# *Manual (as of April 9, 2024)*

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# Why time tracking?

There is a legal obligation to record working hours.



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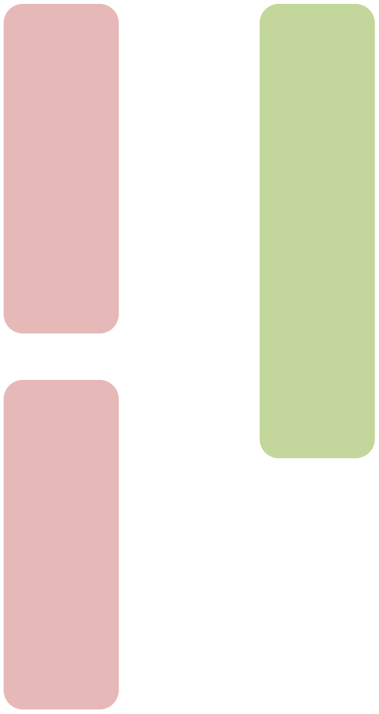
# Structure and function

The whole application actually has only one task: to register the coming and going of people. This task could be solved in different ways. It could be done laboriously with an Excel spreadsheet. We chose a solution based on an established and widely used technology - RFID. For team members who spend a lot of time away from home, check-in and check-out can also be managed using the dedicated TPMove web application.

The main function of the application is the panel. In it, all time blocks are displayed graphically. On a check-in, the time block is automatically extended to the next scheduled check-out and colored green to indicate that the team member is present. For a check-out, the actual attendance



time is displayed and colored a salmon red. This indicates that the person is no longer in service.

There are a total of four target times that are either configured as an operational standard or can be set individually for each employee. These times include:



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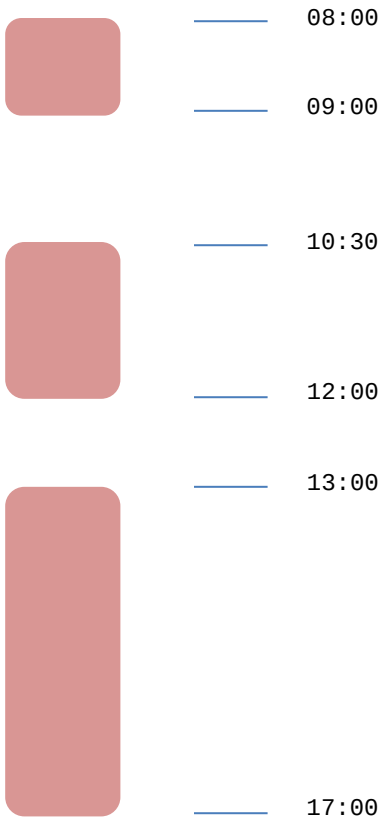
- COMES - GOES
- PAUSE
- COMES - GOES

or it is also simply

- COMES - GOES

possible. In addition, the total daily break time can be specified, which is used to calculate the target working time.

Unlike target times, the recording of time blocks is not limited. For example, an employee could arrive at 8:00, go to the doctor at 9:00, return at 10:30, go on lunch break at 12:00, and start work again at 13:00. The end of the working day is at 5:00 p.m.






This is how it looked after the first tick at eight.

If you check in or out several times within 15 minutes, only the first tick is valid. The others are ignored.

**The RFID reader**

The reader has two LEDs. A green one, which indicates that the reader is ready. And an orange one that lights up when a badge is recognized. However, the badge is only read when the orange LED flashes and, if not switched off in the configuration, a beep, beep, beep sounds.



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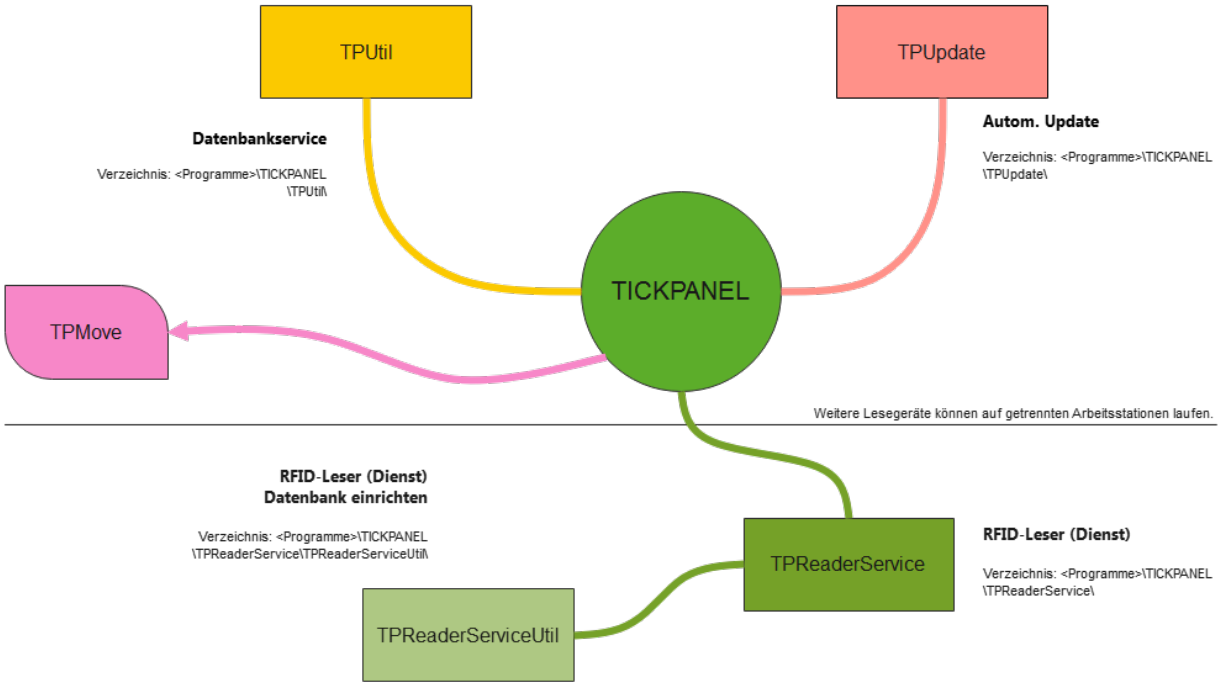
# The TICKPANEL® universe

TICKPANEL® consists of:

- The actual TICKPANEL® - software, operates in 4 languages
- An RFID reader with USB connection
- RFID Badges (MIFARE Classic 1K)




The software is divided into several modules: The frontend with some utilities, and a Windows service that queries the RFID reader. This division has the advantage that you can (not have to) install the actual application, which you may not use daily, and the service on separate PCs. On the PC where the service queries the reader in the background, you can continue working normally without having to start the actual application.

TICKPANEL®

TPUtil

TPReaderServiceUtil

**An RFID reader must always be connected to the PC on which the TICKPANEL® software or the service is running!**



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# System requirements

The system requirements are minimal: A Windows PC from Windows 10, the NET-Framework 4.8 (will be installed automatically if necessary) a few GB RAM, a few MB free hard disk space. RFID-MIFARE Classic 1K tags are used as badges. 10 are included; more can be purchased in our online shop.



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# Scope of delivery

We supply you with the following:

- The RFID reader with USB cable
- All software on one USB stick
- RFID Keychain
- And a sweet surprise

After you have ordered the TICKPANEL® package, we will check your reader and send you a confirmation email with a user key. You will also find this code on the bottom of the reader. You must enter the code in the application configuration to use TICKPANEL®. The code is linked to your reader.

Support is provided free of charge by email. Updates are performed automatically and free of charge, provided there is an Internet connection.

Data backup is integrated, further you have the possibility to create screenshots, annotate them and send them to us. This can be used to clarify open questions or to submit suggestions for improvement. Of course, you could also use it to create a collection of screenshots with important notes on program operation for your team.

(By the way, SpotNotes are notes that you can 'stick' anywhere in the application).



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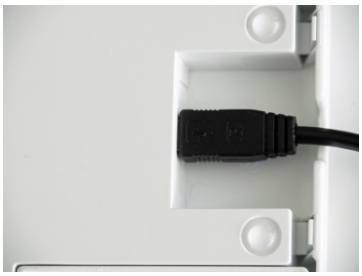
# The installation

Insert the USB stick into a free USB port of your PC. Wait until the following dialog appears (exemplary for Windows 7):

This is how it looks under Windows 10:

Open the USB stick and start the program TICKPANEL_Setup.exe by double-clicking on it (the file extension ".exe" may not be displayed, depending on the settings of your PC). This will start the installation. As a rule, you can accept all the predefined settings. After completing the installation, connect the RFID reader to a free USB port on the PC using the USB cable provided.



As soon as the driver software for the reader has been initialized, the installation is complete. Start TICKPANEL® via the desktop icon.



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First, enter the user key that you received from us by email. You will also find this code on the bottom of the reader. Enter it in the configuration by navigating to the system properties (lowest section).

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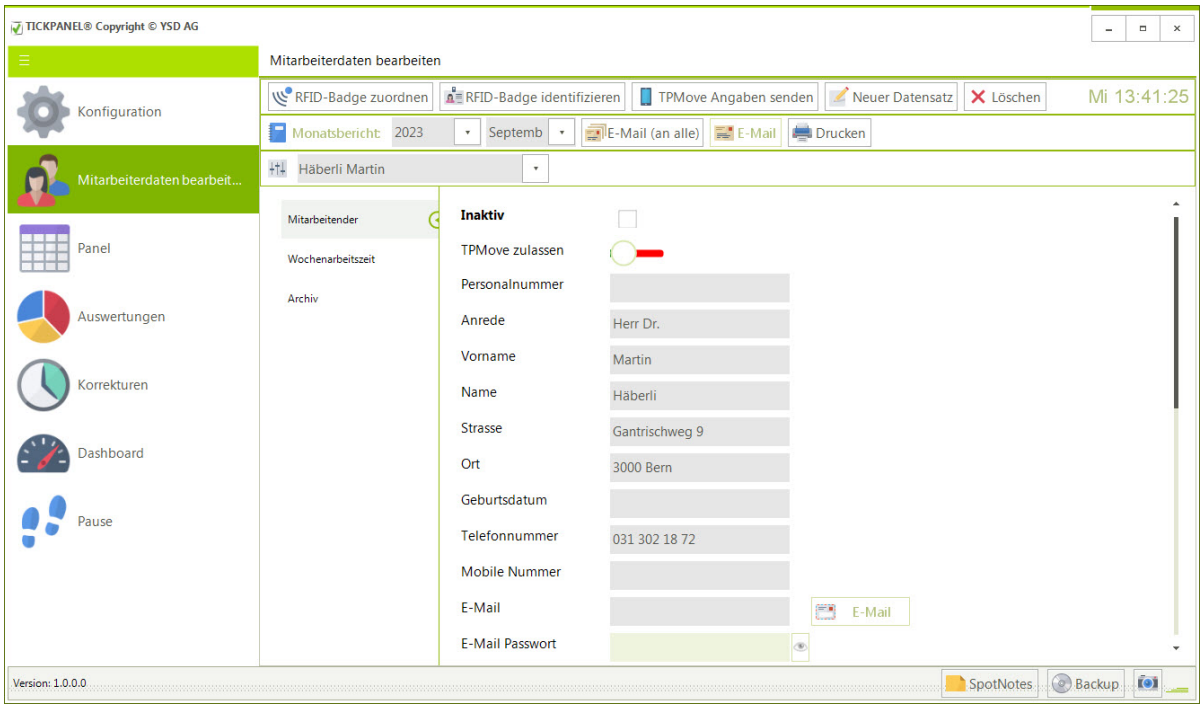
# The program structure

The TICKPANEL frontend consists of a function selection on the left side and a function window on the right side. The function window offers additional specific functions at the top, such as printing or column selection. Below that, a bar with filter functions, e.g. the selection of an employee, can be displayed.




### The status bar

At the bottom of the window you will find a status bar with information about the program version and buttons for higher-level functions: SpotNotes, Data Backup and Screenshot. The battery status of your notebook and the available hard disk space would also be displayed here on the left as soon as critical conditions are detected. It is also displayed when there is no internet connection. If necessary, a progress bar is also displayed here for longer lasting processes.

The DB is not located on this PC, but on a network drive.

Battery almost empty. The notebook should be connected to the mains.

Hard disk capacity low. Delete unnecessary data or move the DB to another hard disk.

No internet connection. Email, SMS and all AI functions are not available.

Less than 20 credits for sending SMS via aspsms. Please buy more.



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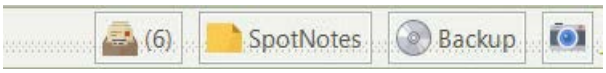
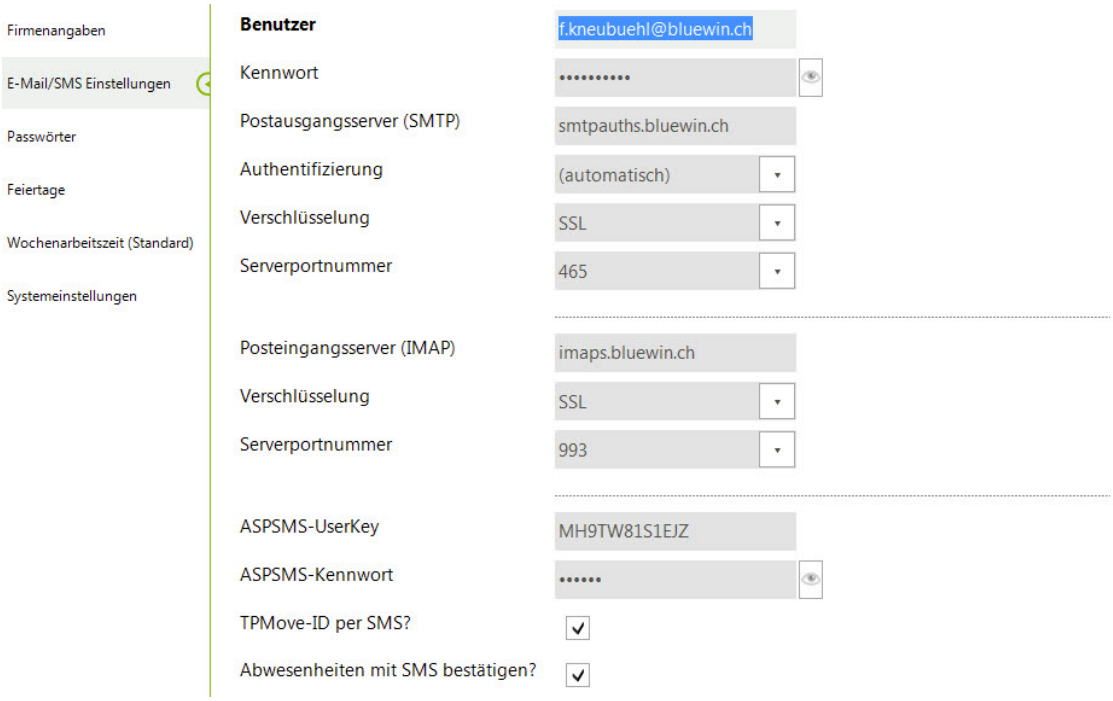


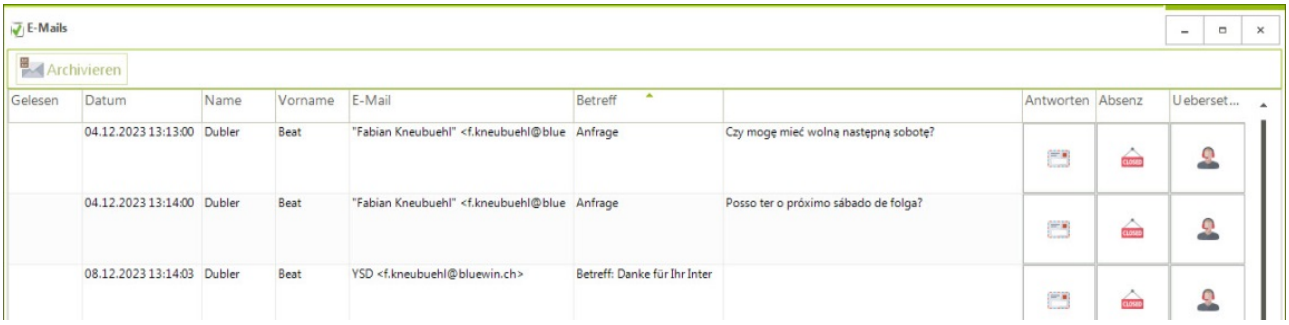

## Receiving emails

In TICKPANEL® you can not only send emails to employees, e.g. to send them the monthly overview, but also receive them, e.g. so that they can send you vacation requests or sick notes by email. For this to work, you must enter the necessary parameters in the configuration, i.e. incoming mail server, port, etc.; here is an example:




TICKPANEL® only supports the IMAP protocol (no POP3)! If the inbox has not been defined, the button is not displayed. Only emails from employees who have been entered in TICKPANEL® with their email address are saved.

