

# **FacePass Pro**

# **User Manual**

(V1.0)

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## PREFACE

Honorable customers:

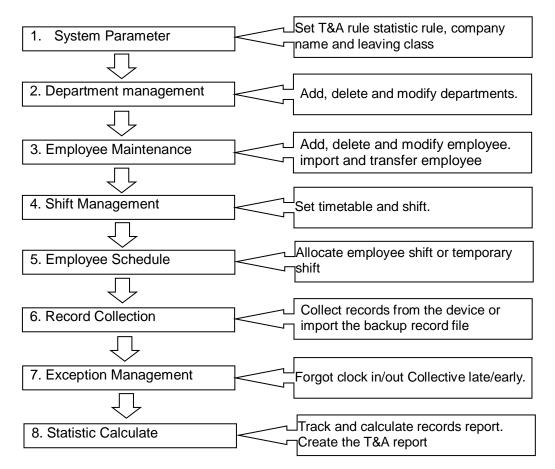
Thank you for choosing products from Anviz Global. Our products contain world cutting edge technologies like Fingerprint/card recognition, Computer Communication, as well as Microelectronics. With the combination of three technologies: Electronics, Optics, and Computer Communication; Anviz Global has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

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

## Software Operation flowchart

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

Employee Software operation flowchart is as following.



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

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

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

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

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

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

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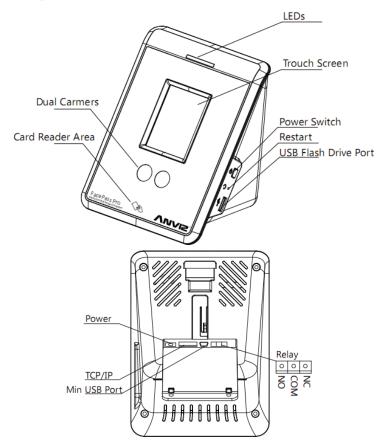
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## **1. Product Overview**

## 1.1. Product Description

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

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



The following is structure of FacePass Pro:

## 1.2. Product Features

#### Anviz latest face recognition algorithm

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



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

#### • Advanced infrared light source design

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

#### • 24/7 continuously working

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

#### • Stable performance, low power and energy conservation

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

#### • Easy to use, friendly user interface

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

#### • Terminal intelligence updates

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

## **1.3.** Packing List





3. CAT. 5 UTP CABLE



2. FIXING FRAME



4. POWER SUPPLY (12V1A)



5. OPERATION MANUAL



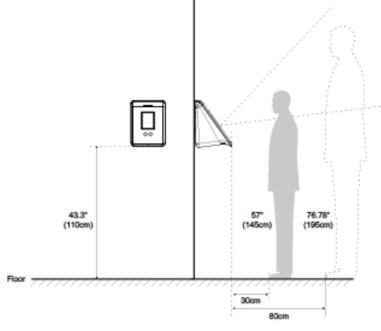
## 1.4. Terminal Parameters

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



## 1.5. Installation Environment Requirements

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



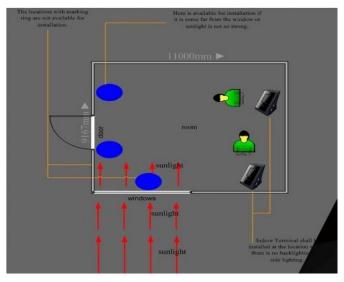
Installation Heights

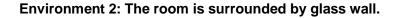
**Notice:** The direct sunlight would cause great impact on the face recognition performance, so both terminal and user's face are not allowed to be under direct sunlight.

The following are scenes for product:

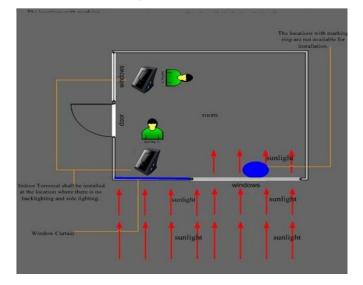
#### Environment 1: Sunlight shines into the room.

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

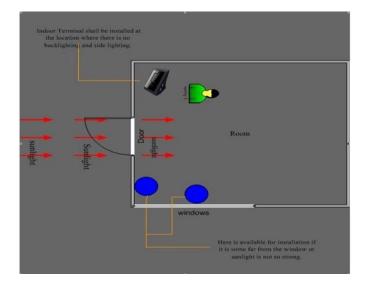




Window curtain is necessary to shelter from sunlight. The terminal shall be installed at the place where sunlight is sheltered.



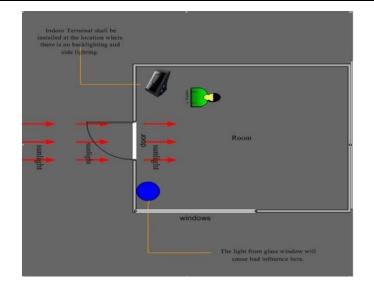
#### Environment 3: Sunlight shines into the room from the door.



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

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

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

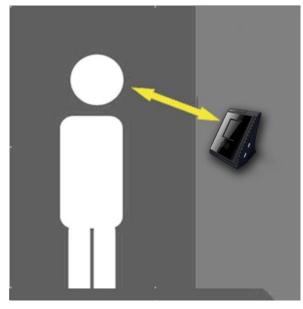


## **1.6.** How to Use Enterprise Face Access System

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



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



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

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

## 2. Terminal Operation

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

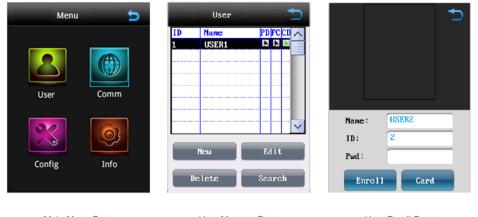
1	\NVI2	2	<b>Anviz</b>	ANVIZ			
Number				Enter Ac	lmin Pass	word	
1	2	3	<b>16:55</b> 24	1	2	3	
4	5	6	28/09/12 Friday	4	5	6	
7	8	9		7	8	9	
*/c	0/\$	#/₩		<del>*</del> /c	0/\$	#/≁	

## 2.1. Main Manage Interface

Input Page

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

Standby Page



Main Menu Page

User Manage Page

User Enroll Page

Administrator Verify Page

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

## 2.2. User Management

### 2.2.1.User Enroll

Please refer to the following steps to enroll the users:

1. Power on the device to enter "Input Page". Press to enter "Admin verification page".

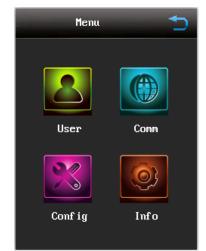
s 0/& or \*/c three times

Card Or ID Or #										
1	2	3								
4	5	6								
7	8	9								
*/c	0/\$	#/≁								

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

Bernet a survey of the second second										
Enter Admin Password										
7	9	0/≎								
8	6	2								
3	4	1								
*/c	5	#/₽								

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



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

	User				-	5	
ID	Name		PD	FC	CD	~	
1	USER1		4	4	Þ	=	
						v	
				_	_	Ý	
New Edit							
D	elete	8	Sea	rc	h		

Click input box to input Name, ID and Password. The device provides letters input when click "Name" and the click #/ to next enroll steps.

	5
Name:	USER7
ID:	7
Pwd :	
Enrol	l Card

6. Press "Card" to "ID card enroll page".

ANVIZ	Card	⊅
Card :		
	Read (	Card

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



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

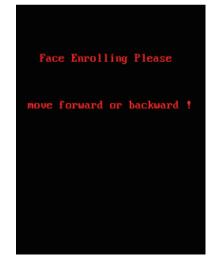


The following window will appear when the device sucessfully save the card Number:



Then press back to "User Enroll Page".

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



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

Yellow frame: the valid recognition area;

Blue frame: the valid image capturing area;

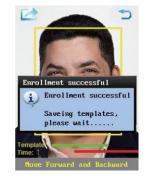
Red bar: The duration of the device in capture statues;

Green Bar: The face template capture schedule.

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







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

## 2.2.2. Modify User

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

	User	5
ID		PDFCCD 🔨
1	USER1	
		····· ··· ··· ··
		$\checkmark$
	New	Edit
De	elete	Search

## 2.2.3. Delete User

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

User	5	User		Use	er 👈
ID Name 1 USER1		Delete user Are you s delete th Yes	PDFCCD	inform	PDFCCD 1 N N N ing user mation, please a noment.
New	Edit	New	Edit	New	Edit
Delete	Search	Delete	Search	Delete	Search

## 2.2.4. User Recognition

There are 3 ways to pass recognition:

#### **Face Recognition**

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

VNVIZ		
Card Or ID Or #		
1	2	3
4	5	6
7	8	9
*/c	0/\$	#/₩



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



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



4. Face verification succeed.



#### **ID** Recognition

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



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

ID:	
Pwd :	
ОК	Back

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

^	NVIZ'
ID:	19
Pwd :	*****
ОК	Back

4. If ID and Password verification succeeds, the camera will capture a current image and display on the LCD.

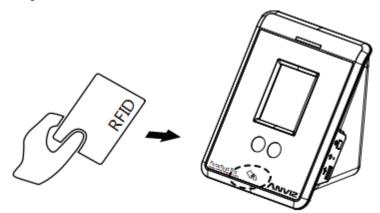


#### **Card Recognition**

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

<b>VINVIZ</b>		
Card Or ID Or #		
1	2	3
4	5	6
7	8	9
*/c	0/\$	#/₩

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



3. If card verification succeeds, the camera will capture a current image and display on the LCD.



## 2.2.5. Search User

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



## 2.3. Communication Setting

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



Main Menu

Communication Setting Page

## 2.3.1.Network Setting

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



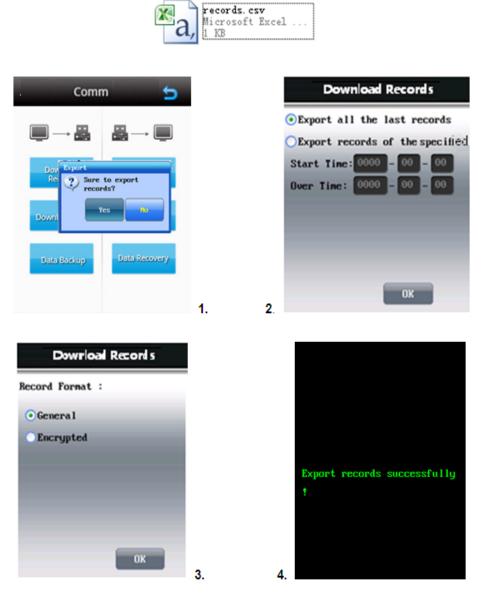
## 2.3.2.USB Manage Setting

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



#### **Download Records:**

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



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



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



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

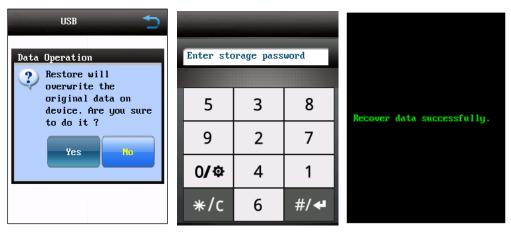


**Upload User:** Upload user information including face features data from the USB Flash Drive to terminal.





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



## 2.4. System Setting

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



### 2.4.1.Option

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



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

Delay: It is relay response time.

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

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

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

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

#### 2.4.2. Admin

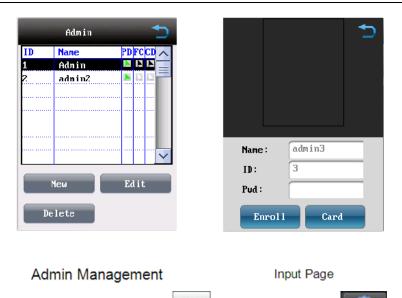
Click "Admin" can setting terminal Administrator. The terminal has a default Administrator and the default password is "12345". The default Administrator cannot be deleting in the terminal. You can modify the password and enroll face via the "Edit" option. The FacePass Pro device can enroll 10 administrators.

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

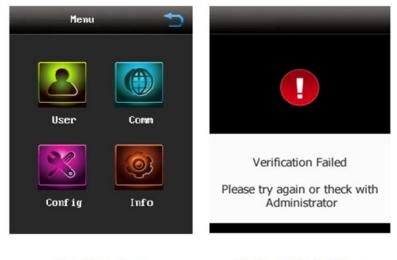
Click "Edit" option to modify the Administrator password and enroll face.

