

Employee Tracker Time & Attendance System

Security Guide

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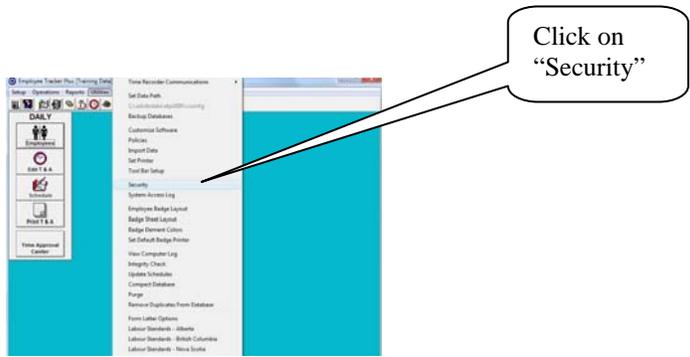
Internal User-ID VS Windows Validation

You may choose to use independent internal Employee Tracker User-Id's and password or you may share from User ID's and passwords from Windows Active Directory.

Windows Validation

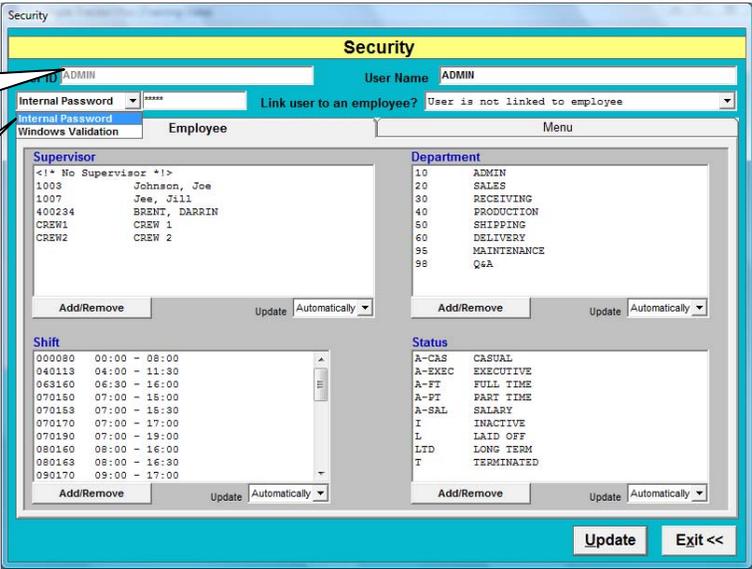
Utilities->Security

User profiles within Employee Tracker can now be defined to authenticate the password used when logging into the system against the current Windows user, whether using Domain authentication or a Workgroup. On the top portion of the User Profile screen in Employee Tracker, you can now select an 'Internal Password' which uses the password entered in the appropriate field during login, or 'Windows Validation' which will use the same password as the user enters when logging into his or her computer. If 'Windows Validation' is selected, you can optionally enter a domain or workgroup name to use during validation. Previously entered domain or workgroups are listed for quick selection. The MASTER user can never use 'Windows Validation'.



User ID. If you are planning to use "Windows Validation" for password management. Enter the Users Windows based User ID.