If you click on the button, all incoming emails are displayed:



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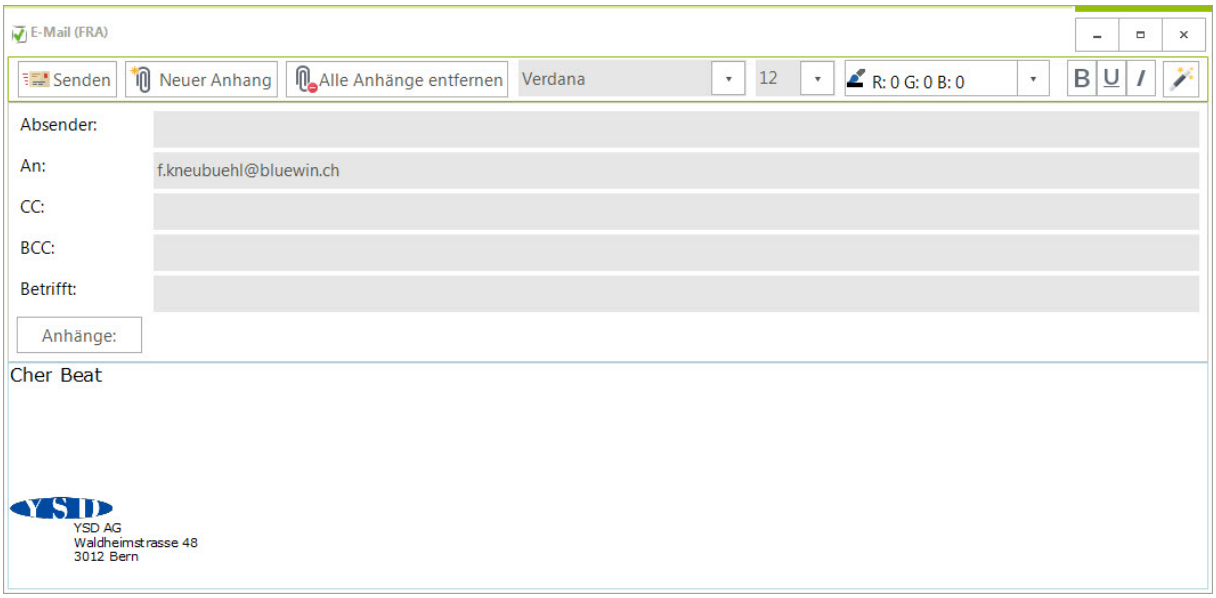
If you click on the button, all incoming emails are displayed. You can read the content of an email in the table by double-clicking on it. If you click on the button, all incoming emails are displayed. You can read the content of an email in the table by double-clicking on it.

**Reply to email**

You can use the 'Reply' button on the right-hand side to send a reply to the corresponding email.




The letter salutation is taken from the master data and a signature is created automatically. The desired employee language is displayed at the top next to the title. You can use the magic wand at the top right to correct and improve your email text (AI).

**Process absence requests (vacation, illness, accident, etc.)**

You can use the 'Absence' button to call up the absence dialog directly and create a new entry for this employee. This is useful if the employee calls in sick or applies for leave. This function is AI-supported. As soon as you open this dialog with the 'Absence' button, TICKPANEL® tries to interpret the content of the email via artificial intelligence and fills out the dialog for you. The function is displayed by a rotating indicator at the bottom left of the dialog:

The function is so intelligent that sentences like the following:

- Hi, dürfte ich ab dem nächsten Montag 2 Wochen Ferien haben?
- Salve Salvatore, vorrei avere l'intero mese di dicembre 2023 libero!
- Hello Ms. Marple, I would like to go on vacation for 3 weeks from next Monday!



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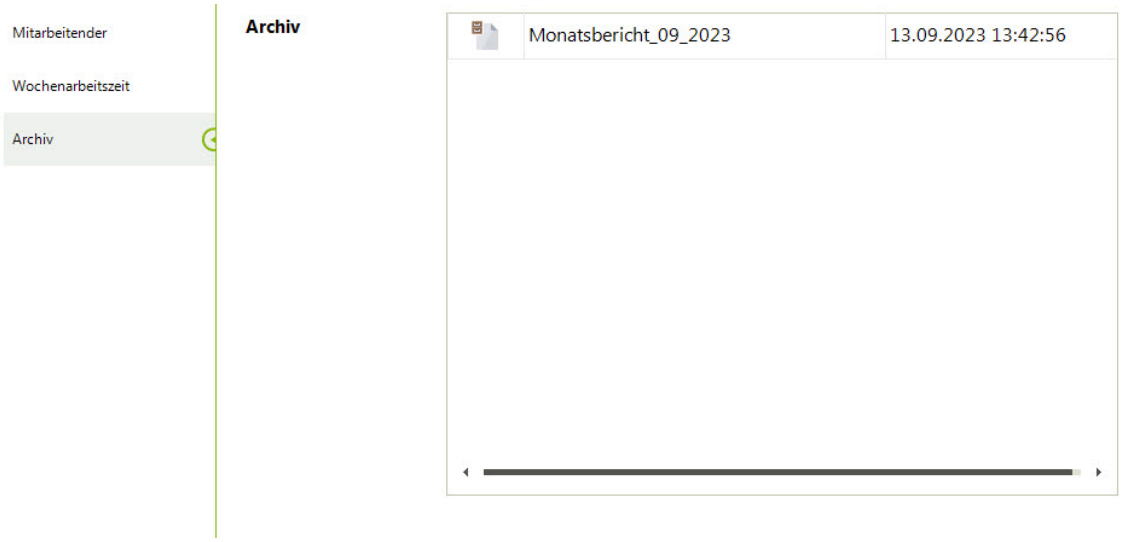
- Salut, je suis malade (grippe qui arrive) et je ne pourrai pas venir travailler aujourd'hui!

be interpreted correctly.

**Translate email**

You can also have a BOT (AI) translate the email you receive into the language set in the configuration.

You can select one or more emails and then move them from this list to the employee archive using the 'Archive' button:




**SpotNotes**

These are the 'yellow sticky notes'. They are extremely practical when you want to quickly note down something about a function:

You always 'stick' to the function that was open when you wrote the note. With the X in the upper right corner a note can be deleted.



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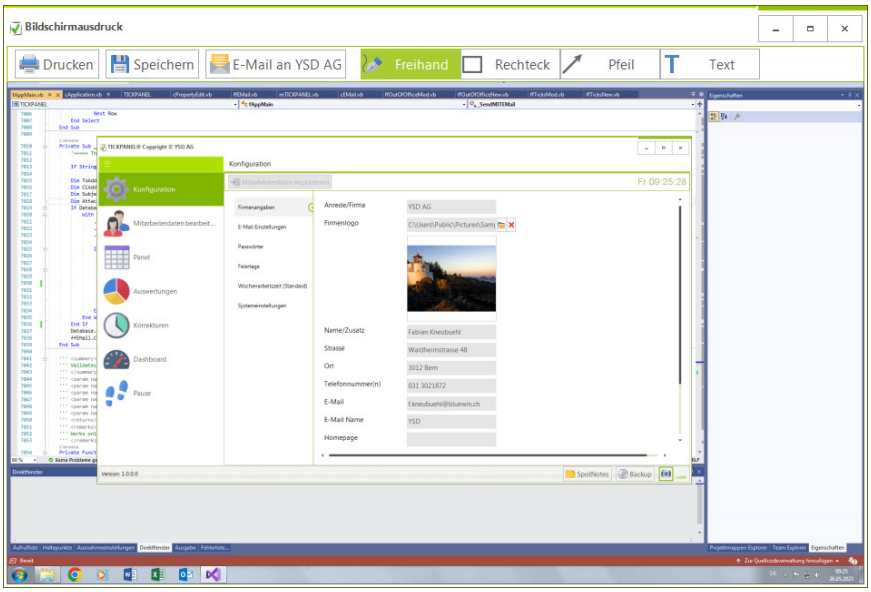
## Backup

You should regularly back up your data to an external medium (USB stick) or to the cloud. Should it ever be necessary, you can restore this data backup with the TPUtil add-on program.

## Take screenshot




When you click the corresponding photo button in the status bar, a picture is taken of the entire screen. You can annotate this image: Text, Arrows, Rectangle, Marker. The image can be printed, saved, but you can also send the image with comments directly to us, preferably with a description of the problem or your suggestion for improving TICKPANEL®.

## The Hamburger-Button

There is a so-called 'hamburger button' at the top left. You can use it to reduce the navigation bar to the icons or show the full bar again.



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# Configuration

### Import employee data

Here you will find a button for importing employee data. You can import data from a text file where the first line contains the column names and the following lines contain the actual employee details. The columns can be separated by comma, semicolon or tab character (ASCII-9). The order of the fields does not matter; the data is mapped based on the column names in the first row. Here is an example:

```
Code,Anrede,Name,Vorname,Strasse,Ort,Telefon,Foto
1,Frau,Abächerli,Johanna,Zürichstrasse 21,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p02.jpg
2,Frau,Schmidlin,Margrit,Bachstrasse 6,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p04.jpg
3,Frau,Hefti,Verena,Hirschenweg1,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p08.jpg
4,Frau,Gut,Karin,Alpenblickstrasse 23,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p10.jpg
5,Frau,Christen,Olivia,Bahnhofplatz 3,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p13.jpg
6,Frau,Maier,Maya,Badweg 12,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p14.jpg
7,Frau,Niggli,Martina,Sonnenweg 76,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p15.jpg
8,Frau,Hotz,Else,Bergstrasse 32,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p17.jpg
9,Herr,Moser,Kuno,Ahornweg 4,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p01.jpg
10,Herr,Küenzli,Albert,Lindenstrasse 65,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p03.jpg
11,Herr,Roth,Marcel,Gässli 2,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p05.jpg
12,Herr,Zimmermann,Franz,Hofmattstrasse 122,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p06.jpg
13,Herr,Affolter,Fritz,Seepromenade 1,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p07.jpg
14,Herr,Dubler,Beat,Schulweg 5,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p09.jpg
15,Herr,Eichenberger,Peter,Flurweg 3A,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p11.jpg
16,Herr,Wälti,Hanspeter,Industrie 77,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p12.jpg
17,Herr Dr.,Häberli,Martin,Gantrischweg 9,3000 Bern,0313021872,D:\TickPanel\_PortraitsSmall\p16.jpg
```

Column labels are interpreted in four languages. IMPORTANT: Data can only be imported as long as you have not entered any employee data manually!

### Export employee data

The administrator can export the employee data. The first line in the export file contains the names of the columns. Columns are separated by a tab character (ASCII-9). Photos are exported as separate JPEG image files to the same directory as the text file. The first column is a unique employee code, which is also used as the name of the photo files.

### Reset configuration

If you have made some changes to the configuration and then realized that something is not working, you can revert to the settings of the last seven days.



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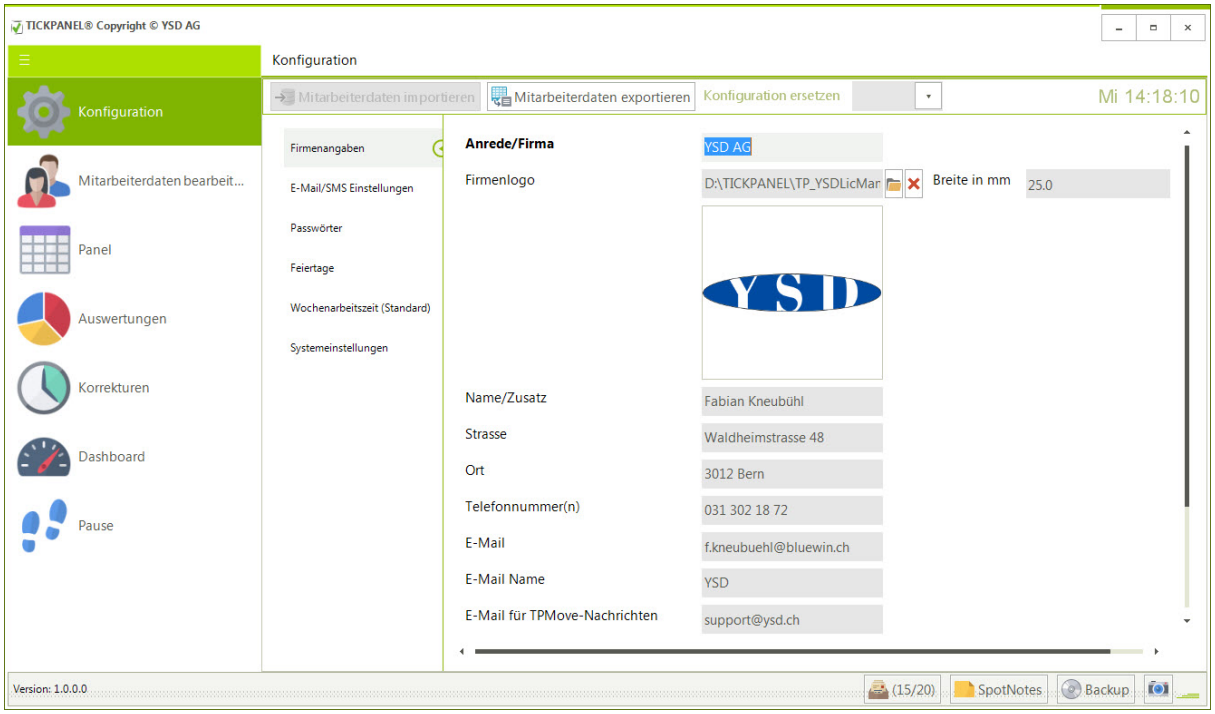
## Company information




Enter the company address here. A little trick: when entering email addresses, you can use the space bar to insert an @ sign. The TPMove EMail address is the inbox for messages sent by a TPMove user (TPMove: see appendix). Also enter the company's work start and end dates. These two values define the vertical scale of the panel.

