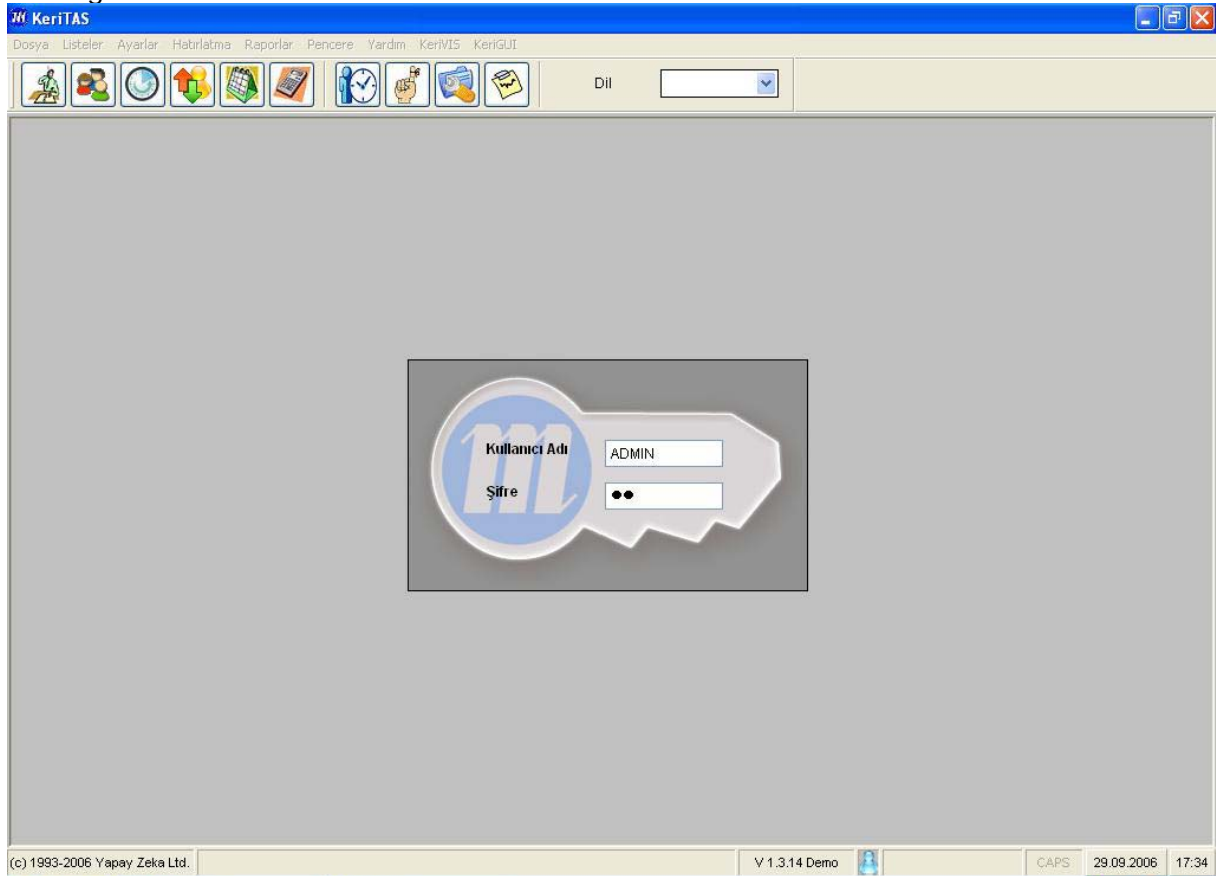
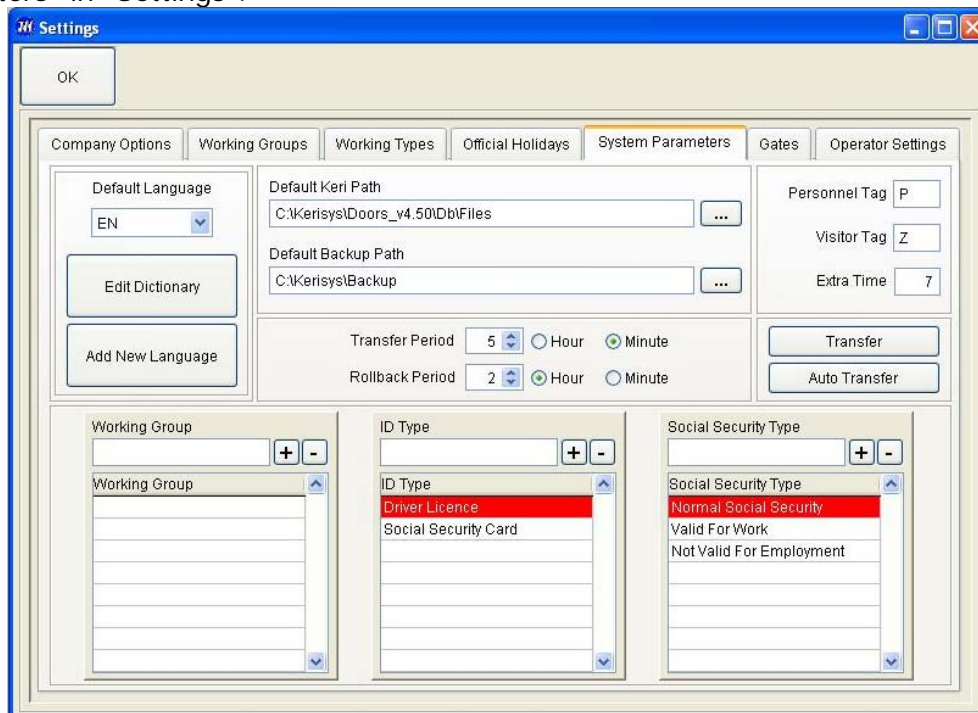


