

Preface

Honorable customers,

Thanks for choosing products of this company. OA3000, with world cutting edge technologies—fingerprint recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity. Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Utilizing the state-of-the-art biometric tech, this product will bring unprecedented reliability, convenience and benefits to the top management of enterprise in HR.

Fingerprint T & A Advantages

- Veracity

Record and reflect employee s' attendance conditions equally, correctly and promptly.

Checking on work attendance by passwords and cards (paper card, magnetic card, IC card, etc); it is hard to avoid buddy-punching and cannot reflect the actual attendance condition. With the help of fingerprint recognition attendance, it is easy to solve all the problems like buddy punching, card loss or stolen and password forgetting. Thus, HR dispute is avoided and the justness of time attendance is materialized.

- Convenience

It is more convenient to use fingerprint standalone units with no card reader or attendance cards needed, no worrying about cards loss or damage, no need to do system maintenance, and saving time and money.

Only placing enrolled finger on the sensor surface, system will check users automatically and record the correct time and checking status.

- Full Function

The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

- Flexible Shift Maintenance

The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

- Standalone

The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.

- Network management

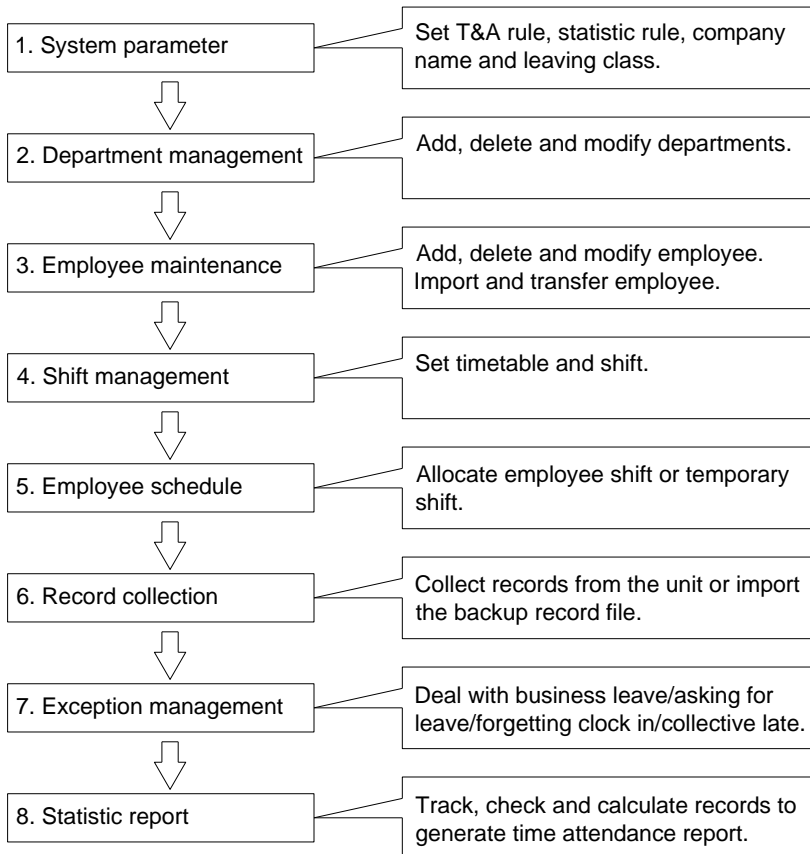
Many units can be connected through network via TCP/IP for easy management in central software.

Software Operation Flowchart

(Important chapter, please read carefully)

This software includes: System parameter, department management, Employee maintenance, shift management, Employee leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:



1. When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave class. When the setting is completed, it is usually not needed to be modified

unless the management rules of this company changes.

2. Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of Employee. Department setting should be completed before Employee maintenance.

3. When the software is used for the first time, please make a Text file (*.txt) or MS Excel file (*.xls) for company Employee in accordance with certain format. For the format, please refer to **【import Employee list】** so that all Employee can be imported to the system at one time. Employee can be added, deleted, modified and transferred to new department during future use.

4. First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5. After the shift setting is completed, it will work until shift is allocated to Employee. Each Employee can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each Employee.

6. Attendance records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, staff information and fingerprint templates can be uploaded and downloaded between the unit and the computer. Please refer to “Background management” for detailed information.

7. There is always staff away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8. After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all Employee or a certain Employee from a certain department in a certain time period.

In **【Attendance Calculating and report】**, first please select the starting and ending date of the Employee, click “Calculate” and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one Employee presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result.

Please note: From the above flowchart, we can see that if there is an error in

calculation report for one staff, the possible reasons are as follows:

Employee shift or temporary shift is incorrect.

Exceptions such as Employee away for business/ask for leave/forgetting clock in/out is incorrect. Checking and calculation of transaction records is incorrect.

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Chapter 1

Introduction

The main theme of this chapter is the feature of this T&A, as well as function introduction.



1 Introduction

1.1 OA3000 Introduction

OA3000 is a genuine breakthrough in biometric identification terminals, which fully integrate fingerprint identification, RFID, camera, wireless, GPRS, multimedia and embedded system technology. Utilizing 7 inch industrial TFT true color LCD, Samsung 400MHz Arm9 high speed processor and Windows CE operation system, OA3000 can be used in all applications where fingerprint identification is required especially in governments and larger-scale enterprises as well as places where high security level is a must.



1.2 Feature

- Samsung 7 inch industrial TFT LCD of high brightness;
- Integrated touch screen;
- 10 number key, 7 function key, 6 user defined function key, 4 status key and 1 circular navigation key
- Samsung 400MHz Arm9 high speed processor; BioNano core fingerprint algorithm, Embedded Wince5.0 operating system

- Optical fingerprint reader; Scratch-proof, unbreakable and durable; Well accept all kinds of fingerprints
- Multiple identification method: fingerprint, card, fingerprint + card, ID + fingerprint, ID + password, card + password;
- Customizable voice prompts and time attendance status; Display user picture, personal and public message; Play multi-media video file. User can select local language in the menu;
- 13 million pixel camera, speaker, microphone, 1 USB and 1 RJ-45(LAN);
- Support TCP/IP, RS232/485, USB Host, inbuilt GPRS, and inbuilt WIFI, SD card for data transfer;
- Support ID, Mifare and HID card for extended function
- Optional SC021 or SC822 access controller for separate type secure access control system.
- Support real-time record download, WEB online tracking function, remote access through internet, and server identification etc.

1.3 Parameter

Item	Description
Sensor	Optical sensor
LCD	Samsung 7 inch industrial TFT LCD
Identification Method	FP、ID+FP、ID+PW、FP+CARD、CARD、CARD+PW
Identification Time	<1 second
Register Method	Fingerprint, Password, (Max. 10 FP/person), card
Scan Area	22mm*18mm
Resolution	500DPI
Fingerprint Capacity	3000
Record Capacity	50000
FRR	0.001%
FAR	0.00001%
Standard Port	TCP/IP, RS232, USB HOST, inbuilt GPRS, inbuilt Wifi, SD card, Wiegand
Working Current	<450mA

Sleeping Current	<380mA
Sensor	>15000V
Power	DC 12V
Temperature/Humidity	-10°C-60°C/ 20%-80%
Casing Material	ABS industrial plastic
Size	204(w)*252(h)*35(d) mm
Color	Black(Customizable)

Chapter 2

Operation Guide

This chapter is mainly about appearance illustration and relevant system settings such as how to add and delete users etc.



2 Operation Guide

2.1 Structure

OA3000 fingerprint identification terminal:

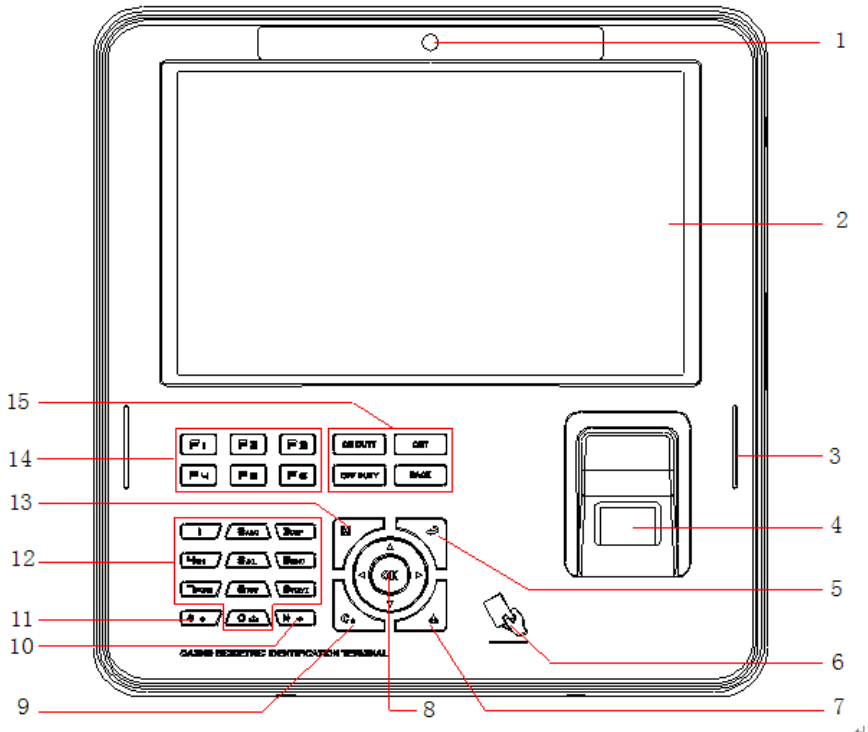


Illustration:

1 Camera	2 LCD	3 Speaker
4 Fingerprint sensor	5 Backspace key	6 Swipe Card area
7 Ring key	8 O.K. key	9 Cancel/Power key
10 Down	11 Up	12 Numeric /Letter key
13 Menu key	14 Shortcut key	15 T&A status set key

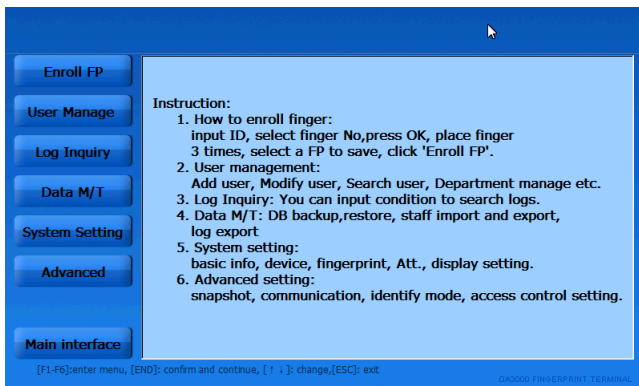
2.2 Start the device

Plug in the 12V power supply. It starts itself. You can see the main interface as follows:



2.3 T&A management

In the main interface: Press the number “0” and press [OK] to confirm. And then enter the management password: “12345”. Press the button [OK] to enter the management interface.



You can enroll fingerprint, manage the users, and search the records, set the parameters and so on in the management interface.

There are some prompts at the button of the interface

[F1-F6]: Enter to sub menu

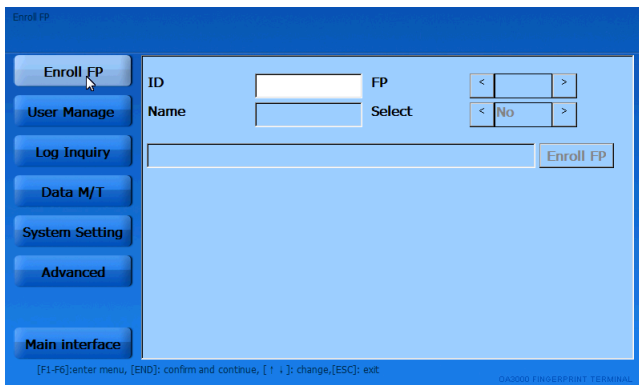
[OK]: Confirm and go to next options

[↑ ↓]: Select options

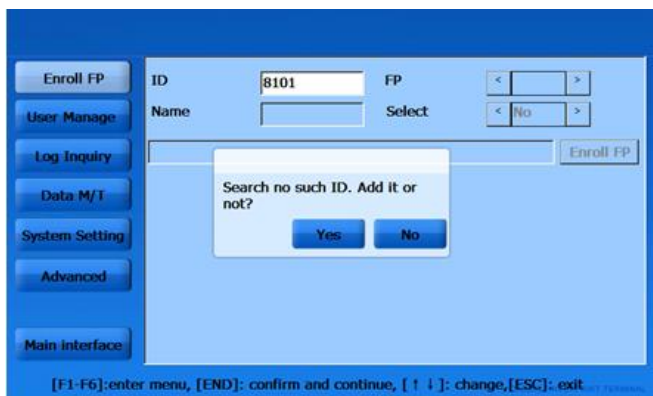
[ESC]: Exit

2.3.1 Enroll Fingerprint

Click the item [Enroll FP]. It displays as follows:



Enter the User ID (For example: 8101). Press the button [OK] to confirm.
If the user ID is not existent, it prompts “Search no such ID. Add it or not?”



If you want to add a new user, please click the [Yes] on the screen. The [Add User] window pops up:

Add User
 Add User
 Search user
 Modify user
 Dept. manage
 User Manage

ID: 8001
 Name:
 Dept. name: < hqtrs >
 Sex: < Male >
 Card No.:
 Password:
 Admin: < No >
 Group ID: < 0-NC >
 Identify mode: < System default >
 FP verify firstly: < No response >
 Card verify firstly: < No response >
 PIN verify firstly: < No response >
 Save and Next(ON DUTY)

[F1-F6]:enter menu, [END]: confirm and continue, [↑ ↓]: change,[ESC]: exit
 QK3000 FINGERPRINT TERMINAL

Set the user Information. Click the button [Save and Next]. It will to the [Enroll FP] interface. And then can enroll the user Fingerprint.

If the User ID is already existent in the system, which is added on terminal or uploaded through communication software, then user info will be shown. Please select the FP number to be enrolled, and then press the button [OK] to enroll the fingerprint.

Note: One user can enroll 10 fingerprints.

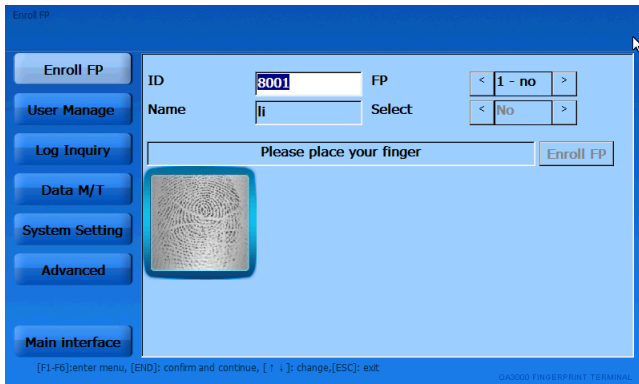
Please place you finger on the fingerprint scanner when the system prompts “Place your fingerprint”.

Enroll FP
 Enroll FP
 User Manage
 Log Inquiry
 Data M/T
 System Setting
 Advanced
 Main interface

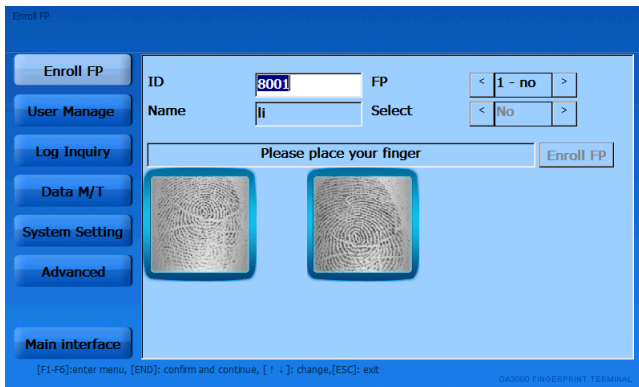
ID: 8001
 Name: li
 FP: < 1 - no >
 Select: < No >
 Please place your finger
 Enroll FP

[F1-F6]:enter menu, [END]: confirm and continue, [↑ ↓]: change,[ESC]: exit
 QK3000 FINGERPRINT TERMINAL

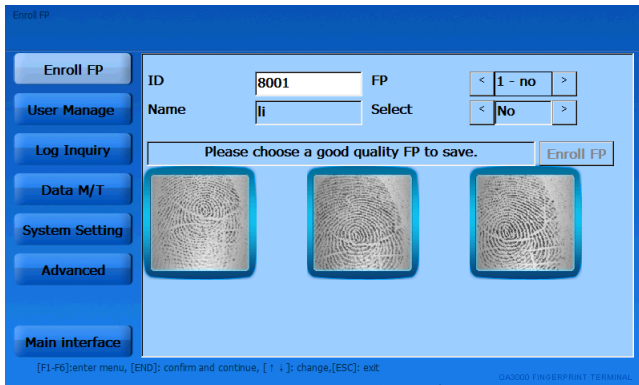
After it captures one fingerprint template for the finger successfully, it prompts “The 1 time enroll FP successfully. Please remove finger”.



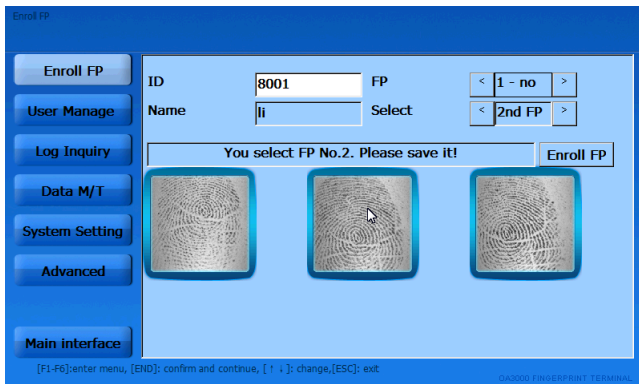
Remove the finger. And place the same fingerprint on the scanner window again. It captures the second fingerprint template for the finger.



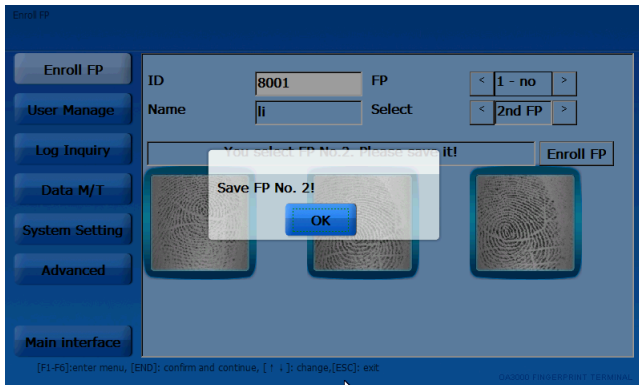
Remove the finger. And place the same fingerprint on the scanner window again. It captures the third fingerprint template for the finger.



Please select a better fingerprint template for the finger by click the fingerprint image on touch screen. If you click the first fingerprint image, the system prompts “You select FP No.1. Please save it.”



Click the button [Enroll FP], one message box pops up:

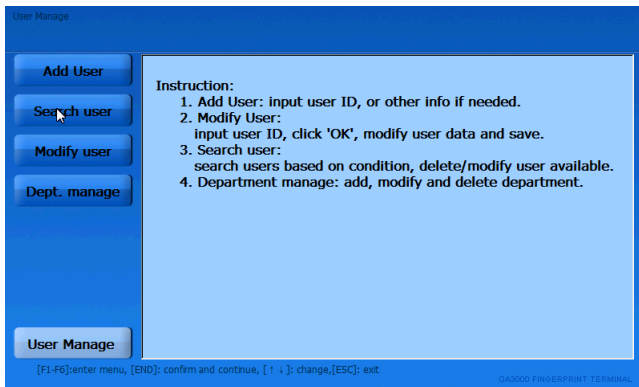


Press the button [OK] to save the fingerprint template. And continue to register another finger.

2.3.2 User Manage

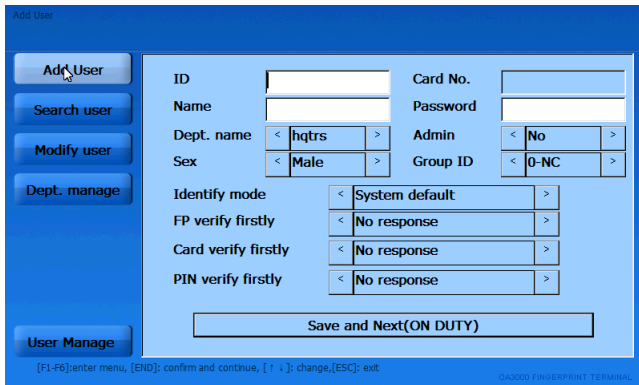
We can add, delete and modify the user in the [User Manage]

Click [User Manage] in the main interface, it displays as follows:



2.3.2.1 Add User

Click the [Add User], it displays as follows:



ID: user ID. It can't be duplicated and the first digit can't be 0. The max length is 12 digits.

Card No.: edit is limited. When adding card number, only need to swipe user card on swipe card area, then card no. will show in the bar.

Password: user password. The max length is 6 digits.

Dept.name: employee's department name.

Admin: whether this user have administrator privilege.

Sex: male or female

Group ID: Group ID for user.

Identify mode: two modes, user defined mode and system default mode.

System default	Based on Advanced setting
Set independently	administrator can set for appointed user based on need

FP accesses firstly: terminal response when user identify fingerprint. 4 modes available: no response, password identify, card identify, access granted (identification successfully).

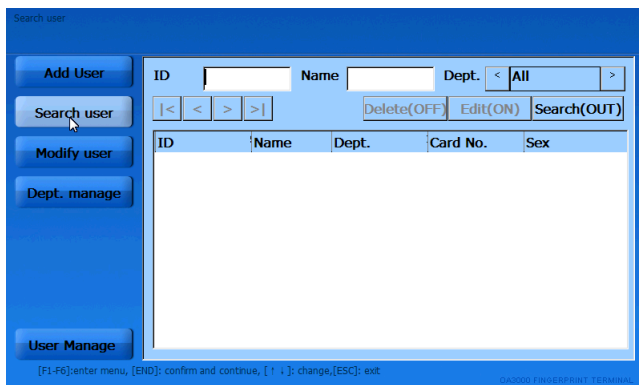
Card accesses firstly: terminal response when user identify card. 5 modes available: no response, password identify, FP identify (1:1), FP + password identify, access granted (identification successfully).

PIN accesses firstly: terminal response when user identify PIN. 5 modes available: no response, password identify, card identify, FP identify (1:1), FP + password identify, access granted (identification successfully)

Click the button [Save and Next] to save.

2.3.2.2 Search User

Click the [Search User], it displays as follows:



Set the keyword for searching (Such as: ID, Name, Department...). And then click the button [Search].

