

ESI Time

Time & Attendance Solution

User's Guide

Version 3.2

Information in this document is subject to change without notice and does not represent a commitment on the part of Easy Solutions Inc. The software described in this document is furnished under a license agreement and may be used or copied only by the original purchaser. It is against the law to copy the software except for personal backup. No part of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose, without the express written permission of Easy Solutions, Inc.

© Copyright 1997-2002 Easy Solutions, Inc. All rights reserved.

Any data used in examples herein is fictitious, unless otherwise noted.

ESI Time is a trademark of Easy Solutions, Inc.

ESI Time interfaces with Easy Lab Payroll. When you are printing a payroll check in Easy Lab Payroll, the correct regular time and overtime will appear and the check will be automatically computed. This works with hourly employees only, if you choose a salaried employee, the default check for that employee will appear. You must install *ESI Time* in the Winlab directory in order for this option to work.

ESI Time will work with DigitalPersona's U.are.U 2000 sensor for faster and more secure check-in/out. You may purchase a U.are.U 2000 recognizer or it is included in the *ESI Time* Deluxe or Premium Edition package.

Contents

Installation	1
Networking ESI Time	1
Using a Mouse	2
Quick Start	3
Chapter 1 Program Fundamentals	
Text entry	2
Command Buttons	2
List boxes	2
Chapter 2 Time Clock Main Page	3
Options	4
Exit Options	4
Pay Period Setup	4
Reports	8
Time Maintenance	6
Employee Files	8
Time Limits	5
Partial Clear	9
Clear Year	10
Startup Password	10
Display Award	10
Rounding Times	11
Clock-In Message	11
Password Maintenance	12
Finger Registration	15
Set Holidays	13
Auto Break/Lunch	14
Export to ASCII File	16
Edit Day End	7
Exit ESI Time	12
Tipped Employees	7
Changing The System Time	12
Chapter 3 Using ESI Time with the U.are.U fingerprint recognizer ..	14
Training and saving fingerprints	15
Maintaining your U.are.U sensor	14
Appendix A Customer Service	16

Installation

Requirements

In order to operate **ESI Time** you must have a 486 computer with at least 16 megabytes of RAM, a VGA monitor and driver, a mouse, and a hard disk with at least 15 megabytes of space available. It is recommended that you use at least a 486DX 50MHZ computer. (Windows will require additional hard disk space.) If you are using the U.are.U** fingerprint recognizer, you must have a Pentium-class processor, a USB port, and use Windows* 95,98,2000, ME. Windows 95 must be ver. 4.00.950b or later. The program will operate faster with additional RAM in any computer configuration.

Procedure

Installation of **ESI Time** is extremely easy; however, before installation, you should make sure that Windows* is installed. (See the Windows documentation for installation.)

Place The CD in your CD drive and the installation program should automatically start. If it does not start use these steps:

While in Windows* click on start, and then on run, and type the following:

D:INSTALL
(You may replace the letter D with any that your CD uses.)

Follow the instructions for installation.

After the program is installed, simply choose **ESI Time** from the program menu.

* Windows is a trademark of the Microsoft Corp.

**U.are.U is a trademark of Digital Persona

Networking ESI Time

ESI Time is networkable as purchased. To install **ESI Time** on a network first install the program on the server. The program will be placed in the "\program files\time" folder and the executable file is "time.exe". Next install The U.are.U Integrator and **ESI Time** on each satellite computer. (Each satellite computer must have a U.are.U recognizer.) You must do this so the appropriate DLL files will be installed on the satellite. You may remove the "time" folder on the satellite. (preferred) Next point the shortcut to the server computer. (necessary) The "target:" line should read "X:\program files\time\time.exe" and the "start in:" line should read "X:\program files\time". X is the drive letter for your server. You may need your network administrator to complete the setup of **ESI Time** on your network. If you are going to run **ESI Time** on the server, you must install the U.are.U Integrator on the server.

