Sirie TMS[™] version 2.8.06 (Standalone concept)

SOFTWARE USER MANUAL

A) Pop-up Dialog Messages

Database initialization



When running for the first time, a database has to be initialized first because anything could happen. Once the database has been successfully initialized, all you have to do is press 'OK' and restart SirieTMS[™].

SirieTMS Login dialog

This is the login screen for SirieTMS[™]. For the default username and password, please refer to the information that has been provided to you upon purchase.

B) Main Page



This is the default main screen.

C) Menu Functions

File > Change Password

Change Password	
Old Password:	XXX
New Password:	XXX :
Confirm Password:	***

The username for the login is fixed so it is non-changeable. However, the password could be change.

File > Company Info

Company Info (as shown c	on reports)
Company Name:	I
Company Address:	s (7)
Telephone & Fax No.:	
ime Recorder Serial No	
Time Recorder Serial I	No.:
No Time Recorder	Serial No. Add
	Delate
	Delete

The report header consists of 3 lines which will hold the Company Name, Company Address and Telephone & Fax No. It is not necessary for you to key in just your company name only under the Company Name field. You could add your company registration no. or anything that you wish for it to appear at the header section of the report.

As for the second section, each time recorder comes with a unique serial and keying them in will provide better management of time recorders especially when there's more than one in use.

Help > Registration Info

legistration Info	the second					
Company Name:	SirieSc	oft				
CD Key:	xxxx	1000	****	12	xxxx	1
			1	O.		Cancel

This is where you enter in the CD-Key provided to you in order to activate your copy of SirieTMS[™]. However, you are only allowed to register if the correct dongle is detected, otherwise you would not be able to register. So, make sure you have the correct dongle attached and the correct CD-Key.

D) Admin Data

Admin Data > Department Setting

	Department Setting
Admin Data Organizant Setting Capartment Setting Sish Setting Calender Employee Setting Nexter Card Setting Temporary Card Setting Attendence Report Org System Manatesiance Org	No Department Name 1 1 2 HR 3 Account

Here is where you specify the department. And the department will then be assigned to the employees. Please take note that, department that is still attached to at least 1 employee will not be allow to be deleted.

Admin Data > Shift Setting

e Adnin Data Attendance R	eport System Manteniance Miscellaneous Help
Main Page	Net Setting
Admin Data 8	Shift ID: at M Shift Name OFFEICE(138-51 Print/Preview
Department Setting Shift Setting	Open Shift acting
Leave Setting Calendar	Gararal Ganaral Tea Break Estra Stafta Overräght Staft Overräght Tea Break
Employee Setting Mester Card Setting	General Setting Allow Late For a Minutes
Temporary Card Setting	Start Of Working Time: 8 00:00 4H 💇 PunchFron: 7:00:00 4H 👰 To: 2:00:00 FH 🕸
	End Of Working Time: 5:03:00 PM 🛬 PunchPrane: 3:03:00 PM 🚭
Attendance Report	Civertme Until: 11.00.00 PM (\$
System Maintenance ×	Count OT After D Minutes
Miscellaneous 🔹	Lundh Setting
	Pre-allocated Lunch Break 60 Minutes
	Lunch Out Time: Lunch Inter Punch From Lunch Press
	Lunch In Time: Transition 2 Punch From 12 Too 1 Too 1
SirieSoft.	
www.SirieSoft.com	Update / Save

Shift Name: the name/description of the current shift.

Currently, there're only 20 slots of shifts available.

Start of working time and end of working time represent the start and end of the normal working hour shift. And the lunch break will be deducted from the amount of time when the report is generated. When "Pre-allocated Lunch Break __Minutes" checked, the specified lunch minutes will be deducted from the overall working time for that particular employee in that particular day.

Sin	eTMS 3.0.01	SarieTMS Suppo	et]	
rile	Admin Data	Attendence Report	System Meinterance	History
	Mein Pag	e Po	d Leave Setting	
-	him that a		Paid Le	eave

Admin Data > Leave Setting

Main Page	 Paid Leave Setting 	Unpaid Leave Setting		
Admin Data A	Paid Leave	Unpaid Leave		
Department Setting dish Setting Calender Drytoryes Setting Marter Card Setting Tenson ary Card Setting Attendance Report * System Monitoname: * Macellanema *	Item 1: Full Control Location Item 2: Formal Location Item 3: Formal Location Item 5: Formal Location Item 6: Formal Location Item 7: Formal Location Item 8: Other Paid Location	Item 1: Des Courses Item 2: Herring and Item 3: Item 3: Other Unpaid Leave		
SirieSoft		Save / Upda		
Current View Leave Setting				

The descriptions here will be used when doing manual adjustment for employees that applied for either paid leave or unpaid leave. The fixed fields are used during payroll posting.