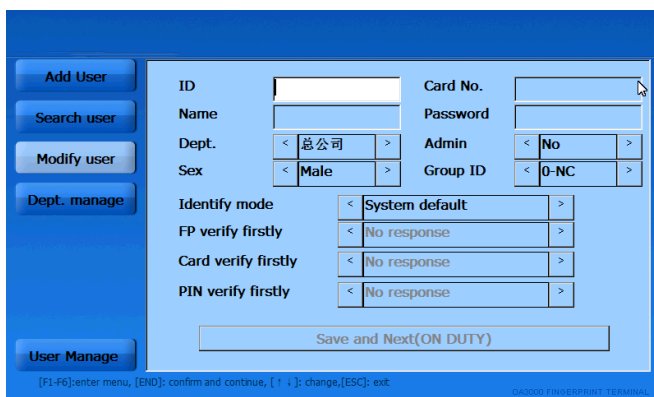
You can shift the page by click the button [.

[Browse the user information]: You can select the user and then click the button [Edit (ON)]

[Delete user]: Select the user and then click the button [Delete (Off)] to delete.

2.3.2.3 Modify user

Click [Modify user], it displays as follows:



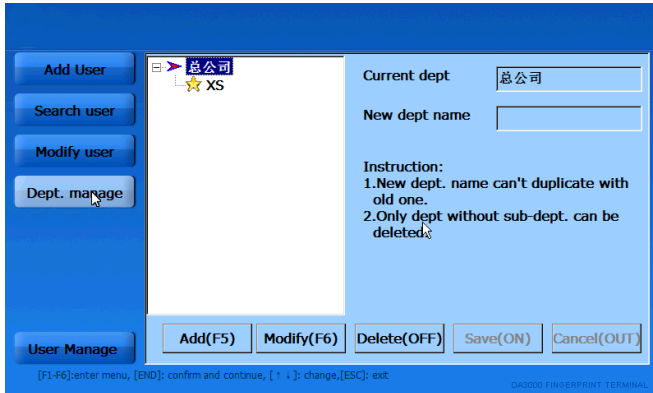
Input the user ID. Click the button [OK], it displays the user's user information. You

can modify the user information. Click the button [Save and Next] to save the modified user information.

2.3.2.4 Department management

Add, delete and modify the department.

Click the [Dept. manage], it displays as follows:



[Add department]: Select the superior department. And then click the button [Add]. Input the new department name. Click the button [Save] to save.

Notice: The department name must be exclusive.

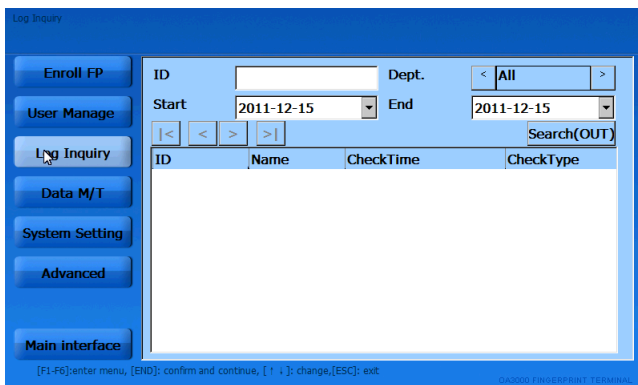
[Modify department]: Select the department. Click the button [Modify]. Input the new department name. And click the button [Save] to save.

[Delete department]: Select the department. Click the button [Delete]. It prompts "Are you sure to delete the selected department?" Click the button [Yes] to delete the department. Or click the button [NO] to cancel.

Notice: Please delete the department's sub department before delete this department. You cannot delete a department which has the sub departments.

2.3.3 Log Inquiry

Click the [Log Inquiry], it displays as follows:



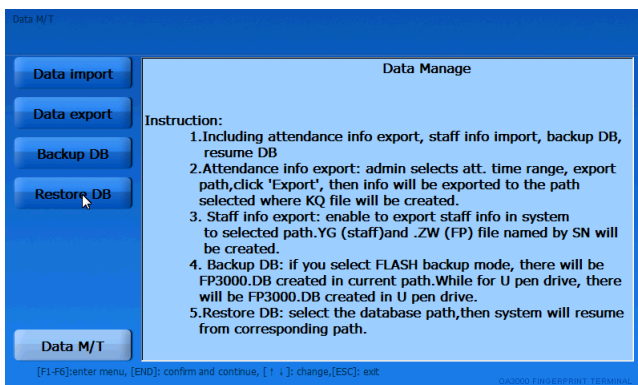
Set the keywords and conditions for the Inquiry. Click the button [Search] to search records.

You can use the button [] to shift the page.

2.3.4 Data maintenance

Data M/T includes attendance log and user info export, user info import, backup database, restore database etc.

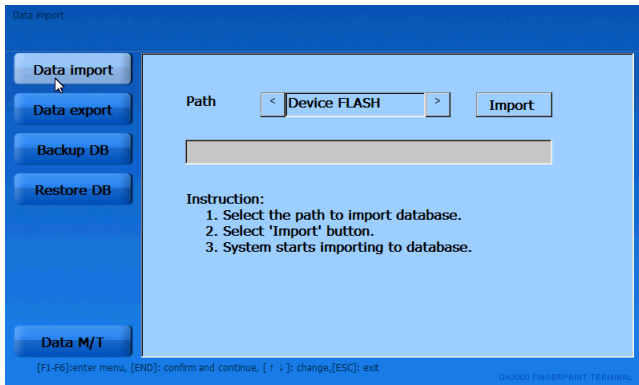
In system management interface, select [Data M/T] item, the interface will show as follows,



2.3.4.1 Data import

Data import is to import user info in standard format.

In [Data M/T] interface, select [Data import] item, the interface will show as follows,



Before importing employee info, please transfer the source file to the file folder named by Device ID in Flash, SD card or U pen drive. Then rename the employee's info file to BAK, i.e.

Employee's info file: BAK.YG2 Employee's FP file: BAK.ZW Employee's log file: BAK.KQ

While postfix name are the following meaning,

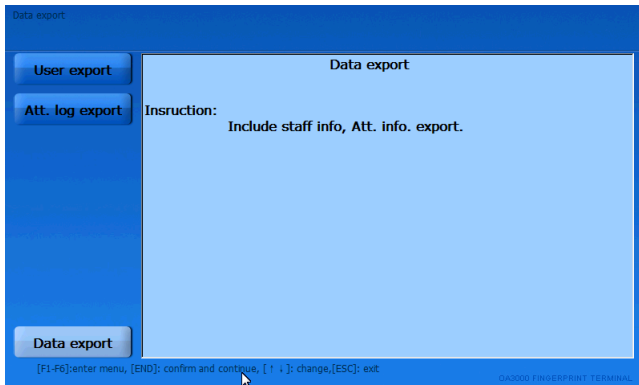
YG2 represents employee, ZW represents FP, KQ represents attendance log.

Select source file path, click [Import] button to start importing data to system database. After completed, progress bar will be 100%.

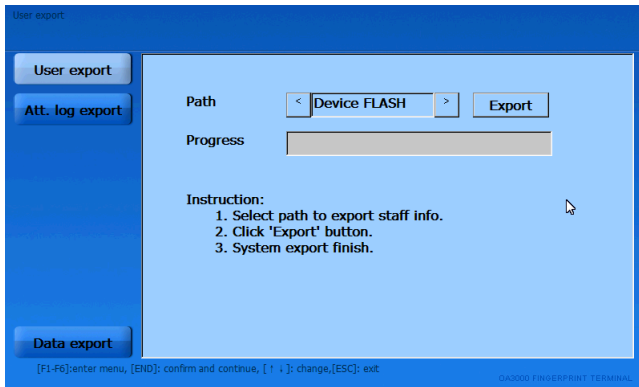
2.3.4.2 Data export

Data export includes user info and attendance log export.

In [Data M/T] interface, select [Data export] item, the interface will show as follows,



[User export]: click [User export] item in [Data export], the interface will show as follows,

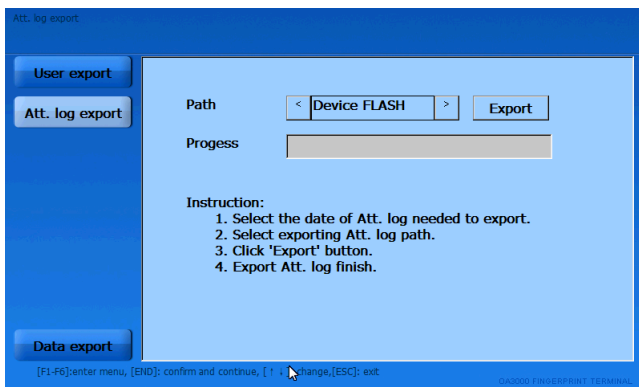


Select the path to export employee info. Flash, SD card and U pen drive are optional. Click [Export] button to start the exporting. There will be two files named by .YG2 (employee info) and by .ZW (FP templates) created in the selected path. I.e. employee info file BAK.YG2 and employee fingerprint templates file BAK.ZW

Employee info name: BAK+ postfix name (.YG2)

Employee fingerprint template name: BAK+ postfix name (.ZW)

[Att. log export]: click [Att log export] item in [Data export], the interface will show as follows,



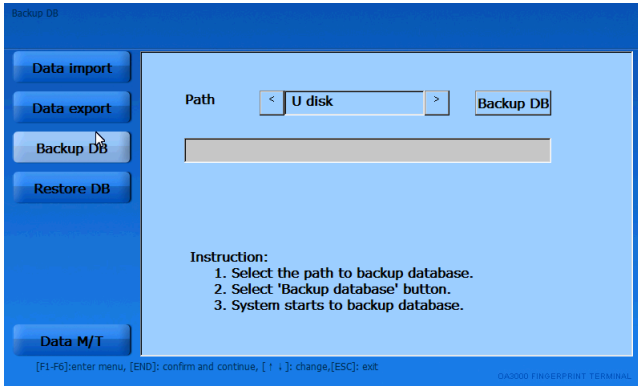
Firstly select the exporting path (Flash, SD card, U pen drive are optional), click [Export] button to start exporting process. There will be attendance log file (.KQ) in the

file folder named by Device ID. i.e.: BAK.KQ.

Attendance log file name: BAK + postfix name (.KQ).

2.3.4.3 Backup Database

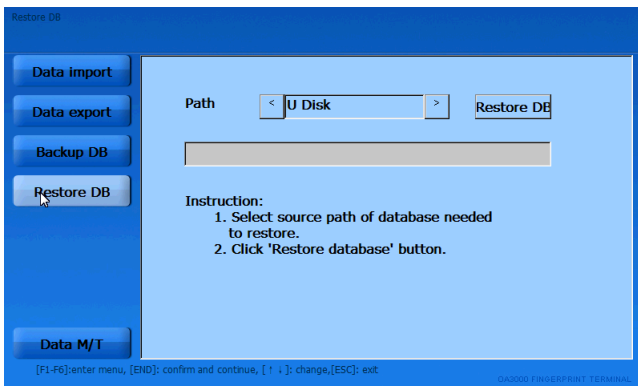
Click [Backup DB] item in [Data M/T], the interface will show as follows,



Select the path to backup database (Flash, SD card and U pen drive are optional). Then click [Backup DB] button to start the backup process. After completed, there will be a file named by FP3000.DB created in the path.

2.3.4.4 Restore Database

Click [Restore DB] item in [Data M/T], the interface will show as follows,

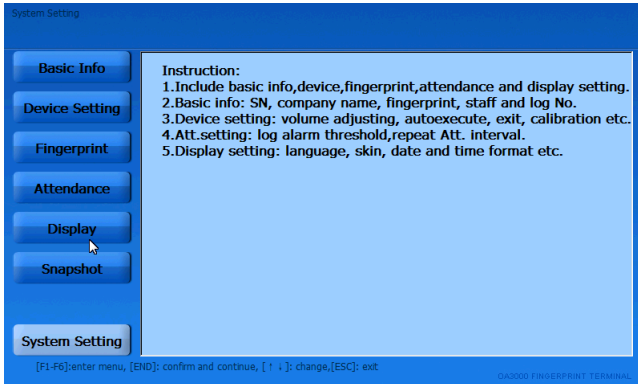


Select the path to restore database (Flash, SD card and U pen drive are optional). Click [Restore DB] button to start the restoring. After completed, progress bar will be 100%.

2.3.5 System Setting

System setting is to do configuration for all system, including basic info, device, fingerprint, attendance, display, and snapshot.

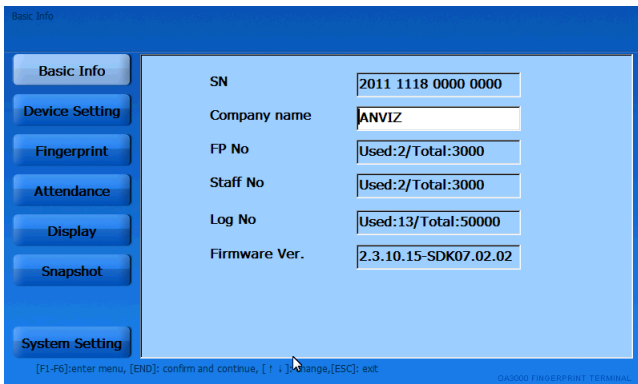
Select [System Setting] in [System Setting], the interface will show as follows,



2.3.5.1 Basic Info

Basic info mainly includes serial number, company name, fingerprint number, employee number, attendance log number and firmware version.

Select [Basic Info] in [System Setting], the interface will show as follows,



SN: the unique mark of terminal. Modification is limited.

Company name: user company name.

FP No.: enrolled FP number/total FP capacity

Employee No.: enrolled user number/total user capacity

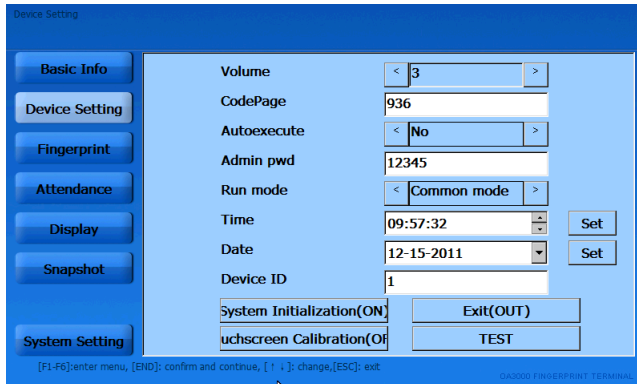
Log No.: existed attendance log/total log capacity

Firmware Ver.: firmware version of the terminal

2.3.5.2 Device Setting

Device Setting includes volume adjustment, Auto execute, exit, and touch screen calibration functions.

Select [Device Setting] in [System Setting], the interface will show as follows,



Volume: OA3000 device prompting audio volume, default is 3.

Codepage: the mapping table between language code and Unicode. Frequently used Codepage are as follows:

Codepage=932 Japanese;

Codepage=936 Simplified Chinese GBK;

Codepage=949 Korean;

Codepage=950 Traditional Chinese BIG5;

Codepage=437 US/Canada English;

Codepage=866 Russian;

Codepage=65001 Unicode UFT-8;

Auto execute: if selecting 'Yes', the program will auto run after device startup. If 'No', the program will not run.

Admin PWD: admin password is used to enter administrative menu of device.

Default is 12345.

Run mode: include Common mode and Debug mode, default is Common mode.

Time/Date: time and date for terminal.

Device ID: ID range is 1-255, Device ID cannot identical in one management software.

Notice: The Device ID use to terminal communication with management software. When add a terminal in the management software the Device ID is the unique mark.

System Initialization: it will initialize the system to factory setting and cleared all data.

Backup all data is recommended.

Exit: close the running program.

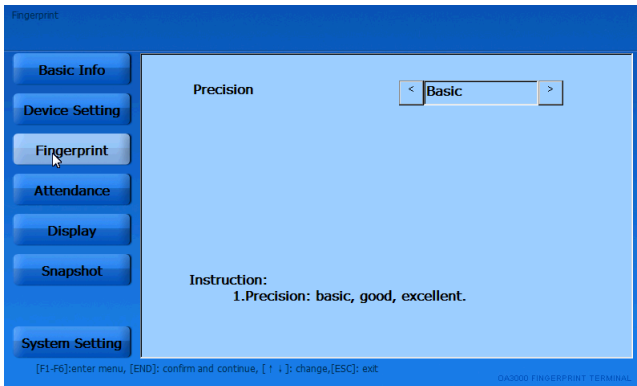
Touch screen Calibration: it is to calibrate the focus of touch screen. Click [Touch screen Calibration] button, and then in the interface followed, click on the crossed symbol through cursor. When the symbol moves, repeat the step. After setting completed, the interface will prompt 'New calibration setting is finished.' Click [Enter] button to save the new setting, [ESC] button to exit.

Test: test keypad, screen, voice and fingerprint.

2.3.5.3 FP Setting

Fingerprint Setting includes fingerprint precision setting.

Select [FP Setting] in [System Setting], the interface will show as follows,

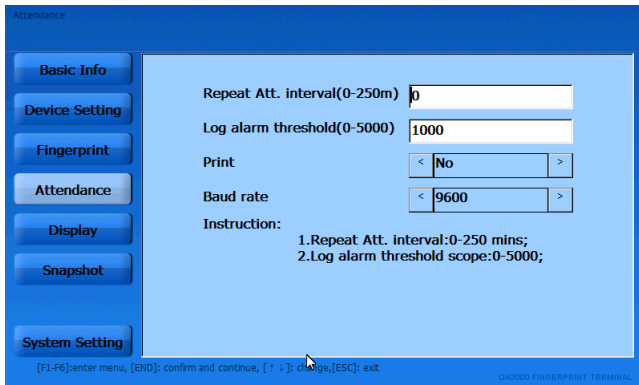


Precision: It has 3 levels (Normal, Well, Excellent), default is Normal. When precision is higher, it will require better quality fingerprint.

2.3.5.4 Attendance Setting

Attendance setting includes repeat attendance interval and log alarm threshold setting.

Select [Att. Setting] in [System Setting], the interface will show as follows,



Repeat attendance interval: the interval time the same user identifies. Default is 0 (not time interval). Setting period is 0-250mins.

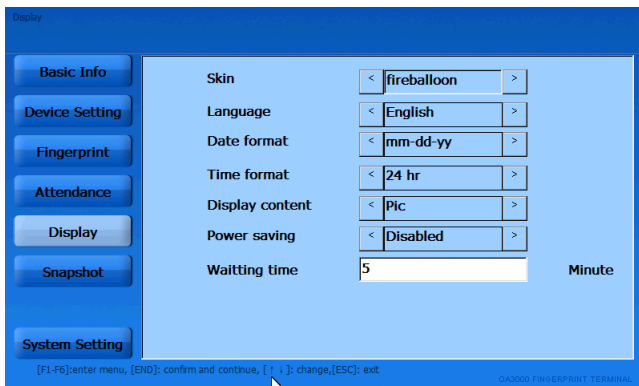
Prompt: if the same finger is identified continuously in re-verify time period, only the first record will be saved in device memory.

Log Alarm Threshold: If the rest memory space for the record is less than the threshold value, the machine will alarm. Setting period is 0-5000.

2.3.5.5 Display Setting

Display setting includes system skin, language, date, time format setting.

Select [Display Setting] in [System Setting], the interface will show as follows,



Skin: main interface skin, 3 selections.

Language: display language types, English and Chinese are optional;

Date format: system date type: 'dd-mm-yy', 'yy-mm-dd' and 'mm-dd-yy';

Time format: system time type: 12 hr and 24 hr.

Display content: it is the display content in the pop-up window when user does attendance on OA3000: 'fingerprint', 'picture', 'snapshot' are optional.

Fingerprint	Show user's finger image when placing it for identification
Picture	Show user's corresponding picture stored in terminal. The picture is named by user ID which is saved in 'My device\Nandflash\OA3000\ICON'.
Snapshot	When user identify successfully, camera will take snapshot and show it in display window.

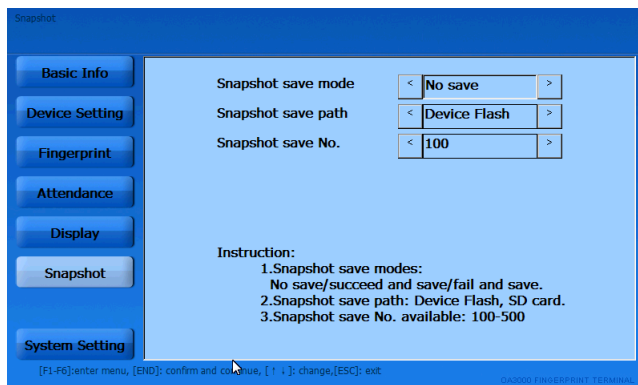
Power saving: Disable/enable screensaver, close screen.

Waiting time: wait time for start save mode.

2.3.5.6 Snapshot

Snapshot includes snapshot save mode, path and number setting.

Select [Snapshot] in [Advanced], the interface will show as follows,



Snapshot save mode: 3 modes, no save, pass and save, no pass and save. Default is no save.

No save	System will not save snapshot
Pass and save	When user identify successfully, camera will take snapshot and save in the path 'My device\Nandflash\OA3000\SNAP' file folder.
No pass and save	When user identify failed, camera will take snapshot and save in the path 'My device\Nandflash\OA3000\SNAP' file

	folder.
--	---------

Snapshot save path: 'device Flash' and 'SD card' are optional. Default is 'device flash'.

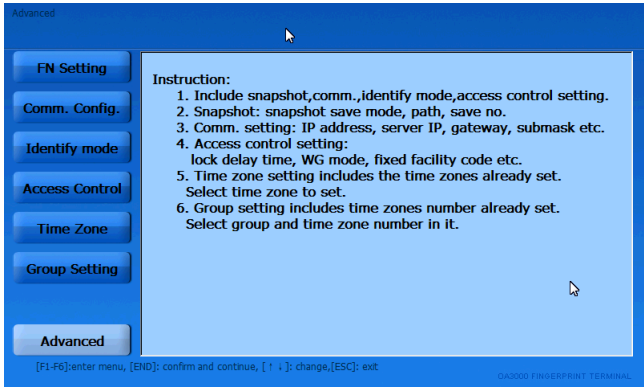
Device Flash	Save to terminal flash
SD card	Save to SD card. System will create 'ICON', 'SNAP' two file folders.

Snapshot save number: snapshots capacity is 500 pieces, default is 10

2.3.6 Advanced

Advanced setting includes snapshot, communication, identification method and access control setting.

