Fingerprint Time and Attendance System

User Guide

(V1.5)

Subject to change without notice.

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Chapter 1 System Installation

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



1 System Installation

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

1.1 Running Environment

Hardware environment

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

128 Memory and above; Minimum 100M hardware space

COM Port

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

Operating system

Microsoft Windows 2000/ XP (recommended);

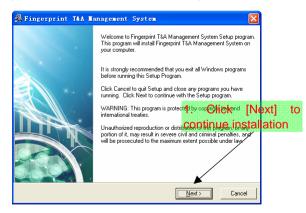
Microsoft Windows Vista;

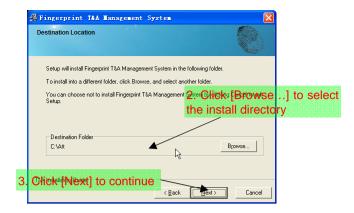
Microsoft Windows 7;

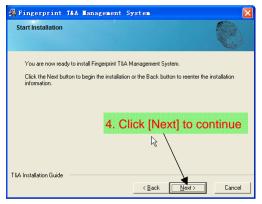
1.2 System Installation

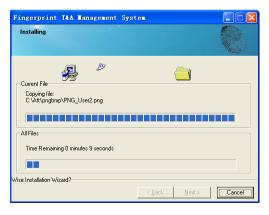
Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:

1. Install the fingerprint time and attendance management software:











Double click it and the T&A management system will be started. In addition, [Time Cashier Fingerprint Attendance System] has been added to [All Programs]. Please see the picture below:

~	im Windows PowerShell 1.0	•
G Internet Internet Explored	🛅 Windows忧化大师	•
	📷 WinRAR	•
🛒 强力卸载电脑上的	📷 Wise Solutions	•
🚺 QQ电脑管家	💼 番茄花园StyleXP主题	•
V We Gas Lise	💼 附件	•
Notepad	💼 Fingerprint T&A Management System	🕨 📃 Communication Management Software
Josephan (1997)	🛅 管理工具	🕨 🕖 Fingerprint T&A Management System
Microsoft Office	💼 鲁大师	🕨 🥯 U Disk Management
2003	💼 屏幕录像专家V7.5	🕨 🎲 Uninstall Fingerprint T&A Management System
Ai Adobe Illustrato	💼 启动	•
Microsoft Office	💼 驱动精灵	•
2003	💼 搜狗拼音输入法	•
🔶 Tencent, exe	💼 腾讯软件	•
M remeente exe	📄 讯雷软件	

The shortcut of [Fingerprint T&A Management System], [Fingerprint T&A Management System] and [U Disk Module Management] are included in "All Programs"

1.3 Uninstall the software

Click [Uninstall Fingerprint T&A Management System] in the above picture, click [Next] and the program will be uninstalled automatically.

Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

Chapter2 Background Management

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



2 Background Management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports.

2.1 Login System

Double click the icon [^{Finerprint}_{TeA Syst...}] on the desktop to start the attendance background management program. The log-in interface will pop up as follows:

 \mathcal{P}

A loss to dealer and			
1. Input admin and	a password		
		in <u>2</u> .	Click [OK] to login system
	Administrator: Administrator:		Click [City] to login system
	Password:		
		<u>OK</u> <u>Cancel</u>	
Fingerprint T&A management	t system ¥4.4.5		
System HR Management Attendance Ex	cception Data Maintenance External He	lp	
		System menu	1
		- /	
8	? 🔊 ?		
w,			
Empl	loyees Timetable Schedule		Charles de la mare
			Shortcut button
	Record	Report Clear Data	
	House	Treport Citor Data	
	1		
		Compress DB	Exit System
	Append Rec. Leave		
2011-05-24 13:19:42 Admin	Fingerprint T&A management sy	stem Be True & Safe	Status column
The main interfe	aa inaludaa thraa n	a rita i	

The main interface includes three parts:

1. System menu: Include the whole function module & information

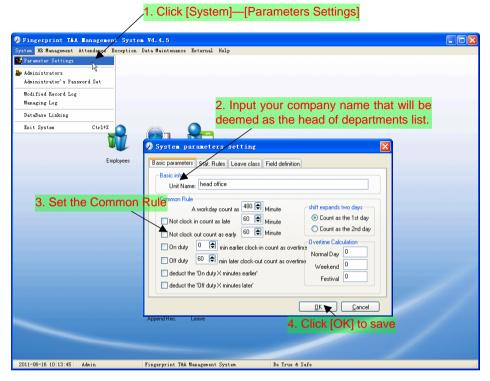
2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Show the current time, logged-in administrator and so on.

2.2 System Menu

2.2.1 Parameters Setting

Basic Parameters:



Unit name will be deemed as the head of departments list.

[A working day count as X minutes] means A valid workday is the time range from time period 1 (On duty) to time period 2 (Off duty), and the default value for a valid workday is 480 minutes (8 hours). Please note the calculation is by minute.

[Not clock in count as late X minutes]: If the check box "minutes calculated as coming late if no clock in" is selected, calculation for "no clock in" will be regarded as coming late minutes. If the check box is not selected, calculation for "no clock in" will be regarded as absent from work.

[Not clock out count as earlier X minutes]: If the check box "minutes calculated as leaving early if no clock out" is selected, calculation for "no clock out" will be regarded as leaving early minutes. If the check box is not selected, calculation for "no clock out" will be regarded as absent from work.

[On duty X minutes earlier clock-in count as overtime]: Calculation is by minute.

This option will be effective before valid work time set. For example: If it is set be 60 minutes and on duty time is set be 09:00, then clock in records after 08:00 will be regarded as overtime work. If the clock in time is 07:40, then overtime work will be calculated as 80 minutes.

[Off duty X minutes later clock-out count as overtime]: Calculation is by minute. This option will be effective after valid work time set. For example: If it is set be 60 minutes and off duty time is set be 17:00, then clock out records after 18:00 will be regarded as overtime work. If the clock out time is 18:20, then overtime work will be calculated as 80 minutes.

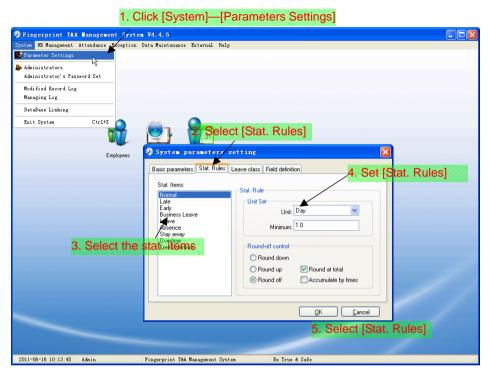
[Deduct the 'On duty X minutes earlier']: Calculation is by minute. This option will be effective after valid work time set. For example: On duty time is set be 09:00, also set [clock-in time earlier than on-duty time is counted as overtime] be 30 minutes.

Then if one employee clock-in time is 08:00, if also choose [deduct the clock-in 'x minutes earlier'], then the actual overtime is 30 minutes; if not choose, then the actual overtime is 60 minutes.

[Deduct the 'Off duty X minutes later']: Calculation is by minute. This option will be effective after valid work time set. For example: Off duty time is set be 17:00, also set [clock-out time later than off-duty time is counted as overtime] be 30 minutes.

Then if one employee clock-out time is 18:00, if also choose [deduct the clock-out 'x minutes later'], then the actual overtime is 30 minutes; if not choose, then the actual overtime is 60 minutes.

Stat. Rules: This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.



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

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave Class: Click page [Leave Class] in pic2.1, following shows:

1. Click [System]—[Parameters Settings]

Dingerprint T&X Hanagemen	t System ¥4.4.5	
	xception Data Maintenance External Help	
Parameter Settings		
le Administrators		
Administrator's Password Set		
Modified Record Log		
Managing Log		
DataBase Linking		
Exit System Ctrl+X		
Ť	2. Select [Leave Class]	
•	The D System parameters setting	
Emp	ologees Tin System parameters setting	
	Basic parameters Stat. Rules Leave class Field definition	
	🔏 🧶 🖻 🗸 🖉 4. Set the leave dass	
	Pipend Delete Modity Save Cancel	
	Administration Department	
3. Click	[Append] Administration Departm	
	Sales Show Color: Red	
	Indicating Symbol:	
	5. Click [Save] to save	
	Apr DK Cancel	
2011-06-16 10:13:45 Admin	Fingerprint T&A Management System Be True & Safe	

Modify leave class:

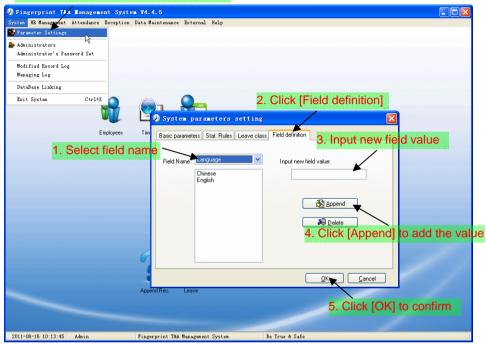
Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [save] to finish.

Delete leave class:

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

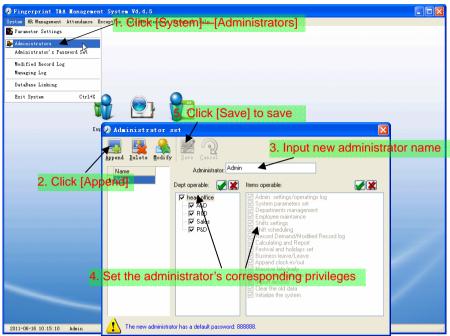
Field definition:

1. Click [System]-[Parameters Settings]



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

2.2.2 Administrators



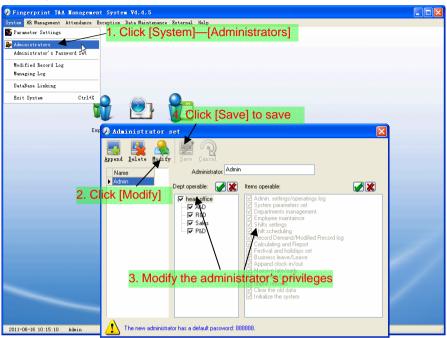
The default password of new administrator is '888888'. Please login as the new registered administrator and click menu [System] -- [Administrator's password set] to set new password of administrator for system security.

Note:

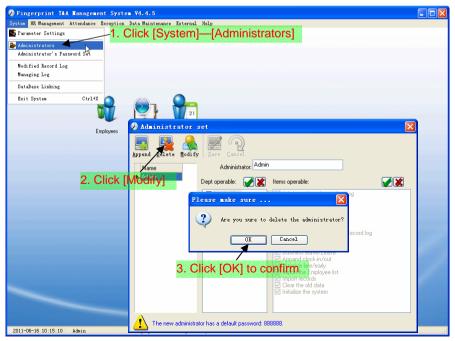
1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Employee maintenance, Shifts settings,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

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

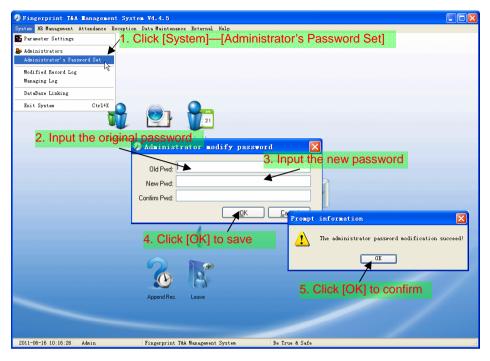
Modify Administrator:



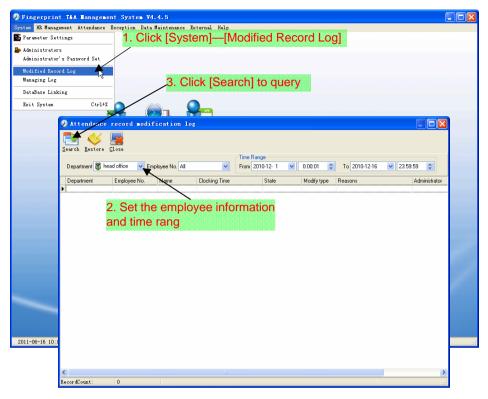
Delete Administrator:



2.2.3 Administrator's Password Set



2.2.4 Modified Record Log



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

Click [Close] to exit.

