

# Business Computers

Software, Inc.

Great Plains Dynamics

File Edit Tools Setup Utilities Windows Help

Transactions Inquiry Reports Cards Routines Work Internet LESSONUSER1 09/07/2000 The World Online, Inc.

In-Out Board (BC)

Sort by ID Redisplay

ID	First	Last	In	Out	Return Date	Return Time	Remark
ALVA000	Alicia	Alvarza	<input type="radio"/>	<input checked="" type="radio"/>	9/5	Morning	Gone Home Work at Home
ATKI0001	Paul	Atkins	<input checked="" type="radio"/>	<input type="radio"/>			
BANK000	Katherine	Banks	<input type="radio"/>	<input checked="" type="radio"/>	9/5	8:30	Holiday
BLAC000	Thomas	Black	<input checked="" type="radio"/>	<input type="radio"/>			
BURN000	Darlene	Burnell	<input type="radio"/>	<input checked="" type="radio"/>	9/12	Unknown	Vacation Aspen Ski Resort

Start | Great Plains Dynamics | Document1 - Microsoft Word | 8:06 AM

## TIME MATRIX

### With Touch Screen Monitor In-Out Board



**TIME MATRIX**  
**With Touch Screen Monitor In-Out Board**



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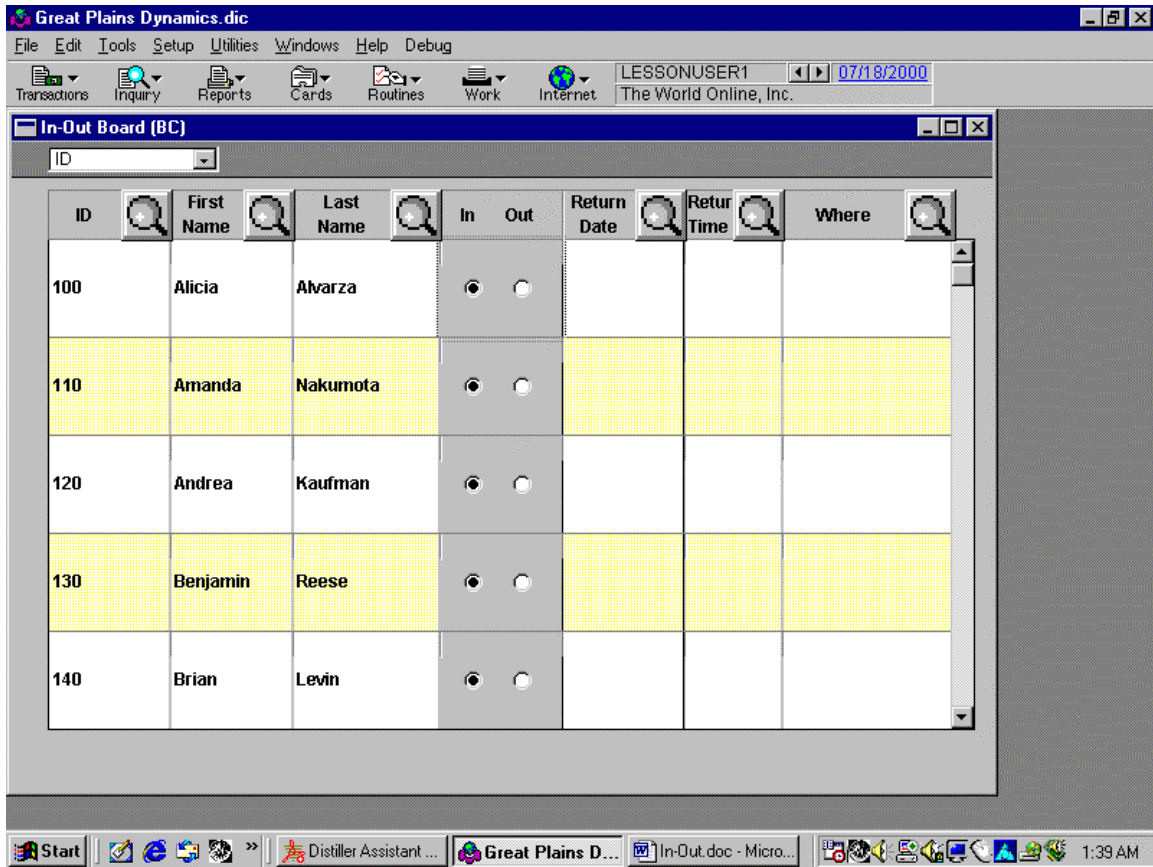
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## **TOUCH SCREEN MONITOR IN-OUT BOARD INTRODUCTION**

