

## Functionless Scanning Setup

1. Under the setup menu select retrieval.
2. Click the Terminal Options Button.

The 'Setup - Retrieval' dialog box has a title bar with a close button. On the left is a list box containing 'Terminal 1'. To the right are input fields for 'Name' (Terminal 1) and 'Address' (1). Below these is a 'Datapath' field with the text '"Provider=SQLOLEDB; Server=(local); User ID=sa; Passwc ...'. There are two buttons: 'Group Options' and 'Terminal Options'. A checkbox labeled 'Include In Retrieval' is checked. A 'Close' button is at the bottom right.

3. Select the Retrieval Setup tab and select No Function Keys. Three options will appear below the drop down

The 'Terminal Setup' dialog box has four tabs: 'Terminal Setup', 'Retrieval Setup' (selected), 'Break Scans', and 'Advanced'. In the 'Retrieval Setup' tab, there is a 'Non-CMI' dropdown menu. Below it is a 'Based Retrieval' section with a 'Using' dropdown menu set to 'No Function Keys'. Under 'Using', there are three radio button options: 'Match Ins to Outs' (selected), 'Match Ins to Outs by Schedule', and 'Match by Schedule Only'. Below these is a 'With' dropdown menu set to 'Barcode' and a 'Badges.' label. On the right, there are two checkboxes: 'Advanced Functionless Determination' and 'Swipe'. Below these is a group box containing two radio button options: 'Get III/OUT Records From Clock' (selected) and 'Get IN Records From Clock, OUT Records From Schedule'. Below the group box is a checkbox labeled 'Post from schedule if no swipes (system default)'. At the bottom right are 'Ok' and 'Exit <<' buttons.

4. Definition of options
  - a. **Match Ins to Outs:** This option just groups the punches together without taking the employees shift into account
  - b. **Match Ins to Outs by Schedule:** This option groups the punches together by checking the employees shift but if the In and Out punch don't match the employees shift it will not calculate any time.
  - c. **Match by Schedule Only:** This option will only group the punches together if the In and Out punches match the shifts In and Out Time.
5. Click the Ok button to save these settings.