2.2.5 Managing Log

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

feen fut managemente	Attendance Exc	ception Data Maint	enance External Help		
Parameter Settings		Charles at the stretter terms of			
Administrators		1 Cli	ick [System]—[Ma	naging Log	
Administrator's Pass	sword Set				
Modified Record Log					
Managing Log					
DataBase Linking	- 13				
Exit System	Ctrl+X				
		2 🔗 1			
	- V		21		
	Administ	trator opera	tion log		
×		second obera		Select administrator.	
	I 🔄		, The second		
	Search Close		/ ar	nd set the time range	
			Time Barne		
. Click [Sea	arch1 to	auerv			
	Administrator	All	✓ From 2009- 3-14 ✓	0:00:01 📚 To 2009- 4-13 💌 23:59:59 📚	
-					
		Name	Managing Time	Bernark	~
	ID .	Name Admin	Managing Time 2009-4-13 11:53:48	Remark Doerating sustem parameter settings	^
l l l l l l l l l l l l l l l l l l l	•	Z Admin	2009-4-13 11:53:48	Operating system parameter settings	^
Þ	•	Admin 21 Admin	2009-4-13 11:53:48 2009-4-13 11:53:30	Operating system parameter settings Operating system parameter settings	^
		Z Admin	2009-4-13 11:53:48	Operating system parameter settings Operating system parameter settings Operating system parameter settings	
		Admin 21 Admin 20 Admin	2009-4-13 11:53:48 2009-4-13 11:53:30 2009-4-13 11:51:47	Operating system parameter settings Operating system parameter settings	
		Admin 21 Admin 20 Admin 19 Admin	2009-4-13 11:53:48 2009-4-13 11:53:30 2009-4-13 11:51:47 2009-4-13 11:49:33	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings	
		Admin 21 Admin 20 Admin 19 Admin 18 Admin	2009-4-13 11:53:48 2009-4-13 11:53:30 2009-4-13 11:51:47 2009-4-13 11:49:33 2009-4-13 11:44:10	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before '' 2009-03-01 ''	
		Admin 21 Admin 20 Admin 19 Admin 18 Admin 17 Admin	2009-4-13 11:53:48 2009-4-13 11:53:30 2009-4-13 11:51:47 2009-4-13 11:49:33 2009-4-13 11:44:10 2009-4-13 11:43:21	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before "2009/03/01 " Operating business leave/leave	
		Admin 21 Admin 20 Admin 19 Admin 18 Admin 17 Admin 16 Admin	2009-4-13 11:53:48 2009-4-13 11:53:30 2009-4-13 11:51:47 2009-4-13 11:49:33 2009-4-13 11:49:31 2009-4-13 11:43:21 2009-4-13 11:42:38	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before "2009-03-01 " Operating business leave/leave Operating business leave/leave	
		Admin 21 Admin 20 Admin 19 Admin 18 Admin 17 Admin 16 Admin 15 Admin	2009-4-13 11:53-48 2009-4-13 11:53:30 2009-4-13 11:51:47 2009-4-13 11:49:33 2009-4-13 11:44:10 2009-4-13 11:43:21 2009-4-13 11:43:21 2009-4-13 11:41:53	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before " 2009-03-01 " Operating business leave/leave Operating business leave/leave Operating business leave/leave	
		Admin 21 Admin 20 Admin 19 Admin 18 Admin 17 Admin 16 Admin 15 Admin 14 Admin	2009-4-13 11:53-88 2009-4-13 11:53:80 2009-4-13 11:53:80 2009-4-13 11:49:33 2009-4-13 11:49:21 2009-4-13 11:43:21 2009-4-13 11:42:38 2009-4-13 11:41:53 2009-4-13 11:40:55	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before '' 2009-03-01 '' Operating business leave/leave Operating business leave/leave Operating business leave/leave Operating business leave/leave	
		Admin	20094-13 11:53-48 20094-13 11:53-30 20094-13 11:53-30 20094-13 11:49-33 20094-13 11:49-33 20094-13 11:42-38 20094-13 11:42-38 20094-13 11:42:58 20094-13 11:40:55 20094-13 11:36:39	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before "2009-03-01 " Operating business leave/leave Operating business leave/leave Operating business leave/leave Operating business leave/leave Operating business leave/leave Operating business leave/leave Operating business leave/leave	
		Admin	2009-4-13 11:53-48 2009-4-13 11:53-30 2009-4-13 11:51-47 2009-4-13 11:49-33 2009-4-13 11:49-33 2009-4-13 11:43-21 2009-4-13 11:43-21 2009-4-13 11:40-55 2009-4-13 11:40-55 2009-4-13 11:36-39 2009-4-13 11:32-16	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before '' 2009-03-01 '' Operating business leave/leave Operating system parameter settings Operating system parameter settings Operating system parameter settings	
2011-06-16 10:17:49		Admin Admin 20 Admin 19 Admin 18 Admin 18 Admin 16 Admin 15 Admin 13 Admin 13 Admin 13 Admin 13 Admin	2009-4-13 11:53-88 2009-4-13 11:53:30 2009-4-13 11:51:47 2009-4-13 11:49:33 2009-4-13 11:44:10 2009-4-13 11:43:21 2009-4-13 11:43:21 2009-4-13 11:40:55 2009-4-13 11:36:39 2009-4-13 11:32:16 2009-4-13 11:22:10	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before '' 2009-03-01 '' Operating business leave/leave Operating system parameter settings Operating system parameter settings Operating system parameter settings	
2011-06-16 10:17:49		Admin 21 Admin 20 Admin 19 Admin 18 Admin 18 Admin 16 Admin 18 Admin 13 Admin 13 Admin 11 Admin 11 Admin 10 Admin	2009-4-13 11:53-88 2009-4-13 11:53:80 2009-4-13 11:51:47 2009-4-13 11:49:33 2009-4-13 11:49:21 2009-4-13 11:43:21 2009-4-13 11:42:88 2009-4-13 11:42:55 2009-4-13 11:25:10 2009-4-13 11:25:10 2009-4-13 11:25:10	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before '' 2009-03-01 '' Operating business leave/leave Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings	
2011-06-16 10:17:49		Admin 21 Admin 20 Admin 19 Admin 18 Admin 18 Admin 16 Admin 15 Admin 14 Admin 13 Admin 12 Admin 11 Admin 10 Admin 9 Admin	2009-4-13 11:53-48 2009-4-13 11:53-30 2009-4-13 11:51-47 2009-4-13 11:49-33 2009-4-13 11:49-33 2009-4-13 11:42-13 2009-4-13 11:42-28 2009-4-13 11:42-58 2009-4-13 11:42-56 2009-4-13 11:25-10 2009-4-13 11:25-10 2009-4-13 11:24-47 2009-4-13 11:24-47	Operating system parameter settings Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before '' 2009/03/01 '' Operating business leave/leave Operating business leave/leave Operating business leave/leave Operating business leave/leave Operating system parameter settings	
2011-06-16-10:17:48		Admin 21 Admin 20 Admin 19 Admin 18 Admin 18 Admin 16 Admin 15 Admin 13 Admin 13 Admin 13 Admin 14 Admin 13 Admin 10 Admin 10 Admin 8 Admin 8 Admin	2009-4-13 11:53-48 2009-4-13 11:53-30 2009-4-13 11:53-30 2009-4-13 11:43-33 2009-4-13 11:43-21 2009-4-13 11:43-21 2009-4-13 11:43-21 2009-4-13 11:43-25 2009-4-13 11:23-16 2009-4-13 11:25-10 2009-4-13 11:22-10 2009-4-13 11:22-44 2009-4-13 11:22-21	Operating system parameter settings Operating system parameter settings Operating system parameter settings Clear the data before " 2009-03-01 " Operating business leave/leave Operating system parameter settings Operating business leave/leave Operating system parameter settings Operating system parameter settings	

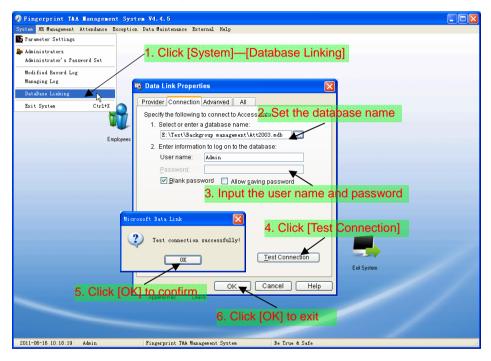
2.2.6 Set Database Link

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

When the following mistake appears,

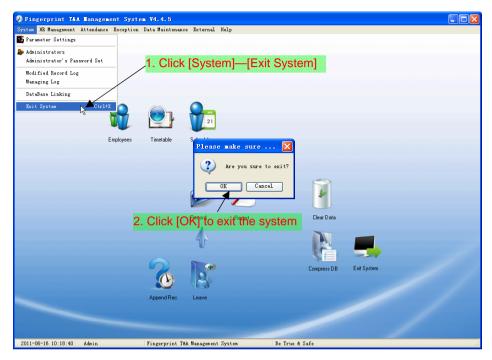


You should link database again:



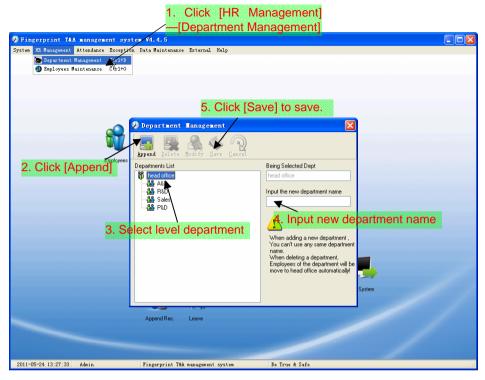
2.2.7 Exit System

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



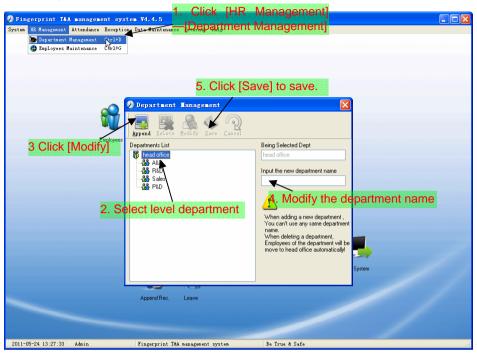
2.3 HR Management

2.3.1 Department Management

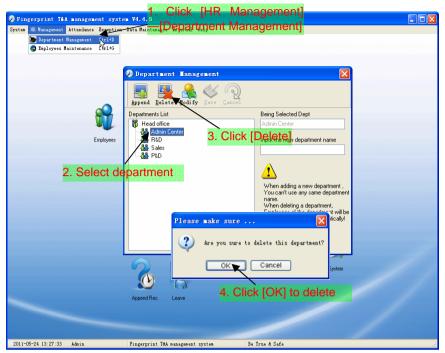


Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [Administrator] first (choose the new department you just added in the "Department operable").

