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A1 Time Attendance Management System

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Note: Since after compiled the software manual, the software application may update with date, please refer to the online help if you find some differences.

Chapter One System Function Instruction

Oriented by user requirements, A1 Face Recognition Time Attendance Management System is a general-purpose time attendance management system developed to address the computer management on time attendance of various factories and companies.

A1 Time Attendance System supports two kinds of attendance ways: according to work shift or unfixed work shift. It applies to the company which just has one work shift or has no order (only need to clock in/out with daily attendance). Its no need to arrange the work shift for personnel, convenient operation and supply online service.

This system was characterized by quick and brief analyzing , processing, querying and collecting. The report forms are various as original clocks in/out list, exceptional clock in/out list, daily time attendance list, monthly time attendance list, access control clock in/out list and daily time attendance symbolic list. Besides, it is useful to gathering all kinds of data, such as the time attendance, absent time, overtime working, overdue, leave early, both the time and the degree, and various leaves (private affair leave, illness leave, marriage leave etc.) showing with an intuitional symbolic form.

The permission of A1 Time Attendance Management System is set by persons in charge and operators can define their own passwords, which effectively prevents illegal and unauthorized use of the system. The system has strict data input fault tolerance system to prevent wrong operation and illegal data input. Backup function of the system ensures that data will not be lost and the system will restore running quickly when malfunction occurs.

A1 Face Recognition Time Attendance Management System possesses seven major functional modules, namely personnel information setting, terminal administration, time attendance registration, access control management, report form printing, system maintenance and help.

Chapter Two System Requirements

2.1 Hardware requirements:

1. CPU: 1GMHz or higher
2. Memory: 128MB or higher
3. Hard disk: 2GB or higher available hard disk space
4. One communication port (COM port)
(If USB interface is applicable, a USB-COM convertor cable is required)

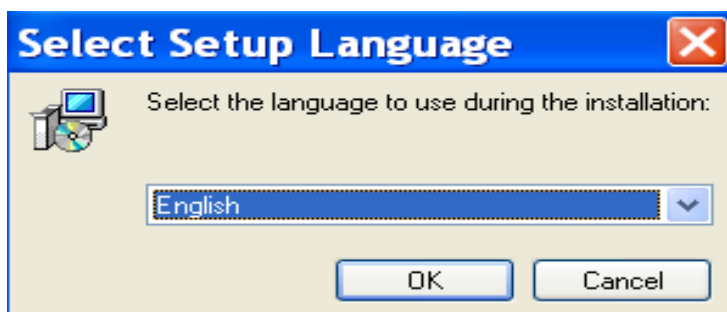
2.2 Operating environment

1. Stand-alone terminal operation
Database: MSDE 2000
Operating system: WIN98/2000/ME/XP/NT/2003
2. Network operation
Database: MS SQL SERVER 2000 or higher, enterprise edition/standard edition
Operating system of workstation: WIN98/2000/ME/XP/NT/
Operating system of server: WINDOW NT/2000/2003 SERVER

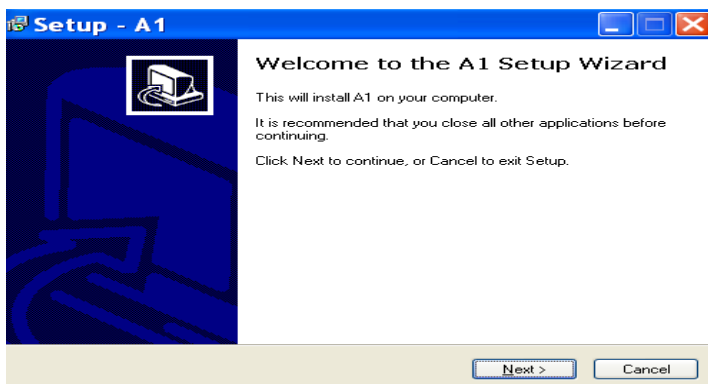
Chapter Three Software Installation and Database Connection

3.1 Stand-Alone Terminal Edition Installation

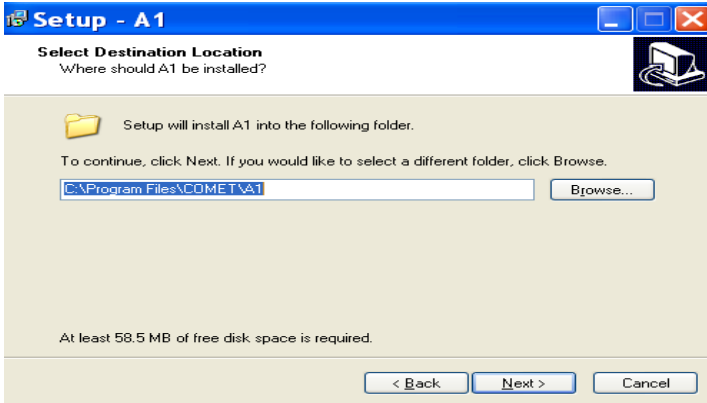
- 1, insert the CD into CD-ROM. Setup package are divided into two parts: A1 Time Attendance Management System and MSDE (Microsoft SQL Server Desktop Engine).
- 2, Open the CD, run Setup.exe and start installation of the system
3. Choose the language and press OK.



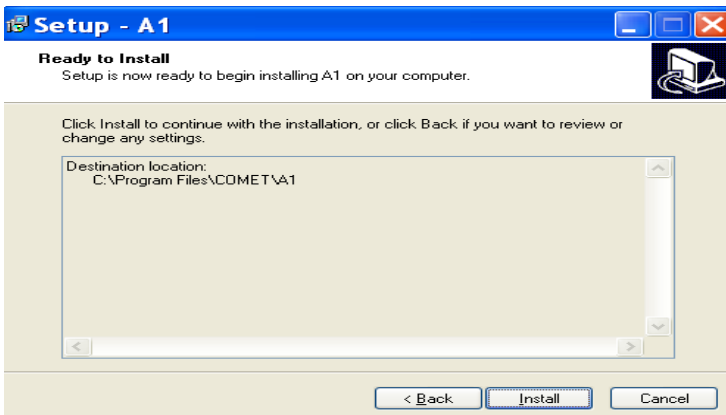
4. Start installation of guide.



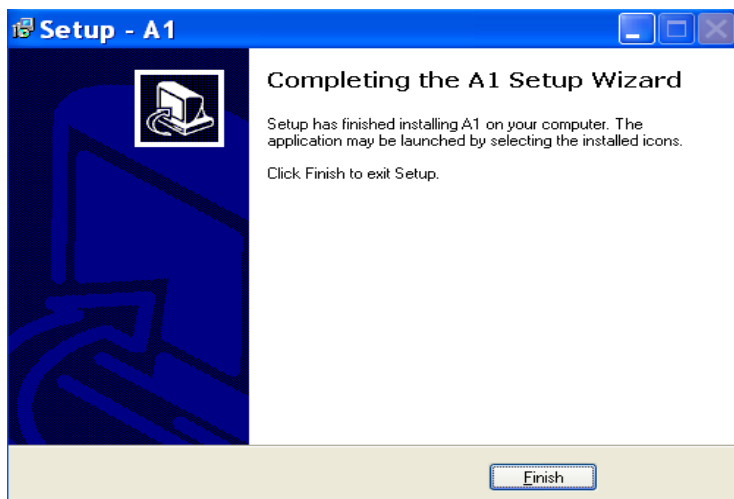
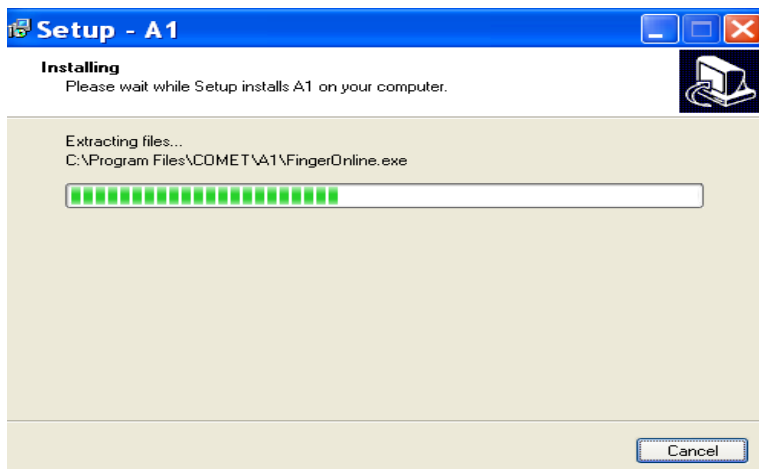
5. Click "Next", and then choose the processing installation path



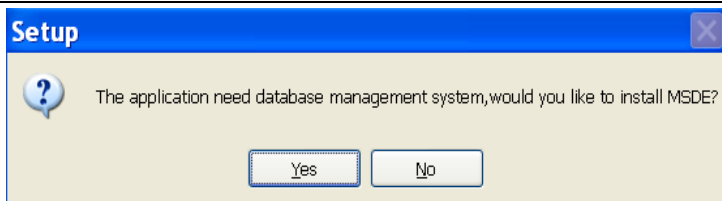
6. The default installation path is C:\program files\mis\A1, then click Next"



7. Click the "Installation" to install, see the feature below:



8. Click "Finish" to complete, Then it will pop-up a dialog box automatically like "The application need data base management system, would you like to install MSDE?"



Click "Yes" to install MSDE. See the feature bellow:



★ **Note:**

1. Do not run A1 Time Attendance Management System without installing MSDE or other editions of SQL Server.
2. If any edition of Microsoft SQL Server 2000 has been installed on user's computer, MSDE is not required to be installed and only A1 Time Attendance Management Application is required to be installed.

3. MSDE is the free desktop database provided by Microsoft, which can be downloaded by user.

(Note: In such situation, you need to amend the setup.ini configuration files under the setup content. In this file [Options]

SAPWD=sa

SECURITYMODE=SQL

SPAWD means the code of sa accounts after installation, SECURITYMODE means authentication mode.

3.2 Network Edition Installation

Since MSDE Database management support network operation, it can be used as network edition (when the user is not many).For the network edition user, you need to install Microsoft SQL Server Standard Edition or Enterprise Edition

1. Firstly to install Microsoft SQL Server.
2. For specific steps please refer to the installation process for Stand

–Alone terminal edition.

3.3 Database connection

When initially run A1 Time Attendance Management System, you need to created Database or connect to the existing Database, configure the parameters for Database connection.

The following is Database connection steps:

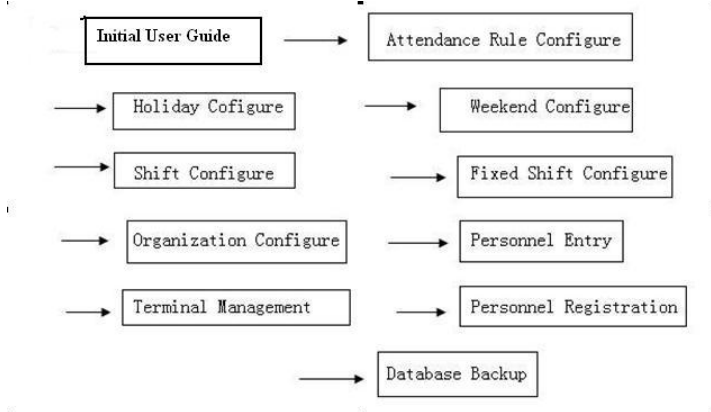
1. It will appear the window of database configure for the first operation. The system with connect the MSDE server under the windows validation. After successful connection, it will Auto-create Database. When failed to connect or the default Database existed, It will appear that the Database configure windows should be configured by hand.
2. Database server means the A1 system SQL Server. For signal machine, it is MSDE, for network, it is MSDE or Sql2000 or its other vision. The system can automatically search and connect with SQL server. For windows 2000 or higher, if local SQL server can automatically run, but it will take about 10s (it will display on the right corner of computer screen that the local SQL server is running) the user could connect with other SQL server in the net...
3. There are two modes for A1 Time Attendance Program to connect with SQL Server, namely Windows authentication and mixed authentication, the system default authentication mode is Windows authentication. After connect with MSDE server, the Database will be Auto-created. When failed to connect or the default Database existed, It will appear that the Database configure windows should be configured by hand.
4. Select database. "Create new database", input the name of the database and click "Create".
5. After the creation is successful, click "OK" button to access the login window of A1 Time Attendance Management System.

★ **Note:**

1. If you can not find the specified server: It might be network is disconnected, firewall blocks 1433 port, or the server has not been started. If local server is installed for the first time and SQL Server has not been started, you need to re-startup the computer.
2. If it cannot connect to the specified server, please check whether the authentication mode, user name and password are correct.
3. If the connection to existing database was fail, the database might be damaged.
4. (Local) means local default instance SQL Server service.

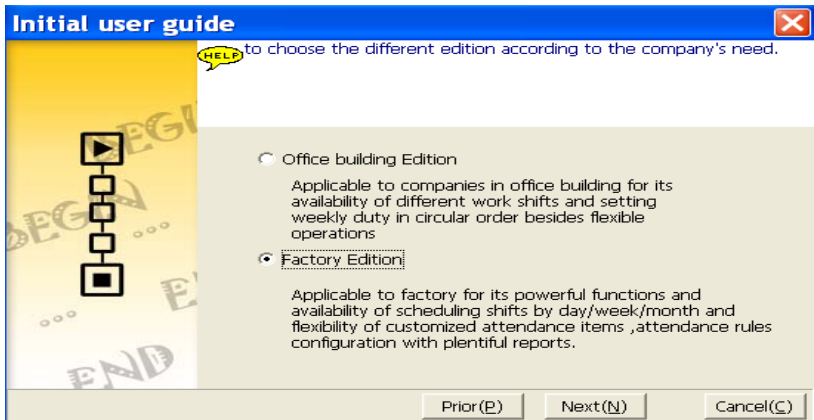
Chapter Four Operation Guide: from running software to printing report

After bought face recognition time attendance system, you can register the personnel's face template or register ID for each personnel by stand alone mode. Then operate on software. You can refer to chapter five for detailed instructions. Please see the flowchart follow:



4.1 Initial user guide

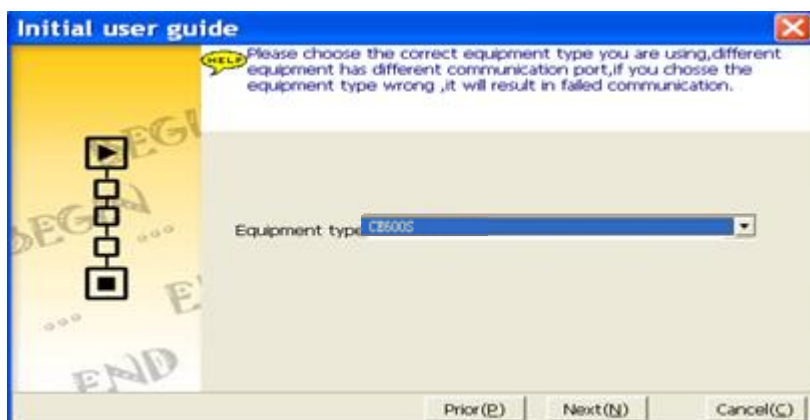
Running software and it will firstly pop-up "Initial User Guide", select the different software edition accordingly. (Office building edition for simple attendance situation; factory edition for complicated attendance situation)



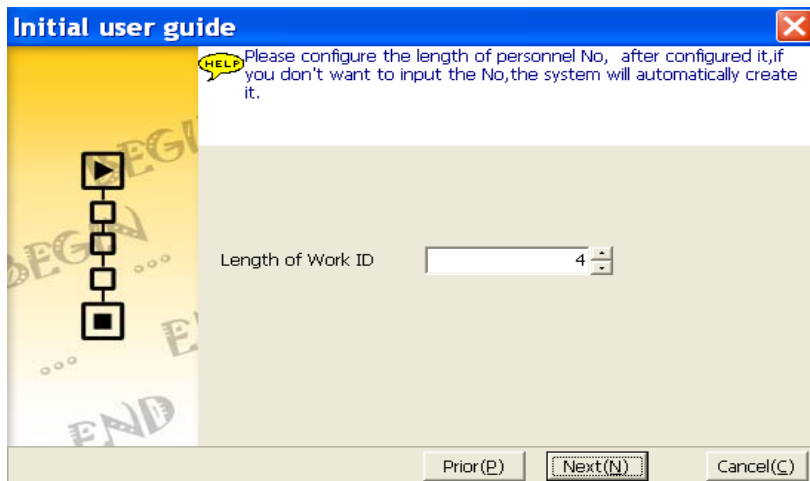
Then click "Next" to set company information, including company name and company logo.



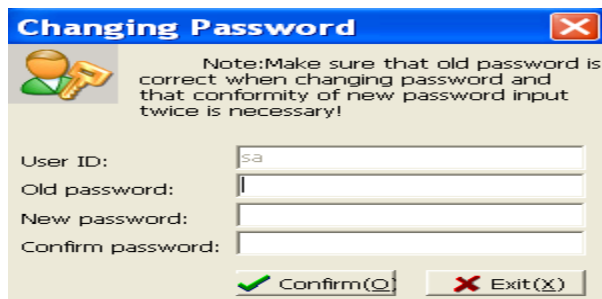
Then click "Next" to choose equipment type.



Then click "Next" to set work ID length.



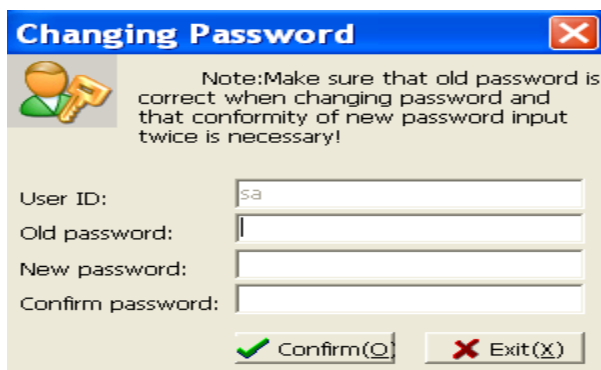
Then click "Next" to set system passwords.



