

## Contents

### [Install](#)

#### [Recommendation / System Requirements](#)

### [User Edit](#)

#### [Importing a User List](#)

#### [Add a User](#)

#### [Delete User\(s\)](#)

#### [Edit Multiple Users \( Global Controls \)](#)

#### [Sort / Filter User List](#)

#### [Email User List](#)

#### [Print User List](#)

#### [User List Preferences](#)

#### [Required Test](#)

#### [Retest Frequency](#)

#### [User Department](#)

#### [User Shift](#)

#### [User Groups](#)

#### [Department Manager](#)

#### [Leave Time](#)

#### [Leave Time Import](#)

#### [Certification Date](#)

#### [Certification Dates Import](#)

#### [Periodic Test](#)

#### [PIN Reset](#)

### [User Status \(ESD Test Status\)](#)

### [Logs](#)

#### [Logs -Access Control](#)

#### [Logs -Attendance](#)

#### [Logs -Certification](#)

#### [Logs - ESD Test Log](#)

#### [Logs -Leave Time](#)

#### [Logs - Time Clock Log](#)

### [Statistics](#)

#### [Stats - Test Machine](#)

#### [Stats - User Pass Fail Percentage](#)

#### [Stats - User Compliance](#)

### [History](#)

#### [User Change History](#)

#### [UESD Test History Archive Report](#)

### [Test Machine](#)

#### [Access Control Enable](#)

#### [Time Clock Enable](#)

#### [Network ID](#)

#### [Communication Port](#)

#### [PIN Checking](#)

#### [Door Relay](#)

#### [Display Language](#)

#### [WEB SmartLog Status Monitor](#)

#### [Network Status Monitor](#)

### [Admin](#)

#### [Admin Password / PINs](#)

#### [Auto Start](#)

#### [Auto Shutdown](#)

#### [Database Backup / Restore](#)

##### [Archive Data](#)

##### [Automated Backup](#)

##### [System Restore](#)

#### [Database Utilities](#)

##### [Compact and Repair Database](#)

##### [Import Transaction File SmartLog V5](#)

##### [Database Update](#)

##### [Database Size Alert](#)

##### [Remove Program Backups](#)

### [Email](#)

#### [Email Server Setup](#)

#### [External Address Lists](#)

### [Group Headers](#)

### [Language](#)

### [Leave Type Edit](#)

### [Network Admin](#)

#### [Web Monitors](#)

##### [Web User Status Monitor](#)

##### [Web Test Log Monitor](#)

#### [Network Applications](#)

##### [Remote Status Application](#)

##### [Status Display Application](#)

##### [Remote Admin Application](#)

#### [Data Sync](#)

##### [Import from Database](#)

###### [User Import from Database](#)

###### [Time Clock Import from Database](#)

##### [Import from File](#)

###### [User Import from File](#)

###### [Leave Time Import from File](#)

##### [Export To Database](#)

###### [ESD Status Export to Database](#)

###### [Time Clock Export to Database](#)

###### [ESD Log Export to Database](#)

##### [Export to File](#)

###### [ESD Status Export to File](#)

###### [Time Clock Export to File](#)

### [Program License](#)

### [Support / Vendor Information](#)

### [System Logs](#)

### [Time Clock](#)

#### [Not Clocked In Status](#)

### [User ID](#)

#### [User ID Change](#)

#### [Link Unknown IDs](#)

#### [Allow User ID to Perform Test on SmartLog](#)

#### [Non Sequential Badge Number \(SmartLog V5 Only\)](#)

## Contents (continued)

### [Admin - Scheduled Reports](#)

[Send to Dept Manager\(s\)](#)

[Scheduled Email Recipients](#)

[Scheduled Report Filter](#)

[Additional Scheduled Report Filters](#)

### [Admin Alerts](#)

[Alert Log](#)

[Alert Email Recipients](#)

[Alert Names and Descriptions](#)

[Alert Preferences](#)

[Calibration](#)

[High Fail Percentage](#)

[Database Size](#)

[No ESD Test after Clock IN](#)

[Failed without Retesting](#)

[Max Consecutive Failures](#)

[ESD Certification Expiring](#)

[Moving TEAM5 Software / Restoring to a new computer](#)

[Tables](#)

[Repairing a TEAM5 Database](#)

[Repairing a TEAM Basic Database](#)

## Install

1. Insert the TEAM5 Installation CD into the CD-ROM drive of the computer and follow the following on-screen prompts:

- System Requirements
- License Agreement
- Install TEAM5
- View / Print Manual
- Check for Update

Note: If you cannot locate the TEAM5 Installation CD, it is available for download off the [DescoEMIT.com](http://DescoEMIT.com) website.

2. Once installation is complete, insert the Green USB License Key into an available USB Port of the computer. The system should recognize the new hardware and will automatically install.

3. Once the hardware is installed, start the TEAM5 by double clicking the shortcut icon on your desktop or selecting TEAM5 from the windows start menu.

DO NOT REMOVE OR MISPLACE the Green USB Flash Drive License Key. It must remain connected to the computer in order to run and access the TEAM5 software. If misplaced or lost, please contact the factory for a quote.



It's recommended a Desktop Shortcut be added during install for quick access to TEAM5.

TEAM5 has been designed exclusively for use with the EMIT SmartLog. Please contact EMIT or your local sales representative for a current list of compatible hardware. TEAM5 is comprised of a windows data management collection program, MS Access database, and an email client (for use with an SMTP email server).

## System Requirements

### .Net Framework

The Remote Admin and Remote Status programs require the Microsoft .net 4.5 Framework or later.

### Single Use Computer

If possible, TEAM5 should be the only application running on the computer.

TEAM5 is Windows Resource and Network intensive. Other application competing for the the same resources may cause performance and stability problems.

### Single Login

The computer running TEAM5 should be set up to allow on one login at a time.

When logging out, the windows environment should be set up to allow TEAM5 to keep running after log off.

## Recommendations

### Windows ID

Full Windows Administrator ID Priviledges Recommended.

TEAM5 should always be run under the same Windows Id, as some Windows ID schemes create seperate file areas for each ID.

The ID must be able to create/read/modify/delete registry settings.

The ID must be able to create/read/modify/delete files in the ( C:\Program Files\TEAM5 ) folder and all sub folders.

### Virus and other Scanning and Update programs.

If a Virus, Update or other scanning program needs to lock files in the

C:\Program Files\TEAM5, TEAM5 should be shut down prior to the scan or update program.

An automated daily shutdown/restart service is provided within TEAM to insure that TEAM is not running when Virus, Update or Backup programs which lock files are running. This service should be used in conjunction with the scheduler built into most Virus, Update and Backup programs to prevent file locking problems that may cause the TEAM database and or shared network resources to be unavailable.

### Firewalls

If you use the TEAM5 Network Status Monitor feature or the Scheduled Backup feature

firewalls should be configured to allow TEAM5 to create/read/modify/delete files in the chosen network folders.

If you use Virtual Com Ports to communicate with SmartLog Testers over a local area network,

firewalls should not prevent TEAM5 or the virtual com port software from sending and receiving data over the network.

### Email ID

If your organization uses an integrated Windows/Network/Email login, we recomend a specific ESD Email ID be created for email sent from TEAM5.

To use the TEAM5 scheduled email features, your email server must be able to accept incomming SMTP email messages from TEAM5.

### Backups

Backups should always be made to a network or removable storage device.

This is to ensure the TEAM5 system may be restored on a new computer in the event of catastrophic failure of the primary TEAM5 Server.



### Moving TEAM5 Software

Please review the section titled '[Moving TEAM5 Software](#)' and make this document available to your system administrators so they are prepared restore TEAM5 Software and Data in case your server fails or needs to be upgraded.

### Virtual Machines

VM must be configured to allow only one Window login at a time. This is to insure only one instance of TEAM5 has access to virtual COM ports and the Database.

When establishing a remote access session with the TEAM5 VM, if another operator is already logged in, their session must be assumed, not abandoned. Abandoned windows sessions prevent TEAM5 from closing the database and may result in an unreadable database.

## User Edit

### User Edit Overview


The User Edit page is used to add, delete, edit and report on all users in the TEAM5 Database.

The screenshot shows the TEAM5 Enterprise User Edit window. The title bar indicates 'Polling Off' and 'V 5.10.08'. The status bar shows 'Sunday, 05 - Mar - 2017 6:00:58 PM'. The interface includes a sidebar with sections: User Edit, User Status, Logs / Stats, Test Machine, Admin, and Alerts. The main area displays a table of users with columns: Last Name, First Name, Middle, User ID, Test ID, Retest, Required Test, Dept, Shift, Group1, Group2, Mgr, Email, Leave, Certification Expire Date, and Periodic. The table lists 20 users, with a total of 49 at the bottom. Various icons and controls are labeled with arrows: Show/Hide Multi User Update Controls, Green Arrows - Apply Multi User Update, Import User List, Select User(s), Import Leave Time, Import Certification Dates, Operation Manual, Add User, Remove Users, Undo Changes, Search Users, Sort List, Filter List, Save List to File, Email List, Print List, Save Changes, User Change History, Display Preferences, and Current Date/Time.

Last Name	First Name	Middle	User ID	Test ID	Retest	Required Test	Dept	Shift	Group1	Group2	Mgr	Email	Leave	Certification Expire Date	Periodic
Abbott	Robert	P	1001	1	04:00	Foot OR Wrist	100	1			Y	rabbot@esdteam.			Y
Acevedo	James		1002	2	04:00	Wrist Only	200	2		Clean Room	Y	jacevedo@esdtear			Y
Baird	Georg		1003	3	04:00	Foot Only	300	3		QA Group	Y	gbaird@esdteam.			Y
Baker	Margo		1004	4	04:00	Foot AND Wrist	100	3		Clean Room	Y	mbaker@esdtear			Y
Cabrera	Aaron	N	1005	5	04:00	Foot with Wrist Optional	200	2	Prod Group		Y	ancabrera@esdt			Y
Cain	Phyllis		1006	6	04:00	User choice	300	1		Clean Room	Y	pcain@esdteam.r			Y
Dal	Heidi		1007	7	04:00	Not required	100	2	Maint Group					31-MAR-2017	
Dalton	Bryan		1008	8	04:00	Foot OR Wrist	200	1		Clean Room				31-MAR-2017	
Eaton	Michel	M	1009	9	04:00	Wrist Only	300	3		QA Group				31-MAR-2017	
Edwards	Carlos		1010	10	04:00	Foot Only	100	1	Prod Group					31-MAR-2017	
Farley	Marion		1011	11	04:00	Foot AND Wrist	200	3							
Farmer	Pedro	L	1012	12	04:00	Foot with Wrist Optional	300	2		QA Group					
Gaines	Monica		1013	13	04:00	User choice	200	1							
Gale	Crystal		1014	14	04:00	Not required	300	2	Maint Group						
Hahn	Leo		1015	15	04:00	Foot OR Wrist	100	3	Prod Group					05-MAR-2017	
Hale	Jose		1016	16	04:00	Wrist Only	200	3						04-MAR-2017	
Ingram	Ida		1017	17	04:00	Foot Only	300	2						03-JUN-2017	
Irwin	Mitch	K	1018	18	04:00	Foot AND Wrist	100	1		QA Group					
Jackson	Kent		1019	19	04:00	Foot with Wrist Optional	200	2							
Jacobs	Becky	J	1020	20	04:00	User choice	300	1	Prod Group						Y

### Importing a User List

To import a user list from a file;

- On the User Edit page, Click the Import User List icon 
  - The Import Users window is displayed.
- Select the default test requirements, department and shift for the users you are about to import.
  - Note: Each user's test requirement may be modified individually after the import.
  - Note: Department and shift are optional.
- Select a file to import.
  - The format for the import file is displayed in the center of the import window.
  - After selecting the import file, the list of users is displayed.
  - Note: User information may be edited before importing.
  - Note: One or more users may be excluded from import by checking Do Not Import.
- Click Import.

### Add A User

To add users one at a time;

- Click the Add Users icon 

The New ID window is displayed.

- Enter the required user information

Required Test, Retest, Department, User Type, User ID, Test ID, and Name

- Enter optional information

Shift, Group 1 / 2, Certification Date, Periodic Test

- Click Save

Please See [User Attribute Table](#) for a definition of user data.

### Delete User(s)

- Check one or more users to delete


- Click the Delete User  icon

### Edit Multiple Users ( Global Controls )

- Check one or more users to change


- Adjust one or more of the user attributes

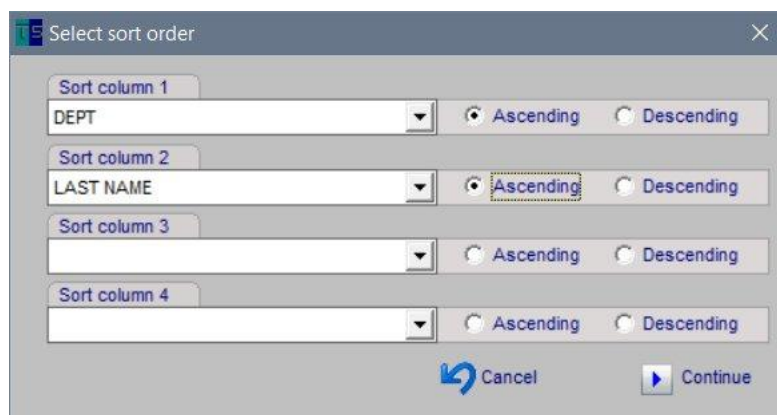
( Required Test, Retest, Dept, Shift, Group 1, Group 2, Certification Date, Periodic, PIN Reset)

- Click the corresponding Apply icon 


- Click the Save Icon 

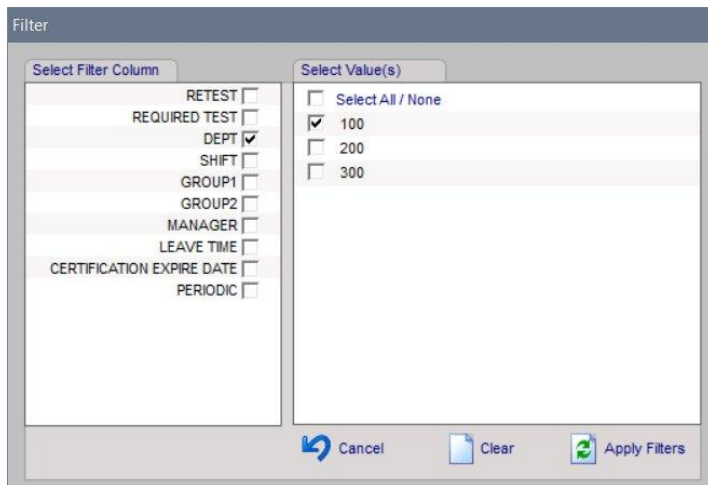
### Sort / Filter User List

The sort control  allows the list to be sorted by up to 4 columns in ascending or descending order.  
This example will resort the user list by Department then by Last Name.



## Sort / Filter ( continued )

The Filter control  allows the list to be limited by one or more column values. This example will filter the user list to show only people in Department 100.




The Filter dialog box is shown with the following settings:

Select Filter Column	Select Value(s)
RETEST <input type="checkbox"/>	<input type="checkbox"/> Select All / None
REQUIRED TEST <input type="checkbox"/>	<input checked="" type="checkbox"/> 100
DEPT <input checked="" type="checkbox"/>	<input type="checkbox"/> 200
SHIFT <input type="checkbox"/>	<input type="checkbox"/> 300
GROUP1 <input type="checkbox"/>	
GROUP2 <input type="checkbox"/>	
MANAGER <input type="checkbox"/>	
LEAVE TIME <input type="checkbox"/>	
CERTIFICATION EXPIRE DATE <input type="checkbox"/>	
PERIODIC <input type="checkbox"/>	

Buttons: Cancel, Clear, Apply Filters

## Email User List

To email a list of users;

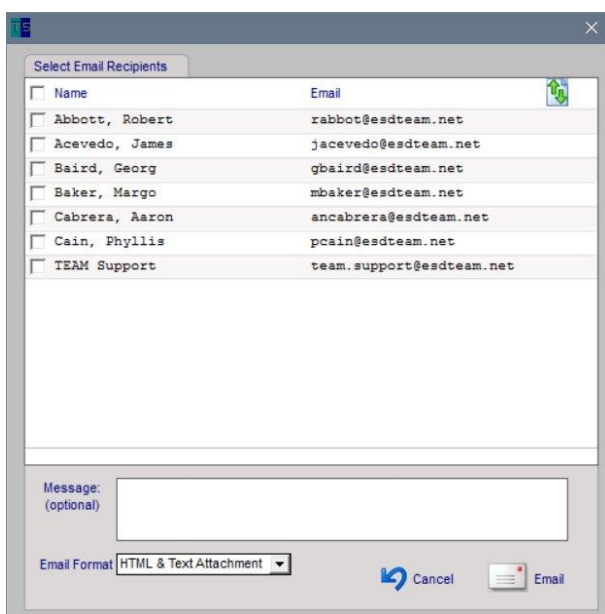
- Select one or more users
- Click the email icon 

The Select Report Columns window will appear

- Uncheck any columns you do not want to appear on the report
- Click Continue

The Select Email Recipients Window will appear

- Select one or more email recipients
- If you want to include an additional message with the emailed report, type text into the message box
- Choose the email body and attachment format
- Click Email to send



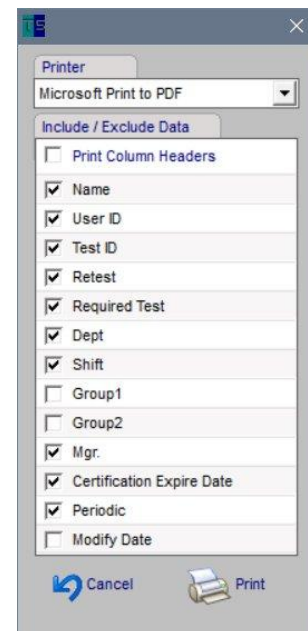
The Select Email Recipients dialog box is shown with the following settings:

Name	Email
<input type="checkbox"/> Abbott, Robert	rabbot@esdteam.net
<input type="checkbox"/> Acevedo, James	jacevedo@esdteam.net
<input type="checkbox"/> Baird, Georg	gbaird@esdteam.net
<input type="checkbox"/> Baker, Margo	mbaker@esdteam.net
<input type="checkbox"/> Cabrera, Aaron	ancabrera@esdteam.net
<input type="checkbox"/> Cain, Phyllis	pcain@esdteam.net
<input type="checkbox"/> TEAM Support	team.support@esdteam.net

Message: (optional)

Email Format: HTML & Text Attachment

Buttons: Cancel, Email



The Printer dialog box is shown with the following settings:

Printer: Microsoft Print to PDF


Include / Exclude Data

<input type="checkbox"/> Print Column Headers
<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> User ID
<input checked="" type="checkbox"/> Test ID
<input checked="" type="checkbox"/> Retest
<input checked="" type="checkbox"/> Required Test
<input checked="" type="checkbox"/> Dept
<input checked="" type="checkbox"/> Shift
<input type="checkbox"/> Group1
<input type="checkbox"/> Group2
<input checked="" type="checkbox"/> Mgr.
<input checked="" type="checkbox"/> Certification Expire Date
<input checked="" type="checkbox"/> Periodic
<input type="checkbox"/> Modify Date

Buttons: Cancel, Print

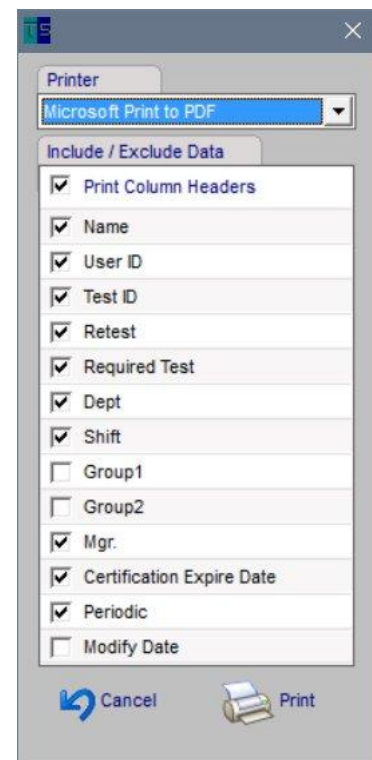
### Print User List

To print a list of users;

- Select one or more users
- Click the print icon 

The Printer - Include / Exclude Data window will appear

- Select a Printer
- Uncheck any columns you do not want to appear on the report
- Click Print



### User List Preferences

To change user list appearance preferences;

- Click the Preference icon 

The Preferences Window is displayed.



Any of the data columns may be hidden by un-checking the box next to the column name.

This is often used to hide columns like Group 1/ 2 if they are not used.

Additionally the screen may be split to lock columns at the left and allow non visible columns to be viewed on the right.

To split the screen;

- Check the Split Screen box
- Close the preferences window

To display test IDs with leading zeros;

- Check the leading zeros box

To gain more display area for data, you may hide the global controls to the left of the user list by un-checking the Global Controls box, then closing the preferences window.

## Required Test

The Required Test determines the type of test that a user must perform at a SmartLog configured for ESD testing. This table describes each of the test requirements.

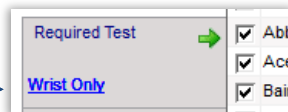
ESD Test Requirements Table

Test Name	Description	SmartLog V3	SmartLog V4-V5
Wrist Only	One wrist strap must be tested	Yes	Yes
Foot Only	Two Heel Straps must be tested	Yes	Yes
Foot And Wrist	One wrist strap AND Two Heel Straps must be tested	Yes	Yes
Foot OR Wrist	One wrist strap OR Two Heel Straps must be tested	Yes	Yes
Foot with Wrist Optional	If a Wrist Strap is plugged in to the tester, Both Heel and Wrist will be tested. If no wrist strap is plugged in, only heel strap will be tested	No	Yes
User Choice	After scanning badge, user may choose Wrist Only, Foot Only or Both	No	Yes
No Test Required	User is not required to perform ESD test	No	Yes

To change the test requirement for more than one user;

- Check each user to be changed
- Click the Required Test link

Required Test Link



The Required Test window is displayed



- Select a test requirement and click Save

To change the test requirement for just one user;

- Click the test requirement for the user

The Required Test window is displayed.

- Select a test requirement and click Save

To save changes click the save icon at the top of the User Edit Page

<input checked="" type="checkbox"/>	Last Name	First Name	Mi.	Test ID	User ID	Retest	Required Test
<input checked="" type="checkbox"/>	Abbott	Robert	P	00002001	1001	12:00	Not required
<input checked="" type="checkbox"/>	Acevedo	James		00002002	1002	12:00	Wrist Only
<input checked="" type="checkbox"/>	Baird	Georg		00002003	1003	12:00	Foot Only

Required Test Link

## Retest Frequency

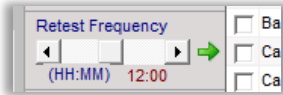
Retest Frequency is the length of time that a Passed ESD test is valid.

If a person passes a test at 9:00 AM and their Retest Frequency is set 4Hours they will be required to re-test at 1PM to avoid be reported at "Not Tested".

The Retest Frequency period may also effect other systems such as Access Control devices that require a Passed ESD test for entry or for Manufacturing Systems requiring a Passed ESD test to perform a manufacturing process.

To change more than one user's Retest Frequency;

- Check each user to be changed
- Adjust the Retest Control
- Click the apply icon →

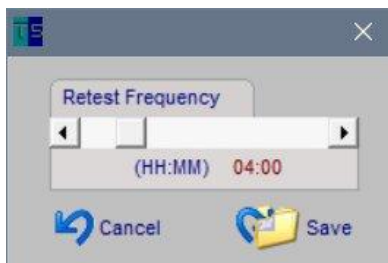


- To change Retest for just one user;
- Click the Retest setting for the user


The Retest Frequency window is displayed.

<input checked="" type="checkbox"/>	Last Name	First Name	Mi.	Test ID	User ID	Retest	Required Test
<input checked="" type="checkbox"/>	Abbott	Robert	P	00002001	1001	12:00	Not required
<input checked="" type="checkbox"/>	Acevedo	James		00002002	1002	12:00	Wrist Only
<input checked="" type="checkbox"/>	Baird	Georg		00002003	1003	12:00	Foot Only

Click to change Retest Frequency



- Adjust Retest Frequency and click Save

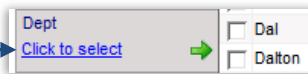
To save changes click the save icon at the top of the User Edit Page 

## User Department

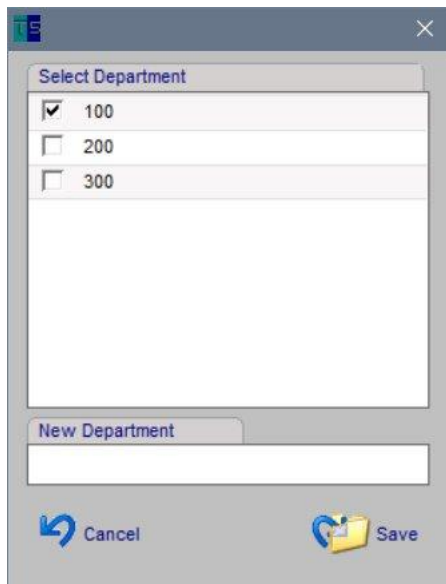
The User Department is used to sort and filter people on reports and user lists.  
For a detailed list of user attributes see the [User Attribute Table](#).

To change one or more user's Department;

- Check each user to be changed
- Click the Department link



The Select Department window is displayed



- Select a Department and click Save

If the department is not listed, you can create a new department by entering text into the New Department box.

To change the Department for just one user;

- Click the Department link for the user.
- The Select Department window is displayed.
- Select the Department and click Save.

<input type="checkbox"/>	Last Name	First Name	Mi.	Test ID	User ID	Retest	Required Test	Dept	Shift
<input type="checkbox"/>	Abbott	Robert	P	00002001	1001	12:00	Not required	200	1
<input type="checkbox"/>	Acevedo	James		00002002	1002	12:00	Wrist Only	300	2
<input type="checkbox"/>	Baird	Georg		00002003	1003	12:00	Foot Only	200	1
<input type="checkbox"/>	Baker	Margaret		00002004	1004	12:00	Foot AND Wrist	100	3
<input type="checkbox"/>	Cabrera	Aaron	N	00002005	1005	12:00	Foot OR Wrist	100	2
<input type="checkbox"/>	Cain	Phyllis		00002006	1006	12:00	Foot with Wrist Optional	100	3

Department Link

To save changes click the save icon at the top of the User Edit Page

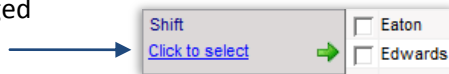


## User Shift

The User Shift is used to sort and filter people on reports and user lists.  
For a detailed list of user attributes see the [User Attribute Table](#)

To change one or more user's Shift;

- Check each user to be changed
- Click the Shift link



The Select Shift window is displayed

Shift Name	Start Time	End Time	Weekdays	User Count
<input type="checkbox"/> 1	08:00 AM	04:00 PM	Mon Tue Wed Thu Fri	17
<input type="checkbox"/> 2	03:00 PM	11:00 PM	Mon Tue Wed Thu Fri	16
<input type="checkbox"/> 3	08:00 AM	04:00 PM	Sat Sun	16

- Select a Shift and click Save
- If the Shift is not listed, you can create a new shift by entering text into the New shift box.

To change the Shift for just one user;

- Click the Shift link for the user.

The Select Shift window is displayed.

- Select the Shift and click Save

<input checked="" type="checkbox"/>	Last Name	First Name	Mi.	Test ID	User ID	Retest	Required Test	Dept	Shift	Group1	Group2	Mgr	Email	Leave Time
<input checked="" type="checkbox"/>	Abbott	Robert	P	00002001	1001	12:00	Foot OR Wrist	100	1			Y	Robert.Abt	
<input checked="" type="checkbox"/>	Acevedo	James		00002002	1002	12:00	Wrist Only	200	2		Clean Room	Y	James.Ace	
<input checked="" type="checkbox"/>	Baird	Georg		00002003	1003	12:00	Foot Only	300	3		QA Group	Y	Georg.Bair	
<input checked="" type="checkbox"/>	Baker	Margo		00002004	1004	12:00	Foot AND Wrist	100	3		Clean Room	Y	Margo.Bak	
<input checked="" type="checkbox"/>	Cabrera	Aaron	N	00002005	1005	12:00	Foot with Wrist Optional	200	2	Prod Group		Y	Aaron.Cab	
<input checked="" type="checkbox"/>	Cain	Phyllis		00002006	1006	12:00	User choice	300	1		Clean Room	Y	Phyllis.Cair	
<input checked="" type="checkbox"/>	Dal	Heidi		00002007	1007	12:00	Not required	100	2	Maint Group				

To save changes click the save icon at the top of the User Edit Page

## User Groups

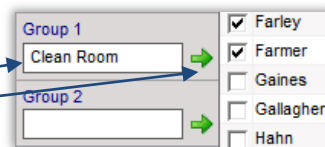
In addition to Department and Shift, users can be assigned to two different groups. Group 1 and Group 2 can be any name ( Examples: Clean Room or Quality Assurance)

Groups, like Department and Shift, are used to sort and filter people on reports and user lists.

The Titles "Group 1" and "Group 2" may be customized to apply to your business. To Change these names go to the Admin - Preferences - Group Headers page.

To add one or more users to a Group;

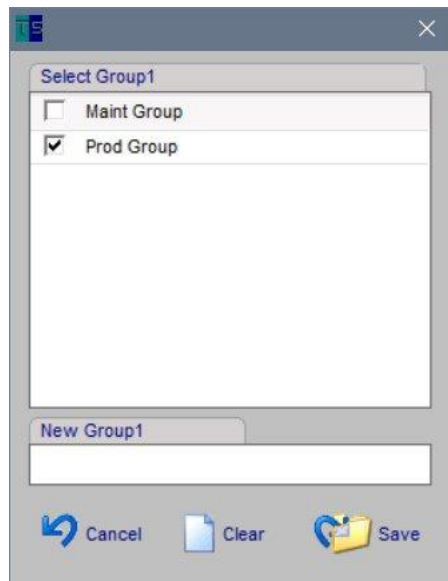
- Check each user to be added
- Enter the Group Name in the Group box
- Click the Set Group Arrow



- To change the Group for just one user;
- Click the Group link for the user

<input checked="" type="checkbox"/>	Last Name	First Name	Mi.	Test ID	User ID	Retest	Required Test	Dept	Shift	Group1	Group2	Mgr	Email	Leave Time
<input checked="" type="checkbox"/>	Abbott	Robert	P	00002001	1001	12:00	Foot OR Wrist	100	1			Y	Robert.Abt	
<input checked="" type="checkbox"/>	Acevedo	James		00002002	1002	12:00	Wrist Only	200	2		Clean Room	Y	James.Ace	
<input checked="" type="checkbox"/>	Baird	Georg		00002003	1003	12:00	Foot Only	300	3		QA Group	Y	Georg.Bair	
<input checked="" type="checkbox"/>	Baker	Margo		00002004	1004	12:00	Foot AND Wrist	100	3		Clean Room	Y	Margo.Bak	
<input checked="" type="checkbox"/>	Cabrera	Aaron	N	00002005	1005	12:00	Foot with Wrist Optional	200	2	Prod Group		Y	Aaron.Cab	
<input checked="" type="checkbox"/>	Cain	Phyllis		00002006	1006	12:00	User choice	300	1		Clean Room	Y	Phyllis.Cair	
<input checked="" type="checkbox"/>	Dal	Heidi		00002007	1007	12:00	Not required	100	2	Maint Group				

The Edit Group window is displayed.



