



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 PCMAXX 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](http://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 PCMAXX 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 PCMAXX.

There are many ways to approach learning PCMAXX. 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 PCMAXX Data Collection Process

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

1. Setup the system. Configure your PCMAXX system for your users and for the prompts you want to ask them for when clocking in, switching, or clocking out. Choose settings for use of fingerprint readers, and drop down lists, edit user passwords, choose screen size, and whether the user can exit the program, etc. Choose the data file and means by which PCMAXX transmits it's data to the DATAMAXX system.

2. Start collecting data by having your employees clock in and out.
3. Depending on method of export chosen (manual, automatic, or timed) transmit your transactions to the DATA-MAXX software.

View, edit, report and export the data with the DATA-MAXX database software. See manual on DATAMAXX for information on how to process, edit and report on the data once it has been transmitted from PCMAXX.

## **Requirements for Operating PCMAXX**

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

## **Optional Hardware**

**PCMAXX can utilize the following hardware available through DATAMAXX:**

Touch Screen Monitor  
Fingerprint Reader  
USB Bar Code Gun  
USB Card Swipe

Please consult your DATAMAXX specialist to see how these optional hardware pieces can be used to simply entry into PCMAXX.

## **2. Getting Started**

### **Getting Started Overview**

Getting started with PCMAXX easy. The following check list of activities will insure you have everything set up correctly.

## STEP 1 Installing PCMAXX

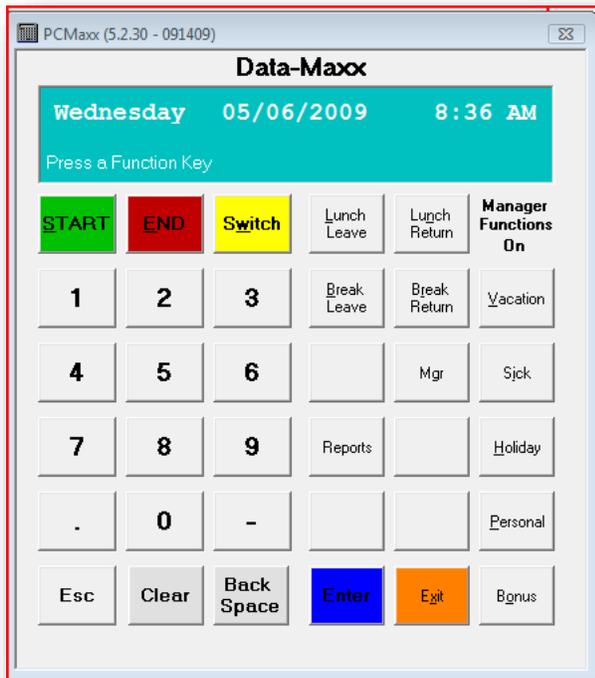
Make sure you install as administrator and if you are using Vista or Windows 7 operating systems the user account controls have to be set to off.

To install PCMAXX 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 PCMAXX icon. When you open PCMAXX for the first time, it will come up with the following screen.

### Navigation Toolbar

When you first start PCMAXX, you will see the following main menu.



The first thing you want to do is go into the Manager to change the settings. Click on manager. Your entry login and password for the manager function is ADMIN and 1234.

The following menu displays:

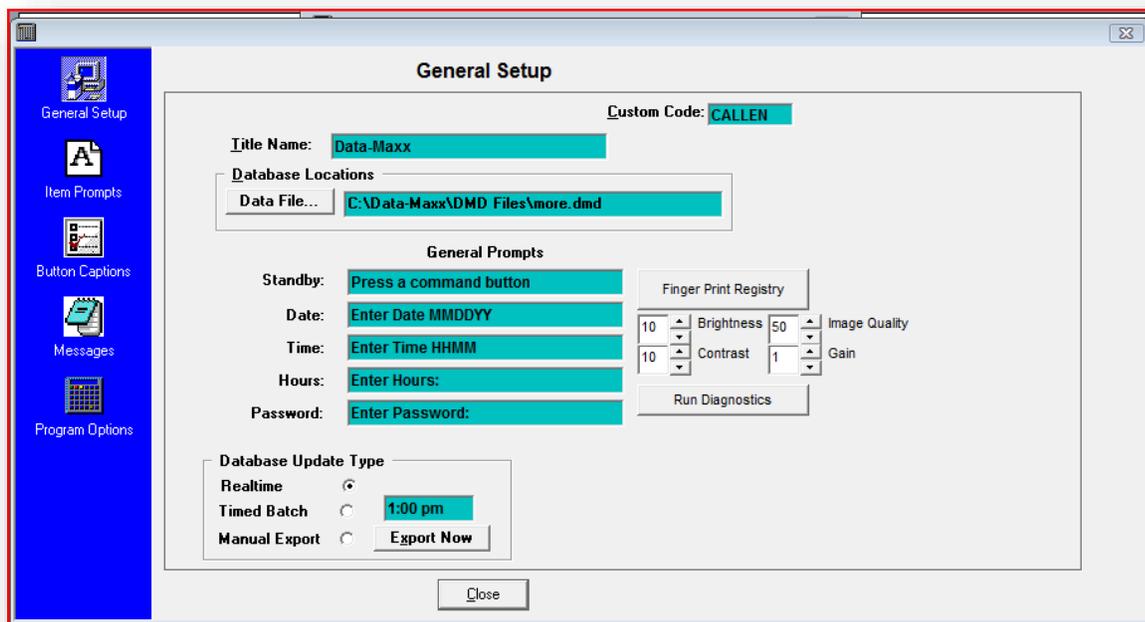
**Program Setup** – contains all of the setup options for PCMAXX, which you will want to configure before employees start using the system.

**Manager Commands On** – Turns on reporting for the reporting by employees for Vacation, Sick, Holiday, Personal and Bonus time in addition to clock in/out for regular/overtime hours.

**Exit PCMAXX** – allows you to close the program entirely.

**Close Manager Window** – allows you to close the manager window without exiting PCMAXX.

The first thing you want to do is Program Setup to turn on/off functionality, point to the proper data file, and configure other items so click on Program Setup. You will see the following screen:



**GENERAL SETUP** – all setup functions including title that appears at top of PCMAXX clock screen, data file location, custom code (given if we have performed a customization within PCMAXX for you individually), general prompts, fingerprint registration if using fingerprint readers, and the type of update to the database upon entries into PCMAXX.

**ITEM PROMPTS** – this screen is used for setting up the prompts you will ask the employees for, controlling when they will be prompted based on the type of punch, whether or not the prompts will be drop down or entry, whether the data they enter will be validated or displayed to them upon verification, allows prompts to be skipped (and also configures whether data will be filled in from the employee master file for certain prompts, along with the ability to configure fingerprint verification.

**BUTTON CAPTIONS** – used for viewing and/or changing the buttons on the main PCMAXX screen. Also used to disable buttons if necessary.

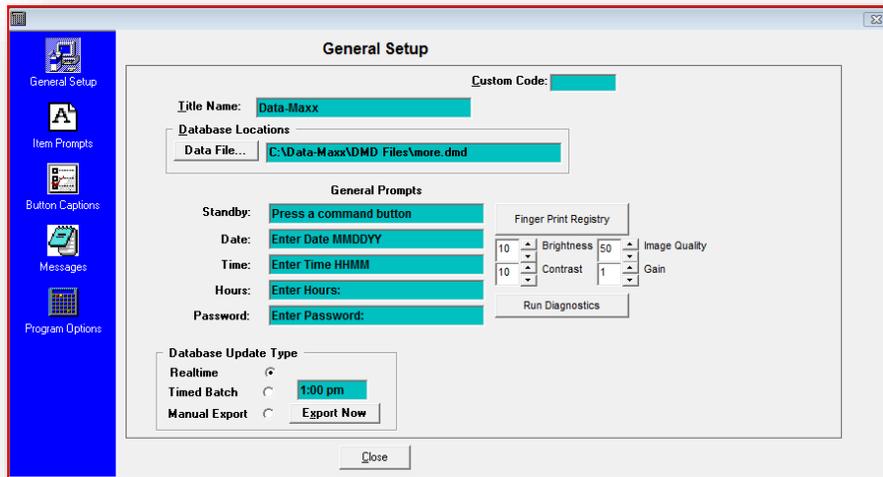
**MESSAGES** – allows the user to change the default messages for errors that PCMAXX encounters in the data or in the entry.