Using a Mouse

ESI Time will work with any 2 or 3 button mouse that is compatible with Windows. The proper way to hold a mouse is with the buttons away from you. Place the palm of your hand over the mouse with your index finger resting on the left button. If you leave your hand in this position, you will be able to move the mouse and click the left button anytime you wish. You will notice that the mouse pointer moves on the screen the same way that you move it on the desktop. Using a mouse becomes easier with use.

When you are instructed to click on an object in this documentation, you will move the mouse pointer until it rests over the object and then press the left mouse button. If you are required to press the right button, you will be instructed to do so.

Program Fundamentals Chapter 1

Text Entry

Employee	Sandra L. Jones
----------	-----------------

A text entry box looks like the one above. You simply click anywhere in the text box to activate input. You will notice that the cursor appears as a capital "I". You may move this cursor anywhere in the text box to make adjustments to previously entered text. If you click between two letters and type another, the new letter will be inserted between the two. You may use the backspace to remove a letter to the left of the "I". The right and left arrows may be used to move within the text, and, if there is more than one line of text in the box, the up and down arrows may also be used.

Command Buttons



Command buttons look similar to the one shown above. The text on a command button tells its function. To activate a command button simply click on it.

List Boxes



List boxes appear similar to the one shown above. If there are more items than will fit in the list box, a scroll bar like the one shown above will appear at the far right of the box. Click on the up and down arrows of the scroll bar to move the list up or down. To select an item in a list box, simply click on it and it will become highlighted. To re-select, click on another item.

Quick Start

When starting up **ESI Time** please complete the steps in the following order.

1. Complete Pay Period Setup. (Page 6)
2. Complete all of your Employee files. (Page 9)
3. Complete all of your Time Limits. (Optional, Page 11)
4. Clear the year. (Only if this is your first installation of ESI Time. (Page 12)
5. Set your program Startup Password. (Optional, Page 12)
6. Set Rounding Times. (Optional, Page 13)
7. Set any passwords that you want, Password Maintenance. (Optional Page 15)
8. Set any Holidays. (Optional, Page 16)
9. Set any automatic breaks or lunch. (Optional, Page 17)
10. Train at least one finger for each employee. Two fingers are recommended. (Page 18)
11. Start using **ESI Time**.
12. You may set your Display Awards or Clock-in Messages at any time. (Page 13 & 14)

Time Clock Main Page

When you start **ESI Time**, the following page will appear:

ESI Time Ver. 3.20

George Jones	1		I 03-08 07:25
Harry Blue	2		O 03-08 12:26
Jackie Green	3		I 03-08 13:20
Mary Bluewater	4		O 03-08 15:00
Sally Smith	5		I 03-08 15:45
Steve Miller	6		O 03-08 17:50

7:28

PUNCH

Total Hours This Period
8.77

Pay Period # 5

Click on your name, then lay your finger on the recognizer.

Employee of The Month

Options

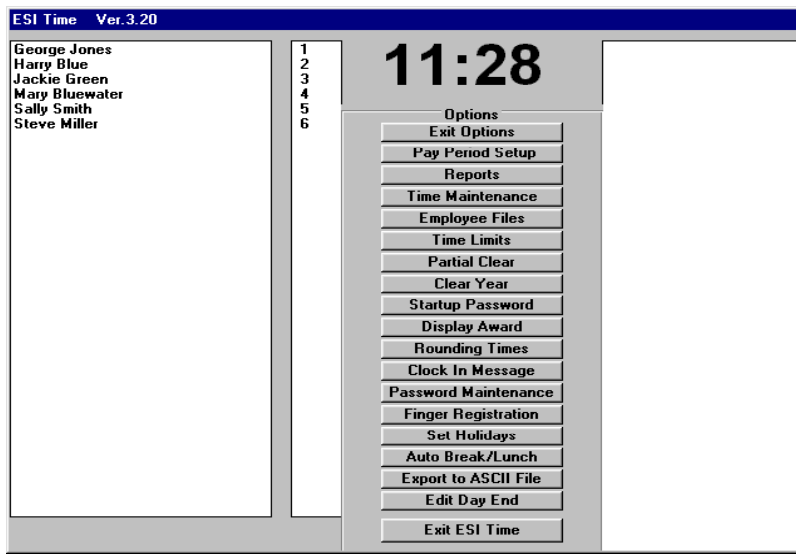
Using ESI Time is extremely easy. The Employee simply clicks on their name and their employee number. Then they click on the PUNCH button. If you are using the U.are.U Fingerprint Recognizer, The Employee clicks on their name and then lays their finger on the recognizer.