The user key (located on the bottom of the RFID reader and also sent to you by us by email with the order confirmation) can be entered here. If you use multiple readers, you can enter multiple codes separated by a semicolon (;).



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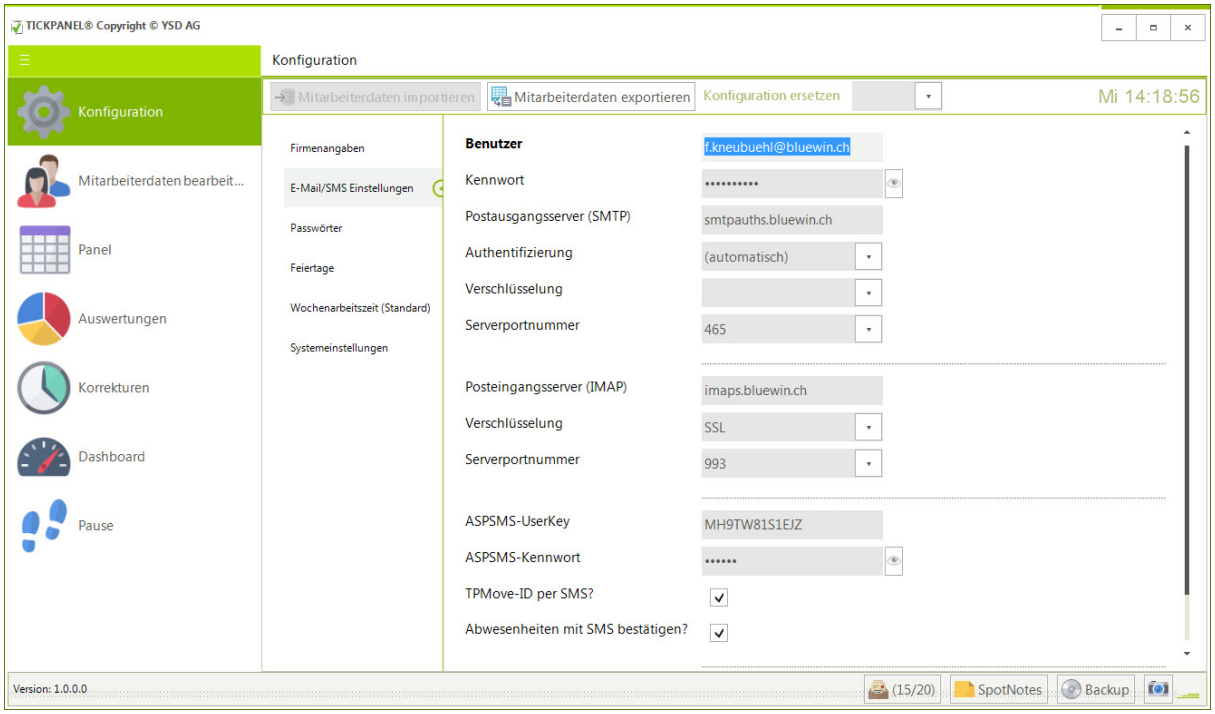
## Email configuration and SMS




Enter the information required for email traffic. The SMTP protocol is used for sending and IMAP for receiving. Here are some examples:

**Bluewin**

```
Outbox:         smtpauths.bluewin.ch
Port:           465
Encryption:     SSL
Inbox:          imaps.bluewin.ch
Port:           993
Verschl.:       SSL
```

**GMX**

```
Outbox:         mail.gmx.net
Port:           587
Encryption:     STARTTLS
Inbox:          imap.gmx.net
Port:           993
Encryption:     SSL
```

**GMAIL**

```
Outbox:         smtp.gmail.com
Port:           465
Encryption:     SSL
Inbox:          imap.gmail.com
Port:           993
Encryption:     SSL
```



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**HIN**

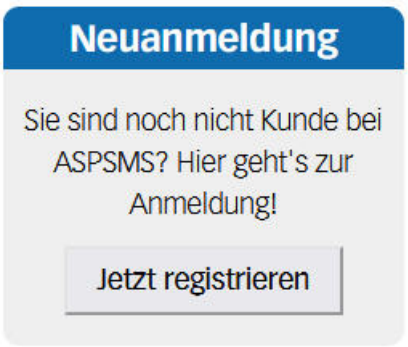
```
Outbox:         127.0.0.1
Port:           None
Encryption:     None
Inbox:          127.0.0.1
Port:           5020
Encryption:     None
```

**Outlook.com**

```
Outbox:    smtp-mail.outlook.com
Port:           587
Encryption:     STARTTLS
Inbox:          outlook.office365.com
Port:           993
Encryption:     TLS
```

You have the option to send the TPMove ID via SMS instead of doing it via email. SMS can also be used to confirm employee absences when entered or changed.

All SMS messages are sent via the service provider aspsms.ch. To use this service, registration is required, followed by the purchase of so-called credits, which currently cost 9 centimes per credit. As a rule, you need one credit to send one SMS:



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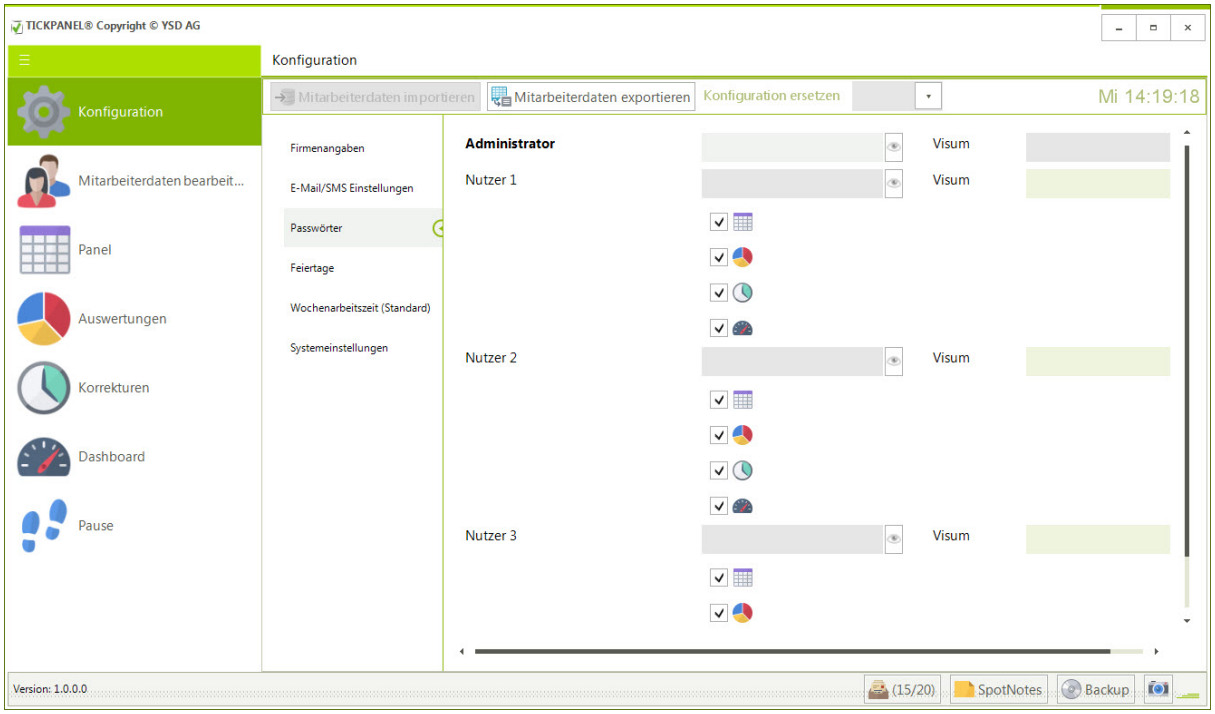
## Passwords




If you leave this section completely blank, you can start TICKPANEL® directly without entering a password and will be in administrator mode. However, we recommend that you enter passwords. This allows only the administrator (in this case the "boss") to use all functions. Other users cannot change the configuration and edit employee data but can activate the functions released by the administrator. In addition, the visa is carried and displayed with all data changes, so it is easier to determine who made which changes. If you use passwords, at least the password for the administrator must be specified.



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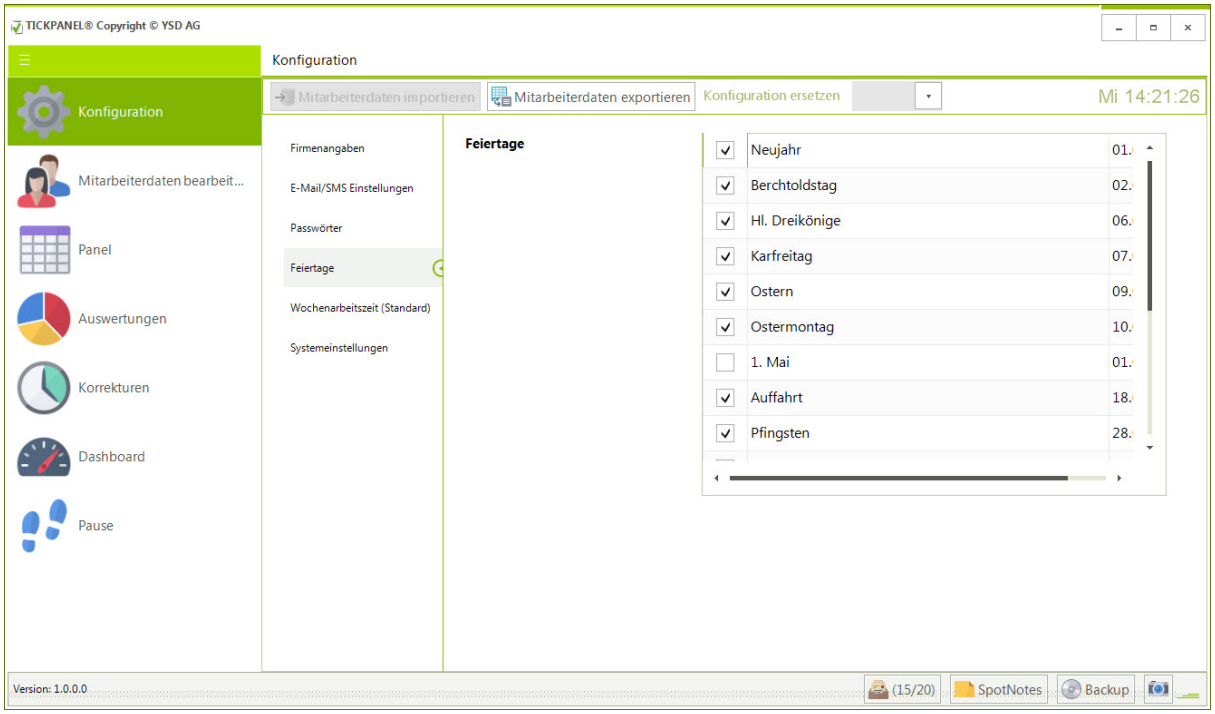
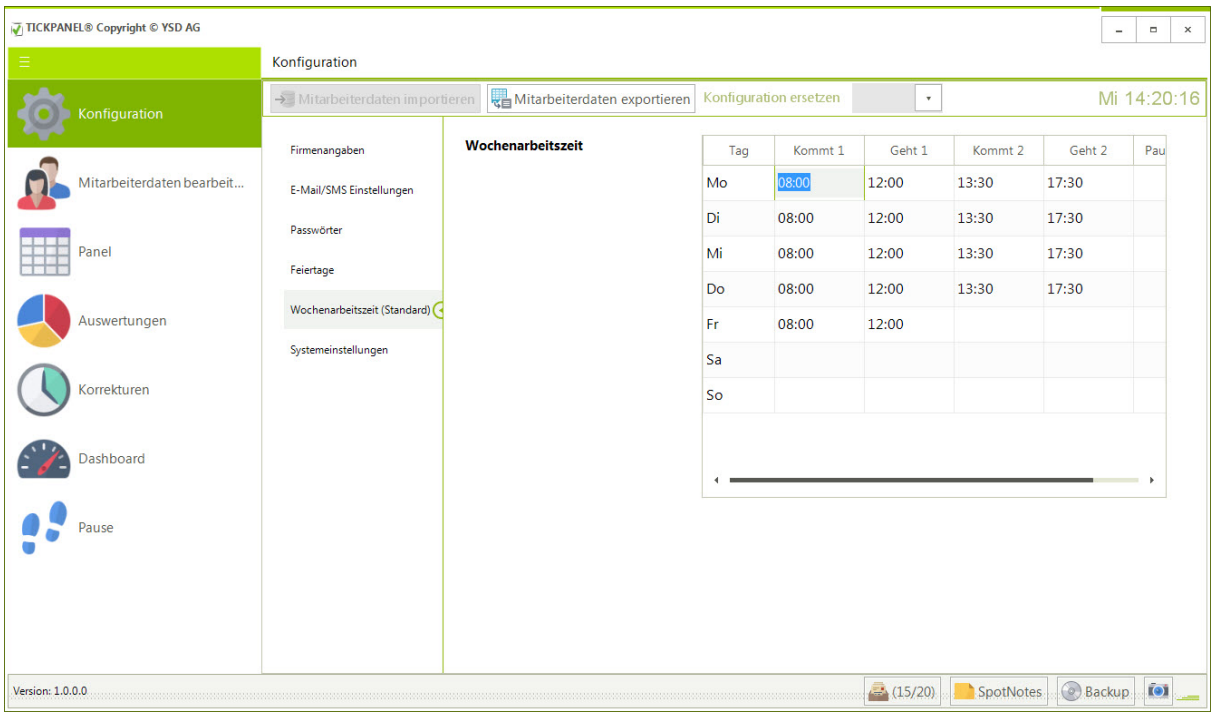
## Holiday table




Holidays are displayed in the panel as lilac bars.

