

AIM Lite

Software User Manual

(V1.0)

If any updates, we won't notice for that

Preface

Respect of customer, thanks for you taking our product. This manual will Introduce the AIM-Lite system. It consists of installation, uninstallation,Employee management, schedule, data collection and reports export and so on.Please read this manual in details to learn how to fix, debug, maintenance, application and management which will help you to use the device correctly.

The device was created with the help of the latest biometric technology.It will bring the reliability and convenience for you about the enterprise management. Both the administrator and the employee from the company will Benefit from this device.



Notice: the device will be updated continuously, so we can not make sure that

The rules in this manual can match the device you have completely.

(menu)

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Chapter1 System Installation

This chapter talks about the installation and uninstallation and hardware requirement for the AIM-Lite installation.



1、System Installation

Please installation AIM Lite software in the PC.

1.1 operation environment

Hardware requirement :

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

128M memory and above, minimum 100M hard disk space;

COM (USB Port);

CD-ROM(CD-ROM needed in installation);

VGA support 800 * 600 resolution and above;

Operation System:

Microsoft Windows XP/2007 (推荐);

Microsoft Windows Vista;

1.2 system installation

Please insert CD-ROM and the disc will automatically run the Guide interface. If not, please run Guide interface.exe in the root directory of the disc. The following window will pop up:



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



Please select local dialect:



Select installation path, default as: "D:\\" click "Next month" :




Please confirm the installation list and click "Installation"



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



Click [Finish] to close the installation program and an icon  will be added to the desktop. And [T&A management software] will be added to [All Programs]

1.3 software quick operation guides

1. Should set the parameters in the software such as working days, working time, count rules when use the software for the first time.

2. Please edit the user data as MS Excel file (*.xls) format which will help you to import the user data into the system more easily and we could also add the user data into system manually. Besides that, if necessary, we could add, delete or modify the data for the employee and department in the future. The MS Excel format please refer to [Employee Management]

3. The attendance records were generated by the T&A device. So please back up

the data from the device into the software before you want to count records in the software. We could also upload the data and fingerprint from the software onto device.

4. Deal with the attendance exception in the software when attendance exception occurs such as leave; forget to check to make sure that the records in the software correctly.

5. After all steps finished, we could count the record in the software. The software could count records as a report by department and count record for all user by time range.

6. If the records was not correct, the administrator could modify the records in the software manually which could make sure the record is correct.

Conclusion: From the description above, we could find that the possible reasons for wrong record in the software as follows:

1. Attendance rules were set not correctly in the software.
2. Attendance exception such as business trip / leave, forget to check in / check out
3. Calculate the records not correctly when search the attendance records in software

Chapter2 **Software management**

This chapter will talk about the function and operation for the each component of the AIM-Lite management system.



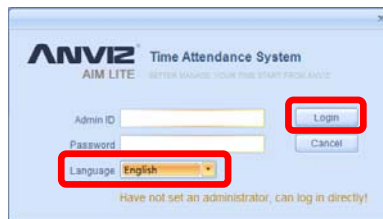
2、Software management

AIM-lite simple-attendance software included all sorts of data the attendance collect, according to the attendance rules set for the employee, operating the summary and statistics and finally produces all kinds of statements. That can not only maintain the employees' data and information but also handle the situation that employee forget to check-in, leave which is unexpected.

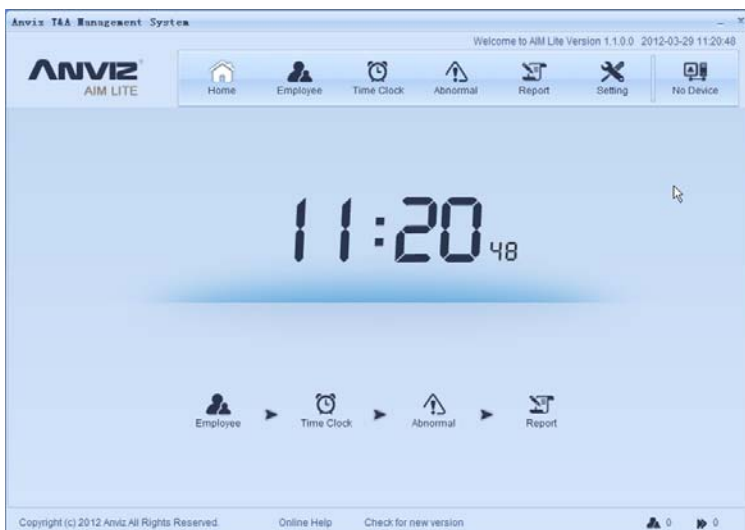
2.1 System login



Double click the shortcut, open the window for login to the software



There is no admin when the first time you login. Choose the corresponding language, then click the button “login”. And the following interface will shows up

