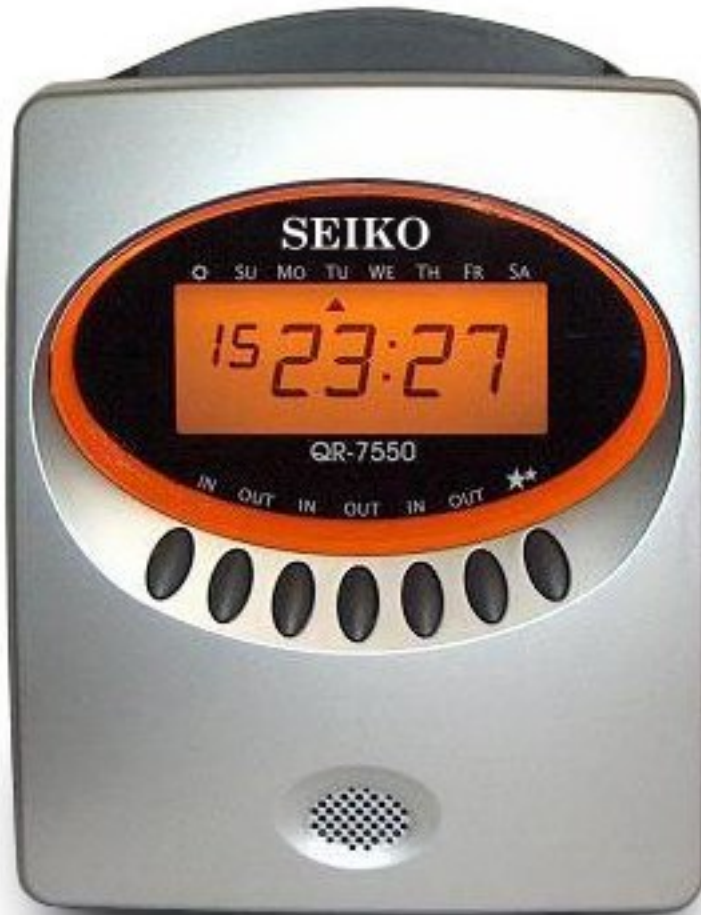


PC Converter program for QR-7550 software



This manual will guide you, on how to use the program for converting data from the the QR-7550 via USB Flash to Excel on your PC.

**We understand that this manual may leave some questions open.
Please do not hesitate to contact us if something is unclear.**

Our telephone number is 1800 220 110. Email: john@alltime.com.au

**Best regards
Western Sunset Pty Ltd
<http://www.westernsunset.com.au>**

Computer requirements for running the Converter program.

Your PC should have the following minimum features:

1. **Windows 98 or later**
2. **.NET**
If you don't have .NET on your PC, then you can locate the installation program in the "drivers" folder on the USB-stick purchased from us.
3. **Excel 2003 or later.**
If you have an earlier version some specialties in the program might cease functioning or operate with some disturbances.

Please note.