**PROGRAM OPTIONS** – Contains miscellaneous configuration options such as whether to always keep the PCMAXX clock program on top of other programs, whether or not to allow the user to exit the program, configuration of the size and/or movement of the PCMAXX screen, configuration of user and/or administrative passwords, and other miscellaneous setup functions.

**When you click on any of the main icons above, the system will then to that tab and allow you to change the setup of the PCMAXX program. To configure the PCMAXX program, start with the first tab, ITEM PROMPTS. When done with all configuration steps, hit Close, and then Close Manager Window.**

**The following sections go through the detail and explanation of each item in the different PCMAXX Manager screen.**

## GENERAL SETUP



**Title Name** – This is the name that appears at the time of the PCMAXX clock screen. Typically, you may want to enter your company name so it displays at the top of the PCMAXX clock screen the employees will use.

**Custom Code** – If DATAMAXX creates a customization for you in the PCMAXX code, you will be given a custom code that activates the custom. Fill this in if needed.

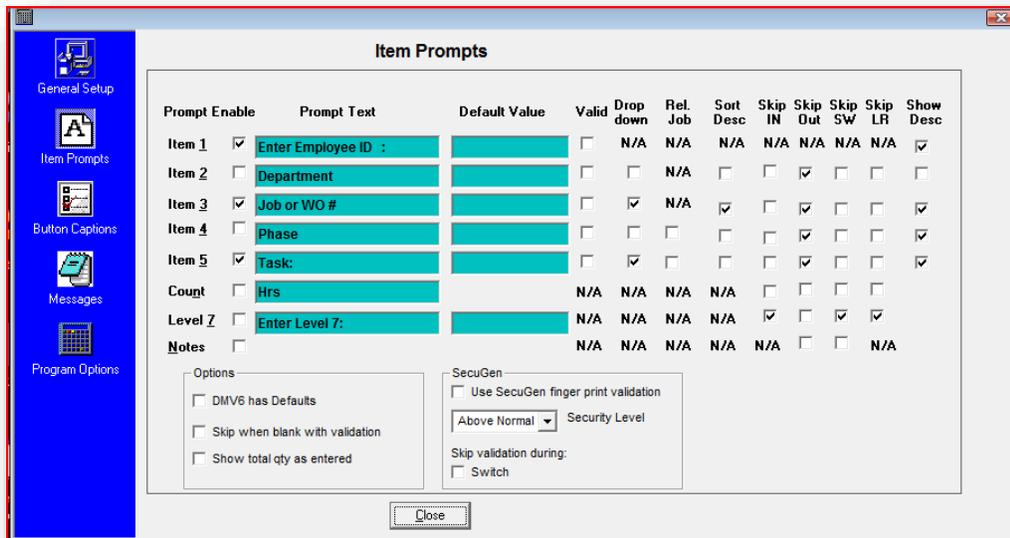
**Data File:** This field is used for connecting PCMAXX to your database inside the DATAMAXX program. Typically the data file would be on the network. Click on the Data File tab and point to the DATAMAXX data file that the transactions should post to.

**General Prompts:** These typically need not be changed and are the wording for general program prompts such as Standby, Date, Time, Hours and Password.

**Database Update Type:** This selection represents when the DATAMAXX database will be updated with data collected with PCMAXX entries. Typically, if the PCMAXX station is on a network and has a direct path to the database, this entry should be marked as Real time. This means the transactions will post immediately upon entry to the database. You can also have these transactions post on a Timed Batch, but if this selection is chosen, the transactions will not be available for view in the DATAMAXX database until that time. For those PCMAXX stations that are not on the same network as the database, i.e. laptops and desktops in the field used as time clocks, the selection should be Manual Export. That way, PCMAXX will create a transaction file that can be exported or emailed to the appropriate party for import into the DATAMAXX database.

