

Time Attendance V1.0

User Manual

TABLE OF CONTENTS

1.	TIME ATTENDANCE	5
2.	SOFTWARE INSTALLATION	6
3.	SETTING UP THE TIME ATTENDANCE System	7
3.1	Set Password	7
3.2	Login.....	8
3.3	Setup - Auto IN/OUT Time (for PC BASED “CLOCK” reader only)	8
3.4	Setup – Door Open Control	9
3.5	Setup - Email.....	10
3.6	Setup - Group Definition.....	11
3.7	Setup - Readers	12
3.8	Webcam Setup	13
3.9	Offline Reader Manager	14
4.	CARD MANAGER	17
4.1	Add Cards	17
4.2	Edit Card Information.....	18
4.3	Print Cards.....	19
4.4	Print Member List	21
5.	DATABASE MANAGEMENT	22
5.1	Export to EXCEL File.....	22
5.2	Export to Text File	22
5.3	Erase Log Database	22
5.4	Erase Card Information	22

Time Attendance V1.0 User Manual

5.5	Format Database	22
5.6	Backup Log Database.....	23
5.7	Backup System Database	23
5.8	Restore Log Database.....	23
5.9	Restore System Database	23
6.	LED AND BUZZER	24
7.	EXAMPLES FOR PC based READER's SETUP	25
7.1	Setup one Time Clock Reader with PC camera	25
7.2	Setup for one Access Control Reader with a PC camera and a bypass switch	26
7.3	Setup for Eight Readers	27
8.	REPORTS – ATTENDANCE	28
8.1	First In / Last Out Attendance Report	28
8.2	Two Sessions Attendance Report.....	30
9.	REPORTS – PRINTOUTS	32
9.1	Daily Individual Report.....	33
9.2	Time Logs Report	34
9.3	Total Hours Report.....	35
9.4	Total Hours Detail Report.....	36
9.5	Who's IN / OUT Report.....	37
10.	SPREADSHEET	38
10.1	First IN / Last OUT Spreadsheet	38
10.2	IN / OUT Pairs Spreadsheet	39
10.3	Time Logs Spreadsheet	40

Time Attendance V1.0 User Manual

10.4	IN OUT Pairs Late & Early Leave Spreadsheet	41
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1. TIME ATTENDANCE

This software is designed exclusively for using with AVEA's RFID proximity products from AVEA International Company Limited. It can be used as attendance as well as access control.

While presenting an AVEA's ID card to the reader connecting to the computer with Time Attendance (Windows), the system will

- Stamp the date, time and card ID number into the computer database
- Show up the associated picture with the specific ID on the computer screen
- Capture the photo of the scene to avoid trick clocking
- Release the electric lock if "access allowed"

There are standard reports for attendance or you may export data to MSEXCEL or TEXT format for further data processing like payroll, appraisal, etc.

The system can manage up to 8 readers. Moreover, system for more readers can be ordered separately.

Minimum System Requirements:

- Windows 98, Windows ME, Windows 2000, Windows XP
- Pentium II 300MHz or faster
- 128 MB RAM or more
- 200 MB free hard drive space or more
- CDROM drive
- Direct X version 8 or above

2. SOFTWARE INSTALLATION

To install the Time Attendance software, please follow the steps:

- Insert the Time Attendance CD into your computer's CD-ROM drive.
- The Installer will be started automatically. If the Installer doesn't start automatically, you can run the setup.exe program to install the software.
- Just follow the installation instruction to finish the installation.

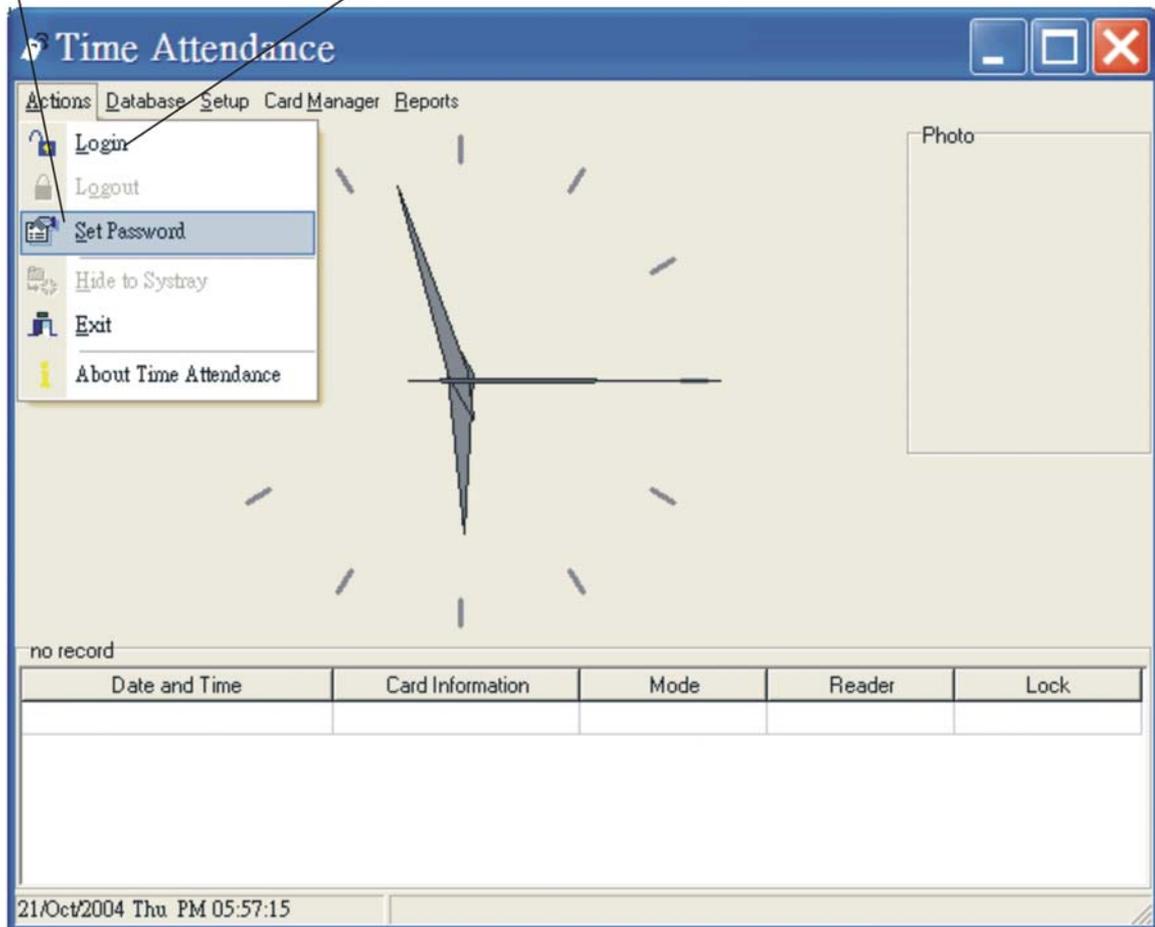
3. SETTING UP THE TIME ATTENDANCE SYSTEM

The state of most windows of Time Attendance will be memorized. You may resize the windows according to your specific needs.

To setup the system correctly, you need to connect the AVEA's reader to the serial ports of the PC. It can be standard RS232 serial port (i.e. COM1, COM2) or extended serial ports by USB to serial cables or add-on cards. But the COM port must be 1 to 8.

3.1 Setup the password for LOGIN first

3.2 Login the Time Attendance to start SETUP



3.1 SET PASSWORD

The password is used to protect the system from illegal access to the system. Please set a password for the system. If the password is forgotten, there is no way to recover it. And you need to reinstall the software again meanwhile all data and setup will be overwritten. Please sure to remember the password.

3.2 LOGIN

In order to setup the software and use the features of the software, you need to login. If password is set, you need to enter the correct password to login successfully.

3.3 SETUP - AUTO IN/OUT TIME (FOR PC BASED “CLOCK” READER ONLY)

Auto IN/OUT Time is a powerful feature for readers that are setup as TIME CLOCK in “mode of operation” of Reader’s setup (see section 3.6). With this feature, a single PC based reader can be used to collect data for clock IN and clock OUT. Hence, more accurate data can be collected for reporting. (*This feature will not affect the data collected from IN/OUT and offline reader.)

