

# Clock-IN! for Hospitals and Government and Schools

K-12 Schools receive an educational discount of 90%. Schools can get Time and Attendance Server, Picture Bar Code LAN, and unlimited DOS and Windows TSR licenses for \$199 maximum per school. Government and Hospital can qualify for quantity discounts. Please inquire. Schools - see the RFP button on the CD, or d:\document\schools\schools.doc.

Sample files are included in this directory for a LAN implementation of Clock-IN! in a hospital. Government, industry, schools, or any large LAN based organization can use Clock-IN! and learn from this case history. ***This case history mimics the installation used in all these other markets. Although some industries will add clocks, touch-screens and much more.***

To install these samples, just install Clock-IN! from the CD button. Then install the Wireless CD button. Then you may install the data files for this case as follows:

c:

```
cd \clockin
```

```
pkunzip -o d:\document\hospital\sample.zip
```

This unpacks all Clock-IN! files for the hospital case history into your directory. This data and set up have been modified to use fictitious data.

***Here is the case history of Clock-IN!s first hospital installation at St. Josephs Hospital Cath Lab in Ypsilanti, MI.*** This includes how Clock-IN! was set up in just a few man days to meet this progressive hospital's needs. No software modifications were needed, only report modifications, bar code template modifications, entry of data, and creation of new databases in Clock-IN! All set-up was within Clock-IN!

- A drive was set up as p:\ on the Netware server and the group of users were given rights to the drive. The Clock-IN! software was installed on a LAN Server in p:\. Then each of 4 Windows 3.11 LAN stations were installed using the standard install, but specifying path p:\.
- The tadostsr.exe was installed on 6 DOS stations to capture badge scans. It takes 6k of memory and runs behind the clinical software in the Cath Lab called "Witt". System was also executed from the login script after sign-in to synchronize the time on all computers from Netware. Even though all stations had numerous Netware drivers, DOS TSRs, etc. already loading, the DOS TSR did not conflict or inhibit memory or in any way limit the existing applications.
- The Clock-IN! wireless.exe was installed on an old 386 Windows PC to capture badge scans in the locker room. This is the Windows version of the DOS TSR which also intercepts keystrokes. On all 7 stations, there ALREADY was a bar code scanner attached for use with Wiit.
- Our dealer modified the bar code badge layout to satisfy the hospital. Bar Code, Setup, Define Template. Employees were issued "hot scan" badges. When scanned at one of the 7 stations running tadostsr or wireless, the computer intercepts the badge and queues it to p:\queue.txt. When any of the 4 users of the work-station Clock-IN! versions enter Clock-IN!, any queued punches are processed through the time engine into time and attendance.
- The timecard.rpt (report) was modified to eliminate the double time category and to show instead the columns for the shift differential and doubletime. This modification of layout was accomplished using Crystal Reports.

- The pay codes were all edited in a spreadsheet to change what pay codes are used, adding such codes as SPTO, scheduled paid time off. 15 minutes.
- The report tacalndr.rpt (report) which shows a detail of the pay codes and the complete attendance record was then modified for the new pay code summaries. 4 hours.
- Call Time features designed for the hospital and made standard in Clock-IN! software. These features were designed to keep the number of "function points" minimum to the employee. See below.
- Employee and Department schedules were added.
- The 12 standard buttons were reduced to these 7 buttons for Simple operation. Departments, Employees, Schedules, Edit Punches, Reports, InOut Board, and PC Clock Employee View.
- Security was installed.
- Time Option sets were set up to mimic the hospital pay policy. Admin, Configure Options, Time Option Sets.
- Shift codes were set up to compute and allocate shift differential time, e.g. pay a 7% labor premium on Monday through Thursday for work between 23:00 and 7:00, only if the employee works a majority of the hours in that time range. About 12 shift codes we added to describe these rules to Admin, Configure Options, Time Option Sets.
- 2 Pentiums were ordered so the employees could review their timecard on the screen and also clock at those stations.
- A Beepers database was created in minutes from within Clock-IN!. Then the bar code was laid out for it and printed. The bar codes were attached to each beeper. See the call time explanation below.

***Implementation also involved:***

Aside from these efforts, several trips to the client site were required to:

Train and explain

Design a call time solution that involved only one added function point ( an additional scan).

Enter data, test time option parameters, schedules.