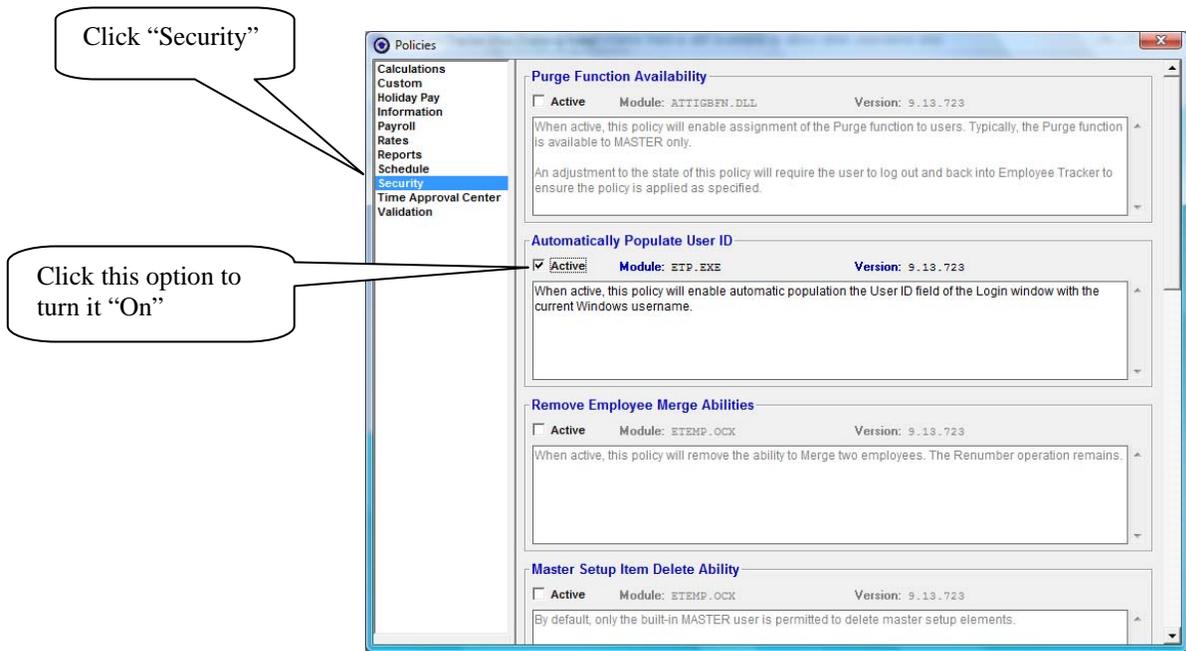
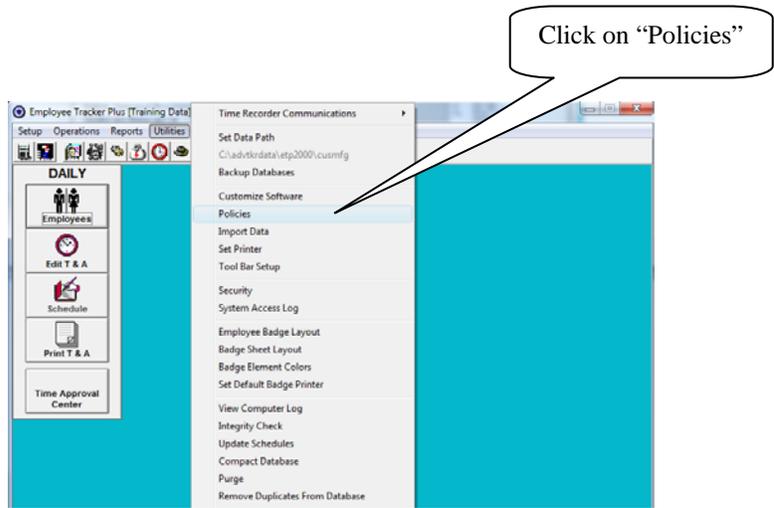
Select "Internal Password" (make anything up) or "Windows Validation" (uses password from windows active directory)



