



Badgeuse Pro Help

Badgeuse Pro must follow a specific procedure to function correctly and requires a minimum resolution of 1920 × 1080; otherwise, the application will not open. Depending on the scale you apply, the controls may be incorrectly positioned. Choose the appropriate scaling accordingly.

The most suitable resolutions are:

3840x2160 scale 200%; 3200x1800 scale 150%; 3072x1728 scale 150%; 2560x1440 scale 125%; 2048x1536 scale 100%; 1920x1200 scale 100%; 1920x1080 scale 100%

Please follow the steps below before clicking any of the three buttons to start managing people.

1. Start by clicking Add / Remove next to Groups, then save the different groups.
2. Next, click Add / Remove next to Tasks and save the different tasks to be completed, having first selected the group to which they belong.
3. Finally, click Add / Remove next to People and save the people in the selected group.



Daily Hours

The format for daily hours is described on the corresponding page. It must follow this format:

07:30:00 for 7 hours and 30 minutes.

The list of people is at the top of the page to enter their schedules, which can differ from one person to another.

- In the **first box**, enter the start time of the day.
- In the **box to the right**, indicate the start time of the morning break.
- In the **box below the first one**, enter the end time of the morning break.
- In the **box to the right**, indicate the end time of the morning work period.
- In the **first box of the afternoon section**, enter the start time of the afternoon.
- In the **box to the right**, indicate the start time of the afternoon break.
- In the **box below on the left**, enter the end time of the afternoon break.
- In the **box to the right**, indicate the end time of the workday.

Tip: If the schedules are identical for all people, completely fill in the schedule for the first person, then click the large green button "**Save the schedule for all people based on the first person's schedule.**"

All other people in the group will then have the same schedule, saving considerable time.

You cannot leave a cell empty; all schedule cells must be filled.



Worked Days

For managing worked days, a dropdown list is available at the top of the page. This list contains all the people belonging to the selected group. It allows you to choose the person for whom you want to define or modify worked days.

Start by selecting the first person in the dropdown list. Then, check the boxes corresponding to the worked half-days (morning and/or afternoon) for each day of the week, according to the selected person's work time organization.

Once the choices are made, verify that the checked days and half-days correspond to the desired schedule.

If all people in the group have exactly the same worked days, there is no need to repeat the operation for each of them. Simply click the large green button **"Save the worked days for all people based on those of the first person."**

This action will automatically apply the same worked days and half-days to all people in the group, saving time and avoiding input errors.



Public Holidays and Vacations

Similar to schedules and worked days, managing public holidays and vacations is done using a dropdown list at the top of the page. This list contains all the people belonging to the selected group and allows you to choose the person for whom you wish to enter or modify information.

Start by selecting a person from the dropdown list. You can then enter public holidays and vacation periods directly into the designated table.

- For a **single public holiday**, simply enter the date in the **FROM** column and leave the **TO** column blank. The system will automatically consider this date as a single public holiday.
- For a **vacation period**, for example, a week of leave from 01.02.2026 to 08.02.2026, enter the date 01.02.2026 in the **FROM** column, then the date 08.02.2026 in the **TO** column. The application will automatically calculate all the days included in this period.

Once the dates are entered, verify that they correspond to the desired public holidays and vacation periods for the selected person.

If all people in the group have the same public holidays and vacation periods, you do not need to enter this information individually for each person. Simply complete the dates for the first person, then click the large green button "**Save public holidays and vacations based on those of the first person.**"

This action will automatically apply the same public holidays and vacation periods to all people in the group, ensuring a consistent configuration and saving considerable time during data entry.

Final Note

You must imperatively and scrupulously carry out all the steps described above before you can start tracking one or more people. These steps are essential for the proper functioning of the application and guarantee accurate and consistent calculations.

Once the configuration is correctly completed, you can start tracking people's work. It is important to note that the application continues to function even if your computer is turned off. The time calculations do not depend on whether the PC is on or not.

Thus, if people are already in the process of working, you can certainly turn off your computer. When you turn it back on and open the application again, the calculations will have automatically progressed according to the actual elapsed time, while respecting the daily schedules, worked days, as well as the public holidays and vacation periods previously defined.

To start a person individually, click the **"Individual Start"** button. If you want to start all people in the group at the same time, use the **"Start All People"** button. Once started, no further action is necessary until the work is finished.

In case of an unforeseen event, you have the possibility to stop one person or all people at any time. You can then restart them exactly at the time they were stopped, without loss of information or precision in the calculations.

When the work is finished, simply click the button to stop the relevant person or to stop all people. No other intervention is required, as the hour calculation is done automatically and only during authorized time slots, taking into account daily schedules, worked days, as well as public holidays and vacations.

If you notice strange behavior, for example, when you register a person with accents and, upon reopening the application, you notice that this person no longer has anything in their schedule even though you had entered it, this means that the badgeuse.ini file has lost its encoding.

In this case, open the badgeuse.ini file located in the application directory, then do a **"Save As"** while keeping exactly the same file name (very important). Then select **ANSI encoding** (also very important) before saving. Everything should then return to normal.