

# FacePass Pro

## User Manual

(V1.0)

## PREFACE

Honorable customers:

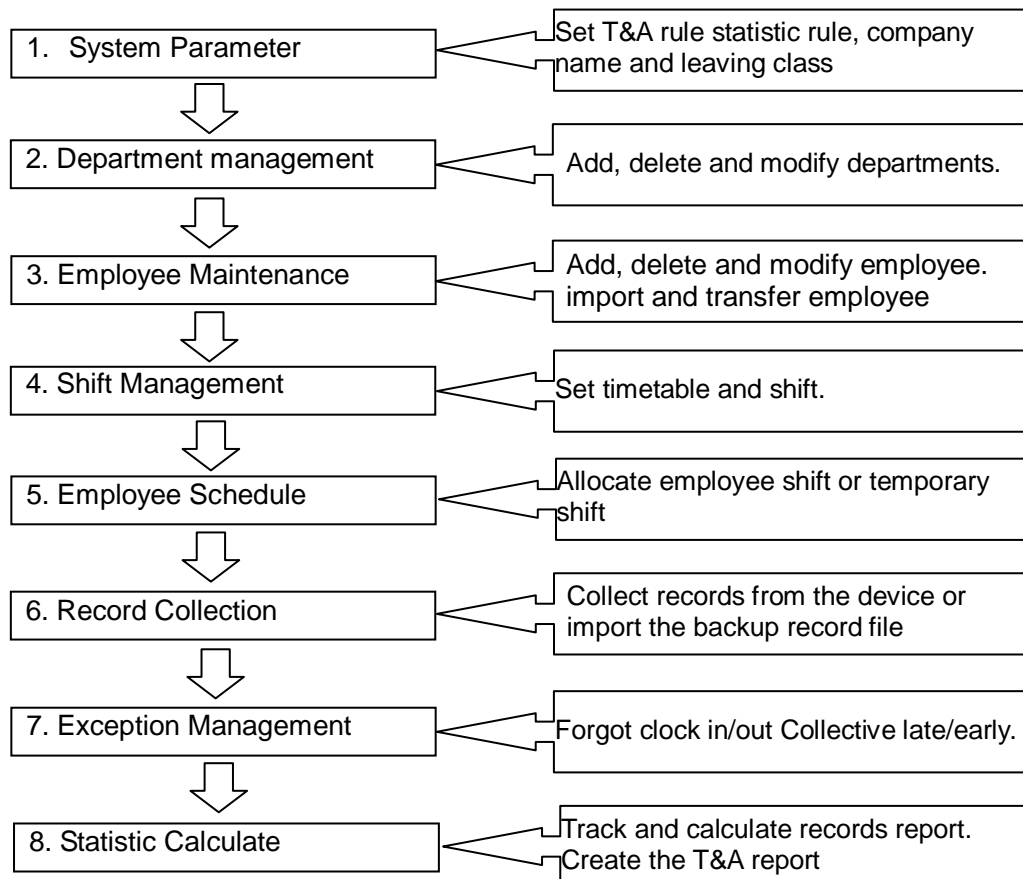
Thank you for choosing products from Anviz Global. Our products contain world cutting edge technologies like Fingerprint/card recognition, Computer Communication, as well as Microelectronics. With the combination of three technologies: Electronics, Optics, and Computer Communication; Anviz Global has become the first choice for standalone time & attendance products for enterprises with its strong functions and veracity. Please read this user manual carefully to obtain an initial understanding of the functions and basic knowledge of installation, debugging, maintenance, application, and management to better use this product.

Utilizing the latest biometric technology, this product will bring you a unprecedented reliability, convenience, and benefits.

## Software Operation flowchart

This software includes: System Parameter, Department Management, Employee Maintenance, Shift Management, Employee Leave, and Statistical Report etc. This software will also show how to use this system in the correct way. It is not enough to only understand the function of each module, but to know the relation between them and the system operation flowchart. Thus, you can get the correct report.

Employee Software operation flowchart is as following.



1. When running the software for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late, and overtime etc. Make sure the system parameter is complied with the enterprise management requirement .When finishing the parameters configuration; you do not need to modify the configuration unless the management rules change.
2. Normally there are many departments in one company and all departments need to be input manually unlike importing the employee list directly. Department setup should be completed before employee maintenance.
3. When running the software for the first time, please put the employee information in Text file (\*. txt) or MS Excel file (\*.xls) format according to the requested format. For the requested

employee information format, please refer to the chapter [Import employee List] so that all employee information can be imported to the system at one time. Employees can be added, deleted, modified and transferred to new department in the future.

4. According to different company work conditions, please edit the timetable (the period from on-duty time to off-duty time) ahead and then set shifts.
5. After the shift setup, you must allocate the shift to employee. Each employee can only have one shift each day. Please note the beginning date of the shift. After shift allocation, we can see the arranged working date and time for employee clearly.
6. Attendance records are stored in the time attendance device. So please download the records from the device before report calculation. In addition, employee information and fingerprint templates can be uploaded and downloaded between the device and the software. Please refer to Chapter 4 for more information.
7. If the employee has to leave for personal reasons, or for business, or maybe forgot to clock in or out, please deal with it in time in the software to ensure the accuracy of the statistic report.
8. After all the above mentioned operations are finished, you can calculate and get the report. You can get different statistic reports, such as the report of all employees, the report of some department employees, and the report of a certain time period.

In the software [Attendance Calculating and Report] interface, please select department /employee and the beginning /ending date first, then press [Calculate]. The software will automatically search and check the validity of the records. There may be some invalid records stored in the device, such as one employee may press his finger twice one time. Normally one of the records will be regarded as invalid. If there is any error in the software calculation, the administrator can modify the records manually to ensure the accuracy of the result.

**Note:** From the above flowchart, we can see that if there is any error in calculation report, the possible reasons are as following,

- Attendance rules setup is incorrect.
- Employee shift or temporary shift is incorrect.
- Dealing with employee business leave/personal leave/forgot clock in/out is incorrect.
- Attendance records calculating and checking is incorrect.

## CONTENTS

1.	Product Overview .....	1
1.1.	Product Description.....	1
1.2.	Product Features .....	1
1.3.	Packing List.....	2
1.4.	Terminal Parameters.....	3
1.5.	Installation Environment Requirements .....	4
1.6.	How to Use Enterprise Face Access System .....	6
2.	Terminal Operation .....	8
2.1.	Main Manage Interface .....	8
2.2.	User Management .....	8
2.2.1.	User Enroll .....	8
2.2.2.	Modify User.....	12
2.2.3.	Delete User .....	13
2.2.4.	User Recognition .....	13
2.2.5.	Search User.....	17
2.3.	Communication Setting.....	17
2.3.1.	Network Setting .....	18
2.3.2.	USB Manage Setting .....	18
2.4.	System Setting .....	22
2.4.1.	Option .....	22
2.4.2.	Admin.....	23
2.4.3.	Time .....	24
2.4.4.	Sound.....	25
2.4.5.	Attendance.....	25
2.4.6.	Advanced.....	27
2.4.7.	Info .....	29
3.	Webserver Software Instruction .....	31
3.1.	Home Page .....	31
3.2.	Network Setting.....	31
3.3.	Function Keys .....	32
3.4.	User Management .....	32
3.5.	Time Attendance Setting.....	33
3.6.	Personal Attendance Record .....	34
3.7.	Daily Attendance Record .....	35
3.8.	Monthly Attendance Record.....	36
3.9.	Identification Record .....	37
3.10.	Touch Screen Calibration.....	39
3.11.	Software Upgrade .....	40
3.12.	Reboot.....	40
3.13.	Change Password.....	41
3.14.	Data Maintenance .....	41

4.	Background Management .....	43
4.1.	Log in System .....	43
4.2.	System .....	43
4.2.1.	Parameters Settings .....	44
4.2.2.	Administrators .....	46
4.2.3.	Administrator's Password Set .....	47
4.2.4.	Modified Record Log .....	47
4.2.5.	Managing Log .....	48
4.2.6.	Set Database Link .....	48
4.2.7.	Exit System .....	49
4.3.	HR Management.....	49
4.3.1.	Department Management.....	49
4.3.2.	Employees Maintenance .....	50
4.4.	Attendance Management.....	52
4.4.1.	Holiday List .....	52
4.4.2.	Timetable and Shift.....	52
4.4.3.	Employee Scheduling.....	57
4.4.4.	Attendance Records .....	58
4.4.5.	Attendance Calculating and Report.....	60
4.5.	Deal with Exceptions.....	66
4.5.1.	Away on Business/ Leave .....	66
4.5.2.	Append Record.....	67
4.5.3.	Append Record Collectively .....	67
4.5.4.	Dealing with Collectively Late / Leaving .....	67
4.6.	Data Maintenance .....	68
4.6.1.	Import Employee List.....	68
4.6.2.	Import Attendance Record.....	69
4.6.3.	Clear Obsolete Data .....	69
4.6.4.	Compress Database .....	70
4.6.5.	Backup Database .....	70
4.6.6.	Initialize System.....	70
4.7.	Device Management.....	70
4.7.1.	Connect to Communication Management Software .....	70
5.	Data Communication.....	72
5.1.	T&A Machine Management .....	72
5.1.1.	Add Unit .....	72
5.1.2.	Modify Unit.....	74
5.1.3.	Delete Unit .....	74
5.1.4.	Right Key Menu .....	74
5.1.5.	Synchronize Time .....	75
5.1.6.	Terminal Parameter Settings .....	75
5.1.7.	Download New Record.....	76
5.1.8.	Download All Record .....	77

5.1.9.	Backup Employees .....	77
5.1.10.	Resume Employees .....	78
5.2.	Record Supervision.....	78
5.2.1.	Activate Real-time .....	79
5.2.2.	Prohibit real-time .....	79
5.3.	Employees Management .....	80
5.3.1.	Add Employee .....	80
5.3.2.	Modify Employee .....	82
5.3.3.	Delete Employee .....	82
5.3.4.	Transfer Department.....	82
5.3.5.	Set Privilege.....	83
5.3.6.	Copy Privilege.....	83
5.3.7.	Download Template .....	84
5.3.8.	Upload User Template .....	85
5.3.9.	Delete from Unit.....	85
5.3.10.	Checking Employee.....	85
5.3.11.	Department Management.....	85
5.4.	Record Management .....	87
5.4.1.	Record Search.....	87
5.4.2	Export Record .....	87
5.5.	U Disk Management Program .....	88
5.6.	System Settings .....	89
5.6.1.	Basic Parameter Settings .....	89
5.6.2.	T&A Status Setting.....	90
5.6.3.	Timing Downloading Record .....	91
5.6.4.	Management PW Setting.....	91
5.6.5.	Database Linking Setting.....	91
5.6.6.	Exit System.....	92
5.7.	User Interface Configuration .....	92
5.7.1.	Interface Skin Color .....	92
5.7.2.	Change the Software Language.....	93
5.7.3.	Set Quick Access Button .....	93
6.	FAQ.....	94
6.1.	Fingerprint has enrolled but often gets failure in identification. ....	94
6.2.	The machine cannot connect with PC. ....	94
6.3.	No records found though employee has clocked in/out. ....	95
6.4.	FP Scanner off .....	95
6.5.	We do not use the ID + fingerprint mode to verify. ....	95
6.6.	The unit beeps automatically when no one punches in/out. ....	95

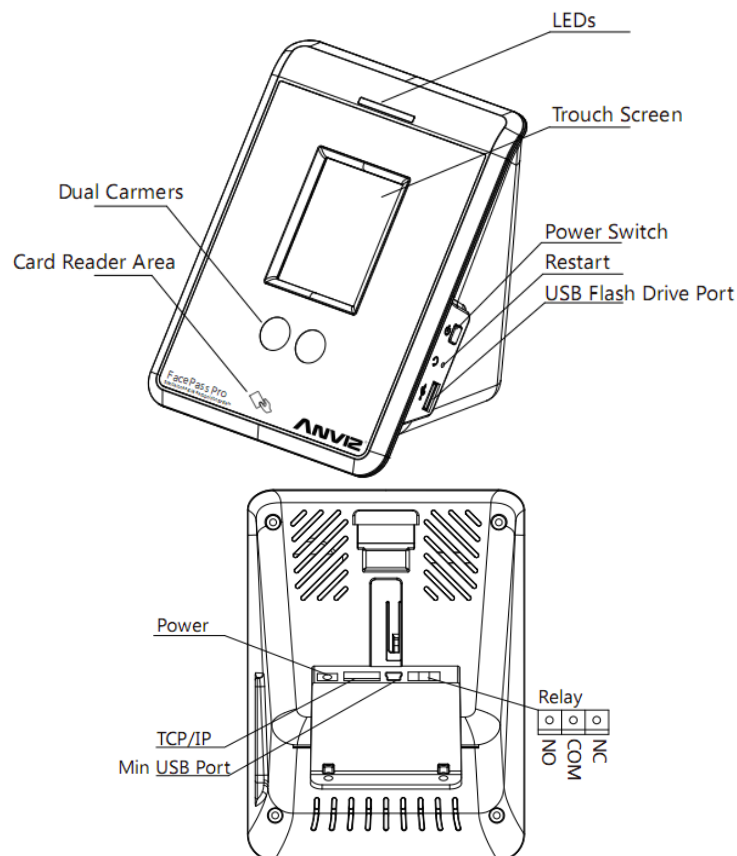
# 1. Product Overview

## 1.1. Product Description

FacePass Pro is a breakthrough innovative product with 5 years effort. Its highly improved algorithm, powerful hardware platform, and abundant interface port ensures it provides rapid and accurate recognition, stable and convenient upgrade process, and perfect system integration performance. The multi-point infrared light source and dual infrared cameras can achieve fast identification in different environments. What's more, the elegant appearance also adds much beauty to this device.

FacePass Pro attendance system with friendly user GUI interface, voice prompt, touch screen operation, convenient WEB server management software as well as 7\*24 working endurance, is the best partner for enterprise users. Furthermore, active auxiliary illumination technologies make the systems strongly robust against light-changing environments, USB import/export, face/Card recognition mode, and built-in powerful attendance management software; it provides a "Convenient and Effective" attendance management solution.

The following is structure of FacePass Pro:



## 1.2. Product Features

- Anviz latest face recognition algorithm

Multi-level gray-scale can show better performance contours of the face, and



prominent features point for face recognition. Even if in the strong light it can also capture and identify the face immediately. Multi-point processing not only multi-point acquisition facial feature points, but also converts feature point to data directly, to ensure the face recognition speed and accuracy, which reduces the recognition false accept rate.

- **Advanced infrared light source design**

The advanced infrared light source design makes the terminal with superb adaptability for changing illumination, suitable for different complexion, gender, facial expression and beard, hair style.

- **24/7 continuously working**

Human-harmless non-visible auxiliary light technologies, good performance regardless of day or night environment.

- **Stable performance, low power and energy conservation**

High performance, low power ARM processors, sheer standalone operation, keep stable after long time working, auto-standby mode supported, energy saving, and environment friendly.

- **Easy to use, friendly user interface**

TFT touch screen, user friendly GUI and WEB management software, local operation supported, real-time display, and vivid voice provided.

- **Terminal intelligence updates**

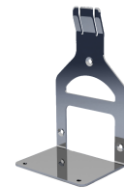
Automatically synchronizes time, capture face images. Template self-studying is also built in that makes face template database keep updating along with dynamic changes of hair style, complexion, and age, and so on. It always stores the most updated version of user information to make correct recognitions.

### 1.3. Packing List

1. **TERMINAL**



2. **FIXING FRAME**



3. **CAT. 5 UTP CABLE**



4. **POWER SUPPLY (12V1A)**



**5. OPERATION MANUAL**

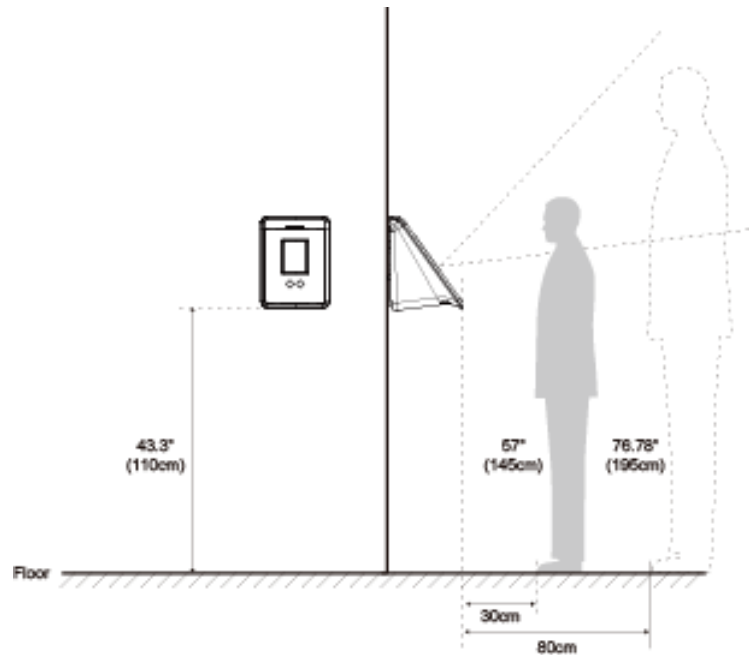


**1.4. Terminal Parameters**

Item	FacePass Pro
Camera	Dual-Cameras
Recognition Mode	Face, ID+Password, Card
Maximum User	400
Recognition Speed	<=1s
Recognition Rate	>=99%
Failure Rate	<=0.1%
Anger Range	Horizontal: ±20°, Vertical: ±20°
Fitting Height	145-195CM
Recognition Distance	30-80CM
Records Supported	100,000 records
Relay	1 relay supported simple switch signal output
USB Flash Drive	Supported
Offline User Profile Edit	Supported
Network	Support TCP/IP (RJ45 Interface with signal light)
Built-in Web server	Supported
Tamper Alarm	Supported
RTC	Built-in RTC, Network time synchronization (SNTP)
LCD	TFT, 2.8 Touch Screen LCD 320*240
Function Key	Up to 10 function keys are supported
Signal Light	Red (Alarm/Failed); Green (Running/Successful)
Prompt	Supported (Voice, LED)
Environment Requirement	Illumination: 0-20000LUX;
Working Temperature	20%~80%
Working Humidity	-20~45°C
Dimension	175*110*145mm
Installation	Desktop / Wall Mounting

## 1.5. Installation Environment Requirements

The recognition distance of the FacePass Pro is about 30-80cm. So the terminal mounting or put at proper height is very important. The recommend installation height is about 57" (110cm). Please refer to the following Figure.



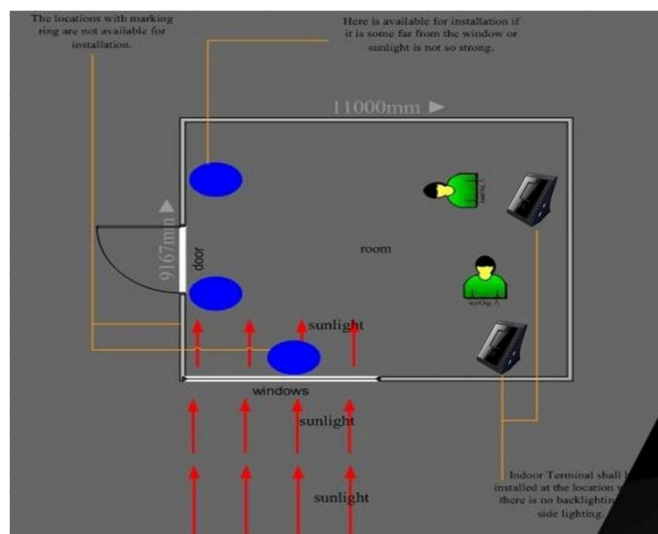
Installation Heights

**Notice:** The direct sunlight would cause great impact on the face recognition performance, so both terminal and user's face are not allowed to be under direct sunlight.

The following are scenes for product:

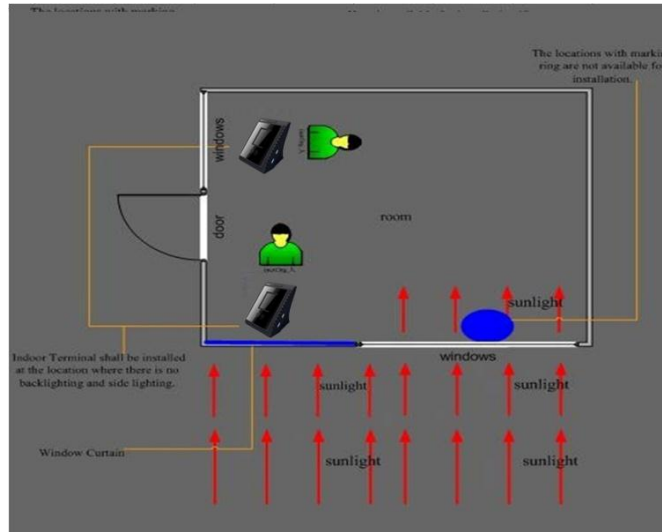
### Environment 1: Sunlight shines into the room.

As the picture shows, locations with marked blue ring are not good for terminal installation. It shall be installed at the places where there is no sunlight interference.



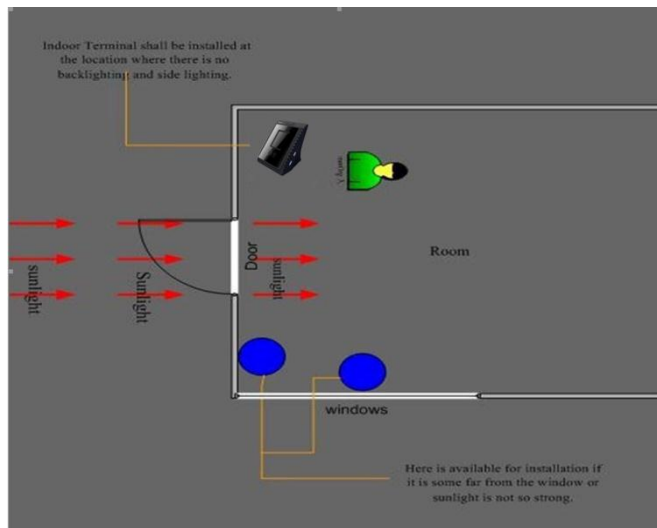
**Environment 2: The room is surrounded by glass wall.**

Window curtain is necessary to shelter from sunlight. The terminal shall be installed at the place where sunlight is sheltered.



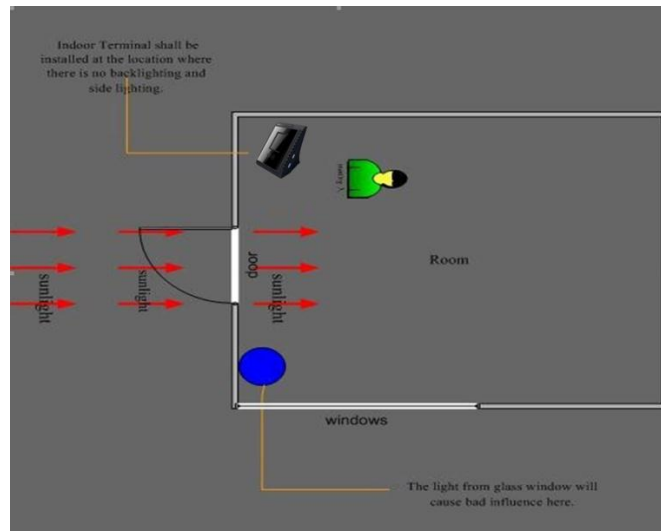
**Environment 3: Sunlight shines into the room from the door.**

Install the terminal at the place where there is no sunlight interference.



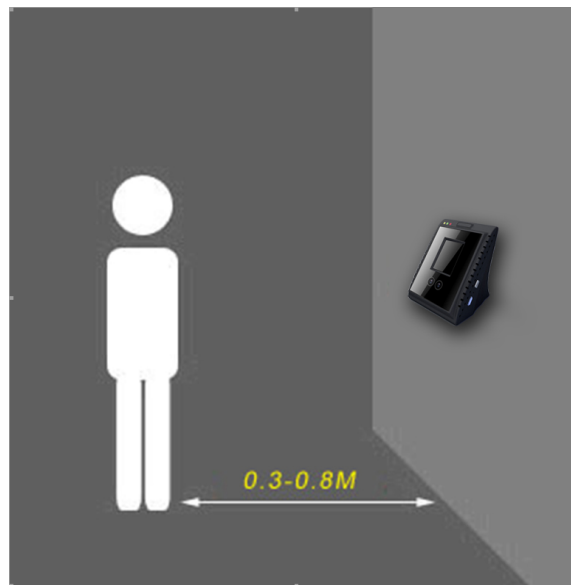
**Environment 4: Sunlight shines into the room from the door and there is glass window on one side.**

Do not install the terminal at the side with glass window.

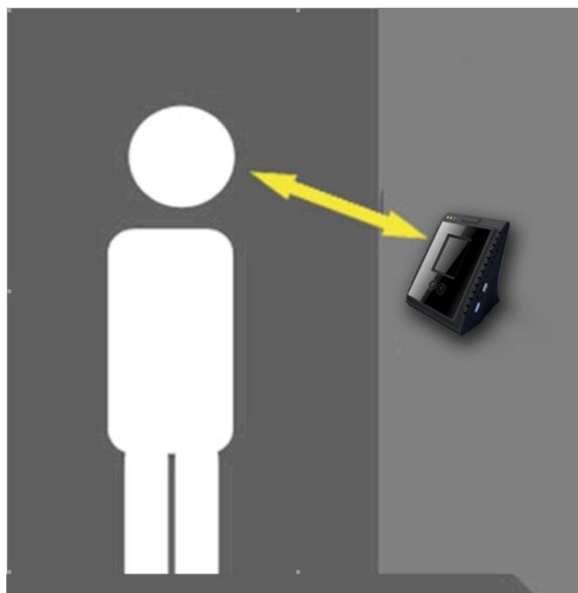


## 1.6. How to Use Enterprise Face Access System

**Step1.** Register Face Template. As the picture shows, stand in front of Terminal, the best distance between terminal and user is 0.3-0.8 meter (depending on the height of user).



**Step2.** Look at the camera and move the face as per the instruction mentioned above, the system will capture the face image and save them into database automatically.



**Step3.** Stand in front of the device and input your user ID, then look at the camera the system will make face verification automatically.

**Step4.** If verification succeeds, green lights and buzzer sounds. "Verification is successful" will be shown on screen. System will send a command to access controller and open the door.

## 2. Terminal Operation

Power on the FacePass Pro, the terminal will enter “Input Page” and with voice prompt “Welcome”. Keep 10sec without any operation at “Input Page”, the terminal will enter “standby Page”. Please touch screen back to “Input Page”.



Input Page



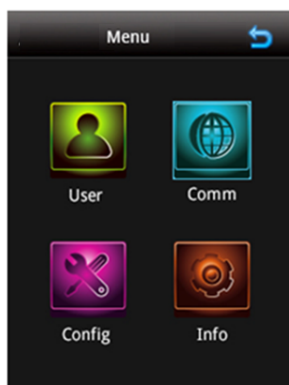
Standby Page



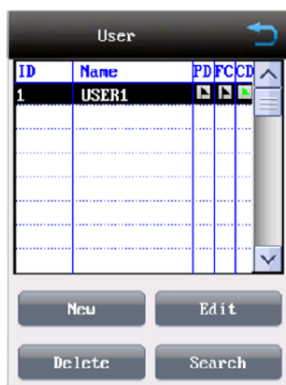
Administrator Verify Page

### 2.1. Main Manage Interface

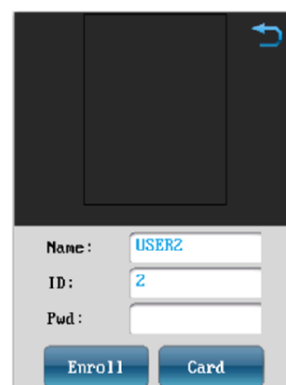
In the “Input Page”, press three times or click enter to “Administrator Verify Page”, then input the default admin password "12345" and then click to enter “Main Menu Page”.