The computer will add the time in or out to the list of that employee's times for the current pay period. The total amount of time worked this period will appear in the box below the label "Total Hours This Period".

ESI Time can display the Employee of the day, week, month, or quarter on the main screen if you wish. Or you may enter the award description. You may set this up in options, employee awards.

Options

When you click on the options button and enter the password the main screen will change as shown below and show the options.

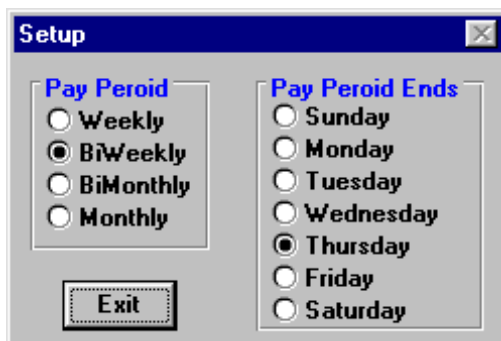


Exit Options

Use the Exit Options button to hide the options buttons.

Pay Period Setup

When you choose Pay Period Setup from the options menu, the following form will appear:



Click on the pay period you wish and then, if necessary, click on the day

Time Limits

When you click on Time Limits in the options area, the following form appears:

Employee Time Limits						
Employee #	1					
Max Daily Hours	8.00					
Max Period Hours	80.00					
Enter a 0 for unlimited hours. This setting will not limit hours it will warn an employee when the maximum hours have been exceeded.						
Normal Start/End Times						
Start Time	End Time					
8:00	17:00					
<input checked="" type="checkbox"/> Enable Restricted Check-In						
Do Not Allow Check-In Before This Time	08:00					
Late if check in is	25 hr. late					
Left early if check out	40 hr. early					
Enter a 0 for no early or late. Use tenths and hundredths of hours.						
Skip these days for the absent report						
Mon	Tue	Wed	Thr	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exit	Save	Print				

This program is used to set the maximum hours that you want an employee to work in one day and in one pay period, The normal start time and end time, a restricted check-in time, the late and left early parameters, and the days to skip for the absent report.

Enter the employee number the maximum daily hours and the maximum pay period hours that you want this employee to work. If you want the hours to be unlimited, enter a 0. The computer will not limit the employee's time but will warn when the entered hours are exceeded.

Enter the normal start and end times. (Use military time)

If you want to restrict the clock-in time for any employee, enter the time you want them to clock-in in the area next to "Do Not Allow Check-In Before This Time" and place a check in the box next to "Enable Restricted Check-In". The computer will not allow checkin before this time. Remove the check to disable this feature.

Enter in tenths of an hour how late they have to be to show on the tardy report and how early they have to leave to show on the left early report. If the employee works 8 hours in any day, they will not show on the left early report.

Put a check on the days you do not want the computer to report the employee absent.

Use the *Save* button to save your entry.

The *Print* button will print a list of employees and their maximum hours.

The *Exit* button is used to exit the Time Limits form.

Tipped Employees

To mark an employee as a tipped employee, you must place a check next to "Has Tips" in the employee file area.

When a tipped employee clocks out the following screen will appear:

Daily Report

Tips
25.00

Total Sales
200.00

Tickets
10

Exit

The employee enters their tips, total sales and tickets.

