SCL Control Horario manual

How to install the program, set the schedules and the terminals, and keep the clock records day to day. For version 2.0 on Windows.

Download on the App Store

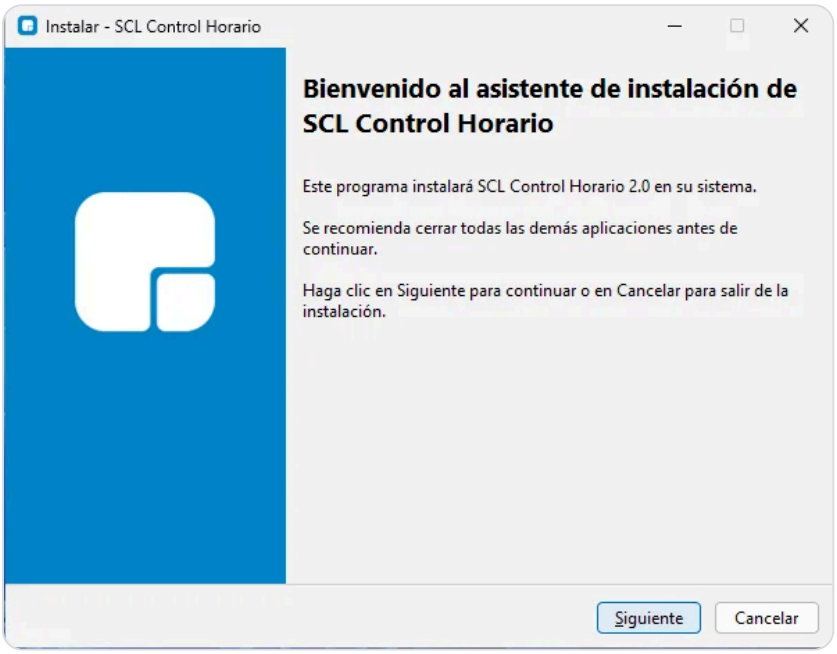
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Install

You need a computer with Windows 10 or 11, 64-bit, that is on while people clock in. The terminals and the phones connect to it.

1. Download the installer from prisnap.com/control-horario with the button Download for Windows.
2. Open it. Windows says «Windows protected your PC» because the installer has no code signing certificate. Click «More info» and then «Run anyway».
3. Click Next. The installer copies the program and starts it.
4. Click Finish to open SCL Control Horario.



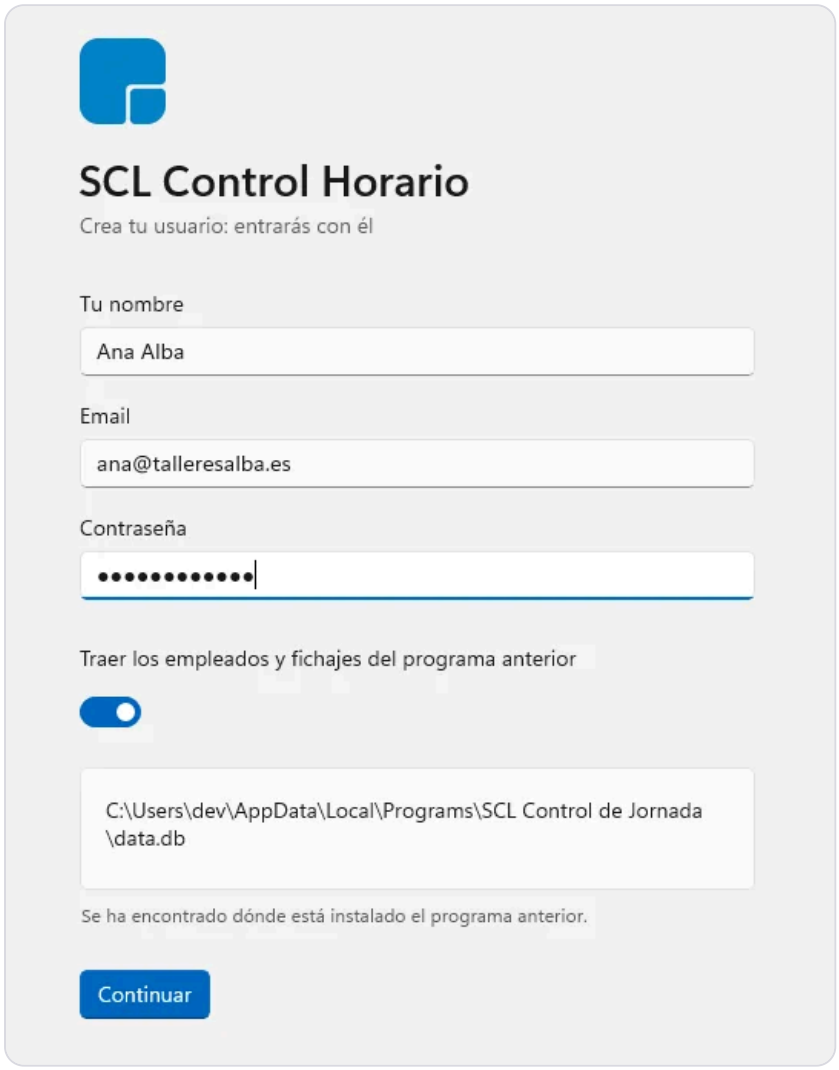
The program runs as a Windows service: it starts with the computer, even when nobody signs in. The service that reads the terminals is installed with it. The Start menu gets SCL Control Horario and Connect the terminals.

> The data is kept on this computer, in C:\ProgramData\SCL Control Horario. Uninstalling the program does not delete it.

The first start

The first time, the program asks you to create your user. It can only be done on the computer where it is installed, so nobody else on the network can do it first.

1. Write your name, your email and a password. You sign in with them from then on.
2. If you used the previous fichajes program, leave «Bring in the old program's employees and clock records» on. The program finds its data.db by itself.
3. Click Continue.