Main Menu Page



User Manage Page



User Enroll Page

**Note:** When there are more than 1 administrator, you need to input information by following the prompts to enter “Main Menu Page”.


### 2.2. User Management

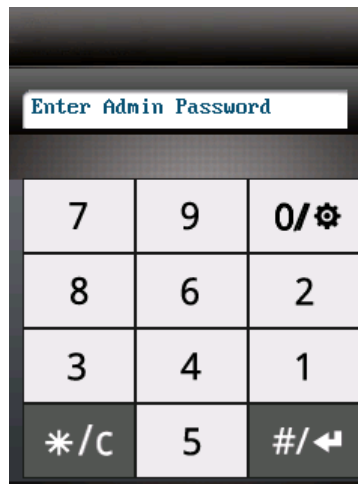
#### 2.2.1. User Enroll

Please refer to the following steps to enroll the users:

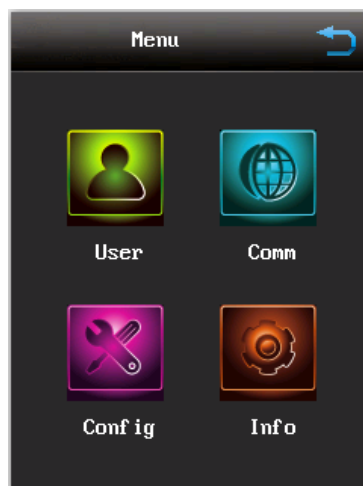
1. Power on the device to enter “Input Page”. Press or three times to enter “Admin verification page”.



- Input default password "12345" and press  to enter "Main Menu Page".

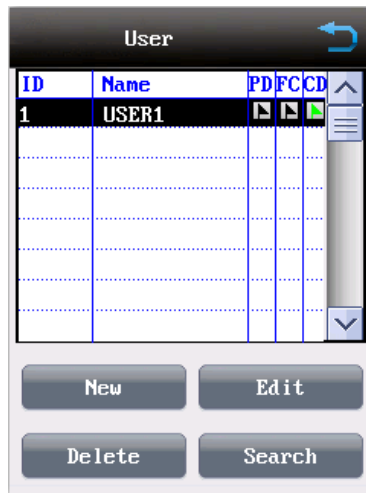



- Click "User" option to enter "User Manage Page".

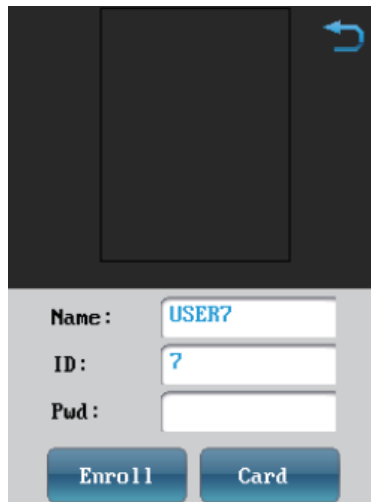


- Click "New" to enter "User Enroll Page" to register new user.

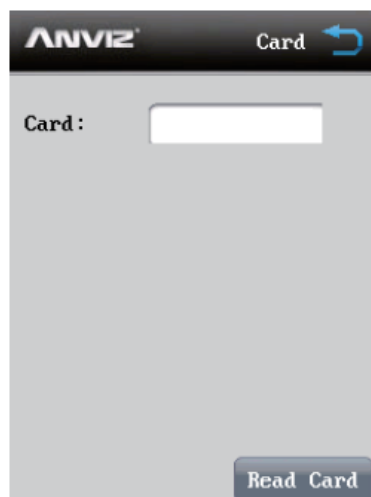




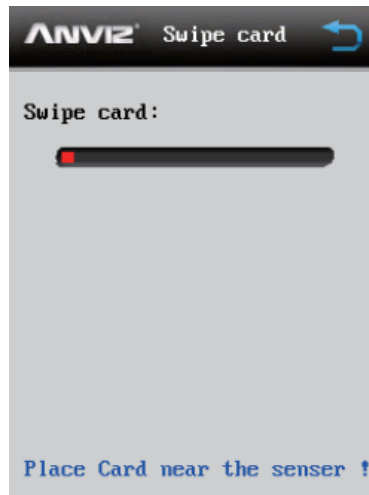
5. Click input box to input Name, ID and Password. The device provides letters input when click “Name” and the click  to next enroll steps.



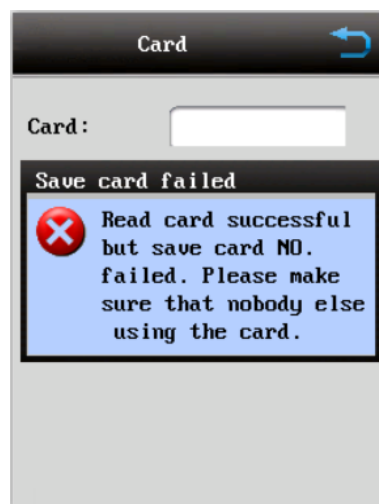
6. Press “Card” to “ID card enroll page”.



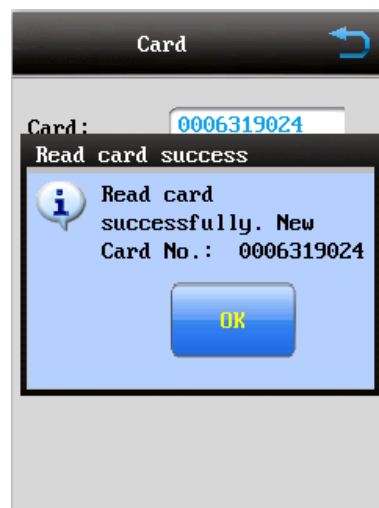
7. Press “Read Card”, the device waiting for swipe card at the card reader area. Then the Card will display on the device.




The following window will appear when the device fail to save the card Number:

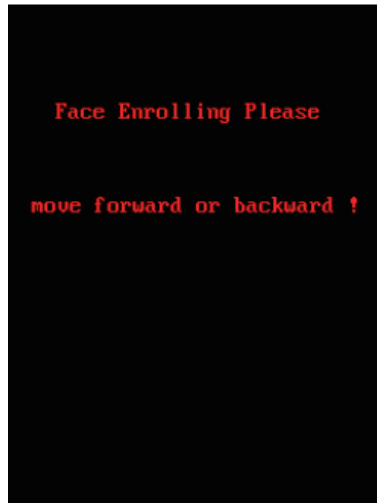


The following window will appear when the device sucessfully save the card Number:



Then press  back to "User Enroll Page".

8. Press "Enroll" to capture user face image. Before capturing user face, the device will prompt on the screen as following:





9. During face image capturing process, please keep your face in the yellow frame and move face forward and backward slightly till enrolling successfully.

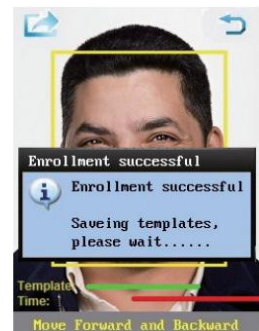
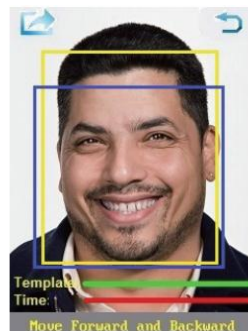
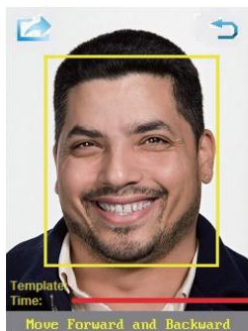
Yellow frame: the valid recognition area;

Blue frame: the valid image capturing area;

Red bar: The duration of the device in capture statues;

Green Bar: The face template capture schedule.

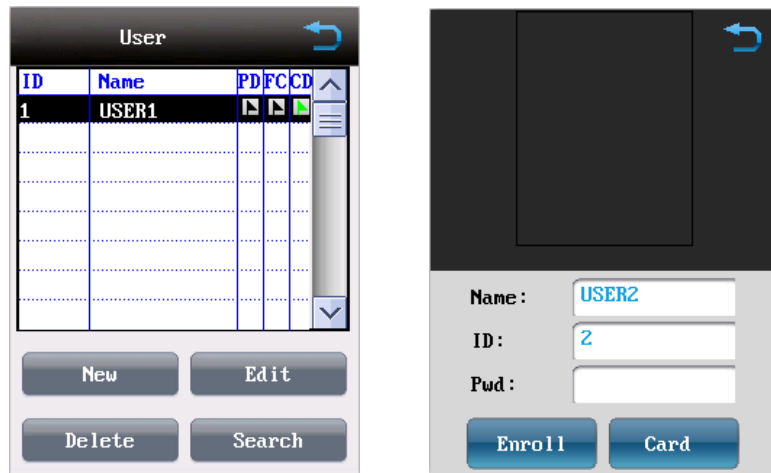
The  button use to change the camera image display on the LCD. The  button use to cancel the face image capturing process.



**Note:** During face template capturing process, please keep face in the yellow frame and move face forward and backward slightly.

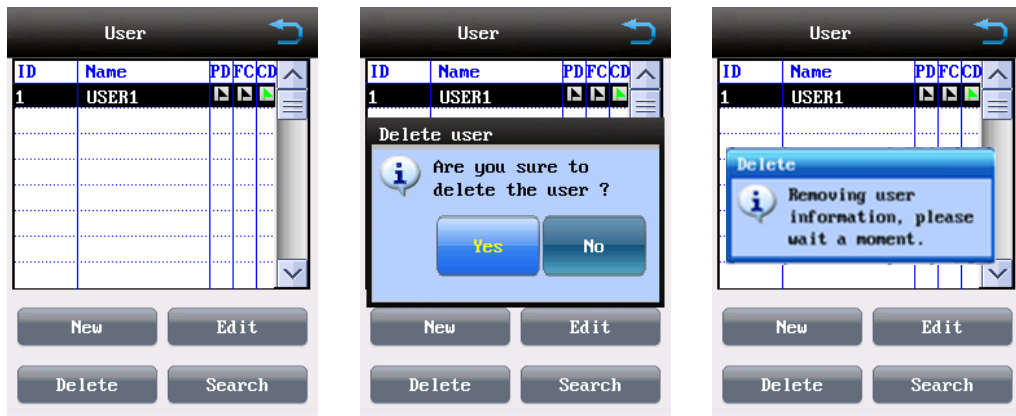
## 2.2.2. Modify User

In the “User Mange Page”, please click “Edit” to modify registered user information and re-registration user face. The detail operations please refer to **2.2.1 User Enroll.**



### 2.2.3. Delete User

In the “User Manage Page”, select the user to be deleted in users list and click “Delete”. Press “Yes” to delete the user information.



### 2.2.4. User Recognition

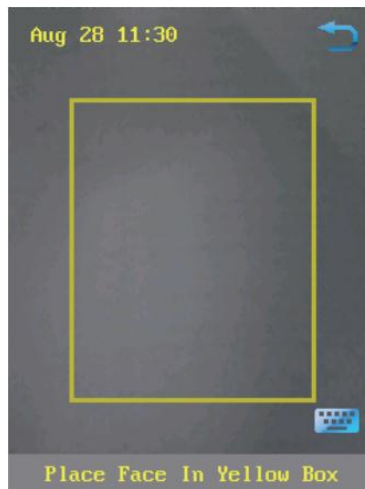
There are 3 ways to pass recognition:

#### Face Recognition

1. In the “Input page” click  to enter “Face Recognition Page”.



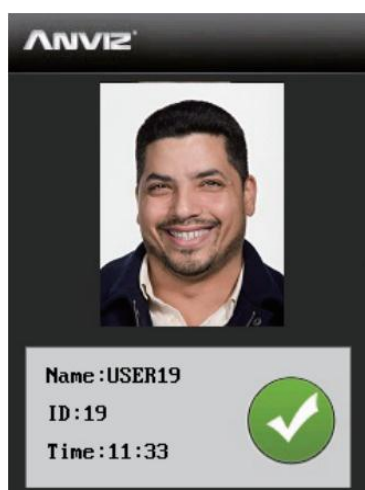
2. If enable body induction in the device it will automatically switch to “Face Recognition Page” when user stands in front of the device.



3. According to the device instruction please keep your face in the yellow frame.

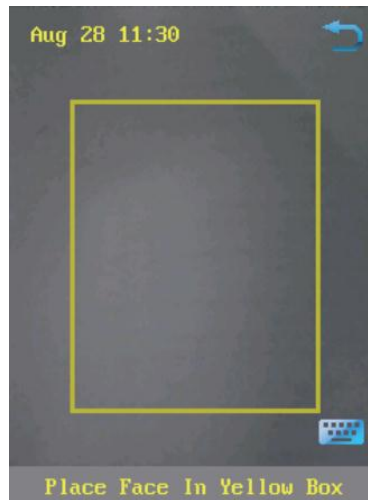


4. Face verification succeed.





### ID Recognition

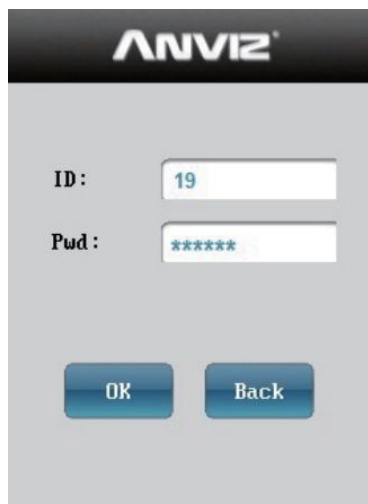
1. There is a  button in the “Face Recognition Page”. Press it to “ID Recognition Page”.



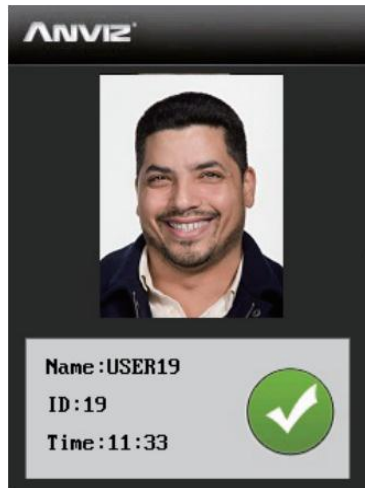
2. Input User ID and Password in the input box.



3. Press  to verify the User ID and Password. Or press  to cancel verification and back to "Input page".

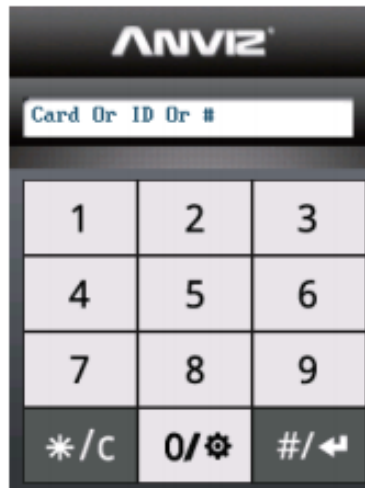


4. ID and Password verification succeed. The camera captures a current image display on the LCD.

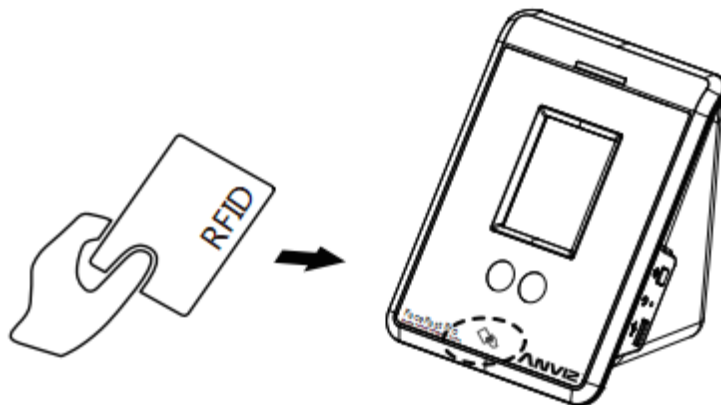


### Card Recognition

1. The Card Recognition, the device must stay on the “Input page”.



2. Swipe the registered card on the card reader area.

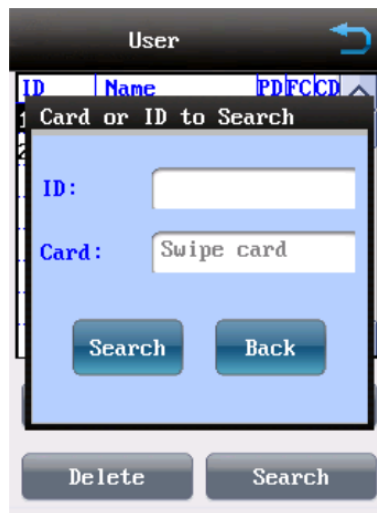


3. ID and Password verification succeed. The camera captures a current image display on the LCD.



### 2.2.5. Search User

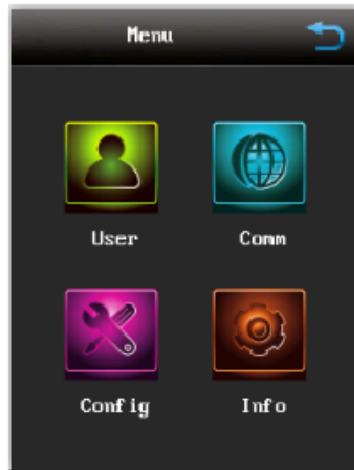
In the “User Mange Page”, click “Search” to search specific user based on user ID.



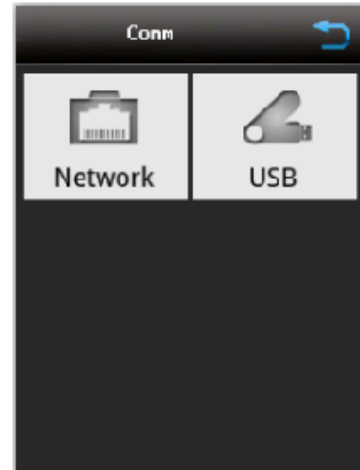
### 2.3. Communication Setting

In the FacePass Pro main menu, please press “Comm” to enter “Communication Setting Page”.





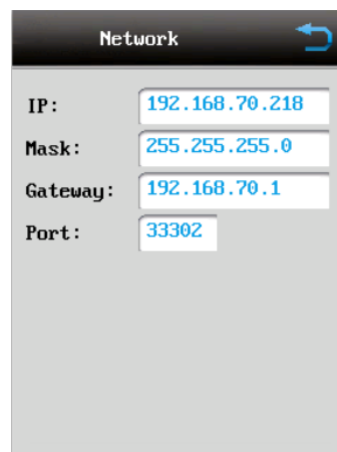
Main Menu



Communication Setting Page

### 2.3.1. Network Setting

Click “Network” option to setting IP address, Mask, Gateway and Port (Communication Port).



### 2.3.2. USB Manage Setting

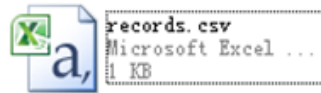
The USB Manage is for USB Flash Drive import/export data to terminal. Please plug in USB Flash Drive to the terminal then click “USB Manage” option to enter “USB Manage Page”.



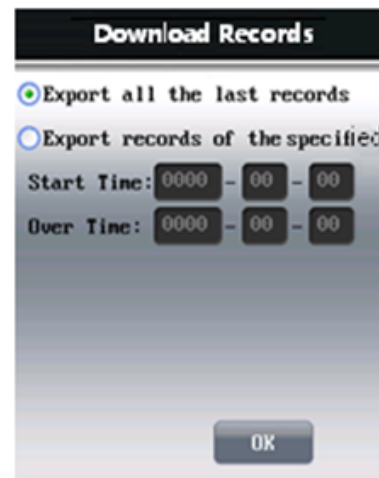
---

**Download Records:**

Download time attendance records (data encryption is available). After download record you can find a "record.csv" in the USB Flash Drive.



1.



2.



3.

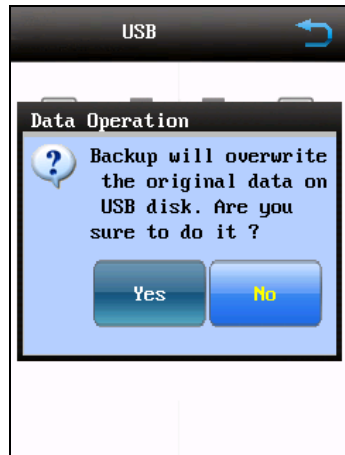


4.

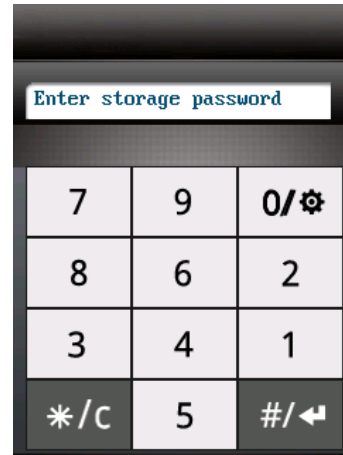
**Download User:** Export user information including face features data. After download there is a “USER” folder in the USB Flash Drive. The USER folder including users face features data.



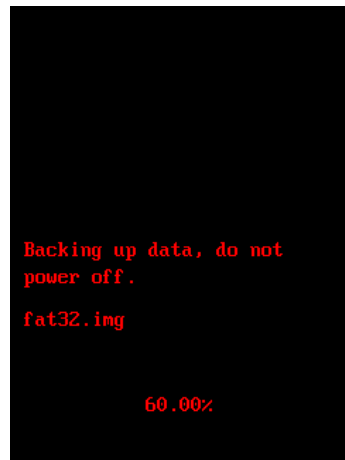
**Data Backup:** Backup data and saved information into the USB storage device. Please input storage password is necessary for this operation. The default storage password is “8”.



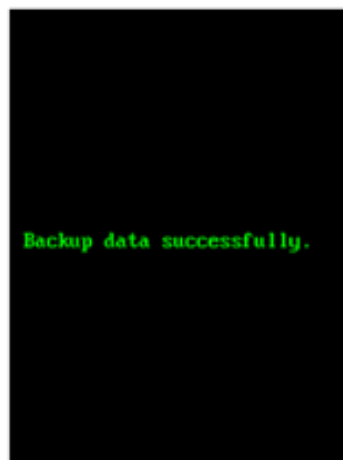
1.



2.

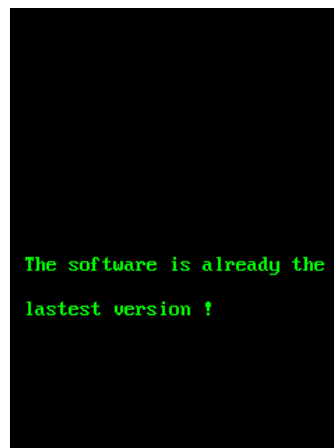
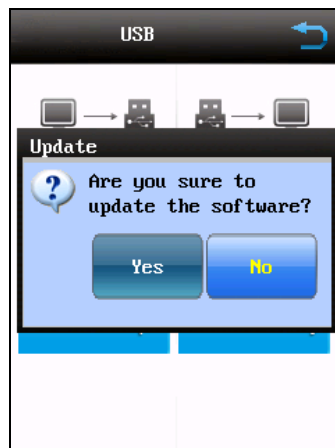


3.

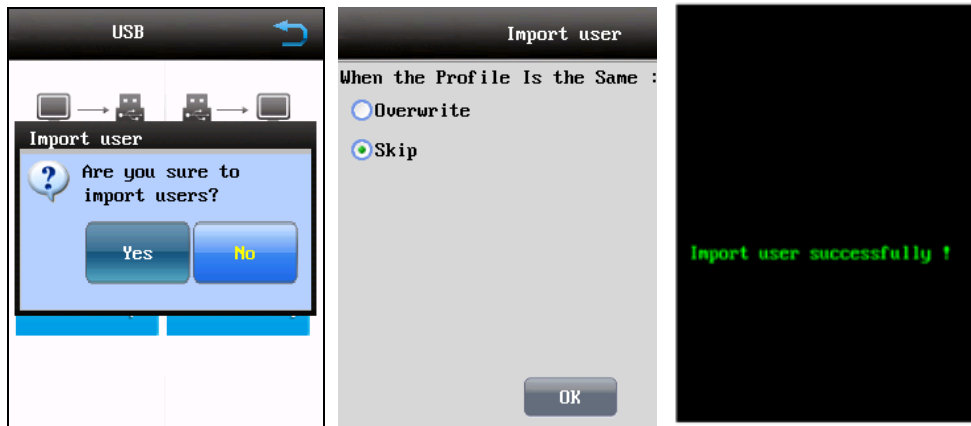


4.

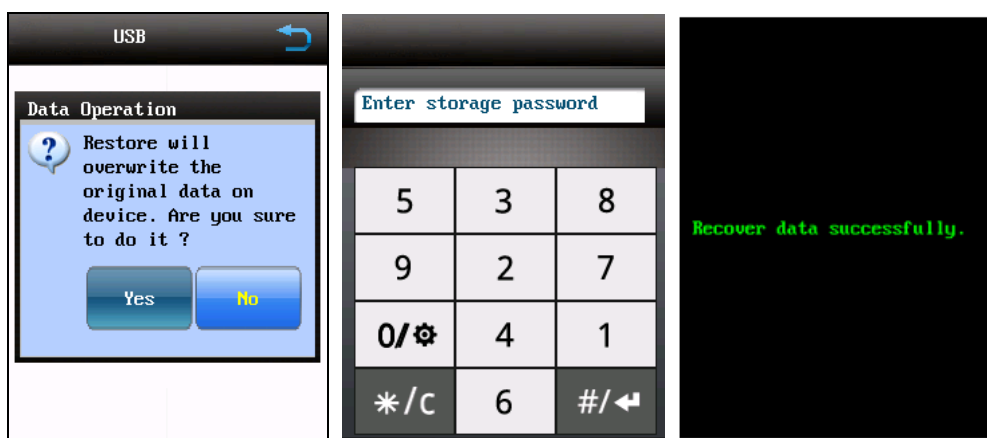
**Upgrade Firmware:** When there is a system firmware file in USB storage device, the terminal will reboot automatically after successful upgrade. System upgrade pop up window will be shown as follow:



**Upload User:** Upload user information including face features data from the USB Flash Drive to terminal.

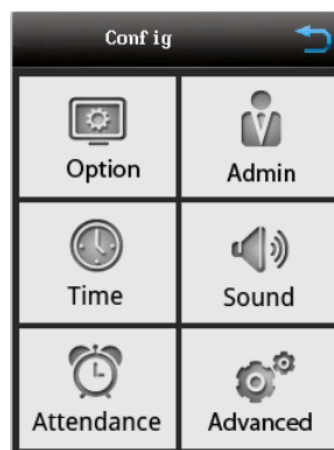


**Data Recovery:** When there is backup data in USB storage device, data recovery operation could be performed to retrieve all related data.



## 2.4. System Setting

In the FacePass Pro main menu please press “Config” enter “Configuration Page”.



### 2.4.1. Option

Click “Option” can setting terminal language, relay delay and body induction functions for the terminal:



**Language:** Click combo box to choice system language. The optional languages are English, Spanish, Postuguese.

**Delay:** It is relay response time.

**Sensitivity:** It is the sensitivity adjuster for Body Induction. Value: 0-5; Slow---Fast

**Tamper Alarm:** This function use to triggered alarm when the FacePass Pro terminal is dismantled without proper right.

**Disorder keypad:** Select this option to make keyboard figures positions switchable

**Default:** Click "Default" the terminal will prompt the terminal will back to default mode. Press "Yes" to continue. "No" to cancel.