## Weekly working time (standard)



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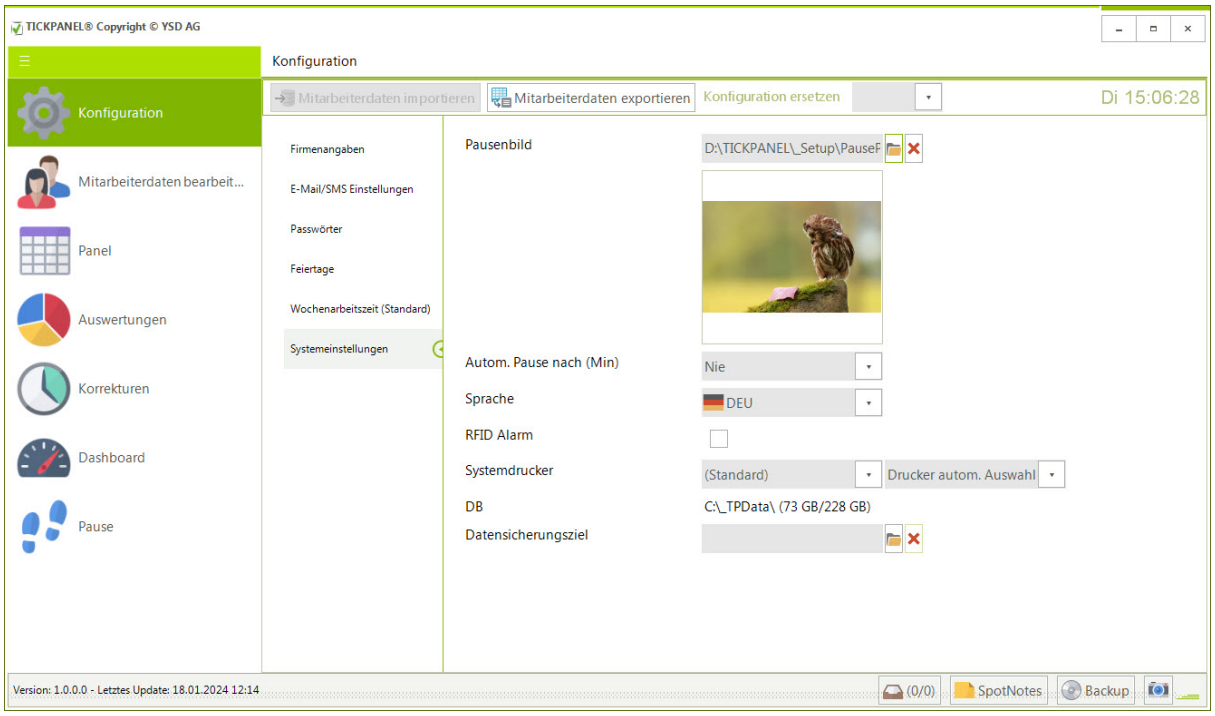
The rows of this table can be empty, contain a check-in and a check-out, or include two time blocks. In addition, the total break time for each day is indicated. For an employee, you can refer to this standard schedule or create individual schedules for your team members.

### System settings




The Pause function is used to quickly hide data. You can use it as a kind of lid to hide confidential entries. The pause can also be activated automatically after a certain time. Before you can access other functions afterwards, you have to enter the password again. In the system settings you can also select the dialog language (D, F, I, E) and the printer for outputting reports. In addition, you can specify the backup destination, e.g. a USB stick.



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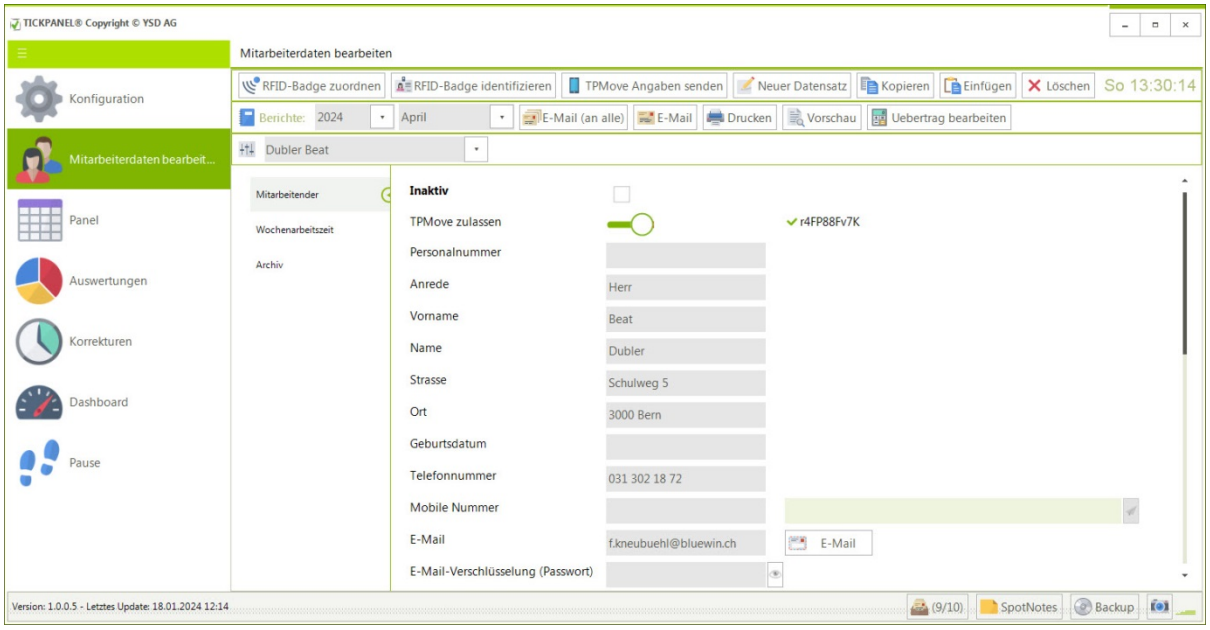
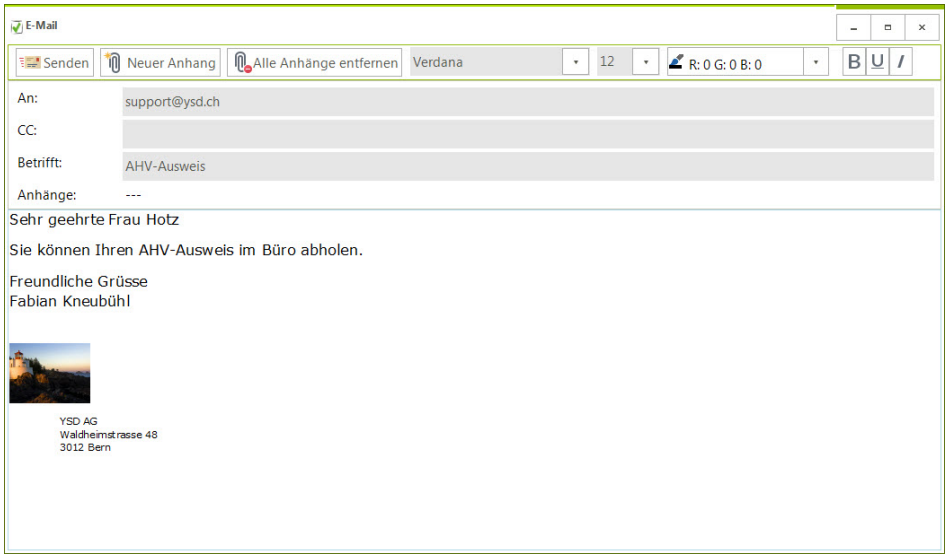
# Edit employee data

## Personal data




You can enter new employees with all necessary data. The additional entry of the badge number has no meaning for the application, but you can note which number you may have written on the badge. We supply corresponding labels for the ten badges included in the scope of delivery.

Next to the mail address there is a button 'Email' with which you can send a mail to this employee (little trick: when entering email - addresses you can insert an @ sign with the space bar):



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Attachments are either added by the application or you can add more using the 'New Attachment' button. The text can be formatted in font, size, color and markup.

Next to the field 'Mobile number' you can type in a message and send it as SMS to this number. Prerequisite for this is that you have an account with aspsms and have entered the login data in the configuration under 'Email/SMS settings'. An inserted ¬ means a line feed.

**Paste employee data from the clipboard**

If you copy an address in another document, you can paste it here. The text with the address data is broken down using AI and the data is transferred to the data record.

**Copy employee data**

The current data record can be copied to the clipboard. The contact details and any photo are copied. If you execute 'Paste' in Windows Paint (e.g. via Ctrl&V), the image is pasted. In WordPad the contact data with a preceding tabulator step. If you insert the clipboard in MS-Word®, the text is inserted. You can also insert the photo: Insert > Paste content.

**Remove employees**

You are not allowed to remove people who have left the company or changed departments, but you mark them as 'Inactive'. Such person data will no longer be displayed in the panel or dashboard, but will remain in the evaluations.

| | | |
|---|---|---|
| **Inaktiv** | ☐ | Check here if the person no longer works at the company or has changed the department. |

In addition, you can specify an entry or exit date. If times are recorded by the employee outside of these two dates (if specified), they will be ignored. The checkmark 'Inactive' has priority over these two dates.

**TPMove**

TPMove offers team members the convenient option of checking in or out using their smartphone. For more details, see the chapter "TPMove". If a team member is using TPMove, there is an option to deactivate their account. This gives you the choice to temporarily deactivate the account, possibly to reactivate it later (allowing the user to use the same TPMove ID again), for example if the team member is currently on an international assignment. Alternatively, you can delete the account permanently. In the latter case, when the person resumes the service, you will need to send them a new ID

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The green OK symbol next to the TPMove ID indicates that the user has entered the ID on the cell phone and is using the cell phone to check in and out.



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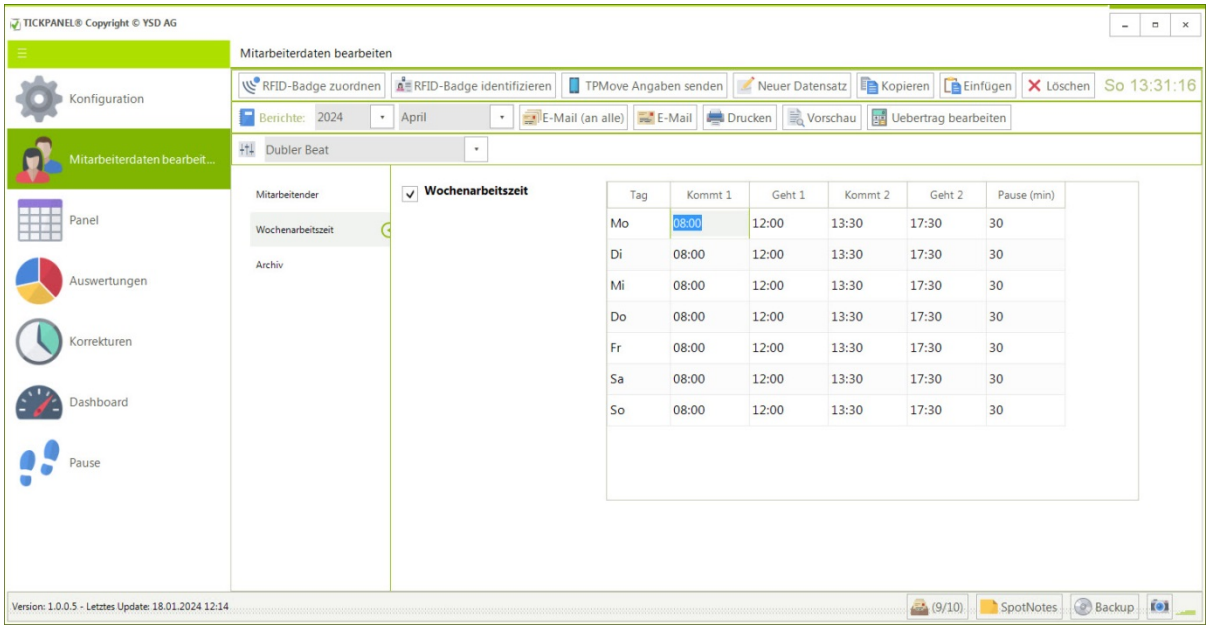
## Weekly working time




Either you take over the weekly working time of the configuration for an employee, i.e. you leave out the tick next to the title or you mark this individual table as 'active' and enter the times. A maximum of two blocks and a total break time are possible for all weekdays.



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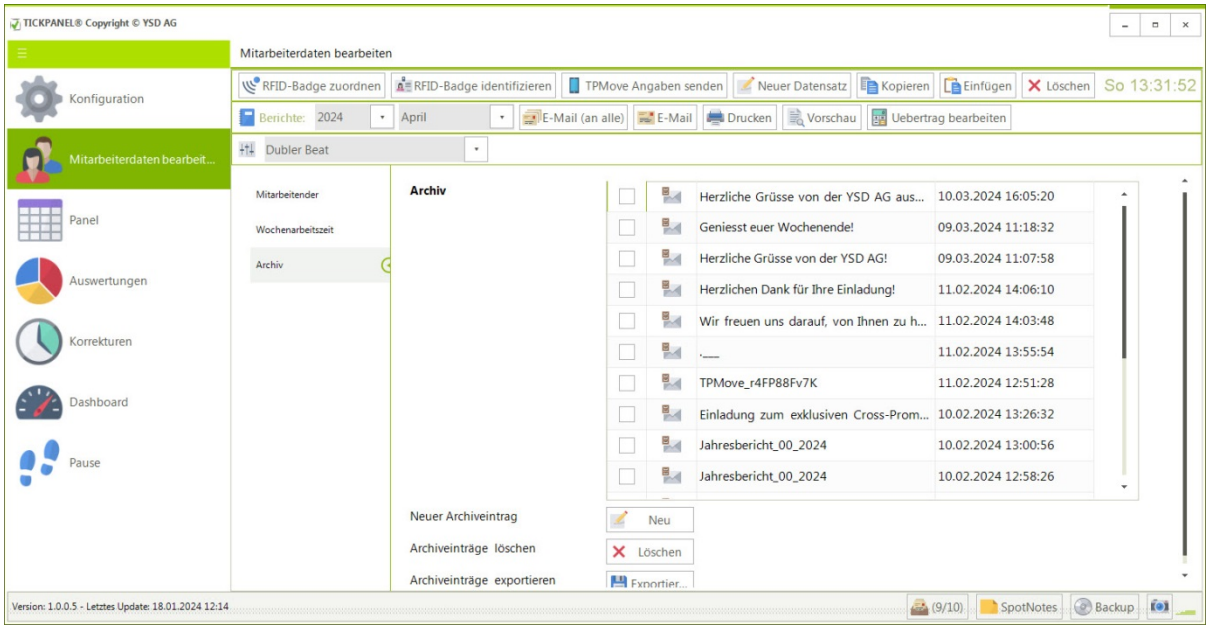
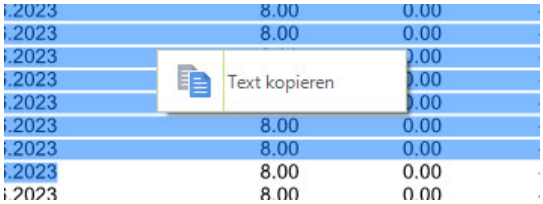
## Archive




All emails and all printouts to an employee are stored in his archive. With a double click you can open such a document. If it is an email, the email window will be opened and you can edit the email and send it again. In case of a PDF document, you have the possibility to save a copy of the document and print it. In the PDF document, text passages can be marked and copied to the clipboard either with [Ctrl]&[C] or via right mouse click.