Automatically Populate User Id

Utilities->Policies

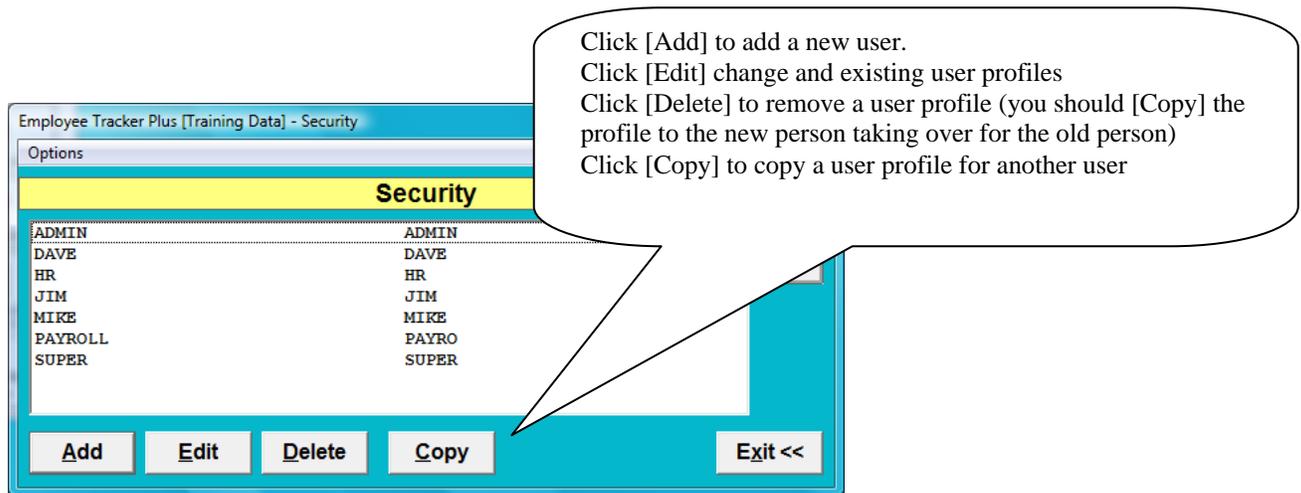
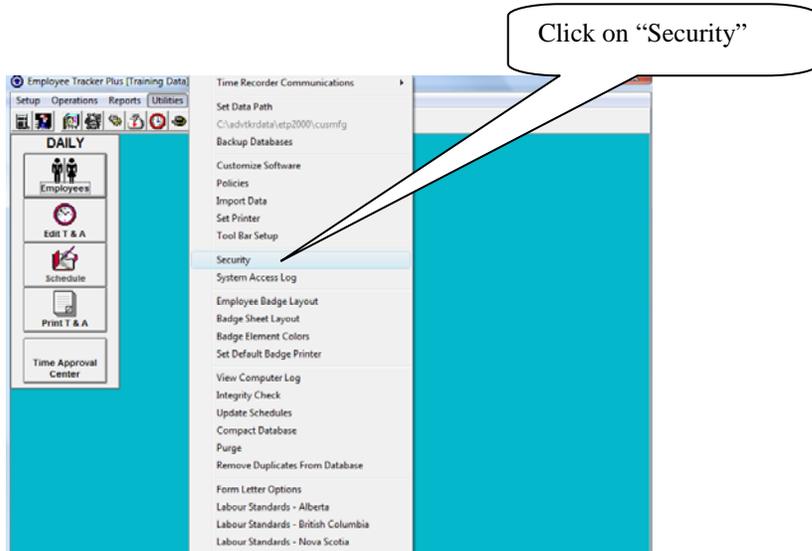
A new policy is available within Employee Tracker which complements the new 'Windows Validation' method of password authentication mentioned above, although the two items can be used independently. From within the Policies window, click the 'Security' category on the left side and observe the policy titled 'Automatically Populate User ID'. When active, this policy will enable automatic population the User ID field of the Login window with the current Windows username. The username field is still available to allow other username and password combinations.



Add/Edit Users

Employee Tracker security allows you to create user profiles that enable specific menu steps and specific data views to be assigned to specific users.

Employee Tracker has a menu step named “Security” listed in the “Utilities” menu. User profiles are created and maintained from this menu step.



Users Data View Selection

This screen allows you to maintain user id, user name, password and the users data view which is based on a combination of supervisor, department, shift, and employee status.