## 2.4.2. Admin

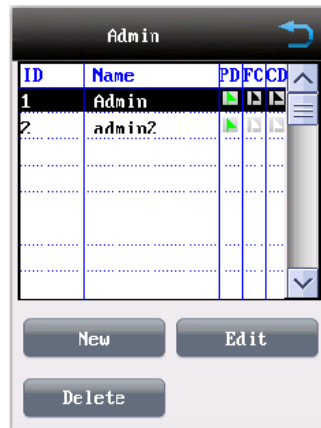
Click "Admin" can setting terminal Administrator. The terminal has a default Administrator and the default password is "12345". The default Administrator cannot be deleting in the terminal. You can modify the password and enroll face via the "Edit" option. The FacePass Pro device can enroll 10 administrators.

Click "New" to add a new Administrator. The "Name" and "ID" are fixed fields in the terminal. You can input password and enroll your face.

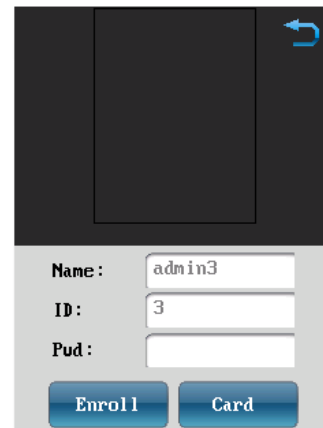
Click "Edit" option to modify the Administrator password and enroll face.

Click "Delete" option to delete Administrator.



The details enroll operation step please refer to the "2.2.1 User Enroll" chapter.

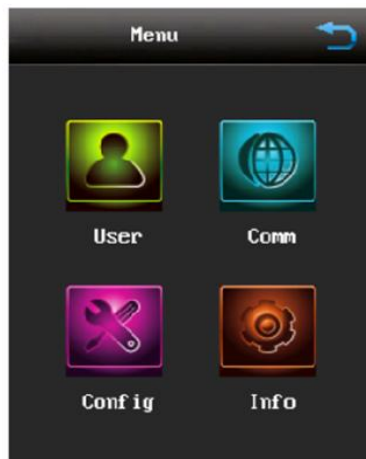


Admin Management

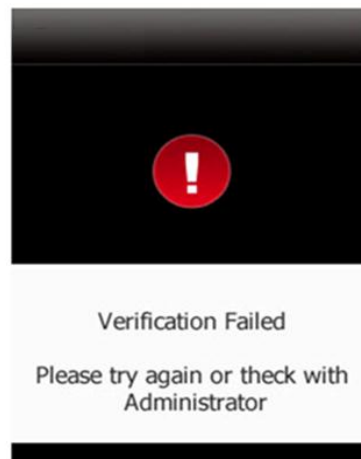


Input Page

After enroll administrator when input  three times or click  at "Input page" to enter "Administrator Verify Page". Need input new Administrator ID, "Face Recognition Page" will be shown. If the captured face matched with the specific template, the verification process will succeed. After input administrator password or face verification is successful, "Main Menu Page" will be shown. If failed, system pop-up will be given.



Main Menu Page



Verification Failed Page

### 2.4.3. Time

Click "Time" option can setting terminal's time and date:



**Time Zone:** Time Zone setting. Please select local time zone in the terminal.

**Date:** Set the date.

**Date Display Format:** Choose the appropriate format of the date.

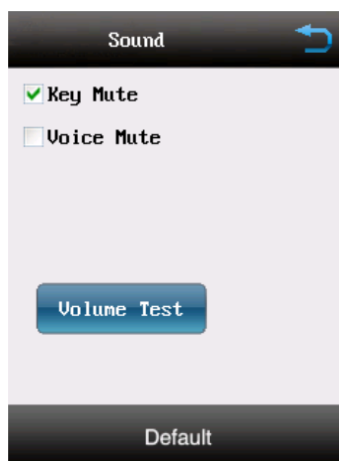
**Time:** Setting the hour for the time. Time format is: hh:mm.

**Act as NTP-SERVER:** Active Network Time Protocol Server use to synchronize the terminal time via network server.

**Sync with NTP-SERVER:** Input NTP Server IP address.

## 2.4.4. Sound

Click “Sound” option enters “Sound Setting” Page.



**Key Mute:** Enable/Disable the key sound.

**Voice Mute:** Enable/Disable terminal prompt tone.

**Volume Test:** Test terminal current setting speaker volume.

**Default:** Click “Default” the terminal will prompt the terminal will back to default mode. Press “Yes” to continue. “No” to cancel.

## 2.4.5. Attendance

“Attendance” option is for terminal time attendance setting:





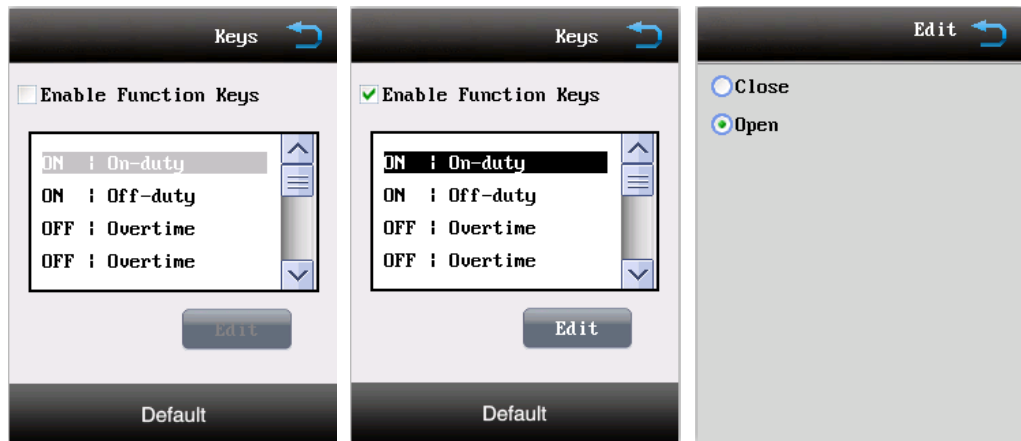
**Interval (Time):** This is the repeated attendance interval time. In interval time range only record one attendance record. The recommended value is 1 min.

**Threshold:** The higher the threshold value is the better the accuracy of verification will be however the verification speed will be slower. The recommended value is 55.

**Update threshold:** System will replace the template in database automatically with current face image if its likeness is higher than this threshold value. Default setting is 70.

**Function key:** Setting the attendance status options in the terminal.

Choose "Function Keys" to enter "Keys" Page. Select "Enable Function Key" to active function keys list. There are 10 keys (Default 6 keys "On-duty", "Off-duty", "Overtime On-duty", "Overtime Off-duty", "Out" and "Back" and 4 user defined keys) in the terminal. Select the status key which you need and click "Edit" to "Close" or "Open" the function key.



After active the function key the "Function Key Select Page" would be displayed before face recognition in the terminal.



**Default:** Click “Default” the terminal will prompt the terminal back to default mode. Press “Yes” to continue. “No” to cancel.

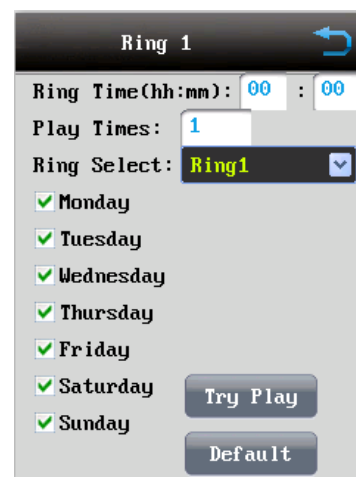
## 2.4.6. Advanced

There are “Timing Ring”, “Power Saving”, “Touch Panel Calibration” and “Reset” functions in the “Advanced” Page.



### 2.4.6.1. Timing Ring

Timing Ring: The terminal support 5 groups ring time. Select “Enable” and click “Config” to setting the “Ring Time”.



**Ring Time (hh:mm):** Setting Ring Time;

**Play Times:** Ring replay times;

**Ring Select:** There are five ringtone types in the terminal;

**Week:** Select which day you need to schedule the ring;

**Try Play:** Play the ring voice;

**Default:** Click “Default” the terminal will prompt the terminal will back to default mode. Press “Yes” to continue. “No” to cancel;

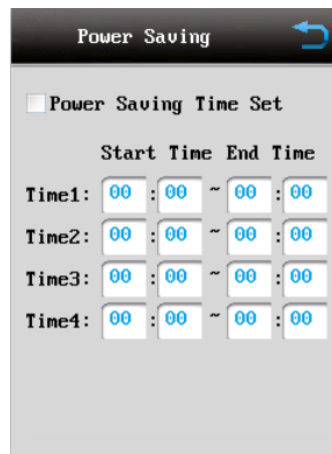
### 2.4.6.2. Power Saving

Power Saving is for automatically turn on/off the terminal on time to save power.

“Power Saving Time Set”: Select option to enable the power saving function.

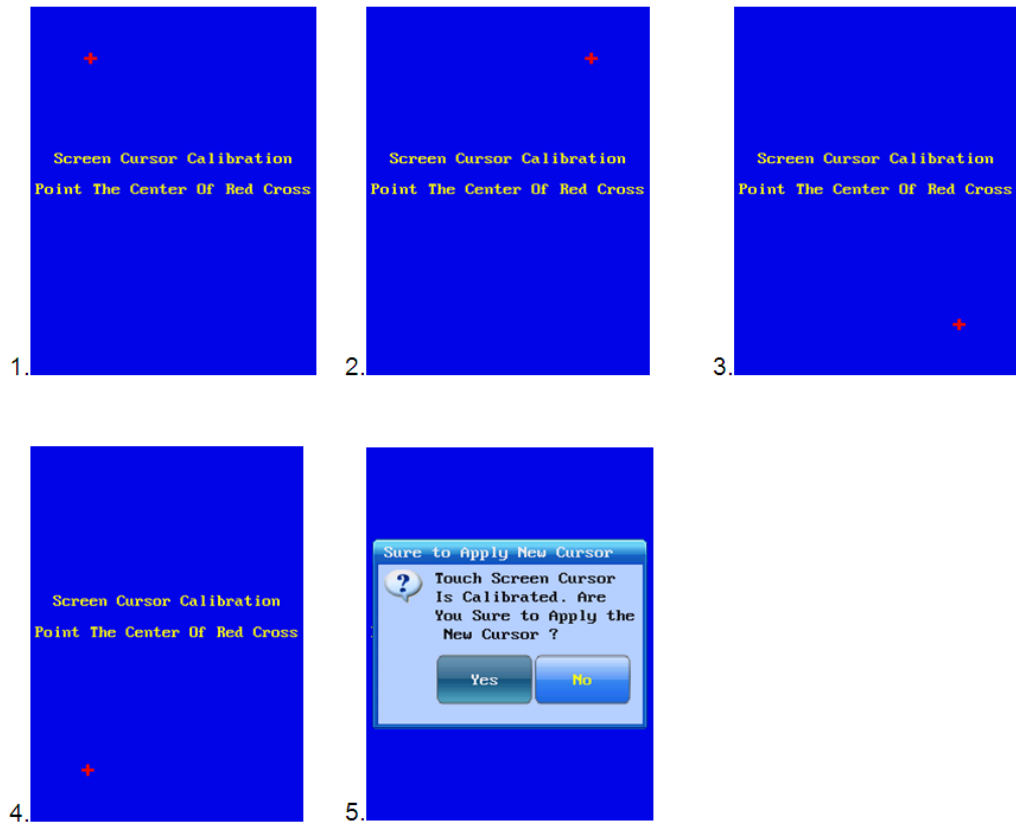
“Time” is setting the “Start Time” and “End Time”. You can set four times in the terminal.

The following is “Power Saving Page”:



### 2.4.6.3. Touch Panel Calibration

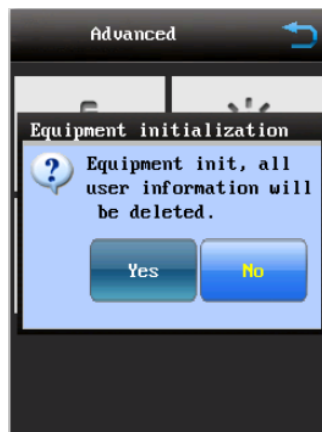
When the touch screen pinpoint deviates from actual position to a certain extent, screen calibration could be performed “Touch Panel Calibration”. Follow the instruction shown and click the Red Cross on the screen repeatedly to calibrate the touch screen.



#### 2.4.6.4. Clear User Data

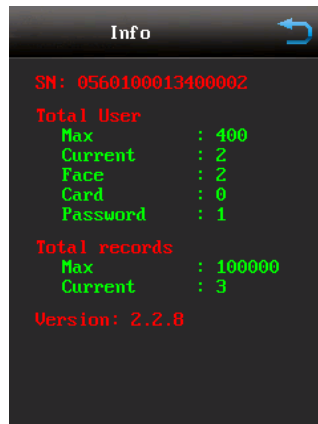
Click “Clear User Data” to initialize the terminal to factory mode. This function will empty all the setting and user information in the terminal. Please be carefully to reset the terminal.

The following is “Clear User Data” Page. Click “Yes” to delete all user information.



#### 2.4.7. Info

The “Info” option will display terminal information. Such as “SN”, “Total user” “Storage Capacity” and “Firmware Version”.



### 3. Webserver Software Instruction

Please ensure IP address of terminal is in the same LAN as client-end PC before you run the software.

Please enter the IP address of terminal from IE, for example, the terminal IP is 192.168.0.218, please input Http:// 192.168.0.218 and click Enter, then login Client-end software by User name and Password.

**Note:** The default IP of terminal is 192.168.0.218. The default user name is **admin** and password is **12345**

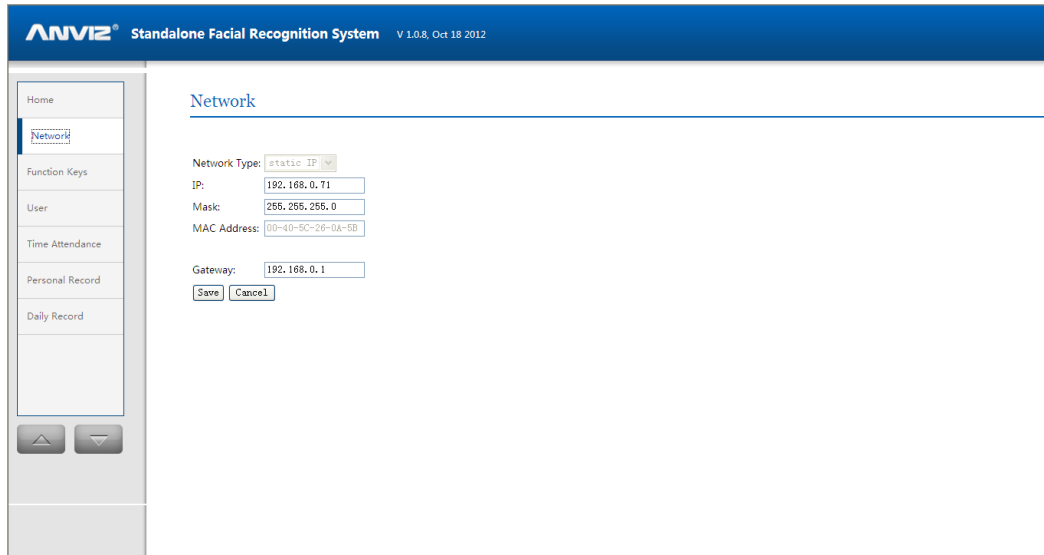
#### 3.1. Home Page



The administrator can set the Network, Time Attendance, and inquire records of attendance, attendance statistic, etc. Through webserver software, the administrator can also perform software upgrade, gateway reboot, password change, etc.

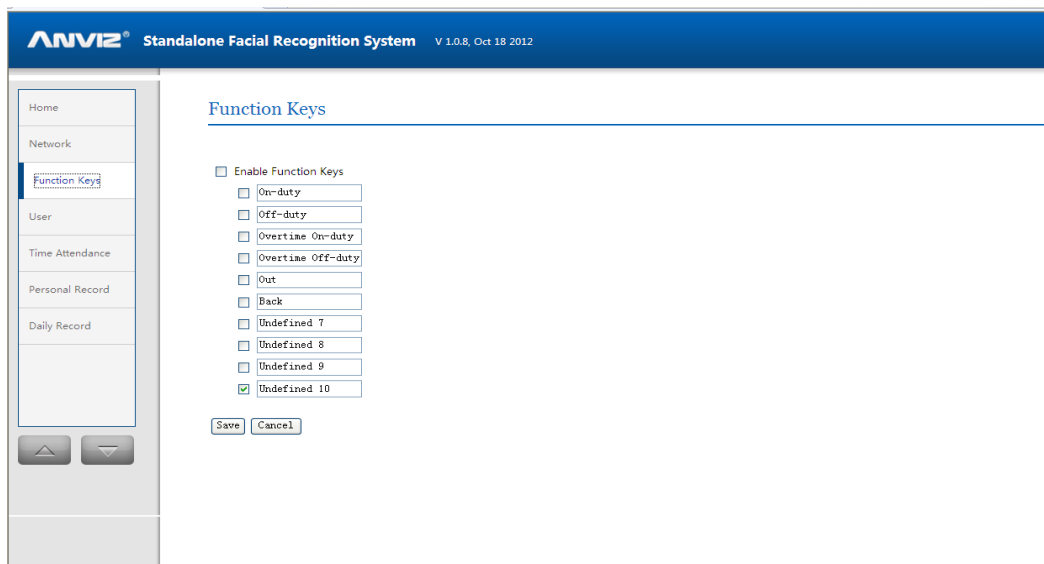
#### 3.2. Network Setting

Check and change the network, IP address, Subnet Mask and Gateway.



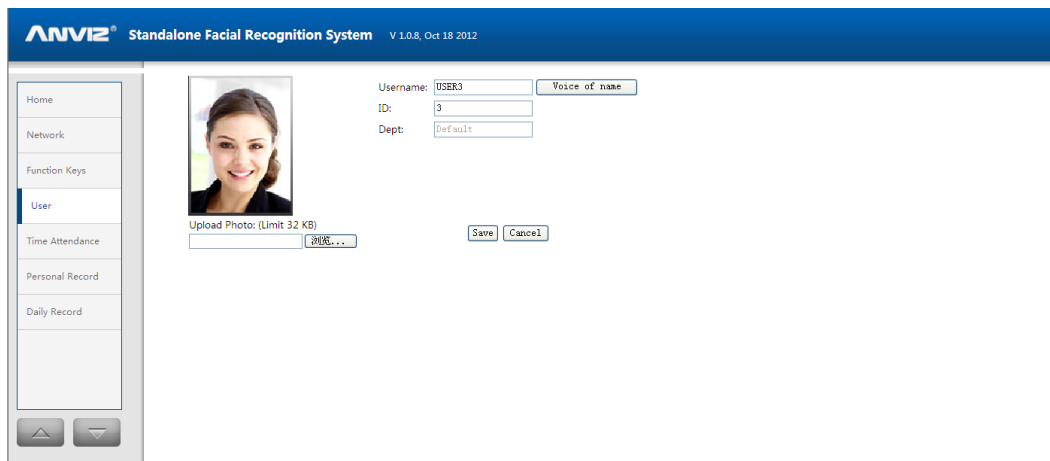
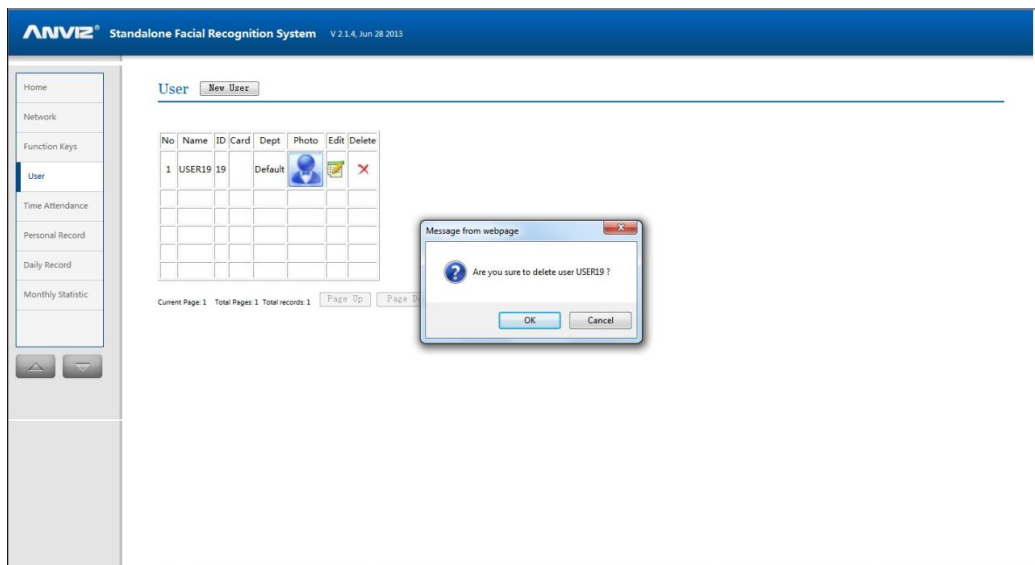
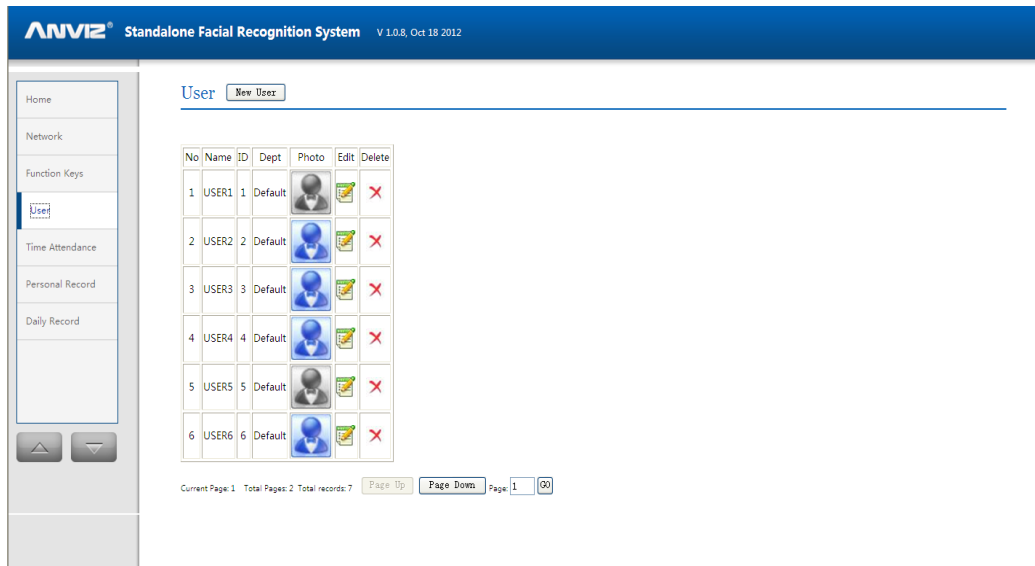
### 3.3. Function Keys

Check and change the setting of different function keys, and save the changes.



### 3.4. User Management

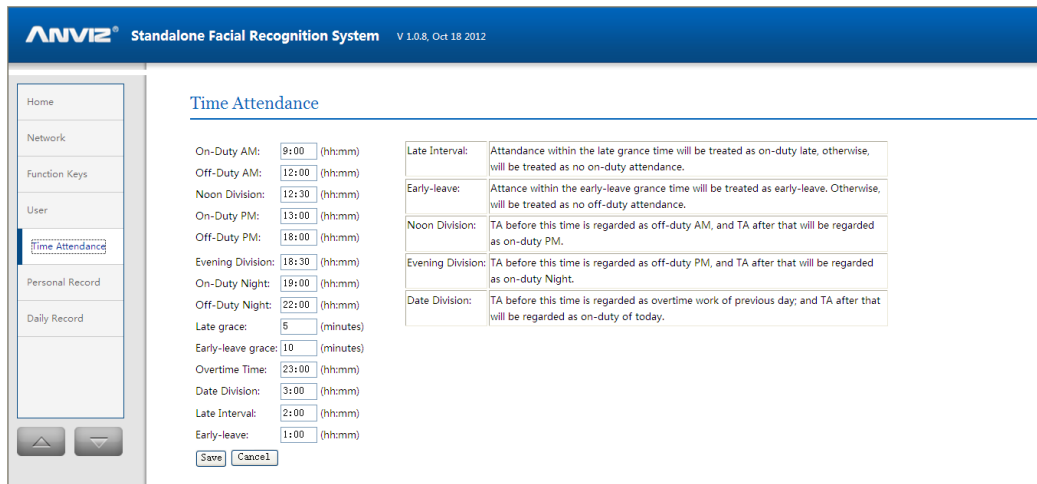
Create new user, browse, edit and delete existing user



### 3.5. Time Attendance Setting

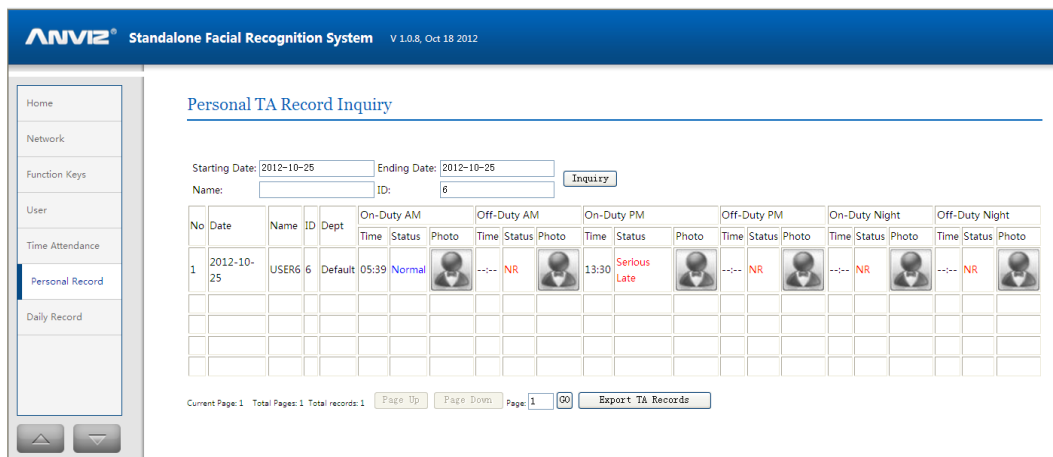
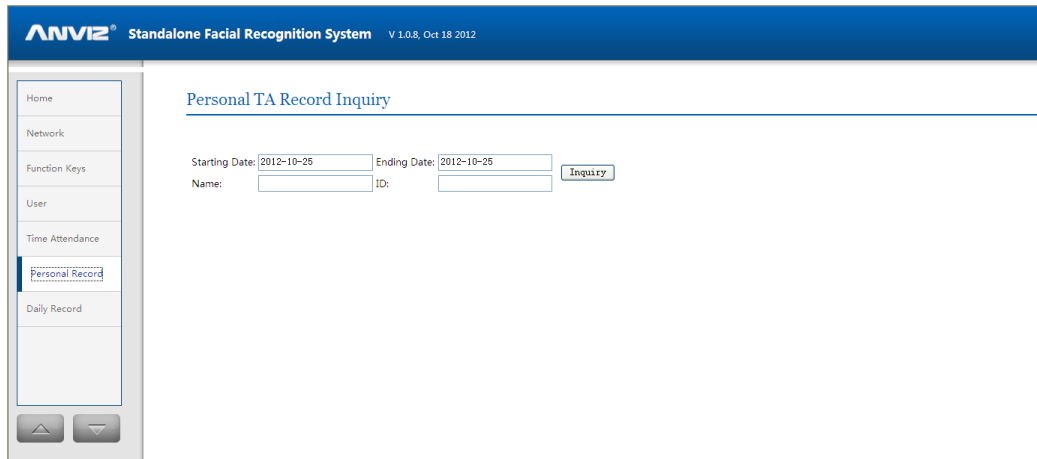
Set attendance time.



