**Attendance Management System** 

# **User Manual**

Version 2.0

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### Introduction

This manual is to teach you how to install and use the Attendance Management system (AMS). The system is for attendance management and communication with fingerprint or proximity card device.

It will teach you how to install the software and show you step by step how to input critical data into the software. Lastly, it will show you some troubleshooting techniques in solving problems for the software.

AMS system is a multi-lingual interface system. User can choose the interface language in login screen. The software can be run in Windows 98, Windows 2000, Windows XP and Windows Vista. But, it cannot be used in Linux or Unix platform.

### **Software Platform**

This software can be run in Windows 2000, Windows XP and Windows Vista. For Windows Vista, the software need authority to access the Microsoft Access Database. You either need to switch on the authority for accessing it or copy the whole directory (ams) to "document and setting/all users".

For hardware, the software requires 100M free hard disk space for installation. The computer speed should be Pentium 133 or above.

### **Software Installation**

Put the Installation CD into CD-ROM drive.

Browse the CD, and double click on file "setup.exe" which is located in a date code directory such as 20090129.

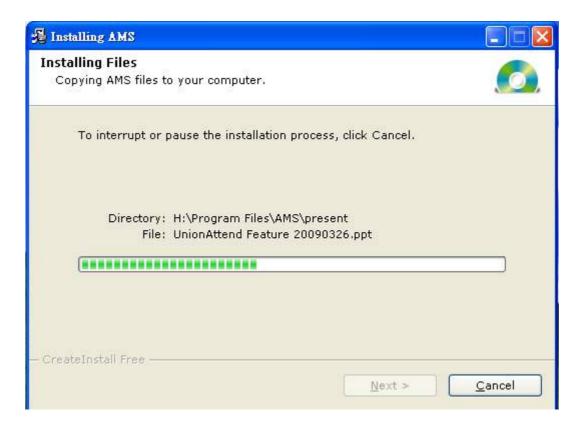
The installation wizard will start, click "Next" to proceed.



Select installation path and then click "Next".

😼 Installing AMS
Destination folder Select a destination folder where AMS will be installed.
Setup will install files in the following folder.
If you would like to install AMS into a different folder then click Browse and select another folder.
Destination folder
H:\Program Files\AMS Browse
Space required: 31.93MB
Space available: 92.20GB
— CreateInstall Free
< <u>B</u> ack <u>Next</u> <u>C</u> ancel

The system will begin to install the program.



 Installing AMS

 AMS has been successfully installed!

 Click Finish to complete the installation.

Click "Finish" to complete the installation.

### Login

Run the shortcut "Attendance Management System" on the desktop



The default login account is "system", and the password is blank (no password).

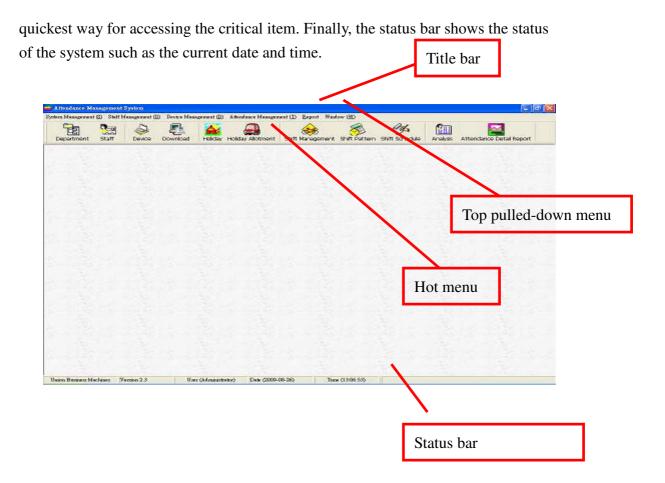


### **Interface Preview**

The software is window based. The interface between the software and user is through each window. After authentication, it will show you the main window. For each item, it will show the child window. The child window must locate inside the main window.

### **Main Window**

The main window consists of the title bar, top pulled-down menu, hot menu, the content area and the status bar. The title bar shows the software name. The top pulled-down menu covers all the items in the software. The hot menu provides the



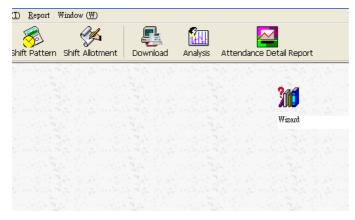
### **Child Window**

The child window is invoked when you select a menu item. Each child window has its layout. Some are similar and some are different. Most of child windows have the icon bar located at the top for choosing different actions.

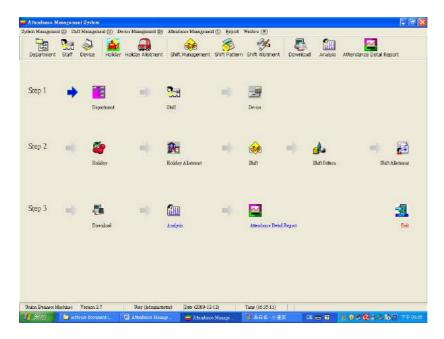
Staff Information	
j t∰Add T∰Delete /∰Modify ■Save 🗙	Cancel Dise
Click here to select Dept.	
Show sub-Department Find	
Show Resigned Staff	
Name Staff No.	
	Select Staff Icon Bar
Account: 0	
😴 Staff Shift Schedule	
] ≓iAdd New ≓iBatch Scheduling ±iDel	lete 📸 Modify 🛛 🖗 Refresh 🛛 🚺 Close
Click here to select Dept.	begin Date Shift Hame Ind Date
Show sub-Department Find	
☐ Include resigned staff	
Name Staff No.	
Account: 0	View Shift Detail

### Wizard

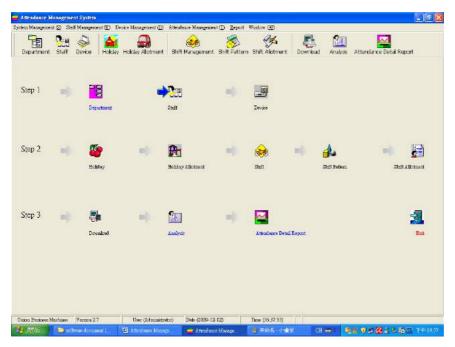
The system has a wizard icon which teaches the user how to use the system.



When you click the wizard, 3 steps of processing is displayed.



A blue arrow is moving telling you that you need to input the module first. Clicking the right image or word can invoke the corresponding module. When you have finished input of one module, the word becomes blue.



Then, the blue arrow will moving in next module showing that you need to input the other module.

Whenever you want to leave the wizard, just click the exit image or word in the right bottom corner.

### **Department Management**

Department management is to maintain the department used in the system. User can add/modify/delete department here. There should be at least ONE department in the system, as department must be assigned during the adding of new staff record.



### **Add New Department**

To add a department, click the icon bar "add".

🧐 Department Management			
Add	<b>₽</b> _Delete	He Modify	🚺 Close

Input Department Number and Department Name. Click "OK" to save and exit.

New Department Info	
Department	
Dept. No. UI Dept. Hame VBM	
Vnder V Dept. Type V	
Telephone Fax	
Address Postal Code	

New Department will be shown.

🧐 Departm	ent Manageme	nt		
Add 🚼	🔚 Delete	🎉 Modi fy	📔 Close	
E Bep	artment []1]IJEM			

### **Adding Subsidiary Department**

You can add a sub department under another department. It creates a hierarchy between departments. For example, Administration section consists of Account Department and Shipping Department.

Or, you can setup multi-organization. Each organization has its own departments. For example, you can setup 2 organizations. One is ABC Company Ltd. and the other is DEF Company Ltd. Each company has its own sales department and account department.

To form the hierarchy, you need to input an upper department during the adding of department.

불 Department Management		
🛛 😹 🗚 dd 🔚 Delete 😹 Modify 🚺 Close	New Department Info	
Legartment     Lagartment     L	Department Dept No. ABC001 Dept Name Account Department Upper Dept. ABC C mpany Ltd. Dept Type Telephone	

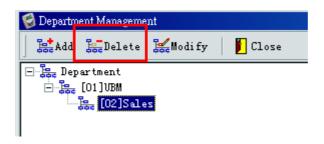
The new department (Account Department) will be added under ABC Company Ltd.

🚔 Department Management	
🛛 😹 🗚 🔚 Delete 😹 Modify 📔 Close	
□ 물류 Department □ 물문 [1A]ABC Company Ltd. - 물문 [ABC001]Account Department	Ι
277 [1B]Hotel Company Ltd. 278 [2A]DEF Company Ltd.	Ι
	τ

To modify a department, we use mouse to point to the department and click the icon "Modify". Then, we can change the content.

🧐 Department Management		
Add 🔚 Delete	🎉 Modi fy	📔 Close
	5	

To delete a department, we use mouse to point to the department and then click the icon "Delete" to delete the department.



In the other staff selection screen, you may need to show Subsidiary Department staff. You need to tick the check box "Show Subsidiary Department" if you want to do so.

No staff will be listed if there is no staff belongs to selected department. Once "Show Sub-Department" is selected, all staffs in subsidiary department will be listed.

🧐 Modify Staff Info	rmation	F
🛛 🌪 Add 🛛 🖉 Del	.ete 🕐 Modi	]
[01]VBM		ו
☐ Show sub-Depar ☐ Show Resigned		
Name	Staff No.	

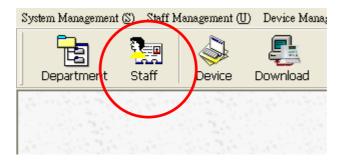
9	🧐 Modify Staff Information		
] •	🛉 🌪 Add 📲 😨 Delete 🧖 Mod		
[0]	1]VBM		
マ ロ	Show sub-Department		
Na	me	Staff No.	
2	Bryan	00000001	
9	Eric	00000002	
9	Ivy	00000003	

# **Staff Management**

"Staff Management" handles all staff settings, including adding/deleting/ modifying staff information. User can also handle staff resignation here. One of the attributes in staff management is User ID. It is the identifier used in fingerprint device or proximity card device.

For example, staff number is "MIS001" and its user ID is 7. It means the fingerprint or card information in device belong to user id 7 will be match to staff "MIS001".

To invoke the staff management item, just click the "Staff" in hot menu.



When you see the Staff window, click the icon "Add" to add a staff to the system.

🧐 Staff Information				
] <b>*©Add T∰</b> Del	lete 讆 Mod	ify Sav	e 🗙 Cancel	Close
Click here to se	lect Dept.	- 44		
☐ Show sub-Depa ☐ Show Resigned				
Name	Staff No.			

In the input screen, you can input the related information for each staff. Some fields are necessary to input while others are optional.

The fields "Name", "Staff Number", "Dept" and "User ID" are necessary for input whenever you add a staff record. The other fields are optional.

