Preface

Honourable customers,

Thanks for choosing products of this company. T50, with world cutting edge technologies—fingerprint recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity. Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Utilizing the state-of-the-art biometric tech, this product will bring unprecedented reliability, convenience and benefits to the top management of enterprise in HR.

Fingerprint T&A Advantages

- **Veracity**

  Record and reflect staffs' attendance conditions equally, correctly and promptly.

  Checking on work attendance by passwords and cards (paper card, magnetic card, IC card, etc); It is hard to avoid buddy-punching and cannot reflect the actual attendance condition. With the help of fingerprint recognition attendance, it is easy to solve all the problems like buddy punching, card loss or stolen and password forgetting. Thus, HR dispute is avoided and the justness of time attendance is materialized.

- **Convenience**

  It is more convenient to use fingerprint standalone units with no card reader or attendance cards needed, no worrying about cards loss or damage, no need to do system maintenance, and saving time and money.

  Only placing enrolled finger on the sensor surface, system will check users automatically and record the correct time and checking status.

- **Full Function**

  The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

- **Flexible Shift Maintenance**

  The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

- **Standalone**

  The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.
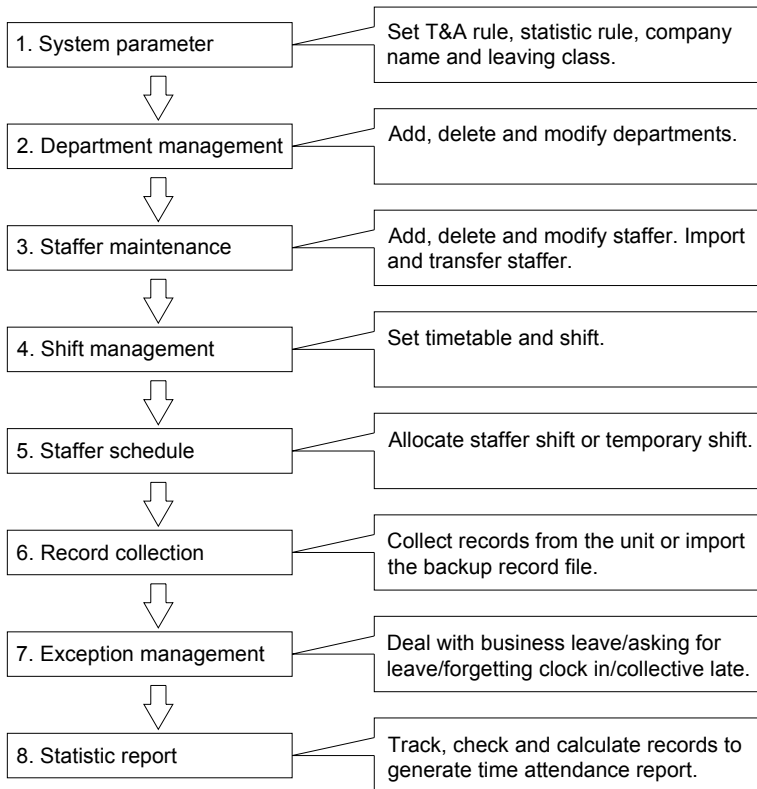
- **Network management**

  Many units can be connected through network via TCP/IP for easy management in central software.

Software operation flowchart
(Important chapter. Please read carefully)

This software includes: System parameter, department management, staffer maintenance, shift management, staffer leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:

Flow step	Description
1. System parameter	Set T&A rule, statistic rule, company name and leaving class.
2. Department management	Add, delete and modify departments.
3. Staffer maintenance	Add, delete and modify staffer. Import and transfer staffer.
4. Shift management	Set timetable and shift.
5. Staffer schedule	Allocate staffer shift or temporary shift.
6. Record collection	Collect records from the unit or import the backup record file.
7. Exception management	Deal with business leave/asking for leave/forgetting clock in/collective late.
8. Statistic report	Track, check and calculate records to generate time attendance report.