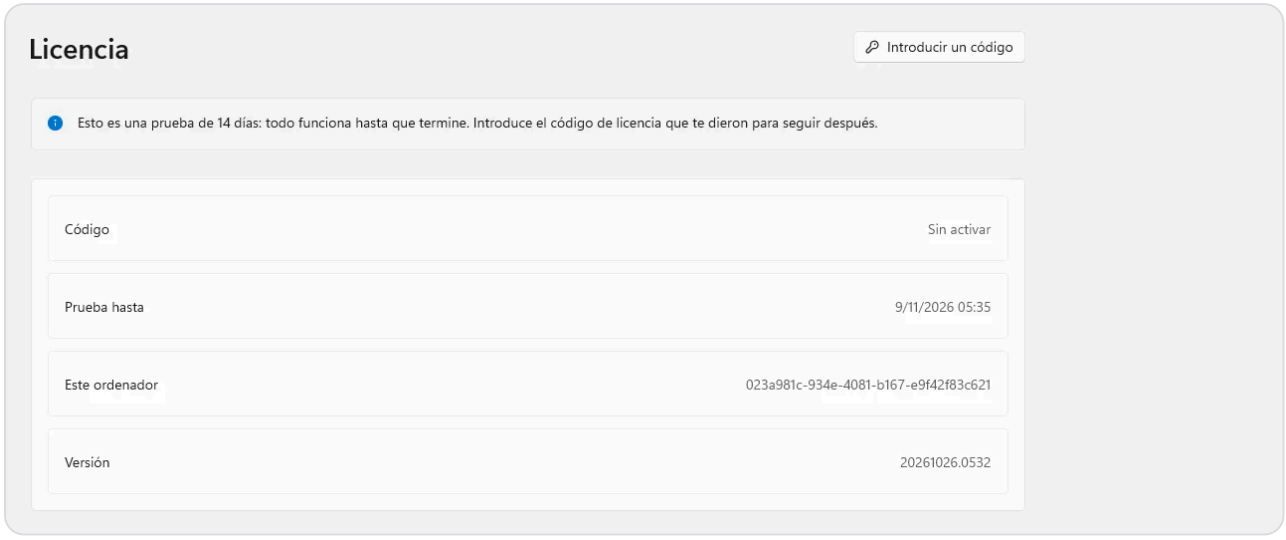


The import brings the employees with their number, PIN and card, their schedules and every clock record. The old program is left as it was. It can also be done later, in Settings › This computer › Bring in the old program, while there are no employees.

The licence

For 14 days the program works fully without a licence. After that, without one, the data can be read but not changed, and employees keep clocking in.

1. Open Settings › This computer › Licence.
2. Click Enter a code, write the licence code and click Activate.



With internet the licence renews itself every 30 days. Without internet a new code has to be entered every 30 days. A licence is for one computer: to move it to another, activate it there.

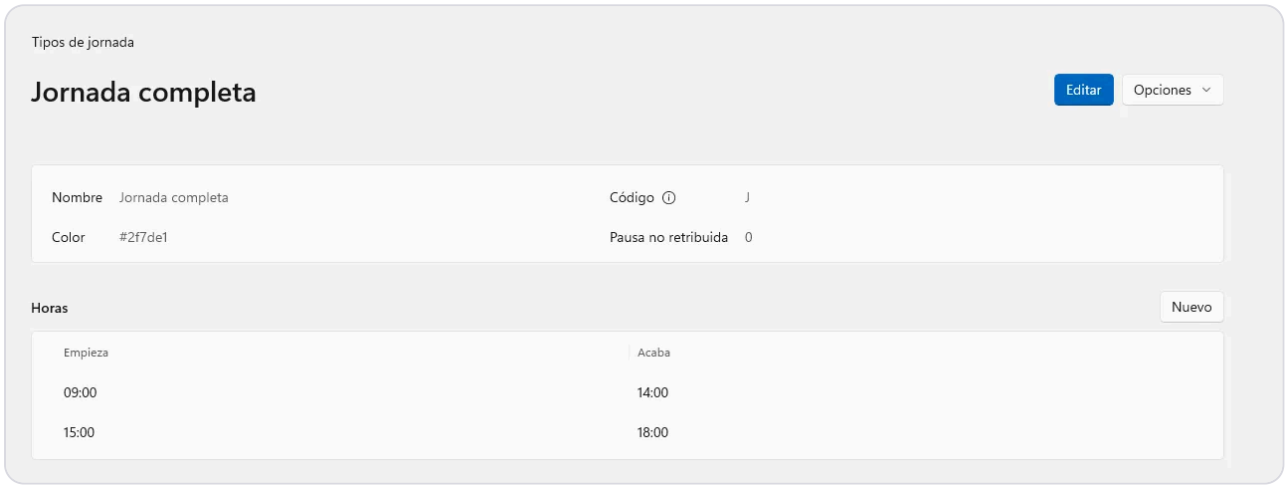
Schedules

The hours each employee should work each day come from four things, from the most general to the most specific: their weekly schedule, the schedule periods, the holidays and the rota. With them the program knows the hours planned for each day and warns of what does not add up.

Kinds of day

A kind of day is the hours of a working day, for example a split day from 9 to 14 and from 15 to 18. The program comes with one like that.

1. Open Settings › Attendance › Kinds of day and click New.
2. Write its name, a short code (what the rota shows: M, T, N) and choose a colour.
3. Add its stretches of hours, when each starts and ends. A stretch that ends before it starts ends the next day, as a night shift from 22 to 6.
4. If it has a break that is not paid inside its stretches, put it in Unpaid break.

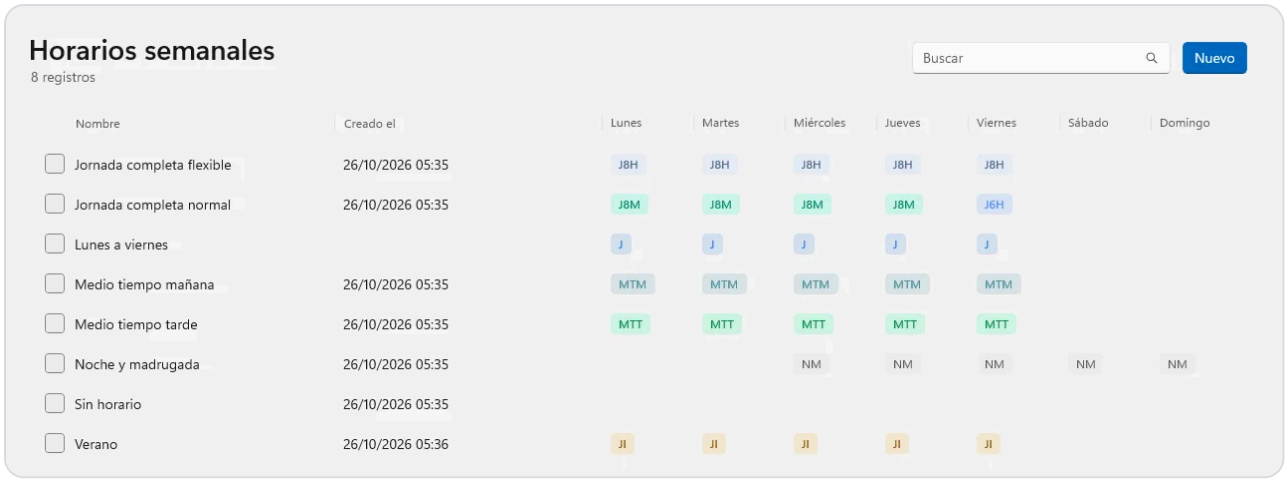


An unpaid break that is not clocked does not count as worked. On a day from 9 to 18 with one hour of break, someone who works from 9 to 18 without stopping has 8 hours worked and one of break. Someone who leaves early loses nothing.