Name		NickName
Staff No.	MIS011 =>	User ID
— Dept	<b>_</b>	(Device User_ID)
- ID_Card No.		
Gender	•	
Birthday	(yyyy-mm-dd)	
Marital Status		
Nationality		
Residence		
Wage Type	1-Quantity Scale 💌	
		,

In the input screen, you can see there are 3 pages. They are "base info", "other info" and "remark". In each page, you can input the related information of each staff. You can click the page title to let the system showing the page content.

<b>(</b> Cancel	📔 Close		
- #	Base Info Other	Info Remark	
	Name	I	_
	Staff No.	MIS011	=>

The page "other info" consist of the less important information of each staff. You are free to choose to input or not.

Base Info Other Info	Remark		
Position		Title	<b>•</b>
Join Date	(yyyy-mm-dd)	Pass Probation	(yyyy-mm-dd)
Contract Type		Political Status	<b>_</b>
Education		Profession	
Graduate Time	(yyyy-mm-dd)	School	
Mobile No.		Telephone	
Address			
Address1			
Address2			
Postal Code			
Local Citizen	Π	Guarantee	

The third page "Remark" allow you to input the remark of the staff and also to see the number of fingerprint template, the password information and the proximity card number if it has.

Base Info   Other Info	Remark		
Fingerprint Password		Admin Card	false

If the user has enrolled 2 fingerprints in the device, the fingerprint field will display "1,2" which means that first and second fingerprint has been enrolled. The sequence in here is not the same as the fingerprint sequence in user's hand.

The field "Admin" shows you whether the user is supervisor in the fingerprint or proximity card device. If it is supervisor, you will see "true" or you will see "false".

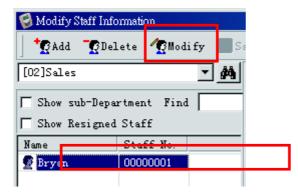
The field "password" shows the password in the fingerprint or proximity card device. It will not display the exact content of the password. Instead, it will show a number of star "\*" to represent the password.

Finally, the card field will show the card number in hexidecimal in the device.

When you have input all the necessary information of the staff, you can click the icon button "Save" to save the staff information into the software database. If you do not click "Save", the input data will be lost.



To modify a staff's information, you can use mouse to select the staff and click the icon "Modify". After that, edit the same thing in the input screen and save it afterwards.



To delete a staff's information, you can use mouse to select the staff and click the icon "Delete". When you choose to delete a staff, you are asked to confirm your action. Click "confirm" to proceed or "cancel " to abort the action.

#### Please be noted that the process is NOT RECOVERABLE.

Question		$\mathbf{X}$	
<b>?</b>	Sure delete staff Jelly ?	£)	
<u>〔</u>			

Normally, we will set the staff to the "resigned" state rather than deleting the staff directly. The resigned staff will be not shown in the staff listing, unless user enables "Show Resigned Staff" option. The resigned staffs will also be excluded in reports unless specified. However, all records of resigned staff are still preserved in the system.

To set the staff to the "resigned" state, select the staff and click the icon "Modify".

🧐 Modify Staff Information					
Add −∰Del	.ete 🧖Modify 🔳 Sa				
[02]Sales	- 88				
Show sub-Department Find					
Name	Staff No.				
🗭 Bryan	00000001				

Then, tick the check box "resigned". After that, you are asked to confirm the action.

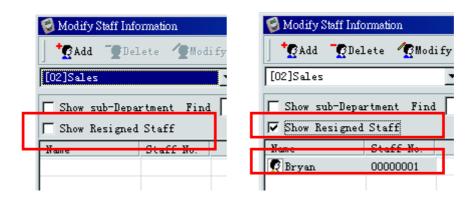
Dehr	Account Department	2 8
ID_Card No.		
Gender	Question 🔀	
Birthday	Sure Mark Resigned ? d)	
Marital Status	<b>正確定</b> 取消	
Nationality		
Residence	<b>_</b>	
Wage Type	1-Quantity Scale	
Resign 🔽		

Select "Confirm" to confirm staff resignation or "Cancel" to abort the action. When you confirm the setting of resignation, you can see more fields displayed for input of resignation date, type and reason.

Resign 🔽	Leave Date 2009-08-26	Туре	Resigned	•
			Resigned	
Reason			Escaped Fired	
			Pitteri	
				4

Except the resign date and type, you are free to choose whether to input the reason of resignation.

The resigned staff will not be listed in other selection windows unless the check box "Show Resigned Staff" is selected.



## **Device Management**

Device management is to keep record of each device in an environment. You can add/modify/delete a device in this module. To invoke this module, click the icon "device management".

🚢 Attende	ance Ma	ападен	ient Syste	em							
System Man	agement	: (S) S1	taff Manag	ement (U)	Devic	e Managen	nent (D)	Attenda	ance Man	agemen	t ( <u>T</u> ) ]
Depart	5 tment	Staff	Device	e Holic	day H	oliday Allo	otment	Shift	Manage	ement	Shift
To add a 1	new de	evice,	pres <mark>, "</mark> a	add".							
	🗳 Dev 는 Add		agement ⊵⊐ Modify	Deleti	e 🗖	Save	Refres	sh 👔	Close		
	Device		-			_	Device N				

Each device has a device number which identifies the device. Select an unique device number and input the device name. Normally, we will give a meaningful device name for easy remembering.

F	🕽 Device Man	agement					
		Modify	Delete	🔛 Save	🔁 Refresh	📔 Close	
	Device						_
	Device No	. 1		-	Device Nam	e X629U	
		1					_
Г	сом	2				Ethernet	
	Dert	4			л I	IP Address	
	Port	6			J		,
		8		-1	-	Port No.	

For each device, we need to select a model belonging to the device.

Model		•
	Select Model	~
COM COM Port	FP50U NU2100 ND5000 ND10000 TA10000 X629U X639U	•
Baudrate		-

The model will affect the communication between computer and the device. So, please check the device model before input this item.

Finally, you need to input the communication mode for successful communication. Tick the check box "networked" if you decide to communicate with the device by TCP/IP. If the communication mode is by COM port or USB port, please uncheck the "networked" check box.

Device No. 1 Device Nar	me X629U 🔽 Networked?
COM Port Com 1	Ethernet IP Address 192.168.1.224 Port No. 5005 Password 0

For TCP/IP connection, you need to input the IP address, port number and communication password. The IP address should be equal to the one stored in the device.

The port number also needs to be the same. The default port number is 5005. If you have changed the one in device, you need to change the item in here for successful communication.

Finally, the communication password should also be the same with that of the device. The default communication password is 0. If you change the communication password in the device, you also need to change the item in this input screen. The communication password is to protect the device from communicating from other unauthorized software.

For COM / USB connection, uncheck the check box "Networked?". Then,

input the com port number and the communication baud rate. When you plug the RS232 cable to the computer, the OS will assign a com port number for the communication. You can check the com port number from the OS. For Windows XP, right click "my computer" and select "computer management". Then, select device management and find "com or lpt". Using mouse to click the left "+" sign to see the available com port for the computer. After knowing the com port, you can input back to the software for communication by COM port.

Device Device No. 1	•	Device Name	e X629U	Networked?
СОМ			Ethernet	
Port	Com 1	[	IP Address	192.168.1.224
Baudrate	38400 💌	I	Port No.	5005
			Password	0

If the device has USB communication, you just uncheck the check box "networked" and input any com port or baud rate. The software will judge the communication is by COM port or USB port automatically.

Once you have input correct all fields, click the button "save" to save the device into the software.

🧐 Device Managem	ent		
🖕 Add 🛛 🍗 Mo	dify 🔚 Delete	🔛 Save	😅 Refresh 📔 Close
Device			
Device No. 1		<b>T</b>	Device Name X629U
COM			Ethernet
COM			Ethemet

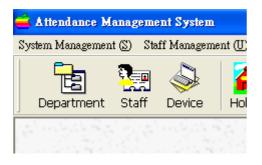
The saved new device will be shown in the device list in the lower part of the device window.

	Device No.	Device Name	Port	Baudrate	IP Address	Port No.	Password	
×	1	TA10000			192.168.1.224	5005		
						1		

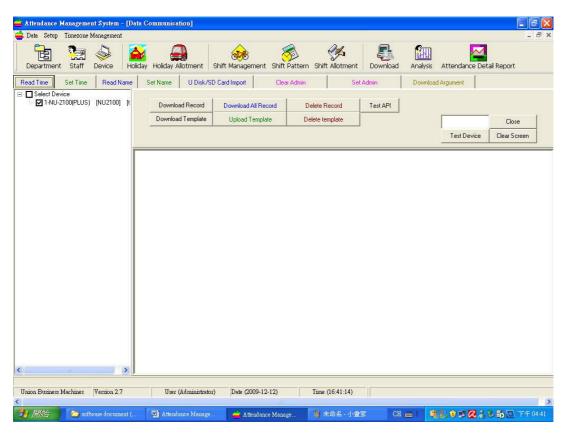
## **Device Communication**

Device communication is a list of items for communication with the fingerprint or proximity card device.

To invoke it, click the icon "Download".



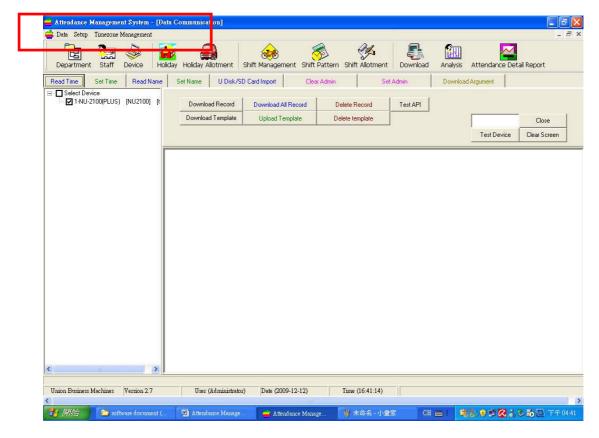
The download window will be shown after invoking.



In the left side, you can see a tree list of devices that you input in Device Management. Each item has a square box in left hand side. Click the square box means you want to communicate with the device. The root of the tree is a tip showing "Select Device". Check it means you want to select all devices. Uncheck it means all devices will be unchecked.

In this window, you can select multi-devices for communication.

In this window, you can see the top menu has been changed to that belonging to data communication.



In the middle part, you can see a list of items in a toolbar for reading and setting time, reading and setting name, USB import, clearing and setting admin.

