



# **C2/C2C**

# **User Manual**

**(V1.3)**

## PREFACE

Honorable customers:

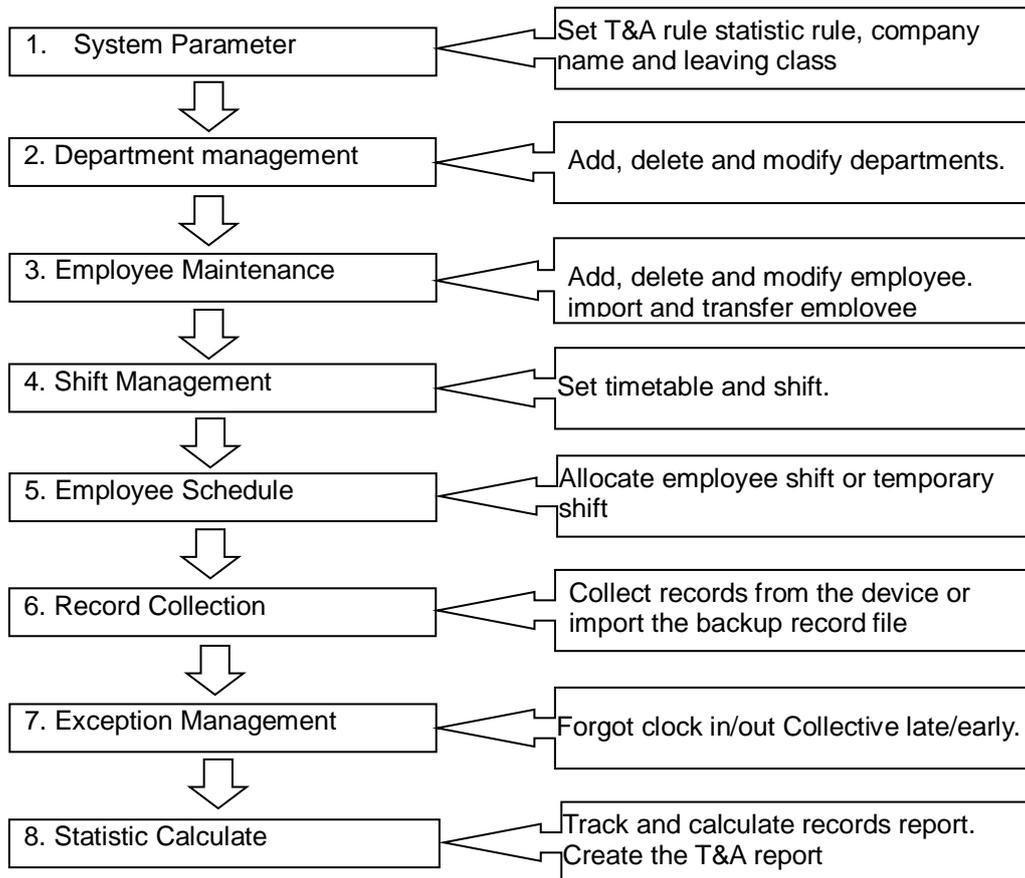
Thank you for choosing products from Anviz Global Inc. Our products contain world cutting edge technologies like Fingerprint/card Recognition, Computer Communication, as well as Microelectronics. With the combination of three technologies: Electronics, Optics, and Computer Communication; Anviz Global Inc. is fast becoming the first choice for standalone time & attendance products for enterprises with its strong functions and veracity. Please read the user manual carefully before installation. You will have a general understanding of product functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Our product adopts the latest fingerprint and RFID recognition technology. It will bring enterprises the unparalleled reliability and convenience. In which users will get many benefits from using our products.

## Software Operation flowchart

This software includes: System Parameter, Department Management, Employee Maintenance, Shift Management, Employee Leave and Statistic Report etc. It is not enough to only understand the function of each module, but to know the relationship between the module 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 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. Employee can be added, deleted, modified and transferred to new department in 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 an employee has to leave for business or personal reasons, or if the employee 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 employee, 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.

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## **Chapter 1. Product Introduction**

This chapter mainly introduces the advantage, performance and functionality for C2/C2C fingerprint and card identification device.



# 1 Product Introduction

## 1.1 Terminal Interface

The C2 is a genuine breakthrough in biometric identification terminals, which fully integrate fingerprint identification, RFID, multimedia and embedded system. And also utilizes High Definition TFT LCD, ARM system platform to ensure terminals performance

C2C is a profession attendance device which provides multi-identification methods (card and password authentication) to meet different customer needs.



C2 fingerprint identification Terminal



C2C RFID Identification Terminal

## 1.2 Model and Function

Model	Features
C2C	20000 Cards, 200000 Records, 16 Customizable T&A States, Support USB Device & Host, TCP/IP networking, Standard EM RFID, Optional Mifare Card, Webserver function.
C2	3000 Fingerprints, 50000 Records, Optical Fingerprint sensor. Include all the functions of C2C, Optional Mifare Card, Webserver function.

## **Chapter 2. Operation Guide**

This chapter mainly introduce C2/C2C fingerprint and card identification device appearance, operation (Include how to add / delete users and how to set system parameters, etc.).



## 2. Operation Guide

### 2.1 Key Instruction

Key	Function
0-9	Digital Number Key
FN	Work Code
IN/← OUT/→	Status/Direction key
M/↵	Menu / EXIT
C	Delete Key
OK	Confirm Key

### 2.2 Product Power On

After connecting the power supply to the device, the device will start automatically. The interface is as following.



In the standby interface, you can make the attendance records. You can also input administrator password to enter the system management menu.

### 2.3 Menu Management

In the standby interface, input "0" and Press [OK], the system will prompt: "Please input password". Input the default password "12345".



Press [OK] to enter the [main menu].

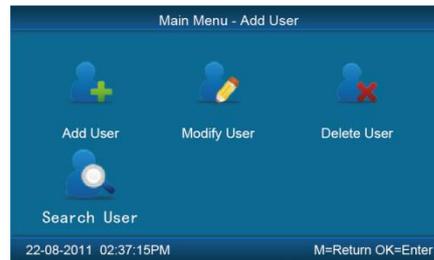


In [main menu], press number keys (“1”, “2”, “3”, “4”, “5”, “6”) or [IN/←], [OUT/→] key to select and operate [Manage User], [Comm. Setup], [Pen Driver], [Clock Setup], [Clock Information] and [Search Record] options.

### 2.3.1 User Management

Select [Manage User] option, press [OK] to enter the [Manage User].

In [Manage User], you can “Add”, “Modify”, “Delete” and “Search” users.



#### 2.3.1.1 Add User

Press number keys or [IN/←], [OUT/→] direction key to select [Add User], press [OK] to enter editing user interface.



[User ID]: User ID number, the valid ID number range are 12 digitals.

[PW]: Register User password, the valid password number range are 6 digits. The user could be verified by inputting ID and Password.

[Name]: The user name need upload by attendance software.

[Card #.]: Register user card. The user could be verified by card.

[Enroll FP]: Register user fingerprint, each user could register max 10 fingerprints. The function is available only if the device has FingerPrint module.

[Admin]: Set the user administrator privilege of operating device. “No” as a normal user who can only make daily attendance.

<b>Normal User</b>	Only make daily attendance.
<b>Admin</b>	Super Admin: Have all privilege of operating device. Default ID is '0' and

	Password is "12345".(Set in "Clock setup"- <b>"Advanced Setup"</b> - <b>"Admin level"</b> )
	Admin: Have 4 levels. Each level has different privileges. Please refer to 2.3.4.3.4 Admin level).

[Match Mode]: 1. The system default verify mode: Set the user verify method as the system default verify method. 2. Personal verify mode: Set the verify mode only for current user.

After setting, press [M] to save and exit.

**Example:** The steps for adding a new user.

Step 1 Input user ID:

Input user ID from keypad. Press the [C] to delete and re-enter, press [OK] to confirm.

Step 2 Register Password:

Press [IN/←], [OUT/→] key to fix the cursor in "password" field, input the password, and press [OK].

Step 3 Register card:

Swipe RFID card on Card Read Area.

Step 4 Register Fingerprint:



The default fingerprint registering order: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9.

Select one finger to register by pressing number keys or [IN/←], [OUT/→] key , then press the same finger 2 times in correct way following the prompt voice.

Step 5 Admin Setup:

Press [IN/←], [OUT/→] key to fix the cursor in "admin" field, set the user as administrator or not.

Step 6 Match Mode:



Press [IN/←], [OUT/→] key to set the verify method as default method or other personal method.

Save/Exit user registration: Confirm the registered information is correct, then press [M] to save and exit.

### 2.3.1.2 Modify User

Press number keys or [IN/←], [OUT/→] key to select [Modify User], press [OK] to enter [Modify User] interface.

Input the user ID to modify, and press [OK] to confirm. The user information will display automatically, and now you can modify user information. Press [M] to save.

### 2.3.1.3 Delete User.

Press number keys or [IN/←], [OUT/→] key to select [Delete User], press [OK] to enter [Delete User] interface.

Input the user ID to delete and press [OK] to confirm, the system display as following.

Press [OK] to confirm deletion.

### 2.3.1.4 Search User

Press number keys or [IN/←], [OUT/→] key to select [Search User], press [OK] to enter [Search User] interface.

User ID	Name	Finger	Card NO	Admin
8002	Lucy	1		NO

Move the cursor to the user ID field and input user ID, For example: 8002. Press [C] to delete when input error and input again, then press [OK] to confirm. And press [Search] the use information will display in the list.

### 2.3.2 Communications Setup

In main menu, select [Comm. Setup] and press [OK] to enter [Comm. Setup] interface.



[Real Time]: “Disable”, inactivate the Real Time Monitor function. “Enable”, the device will upload the attendance data to the server on real time.

[Comm.]: Set the T&A device communications method.

- Server Mode: Normal TCP/IP mode.
- Client Mode: There is one computer which works as the server for this T&A device. Set the server IP in T&A device first, then this device can only connect to the computer with TCP/IP mode.

[IP address]: The T&A device IP address for TCP/IP communication mode.

[Mask]: Sub mask.

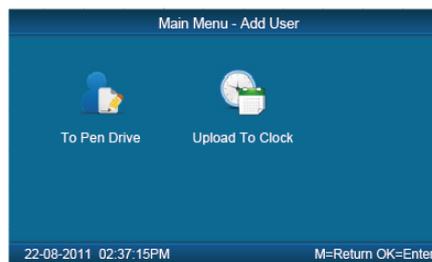
[Gateway]: The default gateway for the LAN.

[Server IP]: Set the management server IP address for T&A device when use the client communication mode.

### 2.3.3 Pen Driver Setup

Export the user information, fingerprint templates, attendance data .etc. from the T&A device to the management software via USB flash driver. Or export the user information and fingerprint templates to another T&A devices.

In main menu, select [To Pen Drive], press [OK] to enter [To Pen Drive] interface.



#### 2.3.3.1 To Pen Drive

Plug the USB flash driver to device to download user information, fingerprint templates and attendance data.

Press number keys or [IN/←], [OUT/→] key to select [To Pen Drive] to enter the following interface.

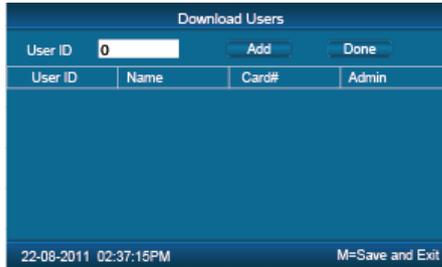


[All Records]: Download all users' attendance records. When the system prompts download successfully, it will generate a folder named Anviz-c in USB pen driver. In this folder, there is an attendance records file named as: KQ.

[New Records]: Down load all new attendance records. When the system prompts download successfully, it will generate a folder named Anviz-c in USB pen driver. In this folder, there is an attendance records file named as: NKQ.

[All Users]: Download all user information and fingerprint templates. When the systems prompt download successfully, it will generate a folder named Anviz-c in USB pen driver. In this folder, there is a user information file named as: YG and fingerprint templates file named as: ZW.

[Some Users]: Download designated users' information.



Move the cursor at the user ID field, press [OK] to activate user ID field to input the User ID. Press the [C] to delete when input by error, then press [OK] to confirm. Press the [Add] to add the users to the list. Then press [IN/←], [OUT/→] to select [Done] to download.

**Notice:** All records and all new records are downloaded to the user attendance records files: KQ, NKQ.

What download are users' basic information, fingerprint templates .The files are: YG, ZW ,NYG,NZW.

### 2.3.3.2 Upload To Clock

Upload users' information and fingerprint templates stored in USB flash driver to the T&A device.

Connect the USB flash driver to device USB port. Press number keys or [IN/←], [OUT/→] key to select [Upload To Clock], and press [OK] to enter the following interface.



Select [All user]/[Some user] and press [OK] key, will upload the “YG”, ”ZW” or “NYG”, “NZW” two folders to the attendance device. If the two folders not existed in USB pen driver, it can't be uploaded successfully.

[Upgrade]: Upgrade the firmware for the device. The USB flash driver must store the C5 device's firmware file.

**Note:** Please put the files under the root directory of USB flash.

### 2.3.4 Clock Setup

Set the system parameters including [Time Setup], [Display Setup], [Advanced Setup], [Other Option], [Self Test].

In Main menu, select [Clock Setup] and press [OK] to enter [Clock Setup] interface.



#### 2.3.4.1 Time Setup

Select [Time Setup] and press [OK] to enter the [Time Setup] interface.



[Time/Date]: Set the device time and date .The device time date and time should be correct in order to guarantee that the attendance time is correct.

[DST]: It is daylight saving time. Normally in summer set few hours forwards, and set few hours backwards time in autumn.

“Enable/Disable” means active the DST or inactive the DST function.

There are two modes for DST. One is set as Date mode. It is means set a specific date as DST's Date note. The other is Week mode. It is means set the fixed week cycle for DST.

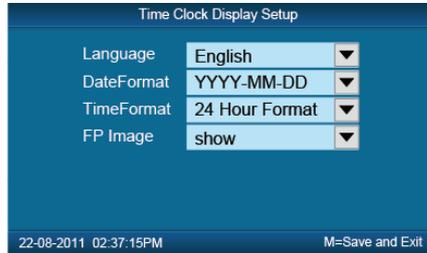


[Modify]: Modify forwards the daylight saving time as N hours.

[DST Starts/Ends]: Start date and end date of Daylight saving time.

### 2.3.4.2 Display Setup

In [Clock Setup] menu, select [Display Setup] and press [OK] to enter [Display Setup] interface.



[Language]: Select the device display language you need. The default language is English.

[Date Format]: There are three date display formats in the system: DD-MM-YYYY, YYYY-MM-DD and MM-DD-YYYY;

[Time Format]: The system time display format: in 24 hours and 12 hours;

[FP Image]: The LCD displays the fingerprint image or not when user makes attendance.

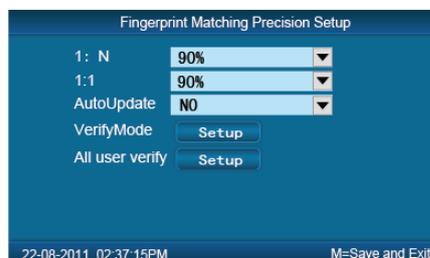
### 2.3.4.3 Advanced Setup

In [Clock Setup] menu, menu, select the [Advanced Setup] and press [OK] to enter [Advanced Setup] interface.



#### 2.3.4.3.1 FP Precision

Press number keys or [IN/←], [OUT/→] to select [FP Precision], press [OK] to enter [FP Precision] interface.