The dialog box titled "Changing Password" has a blue header bar with a close button (X) in the top right corner. On the left, there is an icon of a person with a key. To the right of the icon, a note reads: "Note: Make sure that old password is correct when changing password and that conformity of new password input twice is necessary!". Below the note, there are four text input fields labeled "User ID:", "Old password:", "New password:", and "Confirm password:". The "User ID" field contains the text "sa". At the bottom, there are two buttons: "Confirm(O)" with a green checkmark icon and "Exit(X)" with a red X icon.

The system's default user ID is "sa", and password for initial login is blank. Changing password here is suggested or you can click "System Maintenance" to change it after you log in. See the steps bellow:

"System maintenance -> Change password", input a new password and confirm the new password (password can be set as 0-9 numbers or letters), as shown in the following figure. Then click OK to confirm.



This is a duplicate of the dialog box shown above. It is titled "Changing Password" and contains the same note, input fields (User ID: sa, Old password: blank, New password: blank, Confirm password: blank), and buttons (Confirm(O), Exit(X)).

4.2 Attendance Rule Configure

Click the menu "Time Attendance Management -> Attendance Rule Configure", it is used to set the computing rules for attendance system setting: working shift, overdue, early leave, working overtime, absent.

And enter into Attendance Rule Configure window, setting all the parameter and click “confirm” to save it.

4.3 Shift Configure

It allows setting signing in and out time for the employees, See the features below:

1. Click the menu “Time Attendance Management ->shift configure”

- Click “Add” input working shift name, including time segments amount, remark, see the features below:

Adding/edit shift

HELP When you add new shift, the system will automatically create time section to the shift according to the number of time sections. After saving, you can modify the time of time sections

Shift No: Auto No.

Shift Name:

Number of time sections: 2

Remark:

Save(S) Cancel(C)

Then click “Save” to complete. Then configure time section and time section specification for this shift, also, you can use the “first using guide” to help you configure, see the features below:

Shift configure

HELP Shift is the original gist for arranging shift, and each shift includes one or more time sections. (that's shift section) you can configure different shift and shift section according to different situation; the data transaction is strictly upto the settings of shift arranging (if no shift, then as default shift)

1: Add shift

Shift: S001=Day shift

2: Add time section

Day shift consists of time section

1=08:30-12:00
2=13:30-17:30
3=18:30-02:00

3: Configure time section specification

08:30-12:00

Work type: 0101=Day shift

Punch in time: 05:30

On-duty time: 08:30

Off-duty time: 12:00

Punch out time:

☒ Punch in
☒ Punch out
☒ Late
☒ Leave early
☒ Absent
☒ Outgoing

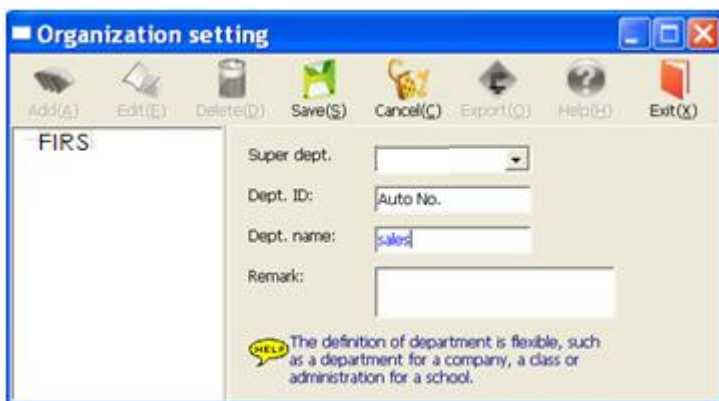
Save(S)

Add Edit Delete Add Delete

4.4 Organization configure

Select the system menu “Personnel Information —> Organization setting” to access organization setting

window. Before using it, you should set company's organizational structure, including super department, department ID, department name, and remarks. See the features below:



Then click "Save" to complete.

4.5 Personnel Entry

Click the system menu "Personnel information->Personnel entry" to access the window of personnel entry, choose department name, click "Add", configure work ID, Name, Card ID (it's necessary for inductive card terminal), gender, certificate number, attendance type, and so on. See the features below:

Employee info.

☒ Show photo

Dept name: 01=sales

Work ID: Name:

Card ID: Auto No.

Gender: 0=male Entry date: 2007-12-28

Identity ID :

Attend type: 0=attend by Default shift: Empty text

Team ID: Empty text Weekend ID: Empty text

Remark:

☒ Add in series

Remark: if the employees' signing in/out according to fixed working shift, it's no need to arrange the working shift after selecting the default working shift.

If you want to add picture for employee, click picture frame or click "Upload", to choose "Edit picture" For picture choosing. See the pictures below:

Employee info.

☒ Show photo

Dept name: 01=sales

Work ID: 0001 Name: steven

Card ID: Auto No.

Gender: 0=male Entry date: 2007-12-17

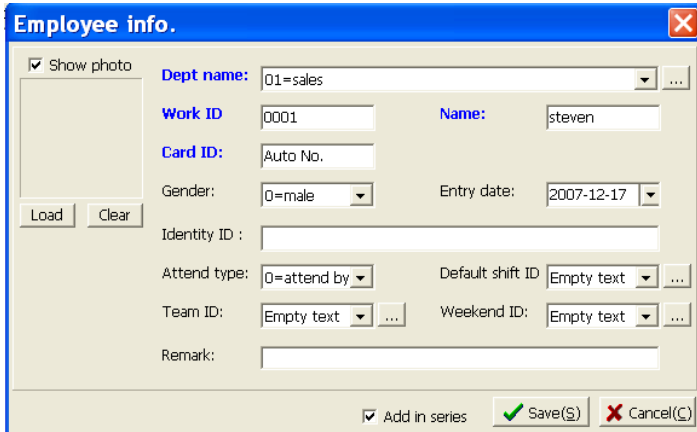
Identity ID :

Attend type: 0=attend by Default shift ID: Empty text

Team ID: Empty text Weekend ID: Empty text

Remark:

☒ Add in series



Employee info.

☒ Show photo

Dept name: 01=sales

Work ID: 0001 Name: steven

Card ID: Auto No.

Gender: 0=male Entry date: 2007-12-17

Identity ID :

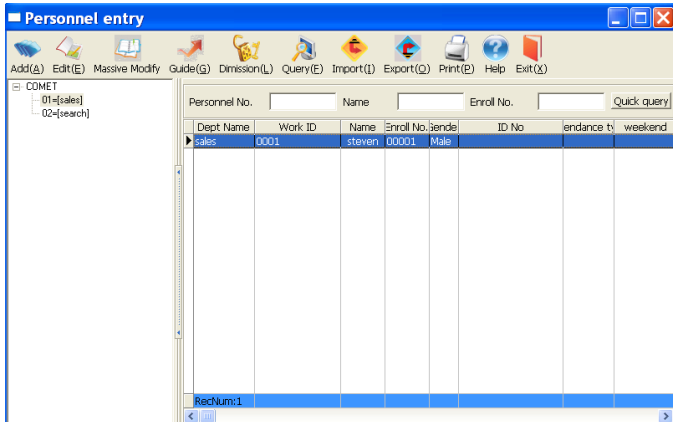
Attend type: 0=attend by Default shift ID: Empty text

Team ID: Empty text Weekend ID: Empty text

Remark:

☒ Add in series

And click "Save" To complete as following picture;



Personnel entry

COMET

01=sales

02=search

Personnel No. Name Enroll No. Quick query

Dept Name	Work ID	Name	Enroll No.	Gender	ID No	Attendance t	Weekend
sales	0001	steven	00001	Male			

RecNum:1

If you want to add more pictures for employees, doing as above steps continually.

4.6 Equipment Setting & Communication Test

1. Add or modify equipment

Connect equipment and computer with communication

cable. If you have many equipments work in LAN, then you should Number these equipments, for example: 001,002 and to make sure all the Number should be different.

Click "Terminal management" To enter into window "Add or modify equipment"

Add/Modify equipment

HELP Add/modify machine

Add/modify sets up communication between the machine and the software. The communication setting in the machine should match that below. You can check the machine setting by pressing menu-setup-ok-communication-ok.

Equipment: CE600S IP address: 192.168.1.224

Communicate: 1=TCP/IP Port No.: 33302

Search range: 1 Password: *****

☐ Add a machine without cable connection

Back (B) Next (N) Cancel (C)

At first using, to choose the equipment IP address, Port No as well as the Communication Password, Then click "Next", and click "OK" To enter into next widow:

Add/Modify equipment

HELP **The machine online:**
 It's the searched machine, please input the machine information, then press "Next" to add the new machine to database, update the parameter information of the old machine.

Equipment ID	equipment or nge equipment	Purpose	Mark	Position	Master re
001	New equipment	001	Attendance	Time in/out	Location One Local s

RecNum: 0

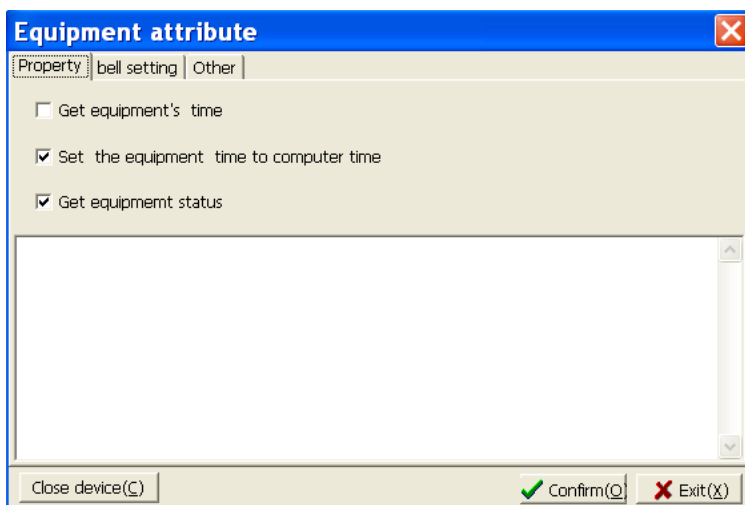
Back(B) Next(N) Cancel(C)

Click "Next" And "Finish" To complete.

2. Property setting

a. Face recognition time attendance (face recognition time attendance and access control system)

Click "Property" Button, and select "get equipment's Time" "set equipment time to computer time" "get Equipment status" then click "confirm" And change the time on device to the computer time, and list the information on device. (You can modify the place of access control equipment) as following picture:



b. Inductive card terminal: click "Set equipment time to computer time", it allows configure the terminal to "Standalone mode" for register by software, and then exit this mode when you complete registration. It also allows configure the place of access control terminal. Click "Property" Button, and select

4.7 Get enrolls data from device.

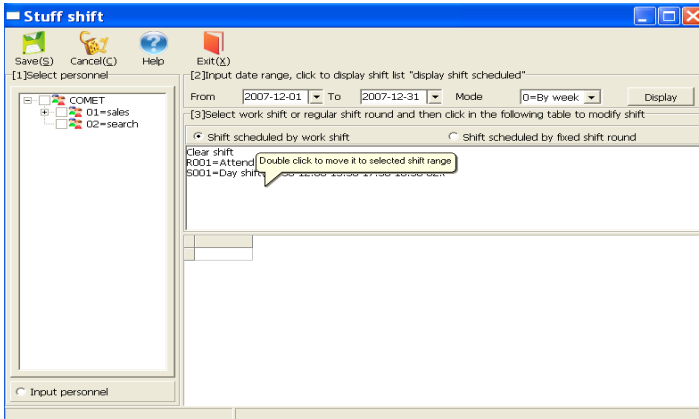
Modify equipment time and check device information, you are suggested to read registered information from database as for backup.

Click "Personnel registration" And enter into personnel registration window. And click "Check" To search device, and then click "Get all enroll" Button to get enroll data from device.

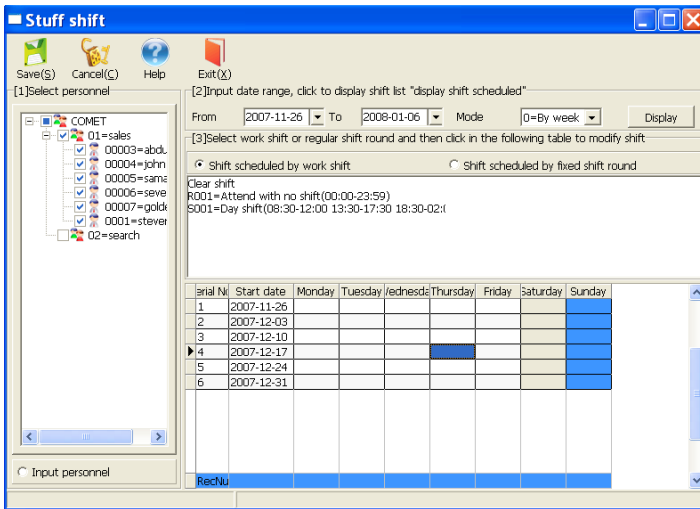
4.8 Stuff shift

<Notice: if user has already settled default shift as fixed shift, then you can skip this step>

Click “Time attendance manage management—>Stuff shift”



Choose the stuff who need to be arranged shift, input the date range, select display mode, and click “display” button. Select “shift schedule by work shift” or “shift schedule by fixed shift round”, then you can arrange the shift in table.

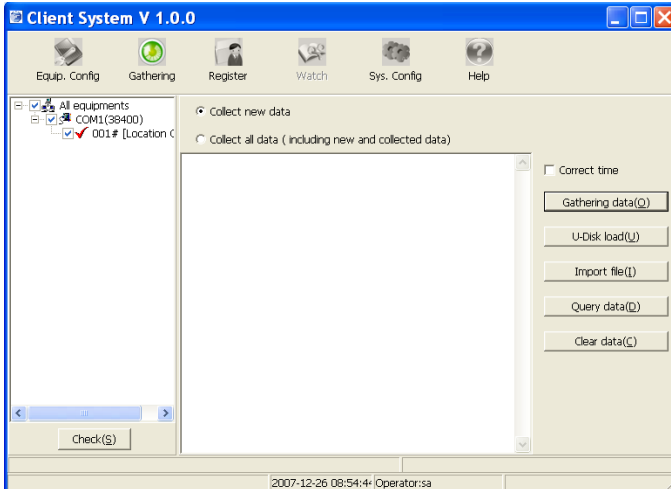


Click "Save" To complete.

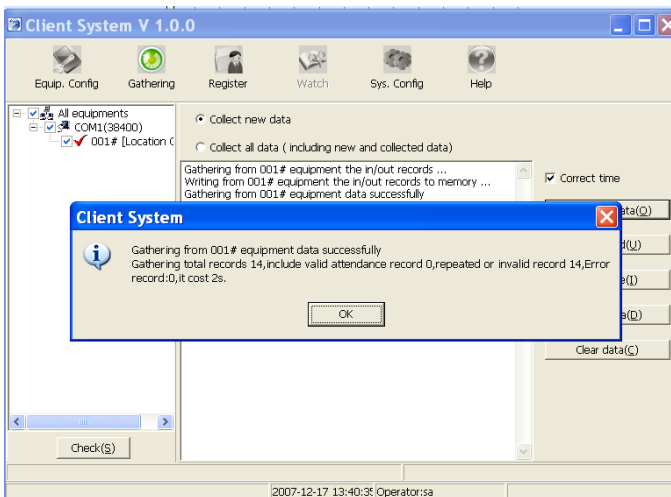
4.9 Data gathering

After registered face template on device, the user needs to gather the data from device to check the attendance records. Before gathering data, you need to check if the device is on line firstly, and then click button "Gathering" pop-up window bellow:

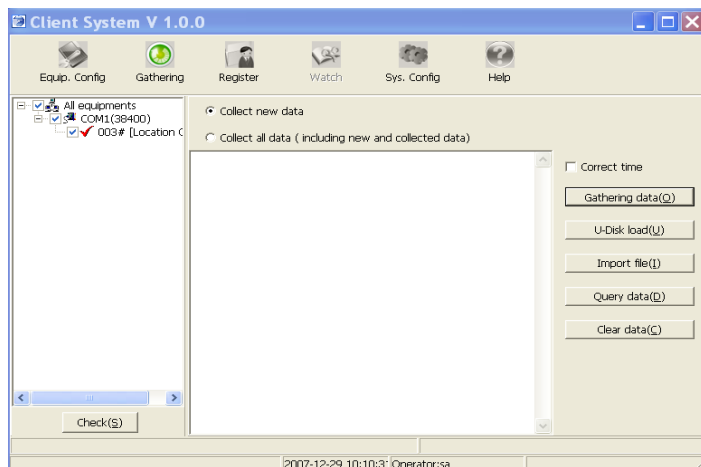
A1 Time Attendance Management System



Press button “Gathering data” to get data from device.
After finishing data gathering, it will show features as follows:

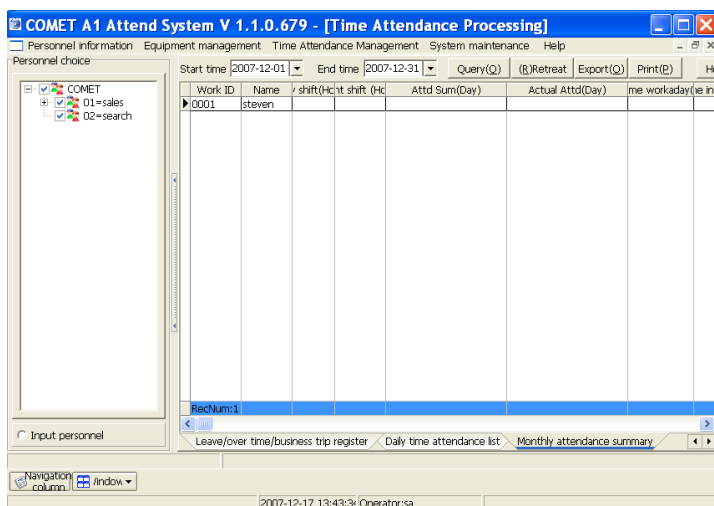


Click “Ok” to complete.
b. Inductive card terminal

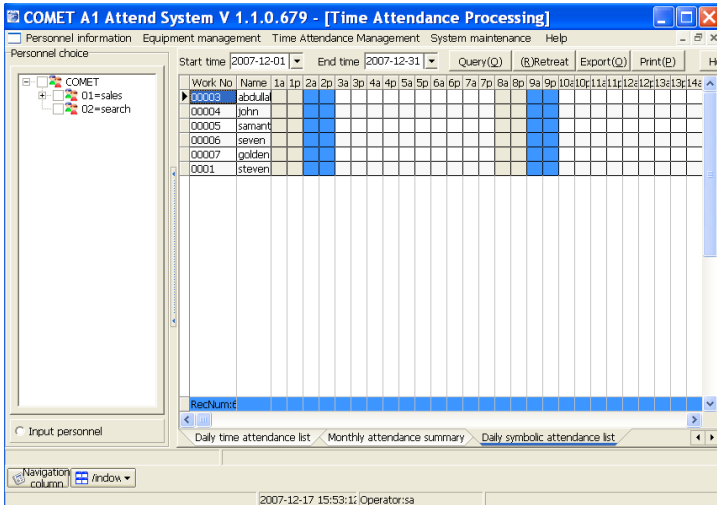


4.10 Time attendance report

Click “Time attendance management—>Time attendance processing”, see the features below:



Input the personnel's name and date which you want to query. And click “query button”, pop-up the following windows:



You can export or print the attendance report including punch list, leave/over time/business trip register list, daily attendance list, monthly attendance list, daily symbolic attendance list, daily clock in/out, shift schedule list, exceptional card list.