	۵ 🟅	🖌 🕰 🗌		s 🕺	R			
Department Starr	Device Holic	day Holiday Allotment	Shirt Management Shirt	Pattern Shift Allotment			tendance Det	ail Report
Read Time Set Time	Read Name	Set Name U Disk/SI	D Card Import Clea	ar Admin Se	et Admin	Download A	gument	
🖃 🔲 Select Device								
- 2100(PLUS)	[NU2100] [t	Download Record	Download All Record	Delete Record	Test API			
		Download Template	Upload Template	Delete template				Clos
							Test Device	Clear Sc
	F							
< 1	8							

The common button is located in right middle part. They are used much more frequently by user. They are mainly for download/upload/delete transaction data and download/upload/delete fingerprint or password or card template

Read Name	Set Name U Disk/SI	D Card Import Clea	r Admin	Set Admin	Download
[NU2100] [t	Download Record Download Template	Download All Record Upload Template	Delete Record Delete template	Test API	

To download transaction data, just click the button "Download Record". Transaction data means the in out records punched by user. This "Download record" is by marker. That is, when you download the data from the device, you cannot download again using this button. The marker has already been moved to the end. If your computer has done reinstallation and you want to download back the previous record, you can choose "Download all record". This button is to download all the records in the device flash memory. Unless you do the action of delete record, you can always click the "download all record" to get back the previous data.

Be careful in clicking the "delete record" as the *deleted records are UNRECOVERABLE*. When you click the button, the system will ask your confirmation before deleting.

Question			×
?	Are you sure to delet	tendance record?	
	是①	否则	

We may have more than one device in a network. In such case, we used to download fingerprint template or password or card information from one device to the computer and upload back to the other devices. The button "download template" will download all fingerprint template to the software database. Besides, if the user has enrolled proximity card or password, they will also be downloaded into the software. But, you can see the card number but you cannot see the exact content of password. The system will show star (\*) to represent the content of the password.

The button "delete template" will delete the fingeprint template, card and password in the device. But, it only delete those user ID found in the software. It will not affect those fingerprint by the other user ID.

Attendance Management System - [Data Communication] Data Setup Timezone Management F × 1 S e **A 1** Department Holiday Holiday Allotment Shift Management Shift Pattern Shift Schedule Ana Stafi Set Time Read Name Set Name USB Import Read Time Clear Admin 🗖 Select Device I-TA10000 IJ Download Record Download All Record Delete Record Download Template Upload Template Delete template

We then come to the buttons in the toolbar.

In this toolbar, we use the button to do less frequent job. The first two buttons are "Read Time" and "Set Time". "Read Time" is to read the clock time of the device selected. "Set time" is to set the time of selected device. When you download data from device, the system will set the device time automatically for the first time of download in entry to the window.

"Read Name" is to read the user name from the device. When you install the device the first time, it will not have name. It only has user ID. So, you need to do the "set name" once for a device.

"USB Import" is to import the in out transaction through the USB disk. Some customers do not use TCP/IP nor COM port to do the communication due the difficulty in cabling. They will then choose the use of USB disk.

The button "clear admin" is used to clear any supervisor in the device. When the supervisor in the device has left, user may not get into the menu again. They can use this button to clear any supervisor in the device so that they can access the device menu again.

Finally, the button "set admin" will do the opposite of "clear admin". It will get the input of user ID and change this user id from normal user to supervisor.

Download T	emplate	Upload Template	Delete	template
User ID	1		Start	Cancel

Just input the user ID that you want to raise it to supervisor and click button "start".

At last, we come to the rarely used top menu. Normally, user seldom use it but it is very useful.

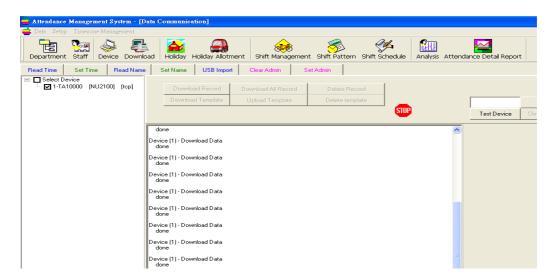
ê	🚔 Attendance Management System - [Data Communication]						
é	Data	Setup	Timezone Mana	gement			
	<u>1</u> .	Downlos Ed	ad Online			<b>_</b>	

The top menu is in format of pulled-down menu. When you click the item, a pop-up menu will be displayed such as the "1. Download online".

In Data Item, you can see only one item pop-up menu. It is "Download online". It is to monitor all selected device and download the in out transaction immediately when user punch its finger. When you select this item, it will ask you the time interval in seconds. It is the time between each monitoring. The default interval is one second.

Interval (second)	1	🔽 Display	Start	Cancel	

The check box "display" is an option for choosing whether to show the connection message in the message area. The default is to display. When you confirm the interval, you can click the button "start" to download data in online mode.



The system will check all selected device by the input time interval in seconds.

	Device (1) - Download Data done
	Device (1) - Download Data done
	Device (1) - Download Data done
	Device (1) - Download Data Device (1) - Download Data done
$\subseteq$	id : 11 2009-08-27 12:01:00 [fp] [in] name(Jelly) done
	Device (1) Download Data done

When any user punches its fingerprint, the data will be collected immediately. Should you want to stop the download online, you can click the icon "stop" to stop the process.



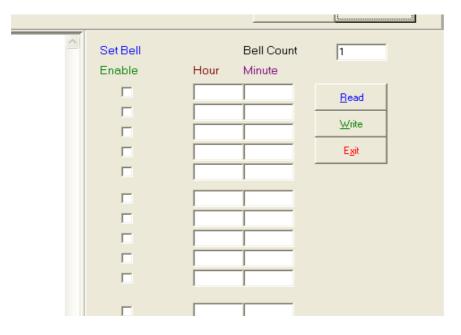
The next menu item is "setup". It is a pop-up menu for setting the device.



The first item is "delete all enroll data". It is to delete all enroll data in the device no matter whether the user ID is found in the software. It is different from "delete template". "delete template" will only delete template of those users that is found in the software. So, this item is suitable for clearing device.

Clear All Enroll Data done

The second item in the menu is "bell". It is to set the time of the bell to sound.



In the setting of bell time, you can input the hour and minute for the bell of the

device to sound. When you start to input the hour, the "enable" check box will be checked automatically.

~	Set Bell		Bell Count	1
	Enable	Hour	Minute	
		08	30	<u>R</u> ead
	<b>V</b>	12	30	A. (-)
	<b>V</b>	13	30	<u> </u>
	<b>V</b>	18	0	E <u>x</u> it

When you finish the input, you can press the button "write" to set the time to the device. Also, you can click the button "read" to read back the current bell time of the device.

Device (1) - Connect topip succeeded Read Bell on 08:30 on 12:30 on 13:30 on 18:00 off 00:00	[192.168.1.224]	[5005]
off 00:00 off 00:00 off 00:00 off 00:00 off 00:00 off 00:00		
off 00:00 done		

The third popup menu is for timezone management. Timezone management is to control the time that staff can punch fingerprint or card or password.

🚔 Attendance Management System - [Data Communication]									
🚢 Data Setup	Data Setup Timezone Management								
Department	Image: Image of the second	Download		vnload	Holiday	Hc			
Read Time		he	s	et Name	USB In	npor			
	⊡ - ⊡ Select Device ☑ 1-TA10000 [] [com]			Download Record Download Template					

In the pop-up menu, you can see 4 items. They are Timezone, Time group, User vs Timezone and Time Match. Timezone is the allowed time per day of week. Time group is the group that have maximum of 3 timezones. "User vs Timezone" is to allocate timezone and group to a user. Finally, Time Match is to allow a combination of group for opening door.

### Timezone

When you select the "timezone", you will see a timezone window. In the window, you can see the device number. If you have selected more than one device, you can swap to different device. The timezone number is the number of timezone for setting. It allows maximum of 50 timezones to be set. For each timezone, you can set the range of access time from Sunday to Saturday.

Timezone					X
Device Timezone No. Timezone Name	1 1 One	.   +   (150)			Egit
Sunday Monday Tuesday Wednesday Thursday Friday Saturday	From 08:00 00:00 00:00 00:00 00:00 00:00 00:00	To 23:59 23:59 23:59 23:59 23:59 23:59 23:59 23:59	(Open Time)		
				Read Current Timezone	Write Current Timezone
TA10000	fp5	Ou	1	p/ip [192.168.1.224] [5005]	

For example, you can set the access time on Sunday from 08:00 to 23:59. It means that user can only do the punch within this range of time, inclusive. If the user punch at 07:01 on Sunday, he will fail to do so.

When you have changed the setting, you need to write the data back to the device. The buttons "Write Current Timezone" and "Write All Timezone" will write back the data into the device. The first one will write only the current screen timezone number. The last one will write all 50 timezones back to the device.

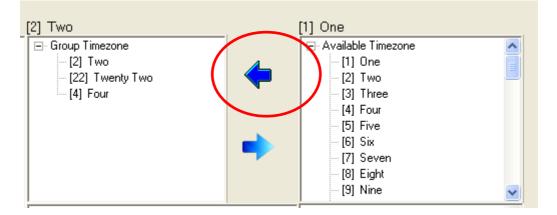
In the contrary, you can read back the device setting by the 2 buttons of "Read current timezone" and "Read all timezone".

### Time group

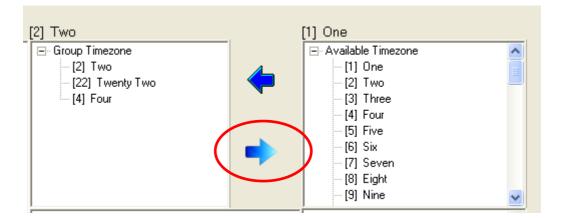
When we finish the setting of time zone, we can also set time group to include different time zones. You can have a maximum of 5 time groups. Each Time Group can have a maximum of 3 time zones. The system will generate 5 time groups for you automatically and will assign a default group name. The group name is the English of the number. You can change the group name by clicking the button "Set group name".

Group     (2) Two     (3) Three     (4) Four     (5) Five	<ul> <li>□ Group Timezone         <ul> <li>[2] Two</li> <li>[22] Twenty Two</li> <li>[4] Four</li> </ul> </li> <li>Timezone [2] Open_Door Time</li> <li>Sunday [00:00°23:59]</li> <li>Monday [00:00°23:59]</li> <li>Tuesday [00:00°23:59]</li> <li>Thursday [00:00°23:59]</li> <li>Thursday [00:00°23:59]</li> <li>Friday [00:00°23:59]</li> <li>Saturday [00:00°23:59]</li> </ul>	Available Timezone  (1) One  (2) Two  (3) Three  (4) Four  (5) Five  (6) Six  (7) Seven  (8) Eight  (9) Nine	
	1		

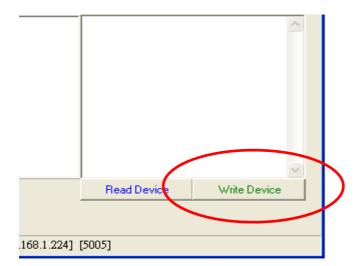
To add a time zone into the highlight group, highlight an available time zone and click the left arrow icon.



In the contrary, if you want to remove a time zone from a group, you can click the icon of right arrow.



Finally, you need to write the data back to the device for effectiveness. Click the button "Write device" will do the job.



Besides, you can check the setting of the device by clicking the button "Read Device".