These benefits were derived:

- No expensive additional clocks or data collection hardware was needed. A few extra PCs helped to run the system. One scan in, one scan to go out. If returning with a beeper from all time, scan the beeper first, then scan your badge.
- Software costs were limited to Clock-IN! shrink wrapped software costs.
- No expensive customization or down the road expensive software maintenance support.
- There are not any required daily procedures or weekly procedures or "batch close" procedures. Just run reports when you want.
- Only at the end of the time period do you need to extract reports.
- A complete intra-day charge time procedure is now possible through Clock-IN!'s lifetime clock tracking.

- Existing PCs were used for the most part. 16 Megabyte Pentiums running expensive client server SQL interfaces were not required to just do time and attendance, even though Clock-IN! supports that. This demonstrates the point that quality Time and Attendance software must run on all types of hardware, most platforms, in small and large memory footprints. We found a use for the older installed hardware and avoided buying much new hardware.
- Years ago, we could not trust our LAN to be up and running. Now-a-days that is a given. Clock-IN! was a natural to replace our card based systems.

## Appendix A-The Real Value of Clock-IN! Pop-Ups

Remember that the real value of pop-ups is to:

1. Reduce the function points (keystrokes or mouse clicks) needed to record time to an absolute minimum, saving you time.
2. Run in a small memory space and not interfere with your other programs, but pop-up and be available at an instant. This further saves you time. So many applications are so "code fat" today that you don't want to keep them up and running all the time on the PC. Unfortunately the best tools today, like Visual Basic, are perpetrators of this code fat problem.
3. Run on a local area network and support multi-tasking and a central database, so no additional processing is needed.

Finally, the most important feature is that your information flows into and through a time accounting "engine" to arrive at the right costs, labor, and numbers. Consequently, you have the Clock-IN! 96 time engine to provide back room services and an ODBC architecture to work in harmony with your other applications.

And both the DOS and Windows TSR pop-ups support our Bar Code Hot Scan technology. So both professional and hourly workers can key or scan on any PC to Clock-IN! in or out, or charge time. Hot scanning reduces function points to the bar minimum and no keyboarding is needed. Some workers are on the clock, some are not, but the stigma of the "clock" is removed while retaining time and attendance on the hourly staff.

Most timeslip products and Windows applications built using Visual Basic or comparable tools have so bloated the memory space on your PC, that you just don't want to have them running while you do Mission Critical stuff. That's why we have created the memory conscious, extremely reliable and C++ fast utilities to make your job just a pop-up away.

Couple that with Clock-IN!'s Time Engine reliable software. Because you can't afford to lose those time punches, because then you lose billing, or payroll. ***And that's what makes our software Mission Critical Software.***

## Appendix B-Buyers of Time and Attendance

Most buyers of Time and Attendance or Time Based Business software don't want to buy 16 Megabyte Pentiums just to get badge or charge scans. Nor do they want to buy and maintain punch clocks, especially with older PCs now laying around with little use. Finally, they do not want to spend money to make PCs a client/server workstation, even with 10,000 employees.

Such buyers want inexpensive data collection and higher end, robust software for the "Time Engine" processing of that data. In other words, they want to Clock-IN!™ Anywhere, Anytime, on Anything, with little or no software overhead.

So as PCs begin to age, and you have a LAN that works perfectly well, why can't you just relegate the older hardware to such tasks. With Clock-IN! you can. Then you can still buy the 16 Megabyte Pentiums to process the data and work with client / server.

### **Appendix C-On Call Time "Charges" Scanning**

Wireless.exe and tadostsr.exe will also take %Xnnnn/ as a bar code and then just save it to memory. Then when you scan the badge right afterwards:

%bnnnn/, it creates an ATO like the following:

03/09/96,16:27:15,ATO,,B100,X3333,,,,,,,,,

This is interpreted by Clock-IN! to mean you are clocking back in after Call Time! So on Friday (or any day), you clock out and take the beeper with you as usual.

On Monday or any time you come back from on call, when you clock in, YOU SCAN the beeper bar code, then scan your Badge to Clock-IN!. AFTER you are clocked in, Clock-IN! will go back and figure the time between your Friday out, and Monday in and award you the call time.

Any other character besides "X" will be interpreted as a prefix for a charge, and a Charge Since Last ( CSL ) is generated.

Use Clock-IN! to design and create your beeper badge database. Then use Clock-IN! to layout the bar code templates for your beeper badges and the employee badges.