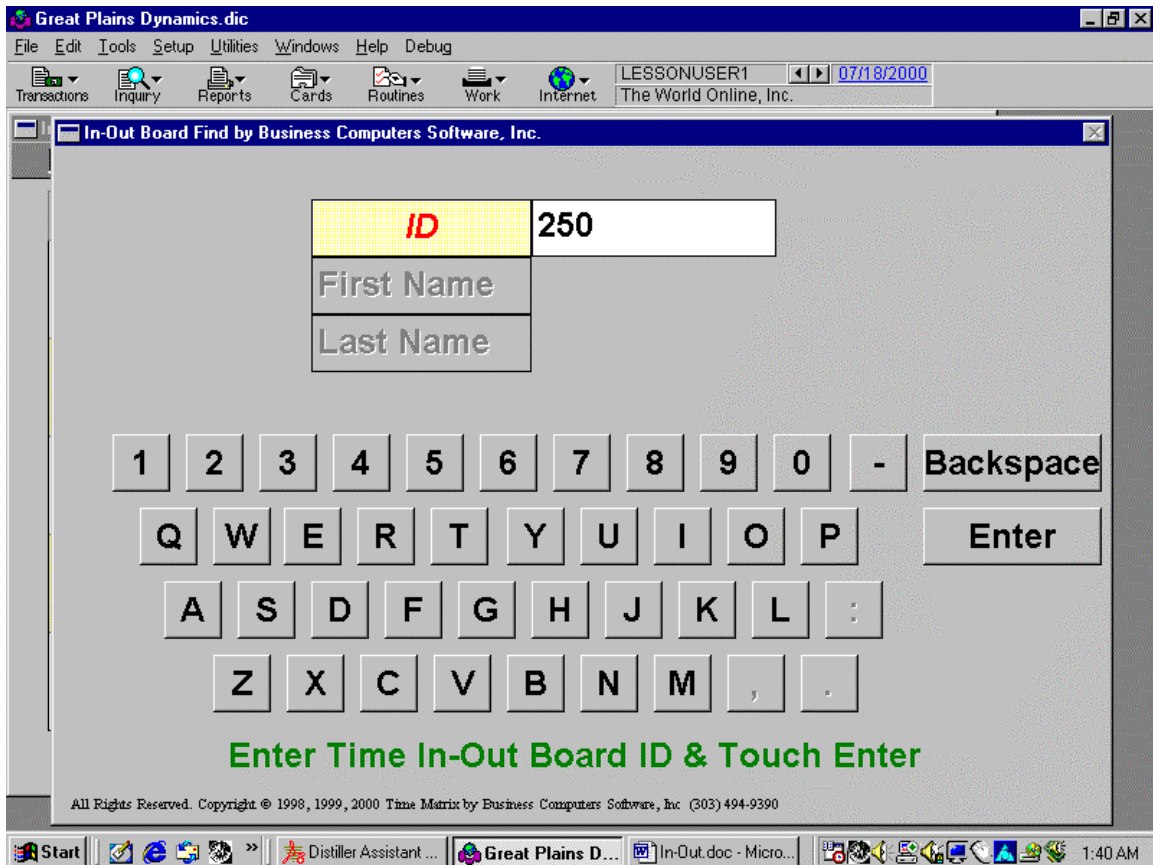
The Touch Screen Monitor In-Out Board is part of the Time Matrix series by Business Computers Software, Inc. The Touch Screen Monitor In-Out Board replaces a conventional in-out board that is hung on a wall. It is used to allow employees to indicate they are in the building when they arrive and they are out of the building when they depart. The Touch Screen Monitor In-Out Board has a keyboard with letters and numbers on the monitor. It uses large buttons to make it easy to see and touch with a finger. Similar to an ATM machine, the In-Out Board is easy to use by “computer-challenged” employees. The Touch Screen Monitor In-Out Board software runs on a personal computer with Windows 95/98/NT or 2000. The Touch Screen Monitor In-Out Board is programmed in Dexterity, the same programming language used by Dynamics/eEnterprise. Any workstation on the network, that has Dynamics or eEnterprise loaded, can run the Touch Screen Monitor In-Out Board. A workstation does not have to have a touch screen monitor to use the Touch Screen Monitor In-Out Board. It can also be used with a standard monitor, mouse and keyboard.