1．When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave class. When the setting is completed, it is usually not needed to be modified unless the management rules of this company changes.

2．Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of staffer. Department setting should be completed before staffer maintenance.

3．When the software is used for the first time, please make a Text file (*. txt) or MS Excel file (*.xls) for company staffer in accordance with certain format. For the format, please refer to [**import staffer list**] so that all staffer can be import to the system at one time. Staffer can be added, deleted, modified and transferred to new department during future use.

4．First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5．After the shift setting is completed, it will work until shift is allocated to staffer. Each staffer can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each staffer.

6．Transaction records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, staff information and fingerprint templates can be uploaded and downloaded between the unit and the computer. Please refer to "Background management" for detailed information.

7．There is always staff away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8．After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all staffer or a certain staffer from a certain department in a certain time period.

In[Attendance Calculating and report], first please select the starting and ending date of the staffer, click "Calculate" and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one staffer presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result

Please note: From the above flowchart, we can see that if there is an error in calculation report for one staff, the possible reasons are as follows:

Staffer shift or temporary shift is incorrect.

Exceptions such as staffer away for business/ask for leave/forgetting clock in/out is incorrect.

Checking and calculation of transaction records is incorrect.

Contents

Chapter1   Introduction

The main theme of this chapter is the advantage of this T & A, as well as function introduction.

1 Product Introduction

1.1 T50 Product introduction

T50 is a new standalone time attendance and access control system produced by this company in 2008. With the use of Anviz optical fingerprint sensor and new fingerprint recognition algorithm, T50 can identify all difficult fingerprints and has solved the long-lasting problem in fingerprint recognition field.

Function:

• World leading brand; Simplicity-led design

• Anviz optical fingerprint reader; Scratch-proof, unbreakable and durable; Well accept all kinds of fingerprints

• Stylish blue LCD; Musical buzzer

• Stand-alone without being connected with computer; Standard 512 fingerprints;

• Standard 30000 records

• Multiple identification method: fingerprint only, ID + password, ID + fingerprint

• Standard RS485, Wiegand26 output, dry contact output, optional TCP/IP network interface

• Optional Anviz SC021 or SC822 access controller for separate type secure access

control

• Optional waterproof cover for outdoor use; Door bell button for direct connection with door bell

• Wall mounted. Combined 2-in-1 function for both time attendance and access control.

1.2   Technical Parameter

Items	Parameter
Size	137MM×65MM×40MM
Material	ABS plastic
Sensor	Optical CMOS
FP capacity	1000
Record capacity	30000
Resolution	500DPI
Scan Area	18*22 MM
Communication method	RS-485,TCP/IP(Optional)
Identification method	FP, ID+PSW, ID+FP
Identification time	$\leqslant$ 1 s
FRR	0.001%
FAR	0.00001%
Temperature	-10℃--- $<$ 60℃
Working current	$<$ 130mA
Sleeping current	$<$ 20uA
ESD	$>$ 15000V

Chapter 2　Operation Guide

This chapter is mainly about appearance illustration and relevant system settings such as how to add and delete users etc.

2 Operation Guide

2.1 Keypad Introduction
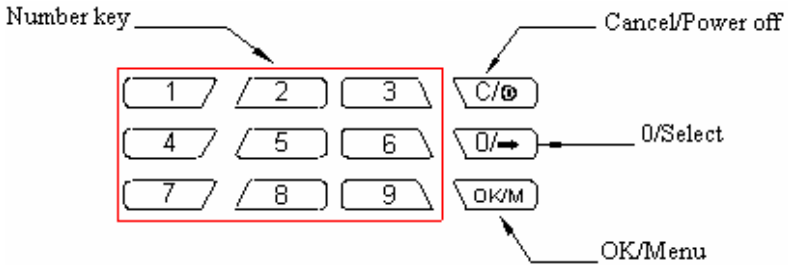
2.2 Default Interface

Connect device to 12v power. Device will make 4 short beeps" di-di-di-di" and enter default interface as following,
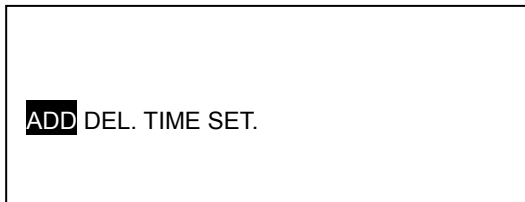