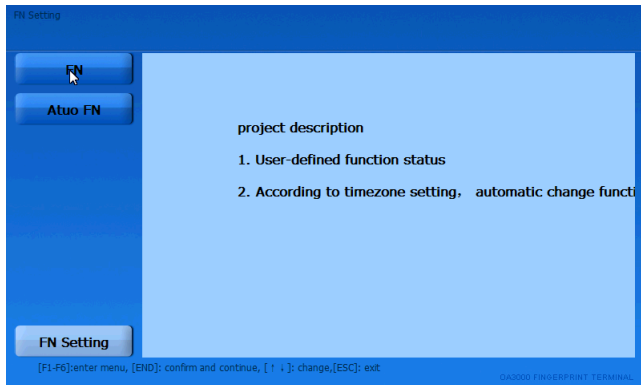
Select [Advanced], the interface will show as follows,



2.3.6.1 Function Setting

FN setting includes Function Setting、Auto FN.

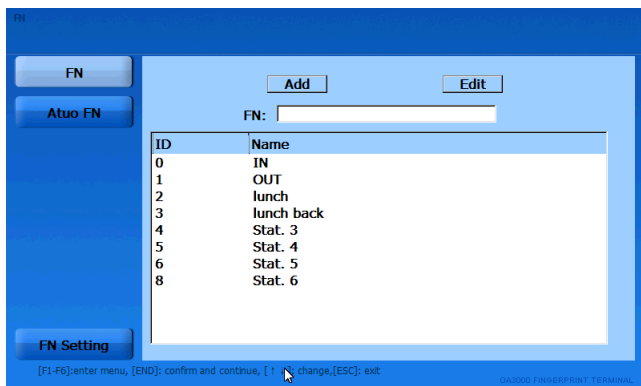
Select [FN setting], the interface will show as follows,



2.3.6.1.1 FN

Set the attendance status, there are 16 attendance status.

Select [Function Setting] in [FN] show as follow:

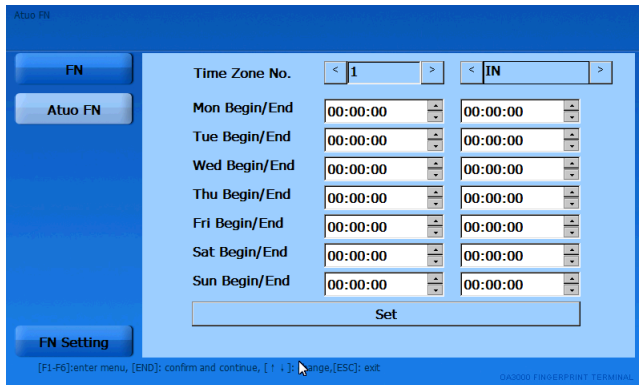


After setting the attendance status can check the status in the main interface.

2.3.6.1.2 Auto FN

Set time zone for switchover attendance status:

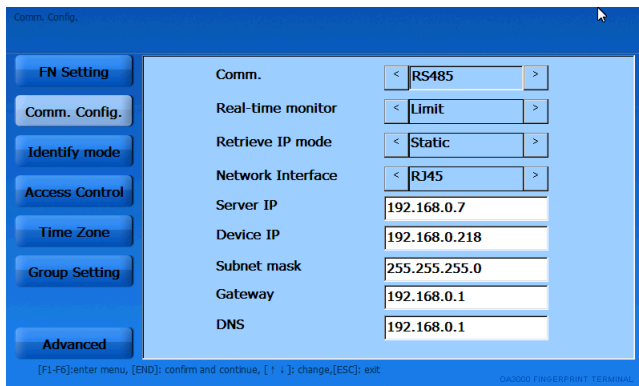
Select [Auto Fn] in [Function Set] show as follow;



2.3.6.2 Comm. Config.

Communication configuration mainly includes communication mode, real time monitor, retrieve IP mode, network interface and IP setting.

Select [Comm. Config.] in [System Setting], the interface will show as follows,



Comm.: includes 3 communication types, Com, RS485, TCP/IP

Real-time monitor: to real-time monitor time attendance log on terminal. This function must be activated before do real-time monitor for log on terminal.

Retrieve IP Mode: two types, static and dynamic. Default is static.

Network Interface: two types: 'RJ45' and 'Wifi'. Default is RJ45

Server IP: the IP address of PC/Server that communicates with terminal

Device IP: terminal IP address

Subnet Mask: corresponding subnet mask of real network which terminal is

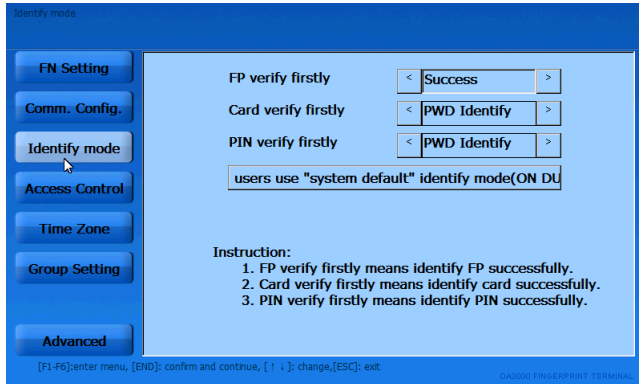
connected

Gateway: gateway needed to set when connecting to Internet.

DNS: Domain Name Server

2.3.6.3 Identify Mode

Select [Identify Mode] in [Advanced], the interface will show as follows,



FP accesses firstly: terminal response when user identify fingerprint. 4 modes available: no response, password identify, card identify, access granted (identification successfully).

Card accesses firstly: terminal response when user identify card. 5 modes available: no response, password identify, FP identify (1:1), FP + password identify, access granted (identification successfully).

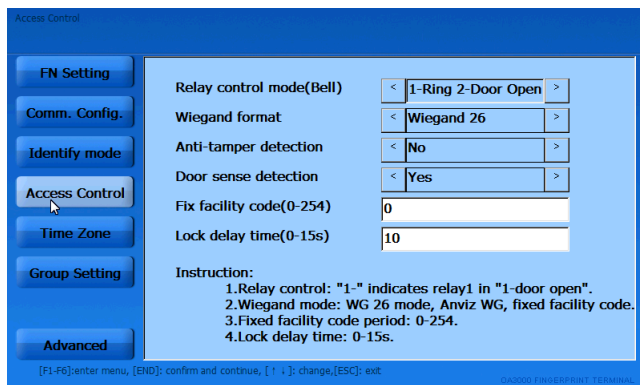
PIN accesses firstly: terminal response when user identify PIN. 5 modes available: no response, password identify, card identify, FP identify (1:1), FP + password identify, access granted (identification successfully).

Prompt: if identify mode is different with 'Identify mode', identify mode in [Add user] is effective.

2.3.6.4 Access Control Setting

Access control includes lock delay time, wiegand mode, and fixed facility code setting.

Select [Identify Mode] in [Advanced], the interface will show as follows,



Relay control mode (Bell): There are 5 modes:

None	Disable the relaya
1-Ring, 2-Door	Relay1 control ring , Relay 2 control door lock
1-Door	Relay1 control door lock, Relay 2 disable
2- Door	Relay 2 control door lock, Relay1 disable
Door	Both relay 1 and 2 control door lock.

Wiegand mode: two modes, Anviz wiegand and wiegand 26. Default is wiegand 26.

Fix facility code (0-254): if the same finger/card uploaded to two different ID terminal, the wiegand code output from the two terminal are different. So if facility code is set to be the same, then the wiegand code output will be the same.

[Tamper Alarm]: Select “Yes” enables tamper alarm, “No” disables tamper alarm

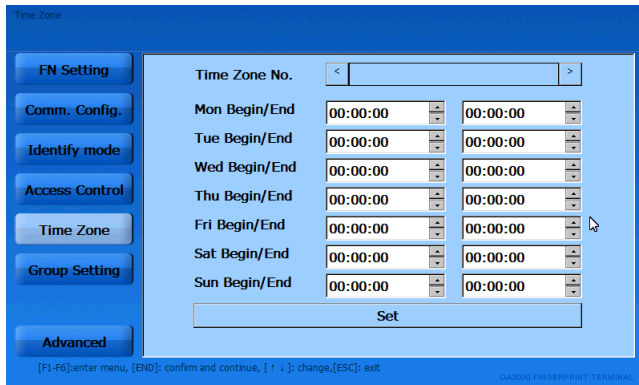
[Door open sensor]: Select “Yes” enables Door open sensor, “No” disables Door open sensor.

Lock delay time (0-15s): the door connected to lock open time. Delay time period: 1—15s.

2.3.6.5 Time zone setting

Time zone setting includes checking old time zones and set new time zones.

Select [Time zone] in [Advanced], the interface will show as follows,



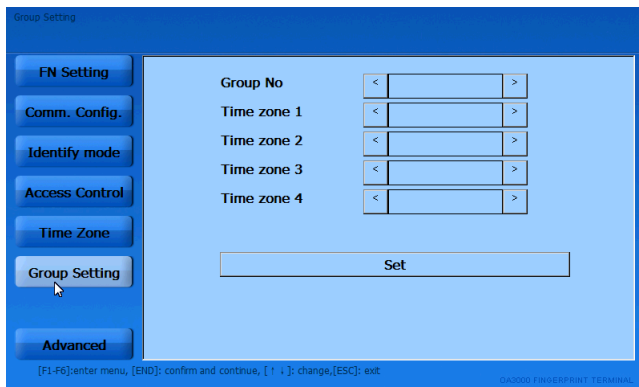
If you need to check time zones that set previously, please select the time zone number, and the old time zones will show automatically.

If setting time zones, select time zone number firstly, i.e.: 1, then set the time zone period, click [Set] to save after setting completed.

2.3.6.6 Group Setting

Group Setting includes groups that already set checking, and new group setting.

Select [Group Setting] in [Advanced], the interface will show as follows,

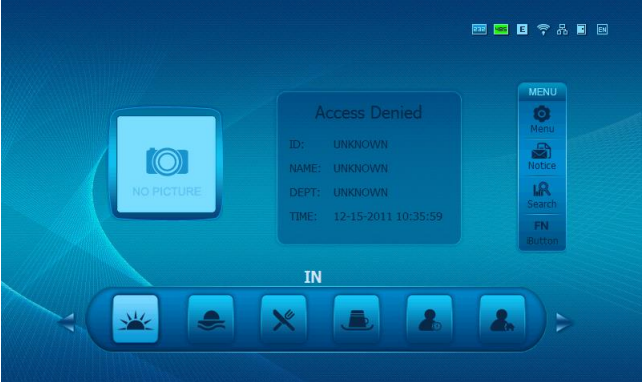


Select group number, and then select time zone number needed to set. i.e.: set group 2 including time zone 1. Click [Set] to save the setting.

2.4 Identification

In the main interface, press F1-F6 button and attendance status button to set. After completed, you can do attendance.

If user identify successfully, the main interface will show as follows,



Chapter 3

System Installation

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



3 System Installation

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

3.1 Operation environment

Hardware requirement:

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

128 Memory and above; Minimum 100M hardware space

COM (USB Port)

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

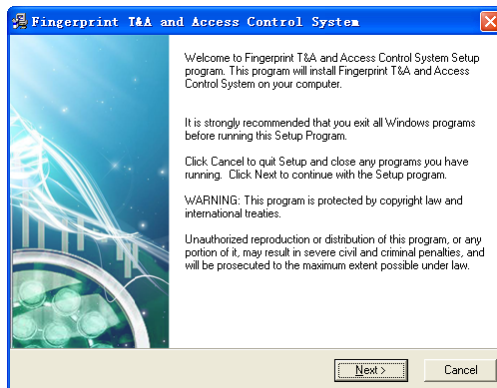
Operation system:

Microsoft Windows 2000(recommended)

Microsoft Windows XP

3.2 System installation

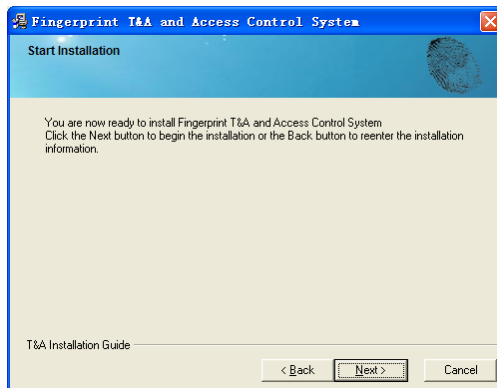
Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:



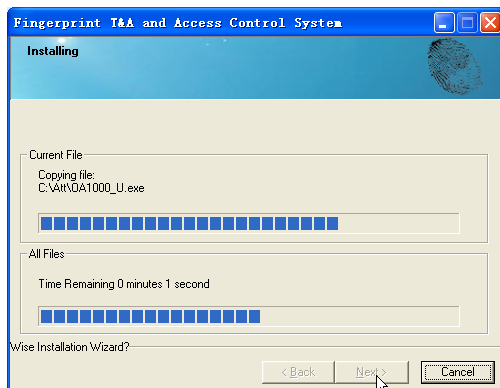
Click [Next] to continue installation (see the picture below):



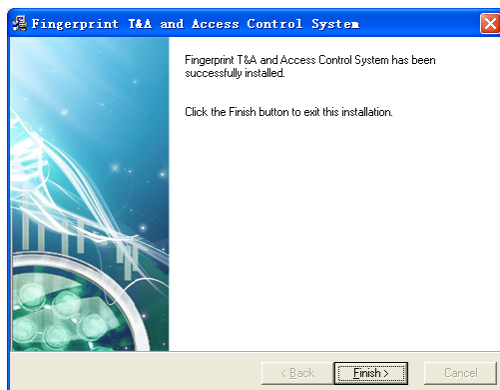
Select the target directory to install the program and the default is “C:\Att”. Click [Next] to continue installation (see the picture below:)



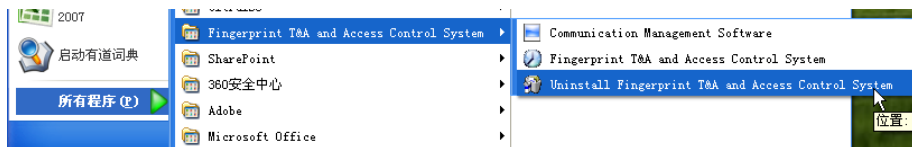
Click [Back] and installation will return to the previous screen and re-select target directory; Click [Next] and the installation will start as the following picture shows:



The installation will be done after seconds (see the picture below):



Click [Finish] to close the installation program and an icon [🌀] will be added to the desktop. Double click it and the T&A and Access Control system will be started. In addition, [Fingerprint T&A and Access Control system] has been added to [All Programs]. Please see the picture below:



3.3 Uninstall the program

Click [Uninstall Fingerprint T&A and Access Control system] in the above picture,

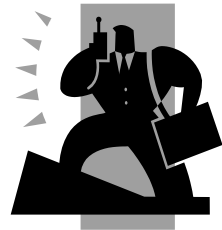
click [Next] and the program will be uninstalled automatically.

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

Chapter 4

Communication

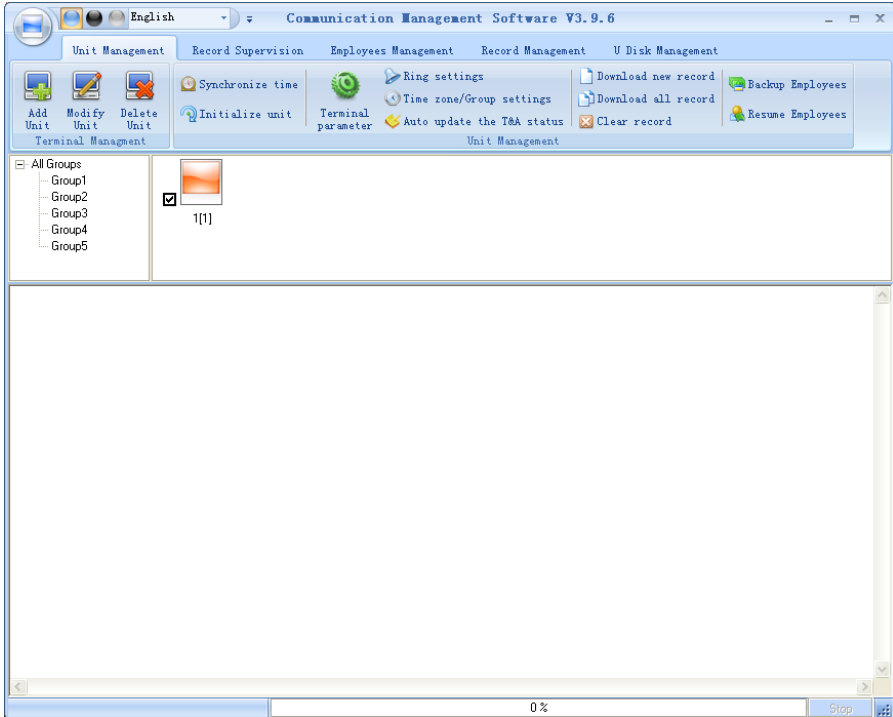
The chapter is mainly about how to add, delete and set communication between PC and terminal.



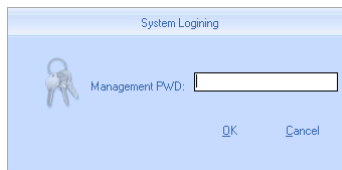
4 Communication

The communication between software and device should be connected successful.

Click [Start] – [All Programs] – [Fingerprint T&A and Access Control system] – [Communication Management Software] to start the attendance background management program, and open the communication program:



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



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

If you enter the wrong password 3 times, the software will automatically close.

When you enter a wrong password, a message box pops up as follows:

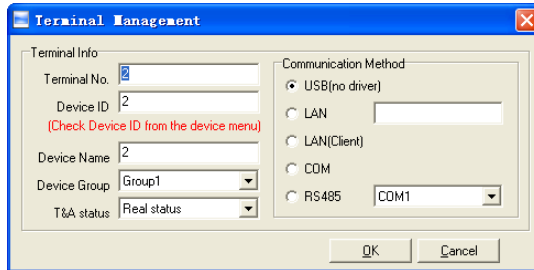


Click the button [OK]. And then try to enter the correct password

4.1 T&A Machine Management

4.1.1 Add Unit

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



Remark:

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

Device ID: Check Device ID from the device menu

Device Name: You can set it as you like.

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

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

USB: Connect the terminal via USB cable;


LAN: Input the terminal's IP address. The default IP address is 192.168.0.218.

LAN(Client): Set server's IP in the terminal, and only communication with that Server or PC.

COM: Connect with COM port.

RS485: Connect with RS485 need select com port number in the system.

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

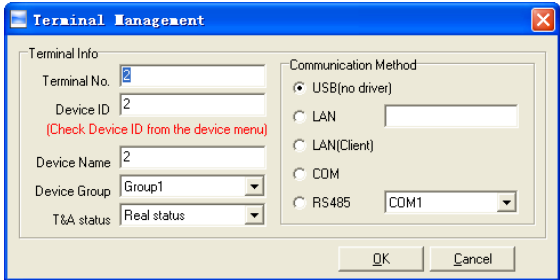
() . Please move the cursor to the terminal icon it displays as follows:

Machine Number: 1
Machine Name: Head office
Serial Number: 500
Communication Method: USB
Connection State: Abnormal

If the connection is failed, you can make the connection with the T&A machine (such as click the synchronize button), to connect the T&A machine to the PC. When the connection is successful, you will see the terminal icon change to the blue color.

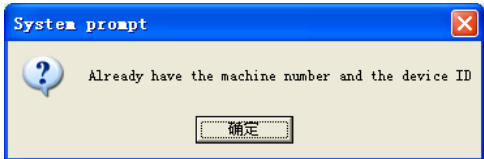
4.1.2 Modify Unit

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



Modify the information and then click the button [OK] to save the modification. Click the button [Cancel] to cancel the modification.

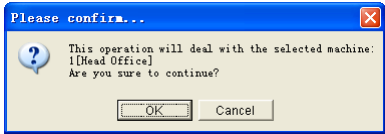
Notice: If the “No” is already exist in the software, following message box pops up:



Click the button [OK] to set the Unit information again.

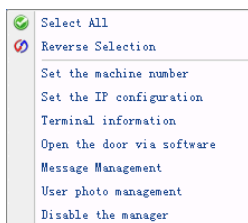
4.1.3 Delete Unit

Choose the T&A unit and then click the button [Delete Unit]. Following message box pops up:



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

4.1.4 Right Key Menu

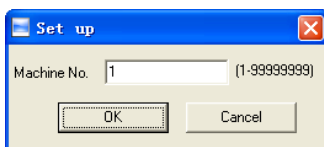


[Select all]: Select all the terminals.

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

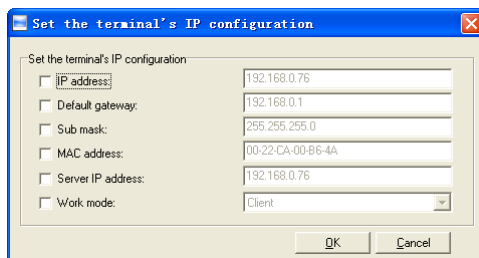
4.1.4.1 Set the machine number

Device ID use to identification different terminal. Also can set in the terminal's hardware menu [Setting]-[Device],



4.1.4.2 Set the IP Configuration

Set the IP configuration.

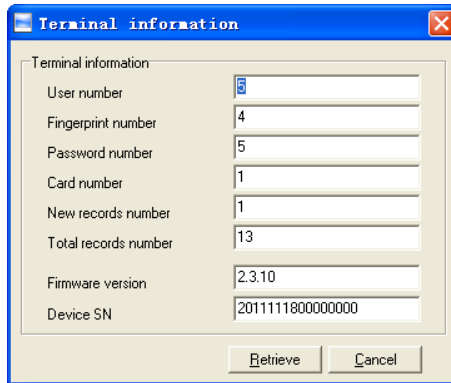


Select the check box and then modify the parameters. Click the button [OK] to save.

[2011-12-15 15:48:59]1[1]Set the network parameters successfully

4.1.4.2 Terminal Information

Display terminal information as follows:



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

If failed to retrieve the terminal information, it prompts:



4.1.4.3 Open the door via software

Open the door via software

If you click the item [Open the door via software], you can see the information in the main interface as follows:

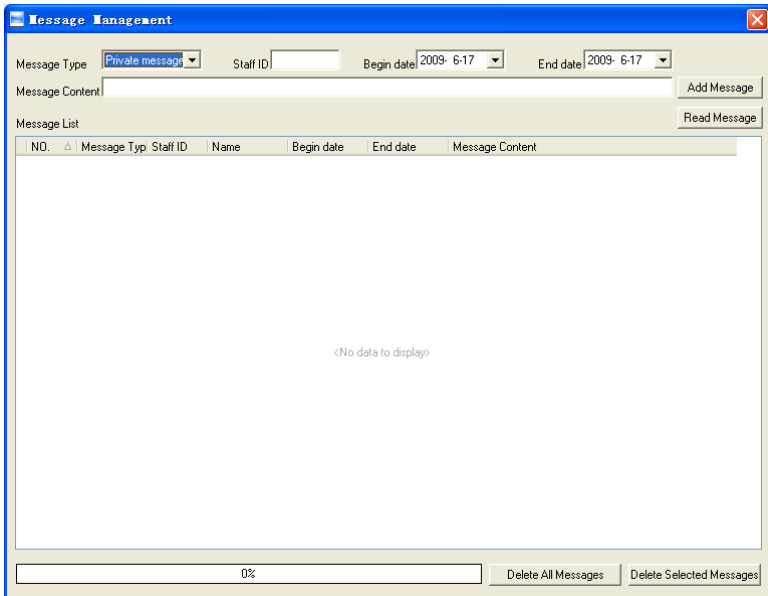
[2011-12-15 15:50:48]1[1]Open the door via software successfully!