### **User vs Timezone**

When we have time zone and time group, we need to assign them to each staff. Each staff can be assigned 1 time group and 3 time zones. If a staff has been assigned for time zone 1 and time zone 2, it can open door at any time of the two time zones. **Their relation is ''or''**. Another example, if a user has been assigned to group 2 and time zone 3, 4 and 5, she can open door in any time under time zone of group 2 and time zones 3, 4 and 5.

One Read Device Write Device
n
ien M

The blue down arrow is used for assigning group to the staff while the green down arrow is used for assigning time zone. The icon of computer with cross is to remove any thing from the staff.

Basically, you need to tick the staff first before doing assignment or removal. The system allows you to have multi selection. Any assignment or removal will be effective for selected staff.

	insen
🖃 🗖 Employee	⊡- MIS001
🗹 MIS001 [1]	n/a
MIS002 [2]	
— 🔽 MISOO3 (3)	
MIS004 [4]	
MIS005 [5]	
_	
1	]

When you tick the tree root "Employee", you can select or unselect all staff. Similarly, you need to write the change back to the device. Click the button "Write device" or the above diagram can do the job.



If you want to check the configuration of the device, you can click the button "Read Device" or the above picture. The configuration data will be shown in the message area.

### **Time Match**

Totally, you can set 10 time matches. Each Time match can have a maximum of 3 Time groups. When a time match has 2 time groups, it means that any one member from each group must punch together for access. If a time match has 3 time groups, it means that 3 staff from the 3 time groups must punch for access. Each Match can open door based on the time zone under each user.

Time Match		
Device 1	🧞 🦓 🦓 Group [1]	Group [1] 2,22,4
<ul> <li>Match</li> <li>[1] One</li> <li>[2] Two</li> <li>[3] Three</li> <li>[4] Four</li> <li>[5] Five</li> <li>[6] Six</li> <li>[7] Seven</li> <li>[8] Eight</li> <li>[9] Nine</li> <li>[10] Ten</li> </ul>	Hatch [1]     Group [1]	Group [1] 2,22,4 [2] 1,33,1 [3] 7,26,4 [4] 1,2,1 [5] 9,1,5
	⊡ Group Employee	

Again, use the left arrow icon to insert group while using the right arrow to remove group for the match.

Similarly, you can click the button "Write Device" to write the change to the device and click the button "Read Device" to read the current setting in the device.

+		2,22,4 1,33,1 7,26,4 1,2,1			0
				<	-
G	Read De	vice	<b></b>	rite Device	Í

For the time match to work, we must note the open door time of each member. For example, we take the example of user 2 and user 3.

User	Group	Group Time zone
User 2	2	Group 2 time zone (2) time (sun to sat, 09:00 to 12:00)
User 3	3	Group 3 time zone (3) time (sun to sat, 13:00 to 23:59)

Then, we set the time match of Group 2 and 3.

For the time from **09:00 to 12:00**, user 2 can access independently. User 3 needs to have user 2 punches for access. For the time of **13:00 to 23:59**, the opposite happens. User 3 can access independently but user 2 need the presence of user 3. For the time of 12:30, none of them can access even they punch together.

Normally, we will use the time match to combine the administrator and the normal user. User 2 can only access in normal office time.

User	Time zone
Administrator	All time
User 2	Mon – Fri 07:00 to 22:00

In this case, user 2 can only access in Monday to Friday, from 07:00 to 22:00. Out of this time, he can only access with the presence of administrator while the administrator can access all the time.

For the model of FP50U, you will not find the group 4 for selection. It is the design of the device.

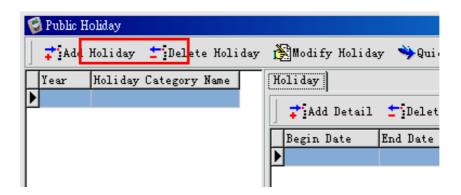
## **Holiday Management**

Holiday is to identify the date for public holiday. In public holiday, staff need not be on duty.

To invoke the holiday management, just click the icon "Holiday Management".



To add a holiday calendar per year, click the button "Add Holiday".



Input "Year" and "Category Name". Click "OK" to proceed.



	🛟 Add	Holiday	<b>±</b> ¶Delete ⊢	loliday	iδ	dify Holiday	👋 Qu	iick Setup	Clos
I	Year	Public Ho	oliday Name			Holiday			
	2009	2009 sale	s calendar		(	≓ Add Begin Da		End Date	 iğ Hol

After the input of holiday calendar, you can add detail date for the public holiday.

Then, you will see an input window for the date range and the holiday name.

Edit Holiday Detail	×
Begin Date	2010年 1月19日 💌
End Date	2009年12月19日
Holiday Name	Christmas
	🖊 OK 🔀 Cancel

Input the "Begin Date", "End Date" and "Holiday Name". Click "OK" to confirm. New holiday will be added. Repeat the adding till public holidays have been added.

	📬 Add Detail	🛨 Delete Detail	🕅 Modify Detail
	Begin Date	End Date	Holiday Name
>	2009-12-19	2009-12-19	Christmas

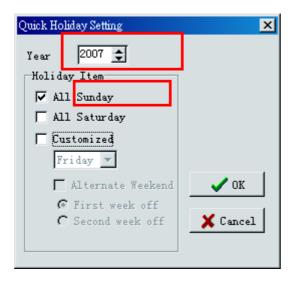
When you find some error in adding, you are free to choose to modify or delete the public holiday.

	₹ Add Deta	🛨 Delete Detail	🕅 Modify Detail
	Begin Date	End Date	Holiday Name
Þ	2009-12-19	2009-12-19	Christmas

There is a quick setup that you can set up all Sunday as public holidays. So, you do not need to set them one by one. To do so, click the button "Quick setup".

🧐 Public Holiday	
📄 🛟 Add Holiday 🛨 Delete Holiday	🎇 Modify Holiday 👒 Quick Setup 📗 📔 Close
Year Holiday Category Name 2007 2007 Public Holiday	Holiday Holiday Persil
	Begin Date         End Date         Holiday Name           2007/12/25         2007/12/26         Christmas

You will see an input window with several check boxes.



Check the check box "all Sunday" to assign all Sundays as public holiday.

Besides, you can select "Customize" to define a customized day off.

Quick Holiday Setting	×
Year 2007 € Holiday Item ✓ All Sunday ✓ All Saturday ✓ Customized Friday ▼ Sunday Tuesday Weekend Yeek off yeek off Friday Friday Friday	V OK

Click "Alternate Weekend" for alternate long week and short week.

Quick Holiday Setting	×
Year 2007 € Holiday Item ✓ All Sunday ✓ All Saturday ✓ Customized Saturds ▼	
<ul> <li>Alternate Weekend</li> <li>First week off</li> <li>Second week off</li> </ul>	VOK

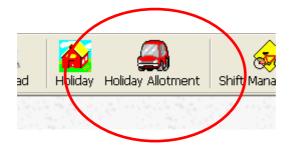
Click "OK" to proceed. The system will generate a new holiday category with selected day in whole year.

ổ Public Holiday						
📙 🛟 Add Holiday 📩 Delete Holiday	🎇 Modify Holiday 👒 Quick Setup 📗 🚺 Clos	se				
Year Holiday Category Name 🔺	Year Holiday Category Name 🔺 Holiday					
2007 2007 Public Holiday ▶ 2007 2007 Sunday	$\rightarrow$ 5.5.23 $p_{1.5.23}$ $\leftarrow$ 5.0.2 $p_{1.5.23}$ $p_{2.5.23}$					
	Begin Date End Date Holiday Name	5				
	2001/01/01 2001/01/01 Sunday					
	2007/01/14 2007/01/14 Sunday					
	2007/01/21 2007/01/21 Sunday					
	2007/01/28 2007/01/28 Sunday					
	2007/02/04 2007/02/04 Sunday					
	2007/02/11 2007/02/11 Sunday					
	2007/02/18 2007/02/18 Sunday					
	2007/02/25 2007/02/25 Sunday					
	2007/03/04 2007/03/04 Sunday					
	2007/03/11 2007/03/11 Sunday					
	2007/03/18 2007/03/18 Sunday					
	2007/03/25 2007/03/25 Sunday					
	2007/04/01 2007/04/01 Sunday					
	2007/04/08 2007/04/08 Sunday					
	2007/04/15 2007/04/15 Sunday					
-	2007/04/22 2007/04/22 Sunday					
•	2007/04/29 2007/04/29 Sunday					

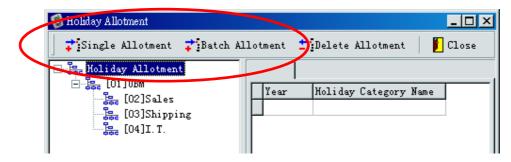
# **Holiday Allotment**

After defining Public Holidays, the holiday must be allotted to staff before they are taking effect.

To invoke the "Holiday Allotment", click the icon "Holiday Allotment".



In the holiday allotment window, you can allot holiday calendar to one department or a list of departments. Single Allotment is to allot holiday calendar to the highlighted department. Batch Allotment is for multi departments.



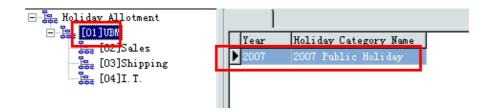
For single allotment, highlight the department and click "Single Allotment".

Fisingle Allotment Batch Allotment Bat	nt 🛨 Delete Allotment 🖉 Close
	Holiday Allotment
	Dept. [1B]Hotel Company Ltd. Holiday
	✓ OK K Cancel

For batch allotment, just click the button "batch allotment" and a multi-selection window will be seen. Tick any departments that you want to allot and select the appropriate holiday. Click button "ok" after the input.

Batch Setting Up Organization Holiday	×
☐ ♥ 読 Department ☐ ♥ 読 [01]UBM ♥ 読 [02]Sales ♥ 読 [03]Shipping ♥ 読 [04]I.T.	Holiday V 2007 Public Holi 2007 Sunday V
	VOK

The Holiday will be allotted to selected departments.



Continue the above process till all allotment has been done.

# Shift Management

Shift refers to the preset in and out time in a date. For example, you can input the in and out time as 09:00 and 18:00 correspondingly in a day. Or, you can input 09:00 and 13:00 for a shift to represent half day in Saturday.

It consists of header and detail (time zones). You need to input both the header and detail to finish the setup of shift management.

To invoke the shift management module, click the icon "Shift Management".

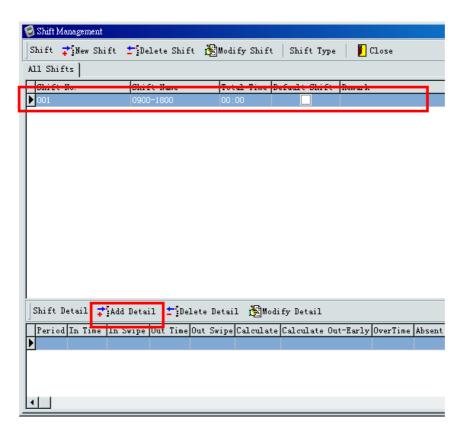


Click the top button "New Shift" to add a new header.