# IN-OUT BOARD



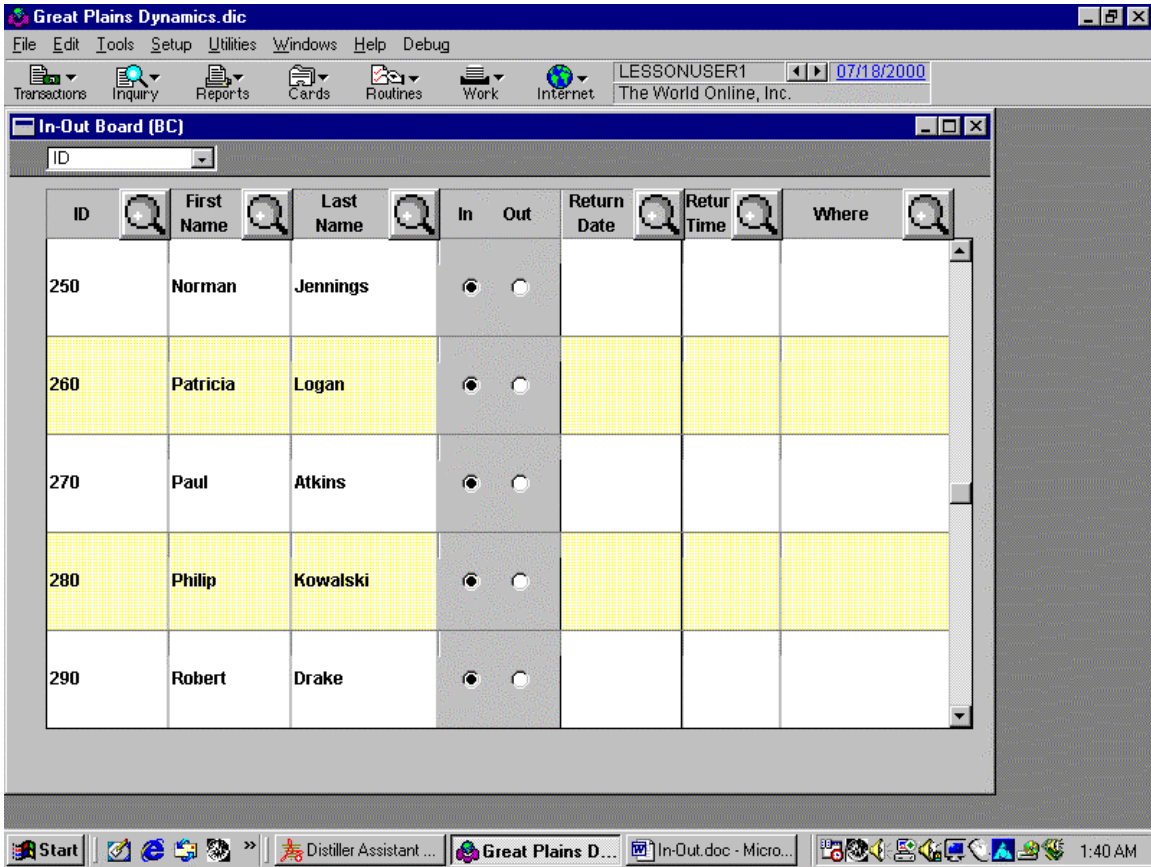
This is the In-Out Board that an employee views when first walking up to the touch screen monitor. The employees are sorted by their ID. The sort can be changed to employee first name or employee last name by touching the drop down sort in the upper left hand corner. Use the window scroll bar to view employees. A specific employee can be displayed entering their ID, first name or last name and touching the associated magnifying lookup icon.

