

# Comm33

Ver. 2.5.5

# User Manual



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# Installation

Double-clicking on the Comm33Setup.exe starts the installation. The language selection dialogue appears right at the start. This will be the installation language and also the application language after starting. The application language can be changed later.

Clicking **OK** brings up the welcome message (fig. 2) with the usual recommendation to close all active applications before continuing with the installation.

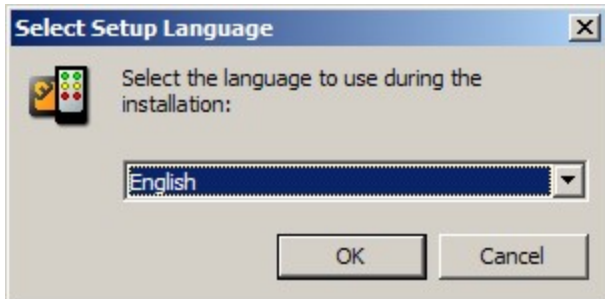


Fig. 1



Fig. 2

Clicking **Next** brings up the destination folder dialogue, as in Fig.3:

The default destination folder is **C:\Program Files\Cardware\Comm33**. Clicking on **Select** enables you to select a different folder for the Comm33 application. When the desired folder is selected, clicking on **Next** brings up the Start menu folder selection dialogue (Fig. 4):

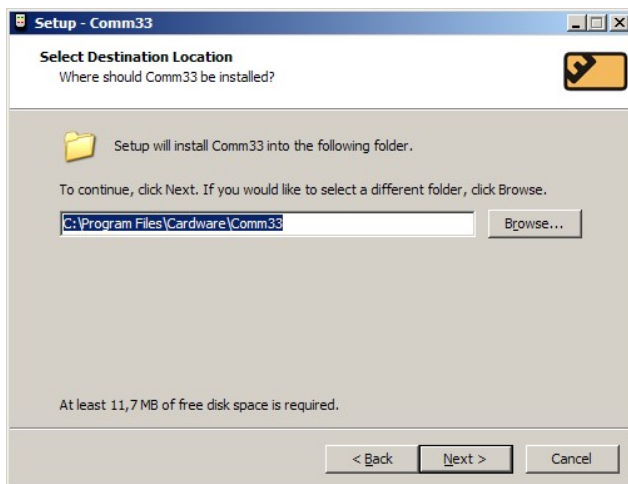


Fig. 3

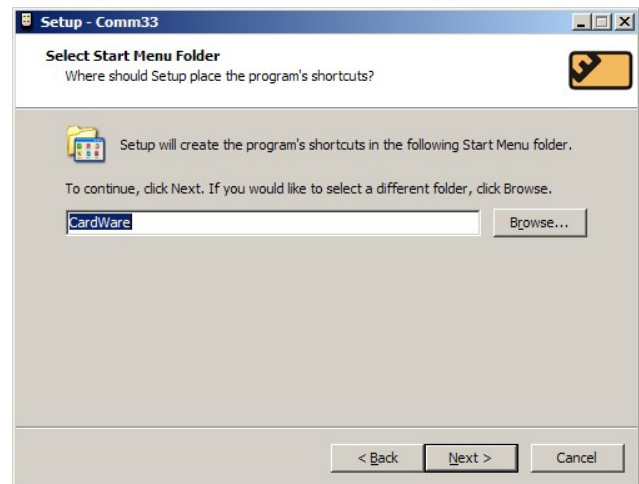


Fig. 4

The default folder of the Start menu is **CardWare**, which means that the shortcut to the Comm33 program will be placed into the **Start / Programs / CardWare** menu. Clicking **Next** brings up the dialogue (Fig. 5) in which the option is given to place the Comm33 shortcut on the desktop and the quick launch menu:

After the shortcut dialogue, clicking **Next** will make summary (Fig. 6) of the user's choices appear.

At every step of the installation it is possible to go back to the previous step by clicking on **Back** and changing your choices or completely cancelling the installation by clicking **Cancel**. Clicking **Install** will install the Comm33 program on your PC.

After installation, a dialogue like fig. 7 appears, with the notification that the installation of Comm33 is finished. This dialogue is closed by clicking on **Finish**. The program is ready for use.

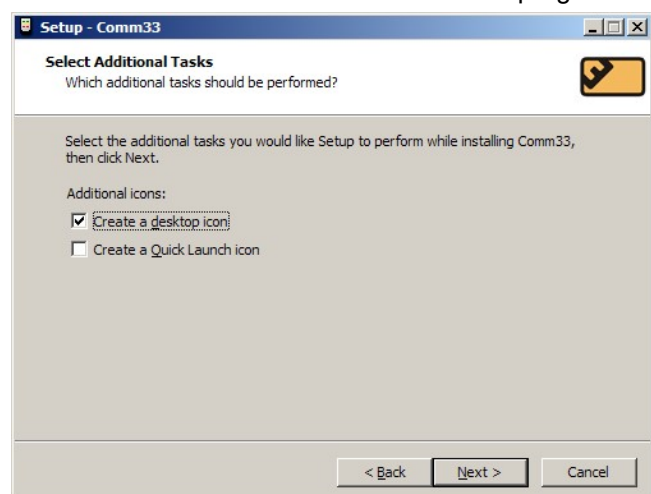


Fig. 5

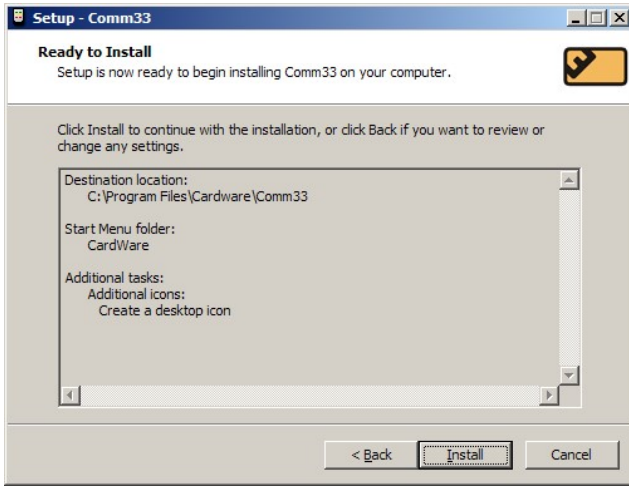


Fig. 6

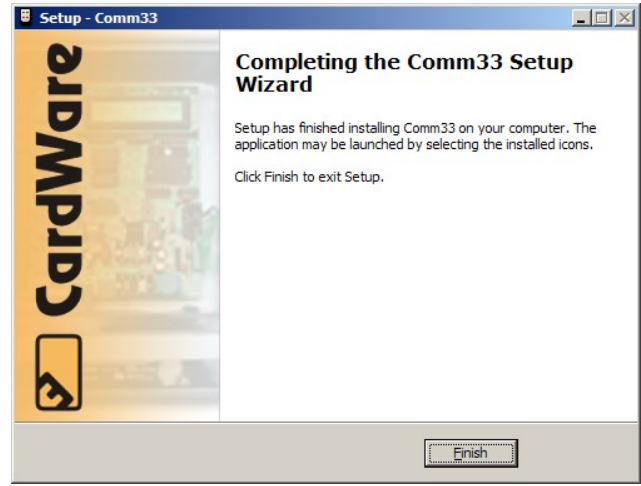


Fig. 7

# 1 Starting the program

Comm33 is started in one of three ways:

- double-clicking on the desktop icon, if installed
- clicking on the quick launch menu icon, if installed
- clicking on the icon in the Start / Programs / CardWare menu.