A report of these entries may be obtained by clicking the "Report Tipped Empl" button in the report area:
The following is an example of that report:

Time Clock Reports

Employee Name	Exit	Empl 1-2	Per 26-26	Day 0	Tipped
George Jones		Steve Miller 2			
Steve Miller	Employee Start	Period = 26			
Sally Smith	1	Total Hours = 1.57			
Bonnie Chu	Employee End	Salary = 15.67			
	2	Total Tips = 49.50			
	Pay Period Start	Tips + Salary = 65.17			
	26	Total Sales = 505.00			
	Pay Period End	Total Tickets = 20.00			
	26	Average Ticket = 25.25			
	Day Number	*****			
	Report All Entries				
	Report Total Hours				
	Report Tipped Empl				
	Overtime Report				
	Tardy Report				
	Left Early Report				
	Absent Report				
	Who's Here				
	Who's Not Here				
	Ethnic Report				
	Print				

Edit Day End

You may also edit any entries made by tipped employees by clicking on the "Edit Day End" button on the options button list. The following form will appear:

Edit Day End

Employee # 2 Month # 6 Load File Print Save Exit

Day	Tips	Sales	Tickets	Day	Tips	Sales	Tickets
1	0.00	0.00	0	17	0.00	0.00	0
2	0.00	0.00	0	18	0.00	0.00	0
3	0.00	0.00	0	19	0.00	0.00	0
4	0.00	0.00	0	20	0.00	0.00	0
5	0.00	0.00	0	21	0.00	0.00	0
6	0.00	0.00	0	22	0.00	0.00	0
7	0.00	0.00	0	23	0.00	0.00	0
8	0.00	0.00	0	24	0.00	0.00	0
9	0.00	0.00	0	25	0.00	0.00	0
10	0.00	0.00	0	26	0.00	0.00	0
11	0.00	0.00	0	27	25.50	250.00	10
12	0.00	0.00	0	28	24.00	255.00	10
13	0.00	0.00	0	29	0.00	0.00	0
14	0.00	0.00	0	30	0.00	0.00	0
15	0.00	0.00	0	31	0.00	0.00	0
16	0.00	0.00	0				

You may change any of the entries by changing any entry and then clicking on the "Save" button.

You may print the report shown to your printer by clicking on the "Print" button.

Reports

When you click the *Reports* button and enter the password, the following form will appear:

Enter the employee to start with and end with and the pay period to start with and end with. You may enter the employee numbers by typing them in or first click in the employee start or the employee end area and then click on the employee name in the Employee Name list, the number will appear in the input area.

Only active employees will show on any report.

If you want a report with total hours only, click on the *Report Total Hours* button.

If you want your report to show all entries, click on the *Report All Entries* button.

You may choose an Overtime Report, Tardy Report, Left Early Report, Absent Report, Who's Here, or Who's Not Here.

You may get an Ethnic report that will show how many employees you have and the percentage of the total for each ethnic area.

You may restrict your report to one day by entering the day number in the *Day Number* area.

The report will appear in the box on the right. If the report is too long, a scroll bar will appear. You can use the up or down arrows to scroll through the report.

If you wish to print the report on paper, click on the *Print* button after the report appears in the box on the right.

Employee Files

When you click on the *Employee Files* button, the following form will appear:

If you wish to load a current employee, simply click on the employee in the employee list. You may make any changes you wish and then click the *Save Employee* button. To inactivate an employee remove the check mark next to active. If you wish to load an inactive employee, simply enter their number in the Number area and then press the Enter key.

New Employee

Enter all of the appropriate data in the data areas. The *Remarks* area can contain any remarks that you want to save for this employee. It will scroll if the remarks are larger than can be displayed. You must place a check next to active to make this employee active.

You may add a digital picture of this employee in any of the popular picture formats. (bmp,gif,,jpg) Enter the full path and picture name in the *Picture Path/File name* area and click on the Yes option in the *Picture?* area.

If you wish to have this employee's birthday announced, simply click on the Yes option of the *Announce Bday* area. Then click on a male or female voice in the *Birthday Voice* area. The computer will say "Happy Birthday" to the employee each time they check in or out on their birthday. You may make your own birthday announcements with the windows sound recorder or other sound recording software. The wave files must be placed in the ESI Time directory and must be named fembday.wav and malebday.wav.

Remove Employee

Use this button to remove the current employee displayed.

Save Employee

Use this button to save any entries or changes displayed.

Clear Employee

Use this button to clear the employee data areas so you may enter a new employee.