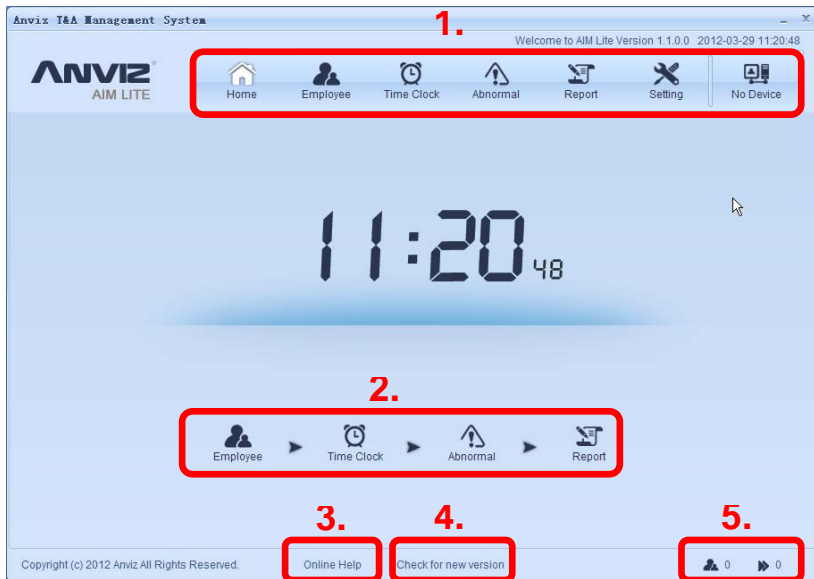




Tips: If the admin has been set in the device, you need to enter the admin's number and password. Then choose the corresponding language and click login. Admin setup please refers to Section 2.3

2.2 Main Interface

After you login the software, the interface is the main interface



1. Menu bar
2. Shortcut buttons
3. Online help: click it to connect to our company's website and support interface
4. Check for new version: detect the newest version of software and online upgrade supplied
5. Status display: shows the employee enrolls in the device and the total number had been checked in.



PS: Only in the main interface you can use the "real-time monitoring" function which the manager of software can know the situation about employees' attendance

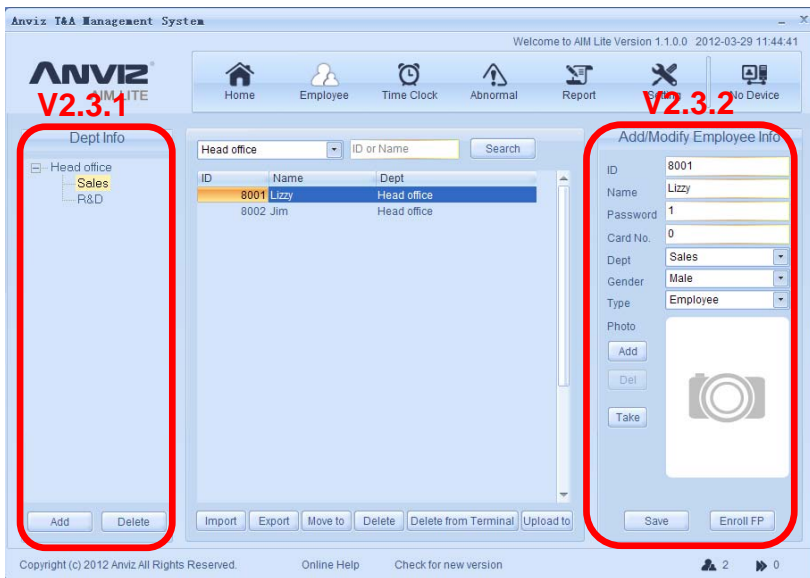
and whether the door is open.

Way to do: Open the software and connect it to the device for monitoring. When the user has been verified, the following windows will show up.



2.3 Employee Management

Click the “employee management” in the menu bar to enter the management interface.



2.3.1 Department Information

You can add or delete the department or edit the department

1. add/delete department: click “add”/”delete” button
2. edit department: choose the certain department and click it to edit the name of department



PS: The employee will be back to Head Office when department been deleted.

2.3.2 Add/Delete Employee Information

You can edit or modify employees' basic information and set the administrative privileges, enroll fingerprint for employee.

1、Add employee information

- (1) ID: the id of employee is unique and can't be repeated and the first number can't be set as 0.
- (2) Department: set the department which employee belongs to and the default is corporation
- (3) Type: set the corresponding administrative privilege or admin: user can only do daily attendance; admin can enroll the management interface of software and operates it.