## 1.1 Setting the password

When the program is started for the first time, the fig. 8 dialogue appears, asking for the password to be set.

Enter the password into the **Password** and **Confirm** fields and click on **OK**.



Fig. 8

## 1.2 Login

Each time the program is started, it will ask for the password, as in fig. 9:

If you enter the correct password and click **OK**, Comm33 will function without any restrictions. The program can also be used without entering the password, by clicking on **Cancel** in the previous dialogue. In this case, Comm33 will allow only downloading records from SL-33 units and creating/printing reports.

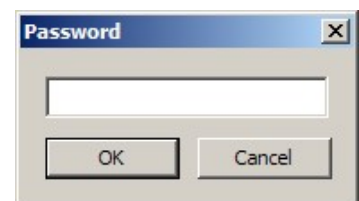


Fig. 9

## 1.3 Changing the password

After having started the program with the current password, you can change the password with the **File / Change password** option of the main menu.

The dialogue of fig. 10 is shown, in which you have to enter the old password, the new one, as well as the new one's confirmation. Clicking on **OK** makes the new password effective.

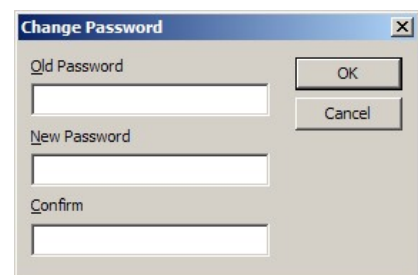


Fig. 10

## 1.4 Starting the first time / terms

When you first start the program and set the password, a dialogue like fig. 10a will appear, where you have to enter the basic terms for your application. If you use the unit for guard tour control, you can enter the terms shown in fig. 10a.

In the unlikely event that you want to change the terms later, you can do it in **File / Terms**

## 2 Configuring the SL-33

### 2.1 COM (serial) port selection

The SL-33 reader is connected to a PC with the supplied cable to a 9-pin COM port (or via a USB/serial converter to a USB port). In Comm33, you must choose the serial port (real or virtual) to which the reader is attached. This can be done in one of the following ways:

- Clicking on 
- Selecting **Reader / Serial port** in the main menu. The dialogue of fig. 11 appears.

Select the right COM port and click **OK**.

### 2.2 Reading the status

Status data of the attached SL-33 unit can be read in one of the following ways:

- Clicking on 
- Selecting **Reader / Status** in the main menu.

The dialogue of fig. 12 appears..

The dialogue shows data such as the current date and time according to the reader's clock, the number of records in the buffer, the totalling counter and the unit's unique serial number.

### 2.3 Setting the time & date

If by reading the unit's status you notice that the time & date of the SL-33 are wrong (or if the **SET TIME** LED of the unit is blinking) the current date & time of your PC can be sent to the SL-33 in the following ways:

- Clicking on 
- Selecting **Reader / Set time** in the main menu.

After confirming, the current PC time and date will be copied to the SL-33.

### 2.4 Reset

Selecting **Reader / Miscellaneous / Reset** resets the unit's record buffer i.e. a subsequent Status read will show 0 records buffered.

### 2.5 Pack

Selecting **Reader / Miscellaneous / Pack** has the effect of "packing" the circular record buffer of the SL-33. This just means that the read and write pointers are set to indicate a full buffer and a subsequent Status read will show that the unit has a "packed" buffer with the maximum 2048 records. This option should not be used except when there is suspicion of "lost" data. After "packing" the last 2048 records in the circular buffer can be downloaded.

## 3 Database entry

In order for Comm33 to be able to create reports, it's necessary to enter all readers, units (checkpoints) and categories (guards) into the database. Readers, units and categories which appear in the data but have not been entered into the database will not be shown in reports..

### 3.1 Readers

SL-33 readers are entered into the database either by:

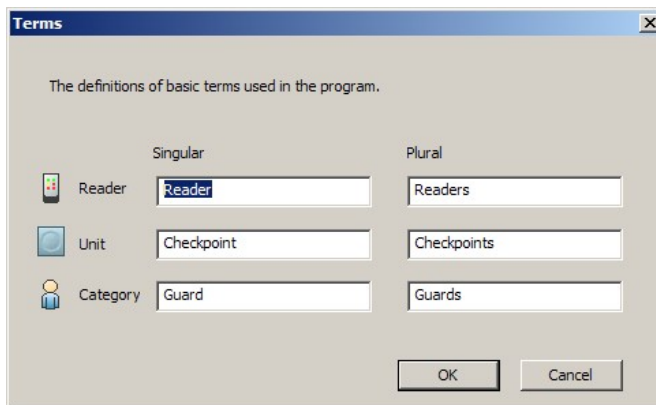


Fig.10a

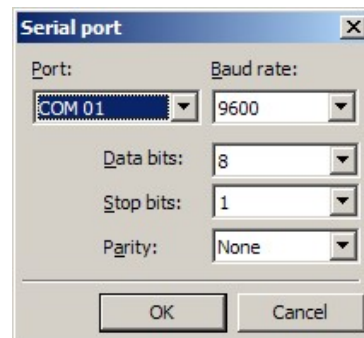


Fig. 11

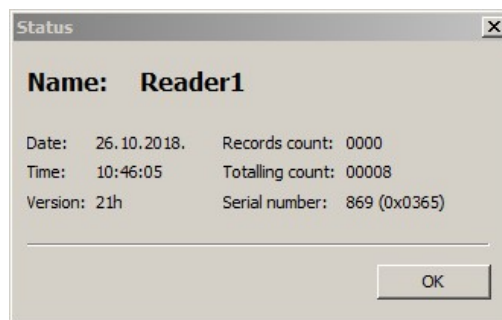


Fig. 12

- Clicking on 
- Selecting **Database / Readers** from the main menu.

A dialogue similar to fig. 13 appears.