Enter the users name. This is used in the system to identify the user

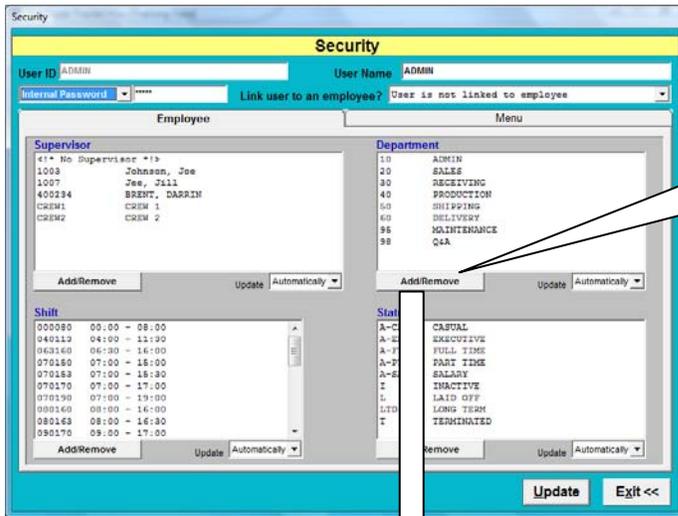
You may link the user to an employee if they exist in Employee Tracker Employee table. It does not do anything however except display here.

The screenshot shows the 'Security' application window. At the top, there is a yellow header with the word 'Security'. Below this, there are input fields for 'User ID' (containing 'ADMIN') and 'User Name' (containing 'ADMIN'). There is also an 'Internal Password' field with a masked password '*****'. A dropdown menu labeled 'Link user to an employee?' shows 'User is not linked to employee'. Below these fields are four data view selection panels: 'Supervisor', 'Department', 'Shift', and 'Status'. Each panel has an 'Add/Remove' button and an 'Update' button with a dropdown menu. At the bottom right, there are 'Update' and 'Exit <<' buttons.

This allows you to choose "automatically" or "Manually"
 This controls the data view for the user and if the setting is "automatically" then when there is a new "shift", "Supervisor", "Department" and "Status"

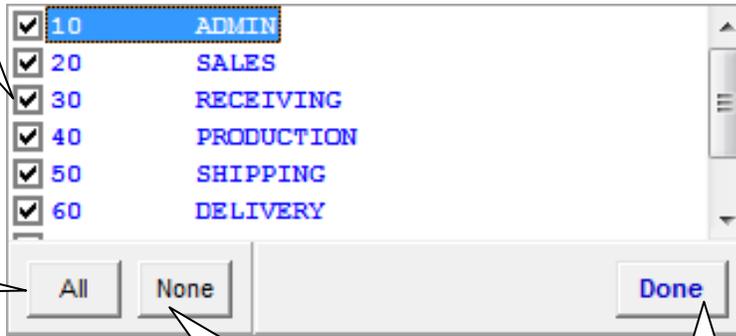
Data View Selection

This screen allows you to maintain user id, user name, password and the users data view which is based on a combination of supervisor, department, shift, and employee status.



Click the [Add/Remove] button to choose the department(s), supervisor(s), shift(s), status(s) that each user is entitled to view.

Click the check box to select or deselect



Click [All] to select all data items

Click [None] to deselect all data items

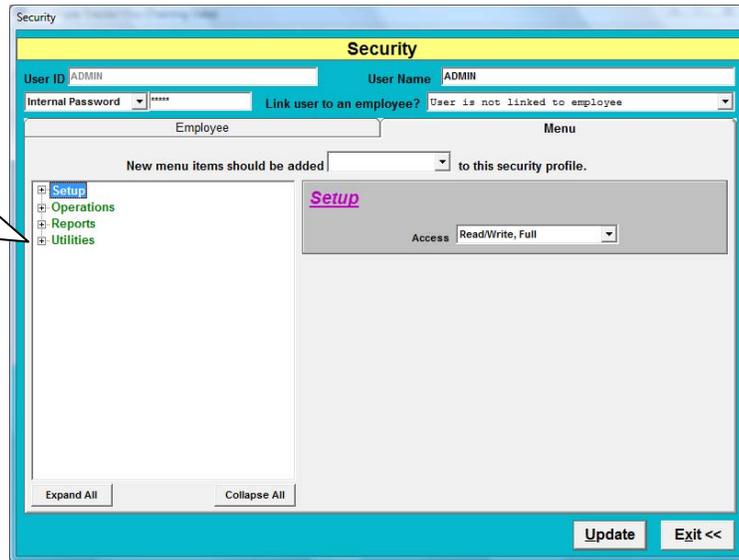
Click [Done] to save your settings

Users Menu Step Assignment

This screen allows you to assign menu steps for Users. Each menu step may be set as “disabled” “read only”, “read/write”. For menu steps that are related to dollars/rates you may choose “dollars yes” VS “dollars no”. There are some menu steps that have additional settings and these will be described in this guide.