- Enter the new Group name, or enter nothing to remove the Group association.
- Click Save

To save changes click the save icon at the top of the User Edit Page

## Department Manager

When a person is assigned as a Department Manager, an email address is also required. This email address is used by the Scheduled Email Service. By checking a Department ID on a scheduled report, TEAM will filter the report to include only people in the selected department. The report is then automatically emailed to Department Managers


For a detailed list of user attributes see the [User Attribute Table](#)

To change Department Manager Assignment;

- Click the Mgr (Manager) link



<input checked="" type="checkbox"/>	Last Name	First Name	Mi.	Test ID	User ID	Retest	Required Test	Dept	Shift	Group1	Group2	Mgr	Email	Leave Time
<input checked="" type="checkbox"/>	Abbott	Robert	P	00002001	1001	12:00	Foot OR Wrist	100	1			Y	Robert.Abl	
<input checked="" type="checkbox"/>	Acevedo	James		00002002	1002	12:00	Wrist Only	200	2		Clean Room	Y	James.Ace	
<input checked="" type="checkbox"/>	Baird	Georg		00002003	1003	12:00	Foot Only	300	3		QA Group	Y	Georg.Bair	
<input checked="" type="checkbox"/>	Baker	Margo		00002004	1004	12:00	Foot AND Wrist	100	3		Clean Room	Y	Margo.Bak	
<input checked="" type="checkbox"/>	Cabrera	Aaron	N	00002005	1005	12:00	Foot with Wrist Optional	200	2	Prod Group		Y	Aaron.Cab	
<input checked="" type="checkbox"/>	Cain	Phyllis		00002006	1006	12:00	User choice	300	1		Clean Room	Y	Phyllis.Cair	
<input checked="" type="checkbox"/>	Dal	Heidi		00002007	1007	12:00	Not required	100	2	Maint Group				








To save changes click the save icon at the top of the User Edit Page 


## Leave Time

Assigning Leave Time to a person, prevents the person from appearing on reports as Not Tested.  
For a detailed list of user attributes see the [User Attribute Table](#)

To change a person's Leave Time;






- Click the Leave Time link

<input checked="" type="checkbox"/>	Last Name	First Name	Mi.	Test ID	User ID	Retest	Required Test	Dept	Shift	Group1	Group2	Mgr	Email	Leave Time
<input checked="" type="checkbox"/>	Abbott	Robert	P	00002001	1001	12:00	Foot OR Wrist	100	1			Y	Robert.Abb	
<input checked="" type="checkbox"/>	Acevedo	James		00002002	1002	12:00	Wrist Only	200	2		Clean Room	Y	James.Ace	
<input checked="" type="checkbox"/>	Baird	Georg		00002003	1003	12:00	Foot Only	300	3		QA Group	Y	Georg.Bair	
<input checked="" type="checkbox"/>	Baker	Margo		00002004	1004	12:00	Foot AND Wrist	100	3		Clean Room	Y	Margo.Bak	
<input checked="" type="checkbox"/>	Cabrera	Aaron	N	00002005	1005	12:00	Foot with Wrist Optional	200	2	Prod Group		Y	Aaron.Cab	
<input checked="" type="checkbox"/>	Cain	Phyllis		00002006	1006	12:00	User choice	300	1		Clean Room	Y	Phyllis.Cair	
<input checked="" type="checkbox"/>	Dal	Heidi		00002007	1007	12:00	Not required	100	2	Maint Group				

Note: Red Leave Icons  indicate one or more future dates are assigned to this person as leave time.

The Leave Date(s) edit window is displayed.

Leave date(s) for: Cabrera, Aaron

 Add Leave Date(s)
  Remove Leave Date(s)
  Sort
  Cancel
  Save

Begin Date

Mar 2017

S M T W T F S

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

End Date

Mar 2017

S M T W T F S


1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

 New Leave Type


Current Leave Type(s)

Medical

Date	Leave Type
<input checked="" type="checkbox"/> 06-MAR-2017	Personal
<input type="checkbox"/> 05-MAR-2017	Personal
<input type="checkbox"/> 04-MAR-2017	Personal
<input type="checkbox"/> 03-MAR-2017	Personal
<input type="checkbox"/> 02-MAR-2017	Personal
<input type="checkbox"/> 01-MAR-2017	Personal
<input type="checkbox"/> 28-FEB-2017	Personal
<input type="checkbox"/> 27-FEB-2017	Personal

Total: 8

- Choose the Leave Type to be assigned
- Choose a date range
- Click the Add Leave Date(s) icon
- Click Save

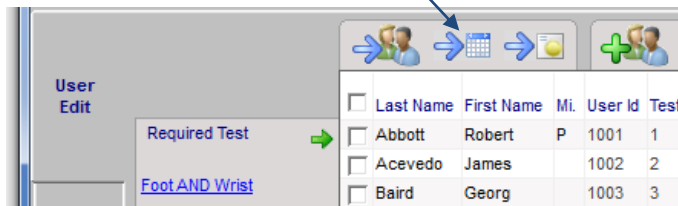
To save changes click the save icon at the top of the User Edit Page 

## Leave Time Import

Using the Leave Time Import function, a list of leave dates may be imported from a text file.

To import a list of Leave dates;

- Click the Import Leave Time icon on the user Edit page



The Import Leave window is displayed.

- Select the Date format, Column Delimiter, and file location

In case your file does not include a text description of each leave date, the Default Leave date will be used.

- Click Import icon to complete the import.

The 'Import Leave Date List' window is shown with the following sections:

- Select Date Format ( Y=Year M=Month D=Day )**: Radio buttons for YYYYMMDD (selected), YYYY-MM-DD, DDMYYYYY, DD-MM-YYYY, MMDDYYYY, MM-DD-YYYY, YYYY/MM/DD, and DD/MM/YYYY.
- Select Delimiter ( the character used to separate columns )**: Radio buttons for Tab (selected), CSV (Comma Separated Values), and DSV (Quote Comma Quote).
- Select Import File**: A file selection button and an empty text field.
- Default Leave Type**: A dropdown menu set to 'Leave of Absence'.
- Complete Import**: A button with a group of people icon and the word 'Import'.
- Import file column order...**: A table with three columns: (1) User ID, (2) Leave Date, and (3) Leave Type (optional).
 

(1)	(2)	(3)
User ID	Leave Date	Leave Type (optional)

Leave Date must be one of the following formats:

  - YYYYMMDD
  - YYYY-MM-DD
  - YYYY/MM/DD
  - DDMMYYYY
  - DD/MM/YYYY
  - DD-MM-YYYY
  - MMDDYYYY
  - MM/DD/YYYY
  - MM-DD-YYYY

Leave Type is an optional text description.

The Default Leave Type is used when this column is blank

## Certification Date

The Certification Date is used to prevent access to a person when their certification has expired.  
For a detailed list of user attributes see the [User Attribute Table](#)

To change one or more user's Certification Date;

- Check each user to be changed
- Click the Certification Date Link

The Choose Date Shift window is displayed



- Select a date or No Date  
No Date prevents all certification checking.
- Click the Set Certification Date icon →

To change the Certification Date for just one user;

- Click the Certification link for the user.

<input checked="" type="checkbox"/>	Last Name	First Name	Mi.	Test ID	User ID	Retest	Required Test	Dept	Shift	Group1	Group2	Mgr	Email	Leave Time	Certification Expire Date
<input checked="" type="checkbox"/>	Abbott	Robert	P	00002001	1001	12:00	Foot OR Wrist	100	1			Y	Robert.Abt		
<input checked="" type="checkbox"/>	Acevedo	James		00002002	1002	12:00	Wrist Only	200	2		Clean Room	Y	James.Ace		
<input checked="" type="checkbox"/>	Baird	Georg		00002003	1003	12:00	Foot Only	300	3		QA Group	Y	Georg.Bair		24-OCT-2010
<input checked="" type="checkbox"/>	Baker	Margo		00002004	1004	12:00	Foot AND Wrist	100	3		Clean Room	Y	Margo.Bak		23-OCT-2010
<input checked="" type="checkbox"/>	Cabrera	Aaron	N	00002005	1005	12:00	Foot with Wrist Optional	200	2	Prod Group		Y	Aaron.Cab		22-JAN-2011

The Choose Date Shift window is displayed

- Select a date or No Date  
No Date prevents all certification checking.
- Click Save

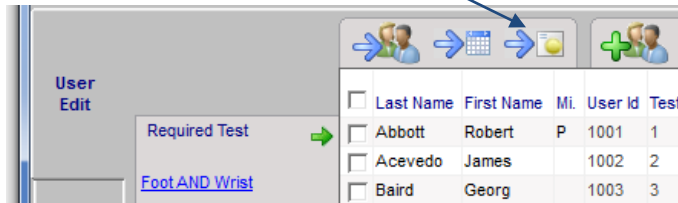
To save changes click the save icon at the top of the User Edit Page

## Certification Dates Import

The Certification Dates Import process allows a list of certification dates to be imported into the TEAM database.

To import a list of certification dates.

- Click the Import Certification Icon



The Import Leave window is displayed.

- Select the Date format, Column Delimiter, and file location
- Select the delimiter
- Select the import file
- Click Import icon to complete the import.

Import Certification Date List

Select Date Format ( Y=Year M=Month D=Day )

☒ YYYYMMDD
 ☐ YYYY-MM-DD
 ☐ DDMMYYYY
 ☐ DD-MM-YYYY
 ☐ MMDDYYYY
 ☐ MM-DD-YYYY
 ☐ YYYY/MM/DD
 ☐ DD/MM/YYYY
 ☐ MM/DD/YYYY

Select Delimiter ( the character used to separate columns )

☒ Tab
 ☐ CSV (Comma Separated Values)
 ☐ DSV (Quote Comma Quote)

Select Import File

Complete Import

Import File

Import file column order...

(1)	(2)
User ID	Certification Date

Certification Date must be one of the following formats

YYYYMMDD  
 YYYY-MM-DD  
 YYYY/MM/DD  
 DDMMYYYY  
 DD/MM/YYYY  
 DD-MM-YYYY  
 MMDDYYYY  
 MM/DD/YYYY  
 MM-DD-YYYY

## Periodic Test

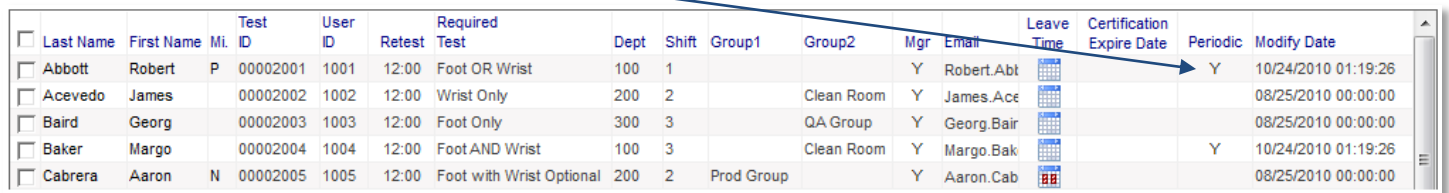
People with the Periodic attribute, do not perform ESD tests on a daily basis.

The Periodic Test attribute is used to prevent these people from appearing on reports as "Not Tested".

For a detailed list of user attributes see the [User Attribute Table](#)


To change a person's Periodic Test setting;

- Click the Periodic link for the user.



<input type="checkbox"/>	Last Name	First Name	Mi.	Test ID	User ID	Retest	Required Test	Dept	Shift	Group1	Group2	Mgr	Email	Leave Time	Certification Expire Date	Periodic	Modify Date
<input type="checkbox"/>	Abbott	Robert	P	00002001	1001	12:00	Foot OR Wrist	100	1			Y	Robert.Abt			Y	10/24/2010 01:19:26
<input type="checkbox"/>	Acevedo	James		00002002	1002	12:00	Wrist Only	200	2		Clean Room	Y	James.Ace				08/25/2010 00:00:00
<input type="checkbox"/>	Baird	Georg		00002003	1003	12:00	Foot Only	300	3		QA Group	Y	Georg.Bair				08/25/2010 00:00:00
<input type="checkbox"/>	Baker	Margo		00002004	1004	12:00	Foot AND Wrist	100	3		Clean Room	Y	Margo.Bak			Y	10/24/2010 01:19:26
<input type="checkbox"/>	Cabrera	Aaron	N	00002005	1005	12:00	Foot with Wrist Optional	200	2	Prod Group		Y	Aaron.Cab				08/25/2010 00:00:00

A "Y" will appear in the periodic cell when the person is designated as testing only periodically.

To save changes click the save icon at the top of the User Edit Page 

## PIN Reset


The PIN (Personal Identification Number) is a four digit number that is used to confirm the identification of a person after they have scanned their badge. The PIN is optional. Users are only prompted to enter a PIN if the feature is enabled on the Test Machine Page.

PINs are set by the user the first time they log in, or after an administrator has reset the PIN on the User Edit page.

To reset the PIN for one or more people;

- Check each user to be changed
- Click the PIN Reset Icon



To save changes click the save icon at the top of the User Edit Page 



## User Status (ESD Test Status)

The User Status report shows the status of users for a specific date and time.

The following graphic shows how the User Status page controls are used to report user status.

**Status Time**  
Set report time to previous date/time

**Current Status**  
Set report time to current date/time

**Refresh**  
Manually refresh all report data

**Auto Refresh**  
Report will automatically refresh each minute when checked. Note: Real time data collection and reporting performance will be reduced with Auto Refresh ON

**Exclude Never Tested**  
Click remove all users who have never tested

**Exclude Unknown ID**  
Uncheck to show test ID that have not been assigned to a user

**Search**  
Search by User ID, Test ID or User name

**Sort Order**

**Filter**  
(Selectively exclude data)

**Email / Print / Save**

**Display Preferences:**  
Show / Hide Columns  
Split Screen  
Test ID Display Style

**Leave Time History**  
Click to view leave time dates.

**Pass / Fail Percentages**

**Status**  
Color coded status  
Red = FAIL  
Green = Pass  
Yellow = Not Tested  
Grey = Not Tested  
Violet = Leave Time  
Maroon Certification Expired

**Test History**  
Click to view test history report.

Name	Status	Last Test Time (Click to view history)	Last Test Location	User ID	Test ID	Dept	Shift	Required Test	Retest	Group1
Abbott, Robert P	PERIODIC	05-MAR-2017 07:31 AM	Production 1	1001	1	100	1	Foot OR Wrist	04:00	
Acevedo, James	PASS	05-MAR-2017 02:30 PM	Production 2	1002	2	200	2	Wrist Only	04:00	
Baird, Georg	PERIODIC	05-MAR-2017 01:29 PM	QC 1	1003	3	300	3	Foot Only	04:00	
Baker, Margo	PERIODIC	05-MAR-2017 01:28 PM	QC 2	1004	4	100	3	Foot AND Wrist	04:00	
Cabrera, Aaron N	LEAVE TIME	24-FEB-2017 02:16 PM	Production 2	1005	5	200	2	Foot with Wrist Optional	04:00	Prod Group
Cain, Phyllis	PERIODIC	05-MAR-2017 08:02 AM	QC 2	1006	6	300	1	User choice	04:00	
Dal, Heidi	NOT REQUIRED	05-MAR-2017 09:02 AM	QC 2	1007	7	100	2	Not required	04:00	Maint Group
Dalton, Bryan	NOT TESTED	05-MAR-2017 10:02 AM	QC 2	1008	8	200	1	Foot OR Wrist	04:00	
Eaton, Michel M	NOT TESTED	05-MAR-2017 11:02 AM	QC 2	1009	9	300	3	Wrist Only	04:00	
Edwards, Carlos	NOT TESTED	05-MAR-2017 12:02 PM	QC 2	1010	10	100	1	Foot Only	04:00	Prod Group
Farley, Marion	NOT TESTED	05-MAR-2017 01:02 PM	QC 2	1011	11	200	3	Foot AND Wrist	04:00	
Farmer, Pedro L	PASS	05-MAR-2017 02:02 PM	QC 2	1012	12	300	2	Foot with Wrist Optional	04:00	
Gaines, Monica	PASS	05-MAR-2017 03:02 PM	QC 2	1013	13	200	1	User choice	04:00	
Gale, Crystal	NOT REQUIRED	NO TESTS	-	1014	14	300	2	Not required	04:00	Maint Group
Hahn, Leo	NOT TESTED	24-FEB-2017 10:07 PM	Production 2	1015	15	100	3	Foot OR Wrist	04:00	Prod Group
Hale, Jose	CERT EXPIRED	23-FEB-2017 10:41 PM	QC 2	1016	16	200	3	Wrist Only	04:00	
Ingram, Ida	NOT TESTED	24-FEB-2017 02:06 PM	QC 1	1017	17	300	2	Foot Only	04:00	
Irwin, Mitch K	NOT TESTED	24-FEB-2017 07:05 AM	QC 2	1018	18	100	1	Foot AND Wrist	04:00	
Jackson, Kent	NOT TESTED	24-FEB-2017 02:04 PM	Shipping	1019	19	200	2	Foot with Wrist Optional	04:00	
Jacobs, Becky J	PERIODIC	23-FEB-2017 07:37 AM	Assembly	1020	20	300	1	User choice	04:00	Prod Group

Total 49 - PERIODIC 8 (16%) - PASS 3 (6%) - FAIL 0 (0%) - Not TESTED 38 (78%)

## Logs - Access Control

The Access Control Log shows all badge scans through an Access Control Point and indicates if the person was allowed or denied access.

To Configure a SmartLog as an Access Control Point, see the [Test Machine](#) page.

The screenshot shows the TEAM5 Enterprise interface with the Access Control Log. Annotations point to various features:

- Set report date range:** Points to the 'Log Date Range' section on the left, which includes 'Begin Date' and 'End Date' calendars.
- Refresh Report:** Points to the refresh icon (circular arrow) in the toolbar.
- Search:** Points to the magnifying glass icon in the toolbar.
- Change Sort Order:** Points to the icon with two arrows pointing in opposite directions in the toolbar.
- Filter (Selectively exclude data):** Points to the icon with a plus sign and a minus sign in the toolbar.
- Email / Print / Save:** Points to the email, printer, and save icons in the toolbar.
- Preferences: Show / Hide Columns:** Points to the icon with a checkmark and a minus sign in the toolbar.

The main data table displays the following information:

Transaction Type	Time	Location	Name	User ID	Test ID	Dept
Allowed	05-MAR-2017 02:30:50 PM	Production 2	Acevedo, James	1002	2	200
Denied	05-MAR-2017 02:30:50 PM	Production 2	Acevedo, James	1002	2	200
Denied	05-MAR-2017 01:29:51 PM	QC 1	Baird, Georg	1003	3	300
Allowed	05-MAR-2017 01:29:51 PM	QC 1	Baird, Georg	1003	3	300
Allowed	05-MAR-2017 01:28:52 PM	QC 2	Baker, Margo	1004	4	100
Denied	05-MAR-2017 01:28:52 PM	QC 2	Baker, Margo	1004	4	100
Denied	05-MAR-2017 07:31:49 AM	Production 1	Abbott, Robert P	1001	1	100
Allowed	05-MAR-2017 07:31:49 AM	Production 1	Abbott, Robert P	1001	1	100

Total 8

## Logs -Attendance Log

The Attendance Log shows a one month view of users and indicates if a person performed an ESD test, did not perform an ESD test, or was on Leave Time.

The following graphic shows how the Attendance Log Page controls are used to generate an attendance log report. Shown with (T) Tested, (L) Leave Time, (.) No Tests. See second figure for Test Counts.

The screenshot shows the TEAM5 Enterprise interface with the Attendance Log selected. Annotations point to various controls:

- Select Month/Year and Click Retrieve Log:** Points to the Month (Feb) and Year (2017) dropdowns.
- Show or Hide Test Statistics:** Points to the ☒ Show ESD Statistics checkbox.
- Test Indicator Selector:** Points to the Test Indicator radio buttons (T (Tested), L (Leave Time), . (No Tests)).
- Search Sort Filter:** Points to the search and filter icons.
- Legend:** Points to the legend text: (T) Tested, (L) Leave Time, (.) No Tests.
- Email / Print / Save:** Points to the email, print, and save icons.
- Display Preferences:** Points to the Show / Hide Columns Split Screen Test ID Display Style checkbox.

The main table displays user statistics and a calendar view of test results for February 2017. The table includes columns for Name, Total Tests, Pass Count, Fail Count, Fail %, and a calendar grid showing (T) Tested, (L) Leave Time, or (.) No Tests Performed.

**ESD Statistics** (from the table):

Name	Total Tests	Pass Count	Fail Count	Fail %
Acevedo, James	17	17	0	0
Baird, Georg	34	34	0	0
Baker, Margo	51	51	0	0
Cabrera, Aaron N	45	45	0	0
Cain, Phyllis	45	42	3	7
Dal, Heidi	0	0	0	0
Dalton, Bryan	43	33	10	23
Eaton, Michel M	15	15	0	0
Edwards, Carlos	30	30	0	0
Farley, Marion	48	48	0	0
Farmer, Pedro L	45	45	0	0
Gaines, Monica	45	42	3	7

Attendance report shown with number of tests performed each day.

The screenshot shows the TEAM5 Enterprise interface with the Attendance Log selected. The Test Indicator is set to Test Count. The main table displays user statistics and a calendar view of test counts for February 2017. The table includes columns for Name, Total Tests, Pass Count, Fail Count, Fail %, and a calendar grid showing the number of tests performed each day.

**Test Counts** (from the table):

Name	Total Tests	Pass Count	Fail Count	Fail %
Acevedo, James	17	17	0	0
Baird, Georg	34	34	0	0
Baker, Margo	51	51	0	0
Cabrera, Aaron N	45	45	0	0
Cain, Phyllis	45	42	3	7
Dal, Heidi	0	0	0	0
Dalton, Bryan	43	33	10	23
Eaton, Michel M	15	15	0	0
Edwards, Carlos	30	30	0	0
Farley, Marion	48	48	0	0
Farmer, Pedro L	45	45	0	0
Gaines, Monica	45	42	3	7

## Logs - Certification

The Certification Log shows all users how have been assigned a Certification Date. Users who have not been assigned a Certification Date do not appear on the list.

Certification Dates are used to prevent users from Access and Testing when the Certification Date is expired. To enabled this feature, see the [Test Machine](#) section.

The screenshot shows the TEAM5 Enterprise interface with the Certification Log displayed. The interface includes a top header bar with the title 'TEAM5 Enterprise', a status indicator 'Polling Off', and a version number 'V 5.10.06'. The date and time 'Sunday, 05 - Mar - 2017 6:31:25 PM' are also shown. The left sidebar contains a navigation menu with categories like 'User Edit', 'User Status', 'Logs / Stats', 'Test Machine', 'Admin', and 'Alerts'. The main content area displays a table of certification data. Annotations with arrows point to various UI elements: 'Refresh Report' points to a circular arrow icon; 'Search' points to a magnifying glass icon; 'Change Sort Order' points to an icon with two arrows; 'Filter (Selectively exclude data)' points to a funnel icon; 'Email / Print / Save' points to a group of icons including an envelope, a printer, and a floppy disk; and 'Preferences: Show / Hide Columns' points to a checkmark icon.

Name	Expire Date	User Id	Test Id	Dept	Shift	Group1	Group2
Dal, Heidi	31-MAR-2017	1007	7	100	2	Maint Group	
Dalton, Bryan	31-MAR-2017	1008	8	200	1		Clean Room
Eaton, Michel M	31-MAR-2017	1009	9	300	3		QA Group
Edwards, Carlos	31-MAR-2017	1010	10	100	1	Prod Group	
Hahn, Leo	05-MAR-2017	1015	15	100	3	Prod Group	
Hale, Jose	04-MAR-2017	1016	16	200	3		
Ingram, Ida	03-JUN-2017	1017	17	300	2		

Total: 7



## Logs - ESD Test Log

The ESD Test Log report shows a sequential log of all tests performed during a specific date/time range.

The following graphic shows how the ESD Test Log page controls are used to report the ESD Test Log.

The screenshot shows the TEAM5 Enterprise interface for the ESD Test Log. The left sidebar contains navigation links: User Edit, User Status, Logs / Stats, Test Machine, Admin, and Alerts. The main area displays a table of test results for March 5, 2017. Annotations point to various controls:

- Log date Range:** Set report time to previous date/ time (points to the 'Log Date Range' dropdown).
- Current Day:** Set report time to current date/time (points to the 'Current Day' button).
- Refresh:** Manually refresh all report data (points to the refresh icon).
- Search:** Search by User ID, Test ID or User name (points to the search icon).
- Filter:** (Selectively exclude data) (points to the filter icon).
- Sort Order:** (points to the sort icon).
- Email / Print / Save:** (points to the email, print, and save icons).
- Preferences:** Show / Hide Columns, Split Screen, Test ID Display Style (points to the preferences icon).
- Reset Date Range:** Changes the report start time to midnight today and end time to the current date/time (points to the 'Reset date range to current day' button).

Name	Test ID	User ID	Test Date	Type	Result	Test Location	Dept
Gaines, Monica	13	1013	05-MAR-2017 03:02 PM	WRIST	PASS	QC 2	200
Gaines, Monica	13	1013	05-MAR-2017 03:02 PM	FOOT	PASS	QC 2	200
Gaines, Monica	13	1013	05-MAR-2017 03:02 PM	FOOT	PASS	QC 2	200
Acevedo, James	2	1002	05-MAR-2017 02:30 PM	WRIST	PASS	Production 2	200
Farmer, Pedro L	12	1012	05-MAR-2017 02:02 PM	WRIST	PASS	QC 2	300
Farmer, Pedro L	12	1012	05-MAR-2017 02:02 PM	FOOT	PASS	QC 2	300
Farmer, Pedro L	12	1012	05-MAR-2017 02:02 PM	FOOT	PASS	QC 2	300
Baird, Georg	3	1003	05-MAR-2017 01:29 PM	FOOT	PASS	QC 1	300
Baird, Georg	3	1003	05-MAR-2017 01:29 PM	FOOT	PASS	QC 1	300
Baker, Margo	4	1004	05-MAR-2017 01:28 PM	WRIST	PASS	QC 2	100
Unknown	41	1041	05-MAR-2017 01:28 PM	NO TEST	TIME OUT	QC 2	
Baker, Margo	4	1004	05-MAR-2017 01:28 PM	FOOT	PASS	QC 2	100
Baker, Margo	4	1004	05-MAR-2017 01:28 PM	FOOT	PASS	QC 2	100
Farley, Marion	11	1011	05-MAR-2017 01:02 PM	WRIST	PASS	QC 2	200
Farley, Marion	11	1011	05-MAR-2017 01:02 PM	FOOT	PASS	QC 2	200
Farley, Marion	11	1011	05-MAR-2017 01:02 PM	FOOT	PASS	QC 2	200
Edwards, Carlos	10	1010	05-MAR-2017 12:02 PM	WRIST	PASS	QC 2	100
Edwards, Carlos	10	1010	05-MAR-2017 12:02 PM	FOOT	PASS	QC 2	100
Edwards, Carlos	10	1010	05-MAR-2017 12:02 PM	FOOT	PASS	QC 2	100
Eaton, Michel M	9	1009	05-MAR-2017 11:02 AM	WRIST	FAIL H	QC 2	300
Dalton, Bryan	8	1008	05-MAR-2017 10:02 AM	WRIST	PASS	QC 2	200
Dalton, Bryan	8	1008	05-MAR-2017 10:02 AM	FOOT	PASS	QC 2	200
Dalton, Bryan	8	1008	05-MAR-2017 10:02 AM	FOOT	PASS	QC 2	200
Dal, Heidi	7	1007	05-MAR-2017 09:02 AM	WRIST	PASS	QC 2	100
Dal, Heidi	7	1007	05-MAR-2017 09:02 AM	FOOT	PASS	QC 2	100
Total: 57							

## Logs - Leave Time

The Leave Time log shows all users who have been assigned one more dates as Leave Time.

Leave Time dates are used to prevent users from appearing on status reports as "Failed or Not Tested"

The screenshot shows the TEAM5 Enterprise interface with the 'Leave Time' log selected. The interface includes a sidebar with navigation options, a main toolbar with various icons, and a data table of leave dates.

**Annotations:**

- Set report date range:** Points to the 'Log Date Range' section in the sidebar, which includes 'Begin Date' and 'End Date' calendars.
- Refresh Report:** Points to the circular arrow icon in the toolbar.
- Search:** Points to the magnifying glass icon in the toolbar.
- Change Sort Order:** Points to the up/down arrow icon in the toolbar.
- Filter (Selectively exclude data):** Points to the funnel icon in the toolbar.
- Email / Print / Save:** Points to the envelope, printer, and save icons in the toolbar.
- Preferences: Show / Hide Columns:** Points to the checkmark icon in the toolbar.

**Data Table:**

Name	Leave Dates	User Id	Test Id	Dept	Shift
Abbott, Robert P	01-MAR-2017 Medical 02-MAR-2017 Medical 03-MAR-2017 Medical 04-MAR-2017 Medical 05-MAR-2017 Medical	1001	1	100	1
Acevedo, James	01-MAR-2017 Military 02-MAR-2017 Military 03-MAR-2017 Military 04-MAR-2017 Military 05-MAR-2017 Military	1002	2	200	2
Cabrera, Aaron N	27-FEB-2017 Personal 28-FEB-2017 Personal 01-MAR-2017 Personal 02-MAR-2017 Personal 03-MAR-2017 Personal 04-MAR-2017 Personal 05-MAR-2017 Personal	1005	5	200	2

**Summary:** Total Users: 3, Total Leave Dates: 17

## Logs - Time Clock Log

The Time Clock Log shows the IN and OUT Time clock punches for a date/time range.

The following graphic shows how the Time clock Log page controls are used to generate a Time Clock Log report.

There are three sources for Time Clock data within TEAM5,  
 Recorded on a SmartLog  
 Imported from a third party database  
 Imported from a text file export from an external system.

TEAM5 also automatically exports data to external databases and to a file for import into an external system.  
 See the Admin - Network Admin - Data Sync section.