The converter program is designed to work under following conditions

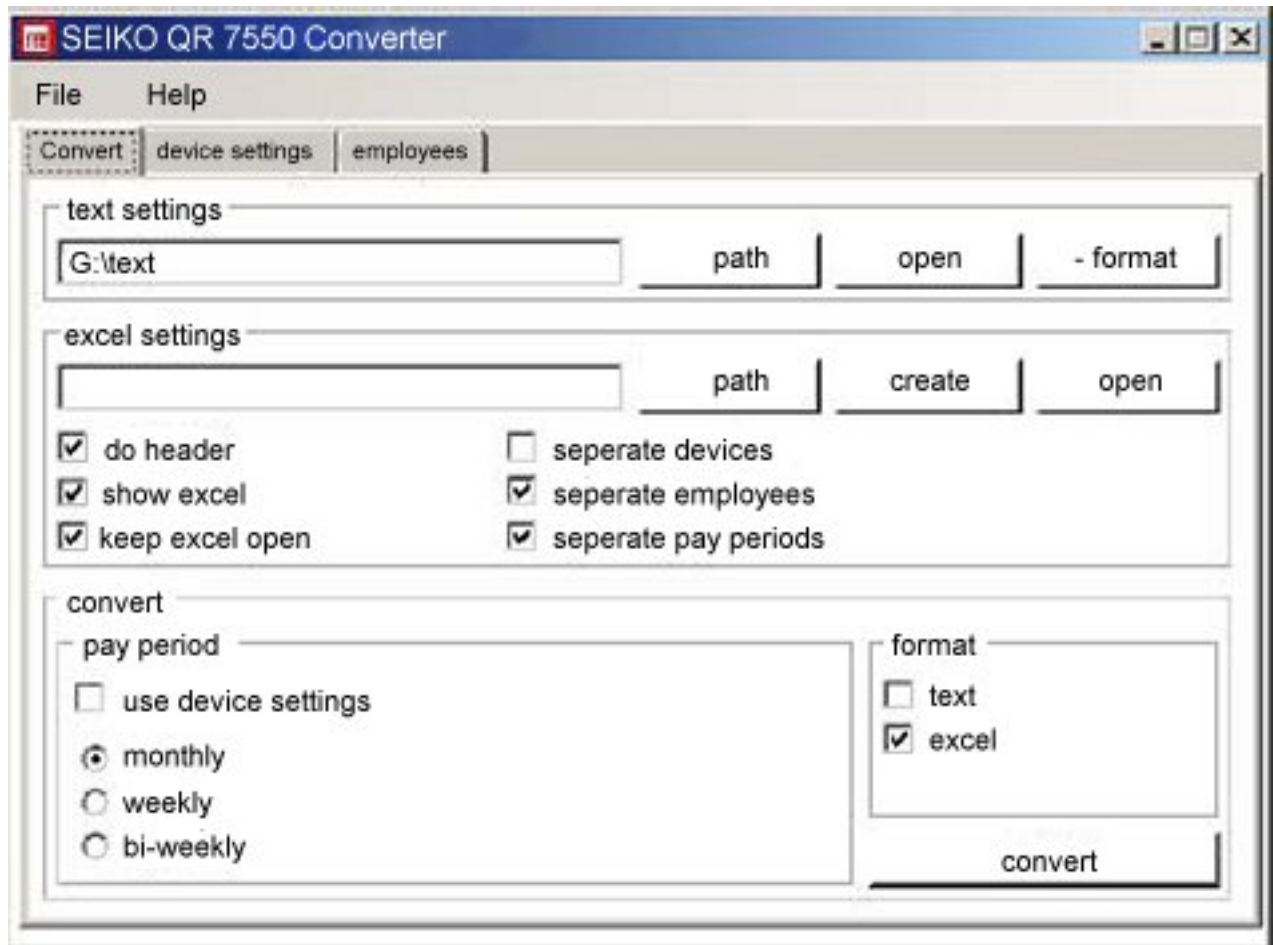
1. **When inserting the USB-stick into your PC, the program starts automatically.**
Your PC may be blocked for "Autostart". In such cases open "My computer" and you can locate the USB-stick under the name "Alltime".
In the above folder you can locate the program "converter.exe". Double click on this program and then the Converter program will start.
2. **The converter program is located on the USB-stick and the program can be run from the USB stick.**
3. **The USB-stick is also used for transferring settings from PC to the QR-7550 and collecting data from the QR-7550 to open in your PC.**
4. **Setting the QR-7550.**
Use the converter program to design suitable settings for your QR-7550.
The settings will be stored on the USB-stick. Insert the USB-stick into your QR-7550.
Press the button marked "Load settings" on QR-7550.
5. **Collecting data from QR-7550.**
Insert the USB-stick into your QR-7550. Press the button marked "Save data" on your QR-7550.
Bring the USB-stick to your PC and start the converter program.