Modify Department:



Delete Department:



Notice: Repetition of department name is not allowed;

If there are employees existing in the deleted department, those employees will be automatically transferred to department of head office.

2.3.2 Employees Maintenance

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

		1. (Click [H	HR Mai	nageme	ent]				
		/[E	mploye	es Man	ageme	nt]				
Fingerprint T&A man	nagement system				Ŭ					
System HR Management Atter		/	External Hel	P						
👿 Department Manag	ement Ctrl+D									
🔮 Employees Mainte	nance Ctrl+G			lick [Sav						
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2	Employee Maint	enance								
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Enroll Fingerprints: Connected the fingerprint sensor OA99+:

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Note: 1. The items of "Calculate Attendance", "Calculate Overtime", "Rest On Holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this employee is not checked, there will be no statistical result for this employee in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this employee will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this employee; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the employee, those shifts will be invalid. And if there are time attendance records of this employee, those records will be deemed as free overtime.

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

Employee's Modification:

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

Employee's Deletion:

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

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

Import Employees:

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

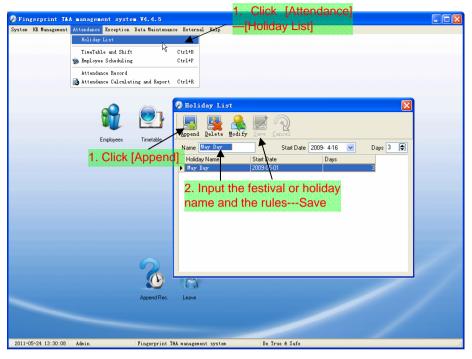
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2.4 Attendance

2.4.1 Holiday List



Modification of festivals or holidays:

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

Deletion of festivals or holidays:

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

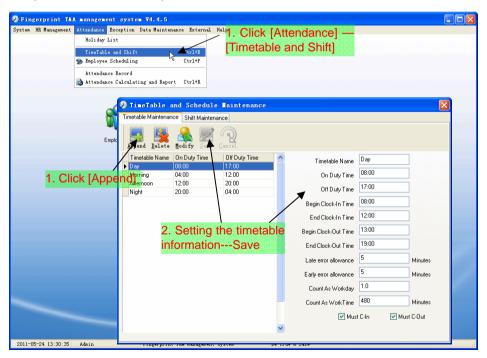
2.4.2 Timetable and Shift

The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

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

[Timetable Maintenance]:



Note: Every item should be setup in timetables with no blank left.

[Begin Clock-in Time] and [End Clock-in Time] setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

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

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

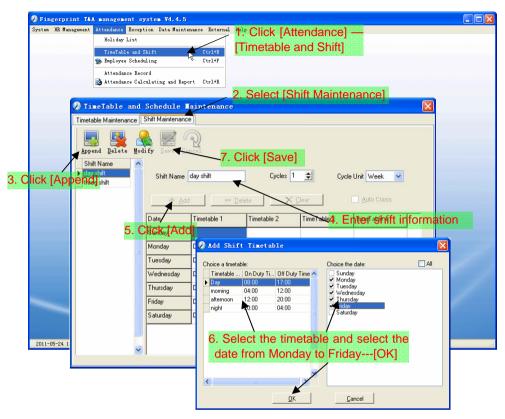
[Timetable Modification]:

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

[Timetable Deletion]:

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

[Shift Maintenance]:



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

[Clear]: Clear all the timetables of the shift.

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

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

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

Example:

Add Timetable:

Complete process for adding four timetables:

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

Noon shift 12:00 - 20:00 Night shift 20:00 - 04:00

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

Three Shifts:

Add "Three shifts" (Please note: It is assumed that the shift goes around every week, cycle every three weeks and employee is on holiday every Saturday and Sunday.)

Step 1: Click [Append], enter "Three shifts" in [Shift Name], set [Cycle] to "3" and [Cycle Unit] to "Week". Please see the picture below:

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	Saturday					
	Sunday					
	Monday					-
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Step 2: Add corresponding working hour timetable in accordance with "Cycle": First week (morning shift, from Monday to Friday):

Click [Add] and the following window pops up:

🕗 Add Shift T	imetable		
Day 08:0 morning 044 afternoon 12:0 night 20:0	00 12:00 00 20:00	Choice the date: Unday Vertical of transformer Sunday Vertical of the date Sunday Trunsday	_ All Wednesday Trunday Fiday Saturday
	<u>0</u> K	Cancel	

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

Second week (afternoon shift, from Monday to Friday):

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

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

Third week (night shift, from Monday to Friday):

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

hoice a timetal	ole:		Choice the date:	📃 All
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Step 3: Click [OK] to complete the working hour setting for the third week.

Step 4: After the completion of above steps, please don't forget to click [Save] and the setup of "three shifts" will be done (see the picture below):

imetable Maintenance	Shift Maintenan	ce				
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		-				- 111
	Thursday	morning				
	Thursday Friday	morning				-
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	Friday	-				-
	Friday Saturday	-				
	Friday Saturday Sunday	morning				

2.4.3 Employee Scheduling

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

Please note:

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

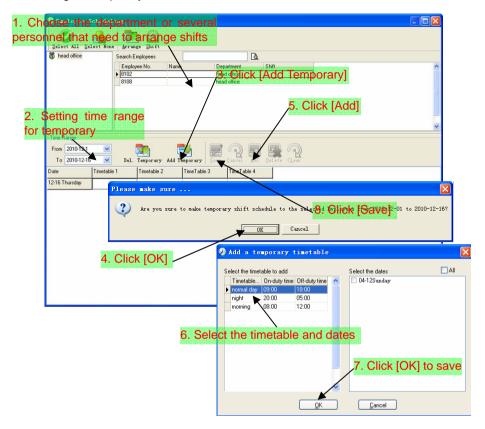
If the cycle unit of scheduling is "month" and the amount of cycle is more than 2, the starting date should setup as "1st day of a month".

Deletion of the shifts:

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

Arrange a Temporary Shift:

When one or many employee's working time needs to be changed temporarily, you can arrange a temporary shift.

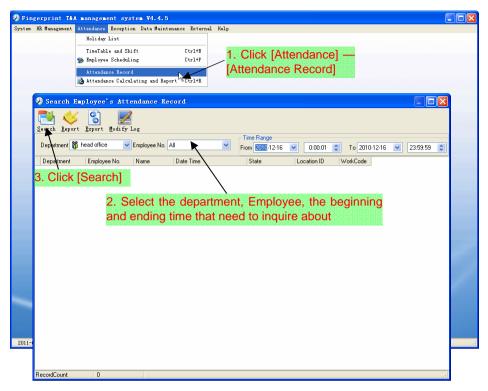


[Delete]: Delete the selected timetable;

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

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

2.4.4 Attendance Records



arch Report	Modify Log								
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2009-4-15 17:08:53	Clock Out	2009-4-9 8:02:15	Clock In	2009-4-4 7:43:54	Clock In

Attendance records exporting:

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

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

	t Attendan	ce Exception	Data Maint	enance External	Help					
	Holi d	lay List								
	TineT	able and Shif		Ctrl+B						
		wee Schedulin;		Ctrl+P						
	So rubro	yee Scheduling	6	CULU	/	1. Clici	k Atte	ndance][Atter	Idance
	Atten	dance Record				Calcul	ating c	ind Rep	ort1	
	🔥 Atten	dance Calcula	ting and Rep		-	Calcul	alling a	ind Kep	ong	
				13						
		-								
_										
2	Attendance	Calculatin	g and Report							
	M 📣	/ O) [2							
	<u> </u>		2							
Cal	mate Debon	t Export Exce	gtidh		Time Range					
Dr	spartment 🎁 hr	ead office	Employee All		From 2010-12- 1	0.00.01	To 2	2010-12-16 💌	23:59:59 😂	
Plb	-			ptions Calculated Iten						
	Department	Employee No.	Name	Date Time 2010-12-01 08:56:00	State	Operation	Exception Des		Check	Work.Code
	ead office ead office	8108 8108		2010/12/01 08:56:50			Normal record	Day		0
	ead office	8108		2 Solo	act the	begin	ning	the end	ing date	e and the
	ead office	8108		2010-12-02 10 12:00		Degin	imig,	ine enu	ing uale	anu ure
	ead office	8108		adepart	ment a	and sta	ff that	needs	to he ca	loulated
	ead office	8108		2010/12/03 18 12:00	Chert Dat		in that	noodo		iouluiou
	ead office	8108		2010-12-06 08:56:00	Clock In		Normal record	Day		0
			-4-1	2010-12-06 18:12:00			Normal record	Day		0
3.	Click	[Calcul	atej	2010-12-07 08:56:00	Clock In		Normal record	Day		0
h	ead office	8108		2010-12-07 18:12:00	Clock Out		Normal record	Day		0
The second se	ead office	8108		2010-12-08-08:56:00	Clock In		Normal record	Day		0
h	ead office	8108		2010-12-08 18:12:00	Clock Out		Normal record	Day		0
h	ead office	8108		2010-12-09 08:56:00	Clock In		Normal record	Day		0
	ead office	8108		2010-12-09 18:24:00	Clock Out		Normal record	Day		0
h				2010-12-10 08:56:00	At		Normal record	Dav		0
	ead office	8108		2010-12-10 06:36:00	Clock In					
h	ead office	8108		2010-12-10 08:56:00			Normal record	Day		0
h					Clock Out					0
h	ead office	8108		2010-12-10 18:24:00	Clock Out Clock In		Normal record	Day		
	ead office ead office	8108 8108		2010-12-10 18:24:00 2010-12-13 08:56:00	Clock Dut Clock In Clock Out		Normal record Normal record	Day Day		0
h	ead office ead office ead office	8108 8108 8108		2010-12-10 18:24:00 2010-12-13 08:56:00 2010-12-13 18:28:00	Clock Dut Clock In Clock Out Clock In		Normal record Normal record Normal record	Day Day Day		0
	ead office ead office ead office ead office	8108 8108 8108 8108		2010-12-10 18:24:00 2010-12-13 08:56:00 2010-12-13 18:28:00 2010-12-14 08:56:00	Clock Out Clock In Clock Out Clock In Clock Out		Normal record Normal record Normal record Normal record	Day Day Day Day		0
	ead office ead office ead office ead office ead office	8108 8108 8108 8108 8108 8108		2010-12-10 18:24:00 2010-12-13:08:56:00 2010-12-13:18:28:00 2010-12-14:08:56:00 2010-12-14:18:32:00	Clock Out Clock In Clock Out Clock In Clock Out Clock In		Normal record Normal record Normal record Normal record Normal record	Day Day Day Day Day Day Day		0
24 13:3	ead office ead office ead office ead office ead office ead office	8108 8108 8108 8108 8108 8108 8108 8108		2010-12-10 18:24:00 2010-12-13 08:56:00 2010-12-13 18:28:00 2010-12-14 08:56:00 2010-12-14 08:56:00 2010-12-14 18:32:00 2010-12-15 08:56:00	Clock Out Clock In Clock Out Clock In Clock Out Clock Out Clock In Clock Out		Normal record Normal record Normal record Normal record Normal record Normal record	Day Day Day Day Day Day		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

2.4.5 Attendance Calculating and Report

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

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

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

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

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

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

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

Exceptions of attendance records dealt with:

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

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

2010-12-03 08:56:00 Clock In		-	Normal record	Day
Esport Data		E	Normal record	Day
Greate report for current grid		1	Normal record	Day
Change state		1	Clock in	lay
Delete selected	Del	1	Clock out	ay
Cancel operation for selected	Ctr14Z		Qvertime in	ay
Modify and save Exception	Ctr145		Overtime out	any .
Change filter			034	14
Columns			Out back	in
Show all columns		Т	Normal record	Day
Shine are conduit		1	Normal record	Dav

The definition of each option as follows:

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

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

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

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

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

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

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

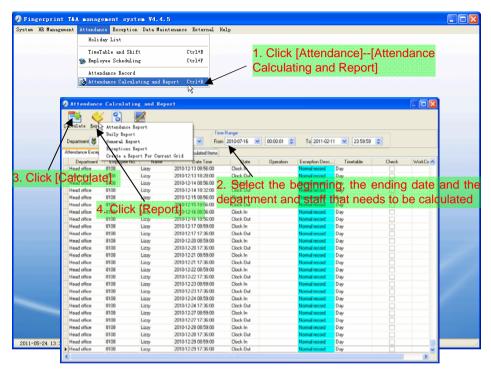
[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

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

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

Report:

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



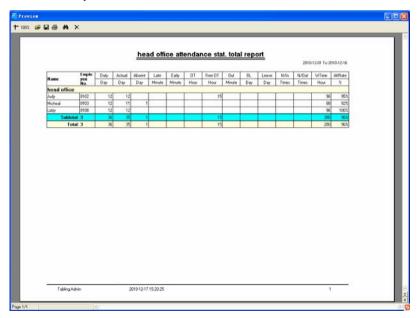
[Attendance Report]: Calculate employee's attendance record;

	Head	l office attendanc	e record	report	
				2009-04-01	To 2009-04-16
Head office Judy	8102	2009-04-10 17:04:34	Clock Out	2009-04-07 17:14:20	Clock Out
2009-04-01 07-23:05	Clock In	2009-04-13 07:35.46	Clock In	2009-04-08 07:08:12	Clock In
2009-04-01 17:00:59	Clock Out	2009-04-13 17:27:06	Clock Dut	2009-04-08 07:24:53	Clock In
2003-04-02 07 45 35	Clock in	2009-04-14 07:06:12	Clock In	2009-04-08 17:20:05	Clock Out
2009-04-02 17:05:16	Clock Out	2009-04-14 17:16:25	Clock Dut	2009-04-09 07:49:52	Clock In
2009-04-03 07:52 12	Clock In	2009-04-15 07:46:59	Clock In	2009/04/09 07:51:56	Clock In
2009-04-03 17:01-54	Clock Out	2009-04-15 17:08:53	Clock Out	2009-04-09 08:02:15	Clock In
2009-04-04 07:43:54	Clock In	2009-04-16 08:00:59	Clock In	2009-04-09 17:11:24	Clock Out
2003-04-05 07:38:36	Clock In	Count: 27		2009-04-10 07:45:19	Clock.In
2009-04-06 17:08 42	Clock Out	BLD KingJin	8103	2009-04-10 17:04:34	Clock Out
2009-04-07 07:45:16	Clock In	2005-04-01 07:23:05	Clock In	2009-04-13 07:35:46	Clock In
2009-04-07 17:14:20	Clock Out	2009-04-01 07:23:09	Clock Out	2009-04-13 17:27:06	Clock Out
2009-04-08 07:08:12	Clock In	2009-04-02 07:45:35	Clock In	2009-04-14 07:06:12	Clock In
2009-04-08 07:24:53	Clock In	2009-04-02 17:05:16	Clock Out	2009-04-14 17:16:25	Clock Out
2009-04-08 17:20:05	Clock Out	2005/04/03 07:52:12	Clock In	2009-04-15 07:46:59	Clock In
2009-04-09 07:49:52	Clock In	2009/04/03 07:02:12	Clock Out	2009-04-15 17:08:53	Clock Out
2009-04-09 07:51:56	Clock In	2009-04-04 07:43:54	Clock In	2009-04-16-08:00:59	Clock In
2009-04-09 08:02:15	Clock In	2009-04-06 07:39:36	Clock In	Count 27	Sector Sector
2009-04-09 17:11:24	Clock Out	2009-04-06 17:08:42	Clock Out	PLD Mark Simth	8105
2009-04-10 07:45:19	Clock In	2003-04-07 07:45:16	Clock In	2009-04-01 07:23:05	Clock In
2009-04-10 17:04:34	Clock Out	2009-04-07 17:14:20	Clock Out	2009-04-01 17:00:59	Clock Out
2009-04-13 07:35:46	Clock In	2009-04-08 07:08 12	Clock In	2008/04/02 07:45:35	Clock In
2009-04-13 17:27:06	Clock Out	2009-04-08 07 24 53	Clock In	2009-04-02 17:05:16	Clock Out
2003-04-14 07:06:12	Clock In	2009-04-00 17:20:05	Clock Out	2009-04-03 07:52:12	Clock In
2009-04-14 17:16:25	Clock Out	2003-04-09 07:49:52	Clock In	2009-04-03 17:01:54	Clock Dut
2009-04-15 07:46:59	Clock In	2009-04-09 07:51:56	Clock In	2009-04-04 07:43:54	Clock In
2009-04-15 17:08:53	Clock Out	2009 04 09 08 02 15	Clock In	2009-04-06-07:38:36	Clock In

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

01 02 03	04 05 06 07 08 09	10 11 12 13 14 1	5 16 17 18 19 20		2010-12-01 To 2010-12-1
	04 05 06 07 08 09	10 11 12 13 14 1	5 16 17 18 19 20		
7777			-11111	21 22 23 24 25	26 27 28 29 30
1/1/1/					
11.	/ BL / /				
111	1 1 1 1 1				

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



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

personal leave" etc;

		The did billing	ce allemaance	exceptions	Tepon	
					2010-1	2401 To 2010-12-16
Name	No.	Da	te & Time	Exception type	Work long	Remark
head of						
Judy	8102	2010-12-04 18:00:00	2010-12-05 09:00:00	Free overtime	15:00:00	
Judy	8102	2010/12/07 10:23:00	2010/12/07 13:56:00	Business leave	03.33.00 bb	8

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

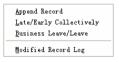
head off					
nead or i	ice exc	eptions of	fshifts	report	
Departmen t	Name	Employee No.	Date	Timetable	On Duty
head office	Judy	8102	2010-12-01	Day	2010-12-01 09:00
head office	Judy	8102	2010-12-02	Day	2010-12-02 09:00
head office	Judy	8102	2010-12-03	Day	2010-12-03 09:00
head office	Judy	8102	2010-12-06	Day	2010-12-06 09:00
head office	Judy	8102	2010-12-07	Day	2010-12-07 09:00
head office	Judy	8102	2010-12-08	Day	2010-12-08 09:00
head office	Judy	8102	2010-12-09	Day	2010-12-09 09:00
head office	Judy	8102	2010-12-10	Day	2010-12-10 09:00
head office	Judy	8102	2010-12-13	Day	2010-12-13 09:00
head office	Judy	8102	2010-12-14	Day	2010-12-14 09:00
head office	Judy	8102	2010-12-15	Day	2010-12-15 09:00
head office	Judy	8102	2010-12-16	Day	2010-12-16 09:00
head office	Micheal	8103	2010-12-01	Day	2010-12-01 09:00
head office	Micheal	8103	2010-12-02	Day	2010-12-02 09:00
head office	Micheal	8103	2010-12-03	Day	2010-12-03 09:00
head office	Micheal	8103	2010-12-06	Day	2010-12-06 09:00
head office	Micheal	8103	2010-12-07	Day	2010-12-07 09:00
head office	Micheal	8103	2010-12-08	Day	2010-12-08 09:00
head office	Micheal	8103	2010-12-09	Day	2010-12-09 09:00
head office	Micheal	8103	2010-12-10	Day	2010-12-10 09:00
head office	Micheal	8103	2010-12-13	Day	2010-12-13 09:00
head office	Micheal	8103	2010-12-14	Day	2010-12-14 09:00
head office	Micheal	8103	2010-12-15	Day	2010-12-15 09:00
head office	Micheal	8103	2010-12-16	Day	2010-12-16 09:00
head office	Lizzy	8108	2010-12-01	Day	2010-12-01 09:00
head office	Lizzy	8108	2010-12-02	Day	2010-12-02 09:00
head office	Lizzy	8108	2010-12-03	Day	2010-12-03 09:00

M N? X		Ale and a			
Off Duty	Clock In	Clock Out	Late	Early	OverTime
2010-12-01 17:30	2010-12-01 09:00:00	2010-12-01 18:00:00			+
2010-12-02 17:30	2010-12-02 09:00:00	2010-12-02 18:00:00			
2010-12-03 17:30	2010-12-03 09:00:00	2010-12-03 18:00:00			-
2010-12-06 17:30	2010-12-06 09:00:00	2010-12-06 18:00:00			-
2010-12-07 17:30	2010-12-07 08:00:00	2010-12-07 18:00:00			
2010-12-08 17:30	2010-12-08 09:00:00	2010-12-08 18:00:00			-
2010-12-09 17:30	2010-12-09 09:00:00	2010-12-09 18:00:00			
2010-12-10 17:30	2010-12-10 09:00:00	2010-12-10 18:00:00		1	
2010-12-13 17:30	2010-12-13 09:00:00	2010-12-13 18:00:00			
2010-12-14 17:30	2010-12-14 09:00:00	2010-12-14 18:00:00		2	
2010-12-15 17:30	2010-12-15 09:00:00	2010-12-15 18:00:00			
2010-12-16 17:30	2010-12-16 09:00:00	2010-12-16 18:00:00			
2010-12-01 17:30	2010-12-01 08:53:00	2010-12-01 18:03:36			
2010-12-02 17:30	2010-12-02 08:53:00	2010-12-02 18:03:36		0	
2010-12-03 17:30	2010-12-03 08:53:00			0	
2010-12-06 17:30	2010-12-06 08:53:00	2010-12-06 18:03:36			
2010-12-07 17:30	2010-12-07 08:53:00	2010-12-07 18:03:36		1	
2010-12-08 17:30	2010-12-08 08:53:00	2010-12-08 18:03:36			
2010-12-09 17:30	2010-12-09 08 53:00	2010-12-09 18:03:36			
2010-12-10 17:30	2010-12-10 08:53:00	2010-12-10 18:03:36			
2010-12-13 17:30	2010-12-13 08:53:00	2010-12-13 18:03:36		8	
2010-12-14 17:30	2010-12-14 08:53:00	2010-12-14 18:01:35		3	
2010-12-15 17:30	2010-12-15 08:53:00	2010-12-15 18:05:52		1	
2010-12-16 17:30	2010-12-16 08:53:00	2010-12-16 17:59:52		3	
2010-12-01 17:30	2010-12-01 08:56:00	2010-12-01 18 12:00			
2010-12-02 17:30	2010-12-02 08:56:00	2010-12-02 18:12:00		3	
2010-12-03 17:30	2010-12-03 08:56:00	2010-12-03 18:12:00			
2010-12-06 17:30	2010-12-06 08:56:00	2010-12-06 18:12:00			
2010-12-07 17:30	2010-12-07 08:56:00	2010-12-07 18:12:00			
2010-12-08 17:30	2010-12-08 08:56:00	2010-12-08 18:12:00		0	1

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

Exceptions dealt with:

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



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

2.5 Exception

2.5.1 Away on Business/Leave

When the employee can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function.