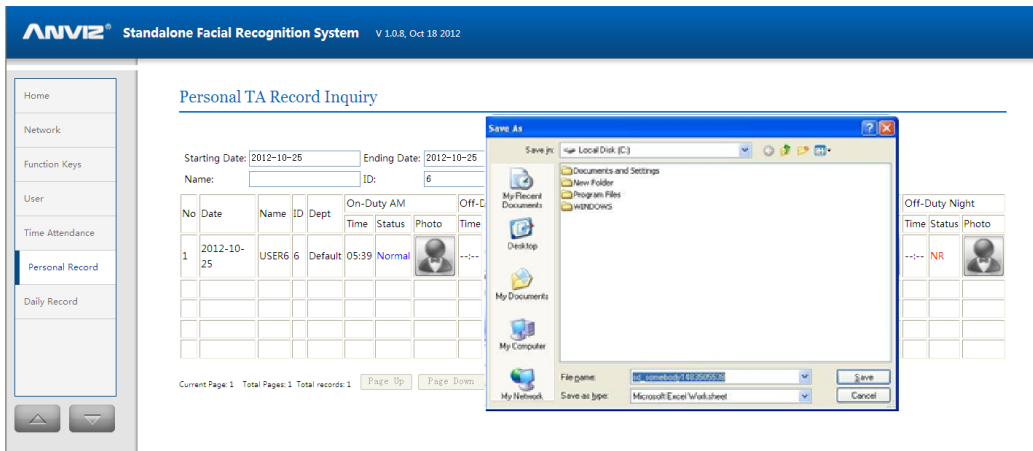
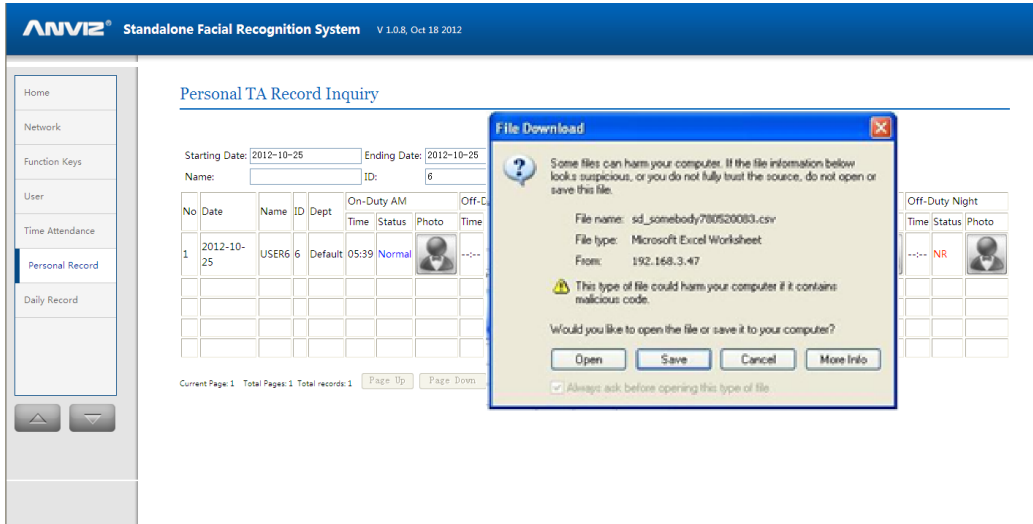


### 3.6. Personal Attendance Record

Inquire the records of attendance by Time, Name or ID No.



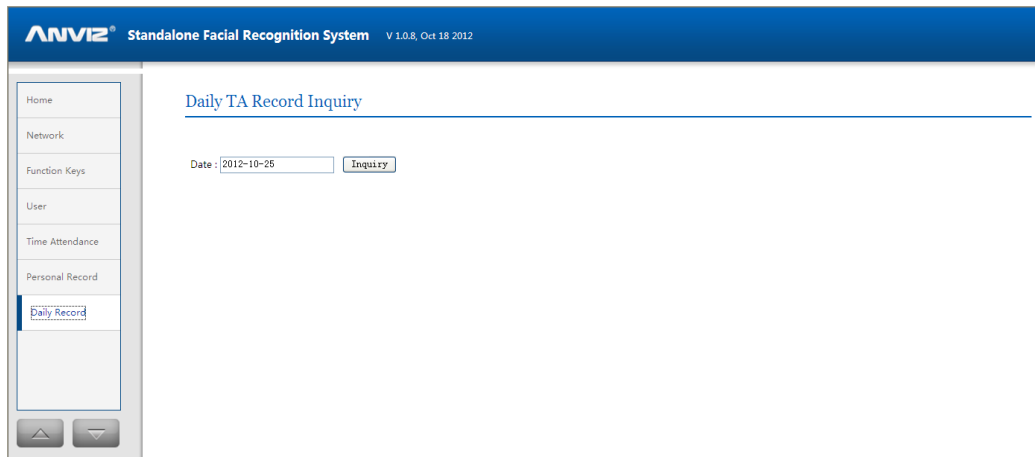
Click “Export TA Records” and save as CSV file:



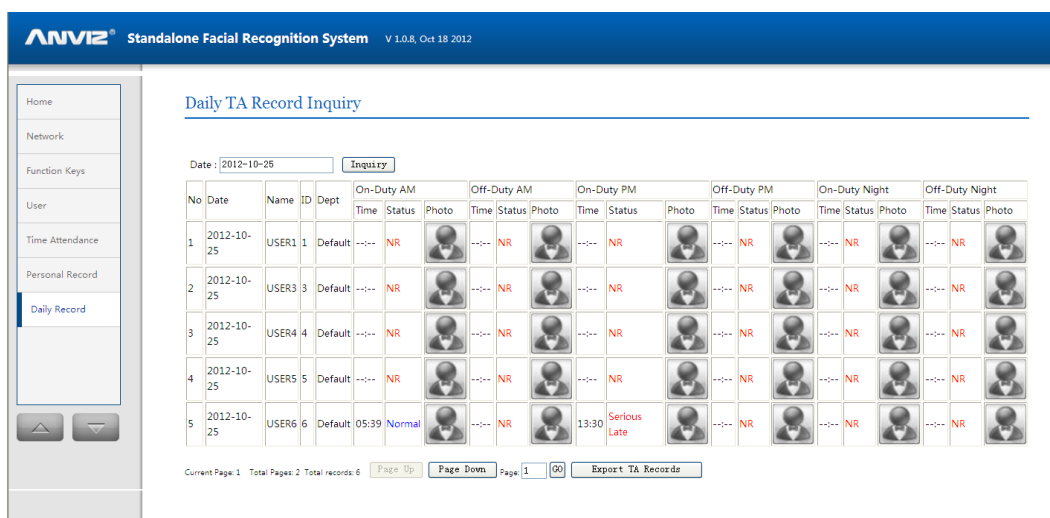
No	Date	Name	ID	Dept	On-Duty AM Time	Status	Photo	Off-Duty PM Time	Off-Duty	Off-Duty	Off-Duty	PM Status
1	2011-3-10	USER13	13	Default	--:--	NR		--:--	NR			
2	2011-3-11	USER13	13	Default	--:--	NR		--:--	NR			
3	2011-3-14	USER13	13	Default	--:--	NR		--:--	NR			
4	2011-3-15	USER13	13	Default	--:--	NR		--:--	NR			
5	2011-3-16	USER13	13	Default	--:--	NR		--:--	NR			

### 3.7. Daily Attendance Record

Inquire the daily attendance records of all employees

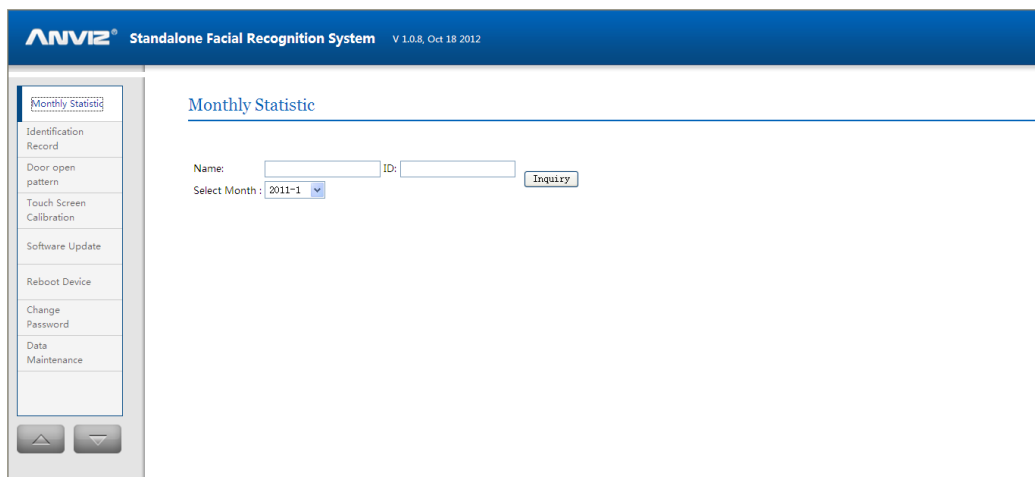


The following window will appear:

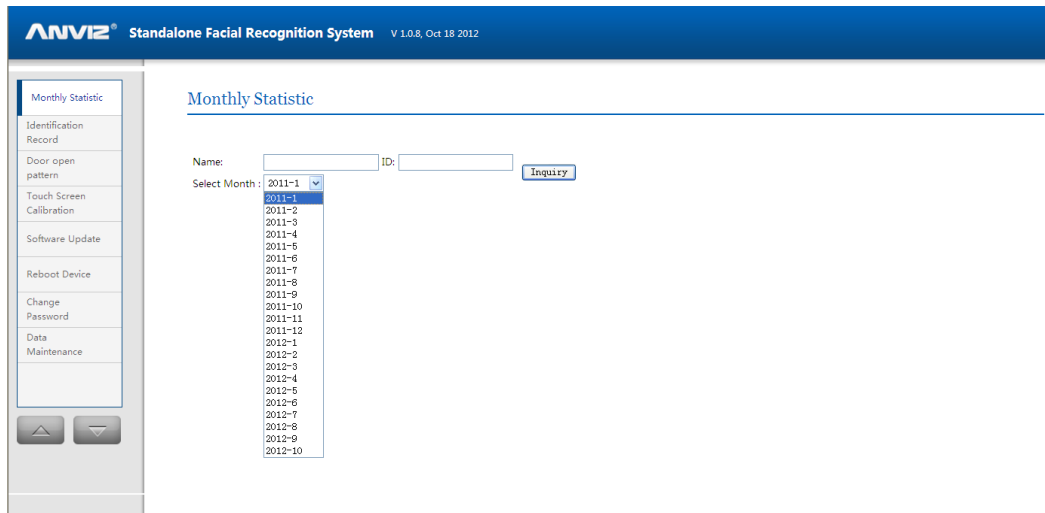


### 3.8. Monthly Attendance Record

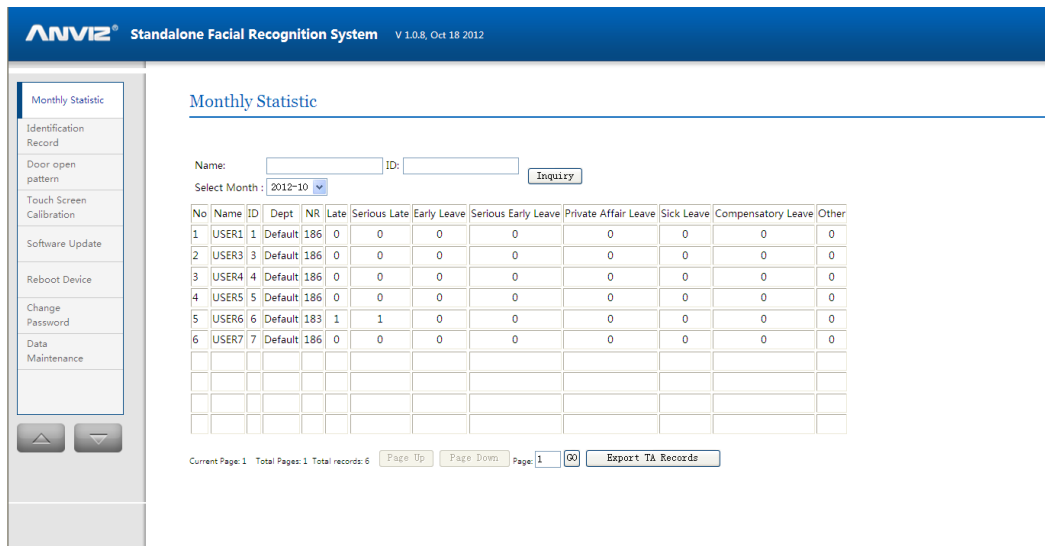
Inquire the monthly attendance records of all employees. Support the inquiry of personal monthly attendance statistic by Name or ID No.



Choose the month:



The following window will appear:



### 3.9. Identification Record

Inquire all identification records by time and date. Support conditional inquiry as per Name, ID, Card No, and status.

Click "Identification Record", the following window will appear:

**ANVIZ Standalone Facial Recognition System** V 1.0.8, Oct 18 2012

**Remove Identification Record**

All records before this date will be removed:

Name:

ID:

**Identification Record Inquiry**

Starting Date:  Ending Date:

Name:  ID:

Verification Status:

Inquiry the records by date:

**ANVIZ Standalone Facial Recognition System** V 1.0.8, Oct 18 2012

**Remove Identification Record**

All records before this date will be removed:

Name:

ID:

**Identification Record Inquiry**

No	Name	ID	Dept	Date	Time	Verification Scores	Status	Photo
1	USER6	6	Default	2012-10-25	05:39:32	66	Successful	
2	USER6	6	Default	2012-10-25	13:30:33	60	Successful	
3	USER6	6	Default	2012-10-25	13:53:54	62	Successful	

Current Page: 1 Total Pages: 1 Total records: 3   Page:

Starting Date:  Ending Date:

Name:  ID:

Verification Status:

Remove identification records:

**ANVIZ Standalone Facial Recognition System** V 1.0.8, Oct 18 2012

**Remove Identification Record**

All records before this date will be removed:

Name:

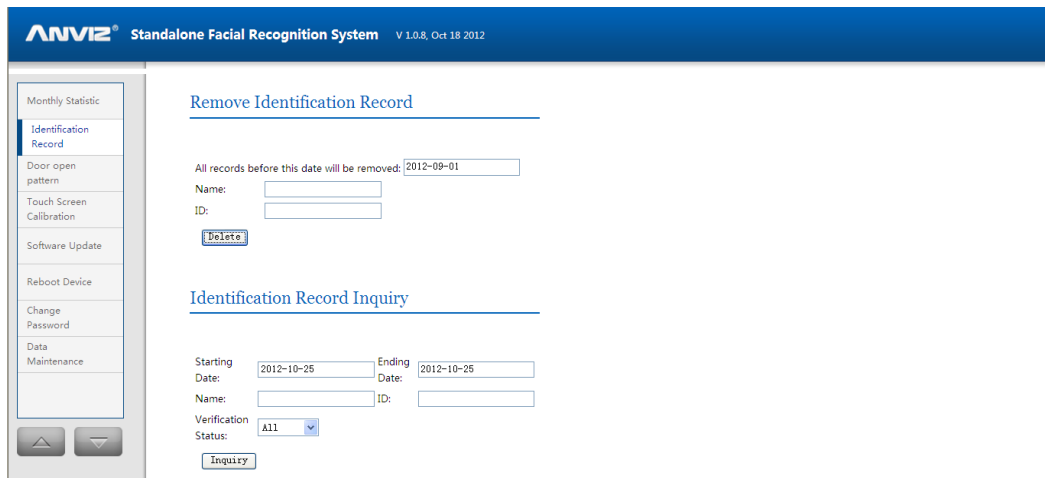
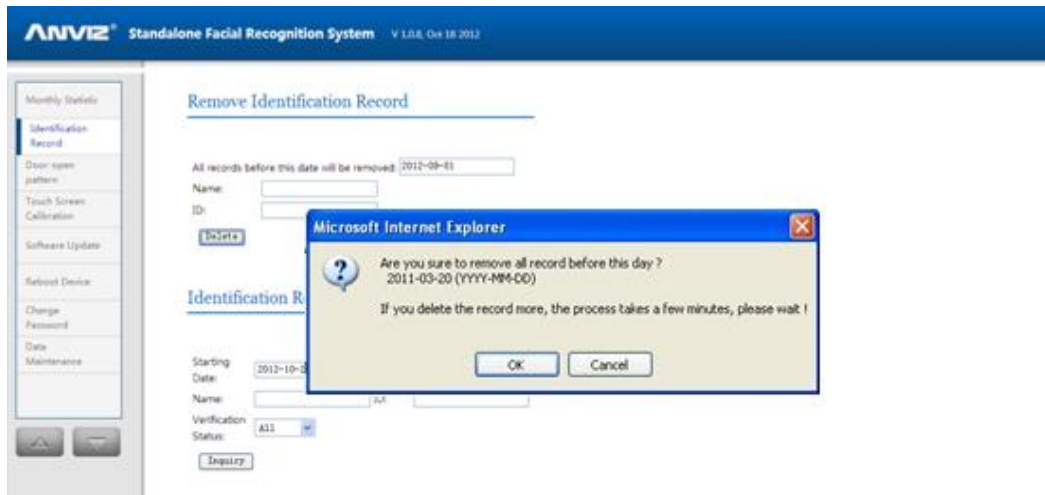
ID:

**Identification Record Inquiry**

Starting Date:  Ending Date:

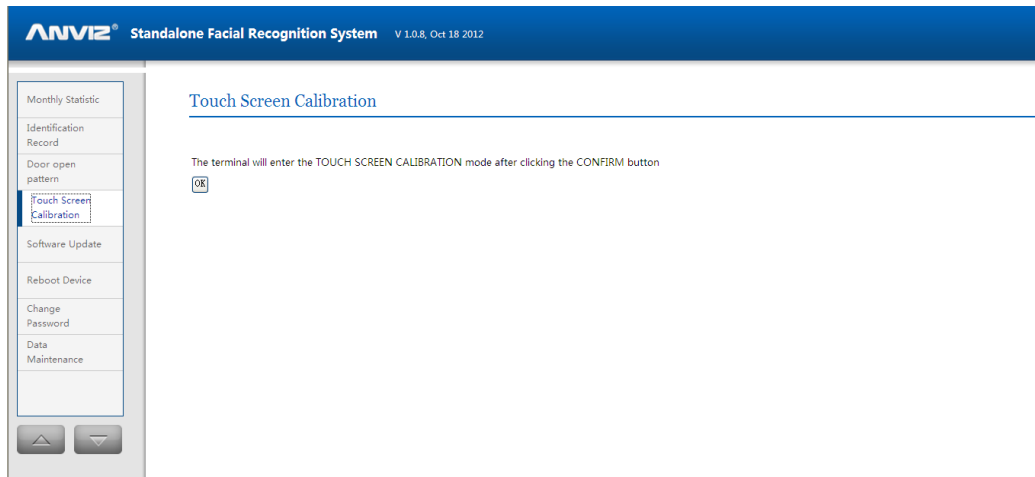
Name:  ID:

Verification Status:



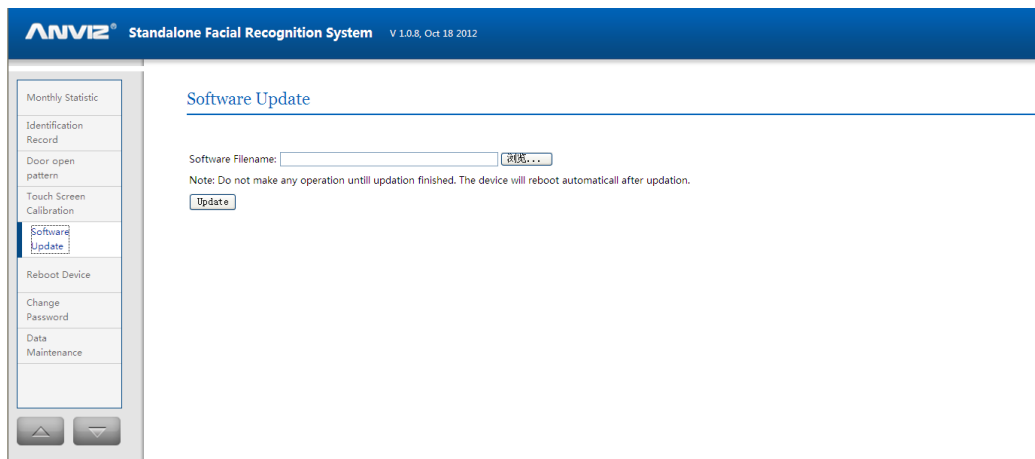
### 3.10. Touch Screen Calibration

Activated the screen calibration mode



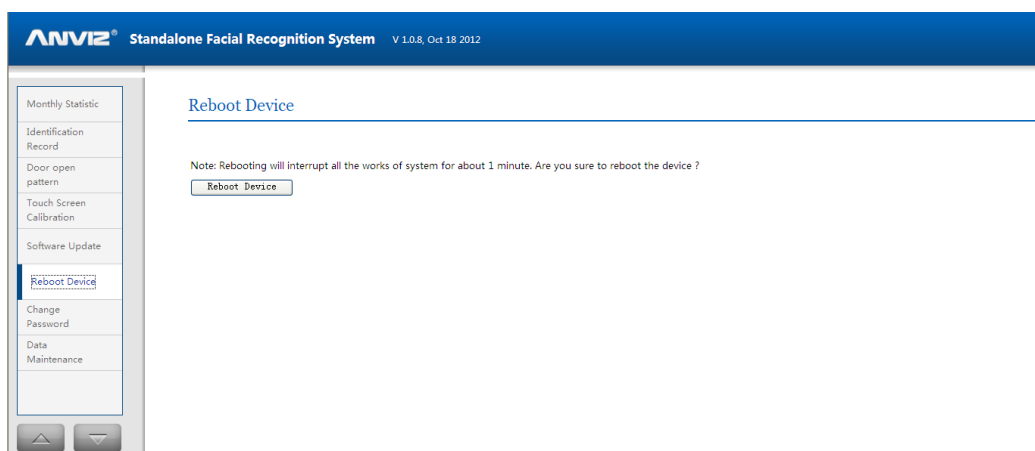
### 3.11. Software Upgrade

Start TFTP server and put the software to be upgraded into the TFTP folder. Then enter the IP address and the name of the software as Picture blow, click “upgrade”.



### 3.12. Reboot

Reboot the terminal:



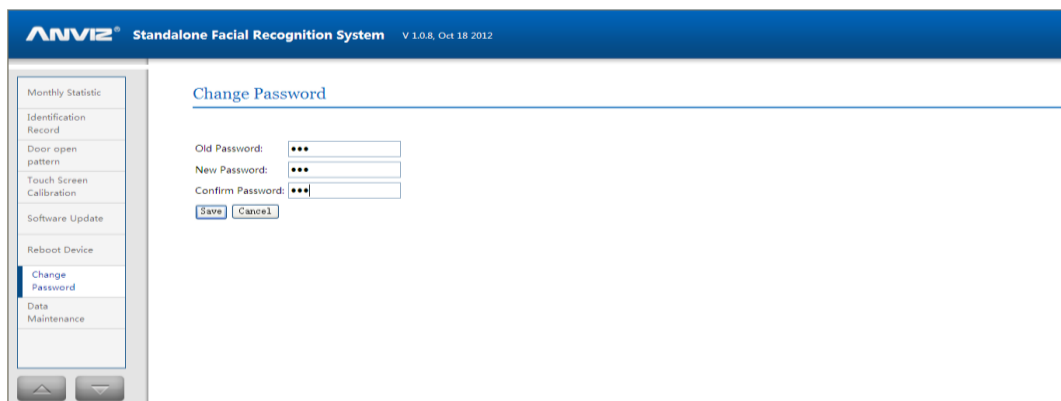


### 3.13. Change Password

Change the login password of the software.



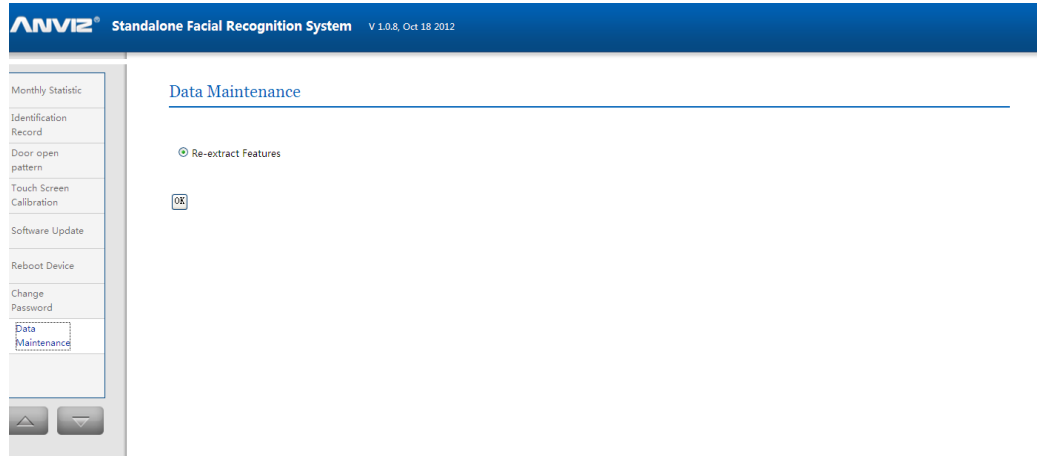
Input the old, new , confirmed password, and save it.



### 3.14. Data Maintenance

The face feature templates of the same person created by a different version system are somehow different; it will put an impact on the actual recognition performance. Regarding the switch of a different system version, “Data Maintenance” function is provided. After software upgrade task, we recommend user to activate “Re-extract Features” manually so that optimized performance is ensured.



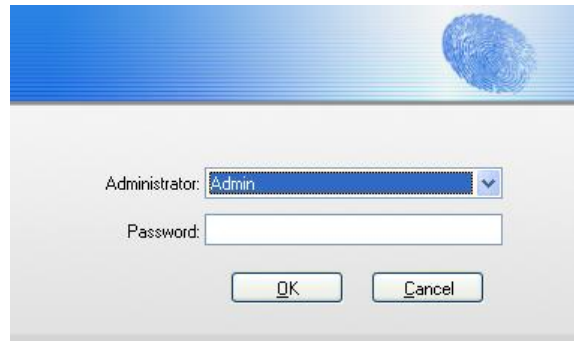


## 4. Background Management

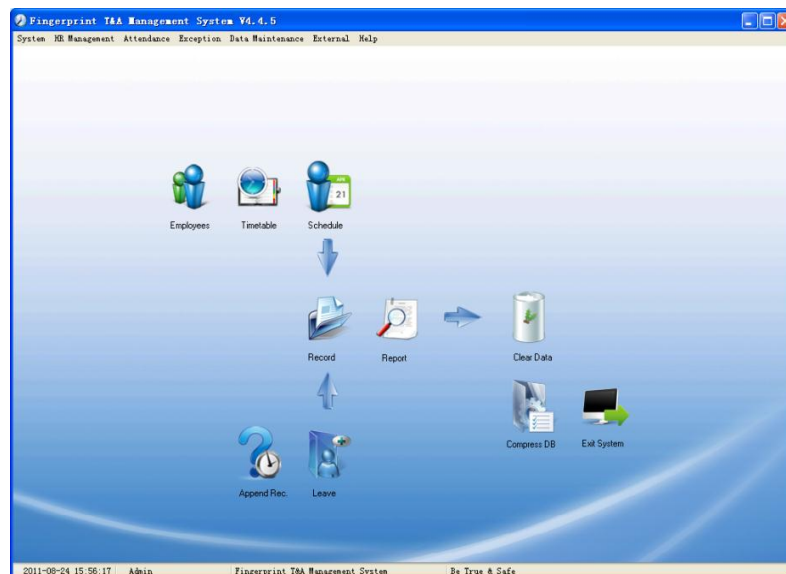
Management software can collect attendance records from different terminals, calculate according to shift setting, and finally generate different reports. The background software can manage employee information, set rules of attendance etc.