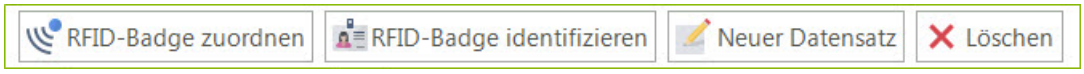



The following formats are supported:

- Emails (EML)
- Text documents (DOC, DOCX, TXT, RTF, XML, HTML)
- Images (JPG, PNG, BMP)

You can also write external documents to the archive remove documents and export documents to a directory. Only the administrator can delete and export documents (data protection).

## Assign and identify RFID badges



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Via these buttons you can enter new employees and delete records that are not yet linked to any other data (such records can only be marked as "Inactive"). Here you will also find the function to assign a badge to the displayed employee by calling the function "Assign RFID badge" and placing the badge on the reader (please only after calling the function).

Then place the key fob on the reader. The badge is programmed for the displayed employee and can then be used immediately for time recording.

The 'Midnight badge' option programs a special badge that you give to employees employees who work past midnight. For example, a casino employee  who starts at 22:00 and checks out at 04:00 the next day. In this case, the check-in from the previous day is completed by 24:00 and the new day starts at 00:00. The appropriate target times would then look like this, for example:

- Comes: 00:00
- Goes: 04:00
- Comes: 22:00
- Goes: 24:00

**Programming RFID-badges only works if the reader is connected to the PC on which TICKPANEL® is installed.**

If you find an abandoned badge, you can assign it to an employee using the 'Identify RFID badge' function.

**Reports**

The employee view has an additional menu bar. With the help of the functions placed there, you can send the currently displayed employee or all employees a monthly or yearly report of the attendance and target times and the difference. In addition, all out of office times starting in the selected month are listed in the monthly report. You can differentiate between monthly and annual overviews by selecting a specific month or 'Entire year'.

In order for sending by email to work, the necessary email settings must be entered in the configuration (here using BLUEWIN as an example).



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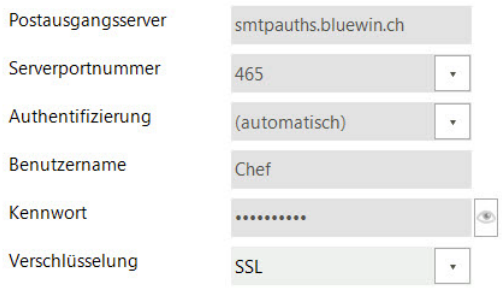


If you provide an email password to the employee, chosen by him or given by you,

email attachments in PDF format are password-protected. The monthly report can therefore only be viewed with this password.

If you print or export the report from the preview, no carryovers are saved and no archive entries are created!

**Absences**

If an absence, other than unpaid leave, is entered for a full or half day, the target time remains identical but this part is added to the actual time.

**Carryover**

When the monthly or annual report is printed, a carryover is calculated from the difference between the target and actual time and noted. This carryover is shown in the following month or year.

Sometimes it is also useful and sensible to correct this carryover, minus values are absences. For example, if you do not want to calculate an employee's absence or if you want to enter the times from another time recording system:



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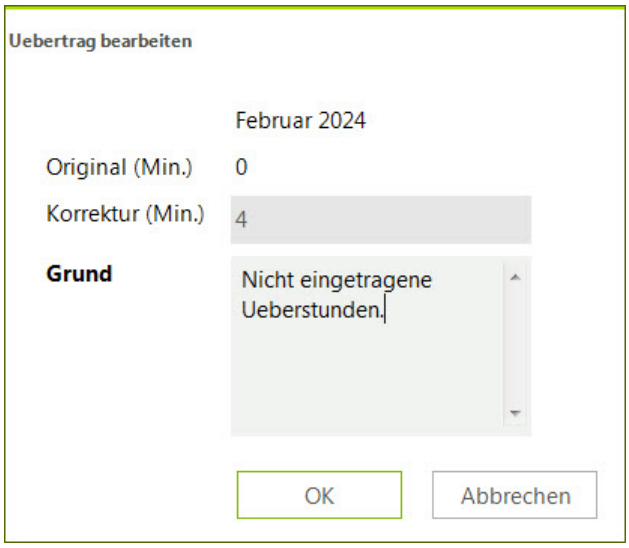


Select the previous year or the previous month for which you would like to enter such a correction.



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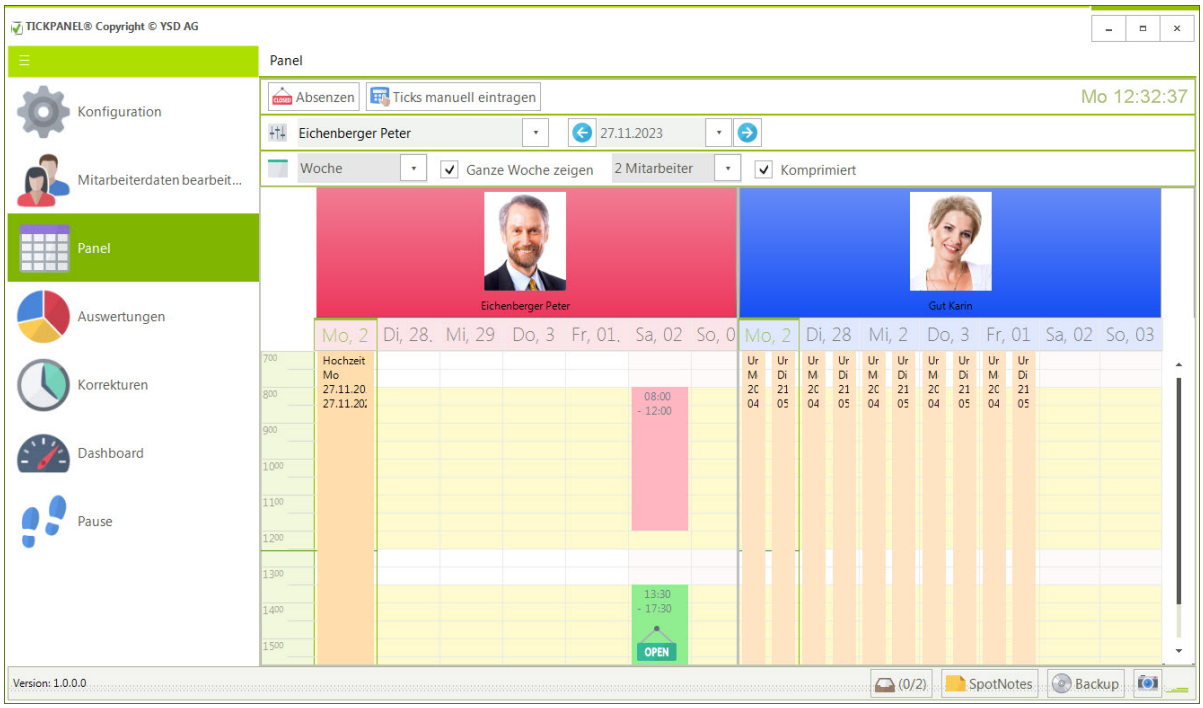
# Panel




The panel is the main component of the application. It consists of a timeline whose start and end time you have defined in the configuration (company details). Next to it, 5 or 7 days (option: Show whole week) of an employee or a day of a predefined number of people are displayed. The yellow background color indicates the target times.

**Colors**

- Holiday
- Vacation
- Sickness
- Accident
- Out of office
- Unpaid vacation
- Weekend
- Target time



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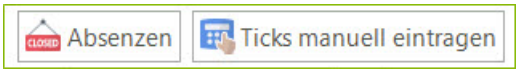
You select the day or week with the calendar. You can navigate one week/one day forward or backward with the arrow keys.

A day per person or a week can be displayed and the data of one to 10 team members can be visualized.




The administrator can use the two buttons located above the panel to enter absences and manually enter working hours, for example because an employee has forgotten or lost his badge or has forgotten to check in.

### Absences

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Absences can be holidays, illness, accidents, external absences (external work assignments but also training courses, congresses, etc.) or local public holidays (carnival, etc.), as well as unpaid leave.

Absences can be all day or only mornings or afternoons.

**Series**

- Several days in a row (from, to)
- Certain days of the week (Mon to Sun)
- In a certain rhythm (weekly, bi-weekly, every three and every four weeks. The time frame ‚From/To' always has priority.

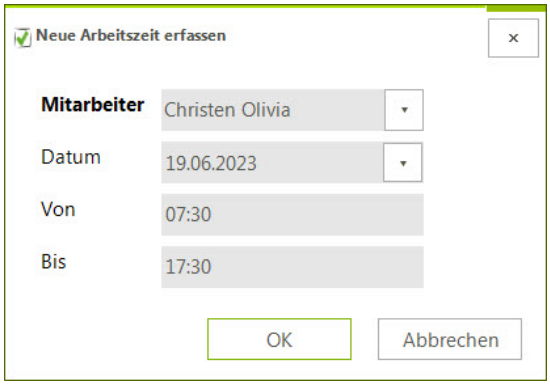
For example, if an apprentice is in school every other Thursday, enter the period of the apprenticeship year, check the Thursday, and select 'biweekly'. During this period, however, it is quite possible that the apprentice has no school on one day and checks in. This time is then indicated as overtime in the evaluation.

Such a series can be changed or deleted only as a whole. Individual days from the series cannot be adjusted.

In the panel it is also possible to execute frequently used functions via double-click and via right mouse click:

**Double click**

Double-clicking on the column header (name and possibly photo of the team member) directly opens the 'Edit employee data' section and shows this employee there. This function is only available to the administrator, because only he can edit employee data.




New times can also be added simply by double-clicking in a cell of the panel. In doing so, the co-worker and the start time are taken over.



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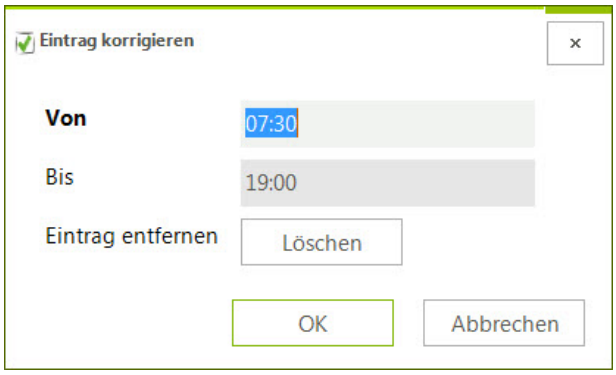


By double-clicking on a working time block, it can be manually changed or deleted. The correction is listed in the 'Corrections' table.

By double-clicking on a block, you can delete it or change the information. This option is available only to the administrator. The change is listed in the 'Corrections' table.



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**Right mouse click**

A context menu is always displayed. On a working time block or an absence this entry can be deleted. A new entry can be inserted with a right mouse click on an empty cell of the panel.



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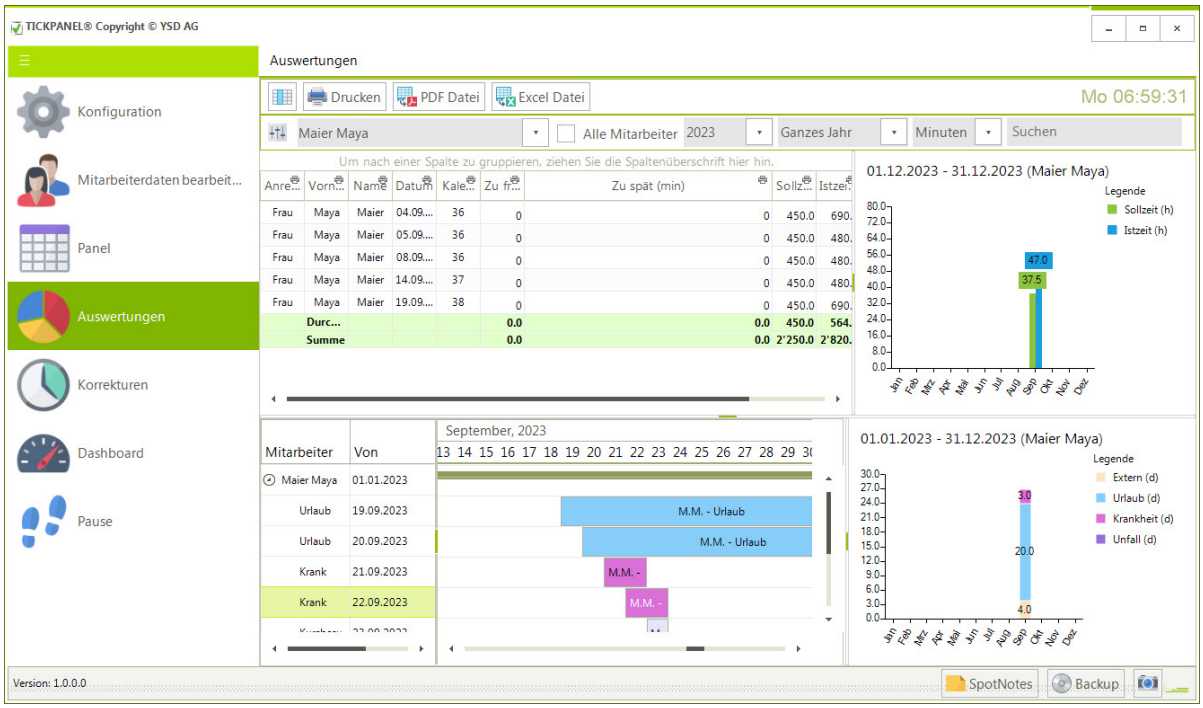
# Report




The evaluation, mainly the target to actual time comparison, is done in a table. This can be filtered according to various criteria:

- A specific employee or all employees
- The year
- A specific month or all months

The target and actual times can be displayed either in hours or minutes.

A useful feature is that you can sort the table by columns by simply clicking on the column title. In addition, it is possible to group the table by column title. To do this, drag the desired column title, for example "Name", into the selected area.

You can group the table by any number of columns, for example by calendar week and within that by name. If certain columns are not relevant for your purposes, you can move them to the column selector:

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By the way: with a double click on the dividing lines you can maximize the panel size.