Weekly schedules

A weekly schedule says which kind of day each weekday has. An empty day is a day off. The program comes with one from Monday to Friday.

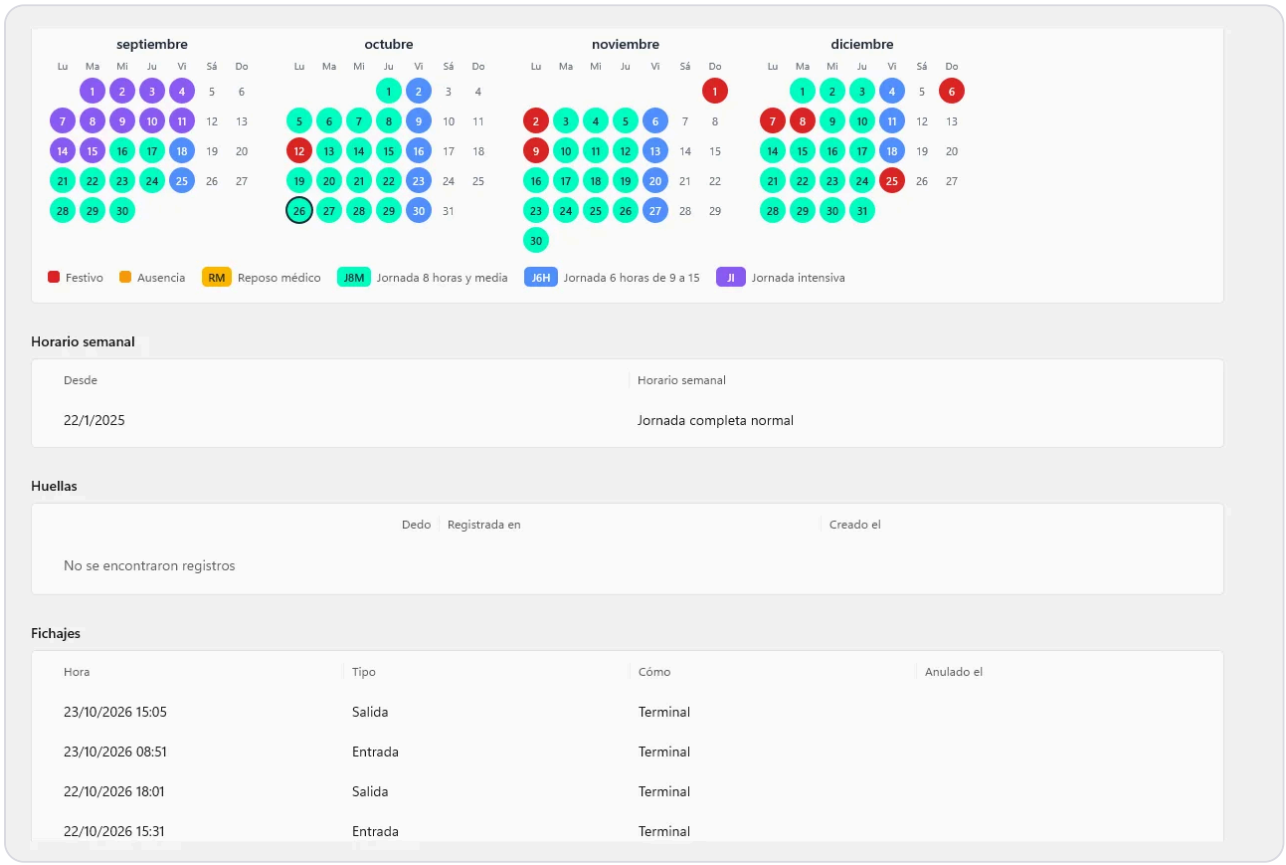
1. Open Settings › Attendance › Weekly schedules and click New.
2. Give it a name and choose the kind of day of each weekday.



Each employee's schedule

In each employee's record, the list Weekly schedule says which schedule they follow from which day. To change it, add a row with the new schedule and the day it starts. The months before keep the schedule they had.

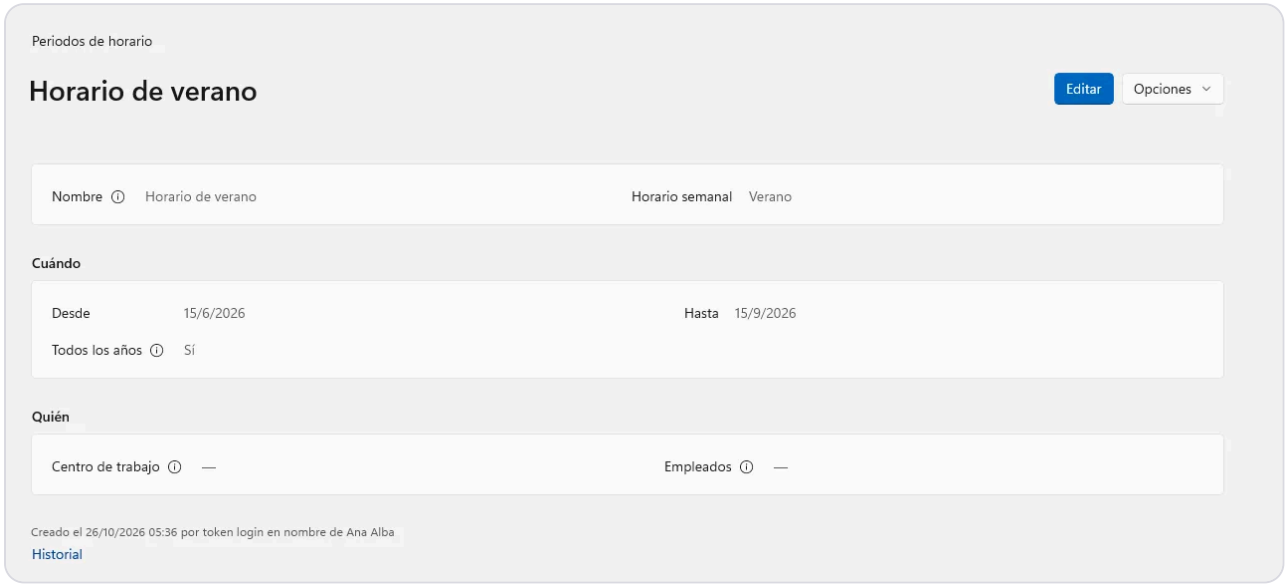
A new employee gets the schedule in Settings › Attendance › Weekly schedule of a new employee, from their start date.



Schedule periods

A period changes the weekly schedule between two dates: the summer hours from 15 June to 15 September, or Christmas.

