ZKTime5.0 Attendance Management Software User Manual

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About this Manual:

This manual provides ZKTime5.0 software operation instruction, for example install and uninstall program, collect data, assign shift and output report, etc.

CONTENTS

1. Install and Uninstall Program 1
1.1 Before Installation 1
1.2 Install Program 2
1.3 Uninstall Program 8
1.3.1 Uninstall the Software 8
1.3.2 Uninstall Fingerprint Sensor Driver 8
1.4 Work Flow of the Software 8
2. Program Management 10
2.1 Exchange Data between Device and Program 10
2.1.1 Device Management 10
2.1.2 Upload and Download Data 30
2.1.3 Real Time Monitor 37
2.1.4 U Flash Disk Management 38
2.1.5 Short Message Management 49
2.2 Maintenance/Options 61
2.2.1 Department Management 62
2.2.2 Employee Maintenance 64
2.2.3 Administrator Setting 82
2.2.4 Maintenance Timetables 90
2.2.5 Maintenance Shift Schedules 97
2.2.6 Employee Schedule 99
2.2.7 Holidays Maintenances 109
2.2.8 Leave Setting 111
2.2.9 Attendance Rule 114
2.2.10 Database Option 120
2.2.11 System Option 124

2.3 Handle Attendance....131
2.3.1 Employee Leaving on Business / Asking for Leave ...131
2.3.2 Handle Employee's Forgetting to Clock In/Out....138
2.3.3 Coming Late /Leaving Early Collectively 141
2.4 Search/ Print 143
2.4.1 Attendance Record....143
2.4.2 Current Employee's On-Duty Status....149
2.4.3 Attendance Calculating and Reports....151
2.4.4 System Operation Log 183
2.4.5 Alarm Event....185
2.5 Data Management....186
2.5.1 Initialize System 186
2.5.2 Clear Obsolete Data....187
2.5.3 Backup Database....188
2.5.4 Import AC Data....189
2.5.5 Export AC Data....191
2.6 Access Control (door manage) Setup....193
2.6.1 Time zone....193
2.6.2 Group 197
2.6.3 Unlock Combination....199
2.6.4 Access Control Privileges 202
2.6.5 Upload Options....209
3. Appendices....211
3.1 Set Date....211
3.2 Select Employee 211
3.3 Select Department....212
3.4 Select Employee in Department 212
3.5 Data Table Tool Bar....213
3.6 Export Data....214

3.7 Advanced Export 216
3.8 Downloading Photos Automatically 220
3.9 How to Generate License Files 224
3.10 Check New Version 225
4. End User License Agreement 228
5. Trouble Shooting 232

1. Install and Uninstall Program

1.1 Before Installation

Please install on-line fingerprint sensor driver if you want to enroll fingerprint through the Attendance Management software.

1. If the 4000 or previous version driver (Biokey200/URU4000/URU40000B) has been installed before, you must uninstall it first, the operation steps as below:

(1) Run "Add/Delete program" in control panel, uninstall fingerprint sensor driver.

(2) Run "Regedit.exe" in "Run" on the Starting menu, and delete the key values of HKEY_LOCAL_MACHINE\Software\DigitalPersona, if the value exists.

(3) Delete all "DP*.dll" under the directory of windows\system32 "windows\system in win98 ".

(4) Delete the folder "biokey200" under the directory of Program files\ZKTime5.0, if the folder exists.

Restart your computer after uninstall, and then install on-line fingerprint sensor driver.

2. If fingerprint sensor driver wasn't installed before, install the driver directly.

☺**Note**:

(1) Software environment: Windows XP, Windows 2000, Windows 2003, Windows Vista 32 bits, Windows Vista 64 bits (USB Communication does not support), Windows 7 32 bits, Windows 7 64 bits (The **Ultimate** and **Personal Edition** do not support USB Communication, but **Home Premium Edition** supports.).

(2) Software support database: Access, SQL Server.

1.2 Install Program

You had better turn off all the other programs before installing, to avoid collision during the installing process.

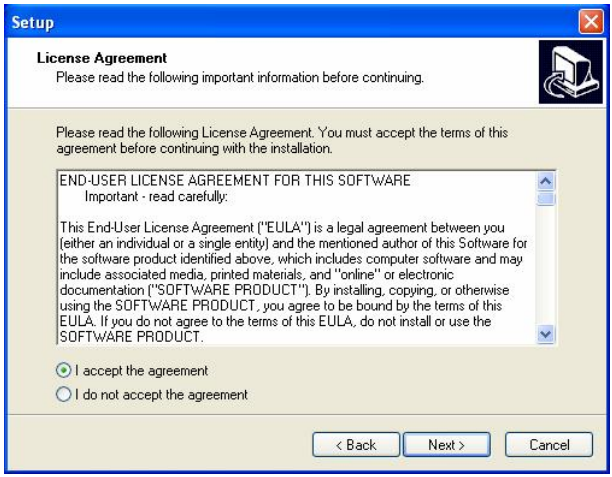
Note: the following demonstration software version may be not identical with your CD contents, please follow the CD installing process.

1. Insert the CD into your CD-ROM, the installation program will run automatically.

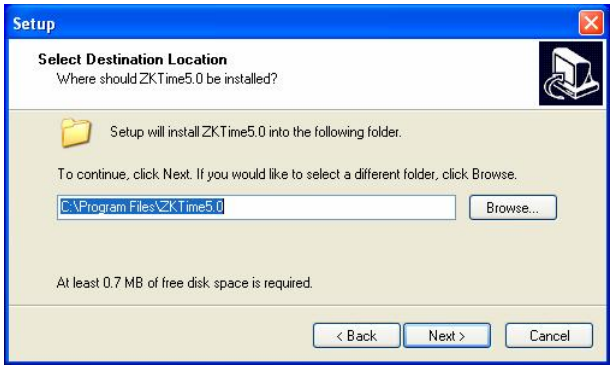
2. The software supports Simplified Chinese, Traditional Chinese and English, select the language you want to install, and click "**OK**" button to enter the **Welcome** window:

Tips: **click "Cancel" button to abort installation.**

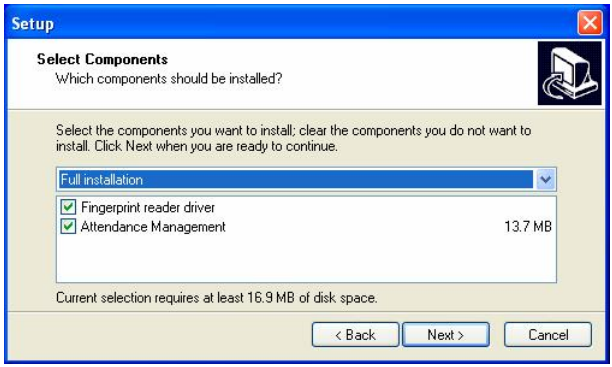
3. Click "**Next**" button on the **Welcome** window to enter the **License Agreement** window, please read carefully. Choose "**I accept the agreement**", and the click "**Next**" button to enter the next installing process:



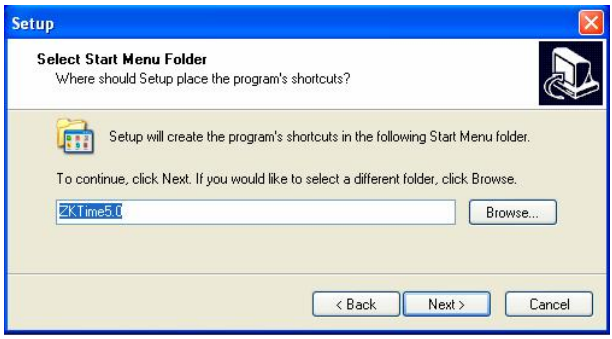
4. In this interface you can select the installing directory of the software, Click "**Next**", enter the next step:



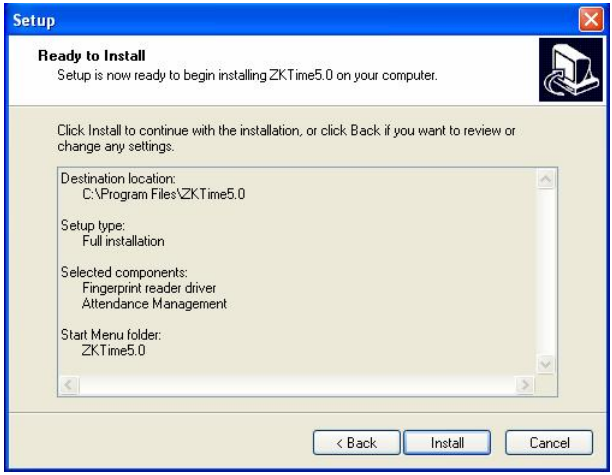
5. In this step you can choose the component which you want to install, such as **Fingerprint reader driver** and **Attendance Management**. Click on "☐" if you need it (recommend selecting all components except it has been installed), then click on "**Next**", go to the next page:



6. In this interface, you can change the name and decide where to place and the program's shortcuts. Click "**Next**", turn to the next step:

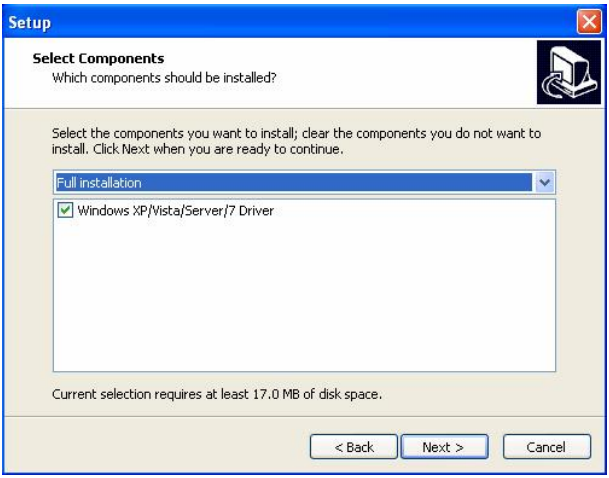


7. Suggest using the defaults and then click "**Next**" button, turn to the next step:



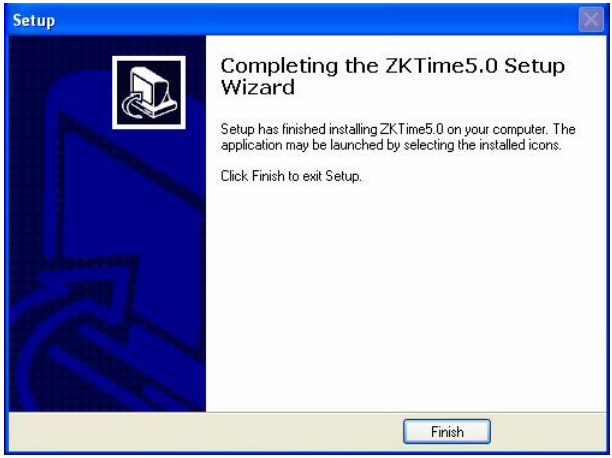
8. Click "**Install**" button, the software start to install and copy the files to the hard disk until the fingerprint reader driver start to install. If you didn't select to install it at step **5**, the process will turn to step **10** and end the installation.

9. This interface will inquire you to select components to install, we recommend selecting them all, then clicking on "Next", entering the next step;



10. The fingerprint reader driver start installing, when the process is completed, the dialog box will inquire you to restart the computer now or later. The driver will work when the computer restarted.

11. Click "**Finish**" to complete the installation.



The shortcuts will appear on the windows, click this icon on the desktop to enter software

1.3 Uninstall Program

1.3.1 Uninstall the Software

If you do not need this software anymore, you can uninstall it from computer as below:

Close the attendance management program.

Method 1: Run "Add/Delete program" in control panel, choose attendance management system and uninstall it.

Method 2: Alternatively, choose **Start --> All Programs --> ZKTime5.0 --> Uninstall**.

For clear all the software, you need to enter directory to delete the folder where the software installed.

1.3.2 Uninstall Fingerprint Sensor Driver

If you do not need to use the fingerprint sensor anymore, you can uninstall it. Run "Add/Delete program" in control panel, uninstall fingerprint sensor driver.

1.4 Work Flow of the Software

1. Downloads user's fingerprint or the card which have been enrolled in the Device to this software. (**Connect Device --> Download user info and Fp**)

2. Upload employee's name and other materials to device which have

been modify in the **Employee Maintenance**. (**Connect Device --> Upload user info and Fp**)

3. Assign Employee to Department. (Enter **Department management**)

4. Setup **Shift Timetable**. (Enter **Maintenance Timetable**)

5. Setup **Shift Schedule**. (Enter **Maintenance Shift Schedules**)

6. Assign the employee Schedule. (Enter **Employee Schedule**)

7. Download attendance data in devices to this software. (**Connect Device --> Download Attendance Logs**)

8. Examine Attendance report form. (Enter **Attendance Record** or **Attendance Calculating and Reports**)

2. Program Management

2.1 Exchange Data between Device and Program

2.1.1 Device Management

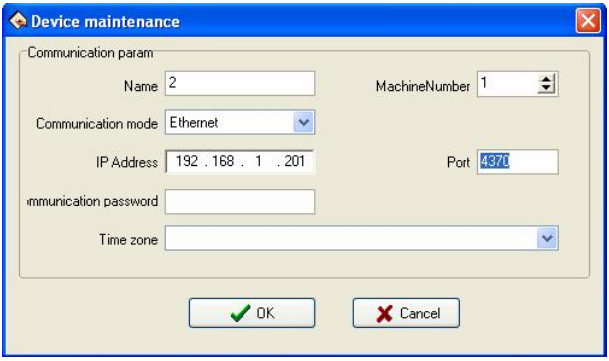
Before downloading or uploading data from (to) the Device, ensure that the communication between Device and PC has established. So connect the device to the system firstly, input the related parameter, after create connection successful, uploading or downloading data is available.

1. Device Maintenance

Click "**Device (**Maintenance**)**" on the main interface or click the right mouse button, and then click "**Device**" menu on the popup menus, the popup the **Select device to maintenance** window, show as below:

Choose edits type as needed: **Add new device**, **Edit current device** or **Edit all device**.

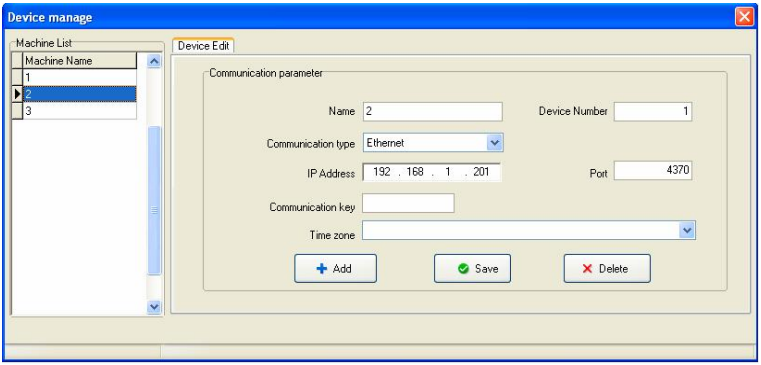
➢ If choose **Edit current device** and click "**OK**", then the **Device maintenance** window will popup:



Time zone: Choose the time zone for device.

You can change the Communication parameter as needed.

➢ If choose **Edit all device** and click "**OK**", then the **Device manage** window will popup:

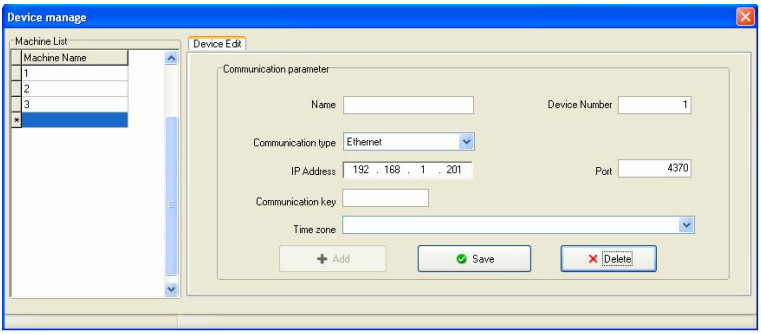


You can **add**, **delete** or **edit** device at here as needed.

There are two default communication modes provided in the system, one is RS232/RS485, another is Ethernet. Some specify machine is designed with USB communication mode (such as H2), for more detail, please refer to corresponding "User Manual", the using method please view the explanation below.

- **Add device**

Click "**Add**" button, the add device window will popup:



You can set the **Communication parameter**, and then click "**Save**" button to save settings. (The **Machine List** on the left show the name of all devices.)

The parameters specification:

- **Add**: User may newly add device, input the corresponding connection parameter of Device, save it, the device name will display on the left side list.
- **Name**: Named the device, which machine has been connected with system.
- **Communication type**: Which way is used in communication

between the device and computer.

- **Baud rate**: The baud rate is same with it in the machine.
- **IP address**: Device IP address.
- **Communication key**: If there is the communication password to be set in the machine option, you must fill the same one password, otherwise, not need to fill in.
- **Device number**: Device identity number.
- **Port**: The port is used by computer. The RS232/RS485 mode is "com" port; the default port number of Ethernet is 4370.
- **Delete**: If the Device will not be in use any more, single-click the device of your choice in the left side list, click on "Cancel" to delete this Device from the system.
- **Save**: If after selecting and modifying connection parameter of the Device of your choice, click "Save" to save the information.
- **Time zone**: Choose the time zone for device.

Note: Some machine does not support the Ethernet communication. It is unable to use the Ethernet mode to connect the machine

- **Delete device**

If you don't need to use the device anymore, then you can click and choose the device, and then click "**Delete**" button to delete it.

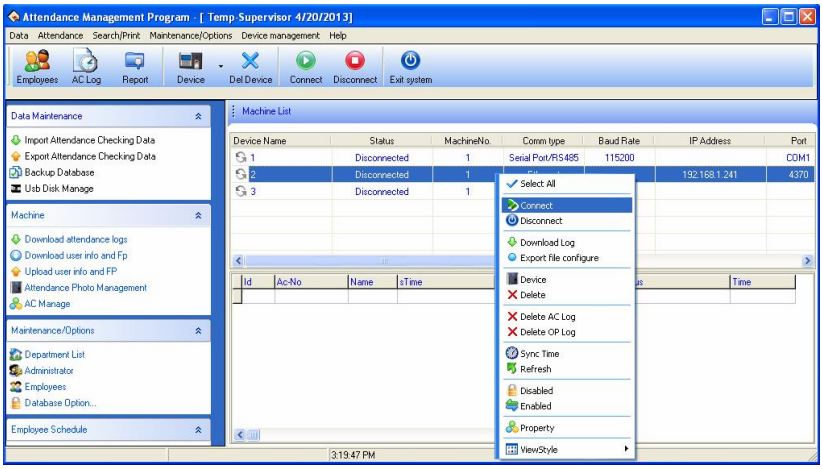
- **Save**

You can click "**Save**" button to save settings after you modify the

Communication Parameters.

2. Connection Device

The Device which exist in the system will display in the "**Machine List**", single-click the Device to choose it, then click "**Connect**" button, or right-click the Device that want to be connected, and then click "**Connect**" sub-menu on the popup menu.



When the system connect with Device, the prompt "Connecting with device, please wait" will appear on below right side status column, whether the link success or not will inform you.

If fail to connect, please check:

1) Whether the Device connecting parameters equipped with communication parameters of the menu option.

2) Whether the communication line linking well.

3. Disconnect

When the system and Device continue to upload and download data, the Device is in a "Working" status, so it is unable do other operating at this time. After uploading and downloading data, disconnect Device, and click "**Disconnect**" to disconnect the Device communication.

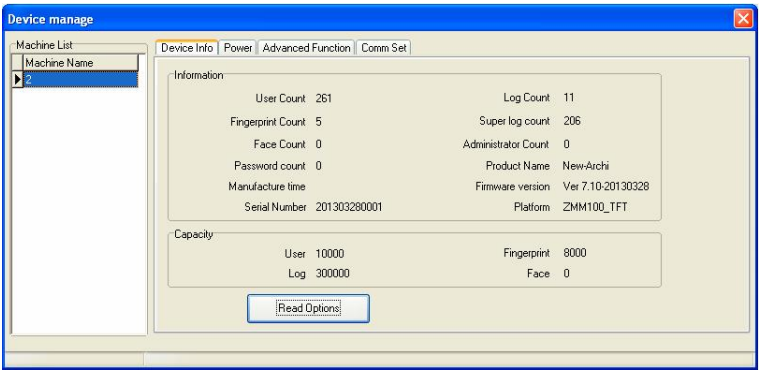
Note: Click the right mouse button on the device, move the cursor to the **View style** menu, and then popup option menus. You can choose **Large Icon**, **Small Icon**, **List** or **Report** as needed. The default view style is **Report**.

4. Device Management

Only when the device is connected, the downloading data is available, directly click "**AC Manage**" in the column "Machine" on the main interface or click **Device management** menu, and then choose the "**AC Manage**" sub-menu on the popup menu. Choose the machine from the left list to view details.

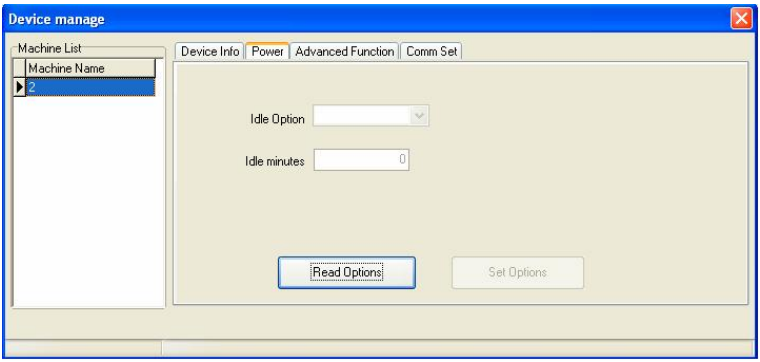
- **Connect Machine of Fingerprint and Face**

a. This **Device Info** page describes the fingerprint machine information, though this page you can view the **User Count**, **Product Name**, **Serial Number**, **Firmware version**, **Platform**, etc. Click "**Read Options**" button to view details.

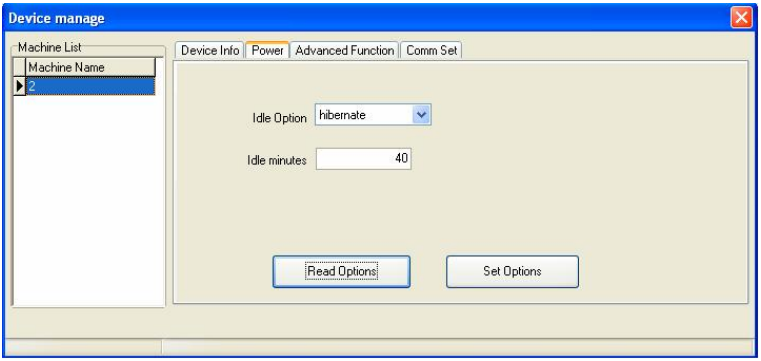


Note: It is unable to modify this information, view these only.

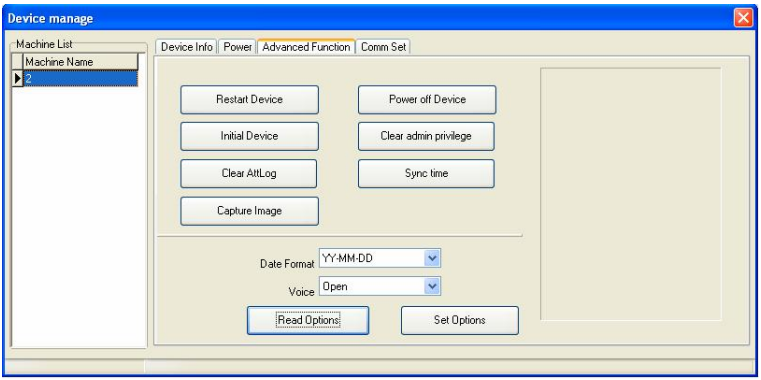
b. In odder to guarantee machine reliability run for long time, some machines support power management function, such as hibernate, Power Off, etc. Click **Power** pagination.



Click "**Read Options**" button to view the machine idle option on the main interface:



c. Click **Advanced Function** pagination, view advanced function of Device:



Restart and Power off Device: Remote restarting and shutdown of the device.

Initial Device: System will clear all data in the device, include fingerprint and record.

Notice: If you clear up all data, the data will be damage and unable to be restored. To help avoid possible lost, download all data and keep in system before performance this operation.

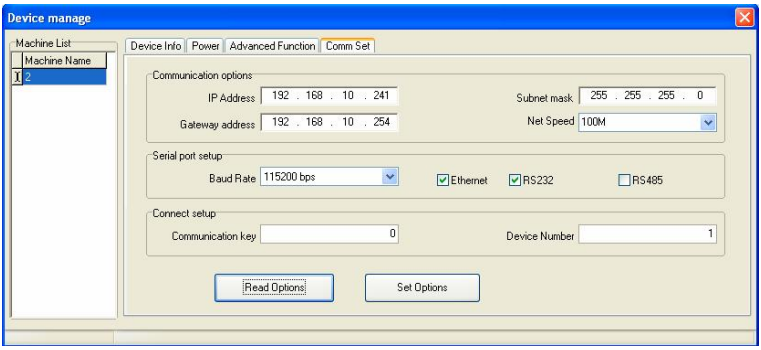
Clear admin privilege: if the operator forget the name and password in the device, and fail to enter the option menu, you can use this order to eliminate old administrator, then re-register the administrator.

Sync time: Synchronize Device time to PC; keep that the Device represent time is same as PC.

Capture Image: Capture the fingerprint image which present by you currently press finger on the machine sensor face.

Note: Some machine doesn't support this function.

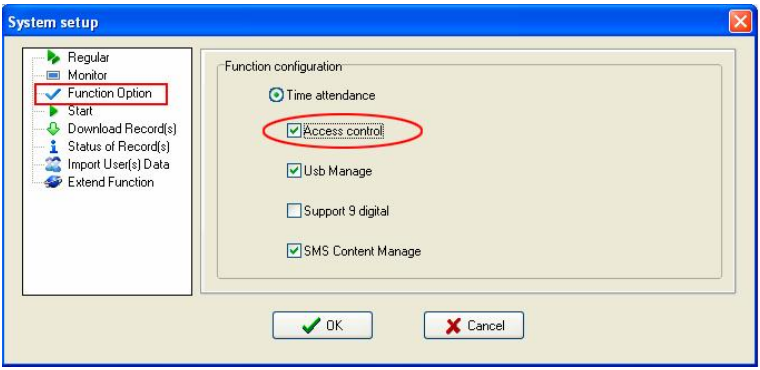
d. Click **Comm Set** pagination, view the device communication setting, click "**Read Options**" to lookup all communication setting.



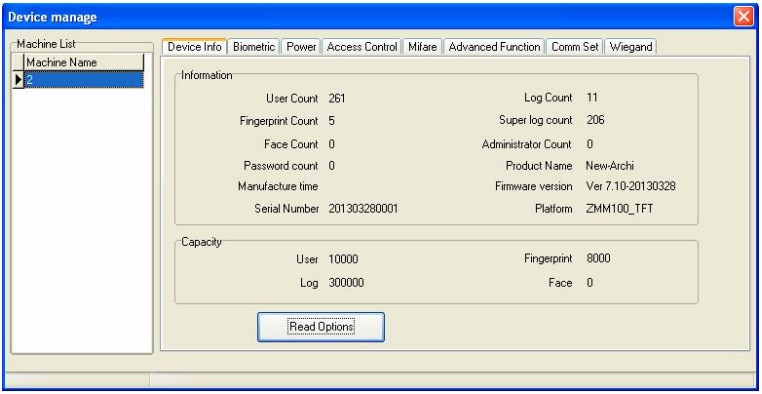
➢ **Connecting the access control device**

When the system connects the access control device, click

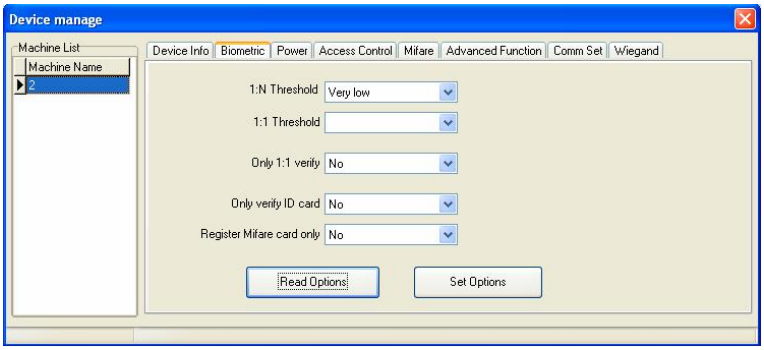
Maintenance/Options on the menu bar of the main interface, and then choose the **System Options** sub-menu, then the **System setup** window will popup, show as below. Choose **Function Configuration** and tick the **Access control** item to enable the access control function.



Re-enter the **Device manage** window, then you can see the **Biometric**, **Access Control**, **Mifare** and **Wiegand** tabs are added in the window. The following respectively introduces the functions and usage of these tab pages.

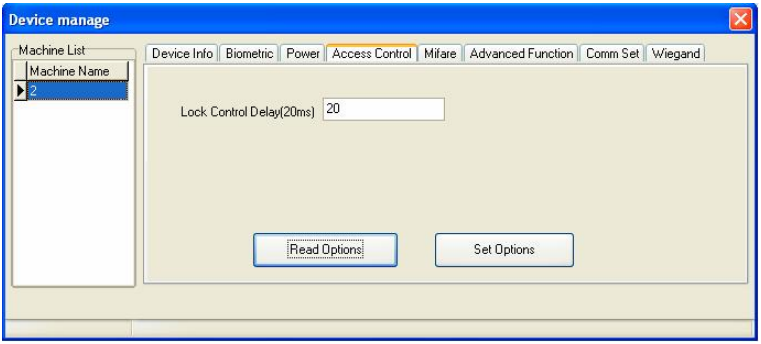


Biometric Tab:



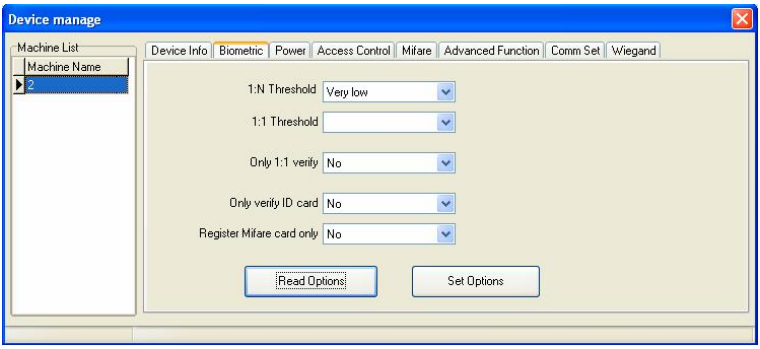
The Biometric tab displays the verification mode, 1: N Threshold and 1:1 Threshold values of the device.

Access Control Tab:



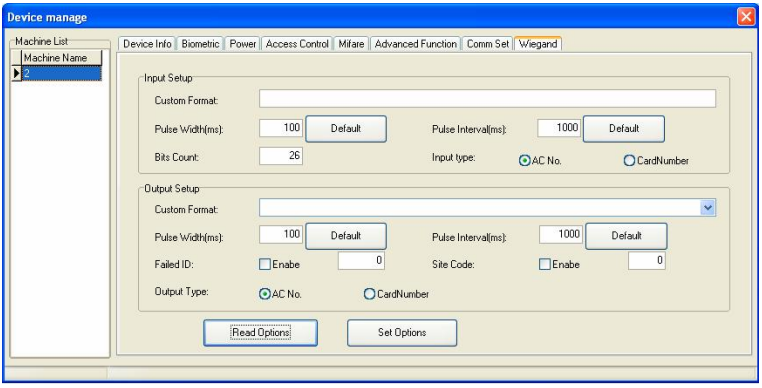
The Access Control tab displays the **Lock Control Delay** value of the device.

Mifare Tab:



The Mifare tab displays the settings of the Mifare card in the device, including **FP** (fingerprint) **count**, **sector count for FP** and **card key**, etc.

Wiegand Tab:



The Wiegand tab displays the Wiegand input setup and output setup of the device, including the **Custom Format**, **Pulse Width**, **Pulse Interval**, **Bits Count** and **Input Type** of the **Input Setup**, and the **Custom**

Format, **Pulse Width**, **Pulse Interval**, **Failed ID**, **Site Code** and **Output Type** of the **Output Setup**.

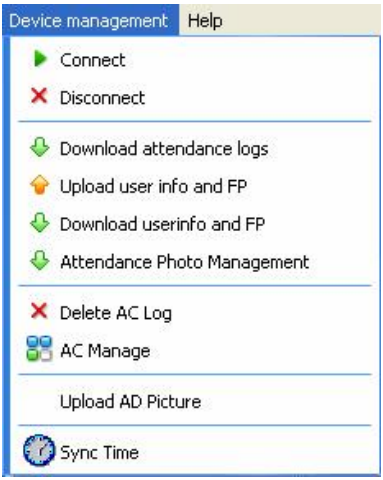
Note: You can modify the **Device parameters** (Except the parameters on the **Device Info** Tab.) as needed on he **Device manage** window, and then click "**Set Options**" button to save settings.

5. Upload Advertise Picture

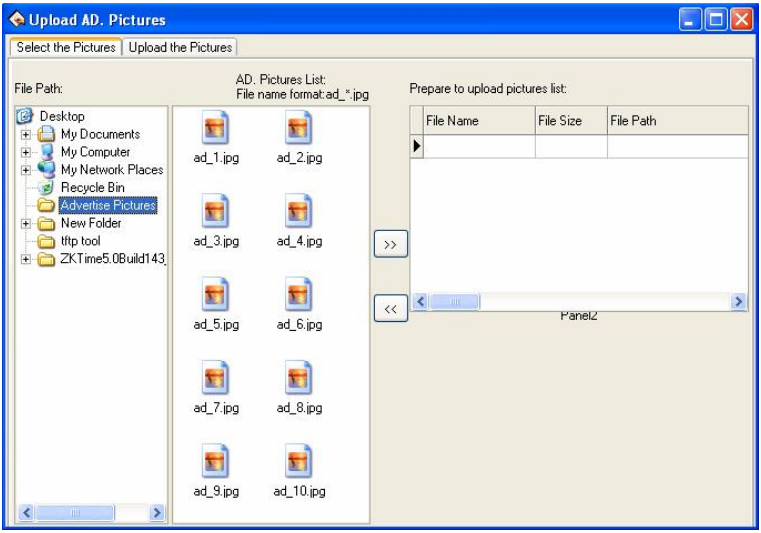
When the device is connected to the program, then you can use **Upload AD Picture** function to upload Advertise Pictures to the device.

The specific steps are as follows:

(1) Click **Device Management** menu on the main interface of the program, the pop-up the following sub-menu:



(2) Click the **Upload AD Picture** sub-menu, the following window pop-up:



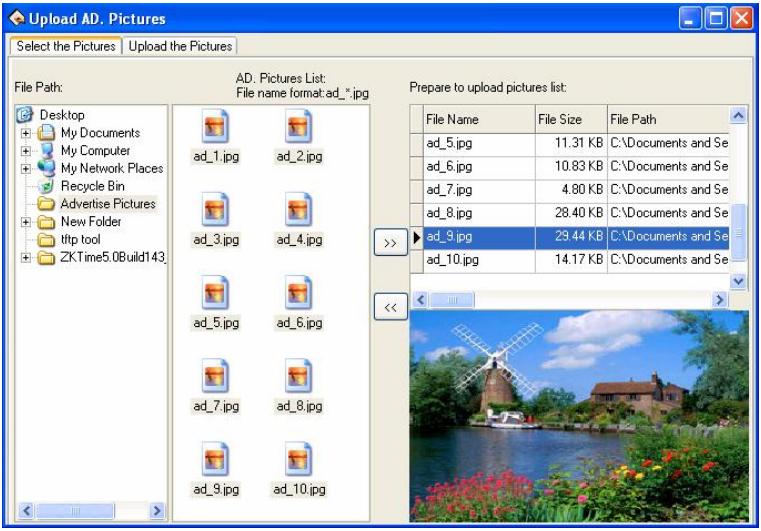
A. Click the **Select the Pictures** tag, and then select the path of **Advertise Pictures** file catalog. Then all pictures in this catalog will be shown on the **AD. Pictures List**, shown as above.

Note:

(1) The advertise picture file name format must be "ad_*.jpg". The "*" stand for Figure. E.g., picture named as "ad_1.jpg".

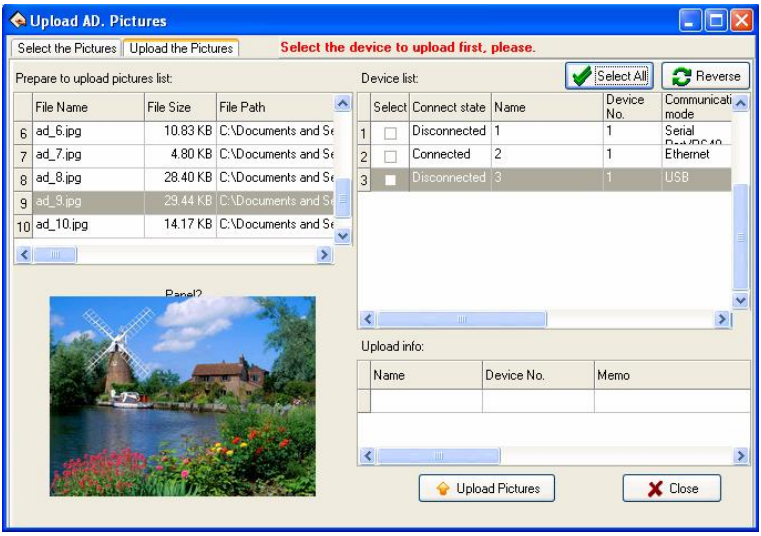
(2) A maximum of 200 KB per picture, otherwise the following Prompt Box wills pop-up:

B. Select picture on the **AD. Picture List** (Press **Ctrl** key to select more.), and then click [>>] button to move the picture to the **Prepare to upload pictures list**, shown as below:



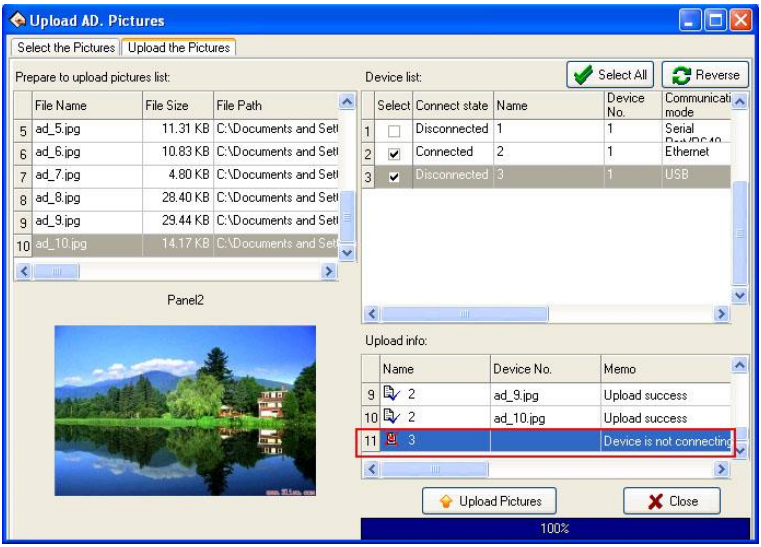
Note: Select picture and click [<<] button on the **Prepare to upload pictures list** to remove the picture, namely don't upload this picture.

C. Click **Upload the Pictures** tag, the interface prompts "Select the device to upload first, please." Shown as below:



a. Click ☐ to select Device on the **Device list** (Can select more than one, click Select All button to select all devices; click Reverse button, reverse to select the device didn't be selected right now. If Select all/Select none, click this button then Select none/Select all.).

b. Click Upload Pictures button to upload, after succeed upload, the detail will be shown in the **Upload info** box, shown as below:

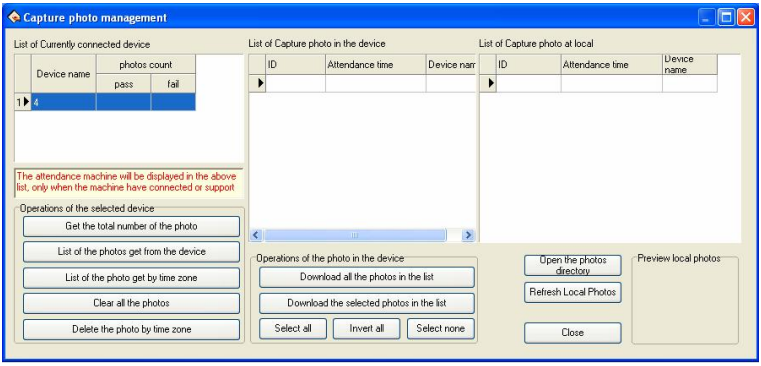


Notice: Precisely when the device is connected, can succeed upload picture. Otherwise the interface prompts "Device is not connecting", namely failed upload, shown as the red box circle area above.

c. Click Close or button to close the **Upload AD. Pictures** window and return to the main interface of the program.