**Columns**

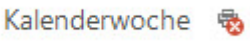
In the columns, in addition to the address details of employees, the date, calendar week, working hours within the rest periods (Too early, Too late),

the actual time and the target time are displayed. The average values are shown at the bottom of the table in the footer. The target time results from the weekly work schedule, which is defined in the configuration or individually for the employee, minus the break duration. If a day falls on a holiday or an absence has been entered for the employee, the target time is 0.

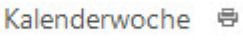
If a TICK is missing because, for example, the employee has not yet checked out, the missing time is calculated from the target time.

This is shown in the table with the calculator symbol.

You have the option to print the table (the system printer is specified in the configuration. If the specification is missing, the Windows default printer is used) or to export it as a PDF file. In doing so, you can exclude certain columns by simply clicking on the small printer icon to the right of the column title.




Column is not printed and not output in the PDF document.




Column is printed or exported to the PDF file.

Furthermore, the data can also be saved as an Excel file. In this case, all columns are exported.

**Absences**

Absences, i.e. vacation, training, illness, etc. are displayed in a GANTT chart. If you click on a row in the left table, the corresponding section with timeouts will be displayed.



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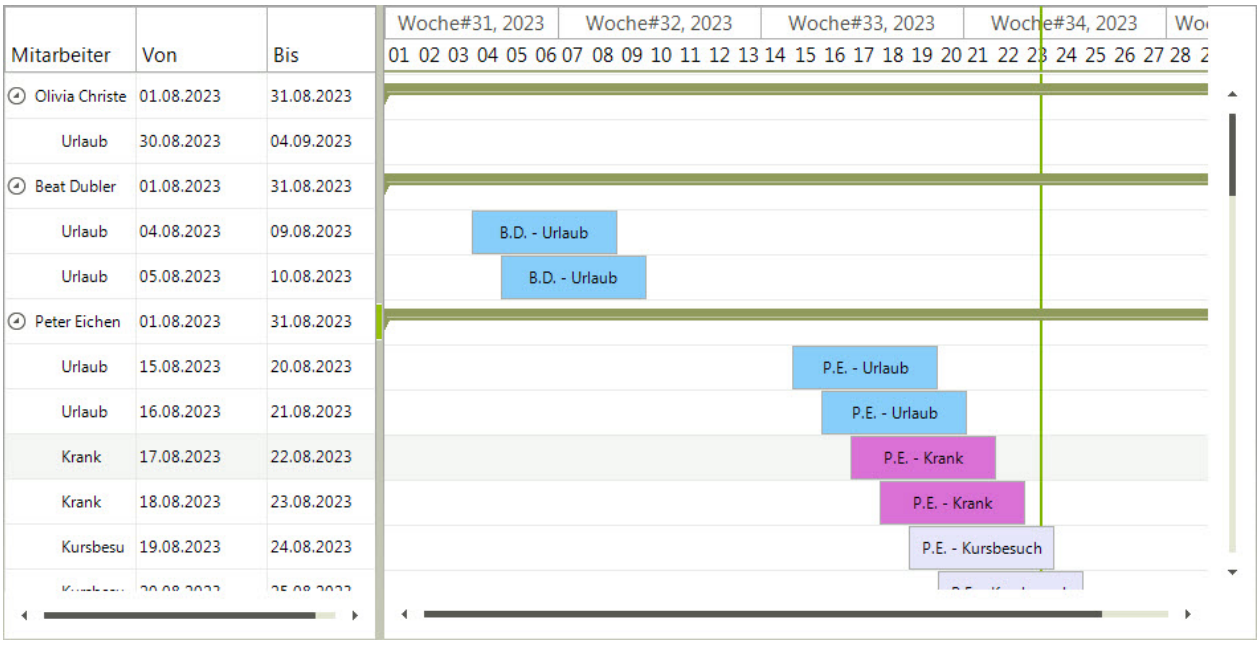
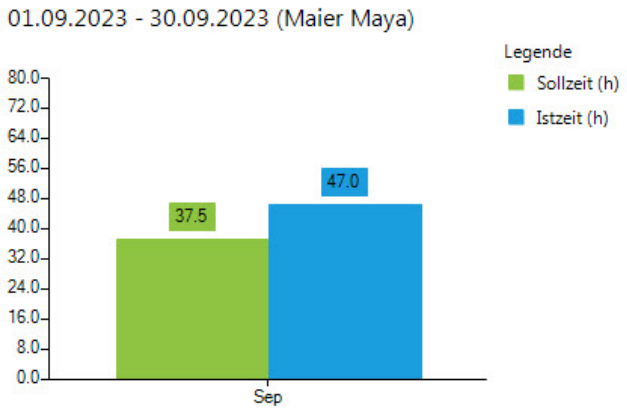



## Graphic

The data of the table are also displayed as a graph. The data of one month are always summarized. The bar chart time depending on the setting of the table a month or a year and either the data of all employees or only one.




All absence totals are shown (in days) in a bar chart:



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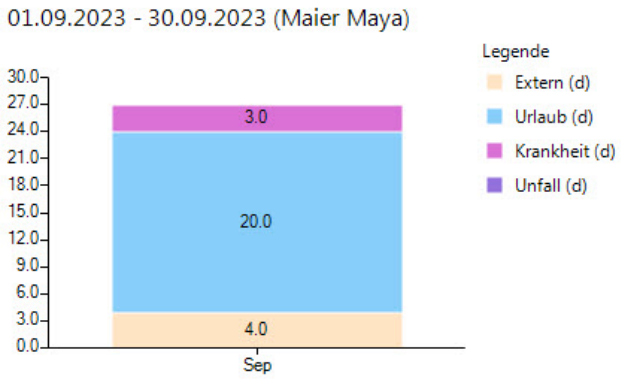


Absences are accumulated in the month in which they begin. So, if an employee has four weeks of vacation starting from September 20, these four weeks will be displayed in September.

The real absences are determined. This means that if a team member has 14 days of vacation, Monday to Sunday and does not work on weekends, 10 and not 14 days are displayed.



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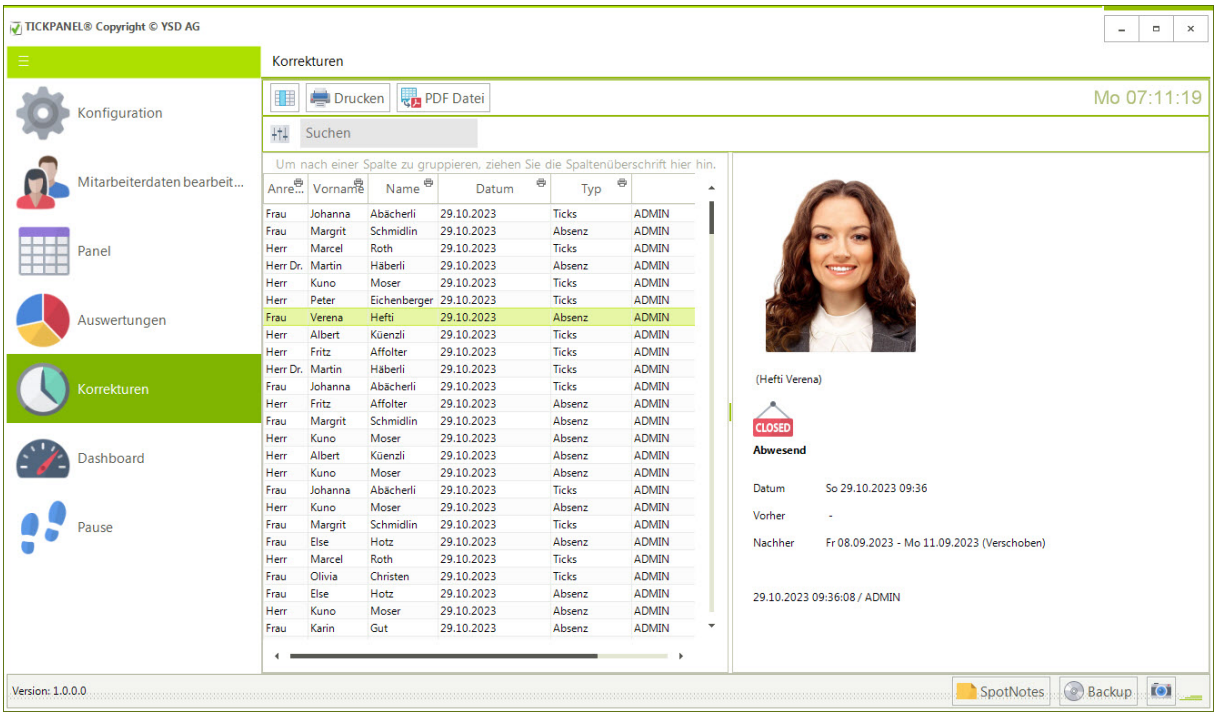
# Corrections report




Times corrected by the administrator, with date, employee data and type of correction (working time or absences) are listed. If you click on a row or touch the row with the mouse, the details will be displayed in a separate panel to the right of the table.

If certain columns are not relevant for your purposes, you can move them to the column selector:

The list can also be printed (the default printer is set in the configuration).

**Entries in this list are kept for 3 years. Older ones are successively deleted automatically.**



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# Dashboard

All employees are listed in the dashboard. Rows marked in green indicate that the employee is at work. Red marked lines indicate that he is absent, either because he comes later or has an absence. To the right of his name, if possible, the reason for the absence is indicated. To the right of this table, the time of the last check-in or check-out (color) and, if the program runs in administrator mode, the name of the employee who triggered this time.

**Double-click**

Double-click on an employee row to open employee management.



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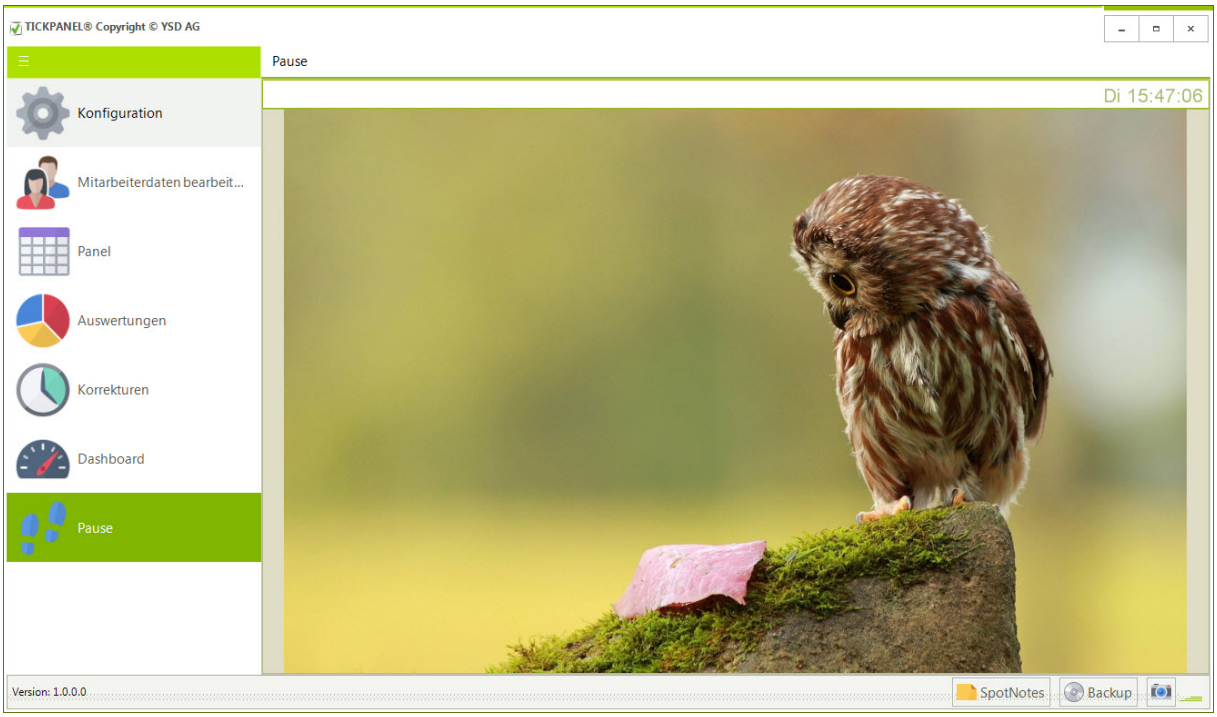
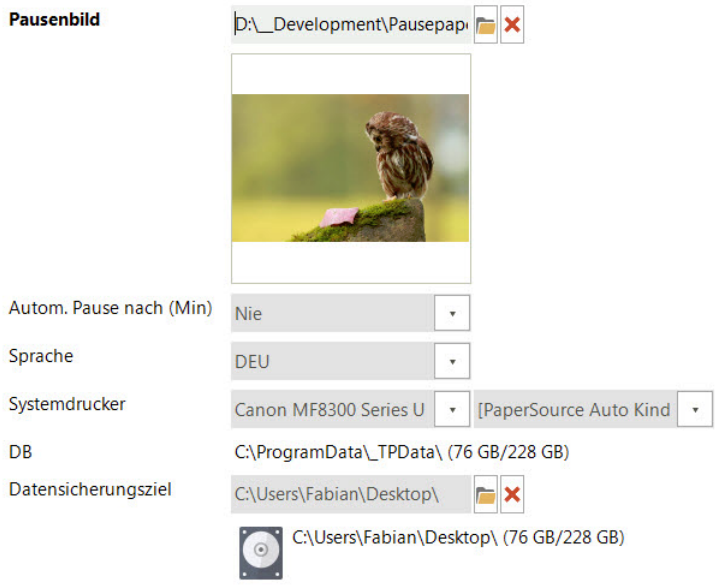
# Pause




The Pause function is used to quickly hide data. You can use it as a kind of lid to hide confidential entries. The pause can also be activated automatically after a certain time. Before you can access other functions afterwards, you have to enter the password again. You select the image in the configuration. If no image is specified, the TICKPANEL logo is displayed.



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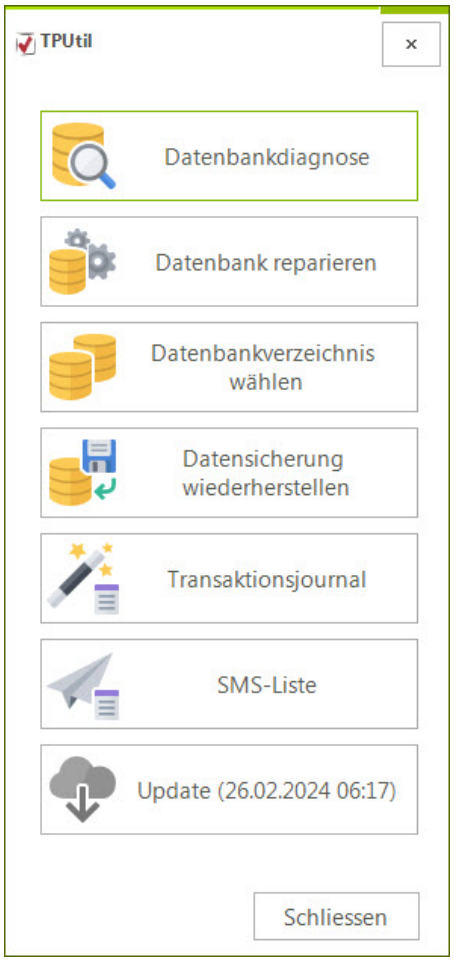
# Utilities

### TPUtil




### Database tools

With this tool you have a diagnostic tool and a repair tool, should the database ever show a problem (there would be an error message displayed in the program while working). A database backed up with TICKPANEL® can also be restored with this tool.