The screenshot shows the TEAM5 Enterprise interface for the Time Clock Log. The interface includes a sidebar with navigation options (User Edit, User Status, Logs / Stats, Test Machine, Admin, Alerts) and a main content area. The main content area has a top toolbar with icons for refreshing, searching, sorting, filtering, and saving/printing/emailing. Below the toolbar is a table of time clock punches. Annotations with arrows point to various controls:

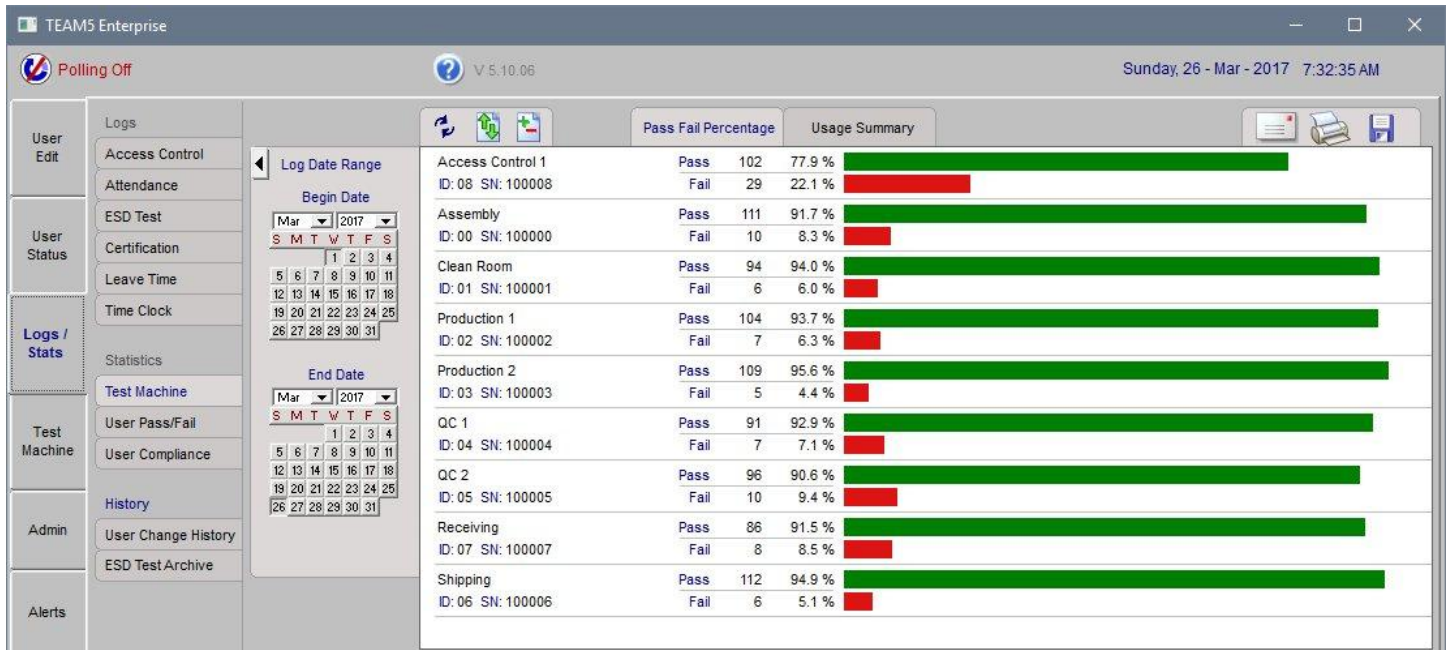
- Set report date range:** Points to the 'Log Date Range' section, which includes 'Begin Time' and 'End Time' selectors.
- Refresh Report:** Points to the refresh icon in the toolbar.
- Search:** Points to the search icon in the toolbar.
- Change Sort Order:** Points to the sort icon in the toolbar.
- Filter (Selectively exclude data):** Points to the filter icon in the toolbar.
- Email / Print / Save:** Points to the email, print, and save icons in the toolbar.
- Preferences: Show / Hide Columns:** Points to the preferences icon in the toolbar.

The table displays the following data:

Name	Time	In Out	Location	User ID	Test ID	Dept	Shift	Groi
Hahn, Leo	05-MAR-2017 12:02 AM	IN	Local	1015	15	100	3	Proc
Gaines, Monica	05-MAR-2017 01:02 AM	IN	Local	1013	13	200	1	
Farmer, Pedro L	05-MAR-2017 02:02 AM	IN	Local	1012	12	300	2	
Farley, Marion	05-MAR-2017 03:02 AM	IN	Local	1011	11	200	3	
Edwards, Carlos	05-MAR-2017 04:02 AM	IN	Local	1010	10	100	1	Proc
Abbott, Robert P	05-MAR-2017 07:35 AM	IN	Local	1001	1	100	1	
Abbott, Robert P	05-MAR-2017 07:35 AM	IN	Local	1001	1	100	1	
Abbott, Robert P	05-MAR-2017 07:35 AM	IN	Local	1001	1	100	1	
Abbott, Robert P	05-MAR-2017 11:35 AM	OUT	Local	1001	1	100	1	
Abbott, Robert P	05-MAR-2017 11:35 AM	OUT	Local	1001	1	100	1	
Abbott, Robert P	05-MAR-2017 11:35 AM	OUT	Local	1001	1	100	1	
Baker, Margo	05-MAR-2017 01:33 PM	IN	Local	1004	4	100	3	
Total: 24								

## Stats - Test Machine

The test Machine statistics page shows the Pass / Fail percentage by test machine for a specific date range.





## Stats - User Pass Fail Percentage

The User Pass Fail Percentage stats page shows the Pass / Fail percentage over a period of time for a selected group of users.

TEAM5 Enterprise V 5.10.06 Sunday, 26 - Mar - 2017 8:29:09 AM

Polling Off

Log Date Range

Begin Date: Mar 2017

End Date: Mar 2017

Name	Fail %	Pass	Fail	User ID	Test ID	Dept	Shift	Group1	Group2
Abbott, Robert P	11	39	5	1001	1	100	1		
Cain, Phyllis	6	29	2	1006	6	300	1		Clean Room
Dalton, Bryan	20	24	6	1008	8	200	1		Clean Room
Gaines, Monica	6	29	2	1013	13	200	1		
Hahn, Leo	6	27	2	1015	15	100	3	Prod Group	
Jacobs, Becky J	15	11	2	1020	20	300	1	Prod Group	
Lamb, Allison H	18	9	2	1023	23	300	3		
Mack, Kelli	12	28	4	1025	25	200	1	Prod Group	
Macias, Dianna G	6	27	2	1026	26	300	2		
Nash, Vanessa	6	29	2	1027	27	100	3		
Obrien, Christi F	12	27	4	1029	29	300	2		
Pac, Jeanni	9	20	2	1031	31	200	2		
Total: 21									

## Stats - User Compliance

The User Compliance page shows the percentage of passed tests compared to the number of required tests over a period of time.

TEAM5 Enterprise V 5.10.06 Sunday, 26 - Mar - 2017 8:37:05 AM

Polling Off

Log Date Range

Begin Date: Mar 2017

End Date: Mar 2017

Recalculate

Name	Required Passes	% Pass	Pass Count	Fail Count	User ID	Test ID	Dept	Shift
Abbott, Robert P	36	30	12	5	1001	1	100	1
Acevedo, James	36	40	16	0	1002	2	200	2
Baird, Georg	36	40	15	0	1003	3	300	3
Baker, Margo	36	40	16	0	1004	4	100	3
Cabrera, Aaron N	36	30	11	0	1005	5	200	2
Cain, Phyllis	36	30	11	2	1006	6	300	1
Dal, Heidi	36	0	0	0	1007	7	100	2
Dalton, Bryan	36	20	8	6	1008	8	200	1
Eaton, Michel M	36	30	11	0	1009	9	300	3
Edwards, Carlos	36	30	11	0	1010	10	100	1
Farley, Marion	36	30	12	0	1011	11	200	3
Farmer, Pedro L	36	30	11	0	1012	12	300	2
Total: 49								

## History - User Change

The User Change History Log shows all changes made to each user record. For each change, a time period is shown showing when the specific change was valid, followed by the current record.

TEAM5 Enterprise

Polling Off V 5.10.06 Sunday, 26 - Mar - 2017 8:42:31 AM

Note: Click Underlined End Dates to Edit

Create or Modify Date	End Date	User ID	Test ID	Last Name	First Name	Middle	Retest	Foot Test	Wrist Test	Department	Shift	Group1	Group2	Manager	Email	Certification	Periodic
2017-Mar-26 07:32	<u>Current Record</u>	1004	4	Baker	Margo		1200	Y	Y	100	3		Clean Room	Y	test4@esdteam.r		N
2017-Jan-25 00:00	2017-Mar-26 07:32	1004	4	Baker	Margo		1200	Y	Y	100	3		Clean Room	Y	Margo.Baker@cc		N
2017-Mar-26 07:32	<u>Current Record</u>	1005	5	Cabrera	Aaron	N	1200	Y	Y	200	2	Prod Groi		Y	test5@esdteam.r		N
2017-Jan-25 00:00	2017-Mar-26 07:32	1005	5	Cabrera	Aaron	N	1200	Y	Y	200	2	Prod Groi		Y	Aaron.Cabrera@		N
2017-Mar-26 07:32	<u>Current Record</u>	1006	6	Cain	Phyllis		1200	Y	Y	300	1		Clean Room	Y	test6@esdteam.r		N
2017-Jan-25 00:00	2017-Mar-26 07:32	1006	6	Cain	Phyllis		1200	Y	Y	300	1		Clean Room	Y	Phyllis.Cain@con		N
2017-Jan-25 00:00	2017-Mar-26 07:32	1007	7	Dal	Heidi		1200	Y	Y	100	2	Maint Gro		N			N
2017-Jan-25 00:00	<u>Current Record</u>	1007	7	Dal	Heidi		1200	Y	Y	100	2	Maint Gro		N			N
2017-Jan-25 00:00	<u>Current Record</u>	1008	8	Dalton	Bryan		1200	N	N	200	1		Clean Room	N			N
2017-Jan-25 00:00	<u>Current Record</u>	1009	9	Eaton	Michel	M	1200	N	Y	300	3		QA Group	N			N
2017-Jan-25 00:00	<u>Current Record</u>	1010	10	Edwards	Carlos		1200	Y	N	100	1	Prod Groi		N			N
2017-Jan-25 00:00	<u>Current Record</u>	1011	11	Farley	Marion		1200	Y	Y	200	3			N			N
2017-Jan-25 00:00	<u>Current Record</u>	1012	12	Farmer	Pedro	L	1200	Y	Y	300	2		QA Group	N			N
2017-Jan-25 00:00	<u>Current Record</u>	1013	13	Gaines	Monica		1200	Y	Y	200	1			N			N
2017-Jan-25 00:00	<u>Current Record</u>	1014	14	Gale	Crystal		1200	Y	Y	300	2	Maint Gro		N			N
2017-Jan-25 00:00	<u>Current Record</u>	1015	15	Hahn	Leo		1200	N	N	100	3	Prod Groi		N		2017-Mar-26	N
2017-Jan-25 00:00	<u>Current Record</u>	1016	16	Hale	Jose		1200	N	Y	200	3			N		2017-Mar-25	N

## History - ESD Test Archive

The ESD Test Archive show data previously archived and no longer in the current database.

Archiving of data allows database size to be managed while retaining a history of ESD Tests and the state of the user record at the time of the test.

TEAM5 Enterprise

Polling Off V 5.10.06 Sunday, 26 - Mar - 2017 10:26:46 AM

User Edit

Access Control

Attendance

ESD Test

Certification

Leave Time

Time Clock

Logs / Stats

Statistics

Test Machine

User Pass/Fail

User Compliance

Admin

History

User Change History

Alerts

Archive Date Range

Begin Date

Jan 2017

S M T W T F S

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

End Date

Mar 2017

S M T W T F S

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

Machine ID	Test Date	Raw Data	User ID	Last Name	First Name	Middle Na	Dept	Shift	Group1	Group2	Periodic	Required	Retest	Test Type	Test Result	Test Fail Code
02	2/24/2017 07:31:06	17022407310600000000	1001	Abbott	Robert	P	100	1				Foot OR Wrist		FOOT	PASS	
02	2/24/2017 07:31:07	17022407310600000000	1001	Abbott	Robert	P	100	1				Foot OR Wrist		FOOT	PASS	
02	2/24/2017 07:31:08	17022407310600000000	1001	Abbott	Robert	P	100	1				Foot OR Wrist		WRIST	PASS	
07	2/24/2017 07:26:11	17022407261100000000	1006	Cain	Phyllis		300	1			Clean Ro	User choice		FOOT	FAIL	LOW
07	2/24/2017 07:26:12	17022407261100000000	1006	Cain	Phyllis		300	1			Clean Ro	User choice		WRIST	PASS	
08	2/24/2017 07:25:12	17022407251200000000	1008	Dalton	Bryan		200	1			Clean Ro	Foot OR Wrist		FOOT	PASS	
08	2/24/2017 07:25:13	17022407251200000000	1008	Dalton	Bryan		200	1			Clean Ro	Foot OR Wrist		FOOT	PASS	
08	2/24/2017 07:25:12	17022407251200000000	1008	Dalton	Bryan		200	1			Clean Ro	Foot OR Wrist		WRIST	PASS	
01	2/24/2017 07:23:14	17022407231400000001	1010	Edwards	Carlos		100	1		Prod Grou		Foot Only		FOOT	PASS	
01	2/24/2017 07:23:15	17022407231400000001	1010	Edwards	Carlos		100	1		Prod Grou		Foot Only		FOOT	PASS	
04	2/24/2017 07:20:18	17022407201700000001	1013	Gaines	Monica		200	1				User choice		FOOT	FAIL	HIGH
04	2/24/2017 07:20:17	17022407201700000001	1013	Gaines	Monica		200	1				User choice		WRIST	PASS	
08	2/24/2017 07:16:22	17022407162100000001	1018	Irwin	Mitch	K	100	1			QA Grou	Foot AND Wris		FOOT	PASS	
08	2/24/2017 07:16:21	17022407162100000001	1018	Irwin	Mitch	K	100	1			QA Grou	Foot AND Wris		FOOT	PASS	
08	2/24/2017 07:16:21	17022407162100000001	1018	Irwin	Mitch	K	100	1			QA Grou	Foot AND Wris		WRIST	PASS	
02	2/24/2017 07:13:25	17022407132400000002	1025	Mack	Kelli		200	1		Prod Grou		Foot AND Wris		FOOT	PASS	
02	2/24/2017 07:13:24	17022407132400000002	1025	Mack	Kelli		200	1		Prod Grou		Foot AND Wris		FOOT	PASS	

## Test Machine

The Test Machine page shows the current status of all test machines and allows individual settings for each test machine to be modified. This graphic shows how Test Machine page controls are used to view and manage test machine data.

### Restrict by Department

When enabled, only people from selected departments are allowed access.

### Access Control

When enabled, SmartLog is capable of controlling access to specific areas of a facility via a door relay actuator.

### Time Clock

When enabled, SmartLog is capable of collecting Time Clock Data and ESD test Data

### Network ID

Each SmartLog is assigned a unique two digit ID (00 to 64)

### Communication Port

Ports may be virtual links to Ethernet adapters or real com ports. More than one device may share a port when daisy chained.

### Operational Status

When disabled, no data sent to or received from device

### ESD Test Override

When enabled, the person's individual ESD test requirement is ignored, and the person is prompted to perform the Override Test.

### PIN Checking

When PIN Checking is enabled, users must enter PIN number in addition to scanning badge before ESD Testing, gaining Access Control or Entering Time Clock Punch

### Relay Time

The door relay will activate for the number of seconds listed after a passed ESD test or Access Control Log In.

### Model

The version of SmartLog.

### Calibration

Sets the SmartLog Calibration date

### Location Name

The location name is a descriptive name appearing on reports indicating where a transaction occurred.

### SmartLog List

This list shows the settings for each individual SmartLog

**SmartLog List**

Disabled	Port	Network ID	Time Clock	Access Control	Restrict by Department	ESD Test Override	PIN Checking / Retry Limit	Relay Time	Model	Calibration	Location Name
Yes	COM10	07	No	No	No	No	No	10 sec.	?		Receiving
		192.168.2.199	No	No	No	No	No	10 sec.	Pro		QC 1
		192.168.2.205	No	No	No	No	No	10 sec.	Pro		Production 1
		192.168.2.21	No	No	No	No	No	10 sec.	?		Assembly
		192.168.2.44	No	No	No	No	No	10 sec.	?		Production 2

5 Total Devices, 1 Disabled

**Common Settings**

These settings apply to ALL SmartLogs

Logs / Stats

Test Machine

Admin

Alerts

Network Status

Polling Network ID 00 on 192.168.2.205

Status	Port / IP Address	Machine Type	ID Count	Transactions Today	Location Name
07 DISABLED	?	03-Mar-17 7:35:45 AM	?	0	Receiving
ONLINE	192.168.2.199	Pro	49	10	QC 1
ONLINE	192.168.2.205	Pro	?	0	Production 1
OFFLINE	ERROR	?	?	0	Assembly
OFFLINE	ERROR	?	?	0	Production 2

Total Online = 2

Poll Cycle 0

### Analog Values

When checked, analog values are recorded with test results.

### Display Language

This control allows the display language to be changed on all SmartLogs

### Allow Access to Known IDs Only

When checked only valid IDs are allowed to Perform ESD Tests, Clock IN/Out and Enter an Access Control Point.

When Not Checked, Unknown ID are prompted to perform the Default Test.

### Last Poll Time

The last time TEAM was able to communicate with a SmartLog

### Network Status

This window shows the current status of all SmartLogs

### Machine Type

Displays the type of SmartLog as read from the device

### ID Count

The Number of IDs currently loaded on the SmartLog

### Last TX Time

The last time a transaction was recorded on the SmartLog

### Transactions Today

The number of transactions recorded since midnight

### Transaction Count

The total number of transactions recorded since the last SmartLog Master Reset

### Location

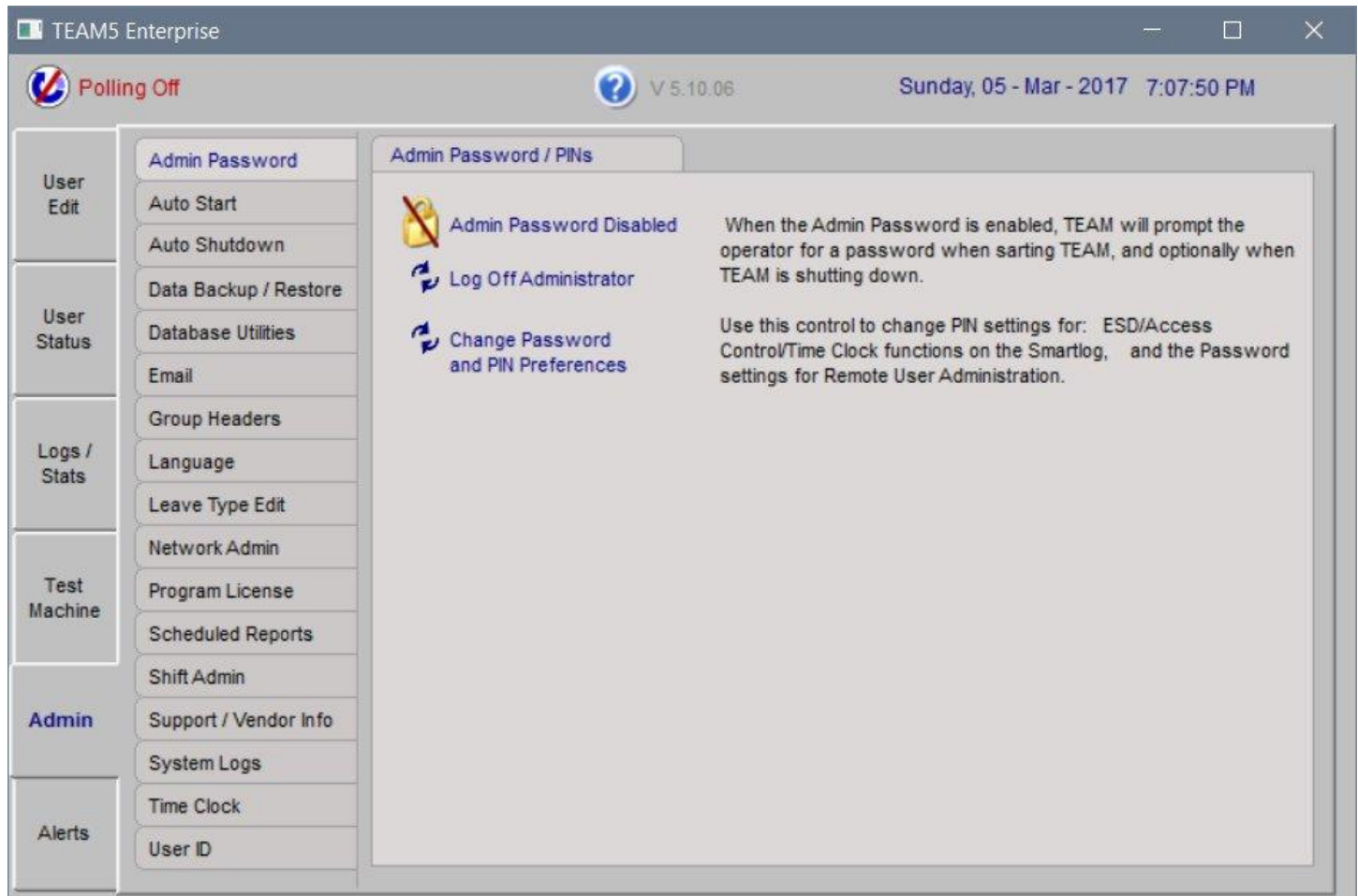
The Name of the physical location of the SmartLog



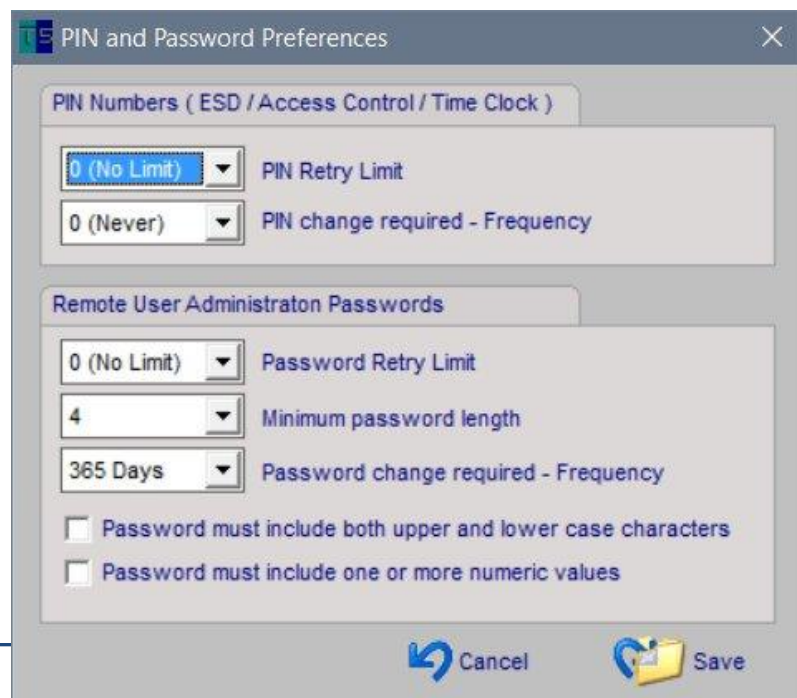
## Admin

The Admin page is used to make program preferences settings, setup automated database maintenance, setup network applications and schedule email reports. A picture of each admin page is provided with help details.

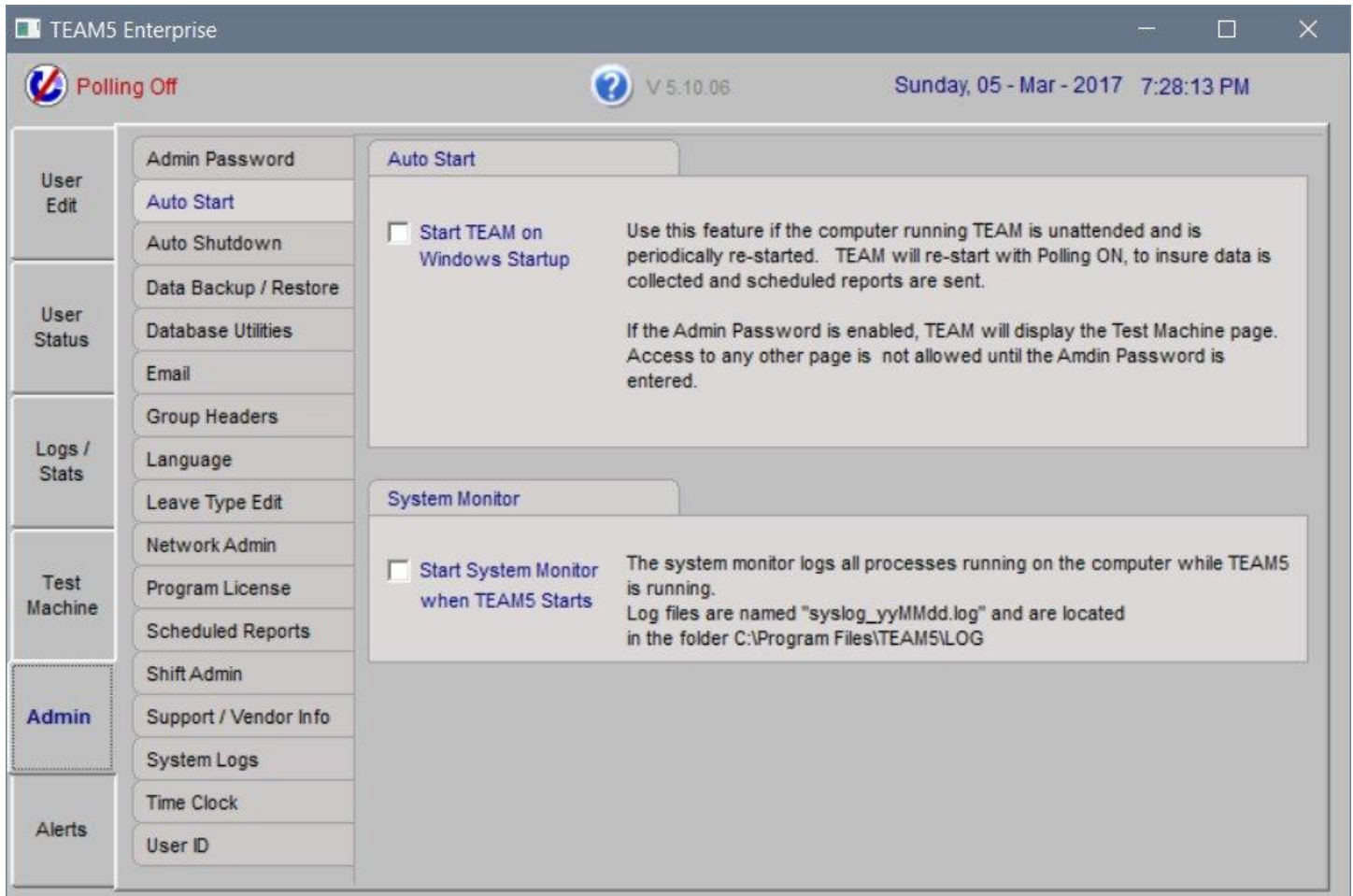
### Admin - Password / PINS



### Password and PIN Preferences



## Admin - Auto Start



If TEAM5 is running in a Virtual or Shared Windows environment and it is possible to have multiple simultaneous Windows sessions running, do not enable Auto Start

Only enable Auto Start when the Windows environment has been restricted to allow only one person to be logged in to windows at a time.

The computer running TEAM5 must be configured to allow only one Windows login at a time. This is to insure only one instance of TEAM5 has access to virtual COM ports and the Database.

When establishing a remote access session with the TEAM5 Computer, if another operator is already logged in, their session must be assumed, not abandoned. Abandoned windows sessions prevent TEAM5 from closing the database and may result in an unreadable database.

## Admin - Auto Shutdown

This control is used to ensure TEAM5 is not running when other programs like; Backups, Scanners, and Updates are run. These programs can lock files and folders used by TEAM5 and cause unexpected program behavior and data loss.

The screenshot shows the 'TEAM5 Enterprise' application window. The top status bar indicates 'Polling Off', version 'V 5.10.06', and the date/time 'Sunday, 05 - Mar - 2017 7:31:54 PM'. The left sidebar contains a menu with categories: 'User Edit' (Admin Password, Auto Start, Auto Shutdown), 'User Status' (Data Backup / Restore, Database Utilities, Email), 'Logs / Stats' (Group Headers, Language, Leave Type Edit), 'Test Machine' (Network Admin, Program License, Scheduled Reports), 'Admin' (Shift Admin, Support / Vendor Info, System Logs), and 'Alerts' (Time Clock, User ID). The 'Auto Shutdown / Restart' tab is selected. It features a table with columns 'Time', 'Weekday(s)', and 'Duration'. The table contains two entries: '02:00 (AM) Mon, Tue, Wed, Thu, Fri 15 Min.' and '17:00 (PM) Fri, Sat, Sun 12 Hr.'. Above the table are buttons for 'Enable Restart', 'Test Shutdown / Restart', 'Add to Schedule', and 'Delete from Schedule'. To the right of the table, there is explanatory text: 'Use this control to ensure TEAM is not running when Backups, Scanners, or Windows Updates are run. These utilities should only run when TEAM is shutdown.', 'To ensure continuous data collection, when TEAM restarts, after a scheduled shutdown, polling will be ON with the Test Machine page shown.', 'An admin ID / Password can optionally be required to navigate to any other page.', and 'Go to Admin - Admin Password page to enable this security measure.'

Time	Weekday(s)	Duration
<input type="checkbox"/> 02:00 (AM)	Mon, Tue, Wed, Thu, Fri	15 Min.
<input type="checkbox"/> 17:00 (PM)	Fri, Sat, Sun	12 Hr.



## Admin - Database Backup / Restore

This page allows data to be backed up and restored manually and to scheduled backups.

### Archive Data

The Archive function moves data from the current database into a separate archive database.

This reduces the current database size, thus maintaining performance.

An audit report showing all archived data is shown on the Logs / Stats -page.

### Automated Backup

Daily backups are recommended. The backup location should always be on a physically different computer than the computer TEAM5 is running on.

### System Restore

If TEAM5 needs to be installed on a new computer, use the "Restore Database" function on this page after re-installing TEAM5 on the new computer. All data and preference setting will be restored.

The screenshot shows the TEAM5 Enterprise Admin interface. The top bar includes the application name, a 'Polling Off' status, version 'V 5.10.06', and the date/time 'Sunday, 26 - Mar - 2017 11:08:45 AM'. A left sidebar contains navigation links: User Edit, User Status, Logs / Stats, Test Machine, Admin, and Alerts. The main content area is titled 'Data Backup / Restore' and contains several sections: 'Archive Data' with an 'Archive Data Now' button and description; 'Manual Backup' with a 'Backup Data Now' button; 'Restore Database' with a 'Restore database from previous backup' button; 'Automated Backup' with a description of email alerts and a 'Delete Redundant Backups' section with radio buttons for 'Never delete redundant backups' and 'Delete redundant backups after 7 days'; and a 'Schedule' section with an 'Add to Schedule' button and a table of scheduled backups. The table has columns for Time, Days, and Network Location, showing two entries: 02:00 AM on Mon, Tue, Wed, Thu, Fri and 14:00 PM on Mon, Tue, Wed, Thu, Fri, Sat, Sun, both pointing to C:\ESD\AUTO BACKUP\.

Time	Days	Network Location
02:00 AM	Mon, Tue, Wed, Thu, Fri	C:\ESD\AUTO BACKUP\
14:00 PM	Mon, Tue, Wed, Thu, Fri, Sat, Sun	C:\ESD\AUTO BACKUP\

Total: 2

## Admin - Database Utilities

See the help text shown here for details of each Database utility.

### Admin - Database Utilities - Compact and Repair Database.

Database problems caused by corrupt search indexes can be repaired using this utility.

This utility creates a new database can copies all information in the current database to the new database.

In the process, search indexes are restored and optimized.