[1:N]: The fingerprint to be scanned will be matched with all the fingerprint templates in the database automatically. The recommended value is 50%.

[1:1]: Input the user ID first, then press the fingerprint or input password. In this mode, the fingerprint to be scanned will be matched with the fingerprint template of the specific user ID. The recommended value is 50%.

[Auto Update]: In the process of verifying fingerprint, the system will replace the old low quality fingerprint template with the new high quality fingerprint template. Keep the best fingerprint template in device and avoid multiple verification.

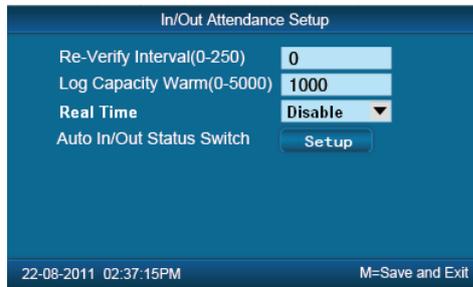
[Verify Mode]: Set the system default user verifying methods, including “Fingerprint Only”, “FP+PW”, “FP+PW+Card”, “ID+password”, “ID+FP”, “ID+PW+FP”, “Card Only”, “Card+PW”, “Card+FP”.

[All user Verify]: Set verifying methods for all users. Now all the users will be set this same verifying method.

**Note:** The function is only available for C2.

### 2.3.4.3.2 IN/OUT Att. Setup

Press the number keys or [IN/←], [OUT/→] to select [IN/OUT Att. Setup]. Press [OK] to enter [IN/OUT Att. Setup] interface.

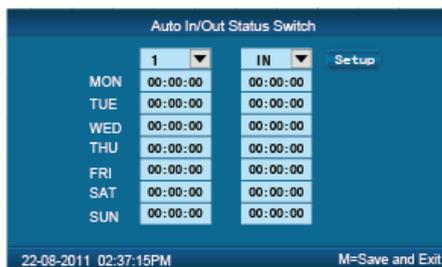


[Re-Verify Interval (0-250)]: The time interval between repeated attendance records for the same user. Default is 0 which means you can make records continuously. If the time interval shorter than this value, the system will prompt already passed and only save the first record.

[Log Capacity Warm (0-5000)]: If the rest memory space for the records is less than the threshold value, the device will alarm automatically and remind the manager to delete the records timely. Please backup all data first before delete records.

[Real Time]: “Disable”, inactivate the Real Time Monitor function. “Enable”, the device will upload the attendance data to the server on real time.

[Auto In/Out Status Switch]: Select [Auto In/Out Status Switch], and press [OK] to enter the following interface.



According the different work conditions set the time point to switch attendance status. You can set 10 time points max.

### 2.3.4.3.3 Device Option

Press number keys or [IN/←], [OUT/→] key to select [Device Option] menu, press [OK] to enter [Device Option]



[Volume]: Adjust volume of device prompt voice. The volume range is: 0-5.

[Password]: Password for enter management menu. The default password is: 12345.

[Device ID]: Device ID (1-99999999) is the unique identification mark for each unit. If different devices use the same device ID in the same network, software can't work well or get error when communicating. So make sure that each device in the same network has its own device ID.

[Reset to factory settings]: All data will be lost after system initialization and system will resume to factory configuration, please caution when initialize.

**Notice:** Device ID in the device menu must be same as the Device ID in the time attendance software. Then the device can communicate with time attendance software successfully.

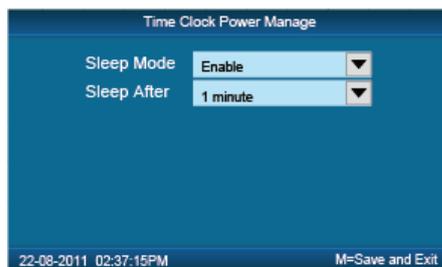
### 2.3.4.4 Other Options

In [Clock Setup] menu, select [Other Options] and press [OK] to enter [Power Manage] interface.



#### 2.3.4.4.1 Power Manage

Press number keys or [IN/←], [OUT/→] key to select [Power Manage] menu and press [OK] to enter [Power Manage] interface.



[Sleep Mode]: Enable/Disable the sleep mode (Close Display and Screensaver).

[Sleep After]: Set device beginning time for timing sleep mode when without any operation on the device. The range is: 1-15 minutes.

**Notice:** Timing sleep means the device will enter sleep mode after timing sleep time passed when there is no operation on the device. You may press [OK] to wake up the device.

### 2.3.4.5 Self-Test

In [Clock Setup] menu, select [Self-Test] and press [OK] to enter [Self-Test] interface.

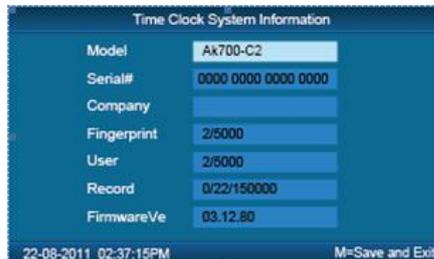


Test FP Sensor, LCD, Keypad and Voice by following functions: [FP Sensor Test], [LCD Test], [Keypad Test], [Voice Test].

### 2.3.5 Clock Information

Check the system basic information, including product model, serial number, company name, etc.

In main menu, select [Clock Information] and press [OK] to enter [Clock Information] interface.



[Model]: Production model.

[Serial #]: The unique identifier of the device and cannot be modified.

[Company]: The user company name which can be modified by updating the firmware.

[Fingerprint]: Display the registered fingerprint number and the total fingerprint capacity.

[User]: Display the registered employee number and the total employee capacity.

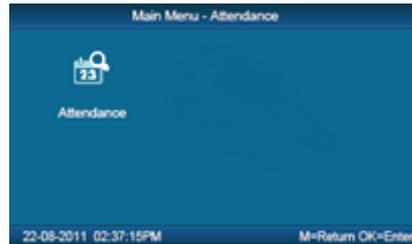
[Records]: Display the stored attendance records number and the total records capacity.

[Firmware]: The system firmware version information.

Press [M] key to save and exit to the previous menu.

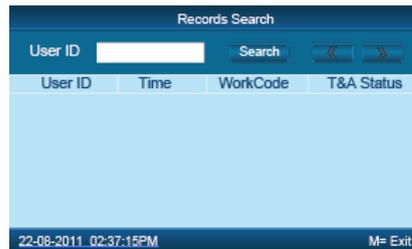
### 2.3.6 Search Record

In main menu, select [Search Record] option and click [OK] to enter [Search Record] interface.



Select [Attendance] press [OK] to enter [Attendance] interface.

### 2.3.6.1 Attendance



Press [OK] and fix cursor to user ID field, input user ID and click [OK] to confirm, select [IN/←], [OUT/→] key to move cursor to [Search], click [OK] to confirm, and all T&A records of this user would be displayed as following.



Press [M] to save and return to previous menu.

## **Chapter3.** System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.



## 3 System Installation

First we should install background management software on the computer. Please refer to the following steps.

### 3.1 Running Environment

#### Hardware environment:

Pentium II 266 and above; Pentium III 500 and above is recommended;

128 Memory and above; Minimum 100M hardware space;

COM Port;

CD-ROM (CD-ROM needed in installation);

VGA support 800\*600 resolution and above;

#### Operating system:

Microsoft Windows 2000/ XP (recommended);

Microsoft Windows Vista;

Microsoft Windows 7;

### 3.2 System Installation

Please insert disc to CD-ROM and the disc will automatically run the Guide interface. If not, please run Guide interface.exe in the root directory of the disc. The following window will pop up:



Click [Installation] to continue installation (see the picture below):



Please select local dialect:



Select installation path, default as: "D:\", click "Next month":



Please confirm the installation list and click "Install".



Click "Yes".



The installation will be done after seconds (see the picture below):



Click [Finish] to close the installation program and an icon [🕒] will be added to the desktop.

## **Chapter4.** Background Management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage employee information, set rules of attendance etc.



## 4 Background Management

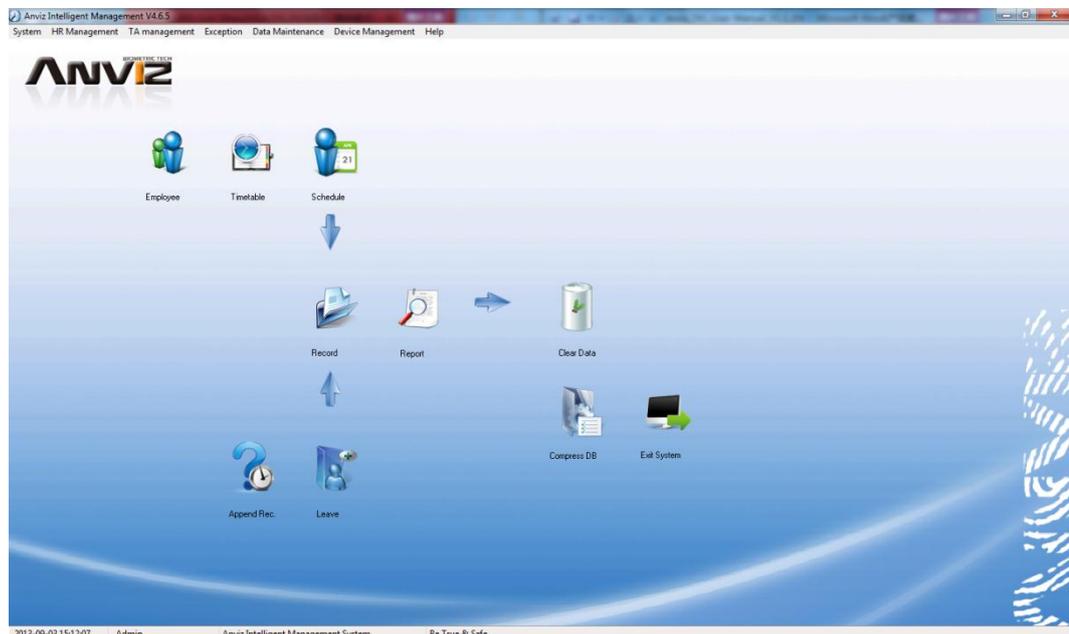
Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage employee information, set rules of attendance etc.

### 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:

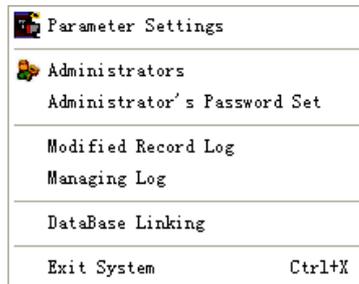


The main interface includes three parts:

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.

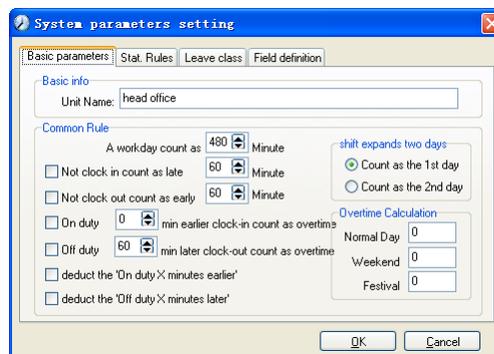
## 4.2 System

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 count 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.

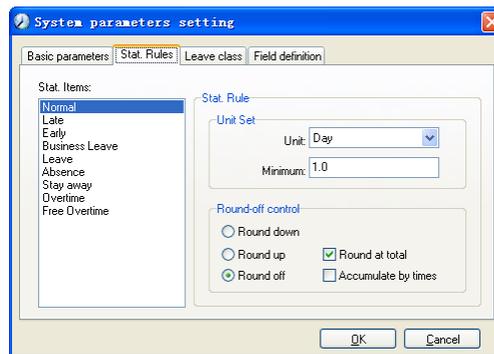
The minimum time that can be calculated as overtime before on duty time or after off duty time.

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, stay away, 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.

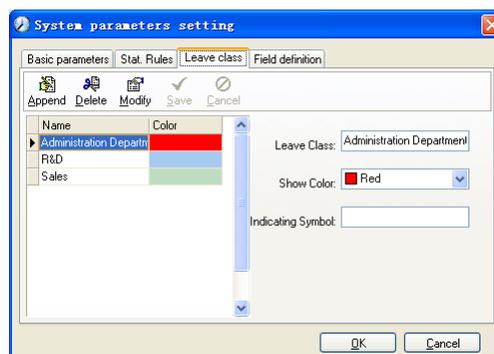
**Accumulate by times:** Only calculate the total times, display the accumulated times in report.

**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:**

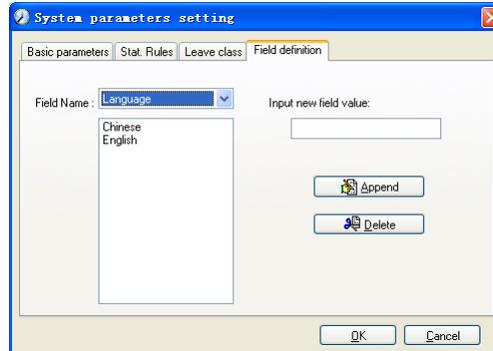
Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save].

**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 the field of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is 888888. 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 using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he logs into 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:**

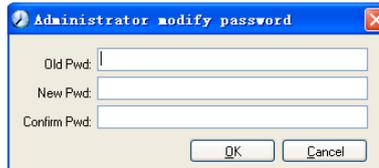
Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

**Delete administrator:**

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

**4.2.3 Administrator's Password Set**

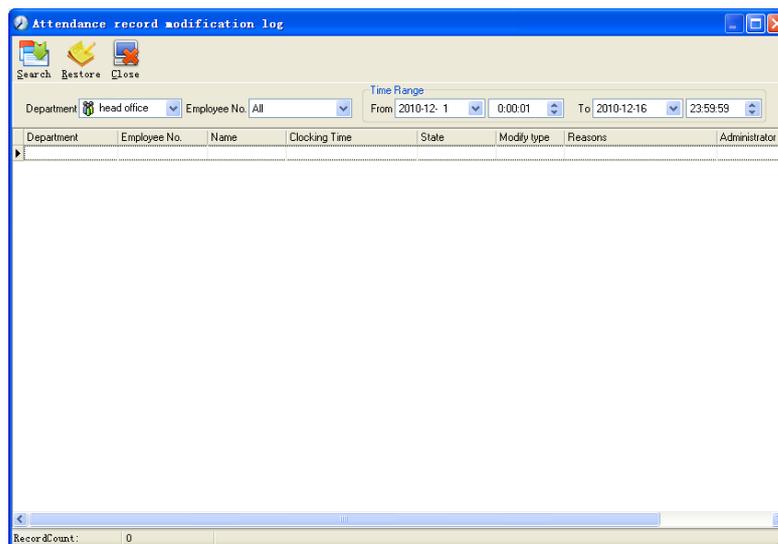
Click menu [System]--[Administrator's Password Set], following springs:



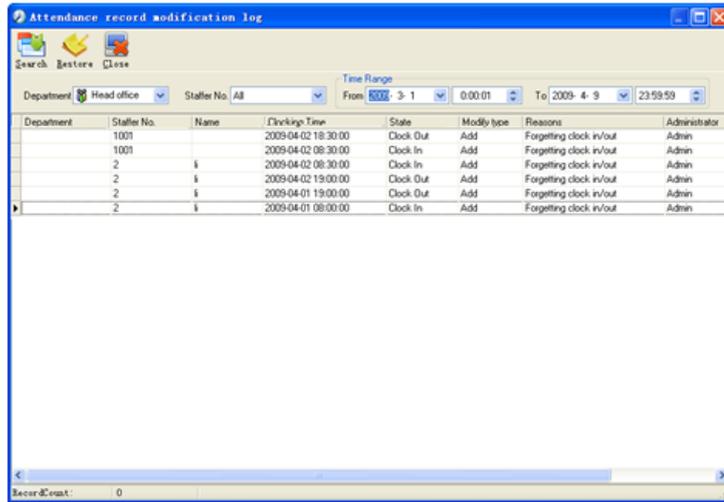
Input the original password in [Old Pwd], enter the new password in [New Pwd], enter again in [Confirm Pwd] and click [OK] to finish.

