ZKTime 8.0 User Manual

Version: 1.2

Software Version: ZKTime 8.0.5

Date: Jan. 2011

About This Manual

This document introduces the main function, the user interface and operations of the system. For installation, please refers to the Quick Installation Guide.

Table of Contents

Definitions

Super user: The user who has all operation levels of the system, which can assign new users (such as company management personnel, registrar and attendance statistic) in the system and configure the roles of corresponding users.

Role: During daily use, the super user needs to assign new users having different levels. To avoid individual setting for each user, roles having certain levels can be set in role management, and then be assigned to specified users.

Attendance timetable: Set timetables that may be used for personnel attendance and to configure parameters, such as on/off-duty time, allowed late minute/early leave minutes, whether check-in/check-out required, setting of permitted check-in/check-out time range, break time setting and overtime setting, etc. it’s the minimum unit of personnel attendance time setting.

Unit/minimum unit: Units include day, hour and minute, etc. Minimum units are values. They are combined to set the minimum unit of a parameter for statistics and calculation, such as 1 day, 1 hour and 1 minute. For example, if the exception unit is hour and the minimum unit is 1, the minimum unit for calculation will be 1 hour. Upon rounding off, if the minimum unit is 1 hour and the value is 1.5, it will be 2 hours after rounding off; if the value is 1.4, it will be 1 hour after rounding off.

Delay calculated as overtime: Whether or not calculated as overtime after the working duration is exhausted and exceed the set time period.

Append log: Append log means manual make-up of attendance records upon business traveling of a person or omission of card punching.

Attendance status: Means the record status after the personnel punching card. There are eight statuses: check-in, check-out, dinner start, dinner end, overtime check-in, overtime check-out, out, and return from outside.

Correction: According to the personnel schedule and the punching card time, record the status as check-in or check-out base on the attendance calculation rules. The final statistics is calculating these corrections.

Expected attendance: Expected working time of a person according to the scheduling. The default unit is working day, which can be modified in the “calculation item” of the attendance parameters, select “Expected/Actual” and change the parameters.

Actual attendance: Actual working time of a person according to the actual check-in/check-out records. The default unit is working day, which can be modified in the “calculation item” of the attendance parameters, select “Expected/Actual” and change the parameters.

Late: Refers to the time setting of the corresponding timetable and start setting of late, and whether the actual check-out is later than the expected check-out for the interval. Late will not compromise the working minutes counted for attendance.

Early leave: Refers to the time setting of corresponding timetable and the start setting of early leave, and whether the actual check-out is earlier than the expected check-out for the timetable. Early leave will not compromise the working minutes counted for attendance.

Absent: Not check-in or check-out will be deemed as absent, or late/early leave exceed specified minutes will be deemed as absent.

Expected check-in/expected check-out: Expected check-in/expected check-out refers to “required check-in/check-out” in the timetable setting. “Yes” means expected check-in/check-out, and “No” means optional check-in/check-out.

Not check-in/not check-out: Not check-in/not check-out refers to whether check-in/check-out is performed or not.

Attendance duration (time): Attendance duration refers to the duration between actual check-in and actual check-out.

Exception: Refers to ask for leave during the timetable.

Working minutes: Refers to working duration based on actual check-in, actual check-out, expected check-in and expected check-out.

Timetable duration: Refers to the working duration of an attendance timetable in the shift setting of the day.

Reschedule: Flexible working/break time adjustment is provided to the user. The user can set rest for personnel when scheduling is done, or set on-duty status upon personnel rest, in which case rescheduling is required.

Fixed overtime: Refers to the normal working time including the overtime situation. Such as 8:00-18：00, the length is 10 hours, but the normal working time is 8 hours, whether to set the extra 2 hour as fixed overtime. 0 represents no overtime duration. If it is greater than 0, the overtime duration will count as normal overtime in no exception or absent situation. It will be counted as normal overtime along with delay calculated overtime and single normal overtime duration.

Shift: A shift consists of one or more predefined attendance timetables in certain order and cycle, being predefined working timetables for personnel. Shifts shall be set first for personnel attendance management.

Scheduling: Used to set the personnel working shift in specific time period in attendance. It’s the basic of attendance statistic. A person with irregular working duration and need to calculate attendance, flexible shifts can be used for the scheduling. When a person is not subject to scheduling but has card punching records, flexible timetable will be used to calculate the scheduling, and count as a type of overtime.

Temporary scheduling: After the personnel scheduling, temporary shift can be used to adjust the shifts on some dates upon temporary change of the working duration. Such scheduling method is also suitable for the position with irregular working duration.

Allowed late/early leave: It indicates the permitted duration of late/early leave compare with the specified on-duty time.

Check-in/check-out required: Some companies may only require check-in without check-out, or require check-out without check-in. If required check-in or required check-out is set, the corresponding item will be subject to attendance records.

Working duration: The duration worked between check-in and check-out time set in the attendance timetable, in minutes. The value entered may not be equal to the timetable duration, being greater or less, depending on company rules. Normally, the value will neither be greater than 480 nor be less than 0. The value, if being 0, represents overtime duration, and will not be counted as working duration, but as overtime instead.

Flexible timetable: Flexible timetable are the default set of the system. For flexible timetable, work delay will not be counted as overtime, and late, early leave, or absent will not be counted. The records will be based on even card punches, and the number of lines of the daily report will be automatically generated base on the lines number of attendance records. If there are 4 records, the daily report of the day will have 2 lines; if 6 records, 3 lines. The attendance duration will be the check-out time reduces the check-in time of each timetable.

Flexible shifts: Flexible shifts are the default attendance shifts of the system, being the cycling of flexible timetables in a week. Flexible shifts can be used for the scheduling of personnel with irregular working duration subject to attendance records. When a person is not subject to scheduling but has card punching records, flexible timetable will be used to calculate the scheduling, and count as a type of overtime such as rest day overtime, holiday overtime. Flexible shifts are suitable for entrepreneurs, business personnel, service personnel and order-based production personnel, etc.

Check-in start/end: The interval is the valid check-in duration, and check-in records out of this range will be invalid.

Check-out start/end: The interval is the valid check-out duration, and check-out records out of this range will be invalid. The check-out start and check-in end time can not be overlapped.

Break start/end time during the timetable: It is used when two card punches are required for a day while required to deduct the dining and break time, such as 08:00-17:30, in which case the lunch time and break time shall be deducted. Here such time as 12:00-13:30 shall be set, and will not be directly counted as time points, but taken into account upon calculation of attendance duration. For example, if the working duration is 4 hours in the morning, in case 12:00-17:30 (5.5 hours) directly serves as the absent duration, it will be greater than the actual duration (4 hours, 13:30-17:30). Therefore, it is required to set the rest start and end times between the two card punches. Otherwise, such setting is not required.

1. System Instruction

1.1 Functions Instruction

Time management is increasing concerns of modern enterprises. In overseas countries, due to expensive labor cost, time management is more important for enterprise development. This management system facilitates customers to integrate all time elements on one platform, making time management easier and more reasonable, so as to improve efficiency.

❁ **System Features**

1. Powerful data processing capacity, allowing management of the attendance data of 30,000 people.

2. Visible and reasonable work flows come from abundant experience in attendance management.

3. Automatic user name list management.

4. Multilevel management role-based level management secures user data confidentiality.

5. Real-time data acquisition system ensures prompt feedback of attendance data to the management.

❁ **Configuration Requirements:**

CPU: Master frequency of 2.0G or above;

Memory: 1G or above;

Hardware: Available space of 10G or above;

❁ **Operating System:**

Supported operation systems:

Windows XP/Windows 2003/Windows Vista/Windows7

Supported databases: MySQL (system default)/MS SQL Server/Oracle

❁ **System Modules:**

The system includes four major functional modules:

Personnel system: Primarily two parts: first, department management settings, used to set the Company's organizational chart; second, personnel management settings, used to input personnel information, assign departments, maintain and manage personnel.

Device system: Set communication parameters for device connection, including system settings and machine settings. After successful communication, the information of connected devices can be viewed, and such operations as remote monitoring, uploading and downloading can be performed in the system.

Attendance system: Used for personnel attendance data acquisition, automatic data statistics and information query. It’s facilitating for statistics, query and assessment of personnel attendance. It’s easy, accurate and efficient for attendance management.

System settings: Primarily used to assign system users and configure the roles of corresponding module; management database, such as backup, initialization and recovery; and set system parameters and manage system operation logs.

1.2 Basic Operation Flow

The following are the basic steps to use the system, based on the role of a super user. Different users have different operation levels, so the steps may slightly differ. The user just needs to follow the steps below and skip the items which are not displayed on your interface.

Step 1: Log in to the system to modify the default password of the account.

Step 2: Assign accounts and roles to system users (such as company management personnel, registrar and attendance statistic).

Step 3: Set system parameters, database, notice, reminder and other frequently used system information.

Step 4: The user sets departmental organization chart refers to the organizational chart of your company.

Step 5: Input company personnel and conduct daily maintenance of the personnel;

Step 6: Set attendance parameters by using system default settings or modified settings as required.

Step 7: Set attendance timetables, meaning setting time period to be used for attendance management and configuring parameters.

Step 8: Set frequently used shifts of the attendance system, meaning cycled combinations of attendance timetables.

Step 9: Set the area structure of the company, and add devices to the system, and configure the basic information of devices.

Step 10: Conduct scheduling for the personnel to set which shifts apply to which people. For scheduled personnel, for temporary change, temporary shifts can be used.

Step 11: Attendance maintenance. During daily attendance management, due to exceptions, it is required to set exception, append log, holiday, and rescheduling.

Step 12: After the attendance cycle, output the report base on the attendance statistics.

2. System Management

1. Log in to the system

After installing the server on the computer, the user can access the server through the network and use this system.

Open the browser and enter the server's IP address in the address bar. Press [Enter] to access the system homepage.

If you use the program at server computer, please open the [Server Controller] first, and start the service. Then double click the **[ZKTime 8.0 Attendance System]** shortcut on the desktop, the following homepage pops up.

Note: Please right click [Server Controller] and select [Run as Administrator] in Windows 7/Vista system.

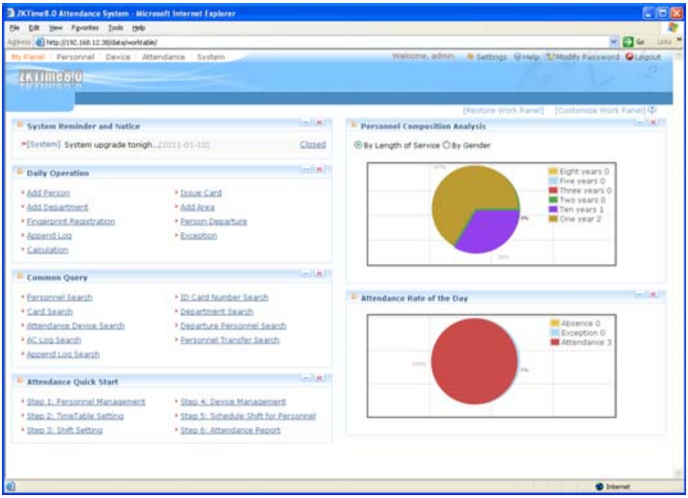
The system will detect if there is a softdog connected every time when you log in. You can not log in the system without the softdog connection of the server. The softdog is used to control the number of the connected device. Please require for the softdog when you bought this system. When the device number exceeds the softdog permitted, you can't log in. If you need to connect more devices, please copy the authorization code from the server controller, and send it to our company to get the upgrade file, you can use the system after upgrading.

Before accessing the system, for system security, it is required to verify identity. We will provide a super user (having all operation levels) for the beginner of this system. Enter user name and password, and click [Login] , or press the enrolled fingerprint on the fingerprint reader to enter the main interface of the system.

Note: The user name of the super user is [admin], and the password is [admin].

After first login to the system, for system security, please use [Modify Password] function to modify the password. The user fingerprint enrollment please refers to 7.1 User Management.

The super user can assign system users to company personnel (such as company management personnel, registrar and attendance statistic) and configure the roles of corresponding modules. For details, see 7.1 User Management.



2. Quit the system:

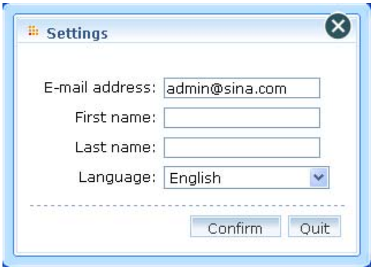
Click [Logout] button on the upper right corner of the interface to return to the homepage.

Or close the browser directly to quit the system.

After that, enter the [Server Controller] and stop the server, then quit the [Server Controller].

3. Customize settings:

The user can use this function to customize the main interface. Click [Setting] to activate the Setting interface, and enter the following information: E-mail address, First Name, Last Name, and Language. Click [Confirm] to complete setting.



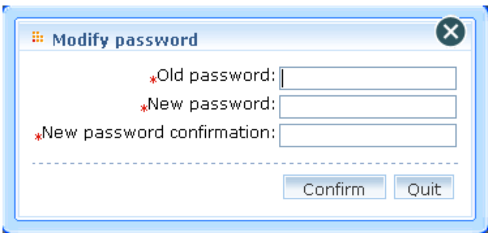
The modified system interface will change accordingly, such as the desired language.

4. System user manual:

It is the system help file. On each operation interface, a “ ” icon will appear on the right top of the interface, indicating the help for the current page. Click it to view the help file.

5. Modify password:

The super user and the new user created by the super user (the default password for the new user is “111111”) can use the [Modify Password] function to modify the login password for system security. Click [Modify Password], and pop up the edit page. Enter the old password and the new password, confirm the new password and click [Confirm] to complete the modification.



Note: The user name is case-insensitive, but the password is case-sensitive.

3. My Work Panel

After the user log in to the system, it will show the [My Panel] main interface, displaying common operation and other important information.

The default work panel includes the following modules:

❁ **Common Operation:** The user can rapidly perform some common operation here, as shown below.

New Person please refers to 4.2.1 Add Personnel;

Card Issue, fingerprint registration please refers to 4.2.2 Personnel Information Maintenance;

Add Department please refers to 4.1 Department Management;

Add Area please refers to 5.1 Area Settings;

Person departure please refers to 4.2.3 Personnel Adjustment;

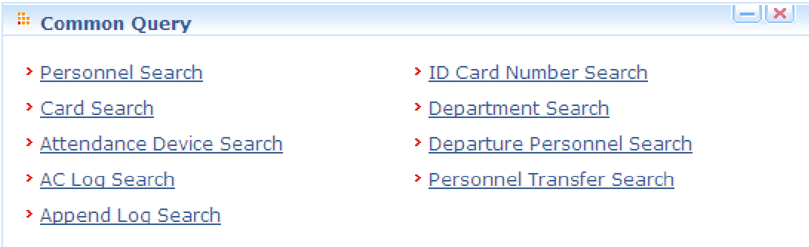
Append log please refers to 6.5.3 Append Log;

Exception please refers to 6.5.2 Exception;

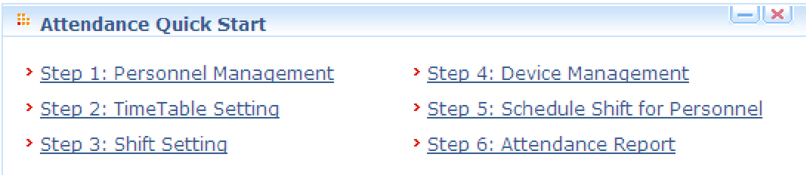
Calculation please refers to 6.6.1 Attendance Calculation;

❁ **Common Query:** The user can rapidly conduct some common queries here, including personnel query, ID card number query, card query, department query, attendance device query, departure personnel query, original attendance data query, personnel transfer query and append log query.

Click to conduct corresponding query, which is common query. For advanced query, please enter the original menu, and click [Advanced] query button. For details, see Appendix 1 Common Operation.



❁ **Attendance Quick Start:** Follow the steps to enter corresponding modules for related operation, thus basically fulfilling attendance functions.