🧐 Shift Management						
Shift 📬 New Shift	Shift 📬 New Shift 🛨 Delete Shift 🆓 Modify Shift   Shift Type   🖡 Close					
All Shifts						
Shift No.	Shift Name	Total Time Def	fault Shift	Remark		
Г						

5		Shirt Type Diose		
	New Shift			
	Order No.			
	Shift No.			
	Name			
		Default Shift		
_	Remark		✓ OK	
			X Cancel	
Jut				ved

You will see an edit window for input of Shift header. The first field is order number. It is to control the arrangement of the shift. Input "Shift No." and provide a "Name" for the new shift. If it is the default shift, click the check box "default shift". If a staff does not have any shift arrangement, the system will get the default shift automatically. Lastly, input any remark that you may want the system to keep. Finally, click "OK" to save the shift header. To add a detail information (time zone) for a shift, select the new shift and then click "Add Detail".



Add Shift Detail			
Shift Name K001	Period 💈	1	
Earliest In (hh:mm)	In Time (hh:mm)	Allow Late_In 00:15 (minute)	
(Default = -5 min)	☑ Need Swipe	Count Late_Arrival	
□ Early In = Overtime		(after = late in)	
Out			✓ ок
Allow Early_out 00:15 (minute)	Out Time (hh:mm)	Latest Out (hh:mm)	× Cancel
🔽 Count Early_Out	☑ Need Swipe	(Default = +5 min)	
(before = early out)	□ Late Out = Overtime		
Argument			]
🗖 OT Shift	Work Time	00:00	
Mid Time	Break Time		
(Intelligent Report)	Actual Work_Time		

Then, you will see a popup edit window. In this window, you need to input the in time and out time.

#### **Need Swipe**

The in time and out time can be chosen for swiping or not. If the check box "need swipe" is not checked, it means that staff does not need to punch. The system will assign the time for the staff automatically and disregard any swipe time. For example, if the in time is 08:00, the system will assign the in time to the attendance record.

#### Earliest In

For in time, you need to input also the earliest in time as a limit. The system will start to count the in time from the earliest in time onwards. Time before this time will be ignored. For example, the time is set to be 07:00. That means for staff swiping card on/after 07:00, the swipe records will be considered as a valid clock in record. If staff swipe at 6:59 or before, the system will ignore those records, and they will be taking into account during attendance analysis. However, those times will also be seen in raw swipe record.

#### Latest Out

The possible latest clock out time. The idea is same as the "Earliest In", but this is for clock out time. Similarly, the system will ignore the time after latest out time.

(For "Earliest In" and "Latest Out" to take effect, a analysis parameter must be set, refer to **Section 14.1** for details)

#### **Count Late Arrival**

This check box is to select whether to count late arrival. If you choose not to count late arrival, you will not get any figure about the late in time. For example, the preset in time is 09:00. If the actual in time is 09:17, the system will show the actual time as usual but the late in column will be blank.

#### **Count Early Out**

This check box is to select whether to count early out. If you choose not to check this, the system will not calculate the early out time. You will see the column blank in attendance report.

#### Allow Late In

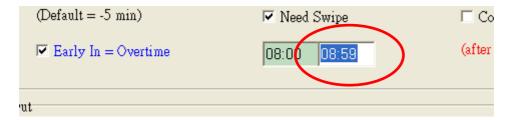
A buffering time zone for late arrival. In this example, the setting is 00:15, which means 15 minutes buffering time is provided. For staff arriving at 09:15 or before, the system will not count the staff as late arrival. However, if staff arrives at 09:16, then the staff is late, and the late time will be 16 minutes, instead of 1 minute.

#### **Allow Early Out**

A buffering time zone for early off. The concept is same as "Allow Late In".

#### **Early In = Overtime**

Count the work time before "In Time" as overtime. The default cut off time is "in time" less one minute. But, you can choose to change the cut off time. For example, you can change the cutoff time to 08:29. If the staff arrives at 08:10, the overtime calculated is 20 minutes instead of 50 minutes.



#### Late Out = Overtime

Count the work time after "Out Time" as overtime.

#### **OT Shift**

It defines whether the shift is an Overtime Shift. If it is overtime shift, the working time will be counted in the overtime column.

#### **Mid Time**

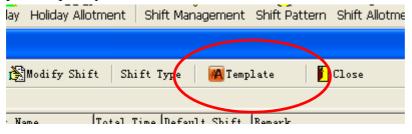
Mid Time is the middle time between in and out for finding the lunch time automatically in the attendance intelligent report. The report will find out the lunch out and in time by looking for the time near the mid time, left and right. The default mid time is the middle time between in and out. You can change it to the time that you want.

#### Work Time

Work time is the calculated working time by the difference of out and in time. Some customers need to less the work time from the lunch time. Then, you can input the break time to have the actual work time. The actual work time is the calculated work time less the break time. Attendance report will show the actual work time rather than the calculated work time.

#### Shift Template

There is a button of template that can help you to generate both the shift and shift pattern quickly.



Just click it and you can see a few examples for selection.

		<u>S</u> elect E <u>x</u> it
Name	timezone	pattern
Office 5 days	09-18 (5)	weekly
		Day (15) Time (09-18)
Office 5.5 days	09-18 (5), 09-13 (1)	weekly
		Day (15) Time (09-18)
		Day (6) Time (09-13)
Office 6 days	09-18 (6)	weekly
		Day (16) Time(09-18)
Long Short Week	09-18 (5), 09-13 (1), 09-18 (5), rest	customize (14 days)
		Day (15) Time (09-18)
		Day (6) Time (09-13)
		Day (812) Time (09-18)
		Day (13) Time (rest)
Short Long Week	09-18 (5), 09-13 (1), 09-18 (5), rest	customize (14 days)
		Day (15) Time (09-18)
		Day (6) Time (rest)
		Day (812) Time (09-18)
		Day (6) Time (09-13)
Hotel	Morning (08-16), Mid (14-20), Night (18-02)	customize (21 days)
		Day (16) Time (08-16)
		Day (7) Time (rest)
		Day (813) Time (14-22)
		Day (9) Time (rest)
		Day (1520) Time (20-04)

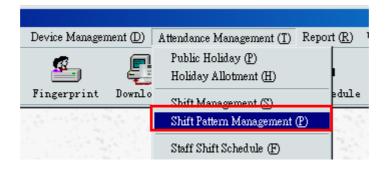
Just click the button "select" to select the sample and the system will automatically generate the shift and shift pattern record for you. Then, you just need to adjust the in out time or any argument that you want.

### **Shift Pattern Management**

After setting the "Shifts", user has to define the shift pattern. Shift pattern describes work hour in each day on a yearly/monthly/weekly base.

#### Add Weekly-based Shift Pattern

Go to "Attendance Management" and then "Shift Pattern Management".



Select "Weekly" and then click "New Pattern".

🗟 Edit Shift Pattern			
📬 New Pattern	🛨 Delete Patter	rn 🕅	Modify Pattern 🛛 🧗 Close
Yearly Monthly Weekly Customize			
Shift Name	Remark		Shift

Input "Name" for new shift pattern.

Edit Shift			×
Type Week	ly		
Name Star	ıdard		
Remark			
L	🗸 ок	🗙 Cancel	

Select the new shift pattern and then click "Add".

🥰 Edit Shift Pattern	
📄 🦈 New Pattern 🛨 Delete Pattern j	🛐 Modify Pattern 🛛 📔 Close
Yearly   Monthly Weekly   Customize	]
Shift Name Remark	Shift
▶ Standard	Zadd ±Delete ≩Edit
	Order No Start Date Shift Name

Select "Begin Date".

Edit Shift Deta	il		×
Shift No.	1		
Begin Date	▼ Sunday		
Shift Name	Tuesday Tuesday Wednesday Thursday Friday Saturday	🗙 Cancel	•

Select "Shift Name" to assign to specified day, and then click  $\checkmark$ .

Edit Shi	ift Detail	×
Shi f	t No. 1	
Begin	Date Monday 💌	
Shift	Name	J
	Find	
	Shift No Shift Name	
	▶ 001 0900-1800	
	002 0900-1300	

Click "OK" to proceed.

Edit Shift Detail
Shift No. 1
Begin Date Monday 💌
Shift Name [001]0900-1800
,
VOK X Cancel

Shift will be assigned to selected day.

Shift			
<b>  ≓</b> ¶Add	<b></b> Delete	🏂 E di t	
Order No	Start Date	Shift Name	l
1	WeekdayMON	0900-1800	

Repeat Step **12.1.4** to **12.1.7** until all work days have been assigned with a shift. (*Notes: If shift in next work day is same as the one in previous day, no shift assignment is required, as the system will automatically use the shift in previous for days without shift assignment.)* 

In the following example, the shift pattern will be:

Mon – Fri: Shift 0900-1800

Sat: Shift 0900-1300

Sun: Ignored as it is set to be public holiday (Refer to Section 7 for details)

S	hift		
	<b>‡</b> ∱Add	Delete	🚰 Edit
Γ	Order No	Start Date	Shift Name
Г	1	WeekdayMON	0900-1800
	2	WeekdaySAT	0900-1300

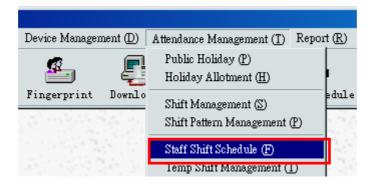
Click "Close" to exit.

## **Staff Shift Schedule**

After setting shift pattern, user has to assign the shift pattern to staffs. For staffs without any assigned shift, no attendance records will be shown in attendance reports.

#### **Add New Schedule**

Go to "Attendance Management" and then "Staff Shift Schedule".



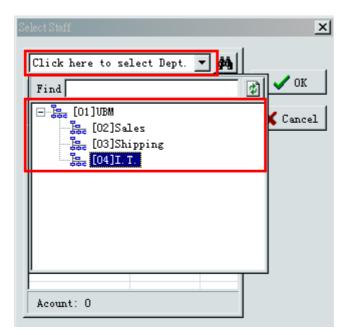
Click "Batch Scheduling".

🧐 Shift Assignme	nt	
Add New	🛟 Batch Scheduling 🖆 D	elete 🏂 Modify   🐉 Refresh   🖡 Close
Click here to	select Dept. 💌 🏟	Begin Date Shift Name End Da
☐ Show sub-De	partment Find	
Name	Staff No.	
		-
		-

Click "Select staff".

Batch Scheduling	
Select Staff & Cancel Staff Find Name Staff No.	Assign Shift Begin Date 2007/07/03 End Date No Ending Date

Click "Click here to select Dept.", and then select the target department.



Put a tick in the box for all target staff. Or, right-click on the blank area, click "Select All" on the popup menu to select all listed staffs. Click "OK" to proceed.

