

Setting Up Your KeyTab Reader

1. Connect the Keytab Reader to a USB port on your PC.
 - The cable must be directly attached to the computer, not to a separate device such as a monitor or expansion hub. This is because the Keytab Reader draws power from your computer to function, and cannot draw enough power unless directly attached.
2. Wait up to one minute for the drivers to automatically be installed.
3. Attempt to assign Keytabs following the standard process (Instructions below).

If you get to Step 3 and have difficulties, try canceling the process and starting over. If the process of assigning Keytabs was started prior to the Keytab Reader being recognized by TimeSummit, starting it over should give it the opportunity to recognize the device to be used.

How To Assign New Keytabs (In/Travel/Out)

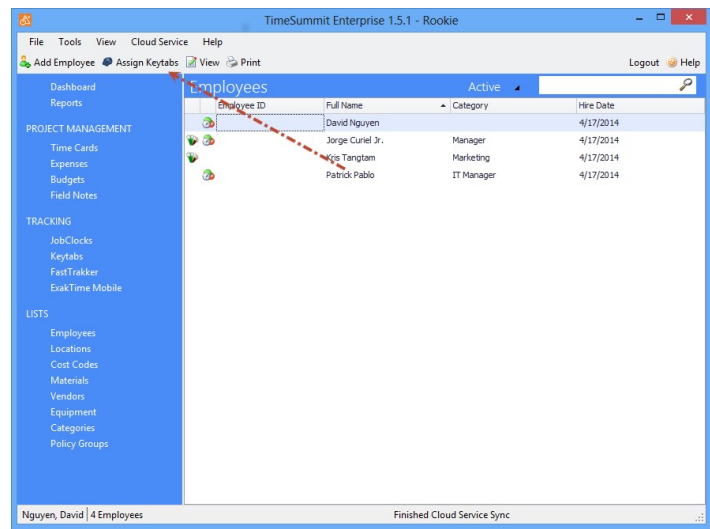
Assigning new Keytabs for tracking In/Out or In/Out/Travel is easily done in TimeSummit using the Keytab Reader, with the following steps:

Plug the Keytab Reader into a USB Port on your PC if it is not connected currently.

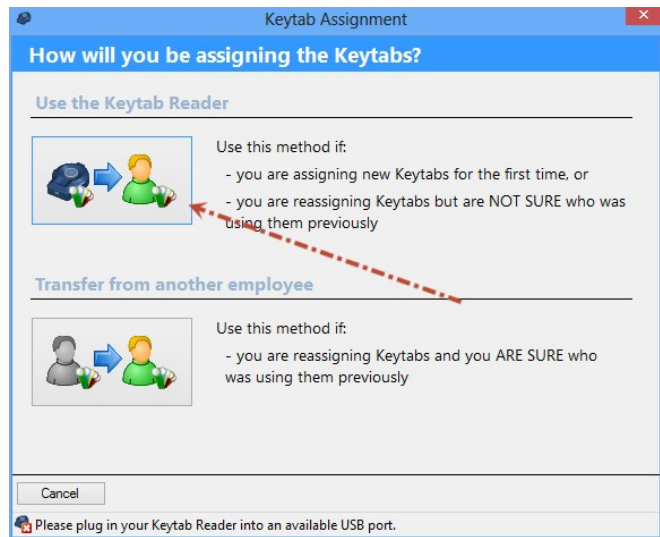
In TimeSummit, select **Employees** under Navigation to the left, click **Add New Employee**, and then enter their first and last name if they are not already in TimeSummit.

Note: If they are already in TimeSummit, just select the Employee that you will be assigning the Keytabs to.

Click **Assign Keytabs**.



Click **Use the Keytab Reader**.

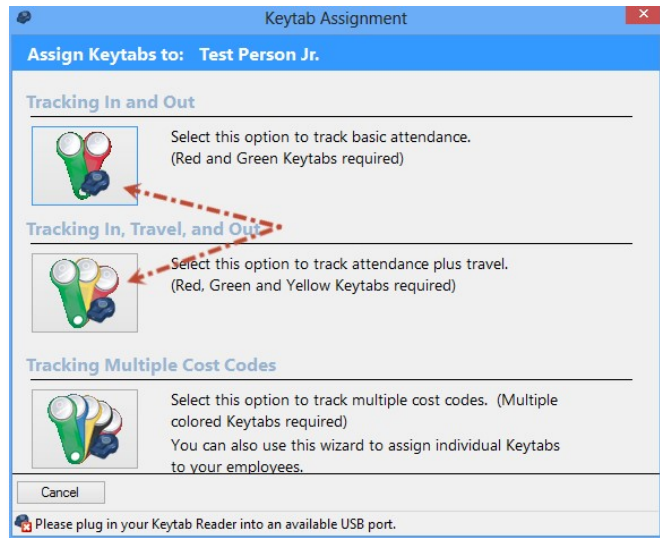


Select from:

Tracking In and Out

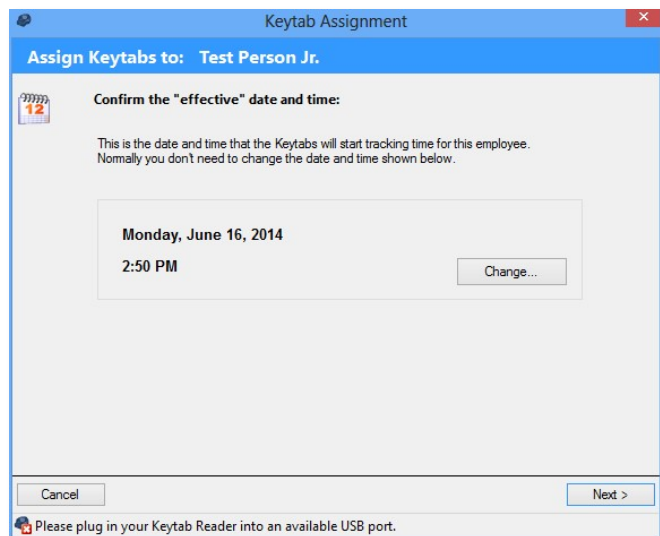
Tracking In, Travel, and Out

If you need to track multiple cost codes or need to assign a single keytab, select **Tracking Multiple Cost Codes** and refer to the next section on page 4.



Set the effective date for when these keytabs should be associated to the employee.

By default it will use the current date & time of your computer.



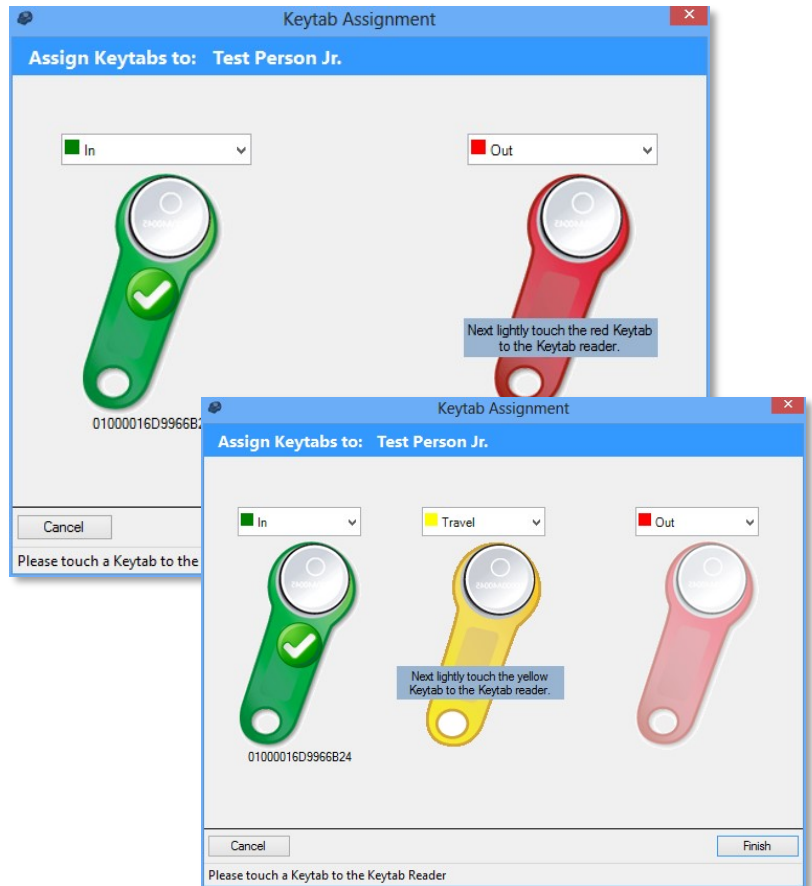
Select the appropriate cost code for each Keytab being assigned.

Generally speaking, Green = In, Yellow = Travel, and Red = Out.

If your cost code configuration varies from this, please select the appropriate options from the drop down above the images of the Keytabs.

Touch the Green Keytab to the blue circle on the Keytab Reader and confirm that TimeSummit recognizes it (indicated by a green check mark appearing on the image of the Keytab), repeat this step for your Yellow Keytab if used, then finish with the Red Keytab.

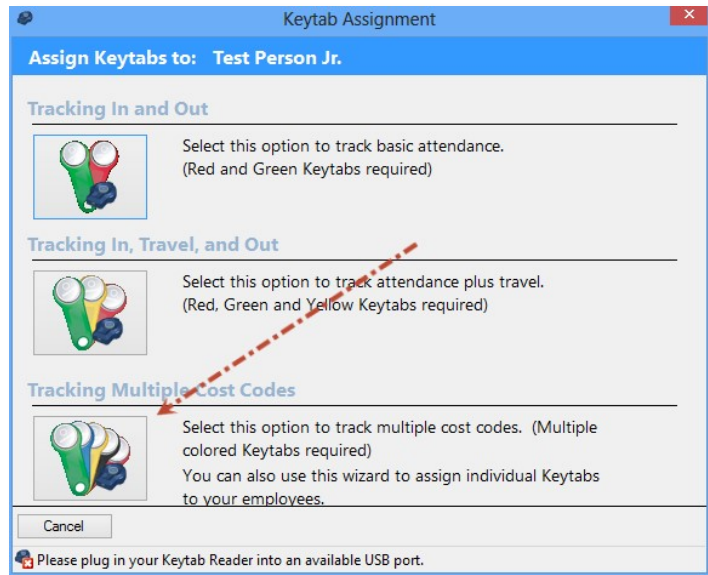
Click **Finish** and repeat for additional employees.