Personnel management please refers to 4.2 Personnel Management;

Timetable setting please refers to 6.2 Attendance Timetable;

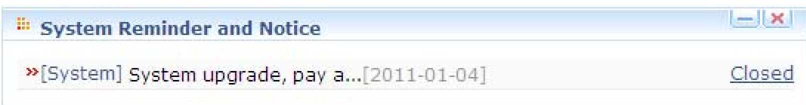
Shift setting please refers to 6.3 Shift Management;

Device management please refers to 5.2 Device Management;

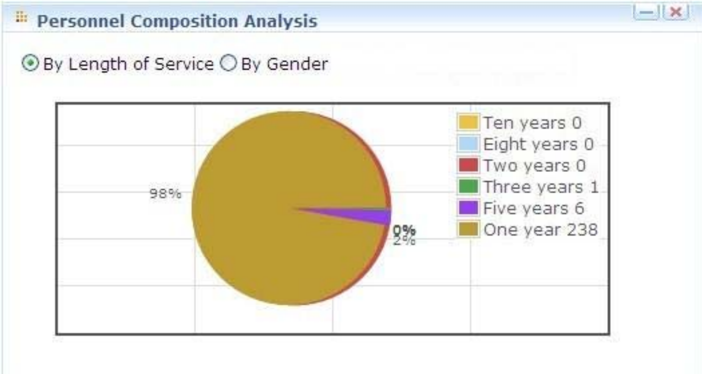
Schedule shift for personnel please refers to 6.4 Scheduling Management;

Attendance report please refers to 6.6 Attendance Calculation and Reports;

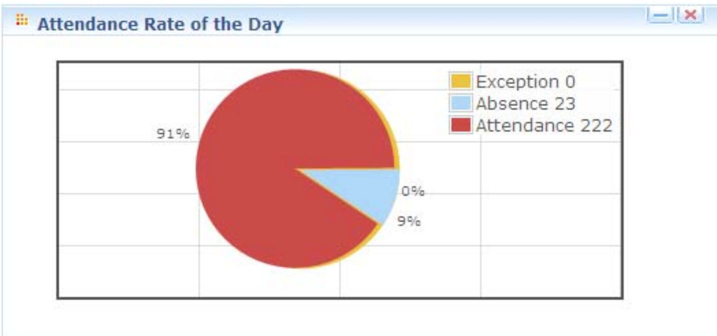
❁ **System Reminder and Notice:** A notice set in [System Settings] can be displayed. In addition, the system automatically filters those people whose birthdays fall on the day and prompts reminders. The information is displayed by category. For details, see 7.5 Notice Management.



❁ **Personnel Composition Analysis:** Shows current personnel composition in the system, allowing the display of their proportions by length of service, gender or education background.



❁ **Attendance Rate of the Day:** Graphic browsing of key attendance data, intuitively showing personnel attendance on the day, namely, the numbers of people subject to attendance, absent and early leave.



Customize Work Panel:

Click [Customize Work Panel] on the upper right corner to pop up a dialog box. Cancel the tick of your undesired modules (all ticked by default), and click [OK] to complete setting. Now customized modules are displayed;

Or directly click the “ ” icon on a module to minimize, and click “ ” to close the module. Click the upper bar to drag and adjust its position;

To restore the original panel, click [Restore Work Panel] to refresh and return to the system default work panel.

4. Personnel System Management

Before using the system's attendance management functions, first access the personnel system for configure: First, department management settings, used to set the company's organizational chart; Second, personnel management settings, used to input personnel, assign departments, and maintain and manage personnel. Then set attendance of personnel.

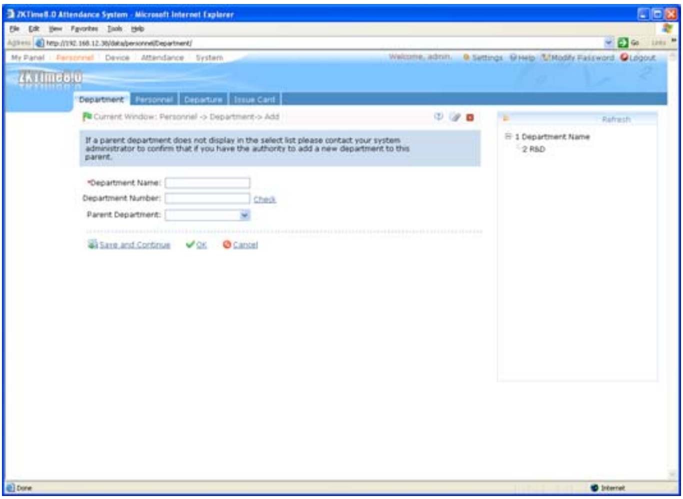
4.1 Department Management

Before managing company personnel, it is required to describe and manage the departmental organization chart of the company. Upon first use of the system, by default it has a primary department named **[Company Name]** and numbered **[1]**. This department can be modified but can't be deleted.

Main functions of department management include add department and department maintenance.

1. Add Department:

Click [Personnel] - [Department] - [Add] to show add department edit interface:



The fields are as follows:

Department Name: Any character, up to a combination of 40 characters;

Department Number: If required, it shall not be identical to another department. The length shall not exceed 5 digits. Click [Verify] to see if repeated or not;

Parent Department: Select from the pull-down menu and click [OK];

After editing, click [OK] to complete adding, or click [Cancel] to cancel it.

To add a department, you can also use [Import] to import department information from other software or document into this system. For details, see Appendix 1 Common Operation. [Upper Department] is an important parameter to determine the Company's organizational chart. On the right of the interface, the Company's organizational chart will be shown in the form of department tree.

2. Department Maintenance:

Department maintenance includes department edit and delete:

Upon change of department or organizational structure, the user can use [Edit] function to modify such items as department name, department number or upper department. Click department name directly or click the [Edit] button behind the department to access edit interface for modification.

To delete a department, click the check box before the department, and click [Cancel Department], or directly click the [Delete] button behind the department.

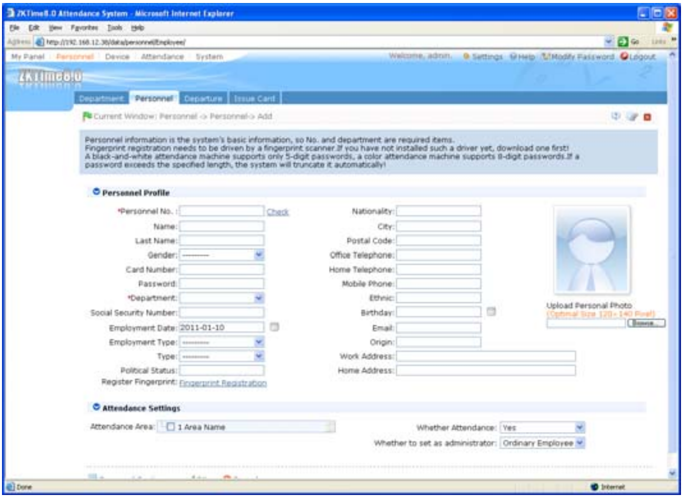
Note: A department can not be deleted freely. If so, the personnel under the department will be pending, and some historical data will be unable to be queried. If deletion is required, please first transfer the departmental personnel to other department.

4.2 Personnel Management

When starting to use this management program, the user shall register personnel in the system, or import personnel information from other software or document into this system. For details, see Appendix 1 Common Operation.

4.2.1 Add Personnel

Click [Personnel] - [Personnel] - [Add] to show personnel profile edit interface:



The fields are as follows:

Personnel No.: By default, the length shall not exceed 9 digits. A number with a length of less than 9 digits will be preceded with 0 automatically to complete 9 digits. To use a longer number, the user can find units\adms\attsite.inifile under the installation directory, open it and change the 9 in PIN_WIDTH=9 into another number (less than 16 digits and less than the device support max digits). Numbers can not be repeated. Click [Verify] to see if it is repeated or not;

Department: Select from the pull-down menu and click [OK]. If the department was not set previously, you can only select the default [Company Name] department;

ID card number: Repetition is not allowed. Click [Verify] to check repetition. 15-digit and 18-digit ID card numbers are supported;

Register fingerprint: Register personnel fingerprint for attendance use. For details, see register fingerprint in 4.2.2 Personnel Information Maintenance;

Card number: Assign a card number to the person for attendance use. This can be done manually or by using card issuer. For details, see personnel card issue in 4.2.2 Personnel Information Maintenance;

Password: Set personnel password. A black-and-white attendance machine supports only 5-digit password, a color attendance machine supports 8-digit password. If a password exceeds the specified length, the system will truncate it automatically from the front;

Personal photo: The best size is 120×140 pixels, for saving space. For details, see upload personal photo in 4.2.2 Personnel Information Maintenance;

Employment date: By default it is the current date. The employment date will serve as the attendance calculation start date. Attendance records prior to this date will not be counted in the statistical results.

Attendance settings: Select attendance area (if not selected, the default area is the headquarters) and attendance is required or not (the default is “Yes”. If “No”, the person will not be counted into the attendance statistical results);

For some management personnel or temporary personnel not subject to attendance, you can set “No” for them.

After editing personnel information, click [OK] to save and quit. The added personnel will be shown in the personnel list.

Note: The number of a person, whether departed or in service, must be unique. The system, when verifying, will automatically search the number in the departure library.

The personnel information list, by default, is displayed as a table. If graphic display is selected, photos and numbers will be shown. Put the cursor on a photo, the particulars about the personnel will be shown.

4.2.2 Personnel Information Maintenance

You can execute the following operations, such as personnel card issue, register fingerprint, and upload personal photo.

For such functions, you can directly click the personnel number in the personnel list to enter the edit interface for modification, or click [Edit] button under “Related operation” to enter the edit interface for modification. After modification, click [OK] to save and quit.

1. Personnel card issue:

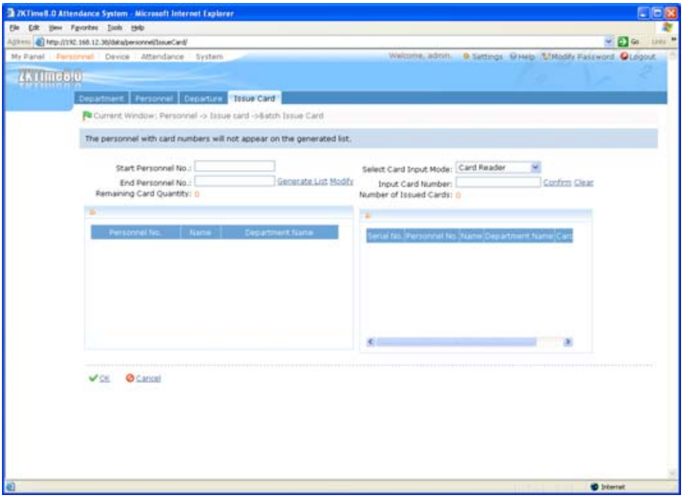
Assign card numbers to personnel, including batch card issue and individual card issue.

(1) How to use the card issuer:

The card issuer is connected to the computer through USB port. When the cursor is on the card number input box, punch the card on the card issuer, then the card number will display in the input box.

(2) Batch card issue:

Click [Personnel] - [Issue Card] - [Batch Card Issue] to show the batch card issue edit interface;



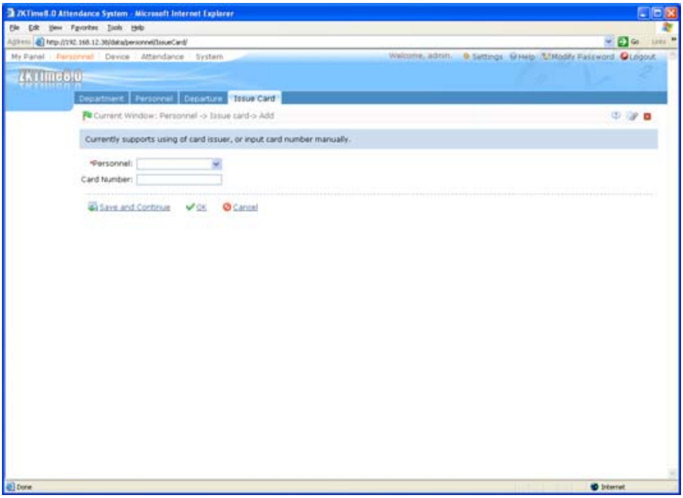
Enter start and end personnel numbers (not longer than the system support max digits) to generate personnel list and show this all personnel without cards within this number interval;

Enter card number (or use card issuer for card issue). Each time clicking [OK], card numbers will be assigned to personnel in the list, until all personnel are provided with cards;

Click [OK] to complete card issue and return. Personnel and corresponding card numbers will be shown in the list.

(3) Individual card issue:

Click [Personnel] - [Issue Card] - [Add] to show individual card issue interface;

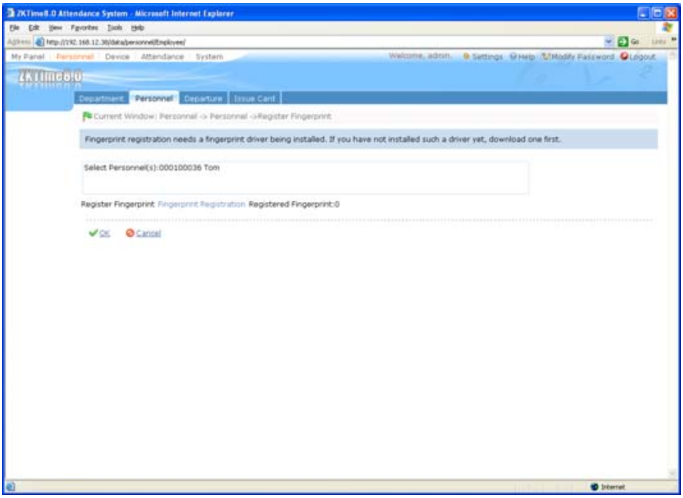


Select personnel, enter card number (or use card issuer for card issue), select card issue date, and click [OK].

Note: A person can be issued cards for many times, and the last card issue will prevail. The system supports card issue through card issuer and by manually inputting card numbers.

2. Register fingerprint

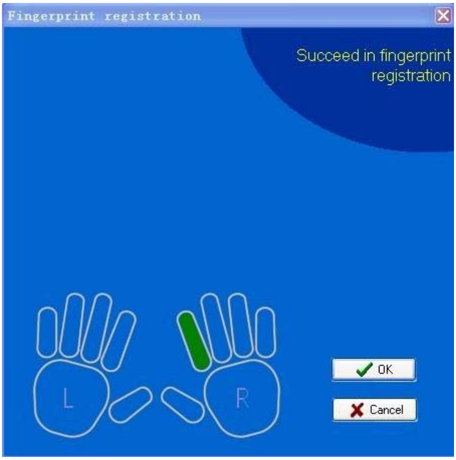
(1) Click [Personnel] - [Personnel], select personnel, and click [Register Fingerprint] to pop up the fingerprint registration edit interface:



If you have enrolled the fingerprint, the number of enrolled fingerprints will show after corresponding item.

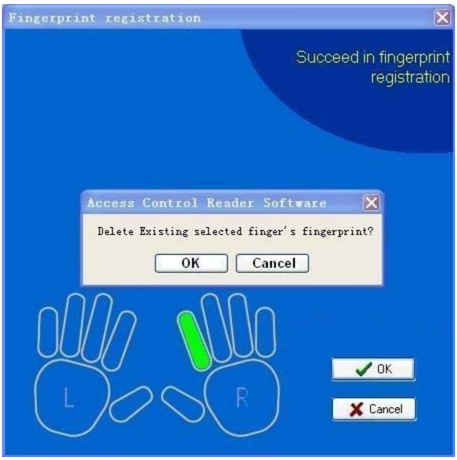
(2) Click [Fingerprint Registration] to pop up the fingerprint registration interface.

(3) Click the finger which fingerprint is to be enrolled. After the finger finishes 3 times press on the FP Sensor, the system prompt "Succeed in fingerprint registration", shown as blow.



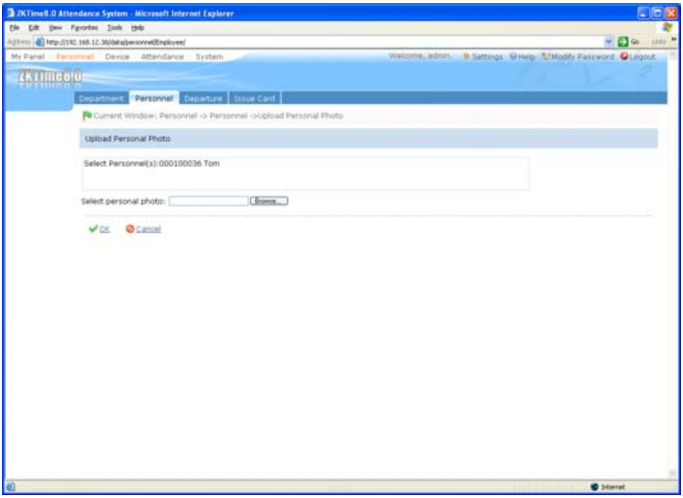
(4) The previously enrolled fingerprint will show on this picture. Click [OK] to save and close the current interface, return to previous window.

To delete the fingerprints, please click on the enrolled finger twice, the system prompts the following confirm window, decide to delete or not.



3. Upload personal photo:

Click [Personnel] - [Personnel], tick the personnel (only one person can be selected), click [Upload Personal Photo], enter the edit interface, click [Browse] and select a photo, and click [OK] to save and exit.