### Import Transaction File

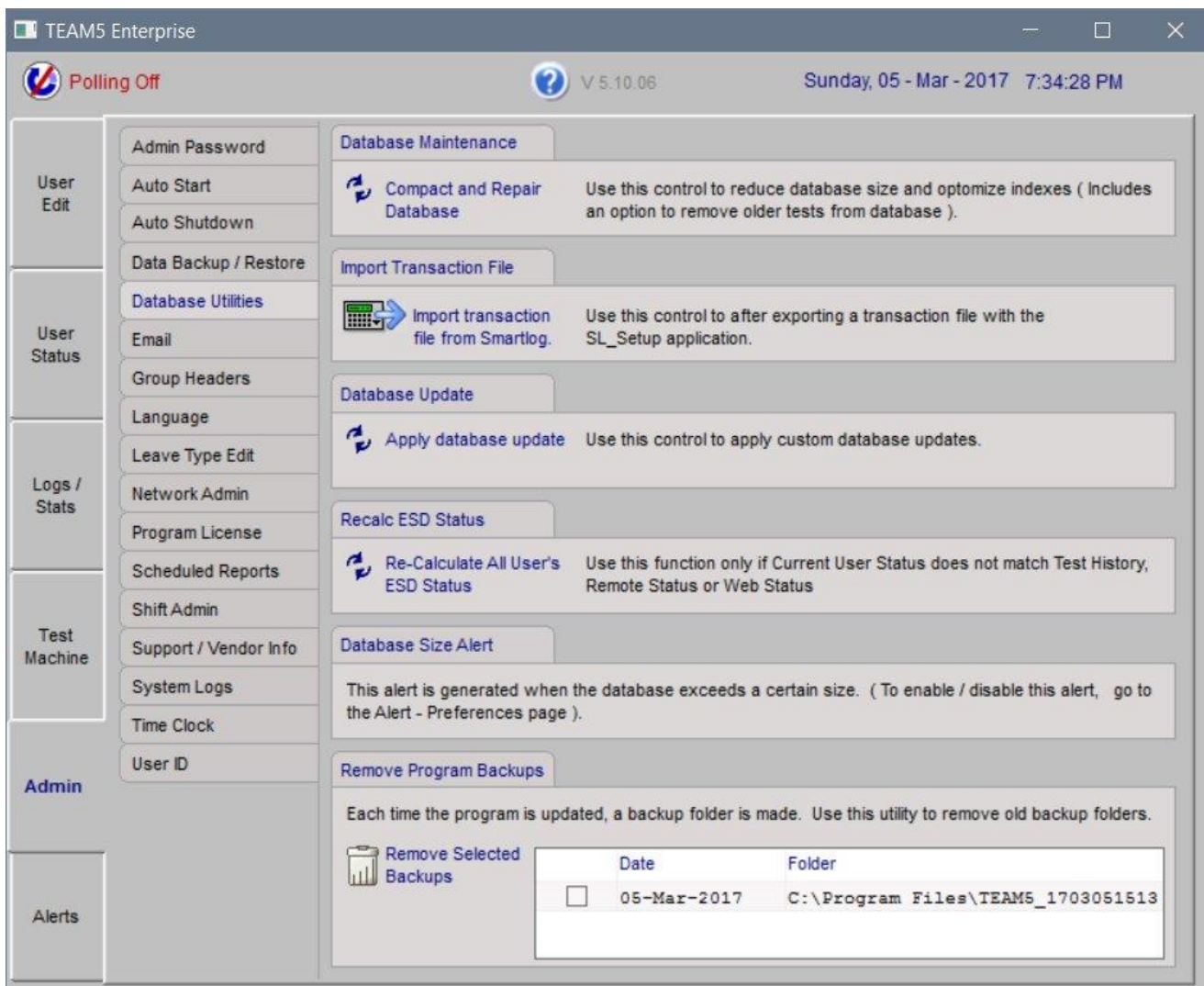
The transaction log on a SmartLog V5 can be extracted using the SL\_Setup.exe application found in the C:\Program Files\TEAM5 folder.

This utility allows extracted transaction files to be imported into the current TEAM5 database.

### Database Update

This utility allows custom database scripts created by TEAM Support to be run by the Administrator.

This is used when databases cannot be transferred to support in whole and repairs must be made in production.



**Admin - Database Utilities (continued)****Database Size Alert**

This utility uses the TEAM5 Alert System to send an email to one or more people when the database size nears a preset size limit. For best performance the database file size should be kept below 2 megabytes.

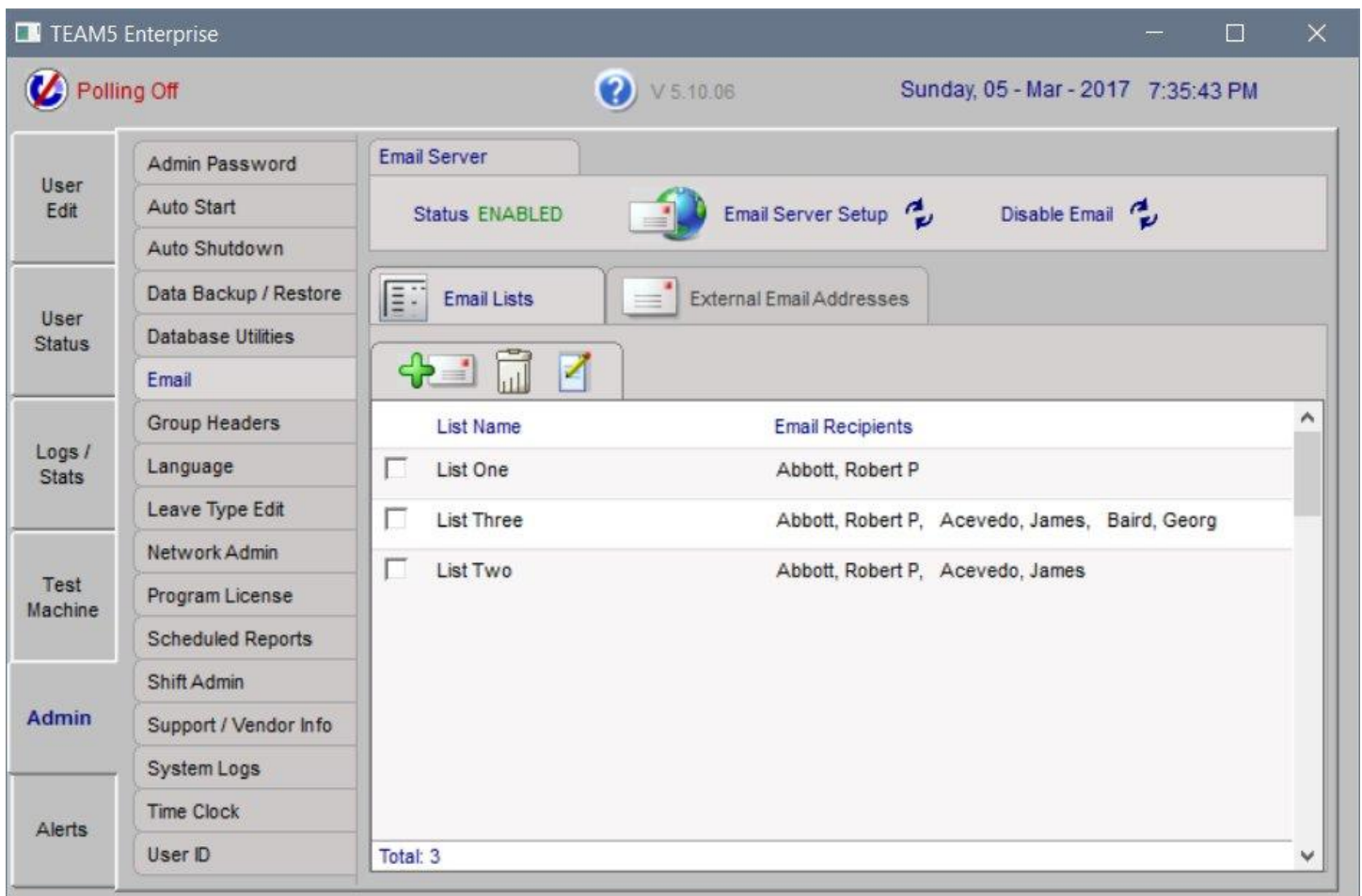
Here is the Link to the [Archive Data](#) function.

**Remove Program Backups**

Each time the TEAM5 program is updated, a backup folder is created containing the previous program version and a backup of the current database. This utility removed these redundant backups to conserve disk space.

## Admin - Email

This page is used to configure the Email Server used by TEAM5 to send Report and Alert emails.



## Admin - Email Server Setup

The Admin - Email page has two controls, Email Server and External Email Addresses. The Email Server controls are used to identify an outgoing SMTP email server and the email address used by TEAM to send emails.

### Email - Server Setup

To Enable Email;

- Click Email Server Setup

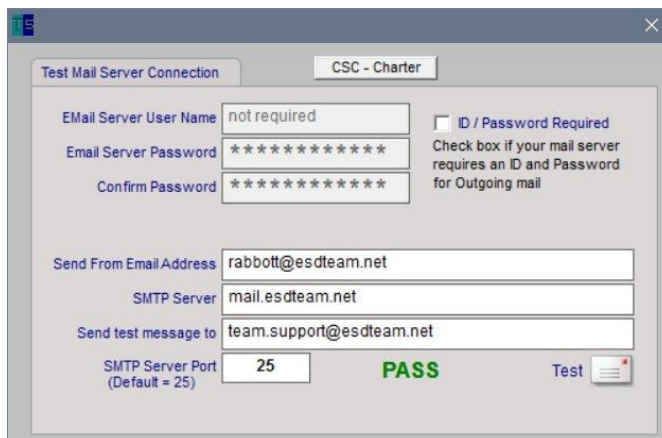
The Test Mail Server Connection window is displayed

If your email server requires an ID and Password to send email,

- Check the box ID / Password Required and enter ID and Password

- Enter email address of sender
- Enter the name or IP address of the email server
- Enter the email address of the recipient
- Click the Test button

## Email Server Test PASSED



The screenshot shows a dialog box titled "Test Mail Server Connection" with a tab labeled "CSC - Charter". The fields are filled with the following information:

- Email Server User Name: not required
- Email Server Password: \*\*\*\*\*
- Confirm Password: \*\*\*\*\*
- Send From Email Address: rabbott@esdteam.net
- SMTP Server: mail.esdteam.net
- Send test message to: team.support@esdteam.net
- SMTP Server Port (Default = 25): 25

There is a checkbox labeled "ID / Password Required" with the text "Check box if your mail server requires an ID and Password for Outgoing mail". The "Test" button is highlighted in red, and the word "PASS" is displayed in green text.

## Email Server Test FAILED



The screenshot shows the same dialog box as the previous one, but with a failed test result. The "Test" button is highlighted in red, and the word "FAIL" is displayed in red text. Below the "Test" button, the error message "ERROR: 1, Unable to send mail." is shown in red.

## Additional Error Details

Additional Email Error Details may also be shown in a pop up dialog similar to this...



## Email - External Address and Address Lists

The External Email Address List is a list of email addresses to which emails may be sent (either from a manually generated or scheduled report).

Reports may be sent to one or more Email Lists and to External Email addresses.

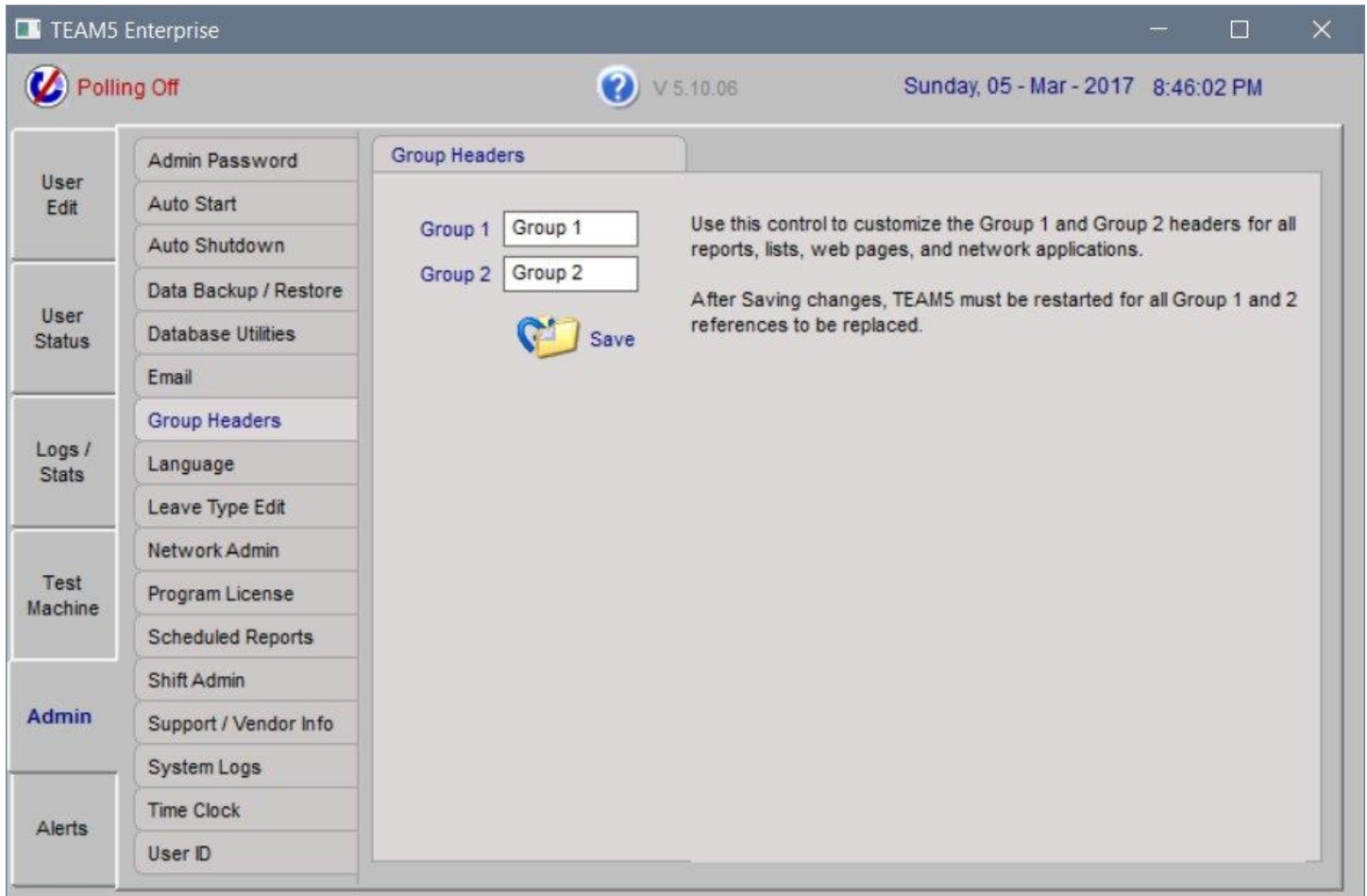
The Admin - Email preference page allows email lists and external addresses to be managed.

Internal email addresses are those assigned to people in the TEAM5 database. to edit internal email addresses, go to the User Edit page and click on the email cell for a specific person.

## Admin - Group Headers

Two user attributes in tEAM5 are called Group1 and Group2 by default. These are used to sort and filter reports by specific groups of users.

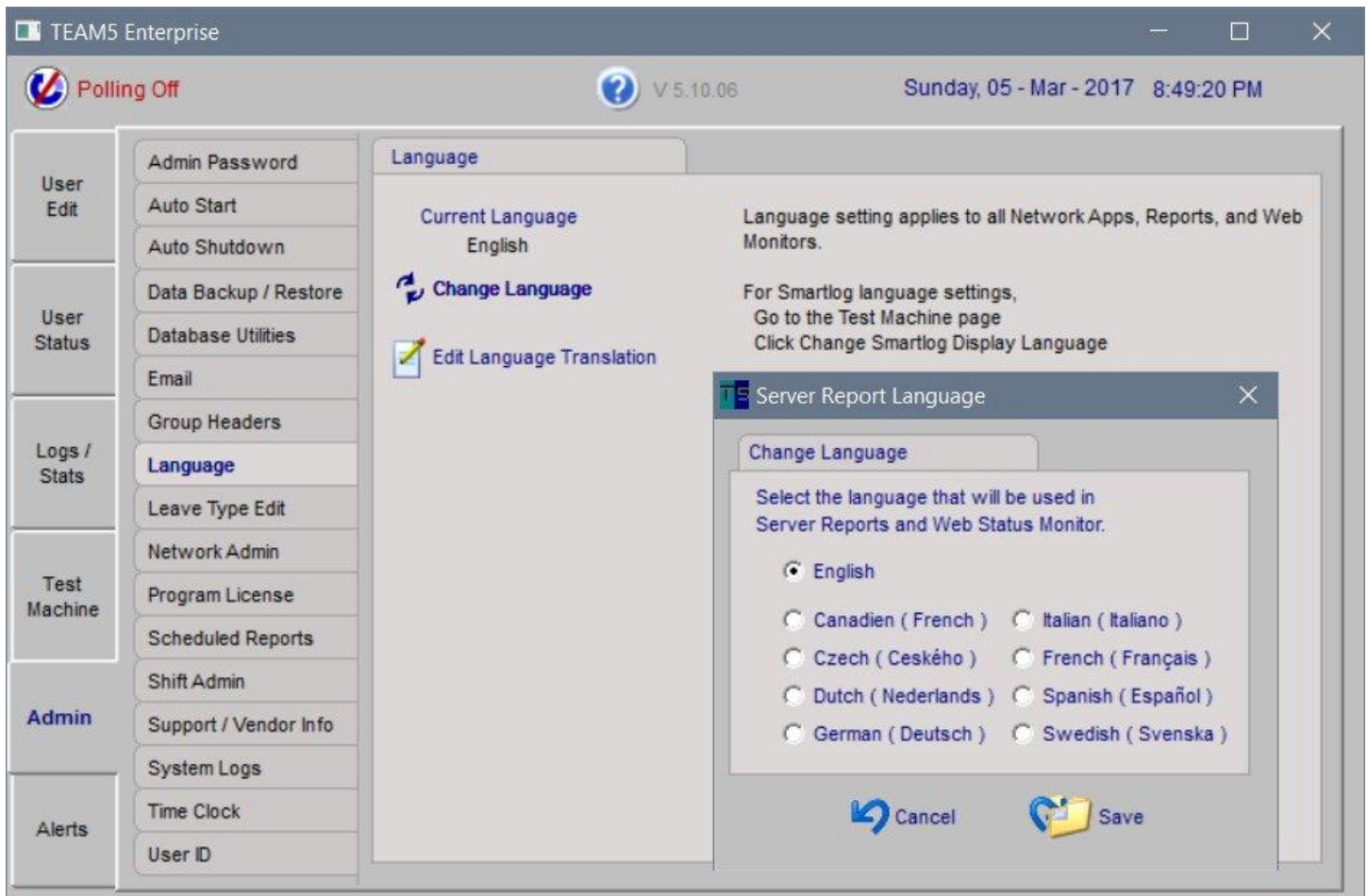
The names "Group 1" and "Group 2" can be changed to match a category that applies to your organization.





## Admin - Language

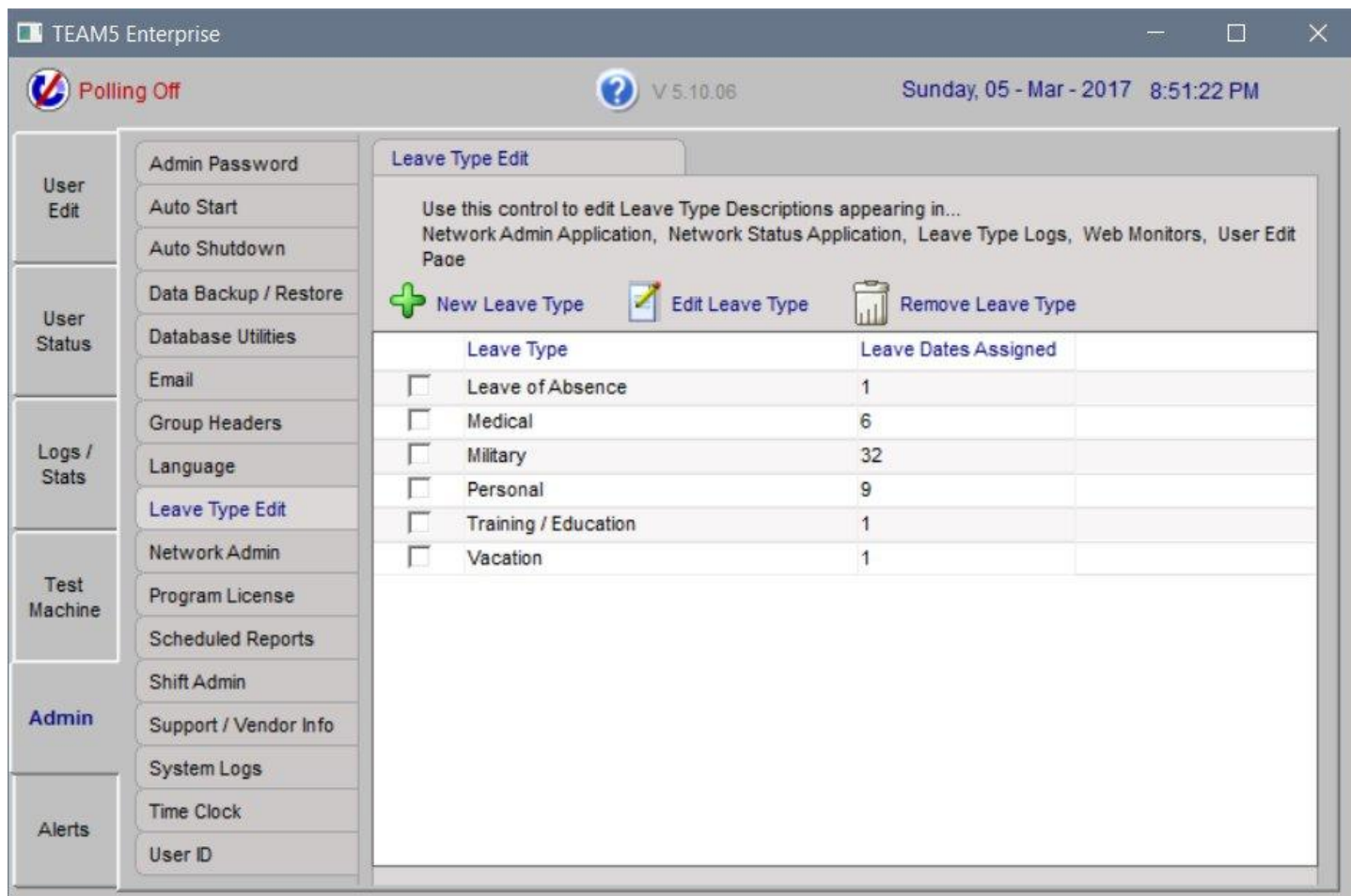
See help text displayed on this figure for details.





## Admin - Leave Type Edit

See help text displayed on this figure for details.






TEAM5 Enterprise

Polling Off V 5.10.06 Sunday, 05 - Mar - 2017 8:51:22 PM

**Leave Type Edit**

Use this control to edit Leave Type Descriptions appearing in...  
Network Admin Application, Network Status Application, Leave Type Logs, Web Monitors, User Edit Page

 New Leave Type  Edit Leave Type  Remove Leave Type

	Leave Type	Leave Dates Assigned
<input type="checkbox"/>	Leave of Absence	1
<input type="checkbox"/>	Medical	6
<input type="checkbox"/>	Military	32
<input type="checkbox"/>	Personal	9
<input type="checkbox"/>	Training / Education	1
<input type="checkbox"/>	Vacation	1

## Network Admin

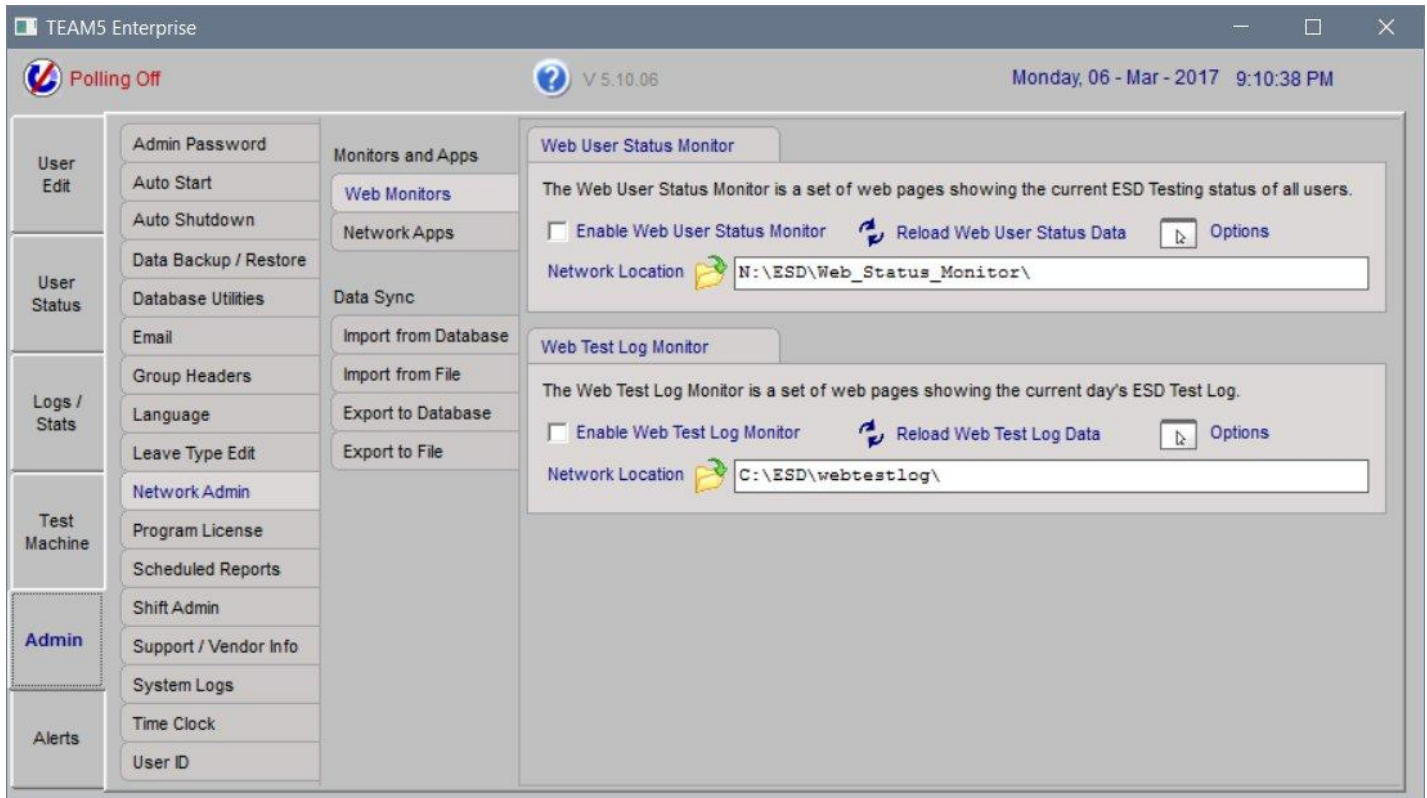
The Network Admin page allows configuration of TEAM5's Web and Network Applications and the import and export of data between TEAM5 and External data Sources/Locations.

TEAM5 Enterprise has several network applications and interfaces, this table describes each. After the table are instructions showing how to enable each of the network items.

Name	Type	Description
Web User Status Monitor	HTML (WEB Page) output	TEAM publishes a set of web pages showing the current ESD testing Status of all people in the TEAM Database. The status is near real time, TEAM refreshes the pages after each polling cycle if a test has been performed during the polling cycle.
Remote User Status Program	Network Application	The Remote User Status Monitor is another way to view ESD status data. This program resides on a shared network folder and may be run by anyone who has access to the network location. The program shows all users in the system and their current as well as their 31 day test history. Controls are provided to filter data by Department and other user categories so that a manager can view only the people in their area of responsibility rather than listings of hundreds to thousands of people.
Remote User Admin	Network Application	The Remote User Admin program is used to Add/Delete and modify users from a network computer.
Auto User Import from File or Database	Network Interface	The Auto User Import process is used to synchronize the user in TEAM with an HR Employee List or other Employee Management System. Auto User Import, automatically imports a list of users including User Adds (new user), User Deletes, and User Modifications (changes to a user profile).
Auto Leave Time Import	Network Interface	The Auto Leave Time Import process is used to leave time in TEAM with an HR Employee List or other Employee Management System. Auto User Import, automatically imports a list of leave dates and updates each user profile associated with the leave date.
Status Export to File	Network Interface	The Status Export to File process, is used to synchronize ESD Test status with Manufacturing and other systems external to TEAM. After each polling cycle, TEAM updates a text file with the current ESD test status for all users. This file can then be imported into other systems.
Status Export to Database	Network Interface	The Status Export to Database process, is used to synchronize ESD Test status with Manufacturing and other systems external to TEAM. After each polling cycle, TEAM updates an external database with the current ESD test status for all users.
Time Clock Export to File or Database	Network Interface	The Time Clock Export process, is used to send Time Clock data to your Time and Attendance and/or Payroll system. After each polling cycle, TEAM updates a file with the current (midnight to current time of day) Time clock data.
DESCO Legacy Export	Network Interface	This process exports all ESD test transactions to an Access Database named TESTER.MDB to support customers who have systems that depend on the legacy database.

## Network Admin - Web Monitors

There are two "Web Monitors" which show ESD Test information in a Browser. Each Web monitor is designed to operate out of a shared network folder. Note: Each Web Monitor requires a separate shared network folder.

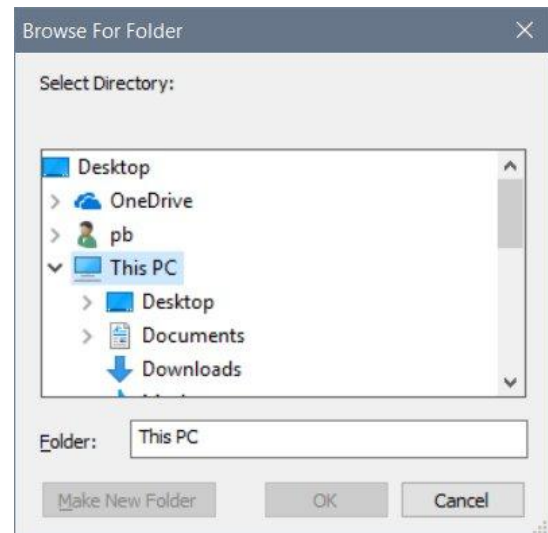


## Network Admin -Web User Status Monitor

- To enable the Web Status Monitor;
- Go to the Admin - Network Admin page and Click Web Monitors
- In the Web User Status Section, Click the Network Location Icon
- The Browse for Folder window will appear.
- Choose a network folder.

If you want these reports to be available to anyone on your network, choose a public folder, or you can restrict access using your organization's network security policy.

- Check the Enable Box.
  - Click the Reload icon.
- This will refresh all web pages in the network location.
- To view the Web pages, navigate to the network location and open the file named ( index.htm )



## Web User Status Options

To change options, click the Options icon in the Web User Status Monitor section of the Amin - Network Admin page

**Performance Options** are designed to improve the performance of data exports for customers with large databases. Typically these options do not need to be changed from the default settings unless data export is degrading system performance.

## Browser Options

This option allows the web pages to automatically refresh after a preset number of minutes. This option can be disabled if frequent browser refresh cause performance issues with web browser.

**Data Security Options** are designed to hide the user ID from publicly viewed pages.

**Web Status Options**

**Performance Options**

These options are used to adjust update performance for databases with more than 1000 users.