PS: after you set the admin and the login the software again, you need to enter the ID and password to verify.

- (4) Photo: you can add employees' photo from local computer(best format recommend is 140*186),you can also add it from camera.
- (5) Enroll: when the device works, click the low right corner "enroll", choose the regular fingerprint and alternative fingerprint. Save the fingerprint after you enrolled, when ✓ shows, it success
- (6) After edit please click [Save] to save



PS: You can also organize the information about employee and department and sort it into excel file(*.xls), click [export] button to do it

2、Modify Employee's Information

Firstly you need to choose the employee you want to modify, then modify it and

click [save].



PS: when you modify the employee, the number has existed; new number should be added to new employee and that can't be the same to which has existed.

ANVIZ
AIM LITE

Welcome to AIM Lite Version 1.1.0.0 2012-03-29 11:44:41

Home Employee Time Clock Abnormal Report Setting No Device

Dept Info

Head office

Sales

R&D

Head office

ID or Name

Search

ID	Name	Dept
8001	Lizzy	Head office

Add/Modify Employee Info

ID 8001

Name Lizzy

Password 1

Card No. 0

Dept Sales

Gender Male

Type Employee

Photo

Add

Del

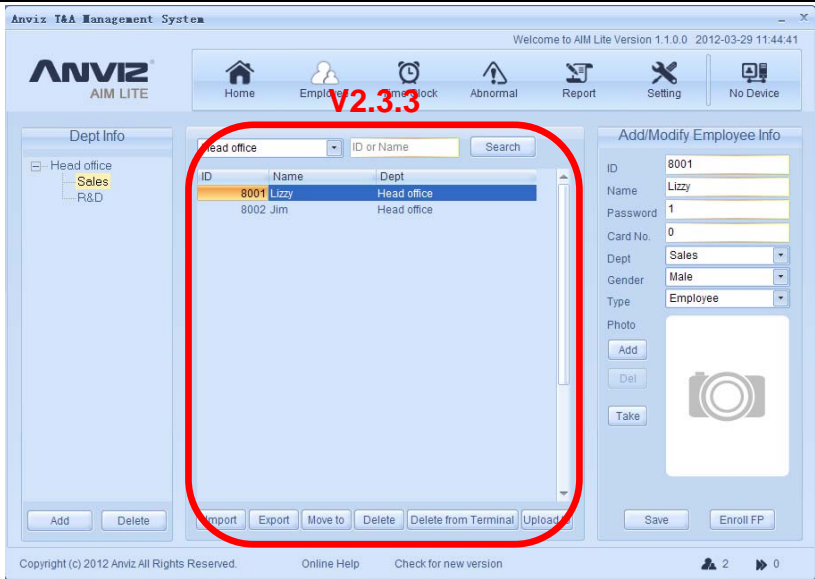
Take

Save

Enroll FP

2.3.3 Search Information

You can find information for all employees by checking department, number and name.



[Import]: Import personnel information including the number, name, department and other information with Excel file (.xls) .

	A	B	C
1	ID	Name	Dept
2	8001	Lizzy	Head office
3	8002	Jim	Head office
4			
5			
6			
7			

【Export】: Export personnel information with Excel file (xls);

【Transfer】: Transfer the selected person to other departments;

【Delete】: Delete personnel information in the local database

【Delete from unit】: Delete personnel information from unit

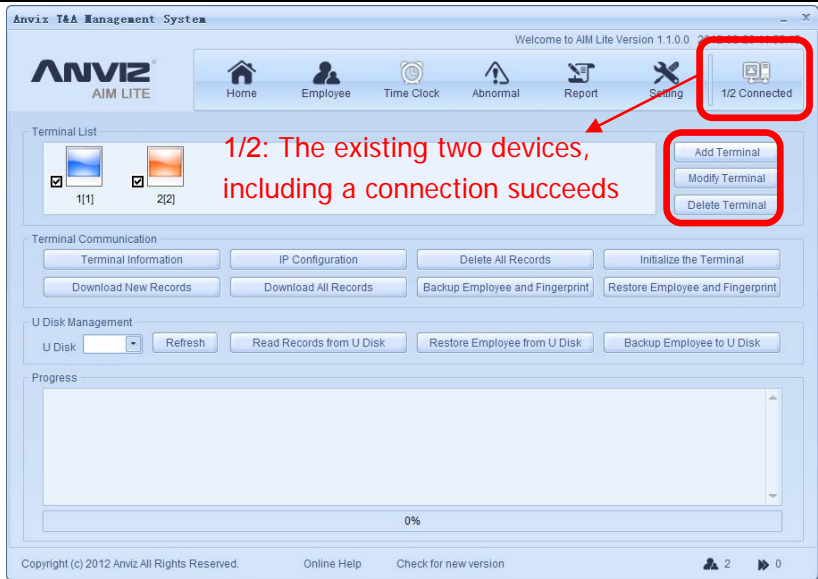
【Upload】: Upload the selected personnel information to unit



Tips: After connect software with device successful you are able to use the function **【Delete from unit】** and **【Upload】**.

