

# **Timecard Studio**

## ***4.1.0***



INet Computer Services, LLC  
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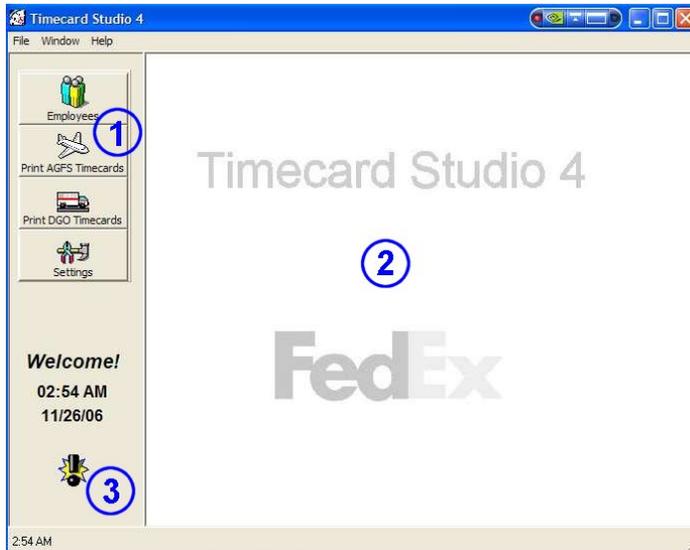
## **USER MANUAL**

# Contents

Main Menu.....	1-1
Employee Management .....	2-1
AGFS time cards.....	3-1
DGO time cards .....	4-1
Settings.....	5-1
Printing.....	6-1
Live Update.....	7-1
Important Information.....	8-1

# Main Menu

## 1-1



The Main Menu screen as shown to the left is the “parent” window. All functions of Timecard Studio will appear within this window. All features of Timecard Studio are also accessed through the Main Menu.

- ① This is the access bar. You will find four buttons on the access bar which include Employees, Print AGFS Timecard, Print DGO Timecard, and Settings. To access a function, click its appropriate button.
- ② This is the work window. All Timecard Studio features will appear within this area during use.
- ③ This is the Notifications icon. When this icon is flashing Timecard Studio has an important notice for you. Click the icon to view and dismiss the notice.

# Employee Management

## 2-1

The screenshot shows a window titled "Employee Maintenance" with a blue title bar. The window is divided into three main sections. The top section, "Employee Information", contains several text input fields: "Name:", "Emp. #:", "Location #:", "Mgr #:", and "Mgr Emp. #:". To the right of these fields is a "Scheduled Days:" section with seven checkboxes for "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Sunday". Below the input fields are two radio buttons labeled "AGFS" and "DGO". A row of buttons includes "Add New", "Edit", "Delete", "Update", and "Exit". The bottom section, "Employee List", features a table with columns for "Name", "Employee #", "Location #", "Mgr #", and "Mgr". The table is currently empty. Three blue circles with numbers 1, 2, and 3 are overlaid on the image to highlight the "Location #:" field, the "Scheduled Days:" checkboxes, and the "Employee List" table, respectively.

The image to the left is the Employee Management window. To use Timecard Studio you must create an employee database which is done in this window. You may also view, add new, edit, or delete employees in this window.

- ① This is the Employee Information section. When adding a new employee to the database you must complete all of the information requested in this section. In addition you must also select which FedEx Express division the employee works for; either AGFS or DGO. When viewing an employee the employee's information is displayed in each box.
- ② This is the Scheduled Days section within the Employee Information section. This section is extremely important if you wish to print time cards for an entire workgroup at once and be able to filter by workday. When adding an employee simply place a check in each box next to the day of the week that the employee is normally scheduled to work. This information will allow you to print time cards for employees that work a specific schedule.
- ③ This is the Employee Browser section. Once you have added employees to your database they will appear in this section allowing you to see each employee in your database.

# AGFS Time cards

## 3-1

This is this Print AGFS Timecards window. This window is used to print time cards for AGFS employees only.

The screenshot shows a window titled "Print AGFS Timecard(s)". It contains the following sections:

- Select print type:** Radio buttons for "Single Employee" (selected) and "All Employees". A dropdown menu labeled "Select Employee..." is next to "Single Employee". A blue circle with the number 1 is around the "Single Employee" radio button.
- Filter work days:** A list of days from Monday to Sunday, each with an unchecked checkbox. A blue circle with the number 2 is around the "Thursday" checkbox.
- Additional options:** Fields for "Date: / /", "SCH Start:", and "Filter MGR #:". A blue circle with the number 3 is around the "Date" field.
- Buttons:** "Print Timecard(s)", "Reset", and "Close".
- Notices:** A large empty text area at the bottom. A blue circle with the number 4 is around the "Notices" section.

- 1 This is the Print Type section. Select whether you want to print a time card for a single employee or all employees. If you select to print for a single employee you will need to select the employee from the list to the right.
- 2 This is the Filter work days section. When printing for all employees you can select which days of the week you wish to print time cards on. Only employees that are scheduled to work the selected day(s) will be printed.
- 3 This is the Additional options section. If you wish to have the date printed on the time card you need to enter the desired date in the date box. If you wish to have the scheduled start time printed you will need to enter the desired time in the SCH start box in HHMM format (military time). You may also filter and print for employees under a certain manager number, this is done by entering the desired manager's number in the Filter MGR # box.
- 4 This is the Notices section. If you have made an error while trying to print a time card you will be notified in this section.