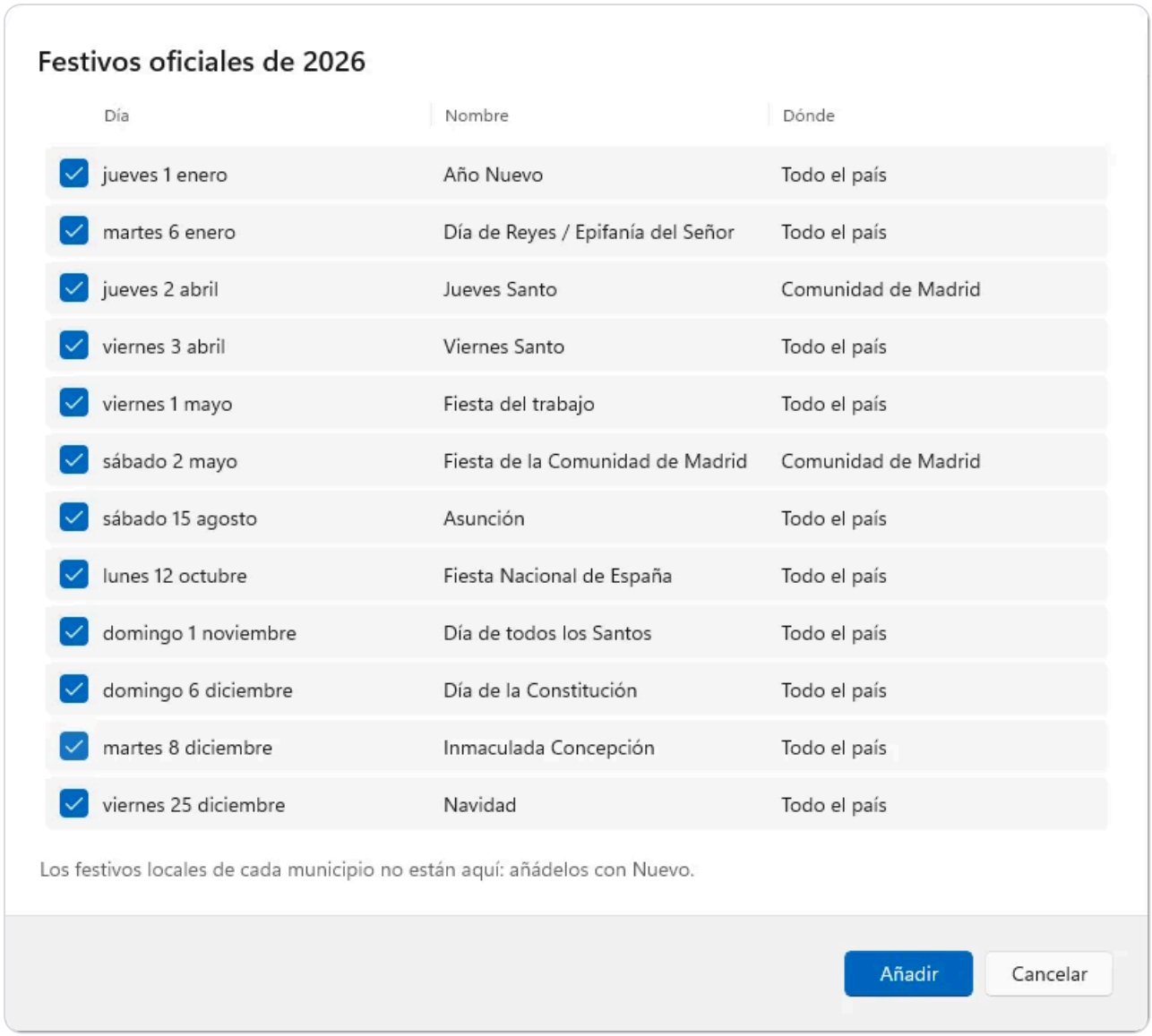
1. First make the period's weekly schedule, for example «Summer» with a continuous day from 8 to 15.
2. Open Settings › Attendance › Schedule periods and click New.
3. Choose the weekly schedule and the dates, and turn on Every year so it repeats without making it again.
4. Leave Workplace and Employees empty for everybody, or choose a workplace or some employees.



Holidays

A holiday is a day nobody works. It is for the whole company or for one workplace, as holidays change with the region and the town. Each employee gets the company's holidays and those of their workplace.

1. Open Settings › Attendance › Holidays and click Official holidays.
2. Choose the year, your region and the workplace in that region, and click Next.
3. Untick the ones you do not want and click Add. The national ones are kept for the whole company and the region's for the workplace chosen.



A town's own holidays are not on the list: add them with New, with their date and workplace. One on the same day every year, as Christmas, is marked Every year. One that moves, as Good Friday, is entered each year.

When somebody works on a holiday, give them that day in the rota with its kind of day: they will have their hours planned.

The rota

The rota shows the month of every employee, each day with the code of its kind of day. It changes single days of a person: another shift, a day off, or back to their schedule.

1. Open Attendance › Rota.
2. Click a day of an employee, or drag over several days and click Change them.
3. Choose a kind of day, a day off, or what the weekly schedule says. Turn on Every year when it repeats each year.



Change the rota does the same for several employees and some weekdays at once. Copy days copies what some days plan to others: a week's shifts to the following weeks.

Agreements and vacation

An agreement says how many days of vacation it gives a year, counted in working days or in calendar days. Make yours in Settings › Attendance › Agreements and choose it in each employee's record. An employee with other days has them in their record, in Vacation days a year.

Employees

Attendance › Employees has each person's record.

- Employee number: the one they use on the terminal. Empty, they get the next one.
- Card and PIN: the card they hold to the terminal and the PIN they type on the tablet. The PIN is made with New PIN.
- Email: what they sign in to the Fichar app with. It may be a name, such as santi, instead of an address. Their password is set with Set password.
- Start date: no hours are planned before it.
- Workplace and agreement.

When someone leaves the company, delete their record: it goes to the trash and their clock records stay, as the law asks to keep them 4 years.

Terminals

The office's Anviz terminals are read by the terminals' service the program installs. Every 30 seconds it brings their new records and gives them the employees, with their number, name, PIN and card.