2.4 Unit management

Click Unit management on the menu to enter the Unit management interface:

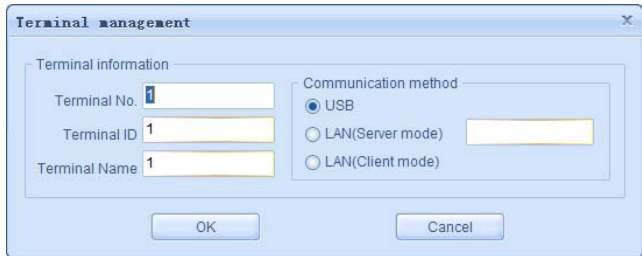


2.4.1 Unit list

Used to manage multiple units in the Unit list, we can clearly see that the existing unit and the connection status of software and unit .the blue connection is successfully, the red connection is not successful.

1、Add Unit

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



Terminal information:

- **Terminal No.:** This number can be set as you like.
- **Device ID:** Check Device ID from the device menu, Set the range 1-254, default 1



Tip: **Device ID must be the same with the device menu showing.**

- **Terminal name:** You can set it as you like

Set the communication method:

USB: Connect the terminal via USB cable;

LAN (server): Input the terminal's IP address. The default IP address is 192.168.0.218;



Tip: Net model of the terminal must be selected the server mode.

LAN (client): Net model of the terminal must be selected the client mode, the defaults port is 5010, and set IP address is the IP address of the local computer.

Click the button [OK] to save the information, Click the button [cancel] to delete the information

After all the setting, please click  to test and synchronization time. When

connection state is normal, terminal icon will become blue ( (Head office)).

2、Modify Unit

Choose the terminal and click ‘√’ in ‘□’, then click [Modify Unit], modify pop-up interface and click the button [OK] to save the information

3、Delete Unit

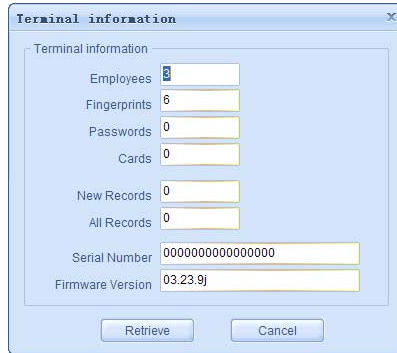
Choose the terminal and click ‘√’ in ‘□’, then click [Delete Unit].

2.4.2 Set the communication

In the interface, we can see the basic information of the terminal interface, the relevant parameters, and we can information exchange between the software and terminal.



Click **【Terminal information】**, Pop-up the following interface:

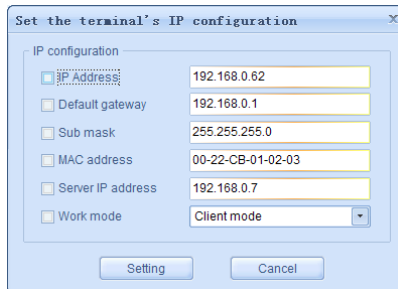


The 'Terminal information' dialog box contains the following fields and values:

Field	Value
Employees	2
Fingerprints	6
Passwords	0
Cards	0
New Records	0
All Records	0
Serial Number	0000000000000000
Firmware Version	03.23.9j

Buttons: Retrieve, Cancel

Click **【Set the IP configuration】**, Pop-up the following interface:



The 'Set the terminal's IP configuration' dialog box contains the following fields and values:

Field	Value
<input checked="" type="checkbox"/> IP Address	192.168.0.62
<input type="checkbox"/> Default gateway	192.168.0.1
<input type="checkbox"/> Sub mask	255.255.255.0
<input type="checkbox"/> MAC address	00-22-CB-01-02-03
<input type="checkbox"/> Server IP address	192.168.0.7
<input type="checkbox"/> Work mode	Client mode

Buttons: Setting, Cancel

First click '✓' in '☐', then set parameters. Click the button [OK] to save.