The screenshot shows the 'Auto IN/OUT Timer' window with the following components and annotations:

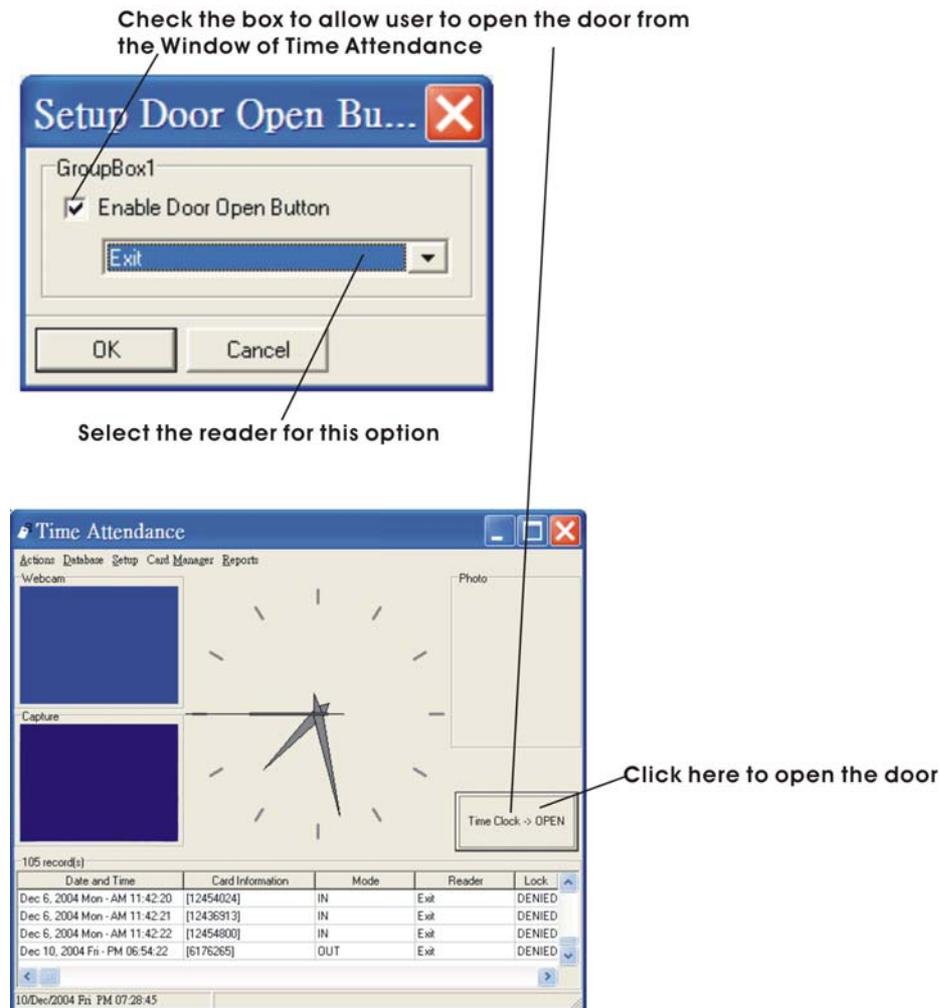
- Options:** Two checked checkboxes: 'Enable Auto IN/OUT' and 'Allow User Override'.
 - Annotation: 'Check the box to enable the auto IN/OUT time function' points to the 'Enable Auto IN/OUT' checkbox.
 - Annotation: 'Check the box to allow user to change from IN mode to OUT mode in the Time Attendance Window' points to the 'Allow User Override' checkbox.
- IN Time List:** A table with columns 'From' and 'To'.

From	To
AM 08:30	PM 12:59
PM 01:30	PM 04:59

 - Annotation: 'Set the time interval for clock IN' points to the 'From' and 'To' columns.
 - Annotation: 'Time interval for CLOCKING IN (Time out of this range would be for CLOCKING OUT).' points to the first row of the table.
- IN Time Period:** A section with 'From' and 'To' spinners, and 'Add Record' and 'Delete Record' buttons.
 - Annotation: 'Add the IN Time Period to your record for Auto IN/OUT Time' points to the 'Add Record' button.
 - Annotation: 'IN Time Period on Time List cannot be edited. Delete it first before adding another IN time period.' points to the 'Delete Record' button.
- Close:** A button at the bottom left.

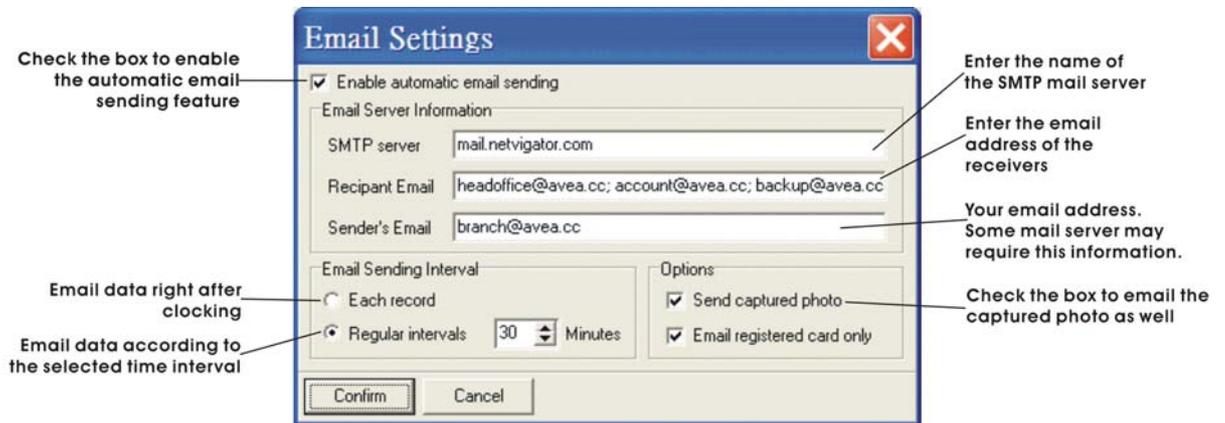
3.4 SETUP – DOOR OPEN CONTROL

Use this function to open the door with just a click on the Time Attendance window.



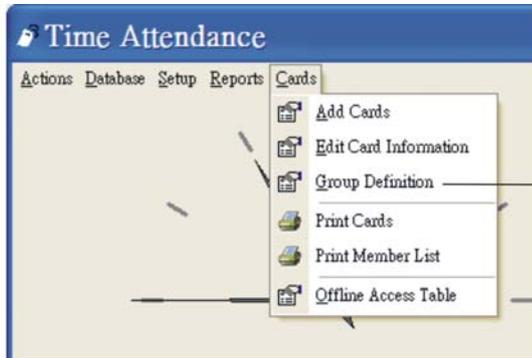
3.5 SETUP - EMAIL

If the system is Internet connected, the attendance record can be email out by SMTP protocol. If the email settings are set correctly, an email will be sent for each attendance record. Therefore, attendance records can be gathered from different geographical locations.



3.6 SETUP - GROUP DEFINITION

Group is used to classify the members. So define the groups before entering the information for Card Information. Each group may have different working hours for report generation.



Define different groups for different departments of the company with different working hours

DEFAULT Workgroup - cannot be deleted

Workgroup	From	To	From	To	Sat1	From	To	Sat2	From	To	OT Min.	OT Multi.
DEFAULT	AM09:00	PM01:00	PM02:00	PM05:00	<input checked="" type="checkbox"/>	AM09:00	PM01:00	<input checked="" type="checkbox"/>	PM01:00	PM05:00	30	15
FACTORY	AM09:00	PM01:00	PM02:00	PM05:00	<input checked="" type="checkbox"/>	AM09:00	PM01:00	<input type="checkbox"/>	PM01:00	PM05:00	60	15
OFFICE	AM08:00	PM12:30	PM01:30	PM04:00	<input type="checkbox"/>	AM09:00	PM01:00	<input type="checkbox"/>	PM01:00	PM05:00	15	15

Add NEW Workgroup

Different working hours for Saturdays

Double click the Workgroup or select EDIT to go to the Work Group Information window for editing

Enter Office Hour for Saturdays if it is not the same as the Standard Time

Set up the overtime policy

OT will be calculated if the preset minimum OT reached

OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second)

For example, under this set up, OT will only be calculated if the employee clock out after 17:15pm on Monday. And the reported OT will be in the multiple of 15 minutes.
 e.g. Clock out at 17:14:59, OT = 0 minutes
 e.g. Clock out at 17:29:59, OT = 15 minutes
 e.g. Clock out at 17:30:00, OT = 30 minutes

3.7 SETUP - READERS

Setup communication ports that are connected with AVEA's readers. Instruct the Time Attendance to perform the tasks after getting the card ID from the readers.