If you want to print attendance report, click “print” button to enter into print setting window:

Print configure


Parameter setup

Page setup

Print type



☐ Print direct



☒ Print preview

☐ user-defined report forms

Format of report forms

☐ Standard report forms

☐ Standard grouping r ☐ Multi-Pages

☒ Standard report

Others

Multi-columns:

☒ Print master when detail is null

Confirm


Cancel

Click "confirm" To enter into preview window:

Monthly attendance summary

Dept Name : sales Dept ID : 01

Work ID	Name	Attd Sum(Day)	Actual Attd(Day)	Over time in day's work	Over time in weekend	Over time in holiday(H)	Private leave(Hour)	Sick leave(Hour)	Annual leave(Hour)	Wedding leave(Hour)	Late(Times)	Leave early(Times)	Absence	Attend rate(%)
0001	steven													

Click button  to print report.

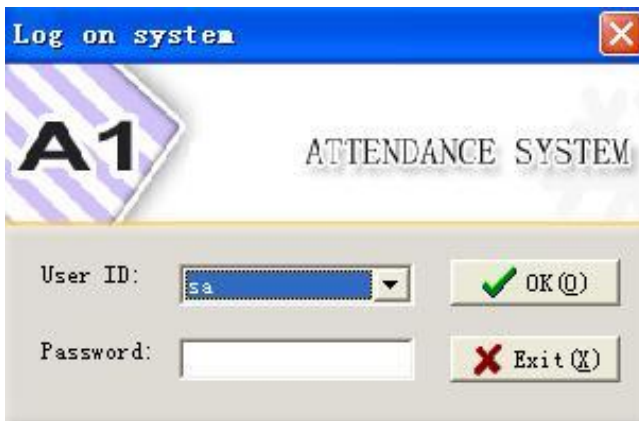
Chapter Five Detailed Operation Instruction

5.1 System Login

The login window is intended to verify the password and the level of the operator who is about to login. The system administrator ID is "Sa" And password is left blank for initial log in. If no configuration for this, the login window will not be display.

【Operation Steps】:

1. After running the software, it'll display Front Page
2. Select the corresponding user, enter the password, and
Then click the "Ok" to log in.



5.2 Time Attendance Management

5.2.1 Time attendance rule configure

It allows the user to set rules for time attendance, including work shift, late/leave early, overtime, outgoing and so on.

【Steps】:

1. Click menu "Time Attendance Management "

How many minutes punches in are not considered as Late; how many minutes punches in are not considered As early; how many minutes punches in are considered as Absent; how many minutes punches in are not considered As absent, E.g. within 10 minutes, you punched in, are not Considered as late, and exceed 10 minutes, will be considered as late.

Attendance rule configure

- Rule for late/leave
- Rule for overtime
- Rule for outgoing
- Unit of account
- Attend without sh
- Other Rule

How many minutes punches in -- minutes are not considered as late.

How many minutes your record punches in -- minutes are not considered as early leave.

Are the time of late and leave early considered as the attendance time?

How many minutes punches in -- minutes are considered as absent.

How many minutes your record punches in -- minutes are not considered as absent.

HELP Is overtime strict check on attendance?

< << >> >

☒ Confirm(O) ☒ Exit(X)

How many minutes the overtime exceed the started time is valid? The condition of workaday: "Record and Sign on card" Means pouching records on device, meanwhile make records on "Special time attendance

registration" For overtime records; if choose "Record only" it means when you punching on seminal for overtime records. The time before shift is considered as overtime automatically; E.g. Working at 08:00 and you pouched at 7:00, then it mean you worked overtime as one hour. To configure the calculation condition of overtime for weekend and overtime in holiday, the calculation model of overtime in holiday. If you choose by time of shift, it will compute the overtime by reason type of shift. If you choose By in and out, it will computing overtime by the two most closed records from all punch in/out records excepting normal punch in/out attendance.

Attendance rule configure

- Rule for late/leave
- Rule for overtime**
- Rule for outgoing
- Unit of account
- Attend without st
- Other Rule

How many minutes the overtime exceeds the stated time is it valid?

The condition of overtime workaday:

The time before shifts is considered as overtime automatically:

The time after shifts is considered as overtime automatically:

the time of extend overtime to cut the eating

The calculation condition of overtime weekend and overtime in holiday:

The calculation mode of overtime weekend and overtime in holiday:

3> Rule for outgoing

How many minutes the middle way time of duty exceeds the started time is it out going? If the middle way time of duty exceeds setting time, it will be defined outgoing. How many minutes the middle way

time of duty exceeds the started time is it absent from work? If the middle way time of duty exceeds setting time, it will be defined absent. Is outgoing considered as time attendance: if select yes, outgoing will be considered as work time. Selecting No, outgoing will be deducted from work time.

4> Unit of account

Attend unit/holiday unit/overtime unit/absent unit, you can select the unit as Day/Hour/Minute/Times according. Also the user can set attendance rule by clicking button "advance"; it will directly effect time attendance processing.

Result ID	Result unit	Selected value(Min)	Rounding way	Just standard(Min)	Result type
0101	Hour	0	None	0	Attendance
0102	Hour	0	None	0	Attendance
0180	Day	0	None	0	Attendance
0181	Day	0	None	0	Attendance
0201	Hour	0	None	0	Over type
0202	Hour	0	None	0	Over type
0203	Hour	0	None	0	Over type
0301	Hour	0	None	0	Weekend t
0401	Hour	0	None	0	Leave type
0402	Hour	0	None	0	Leave type
0403	Hour	0	None	0	Leave type
RechNum:22					

Click button "add", input result No (ignore this item, if you select "Auto No." in time attendance rule) result name, result unit, round type and ignore. See the features bellow:

Type setting of attend check

Menu: Add(A), Edit(E), Delete(D), Save(S), Cancel(C), Export(Q), Print(P), Help(H), Exit(X)

Attendance type

- 0101=Day shift
- 0102=Night shift
- 0180=Attd Sum
- 0181=Fact Attd
- Over type
- Weekend type
- Leave type
- Business trip type
- Outgoing type
- Absence type

Result NO: Auto No. Result Name:

Result Unit: 0 = Day Ignore(min): 0

Round type: 0 = None

Result ID	Result unit	Selected value(Min)	Rounding way	Just standard(Min)	Result ty
0101	Hour	0	None	0	Attendance
0102	Hour	0	None	0	Attendance
0180	Day	0	None	0	Attendance
0181	Day	0	None	0	Attendance
0201	Hour	0	None	0	Over type
0202	Hour	0	None	0	Over type
0203	Hour	0	None	0	Over type
0301	Hour	0	None	0	Weekend t
0401	Hour	0	None	0	Leave type
0402	Hour	0	None	0	Leave type
0403	Hour	0	None	0	Leave type
RechNum:22					

For result name, the user could name it according to need, there are the result unit as "Day/ Hour/ Minute/ Times" For selecting.

5> Attend without shift

It will intend to use for attendance without fixed time. It will compute attendance of holiday, and less than one day for employee. The system will automatically process the attendance result by two closed punching. And it will ignore the late/leave early, the absent time is calculated by the balance result of attend time deducting holidays and weekdays.

Attendance rule configure

- Rule for late/leave
- Rule for overtime
- Rule for outgoing
- Unit of account
- Attend without shift**
- Other Rule

How many minute the attendance time up to calculate a day: 480

How many minute the attendance time exceeds calculate overtime: 240

How many minute between on duty and off duty(Minute): 1440

How many attendance time exceed zero(Minute): 120

Statement: Attend without Shift is not fix time at on duty or off duty

6> Other rule

How many minutes more than once punching considered as the first punching: it will ignore the repeated punching in the short time; Are evection considered as the attendance time. If select "Yes", will not deduct evection time from attendance time, or will deduct evection time from attendance time.

★Note (For advanced configuration):

1. Cut tail: You can set round type to cut tail to get attendance result. It will treat the result according to "ignore figure"
2. Round: You can set round type to cut tail to get attendance result. By adding or subtracting a figure according to the ignoring figure.
3. Patch: add the round value and then cut tail according to ignoring figure to treat attendance result.
4. Ignoring figure: to treat the result as "0", if it isn't up to


the ignoring figure.

5.2.2 Holiday configure

"Holiday configure " allows user to configure the holiday like New year, May Day and National Holiday, ect. Also the user could configure it according to company policy.

【Steps】:

1. Click "Time Attendance Management—> Holiday Configure " , click button "Add" and input Holiday No. (you can adopt Auto Number Or not)、Holiday Short、Start date and End date and Note. As following features:

2. Click button "Save"
3. Modify the holiday name.
 - 1> Select the holiday name which you want to modify at left column, Click button "Edit"
 - 2> Input the name you want to changed.
 - 3> Click "Save" to complete.
4. Modify the End time or Start time of holiday.
 - 1> elect the holiday name which you want to modify at left column. And click "Edit"
 - 2> Click button  to select end date/start date

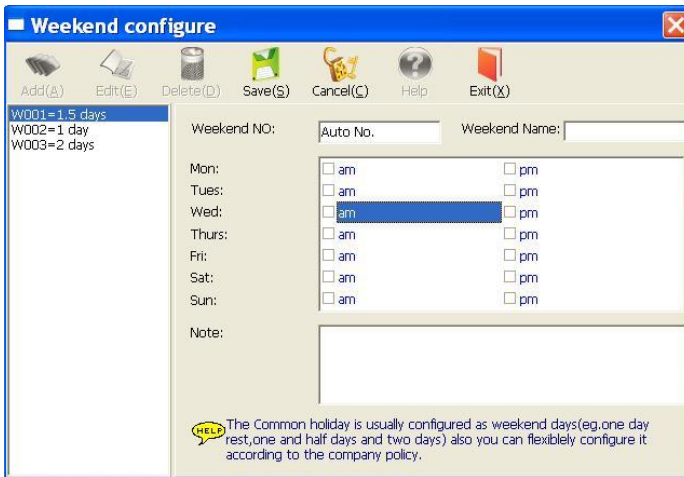
3> Click button "Save" complete.

5.2.3 Weekend configure

"Weekend configure" Allows user to configure weekend rest day, like one day, one and half day, two days, ect. Also the user could configure it according to company policy.

【Steps】:

1. Click "Add (a)" Button, input weekend number and weekend name, and weekend time segment, and note. See the features bellow:



2. Click "Save(S)"to complete.

3. Modify the weekend name.

1> Select the weekend name which you want to modify at left column. And click button "Edit"

2> Input the name you want to changed.

3> the modified weekend name will update after saved.

4. Modify the weekend time

1> Select the weekend name which you want to modify

at left column. And click button "Edit"

2> Click the weekend time accordingly, like Sun:
Am/pm

3> Click "Save" to complete.

★Note:


- 1、 The user is allowed to adopt Auto No by default or edit the weekend No accordingly.
- 2、 the user is not allowed to directly delete the weekend type, instead, the user could move one from this weekend type to another type or delete the weekend time from this weekend type, then delete the weekend type.
- 3、 it's not allowed the repeat between Weekend Name, weekend No.


5.2.4 Shift Configure

Work shift allows user to set punch in/out time for employees. You can set different shift or time segments according to different situation of company. And the system will process the time attendance records according to this shift configure. (If no shift, it treats the attendance records by default shift).

【Steps】:

1. Click menu "Time Attendance Management—>Shift configure".
2. Click "Add" Button in the column of "1: add shift" And then input shift No, shift name, and number of time sections and Note in the pop-up window.(if you select Auto No, you should ignore the shift No input)see features bellow:





When you add new shift, the system will automatically create time section to the shift according to the number of time sections. After saving, you can modify the time of time sections

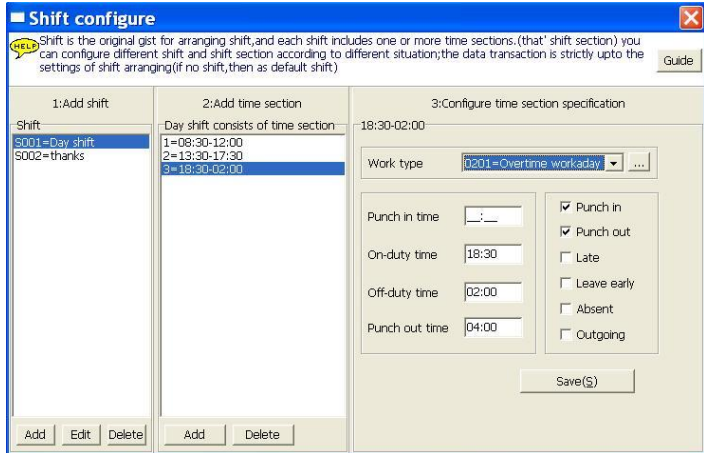
Shift No	<input type="text" value="Auto No."/>
Shift Name	<input type="text"/>
Number of time sections	<input type="text" value="5"/> + -
Remark	<input style="height: 30px;" type="text"/>

Click "Save" to complete.

3. Add/Modify shift

Select the shift which you want to edit in column of "1:add shift" Then select time segment in column of "2:add time section", and then select "Work type" And "Punch in/out", " on-duty time", and "off-duty time" And "Punch in/out time", "Late", "Leave early", "Absent", "outgoing". If you want to compute late, leave early, absent, outgoing, then you should tickle the items accordingly. As following picture:

A1 Time Attendance Management System



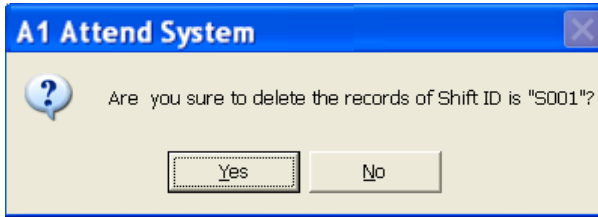
For adding/deleting time section in one shift, click "Add" In column of "2: add time section" For adding time section or click "Delete" In this column to delete a time section. And then click save.



And click "OK" to complete.

4. Delete shift

Select the shift which you want to delete, and click button "Delete", click "Yes" in Pop-up window to complete.



★Note:

- 1、 The user is allowed to adopt Auto No by default or edit the shift No accordingly.
- 2、 It is not allow to delete shift when there is some one included in this shift. You have to modify the person's shift or delete his time section first, and then delete this shift.
- 3、 It is not allowed repeat between shift No and shift Name.

5.2.5 Fixed shift configure

It is allowed to arrange by circle fixed shift for employees. It intends to arrange shift for employees who have several shifts in company. The user could firstly arrange the shift by a certain circle in "Fixed shift configure", then arrange the time section in it.

【steps】:

1. Click menu "Time Attendance Management—>Fixed shift configure" Refer to following features:

Fixed shift configure

Add(A) Edit(E) Delete(D) Save(S) Cancel(C) Help Exit(X)

F001=dayss

Shift cycle No: F001 Shift Cycle Name: dayss

Note:

Shift Cycle Type: 1 = Week Shift Cycle Length Unit: 5

Serial No.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1				S001			
2	S001				S001		S001
3			S001		S001		
4	S001					S001	
5			S001		S001		

Rechnum:5

- Click button **Add(A)**, input shift cycle No. (The user is allowed to adopt Auto No. by default or edit the shift No.), shift cycle No. The user could select day, week, month as unit, and then input the cycle length Unit.

Shift cycle No: F001 Shift Cycle Name: dayss

Note:

Shift Cycle Type: 1 = Week Shift Cycle Length Unit: 5

- after you edited the fixed shift type, cycle, the fixed shift type will show on the following column, to click the time section on left, and arrange shift on right fixed shift column by clicking mouse or drawing-away for selecting shift.
- then the shift will automatically show in the grid.
- click "save to" to complete fixed shift configure.
- modify the fixed shift name, type, cycle and shift.
- Select the Fixed shift which you want to modify,

then click "Edit".

2>、Edit some item accordingly and click "Save" to complete.

7、Delete the fixed shift

1>、Select the Fixed shift which you want to modify, then click "Delete".

2>、Click the button Yes in the pop-up window to confirm.

8、clear the Fixed shift

1>、Select the form included the fixed shift which you want to clear.

2>、Double click "clear fixed shift" to clear fixed shift in right table.

3>、Click "Save" to complete.

★Note:

1、The user is allowed to adopt Auto No by default or edit the shift No accordingly.

2、It is not allowed repeat between Fixed shift No. And name.


5.2.6 Stuff shift (for factory)

it is intended to use for the employees who work by a certain shift in certain time.

