

# **Time Recorder V3.10**

## **Installation Manual**

29th April, 2011

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### **1. TIME RECORDER**

This software is designed exclusively for using with the KS232D, KS485D and AC series RFID proximity products from AVEA International Company Limited.

While presenting an ID card to the reader connecting to the computer with Time Recorder (Windows), the system will

- stamp the date, time and card ID 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 backup or further data processing.

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

#### Minimum System Requirements:

- Windows 98, Windows ME, Windows 2000, Windows XP, Windows Vista, Windows 7
- Pentium II 600MHz or faster
- 256 MB RAM or more
- 500 MB free hard drive space or more
- CDROM drive
- Direct X version 8 or above

## **2. SOFTWARE INSTALLATION**

- 2.1 Download and install the Time Recorder software from <http://avea.cc/sw/TR.zip>.
- 2.2 Save and unzip the file
- 2.3 Execute the setup.exe program
- 2.4 Follow the installation instruction to finish the installation.

## 3. SETTING UP THE TIME RECORDER

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

### 3.1 Setup – RFID Readers

Setup communication ports that are connected with AVEA's readers. And, instruct the Time Recorder how to perform the access control tasks.

Reader/On	Enabled	Description	Mode	Card Action	Bypass Action	Release Time	Anti Passback	Model	Capture	Motion
COM1	YES	Entrance	IN	Exit	DENIED	1	YES	KS series	YES	5 SEC
COM2	YES	Exit	OUT	Exit	Exit	1	YES	KS series	NO	DISABLED
COM3	NO	COM3	CLOCK	DENIED	DENIED	1	NO	KS series	NO	DISABLED
COM4	NO	COM4	CLOCK	DENIED	DENIED	1	NO	KS series	NO	DISABLED
COM5	NO	COM5	OUT	COM5	DENIED	1	NO	KS series	NO	DISABLED
COM6	NO	COM6	CLOCK	DENIED	DENIED	1	NO	KS series	NO	DISABLED
COM7	NO	COM7	CLOCK	DENIED	DENIED	1	NO	KS series	NO	DISABLED
COM8	NO	COM8	CLOCK	DENIED	DENIED	1	NO	KS series	NO	DISABLED

Double click to enter reader setup  
 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.

Enable = YES  
 Time Recorder will read from this COM port  
 MODE = Mode of Operation  
 CLOCK - Time Clock  
 IN - Entrance  
 OUT - Exit  
 Duration for releasing electric lock  
 IF yes, 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.

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.

Communication port for set up

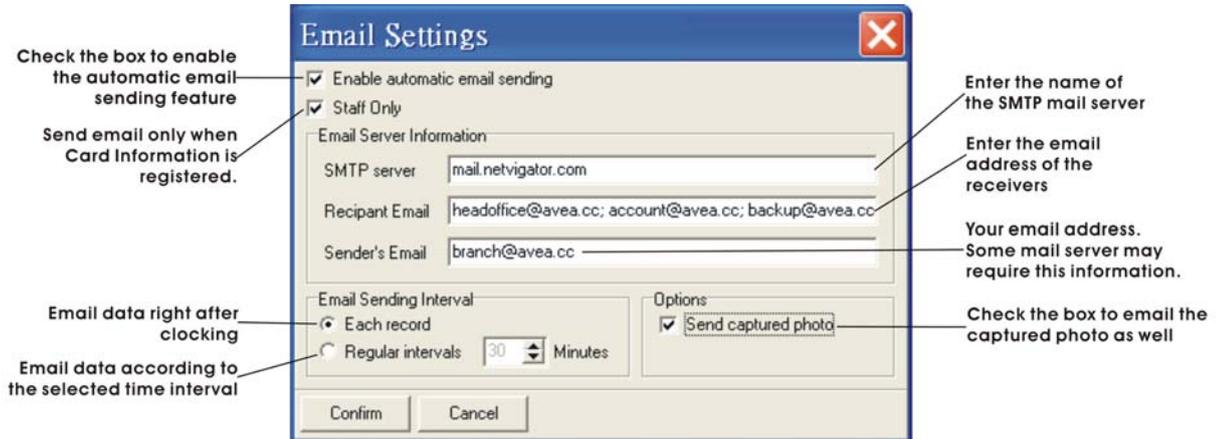
Check the box to enable the RFID reader

Check the box to select your RFID reader type

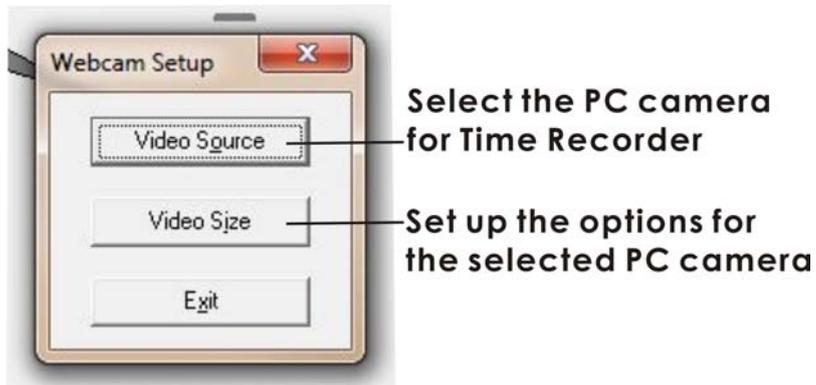
For TR or PS Series reader, please choose KS Series

