

## Appendix H. Job Costing dialogues (New Job Code)

**Job costing dialogues** is another new feature which allows ACTAtek to provide better capability to integrate with any third party payroll/HR programs. It is an advance idea that is extended from our existing Job Code feature. As before, the Job Code feature from ACTAtek is required the admin user to pre-configure the Job Code tables, and its description first to make it work. Now with job costing dialogues feature, the admin user only need to enable this feature and the user can start to use it.

### 1. Enable New Job Code

To enable job code, please go to [ Triggers ], and click [F1] to enable the feature.

The screenshot displays the 'Triggers' configuration page. The left sidebar menu includes 'User Administration', 'Access Control', 'Terminal Settings', and 'Terminal'. The 'Triggers' option is highlighted in red. The main content area shows a list of triggers (F17-F40) and a 'Trigger Details' section for trigger 'F1'. In the 'Trigger Details' section, the 'New Job Code' option is set to 'Enable' (indicated by a checked radio button). A 'Modify' button is circled in red, with a red arrow pointing to it from the 'Triggers' menu item. Below the details is a calendar grid for days of the week and hours 00-23.

Click [Modify] to enable it..

### 2. Access the device to enable it

Once the new Job Code was enable,the Users can press [F1] key first to change the device's trigger name to [F1],and then access the device via their enrolled FingePrint/Smart Card or Password . After that,the device's LCD screen will ask the users to key in the first "**Job Number**" (max 9 digit) ,and then press [Enter] key,and then the device will ask to enter the second "**Job Code**" (max 5 digit) to finish their time records together with the users' key-in job costing dialogues info.

### 3. View the Event Log

When the admin user Login to device's webpage to [View the Event Log] or use the 3rd party's middle-ware to download the Event Logs data,they can use the "remarks field" to check the job costing dialogues info. for their HRMS or PayRoll software integration.

192.168.1.21/admin.html

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**Terminal**

- Log Off
- Terminal Status
- Add Record

**User Administration**

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages
- Admin Setting

**Access Control**

- Access Groups
- Triggers
- Holidays Setting

**Terminal Settings**

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Door Open Schedule
- Bell Schedule
- Connection Profile
- Terminal Clock
- External Devices
- DDNS

**Terminal**

- Cloud Storage Service
- SMS Service
- Alert Log

#### Event Log

**Search Options**

Name:  ID:

User:

Period:  or From:  To:

Time: Today  or 2014  11  2014  11

Department:  Event:

Others:

Fill in the form to filter the report, or leave it blank for a full report

Search

Event 1-6 of 6								<<< 1 >>>
	User ID	Name	Department	Date Time	Event	Terminal	Remark	
1	<a href="#">158</a>	Tom Knox	General	2014/11/14 13:53:08	F1	ACTAtek1	#FP#J1(888)#J2(777)#	
2	<a href="#">158</a>	Tom Knox	General	2014/11/14 13:52:44	OUT	ACTAtek1	#FP#	
3	<a href="#">158</a>	Tom Knox	General	2014/11/14 13:52:37	IN	ACTAtek1	#FP#	
4	<a href="#">158</a>	Tom Knox	General	2014/11/14 13:48:00	OUT	ACTAtek1	#FP#	
5	<a href="#">158</a>	Tom Knox	General	2014/11/14 13:47:55	IN	ACTAtek1	#FP#	
6	<a href="#">158</a>	Tom Knox	General	2014/11/14 13:44:29	IN	ACTAtek1	#FP#	

Event 1-6 of 6 <<< 1 >>>

Delete Event Log

Delete all event logs before the beginning of :

2nd. User key in "Job Code" (max 5 digit)

1st. User key in "Job Number" (max 9 digit)

Access Method