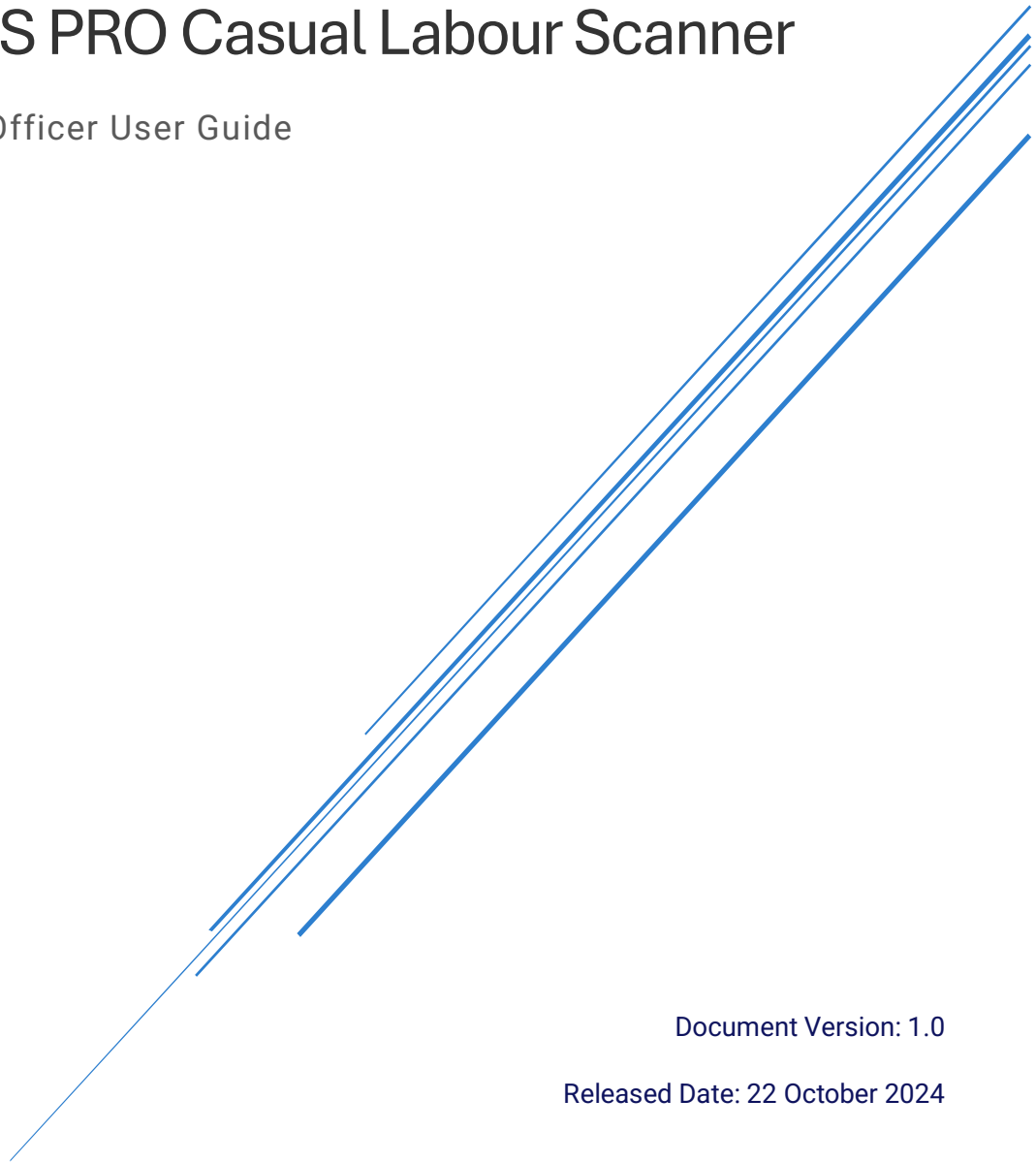




# TIMES PRO Casual Labour Scanner

Admin Officer User Guide



Document Version: 1.0

Released Date: 22 October 2024



## **TABLE OF CONTENTS**

---

<b>1. LOGGING INTO THE TIMES PRO CASUAL LABOUR SCANNER SYSTEM .....</b>	<b>4</b>
<b>2. SCAN EMPLOYEE'S CARD NUMBER FOR CHECK IN AND OUT .....</b>	<b>5</b>
<b>3. VIEW TRANSACTION .....</b>	<b>6</b>
<b>4. VIEW REQUISITION .....</b>	<b>7</b>
<b>5. VIEW ENTRY .....</b>	<b>8</b>
<b>6. VIEW LOG .....</b>	<b>8</b>
<b>7. SETTING .....</b>	<b>9</b>



---

## DISCLAIMER

---

Copyright 2024 Times Software Pte Ltd (“TIMES SOFTWARE”) (Company Registration No.: 199804415D) All rights reserved. Please refer to the legal notice below for terms of use.