# IN-OUT BOARD FIND EMPLOYEE



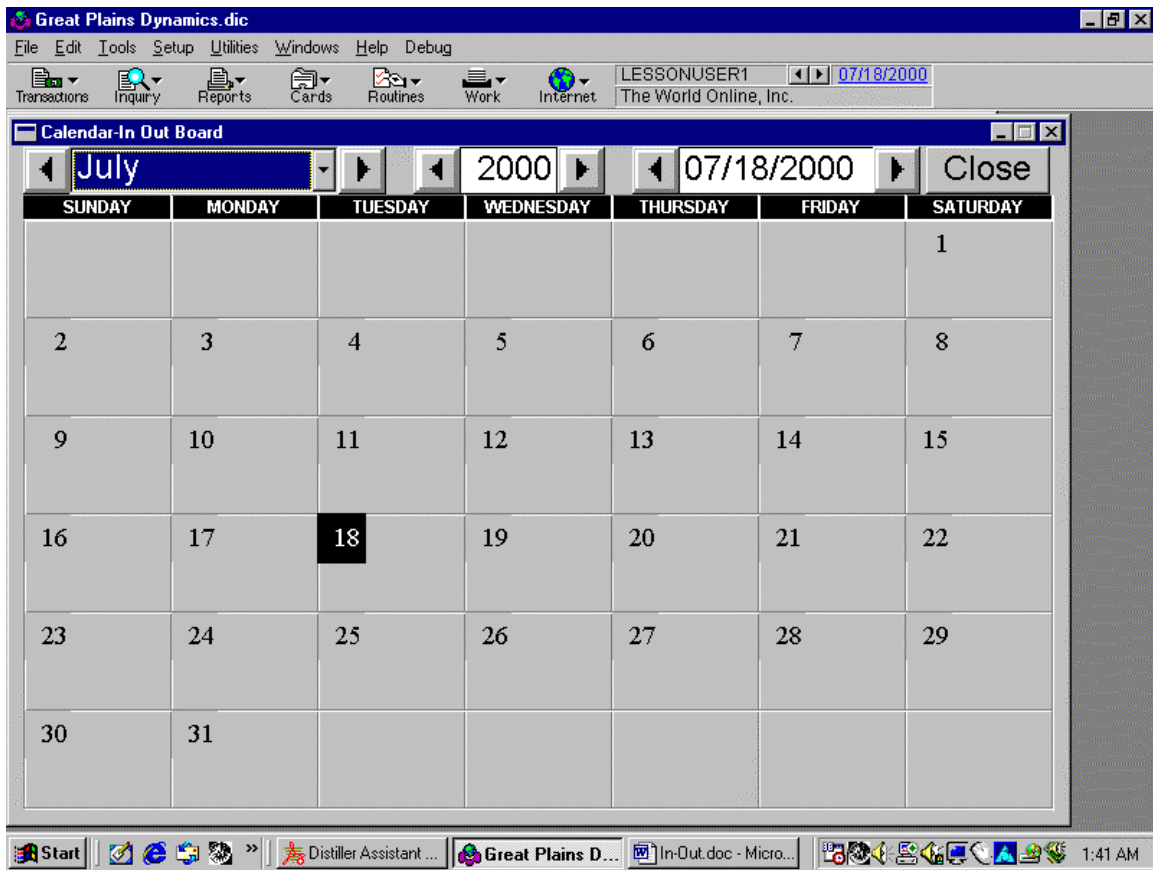
The Find Employee window is displayed by touching the ID magnifying lookup icon on the In-Out Board. Touch the letters or numbers of the employee ID and touch the enter button. This will bring up the employee on the In-Out Board. If the first name icon was touched on the In-Out Board the first name field will be enabled. If the last name icon was touched on the In-Out Board the last name field will be enabled.