[01]VBM	•	<u>#4</u>
☞ Show sub-De □ Show Resign	partmen Find   ed Staff	VOK
Name	Staff No.	
🗹 🧟 Bryan	00000001	
🗹 🕵 Eric	00000002	
🗹 🔮 Ivy	0000003	
	Select	
	Select All	
	Unselect A	LU
-	Inverse Se	lection

Select shift pattern in "Assign Shift", and then set the "Begin Date" and "End Date". The system default setting is no end date.

📑 Batch Scheduling			_ 🗆 🗙
Select   Select Staff Find	🚀 Cancel S	taff	Assign Shift Standard V Begin Date 2007/07/03 V
Name Bryan Eric Ivy	Staff No. 00000001 00000002 00000003		End Date No Ending Date
Count: 3	Count: 3		🗶 Cancel

Un-tick the "No Ending Date" if there is a specify end date for the assigned shift pattern. Click "OK" to proceed.

Batch Scheduling		
Select   Select Staff Find	🚀 Cancel Staff	Assign Shift Standard Begin Date 2007/07/03
Name Bryan Eric Ivy	Staff No. 00000001 00000002 00000003	End Date No Ending Date 2007/10/31
Count: 3		VOK

The selected shift pattern will then be assigned to the staffs in the specified period. Click "Cancel" to close the Batch Scheduling Window.

Batch Schedulir	ıg	
Select   Select Sta Find	ff 🚀 Cancel Staff	Assign Shift Standard Begin Date 2007/07/03
Name Bryan Eric Ivy	Staff No.           00000001           00000002           00000003	End Date No Ending Date 2007/10/31
Count: 3		X Cancel

#### Modify/Delete A Shift Schedule

Go to "Attendance Management" and then "Staff Shift Schedule".

Click on "Click here to select Dept." and then select the department.

	🥩 Shift Assignment					
	🔁 Add New 🤿 Batch Scheduling 🛨	Dele	te 斄 Modif	🤋 🕴 🚺	Refresh 📔 🚺	Close
	Click here to select Dept. 🗾 🏚	1L	Begin Date	Shift N	lame	End Date
j	Find	∎⊢				
Π						
H	[02]Sales					
I	[03]Shipping	н				
Ι		T				
		Ш				
		Ш				
		Ш				
	I	4				
		-1.				
		-1				
ĺ	Acount: O		View Shift	Detail		

Click on "Click here to select Dept." and then select the department.

Select particular staff, corresponding shift schedule will be shown. Select the shift schedule which required being deleted/modified.

📬 Add New	🛟 Batch Sched	uling 🛨 De	lete 💦Modi	fy 🔰 🚺 Refre	sh 🕴 🚺 Cla
[02]Sales		• <b>#</b>		Shift None	End Date
Show sub-1	Department Find		2007/07/03	Standard	2007/10/31
Include r	esigned staff				
Name	Staff No.				
🛃 Bryan	00000001				

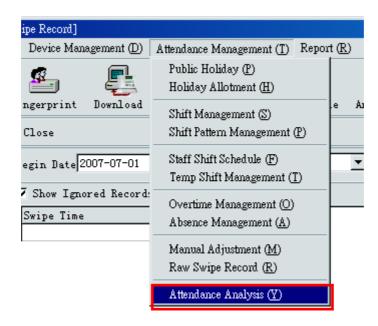
Click "Delete"/"Modify" to delete/modify a shift schedules.

	C10
Show sub-Department Find Include resigned staff	
☐ Include resigned staff	/10/31
Name Staff No	
Haire Deale Ho.	
🔮 Bryan 00000001	

## **Attendance Analysis**

#### **Analysis Configuration**

Go to "Attendance Management" and then "Attendance Analysis".



Click "Analysis Parameter" to configure the analysis rules.

🧐 Attendance .	Analysis		
📄 Þ Analyze	Stop 📰 Analys	is Parameter	🖡 Close
		Begin	n Date 2007/07/01 💌
Select S	taff 🚀 Cancel Staf	End 1	Date 2007/07/04 💌
Name	Staff No.	1.	Not swipe at In/Out controll
		2,	Work time minimal unit is 1 (
		2、	Absent time minimal unit is

**In/Out Attendance Rule**: The default setting is "Ignore In/Out". This one should not be changed.

Work Time Unit (min): Minimum step unit of work time.

Absent Time Unit (min): Minimum step unit of absent time.

**Treat invalid Swipes as Absence**: If either clock-in or clock-out record is missing, the system will treat it as absence.

Match I/O record according to Shift def.: Once this option is enabled, system will search for valid attendance records according to the "Earliest In" and "Latest Out" settings (Refer to Section 8.1.5 for details)

Click "Save" to save and exit.

Configure Parameter					X
In/Out Attendance Rule C Check In Out G	Ignore In Out				
☑ Match In Out record according_to Shift definition					
🗖 Invalid Swipe as Absence					
Work Time Minimum Unit	1	(min)	(truncate)	(work_time, early_in, lat	e_out)
Absent_Time Minimum_Unit	1	(min)	(fill up)	(late_in,early_out)	
Overtime Minimum Unit	1	(min)	(truncate)	(overtime)	
Actual Work_Time = Work_	_ Time - Late_in	Time			🖺 Save
✓ Actual Work_Time = Work_	Time - Early_0	ut Time		_	CH Dave
					📔 Exit

## Analysis

ipe Record]			
Device Management (D)	Attendance Management $(\underline{T})$	Repor	t (R)
<b>e e</b>	Public Holiday (P) Holiday Allotment ( <u>H</u> )		
ngerprint Download Close	Shift Management ( <u>S</u> ) Shift Pattern Management	Ð	.e Au
egin Date 2007-07-01	Staff Shift Schedule (F) Temp Shift Management (	D	<u>•</u>
<ul> <li>Show Ignored Record:</li> <li>Swipe Time</li> </ul>	Overtime Management (O) Absence Management ( <u>A</u> )		
L	Manual Adjustment ( <u>M</u> ) Raw Swipe Record ( <u>R</u> )		
	Attendance Analysis (Y)		

Go to "Attendance Management" and then "Attendance Analysis".

Click "By Dept." and then select departments for analysis.

😪 Attendance Analysis			
📗 🕨 Anal	Analysis Para		
By Dept. By Staff			
	□····································		

Or, click "By Staff" and then "Select Staff".

🔮 Attendance Analy:	sis
🕨 Analyze 🔳	Stop 🔚 Analysis Param
By Dept. By Sta	ff ]
🖓 Select Staff	🚀 Cancel Staff
Find	
Name	Staff No.

Specify the "Begin Date" and "End Date", and then click "Analyze" to start the analysis.

🧐 Attendance Analysis	
≽ Analyze 🔳 Stop 📰 Analysis Param	neter 📔 Close
By Dept. By Staff 	Begin Date 2007/06/01   End Date 2007/06/30  Farameter Info

Wait until the progress bar reach 100%.

🗟 Attendance Analysis				
📔 🕨 Analyze 📕 Stop 🔝 Analysis Para	meter Close			
Analyze Stop Analysis Fara	Begin Date 2007/06/01			
	6. Find swipe time range from Shift definition.			
	7、Daily work time is: 480 min.			
	33%			
	Staff:Bryan Attendance analysis in progress, please wait			

Click "Close" to exit.

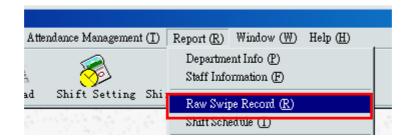
🧐 Attendance Analysis	
📙 🏲 Analyze 🔳 Stop 📰 Analysis Para	meter 📔 Close
By Dept. By Staff	Begin Date 2007/06/01 💌
♥課; [01]UEM ♥ 課; [02]Sales ♥ ;;; [03]Shipping	End Date 2007/06/30 💌
	Parameter Info

## **Generate Reports**

#### **Raw Swipe Record Report**

Show all swipe record for selected staffs.

Go to "Report" and then "Raw Swipe Record".



Click "Select Dept." or "Select Staff" to select department or staff.

Search 🛕 Preview 🚔 Print		
	UBM 02]Sales 03]Shipping	

Specify the "Begin Time" and "End Time" and then click "Search".

🧐 Raw Swipe Record Report				
	🕒 Export 🛛 📔 Close			
Select Dept. Select Staff	Order By Dept. 💌			
⊡…♥ৣEz Department ⊡…♥ৣEz [01]VBM	Begin Time 2007/07/01 💌			
	End Time 2007/07/04 💌			
	Delimiter			
	🔽 Show Manual Entries			

Raw swipe records will be listed.

?{]Search 🖸 Preview 📇 Print	Export	📔 Close			
Select Dept.  Select Staff	Begin Time End Time Delimiter	By Dept. 2007/07/01 2007/07/04  ▼ Show Manua	√ ▼ √ ▼ 7	Show swipe record Ignore date with : Show only once for Vise Delimiter for Show In/Out	no records r repeated swipes
	Dept.	Staff No.	Name	Date	Swipe Record
	Sales	00000001	Bryan	2007-07-01 (SUN)	
				2007-07-02 (MON)	
				2007-07-03 (TVE)	
				2007-07-04 (WED)	09:00 18:00
	Shipping	00000003	Ivy	2007-07-01 (SUN)	
				2007-07-02 (MON)	
				2007-07-03 (TVE)	
				2007-07-04 (WED)	
	I.T.	00000002	Eric	2007-07-01 (SUN)	
				2007-07-02 (MON)	
				2007-07-03 (TVE)	19:56 19:56 21:54
				2007-07-04 (WED)	

Click "Preview" to preview print layout; click "Print" to print the report; click "Export" to export the report to excel file.

(Notes: To export the report to excel file, Microsoft Excel must be installed on the computer)

🧐 Raw Swipe Record Report				
?{Search	🛕 Preview	A Print	🖹 Export	

#### **Attendance Detail Report**

Go to "Report" and then "Attendance Detail Report".

Attendance Management $(\underline{T})$	Report ( <u>R</u> )	$\mathbb{W} indow \ (\underline{\mathbb{W}})$	Help ( <u>H</u> )
4 🚳	Department Info (P) Staff Information (F) ai: Raw Swipe Record (R) Shift Schedule (T)		
ad Shift Setting Shi:			
이 가슴이 걸려 있는 것	Attendance Detail Report (D)		
역시 경영 귀엽 가보면?	Attendan	ce Summary Re	port (2)

Click "Select Dept." or "Select Staff" to select department or staff.

🤮 Attendance Detail Report				
By Dept. By Sta	aff			
Select Staff 🚀 Cancel Staff Find				
Name	Staff No.			

Specify the "Begin Date" and "End Date".

A Preview	🖨 Print	Excel	Close
Begin	Date <mark>2007</mark> /(	07/01	•
End	Date 2007/0	07/04	•

Click "Preview" to preview print layout; click "Print" to print the report; click "Excel" to export the report to excel file.