**THE SPECIFICATIONS AND INFORMATION REGARDING THE PRODUCTS IN THIS USER GUIDE ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS USER GUIDE ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY PRODUCTS.**

**INFORMATION PROVIDED IN THIS GUIDE IS PROVIDED “AS IS” WITH ALL FAULTS. TIMES SOFTWARE DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.**

**IN NO EVENT SHALL TIMES SOFTWARE OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, OR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THIS USER GUIDE, OR ANY ERRORS OR OMISSIONS IN THE CONTENT THEREOF, EVEN IF TIMES SOFTWARE OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

Unless otherwise noted, the example companies, organisations, products, domain names, email addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organisation, product, domain name, email address, logo, person, place or event is intended or should be inferred. Any workflows, display output, diagrams and other figures included in this user guide are shown for illustrative purposes only.

Without limiting the rights under copyright, no part of this user guide may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of TIMES SOFTWARE.

The TIMES service and products identified in this user guide are trademarks or service marks of TIMES SOFTWARE. All other products or services referenced in this user guide may be the trademarks or service marks of their respective owners.

## 1. Logging into the TIMES PRO Casual Labour Scanner System

Open internet browser and enter the URL address to access the TIMES PRO Casual Labour Scanner portal login web page, example:

<https://xxx.com/SolutionPro/CasualLabour/Scanner/Home/Login>

An example of the login page is shown below:

CasualLabour Scanner

admin




Security

None

TEST22

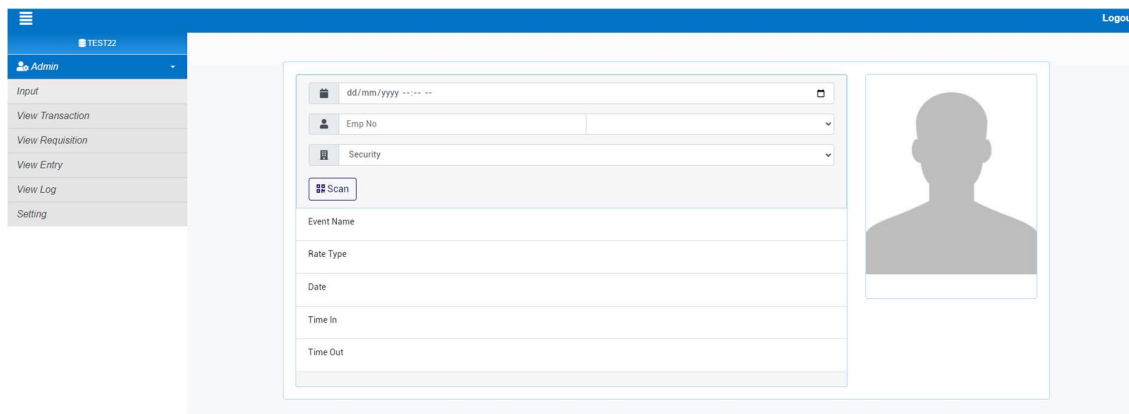
.....

Login

1. Select the “admin” role at the  field
2. Enter the user DB name at the  field
3. Enter the Admin password at the  field
4. Click the Login button.

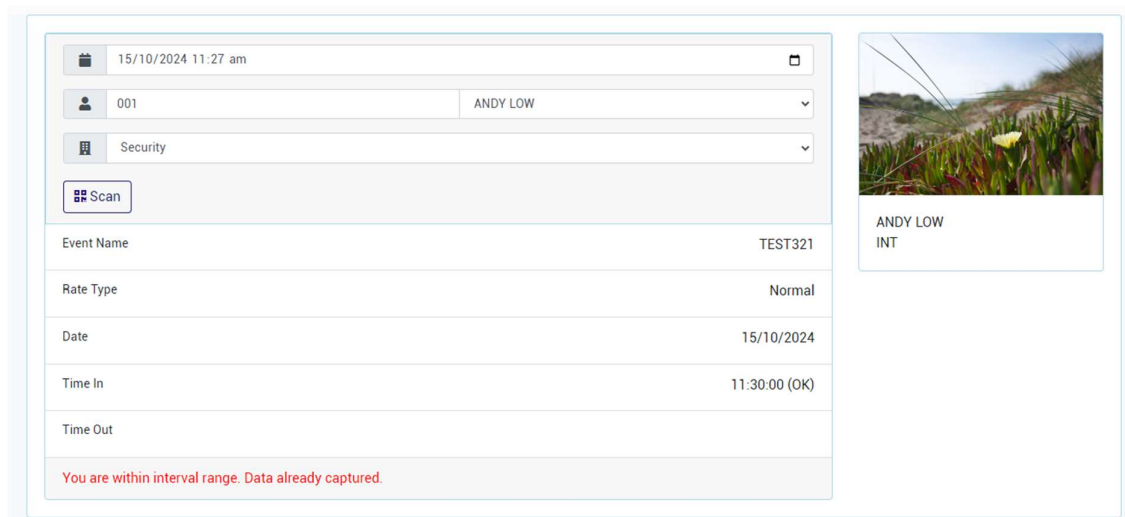
## 2. Scan Employee's Card Number for Check in and Out

