ANVIZ
Intelligent . Security

AIM CrossChex Standard

User Manual

(V1.11)

About This Document

TABLE OF CONTENTS

1 Introduction

AIM CrossChex Standard Standard is an intelligent management system of Access Control and Time Attendance devices, which is applicable to all Anviz access controls and time attendances. The user-friendly and interactive design makes this system very easy to operate, the powerful function makes this system realize the management of department, staff, shift, access authority, and exports different time attendance and access control reports, satisfying different time attendance and access control requirements in different complicated environments.

AIM-CrossChex Standard Software Requirements/Pre-Requisites: Windows Server 2008 x86; Windows Server 2008 x64; Windows Server 2008 R2 x64; Windows Server 2003 x64; Windows Server 2003 x86; Windows Vista x64; Windows Vista x86; Windows XP x64; Windows XP x86 Service Pack2; Windows XP x86 Service Pack3; Windows 7 x64; Windows 7 x86.

(The AIM-CrossChex Standard installer will install this application if it is not currently present on the machine at the time of installation.)

AIM CrossChex Standard applies to all Anviz time&attendance and access control devices.

2 Installation

Place the AIM-CrossChex Standard CD in your Computers CD-ROM drive. If auto-run is enabled on your machine, the installation will start on its own. If not, then double-click the "setup.exe" from the included CD-ROM or from your local download directory which obtained from the AIM-CrossChex Standard.com website.

1   Choose the Language in which you wish to install AIM-CrossChex Standard from the drop down menu and Click "**OK**".
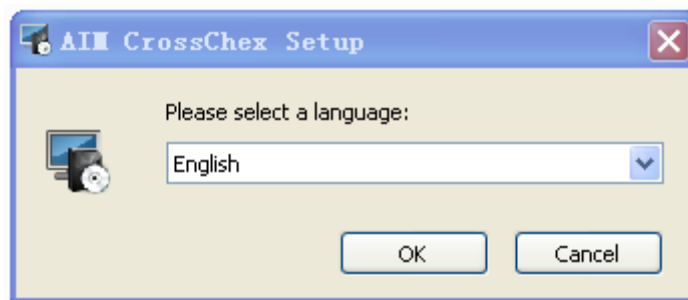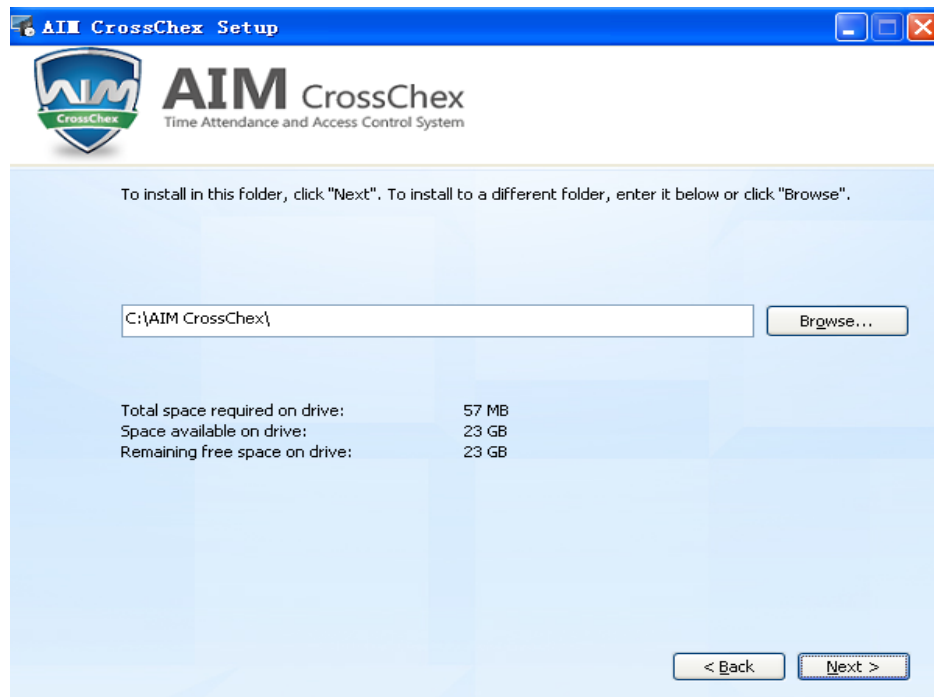

2   Click "**Next**" to begin installation.

3   Scroll to the bottom of the licensing agreement and click on "**I accept the terms in the Licensing Agreement**" box below.
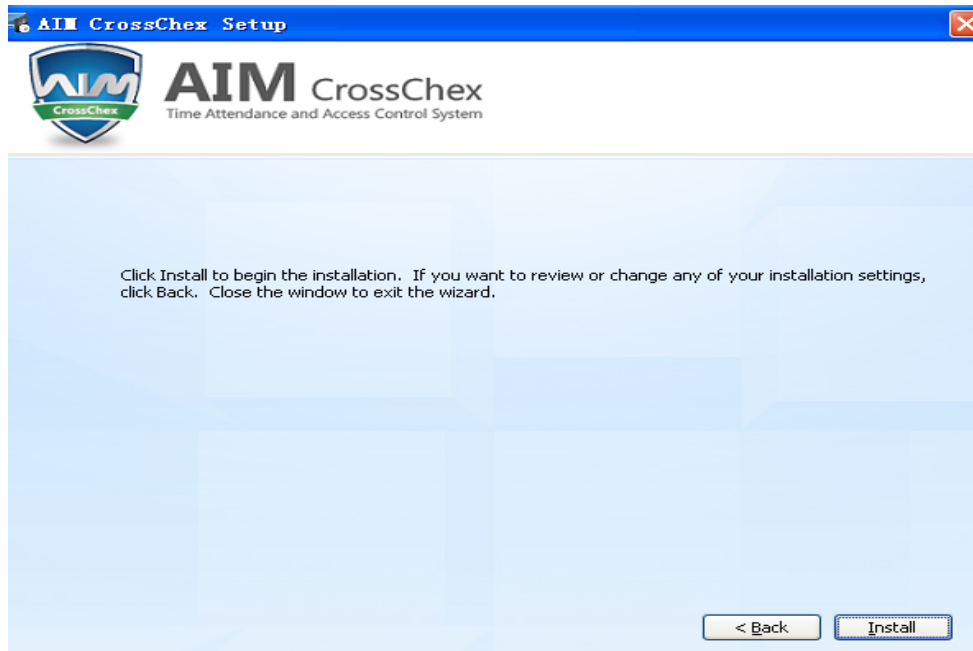
4 Click "**Next**" to continue.

Choose the installation "**Folder**". (It is recommended to leave this at the default location setting.)

5 Then click, "**Next**" to continue.

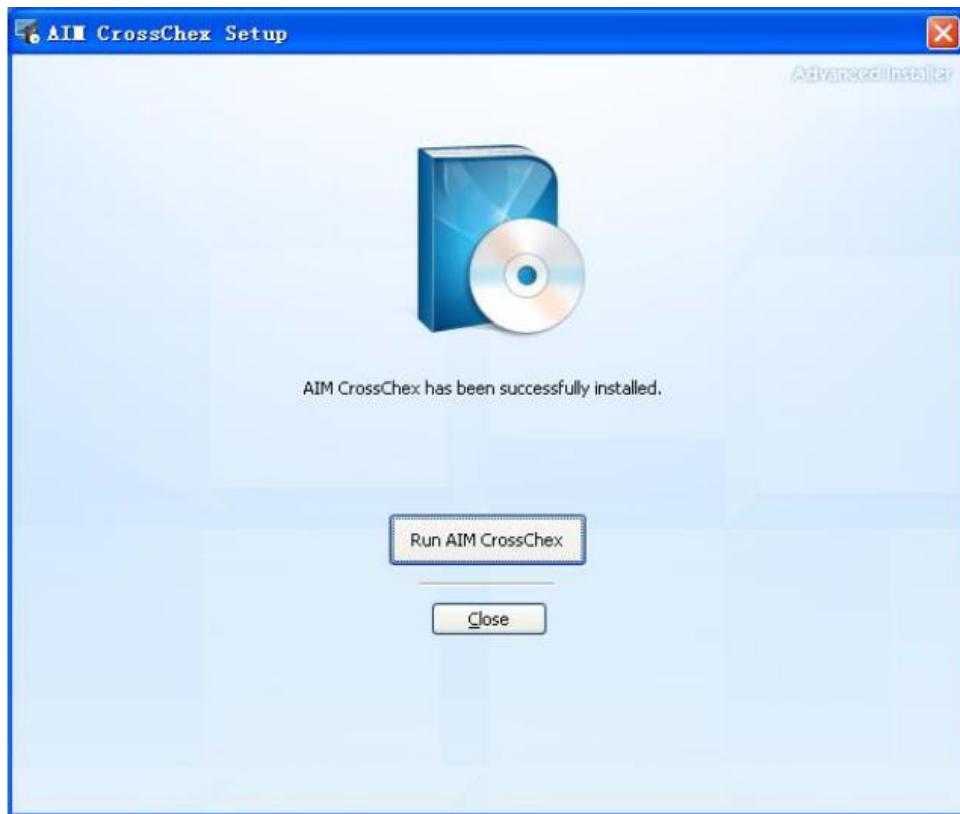6   Click the "**Install**" button to start the installation procedure.

7   Please wait while the software is installed.

8   Once the setup is complete, click on the "**Run AIM-CrossChex Standard**" button to complete the installation procedure and launch the software. Or, you may choose to click on "**Close**" to complete the installation process and open the software at a later time.

The entire system software includes the following sections:
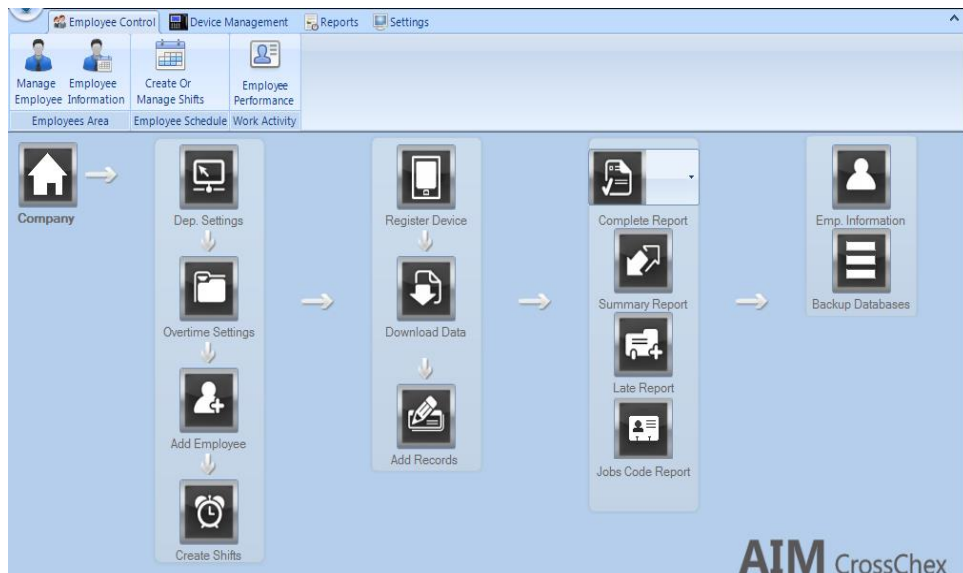
Note: The picture above also shows the workflow to use the software.

To change the current language that the AIM-CrossChex Standard software displays in, simply click the Dropdown Menu next to the current Language Name:
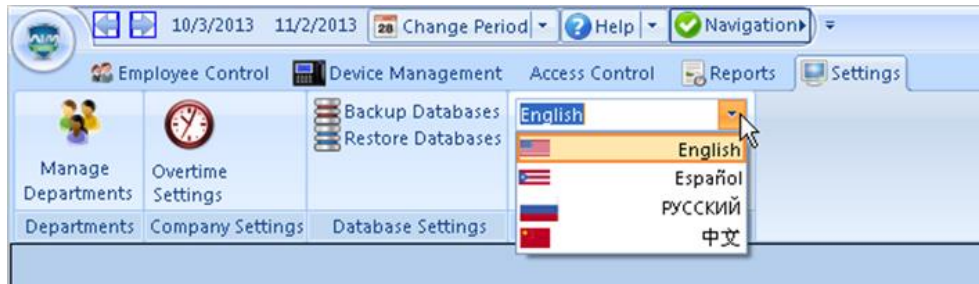
Choose the appropriate language from the list and then click the "**Apply**" button.

You may have to restart the AIM-CrossChex Standard Application for this change to take effect.

3 Configuration

3.1 Company information

To begin using your software, the Company Settings **MUST** be configured. The application will not function properly without completing the Company Information Wizard.
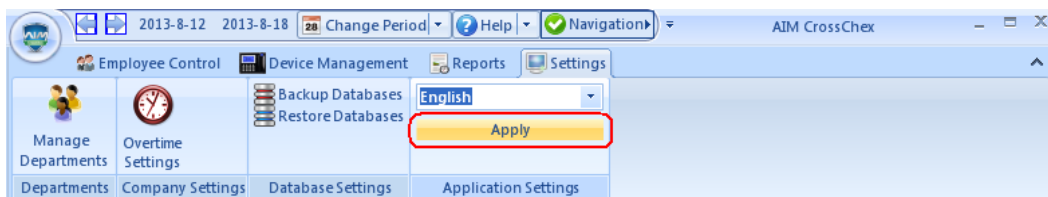
The first time AIM-CrossChex Standard is opened, it will present you with the Company Information Wizard.
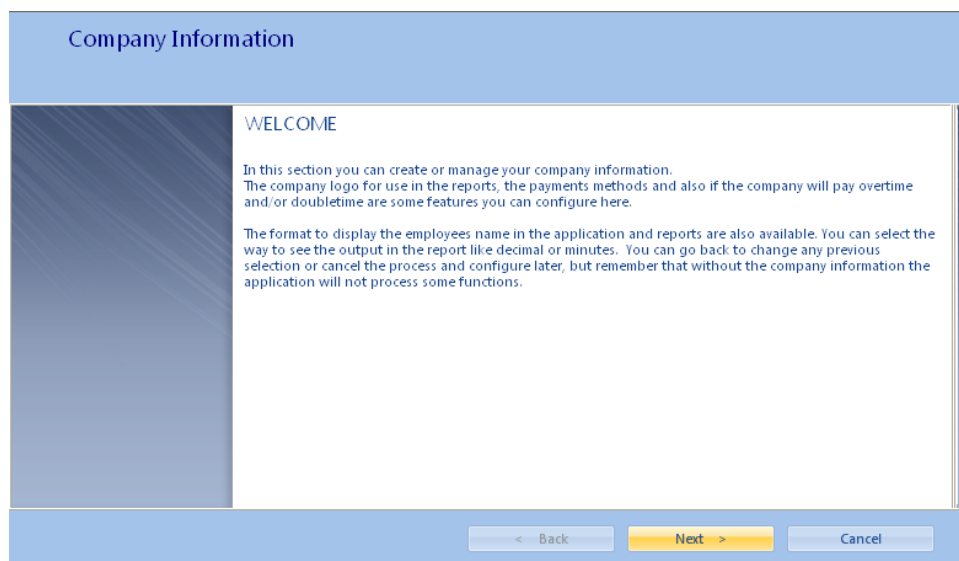
1   Click "**Next**" at the bottom of the Welcome screen to begin configuring the company settings.

2   Click the "**Add/Change Company Logo**" to add a new company logo.(Optional)
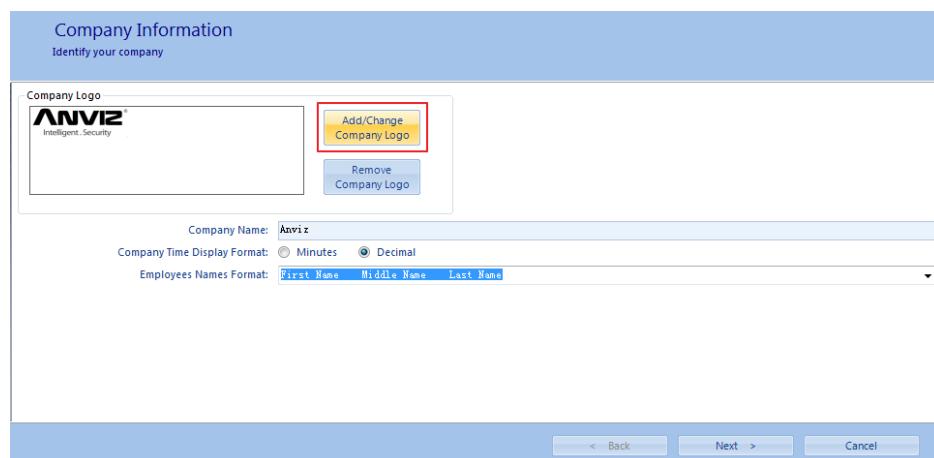
3   If needed, Click the "**Remove Company Logo**" button to Remove or Change the existing company logo.

4   Type the name of the new Company in the "**Company Name**" text field(Max Characters: 32767). Choose the type of "**Company Time Display Format**" and "**Employees Names Format**" if necessary.

5   Click "**Next**" to continue

6   Click the drop down menu next to the "**Beginning of fiscal year**" field to select the date that your company's fiscal payroll year began.

7   Click the drop down menu next to the "**Start Day**" field to select day that your most previous overtime period began.

8   Click the drop down menu next to the "**Term**" field to select the frequency that your companies will calculate overtime.

9   Choose whether "**The company will allow overtime**" and/or if "**The company will allow double-time**" by selecting the appropriate radio buttons.

Company Information
Identify your company

Begining of fiscal year:	Tuesday , January 01, 2013
Start Day:	Monday , July 29, 2013
Term:	Weekly
The company will allow overtime:	◉ No ○ Yes
The company will allow doubletime:	◉ No ○ Yes

< Back   Next >   Cancel

10   Click "**Next**" to complete the initial company settings wizard.

Company Information
Identify your company

Begining of fiscal year:	Tuesday , January 01, 2013
Start Day:	Monday , July 29, 2013
Term:	Weekly
The company will allow overtime:	◉ No ○ Yes
The company will allow doubletime:	◉ No ○ Yes

< Back   Next >   Cancel

11   The following window will appear. Click "**Finish**" to finish the setting process.
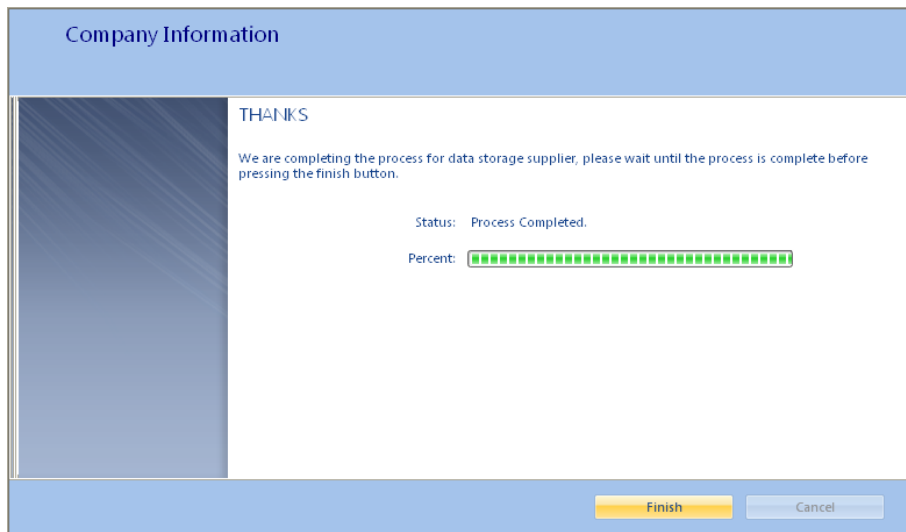
3.2 Department Settings

To set the Department Information:

1   Click the "**Settings**" tab.

2   Click on the "**Manage Department**" button.

3   The following window will appear:
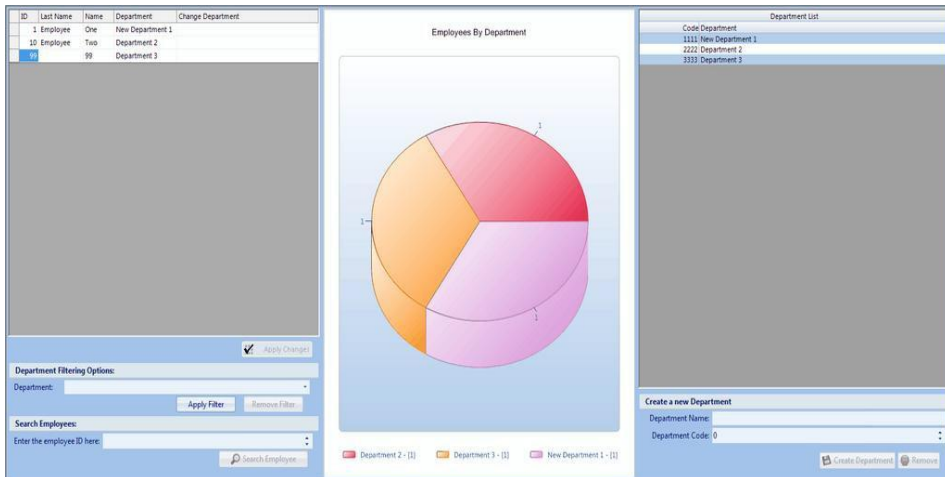
3.2.1 Create a New Department

On the lower right corner of "**Settings->Department->Manage Departments**":
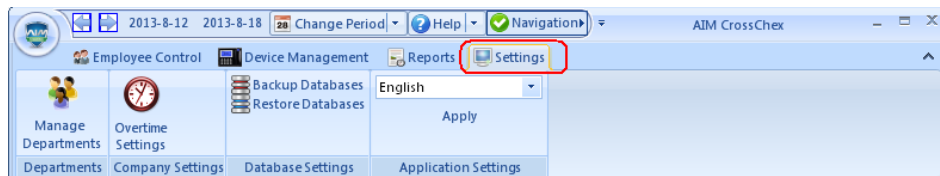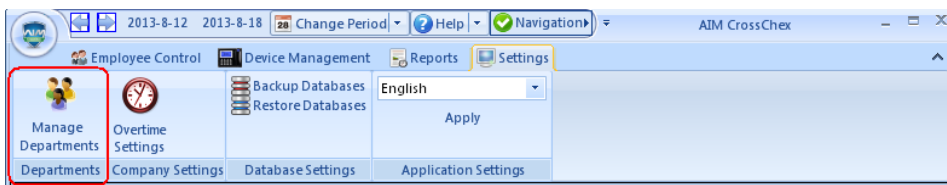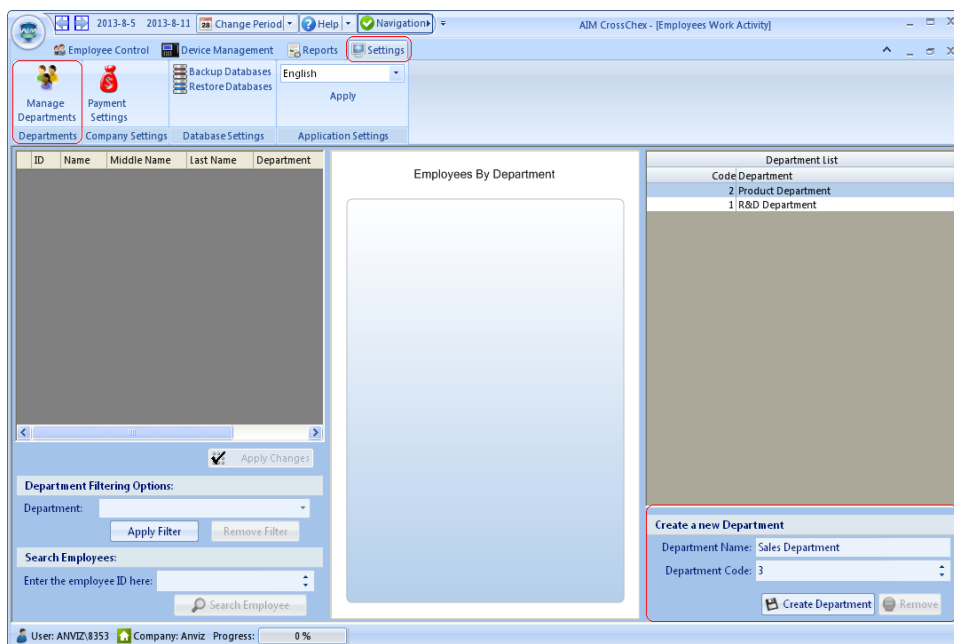

- **Department Name** - Type in the name of the new department. The allowed number of character is 0-250. These names should match the existing department names in your organization. Example: Human; Resources; Contractors; Staff; Administration; Executive.

- **Department Company Code** - Type in the Company Code (0-99999999) for this department. This should reflect the current internal department code used in your organization today.

- Once the department name and code have been defined, click the "**Create Department**" button at the bottom.

3.2.2 Delete Departments

To delete the Department：

Select the department need to be removed. Then Click the "**Remove**" tab.
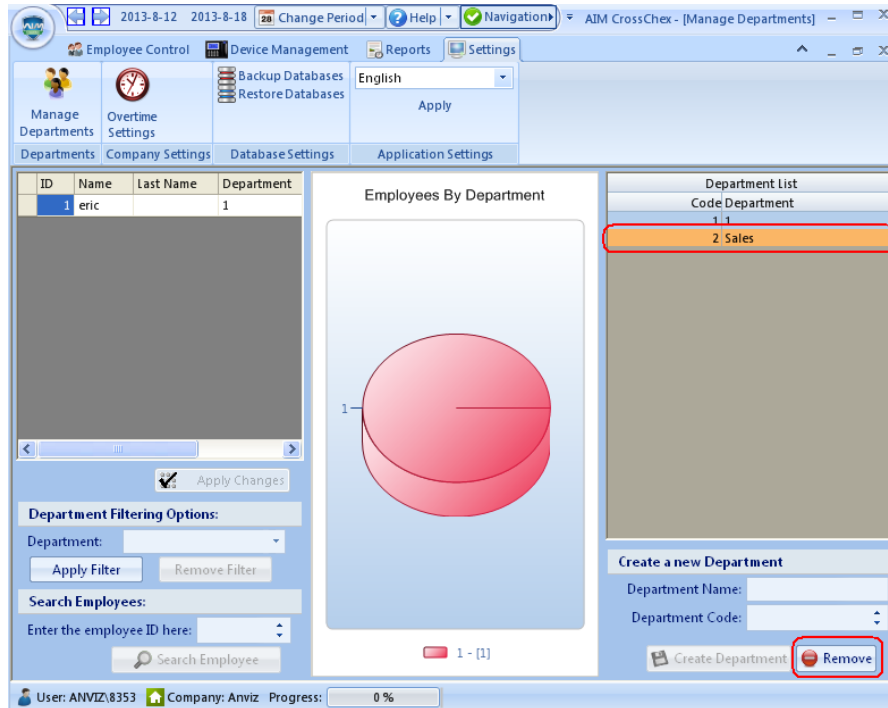
3.2.3 Change Assigned Employee Department

To change the employees assigned department, simply click inside the field entitled "**Change Department**" from the employee list. Select the department from the drop down menu that you wish to move the employee to.

Once the correct department name is displayed in the "**Change Department**" field, click the "**Apply Changes**" button at the bottom of the employee list.
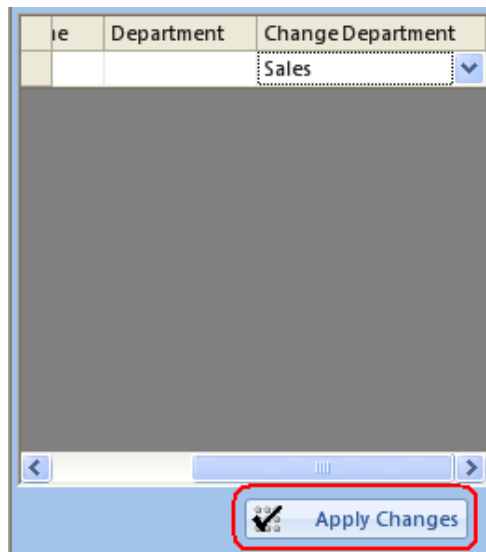
Additionally, the department can be changed through each individual employee profile under the "**Department Information**" Tab at the bottom of the employee profile screen.

3.3 Add Employee

3.3.1   Manually input Employee Information

Click on the "**Manage Employee**" button to Add, Remove, Modify or Search Employee Profiles.
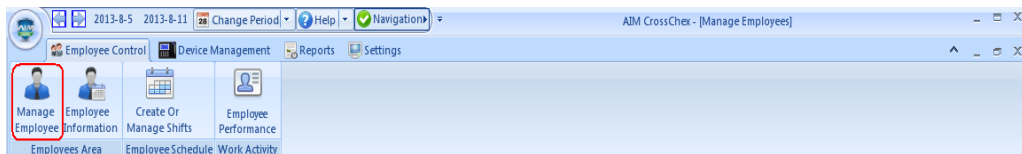
The following screen will be displayed:
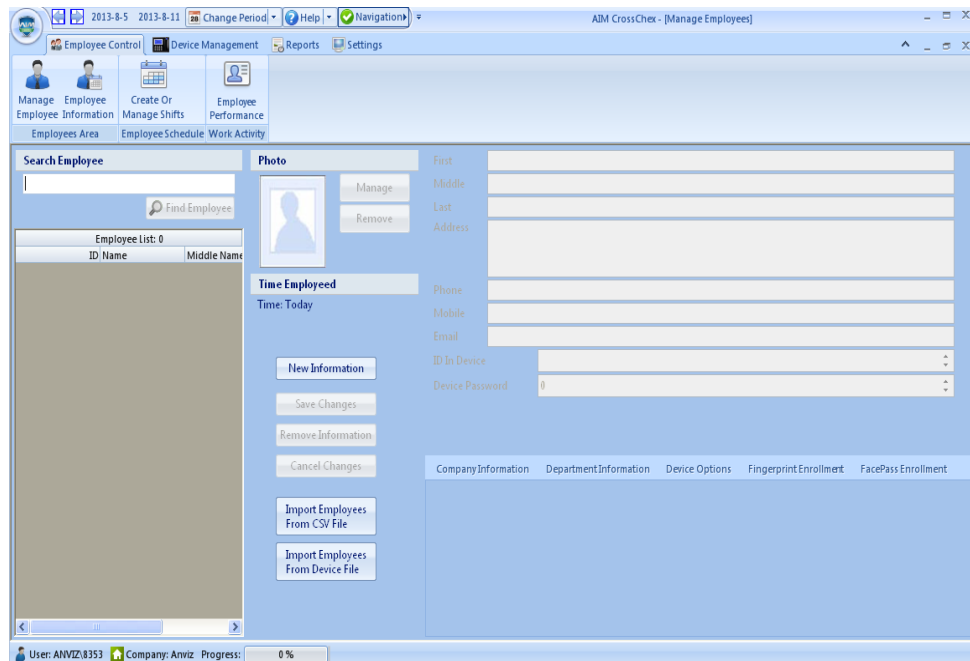
3.3.1.1 Basic Information

To add a new employee:

1 Click the "**New Information**" button in the middle of this window.
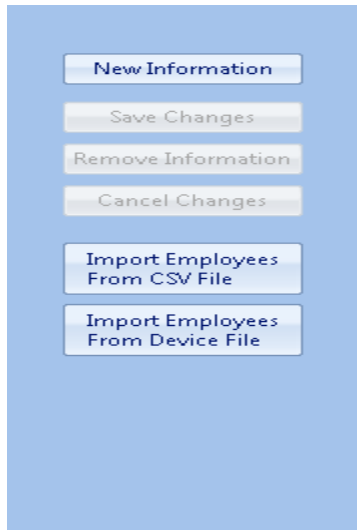
2 Fill in all appropriate Employee information fields such as First Name, Middle Name, Last Name, Address, Phone numbers, email, ID Number, Device Password and Photo (Image size<=8KB, Image Format: JPEG, GIF, BMP, PNG, TIFF.).

Note:

The minimum required fields are First Name, Company ID and ID in Device. ID in Device will be the same number used when enrolling an employee fingerprint on your time clock.

The maximum number of characters of each item:

|			
First Name:	20 Characters	Phone:	18 Characters
Middle Name:	20 Characters	Mobile:	18 Characters
Last Name:	100 Characters	Email:	250 Characters

Range of values:

ID In Device: 0 - 999999999999   Devicepassword: 0-999999

More information can be found on the bottom section of this window, there are several tabs including Company Information, Department Information, Device Options, Fingerprint Enrollment, FacePass Enrollment.

3.3.1.2 Company Information

Company Information setting for employees:

The Company Information Tab includes the following settings:

- **Employee Status** - This will be set to Active or Inactive. If set to Inactive, then this employee list is the only list that the inactive employee will show up in throughout the application.
- **Allow calculate overtime for this employee** - Check this box if the employee has been approved for overtime.
- **ID Card** - This would be a current ID Card number assigned to the employee. The maximum number of characters is 20.
- **Company Number** - This is the employee number assigned by the company (0-999999999999).
- **Employed Since** - The date of the employee be haired.
- **This employee does not require a schedule** - Check this option if you do not require a specific schedule be set for this employee. Without a set Schedule, which defines a Start Time and End Time of the work Day, then the Late/Tardy Report cannot be used for this employee, nor can the Time Rounding options be used. Both of these features require a Start Time and End Time to function properly. This is most commonly used for more flexible work hours where total hours on the clock need to be reported as regular work time.
- **Select Pre Set Option** - Choose the overtime calculate policy that will be applied to this individual employee by choosing it from the drop down menu. See the Overtime Settings article of the Settings section of this guide to configure your company overtime calculate policies.

Note：

The first available number in the employee list beginning at "1" will be auto-populated in the Company Number Field. This same number should be used in the ID in device field as well as during fingerprint enrollment on the time clock.

3.3.1.3 Company Information Tab

Department Information setting for employees

The Department Information Tab includes the following settings:

- **Department** - Set department for employees.
- **Position** - Set positions for employees. The allowed number of character : 0-250 .
- **Maximum Vacation Hours** - This allows you to set the maximum amount of vacation hours that can be scheduled for the employee. Once the maximum number of hours assigned for Vacation has been scheduled, the software will show a warning of this and will not allow additional Vacation hours to be applied to this employee.
- **Maximum Sick Hours** - This allows you to set the maximum amount of sick hours that can be scheduled for the employee. Once the maximum number of hours assigned as Sick time has been scheduled, the software will show a warning of this and will not allow additional Sick hours to be applied to this employee.

Maximum Vacation Hours / Maximum Sick Hours (The Maximun value: 300 hours) are on a per fiscal year basis and will reset once the fiscal year has rolled over in the software.

3.3.1.4 Device Options Tab

The Device Options Tab includes the following settings:


- **Device User** - Employee will be a device User. This is the default setting for every enrolled employee. Device Users have no access to the device Firmware menus.

- **Device Administrator** - Employee will be a device Administrator. Device Administrators have full access to the firmware menus and can perform all functions required to enroll new employees and configure the device settings.
- **Identification Method** (May not apply to all devices):

- Fingerprint Only : Only Fingerprint verification will be required (Can be used in combination with ID + PW and/or Card Only)
- FP + Password **:** Fingerprint plus a password will be required for verification
- FP + Password + Card : Fingerprint plus a password plus an ID Proximity Card will be required for verification
- ID + Password : ID Number plus a password will be required for verification (Can be used in combination with Fingerprint Only and/or Card Only)
- ID + Fingerprint : ID Number plus a Fingerprint will be required for verification
- ID + Password + FP : ID Number plus a Fingerprint plus a password will be required for verification
- Card Only : Only Proximity Card verification will be required. (Can be used in combination with ID + PW and/or Fingerprint   Only)
- Card + Password : Proximity Card plus a Password will be required for verification.
- Card + Fingerprint : Proximity Card plus a Fingerprint will be required for verification.