- IP address: Set the IP address of the terminal and the IP address must be stationary,
- Gateway IP: Local LAN gateway address,
- Subnet mask: Local LAN subnet mask,
- MAC address: Physical address of network card, global uniqueness, don't change it arbitrary,
- sever IP address: Set the IP address of the computer, it is for LAN (client)
- net mode: LAN (server) and LAN (client)

【Clear all record】: Clear all record in the terminal; please download all attendance records from terminal to your computer before the operation.

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

【Download new record】: Read the new recent collection attendance records from

terminal to your computer.

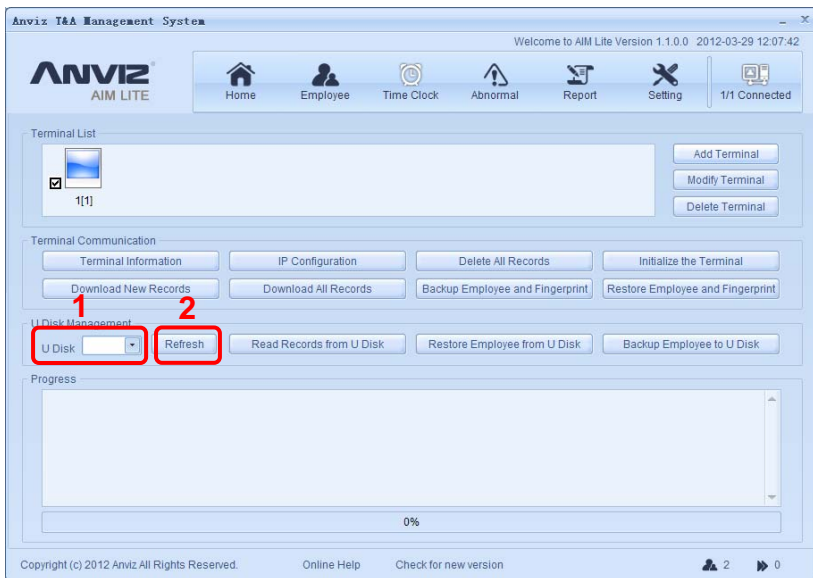
【Download all record】: Download all attendance records from terminal to your computer.

【Backup Employee &FP】: Backup all the personal information from terminal to your computer. **【Resume Employee &FP】:** Copy all the personal information from the database in your computer to terminal.

2.4.3 U disk management

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

Firstly download the records, employee information and fingerprint from terminal to U disk.



Click **【Flash】**, then select U disk.

【Read data from the U flash disk】: The system will auto read the data from U disk and export to local database, the name of the file is : bak.kq

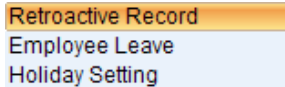
【Restore Employee from U Disk】: The system will export the employee information data to local database and fingerprint template to root index "Template" folder. Prompt: If the local database has had this record already, the system will prompt

“record repeated”. the name of the file is: bak.yg2

【Backup Employee to U Disk】: The existing employee information and fingerprint template backup to U disk. Save the file path is: K:\bak.yg2 \K:\bak.zw and K: \ is the letter name of U disk.

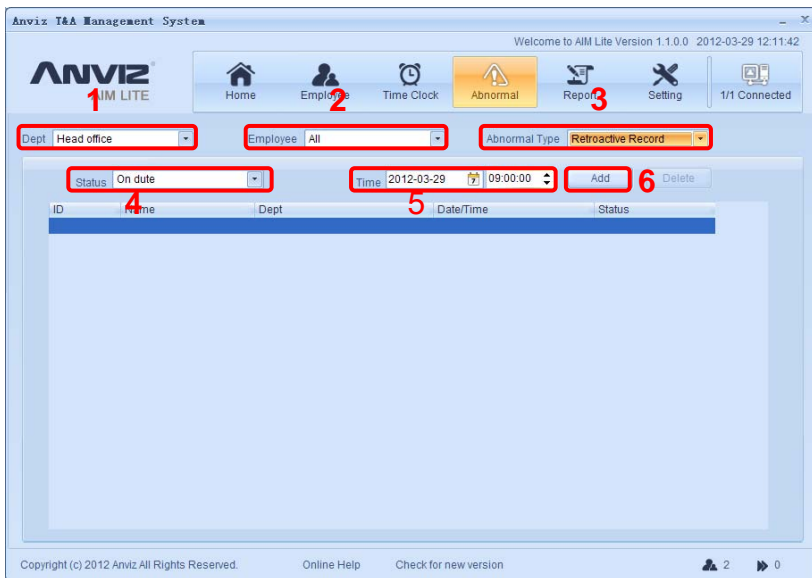
2.5 Exception

Click **【Exception】** to interface of the exception:



1、add record

If someone of employee didn't check in or check out for special reason. You can use the function “append record” to handle this situation.