Connect the service, once

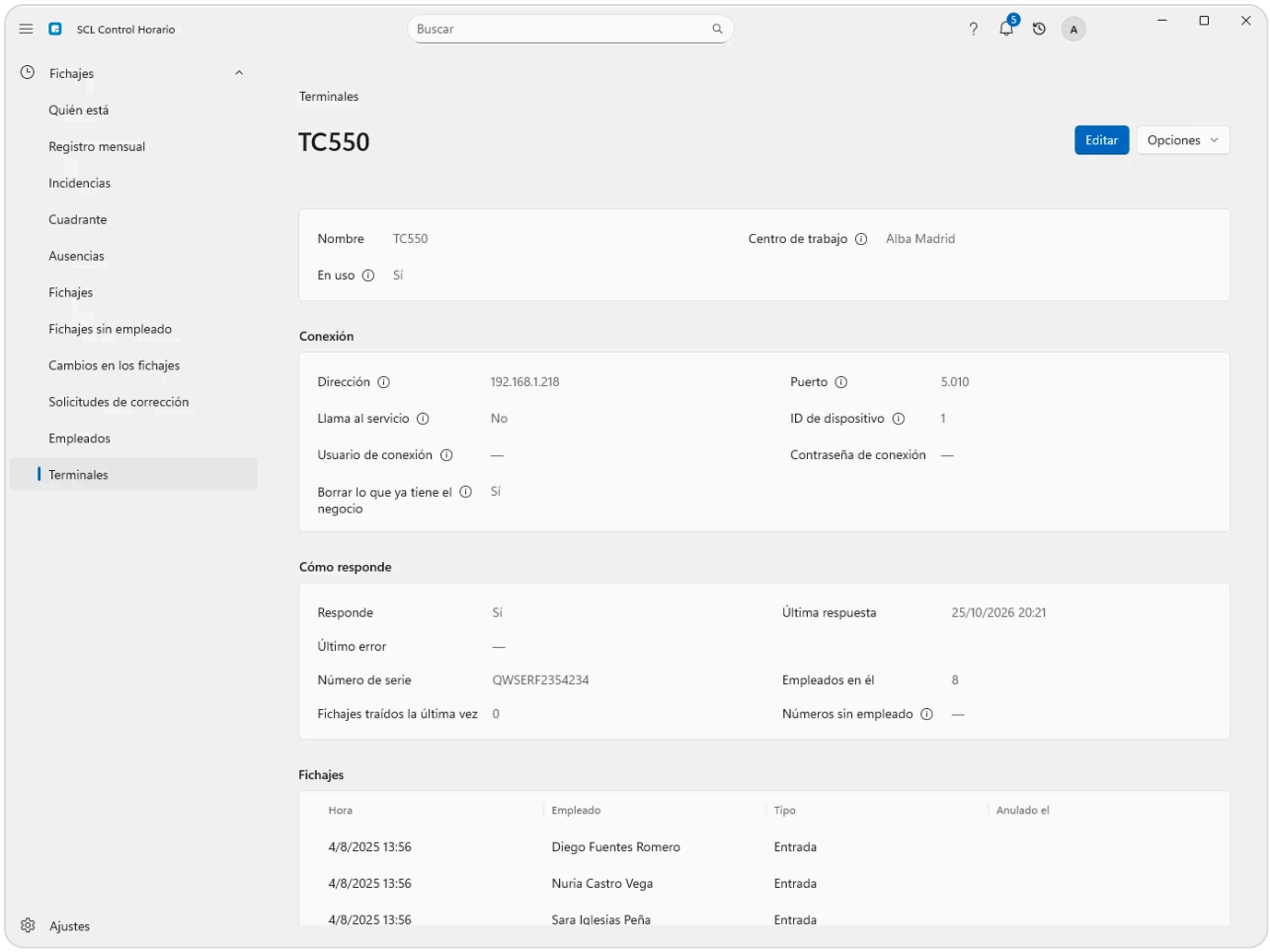
1. In the program, open Settings › Attendance › Terminals' service and click Connect a service. It shows a code that works for 10 minutes.
2. In the Start menu, open Connect the terminals and type the code.



Add a terminal

1. Open Attendance › Terminals and click Find terminals: the service tries the office's network and lists those that answer. Tick yours and click Add.
2. Or click New and write a name and the IP address the terminal's screen shows.

In under a minute the terminal says Answering, with its serial number and the employees it holds.



From an employee's record a fingerprint is enrolled on a terminal (Enrol a fingerprint) or their card is read (Read their card). A fingerprint enrolled on one terminal reaches the others.

A record of a number no employee has waits in Attendance › Records with no employee. Give that number to an employee and the record goes to them.

Clocking in with the phone

Employees clock in with the Prisnap Control Horario app, for iPhone and Android, when their phone is on the office's wifi.

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1. Open Attendance › Phones. It shows a QR code.
2. On each phone, open Prisnap Control Horario, tap Add a workplace, Scan the office's code, and point it at the QR.
3. The employee signs in with their email and the password set in their record.



Settings › Attendance › Location when clocking says whether the app sends where the phone is at the moment of clocking.

A tablet at the door

A tablet at the door lets each employee clock in with their PIN.

1. Open Attendance › Tablets and click Add a tablet. It shows a code that works for 10 minutes.
2. On the tablet, install Prisnap Control Horario, tap Use as the shared tablet, then Scan the office's code, point it at the QR of Attendance › Phones and type the code.



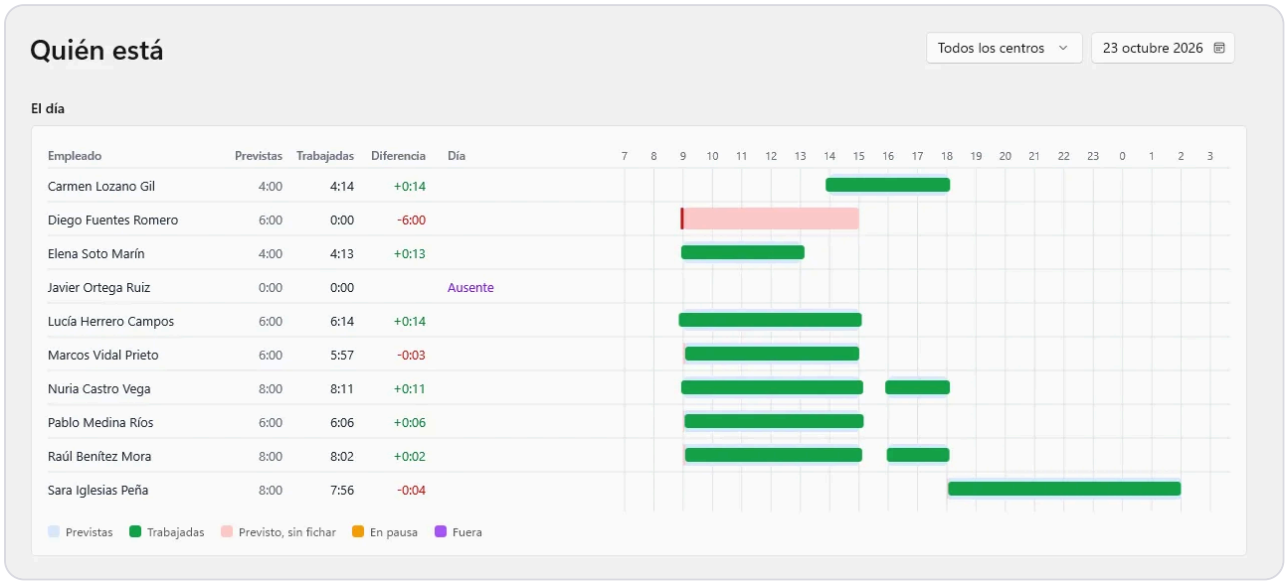


After five wrong PINs in a row, the tablet waits a minute before another try, twice as long after each one, up to 15 minutes.