11-11-08   11:16:32

IN /   PLACE FINGER
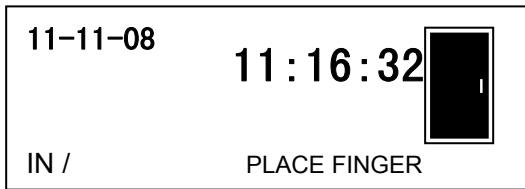
2.3 Management Menu

In order to manage data, you need to enter management menu. Firstly press [OK/M] button to password verification interface,

PW ××××

Input management password (default is 9999). Press [OK/M] button to confirm. Device will make 4 prompt sounds "di-di-di-di" and enter menu.

ADD DEL. TIME SET.

4

Button to switch between ADD, [0／→] In the interface above, press.

2.3.1   Add User

In management menu, press [0/→] button to choose [ADD] option, and press [OK/M] button to enter "Add user" interface.

```
                    ID  0001
    ADD


```
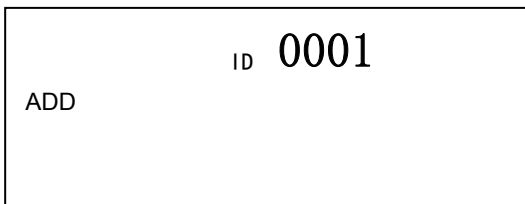
Input new user ID (max. 4 digit, i.e. 0001). Press [OK/M] to confirm. Then press [0/→] to choose FP 1st or 2nd or password to register.

```
                    ID  0001
    ADD
    FP     1

```
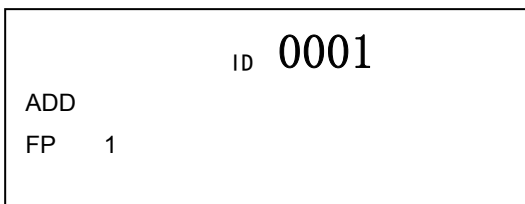
FP registration:

Select FP1 (or FP2) and press [OK/M] to confirm and start FP registration.

```
                    ID  0001
    ADD
    FP     1
                    PLACE FINGER
```

Place finger needed to register on scanner window. After a short beep "di-", move finger away. The interface will show as following,

```
                    ID  0001
    ADD
    FP     1
                    PLACE FINGER
```