# IN-OUT BOARD EMPLOYEE FOUND



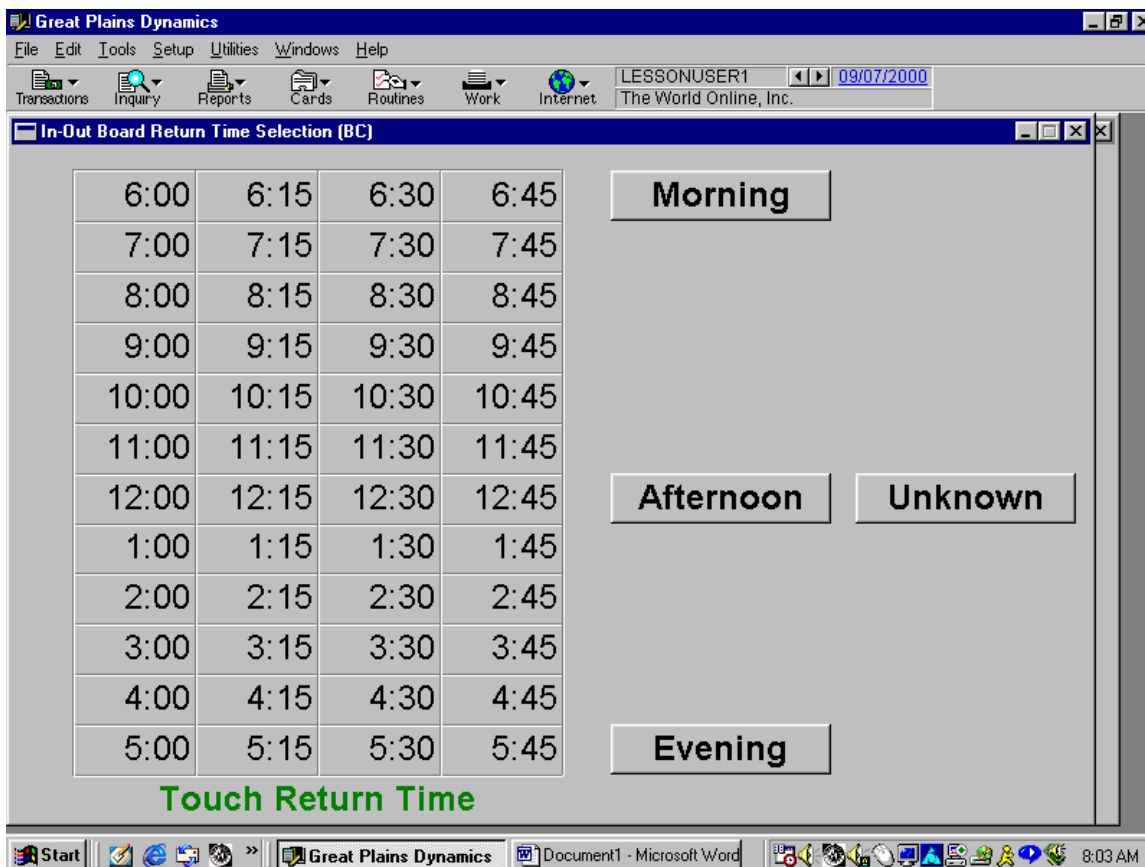
The Employee is now displayed on the In-Out Board. The In-Out status can be viewed. When an employee departs the building, touch the Out radial button. This will display a calendar to enter the return date.