**4.2.4 Modified Record Log**

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



Select department, employee No. and time range, click [Search] and those records which match the above condition will be displayed.

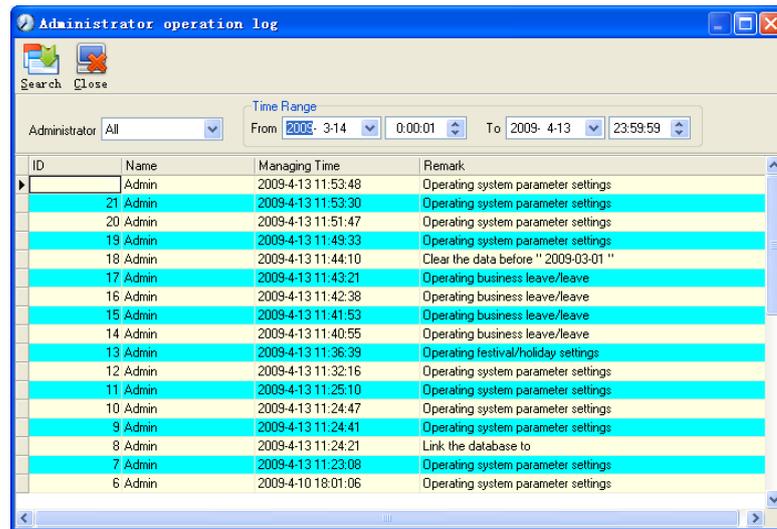


Click [Close] to exit.

**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.

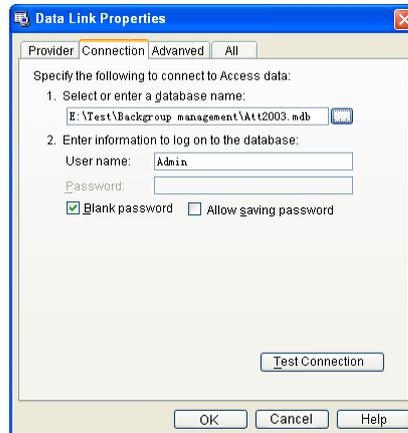
#### 4.2.6 Set Database Link

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

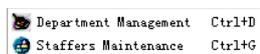
Click [Exit System] in System menu. The following menu springs:



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

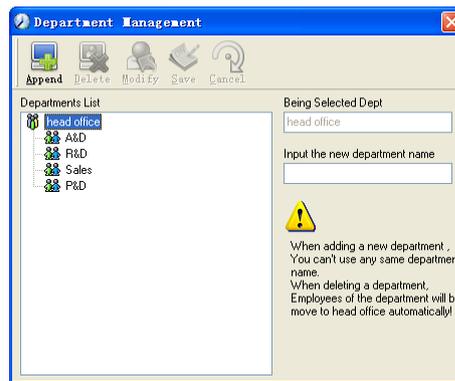
## 4.3 HR Management

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:**

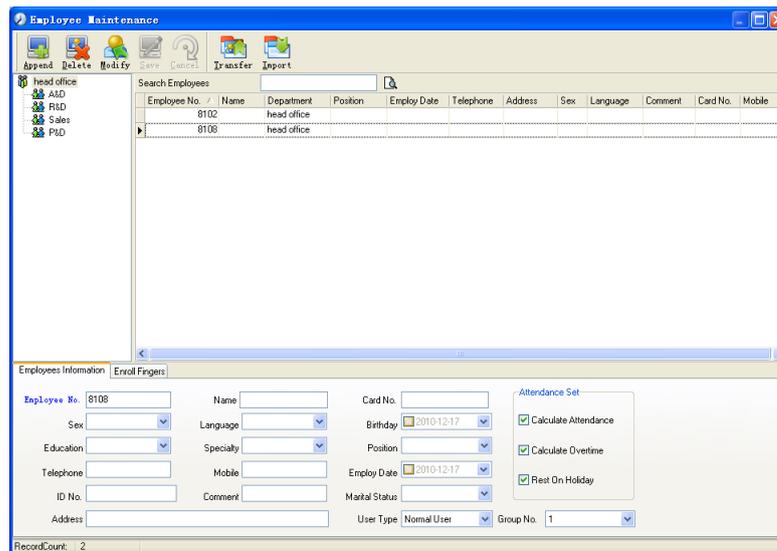
Choose the department, click [Delete] and then click [OK] to complete.



**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.

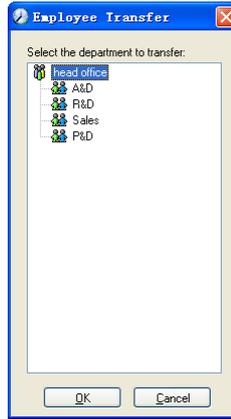
Please be cautious when delete the employee since all this employee's time attendance records, shift arrangement will be deleted at the same time.

### Import employees:

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

### Employee's department shifting:

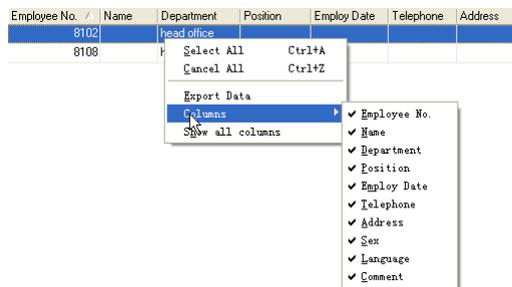
Choose the employee you want to shift the department click [Transfer] and following window will pop up:



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

**Export Employee:**

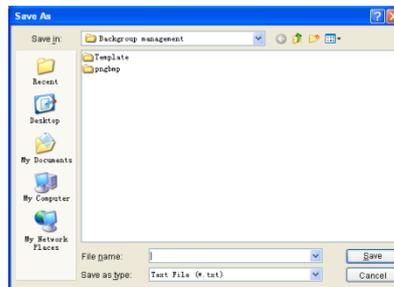
Right-click on employee list and the following window pops:



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:

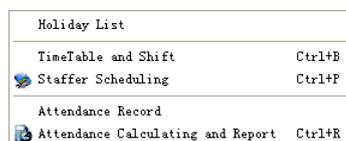


Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

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

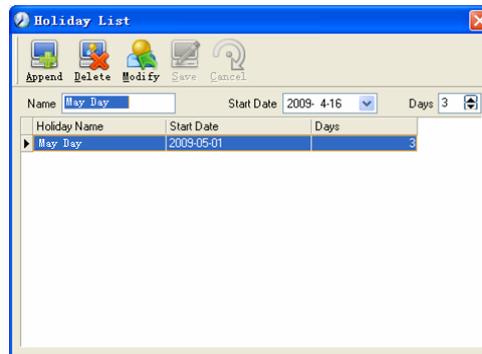
## 4.4 Attendance Management

Click [TA Management] in the main menu, following springs:



### 4.4.1 Holiday List

Click [Holiday List] in [TA Management] 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 the Deletion of festivals or holidays.

### 4.4.2 Timetable and Shift

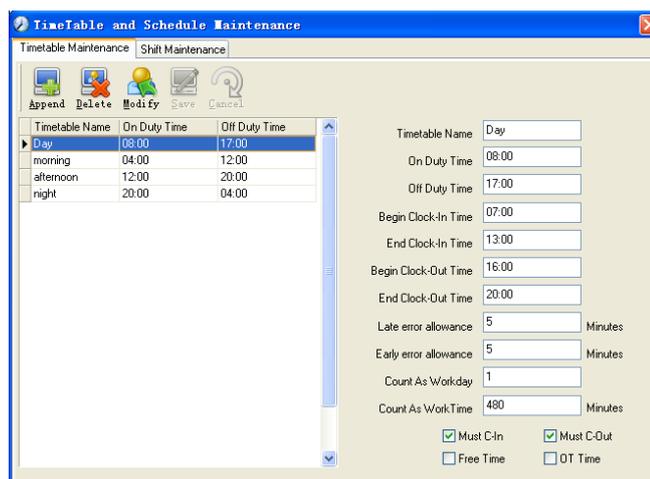
The relationship between shift and timetables:

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 [TA Management] 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:

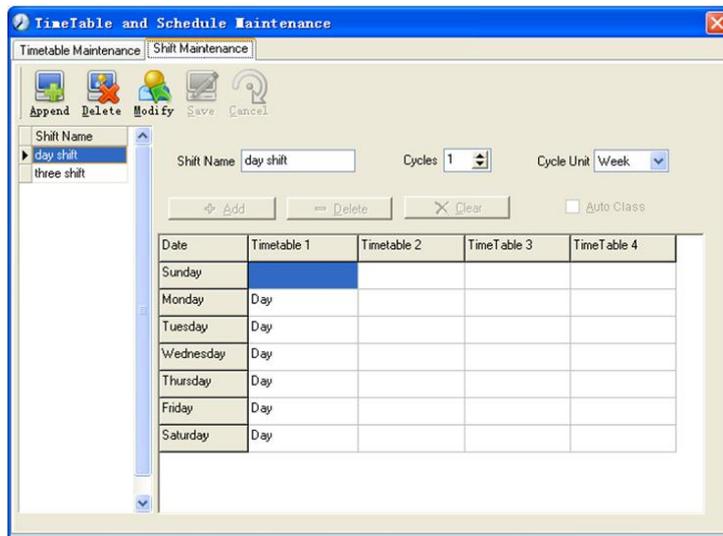
Day shift 08:00 - 17:00      Morning shift 04:00 - 12:00

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**

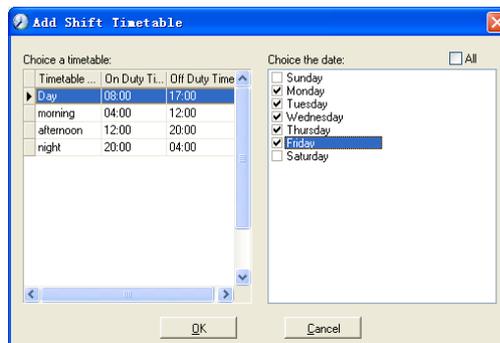
Click [Shift Maintenance] and the following window pops up:



**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 (see the Pic below)

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].

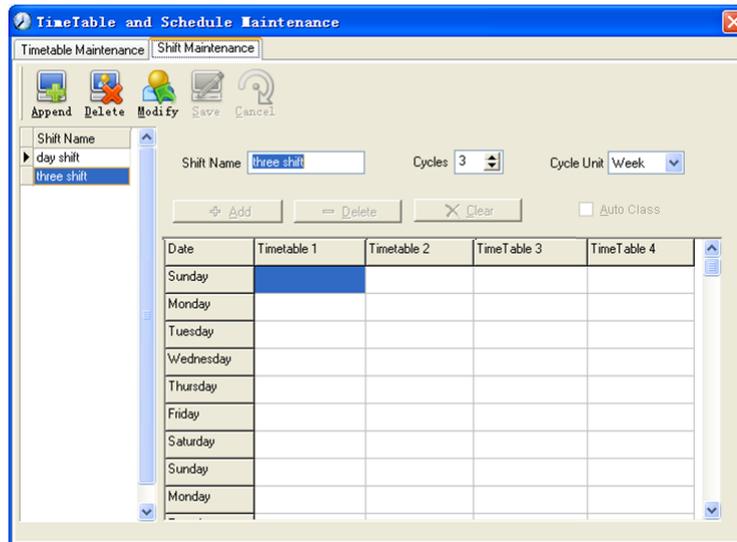
**Example---**Three shifts:

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:

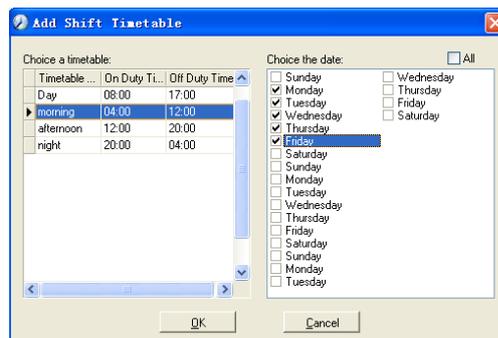
Click [Append], enter “Three shifts” in [Shift Name], set [Cycle] to “3” and [Cycle Unit] to “Week”. Please see the picture below:



Step2

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

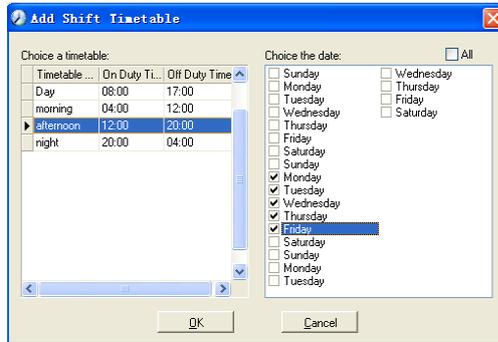
Click [Add] and the following window pops up:



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)

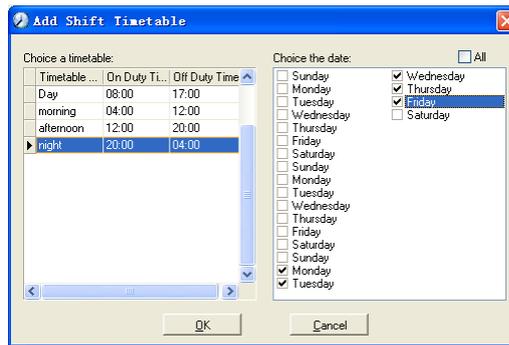
Click [Add], make corresponding operation in the springing window (see the result below):



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

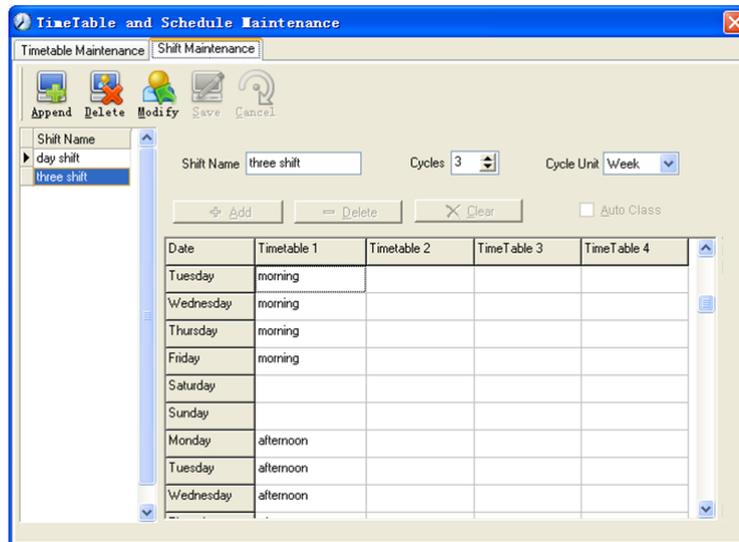
The third week (night shift, from Monday to Friday)

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



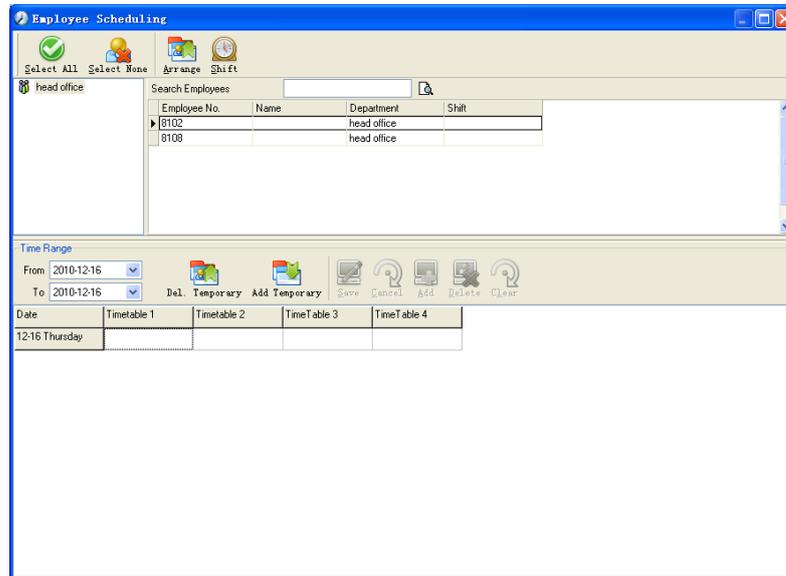
Click [OK] to complete the working hour setting for the third week.