**Fingerprint Registry:** This button is selected to register employees and their fingerprint to validate their entry. Choose Fingerprint Registry, enter the employee number, and you will be prompted for the fingerprint three times. When the third fingerprint is verified, the fingerprint validation will be accepted. To utilize fingerprint validation, you must also turn on Use SecuGen Fingerprint Validation in the Item Prompts tab. Fingerprints are a form of biometric identification. The fingerprint reader needs to verify the fingerprint three times to perform an algorithm of the print. The actual print is not stored in the DATAMAXX database nor the PCMAXX database, only the algorithm is stored.

## **ITEM PROMPTS**



**Prompt Enable:** You have up to 8 prompts that you can turn on for each transaction. This screen allows you to enable each of the prompts you want to ask them at the time of in/out/switch/break leave/break return/lunch leave/lunch return. Checking the box will turn the prompt on. Typically, the Employee is always level 1, the job is always level 3, the phase or extra is always level 4, and the cost code or task is level 5. Consult your DATAMAXX representative for the best way of configuring these prompts for your particular situation.

**Prompt Text:** You can change the text of any of the prompts by typing what you want to ask the employee in this field..

**Default Value:** Entering a default value in any of the prompts will take that value for all of the punches. This is typically used if the department or job is the same for everyone, or one of the other prompts you want to enable should be the same for all punches. For instance, if you have more than one PCMAXX computer that transactions are coming from, you may want to default the Department (level 2) prompt to be turned off, but have a default value so you know what station the transactions come from. Note that Count and Notes prompts cannot be defaulted. Count is used strictly as a quantity field, and is also used for the number of hours in configurations where you want to ask the employee for the number of hours as opposed to them clocking in and out.

**Valid:** Checked when you want the information the employee enters or selects for that prompt to be validated against the database and make sure it exists. This is typically not necessary if you have turned on drop downs on fields, as the employee is selecting from a drop down list coming from the database, which is already performing validation.

**Dropdown:** check this box on the individual prompts you have turned on if you want there to be a dropdown for the employee to choose the data to enter. The information in these dropdowns is coming from that same corresponding table in the DATAMAXX database.

**Relate to Job** – Used when wanting the phase and/or cost code (task) dropdowns or validation to check that the task chosen is one available for the job that was chosen.

**Sort Description** – When dropdown lists are turned on for any prompts, the dropdowns are displayed in number sort. Use this checkbox to create a sort by the description or name as opposed to the identifying number.

**Skip In, Skip Out, Skip SW, Skip LR:** Check these boxes when you want any of the prompts to be skipped when doing an IN, an OUT, a SWITCH, a LUNCH RETURN. For instance, you may want to ask the job upon an in, or a lunch return, but not upon an out as the employee is clocking out.

**Show Description:** If this checkbox is turned on for any of the prompts, the description of the number chosen for those prompts will be displayed and allow the employee to confirm Y (Yes) or N (No) to verify that is the correct data being entered.

## Options

**DMV6 has defaults:** If you want the employee to be able to leave a prompt blank by hitting enter, and let the data come from the defaults inside their employee file, check this box. For instance, if the employee always has a default task, but you want to prompt some employees for their task, turn on the task prompt, but check this box and fill in the appropriate default task on that employee in their employee file. See the DATAMAXX manual under Defaults on employees.

**Skip When Blank With Validation:** Check this box if you would like the employee to be able to skip a prompt even if the prompt has validation turned on. Typically, skipping a prompt is not allowed if validation is turned on, thereby making the employees always give information and validating the database against it. This feature allows employees to skip fields that have validation turned on.