# IN-OUT BOARD ENTER RETURN DATE



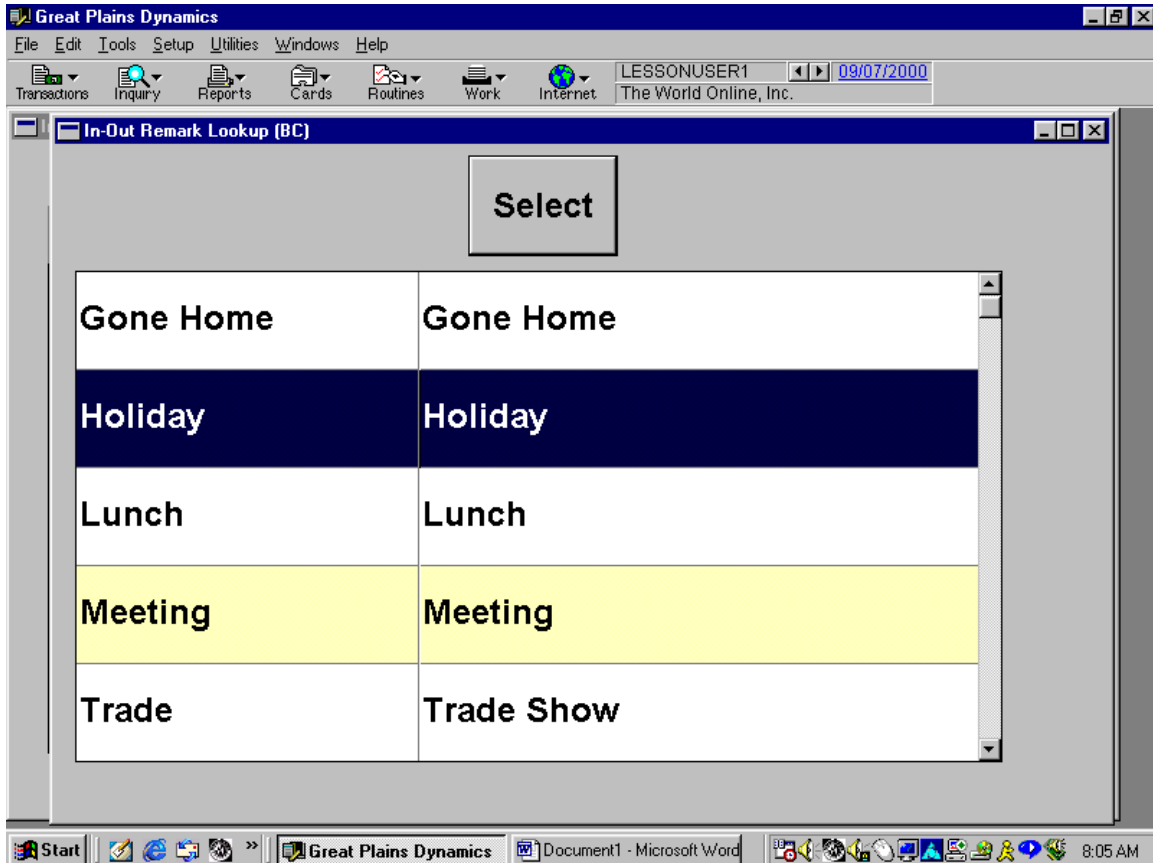
The Calendar is displayed after touching the Out radial button on the In-Out Board. The month, year and date browse buttons can be touched to view different months. Touch the day the employee expects to return to the building. This will close the calendar and enter the return date on the In-Out Board. The Return Time window will now be displayed

## IN-OUT BOARD ENTER RETURN TIME



The Return Time window is displayed after touching the return date on the calendar. Touch the time the employee expects to return to the building. This will close the Return Time window and enter the return time on the In-Out Board. The Out Location window will now be displayed.

# IN-OUT BOARD ENTER OUT LOACATION



The Out Location window is displayed after touching the return time on the Return Time window. Touch the location the employee will be going to and touch the Select button. This will close the Out Location window and enter the location on the In-Out Board. The In-Out Board will now be displayed.

