Time Recorder V3.10

Installation Manual

29th April, 2011

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Time Recorder V3.10 Installation Manual

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

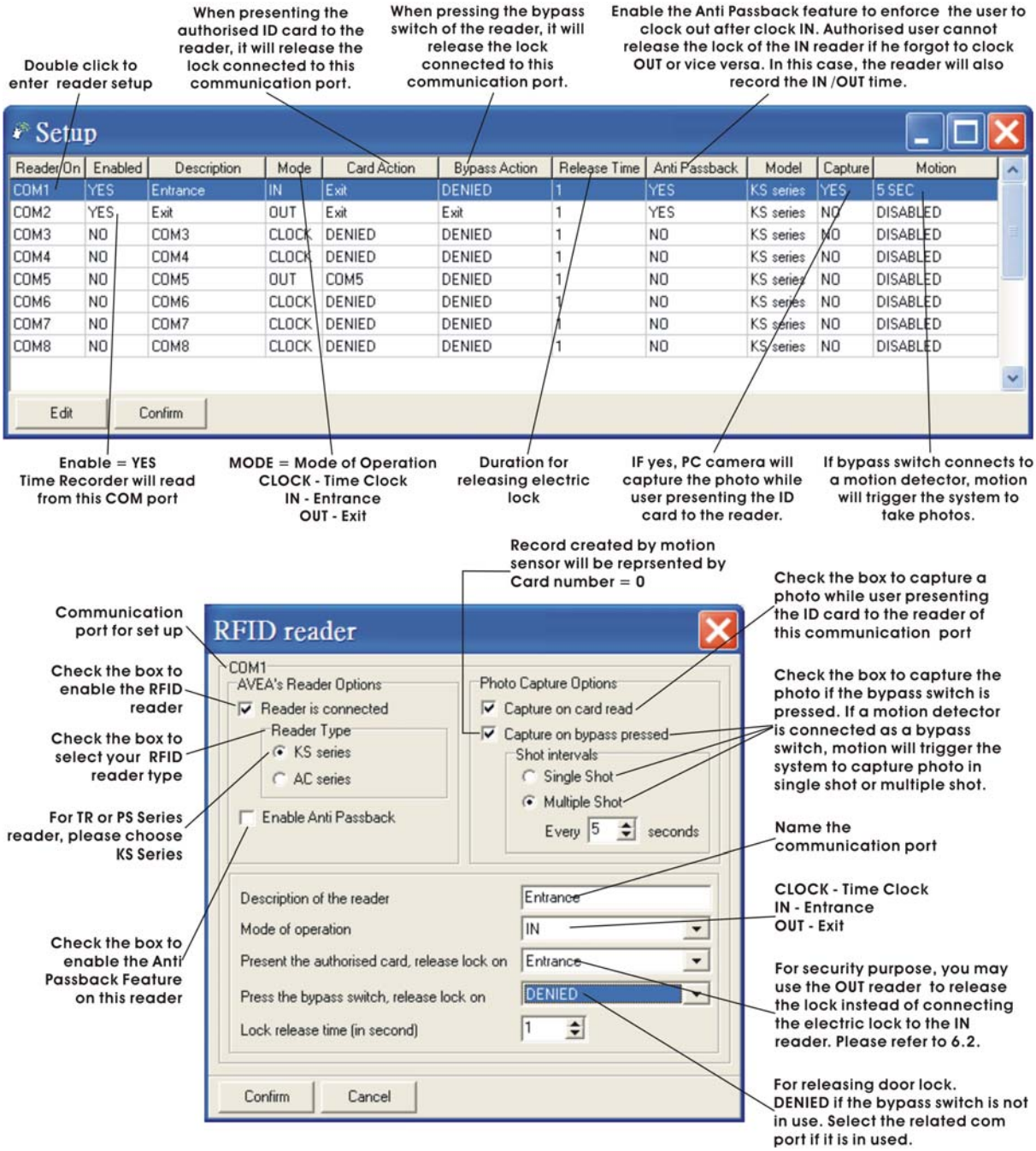
2.4 Follow the installation instruction to finish the installation.

3. SETTING UP THE TIME RECORDER

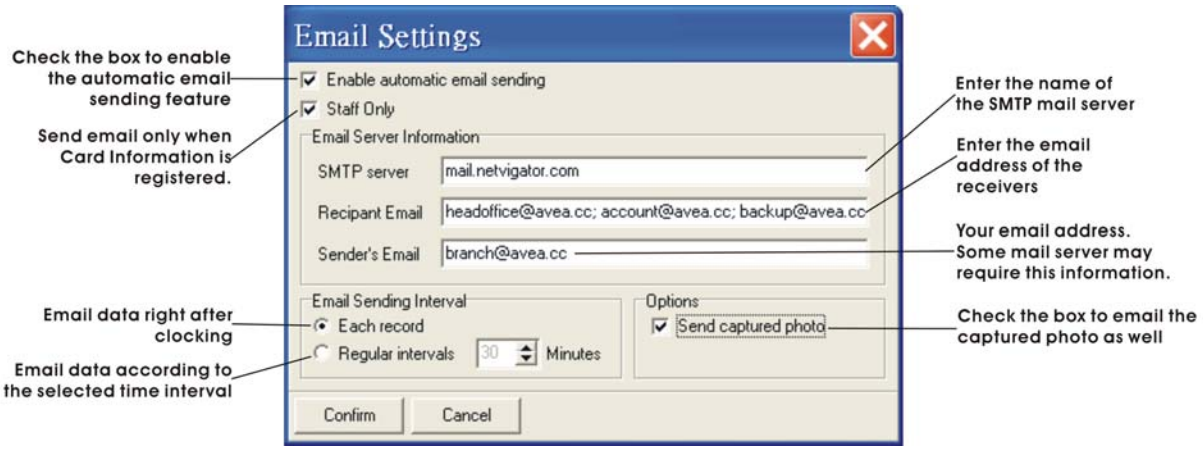
The state of most windows of Time Recorder will be memorized. You may resize the windows according to your specific needs.

3.1 Setup – RFID Readers

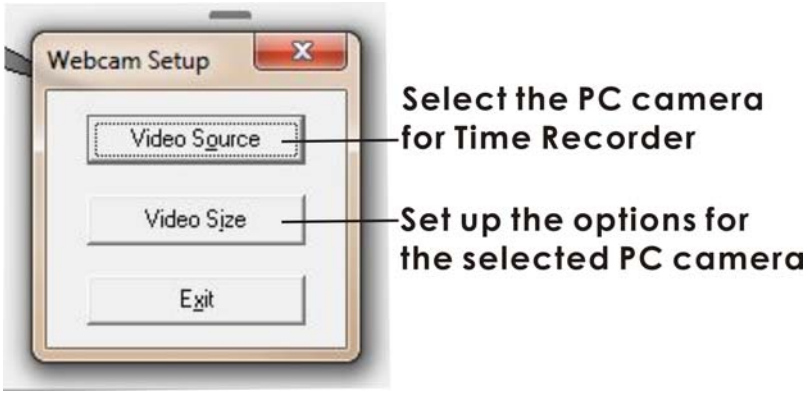
Setup communication ports that are connected with AVEA's readers. And, instruct the Time Recorder how to perform the access control tasks.