The **serial number** field can't be changed manually. The SL-33 has to be connected and then clicking on **Refresh** will read its serial number. The **Name** field must be filled with the name that will appear in reports. By clicking on **Add**, the reader is added into the database.

If you need to change the name of a reader that's already in the database, the process is the same as when adding a new one, except that you enter a new name into the **Name** field.

Removing a reader from the database is done by selecting it in the list and clicking **Remove**.

Clicking **OK** will save all changes to the database, while clicking on **Cancel** will discard all changes.

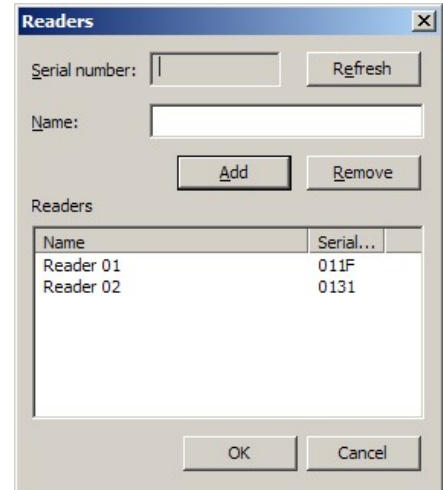



Fig. 13

### 3.2 Units (Checkpoints)

Checkpoints are entered into the database by:

- Clicking on 
- Selecting **Database / Units** in the main menu.

The dialogue in Fig. 14 is shown.

The new Unit (Checkpoint) is added by clicking **Add** in the lower left corner, which brings up a new dialogue for entering an **ID** and a **Name** for the Unit (Checkpoint), which will appear in reports. If the name of a Unit (Checkpoint) is wrong, you need to select its **ID** and click on **Edit**.

Removing a Unit (Checkpoint) is done by selecting its **ID**, then clicking on **Remove**.

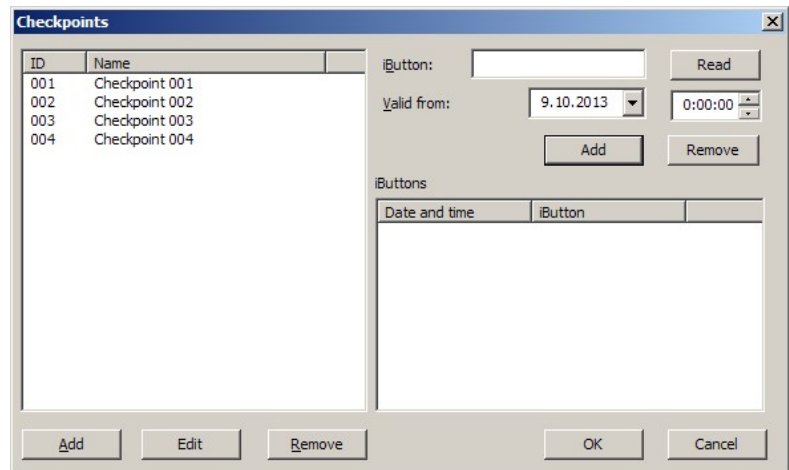


Fig. 14

After defining Units (Checkpoints), you have to associate iButton codes to them. This is done by selecting the desired Unit (Checkpoint), entering the iButton code into the **iButton** field, selecting the applicable date & time in the **Valid from** field and clicking on the **Add** button under the **Valid from** date.

An associated iButton can be removed by selecting the Unit (Checkpoint), the associated iButton and clicking on the **Remove** button under the **Valid from** time.

### 3.3 Categories (Guards)

Categories (Guards) are entered into the database by:

- Clicking on 
- Selecting **Database / Categories** from the main menu.

The Fig. 15 dialogue appears.

New categories (guards) are added to the database by clicking on the **Add** button in the lower left corner, entering a unique **ID** and a **Name** that will appear in reports.

If the name of a Category (Guard) is wrong, you need to select its **ID** and click **Edit**.

Removing a Category (Guard) can be done by clicking on it, then clicking on **Remove**.

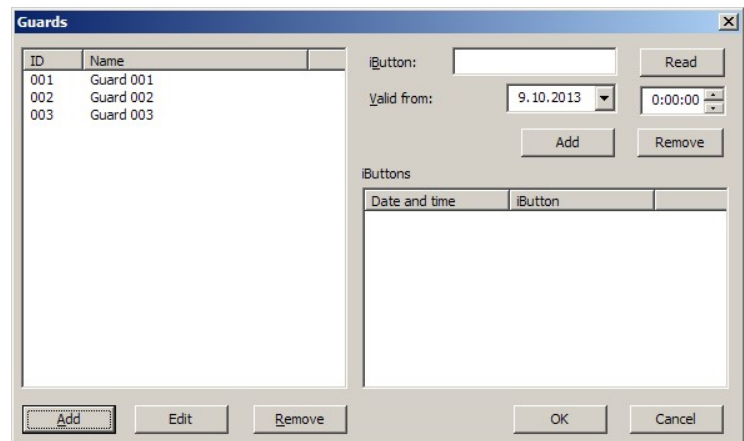


Fig. 15



After defining Categories (Guards), you have to associate iButton codes to them. This is done by selecting the desired Category (Guard), entering the iButton code into the **iButton** field, selecting the applicable date & time in the **Valid from** field and clicking on the **Add** button under the **Valid from** date. An associated iButton can be removed by selecting the Category (Guard), the associated iButton and clicking on the **Remove** button under the **Valid from** time.

### 3.4 Reading the iButton code

**Read** button (Figs. 14 & 15)

Instead of squinting to read and type the 16-character iButton code, you can use the SL-33 itself to enter it. Connect the unit to a PC (COM port directly or using a USB/COM adapter) and click on the **Read** button. The iButton code will be written into the field and you can assign it.

The SL-33's buffer must be empty when using this read button. If it is, you will be prompted to touch an iButton to the reader. If the buffer isn't empty, you'll get a warning and the iButton field will NOT be filled.

The unique 16-character iButton code can be entered in other ways too:

- directly reading the engraved iButton code (broj koji piše na iButton-u)
- using an SL-264 (PS) or SL-284 (USB) keyboard simulation iButton reader.
- another way of filling these fields is to make a record i.e. read the Unit or Category iButton with an SL-33. Now download the record with Comm33. The record will appear in the scrolling record list of the main program window. Click on the record with your mouse and press Ctrl+C. Now open the dialogue for adding Units (Checkpoints) or Categories (Guards), select the **iButton** field and press Ctrl+V. Make sure that the **Valid from** field doesn't contain a past time & date so that the newly added Unit/Category doesn't affect reports of past logging with the SL-33.