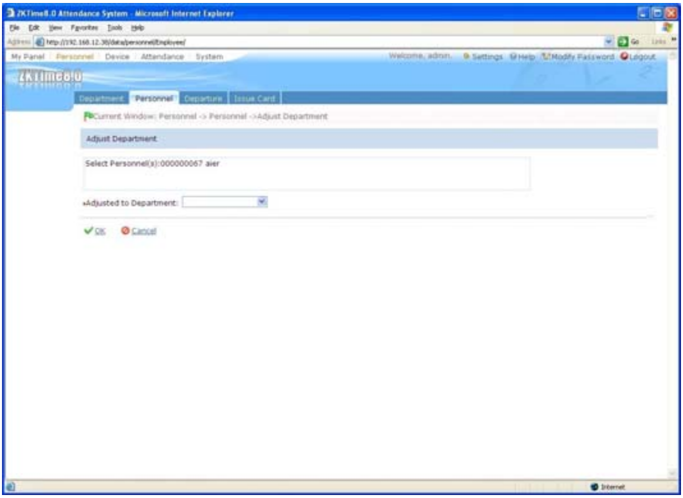
4.2.3 Personnel Adjustment

Personnel adjustment is daily maintenance of existing personnel, primarily including: adjust department, employment type change, adjust area, personnel departure, and delete personnel.

1. Adjust department, employment type change and adjust area

The operation of adjust department:

(1) Click [Personnel] - [Personnel], and select the person subject to department adjustment from the personnel list, click [Adjust Department] button, the following interface appear:



(2) Select the department to be transferred to.

(3) After editing, click [OK] to save and quit.

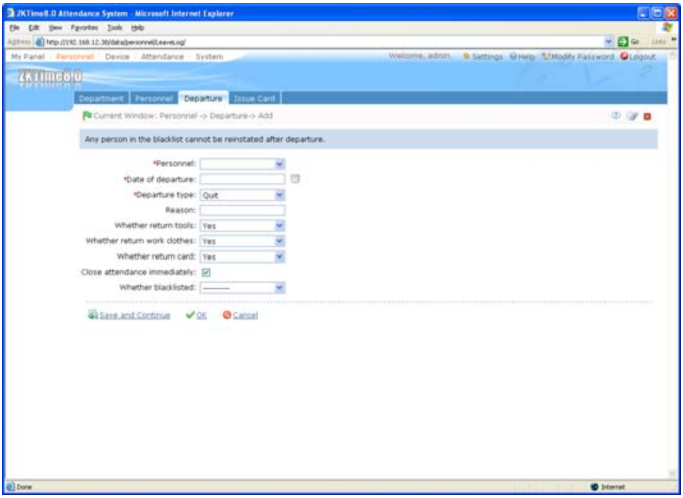
The operation of employment type change and adjust area are similar to the operation above.

2. Personnel departure

Personnel departure includes add departed personnel, reinstate personnel after departure, and departure information deletion. A person whose departure information is deleted can not restore departure.

(1) Add personnel departure:

Click [Personnel] - [Departure] - [Add] to show the Add personnel departure interface:



The fields are as follows:

Personnel: Select personnel from the pull-down menu;

Date of departure: Click and select;

Departure type: Quit, dismissed, resign, transferred, remain at post without wage;

Reason: Self-defined;

Select from **Whether return tools**, **Whether return work clothes**, and **Whether return card**;

Close attendance immediately: Tick it if needing to close it immediately;

Whether blacklisted: Yes, No.

After editing, click [OK] to save and quit.

Close attendance: For a person whose attendance is not closed immediately upon departure, close it here.

Select personnel, click [Close attendance], and click [OK] to fulfill the operation.

(2) Reinstate personnel after departure:

Restore the person from departure list into personnel list, and restore his/her file.

Select personnel, click [Reinstate personnel after departure], and click [OK]. The personnel will be restored into the personnel list, and be deleted from the departure personnel list.

(3) Departure information deletion:

Select personnel, click [Delete], or directly click [Delete] behind the personnel to delete the departure information from the current list, and delete the personnel file. After this operation, departure restoration will be impossible.

✍ **Note:** Blacklisted personnel can not achieve departure restoration.

3. Delete personnel:

Click [Personnel] - [Personnel], select personnel, click [Delete], and click [OK] to delete, or directly click [Delete] under "Related operation" of the personnel to delete.

✍ **Note:** Deleting personnel also results in deleting the personnel in database.

5. Device Management

Attendance device to be connected to this system provides attendance system functions. To use these functions, the user must first install devices and connect them to the network. Second, set corresponding parameters in the system so as to manage these devices via the system, upload attendance data, download configuration information, output reports and achieve digital management of the enterprise.

Device management primarily includes area setting, device management, and device monitoring.

5.1 Area Settings

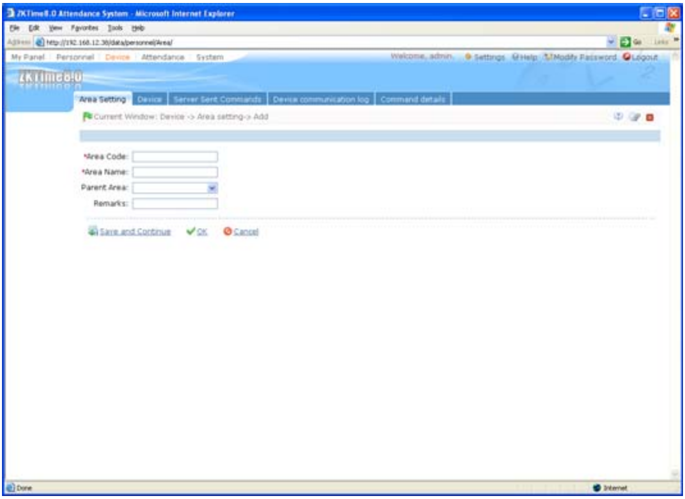
Area is a spatial concept, facilitating the user to manage devices in a specific area.

In the attendance system, area settings specify areas of devices. The area concept facilitates the system's automatic management of user name lists on devices. When different devices are set in one (multiple) area(s), and personnel are assigned to one (multiple) area(s), the system will automatically distribute these personnel to devices in real-time (from time to time), without requiring the user to manually manage the user name lists on devices each time.

The system, by default, has set an area named [Company name] and numbered [1]. Areas settings includes add area and delete area.

1. Add area:

Click [Device] - [Area Settings] - [Add] to activate the add area edit interface:



The fields are as follows:

Area number: Repetition not allowed;

Area name: Any character, up to a combination of 30 characters;

Upper area: Decides the regional organization structure of the company.

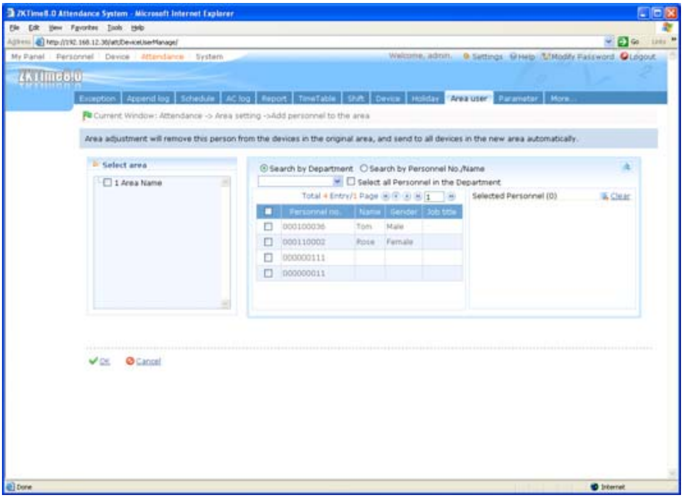
After setting, click [OK].

2. Delete area:

Select area, click [Delete Area], or directly click [Delete Area] under “Related operation” of an area, and click [OK].

3. Add personnel to area:

(1) Click [Attendance] - [Area User] - [Add personnel to the area] to enter area user management interface;



(2) Select area, and select the personnel to [Selected personnel] list on the right;

(3) Click [OK] to finish the operation.

Note:

(1) One person may belong to multiple areas, but personnel can not be repeated in the same area (a person being added for times will be shown once);

(2) When adding, if no areas but personnel are selected, the attendance areas of these personnel will be null.

5.2 Device Management

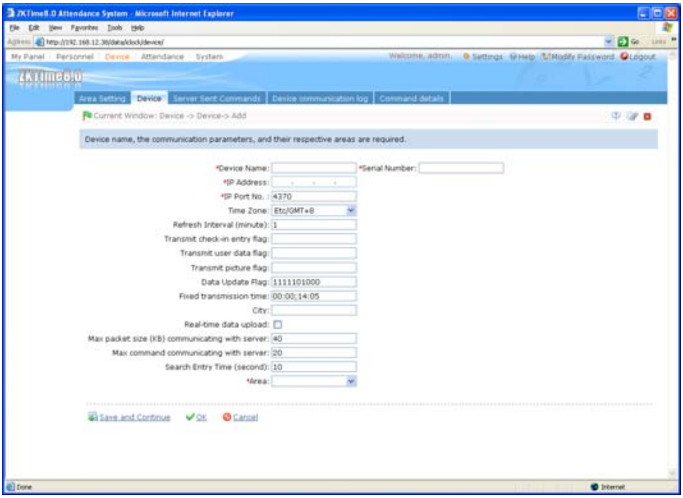
Set the communication parameters of connected devices. Only when communication parameters, including system settings and device settings, are correct, normal communication with devices will be possible. When communication is successful, you can view the information of connected devices, and perform remote monitoring, uploading and downloading data.

5.2.1 Add Attendance Device

There are two way to add attendance device.

1. Add device:

(1) Click [Device] - [Device] - [Add] to show the device information edit interface:



The fields are as follows:

Device name: Any character, up to a combination of 20 characters;

Serial number: Serial number of the device;

IP address: IP address of the device;

IP port number: In Ethernet mode, the default is 4370;

Time zone: Select the time zone of your location;

Refresh interval: Set the interval that the device automatically refresh attendance data, in second;

Transmit user data flag: System parameter, not requiring the user to enter;

Transmit picture flag: System parameter, not requiring the user to enter;

Data update flag: The default is 1111101000. The flag digits indication, from the left to the right, are attendance record, operation log, attendance photo, register new fingerprint, register new user, fingerprint picture, modify user information, and modify fingerprint, and the last two digits are invalid. If a flag digit is 1, it is valid, with the represented data updated. If it is 0, it is invalid, with the data not updated.

Fixed transmission time: Set the time when the device automatically transmits data to the system. The format is MM: SS. to set multiple times, please separate them by semicolon;

City: The city of your location;

Real-time data upload: Whether upload data in real-time or not. Tick it if yes;

Max packet size (KB) communicating with server: Set the maximum packet size when transmitting data to the system. The default is 40;

Max command communicating with server: Set the maximum number of commands that the system sends to the device. The default is 20;

Query entry time (second): The default is 10;

Area: Select the area of the device.

(2) After editing, click [OK] to complete adding.

2. Automatically add device:

Some types of attendance device need not to add the device in the system, just set the parameters in the device menu, and the device will connect with the system. Then connect the device to the Internet, the attendance device will be shown in the device list of the system. For details, see the relevant device user manual.

5.2.2 Device Maintenance

Synchronize all data: Synchronize all personnel in the same area with the device into the device. Select device, click [Synchronize all data] and click [OK] to complete synchronization.

Delete: Select device, click [Delete], and click [OK].

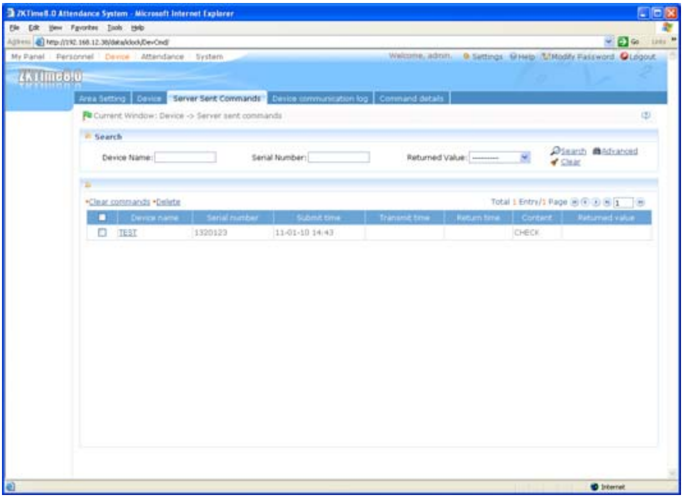
Edit: Click device name, or click [Edit] under “Related operation” behind the device to pop up the edit interface.

For the meanings and setting of the above parameters, see 5.2.1 Add Attendance Device. The serial number is not editable. Device name can not be identical to the name of another device.

5.3 Device Communication Management

1. Commands sent by server

Shows the list of commands sent to the device by the current system. If the return value is ≥ 0, execution is successful. If it is a negative, the execution failed.

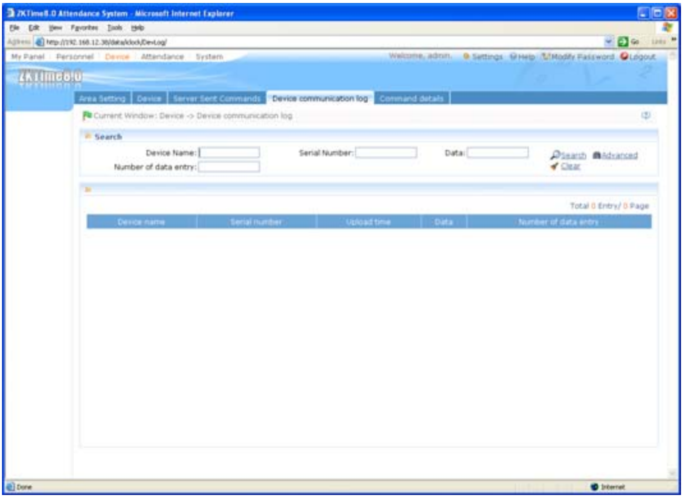


Clear command list: Click it to pop up the Confirm interface. Click [OK] to clear all items in the list of commands sent by the server;

Delete: Tick the check box before the command to be deleted, and click [Delete]. Confirm to delete the command.

2. Device communication log

The list shows the communication log between the device and the system. Listed items include: device name, serial number, upload time, data, number of data entry, and related operation.



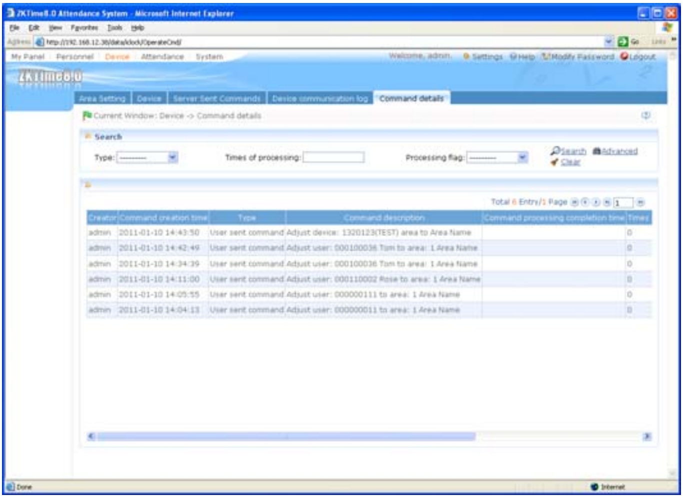
3. Communication command details

The list shows the details of communication commands between the device and the system, namely, description of commands sent by server.

Times of processing: The system command is automatically sent after unsuccessful execution. The default maximum number is 3 times.

Processing flag: Indicate the command sent successfully or not, doesn't indicate the execution state.

Device executing command progress: Indicate the progress of server execute the command, 100% means execution successfully.



6. Attendance System Management

This system uses ZKTime8.0 attendance management module.

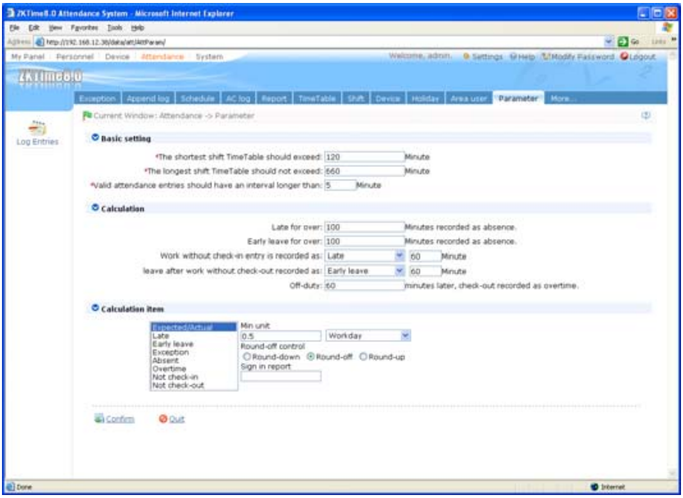
The attendance management information system aims to realize attendance data acquisition, automatic data statistics and information query, to facilitate statistics, query and assessment of personnel attendance, and to achieve easy, accurate and efficient attendance management.