And meanwhile you can hear the sound from the relay.

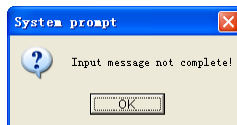
4.1.4.4 Message Management

Send the message to the user when he clock in.

Click the item, a window pops up as follows:



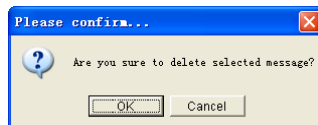
There are two kinds of message type: Private message and public message
Private message need the employee ID. If you do not input the employee ID, following message box pops up:



Click [Add Message] to add a new message;

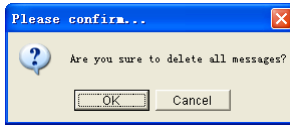
Click [Read message], you will see the message in the [Message List];

You can select one message and click [Delete Selected Messages] to delete the message. One window pops up as follows:

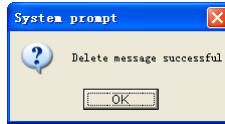


Click [OK] to confirm deletion. Click [Cancel] to cancel the deletion.

Click [Delete All Messages] if you want to delete all the messages. One window pops up as follows:



Click [OK] to confirm deletion. Click [Cancel] to cancel the deletion.
If you click [OK], it prompts:

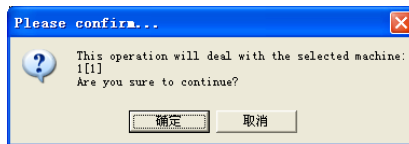


Click [OK] to confirm.

The length limit of one message is 27 Chinese words or 54 English letters .If there are several messages, you can read them by pressing the Navigate Key.

4.1.5 Synchronize Time

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



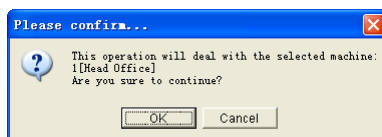
Click the button [OK] to confirm or click the button [Cancel] to cancel.
Some operation information displays in the main interface as follows:

```
[2011-12-15 16:05:38]Synchronizing time...  
[2011-12-15 16:05:38]1[1]Synchronization successful!
```

4.1.6 Initialize Unit

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

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



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

Some operation information displays in the main interface as follows:

```
[2011-12-15 16:05:38]Initializing...  
[2011-12-15 16:05:38]1[1]Initialization successful!
```

4.1.7 Terminal parameter settings

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

Management password(0-999999)	1234
Sleep time(0-250 minute)	10
Volume(0-5)	3
Date format	mm/dd/yy
Time format	24 Hour
Matching precision	Good
Record alarm threshold value(0-5000)	1000
Time period between repeated clocking(0-250 minute)	0
Update the fingerprint template intelligently	Enable
Relay settings	1-Ring 2-Lock
Wiegand mode	Anviz Wiegand
Fixed wiegand area code(0-254)	10
Lock Relay time(0-15 second)	5
Default identification method on the device	252
Add Card	
Delete Card	

Display Default setting OK Cancel

Management password (0-999999): The management password for the terminal.

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

Volume (0~5): 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, and dd/mm/yy.

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

Record Alarm Threshold Values: If the rest memory space for the record is less than the threshold value, the machine will alarm.

Time period between repeated checking (0~250minutes): The maximum value is

250 minutes. And the default value is 30s.

Relay Settings

There are 5 modes.

1-Ring 2-Door open means relay 1 control ring. Relay 2 control lock

1- Door open means only relay 1 control lock. Relay 2 disable

2- Door open means only relay 2 control lock. Relay 1 disable

Door Open means both relay control the lock

None means disable both two relays

Wiegand Mode: Wiegand26, Anviz wiegand.

Fixed wiegand area code (0~254): If you upload one fingerprint to two terminals, the same fingerprint's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same fingerprint's wiegand outputs are same in these two terminals.

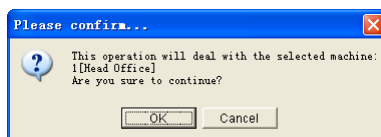
Lock Relay time (0~15seconds): The door open delay.

FP access firstly: it means the T&A machine's response when the user use the fingerprints identification method first time, you can set 4 methods: no response; password identification; card identification; pass directly; the default method is pass directly.

Card access firstly: it means the T&A machine's response when the user uses the card identification method first time, you can set 5 methods: no response; password identification; fingerprint identification (1:1); fingerprint + password identification; pass directly; the default method is passing directly.

PIN access firstly: it means the T&A machine's response when the user use the user ID identification method first time, you can set 5 methods: no response; password identification; fingerprint identification (1:1); fingerprint + password identification; pass directly; the default method is pass directly.

Click the button [OK] to save the settings. Following message box pops up:



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

The operation information in the main interface is as follows:

```
[2011-12-15 16:05:38]Set Advanced Parameter...
```

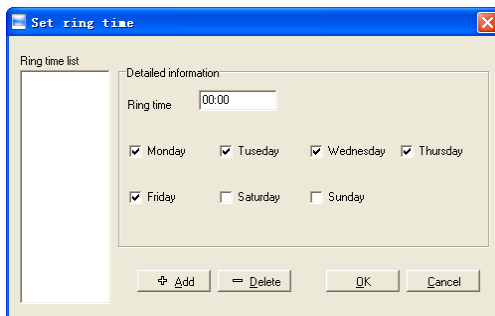
```
[2011-12-15 16:05:38]1[1]Parameter setting Successful!
```

Click the button [Display default setting] to see the terminal's default settings

4.1.8 Ring settings

Set the ring time. Please enable the Ring function in the parameter settings first of all.

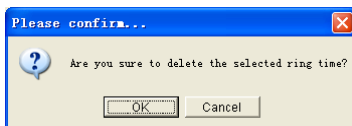
Click the button [Ring settings]. [Set ring time] window pops up as follows:



Input the ring time and then click the button [+ Add] to add the ring time to the “Ring time list”.

You can also click the button [-Delete] to delete the ring time from the “Ring time list”.

One message box pops up as follows:



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

Click the button [OK] to save the settings. Following operation information displays in the main interface:

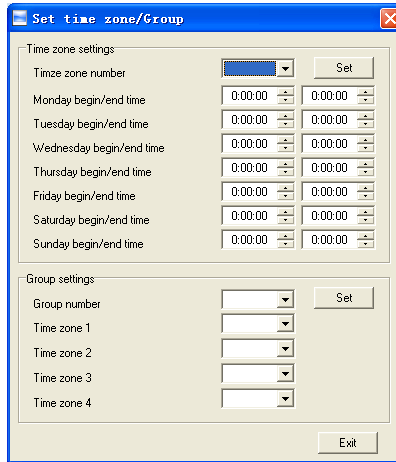
```
[2011-12-15 16:05:38]Setting ring time...
```

```
[2011-12-15 16:05:38]1[1]Set the ring time successfully!
```

4.1.9 Time zone/Group settings

This function is only for the terminals which have the access control output.

Click the button [Time zone/Group settings]. The [Set time zone/Group] window pops up:



[Time zone settings]:

Select the time zone number. And then you will see the timezone settings.

If you want to modify the timezone, you can just set the parameters again and click the button [Set] to save.

[2011-12-15 16:05:38]Setting the time zone...

[2011-12-15 16:05:38]1[1Set the time zone successfully!

[Group settings]:

Select the group number and then you can see which time zones are arranged in this group.

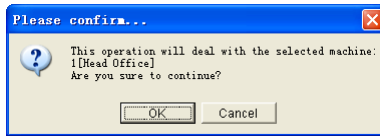
If you want to modify the group settings, you can just change the timezone number and then click the button [Set] to save.

[2011-12-15 16:05:38]Setting the group...

[2011-12-15 16:05:38]1[1Set the group successfully!

4.1.10 Download new record

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



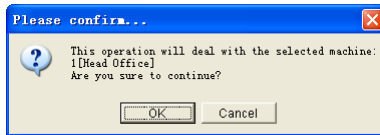
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

```
[2011-12-15 16:18:21]1[1]Reading attendance records...  
[2011-12-15 16:18:22]1[1]Read the records completed,Records:3 ,Read  
successfully:3
```

4.1.11 Download all record

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



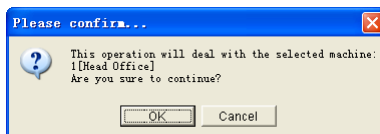
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

```
[2011-12-15 16:18:43]1[1]Reading attendance records...  
[2011-12-15 16:18:43]1[1]Read the records completed,Records:20 ,Read  
successfully:20
```

4.1.12 Clear record

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



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

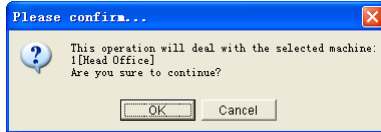
Following information shows on the main interface:

```
[2011-12-15 16:19:02]Clearing time attendance records...  
[2011-12-15 16:19:03]1[1]Clear time attendance records successfully
```

4.1.13 Backup Employee

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

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

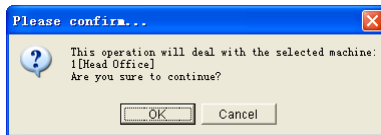


Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information displays on the main interface as follows:

```
[2011-12-15 16:19:18]Backeping staffers...
[2011-12-15 16:19:18]Backup staffer:1[1]
[2011-12-15 16:19:18]1[1] Backup staffer information completed,
Records:5 ,Read successfully:5
[2011-12-15 16:19:18]1[1] Backeping fingerprints...
[2011-12-15 16:19:18]1[1] Backup staffers and fingerprints completed!
```

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

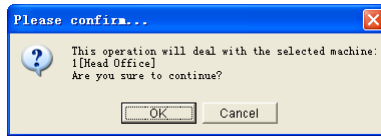


Click the button [OK] to confirm or click the button [Cancel] to cancel.

4.1.14 Resume employees

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

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



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

Some operation information displays as follows:

```
[2011-12-15 16:19:18]Get back staffers...  
[2011-12-15 16:19:18]Get back staffers:1[Head Office]  
[2011-12-15 16:19:18]1[1]Get back staffers completed
```

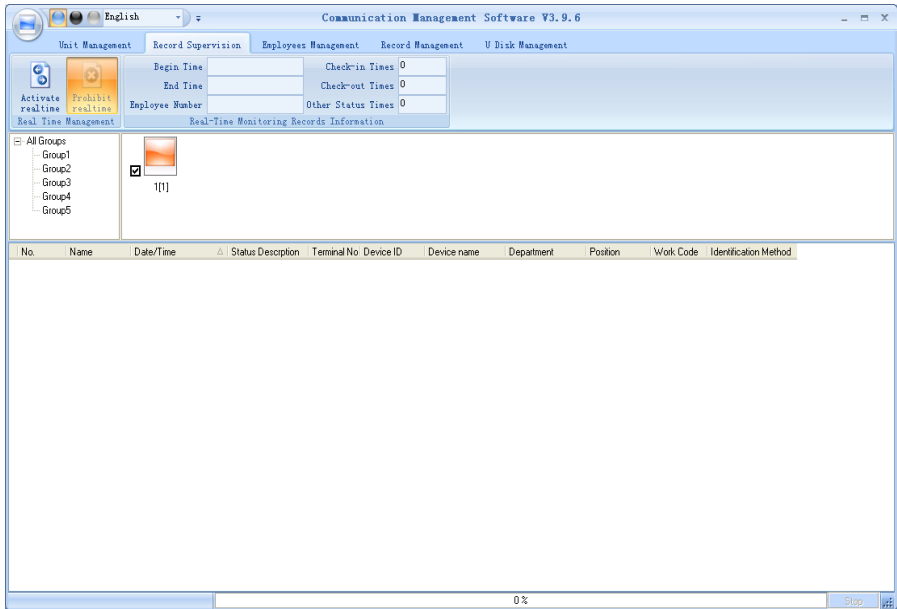
Notice: 1. please make sure that the User ID is existent in the terminal.

```
[2011-12-15 16:19:18]Get back staffers...  
[2011-12-15 16:19:18]Get back staffers:1[Head office]  
1[1]No such ID existed, recovery failed!
```

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

4.2 Record Supervision

Get the records from the terminal real-time.



4.2.1 Activate real-time

Click the [Activate real-time] button, the status bar shows message:” Reading attendance records...”. Now the software is beginning to supervise the terminal, and then collect the records every 5 seconds.

You can review the record information in the [Real-Time Monitoring Records Information] as follows:

Begin Time	2009-06-17 16:33:36	Check-in Times	18
End Time		Check-out Times	0
Staff Number	7	Other Status Times	0
Real-Time Monitoring Records Information			

When the employee clock in or out, the Check-in Times or the Check-out times increases one. And the real time record shows as follows:

No.	Name	Date/Time	△	Status Description	Unit No.	Unit S/N	Unit name	Department	Position
8101	Mark Xia	2009-06-17 16:52:39	In		1	1	Head Office	Hardware	Hardware Engineer
8101	Mark Xia	2009-06-17 16:52:40	In		1	1	Head Office	Hardware	Hardware Engineer
8102	Eric Qiu	2009-06-17 16:52:42	In		1	1	Head Office	Structure	Structure Engineer
2	Brand Zhao	2009-06-17 16:52:44	In		1	1	Head Office	Software	Software Engineer
8104	James	2009-06-17 16:52:46	In		1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:52:47	In		1	1	Head Office	Structure	Structure Associate Engineer
8104	James	2009-06-17 16:52:49	In		1	1	Head Office	Hardware	Hardware Associate Engineer
8103	Michelle	2009-06-17 16:52:51	In		1	1	Head Office	Software	Software Associate Engineer
8101	Mark Xia	2009-06-17 16:52:55	In		1	1	Head Office	Hardware	Hardware Engineer
8102	Eric Qiu	2009-06-17 16:52:56	In		1	1	Head Office	Structure	Structure Engineer
8103	Michelle	2009-06-17 16:53:02	In		1	1	Head Office	Software	Software Associate Engineer
8104	James	2009-06-17 16:53:03	In		1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:53:05	In		1	1	Head Office	Structure	Structure Associate Engineer
8101	Mark Xia	2009-06-17 16:53:07	In		1	1	Head Office	Hardware	Hardware Engineer
1	King Jin	2009-06-17 16:53:09	In		1	1	Head Office	R&D	R&D Manager
2	Brand Zhao	2009-06-17 16:53:10	In		1	1	Head Office	Software	Software Engineer
8104	James	2009-06-17 16:53:12	In		1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:53:14	In		1	1	Head Office	Structure	Structure Associate Engineer

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



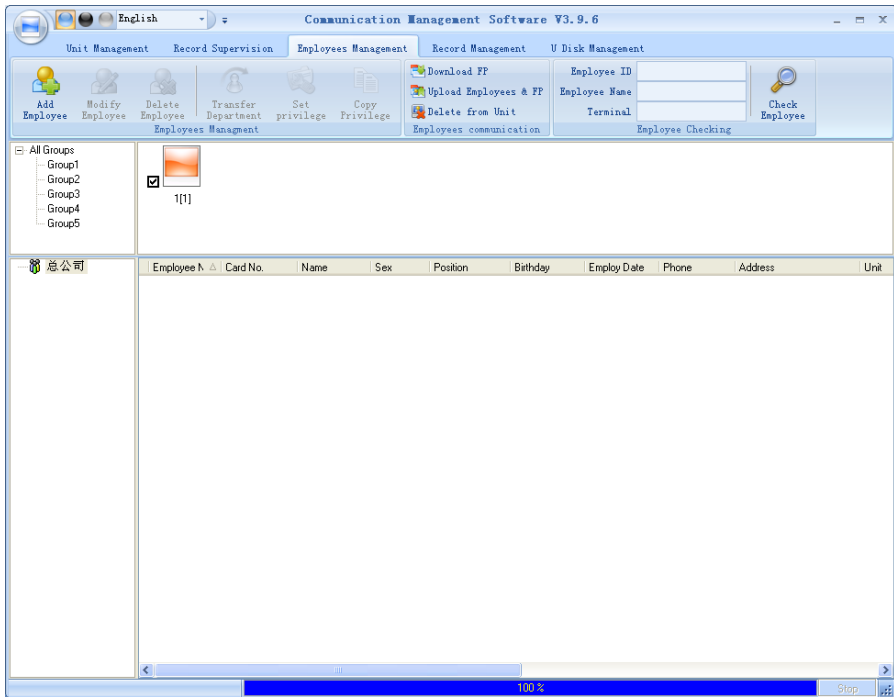
4.2.2 Prohibit real-time

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

Begin Time	2009-06-17 16:33:36	Check-in Times	18
End Time	2009-06-17 16:34:55	Check-out Times	0
Staff Number	7	Other Status Times	0
Real-Time Monitoring Records Information			

4.3 Employees management

Employee management interface is as following:



4.3.1 Add employee


Click [Add employee] button, open [Add/Modify Employee Info] window which includes 2 pages: Basic info as follows:

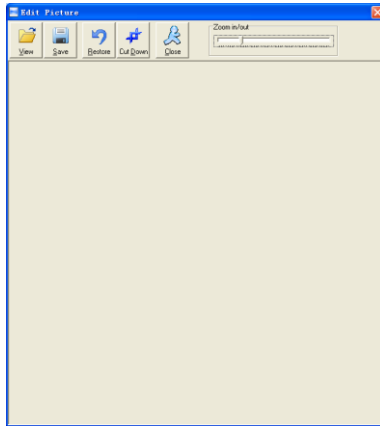
[Basic info]:

Input employee info in [Basic info]. You can also add pictures for employees.

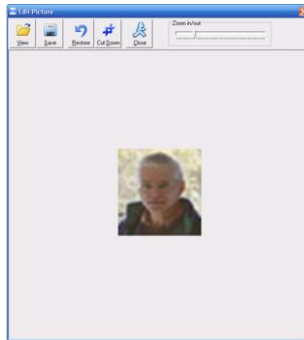
Notice: The No. is exclusive as well as the first digit cannot be 0.

There are two ways to add pictures:

1st way: Click  button, choose employee's picture stored in PC and open [Edit picture] window as following,




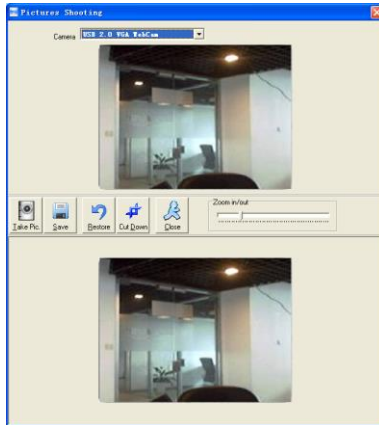
Click the button [view] to choose one photo.




Click the button [View] to choose one photo. And Crop the photo by the [Cut-down] button and then click the button [Save] .

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

Click [] button, open [Pictures shooting] window as following,



Choose camera equipment, and click the button [take Pic] to take a photo.
 Edit the photo by [Cut-down] function and then click the button [Save] to save.
 Click the button  to delete the employee photo.

4.3.2 Modify employee

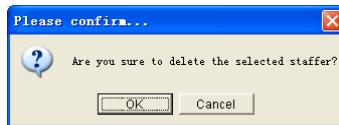
Modify employee operation is to modify the employee information in the window

[Add/Modify Employee Info]

4.3.3 Delete employee

Delete the employee from the database.

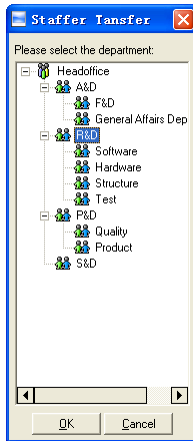
Choose employee from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click [Delete employee] and the following window pop-up,



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

4.3.4 Transfer department

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

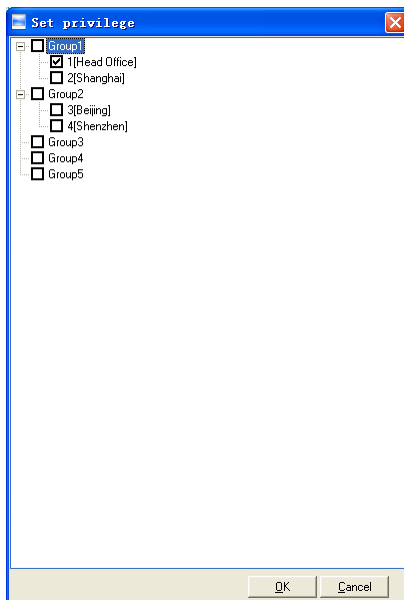


Select the department and then click the button [OK] to confirm or click the button [Cancel] to cancel.

4.3.5 Set privilege

We can only upload the employees to the authorized terminal.

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



Choose the terminal and then click the button [OK] to save.

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

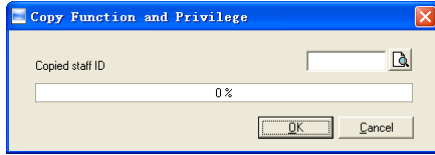
Staffer No.	Card No.	Name	Sex	Position	△ Birthday	Employ Date	Phone	Address	1st FP	2nd FP	Unit
3		Clark							<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
2		Vivi							<input checked="" type="checkbox"/>	<input type="checkbox"/>	1,2
1		Peter							<input checked="" type="checkbox"/>	<input type="checkbox"/>	1

Clark's fingerprint is in the unit 1.
 Vivi's fingerprint is in the unit1 and unit2.
 Peter's fingerprint is in the unit 1.