After login to the Admin page, user will able to see the UI below




When an employee checks in or checks out from work sites, user can scan their card using the barcode scanner into the "Emp No/IC No" or manually enter the IC number.

The output will be displayed as page below:



### 3. View Transaction

If user want to double check on whether the employee’s check in or out was successfully recorded in the system user can do click the “View Transaction” tab. Choose to search by either employee number, card number, or date, enter the values and click on  button to see if there are any records.


Start Date

End Date

Emp No

Employee Name

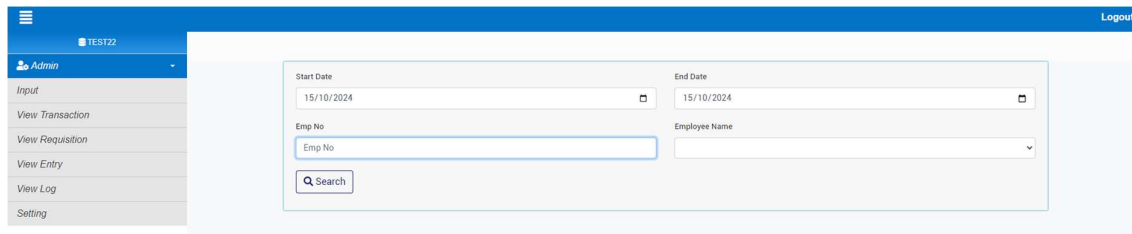
Emp No	Emp Name	Nric	Card No	Mobile	Event Name	Date	Time In	Time Out	STimeIn	STimeOut	WTimeIn	WTimeOut	Hours
001	ANDY LOW	001	001			15/10/2024	11:30:00		11:27:00		11:27:00		0
002	BEN LIM	S0000002/G	S0000002/G			15/10/2024	11:34:00		11:34:00		11:34:00		0
003	COLIN KOH	S0000003E	S0000003E			15/10/2024	11:30:00		11:29:00		11:29:00		0

If user wants to generate the report of the check in employee list, click on the 

button. After clicking the  button, the excel report will be exported.

## 4. View Requisition

If the user want to checking the event employee assignment, they can click the “View Requisition” to check it.



Users can filter out the selected employee by using the start date, end date, Employee No., or Employee Name.

Emp No	Emp Name	Nric	Card No	Event	Date	Start Time	End Time	Created DateTime
001	ANDY LOW	001	001	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:06
002	BEN LIM	S0000002/G	S0000002/G	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:06
003	COLIN KOH	S0000003E	S0000003E	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:06
004	DAVID GAN	S0000004/C	S0000004/C	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
005	EUGENE ONG	S0000005/A	S0000005/A	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
102	BETTY CHIA	S1233577F	S1233577F	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
103	CECILIA NG	103	103	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
104	DAPHNE TAN	S0000104/Z	S0000104/Z	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
105	EMILY WONG	S0000105H	S0000105H	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:07
GOT002	HR	S2124442B	S2124442B	TEST321	15/10/2024	11:30:00	12:30:00	10/15/2024 11:34:08

Users can view the requisition of each event after click the search button.

## 5. View Entry

User able to view the entry record at the “View Entry” page. Users can view the candidate check in and check out time at the event place.

Nric	Name	Card No	Date	Time In	Time Out	Remark	Status	Transfer Date	Transaction	Message
<input type="checkbox"/> S0000000E	COLIN KOH	S0000000E	22/10/2024	09:22:00	09:23:00	123		01/01/0001		

User can enter either date or NRIC and click the Search button to filter out the selected result.

## 6. View Log

User can check the detailed information at the “View Log” page.