Attendance devices are required to exchange data with this system, facilitating the program to conduct synchronized management on attendance devices and acquire personnel attendance records saved in attendance devices. For the setting of attendance devices, see 5.2 Device Management. Main functions of the attendance system include: area user management, attendance parameter setting, attendance timetable, schedule setting, daily maintenance, attendance calculation, attendance reports, and attendance device management

6.1 Attendance Parameters

Since attendance rules vary with companies, it is required to manually set attendance parameters to ensure accurate attendance calculation. Attendance parameter setting is a major method that reflects a company’s attendance rules.

Click to enter the main interface of [Attendance] - [Parameter]. When the user the first time to use the system, the interface will show the default setting of system parameters and the user can modify them as required:



Basic setting:

The shortest shift timetable should exceed N minutes: The working duration must be ≥N+1 minutes;

The longest shift timetable should not exceed N minutes: The working duration must be <N minutes;

Valid attendance entries should have an interval longer than N minutes: When there are repeated records, valid records will be those nearest to the check-in/check-out time, and must be ≥N+1 minutes from previous records. For example: When this value is set as 5 minutes, and there is a valid record at 8:10, then other records between 8:10-8:15 are invalid, and only the records after 8:15 are valid.

Calculation:

The following check-in and check-out settings are only valid when [Must check-in] and [Must check-out] in the time zone setting are set as "Yes".

Late/early leave for over N minutes recorded as absence: Late/early leave for ≥N+1 minutes is recorded as absence;

Work without check-in/check-out entry is recorded as late/early leave for N minutes: Work without check-in/check-out entry is recorded as late/early leave for N minutes;

Leave after work without check-in/check-out entry is recorded as absence:

Work without check-in/check-out entry is recorded as absence.

Off-duty N minutes later, check-out recorded as overtime: Check-out N+1 minutes after check-out time is recorded as overtime for N+1 minutes (To enable this item, "Delay calculated as overtime" in the time zone must enabled).

Calculation items:

The statistical rules and symbols of expected/actual, late, early leave, exception, absent, overtime, not check-in and not check-out can be set on this page.

Min unit: N minutes/hours/working days;

Round off control:

Round-down (Cancel): Data smaller than the minimum unit will be cancelled;

Round-off: Data greater than a half of the minimum unit will be carried a minimum unit;

Round-up (Carry): Data smaller than the minimum unit will be carried a minimum unit;

✍ **Note:** Absence must set minute as the minimum unit for calculation, because when setting "Late/early leave for over N minutes recorded as absence", inconsistent units may easily cause the rounded result to be 0.

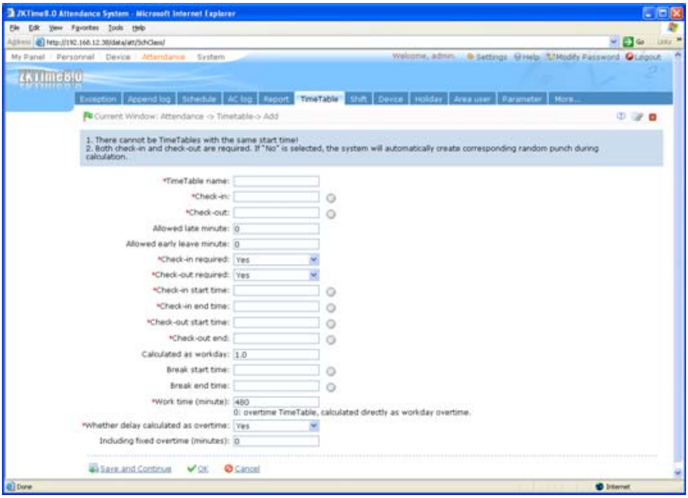
After setting, click [OK] to save, and the system prompts: Parameters are saved successfully. Click [Cancel] to cancel the operation. The system quits [Attendance Parameters] interface and return to the [Exception] interface.

6.2 Attendance Timetable

Before shift setting, all timetables to be used must be set. Only after timetable setting, shifts can be set and attendance parameter setting will be meaningful. By default, the system has set a timetable named [Flexible Timetable].

Add attendance timetable:

1. Click [Attendance] - [Timetable] - [Add] to show attendance timetable edit interface.



Parameter setting is as follows:

TimeTable name: Any character, up to a combination of 30 characters;

On-duty and off-duty time: Format: HH: MM: SS;

Allowed late minute and allowed early leave minute: Refers to permitted duration of late or early leave against specified check-in and check-out time;

For example: When setting allowed late minute to be 5, if the check-in time is 9:00, person A checked in at 9:03, and person B at 9:06, then person A is not late, because his check-in time is not more than 5 minutes later than the check-in time, and person B is late for 6 minutes, because his check-in time is more than 5 minutes later than the check-in time.

Check-in required and check-out required: Whether check-in and check-out are required on on-duty and off-duty time. If check-in or check-out is required, click the check box;

Check-in/check-out start and end time: The valid check-in/check-out duration must be entered, and check-in/check-out records out of this range will be invalid. The check-out start and check-in end time can not be overlapped.

Calculated as workday: It is refers to the number of working days that each shift is equal to. If a value is set here, the program will count working days as the value. Otherwise, it will count as the setting in the attendance rules;

Break start and end time: The system supports break in the format of HH:MM:SS, and the break time will be deducted from the working duration for attendance statistics;

Work time: Calculation of the minutes between the check-in and check-out time set for this attendance timetable. The system does not support automatic calculation.

Whether delay calculated as overtime: Yes or No;

The timetable contains fixed overtime: Meaning fixed overtime contained in normal working duration. This setting normally useful when the working shift is continuous at the shift changing situation.

For calculation of overtime, if “Yes” is selected for Whether delay calculated as overtime, the overtime will be the delay (the interval between check-out time and timetable end time) + the fixed overtime (minutes) contained in the timetable. If “No” is selected for this item, that entry will be 0.

2. Click [OK] to save and return, and the added timetable will be shown in the attendance timetable list.

❁ **Flexible timetable:** Flexible timetable are the default set of the system. For flexible timetable, work delay will not be counted as overtime, and late, early leave, or absent will not be counted. The records will be based on even card punches, and the number of lines of the daily report will be automatically generated as the lines number of attendance records. If there are 4 records, the daily report of the day will have 2 lines; if 6 records, 3 lines. The attendance duration will be the check-out time reduces the check-in time of each timetable.

Note:

(1) The interval between start time and end time can not exceed the maximum/minimum timetable duration of the system. For details, see 6.1 Attendance Parameters;

(2) After installation, by default the system will have a flexible timetable;

(3) Timetables cannot have same start time.

6.3 Shift Management

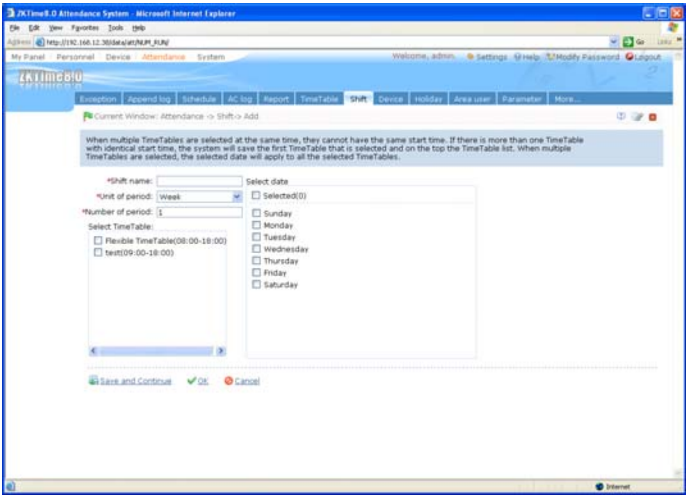
A shift consists of one or more attendance timetables in certain order and cycle, being predefined working timetables for personnel. Shifts shall be set first for personnel attendance management. This system totally supports 999 shifts.

Click to enter [Attendance] - [Shift] main interface to show query and list. The query function supports easy shift query. The list shows all shifts in the current system.

Click a shift, and its timetable details will be shown graphically.

Add shift operation:

1. Click [Attendance] - [Shift] - [Add] to enter the shift edit interface;



2. Parameter settings:

Shift name: Any character, up to a combination of 30 characters. No repetition;

Number of periods: Shift cycle = number of periods * unit of period;

Unit of period: Day, week or month;

Select timetable: Required to be predefined in attendance timetable;

Select date: Select the date in the period that the timetable is applied to;

3. Click [OK] to save and return, and the added shift will appear in the list.

Add interval:

Select a shift, and click [Add timetable] to enter the edit interface. After editing, click [OK] to save and quit, then a timetable will be added in the shift.

This function applies when attendance timetables are irregular. For example, if the attendance timetables of an enterprise are 8:00-18:00 on Monday, Wednesday and Friday, and 9:00-12:00 on Tuesday and Thursday, then when setting a shift, 8:00-18:00, the shift for Monday, Wednesday and Friday can be set first, and then 9:00-12:00, the timetable for Tuesday and Thursday can be set in the [Add timetable].

☸ **Flexible shifts:**

Flexible shifts are the default attendance shifts of the system, being the cycling of flexible timetables in a week. Flexible shifts can be used for the scheduling of personnel with irregular working duration subject to attendance records. When a person is not subject to scheduling but has card punching records, flexible timetable will be used to calculate the scheduling, and count as a type of overtime such as rest day overtime, holiday overtime. Flexible shifts are suitable for entrepreneurs, business personnel, service personnel and order-based production personnel, etc.

For example, if a person have flexible work time but need to record the attendance, then flexible shift can be use by default. In attendance statistics, it will show the check-in, check-out time, and count the overtime by even card punches.

6.4 Schedule Management

After setting attendance timetable and shift, personnel can be scheduled. When a person is not subject to scheduling, flexible timetable will be used to calculate the scheduling, and count as a type of overtime.

Personnel schedule management includes view current scheduling, [Add schedule], and [Add temporary schedule].

1. View current scheduling:

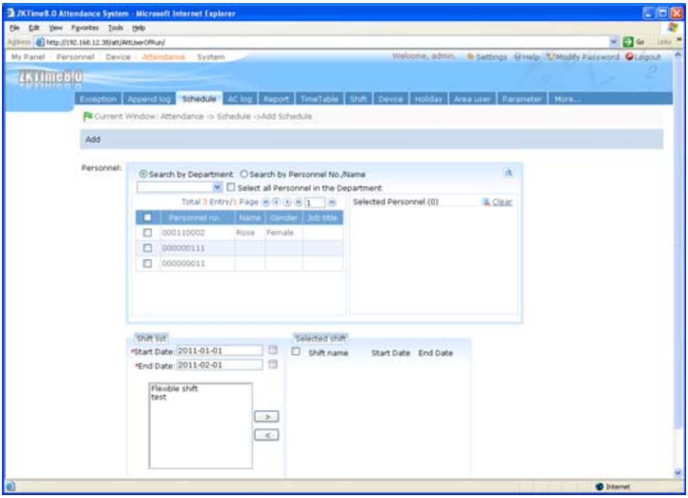
(1) Click [Attendance] - [Schedule], select personnel to the right list, click [Query schedule table], and the scheduling of the selected personnel will be shown below.

(2) Click personnel, and the scheduled timetable will be shown below.

(3) Or click [Query Temporary Schedule Table], and the temporary shift of the selected person will be shown below without scheduled timetable details;

2. Personnel schedule:

(1) Click [Attendance] - [Schedule] - [Add Schedule] to show personnel scheduling edit interface;



(2) Select personnel to the right list, select start date and end date of the shift table, and select shift, namely, its time cycle;

Note: By default, the start date and end data is 1st of this month, 1st of the next month.

(3) Click [OK] to save and quit, and the added shift will be shown in the personnel shift list;

(4) Click personnel to view the [Schedule List] below.

For example, the working duration of an enterprise is [9:00-18:00], and the noon break is [12:00-13:30], then when scheduling, a shift between [9:00-18:00] with the break time between [12:00-13:30] can be set, or the combination of a shift between [9:00-12:00] and another between [13:30-18:00] can be set.

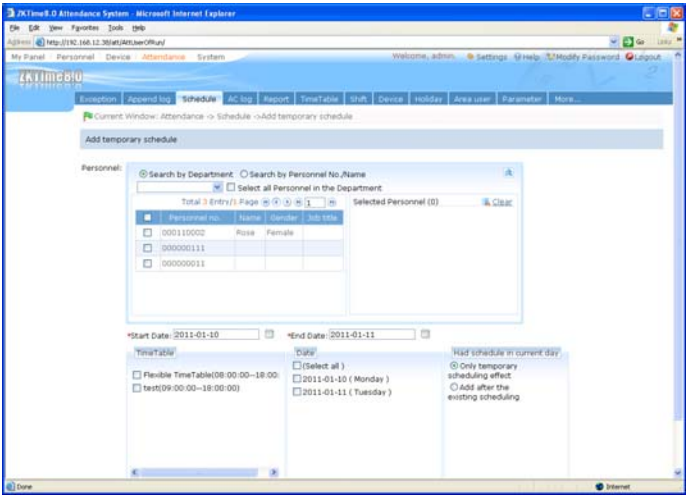
3. Personnel temporary schedule:

Temporary scheduling is supplemental scheduling. For example, when a shift requires working overtime, one or more overtime intervals shall be temporarily scheduled. Temporary scheduling is usually overtime scheduling, such as overtime on the evening, overtime on weekend, and overtime on holiday. Such scheduling is also very suitable for a post with irregular working hours, such as a hotel job.

Add temporary schedule:

(1) Click [Attendance] - [Schedule] - [Add temporary schedule] to show the edit

interface;



(2) Select personnel, select start date and end date, and the list of the dates during the period will be shown below. Select the date to be temporarily scheduled, and select the timetable;

(3) Specify work type: normal work, overtime on weekday, overtime on weekend, overtime on holiday. When the work type is overtime on weekend, overtime on holiday, late, early leave, exception and absent will not be counted;

(4) When had schedule in current day, select “Effect only temporary scheduling” or “After additional to existing scheduling”;

Effect only temporary scheduling: Whether the personnel scheduled or not, attendance base on the temporary schedule.

After additional to existing scheduling: Supplement of personnel scheduling, the final attendance record is the sum of scheduling and temporary scheduling, and list as two s entry.

Note: Please keep the personnel scheduling and temporary scheduling with no time overlap, to avoid the calculation fault.

(5) Click [OK] to save and quit, and the added temporary scheduling will appear in the list.

4. Clear scheduling record

Select a schedule in the personnel scheduling list, click [click], the system pop up the confirm interface, click [OK] to delete this record.

✍ **Note:**

(1) For personnel scheduling, only one timetable can be selected, and for multiple scheduling, only the last setting will be shown;

(2) For temporary scheduling, multiple choices can be applied. When multiple timetables are selected, the start times of timetables cannot be the same. The selected date will apply to all selected timetables;

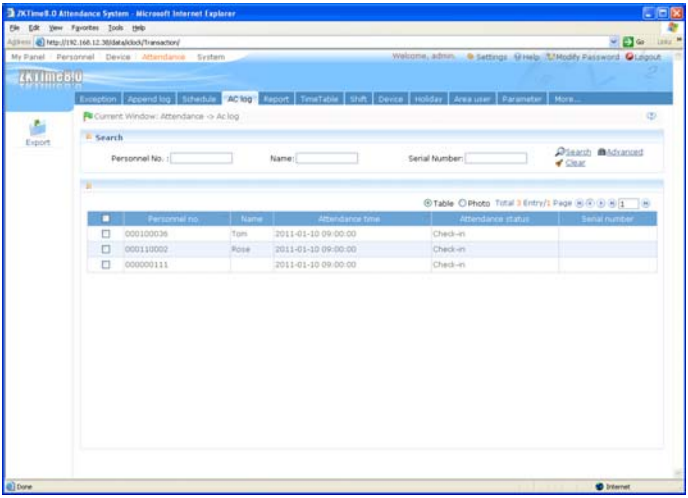
6.5 Daily Maintenance

Daily maintenance includes View original records, Apply for exception, Append log, Holiday, and Rescheduling, etc.

6.5.1 Original Records

Original records: Shows the attendance records of all employees, including those uploaded from attendance recorders and append log attendance records.

Click [Attendance] - [AC log], and by default the homepage will show attendance list of all personnel including append log information. Original records show the attendance information of personnel with attendance records.