## 4 Using the SL-33

The SL-33 is used in the following way

- The Category (Guard) iButton is read first. In the case of a guard tour application, the guard touches his personal iButton to reader before making his rounds. This should be done before every round of checkpoints is made, even if the same guard is doing the rounds several times in succession.
- Now the Unit (Checkpoint) iButtons are read i.e. the guard makes his round, reading the checkpoint iButtons previously affixed to walls and other surfaces along the route.
- The round must be finished with the same reader it was started with, i.e. with the reader that was used to read the guard's personal iButton before the round.

## 5 Records


### 5.1 Downloading records from the reader

Downloading records from the reader can be done by:

- Clicking on 
- Selecting **Reader / Download records** in the main menu.

The downloading of records from the SL-33 will then begin and they will be written into the database. The main window of Comm33 will look like Fig. 16

If you need to stop downloading the records for any reason, you can do it by:

- Clicking on 
- Selecting **Reader / Stop** in the main menu.

Stopping and continuing the download process doesn't affect the functions of the program nor the validity of data.

iButton	Date and time	Reader	Totalling count
2E0000121C40CD01	09.10.2013 10:53:56	305 (0x0131)	00000
AD0000121C7EE301	09.10.2013 10:53:59	305 (0x0131)	00001
8400000F3AF65801	09.10.2013 10:54:01	305 (0x0131)	00002
0C000015A4194E01	09.10.2013 10:54:02	305 (0x0131)	00003
5500000969A98A01	09.10.2013 10:54:04	305 (0x0131)	00004
B700000F3DB29C01	09.10.2013 10:54:07	305 (0x0131)	00005
AD0000121C7EE301	09.10.2013 10:54:09	305 (0x0131)	00006
8400000F3AF65801	09.10.2013 10:54:10	305 (0x0131)	00007
0C000015A4194E01	09.10.2013 10:54:12	305 (0x0131)	00008
5500000969A98A01	09.10.2013 10:54:14	305 (0x0131)	00009
1E00000F3B019401	09.10.2013 10:54:17	305 (0x0131)	00010
AD0000121C7EE301	09.10.2013 10:54:19	305 (0x0131)	00011
8400000F3AF65801	09.10.2013 10:54:21	305 (0x0131)	00012
0C000015A4194E01	09.10.2013 10:54:22	305 (0x0131)	00013
5500000969A98A01	09.10.2013 10:54:24	305 (0x0131)	00014

Fig. 16

## 5.2 Reading records from a file

During downloading and writing records into the database, the Comm33 program also writes this data into monthly log files. These are simple text files and are located in the same folder as Comm33 itself. They are named as **Comm33-yyyy-mm.txt**, where **yyyy** is the year and **mm** the month. If the database is damaged or deleted, all records can be retrieved from these log files by selecting **File / Records / Import into database** in the main menu.

## 5.3 Browsing record files

Selecting **File / Records / View** enables you to view the current month's log file.

This should look something like fig. 17.

This dialogue will enable you to open any other log file with **Records / Open**.

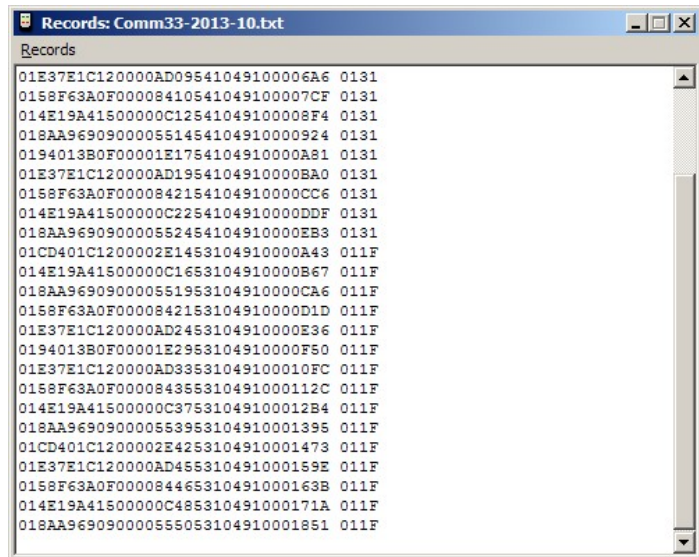


Fig. 17

## 5.4 Deleting all records

To delete all records from the database, select **Database / Miscellaneous / Delete records** in the main menu.

# 6 Backing up and restoring the database

Backing up the database is done with **Database / Miscellaneous / Backup** in the main menu. The database will be saved into the desired file in a compressed format.

Restoring from the archive file is done with **Database / Miscellaneous / Restore** in the main menu. Restoring a database means that the current one will be replaced i.e. lost if you haven't made a backup!

## 7 Reports

Selecting a report can be done by:

- Clicking on 
- Selecting **Database / Make report** from the main menu.

The dialogue of fig.18 appears.

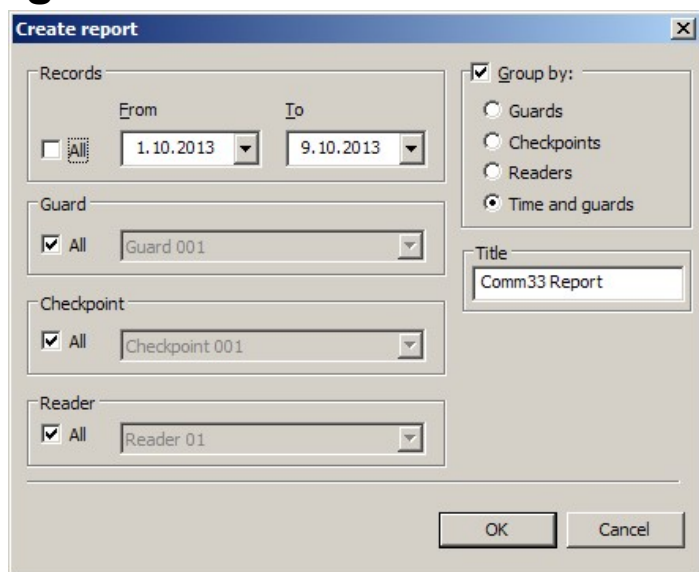


Fig. 18

### 7.1 Report criteria

In the **Records** section, you must specify the scope of the report with the **From** and **To** fields. If the **All** box is checked, all records in the database will be used for the report.

In the **Category (Guard)** section, you must specify the category (guard) for which the report should be made. If the **All** box is checked, all categories (guards) will appear in the report.

In the **Unit (Checkpoint)** section, you must specify the unit (checkpoint) for which the report should be made. If the **All** box is checked, all units (checkpoints) will appear in the report.

In the **Reader** section, you must specify the reader for which the report should be made. If the **All** box is checked, all readers will appear in the report.



The **Group by** section defines how the data is organised in the report. If no grouping is selected, the data will be shown chronologically, as in fig. 19.