3.2 Setup – Email Settings

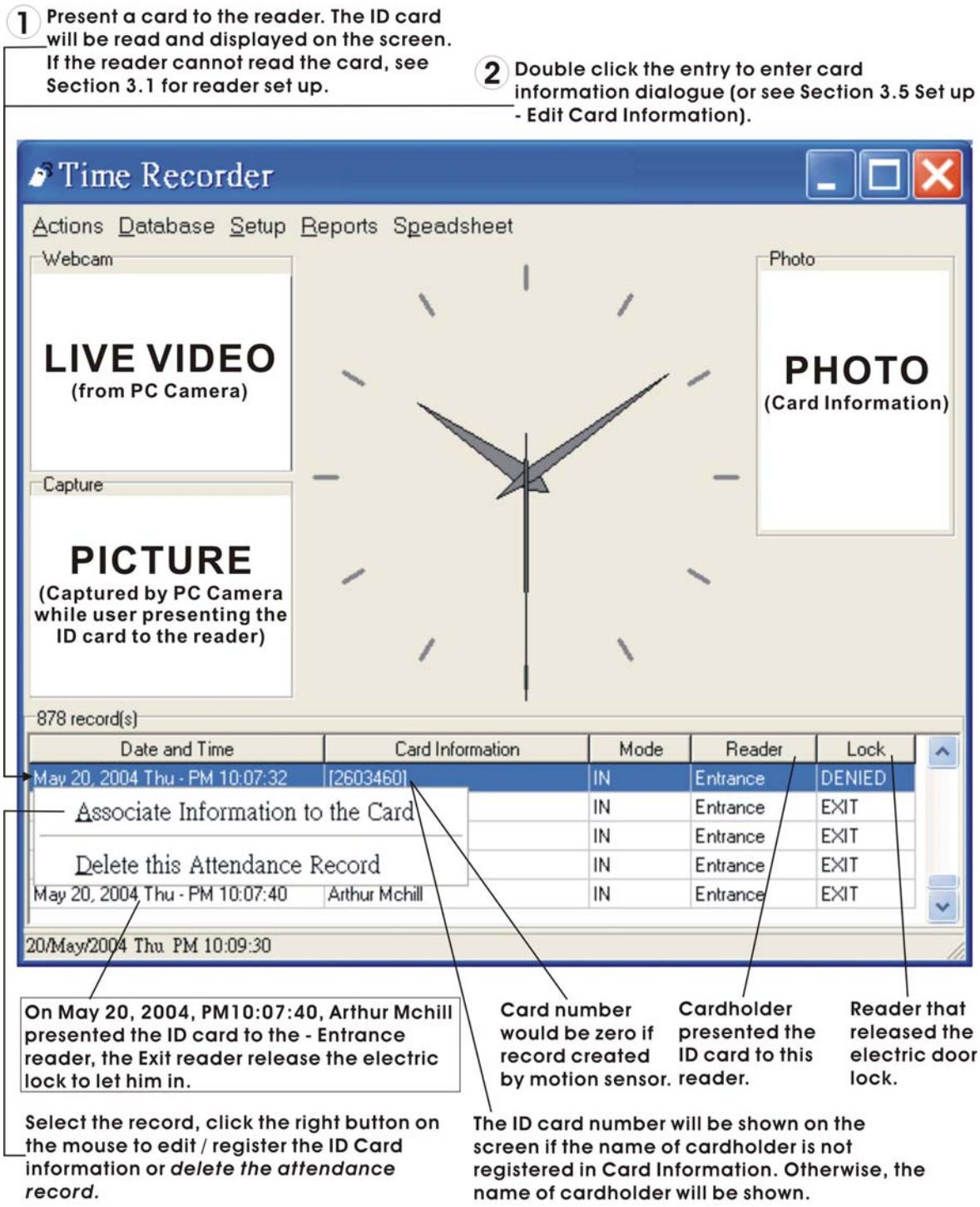


3.3 Setup – Webcam Setup

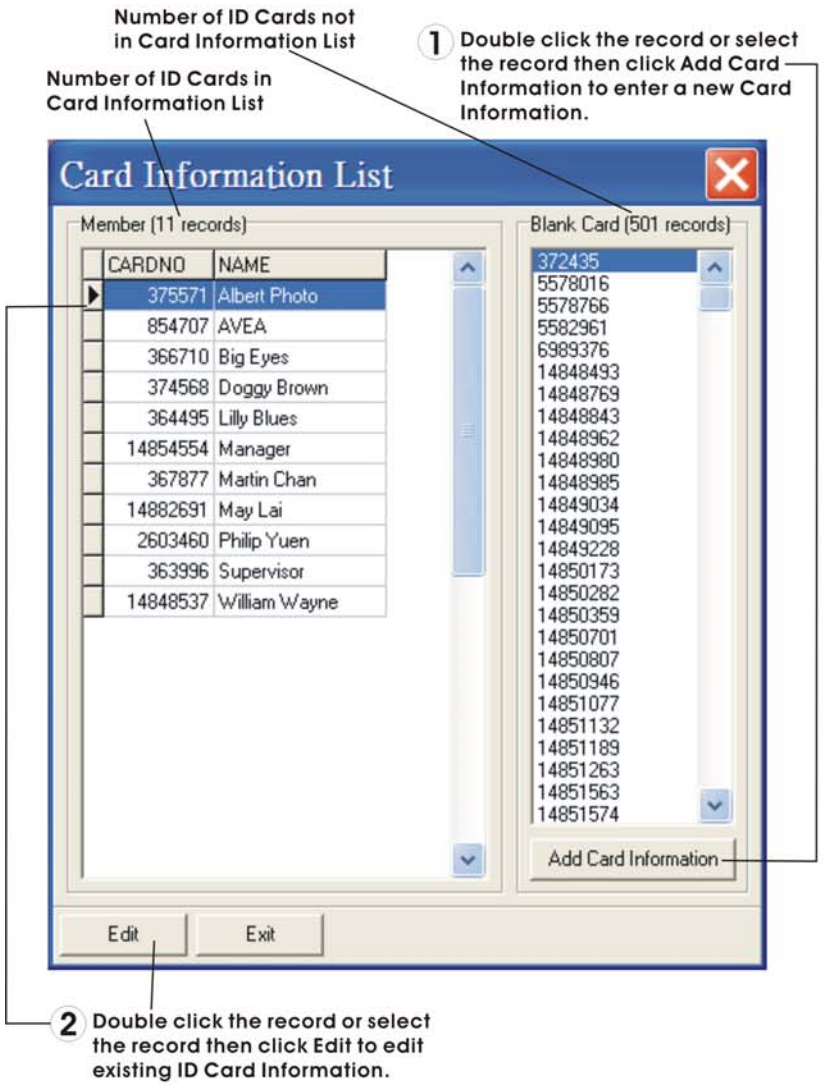


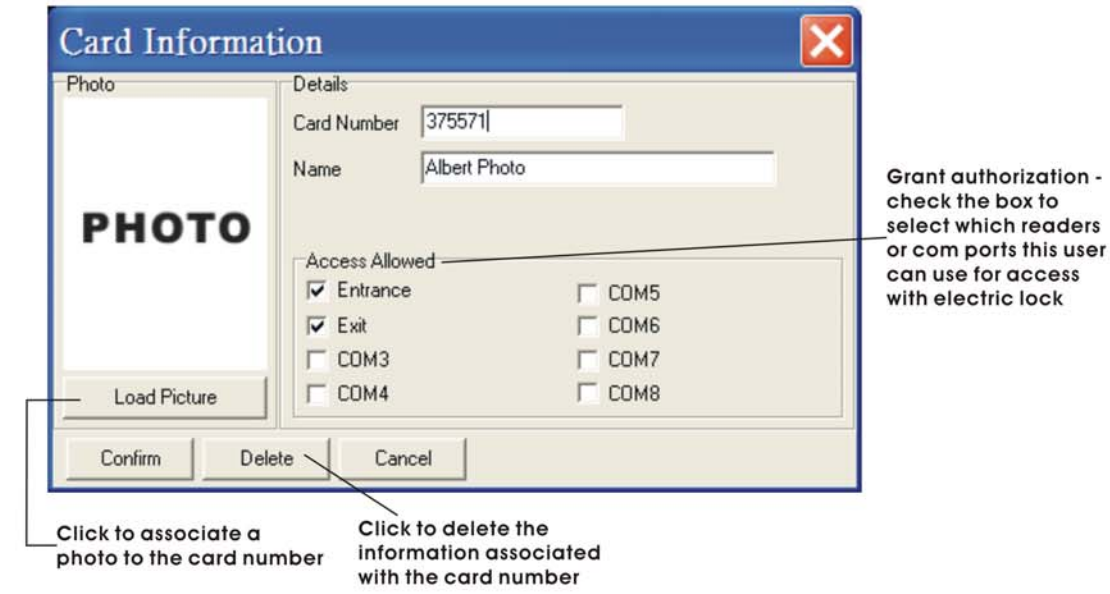
****** MUST use DirectX version 8 or above***