Click "Delete" option to delete Administrator.

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



After enroll administrator when input <sup>0/®</sup> three times or click <sup>at "Input</sup> page" to enter "Administrator Verify Page". Need input new Administrator ID, "Face Recognition Page" will be shown. If the captured face matched with the specific template, the verification process will succeed. After input administrator password or face verification is successful, "Main Menu Page" will be shown. If failed, system pop-up will be given.



Main Menu Page

Verification Failed Page

### 2.4.3.Time

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

Date & Time 🏾 👈
Time Zone: UTC +08:00
Date: (YYYY-MM-DD) 2013 - 10 - 15
Date Display Format: MM-DD-YYYY
Time: (hh:mm)
✓ Act as NTP-SERVER
Sync with NTP-SERVER:
216.171.120.36

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

Date: Set the date.

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

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

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

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

### 2.4.4.Sound

Click "Sound" option enters "Sound Setting" Page.



Key Mute: Enable/Disable the key sound.

Voice Mute: Enable/Disable terminal prompt tone.

Volume Test: Test terminal current setting speaker volume.

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

### 2.4.5. Attendance

"Attendance" option is for terminal time attendance setting:



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

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

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

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

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

Keys 👈	Keys 👈	Edit 👈
Enable Function Keys          DN : On-duty         ON : Off-duty         OFF : Overtime         OFF : Overtime	<pre>✓ Enable Function Keys DN : On-duty ON : Off-duty OFF : Overtime OFF : Overtime Edit</pre>	OClose ⊙Open
Default	Default	

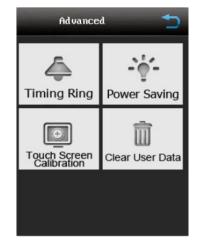
After active the function ley the "Function Key Select Page" would be displayed before face recognition in the terminal.



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

## 2.4.6. Advanced

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



### 2.4.6.1.Timing Ring

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

Ring 📩	Ring 1 📩
Ring1:	Ring Time(hh:mm): 00 : 00
✓ enable Config	Play Times: 1
Ring2:	Ring Select: Ring1
enable	🗸 Monday
Ring3:	🗹 Tuesday
enable	🗸 Wednesday
Ring4:	🗸 Thursday
enable	🗸 Fr iday
Ring5:	✓ Saturday Try Play
enable Cont 1g	✓ Sunday Default

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

Play Times: Ring replay times;

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

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

Try Play: Play the ring voice;

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

#### 2.4.6.2. Power Saving

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

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

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

The following is "Power Saving Page":

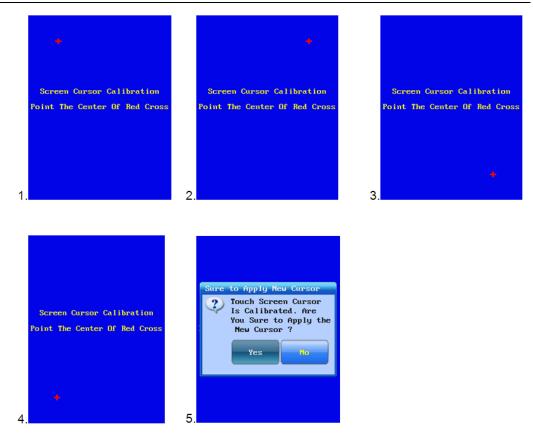


#### 2.4.6.3. Touch Panel Calibration

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



#### User Manual



#### 2.4.6.4. Clear User Data

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

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



### 2.4.7.Info

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





# 3. Webserver Software Instruction

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

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

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

# 3.1. Home Page

VNVIS	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Home Network Function Keys User Time Attendance Personal Record Daily Record	Welcome to Standalone Facial Recognition System
Monthly Statistic Identification Record Door open pattern Calibration Software Update Reboot Device Change Password Data Maintenance	Standalone Facial Recognition System V108, 0418 2012

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

## 3.2. Network Setting

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



	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Home Network	Network
Function Keys	Network Type: static IP v IP: 192.168.0.71 Mask: 255.255.0
Time Attendance	MAC Address: 00-40-5C-26-0A-5B Gateway: 192.168.0.1
Personal Record Daily Record	Save Cancel

# 3.3. Function Keys

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

	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Home Network Function Keyg User Time Attendance Personal Record Daily Record	Function Keys

# 3.4. User Management

Create new user, browse, edit and delete existing user



<b>VNVIZ</b> °	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Home	User New User
Network Function Keys	No Name ID Dept Photo Edit Delete
User	1 USERI 1 Default 🖉 🏹
Time Attendance Personal Record	2 USER2 2 Default www.set and the set of the
Daily Record	4 USER4 4 Default 👷 👿 🗙
	5 USERS 5 Default 🔊 😴 🗙
	6 USER6 6 Default 💽 🐷 🗙
	Current Page: 1 Total Pages: 2 Total records: 7 Page Dows Page: 1 🚳
	tandalone Facial Recognition System V214, Jun 28 2013
Home	User New User
Network Function Keys	No Name ID Card Dept Photo Edit Delete
User Time Attendance	
Personal Record Daily Record	Message from vebpage
Monthly Statistic	Current Page 1 Total Report 1 Total Report 1 Page 10 Page 10 OK Cancel
	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Home	Username: USER3 Voice of name ID: 3
Network Function Keys	Dept: Default
User	Upload Photo: (Limit 32 KB) Save Save Cancel
Time Attendance Personal Record	満刻氏 しave Lancel
Daily Record	

# 3.5. Time Attendance Setting

Set attendance time.

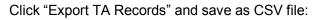


Home	Time Attendance			
Network	On-Duty AM: 9:00 (hh:mm)	Late Interval:	Attandance within the late grance time will be treated as on-duty late, otherwise,	
Function Keys	Off-Duty AM: 12:00 (hh:mm) Noon Division: 12:30 (hh:mm)	Early-leave:	will be treated as no on-duty attendance. Attance within the early-leave grance time will be treated as early-leave. Otherwise,	
User	On-Duty PM: 13:00 (hh:mm) Off-Duty PM: 18:00 (hh:mm)	Noon Division:	will be treated as no off-duty attendance. TA before this time is regarded as off-duty AM, and TA after that will be regarded as on-duty PM.	
Time Attendance Personal Record	Evening Division: 18:30 (hh:mm) On-Duty Night: 19:00 (hh:mm)	Evening Division:	TA before this time is regarded as off-duty PM, and TA after that will be regarded as on-duty Night.	
Daily Record	Off-Duty Night: 22:00 (hh:mm) Late grace: 5 (minutes)	Date Division:	TA before this time is regarded as overtime work of previous day; and TA after that will be regarded as on-duty of today.	
	Early-leave grace: 10 (minutes) Overtime Time: 23:00 (hh:mm)			
	Date Division: 3:00 (hh:mm) Late Interval: 2:00 (hh:mm)			
	Early-leave: 1:00 (hh:mm)			
	Save Cancel			

## 3.6. Personal Attendance Record

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

VNVIS	Standalo	ne Faci	al Reco	ogniti	ion s	Syste	m	V 1.0.8, 0	Oct 18 201													
Home	]	Perso	nal TA	A Rec	cord	l Inq	uiry	7														
Network																						
Function Keys		-	Date: 20	012-10-:	25			-	e: 2012-1	0-25		I	quiry	ı								
User		Name:					ID:							,								
Time Attendance	-																					
Personal Record																						
Daily Record																						
VNVIS	Standalo	ne Faci	al Rec	ogniti	ion	Syste	m	V 1.0.8,	Dct 18 201	12												
VIVIS,	Standalo	ne Faci	al Rec	ogniti	ion	Syste	m	V 1.0.8,	Dct 18 201	12												
Home		ne Faci Perso							Dct 18 201	12												
									Dct 18 201	12												
Home		Perso		A Rec	cord		luiry	Ţ	Det 18 201													
Home Network Function Keys		Perso	nal TA	A Rec	cord	d Inq	uiry En ID	V Iding Da		10-25			nquiry	-								
Home		Perso Starting	nal TA Date: 20	A Rec	25	d Inq	Luiry En DD	ding Da	ie: 2012- 6	10-25 Off-1	Duty AN	1	On-Di	uty PM	Photo		Outy PM		Duty Nig		Outy Nig	
Home Network Function Keys		Perso Starting Name: No Date	nal TA	A Rec	25 ID D	d Inq	Luiry En ID On-Di Time	ding Date to the second	te: 2012-	10-25 Off-I Time	Status	1	On-Di Time	uty PM Status	Photo	Time	Status	Time	Status	Time	Status	
Home Network Function Keys User		Perso Starting Name: No Date	nal TA	A Rec	25 ID D	d Inq	Luiry En ID On-Di Time	ding Da	ie: 2012- 6	10-25 Off-I Time		1	On-Di	uty PM Status	Photo			Time		Time		
Home Network Function Keys User Time Attendance		Perso Starting Name: No Date	nal TA	A Rec	25 ID D	d Inq	Luiry En ID On-Di Time	ding Date to the second	ie: 2012- 6	10-25 Off-I Time	Status	1	On-Di Time	uty PM Status Serious	Photo	Time	Status	Time	Status	Time	Status	
Home Network Function Keys User Time Attendance Personal Record		Perso Starting Name: No Date	nal TA	A Rec	25 ID D	d Inq	Luiry En ID On-Di Time	ding Date to the second	ie: 2012- 6	10-25 Off-I Time	Status	1	On-Di Time	uty PM Status Serious	Photo	Time	Status	Time	Status	Time	Status	
Home Network Function Keys User Time Attendance Personal Record		Perso Starting Name: No Date	nal TA	A Rec	25 ID D	d Inq	Luiry En ID On-Di Time	ding Date to the second	ie: 2012- 6	10-25 Off-I Time	Status	1	On-Di Time	uty PM Status Serious	Photo	Time	Status	Time	Status	Time	Status	
Home Network Function Keys User Time Attendance Personal Record		Perso Starting Name: No Date	nal TA	Name	25 ID D 6 D	Hept Pefault	Luiry En ID On-D Time	ding Date to the second	ie: 2012- 6 Photo	10-25 Off-1 Time	Status NR	A Photo	On-Di Time 13:30	uty PM Status Serious		Time	Status	Time	Status	Time	Status	





	tandalone Facial Recognition System V 1.0.8, Oct 18 2012
Home	Personal TA Record Inquiry
Network Function Keys User Time Attendance Personal Record Daily Record	Starting Date:       2012-10-25       Ending Date:       2012-10-26       Image: Control of the start of th
Home Network Function Keys User Time Attendance Personal Record Daily Record	Standalone Facial Recognition System V1.08, 0d 18 2012         Personal TA Record Inquiry         Starting Date:       2012-10-25         Ending Date:       2012-10-25         Indiana       Indiana         Vocantia       Indiana         Vocantia       Indiana         Vocantia       Indiana         Starting Date:       2012-10-25         Indiana       Indiana         Vocantia       Indiana
2 1 3 2 4 3 5 4 6 5 7 8 9 0 1 1 2 3 3	B         C         D         E         F         G         H         I         J         K         L         M           2011-3-10         USER13         13         Dept         On-Duty AOn-Duty AOff-Duty Off-Duty PM Status                M         I         J         K         L         M                      M
.4 .5 .6 .7 .8 .9 .0 .0	sbody1469279759

# 3.7. Daily Attendance Record

Inquire the daily attendance records of all employees





VNVIZ®	Standalone Facial Recognition System V 10.8, Oct 18 2012
Home	Daily TA Record Inquiry
Network	
Function Keys	Date: 2012-10-25 Inquiry
User	
Time Attendance	
Personal Record	
Daily Record	

The following window will appear:

Home	Da	aily TA R	lecore	l In	quir	У																	
Network																							
Function Keys	Da	ate : 2012-10-	-25			Inquir	у																
User	No	Date	Name	ID C	ept		uty AM			Outy AN			uty PM			Outy PN			Outy Nig			Outy Ni	
User						Time	Status	Photo	Time	Status	Photo	Time	Status	Photo	Time	Status	Photo	Time	Status	Photo	Time	Status	Photo
Time Attendance	1	2012-10- 25	USER1	1 0	efault	:	NR	2	:	NR	2	:	NR	8	:	NR	8	:	NR	8	:	NR	2
Personal Record	2	2012-10- 25	USER3	з с	efault	;	NR	8	:	NR	8	;	NR	8	;	NR	8	:	NR		:	NR	8
Daily Record	3	2012-10- 25	USER4	4 0	efault		NR	8	:	NR	8	;	NR		;	NR	8	:	NR		:	NR	8
	4	2012-10- 25	USER5	5 C	)efault	:	NR		:	NR	8	:	NR	8	:	NR	8	:	NR		:	NR	2
	5	2012-10- 25	USER6	6 C	efault	05:39	Normal	8	:	NR	2	13:30	Serious Late	8	;	NR	8	;	NR	8	;	NR	8