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):

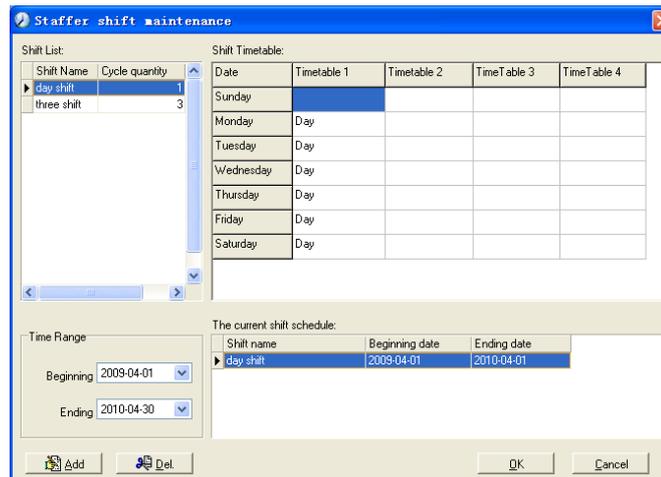


### 4.4.3 Employee Scheduling

Click [Employee Scheduling] in [TA Management] 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] in Pic above 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”.

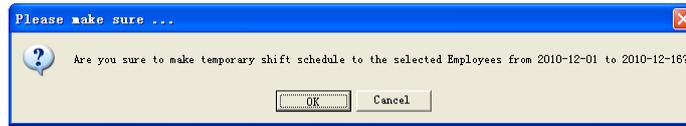
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

#### Deletion of the shifts:

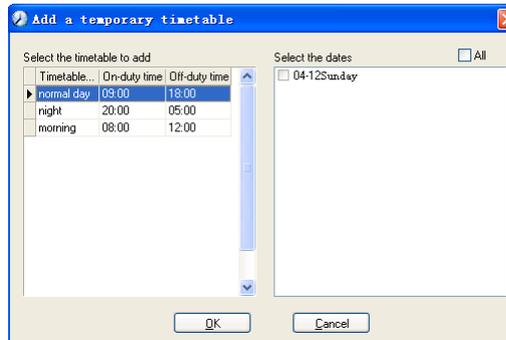
Select the shifts in the shifts which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

#### 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.

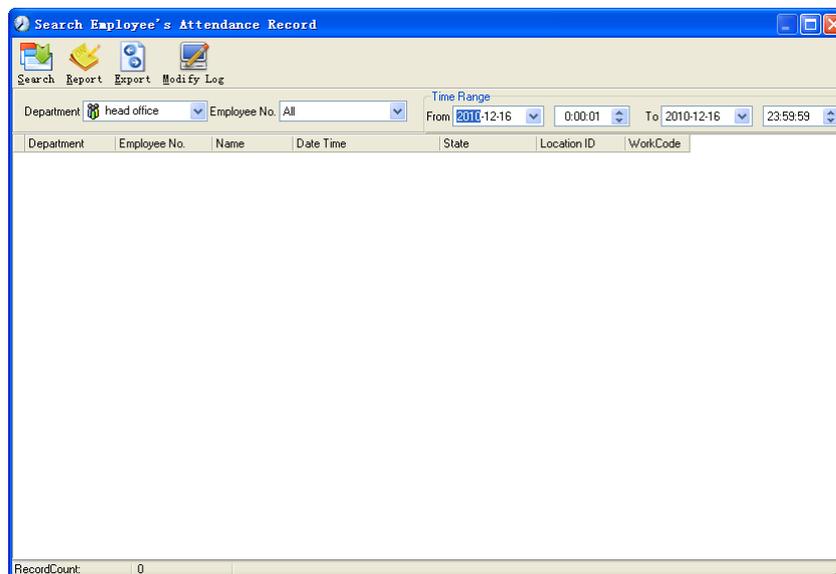
[Delete]: Delete the selected timetable;

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

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

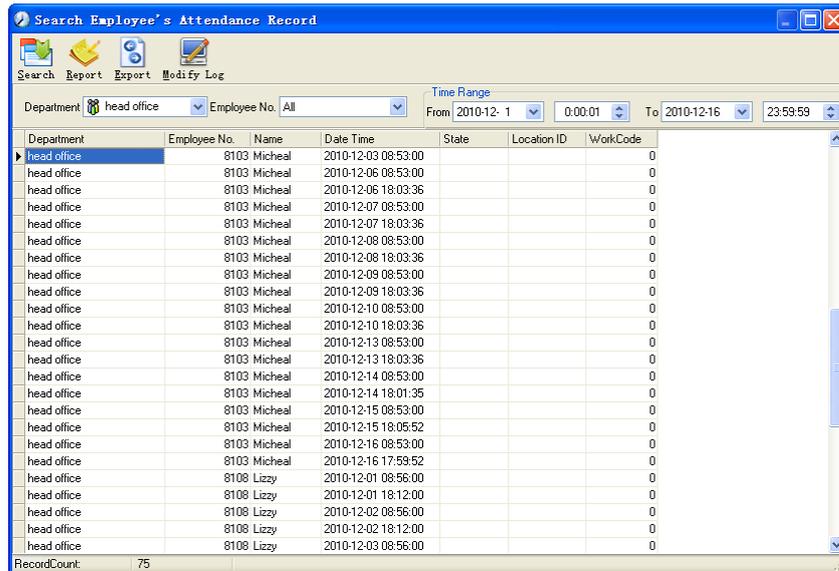
#### 4.4.4 Attendance Records

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



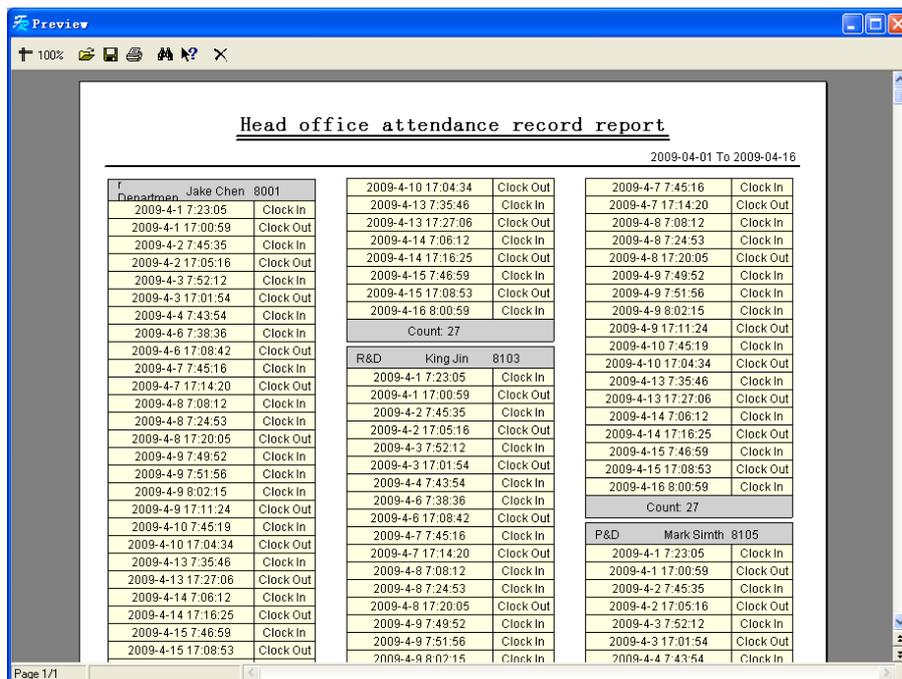
#### **Inquiry of attendance record:**

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.



**Attendance records exporting**

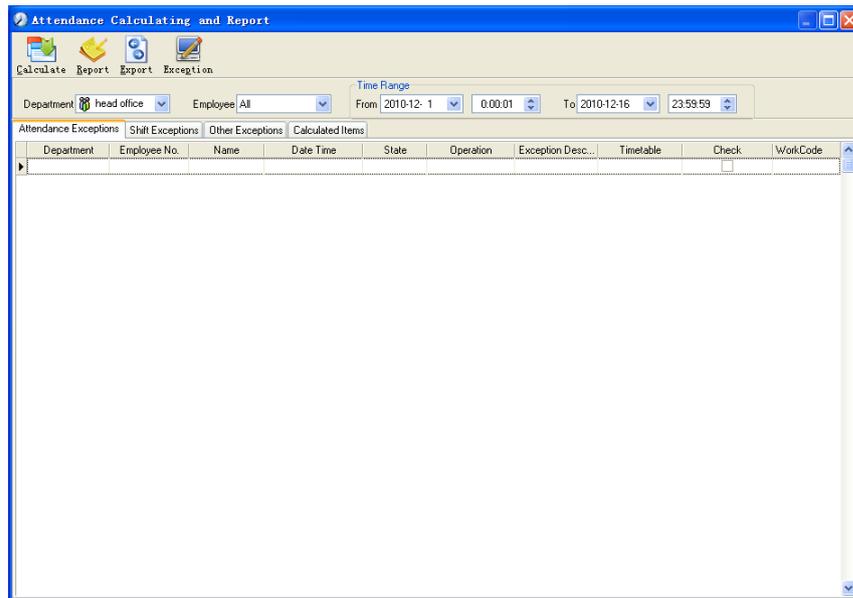
If the user need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: \*.txt, \*.xls)

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 [TA Management] menu, the following window appears:



Select the beginning, the ending date, 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.

**Note:** 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 will 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;

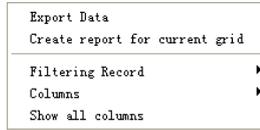
[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

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

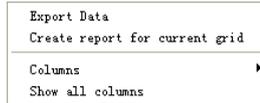
[Show all columns]: Display all fields in [Columns];

**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:



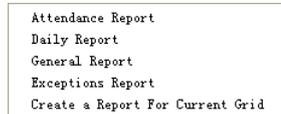
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:



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 Name	Jake Chen	9001					
	2009-04-01	07:23:05	Clock In	2009-04-10	17:04:34	Clock Out	
	2009-04-01	17:00:59	Clock Out	2009-04-10	07:35:46	Clock In	
	2009-04-02	07:45:35	Clock In	2009-04-13	17:27:06	Clock Out	
	2009-04-02	17:05:16	Clock Out	2009-04-14	07:06:12	Clock In	
	2009-04-03	07:52:12	Clock In	2009-04-14	17:16:25	Clock Out	
	2009-04-03	17:01:54	Clock Out	2009-04-15	07:46:59	Clock In	
	2009-04-04	07:43:54	Clock In	2009-04-15	17:08:53	Clock Out	
	2009-04-06	07:38:36	Clock In	2009-04-16	08:00:59	Clock In	
	2009-04-06	17:08:42	Clock Out	Count: 27			
	2009-04-07	07:45:16	Clock In	R&D	King Jin	8103	
	2009-04-07	17:14:20	Clock Out		2009-04-01	07:23:05	Clock In
	2009-04-08	07:08:12	Clock In		2009-04-01	17:00:59	Clock Out
	2009-04-08	07:24:53	Clock In		2009-04-02	07:45:35	Clock In
	2009-04-08	17:20:05	Clock Out		2009-04-02	17:05:16	Clock Out
	2009-04-09	07:49:52	Clock In		2009-04-03	07:52:12	Clock In
	2009-04-09	07:51:56	Clock In		2009-04-03	17:01:54	Clock Out
	2009-04-09	08:02:15	Clock In		2009-04-04	07:43:54	Clock In
	2009-04-09	17:11:24	Clock Out		2009-04-06	07:38:36	Clock In
	2009-04-10	07:45:19	Clock In		2009-04-06	17:08:42	Clock Out
	2009-04-10	17:04:34	Clock Out		2009-04-07	07:45:16	Clock In
	2009-04-13	07:35:46	Clock In		2009-04-07	17:14:20	Clock Out
	2009-04-13	17:27:06	Clock Out		2009-04-08	07:08:12	Clock In
	2009-04-14	17:06:12	Clock In		2009-04-08	07:24:53	Clock In
	2009-04-14	17:16:25	Clock Out		2009-04-08	17:20:05	Clock Out
	2009-04-15	07:46:59	Clock In		2009-04-09	07:49:52	Clock In
	2009-04-15	17:08:53	Clock Out		2009-04-09	07:51:56	Clock In
					2009-04-09	08:02:15	Clock In
					2009-04-09	17:08:53	Clock Out
					2009-04-09	17:08:53	Clock Out
					2009-04-15	08:00:59	Clock In
					Count: 27		
					PLD	Mark Smith	8105
					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

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



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

Name	No.	Date & Time	Exception type	Work 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	htr

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

**head office exceptions of shifts report**

Department	Name	Employee No.	Date	Timetable	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	Micheal	8103	2010-12-01	Day	2010-12-01 09:00
head office	Micheal	8103	2010-12-02	Day	2010-12-02 09:00
head office	Micheal	8103	2010-12-03	Day	2010-12-03 09:00
head office	Micheal	8103	2010-12-06	Day	2010-12-06 09:00
head office	Micheal	8103	2010-12-07	Day	2010-12-07 09:00
head office	Micheal	8103	2010-12-08	Day	2010-12-08 09:00
head office	Micheal	8103	2010-12-09	Day	2010-12-09 09:00
head office	Micheal	8103	2010-12-10	Day	2010-12-10 09:00
head office	Micheal	8103	2010-12-13	Day	2010-12-13 09:00
head office	Micheal	8103	2010-12-14	Day	2010-12-14 09:00
head office	Micheal	8103	2010-12-15	Day	2010-12-15 09:00
head office	Micheal	8103	2010-12-16	Day	2010-12-16 09:00
head office	Lizzy	8106	2010-12-01	Day	2010-12-01 09:00
head office	Lizzy	8106	2010-12-02	Day	2010-12-02 09:00
head office	Lizzy	8106	2010-12-03	Day	2010-12-03 09:00

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 08:00:00	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	2010-12-03 18:03:36			
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			

**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.

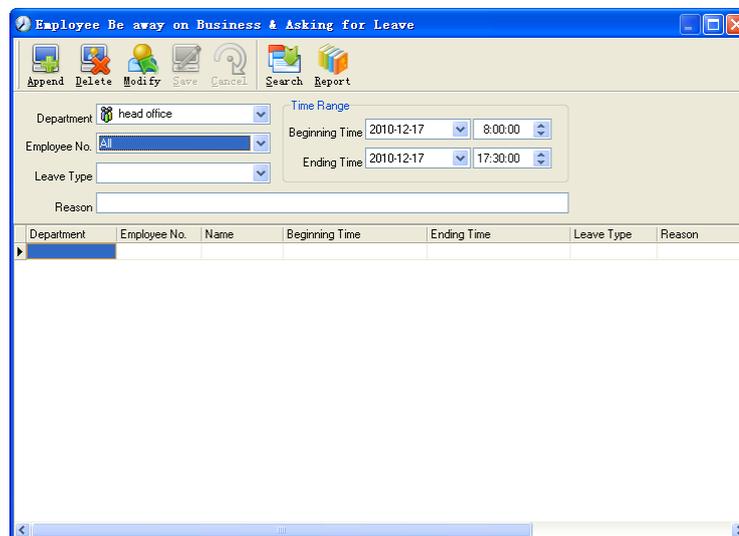
## 4.5 Deal with Exceptions

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

Away On Business/Leave	Ctrl+L
Append Record	Ctrl+W
Append Record Collectively	
Dealing With Collectively Late/Early	

### 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:

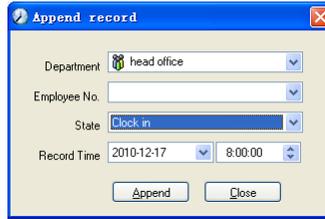
Select the appointed employee whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; click [Save] when ready.