3.4 Setup – ID card



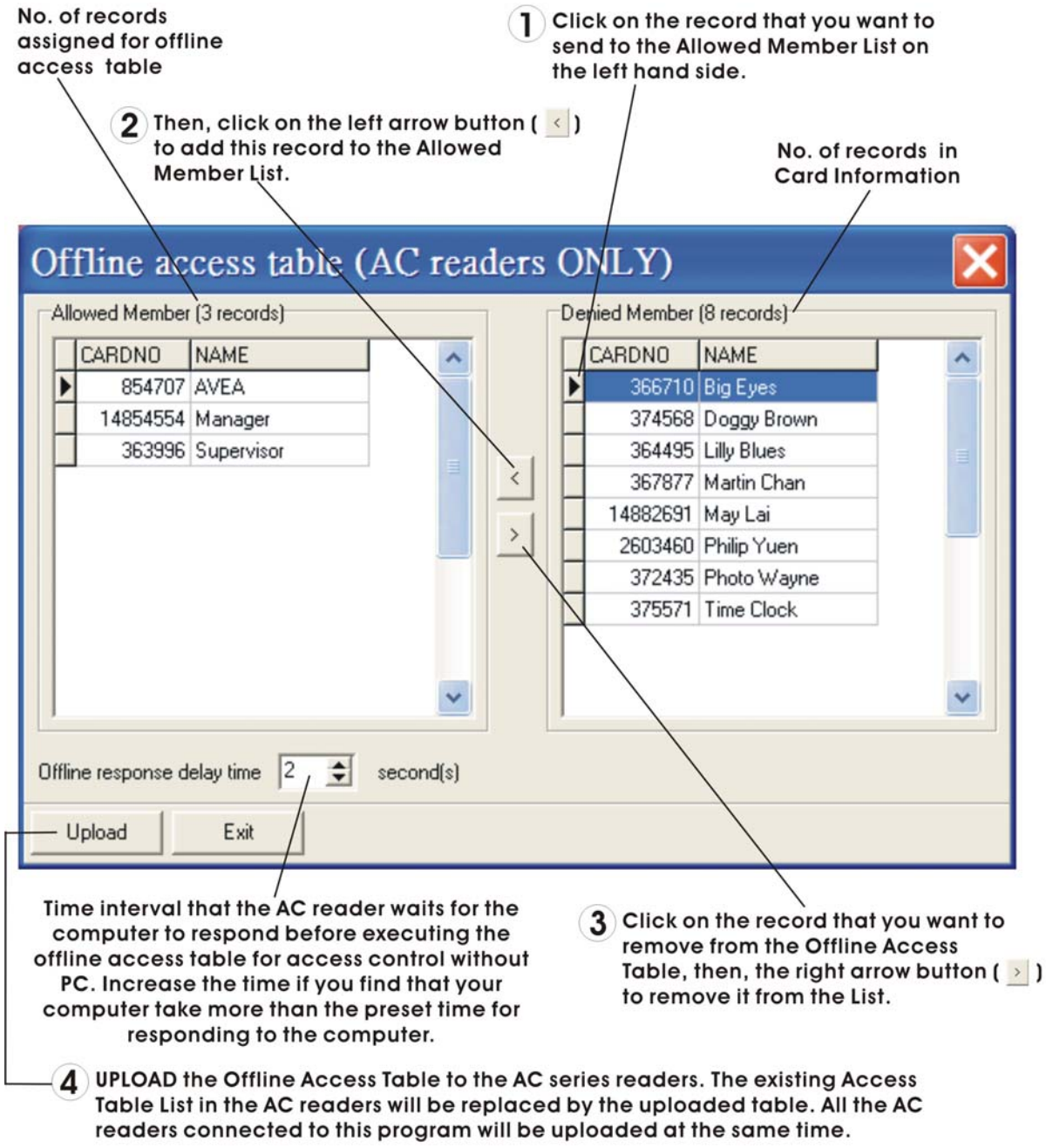
3.5 Setup – Edit Card Information





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.



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.

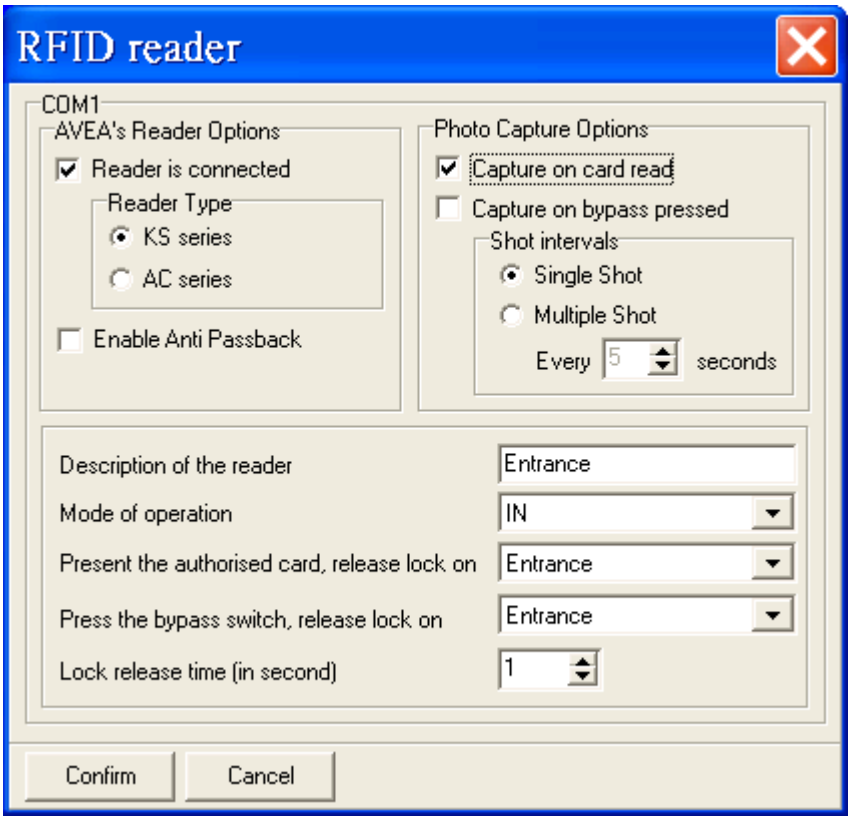
5. LED AND BUZZER

INDICATION	RED LED	GREEN LED	BUZZER	LOCK
Stand by mode – waiting for instruction	Blink			
KS / PS / TR Series Readers				
Action: Present a card to the reader				
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			
AC Series Readers				
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.				
Action: Present a card to the AC reader –computer online				
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
Action: Present a card to the AC reader –computer offline				
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

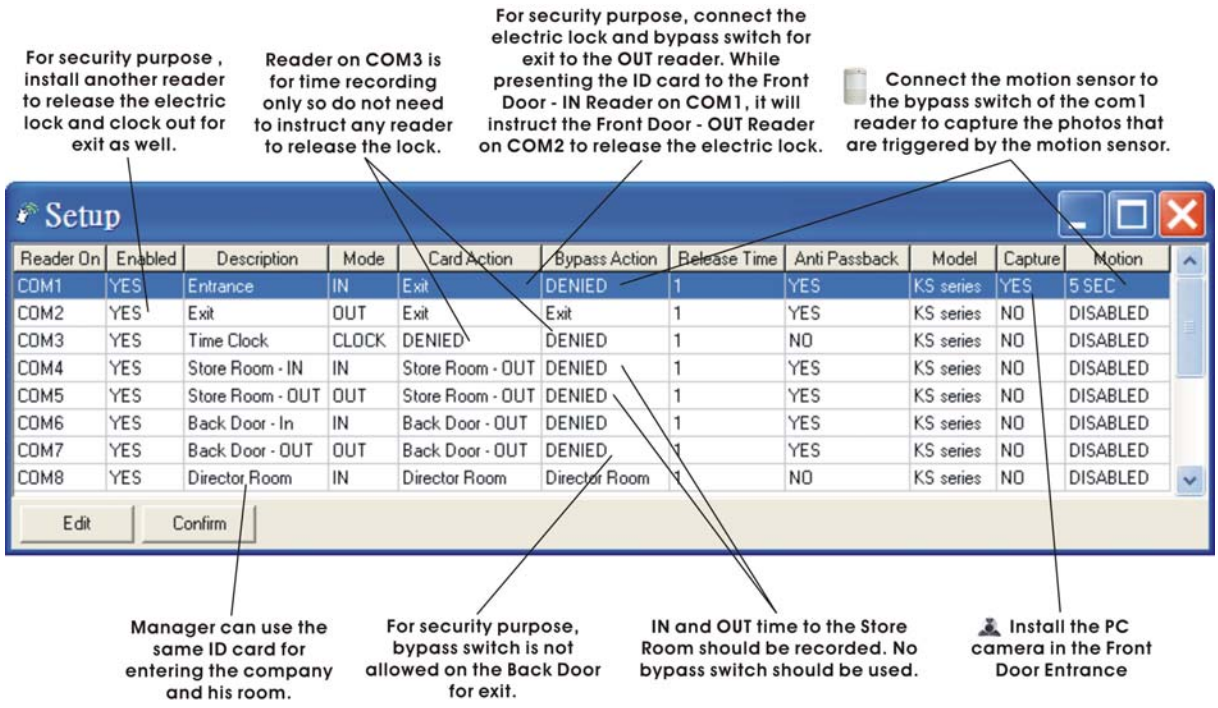
6.1 Setup for one reader with PC camera and a bypass switch

- 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.