Day to day

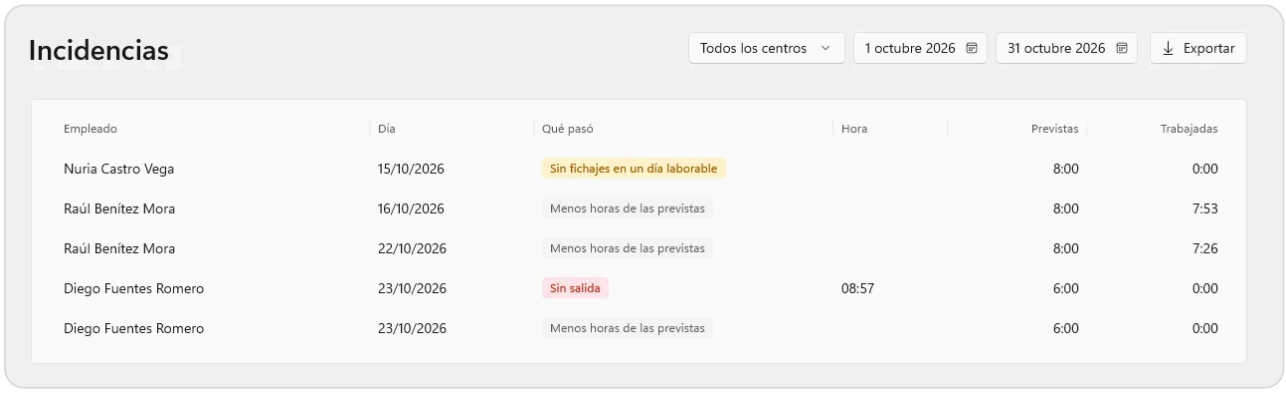
Who is in

Attendance › Who is in shows each employee's day: the hours planned, worked and the difference, and a bar with when they worked.



Incidents

Attendance › Incidents lists what does not add up: a clock-in with no clock-out, a working day with no records or fewer hours than planned. A few minutes short is no incident: the margin is in Settings › Attendance.



Correct a record

A clock record is never deleted. It is voided with a reason, or corrected: the program voids the original and writes another that says which one it replaces. Everything stays in Attendance › Changes to the records.

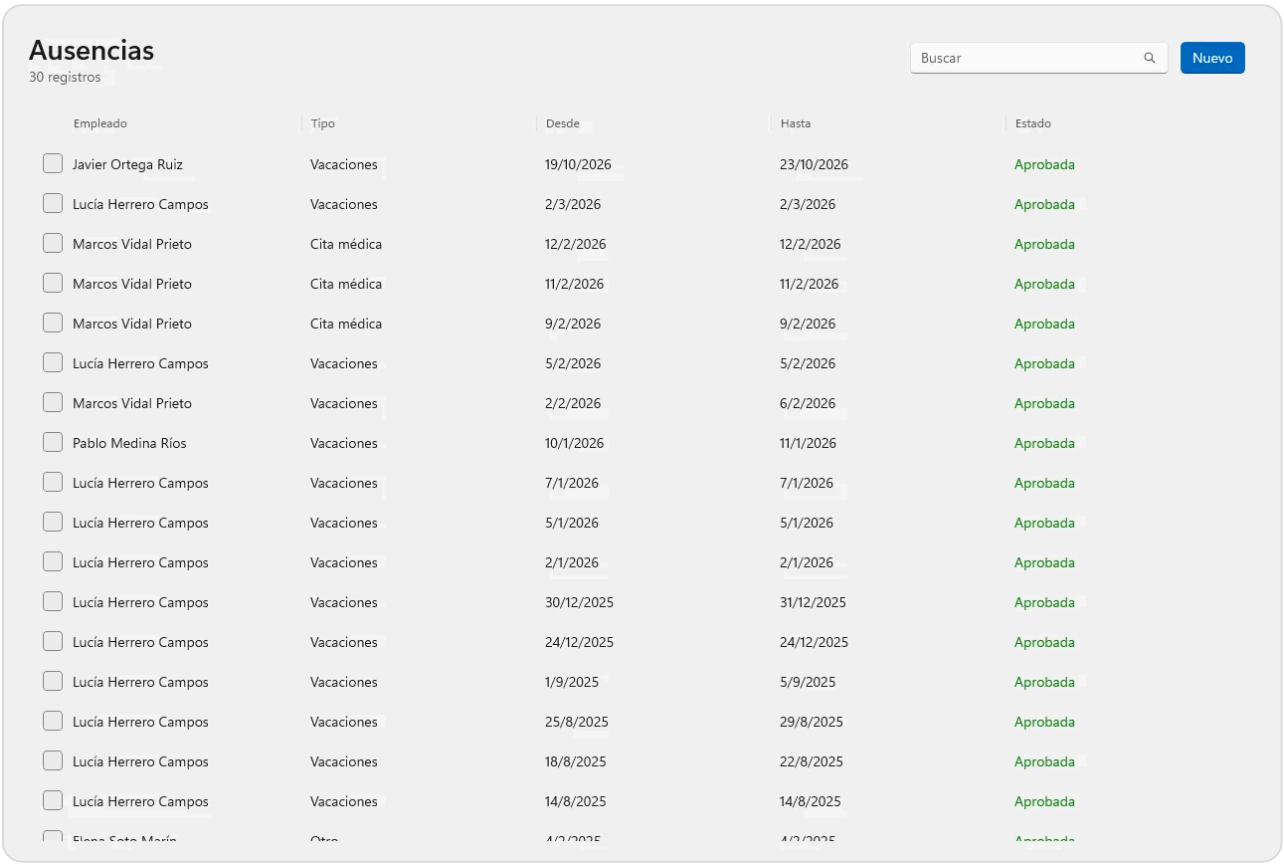
1. Open the record in Attendance › Clock records and click Correct or Void.
2. For a missing one, click Enter a record by hand in the list.

Employees ask for corrections from the app. They reach Attendance › Correction requests to approve or reject. In Settings › Attendance they can be let make them themselves.

Absences

Vacation, sick leave, personal days, medical appointments and training. An absence is of whole days or of some hours, as an appointment from 9 to 11.