Admin Data > Calendar

Here is where you can set which date of the year will be regarded as holiday; so when doing the reports, SirieTMS[™] will take into account of those dates specified.

SinieTMS 3.0.08 [SinieTMS	Support]	
le AdminiDiata Attendance	Report System Maintenance Miscellaneous Help	
Main Page Admin Data Opportnert Setting Suit Setting Leave Setting	Calendar Date Details Date: Wedhesday, May 07, 2008 M Descriptions	Add Delete
Calendar	No. Date Description	
Enployee Setting	1 01/06/2008 Labour Day	
Master Cord Setting	(11.47.4. III. 9) 3	÷
Temporary Card Setting		
AttendanceReport Θ		
System Hairdenance 🖯		
Miscellaneous 📵	-	
Forward by SirieSoft, www.SirieSoft.com		
Current Wex: Calendar	Last Conwritted Addam : None	07/05/2008 11:04:23 AM

Admin Data > Employee Setting @ Employee Details

Main Page		Exployee Name	Department	Employee: Code	Payment Type		Display Nessage
Admin Data	*	Robyn Yap	Marketing	12345678	a statement of	2345678	(ACOMP)
Department Setting Saft Setting Leave Setting Calendar Binplayee Setting	6						
Master Card Setting Temporary Card Setting		Exploree Details	Shift Detail	s Change Shift	9	Frint/Fran	_
Mtendance Report			Name: 3	habyn	Card No.:	12345676	U R
System Hairtenance	*	Last	Namer	Yop.	Department	Mariating	~
Miscellaneous			lovee Code:	12345678	Display Moder	All Meanager	×
		Char Invige Display Moscage 1	1	61	Payment Type:	Monthly	4
		Deploy Message 2				0	Clear
SirieSoft.					Add Update	1	Delete

<u>Card No.</u>: should only consist of numbers and it must strictly be 8 digits.

Employee Code: And it is advisable to use only numbers for employee code and the maximum code length are 8 digits.

Display message 1 & Display message 2: SirieTMS[™] Time Recorder allows 2 lines of message to be displayed when an employee touches his card and here is where you specify what should be displayed for that particular employee. Both fields are optional.

Display mode: in order for to display message 1 & 2, all Messages should be selected under display mode. The other options are Card Number only, this will only show the card number on the time recorder; if Employee Code only, time recorder will only show the employee code.

<u>Picture box</u>: In order to attach a picture to a particular employee, all you need to do is just click on the blank box and a file browser dialog will prompt out for you to select the picture.

Payment Type: This setting is mainly used when you post the data to payroll. It is to differentiate between employees that are being paid hourly or monthly.

The others are self-explanatory.

Admin Data > Employee Setting @ Shift Details

Main Page		Exployee Name	Department	Employee: Code	Payment Type	Card No.	Display Message
Admin Data Department Setting Setting Leave Setting Calendar Enalizies Setting	8	Robyn Yap	Marlating	12346678	Portte	12845678	
Naster Card Setting Renoorary Card Setting	4	Exployee Details	Shift Details	Charge Shift	1	Frinds	Pravlani
Mtendance Report	¥	Weekly Shift Settin	All the second second	Contraction of the local distance of the loc	Holder	Setting	
System Maintenance	*	Monday Tuesday	[01] OFFICE (1) 8- [01] OFFICE (1) 8-	and a second	□ H	aliciaw(s) In Calen	dat
Miscellaneous	4	Wednesday	[D1] OFFICE (1) 8	5 1			
		Thursday	[01] OFFICE (1) 8	5 100			
		Friday	[Di] OFFICE (1) 8	5 14			
		Saturday	***Sent Dep ^{arte}	*			
SirieSoft.		Sunday	***Rest Day***	2			

Under this "Shift Details" for each employee, you can preset the weekly work schedule for that particular employee. It means an employee will be able to have 7 different work schedules for that whole week (weekly schedule).