### 4.1. Log in System

Double click the icon [  ] on the desktop to start the attendance background management program. The log-in interface will pop up as follows:



The default administrator's name is "Admin" and password is empty. Log in system and the following interface will be displayed:

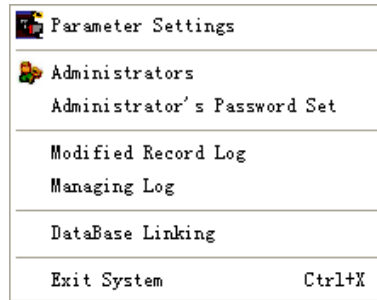


The main interface includes three parts:

1. System menu: Include the whole function module & information
2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on
3. Status column: Show the current time, logged-in administrator and system information.

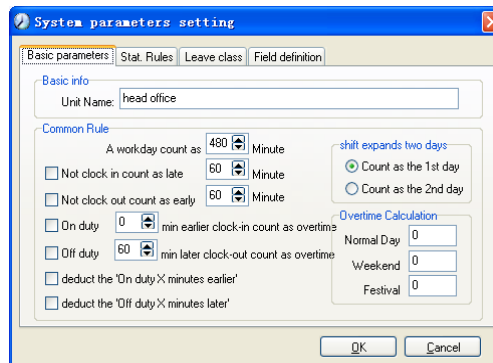
### 4.2. System

Click [System] on the main menu, following springs:



### 4.2.1. Parameters Settings

Click [Parameters Settings] in system menu. The following window will prompt:



**Basic parameters:**

Unit Name: Set your company name, the default is “Head office”. Input your company name that will be deemed as the head of departments list.

**Common Rule:**

A working day counts “as how many minutes”, is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

“Late for work as how many minutes” can be set when no clock-in on duty, “early to leave as how many minutes” when no clock out for off duty.

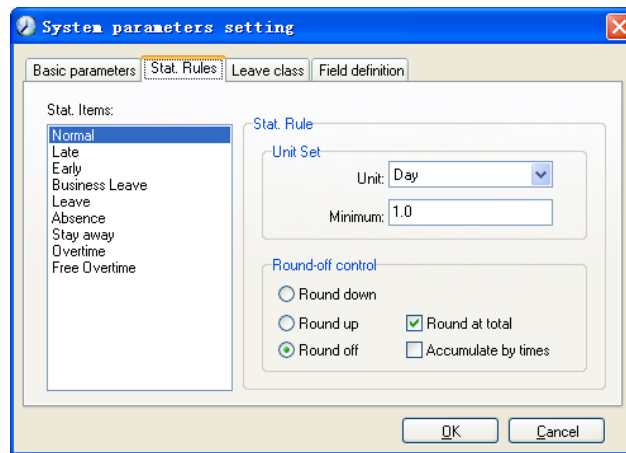
The minimum time that can be calculated as overtime before on duty time or after off duty time.

The “X minutes” will be automatically deducted from the total overtime if you select the item “deduct the on duty X minutes earlier/later”.

“Shift expand two days” is set under real condition.

**Stat. Rules:**

Click page [Stat. Rules], following shows:



This page describes the stat. rules of items: Normal, Late, Early, Business Leave, Leave, Absence, Overtime, Free Overtime.

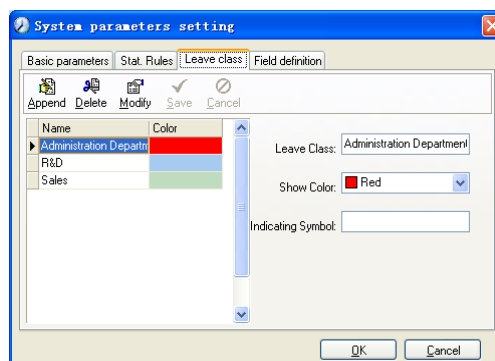
Unit Set: Set the accounting unit and minimum time of stat time.

- **Round down:** Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.
- **Round up:** Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.
- **Round off:** If the decimal is equal to or over 0.5, add one unit, or else, abandon it.
- **Round at total:** Add up the total time and then round according to corresponding unit.
- **Accumulate by times:** Only calculate the total times, display the accumulated times in report.

**Notice:** The setting of stat. Rules above will directly affect the statistical result. Please make above setting according to the true status of your company to ensure the accuracy of reports.

**Leave class:**

Click page [Leave class], following shows:



**Add new leave class:**

Click [Append], input the name of leave class and choose color, then click [save] to keep it.

**Modify leave class:**

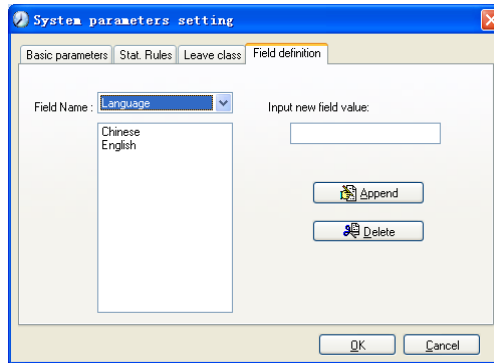
Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save].

**Delete leave class:**

Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish the operation.

**Field definition:**

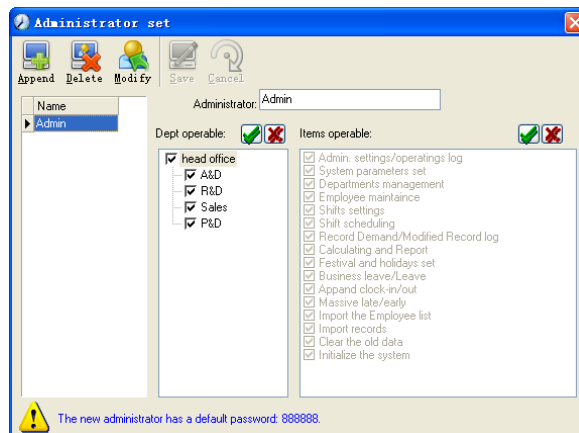
Click page [Field definition], following shows:



This page add the corresponding value for [Nation], [Specialty], [Position] [Education] in menu [Employee maintenance].

**4.2.2. Administrators**

Click [System]-[Administrators], following window shows:



Append new administrator:

Click [Append]—input the name of new administrator in field of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is **12345**. Please log in as the new registered administrator and click menu [System] -- [Administrator's password set] to set new password of administrator for system security.

**Note:**

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Employee maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the “Department operable” for the administrators (select the new department in the “Department operable” list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify administrator:

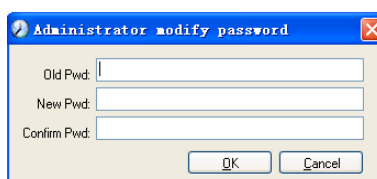
Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

Delete administrator:

Select the name of administrator who will be deleted and click [Delete] to finish deleting according to the prompt.

### 4.2.3. Administrator’s Password Set

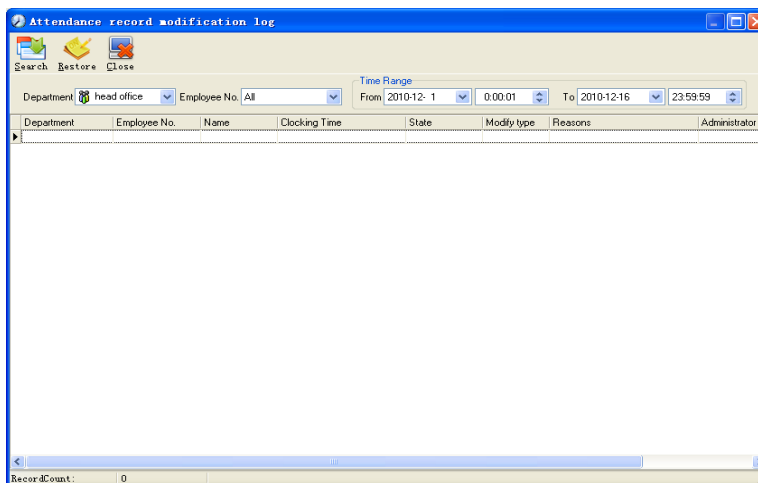
Click menu [System]--[Administrator’s Password Set], following springs:



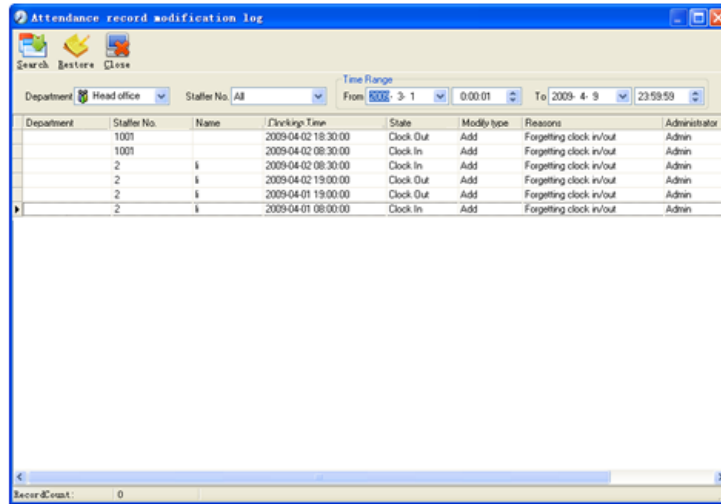
Input the original password in [Old Pwd], enter the new password in [New Pwd], enter again in [Confirm Pwd] and click [OK] to finish.

### 4.2.4. Modified Record Log

Click menu [System]--[Modified Record Log], following springs:



Select Department, Employee No. and Time Range and click [Search] and those records which match the above condition will be displayed.

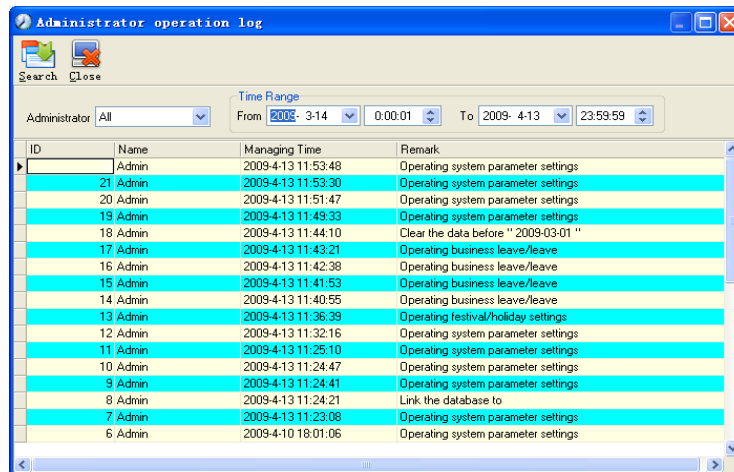


Click [Close] to exit.

**Notice:** Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking [Restore].

### 4.2.5. Managing Log

Click menu [System]--[Managing Log], following springs:

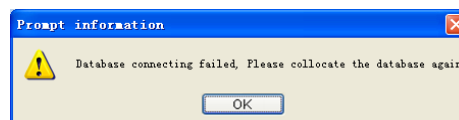


This log records all the operations of every administrator. Select [Administrator] and the Time Range then click [Search] to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

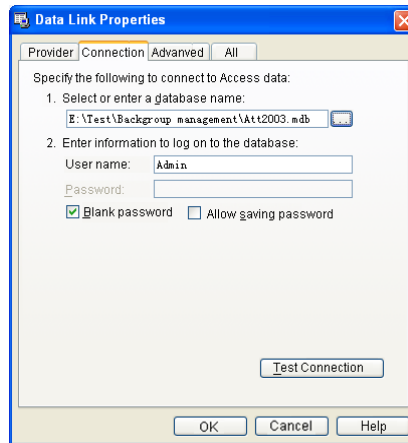
### 4.2.6. Set Database Link


This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000. The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:



Click [Database linking] in system menu, the following springs.

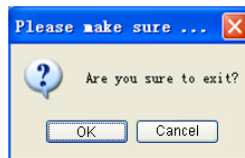


Input the database name or click the  button to select the correct database file.

**Notice:** You can click [Test connection] to test the connection correctness of the database.

### 4.2.7. Exit System

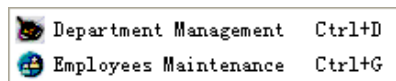
Click [Exit System] in System menu. The following menu springs:



Click [OK] to exit management software and return to Windows system.

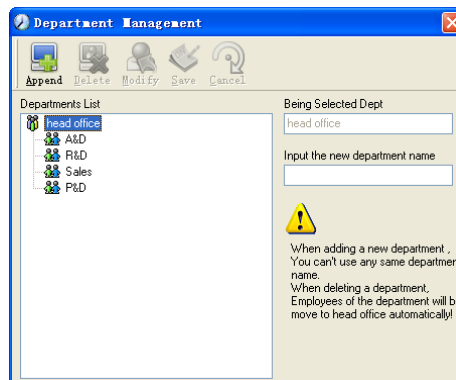
## 4.3. HR Management

Click [HR Management] on the main menu, following springs:



### 4.3.1. Department Management

Click [Department Management] in the [HR Management] menu, springs the following window:





**Add a new department:**

Click [Append], input the new department name and click [Save] to add a sub department for the chosen department.

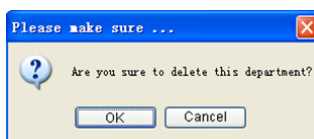
**Note:** When you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [administrator set] first (choose the new department you just added in the “Department operable”).

**Department modification:**

Choose the department, click [Modify] and input the new department name, then click [Save].

**Delete the department:**

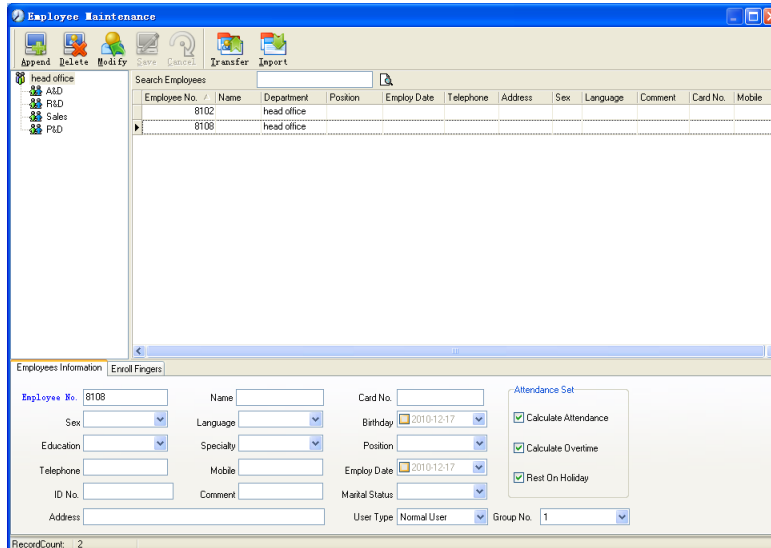
Choose the department, click [Delete] and then click [OK] to complete.



**Notice:** Repetition of department name is not allowed; if there are employees existing in the deleted department, those employees will be automatically transferred to department of head office.

**4.3.2. Employees Maintenance**

Click [Employees Maintenance] in [HR Management] menu, the following window appears:



**Employee's adding:**

Choose the department that the employees belong to, clicks [Append], and input employee's information, then click [Save] to complete.

**Note:**

1. The items (“Calculate attendance”, “Calculate overtime”, “Rest on holiday”) below “Attendance Set” are correlated with report, please set it correctly. If the checkbox of “Calculate Attendance” of this employee is not checked, there will be no statistical result for this employee in the report. If checkbox “Calculate Overtime” is not checked, the statistical result of overtime of this employee will be 0, unless he had

[Temporary Shifts] which defines as overtime working; If the checkbox of “Rest On Holiday” is not checked, holidays will make no effect on the shifts for this employee; if the checkbox of “Rest On Holiday” is checked, thus for those holidays, even there are shifts on those days for the employee, those shifts will be invalid. And if there are time attendance records of this employee, those records will be deemed as free overtime.

2. Employee No. is exclusive as well as the first digit cannot be 0!

**Employee's modification:**

Choose the employee, click [Modify] and input the new information, then click [Save].

**Employee's deletion:**

Choose the employee; click [Delete] and then click [OK] to complete.

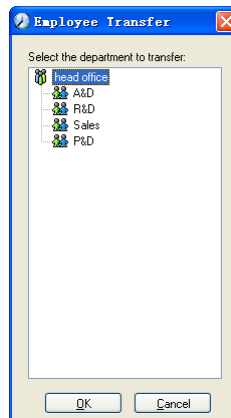
Please be cautious when delete the employee since all this employee's time attendance records, shift arrangement will be deleted at the same time.

**Import employees:**

Click [Import], employee importation window springs for importing employees.

**Employee's department shifting:**

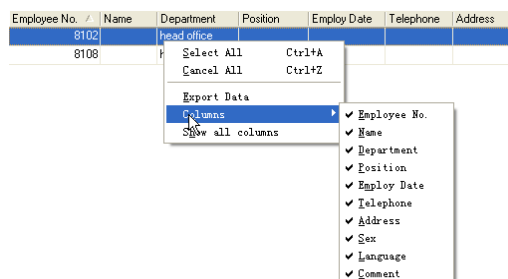
Choose the employee you want to shift the department click [Transfer] and following window will pop up:



Select the new department and click [OK] to complete.

**Export Employee:**

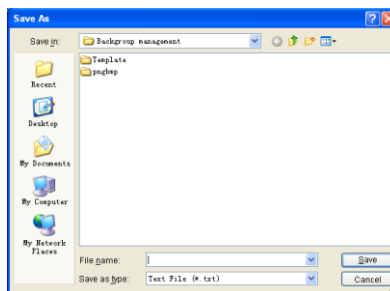
Right-click on employee list and the following window pops:



All displayed fields in employee info list can be defined through submenu of “Column”. Meanwhile, the modification will take effect and be saved.

Click [Show all columns] to display all fields in the list.

Click [Export Data] and following window will prompt:



Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

**Notice:** Exported Excel file can be used as backup information and can be imported again.

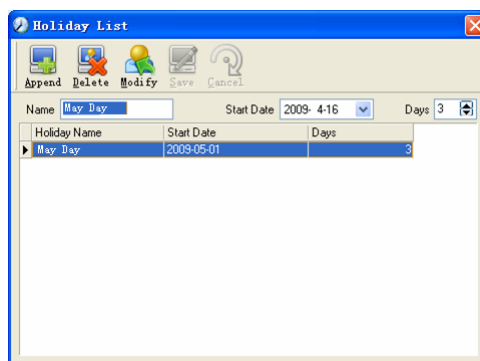
## 4.4. Attendance Management

Click [Attendance] in the main menu, following springs:

Holiday List		
TimeTable and Shift		Ctrl+B
Staffer Scheduling		Ctrl+P
Attendance Record		
Attendance Calculating and Report		Ctrl+R

### 4.4.1. Holiday List

Click [Holiday List] in [Attendance] menu. The following appears.



Add festivals or holidays:

Click [Append] then input the festival or holiday name and the rules. Click [Save] when ready.

Modification of festivals or holidays:

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays:

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

### 4.4.2. Timetable and Shift

The relationship between shift and timetables:

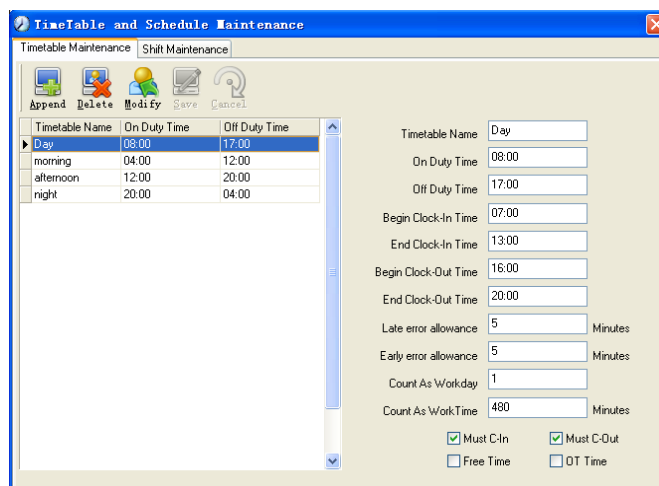
Shift setup should be done in two steps: First, setup necessary timetables. Second,

setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table “morning” to indicate “08:00-12:00” and time table “afternoon” to indicate “13:00-17:00”; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as “Normal shift” in which “shift cycle” and “cycle unit” will be setup. Then we should add two timetables - “morning” and “afternoon” so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click [Timetable and Shift] in [Attendance] menu. The following window appears.



**Add a new timetable:**

Click [Append] and enter the corresponding information:

[Timetable Name] For instance: Day Shift

[On duty Time] (08:00)

[Off duty Time] (17:00)

[Begin Clock-in Time] (07:00)

[End Clock-in Time] (13:00)

[Begin Clock-out Time] (16:00)

[End Clock-out Time] (20:00),

[Late error allowance] (5)

[Early error allowance] (5)

[Count as work day] (1)

[Count as work time XXX minutes] (480).

Tick [Must C-In] and [Must C-out],

Finally click [Save] to confirm.

**Note:** Every item should be setup in timetables with no blank left. [Begin Clock-in Time] and [End Clock-in Time] setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance] means how many minutes after [On duty] are treated as “late”,

[Early error allowance] means how many minutes before [End Clock-in Time] are treated as “early”; [Count as work day] and [Count as work time XXX minutes] are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Employee A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings] If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

**The timetable Modification**

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

**The timetable Deletion**

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

**Note:** Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.

Example——Add a timetable:

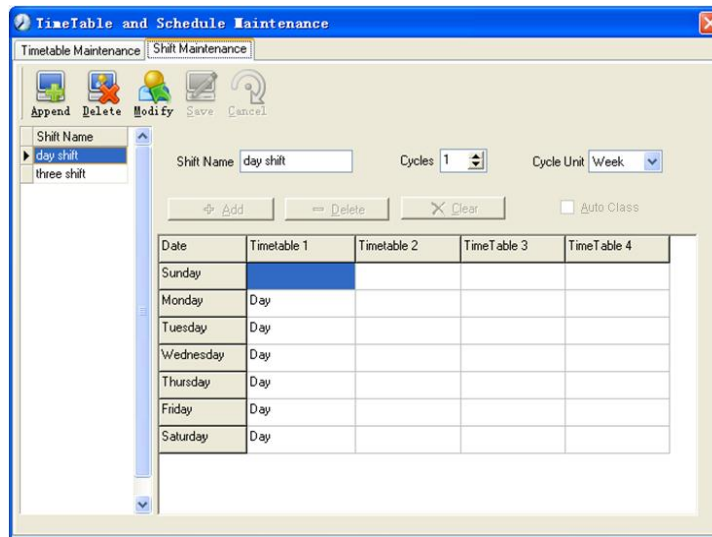
Complete process for adding four timetables:

- Day shift 08:00 - 17:00      Morning shift 04:00 - 12:00
- Noon shift 12:00 - 20:00      Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please note there should be no blank left.)

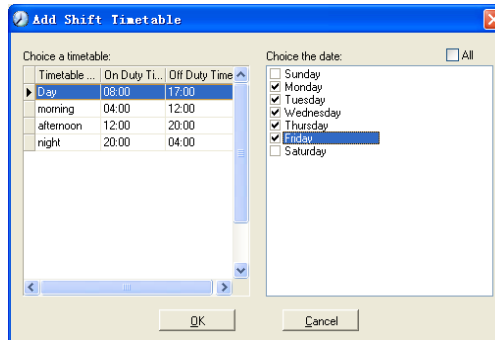
**Shift Maintenance**

Click [Shift Maintenance] and the following window pops up:



**Add a shift:**

Click [Append] and enter corresponding shift information in [Shift Name] such as: normal shift [Cycle] (1), [Cycle Unit] (week), and click [Add], select the timetables and time range required in this shift in the springing window. For instance, select the timetable – Day shift and select from Monday to Friday and then click [OK], back to this window and click [Save] to complete. (Please refer to the example for details.).



**Delete the timetable:** Select the timetable you want to delete and click [Delete].

**Clear the timetable:** Clear all the timetables of the shift.

**Arrange the shift automatically:** when an employee has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Arrange the shift automatically], just finishing one shift of the period is reared as normal attendance.

**Modify a shift:**

Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

**Delete a shift:**

Select the shift to be deleted and click [Delete].

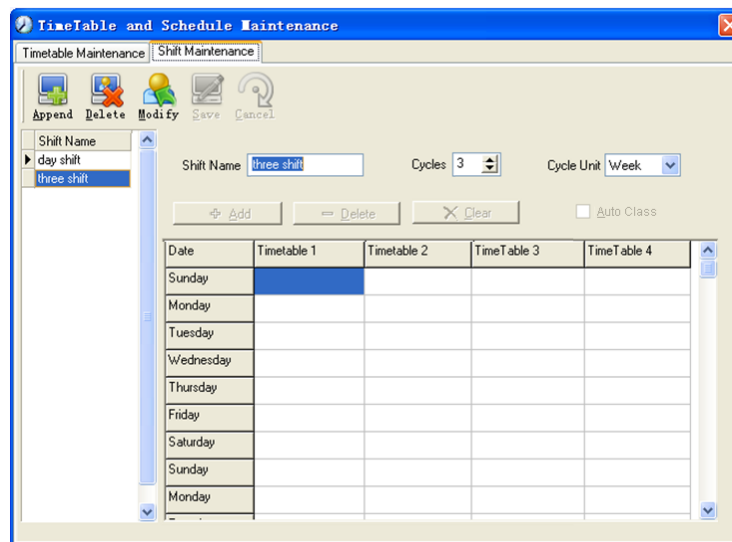
Example---Three shifts:

Add “Three shifts” Shift

**Note:** It is assumed that the shift goes around every week, cycle every three weeks and employee is on holiday every Saturday and Sunday.

Step 1:

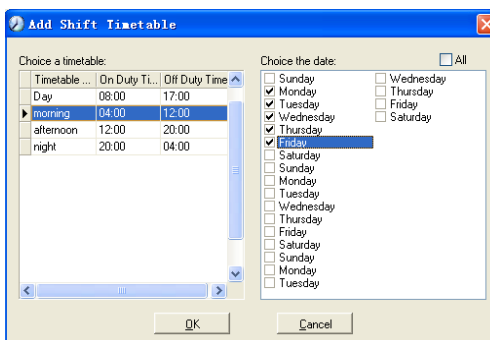
Click [Append], enter “Three shifts” in [Shift Name], set [Cycle] to “3” and [Cycle Unit] to “Week”. Please see the picture below:



Step2

Add corresponding working hour timetable in accordance with “Cycle”: first week (morning shift, from Monday to Friday)

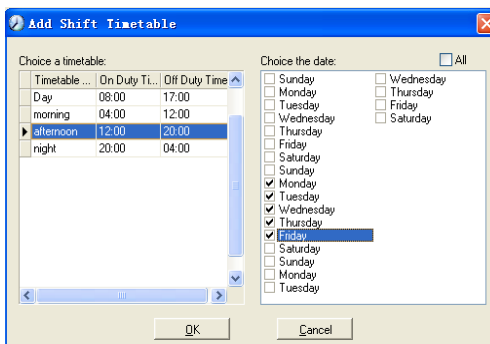
Click [Add] and the following window pops up:



Select the timetable “Morning shift” to be added and select the time range to apply to this timetable “from Monday to Friday of the first week” and click [OK] to complete the setting of the first week.

The second week (afternoon shift, from Monday to Friday)

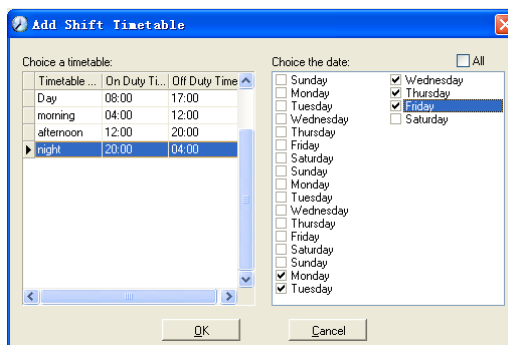
Click [Add], make corresponding operation in the springing window (see the result below):



Click [OK] to complete the working hour setting for the second week.

