



RCP Master 4 software is dedicated to time and attendance analysis, worktime billing, and providing payroll data. Time and attendance data processed by RCP Master 4 may come from an external file, electronic recorders (T&A terminals), or an access control system. RCP Master 4 calculates components periods of time and attendance (working time, breaks, overtime, night work, business trips, holidays, etc.) and provides payroll data. In addition, the software provides a number of additional useful features, intended for monitoring the employee's attendance as well as the organization of work thus improving the operation of companies and their everyday efficiency. RCP Master 4 can operate independently or as an integral part of the RACS access control system. In the

second case, the program automatically imports time and attendance data from the access control system, which significantly simplifies the system use. The flexible licensing system RCP Master 4 enables the selection of licenses depending on the size of the company that will use the solution. The application provides a user-friendly interface, enables multi-station operation as well as management from the web browser (RCP Master 4 Web module). The program is intended for use in the HR and accounting departments of companies working in various business areas such as manufacturing, logistics, offices, universities, health care, public sector, and many others.



Features:

- application for Microsoft Windows OS
- MS SQL CE or MS SQL Server database
- integration with RACS 4 or RACS 5 access control systems
- support for RCP Master 4 Web (T&A management via web browser)
- individual work calendars with the possibility of calendar correction (working off, replacing, etc.)
- defining fixed or non-standard working hours
- support for a multi-shift work system
- accepting and rejecting overtime
- handling of paid and unpaid breaks and overtime
- defining individual types of presence and absence
- on-duty and private entrances, exits
- correcting and completing missing T&A events
- daily and hourly absences
- attendance list
- status of attendance monitoring (present, absent, on-duty departure)
- creating individual and group reports
- export of reports to Adobe Acrobat (.pdf), Microsoft Excel (.xls) and Rich Text Format (.rtf)
- T&A data export to payroll applications

Ordering guide	
Item	Description
RCPM4-TRIAL	RCP Master 4 60-day trial license
RCPM4-25	RCP Master 4 license for 25 employees; single workstation
RCPM4-50	RCP Master 4 license for 50 employees; single workstation
RCPM4-100	RCP Master 4 license for 100 employees; single workstation
RCPM4-250	RCP Master 4 license for 250 employees; single workstation
RCPM4-500	RCP Master 4 license for 500 employees; single workstation
RCPM4-1000	RCP Master 4 license for 1000 employees; single workstation
RCPM4-2000	RCP Master 4 license for 2000 employees; single workstation

Ordering guide	
Item	Description
RCPM4-4000	RCP Master 4 license for 4000 employees; single workstation
RCPM4-1WS	License extension for one additional workstation is calculated as 20% of price for particular license version
RCPM4-UPG	RCP Master 4 upgrade is calculated as difference between new licence and the license already owned
RCPM-v3to4	Upgrade from RCP Master 3 to RCP Master 4 calculated as 30% of the full RCP Master 4 license
RUD-6-LKY	Software hardware key

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This document is not intended to be a technical specification of the product and has informative character only. The Manufactures of product reserves right to change its characteristic without notice. The product features listed in this document refer to the entire series and depends on particular product version, configuration and additional equipment.

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