6. Attendance Photo Management

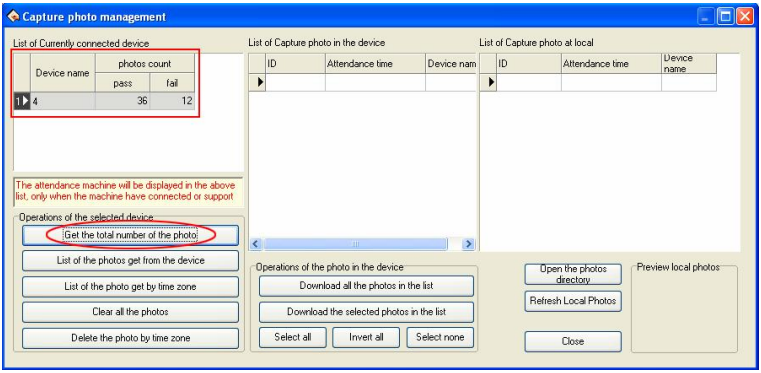
Click **Attendance Photo Management** sub-menu under the **Machine** menu bar on the main interface of this program or click **Device management --> Attendance Photo Management** to open the **Capture Photo Management** window:



Note: The attendance machine will be displayed in the above list, only when the machine has connected or support.

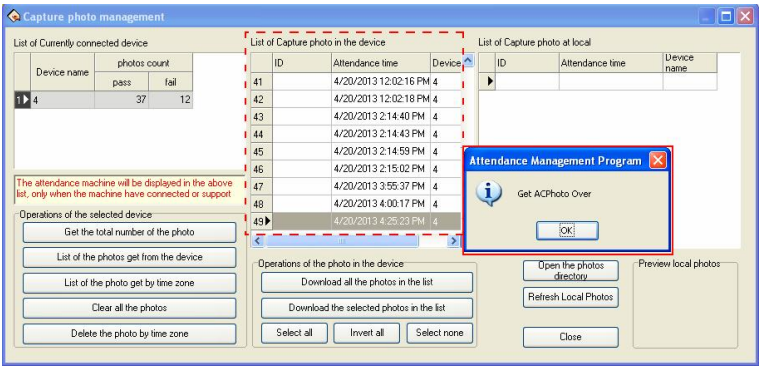
- **Operations of the selected device**

➢ **Get the total number of the photo**: Click this button to get the sum of Attendance photos of all devices, and count the sum of Pass or Fail. Show as below:

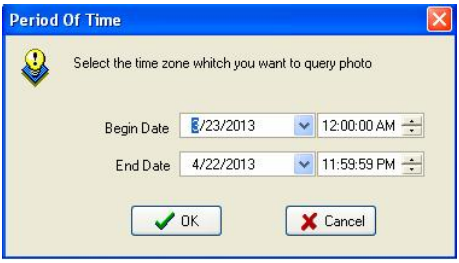


➢ **List of the photos get from the device**: Click this button to get all attendance photos in the device. After success the "**Get ACPhoto Over**"

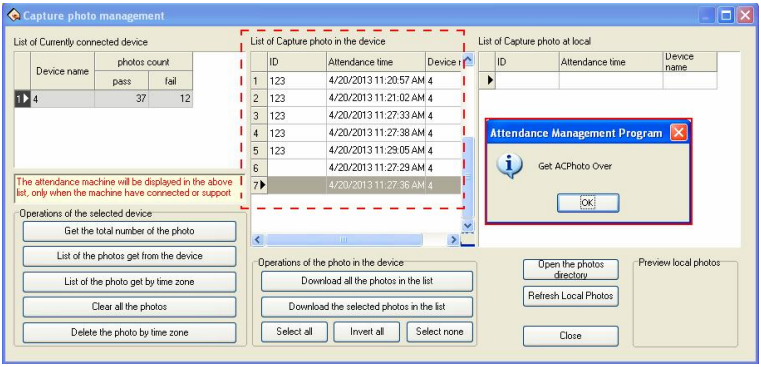
Tooltip will popup, and view in the "**List of capture photo in the device**" bar by list, show as below:



➢ **List of the photo get by time** zone: Click this button, then the "**Period Of Time**" settings window will popup:



Set the **Begin Date** and **End Date**. (Select the time zone which you want to query photo.) Then click "**OK**" button start getting photo, after success the "**Get ACPhoto Over**" Tooltip will popup, and view in the "**List of Capture photo in the device**" bar by list, show as below:



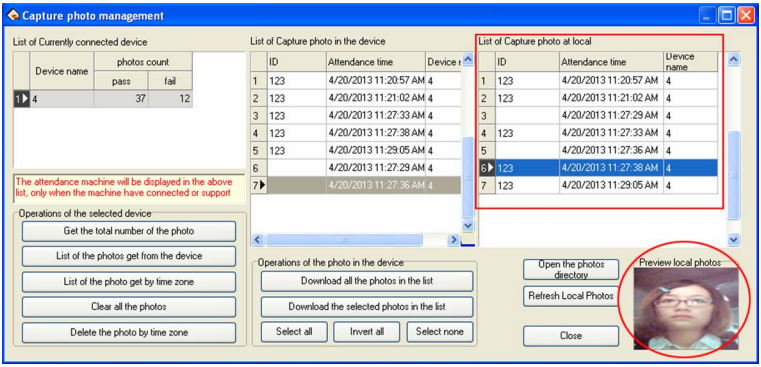
➢ **Clear all the photos**: Click this button to clear all attendance photos in the device.

➢ **Delete the photo by time zone**: Delete the attendance photo in the time zone that set by user, the detail operation is same as **List of photo get by time zone**.

- **Operations of the photo in the device**

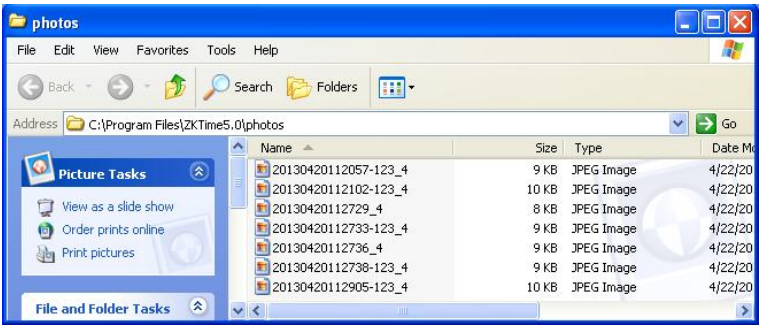
Download all the photos in the list: Click this button to download all photos view in the **List of capture photo in the device** to local.

After success download, click "**Refresh Local Photos**" button, then you can view the attendance photos info in the **List of Capture photo at local**. Click and choose the attendance photo, then you can view this photo in the **Preview local photos** box, shown as below:



Download the selected photos in the list: Download the photo you choose in the **List of Capture photo in the device** to local.

Open the photo directory: Click this button to open the attendance photo directory, shown as below:



Note: "**Select all**", "**Invert all**" and "**Select none**" button aim at choosing at **List of Capture photo in the device**.

2.1.2 Upload and Download Data

This is data exchanging windows for between the management software and Device. The exchanging windows utility is used to download or

upload recorded data and the user's information. The following procedures demonstrate how to use the windows utility to download and upload data. Before come to operation, connect the device first.

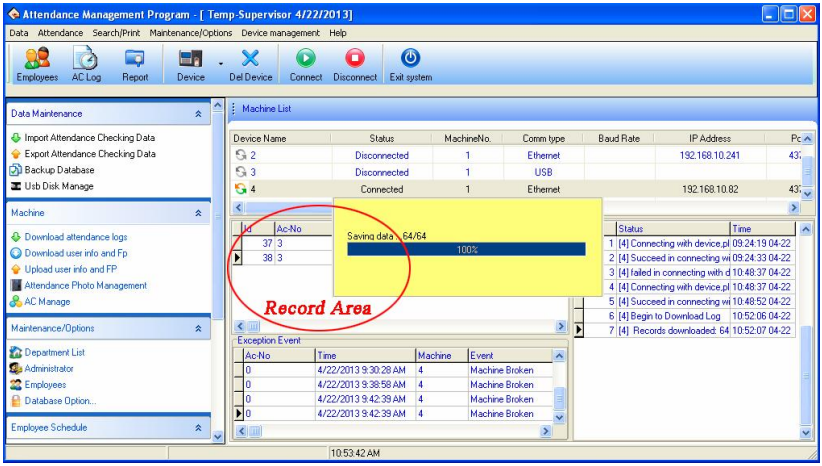
Download Attendance log (from Device**)**: Download all records which have pass verification from the Device.

Download user info and FP (from Device**)**: Download user information, the employee's fingerprint can be downloading at same time.

Upload user info and FP (to Device**)**: Upload the user information and fingerprint together at same time.

1. Download attendance log from Device

It is unable to download data from the Device unless the system and the Device are at the connection condition. Directly click **Download Attendance log** menu on "**Machine**" bar on the left side of the main interface or enter **Device management** menu and then chooses **Download Attendance log** sub-menu.



The system could prompt "**Saving data**", by now please wait for a moment, after the completion of data downloaded, the prompts will appear in the right side of table below, informing you that the to download data was successfully, the communication between the Device and the software already has disconnected. The downloaded data should be added to the system, if data is too bigger, it is possible need to take much more time.

The downloading record can completely display in the circle record region like as above figure. At the same time, the new data record will be stored in the employee's record data list in the system, you will be allowed to view it from the attendance record; the new user will be stored in the employee information table of the system, it is allowed to view through the employee's maintenance. After downloading data, the system still cannot automatically clear data which is stored up in Device. If you choose the "**Delete Logs at Device after downloading**" item at "**Download Record**" Tab (**Maintenance/Options-->System**

Options-->Downloads record), then system will automatically clear data record in Device after download success.

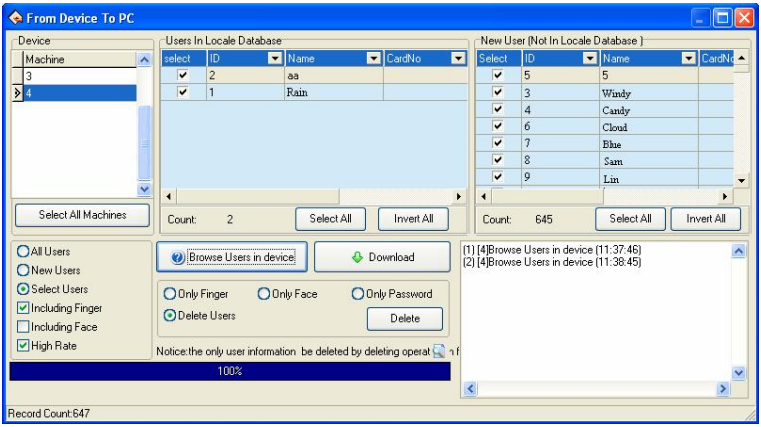
2. Download the user information from the Device

Only when the system and the Device are at the connection condition, the downloading data is available. Directly click **Download user Info and Fp** menu on "**Machine**" bar on the left side of the main interface or enter **Device management** menu and then chooses **Download user Info and Fp** sub-menu.

Browse Users in Device: Click on "**Browse Users in Device**" button. For new users, it will display in the "**New User**" column. Meanwhile, it will suggest new users added to the system database.

Download: When the data has to directly download, click the button to downloads

If there is a new user in "**New User**" the column, it will prompt whether add the new user to the system database. If user on the Device were a user which already existed in the system database, then these users could display in "There is a user in the local database" column.



High-speed download: When the device was connected with Ethernet, and the data is rather much, you can use the high-speed download function to increase the transmission speed.

Delete: Choose user who want to be canceled from the list area, also can choose all users. Delete fingerprint, face, or password only, just need to put the tick in front of the corresponding item, then click "**Delete**" button, if want to select many item record, may hold down "Ctrl" key and click with mouse at same time.

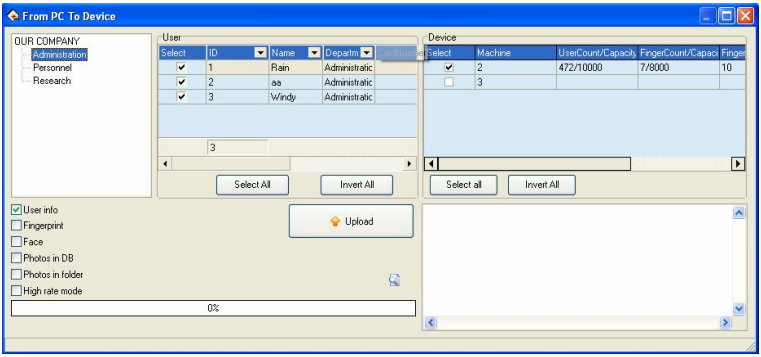
3. Upload user info and FP to device

When it was careless of user to cancel personnel information or many Device are in use together at same time, for convenient use, reduce the enrolling work, the software provide to upload personnel information from the database to machine.

The upload data operation is unable to execute till system and Device is in connection status. Directly click **Upload user info and Fp** menu on

"**Machine**" bar on the left side of the main interface or enter **Device management** menu and then chooses **Upload user info and Fp** sub-menu.

Select employee by department: E.g. there are mare many departments in a company, if some employees of the department need to be uploaded, you can click this department with mouse, the all employee in this department will display in the list. Shown as following figure



Upload:

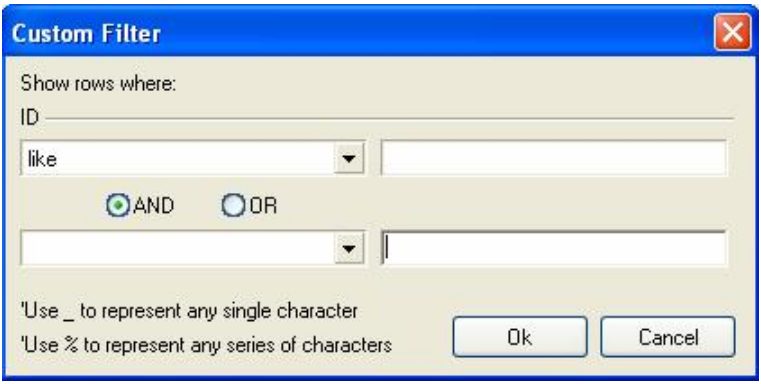
1) Select the employees which need to upload on the **User** list. Click "**Select all**" button, select all employees; select "**Invert All**" button unselect all employees.

Click "▼" button on the **User** list's column name; can screen information which display on the employee list. For example, click "▼" button on the **ID** Column, the following list will popup:

A. Click the id on the list to select, and then only display the selected employee's information on the **User** list.

B. Click "**All**" to select all employees, and then display all employees' information on the **User** list.

C. Click "**Custom**", the following window wills popup:



Click "▼" button under **ID**, select search field on the drop-down list, and then input value in the box. Click single select box "○", chose the custom condition as **And** or **OR**. After setting, click "**OK**" button to save, and then return **Upload** window, the window in the **User** list will display a custom filter is set in the condition corresponding to the user information.

2) Select machine on the **Device** list on the right of window.

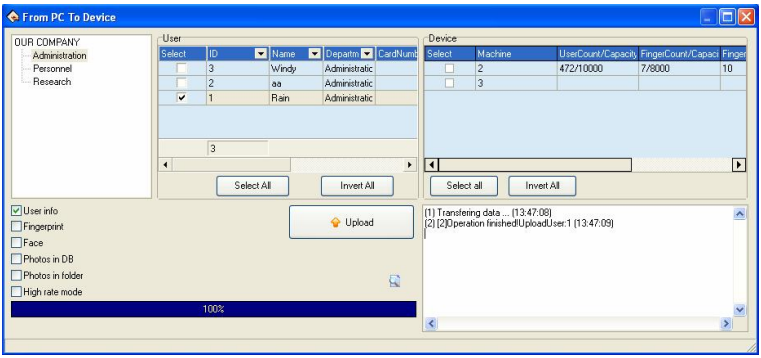
User info/Fingerprint/Face/Photo in DB: Select the information need to upload.

High rate mode: When if these machine hookup by Ethernet, and have large quantity of data to upload.

Delete: Choose this user which want to be canceled, and then choose "**Cancel**" button.

Note: Please check the Finer Version (9.0 or 10.0), Must ensure that the upload fingerprint type same with the device fingerprint version, otherwise unable to successfully uploaded employee information.

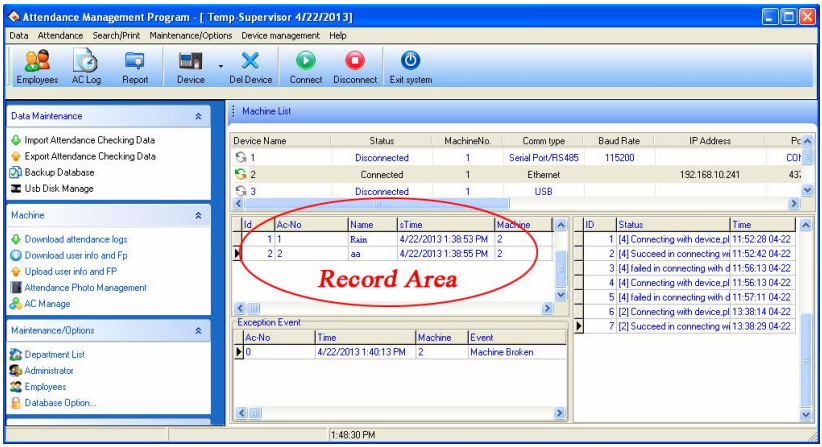
3) After complete setting, click "**Upload**" button to start. It will display the upload process at the button of the window, and show the operation records in the list. Show as below:



2.1.3 Real Time Monitor

The real time Monitor function makes management software to known employee attendance or door controlling status in time. May find and deal with the exception status.

Run this function, It is need to open this software only, and attach the fingerprint machine to the network, if there are many fingerprint machine you connect, just need to hookup all fingerprint machine, after normal user verify successfully, its verification record will appear in the displaying area:



Note: Some device does not support this function.

2.1.4 U Flash Disk Management

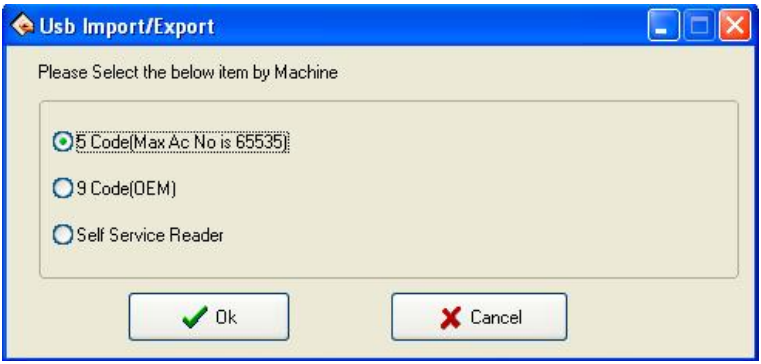
In general, you can use RS232, Ethernet, RS485 and other way to download data

When if it is difficult to communication or fail to communicate, you can use U flash disk to upload or download employee's information and fingerprint, save these downloading data in the software.

Choose the **System Option** sub-menu from the **Maintenance/Option** menu; put tick in **USB Manage** in "**Function Option**" tab, then **USB Disk Manage** in the **Data** menu become valid. By the way, the **USB**

Disk Manage menu will view under the "**Machine**" bar on the left side of main interface.

Because the machine type is different, the data construction which has been downloading to U flash disk also is different, so before using the **USB Disk Manage**, firstly choose the machine type you use.



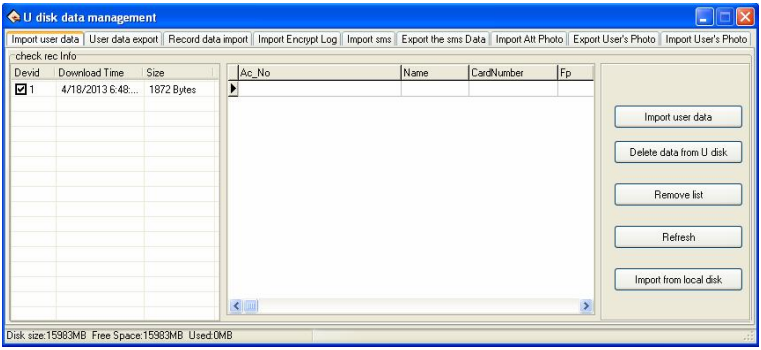
After choosing, press the "**OK**" button to confirm. The error occur while download data may downloading cause of the mistake choice.

If multiple U flash disks are available, popup the **Select U Disk** interface.

If only one U flash disk is available, open the **U disk data management** setting window directly.

Import user data to PC:

Select put U flash disk into the USB slot of the device, choose **Menu-->U flash disk management-->Download User Data**, Press "**OK**", when the window inform that system copy data successfully, take out U flash disk, and then plug it into PC USB slot. Start software, then click **USB Disk Manage** menu under "**Machine**" bar, choose "**Import user data**" tab. Following window will appear.



The data file store in U flash disk will display in "**Check rec Info**" list on the left side of window. After choose this file, click "**Import user data**" button to import data, this data will display in the middle list to inform that import data successfully.

Delete data from U Disk: Clear all data from the U flash disk.

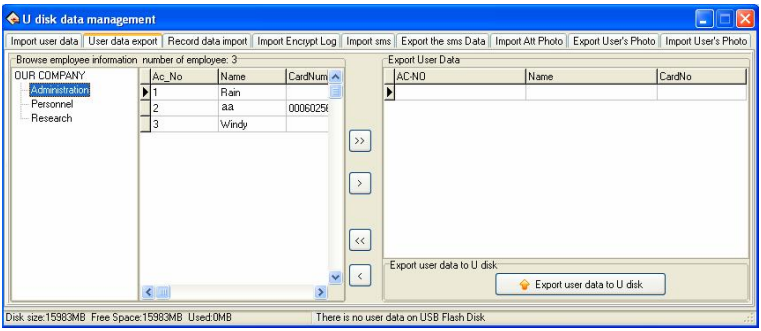
Remove List: Clear data in the current list.

Refresh: Refresh employee's information in the current list.

Import from local disk: Import user data from PC other disk.

Export User Data to U flash disk:

Export user data in the software to U flash disk for saving it or transferring other Device, here you can select user you want to export, shown as following figure.



You can view all employee information in the left employee brown column; click the button for moving data in the middle area to import data **Export User data** area.

: Move all record in the left side to **Export User Data** area.

: Move the employee that has been selected to **Export User Data** area.

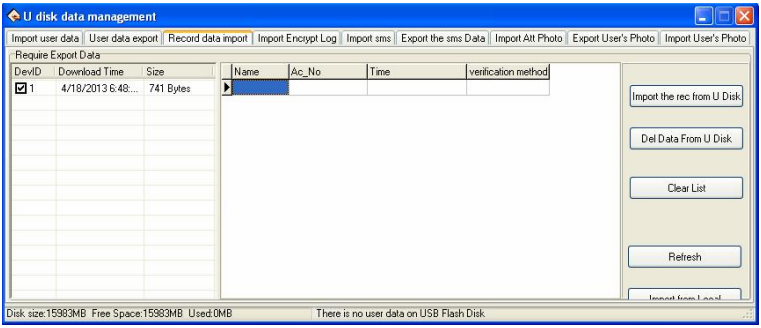
: Remove all record in right side from **Export User Data** area.

: Remove the employee that has been selected to **Export User Data** area.

Import the record data to PC:

Plug U flash disk into Device, select **Menu-->U flash Disk**

Management-->Download record data, Press "**OK**", and the window will inform that download data successfully. Take out U flash disk from Device, then plug it into USB slot of PC, then click **USB Disk Manage** menu under "**Machine**" bar and select **Record data import** tab, shown as following interface.



The data file store in U flash disk will display in "**Require Export Data**" list on the left side of window. Choose this file, Click "**Import the rec from U Disk**" button to import data, these data will display in the middle list to inform that download data successfully.

Del Data From U Disk: Clear all data from the U flash disk

Clear List: Clear record data in the current list.

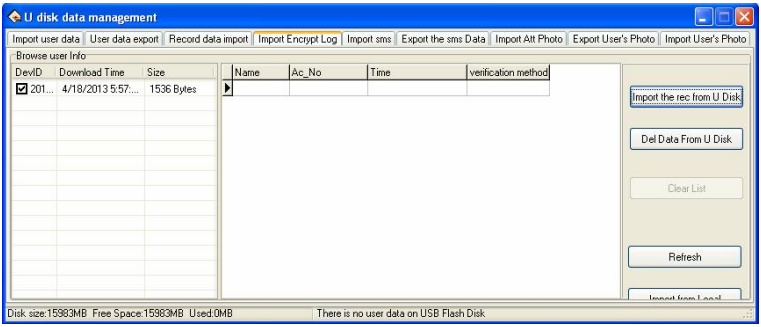
Refresh: Refresh record data in the current list.

Import from local: Import record data from other disk of PC.

Import Encrypt Log:

Note: When you set **Encrypt attendance Log** as "**Yes**" in **U flash disk Management** menu, then the record you download from device will be encrypted.

Plug U flash disk into Device, select **Menu-->U flash Disk Management-->Download record data**, Press "**OK**", and the window will inform that download data successfully. Take out U flash disk from Device, then plug it into USB slot of PC, then click **USB Disk Manage** menu under "**Machine**" bar and select **Import Encrypt Log** tab, shown as following interface.



The data file store in U flash disk will display in "**Browse user Info**" list on the left side of window. Choose this file, Click "**Import the rec from U Disk**" button to import data, these data will display in the middle list to inform that download data successfully.

Del Data From U Disk: Clear all data from the U flash disk

Clear List: Clear record data in the current list.

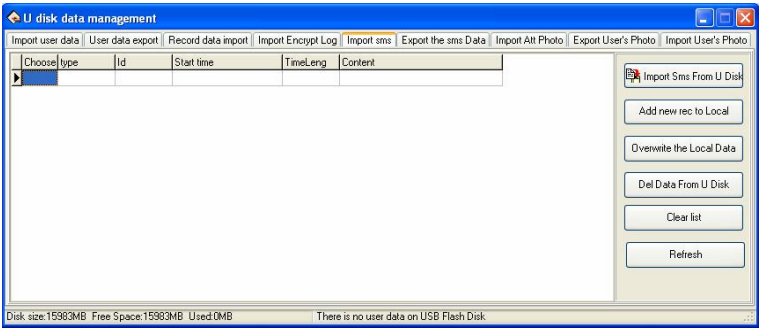
Refresh: Refresh record data in the current list.

Import from local: Import record data from other disk of PC.

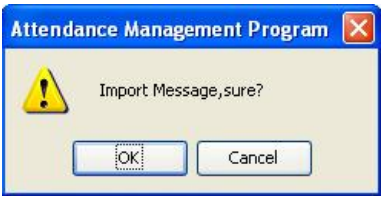
Import Short Message:

Plug U flash disk into Device, select **Menu-->U flash Disk Management--> Download SMS**, Press "**OK**", the window will inform

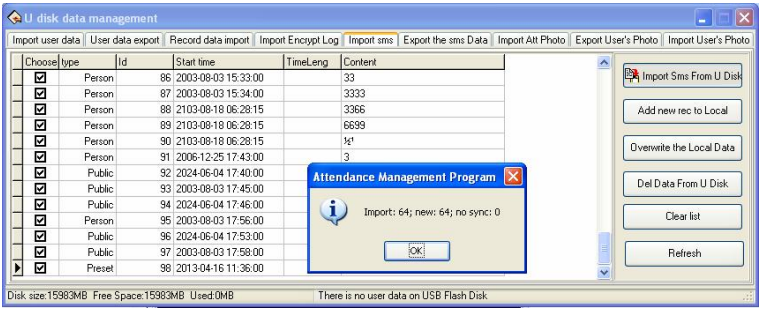
that download data successfully. Take out U flash disk from Device, then plug it into USB slot of PC, click **USB Disk Manage** menu under "**Machine**" bar and select **Import SMS** tab, shown as below:



Click "**Import SMS from U Disk**", the following tooltip will popup:



Click "**OK**" button to confirm and start import. After import data successfully, system prompts the total number and all content of short message which has been imported will display in the list.



Add new rec to Local: Add the short messages which only exist in the device into the software.

Overwrite the Local data: Use the imported data to overlay the data in software.

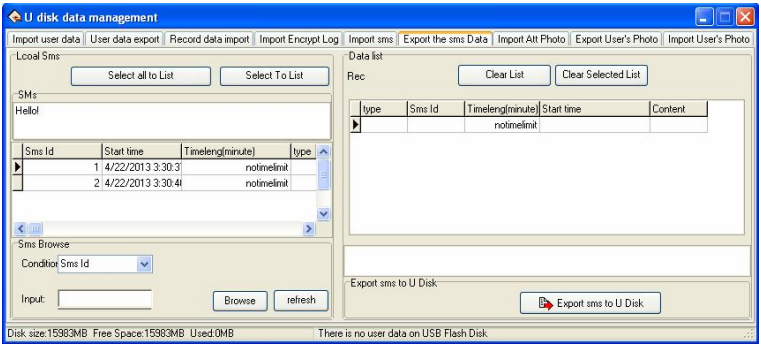
Del Data From U Disk: Clear the short message data in the U flash disk.

Clear List: Clear the short message in current list.

Refresh: Refresh Short message in the current list.

Export short message:

Export short message in the software to U flash disk or upload this message to other Device, here, may select this short message you want to upload, shown as following figure.



You can view all short messages in the software from the left side column, the short message you select will view in the "**SMS**" box. When there are lots of short message to search for, you can utilize following way to find it, such as short message **Sms id**, **content**, **public** or **person**.

Select To List: Choose the SMS that want to upload and click "**Select To List**" button, then the record will be move to right side list.

Select all to List: Choose and remove all SMS in the system to right side list.

Clear List: Clear all records in the right side list, it is unable to upload the SMS or reselect the SMS to upload.

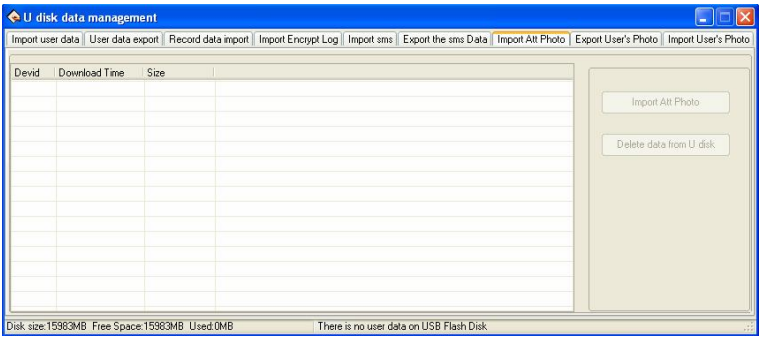
Clear Selected List: Choose this record which doesn't need to be uploaded, and then click this button to clear the record from this list, and

then this SMS will be deleted from the right side list.

Note: This function is valid only for the machine with U flash disk.

Import Attendance Photos (Import Images that is taken by machine**)**:

Download the attendance checking photo contained by the U flash disk to the software (Only the passing attendance photos, namely, all the photos in a "**pass**" folder). Attendance blacklist photos (All the photos in the "**bad**" folder) can only be read through the U flash disk.



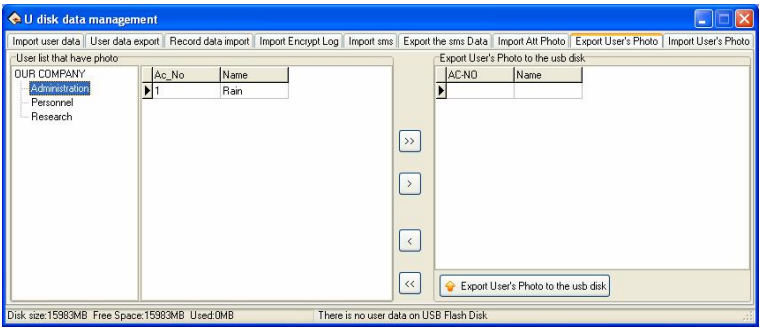
Import Att Photo: Downloaded the attendance photos in the U flash disk to software.

Delete Data from U disk: Delete passed attendance checking photos in the U flash disk.

Note: The device supports attendance cameras can use this function.

Export User's Photo to the U disk:

Export the user's photo in the software to the U disk for storage or upload the user's photo to other device. Select the user's photo to be uploaded, as shown in the figure below.



The employee who have photo will view in the middle of the window. You can select employees by department. Click the move buttons on the middle to transfer the user's photo to be exported to the "**Export User's Photo to the usb disk**" area on the right.

: Transfer all the records from the left to the "**Export User's Photo to the usb disk**" area.

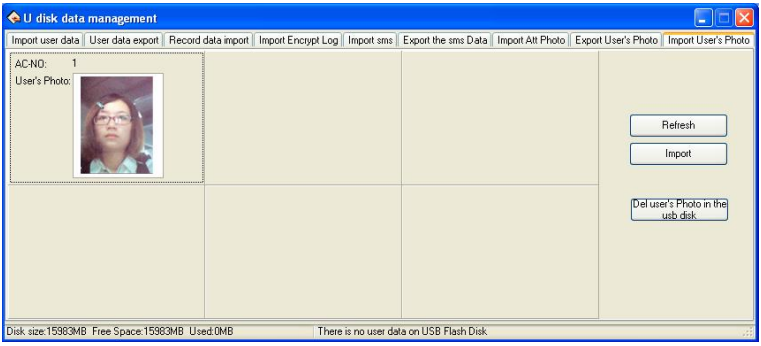
: Transfer the selected record from the left to the "Export User's Photo to the usb disk" area.

: Remove all the records in the "**Export User's Photo to the usb disk**" area.

: Remove the selected record in the "**Export User's Photo to the usb disk**" area.

Import User's photo:

Import the user's photo stored in the U disk to the software.



The left column of the page displays the user's information and photo stored in the U disk. Select the photo and click "**Import**" button to import.

Refresh: Update the display of the U disk drive and the user's photo in the list

Import: Import the user's photo in the U disk to pc.

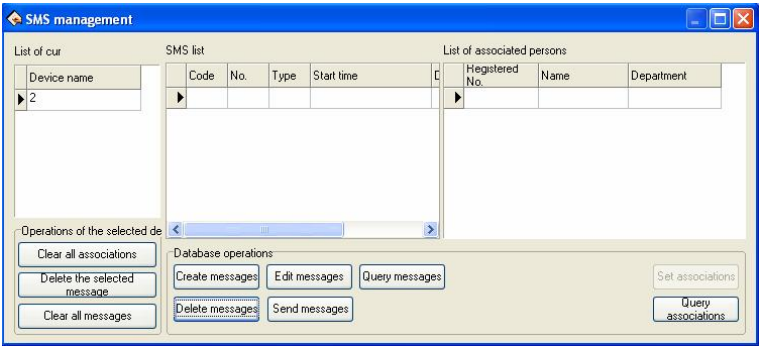
Del user's Photo in the usb disk: Delete user's photo in the U disk.

2.1.5 Short Message Management

Some type product provide a function which can send a message to appointed person through public to person way, before using the function, it is need to setup short message, customize the short message according to employee. Then upload the short message into the device. The device fully supports two ways to upload the message. One is to directly upload by connected attendance device, anther way is to utilize the U flash disk to upload it, follow us take an example to illustrate how to upload it:

Click **System Options** sub-menu under the **Maintenance/Options** menu, and then put the tick in front of **SMS Content Manage** on **Function Option** tab. Then **SMS management** sub-menu under **Data** menu becomes valid.

SMS management



1. Communication setting

On the left side of the window of the current connection machine list, will display the current connection device name.

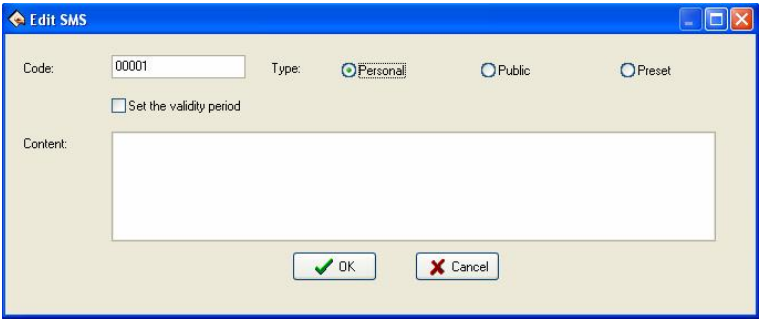
Note: All of the following about short message operation is directed at the current connection machine.

2. Database Operations

The database operations of short message of basic information maintenance mainly includes the Create message, Edit, Query, Delete message; Send messages, set associations and Query associations.

(1) Create messages

Click "Create messages" button on the Database operations bar, the following window will popup:



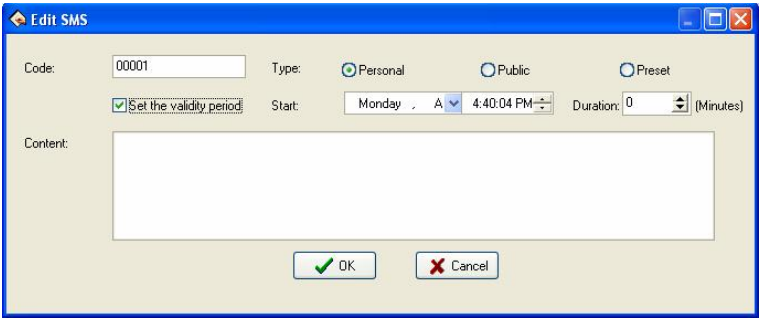
Code: Enter the window is automatically generates a 5 digit code, the user may be required to amend.

Type: Click the "○" button to select type. Can choose **Personal**, **Public**, **Preset**.

Public: For public short , as soon as the attendance machine start the short message will be saw, it will appear for ever;

Personal: For a personal short message, it will not show until the user verification is positive;

Set the validity period: After choose the item, a line will add on the interface, define the starting time and term of period of validity is available

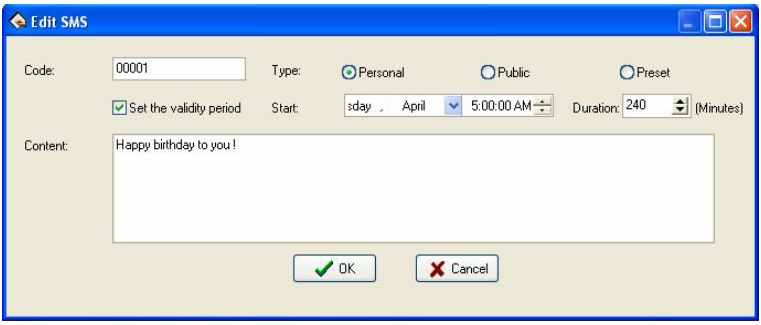


Start: You can set the short message display starting time, set up time please refer to Appendix **3.1 Set Date**.

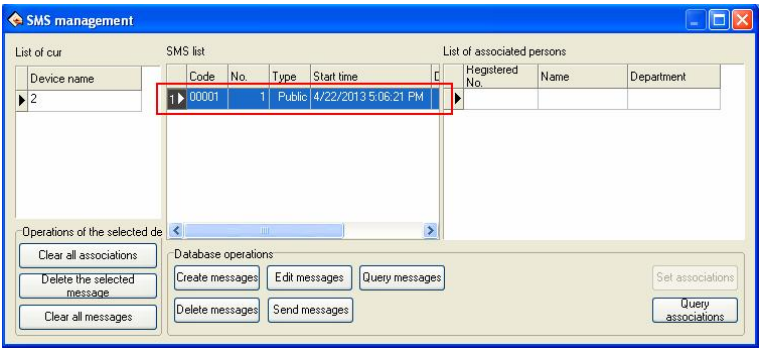
Duration: Click "" button to set duration, the unit is minute; user also can input value in the box.

Content: Input content of the message.

For example, set as below:



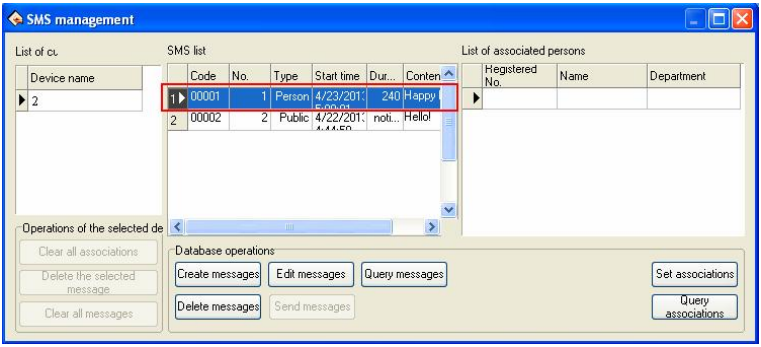
Click "**Cancel**" button to cancel operation; click "**OK**" button to save, and then return the **SMS management** window. The message will be displayed on the window. Show as below:



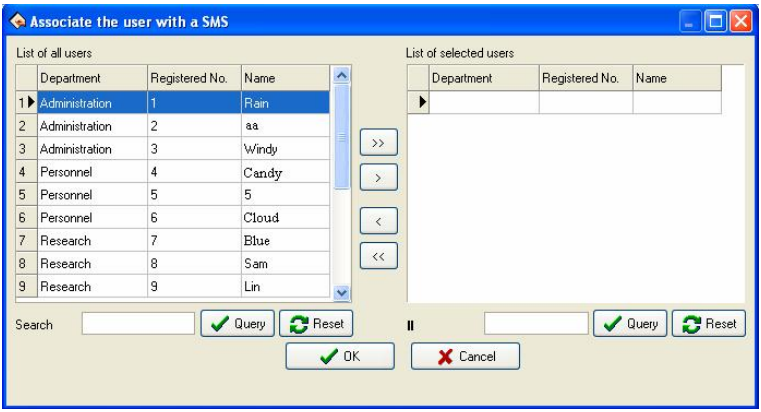
(2) Set associations

Note: **a**. only the type for personal of the short message can set associative; **b**. Set associations' purpose is distribution of the corresponding view permissions, only selected association employee can see the short message.