3.3.1.5 Fingerprint Enrollment Tab

This section can be used to capture the employee fingerprint directly into the software database using the U-Bio USB fingerprint reader. Once captured, this fingerprint can then be uploaded to any or all connected devices for employee authentication.
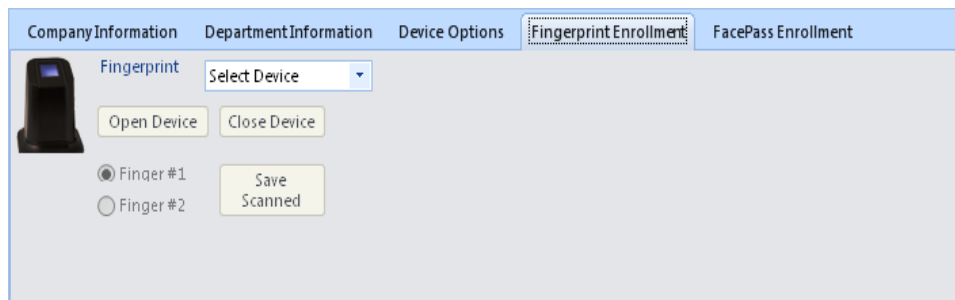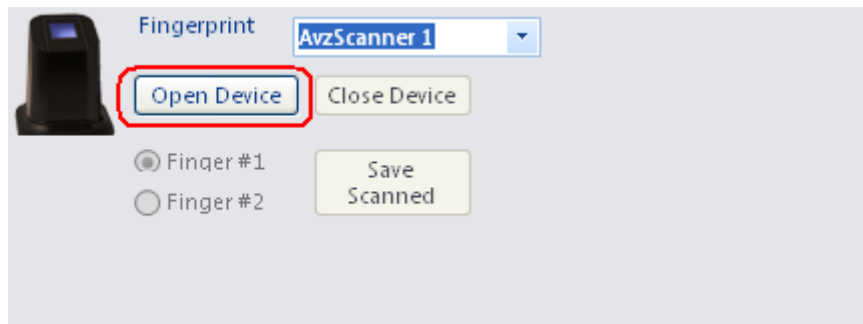

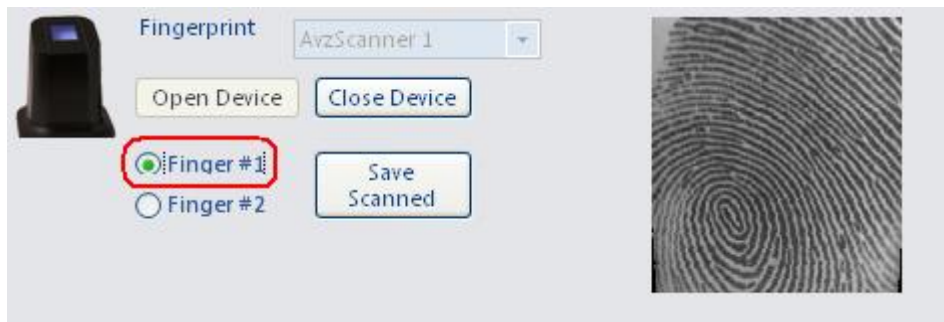Connect the U-Bio USB fingerprint reader to the computer running the AIM-CrossChex Standard software.
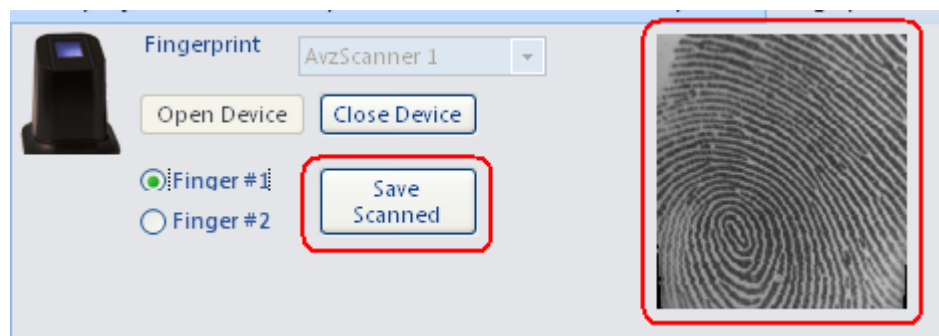
1   Select the U-Bio scanner from the drop down menu:
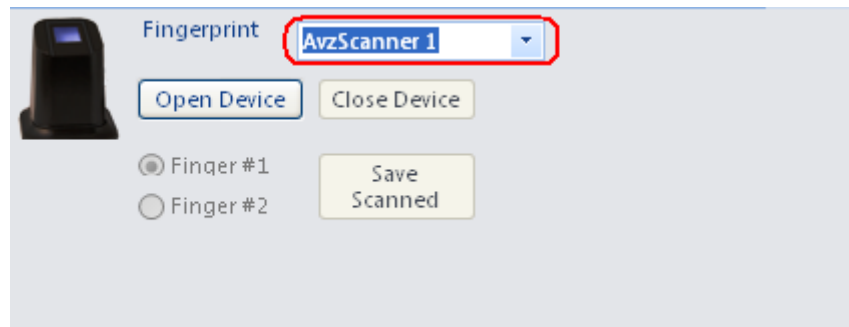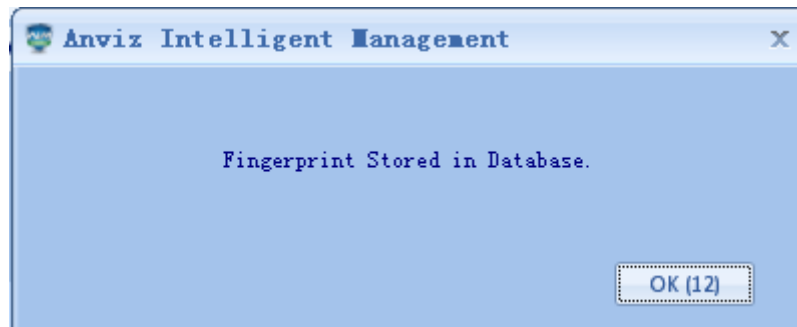
2   Click on "**Open Device**"

3   Select the "**Finger #1**" radio button and place the first employee finger on the Anvizfingerprint sensor.
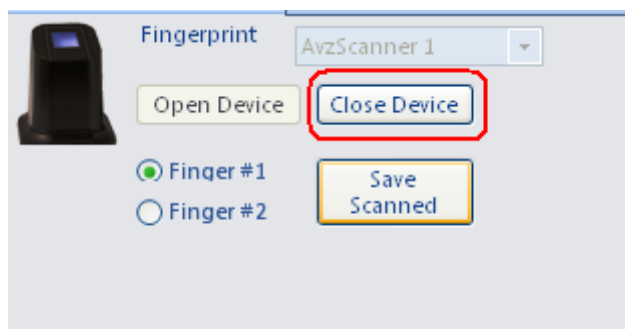

4   With the finger still on the sensor, click the "**Saved Scanned**" button.

5   A message will appear that reads, "**Fingerprint Stored in Database**" if this process is successful.

6   Repeat the steps above to capture "**Fingerprint #2**" if required or desired.

7   To complete this fingerprint capture process, click on "**Close Device**".

8   Once all Employee information is entered, captured and complete, Click the "**Save Changes**" Button.
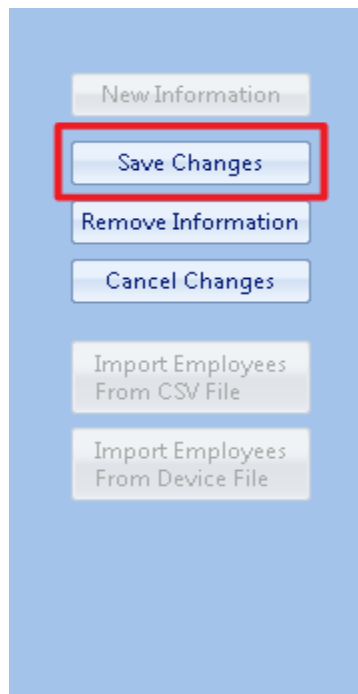
3.3.1.6 FacePass Enrollment Tab

This section can be used to capture the employee face template directly into the software database using the ANVIZ FacePass device. Once captured, this face template can then be uploaded to any or all connected FacePass devices.
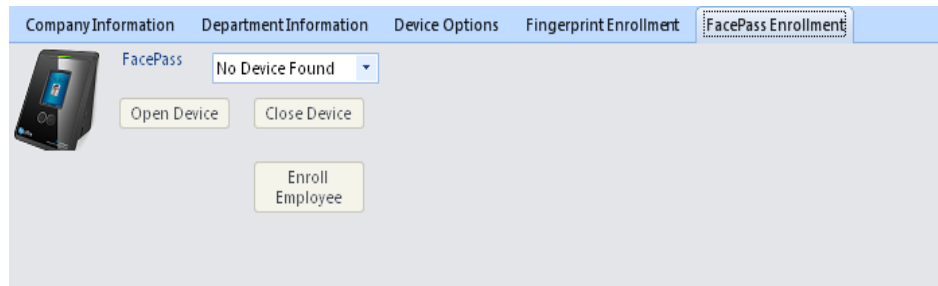

Connect the ANVIZ FacePass Basic device to the network via IP address. Once connected, Add the Device to the software using the device serial number and the validation code provided. See the Add a Device article under the Device Management section of this manual for information on adding a new device.
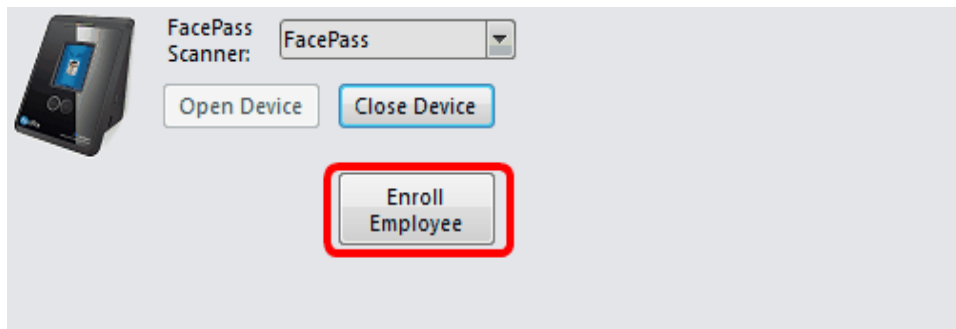
1 Select the FacePass device from the drop down menu:
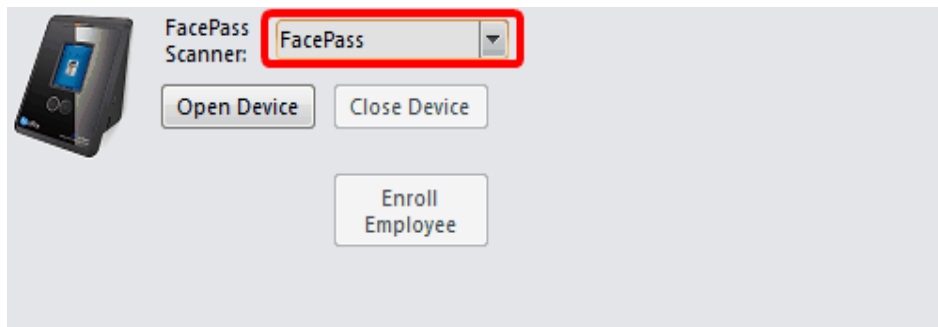
2 Click on "**Open Device**"
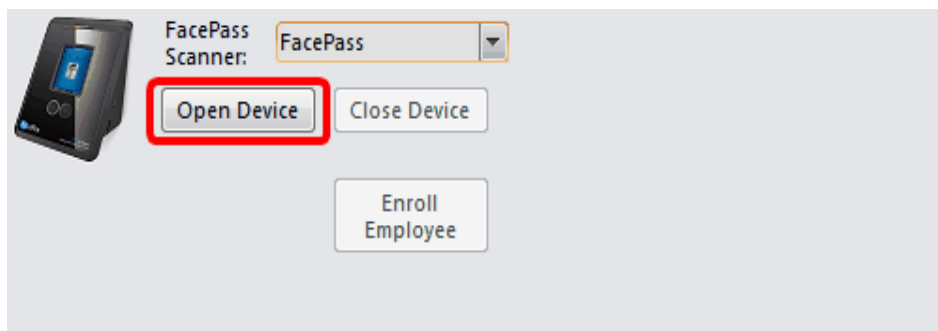
3 The "**Enroll Employee**" button will now be available. Click the "**Enroll Employee**" button.

4   The FacePass device will now be put into Enrollment mode. The employee will be required to look into the camera of the device until it captures a quality face template. Once enrollment at device is complete, a message will appear in the software as follows:
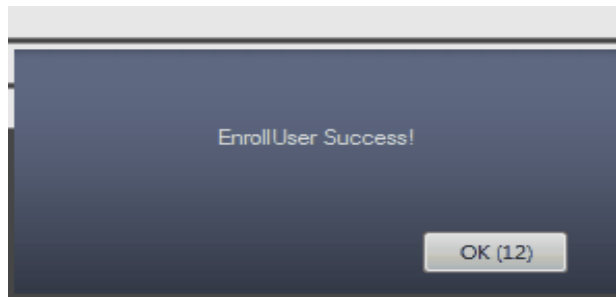
5   To Complete this face capture process, click on "**Close Device**"
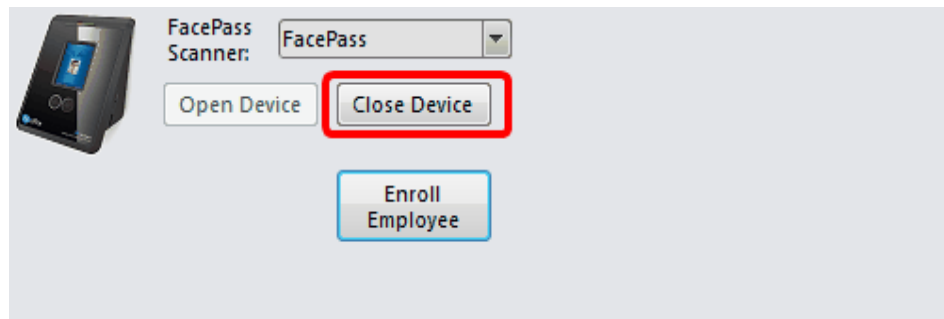
6   Once all Employee information is entered, captured and complete, Click the "**Save Changes**" Button.
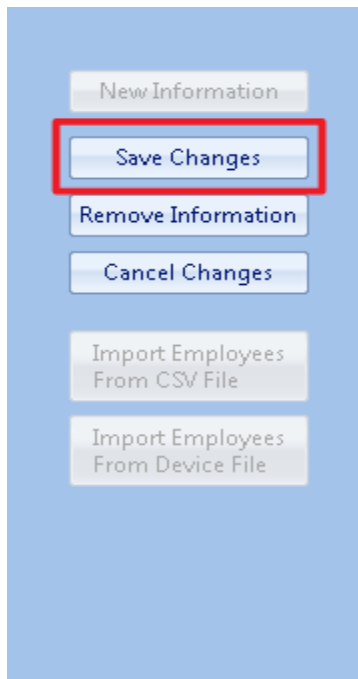
This employee face template can now be uploaded to any connected device by following the "**Upload Employee to Device**" article of the "**Device Management** " section of this manual.

When new employees are added to the system, they will show up under the "**Employee List**" located on the left hand side of the screen.
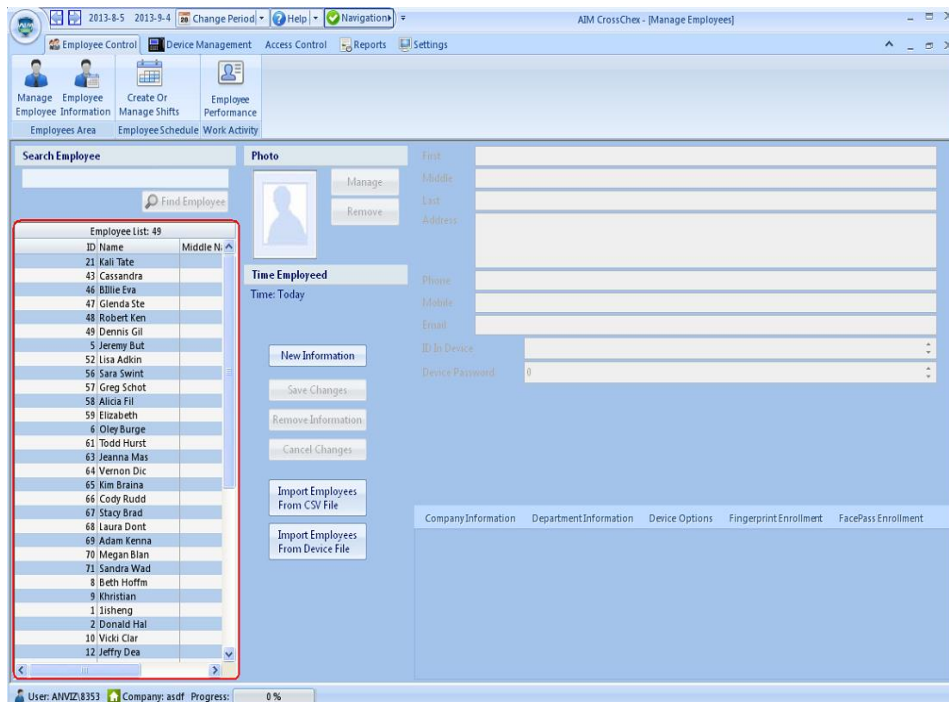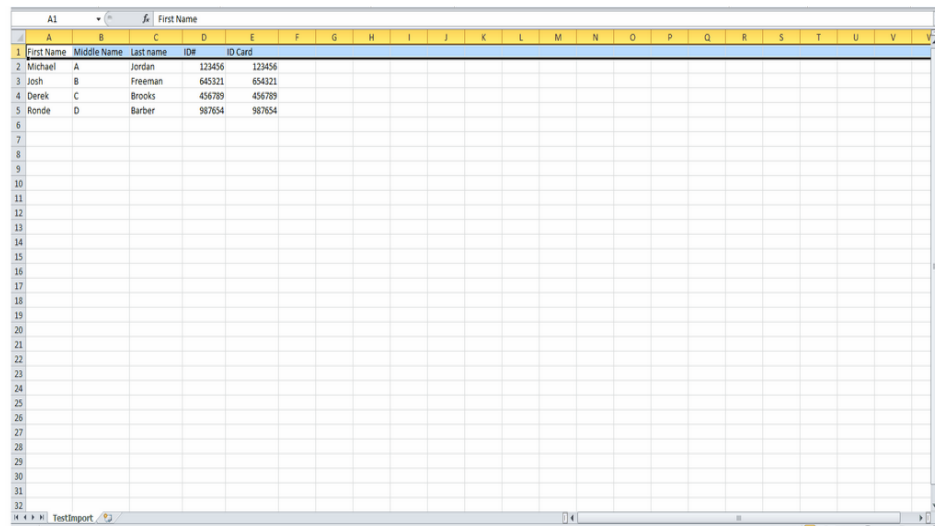
3.3.2 Import Employees From CSV File

The AIM-CrossChex Standard software gives you an option to Import large quantities of users at the same time by using its Advanced Import feature.

You will need to create a .csv file in Microsoft Excel.

1. Open a new file in MS Excel. It should be formatted as follows:

2. The Column Headings should match the following user fields within the employee profile section: First Name, Middle Name, Last Name, Address, Phone, Mobile, Email, ID in Device, Device Password, Company Number and ID Card Number. Not all of these fields are required, but they can be included in the import.

3. Once you have all of your employees information completed, Click File > Save As. The following window will appear:
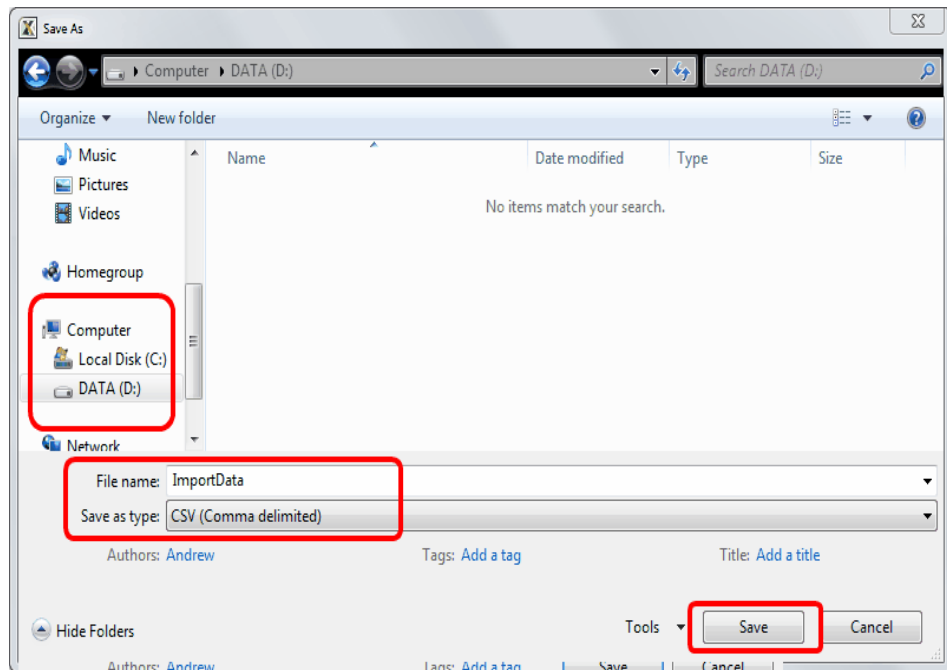
4. Choose the location to save the file. It is recommended to save this file on your local hard drive.

5. Choose the filename by typing the name you wish to use in the File Name field. Choose the Save as Type of .CSV (Comma Delimited), then click "**Save**".

6. Once you have this .CSV file created, click on the "**Import Employees From CSV Files**" button under Employee Information.
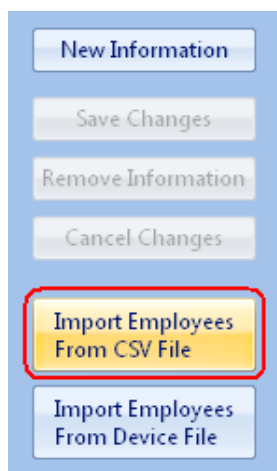
7. The following window will appear: Click "**Next**"
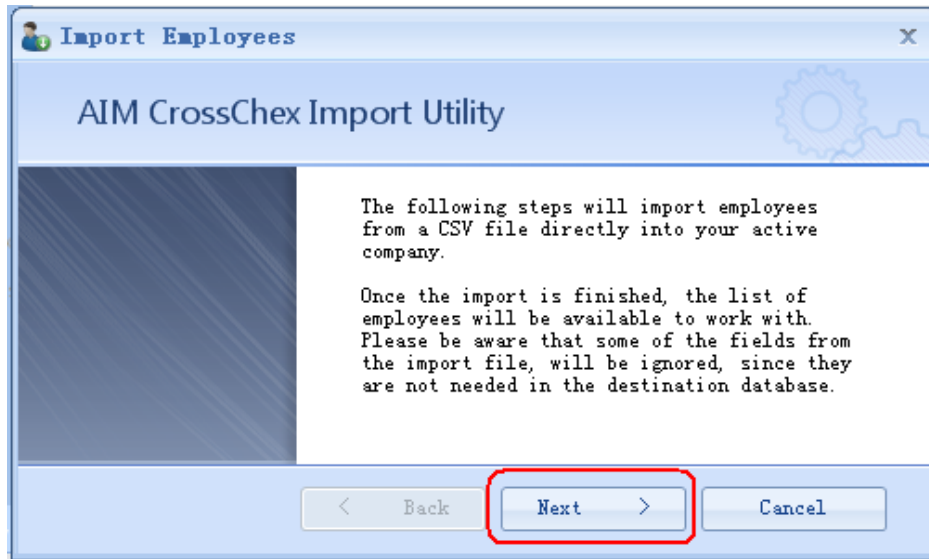
8. Choose the .CSV file that was previously created by clicking the "**Browse**" button.
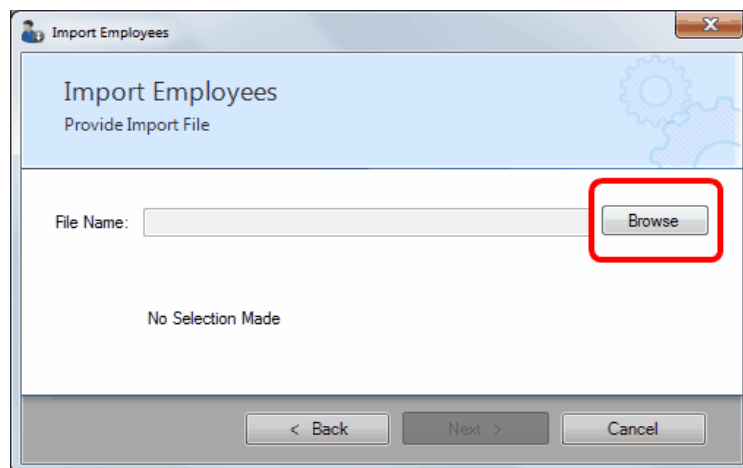
9. Select the Import File created above from the location in which it was previously saved, and then click the "**Open**" button.
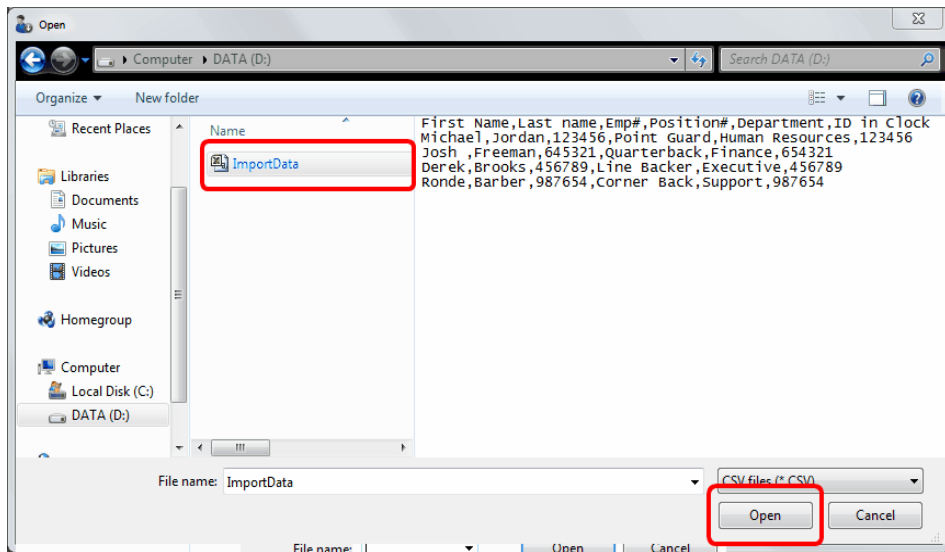
10. Verify the information of this .CSV file in the quick preview area. If all appears correct, click "**Next**".
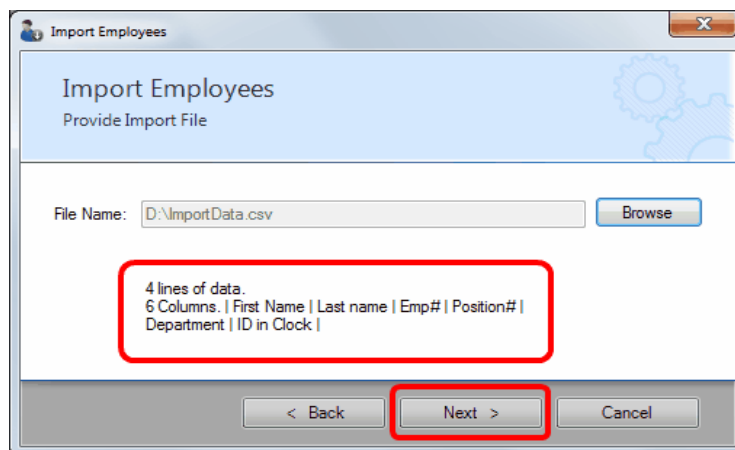
11. Select the "**Source**" file headings that will match with the appropriate "**Destination**" fields in the database by using the drop down menus. Then click "**Next**".
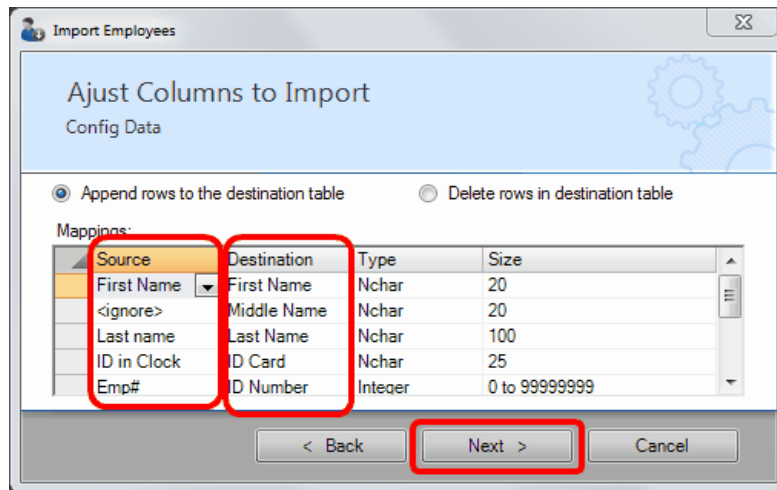
12. Verify your selections in the next window. This should only display the fields that you have chosen to map. If everything appears correct, click "**Next**".
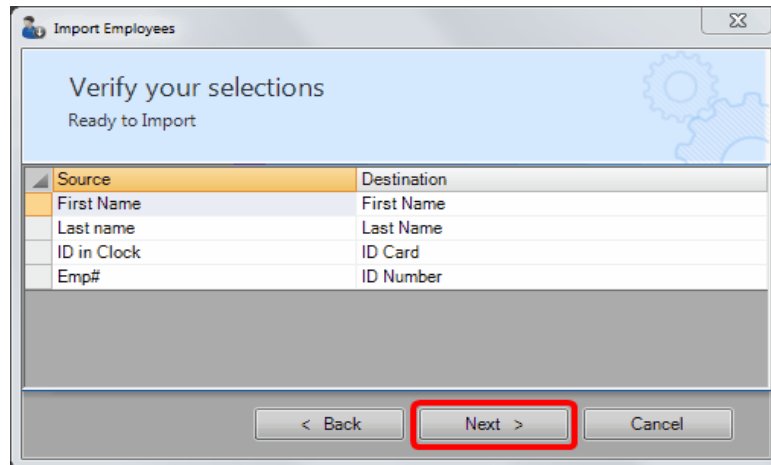
13. The next window will start the import process. click "**Next**" to Finish.
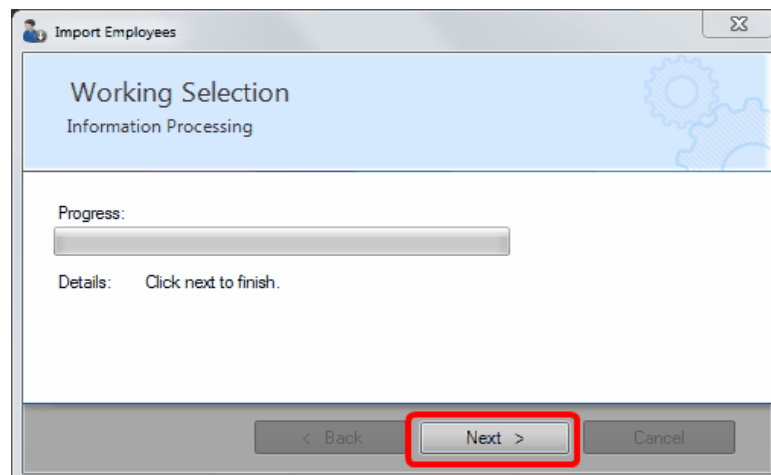
14. You should receive a message that the process completed successfully. Then click "**Finish**". You should now see the employees that were imported in the "**Employee List**".
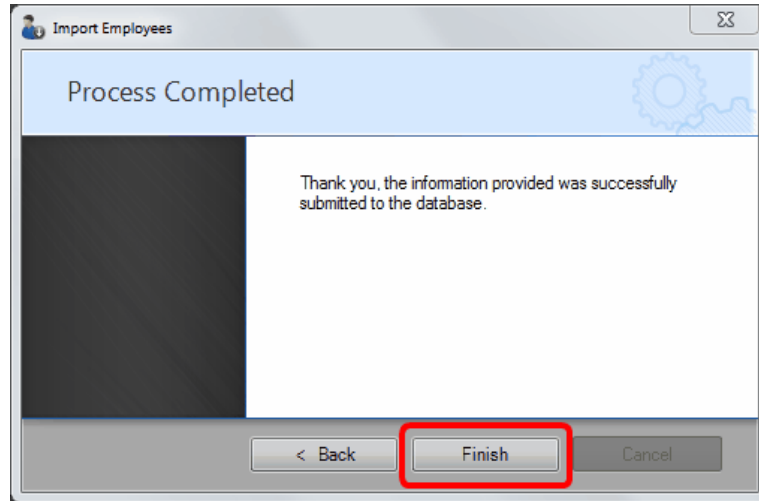
15. To complete the employee profile information, double-click an employee name from the list, and fill out all appropriate fields in the employee profile form.

Employee List: 4		
ID	Name	Last Name
123456	Jordan	Michael
645321	Freeman	Josh
456789	Brooks	Derek
987654	Barber	Ronde

### 3.3.3 Import Employees From Device File

Export the employee information following the Device Operation Guide first and then Click on "**Import Employees From Device File**" tab.
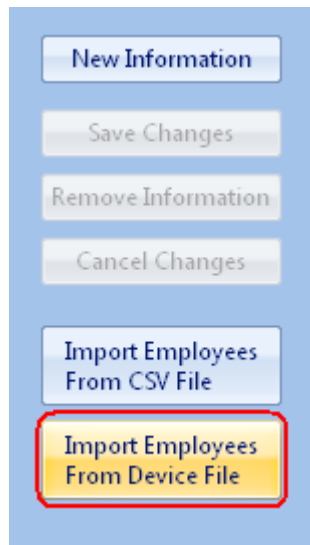
Then choose the exported file (File name:YG, YG2, YG5) in the open dialog, the employees on the device will be imported to CrossChex Standard, You can see the imported employees in the Employee List.

3.4 Overtime Settings

Click on the "**Overtime Settings**" button on "**Settings**" tab.
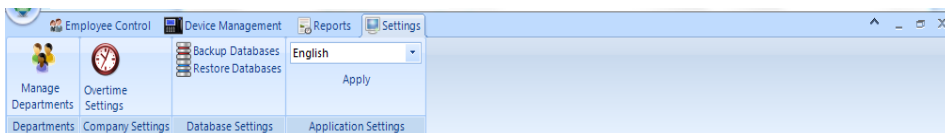
The Overtime Settings Center window will appear:
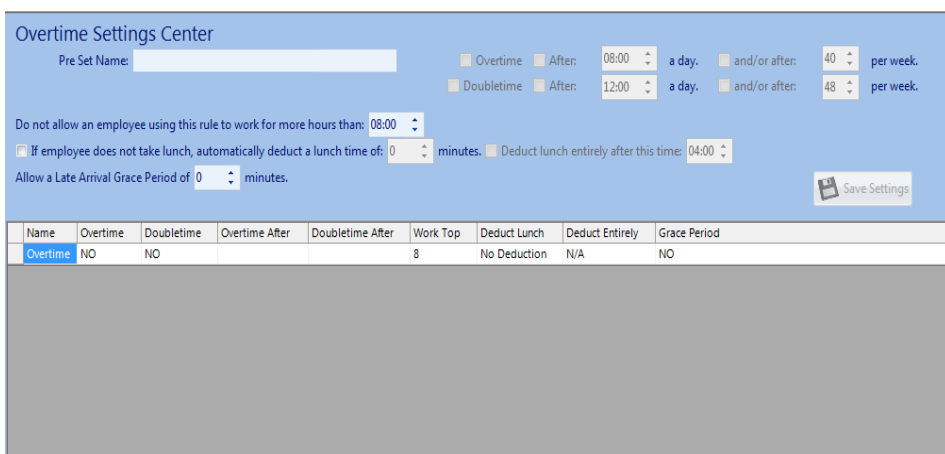
Overtime Settings Center:

- **Pre Set Name** - Choose a name to reference this type of Regular, Overtime, Double-time, Special Project, etc. The allowed number of character: 0-40.

- **Overtime status**:

  – After XX a day - Select this option to allow overtime, but only after a specified amount of hours per day.

  – And/Or after XX per week (0-80 h) - Choose this option in addition to or instead of the previous option to allow overtime, but only after a specified number of hours per week.

- **Double-time status**:

  – After XX a day - Select this option to allow double-time, but only after a specified amount of hours per day.

 – And/Or after XX per week (0-80 h) - Choose this option in addition to or instead of the previous option to allow double-time, but only after a specified number of hours per week.

- **Do not allow an employee using this rule to work more than XX** - This option will restrict employees using this payroll rule to a specified amount of over-time hours to eliminate overtime rule abuse.

- **If Employee does not take lunch, automatically deduct a lunch time of XX minutes (0-120 min)** - Configure the number of minutes to auto-deduct from the employees work day if they do not clock out for a lunch break.

- **Deduct Lunch entirely after this time** - Configure the numbers of minimum hours required for a shift before automatically deducting time rule is applied.

| Name	Overtime	Doubletime	Overtime After ▲	Doubletime After	Work Top	Deduct Lunch	Deduct Entirely	Grace Period
holiday	NO	NO			12	Deduct 30 minutes at any time	NO	NO
Overtime-R&D	NO	NO			8	Deduct 30 minutes at any time	NO	NO

3.5 Database Settings
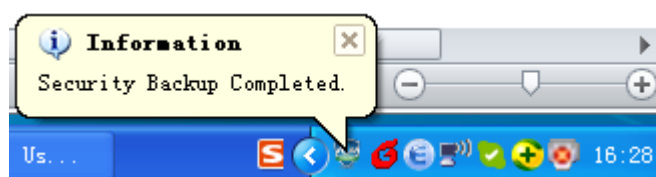
3.5.1 Backup Database

To back up the database, click the "**Backup Database**" option.
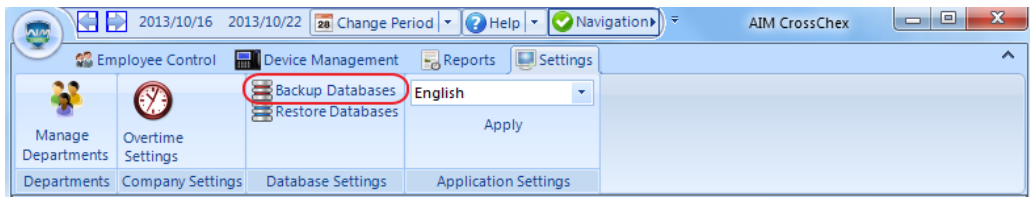
Browse to a location that you wish to save this backup. It is recommended to save this backup in a remote or offsite location.
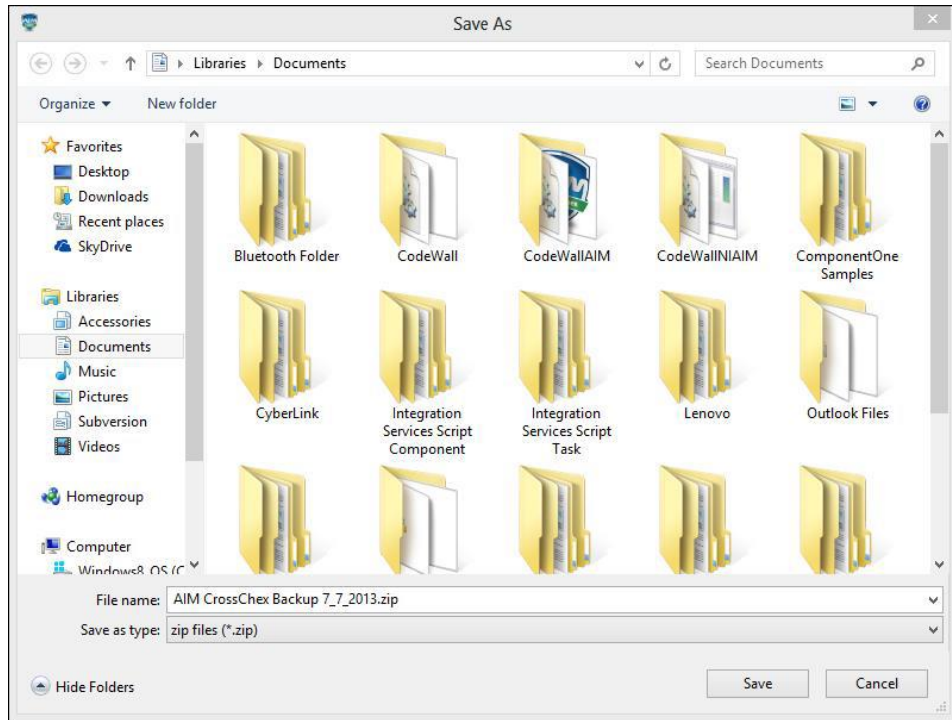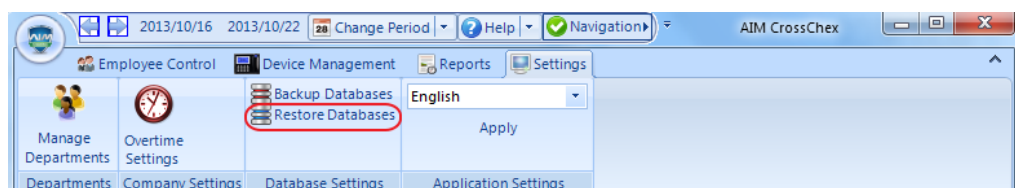

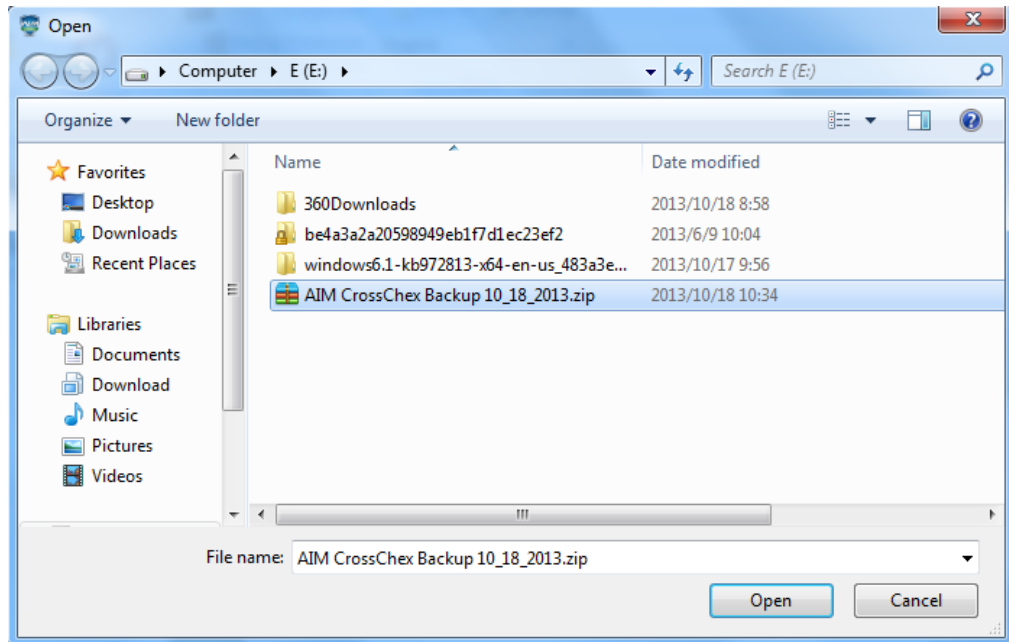Then click "**Save**" button to save it. The following window will appear:

3.5.2 Restore Database

Click the "**Restore Database**" button.