Main Page		Set. 10		1 Sector	100	Burney .		Dist
01.		Enployee Nerve	Department	Code	ee.	Payment Type	Card No.	Display Meanage 1
Admin Data	A) 1	Robytn Yapı	Marketing	123456	78	Monthly	12345578	
Department Setting Shift Setting Leaves Setting Colordar Engloyve Setting								
Master Card Setting		J		-				6
Temporary Card Setting		Employee Debails	Shift Details	Chan	go Shift		Princ	Proview
Altendance Report	8	Change Shift Employee Code:	12345678		Date:	Thursday ,	May 05, 2006	
System Maintenance	¢.	Original Shift:	[01] OFTRE (1)	6-5	Remark			
Macellaneous	*	Change To Shift:		*				
		Cate	Original Shift	Update		henark	35	Add
SirieSoft.						ARGORIA.		Delete
Follows Ti Mindhee Provider		1		_				

Admin Data > Employee Setting @ Change Shift

An employee who wishes to change shift will be able to do so under the "Change Shift" functions. Just select the date that the employee wishes to change and then select the new shift under "Change To Shift". A remark could also be specified to give further explanation as to why that particular employee wishes to change shift.

Admin Data > Master Card Setting

Main Page		Explored	1	Display	Display	3.000
	Card No.	Code	Dapley Node	Phonege 1	Mensage 2	
kimin Data 🤫						
Apartment Setting						
hift Setting						
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alerclat						
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stationary card terraity						
Attendance Report \varTheta	1			1	[]	
					Read A Card	Deleta
iysten Maintenanz 🖯	- Master Card Detail		1.00	3419332 - 45	1	
tacellanena 🔴	Employee Code:		D	Display Message 1:		
	Deplay Model	Al Nessages		Deplay Message 2:		
	50500442005				1	lpdate
General by:						
SirieSoft						
new SitieSelf.com						

Master card is specified for the purpose of getting the data into the SD Card from the time recorder. In order to retrieve data from the Time Recorder, you need a master card to access it.

In order set in a master card, all you need to do is click on the "Read A Card" button and touch the card that you wish to set it as a master card onto the time recorder (make sure the time recorder is attached and switched on)

The rest of the fields are the same as described earlier in "Employee Setting".

le Admin Disto Attendeno Maila Page		Data Debals		
Admin Data 6 Department Setting Shift Setting Leave Setting	Date: Descript	Wednesday	, Мау 07,2006 <mark>м</mark>	Add Celete
Calendar	7/0	Date	Description	
Enployee Setting	1	01/05/2008	Labour Day	
Master Card Setting Temporary Card Setting		awaa	10	
AttendanceReport				
Attendance/keport \varTheta System Haintenance 🖯				

The procedure here is almost the same as Master Card Setting. The only difference is the additional "Description" field for you to specify the use of that particular temporary card be it for a visitor use or something else.

E) Attendance Report

Attendance Report > Personal Report

rigated Details	Department	AlEve	hanner 1			Prom	The	nday: ;	Marini	08.2008	(M)			1	licos
	Employee	Residence of the		ANE DISEASE	ten Yao Imi	Tor				08.2006	w.	Gen	state Report	Prevery	/Pint Report
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ate	St. Wi	rt xk.Time	Lundh Out T		Lunch In Time	End Walk.	Time	Working Hours	Lund Hours	OT Hours		urs Office	Late Hours	Early.Deps Hours	Extra.Shit One
									1						

This is where you get your personal report done. There are basically 3 functions here under personal report. The first one is the "Manual Adjustment", the second is "Generate Report" and the third is "Preview/Print Report".

Each of these 3 functions will be discussed in a details on the following pages.

Admin Data > Temporary Card Setting

Attendance Report > Personal Report > Manual Adjustment Selection Dialog

nquired l	Group	<i></i>			NA 5		
Department:		All Em	All Employees				
Empli	oyee:	[12345678] [12345678] Rob					
Inquiry Po	eriod						
From:	Thur	sday ,	May	08, 2008	4		
To:	Thur	sday ,	May	08, 2008	~		

This is the dialog screen that you will first see when you click "Manual Adjustment" on the personal report screen. It basically asks you which employee's transactions that you would like to adjust manually and also the period of the adjustment will take place.

X **Manual Adjustment** Name: Robyn Yap 12345678 Card No.: 12345678 Employee Code: 08/05/2008 08/05/2008 Inquiry Period From: To: Date Time Remark Date: 08/05/2008 ~ Other Unpaid Le... 08/05/2008 9:00:00 AM 08/05/2008 5:00:00 PM Other Unpaid Le... Leave Medical Leave ~ 9:00:00 AM From: To: 5:00:00 PM O Single Record 12:00:00 AM Time: Late Arrival × Remark: Medical Leave Insert Delete

Attendance Report > Personal Report > Manual Adjustment Selection Dialog > Manual Adjustment

This is the 'Manual Adjustment' screen.