This report shows guards, checkpoints visited, time of visit, time between two checkpoints (or between the start and the first checkpoint) and the reader used to make the record.

## 7.2 Grouping by category (guards)

If grouping by Category (guards) is selected, a report like the one in fig. 20 will be created.

This report groups the records by category (guard) so each guard's records that fall into the selected time span are listed chronologically, divided into days. The header of each day shows the time that the guard started his round (the moment he used his personal iButton to make the starting record). The following rows show the moment of making a record at each unit (checkpoint) and the time difference from the previous checkpoint. The name of the reader used to make the record is also shown.

Comm33 Report 09.10.2013 11:09:27

**09.10.2013**

SN	Guard	Checkpoint	Time	Difference	Reader
1	Guard 003	Checkpoint 004	10:53:16	0:00:02	Reader 01
2	Guard 003	Checkpoint 003	10:53:19	0:00:03	Reader 01
3	Guard 003	Checkpoint 002	10:53:21	0:00:02	Reader 01
4	Guard 003	Checkpoint 001	10:53:24	0:00:03	Reader 01
5	Guard 001	Checkpoint 001	10:53:33	0:00:04	Reader 01
6	Guard 001	Checkpoint 002	10:53:35	0:00:02	Reader 01
7	Guard 001	Checkpoint 004	10:53:37	0:00:02	Reader 01
8	Guard 001	Checkpoint 003	10:53:39	0:00:02	Reader 01
9	Guard 003	Checkpoint 001	10:53:45	0:00:03	Reader 01
10	Guard 003	Checkpoint 002	10:53:46	0:00:01	Reader 01
11	Guard 003	Checkpoint 004	10:53:48	0:00:02	Reader 01
12	Guard 003	Checkpoint 003	10:53:50	0:00:02	Reader 01
13	Guard 003	Checkpoint 001	10:53:59	0:00:03	Reader 02
14	Guard 003	Checkpoint 002	10:54:01	0:00:02	Reader 02
15	Guard 003	Checkpoint 004	10:54:02	0:00:01	Reader 02
16	Guard 003	Checkpoint 003	10:54:04	0:00:02	Reader 02
17	Guard 002	Checkpoint 001	10:54:09	0:00:02	Reader 02
18	Guard 002	Checkpoint 002	10:54:10	0:00:01	Reader 02
19	Guard 002	Checkpoint 004	10:54:12	0:00:02	Reader 02
20	Guard 002	Checkpoint 003	10:54:14	0:00:02	Reader 02
21	Guard 001	Checkpoint 001	10:54:19	0:00:02	Reader 02
22	Guard 001	Checkpoint 002	10:54:21	0:00:02	Reader 02
23	Guard 001	Checkpoint 004	10:54:22	0:00:01	Reader 02
24	Guard 001	Checkpoint 003	10:54:24	0:00:02	Reader 02

**10.10.2013**

SN	Guard	Checkpoint	Time	Difference	Reader
25	Guard 003	Checkpoint 001	11:07:18	0:00:03	Reader 01
26	Guard 003	Checkpoint 002	11:07:20	0:00:02	Reader 01
27	Guard 003	Checkpoint 004	11:07:21	0:00:01	Reader 01
28	Guard 003	Checkpoint 003	11:07:24	0:00:03	Reader 01

Fig. 19

Comm33 Report 09.10.2013 11:10:02

**Guard 003**

**09.10.2013**

**SN 10:53:14 Checkpoint Difference Reader**

1	10:53:16	Checkpoint 004	0:00:02	Reader 01
2	10:53:19	Checkpoint 003	0:00:03	Reader 01
3	10:53:21	Checkpoint 002	0:00:02	Reader 01
4	10:53:24	Checkpoint 001	0:00:03	Reader 01

**SN 10:53:42 Checkpoint Difference Reader**

9	10:53:45	Checkpoint 001	0:00:03	Reader 01
10	10:53:46	Checkpoint 002	0:00:01	Reader 01
11	10:53:48	Checkpoint 004	0:00:02	Reader 01
12	10:53:50	Checkpoint 003	0:00:02	Reader 01

**SN 10:53:56 Checkpoint Difference Reader**

13	10:53:59	Checkpoint 001	0:00:03	Reader 02
14	10:54:01	Checkpoint 002	0:00:02	Reader 02
15	10:54:02	Checkpoint 004	0:00:01	Reader 02
16	10:54:04	Checkpoint 003	0:00:02	Reader 02

**10.10.2013**

**SN 11:07:15 Checkpoint Difference Reader**

25	11:07:18	Checkpoint 001	0:00:03	Reader 01
26	11:07:20	Checkpoint 002	0:00:02	Reader 01
27	11:07:21	Checkpoint 004	0:00:01	Reader 01
28	11:07:24	Checkpoint 003	0:00:03	Reader 01

**SN 11:07:47 Checkpoint Difference Reader**

37	11:07:48	Checkpoint 001	0:00:01	Reader 02
38	11:07:50	Checkpoint 002	0:00:02	Reader 02
39	11:07:51	Checkpoint 004	0:00:01	Reader 02
40	11:07:52	Checkpoint 003	0:00:01	Reader 02

**Guard 001**

**09.10.2013**

**SN 10:53:29 Checkpoint Difference Reader**

5	10:53:33	Checkpoint 001	0:00:04	Reader 01
6	10:53:35	Checkpoint 002	0:00:02	Reader 01
7	10:53:37	Checkpoint 004	0:00:02	Reader 01
8	10:53:39	Checkpoint 003	0:00:02	Reader 01

Fig. 20

## 7.3 Grouping by units (checkpoints)

If you select grouping by **units (checkpoints)**, you will get a report similar to the one in fig. 21.

This report shows the unit (checkpoint) name at the top and chronologically listed records of readers having read that unit (checkpoint) in a selected time span. The records are grouped by by days. The rows show the name of the category (guard), the time of the previous unit (checkpoint) record, the time of the current unit (checkpoint) record, the time difference and the name of the reader making the records.

## 7.4 Grouping by readers

If grouping by **readers** is selected, you will get a report resembling fig. 22.

This report shows the name of the reader on top, followed by rows of chronologically sorted records in the selected time span, grouped by days.

The rows show the name of the category (guard), the time of the previous unit (checkpoint) record, the time and name of the current unit (checkpoint) record and the time difference.