RFID reader

COM1
AVEA's Reader Options

- Reader is connected
- Enable Anti Passback

Photo Capture Options

- Capture on card read
- Capture on bypass pressed

Shot intervals

- Single Shot
- Multiple Shot

Every 5 seconds

Description of the reader: Entrance

Mode of operation: IN

Present the authorised card, release lock on: EXIT

Press the bypass switch, release lock on: DENIED

Lock release time (in second): 1

Buttons: Confirm, Cancel

Setup

Reader On	Enabled	Description	Mode	Card Action	Bypass Action	Release Time	Anti Passback	Capture	Motion
COM1	<input checked="" type="checkbox"/>	Entrance	IN	EXIT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COM2	<input checked="" type="checkbox"/>	EXIT	OUT	EXIT	EXIT	1 SEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COM3	<input type="checkbox"/>	COM3	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM4	<input type="checkbox"/>	COM4	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM5	<input type="checkbox"/>	COM5	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM6	<input type="checkbox"/>	COM6	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM7	<input type="checkbox"/>	COM7	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM8	<input type="checkbox"/>	COM8	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Edit, Confirm

Annotations:

- Communication port for set up
- Check the box to enable the RFID reader
- Check the box to enable the Anti Passback Feature of this reader (Cannot clock IN if you have no OUT record, or vice versa)
- Record created by motion sensor will be represented by Card number = 0
- Check the box to capture a photo while user presenting the ID card to the reader of this communication port
- Check the box to capture the photo if the bypass switch is pressed. If a motion detector is connected as a bypass switch, motion will trigger the system to capture photo in single shot or multiple shot.
- Name the communication port
- CLOCK - Time Clock
IN - Entrance
OUT - Exit
- For security purpose, you may use the OUT reader to release the lock instead of connecting the electric lock to the IN reader. Please refer to 6.2.
- For releasing door lock. DENIED if the bypass switch is not in use. Select the related com port if it is in used.
- When presenting the authorised ID card to the reader, it will release the lock connected to this communication port.
- When pressing the bypass switch of the reader, it will release the lock connected to this communication port.
- Enable the Anti Passback feature to enforce the user to clock out after clock IN. Authorised user cannot release the lock of the IN reader if he forgot to clock OUT or vice versa. In this case, the reader will also record the IN /OUT time.
- Double click to enter reader setup
- If Enable is checked, Time Attendance will read from this COM port
- MODE = Mode of Operation
CLOCK - Time Clock
IN - Entrance
OUT - Exit
- Duration for releasing electric lock
- If checked, PC camera will capture the photo while user presenting the ID card to the reader.
- If bypass switch connects to a motion detector, motion will trigger the system to take photos.

3.8 WEBCAM SETUP

A PC webcam can be used with the system to capture the clocking scene. The system can be set to capture a photo while an ID card is presented to the AVEA's reader. It is stored for future reference.

Be sure to upgrade to DirectX version 8 or above in order to have it work properly.



***** MUST use DirectX version 8 or above**

3.9 OFFLINE READER MANAGER

For TA series' offline readers only:

3.9.1 IN mode : use offline reader for entrance only or

Offline reader as **MASTER** for entrance with or without password + KS232U/F as **SLAVE** for exit :

1 Setup the RFID Reader first

Not applicable for offline reader

Photo can only be captured while PC is on

2 Select Offline Reader Manager under Setup

Must be setup as "DENIED"

Go to step 1, to enable the com port connected to the offline reader

3 Setup Offline Reader

Check box to delete all transaction records in the reader after downloading

Set PC's date & time to the offline reader

Reader's setup will be read and displayed here when entering the Offline Reader Manager or while changing to other reader

Set any password From 0 to 65535 - for model with keypad only

Setup the LCD display - for model with display only

Time for access with the use of password (Since setup will end at 23:59pm, remember to start the setup from 00:00)

For example: No password from 8:00am to 6:00pm only
Time will start to use password from 00:00
Then no password from 8:00am to 17:59pm
Use password from 18:00 again until 23:59pm

If password in enable, users have to present the card to the reader first then enter the password + "#" key to end the password.

Check the box if allow all/ any cards to use the OUT reader (KS232U/F) / slave to exit. Otherwise, only cards with access allowed in Card Information can exit.

Check the box if the door magnet is connected

Send and replace all card information to the reader

Delete all transaction records in the offline reader

5 Download transaction records from reader for reports

LCD back light always on

Check the box if use the bypass switch of the IN reader (not suggest to use for IN reader)

4 Upload the Reader's Settings to the offline reader

In normal case for authorized access, power is output from the LOCK terminal to engage the lock) Check the box to reverse the operation of the lock/relay.

Time Attendance V1.0 User Manual

3.9.2 OUT mode : use offline reader as **MASTER** for exit + KS232U/F as **SLAVE** for entrance:

1 Setup the RFID Reader first

Not applicable for offline reader

Photo can only be captured while PC is on

2 Select Offline Reader Manager under Setup

Must be setup as "DENIED"

Go to step 1, to enable the com port connected to the offline reader

3 Setup Offline Reader

Check box to delete all transaction records in the reader after downloading

Set PC's date & time to the offline reader

Reader's setup will be read and displayed here when entering the Offline Reader Manager or while changing to other reader

Setup the LCD display - for model with display only

Send and replace all card information to the reader

Delete all transaction records in the offline reader

5 Download transaction records from reader for reports

LCD back light always on

Check the box if allow the user to use the 1 - 9 keys on the OUT reader (model with keypad only) to exit

4 Upload the Reader's Settings to the offline reader

In normal case for authorized access, power is output from the LOCK terminal to engage the lock) Check the box to reverse the operation of the lock/relay.

Check the box if allow all / any cards to use the OUT reader (KS232U/F) / slave to exit. Otherwise, only cards with access allowed in Card Information can exit.

Check the box if the door magnet is connected

Time Attendance V1.0 User Manual

3.9.3 CLOCK mode : use offline reader as Standalone TIME CLOCK for time attendance

1 Setup the RFID Reader first

Not applicable for offline reader

Photo can only be captured while PC is on

2 Select Offline Reader Manager under Setup

Must be setup as "DENIED"

Go to step 1, to enable the com port connected to the offline reader

3 Setup Offline Reader

Check box to delete all transaction records in the reader after downloading

Set PC's date & time to the offline reader

Reader's setup will be read and displayed here when entering the Offline Reader Manager or while changing to other reader

Setup the LCD display - for model with display only

Allow the CLOCK reader to clock IN and clock OUT at the specific time intervals. (Setup will end at 23:59pm, remember to start the setup from 00:00)

For example: Office hour is 9:00am to 6:00pm and employee will start to arrive from 8:00am

Reader will start for clocking OUT from 00:00

Then change for clocking IN from 8:00am to 17:59pm

Change back for clocking OUT from 18:00 until 23:59pm

5 Download transaction records from reader for reports

Send and replace all card information to the reader

Delete all transaction records in the offline reader

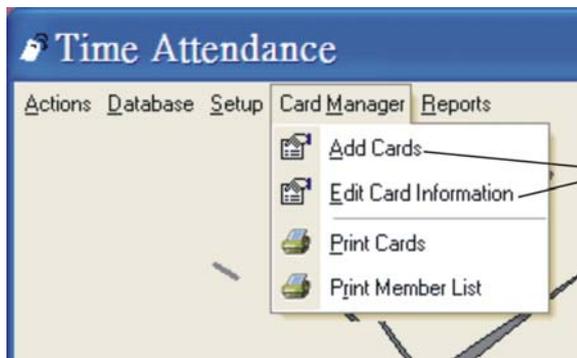
LCD back light always on

4 Upload the Reader's Settings to the offline reader

4. CARD MANAGER

The card manager is a utility to help the user to create printed member cards for the pictured identification.

4.1 ADD CARDS



Select **Add Cards** or **Add Card under Edit Card Information** to build up your card database
- insert the CD ROM (Time Attendance CD ROM or **ADD CARDS** CD ROM that come with your ID cards) into the CD ROM drive
- select the serial number and follow the instruction to complete the procedure

4.2 EDIT CARD INFORMATION

Number of ID Cards in Card Information List

Number of ID Cards not in Card Information List

1. Double click the card number of select REGISTER to enter a new Card Information

Remove the selected blank card number

Add new cards from file

Remove all blank card number from the list

CARDNO	NAME	WORKGROUP
374099	Albert Willy	OFFICE
365735	Martin Luthur	DEFAULT
363683	May Lai	SALES
367759	Philip Wayne	OFFICE

2. Double click the record or select the record then click EDIT to edit existing ID Card Information

Grant authorization - check the box to select which readers or com ports this user can use for access with electric lock

Photo

Details

Card Number: 374099

Name: Albert Willy

Member of: OFFICE

Remarks: Engineer
October 3, 2003

Access Allowed

COM1

COM2

Time Clock

COM4

COM5

COM6

COM7

COM8

Load Photo

Rotate

Clear

Confirm

Delete

Cancel

Rotate the photo to the right direction

Click to cancel the photo selection

Click to associate a photo to the card number

4.3 PRINT CARDS

Design and print your own employee cards to use with the ID card.