Practically in manual adjustment, you can only insert new time stamps. You are unable to delete time stamps that were collected from the time recorder. You can delete time stamps that were manually inserted but not the time stamps that were collected from the time recorder.

There are 2 types of pre-set time stamps that you can insert manually into the database. The first one is the leave's time stamps which come as a pair. When an employee took a paid leave, you specify the period of hours that he is going to get "paid for". And if it's an unpaid leave, just select which kind of unpaid leave should the employee be put under from the drop down list.

Single record time stamp insertion is normally used when an employee forgot to punch-in or out, or if the employee forgot to bring the card, you can punch it manually for that particular employee.

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	ndance Report riodFrom: 85/05/2						Tuday'ı Don Page Humbe	
Dwe & Day	StatOF EndOF MarkTane MarkTane	Working Lundy Haust Haust	Overtai Hoart Law	Eins Skift	ElmaSkifi Overe Tve Shift	de Overside O Overside La	versit Hilder Albert Overline	Renad
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nt Page No.: 1		1.1.10	ege No.: T				actor : Page Widd	

This is what it looks like when you click on the "Preview/Print Report" button on the main personal report screen. Notice the blank space on the top of the report above the horizontal line. This is where the information you already keyed-in into "Company Info" (see earlier screen at the top). It consist the "Company Name", "Company Address" and "Phone & Fax No" lines. Of course, you could put in anything you like.

To print the report, just click the printer icon, the second icon from the left at the top.

To export the report to a different format, click the "Export" button, the far left icon and choose the desired format that you wish to export to.

F) System Maintenance

System Maintenance > Hardware Setting

Main Page	- System Setting			
idente Data	Working Directory:	ENSINGROUSINGTIMS		Baswase
and the second second second	Record Files Directory:	Record Files	Record Badoup Directory;	Record Beckup
utendanceReport	Time Recorder Directory:	C W		
iyabern Maintenarice 😚	Default Display Mode:	All Nessages M		
io zve la dware Setting	🔄 Edit Time Recorder Da	ta		Save / Update
ardMachine ID Upload	Database Management			
Jear Machine Memory unsynaw	Last Maintained Time:	Not-foralistic	Geer Record T	8
onpany Setup	Current Record Amount:	175	Wednesday,	Hay 07,2008 M
nitiales Controller Segistet Deregister	Pirst Record Date:	08/04/2808		Stat Clear
apon compos	Last Record Date:	07/05/2008		
Secolumnus				
SirieSoft.				

<u>Working Directory</u>: This is the working directory where the files and data would be stored in. It is recommended that you do not change the working directory path.

<u>Record Files Directory</u>: The directory/folder would be located inside the working directory path specified earlier. This directory temporarily stores the data that is being transferred from the SD Card into the database (Attendance Report > Get Data)

<u>Record Backup Directory</u>: Every time after a "Get Data" session, all the files from the SD Card that were transferred into the database will be put into this directory as a backup.

Time Recorder Directory: This specifies the directory of the time recorder.

Default Display Mode: Here is where you specify the default display mode. You could change it under each individual setting in the Employee Setting, Master Card Setting and Temporary Card Setting.

Last Maintained Time: Last maintained time shows you when is the last time you maintained the database, i.e, when is the last time you clear some records from it using the "Clear Record Till" function.

Current Record Amount: This specifies the number of time stamps that contain in the database.

<u>First Record Date:</u> The first time stamp in the database. **<u>Last Record Date:</u>** The last time stamp in the database.

System Maintenance > Card/Machine ID Upload

Main Piege	1.00	s - 141 (07.50)		20 1142		Second Second	
Admin Data 🛛 🔴	1	Broven Database J	PC] Browse Tim	n filezoodur		Uplined To Tim	w Rezzoder
Attendance Report	Mac	tine 10: 🐰	¥				
System Maintenance 🙃	No	Card Type	Display Mode	Caid	Enployee Code	Necroge Row 1	Herrige R
enoan	1	Nerder Card	AlManagan	08440046	123		
Hardware Setting	2	Member Card	ASMetroget	12661579	321		1
Card/Hischive ID Upload	3.	Nember Card	AlManager	08440077	444		
Clear Machine Manory	4	Nerder Card	AlManaget	14972914	222		
AU3200	5	Namber Eard	AlMessages	14979648	333	1.	
Company Saltup							
Initialize Controller Register Deregister							
calleon transferrer							
Macelanova \varTheta							
	101						
	<						1
0.000							
SirieSoft-							

Here is where you upload the card data into the time recorder. Click "Upload To Time Recorder" and wait for the data transfer process to complete. Once completed, a message will prompt out to inform you. If the "Upload To Time Recorder" button is disabled, just click "Browse Database (PC)" and the "Upload To Time Recorder" button will be enabled back again.