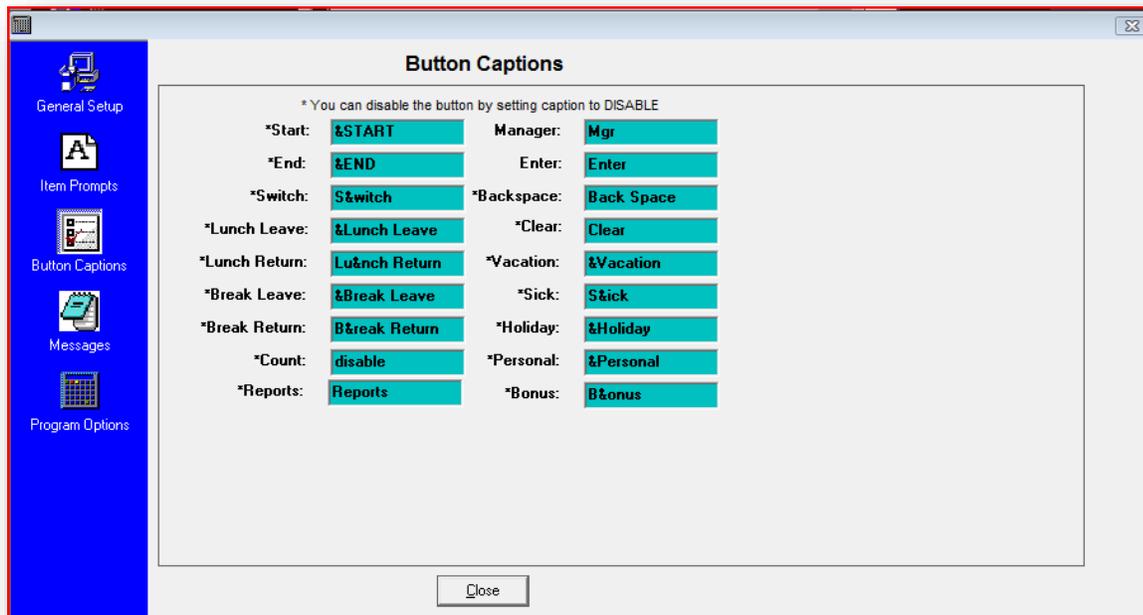
**Show Total Qty as Entered** – check this box when you want the total quantity of hours that has been entered to be displayed to the employee when you are using after the fact entry (turning on the count field for the hours as opposed to the employee clocking in and out). This feature will display a total count of the hours entered as the employee enters them in an after the fact entry mode. You must have the Count prompt turned on to prompt for the entry of hours if you are using after the fact mode.

**Use Secugen Fingerprint Verification** – check this box if you are wanting to validate the employee fingerprint against the trained employee fingerprint on the reader and the employee number at time of PCMAXX entry. See the General Setup section in this manual to learn about training the fingerprint reader for the employee fingerprint. This feature must be checked in order to use fingerprint verification.

**Skip Validation During Switch** – if you would like the validation skipped during a switch punch to make it faster for the employee, you can check this box. Typically, if you have validation turned on, you would want it on for all types of punches, but you can turn it off for a switch punch with this checkbox.