Print Member Card

Persons of interest
 All
 Group: DEFAULT

Print all in Card Information

Print by GROUP

Print from PICK LIST

List: Pick List

Options:
 Title Line: AVEA Int'l Co. Ltd.
 Remark Line 1: Position
 Remark Line 2: Date Join
 Remark Line 3:
 Remark Line 4:
 Transparent Background
 Print Preview

Card Logo:
 Load Logo
 Clear
 Rotate
 Print Logo
 Logo will be resized to fit the print out. Use logo in square shape only.

Card Background:
 Load Image
 Clear
 Rotate
 Print Frame
 Load picture for background printing Image Resolution: 1280 x 800
 Print the border for the background image

Style:

Enter the name you would like to appear on the member card

Confirm Cancel Save
 Select confirm to print The member card Save the setting for next use

Pick List

Allowed Member (2 records)

CARDNO	NAME	WORKGROUP
374099	Albert Willy	OFFICE
365735	Martin Luthur	DEFAULT

Use the UP arrow to select the card for card printing

Use the DOWN arrow to remove the selected card from card printing

Remove All

Denied Member (2 records)

CARDNO	NAME	VORKGROU
363683	May Lai	SALES
367759	Philip Wayne	OFFICE

Close

Member Card will be printed according to the information from Print Member Card and the individual Card Information.

Print Member Card

Persons of interest
 All
 Group: DEFAULT
 List: Pick List

Options
 Title Line: AVEA Int'l Co. Ltd.
 Remark Line 1: Position
 Remark Line 2: Date Join
 Remark Line 3:
 Remark Line 4:
 Transparent Background
 Print Preview

Card Logo

 Load Logo
 Clear
 Rotate
 Print Logo

Card Background

 Load Image
 Clear
 Rotate
 Print Frame

Style

Confirm Cancel Save

Select confirm to print the member card

Card Information

Photo

 RFID Time Clock
 Load Photo
 Rotate Clear

Details
 Card Number: 374099
 Name: Albert Willy
 Member of: OFFICE
 Remarks: Engineer
 October 3, 2003

Confirm Delete Cancel

Print Member Card

Member Card Sample!

AVEA Int'l Co. Ltd.

AVEA

Card No.: 374099
 Name: Albert Willy
 Group: OFFICE
 Position: Engineer
 Date Join: October 3, 2003

RFID Time Clock

Data from card information

4.4 PRINT MEMBER LIST

Print all in Card Information

Print by GROUP

Print from PICK LIST

Use the UP arrow to select the card for card printing

Use the DOWN arrow to remove the selected card from card printing

Member List

Time Attendance		<u>Member List</u>	
<u>Card No.</u>	<u>Name</u>	<u>Group</u>	<u>Remark</u>
374099	Albert Willy	OFFICE	Engineer
367759	Philip Wayne	OFFICE	
363683	May Lai	SALES	
365735	Martin Luthur	DEFAULT	

5. DATABASE MANAGEMENT

The attendance record database and the system database can be backup and restored.. Also the attendance record database can be exported to EXCEL or text file.

5.1 EXPORT TO EXCEL FILE

It exports all data from the database to a MSEXCEL file for further use or payroll calculation.

	A	B	C	D	E	F	G	H	I
1	DATE	TIME	CARDNO	NAME	GROUP	MODE	READER	LOCK	
2	11/11/2004	17:36:53	365735	Martin Philips	OFFICE	OUT	Time Clock	DENIED	
3	11/11/2004	17:36:57	366710	May Lai	SALES	OUT	Time Clock	DENIED	
4	11/11/2004	17:38:09	366710	May Lai	SALES	OUT	Time Clock	DENIED	
5	11/11/2004	17:38:12	364363	Albert Willy	DEFAULT	OUT	Time Clock	DENIED	
6	11/11/2004	17:38:15	366710	May Lai	SALES	OUT	Time Clock	DENIED	
7	11/11/2004	17:38:21	366710	May Lai	SALES	IN	Time Clock	DENIED	

5.2 EXPORT TO TEXT FILE

Export all attendance records to a text file for data backup in chronological order.

```
2004/Nov/11 17:36:53 000365735 "Martin Philips" "OFFICE" {OUT}
2004/Nov/11 17:36:56 000366710 "May Lai" "SALES" {OUT}
2004/Nov/11 17:38:08 000366710 "May Lai" "SALES" {OUT}
2004/Nov/11 17:38:12 000364363 "Albert willy" "DEFAULT" {OUT}
2004/Nov/11 17:38:15 000366710 "May Lai" "SALES" {OUT}
2004/Nov/11 17:38:20 000366710 "May Lai" "SALES" {IN}
```

5.3 ERASE LOG DATABASE

Erase all attendance records.

5.4 ERASE CARD INFORMATION

Erase all card information.

5.5 FORMAT DATABASE

Clean up the database. Erase all attendance records and card information.

5.6 BACKUP LOG DATABASE

Backup all attendance records to your hard disk for future use.

5.7 BACKUP SYSTEM DATABASE

Backup all system information in Setup to your hard disk for future use.

5.8 RESTORE LOG DATABASE

Restore all attendance records from backup.

5.9 RESTORE SYSTEM DATABASE

Restore all system information from backup.

6. LED AND BUZZER

The followings are the summary of the responses of the LED and BUZZER from the AVEA's PC based reader.

INDICATION	RED LED	GREEN LED	BUZZER	LOCK
Stand by mode – waiting for instruction	Blink			
<i>Action: Present a card to the IN / OUT reader – computer online</i>				
Access Denied		ON	One Long Beep	
Access Allowed		ON	One Short Beep	Release
<i>Action: Present a card to the CLOCK reader – computer online</i>				
Access Denied		ON	One Long Beep	
ID card registered in Card Information		ON	One Long Beep	
<i>Action: Present a card to the AC reader – computer offline</i>	ON			

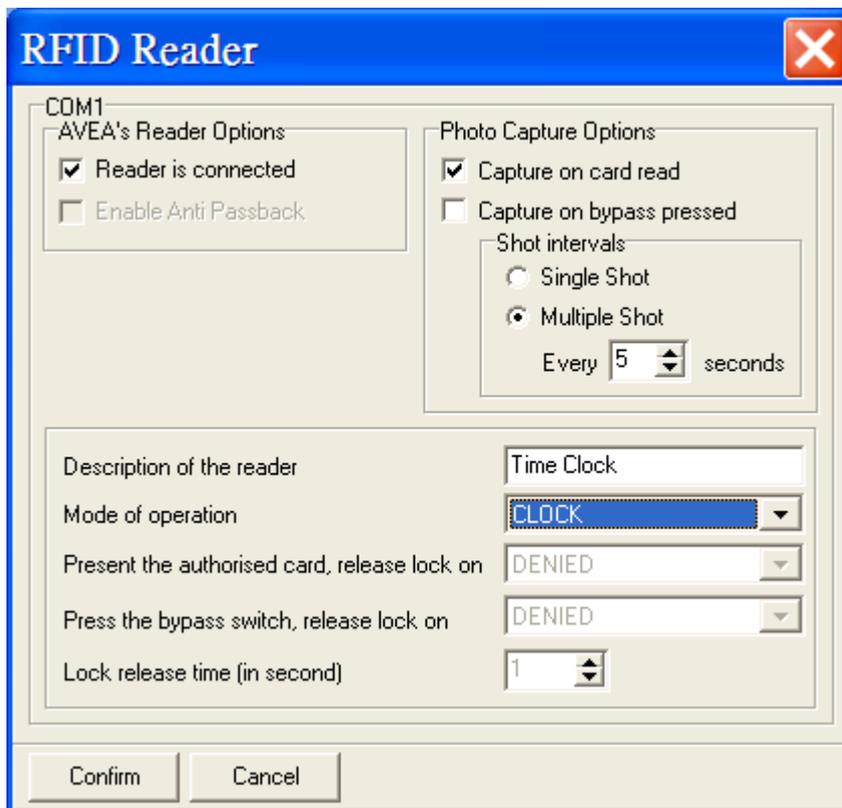
7. EXAMPLES FOR PC BASED READER'S SETUP

In order to allow the user to understand the system usage, the followings are examples to setup the system for *PC based* readers.