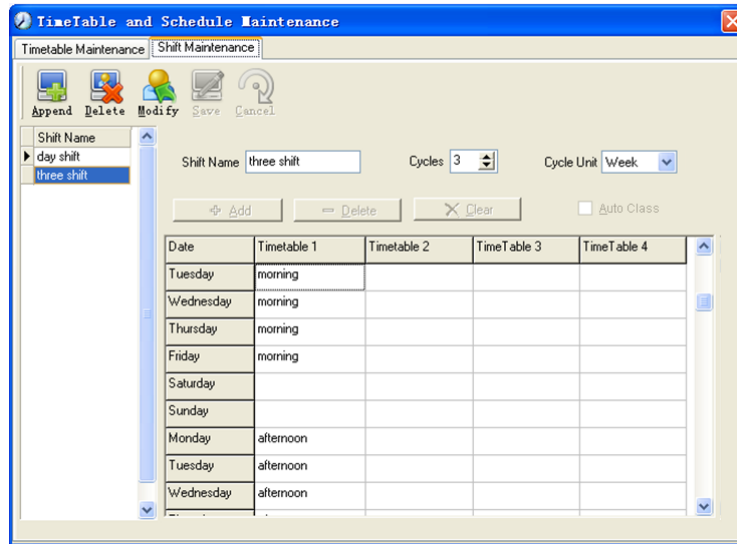
The third week (night shift, from Monday to Friday)

Click [Add], make corresponding operation in the springing window (see the result below):



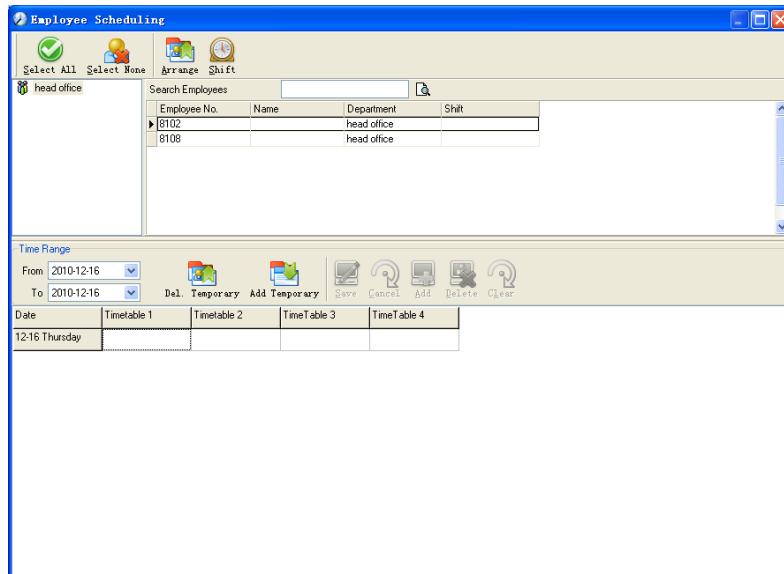
Click [OK] to complete the working hour setting for the third week.

After the completion of above steps, please don't forget to click [Save] and the setup of “three shifts” will be done (see the picture below):

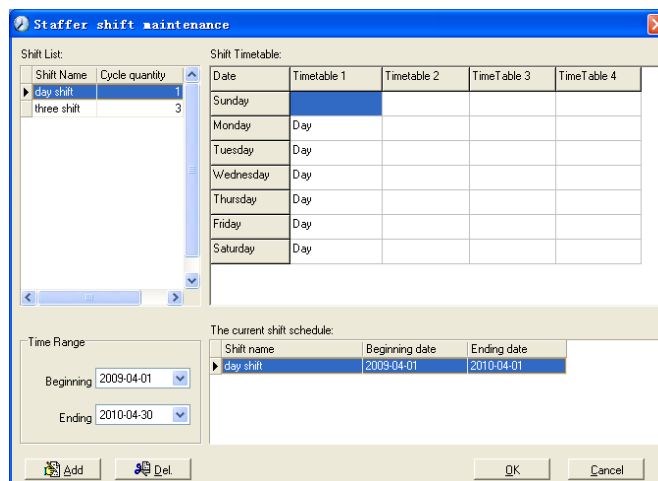


### 4.4.3. Employee Scheduling

Click [Employee Scheduling] in [Attendance] menu. The following window appears:



Choose the department or several personnel that need to arrange shifts, click [Arrange], the following window appears:





**Add a new shift:**

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of "normal class ", click [Add] button and then click [OK] to finish the adding of new shifts.

**Note:**

If the cycle unit of scheduling is "week" and the amount of cycle is more than 2, the starting date should setup as "Sunday".

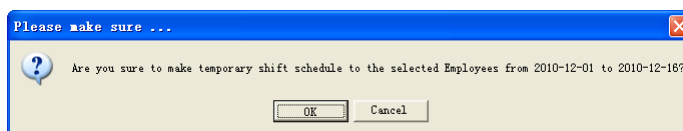
If the cycle unit of scheduling is "month" and the amount of cycle is more than 2, the starting date should setup as "1st day of a month".

**Deletion of the shifts:**

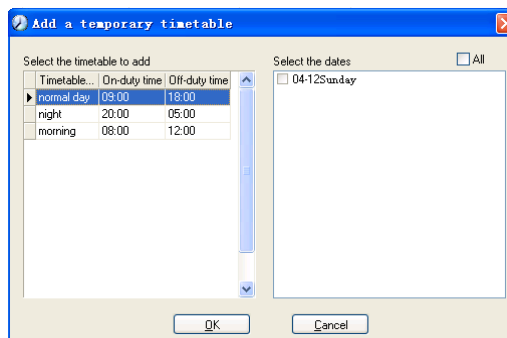
Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

**Arrange a Temporary Shift:**

When one or many employee's working time needs to be changed temporarily, you can arrange a temporary shift. Click [Add Temporary] the following window appears:



Click [OK] and the temporary scheduling can be operated. Then click [Add] and the following window will pop up:



Click [OK] and the timetables will be saved. Click [Save] and the temporary scheduling will be saved.

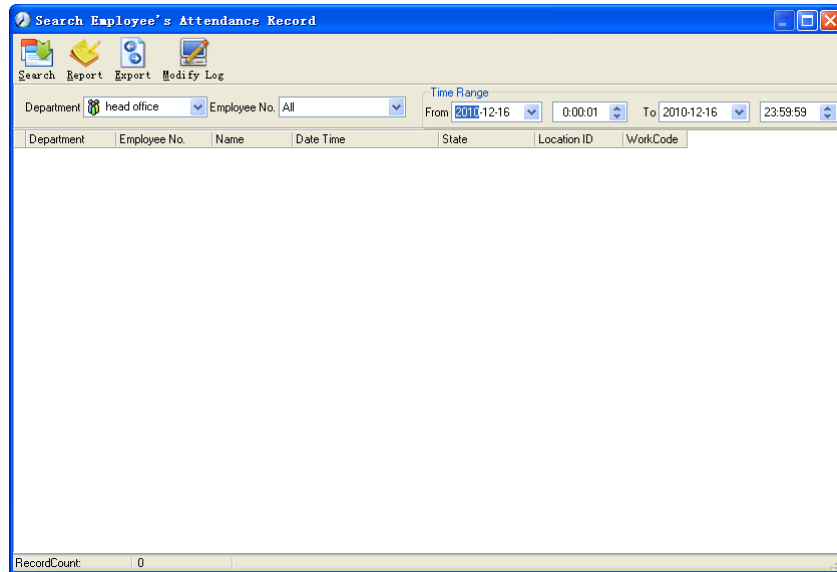
[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

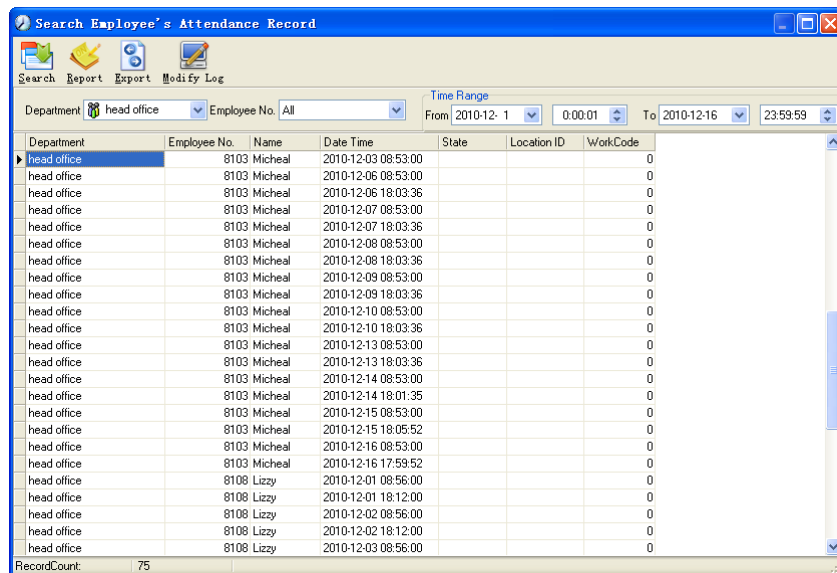
**4.4.4. Attendance Records**

Click [Attendance Records] in [Attendance] menu, the following appears:



**Inquiry of attendance record:**

Select the department, employee, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.



**Attendance record report form preview:**

Click [Report] when the window displays the attendance inquiry records, you can get the report form automatically.

Head office attendance record report

2009-04-01 To 2009-04-16

Department	Employee Name	Employee ID
Head Office	Jake Chen	8001
R&D	King Jin	8103
P&D	Mark Smith	8105

Page 1/1

### Attendance records exporting

If the user needs to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: \*.txt, \*.xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

## 4.4.5. Attendance Calculating and Report

### Inquiry of report form:

Click [Attendance Calculating and Report] in [Attendance] menu, the following window appears:

Attendance Calculating and Report

Calculate Report Report Exception

Department: head office Employee: All Time Range: From 2010-12-1 0:00:01 To 2010-12-16 23:59:59

Attendance Exceptions | Shift Exceptions | Other Exceptions | Calculated Items

Department	Employee No.	Name	Date Time	State	Operation	Exception Desc...	Timetable	Check	WorkCode

Select the beginning, the ending date and the department and employee that need to be calculated and then click [Calculate].

There are four Tabs of information after search and calculation which can be viewed

respectively:

**[Attendance Exceptions]:** Display the dealt result of the original attendance records;

**[Shift Exceptions]:** Display Employee’s attendance result in the scheduled time period;

**[Other Exceptions]:** Display Employee’s leave, out and overtime etc.;

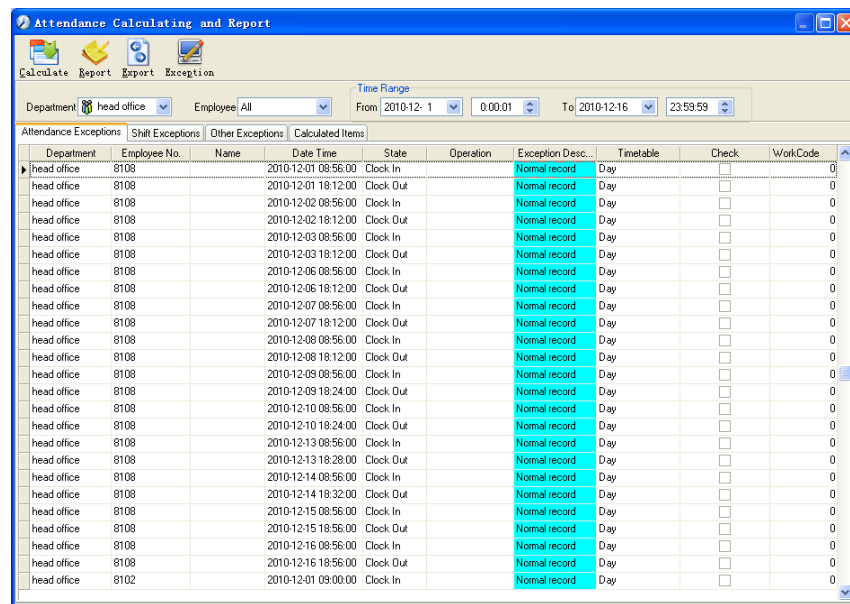
**[Calculated Items]:** Display all Employee’s calculated items such as “normal”, “actual”, “late”, “early”, “absent”, “overtime” etc.

**Notice:** When dealing with “Out” calculation, there should be “Out back” and only “Out” and “Out back” in one shift can be calculated.

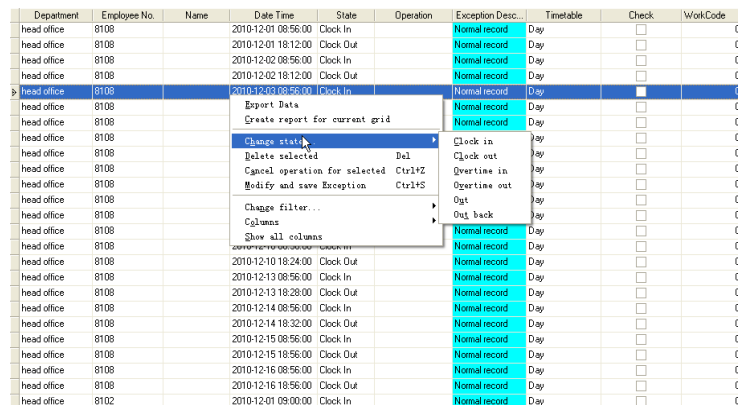
Working hours in the report=“Actual” -”Late”-”Early”-”Out”

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:



We will see such mistakes as “state mistake”, “invalid record”, “repeated record”, etc. are described. (If we revise to write down, click the right key and springs the



following menu):

The definition of each option as follows:

**[Export Data]:** Export the data in the current attendance record list to a file in txt or xls format;

**[Create report for current grid]:** Generate report based on the data in the current

attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: Mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

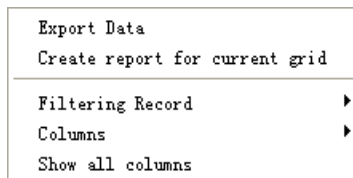
[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

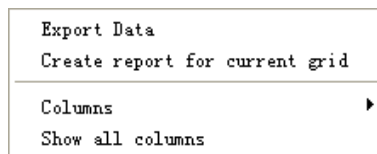
[Show all columns]: Display all fields in [Columns];

**Note:** We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Right Click in [Shift Exceptions] the following shortcut menu will pop up:



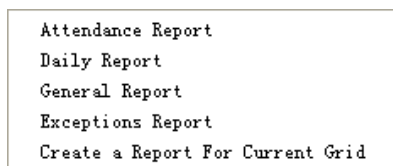
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:



The operation is the same as stated above.

**Report:**

Click [Report] and the following menu will pop up:



[Attendance Report]: Calculate employee's attendance record;

**Head office attendance record report**  
2009-04-01 To 2009-04-16

Administrator	Employee Name	ID	Date	Time	Status
Administrator	Jake Chen	8001	2009-04-01	07:23:05	Clock In
			2009-04-01	17:00:59	Clock Out
			2009-04-02	07:45:35	Clock In
			2009-04-02	17:05:16	Clock Out
			2009-04-03	07:52:12	Clock In
			2009-04-03	17:01:54	Clock Out
			2009-04-04	07:43:54	Clock In
			2009-04-06	07:38:36	Clock In
			2009-04-06	17:08:42	Clock Out
			2009-04-07	07:45:16	Clock In
			2009-04-07	17:14:20	Clock Out
			2009-04-08	07:08:12	Clock In
			2009-04-08	07:24:53	Clock In
			2009-04-08	17:20:05	Clock Out
			2009-04-09	07:49:52	Clock In
			2009-04-09	07:51:56	Clock In
			2009-04-09	08:02:15	Clock In
			2009-04-09	17:11:24	Clock Out
2009-04-10	07:45:19	Clock In			
2009-04-10	17:04:34	Clock Out			
2009-04-13	07:35:46	Clock In			
2009-04-13	17:27:06	Clock Out			
2009-04-14	07:06:12	Clock In			
2009-04-14	17:16:25	Clock Out			
2009-04-14	17:16:25	Clock Out			
2009-04-15	07:46:59	Clock In			
2009-04-15	17:08:53	Clock Out			
2009-04-15	17:08:53	Clock Out			
2009-04-01	17:04:34	Clock Out			
2009-04-01	07:23:05	Clock In			
2009-04-01	17:00:59	Clock Out			
2009-04-02	07:45:35	Clock In			
2009-04-02	17:05:16	Clock Out			
2009-04-03	07:52:12	Clock In			
2009-04-03	17:01:54	Clock Out			
2009-04-04	07:43:54	Clock In			
2009-04-06	07:38:36	Clock In			
2009-04-06	17:08:42	Clock Out			
2009-04-07	07:45:16	Clock In			
2009-04-07	17:14:20	Clock Out			
2009-04-08	07:08:12	Clock In			
2009-04-08	07:24:53	Clock In			
2009-04-08	17:20:05	Clock Out			
2009-04-09	07:49:52	Clock In			
2009-04-09	07:51:56	Clock In			
2009-04-09	08:02:15	Clock In			
2009-04-09	17:11:24	Clock Out			
2009-04-10	07:45:19	Clock In			
2009-04-10	17:04:34	Clock Out			
2009-04-13	07:35:46	Clock In			
2009-04-13	17:27:06	Clock Out			
2009-04-14	07:06:12	Clock In			
2009-04-14	17:16:25	Clock Out			
2009-04-15	07:46:59	Clock In			
2009-04-15	17:08:53	Clock Out			
2009-04-03	08:02:15	Clock In			

Count: 27

[Daily Report]: Calculate employee's daily attendance record;

**head office Employee daily report**  
2010-12-01 To 2010-12-31

Name	No.	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>head office</b>																																
Judy	8102	/	/	/	/	/	/	BL	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Michael	8103	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Lizzy	8108	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Remark: /Normal >Late <Early -Absent [No CIn ]No C-Out Rest \*Overtime BLBusiness Leave LLeave

TakingAdmin 2010-12-17 15:19:19 1

[General Report]: Calculate all employee's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;

**head office attendance stat. total report**  
2010-12-01 To 2010-12-16

Name	Emplo pro No.	Duty Day	Actual Day	Absent Day	Late Minute	Early Minute	OT Hour	Free OT Hour	Out Minute	SL Day	Leave Day	N/m Times	N/Ou Times	WTime Hour	AttRate %
<b>head office</b>															
Judy	8102	12	12						15					96	95%
Michael	8103	12	11	1										88	92%
Lucy	8108	12	12											96	100%
<b>Subtotal: 3</b>		<b>36</b>	<b>35</b>	<b>1</b>					<b>15</b>					<b>290</b>	<b>96%</b>
<b>Total: 3</b>		<b>36</b>	<b>35</b>	<b>1</b>					<b>15</b>					<b>200</b>	<b>96%</b>

TablingAdmin      2010-12-17 15:20:25      1

[Exceptions Report]: Calculate employee’s “out”, “overtime”, business leave/ personal leave” etc;

**head office attendance exceptions report**  
2010-12-01 To 2010-12-16

Name	No.	Date & Time	Exception type	W/ok: long	Remark
<b>head office</b>					
Judy	8102	2010-12-04 18:00:00 - 2010-12-05 09:00:00	Free overtime	15:00:00	
Judy	8102	2010-12-07 10:23:00 - 2010-12-07 13:56:00	Business leave	03:33:00	ltr

Page 1/1

[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report

Preview

100%

**head office exceptions of shifts report**

Department	Name	Employee No.	Date	Tinetable	On Duty
head office	Judy	8102	2010-12-01	Day	2010-12-01 09:00
head office	Judy	8102	2010-12-02	Day	2010-12-02 09:00
head office	Judy	8102	2010-12-03	Day	2010-12-03 09:00
head office	Judy	8102	2010-12-06	Day	2010-12-06 09:00
head office	Judy	8102	2010-12-07	Day	2010-12-07 09:00
head office	Judy	8102	2010-12-08	Day	2010-12-08 09:00
head office	Judy	8102	2010-12-09	Day	2010-12-09 09:00
head office	Judy	8102	2010-12-10	Day	2010-12-10 09:00
head office	Judy	8102	2010-12-13	Day	2010-12-13 09:00
head office	Judy	8102	2010-12-14	Day	2010-12-14 09:00
head office	Judy	8102	2010-12-15	Day	2010-12-15 09:00
head office	Judy	8102	2010-12-16	Day	2010-12-16 09:00
head office	Michael	8103	2010-12-01	Day	2010-12-01 09:00
head office	Michael	8103	2010-12-02	Day	2010-12-02 09:00
head office	Michael	8103	2010-12-03	Day	2010-12-03 09:00
head office	Michael	8103	2010-12-06	Day	2010-12-06 09:00
head office	Michael	8103	2010-12-07	Day	2010-12-07 09:00
head office	Michael	8103	2010-12-08	Day	2010-12-08 09:00
head office	Michael	8103	2010-12-09	Day	2010-12-09 09:00
head office	Michael	8103	2010-12-10	Day	2010-12-10 09:00
head office	Michael	8103	2010-12-13	Day	2010-12-13 09:00
head office	Michael	8103	2010-12-14	Day	2010-12-14 09:00
head office	Michael	8103	2010-12-15	Day	2010-12-15 09:00
head office	Michael	8103	2010-12-16	Day	2010-12-16 09:00
head office	Lizzy	8108	2010-12-01	Day	2010-12-01 09:00
head office	Lizzy	8108	2010-12-02	Day	2010-12-02 09:00
head office	Lizzy	8108	2010-12-03	Day	2010-12-03 09:00

Page 1/3

Preview

100%

Off Duty	Clock In	Clock Out	Late	Early	OverTime
2010-12-01 17:30	2010-12-01 09:00:00	2010-12-01 18:00:00			
2010-12-02 17:30	2010-12-02 09:00:00	2010-12-02 18:00:00			
2010-12-03 17:30	2010-12-03 09:00:00	2010-12-03 18:00:00			
2010-12-06 17:30	2010-12-06 09:00:00	2010-12-06 18:00:00			
2010-12-07 17:30	2010-12-07 09:00:00	2010-12-07 18:00:00			
2010-12-08 17:30	2010-12-08 09:00:00	2010-12-08 18:00:00			
2010-12-09 17:30	2010-12-09 09:00:00	2010-12-09 18:00:00			
2010-12-10 17:30	2010-12-10 09:00:00	2010-12-10 18:00:00			
2010-12-13 17:30	2010-12-13 09:00:00	2010-12-13 18:00:00			
2010-12-14 17:30	2010-12-14 09:00:00	2010-12-14 18:00:00			
2010-12-15 17:30	2010-12-15 09:00:00	2010-12-15 18:00:00			
2010-12-16 17:30	2010-12-16 09:00:00	2010-12-16 18:00:00			
2010-12-01 17:30	2010-12-01 08:53:00	2010-12-01 18:03:36			
2010-12-02 17:30	2010-12-02 08:53:00	2010-12-02 18:03:36			
2010-12-03 17:30	2010-12-03 08:53:00				
2010-12-06 17:30	2010-12-06 08:53:00	2010-12-06 18:03:36			
2010-12-07 17:30	2010-12-07 08:53:00	2010-12-07 18:03:36			
2010-12-08 17:30	2010-12-08 08:53:00	2010-12-08 18:03:36			
2010-12-09 17:30	2010-12-09 08:53:00	2010-12-09 18:03:36			
2010-12-10 17:30	2010-12-10 08:53:00	2010-12-10 18:03:36			
2010-12-13 17:30	2010-12-13 08:53:00	2010-12-13 18:03:36			
2010-12-14 17:30	2010-12-14 08:53:00	2010-12-14 18:01:35			
2010-12-15 17:30	2010-12-15 08:53:00	2010-12-15 18:05:52			
2010-12-16 17:30	2010-12-16 08:53:00	2010-12-16 17:59:52			
2010-12-01 17:30	2010-12-01 08:56:00	2010-12-01 18:12:00			
2010-12-02 17:30	2010-12-02 08:56:00	2010-12-02 18:12:00			
2010-12-03 17:30	2010-12-03 08:56:00	2010-12-03 18:12:00			
2010-12-06 17:30	2010-12-06 08:56:00	2010-12-06 18:12:00			
2010-12-07 17:30	2010-12-07 08:56:00	2010-12-07 18:12:00			
2010-12-08 17:30	2010-12-08 08:56:00	2010-12-08 18:12:00			
2010-12-09 17:30	2010-12-09 08:56:00	2010-12-09 18:24:00			

Page 2/3

**Print Report:**

Toolbar of report preview is as the following picture:



100% Adjust the ratio of preview content;

Open the existing report file;


Find the report file (\*.frp) to be opened, select it and click [Open] to see the report.

Save report to file;

Select the directory to save the report to, enter the file name and click [Save] to complete the backup of the report for future check or copying to another computer for printing; extension file name is “\*.frp”.

Print Report;



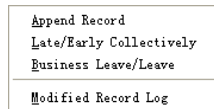
 Close Preview

Data Export:

Click [Export] and the displayed data of grid in the current window will be exported to a file (\*.txt or \*.xls). It has the same function as [Export Data] when right clicking in each grid.

Exceptions dealt with:

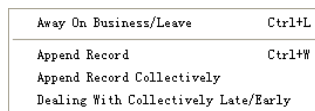
Click [Exception] and the following menu will pop up:



Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some employee, first, please check whether there is leave or forgetting Clock in or Clock out for this employee. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

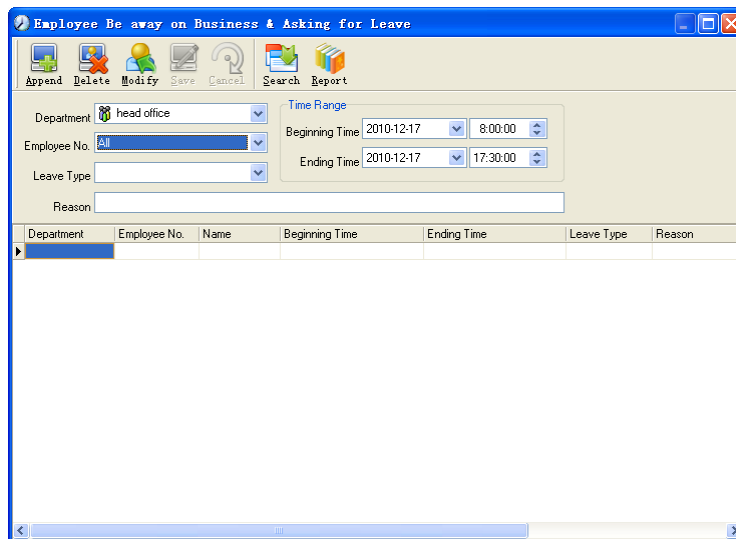
## 4.5. Deal with Exceptions

Click [Exception] on the main menu, following springs:



### 4.5.1. Away on Business/ Leave

When the employee can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click [Away on Business/ Leave] in [Exception] menu, the following interface springs:



Deal with employee away on business / leave:

Click [Append], then select the proper department, employee ID, beginning time, ending time, leave type, and click save when ready.

Modification of employee away on business or leave:

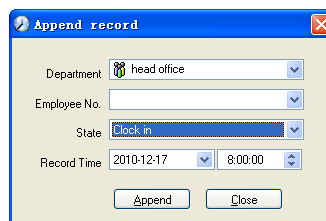
Select the appointed employee whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; click [Save] when ready.

Deletion of employee away on business or leave

Select the appointed employee and the relative information you want to make this deletion, and click [Delete].