Record Empl.#

Use this button to print any employee's record. You may enter the employee number in the box to the right or you may enter a 0 or all to print all employee records.

Employee List

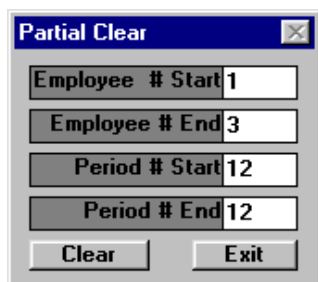
Use this button to print an employee list with most of the employee data. You may limit the list to a specific department by entering the department number in the box to the right of Print Dept. #. You may enter a 0 or all to print all departments.

Exit

Use the Exit button to exit the employee input area.

Partial Clear

If you wish to clear selected files, click on the *Partial Clear* button and the following form will appear:



Employee # Start	1
Employee # End	3
Period # Start	12
Period # End	12

Clear Exit

Enter the employee number to start and end and the period to start and end. The computer will clear only the employee's and the periods selected. Click on the *Clear* button to clear the selected records or click the *Exit* button to exit without clearing.

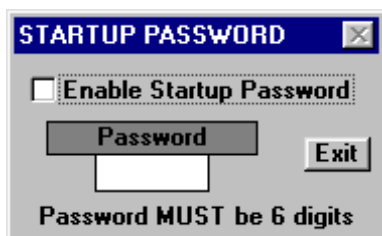
Clear Year

Use the *Clear Year* button to clear all of the time entries for all employees.

CAUTION, You should have a current backup before clearing the entries.

Startup Password

The following form is used to enter your startup password:



The screenshot shows a dialog box titled "STARTUP PASSWORD". It contains a checkbox labeled "Enable Startup Password" which is currently unchecked. Below the checkbox is a text input field labeled "Password" and an "Exit" button. At the bottom of the dialog, it states "Password MUST be 6 digits".

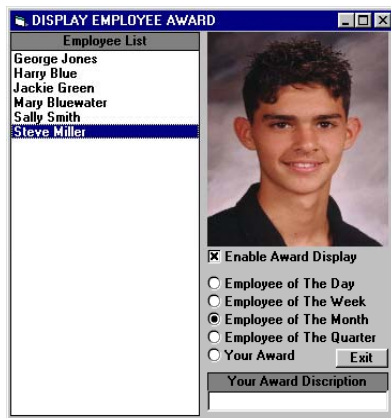
This password is used when you first start the ESI Time program. If enabled a password will be required to enter the program.

Click the Enable Startup Password box to enable this password an X will appear in the box. If the box has an X, you may click on it and the X will disappear and the password will be disabled.

The password entered in the box under Password MUST be 6 digits long. You can use any character or number for the password.

Display Award

The form shown is used to display an employee award:



The screenshot shows a dialog box titled "DISPLAY EMPLOYEE AWARD". It features a list of employee names: George Jones, Harry Blue, Jackie Green, Mary Bluewater, Sally Smith, and Steve Miller. The name "Steve Miller" is highlighted. To the right of the list is a portrait photo of Steve Miller. Below the photo is a checkbox labeled "Enable Award Display" which is checked. There are four radio button options for award types: "Employee of The Day", "Employee of The Week", "Employee of The Month" (which is selected), and "Employee of The Quarter". There is also a radio button for "Your Award" and an "Exit" button. At the bottom, there is a text input field labeled "Your Award Description".

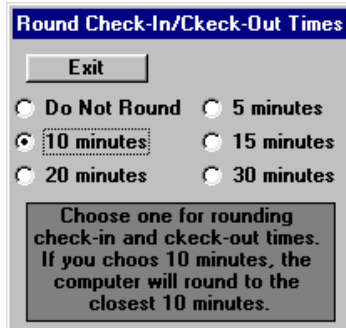
If you wish your award to display on the main screen of ESI Time, click on the *Enable Award Display* box so an X will appear.

Click on an employee from the list and their picture will appear. Then click on the type of award. If you choose Your Award, enter the description in the Your Award Description box. If you have enabled the award display, the award will be displayed on the Easy Lab main screen.