【Steps】:

Click menu: "Time attendance management—>Stuff shift".

A1 Time Attendance Management System

1. Select the employee, for whom you want arrange shift. There are two types for selecting employee, one is "input personnel", and another is "tree shape". And the type "input personnel" is by default. Click "  "to enter into employee select window. Selecting employee as following picture:

Click "Confirm", the personnel information will show in "Select personnel" column.

A1 Time Attendance Management System

Stuff shift

Save(S) Cancel(C) Help Exit(X)

[1]Select personnel

Work ID: 0002, Name: tina

From: 1783-08-24 To: 2007-12-02 Mode: 0=By week Display

[2]Input date range, click to display shift list "display shift scheduled"

[3]Select work shift or regular shift round and then click in the following table to modify shift

☒ Shift scheduled by work shift ☐ Shift scheduled by fixed shift round

Clear shift
 S001=Attend with no shift (00:00-23:59)
 S001=night shift (18:30-22:30)
 S002=day shift (08:00-18:00, 18:30-17:30)

Serial No.	Start date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	1783-08-25							
2	1783-09-01							
3	1783-09-08							
4	1783-09-15							
5	1783-09-22							
6	1783-09-29							
7	1783-10-06							
8	1783-10-13							
9	1783-10-20							
10	1783-10-27							
11	1783-11-03							

ReNum:1

☐ Choose personnel

You also can select personnel by the "tree type", as following features:

Stuff shift

Save(S) Cancel(C) Help Exit(X)

[1]Select personnel

COMET
 01=sales

From: 1783-08-24 To: 2007-12-02 Mode: 0=By week Display

[2]Input date range, click to display shift list "display shift scheduled"

[3]Select work shift or regular shift round and then click in the following table to modify shift

☒ Shift scheduled by work shift ☐ Shift scheduled by fixed shift round

Clear shift
 S001=Attend with no shift (00:00-23:59)
 S001=night shift (18:30-22:30)
 S002=day shift (08:00-18:00, 18:30-17:30)

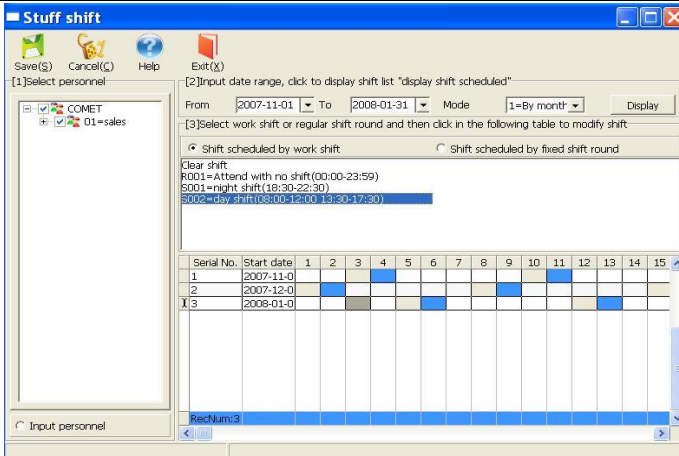
Serial No.	Start date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	1783-08-25							
2	1783-09-01							
3	1783-09-08	S002		S002	S002			
4	1783-09-15		S002			S002		
5	1783-09-22	S002		S002	S002			
6	1783-09-29	S002	S002		S002	S002		
7	1783-10-06					S002		
8	1783-10-13	S002	S002	S002				
9	1783-10-20					S002		
10	1783-10-27							
11	1783-11-03							

ReNum:1

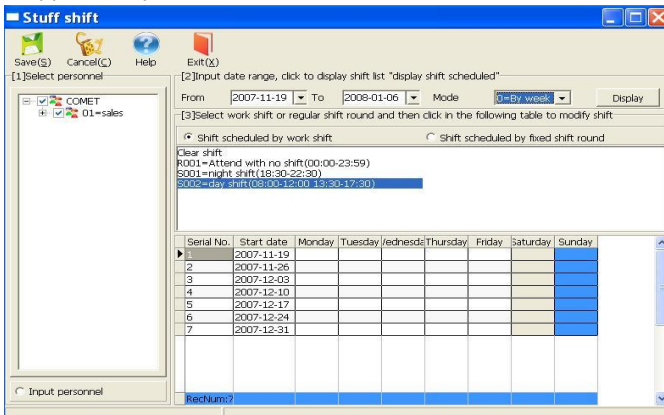
☐ Input personnel

2. Input data range and select "display", the shift schedule will show in the following table. Refer to following features:

A1 Time Attendance Management System











1. Arrange shift in the schedule table. Two types for shift arrange is allowed. One is "shift scheduled by work shift" and the other is "shift schedule by fixed shift round", the first type is by default, see the features bellow:



And the user is allowed to take "shift schedule by fixed shift round" to arrange stuff shift. Select the "fixed shift" and click button "fixed shift setting". As following picture:

Editing Attendance Time

 Add(A)
  Edit(E)
  Delete(D)
  Query(E)
  Export(Q)
  Print(P)
  Help
  Exit(X)

Work ID	Name	Enroll No.	clock in/out date	record time	off duty sym	equipment	Operator	Operational date	Remark	of sign
<div>RecNum:0</div>										

1、 Insert an employee punch

Click button "add", select the employee who needs to edit time attendance. Input the start time and end time range. And select the "senior" and "sign card by shift", then select shift and shift time. And then edit the reason. See features below:

Information of signing in

Select personnel

- ☐ COMET
- ☒ 01=sales

Start date: 2007-11-24 End date: 2007-11-24

☒ Sign card by shift

Shift: S001=night shi

Shift time: ☒ 18:30 ☐ 22:30

Reason for sign in

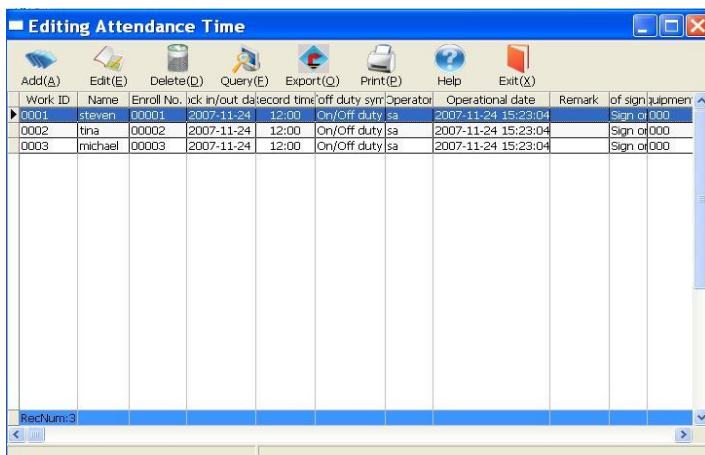
☐ Input personnel

☒ Senior

☒ Continue Add ☐ Reserve the screen information after saving

Click "saves" to complete. If continuing to add, you should select "Continue add", the menu will not

disappear after first adding, if you don't select "Continue add", then the menu will disappear after you click "save". See features below:



If the start date and end date is not the same day, it means to edit specified time attendance every day within date range.

2. Edit an employee punch

For saved signing card records, select it and click "edit" to modify signing card date and then click "save". (also you can double click to edit)

3. Delete employee punch

For saved sign card records, select one or more, then click "delete".

Note:

1. the system will delete repeated employee 's punch automatically for the same person sign card at same time.
2. if insert employee's punch for two teams once, it will display by two pieces of records.

5.2.8 Special time attendance registration

“Special time attendance registration” allows user to set special time attendance such as over time, leave, weekend, business trip and outgoing.

【Steps】:

Click “Time attendance management —>Special time attendance registration”

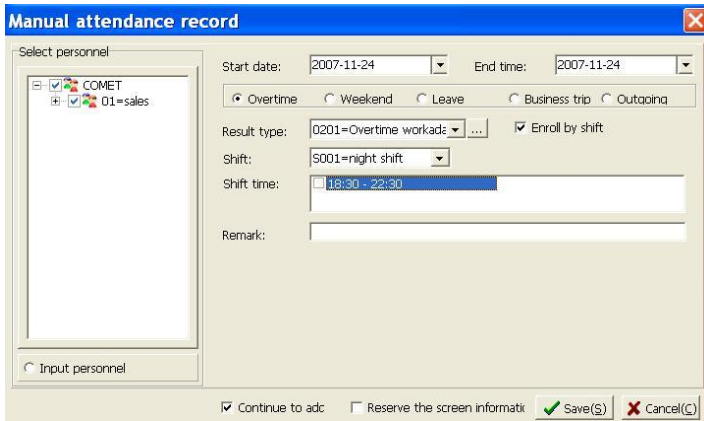
Dept Name	Work ID	Name	Start date	Start time	End date	End time	Remark	Operator	Operational date

RecNum:0

1、Add special time attendance registration

click “Add” to open “Manual attendance record” window ,select employee, desired date range, attendance modes including overtime, weekend, leave, business trip, and out going. Then click “save” to complete. And if you select “Enroll by shift”, it will show all the shift time sections, then select time section accordingly, if don't select “Enroll by shift” then you should input the time section accordingly. See features bellow:

A1 Time Attendance Management System



The "Manual attendance record" dialog box is used for selecting personnel and recording attendance. It includes fields for start and end dates, shift selection, and result type. The "Select personnel" list shows "COMET" and "01=sales". The "Shift" dropdown is set to "S001=night shift". The "Shift time" field shows "18:30 - 22:30". The "Result type" dropdown is set to "0201=Overtime work". The "Enroll by shift" checkbox is checked. The "Remark" field is empty. The "Continue to add" checkbox is checked. The "Save(S)" button is highlighted.

Select personnel

Start date: 2007-11-24 End time: 2007-11-24

☒ Overtime ☐ Weekend ☐ Leave ☐ Business trip ☐ Outgoing

Result type: 0201=Overtime work... ☒ Enroll by shift

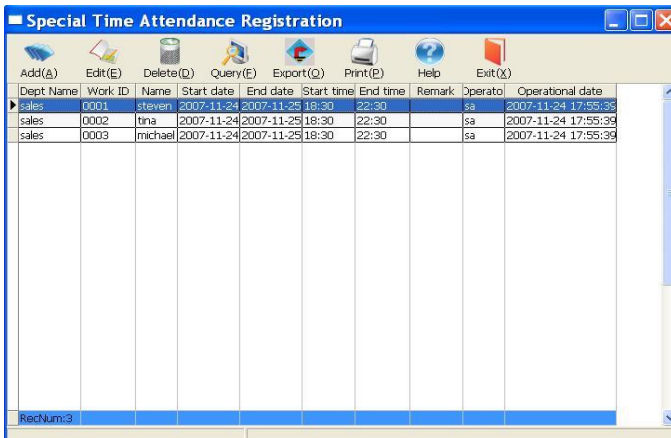
Shift: S001=night shift

Shift time: 18:30 - 22:30

Remark:

☒ Continue to add ☐ Reserve the screen informati

Click "Save" to complete. if continuing add, you should select "Continue add", the menu will not disappear after first adding , or if you don't select "Continue add" ,then the menu will disappear after you click" save". See features below:



The "Special Time Attendance Registration" table displays attendance records for three employees: Steven, Tina, and Michael. The table includes columns for Dept Name, Work ID, Name, Start date, End date, Start time, End time, Remark, Operato, and Operational date. The data is as follows:

Dept Name	Work ID	Name	Start date	End date	Start time	End time	Remark	Operato	Operational date
sales	0001	steven	2007-11-24	2007-11-25	18:30	22:30		sa	2007-11-24 17:55:35
sales	0002	tina	2007-11-24	2007-11-25	18:30	22:30		sa	2007-11-24 17:55:39
sales	0003	michael	2007-11-24	2007-11-25	18:30	22:30		sa	2007-11-24 17:55:39

RecNum:3

If the start date and end date is not the same day, it means to compute the special time attendance every day within date range.

2. Edit special time attendance registration

For saved signing card records, select it and click “edit” to modify signing card date and then click “save”.(also you can double click to edit)

3、Delete special time attendance registration

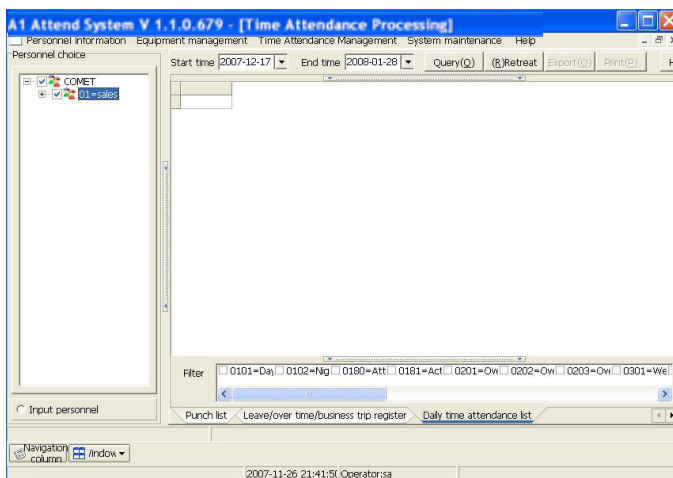
Select one or more records which you want to delete, and click “delete”

5.2.9、Time attendance processing

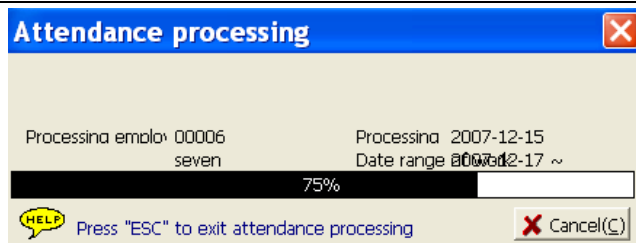
it allows the user to query and print the shift situation and attendance records

【steps】:

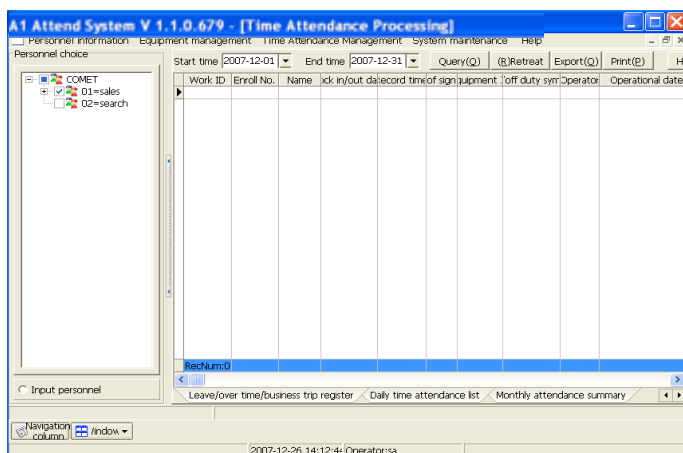
1. Click “Time attendance management—>time attendance processing”



Select the personnel who you want to query. Input the start time and end time, then click “query” and the system will show the processing. See the features below:



The processing result will display in the following sheet in different form such as punch list, daily time attendance list, monthly time attendance list, leave/over time /business trip register list, daily clock in/out list, shift schedule list (factory) exceptional card list. See feature as below:




The user is allowed to “Export” and “Print” attendance report. If you gather new data or there are new leave and over time attendance records within range of date or the attendance rule is modified, you have to “Retreat” the attendance records to update the

attendance report data.

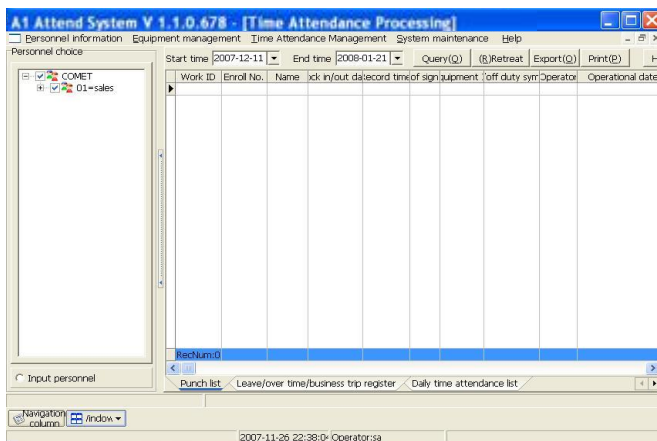
2、Export attendance report

Click button “Export” select the save path and click “Save” then click “OK” to complete.

3、Print attendance report

Click “Print” to configure print. And click “confirm” to preview the attendance report. And click icon  to print.