Browse to the location where the backup was saved and select the backup file you wish to restore, and then click the **"Open"** button.

4 Attendance Schedule

4.1 Create or Manage Shifts

The AIM-CrossChex Standard application requires Employee Shifts, by default, to calculate when an employee is on-time or tardy for work. On-Duty hours worked during the employees scheduled shift will show up in the Regular worked hours field. On-Duty worked hours which is outside of the Employees scheduled shift will show up as Out-of-Shift work hours, and would not be calculated as worked hours for payroll processing. Out-of-shift time can be approved in two clicks. Shifts can be created for individual employees, or they can be assigned to an entire department or organization at once. e.g. Mon-Fri; 8am-5pm can be assigned to the entire company at once.
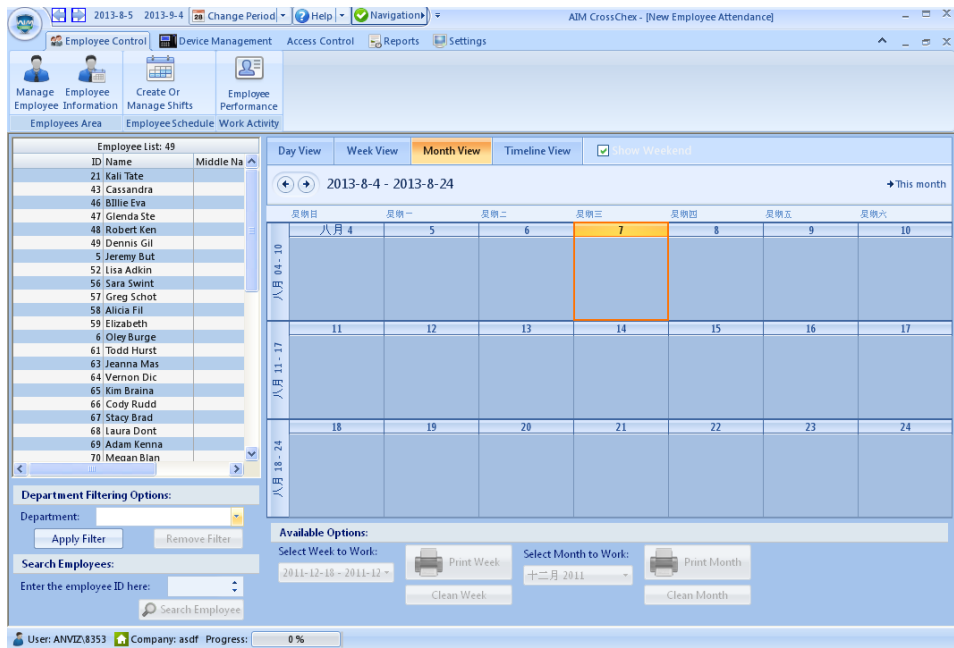
Creating and Managing new employee shifts and schedules can be accomplished by clicking on the "**Employee Control**" tab.
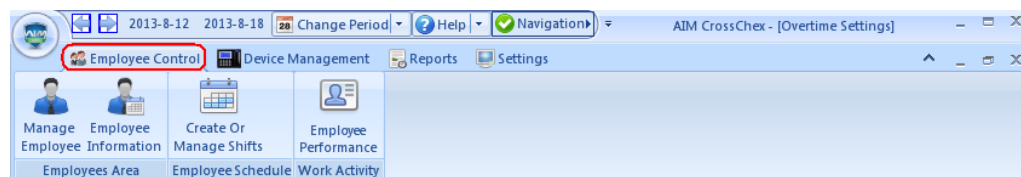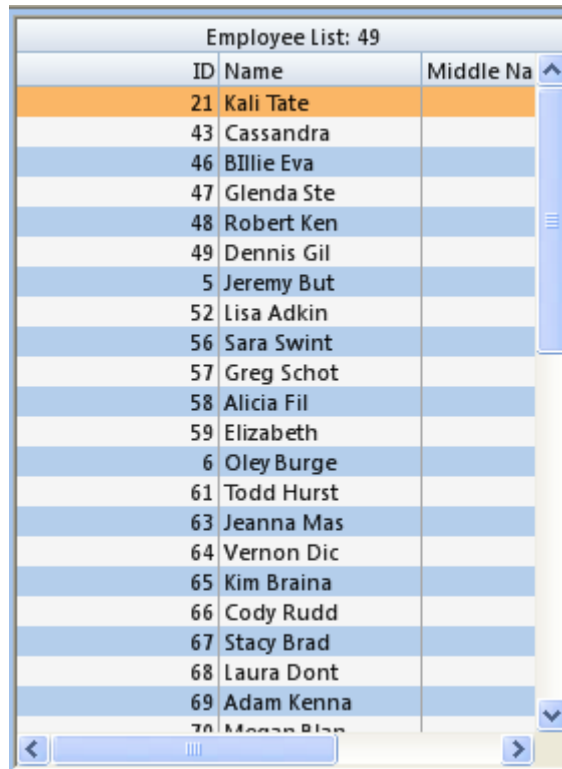

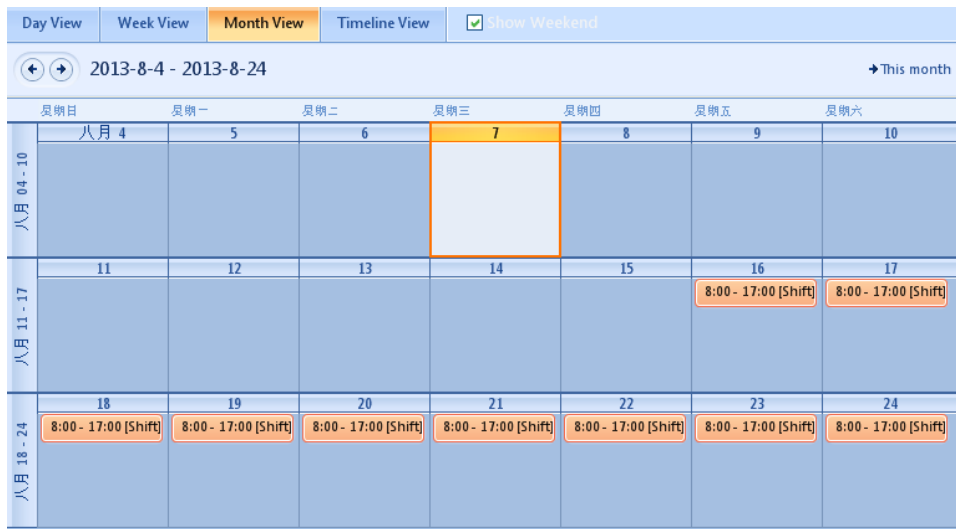Next, click on the "**Create or Manage Shifts**" button.
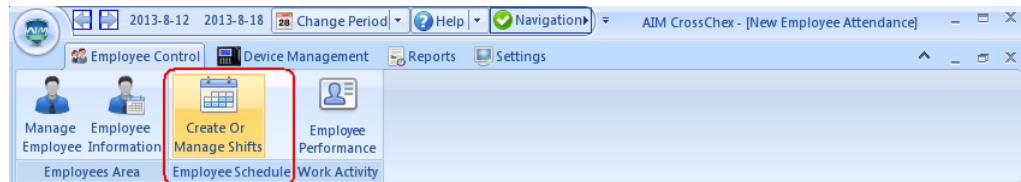
The following window will appear:

To preview an employee's shift or schedule on the calendar, click on an employee from the "**Employee List**" to highlight them.


You will see a preview of the employees scheduled work time on the calendar

View Options:

- **Day View** -This option will display only one day on the calendar above.
- **Week View** - This option will display a five day work week on the calendar above.
- **Month View** - This option will display a month on the calendar above.
- **Timeline View** - This will display the schedule in a timeline view.
- **Show Weekend** - Selecting this option displays weekend days on the calendar above.
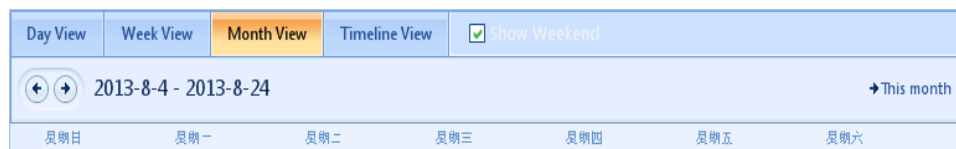

Other Available Options:

- **Select Week to Work** - Select the week in which you wish to print or clear.
- **Print Week** - This option will print the employees schedule for the Selected Week to Work.
- **Clean Week** - This option will clear the employees schedule for the Selected Week to Work.
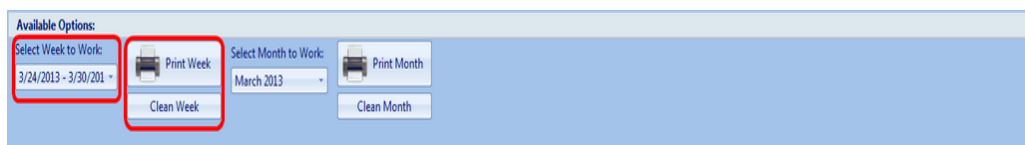
- **Select Month to Work** - Select the Month in which you wish to print or clear.
- **Print Selected Month** - This option will print the employee schedule for the entire month for the Selected Month to Work.

- **Clean Selected Month** - This option will clear the employee schedule for the entire month for the Selected Month to Work.
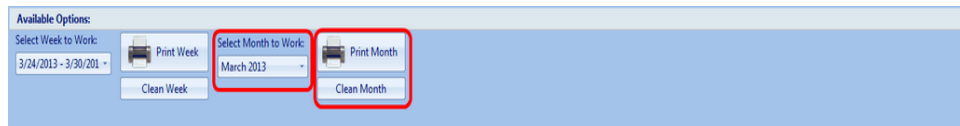

4.1.1 Create the Shift

To create or modify a shift or schedule for an employee, select an employee from the Employee List and double-click the appropriate date on the calendar shown above. You may also right-click the day you wish to start to schedule and choose "**New Appointment**" from the menu that appears.
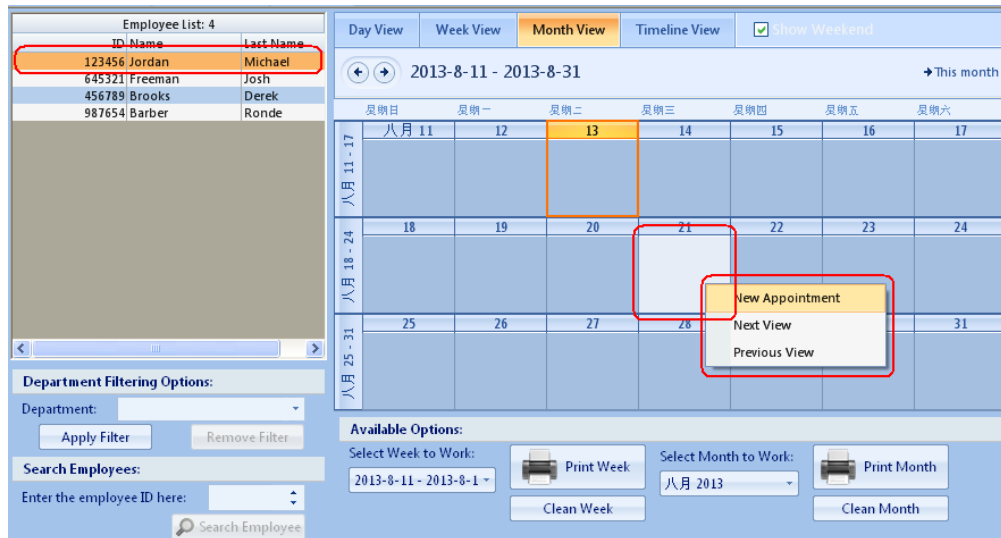
Or just leave your mouse over the calendar, there will be a tip show as follows:
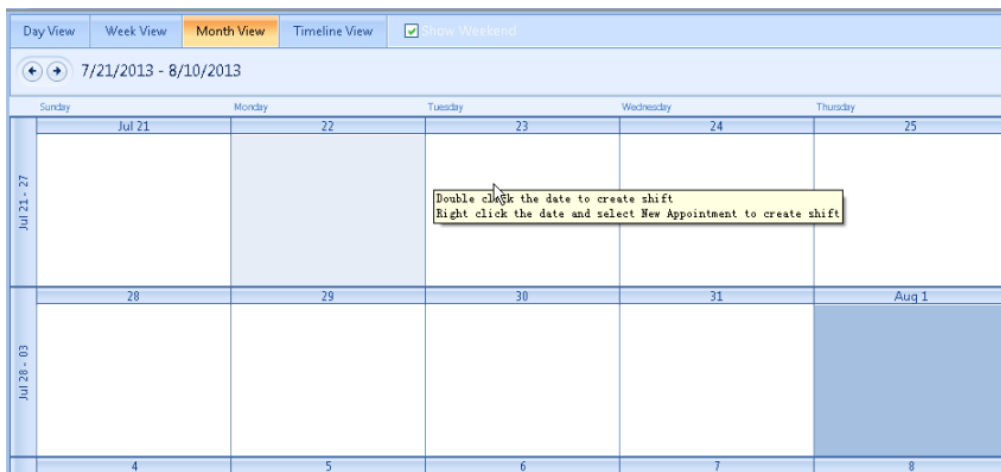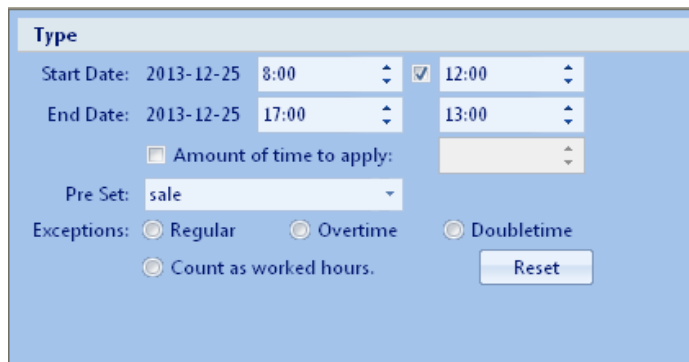

The following window will appear:
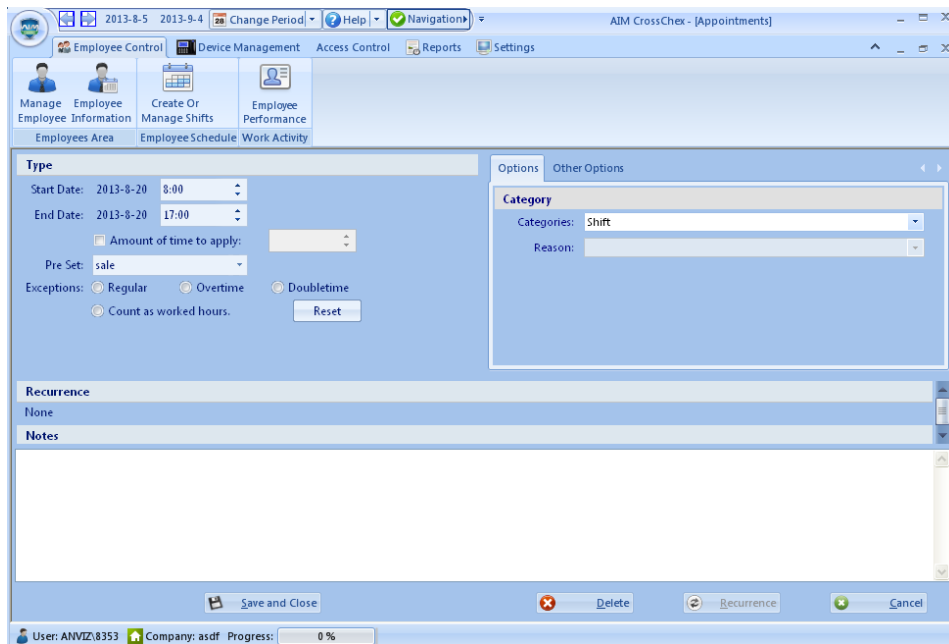
4.1.1.1 Set the Type

To set shift type:

- **Start Date** - Start Date and Time for the new shift.
- **End Date** - End Data and Time for the new shift. (Choose whether to include a lunch time period or not by selecting the Check box to the left.)
- **Amount of time to apply** - Enter the number of hours to apply regardless of time setting above.
- **Pre Set** - Select the type of overtime to apply. New overtime types can be created through the Overtime Settings button under the Settings tab.
- **Exceptions** - Choose whether time worked will be applied as Regular, Overtime, Double-time or Worked hours.
- **Reset** - Click this button to reset all the options selected on this form.

4.1.1.2 Set the Recurrence

If this shift will be a recurring shift, click on the "**Recurrence**" button at the bottom.
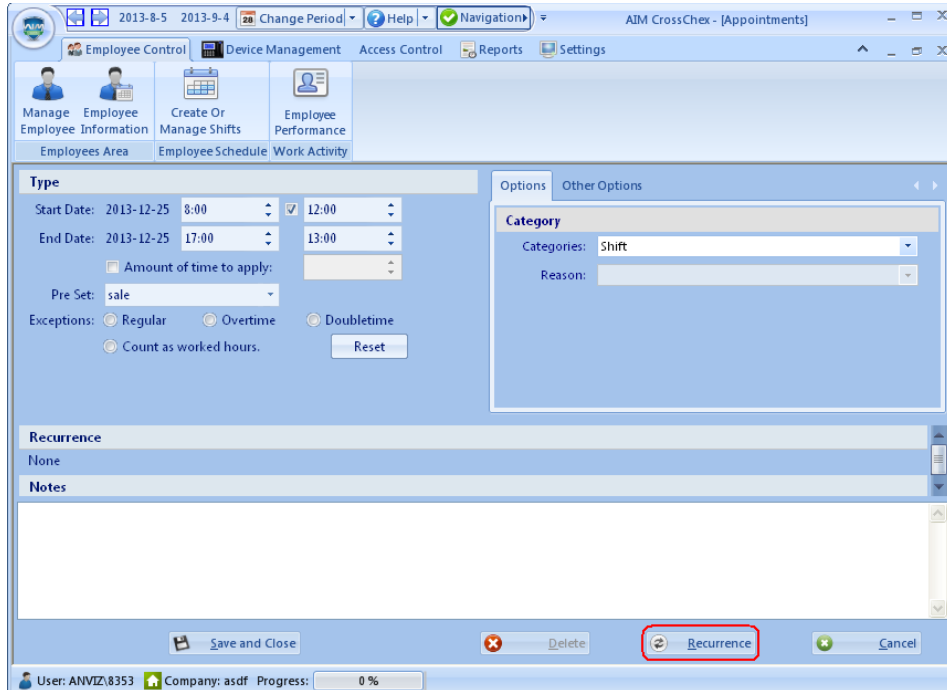
The following window will appear:
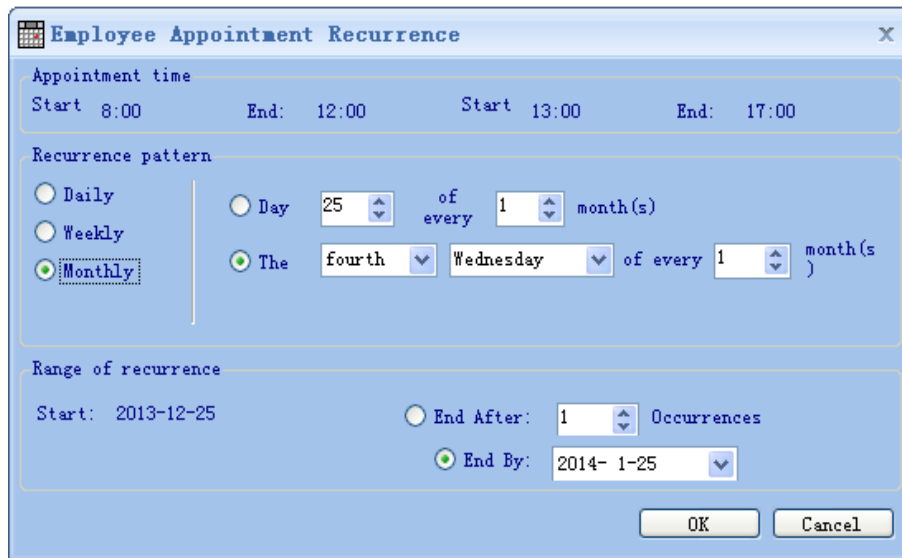
Appointment Time - Shows a preview of the new shift for which you are setting the recurrence for.

Reoccurrence Pattern - Select the pattern in which this shift will recur as Daily, Weekly, Monthly.


Recurrence Pattern Specifics:

Daily (0-100) – If the appointment recurs daily, the user can choose whether it occurs every day, every other day, or any other combination. The user also can set the appointment recurrence as weekdays (Monday through Friday).

Weekly (0-26) – The appointment occurs at a specified weekly interval on specified days. (e.g. A department meeting is held every Monday at 14:00.)

Monthly (0-6) – The appointment occurs at a specified monthly interval on a specified say, such as the 8th of each month, or the second Thursday of every month.

Range of Recurrence (0-365) – Select the date range in which this recurring shift will span. The recurrence can end after a specific number of occurrences, or end by a specific date.

Click "**OK**" once all recurrence settings are configured to return to the Shift creation Appointments window.
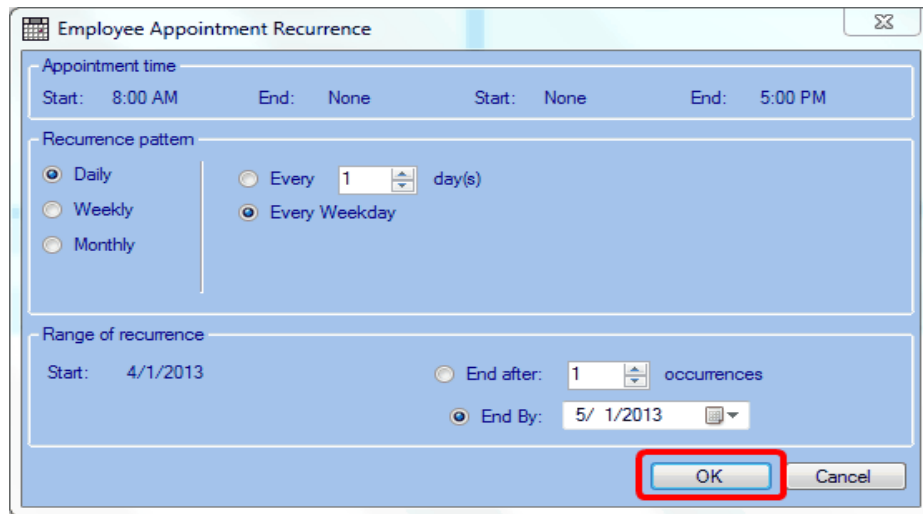
Click Save and Close at the bottom of the Appointments window to save this new shift and return to the Employee Attendance window.

Verify that your new shift has been created properly by double clicking on the appropriate employee from the Employee List. The new shift should display on the calendar in the date range in which it was created.

4.1.1.3 Category

Categories – Choose the category that this schedule will fall into: Shift, Sick, Vacation, Holiday, Personal or Call No Work.
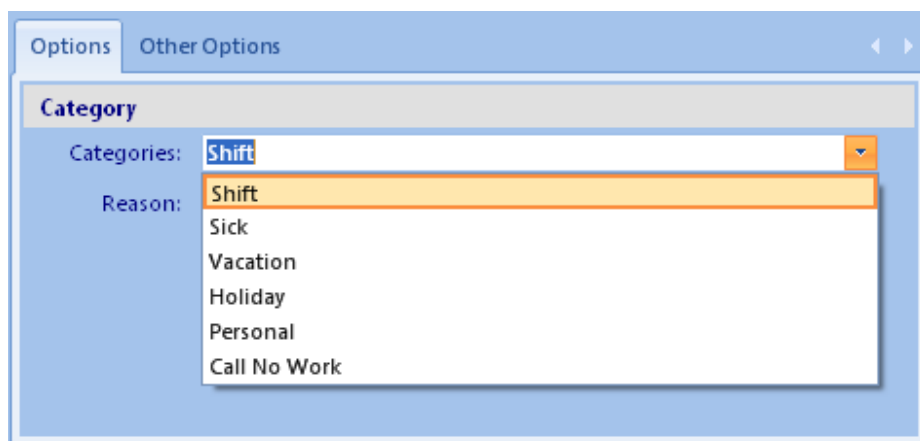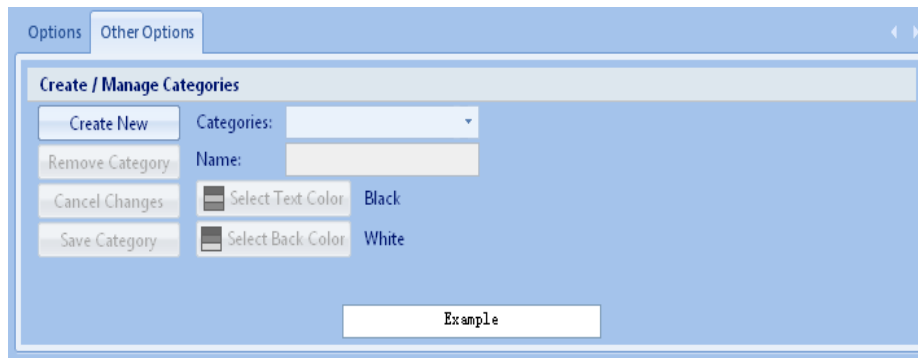

Call No Work has sub-options that will appear in the drop down menu below.

4.1.1.3.1 Create / Manage Categories

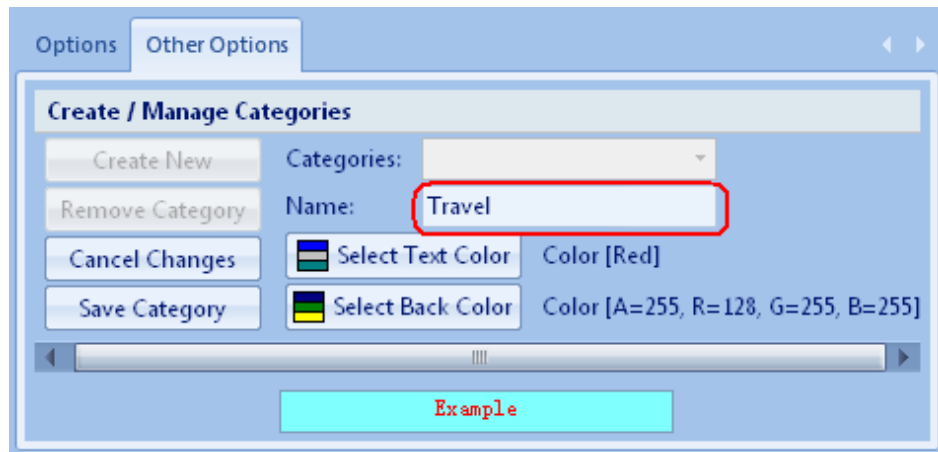Under "**Other Options**" tab, you can create/manage categories.
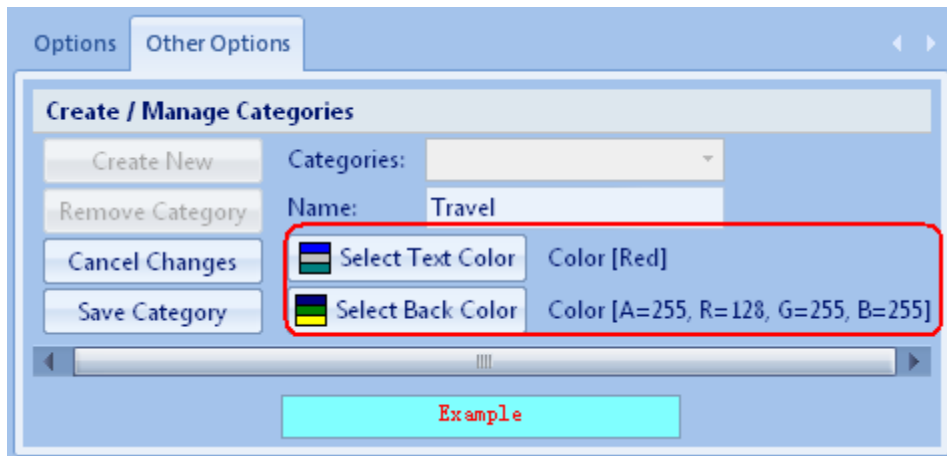

Create a new category:

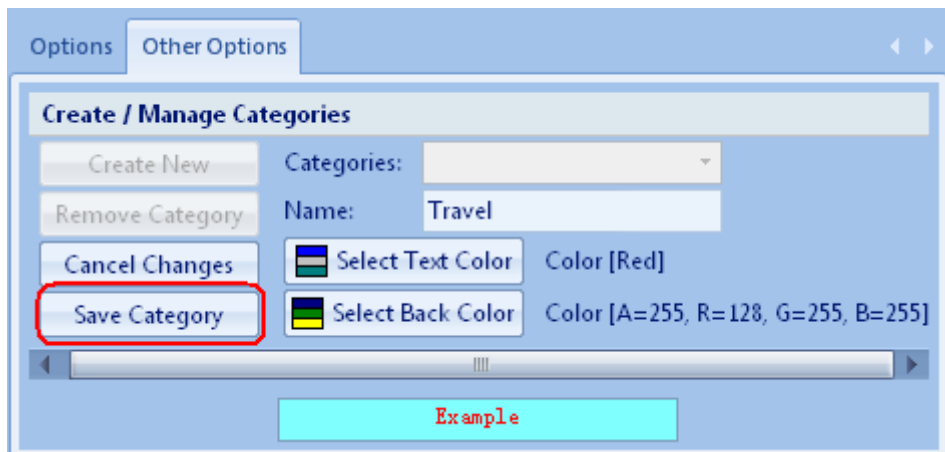1   Click "**Create New**" button to create a new category.

2   Type in a new category name in the "**Name**" field (0-50 characters).

3   Select a Text Color and a Background Color for this new category by selecting the appropriate button:

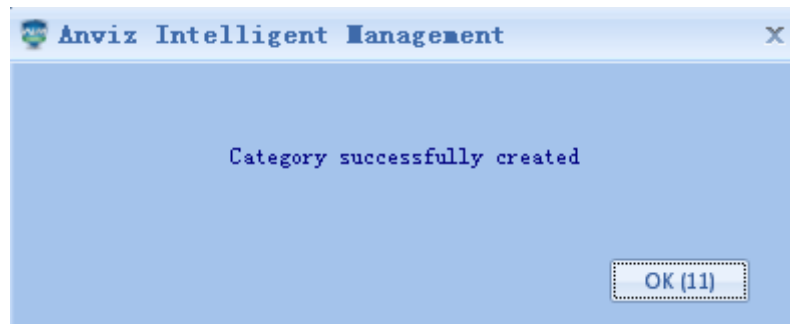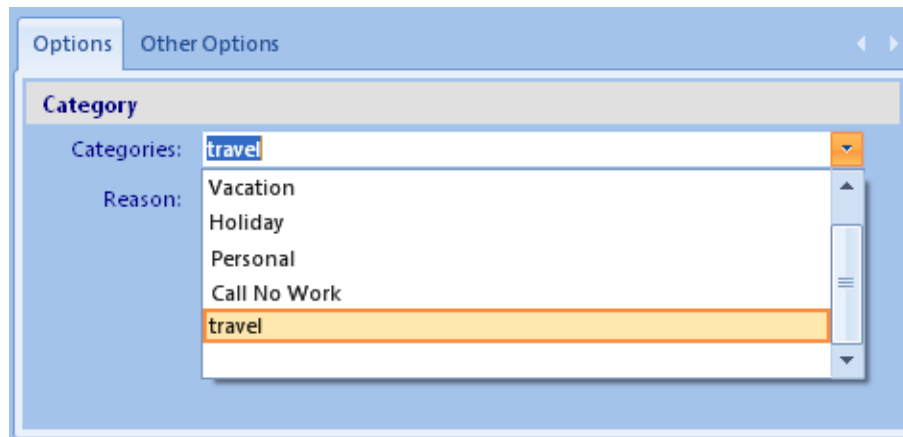4   Click the "**Save Category**" button to save the changes.

5   The following notification will appear:

6   You may now select your new category from the Categories Drop Down Menu on the Options Tab:

4.1.1.3.2   Delete a category

Click "**Other Options**" Tab, choose the category you want to delete, and click "**Remove Category**" Tab to delete it.
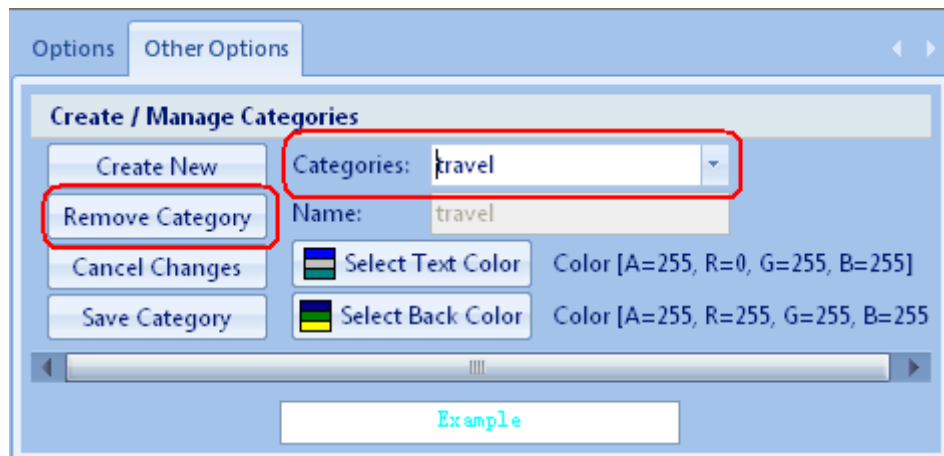
4.1.2   Delete the Shift

1   Delete by day：

Select one employee (or employees), simply right-click the shift you want to delete on the day, and choose "**Edit Appointment**".
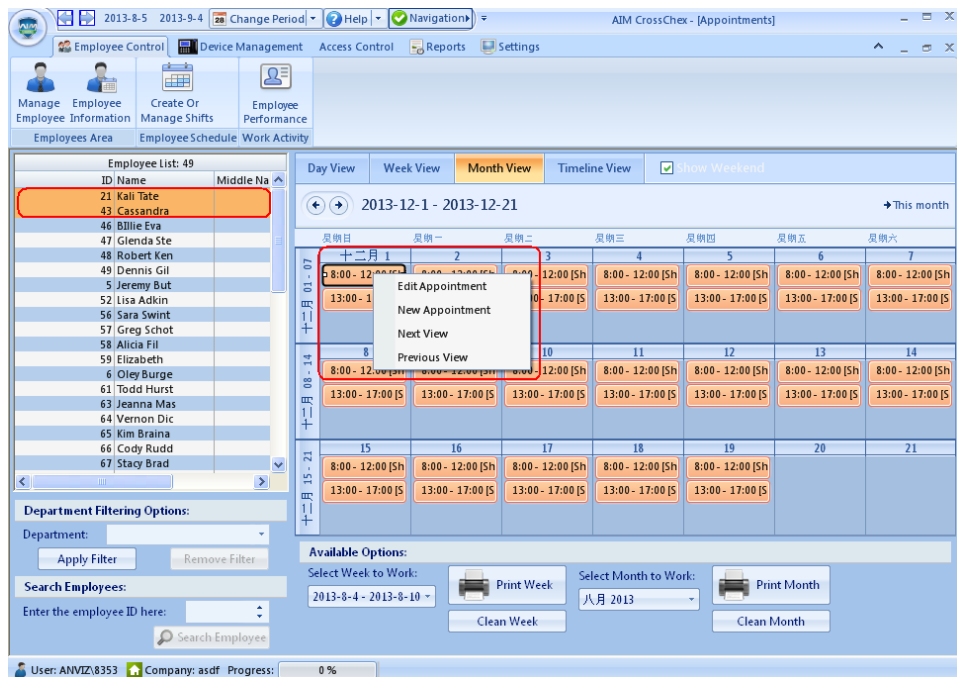
The following window will appear:

Click "**Delete**" button to delete the shift.

2   Delete by week:

● **Select Week to Work** - Select the week in which you wish to print or clear.

- **Clean Week** - This option will clear the employees schedule for the Selected Week to Work.

3 Delete by Month:

- **Select Month to Work** - Select the Month in which you wish to print or clear.
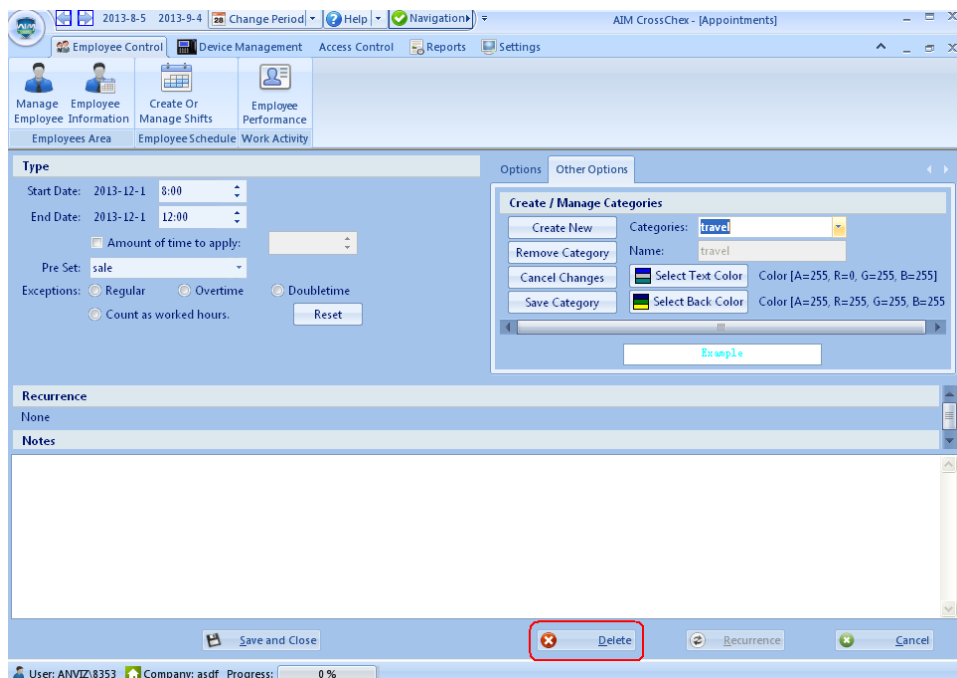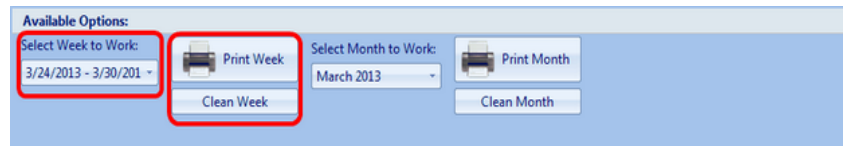- **Clean Selected Month** - This option will clear the employee schedule for the entire month for the Selected Month to Work.
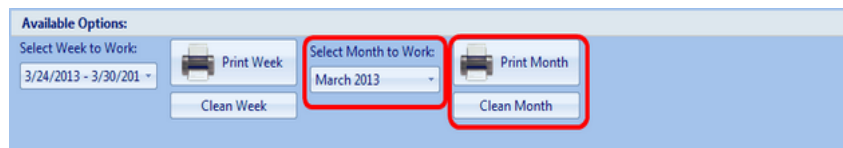
4.2 Records

4.2.1 Preview Employee Records

This section allows you to preview and adjust all employee times before running the final reports.