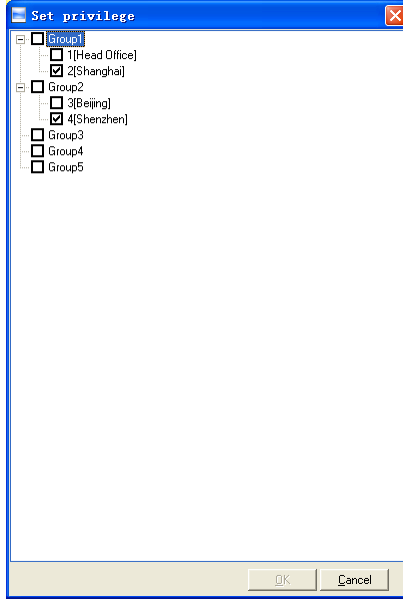
4.3.6 Copy Privilege

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

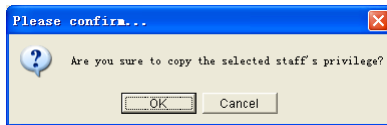
Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Copy Privilege]. The [Copy Function and Privilege] window pops up:



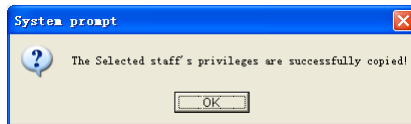
Input the one employee's ID, and you can click the button [Browse] to browse the employee's privilege in the [Set privilege] as follows:



Then press [Cancel] to come back the interface, and click the button [OK] and the following window pop-up:



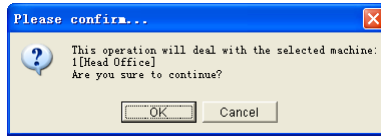
Click the button [OK] to copy the privilege. After copy completed the following window pop-up:



4.3.7 Download FP

Download the fingerprint from the terminal to the software.

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



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

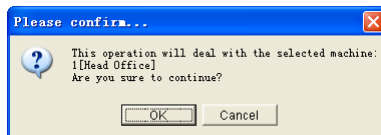
The operation information shows on the main interface as follows:

```
[2011-12-15 16:27:16]Download fingerprint ...  
[2011-12-15 16:27:16]Download fingerprint:1[1]  
[2011-12-15 16:27:18]1[1]Download fingerprint completely!
```

4.3.8 Upload employee & FP

Upload the employee information and fingerprints to the terminal.

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



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

The operation information shows on the main interface as follows:

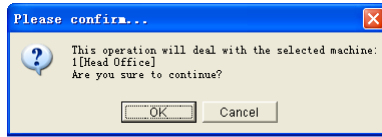
```
[2011-12-15 16:27:44]Upload employees and fingerprints ...  
[2011-12-15 16:27:44]Upload employees and fingerprints:1[1]  
[2011-12-15 16:27:45]1[1]Upload employee and fingerprint completed
```

4.3.9 Delete from Unit

Delete the employees from the terminal via the software.

Choose the employees from employee info list (you can choose some or all the

employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Delete from Unit]. Following message box pops up:



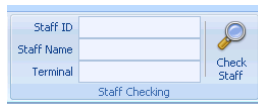
Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

```
[2011-12-15 16:29:05]Delete the employee from the device...  
[2011-12-15 16:29:05]Delete the employee from the deviece:1[1]  
[2011-12-15 16:29:05]1[1]Delete the employee from the device completely
```

4.3.10 Employee Checking

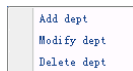
Search the employee information.



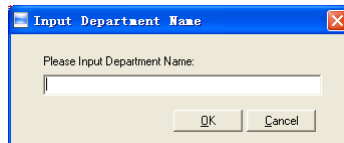
Search the employee information by the Employee ID, Employee Name and Terminal. Click [Check employee] button and then the employee info shows in the list.

4.3.11 Department management

Move the cursor to the department list and then click the right button of your mouse. The menu pops up as follows:



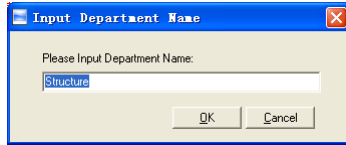
[Add dept]: Click [Add dept]. The [Input Department Name] window pops up:



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

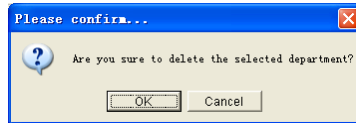
[Modify dept]: Choose the department which is going to be modified. Click [Modify

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



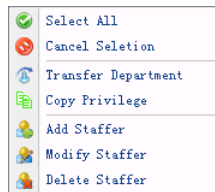
Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

[Delete dept]: Choose the department which is going to be deleted. Click the right button of your mouse and then click the [Delete dept]. Following message box pops up:

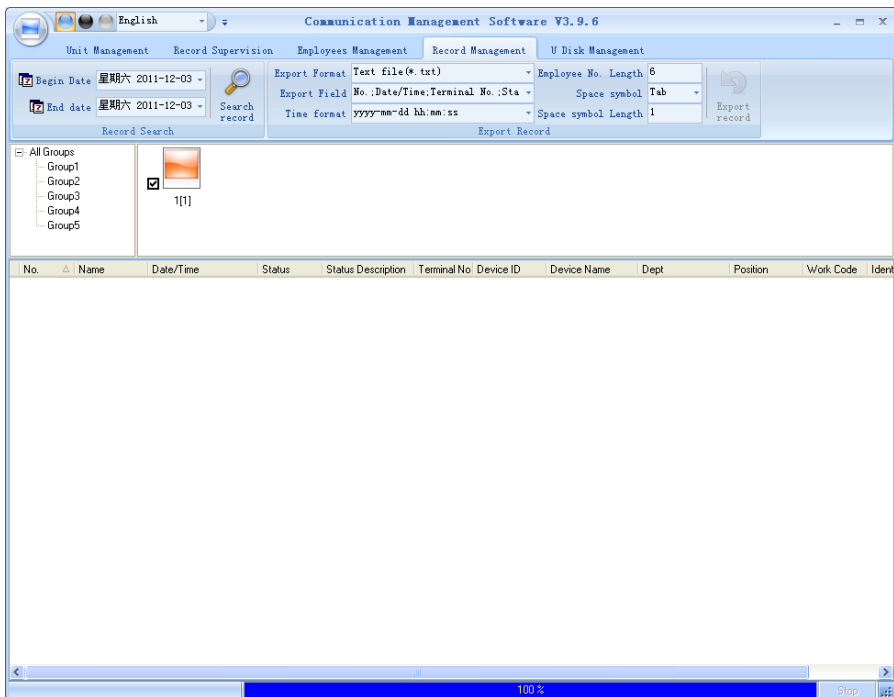


Click the button [OK] to confirm or click the button [Cancel] to cancel.

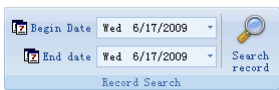
Remark: Right button menu:



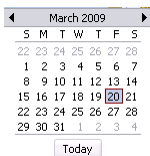
4.4 Record management



4.4.1 Record Search



Set the Begin Date and End Date as follows:




Click the button [Search record] to search the record.

No.	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N	Unit Name	Dept
1	King Jin	2009-6-17 16:33:58	I	In	1	1	Head Office	R&D
1	King Jin	2009-6-17 16:53:09	I	In	1	1	Head Office	R&D
2	Brand Zhao	2009-6-17 16:33:48	I	In	1	1	Head Office	Software
2	Brand Zhao	2009-6-17 16:34:02	I	In	1	1	Head Office	Software
2	Brand Zhao	2009-6-17 16:52:44	I	In	1	1	Head Office	Software
2	Brand Zhao	2009-6-17 16:53:10	I	In	1	1	Head Office	Software
8101	Mark Xia	2009-6-17 16:26:36	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:26:47	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:09	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:24	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:26	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:27	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:29	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:31	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:33	I	In	1	1	Head Office	Hardware

4.4.2 Export Record

Set the export format, export file and time format.

Export Format	Text file (*.txt)	Staffer No. Length	6	 Export record
Export Field	No.;Date/Time;Unit No.;Status	Space symbol	,	
Time format	yyyy-mm-dd hh:mm:ss	Space symbol Length	1	

Export Record

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

<input checked="" type="checkbox"/> Text file (*.txt)
<input type="checkbox"/> CSV file (*.csv)
<input type="checkbox"/> Excel file (*.xls)

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

<input checked="" type="checkbox"/> No.
<input type="checkbox"/> Name
<input checked="" type="checkbox"/> Date/Time
<input checked="" type="checkbox"/> Unit No.
<input type="checkbox"/> Unit name
<input checked="" type="checkbox"/> Status
<input type="checkbox"/> Status Name
<input type="checkbox"/> Department
<input type="checkbox"/> Position

Time format: 4 optional formats

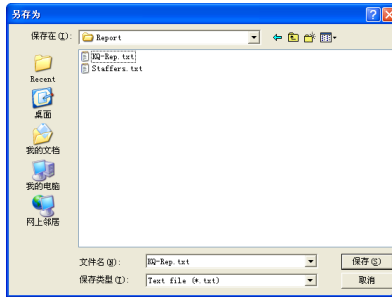
<input checked="" type="checkbox"/> yyyy-mm-dd hh:mm:ss
<input type="checkbox"/> yyyy-m-d hh:mm:ss
<input type="checkbox"/> yy-mm-dd hh:mm:ss
<input type="checkbox"/> yyyymmddhhmmss

Employee No. length: set employee No. length, the default is 6 digits.

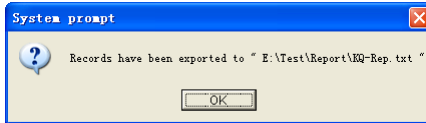
Space symbol: space symbol to separate fields

Space symbol length: space symbol bit

After setting completed, click [Export record] button, open 'Save as' window, choose save file directory, input file name as following,



Click [Save] button. The system prompts as follow:



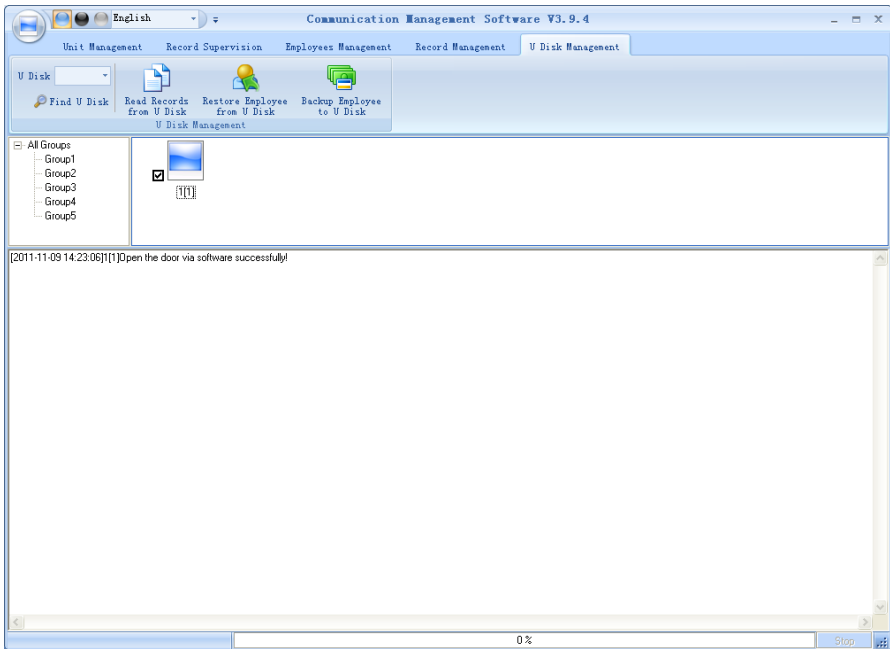
Click the button [OK] to confirm.

5.5 U disk management program

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

Reader data from U flash drive, must keep the file store in the G:\00000001 folder in the U flash driver. [G] is the Driver letter of the U flash driver . And [00000001] is the device ID.

Software interface show as follow:



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

Prompt: The database must include employee information before you read the attendance record from the U flash driver.

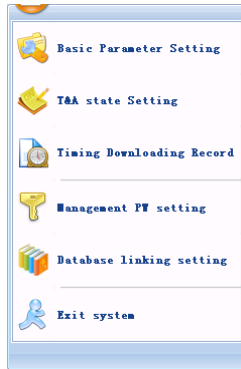
Restore Employee from U Disk: click [Restore Employee from U Disk] button, the system will export the employee information data to local database and fingerprint template to root index “Template” folder.

Prompt: If the local database has had this record already, the system will prompt “ record repeated” .

Backup Employee to U Disk: The database of the existing employee information and fingerprint template, backup to U plate

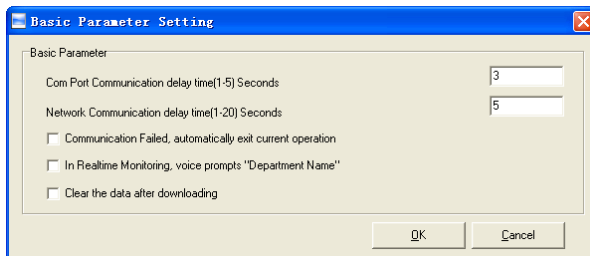
5.6 System settings

Click the icon [] on the top left corner, the menu pops up as follows:



5.6.1 Basic parameter settings

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



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

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

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

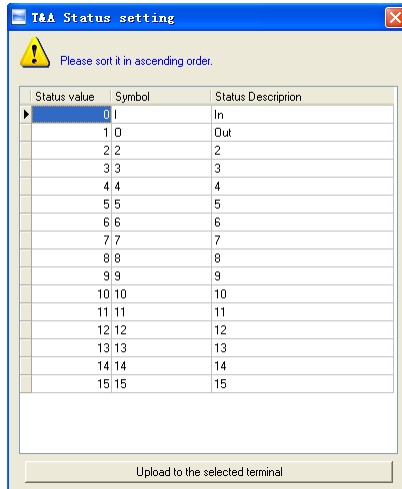
In Real-time Monitoring, voice prompts "Department name": During real-time monitor, if employee is access granted, the software will voice prompt employee department and name.

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

Click the button [OK] to save the setting.

5.6.2 T&A Status setting

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

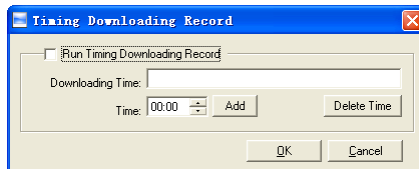


Click the state which is going to be modified. Input the status description.


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

5.6.3 Timing Downloading Record

Click the [Timing Downloading Record]. The [Timing Downloading Record] window pops up:



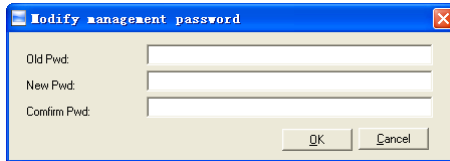
Enable this function by choosing the [Run Timing Download Record]. You can set 5 time point.

Please use the button  to set a time. And then click the button [Add] to add the time to the [Downloading Time].

Click the button [OK] to save the setting.

5.6.4 Management PWD Setting

Click the [Management PW Setting]. The [Modify management password] window pops up:



[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,

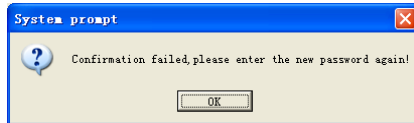


Click [OK] and input old password again.

[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:



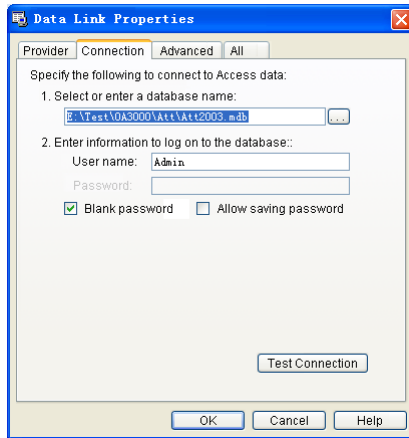
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and it prompts:

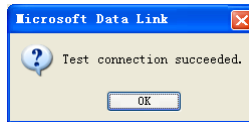


5.6.5 Database linking setting

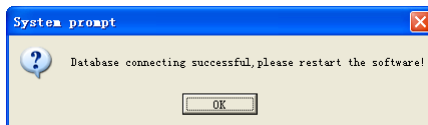
Click the [Database linking setting]. The [Data Link Properties] window pops up:



Click [...] button beside [1. Select or enter a database name:] to choose the linking database directory. And then choose database name, click [Open] button to confirm database linking and exit to [Data link properties] interface. If the database has set [User name] and [password] already, we must input [User name] and [password] in [2. Enter information to log on to the database:]. After completed, click [Test connection] to test the connection correctness of the database and system prompts:

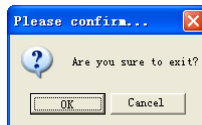


Click [OK] button and it goes back to [Data link properties] interface. Click [OK] button and system prompts,



5.6.6 Exit system

Click [Exit system]. It prompts:



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

5.7 User interface configuration

5.7.1 Interface skin color

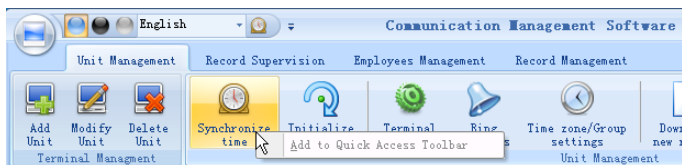
Shift the skin color by press the button .The style is Windows XP system style.

5.7.2 Change the software language

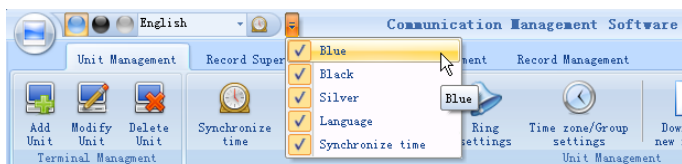
Choose the language in the option [Chinese].

5.7.3 Set quick access button

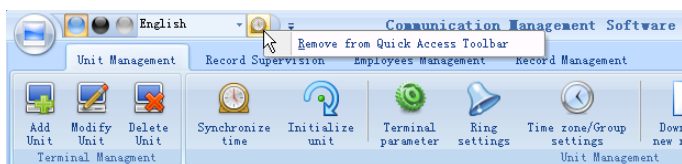
Move the cursor to the icon [Synchronize time]. Click the mouse's right button. It prompts:



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



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



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

Chapter5 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.

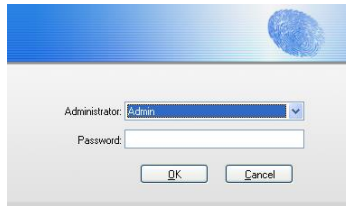


5 Background management

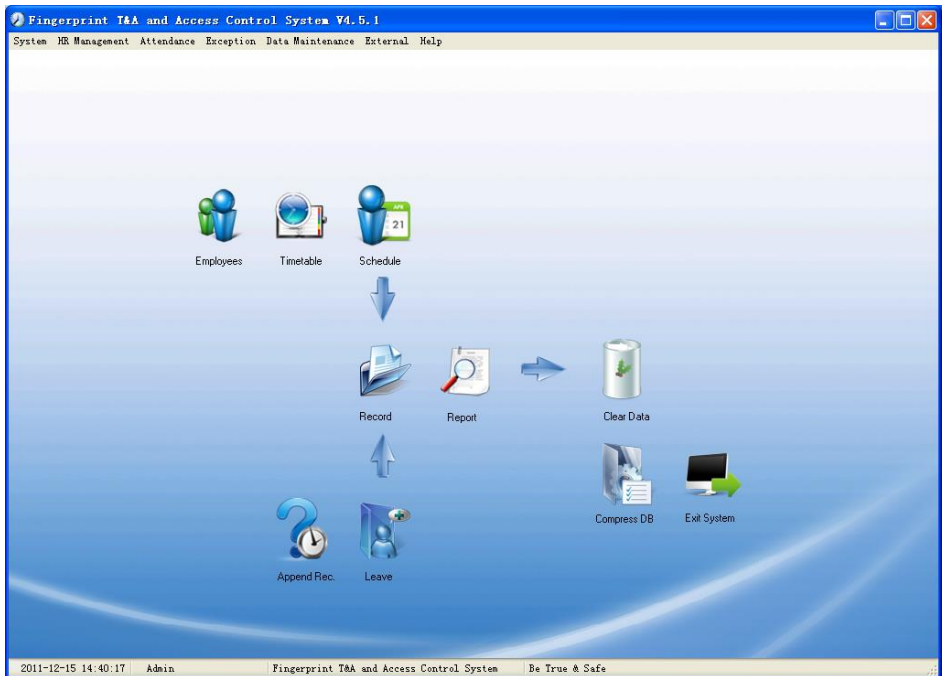
Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage staff information, set rules of attendance etc.

5.1 Log in system

Double click the icon  on the desktop to start the attendance background management program. The log-in interface will pop up as follows:



The default administrator's name is "Admin" and password is empty. Log in system and the following interface will be displayed:

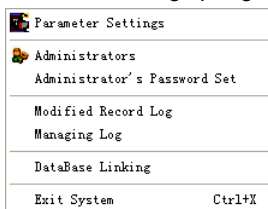


The main interface includes three parts:

1. System menu: Include the whole function module& information
2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on
3. Status column: Show the current time, logged-in administrator and system information.

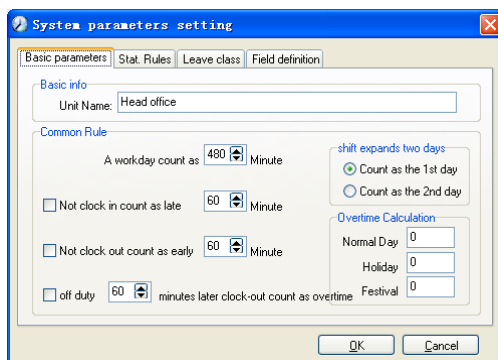
5.2 System

Click [**System**] on the main menu, following springs:



5.2.1 Parameters Settings

Click [**Parameters Settings**] in system menu. The following window will prompt:



Pic5.1 Parameters Settings

Basic parameters:

Set your company name, the default is “Head office”

Input your company name that will be deemed as the head of departments list.

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

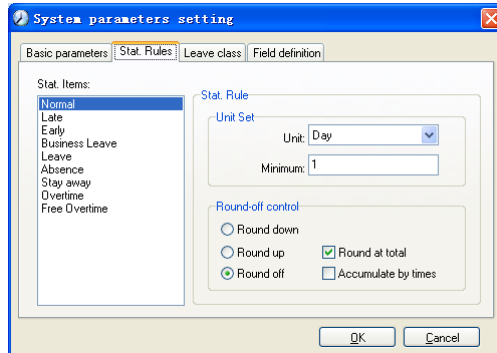
“Late for work as how many minutes” can be set when no clock-in on duty, “early to

leave as how many minutes” when no clock out for off duty. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

“Shift expand two days” is set under real condition.

Stat. Rules:

Click page [Stat. Rules] in pic5.1, following shows:



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 number after the minimum unit one 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 number after the minimum unit 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.