7.1 SETUP ONE TIME CLOCK READER WITH PC CAMERA

A reader is installed and connected to COM1 for time recording.

A PC camera is connected to the computer for photo capture while ID card user presenting the card to the reader.

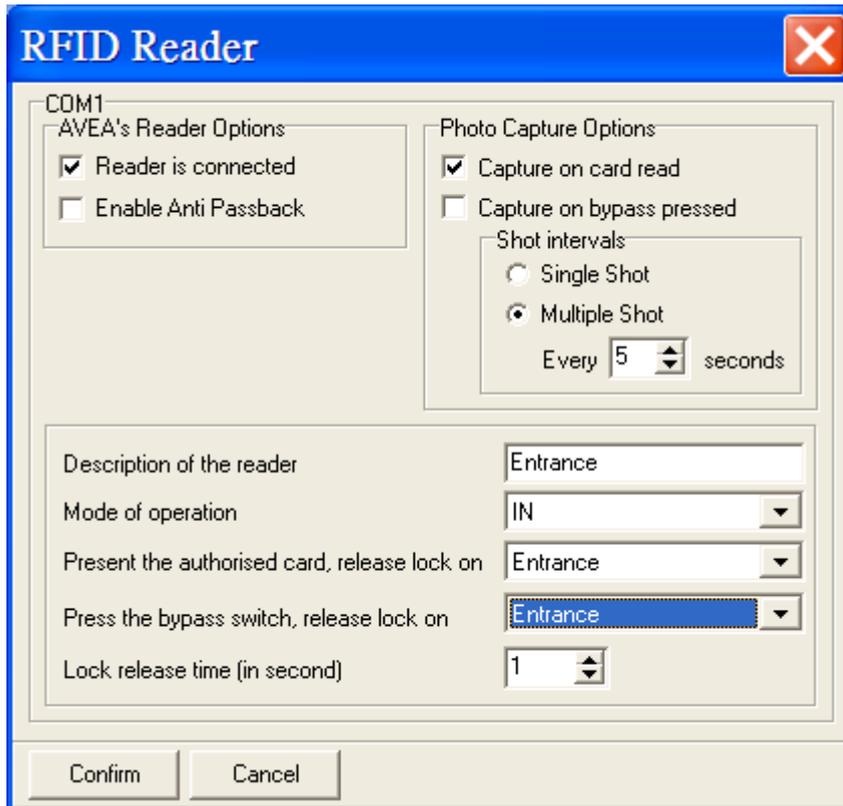


7.2 SETUP FOR ONE ACCESS CONTROL READER WITH A PC CAMERA AND A BYPASS SWITCH

A reader is installed outside the door and connected to COM1 for entrance and exit.

A Bypass Switch is connected to the reader and installed inside the door for exit.

A PC camera is connected to the computer and installed in the entrance for photo capture while the ID card users presenting the card to the reader.



7.3 SETUP FOR EIGHT READERS

Just for an example:

COM1, Front Door Entrance (IN) – PC camera connect to the computer and bypass switch connect to the motion sensor

COM2, Front Door Exit (OUT) – bypass switch connect to the electric lock of front door

COM3, Time Clock (CLOCK)

COM4, Store Room Entrance (IN)

COM5, Store Room Exit (OUT)

COM6, Back Door Entrance (IN)

COM7, Back Door Exit (OUT)

COM8, Director Room - bypass switch connect to the electric lock of director room for exit

Annotations:

- The reader is connected to the computer
- Reader on COM3 is for time recording only so do not need to instruct any reader to release the lock.
- For security purpose, connect the electric lock and bypass switch for exit to the OUT reader. While presenting the ID card to the Front Door - IN Reader on COM1, it will instruct the Front Door - OUT Reader on COM2 to release the electric lock.
- Connect the motion sensor to the bypass switch of the com1 reader to capture the photos that are triggered by the motion sensor.
- Manager can use the same ID card for entering the company and his room.
- For security purpose, bypass switch is not allowed on the Back Door for exit.
- IN and OUT time to the Store Room should be recorded. No bypass switch should be used.
- Install the PC camera in the Front Door Entrance

Reader On	Enabled	Description	Mode	Card Action	Bypass Action	Release Time	Anti Passback	Capture	Motion
COM1	<input checked="" type="checkbox"/>	Entrance	IN	EXIT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COM2	<input checked="" type="checkbox"/>	EXIT	OUT	EXIT	EXIT	1 SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM3	<input checked="" type="checkbox"/>	Time Clock	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM4	<input checked="" type="checkbox"/>	Store Room - IN	IN	Store Room - OUT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM5	<input checked="" type="checkbox"/>	Store Room - OUT	OUT	Store Room - OUT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM6	<input checked="" type="checkbox"/>	Back Door - IN	IN	Back Door - OUT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM7	<input checked="" type="checkbox"/>	Back Door - OUT	OUT	Back Door - OUT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM8	<input checked="" type="checkbox"/>	Director Room	IN	Director Room	Director Room	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. REPORTS – ATTENDANCE

The attendance report is generated based on the working hours defined by the user. The attendance records are comparing to the working hours and calculate the late and early leave information.

8.1 FIRST IN / LAST OUT ATTENDANCE REPORT

This report would be great for those who use the readers for access control or time recording. It extracts the **first and last data (or first IN last OUT data)** in a day to calculate the Late, Early Leave and Overtime for selected employees according to the Standard Working Hours and Overtime policy for a specific period of date range.

Report for data of all employees in card information

Report for data of selected group

Report for data from all readers, including CLOCK, IN and OUT readers

Report for data from readers that set up as CLOCK Only (Not for data collected from auto IN/OUT timer in clock mode)

Report for data from readers that set up as IN/OUT mode and by auto IN/OUT timer in clock mode

Time format for print out (hh:mm:ss = hour:minute:second)

Report will be printed according to the following setup for all the selected Person of Interest.

Enter the Standard Working Hours

Enter Office Hour for Saturday if it is not the same as the Standard Time

Set up the overtime policy

OT will be calculated if the preset minimum OT reached

OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second)

For example, under this set up, OT will only be calculated if the employee clock out after 17:15pm on Monday. And the reported OT will be in the multiple of 15 minutes.
 e.g. Clock out at 17:14:59, OT = 0 minutes
 e.g. Clock out at 17:29:59, OT = 15 minutes
 e.g. Clock out at 17:30:00, OT = 30 minutes

Printing with highlighted lines

Print those days that do not have clocked data

Scope of Report

Persons of interest
 All
 Group (DEFAULT)
 List (Pick List)

Records of interest
 ALL
 CLOCK
 IN/OUT

Record format
 AM/PMhh:mm:ss
 HH:mm:ss
 AM/PMhh:mm
 HH:mm

Dates of interest
 This Week
 This Month
 All
 Range
 From: October 1, 2004 Friday
 To: October 31, 2004 Sunday

Working Hours
 Standard Time: 09:00 to 13:00
 Saturday: 09:00 to 13:00

Overtime Options
 Min. O.T.: 15 Minutes
 O.T. Multiple: 15 Minutes

Options
 Print blank lines
 New page on each person
 Enhanced Printing
 Preview Only

Buttons: Confirm, Cancel

Time Attendance V1.0 User Manual

Records need special attention

E = Early Leave

L = Late

OT = Overtime

Attendance (All)