Employee Information is accessed via the "**Employee Control**" Tab.
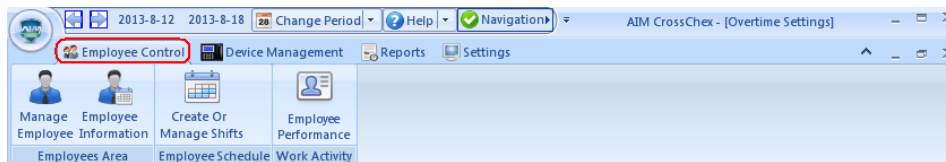
Click on the "**Employee Information**" button to preview and modify current employee time and attendance records.
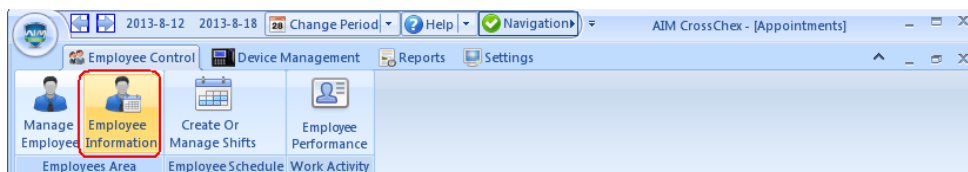
The following screen will appear:
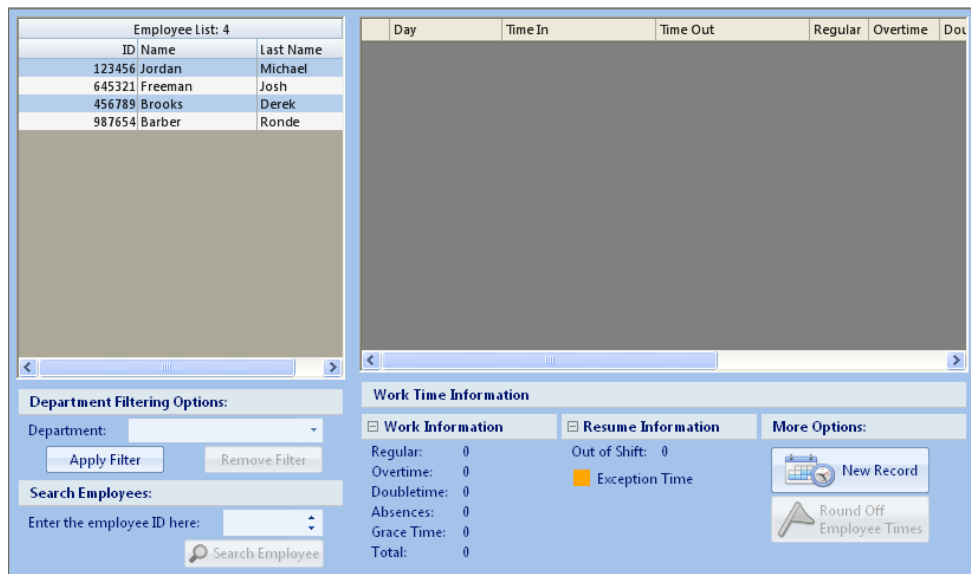
To preview employee records for the current date range specified, double click an employee from the "**Employee List**".
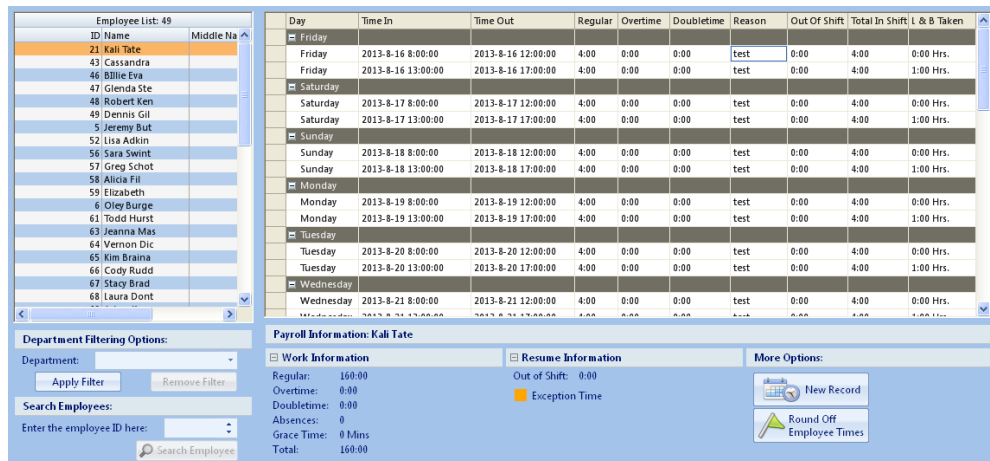
4.2.2   Record Operations

4.2.2.1   Add Record

You have two ways to add records:

● On "**Employee Performance**" page
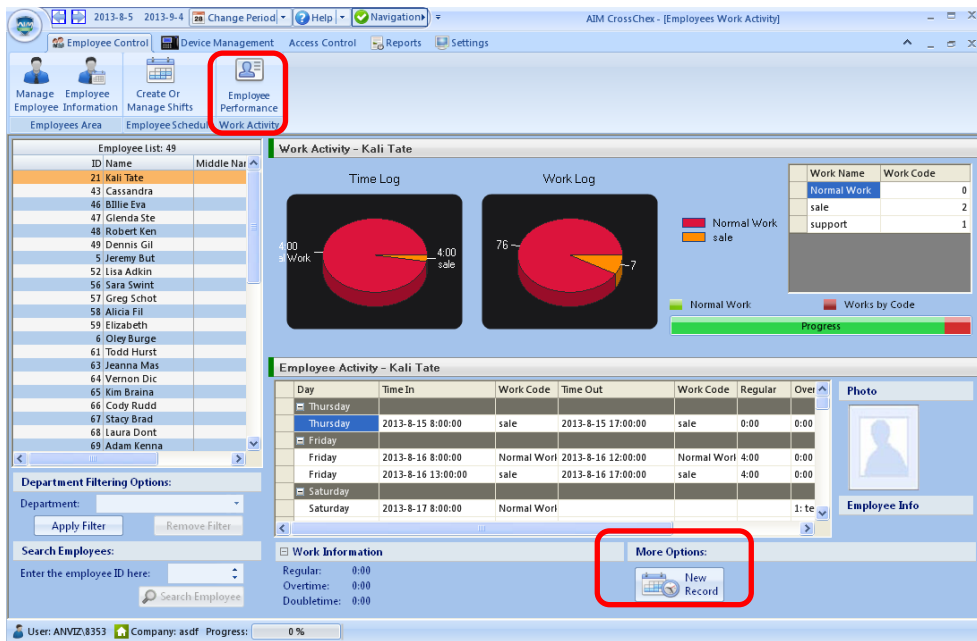
- On "**Employee Information**" page:
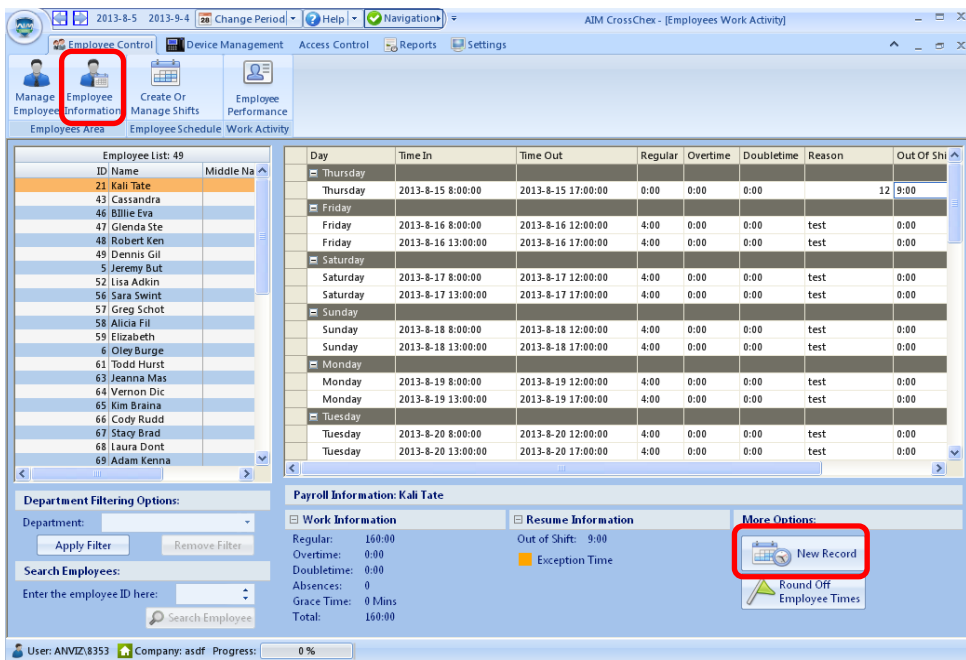
Click "**New Record**", the following window will appear:
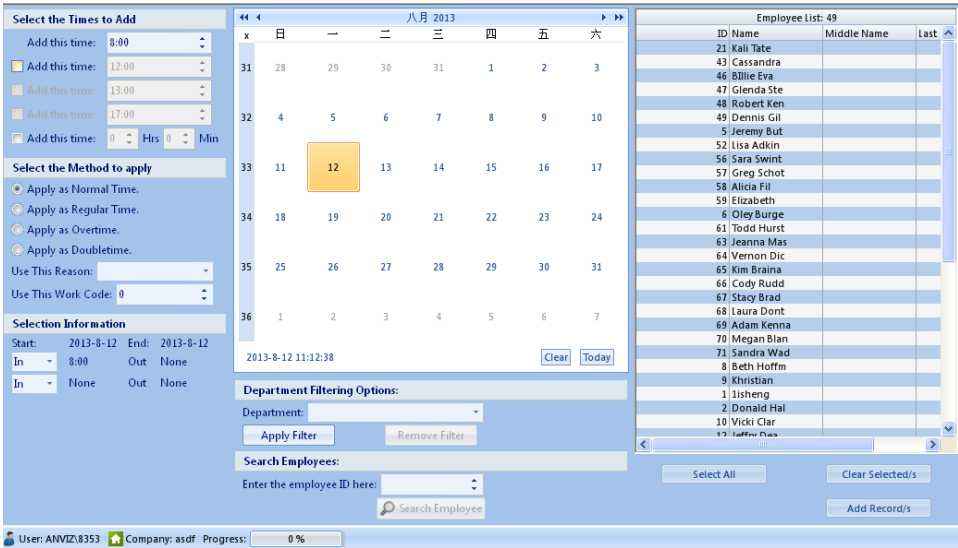
1   Select an employee(s) from the "**Employee List**" on right hand. You can click "**Select All**" for all employees.
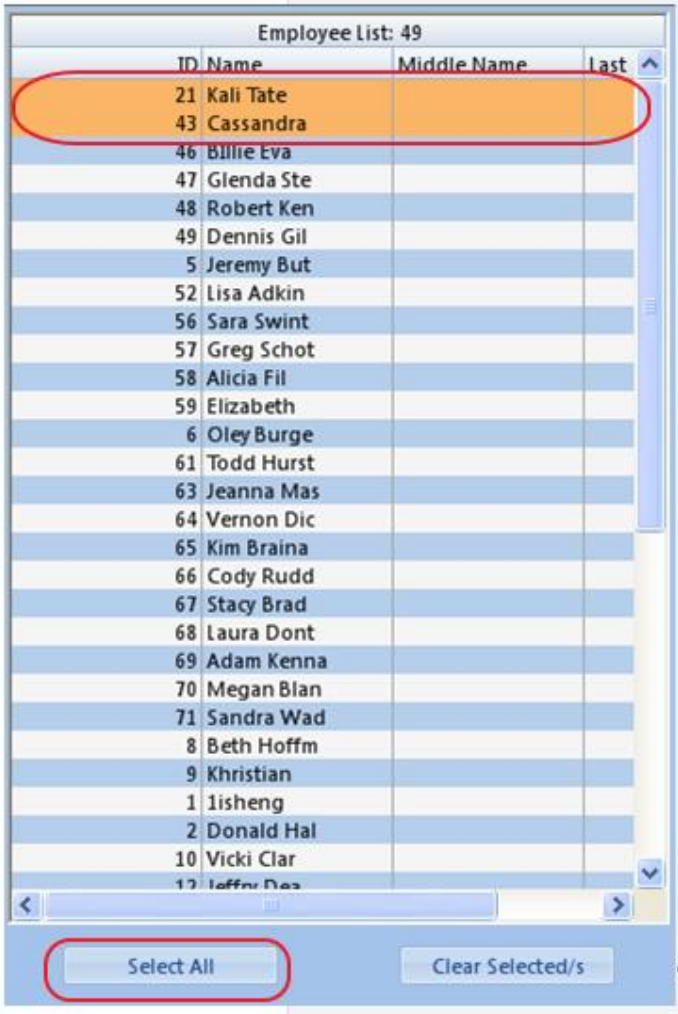
2   Select a date from the calendar in which these new or modified times will be applied.

x	S	M	T	W	T	F	S
				March 2013			
9	24	25	26	27	28	1	2
10	3	4	5	6	7	8	9
11	10	11	12	13	14	15	16
12	17	18	19	20	21	22	23
13	24	25	26	27	28	29	30
14	31	1	2	3	4	5	6

3/28/2013 3:01:21 PM   Clear   Today
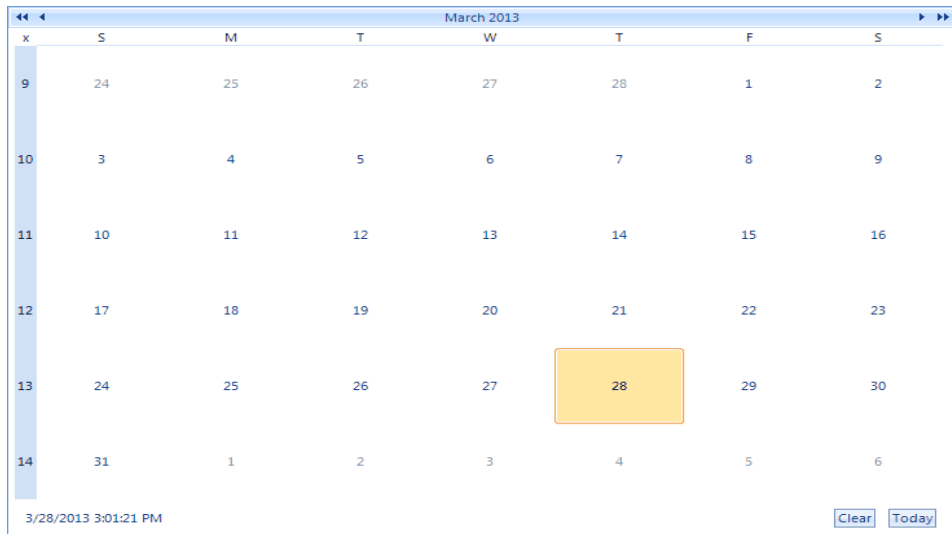
3   Select the Times information to add to the employees attendance records.

1) **Time:**

You can add individual times for Start Work, Start Lunch, End Lunch, End Work by checking the boxes next to each additional time you wish to add and then modifying the time settings.

You can also add time just by the number of total hours without individual punches by choosing the last "**Add this time**" option.

2) Method

● **Normal Time** - Calculates an employees work hours as Regular time until the overtime threshold is reached at which point it will begin to calculate overtime hours. Regular Time - Calculates an employees work hours as Regular time no matter whether the overtime threshold has been reached or not.

● **Overtime** - Calculates an employees work hours as Overtime where 1 hour worked is equal to 1.5 hours of pay.

● **Double-time** - Calculates an employees work hours as Double-time where 1 hour worked is equal to 2 hours of pay.

● **Use this Reason** - You MUST select a reason for this manual time modification by choosing from the "**Use this Reason**" drop down menu or typing in a new reason in the text box. New reasons typed will be retained and can be chosen from the drop down list in the future. The new records will not be saved if there is no reason listed. The software will generate a warning message if there is no reason listed when the new record is saved.

● **Use this Work Code** - Type in a work code to be used when adding this record(s). This would be the same as if the employee keyed in a job code on the time clock before clocking IN or OUT in order to apply the hours worked to a specific job code. See Employee Performance under the Work Activity section of this topic.

3) Selection Information

The information you have selected can be previewed under the "**Selection Information**" heading at the bottom of this section. You may choose whether the times you are adding are IN's, OUT's or Breaks by choosing the appropriate drop down menu and making the proper IN, OUT or Break selection.

This makes it convenient when adding time records that may cross multiple days or overnight.

Once all of the time modification settings are completed and an employee has been selected, click the "**Add Record/s**" at the bottom of this screen.
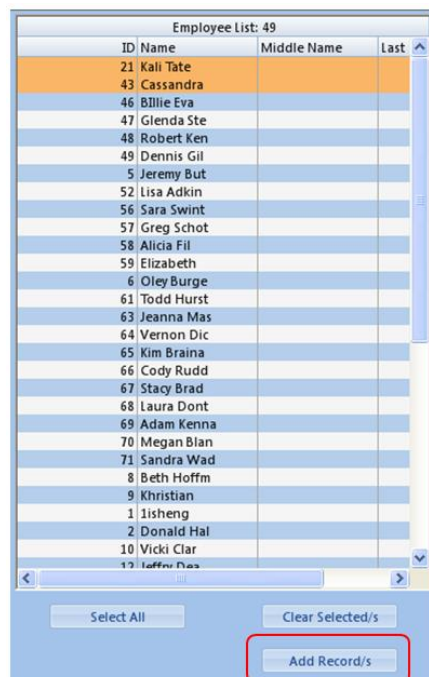
4.2.2.2 Edit and Delete Record

To Modify an Employees current time records, simply right click on any of the time entries and choose "**Edit Record**" from the right-click menu. When editing records only the numbers and the AM and PM can be changed. The format of the Date and Time must remain exactly the same or it will not allow the change to be made and will revert back to the original data before the edit was attempted.

To delete this entry, choose "**Delete Record**" from the right-click menu
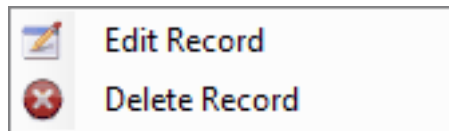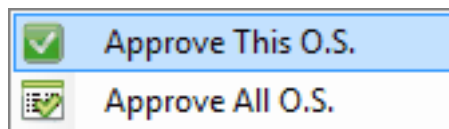

4.2.2.3 Approve Record

Any time records that are outside of the users assigned shift time frame will show up under the "**Out of Shift**" column.
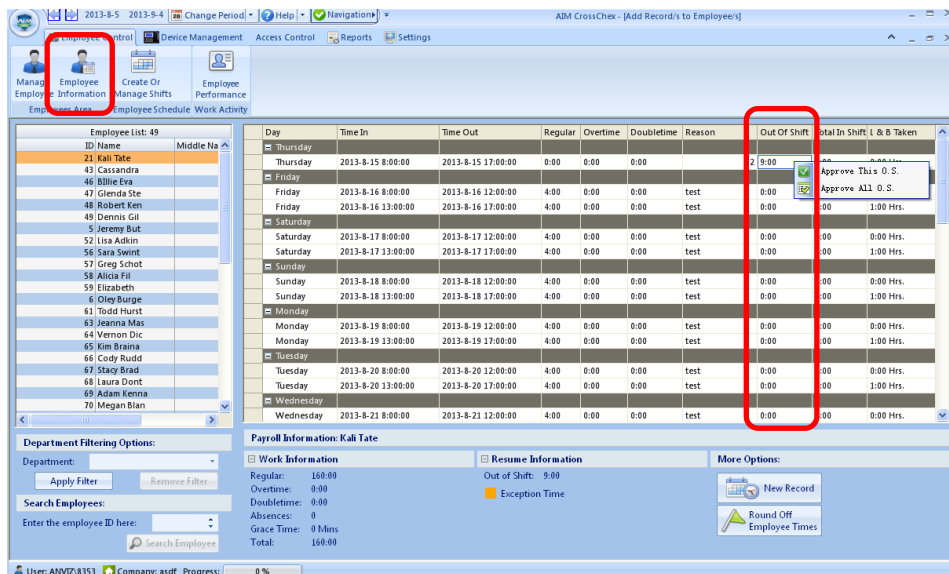

To approve out of shift time, simply right click on the hours field under the "**Out of Shift**" column and choose "**Approve this O.S**" or "**Approve all O.S**"

Once either Out of Shift Approval option has been selected, the following window will appear:

- **Amount of Time to Apply** - Choose the total amount of Out of Shift time you would like to apply for this record.

- **Pre Set** - Choose a type of overtime to apply. New overtime types can be created through the Overtime Settings button under the Settings tab.

- **Exceptions** - Choose how you would like to apply this time. Typically this would be left blank so that the normal payment rules would be followed. If this "**Out of Shift time**" should be applied as an exception to the payment rules, then choose the appropriate selection of Regular Time, Overtime, Double-time.

The following Pop-up will appear above the time on your computer screen as a visual reminder of the Date and Time that the Out of Shift time occurred that you are approving.
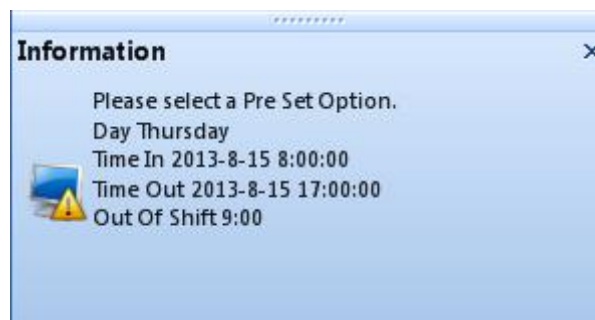

4.2.2.4 Round Off Record Times

In order for the Rounding function to work, the employees must have been setup with a shift. The shift settings define the start time and the end time for each

employees work day. The rounding option allows managers or administrators to quickly adjust the start and end time captured which is outside of the approved works hours or shift time frame.

For Example: An employee's shift is set for 8am - 5pm. The employee clocks IN at 7:45am and clocks OUT at 5:15pm. If these times were to be rounded, then they would show up on the report as 8am and 5pm respectively. However, in this same example, if the employee clocks IN at 8:15am and clocks OUT at 4:45pm, then Rounding would not adjust either time. This is because the employee arrived to work late and left work early. In both cases they would be missing time and rounding would not affect these times in this case.

Therefore, Rounding only adjusts time stamps that are outside of the approved work hours to reflect the start and end time of the shift as set in the employee's schedule.

To Round off employee times, simply Click the "**Round Off Employee Times**" button at the bottom of the screen.
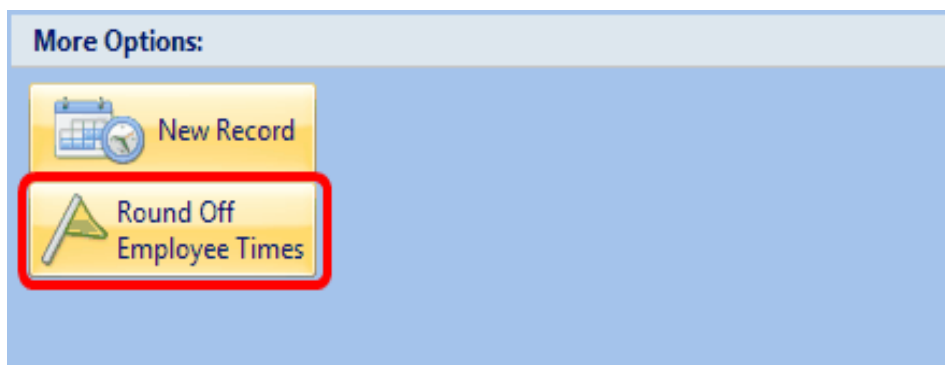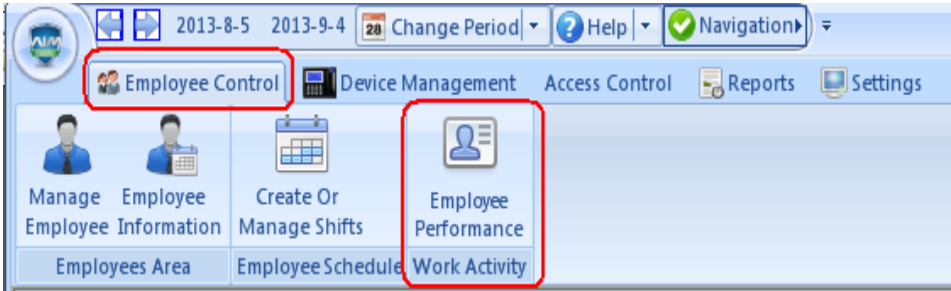

A Pop-up message will appear in the bottom right hand corner of the screen to let you know that this process is complete. You will notice all time stamps will now be adjusted to reflect the start and end time that is set in the employee schedule.
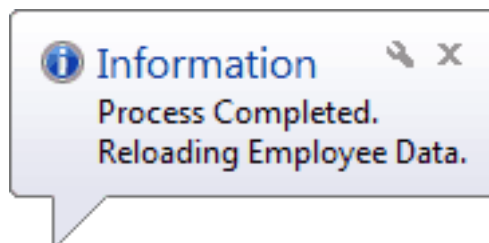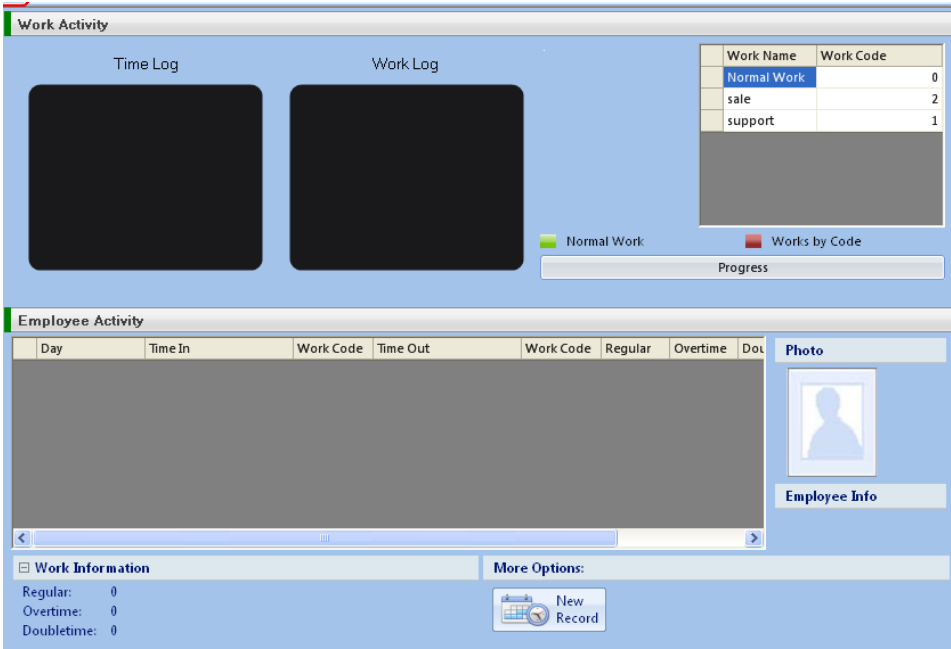

4.3   Employee Performance

Click the "**Employee Control**" Tab. And then, click on the "**Employee Performance**" button.
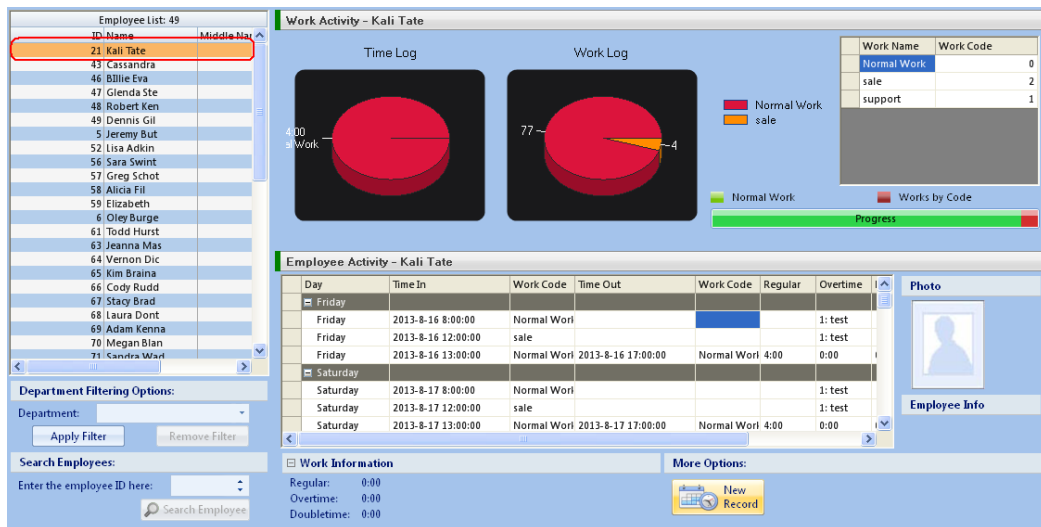
The following window will appear:

To view an Employees current work performance, double click a name from the Employee List.

The current employee performance information will display in the charts and grid on the right, as follows:

- **Time Log -** Displays the Total hours worked for each job code during the payroll period selected.

- **Work Log** - Display the total number of time punches collected for each job code during the payroll period selected.

- **Work Name /Work Code -** This is the name associated with the Job Codes that your company may use to pay for additional services from employees. Click on the Name of the job code to edit the name of the Job Code.

- **Employee Activity -** This section displays data listed in the Employee Information with the addition of showing Each Job code used during each day's work. Time entries in this grid can be modified by using the right click command. Work Codes can be modified by choosing the appropriate Job Code from the drop down menu that displays when you click each Job Code Name Field.
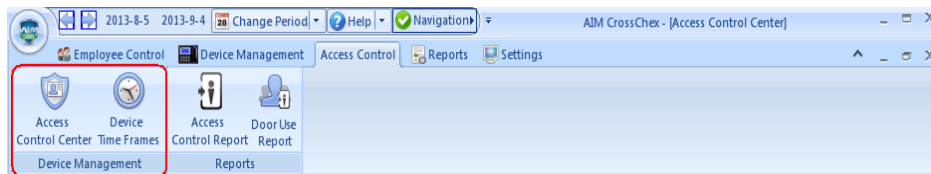
5 Access Control

Once you install a device capable of Access Control to the AIM-CrossChex Standard Software, a new tab "**Access Control**" will appear in the toolbar up top.

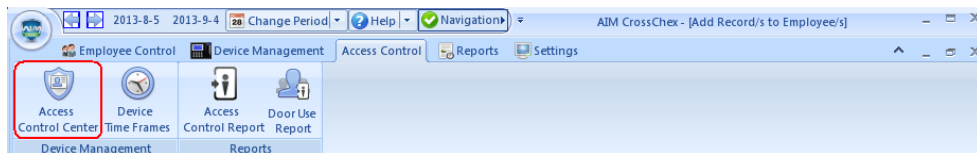To Manage Access control, click the "**Access Control**" Tab.
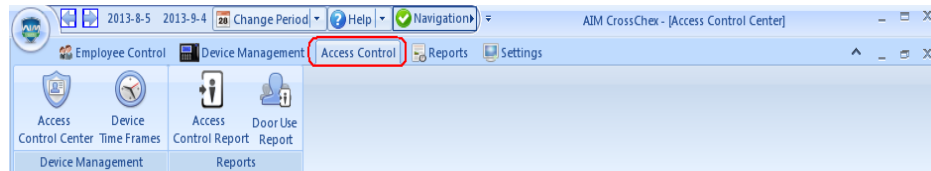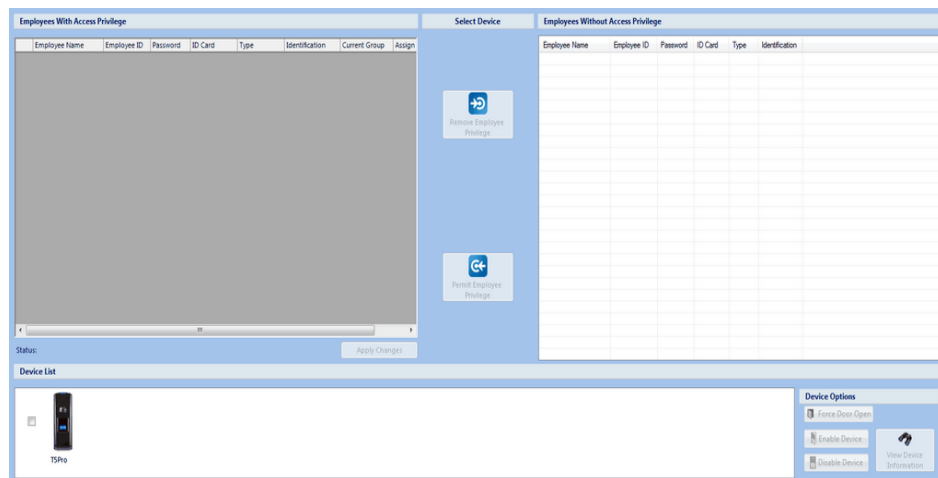

Device Management:

5.1 Access Control Center
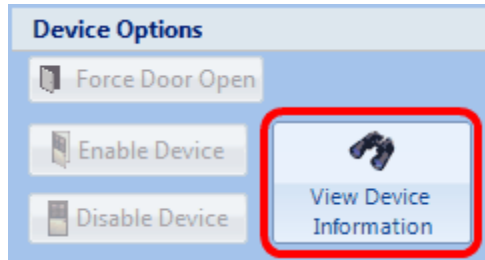
Click the "**Access Control Center**" button.

The following window will appear:

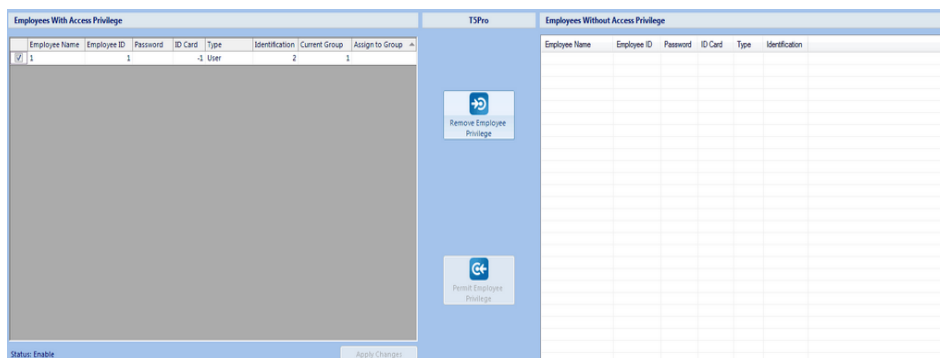1. Select the device you wish to work with from the Device List at the bottom.

2. Click the View "**Device Information**" button to view the current users on this device and their access control permissions.

3. Employees who currently have permission Access to the area protected by this device will display under the "**Employees with Access Privilege**" table on the left. To change the current Access control Group of an Employee, click the drop-down menu under the "**Assigned to Group**" column.

4. To change the Employee permissions, click the checkbox to the right of the Employee Name.

5. Click the "**Remove Employee Privilege**" button in between the two tables.

The employee will be transferred to the "**Employee to the Employees Without Access Privilege**" table on the right.
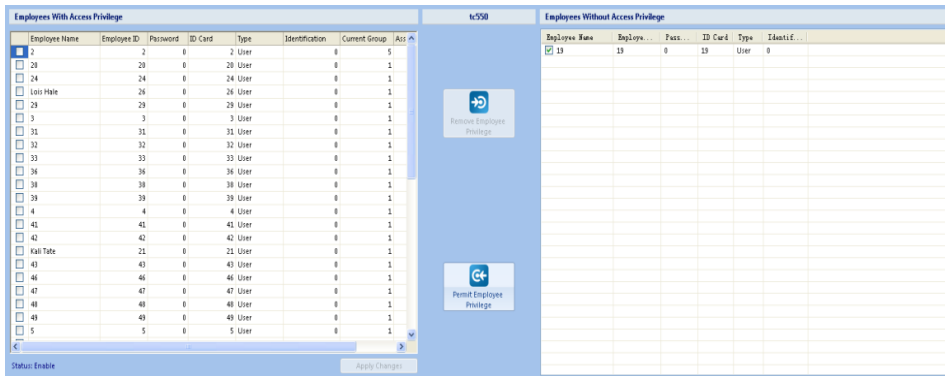
This will remove the Access permissions for this employee on the selected device.