Firstly, you should choose department and personnel, and choose the “append record” in the “abnormal state”, then set the state check in or check out, finally make sure the time of the record you want to append. Click the button “add”, you can append a new attendance record. This function can not only append the attendance for one person, but also can be operated for the employee of whole company or the whole department.

2、Employee leave

If employee can't check in or check out normally because of leaving or business trip, you need to set here to make sure the accuracy of statistical result.

The screenshot shows the 'Anviz T&A Management System' window. At the top, there's a navigation bar with icons for Home, Employee, Time Clock, Abnormal, Report, Setting, and a status bar showing '1/1 Connected'. Below this, there are filters for 'Dept' (Head office), 'Employee' (All), and 'Abnormal Type' (Employee Leave). The main form area contains fields for 'Starting Time' (2012-03-29, 08:00:00), 'Ending Time' (2012-03-29, 17:00:00), 'Leave Type' (Business leave), and 'Reason'. There are 'Add' and 'Delete' buttons. Below the form is a table with columns: ID, Name, Starting Time, Ending Time, Leave Type, and Reason. The footer contains copyright information, online help, and version check options.

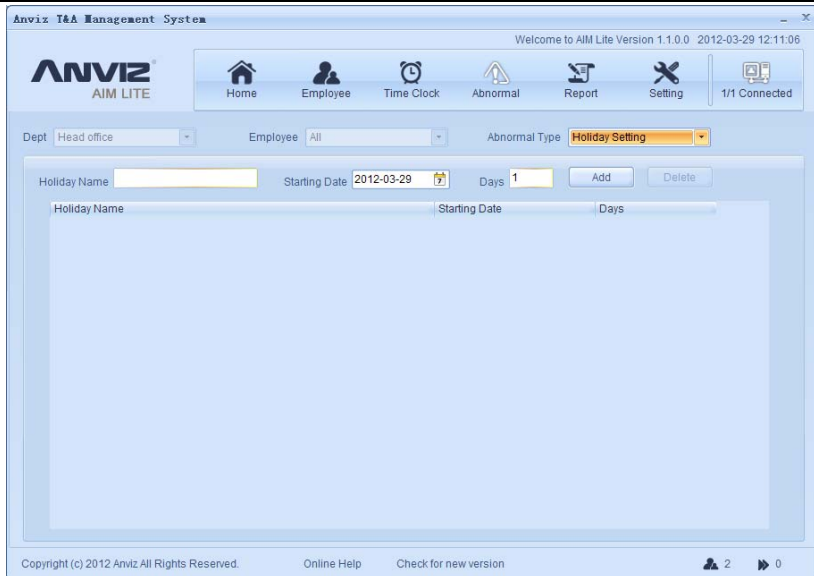
Firstly, choose the department and employee which you want, then choose the **Employee leave** in the abnormal type. Determine the start/end time and type of the asking for leaving.

- Business leave
- Leave
- Sick leave
- Family leave
- Matrimonial leave
- Maternity leave
- Other

。 Please operate the setting according to the actual situation, note the reason of asking for leaving.

Click the button “add”, then you can append a new record.

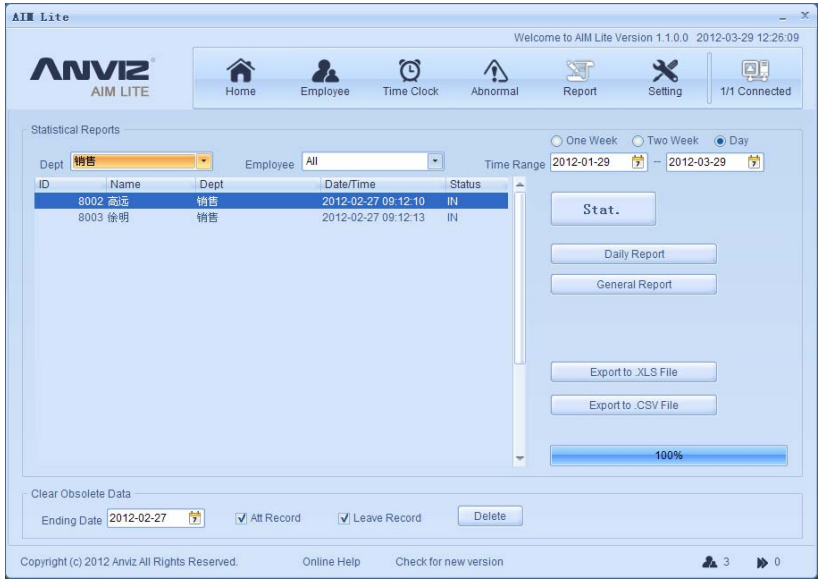
2 Holiday Setup



Choose holiday in the abnormal type, the default setting is for the whole employee. Set the name, starting date and period for the holiday, then click “add” button. You can also click “delete” button to delete the extra setting.