6.5.2 Exception

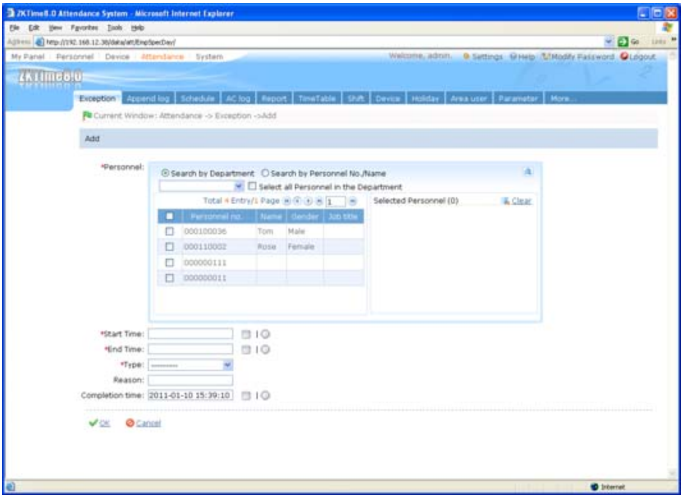
1. Exception type management

In special cases, personnel may need to ask for leave for different reasons, and hope exceptions to be shown upon system statistics. In the exception inputting module, it is required to select exception type. By default the system has set 5 exception types, and by default existing exception types can not be deleted or modified. If the types are insufficient, you can add. Added types can be modified or deleted.

The system’s default exception types include sick, personal, maternity, compassionate and annual.

Add exception type:

(1) Click [Attendance] - [Type] - [Add] to show Add exception type edit interface;



(2) Edit exception information:

Exception name: Any character, a combination of up to 20 characters;

Unit and Minimum unit: Set the measuring unit and minimum value of exception. Normally the units include hour, minute, and working day;

Whether round off: Yes, No;

Sign in report: The sign for the exception appearing in daily attendance reports;

Type: Sick, personal, maternity, compassionate and annual.

(3) Click [OK] to complete adding and return.

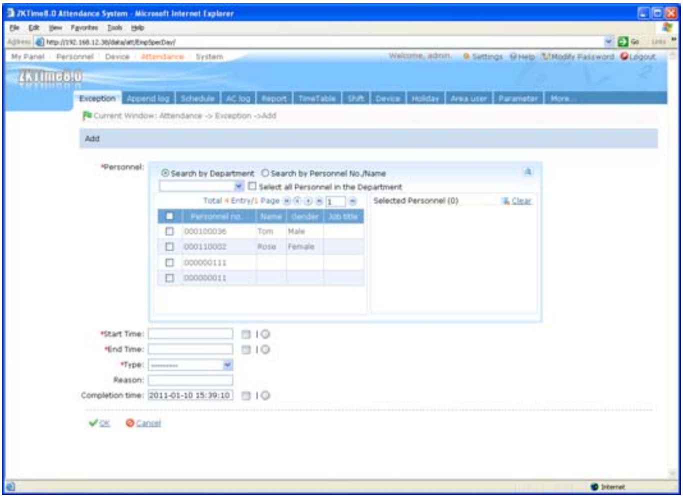
Note: Added exceptions have same function as original exceptions in the system.

2. Exception management

When normal attendance fails due to business travel or exception, to get accurate statistical results, exceptions shall be inputted. The system will create attendance statistics base on the actual input.

Add exception:

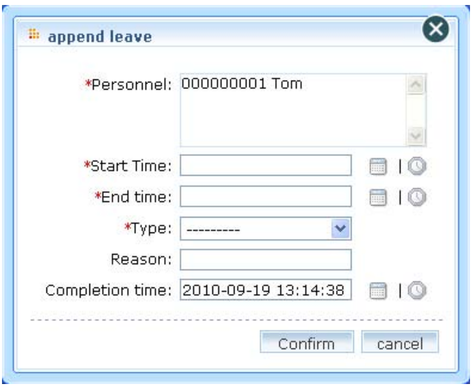
(1) Click [Attendance] - [Exception] - [Add] to show the edit interface;



(2) Select personnel: the selected personnel will be shown on the right. Determine start and end time, select exception type (Sick, personal, maternity, compassionate and annual, including self-defined exception type), exception reason, and completion time (the default is the current time);

(3) Click [OK] to complete operation and return, and the added exception will be shown in the exception list.

You can also select personnel from the report query result on the [Attendance] - [Report] interface, and click [Append Exception] to show the following interface:



After editing, click [OK] to save and return.

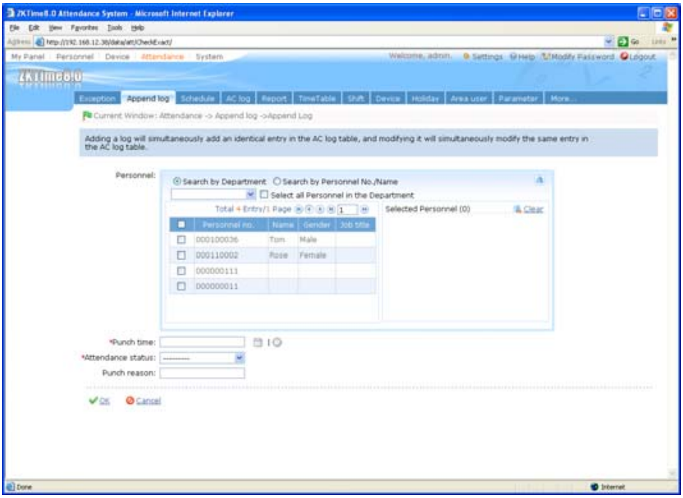
✍ **Note:** The system can automatically determine whether exceptions are repeated (same exception time and same time);

6.5.3 Append Log

Append log means manual make-up of attendance records upon business traveling of a person or omission of card punching, which is usually conducted after the end of an attendance cycle, summarizing and inputting by the statistic personnel.

Append log:

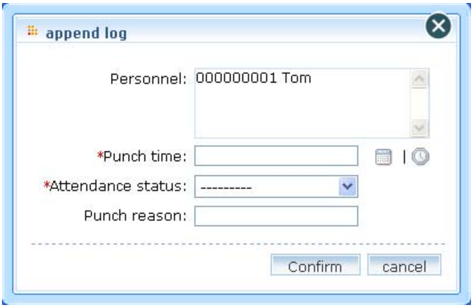
1. Click [Attendance] - [Append log] - [Append log] to show the edit interface:



2. Select personnel: the selected personnel will be shown in the right list. Select punch time, attendance status: (check-in, check-out, dinner start, dinner end, overtime check-in, overtime check-out, out, and return from outside) and punch reason;

3. After editing, click [OK] to save and return.

You can also select personnel from the report query result of [Attendance] - [Report] interface, and click [Append Log] to show the following interface:



After editing, click [OK] to save and return.

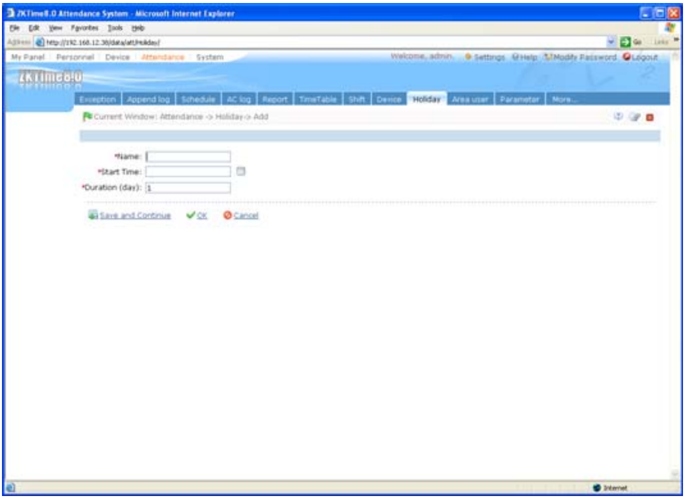
Note: When appending log, a same record will be added into the original records. If modified, the same record in the original records will be modified.

6.5.4 Attendance Holiday

The attendance time on a holiday may differ from that on a weekday. For easy operation, the system has provided holiday setting to set attendance time and attendance rules for holidays. After setting, the date will automatically become the work type of the holiday. This day worked by someone will be counted as overtime on holiday.

Add attendance holiday:

1. Click [Attendance] - [Holiday] - [Add] to show the holiday edit interface;



2. Parameter setting: holiday name, start time, duration (day);

3. Click [OK] to complete setting and return, and the added holiday will be shown in the holiday list.

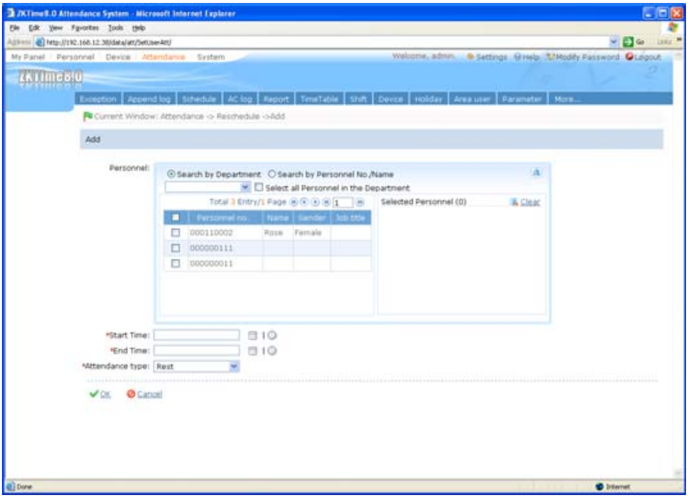
After adding the holiday, during personnel scheduling, the system will not schedule this duration. With the absence of scheduling records, the system will not calculate the attendance for this duration

6.5.5 Reschedule

This function provides flexible working/break time adjustment is provided to the user. The user can set rest for personnel when scheduling is done, or set on-duty status upon personnel rest, in which case rescheduling is required.

Add reschedule:

1. Click [Attendance] - [Reschedule] - [Add] to show the reschedule edit interface;



2. Select personnel, set start and end time and dates, and attendance type (normal on-duty, rest)

3. Click [OK] to save and return.

6.6 Attendance Calculation and Reports

6.6.1 Attendance Calculation

❁ Punch selection rules:

For check-in, the punch before work that is closest to the expected check-in time will be chosen. For example, if the on-duty time is 9:00, and check-in at 8: 55 and 9:01, then 8:55 will be chosen. For check-out, the punch after work that is closest to the expected check-out time will be chosen. For example, if the off-duty time is 18:00, and punches at 18:01 and 18:20, then 18:01 will be chosen as the check-out time;

❁ Calculation process:

First, determine the shift of each person on the day, and then determine the work type of each person on the day, then choose punches, then get exception list, and then get reschedule list. When choosing work type, just choose the holiday setting for the 100 days prior to the current date. Get attendance parameters. Finally, calculate and save into the database.

☸ Calculation condition:

Calculated when the date is ≥employment date, and is ≤departure date. If attendance is not required, no attendance data of the person will appear in attendance calculation.

☸ Work type judgment rules:

If there is neither scheduling nor temporary scheduling, the system will believe that the day is a weekend. Meanwhile, the attendance of the day will be calculated based on a flexible shift. If [Whether delay calculated as overtime] is ticked, the overtime will be calculated as the attendance parameter setting, and then be rounded as the rounding rules. If the working duration setting is 0, the interval will be deemed as overtime, and will be directly calculated as overtime on workday.

☸ Rounding rules:

Round-down, round-off and round-up:

To round down, if the value of the calculated item, after producing its remainder, exceeds the minimum unit, the excess will be removed.

To round off, if the value of the calculated item, after producing its remainder, exceeds a half of the minimum unit, it will be carried a minimum unit; if it is smaller than a half of the minimum unit, it will be directly removed.

To round up, if the value of the calculated item, after producing its remainder, exceeds the minimum unit, it will be carried a minimum unit.

☸ Scheduling rules:

1. When normal scheduling exists, the system will believe that the day is a workday, but if a temporary scheduling is added, the system will believe that the added temporary scheduling timetable is an overtime interval.

2. If there is neither scheduling nor temporary scheduling, the system will believe that the day is a weekend. If an employee comes to work, it will be calculated based on flexible shift, and be calculated as overtime on weekend. If it is a holiday, it will be calculated as overtime on holiday (A problem that may occur is that if a newly recruited employee is not scheduled, his/her attendance may be equally calculated as overtime on weekends).

3. If there is no scheduling but temporary scheduling, the system will determine whether or not the record of rescheduling exists on the day. If existing, the type of rescheduling will prevail. Otherwise, it will be calculated based on regular working.

4. Finding scheduling first:

(1) If there is scheduling, it will be calculated based on scheduling, and meanwhile

temporary scheduling will be searched. If temporary scheduling exists, calculation will be based on the fact whether “Effect only temporary scheduling” or “After additional to existing scheduling” is chosen for temporary scheduling. The work type of temporary shift can be specified upon temporary scheduling.

(2) If there is no scheduling, temporary scheduling will be searched. If temporary scheduling exists, it will determine whether or not the record of rescheduling exists. If such record exists, it will determine work type base on the type of rescheduling. Otherwise, calculation will still be based on regular working;

(3) If there is neither scheduling nor temporary scheduling, calculation will be based on flexible scheduling, and at this time, it will determine whether or not the record of rescheduling exists. If such record exists, it will calculate as the type of rescheduling. If such record does not exist, it will calculate as rest day overtime.

5. If holiday setting exists, the day will be a holiday. If punching records exist on the holiday, it will be calculated as holiday overtime. If in addition, scheduling record exists on the day, the overtime on holiday will be calculated as the shift setting. If scheduling record does not exist, the overtime on holiday will be calculated as a flexible shift. If the employee’s record of rescheduling exists on that holiday, the attendance of the day will be calculated as the type of rescheduling.

6.6.2 Attendance Reports

Attendance reports list the attendance of a queried person on each day in the specified period, and create statistics of absent, late/early leave, overtime and exceptions for check. If the results conflict, you can adjust shifts, append log, exception or rescheduling, and directly modify report data as required.

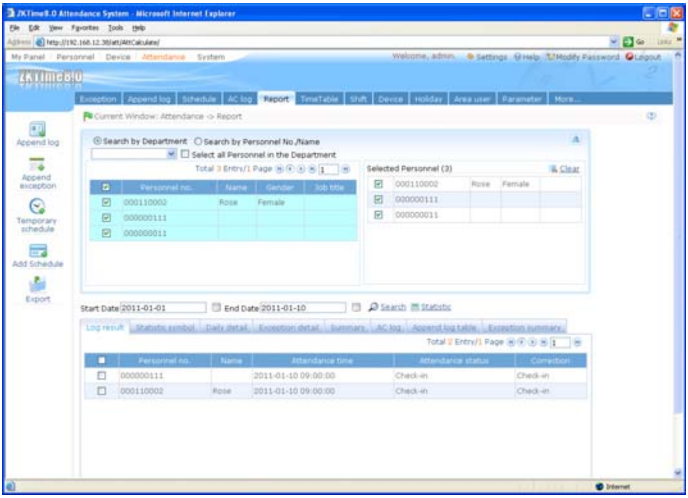
Click [Attendance] - [Report], select personnel, select start and end dates, and click [Statistics] to show attendance reports. If no person is selected, by default it will calculate all personnel. After calculation, the [Log result] will appear below. To view specific information, the user can directly click the form to switch to corresponding data area. In the left operation area, the user can append log, append exception, temporary scheduling, and add scheduling, etc.

Note: The statistics can only cover the dates of the month, or the number of days can not exceed the number of days of the month of the start date.

Meanings of signs:

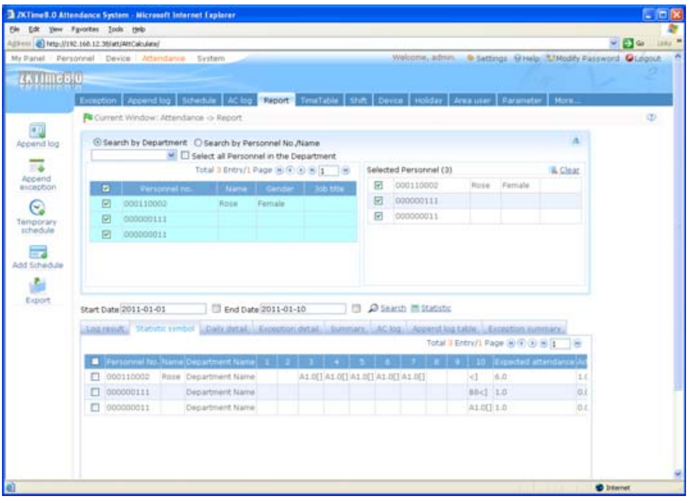
Sick: minute (B) Personal: minute (G) Maternity: minute (C) Compassionate: day (T) Annual: day (S) Expected/Actual: day ( ) Late: minute(>) Early leave: minute (<) Leave: hour (V) Exception: hour(V) Absent: day (A) Overtime: hour(+) Not check-in:([) Not check-out:(]) Free overtime: hour (F). For the addition and modification of signs, see 6.1 Attendance Parameters.