Alternatively, to permit access to an employee that does not currently have permissions, place a check next to the employee under the "**Employees without Access Privilege**" table, and click the "**Permit Employee Privilege**" button in between the two tables.
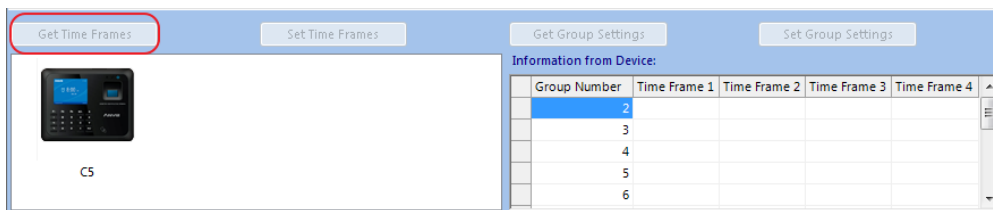
5.2 Time Frame Management

To manage the device time frames and access groups, click on the "**Device Time Frames**" button.
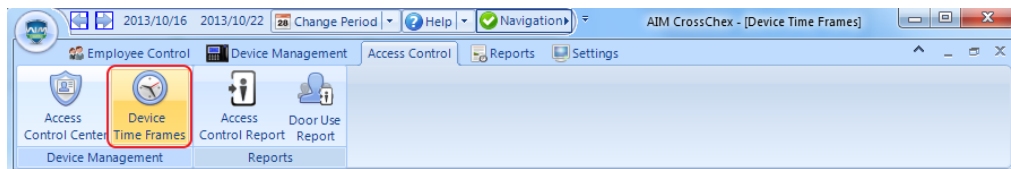
The following window will be displayed:
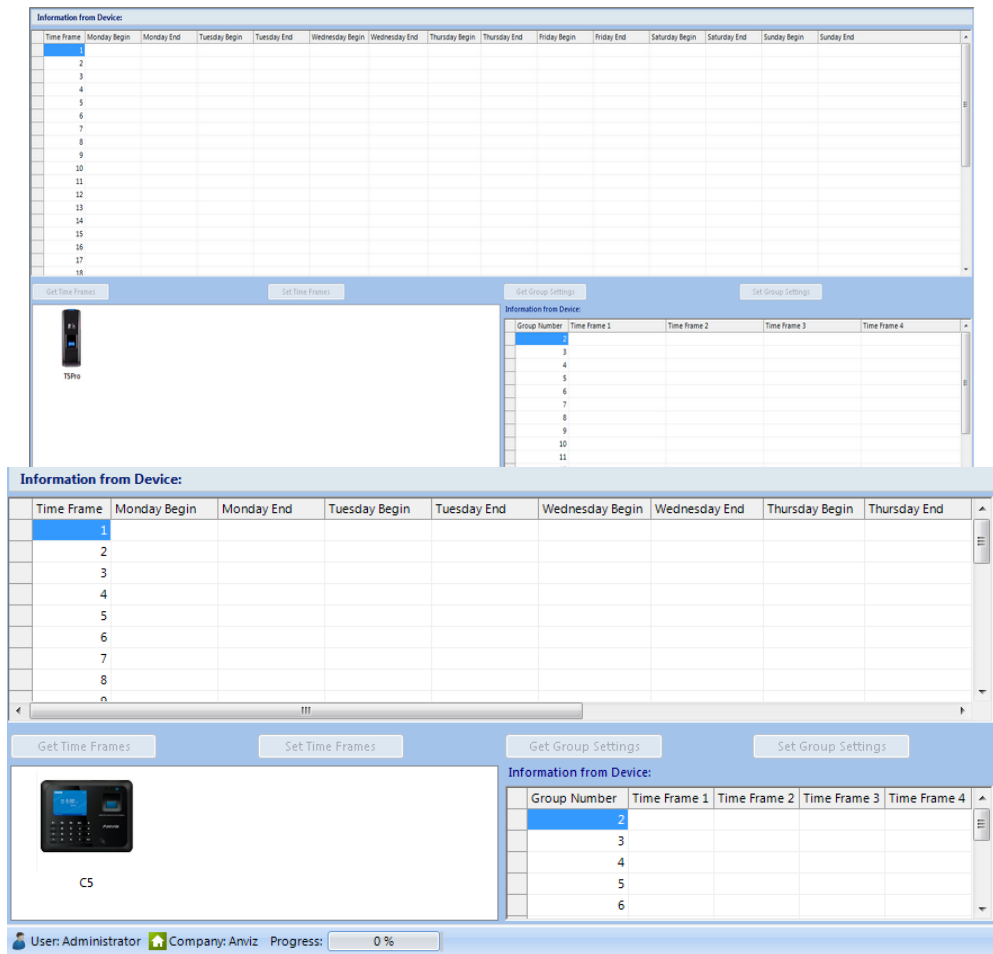
Select a device from the Device List at the bottom and click the "**Get Time Frames**" to view the current time frame configuration settings on the selected device. You can set maximum 32 frames per device.

The current time frames will display in the top window

To change any of these settings, click any of the time fields and change the time. There are start time and end time for each day of the week and for each time frame group.

Once these settings are configured to your needs, click the "**Set Time Frames**" button to save the settings.

To display the current group settings, click the "**Get Group Settings**" button. You can set maximum 16 groups each device.

Click the Drop-down menu under each Time Frame column to adjust the current setting. When all groups are configured as needed, click the "**Set Group Settings**" button to save these settings.

5.3 Reports

5.3.1 Access Control Reports

Access Control Records are separate from Time & Attendance records and Access Control records are stored in separate database files.

To Run Access Control Reports, click the "**Access Control Report**" button. The following window will appear:
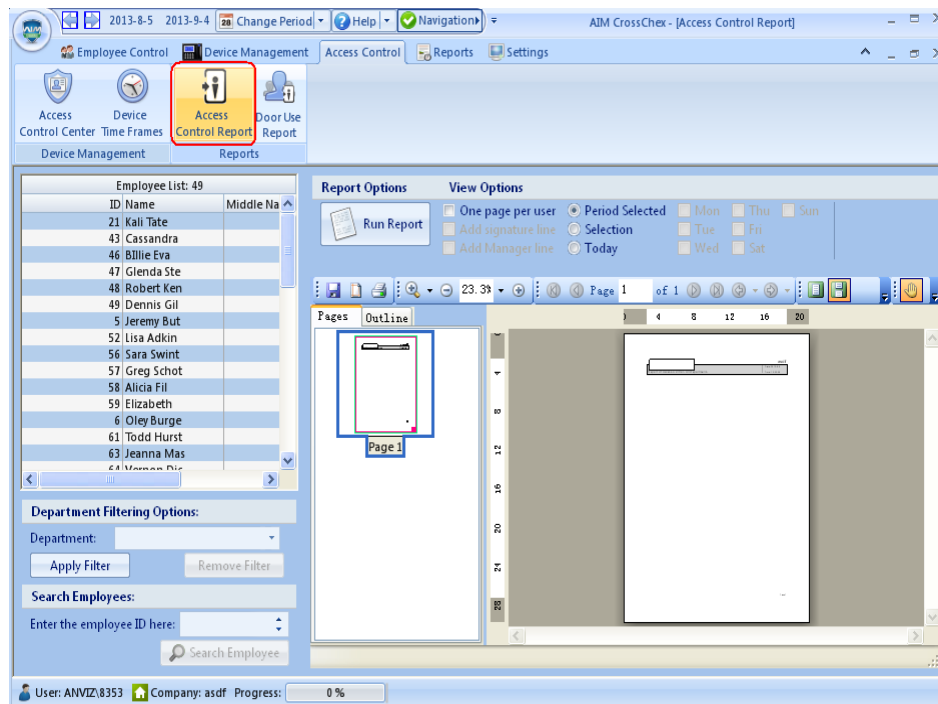
Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.
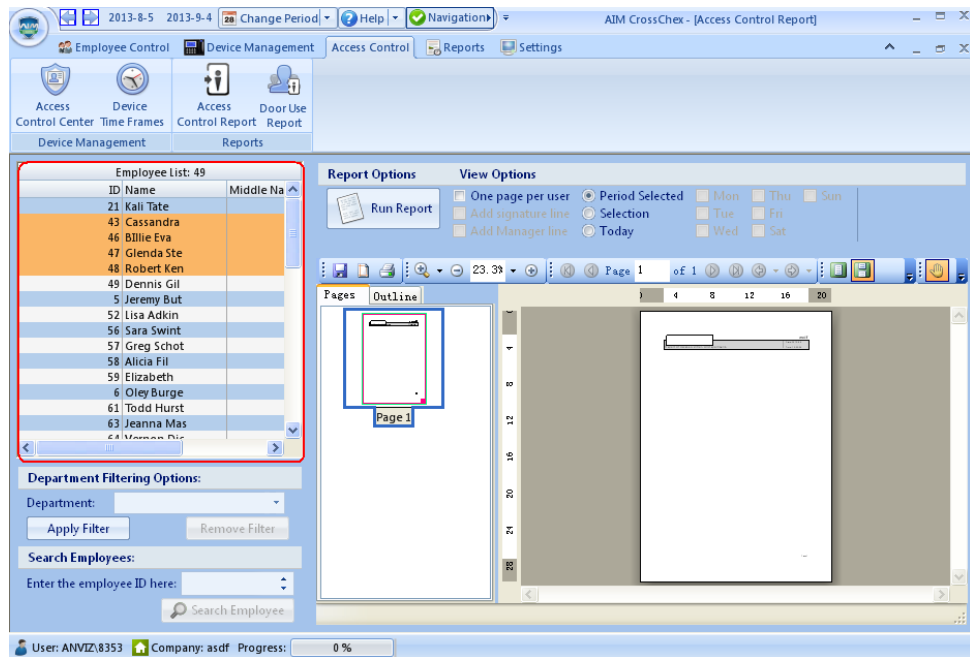
To narrow down the list of employees to only include certain departments or individuals, use the "**Department Filtering Options**" and "**Search Employees**" filters at the bottom.

Choose how you would like the report to display using the view options.

● **One Page Per Data -** this option runs the report displaying only one use per page.

● **Add Signature Line -** This option adds an Employee signature line at the bottom of the report.

● **Add Manager Line -** This option adds a Manager signature line at the bottom of the report.

● **Period Selected -** This option will run the report for the date period chosen in the Title Bar of the application.

- **Selection -** This option will allow you to select the days of the week to include in this report. When Selection is chosen, the days of the week will become available.

- **Today -** This option will run the report for the current day only.

Once view options have been selected, click on the "**Run Report**" button.
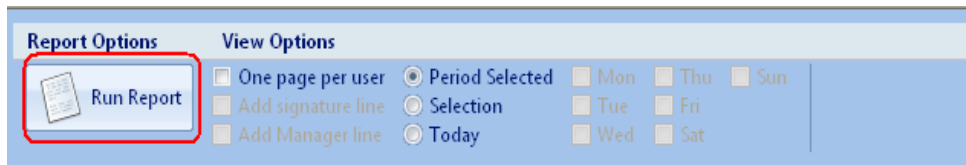
The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

5.3.2 Door Usage Report

To Run Door Use Reports, click the "**Door Use Report**" button. The following window will appear:

Select a device(s) from the "**Device List**" to include in this report. If no devices are selected the report will include all devices in the list starting from the top and working through to the bottom. The report will be sorted by each individual door.
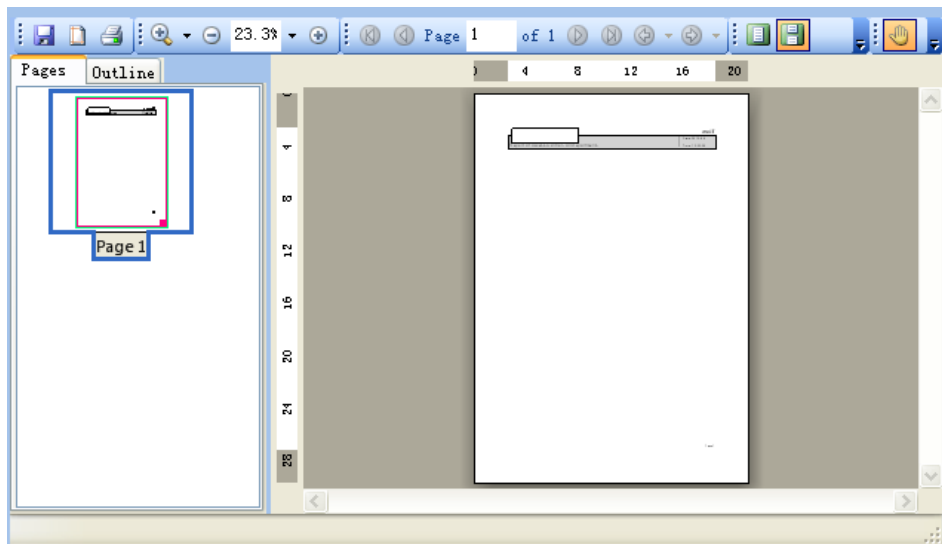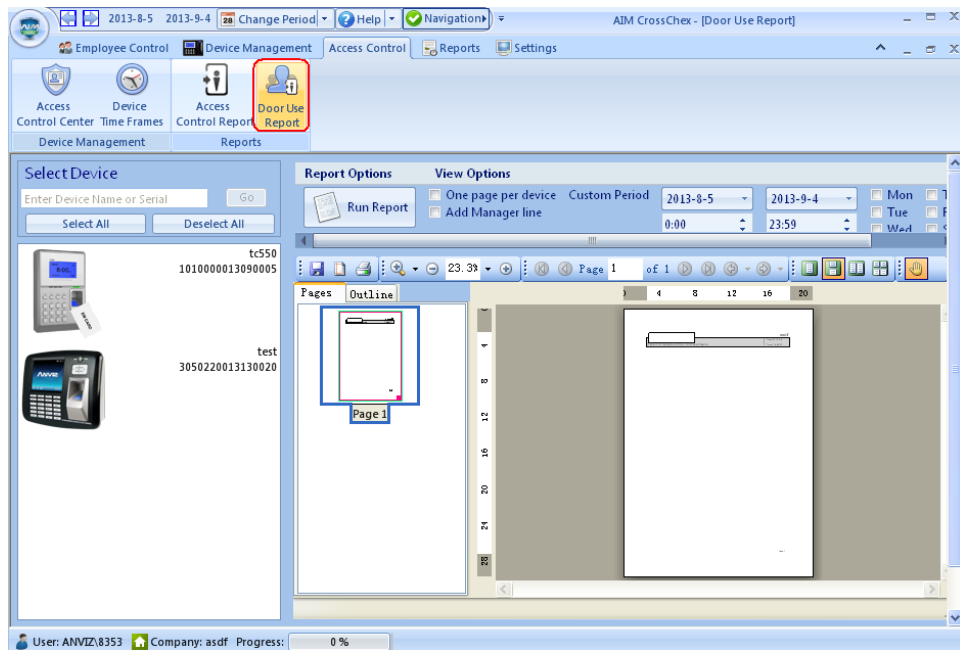
Choose how you would like the report to display using the view options.

One Page Per Device - this option runs the report displaying only one device per page.

Add Manager Line - This option adds a Manager signature line at the bottom of the report.

Custom Period - This option will run the report for the date period chosen in the Title Bar of the application.

Selection - This option will allow you to select the days of the week to include in this report.

Once view options have been selected, click on the "**Run Report**" button.

6 Device Management

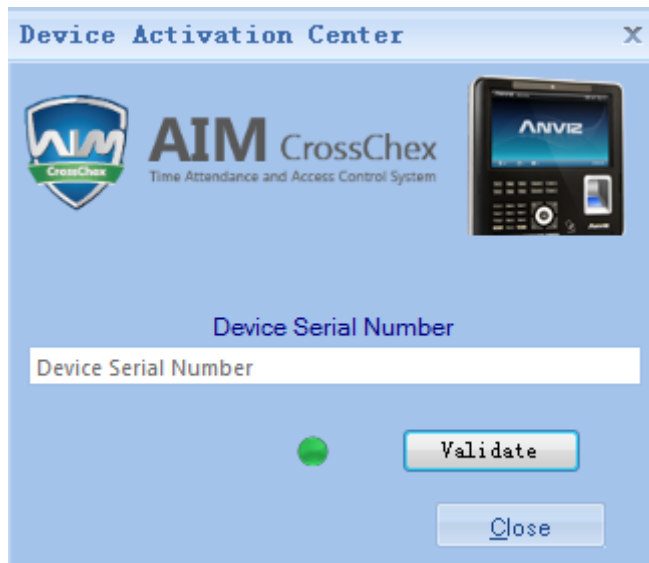## 6.1 Add Device

To add a device, click "**Add Device**":

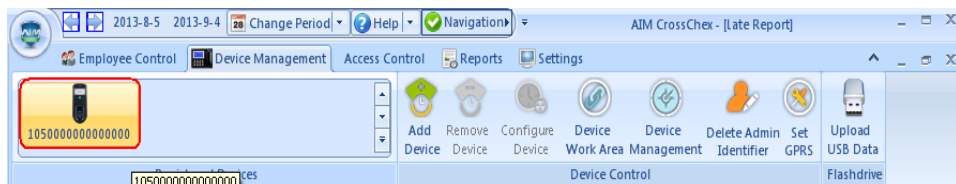
Then the following window will appear:

Input the Device Serial Number of Device.Click "**Validate**" Tab to continue(The red point will turn green when the validation is successful.):
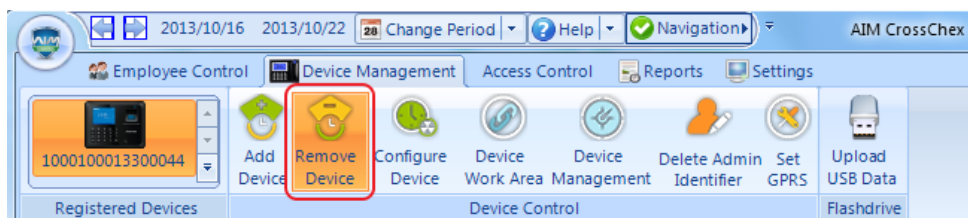
The device will show as below:

The "**Registered Devices**" section displays the clocks that have currently been registered and activated in the AIM-CrossChex Standard software. These devices can be Time Clocks or Access Control devices.

6.2   Remove a Device

Select the appropriate device in the "**Registered Devices**" section, click the "**Remove Device**" button.

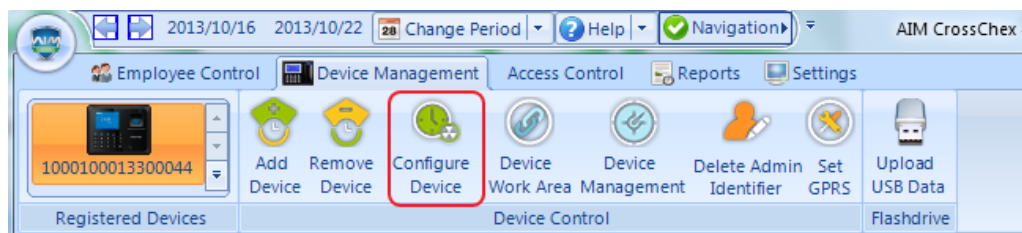When the "**Remove Device**" popup appears, verify that the serial number displayed is the same serial number of the time clock you wish to remove. If correct, click "**OK**" to complete the removal process.
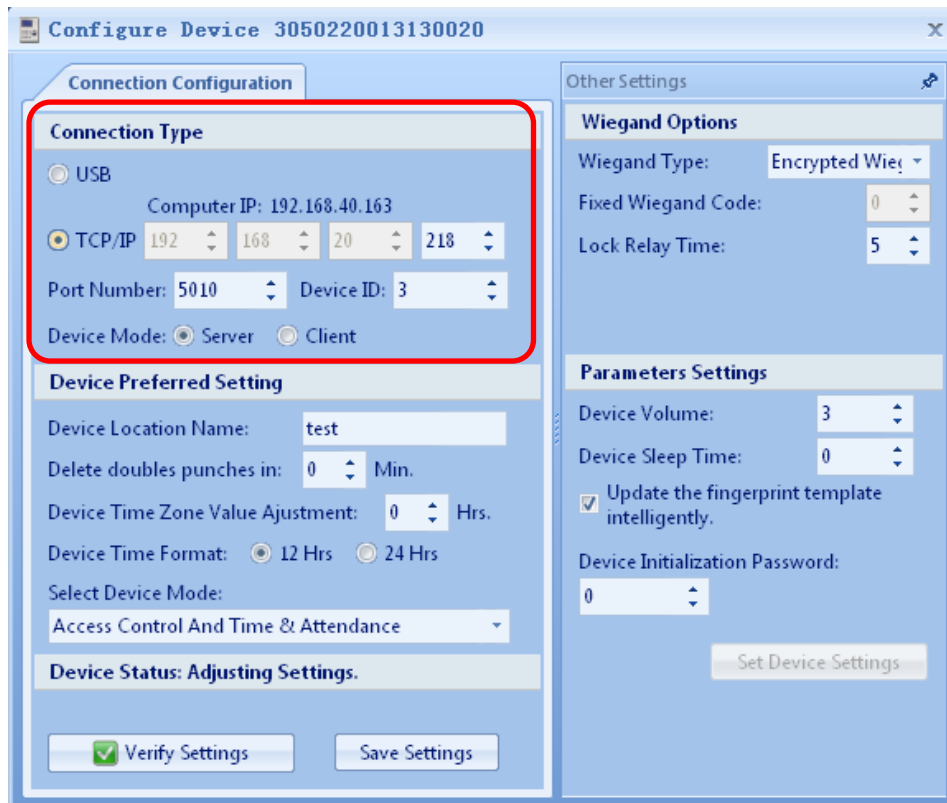

6.3   Configure a Device

Double-click the device you want to configure, click the "**Configure Device**" button.


6.3.1   Access Control & Time Attendance Device

The following popup window will appear:

Connection Type:

● **USB** - Select this option if you are connecting this time clock using the USB interface. This would mean that the time clock would plug directly into the computer running the AIM-CrossChex Standard software.

● **TCP/IP** - Select this option if you are connecting this time clock by IP address. This requires the following information to be configured on the time clock itself: Static IP Address, Subnet Mask and Gateway. Some units may also require the AIM-CrossChex Standard Server IP address or the Static IP address on your LAN assigned to the computer running the AIM-CrossChex Standard software. (It is recommended to consult your local IT support personnel to assist with IP address and port settings configuration.)

● **Port Number (1- 65535) -** By default all AIM-CrossChex Standard time clocks use port "**5010**"for external and internal communication. If this port is already in use on your network or if multiple clocks will be installed on the same LAN, simply type the appropriate port in the "**Port Number**" text field. If modified, the port setting on the time clock must be set to match this custom port setting. See "**Clock Control**" for more information. (It is recommended to consult your local IT support personnel to assist with IP address and port settings configuration.)

● **Device Mode** – Select the device as Server or Client.
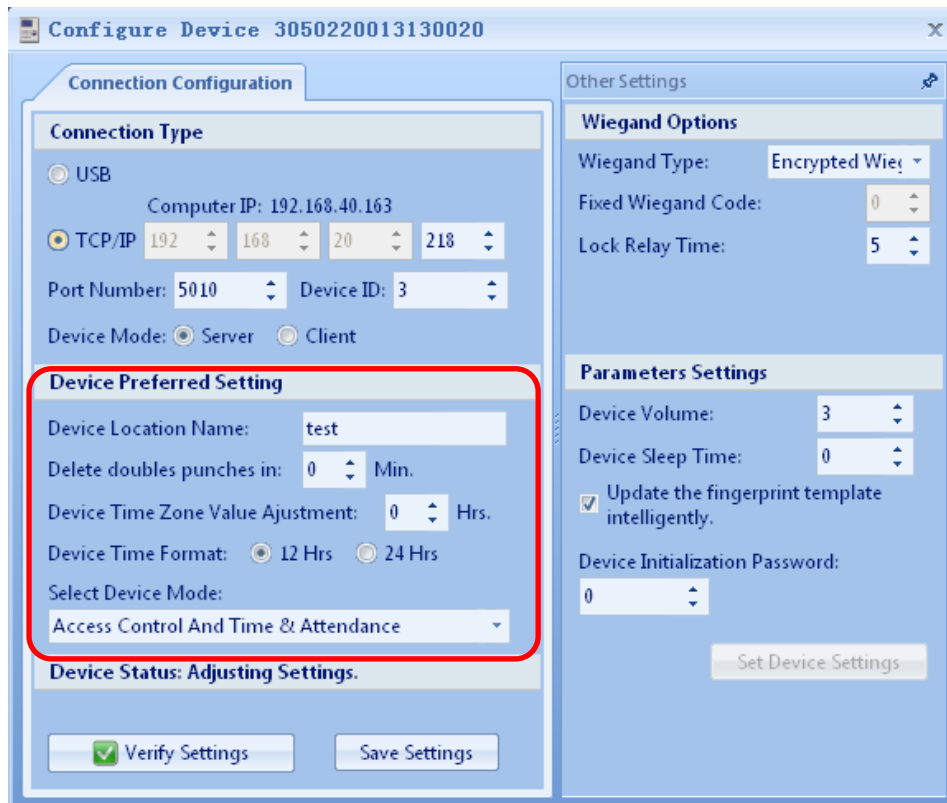
Device Preferred Setting:

- **Device Location Name -** Type in the name of device. The allowed number of character: 0-40.

- **Delete Double Punches In** - This will be in time duration in minutes in which the software will ignore a double punch. A common setting would be 5 minutes.

    For example, if an employee punches in at 8:00am, and gets immediately sidetracked, then mistakenly punches again at 8:04am. The software will ignore the 8:04am punch as this falls within the 5 minute period specified above.

- **Device Time Zone Value Adjustment -** This value can be modified to increase or decrease the time settings by the appropriate number of hours for the purposes from syncing the time with the central AIM-CrossChex Standard database computer.

    For example, if the central database is located in Florida and this time clock is going to be installed in California. Then you would enter a value of -3 since Pacific Time is 3 hours behind Eastern Time. This allows the clock to remain at its local time when the "**Sync Time**" command is sent to the device from the central database. If all clocks are installed in the same time zone, then this setting would not be used.

- **Device Time Format -** Select the time display format; **12 hours** or **24 hours.**

- **Select Access Control Mode -** Choose whether this device will be used for access control, time and attendance or both by selecting the options from the drop down menu.

Click "**Verify Settings**" to synchronize the configuration to the device, then "**Save Settings**"

Note:

Once you choose this device and as Access Control Device, you will have a new tab at the top of the application called Access Control. This section will allow you to configure the access control settings.
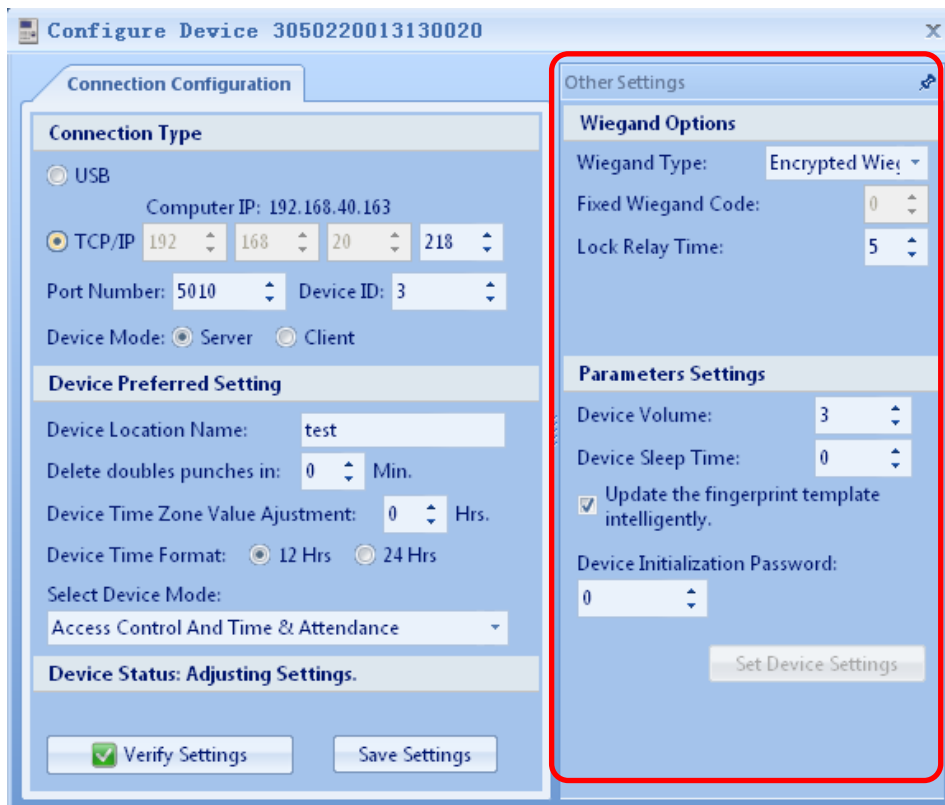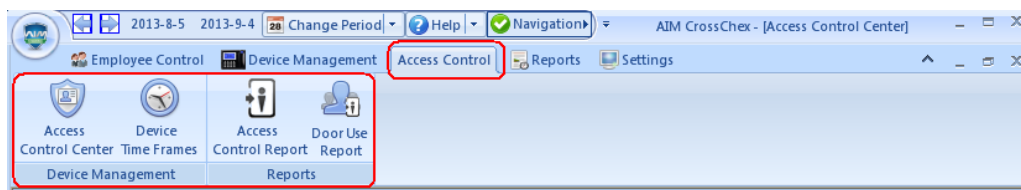

Other Settings:

- **Wiegand Settings -** Use this setting to specify the type of communication that will be used with your access control device. Standard Anviz Contollers use the Encrypted Wiegand option.

- **Fixed Wiegand Code (0-254)** - If a fixed Wiegand code is selected from above, this is where the specific code would be entered.

- **Lock Relay Time (0-15s)** - This setting specifies how long the lock relay will be opened. Once the duration is reached, the relay will close again.

- **Device Volume (0-5)-** Set the device volume level.

- **Device Sleep Time (0-250s)-** Set the time before the device display will go to sleep.

- **Update the fingerprint template intelligently -** Select this option to have the fingerprint template of each user automatically updated with a better image capture every time the users touch the sensor.

- **Device Initialization password (0-9999) -** Set the password that will be used to Initialize the device. By default this password is "**0**".

6.3.2 FacePace Device

When you connect FacePace device, the following popup window will appear:
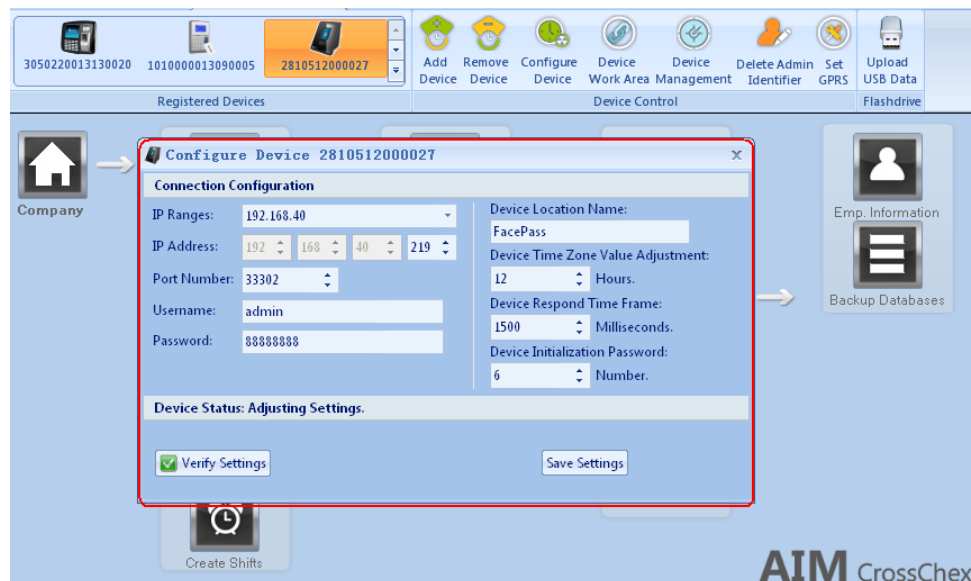

- **IP Range** – Type the IP Range of the device;

- **IP Address** – Type IP address of the device;

- **Port Number** – Type the communication port number of device;

- **Username** – Type the Administrator account name; The allowed number of character: 0-250.

- **Password** – Type the Administrator account password; The allowed number of character: 0-250.

- **Device Location Name** - Type in the name of device; The allowed number of character: 0-250.

- **Device Time Zone Value Adjustment** - This value can be modified to increase or decrease the time settings by the appropriate number of hours for the purposes from syncing the time with the central AIM-CrossChex Standard database computer.

- **Device Respond Time Frame** – Set the response time of device.

- **Device Initialization Password** – When the user want to initialize the device, this password is needed for device security.
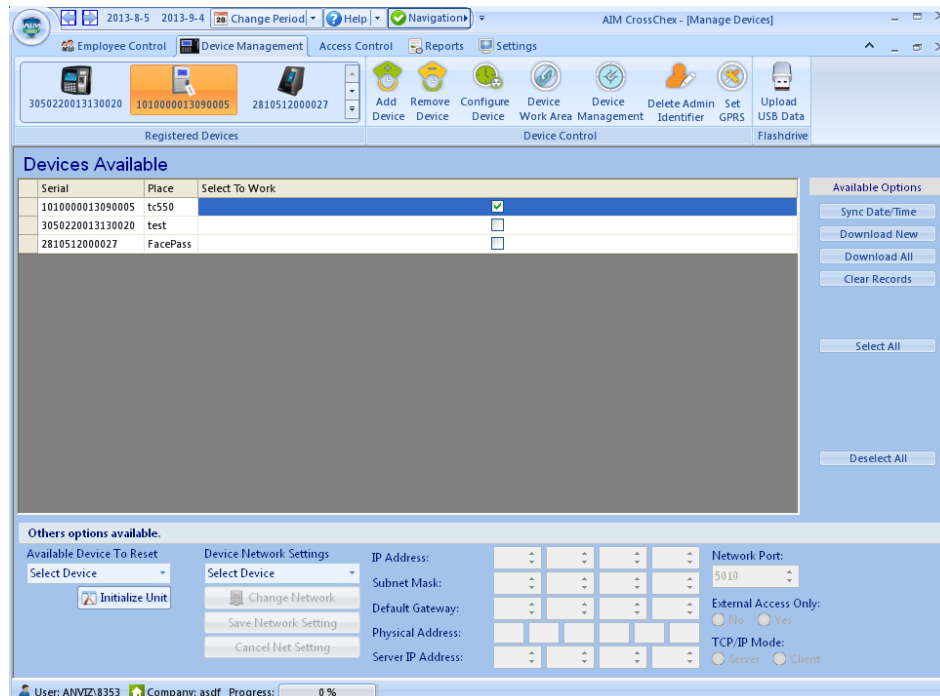
Click "**Verify Settings**" to synchronize the configuration to the device, then "**Save Settings**".

6.4 Device Work Area

Click on the **"Device Work Area"** button to modify the device perameter.
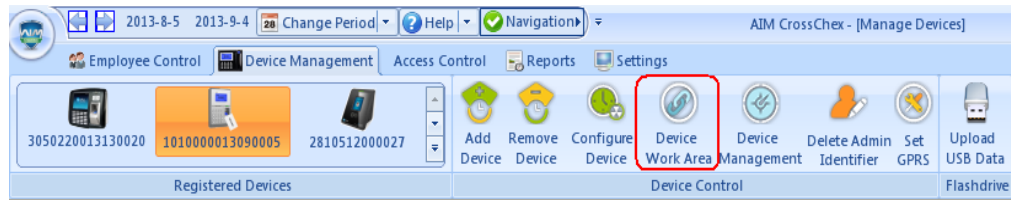
The following window will appear:

Place a check mark next to the Device you wish to communicate with to synchronize the time, collect time records, or clear records on a device.
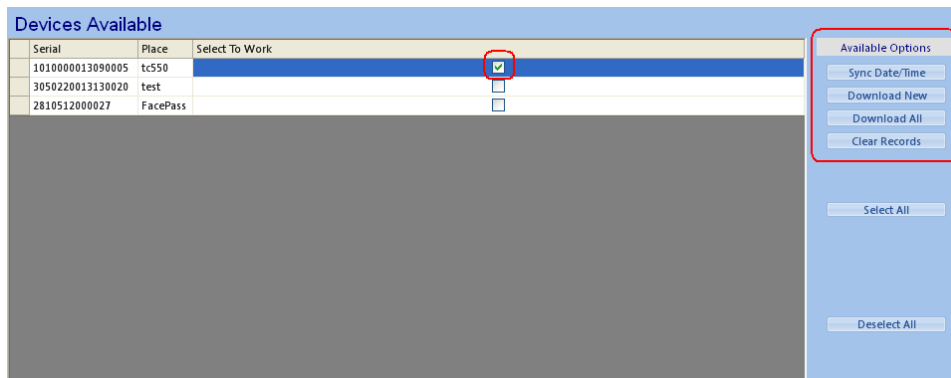
To connect all devices at once, click on the "**Select All**" button in the right hand side tool bar.

- **Sync Date/Time** - Once the device/s is selected you can synchronize the time with the computer by clicking it.

- **Download New -** Once the device/s are selected you can download the latest employee time and attendance or access control records stored on the device by clicking this button.

- **Download All -** To collect all records in history from the device.

- **Clear Records -** After these records have been downloaded into the software database, you can clear all records from the device by clicking on this button.

- It is recommended to leave the records on the device as long as possible to act as an alternate backup of all of your time records.

- **Deselect All -** To deselect the device/s uncheck the box next to the device or click the "**Deselect All** " button at the bottom.
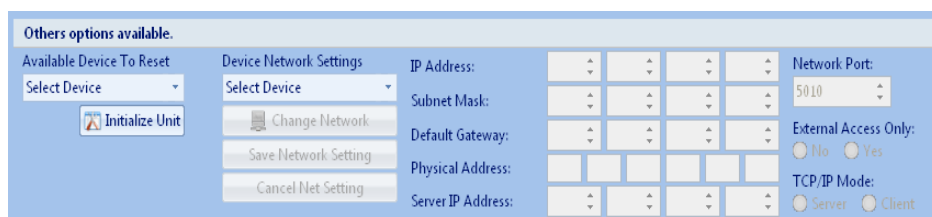
Other optional available:

● Available Device To Report:

To reset the device to factory default settings, choose the appropriate clock from the drop down list in the bottom right hand corner, then click the "**Initialize Unit**" button.
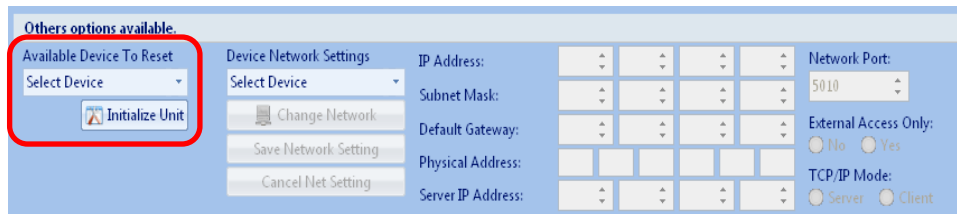
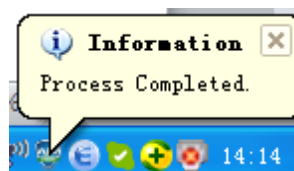Initializing the device will erase all users and records from the device.

After select the device you want to initialize, Click "**Initialize Unit**" Tab, the following window will appear:
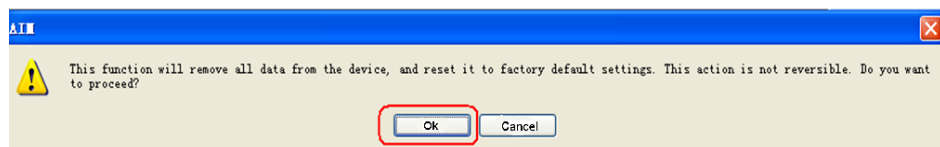

Click "**OK**" tab, software will ask you enter the password for this FacePass device.
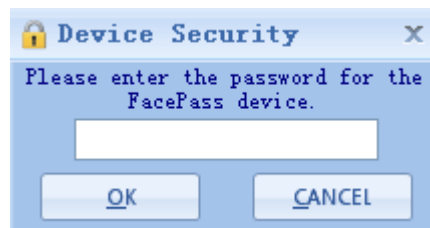
Enter the password you set on "**Configure Device**" page. The system will prompt "**Process Completed**" message.

● Device Network Settings:

With the device connection established through the provided USB cable, you can pre-configure the "**Device Network Settings**" before deployment or installation.