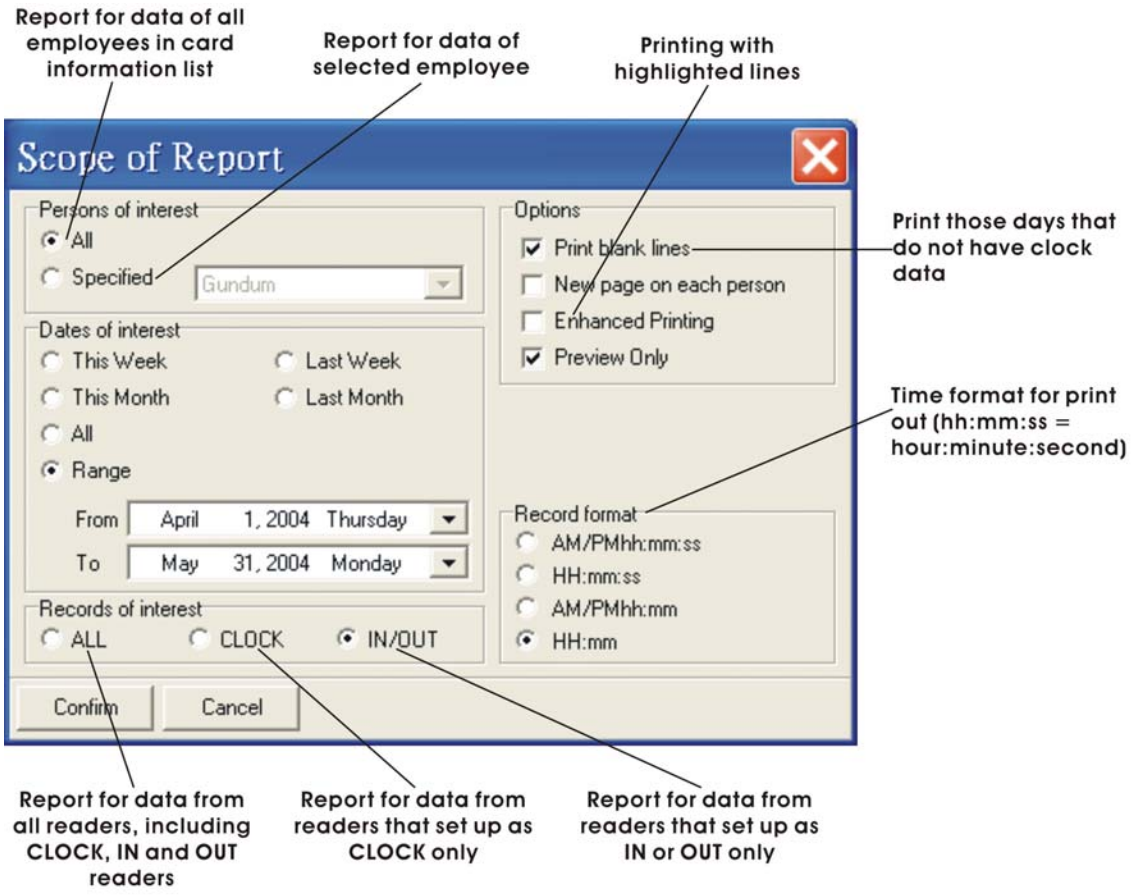


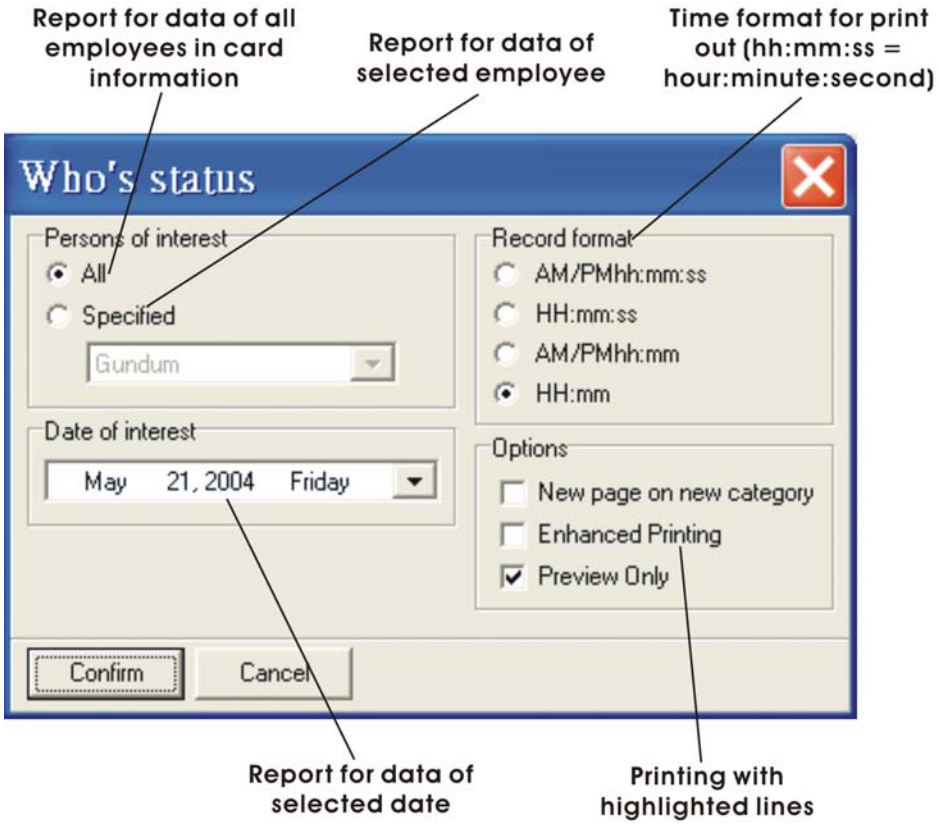
6.2 Setup for Eight Readers

- 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



7. REPORTS – PRINTOUTS AND SPREADSHEET SET UP

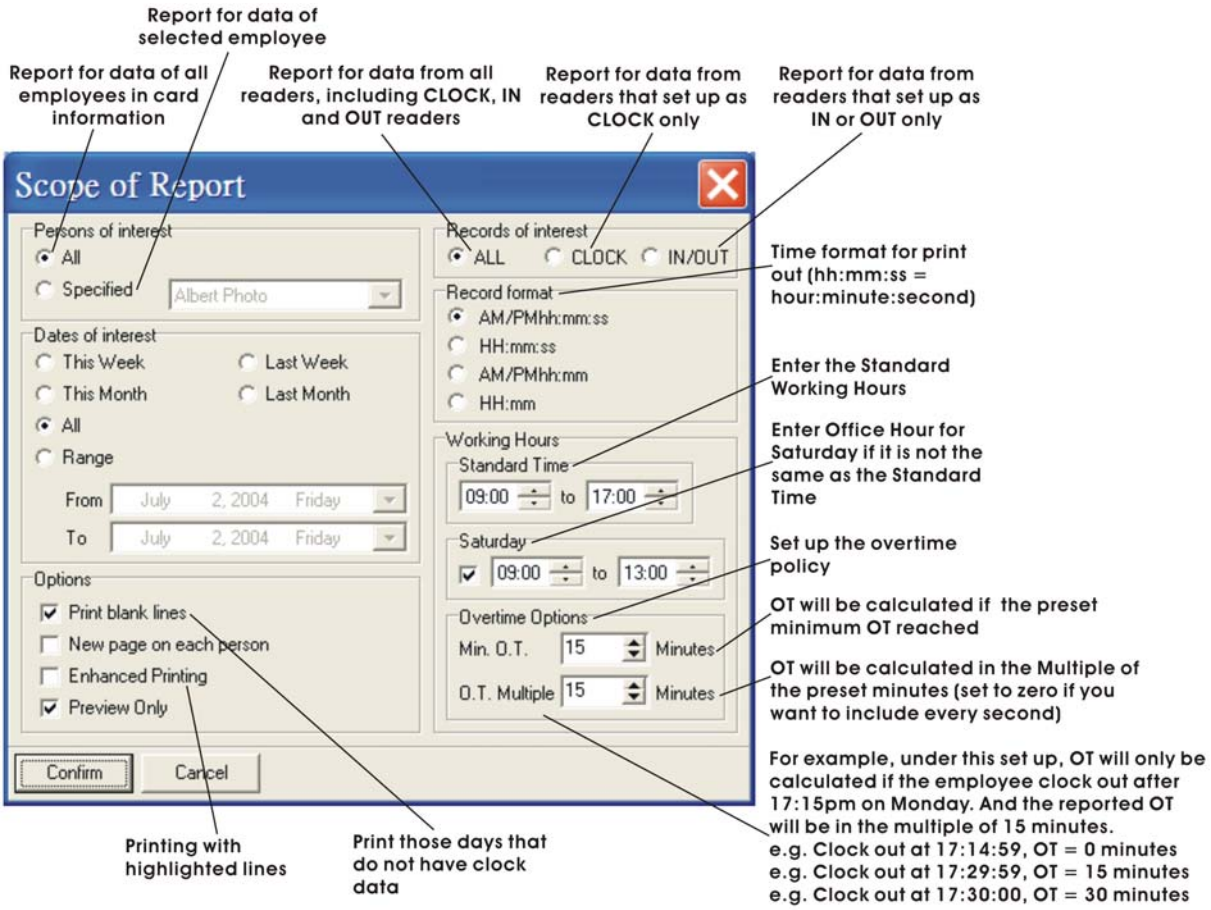




8. REPORTS – ATTENDANCE

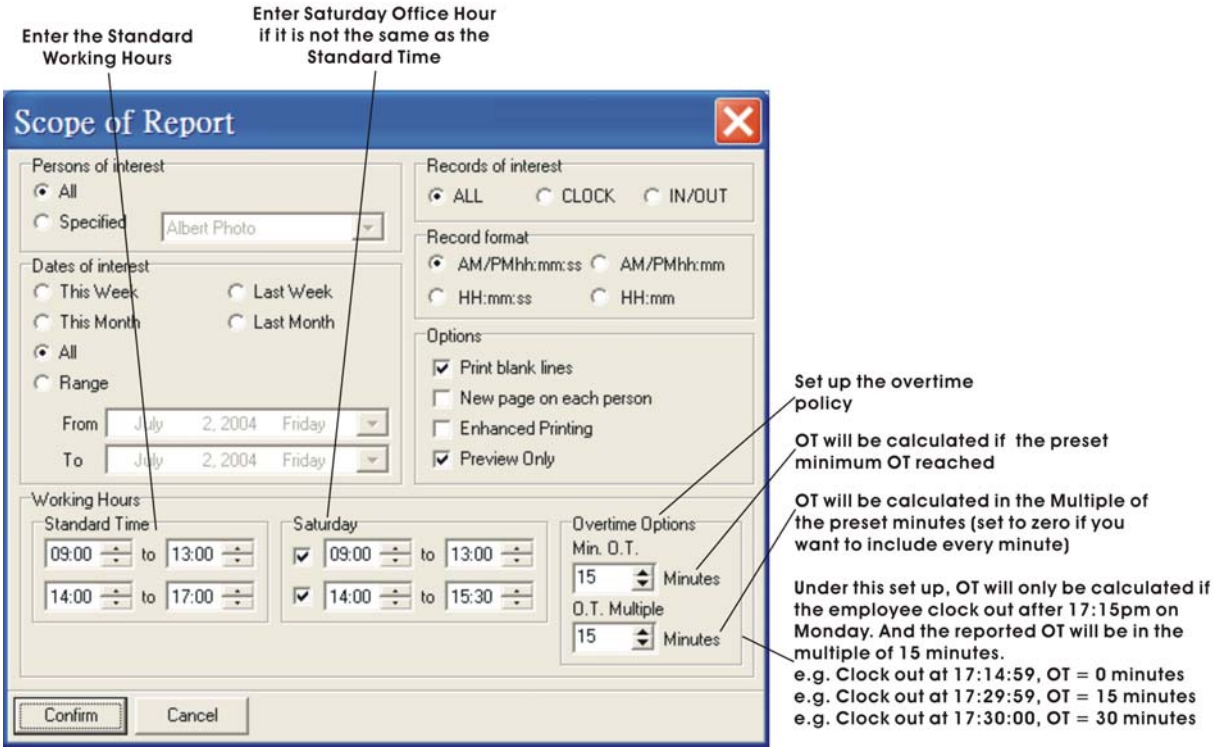
8.1 Attendance Report – First In / Last Out

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.



8.2 Attendance Report – 2-session

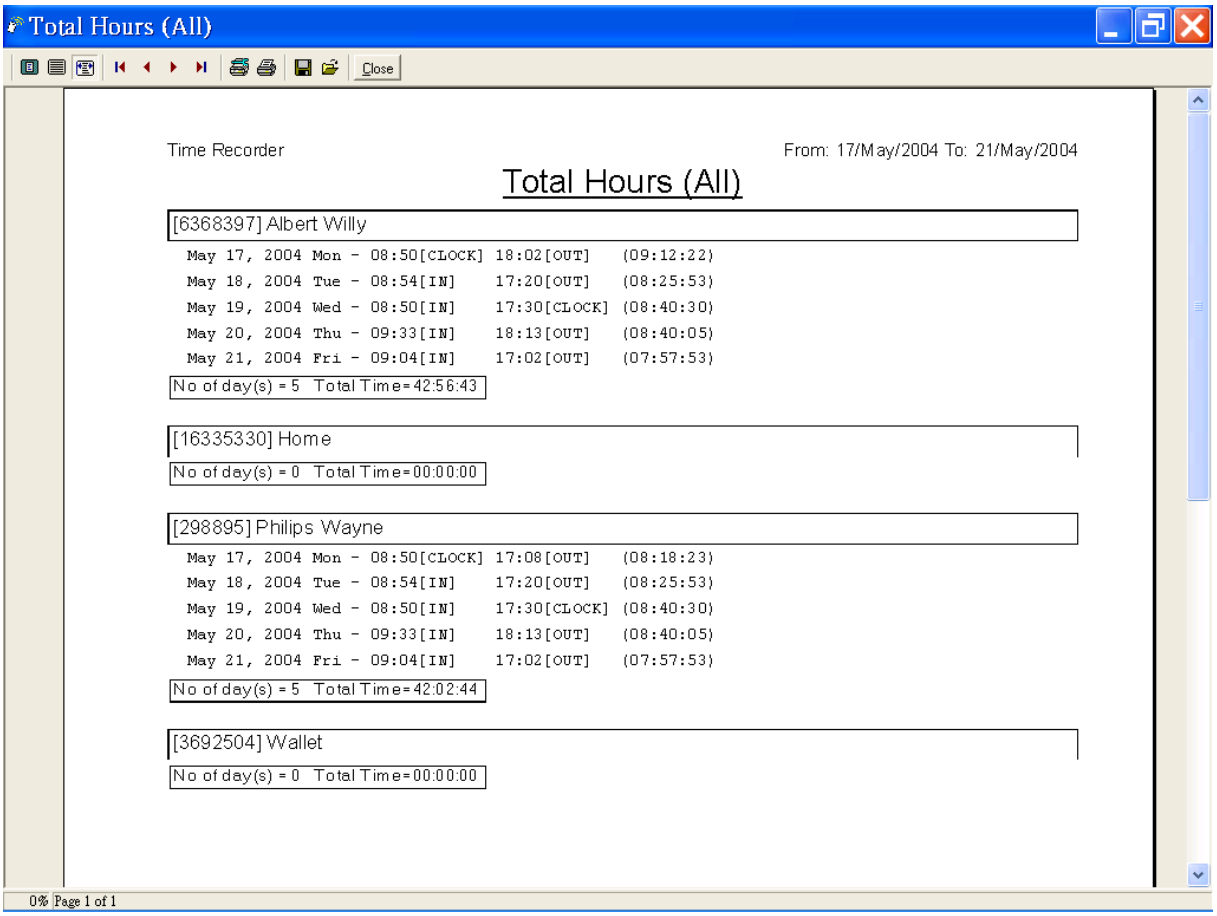
It extracts the first four data in a day (or first two data - depend on the working hours' setup) to