If you do not want to store the database on your own PC under C:\ProgramData\, but rather on an external storage (NAS) or a server, then you can use 'Move database and/or adjust config' to move it to another location. As soon as you press the button, you will be asked for the new storage location. If there is already a TICKPANEL database there, only the startup configuration will be adjusted, e.g. if you want to run the application on several workstations and the database is on a server. Before moving, the database is placed in C:\ProgramData as a ZIP file, {...}.zip ({...} is always different; please pay attention to the date!). The database is data, not copied! That means, at the original place the data is gone.



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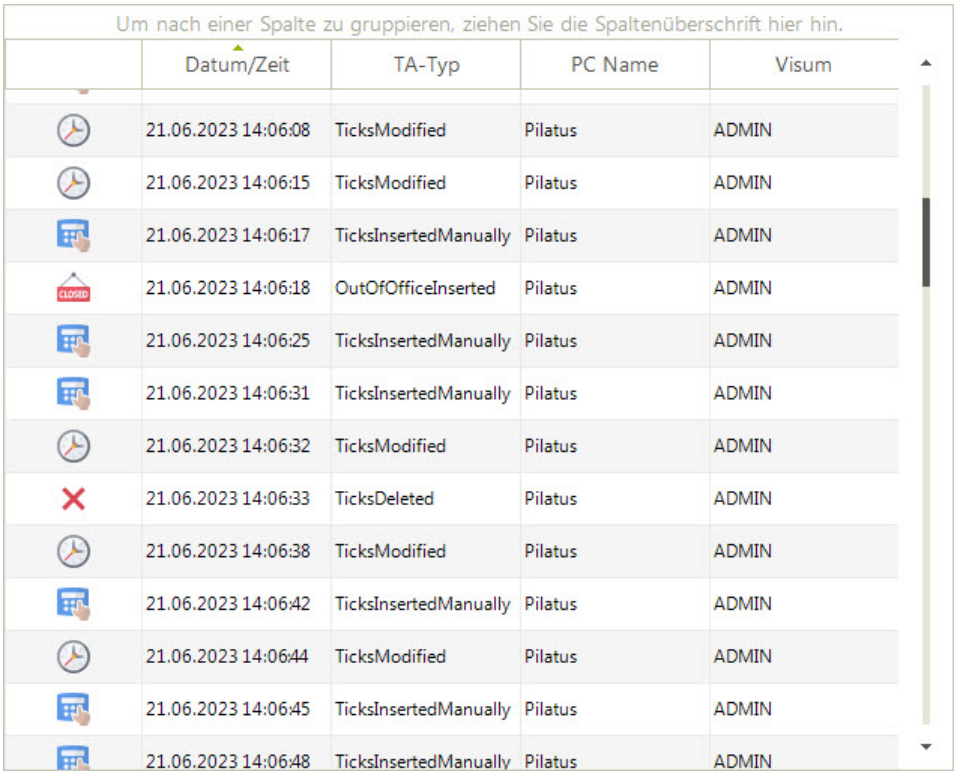
**Transactions journal**

All important transactions, like deleting or modifying times, are kept in a journal. You can view this journal here:




The following transactions are registered:

- Email sent to employee
- Monthly report sent to employee (email or printout)
- Weekly working time changed

- Absence added
- Absence deleted
- Absence changed

- Tick added
- Tick deleted
- Tick changed

- TPMove ID sent

- Database tables cleaned up (corrections, TA journal, archived emails)
- Database table changed



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- Backup performed
- Backup restored

- Application closed irregularly

**Entries in this list are kept for 3 years. Older ones are successively deleted automatically.**

**SMS-List**

In TICKPANEL® you have the possibility to send the TPMoveID not only by email but also by SMS. Furthermore, you can send confirmation messages via SMS as soon as you have entered absences. With the help of this function, you can list all SMS messages from a year, with recipient number, sending time, credits used and the short text.

**Manual Updates**

Updates are offered automatically in the program. However, you can also trigger the update manually with the TICKPANEL-Update button.



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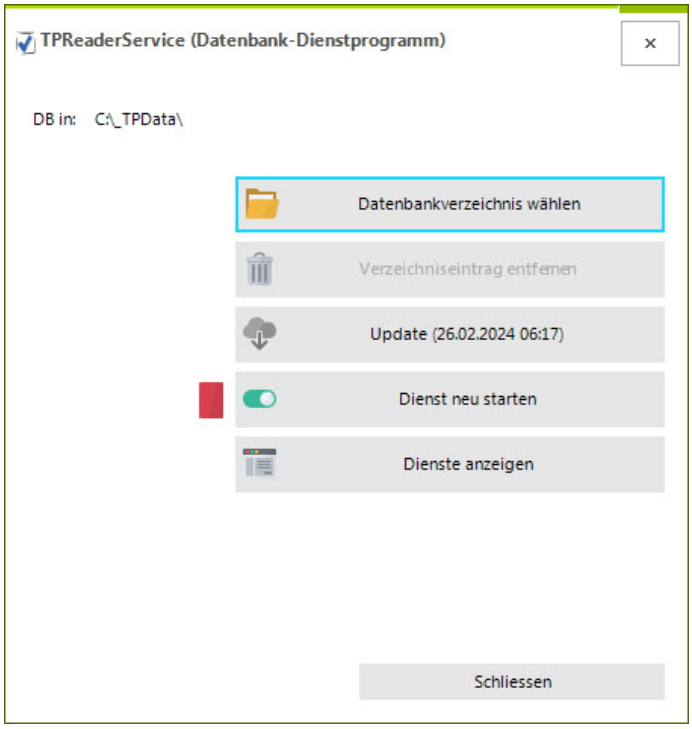
**TPReaderServiceUtil**




If the database is not located on the PC where the service is running (in `C:\_TPData`) then you can use this small tool to select the correct directory or reset it to the default `C:\_TPData`.

You can also use this program to update the TICKPANEL service if it is running on a different PC than the main application.

If necessary, you can restart the TPReaderService. Its state was shown with the indicator left of the restart button (red = service is down, green = the service is running).

To further edit the TPReaderService service (login, stop...) you can open the panel with the Windows services.



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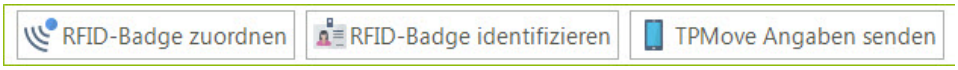
# TPMove

**What is TPMove?**

Imagine that one of your employees works from a home office or is on the road visiting a customer. In such cases, you may need to manually record working hours, which can be cumbersome. That's where TPMove comes in - a handy web app that runs on any mobile device in any browser.

**How can a team member use TPMove?**

With TPMove, you can easily email an access code to your employee who wants to check in or out of the office (you have the option to disable the use of TPMove in the employee master data later):




In TICKPANEL® the assigned TPMove ID is displayed in the employee data. The green OK tick means that the employee has already successfully registered on their mobile device.

The employee opens the website https://www.tpmove.net and enters the access code that you have previously sent them by email or text message. They can type it in on the page, but they can also simply scan the QR code with their mobile phone or tap the link in the message, in which case the code is already entered and all they have to do is tap the confirmation button. The app is then ready:

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This code will remain valid for 44 days if the mobile device is never used for TPMove during this period. After that, the code must be entered again. A particular TPMove ID can only be used once. Registering on multiple mobile devices is not possible. Desktop PCs cannot be used.

After this one-time confirmation, the user sees a large green button on subsequent visits to tpmove.net. With just one tap, he can now check in or check out. It couldn't be easier! The system also displays his name for verification. In addition, the email address is displayed to which the team member can send messages regarding his work assignment. This is especially handy if, for example, he wants to let you know that he is sick or stuck in a traffic jam and therefore cannot attend a meeting.

The email address on the screen is touch-sensitive and can be tapped to write an email directly. You enter the recipient address in the configuration of TICKPANEL®:

| | |
|---|---|
| E-Mail | f.kneubuehl@bluewin.ch |
| E-Mail Name | YSD |
| E-Mail für TPMove-Nachrichten | support@ysd.ch |

If the email for TPMove messages is missing, the company email address (here f.kneubuehl@bluewin.ch) is used.

Such TPMove ticks are only transmitted if they are at least 15 minutes apart.

**Costs**

The feature is an integrated part of TICKPANEL® and does not incur any additional costs. Note, however, that an Internet connection on the PC where TICKPANEL® is installed is necessary for



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TPMove to be possible (otherwise the two elements in TICKPANEL®, button for sending the email and slide switch to activate/inactivate TPMove, are hidden.



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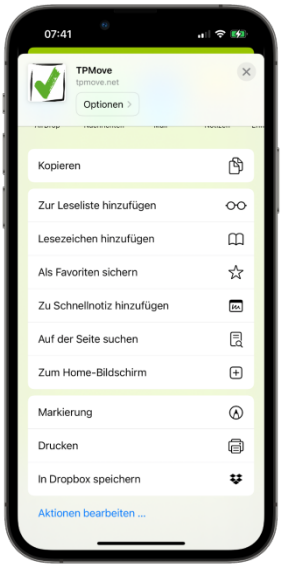
## Shortcut

To enable your field staff to check in or out quickly, it is advisable to set up an entry in the reading list or on the home screen. For example, on the iPhone:

Call the page, click on this icon and select




'Add to reading list'.

To create a link on an Android smartphone (e.g. Galaxy), proceed as follows: First open the browser and navigate to https://www.tpmove.net. Then tap on the menu button (three horizontal lines) in the lower right corner. Now tap on 'Add page to' and then select 'Home screen'.

## Cache deleted

When the user clears the cache on their mobile device, TPMove asks for the TPMove ID again. Since this can only be entered on one device, the same code must be sent again to this person by email to enable registration again.



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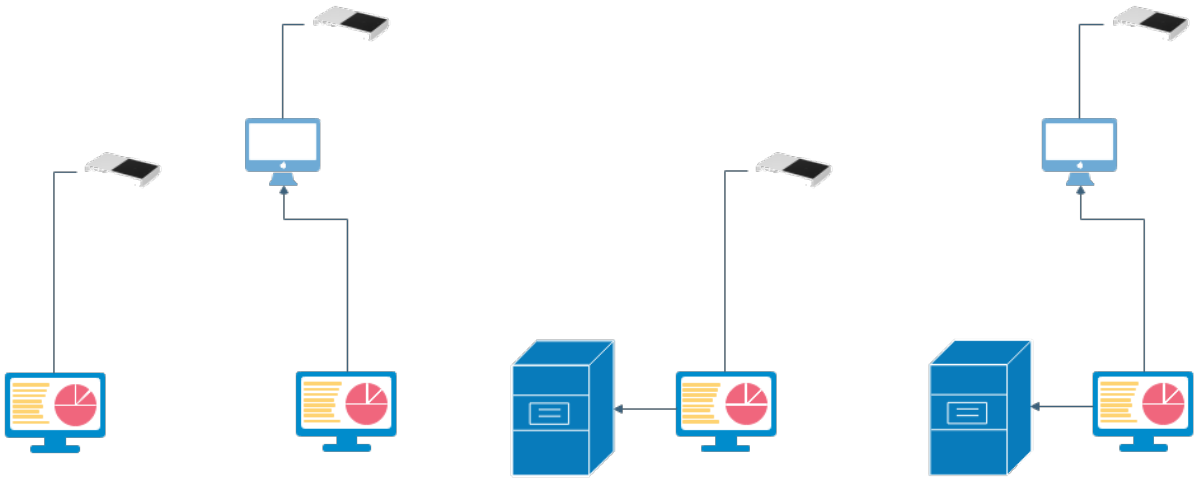
# Installation scenarios

TICKPANEL® can be installed differently for different applications. It is important that the RFID reader must always be connected, even if you only want to work with TPMove. It can be connected either to the PC where the TICKPANEL® application is installed or to a separate PC where only the TICKPANEL® service is running.



The simplest, most common variant is installation on a PC. Simply double-click TICKPANEL_Setup.exe on the USB stick supplied. Once the installation is complete and the RFID reader is connected to this PC, TICKPANEL® can be used.

Another option is to use two PCs. On one, the program is installed by running `TICKPANEL_Setup.exe` and on the second, only the service (`TPReaderService_Setup.exe`) is installed from the USB stick and the RFID reader is connected to this second PC.

ATTENTION: After installing the service with `TPReaderService_Setup.exe`, the service is not started automatically so that you can adjust the login beforehand. However, you can easily start it with `TPReaderServiceUtil` once it has been set up.