### 4.5.2. Append Record

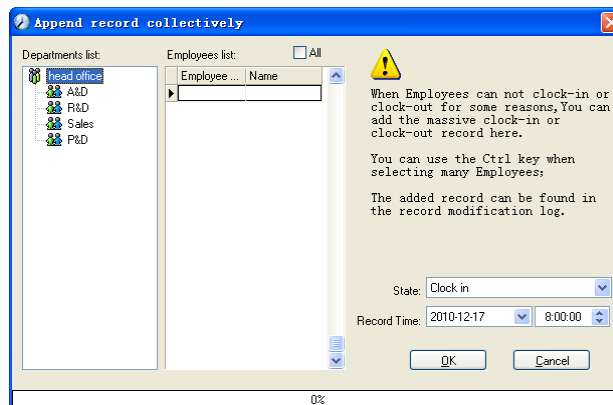
If a employee didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:



Select the relative items and click [Append] when ready.

### 4.5.3. Append Record Collectively

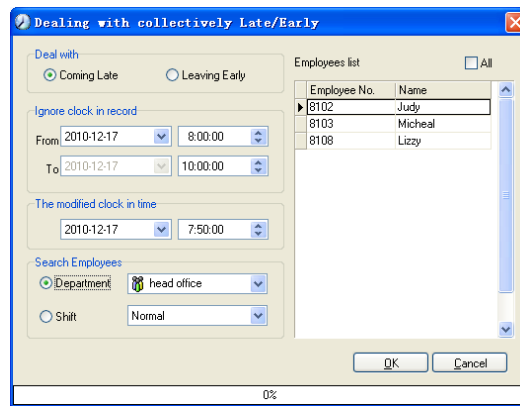
When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:



Select the department, thus the employees in the department will be listed in the employee list, select the employees whom you want to add records on to, then select record's state and time, then click [OK] to finish.

### 4.5.4. Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click [Dealing with Collectively Late / Leaving] in [Exception] menu. The following springs:

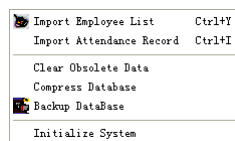


Steps as follows;

1. Click “Dealing with Collectively Late/Early”;
2. Select time range for “Ignore clock in record”;
3. Select the “The modified clock in time”
4. Search employee through department or shift;
5. Select employee;
6. Click [OK] to confirm.

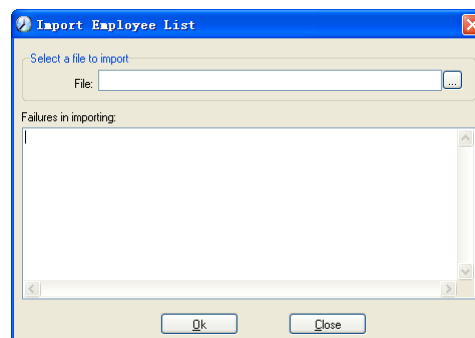
## 4.6. Data Maintenance

Click [Data Maintenance] on the main menu, following springs:

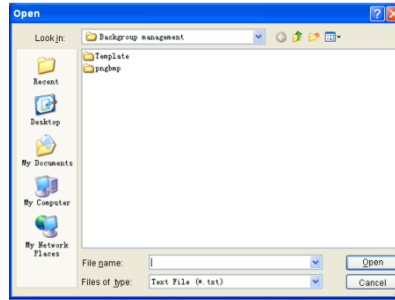


### 4.6.1. Import Employee List

Click [Import Employee List] in [Data Maintenance] menu. Pop up the following window:



Click  to select the personnel list file for importing.



Select the right file which can be in \*.txt or MS Excel (\*.xls) formats, then click [open]to get back to above window, click [OK] to start!

The definition of (\*.txt) data format as follows:

This format of file only can import the employee info of “ID, Name, and department”;

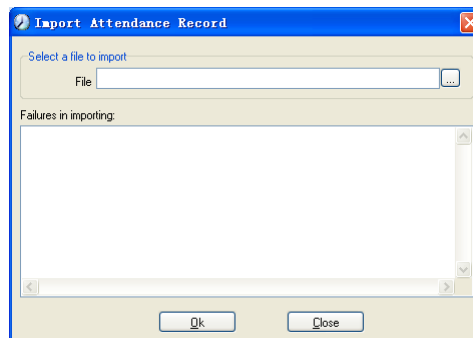
The format of data must follow: Employee ID + Tab + Name + Tab + Department;

The information each employee takes one line, no blank line between one another.

This format of file can import the employee info includes: “Employee No., Name, Department, position, Employ Date, Telephone, Address, Sex, Language, Comment”; put those items on the head line and input the items by order, the order can’t be changed.

### 4.6.2. Import Attendance Record

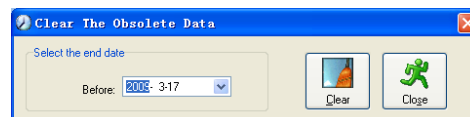
Click [Import Attendance Record] in [Data Maintenance] menu, Springs the following window:



Click  to select the attendance record file for importing, and click [OK] to start.

### 4.6.3. Clear Obsolete Data

Click [Clear Obsolete Data] in [Data Maintenance] menu, springs the following window:



After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click [clear] to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows; select [OK] to finish.

**Note:** you can only clear the data of one month ago.

#### 4.6.4. Compress Database

Click [Compress Database] in [Data Maintenance] menu to compress and repair the database

#### 4.6.5. Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click [Backup Database] in [Data Maintenance] menu, then select the route to backup the database. Click [Save] when ready.

Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

#### 4.6.6. Initialize System

Click [Initialize System] in [Data Maintenance] to initialize the system.

**Note:** After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.

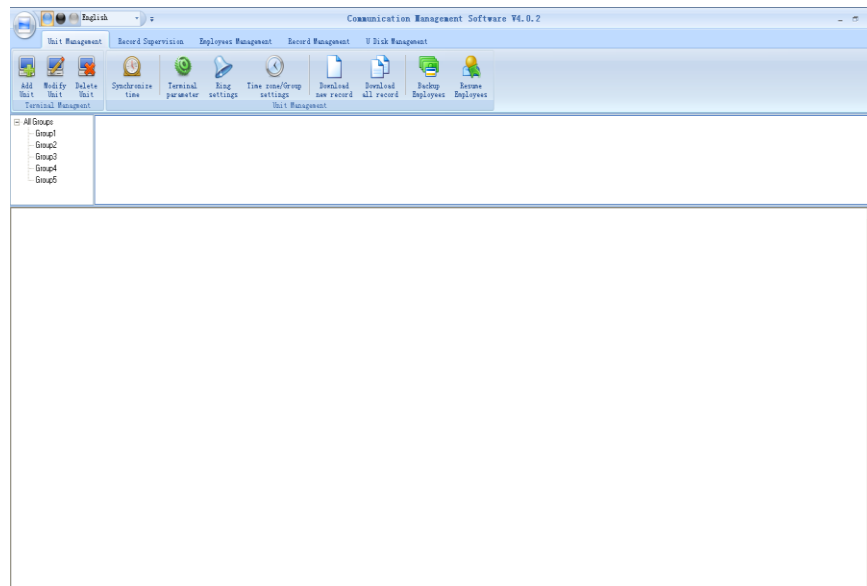
### 4.7. Device Management

Click [Device Management] on the main menu, following springs:



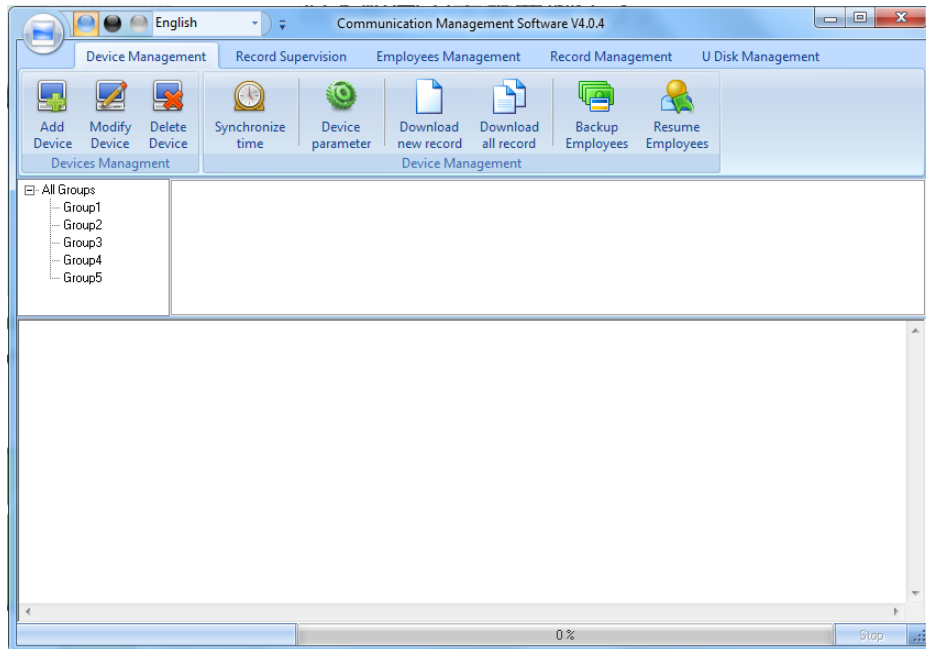
#### 4.7.1. Connect to Communication Management Software

Click [Device Management]-[Connect to Time Attendance Machine], the system will prompt the communication interface between the software and the time attendance machine, control the current machine which connected with the computer, also can collect the records from the machine, upload and download employee information and fingerprint templates, or clear the old data on the attendance machine, modify the time on the machine. More details please reference the [Communication] chapter.

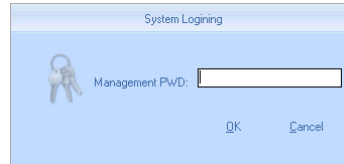


## 5. Data Communication

Select [Start] - [All programs] - [Intelligent Management System] - [Communication Management Software], the main interface will show as following (default password is empty):



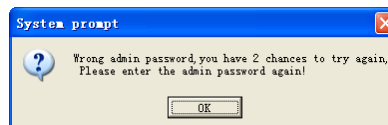
If the time attendance software's login password is not empty, you should enter the password firstly.



Enter the password and click the button [OK] to login.

If you enter the wrong password 3 times, the software will automatically close.

When you enter a wrong password, a message box pops up as follows:

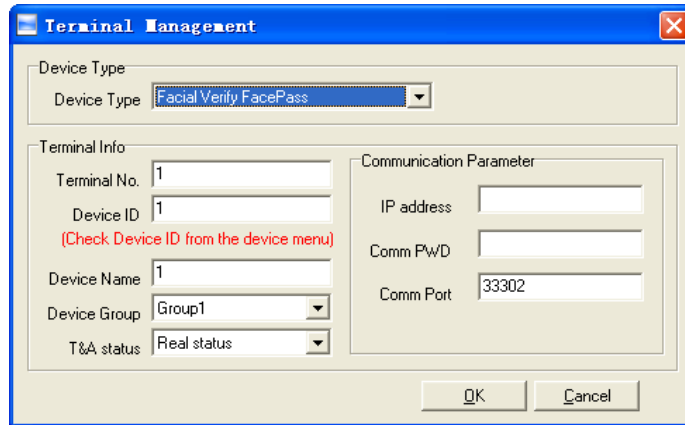


Click the button [OK]. And then try to enter the correct password.

### 5.1. T&A Machine Management

#### 5.1.1. Add Unit

Click the button [Add Unit]. Following windows pops up:



Facial Verify FacePass Pro

**Device Type:** There are two device types one is Fingerprint/Card Verify, the other is Facial Verify FacePass Pro. Please pick a device type and select.

**Terminal No:** This number can be set as you like.

**Device ID:** Device ID is the uniquely identification for management software. Please set it differently.

**Device Name:** You can set it as you like.

**Device Group:** This group is used to manage the terminal machine.

**T&A Status:** There are three options: Actual Status, on duty and off duty. When we set it as “Actual Status” the attendance records’ status in the software are as same they are in the device. If you set it as “ON Duty”, all the records’ status which is from this machine will be “On duty”.


**IP address:** The FacePass Pro terminal’s IP address.

**Comm PWD:** It is the FacePass Pro terminal’s management password.(Default is :12345)

**Comm Port:** The FacePass Pro terminal’s TCP/IP communication port. Please check the port number in the terminal.


**Notice:** Create FacePass Pro terminal must input correct IP address, terminal management password and Communication port.

Click the button [OK] to save the information. Can see a saffron yellow terminal icon

(). Please move the cursor to the terminal icon it displays as follows:

Terminal Number: 1  
Device Name: 2  
Device ID: 2  
Communication Method: USB  
Connection State: Abnormal

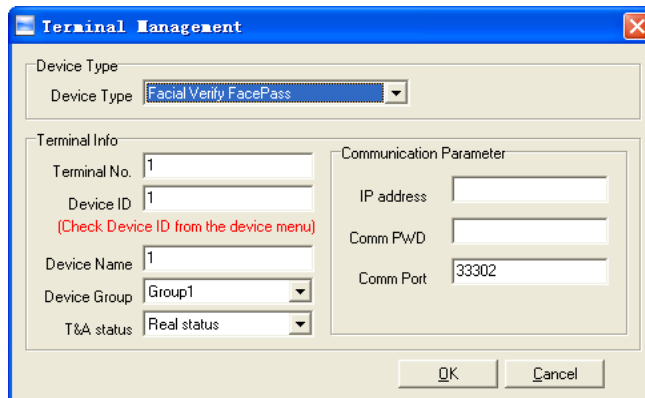
The connection state should be normal. So please do communication operation with machine (i.e. Synchronize time). When connection state is normal, terminal icon will

become blue ().



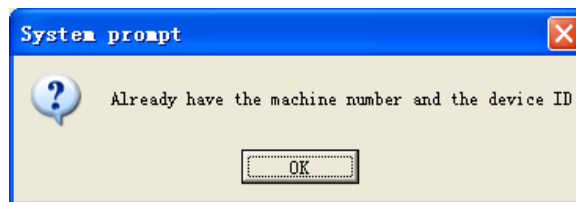
### 5.1.2. Modify Unit

Choose the terminal and then click [Modify Unit], the following window pops up:



Modify the information and then click the button [OK] to save the modification. Click the button [Cancel] to cancel the modification.

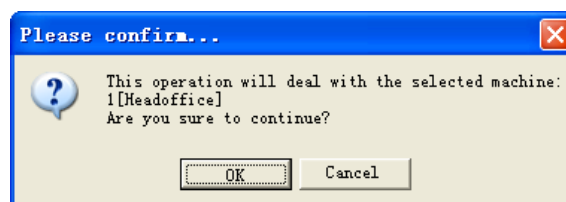
**Notice:** If the “No” is already exist in the software, following message box pops up:



Click the button [OK] to set the Unit information again.


### 5.1.3. Delete Unit

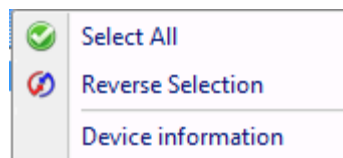
Choose the T&A unit and then click the button [Delete Unit]. Following message box pops up:



Click the button [OK] to delete or click the button [Cancel] to cancel.

### 5.1.4. Right Key Menu

Select terminal icon  1[Headoffice], right click and perform the menu:



[Select All]: Select all the terminals.

[Reverse Selection]: Select the terminals which are not selected. Cancel the terminals which are selected.

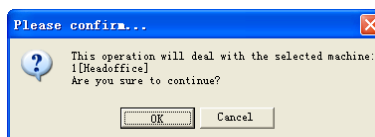
### 5.1.4.1. Device Information

Click “Device information”, display device information as follows:

Click the button [Retrieve] to retrieve the terminal information. Click the button [Cancel] to close the window.

### 5.1.5. Synchronize Time

Synchronize the terminal’s time with the computer time. Click the button [Synchronize Time]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

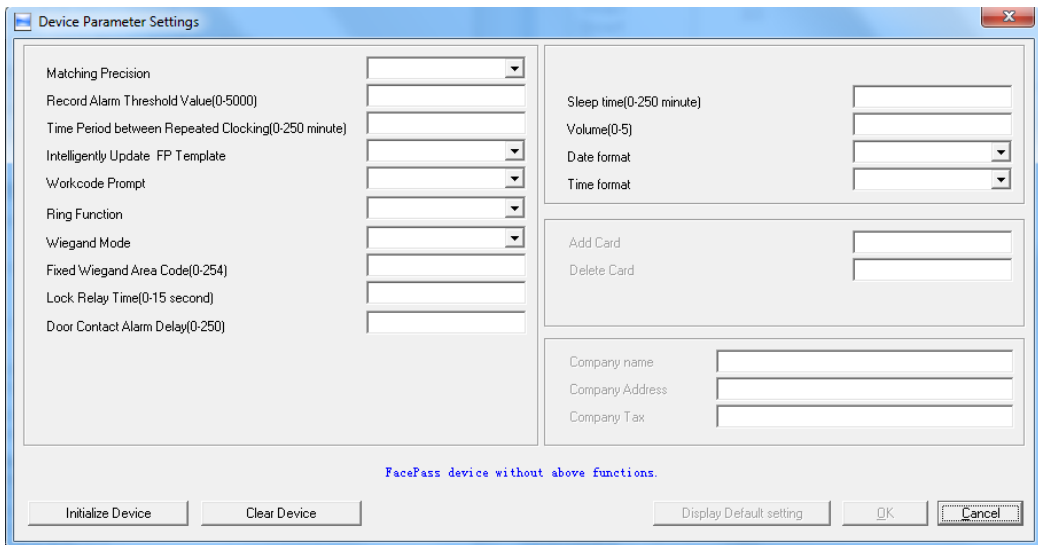
Some operation information displays in the main interface as follows:

[2009-03-18 13:49:24]Synchronizing time...  
[2009-03-18 13:49:25]1[Head office] Synchronization successful!

### 5.1.6. Terminal Parameter Settings

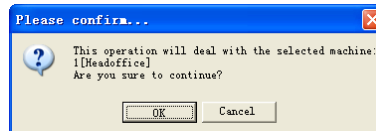
Click the button [Terminal Parameter]. The [Terminal parameter settings] interface pops up:

The “Initialize unit” and “Clear record” function suit for the FacePass terminal.



**[Initialize unit]:** The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

Click the button [Initialize Unit]. Following message box pops up:

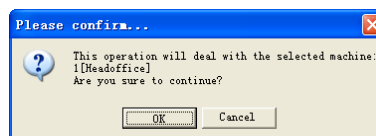


Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

[2009-03-18 13:52:59]Initializing...  
[2009-03-18 13:53:01]1[Head office] Initialization successful!

**[Clear Device]:** Click the button [Clear Device]. Following message box pops up:



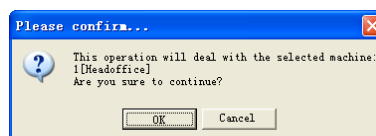
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

[2009-03-18 15:14:15]Clearing time attendance records...  
[2009-03-18 15:14:16]1[Head office] Initialization successful!

### 5.1.7. Download New Record

Click the button [Download new record]. Following message box pops up:



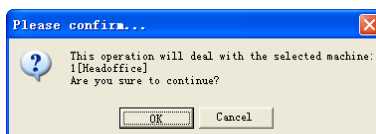
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

[2009-03-18 15:12:11]1[Head office] Reading attendance records...  
 [2009-03-18 15:12:12]1[Head office] Read the records completed,  
 Records: 4 Read successfully: 4

### 5.1.8. Download All Record

Click the button [Download all record]. Following message records pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

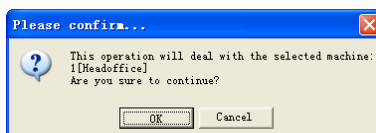
Following information shows on the main interface:

[2009-03-18 15:13:23]1[Head office] Reading attendance records...  
 [2009-03-18 15:13:24]1[Head office] Read the records completed,  
 Records: 6 Read successfully: 6

### 5.1.9. Backup Employees

Download the employee information and employee's fingerprint templates from the machine to the computer. You can edit the employee information in the database Att2003.mdb. The user information is saved in the table "User Info" of the database. And the fingerprint templates information is saved in the folder "Template" in the installation directory.

Click the button [Backup Employees]. Following message box pops up:

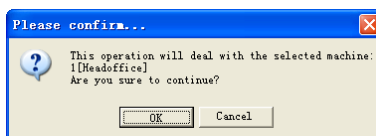


Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information displays on the main interface as follows:

[2009-03-18 15:15:07]Back upping employees...  
 [2009-03-18 15:15:07]Backup employee: 1[Head office]  
 [2009-03-18 15:15:08]1[Head office] Backup employee information completed,  
 Records: 1, Read successfully: 1  
 [2009-03-18 15:15:08]1[Head office] Backuping fingerprints...  
 [2009-03-18 15:15:08]1[Head office] Backup employees and fingerprints  
 completed!

**Notice:** You can stop back upping the employee by click the button on the right bottom corner. Following message box pops up:

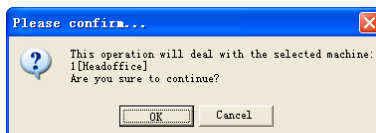


Click the button [OK] to confirm or click the button [Cancel] to cancel.

### 5.1.10. Resume Employees

Upload the employee information and employee's templates from the computer to the terminal.

Click the button [Resume Employees]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays as follows:

```
[2009-03-18 15:16:37]Get back employees...
[2009-03-18 15:16:37]Get back employees: 1[Head office]
[2009-03-18 15:16:38]1[Head office] Get back employees completed
```

**Notice:**

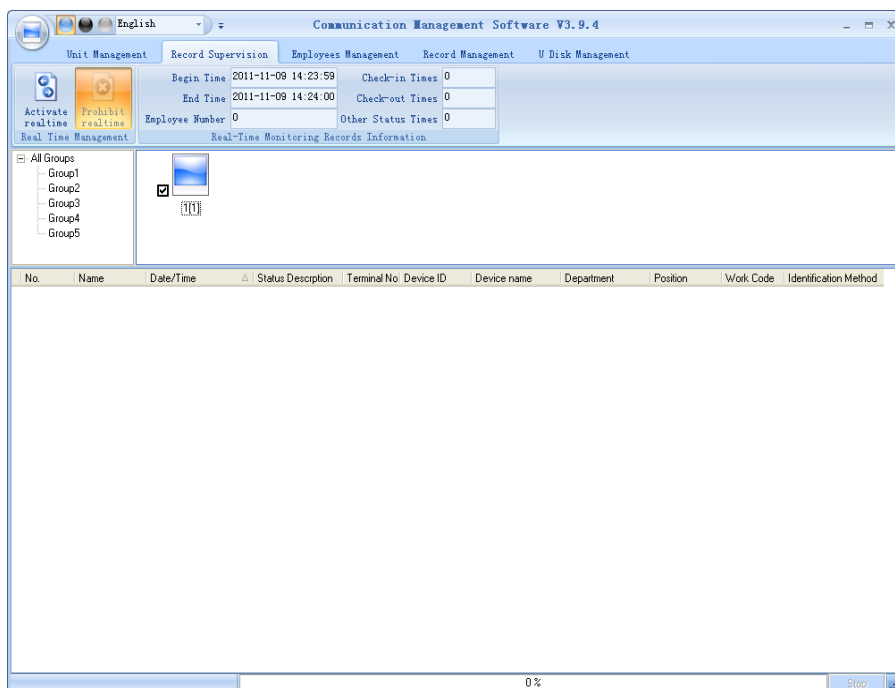
1. Please make sure that the User ID is existent in the terminal device.

```
[2009-03-19 15:08:07] Get back employees...
[2009-03-19 15:08:07]Get back employees: 1[Head office]
1[Head office] No such ID existed, recovery failed!
```

2. You can stop recovering the employee by click the button [Stop] on the right bottom corner.

## 5.2. Record Supervision

Get the records from the terminal real-time.



### 5.2.1. Activate Real-time

Click the [Activate real-time] button, the status bar shows message: Reading attendance records.

Now the software is beginning to supervise the terminal, and then collect the records every 5 seconds. You can review the record information in the [Real-Time Monitoring Records Information] as follows:

Begin Time	2010-12-17 12:29:24	Check-in Times	0
End Time		Check-out Times	0
Employee Number	0	Other Status Times	0

Real-Time Monitoring Records Information

When the employee clock in or out, the value of [Check-in Times] or [Check-out times] will increase one. And the real time record shows.

And the following window which includes the employee ID, Name, Department and Position pops up:



### 5.2.2. Prohibit real-time

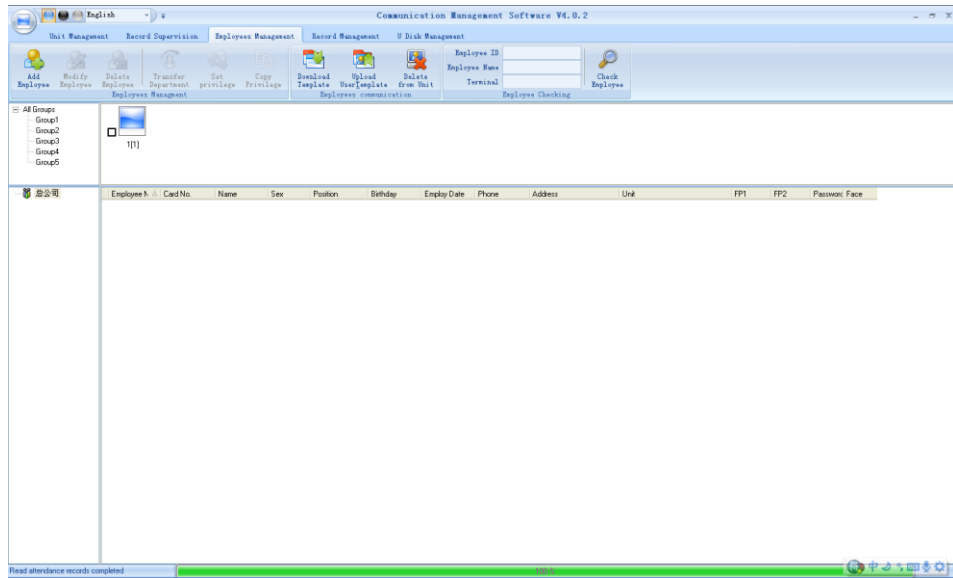
Click the button [Prohibit real-time] to stop the real-time monitoring. You can see the begin time and end time of the real-time monitoring in the [Real-Time Monitoring Records Information] as follows:

Begin Time	2010-12-20 15:32:14	Check-in Times	0
End Time	2010-12-20 15:32:53	Check-out Times	0
Employee Number	3	Other Status Times	0

Real-Time Monitoring Records Information

## 5.3. Employees Management

Employees' management interface is as following:



### 5.3.1. Add Employee

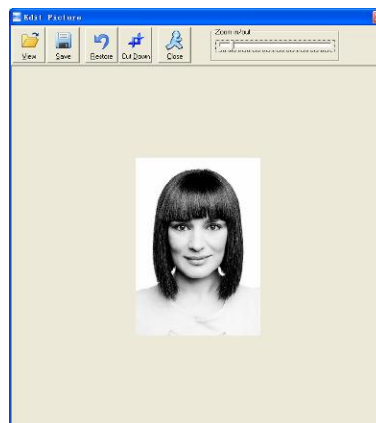
Click [Add Employee] button, open [Add/modify employee info] window which includes 2 pages: Basic info and fingerprint registration as follows:

**[Basic info]:** Edit employee's basic information.

**Notice:** The No. is exclusive as well as the first digit cannot be 0! And the administrator's name will show as red color

You can also add pictures for employee. There are two ways to add pictures:


1st way: Click [Add] button, choose employee's picture stored in PC and open [Edit picture] window as following,

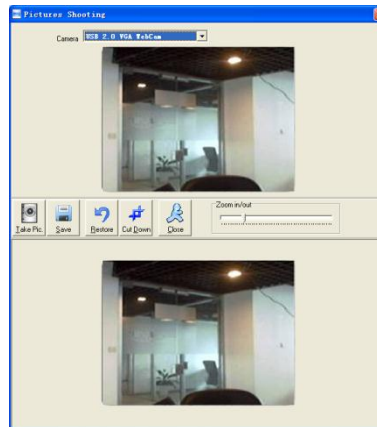


Click the button [View] to choose one photo. And Crop the photo by the [Cut-down] button and then click the button [Save] to save as follows:

2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.