"Browse Time Recorder" will list out the current data that is available in the time recorder.

Note: Make sure the time recorder is properly attached and switched on.

System Maintenance > Clear Memory

SirieTMS 3.0.00 [SirieTMS Ne Admin Data Attendarice I	Support] Report System Maintanance	-		
Main Page Admin Data	Dog Nercey Cornect	Clear Maniony		
Attendance Report	Data Block: 1	Døber	Status: N/A	*
System/Hainfamanor (*) AULUS Hardware Setting Cardin Machine Mexicol AULUS Company Setup Initiales Controller Register Deregister Miscellamman	Na CardNa) Tirse Storp		~
SirieSoft.				
Current Vew : Gear Memory	E	Last Connitted Action I None	07/0	6/2008 10:49:05 AM

Clear memory will clear all the time stamps that are available in the time recorder. It will NOT clear the card data but only the time

stamps data. If you wish to see the time stamp data, just click the "Connect" button and scroll on the vertical or horizontal scroll.

Horizontal scroll: To navigate the date

Vertical scroll: To navigate the data for the selected date.

Once the memory has been cleared, it is **NOT** recoverable. So make sure you have made all the necessary backup before proceeding with this.

System Maintenance > Company Setup

Controller ID :	0-Main1-192.168.1.198
Company :	Main1
Menu Password :	222222
VICE: 0 - 14 dil 11 - 1:	92.168.1.198 Upload Successfully.

Adjust controller's display name, and set a menu password in order to manage the controller's setting.

User can set the controller's display name and menu password in Company Setup - by selecting the controller ID and enter the name for the particular controller, follow by entering the menu password. Click "Transfer" to start the upload process.

System Maintenance > Initialize Controller

enta Mana Mana	1 Door 2 Doors 4 Doors	2 2 2	1	terajte terajte	170	192,168,1,198		D	Door 1	D.	5
14 C			1	TCP/IP	-	102 108 1 10	100				
Main 3	4 Doors	100				100.100.1100		2	Dogr 2	1	
			14	TCP/IP	10	192.168.1.195	1	3	Door 3	2	M
								45	Door 4	2	

The Initialize Controller is to set up the controller and door setting. Each controller has a unique **controller id** and **IP Address**. Furthermore, one controller can control minimum of 1 doors and maximum of 4 doors. If the controller selects to control 1 door, one **door id** and **name** will be listed on the door list which is under the particular **controller id** and the **door id** must be **unique**. In addition, door's **use mark** is use to control which door or controller can be used by user. <u>Set Type:</u> State how many door can be controlled by that particular controller. One controller can only control **1 door**, **2 doors** or **4 doors**.

CommPort: Communication port

CommType: Consists of two Communication Type, TCP/IP and RS-485.Different controller model uses different communication type.

- Controller model <**AD370W** > TCP/IP
- Controller model <**AD370**> RS 485

IPAddress: Internet Protocol or IP addresses, KACS will base on the controller's IP address stated on **Initialize Controller** Page to control the controller.

Use mark: The door is using

The door is not using

**Note:

To connect the computer to the controller

1. Find out what is the Controller IP Address from Controller. (e.g. 192.168.0.147)

(Step: Menu>System>Set TCP/IP>IP address)

2. Choose TCP/IP for "CommType".

3. Double Click the IPAddress column in order to insert the IP address.(e.g. 192.168.0.147)

According to the requirement, enter the value and all the settings will be **saved automatically**. <u>Add Controller/Door</u>: Add new controller or door.

😵 Add Controller 📃 🗖	X
Controller /Door Setting	1
Controller ID: 2	
Door ID: 5	
Add Cancel	

One controller only can control a maximum of 4 doors. So, one controller id only can consist of maximum 4 door id. If one controller adds more than 4 doors, an error message will be shown.



By default, controller id and door id will be shown while new ID that is still available. All you need to do is to click "Add" button to save the setting.

Delete Controller/Door: Delete controller or door.