**Comm33 Report** 09.10.2013 11:12:44

**Checkpoint 001**

**09.10.2013**

SN	Guard	Departure	Arrival	Difference	Reader
4	Guard 003	10:53:14	10:53:24	0:00:10	Reader 01
5	Guard 001	10:53:29	10:53:33	0:00:04	Reader 01
9	Guard 003	10:53:42	10:53:45	0:00:03	Reader 01
13	Guard 003	10:53:56	10:53:59	0:00:03	Reader 02
17	Guard 002	10:54:07	10:54:09	0:00:02	Reader 02
21	Guard 001	10:54:17	10:54:19	0:00:02	Reader 02

**10.10.2013**

SN	Guard	Departure	Arrival	Difference	Reader
25	Guard 003	11:07:15	11:07:18	0:00:03	Reader 01
29	Guard 002	11:07:26	11:07:28	0:00:02	Reader 01
33	Guard 001	11:07:35	11:07:36	0:00:01	Reader 01
37	Guard 003	11:07:47	11:07:48	0:00:01	Reader 02
41	Guard 002	11:07:54	11:07:55	0:00:01	Reader 02
45	Guard 001	11:08:01	11:08:02	0:00:01	Reader 02

**Checkpoint 002**

**09.10.2013**

SN	Guard	Departure	Arrival	Difference	Reader
3	Guard 003	10:53:14	10:53:21	0:00:07	Reader 01
6	Guard 001	10:53:29	10:53:35	0:00:06	Reader 01
10	Guard 003	10:53:42	10:53:46	0:00:04	Reader 01
14	Guard 003	10:53:56	10:54:01	0:00:05	Reader 02
18	Guard 002	10:54:07	10:54:10	0:00:03	Reader 02
22	Guard 001	10:54:17	10:54:21	0:00:04	Reader 02

**10.10.2013**

SN	Guard	Departure	Arrival	Difference	Reader
26	Guard 003	11:07:15	11:07:20	0:00:05	Reader 01

Fig. 21

**Comm33 Report** 09.10.2013 11:13:09

**Reader 01**

**09.10.2013**

SN	Guard	Departure	Checkpoint	Arrival	Difference
1	Guard 003	10:53:14	Checkpoint 004	10:53:16	0:00:02
2	Guard 003	10:53:14	Checkpoint 003	10:53:19	0:00:05
3	Guard 003	10:53:14	Checkpoint 002	10:53:21	0:00:07
4	Guard 003	10:53:14	Checkpoint 001	10:53:24	0:00:10
5	Guard 001	10:53:29	Checkpoint 001	10:53:33	0:00:04
6	Guard 001	10:53:29	Checkpoint 002	10:53:35	0:00:06
7	Guard 001	10:53:29	Checkpoint 004	10:53:37	0:00:08
8	Guard 001	10:53:29	Checkpoint 003	10:53:39	0:00:10
9	Guard 003	10:53:42	Checkpoint 001	10:53:45	0:00:03
10	Guard 003	10:53:42	Checkpoint 002	10:53:46	0:00:04
11	Guard 003	10:53:42	Checkpoint 004	10:53:48	0:00:06
12	Guard 003	10:53:42	Checkpoint 003	10:53:50	0:00:08

**10.10.2013**

SN	Guard	Departure	Checkpoint	Arrival	Difference
25	Guard 003	11:07:15	Checkpoint 001	11:07:18	0:00:03
26	Guard 003	11:07:15	Checkpoint 002	11:07:20	0:00:05
27	Guard 003	11:07:15	Checkpoint 004	11:07:21	0:00:06
28	Guard 003	11:07:15	Checkpoint 003	11:07:24	0:00:09
29	Guard 002	11:07:26	Checkpoint 001	11:07:28	0:00:02
30	Guard 002	11:07:26	Checkpoint 002	11:07:29	0:00:03
31	Guard 002	11:07:26	Checkpoint 004	11:07:30	0:00:04
32	Guard 002	11:07:26	Checkpoint 003	11:07:31	0:00:05
33	Guard 001	11:07:35	Checkpoint 001	11:07:36	0:00:01
34	Guard 001	11:07:35	Checkpoint 002	11:07:37	0:00:02
35	Guard 001	11:07:35	Checkpoint 004	11:07:39	0:00:04
36	Guard 001	11:07:35	Checkpoint 003	11:07:41	0:00:06

**Reader 02**

**09.10.2013**

SN	Guard	Departure	Checkpoint	Arrival	Difference
13	Guard 003	10:53:56	Checkpoint 001	10:53:59	0:00:03
14	Guard 003	10:53:56	Checkpoint 002	10:54:01	0:00:05
15	Guard 003	10:53:56	Checkpoint 004	10:54:02	0:00:06
16	Guard 003	10:53:56	Checkpoint 003	10:54:04	0:00:08
17	Guard 002	10:54:07	Checkpoint 001	10:54:09	0:00:02

Fig. 22

## 7.5 Grouping by time & categories (guards)

If grouping by **time and categories (guards)**, is selected, a report like fig. 23 will be created.

In this report, the records are grouped by days and by time of starting a round during the day and by category (guard).

## 8 Time & attendance

The SL-33 reader and Comm33 can be used for in-the-field time & attendance, where the use of the SL-8x controllers isn't practical. In these cases, a possible scenario for time & attendance would be:

1. employees would make clockings on the SL-33
2. the clocking records would be downloaded from the SL-33 units with a notebook PC and the Comm33 program



- the notebook PC would be connected to a company network with the KatzeReports program and database
- the Comm33 program on the notebook PC is used to transfer the clocking records into the KatzeReports database

## 8.1 Using the SL-33 for time & attendance

Certain iButtons need to be associated to possible time and attendance activities – come, go, lunch break, business trip etc. – and visibly marked as such. A record has to be made on the SL-33 that denotes the type of activity, then employees can make clockings on the same SL-33, but only of that type of activity. When a different activity type clocking has to be made, the iButton denoting that activity must be read first.

For example, the iButton denoting "come" is read. After this, ten employees read their iButtons on the SL-33. This means that all ten made a "come" clocking i.e. they arrived at work at the time their clockings took place. If, some time later, five employees want to leave for lunch, the first one must touch the "lunch break" iButton to the SL-33 before reading his own iButton. The other four can just touch their iButtons to the reader.

## 8.2 Setting up the KatzeReports program

Activities are associated to iButtons in Comm33 just like in the KatzeReports time & attendance program, which means a combination of controller (reader) ID and activity code. In KatzeReports select **Configuration / Controllers** and the dialogue of fig. 24 will appear.

Select a controller that isn't already present in the installation and which will simulate one or more SL-33 readers. In this example, controller 15 is selected and its name is SL-33.

Now, select **Configuration / History** and a dialogue similar to fig. 25 will appear.

This dialogue is used to set the SL-33 up so that the activity records generated by it are processed as proper event codes. In this example, the SL-33 controller is set to assign "come" and "go" activities to the event codes 0 and 1 respectively.

KatzeReports has to be set up like this for all SL-33 readers that are used for time & attendance or one virtual SL-33 controller can be defined for all SL-33 readers.