Choose the appropriate device from the drop down list.
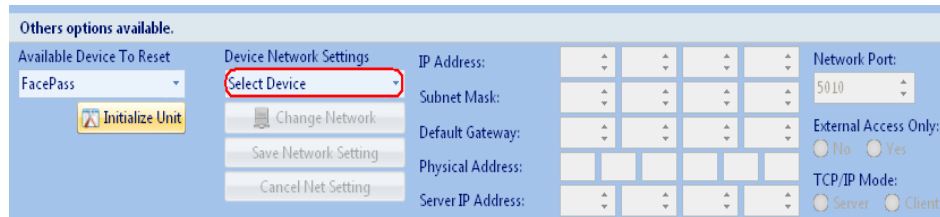
Click the "**Change Network**" button.
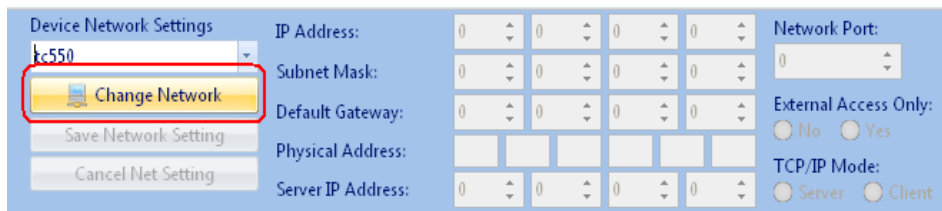
The following Fields will become available.
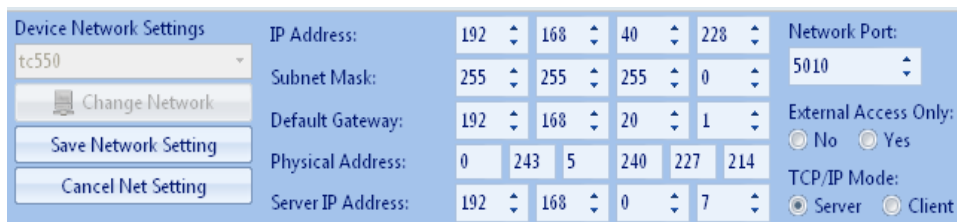
(If you need assistance with this section, please contact your local IT support representatives.)

- **IP Address -** The static IP address of the clock on your LAN.
- **Subnet Mask -** The default Subnet Mask of your LAN.
- **Default Gateway -** The default gateway IP address on your LAN.
- **Physical Address -** The MAC address of the device.
- **Server IP Address -** The IP address of the machine that will serve the AIM-CrossChex Standard Professional software.
- **Network Port -** The communication port that the server will use to communicate through the LAN or WAN to the time clock. By default, this port is set to 5010. If this port is already in use on your network, you can change this setting here.
- **External Access Only -** With this option enabled, this device will only be accessible via a server on the WAN. No computer on the local LAN will have access to this device.
- **TCP/IP Mode -** Set the device as Server or Client.

  Server Mode - With this option enabled, the device will only communicate with the Server IP address configured to the right.

Client Mode - With this option enabled, the device will communicate with any or multiple computers that request the time records from the device.

Note:

You must currently be connected to the device via USB before it will be available in the drop down list. If all devices are connected, be sure to choose the correct device that you want to restore to default settings.

6.5   Device Data Management

To manage data on device, you must have first establish a connection to one or more devices, double click "**Device Management**" Tab, the following window will appear:
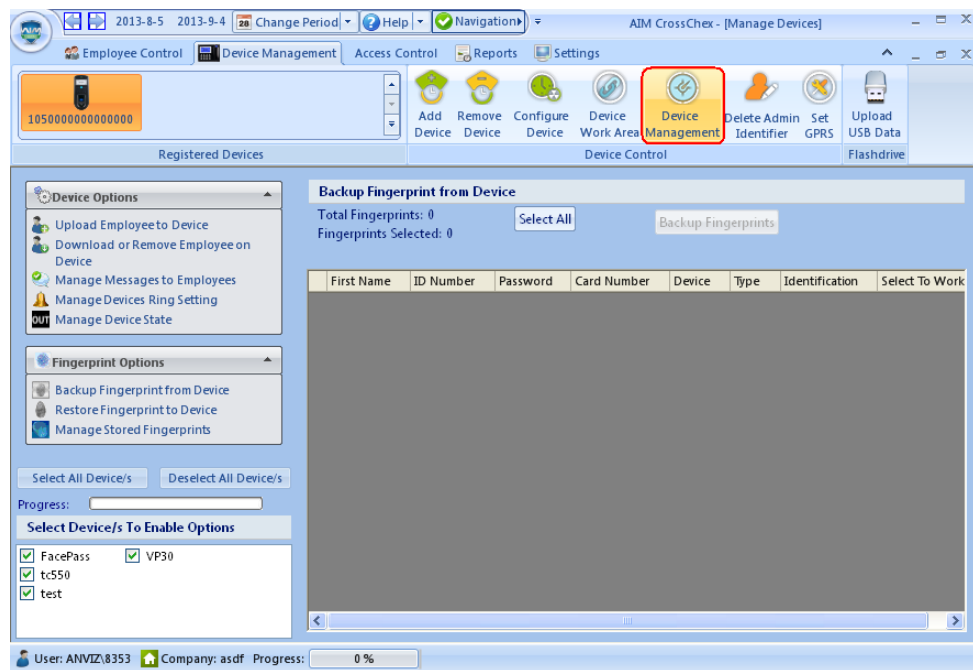
To use the links in the Device Options and Fingerprint Options sections, you must select a device in the bottom by placing a check in the box next to the device name.
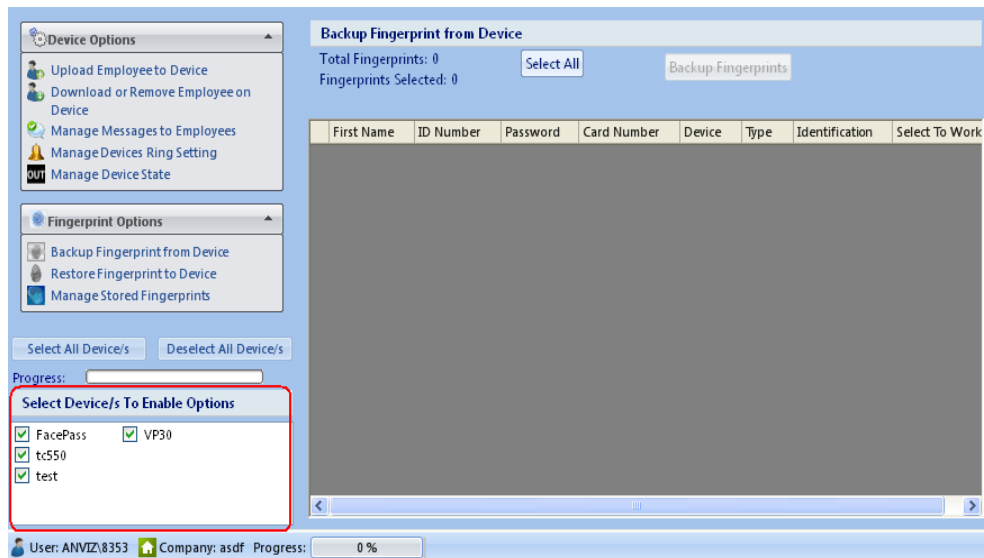
6.5.1 Device Options

6.5.1.1 Upload Employee to Device

To upload employee names from the AIM-CrossChex Standard database to the device, select a device to upload the employee to from below and then click on the "**Upload Employee to Device**". This option is used to upload the employees profile including the name onto the device so that when the fingerprint sensor is touched, the employees name will display on the screen.
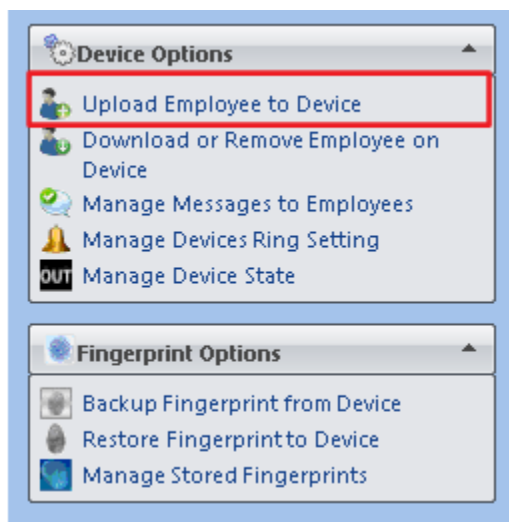

The following window will display:
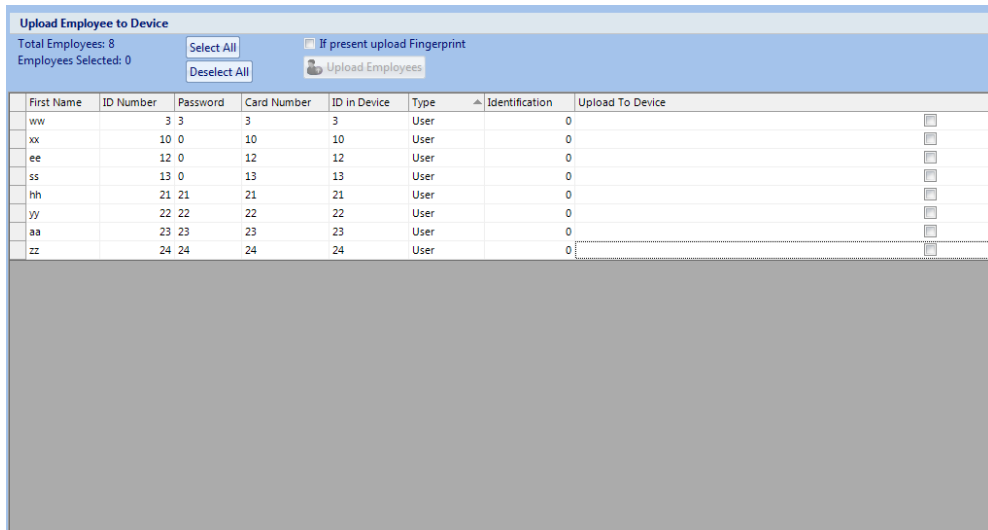
Choose the employees that you would like to upload to the selected time clock/s by placing a check in the box on the right hand side.

If you would like to upload all employees at once, click the "**Select All**" button up top. This will place a check next to all employees in the list.
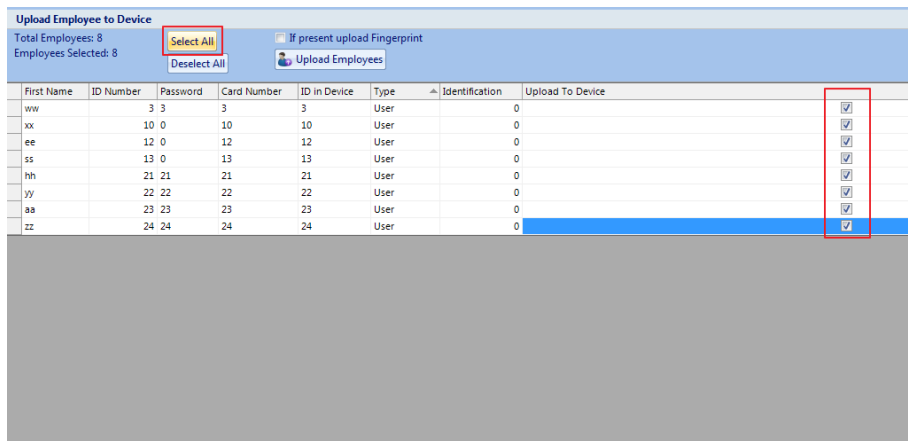
Check the box "**If present upload Fingerprint**" if you would like to transfer fingerprint stored in the database to the device also. This is useful when uploading existing employees to a new device. Then, click the "**Upload Employees**" button to complete this task.

The following message will appear if this operation is successful:
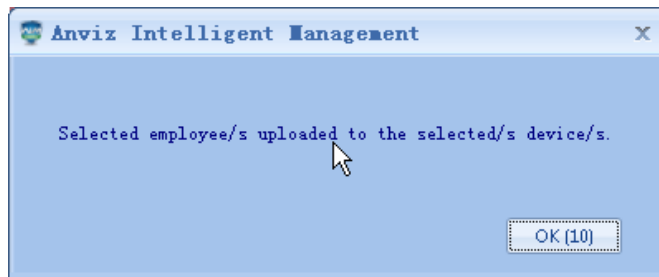
6.5.1.2 Download or Remove Employee from Device

To download or remove an employee from the device, select a device to download or remove the employee from at the bottom, then click on "**Download or Remove Employee on Device**". This option is used to upload the employees profile including the name onto the device so that when the fingerprint sensor is touched, the employees name will display on the screen.
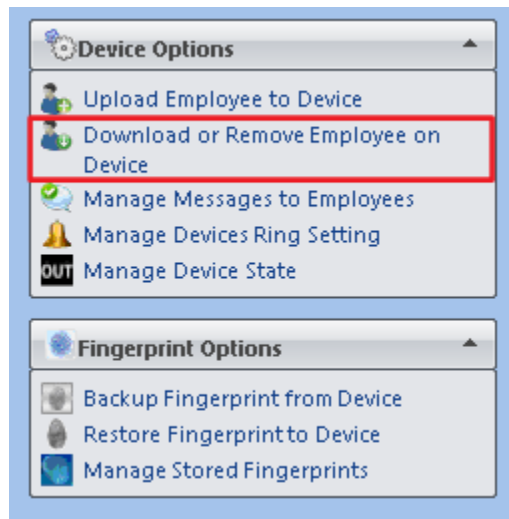
The following window will display:
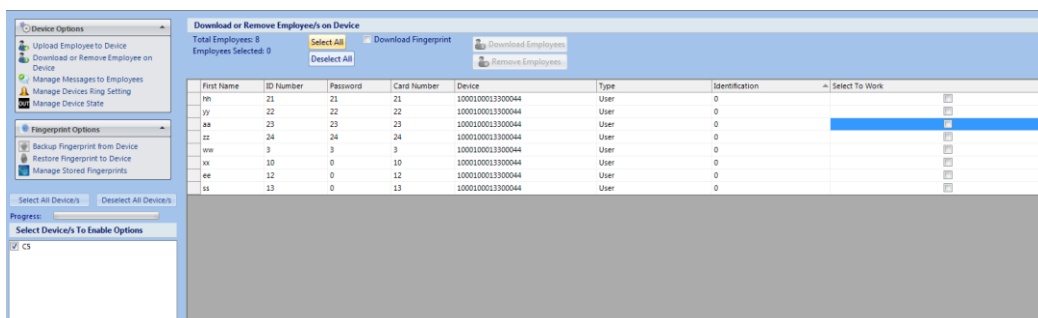
Choose the employees that you would like to download or remove from the selected device by placing a check in the box on the right hand side.

If you would like to download or remove all employees at once, click the "**Select All**"/ button up top. Or you want to cancel the selection, you can click "**Deselect All**". This will place a check next to all employees in the list.
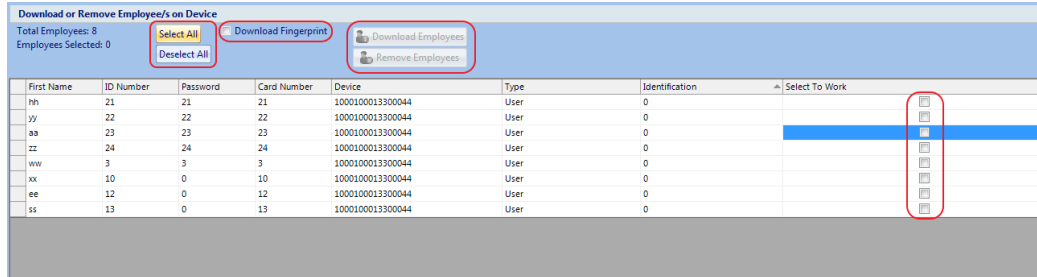
Check the box "**Download Fingerprint**" if you would like to download or remove the fingerprint stored in the device also. This is useful when re-enrolling existing employees to make sure that the fingerprint is not repeated in the system during re-enrollment. Then, click the "**Download Employees**" or "**Remove Employees**" button to complete this task.

6.5.1.3 Manage Message to Employee

To manage messages to employees from the device, select a device at the bottom, then click on "**Manage Messages to Employees**", this option is used to assign messages to employees so that when the employees punches, the messages will display on the device's screen.
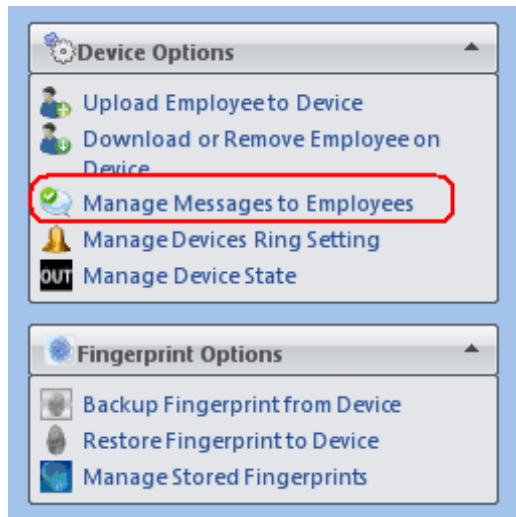
The following window will appear:

6.5.1.3.1 Assign Messages to Employees

Click the "**Load Information**" button to see the current messages on the selected device. The following window will appear:
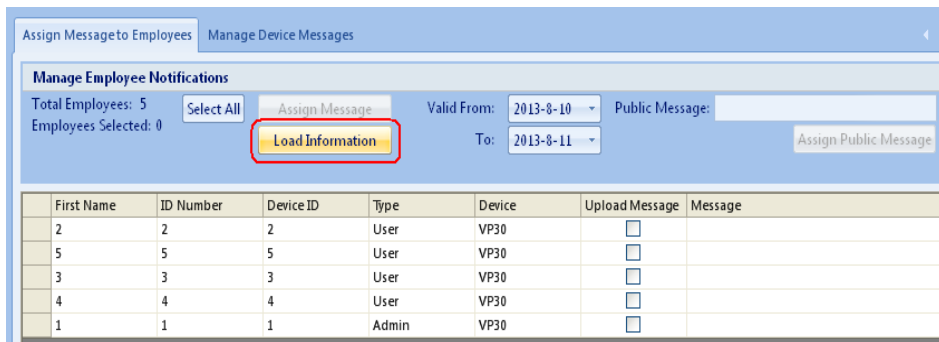
To send a message to a single employee, place a check mark in the "**Upload Message**" check box next to the appropriate employee.
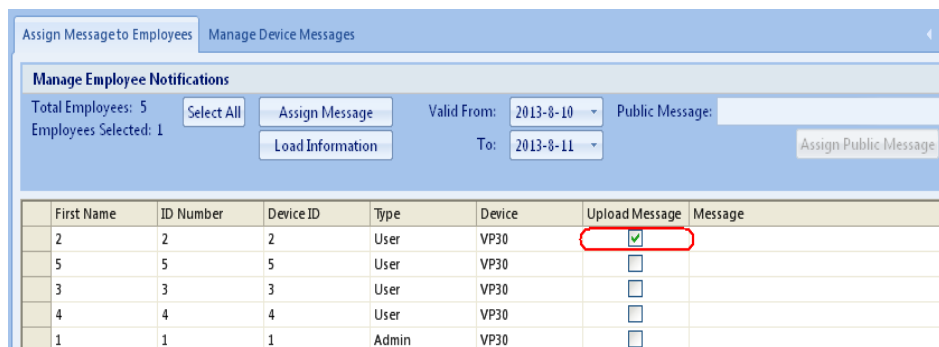
In the "**Message**" field, type the message you wish to have display on the device when that employee clocks in. The maximum number of characters that can be included in the message field is 48.
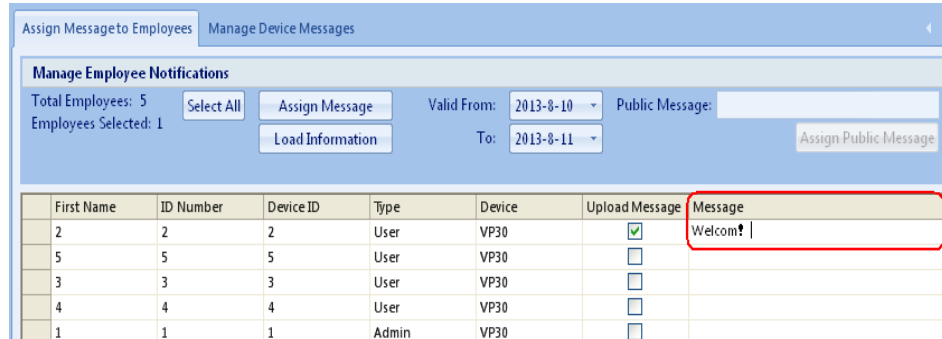
Select the duration of time that this message will be active and click the "**Assign**" button to save. A pop-up window will appear letting you know that this was successful.
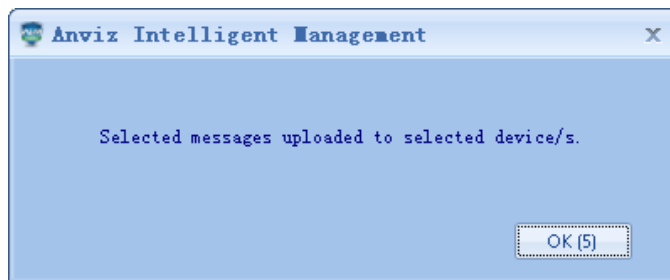
To Assign a Public Message to all employees, select valid time, and simply type the message into the Public Message Field and click the "**Assign Public Message**" button.
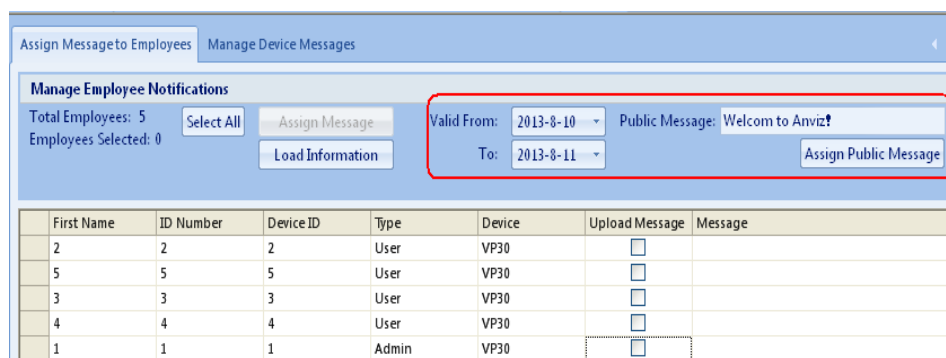
A pop-up will appear letting you know that this was successful.
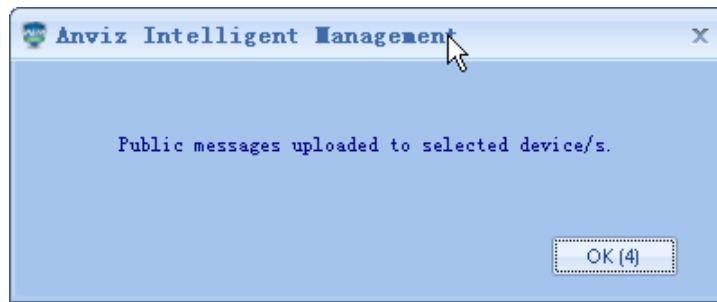
6.5.1.3.2 Manage Device Messages

Click the Manage Device Message Tab and the following window will appear:
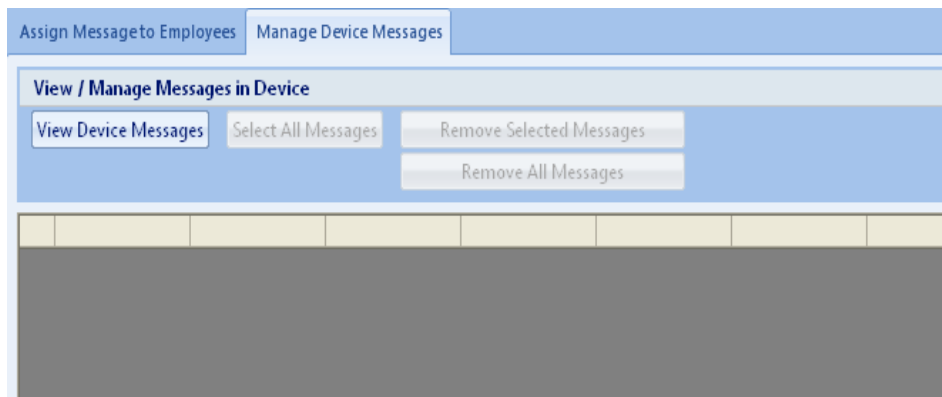
Click the "**View Device Messages**" button to see all existing messages that have been saved to the selected device.
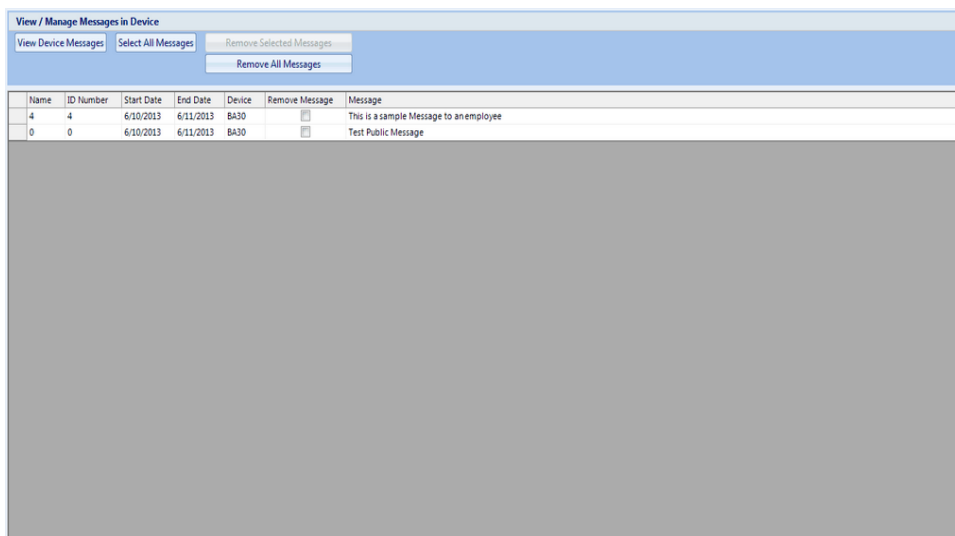
Click either "**Select All Messages**" button or place a check in the check box next to the individual message you wish to remove.

Then click the "**Remove Selected Messages**" button.

You may also remove all messages at once with the "**Remove all Messages**" button.

6.5.1.3.3 Manage Devices Ring Setting

To manage devices ring setting, select a device at the bottom, then click on "**Manage Devices Ring Setting**".
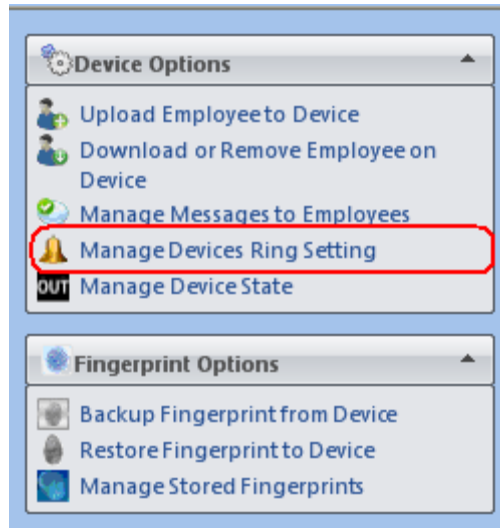
The following window will display the device ring setting, you can set the ring time, check the day you want to set from Monday to Sunday, you can set 30 times at most. Click on "**Set Ring Time**" to save the ring setting on device after you set all the ring time.
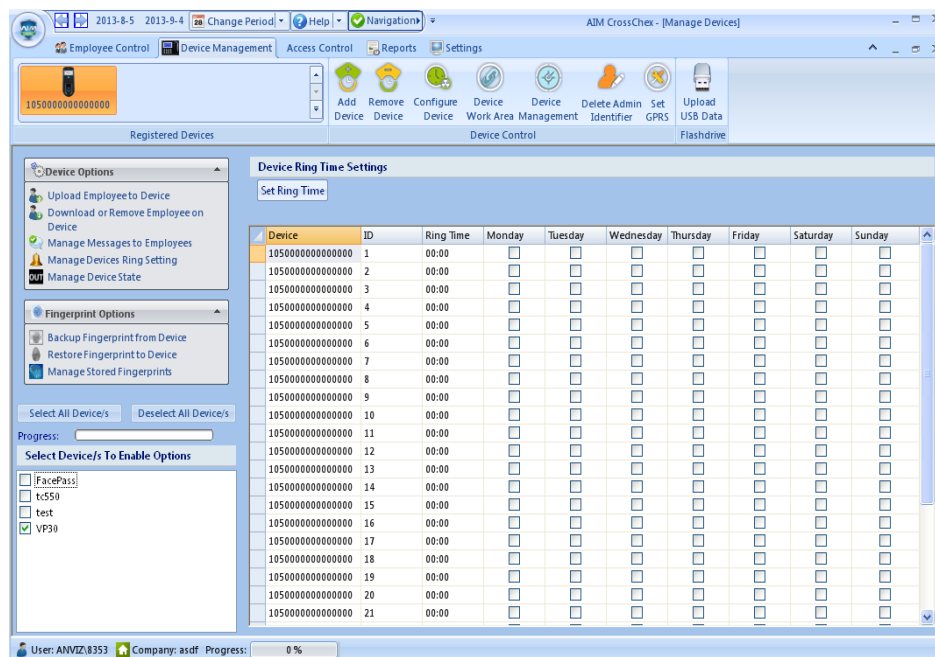
6.5.1.3.4 Manage Device State

To manage devices state, select devices at the bottom, then click on "**Manage Devices State**".
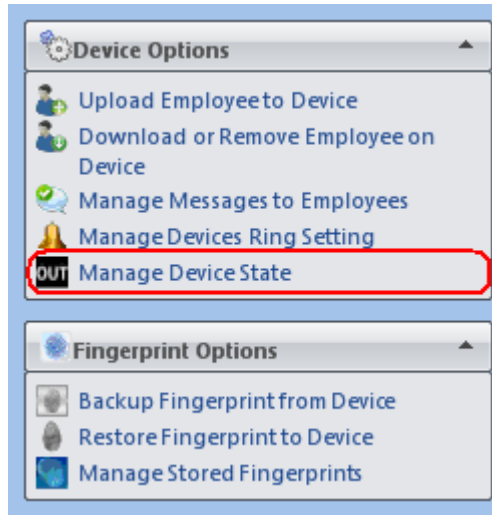
The following window will display.
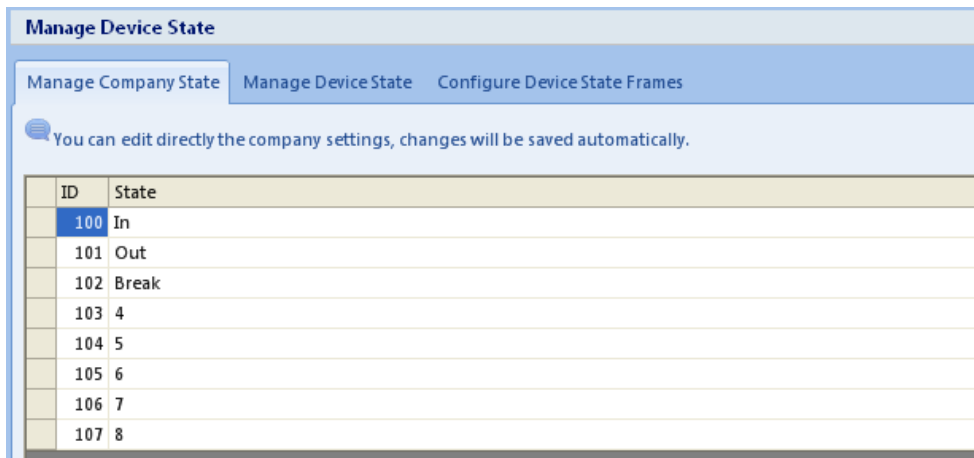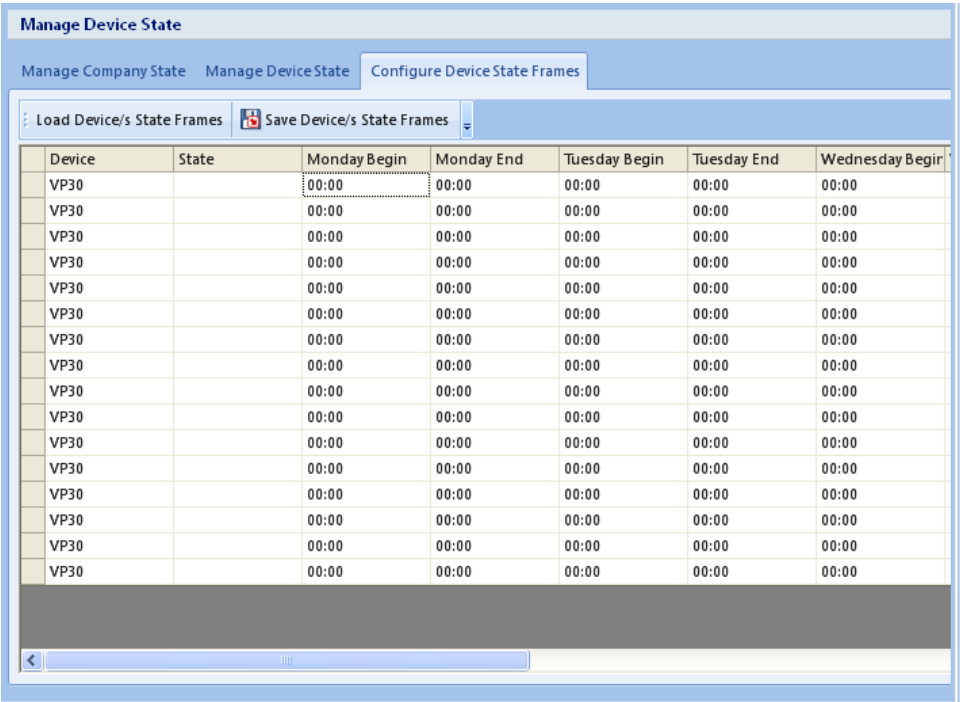
First step we set the company's state. You can set 8 states and it will save automatically.
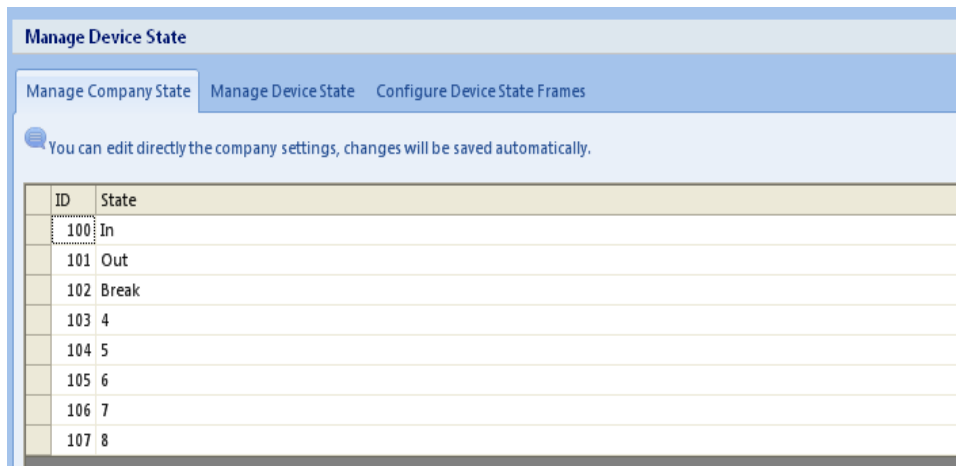
Next Step is to apply the company setting to the selected device. Just click on "**Send Setting to Device/s**" On "**Manage Device State**" tab will apply company setting to device.
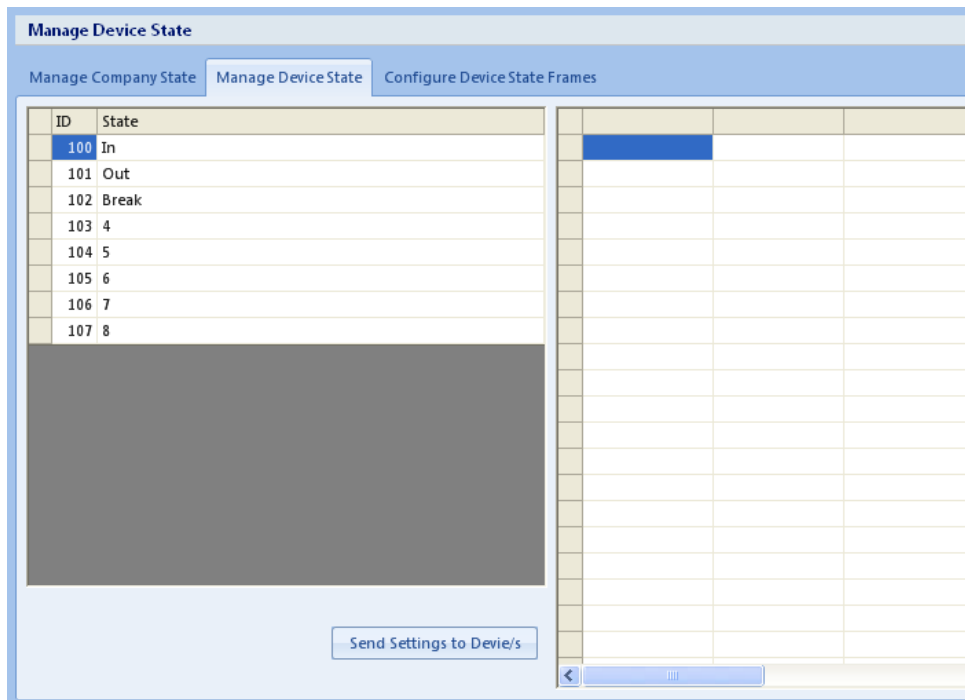
Last Step is to set device time frames, Click on button "**Load Device/s State Frames**" to display current device state frames, you can select the state and modify the begin time and end time from Monday to Sunday. After complete configuration, click "**Save Device/s State Frames**" to save the settings on device.