Check the box to enable the Anti Passback Feature on this reader

## 3.2 Setup – Email Settings



## 3.3 Setup – Webcam Setup

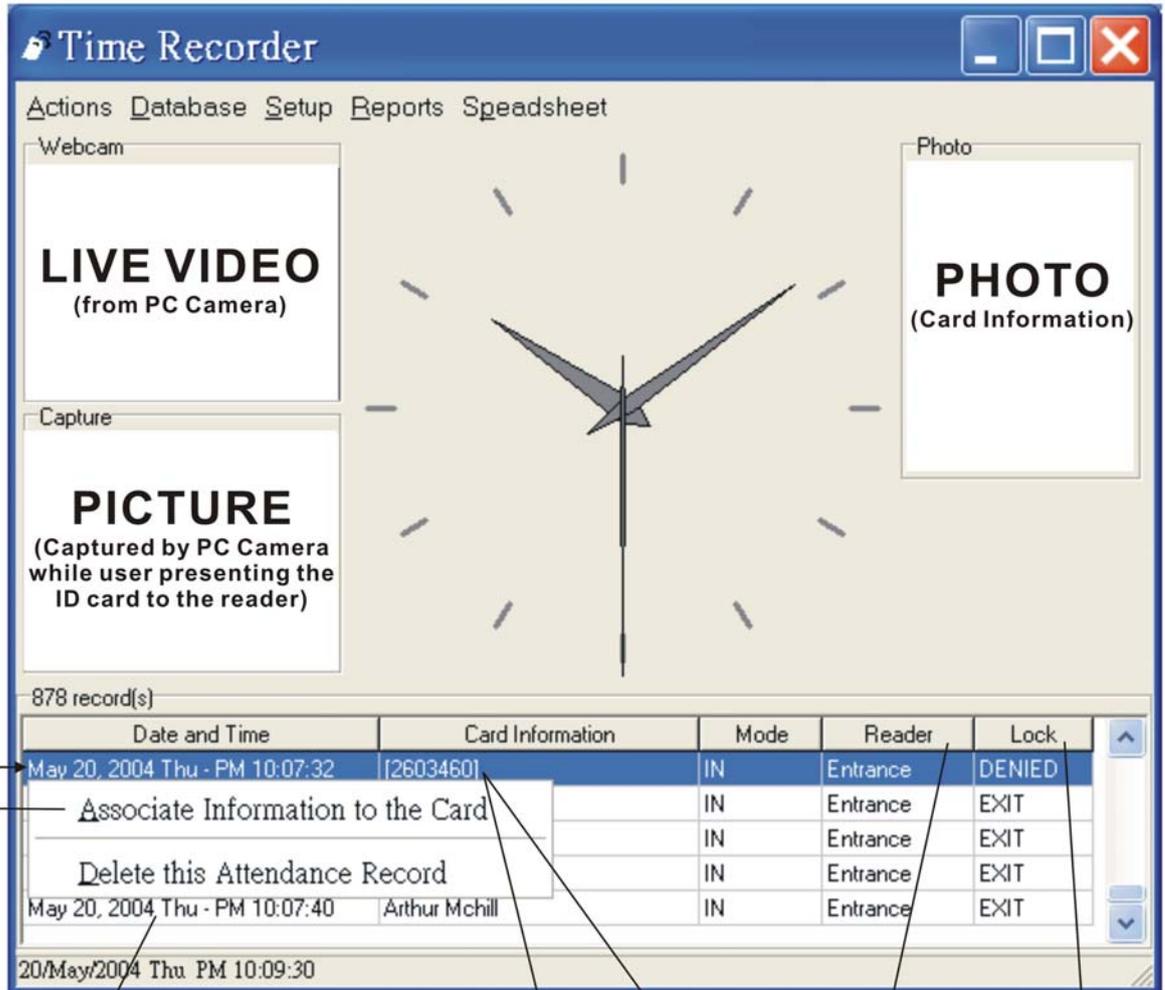


**\*\*\* MUST use DirectX version 8 or above**

## 3.4 Setup – ID card

**1** Present a card to the reader. The ID card will be read and displayed on the screen. If the reader cannot read the card, see Section 3.1 for reader set up.

**2** Double click the entry to enter card information dialogue (or see Section 3.5 Set up - Edit Card Information).



On May 20, 2004, PM10:07:40, Arthur Mchill presented the ID card to the - Entrance reader, the Exit reader release the electric lock to let him in.

Card number would be zero if record created by motion sensor.