calculate the Late, Early Leave and Overtime for selected employees according to the Standard Working Hours and Overtime policy for two sessions. Daily records that less than four times / two times or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



9. REPORTS SAMPLES

9.1 Total Hours Report

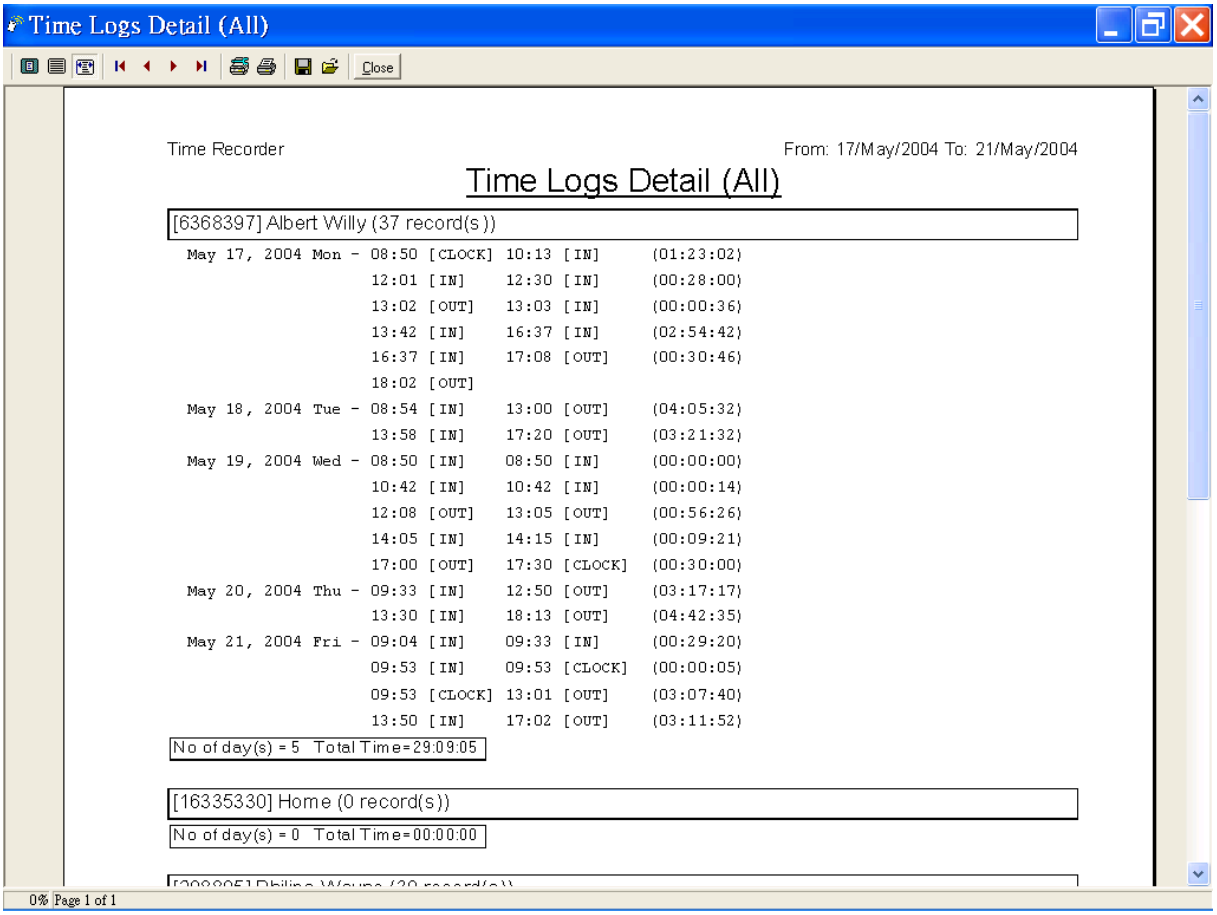
It is a detailed Total Working Hours Report for employees of selected readers according to First in Last out basis for a specific date range. The first data will be used as the IN time and the last data will be used as the OUT time for calculation.