❁ Log results



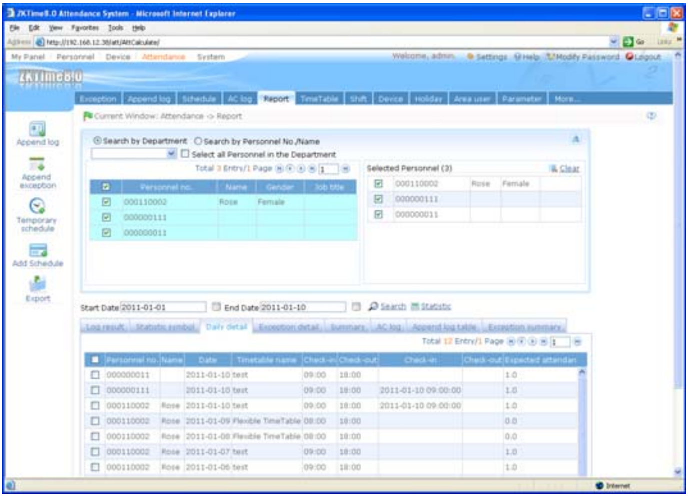
The attendance status is the original record status, and the corrected status is the status name corrected for attendance statistics.

❁ Statistics symbol



The table shows personnel daily attendance status, attendance statistics, overtime statistics, exceptions and exception summary in a specified period, and shows them in the list in the form of sign or number or sign plus number.

❁ **Daily details**



The table shows the scheduling, attendance, overtime and holiday statistics of all personnel by date. Attendance details are the attendance record statistics of personnel in each attendance timetable.

Expected check-in/Expected check-out, not check-in/not check-out: 1 represents "Yes", and 0 represents "No";

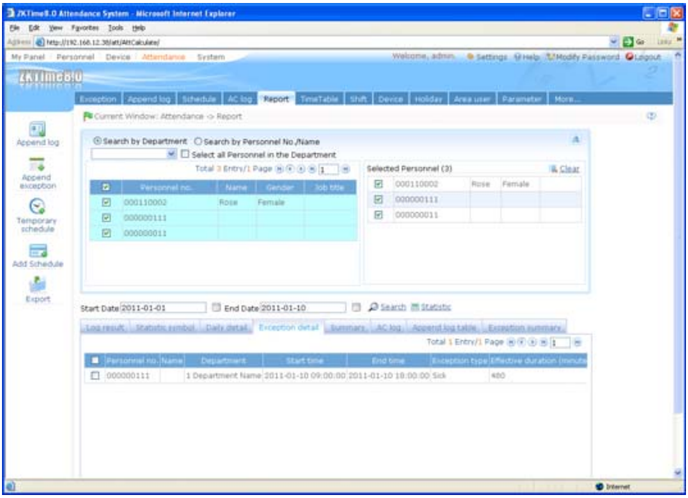
Attendance duration: the interval between personnel check-in time and check-out time;

Exception: Refers to exceptions other than on-duty and off-duty, such as personnel exceptions;

Working minutes: The interval between on-duty time and off-duty time of personnel scheduling.

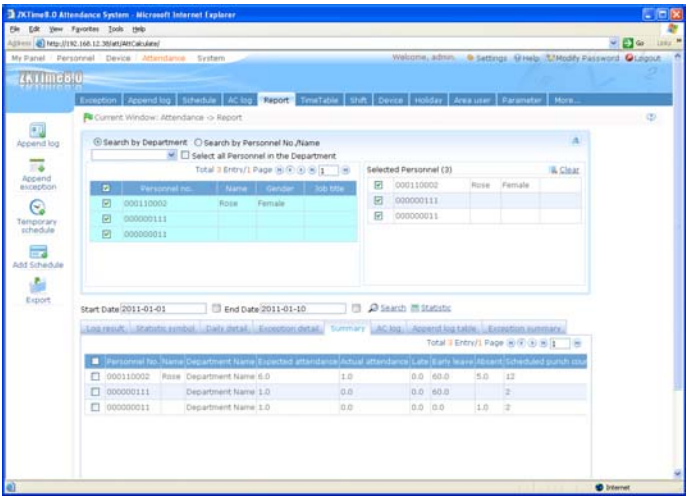
✍ **Note:** Absent, attendance duration, working minutes and timetable duration in this table are all in minutes without variation.

❁ **Exception detail**



The list shows the summary of exception records in the selected period. Valid duration (minutes) is the interval between the exception record start time and end time.

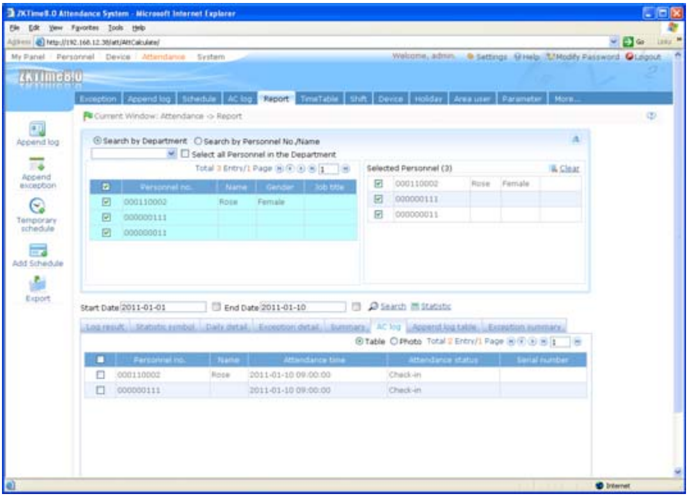
❁ **Summary:**



The list shows the attendance summary of each person in this duration, including attendance, exception and etc. namely, the summary of attendance details.

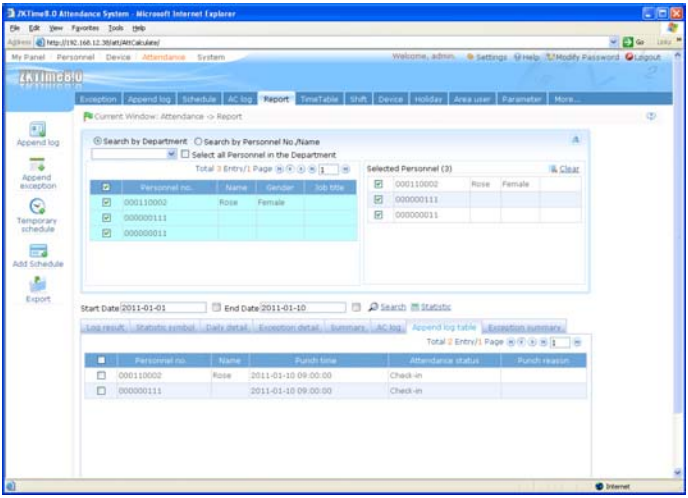
Exception records are calculated base on exception type. The data in the “exception” column of the report = the sum of all exception data.

❅ AC log



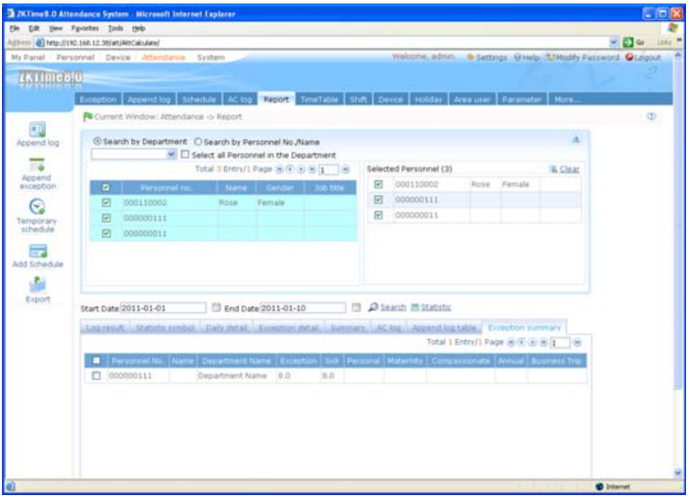
The list shows the attendance records of all attendance personnel.

❅ Append log table



The list shows the name list of all append logs in the selected duration.

❁ Exception summary



The list shows the exception summary of personnel in the selected duration, namely, the summary of exception details.

6.7 Attendance Device Management

When the attendance device is connected to the system, if [Real-time data Upload] is ticked upon device setting, all attendance records will be automatically uploaded to the system. Otherwise, it is required to select the attendance device and click [Synchronize all data] such as 5.2.2 Device Maintenance, and then all personnel in the same area of the device will be synchronized into the device.

Click to enter [Attendance] - [Device] homepage to show the list of all attendance devices currently connected, or select graphical display.

Device information includes: device name, serial number, device type, communication method, IP address, area name, device fingerprint identification version, status, recent online time, and related operation.

The system of the current version supports the connection to up to 20 attendance recorders.

1. Clear all data:

Clear all personnel information, fingerprint, attendance records, attendance photo and operation log on the attendance recorder.

Select device, click [Clear all data], click [OK] to clear all data, or click [Cancel] to cancel the operation.

2. Clear attendance picture:

Clear all attendance photos (attendance photos, blacklisted photos) on the attendance recorder.

Select device, click [Clear attendance photos], and click [OK] to clear photos, or click [Cancel] to cancel the operation.

3. Clear ac log:

Clear all attendance records on the attendance recorder.

Select device, click [Clear records], and click [OK] to clear records, or click [Cancel] to cancel the operation.

4. Re-upload data:

Upload all personnel, fingerprint and attendance records on the attendance recorder to the server.

✍ **Note:** Importing method is supported to upload personnel and their fingerprints on the attendance recorder in batch to the server, but uploading will be interrupted upon overtime, requiring to be executed again.

Select device, click [Upload data again], click [OK] to upload attendance device data into the system, or click [Cancel] to cancel the operation.

5. Obtain device information:

To acquire the algorithm version, number of personnel, number of fingerprints, number of attendance records, and firmware version of the device.

✍ **Note:** To change device fingerprint algorithm when the device is automatically connected to the server, algorithm information shall be acquired again before communication, so as to avoid fingerprint template saving error or downloading failure.

Select device, click [Acquire device information], and click [OK] to download, or click [Cancel] to cancel the operation.

6. Restart Device:

The system supports to reboot the device remotely.

Select device, click [Restart Device], click [OK] and the system will prompt that device reboot complete, or click [Cancel] to cancel the operation.

7. System Settings

System settings primarily include assigning system users (such as company management personnel, registrar and attendance statistic) and configuring the roles of corresponding modules, managing database, such as backup, initialization, and setting system parameters, notices, reminders and operation logs, etc.

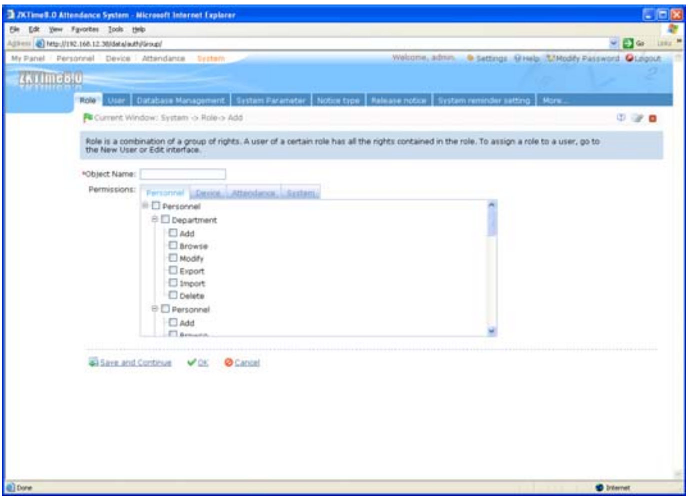
7.1 User Management

1. Role management:

During daily use, the super user needs to assign new users having different levels. To avoid individual setting for each user, roles having certain levels can be set in role management, and then be assigned to specified users, including the levels set for five major functional modules of personnel, device, attendance and system setting. The system's default super user has all levels, and can create new users and set corresponding levels as required.

Role setting steps:

(1) Click [Add] to enter role setting interface;



(2) Set name, select your desired role setting item, and tick levels to be configured for users of different levels;

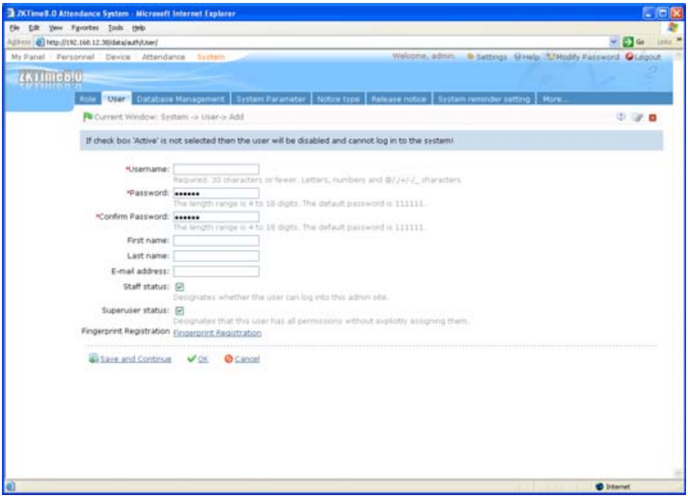
(3) After setting, click [OK] to save and return to the list, and added role settings will be shown in the list.

2. User management:

Add new users to the system, and assign user roles (levels).

Add user:

1. Click [Add], enter new user information, where items with [*] are mandatory. The parameters are as follows:



Username: Not more than 30 characters, only using letters, numbers or characters;

Password: The length must be more than 4 digits and less than 18 digits. The default password is 111111;

Authorize Department: If you select no department, you will possess all department rights by default;

Authorize Area: If you select no area, you will possess all area rights by default;

Enter **First Name**, **Last Name** and **E-mail Address**;

Active: Designates whether the user can log into the admin site. Tick to enable it;

Super User: Designates that this user has all permissions without explicitly assigning them. Tick it to be a super user without selecting a role;

Role: Non-super user needs to select a role. By selecting a preset role configuration, this user will have the levels configured for the role;

Fingerprint Registration: User can register the fingerprint here. After that, user can enter the system by pressing the registered fingerprint.

2. After editing, click [OK] to complete user adding, and the user will be shown in the list.

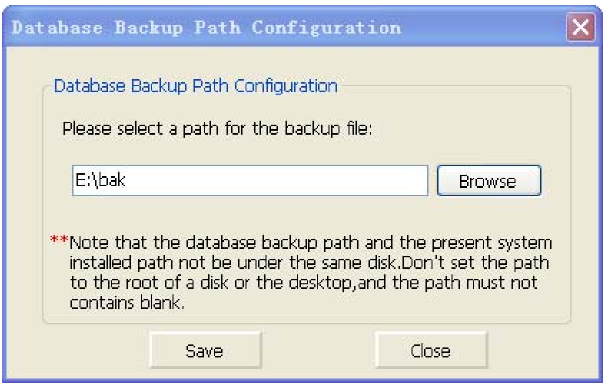
To modify existing user, click [Edit] behind the user name, and enter edit interface. After modification, click [OK] to save and return.

7.2 Database Management

The homepage of the system shows database backup history. The system allows database backup, restoration and initialization.

1. Database Backup Path Configuration:

Select [Database Backup Path Configuration] in the [Server Controller] operation menu, the following interface appear.



Click [Browse] to select the backup path, click [Save] to save the selection and quit.

Note:

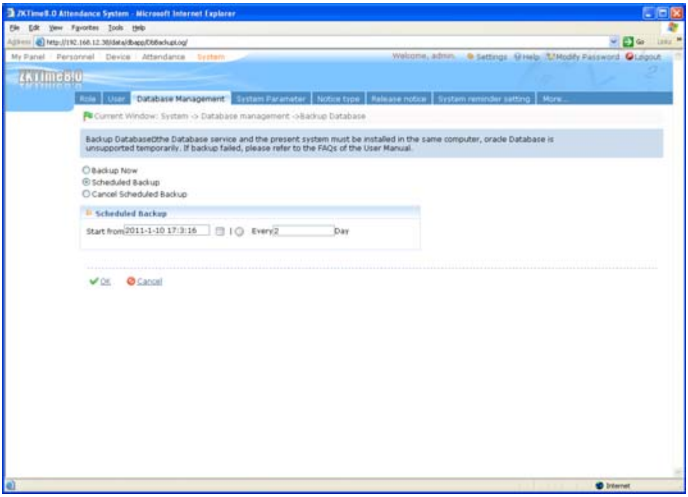
(1) If you haven’t set the backup path, the operation of backup database can’t be execute (The server for other computer to access, need to set the backup path in the server firstly).

(2) Proposal that the database backup path and the present system installed path not be under the same disk. Don’t set the path to the root of a disk or the desktop.

2. Backup database:

Periodically backup the system's database to ensure data security. To use the backed up data, just restore the data.

(1) Click [Backup Database] to enter the backup interface;



(2) Select from backup now, scheduled backup and cancel scheduled backup. Scheduled backup can set backup every several days since a start time;

(3) Click [OK]. For Backup now, it will return after backup. For scheduled backup, it will backup as scheduled.