## 3.8. Monthly Attendance Record

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

<b>ANVIZ</b> <sup>®</sup> Standa	Ione Facial Recognition System V 1.0.8, Oct 18 2012
Monthly Statistic Record Door open pattern Touch Screen Calibration Software Update Reboot Device Change Password Dota Maintenance	Monthly Statistic Name: Select Month : 2011-1 v

Choose the month:



Standalone Facial Recognition System V 10.8, Oct 18 2012	
Monthly Statistic   Liberatification   Door open   pattern   Cubration   Software Update   Reboot Device   Change   Password   Data   Maintenance   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0   2013-0	

The following window will appear:

entification	_													
or open ttern		me: ect Mo	nth :	2012-:	10 🗸	1	ID:		Inqui	ry				
ouch Screen alibration					_	Late	Serious Late	Early Leave	Serious Early Leave	Private Affair Leave	Sick Leave	Compensatory Leave	Other	
Software Update	1	USER1	1	Default	186	0	0	0	0	0	0	0	0	
	2	USER3	3	Default	186	0	0	0	0	0	0	0	0	
Reboot Device	3	USER4	4	Default	186	0	0	0	0	0	0	0	0	
Change	4	USER5	5	Default	186	0	0	0	0	0	0	0	0	
Password	5	USER6	6	Default	183	1	1	0	0	0	0	0	0	
Data Maintenance	6	USER7	7	Default	186	0	0	0	0	0	0	0	0	
	Curre	int Paner	1 To	tal Pages	1 Tot	al reco	rds 6 Page	Up Pag	e Down Page: 1	GO Export TA	Records			

## 3.9. Identification Record

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

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



VNVIS	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Monthly Statistic Identification Record	Remove Identification Record
Door open pattern Touch Screen	All records before this date will be removed:
Calibration Software Update	ID: Delete
Reboot Device Change	Identification Record Inquiry
Password	
Data Maintenance	Starting         2012-10-25         Ending         2012-10-25           Date:         Date:         Date:         Date:           Name:         ID:         ID:         ID:
	Status All V Inquiry

Inquiry the records by date:

No	Name	ID	Dept	Date	Time	Verification Scores	Status	Photo
1	USER6	6	Default	2012-10-25	05:39:32	66	Successful	2
2	USER6	6	Default	2012-10-25	13:30:33	60	Successful	8
3	USER6	6	Default	2012-10-25	13:53:54	62	Successful	8
Curre 1	ent Page: : GO (				3 Page	Up Page Down	Page:	
	1 2 3	1 USER6 2 USER6 3 USER6	1 USER6 6 2 USER6 6 3 USER6 6	2 USER6 6 Default 3 USER6 6 Default Current Page 1 Total Pages	1         USER6         6         Default         2012-10-25           2         USER6         6         Default         2012-10-25           3         USER6         6         Default         2012-10-25           4         USER6         6         Default         2012-10-25           5         USER6         6         Default         2012-10-25           6         USER6         6         Default         2012-10-25           7         0         0         0         0           7         0         0         0         0           7         0         0         0         0           7         0         0         0         0           7         0         0         0         0           8         0         0         0         0         0	1         USER6         6         Default         2012-10-25         05:39:32           2         USER6         6         Default         2012-10-25         13:00:33           3         USER6         6         Default         2012-10-25         13:53:54           4         4         4         4         4         4           4         4         4         4         4         4           4         4         4         4         4         4         4           4	1         USER6         6         Default         2012-10-25         05:39:32         66           2         USER6         6         Default         2012-10-25         13:30:33         60           3         USER6         6         Default         2012-10-25         13:30:33         60           3         USER6         6         Default         2012-10-25         13:53:54         62           4         4         4         4         4         4         4           5         4         4         4         4         4         4           6         4         4         4         4         4         4         4           6         4	1         USER6         6         Default         2012-10-25         05:39:32         66         Successful           2         USER6         6         Default         2012-10-25         13:30:33         60         Successful           3         USER6         6         Default         2012-10-25         13:30:33         60         Successful           3         USER6         6         Default         2012-10-25         13:53:54         62         Successful           4         4         4         4         4         4         4         4           4         4         4         4         4         4         4         4           5         7         10:41         7

#### Remove identification records:

<u>VNVIS</u> ,	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Monthly Statistic	Remove Identification Record
Identification Record	
Door open pattern	All records before this date will be removed: 2012-09-01 Name:
Touch Screen Calibration	ID:
Software Update	Delete
Reboot Device	
Change Password	Identification Record Inquiry
Data Maintenance	Starting 2012-10-25 Date: 2012-10-25 Dat
	Inquiry



<b>ANVIZ</b>	Standalone Facial Recognition System V 1.0.6, 04 18 2012
Munthly Statistic	Remove Identification Record
Record Door spee pattern Tauch Screen	All records before this date will be removed (2012-08-6). Name
Calibration Software Update Related Device	Microsoft Internet Explorer     Microsoft Internet Explorer     Are you size to remove all record before this day ?     2011-03-20 (YMY-MH-DD)
Overge Recoord Date Maintenance	Identification R If you delete the record more, the process takes a few minutes, please wait (
	Saturog 2012-10-2 OK Cancel
	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Monthly Statistic Identification Record	Remove Identification Record
Door open pattern Touch Screen Calibration Software Update	All records before this date will be removed: 2012-09-01 Name: ID: Delete
Reboot Device Change Password	Identification Record Inquiry
Data Maintenance	Starting         2012-10-25         Ending           Date:         Date:         Date:           Name:         ID:         ID:           Verification         All         M           Status:         Inquiry         Inquiry
	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Monthly Statistic Identification Record Door open pattern Touch Screen Calibration Software Update Reboot Device Change Password Data Maintenance	Successfully removed all records meeting the following conditions: ID: 1 Before this date: 2012-09-01

# 3.10. Touch Screen Calibration

Activated the screen calibration mode



	andalone Facial Recognition System V 1.0.8, Oct 18 2012
Monthly Statistic	Touch Screen Calibration
Identification Record	
Door open pattern	The terminal will enter the TOUCH SCREEN CALIBRATION mode after clicking the CONFIRM button
Touch Screen Calibration	
Software Update	
Reboot Device	
Change Password	
Data Maintenance	

## 3.11. Software Upgrade

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

VNVIS	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Monthly Statistic	Software Update
Identification Record	
Door open pattern	Software Filename: [ ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
Touch Screen Calibration	Update
Software Update	
Reboot Device	
Change Password	
Data Maintenance	

## 3.12. Reboot

Reboot the terminal:

<b>VNVIZ</b> °	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Monthly Statistic	Reboot Device
Identification Record	
Door open pattern	Note: Rebooting will interrupt all the works of system for about 1 minute. Are you sure to reboot the device ? Reboot Device
Touch Screen Calibration	
Software Update	
Reboot Device	
Change Password	
Data Maintenance	







## 3.13. Change Password

Change the login password of the software.

	andalone Facial Recognition System V 1.0.8, Oct 18 2012
Monthly Statistic	Change Password
Identification Record	
Door open pattern	Old Password:
Touch Screen Calibration	Confirm Password:
Software Update	Save Cancel
Reboot Device	
Change Password	
Data Maintenance	

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

	Sta	ndalone Facial Recognition System V 1.0.8, Oct 18 2012	
Monthly Statistic		Change Password	
Record Door open pattern		Old Password:	
Touch Screen Calibration Software Update		Confirm Password: •••	
Reboot Device			
Change Password			
Data Maintenance			

## 3.14. Data Maintenance

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



<u>VNVIS</u> ,	Standalone Facial Recognition System V 1.0.8, Oct 18 2012
Monthly Statistic	Data Maintenance
identification Record	
Door open pattern	
Fouch Screen Calibration	80
Software Update	
Reboot Device	
Change Password	
Data Maintenance	

# 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 [22] 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:

ten	HR Management			m V4.4.5 Data Maintenance	External	Help					
					-						
				671	<b>9</b>						
					21						
		1	Employees	Timetable	Schedule						
					1						
									-		
							0	-	L		
						1					
					Record	В	eport		Clear Data		
					4						
				0	-						
				6	0				Compress DB	Exit System	
				Append Rec.	Leave						
				Append Hec.	Leave						
	8-24 15:56:17			Fingerprint T&A				Be True &			

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:

🤣 System parameters setting	
Basic parameters       Stat. Rules       Leave class       Field definition         Basic info       Unit Name:       head office         Unit Name:       head office       head office         Not clock in count as late       60 🜩 Minute         Not clock out count as early       60 🜩 Minute         On duty       Image: min earlier clock-in count as overtime         Off duty       60 🜩 min later clock-out count as overtime         deduct the 'On duty X minutes earlier'	Normal Day U Weekend 0
deduct the 'Off duty X minutes later'	Festival U
	<u>D</u> K <u>C</u> ancel

#### **Basic parameters:**

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

#### **Common Rule:**

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

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

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

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

"Shift expand two days" is set under real condition.

#### Stat. Rules:

Click page [Stat. Rules], following shows:

System parameters Basic parameters Stat. Rule	setting
Stat. Items: Normal Late Early Business Leave Leave Absence Stay away Overtime Free Overtime	Stat. Rule Unit Set Unit: Day Minimum: 1.0 Round-off control Round down Round down Round up Round up Round at total Round off Accumulate by times
	<u> </u>

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

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

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

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

#### Leave class:

Click page [Leave class], following shows:

🕗 System par	ameters setting	
	Stat. Rules Leave class Field definition	
Append Delete	Modify Save Cancel	
Name Administration [ R&D	Color Administration Departm	nenl
Sales	Show Color: Red	~
	Indicating Symbol:	
	<b>v</b>	
		el

#### Add new leave class:

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

#### Modify leave class:



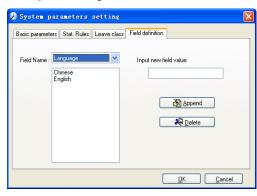
Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save].

#### Delete leave class:

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

#### Field definition:

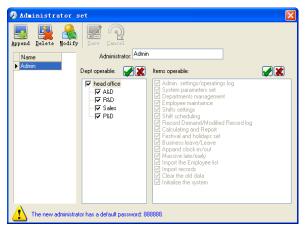
Click page [Field definition], following shows:



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

### 4.2.2. Administrators

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



Append new administrator:

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

#### Note:

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



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

Modify administrator:

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

Delete administrator:

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

### 4.2.3. Administrator's Password Set

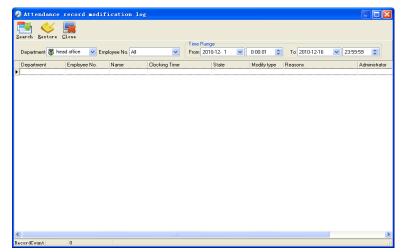
Click menu [System]--[Administrator's Password Set], following springs:

🕗 Administrator modify password 🛛 🛛 🔀
Old Pwd:
New Pwd:
Confirm Pwd:
<u> </u>

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

### 4.2.4. Modified Record Log

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



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

earch Restor	e Close		Time	Range			
Department 👸	Head office 💌	Staffer No. All		🚾 · 3· 1 💌	0.00:01	To 2009- 4- 9 💌	23:59:59 😂
Department	Staffer No.	Name	Dirckigs Time	State	Modily type	Reasons	Administrat
	1001		2009-04-02 18:30:00	Clock Dut	Add	Forgetting clock in/out	Admin
	1001		2009-04-02 08:30:00	Clock In	Add	Forgetting clock in/out	Admin
	2	6	2009-04-02 08:30:00	Clock In	Add	Forgetting clock in/out	Admin
	2	6	2009-04-02 19:00:00	Clock Out	Add	Forgetting clock in/out	Admin
	2	6	2009-04-01 19:00:00	Clock Out	Add	Forgetting clock in/out	Admin
	2	8	2009-04-01 08:00:00	Clock In	Add	Forgetting clock in/out	Admin

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:

Ø Admi	inistrator opera	tion log		×
Search	<b>C</b> lose			
Administ	trator All	▼ Time Range From 2002- 3:14 ▼ 0:	00:01 🗘 To 2009 4-13 💌 23:59:59 🗘	
ID	Name	Managing Time	Remark	^
•	22 Admin	2009-4-13 11:53:48	Operating system parameter settings	
	21 Admin	2009-4-13 11:53:30	Operating system parameter settings	
	20 Admin	2009-4-13 11:51:47	Operating system parameter settings	
	19 Admin	2009-4-13 11:49:33	Operating system parameter settings	
	18 Admin	2009-4-13 11:44:10	Clear the data before " 2009-03-01 "	
	17 Admin	2009-4-13 11:43:21	Operating business leave/leave	
	16 Admin	2009-4-13 11:42:38	Operating business leave/leave	
	15 Admin	2009-4-13 11:41:53	Operating business leave/leave	
	14 Admin	2009-4-13 11:40:55	Operating business leave/leave	
	13 Admin	2009-4-13 11:36:39	Operating festival/holiday settings	
	12 Admin	2009-4-13 11:32:16	Operating system parameter settings	
	11 Admin	2009-4-13 11:25:10	Operating system parameter settings	
	10 Admin	2009-4-13 11:24:47	Operating system parameter settings	
	9 Admin	2009-4-13 11:24:41	Operating system parameter settings	
	8 Admin	2009-4-13 11:24:21	Link the database to	
	7 Admin	2009-4-13 11:23:08	Operating system parameter settings	
	6 Admin	2009-4-10 18:01:06	Operating system parameter settings	
<				~

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.