Time Recorder
Standard: 09:00 to 17:00
Saturday: 09:00 to 13:00

From: 16/Jun/2004 To: 31/Jul/2004

[1488269] May Lai

Jun 16, 2004	Wed	-	AM08:16:15 [CLOCK]	PM07:16:19 [CLOCK]	[OT(02:15:00)]
Jun 17, 2004	Thu	-	AM08:16:20 [CLOCK]	PM04:16:23 [CLOCK]	[E(00:43:37)]
Jun 18, 2004	Fri	-	AM09:16:24 [CLOCK]	PM06:16:27 [CLOCK]	[L(00:16:24), OT(01:15:00)]
Jun 19, 2004	Sat	-	AM08:56:28 [CLOCK]	No OUT	Incorrect
Jun 20, 2004	Sun	-	No record		
Jun 21, 2004	Mon	-	AM09:16:30 [CLOCK]	PM05:16:33 [CLOCK]	[L(00:16:30), OT(00:15:00)]
Jun 22, 2004	Tue	-	No record		
Jun 23, 2004	Wed	-	PM01:16:35 [CLOCK]	PM06:16:36 [CLOCK]	[L(04:16:35), OT(01:15:00)]
Jun 24, 2004	Thu	-	AM08:56:37 [CLOCK]	PM01:16:38 [CLOCK]	[E(03:43:22)]
Jun 25, 2004	Fri	-	No record		
Jun 26, 2004	Sat	-	No record		
Jun 27, 2004	Sun	-	No record		
Jun 28, 2004	Mon	-	AM08:56:39 [CLOCK]	PM05:16:42 [CLOCK]	[OT(00:15:00)]
Jun 29, 2004	Tue	-	AM08:16:43 [CLOCK]	PM06:16:46 [CLOCK]	[OT(01:15:00)]
Jun 30, 2004	Wed	-	AM08:48:47 [CLOCK]	PM05:16:50 [CLOCK]	[OT(00:15:00)]

Clocked day=10, Valid day=9, Late day=3(04:49:29), Early Leave day=2(04:26:59), Overtime day=7(06:45:00)

Number of clocked days Number of valid days Total Number of days Total Hours

0% Page 1 of 1

8.2 TWO SESSIONS ATTENDANCE REPORT

It extracts the **first four data** in a day (or first two data - depend on the working hours' setup) to calculate the Late, Early Leave and Overtime for selected employees according to the Standard Working Hours and Overtime policy for two sessions. Daily records that less than four times / two times or more than four times / two times in a day may not be included in the calculation. Reminder will be printed on the report.

Report for data of all employees in card information

Report for data of selected group

Select from card information list

Report for data from all readers, including CLOCK, IN and OUT readers

Report for data from readers that set up as CLOCK Only (Not for data collected from auto IN/OUT timer in clock mode)

Report for data from readers that set up as IN/OUT mode and by auto IN/OUT timer in clock mode

Time format for print out (hh:mm:ss = hour:minute:second)

Print those days that do not have clocked data

Printing with highlighted lines

Set up the overtime policy

OT will be calculated if the preset minimum OT reached

OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second)

**For example, under this set up, OT will only be calculated if the employee clock out after 17:15pm on Monday. And the reported OT will be in the multiple of 15 minutes.
e.g. Clock out at 17:14:59, OT = 0 minutes
e.g. Clock out at 17:29:59, OT = 15 minutes
e.g. Clock out at 17:30:00, OT = 30 minutes**

Report will be printed according to the following setup for all the selected Person of Interest.

Enter the Standard Working Hours

Enter Office Hour for Saturday if it is not the same as the Standard Time

Working Hours

Standard Time

Saturday

Overtime Options

Min. O.T.

O.T. Multiple

Options

Records of interest

Record format

Persons of interest

Dates of interest

Confirm **Cancel**

Time Attendance V1.0 User Manual

Records need special attention

E = Early Leave

L = Late

OT = Overtime

Attendance (Clock)

Time Recorder
Standard: 09:00-13:00 14:00-17:30
Saturday: 09:00-13:00

From: 16/Jun/2004 To: 30/Jun/2004

Attendance (Clock)

[14882691] May Lai

Jun 16, 2004 Wed - AM08:16:15 [CLOCK] PM01:06:17 [CLOCK]
PM02:16:18 [CLOCK] PM07:16:19 [CLOCK] [L(00:16:18), OT(02:15:00)]

Jun 17, 2004 Thu - AM08:16:20 [CLOCK] PM01:01:21 [CLOCK]
PM01:56:22 [CLOCK] PM04:16:23 [CLOCK] [E(00:43:37)]

Jun 18, 2004 Fri - AM09:16:24 [CLOCK] PM01:01:25 [CLOCK] [L(00:16:24)]
PM02:16:26 [CLOCK] PM06:16:27 [CLOCK] [L(00:16:26), OT(01:15:00)]

Jun 19, 2004 Sat - AM08:56:28 [CLOCK] No OUT Incorrect

Jun 20, 2004 Sun - No record

Jun 21, 2004 Mon - AM09:16:30 [CLOCK] PM01:01:31 [CLOCK] [L(00:16:30)]
PM01:59:32 [CLOCK] PM05:16:33 [CLOCK] [OT(00:15:00)]

Jun 22, 2004 Tue - No record

Jun 23, 2004 Wed - PM01:16:35 [CLOCK] PM06:16:36 [CLOCK] [OT(01:15:00)] Missing

Jun 24, 2004 Thu - AM08:56:37 [CLOCK] PM01:16:38 [CLOCK] Missing

Jun 25, 2004 Fri - No record

Jun 26, 2004 Sat - No record

Jun 27, 2004 Sun - No record

Jun 28, 2004 Mon - AM08:56:39 [CLOCK] PM01:01:40 [CLOCK]
PM01:59:41 [CLOCK] PM05:16:42 [CLOCK] [OT(00:15:00)]

Jun 29, 2004 Tue - AM08:16:43 [CLOCK] PM01:16:44 [CLOCK]
PM02:16:45 [CLOCK] PM06:16:46 [CLOCK] [L(00:16:45), OT(01:15:00)]

Jun 30, 2004 Wed - AM08:48:47 [CLOCK] PM01:01:48 [CLOCK]
PM01:59:49 [CLOCK] PM05:16:50 [CLOCK] [OT(00:15:00)]

Clocked day=10, Valid Day=7, Late=5(01:22:23), Early Leave=1(00:43:37), Overtime day=7(06:45:00)

0% Page 1 of 1

Incomplete record entry

At least 4 records for weekdays

Number of clocked days

Number of valid days

Total Number of LATE / Early Leave

Total Hours

Total Number of Overtime Day

9. REPORTS – PRINTOUTS

The reports are generated from the attendance records according to the user selected options.

Scope of Report

Persons of interest

- All
- Group
- List

Dates of interest

- This Week
- This Month
- All
- Range
- Last Week
- Last Month

Records of interest

- ALL
- CLOCK
- IN/OUT

Options

- Print blank lines
- New page on each person
- Enhanced Printing
- Preview Only

Record format

- AM/PMhh:mm:ss
- HH:mm:ss
- AM/PMhh:mm
- HH:mm

Annotations:

- Report for data of all employees in card information list (points to 'All')
- Report for the data of selected group (points to 'Group')
- Select from card information list (points to 'List')
- Print those days that do not have clock data (points to 'Print blank lines')
- Printing with highlighted lines (points to 'Enhanced Printing')
- Time format for print out (hh:mm:ss = hour:minute:second) (points to 'AM/PMhh:mm:ss')
- Report for data from all readers, including CLOCK, IN and OUT readers (points to 'ALL')
- Report for data from readers that set up as CLOCK Only (Not include data collected from auto IN/OUT timer) (points to 'CLOCK')
- Report for data collected from readers that set up as IN/OUT or from auto IN/OUT timer (points to 'IN/OUT')

Who's Status

Persons of interest

- All
- Group
- List

Date of interest

October 23, 2004 Saturday

Record format

- AM/PMhh:mm:ss
- HH:mm:ss
- AM/PMhh:mm
- HH:mm

Options

- New page on new category
- Enhanced Printing
- Preview Only

Annotations:

- Report for data of all employees in card information (points to 'All')
- Report for data of selected group (points to 'Group')
- Select from card information list (points to 'List')
- Report for data of selected date (points to 'Date of interest')
- Time format for print out (hh:mm:ss = hour:minute:second) (points to 'AM/PMhh:mm:ss')
- Printing with highlighted lines (points to 'Enhanced Printing')

9.1 DAILY INDIVIDUAL REPORT

Report for individual employee status at a specific date.

Daily Individual

Persons of interest
 All
 Group
 List

Record format
 AM/PMhh:mm:ss
 HH:mm:ss
 AM/PMhh:mm
 HH:mm

Date of interest

Records per line
 2 4 6 8

Options
 New page on new category
 Enhanced Printing
 Preview Only

Time Attendance 9/Nov/2004

Daily Individual Report

[374099] Albert Willy (7 record(s))

CLOCK -
IN - AM08:34:41 AM08:39:41 AM08:49:06
OUT - AM05:35:45 PM01:01:51 PM02:02:17 PM06:15:07

[365735] Martin Luthur (0 record(s))

CLOCK -
IN -
OUT -

[363683] May Lai (4 record(s))

CLOCK -
IN - AM08:39:52 PM02:05:29
OUT - PM01:01:54 PM06:27:18

[367759] Philip Wayne (4 record(s))

CLOCK -
IN - AM08:39:56 PM02:40:09
OUT - PM01:02:18 PM06:27:43

0% Page 1 of 1

9.2 TIME LOGS REPORT

Report for all data sorted by name according to selected readers at a specific date range. Number of records and clocked days for that employee will be reported.