4. Report form



Leave/over time /business trip register

A1 Time Attendance Management System

A1 Attend System V 1.1.0.678 - [Time Attendance Processing]

Personnel information Equipment management Time Attendance Management System maintenance Help

Personnel choice

Start time [2007-12-19] End time [2008-01-21] Query(Q) (B)Retreat Export(Q) Print(P) Help

Dept Name Work ID Name Start date Start time End date End time Remark Operator Operational date

RechNum:0

☐ Input personnel

Punch list Leave/over time/business trip register Daily time attendance list

Daily time attendance list

A1 Attend System V 1.1.0.678 - [Time Attendance Processing]

Personnel information Equipment management Time Attendance Management System maintenance Help

Personnel choice

Start time [2007-12-19] End time [2008-01-21] Query(Q) (B)Retreat Export(Q) Print(P) Help

Work ID Name attendance d Shift / shift(H/t shift (H) to Sum(Dual Attd(One workday) e in week)

0003	michael	2008-01-13	day shi	1.00	0.00		
0003	michael	2008-01-14	day shi	1.00	0.00		
0003	michael	2008-01-15	day shi	1.00	0.00		
0003	michael	2008-01-16	day shi	1.00	0.00		
0003	michael	2008-01-17	day shi	1.00	0.00		
0003	michael	2008-01-18	day shi	1.00	0.00		
0003	michael	2008-01-19	day shi	1.00	0.00		
004	paul	2007-12-19	night s	0.50	0.00		
004	paul	2007-12-20	night s	0.50	0.00		
004	paul	2007-12-21	night s	0.50	0.00		
004	paul	2007-12-22	night s	0.50	0.00		
004	paul	2007-12-23	night s	0.50	0.00		
004	paul	2007-12-24	night s	0.50	0.00		
004	paul	2007-12-25	night s	0.50	0.00		
004	paul	2007-12-26	night s	0.50	0.00		
004	paul	2007-12-27	night s	0.50	0.00		
004	paul	2007-12-28	night s	0.50	0.00		
RechNum:3				0.00	0.00	0.00	0.00

Filter ☐ 0101=Dai ☐ 0102=Nig ☐ 0180=Att ☐ 0181=Act ☐ 0201=Ow ☐ 0202=Ow ☐ 0203=Ow ☐ 0301=Wk

☐ Input personnel

Punch list Leave/over time/business trip register Daily time attendance list

Navigation column Windows

2007-11-26 22:46:56 Operator:sa

Monthly time attendance list

A1 Time Attendance Management System

A1 Attend System V 1.1.0.678 - [Time Attendance Processing]

Personnel information Equipment management Time Attendance Management System maintenance Help

Personnel choice

Start time [2007-12-19] End time [2008-01-21] Query(Q) (R)Retreat Export(E) Print(P) Help(H)

COMET
01=sales

Work ID	Name	shift	h-ht	shift	(h-ht)	Sum(Dual	Attd(Cme	workday	(e in	weekend	(e in	holiday	(affa
0001	steven					22.00	0.00						
0002	tina					22.00	0.00						
0003	michael					22.00	0.00						
0004	paul					22.00	0.00						

Rechnum:0

Input personnel

Navigation column /index

2007-11-26 22:48:11 Operator:sa

Daily symbolic attendance list

A1 Attend System V 1.1.0.678 - [Time Attendance Processing]

Personnel information Equipment management Time Attendance Management System maintenance Help

Personnel choice

Start time [2007-12-19] End time [2008-01-21] Query(Q) (R)Retreat Export(E) Print(P) Help(H)

COMET
01=sales

Work No	Name	1a	1p	2a	2p	3a	3p	4a	4p	5a	5p	6a	6p	7a	7p	8a	8p	9a	9p	10a	10p	11a	11p	12a	12p	13a	13p	14a
0001	steven	S			S		S		S		S		S		S		S		S		S		S		S		S	
0002	tina	S			S		S		S		S		S		S		S		S		S		S		S		S	
0003	michael	S			S		S		S		S		S		S		S		S		S		S		S		S	
0004	paul	S			S		S		S		S		S		S		S		S		S		S		S		S	

Rechnum:0

Input personnel

Navigation column /index

2007-11-26 22:50:11 Operator:sa

Daily clock in/out list

A1 Time Attendance Management System

A1 Attend System V 1.1.0.678 - [Time Attendance Processing]

Personnel information Equipment management Time Attendance Management System maintenance Help

Start time: 2007-12-19 End time: 2008-01-21 Query(Q) (R)Retreat Export(Q) Print(P) Help(H)

Personnel choice:

- COMET
- 01=sales

Dept Name	Work ID	Name	Record date	1
[Empty table body]				

Rechnum:0

Monthly attendance summary Daily symbolic attendance list Daily clock in/out list

Navigation column Window

2007-11-26 22:51:35 Operatorsa

Shift schedule list (factory)

Stuff shift

Save(S) Cancel(L) Help Exit(X)

[1]Select personnel:

- COMET
- 01=sales

[2]Input date range, click to display shift list "display shift scheduled"

From: 2007-11-01 To: 2008-01-31 Mode: 1=By month Display

[3]Select work shift or regular shift round and then click in the following table to modify shift

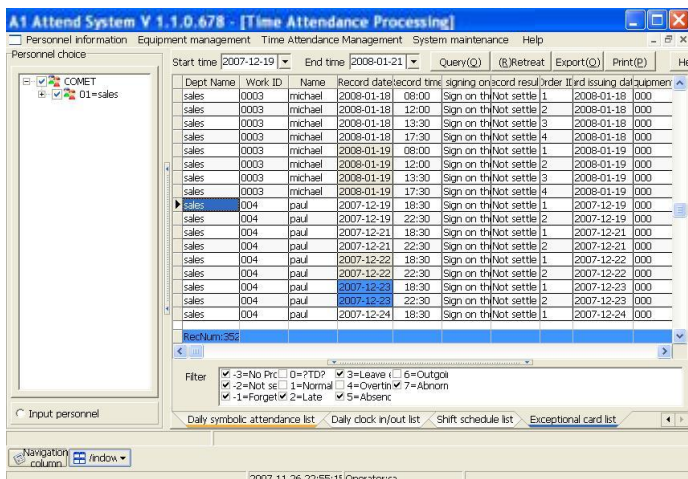
☒ Shift scheduled by work shift ☐ Shift scheduled by fixed shift round

Clear shift:
R001=Attend with no shift(00:00-23:59)
S001=night shift(18:30-22:30)
S006=day shift(03:00-18:00) 13:00-17:30

Serial No.	Start date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	2007-11-01															
2	2007-12-01															
3	2008-01-01															

Rechnum:3

Exceptional card list



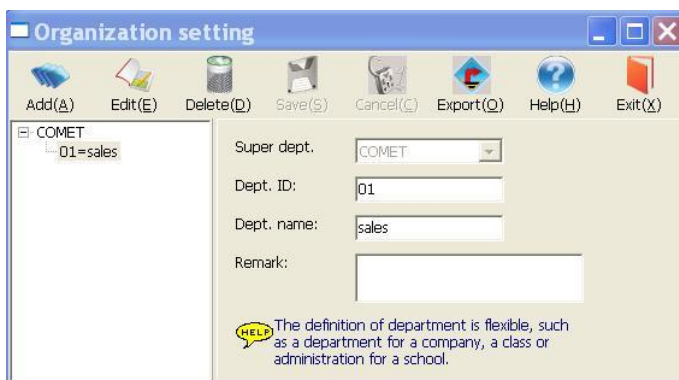
5.3、Personnel information

5.3.1 Organization setting

“Organization setting” allows user to set the company's department, including department ID, department name, and remark.

【steps】:

1. Click “Personal information—>Organization setting”.
You are suggested to edit the department, including department ID, department name, and remark.
2. Choose one department, and click “Add” to add an employee for one department and choose super department accordingly. Select company name, if no super department. And input the department ID (auto ID is by default), department name and remark. See the features below:

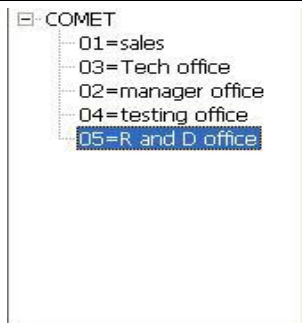


3、click “Save” to complete.

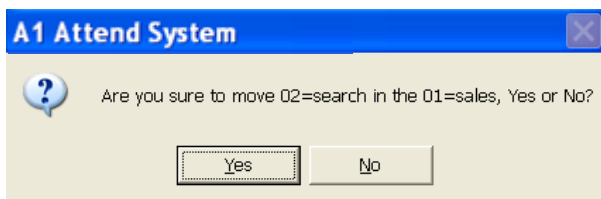


4、Change company department

- 1>Choose the department which you want to changed
- 2> Press the left-key of mouse to the department name which will be defined the senior department.



3> Release the mouse, see the following feature:



4> Click "Yes" to complete, or click "No" to cancel.

5. Modify department ID and department name

Choose the department which you want to modify, and click "Edit"

1>Click "save" and the department person will update accordingly.

★Note:

1. When the department Id is auto ID by defaulted, the user is not allowed to delete the department ID.
2. When the department has its sub-department or there are some employees in this department, the user is not allowed to delete the department, you could move the employee to another department first, and then delete this department.

5.3.2 Personnel entry

It allows the user to modify employee's basic information,

including department, work ID, name, and enroll number, card ID (Inductive card terminal), gender, and entry date; Input or modify personnel and attend property. including, default shift ID , team ID , fixed weekend ID; query and export for personnel information." team ID" allows the user to query and registration, usually, put the employee who has the same attend type and attendance time in to one team.

When operating attendance registration (like shift, edit allowed to select personnel according to team ID and query condition. And allow user to enroll by the way of importing personnel information (appendix 1)

【Steps】:

1. click " Personnel information—>personnel entry" and the window of "personnel entry" shows up. You should input the personnel basic information, like Department name, team ID, shift, and fixed weekend.
2. Before enroll personnel, it is needed to prepare the basic information well. including department, work ID, Enroll Number, ID number, name, gender, enroll date, fixed shift, fixed weekend, team ID, and so on. You can input or not the identify ID according to need.
3. Select the department which belongs to the person who you want to add. And click "add"
4. Input information data.



Employee info.

☒ Show photo

Dept name: 01=sales

Work ID: **Name:**

Card ID: Auto No.

Gender: 0=male **Entry date:** 2007-11-28

Identity ID :

Attend type: 0=attend by **Default shift ID:** Empty text

Team ID: Empty text **Weekend ID:** Empty text

Remark:

☒ Add in series

b. Inductive card terminal.



Employee info.

☒ Show photo

Dept name: 01=sales

Work ID: **Name:**

Card ID: Auto No.

Gender: 0=male **Entry date:** 2007-11-28

Identity ID :

Attend type: 0=attend by **Default shift ID:** Empty text

Team ID: Empty text **Weekend ID:** Empty text

Remark:

☒ Add in series

5. Select the employee's picture. Double click the picture frame or click "load" to choose the picture.

Employee info.

☒ Show photo

Dept name: 01=sales

Work ID: 0001 Name: steven

Card ID: Auto No.

Gender: 0=male Entry date: 2007-11-28

Identity ID :

Attend type: 0=attend by Default shift ID: Empty text

Team ID: Empty text Weekend ID: Empty text

Remark:

☒ Add in series

- 6、Click save to complete.
- 7、Repeat the step3,step 4,step 5 and step 6 to add another personnel.
- 8、Exit after you finished.
- 9、Modify the employee name, enroll Number, work ID.
 - 1>、Select the employee who you want to modify. And click "edit"
 - 2>、Modify the work ID and card ID and name accordingly.
 - 3>、Click "save" to complete.

★Note:

- 1、Since each employee has many attendance records in system, the employee is allowed to delete himself in the demission window after he register himself as demission.
- 2、After "personnel entry", you should send the personnel date to device. it allows to download the personnel data to device one by one or download all once.
- 3、The system can set work ID and enroll Number As system Auto created or not. If created by system, the Auto No.

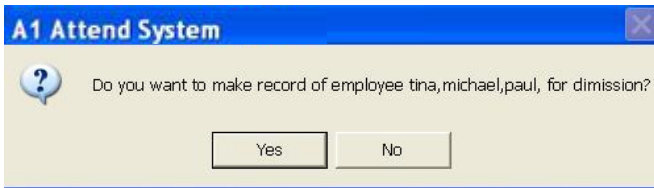
- will be the most minimum Number which is not used. It allows deleting the Auto terms in attendance rule if Auto No. is selected when employees add.
- 4、 In time attendance processing, if there is no daily shift for the employee, the system will take the defaulted shift as daily shift. Generally, the employees will take one shift for working shift; they can select the defaulted shift or arranging shift when the working time changed. Or you could arrange the shift and don't choose the defaulted shift.
 - 5、 The team ID is used for choosing a personnel, which is much smaller than a department. Some time, the employees whose working time is similar will be defined as a team. It's easy for choosing a personnel by team ID. It has nothing to do with department. the employees in different ID allow to create a team.。
 - 6、 Fixed weekend allows employees to set weekend time for each week. The employee can choose the weekend time, if the weekend time is not fixed, you can edit time attendance, and not need to choose the weekend time.
 - 7、 You can import the personnel data as Excel or export the personnel data as Excel form for spare using in the future.
 - 8、 The employee photo is allowed to modified only when employees add or edit.
 - 9、 Press "Personnel entry", input the correct entry dates, the system will compute attendance records from the entry date. If earlier than entry date, it will have no attendance result, if later than entry date, it will display additional attendance records.

5.3.3 Demission register

It allows one or more employee demission, query or to delete the employee data.

【Steps】:

1. Select the employee who you want to make him demission, (you can drag the mouse to select more) and then click button “demission” pop-up window below:



2. Click yes to register demission for selected employee.

★Note:

For demission register, you should gather the data firstly to save the data for not missing.

5.4 Equipment management

It allows user to manage device, including equipment configure, gathering, register, system configure. Watch.

5.4.1 Equipment configure

Equipment configure allows user to search device, and get parameter information of device, and initialize the equipment and modify the equipment time.

【steps】:

1. Click “equipment configure” pop-up “add/modify (M)” window.
2. Connect equipment with computer, (you should number each equipment if there are many equipments, and the number is different with each other)

- 3、 Select the equipment type(the default equipment type is face recognition terminal), communication mode(TCP/IP), IP address, Port No(default 33302), terminal password(default 8), and input the search range of terminals, (each terminal is assigned a unique number in a network). see the example below: "1---1"

Add/Modify equipment

HELP Add/modify machine

Add/modify sets up communication between the machine and the software. The communication setting in the machine should match that below. You can check the machine setting by pressing menu-setup-ok-communication-ok.

Equipment: IP address:

Communicate: Port No. :

Search range: Password:

☐ Add a machine without cable connection

Back (B) **Next (N)** Cancel (C)

- 3、 Click "Next" to complete.
- 4、 If initially use the equipment, you should initialize the equipment to clear up the previous data existed in device. Click the button "Clear all" to initialize the equipment.
- 5、 Adjust the computer time, set equipment time to computer time ,click button "Property", showing up "Equipment attribute" window. You can set the equipment attribute, including time, equipment status, and bell setting. Select "Set equipment time to

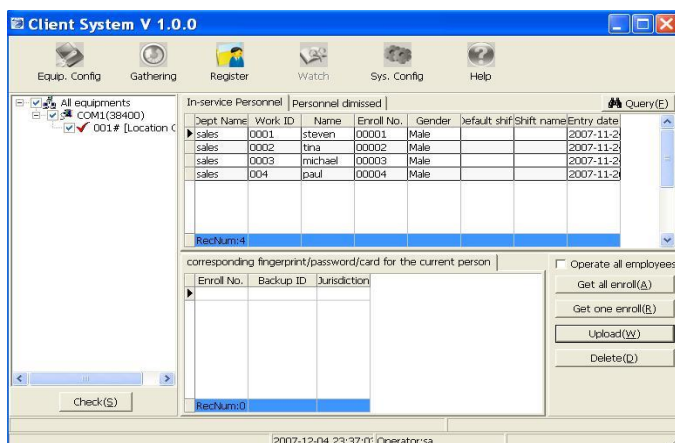
computer", "Get equipment status", and click "Bell setting" to set bell time. And then click "confirm" to save the configuration.

5.4.2 Personnel register.

"Personnel register" allows the user to upload one or all personnel information to device.

【Steps】:

- 1、Click the "register" button in menu of equipment management. Shows up the following window:



★Note:

Get all enroll: get all face template and passwords and upload to database.

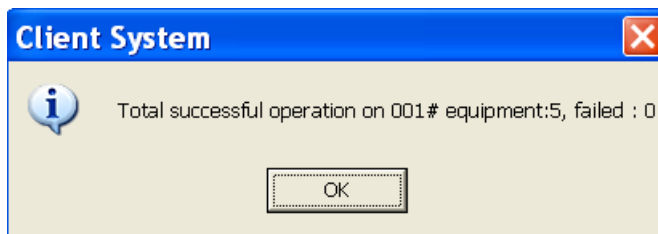
Get one enrolls: Get one face template or password and then upload to data base.

Upload: Write the face template and name which you select into the device.

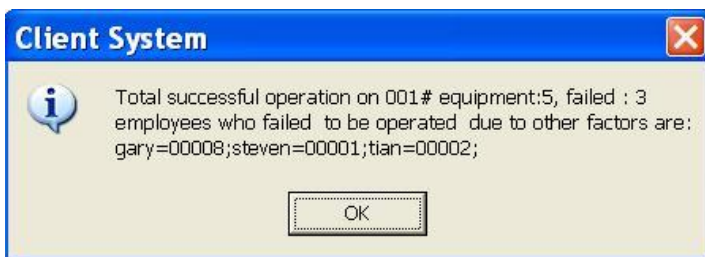
Delete: Delete the face template data in device, and reserve the face template data in data base.

- 2、Get all enrolls (The user should register all employees on terminal firstly)

- 1>、 Search on line equipment, and select it.
- 2>、 Click button “Collect employees” to save the registered face template data in terminal to data base



- And click “OK”, the employee's face template data will display above window.
- 3、 Get enroll data, select the employee who you want to get his face template data, and then click “ get one enroll” the enroll data will be save to data base.
 - 4、 Upload the employee information and face template data to device.
(**Note:** it allows to upload the face template data from one to another device)
- 1> Search the equipment on line. And select the equipment which you want to operate.
 - 2> Select the employee who you want to operate (you can click button “Operate all employees” to register all employees in data base)
 - 3> Click button “Upload”, it will delete the face template and passwords in device and then upload the new face template and passwords from data base. Show the icon bellow:



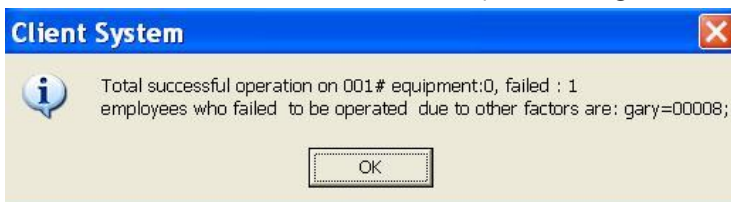
4> Click "OK" to complete.

5、Delete face template /passwords in device"

1> Search the equipment on line. And select the equipment which you want to operate.

2> Select the employee who you want to operate (you can click button "Operate all employees" to delete all employees in data base)

3> Click button "Delete" show up following icon:



4> click "OK" to complete.