Manual for the converter program

How to start the program.

Insert the USB-stick into your PC. The program starts automatically. If not go to My Computer, search for the USB-stick under the name Alltime. Open the content on the USB-stick and Double-click on the program "converter.exe".

Converter opens, click on File and choose your language.



Main menu

On the main menu above you can locate the choices:

Convert: This menu is used for converting data from QR-7550 to Excel (or your own text format).

Device settings: Here you make your own choices on how to setup the QR-7550.

Employees: Here you can register your employees and which card number they will have during different pay periods.

We will explain the different choices in this order: Device settings, Employees and Convert.

Device settings

Under the sub menu Device settings you can locate the following options:

1. Choose device number

If you have more than one QR-7550 in your Time and Attendance system you should give each QR-7550 a different device number or have different settings in different machines and have different employees with same card numbers in different machines etc. The device number is set directly on the QR-7550 by pressing Function for 3 seconds, choose device number and set the number on the device.

Note. You can copy the settings for one device number to another device number.

2. Choose Active for the device.

3. Choose salary period and specify *the last day* in the pay period. (Monthly choose 31).

5. Choose Day advance time.

6. Specify daylight saving time by starting and ending dates for one year. Your QR 7550 will follow the year and understand the rule from these settings.

7. Choose the display settings.
Choose between 24 hour and 12 hour am/pm and then choose language.

8. Choose Print options.
Choose between the different timecard print formats of minutes or 1/100 of an hour. (1/100 only show as minutes in Excel spreadsheet.)

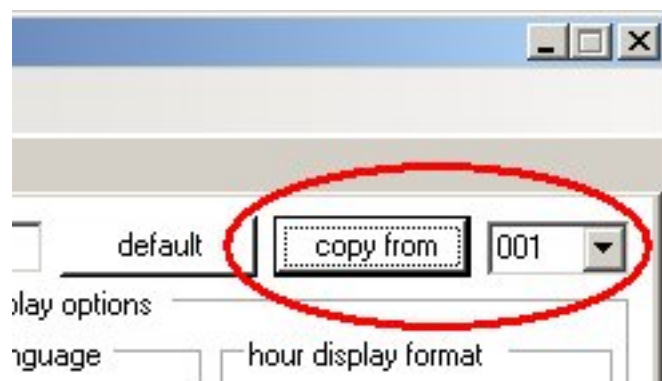
9. Option. (Opt) External Time Signal. Signal relay option must be fitted.
This is setup in two steps.
Step 1. Define three possible signal time lengths you may want to use, in seconds (A, B and C).
Recommended is usually 3, 4 and 5 seconds.

Step 2. Signals:
Choose signal 1. Setup signal 1 by days, time of day and length.
Choose signal 2. Setup signal 2 by days, time of day and length .

Note. You can have up to 48 different signals in the same QR-7550 fitted with relay.

If you have more than one QR-7550 terminal.

Choose the next device number. Please note, that you might save time, by using the option of “copy from” the settings from the first device.