A. As shown in Figure, click the SMS which type is personal:



B. Click "**Set associations**" button, the following window wills pop-up:



Select employee in the list of all users, use the button on the middle of window to move employee. The operator can input search content in the box after search item. Click "**Query**" button to see the result in he user list on the left side.

The window button operation is described as follows:

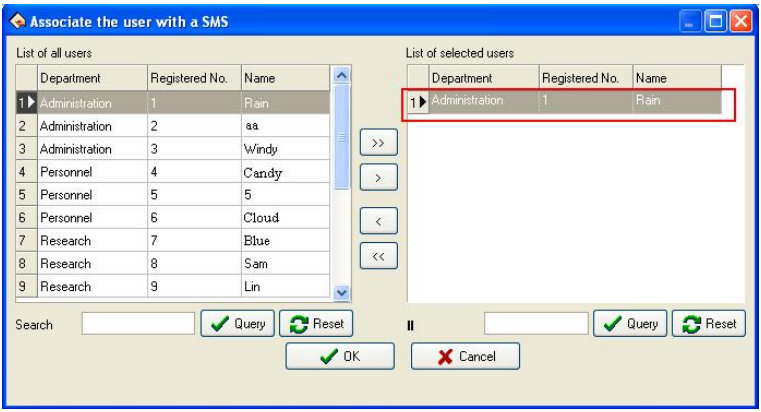
[>>]: Select all users, and then move them to **List of selected user**.

[>]: Move the currently selected users to **List of selected users** on the right side of window.

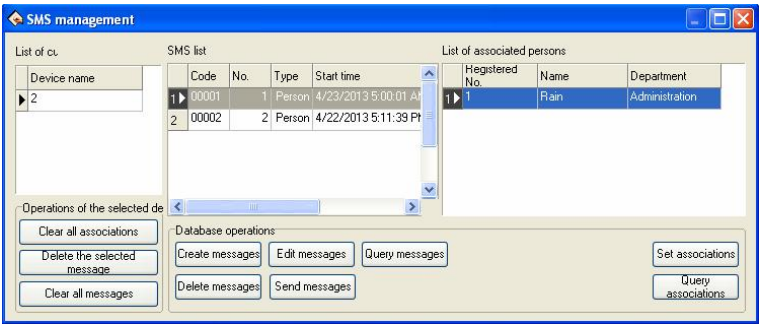
[<]: Select users on the **List of selected users**; click this button to move them to the **List of all users** on the left side of window. Cancel associations.

[<<]: Move all users of **List of selected users** to **List of all users** on the left side of window.

C. Click "**OK**" button to save; click "**Cancel**" button to cancel operation. For example select users as below:



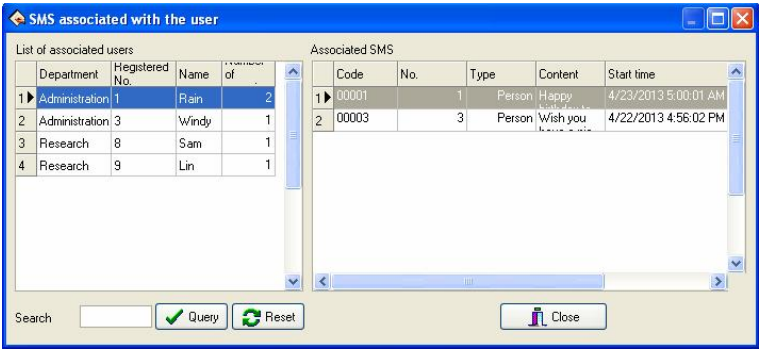
D. Click "**OK**" button to return SMS management window, show as below:



As shown in Figure. The window on the right association list shows the employee has been selected in steps **C**.

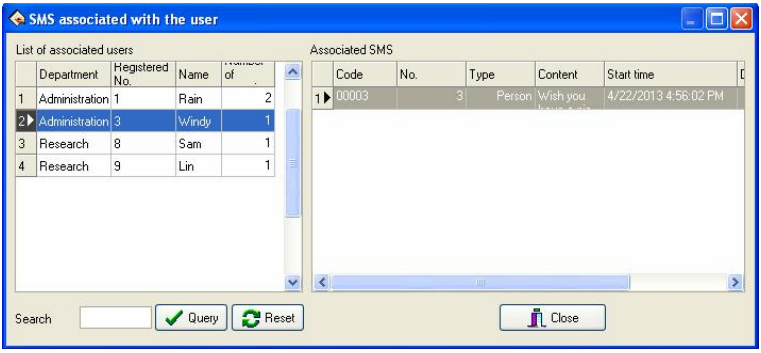
(3) Query associations

A. Click "**Query associations**" button, the following window wills popup:

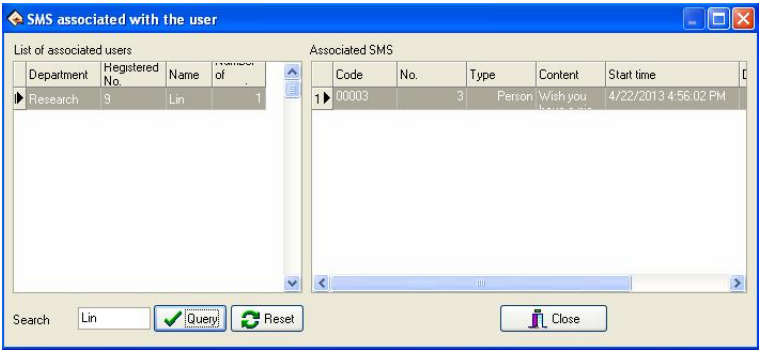


As shown in the figure, the window is divided into two lists, the left list is List of associated users, and this list shows the associated user branch department, registered number, name and number of associations. Number of associations is associated with the total number of short message the user associated. The right list is Associated SMS; display the selected user association of short message.

B. Click to the user in **List of associated users**, and then the list on the right will automatically display the user associated short message. If the selected users to "Windy", this time on the right of the window list will show its associated short message, as shown below:



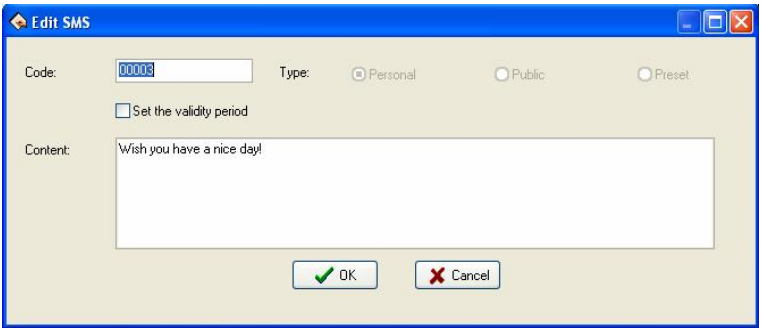
C. When there is too much for associated users, users can input user information into the search box, click "**Query**" button to see result. For example input "Lin" into the search box, and click "**Query**" button, show the result as below:



At the left of the window list will only show the user Win's information. On the right of the window will show the user associated with the short message. Click "**Rese**t" button, empty query results, and returning to the step A is shown in the window.

(4) Edit messages

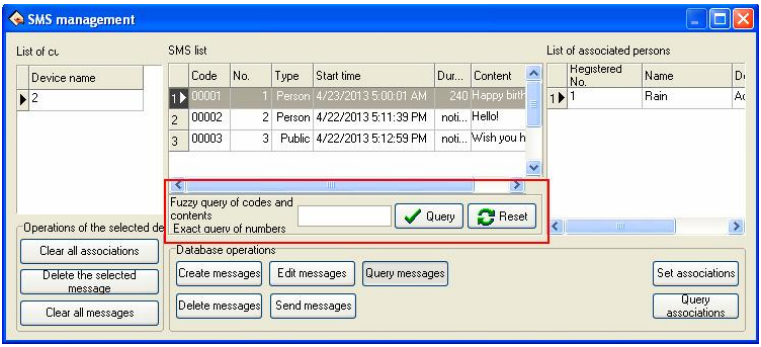
Click the short message on the list to select it, click "**Edit messages**" button, the following window wills popup:



User can modify for need, Type can't be changed. The operation is same with create messages.

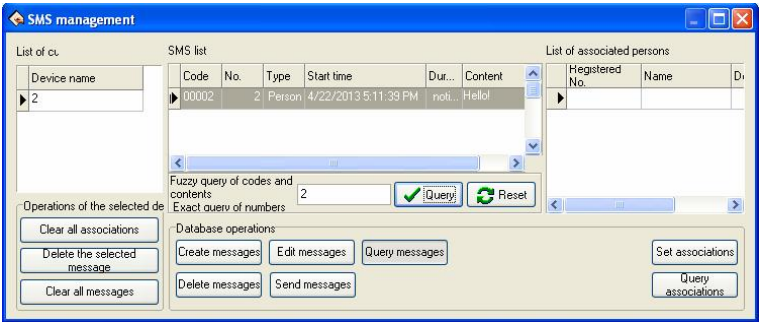
(5) Query messages

A. Click "**Query messages**" button, the window will automatically pop-up Query bar, show as below:



B. User can Fuzzy query of codes and contents exact query of numbers. Click "**Query**" button to query; click "**Reset**" button to clear query

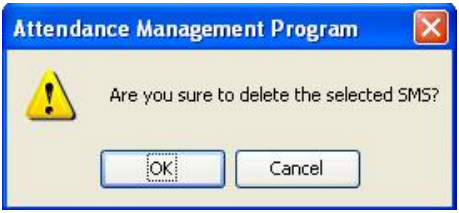
result, and then return the default window. For example input 2 into the box, click "**Query**" button, the result show as below:



As shown in the figure, short message list shows the number 2 short message; **List of associated persons shows** the short message associated personnel information.

(6) Delete messages

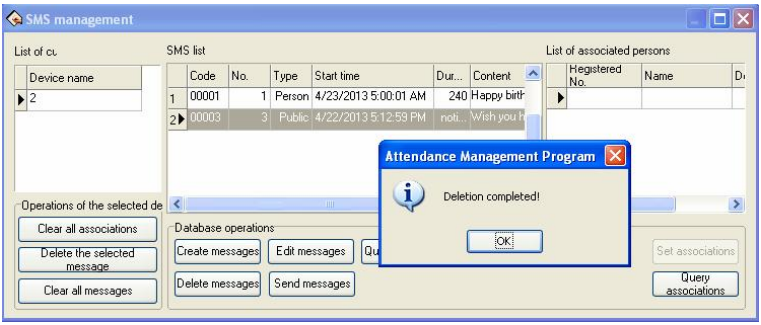
A. Select the message you want to delete, click "**Delete messages**" button, the following window wills popup:



B. Click "**OK**" button, the following frame wills popup:

Click "**OK**" button to delete the message in the software and attendance machine; click "**Cancel**" button only delete the message in the software.

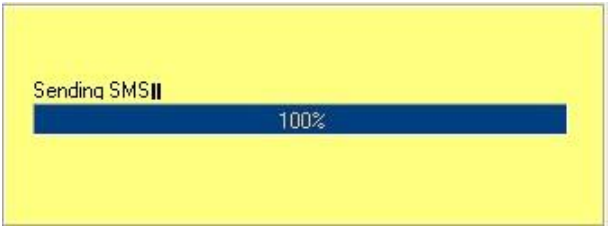
C. Click "**OK**" button, after complete delete, popup the success frame, show as below:



As shown in Figure, the short message list does not display this message, means Delete successfully.

(7) Send messages

A. Select the message need to send, click "**Send messages**" button, will show the send process on the window, and show as below:



B. After send success, popup the following frame:

Click "**OK**" button to close this prompt box.

Notice: The machine must support the short message function, or can't use the function.

3. Operations of the selected device

Clear all associations: Click this button, clear all associations the device has set.

Delete the selected message: Click this button, delete the selected message.

Clear all messages: Click this button, clear all messages in the device.

2.2 Maintenance/Options

In order to get correct and accurate Time Attendance result, you must configure **Maintenance/Options** in the main windows; here you can set

up **Database Option** and **System Options**. Firstly enter **Department List** setting and assign employee to department, then performance First set up database password, then set up **Holiday List**, **Leave Class** and **Attendance Rule**, **Employee** List and **Administrator** setting, at the finals, **Maintenance Timetables**, **Maintenance Shift Schedule**, and **Employee Schedule.**

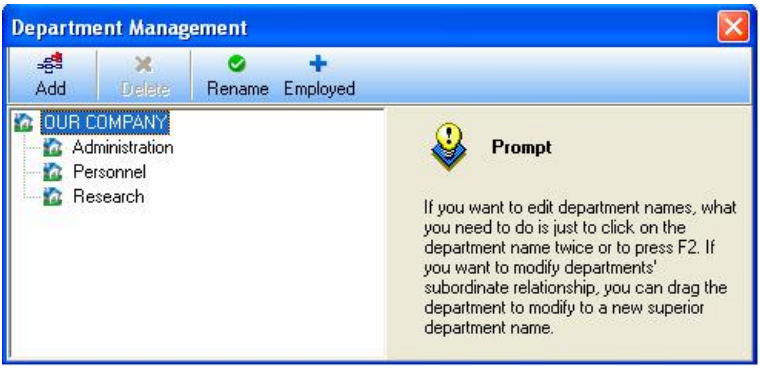
Note: Unless the employee has been assigned shift schedule, the system don't produce Time Attendance report。

This system provide with enrolling fingerprint or card by after connecting with PC, it is avoid the trouble that personnel don't match the fingerprint, please see **2.2.2 Employee Maintenance**.

2.2.1 Department Management

This module provide with convenient to manage each department, mainly add, cancel department, enroll employee, for more detail as following:

Click the "**Department list**" sub-menu under the "**Maintenance /Options**" menu, the following window will popup:



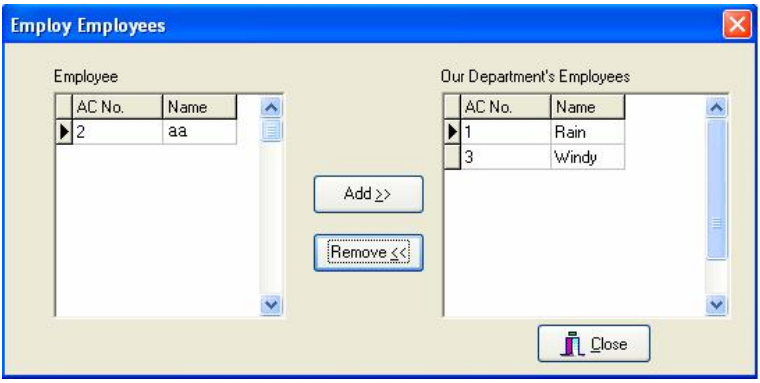
In adding department, you first left-click the superior department of the new department, click on the "**Add**" button, input the name of new department in the dialog box, click "**OK**" to save.

In modifying department, first select the department by left-click, click on the "**Rename**" button, input the new name, and then click "**OK**" to save.

In deleting department, you only firstly left-click the department selected, click the "**Delete**" button, and select "**Yes**" on the prompt box.

If you want to modify a department's subordination relationship, first selected the department to modify by left-click, hold, and drag the name within the new superior department. Then follow the instruction to operate.

Click on the "**Employ**" button. The following window will popup:



Employees in the "**Employee**" list are those who don't belong to any department, that is, who have left their posts. This is the same as on leave No salary.

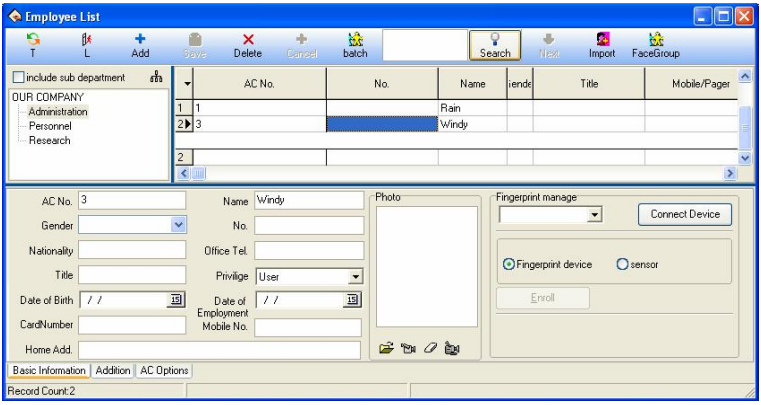
In the list of "**Employee**" select those employees that your department wants to employ, and click "**Add**" button, and then those selected employees will be added into your department.

In the box of **Our Department's Employees** select those employees that will leave your department, and click "**Remove**" button, and the select employees will leave your department (leave their posts).

After setting, click "**Close**" button or "" to return to the main window **Department Management**.

2.2.2 Employee Maintenance

Select the "**Maintenance/Setup**", click **Employee Maintenance** item to open the "**Employee list**" window. Within this window, maintenance employee's various information and attendance setting. Through the employee list you can view the department the employee belongs to, here to view and modify employee's information is available, at here attendance setting privilege is superior to Assign Employee Schedule.



The window of Employee List divided into two parts.

1). The upper half part is employee list, list columns show employees all information, including the registration number (AC-No.), name, title, No., Finger Count V9.0, Finger Count V10.0 and so on. The 9.0 and 10.0 are the algorithm version number. The bottom of the employee list has a line of statistics; the statistics of each column corresponds to the sum of the values. The first column show total number about employee.

2). The lower half part is the currently selected employee's various information and can be modified, Have three paginations, click the page tag at the bottom can enter different page.

User can use **Search** function to search employee when the employee are excessive. Input query condition into the box, click "**Search**" button to see the result.

Note: Click each column name can sort list by it.

1. Employee Maintenance

Must fill the blank of the employee's information list with the **Name**, **AC No**., according to the actual need you can add other information about employee.

Note: The "**No.**" field is Custom Tag (The maxlength is 20). You can set it as needed.

1) Add New Employee

When usual execute this management program at first time, after registering the user in the Device, than directly downloads it to software, and revise name, as well as save it, upload it the machine to use again.

If have to directly add the employee in software, in order to guarantee

the user information and the fingerprint or the card one to one correspondences, connect with Device to go on the real-time registration fingerprint and the card is available in this interface. After connects the Device, every time while add an employee the corresponding person's fingerprint or the card will be registered simultaneously. Avoids the trouble which the fingerprint or the card and the personnel does not correspond appears.

A. registration fingerprint

Fingerprint device: Register the fingerprint with the standalone fingerprint Machine.

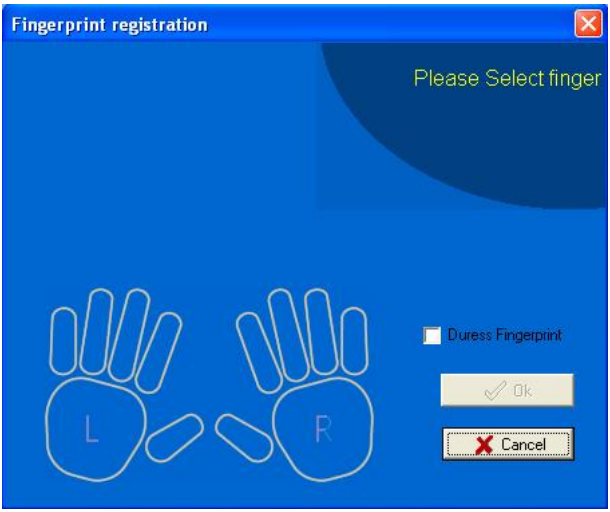
Under in "**Fingerprint manage**" drag-down box, choose the fingerprint device that have attached to system, after connects successfully, starts to add the employee. Select the department which the employee is at, after click "" button, input employee's **AC No.**, **Name** and other related information. Single-click "**Enroll**" button to start the fingerprint registration. The operations are same as using sensor to enroll fingerprint.

Sensor: Register the fingerprint through the on-line fingerprint device.

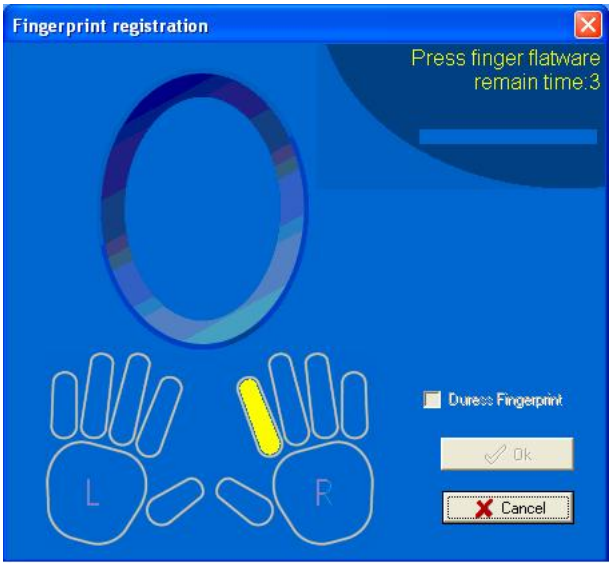
Attention: When you choose fingerprint sensor to enroll, there are two choice: Finger9.0 and Finger10.0, for the operation detail refer to Appendices 3.9 How to Generate License Files.

Sensor Registration flow:

Single-click "**Enroll**" button, shown as figure:



Start to register, click any finger in the interface with the mouse, the fingerprint Device that has been connecting with is in the registration condition:



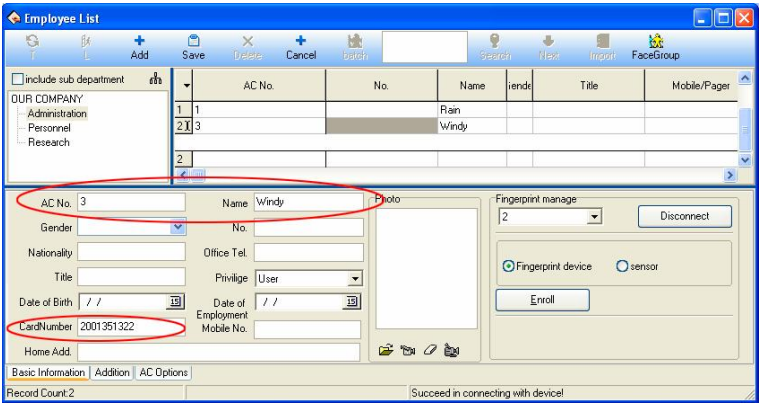
Attention: You can choose to enroll duress fingerprint, but it is only effect when the device supports the function, otherwise it is just an ordinary fingerprint.

Follow prompts or press fingerprint on sensor face of the fingerprint device or fingerprint scanner, after press 3 times, prompt inform you registers successfully, then fingerprint registration finish. If want to backup fingerprint for system, chooses a finger registration. After the registration complete, press "**OK**" to return add the employee interface, continue to add the employee.

B. Registration card

Under "**Fingerprint device**" drag-box, choose the Device with radio frequency card function, after connects successfully, and starts to add

the employee. Selects department which the employee is at, Click "" button, wave the card which want to be registered on the radio frequency card machine, after waving the card, this employee's **AC No.** and the **Card Number** can display the corresponding card the information, according to needs to change the serial number and the name, the card number do not change at random. The card number's length is **10**. The cursor locates in the name column.



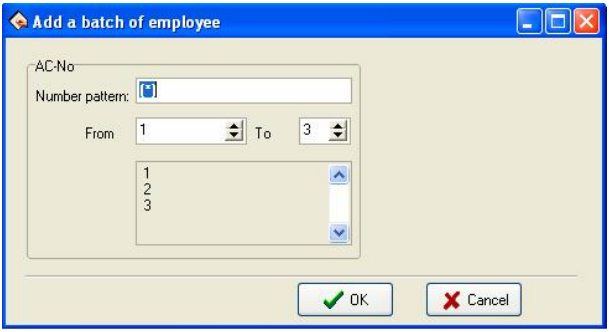
If want to add new employee, press "" button to repeat above this operation.

2) Add Batch Employees

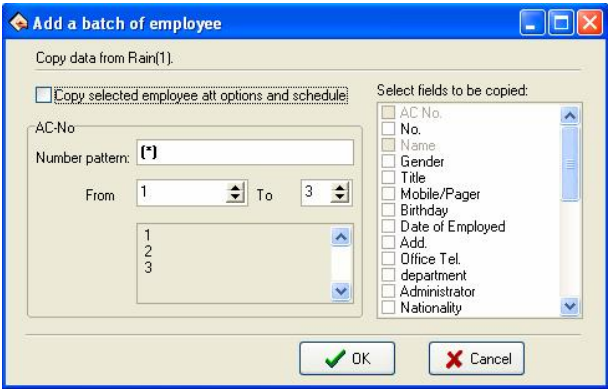
When some departments need add a lot of employees, you can use this function to add employees, lighten an operator work. E.g., a lot of employees want to be added to the **Administration** department. Select **Administration** department and click the "**batch**" button batch.

A. If there is no employee in this department, the following window

wills popup:



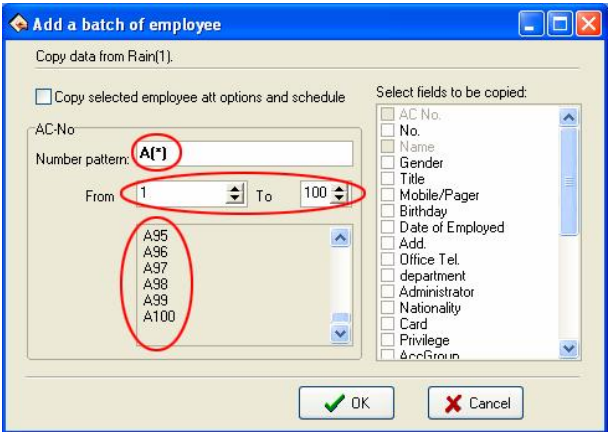
B. If there are employees in the department, the following window wills popup:



The backup data of employee witch select from **Administration** department display on the left-up corner, if the new added employee and selected employee own the same shift and attendance setting, left-click "**Copy selected employee att options and schedule**", if there are other same field, select relating to fields from the "**Select fields to be copied**" list.

AC-No batch increase that department on adding batch employee. Through the "*" **Number pattern**, it is easy to add employee's AC-No.

Number pattern: That means AC-No's format, for example, the employee's AC-No of this department is the char A at the first, and its length is 4, then input A"*" to the **Number pattern** box. If you want to generate No. between 1 to 100, then you can input 1 after **From** and input 3 after **To**. After generation the window showed as below:



Notice:

(1) The **AC No.** added by batch is under the control of **AC No. length** that set in **System Options** window. For example: If the AC No. length is set as 4, when the length of **AC No.** is less than 4, the system will add zero automatically.

(2) Only when the type of **AC No.** is set as **AC No. (Chars)**, the **Number Pattern** can contain letter, otherwise, set as digital only.

(3) The setting method of **AC No. length**, please see **2.2.11 System**

Options.

C. Click "**OK**" button to add employees and return to the **Employee List** window.

3) Modify Employee

Employee's AC-No is unchangeable. Avoid there information don't match corresponding information in the Device. Select the employee, enter new data in the corresponding input box, and then press "**Save**" button to save.

4) Transfer Employee

Transfer: Click the " " button to transfer employees from one department to another department.

Choose the employee who needs to transfer department and click " " button, and then the following tooltip will pop-up:

Select the department and click "**OK**" to transfer the employee, or "**Cancel**" to cancel this action.

Employee's layoff: Some employees may remain in the company, but who don't belong to any department now, which is similar to the currently quite popularized lay-off phenomenon. Leaving-post employees can be re-employed through Employ Employee in Department Management.

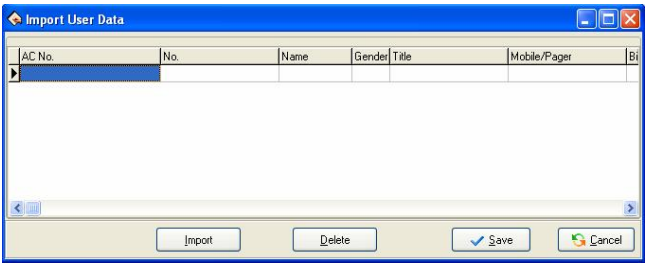
Select employee and click " " button, the following tooltip will popup:

Click "**Yes**" button to layoff the employee, or click "**No**" to abandon this operation.

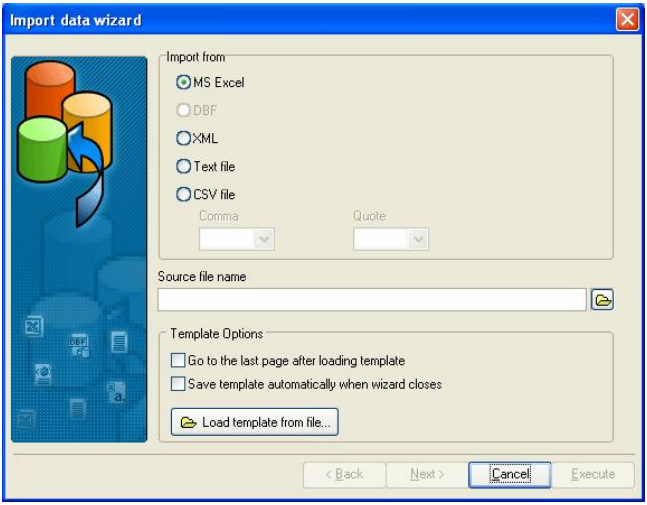
5) Import user data

Import user data from the local disk.

Click " " button, and then the **Import User Data** window will popup:



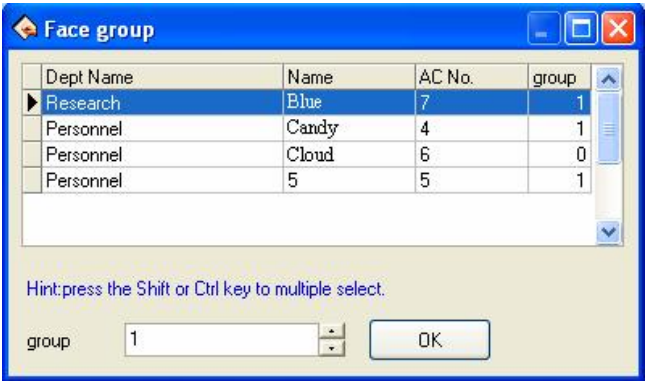
Click **Import** button, then the **Import data wizard** interface pops up. Then add the user data stored in the local disk.



6) Face group

To use a face device and enter a face group, proceed as follows:

Click "FaceGroup", and select the users who have registered faces for grouping. For the users who have not registered any face, do not perform this operation.



2. Right shortcuts key operation

Right click a region of the **Employee List** to **Export Data** (export employee's basic information), production report is available; entire rank data also can be hideaway or showed in the current interface. Shown as following figure:

Export Data: Export all employees' information of the current department. Operation step like as Time Attendance port.

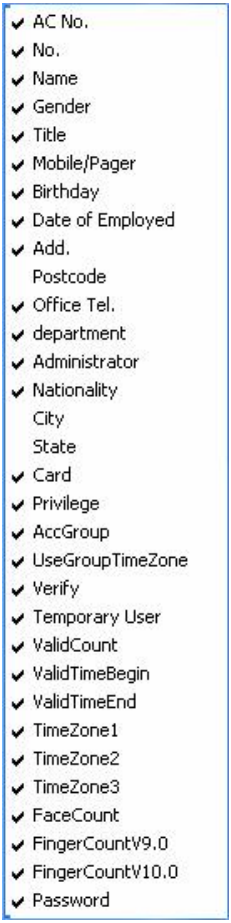
Create report for current grid: All employees' information in current department will display by report form. The operating method likes to export the data in Time Attendance report.

Save Grid layout: After change setting of data rank, save the data rank setting, it is allowed to use after through directly write down the data rank setting.

Show all columns: After click this option, employee's all information appears.

Hide all columns: After using this option, employee's all information will be hided.

Columns: Show the name of composition rank of employee information in the employee view. Move the cursor to the columns of the data, as shown in the diagram below the drop-down menu popup:

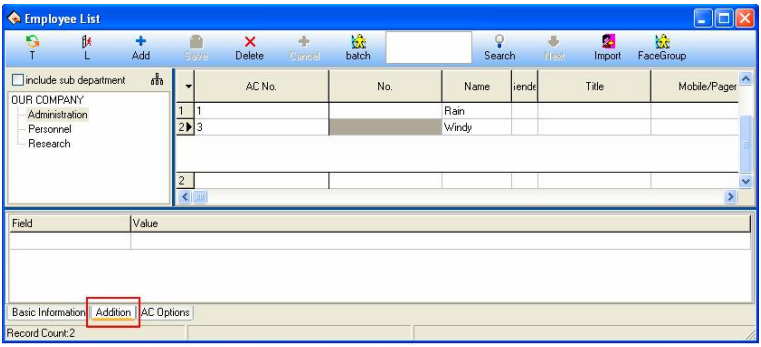


As shown in the figure, the drop-down menu to display is the employee of all field information, the user can click the appropriate field tick show, do not hit the hook is not displayed.

3. Click Department setting button " ", it is allowed to set the

department setting. Its method is the same with the operation in **Department management**.

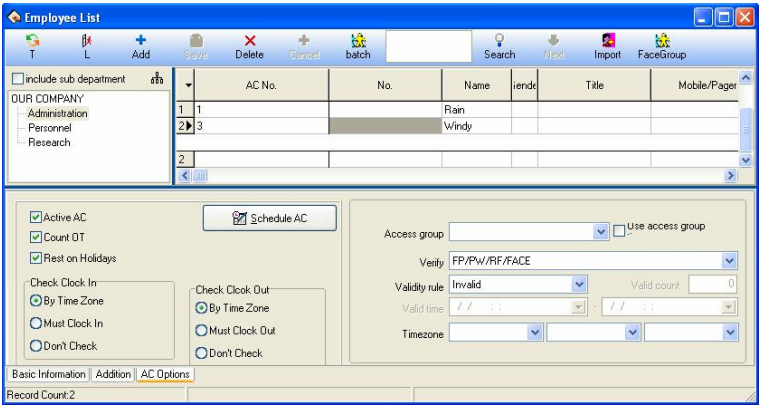
4. Click the tab of **Addition**. The window showed as below:



Addition page can enter the employee is more important related information, select department, selected employee, in the field column input information content input column type, content, and then save the input information can be.

5. AC Options

Click tab of **AC Options.** The windows showed as below:



Active AC: The item means weather the attendance is valid, if this item is defined, the employee will be accounted and statistic attendance in accordance with the attendance rule and other select item, otherwise, this employee doesn't need to keep the attendance record, and regard his record as normal on-duty, E.g. A leader of the department doesn't go to attendance, but his attendance is accounted on normal duty.

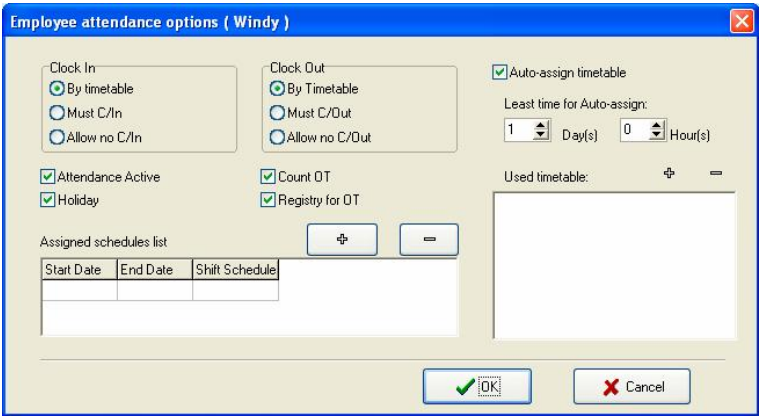
Count OT: Sign this item, counted by the employee over time.

Reset on Holidays: Sign this item, the employee will have a rest on holiday, if the employee is on duty, it will be signed to over time. Otherwise, the employees have to be on duty, if the employee is off duty, he will be accounted to absent.

Check Clock In/ Check Clock Out: This item can control the employee must check-in or check-out, the setup privilege in the item is super than it in the shift schedule.

- **Employee Time Attendance setting**

Click "Schedule AC" button to enter **Employee Attendance options** widow, shown as below:



The operation is same as **2.2.6 Employee Schedule**.

- **Access Control Settings**

You can set the **Access Control parameters** as needed in the lower right corner of the **AC Options** window, shown as below:

Note: These **Access Control parameters** setting aim at personal. You

should select employee in Employee list before operation.

Access Group: Click button, and then choose group for employee on the drop-down list.

Note: The drop-down list of group view the **Description** field that you set in **Group** window. If the **Description** field is set as empty, then nothing will view on the drop-down list of group.

Use Access Group: Choose whether or not to use the Time Zone of selected group, tick enabled.

Verify: Click button, and then choose the employee's verification mode on the drop-down list of Verification mode.

Validity rule: Can choose as **Invalid**, **Time zone**, **Times** or **Time zone + Times**.

- **Invalid**: Means this employee is prohibited to open the door.
- **Time zone**: Means this employee is allowed to open the door during the **Valid time** that set by the user.

  ➢ **Valid time**: Click button, and then set the **Start** and **End** date in the drop-down list. The method of setting date, please see **Appendices 3.1 Set Date**.

- **Times**: Means limit the times of open door.

  ➢ **Valid count**: Set the allowed times of open door for this employee.

- **Time zone + Times**: Set the allowed times of open door for this employee during the **Valid time**.

- **Time zone**: Set the personal time zone for this employee. Relationship between this time zone and time zone of group is "**OR**".

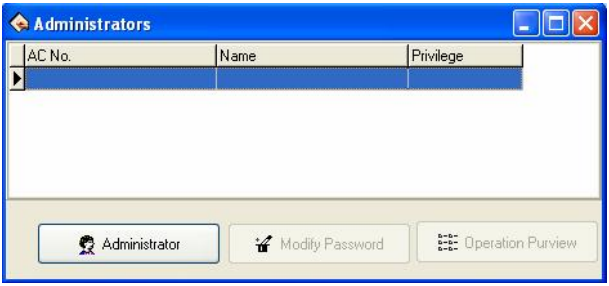
After setting, click Save button to save settings.

2.2.3 Administrator Setting

1. Set administrator

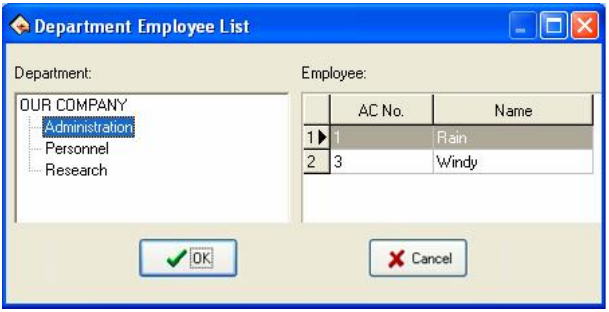
To help protect you system from security, to prevent the data are changed by unauthorized personnel, this management program provide with the function to set administrator.

(1) Click the **Administrator** sub-menu on the menu of **Maintenance/Options**, this window will pop up, shown as below:

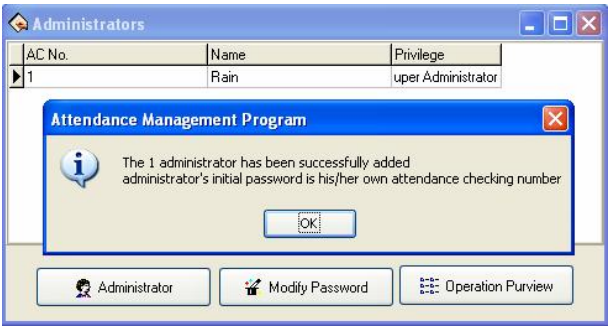


(2) Click on the "**Administrator**" button; drop-down the following list:

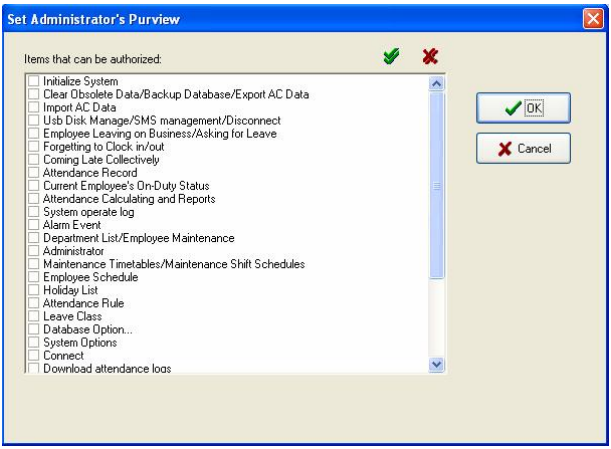
(3) Select the administrator type you want to add (It is better to add supper administrator first), after click, following window appear.



Choose the administrator you want to add in the interface, all administer must be the company's employee.



(4) Administrator's initial password is himself/herself **AC-No.**, click "**OK**" to enter the administrator privilege interface, may set this administrator is allowed to software in this interface be allowed to software.



(5) Single-click each item of front selection box, this item is able to switch from select to unselect, ☑ indicated this item has been selected, unselect all express that the system give each kind of administrator privilege by default setting. After selecting, click "**OK**" to complete the setting, if click "**Cancel**" to be allowed to set the privilege in the next time again (select the one which will have to revise in administrator interface, click "**Operation Purview**" button to reset). For more detail please see **Items that can be authorized**.

Note: Administrator is unable to revise own privilege, delete oneself, only the upper of administrators is allowed to revise, add or delete next level of administrators. Be unable to change the privilege or cancel the administrator unless when there is only an administrator.