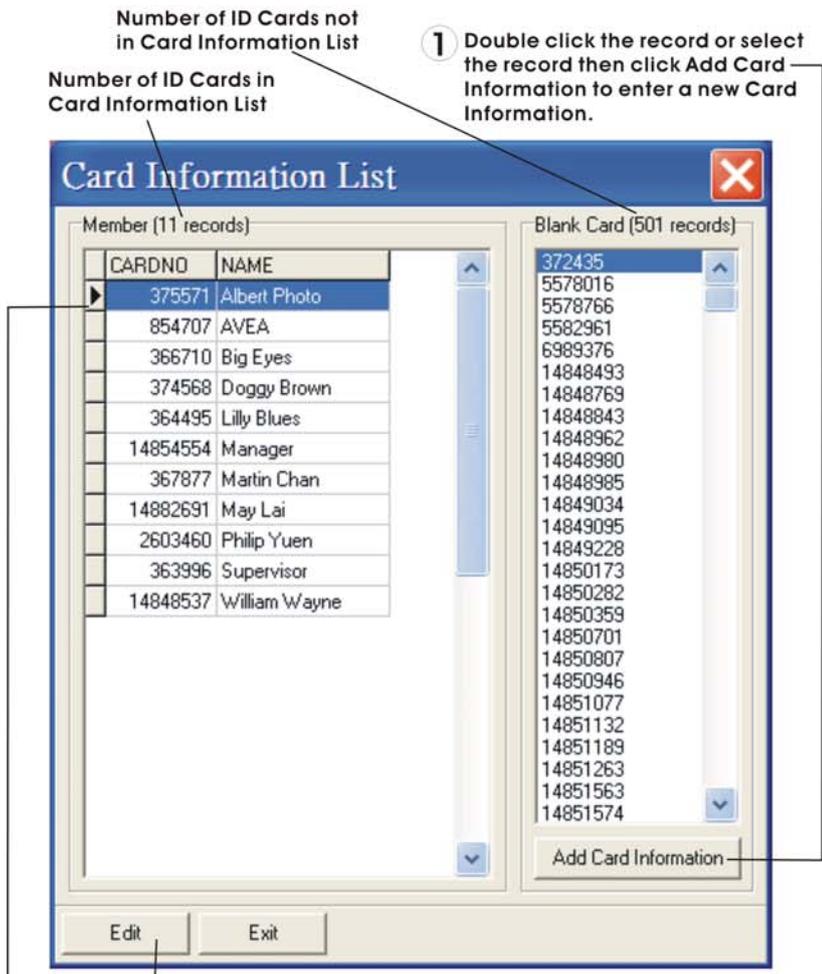
Cardholder presented the ID card to this reader.

Reader that released the electric door lock.

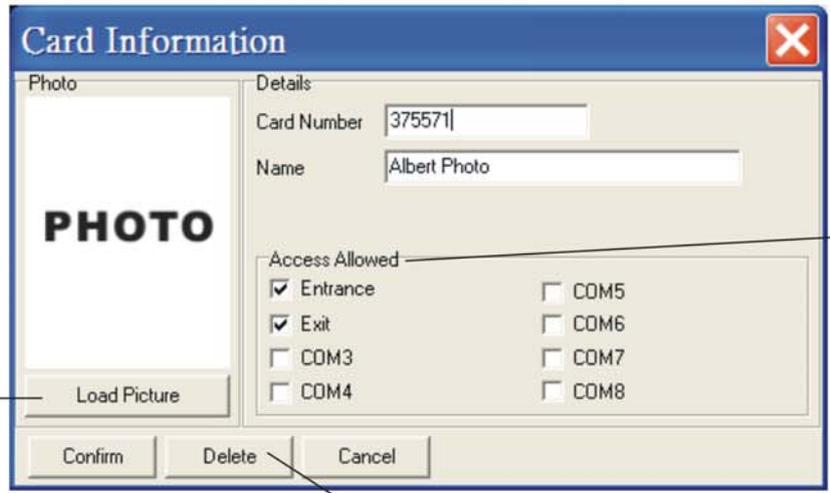
Select the record, click the right button on the mouse to edit / register the ID Card information or *delete the attendance record*.

The ID card number will be shown on the screen if the name of cardholder is not registered in Card Information. Otherwise, the name of cardholder will be shown.

### 3.5 Setup – Edit Card Information



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

Click to associate a photo to the card number

Click to delete the information associated with the card number

## 3.6 Setup – Offline Access Table

This is the special feature for *AC series readers only*. The AC readers will serve as a standalone access controller with the uploaded Offline Access Table if there is no response from the computer.

No. of records assigned for offline access table

1 Click on the record that you want to send to the Allowed Member List on the left hand side.

2 Then, click on the left arrow button ( < ) to add this record to the Allowed Member List.

No. of records in Card Information

CARDNO	NAME
854707	AVEA
14854554	Manager
363996	Supervisor

CARDNO	NAME
366710	Big Eyes
374568	Doggy Brown
364495	Lilly Blues
367877	Martin Chan
14882691	May Lai
2603460	Philip Yuen
372435	Photo Wayne
375571	Time Clock

Offline response delay time 2 second(s)

Upload Exit

Time interval that the AC reader waits for the computer to respond before executing the offline access table for access control without PC. Increase the time if you find that your computer take more than the preset time for responding to the computer.

3 Click on the record that you want to remove from the Offline Access Table, then, the right arrow button ( > ) to remove it from the List.

4 **UPLOAD** the Offline Access Table to the AC series readers. The existing Access Table List in the AC readers will be replaced by the uploaded table. All the AC readers connected to this program will be uploaded at the same time.

### **4. DATABASE MANAGEMENT**

#### **4.1 Export to Text File**

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

#### **4.2 Export to EXCEL File**

Export all attendance records to a MSEXCEL file for further use, e.g. payroll calculation.

#### **4.3 Erase Attendance Records**

Erase all attendance records.

#### **4.4 Erase Card Information**

Erase all card information.