When the two installations are finished, start TICKPANEL® on the main PC so that the database is set up (in `C:\_TPData`). Close the application again. On this PC, share the directory `C:\_TPData` with 'Everyone' so that others can access this data:

Right mouse click on the directory > Properties > Share:

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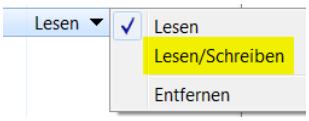
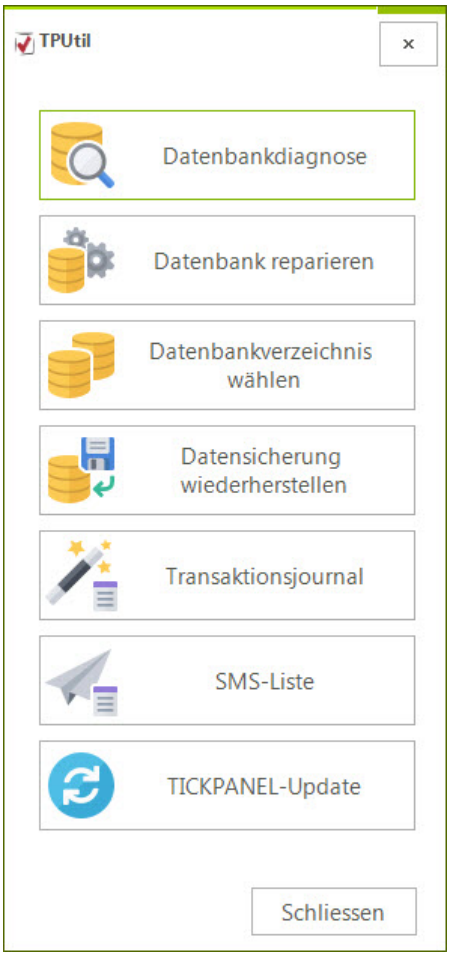
Enter 'Everyone' there > Add and assign read and write permissions to this 'Everyone':




Now you open `TPUtil`




Now open the `TPReaderServiceUtil` tool on the second PC to which the RFID reader is connected. There you can select the database directory:



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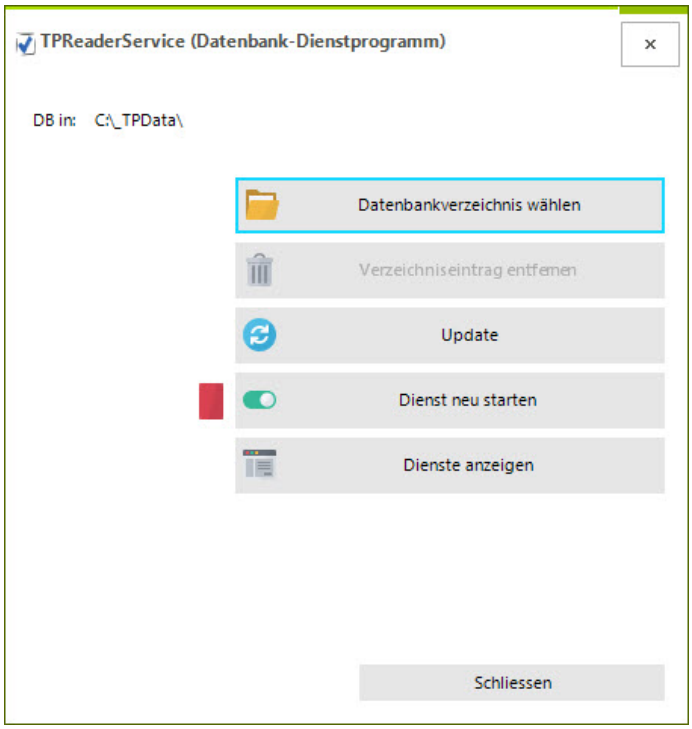


That's it.

The other two scenarios are comparable, except that the database is not managed on the PC on which TICKPANEL® is installed, but on a server PC. A directory for the data must also be released on this PC.

ATTENTION: If the system does not work in the network, it may be because the `TPReaderService` has too few rights (services work with the system account by default) to access the database directory. You can see this, for example, by the fact that this service cannot be started (indicator remains red). Select 'Show services' and search for `TPReaderService` in the list. Double-click on the service and switch to the 'Login' tab:

There you can enter a login, e.g. with admin rights, if you select 'This account'. Then start the service.

Please always start the PC on which the database is stored first!



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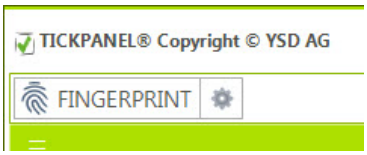
# PINK

An additional ad hoc programming language is integrated in every YSD AG application. Here VB.NET. The core is called PINK (Plug-in Kernel). The complete range of functions of the NET language is available, but is extended by some TICKPANEL® specific classes. These plug-ins can either be executed directly, e.g. during an online update, or in a separate toolbar in the program. They are usually created by us.




Such a button can be divided into two parts. The left part executes the plug-in and the right part executes the plug-in with the PINKAction 'PINKActions.PINK_Configure'.Ein solches Plug-in hat immer folgendes Grundgerüst:

```
Try
   Select Case PINK_Info.PINKAction
         Case PINKActions.PINK_Init
               MsgBox("Init")
               PINK_Info.PINKLocation = PINKLocations.PINK_Menubar

               PINK_Info.PINKProperties = PINKProperties.PINK_NoProperties
               PINK_Info.PINKProperties += PINKProperties.PINK_EnableConfiguration

         Case PINKActions.PINK_Configure
               'Add code for PINK_Configure if needed

               Dim a as String = PINK_Info.ConfigValue("Variable_A")
               Dim b as String = PINK_Info.ConfigValue("Variable_B")
               'Change a/b
               '...
               'Put a/b back
               PINK_Info.ConfigValue("Variable_A") = a
               PINK_Info.ConfigValue("Variable_B") = b
               PINK_Info.SaveConfig

         Case PINKActions.PINK_Close
               'Add code for PINK_Close if needed

         Case PINKActions.PINK_Run
               PINK_Alert.ShowMessage("Check PINK_Alert and PINK_DB classes","TEST")

               MsgBox(Cstr(PINK_DB.Query("SELECT * FROM Mitarbeiter")))
               PINK_DB.CloseQuery
         End Select
         Return PINK_Info
Catch ex As Exception
   MsgBox("Error: " + ex.Message
   Return Nothing
End Try
```

The configuration file is an XML file and has the following format (example):



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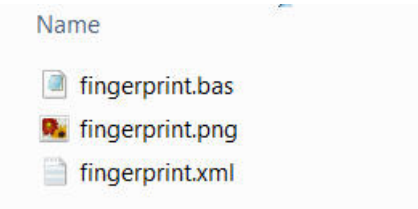
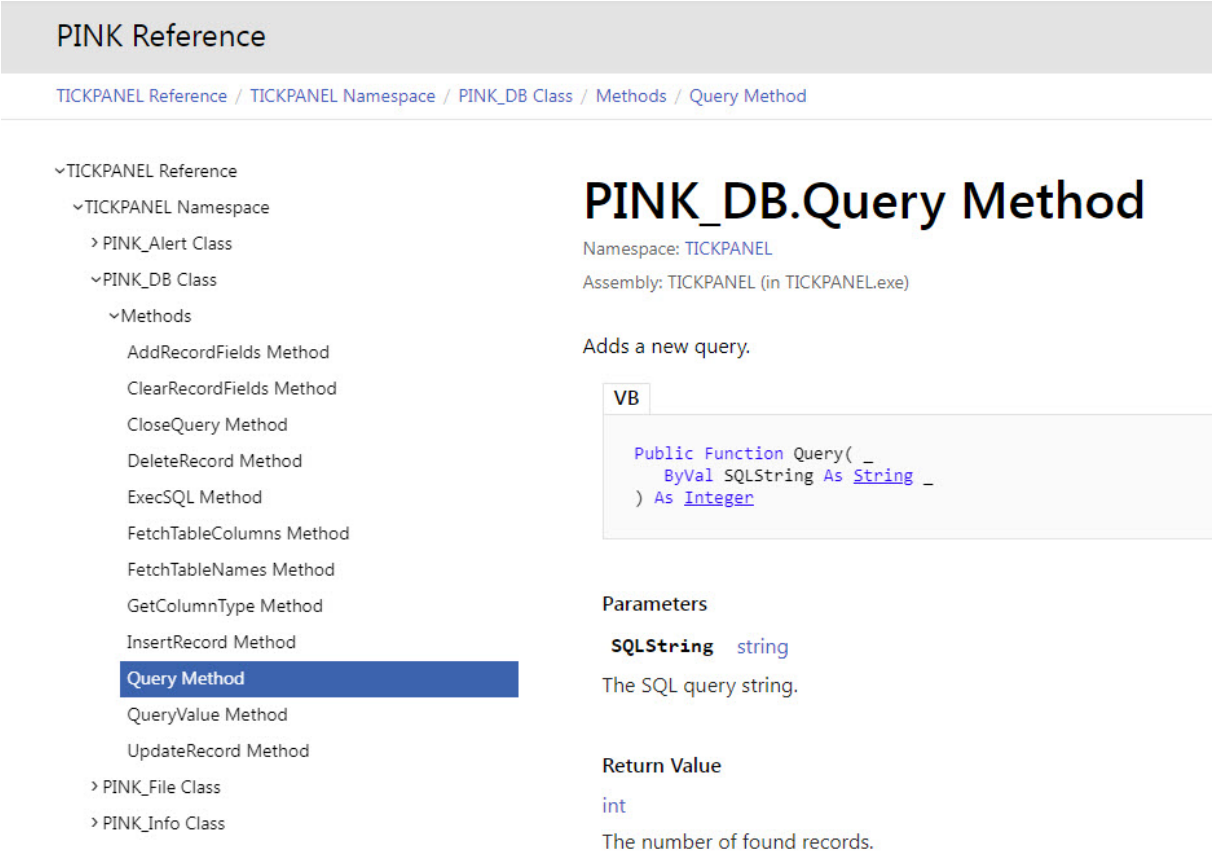
```
<?xml version="1.0" encoding="utf-8"?>
<PINKCONFIG>
    <Variable_A Type="String">1</Variable_A>
    <Variable_B Type="String">1</Variable_B>
</PINKCONFIG>
```

A plug-in that is shown in the toolbar can also show a 24 x 24 icon (.png file).

All three possible files differ only in the file type, i.e. the extension of the file name (.bas, .xml, .png):




The additional classes are documented:



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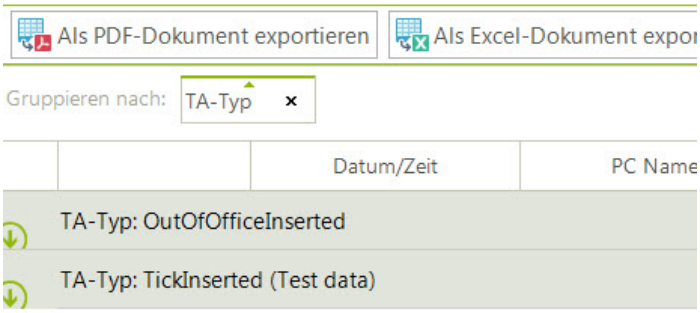
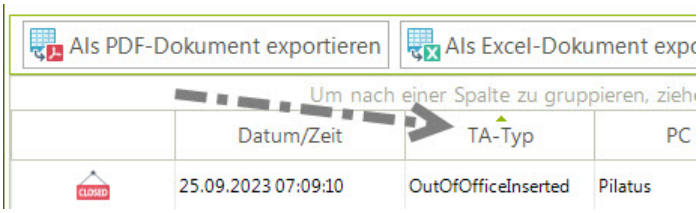
# Attachment

### Tables: Grouping and sorting

In TICKPANEL® you have the possibility to group and sort all tables by columns. To group by a column and combine identical contents, simply drag the column title into the designated group area:




To sort a column, simply click on the column title. You can sort either in ascending order (A->Z) or descending order (Z->A) or remove the sorting by another click:




If you want to sort by multiple columns, first sort by the main column. Then hold down the [Shift] key and click on the subsequent columns. For example, to sort first by TA type and then by employee name within this grouping:

### Artificial intelligence

In TICKPANEL® you are supported in some places by the use of artificial intelligence (AI). The services of OpenAI are used for this. The costs incurred are included in the basic price.



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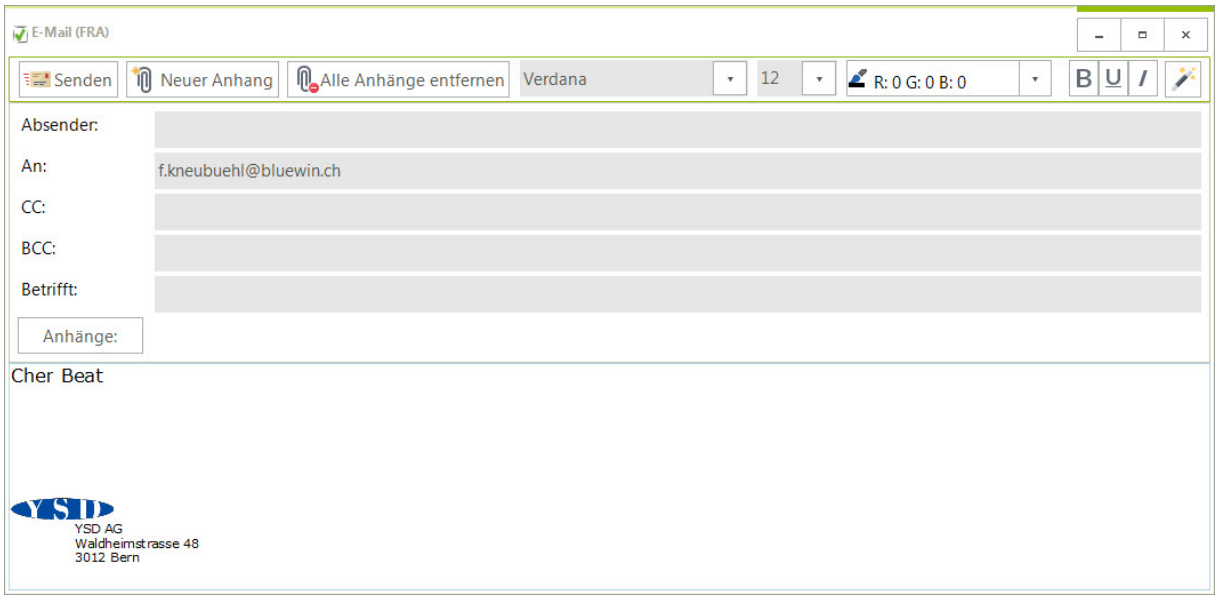
**Inbox:**

1. If you want to enter an absence in the inbox of an email. The text of the email is interpreted by a BOT and the absence dialog is filled out and submitted to you for verification. This makes it possible for employees to communicate their vacation requests by email without having to fill out forms. The language used does not matter. The note always contains a short form of the request in the language of the application (configuration).
2. You can have an email translated into the language specified in the configuration.

**Send Email:**




1. In the email editor, you can correct and improve your email text using the magic wand. The text is also translated into the employee's language if necessary. Both texts are displayed in a separate window so that you can copy and paste only parts of them into your email.
2. If you have forgotten to enter the subject text, a BOT will determine it from your email text.



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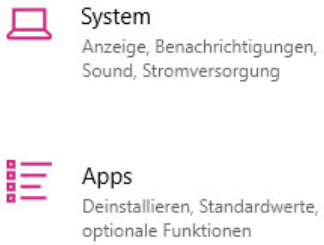
**Troubleshooting:**

1. If, for example, an email cannot be sent, an error message is displayed, which you can send to us as usual. A BOT will try to work out a tip for you from the error log as to how you can rectify the error, e.g. because you may have entered an incorrect password.

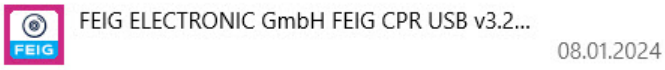
**Uninstalling TICKPANEL®**

If you want to completely uninstall TICKPANEL® on a PC, proceed as follows:

1. Right mouse click on the Windows start button (bottom left) > Properties. Select Apps:




2. Select the driver for the RFID reader and select 'Uninstall':




3. Then select TICKPANEL and choose 'Uninstall':

The database is not deleted. By default, you will find it in `C:\_TPData`.



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