(6) Click "**Modify Password**" button, the following window will popup:.

Old Password: Input old password.

New Password: Input new password.

Verify New Password: The input must be consistent with the new password.

(7) The system default administrator's password is this employee's **AC-No.**, it is better to revises the individual password to guarantee system data security. After the administrator has been set in the system, the **Login window** will appear, unable to enter the system until input the right **User Name** and **Password**.

2. Administrator's privilege and classification

(1) Administrators' classifications

There are four kinds of administrators in the system, depending on the privilege height Sequence: Super Administrator, Department Administrator, Level 1 of Dep. administrator, Level 2 Dep. Administrator.

(2) Administrator's privilege

The **Super Administrator** may manage all employees; the **Department Administrator** only can manage this department employee.

Super Administrator: The super administrator is highest level of administrators in the system, the super administrator own privilege to add, revise, delete administrator besides oneself, it is allowed to initialize the management system and set the database. His/her default privilege is allowed do any operation for the system. If unselect all in the interface of **Set Administrator's Purview**, then the default privilege will be used; If only several items has been selected, then this administrator who has the operation privilege can select the corresponding project only.

Level 2 Dep. Administrator: Level 2 Dep. administrator is allowed to add this department administrator, and same level perhaps the low level of administrators revise privilege, delete this department besides oneself, who is not allowed to operate other departments' any administrators. If only several items have been selected, then this administrator, who has the operation privilege, only can select the corresponding project.

Level 1 Dep. Administrator: Level 1 Dep. Administrator may add this department administrator, and same level perhaps the low level of administrators revise privilege, delete this department besides oneself, who is not allowed to operate other departments' any administrators. If several items have been selected, then this administrator, who has the operation privilege, can select the corresponding project only.

Department administrator: The department administrator may add this department administrator and the same level administrator revise privilege, delete this department in besides oneself, who is not allowed to operate other departments' administrators. If several items has been select, then this administrator, who has the operation privilege to select the corresponding project only.

3. Items that can be authorized

Clear Obsolete Data/Backup Database/Export AC Data: There are 3 projects under the **Data** menu, the administrator own this privilege to save and examine the data.

Import AC Data: It is able to import recording data in the file to the system through **Import AC Data** under the **Data** menu.

Employee leaving on business/Asking for Leave: Click "**Employee leaving on business/Asking for leave**" sub-item under **Attendance** menu, may set the employee leave on business / asking for leave condition, and produce the corresponding data sheet.

Forgetting to clock in /out: If the employee forget to clock in/out, add clock in/out record for this employee. Through **Forgetting to clock in /out** sub-item under **Attendance** menu.

Coming Late Collectively: If employee have forget collectively to clock-in/out, then neglects assigned time clock-in/out record, or add the clock-in/out record again this sub-item under **Attendance** menu.

Attendance record: May search employee's attendance record and revises the diary through this sub-item under **Search/Print** menu.

Current Employee's On-Duty Status: May search the employee current time in the **At-post**/**not At-post** situation through Sub-item.

Attendance Calculating and Reports: Under **Search/Print** menu, also may click on "**Report**" icon to enter, may inquire each kind of exception, statistics the Time Attendance, produce report, and print the report.

Department List/Employee Maintenance: May set the department in the department management; revises the employee information and employee's Time Attendance setting in the Employee maintenance through sub-item **Department list**/ **Employee maintenance** under the **Maintenance/Options** menu.

Administrator: Under the **Maintenance/Options** menu, set up the administrator and assign the privilege.

Maintenance Timetables/Maintenance Shift Schedules: Click this sub-item under the **Maintenance/Options** menu, create the working Timetable in the Maintenance Timetables, manages the shift schedule, chooses properly working timetable or the timetable combines to establish the different shift schedule.

Employee Schedule: Under the **Maintenance/Options** menu, assign the Shift Schedule which already set to employee.

Holiday List: Set the holiday under the **Maintenance/Options** menu.

Leave Class: Under the **Maintenance/Options** menu, go on a leaves setting, and leaves statistical rule in report form.

Attendance Rule: Set up the Attendance rule, and statistical rule for Attendance project in report.

Database Option: Set up the database connection through this sub-item under the **Maintenance/Options** menu.

System Option: Be able to carry on the setting to software some options under the **Maintenance/Options** menu.

Connect: Be able to connect with Device through this sub-item under the **Device Management** menu.

Download attendance logs: To download the data record is available through the **Device Management** menu.

Upload user info and FP: Ability to upload the user information through the **Device Management** menu.

Downloads user info and FP: Under the **Device management** menu, you can download the users' fingerprint information.

Delete AC Log: Eliminates the Time Attendance data recording in machine through sub-item **Delete AC log** under the Device management menu.

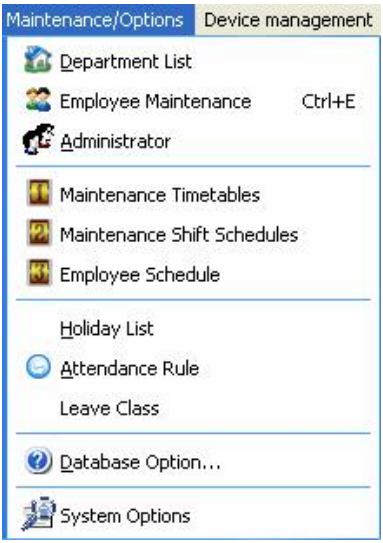
AC Manage: Be able to examine the Device information and carries on some operations to the Device through this menu.

Device/Del Device: Can add, delete, and revise the Device the communication information through this sub-item under the **Device Management** menu

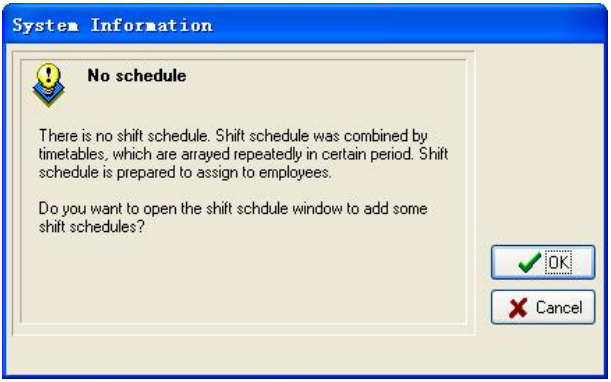
Sync Device: Synchronize Device time with Computer time through Under **Device Management** menu.

2.2.4 Maintenance Timetables

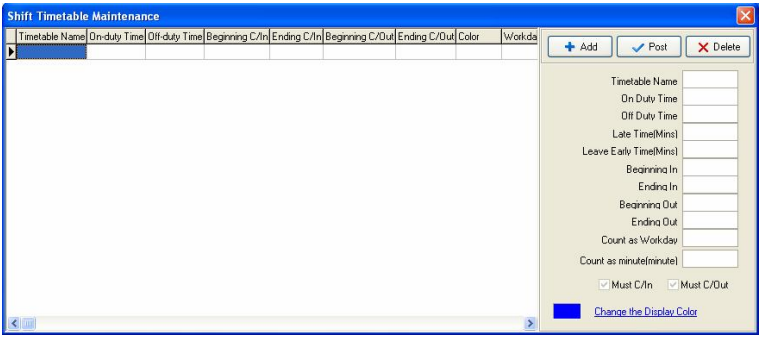
Before **Maintenance Shift Schedules**, the **Timetables** must be set up to complete, select "**Maintenance/Options**" menu, click on the "**Maintenance Timetables**" in the drop-down list menu, can set Timetable which is used to arrange employees shift.



If you has not set the shift schedule while set the Timetable, the system will auto-prompt you should go on shift scheduled management setting, shown as following figure.



A. Click "**Cancel**" button, directly enter the **Shift Timetable Maintenance**:



B. Click on "**OK**" button to enter the **Attendance schedule wizard** window:

Setting the On/Off duty times in this organization, follow the guide to set Timetable and shift schedule.

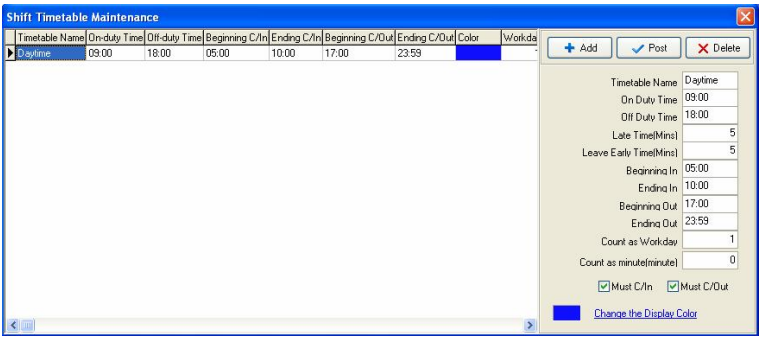
According to the company real condition, the method of on-duty and off-duty is selected, is twice attendance (**On duty in morning. Off duty in afternoon.**), or is four times (**On duty and Off duty in morning and afternoon**.), input correspond to on- duty and off-duty time, click "**Cancel**" button, return main windows click "**Next**" button to continue setting.

If chose twice attendance, click "**Next**" button to continue setting, view as below:

This windows may set the **Start** and **End** time for C/In and C/Out, definite the time range of clock-in(C/In) and clock-out(C/Out), and whether at this time employee **Must C/In** and **C/Out**, if want to select this item, just put tick in the selection box, also can set different option depending on different department and employee, click "**Next**" button to continue setting, view as below:

On the window, set regard as coming lately time and regard as leaving early time, click on "**Next**" button to enter next window.

On the window, the system prompt that it will add a timetable named "**Daytime**" and a shift schedule named "**Normal**". If before operation had chosen "**On duty and Off duty in morning and afternoon**". System will add two new Timetables; each is "**A.M**" and "**P.M**". There are two options on the window, according to need to select, and then click on "**Finish**" button, and complete setup. User can chose "**Assign this schedule shift to employees who has not assigned any schedule**" or "**Assign this shift schedule to ever department as default schedule**", click on "**Finish**" button, enter **Shift Timetable Maintenance** window. Shown as below:



The **Shift Timetable Maintenance** window may be divided into two parts, left part mainly are the Shifts Timetable list, right side is the Shift Timetable management. May add, delete and modify Shift Timetable.

Add: Single-click "**Add**" button to add a new Timetable, then input the Timetable name, On Duty Time/Off Duty Time, recording the time as coming lately (Late Time (Mins)), recording the time as leaves early (Leave Early Time (Mins)), etc. The Time Attendance record is the effective record only within the hour of Clocking in/out; take these recording as standard to statistics logs. Simultaneously definite this Timetable, whether employee must Clock in/out or not. The input time format is hh:mm, which separately corresponds the hour, the minute.

Delete: Selects the Timetable which has already existed, single-click "**Delete**" button to delete the Timetable which has been selected.

Save: Single-click "**Save**" to renew, when revised or add a Timetable, clicks this button to save the Timetable setting information.

The field of meaning in Timetable settings

- **Late Time (Mins)**: As above figure show, the setting value is 5 minutes, Illustration's On Duty Time is 09:00. E.g. A. Clock In at

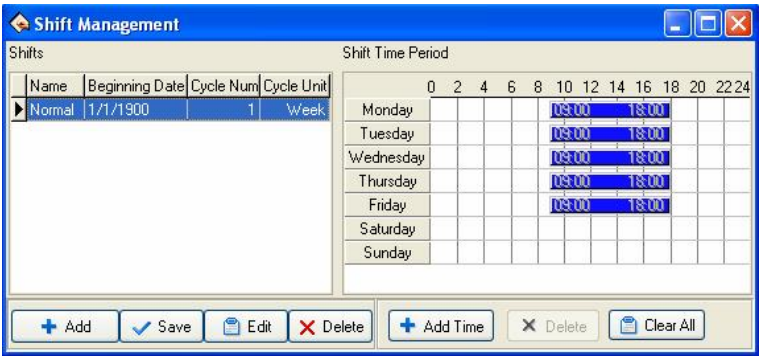
09: 03, B. Clock In at 09: 07, so the A is not coming late, because he check-in time is not over 5 minute, the B is coming late for 7 minutes, because he check-in time is over for 2 minute.

- **Leave Early Time (Mins)**: It is the same as **Late Time**, depend on the difference between the clocking out time and the Off Duty Time.
- **Beginning /Ending In**: Must input. Within check-in range of This Timetable the record regard as validity, outside this scope checking record is the invalid record.
- **Beginning/Ending out**: Must input. Within check-in range of This Timetable the record regard as validity, outside this scope checking record is the invalid record. Begin and End Clocking out time can not overlay.
- **Count as workday**: Refers to each Shift record how many working days, if here the value has been set, the program will defer to the setting value to statistics working day, otherwise according to Time Attendance rule in option statistics.
- **Count as minute**: The period of this Timetable will be recorded how long time in the **Report**, may set it by user. For example: a Timetable's reality length is 9 hours, may record it as 8 hours, also records in the **Report** this Timetable is 8 hours.
- **Must C/In and Must C/Out**: According to the different post and the different request may definite the Shift Timetable whether has to check out/in.
- **Change the Display Color**: May change each Shift Timetable

color, used to differentiate each different Shift. Just left-click the color with the mouse, the color will be modified.

2.2.5 Maintenance Shift Schedules

After setting Timetable, Be able to set Shift Schedule, Select "**Maintenance/Options**" menu, click "**Maintenance Shift Schedules**" sub-menu, and then you can enter shift menu shown as below:



This window may be divided into **Shifts** and **Shift Time Period**, the **Shifts** box include Shift **Name**, **Beginning Data**, **Cycle Num** and **Cycle Unit**.

Name: The shift name can't be repeated, and all the fields in the form can't be empty.

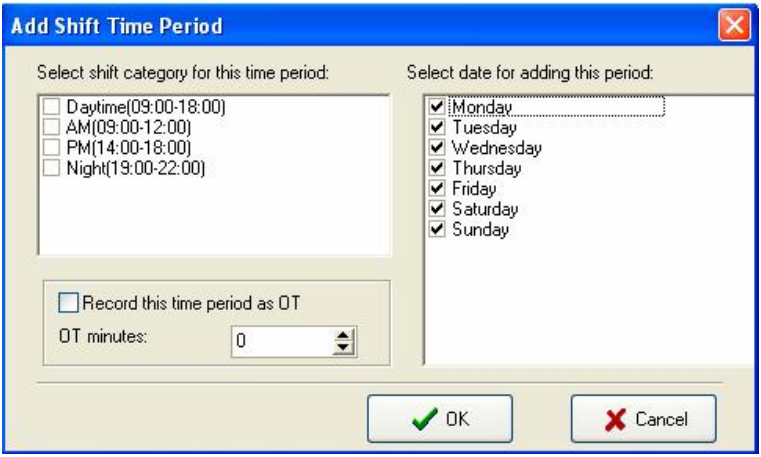
Beginning Data: Application Beginning Date is in the form of **yyyy-mm-dd,** for example, **January** the **15th, 2013** is recorded as **2013-01-15**, and **March** the **6th, 2013** is recorded as **2013-03-06.**

Cycle Num: Shift cycling periodicity = **Cycle Num * Cycle Unit.**

Cycle Unit: Cycle unit consist of day, week, months

Shift Management Tool Bar to add, cancel, modify shift. Under the status of adding or editing shifts (when " Edit " button is valid), you may Add/Edit/Delete Shift Time Periods.

Add: Single-click "Add" button to **add a new Shift**, the blank Shift Timetable will appear in the right side, then click " Add Time " button, following window will popup:



Select a Timetable for the Shift and select date. You make a mark "☑" on the day you selected. At same time sign the day as over time or not, then click "**OK**" button to save settings, click on "**Cancel**" button to give up the operation.

Delete Shift: Choose a Shift that want to be deleted, click "Delete" button to delete.

Edit: Choose a Shift that want to be edited, click "Edit" to edit.

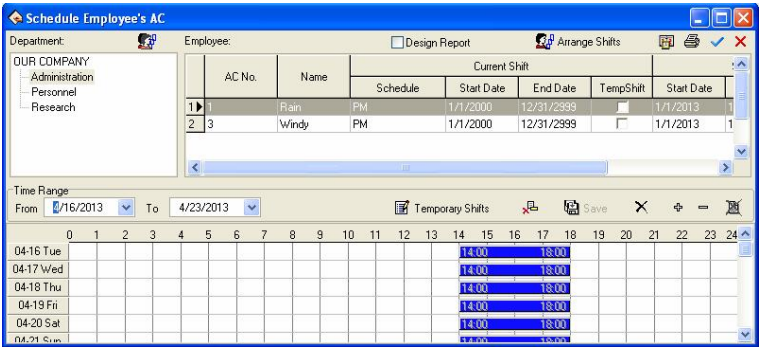
Delete Time Period: Click on "Delete" button, selected Time Period will be deleted.

Save: After a Shift has been edited or added, click "Save" button to save related information.

2.2.6 Employee Schedule

If employee has not been scheduled, then at finally system is unable to statistic the Time Attendance records, if a employee did not belong to shift the system will be unable to distinguish his Time Attendance record which was goes to work or gets off work, and fail to count his Time Attendance.

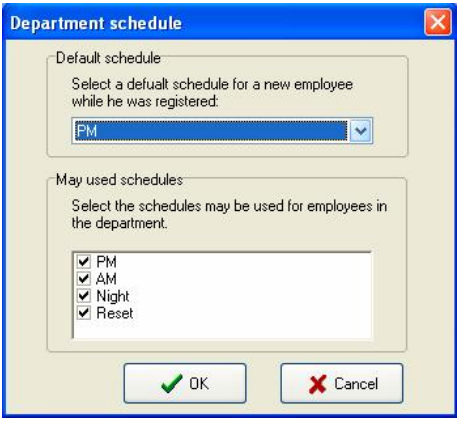
After setting the Timetable and the Shift Management, Select **Maintenance/Options** menu, click "**Employee Schedule**", and open the window of **Schedule Employee's AC**. You can maintain data related to **employee's shifts**.



Left side of the window demonstrates that shift schedule depending on the department. Click department name with mouse, can show all employees and its Shift Schedule in the right side employee module.

1. Assign Employee Shift by department

According to the different department's characteristic to assign employee shift, Single-click Department Schedule button "" on the left angle, the following tooltip popup:



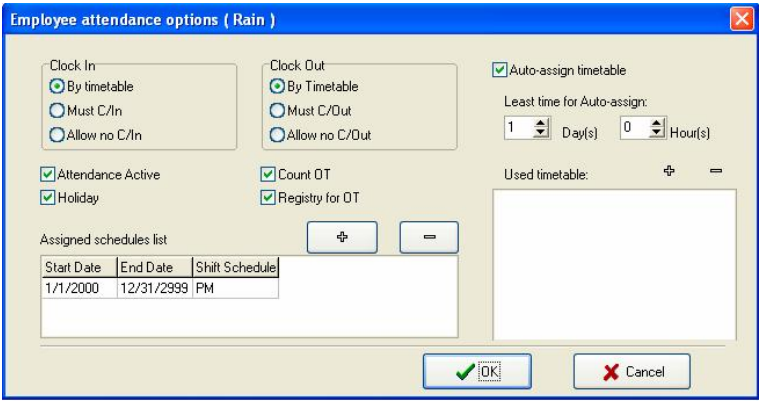
Default schedule: Select a shift from drop-down menu, make it as default Shift which is used for enrolling new employee, after enrolling new employee it will give new employee a shift.

May used schedules: Able to display name of current setup shift in the shift schedule list, when arrange department shift, the shift will not display list until selected shift.

2. Normal Assign employee Shift

The right side or the window is the assignment employee shift the module. Assign employee shift not only individual all, but also by the batch. Click all choice button "" to assign all employees shift. In the employee's list, hold down the "**Ctrl**" key and with the mouse single-click the employee to complete the multiple-choice, choose the

employee who needs to be assigned to shift ,then click Arrange Employee's shifts button "Arrange Shifts" the following window popup:



Clock In/Out: May set whether employee has to Clock in/out, according to the corresponding time Period to judge whether need to Clock in/out the setting privilege in this project is higher than one in Shift Timetable setting.

Attendance Active: Refers whether Time Attendance is effective or not, after choosing this item, according to the Time Attendance rule and the shift schedule, total of Time Attendance record is available, otherwise, this employee will not participate in Time Attendance, whose records regard as normal work. For example some leaders do not need to count the Time Attendance for normally go to work.

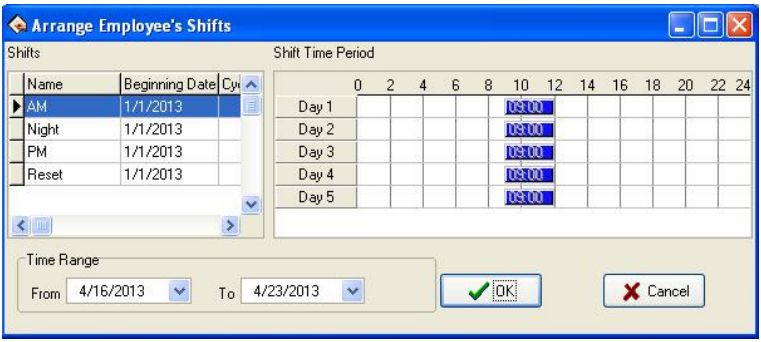
Count OT: After choosing this item, ability to calculate this employee's working overtime.

Holiday: After choosing this item, this time the employee who has been

assigned shift will rest in the holiday, if he/she will go to work, his/her record will regard as working overtime, otherwise, this time the employee who has been assigned shift have to go to work in the holiday, if he/she does not go to work, his/her record will regard as absence from work without an excuse records.

Registry for OT: Refers to employee's all working overtime which is this time to assign employee shift must pass through the registration or the verification only ,then it take effective.

In current arrange shift under the option to be allowed to examine this employee's entire shift, may add and delete change employee's shift. Click "[+]" add key, the following window popup:



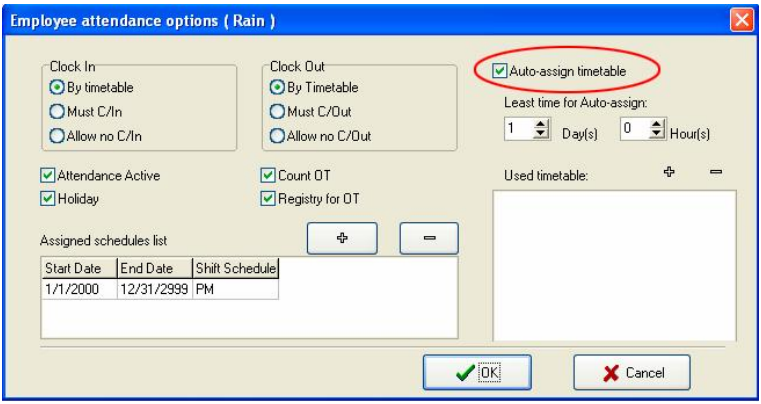
All shifts and the shift Timetable display in this window. Choose a new shift from these shifts which have been set, determine its Time Range, single-click "**OK**" button to confirm the operation or single-click "**Cancel**" button to give up operation, and then return to the **Employee attendance options** window. After arranges successfully, the corresponding shift name will display in employee's shift column, and time list can show on-duty Time Period in the window.

While an employee shift in Normal work hours, you can add a lot of item of schedule. E.G.:

Starting date	Stopping date	Shift
2013-3-1	2013-5-30	**Spring**
2013-6-1	2013-9-1	**Summer**

3. Auto- assign timetable

If assignment employee shifts or changing shifts schedule is too frequently, and there is not the rule to follow, auto- assigning employee shifts is available, auto- assign employee shift refers to employee does not has fixed shift schedule in the definite time, but he /she has the Time Attendance record, the system may automatically judge the Time Period which record belong to. After choosing the auto-assigning employee shift, the following interface appears:

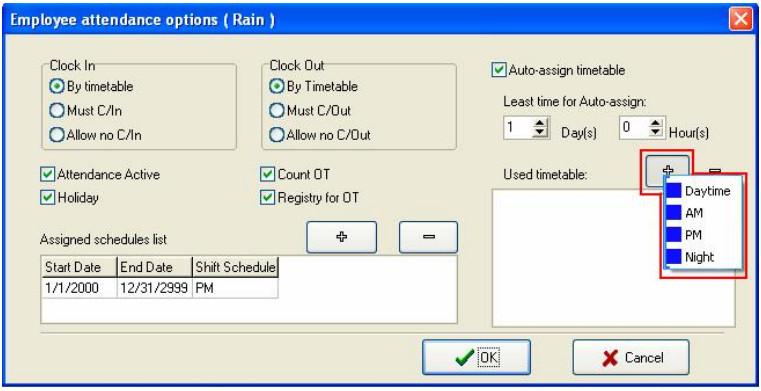


The auto-assignment employee's timetable function is that, while employee who does not assign shift to Timetable, but he/she has

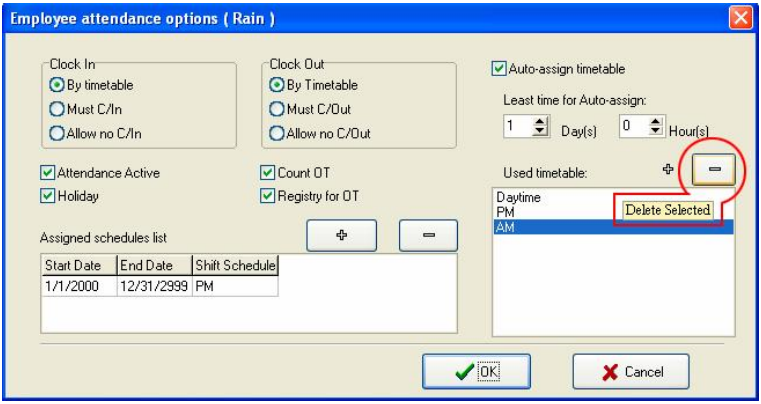
attendance record, the system will automatically define the Timetable. This function main use in more changes shifts.

Least time for Auto-assign: Choose the least time for auto-assign, the least time for auto-assign employee shifts refer to after you have set the time, for instance 1 day, the system only could not carry on the judgment by the shift Time Period until the time which the employee has not arranged in groups is more than 1 day, otherwise did not judge.

Used timetable: This employee possibly shift Timetable, single-click "+" button, the choice shift Timetable appears, these shift Timetable are the name list of the set shift which have already been set in shift management. Interface as follows



Left-click shift name to select and add selected timetable. If want to delete timetable from **Used timetable**, first click and select this timetable, then click "−" button to delete it. Shown as below:



After setting, click on "**OK**" to save.

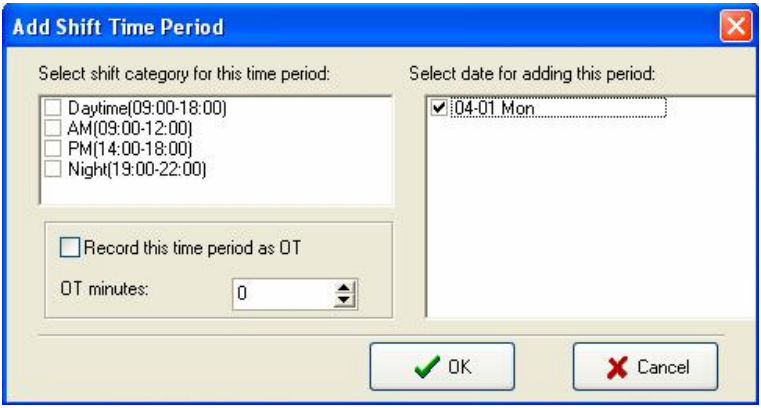
4. Employee Temporary shifts

Time Range: Refers to show all employees schedule time which day start, and which day end Timetable in the below rolling region.

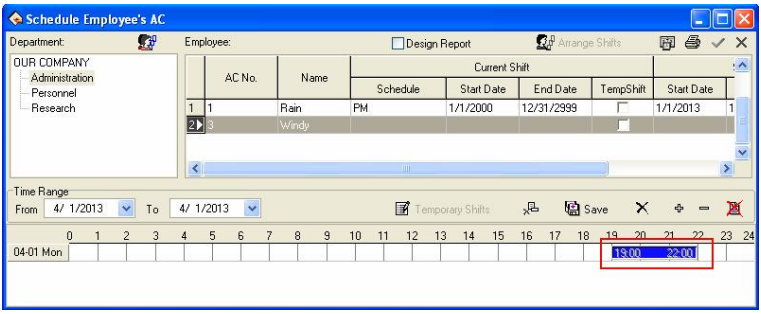
If one (or several) employee needs to change his/her work hours temporarily, his/her shift can be arranged temporarily. Select employee, (If you want to select a lot of employees, can hold down "**Ctrl**" key, simultaneously click employee or use all choice button.) click Employee temporary arrangement button "Temporary Shifts", the following tooltip will popup:

Click "**OK**" button, enter temporary schedule. Click **Add Time Period**

button " ", the following window wills popup:



Select shift category for this time period on the window of **Add Shift Time Period**, and **select date for adding this period**. The operation method is same as add period of time at **Maintenance Shift Schedules**. Click "**OK**" button, to save **Time Period** or click "**Cancel**" to cancel the action. If select **Night (19:00-22:00)** and all date, then click "**OK**" button to save and return **Schedule Employee's AC** window. The temporarily schedule will be shown in the shift schedule list. Shown as below:



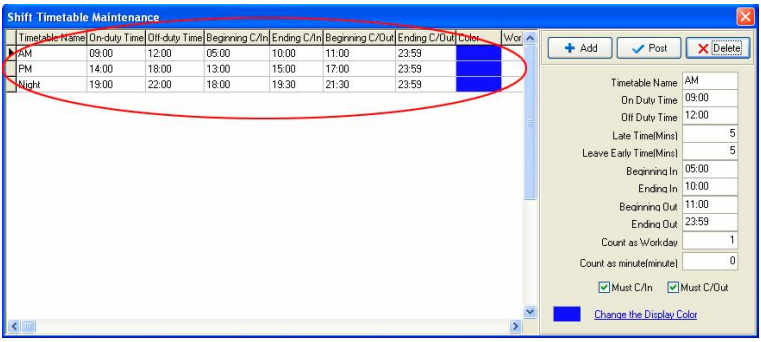
Before saving this **Temporary Shift**, be allowed to select the Time Period, press "" button to delete it, or press "" button to delete all Time Periods.

Click "Save" button to save temporary shift. If this temporary shift you add have been saved, press "" button to cancel temporary shifts during this period.

5. Shift schedule regularly change

There shift schedule regularly change that exist in most company, how to arrange the shift schedule regularly change, To handle various Shift schedule regularly change is a software's strong function.

Here ,illustrate change shift method with four shifts three times change a week, example ,there are A, B, C, D four shifts, working hours schedule are divided into **AM** shift, **PM** shift and **Night** shift three Timetable, the application beginning date is 1.

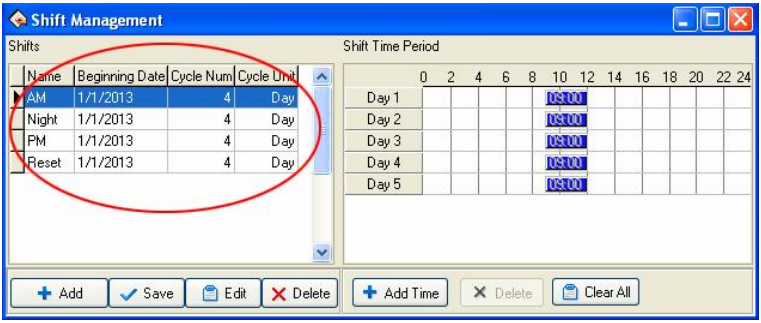


Employee working hours schedule list:

Shift / Date	AM shift	PM shift	Night shift	Have rest
1	A	B	C	D
2	D	A	B	C
3	C	D	A	B
4	B	C	D	A
5	A	B	C	D
6	D	A	B	C
7	C	D	A	B

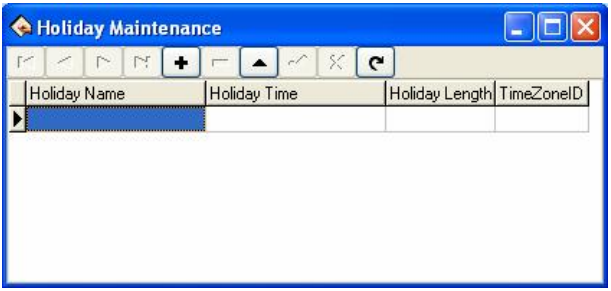
8	B	C	D	A

From schedule list, the regular are fund, cycle of all employee work hour is four day. so, A, B, C, D four shifts' s four day working hours are divided into four shifts. Other shift follows the instruction.



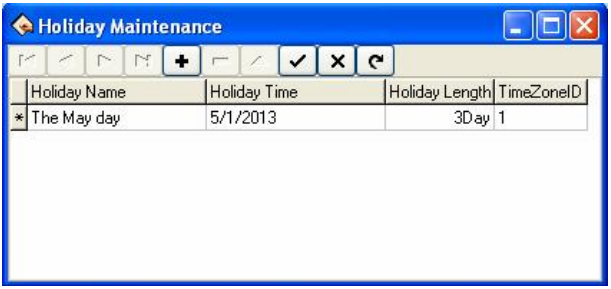
2.2.7 Holidays Maintenances

In the legal holiday, according to the related laws and regulations the employee will take the leave, the employee will be unable to Attendance for this period, in usually situation, if employee has not checked record, these employee will be regard as absent from work without an excuse by the system, moreover also the employee holiday working overtime will be unable to take effective in the computation, according to this kind of situation properly set management system. Choose the **Holiday List** sub-menu under **Maintenance/Options** menu, opens the **Holiday maintenance** window, show as below:



This window is mainly divided into the Holiday List and tool column option of the Holiday List maintenance. May add, delete, and modify the Holiday List through maintenance tool column.

Add: Click "+" button, a blank which is used to add information appears in the holiday list module. Input the **Holiday Name**, **Holiday Time**, **Holiday Length** and **TimeZoneID** into the corresponding blank. Shown as below:



Note: When input holiday time, the format you input is 01/01/13, after input, the default format 1/1/2013.

After setting all fields, click "✓" button to save.

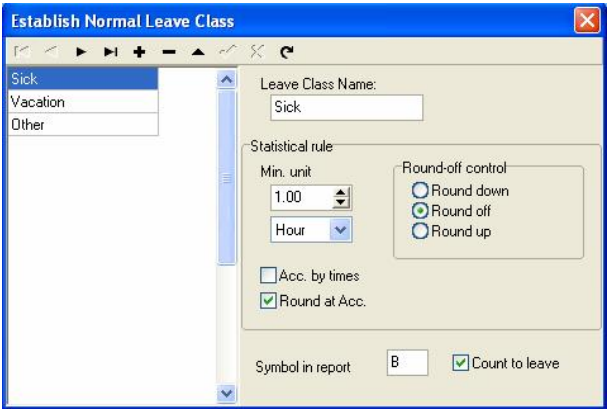
Delete: Click "−" button to delete the holiday information which does not need to use.

Edit: When need to adjust the holiday time which has been added, you can click "▲" button to edit holiday fields. Then click "✓" button to save the modified information.

After adding the holiday list, while assign employee shift, the system cannot schedule these Timetable. Because assign employee shift record does not exist, therefore, set holiday period, in the Time Attendance report form, the system cannot count this period of time the Time Attendance. If in holiday period had the employee to carry on the Time Attendance registration, counted in the Time Attendance report form for this employee freely working overtime.

2.2.8 Leave Setting

It is possible that when employee encounters the serious problem and needs to ask for leave, cause the different reason, asking for leave can be automatic statistic in the system. This system provides with the leave kind of maintenance function, click "**Leaving Class**" sub-menu in drop-down menu of **Maintenance/Options**, following window pop up:



The system provides three kinds of ordinary default leave: **Sick**, **Vacation** and **Other**. They can be deleted and edited. Click "✚" button to add the new common kind of leave.

Add: Click "✚" button to add the new common kind. In the right side module may define **Leave Class Name**, **Statistical rule** and performance way of this leaves in the report and whether counts for asking for leave. After filling this blank, click "✔" button to save, or click "✘" button to abandon current operation.

While this process, the information which needs to add as follows:

Leave Class Name: A name which takes for this kind of leave.

Statistical rule: The certain rule in the Time Attendance report for counting the leave.

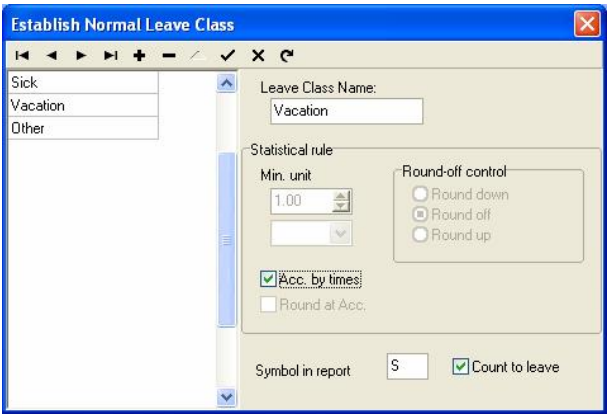
The kind of leave statistics rule: Min-unit, Round off control, Acc. By times, Round at Acc.

The min-unit is the smallest unit of measurement for leave. The common unit is Workday, Hour, Minute; there are several kinds of units of measurement in the working day. Shown as following figure.

The **Round-off control** refers to if the hour of the leaves is not integer in the attendance report while we calculate Time Attendance record , in order to get convenience in the computation of the Time Attendance

statistics, provides with one computing mode. Round up, round off, Round down.

Acc. by times refers to this leaves statistics way in the Time Attendance report: The employee asks for leave in a period of time by the number of times which asking for leave takes the computing mode. If chooses this option, then the computation of the Time Attendance calculation does not comply with min-unit and the round control in the statistical rule. Shown as following figure:



Round at Acc is to accumulate all time of this project and converts it into the corresponding statistical unit, then depending on the smallest unit to setup the method for rounding off.

Symbol in report is the symbolic representation way of this leaves appears in the report while print report.

Count to leave refers whether set this leaves for asks for leave. Attention, if put tick in this option, then the date of asking for leave which is newly added will statistic as the asking for leave in the this

leave computation of Time Attendance report.

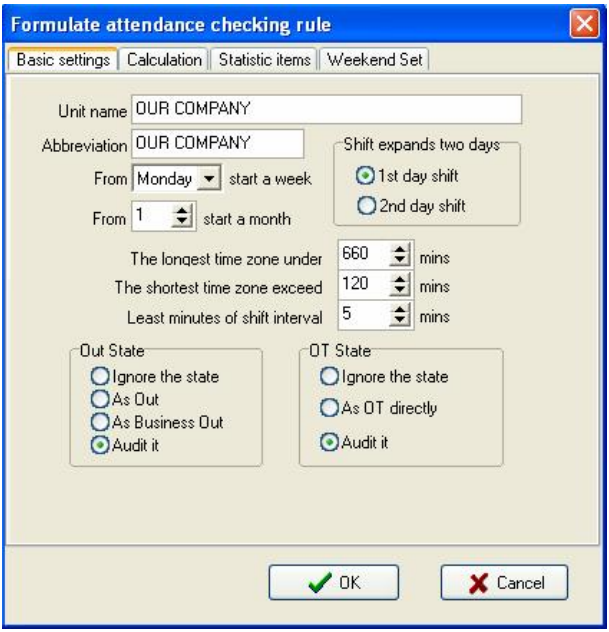
Deletion: Be allowed to delete a leaves. Selects a leave name which needs to be deleted, click "▬" button to delete it.

Edit: Edit leaves. Select the leave name which needs to edit, click "▲" button; modify the leave in the right side frame.

2.2.9 Attendance Rule

All attendance computation of statistical comply with attendance rule,

1. Click **Attendance rules** sub-menu under the drop-down menu of **Maintenance/Options**. Then the following window wills popup:



This window consists of four tabs. View the **Basic settings** tab as default.

It is required to set the beginning day for each week or the beginning date for each month. Some companies calculate their attendance record from Sunday, and other from the 26th, after these setup, it is convenience for calculation to select time.

If a shift expires 0:00, it should be defined which workday this shift belong to.

How many minutes are the longest time zone no more than? How many minutes is the shortest time zone no fewer than?

In order to determine attendance status, verify record correctly, grant smart schedule demanded, so that the least minutes of shift is not litter than few minute. Otherwise the system will determine record as invalid

E.g. an interval of five minute, there is valid record at 8:10, so, among 8:10 between 8:15 records are invalid, it is valid record only after 8:15.

- **Out state**: There are four methods to be selected to handle leaving status

  - **Ignore the state**: This status is ignored while attendance statistic to handle.
  - **As Out**: This out status is signed Normal out.
  - **As Business Out**: This status is sided on business out.
  - **Audit it**: make verification for record by hand, examine employee whether go out.

- **OT state**: The over time consist of, counting over time, not counting over time, administrator allowing and count over time, three status.