# QUICK START GUIDE FOR KeriTAS PROGRAM

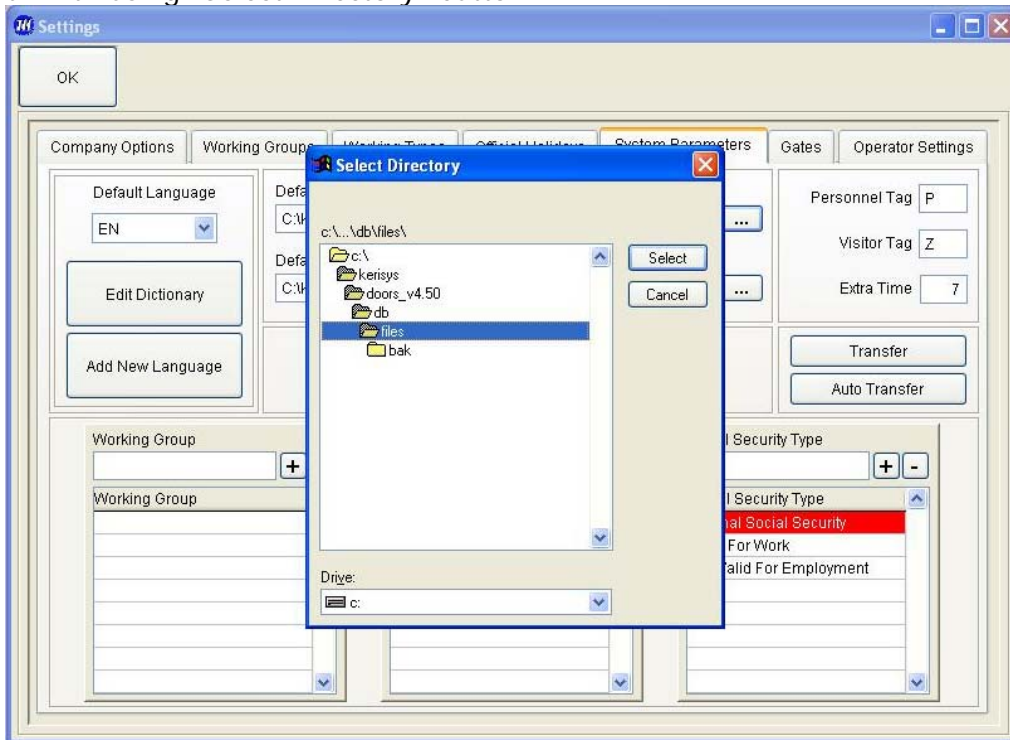
If you start the program you will see login window. Default username is **ADMIN** and default password is **YZ**. If you want you can change or add new user from "Operator Settings".