Delete Controller	
Controller / Door Settir	ng
Controller ID: 1	~
Door ID: 2	~
Delete	Cancel

Select which controller id or door id that you want to delete, and then click "Delete" button to delete that particular record from KACS.

Refresh: Refresh the Initialize Controller information after proceed Add Controller/Door or Delete Controller/Door function.

System Maintenance > Register Deregister Setup

Employee's Details		Access Rights Setti	ng	
Department Selection :	IT	Controller	Door	Status
Employee's Code :	123	0 - Main1	0 - Door 1	false
Card ID :	08440046			
Employee's Name :	Yap Ching Fong	Controller ID: 0 Door ID: 0	v	
Employee's Code :	123	Add	Delete	Upload
Department :	IT	The particular rec	ord have been delete	d successfully.
		Press 'Upload' Buttor	n to deregister the delete	d Access Right.
			192.168.1.198 deregi: Iller process complete	

Assign card id and Access rights to the employee that has already recorded on personnel (i.e. **Personnel Information Maintenance**). **Note: - Employee who had ticked "Resignation mark" on Personnel Information Maintenance will not be registered.

- When the Access Right Status is "False", it means that the user has not register the particular employee to the controller.
- When the Access Right Status is "True", it means that the user has registered the particular employee to the employee.

Search: Search personnel record by using Personnel ID, Personnel Name or Card ID.

Add: Assign selected Controller ID and Door ID to the selected employee.

Delete: Delete the selected Access Right. If the user deletes the Access Right when the status is "True", the system will prompt out a message to remind user to click the "Upload" button to deregister the Access Right from the controller. **Note: Only one **Access Right** record will be deleted.

User can search employee record by entering the employee's **personnel id**, and then click "**S**" button to start searching. Use the same procedure to search employee's record by using **personnel name** and **card id**.

Register One

Register the selected employee(s) access rights to the controller.

5 C			×	Search		Reset All	
321-Lin Jun Jie		123-Yap Ching Fong	Controller	Door	Status	1	
			0-Main1	0-Door 1	false		
	6						
	<						
	< <						
			1.000			1.52	
						Register On	ie
		08440046 registered succe 8440046 Communication Er			į.	Deregister O	ine
Register data completed	.Quit - 5/7/2008		President and an and a strategy	0,13,34 AN			
		ation Error 5/7/2008 10:				2	

Search: Search employee record by using their Personnel ID/Name, Department and Card No.

**Note: If the Personnel ID/ Name, Department or Card No. is not entered or selected before click "Search" button, all the employees record will be display on source list.

Reset All: Reset all the setting including Personnel ID/Name, Department, Card No., Source List, and Selected List.

Register One: Register the Access Rights for the selected employee(s) to the controller.

- Step 1: Search the employee by using their Personnel ID/Name, Department and Card No.
- Step 2: Select the employee from Source list to Selected List.
- Step 3: Click the employee record on the selected list to check their Access Rights. The Access Rights will be display on the Access Rights' table.
- Step 4: A confirmation message will prompt out, click "Yes" to register selected records, or click "No" to cancel this function.

Confirmation		
Are you sure to reg	jister selected rec	ord(s)?
Yes	No)

* An error message will prompt out if none of the employee is selected before clicking" Register One" button.

No sele	cted record(s)	to register.
	OV	

Deregister One: Deregister the Access Rights for the selected employee(s) from the controller.

Step 1: Select the employee(s) who wants to be deregister to the selected list

Step 2: Click "Deregister One" to deregister the selected employee(s).

Step 3: A confirmation message will prompt out, click "Yes" to deregister selected record(s), or click "No" to cancel this function.

Confirmation	i 🔯
Are you sure (to Register All?
Yes	No



Exit Register Deregister Setup Form.

Register All

Register all the Access Rights for all employees whose controller's status is false.

)evice: O-Main)evice: O-Main)evice: 1-Main)evice: 1-Main	1-192.168.1.1 1-192.168.1.1 12-192.168.1.1 12-192.168.1.1	198 registered : 198 registered : 10 Communicati	successfully 5/ successfully 5/ successfully 5/ ion Error 5/7/2 ion Error 5/7/2 3 10:20:54 AM	7/2008 10:2 7/2008 10:2 2008 10:20:5	0:48 AM 0:48 AM 51 AM

After assigning the card id and access rights to all employees, you can register them to the controller based on their access right assigned previously by using "**Register All**" function.