🖲 Data Link Properties 🛛 🔀
Provider Connection Advanved All
Specify the following to connect to Access data: 1. Select or enter a glatabase name: E:\Test\Backgroup management\Att2003.mdb 2. Enter information to log on to the database:
User name: Admin Password: Plank password Allow <u>saving</u> password
Test Connection
OK Cancel Help

Input the database name or click the <u>u</u> 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

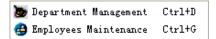
Click [Exit System] in System menu. The following menu springs:

Please make sure 🔀
Are you sure to exit?
OK Cancel

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:

hppend Delete Modif	y Save Cance	) 🔯 Iransfer	[import								
head office	Search Employ	/ees		L)							
🎎 A&D	Employee N		Department	Position E	mploy Date   Telephone	Address	Sex	Language	Comment	Card No.	Mobile
- 🌺 Sales		8102	head office								
- 🌺 P&D	<b>&gt;</b>	8108	head office								
	¢										
mployees Information En											
				1		Altendar	nce Set-				
nployees Information Engloyee No. 8108		Name		] Card No.							
		Name	×			Attendar V Calcu		ndance			
Enployee No. 8108			×		, 🗖 2010-12-17 💽		ilate Atter				
Enployee No. 8108 Sex		Language		Birthday Position	, <b>2</b> 2010-12-17 💌	V Calcu V Calcu	ilate Atter ilate Ove	time			
Enployee No. 8108 Sex		Language Specialty		Birthday Position	2010-12-17 ×	🔽 Calcu	ilate Atter ilate Ove	time			

#### 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.

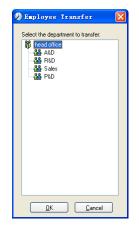
Please be cautious when delete the employee since all this employee's time attendance records, shift arrangement will be deleted at the same time.

#### 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:

nployee No. 🔺	Name	Dep	artment		Position		Emplo	y Date	Telephone	Address
8102		head	loffice							
8108		Ł	Select	A1:	L	Ctrl	+A			
			Cancel	A1:	L	Ctrl	+Z			
			Export	Da	ta					-
			Golunn	s			•	✓ <u>E</u> mpl	oyee No.	1
			S <u>h</u> úw a	11 .	columns			✓ <u>N</u> ame		
		_						✔ <u>D</u> epa	rtment	
								✓ Posi	tion	
								✔ Empl	oy Date	
								✔ <u>T</u> ele	phone	
								✓ <u>A</u> ddr	ess	
								✔ <u>S</u> ex		
								✔ Lang	uage	
								✓ <u>C</u> omm	ent	1

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:

Save As		? 🛛
Save in:	😂 Backgroup nanagement 🛛 🕥 🎓 🗁 🛄 🗸	
Recent Desktop Hy Docusents Hy Conputer	D_tablet	
My Network Flaces	File name:	<u>S</u> ave
	Save as type: Text File (*. txt)	Cancel

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

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

### 4.4. Attendance Management

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

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

### 4.4.1.Holiday List

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

	×
Save Cancel	
Start Date 2009- 4-16 💌 Days	3 🖨
Start Date Days	
2009-05-01 3	
	Start Date 2009- 4-16 V Days

Add festivals or holidays:

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

Modification of festivals or holidays:

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

Deletion of festivals or holidays:

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

### 4.4.2. Timetable and Shift

The relationship between shift and timetables:

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

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

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

Timetable maintenance:

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

	nd Schedule	Laintenance					
Timetable Maintenan	ce Shift Maintenar	ice					
Append Delete	Modify Save (	P lancel					
Timetable Name	On Duty Time	Off Duty Time	^	Timetable Name	Day	_	
Day	08:00	17:00			08:00		
morning afternoon	04:00 12:00	12:00 20:00		On Duty Time	00.00		
night	20:00	04:00		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		Minutes
				Early error allowance	5		Minutes
				Count As Workday	1		
				Count As WorkTime	480		Minutes
				🗹 Mus	t C-In	🗹 Must	C-Out
			~	Free	Time	🗌 от 1	ime

#### Add a new timetable:

Click [Append] and enter the corresponding information:

[Timetable Name] For instance: Day Shift

[On duty Time] (08:00)

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

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

[Late error allowance] (5)

[Count as work day] (1)

[Off duty Time] (17:00) [End Clock-in Time] (13:00) [End Clock-out Time] (20:00), [Early error allowance] (5)

[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:

Timetable Maintenance	، 🔜 👌	ancel			
Shift Name A shift three shift	Shift Name	day shift	Cycles	1 💼 Cyn	cle Unit Week
	Date	Timetable 1	Timetable 2	TimeTable 3	TimeTable 4
	Sunday				
	Monday	Day			
	Tuesday	Day			
	Wednesday	Day			
	Thursday	Day			
	Friday	Day		-	
	Saturday	Day			

#### Add a shift:

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

h	oice a timetab	ole:		Choice the date:	🗖 All
•	Timetable Day morning afternoon night		0ff Duty Time ▲ 17:00 12:00 20:00 04:00	<ul> <li>Saturday</li> <li>✓ Monday</li> <li>✓ Traeday</li> <li>✓ Saturday</li> </ul>	
<			>		

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].

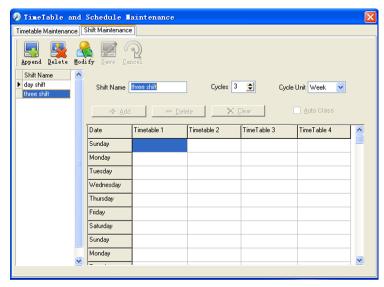
Example---Three shifts:

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:

oice a timetable:	Choice the date:	📃 All
Timetable         On Duty Ti         Off Duty Time ▲           Day         08:00         17:00           moring         04:00         12:00           afternoon         12:00         20:00           night         20:00         04:00	Sunday ✓ Monday ✓ Tuesday ✓ Wechesday ✓ Inursday ✓ Inursday ✓ Inday Sunday Wechesday Wechesday ✓ Wechesday ✓ Wechesday Tuursday Thursday Tuursday Tuursday Tuursday Tuursday Tuursday Monday Monday Tuursday	☐ Wednesday ☐ Thussday ☐ Friday ☐ Saturday

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):

∂Add Shift Timetable		
Choice a timetable: Timetable On Duty Ti Off Duty Time A Day 06:00 17:00 morning 04:00 12:00 I stemoon 12:00 20:00 night 20:00 04:00 I stemoon 12:00 04:00 I stemoon 12:0	Choice the date: Sunday Monday Tuesday Wednesday Friday Sunday W Monday Wednesday Wednesday W Turusday W Thursday W Turusday W Turusday Monday Monday Monday Tuesday	All
<u>0</u> K	<u>C</u> ancel	

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):

🕗 Add Shift	: Timetab	le		X
Choice a timetab	de:		Choice the date:	Al
Timetable	On Duty Ti	Off Duty Time 🛧	Sunday	✓ Wednesday
Day	08:00	17:00	Monday Tuesday	✓ Thursday ✓ Friday
morning	04:00	12:00	Wednesday	Saturday
afternoon	12:00	20:00	Thursday	-
night	20:00	04:00	Friday Saturday	
٢			Sunday Monday Tuesday Wednesday Thursday Friday Saturday Sunday ✔ Monday Tuesday	
		<u>o</u> k	<u>C</u> ancel	

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):

Timetable Maintenance	Shift Maintenanc	e				
Append Delete Mod		R				
Shift Name day shift three shift	Shift Name [	three shift	Cycles 3	Cycle	Unit Week 💌	
	⊕ <u>A</u> do	<u> </u>	ete 📉 📉	Clear	Auto Class	
	Date	Timetable 1	Timetable 2	TimeTable 3	TimeTable 4	-
	Tuesday	morning				1
	Wednesday	morning				
	Thursday	morning				
	Friday	morning				
	Saturday					
	Sunday					
	Monday	afternoon				
	Tuesday	afternoon				

## 4.4.3. Employee Scheduling

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

🎁 head office	Search Employees Employee No.	Name Department	Ca. Shift	
	8102 8108	head office head office		
ime Range				
From 2010-12-16	<ul> <li>Image: Image: Ima</li></ul>			
	✓ Del. Temporary	Add Temporary Save Cancel	Add Delete Clear	
	able 1 Timetable 2			
2-16 Thursday				
2-16 Inursday [	]			
J				
I				
I				
I				

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

🕗 Staffer shift maintena	nce					×
Shift List:	Shift Timetable:					
Shift Name Cycle quantity 📩	Date	Timetable 1	Timetable 2	TimeTable 3	TimeTable 4	_
day shift 1 three shift 3	Sunday					
	Monday	Day				
	Tuesday	Day				
Ξ	Wednesday	Day				
	Thursday	Day				
	Friday	Day				
	Saturday	Day				
< >						
	The current shift	a a ba ab day				
Time Range	Shift name		ginning date	Ending date		-
Reginning 2009-04-01	day shift		09-04-01	2010-04-01		
Beginning 2009-04-01 💌						
Ending 2010-04-30 💌						
👸 Add 🛛 🔑 Del.				<u> </u>	<u>C</u> ancel	



#### Add a new shift:

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

#### Note:

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

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

#### **Deletion of the shifts:**

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

#### Arrange a Temporary Shift:

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

Please	make sure X
?	Are you sure to make temporary shift schedule to the selected Employees from 2010-12-01 to 2010-12-16?
	Cancel

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

16	elect the timet	able to add			Select the dates	📃 All
		On-duty time		^	🔲 04-12Sunday	
•	normal day	09:00	18:00			
	night	20:00	05:00			
	morning	08:00	12:00			
				~		

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

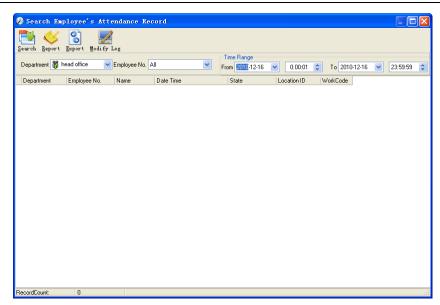
[Delete]: Delete the selected timetable;