★Note:

- 1、If adopt " Get all enroll" to register the employees, it will delete the face template/passwords in data base firstly, and then download the face template/passwords into database.
- 2、If adopt " Upload" way to register the employees, it will delete the face template/passwords firstly and then upload the face template/passwords in database.
- 3、when register the employees, the enroll number must

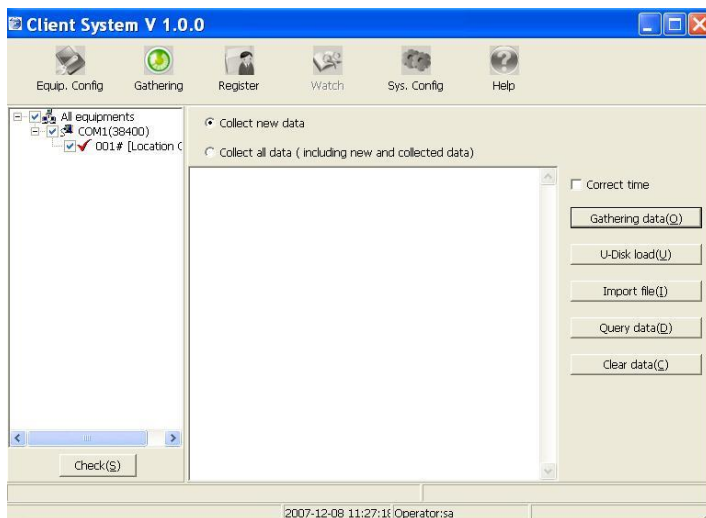
be the same with that of A1 software, otherwise, the face template will not match the employee.

5.4.3 Date gathering

It allows gathering the time attendance records from a specified device and specified employee within a certain period. As well as importing the file with a specified time section.

【Steps】:

- 1、Click "Gathering" in "Equipment management" show up window below:
- 2、Select equipment which need to be collected date.



- 3、Select "Collect new data" and click "Gathering data" to collect new data from device.
- 4、Select "Collect all data" to gather all data from device (including the new data and collected data.)it allows to set date of gathering data according to "Filter files according to date"

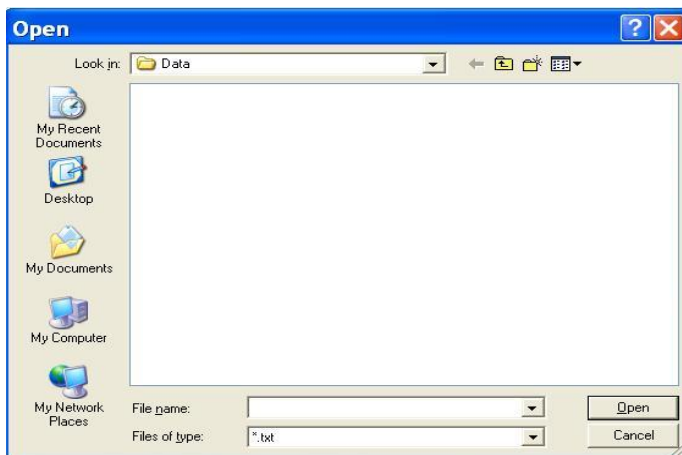


5、Click "OK" to complete

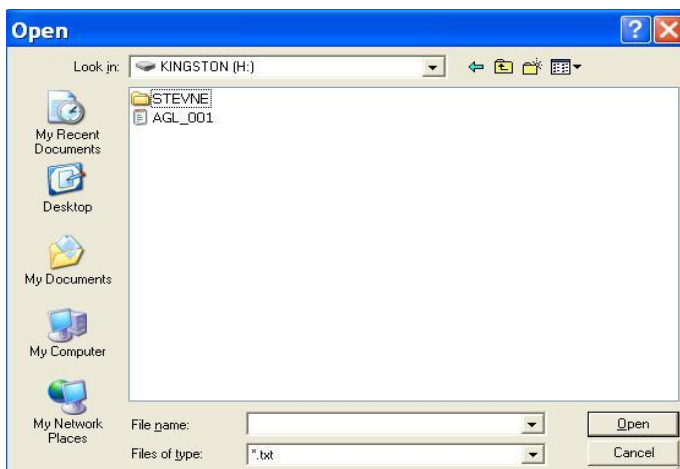
- **Download the time attendance records from USB-disk.**

For collecting time attendance records by USB-disk, you should plug the USB disk into computer USB port, and then open software to download the time attendance records, see steps below:

1>、click button "U-disk download" show the window below:

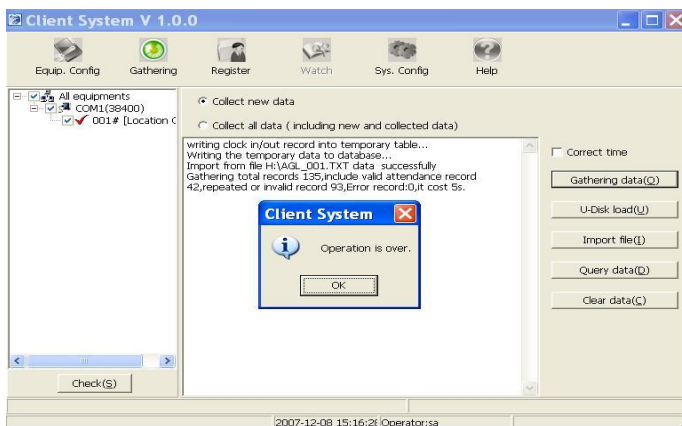


2>、Click ALG_001, and click "Open"

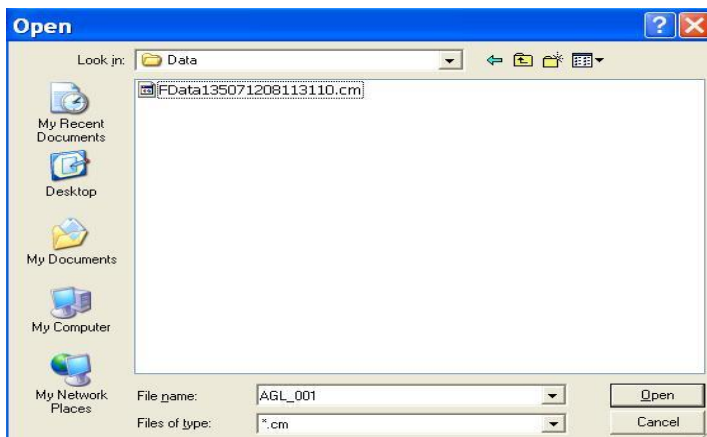


NOTE: AGL_001 is a created file when downloaded the all Time attendance records with USB.

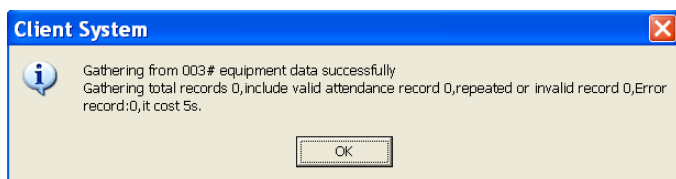
3> import USB Data, see the features bellow:



6、 "Import files" allows importing the attendance records which has been gathered in system. To click "import files" button, show up the feature bellow: and input the passwords and choose the importing files.



Choose the file and click “Open” to import the file.



★ Note:

- 1、 When data gathering, the system may give notice that there are invalid gathering data. Then that means these data is already existed or the format is wrong. (You can query the error records according to notice.).For improving gathering efficiency, you should set the scope of data gathering.
- 2、 When the system is damaged, you can restore the time attendance records. Find the Data directory under the installation path. You can see all the data which is collected before. Then choose the file and import it after input the employees.
- 3、 When importing files, only need to import the files

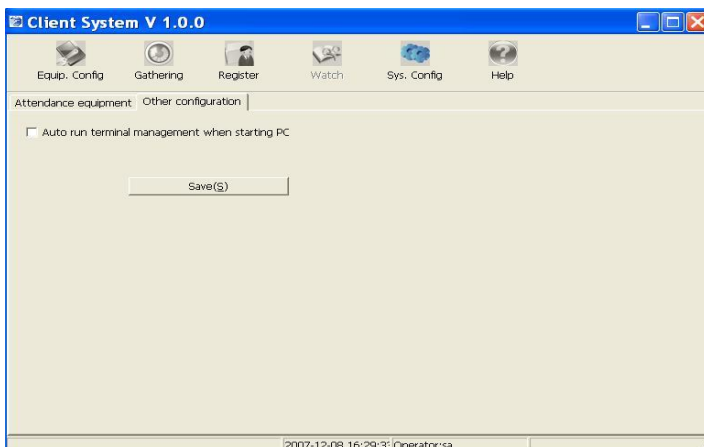
within specified time section, don't import the repeat data files.

- 4、 You can repeatedly collect data, the system will automatically Judge the repeated data.。
- 5、 When gathering data, selecting item " correct time" to correct terminal time as per the computer clock.。

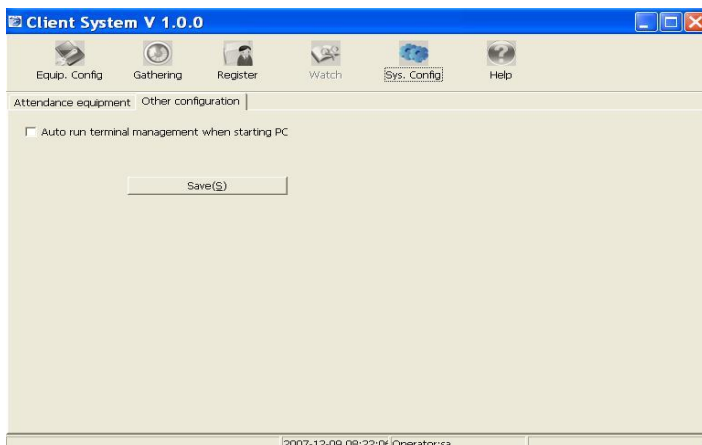
5.4.5、 System configure

It allows choosing the equipment type and other configuration.

Click "Sys.Config" button. Select the equipment type and then click "Apply" to complete.



You can decide whether to run this system when starting computer By Selecting item "Auto run terminal management when starting PC"



5.5 Access control management

5.6 system management

5.6.1、System setting

It allows to set company name, logo, equipment type.。

【steps】:

1. Click "System management—>System setting" shows up the window bellow:

System Setting

Company info. | ID No. Setting | Equipment Set

Company: FIRS

Company Logo:

Loading Clear

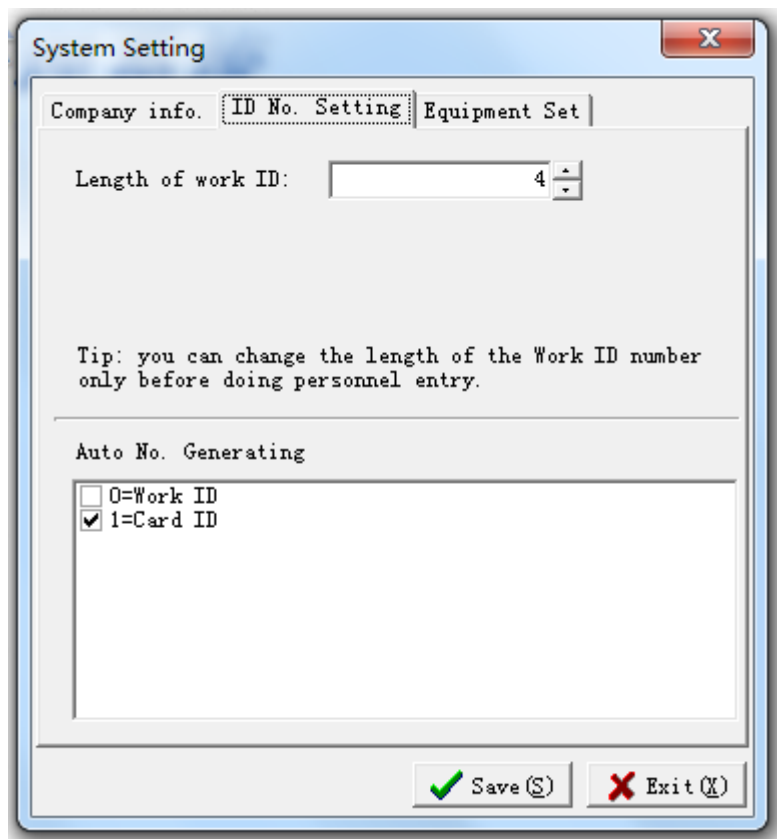
EMAIL:

☐ For Office Environment ☒ For Factory Environment

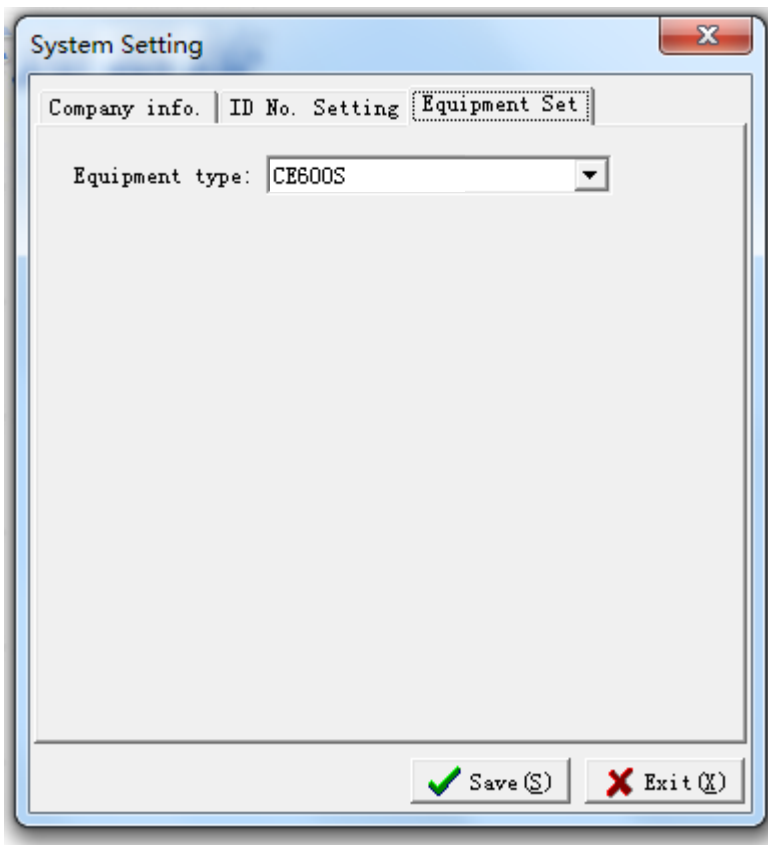
Save (S) Exit (X)

The company name and logo will display as the head of the attendance report.。

2>decide if the Work ID or Card ID need automatically generated by the computer



- 3>、It allows to set the equipment type, the different equipment needs different software to match. You should set the correct equipment type accordingly.

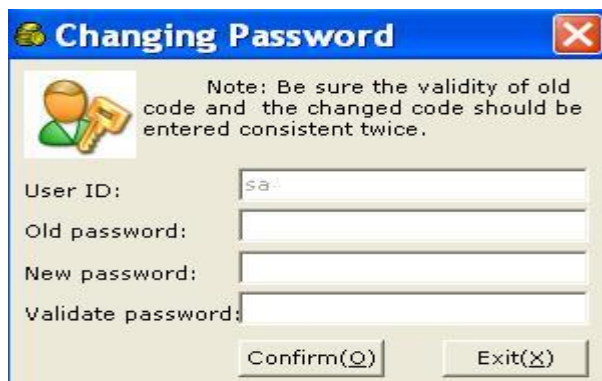


5.6.2 Change passwords

It allows changing present passwords, and the old passwords will be invalid.

【Steps】:

- 1、Click “ System maintenance—>Change passwords”
show up the window bellow:



Changing Password

Note: Be sure the validity of old code and the changed code should be entered consistent twice.

User ID:

Old password:

New password:

Validate password:

- 2、Input the old passwords, please ensure it correct, if you input the wrong pass words it will show up the note bellow:



WIN_ Attend System

 The entered code is wrong, please re-enter.

- 3、Input the new passwords.
- 4、Input the new passwords again, ensure the passwords which you Input twice is the same. If not the same, it will show up the note bellow:



WIN_ Attend System

 The entered code is wrong, please re-enter.

- 5、 After you input the correct passwords then click " ok " to complete.

★Note:

- 1、 The administrator name can't not be modified after you confirmed once. So the administrator should modify his name in time when at the first log on. System.。
- 2、 The administrator should remember his passwords well. And don't tell others your passwords so as to avoid an unnecessary loss.
- 3、 Only the administrator can modify his passwords.

5.6.3 Operating log query

It allows querying the important operating log and operating result. For example, you can check logs like the system log on, and data base backup, the system initial operates.

【Steps】:

- 1、 Click "System maintenance —>Operating log query" show up the features bellow:

- 2 、 Input the operator name, operational date,

operational type, if you don't choose the operation type and operational result, the system will automatically operate all operation type and all operational result.

Operation type(=)

1=Log on system

10=Data backup

11=Data restore

13=Clearing up data

14=System initialization

2=Change password

25=Modify Equipment De

Operational result(=)

0=Fail

0=Fail

1=Success

2=Start

3=End

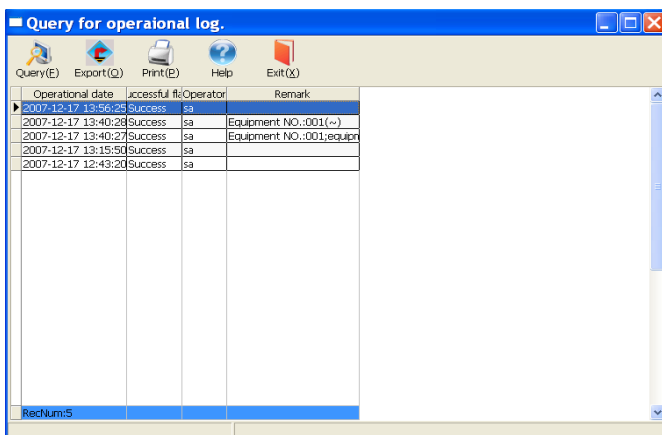
You can click "Advance" button to input the query term. See the features below:

Query configuration

Field name	Operation symbol	logic symbol	priority	grade
Operator	=	and	0	
Operational date	>=	and	0	
Operation type	=	and	0	
Operational result	=	and	0	

+
-
Query group(G)..
Confirm(Q)
Cancel(X)

3 、 And then click "Query" show up the result bellow:



★Note :

- 1、Click “+” to add a query condition, and click “-” to decrease a query condition.
- 2、The PIR is the PIR adopted for Boolean calculation under this condition. The larger the PIR, the higher the Boolean calculation is.