🧶 Fingerprint T&A management system ¥4.4.5		. Click [Excep			
System HR Management Attendance Exception Data Maintenan	ce Externel Heln 🖌 🥨	*******		, may	
Away On Business/Leave	Ctr1+	On Business/L	eavej		
Append Record	Ctrl+W				
Append Record Collecti					
Dealing With Collectiv	ely Late/Early	. Click [Save]			
2. Click [Append]					
2. Click [Append]. Be away on Busine	ss & Asking for Leave				
	- El 💫				
Append Delete Modify Save Cancel	Search Report				
	Time Range				
Department 👸 Head office	×	♥ 08:00:00 🗘			
Employee No.	Beginning Time 2011-02-11				
	Ending Time 2011-02-11	17:30:00 😂			
Leave Type					
Reason					
Department Employee No. Name	Beginning Time	Ending Time	Leave Type	Reason	
Example 1					
	2 (Select the dep	()	omploye	o No
	beç	jinning/ending	i time ar	nd leave ty	/pe
and the second					
× [>	
2011-05-24 13:34:22 Admin Fingerprint T	ðA management system	Be True & Safe			.;

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

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

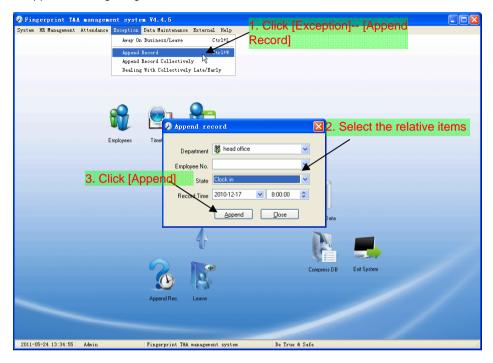
[Search]: Setting the conditions, then click [Search] to query records.

[Report]: This function will put out record of query generate reports.

		Head 0	nice Employ	ee Leave Detail	
_		222		-24 - 25	2010-09-01 To 2011-02-11
	Imployee No.		Range	Leave Type	Reason
\$1	8102	2010-12-07 10:23:00	2010-12-07 13:56:00	Business leave	lifu

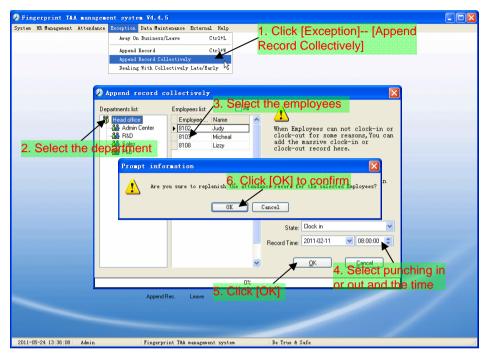
2.5.2 Append Record

If an employee didn't punch in because of special reason, you can use this function to append the forgetting attendance record.



2.5.3 Append Record Collectively

When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively.



2.5.4 Dealing with Collectively Late / Leaving

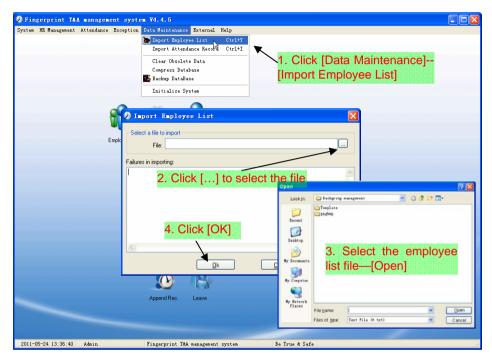
When collectively coming late/leaving early takes place for some allowable reasons, you can use this function.

Fingerprint T&A management	ent system ¥4.4.5	
System HR Munagement Attendance	Parception Data Maintenance External Halp Avey On Euriness/Leave Ctrl+L Append Record Ctrl+R Append Record Collectively Event Bealing With Collectively Late/Early If	
2. Setting the tre conditions	Dealing with collectively Late/Early Deal ing with collectively Late/Early Coming Late Coming Late Leaving Early Inneedid State The modified clock in time 2010-12:17 The modified clock in time State Obegattment The modified clock in time Shift Normal Please make sure Append Rec OK Cancel	
2011-05-24 13:36:24 Admin	Fingerprint T&A management system Be True & Ste Click [OK] to confirm	

2.6 Data Maintenance

2.6.1 Import Employee List

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



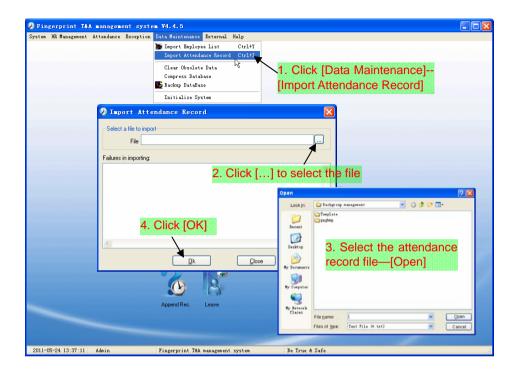
This format of file only can import the employee info of "Employee No., Name and department";

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

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

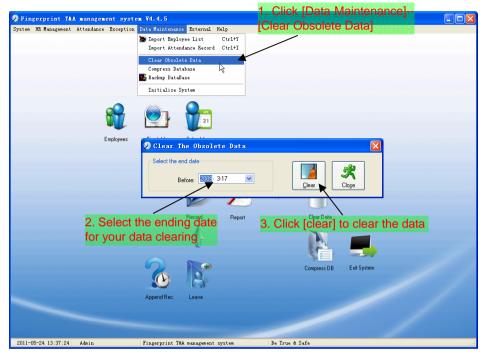
This format of file can import the employee info includes: "Employee No., Name, Department, position, Employ Date, Telephone, Address, Gender, Language, Comment"; put those items on the head line and input the items by order, the order can not be changed.

2.6.2 Import Attendance Record



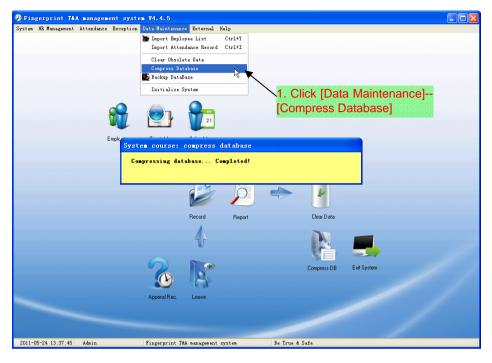
2.6.3 Clear Obsolete Data

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

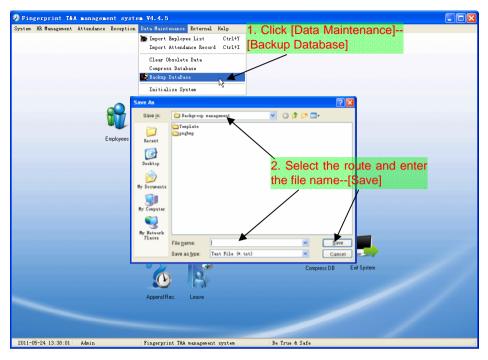


Note: You can only clear the data of one month ago.

2.6.4 Compress Database

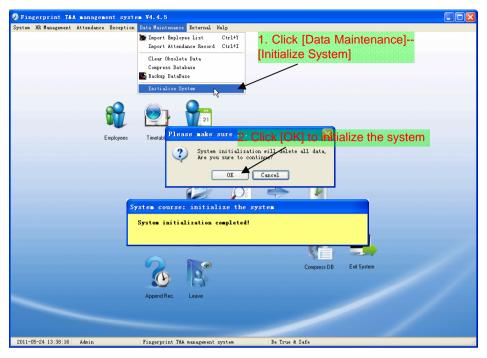


2.6.5 Backup Database



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

2.6.6 Initialize System



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

2.7 External Program Management

2.7.1 External Program Management

We can append external program into time attendance program for convenient operation.

1. Click [External]—[External Program Management]	
Pingerprint T&A management system V4.4.5	
System HR Management Attendance Exception Data Maintenance External Falp External Frogram Management Connect To Time and Attendance Machine U Disk Wohile Management	
Encloses Encloses Encloses Control of Sterral program sanagement Enclose Control of Sterral program sanagement Program Name Program Name Program Name Program Name Program Name Program Name Program Name Program Name Program Name Program Name Control of Sterral program for Sterral program for Program Name Program Name	
2011-05-24 13:38:30 Admin Fingerprint T&A management system Be True & Safe	

Firstly, we can click [Append] to add a new menu. For example, we need "calculator" when we are operating, input "Calculator" into the input field of [Program name], and then input "C:\WINDOWS\system32\cacls.exe" into the input field of Executable file or browse into the calculator program, click [Save] to finish at last. We will see [Calculator] when you open [External program management] over again:



2.7.2 Connect to Time and Attendance Machine

Fingerprint T&A management	system ¥4.4.5			
System HR Management Attendance Exc	eption Data Maintenance Externs	l Help		
	Ext	rnal Program Management		
		ect To Time and Attendance Machine		
	U Di	sk Module Management		
		٦.		
		\		
Engl	lish • •	1. Čli	ck [External]-[Externa	= ×
Device Hanagen	ment Record Supervision Employ		am Management]	
Add Hodify Terninal Terninal	Belete Synchronize Initialize Terminal Time Terminal	Terminal Download Download Parameter New Records All Records	Clear Backup Resume Records Enployee Enployee	
Terminal Terminal Terminal Manageme		Terminal Communication	necords : Employee Employee	
- All Groups - Group1				
- Group2 - Group3				
- Group4				
Group5				
L				~
				1
2011-05-24 13:3				
2011-05-24 13:3				<u></u>
		0%		Stop

The T&A program can collect the records from the machine, upload and download employee info & clear the old data & modify the time on the machine. Find detail on clause [Time and attendance management & communication].

Chapter 3 Communication

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



3 Data Communication

3.1 Terminal Management

3.1.1 Add Terminal

Reference in a state i	- n X
bit faquat Interi Speritin Information Interi faquat	
Terrand Terrand Terrand Terrand Terrand Terrand	
Allow Goat	
3. Select the comm type	
2. Set the terminal information 4. Click [OK] to save	
02	The list

Remark:

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

[Device ID]: Check Device ID from the device menu

[Terminal Name]: You can set it as you like.

[Devicel Group]: This group is used to manage the terminal machine.

