Warning!

Please read the user manual included in this work as it contains important information related with safety of installation and use of the device.

Only persons who read the user manual may use the device.

The user manual must be kept because it may be required in the future. The device is to be used exclusively for purposes specified in this user manual.

The device must be unpacked prior to starting-up. After removing the packaging make sure the device is in working order. If the product has defects, it should not be used until it is repaired.

The product is intended for use at home and commercial use and may not be used for other than intended use.

The manufacturer is not liable for damages resulting from not adhering to the rules contained in the user manual, therefore, we recommend to follow the aforementioned safety rules for operation and maintenance of the device. In this way you will ensure yourself safety and avoid causing damage to the device.

The manufacturer and the supplier are not liable for losses or damages arising out of the product, including financial or intangible losses, loss of profits, income, data, pleasure from use of the product or other products related with it - indirect, incidental or consequential loss or damage. The above provisions apply whether the loss or damage concerns:

1. Deterioration of quality or the lack of operation of the products or products related with it due to damage as well as the lack of access to the product when it is undergoing repair, which results in stoppage the loss of user's time or a break in business activity;
2. Improper results of operation of the product or products related with it;
3. It applies to losses and damages according to any legal category, including negligence and other losses, termination of a contract, expressed or implied guarantee and strict liability (even if the manufacturer or the supplier was notified about the possibility of occurrence of such damages).

Safety measures:

Particular attention at designing was directed to quality standards of the device where ensuring safety of operation is the most important factor.

The device must be secured against contact with caustic, staining and viscous fluids.

The RCP Master 4 application is dedicated to time and attendance analysis. The RCPM4-250 version is a license for 250 employees, 1 workstation.

User attendance is registered electronically by logging in of the employee on the T&A terminal by means of dedicated ID (card, key-fob or PIN code). Based on the history of the registered events the software enables to analyse employee's attendance and calculates the total work time including some periods like overtime, night shifts, delegations, holidays, etc.

Attention! Licensing system of the RCP Master 4 software requires use of license key and connection of the RUD-6-LKY hardware key. The hardware key must be connected to workstation with installed License Server service.

Attention! The purchase of the RCP Master 4 license requires the transfer of the company's data: full name, address, VAT ID (optional). The transferred data is then included in the license file and visible in the program in which the license file was activated. The data provided for issuing the license are not used for other purposes by ROGER.