Note:

(1) Please refresh the interface after database backup for a while to check the backup result. When the value of [Whether backup successful] turn from [Processing] to [Yes], the backup is complete, otherwise it turn to [No] and backup failure.

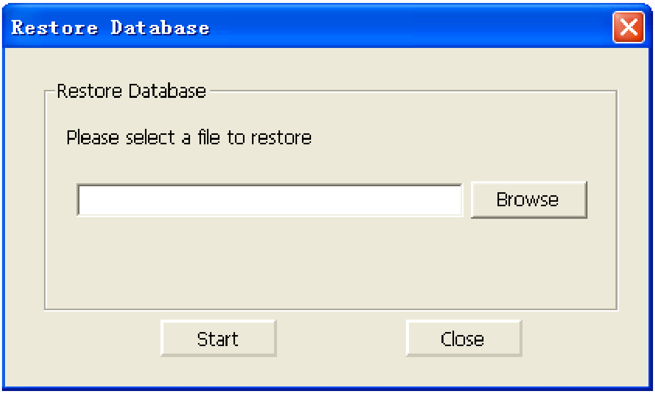
(2) We recommended backing up the database after you create the personnel file, device information or part of access control level settings.

(3) The system not support to backup Oracle database, if you need to backup, please uses the specific Oracle backup tools.

3. Restore Database

Select [Restore Database] in the **[Server Controller]** operation menu, the following interface appears.

Click [Browse] to select a successfully backed up database from the backup database list, click [Start] begin the database restoration.



Note:

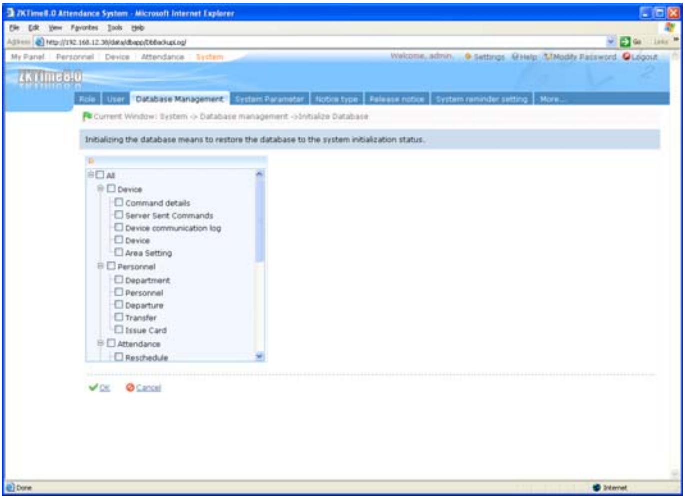
(1) Don't close any command window prompt during the database restore process.

(2) On the same server, please don't plan multiple scheduled backup to avoid adding to the server load.

4. Initialize database:

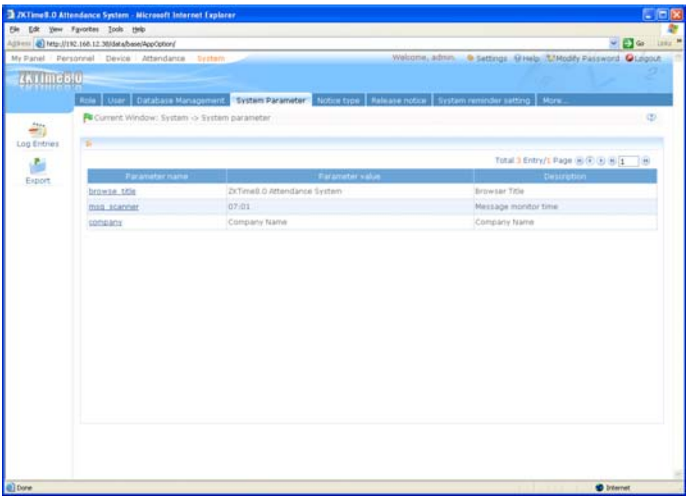
Initialize database is to restore data to system initialization status. Initialized data in the database will be deleted. Please operate with care.

Click [Initialize Database] to enter edit interface, select one or several datasheets to initialize, and click [OK] to complete initialization and return.



7.3 System Parameters

The system homepage shows the system parameter list: Parameter name, Parameter value, Description, and Related operation.



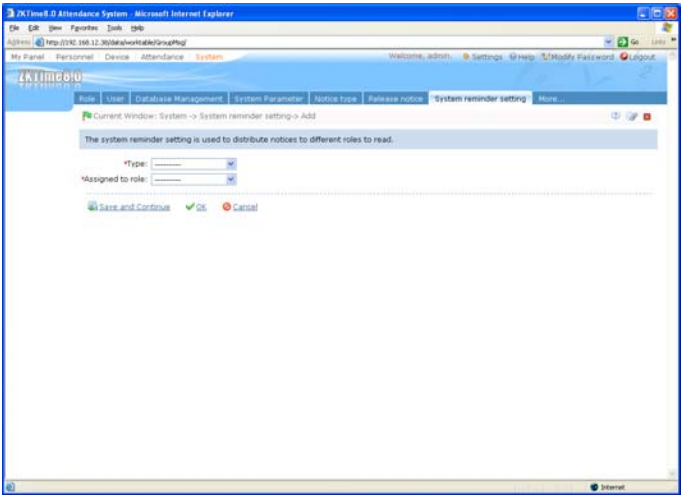
7.4 System Reminder Setting

Set the person and time that the system reminds. System reminders include reminders of probation end, birthday, contract expiration, ID card expiration and personnel transfer success. After setting a system reminder, when the noticed person opens the system during the system reminder time, a dialog box will pop up on the lower right corner to remind the person.

Add system reminder setting:

System reminders are used to assign a notice to different roles for view.

Click [Add] to show the edit interface, select type (system, attendance, personnel). Select which roles (system parameter, personnel, device, attendance, and system) the levels will be assigned to, click [OK] to complete adding and return, and the added system reminder will appear in the list.



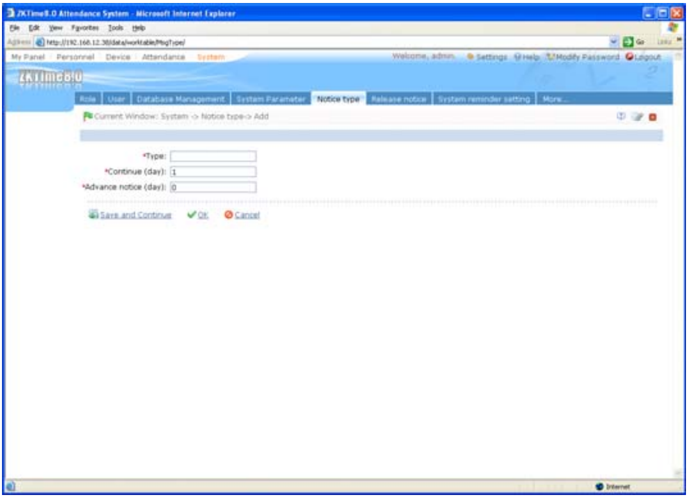
7.5 Notice Management

1. Notice type:

By default, the system has four notice types: personnel, attendance, and system.

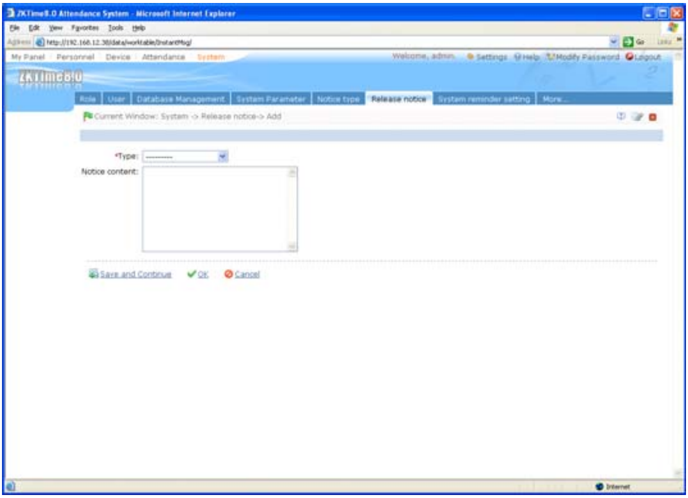
Add notice type:

Click [Add] to show the edit interface, enter type name, days of continuance and days of advance notice, and click [OK] to complete adding and return. The added type will appear in the type list.



2. Notice issue:

Click [Add] to show the edit interface, select notice type (system, attendance, personnel), enter notice content, and click [OK] to complete notice issue. The newly issued notice will appear under [My Work Panel] for different users.



The newly issued notice will appear under [Release Notice] in [My Work Panel]. The user with relevant level can see this notice after login.

7.6 Log Records

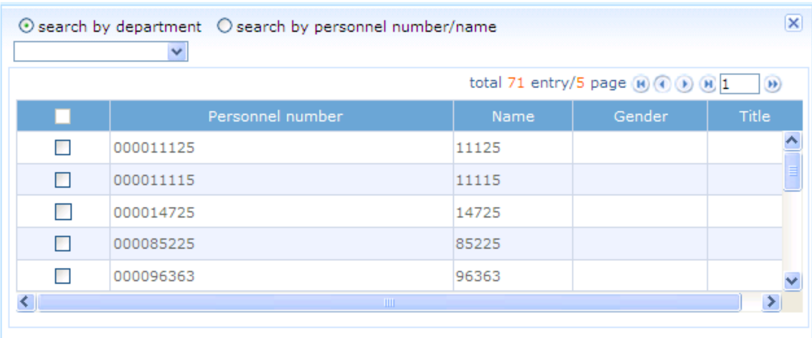
The default homepage of system log records shows log records of all operations. Since large data size, you can use query function to search desired log records. For details, see Appendix 1 Common Operation.

8. Appendices

Appendix 1 Common Operation

1. Personnel selection

In this system, this dialog box is used for all modules using personnel selection:



You can search personnel in two ways:

1) Search by department. Tick the check box before a department in the department list of the pull-down menu to select all personnel of the department. If [Select all personnel under the department] is ticked, all personnel in the department will be selected and shown in the list box of the currently selected personnel;

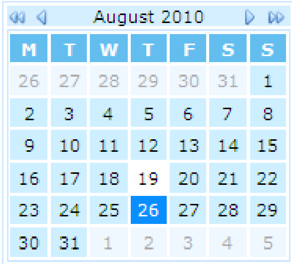
2) Search by personnel number/name. Enter the name or employee number of the person to be selected in the query box, and click query to show the eligible person in the list box.

When personnel are selected into the list box, if it is required to delete one or more persons, just cancel the tick of the check box before the personnel. To select or unselect all personnel in the list, click the 'Select all' check box under the list.

To cancel all personnel for reselection, click Clear.

2. Select date

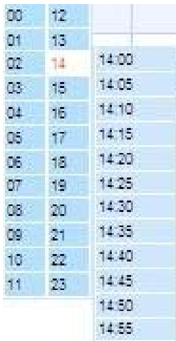
Click the pull-down menu to select date:



Click on year to activate the scroll button for year selection, and click or button to select an earlier or a later year. Click or button to select an earlier or a later month, and click the desired date.

3. Select time:

(1) Click the clock icon [ ] to show 00-23 o'clock, put the cursor on a time to show the "minute: second" reading (the interval is 5 seconds):



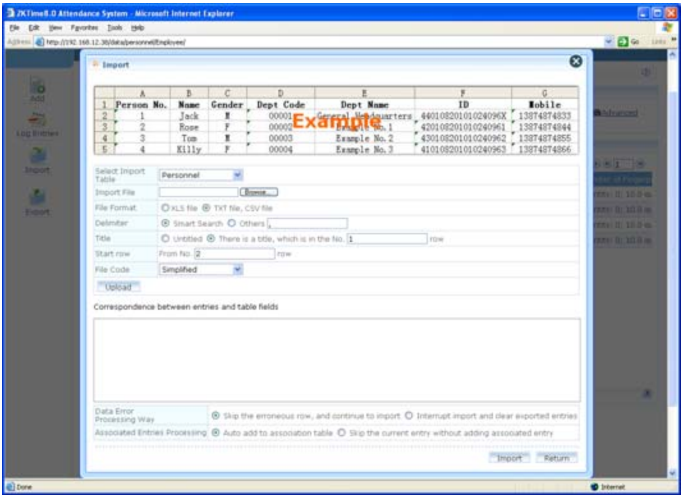
"Hour" is on the left, and "minute: second" is on the right.

(2) Click your desired time, and the time will be shown in the table.

4. Import (taking importing personnel table as an example):

If there is an electronic personnel file, which may be the information of the personnel or access control, attendance or human resources system of another brand, you can import it into this system through the [Import] function.

(1) Click [Import] to show the import edit interface:



Description of items:

Select import table: Currently the system supports the import of department table and personnel table;

Import file: Click [Browse] to select the file to be imported;

File format: Select the format of the file to be imported;

Delimiter: The user select from smart search or others, such as comma, semicolon or blank;

Title: Select and set whether or not the original file contains a title. If so, enter which row the title is in;

Start row: The row from which importing starts (namely, which row of the original file the data in the first row is in);

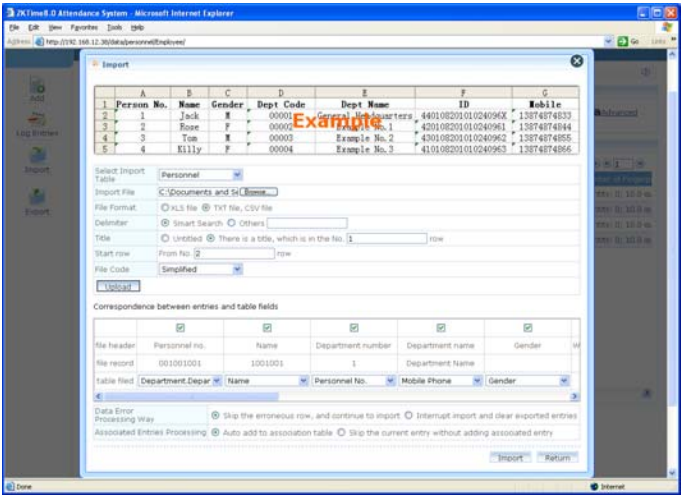
File code: Select the code that the original file uses, being Simplified Chinese or English;

Data error processing way: Select "skip the erroneous row, and continue to import", or "interrupt import and clear imported entries";

Associated entry processing: Select "auto add to associate table" or "skip the current entry without adding associated entry".

(2) Click [Browse] to select the file to be imported;

(3) Click [Open] button, and the file format will be automatically shown. Determine delimiter, title, start row and file code, and click [Upload] to show the following window:



(4) In the table below [Correspondence between entries and table fields], [file header] is an item row in the original file, [file record] is a data row in the original file, [table field] is an item in the current system. Select corresponding fields in the system from pull-down menus, and unwanted data can be unchecked.

(5) Select data error processing way and associated entry processing, click [Import], and the system will automatically start importing data. When the system prompts that data import is successful, the newly imported data will be shown in the personnel list.

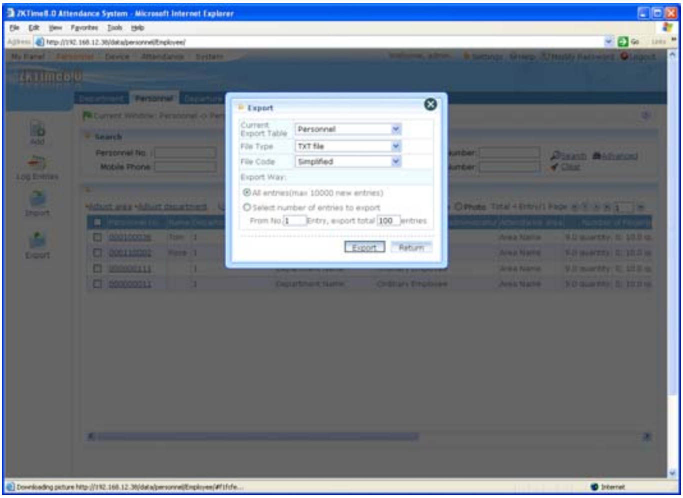
✍ **Note:**

(1) When importing department table, repeated numbers do not affect import, and can be modified manually;

(2) When importing personnel table, if there is no personnel number or personnel number is “0”, the import operation can’t execute. If you need import the personnel gender, please use “M” represent male and “N” represent female, then execute import operation.

5. Export data (taking exporting personnel list as an example):

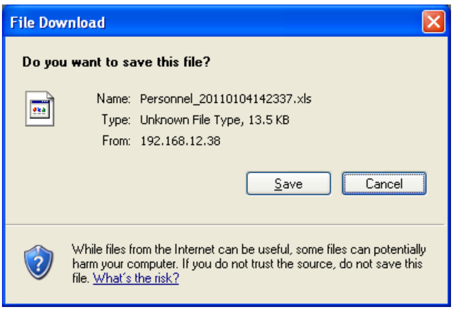
(1) Click [Export] to show the edit interface:



When the data size is large, it is recommended to select [Select number of entries to export] to expedite export and reduce system load.