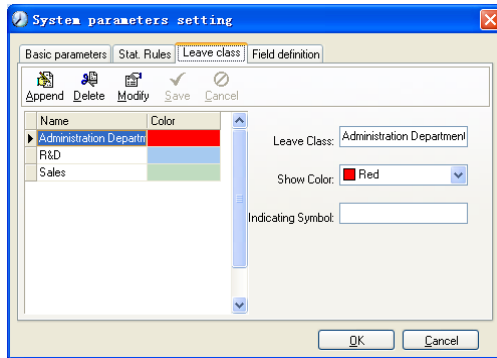
Round off: If the number after the minimum unit is equal to or over 0.5, add one unit, or else, abandon it.

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 pic5.1, following shows:



Add new leave class:

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

Revise leave class:

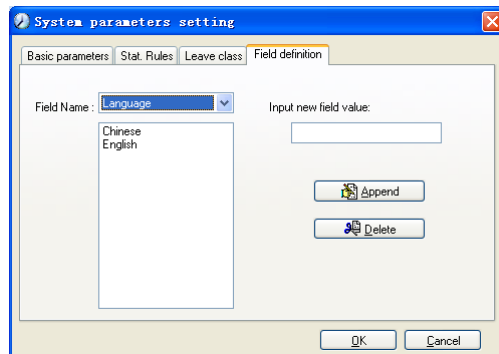
Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save] to finish.

Delete leave class:

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

Field definition:

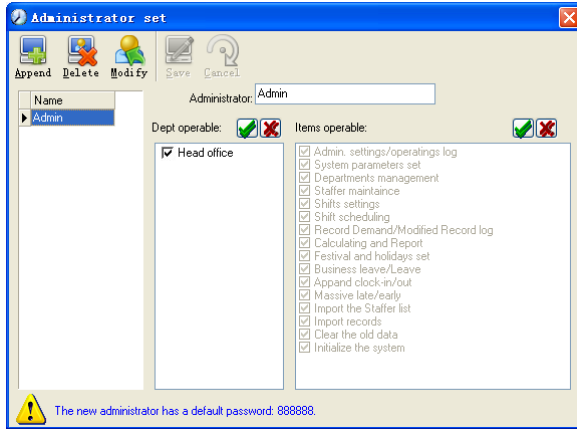
Click page [Field definition] in pic5.1, following shows:



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

5.2.2 Administrators

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



Append new administrator:

Click [Append]—input the name of new administrator within input field.

Of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu [System]-[Administrator's password set] to set new password of administrator for system security.

Note:

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

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

Modify administrator:

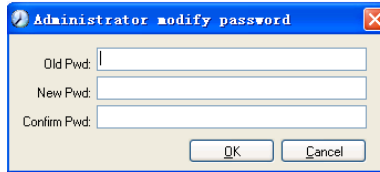
Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

Delete administrator:

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

5.2.3 Administrator's Password Set

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

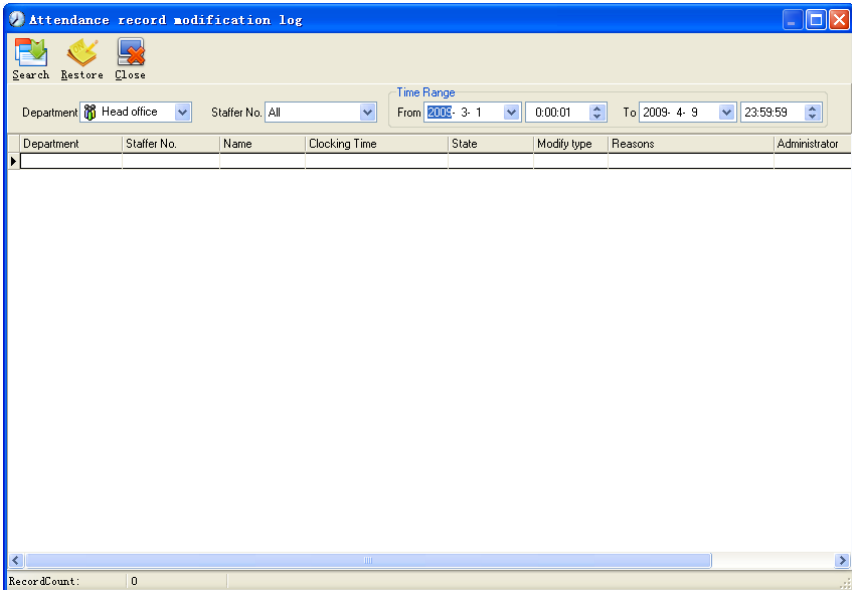


A dialog box titled "Administrator modify password" with a blue header and a close button (X) in the top right corner. It contains three text input fields: "Old Pwd:", "New Pwd:", and "Confirm Pwd:". Below the fields are two buttons: "OK" and "Cancel".

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

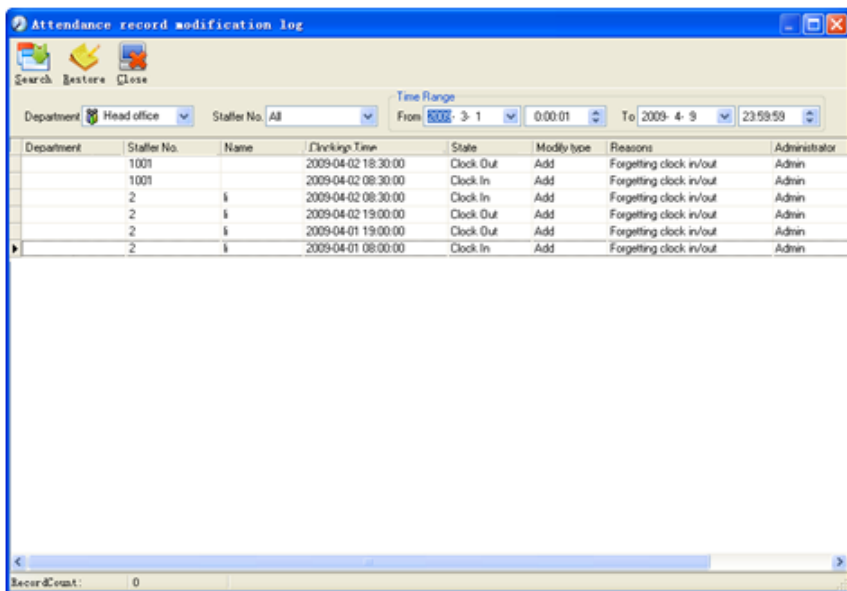
5.2.4 Modified Record Log

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



A window titled "Attendance record modification log" with a blue header and standard window controls (minimize, maximize, close) in the top right. The window contains a toolbar with "Search", "Restore", and "Close" buttons. Below the toolbar are several filters: "Department" (dropdown menu showing "Head office"), "Staffer No." (dropdown menu showing "All"), and "Time Range" (dropdown menu showing "From 2008-3-1 0:00:01 To 2009-4-9 23:59:59"). Below the filters is a table with the following columns: Department, Staffer No., Name, Clocking Time, State, Modify type, Reasons, and Administrator. The table is currently empty. At the bottom left of the window, there is a "RecordCount:" label followed by the number "0".

Select department, staffer ID and time range and click [Search] and those records which match the above condition will be displayed as follows:

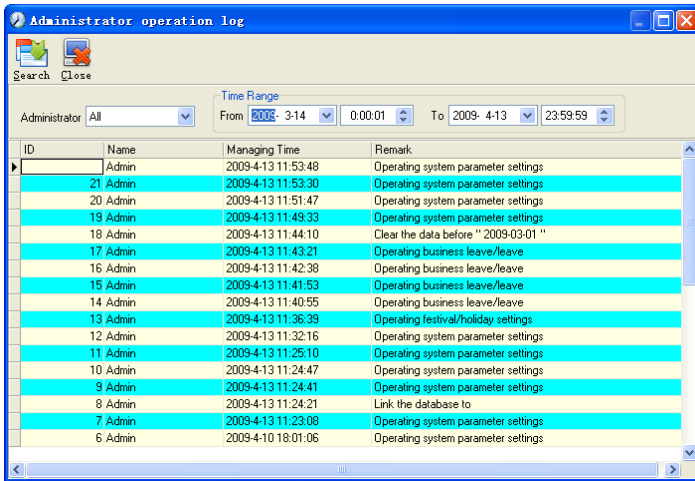


Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking [Restore]

Click [Close] to exit.

5.2.5 Managing Log

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

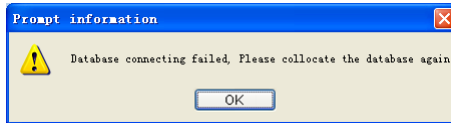


This log records all the operations of every administrator. Select [Administrator] and the time range then click [Search] to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

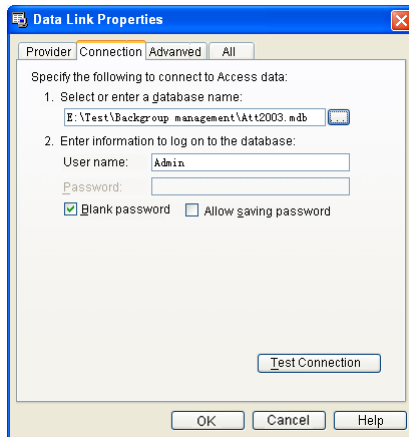
5.2.6 Set Database Link


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

When the following mistake appears, you should link database again:



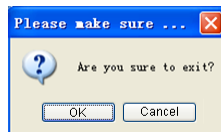
Click [Database linking] in system menu, the following springs.



Input the database name or click the  button to select the correct database file. Notice: you can click [Test connection] to test the connection correctness of the database.

5.2.7 Exit System

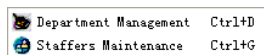
Click [Exit System] in System menu. The following menu springs.



Click ok to exit management software and return to Windows system.

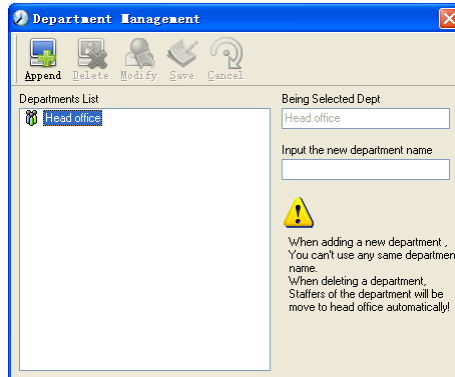
5.3 HR Management

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



5.3.1 Department Management

Click [Department Management] in the [HR Management] menu, springs the following window:



Add a new department

Click [Append], input the new department name and click [Save] to add a sub department for the chosen department.

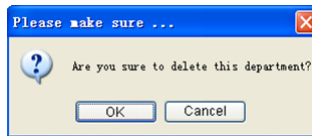
Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [administrator set] first (choose the new department you just added in the “Department operable”).

Department modification

Choose the department, click [Modify] and input the new department name, then click [Save].

Delete the department

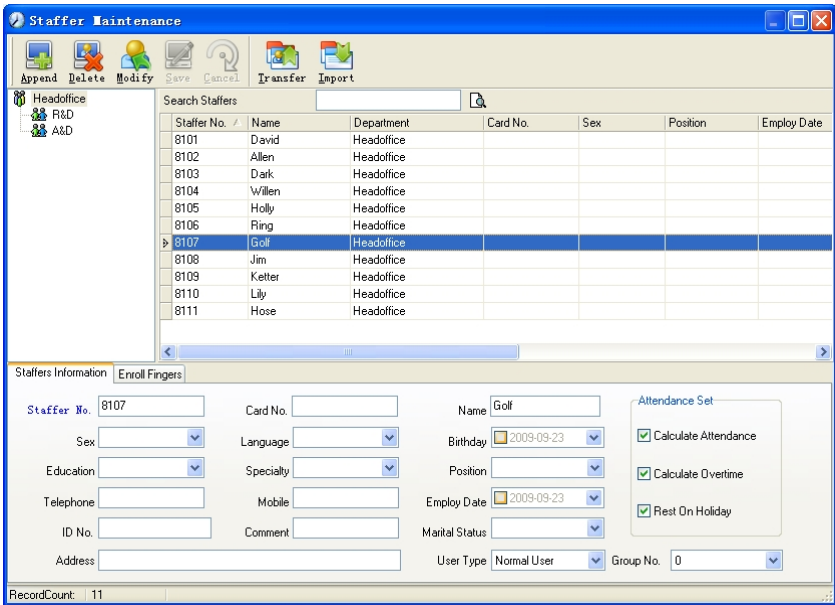
Choose the department, click [Delete] and then click OK to complete.



Notice: repetition of department name is not allowed; if there are staffers existing in the deleted department, those staffers will be automatically transferred to department of head office.

5.3.2 Staffer Maintenance

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



Staff's adding:

Choose the department that the staffs belong to, clicks [Append], and input staff's information, then click [Save] to complete.

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 staffer is not checked, there will be no statistical result for this staffer in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this staffer 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 staffer; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the staffer, those shifts will be invalid. And if there are time attendance records of this staffer, those records will be deemed as free overtime.

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

Staff's modification:

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

Staff's deletion:

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

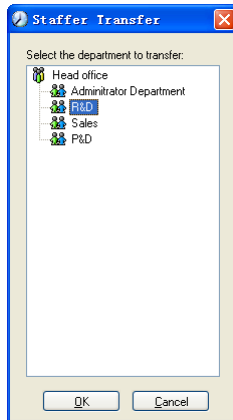
Please be cautious when delete the staff since all this staffer's time attendance records, shift arrangement will be deleted at the same time.

Import staffers:

Click [Import], staffer importation window springs for importing staffers.

Staff's department shifting:

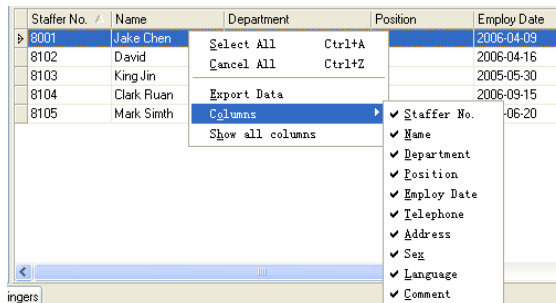
Choose the staff you want to shift the department click [Transfer] and following window will pop up:



Select the new department and click [OK] to complete.

Export Staff:

Right-click on staff list and the following window pops:

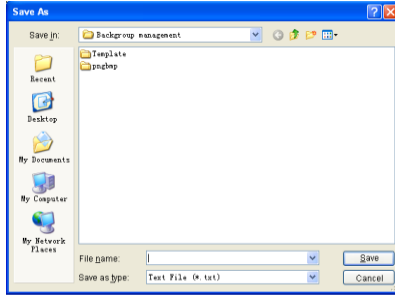


All displayed fields in staff info list can be defined through submenu of "Column".

Meanwhile, the modification will take effect and be saved.

Click [Show all columns] to display all fields in the list.

Click [Export Data] and following window will prompt:

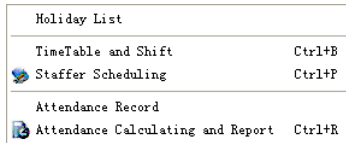


Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

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

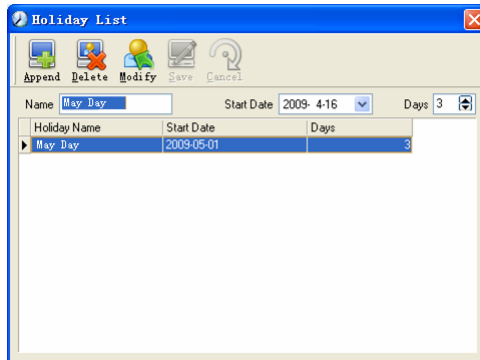
5.4 Attendance Management

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



5.4.1 Holiday List

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



Add festivals or holidays

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

Modification of festivals or holidays

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

Deletion of festivals or holidays

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

5.4.2 Timetable and Shift

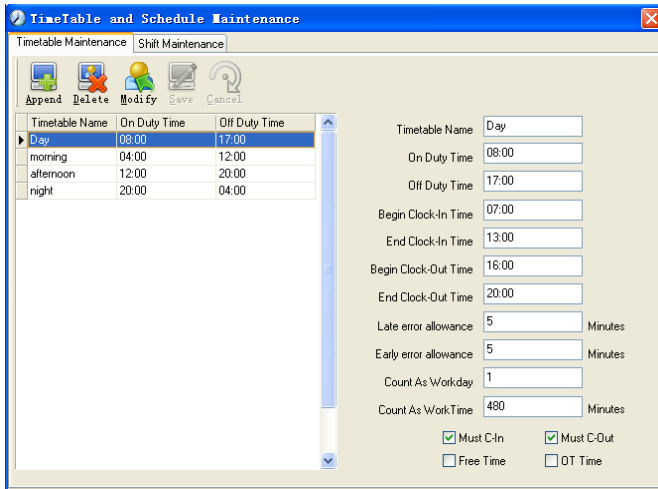
The relationship between shift and timetables:

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

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

Timetable maintenance:

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



Pic5.2 Timetable Maintenance

Add a new timetable

Click [Append] and enter the corresponding information:

[Timetable Name]For instance: Day Shift

[On duty Time](08:00)

[Off duty Time] (17:00)

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

[End Clock-in Time] (13:00)

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

[End Clock-out Time] (20:00),

[Late error allowance](5)

[Early error allowance] (5)

[Count as work day](1)

[Count as work time XXX minutes](480).

Tick [Must C-In] and [Must C-out],

Finally click [Save] to confirm.

(Please 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 Staff A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings] if he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

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

The timetable Deletion

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

(Please note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.)

Example——Add a timetable:

Complete process for adding four timetables:

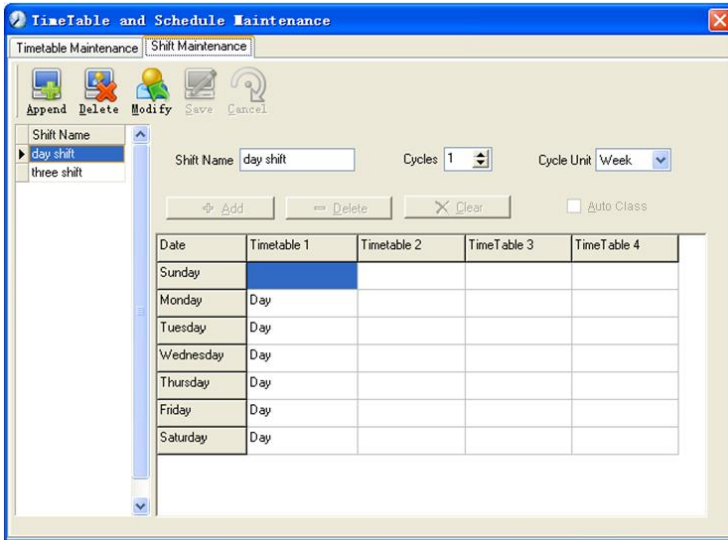
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

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

(Other information can be setup according to practical situations. Please refer to Pic5.2. Please note there should be no blank left.)

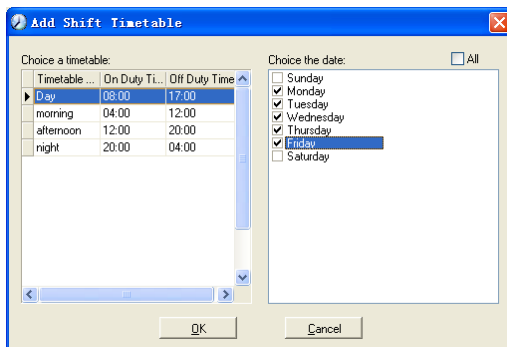
Shift Maintenance

Click [Shift Maintenance] in Pic5.2 and the following window pops up:



Add a shift:

Click [Append] and enter corresponding shift information in [Shift Name] such as: normal shift [Cycle] (1), [Cycle Unit] (week), and click [Add], select the timetables and time range required in this shift in the springing window (see the Pic5.3 below) For instance, select the timetable – Day shift and select from Monday to Friday and then click [OK], back to this window and click [Save] to complete. (Please refer to the example for details.)



Pic5.3 Add a timetable

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

Clear the timetable: clear all the timetables of the shift.

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

Modify a shift:

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

Delete a shift:

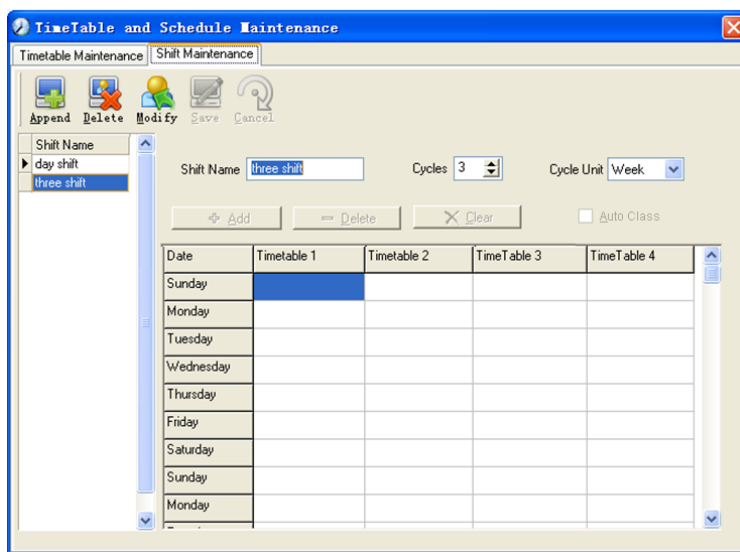
Select the shift to be deleted and click [Delete].