Confirmation	
Are you sure to	o Register All?
Yes	No

Click "**Register AII**" button on Register Deregister setup, and then system will prompt out a message to confirm this action, click "**Yes**" to proceed. After that, "**Register AII**" form will prompt out, click "**Start**" button in order to begin the register all function. Click "**Cancel**" button to stop register or click "**Exit**" button to exit "**Register AII**" form.

🕲 Register All			-0	3
Number of Red	cords to Registe	er All:0		
				Event list
Register All data com	pleted.Quit - 5/8/2008	3:15:41 PM		
	Start	Cancel	Exit	
				-

Event list box will display the situation after doing the registration;

Example message:

Device: 63-二廠警衛室-192.168.60.214 registered successfully. - 12/31/2007 11:04:27

(Device: Controller ID - Controller Name - IP Address - Register Status - Action date and time)

Register Status' list:

- I. Registered successfully- The particular controller's record had been registered successfully.
- II. Communication Error- The particular controller is not connected with KACS.
- III. Invalid Value- The particular controller's record is not a valid value.
- IV. Parameter is not hexadecimal The particular controller's record parameter is not in hexadecimal format.
- V. Not match parameter length The particular controller's record parameter length (e.g. Card No) does not match the format.
- VI. Not supported type- The particular controller's record type (e.g Date format) is not supported by the system.
- VII. Operation Error- Controller's operation error.(e.g. Operation error will occur when user deregister the unregistered Card.)
- VIII. Registered failed. Unknown error The particular controller's record had not registered successfully because of unknown error (i.e. exception error).

At Access Rights table, controller's status will change to "true" for those controllers have been registered successfully.

Deregister All

Deregister all the Access Rights for all employees from all controllers.

Confirmation	
Are you sure to DeRegister All?	
All records in controller will be cleared	έ.
Yes No	
	(** Note: All records in controller will be cleared.)

Click "**DeRegister All**" button on Register Deregister setup and then system will prompt out a message to confirm this action, click "Yes" to proceed next. After that "**DeRegister All**" form will prompt out, click "**Start**" button in order to begin **Deregister All** function. Click "**Cancel**" button to stop deregister or click "**Exit**" button to exit "**Deregister All**" form.

DeRegister All				
Number of Rec	ords to DeReg	ister All:3		
Device: 0-Main1-192.1 Device: 1-Main2-192.1 Device: 2-Main3-192.1	68.1.10 Communicati	ion Error 5/7/2008	10:22:56 AM	
DeRegister All data co			4	Even l
	Start	Cancel	Exit	

Event list box will display the situation after the deregister has been done;

Example message:

Device: 1-LED办公区东-192.168.32.211 Communitication Error. - 12/31/2007 12:59:59 PM

(Device: Controller ID - Controller Name - IP Address DeRegister Status - Action date and time)

*Register Status' list:

- I. Cleared successfully- The particular controller's record has been deregistered successfully.
- II. Communication Error- The particular controller is not connected with KACS.
- III. Invalid Value- The particular controller's record is not a valid value.
- IV. Parameter is not hexadecimal- The particular controller's record parameter is not in hexadecimal format.
- V. Does not match parameter length- The particular controller's record parameter length (e.g. Card No) does not match the format.
- VI. Not supported type- The particular controller's record/data type(e.g Date format) is not supported by the system.
- VII. Operation Error- Controller's operation error.
 - (e.g. Operation error will occur when user deregister the unregistered Card.)
- VIII. Deregistered failed. Unknown error- The particular controller's record had not been deregistered successfully because of unknown error (i.e. exception error).

At Access Rights table, controller's status will change to "false" for those controllers that have been registered successfully.

G) Miscellaneous > Get Data

SirieTMS 3.0.08 [SirieTMS	Support]		
e Admin Data Attendance Main Page Image Admin Data Image Attendance Report Image System Maintenance Image Miscellaneous Image Data Inquiry Image Group Change Shift Image Manual Adjustment Post To Payroll AD310 Image Get Data Image AD370W/ Real Time Monitoring			ination Directory: C:\ Sirie5oft SirieTMS Record Files Overall Progress
Powered by: SirieSofto Business IT solutions Provider WWW.SirieSoft.com			
Current View: Get Data	Last Cor	mitted Action : None	07/05/2008 10:57:06 AM

Here is where you transfer the data from the SD Card into SirieTMS[™] database. All you have to do is just plug in the USB SD Card Reader and select the drive that is assigned to the USB SD Card Reader. Once you have done that, you should see a list of files (provided you have transferred the data from the Time Recorder into the SD Card). Below is the format of the filename that you should have;

[AMYYMMDD.Hmm]

A: The fixed Starting Code "A"

M: Machine ID from A to Z.