# DGO Time cards

## 4-1

Print DGO Timecard(s)

Select print type

Single Employee  All Employees

Select Employee...

Filter work days

Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday

Additional options

Date:

SCH Start:

Filter MGR #:

Print Timecard(s) Reset Close

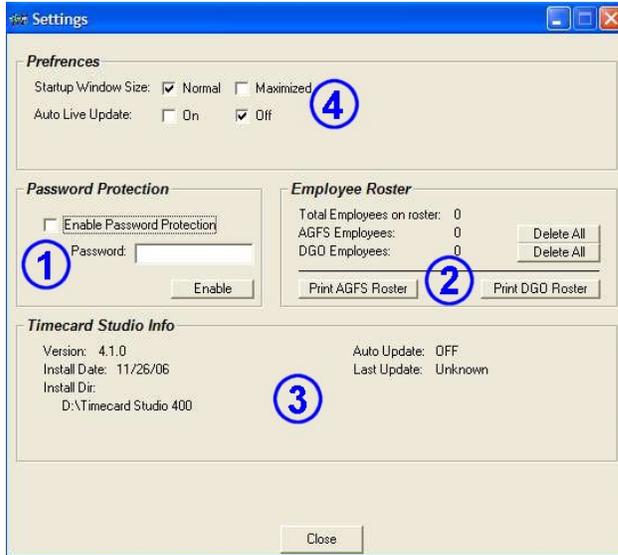
Notices

This is this Print DGO Timecards window. This window is used to print time cards for DGO employees only.

- 1 This is the Print Type section. Select whether you want to print a time card for a single employee or all employees. If you select to print for a single employee you will need to select the employee from the list to the right.
- 2 This is the Filter work days section. When printing for all employees you can select which days of the week you wish to print time cards on. Only employees that are scheduled to work the selected day(s) will be printed.
- 3 This is the Additional options section. If you wish to have the date printed on the time card you need to enter the desired date in the date box in MMDD format. If you wish to have the scheduled start time printed you will need to enter the desired time in the SCH start box in HHMM format (military time). You may also filter and print for employees under a certain manager number, this is done by entering the desired manager's number in the Filter MGR # box.
- 4 This is the Notices section. If you have made an error while trying to print a time card you will be notified in this section.

# Settings

## 5-1



This is the Settings window. The settings window allows you to customize certain settings of Timecard Studio.

① This is the Password section. This section allows you to enable password protection of Timecard Studio. When enabled you will be prompted for a password before Timecard Studio will start. To enable protection simply check the “Enable Password Protection” box, then type in your desired password in the “Password” box, when finished click the “Enable” button. To disable protection simply uncheck the box.

② This is the Employee Roster section. This section simply displays information about the number of employees in your roster database. If you wish to delete a group of employees simply click the “Delete All” button next to the corresponding division name.

You may also print a list of all employees on either the AGFS or DGO roster by clicking the appropriate print button.

③ This is the Timecard Studio information section. This section displays information about your copy of Timecard Studio.

④ This is the preferences section from which you can customize Timecard Studio.

# Printing

## 6-1

Printing time cards with Timecard Studio is very simple. Timecard Studio is capable of printing time cards on a wide variety of printers. Below you will find a list of things you should do before attempting to print a time card.

1. Go to the Windows control panel and then to the printer's page and select the printer you wish to print time cards with and make it the default printer.
2. Remove all regular paper from the printer's paper tray.
3. Insert time cards face down in the paper tray. (If feeding manually insert only one time card at a time)
4. When finished remove unused time cards from the paper bin and replace with regular paper.

If you print timecards and the printer doesn't respond ensure that it is set as the default printer.

# Live Update

## 7-1



This is the Live Update screen from which you can easily check to see if you have the most current version of Timecard Studio.

- ① When first opening the Live Update window your version of Timecard Studio will be displayed. Once you have started the update and the version check is successful, the most current version available will be displayed below your version.
- ② This is the Start button. Click the Start button to begin the version check process. If a new version of Timecard Studio is available you will be prompted to download the upgrade.

\*\*\* You must be connected to the internet to run Live Update. If you download an upgrade file you must exit Timecard Studio before installing the new upgrade.

# Important Information

## 8-1

This is a final release of Timecard Studio 4, however you may encounter program errors and/or undesired results during normal use of this version. If you encounter such errors please report them to [BETA@einetcomputer.com](mailto:BETA@einetcomputer.com) so that they may be addressed before the next release of the program. All users that report errors in the BETA version will be given credit in the next release of the program as beta testers.

Many new features and options are planned for the next version of Timecard Studio which will be version 4.2. If you have any comments or suggestions for the next release your input is welcome!

Timecard Studio has been developed for use within FedEx® Express locations only! Users of Timecard Studio must be authorized by FedEx® to view confidential employee information as well as enter/view timecard data, use by any unauthorized employee is strictly forbidden and may be in violation of FedEx® policies.

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