2.6 T&A Management

We often check and count the attendance situation and print the report to make it convenient for the company to know the attendance of employee.



1、T&A Management

Choose the department and employee you want to count, and set the start/end date then click the “stat.” button. When the progress bar moves to 100%, you can see the daily report and general report.

Preview

100%

Employee Daily T&A Report

Employee ID: 8001 Name: Lizzy Dept.: Sales 2012-03-29 to 2012-03-29

Date	Timetable1		Timetable2		Late	Early	Overtime	Absence	Working Time	Exception	
	In	Out	In	Out	Minute	Minute	Minute	Hour	Hour	Type	Time
2012-03-29	13:29										
Daily T&A Total:											
T&A Days: 0		Late times: 0		Early leave times: 0		Business Leave hours: 0					
Absent days: 1		Late hours: 0		Early leave hours: 0		Leave hours: 0					

Page 1/2

Preview

100%

Employee T&A General Report

2012-03-29 to 2012-03-29

Employee ID	Name	Duty	Actual	Absent	Late	Early	Overtime	Business Leave	Leave	Work Time
		Day	Day	Day	Times	Times	Hour	Hour	Hour	Hour
Sales										
8001	Lizzy	1		1						
8002	Jim	1		1						

Page 1/1

Click the button [export to excel] and preserve the attendance record to local computer. The file format is excel which including four tables: Employee T&A Report, Employee Daily T&A Report, Employee T&A General Report, Employee Business Leaving Report

Employee T&A Report:

56.xls [兼容模式] - Microsoft Excel

文件 开始 插入 页面布局 公式 数据 审阅 视图

剪贴板 字体 对齐方式 数字 样式 单元格 编辑

N23

	A	B	C	D	E	F	G	H	I	J	K
1	2012-03-29 to 2012-03-29 Employee T&A Report										
2	Department	Employee ID	Name	Clocking Time							
3	Sales	8001	Lizzy	2012-03-29 13:29:24							
4	Sales	8001	Lizzy	2012-03-29 13:29:42							
5	Sales	8002	Jim	2012-03-29 13:29:31							
6	Sales	8002	Jim	2012-03-29 13:29:40							
7											
8											
9											
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12											
13											
14											
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21											
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23											

T&A Report, Daily T&A Report, General Report, Asking For Leave Re

就绪 100%

Employee T&A Daily Report:

56.xls [兼容模式] - Microsoft Excel

文件 开始 插入 页面布局 公式 数据 审阅 视图

剪贴板 字体 对齐方式 数字 样式 单元格 编辑

常用 条件格式 插入 删除 格式 排序和筛选 查找和选择

套用表格格式 套用表格样式 格式 排序和筛选 查找和选择

J23

	A	B	C	D	E	F	G	H	I	J
1	2012-03-29 to 2012-03-29 Employee Daily T&A Report									
2	Department	Employee ID	Name	Date	Week	Timetable1	Timetable2	Late	Early	Absent
3	Sales	8001	Lizzy	2012-03-29	Thu.	13:29:24		0	0	0.00
4	Sales	8002	Jim	2012-03-29	Thu.	13:29:31		0	0	0.00
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23										

T&A Report Daily T&A Report General Report Asking For Leave Rel

Employee T&A General Report:

56.xls [兼容模式] - Microsoft Excel

文件 开始 插入 页面布局 公式 数据 审阅 视图

剪贴板 字体 对齐方式 数字 样式 单元格 编辑

常用 条件格式 插入 删除 格式 排序和筛选 查找和选择

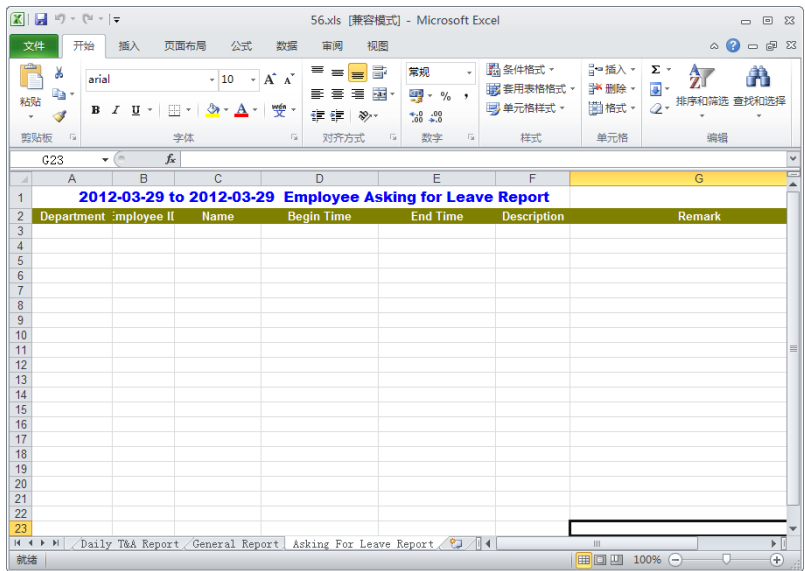
套用表格格式 套用表格样式 格式 排序和筛选 查找和选择

K23

	A	B	C	D	E	F	G	H	I	J	K
1	2012-03-29 to 2012-03-29 Employee T&A General Report										
2	Department	Employee ID	Name	Duty	Actual	Absent	Late	Early	Over Time	Business Leave	Leave
3	Sales	8001	Lizzy	1.00	0.00	1.00	0	0	0.00	0.00	0
4	Sales	8002	Jim	1.00	0.00	1.00	0	0	0.00	0.00	0
5											
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T&A Report Daily T&A Report General Report Asking For Leave Rel

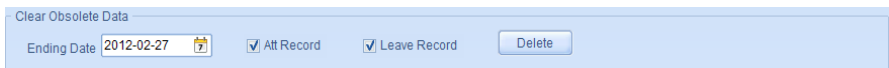
Employee Business Leaving Report:



【Export to .CSV file】 : The exported file's format is .csv

2、Clear Obsolete Data

When the system runs for a period, the database keeps a lot of obsolete data which wastes the space of hard disk and influences the running speed of system. You can use this function to delete those useless data



Set the ending time node and click the “delete” button to delete the attendance or leaving record

2.7 Parameter Setting

All the statistics report is according to the parameter setting please make sure the settings is the same to the company management.

First, entering the parameter setting interface

Anviz T&A Management System

Welcome to AIM Lite Version 1.1.0.0 2012-03-29 12:18:21

ANVIZ
AIM LITE

Home Employee Time Clock Abnormal Report Setting 1/1 Connected

Working Day

☒ Mon. ☒ Tue. ☒ Wed. ☒ Thu. ☒ Fri. ☐ Sat. ☐ Sun.

Working Time

On duty1 Off duty1 Working Time

On duty2 Off duty2 Working Time

Stat Rule

Minutes calculated as per day

Minutes after On duty calculated as late

Minutes before Off duty calculated as early

☒ Minutes calculated as late if no clock-in

☒ Minutes calculated as leave early if no clock-out

☒ Minutes after Off duty calculated as overtime

☒ Minutes before On duty calculated as overtime

☒ Working time in day off calculated as overtime

Save

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1、Work day setup

Setting the normal work day

2、Work time setup

Setting work time range, It is can set 2 segment work times for one day. Such as 8: 00-12: 00, Afternoon 14: 00-18: 00.

3、Attendance rules

[How many minutes a workday to be calculated]: A valid workday is the time range from time period 1 (On duty) to time period 2 (Off duty), and the default value for a valid workday is 480 minutes (8 hours). Please note the calculation is by minute.

[Minutes after on duty time is calculated as late]: Calculation is by minute. This option will be effective after the valid work time set. For example: If on duty time in the timetable is 09:00, and an extra 5 minutes is set as allowable late time, then clock in time after 09:05 will be calculated as coming late; Time of coming late is calculated base on 09:00, so if one clocks in at 09:08, then the coming late time will be calculated as 8 minutes.

[Minutes before off duty time calculated as leaving early]: Calculation is by

minute. This option will be effective after valid work time set. For example: If off duty time in the timetable is 17:00, and an extra 5 minutes is set as allowable leaving early time, then any clock out time before 16:55 will be calculated as leaving early. Leaving early time is calculated base on 17:00, so if one clocks out at 16:52, then the leaving early time will be calculated as 8 minutes.

[Handle no clock in when on duty]: If the check box “minutes calculated as coming late if no clock in” is selected, calculation for “no clock in” will be regarded as coming late minutes. If the check box is not selected, calculation for “no clock in” will be regarded as absent from work.

[Handle no clock out when off duty]: If the check box “minutes calculated as leaving early if no clock out” is selected, calculation for “no clock out” will be regarded as leaving early minutes. If the check box is not selected, calculation for “no clock out” will be regarded as absent from work.

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

[Work time in rest day calculated as overtime]: If this option is selected, then work time in rest day will be regarded as overtime.

Please click [Save] to save