#### **4.5 Format Database**

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

**5. LED AND BUZZER**

INDICATION	RED LED	GREEN LED	BUZZER	LOCK
Stand by mode – waiting for instruction	Blink			
<b>KS / PS / TR Series Readers</b>				
<b>Action: Present a card to the reader</b>				
ID card not registered in Card Information	ON		Beep	
ID card registered in Card Information	ON	ON	Beep	
ID card registered in Card Information and access allowed	ON	ON	Beep	Release
Computer offline - while presenting a card to the reader	ON			
<b>AC Series Readers</b>				
<b>AC Series Readers will wait for the computer according to the Offline Access Delay Time first. If no response, the AC reader will check for it's Offline Access Table for access allow.</b>				
<b>Action: Present a card to the AC reader –computer online</b>				
ID card not registered in Card Information	ON		One Long Beep	
ID card registered in Card Information	ON	ON	One Long Beep	
ID card registered in Card Information and access allowed	ON	ON	One Short Beep	Release
<b>Action: Present a card to the AC reader –computer offline</b>				
ID card in the Offline Access Table	ON	ON	Two Short Beep	Release
ID card not in the Offline Access Table	ON		Two Long Beep	

### 6. EXAMPLES FOR READER SETUP

#### 6.1 Setup for one reader with 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.

**RFID reader**

COM1

**AVEA's Reader Options**

- Reader is connected
- Reader Type
  - KS series
  - AC series
- 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: Entrance

Press the bypass switch, release lock on: Entrance

Lock release time (in second): 1

Confirm Cancel

## 6.2 Setup for Eight Readers

- 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

For security purpose , install another reader to release the electric lock and clock out for exit as well.

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.

Reader On	Enabled	Description	Mode	Card Action	Bypass Action	Release Time	Anti Passback	Model	Capture	Motion
COM1	YES	Entrance	IN	Exit	DENIED	1	YES	KS series	YES	5 SEC
COM2	YES	Exit	OUT	Exit	Exit	1	YES	KS series	NO	DISABLED
COM3	YES	Time Clock	CLOCK	DENIED	DENIED	1	NO	KS series	NO	DISABLED
COM4	YES	Store Room - IN	IN	Store Room - OUT	DENIED	1	YES	KS series	NO	DISABLED
COM5	YES	Store Room - OUT	OUT	Store Room - OUT	DENIED	1	YES	KS series	NO	DISABLED
COM6	YES	Back Door - In	IN	Back Door - OUT	DENIED	1	YES	KS series	NO	DISABLED
COM7	YES	Back Door - OUT	OUT	Back Door - OUT	DENIED	1	YES	KS series	NO	DISABLED
COM8	YES	Director Room	IN	Director Room	Director Room	1	NO	KS series	NO	DISABLED

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

**7. REPORTS – PRINTOUTS AND SPREADSHEET SET UP**

**Scope of Report**

Annotations for 'Scope of Report':

- Report for data of all employees in card information list (points to 'All' in Persons of interest)
- Report for data of selected employee (points to 'Gundum' in Specified)
- Printing with highlighted lines (points to 'Preview Only' in Options)
- Print those days that do not have clock data (points to 'Print blank lines' in Options)
- Time format for print out (hh:mm:ss = hour:minute:second) (points to 'HH:mm:ss' in Record format)
- Report for data from all readers, including CLOCK, IN and OUT readers (points to 'ALL' in Records of interest)
- Report for data from readers that set up as CLOCK only (points to 'CLOCK' in Records of interest)
- Report for data from readers that set up as IN or OUT only (points to 'IN/OUT' in Records of interest)

**Who's status**

Annotations for 'Who's status':

- Report for data of all employees in card information (points to 'All' in Persons of interest)
- Report for data of selected employee (points to 'Gundum' in Specified)
- Time format for print out (hh:mm:ss = hour:minute:second) (points to 'HH:mm:ss' in Record format)
- Report for data of selected date (points to 'May 21, 2004 Friday' in Date of interest)
- Printing with highlighted lines (points to 'Preview Only' in Options)

## 8. REPORTS – ATTENDANCE

### 8.1 Attendance Report – First In / Last Out

It extracts the **first data and the last data** in a day to calculate the Late, Early Leave and Overtime for selected employees according to the Standard Working Hours and Overtime policy.

The screenshot shows the 'Scope of Report' dialog box with the following sections and callouts:

- Persons of interest:**
  - All
  - Specified: Albert Photo
- Dates of interest:**
  - This Week,  Last Week
  - This Month,  Last Month
  - All
  - Range
  - From: July 2, 2004 Friday
  - To: July 2, 2004 Friday
- Options:**
  - Print blank lines
  - New page on each person
  - Enhanced Printing
  - Preview Only
- Records of interest:**
  - ALL
  - CLOCK
  - IN/OUT
- Record format:**
  - AM/PMhh:mm:ss
  - HH:mm:ss
  - AM/PMhh:mm
  - HH:mm
- Working Hours:**
  - Standard Time: 09:00 to 17:00
  - Saturday:  09:00 to 13:00
- Overtime Options:**
  - Min. O.T.: 15 Minutes
  - O.T. Multiple: 15 Minutes

**Callouts and Explanations:**

- Report for data of selected employee (points to 'Specified')
- Report for data of all employees in card information (points to 'All')
- 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 (points to 'CLOCK')
- Report for data from readers that set up as IN or OUT only (points to 'IN/OUT')
- Time format for print out (hh:mm:ss = hour:minute:second) (points to 'Record format')
- Enter the Standard Working Hours (points to 'Standard Time')
- Enter Office Hour for Saturday if it is not the same as the Standard Time (points to 'Saturday')
- Set up the overtime policy (points to 'Overtime Options')
- OT will be calculated if the preset minimum OT reached (points to 'Min. O.T.')
- OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second) (points to 'O.T. Multiple')
- 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 (points to 'Print blank lines')
- Print those days that do not have clock data (points to 'Range')

## 8.2 Attendance Report – 2-session

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.