After completing the form on the website www.roger.pl you should send us the ID number of the application which is visible on the form at the very bottom and in the email confirming the dispatch of the form. The ID number is necessary to place an order for RCP Master so that the license will be assigned to the data entered by you.
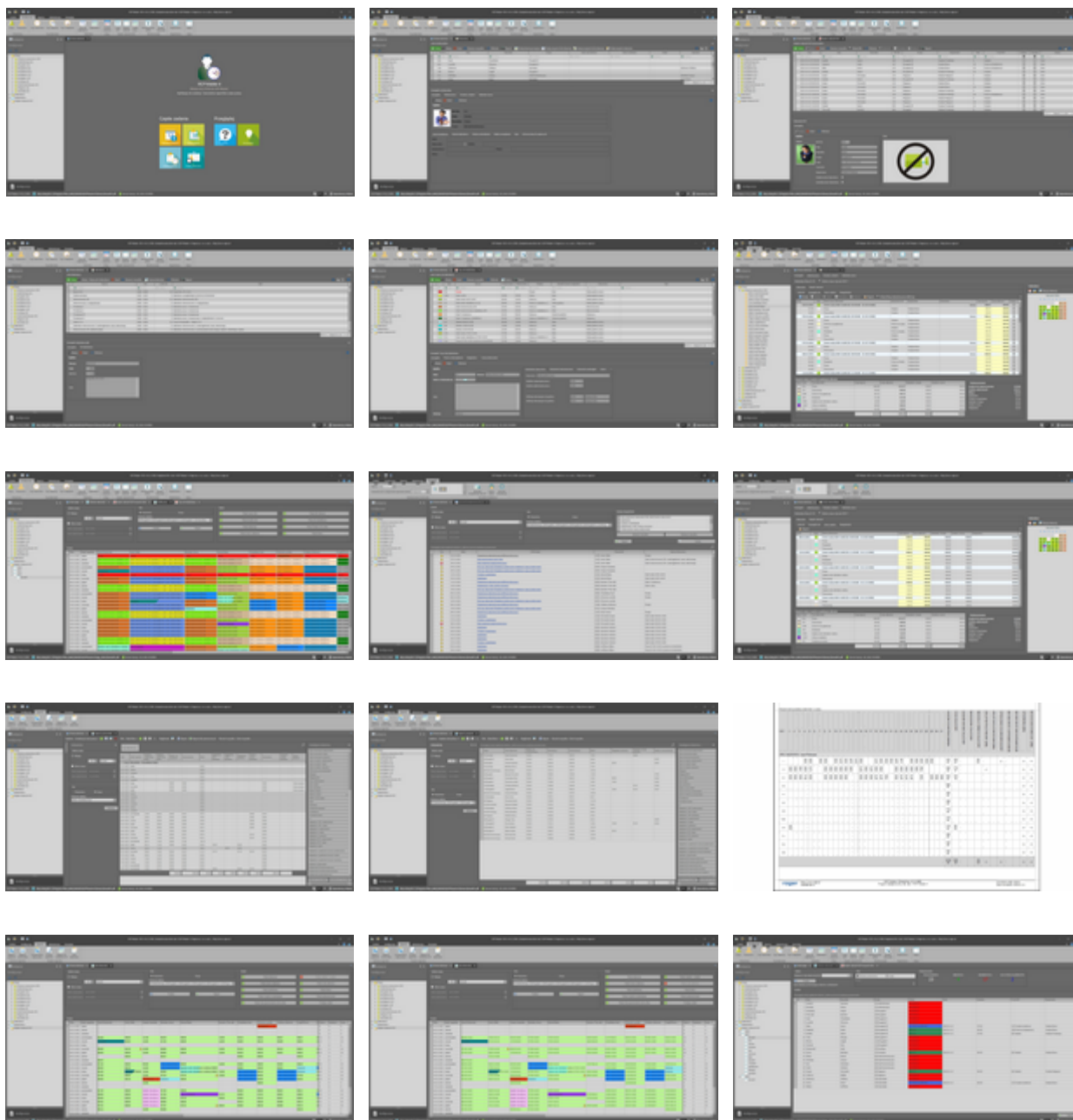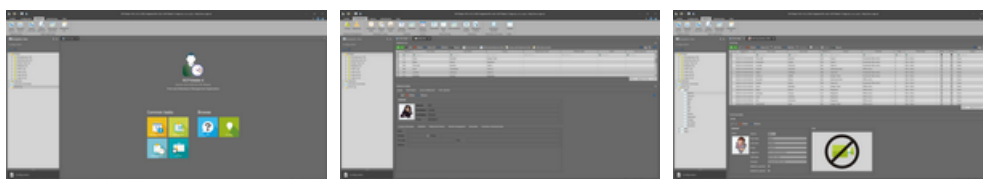
License:	RCP Master 4
Number of employees:	max. 250
Number of workstations:	1
Main features:	• Export to personnel and payroll programs • Configuration and T&A events importing possibility from RACS 4 and RACS 5 access control systems • Data exchange (users, T&A modes and events) on database level with RACS 5 system • Optional automatic assignment of daily working time in case of on-duty leave • Serial operations (absences, leave limits) • Definition of holidays and report on their usage • Individual work time calendars with the possibility to correct calendars for particular employees (e.g. working in different time, changeover, etc.) • Possibility to define standard and non-standard work time, support for multi-shift working system • Support for paid/unpaid breaks and overtime (10 predefined types) • Possibility to create any composition of reports, both cumulative for employee group and individual for particular employees • Report Wizard for creating custom reports according to user requirements • Custom reports templates wizard • Report exporting in such formats as Adobe Acrobat (.pdf), Microsoft Excel (.xls) and Rich Text Format (.rtf) • Possibility to define operator accounts for management of particular groups of employees • MS SQL CE or MS SQL Server database types • Possibility of operation with database from third party software (own implementation of T&A events inserting by external system) • Free of charge updates within the same versions of software • Definition of access granting types, calendars, attendance and absence types, maximal and minimal attendance times (e.g. maximal daily break of particular type) • Additional options related to late comings, early leavings, rounding the time for work start and end, inclusion of time before and after standard working hours, etc. • Possibility to correct and insert missing T&A events and to modify absences New features in RCP Master 4: • Operation in a web browser (as part of the RCP Master 4 Web application) • Continuous calendars • Defining patterns of calendars • Hourly absences • Management of holiday requests • Accepting and rejecting events • Annual record sheet of working time • The ability to create your own types of overtime • Skipping intermediate events • Rounding off calculated times • Service entrance with automatic opening of the day • Automatic counting of overtime during the night hours • Flag about non-performance of the standard within days • An offset of the first entry and the last exit
Supported operating systems:	Windows
Supported languages:	English, Polish
Manufacturer / Brand:	ROGER

Example screenshots PL:

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Example screenshots EN:

PACKAGE

Dimensions (L x W x H): 0x0x0 mm	Gross Weight: 0 kg