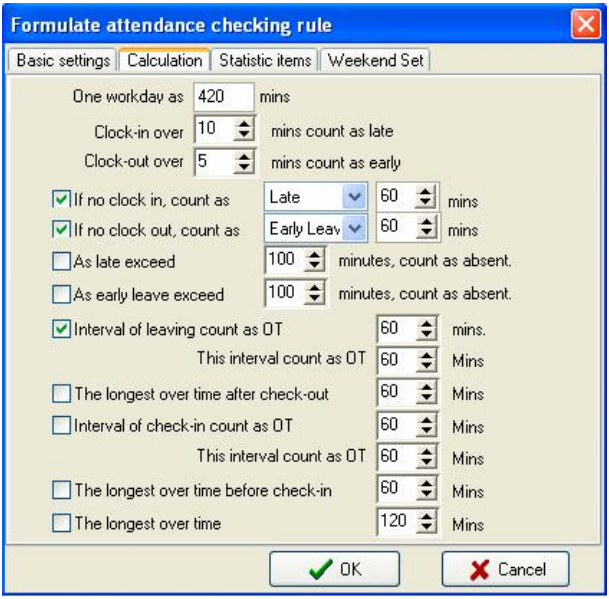
➢ **Ignore the state**: attendance statistic does not count over time.

➢ **As OT directly**: Over time does not need to be examined, count it directly.

➢ **Audit it**: Make to verification for record by hand, in order to examine whether employees have over time.

Examine operation (**Audit it**) is sub-item which attendance exception require and record list other exception require.

2. Click **Calculation** tab, show as below:



You need to set that the work hour account by minutes; this value should be the same with on-duty hour, because statistics result correct depends on this value.

In the step, how many minutes will be recorded as coming late after expire on-duty time, how many minute will be recorded as leaving early before near off-duty, the definition of time period must be the same with time period of the maintenance setup, otherwise the statistics result is Not correct.

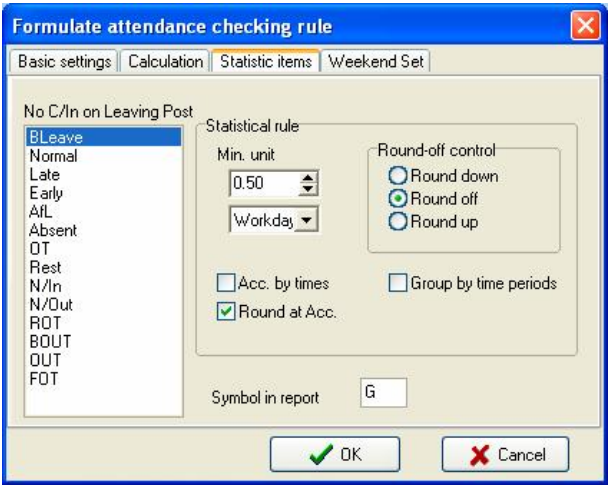
For the clock-in record, how many minute means coming late of neglect work, for the clock-out record, how many minute means leaving early or neglect work.

If you're coming late or leaving early is over to definite minutes, there will be regard as absent work

Can set overtime which are how many minutes it exceeds clock-off time, so this will be record overtime.

It can restrict the max Overtime (OT) hours and total OT hours before or after the on-duty time.

3. Click **Statistic items** tab, shown as below:



You can set statistical rules and symbols for employee leave on business, coming late and leaving early, etc, on the pagination label.

Freely over time (FOT): Over time work is not registered in schedule, employee attendance is regard as freely overtime.

Note: The system default setup only qualify with attendance situation which one day is divided into two Time Period, if one day is divided into more than three parts for attendance, please select all item and total them to ensure the accuracy of the calculation.

Group by time periods: This item will define whether attendance record will be distributed into their corresponding shift Time Period. E.g., select all items that are without clock-in item and group them, then you will get the total of time without clock-in and clock-out item.

Acc. by times: Only count the times, how many times are to display on the record list, No time record.

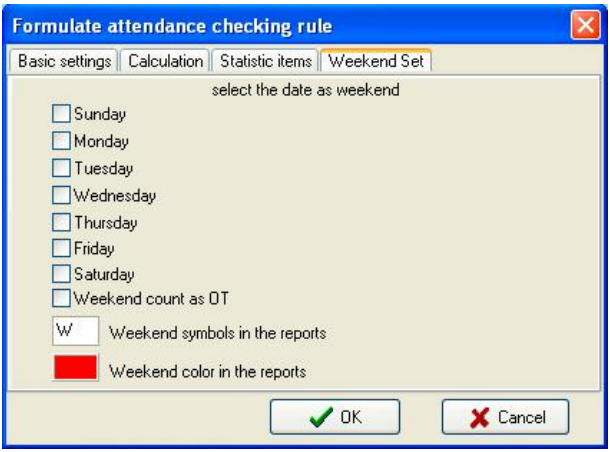
Round up: when the statistic data have point, the system will make after point figure to carry upward as 1. For stance, the min unit is 1-work hours, so that the calculation result of 1.1and 1.9-work hour will be record 2-work hour.

Round off: If the left values which after point figure excess 5, the value add 1, otherwise the left value is abandon.

Round Down: Abandon the value No matter how many it is.

E.g. min unit is 1 work hour, so that the calculation result's 1.1and 1.9 count as 1 work hours.

4. Click the **Weekend Set** tab, shown as below:



Set the date of weekend (for instance, the weekends of different countries are different) and the weekend display symbols and color in the reports according to actual requirements.

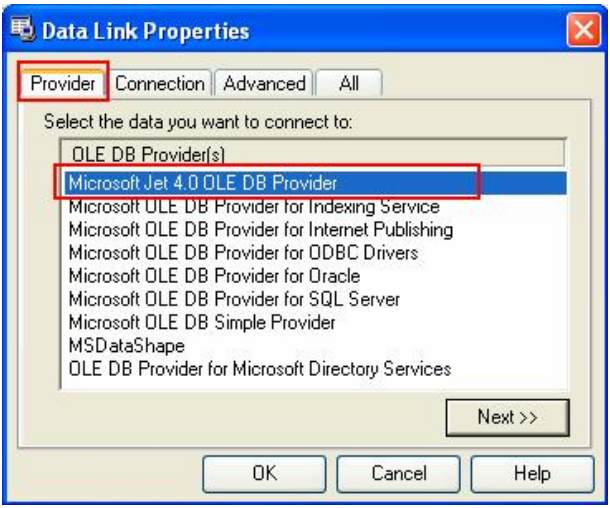
2.2.10 Database Option

The system adopts Microsoft ADO database interface, default single Access2000 database, filename is att2000.mdb, and you can set up database link according with real situation.

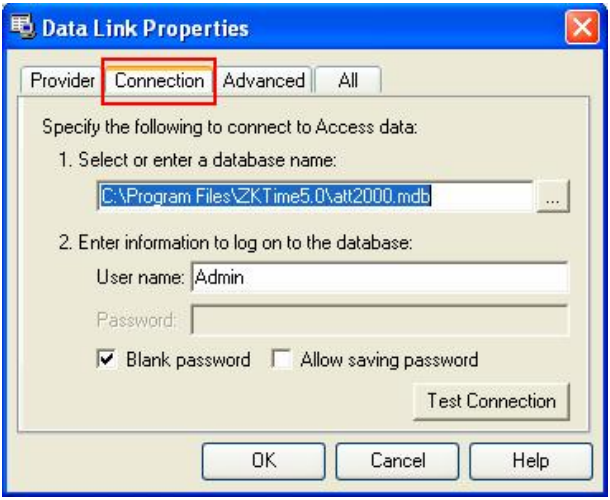
When system appear following error prompt, you need modify you database link setup

1. Connect Microsoft Access databases

1) Select **Database Option** sub-menu under the drop-down menu of **Maintenance/Options**. Choose **Provider** tab and select **Microsoft Jet 4.0 OLE dB Provider**. Shown as below:



2) Click "**Next**" button or click **Connection** tab to enter next step:



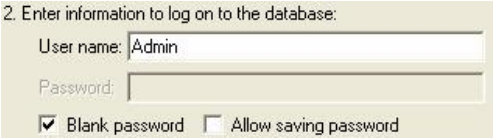
Click "..." button, select database filename.

A: For a single computer

Through the pop-up menu of File Manager, attach it in the attendance database file. The default file path is C:\ProgramFiles\ZKTime5.0\Att2000.mdb

Click "**Test Connection**" button, if the prompt inform you the connection is successful, that means that the software have been create link between databases, shown as following figure:

User may use the password to guarantee databases security, if you do not want to input password, please remove tick from "Blank password", put the tick in the password input box, click "**OK**" to enter next, Shown as following figure:



B: For a Network

For instance, three Time Attendance systems are linked together, with their computers labeled with Computer1, Computer2, and Computer 3

respectively and Computer1 is the host. First, make the installation directory of the attendance system on Computer1 to share with other computer, and grant Computer2 and Computer3 to read-write and access Computer1 is available. The Database link on Computer1 is pointed to the local Time Attendance database, and database link on Computer2 and Computer3 is pointed to the database on Computer1. Thus the three machines are able to share data.

2. Link to SQL Server

If you want to use a network database, first you should establish the Fingerprint Attendance System database on the database server. In the installation directory of this Time Attendance system, you can find a file with the name of sqlserver.sql, which is the SQL script for establishing the Fingerprint Attendance System database on Microsoft SQL Server 7.0. If you are using other database server, please refer to this document to establish the Fingerprint Attendance System database.

Provider Select Microsoft OLE DB Provider for SQL Server click "**Next**" button or click "**Connection**" tab to enter the following window:

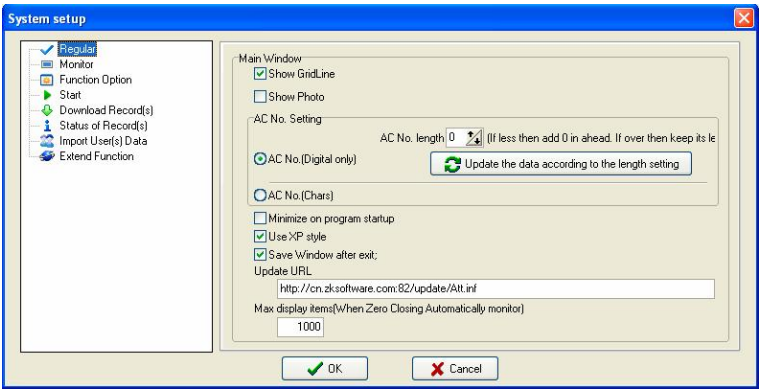
Defined Name of the server which store up the database severs information and database you login. Click "**OK**" button to complete setting.

2.2.11 System Option

Set system **Monitor**, **Function Option** and mainly window display.

- **Regular**

User can change the display mode and the style of some interfaces depending on his/her favor a. Only need to put tick in front of item.



Partial Setting Description:

- **AC No. Setting**

AC No. length: Indicates the set length of the **AC No. (**Employee ID). If the length of the actual **AC No. length** is less than this length, add **0** before the **AC No. length**. Otherwise, it is displayed in the actual length.

Procedure:

1. Enter a value in the input box of the **AC No. length**, or click to select a value. ↑ indicates increasing while ↓ indicates decreasing.

2. Click

to update the data in the database, and then click **OK** to save the setting.

After that, all **AC No.** must be displayed in the set length in the software. If the length of the actual employee is less than the set length, add **0** before the **AC No.**. If longer than the set length, the actual **AC No. length** is displayed. For example, if the employees IDs (**AC No.)** are

123 and 12345678 and the set length is 4 bits, the employee IDs are displayed as 0123 and 12345678.

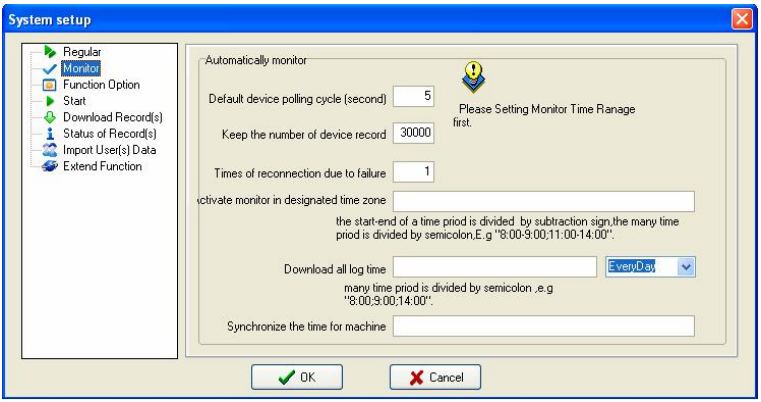
Note: (1). The **AC No.** that the software uploads to the machine is without preamble 0. For example, if the **AC No.** is displayed as 000123 in the software, it is displayed as 123 on the machine after it is uploaded to the machine. If the **AC No.** displayed as 123 on the machine and the set length is 4 bits, the No. is displayed as 0123 in the software after it is downloaded to the software. **(2)**. For the first use of the software, the default value of the **Length of the AC No.** is 0, that is, the registered ID is the ID without preamble 0 that set by the user.

AC No. (Digital Only): Means that the **AC No.** can set as digital only.

AC No. (Chars): Means that the **AC No.** can set as "number + letter" or "letter + number".

- **Monitor**

Provide administrator with convenience to view Time Attendance record or open the gate the condition in the first time. After the system connects with the device, when through the device the user verification is successful, its transaction wills real-time transfer to software, and display in the demon region of the software main interface.



When program start up, activate the monitor: Start up all device this program connect with, cyclically poll , if this option does not is selected, after starting this program, the device is unable to cyclically polling the monitor.

Default device polling cycle (second): While the device continually and cyclically the monitoring, because all sorts of reasons can cause some device disconnection temporarily , here be able to set a cyclical second number while the device cyclically auto- inquire (generally decide as 120).

Keep the number of device record: Total of device record, refers to the user data record which each device download from, may input a general number to deposit record in here, after surpasses over the definite value, automatically clear user data record in device. For instance here set is 1200, when the recording number downloads to 1201, in the device user recording number will be able the automatic cleared, the number to be able to become 0.

Times of reconnection due to failure: Try connection again, the

number of times (generally to decide as 3), in order to restores the normal; the device will automatically reconnect with in the situation.

Activate monitor in designated time zone: May define some the Time Period to start the monitoring. If the polling is uninterruptedly, then the entire monitoring network will bear very big load, so define a Time Period to begin using the monitoring, like this can reduce the load for the monitoring network. Attention writing format, for example: 06:00-22:00.

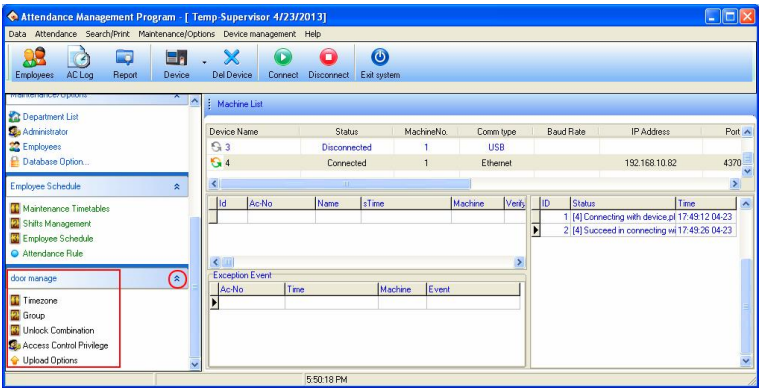
- **Function configuration**

Time Attendance: The Time Attendance function must be selected.

USB Manage: Choose by needed. After selected the **USB Disk Manage** under the **Data** menu will be available.

SMS Content Manage: Choose by needed. After selected the **SMS Management** under the **Data** menu will be available.

Access Control: Add the function of Access Control for software, Time Zone and group setting and so on. In this software, when machine mainly is used in Time Attendance field and it with Access Control the function, may use this function. After selecting this option, **Access Control** menu bar will views in e main interface of software. Click " " button to show the detail menu of **door manage**. For detailed setting, please see <Access Control Software Manual>.



Support 9 digital: When software connects with the machine that support 9 digital codes, put tick in this option, then this software will support 9 digital codes.

- **Start**

When start up window, starts up this program: Put tick in front of the option, when next time windows will start this program will automatically will start up.

When program starts, activate automatic monitor: Put a tick in the option, when next time windows will start this program will automatically will connect to device that has been added

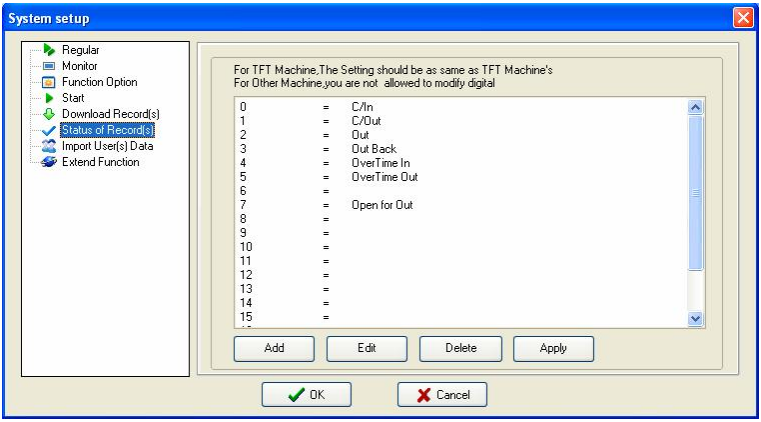
- **Download Record**

Download all Logs/Download new Logs: Select any one option, when anyone item is selected, press here to download record.

Show Progress when downloading logs: When downloads the data from the device the downloading progress indicator strip appear.

Save To File after downloading logs: When chooses this item, download the record at the same time save the data record to file which has been assigned.

- **States of Record**

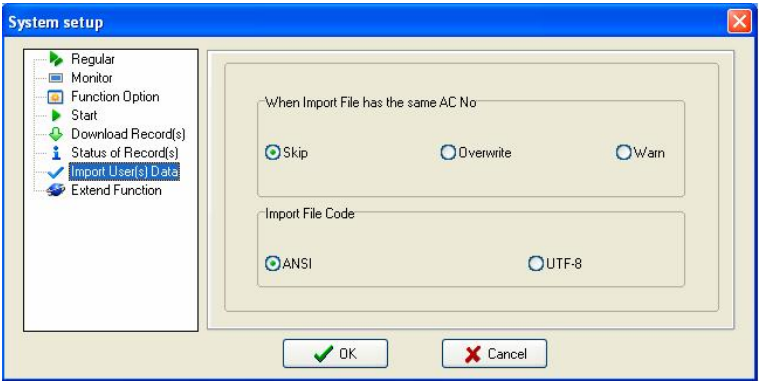


If the device connects with FTF screen machines, assign the meaning of state to the number of symbols, here the setting information must be same with the definition of TFT screen machine (that is the definition of the work code), otherwise the confusion record arise.

If the device is connected to other machines, do not allow changes to the number before "=".

- **Import User Data**

Set some parameters for Import of user data.



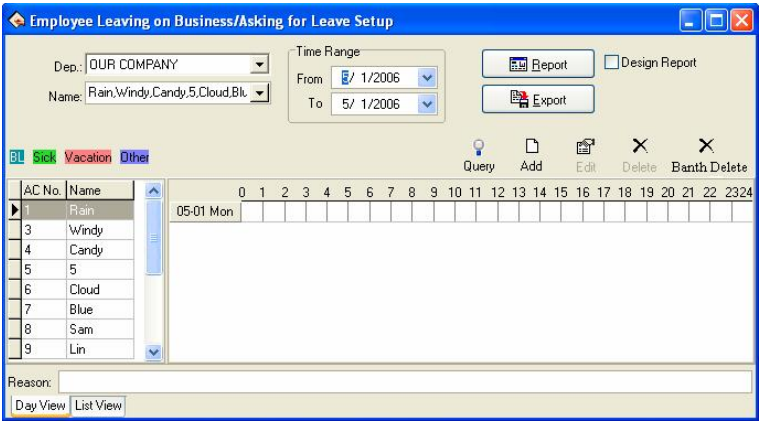
When there is a duplicate registration number, three choices of ways are available: **Skip**, **Overwrite** or **Warn**.

Import file code: Set the encoding format to import user data files used by.

2.3 Handle Attendance

2.3.1 Employee Leaving on Business / Asking for Leave

When an employee business trip or ask for leave are unable to attend Normal attendance, in order to ensure end statistic result is correct, it is required that utilize the function to set. Click **Employee leaving on business/Asking for leave** sub-menu on **Attendance** drop-down menu, the following window wills popup:



The option page of **Employee Leaving on Business/Asking for leave** may be divided into two tabs that are the **Day View** and **List View**. The situation of **Employee Leaving on Business/Asking for leave** is able to be set in the **Day View** tab.

Department: Through this drag-down box user can examine and to choose each department, the default department in the system is the main corporation.

Employee: Through this drag-down box user can examine and choose the employee from each department, default employee by the system is "Completely".

When view the lot of record, may set option for employee business trip employee/ ask for leave by a department.

Note: The employee is in "Completely" by default, is unable to add the employee business trip /asking for leave.

Employee list: The employees selected from the **Employee** option box

are displayed in the employee list.

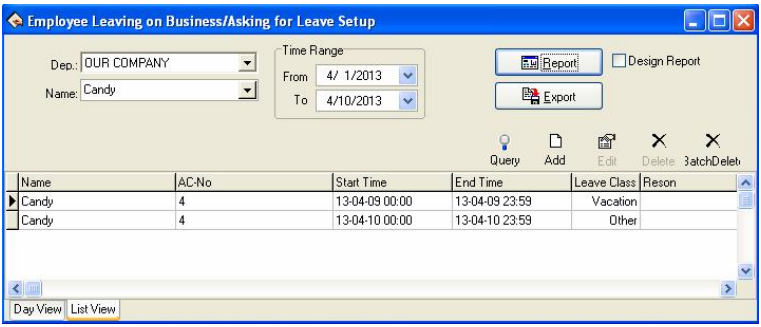
Leaves view: Through the view all leaves name which exist this system will be shown. Double-click name of leaves, may choose the color to distinguish the leaves.

Time Range: Is same with the majority module in beginning and ending time, all is used to determine some Time Period, provide user with convenient to inquiry.

Report: Determined beginning and ending time, click this button to produce the employee business trip /asking for leave data sheet which display by the report.

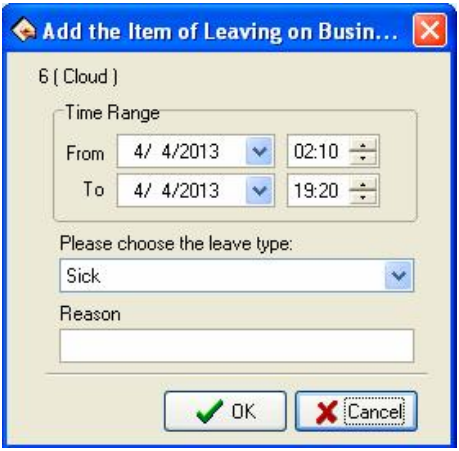
Export: Export the related record of all asking for leave in period of time into a folder by the text or the list, for detailed operation, please sees **3.6 Export Data**.

Inquiry: This inquiry way is to demonstrate the record of all employees asking for leave by the list in period of time, this function link with "List" page label, when click this button, system will automatically jump to the page label, display the record of asking for leave by list. Shown as follow

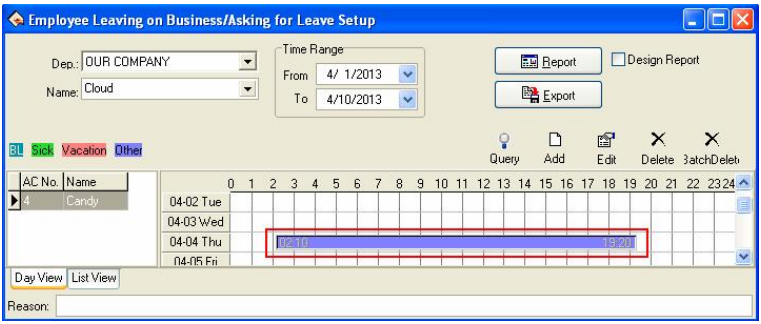


Add: Add a record of business trip/ asking for leaves for an employee, there are two methods to add leaving on business or asking leave

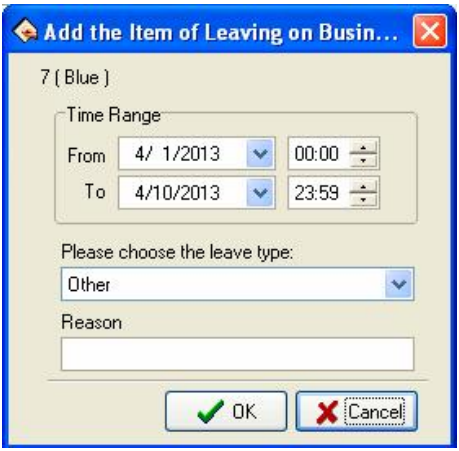
1) One way: After selecting departments, employee and date/time, left-click on the box of Select Set Asking-for-leave Time, and hold, drag to draw a time period bar, and then loosen the left button of the mouse, and the following dialog box of Select Leave Types will pop:



Choose leave type as **Other** and input reason in the **Reason** box. Click "**OK**" button to save, then the window shown as below:



2) Another Way: Select employee and click " " button from tools column, determine **Time Range**, choose the **leave type**, and input reason in the **Reason** box. Click "**OK**" button to save. Shown as below:



Edit: You can edit one asking -for leave time period on the window.

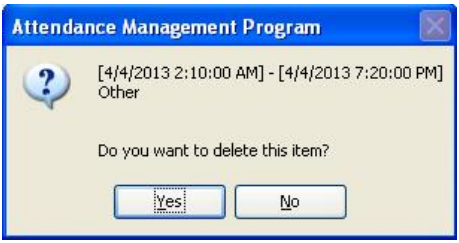
Method one: You may move the cursor of the mouse to one end of the asking-for-leave time bar, and when the cursor changes to "↔", right-click and hold, drag the mouse to edit asking-for-leave time, or

move the cursor to the asking-for-leave bar, and when the cursor changes to"✥", click left key of mouse, hold and drag to move the asking-for-leave time as a whole.

Method two: If you want to modify accurate time, and when the cursor changes to✥, double-left-click or click "Edit" button on the setup window. The following dialog box wills popup:

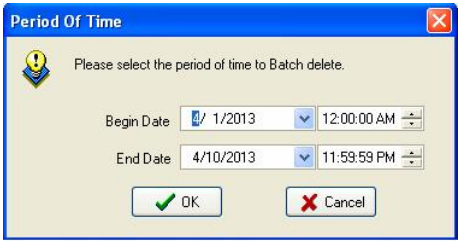
Modify as needed, then click "**OK**" button to save settings.

Delete: If you want to delete one item setup, e.g. just click "Delete" button asking-for-leave will be deleted, Shown as following figure.



Click "**Yes**" button to delete this item, or click "**No**" button to abandon the operation; or you can left-click on the "Asking-for-leave" bar, which wants to cancel, then click "**Del**" key on the keyboard to delete.

Batch deletion: Delete the leave records of employees in batches. Click this button, and the system displays a dialog box about the time range of batch deletion. Select a time range for batch deletion, and click "**OK**" button.



When you add leaving on business time period, and if this time period overlap exited time period, the following caution box will appear

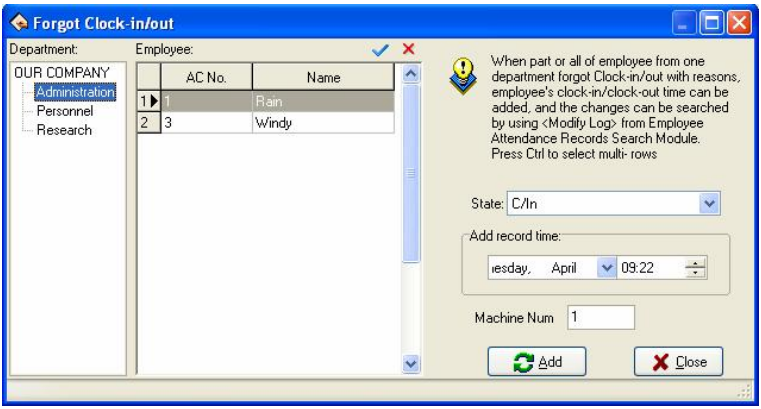
Click "**OK**" button, the operation is invalid.

After setting, the added asking for leave/ business trip is invalid currently. After you add the record of business trip/asking for leave successfully, then the shift detailed situation will belong to the exceptional case in the Time Attendance report, the situation of business trip /asking for leave will display in other unusual situations, default business trip/asking for leave take effective, system can directly compute the Time Attendance record , be allowed to business trip and asking for leave in here the verification, verifies for invalid, then does not count in the report has verified for is invalid the time which business trip/asks for leave.

2.3.2 Handle Employee's Forgetting to Clock In/Out

Handle Employee's Forgetting to Clock In

If one employee forgets to check in due for some cause, this function of **Forgetting to Clock In** can be used to add a clock-in record. Click "**Forgetting to Clock In/Out**" under the menu of **Attendance**, and the following dialog box will pop-up:

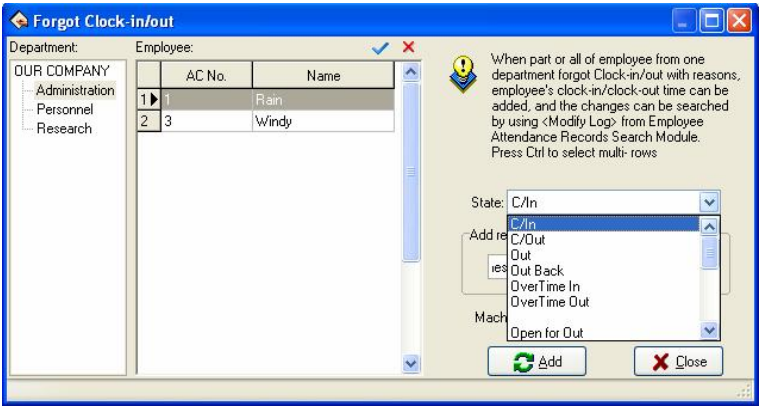


You first select department and employee, and choose the record style you add, Set record the date and time, click "**Add**" button to add a new clock-in record

When a new record has been added, the "**Add**" button becomes gray and invalid. But it will become bright and valid again after the employee has been changed to another one, or the clock-out time has been changed.

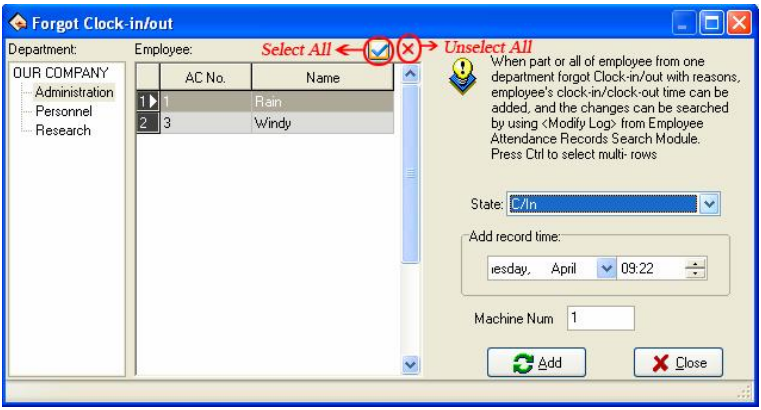
Click the close button "" to close this dialog box and return to the main menu.

There are many select statuses of not only clock-in and clock-out, but also other option in select box. The type of choice box is allowed to choose the condition that not only has clocking in and clocking out, but also includes other options, if had to operate other types only to need to choose the different type, other types step of operation and handle the employee forget checking the sequence of operation to be same, interface as follows:

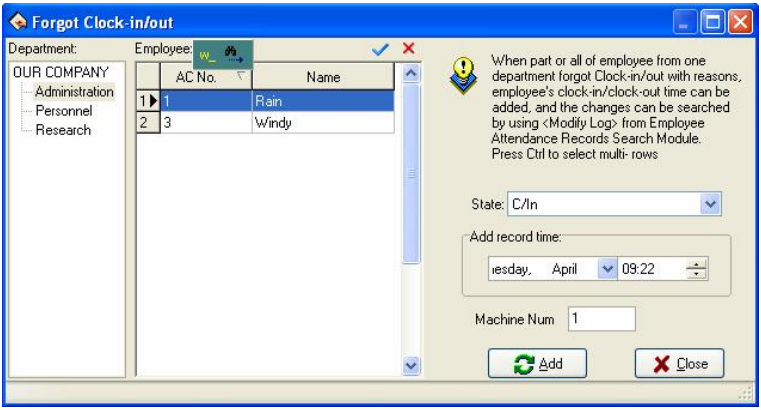


If need to handle all employees to forget clocking-in, click Select All

button "", shown as following figure:



Press Unselect button "", the cursor to return to the previous condition before clicks Select All with mouse. If there are lots of employees, this module has provided with the function to inquiry to the employee, the operating procedure is in the employee view directly input employee's **AC No.**, **Name**. Input the name's first letter and press the "Enter" key or left click "" with the mouse to query employee. For example, if you want to inquiry employee named "**Windy**", and then input the name's first letter "**w**", shown as following figure:



The goal which after press the Enter key or the left-click on inquiry symbol " " appears must search.

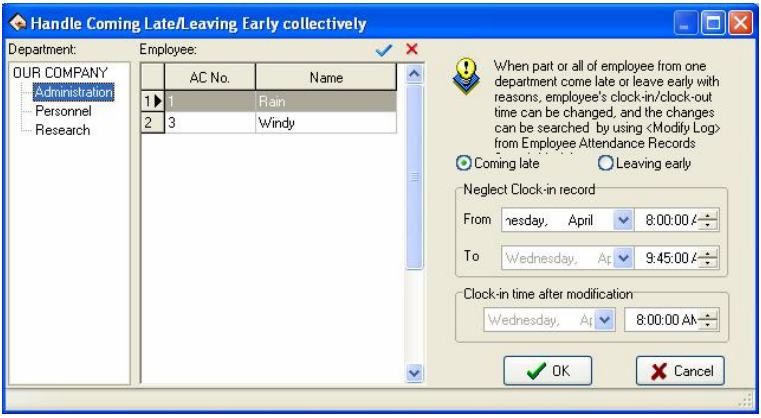
Handle Employee's Forgetting to Clock Out

If one employee forgets to clock- out due to some special reasons, this function of handle employee forgetting to clock-out can be used to add a clock-out record, the operation process is the same with operation of to employee forgetting to clock-in.

2.3.3 Coming Late /Leaving Early Collectively

1. Coming late collectively

If part or the entire employees of one department come late, this function can be used to modify employee clock-in time, click "**Coming late collectively**" on the down drag of **Attendance** menu, and the following dialog box will pop up:



In the department option, select the department to which the employee who come late collectively belong and then click the employee of your choice in the employee option box, if you want to choose employee more than one, you can click the mouse while press "**Ctrl**" key. Click **Select All** button "✓" to select all employees, click **Unselect All** button "✗" to call off all selected employee.

Selected style consists of "**Coming late**" or "**Leaving early**", when you select, only lift-click on item you select.

Neglect clock-in record means to neglect selected employee all clock-in record during the time period is defined by the **From** time box and the **To** time box.

Clock-in time after modification means the time of the clock-in records to be adds in.

Click "**OK**" button to delete all neglect clock-in records or add clock-in record after modification, and to return the main menu.

Click "**Cancel**" to abandon this action and return main menu.

2. Leaving early collectively

If part or all of the employee of one department leaving early with reason , this function can be used to modify employee clock-out time, the operation process is the same with to handle coming late collectively , it is only to select leaving early collectively.

2.4 Search/ Print

2.4.1 Attendance Record

This module is used to inquiry all employee attendance record which is downloads from the device, the computation of all attendance statistical bases on this record.

Click "**Attendance Record**" sub-menu on the drop-down menu of "**Search/Print**", the following window will popup:

1. Search

1) Only search attendance record

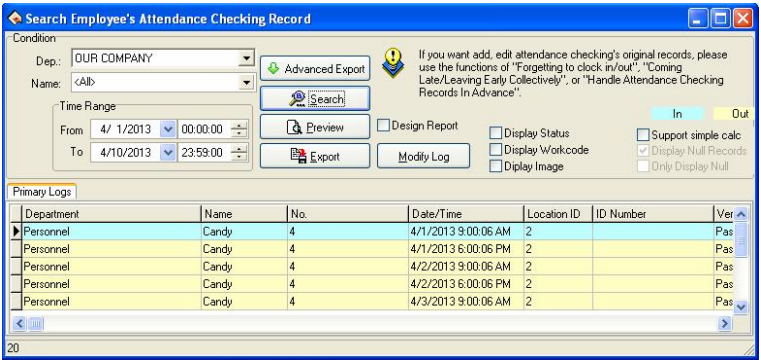
Department: Display all departments in this unit.

Employee: Display all employees in this unit; through drop-down box

choice needs to inquire sub-item.

Time Range: Determine time scope that needs to inquire.

Search: Choose the department, employee, and determine the time range, then single-click "**Search**" button, the result in lower part the window to show the employee's of your choice attendance record in period of time will display in result box in low side of windows.



List has the department name, Name, No., Data/Time, Location ID, ID Number etc eight fields. The user also may choose the attendance statue, and the working code.

Display Statue: The attendance statue will display in list. (Clock-in/out, and so on.)

In order to distinguish the clocking in and clocking out, this module give clocking-in and clocking-out with the different displaying color.

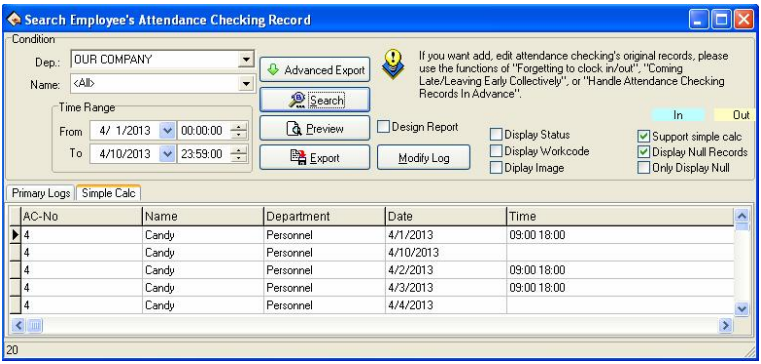
Note: When device does not have the condition key, then attendance condition completely display as clock-in.

If needs to revise the displaying color for the clocking -in and the clocking out record , with the mouse single-click left-key on the color code block, pop up choice box of the color, choose the properly color, save it .

Display Work code: Display work code in this row.

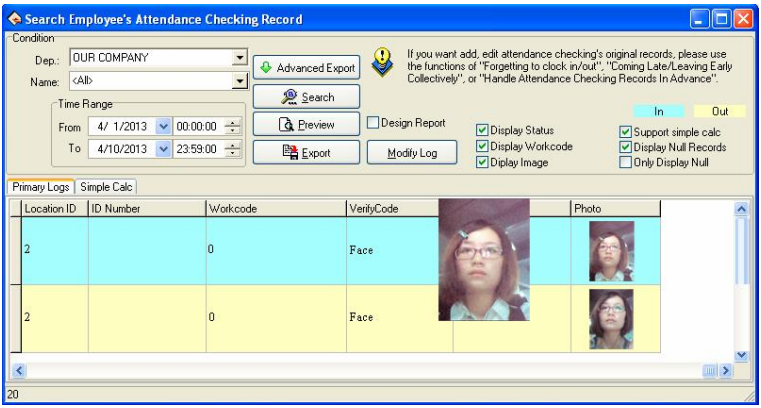
Note: The work code is a symbol to differentiate the employee different classes of working; only the device has the work code function the machine (need to custom-made) only able to demonstrate the corresponding symbol.

Support simple calc: After selecting a interface, be allowed to see that some software simply class process the original record in this interface, completely show employee's record by the day.



2) Attendance for photo

If the software features is designed to support for attendance photos function, when search employee attendance checking records, employee's the attendance photos is available to see at the same time in View the attendance records interface.



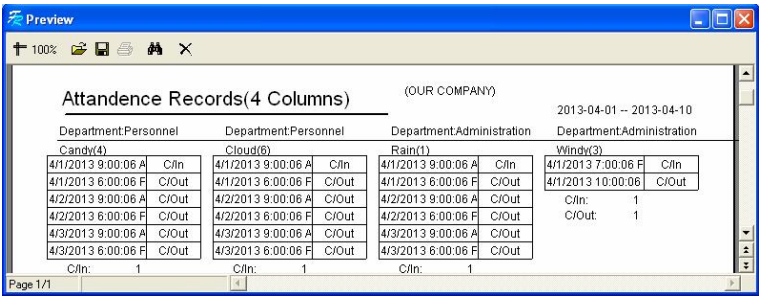
If the options **Display Image** is taken by tick in the Application List click on an attendance record, if there is a the corresponding attendance photos, the system will be displayed.

2. Preview and print

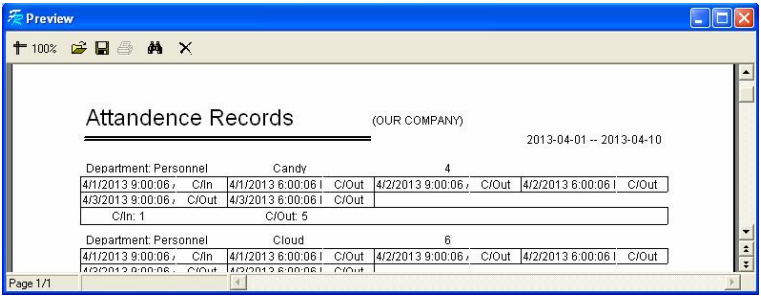
The module provide user with convenience to view the time &attendance report, print, save and so on. Operation step as following

Click "**Preview**" button to preview report in user's favor, shown as following:

(1) Attendence Records (4 Columns)



(2) Attendence Records



For printing report, only need to left click on the Printing button " " in report left side.