Refresh Frequency: After every user status change

☐ Exclude "Never Tested" users

☒ Exclude Unknown IDs from Report

☒ Do Not generate Shift web pages unless user shifts assigned

**Browser Options**

☐ Enable Browser Auto Refresh

Refresh Frequency: 5 minutes

**Check values to include**

Note: Only checked values will appear on report.

<input checked="" type="checkbox"/> Failed	<input checked="" type="checkbox"/> Periodic
<input checked="" type="checkbox"/> Not Tested	<input checked="" type="checkbox"/> Not Required
<input checked="" type="checkbox"/> Passed	<input checked="" type="checkbox"/> Not Clocked IN
<input checked="" type="checkbox"/> Leave Time	<input checked="" type="checkbox"/> Certification Expired

**Select Report Columns**

<input checked="" type="checkbox"/> User ID	<input checked="" type="checkbox"/> Retest Time
<input checked="" type="checkbox"/> Test ID	<input checked="" type="checkbox"/> Group1
<input checked="" type="checkbox"/> Dept	<input checked="" type="checkbox"/> Group2
<input checked="" type="checkbox"/> Shift	<input checked="" type="checkbox"/> Last Test Time
<input checked="" type="checkbox"/> Required Test	<input checked="" type="checkbox"/> Last Test Location

Cancel Save





## Web Test Log Monitor

The Web Test Log Monitor shows from one to seven days of test log history.

The Test log shows each individual test and may be sorted by time of day, name of person testing etc.

The logs may also be grouped by test Location and User Attributes such as Department, Shift etc.

To enable the Web Test Log Monitor;

- Go to the Admin - Network Admin page and Click Web Monitors

The screenshot shows the 'Web Test Log Monitor' configuration window. It has a title bar 'Web Test Log Monitor'. Below the title bar, there is a description: 'The Web Test Log Monitor is a set of web pages showing the current day's ESD Test Log.' Below this, there are three buttons: 'Enable Web Test Log Monitor' (with a checkbox), 'Reload Web Test Log Data' (with a refresh icon), and 'Options' (with a gear icon). At the bottom, there is a 'Network Location' label followed by a text box containing 'N:\ESD\Web Test Log\' and a folder icon.

In the "Web Test Log Monitor" section Click the "Enable Web Test Log Monitor" check box.

- To adjust how the Web Test Log is updated and displayed Click the Options icon

Performance Options are provided to reduce the update frequency and amount of data displayed. Large databases (1000 + users) may required adjusting these options to prevent poor server performance.

The Sorting / Grouping and Data to Display options allow the appearance of the web pages to be changed.

The screenshot shows the 'Web Test Log Options' dialog box. It has a title bar 'Web Test Log Options' with a close button. The dialog is divided into four sections: 'Performance Options', 'Browser Options', 'Sorting and Grouping Options', and 'Choose Data to Display'.  
 - 'Performance Options' section: Contains a description 'This option is used to adjust update performance for databases with more than 1000 users.', a 'Refresh Frequency' dropdown menu set to 'Never - Update manually', and a 'Display' spinner box set to '1' followed by 'days of log history'.  
 - 'Browser Options' section: Contains a checkbox for 'Enable Browser Auto Refresh' (unchecked) and a 'Refresh Frequency' spinner box set to '5' followed by 'minutes'.  
 - 'Sorting and Grouping Options' section: Contains four dropdown menus for 'First Non Grouped Sort' (set to 'Time of Test'), 'Second Non Grouped Sort' (set to 'User Name'), 'First Report Group' (set to 'Department'), and 'Second Report Group' (set to 'Department'). Below these are two 'Sorted By' sections, each with radio buttons for 'Time of Test' and 'User Name'.  
 - 'Choose Data to Display' section: Contains two columns of checkboxes for data fields: 'User ID', 'Test ID', 'Test Time', 'Test Type', 'Test Result', 'Test Fail Code', 'Test Location', 'Name', 'Department', 'Shift', 'Group1', and 'Group2'. All checkboxes are checked.  
 At the bottom right, there are 'Cancel' and 'Save' buttons with icons.



## Web Test Log Example Web Page

<div>TEAM</div> <div>Total Electrostatic Awareness and Management</div>	ESD Test Log	
	>>> <a href="#">Ordered by Name</a>	<a href="#">Ordered by Time</a>
	<a href="#">Grouped by Shift, Ordered by Name</a>	<a href="#">Grouped by Dept, Ordered by Time</a>
	Last Update: 06-MAR-2017 08:35 PM	

REPORT NAME ESD Test Log - Order By Name											
REPORT DATE Sunday, 05 - Mar - 2017 00:00 AM to Monday, 06 - Mar - 2017 8:35 PM											
User ID	Test ID	Time	Type	Test Result	Fail Code	Name	Location	Dept	Shift	Group1	Group2
-	41	06-MAR-2017 05:35 AM	N	-	-	-	Receiving	-	-	-	-
1001	1	06-MAR-2017 07:38 AM	W	P	-	Abbott, Robert P	QC 1	100	1	-	-
1001	1	06-MAR-2017 07:38 AM	F	P	-	Abbott, Robert P	QC 1	100	1	-	-
1001	1	06-MAR-2017 07:38 AM	F	P	-	Abbott, Robert P	QC 1	100	1	-	-
1002	2	06-MAR-2017 05:37 AM	W	P	-	Acevedo, James	QC 2	200	2	-	Clean Room
1003	3	06-MAR-2017 05:36 AM	F	P	-	Baird, Georg	Shipping	300	3	-	QA Group
1003	3	06-MAR-2017 05:36 AM	F	P	-	Baird, Georg	Shipping	300	3	-	QA Group
1004	4	06-MAR-2017 05:35 AM	W	P	-	Baker, Margo	Receiving	100	3	-	Clean Room
1004	4	06-MAR-2017 05:35 AM	F	P	-	Baker, Margo	Receiving	100	3	-	Clean Room
1004	4	06-MAR-2017 05:35 AM	F	P	-	Baker, Margo	Receiving	100	3	-	Clean Room
1047	47	06-MAR-2017 12:01 AM	W	F	L	York, Kat	Receiving	300	3	-	-
1047	47	06-MAR-2017 12:02 AM	W	F	L	York, Kat	Receiving	300	3	-	-
1047	47	06-MAR-2017 12:03 AM	W	F	L	York, Kat	Receiving	300	3	-	-
1047	47	06-MAR-2017 12:04 AM	W	F	L	York, Kat	Receiving	300	3	-	-
1047	47	06-MAR-2017 12:05 AM	W	F	L	York, Kat	Receiving	300	3	-	-
1047	47	06-MAR-2017 12:06 AM	W	F	L	York, Kat	Receiving	300	3	-	-
1047	47	06-MAR-2017 12:07 AM	W	F	L	York, Kat	Receiving	300	3	-	-
1047	47	06-MAR-2017 12:08 AM	W	F	L	York, Kat	Receiving	300	3	-	-
1047	47	06-MAR-2017 12:09 AM	W	F	L	York, Kat	Receiving	300	3	-	-
1047	47	06-MAR-2017 12:10 AM	W	F	L	York, Kat	Receiving	300	3	-	-
TOTAL 20											

## Network Applications

The TEAM5 Remote Status and TEAM5 Remote Admin applications are network applications allowing ESD Test and User data to be viewed and edited via a shared network drive. When setting up a workstation to access the Network Applications, simply create a shortcut to a mapped network drive in which the Network Application resides. The Mapped Drive shortcut must include a drive letter in the range (D: ...Z:)

The **Remote User Status** application is a read only application that shows current and historical (up to 31 days) ESD test data, Leave Time, and User Requirements.

The **Status Display** application shows current ESD Test of each person in the system, or each person on the current shift. This application is intended to be used with a large screen display. The list of Not Tested or Failed users is updated on each polling cycle and the list automatically scrolls when there is more than one page of data.

The **Remote User Admin** application allows users to be added, deleted, or modified. Typically this application is used by the person issuing new test badges to employees and visitors. After entering the new person into the TEAM System via the Remote Admin application, the user may begin testing immediately.

**TEAM5 Enterprise** V 5.10.06 Monday, 06 - Mar - 2017 9:15:40 PM

**Network Apps**

**Remote User Status**

The Remote User Status Application shows and allows reporting on current and historic ESD Testing data.

☐ Enable Remote User Status App [Reload Status Data](#) [Options](#)

Network Location N: \ESD\RS\

**Status Display**

The Status Display Application shows current status on a large screen display.

☐ Enable Status Display App [Reload Status Data](#) [Options](#)

Network Location N: \ESD\Status\_Display\

**Remote User Admin**

The Remote User Admin Application is a network application for the management of users in the TEAM System

☐ Enable Remote User Admin [Reload Admin Data](#) [Options](#)

Network Location N: \ESD\RA\

Remote Administrators ☐ Select All / None [Uncheck 'Edit All Users' to limit manager to only their Department](#)

	Manager Name	Edit All Users	Department
<input type="checkbox"/>	Abbott, Robert P	<input checked="" type="checkbox"/>	100
<input type="checkbox"/>	Acevedo, James	<input checked="" type="checkbox"/>	200
<input type="checkbox"/>	Baird, Georg	<input checked="" type="checkbox"/>	300
<input type="checkbox"/>	Baker, Margo	<input checked="" type="checkbox"/>	100
<input type="checkbox"/>	Cabrera, Aaron N	<input checked="" type="checkbox"/>	200
<input type="checkbox"/>	Cain, Phyllis	<input checked="" type="checkbox"/>	300
Total: 6			

## Remote User Status Application

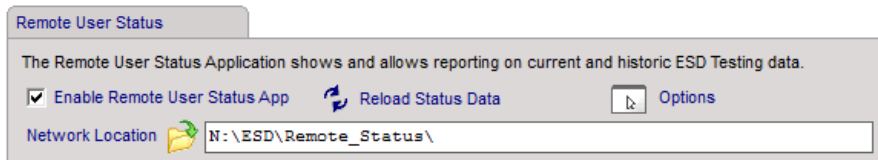
The Remote User Status Monitor is another way to view ESD status data. This program resides on a shared network folder and may be run by anyone who has access to the network location. The program shows all users in the system and their current as well as their 31 day test history. Controls are provided to filter data by Department and other user categories so that a manager can view only the people in their area of responsibility rather than listings of hundreds to thousands of people.

### User Status Application - Server Setup

To enable the Remote User Status Application;

- Go to the Admin - Network Admin - Network Apps page
- In the Remote User Status Program section, Click the Network Location Icon

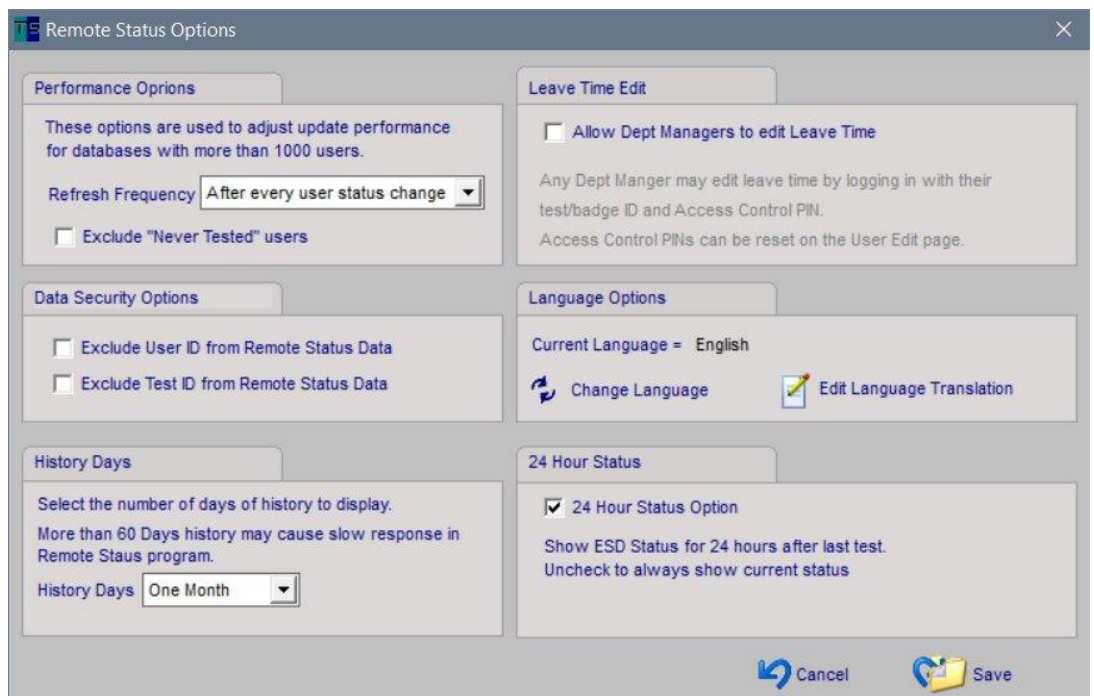
The Browse for Folder window will appear.



- Choose a network folder.  
If you want this program to be available to anyone on your network, choose a public folder. Access can be restricted using your organization's network security policies.
- Check the Enable Box.
- Click the Reload icon.  
This will refresh all data linked to the network location.

### Remote User Status Options

To change options, click the Options icon in the Web Remote Status section of the Admin - Network Admin page. There are two option types, Performance and Data Security. Performance options are designed to improve the performance of data exports for customers with large databases. Typically these options do not need to be changed from the default settings unless data export is degrading system performance. Data Security options are designed to hide the User ID and or Test ID from publically viewed pages. Language Options change the language the Remote Status Program is displayed in.



## Remote User Status Monitor Client Setup

To access this program from other computers on your network;

- Create a shortcut on the remote computer that points to a mapped network drive containing this network location
- To insure the shortcut continues to work after the manager has logged out/and back in to Windows;
- Verify the drive pointed to is permanently mapped

## Remote User Status Monitor Application

This diagram show the general usage of controls on the Monitor Program.

**ESD Status**  
Color coded status

**History Reporting Date**  
See next [History](#) section for more details

**Last Update**  
The Date/Time data was last updated.

**Auto Refresh**  
When checked the screen automatically refreshes when new data received from the TEAM5 Server

**Preferences**  
Allows the Passed and Other Status lists to be customized by filtering and sorting. Also allows toggling of Data Columns On/Off.

**Report**  
Current data view may be printed, emailed or saved to a file.

#	Name	Status	Last Test Time	Test Expire Time	Location	Required Test	Retest	Periodic	Department	Shift	Group 1	Group 2	Certification Expire
1	Abbott, Robert P	Pass	05-Mar-2017 09:17:20 PM	06-Mar-2017 01:17:20 AM	test loc	Footwear Or Wrist	04:00	Y	100	1	-	-	-
2	Acevedo, James	Pass	05-Mar-2017 09:17:20 PM	06-Mar-2017 01:17:20 AM	test loc	Wrist Only	04:00	Y	200	2	-	Clean Room	-
3	Baird, Georg	Pass	05-Mar-2017 09:18:12 PM	06-Mar-2017 01:18:12 AM	test loc	Footwear Only	04:00	Y	300	3	-	QA Group	-
4	Baker, Margo	Pass Expired	05-Mar-2017 01:28:52 PM	05-Mar-2017 05:28:52 PM	QC 2	Footwear And Wrist	04:00	Y	100	3	-	Clean Room	-
5	Cabrera, Aaron N	Leave Time	24-Feb-2017 02:16:05 PM	24-Feb-2017 06:16:05 PM	Production 2	Footwear with Wrist Optional	04:00	Y	200	2	-	Prod Group	-
6	Cain, Phyllis	Pass	05-Mar-2017 09:18:53 PM	06-Mar-2017 01:18:53 AM	test loc	User Choice	04:00	Y	300	1	-	Clean Room	-
7	Dal, Heidi	Pass	05-Mar-2017 07:48:57 PM	05-Mar-2017 11:48:57 PM	test loc	No Test Required	04:00	N	100	2	Maint Group	-	31-Mar-2017
8	Dalton, Bryan	Pass	05-Mar-2017 08:21:22 PM	06-Mar-2017 12:21:22 AM	test loc	Footwear Or Wrist	04:00	N	200	1	-	Clean Room	31-Mar-2017
9	Eaton, Michel M	Fail	05-Mar-2017 11:02:45 AM	05-Mar-2017 11:02:45 AM	Clean Room	Wrist Only	04:00	N	300	3	-	QA Group	31-Mar-2017
10	Edwards, Carlos	Pass Expired	05-Mar-2017 12:02:45 PM	05-Mar-2017 04:02:45 PM	Clean Room	Footwear Only	04:00	N	100	1	Prod Group	-	31-Mar-2017
11	Gale, Crystal	Not Required	-	-	-	No Test Required	04:00	N	300	2	Maint Group	-	-
12	Hahn, Leo	Not Tested	24-Feb-2017 10:07:14 PM	24-Feb-2017 10:07:14 PM	Production 2	Footwear Or Wrist	04:00	N	100	3	Prod Group	-	05-Mar-2017
13	Hale, Jose	Not Tested	23-Feb-2017 10:41:41 PM	24-Feb-2017 02:41:41 AM	QC 2	Wrist Only	04:00	N	200	3	-	-	04-Mar-2017

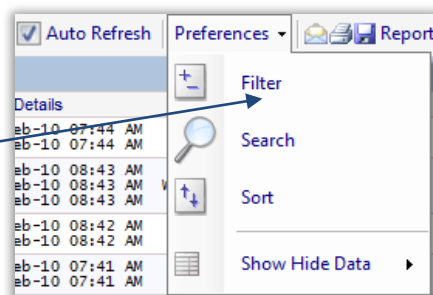
**Summary**  
This summary shows counts by status, user counts and last update time

Summary	Pass	Pass Expired	Fail	Leave Time	Not Required	Not Tested	Not Clocked In	Periodic	Users Displayed	Users Filtered Out	Last Update
	6	2	3	1	5	25	25	4	46	0	05-Mar-2017 09:21:54 PM

## Remote User Status Filter/Search/Sort

To filter data, so that only one Department is shown;

- Click the Preferences - Filter button
- The Filter Data window is displayed.
- Select the Department(s) to be displayed
- Click Apply Filter(s)

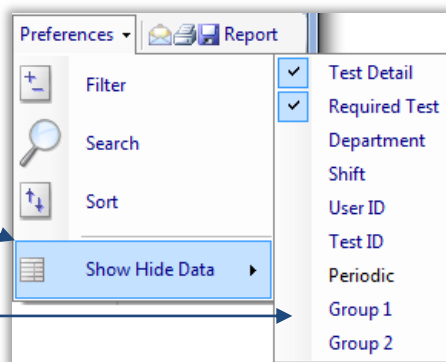


Repeat the same process to Search or Sort data.

To Show or Hide specific data columns;

- Open the Preferences -Show Hide Data Drop down menu.

Check columns to be shown, un-check to hide columns.





## Remote User Status Test History

Clicking on a User's record in the Remote Status application will open the User Detail window which displays the User's profile, Test History, and Leave Dates

**User Profile**

Status: Leave Time  
 Required Test: Footwear with Wrist  
 Dept: 200  
 Shift: 2  
 User ID: 1005  
 Test ID: 5

Last Test: 24-Feb-2017 02:16:05 PM  
 Expires: 24-Feb-2017 06:16:05 PM  
 Retest Frequency: 04 Hr.:0 Min.  
 Periodic: Yes  
 Group 1: Prod Group  
 Group 1: -  
 Certification Date: -

**Recent Test History**

#	Day	Test Time	Type	Result	Location
1	Fri	2/24/2017 2:16 PM	Foot	Pass	03
2	Fri	2/24/2017 2:16 PM	Foot	Pass	03
3	Fri	2/24/2017 2:16 PM	Wrist	Pass	03
4	Thu	2/23/2017 2:50 PM	Foot	Pass	05
5	Thu	2/23/2017 2:50 PM	Foot	Pass	05
6	Thu	2/23/2017 2:50 PM	Wrist	Pass	05
7	Tue	2/21/2017 2:56 PM	Foot	Pass	03

## Remote User Status Test Log

The Remote Status Test Log shows a chronologic list of all tests performed by all users.

This list can be searched, sorted, and filtered using the same controls as those on the ESD Status page.

**TEAM5 Remote Status**

ESD Status | **Test Log** | Attendance Log

01-Mar-2017 12:00 AM to 06-Mar-2017 11:59 PM

Search | Refresh | Date Range | Preferences | Report

#	Name	Day	Test Time	Test Type	Test Result	Fail Code	Location	Department	Shift	Group 1	Group 2	User ID	Test ID
1	Unknown	Wed	01-Mar-2017 12:00:00 AM	Foot	Fail	Low	01	-	-	-	-	Unknown	90000003
2	Unknown	Wed	01-Mar-2017 12:00:00 AM	Foot	Fail	High	01	-	-	-	-	Unknown	90000002
3	Unknown	Wed	01-Mar-2017 12:00:00 AM	Foot	Pass	-	01	-	-	-	-	Unknown	90000001
4	Unknown	Wed	01-Mar-2017 12:00:00 AM	Foot	Pass	-	01	-	-	-	-	Unknown	90000001
5	Acevedo, James	Wed	01-Mar-2017 02:41:39 PM	Wrist	Pass	-	01	200	2	-	Clean Room	1002	2
6	Baker, Margo	Wed	01-Mar-2017 10:39:41 PM	Foot	Pass	-	03	100	3	-	Clean Room	1004	4
7	Baker, Margo	Wed	01-Mar-2017 10:39:41 PM	Foot	Pass	-	03	100	3	-	Clean Room	1004	4
8	Baker, Margo	Wed	01-Mar-2017 10:39:41 PM	Wrist	Pass	-	03	100	3	-	Clean Room	1004	4
9	Unknown	Wed	01-Mar-2017 10:39:41 PM	-	-	-	00	-	-	-	-	Unknown	41
10	Baird, Georg	Wed	01-Mar-2017 10:40:40 PM	Foot	Pass	-	02	300	3	-	QA Group	1003	3
11	Baird, Georg	Wed	01-Mar-2017 10:40:40 PM	Foot	Pass	-	02	300	3	-	QA Group	1003	3
12	Unknown	Thu	02-Mar-2017 12:00:00 AM	Foot	Pass	-	04	-	-	-	-	Unknown	90000001
13	Unknown	Thu	02-Mar-2017 12:00:00 AM	Foot	Pass	-	04	-	-	-	-	Unknown	90000001
14	Unknown	Thu	02-Mar-2017 12:00:00 AM	Foot	Fail	High	04	-	-	-	-	Unknown	90000002
15	Abbott, Robert P	Thu	02-Mar-2017 07:38:42 AM	Foot	Pass	-	04	100	1	-	-	1001	1

**Summary**

Pass	Fail	Other	High	Low	Total Users	Total Tests	Min Date	Max Date	Last Update
78	26	4	4	22	12	108	01-Mar-2017 12:00:00 AM	05-Mar-2017 09:18:53 PM	05-Mar-2017 09:21 PM

Hide Summary | 06-Mar-2017 06:07:11 AM | V 5.8.27

## Remote User Status - Attendance Log

The Attendance log shows list of all days in a selected month.

If a person has tested on a given day, a "T" is shown

If no tests were performed on the date a "." is shown.

The report has the same Search, Sort, Filter and Reporting options that are available on the ESD Status page.

TEAM5 Remote Status

ESD Status

Test Log

Attendance Log

Current Month: Feb / 2017

Change Month

Search

Refresh

Preferences

Report

Name	User ID	Test ID	Dept	Shift	Group 1	Group 2	W 1	T 2	F 3	S 4	S 5	M 6	T 7	W 8	T 9	F 10	S 11	S 12	M 13	T 14	W 15	T 16	F 17	S 18	S 19	M 20	T 21	W 22	T 23	F 24	S 25	S 26	M 27	T 28
Abbott, Robert P	1001	1	100	1	-	-	.	.	T	.	.	T	T	T	.	T	.	.	T	T	T	T	T	.	T	.	T	T	T	T	.	.	T	T
Acevedo, James	1002	2	200	2	-	Clean Room	.	.	T	.	.	.	T	T	T	T	.	.	T	T	T	T	T	.	T	.	T	T	T	T	.	.	T	T
Baird, Georg	1003	3	300	3	-	QA Group	.	T	T	.	.	T	T	T	T	.	.	.	T	T	T	T	T	.	.	T	.	T	T	T	.	.	T	T
Baker, Margo	1004	4	100	3	-	Clean Room	.	T	T	.	.	T	.	T	T	T	.	.	T	T	T	T	.	T	.	.	T	T	T	T	T	.	.	T
Cabrera, Aaron N	1005	5	200	2	Prod Group	-	.	.	T	.	.	T	T	T	T	T	.	.	.	T	T	T	T	.	.	T	T	.	T	T	.	.	.	.
Cain, Phyllis	1006	6	300	1	-	Clean Room	.	.	T	.	.	T	T	.	T	T	.	.	T	T	T	T	.	.	T	T	T	T	T	T	.	.	.	.
Dal, Heidi	1007	7	100	2	Maint Group	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Dalton, Bryan	1008	8	200	1	-	Clean Room	.	.	T	.	.	T	T	T	T	T	.	.	T	T	T	T	T	.	.	T	T	T	T	.	.	.	.	
Eaton, Michel M	1009	9	300	3	-	QA Group	.	T	T	.	.	.	T	T	T	T	.	.	T	T	.	T	T	.	.	T	T	T	T	.	.	.	.	
Edwards, Carlos	1010	10	100	1	Prod Group	-	.	.	T	.	.	T	T	T	T	.	.	.	T	T	T	T	T	.	.	T	.	T	T	T	.	.	.	.
Gale, Crystal	1014	14	300	2	Maint Group	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Hahn, Leo	1015	15	100	3	Prod Group	-	.	T	T	.	.	T	T	T	.	T	.	.	T	T	T	T	T	.	.	.	T	T	T	T	.	.	.	.
Hale, Jose	1016	16	200	3	-	-	.	T	T	.	.	.	T	T	T	T	.	.	T	T	.	T	T	.	.	T	T	T	T	.	.	.	.	
Ingram, Ida	1017	17	300	2	-	-	.	.	T	.	.	T	T	T	T	.	.	.	T	.	T	T	T	.	.	T	.	T	T	T	.	.	.	.

Summary

Users Filtered Out

0

Users Displayed

46

Hide Summary

06-Mar-2017 06:08:58 AM

V 5.8.27



## Remote User Status - Leave Time Edit

The Leave Time edit feature of the Remote Status Program allows department manager to edit leave time employees while viewing current status data,

To enable Leave Time Edit on the Remote Status Program.

- Define one or more Department managers on the User Edit page of the TEAM5 server or via the Remote Admin Application.
- On the TEAM5 Server, Go to the Admin - Network Admin page
- Select Network Apps page
- In the Remote Status Section, Click the Options icon
- In the "Leave Time Edit section, check the box named "Allow Dept Managers to edit Leave Time
- Verify Polling is ON to ensure this new setting to sent to the Remote Status Application

**Remote Status Options**

**Performance Options**  
These options are used to adjust update performance for databases with more than 1000 users.  
Refresh Frequency: After every user status change  
☐ Exclude "Never Tested" users

**Data Security Options**  
☐ Exclude User ID from Remote Status Data  
☐ Exclude Test ID from Remote Status Data

**History Days**  
Select the number of days of history to display.  
More than 60 Days history may cause slow response in Remote Status program.  
History Days: One Month

**Leave Time Edit**  
☐ Allow Dept Managers to edit Leave Time  
Any Dept Manager may edit leave time by logging in with their test/badge ID and Access Control PIN.  
Access Control PINs can be reset on the User Edit page.

**Language Options**  
Current Language = English  
Change Language Edit Language Translation

**24 Hour Status**  
☒ 24 Hour Status Option  
Show ESD Status for 24 hours after last test.  
Uncheck to always show current status

Cancel Save

To Edit Leave Time in the Remote Status Application

- Start the Remote Status Application
- With the ESD Status tab selected,
- Click on a user name to display the details about the user.
- Click the Leave time tab
- At the bottom of the page,
- Click "Login to Edit Leave Time"
- Enter the Department Managers Test/Badge ID and PIN. Not the Department manager's User ID.

Manager's PIN number can be reset on the TEAM5 server "User Edit" page.

If the manager has not previously logged in or if their PIN has been reset the default PIN is 0000 (Four Zeros)

The manager will be prompted to change their PIN before proceeding to edit leave dates.

Only one login is required each time the Remote Status application is started.

**Cabrera, Aaron N**

**User Profile**

Status: Leave Time  
Required Test: Footwear with Wrist  
Dept: 200  
Shift: 2  
User ID: 1005  
Test ID: 5

Last Test: 24-Feb-2017 02:16:05 PM  
Expires: 24-Feb-2017 06:16:05 PM  
Retest Frequency: 04 Hr. :0 Min.  
Periodic: Yes  
Group 1: Prod Group  
Group 1 - Certification Date -

**Recent Test History**

Day	Date	Leave Type
Mon	27-Feb-2017	Personal
Tue	28-Feb-2017	Personal
Wed	01-Mar-2017	Personal
Thu	02-Mar-2017	Personal
Fri	03-Mar-2017	Personal
Sat	04-Mar-2017	Personal
Sun	05-Mar-2017	Personal

**Leave Time**

## Status Display Application

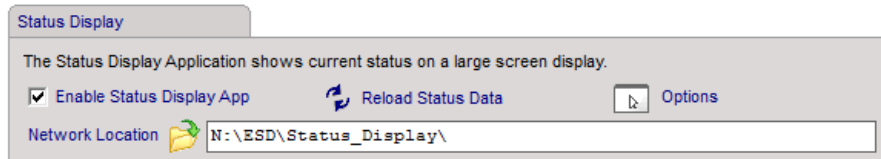
The Status Display application shows Failed and Not Tested users on a large screen display. This application is typically run in a commonly visible area as a reminder for operators who have not tested or failed their last test. Like the Remote Status application, this application is run from a shared network folder.

### Status Display Application - Server Setup

To enable the Status Display Application;

- Go to the Admin - Network Admin - Network Apps page
- In the Status Display section, Click the Network Location Icon

The Browse for Folder window will appear.



- Choose a network folder.
- Check the Enable Box.
- Click the Reload icon.

This will refresh all data linked to the network location.

### Remote User Status Options

To change options, click the Options icon in the Web Remote Status section of the Admin - Network Admin page

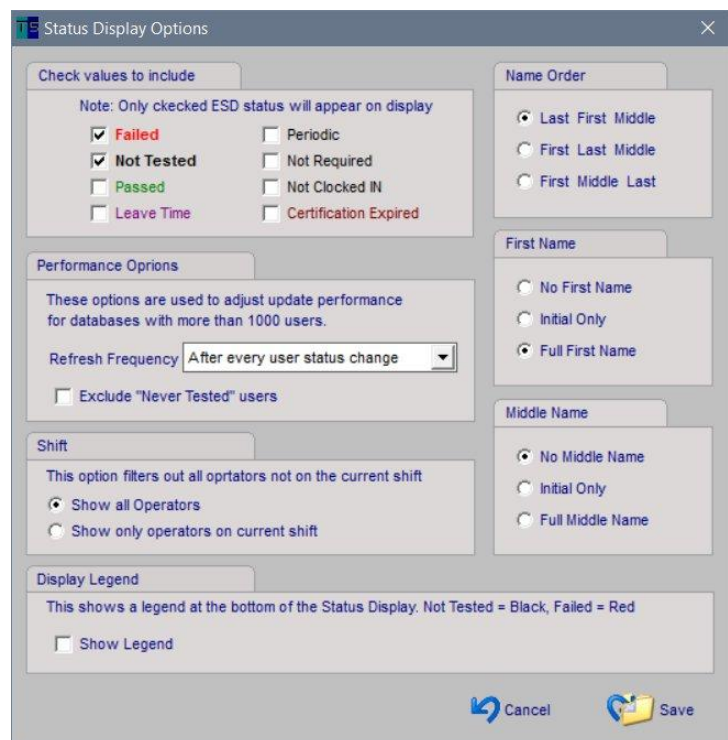
There are two option types, Performance and Data Security. Performance options are designed to improve the performance of data exports for customers with large databases. Typically these options do not need to be changed from the default settings unless data export is degrading system performance. Data Security options are designed to hide the User ID and or Test ID from publically viewed pages.