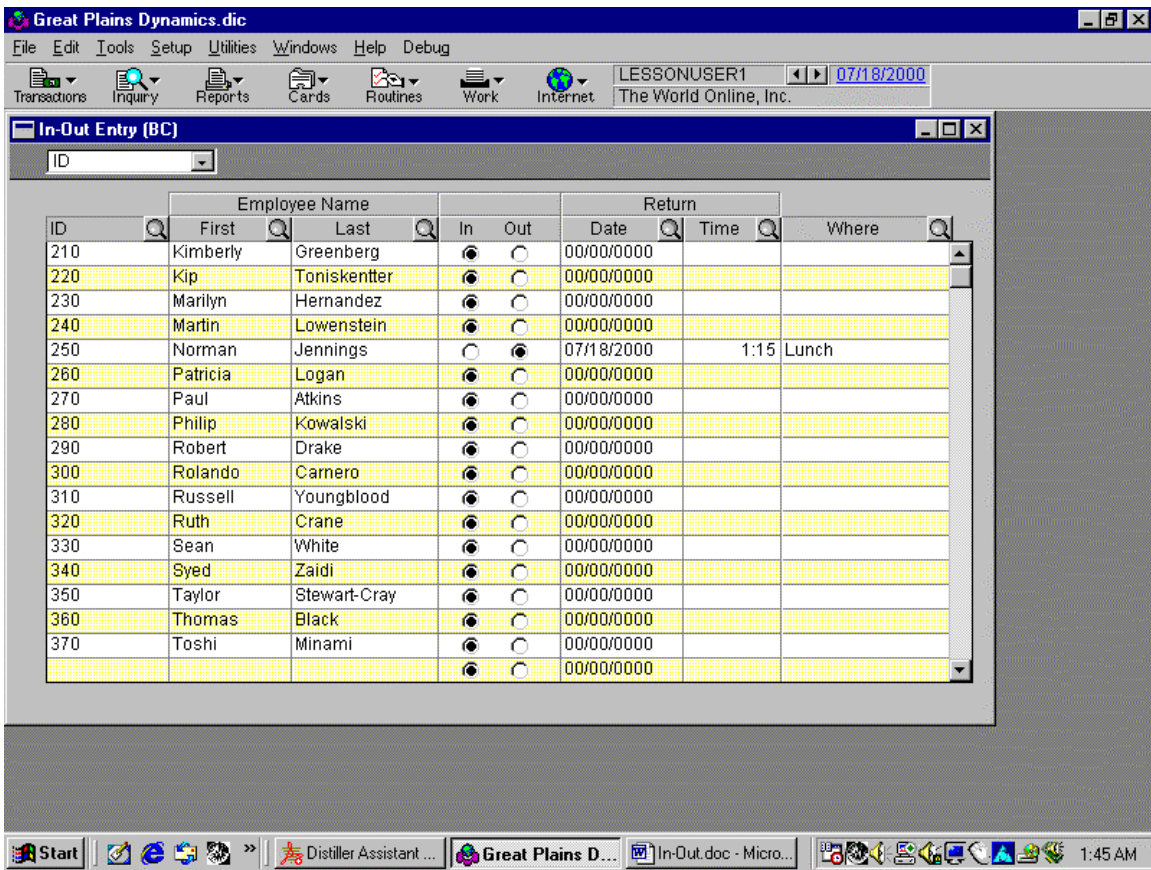
## IN-OUT BOARD DISPLAY OUT STATUS

ID	First Name	Last Name	In	Out	Return Date	Return Time	Where
250	Norman	Jennings	<input checked="" type="radio"/>	<input checked="" type="radio"/>	7/18/2000	1:15	Lunch
260	Patricia	Logan	<input checked="" type="radio"/>	<input type="radio"/>			
270	Paul	Atkins	<input checked="" type="radio"/>	<input type="radio"/>			
280	Philip	Kowalski	<input checked="" type="radio"/>	<input type="radio"/>			
290	Robert	Drake	<input checked="" type="radio"/>	<input type="radio"/>			

The In-Out Board is displayed with the Out status after touching the select button on the Out Location window. The employee can verify that the Out information is correct. If any information is incorrect, touch the magnifying glass lookup icon above the column you want to change.

When the employee arrives back at the building, touch the In radial button. This will blank the return date, return time, and Out Location.

# IN-OUT BOARD EMPLOYEE STATUS ENTRY & EDITING



Back office employees can display the Employee Status Entry & Editing. This gives them the information to know the where a bouts of employees. They will be able to inform callers when they could expect a call back. Clicking on ID will display an Employee Control Center. From the Employee Control Center date, time and customer contacts can be logged for employees to view upon their return. Each employee has his or her own personal Logbook and Calendar.

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