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

[USB]: Connect the terminal via USB cable;

[LAN]: Input the terminal's IP address;

3.1.2 Modify Unit

2. Click [Modify Terminal]	- = X
E Production Statistics Statistic	
A florer Grad Grad Grad Grad	
1. Select the terminal	12
Terminal Info Communication Method Terminal No. Image: sent Device ID 2 (Check Device ID from the device menu) Image: sent Unit Name Image: sent Device Group Group 1 T&A status Real status	
3. Modify the terminal info	
01 D	- 1

3.1.3 Delete Unit

Bit Basenet and Spars	k [Delete Terminal]	- = X
Add Faddy Palars Terraral Bargard	and Bage Dendard Zendard Cleve Belleve Belleven	
s Alone Goal Goal Goal Goal Goal (I) (I) 1. Sel	ect the terminal	5
	Please confirm	
4	010	1000

3.1.4 Set the IP Configuration

a mana	×
hi fagent bert service by 1. Select the terminal and	
All white fully and the state of the state o	
Allows Decel D	100
Set The Terminal's IP Configuration	
IP Address: 192.168.0.218	
3. Selected the option to modify	
<u></u> LK <u></u>	
System Prompt 🔀	
Set the network parameter successfully. Please restart the T&A terminal!	
17	H

5. Click [OK] to confirm

3.1.5 Terminal Information

(a)	lish -	1	
hit Paspar	at Iscard		ect the terminal and
Add Brdafy Dalet Bait Bait Hait Terminal Resegrent	a Rysdere Ur	right cl	ick the mouse the second
Al Goupt Group1 Group2 Group3 Group4 Group5		Select All Berura Selection Set the IF configuration Toroind, information	
		Open the door via software Disable the entropy Term	2. Click [Terminal Information]
			Terminal information User number Fingeprint number Card number Card number Total records number Firmware version Lethieve Lethie
0			
			01

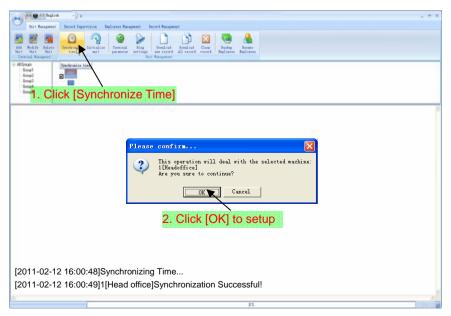
3.1.6 Disable the Admin

Clear the terminal's administrator.

Taglish		- = X
Thit Respont	erri Isperizion Ispleyee Baspont Isreef Baspont	
5 2 3	I Select the terminal and	
Buit Buit Buit	right click the mouse	
Terrind Respect		
- Group1 - Group2		
600.03 - 600.04	Statet All O Breeze Selection 2. Click [Disable the All	dminl
Group5	2. VICK [DISADIE IIIE AV	
	Ternical information	
	Open the door win software Disuble the manager	
	R	
	Bradds the surager	
	Please Confirm	3
	🔹 🕐 Are you sure to disable the Admin	7
	OK (Cancel)	
	4. Click [OK] to delete	
	• •	
.0		
	03	i i i i i i i i i i i i i i i i i i i

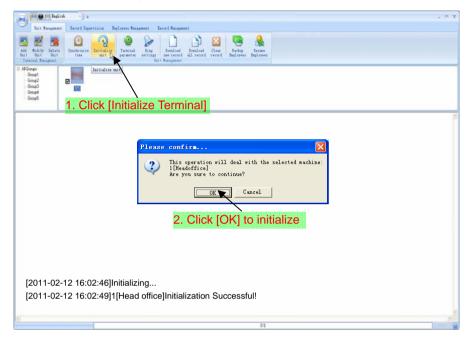
3.1.7 Synchronize Time

Synchronize the terminal's time with the computer time.

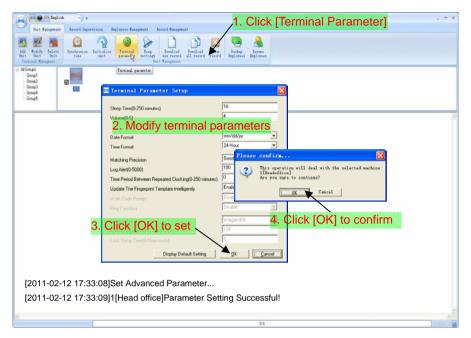


3.1.8 Initialize Terminal

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



3.1.9 Terminal Parameter



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

[Volume $(0\sim5)$]: The volume of the prompt sound in the terminal. The default value is 3.

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

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

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

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

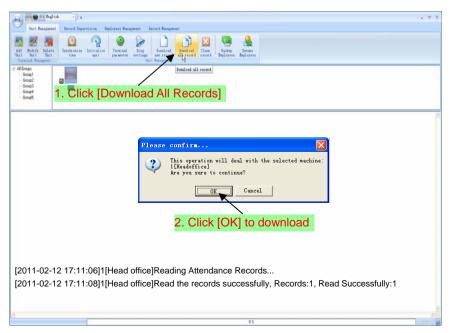
[Time period between repeated chocking (0~250 minute)]: The maximum value is 250 minutes. And the default value is 30s.

[Update the fingerprint template intelligently]: During fingerprint sensor identification process, the senor replaces the lowest-quality data with new, higher-quality data that it acquired in the matching process. This enables the sensor to maintain high quality data at all times, saving the user from repeated authentication attempts. Default status is limited.

3.1.10 Download New Record

A Realization of the second se	0.X
hit Baquesat, heirel Spervisia, Bolleyen Baquesat, heirel Baquesat,	
Marting	
Alorer Grad	
Please confirm This operation will deal with the selected machine: Ilfeedoffice) Are you sure to continue? Cancel 2. Click [OK] to download	
[2011-02-12 17:11:06]1[Head office]Reading Attendance Records [2011-02-12 17:11:08]1[Head office]Read the records successfully, Records:1, Read Successfully:1	

3.1.11 Download All Record



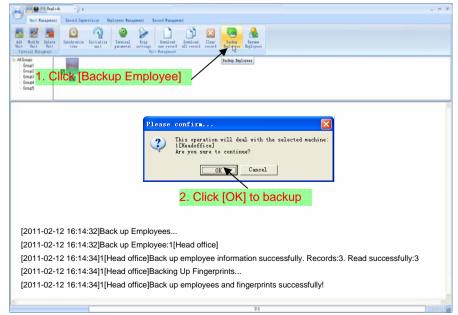
3.1.12 Clear Records

- T
hit Respont Local Sportian Splare Respont Local Response
Main Main Productor Productor
Categories See
- Group4
1. Click [Clear Records]
Please confirm
This operation will deal with the selected machine:
1[Headoffice] Are you sure to continue?
OK Cancel
2. Click [OK] to clear
[2011-02-12 17:11:44]Clearing time attendance records
[2011-02-12 17:11:46]1[Head office]Clear time attendance records successfully
2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

3.1.17 Backup Employee

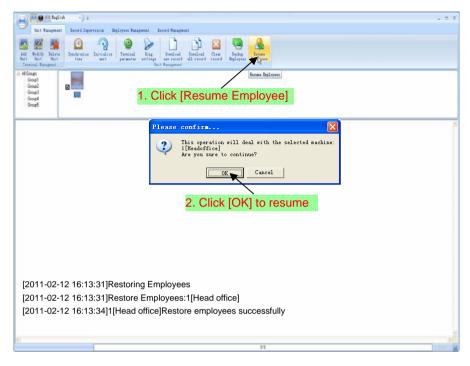
Download the employee information and employee's fingerprint templates from the

machine to the computer.



3.1.18 Resume Employee

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

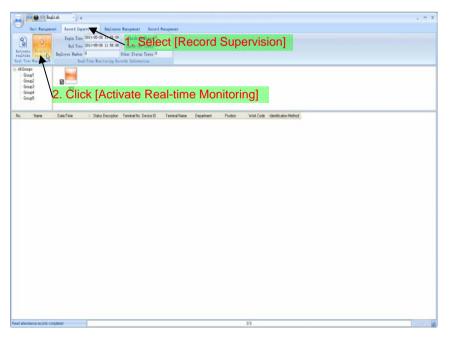


3.2 Record Supervision

3.2.1 Activate Realtime

	elist -) :						
Thit Bases			an Barord Base	agree en A			
181 0			trin Tines 0				
Artivata Prahibit realting realting	Ind Time Replayer Furber			t [Record	Sup	nvicion	
Real Time Recognition		d-Time Residencing Records	Selec	i livecoiu	Supe		
Al Group Group Group Group							
			-1.0				
2.0	IICK [A	ctivate Re	ai-time	e ivionitor	ingj		
No. Name	Date/Time	Status Desception Terminal		feminal Name Department	Position	Work Code Identification Method	
		R					
							Employee ID:8103 Name:Micheal
							Dept:Head office Position:
							Position:
						03	
		T				of a fact	

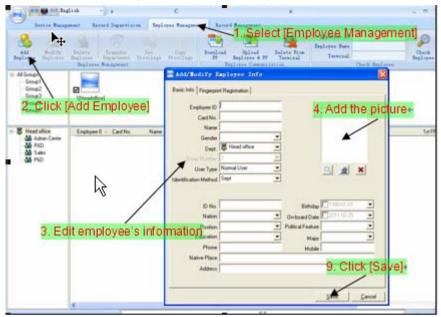
3.2.2 Prohibit real-time



3.3 Employees Management

3.3.1 Add New Employee

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



Notice: The No. is exclusive as well as the first digit cannot be 0!

Add picture for employee. There are two ways to add pictures:

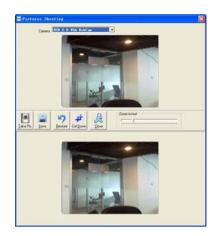
1st way: Click [] button,

Ę	5. Click	[View] to s	select the p	icture
	Yes Save	17 # A	Zoon In/Out	
	7	7. (Click [Cut D	own]
8. C	lick [Sa	ve]		
	1.0	6. Select	the picture	
		1		
			0	

2nd way: You can install camera to take pictures and edit then save. Make sure

there is camera equipment installed in your PC.

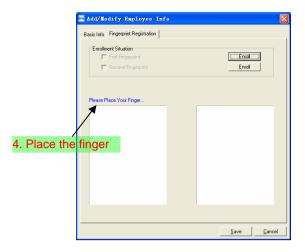
Click [2] button,

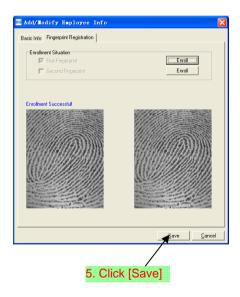


Click the button [x] to delete the employee photo.

[Fingerprint registration]: Use the external USB fingerprint reader OA99+ to enroll the fingerprint. If the sentence shows: "Connect to the fingerprint sensor reader successfully!" means that the OA99+ is connected successfully.