The menu structure is divided into “Setup”, “Operations”, “Reports”, “Utilities”

Click the “Plus” sign beside each menu category to expand or collapse the menu step details



Right click on any menu step to display the menu step settings.

Click on the setting of your choice.

Disabled menu steps will not be displayed whatsoever for the user.

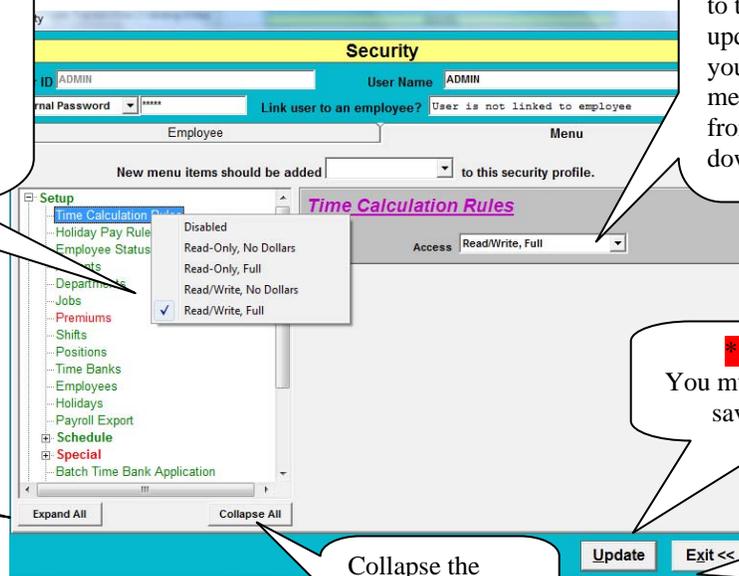
As an alternative to the right click updating option you may select the menu step settings from this drop down list

Display the entire list of menu steps with this button

**** Important ****
You must click [Update] to save your settings.

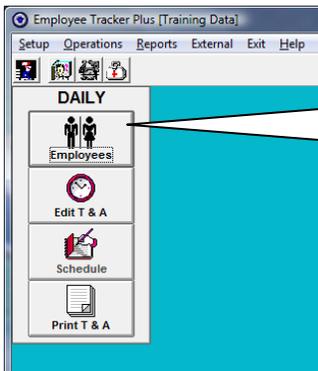
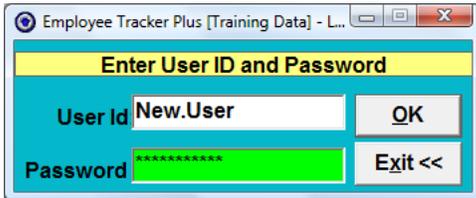
Collapse the entire menu step list with this