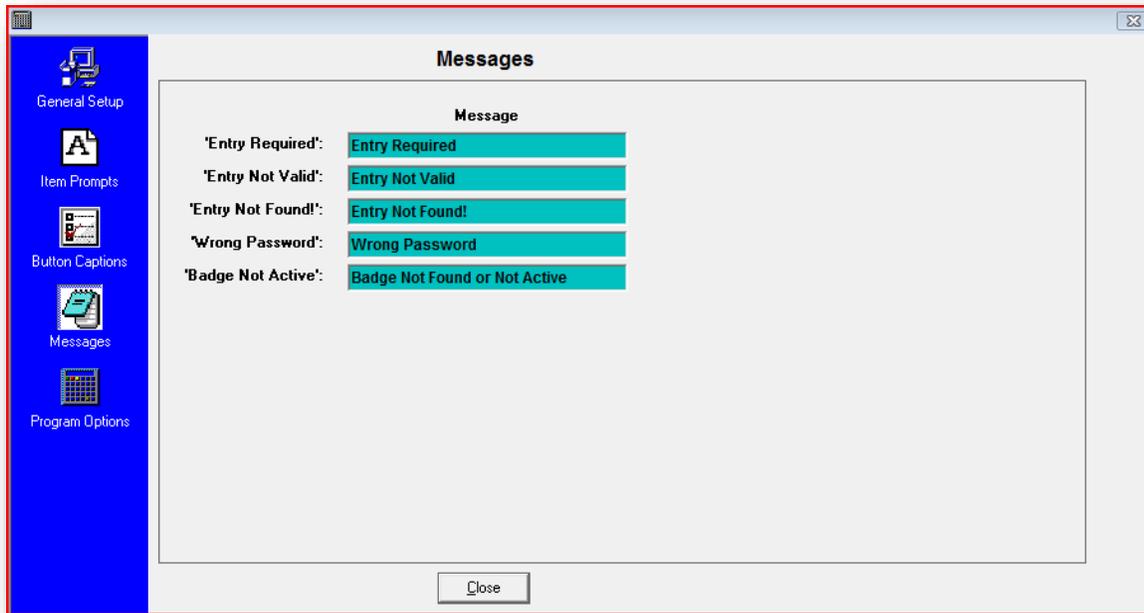
## **BUTTON CAPTIONS**

Use the Button Captions tab to change buttons on the main menu of the PCMAXX screen. If you want to disable a button, enter the word disable. The & identifies the fact that you can press the Alt and the key after the & to invoke that button.

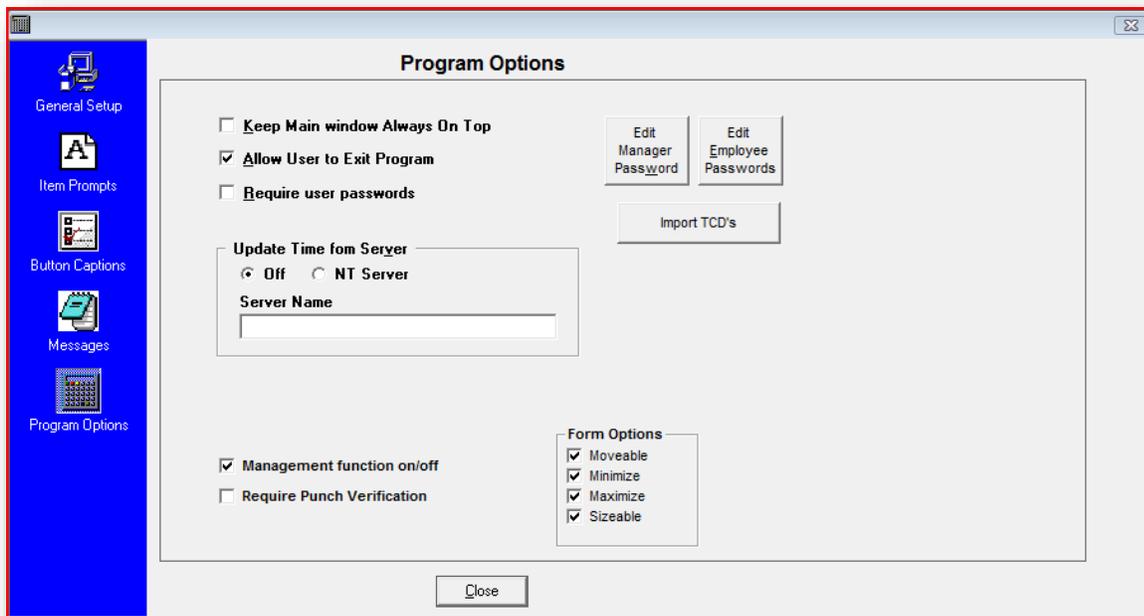


## **MESSAGES**

Use the Messages tab to change the standard error messages to an employee when the wrong entry is made.



## PROGRAM OPTIONS



**Keep Main Window Always on Top** – check this box when you want PCMAXX to always stay on top of all other programs. This option must be checked if you want to use the sizing features of the PCMAXX clock at the bottom right of this screen.

**Allow User to Exit Program** – when checked, allows the user to exit PCMAXX instead of the manager. Typically, you would not want this button checked as it would allow an employee to close the PCMAXX time clock and therefore, the next employee would have to reopen the program to enter data.

**Require User Passwords** – you can set PCMAXX to also require passwords in addition to the employee number and/or fingerprint. This may be the employee PIN or some other form of identification. If you enable the Require User Passwords, you would also choose the Edit Employee Passwords to enter the PIN associated with the employee number.

**Edit Manager Password** – The default manager password is 1234. If you wish to change this password, you would click on Edit Manager Password, Select the Manager login, enter the new password, confirm the password by re-entering it, and then Save your changes. Exit the window by clicking Exit when done.