5.6.4 Privilege setting of system (factory)

It allows adding administrator and set administrator's passwords and privilege.

【Steps】:

- 1、you are suggested to allocate the administers and his passwords as following form:

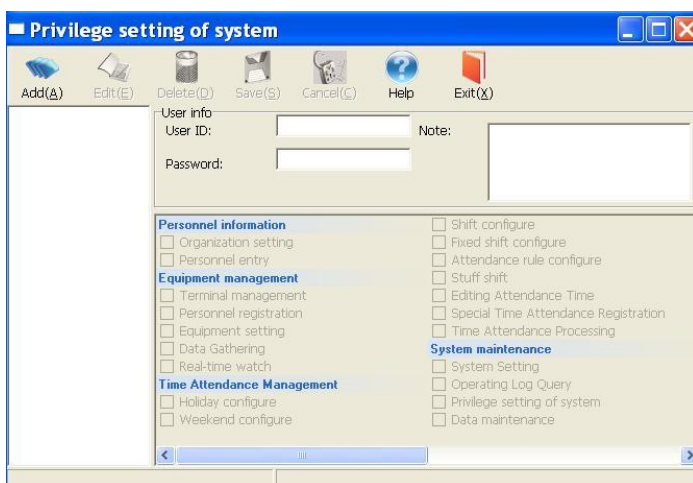
No.	Working stuff	Privilege	Remark
1	Computer Manager	Managing system(sa account)	
2	Attendance Manager	Daily operation not including initialize system	

A1 Time Attendance Management System

3	Department Manager	Query privilege	
4	Account Person	Query time attendance results	

According to the privilege form, the system administrator will add the operator and his privilege. The initial passwords may be empty, the operator could change it.

- 2、Click “System maintenance” —>Privilege setting of system, see the following features:



- 3、Add operator, click “ Add” button, and input the passwords and user ID,(you are suggested to take the passwords as empty)and select the privileges and click “Save” to complete.
- 4、Edit privilege, click “ Edit” button, select the privilege which you want to use, and delete the privilege which you don't want to use.

★**Note:**

- 1、when you add the operator, you may not set the passwords, and leave it empty. And it can be changed by operator when the operator log in. otherwise, It will be confused.
- 2、It is better to distribute the account to each operator according to working privilege. if the system only has one operator as administrator, then it may not add the operator.
- 3、For the operator name, try to make it meaningful.
- 4、When add new operator, his privilege will be defaulted as previous operator. And the administrator could add or delete the operator's privilege according to need.
- 5、Each operator should remember his passwords well, it will be no way to get it once you forget it. especially the passwords of sa for administrator.。
- 6、The defaulted administrator is sa, it is not allowed to delete, who has the super privilege.
- 7、If the operator dismissed ,it is not suggested to delete him, once he is deleted ,all the previous operating log will not match accordingly. You can log on with this operator, and change his passwords to make it invalid, and you can delete the previous operating log. If needed.

5.6.5 Operator management (office building)

It allows adding operator, set initial passwords of operator. "sa" is system administrator, you can set another operator account from "sa". It has all privileges which other operator don't have, including Operator management, operating log query, Data maintenance, and system setting.

【Steps】:

- 1、Click "System maintenance->Operator management"
show up the window bellow:



- 2、Click " Add ", input user ID, passwords, and click
"Save" to complete

5.6.6、Data maintenance

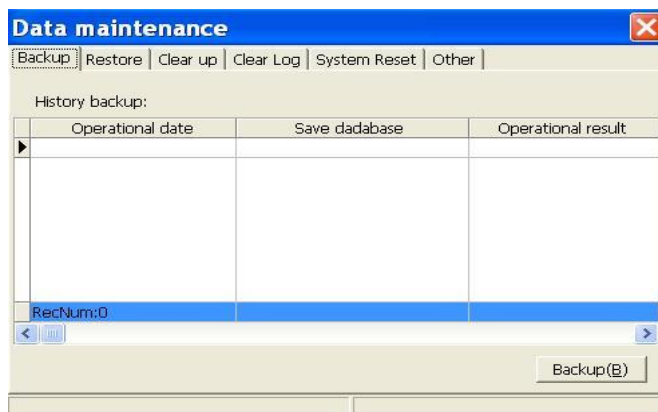
It allows maintaining the system Date base including backup data; data restore data clear up, and clear Log and others. Click "System maintenance—>Data maintenance" please close the other window before open data maintenance window.

1、Data backup.

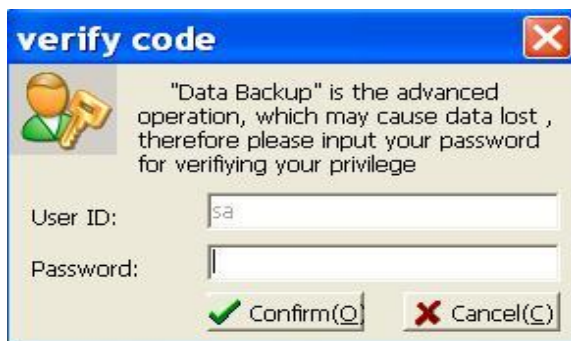
It allows to back up data base, including all kinds of from. (personnel data form, punch list, time attendance report) and all kinds of system configure, including time attendance rule configure, weekend configure, terminal management, Team ID configure)

【Steps】

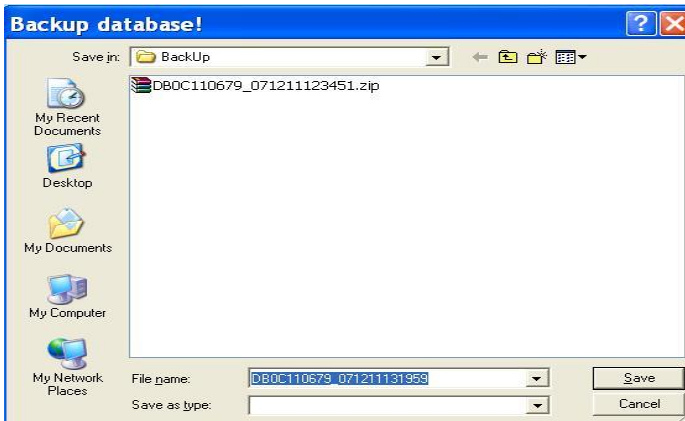
- 1>、Click "System maintenance—>Data maintenance"
the default menu is "Backup", see the features bellow:



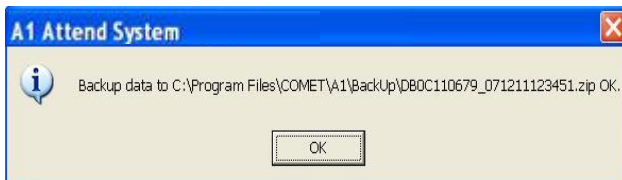
2>、Click " Backup "button, show up feature below:



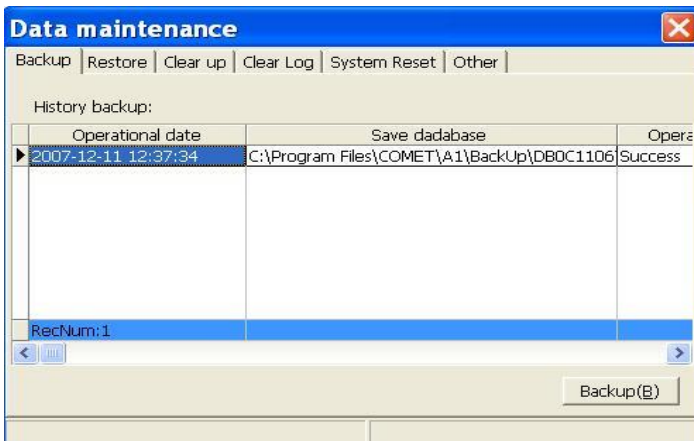
3>、Input passwords ,and show up the following feature:
The default file name is DBOC110628_+ present date;
it allows modifying the present name



4> Click "Save", show up information:



5> Click "OK", you will see the feature bellow:



★**Note:**

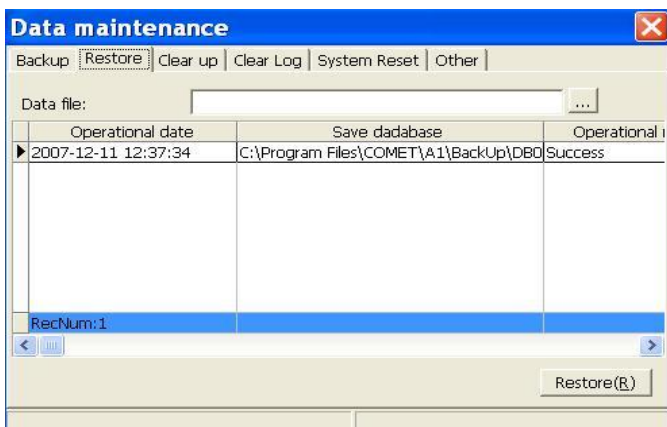
- 1、 You should backup the data base in time after input data input and system configure. Or if you modified the data somewhere, you also need to backup the data base.
- 2、 If the user want to restore the previous database, he can choose the related database to restore.
- 3、 The default save path is Backup directory under installation directory. The default name is DBOC110628_+ present date, the user can modify the save path and file name.
- 4、 It's necessary to backup the database on the computer with SQL.

2、 Data restore

It allows to restore data base, including all kinds of from. (personnel information list, punch list, time attendance report) and all kinds of system configure, including time attendance rule configure, weekend configure, terminal management, Team ID configure)

【Steps】:

- 1> Click "Restore" in data maintenance menu, See the feature bellow:



2>、 You can select the database according to the record display in the featured table. Also you can click button

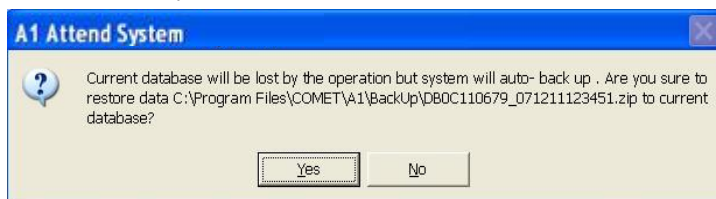


for choosing.

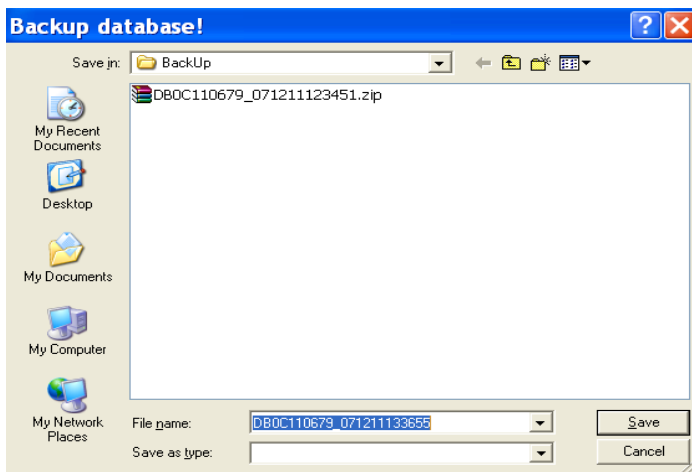
3>、 Click " restore" show up the feature bellow:



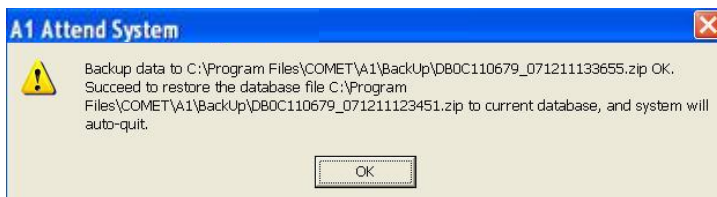
4>、 Input passwords ,and show up information that required the backup data base first. See feature bellow:



5> Click "Yes" to backup the data base first. The default file name is DATA_+ presents date; you are allowed to modify the present name.



6> After database backup, the system will automatically restore the data base, and show up the future bellow ,after finished.



7>Click "ok" the system will auto-quit.

★Note:

- 1、 The default save path is "Backup" directory under installation directory. The default name is DBOC110628_+ present date, the user can modify the save path and file name.

- 2、 You have to restore the date base on the computer with SQL, other wise, it may lose the data.

3、 Data clear up

It allows clearing some data records and some logs to release the data base file.

【Steps】:

- 1>、 Click “ clear up” show up the window bellow:



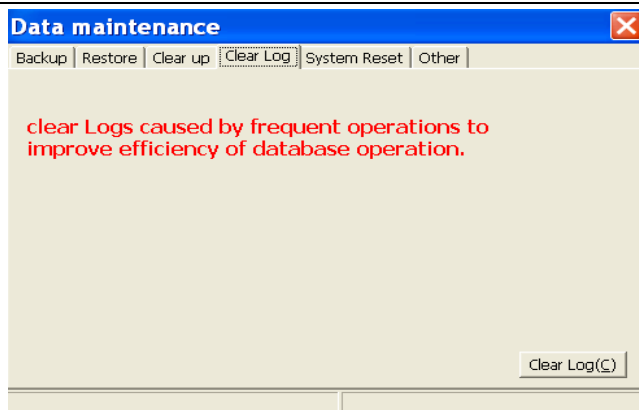
- 2>、 Choose the date, when you clear the data. If you want to clear the data before 2007-01-01, you should input the data of 2007-01-01

4、 Clear log

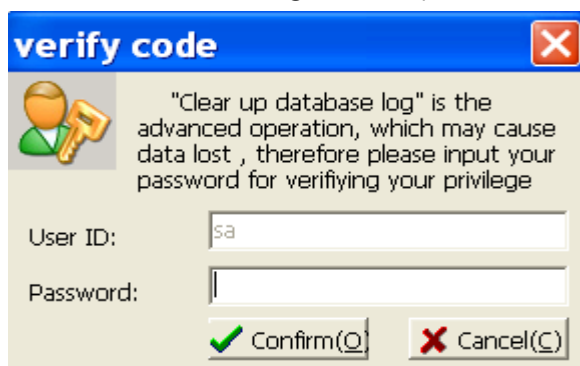
It allows to clear operation log in system to improve the system operating efficiency.

【Steps】:

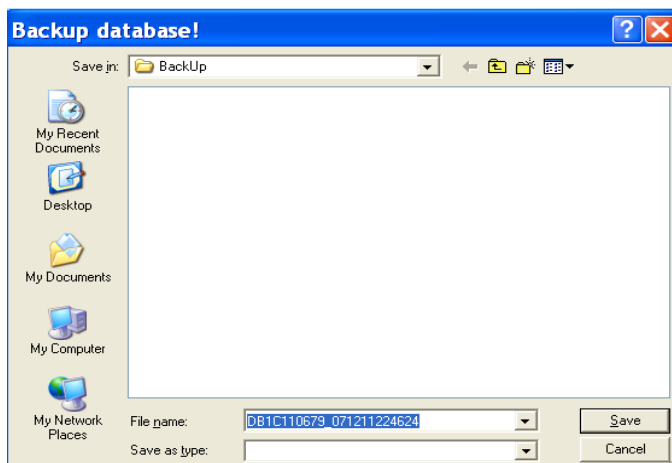
- 1>、 Click “ clear log” in data maintenance menu. See the feature bellow:



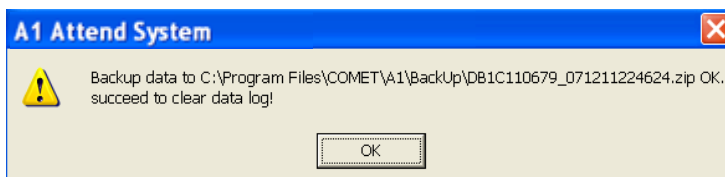
2>、Click button “clear log” show up the feature bellow:



3>、Input passwords and click “confirm” button, show the window bellow;



4> Select the save path, click "Save" show up the window bellow:



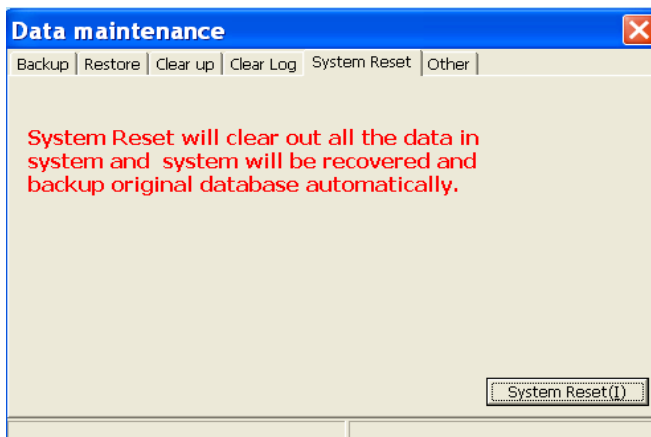
Click "OK" to complete.

5、System reset

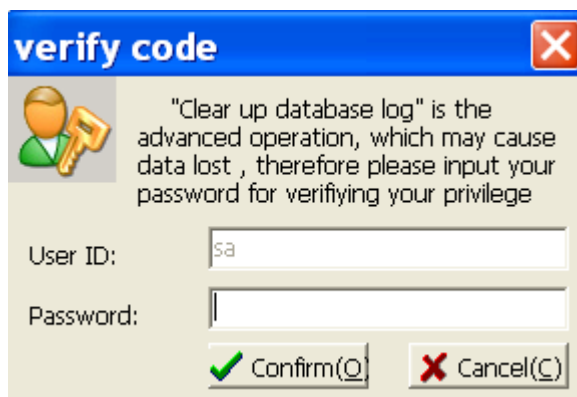
It allows clear all data of system to set system as initial status, meanwhile backup the all previous data in data base.