(Notes: To export the report to excel file, *Microsoft Excel* must be installed on the computer)

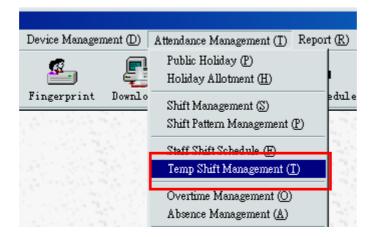
			- 🗆 🗵
C Preview	🖨 Print	Excel	📔 Close

# **Temp Shift Management**

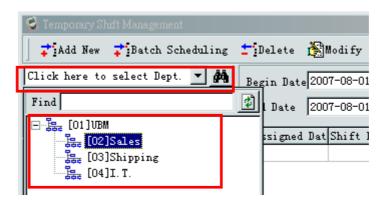
Instead of assigning shift to staff by shift pattern, user can assign the shift directly to staff on particular dates, which is called "Temp Shift". Temp Shift has highest priority in the system. Once temp shift is assigned on particular date, it will override all Holiday or Shift Schedule settings.

#### Add Temp Shift

Go to "Attendance Management" and then "Temp Shift Management".



Click on "Click here to select Dept." and then select the department.



Select staff and then click "Add New".

🧐 Temporary Shif	't Management			
Add New	Batch Scheduling			
[02]Sales	<u>•</u> #4			
☐ Show sub-Dep □ Show Resigne	artment Find			
Name	Staff No.			
🗭 Bryan	00000001			

Select "Shift Name", and then click  $\checkmark$  to confirm.

New Temp Shi	ft Assignment			×
Shift Name	[01]0900-1	800	•	
Begin Date	Find 🛛			✓
End Date	Shift No.	931111 Hame 0900-1800		
L L	02	0900-1600		
	03	OT		
				•

Specify the "Begin Date" and "End Date", and then click "OK" to save.

New Temp Shift Assignment	×
Shift Name [[01]0900-1800	•
Begin Date 2007-08-06 💽	
End Date 2007-08-06	
🗸 OK 🛛 🗶 Cancel	

The assigned Temp Shift will be displayed.

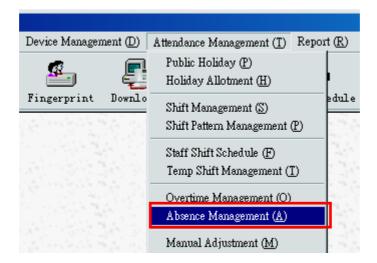
[02]Sales	- <u>#4</u>	B	egin Date	200	17-08-0	D1	•	C As
Show sub-Dep	artment Find	E	Ind Date	200	17-08-0	06	•	€ De
☐ Show Resigned	d Staff		Assigned	Dat	Shift	No.	Shift	Name
Name	Staff No.	Þ	2007-08-0	D6	01		0900-:	1800
🖉 Bryan	00000001	F						

### **Absence Management**

"Absence Management" handles all absence records of staffs. The records might be annual leave, sick leave, etc. User can also add special records such as "Meeting with customer", "Business trip", etc.

#### **Define Absence Reason**

Go to "Attendance Management" and then "Absence Management".



Click "Absence Reason".

🧐 Absence M	anagement							1	
Add Ne	w 📬Batch Regis	tration 🛨	Delete	🎘 M a	dif	Absence R	eason	bsence Type	👔 R
Click here	to select Dept.	- <i>M</i>	Begin	Date	2007	/07/01	▼ E	nd Date 2007	/07/03
🗖 Show sub	-Department Find		Begin	. Time	Off	Duty Reason	End T	ime	Need
☐ Show Res:	igned Staff								
Name	Staff No.								
-									
Acount: O									

Click "New" to add new absence reason. Input all the absence reasons and then click "Save".

ff Duty Reason	x
Name	·]
Personal Leave	📬 New
Annual Leave	
Sick Leave	🛨 Delete
No Paid Leave	
* Travel	💦 Modify
	Save
	Close

Click "Close" to exit.

Off Duty Reason	×
Name 🔺	
Personal Leave	📬 New
Annual Leave	
Sick Leave	🛨 Delete
No Paid Leave	
Travel	💦 Modify
Stock Inspection	Lyn mourry
	🗸 Save
<b>•</b>	Close

#### Add Single Absence/Leave Record

Go to "Attendance Management" and then "Absence Management". Click on "Click here to select Dept." and then select the department.

😫 Absence Management			
🚽 📬 Add New 📑 Batch Registrat	ion 🛨	Delete 👸	Modify
Click here to select Dept.	- #	Begin Dat	e 2007,
Find ☐		Begin Ti	me Off )

Select staff and then click "Add New".

🔞 Absence Manag	ement				
Add New 🕻 Batch Registration					
[O2]Sales	• <u>M</u>				
🔽 Show sub-Dep	Show sub-Department Find				
🖵 Show Resigne	d Staff				
Nomo	Stoff No.				
🕵 Bryan	00000001				

Select "Off Duty Reason", and then specify the "Begin Date", "Begin Time", "End Date" and "End Time".

Add Absence Registration	×
Off Duty Reason Personal Leave	
Begin Date 03 July , 200 💌	
Begin Time 09:00	
End Date 03 July , 200 💌	
End Time 18:00	🗸 ок
Clock-in Required 🔽	X Cancel
Clock-out Required 🔽	A Cancel

If staff is absence for half-day or a couple hours, user has to specify whether the staff still need to swipe card or not. If no swiping card are required, the system regard the "Begin Time" and "End Time" as clock-in time and clock out time accordingly.

 $\label{eq:clock-in Required: Staff has to swipe card during on duty.$ 

Clock-out Required: Staff has to swipe card during off duty.

Add Absence Registration	×
Off Duty Reason Personal Leave	
Begin Date 03 July , 200 💌	
Begin Time 09:00	
End Date 03 July , 200 💌	
End Time 18:00	V OK
Clock-in Required 🔽	🗙 Cancel
Clock-out Required 🔽	
Clock-out Required ♥ Off Duty type	
Off Duty type	

Specify the number of "Days" that the leave/absence taken. User can input "0.1", "0.5" or "1", etc.

Add Absence Registration	×
Off Duty Reason Personal Leave	
Begin Date 03 July , 200 💌	
Begin Time 09:00	
End Date 03 July , 200 🔻	
End Time 18:00	🗸 ок
Clock-in Required 🔽	<b>X</b> a a l
Clock-out Required 🔽	X Cancel
Off Duty type	
Days 0	
Include OT	

Click "OK" to save. The new absence record will be shown.

	Begin Date 2007/07/	(01 <b>-</b> End	. Date 2007/07/03	•	
Γ	Begin Time	Off Duty Reason	End Time	Need Clock-in	Need Clock-ou
L	2007/07/03 9:00:00	Personal Leave	2007/07/03 18:00:00		

#### Batch Absence/Leave Record Registration

Go to "Attendance Management" and then "Absence Management".

Click "Batch Registration".

🧐 Absence Management						
Add New 🚦	Batch Regis	stration	÷	Delete	<b>8</b> 1 1	odi fy
Click here to se	elect Dept.	<u> </u>	<b>14</b>	Begin	Date	2007/
_	Show sub-Department Find			Begir	ı Time	Off D
Show Resigned			_			
Name	Staff No.		-			
			-			

Click "Select staff".

Batch Absence Registration					
Select					
🚰 Select Staff	💉 Remove User				
Find	-				
Name	Staff No.				

Click "Click here to select Dept.", and then select the target department.

Select Staff	×
Click here to select Dept. 💌 🉀	
Find	🗸 ок
⊡	🕻 Cancel
	]
Acount: O	

Put a tick in the box for all target staff. Or, right-click on the blank area, click "Select All" on the popup menu to select all listed staffs. Click "OK" to proceed.

[01]VBM	<u>•</u>	и ск
▼ Show sub-De ■ Show Resign	partmen Find 🔽	× Cane
Name	Staff No.	
🗹 🧟 Bryan	00000001	
🗹 🧟 Eric	00000002	
🗹 🔮 Ivy	0000003	
	Select	
	Select All	
	Unselect All	
	Inverse Select	hiom

After selecting staffs, input all necessary information. (Refer to Step **11.2.4** to **11.2.7** for details)

🕅 Select St Find	aff 🚀 Remove User	Absence Reason Travel Begin Date 02 July , 200
Name	Staff No.	Begin Time 09:00
🖸 Bryan	00000001	End Date 02 July , 200
Eric E	0000002	
🖸 Ivy	00000003	End Time 18:00 Clock-in Required 🔽 Clock-out Required 🔽
		Off Duty Type Days 1 Include OT

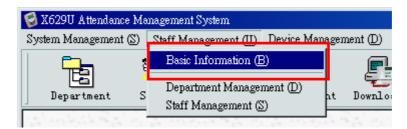
Click "OK" to save and then click "Cancel" to exit.

## Manual Adjustment

If staff does not have either clock-in or clock-out record, the system will not able to generate an accurate attendance report. User must add the record manually.

#### **Add Swipe Record**

Before adding swipe record, "Adjustment Reason" has to be defined first. Go to "Staff Information" and then "Basic Information".



Select "Manual Adjustment Reason"

Basic Information	×
Department Type	
Duty  Contract Type	
Education	📬 Add
Title Political Party	
Device Model	<b>±</b> ¶Delete
Manual Adjustment Reason 📃 🔽	
	🚵 Modify
	4-1
	Save 🗸
	📔 Close
1	

Click "Add" to add new reason and then click "Save". Click "Close" to exit.

Basic Information	×
Manual Adjustment Reason	•
4anual Adjustment Reasor         Forgot to bring card         Forgot to swipe card         Card damaged	▲

Go to "Attendance Management" and then "Manual Adjustment".

Device Management (D)	Attendance Management ( <u>T</u> )	Report (R)
<b>e e</b>	Public Holiday (P) Holiday Allotment (H)	1
Fingerprint Downlo	Shift Management (S) Shift Pattern Management	edul e
	Staff Shift Schedule (F) Temp Shift Management (	D D
	Overtime Management ( <u>O</u> ) Absence Management ( <u>A</u> )	
	Manual Adjustment ( <u>M</u> ) <del>Raw Swipe Record (<u>R</u>)</del>	

Click on "Click here to select Dept." and then select the department.
---

🔇 Manual Swipe Record	
📄 📬 Add New 🤿 Batch Registrati	ion 🛨 Delete
Click here to select Dept.	Begin D
Find	Show
⊡ <mark>E</mark> . [01]UBM 	Sign T

Select staff and then click "Add New".