[Exit]
Get out but...
Nothing is saved



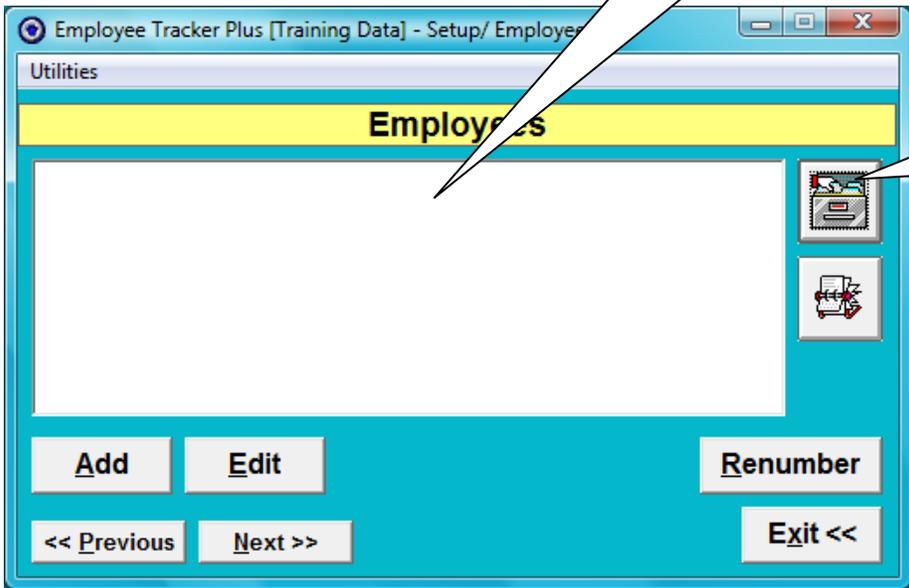
Initiate a New User

Once a new user has been set up you should sign into the system under their profile and set their Employee Specification Buckets (See Common Tools Guide). You may not be able to do this if you are using Windows Validation for User ID and password and we suggest that you sit with the user for the first time under those circumstances.



Select any of these daily tool bar steps. If you do not have the daily tool bar turned on then select one of these menu steps from the standard menu list.