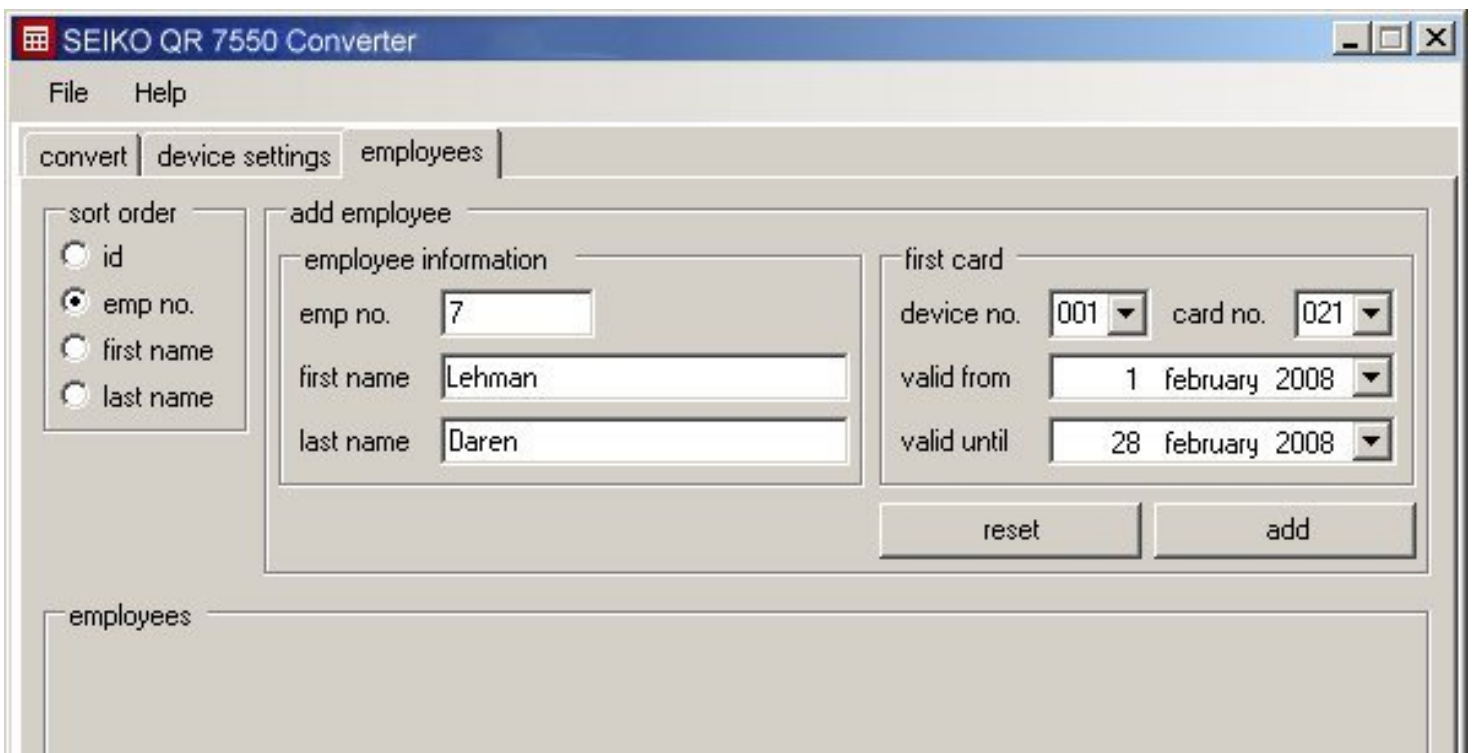
When finished:

When you have made all your settings for all your devices press the button “Create setting file(s)” and the settings you have made in your converter program will be transferred to the USB stick and ready to load into each device.

Note. If you already have settings on your USB stick these will be overwritten.

Employees:

When entering this submenu you will see the following picture:



The screenshot shows the SEIKO QR 7550 Converter software interface. The window title is "SEIKO QR 7550 Converter". The menu bar includes "File" and "Help". The main menu has three tabs: "convert", "device settings", and "employees", with "employees" currently selected. On the left, there is a "sort order" section with four radio buttons: "id", "emp no." (which is selected), "first name", and "last name". The main area is titled "add employee" and contains two sub-sections: "employee information" and "first card". The "employee information" section has three text input fields: "emp no." containing "7", "first name" containing "Lehman", and "last name" containing "Daren". The "first card" section has two dropdown menus: "device no." set to "001" and "card no." set to "021". Below these are two date dropdown menus: "valid from" set to "1 february 2008" and "valid until" set to "28 february 2008". At the bottom right of the "add employee" section are two buttons: "reset" and "add". At the bottom of the window, there is a section labeled "employees" which is currently empty.

Here you can specify your employees by employee number and name. You can also specify which time card number each employee will have during the pay period in the different QR-7550 devices.