Place the same finger on scanner window again. After a short beep "di-", move your finger away. If success, device will sound 4 short beeps "di-di-di-di-". The interface will show "OK" like this,

```
             ID  0001
                ADD
FP      1
              OK
```
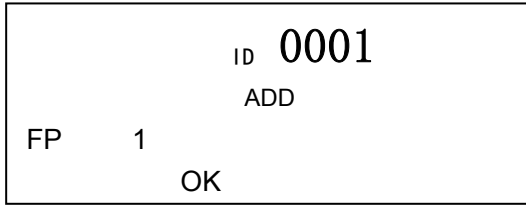
If registration fails, device will prompt a long beep "di-----" and interface will show "Fail" like this,

```
             ID  0001
ADD
FP      1
           FAIL
```
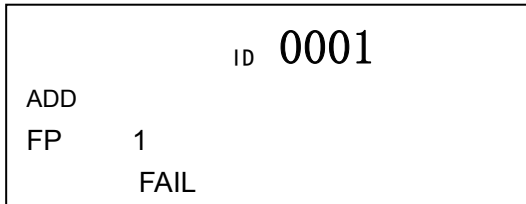
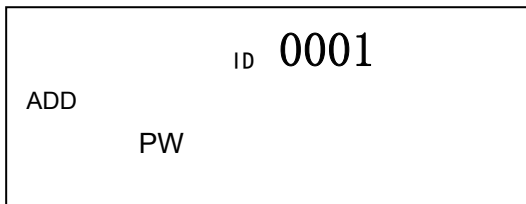If the fingerprint has bee registered before, device will sound "di-di-" indicating this fingerprint repeats and interface will show "FAIL" like this,
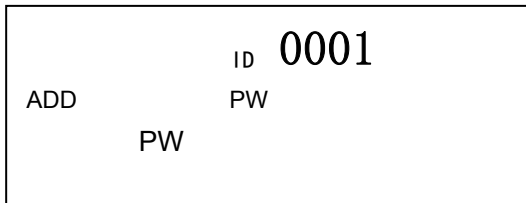
```
             ID  0001
ADD
FP      1
           FAIL
```
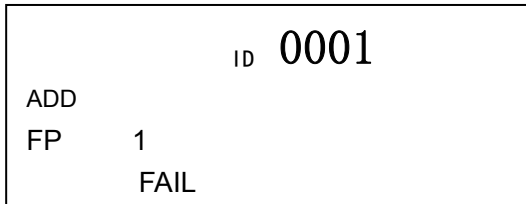
Password registration:

Press [0╱→] and switch to PW option,

```
             ID  0001
ADD
           PW
```

Press [OK/M] to confirm and start password registration,

```
             ID  0001
ADD          PW
        PW
```

Input user password through keypad (max. 4 digit). Press [OK/M] to confirm and

device will sound two short beeps "di-di-"which prompts input password again. After inputting password twice, press [OK/M] to confirm. And device will sound 4 short beeps "di-di-di-di-" indicating success.
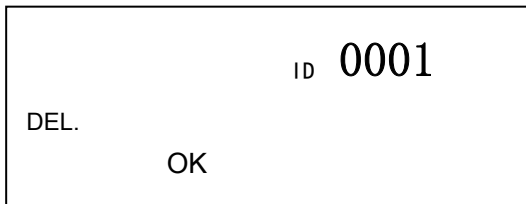
```
           ID  0001

ADD           PW  ××××
        PW
            OK
```
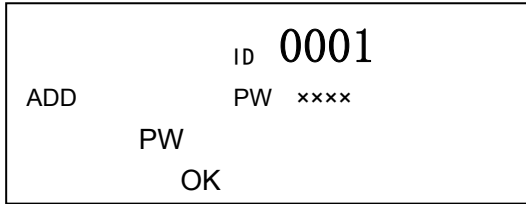
2.3.2   Delete User

In management menu, press [0/→] and select [DEL.].

```


ADD DEL. TIME SET.


```
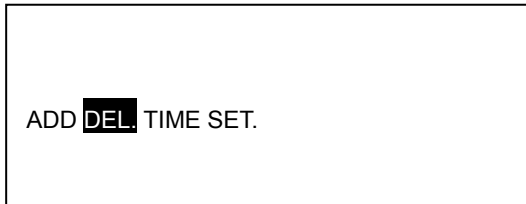
Press [OK/M] to enter "Delete user" interface.

```
          ID  0001

DEL.


```
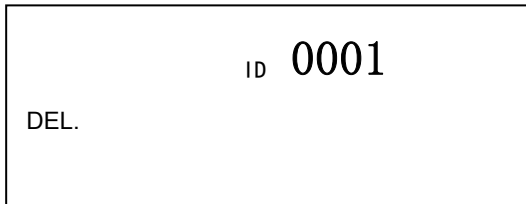
Input the user ID needed to be deleted (i.e. 0001). Press [OK/M] to confirm. Device will sound 4 short beeps "di-di-di-di-" indicating the user deletion is successful.

```
           ID  0001

DEL.
         OK
```