The screenshot shows the 'Scope of Report' dialog box with the following settings and annotations:

- Persons of interest:**  All,  Specified (Albert Photo)
- Dates of interest:**  All,  This Week,  Last Week,  This Month,  Last Month. Range: From July 2, 2004 Friday to July 2, 2004 Friday.
- Records of interest:**  ALL,  CLOCK,  IN/OUT
- Record format:**  AM/PMhh:mm:ss,  AM/PMhh:mm,  HH:mm:ss,  HH:mm
- Options:**  Print blank lines,  New page on each person,  Enhanced Printing,  Preview Only
- Working Hours:**
  - Standard Time:** 09:00 to 13:00, 14:00 to 17:00. Annotation: "Enter the Standard Working Hours"
  - Saturday:**  09:00 to 13:00,  14:00 to 15:30. Annotation: "Enter Saturday Office Hour if it is not the same as the Standard Time"
- Overtime Options:**
  - Min. O.T.: 15 Minutes. Annotation: "Set up the overtime policy"
  - O.T. Multiple: 15 Minutes. Annotation: "OT will be calculated if the preset minimum OT reached"

Additional annotations on the right side of the dialog box:

- "OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every minute)"
- "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."
- Examples: 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

## 9. REPORTS SAMPLES

### 9.1 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.

Time Recorder From: 17/May/2004 To: 21/May/2004

### Total Hours (All)

[6368397] Albert Willy		
May 17, 2004	Mon - 08:50 [CLOCK]	18:02 [OUT] (09:12:22)
May 18, 2004	Tue - 08:54 [IN]	17:20 [OUT] (08:25:53)
May 19, 2004	Wed - 08:50 [IN]	17:30 [CLOCK] (08:40:30)
May 20, 2004	Thu - 09:33 [IN]	18:13 [OUT] (08:40:05)
May 21, 2004	Fri - 09:04 [IN]	17:02 [OUT] (07:57:53)
No of day(s) = 5 Total Time=42:56:43		
[16335330] Home		
No of day(s) = 0 Total Time=00:00:00		
[298895] Philips Wayne		
May 17, 2004	Mon - 08:50 [CLOCK]	17:08 [OUT] (08:18:23)
May 18, 2004	Tue - 08:54 [IN]	17:20 [OUT] (08:25:53)
May 19, 2004	Wed - 08:50 [IN]	17:30 [CLOCK] (08:40:30)
May 20, 2004	Thu - 09:33 [IN]	18:13 [OUT] (08:40:05)
May 21, 2004	Fri - 09:04 [IN]	17:02 [OUT] (07:57:53)
No of day(s) = 5 Total Time=42:02:44		
[3692504] Wallet		
No of day(s) = 0 Total Time=00:00:00		

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

## 9.2 Total Hours Detail Report

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

The screenshot shows a software window titled "Time Logs Detail (All)". The window contains a report for employee [6368397] Albert Willy, covering the period from 17/May/2004 to 21/May/2004. The report lists time logs for five days, showing IN and OUT times and the resulting time difference. A summary line indicates a total of 5 days and a total time of 29:09:05. Below this, there are sections for other employees: [16335330] Home (0 record(s)) and [2000051] Debra Wilson (20 record(s)).

Date	Day	Time	Type	Time	Type	Duration
May 17, 2004	Mon	08:50	[CLOCK]	10:13	[IN]	(01:23:02)
		12:01	[IN]	12:30	[IN]	(00:28:00)
		13:02	[OUT]	13:03	[IN]	(00:00:36)
		13:42	[IN]	16:37	[IN]	(02:54:42)
		16:37	[IN]	17:08	[OUT]	(00:30:46)
		18:02	[OUT]			
May 18, 2004	Tue	08:54	[IN]	13:00	[OUT]	(04:05:32)
		13:58	[IN]	17:20	[OUT]	(03:21:32)
May 19, 2004	Wed	08:50	[IN]	08:50	[IN]	(00:00:00)
		10:42	[IN]	10:42	[IN]	(00:00:14)
		12:08	[OUT]	13:05	[OUT]	(00:56:26)
		14:05	[IN]	14:15	[IN]	(00:09:21)
		17:00	[OUT]	17:30	[CLOCK]	(00:30:00)
May 20, 2004	Thu	09:33	[IN]	12:50	[OUT]	(03:17:17)
		13:30	[IN]	18:13	[OUT]	(04:42:35)
May 21, 2004	Fri	09:04	[IN]	09:33	[IN]	(00:29:20)
		09:53	[IN]	09:53	[CLOCK]	(00:00:05)
		09:53	[CLOCK]	13:01	[OUT]	(03:07:40)
		13:50	[IN]	17:02	[OUT]	(03:11:52)

No of day(s) = 5 Total Time=29:09:05

[16335330] Home (0 record(s))

No of day(s) = 0 Total Time=00:00:00

[2000051] Debra Wilson (20 record(s))

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

## 9.3 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.

Time Recorder From: 17/May/2004 To: 21/May/2004

### Time Logs (All)

[6368397] Albert Willy (37 record(s))

May 17, 2004	Mon	-	08:50	10:13	12:01	12:30	13:02	13:03	13:42	16:37
										17:08 18:02
May 18, 2004	Tue	-	08:54	13:00	13:58	17:20				
May 19, 2004	Wed	-	08:50	08:50	10:42	10:42	12:08	13:05	14:05	14:15
										17:00 17:30
May 20, 2004	Thu	-	09:33	12:50	13:30	18:13				
May 21, 2004	Fri	-	09:04	09:33	09:53	09:53	09:53	13:01	13:50	17:02

No of day(s) = 5

[16335330] Home (0 record(s))

No of day(s) = 0

[298895] Philips Wayne (30 record(s))

May 17, 2004	Mon	-	08:50	08:55	08:55	13:02	13:42	17:08		
May 18, 2004	Tue	-	08:54	13:00	13:58	17:20				
May 19, 2004	Wed	-	08:50	10:42	10:42	12:08	13:05	14:05	14:15	17:00
										17:30
May 20, 2004	Thu	-	09:33	12:50	13:30	18:13				
May 21, 2004	Fri	-	09:04	09:31	09:38	09:53	13:01	13:50	17:02	

No of day(s) = 5

[3692504] Wallet (0 record(s))

No of day(s) = 0

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## 9.4 Daily Individual Report

Report for individual employee status at a specific date.