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

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

### 4.4.4. Attendance Records

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



#### Inquiry of attendance record:

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

Earch Report Exp	ort Modify Log								
				lime Range					
Department 👸 head	office 🔽 Employe	e No. All	Fi	om 2010-12-	1 🔽 (	):00:01 😂 1	o 2010-12-16	23:59:59	1
Department	Employee No.	Name	Date Time	State	Location ID	WorkCode			
head office	8103	Micheal	2010-12-03 08:53:00				0		
head office	8103	Micheal	2010-12-06 08:53:00				0		
head office	8103	Micheal	2010-12-06 18:03:36				0		
head office	8103	Micheal	2010-12-07 08:53:00				0		
head office		Micheal	2010-12-07 18:03:36				0		
head office	8103	Micheal	2010-12-08 08:53:00				0		
head office	8103	Micheal	2010-12-08 18:03:36				0		
head office	8103	Micheal	2010-12-09 08:53:00				0		
head office	8103	Micheal	2010-12-09 18:03:36				0		
head office	8103	Micheal	2010-12-10 08:53:00				0		
head office	8103	Micheal	2010-12-10 18:03:36				0		
head office	8103	Micheal	2010-12-13 08:53:00				0		
head office	8103	Micheal	2010-12-13 18:03:36				0		
head office	8103	Micheal	2010-12-14 08:53:00				0		
head office	8103	Micheal	2010-12-14 18:01:35				0		
head office	8103	Micheal	2010-12-15 08:53:00				0		
head office	8103	Micheal	2010-12-15 18:05:52				0		
head office	8103	Micheal	2010-12-16 08:53:00				0		
head office	8103	Micheal	2010-12-16 17:59:52				0		
head office	8108	Lizzy	2010-12-01 08:56:00				0		
head office	8108	Lizzy	2010-12-01 18:12:00				0		
head office	8108	Lizzy	2010-12-02 08:56:00				0		
head office	8108	Lizzy	2010-12-02 18:12:00				0		
head office	8108	Lizzy	2010-12-03 08:56:00				0		

#### Attendance record report form preview:

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



ŀ					
H					
H					
	lead off	ice attendanc	e recor	d report	
-				2000.04.0	1 To 2009-04-16
				2009-04-0	10 2009-04-16
r Denartmen Jake Chen	8001	2009-4-10 17:04:34	Clock Out	2009-4-7 7:45:16	Clock In
2009-4-1 7:23:05	Clock In	2009-4-13 7:35:46	Clock In	2009-4-7 17:14:20	Clock Out
2009-4-1 17:00:59	Clock Out	2009-4-13 17:27:06	Clock Out	2009-4-8 7:08:12	Clock In
2009-4-2 7:45:35	Clock In	2009-4-14 7:06:12	Clock In	2009-4-8 7:24:53	Clock In
2009-4-2 17:05:16	Clock Out	2009-4-14 17:16:25	Clock Out	2009-4-8 17:20:05	Clock Out
2009-4-3 7:52:12	Clock In	2009-4-15 7:46:59	Clock In	2009-4-9 7:49:52	Clock In
2009-4-3 17:01:54	Clock Out	2009-4-15 17:08:53	Clock Out	2009-4-9 7:51:56	Clock In
2009-4-4 7:43:54	Clock In	2009-4-16 8:00:59	Clock In	2009-4-9 8:02:15	Clock In
2009-4-6 7:38:36	Clock In	Count: 27		2009-4-9 17:11:24	Clock Out
2009-4-6 17:08:42	Clock Out	DOD 1000 Fr	0100	2009-4-10 7:45:19	Clock In
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2009-4-8 7:08:12	Clock In	2009-4-1 17:00:59	Clock Out	2009-4-13 17:27:08	
2009-4-8 7:24:53	Clock In	2009-4-2 7:45:35	Clock In	2009-4-14 7:06:12	
2009-4-8 17:20:05	Clock Out	2009-4-2 17:05:16 2009-4-3 7:52:12	Clock Out Clock In	2009-4-14 17:16:25	
2009-4-9 7:49:52	Clock In	2009-4-3 17:01:54	Clock Out	2009-4-15 7:46:59	
2009-4-9 7:51:56	Clock In	2009-4-3 17:01:54	Clock In	2009-4-15 17:08:53	
2009-4-9 8:02:15	Clock In	2009-4-6 7:38:36	Clock In	2009-4-16 8:00:59	Clock In
2009-4-9 17:11:24	Clock Out	2009-4-6 17:08:42	Clock Out	Count: 27	
2009-4-10 7:45:19	Clock In	2009-4-7 7:45:16	Clock In	P&D Mark Sin	nth 8105
2009-4-10 17:04:34	Clock Out	2009-4-7 17:14:20	Clock Out	2009-4-1 7:23:05	Clock In
2009-4-13 7:35:46	Clock In	2009-4-8 7:08:12	Clock In	2009-4-1 17:00:59	
2009-4-13 17:27:06	Clock Out	2009-4-8 7:24:53	Clock In	2009-4-2 7:45:35	Clock In
2009-4-14 7:06:12	Clock In	2009-4-8 17:20:05	Clock Out	2009-4-2 17:05:16	
2009-4-14 17:16:25	Clock Out	2009-4-9 7:49:52	Clock In	2009-4-3 7:52:12	Clock In
2009-4-15 7:46:59	Clock In	2009-4-9 7:51:56	Clock In	2009-4-3 17:01:54	
2009-4-15 17:08:53	Clock Out	2009-4-9 8:02:15	Clock In	2009-4-4 7:43:54	Clock In

#### Attendance records exporting

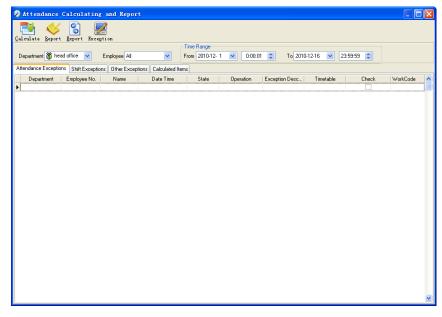
If the user needs to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: \*.txt, \*.xls)

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

### 4.4.5. Attendance Calculating and Report

#### Inquiry of report form:

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



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

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



respectively:

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

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

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

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

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

Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

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

	t Export Excep	tion							
			Ċ	Time Range					
Department 🕅 he	ead office 🔽	Employee All	V F	rom 2010-12- 1	0:00:0	1 🗘 To 201	10-12-16 🔽 23:	59:59 😂	
Handance Eucenti	one Chill Furnetier	Other Euro	ptions Calculated Item						
Department	Employee No.	Name	Date Time	State	Operation	Exception Desc	Timetable	Check	WorkCode
head office	8108	Ranc	2010-12-01 08:56:00		operation	Normal record	Dav		WOIKCODE
head office	8108		2010-12-01 18:12:00	Clock Out		Normal record	Day		
head office	8108		2010-12-02 08:56:00	Clock In		Normal record	Dav		
head office	8108		2010-12-02 18:12:00	Clock Out		Normal record	Day		
head office	8108		2010-12-03 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-03 18:12:00	Clock Out		Normal record	Day		
head office	8108		2010-12-06 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-06 18:12:00	Clock Out		Normal record	Day		
head office	8108		2010-12-07 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-07 18:12:00	Clock Out		Normal record	Day		
head office	8108		2010-12-08 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-08 18:12:00	Clock Out		Normal record	Day		
head office	8108		2010-12-09 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-09 18:24:00	Clock Out		Normal record	Day		
head office	8108		2010-12-10 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-10 18:24:00	Clock Out		Normal record	Day		
head office	8108		2010-12-13 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-13 18:28:00	Clock Out		Normal record	Day		
head office	8108		2010-12-14 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-14 18:32:00	Clock Out		Normal record	Day		
head office	8108		2010-12-15 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-15 18:56:00			Normal record	Day		
head office	8108		2010-12-16 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-16 18:56:00	Clock Out		Normal record	Day		
head office	8102		2010-12-01 09:00:00	Clock In		Normal record	Dav		

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

Department	Employee No.	Name	Date Time	State	Operation	Exception Desc	Timetable	Check	WorkCode
head office	8108		2010-12-01 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-01 18:12:00	Clock Out		Normal record	Day		
head office	8108		2010-12-02 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-02 18:12:00	Clock Out		Normal record	Day		
head office	8108		2010-12-03 08 56:00	Clock In		Normal record	Day		
head office	8108		Export Data			Normal record	Day		
head office	8108		Create report :	for current gri	a	Normal record	Day		
head office	8108		Change state		•	Clock in	) ay		
head office	8108		Delete selecte	1	Del	Clock out	ay		
head office	8108		Cancel operation	on for selected	Ctrl+Z	- Overtime in	ay		
head office	8108		Hodify and sav	Exception	Ctrl+S	Overtime out	ay		
head office	8108					Out	ay		
head office	8108		Change filter. Columns			Ou <u>t</u> back	) ay		
head office	8108		Show all column		î	Normal record	Day		
head office	8108		20101210 00:00:00			Normal record	Day		
head office	8108		2010-12-10 18:24:00	Clock Out		Normal record	Day		
head office	8108		2010-12-13 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-13 18:28:00	Clock Out		Normal record	Day		
head office	8108		2010-12-14 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-14 18:32:00	Clock Out		Normal record	Day		
head office	8108		2010-12-15 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-15 18:56:00	Clock Out		Normal record	Day		
head office	8108		2010-12-16 08:56:00	Clock In		Normal record	Day		
head office	8108		2010-12-16 18:56:00	Clock Out		Normal record	Day		
head office	8102		2010-12-01 09:00:00	Clock In		Normal record	Day		

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:

Export Data	
Create report for current grid	
Filtering Record	۲
Columns	۲
Show all columns	

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

Export Data Create report for current grid	
Columns Show all columns	۲

The operation is the same as stated above.

#### **Report:**

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

Attendance Report
Daily Report
General Report
Exceptions Report
Create a Report For Current Grid