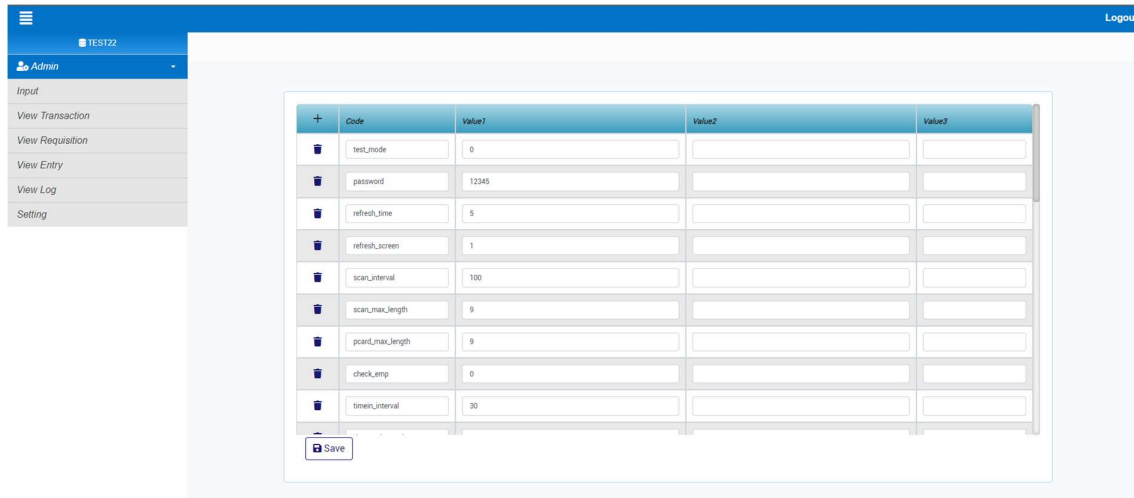
After filter out the information, user need to click the search button to view the result.

User Id	Emp No	Date Time	Location	Status	Message	Transaction
admin	002	15/10/2024 11:00:00	Security	Fail	Do not have event at the moment.	
admin	002	15/10/2024 11:34:00	Security	Pass	You are late. Data already captured.	2026
admin	003	15/10/2024 11:29:00	WorkStation	Fail	Please clock at actual time station.	
admin	003	15/10/2024 11:29:00	Security	Pass	You are within interval range. Data already captured.	2027
admin	002	15/10/2024 14:40:02	Security	Fail	Do not have event at the moment.	
admin	002	15/10/2024 14:40:00	Security	Fail	Do not have event at the moment.	
admin	002	15/10/2024 14:40:00	Security	Fail	Do not have event at the moment.	
admin	002	15/10/2024 14:40:00	Security	Fail	Do not have event at the moment.	
admin	003	15/10/2024 14:40:00	Security	Fail	Do not have event at the moment.	
admin	001	15/10/2024 14:40:00	Security	Fail	Do not have event at the moment.	
admin	001	15/10/2024 12:40:00	Security	Fail	The event already over.	

The selected result will be displayed after user click the search button.

## 7. Setting

User can edit the setting of the system at the “Setting” page.




After edit the setting, user can click the Save button to update the setting.

Here is the explanation for the default “Status” message that appears whenever data is scanned by TIMES PRO Casual Labor Scanner into the system.

Code	Status (put at value1 field)	Meaning
early_in_msg	<i>You are too early. Clock In is not allowed to proceed.</i>	The employee attempted to check-in for work too early which is more than 30 minutes from the start time of his or her event shift. The system will not capture the employee’s check-in time.
event_expired_msg	<i>The event already over.</i>	The employee showed up too late for work and attempted to check-in for work after his or her event shift is over. The system will not capture the employee’s check-in time.

Code	Status (put at value1 field)	Meaning
<i>guardhouse_prior_msg</i>	<i>Please clock at actual time station.</i>	The employee attempted to check-in for work at a workstation terminal without first checking-in at the security terminal. The system will not capture the employee's check-in time.
<i>late_in_msg</i>	<i>You are late. Data already captured.</i>	The employee showed up late for work and can still check-in for work because his or her event shift has not yet ended.
<i>no_emp_found_msg</i>	<i>Do not have data of this employee.</i>	The employee is not registered to work as casual labour.
<i>no_event_found_msg</i>	<i>Do not have event at the moment.</i>	The employee is a registered casual labour employee but the employee is not assigned to work in any event shifts for the day.
<i>timein_duplicate_interval_msg</i>	<i>You already have a record, Clock In cannot be overwritten.</i>	The employee had already checked-in for work and the system had captured his or her check-in time. This happens when the employee attempts to check-in for work multiple times in rapid succession.
<i>timein_interval_msg</i>	<i>You are within interval range. Data already captured.</i>	The employee had checked-in for work within an acceptable time frame which is within 30 minutes before the start of his or her event shift or right on the dot.
<i>timeout_duplicate_interval_msg</i>	<i>You already have a record, Clock Out cannot be overwritten.</i>	The employee had already checked-out from work and the system had captured



Code	Status (put at value1 field)	Meaning
		his or her check-out time. This happens when the employee attempts to check-out from work multiple times in rapid succession.

---

- End of Document -