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

9.2 Total Hours Detail Report

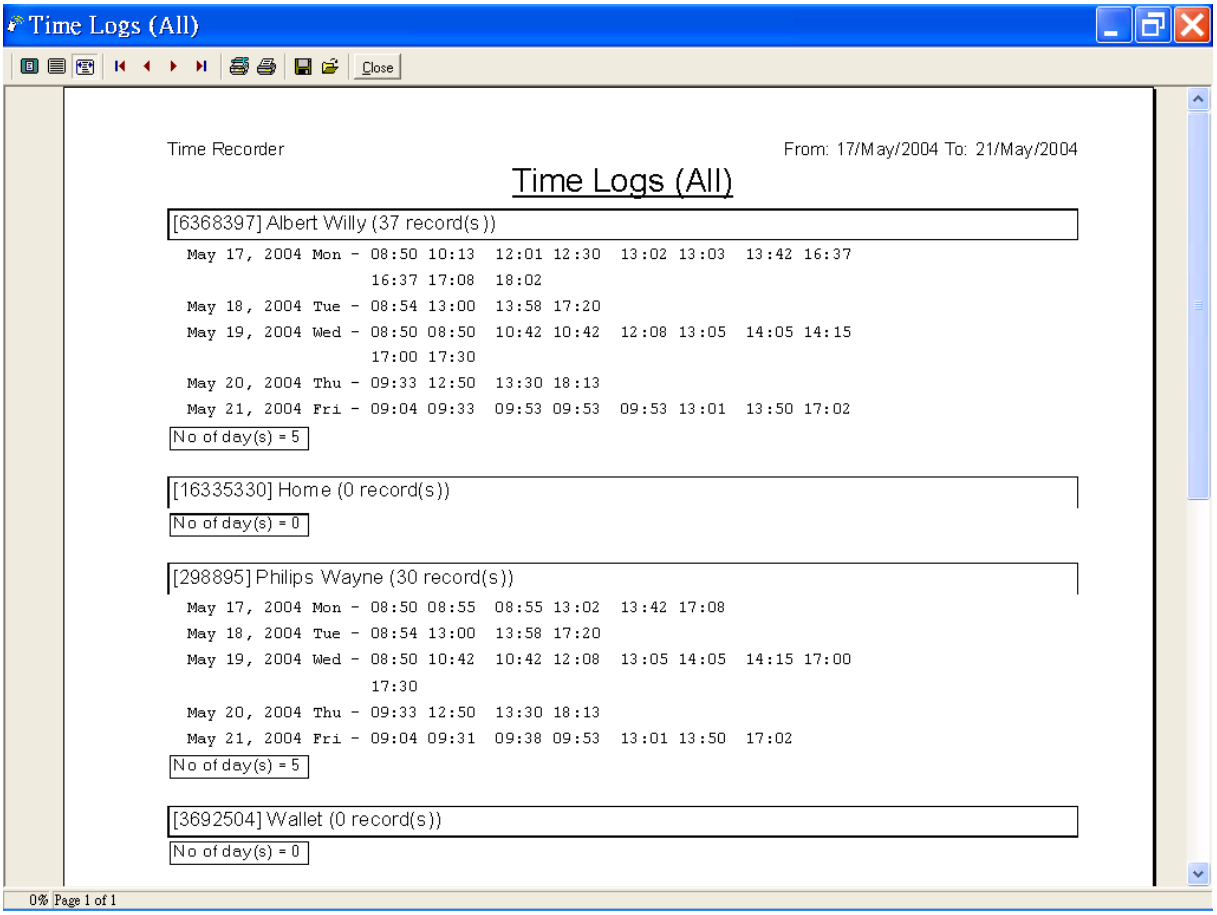
Total Hours Detail Report calculates all the time difference between two consecutive records in a day for employees.



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

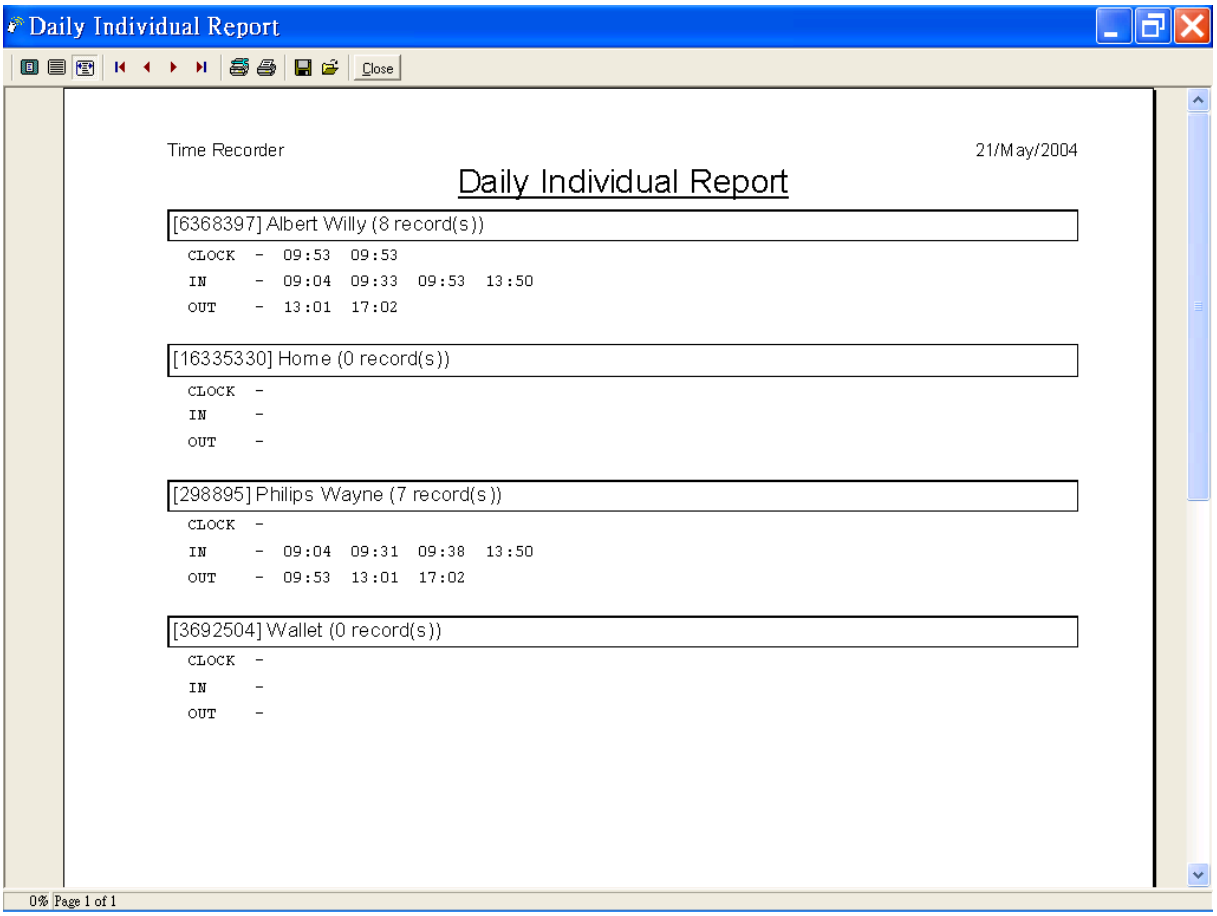
9.3 Time Logs Report

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.