3. Export

(Please refer to **Appendices 3.6 Export Data**)

4. High-level exports

This function is equipped with exporting data that has the strictly requirement, here will be allowed to export attendance record depending on the user setting. For detailed operation please see **Appendix 3.7 Advanced Export**.

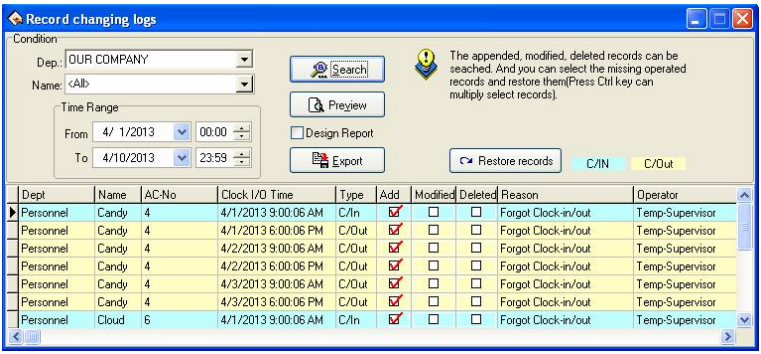
5. Modify Log

If the use has revised the original Time Attendance record, the system provides a convenient way to inquiry the Time Attendance record which has been revised, and reverses the disoperation.

1) Search

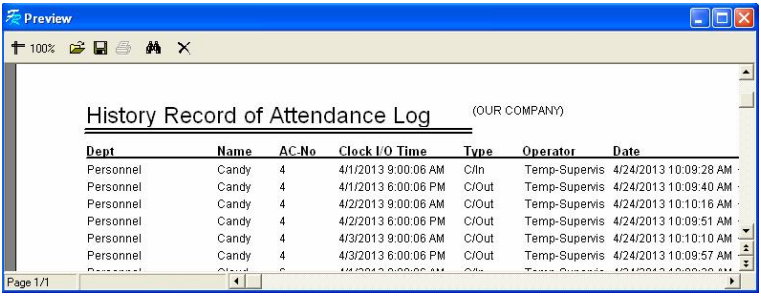
Click "**Modify Log**" button, enter **Record changing Logs** window.

The search method and to search the record of user's attendance is similar. After choosing the department, the employee, determined the **Time Range**, single-click "**Search**" button, the result in lower part the window to show the employee of your choice the modified attendance record in period of time will display in result box in low side of windows.



2) Preview

The content of list to preview and print is available. Click "**Preview**" button to view the report style, shown as following:



3) Export

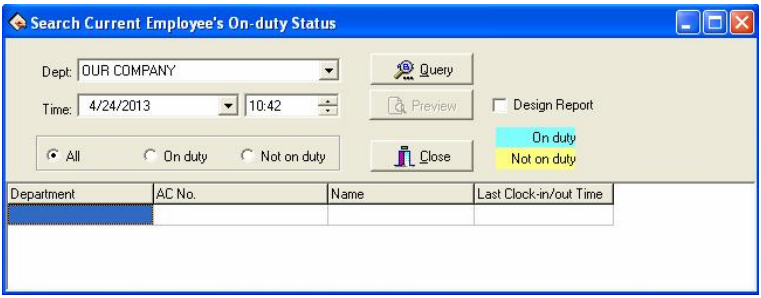
Single-click "**Export**" button, may search result to export file, the operating procedure and the attendance record to export are completely same.

4) Restore records

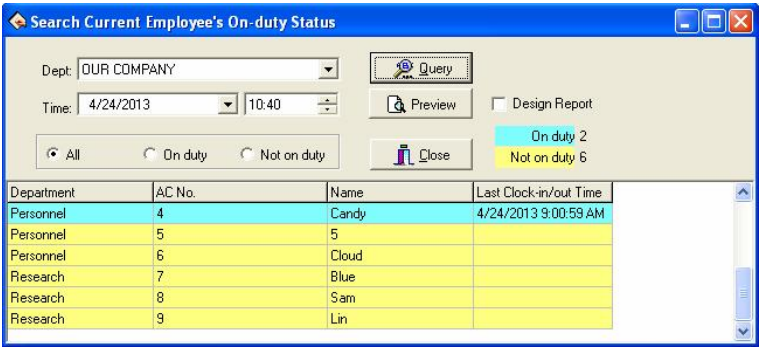
Some times, as a result of the disoperation or the actual situation change, user has to abolish modified to the Time Attendance record, by now through function to restore record the to realize. Only select the record list which must be restored, single-click the restore record to completes, then inquire it again, may get this record of attendance.

2.4.2 Current Employee's On-Duty Status

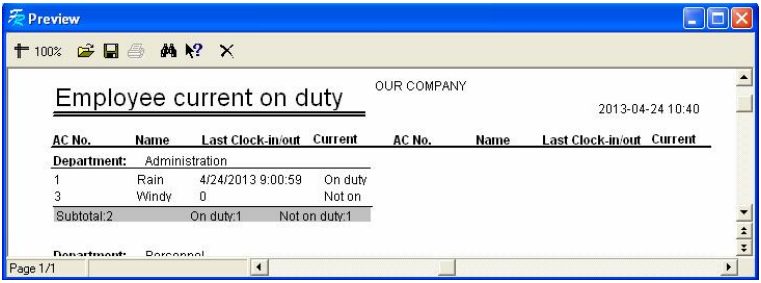
Click **Current Employee's On-Duty Status** sub-menu under **Search/Print** menu. The following window wills popup:



After select **Department** and **Time**, click "**Query**" button, check the result, show as below:



Click "**Preview**" button, preview the style of report, show as below:



Preview the report, on this window, user can print and save file, etc. Click print button " " on the leftward of the top tool bar, can print report.

2.4.3 Attendance Calculating and Reports

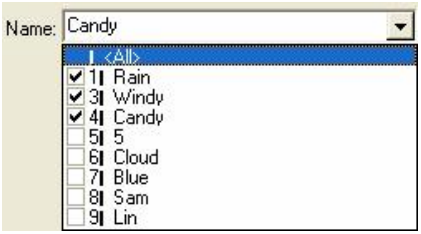
In attendance management, we usually need to search attendance calculation and to print various attendance records. Through the Attendance Calculating and Reports, to search and modify attendance exception and record list is available.

Select department, choose employee and determine the **Time Range** (beginning/ending time), and then click "**Calculate**" button to view the statistical record of time & attendance.

A) View the department through drop-down box:

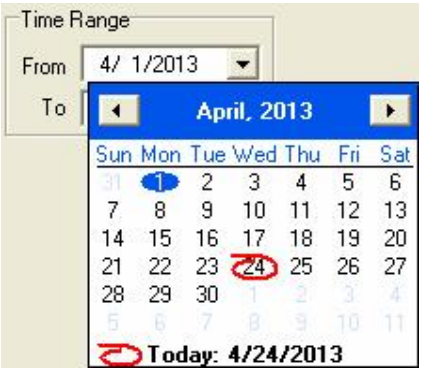
B) Select employee

There are two ways to select employee, one way is to select employee through drop-down box:



Another way is to search employee by enrolling number, name, and click " " button to search, show as below:

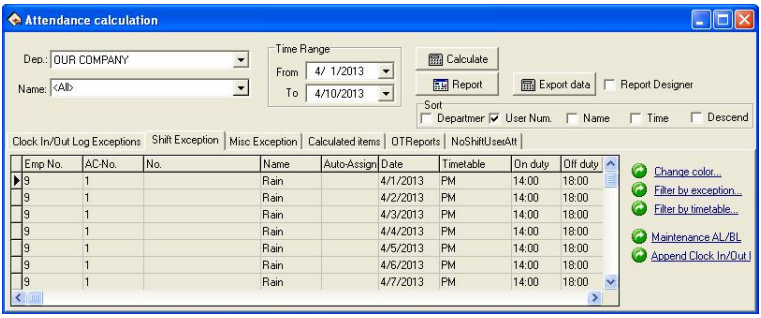
C) Determine the **Time Range**, show as below:



D) After selecting, click "**Calculate**" button, the record of attendance is available.

- **Shift Exception Report**

The Shift Exception mainly view coming lately, leaves early, the absent no cause and the working overtime, working on/off hour and Clock-in/clock –out time, may relaxed carry on the computation of each month statistical, checkup and calculates whether has error. And handle employee business trip / forgetting the clocking out in this page setting, Shift Exception shown as following interface:



The defaults data in the shift exception list include the AC-No., Name, date, Auto-Assign, Timetable, On duty, Off duty, Clock In, Clock Out, Normal, Real Time, Late, Early, etc. If wants to display more, may right-click mouse then choose "**Columns**" item in the popup menu, after choose other rows that need to be show, put tick in front of the row that will be cancel.

- **Item explanation**

Timetable: The employee Clock-in/clocking-out time corresponding Timetable's name.

Late: The difference value between **On duty** and **Real Time**, if did not clock in, and the time when employee go to work without clocking-in record will be regard as coming x1 minute late in the **Attendance rule** asking, its item will be able to corresponding display. If has set option in the **Attendance rule**, the coming lately time is bigger than a x2 minute time will be regarded as absence from work, when x2 is smaller than x1, coming lately time will not display, record it as absenting from work on cause; When x2 is bigger than x1, coming lately time correspondingly show the x1 minute.

Early: The difference value between the **Off duty** and **Clock Out**, if did not clock out, and the time when employee gets off work without clocking-out record in the **Attendance rule** , the record time will be regard as leave early x1 minute, then the leaving early time correspondingly display. If has set option in the Time Attendance rule, the leaving early time is bigger than a x2 minute time will be regarded as absence from work, when x2 is smaller than x1, leaving early will not display, record it as absenting from work on cause; When x2 is bigger than x1, the leaving early time correspondingly show the x1 minute.

OT Time: In the Attendance rule option, put a tick in front of item that clocking–out after getting off work xx minute will recorded as OT Time, then difference value between after getting off work xx minute to clock out time in clocking-out record and the working off hour record is the OT Time. If the shift has a period of time to count as working overtime (in the shift schedule management while add shift Time period, just put a tick in front of this Timetable, and record it as OT Time), also setup has counted a working overtime minute; total of working overtime minute is the OT Time.

ATT_Time: The difference value between **Clock In** and **Clock Out**.

Work Time: The difference value between **On duty** and **Off duty**, if there are coming lately or leaving early time, use the difference value to reduce the coming lately or leaving early time.

Exception: Record exception; Sick leave, business trip and so on. For other item, please refer to item explanation about Time Attendance statistical table

- **Tool column**

Change color: In order to better distinguish each kind of displaying statue; be able to change various statues appearance.

Filter by Exception: Single-click the here, the choice menu appears, which exception may be selected to demonstrate, which didn't display, Put the tick in the item which is selected.

Filter by Timetable: Single-click the here, the choice menu appears, may choose the Timetable will display, which Timetable is in exception, when there is tick "✔" in front of the Timetable name, that the express this Timetable is selected, and in exception.

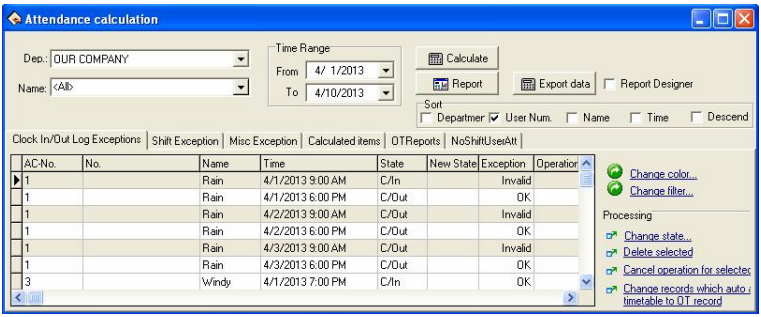
Maintanance AL/BL: The operations of **Employee Leaving on Business/Asking for Leave** are same with handle Attendance.

- **Clock In/Out Log Exceptions Report**

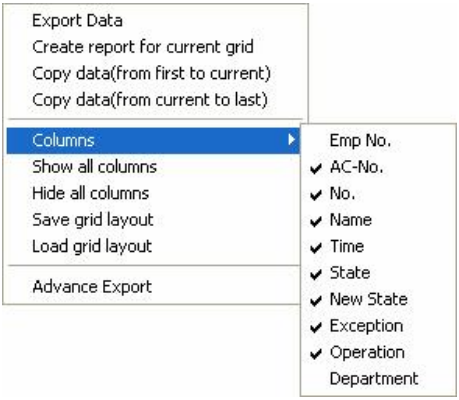
The page of **Clock In/Out Log Exceptions** is to examine original record statue which download from the equipment and revise to the Time Attendance record states.

- **View the Attendance record**

After searching and calculating, chooses the **Clock In/Out Log Exceptions** tab, shown as the following figure:



In the **Clock In/Out Log Exceptions** the default data row includes the **Name**, the AC No., Attendance time (**Time**), the working statue (**State**), the correction statue (**New State)**, the **Exception** and **Operates** 7 items, if wants to display more, may right- click on the list, then click "**Columns**" sub-item in the dropdown list, put a tick in front of the row that needs to be demonstrated. Shown as following figure:



After change the setting of **Columns** displaying, save the columns

setting, later directly write down the columns setting is available.

Employee serial number "**Emp No.**": In employee maintained option, every time add employees, the system will assign a number to the employee.

AC-No.: number which manager assigns to the employee.

Checking time "**Time**": The employee clock in or clock out by fingerprint the time.

Checking Status "**State**": there are six kinds of status: check-in, check-out, overtime check-in, the working overtime check-out, business trip, Business returns.

Note: If the device has the status option, the checking status will show corresponding statue in the Time Attendance record; If the device does not have the statue option, all show as "checking-in" in attendance this row, the system depend on the Time Period setting in management program to judge the Time Attendance statue, display in the correction status.

Correction Statue (**New Statue**): When the Time Attendance machine has option setting, this rank is in empty; Otherwise, in the correction statue system depend on the assigned employee the shift Timetable and the fingerprint verification time to judge whether the employee is in clock In, clock Out, late or early, system computation of the statistics by this status.

Exception: There are 8 kinds of situations: The normal record, the invalid record, the duplicate record, the statue is wrong, frees working overtime, working overtime, business trip, the auto-assign employee

shift.

Invalid record: the clocking-in, clocking-out beyond shift Time Period the time scope the record completely regard as invalid. The invalid record will be regarded as this record does not exist; during Time Attendance statistician it will not to be count.

Repetition of record: when the Time Period of the Time Attendance record is smaller than the effective interval of "Time Attendance rule", the record regard as repetition of record.

Free overtime: The employee has checking-in/out record within the Time Period which has not been assigned to employee, and maintains this employee's Time Attendance setting page in the employee "to count working overtime" the item to select.

Overtime: there is a statue setting in the device, the Time Attendance record the attendance statue as the overtime-in, the overtime-out, the demonstration is working overtime in the abnormal state column.

Business trip: there is a statue setting in the device, the Time Attendance record the attendance statue as business trip, the demonstration is approval absence in the abnormal state column.

Auto-assign employee shift: Employee's checking-in/out record does not exist in the Time Period that has been normally assigned to the employee, but the record is in the employee auto-assigned the Time Period, then this record show as auto-assign abnormal state column.

Corresponding Time period: Is one kind of sign in the software interior (do not display it, has nothing to do with user operation)

Operation: show the operation for record of your choice.

Department: The employee is at department.

- **Revises the Attendance record**

Choose the corresponding operation to revise the Attendance record with tool column in the right side page.

Tool column

Change color: May change each kind of condition that express color, single-click the here the following interface appear

Single-click color block in front of each kind of condition may choose the color which you needs in this interface, after selecting, Be sure to single-click "**OK**" button to save.

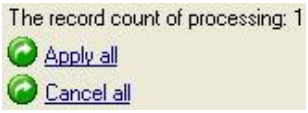
Change filters condition: Definite that status record in displaying box, click "**Change filter**" the following window will appear:

Make a check it to show it selected status, appear on the display box, utilize clicking "✔" to switch status between selected and unselected.

Change status: Able to make a present status of selected record to become a select status, after selected a record, click "**Change state**" the window is following:

Because Attendance statue all is clock/in record, therefore this statue is impossible to use, may single-click other statue to select.

Delete selected: May sign the attendance record of you select as deletion condition, after using this function, in the tool column can add two items, show as below:



Apply all: After selected this item, all setting operation which display in operation column is valid before this;

Cancel all: After select this item, all setting operation is invalid before this, all operation will disappear in operation column.

Cancel operation for selected: Only cancel current record operation.

Change records which auto assigned timetable to OT record: Make system smart schedule record to overtime.

Append Clock in/Out Log: The process is the same as Attendance handling operation.

View operation history: The process is the same as Attendance Record operation of s**earch/print**.

- **Right key menu**

On the **Attendance Record** window, right-click the mouse, the following menu will appear:

Export data: Is same as "**Export data**" button function in the interface, for detail please see **3.6 Export Data**.

Create report current grid: Is same as "**Report**" to establish current data record list function, make searched attendance record as record list to export. Able to list prints to export, save, and search for in list, etc. operation.

Copy Data (from first to current): Searched record result copy directly,

form duplicating to current position, and can patch in Excel list directly

Copy Data (**from current to last**): Searched record result copy from current copying position to ending, and can patch to Excel list directly.

Column "Data row": Select item name on the searching window appearing, click pop up menu is following.

Show all Columns: All item name of data row display on search window.

Hide all columns: All item name of data row except surname and name hide on the search window, only show surname and name.

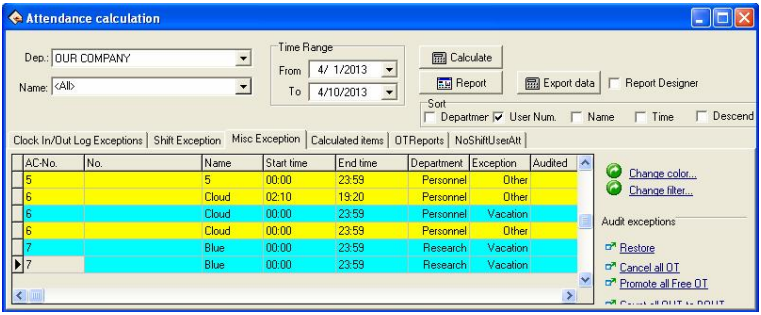
Save grid layout: The item name on which the search window appears can be saved, load data row setting to use.

Load grid layout: According to store data row to show item.

Advance Export: Export the list as file. See **3.7 Advance Export**.

- **Misc Exception Report**

Misc exception is used to verify and appraise employee hour of overtime and business trip, default leave, sick leave, home leave are effective; overtime, free overtime, business trip, approval absence, are invalid by default, it need a calmer appraisal of whether effectively, writes down in the statistical report. Misc exception interface show as follow:



In **Misc Exception** shift, the default data include department, name, AC-No., start time, end time, exception, Audited, Old audited, Time long, Valid time, Date. If you want to show much more item, just right-click "**Columns**" item of your choice, if you want to show anther row, put a tick in front of the row you have selected.

Start time: Start time for abnormal statue.

End time: End time for abnormal statue.

Exception: There are 8 kinds of statue: free overtime work, overtime work, business trip, approval absence, sick leave, leave, home leave.

Audited: After the verification, show that overtime work or is in invalid statue.

Old audited: Unaudited statue.

Time long: The difference value between end time and start time.

Assigned shift work day: The exception situation across the working day which has assigned shift.

- **Tool column**

If the Attendance rule limit the business trip and the overtime work statue must through verification, then verified statue column is empty, if has regulated the statue of verification, the corresponding statue column will appear in the verified column.

Restore: This operation does not take effective unless the record has been audited, return record statue to initial verification state. After the return to original status, be sure to re-inquire and compute.

Cancel all OT: Exception list shown that the overtime work record all regard as invalid record.

Promote all Free OT: The system regard personnel's, who has not assigned to Timetable, Time Attendance record (who must own clocking-in/clocking-out record simultaneously) as free OT , if this item in choice, systems judge all free overtime work will be showed as overtime work.

Count all OUT to BOUT: All employees' out record regard as business.

Cancel all BOUT: All the business trip record will be canceled; this record will be generally egresses or according to the actual situation handle it.

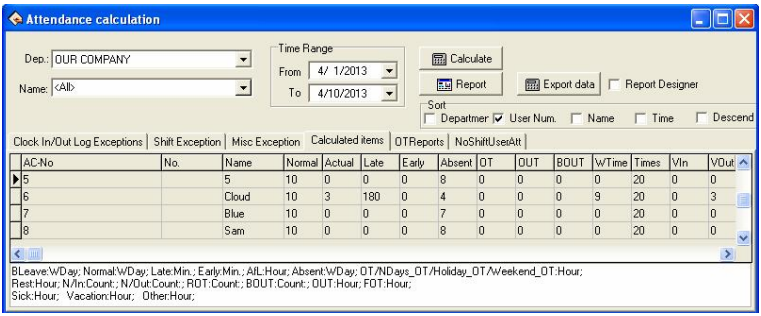
Invalidate selected: Change the record statue of your choice to be invalid.

On the displaying window of Attendance Calculation, right-click to be possible to operate is same as the Clock In/Out Log Exceptions.

- **Calculated items Report**

The calculated items tab is the page which commonly used, count all

items in the employee assigned time to produce report, is easy to examine and settlement.



In the Calculated items pagination the default data include name, AC-No., late, early, sick leave, etc. If you want to show much more, may right click on "**Columns**" the option in the table, show other rows of your choice, there is a tick in front of the row.

Should arrive (**Normal**): Depending on the employee shift, count the employee's working day which should go to work between the start and end time. The defaults unit is the working day, may change the statistical rule in the "Normal" of the Time Attendance rule calculation page.

Actual arrive (**Actual**): According to The Clocking in/Clocking-out record , statistic the employee working day which actually goes to work between the start and end time. The Defaults unit is the working day, able to change the statistical rule in the "Normal" of the Attendance rule calculation page.

Coming lately (Late):

1) According to the "Coming lately "statistical rule in the Time Attendance rule in and the shift manages to record is late x time which

in the time establishes to calculate, after namely if employee's registration time surpasses x time to record for is late, is late when the length is the registration time with the work hours bad value.

2) Non- registration recording, according to Time Attendance in the rule Time Attendance computation to go to work, the non-registration recording time mark to be late xx minute; Result which obtains in the beginning and end time all situations statistics. The default unit is the minute, able to change the statistical rule the Time Attendance rule computation project page "Late".

Leaves early (Early):

1) According to the statistical rule in the Time Attendance "leaves early" rule and the time setting in the Shift management record the leaves early time, after namely if employee's clock-out advance x hours to record as leaves early, hours of leaves early is difference value between the Clock-out time and the work off time.

2) If there is not the clocking-out record, according to the Time Attendance rule, in the computation of attendance statistical, when employee get off work without the clocking-out record the time regard as leave early xx minute.

Obtain result from all situations to statistic among the start and end time. The default unit is the minute, able to change it under the "Leaves early" statistical rule in the computation of Time Attendance rule page.

Absence without an excuse (Absent):

1) According to "Absence without an excuse" statistical rule under Time Attendance rule, if employee does not have the checking-in/out record,

who's attendance record regard as absence without an excuse.

2) According to the Time Attendance rule, in the computation of Time Attendance time , hours of late is bigger than xx minute, employee record as absence without an excuse, hours of leaves early is bigger than xx minute, employee-record as absence without an excuse.

Obtain result from all statistical situations between the start and end time.

The default unit is the working day, can not change it.

Overtime Work (OT):

1) According to the "working overtime" statistical rule of Time Attendance rule, as well as the computation of the Time Attendance rule, employee gets off work after x minute, whose work is recorded as overtime work, obtain hours of overtime from the accumulation.

2) In the Shift management there is a Time Period which directly to be recorded as the overtime work, idea the minutes of overtime work is the hours of overtime.

3) According to the option situation in the Time Attendance setting/maintenance, the employee's work record as overtime work, in other exception situation list the overtime work and the free overtime is verified as effective work to statistic; obtains two results among the start and end time all accumulation situations. The default unit is the hour, able to make a change under the "Overtime work" statistical rule in the computation of Time Attendance rule page.

Egresses (OUT): According to "Egress" the statistical rule in the Attendance rule, as well as the approval absence is effective in other

exception situation list; carry on the computation of the statistics.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "Egress" statistical rule in the computation of Time Attendance rule page.

Business Trip (BOUT): According to "Business trip" the statistical rule of it he Time Attendance rule, as well as the approval absence is effective in other exception situation list; carry on the computation of the statistics.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "Business Trip" statistical rule in the computation of Time Attendance rule page.

Hours of work (WTime): The computation of attendance depends on the time of employee clock-in/out. Obtains the result from completely accumulation between the start and end time.

Should checking-in times (Times): According to the Timetable, total of the Clocking-in/out times between the time range.

Clock/In (VIn): Actual clock/in times between the time range.

Clock/Out (VOut): Actual clock/out times between the time range.

No clock/in (N/In): No clock/in times during the time range.

No clock-out (N/Out): No clock/out times during the time range.

Asking for leave (AFL): Accumulate all kinds of vacation, and statistics result. The default unit is hour, able to change it under the "Leave setting" statistical rule in the computation of Attendance rule page.

Approval Absence (BLeave): According to "Approval absence" statistical rule in the Attendance rule, as well as the approval absence take effective in other exception situation list, carry on the computation of the statistics. Obtain result from all statistical situations between the start and end time. The default unit is the working day, able to change it under the "Approval absence" statistical rule in the computation of Attendance rule page.

Sick leave (Sick): According to the sick leave statistical rule under kind of Leave setting, as well as the sick leave take effective in other exception situation list by verification, carry on the computation of the statistics. Obtain result all from statistical situations between the start and end time, the default unit is the hour, be able to changes the "Sick leave" statistical rule under leaves setting.

Affair: According to the leave statistical rule under leaves setting, as well as for the leave is effective in other exception situation list to by the leave verification, carry on the computation of the statistics. Obtains Result from all situations statistical between the start and end time. The default unit is the hour, be able to changes the "leave" statistical rule under leaves setting.

Workday (NDays): Depending on the clock in/out record, statistic employees' actually work day from Monday to Friday beyond holiday between the time ranges, the default unit is working day, ability to make a change under "Normal" statistical rule in the Attendance statistical rule page.

Weekend: Depending on clock in/clocking-out record, statistical employees actually from Saturday to Sunday beyond holiday between the time ranges; the default unit is working day, ability to make a change

under "Normal" statistical rule in the Attendance statistical rule page.

Holiday: The holiday in which day employee actually takes work, the default unit is working day, ability to make a change under "Normal" statistical rule in the Attendance statistical rule page.

Working Hours (Att_Time): Depending on clock /in and clock/out record, total of employee's hours of on duty between the time range, the default unit is hour, accurate figure inhere after point two digital.

Overtime work (NDays_OT): Depending on the "overtime work" statistical rule in the Attendance rule, as well as the overtime and free overtime is effective in other exception situation list; carry on the computation of the statistical working hours from Monday to Friday beyond holidays between the time ranges.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "Overtime Work" statistical rule in the computation of Attendance rule page.

Weekend overtime work (Weekend_OT): Depending on the "overtime work" statistical rule in the Attendance rule, as well as the overtime and free overtime take effective in other exception situation list; carry on the computation of the statistical working hours from Saturday to Sunday beyond holidays between the time ranges.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "Overtime Work" statistical rule in the computation of Attendance rule page.

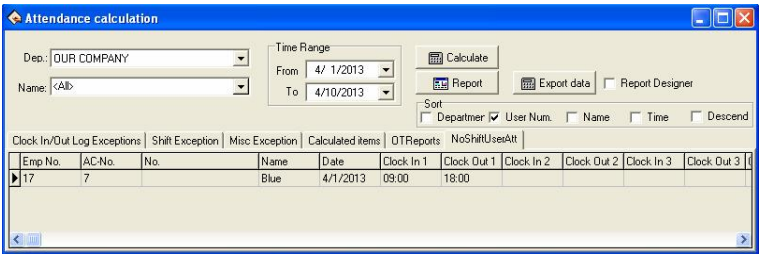
Holiday Overtime (Holiday OT): Depending on the "Overtime work" statistical rule in the Attendance rule, as well as the overtime and free

overtime is effective in other exception situation list; carry on the computation of the statistical working hours in holidays between the time ranges.

Obtain result from all statistical situations in the time range. The default unit is the hour, able to change it under the "Overtime Work" statistical rule in the computation of Attendance rule page.

- **NoShiftUserAll Report**

The NoShiftUserAll report facilitates the manager to view unscheduled employees and schedule for them.

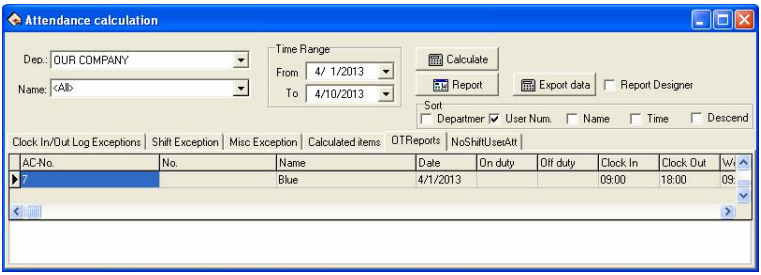


The data fields in the NoShiftUserAll report include Emp No., AC-No., No., Name, Schedule, Auto-Assign, Date, Timetable, On duty, Off duty, Clock In, Clock Out, Normal, Real time, Late, Early, Absent, OT Time, Work Time, Exception, Must C/In, Must C/Out, Department, NDays, WeekEnd, Holiday, ATT_Time, Ndays_OT, WeekEnd_OT, and Holiday_OT. To select more items, right-click the page and select "Column" from the context menu. All available options appear and the ticked off items are selected fields.

- **Overtime Report**

The OTReports report statistics all overtime attendance records of

employee.



The data fields in the OTReports report include AC-No., No., Name, Date, On duty, Off duty, Clock In, Clock Out, Work Time, Before OT, After OT, NDays_OT, WeekEnd_OT, Holiday_OT, Total_OT and Meno. To select more items, right-click mouse and select "**Column**" from the drop-down menu. All available options appear and the ticked off items are selected fields.

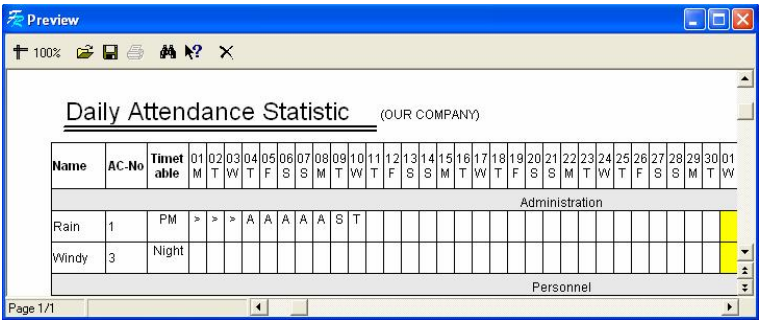
- **Preview Report**

Not only search and modify these Attendance Records in Clock in/out log exception List, but also able to preview and print these Attendance records, these following list include, Daily Attendance statistical report, Attendance General report, Department Attendance Statistical Report, Staff's on-duty/off-duty Timetable, Daily Attendance shifts, Create report for current grid, click "**Report** " button, pop up following menu:

1. Daily Attendance statistical Report

Daily Attendance statistical report is used to list the definite employee daily attendance status in assigned period of time in the table, and the statistics absence without excuse, coming lately /leaves early, working overtime, asking for leave, business trip, convenience of the checking whether has the discrepancy with the actual situation.

Note: In the table it is only can show detailed attendance status from the inquiry time from the month time, the report form may count in the start and end time situation which the user chooses, the start and end time scope appear on the right cancer.



In the table all shifts Timetable which each person uses will be list, and

illustrate attendance status in the corresponding time and shift with the mark, for mark explain, and please see at the end of each page (In identification mark setting in Attendance computation rule).

Should arrive "Working day": The working day of the employee should arrive in the assigned time. The working day is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Actually arrive "Working day": The working day of the employee actually arrive in the assigned time. The working day is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Absence without an excuse "Working day": The day of the employee in the assigned time, who is absence from work without an excuse? The working day is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Coming lately "Minute": Total hour of the employee in the assigned time come late, the minute is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Leaves early "Minute": Total hours of the employee in the assigned time leave early, the minute is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Working overtime "Hour": Total hours of the employee in the assigned time overtime work. The hour is the unit of measurement "Recommend"

able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Ask for leave "Hour": Total hour of the employee in assigned time ask for leave. The hour is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Really until "Working day": The employee business trip in the assigned period time. The working day is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

- **Report upper tool column**

1) Scale: Click " " button, and then choose the displaying proportion, preview report form.

2) Opens report: Click " " button to open the report file which has saved before.

3) Save: Click " " button to save the current report to the directly of your choice.

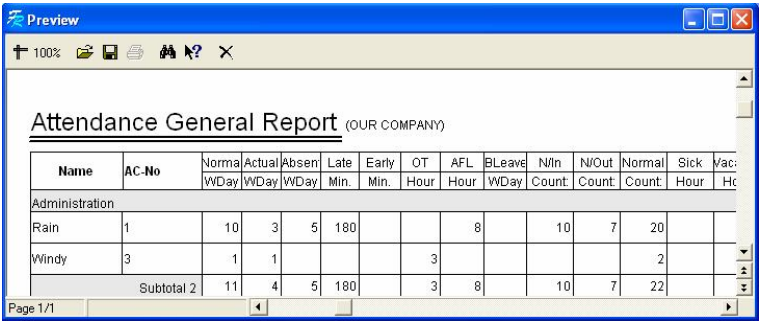
4) Prints report: First connect with the printer, then click " " button to print the report form.

5) Find text: Click " " button, pop-up the search text dialog box, input the text you look up, click "**OK**" button, the cursor will locate to the text which you search.

6) Close preview: Click "" button to close preview.

2. Attendance General Report

Attendance General Report "The sum total of the Attendance statistical result table" is used to show the definite employee attendance statistical status in the assigned time, carry on the sum computation of employee attendance status, convenience of paying wages depending on the Attendance situation.



Name	AC-No	Norma WDay	Actual WDay	Absen WDay	Late Min.	Early Min.	OT Hour	AFL Hour	BLeave WDay	N/In Count	N/Out Count	Normal Count	Sick Hour	Vac Ho
Administration														
Rain	1	10	3	5	180			8		10	7	20		
Windy	3	1	1				3					2		
Subtotal 2		11	4	5	180		3	8		10	7	22		

The computation of should arrive, actual, absence without an excuse, come late, leaves early, working overtime, asks for leave, business trip, the sick leave, leave, home leave same with daily calculating in the Time

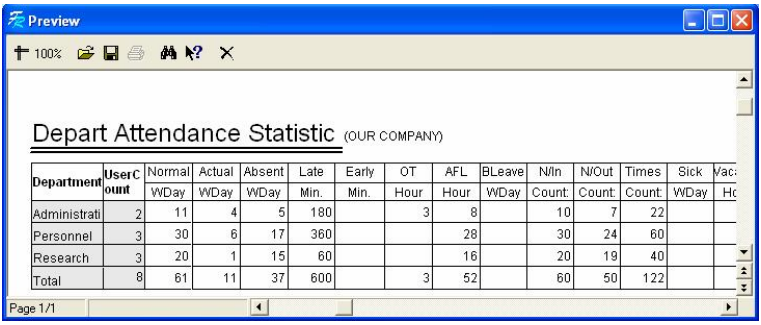
Attendance statistical table.

Working hours: Depending on daily employee clock-in/out time. Count the employee working hours Obtains result from all accumulation between the start and end time.

Attendance rate: divide the employee actually goes out on duty the number of times by employee should go out on duty the number of times. Above the report tool column is same with the **Daily Attendance statistical Report**.

3. Department Attendance Statistical Report

Department Attendance Statistical Report "The sum total of the Department Attendance statistical result table" take the department as the unit, sum total of all employees in the assigned department and period of attendance status, may know the sum attendance of department, facilitates reduces the scope, carries on the detail inquiry.



Department	UserCount	Normal WDay	Actual WDay	Absent WDay	Late Min.	Early Min.	OT Hour	AFL Hour	BLeave WDay	N/In Count:	N/Out Count:	Times Count:	Sick WDay	Vac Ho
Administrati	2	11	4	5	180		3	8		10	7	22		
Personnel	3	30	6	17	360			28		30	24	60		
Research	3	20	1	15	60			16		20	19	40		
Total	8	61	11	37	600		3	52		60	50	122		

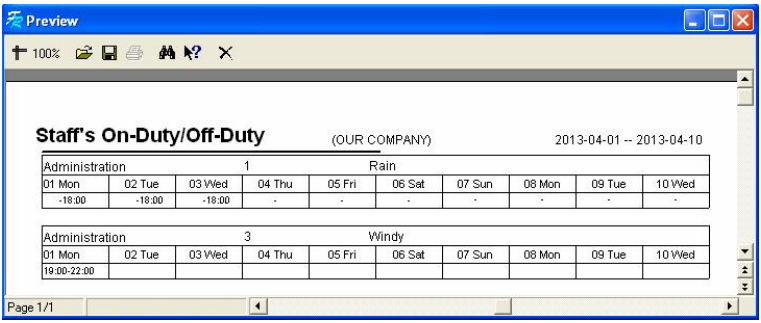
The computation of should arrive, actually arrive, absence without an excuse, coming lately, leaves early, working overtime, asking for leave, business trip, sick leave, leave, home leave same with daily Time Attendance statistical table. Only completely accumulate each

department's personnel's situation.

Above the report tool column is same with **Daily Attendance statistical Report**.

4. Staff's On-Duty/Off-Duty Timetable

The time in which each employee actually come and go to work produce report, corresponding date and shift. Convenient for the administrator viewing, and may print.

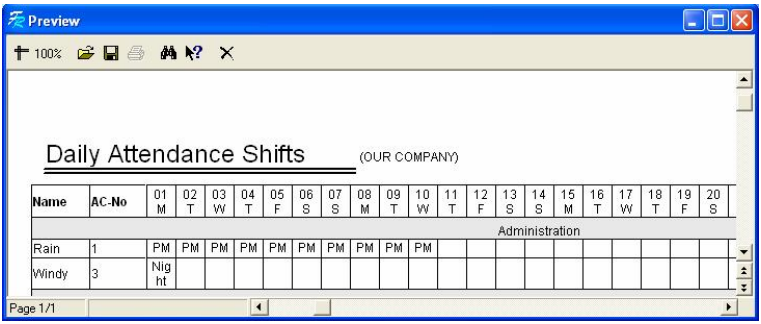


The most right side row corresponds the shift, list the all employee shift, which correspond date, the time of clocking-in /out display in the table.

Above the report tool column is same with **Daily Attendance statistical Report**.

5. Daily Attendance shifts

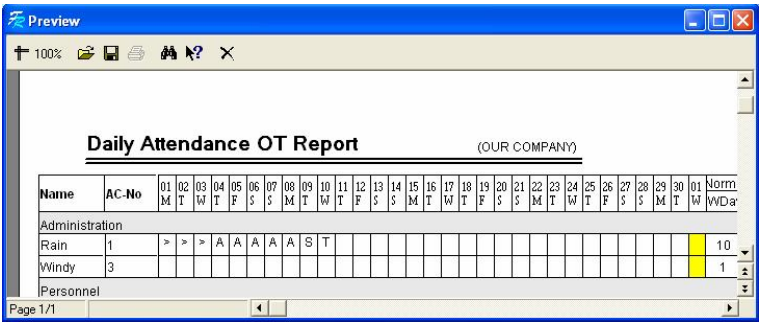
List the employee's shift which is used in Attendance every day, corresponding date, provide convenient for the administrator viewing shift, and printing.



Above the report tool column is same with **Daily Attendance statistical Report**.

6. Daily Attendance OT Report

The **Daily Attendance OT Report** statistical the employee's daily attendance monthly.

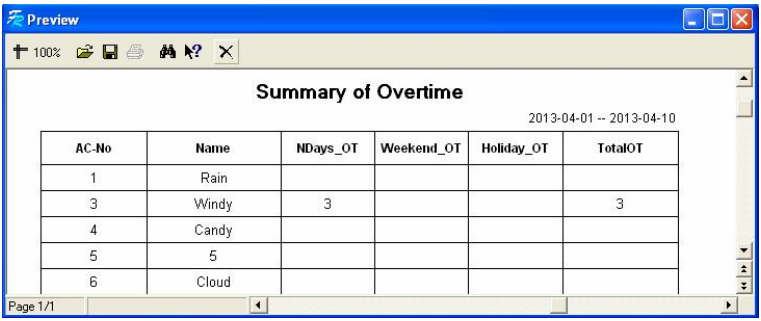


Above the report tool column is same with **Daily Attendance statistical Report**.

7. Summary of Overtime

The **Daily Attendance OT Report** statistical the employee's summary

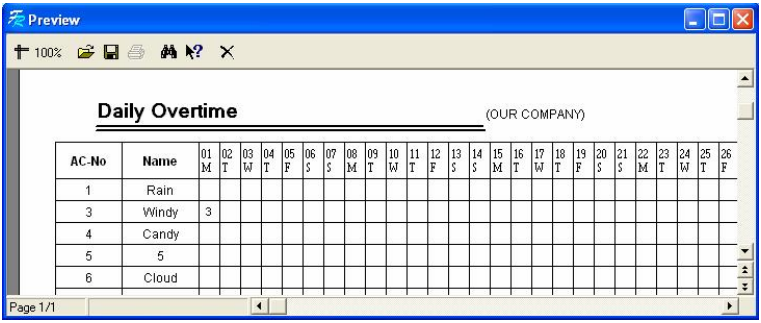
of overtime. It contains **NDays_OT**, **Weekend_OT**, **Holiday_OT** and **TotalOT**.