Comm33 Report			
09.10.2013			
SN 10:53:14	Guard 003	Difference	Reader
1	10:53:16	Checkpoint 004	0:00:02 Reader 01
2	10:53:19	Checkpoint 003	0:00:03 Reader 01
3	10:53:21	Checkpoint 002	0:00:02 Reader 01
4	10:53:24	Checkpoint 001	0:00:03 Reader 01
SN 10:53:29	Guard 001	Difference	Reader
5	10:53:33	Checkpoint 001	0:00:04 Reader 01
6	10:53:35	Checkpoint 002	0:00:02 Reader 01
7	10:53:37	Checkpoint 004	0:00:02 Reader 01
8	10:53:39	Checkpoint 003	0:00:02 Reader 01
SN 10:53:42	Guard 003	Difference	Reader
9	10:53:45	Checkpoint 001	0:00:03 Reader 01
10	10:53:46	Checkpoint 002	0:00:01 Reader 01
11	10:53:48	Checkpoint 004	0:00:02 Reader 01
12	10:53:50	Checkpoint 003	0:00:02 Reader 01
SN 10:53:56	Guard 003	Difference	Reader
13	10:53:59	Checkpoint 001	0:00:03 Reader 02
14	10:54:01	Checkpoint 002	0:00:02 Reader 02
15	10:54:02	Checkpoint 004	0:00:01 Reader 02
16	10:54:04	Checkpoint 003	0:00:02 Reader 02
SN 10:54:07	Guard 002	Difference	Reader
17	10:54:09	Checkpoint 001	0:00:02 Reader 02
18	10:54:10	Checkpoint 002	0:00:01 Reader 02
19	10:54:12	Checkpoint 004	0:00:02 Reader 02
20	10:54:14	Checkpoint 003	0:00:02 Reader 02
SN 10:54:17	Guard 001	Difference	Reader
21	10:54:19	Checkpoint 001	0:00:02 Reader 02
22	10:54:21	Checkpoint 002	0:00:02 Reader 02
23	10:54:22	Checkpoint 004	0:00:01 Reader 02
24	10:54:24	Checkpoint 003	0:00:02 Reader 02
10.10.2013			
SN 11:07:15	Guard 003	Difference	Reader
25	11:07:18	Checkpoint 001	0:00:03 Reader 01
26	11:07:20	Checkpoint 002	0:00:02 Reader 01
27	11:07:21	Checkpoint 004	0:00:01 Reader 01
28	11:07:24	Checkpoint 003	0:00:03 Reader 01
SN 11:07:26	Guard 002	Difference	Reader
29	11:07:28	Checkpoint 001	0:00:02 Reader 01

Fig. 23

ID	Description
0	Terminal00
1	Terminal01
2	Terminal02
3	Terminal03
4	Terminal04
5	Terminal05
6	Terminal06
7	Terminal07
8	Terminal08
9	Terminal09
10	Terminal10
11	Terminal11
12	Terminal12
13	Terminal13
14	Terminal14
15	SL-33

Fig. 24

ID	Name
MIN	Main Entrance

Controller	Event code	Valid from	PIN	Bit
SL-33	0	1.1.2007	<input type="checkbox"/>	A
SL-33	1	1.1.2007	<input type="checkbox"/>	A

From	To	Activity	Invisible
00:00	23:59	Come	<input type="checkbox"/>

Fig. 25

### 8.3 Setting up the SL-33 readers

To set up the SL-33 readers that are used for time & attendance, select **Database/KatzeReports/readers**. The dialogue of fig. 26 will appear..

This dialogue is used to map a real SL-33 reader into a virtual controller in the KatzeReports database. The **SL-33** field needs to be filled by selecting one of the named SL-33 units in the Comm33 database. Fill the **ID** field with the ID of the "virtual" controller in the KatzeReports database (which is 15 in this example) and click on **Add**. Clicking on **Remove** will delete the selected reader from the list. If you need to change the ID of a reader in the list, you can only do it by removing the old one and adding it again with a different ID. If the KatzeReports database only has one virtual SL-33, which will simulate all the real SL-33 readers, then all the real SL-33 readers should be added to the list in fig. 26 with their 4-digit serial numbers. Clicking on **OK** will save all changes, while **Cancel** will discard them.

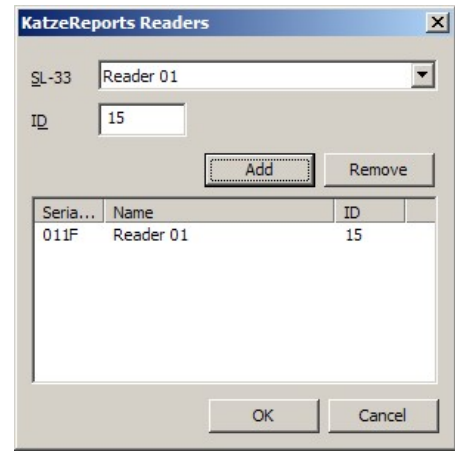


Fig. 26

### 8.4 Setting up the activities

Selecting **Database / KatzeReports / Actions** shows the dialogue of fig 27.

This dialogue defines the mapping of iButton codes into KatzeReports action codes. Enter the code of an iButton into the **iButton** field to make it an "action" code. The **Valid from** defines the start of validity of this "action" code while the **Code** field contains the numeric action/event code that is generated by that "action" iButton for subsequent "employee" iButton clockings. The **Action** field should hold the name of the activity as defined in KatzeReports (i.e. come, go, lunch break etc.). The **Activity** field has no effect on which activity will really be associated with the iButton clockings arriving into the KatzeReports database but serves only as a reminder. Only the reader ID/ numeric (event)code combination is relevant for this purpose.

The example shows three defined "action" iButtons with associated (action/event) codes 0, 1 and 2. When these are read on the SL-33 named Reader1, the subsequent "employee" iButton clockings will generate the actions Come, Go and Lunch break.