The *Exit* button is used to save your entries and exit this form.

Rounding Times

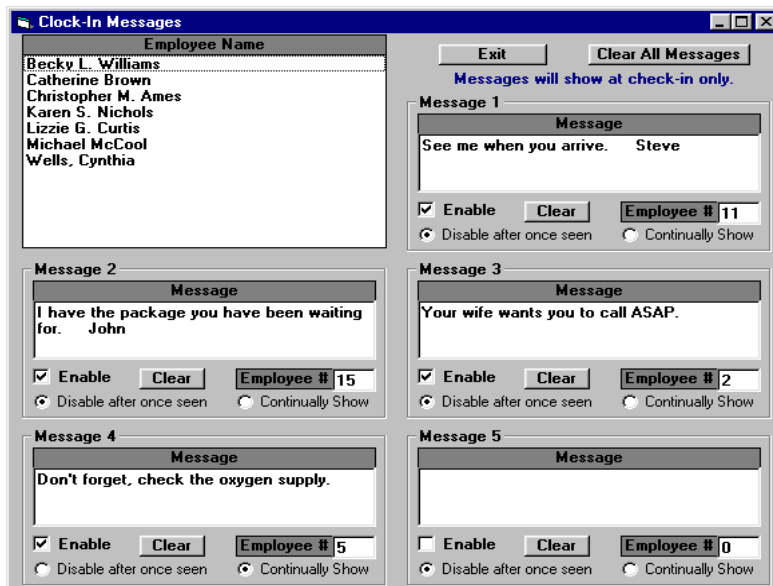
When you choose Rounding Times the following form will appear:



If you want the computer to round the check-in and check-out times to the nearest 5, 10, 15, 20, or 30 minutes, click on the option button next to the round time that you want. If you do not want to round times, (default) click on the Do Not Round button.

Clock In Message

When you choose Clock In Message the following form will appear:



You may enter up to 5 messages to appear when an employee checks in.

Enter the message in the message area. Then check the Enable box to enable it to show. Next choose the employee number for the message. You may enter the employee number or click in the employee # box and then click on the employee name in the list and the number will appear. Finally choose to disable the message after it is seen or continually show the message by clicking on the appropriate option.

Clear

The clear button on each message is used to clear that message.

Clear All Messages

The Clear All Messages Button is used to clear all of the messages.

Exit

Use the Exit button to exit Clock In Message and save any changes.

Password Maintenance

When you click on Password Maintenance the following form will appear:

Option	Yes	No
Pay Period Setup	<input checked="" type="radio"/>	<input type="radio"/>
Reports	<input type="radio"/>	<input checked="" type="radio"/>
Time Maintenance	<input checked="" type="radio"/>	<input type="radio"/>
Employee Files	<input type="radio"/>	<input checked="" type="radio"/>
Time Limits	<input checked="" type="radio"/>	<input type="radio"/>
Partial Clear	<input checked="" type="radio"/>	<input type="radio"/>
Clear Year	<input checked="" type="radio"/>	<input type="radio"/>
Startup Password	<input checked="" type="radio"/>	<input type="radio"/>
Display Award	<input type="radio"/>	<input checked="" type="radio"/>
Rounding Times	<input checked="" type="radio"/>	<input type="radio"/>
Clock-In Message	<input type="radio"/>	<input checked="" type="radio"/>
Train Fingers	<input type="radio"/>	<input checked="" type="radio"/>
Exit Easy Time	<input type="radio"/>	<input checked="" type="radio"/>

Master Password: Easy Time

When you enter this form for the first time, no password is required. Once you enter the master password, that password will be required to enter this form.

You are allowed 6 password levels. Simply enter the password level number and then enter a 6 digit password. Next click the Yes option for each program you want to protect with this password. You may repeat this for each of the 6 levels if you wish.

Exit

The Exit button will exit Password Maintenance and save any changes.

Exit ESI Time

Use the Exit ESI Time button to exit the ESI Time program. This button may be password protected.