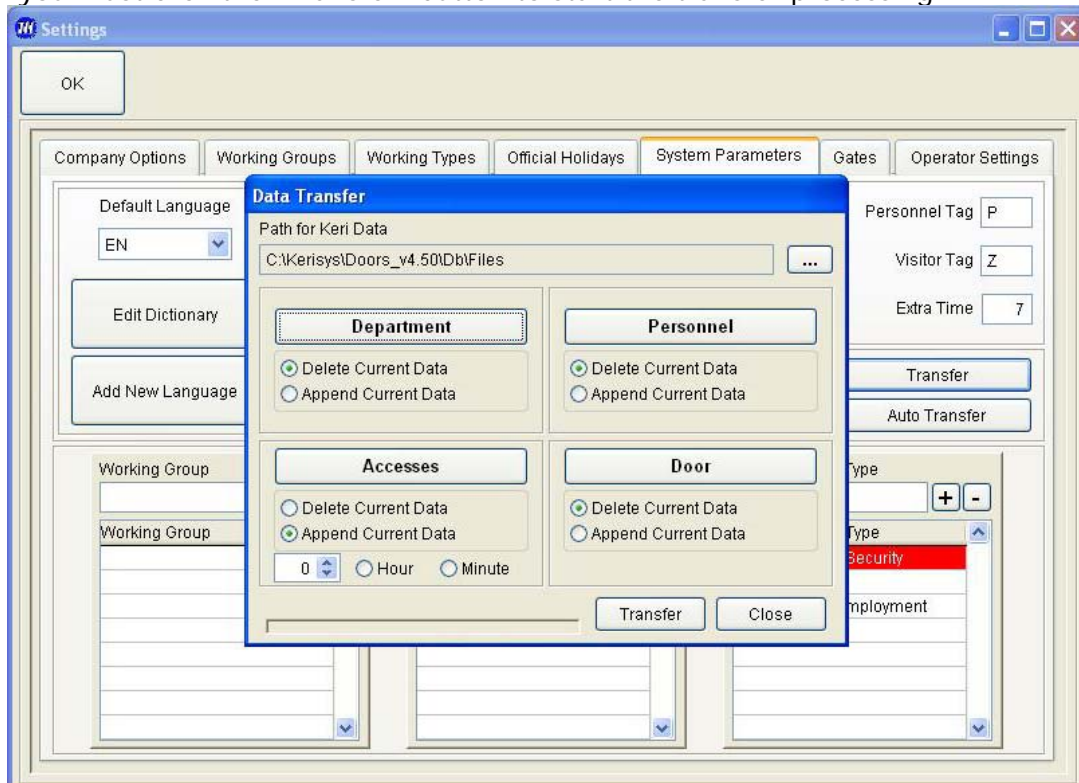
After installation you should first select your language "Dil" window in the upper toolbar and then transfer some data from Keri Doors to KeriTAS. You can do this by "System Parameters" in "Settings".