The screenshot shows a window titled "Daily Individual Report" with a blue title bar. The window contains the following information:

Time Recorder 21/May/2004

### Daily Individual Report

[6368397] Albert Willy (8 record(s))

CLOCK	-	09:53	09:53		
IN	-	09:04	09:33	09:53	13:50
OUT	-	13:01	17:02		

[16335330] Home (0 record(s))

CLOCK	-				
IN	-				
OUT	-				

[298895] Philips Wayne (7 record(s))

CLOCK	-				
IN	-	09:04	09:31	09:38	13:50
OUT	-	09:53	13:01	17:02	

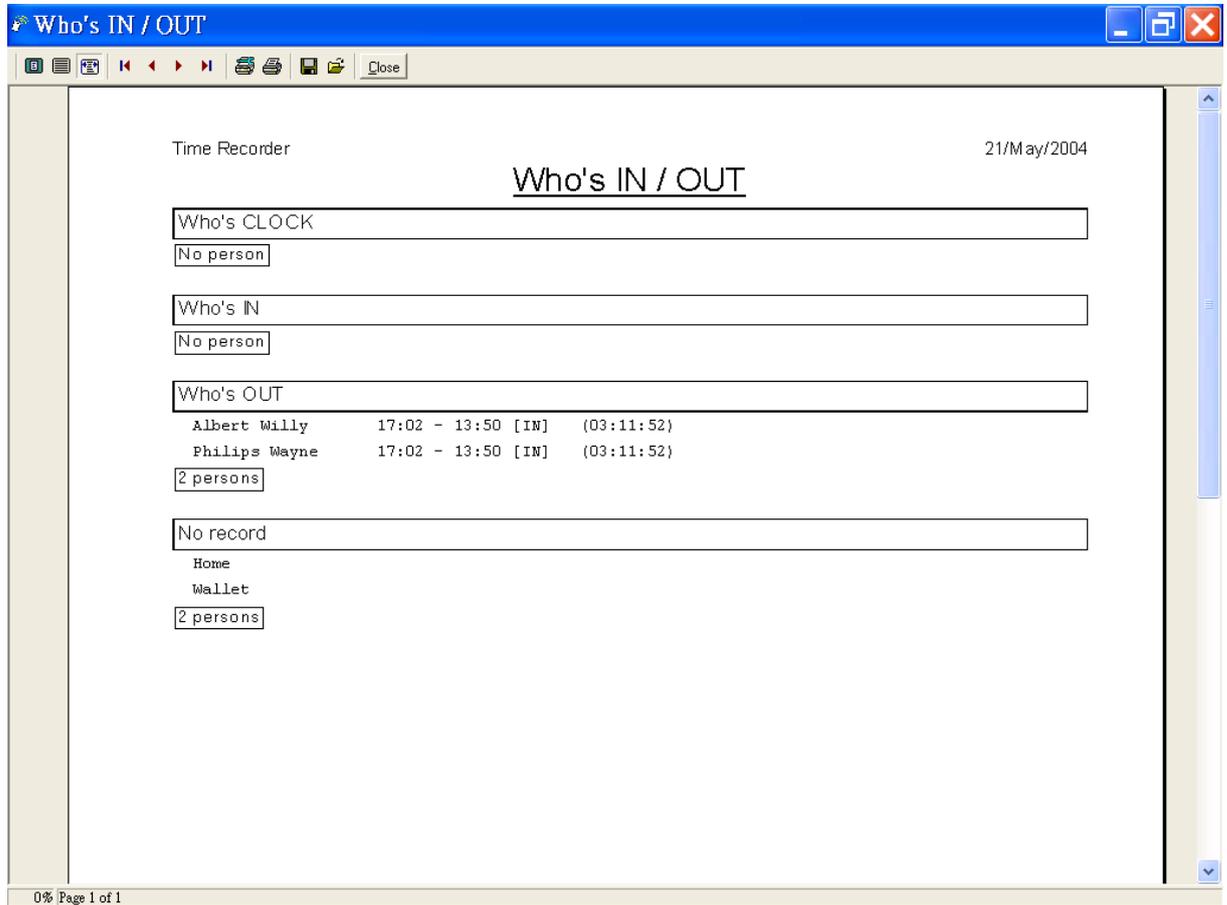
[3692504] Wallet (0 record(s))

CLOCK	-				
IN	-				
OUT	-				

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## 9.5 Who's IN / OUT Report