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

• Description enterprise          Description enterprise             • Non-Non-Non-Non-Non-Non-Non-Non-Non-Non-			_			-			_
2005-04-01         2005-04									- 1
Advandage         Juste Chem         9001           2009-04-01 07-05-6         Dock hn         2009-04-01 07-05-6         Dock hn           2009-04-01 07-05-6         Dock hn         2009-04-01 07-05-6         Dock hn           2009-04-01 07-05-6         Dock hn         2009-04-01 07-05-6         Dock hn           2009-04-01 07-05-6         Dock hn         2009-04-01 07-05-7         Dock hn           2009-04-01 07-05-6         Dock hn         2009-04-01 07-05-7         Dock hn           2009-04-01 07-05-6         Dock hn         2009-04-01 07-05-7         Dock hn           2009-04-01 07-56         Dock hn         2009-04-01 07-05-7         Dock hn           2009-04-01 07-05-7         Dock hn         2009-04-01 07-05-7         Dock hn           2009-04-01 07-05-7         Dock hn         2009-04-01 07-05-7         Dock hn </td <td></td> <td>Hea</td> <td>ad of</td> <td>ice attendand</td> <td>e recor</td> <td>d re</td> <td>eport</td> <td></td> <td>- 1</td>		Hea	ad of	ice attendand	e recor	d re	eport		- 1
Display         Display <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td>2009-04-01</td><td>To 2009-04-16</td><td>_</td></t<>							2009-04-01	To 2009-04-16	_
Display         Display <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>- 1</td></t<>									- 1
2009-04-0107-20250         Clock In         2009-04-0107-2545         Clock In           2009-04-017-0259         Clock In         2009-04-017-0259         Clock In           2009-04-017-0259         Clock In         2009-04-017-0258         Clock In           2009-04-017-0159         Clock In         2009-04-017-0558         Clock In           2009-04-017-0159         Clock In         2009-04-017-0558         Clock In           2009-04-017-0159         Clock In         2009-04-017-0558         Clock In           2009-04-017-014-01         Clock In         2009-04-017-054         2009-04-017-054           2009-04-017-014-01         Clock In         2009-04-017-054         2009-04-017-054           2009-04-017-014-01         Clock In         2009-04-017-054         200-04-01           2009-04-017-014-01         Clock In         2009-04-017-054         200-04-01           2009-04-017-014-01         Clock In         2009-04-017-054         200-04-017-054           2009-04-017-014-01         Clock In <td></td> <td>8001</td> <td></td> <td>2009-04-10 17:04:34</td> <td>Clock Out</td> <td>1</td> <td>2009-04-07 17:14:20</td> <td>Clock Out</td> <td>- 1</td>		8001		2009-04-10 17:04:34	Clock Out	1	2009-04-07 17:14:20	Clock Out	- 1
2009-04/20 07-48 5         Coak In         2009-04/10 12 Cock In           2009-04/20 07-26 12         Coak In         2009-04/10 12 Cock In         2009-04/10 12 Cock In           2009-04/20 07-26 12         Coak In         2009-04/10 12 Cock In         2009-04/10 12 Cock In           2009-04/20 07-26 12         Coak In         2009-04/10 12 Cock In         2009-04/10 12 Cock In           2009-04/20 07-26 12         Cock In         2009-04/10 12 Cock In         2009-04/10 12 Cock In           2009-04/20 07-26 12         Cock In         2009-04/10 12 Cock In         2009-04/10 12 Cock In           2009-04/20 07-26 12         Cock In         2009-04/10 12 Cock In         2009-04/10 12 Cock In           2009-04/20 07-26 12         Cock In         2009-04/10 12 Cock In         2009-04/10 12 Cock In           2009-04/10 07 17 14 2         Cock In         2009-04/10 12 Cock In         2009-04/10 12 Cock In           2009-04/20 07 26 12         Cock In         2009-04/10 12 Cock In         2009-04/10 12 Cock In           2009-04/20 07 26 12         Cock In         2009-04/20 12 Cock In         2009-04/20 12 Cock In           2009-04/20 07 26 12         Cock In         2009-04/20 12 Cock In         2009-04/20 12 Cock In           2009-04/20 07 26 12         Cock In         2009-04/20 12 Cock In         2009-04/20 12 Cock In		Clock In		2009-04-13 07:35:46	Clock In	]	2009-04-08 07:08:12	Clock In	- 1
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2009 04469 07 251 2         Dook In           2009 04469 07 455         Cook In           2009 04469 07 455         Dook In           2009 04469 07 451         Dook In           2009 04407 07 451         Dook In <td>2009-04-02 07:45:35</td> <td>Clock In</td> <td></td> <td>2009-04-14 07:06:12</td> <td>Clock In</td> <td></td> <td>2009-04-08 17:20:05</td> <td>Clock Out</td> <td>- 1</td>	2009-04-02 07:45:35	Clock In		2009-04-14 07:06:12	Clock In		2009-04-08 17:20:05	Clock Out	- 1
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2009 04:06 17:09 42         Clock 0ut           2009 04:07 07:451         Clock 0ut           2009 04:07 07:453         Clock 0ut           2009 04:07 07:452         Clock 0ut           2009 04:07 07:51         Clock 0ut           2009 04:07 07:54         Clock 0ut           2009 04:0	2009-04-04 07:43:54	Clock In		2009-04-16 08:00:59	Clock In		2009-04-09 17:11:24	Clock Out	- 1
PHD         Kmg/un         8103           2009.04.07 07.45 18         Clock In           2009.04.00 07.45 12         Clock In	2009-04-06 07:38:36	Clock In		Count 27		1	2009-04-10 07:45:19	Clock In	- 1
2009-04/07 074516         Cook hr         2009-04/07 072-05         Cook hr           2009-04/07 0714-82         Cook hr         2009-04/07 076-82         Cook hr           2009-04/07 076-82         Cook hr         2009-04/07 076-82         Cook hr           2009-04/09 074-95         Cook hr         2009-04/07 076-82         Cook hr           2009-04/09 072-95         Cook hr         2009-04/09 072-85         Cook hr           2009-04/09 072-15         Cook hr         2009-04/07 072-16         Cook hr           2009-04/09 072-15         Cook hr         2009-04/07 072-1	2009-04-06 17:08:42	Clock Out		PtD King lin	9102	í	2009-04-10 17:04:34	Clock Out	- 1
2009-04/01 71:42         Clock 0 JL         2009-04/01 71:00:59         Clock 0 JL           2009-04/01 72:62         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05         Clock 1 JL         2009-04/01 72:05         Clock 1 JL           2009-04/01 72:05 </td <td>2009-04-07 07:45:16</td> <td>Clock In</td> <td>- E</td> <td></td> <td></td> <td></td> <td>2009-04-13 07:35:46</td> <td>Clock In</td> <td>- 1</td>	2009-04-07 07:45:16	Clock In	- E				2009-04-13 07:35:46	Clock In	- 1
2009-04-09 07-845         Cook in         2009-04-02 745-35         Cook in           2009-04-09 72-45         Cook in         2009-04-02 75-15         Cook in           2009-04-09 72-45         Cook in         2009-04-02 75-15         Cook in           2009-04-09 72-45         Cook in         2009-04-02 75-15         Cook in           2009-04-09 72-45         Cook in         2009-04-01 75-17         Cook in           2009-04-09 72-55         Cook in         2009-04-01 75-17         Cook in           2009-04-09 70-55         Cook in         2009-04-01 75-18         Cook in           2009-04-09 70-55         Cook in         2009-04-00 72-55         Cook in           2009-04-09 70-55         Cook in         2009-04-00 72-55         Cook in           2009-04-09 70-75         Cook in         2009-04-00 72-55         Cook in           2009-04-09 70-75         Cook in         2009-04-00 72-55         Cook in           2009-04-09 72-55         Cook in         2009-04-00 72-55         Cook in           2009-04-09 72-55         Cook in         2009-04-00 72-55         Cook in           2009-04-01 72-05         Cook in         2009-04-00 72-55         Cook in           2009-04-10 72-55         Cook in         2009-04-00 72-55         Cook in <td>2009-04-07 17:14:20</td> <td>Clock Out</td> <td></td> <td></td> <td></td> <td></td> <td>2009-04-13 17:27:06</td> <td>Clock Out</td> <td>_  </td>	2009-04-07 17:14:20	Clock Out					2009-04-13 17:27:06	Clock Out	_
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2009-04-09 17:11:42         Clock 0.ut         2009-04-09 17:09:42         Clock 0.0xt         PED         Mark Semb         09/05           2009-04-09 77:51:0         Clock 1.nt         2009-04-09 77:51:6         Clock 1.nt         2009-04-09 72:65         Clock 1.nt           2009-04-10 70:54:3         Clock 1.nt         2009-04-09 72:65         Clock 1.nt         2009-04-09 72:65         Clock 1.nt           2009-04-10 70:54:5         Clock 1.nt         2009-04-09 70:61         Clock 1.nt         2009-04-09 72:65         Clock 1.nt           2009-04-10 70:55:6         Clock 1.nt         2009-04-09 70:61         Clock 1.nt         2009-04-09 74:55         Clock 1.nt           2009-04-10 70:55:1         Clock 1.nt         2009-04-09 77:20:55         Clock 1.nt         2009-04-09 75:21         Clock 1.nt           2009-04-11 72:15:2         Clock 1.nt         2009-04-09 74:25         Clock 1.nt         2009-04-09 75:21         Clock 1.nt           2009-04-11 72:15:2         Clock 1.nt         2009-04-09 74:25         Clock 1.nt         2009-04-09 77:21         Clock 1.nt	2009-04-09 08:02:15	Clock In				1	Count 27		- 1
2009-04-10 (77.451)         Clock In         2009-04-07 07.4518         Clock In         2009-04-07 07.4518         Clock In           2009-04-10 170-63         Cock Out         2009-04-07 07.4518         Clock Out         2009-04-01 07.23.05         Clock Out           2009-04-10 170-63         Cock Out         2009-04-01 07.23.05         Clock Out         2009-04-01 07.23.05         Clock Out           2009-04-10 170-54         Clock In         2009-04-01 07.0612         Clock In         2009-04-01 07.45.25         Clock In           2009-04-10 170-51         Clock In         2009-04-00 07.45.35         Clock In         2009-04-00 74.55.25         Clock In           2009-04-10 170-51         Clock In         2009-04-00 74.55.2         Clock In         2009-04-00 74.55.25         Clock In           2009-04-10 170-52         Clock In         2009-04-00 74.55.2         Clock In         2009-04-00 75.21.2         Clock In           2009-04-01 170-52         Clock In         2009-04-00 74.55.2         Clock In         2009-04-00 75.21.2         Clock In           2009-04-01 170-52         Clock In         2009-04-00 74.55.2         Clock In         2009-04-00 77.21.05.4         Clock In           2009-04-01 170-54         Clock In         2009-04-00 77.45.2         Clock In         2009-04-00 77.05.4         Clock In <td>2009-04-09 17:11:24</td> <td>Clock Out</td> <td></td> <td></td> <td></td> <td></td> <td>PED Mark Simth</td> <td>9105</td> <td>_  </td>	2009-04-09 17:11:24	Clock Out					PED Mark Simth	9105	_
2009/04/1017/04/3         Clock 0ut         2009/04/071714.20         Clock 0ut         2009/04/0170.09.59           2009/04/101707.564         Dock /m         2009/04/0170.09.57         Clock 0ut         2009/04/0170.09.57           2009/04/101707.564         Dock /m         2009/04/0170.67.57         Clock 1m         2009/04/0170.67.65         Clock 1m           2009/04/1017054         Dock /m         2009/04/0170.67.65         Clock 1m         2009/04/0170.67.65         Clock 1m           2009/04/1017054         Dock /m         2009/04/0170.47.55         Clock 1m         2009/04/0170.57.12         Clock kn           2009/04/11715.25         Clock /m         2009/04/0174.52         Clock 1m         2009/04/0170.57.12         Clock kn           2009/04/11715.25         Clock /m         2009/04/0174.52         Clock /m         2009/04/0170.57.12         Clock /m	2009-04-10 07:45:19	Clock In				1			- 1
2009-041307/3546         Clock In         2009-0408 07:08:12         Clock In         2009-0402 07:45:35         Clock In           2009-041317:27:06         Clock Dut         2009-0408 07:24:53         Clock In         2009-0402 07:45:35         Clock In           2009-041317:27:06         Clock Dut         2009-0408 07:24:53         Clock In         2009-0408 07:26:12         Clock Dut           2009-041417:152         Clock In         2009-0408 07:45:25         Clock Int         2009-0408 07:26:12         Clock Dut           2009-041417:152         Clock Int         2009-0409 07:45:25         Clock Int         2009-0403 07:26:12         Clock Int           2009-041417:152         Clock Int         2009-0409 07:45:25         Clock Int         2009-0403 07:26:12         Clock Int	2009-04-10 17:04:34	Clock Out							_ [
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2009-04-14 07:06:12         Clock In         2009-04-08 17:20:05         Clock Out         2009-04-03 07:52:12         Clock In           2009-04-13 77:62:5         Clock Out         2009-04-03 17:01:54         Clock In         2009-04-03 17:01:54         Clock In	2009-04-13 17:27:06	Clock Out				1			- 1
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[Daily Report]: Calculate employee's daily attendance record;

															IOV		aily	rep	οπ												
									É																	2	010-1	2-01	To 20	10-12-	16
Name	No.	01	02	13	04	05	06	07	08	09	10	11	12	13	14	15	6 17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
head offic	9					_			_						_	-		-	_	_	_		_	_	_				-		
Judy	8102	1	1	/			1	BL	1	1	1			1	1		/														
Micheal	8103	1		•			1	1	1	1	1			1	1		/														
Lizzy	8108	1	/	/			1	/	/	1	1			/	1	/															

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

Name         Emp yee           Name         gree           No.         No.           Judy         8102           Micheal         8103           Lizzy         8104	No Duty Day	Actual	hea	ad offi	ce att	endar	nce sta	t tota						
Name yee No. head office Judy 8102 Micheal 8103		Actual						u. 101a	герс	m				
Name yee No. head office Judy 8102 Micheal 8103		Actual										2010-	12-01 To 2	10-12-16
No. head office Judy 8102 Micheal 8103	Day		Absent	Late	Early	OT	Free OT	Out	BL	Leave	N/In	N/Out	WTime	AttRate
Judy 8102 Micheal 8103		Day	Day	Minute	Minute	Hour	Hour	Minute	Day	Day	Times	Times	Hour	2
Micheal 8103	_													
							15						96	95%
													88 96	92%
Subtotal: 3	3						15						96 290	100% 96%
Total: 3	3						15						280	96%

[Exceptions Report]: Calculate employee's "out", "overtime", business leave/ personal leave" etc;

Preview								
100% 🗃	• 🖬 🖨 🗚	×						
			head offic	ce attendance	exceptions	report		
						20	10-12-01 To 2010-12-16	
	Name	No.	Dat	e & Time	Exception type	Work long	Remark	
	head offi	се			1			
	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	tıtr	