1. Click [Fingerprint Registration]			
	Add/Modify Employee Info		
	Basic Info Fingerprint Registration	,3. 1	Click [Enroll]
	Enrolment Situation	Encol	
2. Ensure	connection succeeds	Enroll	
	Connect to the USB lingerprint reader successfully		
		Save Cancel	

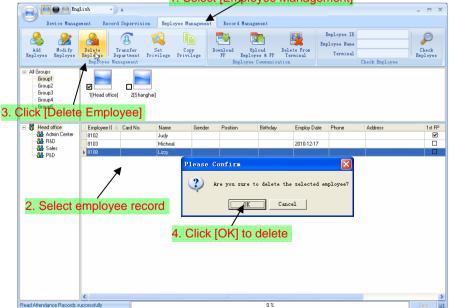




👔 🦳 🔵 English 1. Select [Employee Management] •) = - - X Record Supervision Employee Management Basard Hanagement Device Management Employee ID P A 2 1 A Employee None Add Modif Employee Employ Delete Employee Employ Transfer Set Copy Department Privilege Privilege d Upload Delete From Employee & FP Terminal Employee Communication Check Employee Download FP Modify Terminal Check Employe All Groups Group1 🔚 Add/Hodify Emploree Info Group2 ☑ Group Basic Info | Fingerprint Registration | nhail 3. Click [Modify Employee] No. 8106 Card No. 33658963 Head office Admin Center & R&D & Sales & P&D Employee II 🛆 Card No. Name Name Holly Tomath st FP 8102 .ludu Sex Female 8103 Micheal • Dept. & Sales 8108 -User type Normal User • Verify Method Sept • 4. Modify employee's information 2. Select employee record ID No. 300300198401021234 Birthday 7 1984-01-02 • Employ Date 2008-12-26 Nation Chinese • - Political Feature Community Member -Position Education • • Speciality Phone Mobile Native Place Shanghai Address 5. Click [Save] Read Attendance Records successfully Cancel Save

3.3.2 Modify Employee

3.3.3 Delete Employee 1. Select [Employee Management]

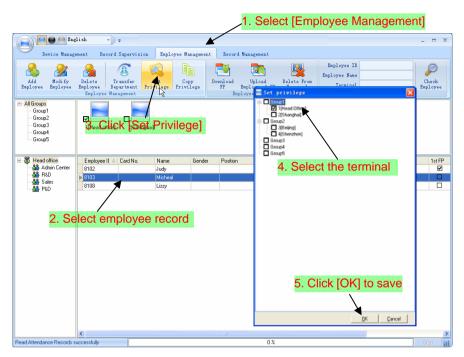


3.3.4 Transfer Department

			1. Select	[Employee Manag	ement]
	glish				= = ×
Device Manag	ement Record Supervision	Employee Management	Record Management		
<u> </u>		🔹 🗈 🗌	N	Employee ID	
Add Modify	Delete Transfer	Set Copy		Employee Name	Check
Employee Employee	Employee Department Pr: Employee Managements	ivilege Privilege	FP Employee & FP T Employee Communication	reminal Terminal Check En	Employee
All Groups))		📄 Personnel Tran 🔀	
- Group1					
Group2 Group3	1[Head office] 2[Shangha	a		Please Select The Department	
- Group4 - Group5	3. Click [Transl	fer Departm	entl	⊡ month Head office	
- aloops				- 💑 R&D	
- 🕅 Head office	Employee II Card No.	Name Gender	Position Birthday	Sales	1st FP
Admin Center	8102	Judy	T ONGOT DIVIDARY		
- 🎎 R&D - 🎎 Sales	▶ 8103	Micheal			
- 🎎 P&D	8108	Lizzy			
	7		Select th	e department	
2 Coloct	employee reco	and			
Z. Select	employee rect	ла			
			5 Click	[OK] to save	
			J. OIICK	UNI IO Save	
				$ \rangle$	
				OK Cancel	
	<				>
Read Attendance Records s	successfully		0%		Stop 🚅

3.3.5 Set Privilege

We can only upload the employee to the authorized terminal.



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

8102	Judy					1	
8103	Micheal		2010-12-17			1,2	
8108	Lizzy					2	

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

3.3.6 Copy Privilege

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

				1. Select	[Employee	Managem	ient]
Eng	dish 🚽 🖛		/				- = X
Device Manag	ement Record Supervisio	n Employee Management	Record	Management			
Add Modify Employee Employee	Delete Employee Management	Set Privilege	Download FP	Upload Bel	ter employe		Check
- All Groups Group1 Group2				Copied Employee ID)	8103	<u>a</u>
Group3 Group4	1[Head office] 2[Shan	Set Privilege			0 %		
Group5		Set Filvliege	1				<u>C</u> ancel
Head office Admin Center	Employee II Card No. 8102	Name Gender Judy	Position	Birthday	Employ Date Phone	Address	1stFP
R&D	8103	Micheal			2051 Click [C		
P&D	8108	Lizzy					
2.	Select emplo	yee record		Please confi	1 sure to copy the se	lected emploree's Cancel	privilege?
				6. Click [(DK] to set		
			Sy	stem prompt			
				The Select	ted emploree's privil	eges are successfu	ally copied!
Read Attendance Records s	< uccessfully]	<u>></u>
b				7. Clio	ck [OK] to c	onfirm	

3.3.7 Download FP

Download the fingerprint from the terminal to the software.

	lish 🔹 🕽 ;	,			1.	Select	[Empl	loyee N	lanageme	ent]
Device Manage Add Modify Employee Enployee B All Groups - Group1 - Group2 - Group4 - Group5	Delete Tro	artment Privi	Employee Han et Copy illege Privil	y ege	FFV Employ	.oad De ee & FP Communicati	lete From Terninel On	Employee ID Employee Name Terminal	Check Employee	Chack Employee
前 Head office → 釜 Admin Center → 器 R&D → 器 Sales → 盤 P&D 2. S€	Employee II 4 8102 8103 8108		Judy Micheal Lizzy	?	Position confirm. This opera 1DMeadoffi Are you su C CK [OK	tion will or ce] re to cont:	inue? Cancel	e Phone	Address	1st FP
	<						50000 0			3

The operation nformation shows on the main interface as follows:

[2009-03-18 16:18:44]Download fingerprint...

[2009-03-18 16:18:44]Download fingerprint:1[Head office]

[2009-03-18 16:18:44]1[Head office]Can not connect to the T&A machine

3.3.8 Upload Employee & FP

Upload the employee information and fingerprints to the terminal.

Eng	lish • =			1	Select	Emplc	yee N	lanagem	ent]
Device Manage	ement Record Supe	ervision Employe	e Managemer	Record Man	agement				
Add Modify Employee Employee	Delete Employee Managemer	ent Privilege P		ownload FP Emply		Lete From Terminal	Employee ID ployee Name Terminal	Check Employee	Check Employee
 All Groups Group1 Group2 Group3 Group4 Group5 	1[Head office]	2[Shanghai] <mark>3. C</mark>	lick [Uj	oload e	employe	e & FP]		
	Employee II Carc	d No. Name	Gender	Position	Birthday	Employ Date	Phone	Address	1st FP
Admin Center	▶ 8102	Judy							
- Se R&D	8103	Micheal				2010-12-17			
- 💑 Sales - 🌺 P&D	8108	Lizzy							
2,	Select em	Please conf	im		h the select	Z ed machine:			
		4. Clic	<u>ته</u> k [OK]	to set	rel				
	<								>
Read Attendance Records s					0%				Stop

The operation information shows on the main interface as follows:

[2009-03-19 15:10:18]Upload employees and fingerprints...

[2009-03-19 15:10:18]Upload employees and fingerprints: 1[Head office]

[2009-03-19 15:10:19]1[Head office]Upload employee and fingerprint completed

3.3.9 Delete from Unit

Delete the employees from the terminal via the software.

	lish ,	÷			1.	Select	[Emplo	yee M	anageme	nt]
Device Manag	ement Record	Supervision	Employee M	anageme	Record Mans	gement				
Add Modify Employee			Set Co ivilege Priv		FP Empl		Em Em	Employee ID ployee Name Terminal	Check Employee	Check Employee
 All Groups Group1 Group2 Group3 Group4 Group5 	1[Head office]	2[Shangha	i]	3. C	lick [De	elete fro	om Tern	ninal]		
E- 💏 Head office	Employee I[△	Card No.	Name	Gender	Position	Birthday	Employ Date	Phone	Address	1st FP
- 🌺 Admin Center	8102		Judy			Ī				
🍰 R&D 🍰 Sales	8103		Micheal				2010-12-17			
- AB P&D	8108	r	Lizzy							
Z.	Select e		Please co	nfirm						
			10	leadoffice.			lected machine	et -		
		4	10	leadoffice] you sure	to continue		Lected machine			
iead Attendance Records	<	4	1D Are	leadoffice] you sure	to continue	,	Lected machine			

The operation information shows on the main interface as follows:

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

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

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

3.3.10 Employee Checking

Search the employee information.

					1. Sel	lect [Em	ployee	Manager	nent]
Device Manage		pervision Emplo	oyee Managemen	Record	Management				- = :
Add Modify Employee Employee	Delete Enployee Depart Enployee Hanager	tment Privilege	Copy Privilege		Upload Smployee & FP Loyee Communics	Delete From Terminal	Employee ID Employee Name Terminal	1 Piteck Employee	Check Employee
All Groups Group1 Group2 Group3 Group4 Group5	I[Head office]	2[Shanghai]	2	2. Setti	ing que	ry condi	tion—[Check Em	nployee
 後 Head office 	Employee II A Ca 8102	nd No. Name Judy Michea	Gender	Position Fhe en	Bithday NPIOYEE	Employ Date		Address	1st FF

3.3.11 Department Management

2. Select the department

mouse--Click [Modify Dept]

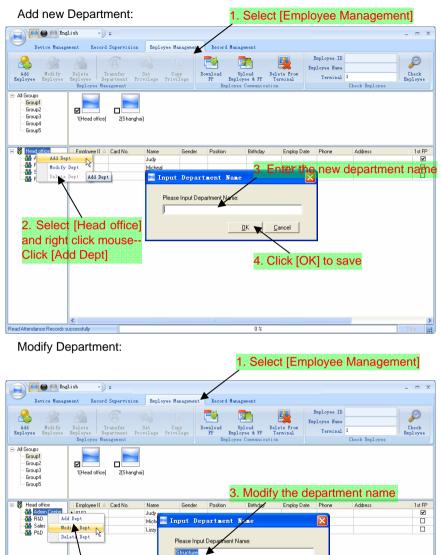
right

click

and

name

Read Attendance Records successfully



Cancel

4. Click [OK] to save

獣

Delete Department:

Explore English For the Hangement Record Supervision Explore Hangement For		1. Select [Er	nployee Manage	ement]
Add Wedify Delete Transfer Set Copy Delete Transfer Frivilee Privilee	English			_ = X
Add Undify Date Provides Date	Device Management Record Supervision Employee Managemen	nt Record Hanagement		
Giou21 Grou2 Grou3 Grou34 Itel for a condent Group5 Image: State of the state of	Enployee Employee Employee Department Privilege Privilege	FP Employee & FP Terminal	Employee Name Terminal 1	
Add the second fire Please confire Please confire Add the pt Redify Rept Rept Ret Redify Rept Redify Rept Ret Ret Re	Group1 Group2 Group3 Group4 I[Head office] Z[Shanghai]			
	2. Select the department name and right click mouseClick	u sure to delete the selected depart		
	Read Attendance Records successfully	0%		Stop ":

Right button menu:

Imployee II A Card No. Name Gender Poston Bithday Employ.Date Phone Address 1st PP Imployee II A Card No. Outy Select All Imployee II A Card No. Imployee	Add Brough Beylowe Bey	ment Record	Supervision	Set C rivilege Priv		Download FP Emp	Dpload De	elete From Terminal on	Employee ID Employee Name Terminal		Check Employe	
	A R&D	▶ 81102 9103 8108	Card No.	Judy Micheal	Se Se Ca Tr E Co Ad S No	lect All neel Selection ansfer Departm py Frivilege dify Enployee dify Enployee lete Enployee				Address	1 [

3.4 Record Management

1. Select [Record Management
Device Management Record Supervision Employee Management Record Management
Begin Date Fir 2011-02-25 - Export Format Text file (* txt) - Employee ID Length 6
To Find Data First D11-02-25 v Search
Revent Time Format 37979 mm dd hhimmiss Forace Symbol Length 1 Record
2. Set the record date 4. Set the export format
Group3 Group5 3. Click [Search Record] 5. Click [Export Record]
Employ: △ Name Dete/Time State Save As
The T&A records
Read Attendance Records successfully

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

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

[Export Field]: Choose the fields which are useful for you.