2.3.3   Set Date/time

Press [0/→] to select [TIME] option

```
ADD DEL. TIME SET.
```

Press [OK/M] to enter setting interface.

```
11-10-07
__ . . 6 : 32
```

Input the date needed to be set. Press [OK/M] to confirm. And then set time as following,

```
11-11-08        22 : 16 : 32
```

Input the date needed to be set. Press [OK/M] to confirm. Device will sound 4 short beeps "di-di-di-di", indicating set successfully.

```
11-11-08        11 : 37 : 56

        OK
```
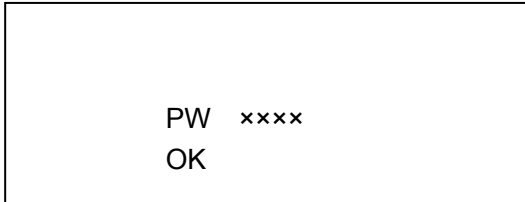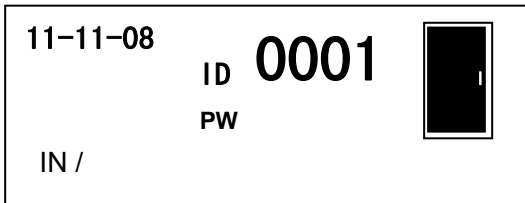
2.3.4   Administration Password Setting

Press [0／→] to select [SET.] option:

```
ADD DEL. TIME SET.
```

Press [OK/M] to enter admin password setting interface,

```
┌─────────────────────────────────────┐
│                                     │
│                                     │
│              PW                     │
│                                     │
│                                     │
└─────────────────────────────────────┘
```
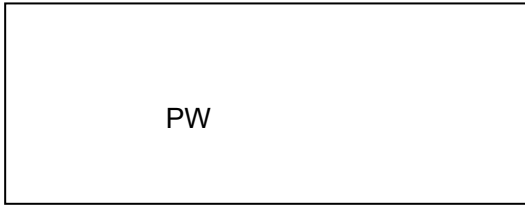
Input admin password through keypad (4 digits). Press [OK/M] to confirm and device will sound two short beeps di-di-" which prompts input password again. After inputting password twice, press [OK/M] to confirm. And device will sound 4 short beeps "di-di-di-di-" indicating success.

```
┌─────────────────────────────────────┐
│                                     │
│              PW   ××××              │
│              OK                     │
│                                     │
└─────────────────────────────────────┘
```

If the two passwords are different, the device will sound a long beep "di--", indicating the password modification fails.

```
┌─────────────────────────────────────┐
│                                     │
│              PW   ××××              │
│          FAIL                       │
│                                     │
└─────────────────────────────────────┘
```
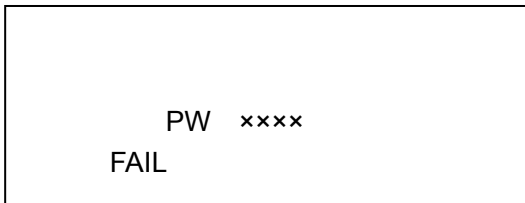
2.3.5   Verification

Password Verification

In default interface, input user ID through keypad and press [OK/M] to confirm.

```
┌─────────────────────────────────────┐
│  11-11-08     ID 0001    ┌───────┐  │
│                          │       │  │
│               PW         │       │  │
│                          └───────┘  │
│    IN /                             │
└─────────────────────────────────────┘
```

Secondly input user password, press [OK/M] to confirm.