6.5.2 Fingerpint Options

To manage Fingerprint:
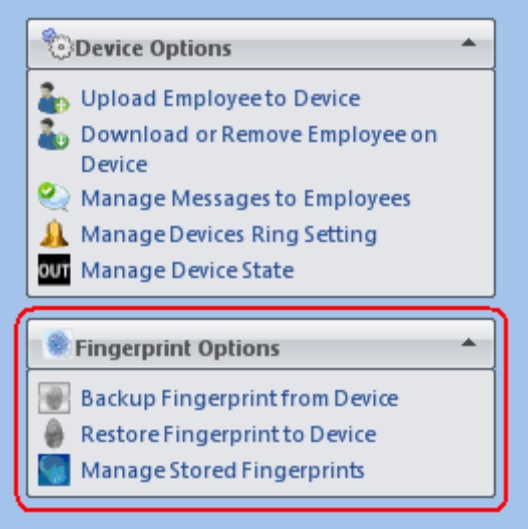
6.5.2.1 Backup Fingerpint from Device

Click the "**Backup Fingerprint from Device**" option and the following window will appear:
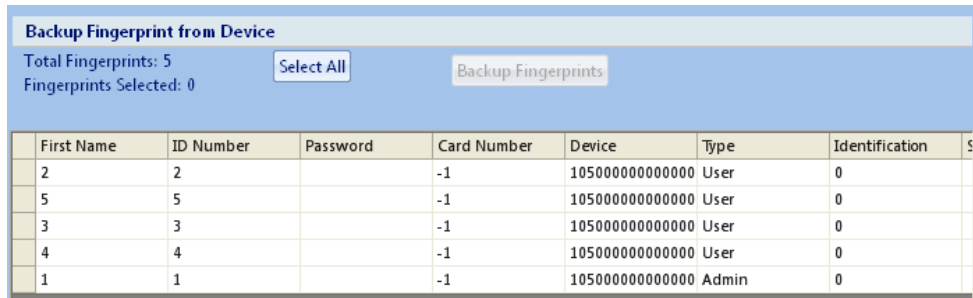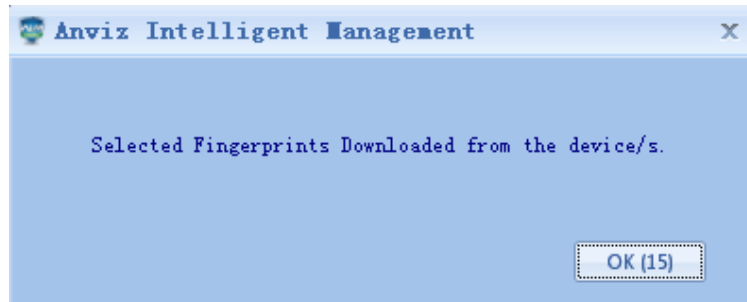
Click the "**Select All**" button or check the fingerprints you wish to backup individually. The total number of fingerprints on the device and total number of fingerprints selected will be displayed in the upper left hand corner.
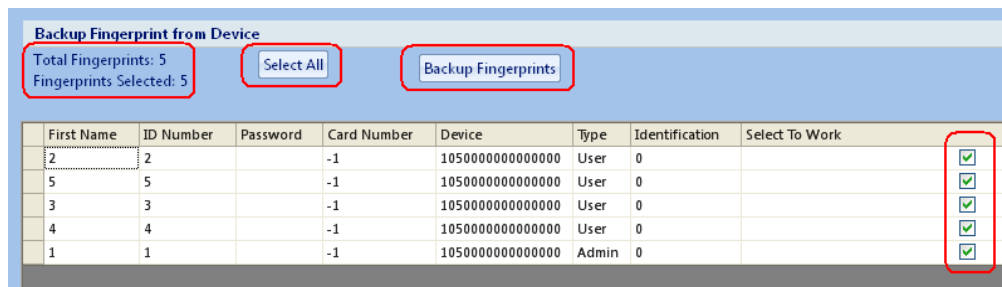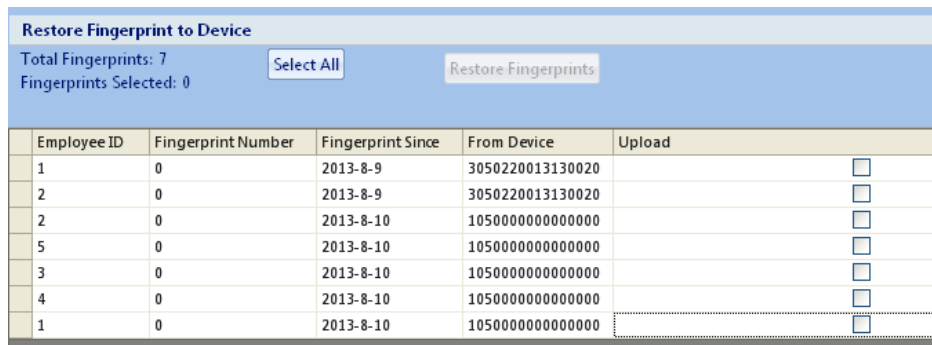

Once all the fingerprints you wish to backup are selected, click the "**Backup Fingerprint**" button to complete this task.

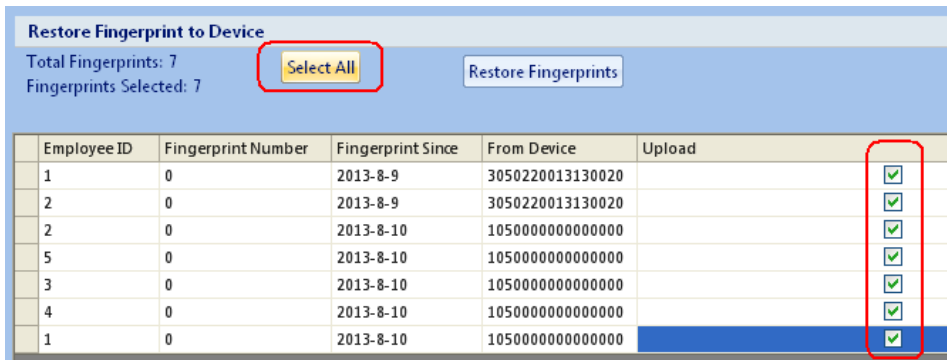The following window will appear if this operation is successful:

6.5.2.2 Restore Fingerpint to Device

Click the "**Restore Fingerprint**" option once the device is selected below and the following window will appear:
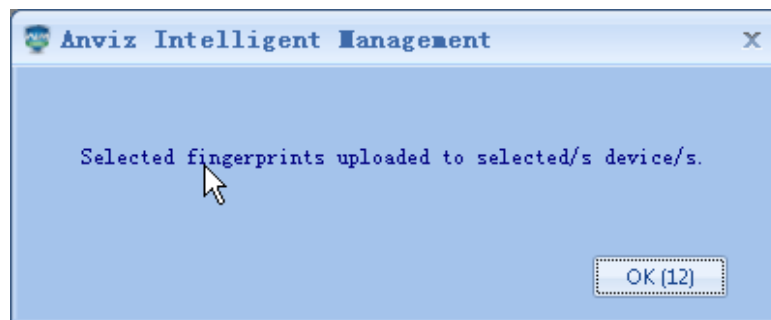
Click the "**Select All**" button or check the fingerprints you wish to restore individually. The total number of fingerprints on the device and total number of fingerprints selected will be displayed in the upper left hand corner.

Once all fingerprints have been selected, click the "**Restore Fingerprints**" button to restore fingerprints to the selected Device/s.
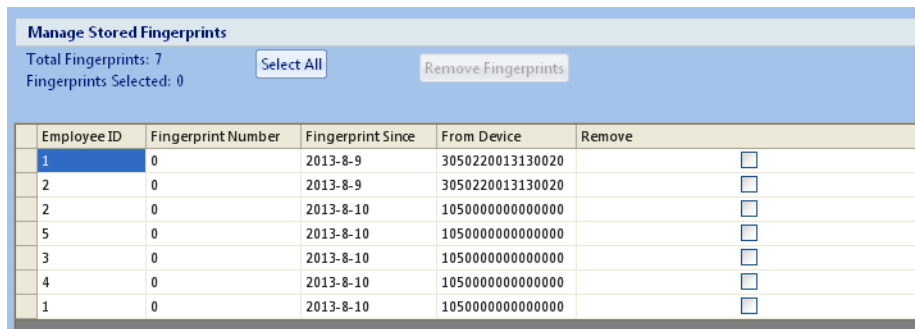
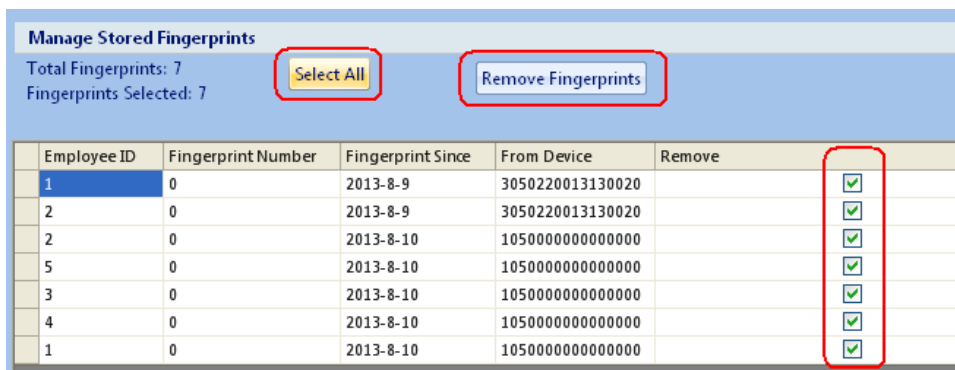The following window will appear if this operation is successful:

6.5.2.3 Managed Stored Fingerprints

Click "**Managed Stored Fingerprints**" and the following window will appear:

Click the "**Select All**" button or check the fingerprints you wish to remove individually. The total number of fingerprints on the device and total number of fingerprints selected will be displayed in the upper left hand corner.
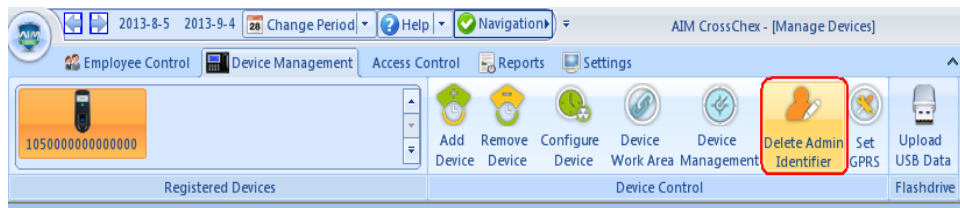

Once all fingerprints have been selected, click the "**Remove Fingerprints**" button to remove fingerprints from the Software.

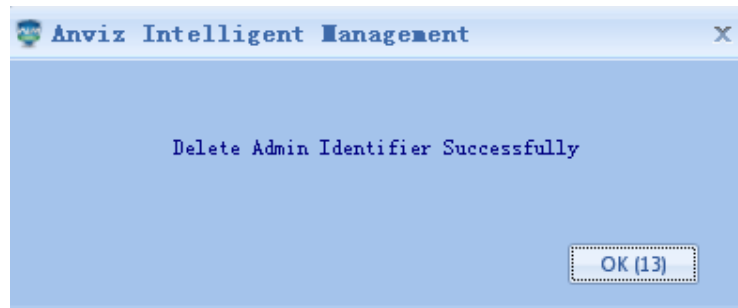The following window will appear if this operation is successful:
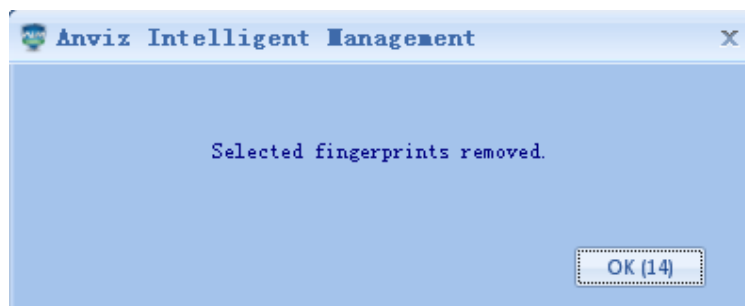
6.6 Delete Admin Identifier

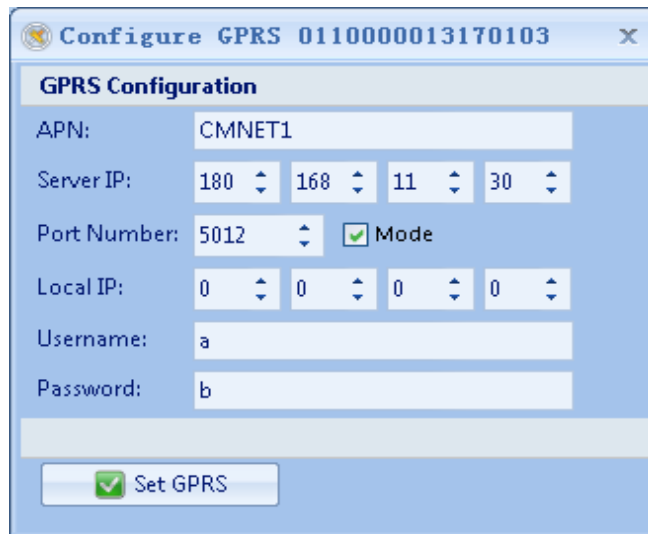Just Click on button "**Delete Admin Identifier**" to delete the selected device's admin user.

The following window will appear if this operation is successful:
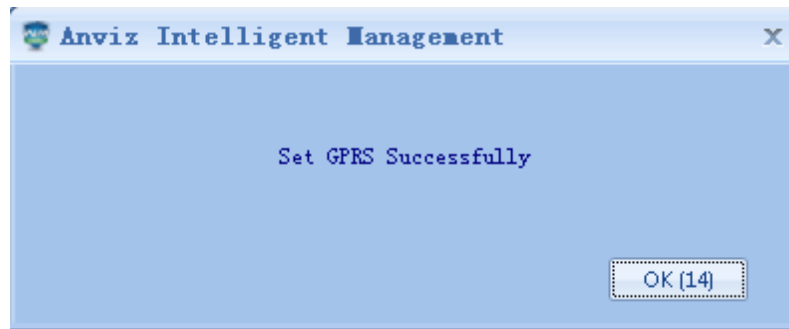

6.7 Set GPRS

Click on button "**Set GPRS**" will pop up a window to present current device's GPRS information.

Change APN, Server IP, Port Number, Mode, Local IP, Username, Password and Click on button "Set GPRS" to set the communication mode as GPRS on device.

The following message will appear if the operation is successful.

6.8 Flash Drive

All time and attendance records are stored locally on the device. If you choose to manage your time clock in a stand-alone environment or if you lose connection to your network or internet and are unable to download the records through the remote database, you may use the USB Upload feature in the AIM-CrossChex Standard application to manually transfer these records from the device into the database.

To capture the time records manually from the device, follow the Device Operation Guide for the steps required in this simple procedure. Once these steps are completed, you will have the downloaded employee records on a USB flash drive.
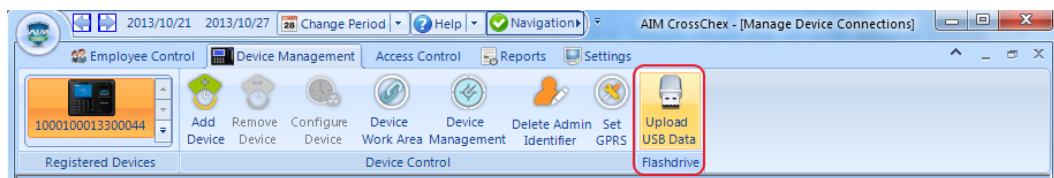

The BAK.KQ/KQ file will be located in a folder on the flash drive. Every time you download the records, the file in this directory will be over-written. You MUST create a new folder on the flash drive named using the same serial number of the device you have added to the software. Once created, copy the BAK.KQ/KQ file from the folder into the new folder labeled with your device serial number. This new folder is the location you will choose to import the files from in the following procedure.
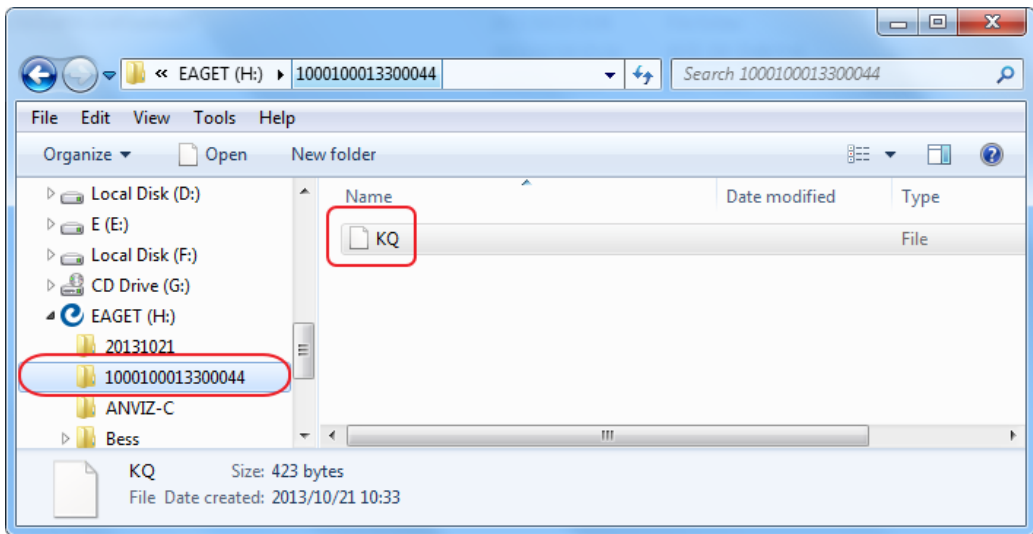
You should have also already added and configured your device in the AIM-CrossChex Standard Software and it should be listed under the Registered Devices section of the Device Management window.

Click on "**Upload USB Data**", browse to the USB flash drive directory created above with the device serial number as the name of the folder. Once you locate the filename **"*.KQ/KQ"**, highlight it by clicking on the ***.KQ/KQ** file, then press the "**Open**" button.
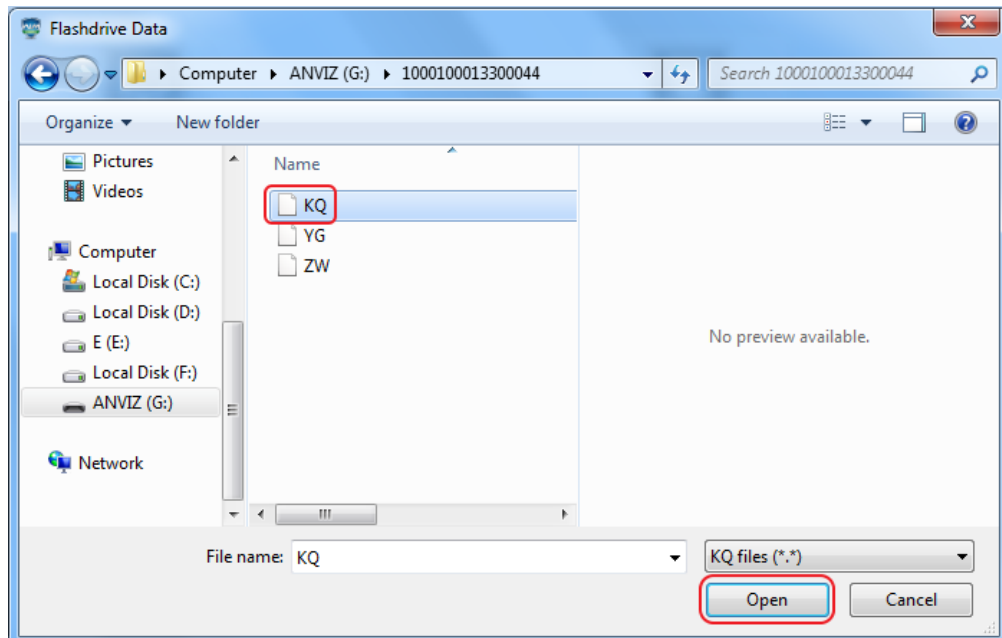

This will import the Time records for the employees who are enrolled and use this specific device. Repeat these steps for any additional USB flash drive which has employee time and attendance records from other offline devices.

The following window will pop up when successfully download records:
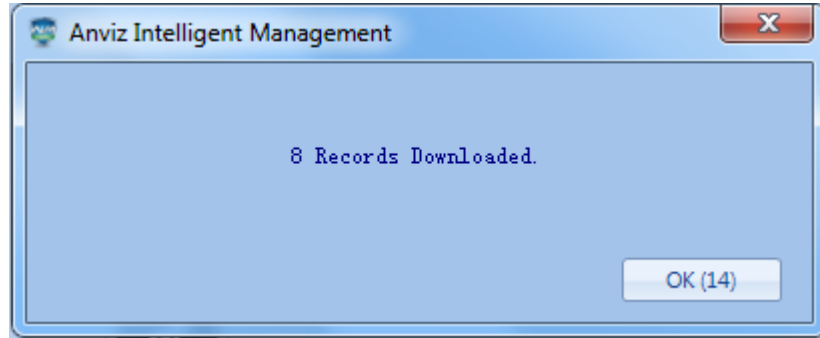
7 Report

To run Time and Attendance reports, Click on the "**Reports**" tab.
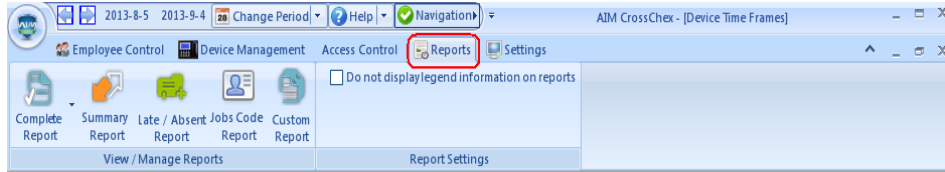
7.1 Complete Report

Choose the "**Complete Report**" to display a detailed Basic report. You can choose to run the report with the location name included or without the location name included.

- **The Complete** - With Location report will display the time clock location name next to each punch in a landscape mode report.

- **The Complete** - Without Location report will not display the location name of the time clock for each punch, and will display in portrait mode.
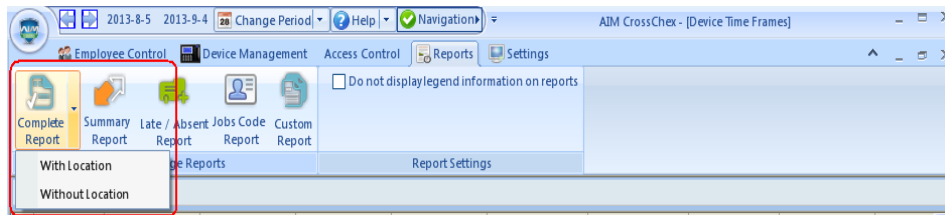
1 Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected, the report will include all employees in the list starting from the top and working through to the bottom of the list.
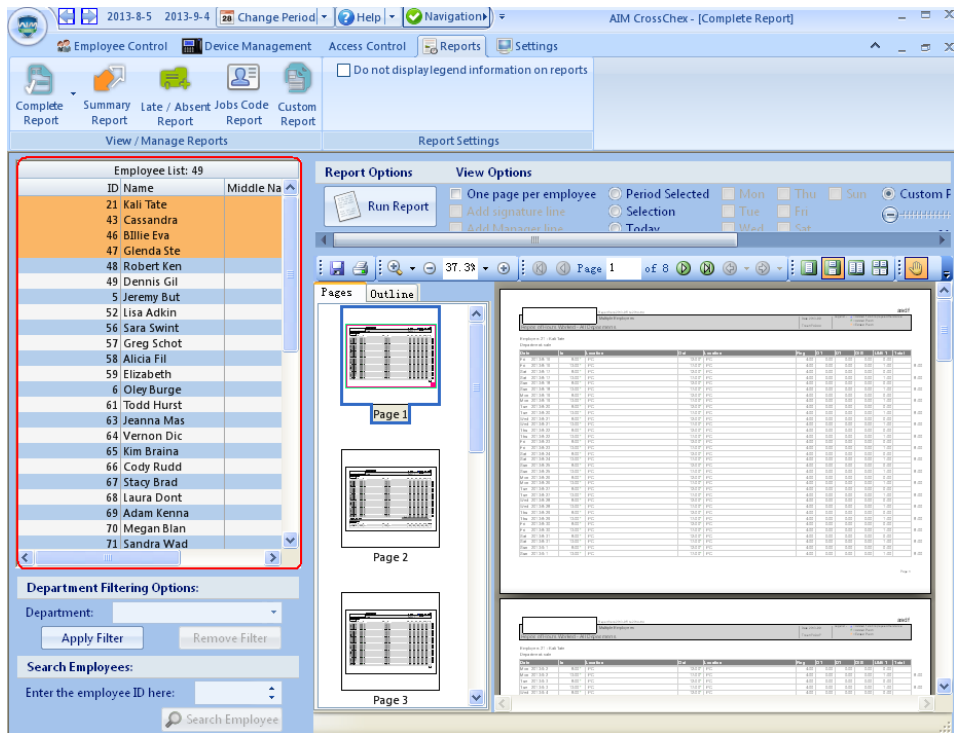
2   Choose how you would like the report to display using the view options.
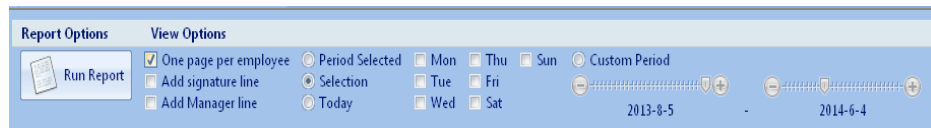

- **One Page Per Employee** - this option runs the report displaying only one use per page.

- **Add Signature Line** - When One Page per employee is selected, this option adds an Employee signature line at the bottom of the report.

- **Add Manager Line** - When One Page per employee is selected, this option adds a Manager signature line at the bottom of the report.

- **Period Selected** - This option will run the report for the date period chosen in the Title Bar of the application.

- **Selection** - This option will allow you to select the specific days of the week during the pay period above to include in this report. When Selection is chosen, the days of the week check boxes will become available.

- **Today -** This option will run the report for the current day only.

- **Custom Period** - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be selected is 26 pay periods in the history or 26 pay periods in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.

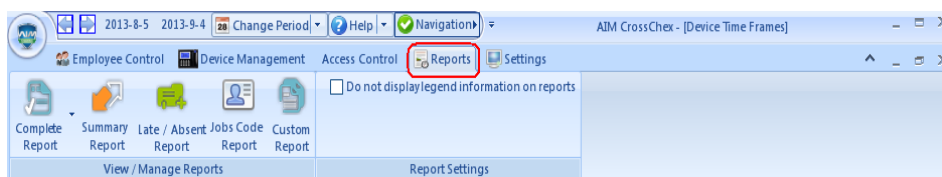3   Once view options have been selected, click on the "**Run Report**" button.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.
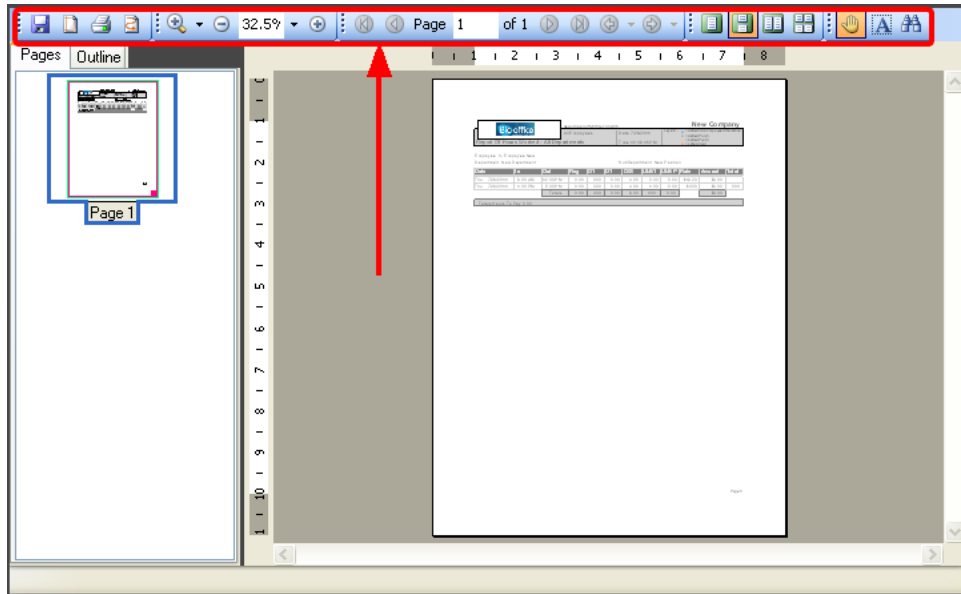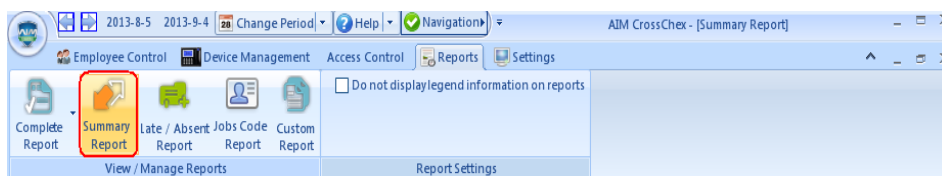

7.2 Summary Report

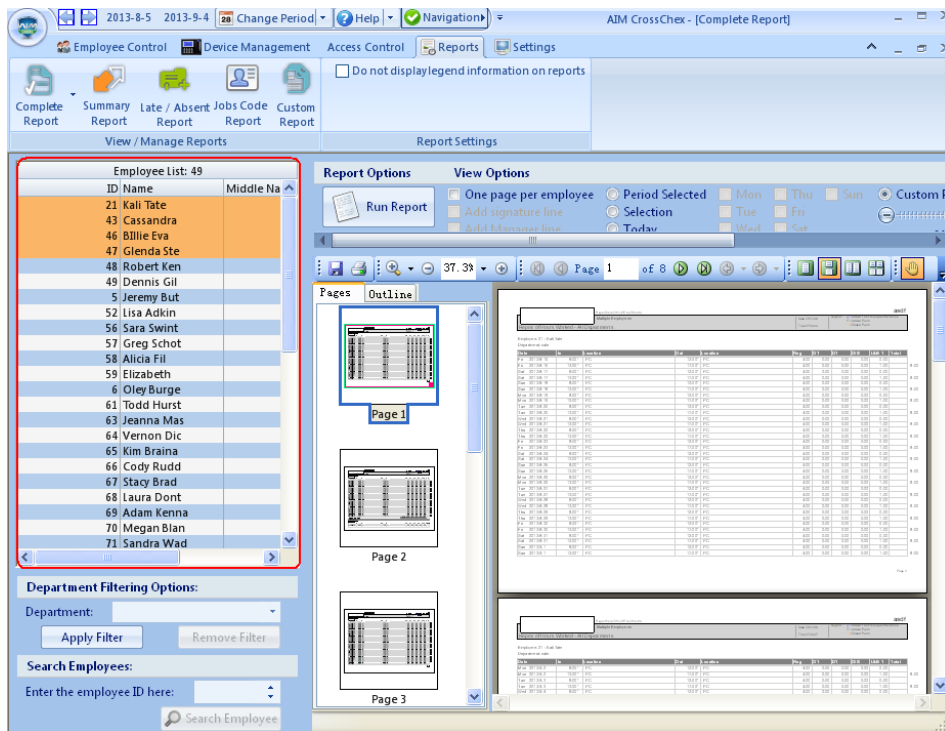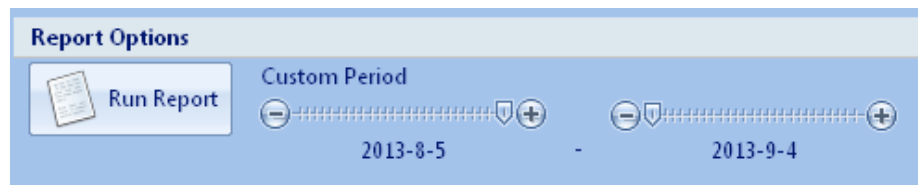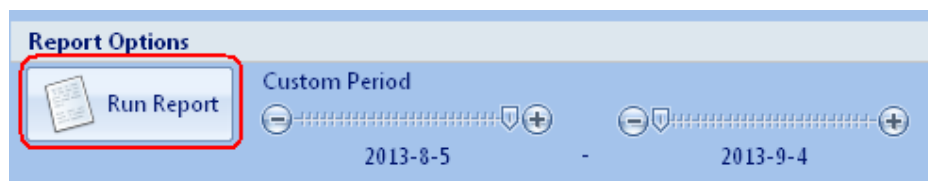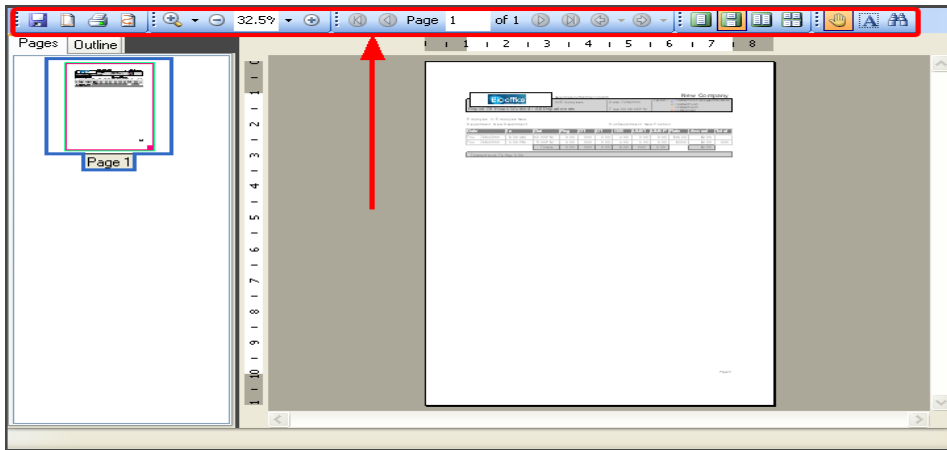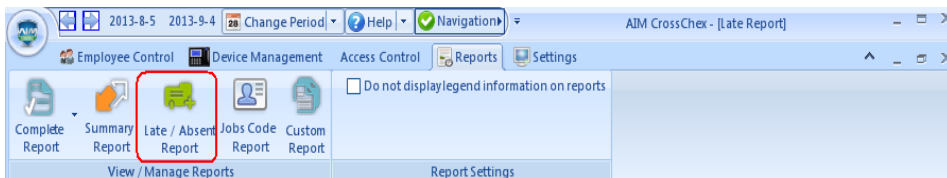To run Time and Attendance reports, Click on the "**Reports**" tab.

Choose the "**Summary Report**" to display total hours on report.

1   Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all

employees in the list starting from the head and working through to the bottom.

2   Choose how you would like the report to display using the view options.

Custom Period - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be selected is 26 pay periods in the history or in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.

3   Once view options have been selected, click on the "**Run Report**" button.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.
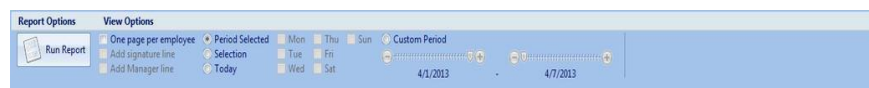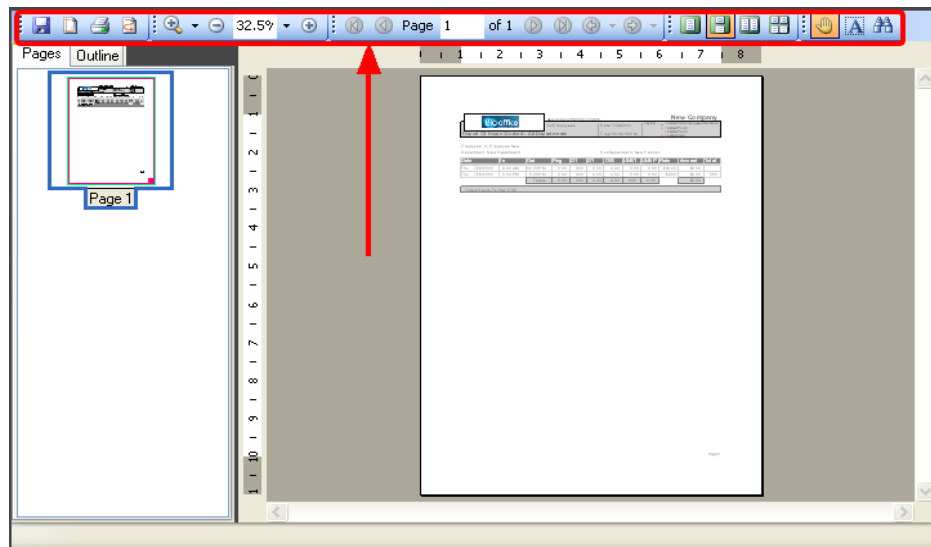
7.3 Late/Absent Report

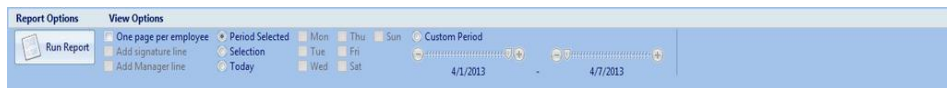To run Late/Absent reports, Click on the "**Reports**" tab.
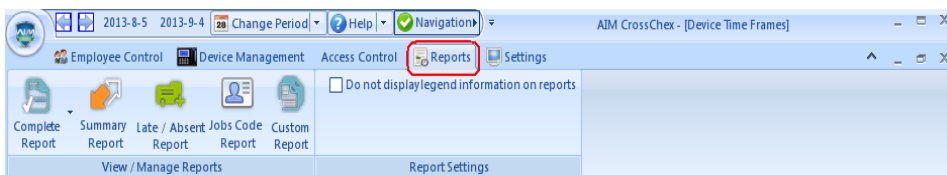
Choose the "**Late/Absent Report**" to display the list of employees who clocked in late for their shift within the date range specified.

1   Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.

2   Choose how you would like the report to display using the view options.
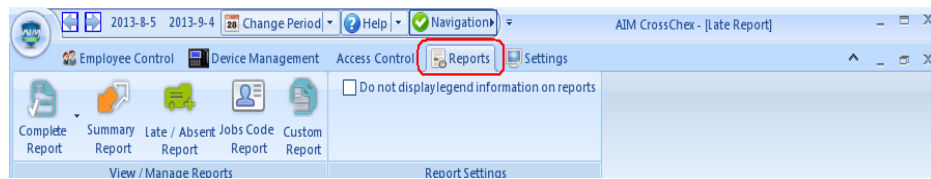

- **One Page Per Data** - this option runs the report displaying only one use per page.

- **Add Signature Line** - This option adds an Employee signature line at the bottom of the report.

- **Add Manager Line** - This option adds a Manager signature line at the bottom of the report.

- **Period Selected** - This option will allow you to select the days of the week to include in this report. When Selection is chosen, the days of the week will become available.

- **Today** - This option will run the report for the current day only.

- **Custom Period** - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be selected is 26 pay periods in the history or in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.
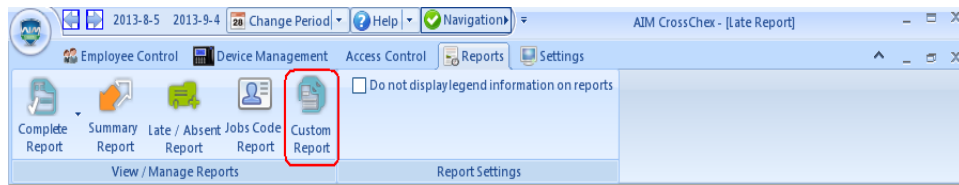
3   Once view options have been selected, click on the "**Run Report**" button.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

7.4 Jobs Code Report

To run Job Codes reports, Click on the "**Reports**" tab.
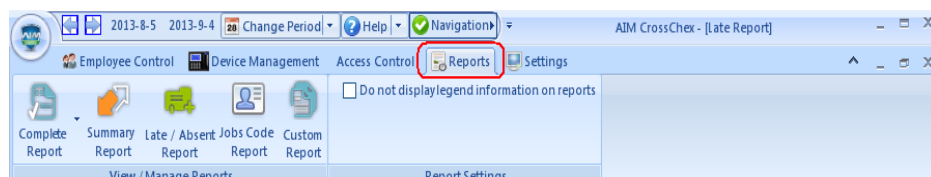
Choose the "**Jobs Code Report**" to display employee work performance across all job codes in report format.
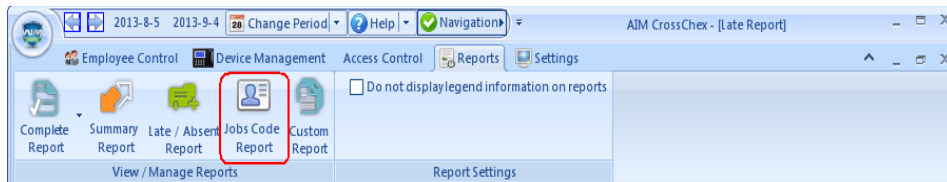
Select an employee or group of employees from the **Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.