#### 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

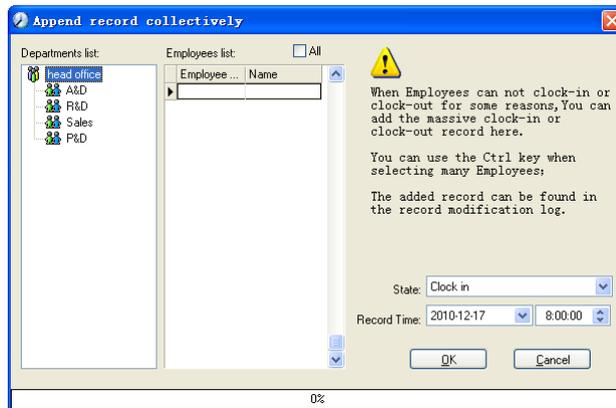
If a employee didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:



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

### 4.5.3 Append Record Collectively

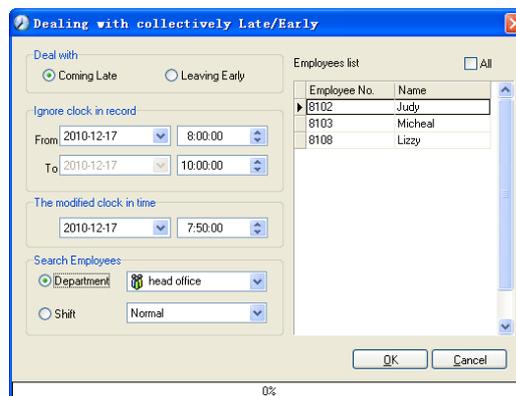
When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:



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.

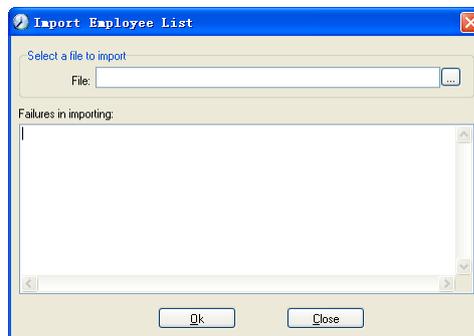
## 4.6 Data Maintenance

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

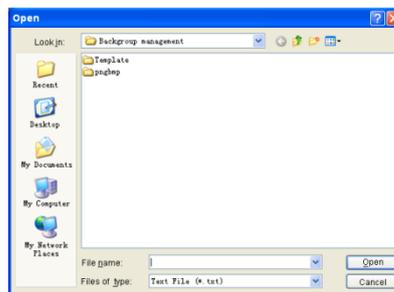


### 4.6.1 Import Employee List

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”;

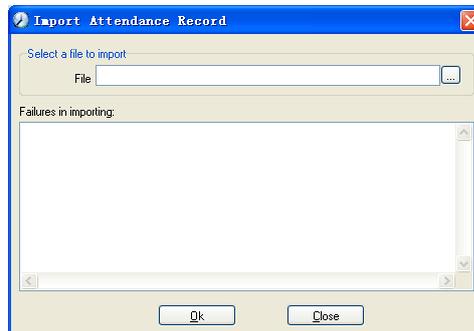
The format of data must follow: Employee ID + Tab + Name + Tab + Department;

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 not 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.

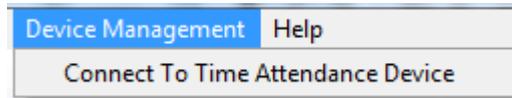
Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

## 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. )

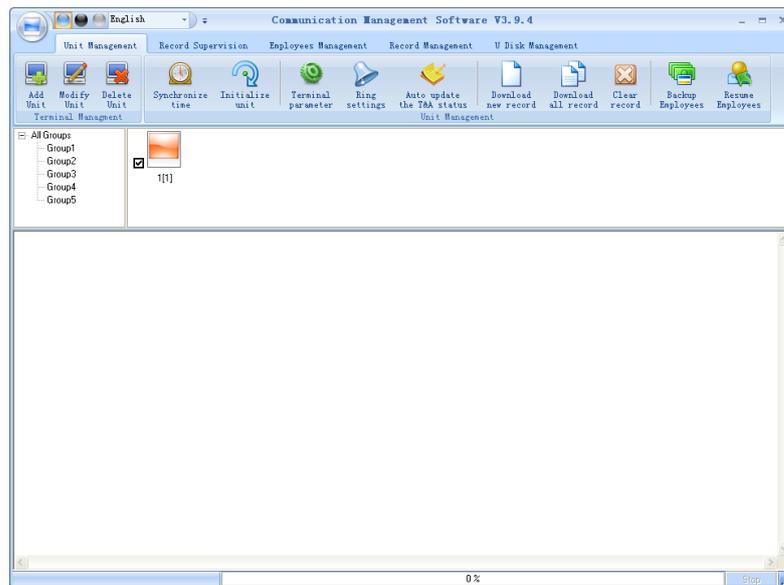
## 4.7 External Program Management

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



### 4.7.1 Connect to Time Attendance Machine

Click [Device Management]-[Connect to Time Attendance Machine], the system will prompt the communication interface between the software and the time attendance machine. More details please reference the "Communication" chapter.



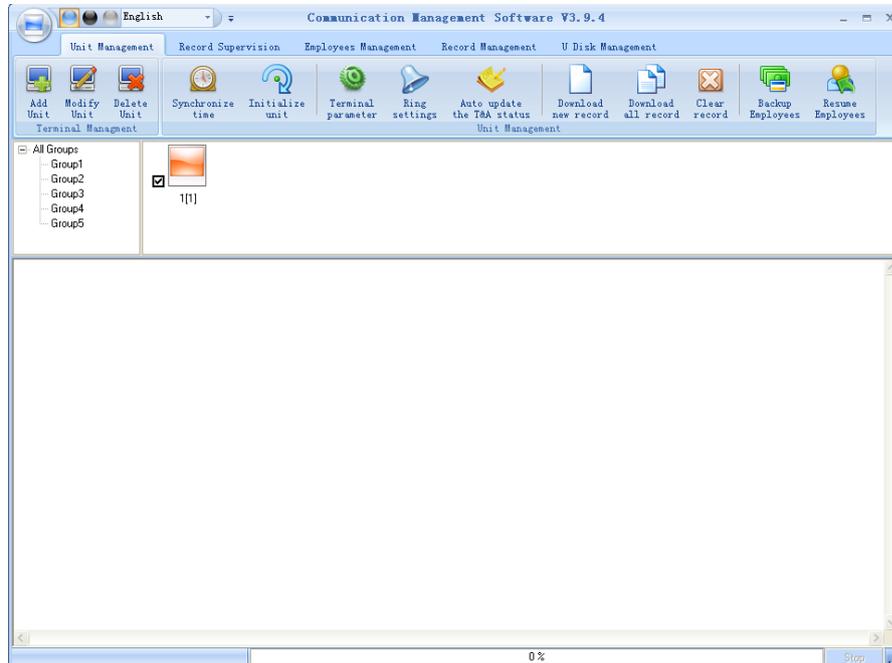
## **Chapter5. Communication**

The chapter is mainly about how to add, delete and set communication between PC and terminal.



## 5 Data Communication

Double click the icon [  ] on the desktop to start the communication 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:

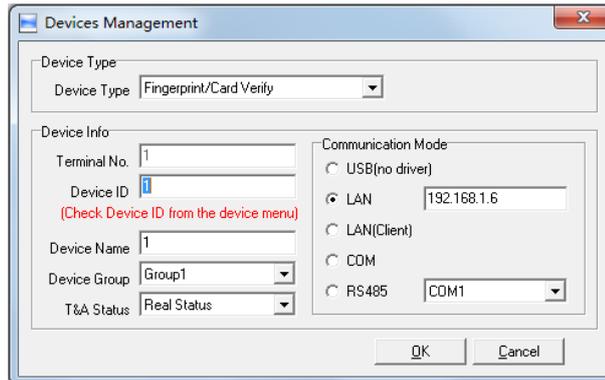


Click the button [OK]. And then try to enter the correct password

### 5.1 Communication management software

#### 5.1.1 Add Unit

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



**Device Type:** There are two device types one is Fingerprint/Card Verify, the other is Facial Verify FacePass. Please accord to the actual device type to select.

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

**Device ID:** Device ID(1-99999999) 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”.

**USB:** Connect the terminal via USB cable;

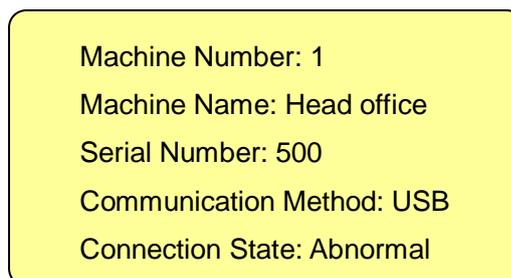
**LAN:** Input the terminal’s IP address. The default IP address is 192.168.0.218.

**LAN(Client):** Only communication with the PC/Server which has server IP.

**COM:** Connect with COM port.

**RS485:** Connect with RS485 need select com port number in the system.

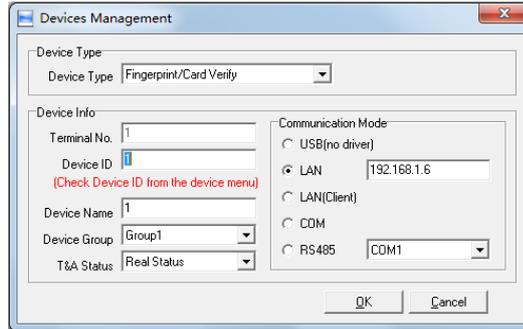
Click the button [OK] to save the information. Can see a saffron yellow terminal icon () . Please move the cursor to the terminal icon it displays as follows:



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 () (<sup>1</sup>Head office).

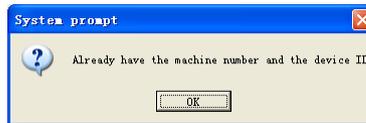
### 5.1.2 Modify Unit

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

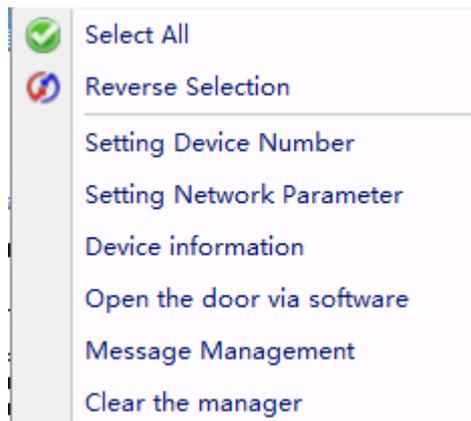
Choose the T&A unit and then click the button [Delete Unit]. Following message box pops up:



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

### 5.1.4 Right Key Menu

Select terminal icon  [Head office], 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 Set Device Number

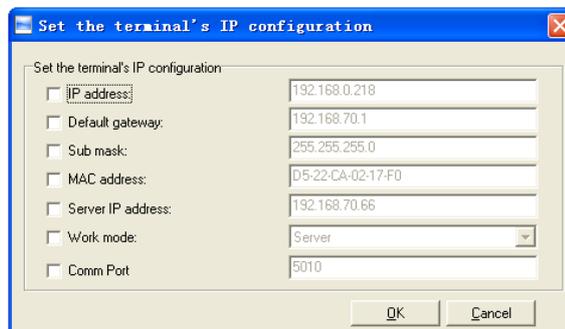
Device Number use to identification different terminal. Select [Setting Device Number] and open [Set up] interface:



Modify device ID and click [OK] to save, you can check the device ID in the setting menu of the terminal.

### 5.1.4.2 Set the Network Parameter

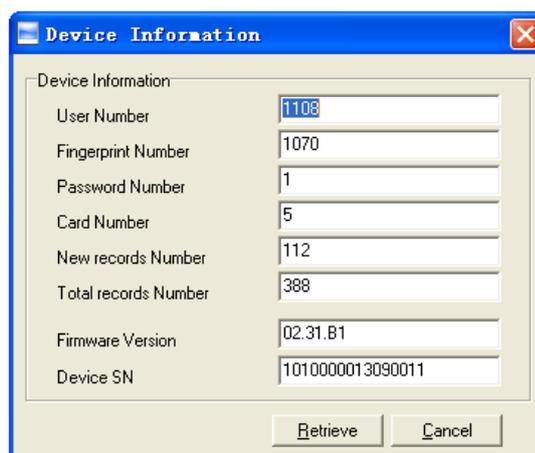
Click [Setting Network Parameter] and open the window:



Select the check box and then modify the parameters. Click the button [OK] to save  
[2011-08-25 10:10:36]1[1]Set the network parameters successfully;

### 5.1.4.3 Device Information

Display terminal information as follows:



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

### 5.1.4.4 Open the Door via Software

If you click the item [Open the door via software], you can see the information in the main interface as follows:

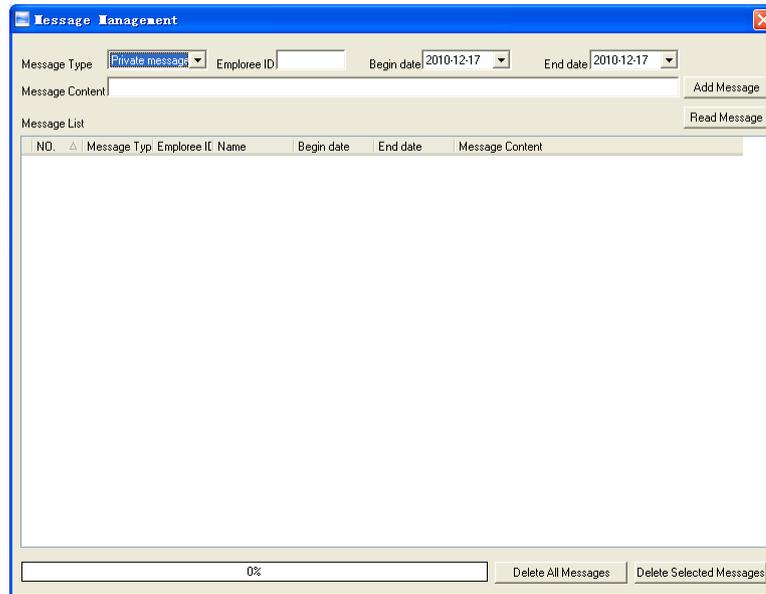
[2011-08-25 13:35:58]1[Head office]Open the door via software successfully!