YY: Year 00-99 ex.:05 for year 2005

MM: Month 01-12

DD: Date 01-31

H: The unit of Hour in which the file is created ex. "3" stands for 3 or 13 O'clock. *For distinguishing one from more than one files in a day!

mm: Minute 00-59

Once you have selected all the files on the left-hand side, just press "**Copy**" to copy it to the right-hand side. And after you have done that, just click "**To Database**" and all the data will be inserted into the database. To remove, just select the files to remove and press "Remove".

Miscellaneous > Data Inquiry

e Admin Data Attendance	e Report System Ma		llaneous Help			
Main Page	- Database Inquir From: Wedn	744	7, 2008 💌 🕇 To 🛛 We	dnesday, May	07, 2008	Inquire
Attendance Report 🧕	File Inquiry	C:\SirieSoft\SirieTM	S\Record Backup			Browse
System Maintenance \Theta						
Miscellaneous 😑 \varTheta	No.	Card No.	Time Recorder ID	Date	Time	
Manual Adjustment						
Post To Payroll AD310 Get Data AD370W Real Time Monitoring						

Data inquiry is to browse the database of all the time transactions that has been stored inside the database.

There are 2 types of data inquiry here. One is to inquire the local database. This is the database that stores all the other information, i.e. the employee details and etc.

The second type is to inquire the data file that is extracted from the "Time Recorder" (the files that was mentioned earlier under the section "Get Data")

Miscellaneous > Group Change

	Group Change 5	hA					
Admin Data 😵	Department	Parcenter	*	Date From:	Thursday	10.7	08, 2009 💌
Attendance Report 👘	[12349678	i) Robyn Yap		Date To: Change To Shift:	Thursday (01) OFFICE		06, 2008
System Maintenance 3				Remarka	Cort of these	these se	
Miscellanenas A							
Dela Inquiry							bbA
Group Change thift Nexual Adjustrations							
Poat Ta Peetul	Enployee Code	Data	Original Shift	lipdaked	shift	Rever	
AUGUU Get Deta							
AD:DU0C							
Real Time Monitoring							
Real Dres Monitoring							
Real Dres Monitoring							
Real Tites Monitoring							
Read Dress Microlitoring							

<u>Shift</u>

Group change shift is basically same as the "**Change Shift**" function under Employee Setting. The only difference is that, instead of changing a shift for 1 particular person at 1 particular date. Group change shift allows you to change shifts for several people at a time, in a range of time.

Usually people would use this functions when they are having a particular busy week and all the employees have to work overtime. So it would be easier to change their shift to another shift that would better accommodate the overtime.

Miscellaneous →Real Time Monitoring

Collect Transaction data from the controller(s) shown at controller list box on the spot.

Department ID: MonitoringMain1 Stap Monitoring_ Stap Monitoring Stap Monitoring <tr< th=""><th></th></tr<>	
Start Muniforing Stap Monitoring Etart Muniforing Stap Monitoring Card No Tree 09440046 2009-05-07 10:25:17 123 Ching Fong/4p Maint Registered L4977914 2008-05-07 10:25:27 222 Uranoth	
Card No Tme ID Name Position Event 09490046 2009-05-07 10:25:17 123 Ching Fong/4p Main1 Registreed L4977914 2008-05-07 10:25:27 222 Crandh Main1 Registreed	ected
0944004s 2009-05-07 10:25:17 123 Ching Fong/ap Maint Registered 14977914 2008-05-07 10:25:27 222 U/anoh Maint Registered	
L4977914 2008-05-07 10 25:27 222 (13m0h Mant Registered	
14579646 2008-05-07 10:25/29 333 Full Olivithoo Maint Registered	
18966732 2008-05-07 10:25:29 Mant. Not Registered	
1979548 2008-05-07 10:26:00 333 Pul Chinkhoo Mant. Registered	
1497791.4 2008-05-07 10.26100 222 U3inOt Pfant Pfant Registered	

**Note: The controller which has ticked the Use Mark on Initialize Controller will only be shown in the Controller Status box.

Step 1: Click "Start Monitoring" button.

- i. Check the controller's status displayed on controller list. (i.e. Check whether the controller is connected or disconnected to the system)
- ii. Collect the transaction data on the spot.

Step 2: Click "Stop Monitoring" button.

Stop checking the controller's status or collect transaction data.