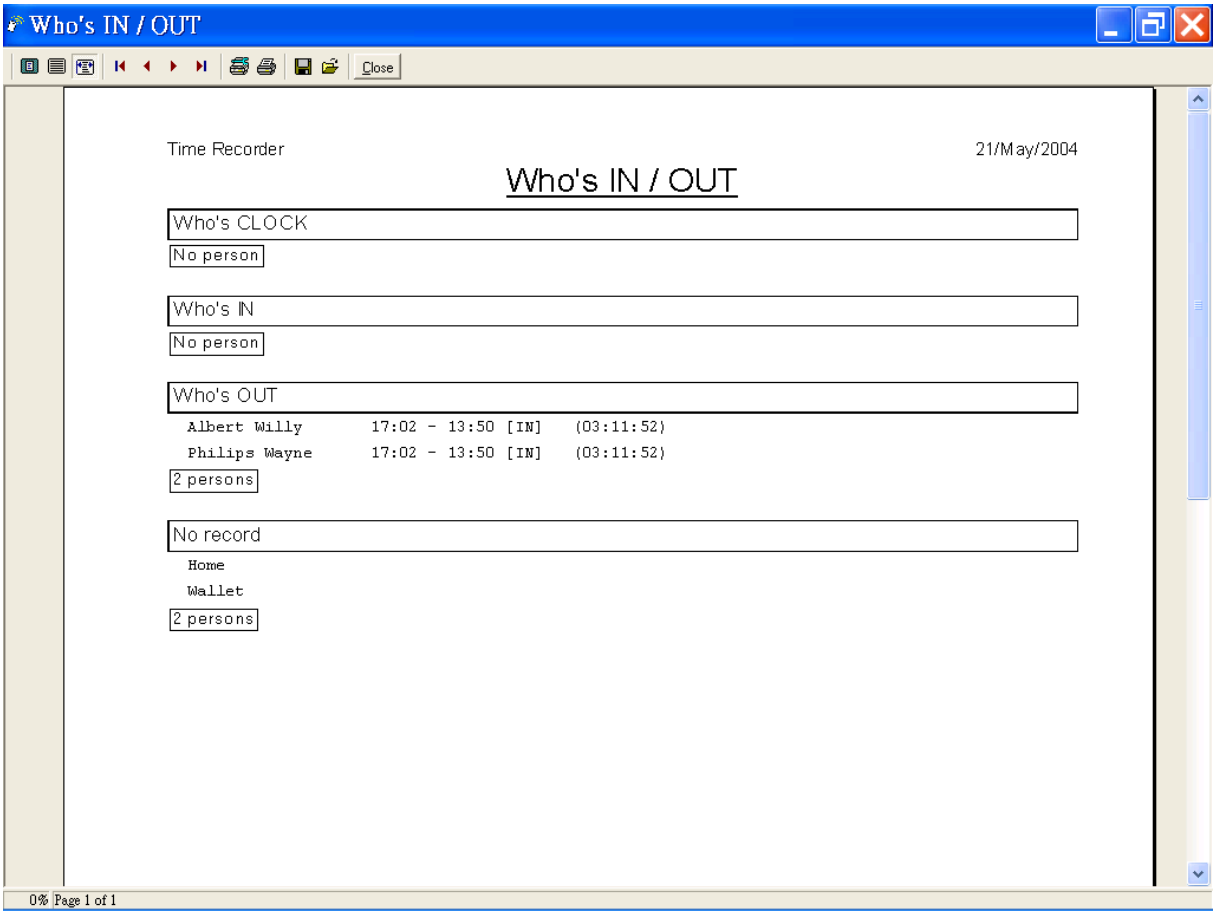
9.4 Daily Individual Report

Report for individual employee status at a specific date.



9.5 Who's IN / OUT Report

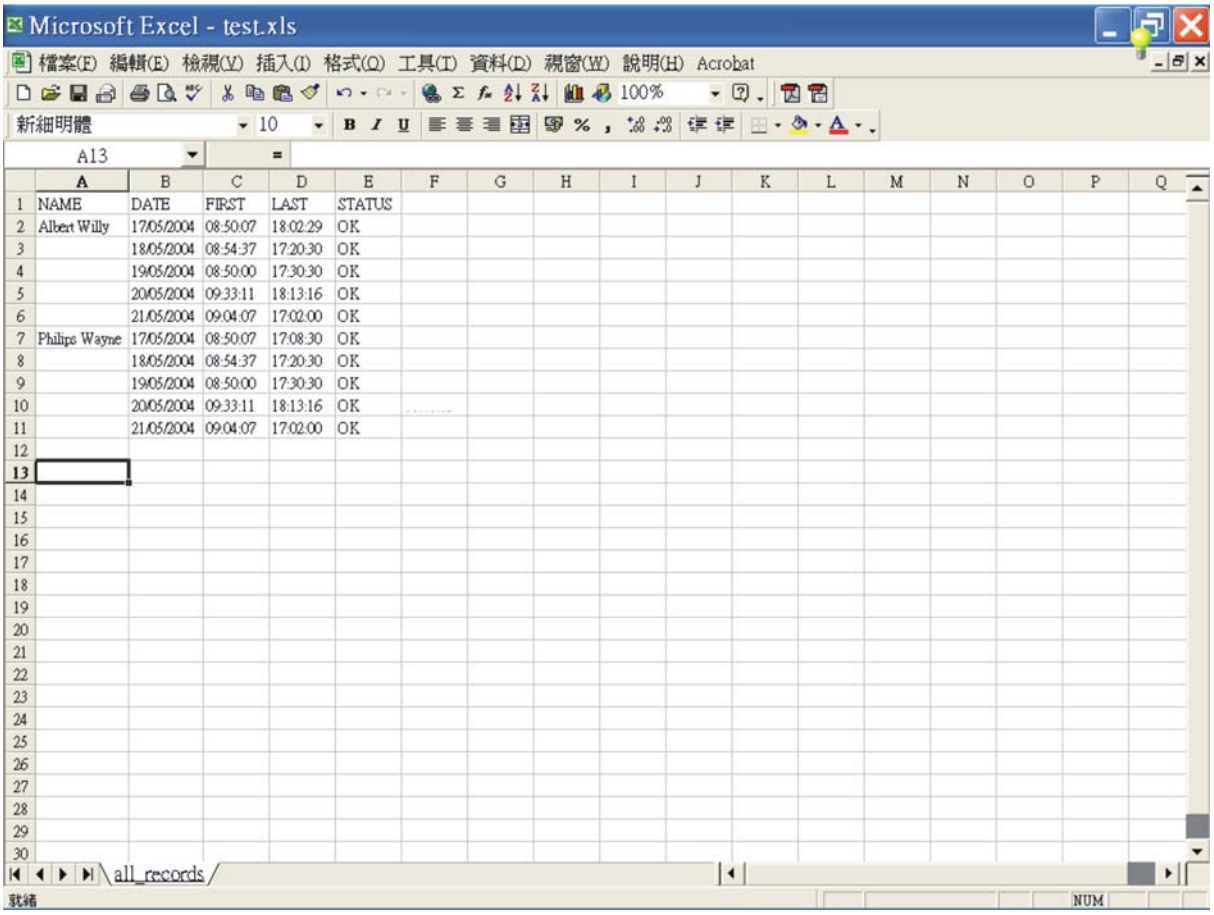
Reports that you can find out WHO is IN the office and WHO is NOT IN (OUT) the office at a specific date.



10. SPREADSHEET SAMPLES

10.1First IN / Last OUT Spreadsheet

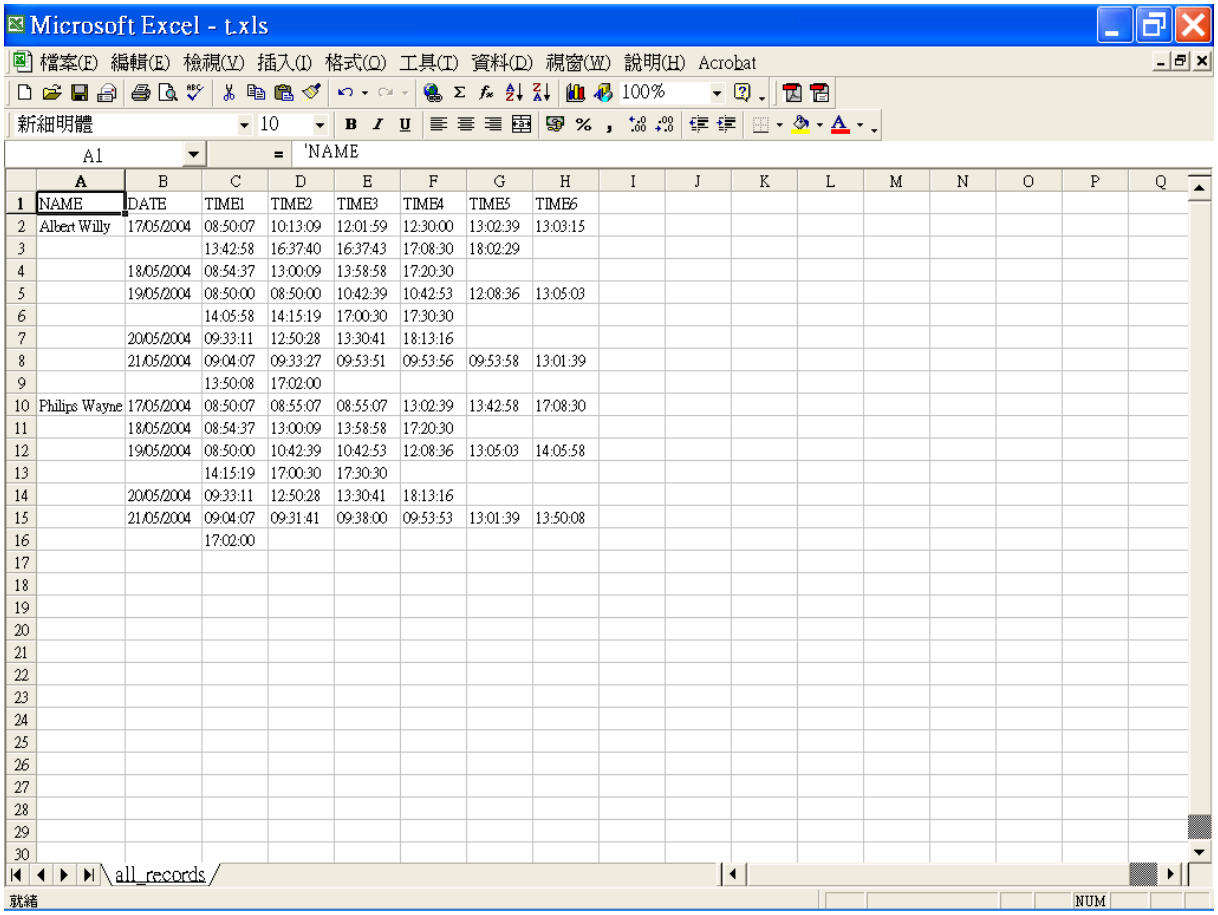
It extracts the first clocked data (First) and the last clocked data (Last) from selected readers.