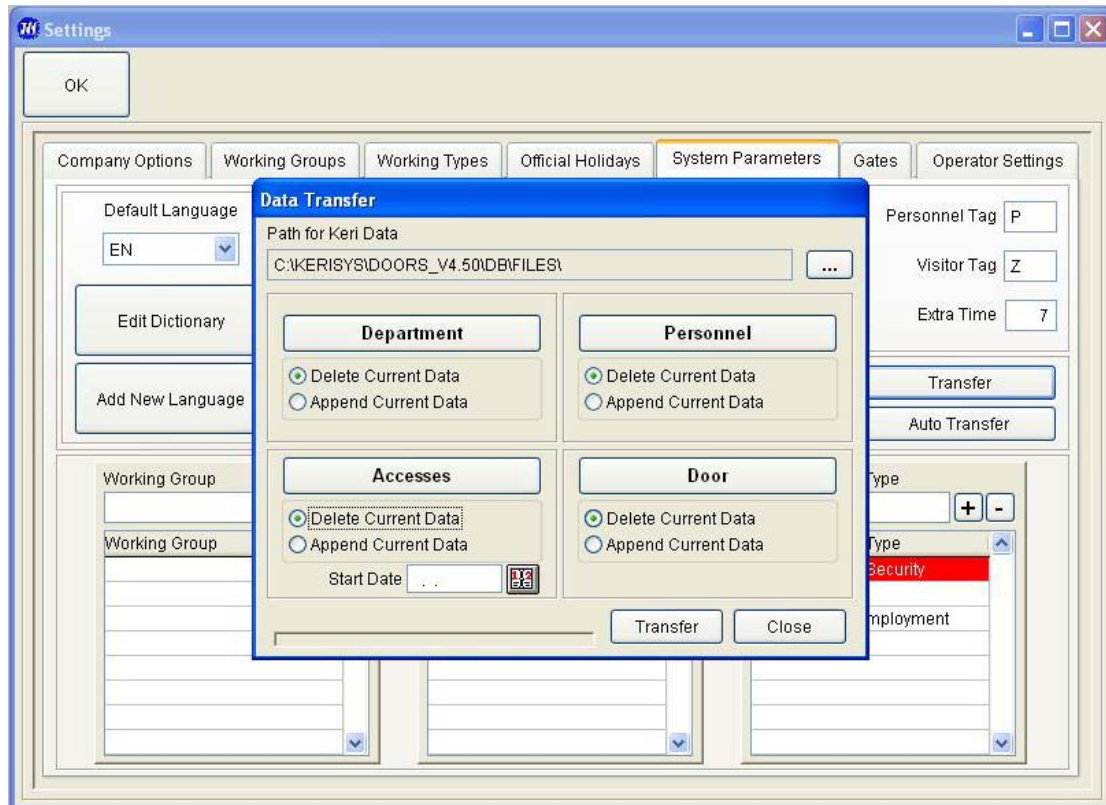
You must check Keri Doors Data path in Default Keri Path. If it is wrong so you can select true path with using "Select Directory" button.



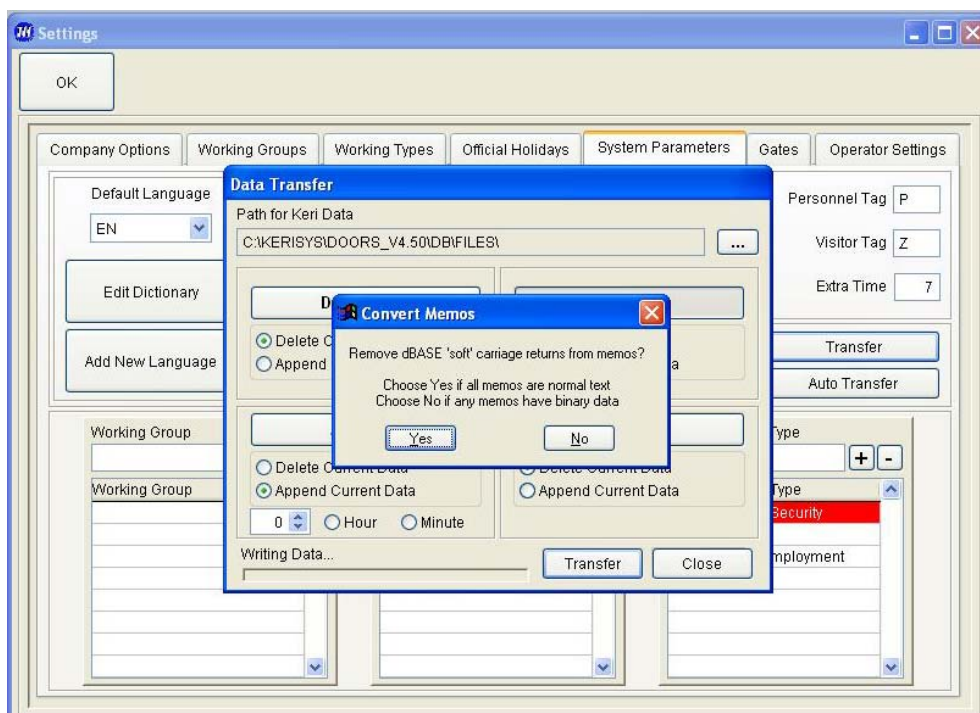
Then you must click the "Transfer" button to start the transfer processing.



You must click "Department", "Personnel", "Accesses" and "Doors" buttons for transferring related data to the KeriTAS program. If you use this manual transfer for the first time, you can select "Delete Current Data" (default values). If you select "Delete Current Data" for Accesses you will see a window for "Date" select. If you leave this "Date" window blank, you can transfer all data from Keri Doors to KeriTAS.