And meanwhile you can hear the sound from the relay.

### 5.1.4.5 Message Management

Send the message to the user when he clock in.

Click the item, a window pops up as follows:

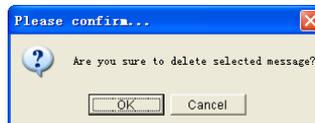


There are two kind of message type: Private message and Public message

Private message need the employee ID. If you do not input the employee ID, the system prompts message: Input message not complete!

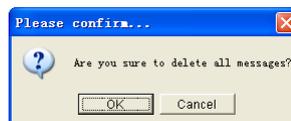
Click [Add Message] button to add the message.

Click [Read message], you will see the message in the [Message List]. And you can select one message and click [Delete Selected Messages] to delete the message. One window pops up as follows:



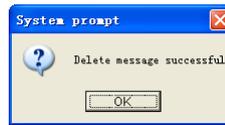
Click [OK] to confirm deletion. Click [Cancel] to cancel the deletion.

Click [Delete All Messages] to delete all messages on the terminal. One window pops up as follows:



Click [OK] to confirm deletion. Click [Cancel] to cancel the deletion.

If you click [OK], it prompts:



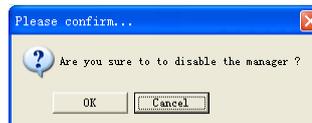
Click [OK] to confirm.

Message length: 16 Chinese letters or 48 English letters.

**Notice:** You can shift the messages by pressing [←], [→] key.

#### 5.1.4.6 Disable the Manager

Choice [Disable the manager] menu, the system will prompt as follow:



Click the [Ok] button to delete manager, Click [Cancel] to cancel the delete operation.

[2011-08-25 14:10:00]1[Head Office] Clear the manager succeed.

#### 5.1.5 Synchronize Time

Synchronize the terminal's time with the computer time. Click the button [Synchronize Time].



Following message box pops up:



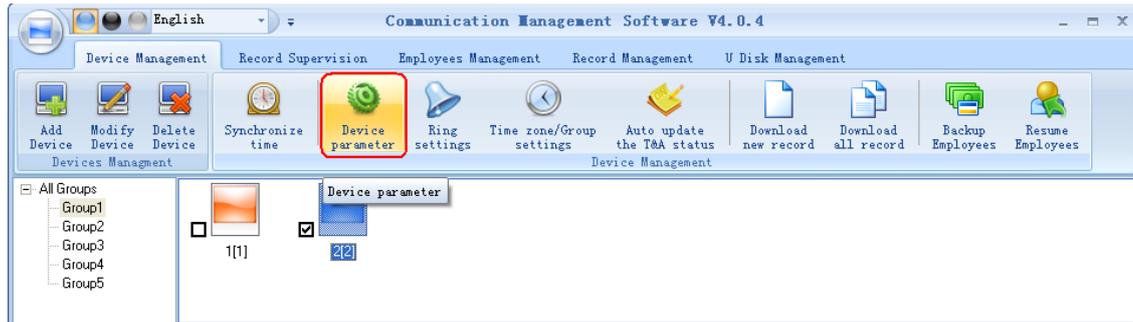
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

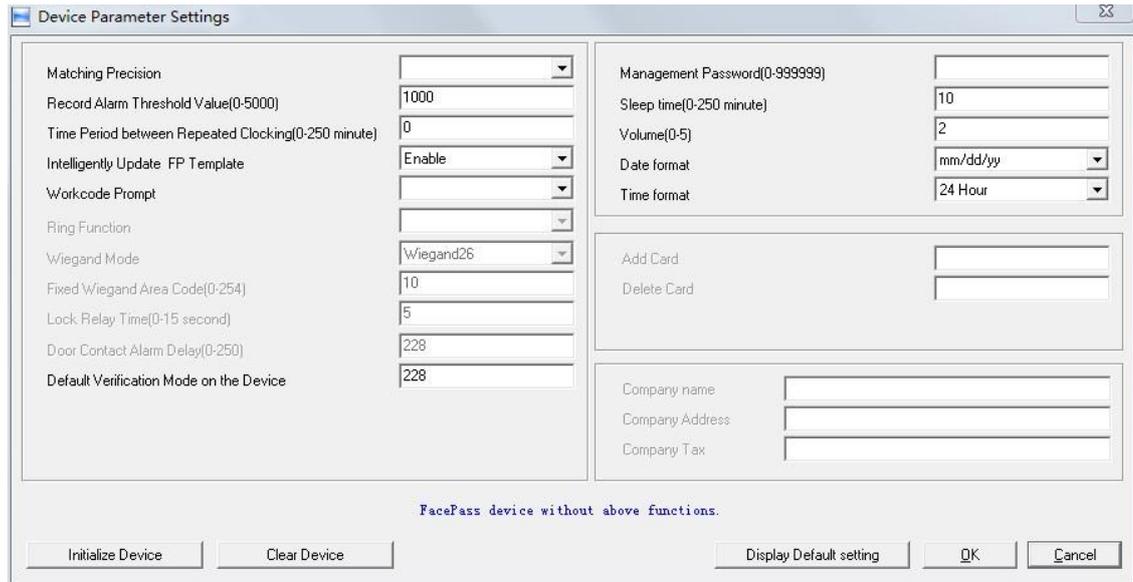
[2011-08-25 13:49:24]Synchronizing time...  
[2011-08-25 13:49:25]1[Head office]Synchronization successful!

#### 5.1.7 Device Parameter Settings

Click the button [Device Parameter].



The [Terminal parameter settings] interface pops up:



[Matching precision]: There are three kinds: 'Normal', 'Good' and 'Exact'. The default value is 'Good'.

[Record alarm threshold value (0-5000)]: If the rest memory space for the record is less than the threshold value, the machine will alarm.

[Time period between repeated chocking (0~250 minute)]: The maximum value is 250 minutes. And the default value is 30s.

[Intelligently Update FP Template]: Enable/Disable the function of FP template update.

[Workcode Prompt]: Enable/Disable the prompt of workcode during verification.

[Default identification method on the device]: Set identification method for the device. Such as: Fingerprint , Fingerprint+Password, Fingerprint+Password+Card ID+Password, ID+ Fingerprint, ID+Password+Fingerprint, Card, Card+Password, Card+Fingerprint etc.

[Management password(0-999999)]: Set the management password for the device.

[Sleep time (0~250 minute)]: How long does the terminal turn to the sleep mode if there is no one operating on the terminal.

[Volume (0~5)]: The volume of the prompt sound in the terminal. The default value is 3.

[Date format]: There are three kinds date format: yy-mm-dd, mm/dd/yy, dd/mm/yy.

[Time format]: There are two kinds time format: 24 hour and 12 hour.

Click the button [OK] to save the settings. Following message box pops up:



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

The operation information in the main interface is as follows:

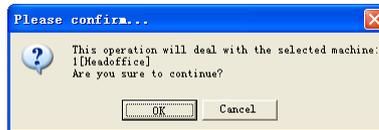
```
[2011-08-25 15:05:08]Set Advanced Parameter...
[2011-08-25 15:05:10]1[Head office]Parameter setting successfully!
```

Click the button [Display Default setting] to see the terminal's default settings.

### 5.1.7.1 Initialize Device

The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

Click the button [Initialize Device]. 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:

```
[2011-08-25 13:52:59]Initializing...
[2011-08-25 13:53:01]1[Head office]Initialization successful!
```

### 5.1.7.2 Clear Record

Click the button [Device Parameter] ->[Clear Device]. Following message box pops up:



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

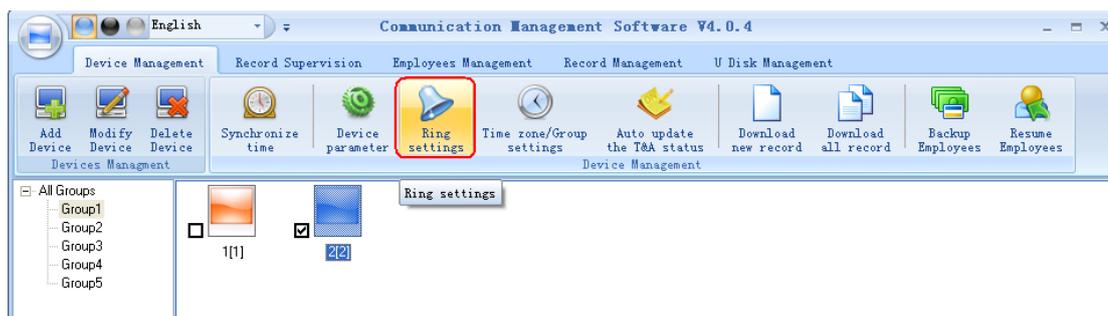
Following information shows on the main interface:

```
[2009-03-18 15:14:15]Clearing...
[2011-08-25 15:14:16]1[Head office]Clear time attendance records successfully
```

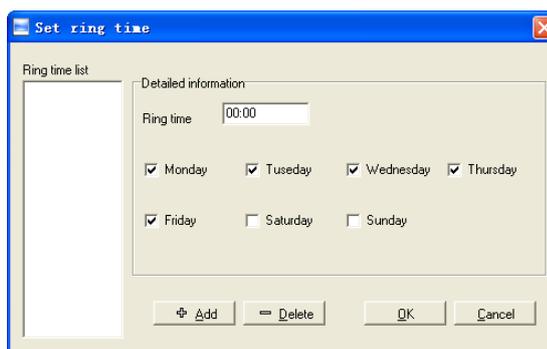
### 5.1.8 Ring Settings

Set the ring time. Please enable the Ring function in the parameter settings first of all.

Click the button [Ring settings].



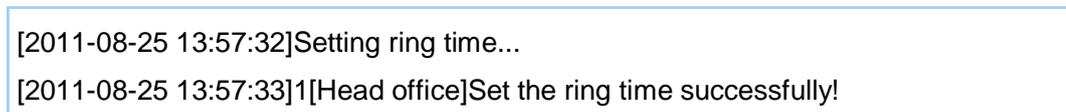
[Set ring time] window pops up as follows:



Input the ring time and then click the button [+ Add]) to add the ring time to the “Ring time list”.

You can also click the button [-Delete] to delete the ring time from the “Ring time list”.

Click the button [OK] to save the settings. Following operation information displays in the main interface:



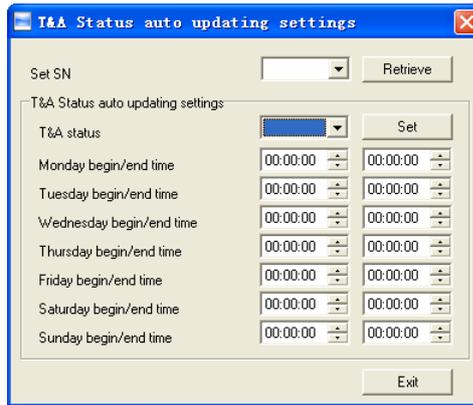
### 5.1.9 Auto Update the T&A Status

Automatic switchover status for attendance device.

Click [Auto update the T&A status] button,



Enter [ T&A Status auto updating settings] interface.



First set the SN (serial number) of the T&A status, Serial number range is 1-16.

For example: The serial number set as: 1 and set the T&A status as “IN” means check in for work. Then set the time range for “IN” status, click “Exit” button to save and exit the interface.

### 5.1.10 Download new Record

Click the button [Download new record].

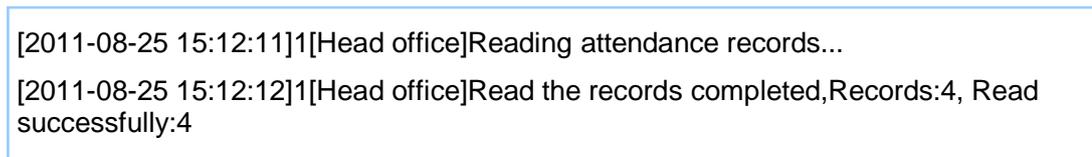


Following message box pops up:



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

Following information shows on the main interface:

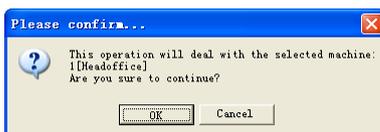


### 5.1.11 Download all Record

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:

[2011-08-25 15:13:23]1[Head office]Reading attendance records...  
 [2011-08-25 15:13:24]1[Head office]Read the records completed,Records:6, Read successfully:6

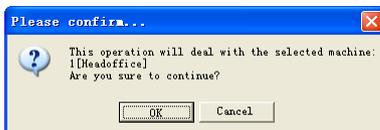
### 5.1.13 Backup Employees

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:

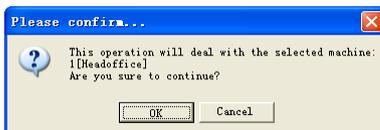


Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information displays on the main interface as follows:

[2011-08-25 15:15:07]Back upping employees...  
 [2011-08-25 15:15:07]Backup employee:1[Head office]  
 [2011-08-25 15:15:08]1[Head office]Backup employee information completed, Records:1, Read successfully:1  
 [2011-08-25 15:15:08]1[Head office]Backuping fingerprints...  
 [2011-08-25 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.