Choose how you would like the report to display using the view options.

- **One Page Per Data** - this option runs the report displaying only one use per page.

- **Add Signature Line** - This option adds an Employee signature line at the bottom of the report.

- **Add Manager Line** - This option adds a Manager signature line at the bottom of the report.

- **Period Selected** - This option will run the report for the date period chosen in the Title Bar of the application.

- **Selection** - This option will allow you to select the days of the week to include in this report. When Selection is chosen, the days of the week will become available.

- **Today** - This option will run the report for the current day only.

- **Custom Period** - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be selected is 26 pay periods in the history or in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.

Once view options have been selected, click on the "**Run Report**" button to get the report.

7.5 Custom Report

To run Time and Attendance reports, Click on the "**Reports**" tab.

Choose the "**Custom Report**" to display a report across a custom date range.

1   Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.

2   Choose how you would like the report to display using the view options.
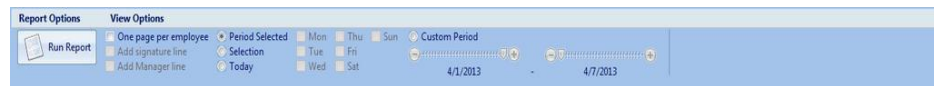
- **One Page Per Data** - this option runs the report displaying only one use per page.

- Add Signature Line - This option adds an Employee signature line at the bottom of the report.

- Add Manager Line - This option adds a Manager signature line at the bottom of the report.

- Custom Period - This option allows you to select a custom range of pay periods to run a report for. Choose the start date and the end date for this report. You may also choose a Start Time and an End Time for each of the days selected. Optionally, you can select day(s) of the week to have the report only display the selected days within the custom date range specified.

3   Once view options have been selected, click on the "**Run Report**" button.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

7.6 Print and Save Reports

The reports allow you to run and view reports of the collected time records. You may also print the reports or save them as the following file types: .pdf, .xls, .xlsx, .emf, .tiff, .bmp, .jpg, .png, .jpg, .gif.
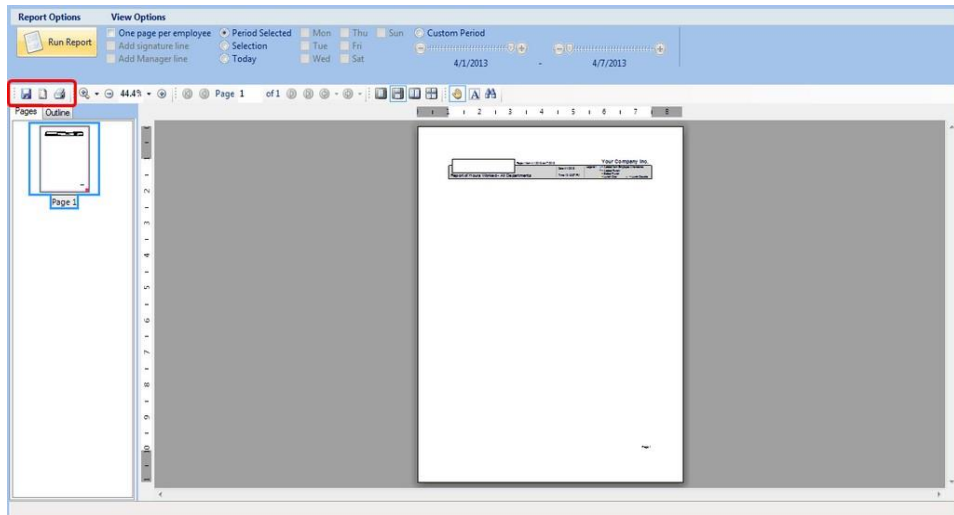
7.6.1 Print Reports

To print a report, simply click the "**Printer**" icon in the upper left hand corner of the Report View Window.
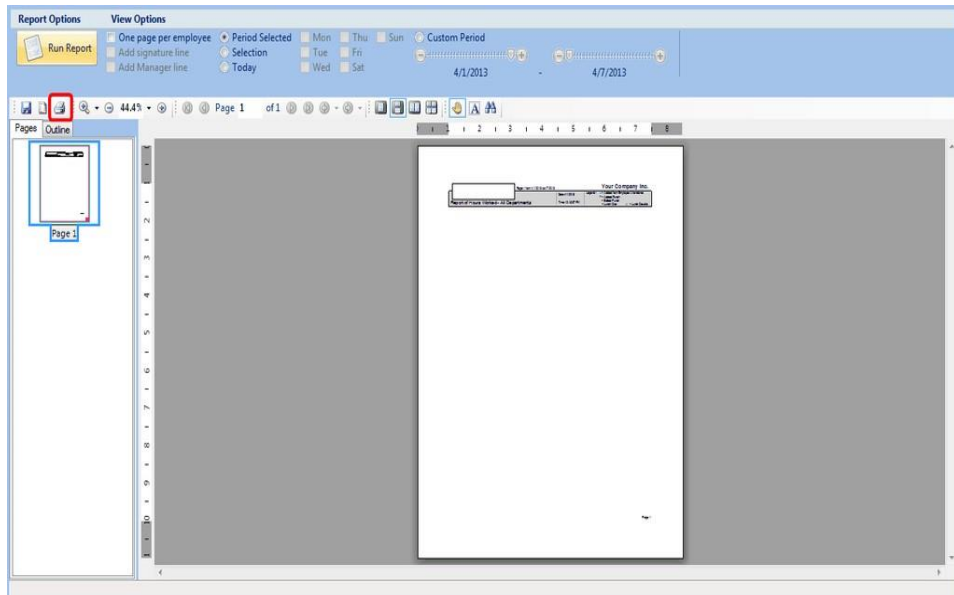
The "**Print**" pop-up window will appear:
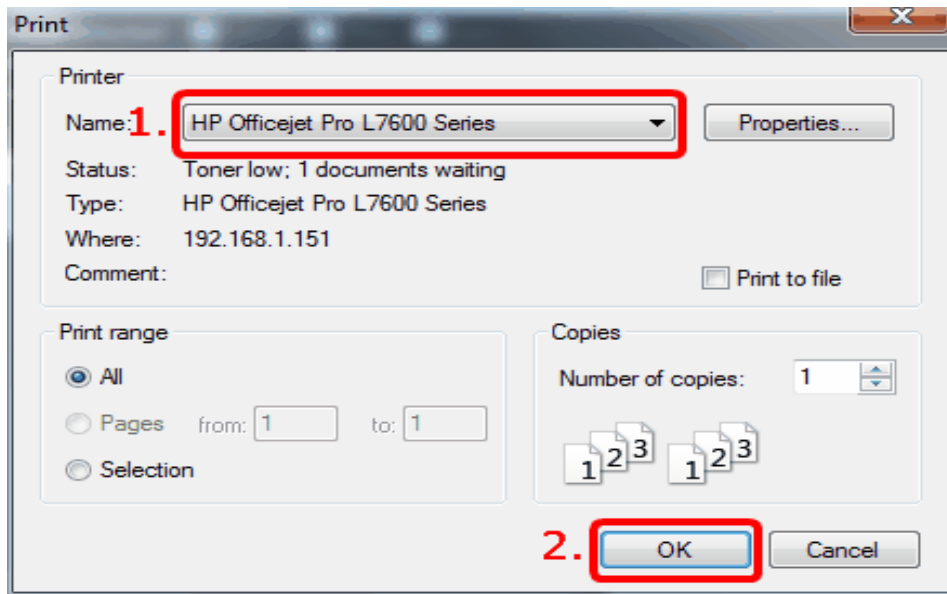
1   Select the printer that you would like to print this report.

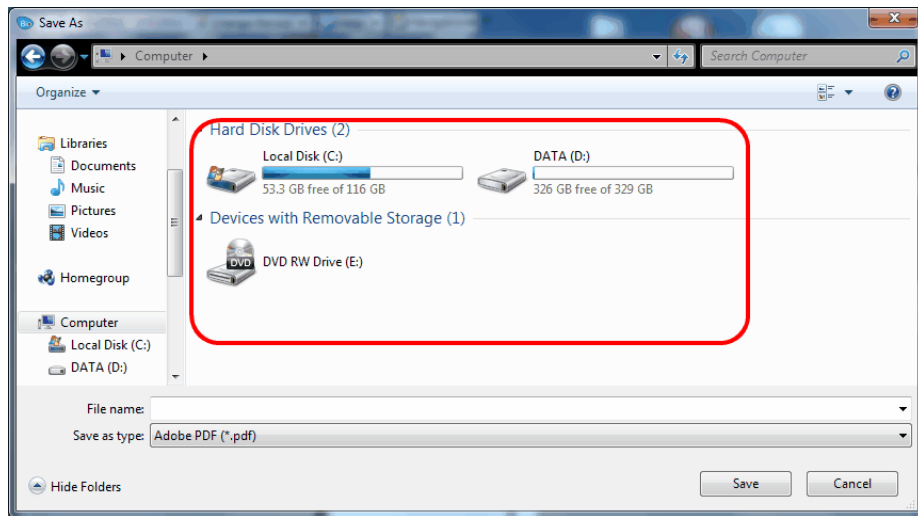2   Click the "**OK**" button at the bottom of the window to start the print job.

7.6.2 Save Report in Excel

To save a report in an Excel file format, complete the following steps:

1   Click on the "**Save As**" icon in the upper left hand corner of the Report View window.
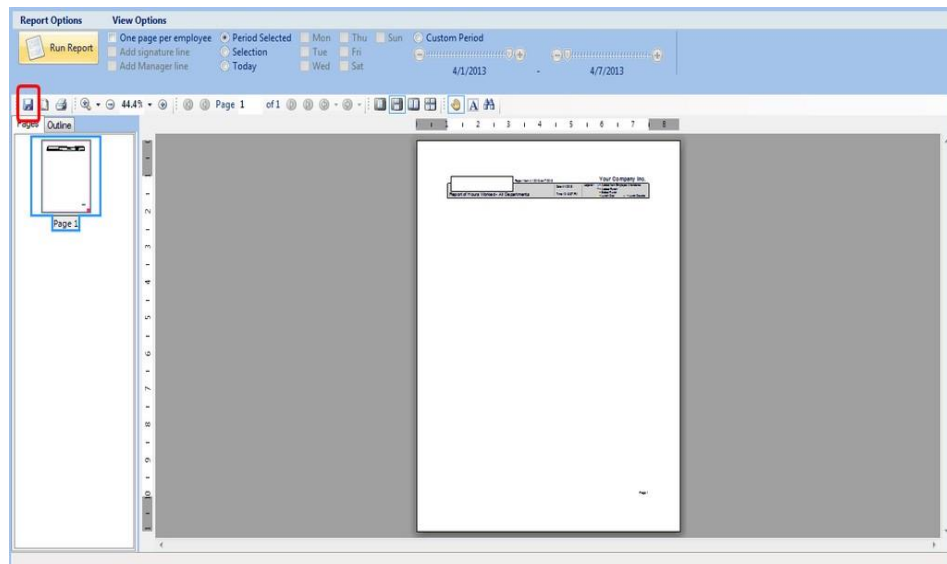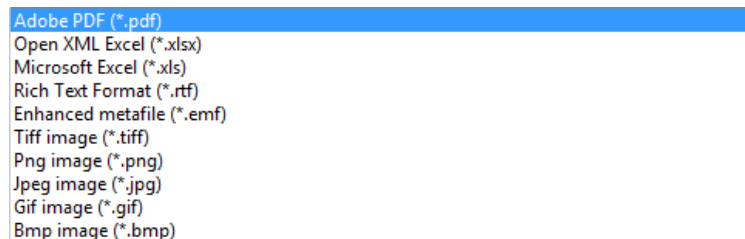

2   The "**Save As**" popup window will appear:
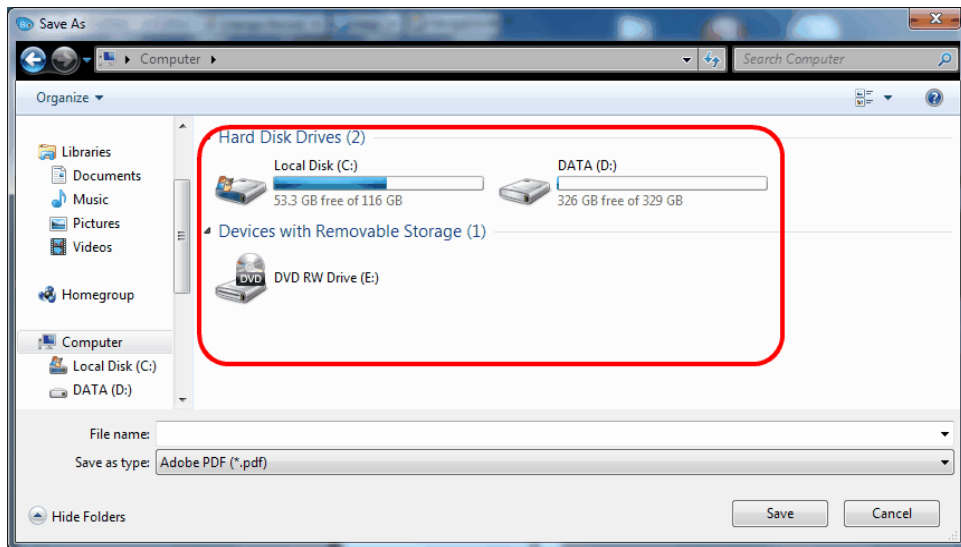
3   Browse to a location to save the Excel File.
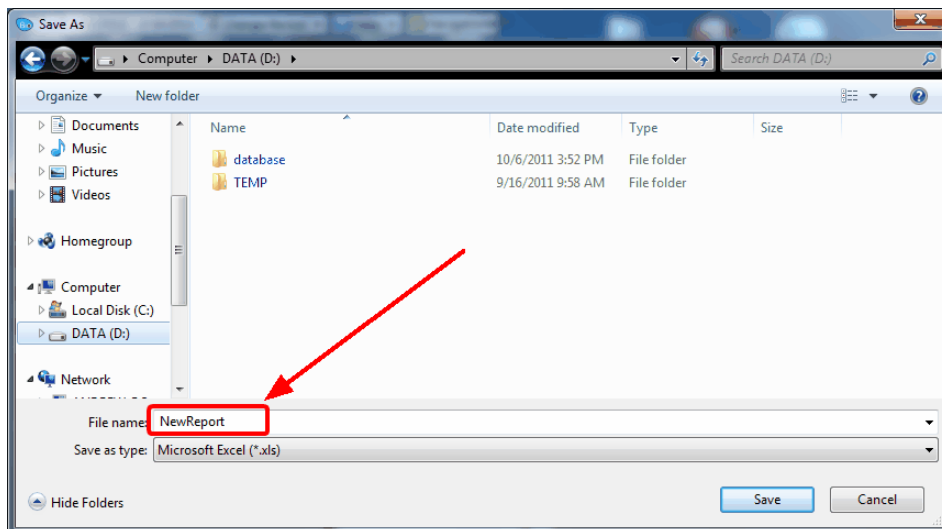

4   Type a name for this report, then select the File type *.xls from the "**Save as Type**" dropdown menu.
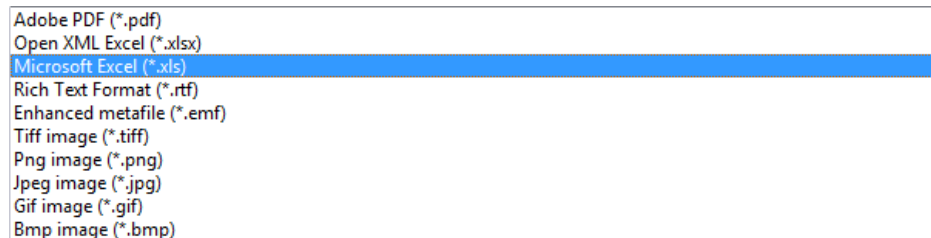
5   Click the "**Save**" button at the bottom of this popup window.
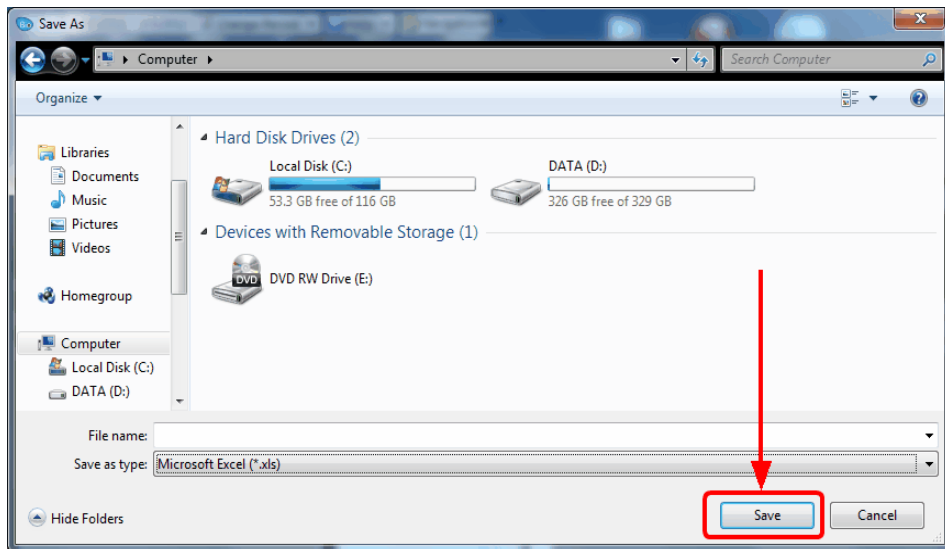
6   A popup will appear which allows you to choose certain options that you want to apply when saving the report.
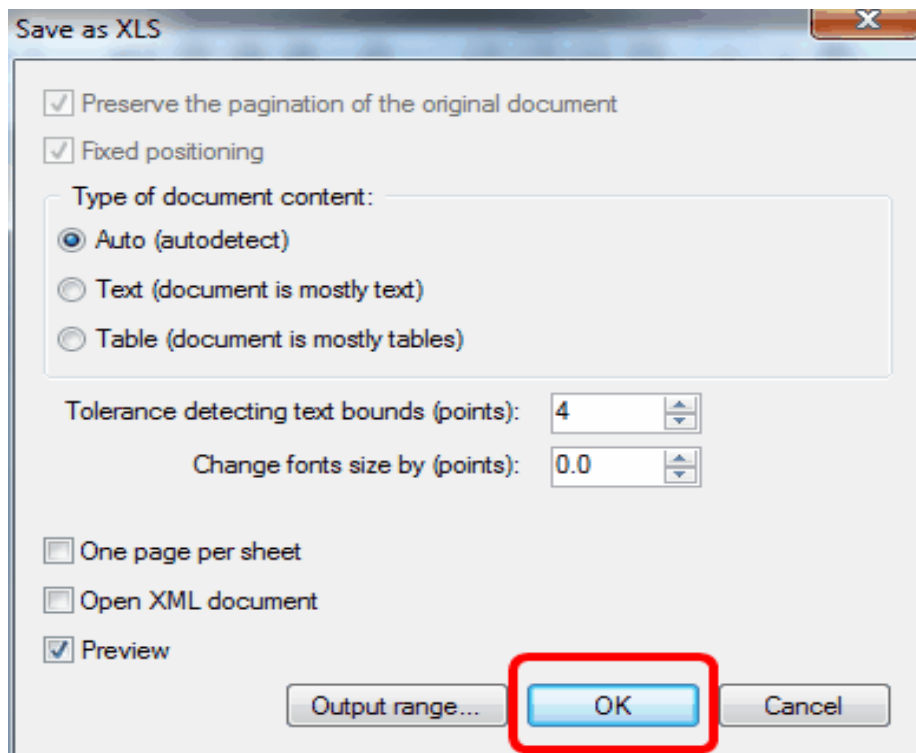
7   Select all default and click the "**OK**" button.

If Microsoft Excel is installed on your machine, once saved, the file will automatically open in Excel. The following is a preview of an AIM-CrossChex Standard Report in Excel:

7.6.3 Save Report as PDF

To save a report in an Adobe PDF file format, complete the following steps:

1   Click on the "**Save As**" icon in the upper left hand corner of the Report View window.
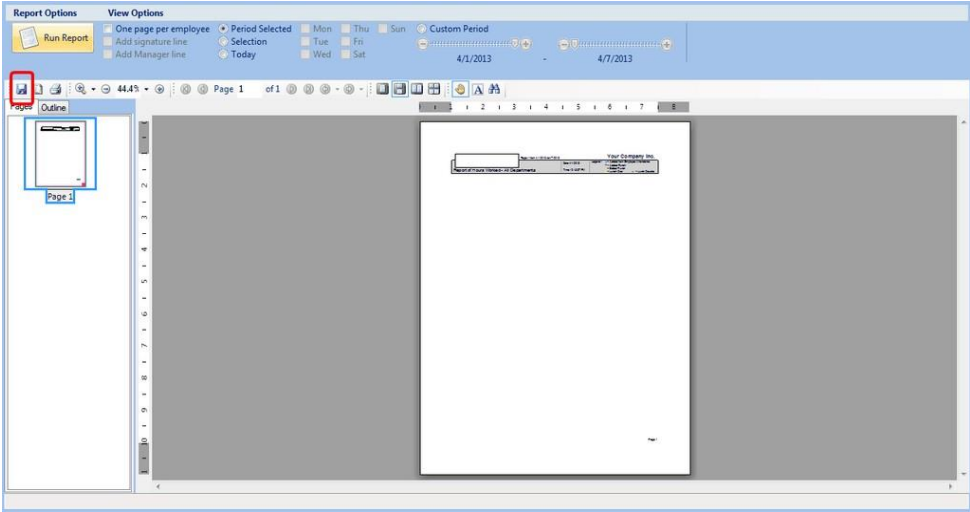
2   The "**Save As**" popup window will appear:

3   Browse to a location to save the PDF File.
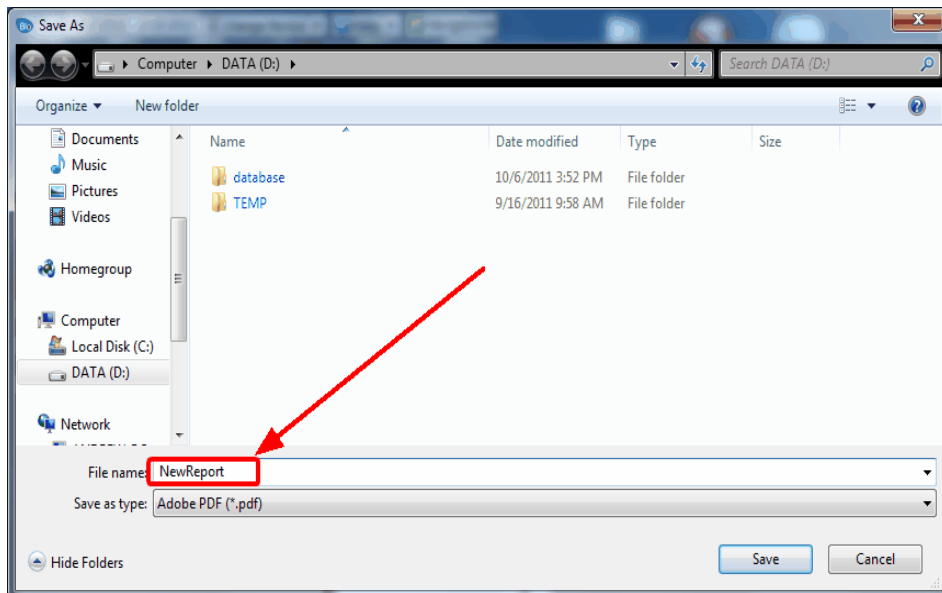
4   Type a name for this report, then select the File type *.pdf from the "**Save as Type**" dropdown menu.

5.   Click the "**Save**" button at the bottom of this popup window.
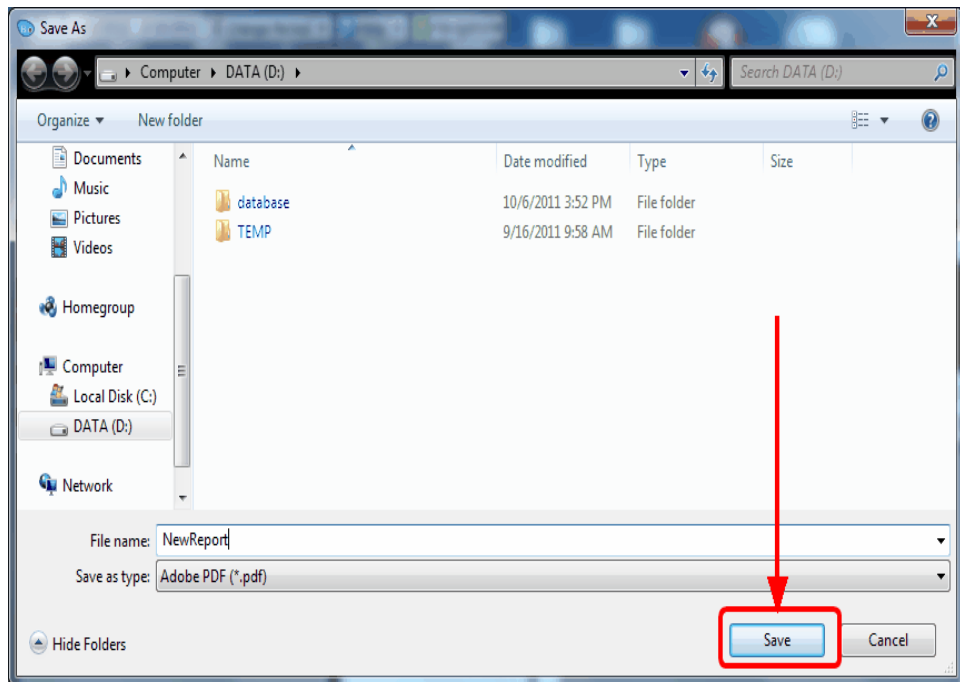
6 A popup will appear which allows you to choose certain options that you want to apply when saving the report.
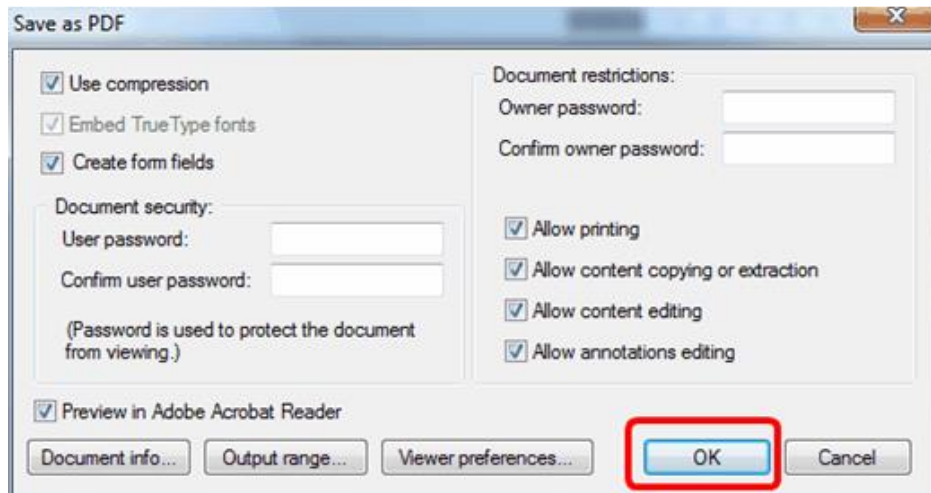
7 Select all default and click the "**OK**" button.

Once saved, the file will automatically open in Adobe Acrobat.

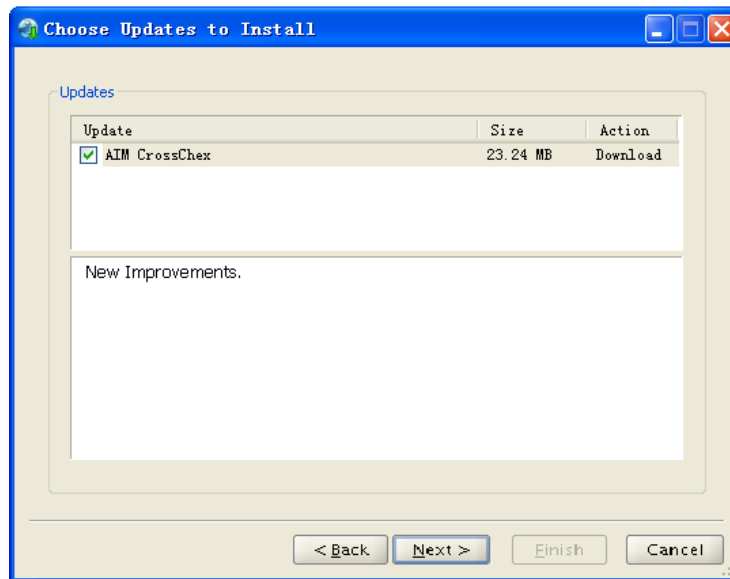The following is a preview of an AIM-CrossChex Standard Report in Adobe:

8 Update & Uninstallation

8.1 Update

To update the AIM CrossChex Standard online, simply click the "Application Update":
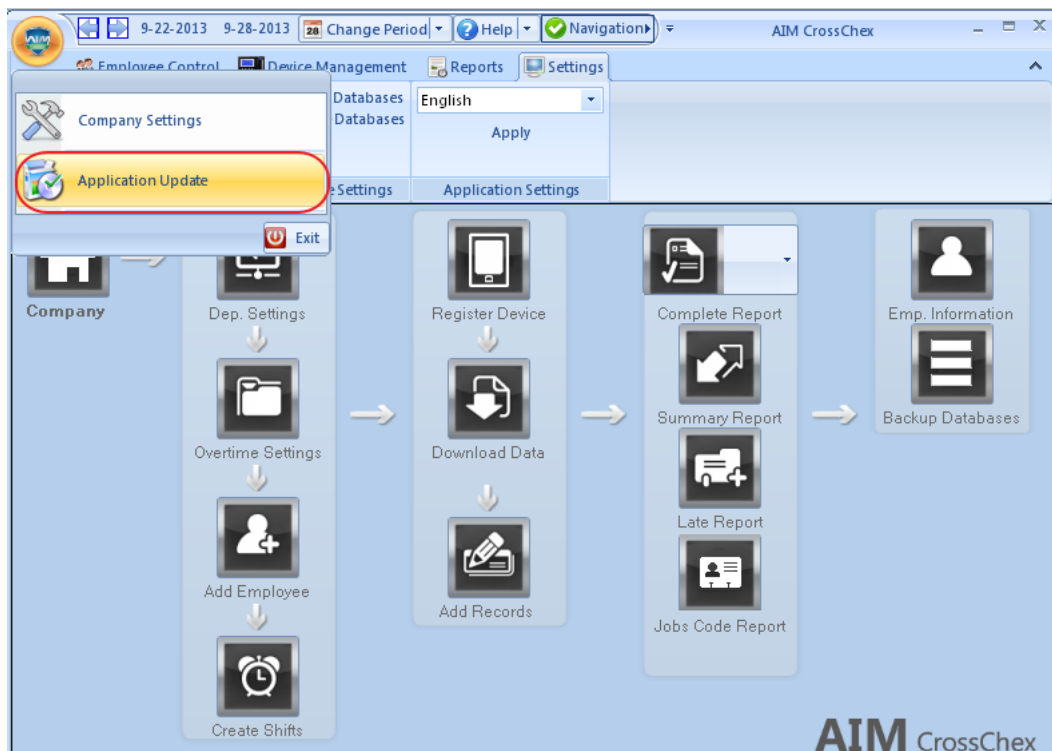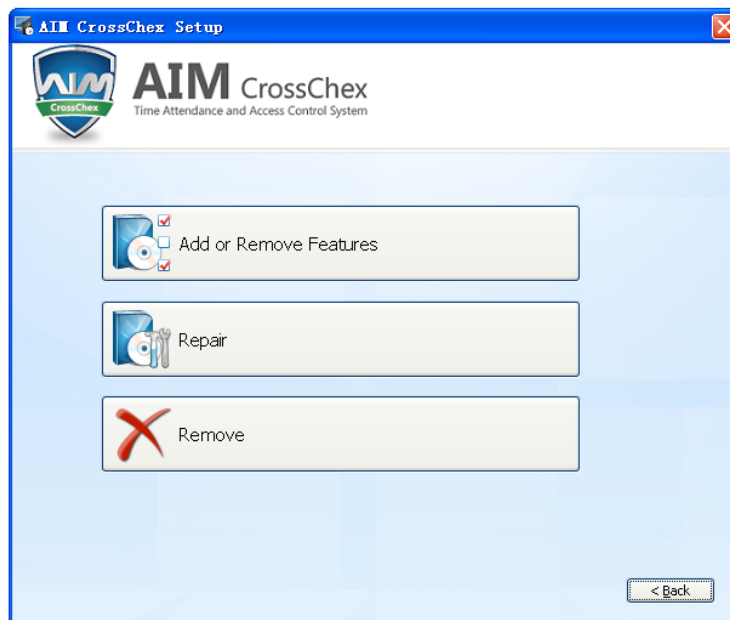

Then the following window will pop up:

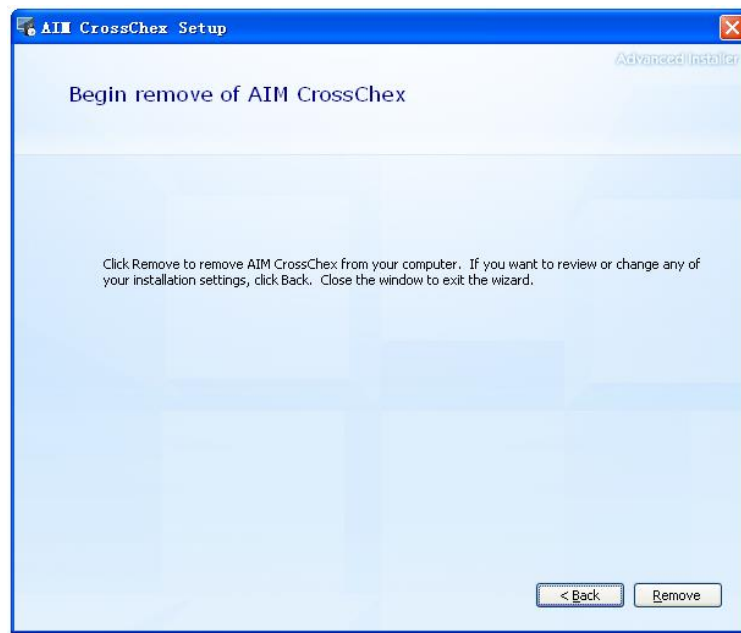Click "Next" to download the software and install it by prompts.

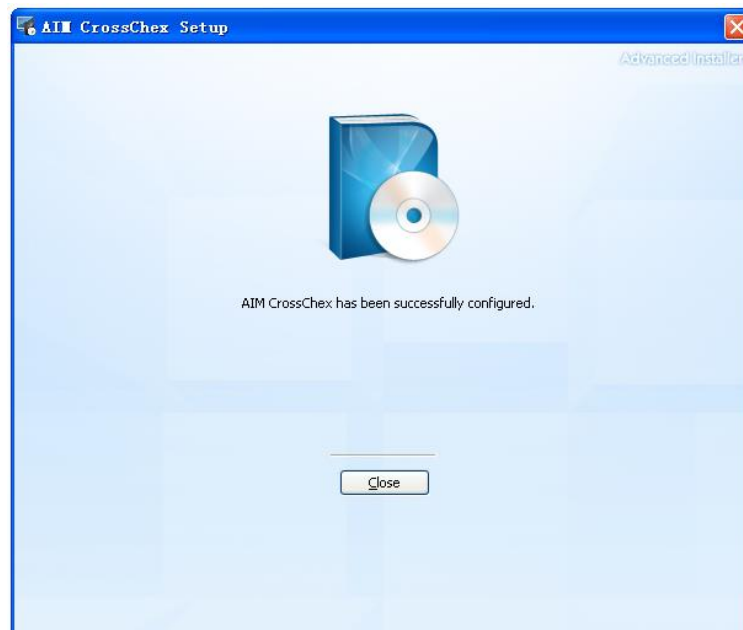# 8.2 Uninstallation

There are 2 ways to uninstall the software:
1. Double click on "Setup.exe" of CrossChex Standard, and the following window will appear:

Click **"Remove",** you will start the process to remove the software.

Click "**Remove**" button to continue the process. The following window will pop up when the software is successfully removed from computer.
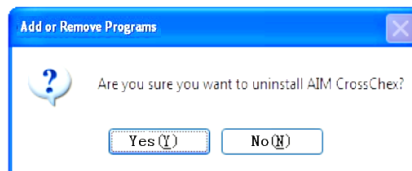

2. Click "**Start**","**Control Panel**", and look for "**Add/Remove Programs**" (The example for Window XP system, you need to utilize your operating system's standard installation utility features.)
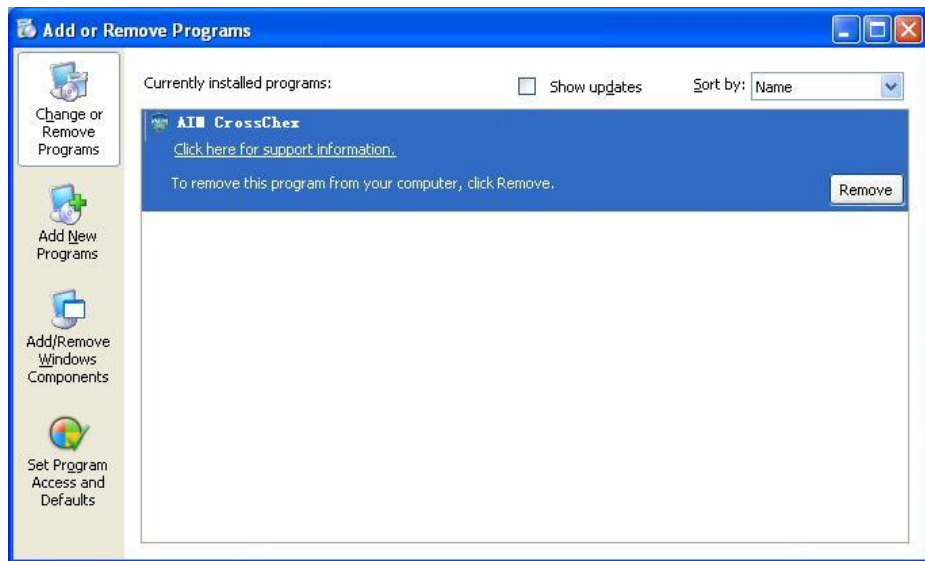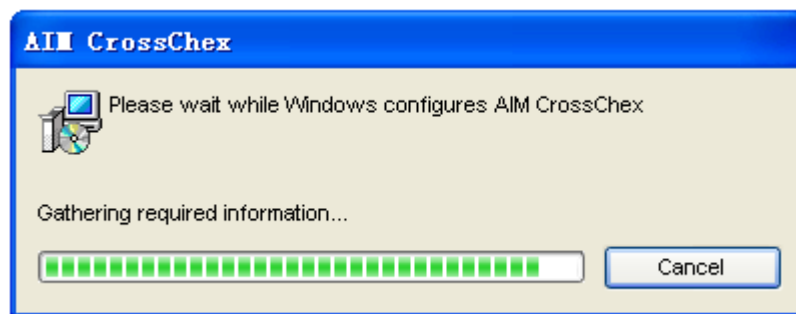
Click "**Remove**" button, the following window will appear:

Click "**Yes**" to uninstall the software, and the following window will show you the process of uninstallation.

The window will close when the removal/uninstall completes.