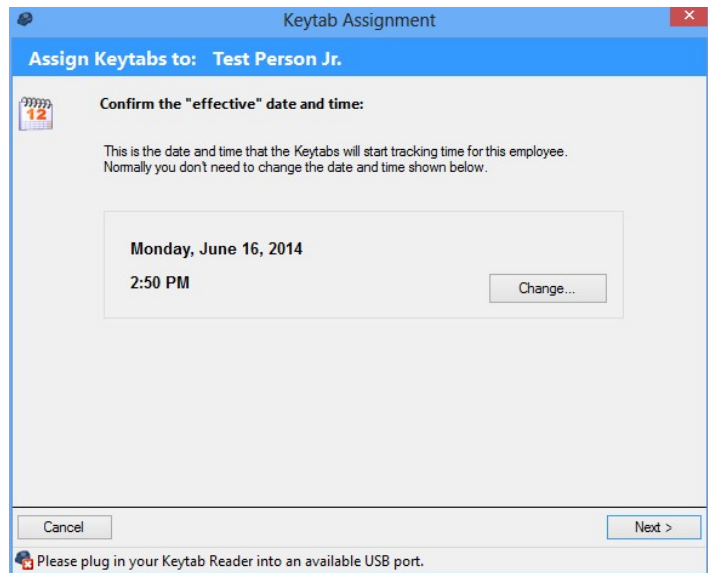
How To Assign New Cost Codes To Keytabs

Assigning new Keytabs for tracking multiple cost codes outside of the typical default set can be done as easily as assigning in/out/travel.

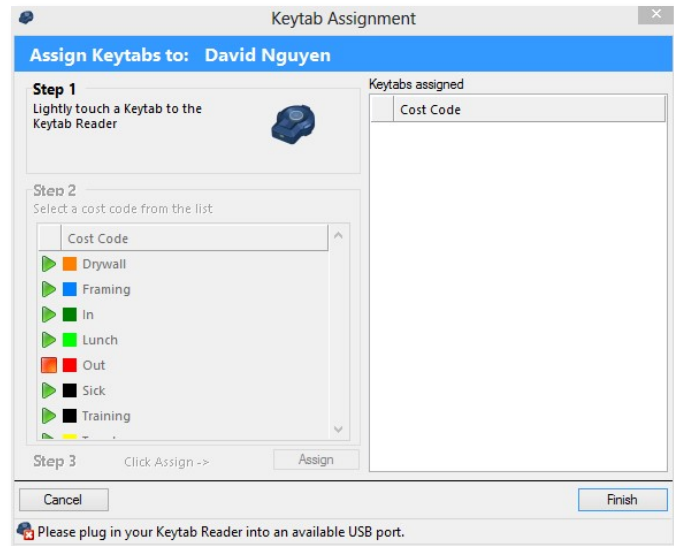
Click **Tracking Multiple Cost Codes**.



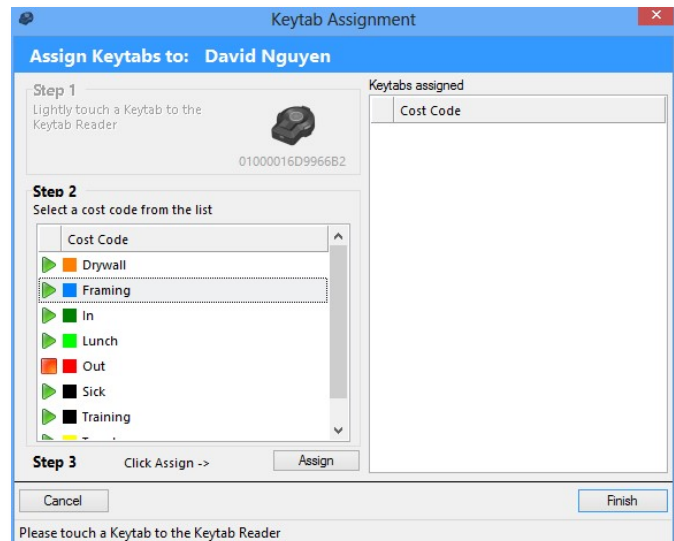
Confirm the effective date and click **Next**. The effective date should be before the employee is going to use these Keytabs. The present date/time is usually fine.



Touch a Keytab to the Keytab Reader.



Select the Cost Code to assign to this Keytab and click **Assign**.



Successful assignments will be listed on the right.

Repeat as many times as needed for any other Keytabs.