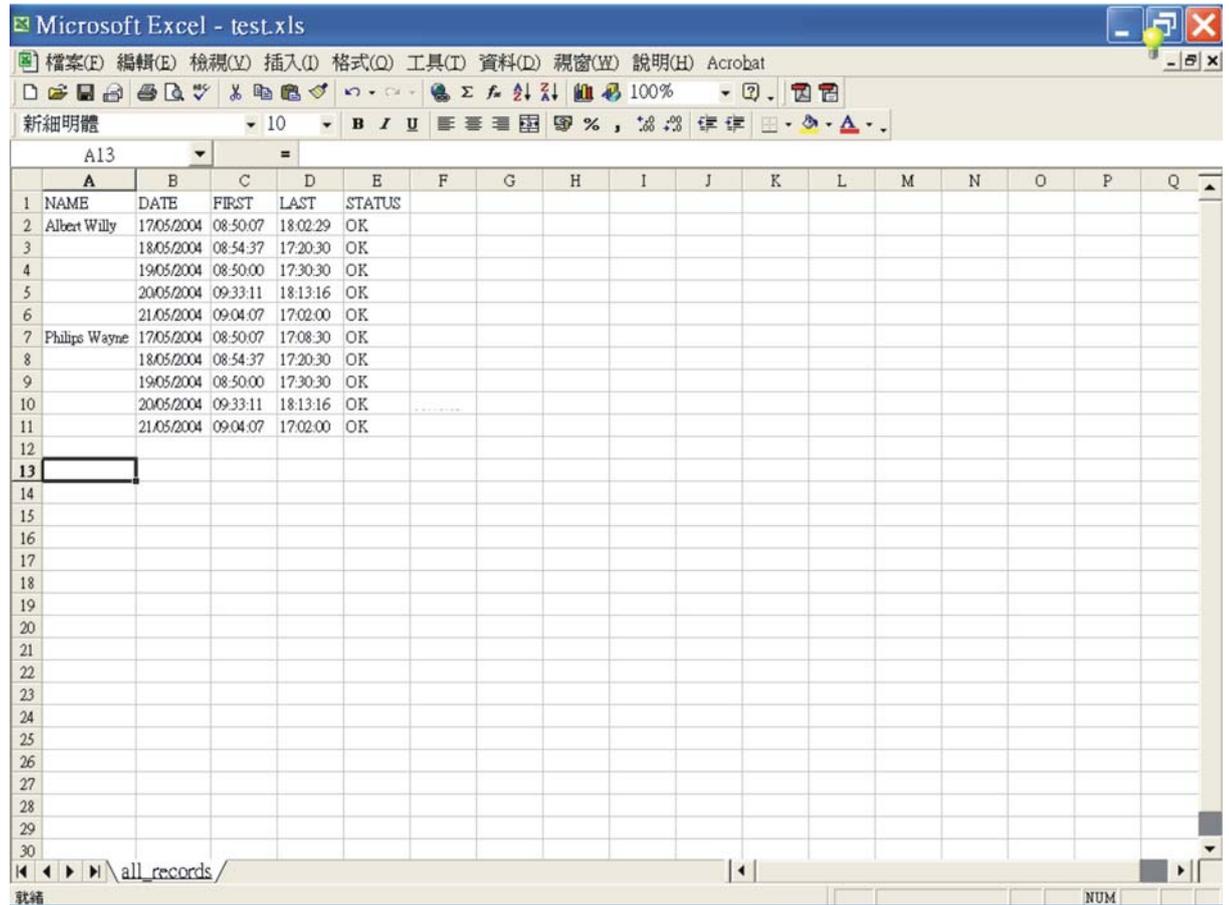
Reports that you can find out WHO is IN the office and WHO is NOT IN (OUT) the office at a specific date.



## 10. SPREADSHEET SAMPLES

### 10.1 First IN / Last OUT Spreadsheet

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



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - test.xls". The spreadsheet has the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	NAME	DATE	FIRST	LAST	STATUS												
2	Albert Willy	17/05/2004	08:50:07	18:02:29	OK												
3		18/05/2004	08:54:37	17:20:30	OK												
4		19/05/2004	08:50:00	17:30:30	OK												
5		20/05/2004	09:33:11	18:13:16	OK												
6		21/05/2004	09:04:07	17:02:00	OK												
7	Philips Wayne	17/05/2004	08:50:07	17:08:30	OK												
8		18/05/2004	08:54:37	17:20:30	OK												
9		19/05/2004	08:50:00	17:30:30	OK												
10		20/05/2004	09:33:11	18:13:16	OK	.....											
11		21/05/2004	09:04:07	17:02:00	OK												
12																	
13																	
14																	
15																	
16																	
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18																	
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24																	
25																	
26																	
27																	
28																	
29																	
30																	

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## 10.2 Time Logs Spreadsheet

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

The screenshot shows a Microsoft Excel spreadsheet titled 'Microsoft Excel - t.xls'. The spreadsheet contains time log data for two employees: Albert Willy and Philips Wayne. The columns are labeled NAME, DATE, TIME1, TIME2, TIME3, TIME4, TIME5, and TIME6. The data is sorted by employee name.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	NAME	DATE	TIME1	TIME2	TIME3	TIME4	TIME5	TIME6									
2	Albert Willy	17/05/2004	08:50:07	10:13:09	12:01:59	12:30:00	13:02:39	13:03:15									
3			13:42:58	16:37:40	16:37:43	17:08:30	18:02:29										
4		18/05/2004	08:54:37	13:00:09	13:58:58	17:20:30											
5		19/05/2004	08:50:00	08:50:00	10:42:39	10:42:53	12:08:36	13:05:03									
6			14:05:58	14:15:19	17:00:30	17:30:30											
7		20/05/2004	09:33:11	12:50:28	13:30:41	18:13:16											
8		21/05/2004	09:04:07	09:33:27	09:53:51	09:53:56	09:53:58	13:01:39									
9			13:50:08	17:02:00													
10	Philips Wayne	17/05/2004	08:50:07	08:55:07	08:55:07	13:02:39	13:42:58	17:08:30									
11		18/05/2004	08:54:37	13:00:09	13:58:58	17:20:30											
12		19/05/2004	08:50:00	10:42:39	10:42:53	12:08:36	13:05:03	14:05:58									
13			14:15:19	17:00:30	17:30:30												
14		20/05/2004	09:33:11	12:50:28	13:30:41	18:13:16											
15		21/05/2004	09:04:07	09:31:41	09:38:00	09:53:53	13:01:39	13:50:08									
16			17:02:00														
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	