If your organization has multiple shifts, select the option to "Show only operator on current shift"

This option causes the display to refresh at the beginning of each shift showing only operators on the current shift.

To set up shift start and end times, go to the Admin - Shift Admin page.

To assign operators to a shift, go to the User Edit page.



## Remote User Admin Application

The remote User Admin Application allows management of Users by one or more managers from a shared network folder. More than one manager may access and edit user data using this application.

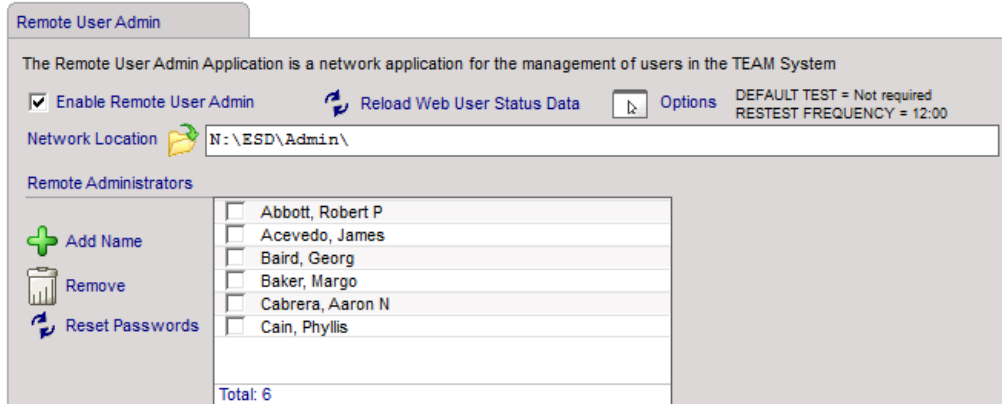
## Remote User Admin Server Setup

The Remote User Admin program is used to Add/Delete and modify users from a network computer.

Access to the Remote User Admin program is User ID and Password protected. For instructions to add Remote Administrators see the [Admin Preferences](#) section

To enable Remote User Admin;

- Go to the Admin - Network Admin - Network Apps page



- In the Remote User Admin section, Click the Network Location Icon

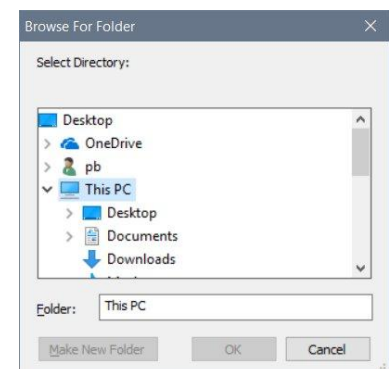
The Browse for Folder window will appear.

- Choose a network folder.

If you want this program to be available to anyone on your network, choose a public folder. Access can be restricted access using your organization's network security policies.

- Click the New User Defaults icon

The New User Defaults window is displayed.



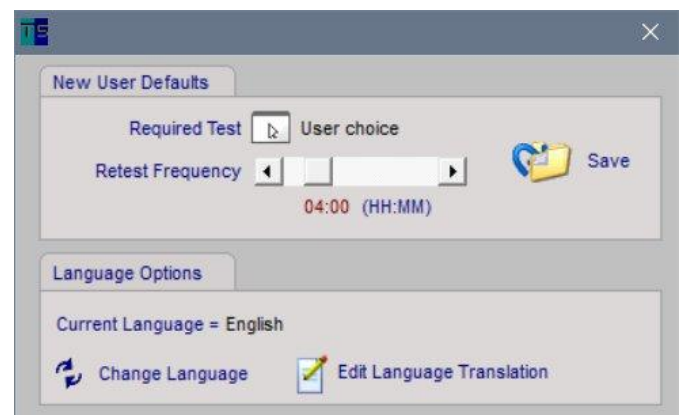
This Required Test and Retest Frequency setting is applied to any new user added using the Remote Admin Program. These are just default values and may be changed during the Add process or at any time after the user is added.

- Click Save

In the Remote User Admin section of the Admin - Network Admin page

- Check the Enable Box.

- To run the program, navigate to the network location and open the file named ( TEAM5\_Remote\_Admin.exe )



## Remote User Admin Client Setup

To access this program from other computers on your network;

- Create a shortcut on the remote computer that points to a mapped network drive containing this network location

To insure the shortcut continues to work after the manager has logged out/and back in to Windows;

- Verify the drive pointed to is permanently mapped

## Remote User Admin Program

To run the Remote User Admin Program;

- Follow instructions in the previous section [Remote User Admin Client Setup](#)
- Start the Remote Admin program from the shortcut created in the previous section.

- Enter a User ID and Password

If you have not set up any remote Administrators, follow instructions in the [Admin - Preferences](#) section.

If this is the first time the ID has logged in, the password will be ( password ).

The change password window is displayed..

- Enter a new password

After logging in the TEAM5 Remote Admin main menu is displayed.

Note: the Name of the Administrator currently logged in is displayed in the lower left of the menu.

## Remote User Admin -Adding a New User

To add a new user;

- Click the Add User Icon

The New User window is displayed.

- Enter the User ID and Test ID
- Click Continue

**Adding a new User ( continued )**

The TEAM5 Remote Admin - User Edit window is displayed.

For a description of each individual user attribute, see the [User Attribute Table](#)

- After entering user information, Click Save Changes.

TEAM5 Remote Admin

Return to Menu Cancel Save

**Identification**

Last Name  
First Name  
Middle Name  
User ID 1234  
Test ID 1234

**Assignments**

Department  
☐ Department Manager  
Email  
Shift  
Group 1  
Group 2

**Required Test**

☐ Wrist Only ☐ No Test Required  
☐ Footwear Only ☒ User Choice  
☐ Footwear AND Wrist ☐ Footwear with Wrist Optional  
☐ Footwear OR Wrist

**Retest Frequency**

Pass Duration Hours 12 Min 00  
☐ User only tests periodically  
( Periodic setting prevents user from being reported as 'Not Tested')

**PIN**

☒ Reset PIN  
User will be prompted to enter new PIN at next login  
All PINs are 4 numeric digits and may not be 0000 or 9999

**Certification**

☐ Certification Date  
Monday 06 Mar 2017  
When certification expires, user will be Denied Access

**Leave Time**



Abbott, Robert P 06-Mar-17 08:16:23 AM V 5.8.24



## Remote User Admin - Modify User

From the TEAM5 Remote Admin Main Menu,

- Click Modify User, Select a user by double clicking on the user name.

Double Click to Select  Sort  Filter													
Last Name	First Name	Middle Name	User ID	Test ID	Periodic	Department	Shift	Group 1	Group 2	Required Test	Department Manager	Email	Certification Expire Date
Abbott	Robert	P	1001	1	N	100	1			Footwear OR Wrist	Y	bel@copper.net	
Acevedo	James		1002	2	N	200	2		Clean Room	Wrist Only	Y	test2@ccscsoftware.net	
Baird	Georg		1003	3	N	300	3		QA Group	Footwear Only	Y	test3@ccscsoftware.net	
Baker	Margo		1004	4	N	100	3		Clean Room	Footwear AND Wrist	Y	test4@ccscsoftware.net	
Cabrera	Aaron	N	1005	5	N	200	2	Prod Group		Footwear with Wrist Optional	Y	test5@ccscsoftware.net	
Cain	Phyllis		1006	6	N	300	1		Clean Room	User Choice	Y	test6@ccscsoftware.net	
Dal	Heidi		1007	7	N	100	2	Maint Group		No Test Required	N		
Dalton	Bryan		1008	8	N	200	1		Clean Room	Footwear OR Wrist	N		
Eaton	Michael	M	1009	9	N	300	3		QA Group	Wrist Only	N		
Edwards	Carlos		1010	10	N	100	1	Prod Group		Footwear Only	N		
Farley	Marion		1011	11	N	200	3			Footwear AND Wrist	N		
Farmer	Pedro	L	1012	12	N	300	2		QA Group	Footwear with Wrist Optional	N		
Gaines	Monica		1013	13	N	200	1			User Choice	N		
Gale	Crystal		1014	14	N	300	2	Maint Group		No Test Required	N		
Hahn	Leo		1015	15	N	100	3	Prod Group		Footwear OR Wrist	N		3/6/2017
Hale	Jose		1016	16	N	200	3			Wrist Only	N		3/5/2017
Ingram	Ida		1017	17	N	300	2			Footwear Only	N		6/4/2017
Irwin	Mitch	K	1018	18	N	100	1		QA Group	Footwear AND Wrist	N		
Jackson	Kent		1019	19	N	200	2			Footwear with Wrist Optional	N		
Jacobs	Becky	J	1020	20	Y	300	1	Prod Group		User Choice	N		
Kan	Wallac	I	1021	21	Y	100	3	Maint Group		No Test Required	N		
Kaufman	Velma		1022	22	Y	200	1			Footwear OR Wrist	N		
Lamb	Allison	H	1023	23	N	300	3			Wrist Only	N		

Total Users 49

The TEAM5 Remote Admin - User Edit window is displayed.

For a description of each individual user attribute, see the [User Attribute Table](#)

- After editing user information, Click Save Changes.

Return to Menu
Delete User
Cancel
Save

Identification

Last Name: Abbott  
First Name: Robert  
Middle Name: P  
User ID: 1001  
Test ID: 1

Required Test

☐ Wrist Only    ☐ No Test Required  
☐ Footwear Only    ☐ User Choice  
☐ Footwear AND Wrist    ☐ Footwear with Wrist Optional  
☒ Footwear OR Wrist

Retest Frequency

Pass Duration: Hours 12 Min 00  
☐ User only tests periodically  
(Periodic setting prevents user from being reported as 'Not Tested')

PIN

☐ Reset PIN  
User will be prompted to enter new PIN at next login  
All PINs are 4 numeric digits and may not be 0000 or 9999

Certification

☐ Certification Date  
Monday 06 Mar 2017  
When certification expires, user will be Denied Access

Assignments

Department: 100  
☒ Department Manager  
Email: bel@copper.net  
Shift: 1  
Group 1:  
Group 2:

Leave Time

Abbott, Robert P
06-Mar-17 08:19:53 AM
V 5.8.24



## Data Sync

There are several methods to sync data between ETAM5 and other systems.

**Data Sync Import** allows the automated import of User data including Adding of new users, modifying existing users and removal of users.

**Data Sync Export** is an automated process that exports ESD test results to External SQL databases and Text Files. Additionally TEAM exports Time Clock data to Text Files.

The Data Sync Import and Export Control panels are located on the Admin - Network Admin - Data Sync pages.  
Import from Database

## User Import from Database

There are two automated database imports User and Time Clock.

The User import automatically synchronizes the TEAM5 User List with an external database.

The Time Clock Import synchronizes TEAM5 with a Time Clock system to allow the status of "Not Clocked In" to be displayed on ESD status reports.

The screenshot displays the TEAM5 Enterprise web interface. The top navigation bar includes a 'Polling Off' status indicator, a version number 'V 5.10.05 a', and a timestamp 'Monday, 06 - Mar - 2017 6:56:06 AM'. A left-hand menu contains categories like 'User Edit', 'User Status', 'Logs / Stats', 'Test Machine', 'Admin', and 'Alerts'. The main content area is divided into two sections: 'User Import from Database' and 'Time Clock Import from Database'.

**User Import from Database:**

- Header: User Adds/Deletes/Changes are imported from an external database, TEAM checks for new import data each polling cycle.
- Options: ☒ Enable Auto User Import from Database, [Test Database Connection](#), [Import Now](#)
- Database (DSN):
- ID / Password:
- New User Defaults:
- 
- ☐ The remote table is a View, do not delete records after importing.
- ☐ Delete all users in the current TEAM5 database not in the import table.
- ☒ Enable User Import Schedule NOTE: When no schedule exists, import is attempted on every polling cycle
- [Add to Schedule](#) (with a green plus icon)
- [Delete from Schedule](#) (with a trash icon)
- Schedule Table:
 

Time	Weekday(s)
<input type="checkbox"/> 10:00 (AM)	Mon, Tue, Wed, Thu, Fri

**Time Clock Import from Database:**

- Header: Time clock Transactions are imported from a SQL Database via ODBC, data is updated every polling cycle.
- Options: ☒ Enable Time Clock Import from SQL DB, [Test Database Connection](#), [Show TimeClockHist table structure](#)
- Database (DSN):
- ID / Password:
- Delete After Copy: ☐ Delete records from external table after record is copied to the TEAM5 database. Note: The delete option requires "delete" permission on the external database access ID.
- Time Clock Location:
- The Time Clock Location Value is used if the Time Clock System does not record the location of each Time Clock Transaction

## Data Sync - User Import from Database (continued)

The User Import from database process allows TEAM5 to synchronize the user list with an external system.

To enable this process,

Go to the Admin - Network Admin - Import from Database page.

User Import from Database

User Adds/Deletes/Changes are imported from an external database, TEAM checks for new import data each polling cycle.

☒ Enable Auto User Import from Database
[Test Database Connection](#)
[Show UserImport table structure](#)

Database (DSN)

ID / Password

New User Defaults

This is the import table structure and control codes.

Table Name: User

Col1	ActionCode	VCHAR(1)	NULLABLE
Col2	UserID	VCHAR(255)	PRIMARY KEY
Col3	BadgeID	VCHAR(255)	NOT NULL
Col4	FirstName	VCHAR(255)	NOT NULL
Col5	LastName	VCHAR(255)	NOT NULL
Col6	MiddleName	VCHAR(255)	NULLABLE
col7	Department	VCHAR(255)	NOT NULL
col8	Shift	VCHAR(255)	NULLABLE
Col9	Group1	VCHAR(255)	NULLABLE
Col10	Group2	VCHAR(255)	NULLABLE
Col11	Email	VCHAR(255)	NULLABLE
Col12	CertExpireDate	DATETIME	NULLABLE
Col13	Manager	VCHAR(1)	NULLABLE
Col14	Periodic	VCHAR(1)	NULLABLE

Code Values

Action Code = D, To delete user.

Manager = Y, To make user a department manager.

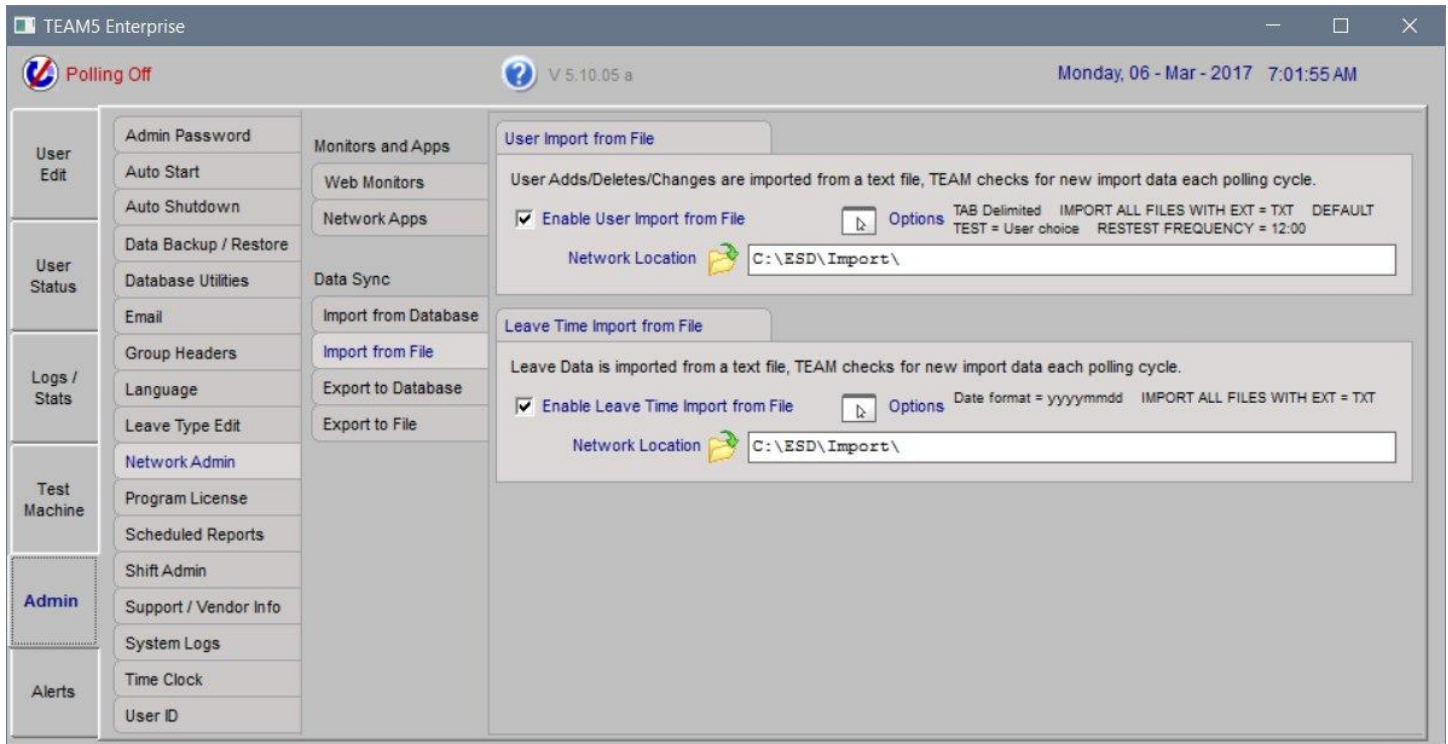
Periodic = Y, User is not required to test daily.

## Data Sync - User Import from File

There are two automated file imports in TEAM5, User and Leave Time.

The User import automatically synchronizes the TEAM5 User List with an external file containing User information.

The Leave Time Import synchronizes TEAM5 with a file containing Leave Dates for individual users.



## Data Sync - User Import from File (continued)

The User Import from file process is used to synchronize the users in TEAM with an HR Employee List or other Employee Management System. Auto User Import, automatically imports a list of users including User Adds (new user), User Deletes, and User Modifications (changes to a user profile).

Note: If a user appears more than once in an import file, only the last entry will be processed.

To enable the User Import from File;

- Go to the Admin - Network Admin - Import from File page

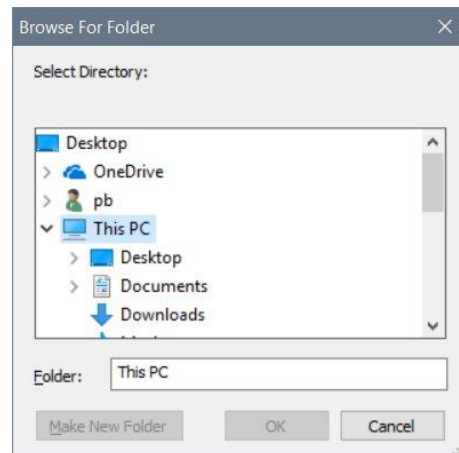
- In the User Import section, Click the Network Location Icon  
The Browse for Folder window will appear.

- Choose a network folder.

If you want this program to be available to anyone on your network, choose a public folder. Access can be restricted access using your organization's network security policies.

- Click the File Format icon

The Import Options window is displayed.



To specify a fixed file name;

- Uncheck the box named ( Don't specify file name ...)

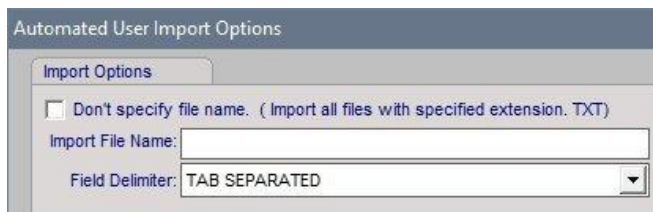
- Enter the name of the file

To import any file with file extension TXT;

- Check the box named ( Don't specify file name ...)

- Choose the Field Delimiter

(A field delimiter is the character used to separate the various data items in a record (row/one line) of data.



## Data Sync - User Import from File (continued)

### Delete All Option and Optional Delete

There are two options to control how exiting users are updated.

Delete all users not in import file will remove all users in the TEAM5 database that are not in the import file.

Disable update when optional items are blank.

This option prevents user updates when the import system does not have one or more of the optional attributes; Email Shift, Group 1, Group 2 and Periodic flag.

Automated User Import Options

**Import Options**

☒ Don't specify file name. ( Import all files with specified extension. TXT)

Field Delimiter: TAB SEPARATED

**Delete Option**

☐ Delete all users not in import file.

Check this box if your user import file contains all valid users.

**New User Defaults**

Required Test h User choice

Retest Frequency 12:00 (HH:MM)

**Optional Item Update Method**

☒ Disable update when optional items are blank

Email, Shift, Group1 and Group2 will not be updated when current item contains data and import item is blank.

**Import File Format**

Import File Format: Values must be in the order shown below:

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Delete User	User ID	Test/Card ID	First Name	Last Name	Middle Initial	Dept	Email	Shift	Group 1	Group 2	Manager	Periodic

Notes:

If delete user = 'D', user will be deleted - any other value will update user

Middle Initial and EmailAddress and Shift are optional.

Separator required if no Middle Initial or Email address specified.

After importing, file will be deleted.

Files with errors will be renamed ( filename.err )

Columns 8 to 13 are optional

An upper case Y in Manager or Periodic column will set the attribute to true.

An Upper case N sets the attribute to false.

Blank or space will be ignored, not changing the current value.

Print this file format

Cancel Save

## Data Sync - Leave Time Import from File

The Auto Leave Time Import process is used to synchronize user leave time date in TEAM with other Employee Management Systems.

To enable the Leave Time Import from File;

- Go to the Admin - Network Admin - Data Sync Import page

- In the Leave Time Import section, Click the Options Icon

The Import Leave Date List Options window will be displayed.

This options window allows the file format to be customized.

The File name, Default Leave type and Date Formats are shown in the first three sections.

The Import File Format is shown in the last section.

After adjusting the import file format, Click the Save icon to save changes and exit the window.

**Import Leave Date List Options**

**Import Options** Save Changes

☒ Don't specify file name. (Import all files with specified extension. TXT)

Field Delimiter: TAB SEPARATED

**Default Leave Type**

General Leave Time This value is used when Leave Type Column is blank

**Select Date Format** ( Y=Year M=Month D=Day )

☒ YYYYMMDD 
 ☐ YYYY-MM-DD 
 ☐ DDMMYYYY 
 ☐ DD-MM-YYYY 
 ☐ MMDDYYYY 
 ☐ MM-DD-YYYY  
☐ YYYY/MM/DD 
 ☐ DD/MM/YYYY 
 ☐ MM/DD/YYYY

**Import File Format**

Import file column order...

(1)	(2)	(3)
User ID	Leave Date	Leave Type (optional)

Leave Date must be one of the following formats

YYYYMMDD  
 YYYY-MM-DD  
 YYYY/MM/DD  
  
 DDMMYYYY  
 DD/MM/YYYY  
 DD-MM-YYYY  
  
 MMDDYYYY  
 MM/DD/YYYY  
 MM-DD-YYYY

Leave Type is an optional text description.

The Default Leave Type is used when this column is blank





## Data Sync - Time Clock Import from Database

The Time Clock Import from Database process automatically imports time clock transactions from an external SQL database.

To access the Time Clock Export to Database control,  
Go to the Admin - Network Admin - Export to Database page.

**Time Clock Import from Database**

Time clock Transactions are imported from a SQL Database via ODBC, data is updated every polling cycle.

☒ Enable Time Clock Import from SQL DB    Test Database Connection    Show TimeClockHist table structure

Database (DSN)

ID / Password

Delete After Copy ☐ Delete records from external table after record is copied to the TEAM5 database.  
Note: The delete option requires "delete" permission on the external database access ID.

Time Clock Location

The Time Clock Location Value is used if the Time Clock System does not record the location of each Time Clock Transaction

### Time Clock Import Table structure

Table Name: TimeClockHist

Col1	Col2	Col3	Col4	Col5	Col6
IDX	UserID	BadgeID	TCCode	TCLocation	TCTimeStamp
NUMERIC (INT)	VCHAR (255)	VCHAR (255)	VCHAR (255)	VCHAR (255)	DATETIME
PRIMARY KEY	NULLABLE	NULLABLE	NOT NULL	NULLABLE	NOT NULL

Note: Although Nullable, one of the values UserID or BadgeID are required

#### IDX:

IDX is a counter maintained by the external database. It should be set up as an automated field. Team uses this field to sync data between TEAM5 and the Import table.

#### TCCode:

I (In) , O (Out) by default, this code can be modified in TEAM5 to be any one character code.

#### TCLocation:

The physical location where the Time Clock transaction was recorded.

## Data Sync - ESD Status Export to Database

The ESD Status Export to Database process, is used to synchronize ESD Test status with Manufacturing and other systems external to TEAM. After each polling cycle, TEAM updates an external database with the current ESD test status for all users.

To enable ESD Status Export to Database;

- Go to the Admin - Network Admin page

- In the Status Export to Database section, Click the Table Name Icon  
The Table Name window is displayed.
- Enter the name of the table to which data will be exported.  
This example uses an Access Database included with TEAM5  
This example database includes a table named ESD\_STATUS.  
Your table name may be named differently.

- Click the Database (DSN) icon  
The System DSN List window is displayed.
- Select the DSN of your database.  
If you do not see your database listed, add a DSN using the Windows ODBC Data Source Administrator.

DSN Name	Database Type
TEAM5.mdb	Microsoft Access Driver (*.mdb)
team5_bu.mdb	Microsoft Access Driver (*.mdb)

**ESD Status Export to Database (continued)**

- Click the Data to Export icon.

The Data to Export window is displayed.

This window lists all data elements available for export from TEAM to other systems.

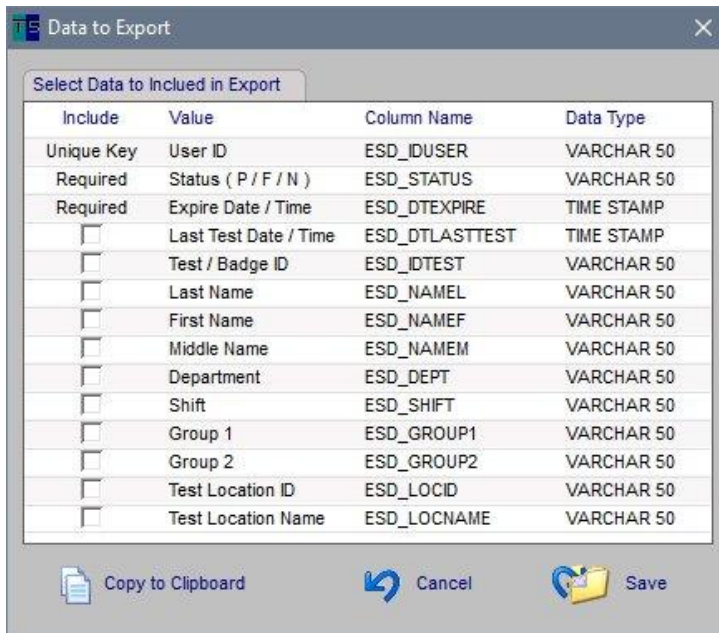
The first three columns are required.

The Primary Key is User ID

Data Types are listed as MS Access equivalents.

Please check with your DDMS provider for a translation from these data types to your DBMS

- Click Save



Include	Value	Column Name	Data Type
Unique Key	User ID	ESD_IDUSER	VARCHAR 50
Required	Status ( P / F / N )	ESD_STATUS	VARCHAR 50
Required	Expire Date / Time	ESD_DTEXPIRE	TIME STAMP
<input type="checkbox"/>	Last Test Date / Time	ESD_DTLASTTEST	TIME STAMP
<input type="checkbox"/>	Test / Badge ID	ESD_IDTEST	VARCHAR 50
<input type="checkbox"/>	Last Name	ESD_NAMEL	VARCHAR 50
<input type="checkbox"/>	First Name	ESD_NAMEF	VARCHAR 50
<input type="checkbox"/>	Middle Name	ESD_NAMEM	VARCHAR 50
<input type="checkbox"/>	Department	ESD_DEPT	VARCHAR 50
<input type="checkbox"/>	Shift	ESD_SHIFT	VARCHAR 50
<input type="checkbox"/>	Group 1	ESD_GROUP1	VARCHAR 50
<input type="checkbox"/>	Group 2	ESD_GROUP2	VARCHAR 50
<input type="checkbox"/>	Test Location ID	ESD_LOCID	VARCHAR 50
<input type="checkbox"/>	Test Location Name	ESD_LOCNAME	VARCHAR 50

Copy to Clipboard   Cancel   Save

## ESD Status Export to Database (continued)

Special provisions have been made for Oracle vs SQL Server data/time formats.

At the top of the Admin - Network Admin - Export to Database page check the radio button for Oracle or SQL server.

The screenshot displays the TEAM5 Enterprise Admin interface. The top bar shows the application name, a 'Polling Off' status, version 'V 5.10.06', and the date/time 'Monday, 06 - Mar - 2017 7:30:26 AM'. A left-hand menu contains categories like 'User Edit', 'User Status', 'Logs / Stats', 'Test Machine', 'Admin', and 'Alerts'. The 'Admin' category is selected, leading to the 'Network Admin' section. Within this section, the 'Export to Database' option is chosen. The main configuration area is titled 'Export Database' and includes a radio button to select between 'SQL Server or Other' (selected) and 'Oracle'. Below this is the 'ESD Status Export to Database' section, which has a checked 'Enable Status Export to Database' option and buttons for 'Reload Table', 'Test Database Export', and 'View External Data'. The 'Export Mode' is set to 'TEAM5 - ESD Status Data is exported to a SQL Database via ODBC, data is updated every polling cycle.' The configuration fields include: 'Table Name' (ESD\_EXP), 'Database (DSN)' (TEAM5 Export Demo), 'ID / Password' (ID / Password = Not Required), and 'Data to Export' (ESD\_IDUSER, ESD\_STATUS, ESD\_DTEXPIRE). Below this is the 'Time Clock Export to Database' section, also enabled, with a 'Show TimeClockHist table structure' button. The 'ESD Log Export to Database' section is also enabled, with 'Table Name' set to 'TX\_EXP' and 'Data to Export' including ESD\_TESTINO, ESD\_DTTEST, ESD\_TESTTYPE, ESD\_TESTCODE, ESD\_TESTRESULT, and ESD\_IDTEST.