(2) Select the format of exported file. Click [Export] to directly show the exported file.

The system prompts Open or Save.



Select [Open] to directly show the list. Select [Save] to pop up the [Save as] dialog box. Determine file name and save type, and select save path. Select [Cancel] to return.

(3) Return to the initial edit interface, and click [Return] to return to the personnel interface.

Note:

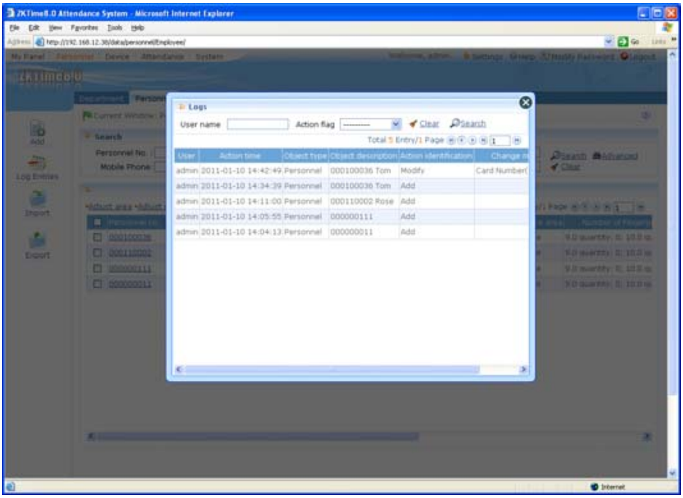
(1) When importing department table, repeated numbers do not affect import, and can be modified manually;

(2) Exported table is the list currently shown, being the list of queried or displayed result;

(3) Up to 10,000 latest records can be exported.

6. View log records (taking personnel log as an example):

(1) Click log records to show the following:



(2) Enter query condition, click [Query] to show the list, click [Clear], clear query condition, and return to the initial interface.

Note:

1. The log records only show the operation log in the current operation module;

2. Log records under some operation menus can be viewed only when entering the edit interface.

7. Query function (taking personnel information query as an example):

Common query: The user can directly select the item to be queried from [Common

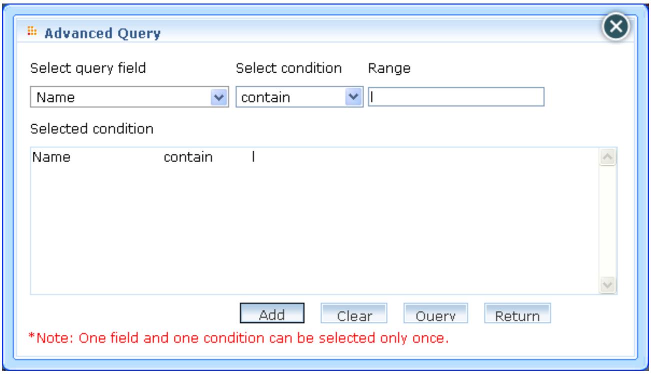
Query] on my work panel, or enter a module for specific query.

Take personnel query as an example:

Enter query condition, click Query, and the query result will be shown below:

Personnel number	Name	Department number	Department name	Gender	Attendance area	fingerprint version	Card
000000001	11125		headquarter		headquarter	9.0指纹数:0；10.0指纹数:0	9.0 FP:(
000000011	11	1	Our Company		headquarter	9.0指纹数:0；10.0指纹数:1	
000000110	110	1	Our Company		headquarter	9.0指纹数:0；10.0指纹数:0	
000011115	11115	1	Our Company		headquarter	9.0指纹数:0；10.0指纹数:0	
000011125	11125	1	Our Company		headquarter	9.0指纹数:0；10.0指纹数:0	

Advanced query: Click [Advanced] icon to show advanced query interface (taking personnel information advanced query as an example).



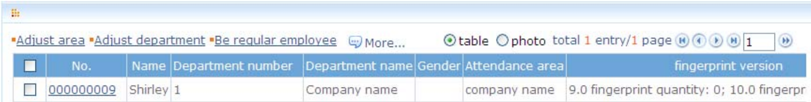
(1) Select the query field in the [Select query field] down drop menu;

(2) Select the condition in the pull down menu such as equal to null, contain, meet any, equal to etc.

(3) Input the query value in the [Range] field;

(4) Click [Add] to add this query information to the [Selected condition] list, the multiple choice of query condition is allowed. But one field and one condition can be selected only once.

Click [Query], the query result display on the list.



The query functions of each menu in the system are similar, differing in that query conditions are different, and the user can enter as prompted.

Appendix 2 END-USER LICENSE AGREEMENT FOR THIS SOFTWARE

Important - read carefully:

This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and the mentioned author of this Software for the software product identified above, which includes computer software and may include associated media, printed materials, and "online" or electronic documentation ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using the SOFTWARE PRODUCT, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install or use the SOFTWARE PRODUCT.

SOFTWARE PRODUCT LICENSE

The SOFTWARE PRODUCT is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The SOFTWARE PRODUCT is licensed, not sold.

1. GRANT OF LICENSE. This EULA grants you the following rights: Installation and Use. You may install and use an unlimited number of copies of the SOFTWARE PRODUCT.

Reproduction and Distribution. You may reproduce and distribute an unlimited number of copies of the SOFTWARE PRODUCT; provided that each copy shall be a true and complete copy, including all copyright and trademark notices, and shall be accompanied by a copy of this EULA. Copies of the SOFTWARE PRODUCT may be distributed as a standalone product or included with your own product.

2. DESCRIPTION OF OTHER RIGHTS AND LIMITATIONS.

Limitations on Reverse Engineering, De-compilation, and Disassembly. You may not reverse engineer, decompile, or disassemble the SOFTWARE PRODUCT, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.

Separation of Components.

The SOFTWARE PRODUCT is licensed as a single product. Its component parts may not be separated for use on more than one computer.

Software Transfer.

You may permanently transfer all of your rights under this EULA, provided the recipient agrees to the terms of this EULA.

Termination.

Without prejudice to any other rights, the Author of this Software may terminate this EULA if you fail to comply with the terms and conditions of this EULA. In such event, you must destroy all copies of the SOFTWARE PRODUCT and all of its component parts.

Distribution.

The SOFTWARE PRODUCT may not be sold or be included in a product or package which intends to receive benefits through the inclusion of the SOFTWARE PRODUCT. The SOFTWARE PRODUCT may be included in any free or non-profit packages or products.

3. COPYRIGHT.

All title and copyrights in and to the SOFTWARE PRODUCT(including but not limited to any images, photographs, animations, video, audio, music, text, and "applets" incorporated into the SOFTWARE PRODUCT), the accompanying printed materials, and any copies of the SOFTWARE PRODUCT are owned by the Author of this Software. The SOFTWARE PRODUCT is protected by copyright laws and international treaty provisions. Therefore, you must treat the SOFTWARE PRODUCT like any other copyrighted material except that you may install the SOFTWARE PRODUCT on a single computer provided you keep the original solely for backup or archival purposes.

LIMITED WARRANTY

NO WARRANTIES.

The Author of this Software expressly disclaims any warranty for the SOFTWARE PRODUCT. The SOFTWARE PRODUCT and any related documentation is provided "as is" without warranty of any kind, either express or implied, including, without limitation, the implied warranties or merchantability, fitness for a particular purpose, or non-infringement. The entire risk arising out of use or performance of the SOFTWARE PRODUCT remains with you.

NO LIABILITY FOR DAMAGES.

In no event shall the author of this Software be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of the use of or inability to use this product, even if the Author of this Software has been advised of the possibility of such damages.

Acknowledgment of Agreement.

I have carefully read and understand this Agreement, Radiate, Inc.'s Privacy Policy Statement.

IF YOU ACCEPT the terms of this Agreement:

I acknowledge and understand that by ACCEPTING the terms of this Agreement.

IF YOU DO NOT ACCEPT the terms of this Agreement.

I acknowledge and understand that by refusing to accept these terms, I have rejected this license agreement and therefore have no legal right to install, use, or copy this Product or the Licensed Software that it incorporates.

Appendix 3 FAQs

Q: How can my work panel be unique?

A: The user can customize the work panel: 1. Click [Custom work panel] to pop up a dialog box, cancel the tick of your undesired module (by default the system ticks all), and Confirm. Then the custom module will appear; 2. Or directly click the “ ” icon on a module to minimize, and click “ ” to close the module. Click the column bar to drag and adjust the module’s position; 3. If required to return to the default work panel, click [Restore work panel] to refresh and return to the system default.

Q: How to use a card issuer?

A: Connect the card issuer to computer through USB port, and then select individual personnel card issue or batch card issue. Move the cursor to the card number input box, and punch the card on the card issuer, then the card number will be automatically shown in the input box.

Q: What is the use of role setting?

A: Role setting has the following uses: 1. To set unified level for the same type of users newly added, just directly select this role when adding users; 2. When setting system reminder, and determine which roles can be viewed.

Q: How to operate if I want to set accounts for all personnel of the Company’s Financial Department?

A: First, create a new role in system setting and configure the functions to be used for this role. Then add a user, set user information, and select the user’s role, thus adding a new account. For other accounts, do the same.

Q: What is the use of blacklist?

A: A blacklisted personnel can not achieve departure restoration, namely, this person can not be employed by the Company any longer. To modify, just modify departure information on the departure interface.

Q: How to adjust the department of a person?

A: There are the following ways to adjust personnel department: 1. In personnel list, click personnel number or click “Edit” under related operation item to show personnel details, and modify personnel department in the department item; 2. In personnel list, check the personnel requiring department adjustment, click “Adjust department”, and a dialog box will pop up, then modify the department; 3. On personnel transfer interface, click Add to pop up the edit interface, select personnel, and check department in the transfer field, and complete other information, thus completing transfer.

Q: Why my fingerprint scanner does not work?

A: Before using a fingerprint scanner, please first determine whether your fingerprint scanner is the model supported by the system. If you are not sure, please contact our technical personnel. In addition, before use, please install the supporting fingerprint scanner driver (If fingerprint scanner driver is installed on your computer, please uninstall it first before installation). After installation, restart your computer and then register fingerprint. Finally, the fingerprint scanner with ZKFinger10.0algorithm can be used only after the Company's authorization, but it can provide you with better performance.

Q: How to upload the data in the attendance device to the system?

A: There are the following methods: 1. Use U-disk to export device data, and then import into the system from the U-disk (using the "import" function in the system); 2. Connect the device to the computer through a network cable, add attendance device into the system, and synchronize device information to upload attendance records in the device to the system; 3. For an attendance device with ADMS function, set Web Server option in the device, and then connect the device to the Internet to upload device information (upload records automatically or manually).

Q: How to adjust personnel area?

A: There are the following ways to adjust personnel area: 1. In personnel list, click personnel number or click "Edit" under related operation item to show personnel details. In department item, modify personnel area; 2. In personnel list, check the personnel requiring department adjustment, click "Adjust area" to pop up a dialog box, and modify the area; 3. On personnel transfer interface, click Add to pop up the edit interface, select personnel, check area in transfer field, and fill out other information, thus completing transfer.

Q: How to adjust personnel position?

A: There are the following ways to adjust personnel position: 1. In personnel list, click personnel number or click "Edit" under related operation item to show personnel details, and modify personnel position in the department item; 2. In personnel list, check the personnel requiring department adjustment, click "Position transfer" to pop up a dialog box, and modify the position; 3. On personnel transfer interface, click Add to pop up the edit interface, select personnel, check position in the transfer field, and fill out other information, thus completing transfer.

Q: How to adjust personnel employment type?

A: There are the following ways to adjust personnel employment type: 1. In personnel list, click personnel number or click "Edit" under related operation item to show personnel details, and modify employment type in the department item; 2. On personnel transfer interface, click Add to pop up the edit interface, select personnel, check employment type in transfer field, and fill out other information, thus completing transfer.

Q: What ways are there to close personnel attendance?

A: There are the following ways to close personnel attendance: 1. Close attendance only: In personnel list, click personnel number or click “Edit” under related operation item to show personnel details, and under the Whether check attendance or not item of attendance setting, click pull-down menu to select “No”; 2. Delete personnel: In personnel list, click “Delete” under related operation item of personnel, or check personnel and click the “Delete” above to delete this person from the system. Corresponding attendance information will be deleted; 3. Personnel departure: In personnel list, check personnel, click “personnel departure”, check “Immediately close attendance” on the edit interface. If “Immediately close attendance check” is unchecked, you can check the departed person in the departure list, and click “Close attendance”.

Q: What results will be produced after personnel departure operation?

A: The results produced after departure operation on personnel are as follows: 1. To close access control and attendance of a departed person, you can directly check “Immediately close access control” and “Immediately close attendance” when adding departure, or check the person in the departure list, and click “Close access control” and “Close attendance”; 2. The attendance records of a departed person end at the attendance closing time; 3. The access control setting of a departed person ends at the access control closing time, and the person will have no opening by card punching or multi-card opening level; 4. A departed person, if required, can be blacklisted.

Q: When will overtime occur?

A: In the following cases, overtime will appear in an employee’s attendance results: 1. During the attendance timetable, if the working duration is 0, then this duration will be calculated as overtime in the statistical results; 2. During the attendance timetable, if [Whether delay calculated as overtime] is ticked, then the overtime worked by the employee will be automatically calculated as overtime. If [The timetable contains fixed overtime (minute)] is set as a number other than 0, then the overtime will be based on the value in the attendance result. If it is set as 0, then the overtime will be based on the actual overtime worked; 3. When adding temporary scheduling, if [Specify work type] as overtime, then the temporary scheduling will be calculated as overtime in the attendance result; 4. In attendance parameters setting, ticked “Check-out () minutes after work calculated as overtime” (This settings must conform to the setting in 2); 5. If the employee has neither scheduling nor temporary scheduling, it will be a weekend. If there are attendance records but without rescheduling, then the overtime will be calculated based on flexible shift.

Q: What are the relations between allowed late/early leave, late/early leave, and absence?

A: During the attendance timetable, allowed late/early leave time means late/early leave during the interval will be neglected. When exceeding this interval, late/early leave duration will be calculated in the attendance result. Or, if “late/early leave for N minutes” is selected for the “Work without check-in/check-out entry is recorded as” setting, then late/early leave duration will be calculated as the settings. If the “Late/early leave for over N minutes recorded as absence” duration is exceeded, the attendance will be calculated as absence. Or if “absence” is selected for the “Work without check-in/check-out entry is recorded as” setting, then the attendance will be calculated as absence.

Q: Do user attendance in different areas differ?

A: One user can only belong to one area for corresponding daily attendance. Attendance parameters are the same in different areas. If a user travels to another area on business, just change his attendance area in area user management in the system, without affecting his daily attendance.

Q: Describe the relationship between timetable duration, attendance duration, working minutes, working duration and overtime duration.

A: 1. Timetable duration refers to the working duration of an attendance timetable in the shift setting of the day. 2. Attendance duration refers to the duration between actual check-in and actual check-out. 3. Working minutes refers to working duration based on actual check-in, actual check-out, expected check-in and expected check-out. 4. Working duration: The duration worked between check-in and check-out time set in the attendance timetable, in minutes. The value entered may not be equal to the timetable duration, being greater or less, depending on corporate rules. The value, if being 0, represents overtime duration, and will not be counted as working duration. 5. Overtime duration: overtime duration is calculated in two ways. One is based on the overtime actually worked. The other is based on fixed overtime.

Q: Why corrected status needs to be set in attendance result?

A: The system’s default attendance statuses include check-in, check-out, dining start, dining end, out, return from outside, overtime check-in, and overtime check-out, but the final attendance report may only require the statistics of check-in and check-out, therefore, other attendance statuses will, according to the punching time, be automatically corrected to corresponding statuses. For example, if an employee’s schedule is 8:00-18:00, and the punch time 10:00, with the punch status being dining start, then the system will automatically correct it as check-in.

Q: In Windows Server 2003, why the IE browser displayed error when access

the system, how to solve it?

A: This problem occurs because that Server 2003 has a [Security Configuration Option] settings. If you want access the system, please configure it as follows: click Start – Control Panel – Add or Remove Program, select [Add and remove Windows components] in the interface and click [Internet Explorer Enhanced Security Configuration] option, cancel the tick before it. Then click [Next] to remove it from the system. Open the system again, and the browser will access the system properly.

Q: If backing up or restoring the database fails, the possible reason?

A: Please check the system environment variables [path], if the database installation path (For example, MS SQL Server installation path maybe is: C:\Program Files\Microsoft SQL Server\90\Tools\Binn; For MySQL, it is like: C:\Program Files\MySQL\MySQL Server 5.1\bin) is exist. If not, you need to add it manually. Otherwise, the antivirus or firewall software may stop the execution of backing up or restoring command, if the security prompt pops up, please select “Always Permitted”. And the damaged database can also lead to backup error, please repair or restore the database.