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## 10.3 Database to EXCEL

It exports all data from the database to excel file for data back up or payroll calculation.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - data.xls". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J
789	17/5/2004	18:01:40	512	366710	[NO NAME]	OUT	EXIT	EXIT		
790	17/5/2004	18:01:53	4352	854707	[NO NAME]	OUT	EXIT	EXIT		
791	17/5/2004	18:02:10	512	375571	Albert White	OUT	EXIT	EXIT		
792	17/5/2004	18:02:30	258	6368397	Albert Willy	OUT	EXIT	EXIT		
793	18/5/2004	8:54:37	257	298895	Philips Wayne	IN	ENTER	DENIED		
794	18/5/2004	8:54:37	257	6368397	Albert Willy	IN	ENTER	DENIED		
795	18/5/2004	13:00:09	257	6368397	Albert Willy	OUT	EXIT	EXIT		
796	18/5/2004	13:00:09	257	298895	Philips Wayne	OUT	EXIT	EXIT		
797	18/5/2004	13:58:58	257	298895	Philips Wayne	IN	ENTER	EXIT		
798	18/5/2004	13:58:58	257	6368397	Albert Willy	IN	ENTER	EXIT		
799	18/5/2004	17:20:30	257	298895	Philips Wayne	OUT	EXIT	EXIT		
800	18/5/2004	17:20:30	257	6368397	Albert Willy	OUT	EXIT	EXIT		
801	19/5/2004	8:50:00	257	6368397	Albert Willy	IN	ENTER	DENIED		
802	19/5/2004	8:50:00	257	6368397	Albert Willy	IN	ENTER	DENIED		
803	19/5/2004	8:50:00	257	298895	Philips Wayne	IN	ENTER	DENIED		
804	19/5/2004	10:42:20	512	366710	[NO NAME]	IN	ENTER	EXIT		
805	19/5/2004	10:42:26	4352	854707	[NO NAME]	IN	ENTER	EXIT		
806	19/5/2004	10:42:33	512	375571	Albert White	IN	ENTER	EXIT		
807	19/5/2004	10:42:40	258	298895	Philips Wayne	IN	ENTER	EXIT		
808	19/5/2004	10:42:40	258	6368397	Albert Willy	IN	ENTER	EXIT		
809	19/5/2004	10:42:54	258	298895	Philips Wayne	IN	ENTER	DENIED		
810	19/5/2004	10:42:54	258	6368397	Albert Willy	IN	ENTER	DENIED		
811	19/5/2004	12:08:31	512	375571	Albert White	OUT	EXIT	EXIT		
812	19/5/2004	12:08:33	4352	854707	[NO NAME]	OUT	EXIT	EXIT		
813	19/5/2004	12:08:35	512	366710	[NO NAME]	OUT	EXIT	EXIT		
814	19/5/2004	12:08:36	258	298895	Philips Wayne	OUT	EXIT	EXIT		
815	19/5/2004	12:08:36	258	6368397	Albert Willy	OUT	EXIT	EXIT		
816	19/5/2004	13:05:03	257	6368397	Albert Willy	OUT	EXIT	EXIT		
817	19/5/2004	13:05:03	257	298895	Philips Wayne	OUT	EXIT	EXIT		
818	19/5/2004	14:05:58	257	298895	Philips Wayne	IN	ENTER	EXIT		
819	19/5/2004	14:05:58	257	6368397	Albert Willy	IN	ENTER	EXIT		
820	19/5/2004	14:15:19	258	6368397	Albert Willy	IN	ENTER	EXIT		
821	19/5/2004	14:15:19	258	298895	Philips Wayne	IN	ENTER	EXIT		
822	19/5/2004	14:15:26	512	366710	[NO NAME]	IN	ENTER	EXIT		

## 11. ATTENDANCE REPORT SAMPLES

### 11.1 Late / Early Leave Attendance Report

This report would be great for those who use the reader for access control and time clock (attendance control). It extracts the **first data and the last 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.

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

Attendance (All)

[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

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**11.2 Attendance Report – 2 Sessions (with Lunch Hour)**

This report would be great for those who use the reader as a Time Clock because only the **first four data** in a day (or first two data - depend on the working hours' setup) would be used for calculating the Late, Early Leave and Overtime for selected employees in a specific period of date range.

Report will be generated according to the Standard Working Hours and Overtime policy for two sessions. Daily records that less than four times (or two times) or more than four times (or two times) in a day will not be used in the calculation. Reminder will be printed on the report for special attention.

**Records need special attention**      **E = Early Leave**      **L = Late**      **OT = Overtime**

Attendance (Clock)      From: 16/Jun/2004 To: 30/Jun/2004

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

[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(0):22:23, Early Leave=1(00:43:37), Overtime day=7(06:45:00)

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**Number of clocked days**      **Number of valid days**      **Total Number of LATE / Early Leave**      **Total Hours**      **Total Number of Overtime Day**