Changing The System Time

Windows allows you or anyone who knows how to change the system time. If the system time is changed while the ESI Time program is running, the program will warn you that the time has been changed and will not allow you to continue without the master password. (See Password Maintenance above.) You can control who can start and end the ESI Time program by password protecting the program start and end. With these functions you will know if anyone has changed the system time.

Set Holidays

When you choose Set Holidays from the options menu the following form will appear:

		Days Of The Month																																	
Exit		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
M O N T H	1																																		
	2																																		
	3																																		
	4																																		
	5																																		
	6																																		
	7																																		
	8																																		
	9																																		
	10																																		
	11																																		
	12																																		

Place an X in the day and month square that you wish to designate as a holiday. Simply click on the square and an X will appear. Click on it again and the X will disappear.

Holidays are used in absent reporting the computer will not count a holiday as a day absent.

Save

Use the save button to save any changes

Print

The Print button is used to print your holidays on your printer.

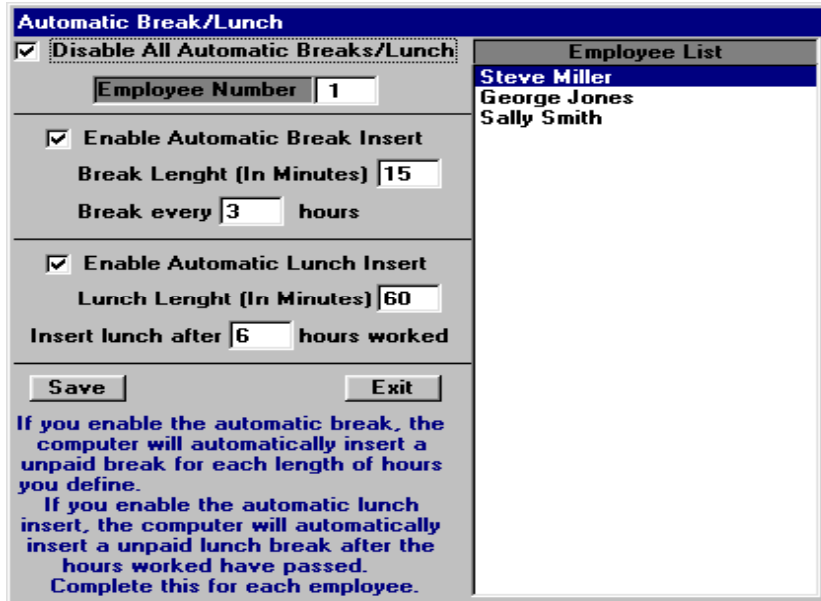
Exit

The Exit button will exit the Set Holidays Program.

Sick and vacation days are used in exactly the same way. They are accessed from Employee Files.

Auto Break/Lunch

When you choose Auto Break/Lunch from the options menu the following form will appear:



Automatic Break/Lunch

Disable All Automatic Breaks/Lunch

Employee Number

Enable Automatic Break Insert

Break Length (In Minutes)

Break every hours

Enable Automatic Lunch Insert

Lunch Length (In Minutes)

Insert lunch after hours worked

If you enable the automatic break, the computer will automatically insert a unpaid break for each length of hours you define.
If you enable the automatic lunch insert, the computer will automatically insert a unpaid lunch break after the hours worked have passed.
Complete this for each employee.

Employee List

Steve Miller
George Jones
Sally Smith

This program is used to set automatic breaks or Lunch. If activated the computer will automatically insert breaks or lunch periods. This feature is set for each employee.

You can disable this feature for all employees by placing a check in the Disable All Automatic Breaks/Lunch box.

Enter the employee number or click on the employee from the list.

Next check the Enable Automatic Break Insert box and enter the length of the break in the box next to Break Length (In Minutes). Then enter the hours between each break in the box between Break every and hours.

You can do the same for automatic lunch.

When finished, click on the Save button to save your data.

Repeat this for each employee.

Using ESI Time with the U.are.U fingerprint recognizer

The ESI Time program can use the U.are.U fingerprint recognizer to facilitate employee check in and out. When using fingerprints to check in and out, you will have a high level of security. One employee cannot check in or out another. This also speeds up the check in and out process and makes it much easier.