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

	<	_		_	_	
head of	fice e	xceptions of	f shifts	report		
Departmen t	n Nam	Employee No.	Date	Timetable	On Dut	у
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:	
head office	Judy Judy	8102	2010-12-06	Day Day	2010-12-06 09: 2010-12-07 09:	
head office	Judy	8102	2010-12-08	Day	2010-12-08 09:	
head office head office	Judy Judy	8102 8102	2010-12-09 2010-12-10	Day Day	2010-12-09 09: 2010-12-10 09:	
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 head office	Judy Judy	8102 8102	2010-12-15 2010-12-16	Day Day	2010-12-15 09: 2010-12-16 09:	
head office	Micheal	8103	2010-12-16	Day	2010-12-16 09. 2010-12-01 09:	
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:	
head office head office	Micheal Micheal	8103	2010-12-06 2010-12-07	Day Dav	2010-12-06 09: 2010-12-07 09:	
head office	Micheal	8103	2010-12-07	Day	2010-12-07 09:	
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:	
head office head office	Micheal Micheal	8103 8103	2010-12-13 2010-12-14	Day Day	2010-12-13 09: 2010-12-14 09:	
head office	Micheal	8103	2010-12-14	Day	2010-12-14 03: 2010-12-15 09:	
head office	Micheal	8103	2010-12-16	Day	2010-12-16 09:	
head office head office	Lizzy	8108	2010-12-01 2010-12-02	Day Day	2010-12-01 09: 2010-12-02 09:	
head office	Lizzy	8108	2010-12-03	Day	2010-12-03 09:	
	h . <					
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44 <b>€? &gt;</b> Off D 2010-12-01 1'	<	Clock In 2010-12-01 09:00:00	Clock 2010-12-01 18	Out L ::00:00		
0 ff D 2010-12-01 1' 2010-12-02 1'	<	Clock In 2010-12-01 09:00:00 2010-12-02 09:00:00	Clock 2010-12-01 18 2010-12-02 18	Out L 3:00:00		
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0 ff D 2010-12-01 1' 2010-12-02 1'	<pre>     tuty     7:30 2 7:30</pre>	Clock In 2010-12-01 09:00:00 2010-12-02 09:00:00 2010-12-03 09:00:00	Clock 2010-12-01 18 2010-12-02 18 2010-12-03 18	Out L :00:00 :00:00 :00:00 :00:00		
	<pre></pre>	Clock In 2010-12-01 08:00:00 2010-12-02 09:00:00 2010-12-02 09:00:00 2010-12-02 09:00:00 2010-12-07:09:00:00	Clock 2010-12-01 18 2010-12-02 18 2010-12-03 18 2010-12-03 18 2010-12-03 18 2010-12-07 18	Out L :00:00 :00:00 :00:00 :00:00 :00:00		
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	<pre>xty xty x:30 2 7:3</pre>	Clock In 2010-12-01 09 00:00 2010-12-02 09 00:00 2010-12-03 09 00:00 2010-12-06 90 00:00 2010-12-06 90 00:00 2010-12-03 90 00:00 2010-12-13 90 00:00	Clock 2010-12-01 f6 2010-12-01 f6 2010-12-03 f6 2010-12-03 f6 2010-12-06 f6 2010-12-06 f6 2010-12-06 f6 2010-12-00 f8 2010-12-00 f8 2010-12-10 f8	Out L 00000 00000 00000 00000 00000 00000 00000 00000 00000		
	<pre>     transition     transition</pre>	Clock In 2010-1201 09 00 00 2010-1201 09 00 00 2010-1203 09 00 00 2010-1203 09 00 00 2010-1203 09 00 00 2010-1208 09 00 00 2010-1208 09 00 00 2010-1213 09 00 00 2010-1213 09 00 00	Clock 2010-12-01 16 2010-12-02 16 2010-12-02 16 2010-12-06 16 2010-12-06 16 2010-12-07 16 2010-12-07 16 2010-12-01 16 2010-12-01 16 2010-12-01 16 2010-12-01 16	Out L 00.00 00		
	xty 7:30 2	Clock In 2010-12-01 09 00:00 2010-12-01 09 00:00 2010-12-02 09 00:00 2010-12-02 09 00:00 2010-12-03 09:00:00 2010-12-03 09:00:00 2010-12-03 09:00:00 2010-12-13 09:00:00 2010-12-15 09:00:00 2010-12-15 09:00:00	Clock 2010-12-01 16 2010-12-01 16 2010-12-02 16 2010-12-02 16 2010-12-03 16 2010-12-04 16 2010-12-04 16 2010-12-04 16 2010-12-04 16 2010-12-04 16 2010-12-14 16 2010-12-15 16 2010-12-15 16	Out L 00.00 00		
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#### **Print Report:**

Toolbar of report preview is as the following picture:





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;



X 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:

Append Record
Late/Early Collectively
<u>B</u> usiness Leave/Leave
Modified Record Log

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 La	te/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:

🕗 Employee B	ie away on i	Business &	Asking for Leave			
Append Delete	Modify Save	Cancel Se	March <u>R</u> eport			
Department 🕷 Employee No. 🎮 Leave Type Reason	head office	<ul><li>✓</li><li>✓</li></ul>	Time Range Beginning Time 2010-12-17 Ending Time 2010-12-17			
Department	Employee No.	Name	Beginning Time	Ending Time	Leave Type	Reason
<			Ш			>

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:

Append re	cord		×
Department	👸 head office	*	
Employee No.		~	
State	Clock in	<b>~</b>	
Record Time	2010-12-17 💌	8:00:00 🛟	
	<u>Append</u>	Close	

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:

Append record c	ollectively		
Departments list head office A& A4D - A R4D -	Employees list [ Employee Name	AII	When Employees can not clock-in or clock-out for some reasons, You can add the massive clock-in or clock-out record here. You can use the Ctrl key when selecting many Employees: The added record can be found in the record modification log.
			Record Time: 2010-12-17 V 8:00:00 \$
			<u>OK</u> <u>Cancel</u>
		0%	

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:

Dealing with collectively Late/	Early	×
Deal with     O Coming Late     Ceaving Early	Employees list	All
	Employee No. Nan	ne 🔼
Ignore clock in record	▶ 8102 Judy	
From 2010-12-17 💌 8:00:00 😂	8103 Mid 8108 Lizz	
To 2010-12-17 🕑 10:00:00 😂		
The modified clock in time		
2010-12-17 💌 7:50:00 📚		
Search Employees		
Department     M head office		
O Shift Normal 💌		~
	<u><u> </u></u>	<u>Cancel</u>
0%		

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

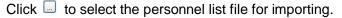
Click [Data Maintenance] on the main menu, following springs:



#### 4.6.1.Import Employee List

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

🕗 Import Employ	ee List	
Select a file to import File:		
Failures in importing:		
		<
<		>
	<u>0</u> k	



Look in:	C Backgroup	nanagement	~ (	3 🦻	•12 🎾	
Recent Desktop Ny Documents Ny Conputer	Tesplate					
My Network Places	File name:	1			~	Open
	Files of type:	Text File (*. txt)			-	Cancel

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

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

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

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

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

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

#### 4.6.2. Import Attendance Record

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

Import Attends	nce Record		
Select a file to import File			
Failures in importing:			
<			~
	<u>0</u> k	<u>C</u> lose	

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

#### 4.6.3. Clear Obsolete Data

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



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

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

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

#### 4.6.4. Compress Database

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

#### 4.6.5. Backup Database

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

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

#### 4.6.6.Initialize System

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

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

### 4.7. Device Management

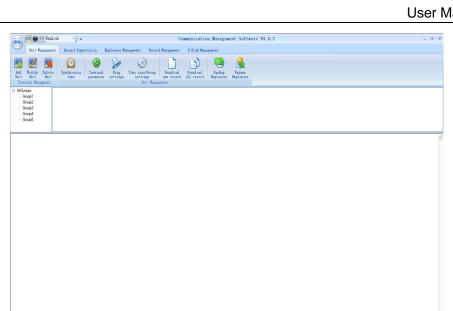
Click [Device Management] on the main menu, following springs:



#### 4.7.1.Connect to Communication Management Software

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





## 5. Data Communication

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

English	- Comr	munication Management Soft	ware V4.0.4	
Device Management	Record Supervision	Employees Management	Record Management U	J Disk Management
Add Modify Delete Device Device Device Devices Managment	Synchronize time	Download new record all record Device Management	Backup Resume Employees Employees	
All Groups     Group1     Group2     Group3     Group4     Group4     Group5				
				^
1			0%	
L			0%	Stop 🧾

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

	System Lo	gining	
R	Management PWD:	<u></u> K	<u>C</u> ancel

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

If you enter the wrong password 3 times, the software will automatically close. When you enter a wrong password, a message box pops up as follows:



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

## 5.1. T&A Machine Management

#### 5.1.1.Add Unit

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

Device Type		
Device Type Facial Verify FacePass	-	
Terminal Info	Communication	Paramater
Terminal No. 1	communication	
Device ID 1	IP address	
(Check Device ID from the device menu)	Comm PWD	
Device Name	Comm Port	33302
Device Group Group1	Committee	
T&A status Real status 💌		

Facial Verify FacePass Pro

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

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

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

Device Name: You can set it as you like.

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

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

IP address: The FacePass Pro terminal's IP address.

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

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

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

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

(I[Head office

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

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

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

#### 5.1.2. Modify Unit

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

<b>Terninal Tanagement</b> Device Type           Device Type             Facial Verify FacePass	× •
Terminal Info Terminal No. 1 Device ID 1 (Check Device ID from the device menu) Device Name 1 Device Group Group1 T&A status Real status	Communication Parameter IP address Comm Pw/D Comm Port 33302
	<u>D</u> K <u>C</u> ancel

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:

System	prompt	×
?	Already have the machine number and the device	ID
	<u> </u>	

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:

Please	confirm
?	This operation will deal with the selected machine: 1[Headoffice] Are you sure to continue?
	Cancel

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

#### 5.1.4. Right Key Menu

Select terminal icon Reverse Selection Device information

[Select All]: Select all the terminals.

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

#### 5.1.4.1. Device Information

Click "Device information", display device information as follows:

Device Information	
User Number	8
Fingerprint Number	
Password Number	2
Card Number	
New records Number	2
Total records Number	2
Firmware Version	2.2.8
Device SN	0560100013400002
	<u>R</u> etrieve <u>C</u> ancel

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

#### 5.1.5.Synchronize Time

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

Please	confirm 🔀
?	This operation will deal with the selected machine: 1[Headoffice] Are you sure to continue?
	Cancel

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

Some operation information displays in the main interface as follows:

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

#### 5.1.6. Terminal Parameter Settings

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

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



Device Parameter Settings	X
Matching Precision        Record Alam Threshold Value(0-5000)        Time Period between Repeated Clocking(0-250 minute)        Intelligently Update FP Template        Workcode Prompt        Ring Function        Wiegand Mode	Sleep time(0-250 minute) Volume(0-5) Date format Time format Add Card
Fixed Wiegand Area Code(0-254) Lock Relay Time(0-15 second) Door Contact Alarm Delay(0-250)	Company name
FacePass device wit	Company Address Company Tax hout above functions. Display Default setting QK Cancel

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

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



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

Some operation information displays in the main interface as follows:

[2009-03-18 13:52:59]Initializing...

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

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

Please	confirm	
This operation will deal with the selected machine: 1[Headoffice] Are you sure to continue?		
	Cancel	

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

Following information shows on the main interface:

[2009-03-18 15:14:15]Clearing time attendance records...

[2009-03-18 15:14:16]1[Head office] Initialization successful!

#### 5.1.7. Download New Record

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



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

Following information shows on the main interface:

[2009-03-18 15:12:11]1[Head office] Reading attendance records...

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

#### 5.1.8. Download All Record

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

Please	confirm		
2	This operation will deal with the selected machine: 1[Headoffice] Are you sure to continue?		
	Cancel		

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

Following information shows on the main interface:

[2009-03-18 15:13:23]1[Head office] Reading attendance records...

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

#### 5.1.9. Backup Employees

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

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



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

The operation information displays on the main interface as follows:

[2009-03-18 15:15:07]Back upping employees...

[2009-03-18 15:15:07]Backup employee: 1[Head office]

[2009-03-18 15:15:08]1[Head office] Backup employee information completed, Records: 1, Read successfully: 1

[2009-03-18 15:15:08]1[Head office] Backuping fingerprints...

[2009-03-18 15:15:08]1[Head office] Backup employees and fingerprints completed!

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



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

#### 5.1.10. Resume Employees

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

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

Please	confirm
?	This operation will deal with the selected machine: 1[Headoffice] Are you sure to continue?
	Cancel

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

Some operation information displays as follows:

[2009-03-18 15:16:37]Get back employees...