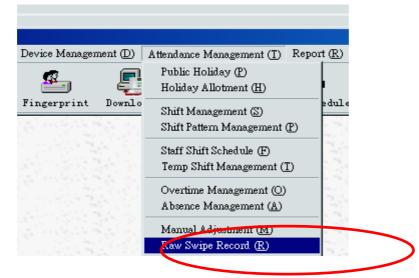
A Manual Swipe Record					
Add New	🚰 Batch Registration 🛨	Delete			
[O2]Sales	• <u>#</u>	Begin			
Show sub-Department Find					
Show Resigned Staff					
Name	Stoff No.				
👷 Bryan	0000001				

Specify "Adjustment Date", "Adjustment Time" and select "Adjustment Reason". Click "OK" to add new record.

Add manual swipe :	record		×
Adjustment D 2007/07/04	ate 💌	Adjustma Card da	ent Reason maged 🗨
Adjustment T 09:00	ime 🕶 In	C Out	V OK
18:00	O In	🖲 Out	🗙 Cancel
	🖲 In	C Out	Calleer
	€ In	C Out	

## **Raw Swipe Record**

Go to "Attendance Management" and then "Raw Swipe Record"



Click on "Click here to select Dept." and then select the department.

🗳 Raw Swipe Record	
🛛 🕅 Modify 🛨 Delete 🛛 🧭 Refre	esh 🚺 Close
Click here to select Dept.	- M Begin Date
Find	Show Ig
⊡ 등 [01]U3M 	Swipe Tin

Select target staff and the then specify "Begin Date" and "End Date". All swipe records in the specified time period will be listed.

🧐 Raw Swipe	Record	
🛛 💦 Modify	🛨 Delete 🛛 🕼 Refresh	Close
[04]I.T.	<u> </u>	Begin Date 2007/07/01 🗨 End Date 2007/07/04 💌
☐ Show sub-	-Department Find	Show Ignored Records
🔽 Show Resi	igned Staff	Swipe Tine InoSat Ignored
Name	Staff No.	2007-07-1 3 19:56:34 Unknown
S Eric	0000002	2007-07-03 19:56:38 Unknown
		2007-07-03 21:54:34 Unknown
Acount: 1		<b>_</b>

# System Log

System log is to check the login and logout status. Besides, it allows you to set the system company name. And, you can select the default interface language in this window.

System Log							
l Login log Logout lo	g 🛛 Invalid Login 🗍 Modu	ule Operation   Oth	ner info				
ate 2009-08-25 💌	to 2009-09-04	- Account	<all></all>	• ?	{] Query		
	Account Type	Log	message				~
2009-09-04 下午 02:30:43			n: succeeded!				
2009-09-04 下午 02:31:51			n: succeeded!				
2009-09-04下午 03:11:08	SYSTEM System Adm	ninistrator Logi	n: succeeded!				
							~
1877 annual until				1			
Jear record until	2009-08-21	5 🗸	Clear Record			Ctose	
Jear record until	2009-08-2	5 🔹	Clear Record			Close	
Jear record until Company	2009-08-2	5 💌	Clear Record				
	2009-08-2	5	Clear Record		_	Save Company	
	2009-08-29	5	Clear Record				
	, 	5 ▼ ×629u/nu2100		v649u	780	Save Company	
Company	, 			▼ x649u	780		

When you have input of the company name, remember to click the button "Save Company" to save the name. Then, the company name will be shown in all reports of the system.

Similarly, when you have selected the interface language, you need to click the button "Save Setting" to save the selection.

### **System Tool**

System tool is mainly for doing housekeeping job of the system.

🔑 System Tool		
Database Processing Record Processing Import	Staff Info	
Database Location I:\project\UnionAttend\Ubtest\ Database Backup Location J:\project\UnionAttend\bin\backup\ Staff Photo Storage Directory I:\project\UnionAttend\Bin\photo\		
Language Maintenance	Generate Lang (tw) Generate Lang (cn)	
Operator Status		

## Path Setting

It is for setting the location of different items such as database location, backup location and photo location. Photo location is to put the file of image for each staff. Backup location is the path for storing backup data. Database location is the path for storing the access database (imsds.mdb) and the corresponding system database (system.mdw).

## Database Backup

It is to backup the whole database into other area. Then, you may copy the backup to other removable media for off-site backup.

🔑 System Tool		
Database Processing Record Processing Impo	ut Staff Info	
Configure Database Location Configure Database Backup Location Staff Photo Storage Directory		
Backup Database Rebuild Database Index Compact Database		
Exit		
J:\project\UnionAttend\Bin\photo\		
Language Maintenance	Generate Lang (tw) Generate Lang (cn)	

Database Backup Co	nfiguration	X
Target File	J:\project\UnionAttend\bin\backup\imsdb_20090904.mdb	

The default backup file name will be displayed. If you accept the name, you just click the button "Start" or you can change it. The default path is the backup location stored in the system. Once you finish the backup process, you can copy the backup file to other removable media for off-site backup.

To restore the database, you do not need the system interface. You just copy the imsdb\_yyyymmdd.mdb back to the database directory and rename to imsdb.mdb. Please be reminded that the authentication database "system.mdw" must be present in the same directory as that of imsdb.mdb. Otherwise, you cannot access to the database.

#### **Rebuild Database Index**

Database use index to search records so that you can get a list of records quickly. Without index, the searching will take more time. Rebuild database index is to reorganize the index structure so that the speed of searching will be increased.

🔑 System Tool		
Database Processing Record Processing I	mport Staff Info	
Configure Database Location Configure Database Backup Location Staff Photo Storage Directory		
Backup Database		
Rebuild Database Index	<u>.</u>	
Compact Database		
Exit		
J:\project\UnionAttend\Bin\phote	1	

### **Compact Database**

Database operation will cause the fragmentation in the blocks of the database. Block is the basic component of database. Compact database will do the de-fragmentation of these blocks which will increase the speed of performance of operation.

🔑 System Tool	
Database Processing Record Processing In	nport Staff Info
Configure Database Location Configure Database Backup Location Staff Photo Storage Directory	
Backup Database Rebuild Database Index Compact Database	Α
Exit           J:\project\UnionAttend\Bin\photo	

#### **Remove Antique Record**

Day by day, the records in the system will be accumulated and the database size will be very large. This item can be used to remove the old records so that the database size will be cut down.

🔑 System Tool		
Database Processing	Record Processing	Import Staff Info
Database Loc <del>a</del> [:\project\Uni	Export Attenuan	nce Record
Database Back J:\project\Uni	up Location onAttend\bin\bac	ckup\
-Staff Photo St	orana Directory	

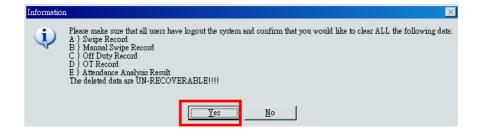
When you invoke the item, a window will be displayed for asking the "Due Date". (*Notes: the "Due Date" CANNOT be the date within the nearest 120 days.*)

Remove Antique Attendance Record 🔀
This function will clear all attendance. records before the specified Due DateAttention! Attention! This process is un-recoverable.
Due Date 2007-07-27 💌
Clear Records 📔 Close

Click the button "Clear Record" to remove all attendance record before the "Due Date".

Remove Antique Attendance Record 🛛 🔀	<
This function will clear all attendance. records before the specified Due DateAttention! Attention! This process is un-recoverable.	
Due Date 2007-07-27 💌	
Clear Records 📔 Close	

Click "Yes" to confirm the removal.



Click "Close" to exit.

Remove Antique Attendance Record 🔀
This function will clear all attendance. records before the specified Due DateAttention! Attention! This process is un-recoverable.
Due Date 2007-01-27 💌
Clear Records

### **Export Attendance Record**

This item is to export the raw swipe record out to text file or database file. This is for other system to get the data and do processing. For example, you may have a payroll system which can import the raw swipe record from text file. Then, you can use this item to do the job.

👂 System Tool		
Database Processing	Record Processing Import Staff Info	
	Remove Antique Record	
Database Locat	Export Attendance Record	
J:\project\Uni	ii Clear Duplicated Record	
Database Back	rup Location	
J:\project\Uni	ionAttend\bin\backup\	
_Staff Photo St	torage Directory	
J:\project\Uni	nionAttend\Bin\photo\	
	•	

Export Attendance Records	X
All Records	
Records within following time period Begin Date 2009-09-04 -	🕨 Start
End Date 2009-09-04 -	E Stop
Export File Format • Text File	📔 Close

You are asked to select all records or input a data range for output. And, you need to choose the target is text file or database file. Once you confirm the input, you can click the button "Start" to start the process.

Then you need to choose the output path and filename for storing the data.

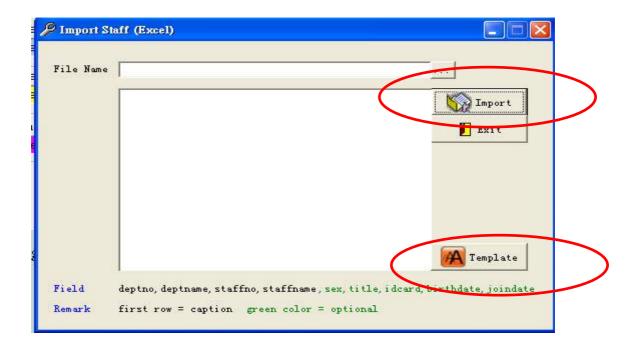
另存新檔				? 🛛
儲存於(1): 我最近的文件 反面 我的文件 我的電腦 網路上的芳鄰	<ul> <li>本機磁碟 (C</li> <li>Documents an</li> <li>Program Files</li> <li>temp</li> <li>WINDOWS</li> <li>out.txt</li> </ul>	d Settings	←                	
	檔名(N):	*.bxt	-	儲存③
	存檔類型(工):	Text Files (*.txt)	•	取消

### **Import Staff**

This item is for importing staff information from an excel file. Many customers have a legacy system or an excel sheet to keep the staff information. They then can

use this item to import the staff information instead of retyping them one by one.

🔑 System Tool	
Database Processing Record Processing Import Staff Info	
Database Location	
J:\project\UnionAttend\dbtest\	
Database Backup Location	
J:\project\UnionAttend\bin\backup\	
Staff Photo Storage Directory	
J:\project\UnionAttend\Bin\photo\	

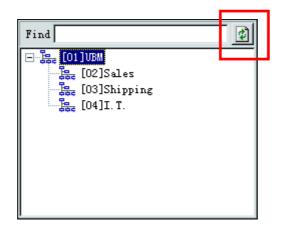


In the input window, you can see the format of the excel file by clicking the button "Template". After you prepare the excel file, you can input the path and file name in the file name box and click the button "Import" to proceed.

## **Trouble-shooting**

#### 1. Cannot see new department after adding the department.

Click the "update" button in the Department List.



After clicking the button, new department will be shown.

Find
- 📴 (O3)Shipping

#### 2. Cannot execute download module

If you click the download icon with error message of "class not registered", the device API may be disconnected from windows. You can register back the API. If your program is installed in \program files\ams, you will see 3 directories in the path. They are api, apinew, apinu3100. Just go the three directories and execute the batch file reg.bat to restore the registration of API.

# --- The End ----