Maintaining your U.are.U sensor

Your U.are.U 2000 sensor is a sturdy and easy-to-use device, with no moving parts to wear out. Once you install it, you can pretty much forget about it.

As with any electronic device, there are just a few precautions to keep it in good working order:

- Do not submerge the sensor in any liquid.
- Do not expose the cable to rough treatment that would damage it.
- Do not poke the sensors oval window, or wipe it with anything abrasive, including paper.
- To clean dust and dirt from the sensor's oval window, apply the sticky side of a piece of adhesive cellophane tape on it and peel away. After prolonged use, you may need to clean the window using a cloth dampened with mild ammonia-based glass cleaner. Do not pour the glass cleaner directly on the sensor's window.

Finger Registration

If you choose Train Fingers from the Options area, the following form will appear:

Finger Registration

Enable fingerprint check-in/out Employee # 15 Training

Employee List: Becky L. Williams, Catherine Brown, Christopher M. Ames, Karen S. Nichols, Lizzie G. Curtis, Michael McCool, Wells, Cynthia

Train Finger 1 Train Finger 2

Start Training Save Exit

Finished Training

When you train a finger, you must allow the recognizer to scan your finger 4 times. After each scan lift your finger and the place it on the recognizer again. When all 4 are scanned Finished Training will appear and you may save the scan. Repeat this process for the second finger. Check Train Finger 2 after you have saved the first finger, click on Start Training, then train the second finger and save it.

You must train at least one finger for each employee. It is recommended that you train two fingers. If an employee should cut or damage a finger in the fingerprint area, they can use the other finger trained for check in or out.

Enable fingerprint check in/out

Make sure that this is checked if you are going to use the U.are.U fingerprint recognizer. Leave it unchecked for manual check in or out.

Employee

You may enter the employee number to train a finger in this box or click in the box and then click on the employee name, the number will appear in the box.

Start Training

Once you have chosen which finger to train (1 or 2), use the Start Training button to start training the finger. The finger must be trained 4 times. Place the finger on the recognizer and after Captured 1 appears in the training box, lift the finger and then place it on the recognizer again. Repeat this process until Captured 4 appears in the training box and the Finished Training message appears. Then click the save button. You may repeat this process for the second finger.

Exit

Use the Exit button to exit Train Fingers.

Export to ASCII File

This program is used to create a file that can be used by another program. For example you might want to make a file that you could use in Microsoft Excel, Microsoft Works, or you could use this file with your payroll software.

The file created will be a comma-delimited file and can be used with any program that imports comma-delimited files.

When you choose Export to ASCII File from the options menu, the following form will appear:

Export ASCII File

Period: 5 Path: C:\msoffice\winword\ Exit Make The File

Enter the path to save the time ASCII file.
Example:
C:\Msoffice\Winword\
The file will be named time.txt
This is a comma delimited file.
Choose each item that you want included in the exported file

Employee Number Start Wage
 Name Current Wage
 Address Last Review
 City/State/Zip Hourly/Salaried
 Phone Number Sex
 Birthday Ethnic Type
 Social Security Number Pay Period Number
 Start Date Total Hours
 Department Number

Creating The File

Period

When you enter this form the current period will appear in the Period box. If you wish to change the period, enter a new period number in the Period box.

Path

Enter the path where you want the file placed in the Path box. Example: "C:\MyFiles\" Make sure that the last character is a backslash. The file will be named "time.txt" and will be placed in the path that you have entered.

Choosing the content

Place a check mark next to each item that you want to include in your file. To place a check mark, click on the box next to the item wanted. A check mark will appear. To remove the check mark, click on the box again and the check mark will be removed.

Making The File

Once you have completed all of the previous steps, click on the Make The File button. The file will be created.

Appendix A

Customer Service

With the purchase of *ESI Time*, you receive 90 days of free customer service and updates. You may call customer service during this time and will not be charged for service. (888-820-3082)

After your 90 days are completed, call our service number for an explanation of the service plans for *ESI Time*.

Service hours are 8:00 AM to 5:00 PM Mountain Time, Monday through Friday.