【Steps】:

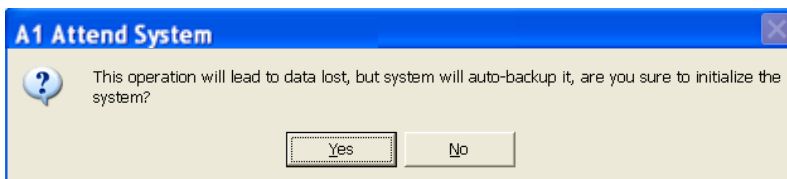
1>、Click "system reset" in data maintenance menu. See the feature bellow:



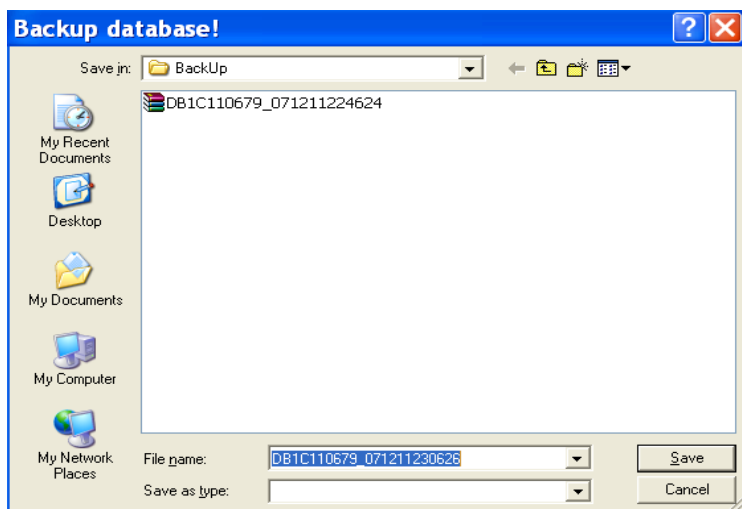
2> Click "System reset" button, show up password verify window:



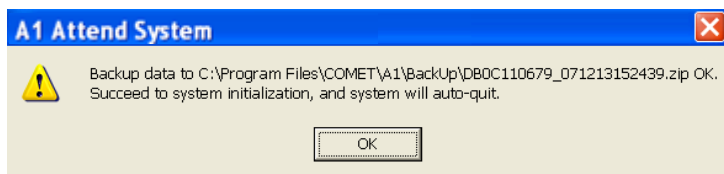
3> Input passwords and click "Confirm" button, show the window bellow:



4> Click "Yes" show up data backup window follow:



5> Click " Save" button to backup and restore data base.
After finished, show up the features bellow:



★Note :

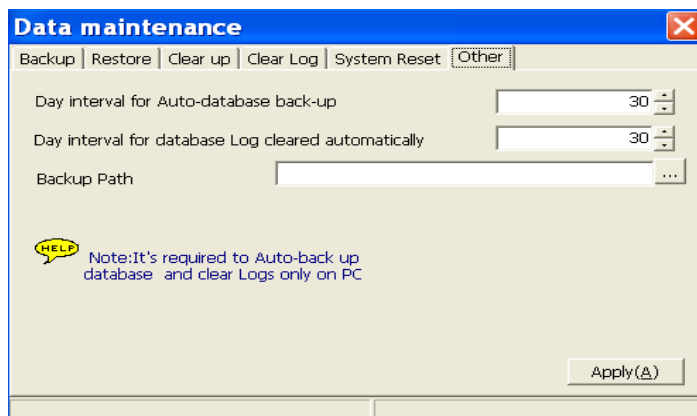
- 1、 The system initialization will clear all system data ,so, it's important to backup the database.
- 2、 When backup data base, the default save path is Backup directory under installation directory. The default name is DBOC110628_+ present date, the user can modify the save path and file name.

6、 Other

It allows setting the day's interval for auto-data base back-up and day's interval for database log cleared automatically.

【Steps】:

- 1> Click "Other" in data maintenance menu. See the feature bellow:



- 2> Select the day in item of "day interval for auto-database. Back-up" and "days interval fro database log cleared automatically. And click button "apply" to save setting.
Click "OK" to complete.

5.6.7 Log off

When many users use time attendance system in one computer, there will be different users name and different privilege, to avoid closing the software and then re-running it by click desktop shortcut or by clicking the system exe file from start menu. You can click "Log off" in "System maintenance" menu. The system will log off the present window, and appear a new log in window. Input the user name and passwords to log in.

5.7、 help**5.7.1、 help**

The online help is designed to introduce basic information, software functions and operation

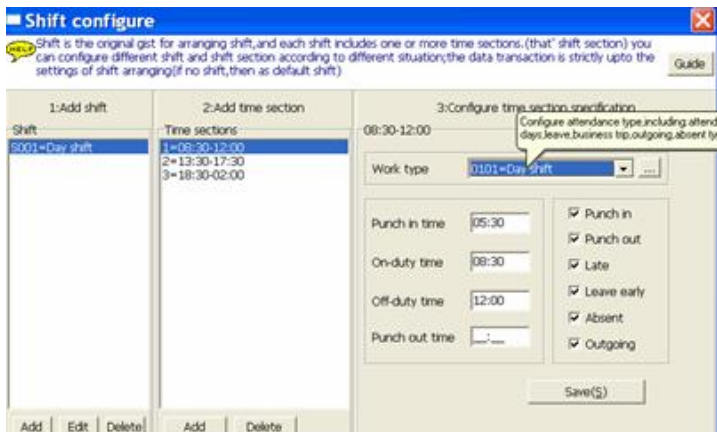
instructions. The user can press “F1” or click “Help” on the system menu to get online help

5.7.2、About

It allows the user to check application edition, path of application, path of Database, MDAC edition so as to maintain the system. The steps: Click “Help—> About”.

5.7.3 Start windows prompt message

If you select the “Start windows prompt message”, the prompt message will display when the cursor is put on somewhere. See the example bellow:



But it will not display this message if you don't select it.

Chapter Six FAQs

1. Question: If I want to update A1 software, how can I do it?

Answer:

- 1、Put the application“A1UpdateP_x_x_x_x.exe” under directory where the A1 software is installed(you can see it in “about” menu.)
- 2、Exit the A1 application.
- 3、Run“A1UpdateP_x_x_x_x.exe”,like
A1UpdateP_1_0_7_125;
- 4、Click “install” button.
- 5、Click “ start updating”, it wills display feature bellow, after finished:
Updating CM_AMS.exe>>>successful!
updating Equ\CM60.dll>>> successful!
updating a1>>> successful!
updating A1Help.chm>>> successful!
updating database>>> successful!
updating successful!
- 6、Click “close” button to complete, then run A1 software.

★Note:

- 1、 Before updating A1 software, please ensure that the A1 software can be logged on(connect with database).If you never log on the A1 application or not connect with database correctly, after installed it, you have to configure the data base before updating A1 software.
- 2、 If note that the application updating failed, please check if you don't log off A1 software, and don't close the “About”.
- 3、You only can update the A1 software from lower edition

to higher edition.

- 4、After updating A1 software, it may lead to only update CM_AMS.exe, but not update database, so the system will note that the application doesn't accord with database edition, so please update it once again. Updating A1 more than once will not affect the system data.

- 5、updating data will not loss any data.

2. Question: If I want to use network edition for A1, How can I install it?

Answer:

- 1、Installing SqlServer industry. The "windows2000sever" is suggested. Please refer to chapter two.
- 2、Install A1 application in controlling computer , you don't need to install MSDE. After installed, If you run it at first time, it will display the database configure window. Input the SqlServer name, connect account password, chose newly-creating database A1, test connection and then log in. please refer to chapter two for database connection.
- 3、Install A1 application at work station. You don't need to install MSDE. After installed, If you run it at first time, it will display the database configure window. Input the SqlServer name, connect created database, choose database as A1, test connection and log in.

★Note:

- 1、It's only need one database created in network.
- 2、If the users doesn't exceed 5 persons, then the MSDE which has been installed on win2000 system or higher should be also used for Network edition. If it exceeds 5 persons, the SQL Server standard and industry edition is

suggested.

3. Make sure the LAN is well connected.
 4. Database has to be created on SQL server.
 5. The defaulted port for SQL Server is 1433, make sure to open this port from firewall.
 6. If take defaulted example for installing SQL server, the SQL server name could replaced by its IP address.
 7. If the SQL server name and operation system SQL server name are same, you are suggested to add NetBeui portal at work station or take IP address for SqlServer name for connecting.
- 3. Question: I failed in the installation of MSDE, and one window popped up in the process of installation: "The instance name specified is invalid" please tell me how to solve this problem?**

Answer:

1. Open "add or remove programs" in the control panel to uninstall the Microsoft SQL Server desktop engine.
2. Reinstall A1 software and MSDE, and you must restart you computer after the installation.

★Note:

Please note the following issues when installing MSDE:

1. Software requirements & System requirements:
MSDE 2000 requires the installation of Microsoft Internet Explore 5.0 or higher. The minimum installation is enough, and the Internet Explorer needs not to be the default Brower.
2. Besides windows 98 and windows Millennium Edition, the file and printer sharing function should be enabled so as to run Desktop Engine Setup.exe. To verify this setting ,please do the following:

In "control panel", double click "network connection". click("Advanced"—"Advance setting" or) "Property" in the operation tab "adapter and binding" confirm that you have select "file and printer sharing for Microsoft Network."

- 3、 If any of the following security policies are set as "disable installation", the installation of MSDE2000 Release A will fail:

1> local security policy of Windows XP, "Device: installation of unsigned driver."

2>Local security policy of Windows 2000, "Device: installation of unsigned non-driver."

If you have set "Disable installation" you will have to change the setting to "Default communication" before installation MSDE 2000 Release A. If necessary, you may restore the previous policy after the installation, "Disable installation" is not the default setting of these security policies, and please do the following:

1>In "Control Panel", double click "Administration Tool"

2> Double click "Local security policy" and open "local policy".

3> Select "security".

4> Ensure the following options are set to "default communication" before installing MSDE2000 Release A:

In window NT and window 2003: "device: installation operation of unsigned driver". In windows 2000:

"installation operation of unsigned Non-driver."

4. Question: Could you explain what the usage is for CM.ini under the installation directory? Could you explain more on it?

Answer: Mini is A1 system configuring file. You can

modify it in note book; usually you are no need to modify it. Please see the definition bellow:

[Database]

Server name = A1Server

meaning: A1Server is Sql Server example name.

Login mode =sql

meaning: sql expresses that the verify mode of Sql Server is mixed mode. Win expresses that the verify mode of Sql Server is windows mode.

Database name = fingera1

meaning: Fingera1 is the present database name.

[System]

LogTimes =1

meaning: 0 expresses that you are need to configure the database when initially log in.

1 expresses that the database configuration is already.

[Attend]

ProcNumPerTime= 50

meaning: It expresses the amount of employees for each lot treating in time attendance processing. It can optimize the processing speed by setting this figure.

[Report]

Rep601202=X:\Exe\120201.rls

Meaning: it expresses the customized report form file.

5.Question: how can I query the time attend days? How to operate?

Answer :

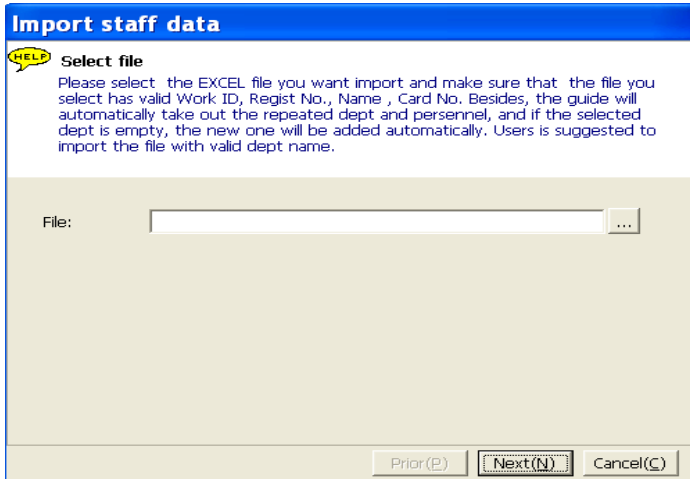
- 1、Click “advance” in time attendance rule configure. See the feature bellow:

Appendix 1: Import stuff data.

It allows importing stuff data in EXCEL into system. If the imported stuff data is existed in system, it will fail to import.

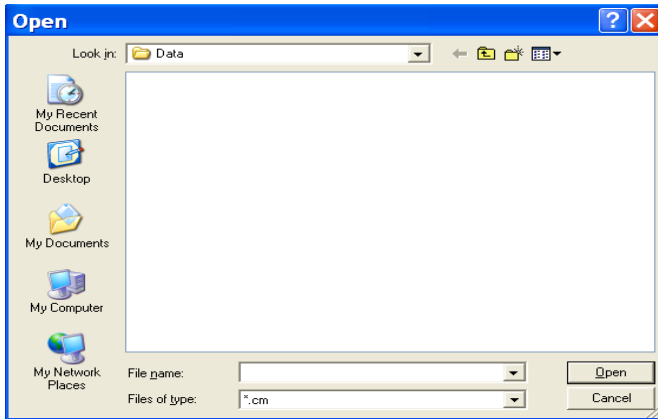
【Steps】:

- 1、 There must be a excel file with stuff data, Which should be an exported file when you operated the data maintenance previously.
- 2、 Click “import” button in personnel entry button. See the feature bellow:



Click button “...”, Choose the stuff data file.

Click “next” to verify the data. If the data order is accorded between file and system, show up the feature below:



If the data order in excel file does not accord with system, shows up the feature bellow:

Import staff data

HELP Select the corresponding field

Please select the field name corresponding the file you want import, and the guide will import these data in corresponding database

Dept ID:	<input type="text"/>	Married:	<input type="text"/>
Dept name:	<input type="text" value="Dept Name"/>	Identity ID:	<input type="text"/>
Work ID:	<input type="text" value="Work ID"/>	Default shift:	<input type="text"/>
Employee name:	<input type="text"/>	Weekend ID:	<input type="text"/>
Regist No.:	<input type="text"/>	Team ID:	<input type="text"/>
Gender:	<input type="text" value="Gender"/>	Entry date:	<input type="text" value="Entry date"/>
		Remark:	<input type="text" value="Remark"/>

- 3、After choose the word, click “next” show up the verify window:

Import staff data

HELP Data checkout
Examining the validity and length of field of imported file, please wait...

Examining the file: 100%

Valid number of personnel: 24

Invalid number of personnel: 0

List of invalid personnel:
(ID=Name)

Prior(P) Next(N) Cancel(C)

- 4、After verified, click "Next" It will display all the stuff data is saved, see the feature bellow:

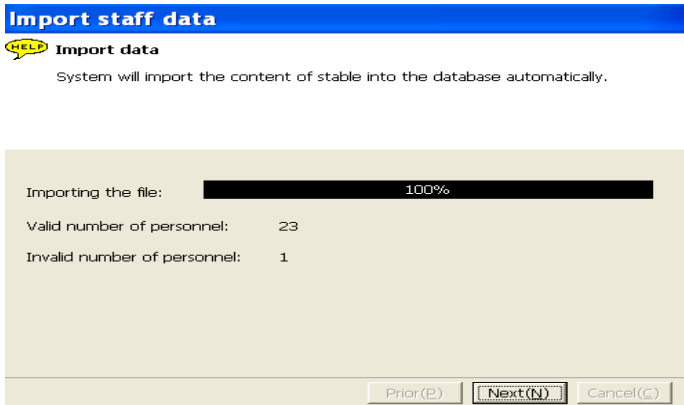
Import staff data

HELP Display file
System have examined the data's format and repeat automatically. The regist No. will be add a "0" based on the user's setted length. If information displays correctly ,please press "next", or "previous" to previous step to have a change.

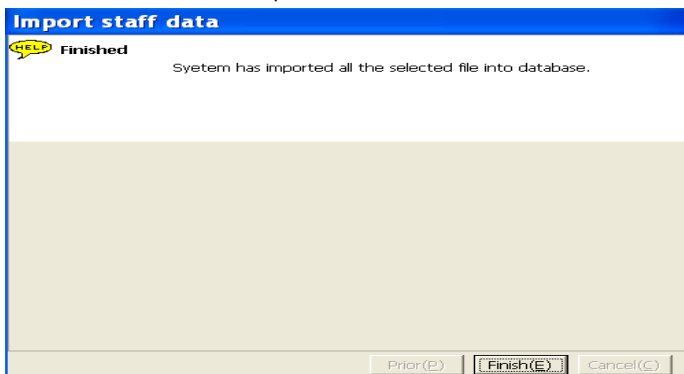
Dept ID	Dept Name	Work ID	Name	Enroll No.	Card No.	Sex	Marri
▶	sales	1	1	00001	00001	Male	Single
	sales	10	10	00010	00010	Male	Single
	sales	11	11	00011	00011	Male	Single
	sales	12	12	00012	00012	Male	Single
	sales	13	13	00013	00013	Male	Single
	sales	14	14	00014	00014	Male	Single
	sales	15	15	00015	00015	Male	Single
	sales	16	16	00016	00016	Male	Single
	sales	17	17	00017	00017	Male	Single
	sales	18	18	00018	00018	Male	Single
RecNum:2							

< > Prior(P) Next(N) Cancel(C)

- 5、After confirmed, click "Next", shows up the treating result, see the features bellow:



6. Click "next" to complete.



★**Note:**

1. you are needed to reopen the data exported when operated in data maintenance. And save it in excel again. Or make the excel form in open status, and them import.
2. "import stuff data" that means add un-existed stuff data to database. If the database has the same stuff record in excel file, then the record will be invalid record