Note. If one employee is supposed to use only one device it is enough to specify their card number for that device.

New time cards for a new pay period.

When an employee is supposed to have another card number in another period you can specify that. Choose an employee. Press the Edit button and then add the new card number.

The screenshot shows the SEIKO QR 7550 Converter application window. The 'employees' tab is active. On the left, there is a 'sort order' section with radio buttons for 'id', 'emp no.', 'first name', and 'last name'. The 'emp no.' option is selected. The main area is divided into two sections: 'add employee' and 'employees'.

The 'add employee' section contains a form for 'employee information' with fields for 'emp no.', 'first name', and 'last name'. To the right is a 'first card' section with dropdown menus for 'device no.' and 'card no.', and date pickers for 'valid from' (1 february 2008) and 'valid until' (28 february 2008). There are 'reset' and 'add' buttons at the bottom of this section.

The 'employees' section shows a list of employees. The first entry is for employee ID '7', with first name 'Lehman' and last name 'Daren'. The 'edit' button is visible. Below the list, there is an 'add card' section with dropdown menus for 'device no.' and 'card no.', and date pickers for 'valid from' (1 february 2008) and 'valid until' (31 december 2099). There are 'reset' and 'save' buttons at the bottom of this section.

Now a window opens where you can specify another time card number for this employee during another pay period.