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

[Time Format]: 4 optional formats

yyyy=mm=dd hh:mm:ss	
yyyy-m-d hh:mm:ss	
yy-mm-dd hh:mm:ss	
yyyymmddhhmmss	

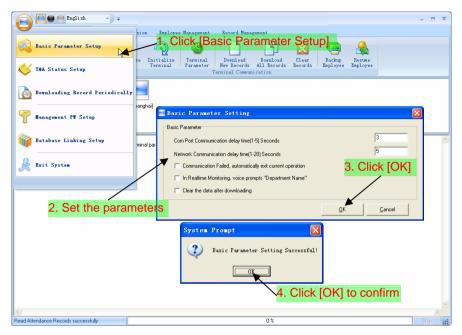
[Employee ID Length]: Set employee No. length, the default is 6 digits.

[Space Symbol]: Space symbol to separate fields.

[Space Symbol Length]: Space symbol bit.

3.5 System Setup

3.5.1 Basic Parameter Setup



[Com Port Communication delay time (1-5) seconds]: The default time is 3s.

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

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

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

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

3.5.2 T&A Status Setup

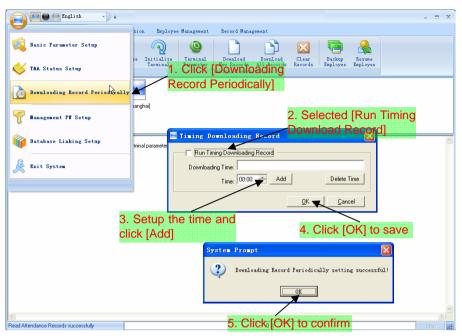
Click the [T&A Status Setup] option, and the [T&A status Setup] window pops up:

📄 🥘 🔵 English 🔹 , 🕫					5 7
0	sion Empl	oyee Management	Record Managem	nent.	
🥰 Basic Parameter Setup		0	&A Status		
TAA Status Setup	Terminel	. Parameter	New Records A	11 Records Records Employee Employee	
			Terminal Communics	ation	_
Downloading Record Periodic		🔳 T&A Stat	ug Satun		
Tanagement PT Setup	hanghai]	Status Value	Symbol	Status Description	
U management FT Setup			0 I	In	
4			10	0ut	_
👔 Database Linking Setup	minal paramete		2 2	2	
· · · · · · · · · · · · · · · · · · ·	minal paramete		3 3	3 🗙	
0			4 4		
or Exit System			5 5	$\frac{1}{5}$ 2. Modify the status, and	1
			6 6	then click [Enter]	
			7 7		I.
			8 8	8	
			9 9	9	
		1	0 10	10	
		1	1 11	11	
		1	2 12	12	
		1	3 13	13	
		1	4 14	14	
		1	5 15	15	
1					>
ad Attendance Records successfully		Retrieve from	the selected termina	al Upload to the selected terminal Stop	

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

[Retrieve from the selected terminal]: Download the T&A status from the selected terminal:

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



3.5.3 Downloading Record Periodically

3.5.4 Management PW Setup

English		_ = ×
sion	Employee Management Record Management	
Basic Parameter Setup	Q 🥹 🗋 🛐 👔	
	1. Click [Management	ords Employee Employee
Downloading Record Periodically	PW Setup]	
anagement PT Setup		
2. Input the c	riginal password	
	abouty management password	3. Input the new password
🔏 Exit System	Old Pwd:	
	New Pwd:	
	Comfirm Pwd:	
		<u>DK</u> <u>Cancel</u>
	4. Click [OK] to sa	ave
	Sys	tem prompt 🛛 🔀
		Admin password modification successful!
<		
Read Attendance Records successfully	_{0%} 5.	Click [OK] to confirm

[Old password]: Default password is empty.

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



Click [OK] and input old password again.

[New Pwd]: The password user wants to set.

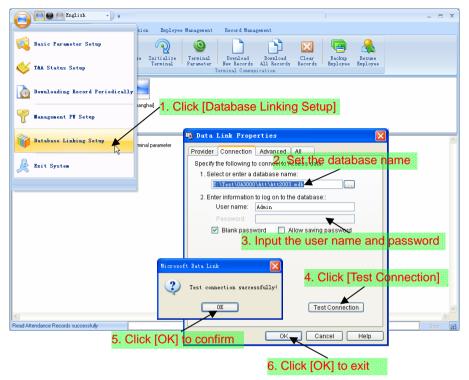
[Confirm Pwd]: Input new password again to confirm.

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

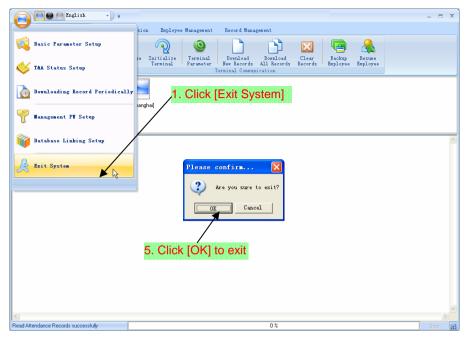


Click [OK] button to input confirm password again.

3.5.5 Database linking setting



3.5.6 Exit system



3.6 User interface configuration

3.6.1 Interface skin color

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

3.6.2 Change the software language

Choose the language in the option [Chinese

3.6.3 Setup Shortcuts

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

1		🦳 🖨 🤲 In	glish	• •								-	×
	9	Device Manag	genent Re-	cord Supervisio	n Enployee	Management	Record Mana	penent					
					$\overline{\mathbb{Q}}$	0			X				
	Add Termin	Modify al Terminal erminal Manag	Delete Terminal	Synchronize Tine	Initialize Add to Quick	Terminal Access Toolb	Pownload cords Commun	Download All Records	Clear Records	Backup Enployee	Resume Employee		

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

📄 🦳 🖨 Inglish 🔹 🙆			×
Device Management Record Sup		ment Record Management	
	/ Black / Silver		
Add Modify Delete Synchs	/ Language	nal Download Download Clear Fackup Resume	
Terminal Terminal Terminal Ti Terminal Management	/ Synchronize Time	eter New Records All Records Employee Employee Terminal Communication	

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

It prompts:

Device Management Ee	Eenove from Quick /	e sangesent netord Mana	genent			-	•	×
Add Hodify Delete Terminal Terminal Terminal Terminal Rangement	Synchronize Tine Initialize Terminal	Terninal Faraneter Terninal Communication	Devenlead All Records Eacords	Backup Enployee	Resume Enployee			

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

3.7 U disk management program

U disk management program mainly manages the transactions from the U disk. The interface is as follows:

🗢 U Disk Tanagement				\mathbf{X}
Read the data from the U disk Modify the data in the U disk Export data from the database				
Read the records from the U disk				
		Start		
Read the employee information from the U disk				
nead the employee information from the U disk	[]	Start		
Replace the existing employee information	_			
Read the fingerprint templates from the U disk	_			
│ │ Replace the existing fingerprint templates		Start		
Preplace the existing ingerplinit templates				
				~
			>	
0%				

3.7.1 Read the data from the U disk

Click []] button after [Read the records from the U disk]. And then select the file: BAK.KQ from the U disk.

Click the button [Start] to download the data from the U disk to the software's database.

The operation information shows on window as follows:

[13:05:42] Reading the T&A records...

The employee ID isn't existent:0 2008-02-11 18:35:42

Records:13 ;Success:12

[13:05:43] Finished!

Click [__] button after [Read the employee information from the U disk]. And then select the file: BAK.YG from the U disk.

Click the button [Start] to download the data from the U disk to the software's database.

The operation information shows on window as follows:

[13:17:14] Reading the employee information...

Employee Information:8 ;Success:8

[13:17:14] Finished!

Click [] button after [Read the employee information from the U disk]. And then select the file: BAK.ZW from the U disk.

Click the button [Start] to download the data from the U disk to the software's database.

The operation information shows on window as follows:

[13:32:48] Reading the fingerprint templates...Fingerprint templates:8 ;Success:8[13:32:48] Finished!

3.7.2 Modify the data in the U disk

🗸 U Disk Nanagement	×
Read the data from the U disk Modify the data in the U disk Export data from the database	
Choose the employee information fileAnalyseSelect allSelect noneUpdate the selected employees' name:	s
Number △ User ID Name Card Number Privilege Name in the database	
<x< td=""><td></td></x<>	
0%	

Click the button [...] to choose the employee information file: BAK.YG from the U disk. Click the button [Analyse].

Select the employees and then click the button [Update the selected employees' name] to copy the employees' information from the software database Att2003.mdb. And you can analyse the file: BAK.YG again to check the employees' information.

N		User ID	Name	Card Number	Privilege	Name in the database	
	1	1		0		Clark	
	2			0		Peter May Li	_
	3			0		May Li Judy	
	5			0		Maggic	
	6			0		Larry	
	7			0		Cherry	
	8	1004		0		James	
	9	1005		0		Michelle	-
	10			0	1	Lizzy	
	11	1007		0		Marks	
	12			0		Holly	
	13	1009		0	1	Wholes	

The operation information shows on window as follows:

[13:45:52] Updating the employee name... Copy file:H:\00000001\BAK.YG to file:H:\00000001\BAK.YG.bk1 [13:45:52] Finished!

3.7.3 Export data from the database

Numbe	ar 🛆	User ID		Name	Card Number	Privilege	
	1		1		0	1	
	2		10		0	1	
	3	1	00		0	1	
	4	10	000		0	1	
	5	10	001		0	1	
	6	10	002		0	1	
	7	10	003		0	1	
	8	10	004		0	1	
	9		005		0	1	
	10		906		0	1	
	11		007		0		
	12		908		0		
	13	10	009		0	1	

Click the button [Search] to search the employees. Select the employees and then

click the button "Export the selected records to the file" to copy the employee information and the fingerprint template from the software database Att2003.mdb to the file: BAK.YG and BAK.ZW in the U disk.

The operation information shows on window as follows:

[13:58:32] Exporting... Save the employee information to:H:\00000001\bak.yg Save the fingerprint templates to:H:\00000001\bak.zw [13:58:32] Finished!

Tips: The filename extension of the employees' information has two kinds: *.YG or *.YG2 or *.YG3, please based on the actual situation.



Frequently asked questions and answers



4 FQA

4.1 Fingerprint has enrolled but often gets failure in identification.

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

4.2 The machine cannot connect with PC.

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

4.3 No records found though employee have clocked in/out.

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Synchronize the time

2. Minority employee fingerprint false accepted	 Add records manually Adjust fingerprint matching precision Change another finger and enroll again.
---	--

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

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

4.5 We do not use the ID + fingerprint mode to verify

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

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

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

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

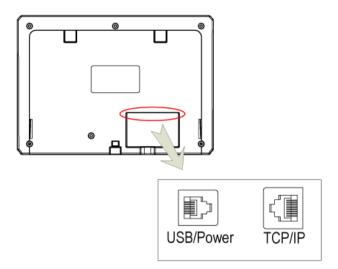
Chapter5 Appendix

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



5 Appendix

5.1 Interface Illustration



5.2 Illustration for pressing fingerprint

Correct method:



Place the center of the finger on the center of scanner window)

Wrong method:











Too small valid area left-of-center

right-of center

Defluxion

Too down

1. It is better for each user to register two finger prints in case of one finger can not work.

2. Place finger flatly and the center of the finger is on the center of scanner window and press a little hard on scanner so it can scan as large finger area as possible to extract enough minutia.

Keep the angle and direction of finger the same each time placing on scanner.
 If your finger has sweat or water, please make it dry first and then register.

na on s

5. If your finger is too dry, make it a little wet or touch the forehead to increase oily of the finger, press a little hard on scanner. (the dry finger can cause the finger image not clear.

6. Avoiding the callus, peeling or injury of the finger to ensure the register and identification successful.

7. You'd better register the thumb first, and then index finger or middle finger to increase the precision.