TEAM5 Enterprise

Polling Off V 5.10.06 Monday, 06 - Mar - 2017 7:30:26 AM

User Edit

Admin Password

Auto Start

Auto Shutdown

Data Backup / Restore

Database Utilities

User Status

Email

Group Headers

Language

Leave Type Edit

Network Admin

Program License

Scheduled Reports

Shift Admin

Support / Vendor Info

System Logs

Time Clock

User ID

Monitors and Apps

Web Monitors

Network Apps

Data Sync

Import from Database

Import from File

Export to Database

Export to File

Test Machine

Admin

Alerts

Export Database

☒ SQL Server or Other ☐ Oracle

ESD Status Export to Database

☒ Enable Status Export to Database [Reload Table](#) [Test Database Export](#) [View External Data](#)

Export Mode

☒ TEAM5 - ESD Status Data is exported to a SQL Database via ODBC, data is updated every polling cycle.

☐ SmartLog Pro - Data is exported by the SmartLog Pro at the time the test is performed

Table Name

Database (DSN)

ID / Password

Data to Export

Time Clock Export to Database

Time Clock Data is exported to a SQL Database via ODBC, data is updated every polling cycle.

☒ Enable Time Clock Export to Database [Reload Table](#) [Test Database Export](#) [View External Data](#)

Database (DSN)  [Show TimeClockHist table structure](#)

ID / Password

Options

ESD Log Export to Database

ESD Log Data is exported to a SQL Database via ODBC, data is updated every polling cycle.

☒ Enable Log Export to Database [Reload Table](#) [Test Database Export](#) [View External Data](#)

Table Name

Database (DSN)

ID / Password

Data to Export

## Data Sync - Time Clock Export to Database

One per polling cycle, when new time clock data is collected, the data is immediately exported to an external database table. The table schema, DSN, ID and Password are set up on the Admin - Network Admin - Export to Database page.

**Export Database**

SQL Server or Other ☒ Oracle ☐

**ESD Status Export to Database**

☒ Enable Status Export to Database [Reload Table](#) [Test Database Export](#) [View External Data](#)

**Export Mode**

☒ TEAMS - ESD Status Data is exported to a SQL Database via ODBC, data is updated every polling cycle.

☐ SmartLog Pro - Data is exported by the SmartLog Pro at the time the test is performed

Table Name

Database (DSN)

ID / Password

Data to Export

**Time Clock Export to Database**

Time Clock Data is exported to a SQL Database via ODBC, data is updated every polling cycle.

☒ Enable Time Clock Export to Database [Reload Table](#) [Test Database Export](#) [View External Data](#)

Database (DSN)  [Show TimeClockHist table structure](#)

ID / Password

Options

**ESD Log Export to Database**

ESD Log Data is exported to a SQL Database via ODBC, data is updated every polling cycle.

☒ Enable Log Export to Database [Reload Table](#) [Test Database Export](#) [View External Data](#)

Table Name

Database (DSN)

ID / Password

Data to Export

Time Clock Export to database table schema. Table name (TimeClockHist) and all column name show here are fixed.

**Time Clock Export Table Structure**

Table Name: TimeClockHist

Col	Field Name	Data Type	Constraint
Col1	IDX	NUMERIC(INT)	PRIMARY KEY
Col2	UserID	VARCHAR(255)	NOT NULL
Col3	BadgeID	VARCHAR(255)	NOT NULL
Col4	TCCode	VARCHAR(255)	NOT NULL
Col5	TCLocation	VARCHAR(255)	NOT NULL
Col6	TCTimeStamp	DATETIME	NOT NULL

[Copy to Clipboard](#)



## Data Sync - ESD Log Export to Database

The ESD Log Export to Database sends each recorded ESD test to an external database in the order data is collected from each SmartLog. Data is exported once per polling cycle when data have been collected.

The table schema, DSN, ID and Password are set up on the Admin - Network Admin - Export to Database page.

The screenshot displays the TEAM5 Enterprise Admin interface. The top status bar shows 'Polling Off', version 'V 5.10.06', and the date/time 'Monday, 06 - Mar - 2017 7:30:26 AM'. The left sidebar contains navigation menus for 'User Edit', 'User Status', 'Logs / Stats', 'Test Machine', 'Admin', and 'Alerts'. The 'Admin' menu is currently selected. The main content area is titled 'Export Database' and is divided into three sections: 'Export Database', 'ESD Status Export to Database', and 'ESD Log Export to Database'. The 'Export Database' section has radio buttons for 'SQL Server or Other' (selected) and 'Oracle'. The 'ESD Status Export to Database' section includes a checked 'Enable Status Export to Database' checkbox, buttons for 'Reload Table', 'Test Database Export', and 'View External Data', and an 'Export Mode' section with two radio buttons: 'TEAM5 - ESD Status Data is exported to a SQL Database via ODBC, data is updated every polling cycle.' (selected) and 'SmartLog Pro - Data is exported by the SmartLog Pro at the time the test is performed'. Below this are input fields for 'Table Name' (ESD\_EXP), 'Database (DSN)' (TEAM5 Export Demo), 'ID / Password' (ID / Password = Not Required), and 'Data to Export' (ESD\_IDUSER, ESD\_STATUS, ESD\_DTEXPIRE). The 'Time Clock Export to Database' section follows a similar pattern with 'Enable Time Clock Export to Database' checked, and fields for 'Database (DSN)' (TEAM5 Export Demo), 'ID / Password' (ID / Password = Not Required), 'Options' (Codes: IN(I), OUT(O)), and a 'Show TimeClockHist table structure' button. The 'ESD Log Export to Database' section has 'Enable Log Export to Database' checked, and fields for 'Table Name' (TX\_EXP), 'Database (DSN)' (TEAM5 Export Demo), 'ID / Password' (ID / Password = Not Required), and 'Data to Export' (ESD\_TESTNO, ESD\_DTTEST, ESD\_TESTTYPE, ESD\_TESTCODE, ESD\_TESTRESULT, ESD\_IDTEST).

TEAM5 Enterprise

Polling Off V 5.10.06 Monday, 06 - Mar - 2017 7:30:26 AM

User Edit

Admin Password

Auto Start

Auto Shutdown

Data Backup / Restore

Database Utilities

Email

Group Headers

Language

Leave Type Edit

Network Admin

Program License

Scheduled Reports

Shift Admin

Support / Vendor Info

System Logs

Time Clock

User ID

User Status

Monitors and Apps

Web Monitors

Network Apps

Data Sync

Import from Database

Import from File

Export to Database

Export to File

Logs / Stats

Test Machine

Admin

Alerts

Export Database

SQL Server or Other Oracle

ESD Status Export to Database

Enable Status Export to Database Reload Table Test Database Export View External Data

Export Mode

TEAM5 - ESD Status Data is exported to a SQL Database via ODBC, data is updated every polling cycle.

SmartLog Pro - Data is exported by the SmartLog Pro at the time the test is performed

Table Name ESD\_EXP

Database (DSN) TEAM5 Export Demo

ID / Password ID / Password = Not Required

Data to Export ESD\_IDUSER, ESD\_STATUS, ESD\_DTEXPIRE

Time Clock Export to Database

Time Clock Data is exported to a SQL Database via ODBC, data is updated every polling cycle.

Enable Time Clock Export to Database Reload Table Test Database Export View External Data

Database (DSN) TEAM5 Export Demo Show TimeClockHist table structure

ID / Password ID / Password = Not Required

Options Codes: IN(I), OUT(O)

ESD Log Export to Database

ESD Log Data is exported to a SQL Database via ODBC, data is updated every polling cycle.

Enable Log Export to Database Reload Table Test Database Export View External Data

Table Name TX\_EXP

Database (DSN) TEAM5 Export Demo

ID / Password ID / Password = Not Required

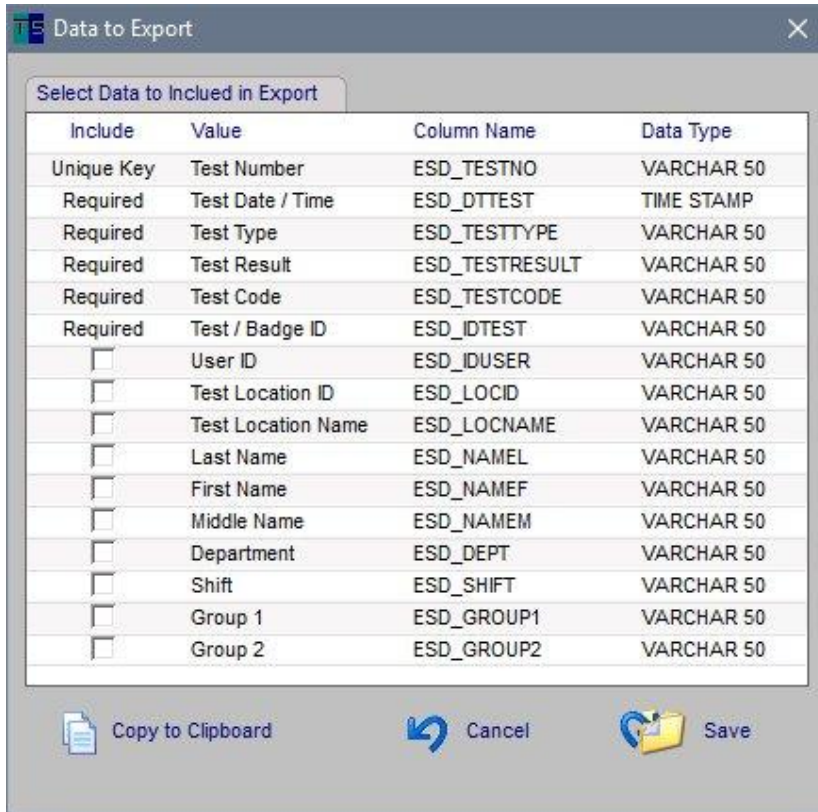
Data to Export ESD\_TESTNO, ESD\_DTTEST, ESD\_TESTTYPE, ESD\_TESTCODE, ESD\_TESTRESULT, ESD\_IDTEST



**Data Sync - ESD Log export to Database (continued)**

This is the ESD Log Export table schema. Please note the first six columns are required and column names are fixed.

Table name is specified on the previous page.



The screenshot shows a window titled "Data to Export" with a close button (X) in the top right corner. Below the title bar is a tab labeled "Select Data to Included in Export". Inside the window is a table with four columns: "Include", "Value", "Column Name", and "Data Type". The table lists 15 rows of data, with the first six rows marked as "Required" and the remaining nine as optional (indicated by checkboxes in the "Include" column). The "Value" column contains human-readable labels, the "Column Name" column contains fixed database column names, and the "Data Type" column contains the corresponding database data types. At the bottom of the window are three buttons: "Copy to Clipboard" (with a document icon), "Cancel" (with a blue arrow icon), and "Save" (with a folder icon).

Include	Value	Column Name	Data Type
Unique Key	Test Number	ESD_TESTNO	VARCHAR 50
Required	Test Date / Time	ESD_DTTEST	TIME STAMP
Required	Test Type	ESD_TESTTYPE	VARCHAR 50
Required	Test Result	ESD_TESTRESULT	VARCHAR 50
Required	Test Code	ESD_TESTCODE	VARCHAR 50
Required	Test / Badge ID	ESD_IDTEST	VARCHAR 50
<input type="checkbox"/>	User ID	ESD_IDUSER	VARCHAR 50
<input type="checkbox"/>	Test Location ID	ESD_LOCID	VARCHAR 50
<input type="checkbox"/>	Test Location Name	ESD_LOCNAME	VARCHAR 50
<input type="checkbox"/>	Last Name	ESD_NAMEEL	VARCHAR 50
<input type="checkbox"/>	First Name	ESD_NAMEEF	VARCHAR 50
<input type="checkbox"/>	Middle Name	ESD_NAMEM	VARCHAR 50
<input type="checkbox"/>	Department	ESD_DEPT	VARCHAR 50
<input type="checkbox"/>	Shift	ESD_SHIFT	VARCHAR 50
<input type="checkbox"/>	Group 1	ESD_GROUP1	VARCHAR 50
<input type="checkbox"/>	Group 2	ESD_GROUP2	VARCHAR 50

Copy to Clipboard   Cancel   Save

## Data Sync - Export to File

TEAM5 Data Sync will export ESD Status and Time Clock data to files.

On the Admin - Network Admin - Export to File page, each function can be enabled / disabled and the file location specified.

The column delimiter and date/time format can be selected from a number of choices by clicking File format.

The screenshot displays the TEAM5 Enterprise web interface. The top navigation bar includes the application name, a 'Polling Off' status indicator, the version 'V 5.10.06', and the date/time 'Sunday, 26 - Mar - 2017 6:20:17 PM'. A left-hand menu categorizes various functions under 'User Edit', 'User Status', 'Logs / Stats', 'Test Machine', 'Admin', and 'Alerts'. The 'Admin' section is expanded, showing 'Network Admin' and 'Export to File'. The main content area is divided into two panels: 'ESD Status Export to File' and 'Time Clock Export to File'. Each panel contains a description, an 'Enable' checkbox, action buttons for 'Reload File', 'Test File Export', and 'View External Data', and input fields for 'Network Location', 'File Name', and 'File Format'. The 'ESD Status' panel shows the file name 'TEAM5\_status\_export.txt' and a tab delimiter. The 'Time Clock' panel shows a file name with a date prefix and a tab delimiter.

Category	Function
User Edit	Admin Password
User Edit	Auto Start
User Edit	Auto Shutdown
User Status	Data Backup / Restore
User Status	Database Utilities
User Status	Email
Logs / Stats	Group Headers
Logs / Stats	Language
Logs / Stats	Leave Type Edit
Test Machine	Network Admin
Test Machine	Program License
Test Machine	Scheduled Reports
Admin	Shift Admin
Admin	Support / Vendor Info
Admin	System Logs
Alerts	Time Clock
Alerts	User ID

### ESD Status Export to File

ESD Status Data is exported to a text file, data is updated every polling cycle, when new data is collected.

☐ Enable ESD Status Export to File   [Reload File](#)   [Test File Export](#)   [View External Data](#)

Network Location: C:\ESD\Status\_Export\  
File Name: TEAM5\_status\_export.txt  
File Format: Delimiter (TAB), Date Format (yy/MM/dd HH:mm:ss)

### Time Clock Export to File

Time Clock Data is exported text file, data is updated every polling cycle, when new data is collected.

☐ Enable Time Clock Export to File   [Reload File](#)   [Test File Export](#)   [View External Data](#)

Network Location: C:\ESD\Time\_Clock\_Export\  
File Name: yyymmdd\_TEAM5\_time\_clock\_export.txt  
File Format: Delimiter (TAB), Date Format (yy/MM/dd HH:mm:ss)

## ESD Status Export to File

The ESD Status Export to File process, is used to synchronize ESD Test status with Manufacturing and other systems external to TEAM. After each polling cycle, TEAM updates a text file with the current ESD test status for all users. This file can then be imported into other systems.

To enable Status Export to File;

- Go to the Admin - Network Admin page

Status Export to File

ESD Test Data is exported to a text file, data is updated every polling cycle.

☐ Enable Status Export to File    Refresh File    Test File Export

Network Location C:\Program Files\TEAM5\SEF\

File Name TEAM5\_status\_export.txt

File Format Delimiter (TAB), Date Format (yy/MM/dd HH:mm:ss)

- In the Status Export to File section, Click the Network Location Icon

The Browse for Folder window will appear.

- Choose a network folder.

If you want this program to be available to anyone on your network, choose a public folder. Access can be restricted access using your organization's network security policies.

- Click the File Name icon

The File Name window is displayed.

File Name

TEAM5\_status\_export.txt

Cancel    Save

Browse For Folder

Select Directory:

- Desktop
- OneDrive
- pb
- This PC**
  - Desktop
  - Documents
  - Downloads

Folder: This PC

Make New Folder    OK    Cancel

- Enter the name of the file that TEAM will export data to.

- Click Save

## Status Export to File ( continued )

### File Export Format

To set the file export format;

- Click the File Format icon

The File Format window is displayed

- Check each column to include in the export file

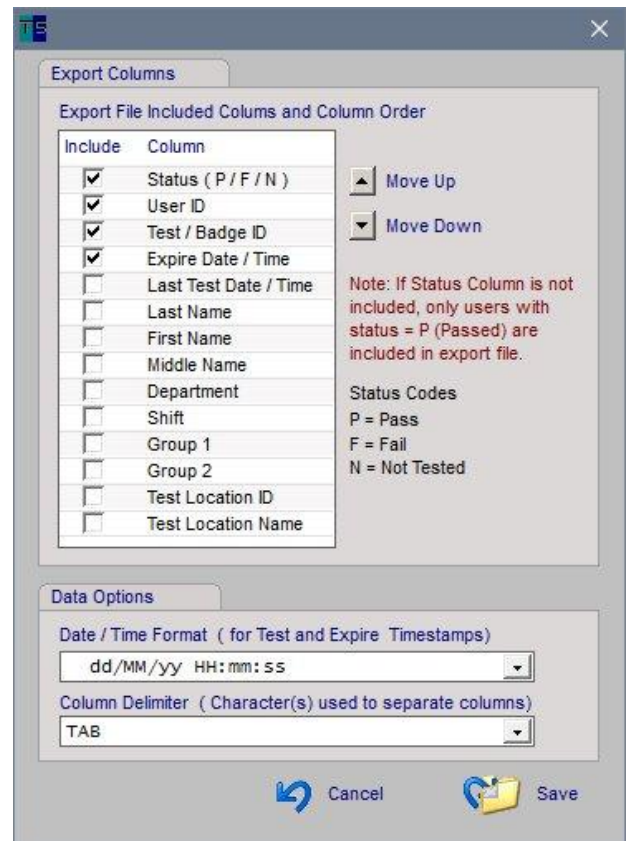
### Data Options - Date Time Format

- Choose the Date / Time format that is compatible with the system that will read the TEAM export file.

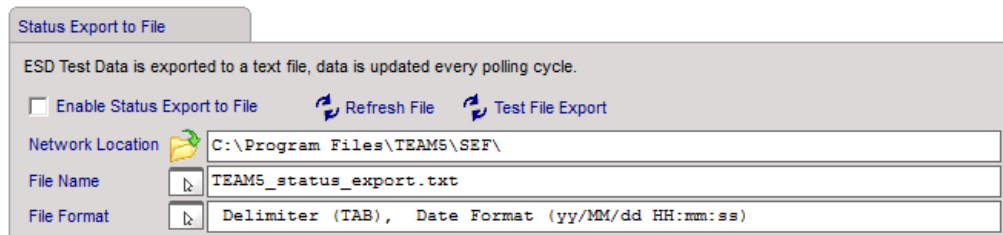
### Data Options - Column Delimiter

- Choose the Column Delimiter that is compatible with the system that will read the TEAM export file.

- Click Save



In the Status Export to file section



- Check the Enable box.

To test the File Export;

- Click the Test File Export icon
- Navigate to the File Export network location and open the file to verify data is being exported in the format you expect.
- Delete the Test Export file

In case of drive mapping or network problems, you may need to refresh the export file manually.

To Refresh the export file at any time;

- Click the Refresh Export File icon.

## Time Clock Export to File

The Time Clock Export to File process, is used to send Time Clock data to your Time and Attendance and/or Payroll system. After each polling cycle, TEAM updates a file with the current (midnight to current time of day) Time clock data.

To enable Time Clock Export to File;

- Go to the Admin - Network Admin page

- In the Time Clock Export to File section, Click the Network Location icon  
The Browse for Folder window will appear.
- Choose a network folder.

- Click the File Name icon  
The File Name window is displayed.

- Enter the name of the file that TEAM will export data to.

**Time Clock Export to File (continued)**

- Click the File Format icon.
- Choose User ID and/or Test ID
- The column order can be adjusted using the Move up/down buttons.

**Data Options**

- Choose the Date/Time format that is compatible with the system that will read the TEAM export file.
- Choose the Column Delimiter that is compatible with the system that will read the TEAM export file.

**Export Columns**

Export File Included Columns and Column Order

Include	Column
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Test / Badge ID
Required	Timestamp
Required	In / Out

Move Up  
Move Down

Note: User ID or Test ID required.

**Timestamp Options**

Date / Time Format (Test and Expire Timestamps)

☐ Split Date / Time into two columns

**Column Delimiter**

Character(s) used to separate columns

TAB

**In / Out Codes**

Replace In / Out codes with these characters

In / Out Codes	Replace In / Out codes with these characters
I = IN	I
O = Out	O

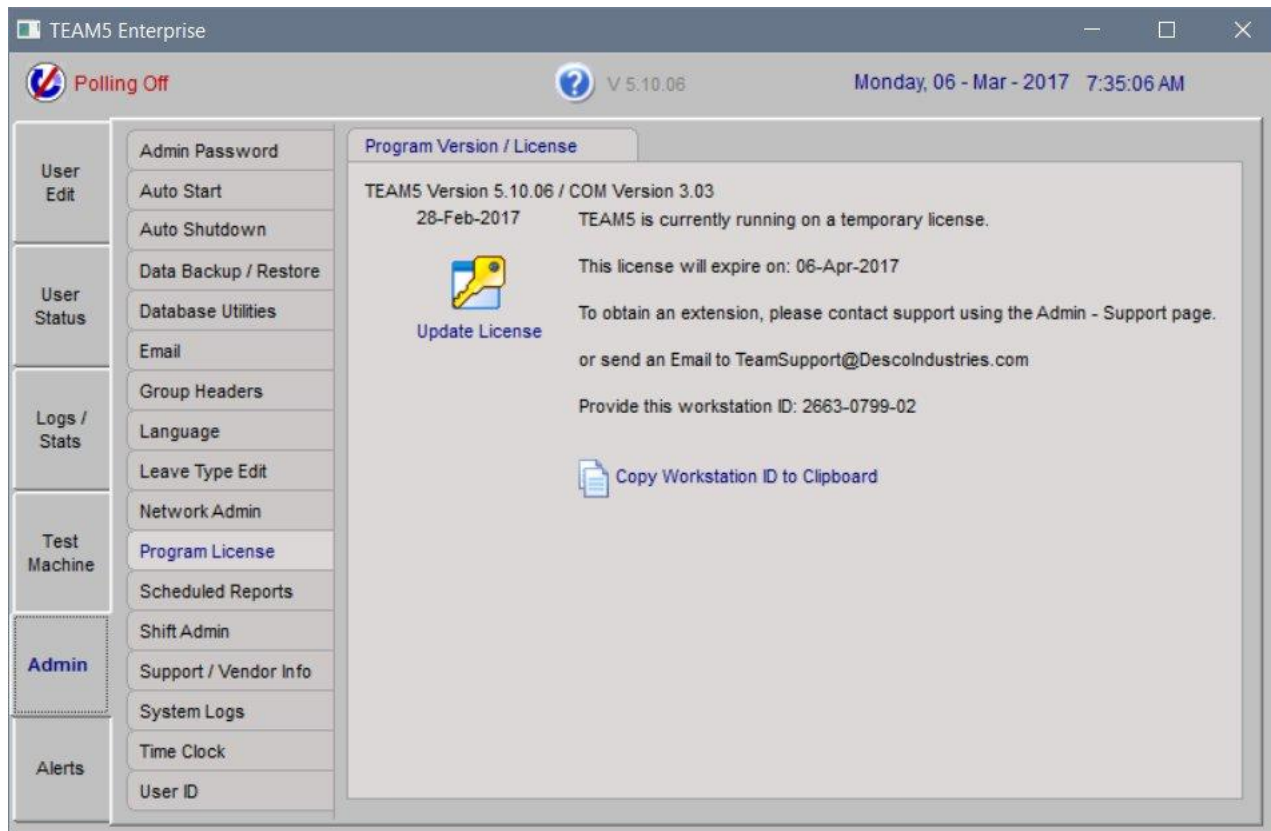
Cancel Save



## Program License

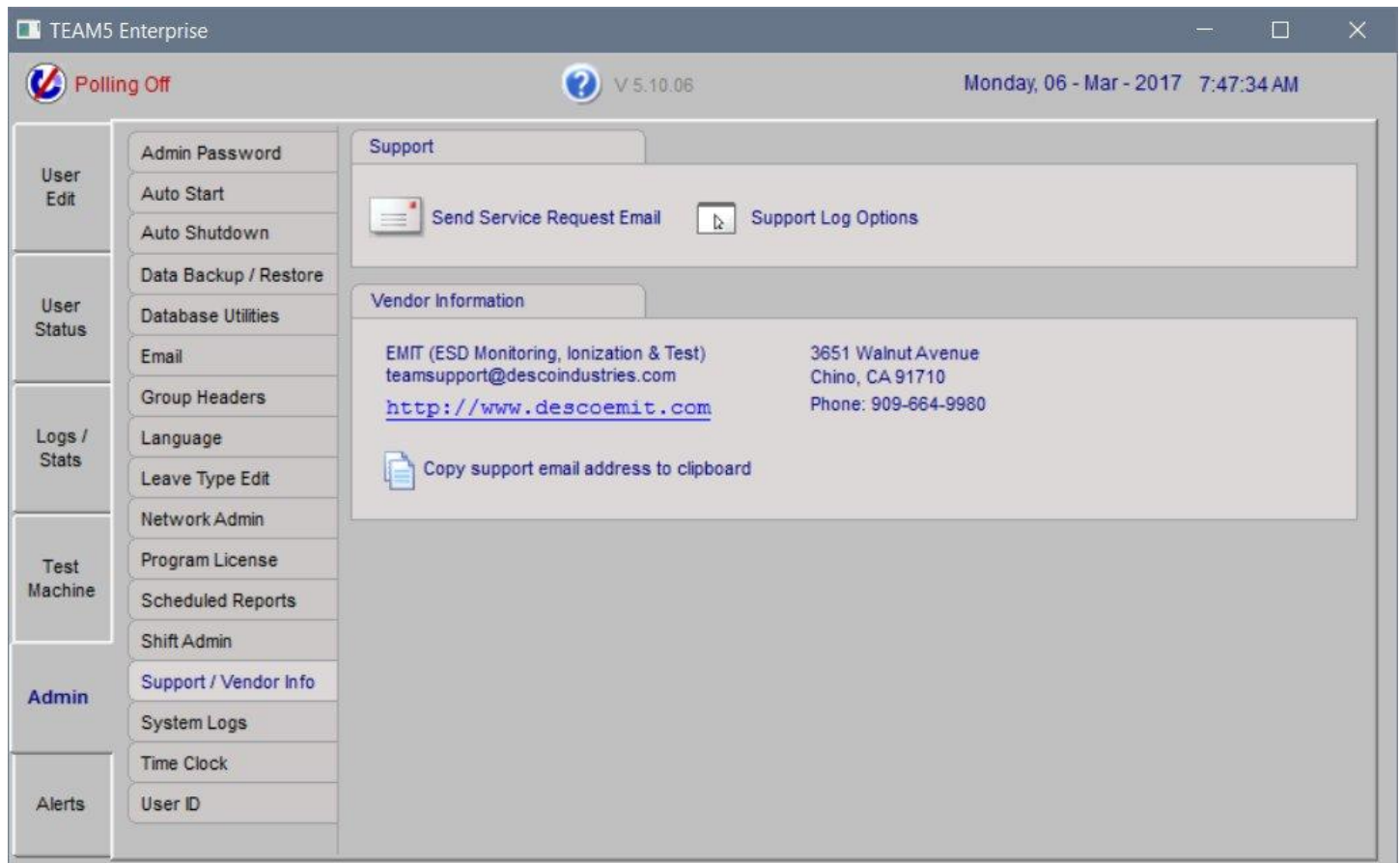
The Admin - Program License page shows the current license information.

License can be updated from this page by clicking the "Update License" icon and entering a new license key.



## Support / Vendor Info

Contact information for your TEAM5 Vendor and contact information is shown on the Admin - Support / Vendor page.



## System Logs

System logs show TEAM5 activity in chronological order.

Logs from the current day or any date range may be displayed on this page.

TEAM5 Enterprise

Polling Off V 5.10.06 Monday, 06 - Mar - 2017 7:49:38 AM

User Edit

User Status

Logs / Stats

Test Machine

Admin

Alerts

Admin Password

Auto Start

Auto Shutdown

Data Backup / Restore

Database Utilities

Email

Group Headers

Language

Leave Type Edit

Network Admin

Program License

Scheduled Reports

Shift Admin

Support / Vendor Info

**System Logs**

Time Clock

User ID

☐ Current Day

Log Date Range

Begin Date

Mar

2017

S

M

T

W

T

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S

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11

12

13

14

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24

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29

30

31

End Date

Mar

2017

S

M

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W

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F

S

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13

14

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31

Reset date range to current day

Filter On

Hide thread messages

Date / Time	Type	Description
2017-Mar-06 07:30:00	System Thread Message	Foreground thread ali
2017-Mar-06 07:30:00	System Thread Message	Background thread la
2017-Mar-06 07:34:44	System Stopped	DB Disconnect
2017-Mar-06 07:34:44	System Stopped	Normal Shutdown
2017-Mar-06 07:34:52	System Started	Manual Startup
2017-Mar-06 07:35:00	System Thread Message	Foreground thread ali
2017-Mar-06 07:35:00	System Thread Message	Background thread la
2017-Mar-06 07:36:29	System Stopped	DB Disconnect
2017-Mar-06 07:36:29	System Stopped	Normal Shutdown
2017-Mar-06 07:36:41	System Started	Manual Startup
2017-Mar-06 07:40:00	System Thread Message	Foreground thread ali
2017-Mar-06 07:40:00	System Thread Message	Background thread la
2017-Mar-06 07:40:41	System Stopped	DB Disconnect
2017-Mar-06 07:40:41	System Stopped	Normal Shutdown
2017-Mar-06 07:40:43	System Started	Manual Startup
2017-Mar-06 07:40:48	System Thread Message	Foreground thread ali
2017-Mar-06 07:40:48	System Thread Message	Background thread la
2017-Mar-06 07:45:00	System Thread Message	Foreground thread ali
2017-Mar-06 07:45:00	System Thread Message	Background thread la

## Admin - Time Clock

The Admin - Time Clock page contains various time punch settings and a special ESD Status of Not Clock In. See description below for more details.

TEAM5 Enterprise

Polling Off

V 5.10.06

Monday, 06 - Mar - 2017 7:51:40 AM

**User Edit**

- Admin Password
- Auto Start
- Auto Shutdown

**User Status**

- Data Backup / Restore
- Database Utilities
- Email

**Logs / Stats**

- Group Headers
- Language
- Leave Type Edit

**Test Machine**

- Network Admin
- Program License
- Scheduled Reports
- Shift Admin

**Admin**

- Support / Vendor Info
- System Logs
- Time Clock**

**Alerts**

- User ID

**Auto Time Clock IN after ESD Test**

- ☐ Do not automatically log time clock IN transactions
- ☒ Log a clock IN after EVERY ESD Test
- ☐ Log a clock IN after PASSED ESD Test

These settings are ignored if the Time Clock feature is enabled on a specific Smartlog

**Not Clocked In Status**

☒ Enable "Not Clocked In" status 24 Hours until Clock In expires

When enabled, the words "Not Clocked In" will be shown on status reports instead of "Not Tested" when no ESD has been performed and the last Clock IN has expired.

This feature requires Time Clock (Clock In) transactions are stored in TEAM5

These transactions can be imported automatically using the Admin - Network Admin "Data Sync" controls.

## Admin - User ID

The User ID is used to Identify an Operator and typically does not change. Whereas the TEST ID / Badge Number may change each time anew badge is issued.

## User ID Change

When enabled, Administrators can change User IDs from any on the User management applications such as Remote Admin and the User Edit page on the main TEAM5 Application.

## Link Unknown IDs

When operators begin testing before their User ID and Badge Number have been entered into TEAM5, this page allows any ESD Test transactions with unknown IDs to be linked with the user after the user information is added to TEAM5.