Scope of Report

Persons of interest
 All
 Group (DEFAULT)
 List (Pick List)

Dates of interest
 This Week Last Week
 This Month Last Month
 All
 Range
 From: November 8, 2004 Monday
 To: November 9, 2004 Tuesday

Records of interest
 ALL CLOCK IN/OUT

Options
 Print blank lines
 New page on each person
 Enhanced Printing
 Preview Only

Records per line
 2 6
 4 8

Record format
 AM/PMhh:mm:ss
 HH:mm:ss
 AM/PMhh:mm
 HH:mm

Confirm Cancel

Time Attendance From: 8/Nov/2004 To: 9/Nov/2004

Time Logs (All)

[374099] Albert Willy (11 record(s))
Nov 08, 2004 Mon - PM01:07:03 [O] PM01:33:25 [I] PM02:11:24 [O] PM06:13:50 [O]
Nov 09, 2004 Tue - AM05:35:45 [O] AM08:34:41 [I] AM08:39:41 [I] AM08:49:06 [I]
PM01:01:51 [O] PM02:02:17 [O] PM06:15:07 [O]
No of day(s) = 2
[365735] Martin Luthur (0 record(s))
No of day(s) = 0
[363683] May Lai (8 record(s))
Nov 08, 2004 Mon - AM08:23:53 [I] PM01:11:10 [O] PM02:11:27 [I] PM07:13:44 [O]
Nov 09, 2004 Tue - AM08:39:52 [I] PM01:01:54 [O] PM02:05:29 [I] PM06:27:18 [O]
No of day(s) = 2
[367759] Philip Wayne (9 record(s))
Nov 08, 2004 Mon - AM09:51:24 [I] AM09:51:25 [I] PM01:01:54 [O] PM02:11:26 [I]
PM06:01:39 [O]
Nov 09, 2004 Tue - AM08:39:56 [I] PM01:02:18 [O] PM02:40:09 [I] PM06:27:43 [O]
No of day(s) = 2

0% Page 1 of 1

9.3 TOTAL HOURS REPORT

It is a detailed Total Working Hours Report for employees of selected readers according to First in Last out basis for a specific date range. The first data will be used as the IN time and the last data will be used as the OUT time for calculation.

Scope of Report

Persons of interest
 All
 Group (DEFAULT)
 List (Pick List)

Dates of interest
 This Week
 This Month
 All
 Range
 From: November 8, 2004 Monday
 To: November 9, 2004 Tuesday

Records of interest
 ALL
 CLOCK
 IN/OUT

Options
 Print blank lines
 New page on each person
 Enhanced Printing
 Preview Only

Record format
 AM/PMhh:mm:ss
 HH:mm:ss
 AM/PMhh:mm
 HH:mm

Confirm Cancel

Time Attendance From: 8/Nov/2004 To: 9/Nov/2004

Total Hours (IN/OUT)

Employee ID	Employee Name	Date	Day	IN Time	OUT Time	Duration
[374099]	Albert Willy	Nov 08, 2004	Mon	PM01:33:25 [IN]	PM06:13:50 [OUT]	(04:40:25)
		Nov 09, 2004	Tue	AM08:34:41 [IN]	PM06:15:07 [OUT]	(09:40:26)
		No of day(s) = 2 Total Time=14:20:51				
[365735]	Martin Luthur	No of day(s) = 0 Total Time=00:00:00				
[363683]	May Lai	Nov 08, 2004	Mon	AM08:23:53 [IN]	PM07:13:44 [OUT]	(10:49:51)
		Nov 09, 2004	Tue	AM08:39:52 [IN]	PM06:27:18 [OUT]	(09:47:26)
		No of day(s) = 2 Total Time=20:37:17				
[367759]	Philip Wayne	Nov 08, 2004	Mon	AM09:51:24 [IN]	PM06:01:39 [OUT]	(08:10:15)
		Nov 09, 2004	Tue	AM08:39:56 [IN]	PM06:27:43 [OUT]	(09:47:47)
		No of day(s) = 2 Total Time=17:58:02				

0% Page 1 of 1

** For IN / OUT readers' report, IN and OUT records must be matched in pair.

9.4 TOTAL HOURS DETAIL REPORT

Total Hours Detail Report calculates all the time difference between two consecutive records in a day for employees.

Scope of Report

Persons of interest
 All
 Group (DEFAULT)
 List (Pick List)

Dates of interest
 This Week
 This Month
 All
 Range
 From: November 8, 2004 Monday
 To: November 9, 2004 Tuesday

Records of interest
 ALL
 CLOCK
 IN/OUT

Options
 Print blank lines
 New page on each person
 Enhanced Printing
 Preview Only

Record format
 AM/PMhh:mm:ss
 HH:mm:ss
 AM/PMhh:mm
 HH:mm

Buttons: Confirm, Cancel

Time Attendance From: 8/Nov/2004 To: 9/Nov/2004

Total Hours Detail (IN/OUT)

[374099] Albert Willy		
Nov 08, 2004 Mon	FM01:33:25 [IN]	FM06:13:50 [OUT] (04:40:25)
Nov 09, 2004 Tue	AM08:34:41 [IN]	PM06:15:07 [OUT] (09:40:26)
No of day(s) = 2 Total Time=14:20:51		
[365735] Martin Luthur		
No of day(s) = 0 Total Time=00:00:00		
[363683] May Lai		
Nov 08, 2004 Mon	AM08:23:53 [IN]	FM01:11:10 [OUT] (04:47:17)
	FM02:11:27 [IN]	FM07:13:44 [OUT] (05:02:17)
Nov 09, 2004 Tue	AM08:39:52 [IN]	PM01:01:54 [OUT] (04:22:02)
	FM02:05:29 [IN]	FM06:27:18 [OUT] (04:21:49)
No of day(s) = 2 Total Time=18:33:25		
[367759] Philip Wayne		
Nov 08, 2004 Mon	AM09:51:24 [IN]	FM01:01:54 [OUT] (03:10:30)
	FM02:11:26 [IN]	FM06:01:39 [OUT] (03:50:13)
Nov 09, 2004 Tue	AM08:39:56 [IN]	PM01:02:18 [OUT] (04:22:22)
	FM02:40:09 [IN]	FM06:27:43 [OUT] (03:47:34)
No of day(s) = 2 Total Time=15:10:39		

0% Page 1 of 1

** For IN / OUT readers' report, IN and OUT records must be matched in pair.

9.5 WHO'S IN / OUT REPORT

Report for finding out WHO is IN the office and WHO is NOT IN (OUT) the office at a specific date.

Who's Status

Persons of interest
 All
 Group
 List

Date of interest

Record format
 AM/PMhh:mm:ss
 HH:mm:ss
 AM/PMhh:mm
 HH:mm

Options
 New page on new category
 Enhanced Printing
 Preview Only

Time Attendance 8/Nov/2004

Who's IN / OUT

Who's CLOCK
No person

Who's IN
No person

Who's OUT

Albert Willy	PM06:13:50 - PM01:33:25 [IN]	(04:40:25)
May Lai	PM07:13:44 - PM02:11:27 [IN]	(05:02:17)
Philip Wayne	PM06:01:39 - PM02:11:26 [IN]	(03:50:13)

3 persons

No record

Martin Luthur

1 person

10. SPREADSHEET

The attendance records can be processed according to the working hours and output to an EXCEL file to further processing like payroll, appraisal, etc.

10.1 FIRST IN / LAST OUT SPREADSHEET

It extracts the first clocked data (First) and the last clocked data (Last) from selected readers.

	A	B	C	D	E	F
1	NAME	GROUP	DATE	IN	OUT	STATUS
2	Albert Willy	DEFAULT	8/11/2004	13:33:25	18:13:50	OK
3			9/11/2004	08:34:41	18:15:07	OK
4	May Lai	SALES	8/11/2004	08:23:53	19:13:44	OK
5			9/11/2004	08:39:52	18:27:18	OK
6	Philip Wayne	OFFICE	8/11/2004	09:51:24	18:01:39	OK
7			9/11/2004	08:39:56	18:27:43	OK

10.2 IN / OUT PAIRS SPREADSHEET

Data are grouped into pairs which must be clock IN and clock OUT data.