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

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

#### Notice:

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

[2009-03-19 15:08:07] Get back employees...

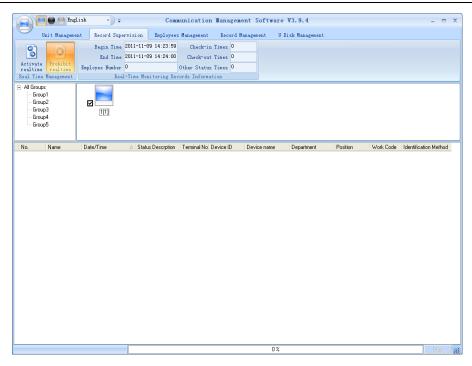
[2009-03-19 15:08:07]Get back employees: 1[Head office]

1[Head office] No such ID existed, recovery failed!

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

## 5.2. Record Supervision

Get the records from the terminal real-time.



#### 5.2.1. Activate Real-time

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

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

Begin Time	2010-12-17 12:29:24	Check-in Times	0
End Time		Check-out Times	0
Emploree Number	0	Other Status Times	0
Real-Time Monitoring Records Information			

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

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



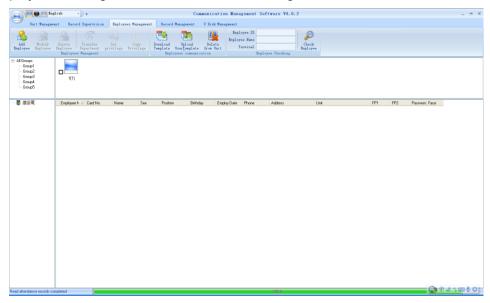
#### 5.2.2. Prohibit real-time

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

Begin Time	2010-12-20 15:32:14	Check-in Times	0
End Time	2010-12-20 15:32:53	Check-out Times	0
Emploree Number	3	Other Status Times	0
Real-Time Monitoring Records Information			

## 5.3. Employees Management

Employees' management interface is as following:



#### 5.3.1.Add Employee

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

No.				
Card No.	ļ			
Name				
Password				
Sex				
	👸 head office 💌			
Group number			Q 🧕	×
	Normal User 👤			
Identification Method	Sept 💌			
ID No.	[	Birthday	1980-01-01	-
Nation	<b>_</b>	Employ Date	2011-09-26	•
Position	-	Political Feature		•
Education		Speciality		-
Phone		Mobile		
Native Place				
Address				

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

No.	8001			
Card No.	3396985			
Name				
Password				
Sex	Male 💌			
Dept.	👸 head office 💌			
Group number	1 💌		a 🧕 🗙	
User type	Normal User 💌			
Identification Method	Sept 💌			
ID No.		Birthdav	1980-01-01	-
Nation	•	Employ Date	2011-09-26	-
Position		Political Feature		-
Education	•	Speciality		-
Phone		Mobile		1
Native Place				-
Address				-

**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:

Add/Todify E	mployee Info			
Basic Info				
No	8101			
Card No.				
Name	Lizzy		1	A
Password	123		10	
Sex	Male 💌		-	
	🕷 Headoffice 💌			
Group number			Q 🧕	×
	Normal User			
Identification Method	Ь			
ID No.			1980-01-01	•
Nation	· ·	Employ Date	2011-08-24	<u>•</u>
Position	· ·	Political Feature	Party Member	-
Education	<u> </u>	Speciality		-
Phone		Mobile		
Native Place				
Address				
			Save	Cancel

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

Click [2] 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 [X] to delete the employee photo.

#### 5.3.2. Modify Employee

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

#### 5.3.3. Delete Employee

Delete the employee from the database.

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

#### 5.3.4. Transfer Department

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

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



#### 5.3.5.Set Privilege

We can only upload the employee to the authorized terminal.

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

🔄 Set privilege	X
□ Group1 □ 1[Head Office] □ 2[Shanghai] □ Group2 □ 3[Beijing]	
Group5	

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:

Emploree No. 🛛 🛆 🛛 Card No. 👘	Name	Sex	Position	Birthday	Employ Date	Phone	Address	1st FP	2nd FP	Unit
3102	Judy									1
103	Micheal				2010-12-17					1,2
108	Lizzy									2
Judy's fingerprint is in the unit1. Micheal's fingerprint is in the unit1 and unit2. Lizzy's fingerprint is in the unit2.										

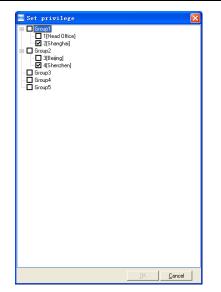
#### 5.3.6.Copy Privilege

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:

Copy Function an	d Privilege		
Copied Emploree ID			<u>a</u>
	0%		
		<u></u>	Cancel

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



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

Please	confirm
?	Are you sure to copy the selected emploree's privilege?
	OK Cancel

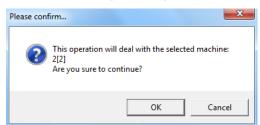
Click the button [OK] to confirm or click the button [Cancel] to cancel.

System	prompt 🛛 🗙
2	The Selected emploree's privileges are successfully copied!

#### 5.3.7. Download Template

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

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



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

The operation nformation shows on the main interface as follows:

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

#### 5.3.8. Upload User Template

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

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

Please	confirm
?	This operation will deal with the selected machine: 1[Headoffice] Are you sure to continue?
	OK Cancel

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

The operation information shows on the main interface as follows:

[2009-03-19 15:10:18]Upload User and User Template...

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

[2009-03-19 15:10:19]1[Head office] Upload user and template completed

#### 5.3.9. Delete from Unit

Delete the employees from the terminal via the software.

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

Please	confirm
?	This operation will deal with the selected machine: 1[Headoffice] Are you sure to continue?
	Cancel

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

The operation information shows on the main interface as follows:

[2009-03-19 15:11:21]Delete the employee from the device...

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

#### 5.3.10. Checking Employee

Search the employee information.

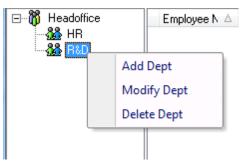
Emploree ID		
Emploree Name		
Terminal		Check Emploree
	Emploree Checking	

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

#### 5.3.11. Department Management

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

The menu pops up as follows:



#### [Add dept.]

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

📕 Input Department Name	
Please Input Department Name:	cel

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

#### [Modify dept.]

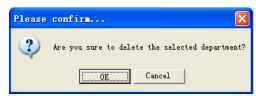
Choose the department which is going to be modified. Click [Modify dept.]. The [Input Department Name] window pops up:

📃 Input Department	Name	X
Please Input Department N	lame:	
Structure		
	<u>0</u> K !	Dancel

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:

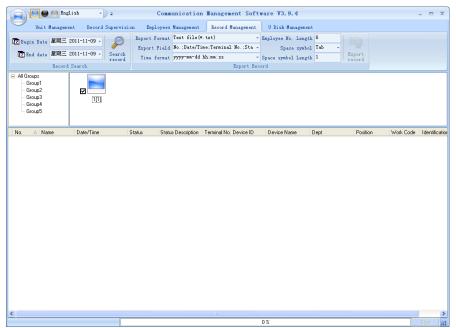


Click the button [OK] to confirm or click the button [Cancel] to cancel.

Remark: Right button menu:

٢	Select All					
$\odot$	Cancel Seletion					
8	Transfer Department					
₽£)	Copy Privilege					
8	Add Emploree					
8	Modify Emploree					
8	Delete Emploree					

## 5.4. Record Management



#### 5.4.1.Record Search

🔽 Begin Date	Fri 12/17/2010	-	
🔽 End date	Fri 12/17/2010	-	Search
			record
	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
Þ	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) -	- 1	Emploree No. Length	6		
Export Field	No.;Date/Time;Unit No.;Status 📼	•	Space symbol	,	+	
Time format	yyyymmmmdd hhimmiss 🔹 👻	- 3	Space symbol Length	1		Export record
Export Record						

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

Text file(*.txt)	
CSV file(*.csv)	
Excel file (*.xls)	

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

No.
 Name
 ✓ Date/Time
 ✓ Unit No.
 ✓ Unit name
 ✓ Status
 ✓ Status Name
 ✓ Department
 ✓ Position

Time format: 4 optional formats

yyyymmmmidd hhimmiss
yyyy-m-d hh:mm:ss
yy-mm-dd hh:mm:ss
yyyymmddhhmmss

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:

System	prompt	X
?	Records have been exported to " E:\Test\Report\KQ-Rep.txt	t"
	OK	

Click the button [OK] to confirm.

## 5.5. U Disk Management Program

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

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

The shows as following:



	English	▼) ∓ Commu	nication Management Softwa	are V4.0.4	
Device Mana	gement	Record Supervision	Employees Management	Record Management	U Disk Management
U Disk J:\	Read Reco	ords			
U Disk Manag	from U D ement	isk			
⊡- All Groups Group1 Group2 Group3 Group4 Group5		2[2]			
The employee ID in this re- The employee ID in this re- (2013-10-22 09:37:05]Rec	cord is not a cord is not a	existent! 5 2013-10-17 09: existent! 6 2013-10-17 10: existent! 6 2013-10-17 10: ex	77:48 58:00 58:07 58:15 58:28 58:34 58:37 58:47 58:47 58:53 58:55 58:58 59:02 59:02 59:02 59:02 59:02 10:02 11:02		E
Delete the employee from t	he deviece	completed	100.	%	Stop ";

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

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

## 5.6. System Settings

Click the icon [<sup>[2]</sup>] on the top left corner, the menu pops up as follows:

🙀 Basic Parameter Setting
V TAA state Setting
Timing Downloading Record
Tanagement PT setting
🎁 Database linking setting
Exit system

#### 5.6.1. Basic Parameter Settings

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

Basic Parameter Setting	×
Basic Parameter Com Port Communication delay time(1-10) Seconds Network Communication delay time(1-20) Seconds IP Port	10 20 5010 216.171.120.36
FacePass NTP-SERVER IP  Communication Failed, Automatically Exit Current Operation In Realtime Monitoring, Voice prompts "Department Name" Clear the data after downloading	1210.171.120.30
	<u>C</u> ancel

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

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

IP Port: Communication port;

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

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

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

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

Click the button [OK] to save the setting.

#### 5.6.2.T&A Status Setting

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

T&A Status setting						
Please sor	Please sort it in ascending order.					
Status value	Symbol	Status Descriprion				
• 0	1	In				
1	0	Out				
	2	2				
	3	3				
	4	4				
	5	5				
	6	6				
7		7				
-	8	8				
-	9	9				
	10	10				
11		11				
	12	12				
	13	13				
	14	14				
15	15	15				
	Upload to the selected terminal					

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:

Timing Downloading Record	
Run Timing Downloading Record	
Time: 00:00 + Add	Delete Time
<u> </u>	Cancel

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

Please use the button [1] 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:

📕 Hodify manage	nent password 🛛 🚺	K
Old Pwd: New Pwd: Comfirm Pwd:	QKCancel	

[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,

System	prompt 🛛 🗙
2	The old password is incorrect, please enter the password again!

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:

System	prompt 🛛
2	Confirmation failed please enter the new password again!
	OK

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:

🖏 Data Link Properties	×			
Provider Connection Advanced All				
Specify the following to connect to Access data:				
1. Select or enter a database name:				
E:\Test\0A3000\Att\Att2003.mdb				
2. Enter information to log on to the database::				
Username: Admin				
Password:				
Blank password Allow saving password				
Test Connection				
OK Cancel Help				

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:

Licro	soft	Data Link	
?	Test	connection	succeeded.
		OK	]

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



#### 5.6.6.Exit System

Click [Exit system]. It is the prompts:



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

## 5.7. User Interface Configuration

#### 5.7.1.Interface Skin Color

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

#### 5.7.2. Change the Software Language



Choose the language in the option [

#### 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:

	0	English	- @		ication Manage		e_\/4.0.4		
	Device M	anagement	Record Supe	_	pioyees manay		ord Managem	ent U Disk I	Management
				0					
Add Device	Modify Device	Delete Device	Synchronize time	Device parameter	Download new record	Download all record	Backup Employees	Resume Employees	
Devi	ces Manag	ment			Device Man	agement			

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

## 6. FAQ

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

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

## 6.2. <u>The machine cannot connect with PC.</u>

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



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

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

## 6.4. FP Scanner off

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

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

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

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

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

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

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