## Allow User ID to Perform Test on SmartLog

When enabled, the operator may enter their User ID from the keypad on the SmartLog Pro in case they do not have their badge.

## Non Sequential Badge Number (SmartLog V5 Only)

This does not apply to the SmartLog Pro.

Check this box when you have large blocks of non-sequential badge numbers for better ID lookup performance on the SmartLog V5.

The screenshot displays the TEAM5 Enterprise application interface. The top bar shows 'Polling Off', version 'V 5.10.06', and the date/time 'Sunday, 26 - Mar - 2017 8:39:32 PM'. The left sidebar contains a navigation menu with categories: User Edit, User Status, Logs / Stats, Test Machine, Admin, and Alerts. The main content area is titled 'User ID' and contains several configuration sections:

- User ID Change:** Includes a checkbox 'Allow User IDs to be changed' which is checked.
- Link Unknown IDs:** Includes a description 'Link unknown Test IDs to users who were added after the user began testing.' and a button 'Link Unknown IDs now.'.
- Allow User ID to Perform Test on Smartlog:** Includes a description 'When Enabled, operators may enter their User ID from the keypad on the Smartlog. Operators may also scan badge to perform test.' and a checkbox 'Enable' which is checked.
- Non Sequential Badge Numbers (SmartLog V5 Only):** Includes a description 'Enabled this feature when one or more badges are not readable by the Smartlog V5.' and a checkbox 'Enable Non-Sequential Badge number support' which is unchecked.



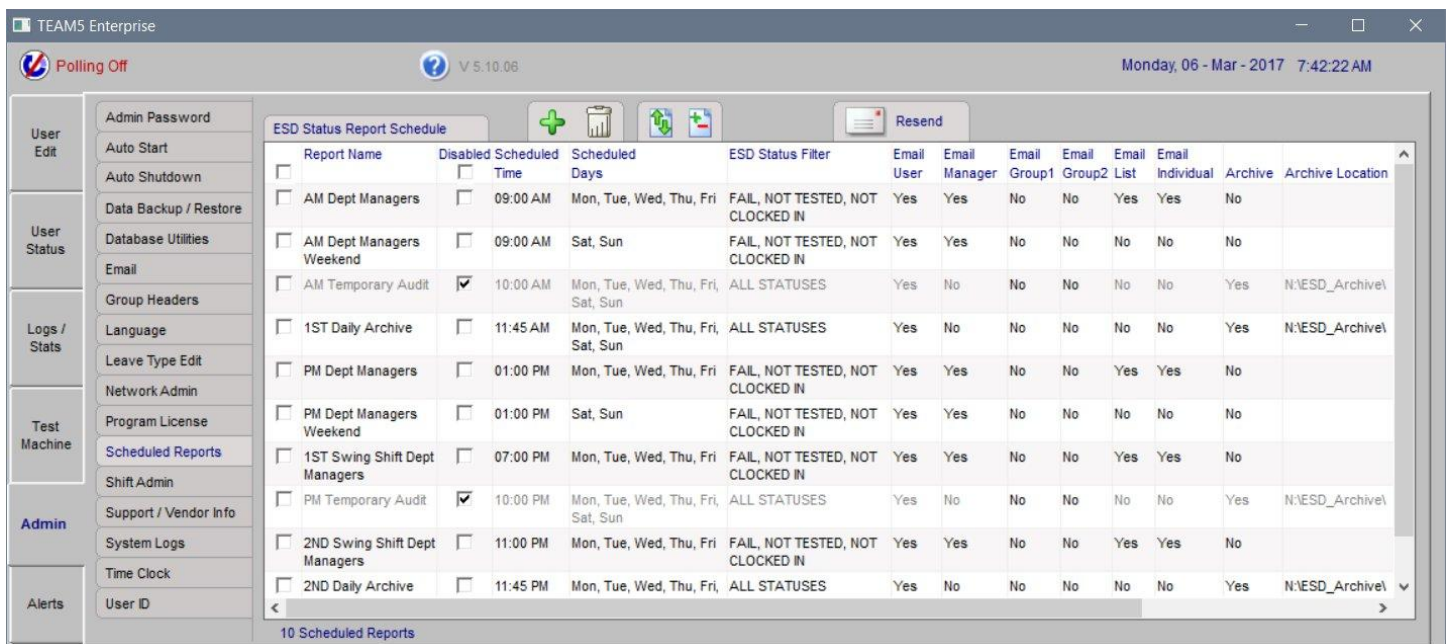
## Admin - Scheduled Reports

The Admin - Scheduled Reports page allows an unlimited number of scheduled reports to be sent at a specific time of day and day of week.

Reports may be sent to a one or more email addresses, email lists, and directly to the department manager(s) of each department.

Reports may be filtered to show only people who have for example, tested and failed, and no retest was performed before the scheduled report is generated. This report can be sent directly to the email address of the individual who failed the test.


Any report may also be archived to a file. Typically reports are archived to a shared network location to insure auditable reports are available even if the computer running TEAM5 is down.



Report Name	Disabled	Scheduled Time	Scheduled Days	ESD Status Filter	Email User	Email Manager	Email Group1	Email Group2	Email List	Email Individual	Archive	Archive Location
<input type="checkbox"/> AM Dept Managers	<input type="checkbox"/>	09:00 AM	Mon, Tue, Wed, Thu, Fri	FAIL, NOT TESTED, NOT CLOCKED IN	Yes	Yes	No	No	Yes	Yes	No	
<input type="checkbox"/> AM Dept Managers Weekend	<input type="checkbox"/>	09:00 AM	Sat, Sun	FAIL, NOT TESTED, NOT CLOCKED IN	Yes	Yes	No	No	No	No	No	
<input type="checkbox"/> AM Temporary Audit	<input checked="" type="checkbox"/>	10:00 AM	Mon, Tue, Wed, Thu, Fri, Sat, Sun	ALL STATUSES	Yes	No	No	No	No	No	Yes	N:\ESD_Archive\
<input type="checkbox"/> 1ST Daily Archive	<input type="checkbox"/>	11:45 AM	Mon, Tue, Wed, Thu, Fri, Sat, Sun	ALL STATUSES	Yes	No	No	No	No	No	Yes	N:\ESD_Archive\
<input type="checkbox"/> PM Dept Managers	<input type="checkbox"/>	01:00 PM	Mon, Tue, Wed, Thu, Fri	FAIL, NOT TESTED, NOT CLOCKED IN	Yes	Yes	No	No	Yes	Yes	No	
<input type="checkbox"/> PM Dept Managers Weekend	<input type="checkbox"/>	01:00 PM	Sat, Sun	FAIL, NOT TESTED, NOT CLOCKED IN	Yes	Yes	No	No	No	No	No	
<input type="checkbox"/> 1ST Swing Shift Dept Managers	<input type="checkbox"/>	07:00 PM	Mon, Tue, Wed, Thu, Fri	FAIL, NOT TESTED, NOT CLOCKED IN	Yes	Yes	No	No	Yes	Yes	No	
<input type="checkbox"/> PM Temporary Audit	<input checked="" type="checkbox"/>	10:00 PM	Mon, Tue, Wed, Thu, Fri, Sat, Sun	ALL STATUSES	Yes	No	No	No	No	No	Yes	N:\ESD_Archive\
<input type="checkbox"/> 2ND Swing Shift Dept Managers	<input type="checkbox"/>	11:00 PM	Mon, Tue, Wed, Thu, Fri	FAIL, NOT TESTED, NOT CLOCKED IN	Yes	Yes	No	No	Yes	Yes	No	
<input type="checkbox"/> 2ND Daily Archive	<input type="checkbox"/>	11:45 PM	Mon, Tue, Wed, Thu, Fri	ALL STATUSES	Yes	No	No	No	No	No	Yes	N:\ESD_Archive\

The report list may be sorted and filtered to make report schedule management easier.

If a report schedule is missed due to an email server or network problem, any report may be re-sent within 24 hours by clicking the "Re Send" icon.

By clicking on any report, or clicking  "Add a new report" the "Scheduled Report Settings" window will be displayed.



## Admin - Scheduled Reports (continued)

All attributes of a scheduled report may be edited from the "Scheduled Reports Settings" window.

**Send to Dept Manager(s)** - When the "Send To Department Manager(s)" box is checked each report is split into several reports so that a department manager will only see the people in their department. This feature creates a report with a smaller number of people so that managers do not need to scroll through hundreds or thousands of names.

### Scheduled Email Recipients

In addition to Department Managers, reports may also be directed to any number of external email addresses.

### Scheduled Report Filter

The reports may also be customized by applying a report filter.

- Click the filter icon

The Report Filter window is displayed

- Check or Un-check Values and columns to add or remove from report.
- Click save

**Scheduled Report Settings**

Email Format: **HTML & Text Attachment** ☐ Do Not Send when no operators on report

Report Name: **AM Dept Managers** Select time of day: **09:00 AM** Select Weekday(s): ☐ All ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun

☐ Archive Report to File

**Automatic Recipient Lists** ?

- ☒ Department Managers
- ☐ Group1
- ☐ Group2

☐ All Department Managers

☒ 100 ☐ 200 ☐ 300

Selected Dept: 1

**Send To Individual Email**

☐ Name

- ☐ Abbott, Robert P
- ☐ Acevedo, James
- ☐ Baird, Georg
- ☐ Baker, Margo
- ☐ Cabrera, Aaron N
- ☐ Cain, Phyllis
- ☒ TEAM SUPPORT
- ☐ Test 7

Selected Addresses: 1

**Send To Email Lists**

List Name	Email Recipients
<input type="checkbox"/> List One	Abbott, Robert P
<input checked="" type="checkbox"/> List Three	Abbott, Robert P, Acevedo, James, Baird, Georg
<input type="checkbox"/> List Two	Abbott, Robert P, Acevedo, James

**Send an email alert to each user**

☒ When Checked, an email is sent to each person with ESD Status = Status Filter

Email Format: **Text Only**

Note: Only users with email addresses assigned on the User Edit Page will receive an email

## Admin - Scheduled Reports (continued)

### Save Settings

After adjusting report settings, click the save icon to the right of the Day of week selector.

### Additional Scheduled Report Filters

By clicking the Report Filter Icon on the Admin - Scheduled Reports page the filter window will be displayed. The filter window allows scheduled reports to be filtered by ESD Status, Department, Shift, Group1 and Group2.

**Scheduled Report Settings**

Email Format: **HTML & Text Attachment** ☐ Do Not Send when no operators on report Report Filter Sort Order Save

Report Name: **AM Dept Managers** Select time of day: **09:00 AM** Select Weekday(s): ☐ All ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun

☐ Archive Report to File

**Automatic Recipient Lists** ?

- ☒ Department Managers
- ☐ Group1
- ☐ Group2

☐ All Department Managers

<input checked="" type="checkbox"/> 100
<input type="checkbox"/> 200
<input type="checkbox"/> 300

Selected Dept: 1

**Send To Individual Email**

Name
<input type="checkbox"/> Abbott, Robert P
<input type="checkbox"/> Acevedo, James
<input type="checkbox"/> Baird, Georg
<input type="checkbox"/> Baker, Margo
<input type="checkbox"/> Cabrera, Aaron N
<input type="checkbox"/> Cain, Phyllis
<input checked="" type="checkbox"/> TEAM SUPPORT
<input type="checkbox"/> Test 7

Selected Addresses: 1

**Send To Email Lists**

List Name	Email Recipients
<input type="checkbox"/> List One	Abbott, Robert P
<input checked="" type="checkbox"/> List Three	Abbott, Robert P, Acevedo, James, Baird, Georg
<input type="checkbox"/> List Two	Abbott, Robert P, Acevedo, James

**Send an email alert to each user**

☒ When Checked, an email is sent to each person with ESD Status = Status Filter Note: Only users with email addresses assigned on the User Edit Page will receive an email

Email Format: **Text Only**

## Admin - Alerts

The TEAM5 Alert System sends emails to managers when certain critical system or user event occur. The Alert System has three pages Alert Log, Alert Email and Preferences

### Alert Log

The Alert Log page shows system alerts for a specific time period.

To access the Alert Log;

- Click the Alerts page
- Click the Choose Date Range icon
- Select Begin / End date
- Click the Refresh Icon

	Alert Time	Description	Message	Email Recipients
1	26-MAR-2017 01:00:00 AM	Daily Database Compact and Repair Alert	Sample message - Daily Database Compact and Repair Alert	Test Email1 <test.email1@company.com
2	26-MAR-2017 02:00:00 AM	Database size exceeded alert limit	Sample message - Database size exceeded alert limit	Test Email2 <test.email2@company.com
3	26-MAR-2017 03:00:00 AM	Failed ESD Test without Re-Testing	Sample message - Failed ESD Test without Re-Testing	Test Email3 <test.email3@company.com
4	26-MAR-2017 04:00:00 AM	Auto Backup	Sample message - Auto Backup	Test Email4 <test.email4@company.com
5	26-MAR-2017 05:00:00 AM	Auto User Import from File or Database	Sample message - Auto User Import from File or Database	Test Email5 <test.email5@company.com
6	26-MAR-2017 06:00:00 AM	Auto Leave Time Import from File	Sample message - Auto Leave Time Import from File	Test Email6 <test.email6@company.com
7	26-MAR-2017 07:00:00 AM	Smartlog High Fail Percentage	Sample message - Smartlog High Fail Percentage	Test Email7 <test.email7@company.com
8	26-MAR-2017 08:00:00 AM	Smartlog Communication	Sample message - Smartlog Communication	Test Email8 <test.email8@company.com
9	26-MAR-2017 09:00:00 AM	DESCO Legacy Export	Sample message - DESCO Legacy Export	Test Email9 <test.email9@company.com

## Admin - Alerts (continued)

### Alert Email Recipients

The Alert Email Recipients page allows email address lists and individual email addresses to be assigned to Alerts.

To access the Alert Email Recipients Page;

- Click the Alerts Page
- Click the Alert Email Recipients Page
- To Edit the recipient list for any Alert, click the edit icon and select recipients.

TEAM5 Enterprise

Polling Off V 5.10.06 Sunday, 26 - Mar - 2017 9:31:47 PM

**Alert Options**

☐ Disable All Alerts Resend Frequency 15 Min

No Alerts will be sent The resend frequency is the amount of time TEAM waits to send duplicate alerts when alert conditions persist. Persistent alerts are those that are not resolved between polling cycles.

**Alert Recipient List** Edit All Email Recipients ☒ Show help text ☒ Show All Alerts

Alert Description	Enabled	Edit Recipients	Alert Recipients
Calibration Alert Alert is sent once a day prior to calibration expiring on any Smartlog. Go to Alert - Preferences page to set number of days.	<input type="checkbox"/>		NO Recipients
Daily Database Compact and Repair Alert Alert is sent when database compact and repair can not complete and a manual database repair must be performed. Go to Admin - Auto Shutdown page to enable this alert.	<input checked="" type="checkbox"/>		Email Lists ( List One, 1 Internal, 0 External ) Abbott, Robert P, Cain, Phyllis
Database size exceeded alert limit Alert is sent when database size exceeds a preset limit. Go to Alert - Preferences page to set database size limit.	<input checked="" type="checkbox"/>		Email Lists ( List Two, 2 Internal, 0 External ) Abbott, Robert P, Acevedo, James, Cain, Phyllis, Cabrera, Aaron N
DESCO Legacy Export Alert is sent when TEAM is unable to write data to the legacy export database "Smartlogger".	<input type="checkbox"/>		NO Recipients

**Alerts**

**Admin - Alerts (continued)****Automatic Alert Names and Descriptions**

<b>Alert Name</b>	<b>Description</b>
Auto Backup	Alert is sent if TEAM is unable to complete a backup due to a network drive being unavailable.'
Calibration	Alert is sent once a day prior to calibration expiring on any Smartlog.
Daily Database Compact and Repair Alert	Alert is sent when database compact and repair can not complete and a manual database repair must be performed.
Database size exceeded alert limit	Alert is sent when database size exceeds a preset limit.
DESCO Legacy Export	Alert is sent when TEAM is unable to write data to the legacy export database "Smartlogger".'
Failed ESD Test without Re-Testing	Alert is sent when a user tests and fails and does not re-test and pass within a preset time limit.
Leave Time Import from File	Alert is sent if TEAM is unable to import data from a Leave Time Import File or if shared network drive is unavailable.'
License Expiring	For Systems not using a USB License Dongle, Alert is sent prior to the Soft-License Key expiring.
Max Consecutive Failed Tests Alert	Alert is generated when one or more people have failed more consecutive tests than are allowed. An email is sent to the Department Manager(s) of the person who generated the alert.
No ESD Test after Clock IN	Alert is sent when a user clocks in but does not perform an ESD test and pass within a preset time limit. Note: Time Clock Import from File or Database must be enabled on the Admin - Net Admin page.
Operator Certification Expiring	Alert is sent once a day prior to certifications expiring for any operator
Remote User Admin	Alert is sent when the Remote Admin Application, shared network folder can not be written to.
Remote User Status	Alert is sent when the Remote Status Application, shared network folder can not be written to.
Smartlog Communication	Alert is sent when a Smartlog can not be found online.
Smartlog High Fail Percentage	Alert is sent when a Smartlog exceeds a preset Pass/ Fail Ratio.
Status Export to Database	Alert is sent when the Export to Database function can not locate the external database.
Status Export to File	Alert is sent when the Export to File function can not write to the external network file location.
Time Clock Export to Database	Alert is sent when the Time Clock Export to Database function can not locate the external database.
Time Clock Export to File	Alert is sent when the Time Clock Export to File function can not write to the external file location.
User Import from File or Database	Alert is sent if TEAM is unable to import data from a User Import File or Database.'
Web User Status Monitor	Alert is sent when the Network Status Monitor, shared network folder can not be written to.

## Admin - Alerts (continued)

### Alert Preferences

Several of the system and ESD status alerts have a number of preferences used to control how the alerts are generated. These are the Alerts with additional preference settings.

#### Calibration

The screenshot shows the TEAM5 Enterprise Admin - Alerts interface. The left sidebar contains a navigation menu with the following items: User Edit, User Status, Logs / Stats, Test Machine, Admin, and Alerts (highlighted). The main content area is divided into three sections: ESD Test Machine Alerts, Database Alerts, and User ESD Test Alerts. The ESD Test Machine Alerts section is active, showing the Calibration alert. The Calibration alert is enabled, and its description is: "This alert is sent when operator certifications are nearing their expiration date". The "Begin sending Daily Email Alerts" is set to 31 days before certification expires. The User ESD Test Alerts section is also visible, showing options for "No ESD Test after Clock IN", "Failed without Retesting", "Max Consecutive Failures", and "ESD Certification Expiring".

Section	Alert Name	Description	Settings
ESD Test Machine Alerts	Calibration	This alert is sent when operator certifications are nearing their expiration date	Begin sending Daily Email Alerts: 31 days before certification expires
	High Fail Percentage		
Database Alerts	Database Size		
User ESD Test Alerts	No ESD Test after Clock IN		
	Failed without Retesting		
	Max Consecutive Failures		
	ESD Certification Expiring		

#### High Fail Percentage

The screenshot shows the TEAM5 Enterprise Admin - Alerts interface. The left sidebar contains a navigation menu with the following items: User Edit, User Status, Logs / Stats, Test Machine, Admin, and Alerts (highlighted). The main content area is divided into three sections: ESD Test Machine Alerts, Database Alerts, and User ESD Test Alerts. The ESD Test Machine Alerts section is active, showing the High Fail Percentage alert. The High Fail Percentage alert is enabled, and its description is: "This alert is sent when Smartlog's Pass/Fail ratio exceeds a preset value in a 24 hour period." The "Max Pass Fail Ratio allowed" is set to 60%, and the "Check Pass / Fail ratio every" is set to 12 hour(s). The User ESD Test Alerts section is also visible, showing options for "No ESD Test after Clock IN", "Failed without Retesting", "Max Consecutive Failures", and "ESD Certification Expiring".

Section	Alert Name	Description	Settings
ESD Test Machine Alerts	Calibration		
	High Fail Percentage	This alert is sent when Smartlog's Pass/Fail ratio exceeds a preset value in a 24 hour period.	Max Pass Fail Ratio allowed: 60% Check Pass / Fail ratio every: 12 hour(s)
Database Alerts	Database Size		
User ESD Test Alerts	No ESD Test after Clock IN		
	Failed without Retesting		
	Max Consecutive Failures		
	ESD Certification Expiring		



## Alert Preferences (continued)

### Database Size

The screenshot shows the 'TEAM5 Enterprise' application window. The top status bar indicates 'Polling Off', version 'V 5.10.06', and the date/time 'Monday, 27 - Mar - 2017 2:46:26 AM'. On the left, a navigation pane lists 'User Edit', 'User Status', 'Logs / Stats', 'Test Machine', 'Admin', and 'Alerts'. The 'Alerts' section is expanded, showing 'Alert Log', 'Alert Email', and 'Preferences'. Under 'Preferences', 'Database Alerts' is selected, and 'Database Size' is the active alert type. The main panel shows the 'Enable Database Size Alerts' checkbox checked. Below it, a text box explains: 'This alert is generated when the database exceeds a certain size.' Further down, it says 'Begin sending Daily Email Alerts when database size exceeds' followed by a dropdown menu set to '500' and the unit 'megabytes'.

### No ESD Test after Clock IN

The screenshot shows the 'TEAM5 Enterprise' application window with the same top status bar and left navigation pane. In the 'Alerts' section, 'User ESD Test Alerts' is selected, and 'No ESD Test after Clock IN' is the active alert type. The main panel shows the 'Enable No ESD Test after Clock IN Alert' checkbox checked. Below it, a text box explains: 'This alert is sent when a user clocks in but does not perform an ESD test and pass within a preset time limit. Note: Time Clock Import from File or Database must be enabled on the Admin - NetAdmin page.' Further down, it says 'Users must test within' followed by a dropdown menu set to '1 Hour' and the text 'after clocking in.' A note below states: 'Note: The time period also determines how often this alert is sent. If the time period is set for 60 minutes, TEAM will check each hour for people who have clocked in but not performed an ESD test within 60 minutes of the clock in.' At the bottom, three checkboxes are checked: 'Show User ID on Alert', 'Show Test ID on Alert', and 'Send Alert to Department Manager(s)'.

**Alert Preferences (continued)**

## Failed without Retesting

The screenshot shows the 'Failed without Retesting' alert preference window in the TEAM5 Enterprise application. The window title is 'TEAM5 Enterprise'. The status bar at the top indicates 'Polling Off', version 'V 5.10.06', and the date/time 'Monday, 27 - Mar - 2017 2:48:06 AM'. The left sidebar contains navigation links: 'User Edit', 'User Status', 'Logs / Stats', 'Test Machine', 'Admin', and 'Alerts'. The main content area is divided into three sections: 'Alert Log', 'Alert Email', and 'Preferences'. The 'Preferences' section is active, showing 'ESD Test Machine Alerts' with options for 'Calibration', 'High Fail Percentage', 'Database Alerts' (including 'Database Size'), and 'User ESD Test Alerts' (including 'No ESD Test after Clock IN', 'Failed without Retesting' (selected), 'Max Consecutive Failures', and 'ESD Certification Expiring'). The 'Failed without Retesting' section is expanded, displaying the following settings:

- ☒ **Enable Failed ESD Test without Re-Testing Alert**
- Alert is sent when a user tests and fails and does not re-test and pass within a preset time limit.
- Users must re-test within  minutes
- Note: The Retest period also determines how often this alert is sent. If the retest period is set for 60 minutes, TEAM will check each hour for people who failed and did not re-test in the previous hour.
- ☐ Send Alerts after Test Time Out (same as Fail)
- ☒ Send Alert for Both Fail High and Fail Low
- ☐ Send Alert for Fail High only
- ☐ Send Alert for Fail Low only
- ☐ Show User ID on Alert
- ☐ Show Test ID on Alert
- ☐ Send Alert to Department Manager(s)
- Number of test history days to show on Alert message.

## Max Consecutive Failures

The screenshot shows the 'Max Consecutive Failures' alert preference window in the TEAM5 Enterprise application. The window title is 'TEAM5 Enterprise'. The status bar at the top indicates 'Polling Off', version 'V 5.10.06', and the date/time 'Monday, 27 - Mar - 2017 2:51:28 AM'. The left sidebar contains navigation links: 'User Edit', 'User Status', 'Logs / Stats', 'Test Machine', 'Admin', and 'Alerts'. The main content area is divided into three sections: 'Alert Log', 'Alert Email', and 'Preferences'. The 'Preferences' section is active, showing 'ESD Test Machine Alerts' with options for 'Calibration', 'High Fail Percentage', 'Database Alerts' (including 'Database Size'), and 'User ESD Test Alerts' (including 'No ESD Test after Clock IN', 'Failed without Retesting', 'Max Consecutive Failures' (selected), and 'ESD Certification Expiring'). The 'Max Consecutive Failures' section is expanded, displaying the following settings:

- ☒ **Enable Max Consecutive Failure Alerts**
- This alert is generated when one or more people have failed more consecutive tests than are allowed. An email is sent to the Department Manager(s) of the person who generated
- Max consecutive test failures allowed
- Retest Time Span (HH:MM)  ( Tests prior to time span are ignored )
- ☐ Show Test ID on Alert
- ☐ Show User ID on Alert
- ☒ Send Alert to Department Manager(s)

**Alert Preferences (continued)**

## ESD Certification Expiring

The screenshot shows the TEAM5 Enterprise software interface. The title bar reads "TEAM5 Enterprise". Below the title bar, there is a status bar with a "Polling Off" indicator, a version number "V 5.10.06", and a timestamp "Monday, 27 - Mar - 2017 2:52:13 AM".

The main interface is divided into a left sidebar and a main content area. The sidebar contains the following menu items: "User Edit", "User Status", "Logs / Stats", "Test Machine", "Admin", and "Alerts". The "Alerts" menu item is currently selected.

The main content area is divided into two sections. The left section contains a list of alert types: "Alert Log", "Alert Email", "Preferences", "ESD Test Machine Alerts", "Calibration", "High Fail Percentage", "Database Alerts", "Database Size", "User ESD Test Alerts", "No ESD Test after Clock IN", "Failed without Retesting", "Max Consecutive Failures", and "ESD Certification Expiring". The "ESD Certification Expiring" alert type is currently selected.

The right section of the main content area displays the configuration for the "ESD Certification Expiring" alert. It includes a checkbox labeled "Enable Certification Alerts" which is checked. Below this, there is a text box stating "This alert is sent when operator certifications are nearing their expiration date". At the bottom, there is a label "Begin sending Daily Email Alerts" followed by a dropdown menu showing "31" and the text "days before certification expires".

## Moving TEAM5 Software / Restoring to a new computer

This procedure details how to move the TEAM5 software and database from one computer to another.

Procedure 1 ( Use this procedure if the old system is NOT operational)

- Locate last backup from old system
- Install Software on new system
- Restore data.

Procedure 2 ( Use this procedure if the old system is operational)

- Backup Data
- \*\*\*IMPORTANT - DO NOT SKIP THIS STEP\*\*\*
- Install Most Recent Updates to Old System <http://esdteam.net/team5.html>
- Backup Data a second time
- Install software on new system <http://esdteam.net/team5.html>
- Restore data from old system

## Backup Old System

If your old system is non-functional then locate the most recent automated backup.

The Backup is comprised of two files:

yyyy-mm-dd\_\_hh.mm.ss ap\_team5.database.bak

yyyy-mm-dd\_\_hh.mm.ss ap\_team5.registry.bak

Where yyyy-mm-dd\_\_hh.mm.ss ap = the date and time the backup was performed.

Open the registry backup file using Windows Notepad and read the version number of the program.

Example: app\_version|5.04.01

If this version does not match the current version, please call DESCO to get the install program that matches your older version.

If your old system is functional Perform a manual backup.

- Select the Admin - Database page, Click Backup Now
- Update TEAM with the latest version <http://esdteam.net/team5.html>
- Do a second backup

## Install Software on New System

### 1) Move License Dongle

Remove the license dongle from the old computer and install it on the new system. Here is a link to the USB License Drivers for XP and Vista <http://esdteam.net/team5/usb.exe>

### 2) Re-Install TEAM

Install TEAM on the new system. IMPORTANT: If your old system is not working, use the old install program.

## Restore Database and Preferences on New System

Go to the Admin tab and click the "Restore" icon.

A window will be displayed that will allow you to choose the location of each of the backup files.

After selecting both backup files, click "Restore"

## Apply Updates

If you have an older version of TEAM5,

Download and run the latest version of TEAM5 Update from the <http://esdteam.net/team5.html> page.

END

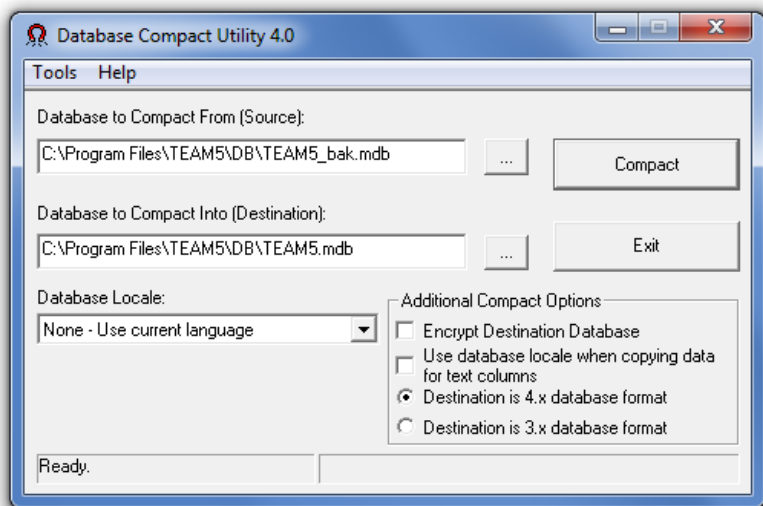
## Repairing a TEAM5 Database

If a TEAM5 database becomes corrupt, it may be possible to repair the database using the Microsoft JETCOMP.EXE program. This program and the database file are located in the folder:

C:\Program Files\TEAM5\DB

To Repair a database;

- Using Windows Explorer, open the TEAM5 Database folder  
C:\Program Files\TEAM5\DB
- Rename the TEAM5 database file from TEAM5.mdb to TEAM5\_bak.mdb
- Open the JETCOM.EXE program
- Select the file you just renamed as the (Source)
- Enter the following as the (Destination)  
C:\Program Files\TEAM5\DB\TEAM5.mdb
- Click the 'Compact' button
- The Status Bar at the bottom of the window will show the progress of database repair process.
- When the Status Bar shows "Ready", the repair process is complete
- Click Exit
- Restart TEAM



## Repairing a TEAM Basic Database

If the Team Basic database becomes corrupt, it may be possible to repair the database using the Microsoft JETCOMP.EXE program. This program and the database file are located in the folder:

C:\Program Files\TEAM Basic\DB

To Repair a database;

- Using Windows Explorer, open the TEAM Basic Database folder  
C:\Program Files\TEAM Basic\DB
- Rename the database file from team\_basic.mdb to team\_basic\_bak.mdb
- Open the JETCOM.EXE program
- Select the file you just renamed as the (Source)
- Enter the following as the (Destination)  
C:\Program Files\TEAM Basic\DB\team\_basic.mdb
- Click the 'Compact' button
- The Status Bar at the bottom of the window will show the progress of database repair process.
- When the Status Bar shows "Ready", the repair process is complete
- Click Exit
- Restart Team Basic

