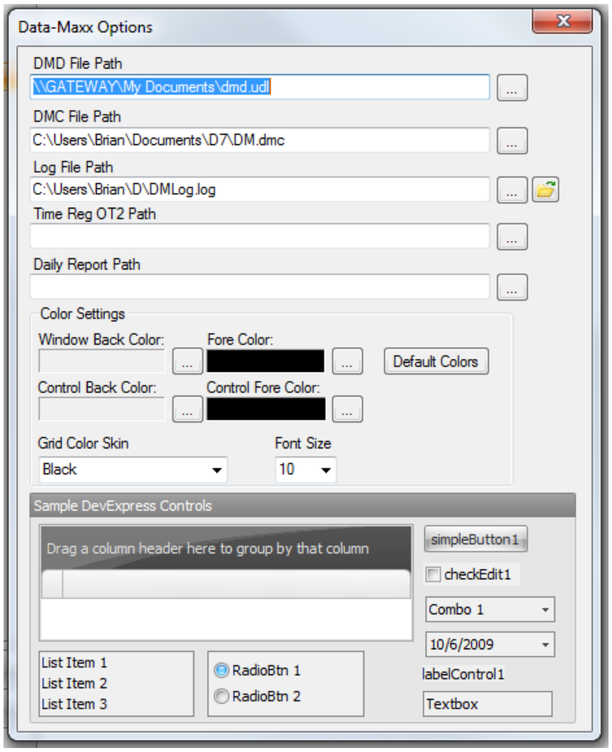
In order to print bar codes:

1. Choose Reports, then the Bar Codes tab
2. Apply filters for the data you want bar codes for (see Filters section below)
3. Choose the file you want to print bar codes for. You can choose employees, jobs, phases, cost codes and work departments. The system will print bar

codes 3 across, 10 down, in a standard laser label format and only the information you have selected with your filters.

4. Either choose the Preview or Print icon. Once you have previewed the report, if that is selected, in order to print it, choose File, Print.

File Management



Data-Maxx Options is the screen that shows the location of all your pertinent DATA-MAXX 7 files including your company data file, security file, archive files, and system files. This section also allows you to repair and compact data files in case you have experienced corruption.

Within File Management you can perform the following:

Browse For File – Allows you to choose the file path for any one of the file names. Click on the ... button, then browse to the proper database.

Data:Maxx Technologies, Inc.