## 5.1.14 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:

```
[2011-08-25 15:16:37]Get back employees...
[2011-08-25 15:16:37]Get back employees:1[Head office]
[2011-08-25 15:16:38]1[Head office]Get back employees completed
```

### Notice:

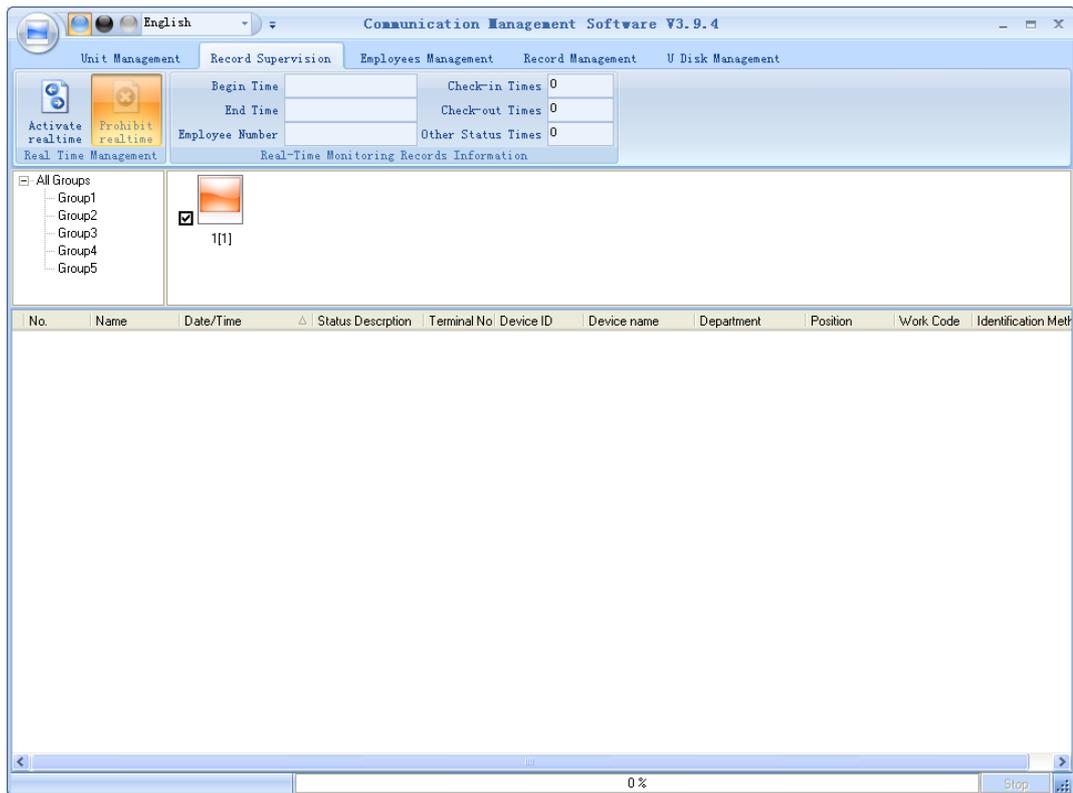
1. Please make sure that the User ID is existent in the terminal.

```
[2011-08-25 15:08:07]Get back employees...
[2011-08-25 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 the [Check-out times] increases one.

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



### 5.2.2 Prohibit real-time

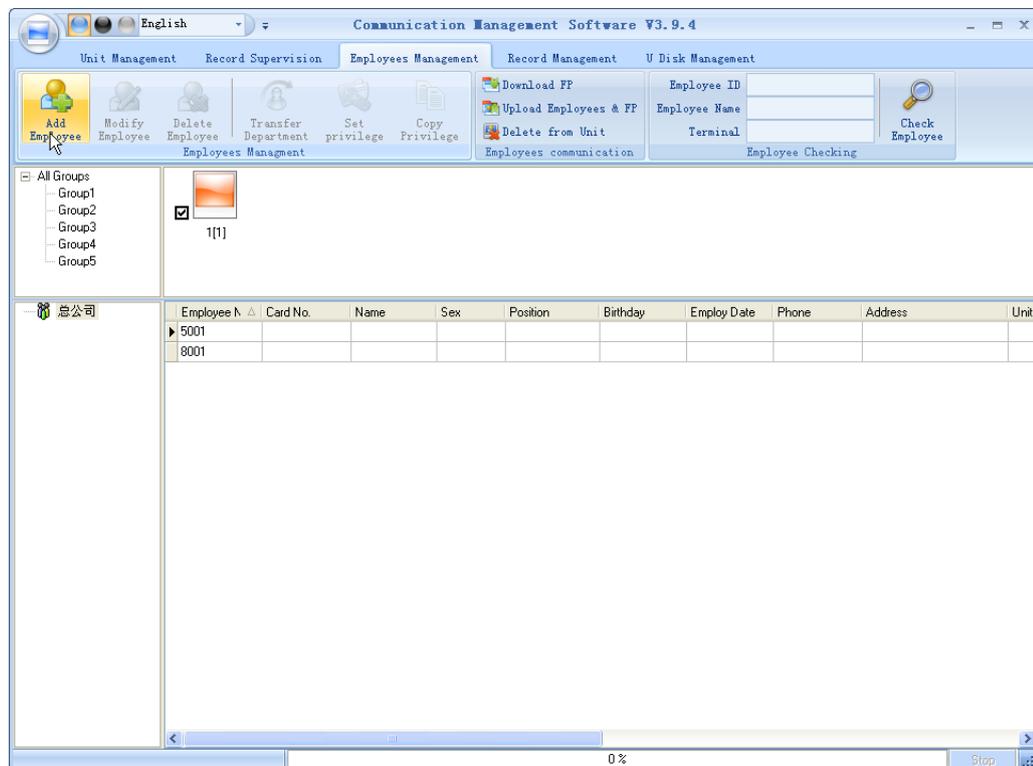
Click the button [Prohibit real-time] to stop the real-time monitoring. You can see the begin time and end time of the real-time monitoring in the [Real-Time Monitoring Records Information] as follows:

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:



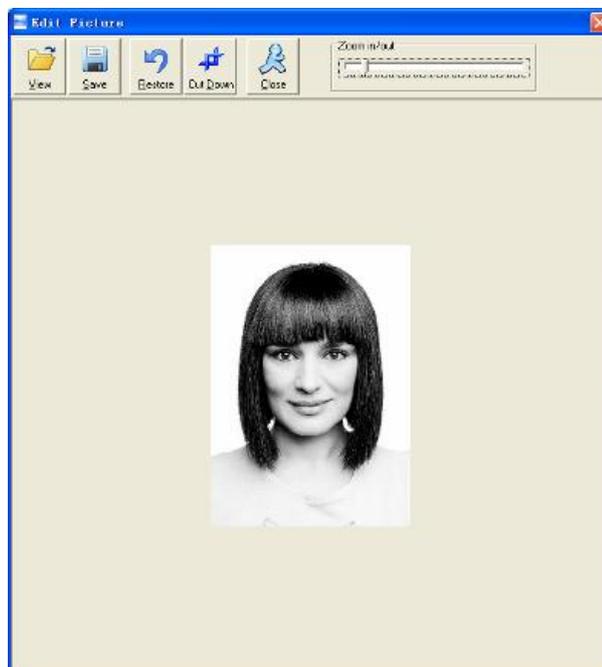
### 5.3.1 Add Employee

Click [Add Employee] button, open [Add/modify employee info] window as follow:

**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:

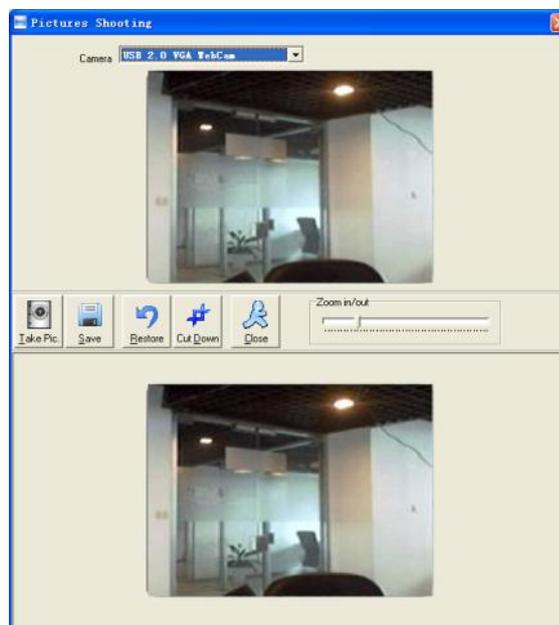
1st way: Click [📷] button, choose employee's picture stored in PC and open [Edit picture] window as following,



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,



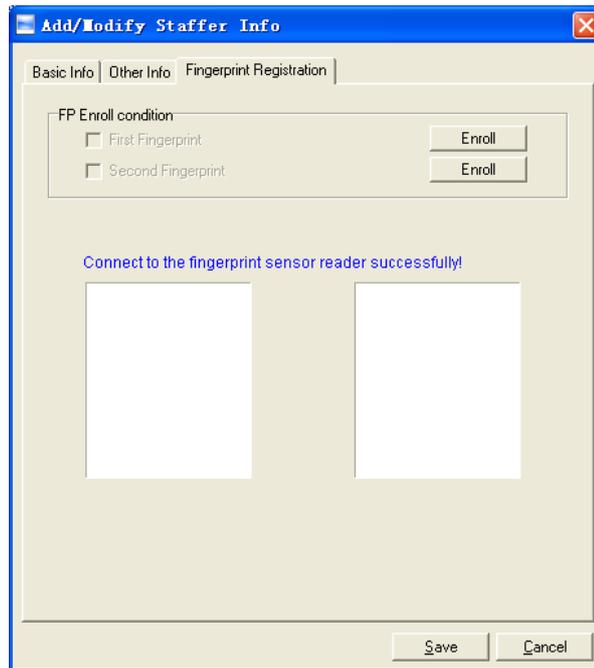
Choose camera equipment, and click the button [Take Pic] to take a photo.

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

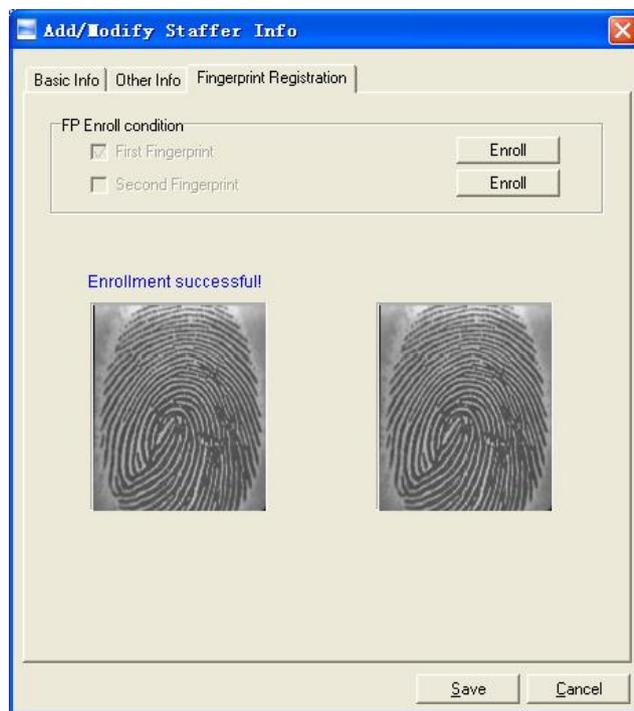
Click the button to delete the employee photo.

[Fingerprint registration]: Use the external USB fingerprint reader: OA99+ to enroll the fingerprint.

The sentence “Connect to the fingerprint sensor reader successfully!” means that the OA99+ is connected successfully.



Place the fingerprint on the terminal’s fingerprint scanner window and then click the button [enroll] to enroll the fingerprint.



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

### 5.3.2 Modify Employee

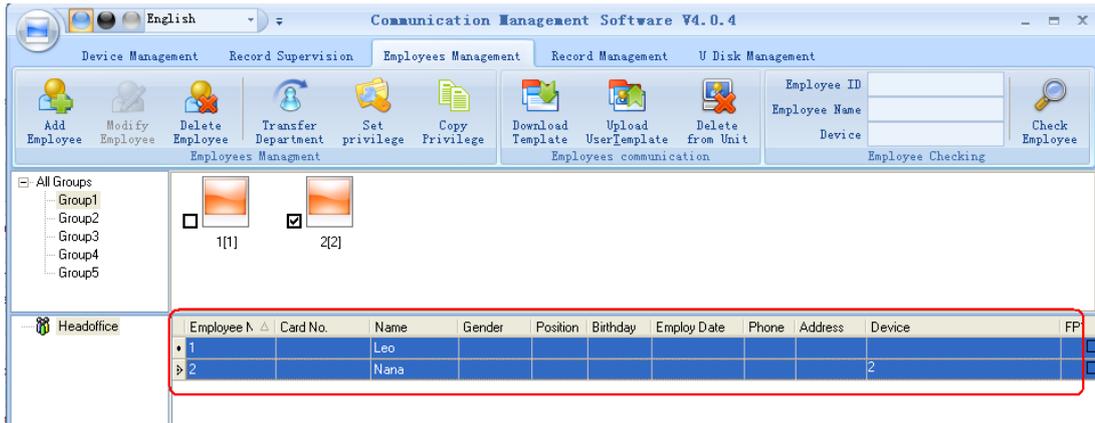
Modify employee operation is to modify the employee information in the window [Add/Modify employee Info]



### 5.3.3 Delete Employee

Delete the employee from the database.

Choose employee from employee info list (you can choose some or all the employee 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:

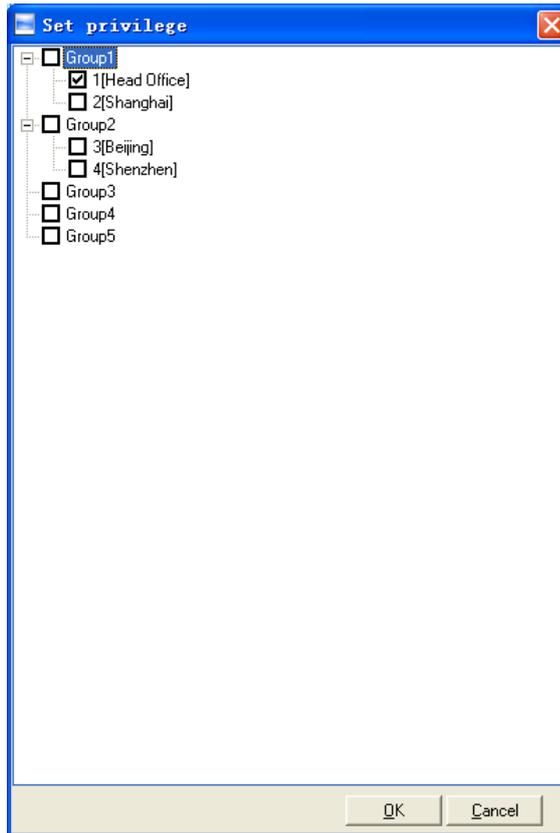


Select the department and then click the button [OK] to confirm or click the button [Cancel] to cancel.

### 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:

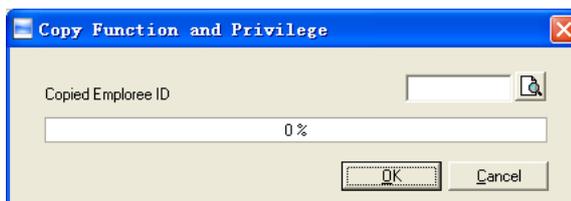
Employee No.	Card No.	Name	Sex	Position	Birthdate	Employ Date	Phone	Address	1st FP	2nd FP	Unit
8102		Judy							<input type="checkbox"/>	<input type="checkbox"/>	1
8103		Micheal				2010-12-17			<input type="checkbox"/>	<input type="checkbox"/>	1,2
8108		Lizzy							<input type="checkbox"/>	<input type="checkbox"/>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

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

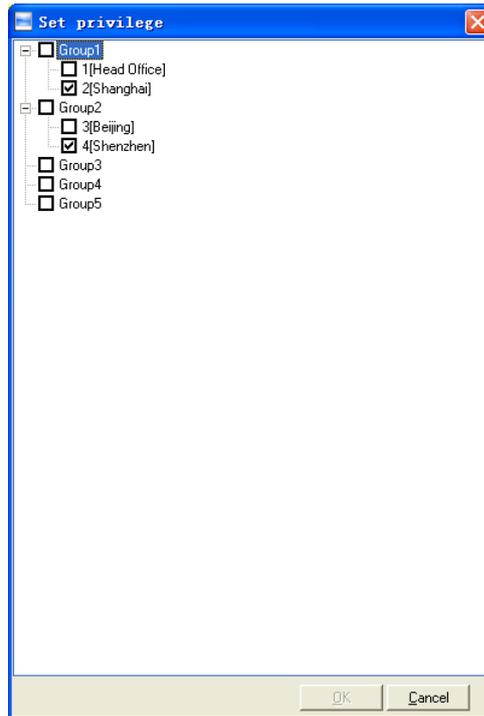
### 5.3.6 Copy Privilege

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:



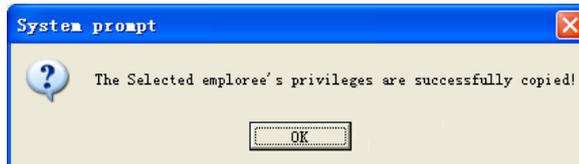
Input the one employee's ID. And then you can click the button [ID] to browse the employee's privilege in the [Set privilege] as follows:



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



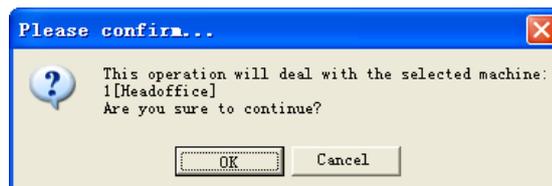
Click the button [OK] to confirm or click the button [Cancel] to cancel.



### 5.3.7 Download FP

Download the 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 FP]. 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:

```
[2011-08-25 16:18:44]Download fingerprint...
[2011-08-25 16:18:44]Download fingerprint:1[Head office]
```

**Note:** The function is only available for C2.

### 5.3.8 Upload User Template

Upload the employee information and fingerprints 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:

```
[2011-08-25 15:10:18]Upload employees and fingerprints...
[2011-08-25 15:10:18]Upload employees and fingerprints: 1[Head office]
[2011-08-25 15:10:19]1[Head office]Upload employee and fingerprint completed
```

**Note:** The function is only available for C2.

### 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:

```
[2011-08-25 15:11:21]Delete the employee from the device...
[2011-08-25 15:11:21]Delete the employee from the device:1[Head office]
[2011-08-25 15:11:22]1[Head office]Delete the employee from the device completely
```

### 5.3.10 Employee Checking

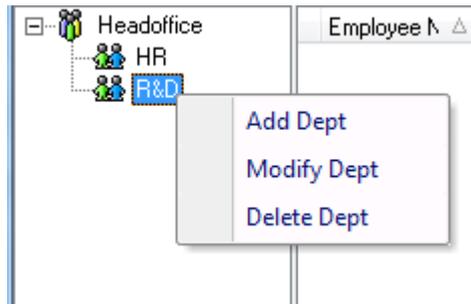
Search the employee information.



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

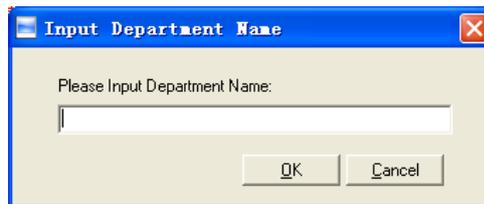
### 5.3.11 Department Management

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:

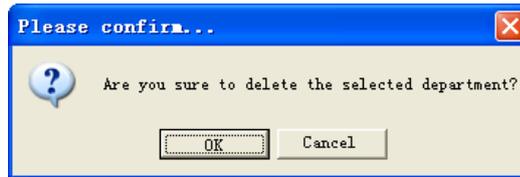
Choose the department which is going to be modified. Click [Modify dept]. The [Input Department Name] window pops up:



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

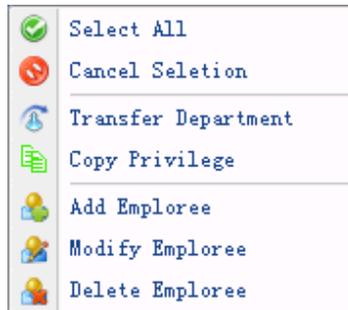
#### Delete dept:

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:

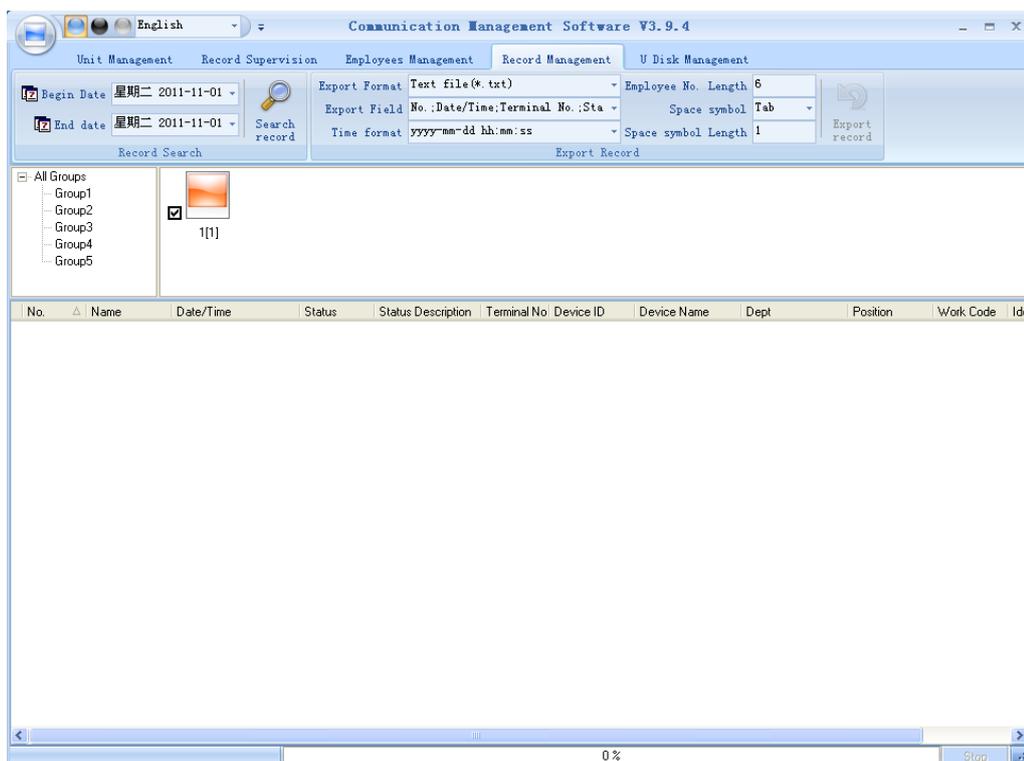


Click the button [OK] to confirm or click the button [Cancel] to cancel.

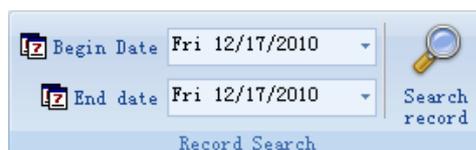
**Remark:** Right button menu:



## 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	I	In	1	300
386	Jack	3/20/2009 10:28:31 AM	I	In	1	300
387	May	3/20/2009 10:28:34 AM	I	In	1	300

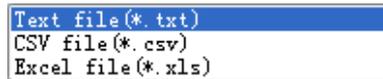
### 5.4.2 Export Record

Set the export format, export file and time format.

Export Format	Text file (*.txt)	Employee No. Length	6	
Export Field	No. ;Date/Time;Unit No. ;Status	Space symbol	,	
Time format	yyyy-mm-dd hh:mm:ss	Space symbol Length	1	

Export Record

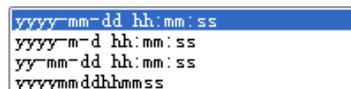
Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).



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

<input checked="" type="checkbox"/>	No.
<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Date/Time
<input checked="" type="checkbox"/>	Unit No.
<input type="checkbox"/>	Unit name
<input checked="" type="checkbox"/>	Status
<input type="checkbox"/>	Status Name
<input type="checkbox"/>	Department
<input type="checkbox"/>	Position

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:



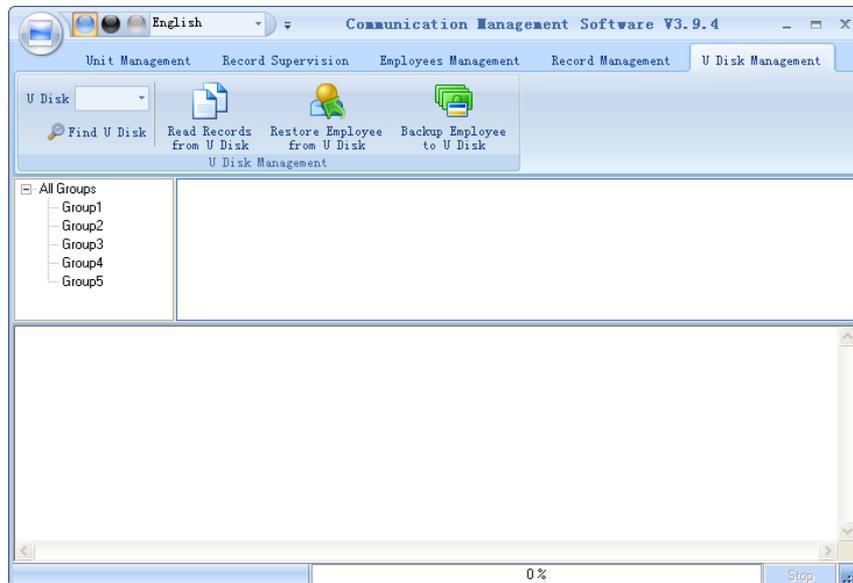
Click the button [OK] to confirm.

## 5.5 U Disk Management Program

U disk management program mainly manages the data from U disk to database.

To read the attendance record, you must make sure all data store under Anviz-C folder in the U disk.

The screen shows as following :



Read Records from the U disk : First click [Refresh] to select the U disk icon , click [Read Records from the U disk], the system will auto read the data from U disk and export to local database"Att2003.mdb" "Checkinout" table .

Restore Employee from U Disk: click [Restore Employee from U Disk] button, the system will export the employee information data to local database "Att2003.mdb" "Userinfo" table, fingerprint template to root index "Template" folder.

**Prompt:** If the local database has had this record already, the system will prompt "record repeated".

Backup Employee to U Disk: The database of the existing staff information and fingerprint template, backup to U plate

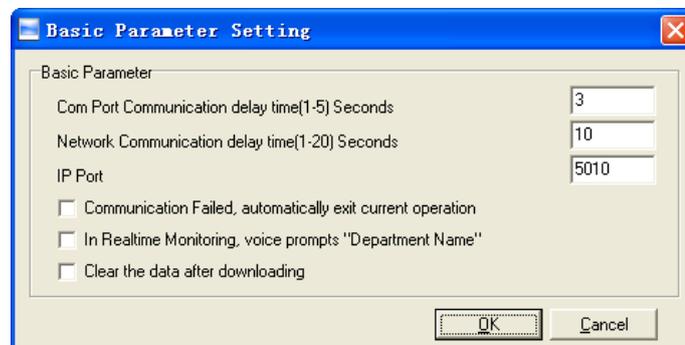
## 5.6 System Settings

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.

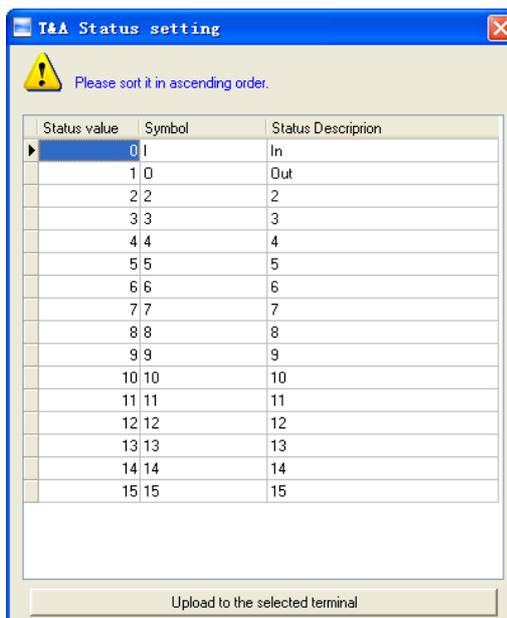
IP Port: Communication port.

- Communication failed, automatically exit current operation: If timeout is larger than 'Communication delay time', software will automatically exit.
- In Realtime Monitoring, voice prompts "Department name": During real-time monitor, if employee is access allowed, 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:



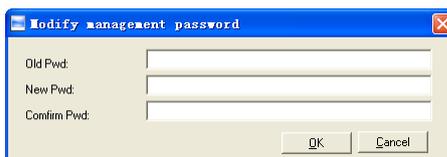
Enable this function by choosing the [Run Timing Download Record]. You can set 5 time point.

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:



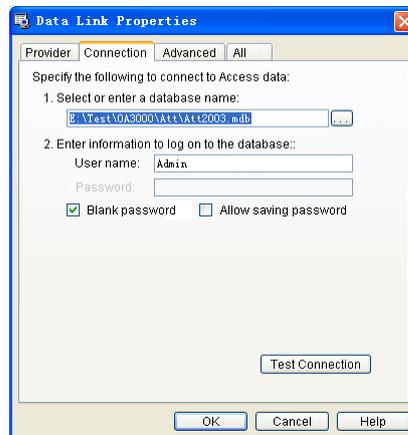
Click [OK] button to input confirm password again.

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 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

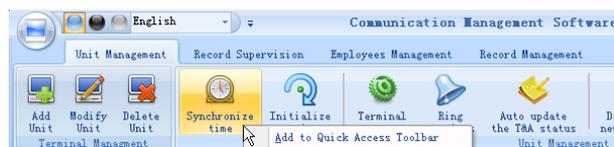
Shift the skin color by press the button [Skin Color]. The style is Windows XP system style.

### 5.7.2 Change the Software Language

Choose the language in the option [Language].

### 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".

## **Chapter6.** FAQ

Frequently asked questions and answers



## 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 who have 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.	<ol style="list-style-type: none"> <li>1. Add records manually.</li> <li>2. Adjust fingerprint matching precision.</li> <li>3. Change another finger and enroll again.</li> </ol>

### 6.4 Clock's time works fine, but FP scanner is off, therefore, employee cannot attend.

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)!

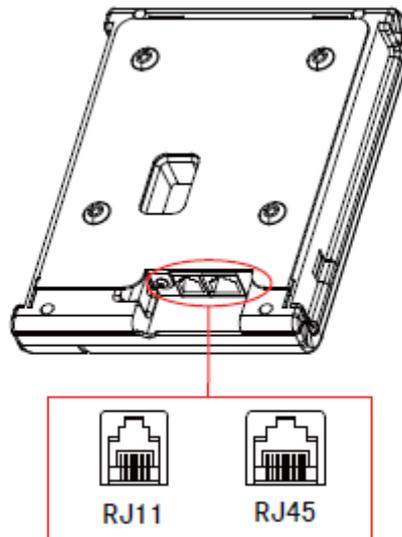
## **Chapter7.** Appendix

The main theme of this chapter is the additional information of this T&A including access control cable connection and way of pressing finger.



## 7 Appendix

### 7.1 C2/C2C Interface Illustration



### 7.2 Finger Placement Illustration

Correct way to place finger:



Incorrect way to place finger:



Too small valid area /left-of-center /right-of-center /Defluxion /Too down

1. It is better for each user to register more than two fingerprints.
2. Place finger flatly and cover the sensor surface as bigger as possible in order to scan more fingerprint features.
3. Try to keep the same direction and angle each time when placing fingers.
4. If your finger has sweat or water, please dry it and then register again. (The wet finger can cause the finger image not clear)
5. If your finger is too dry, make it a little wet or touch the forehead to increase oily of the finger; press with a little strength on sensor. (The dry finger can cause the finger image not clear)
6. Avoiding the fingers with callus, peeling or injury to ensure the register and identification successful.
7. For improving the precision of the fingerprint identification, it is better to use the thumb, then forefinger and middle finger.