Above the report tool column is same with **Daily Attendance statistical Report**.

8. Daily Overtime

Statistics and view the selected employees' detail of overtime**,** **NDays_OT**, **Weekend_OT** and **Holiday_OT.**

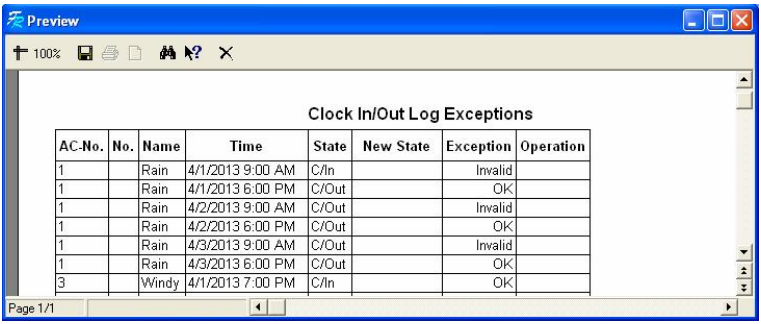


Above the report tool column is same with **Daily Attendance statistical Report**.

9. Create report for current grid

The create report for current gird refers to produce report according to the current screen demonstrated format, provide convenient for the administrator reading, and printing

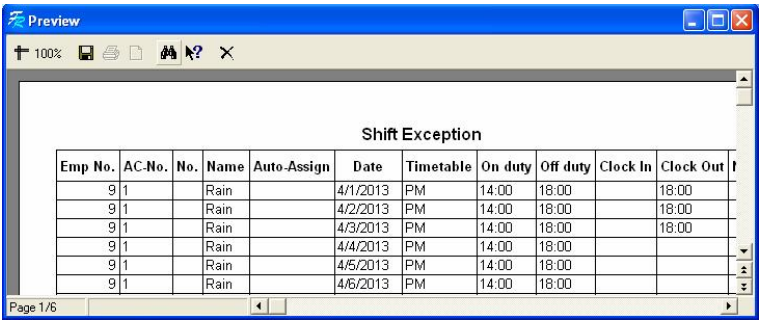
Current data report page of **Clock In/Out Log Exceptions**:



AC-No.	No.	Name	Time	State	New State	Exception	Operation
1		Rain	4/1/2013 9:00 AM	C/In		Invalid	
1		Rain	4/1/2013 6:00 PM	C/Out		OK	
1		Rain	4/2/2013 9:00 AM	C/Out		Invalid	
1		Rain	4/2/2013 6:00 PM	C/Out		OK	
1		Rain	4/3/2013 9:00 AM	C/Out		Invalid	
1		Rain	4/3/2013 6:00 PM	C/Out		OK	
3		Windy	4/1/2013 7:00 PM	C/In		OK	

If need to show much more columns, may right-click mouse on the data row, and then select columns to show.

Current data report page of **Shift Exception**:

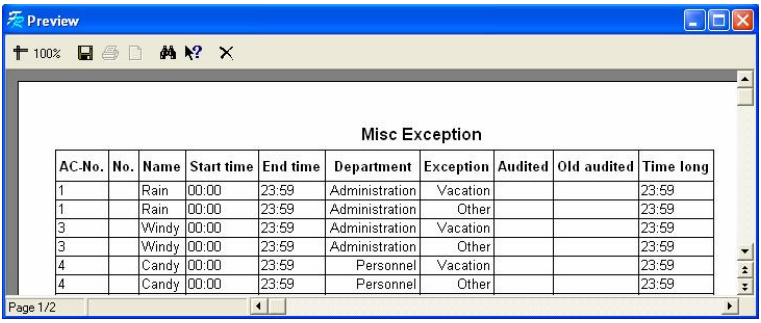


Emp No.	AC-No.	No.	Name	Auto-Assign	Date	Timetable	On duty	Off duty	Clock In	Clock Out
9	1		Rain		4/1/2013	PM	14:00	18:00		18:00
9	1		Rain		4/2/2013	PM	14:00	18:00		18:00
9	1		Rain		4/3/2013	PM	14:00	18:00		18:00
9	1		Rain		4/4/2013	PM	14:00	18:00		
9	1		Rain		4/5/2013	PM	14:00	18:00		
9	1		Rain		4/6/2013	PM	14:00	18:00		

If need to show much more columns, may right-click mouse on the data

row, and then select columns to show.

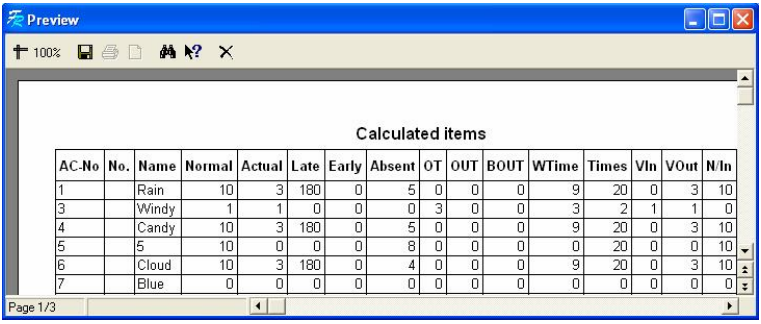
Current data report page of **Misc Exception**:



AC-No.	No.	Name	Start time	End time	Department	Exception	Audited	Old audited	Time long
1		Rain	00:00	23:59	Administration	Vacation			23:59
1		Rain	00:00	23:59	Administration	Other			23:59
3		Windy	00:00	23:59	Administration	Vacation			23:59
3		Windy	00:00	23:59	Administration	Other			23:59
4		Candy	00:00	23:59	Personnel	Vacation			23:59
4		Candy	00:00	23:59	Personnel	Other			23:59

If need to show much more columns, may right-click mouse on the data row, and then select columns to show.

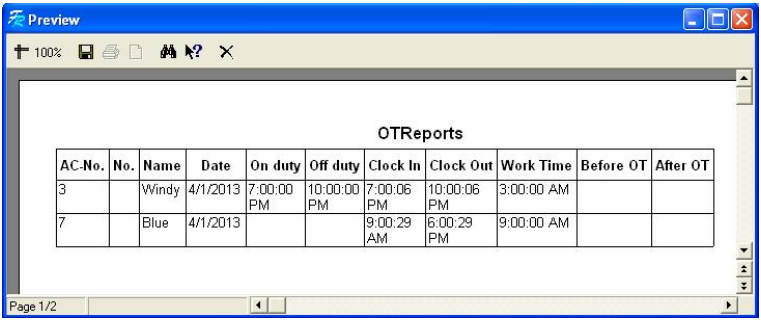
Current data report page of **Calculated items**:



AC-No	No.	Name	Normal	Actual	Late	Early	Absent	OT	OUT	BOUT	WTime	Times	VIn	VOut	N/In
1		Rain	10	3	180	0	5	0	0	0	9	20	0	3	10
3		Windy	1	1	0	0	0	3	0	0	3	2	1	1	0
4		Candy	10	3	180	0	5	0	0	0	9	20	0	3	10
5		5	10	0	0	0	8	0	0	0	0	20	0	0	10
6		Cloud	10	3	180	0	4	0	0	0	9	20	0	3	10
7		Blue	0	0	0	0	0	0	0	0	0	0	0	0	0

If need to show much more columns, may right-click mouse on the data row, and then select columns to show.

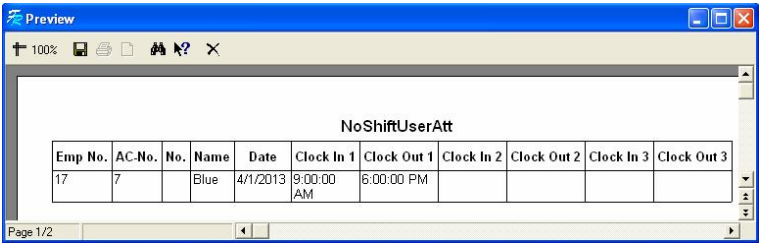
Current data report page of **OTReports**:



AC-No.	No.	Name	Date	On duty	Off duty	Clock In	Clock Out	Work Time	Before OT	After OT
3		Windy	4/1/2013	7:00:00 PM	10:00:00 PM	7:00:06 PM	10:00:06 PM	3:00:00 AM		
7		Blue	4/1/2013			9:00:29 AM	6:00:29 PM	9:00:00 AM		

If need to show much more columns, may right-click mouse on the data row, and then select columns to show.

Current data report page of **NoShiftUserAtt**:



Emp No.	AC-No.	No.	Name	Date	Clock In 1	Clock Out 1	Clock In 2	Clock Out 2	Clock In 3	Clock Out 3
17	7		Blue	4/1/2013	9:00:00 AM	6:00:00 PM				

If need to show much more columns, may right-click mouse on the data row, and then select columns to show.

Export data

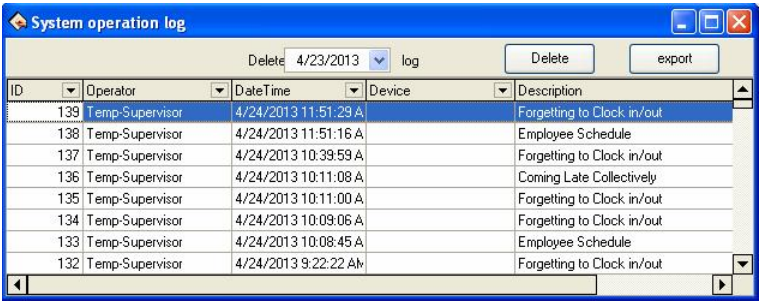
Export the data you inquire to Excel or the text file, backup and save it, in order to consult in the future. For detail operation please see **Appendix 3.6 Export Data**.

2.4.4 System Operation Log

There provide with complete record about all operator operate trip and

event when this software is apply to, maybe view the log in the future:

Click **Search/Print-->System Operation log**, the following window wills popup:

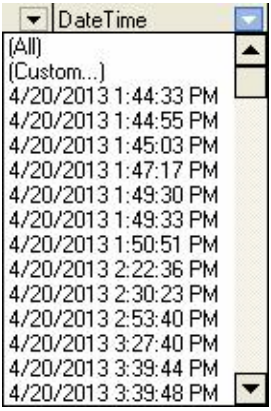


The user can do the following operations on this window:

- **Query System Operation log**

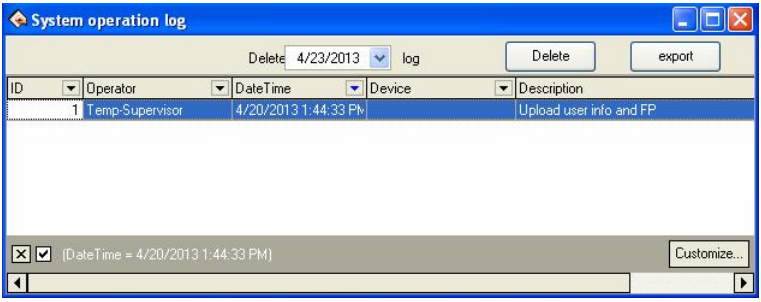
Click button after the Column name, set the query condition on the drop-down list to view the System Operation Log.

Using the **Date Time** as example, click button, then the following drop-down list will pop-up:



After click "4/20/2013 1:44:33 PM", the **System Operation log** window

shown as below:



- **Delete System operation log**

1. **Point Date**: Click the button at

, and then select date on the drop-down **Date List** (For detail, please see **Appendices 3.1 Set Date**).

2. Click

button to delete the System operation log before the pointed date.

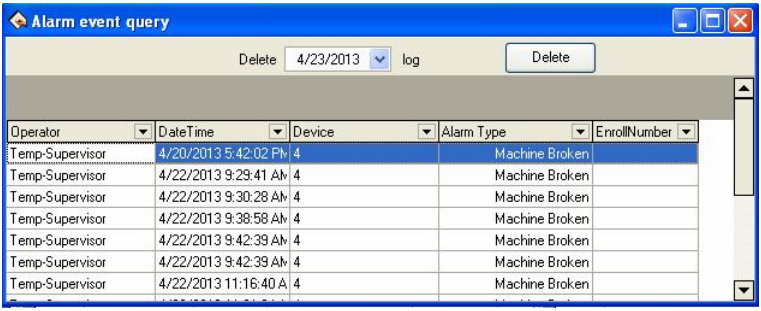
- **Export System Operation Log**

Click

button to export all **System Operation Log**, the procedure of export, please see **Appendices 3.6 Export Data**.

2.4.5 Alarm Event

After open the **Access Control** function, then click **Search/Print-->Alarm Event**, the following window wills popup:



The user can do the following operations on this window:

- **Query Alarm Event**
- **Delete Alarm Event**

Note: The method of query and delete **Alarm Event** is as same as query and delete **System Operation Log**, for detail, please see **2.4.4 System Operation Log**.

2.5 Data Management

2.5.1 Initialize System

This function can restore system to original installment status, the follow is detailed step:

Click **Data-->Initial system**, the following tooltip will popup:

Caution: If confirm your selected, the system will clear all employee's data and all attendance data. Before this operation you must be carefully.

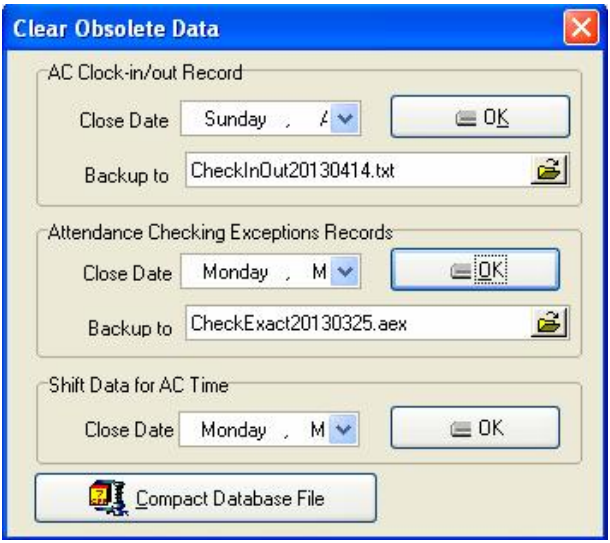
Click "**Yes**" button, the system will clear all data, and return initial status just system install.

Click "**No**" button, the system return main menu without clear data.

2.5.2 Clear Obsolete Data

After your system has been used for a period of time, a big amount of obsolete data are saved in the database, which not only occupy hard disk space but also affect operation speed. Then you can clear these useless data by using this function

Click **Data-->Clear Obsolete Data**, the following window will popup:



When clearing attendance clock/in and attendance exception records,

you are required to back up clock/in data to files. You can click corresponding input box to type file name, and click " " button to save your data file's saving path and file name, notice that you should choose a new filename, if the name has existed in the system ,it will reminder you to define a new filename.

Note: You must choose the new name of file, if the file exists in the system, the system will inform you select a new name of file.

Shift data for AC Time: Delete the expired employee shift data, select the cut-off date for deleting such data, and click **OK**. For example, the time range of a shift record is 1999-01-01 to 2011-12-12. When the cut-off date for deleting such data is 2011-01-01, the record is not deleted. The employee shift data is deleted only when the cut-off date is later than 2011-12-12.

Input the close date of the data that you want to clear in close date box, and the close date should be ten days before the current day you will clear the corresponding data after clicking "**OK**", and prompt messages will display:

Attendance time setup data means to clear obsolete employee's shift schedule data, select close data for clearing record, click "**OK**" and you will clear obsolete employee's shift schedule data

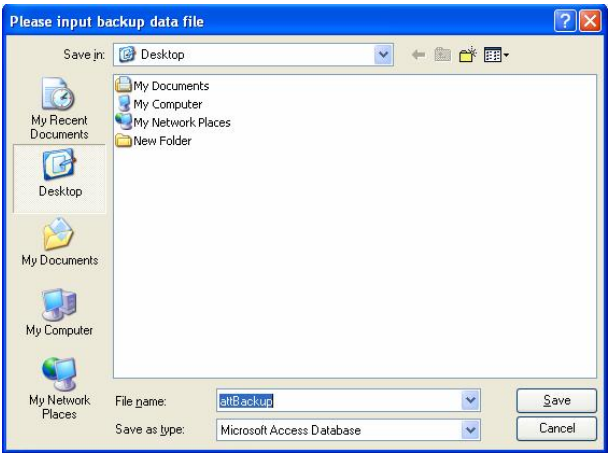
In the terms of Microsoft Access database, can click "**Compact Database File**" button to compact the database.

After clearing data, click " " to return the main menu

2.5.3 Backup Database

In order to make sure data security and to restore, we suggest you

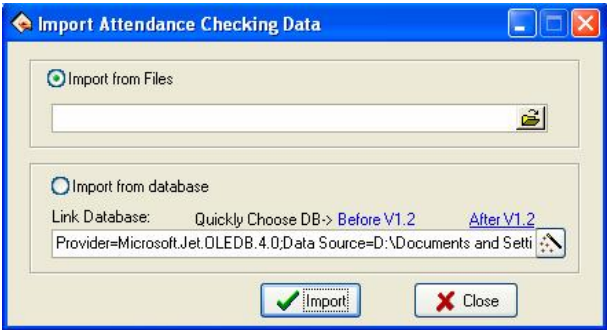
backup database in regular time. Click **Data-->Backup Database**, the following window will popup:



Select position to save file, input filename (maybe defined filename), click "**Save**" button. When original database was damage, it need to restore, you should change back up filename as ATT2000.mdb, copy the file under attendance install directory to cover same name file, but the action only restore these data to before back up. E.g. you back up data in March 31; so that these data is restored is only one before March 31.

2.5.4 Import AC Data

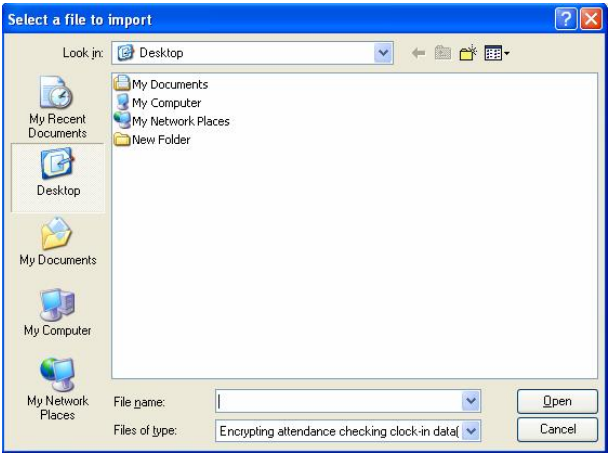
Import attendance record to another machine or old record to the current attendance software. Click **Data-->Import AC Data**, the following window will popup:



1. Import from Files

All information of original database can be import to Attendance system database file; to import attendance clock/in employee attendance data is imported.

Click item, the **Select a file to import** window will popup:



Select file and type, click "**Open**" button to confirm and close current window. Click "**Import**" button to import data in the selected file.

2. Import from database

Import from database means to import attendance data from attendance database backups, and the data include employee information, shift information, clock-in records, etc. You can import the data from databases of previous version, or databases of the same version. For the data format of database files of versions previous to 1.2 differs from that of Version 1.2X, if the version of the database file that you want to import is below 1.2 (Not including 1.2), please select versions before1.2 option; Otherwise please select 2.2 x options.

Note: Before importing data, if it is unnecessary to remain the data in your system, please first select initialize the system. This is because if some data remaining in the current system overlap with the data that will import, errors will appear when importing data and data's importing speed will slow down.

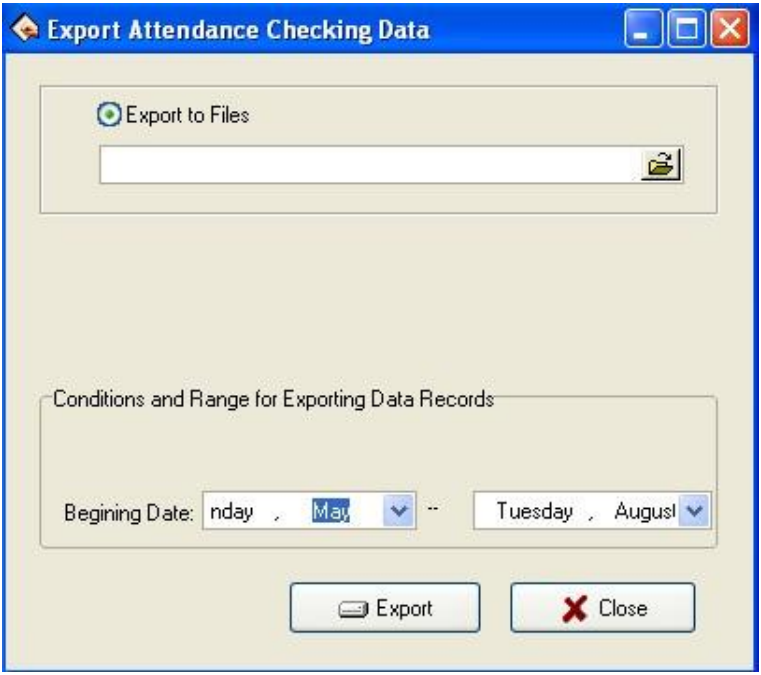
Click versions1.2 or version 1.2x button, and a file manager will pop up. Enter the path and file name of the database to import, and click "**Open**", the system will import data automatically.

If your database is SQL Server database, you can click button to begin settings. For detailed information please refer to Database Setup.

After importing data, click " " to go back to the main menu.

2.5.5 Export AC Data

This function is mainly used to back up all attendance data in the current attendance system or clock/in data, click this command on the menu and the following operation window will pop up



1) Export to Files

Export four file style: secret attendance data (*.abt), attendance clock-in data (*.txt), back up attendance data (*.attbackup.mdb) and attendance system database file (*.mdb). Click "" button, a file manger menu will pop up confirm the path and file name for the back file and click "Open".

2) Conditions and Range for Exporting Data Records

Export data records during the time range.

Note: you must choose a new filename if the file has existed, the

system will suggest you to define new file name.

Exporting record will not lead to clean data in database. After finish to export data, click " " button to close window, and then return main menu.

2.6 Access Control (door manage) Setup

Access control setting is to set unlock time and assign privilege for registered users. Settings of each user consist of three period time settings and one group setting. Relationship between period time and period time is "**OR**". Group also consists of three period time settings and by the same token, relationship between these three period time is "**OR**".

Simply put, if you want to keep a registered user in unlock status. Firstly the group that this user is in should be defined in unlock combination (one group can be defined in one combination together with other group, but these groups are required to unlock door together). Second, current unlock time is in any availability range of user time period and period time of its group.

Under system default, a new registered user is in Group 1 and group combination is Group 1. So new registered user is in unlock status under default. If a group that user is in is not defined in group unlock combination setting, then the use can only record attendance and cannot unlock door.

2.6.1 Time zone

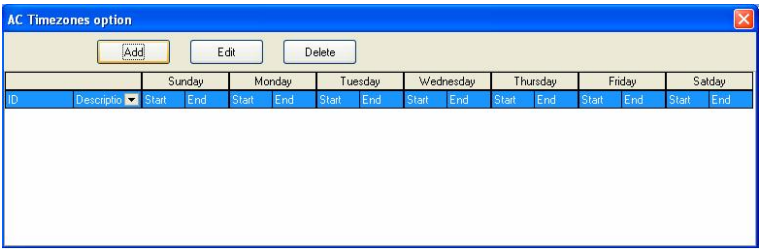
Time zone is the smallest time period unit in Access control setting. In whole system, you can define up to 50 time zones. Each time zone

defines 7 time intervals, i.e. one week. Each time interval is valid time period in 24 hours everyday. Each use can set up to three time zones and the relationship between these three time zones is "**Or**", which means the user is valid as long as identification time satisfied one of these three time zones. Each time zone format of time zone is HH: MM-HH: MM, i.e. in term of 24 hours format and precision to second.

End time less than start time "23:57-23:56", means all day forbidden. End time larger than start time "00:00-23:59", means valid in the time interval.

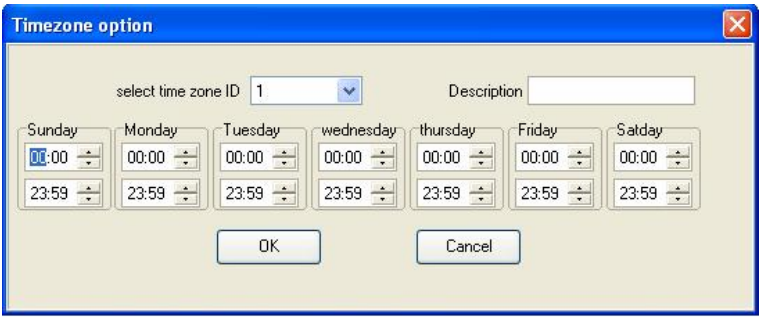
Valid time period for user unlocks: all day open "00:00-23:59" or time period with end time larger than start time.

Click **Time zone** sub-menu from **door manage** menu bar, window of **AC Time zone option** will popup, show as below:

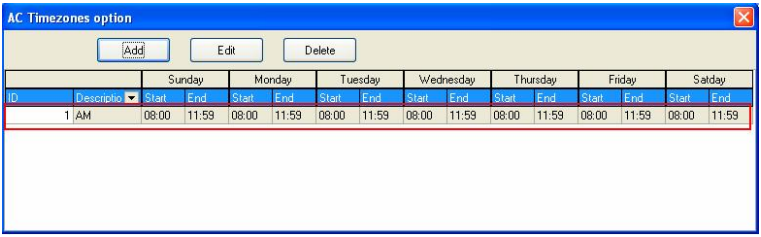


- **Add Time zone**

1. Click "**Add**" button and system will popup a timetable from Sunday to Saturday. Here, you can define any time zone you may use, show as below:



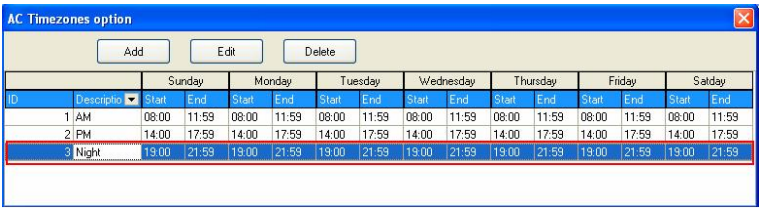
2. After setting, click "**OK**" button to save and return to **AC Time zone option** window, the new time zone will display in the list, show as below:



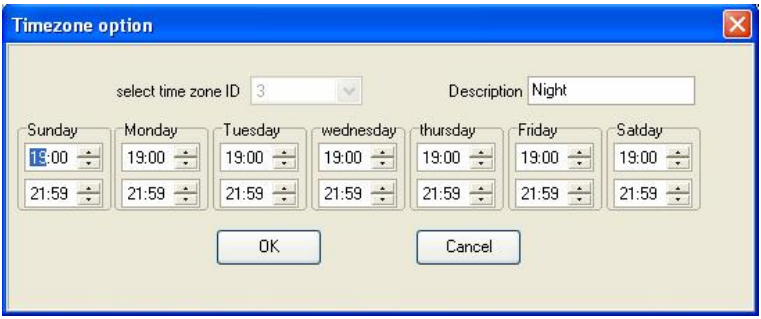
3. If you want to use several time zones, continue to click "**Add**", and then repeat step 2 and 3. In addition, time zone can be edited and deleted.

- **Edit Time zone**

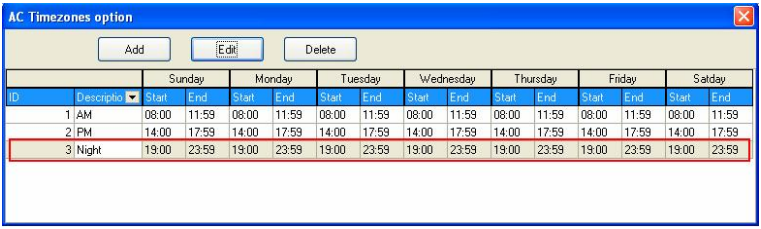
Select time zone on the list, shown as below:



1. Click "**Edit**" button, the edit window will popup. Modify the fields as needed.



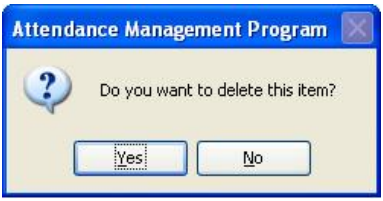
2. After the modification, click "**OK**" button to save and return **AC Time zone option** window, the time zone's information will display as after edit. Show as below:



- **Delete Time zone**

Select the time zone need to be deleted, then click "**Delete**" button, the

following window will popup:



Click "**Yes**" button to delete it. Click "**No**" button to cancel operation.

Note: The deleted Time zone will no longer show in the time zone list.

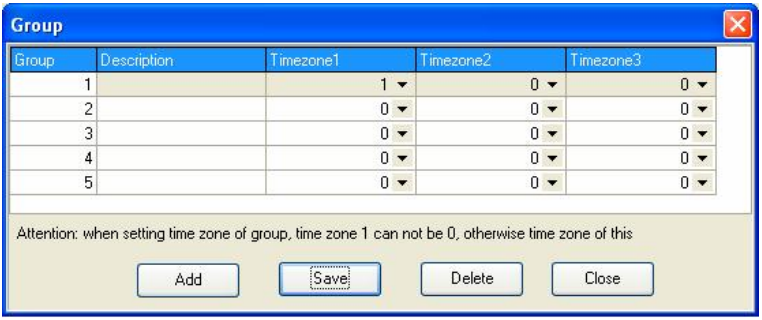
2.6.2 Group

Group function can divide users into groups and combine different groups to different unlock combinations, which make group management of Access control more convenience. So user can define many unlock combinations. System has defined 5 groups: Group 1, Group 2, Group 3, Group 4, and Group 5. Under system default, new registered user is in Group 1 and can be re-assigned to other group.

Under system default, a new registered user uses time period of Group 1. After the user is re-assigned to other group, the user uses default time period of the corresponding group. So please make sure to define default time periods for each group.

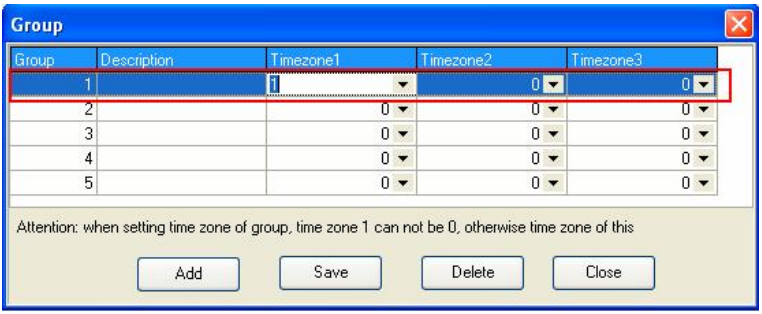
Group Setting

Click **Group** sub-menu under the **door manage** menu on the left tool bar, enter the **Group** setting window, shown as below:

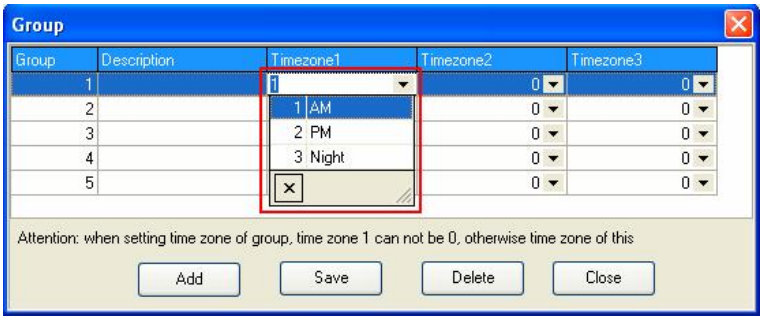


- **Edit Group**

1. Left click item that need to edit with cursor to enter the editing state.



2. Click ▼ button, and then choose time zone for group on the drop-down list.



3. Set up is completed; click on "**Save**" button to save.

According to your needs, you can repeat step 1 and 3 to edit other Time zone.

- **Add Group**

Click "**Add**" button, and then choose time zone for this new group. After finish setting, click "**Save**" button to save. The detail method is similar to **Edit Group**.

- **Delete Group**

Select the group you want to delete, and then click "**Delete**" button to delete it.

2.6.3 Unlock Combination

Definition of unlock combination function.

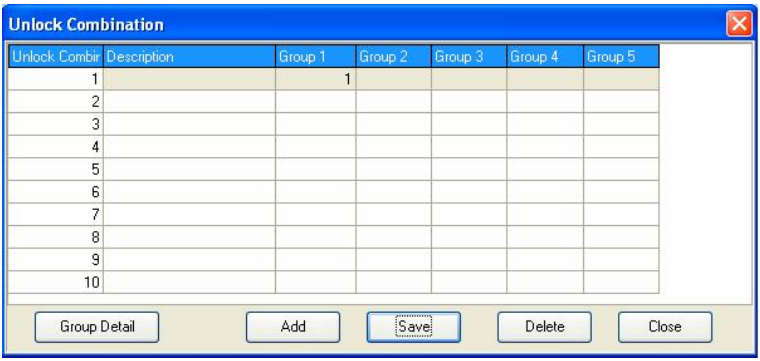
Unlock combination is the direct expression for controlling unlock. For example, if you want that all registered users cannot unlock door, then set Unlock Combination to null.

Definition of unlock combination is defined to different combinations

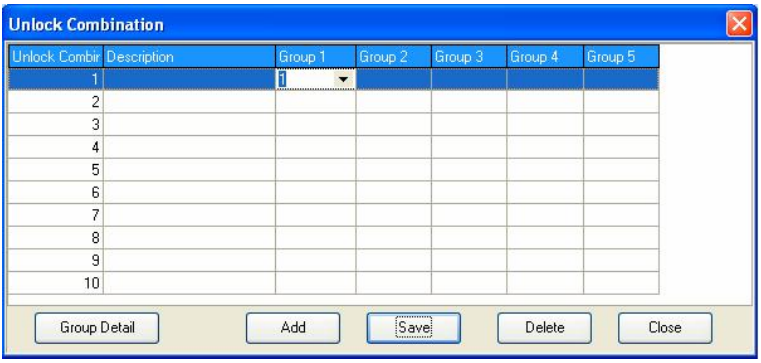
that can unlock door, and each combination consists of different groups. Unlock combination directly uses group number and does not consider order for identifying user between each group. For example, "123" means door will only be unlocked when at least one user in each group of Group 1, Group 2 and Group 3 passes identification together with other two users. "4" means door will be unlocked when one user in Group 4 passes identification together with other two users. System can define up to 10 unlock combinations at the same time and door will be unlocked as long as one of these 10 unlock combinations passes identification.

Concrete step show as below:

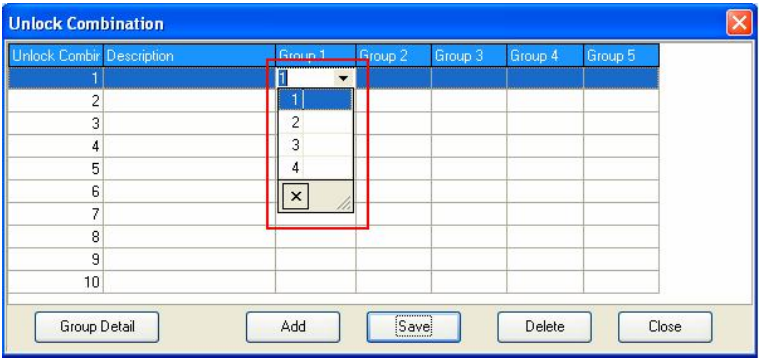
1. Click **Unlock Combination** sun-menu under **door manage** menu, the following window will popup:



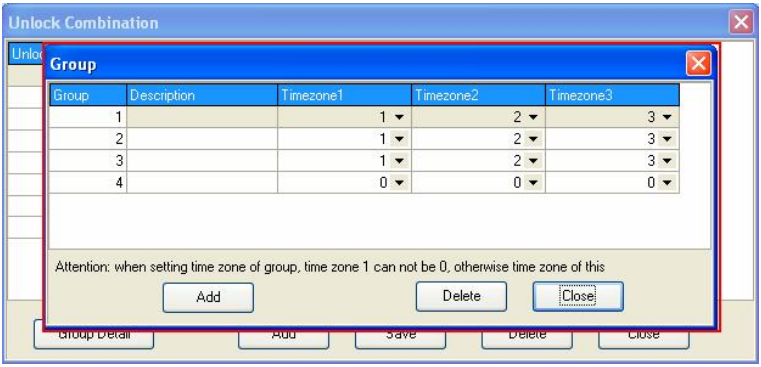
2. **Edit**: Click on the one which need to be edited, show as below:



3. Click ▼ button, then select group on the drop-down list, shown as below:



Note: If forget what you had defined, you can click Group Detail button "Group Detail" to see the detail. Show as below:



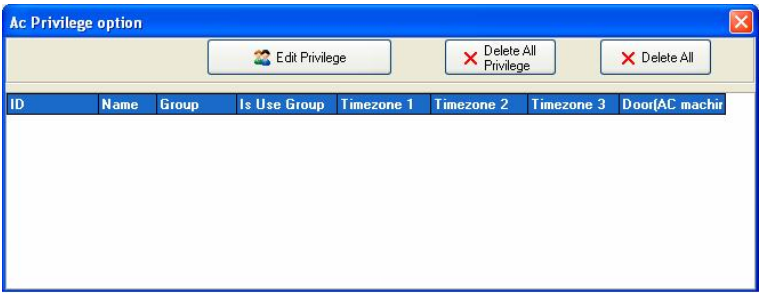
4. After setting, click "**Save**" button to save.

2.6.4 Access Control Privileges

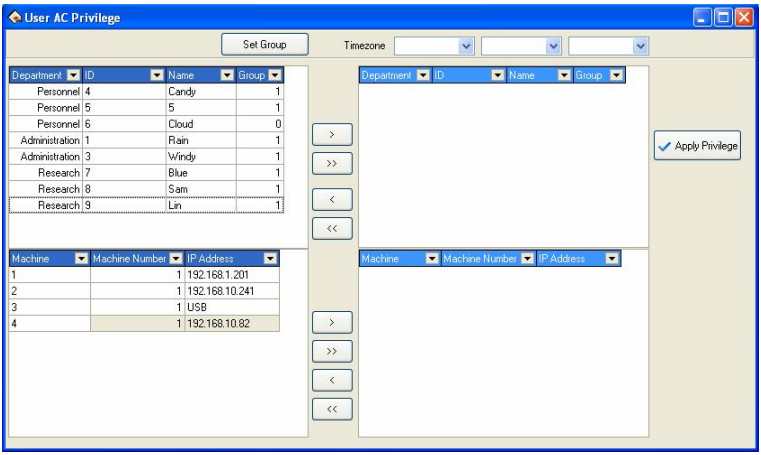
Access Control privilege mainly applies to user access control setting: if a user whose personal No. is assigned as 1, 2, 3, 4, and is distributed to No.1 device in the default period time, likes as follow, add user to right list first, then add device to right side list. Click "Allows passing".

Set up the Access Control Privilege when a user belong a group

1. Click **Access Control Privilege** sub-menu under the **door manage** menu on the left tool bar to enter the **Access Control privilege** window:



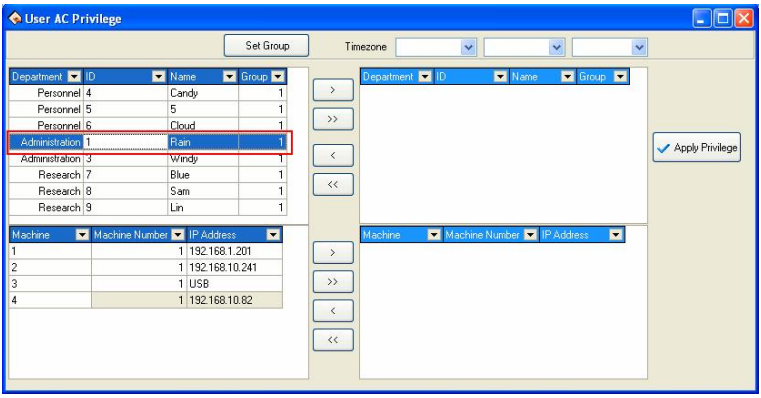
2. Click on "**Edit Privilege**" button to enter the **User AC Privilege** window, shown as below:



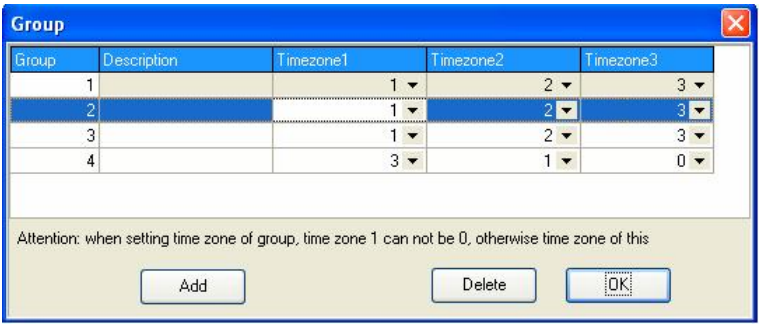
3. Default users belong to Group 1, if need be assigned to other user groups, the need for users to re-allocation group.

Here we illustrate: ID **1** user assigned to Group **2**.