**Edit Employee Password** – If you have chosen to Require User Passwords, you must assign employee passwords in this section. Click on Edit Employee Password, then select the employee ID, enter the password, and confirm by re-entering the password. If you would like to select the employee by the Other ID field in the employee master file in DATAMAXX, click the box in this window Select Employee Using Other ID. Save changes by hitting Save, Exit the window by clicking Exit when done.

**Import TCDs** – you can import a tcd file (the transaction files created by PCMAXX) into the DATAMAXX database by choosing this function. You can also import tcd files in the Import tab located in the DATAMAXX program. See the DATAMAXX manual for steps on importing these files. Typically, this feature is only used if the PCMAXX station is not posting it's transactions to the database immediately and the files are being sent via a copy or email to someone for later import into the database.

**Update Time From Server** – Check this option if you want the time that is being clocked to come from the server. This is typically used if PCMAXX is being run on a network and you want the time to come from the server as opposed to the individual workstation. Select Off, NT Server, and key in the path of the server.

**Management Function On/Off** – This checkbox turns the management functions on or off on the main PCMAXX screen. These are the ability to report other types of hours such as Sick, Vacation, Holiday, Bonus, etc. You can toggle management functions on or off by clicking this checkbox to see them appear or disappear from the main PCMAXX screen. You would want to turn management functions off if you do not want the employees reporting other types of hours.

**Require Punch Verification** – Checking this box will allow a punch to be verified that it has gone to the database each time.

**Form Options** – Checking these boxes allows you to change the size of the PCMAXX main window that displays. Checking Minimize or Maximize allows the user to have that functionality with the program. Clicking Moveable and Sizeable allows you to change the position and/or size of the PCMAXX main entry screen. If you want to change the size or move the window, click these options on, then Exit the Manager, and then grab the left or right sides of the PCMAXX screen to enlarge them. Enlarging the PCMAXX window can also be done by changing the properties of your display to a smaller resolution, thereby making the program clock appear larger on screen. **Note: Make sure your Keep Main Window on Top is checked in order to be able to size the window.**

## **USING PCMAXX**

The employee must click or select an operation to start. Operations are IN, OUT, SWITCH, LUNCH LEAVE, LUNCH RETURN, BREAK LEAVE, and BREAK RETURN first. Once the operation is chosen, the employee will be asked for the prompts that were turned on inside Program Manager, in the same order, paying attention to validation and dropdowns turned on, as well as whether the prompt is defaulted or skipped. The employee may receive dropdowns for the data if that option is turned on for that prompt. If so, the employee will choose the selection, then hit OK. The employee may also enter through the keypad on a keyboard, as well as bar code scan the information. When done, PCMAXX will say Punch Accepted. The employee typically will only have one IN for the day, one OUT for the day, and everything else in between will be switches to move from job to job or task to task within a job. The employee can also clock in/out for lunch as well as break. If fingerprint verification has been turned on, the employee will also be asked for the fingerprint to identify him/her.

When posting punches, PCMAXX sends the following to the DATAMAXX database:

**ID and Name** – employee number and 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

**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 lunch 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.

**Department** – this is the work department level 2.

**Job** – this is the job, level 3

**Phase** – the phase #, level 4

**Cost Code** – the cost code #, level 5

**Qty** – the quantity or count field

**Level 7** – the level 7 data entered

**Notes** – notes that were entered at time of punch. This field can also be edited in DATAMAXX by the payroll administrator contains

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	
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6:00 am	10:05 am	Employee clocked in at 6:00 am and switched at 10:05 am
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10:05 am	12:36 pm	Employee switched at 12:36 pm
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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.

See DATAMAXX manual for more information on editing punches in the DATAMAXX program.

### **Options**

An optional feature of PCMAXX is to allow the employees clock in and out, and enter their jobs and tasks for that time at the end of the day. Please contact your DATAMAXX representative for more information on activating this option and configuring your system for it. When this option is activated, PCMAXX will calculate the time on the clock, and show it for the employee to utilize when allocating their time to specific jobs and/or tasks worked on. The employee can use drop downs when entering the information or scan gun. When done, they will hit Submit and the allocations will be properly posted to DATAMAXX.

Thank you for your purchase of the PCMAXX system. If we can be of any further assistance, please contact us. Thank you.

The DATAMAXX Team