Click [] button, open [Pictures shooting] window as following,



Choose camera equipment, and click the button [Take Pic] to take a photo.

Edit the photo by [Cut-down] function and then click the button [Save] to save.

Click the button [] to delete the employee photo.

### 5.3.2. Modify Employee

Modify employee operation is to modify the employee information in the window [Add/Modify employee Info]

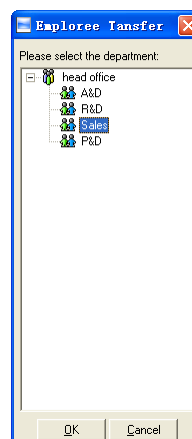
### 5.3.3. Delete Employee

Delete the employee from the database.

Choose employee from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click [Delete Employee] to delete the selected employee.

### 5.3.4. Transfer Department

Choose the employee and then click the button [Transfer Department]. The window [Employee Transfer] pops up:

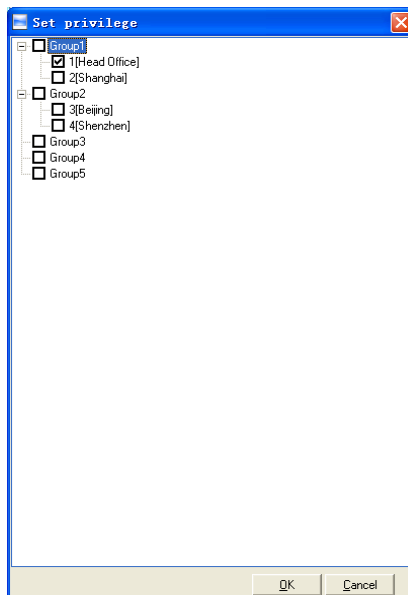


Select the department and then click the button [OK] to confirm or click the button [Cancel] to cancel.

### 5.3.5. Set Privilege

We can only upload the employee to the authorized terminal.

Choose the employee from employee info list (you can choose some or all the employee by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Set privilege]. The [Set privilege] window pops up:



Choose the terminal and then click the button [OK] to save.

You can find the employee's authorized terminal in the column [Unit] as follows:

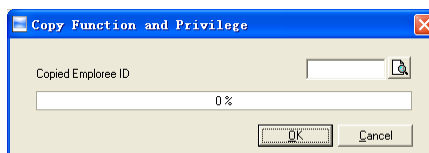
Employee No.	Card No.	Name	Sex	Position	Birthday	Employ Date	Phone	Address	1st FP	2nd FP	Unit
8102		Judy							<input type="checkbox"/>	<input type="checkbox"/>	1,2
8103		Micheal				2010-12-17			<input type="checkbox"/>	<input type="checkbox"/>	1,2
8108		Lizy							<input type="checkbox"/>	<input type="checkbox"/>	2

Judy's fingerprint is in the unit1.  
Micheal's fingerprint is in the unit 1 and unit2.  
Lizy's fingerprint is in the unit2.

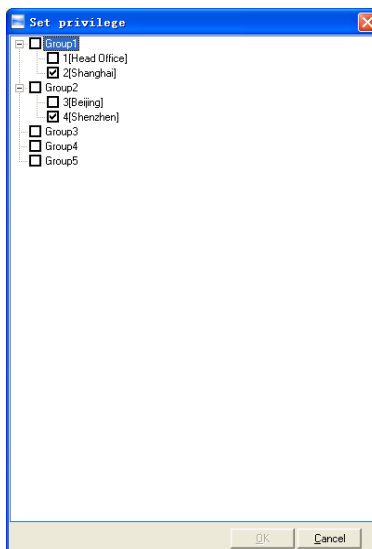
### 5.3.6. Copy Privilege

Copy the privilege from employee A to the employee B. And then the employee B's privilege will be as same as the employee A.

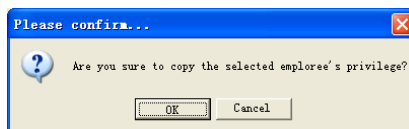
Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Copy Privilege]. The [Copy Function and Privilege] window pops up:



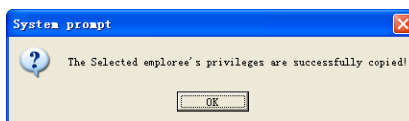
Input the one employee's ID. And then you can click the button [🔍] to browse the employee's privilege in the [Set privilege] as follows:



Click the button [Cancel] to exit the [Set privilege]. And then click the button [OK] to confirm or click the button [Cancel] to cancel.



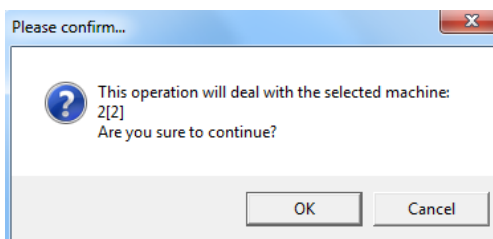
Click the button [OK] to confirm or click the button [Cancel] to cancel.



### 5.3.7. Download Template

Download user template (face or fingerprint) from the terminal to the software.

Choose the employees from employee info list (You can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Download Template]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

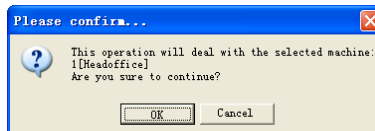
The operation information shows on the main interface as follows:

```
[2013-10-21 17:10:28]Download Template...
[2013-10-21 17:10:28]Download Template2[2]
[2013-10-21 17:10:30]2[2]Template Download Succeeded!
```

### 5.3.8. Upload User Template

Upload the employee information and face or fingerprint template to the terminal.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Upload User Template]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

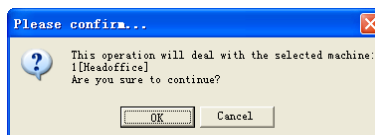
The operation information shows on the main interface as follows:

```
[2009-03-19 15:10:18]Upload User and User Template...
[2009-03-19 15:10:18]Upload User and user Template: 1[Head office]
[2009-03-19 15:10:19]1[Head office] Upload user and template completed
```

### 5.3.9. Delete from Unit

Delete the employees from the terminal via the software.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Delete from Unit]. Following message box pops up:



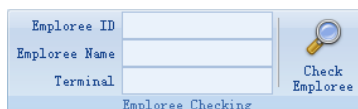
Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

```
[2009-03-19 15:11:21]Delete the employee from the device...
[2009-03-19 15:11:21]Delete the employee from the device: 1[Head office]
[2009-03-19 15:11:22]1[Head office] Delete the employee from the device
completely
```

### 5.3.10. Checking Employee

Search the employee information.

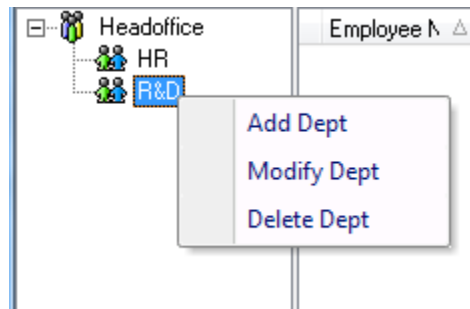


Search the employee information by Employee ID, Employee Name and Terminal. Click [Check Employee] button to check the employee's information.

### 5.3.11. Department Management

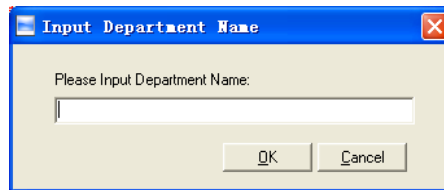
Move the cursor to the department list and then click the right button of your mouse.

The menu pops up as follows:



**[Add dept.]**

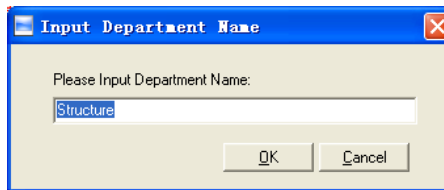
Click [Add dept.]. The [Input Department Name] window pops up:



Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

**[Modify dept.]**

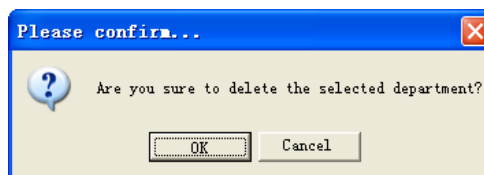
Choose the department which is going to be modified. Click [Modify dept.]. The [Input Department Name] window pops up:



Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

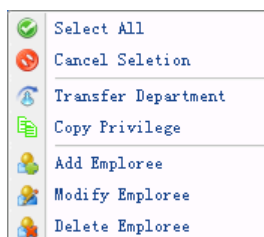
**[Delete dept.]**

Choose the department which is going to be deleted. Click the right button of your mouse and then click the [Delete dept.]. Following message box pops up:

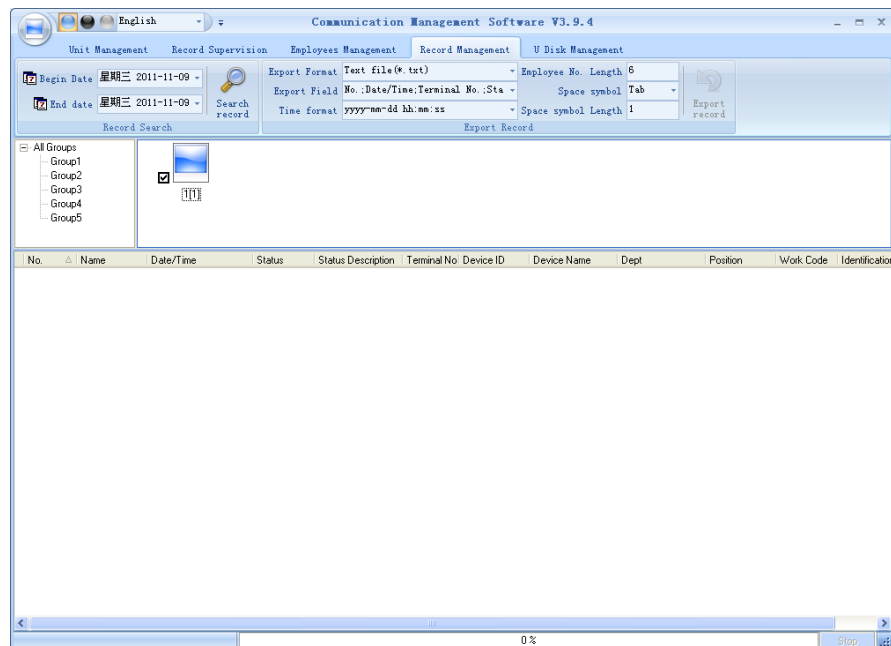


Click the button [OK] to confirm or click the button [Cancel] to cancel.

**Remark:** Right button menu:



## 5.4. Record Management



### 5.4.1. Record Search



Set the Begin Date and End Date as follows:

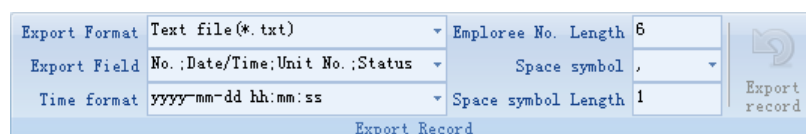


Click the button [Search record] to search the record.

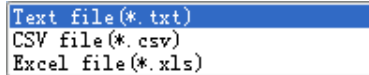
No.	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N
379	Peter	3/20/2009 10:28:10 AM		In	1	300
386	Jack	3/20/2009 10:28:31 AM		In	1	300
387	May	3/20/2009 10:28:34 AM		In	1	300

### 5.4.2 Export Record

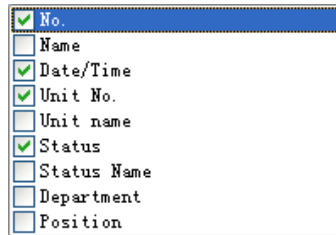
Set the export format, export file and time format.



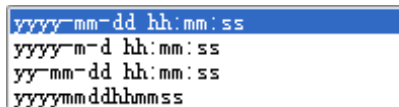
Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).



Export field: Choose the fields which are useful for you.



Time format: 4 optional formats

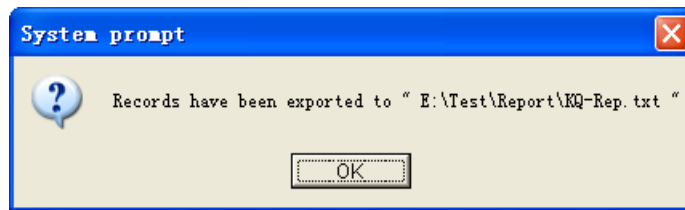


Employee No. length: Set employee No. length, the default is 6 digits.

Space symbol: Space symbol to separate fields

Space symbol length: Space symbol bit

After setting completed, click [Export record] button, open [Save as] window, choose save file directory, input file name, click [Save] button. The system prompts as follow:



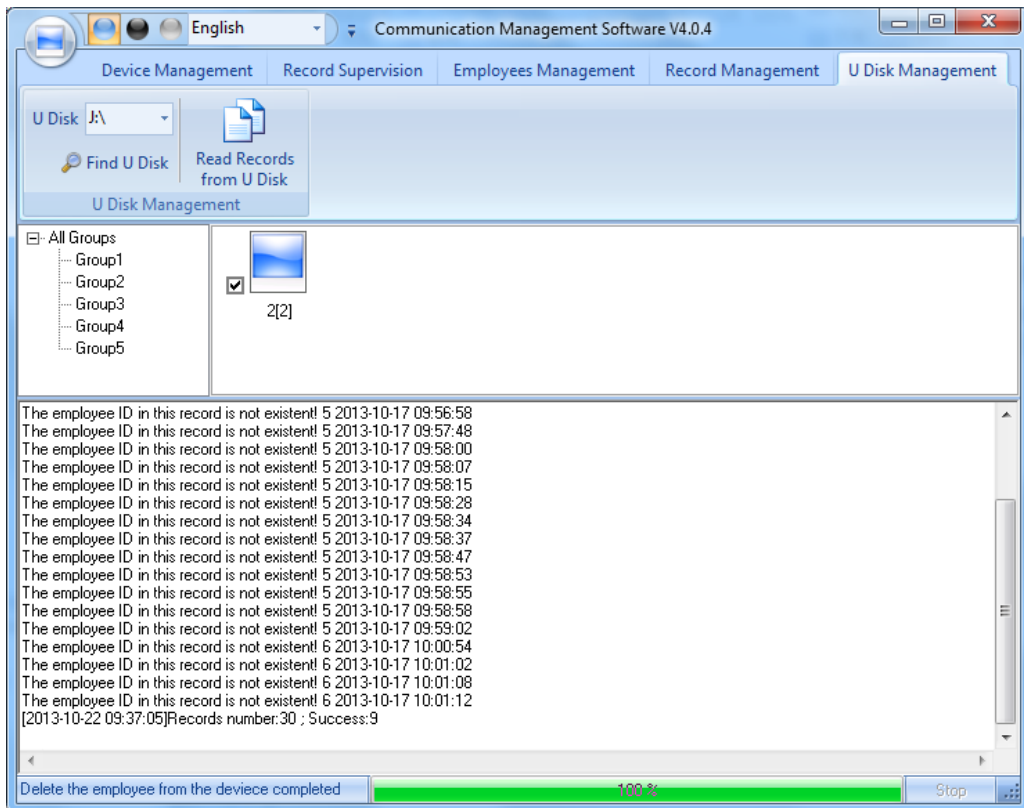
Click the button [OK] to confirm.

## 5.5. U Disk Management Program

U disk management program use for load the data from USB flash disk to database.

Read the attendance record from USB flash driver, must make sure all data store under root directory in the USB flash driver first.

The shows as following:

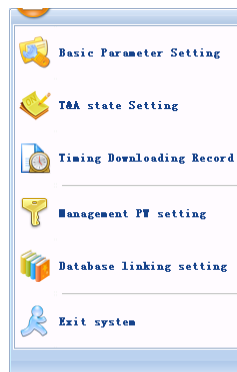


**Read Records from the U flash disk:** First click [Find U Disk] to find the path of the USB flash disk, click [Read Records from the U disk] the system will auto read the data from U disk and export to local database.

**Notice:** If the local database has had this record already, the system will prompt “record repeated”.

## 5.6. System Settings

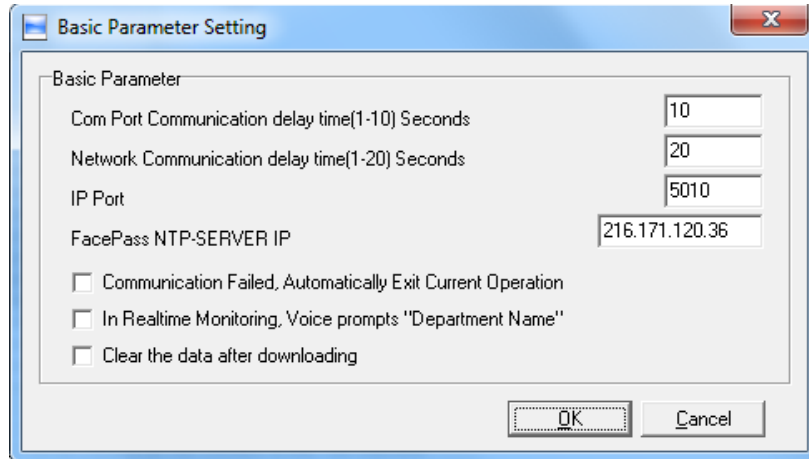
Click the icon [🔧] on the top left corner, the menu pops up as follows:



### 5.6.1. Basic Parameter Settings

Click the [Basic Parameter Setting]. The [Basic Parameter Setting] pops up:





Com port Communication delay time (1-5) sec.: The default time is 3s.

Network Communication delay time (1-20) sec.: The default time is 5s.

IP Port: Communication port;

FacePass NTP-Server IP: IP address of the device;

Communication failed, automatically exit current operation: If timeout is larger than 'Communication delay time', software will automatically exit.

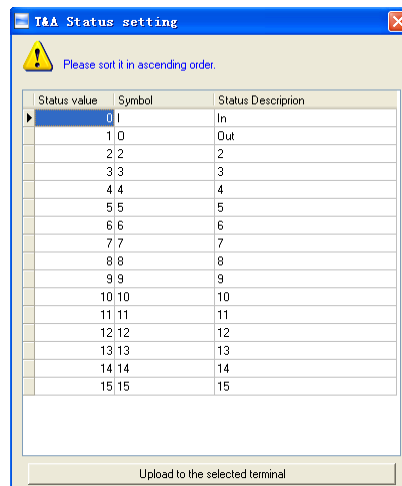
In Real-time Monitoring, voice prompts "Department name": During real-time monitor, if employee is access granted, the software will voice prompt employee department and name.

Clear the data after downloading: After downloading records completed, delete the record downloaded from machine automatically.

Click the button [OK] to save the setting.

## 5.6.2. T&A Status Setting

Click the [T&A Status setting] option, and the [T&A status setting] window pops up:

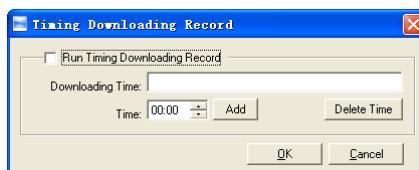


Click the state which is going to be modified. Input the status description.

**[Upload to the selected terminal]:** Upload the T&A status from the selected terminal.

### 5.6.3. Timing Downloading Record

Click the [Timing Downloading Record]. The [Timing Downloading Record] window pops up:



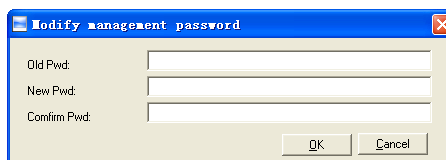
Enable this function by choosing the [Run Timing Download Record]. You can set 5 time point.

Please use the button [↑↓] to set a time. And then click the button [Add] to add the time to the [Downloading Time].

Click the button [OK] to save the setting.

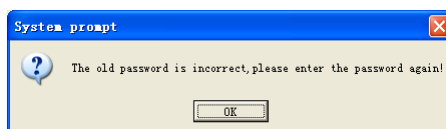
### 5.6.4. Management PW Setting

Click the [Management PW Setting]. The [Modify management password] window pops up:



**[Old password]:** Default password is empty.

If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,

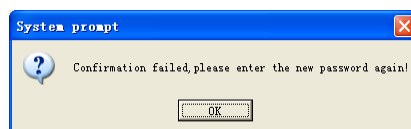


Click [OK] and input old password again.

**[New Pwd]:** the password user wants to set.

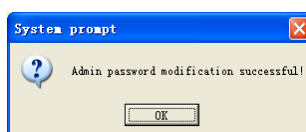
**[Confirm Pwd]:** Input new password again to confirm.

If confirm Pwd is different from new one, system will prompt:



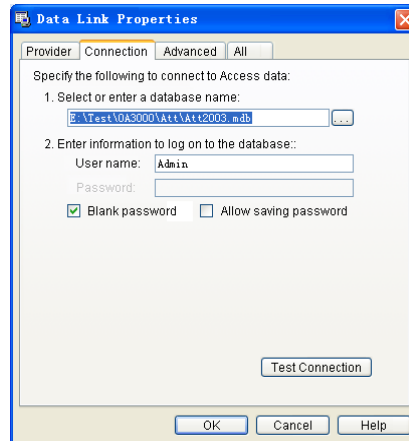
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and it prompts:

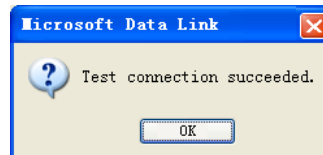


### 5.6.5. Database Linking Setting

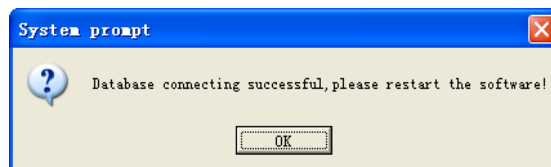
Click the [Database linking setting]. The [Data Link Properties] window pops up:



Click [...] button beside [1. Select or enter a database name:] to choose the linking database directory. And then choose database name, click [Open] button to confirm database linking and exit to [Data link properties] interface. If the database has set [User name] and [password] already, we must input [User name] and [password] in [2. Enter information to log on to the database:]. After completed, click [Test connection] to test the connection correctness of the database and system prompts:

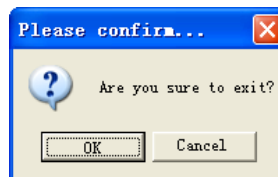


Click [OK] button and it goes back to [Data link properties] interface. Click [OK] button and system prompts,



### 5.6.6. Exit System

Click [Exit system]. It is the prompts:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

## 5.7. User Interface Configuration

### 5.7.1. Interface Skin Color

Shift the skin color by press the button [🎨]. Follow the Windows XP system style.

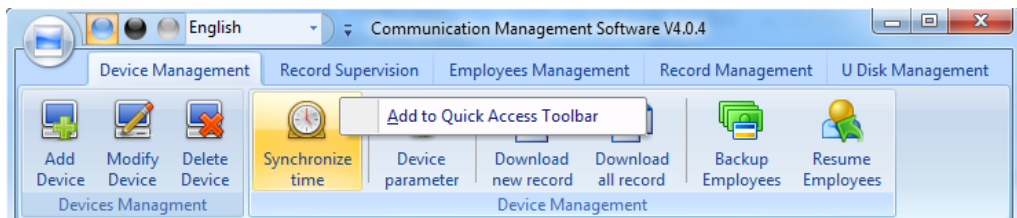
## 5.7.2. Change the Software Language



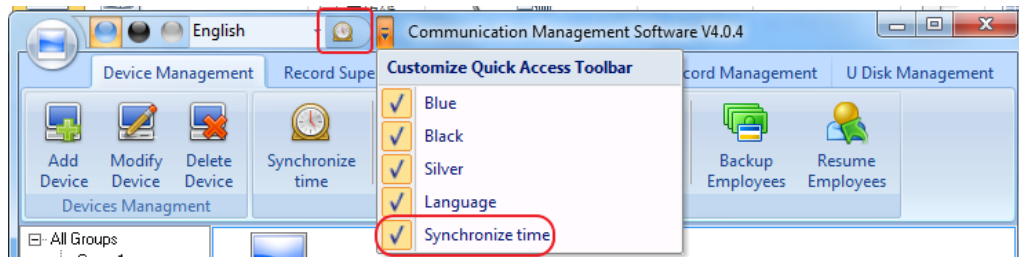
Choose the language in the option [English].

## 5.7.3. Set Quick Access Button

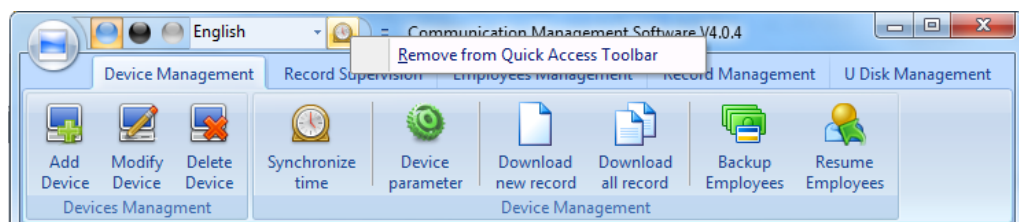
Move the cursor to the icon [Synchronize time]. Click the mouse's right button. It prompts:



Click the item [Add to Quick Access Toolbar]. And then you can see the quick access button on the toolbar as follows:



Move the cursor to the quick access button. And then click the mouse's right button. It prompts:



Click the item "Remove from the Quick Access Toolbar".

## 6. FAQ

### 6.1. Fingerprint has enrolled but often gets failure in identification.

Reason	Solution
1. The fingerprint was not captured properly.	Enroll the finger again. Please refer to illustration of pressing finger.
2. Direct sun light or too bright light.	Avoid direct sun light or other bright light.
3. Too dry finger.	Touch the forehead to increase oily level of the finger.
4. Too wet finger with oil or cosmetics.	Clean fingers with towel.
5. Low fingerprint quality with callus or peeling.	Enroll other fingers with better quality.
6. Wrong way in placing fingers when punching in/out.	Please refer to illustration of pressing finger.
7. Latent fingerprint on the surface of sensor.	Clean sensor surface (Adhesive tapes recommended).
8. Not enough finger pressure.	Place the finger evenly on the sensor with moderate pressure.
9. Influence by fingerprint image change.	Enroll fingerprint again. Please refer to illustration of pressing finger.
10. Fingerprint not enrolled yet.	Place enrolled finger.

### 6.2. The machine cannot connect with PC.

Reason	Solution
1. Communication method not set correctly.	Select the correct communication method.
2. Cable not plugged firmly or cable hardware problem.	Plug the cable firmly or change another cable.
3. Not able to connect COM (wrong COM No.).	Please enter the right COM No.
4. Not able to connect TCP/IP (wrong setting).	Refer to the manual for connecting Time Attendance terminal.

### 6.3. No records found though employee has clocked in/out.

Reason	Solution
1. Unit power break for a long time (time turn to zero as default).	Synchronize the time.
2. Minority employee fingerprint false accepted.	1. Add records manually. 2. Adjust fingerprint matching precision. 3. Change another finger and enroll again.

### 6.4. FP Scanner off

Clock's time works fine, but FP scanner is off, employee cannot attendance

Reason	Solution
1. Unit in dormancy status.	Press any key to activate.
2. Fingerprint scanner abnormal.	Restart the machine or change the fingerprint module.

### 6.5. We do not use the ID + fingerprint mode to verify.

Reason	Solution
1. Wrong ID entered.	Enter the right ID.
2. This user has no right to use 1:1 identification method.	Set 1:1 identification method for this user.

### 6.6. The unit beeps automatically when no one punches in/out.

Reason	Solution
1. Direct sun light or too bright light.	Avoid direct sun light or other bright light.
2. Latent fingerprint on the surface of sensor.	Clean sensor surface (Adhesive tapes recommended).

**Note:** If you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!