The employee list will be blank for a new user



Click this to display the employee specification buckets

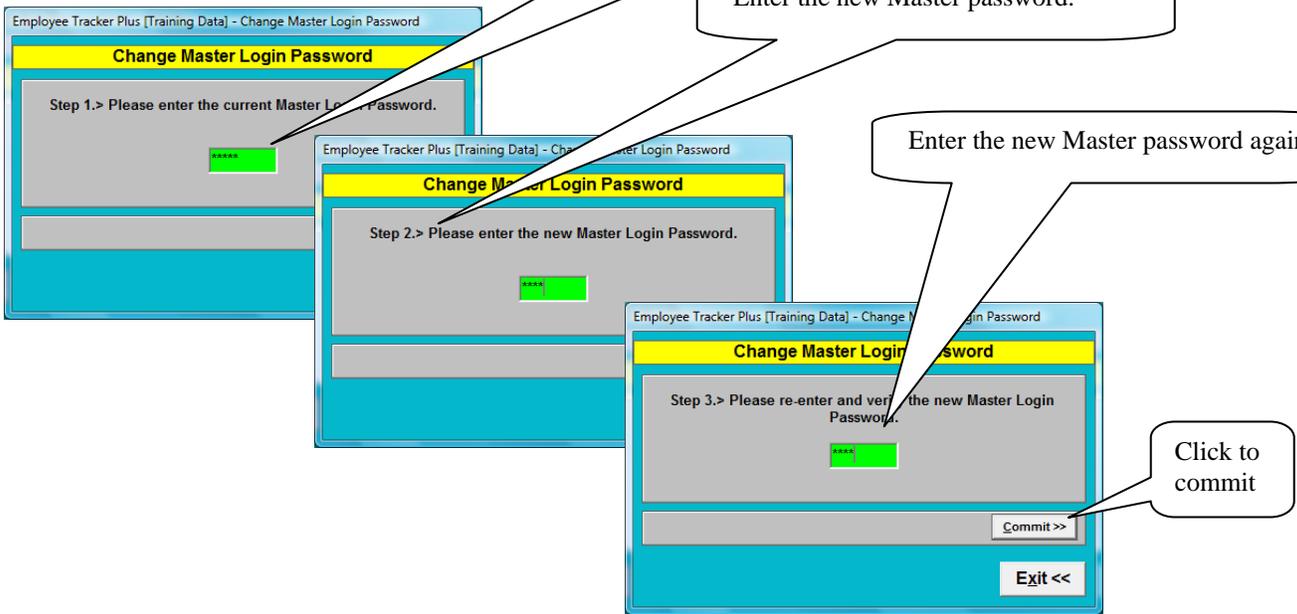
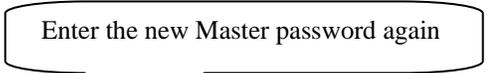
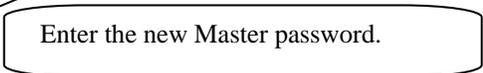
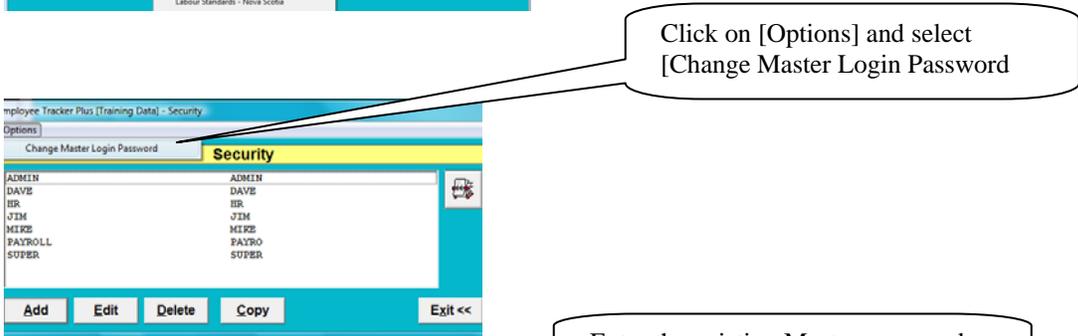
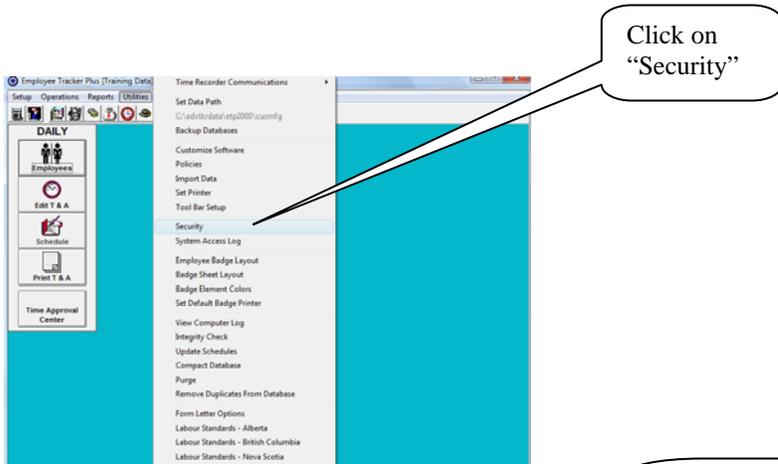
Initiate a New User

Click [Select All] on all categories including the employee section below

Click [OK] once you have displayed all assigned employee for the user in the bottom right box

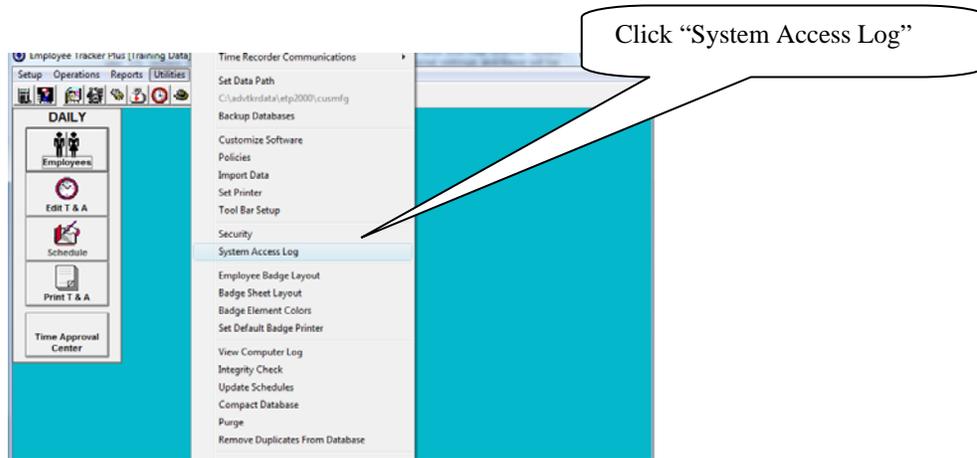
Changing The Master Users Password

Employee Tracker has a factory default User ID named "Master" and a factory default password named "Scout". The Master password can be changed providing you know the current Master password.