Example——Three shifts:

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

Step 1:

Click [Append], enter “Three shifts” in [Shift Name], set [Cycle] to “3” and [Cycle Unit] to “week”. Please see the picture below:

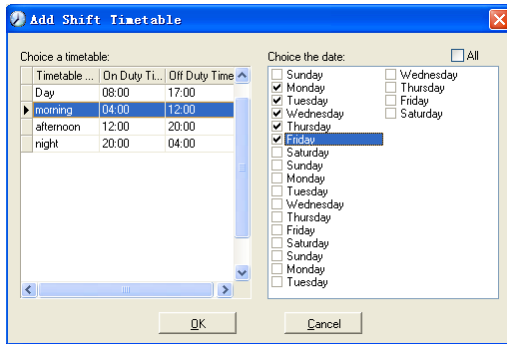


Step2

Add corresponding working hour timetable in accordance with “Cycle”: first week

(morning shift, from Monday to Friday)

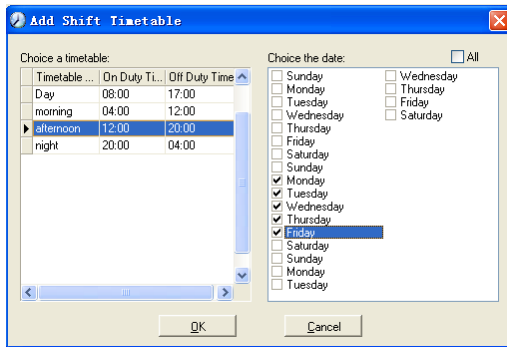
Click [Add] and the following window pops up:



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

The second week (afternoon shift, from Monday to Friday)

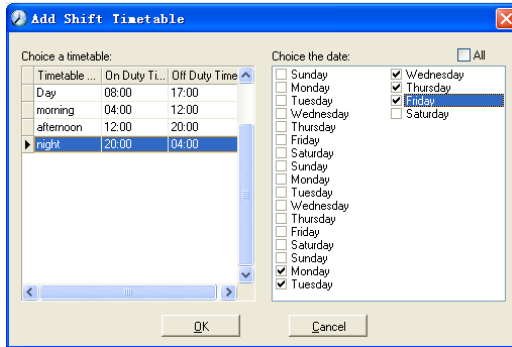
Click [Add]; make corresponding operation in the springing window (see the result below):



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

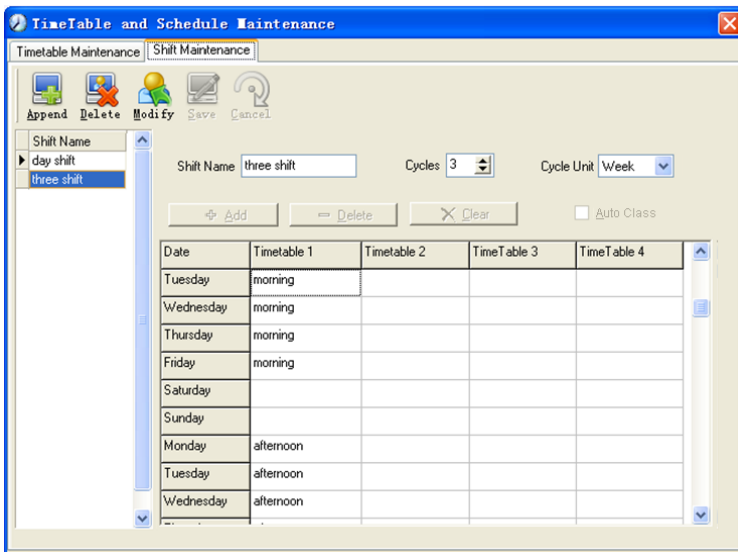
The third week (night shift, from Monday to Friday)

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



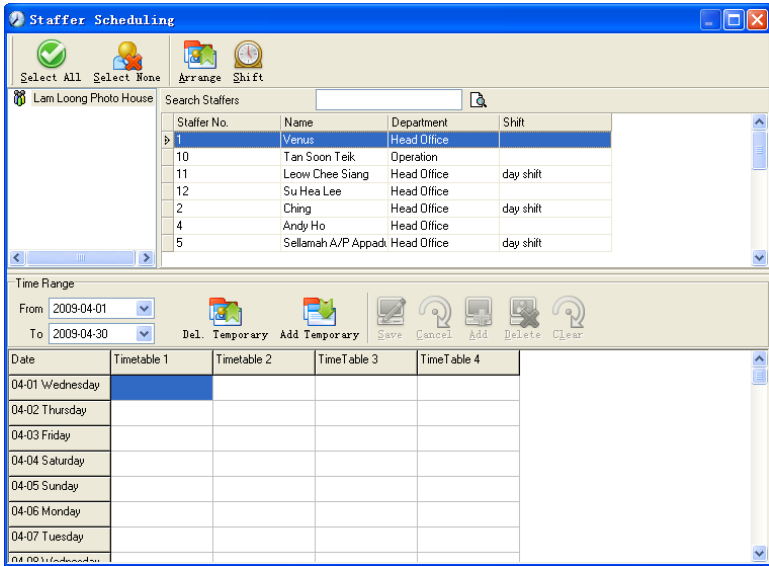
Click [ok] to complete the working hour setting for the third week.

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



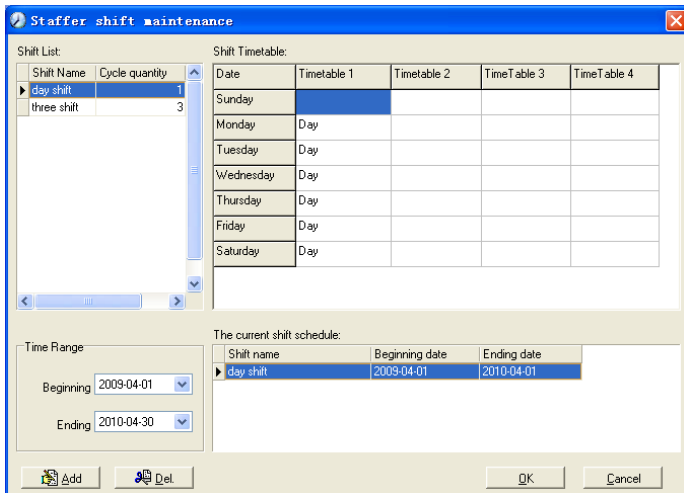
5.4.3 Staffer Scheduling

Click [Staffer Scheduling] in [attendance] menu. The following window appears:



Pic5.4 Staff scheduling

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



Pic5.5 Add a new shift

Add a new shift

Select the corresponding shifts, for instance: The commencement date and deadline

of this shift of “normal class ”, click [Add] button and then click [ok] in Pic5.5 to finish the adding of new shifts.

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”.

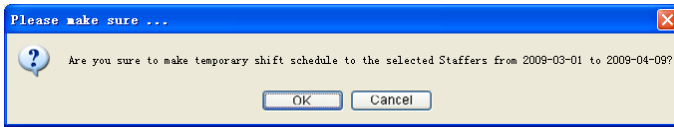
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts

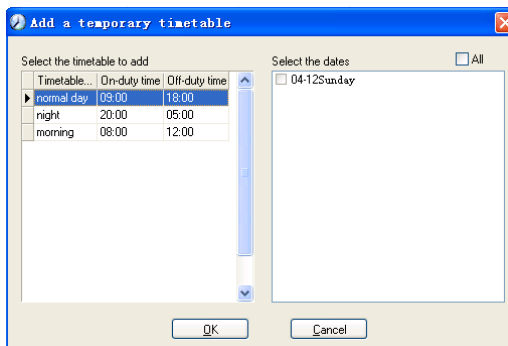
Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift

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



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



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

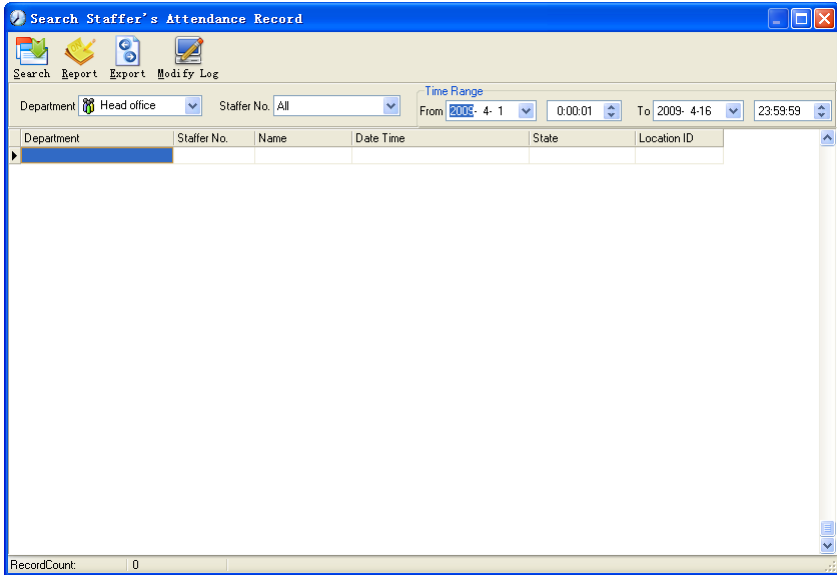
[Delete]: Delete the selected timetable;

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

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

5.4.4 Attendance Records

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



Inquiry of attendance record

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

Search Staffer's Attendance Record

Search Report Export Modify Log

Department: Head office Staffer No.: All

Time Range: From 8002-4-1 0:00:01 To 2009-4-16 23:59:59

Department	Staffer No.	Name	Date Time	State	Location ID
Administrator Department	8001	Jake Chen	2009-04-01 07:23:05	Clock In	
Administrator Department	8001	Jake Chen	2009-04-01 17:00:59	Clock Out	
Administrator Department	8001	Jake Chen	2009-04-02 07:45:35	Clock In	
Administrator Department	8001	Jake Chen	2009-04-02 17:05:16	Clock Out	
Administrator Department	8001	Jake Chen	2009-04-03 07:52:12	Clock In	
Administrator Department	8001	Jake Chen	2009-04-03 17:01:54	Clock Out	
Administrator Department	8001	Jake Chen	2009-04-04 07:43:54	Clock In	
Administrator Department	8001	Jake Chen	2009-04-06 07:38:36	Clock In	
Administrator Department	8001	Jake Chen	2009-04-06 17:08:42	Clock Out	
Administrator Department	8001	Jake Chen	2009-04-07 07:45:16	Clock In	
Administrator Department	8001	Jake Chen	2009-04-07 17:14:20	Clock Out	
Administrator Department	8001	Jake Chen	2009-04-08 07:08:12	Clock In	
Administrator Department	8001	Jake Chen	2009-04-08 07:24:53	Clock In	
Administrator Department	8001	Jake Chen	2009-04-08 17:20:05	Clock Out	
Administrator Department	8001	Jake Chen	2009-04-09 07:49:52	Clock In	
Administrator Department	8001	Jake Chen	2009-04-09 07:51:56	Clock In	
Administrator Department	8001	Jake Chen	2009-04-09 08:02:15	Clock In	
Administrator Department	8001	Jake Chen	2009-04-09 17:11:24	Clock Out	
Administrator Department	8001	Jake Chen	2009-04-10 07:45:19	Clock In	
Administrator Department	8001	Jake Chen	2009-04-10 17:04:34	Clock Out	
Administrator Department	8001	Jake Chen	2009-04-13 07:35:46	Clock In	
Administrator Department	8001	Jake Chen	2009-04-13 17:27:06	Clock Out	
Administrator Department	8001	Jake Chen	2009-04-14 07:06:12	Clock In	

RecordCount: 135

Attendance record report form preview

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

Preview

100%

Head office attendance record report

2009-04-01 To 2009-04-16

Department			Jake Chen 8001	
2009-4-1	17:23:05	Clock In		
2009-4-1	17:00:59	Clock Out		
2009-4-2	7:45:35	Clock In		
2009-4-2	17:05:16	Clock Out		
2009-4-3	7:52:12	Clock In		
2009-4-3	17:01:54	Clock Out		
2009-4-4	7:43:54	Clock In		
2009-4-6	7:38:36	Clock In		
2009-4-6	17:08:42	Clock Out		
2009-4-7	7:45:16	Clock In		
2009-4-7	17:14:20	Clock Out		
2009-4-8	7:08:12	Clock In		
2009-4-8	7:24:53	Clock In		
2009-4-8	17:20:05	Clock Out		
2009-4-9	7:49:52	Clock In		
2009-4-9	7:51:56	Clock In		
2009-4-9	8:02:15	Clock In		
2009-4-9	17:11:24	Clock Out		
2009-4-10	7:45:19	Clock In		
2009-4-10	17:04:34	Clock Out		
2009-4-13	17:27:06	Clock Out		
2009-4-14	7:06:12	Clock In		
2009-4-14	17:16:25	Clock Out		
2009-4-15	7:46:59	Clock In		
2009-4-15	17:08:53	Clock Out		
2009-4-15	17:08:53	Clock Out		
			Count: 27	
R&D			King Jin 8103	
2009-4-1	7:23:05	Clock In		
2009-4-1	17:00:59	Clock Out		
2009-4-2	7:45:35	Clock In		
2009-4-2	17:05:16	Clock Out		
2009-4-3	7:52:12	Clock In		
2009-4-3	17:01:54	Clock Out		
2009-4-4	7:43:54	Clock In		
2009-4-6	7:38:36	Clock In		
2009-4-6	17:08:42	Clock Out		
2009-4-7	7:45:16	Clock In		
2009-4-7	17:14:20	Clock Out		
2009-4-8	7:08:12	Clock In		
2009-4-8	7:24:53	Clock In		
2009-4-8	17:20:05	Clock Out		
2009-4-9	7:49:52	Clock In		
2009-4-9	7:51:56	Clock In		
2009-4-9	8:02:15	Clock In		
2009-4-9	17:11:24	Clock Out		
2009-4-10	7:45:19	Clock In		
2009-4-10	17:04:34	Clock Out		
2009-4-13	17:27:06	Clock Out		
2009-4-14	7:06:12	Clock In		
2009-4-14	17:16:25	Clock Out		
2009-4-15	7:46:59	Clock In		
2009-4-15	17:08:53	Clock Out		
2009-4-15	17:08:53	Clock Out		
			Count: 27	
P&D			Mark Simth 8105	
2009-4-1	7:23:05	Clock In		
2009-4-1	17:00:59	Clock Out		
2009-4-2	7:45:35	Clock In		
2009-4-2	17:05:16	Clock Out		
2009-4-3	7:52:12	Clock In		
2009-4-3	17:01:54	Clock Out		
2009-4-4	7:43:54	Clock In		
2009-4-6	7:38:36	Clock In		
2009-4-6	17:08:42	Clock Out		
2009-4-7	7:45:16	Clock In		
2009-4-7	17:14:20	Clock Out		
2009-4-8	7:08:12	Clock In		
2009-4-8	7:24:53	Clock In		
2009-4-8	17:20:05	Clock Out		
2009-4-9	7:49:52	Clock In		
2009-4-9	7:51:56	Clock In		
2009-4-9	8:02:15	Clock In		
2009-4-9	17:11:24	Clock Out		
2009-4-10	7:45:19	Clock In		
2009-4-10	17:04:34	Clock Out		
2009-4-13	17:27:06	Clock Out		
2009-4-14	7:06:12	Clock In		
2009-4-14	17:16:25	Clock Out		
2009-4-15	7:46:59	Clock In		
2009-4-15	17:08:53	Clock Out		
2009-4-15	17:08:53	Clock Out		
			Count: 27	

Page 1/1

Attendance records exporting

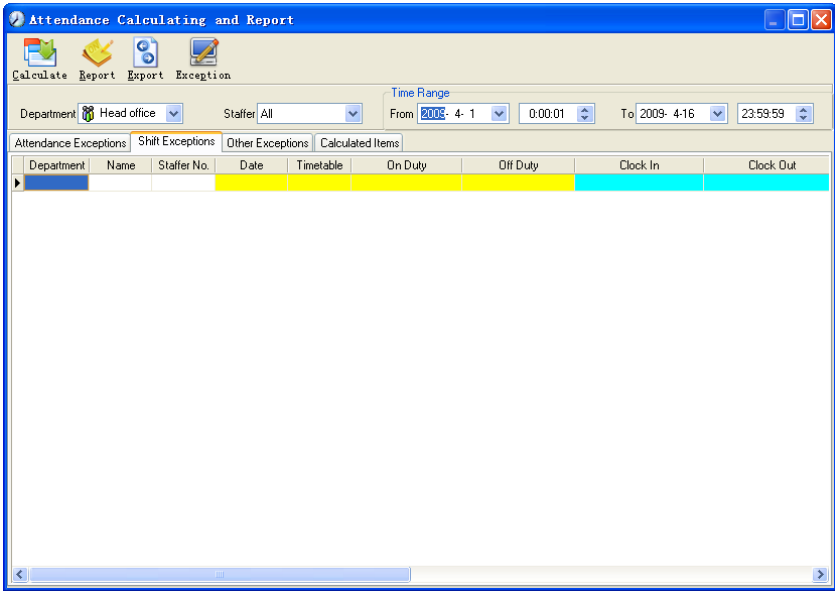
If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: txt, xls)

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

5.4.5 Attendance Calculating and Report

Inquiry of report form:

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



Pic5.6 Attendance Calculating and Report

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

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

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

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

[Other Exceptions] Display Staff's leave, out and overtime etc.

[Calculated Items] Display all Staff's 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:

Attendance Calculating and Report

Calculate Report Export Exception

Department: Head office Staffer: All Time Range: From 2009- 4- 1 To 2009- 4-16 23:59:59

Attendance Exceptions Shift Exceptions Other Exceptions Calculated Items

Department	Staffer No.	Name	Date Time	State	Operation	Exception De...	Timetable	Check
Administrator De	8001	Jake Chen	2009-04-01 07:23:05	Clock In		Normal record	Normal	<input type="checkbox"/>
Administrator De	8001	Jake Chen	2009-04-01 17:00:59	Clock Out		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-02 07:45:35	Clock In		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-02 17:05:16	Clock Out		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-03 07:52:12	Clock In		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-03 17:01:54	Clock Out		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-04 07:43:54	Clock In	Delete	Invalid record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-06 07:38:36	Clock In		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-06 17:08:42	Clock Out		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-07 07:45:16	Clock In		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-07 17:14:20	Clock Out		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-08 07:08:12	Clock In		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-08 07:24:53	Clock In	Delete	Invalid record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-08 17:20:05	Clock Out		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-09 07:49:52	Clock In		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-09 07:51:56	Clock In	Delete	Invalid record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-09 08:02:15	Clock In	Delete	Invalid record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-09 17:11:24	Clock Out		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-10 07:45:19	Clock In		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-10 17:04:34	Clock Out		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-13 07:35:46	Clock In		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-13 17:27:06	Clock Out		Normal record	Normal	<input type="checkbox"/>
Adminitrator De	8001	Jake Chen	2009-04-14 07:06:12	Clock In		Normal record	Normal	<input type="checkbox"/>

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):

8001	Jake Chen	2009-04-03 07:52:12	Clock In		Normal record	Normal
8001	Jake Chen	2009-04-03 17:01:54	Clock Out		Normal record	Normal
8001	Jake Chen	2009-04-03 17:01:54	Clock In	Delete	Invalid record	Normal
8001	Ja	Export Data			Normal record	Normal
8001	Ja	Create report for current grid			Normal record	Normal
8001	Ja	Change state...			Normal record	Normal
8001	Ja	Delete selected	Del	Clock out	Normal record	Normal
8001	Ja	Cancel operation for selected	Ctrl+FZ	Overtime in	Normal record	Normal
8001	Ja	Modify and save Exception	Ctrl+FS	Overtime out	Normal record	Normal
8001	Ja	Change filter...		Out	Normal record	Normal
8001	Ja	Columns		Out back	Normal record	Normal
8001	Ja	Show all columns		Delete	Invalid record	Normal
8001	Jake Chen	2009-04-09 17:11:24	Clock Out		Normal record	Normal
8001	Jake Chen	2009-04-10 07:45:19	Clock In		Normal record	Normal
8001	Jake Chen	2009-04-10 17:04:34	Clock Out		Normal record	Normal
8001	Jake Chen	2009-04-13 07:35:46	Clock In		Normal record	Normal

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;

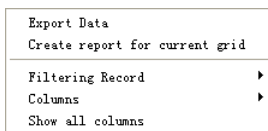
[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

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

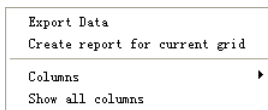
[Show all columns]: Display all fields in [Columns];

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].

Right Click in [Shift Exceptions] the following shortcut menu will pop up:



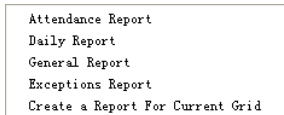
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:



The operation is the same as stated above.