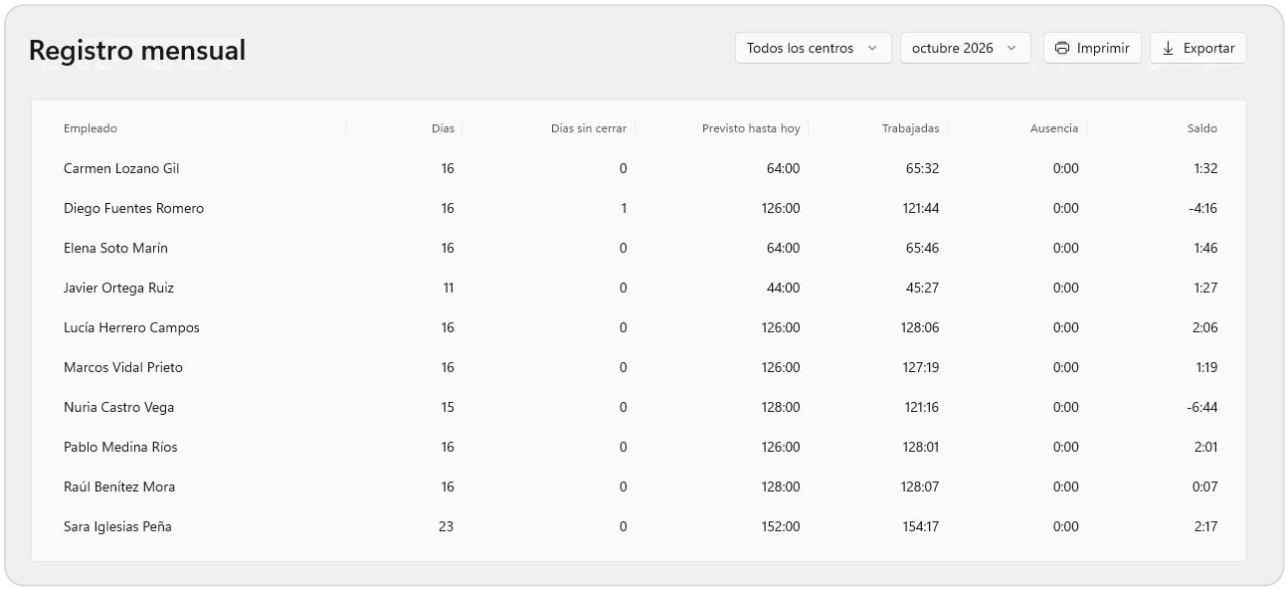
- One the employee asks for from the app waits until you approve or reject it.
- One you enter in Attendance › Absences is approved.
- The days of an approved absence have no hours planned. The hours of an absence of hours count as worked.
- A document that justifies it can be attached.



The monthly record

The monthly record is the document the law asks for: each employee's clock records of a month, day by day, with the hours planned, worked and the balance.

1. Open Attendance › Monthly record and choose the month.
2. Click Print for a PDF, or Export for an Excel sheet. Choose the dates and the employees; empty is everybody with records those days.



Backups

The program makes a copy of everything every day and keeps the last 30.

1. In Settings › This computer › Backups, click Change folder and choose one off the computer: a USB disk or a folder on the network.
2. Back up now makes one at once.
3. Put it back returns to a copy. What was entered after it is replaced, and the data as it was is kept aside.



Updates

The program updates itself. Once a day it asks whether there is a new version and installs it: the program, the app and the terminals' service. If the app is open, it closes and opens again. If a new version fails to start, the previous one comes back by itself. Without internet nothing is updated and the rest keeps working. The version installed is in Settings › This computer › Licence.

Connect an AI

An AI reads and changes the data with the permissions of the user who connects it: «Who did not clock out this week?». Each connection shows up in Settings › Security › API/MCP credentials. Delete it there and the AI stops reaching the data at once.

There are three ways, by where the AI runs:

- Claude Desktop and other AI apps installed on this computer.
- Claude Code, Codex and other agents that run in a terminal.
- Claude and ChatGPT on the web, in the browser or on the phone.

Claude Desktop and other apps on this computer

Claude Desktop starts the program by itself to reach the data. It needs no address and no internet connection to the program.

1. Install Claude Desktop on the computer where the program is installed.
2. In the program, open Settings › Connect with AI › Claude Desktop and click Create the connection. Copy the text it shows: it is shown only once.
3. In Claude Desktop, open Settings › Developer and click Edit Config.
4. Paste the text in the file that opens and save it. If the file already has other servers, add only the entry inside «mcpServers».
5. Close Claude Desktop and open it again.
6. In a new chat, ask: «How many employees do I have?». The first time, Claude asks for permission to use the program: click Allow.

Another AI app that takes MCP servers connects with a credential, as in the next section, using the tab Any agent.

Claude Code, Codex and other agents

An agent connects with a credential: a token that acts as the user it belongs to. The agent runs on this computer.

1. In the program, open Settings › Security › API/MCP credentials and click New credential.
2. Write a name, for example Claude Code, choose the user it acts as and the permissions it has. Click Create.
3. The window shows the token, only this once, and a tab for each agent with what to paste.
4. Claude Code: copy the command of the tab Claude Code, paste it in a terminal and press Enter.
5. Codex: copy the text of the tab Codex and add it to the file .codex/config.toml in your user's folder.
6. Any other agent: copy the text of the tab Any agent and paste it in the agent's chat. It says the name, the address and the token, and the agent installs the connection itself.

7. Open the agent again and ask: «How many employees do I have?».

Claude and ChatGPT on the web

Claude and ChatGPT on the web connect from the internet, and the program only answers in your office. Prisnap's tunnel gives the program a fixed address on the internet, with nothing to install and no ports to open on the router. The computer has to be on for the AI to reach it.

Only the AI's connection goes through the tunnel. The program's screens and its sign-in cannot be reached from the internet: the sign-in opens on this computer.

> The tunnel is a free trial service: 14 days while the program has no licence, and 3 months from the first day it is used with a licence. After that it is contracted with Prisnap, at info@prisnap.com. There are also free services you set up yourself: see Other ways to put the program on the internet.