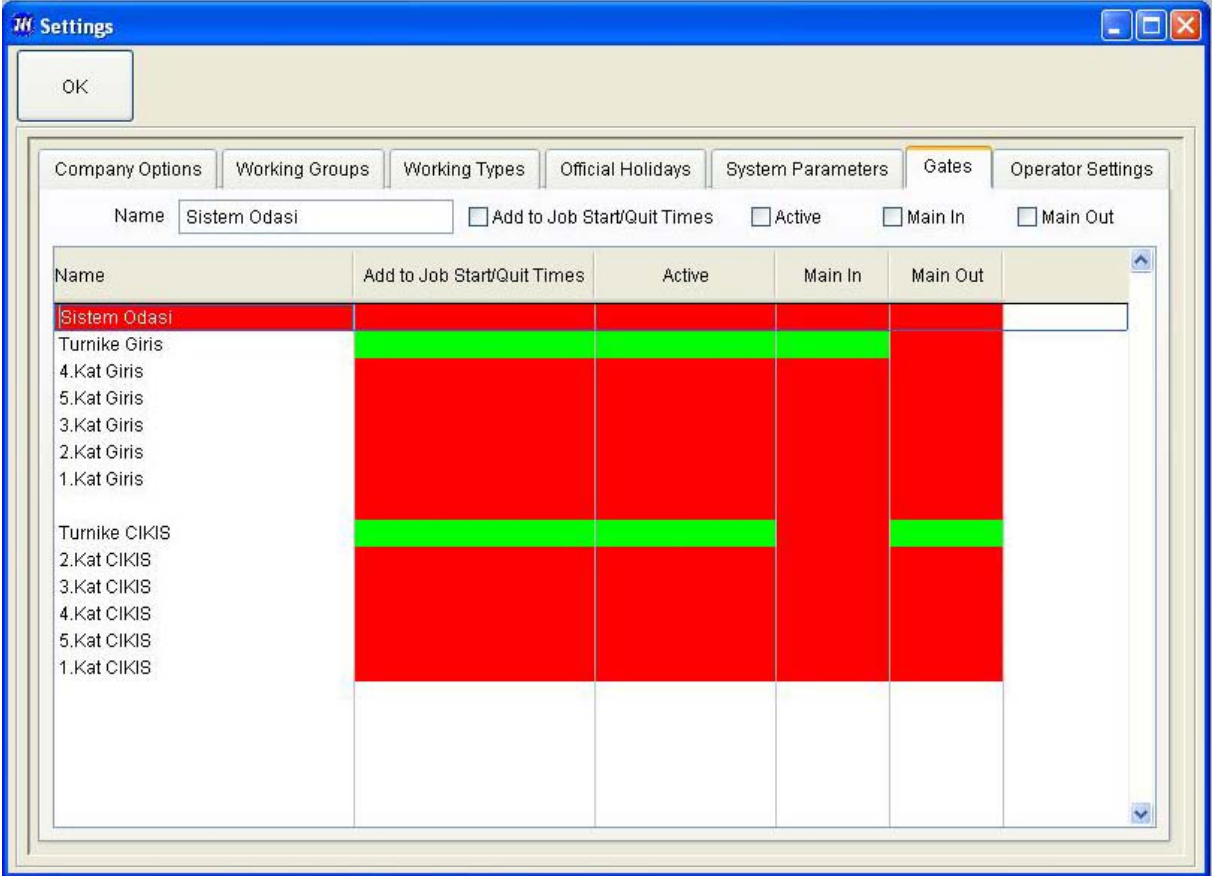
Then you must click the "Transfer" button for starting the transfer processing. If you see the below message, you can select Yes or No. This is not important for transferring.



If all transfer processes are OK, you can see the message “Transfer process successfully completed”. If there is no data in Keri Doors then you can see message about “There is no record for transfer”.



After finishing the transfer process, you must adjust some settings for “doors”, “working groups” and “company options” for “Job Start/Quit Times”.



You must select “Add to Job Start/Quit Times”, “Active” and “Main In” for In-coming or “Main Out” for Out-going. Then you can see the colors becoming green for these selections.

You must use "Working Groups" for setting in and out times.