Scope of Report
✕

Persons of interest
 All
 Group DEFAULT
 List Pick List

Dates of interest
 This Week Last Week
 This Month Last Month
 All
 Range
 From November 8, 2004 Monday
 To November 9, 2004 Tuesday

Options
 Print blank lines
 New page on each person

Records per line
 2 6
 4 8

Confirm
Cancel

	A	B	C	D	E	F	G	H
1	NAME	GROUP	DATE	IN1	OUT1	IN2	OUT2	STATUS
2	Albert Willy	DEFAULT	8/11/2004	13:33:25	18:13:50			Incomplete
3			9/11/2004	08:34:41	18:15:07			Incomplete
4	May Lai	SALES	8/11/2004	08:23:53	13:11:10	14:11:27	19:13:44	Incomplete
5			9/11/2004	08:39:52	13:01:54	14:05:29	18:27:18	OK
6	Philip Wayne	OFFICE	8/11/2004	09:51:24	13:01:54	14:11:26	18:01:39	Incomplete
7			9/11/2004	08:39:56	13:02:18	14:40:09	18:27:43	OK

10.3 TIME LOGS SPREADSHEET

It sorts out all the data by employees according to the selected readers for the selected date range.

Scope of Report
✕

Persons of interest
 All
 Group DEFAULT
 List Pick List

Dates of interest
 This Week Last Week
 This Month Last Month
 All
 Range
 From November 8, 2004 Monday
 To November 9, 2004 Tuesday

Options
 Print blank lines
 New page on each person

Records per line
 2 6
 4 8

Records of interest
 ALL CLOCK IN/OUT

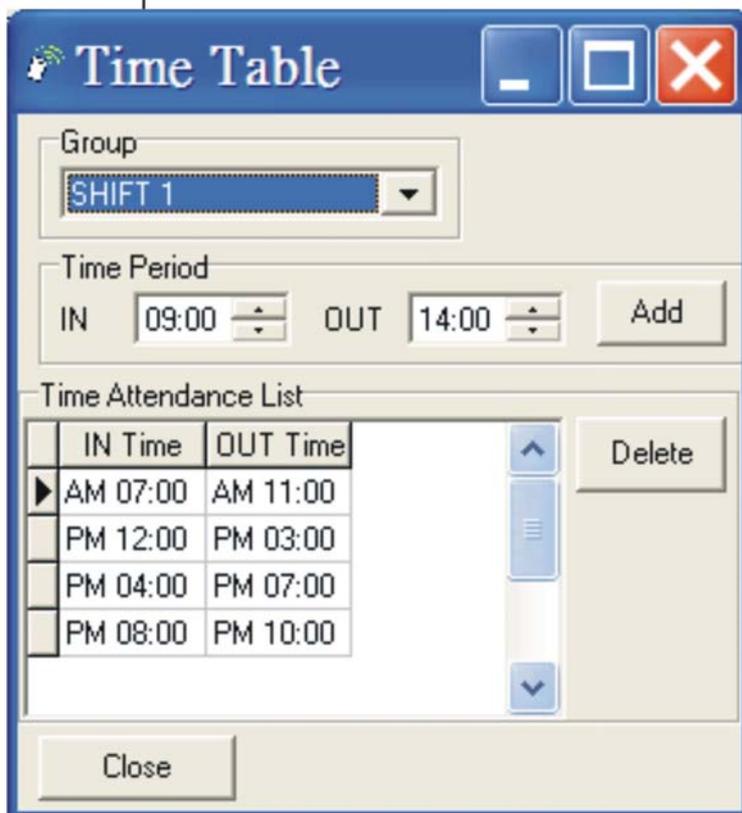
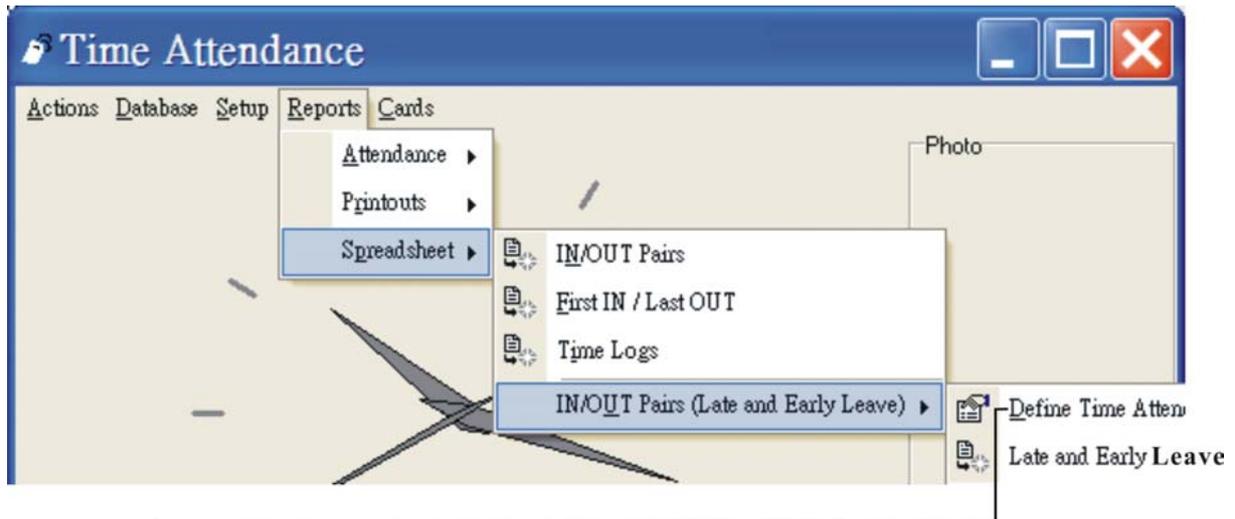
Confirm
Cancel

	A	B	C	D	E	F	G
1	NAME	GROUP	DATE	TIME1	TIME2	TIME3	TIME4
2	Albert Will	DEFAULT	8/11/2004	13:07:03	13:33:25	14:11:24	18:13:50
3			9/11/2004	05:35:45	08:34:41	08:39:41	08:49:06
4				13:01:51	14:02:17	18:15:07	
5	May Lai	SALES	8/11/2004	08:23:53	13:11:10	14:11:27	19:13:44
6			9/11/2004	08:39:52	13:01:54	14:05:29	18:27:18
7	Philip Way	OFFICE	8/11/2004	09:51:24	09:51:25	13:01:54	14:11:26
8				18:01:39			
9			9/11/2004	08:39:56	13:02:18	14:40:09	18:27:43

10.4 IN OUT PAIRS LATE & EARLY LEAVE SPREADSHEET

Powerful spreadsheet report for your factory's four sessions time attendance needs. It calculates the Late & Early Leave attendance records for at most four sessions in a day and generates the spreadsheet according to the defined Time Attendance Table.

Since it is an independent report, you have to define your work time for different group of workers for report generation.



Time Attendance V1.0 User Manual

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	NAME	GROUP	DATE	IN1	LT1	OUT1	EL1	IN2	LT2	OUT2	EL2	IN3	LT3	OUT3	EL3	IN4	LT4
2	May Lai	SHIFT 1	20/10/2004														
3			21/10/2004					14:51:13	02:51:13	19:34:50	00:00:00						
4	Martin Chan	SHIFT 1	20/10/2004														
5			21/10/2004	10:48:08	03:48:08	10:49:00	00:11:00										
6			22/10/2004	09:44:22	02:44:22	16:53:33	00:00:00					16:55:00	00:55:00	19:44:59	00:00:00		
7			23/10/2004														
8	Photo Wayne	SHIFT 1	20/10/2004									18:32:58	02:32:58	18:33:05	00:26:55		
9			21/10/2004									16:08:01	00:08:01	18:29:16	00:30:44		
10			22/10/2004					11:13:18	00:00:00	17:20:54	00:00:00						
11	Time Clock	SHIFT 1	20/10/2004														
12			21/10/2004					14:04:22	02:04:22	19:34:47	00:00:00						
13	AVEA	SHIFT 1	20/10/2004														
14			21/10/2004														
15			22/10/2004					11:12:37	00:00:00	17:10:24	00:00:00	17:15:44	01:15:44	17:16:06	01:43:54		

First clock IN time

Late (first IN time - the first expected clock IN time)

First clock OUT time

Early Leave (first OUT time - the first expected clock OUT time)

Third clock IN time

Late (third IN time - the third expected clock IN time)

Third clock OUT time

Early Leave (third OUT time - the third Expected clock OUT time)