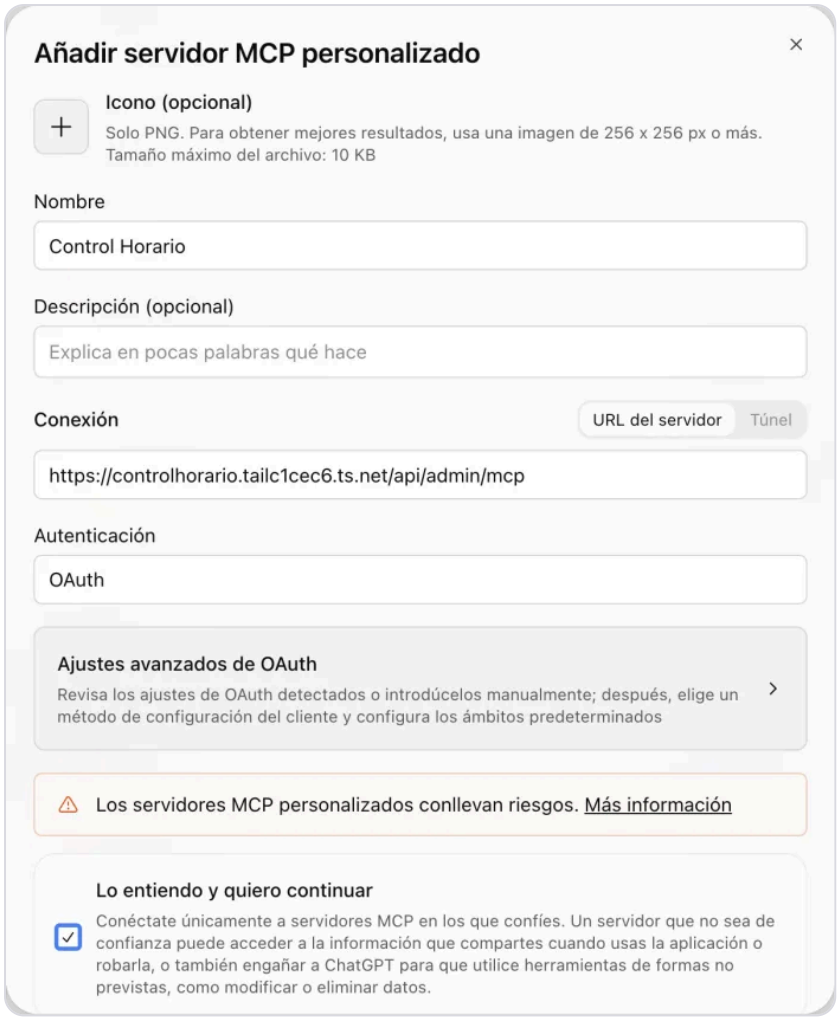
1. Put the program on the internet

1. In the program, open **Settings › Connect with AI › Claude and ChatGPT on the web**.
2. Click **Put on the internet**.
3. The program shows the address for the AI, with a button to copy it. For example: `https://k3j9x2qd-mcp.prisnap.com/api/admin/mcp`. It stays the same when the computer restarts.

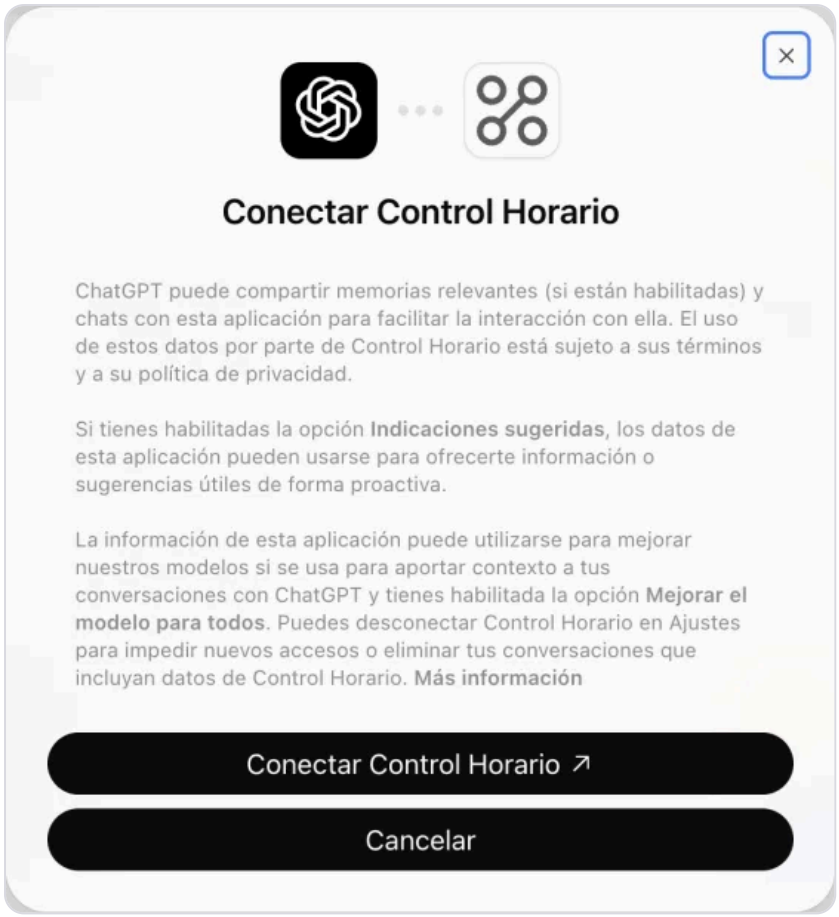
Connect the AI on the computer where the program is installed: the program's sign-in opens in its browser.

2. Connect ChatGPT

1. Open chatgpt.com and, on the left, **Plugins**. Click **Add** and choose **Add custom MCP server**.
2. Write a name, for example Control Horario, and paste the address in **Server URL**. Leave Authentication on OAuth. Tick **I understand and want to continue** and click **Create as plugin**.
3. If it says it could not register an OAuth client, click **Create as plugin** again.



4. Click **Connect Control Horario**. The program's sign-in opens in this computer's browser: sign in with your own user.
5. The program asks whether ChatGPT may act as you. Click **Allow**.





6. In a new chat, write @Control Horario followed by the question, for example: «How many employees do I have?».

Or connect Claude

1. Open claude.ai › Settings › Connectors and click **Add custom connector**.
2. Write a name, for example Control Horario, paste the address and leave Client ID and Secret empty. Click **Add**.

3. Click **Connect**. The program's sign-in opens in this computer's browser: sign in with your own user and click **Allow**.
4. The connector also works in the Claude desktop app and on the phone, with the same account.

To take the program off the internet, open the same window in the program and click **Take off the internet**.

Other ways to put the program on the internet

Free services such as Tailscale Funnel or Cloudflare Tunnel also give the program an address on the internet. They are set up on this computer, each with its own account, and put the program's address `http://127.0.0.1:8640` on the internet. With Tailscale Funnel, for example: install Tailscale, sign in, and in a command window run `tailscale funnel --bg 8640`. The address for the AI is the one it prints followed by `/api/admin/mcp`.

> With them the whole program can be reached from the internet, its sign-in included, and automatic scanners visit it within minutes. What keeps the data safe is each user's password: at least 8 characters, and one nobody can guess.