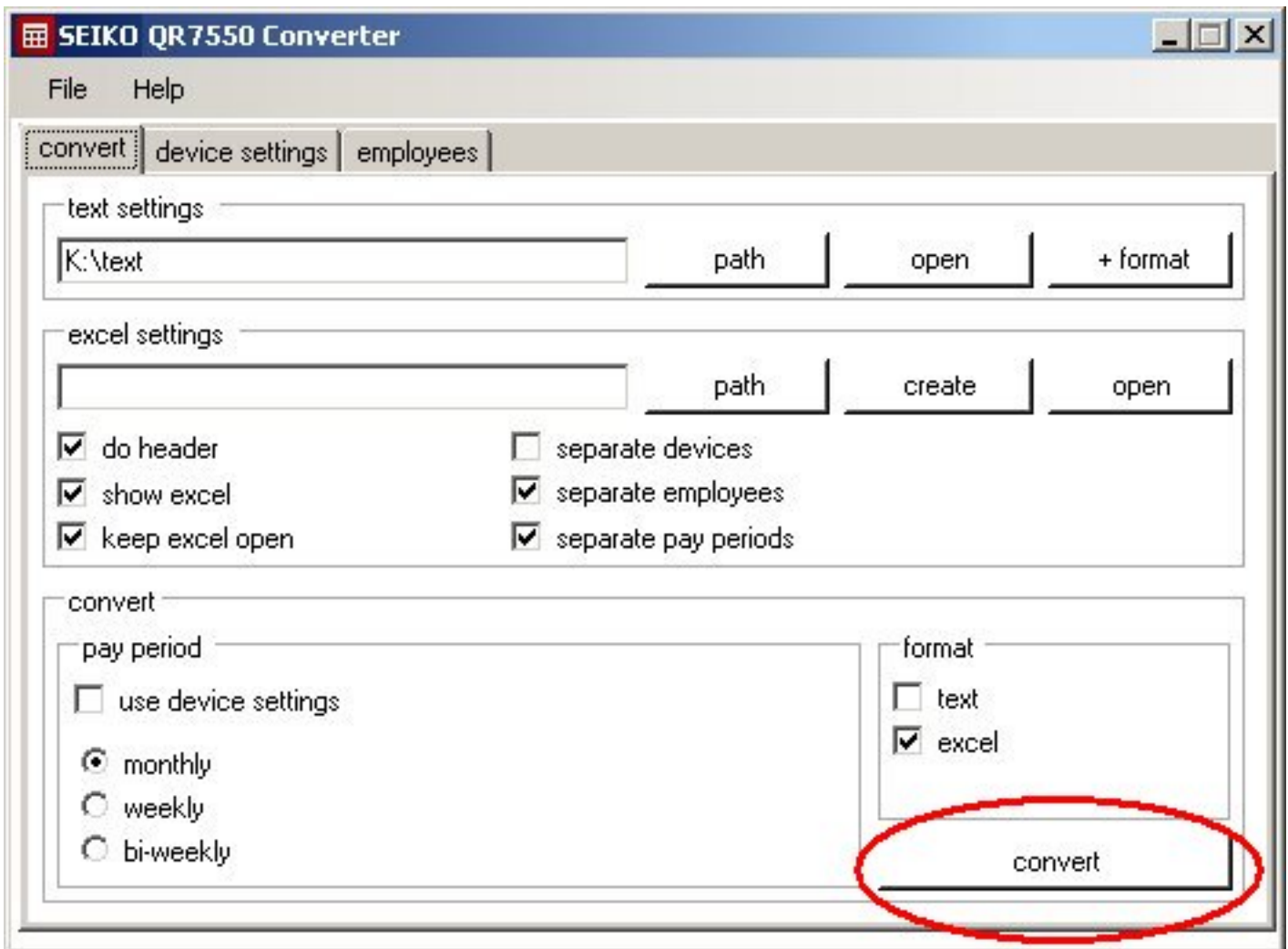
Convert to Excel

The recommendation is:

Specify all employee time card numbers for the pay period before converting. It is easier for later input.

When you have inserted the USB Flash into the QR-7550 (Same for all terminals) then press the button “Save Data” it will transfer the data in the clock to the USB Flash.

Insert the USB-Flash into your PC. Start the converter program. Choose convert from the main menu (The default value).



Now you have two options:

Convert to text file.

This option is designed for those needing their own export format.

This manual does not describe this option. For help, contact Western Sunset Pty., Ltd.

Convert to Excel.

In this case we have chosen one page per employee and pay period.
 You are now able to do corrections for missing punches by entering in the expected time for the missing time card punch. Total for the day will automatically be calculated.

The daily totals and the accumulated running total are shown on the spreadsheet.
 On the right hand side of the spreadsheet you may add your own calculation formulas for overtime, sick leave, annual holiday leave etc.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date	Device no	Card no	Employee no	First name	Last name	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	Day total	Period total	Overtime
2	17-03-2008	001	022	004	Daren	Lehman	12:45	13:16	13:16	16:14			03:29	03:29	
3	18-03-2008	001	022	004	Daren	Lehman	07:15	11:09	11:50	16:03			08:07	11:36	00:07
4	19-03-2008	001	022	004	Daren	Lehman	06:55	11:42	12:00	15:43			08:30	20:06	00:30
5	20-03-2008	001	022	004	Daren	Lehman	09:17	13:52	14:15	15:46			06:06	26:12	
6	21-03-2008	001	022	004	Daren	Lehman	07:14	11:01	11:50	15:54			07:51	34:03	
7	22-03-2008	001	022	004	Daren	Lehman	09:01	18:26					09:25	43:28	01:25
8	23-03-2008	001	022	004	Daren	Lehman	07:18	11:13	11:57	15:49			07:47	51:15	
9	24-03-2008	001	022	004	Daren	Lehman							Sick		
10	25-03-2008	001	022	004	Daren	Lehman	07:13	11:09	11:44	15:32			07:44	58:59	
11	26-03-2008	001	022	004	Daren	Lehman	07:07	13:19					06:12	65:11	
12														Total OT	02:02

In the example above we have inserted a new line for the date 2008-03-25 and made the note Sick.

We have also inserted missing punches in the format of hh:mm.

We have also added a column Overtime (For more than 8 hours) and entered in the daily overtime.
 Finally we have totaled all overtime at the bottom.

Note. The time format shall always be hh:mm. In the new column Overtime we specify hh:mm, in Excel. Format/cells/time/hh:mm.

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