Report:

Click [Report] in pic5.6 and the following menu will pop up:



Pic5.7 Exception menu

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

Preview

100%

Head office attendance record report

2009-04-01 To 2009-04-16

Administrator	Name	No.	2009-04-10 17:04:34	Clock Out	2009-04-07 17:14:20	Clock Out
Jake Chen	David	8001	2009-04-01 07:23:05	Clock In	2009-04-08 07:08:12	Clock In
			2009-04-01 17:00:59	Clock Out	2009-04-08 07:24:53	Clock In
			2009-04-02 07:45:35	Clock In	2009-04-08 17:20:05	Clock Out
			2009-04-02 17:05:16	Clock Out	2009-04-09 07:49:52	Clock In
			2009-04-03 07:52:12	Clock In	2009-04-09 07:51:56	Clock In
			2009-04-03 17:01:54	Clock Out	2009-04-09 08:02:15	Clock In
			2009-04-04 07:43:54	Clock In	2009-04-09 17:11:24	Clock Out
			2009-04-06 07:38:35	Clock In	2009-04-10 07:45:19	Clock In
			2009-04-06 17:08:42	Clock Out	2009-04-10 17:04:34	Clock Out
			2009-04-07 07:45:16	Clock In	2009-04-13 07:35:46	Clock In
2009-04-07 17:14:20	Clock Out	2009-04-13 17:27:06	Clock Out			
2009-04-08 07:08:12	Clock In	2009-04-14 07:06:12	Clock In			
2009-04-08 07:24:53	Clock In	2009-04-14 17:16:25	Clock Out			
2009-04-08 17:20:05	Clock Out	2009-04-15 07:46:59	Clock In			
2009-04-09 07:49:52	Clock In	2009-04-15 17:08:53	Clock Out			
2009-04-09 07:51:56	Clock In	2009-04-16 08:00:59	Clock In			
2009-04-09 08:02:15	Clock In					
2009-04-09 17:11:24	Clock Out					
2009-04-10 07:45:19	Clock In					
2009-04-10 17:04:34	Clock Out					
2009-04-13 07:35:46	Clock In					
2009-04-13 17:27:06	Clock Out					
2009-04-14 07:06:12	Clock In					
2009-04-14 17:16:25	Clock Out					
2009-04-15 07:46:59	Clock In					
2009-04-15 17:08:53	Clock Out					

Count: 27

RtD	King Jim	8103
2009-04-01 07:23:05	Clock In	
2009-04-01 17:00:59	Clock Out	
2009-04-02 07:45:35	Clock In	
2009-04-02 17:05:16	Clock Out	
2009-04-03 07:52:12	Clock In	
2009-04-03 17:01:54	Clock Out	
2009-04-04 07:43:54	Clock In	
2009-04-06 07:38:35	Clock In	
2009-04-06 17:08:42	Clock Out	
2009-04-07 07:45:16	Clock In	
2009-04-07 17:14:20	Clock Out	
2009-04-08 07:08:12	Clock In	
2009-04-08 07:24:53	Clock In	
2009-04-08 17:20:05	Clock Out	
2009-04-09 07:49:52	Clock In	
2009-04-09 07:51:56	Clock In	
2009-04-09 08:02:15	Clock In	
2009-04-09 17:11:24	Clock Out	
2009-04-10 07:45:19	Clock In	
2009-04-10 17:04:34	Clock Out	
2009-04-13 07:35:46	Clock In	
2009-04-13 17:27:06	Clock Out	
2009-04-14 07:06:12	Clock In	
2009-04-14 17:16:25	Clock Out	
2009-04-15 07:46:59	Clock In	
2009-04-15 17:08:53	Clock Out	
2009-04-09 08:02:15	Clock In	
2009-04-06 07:38:35	Clock In	
2009-04-06 17:08:42	Clock Out	
2009-04-01 07:23:05	Clock In	
2009-04-01 17:00:59	Clock Out	
2009-04-02 07:45:35	Clock In	
2009-04-02 17:05:16	Clock Out	
2009-04-03 07:52:12	Clock In	
2009-04-03 17:01:54	Clock Out	
2009-04-04 07:43:54	Clock In	
2009-04-06 07:38:35	Clock In	

Count: 27

RtD	Mark Smith	8105
2009-04-01 07:23:05	Clock In	
2009-04-01 17:00:59	Clock Out	
2009-04-02 07:45:35	Clock In	
2009-04-02 17:05:16	Clock Out	
2009-04-03 07:52:12	Clock In	
2009-04-03 17:01:54	Clock Out	
2009-04-04 07:43:54	Clock In	
2009-04-06 07:38:35	Clock In	

Page 1/1

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

Preview

100%

Head office staffer daily report

2009-04-01 To 2009-04-16

Name	No.	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01		
Administrator Departm																																		
Jake Chen	8001	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
RtD																																		
Mark Smith	8105	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
RtD																																		
David	8102	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
King Jim	8103	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Sales																																		
Clok Puan	8104	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Remark / Normal > Late < Early - Absent [No C-In] No C-Out Rest + Overtime BL Business Leave L Leave

Taking Admin 2009-04-16 17:17:41 1

Page 1/1

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

Head office attendance stat. total report

2009-04-01 To 2009-04-16

Name	Staffer No.	Days	Actual	Absent	Late	Early	OT	Free OT	Out	SL	Leave	N/In	N/Out	W/Tm	Aff/Rate	
		Day	Day	Day	Minute	Minute	Hour	Hour	Minute	Day	Day	Times	Times	Hour	%	
Administrator Departm																
Jake Chen	81001		12	11	1										99	92%
Subtotal 1			12	11	1										99	92%
R&D																
Mark Smith	81005		12	11	1										99	92%
Subtotal 1			12	11	1										99	92%
R&D																
David	8102		12	11	1										99	92%
Ping Jin	8103		12	11	1										99	92%
Subtotal 2			24	22	2										198	92%
Sales																
Clark Ruan	8104		12	11	1										99	92%
Subtotal 1			12	11	1										99	92%
Total 5			60	55	5										495	92%

Tabling/Admin 2009-4-16 17:18:57 1

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

Head office attendance exceptions report

2009-04-01 To 2009-04-16

Name	No.	Date & Time		Exception type	Work long	Remark
R&D						
David	8102	2009-04-16 18:29:27	2009-04-16 22:28:41	Free overtime	04:00:14	

Page 1/1

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

Preview

100%

Head office exceptions of attendance record report

Department	Staffer No.	Name	Date Time	State	Operation	Exception Description	Timetable	Check
Administrator	8001	Jake Chen	2009-04-01 07:23:05	Clock In		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-01 17:00:59	Clock Out		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-02 07:45:35	Clock In		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-02 17:05:16	Clock Out		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-03 07:52:12	Clock In		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-03 17:01:54	Clock Out		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-04 07:43:54	Clock In	Delete	Invalid record		
Administrator	8001	Jake Chen	2009-04-06 07:38:36	Clock In		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-06 17:08:42	Clock Out		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-07 07:45:16	Clock In		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-07 17:14:20	Clock Out		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-08 07:08:12	Clock In		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-08 07:24:53	Clock In	Delete	Invalid record		
Administrator	8001	Jake Chen	2009-04-08 17:20:05	Clock Out		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-09 07:49:52	Clock In		Normal record	Normal	
Administrator	8001	Jake Chen	2009-04-09 07:51:56	Clock In	Delete	Invalid record		
Administrator	8001	Jake Chen	2009-04-09 08:02:15	Clock In	Delete	Invalid record		
Administrator	8001	Jake Chen	2009-04-09 17:11:24	Clock Out		Normal record	Normal	

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Print Report:

Toolbar of report preview is as the following picture:



100% Adjust the ratio of preview content;

Open the existing report file;

Find the report file (*.frp) to be opened, select it and click [Open] to see the report.

Save report to file;

Select the directory to save the report to, enter the file name and click [Save] to complete the backup of the report for future check or copying to another computer for printing; extension file name is "*.frp".

Print Report;

Close Preview

Data Export:

In picture 5.6, 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:

In pic5.6, click [Exception] and the following menu will pop up:

Append Record
Late/Early Collectively
Business Leave/Leave
Modified Record Log

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

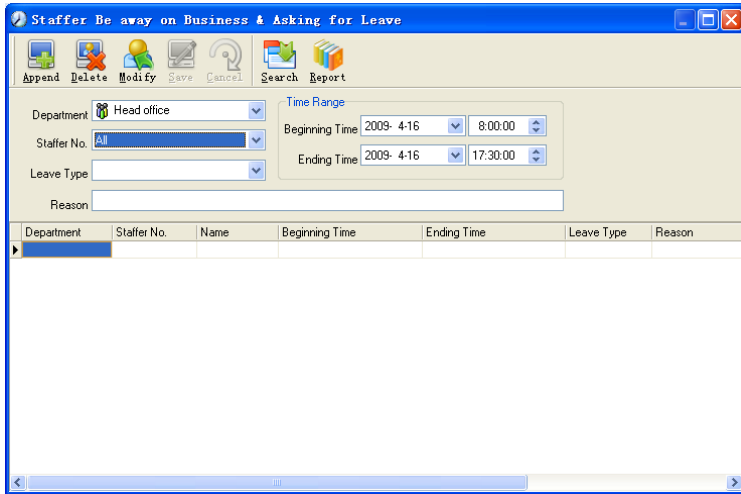
5.5 Deal with Exceptions

Click [**Exception**] on the main menu, following springs:

Away On Business/Leave	Ctrl+L
Append Record	Ctrl+W
Append Record Collectively	
Dealing With Collectively Late/Early	

5.5.1 Away on Business/ Leave

When the staff can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click [Away on Business/ Leave] in [Exception] menu, the following interface springs:



Deal with staff away on business / leave:

Click [Append], then select the proper department, staffer ID, beginning time, ending time, leave type, and click save when ready.

Modification of staff away on business or leave:

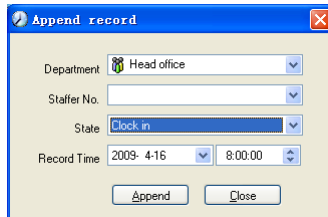
Select the appointed staffer whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; click [Save] when ready.

Deletion of staff away on business or leave

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

5.5.2 Append Record

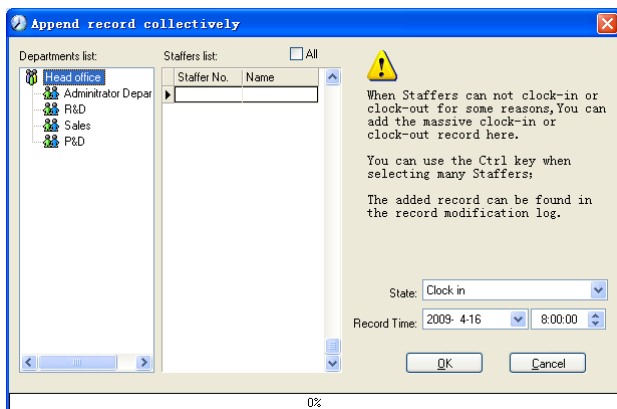
If a staffer didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:



Select the relative items and click [append] when ready.

5.5.3 Append Record Collectively

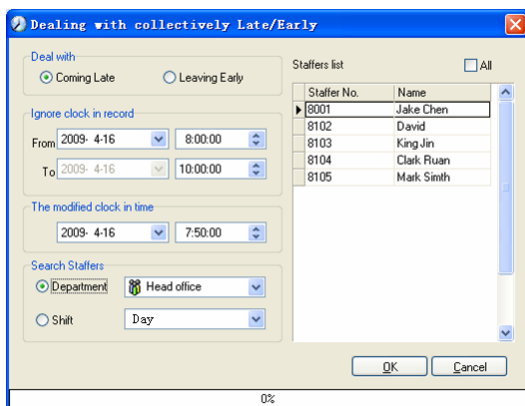
When part or all of the staffers in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:



Select the department, thus the staffers in the department will be listed in the staffer list, select the staffers whom you want to add records on to, then select punching in or out and the time, click[OK]to finish.

5.5.4 Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click [Dealing with Collectively Late / Leaving] in [Exception] - menu. The following springs:

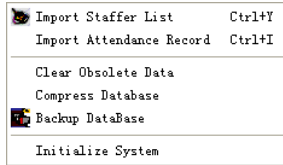


Steps as follows;

1. Click “Dealing with Collectively Late/Early”;
2. Select time range for “ignore clock in record”;
3. Select the “modified clock in time”
4. Search staff through department or shift;
5. Select staff;
6. Click [OK] to confirm.

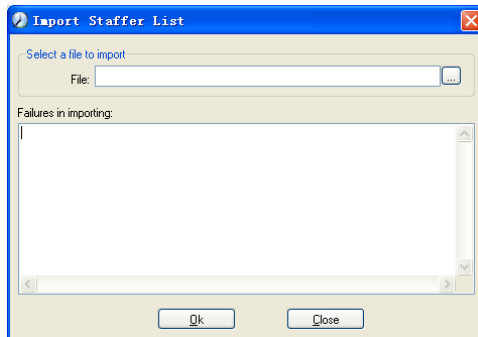
5.6 Data Maintenance


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

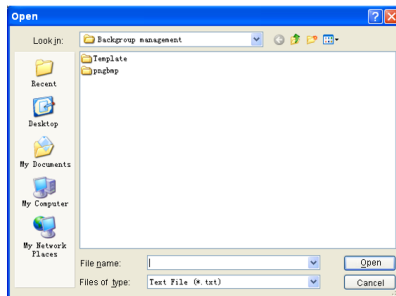


5.6.1 Import Staffer List

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



Click  to select the personnel list file for importing.



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

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

This format of file only can import the staffer info of “ID, Name, and department”;

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

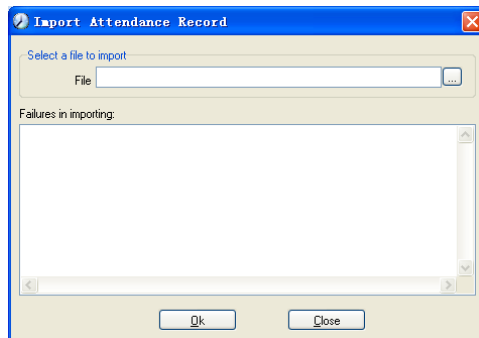
The information each staffer takes one line, no blank line between one another.

The definition of MS Excel (*.xls) data format as follows:

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

5.6.2 Import Attendance Record

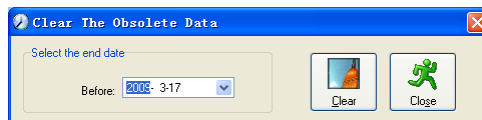
Click [Import Attendance Record] in [Data Maintenance] menu, Springs the following window:



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

5.6.3 Clear Obsolete Data

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



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

Select the ending date for your data clearing. And click [Clear] to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows; select [OK] to finish. (Note: you can only clear the data of one month ago)

5.6.4 Compress Database

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

5.6.5 Backup Database

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

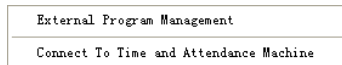
Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

5.6.6 Initialize System

Click [Initialize System] in [Data Maintenance] to initialize the system. (Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.)

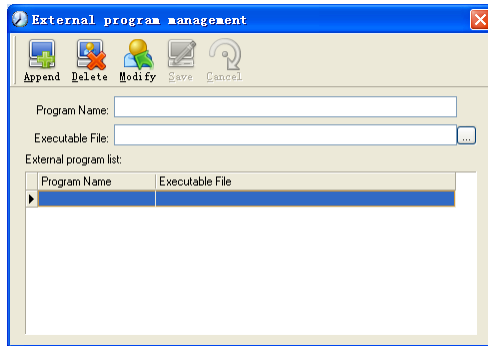
5.7 External Program Management

Click [External] on the main menu, following springs:

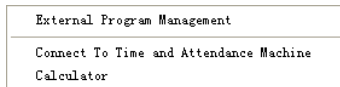


5.7.1 External Program Management

We can append external program into time attendance program for convenient operation. Click [External]-[External Program Management], following springs:



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\cmd.exe” into the input field of Executable file or browse [...] to find the calculator program, click[Save]to finish at last. We will see [Calculator] when you open [External program management] over again:



5.7.2 Connect to Time Attendance Machine

Click [External]-[Connect to Time Attendance Machine] springs the communication interface between the software and the machine which can control the current machine connected with the computer, it can collect the records from the machine, upload and download staffer info & clear the old data & modify the time on the machine. Find detail on clause 《Time and attendance management & communication》 .

Chapter 6

FAQ

Frequently asked questions and answers.



6 FAQ

6.1 My fingerprint has been enrolled but often failed in identification.

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

6.2 T&A system can't be connected 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 Net (wrong setting)	Please refer to TCP/IP Set. Connecting Time Attendance terminal

6.3 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)	Please refer to the manual for time synchronization
2. Minority employee fingerprint false accepted	1. Please refer to the manual. You can add the records manually. 2. Please refer to the manual. You

	can adjust the fingerprint matching precision. 3. Enroll another fingerprint. And then try again.
--	--

6.4 The user can not identify

Reason	Solution
1. In the sleeping mode	Press any key one the keypad
2. The device is communicating or communication interruption	1.Disconnect the connection 2.Resolve the wire interruption
3. Fingerprint sensor control board abnormal	1. Restart the machine.

6.5 Employee can't pass although used the User ID+FP mode

Reason	Solution
1. Enter wrong User ID	Enter the correct User ID
2. This user do not have the 1:1 identification privilege	Set the 1:1 identification privilege

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

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

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

Chapter 7

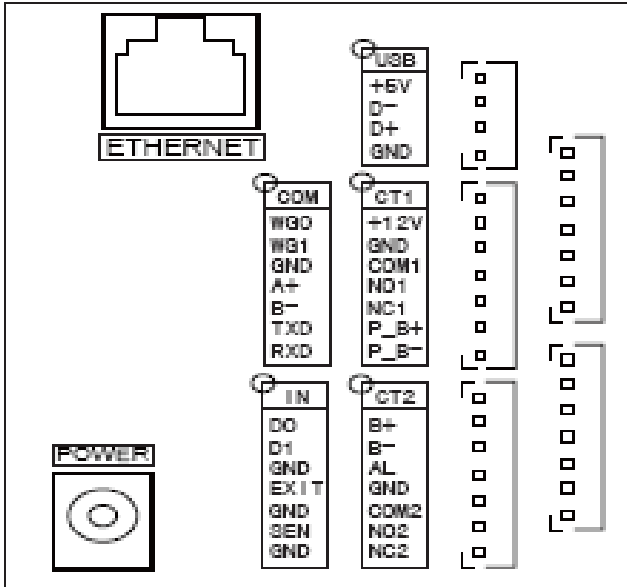
Appendix

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



7 Appendix

7.1 Communication and Power Interface



Interface:

[USB]: +5V, D-, D+, GND

POWER: Power interface

[COM]: (7 interfaces)

1. Wiegand output: W_D0, W_D1, GND

2.485: A+, B-

3. RS232: TXD, RXD

[CT1]: (7 interfaces)

1. Power input: +12V, GND

2. Relay: NC1, NO1, COM1

3. Doorbell (Connection passive doorbell, there are pressure drop + 5V on the negative): BELL+, BELL

[CT2]: (7 interfaces)

1. Doorbell (Connection active doorbell): BELL+, BELL-

2. Alarm: ALARM, GND

3. Relay: NC2, NO2, COM2

[IN]: (7 interfaces)

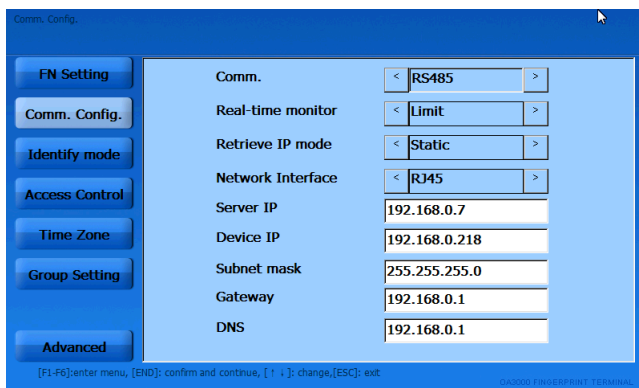
1. Wiegand input: D0, D1, GND

2. Open button: EXIT, GND

3. Magnetic Input: SEN, GND

7.2 Set communication method

Run the T&A program in the OA3000. Enter the background of the OA3000 T&A system.



And then please set the OA3000's IP settings in the menu [Advanced]-[Comm. Config.].

For instance: There is one T&A machine and one PC.

1. Use the static IP address in wired network.

The settings in the OA3000 [Advanced] → [Comm. Config.] is set as follows: :

Comm.	TCP/IP
Real-time monitor	limit
Retrieve IP mode	Static
Network interface	RJ45
Server IP	192.168.0.7 (Notice: The server IP must be as same as the connected PC's IP address.)
Device IP	192.168.0.218 (Notice: It is the OA3000's IP address.)
Subnet Mask	255.255.255.0 (It is as same as the connected PC)
Gateway	192.168.0.1 (It is as same as the connected PC.)

PC's IP settings:

IP address	192.168.0.7
Subnet Mask	255.255.255.0

Gateway 192.168.0.1

2. Obtain the IP address automatically in wired network.

The settings in the OA3000 [Advanced] → [Comm. Config.] is set as follows: :

Comm. TCP/IP

Real-time monitor limit

Retrieve IP mode Automatic

Network interface RJ45

Server IP 192.168.0.7 (Notice: The server IP must be as same as the connected PC's IP address.)

IP address |||

Subnet Mask |||

Gateway |||

PC's IP settings:

IP address 192.168.0.7

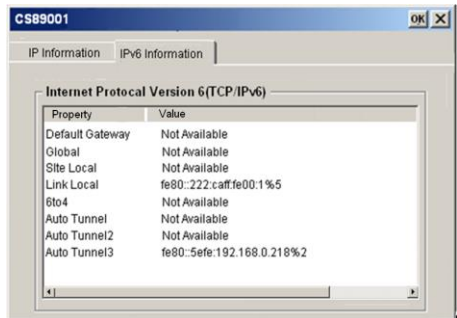
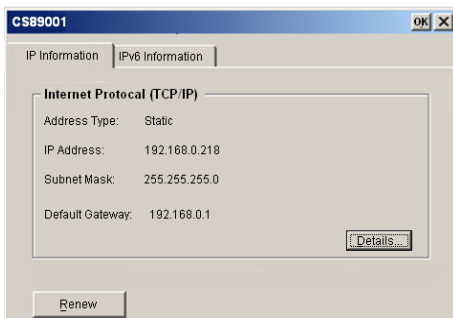
Subnet Mask 255.255.255.0

Gateway 192.168.0.1

When you obtain the IP automatically in wired network, you can not see the Device's IP in the OA3000's T&A program background. You should exit the OA3000 T&A program and see the auto-assigned IP address in the Windows CE OS. Double click the icon



on the bottom right corner, following window pops up:



3. Use static IP address in the wireless network

The settings in the OA3000 [Advanced] → [Comm. Config.] is set as follows: :

Comm.	TCP/IP
Real-time monitor	limit
Retrieve IP mode	Static
Network interface	WIFI
Server IP	192.168.0.7 (Notice: The server IP must be as same as

the connected PC's IP address.)

Device IP	192.168.0.218 (Notice: It is the OA3000's IP address.)
Subnet Mask	255.255.255.0 (It is as same as the connected PC)
Gateway	192.168.0.1 (It is as same as the connected PC.)

PC's IP settings:

IP address	192.168.0.7
Subnet Mask	255.255.255.0
Gateway	192.168.0.1

4. Obtain the IP address automatically in wireless network

The settings in the OA3000 [Advanced] → [Comm. Config.] is set as follows:

Comm.	TCP/IP
Real-time monitor	limit
Retrieve IP mode	Automatic
Network interface	WIFI
Server IP	192.168.0.7 (Notice: The server IP must be as same as the

connected PC's IP address.)


IP address	
Subnet Mask	
Gateway	

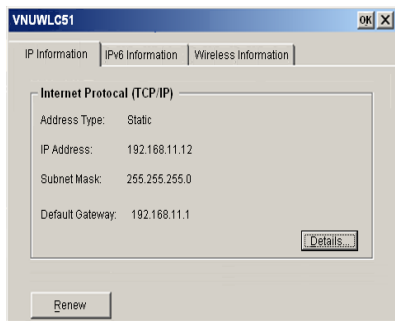
PC's IP settings:

IP address	192.168.0.7
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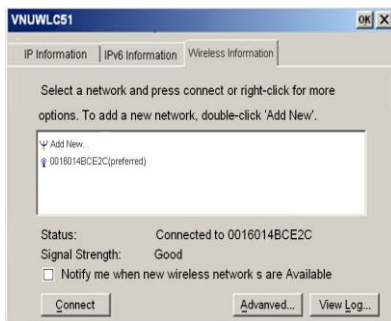
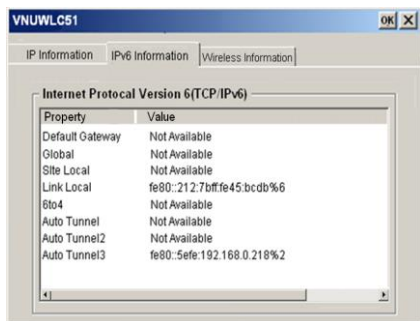
Subnet Mask 255.255.255.0
 Gateway 192.168.0.1

When you obtain the IP automatically in wired network, you can not see the Device's IP in the OA3000's T&A program background. You should exit the OA3000 T&A program

and see the auto-assigned IP address in the Windows CE OS. Click the icon  on the bottom right corner, following window pops up:



Click the item "Wireless information" and choose a wireless access point. And then click the button "Connect" to make connection.



Notice:

1. If you want to obtain the IP address automatically, the OA3000 must be connected to a wireless network switch which supports the DHCP.