System Access Log

This screen allows you to assign menu steps for Users. Each menu step may be set as “disabled” “read only”, “read/write”. For menu steps that are related to dollars/rates you may choose “dollars yes” VS “dollars no”. There are some menu steps that have additional settings and these will be described in this guide.



If this is turned on it will print transactions for all users including deleted users.

Select specific users

Select system operation(s)

Select date range to analyze

Click this to generate list of transactions

Key a “wild card” value and click query to display transactions for a specific value. Eg select all transactions for employee “1101”

Print hard copy

Date/Time	User	PC	WinUs	Action
7/29/2008 10:26 am	MASTER	JAMIE-PC	Jamie	Added: Budoet Pattern [HWI]
7/29/2008 10:27 am	MASTER	JAMIE-PC	Jamie	Added: Budoet Pattern [SERV]
7/29/2008 10:27 am	MASTER	JAMIE-PC	Jamie	Added: Budoet Pattern [cash]
7/29/2008 10:28 am	MASTER	JAMIE-PC	Jamie	Added: Budoet Pattern [csv]
7/29/2008 10:28 am	MASTER	JAMIE-PC	Jamie	Modified Department [10]
7/29/2008 10:28 am	MASTER	JAMIE-PC	Jamie	Modified Department [20]
7/29/2008 10:29 am	MASTER	JAMIE-PC	Jamie	Modified Department [30]
7/29/2008 10:29 am	MASTER	JAMIE-PC	Jamie	Modified Department [30]
7/29/2008 10:29 am	MASTER	JAMIE-PC	Jamie	Modified Department [40]
7/29/2008 10:29 am	MASTER	JAMIE-PC	Jamie	Modified Department [50]
7/29/2008 10:29 am	MASTER	JAMIE-PC	Jamie	Modified Department [60]
7/29/2008 10:29 am	MASTER	JAMIE-PC	Jamie	Modified Department [95]
7/29/2008 10:29 am	MASTER	JAMIE-PC	Jamie	Beqan: Post Budoet, Pattern [HWI], Repeat [52]
7/29/2008 10:29 am	MASTER	JAMIE-PC	Jamie	Progress: Department [10], between 01/07/2008 and 01/04/2009
7/29/2008 10:29 am	MASTER	JAMIE-PC	Jamie	Complete: Post Budoets
7/29/2008 10:30 am	MASTER	JAMIE-PC	Jamie	Beqan: Post Budoet, Pattern [SERV], Repeat [52]
7/29/2008 10:30 am	MASTER	JAMIE-PC	Jamie	Progress: Department [20], between 01/07/2008 and 01/04/2009
7/29/2008 10:30 am	MASTER	JAMIE-PC	Jamie	Complete: Post Budoets
7/29/2008 10:30 am	MASTER	JAMIE-PC	Jamie	Beqan: Post Budoet, Pattern [CASH], Repeat [52]
7/29/2008 10:30 am	MASTER	JAMIE-PC	Jamie	Progress: Department [30], between 01/07/2008 and 01/04/2009
7/29/2008 10:30 am	MASTER	JAMIE-PC	Jamie	Complete: Post Budoets
7/29/2008 10:30 am	MASTER	JAMIE-PC	Jamie	Beqan: Post Budoet, Pattern [CSV], Repeat [52]
7/29/2008 10:30 am	MASTER	JAMIE-PC	Jamie	Progress: Department [40], between 01/07/2008 and 01/04/2009
7/29/2008 10:30 am	MASTER	JAMIE-PC	Jamie	Complete: Post Budoets