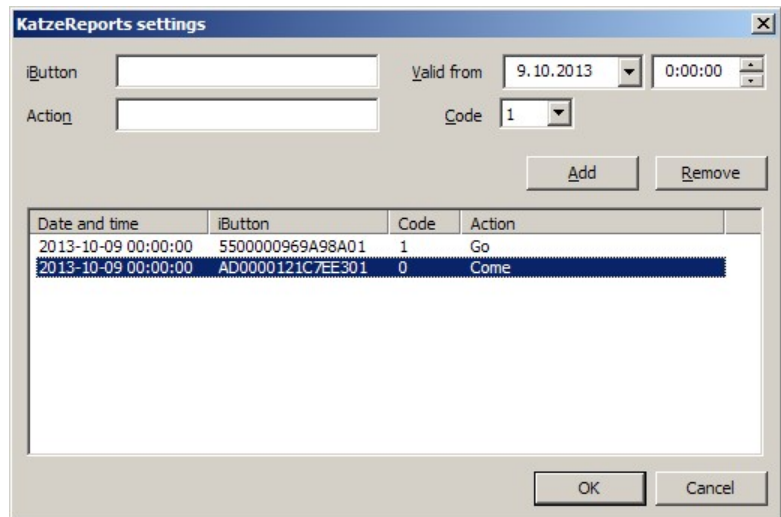


Fig. 27

### 8.5 Writing records into the KatzeReports database

Selecting the **Database / KatzeReports / Download** will bring forth the dialogue of fig. 28:

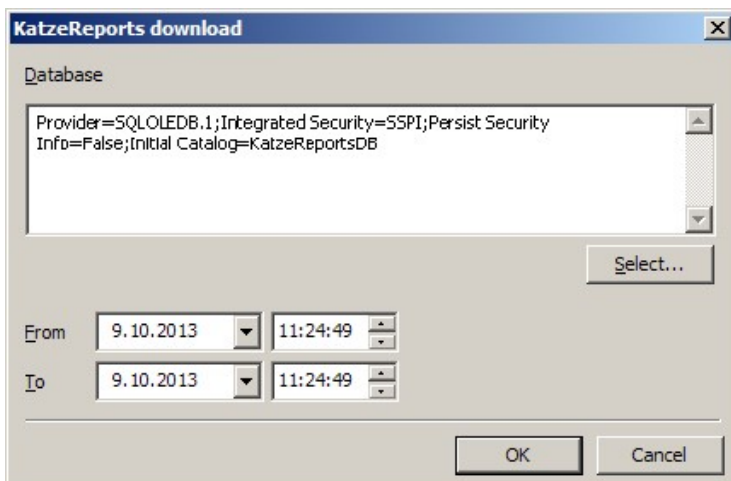


Fig. 28

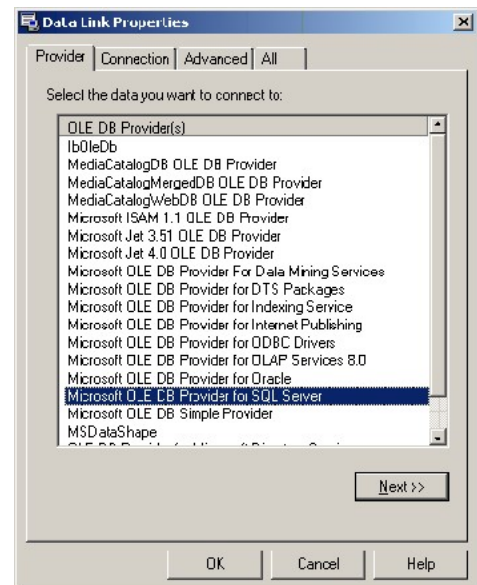


Fig. 29

The **Database** field contains the KatzeReports database parameters: database name and name of the host PC. If this is the first time that records are written into the KatzeReports database, this field is empty and a database must be selected by clicking on **Select**.

Then the dialogue of fig 29 appears:

You need to select **Microsoft OLE DB Provider for SQL Server** and click on **Next**.

The previous dialogue now appears as fig. 30:

Combo box 1 should contain the name of the PC hosting the KatzeReports database. It can either be selected from a list, manually entered or left blank if the database is on the local PC. Combo box 2. should contain **Use Windows NT Integrated security**. The third combo box must contain the name of the KatzeReports database. You can test the entered parameters by clicking on **Test Connection**. If there are no errors, click on **OK**.

After the KatzeReports database has been set up, specify the time span of records that Comm33 should transfer into the KatzeReports database. Clicking on **OK** in Comm33 will start the transfer of records, after which the number of successfully transferred records will be shown.

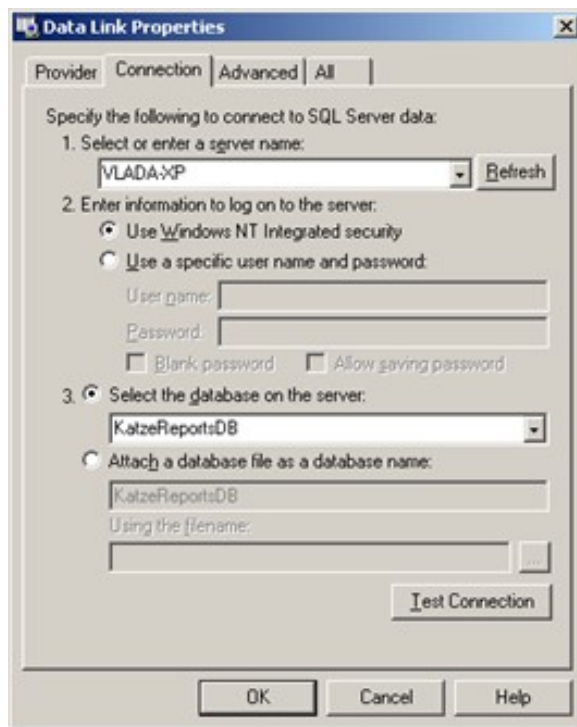


Fig. 30

Starting KatzeReports to check the validity of transferred records will make fig 31. appear

#	Date	Time	Activity	Door	User name
1	09.10.2013.	06:54	Come	Main Entrance	
2	09.10.2013.	15:36	Go	Main Entrance	

Fig. 31

## 9 Log

Selecting **File / Log** from the main shows a window with a log of user activity in Comm33, as in fig. 32.

The user activity logs are stored in monthly text files with names like:

**Comm33-yyyy-mm.log**

where **yyyy** is the year, **mm** the month. The log dialogue will let you see any existing log file by selecting **Log / Open**.

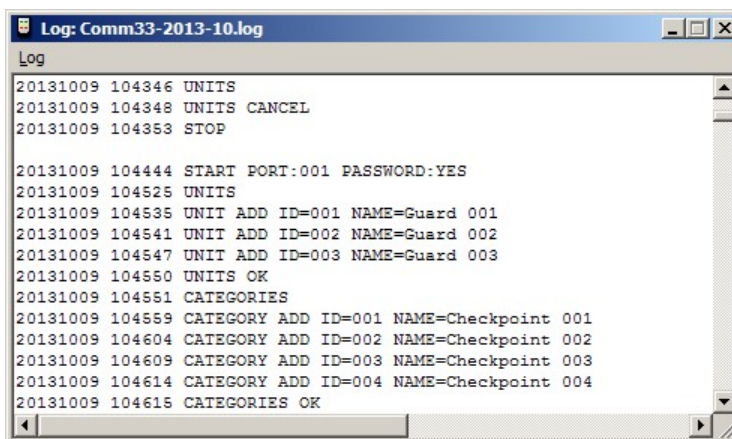


Fig. 32