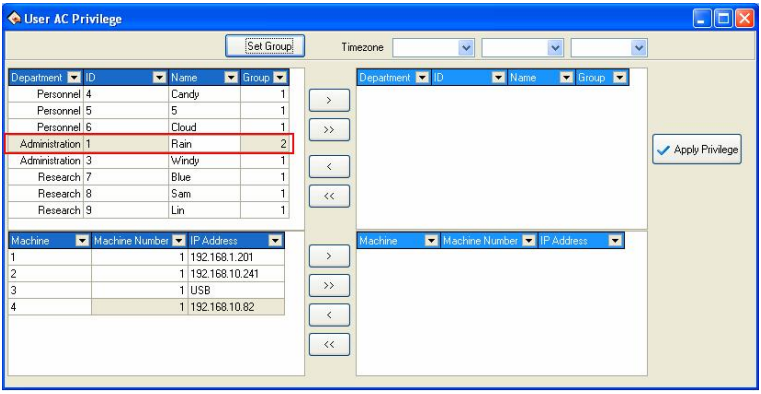
(1) First selected ID 1 user, shown as below:



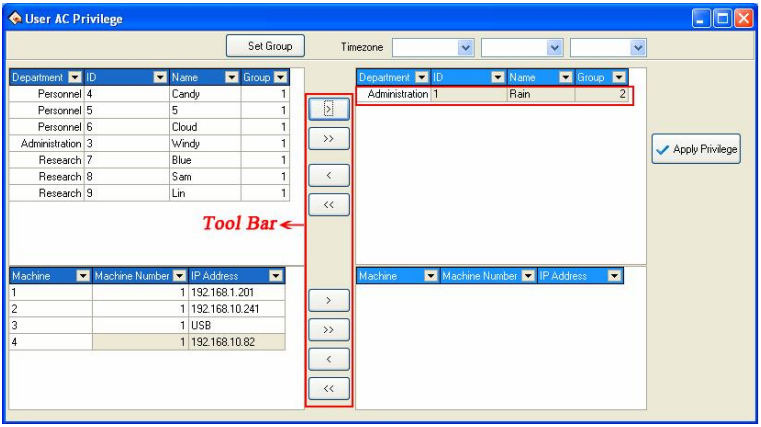
(2) Click on the "**Set Group**" button and enter the group setting interface, select group 2.



(3) Click "**OK**" button to save. Now the user is assigned to group 2. Shown as below:

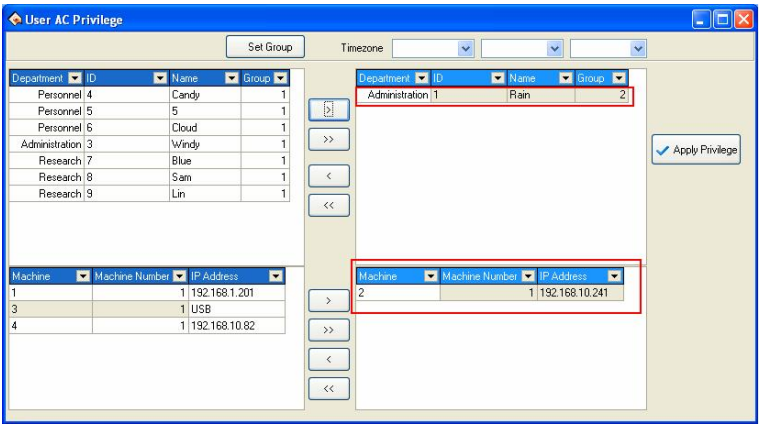


4. Follow the step 3, set up the group those users respective. After the setting completed, through the tool bar's button, a single or all of users will be moved to the right critical areas, waiting for the Privilege setting. Shown as following, move the ID1 user to the right list:



5. In the machine list choose the machine that need to upload Privilege, and then move to the critical region, waiting for Privilege setting. Show

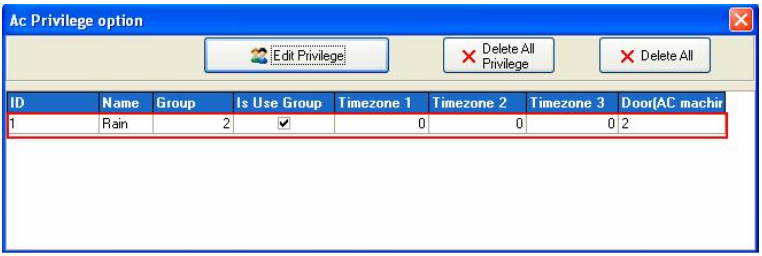
as below:



6. After users and machine is selected, click on "

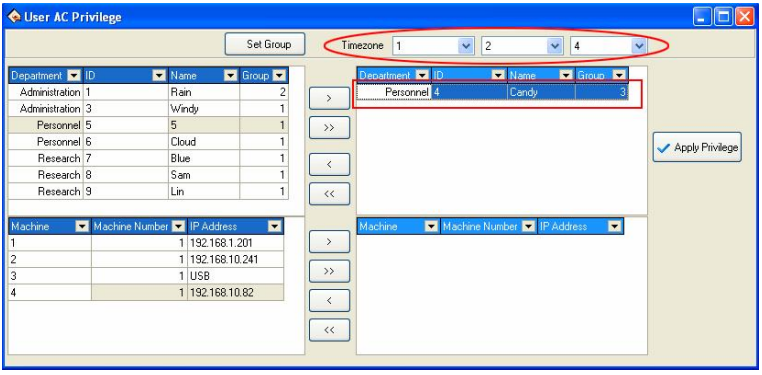
" button, the group Time zone which is used by user in the critical periods will be assigned to the selected devices. After distribution is successful, prompt will appear shown as following

7. Click " " button to close current window. The Access Control Privilege Setting and synchronize set up information of user groups will display in the list. Shown as below, machine 2 in the ID 1 user group 2 Time zone.

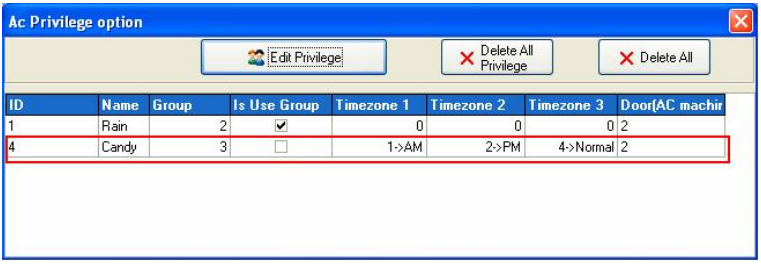


Set up the Access Control Privilege when a user do not use group

1. If a user belongs to the group, but she/he does not use group Time zone, then in the **User AC Privilege** setting interface, select the Time zone to be used, shows as below, ID 4 user belong to the group 3, but she does not use group 3 Time zone, and use the 1,2,4 Time zone.

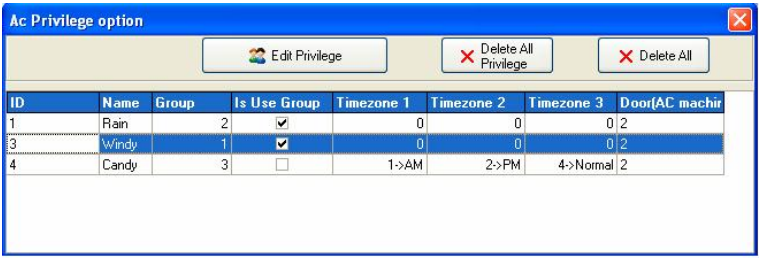


2. Select machine then click "Apply Privilege" button to apply privilege. Click "" button to close current window. The Access Control Privilege Setting and synchronize set up information of user groups will display in the list. Show as below. ID 4 user belongs to group 3, non-use time zone of group 3, but use 1, 2, 3 Time zones.



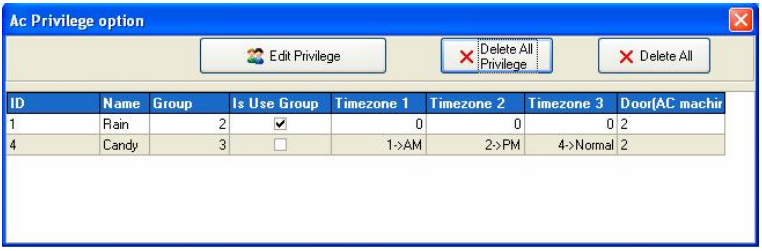
Delete the User Access Control Privilege

1. Choose the user who will ready to be deleted, shown as below:



2. Click the "

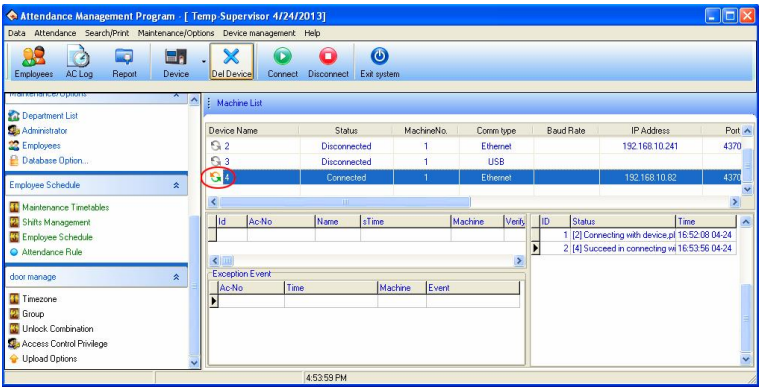
" button to delete. The deleted info will never show in the list:



2.6.5 Upload Options

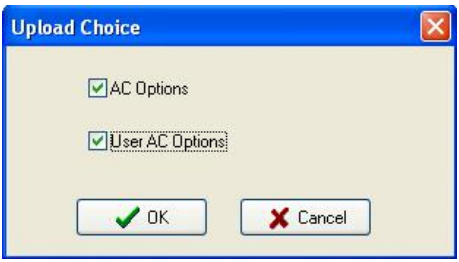
1. Connect device

Choose upload device. Click icons to choose the device with mouse, right-click mouse, select **Connect** item, and show as below:



2. Upload Access Control Settings

Click **Upload Option** sub-menu under the **door manage** menu on the left tool bar, then the following tooltip will popup:



Select the Access control option which you want, the two kind of option

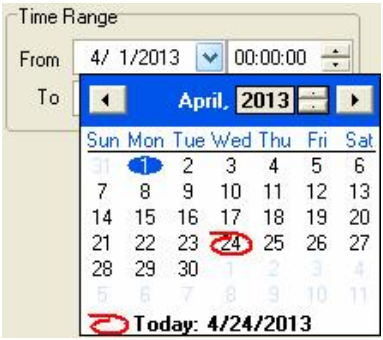
could to be selected at the same time. After success upload, it will display the success information on the window, show as below:

ID	Status	Time
1	[4] Connecting with device,pl	16:58:01 04-24
2	[4] Succeed in connecting wi	16:58:18 04-24
3	[4]Upload user access contrc	16:58:27 04-24
4	[4]Operation finished!	16:58:27 04-24

3. Appendices

3.1 Set Date

In the box of Date click "" button to select the date, and in the box of Time click "" button to select the time or directly change the time. In the drop-down box of Date, click "" or "" button to move the date one month upward or downward:



Click the year number to change the year directly, or click "" button to move the date one year upward or downward. Click on the date you want to select it.

3.2 Select Employee

The option box of Employee is like this:

	AC No.	Name
1	1	Rain
2	3	Windy
3	4	Candy
4	5	5
5	6	Cloud
6	7	Blue
7	8	Sam
8	9	Lin

Move the mouse to the row the employee to select is in, left-click the mouse, and this row will turn blue.

To select more than one employee, hold down "**Ctrl**" key to select.

3.3 Select Department

The option box of Department is like this:

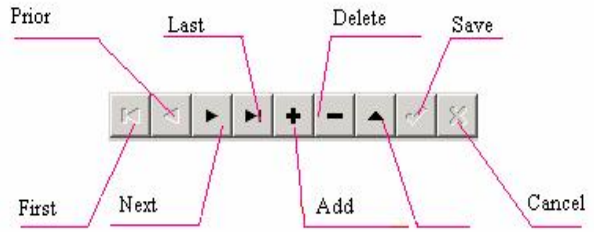
With the mouse left-click the department name, the department name will turn blue. It shows chooses successfully.

3.4 Select Employee in Department

Click the department box to extend the tree-type framework, and select the department where the employee is, then click the employee box to extend the drop-down list box and select the employee.

3.5 Data Table Tool Bar

The Data sheet Process Tool Bar contains the following operation buttons:



In the data sheet, the row marked with ▶ symbol is the current row and all operations for he sheet is conducted in the current row.

Click button to carry out corresponding operation for the data sheet.

First: To move the current row to the first row.

Previous: To move the current row one row upward.

Next: To move the current row one row downward.

Last: To move the current row to the last row.

Add: To add a new row in which new data can be entered in and the current row is the new row.

Delete: To delete the current row.

Edit: To modify the data in the current row.

Save: To save the data after edition or in the newly added row.

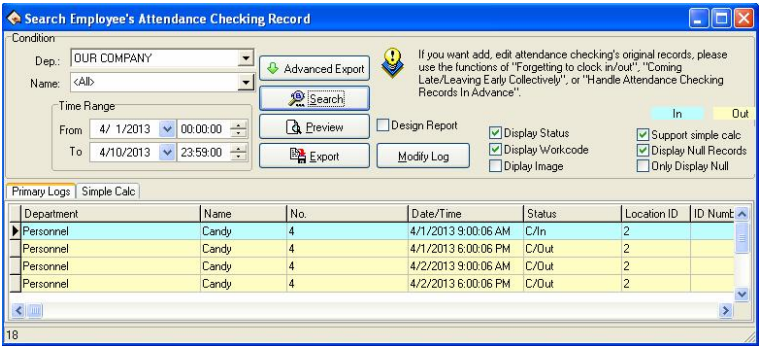
Cancel: To cancel the result of adding a new row or editing the data.

Under the status of adding or editing, the result of moving data will be automatically saved.

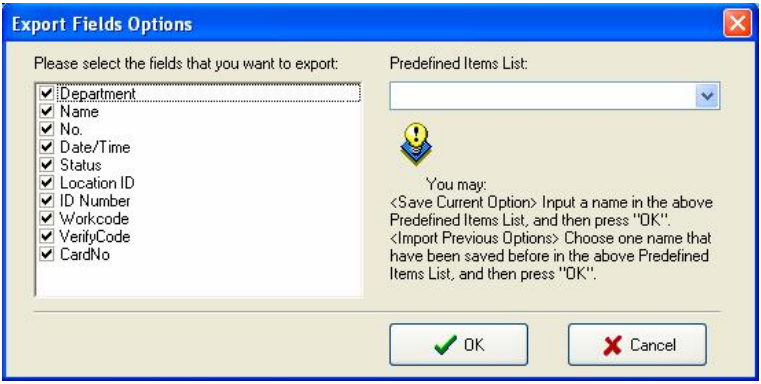
In the data sheet, click on the row to select it. (Select multiple rows by pressing "Ctrl" and clicking at the same time as needed.) The selected rows will turn blue.

3.6 Export Data

Following take **Attendance Record** as example, to describe **Export Data** function:

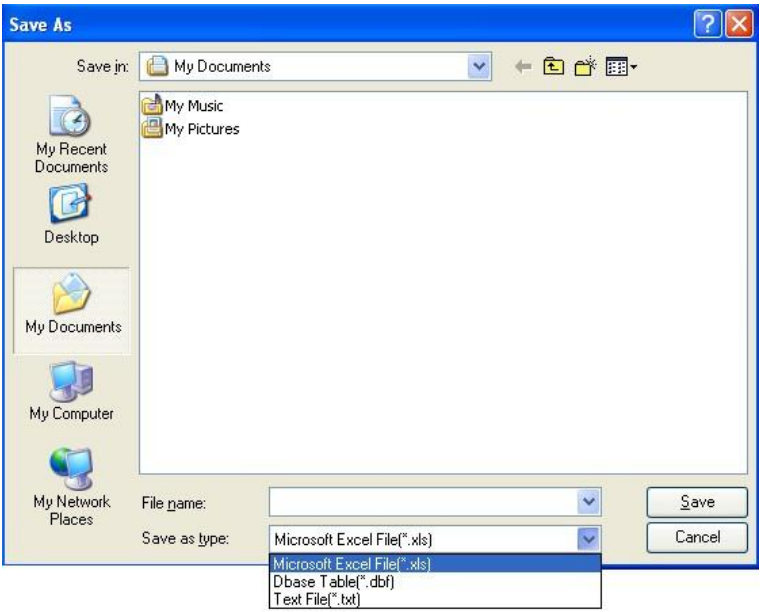


As shown in the above picture, click "**Export**" button to popup the following window:



Predefined Item List: The current definition of your choice will be a name, when the next time export will be allowed to directly select and save name but not need to choose the field to export in the left box.

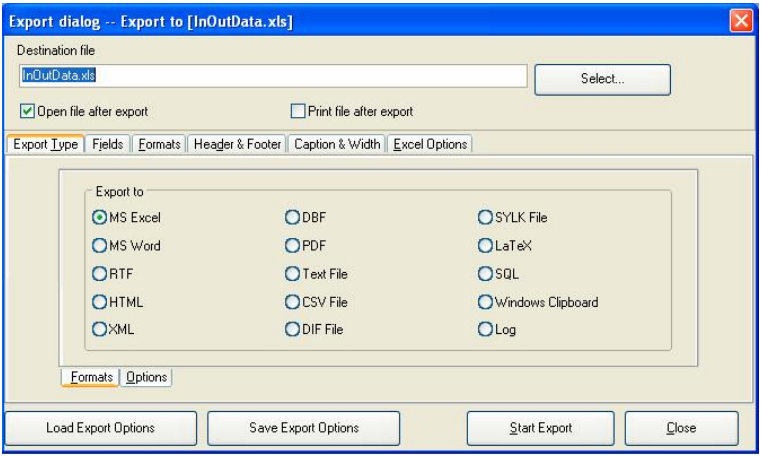
Put tick in font of the fields to export. If next time you want to select the same fields to export data, you can input an item name in the box of Predefined Item List, and click "**OK**" to save the selected fields in this item. If you want to call your previous choices, select a name saved in the box of Predefined Item List, and click "**OK**" to enter the following window:



Enter a filename for this file to save in the column of Filename, select the type to save this file, and then you will export the selected data to this file. You can save a file in three formats: Excel files (Microsoft Excel File (*.xls), DBF formed database files, right justified text files.

3.7 Advanced Export

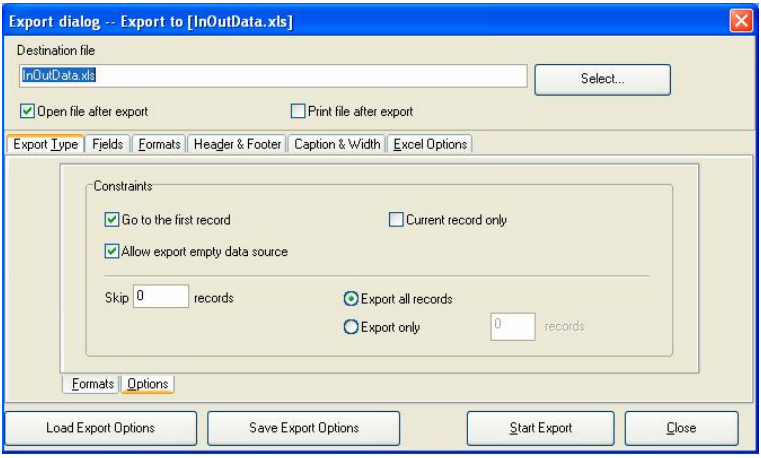
Advanced Export is mainly used in secondary development to transfer the data in our software. When needs to export the data, choose in here need to export the data the item and its setting attribution. Single-click "**Advance Export**" button on **Attendance Record** interface, shown as following figure.



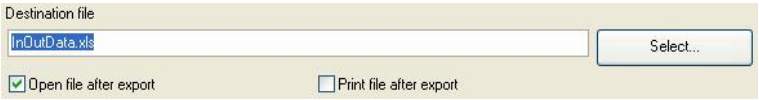
Here we take the Excel table to export as the example, explain advance export the function.

1. Choose Export file format on the **Export Type** label of **Formats** tab as **MS Excel**.

2. Set the parameters in the **Options** tab. Show as below:

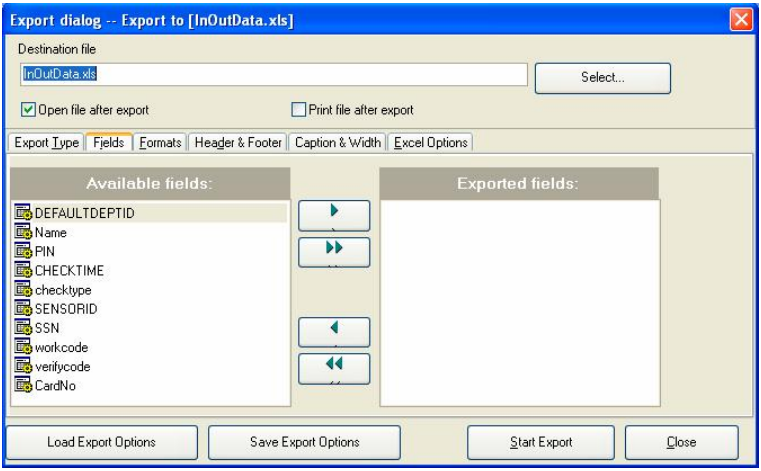


3. Input the filename and choose the saving position.



4. Set the field, the format and so on

A. Field



Chooses field which want to export, There are ten fields: DEFAULTDEPID, Name, PIN, SSN, CHECKTIME, checktype SENSORID, SSN, wokecode, verifycode, CardNo.

Note: Only the machine have **Workcod** feature, can choose to export the **workcode** field.

B. Format

Set export the field form, there are the Common format and user

self-define form two formats.

C. Page head and page foot (**Header** & **Footer)**

Here may add the page head /foot page for file which Export, input the explanation writing in the page head/foot, these writing will be able to display in the start and the ending of exported the file.

D. Caption & **Width**

There are ten fields which Export: Department, Name, No., Data/Time, Status, Location ID, ID Number, Workcode, Verify Code, CardNo, label it with the easy memory the title and defines each field the display width.

E. Excel Options

Set the Fields and Styles to export.

5. Save Export Options

After setting the field, the format and so on, for provide the convenience to export next time, will be allowed to save this setting in the file, next time will export this setting instead to set again.

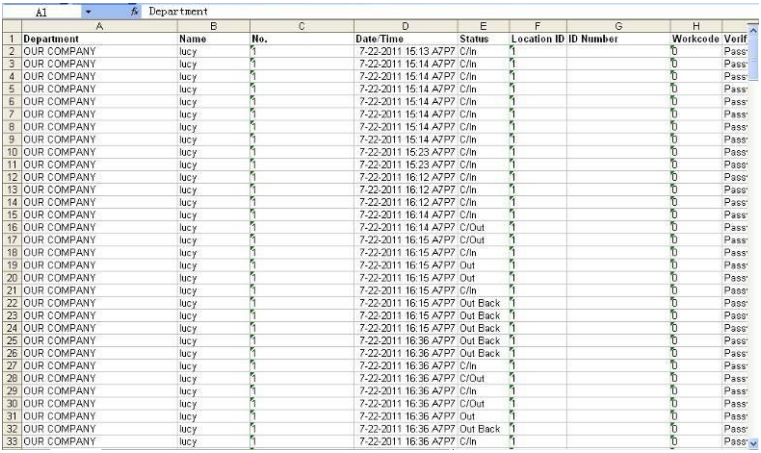
6. Load Export Options

Directly import setting file before save, then was allowed to transfer the setting before you setup, directly export the data again.

7. Start Export

After all options set finished. Click "**Start Export**" button, the following window will popup:

When indicator inform you completes download data, then may confirm and gets down the data to directly which the examination Export. Show as below:



	Department	Name	No.	Date/Time	Status	Location ID	ID Number	Workcode	Verif
2	OUR COMPANY	lucy	1	7-22-2011 15:13 A7P7	C/In	1		0	Pass
3	OUR COMPANY	lucy	1	7-22-2011 15:14 A7P7	C/In	1		0	Pass
4	OUR COMPANY	lucy	1	7-22-2011 15:14 A7P7	C/In	1		0	Pass
5	OUR COMPANY	lucy	1	7-22-2011 15:14 A7P7	C/In	1		0	Pass
6	OUR COMPANY	lucy	1	7-22-2011 15:14 A7P7	C/In	1		0	Pass
7	OUR COMPANY	lucy	1	7-22-2011 15:14 A7P7	C/In	1		0	Pass
8	OUR COMPANY	lucy	1	7-22-2011 15:14 A7P7	C/In	1		0	Pass
9	OUR COMPANY	lucy	1	7-22-2011 15:14 A7P7	C/In	1		0	Pass
10	OUR COMPANY	lucy	1	7-22-2011 15:23 A7P7	C/In	1		0	Pass
11	OUR COMPANY	lucy	1	7-22-2011 15:23 A7P7	C/In	1		0	Pass
12	OUR COMPANY	lucy	1	7-22-2011 16:12 A7P7	C/In	1		0	Pass
13	OUR COMPANY	lucy	1	7-22-2011 16:12 A7P7	C/In	1		0	Pass
14	OUR COMPANY	lucy	1	7-22-2011 16:12 A7P7	C/In	1		0	Pass
15	OUR COMPANY	lucy	1	7-22-2011 16:14 A7P7	C/In	1		0	Pass
16	OUR COMPANY	lucy	1	7-22-2011 16:14 A7P7	C/Out	1		0	Pass
17	OUR COMPANY	lucy	1	7-22-2011 16:15 A7P7	C/Out	1		0	Pass
18	OUR COMPANY	lucy	1	7-22-2011 16:15 A7P7	C/In	1		0	Pass
19	OUR COMPANY	lucy	1	7-22-2011 16:15 A7P7	Out	1		0	Pass
20	OUR COMPANY	lucy	1	7-22-2011 16:15 A7P7	Out	1		0	Pass
21	OUR COMPANY	lucy	1	7-22-2011 16:15 A7P7	C/In	1		0	Pass
22	OUR COMPANY	lucy	1	7-22-2011 16:15 A7P7	Out Back	1		0	Pass
23	OUR COMPANY	lucy	1	7-22-2011 16:15 A7P7	Out Back	1		0	Pass
24	OUR COMPANY	lucy	1	7-22-2011 16:15 A7P7	Out Back	1		0	Pass
25	OUR COMPANY	lucy	1	7-22-2011 16:36 A7P7	Out Back	1		0	Pass
26	OUR COMPANY	lucy	1	7-22-2011 16:36 A7P7	Out Back	1		0	Pass
27	OUR COMPANY	lucy	1	7-22-2011 16:36 A7P7	C/In	1		0	Pass
28	OUR COMPANY	lucy	1	7-22-2011 16:36 A7P7	C/Out	1		0	Pass
29	OUR COMPANY	lucy	1	7-22-2011 16:36 A7P7	C/In	1		0	Pass
30	OUR COMPANY	lucy	1	7-22-2011 16:36 A7P7	C/Out	1		0	Pass
31	OUR COMPANY	lucy	1	7-22-2011 16:36 A7P7	Out	1		0	Pass
32	OUR COMPANY	lucy	1	7-22-2011 16:36 A7P7	Out Back	1		0	Pass
33	OUR COMPANY	lucy	1	7-22-2011 16:36 A7P7	C/In	1		0	Pass

3.8 Downloading Photos Automatically

When the PC is connected to an 8-inch color-screen device, set the server on the 8-inch color-screen device and connect the 8-inch color-screen device to the Internet. Start the attendance management software on the PC, and the software automatically detects the device and downloads the photos taken on the device. The detailed operation is

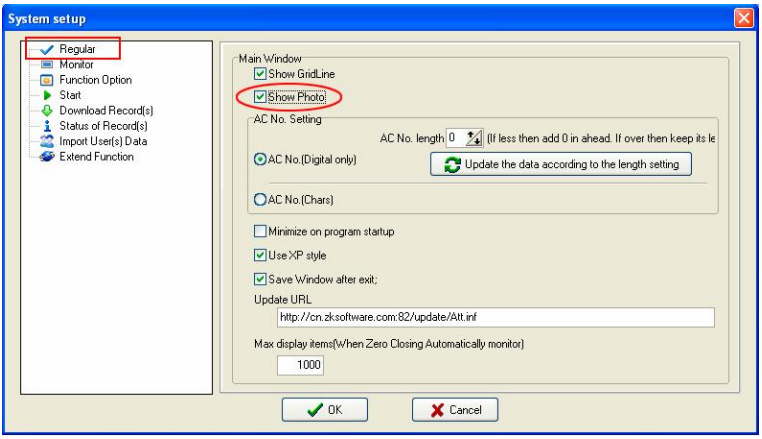
as follows:

1. Connect the PC and the device to the Internet respectively, or ensure that both of them are in the same LAN.

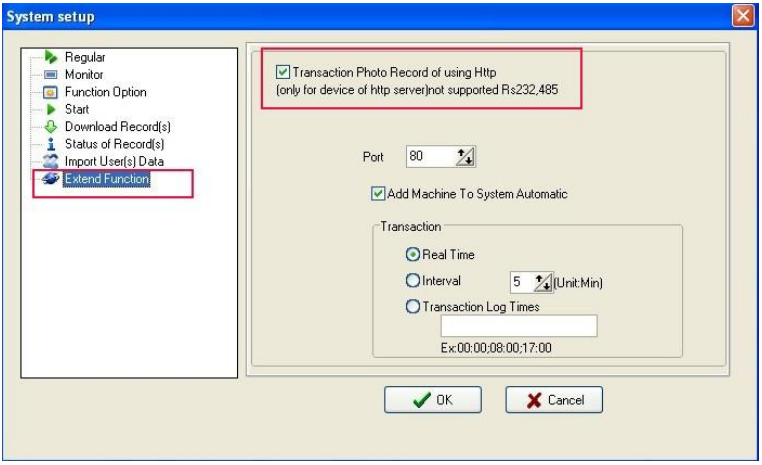
2. Choose **Menu --> Communication device --> Other settings** on the device. Set the Web server to the IP address of the server where the photos will be saved.

3. Open the attendance records on the device (**Note**: The device must be configured to take photo of and save the attendance records) and take photo of the attendance records.

4. Start the attendance management software, choose **Maintenance/Options-->System Options**, and select **Show Photo** in the **Regular** tab.

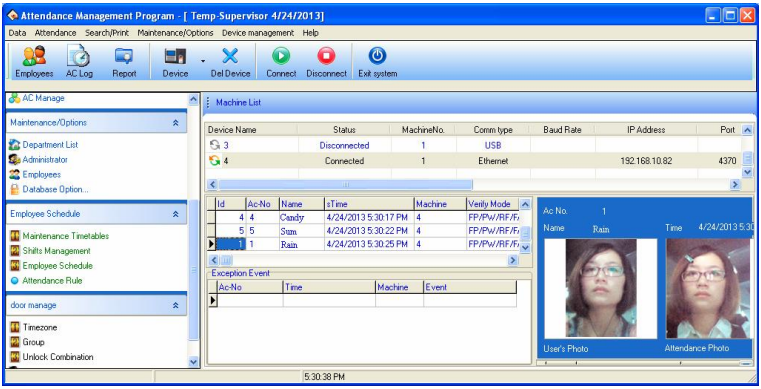


5. Select **Transaction Photo Record of using Http** in the **Extend Function** pagination. Ensure that the port settings are consistent with Web port settings on the device. Finally, click "**OK**" button to save, as shown in the following figure.

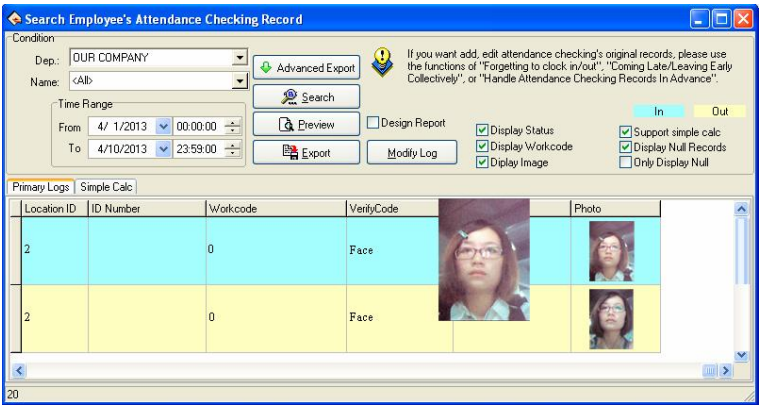


6. The attendance management software automatically detects the online

device, and displays the latest attendance records and photos in the main interface, as shown in the following figure.

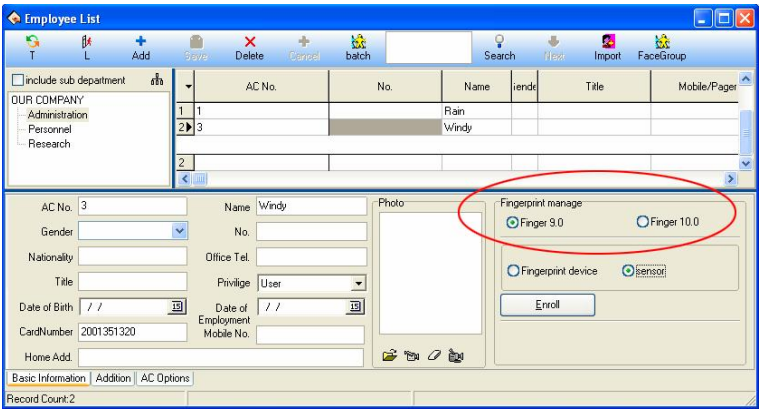


7. You can also query the latest records and photos from the attendance records: 1) Connect the device first, 2) Download the attendance records, 3) Open the attendance records, 4) Finally select **Display Image**. Then, you can see the details of each record, including the images. In the image list, you can click an image to view the enlarged image.



3.9 How to Generate License Files

There are two algorithm versions to enroll the user fingerprint in employee maintenance: Finger9.0 and Finger10.0.



How to choose Finger9.0 or Finger10.0

1. Enroll with a single color LCD fingerprint sensor, choose Finger9.0 algorithm version.

2. Enroll with a TFT fingerprint sensor, you can choose both options. Each algorithm version provides corresponding FP sensor to enroll.

Note: View the device algorithm version in the "system parameters".

How to generate Finger10.0 verification license:

If choosing the Finger10.0, you need a license to conduct fingerprint sensor enrollment. Click on the "Registration" button, it will automatically created "id.txt" file in the software installation directory, you need to send this file to our company to get the license file "finger.lic", then put the license file in "system32" folder under the

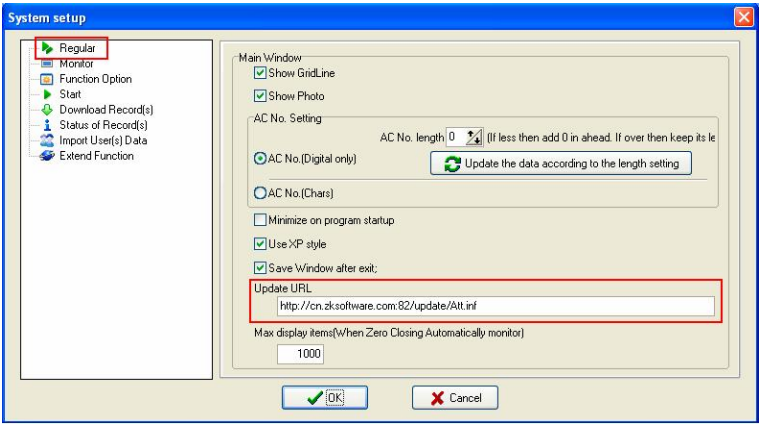
system disk, such as C: \ WINDOWS \ system32 directory.

3.10 Check New Version

The software provides a software version upgrade function. This function can be a timely examination of the software version, and update.

The specific steps are as follows

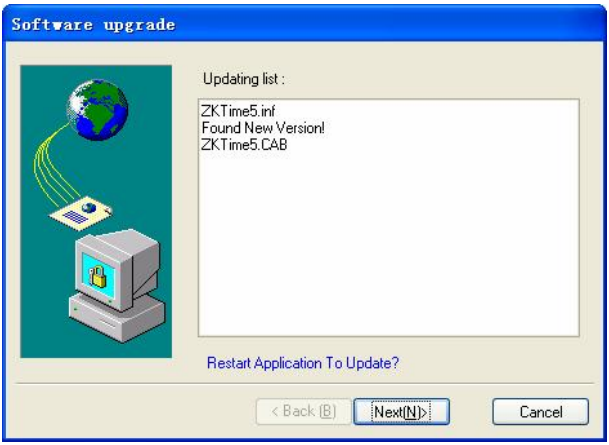
1. On the **Regular** pagination of **System Options**, setting the **Update URL** as http://cn.zksoftware.com:82/update/Att.inf. Show as below:



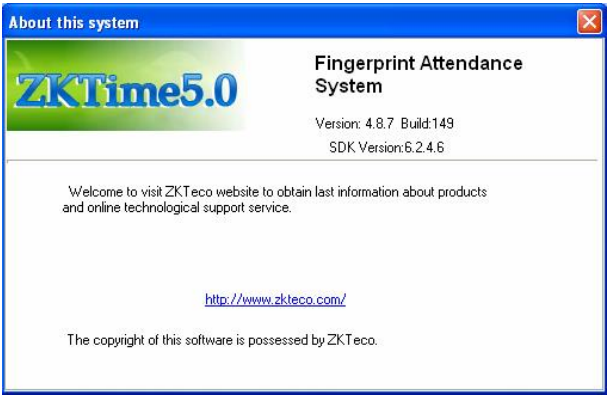
2. After complete set, click "**OK**" button to save. Click the **Check New Version** sub-menu under the **Help** menu, will connecting to the updated server, and then search whether have new version. If have new version, it will display on the window, show as below:

3. Select this update package, and then click "**Next**" button, the following window will popup:

As shown in Figure, displays update process. It's will take some minutes, please be patient. After success, the following window wills popup:



4. Click "**Next (N)**" button, close the software and auto update system. After update, click the **About** sub-menu under the **Help** menu. The following window wills popup:



As shown in Figure, update successful.

4. End User License Agreement

Important- read carefully:

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5. Trouble Shooting

The following is a list of typical troubles you may be annoyed of at the beginning of working with program and their solution as well.

1. Due to the personnel changed, fail to enter the management program, what will I do?

Answer: The PC needs to be configured with Office2000 or a later version, and the Access software at first. Then enter the attendance program installing directory, look for the att2000.mdb file, double-click, and find the "userinfo" list in the appear interface, double-click, to find "securityflags" field, delete the identifier with the value as "15" under this filed.

2. I forget the password of database, how to do?

Answer: Enter "maintenance and setting" of management program, click on the "Setting password of database", then have no need to verify old password, so can set up new password of database.

3. How to use the business check-in/clock-out?

Answer: When the employee needs to go out, the employee should check-out on attendance device. When the employee come back, select business clock-in.

4. While inquire attendance record, selected the highest department, selected all employee, why cannot see record, but it's true display that has been saved to downloading data?

Answer:

(1) It is maybe the data record time expire inquiring range, want to view the original record , open the attendance database (att2000.mdb), enter clock-in-out list, can see all original record, prove that original attendance record is in the range which you inquire, specifically pay attention year.

(2) It is maybe that add a highest department again after the general company name was canceled, installing finish, the default highest department general company can not be cancel, but it is able to be modify in the attendance rule.

5. I have assigned shift, why no the result of account and statistics indicate leave, comes late, gone early?

Answer: First enter management to check the setup shift, in normal condition the name of shift corresponding time period display that appear in blue color in right time box, if there isn't any problem, enter employee shift list, view the starting date of employee shift, the starting date is beyond the account and statistics time range, isn't it?, if it isn't, assign shift again, fix new starting date.

6. How to cancel the schedules which have been set up?

Answer: You can add an empty schedule firstly, then use the empty schedule replace the schedule which will be canceled in employee assignment, enter schedule management to cancel corresponding schedule, OK.

7. Why the data which is stored record is fewer than loaded down data while in the process to download all data?

Answer: While loaded down and record, the attendance program can

determine loaded down record, the repeat record will be cancel automatically; the stored record will not be store again.

8. Why the loaded record appear, but cannot find it while inquire it?

Answer: Confirm time range you inquire is accord with attendance time of loaded record, or it's not. can check attendance record day, month, year, after loaded down record, or open database (att2000.mdb), enter check-out/clock-in , can see all origin record, confirm time of attendance original record is within the range of acquirement, pay attention years record specifically, some independence equipment set time is not real, result in attendance record time isn't correct.

9. Why I attendance normally, but it is show I stay away from work without leave or good reason?

Answer: Examine your period time setting first, confirm your attendance record is among the range of clock-out time, example, you setup the clock-out time is from 17: 00 to 18: 00, you clock-out time record is16: 30, so that the record is invalid, system will indicate neglect afternoon (in attendance rule, no clock-out is neglect); next, examine you attendance time is correct, or it's not.

10. Why there are come late and gone early in the attendance account and statistics shift, but there aren't their records in inquiring record?

Answer: Please examine the setting of attendance account in attendance rule, see if "on duty clock-in record: come late/ gone early" have been sign or have not, if it has been labeled so that the neglect system will indicate come late/gone early.

11. Leaders of company don't require clock-in-out, but their attendance demand account, how do it to set?

Answer:

(1) Enter attendance setting under employee maintenance, cancel valid attendance;

(2) Set up a period time of unnecessary to clock-in-out, produce a schedule, the schedule is used to account with employee.