The screenshot shows the 'Working Groups' application window. At the top, there are buttons for 'New', 'Save', 'Delete', and 'Undo', along with 'From' and 'To' dropdown menus and an 'OK' button. Below this is a table with columns 'Name' and 'Factor'. The first row is 'Normal Work' with a factor of '1,00'. To the right, there are fields for 'Working Styles' (set to 'Normal Work'), 'Factor' (set to '1,00'), and 'Start Date' (set to '02.01.2006'). There is also an 'Add Personnel' button and 'Add Week'/'Remove Week' buttons. The main area is a grid for setting times across five weeks. The grid has columns for 'For Working', 'For Lunch', 'For Break Times 1', and 'For Break Times 2', each with 'In' and 'Out' time slots. The first week is selected, and the times are set to 08:00-18:00 for working, 12:00-13:00 for lunch, and 00:00-00:00 for breaks. There are 'Payable' buttons at the bottom of each week's grid.

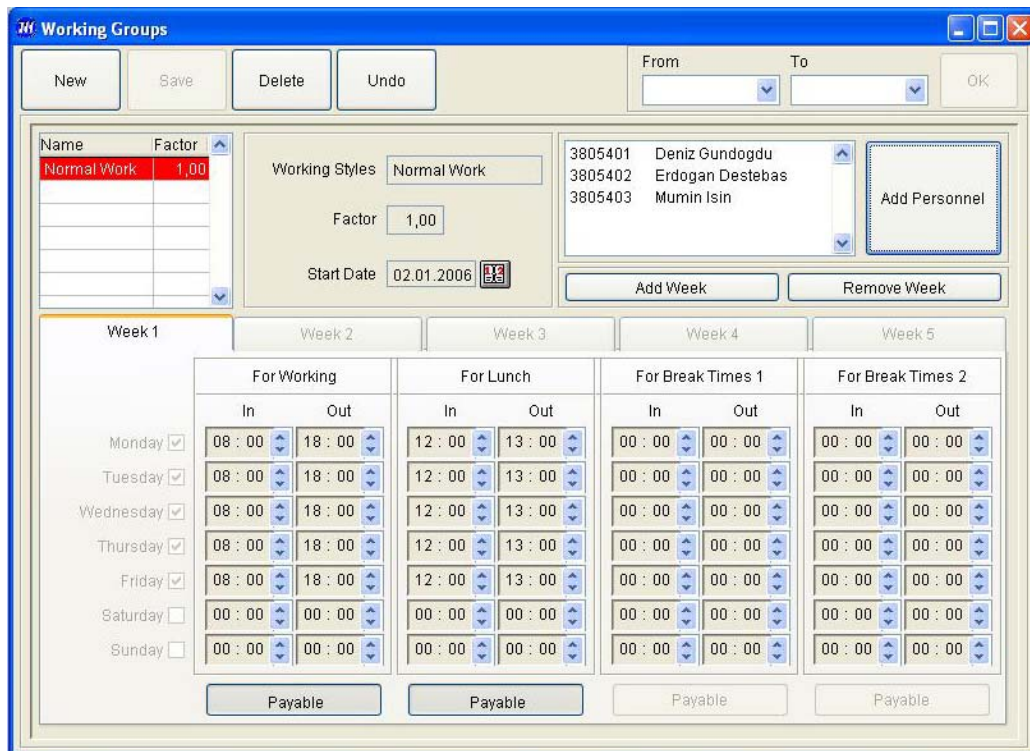
And then you must add personnel who are using these times with using "Add Personnel" button.

The screenshot shows the 'Working Groups' application window with the 'Add Personnel' dialog box open. The dialog box has a table with columns 'Card No.', 'Name', 'Surname', and 'Department'. Three rows are selected and highlighted in blue:
 

Card No.	Name	Surname	Department
3805401	Deniz	Gundogdu	SATIS
3805402	Erdogan	Destebas	SATIS
3805403	Mumin	Isin	Muhasebe

 The background shows the same 'Working Groups' interface as the previous screenshot, but the 'Add Personnel' button is now highlighted, indicating it has been clicked. The dialog box has an 'OK' button at the bottom.

You can select the personnel you want to assign from the list. Then you will see them in the listbox.



You must adjust some settings for your company with using "Company Options".