	A	B	C	D	E
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

10.2Time Logs Spreadsheet

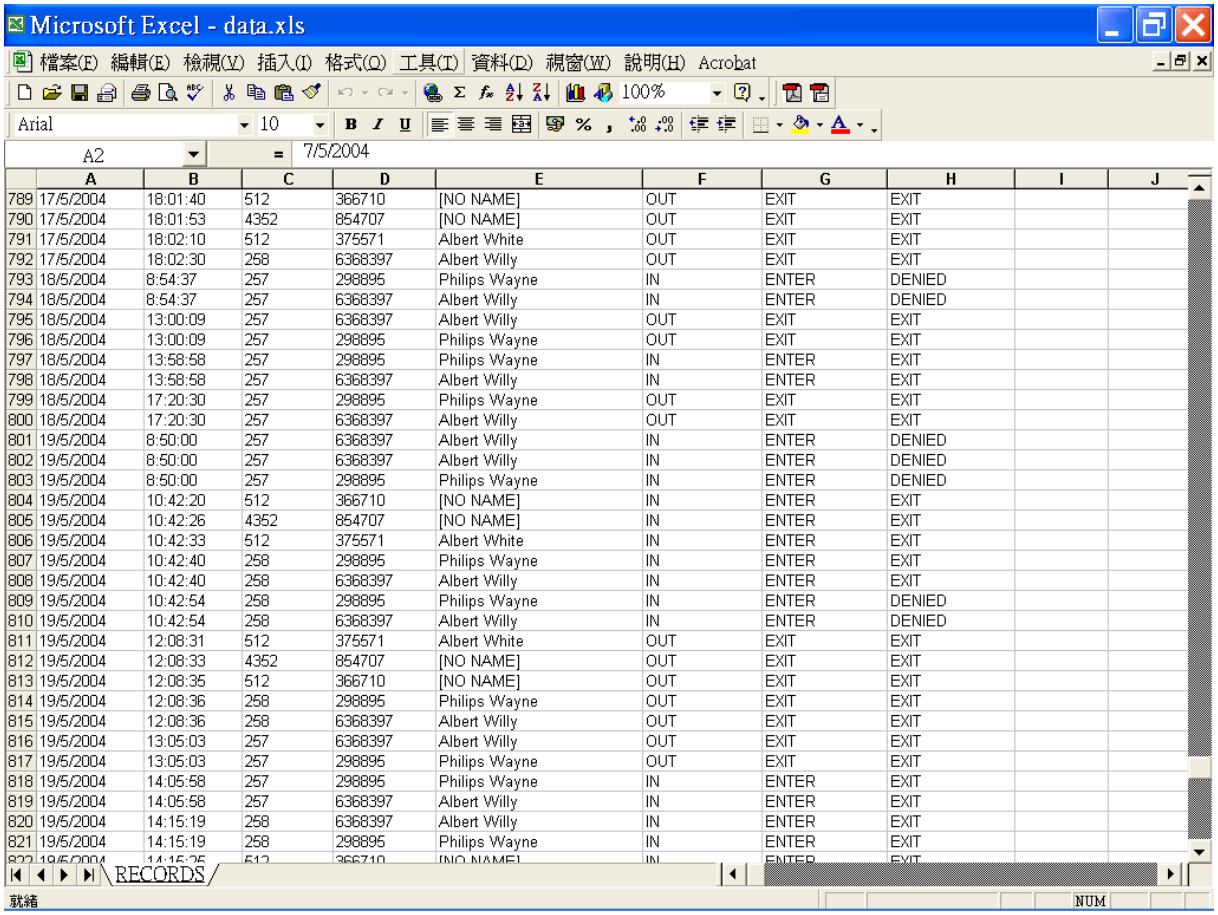
It sorts out all the data by employees according to the selected readers for the selected date range.



	A	B	C	D	E	F	G	H
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					

10.3Database to EXCEL

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

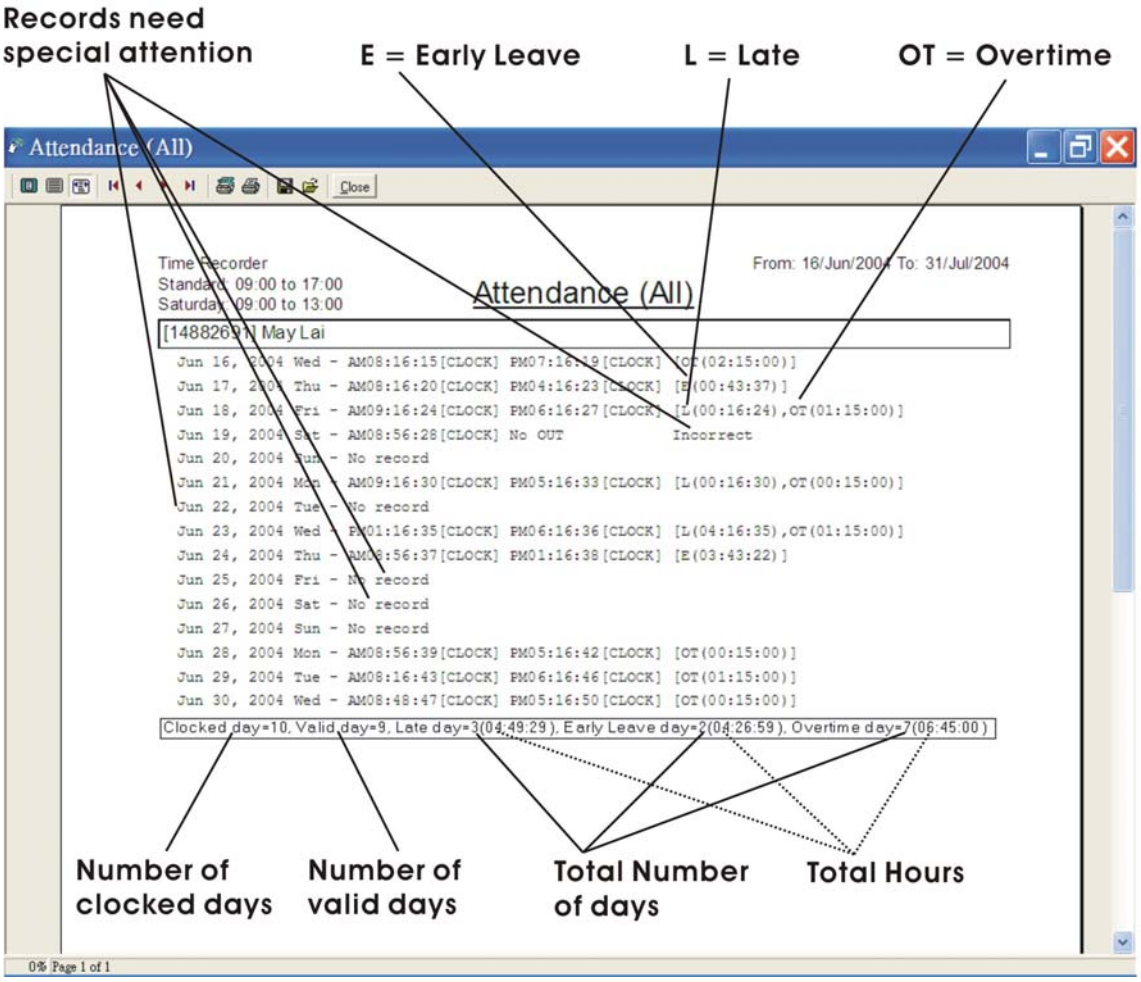


	A	B	C	D	E	F	G	H	I	J
789	17/5/2004	18:01:40	512	366710	[NO NAME]	OUT	EXIT	EXIT		
790	17/5/2004	18:01:53	4352	854707	[NO NAME]	OUT	EXIT	EXIT		
791	17/5/2004	18:02:10	512	375571	Albert White	OUT	EXIT	EXIT		
792	17/5/2004	18:02:30	258	6368397	Albert Willy	OUT	EXIT	EXIT		
793	18/5/2004	8:54:37	257	298895	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		

11. ATTENDANCE REPORT SAMPLES

11.1Late / 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.



11.2Attendance 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.