If device sounds 4 short beeps "di-di-di-di-", prompting verification is successful.

```
11-11-08        ID  0001
                PW  ××××
   IN /         OK
```

If device sounds a long beep "di--" prompting verification fails.

```
11-11-08        ID  0001   █
                PW  ××××
   IN /    FAIL
```
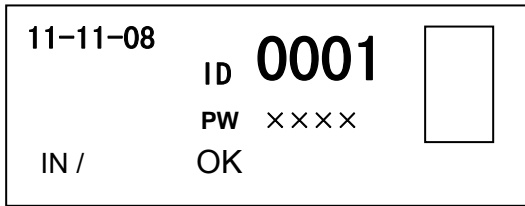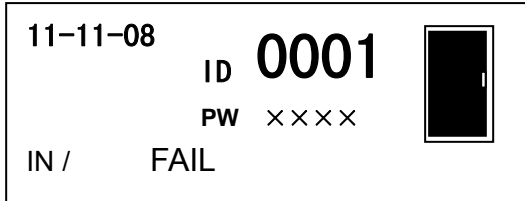
Fingerprint Verification

In default interface, place registered finger on scanner window. After a short beep "di", move the finger away.

If device sounds 4 short beeps "di-di-di-di-", prompting verification is successful.

```
11-10-07        0001
   IN /         OK
```

If device sounds a long beep "di--" prompting verification fails.

```
11-11-08      11:37:56  █
   IN /    FAIL
```
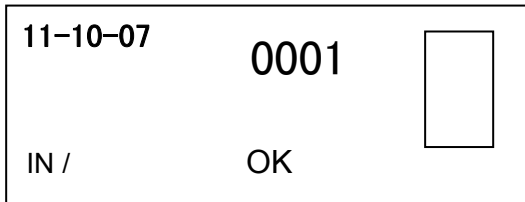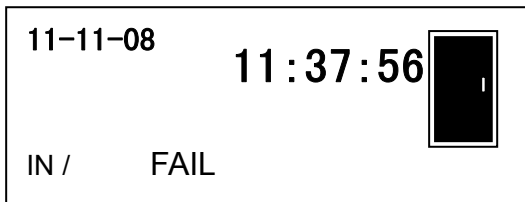
2.3.6   Initialization network parameters

Enter the management menu. Input the key "1345679" from the T50 keypad. The device will restart after 5 seconds and the device's IP configuration will become the factory default.

Chapter 3   System installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

3　System installation

First we should install background management software on the computer. Please refer to the following steps.

3.1　Running environment

Hardware environment:

PentiumⅡ266 and above; PentiumⅢ500 and above is recommended

128 Memory and above; Minimum 100M hardware space

COM Port

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

Operating system:

Microsoft Windows 2000

Microsoft Windows XP (recommended)

Microsoft Windows Vista

3.2　System installation

Insert the CD to the PC's CDROM. Following window pops up:
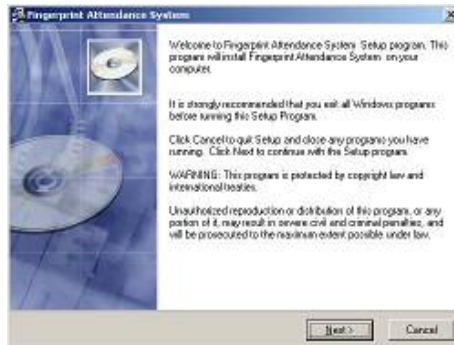
Click [Next] to continue installation (see the picture below):

Select the target directory to install the program and the default is "C:\Att". Click [Next] to continue installation (see the picture below:)
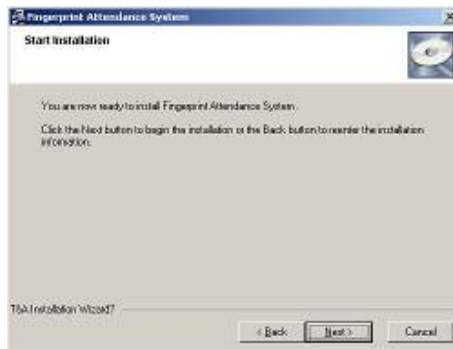
Click [Back] and installation will return to the previous screen and re-select target directory; Click [Next] and the installation will start as the following picture shows:

The installation will be done after seconds (see the picture below):
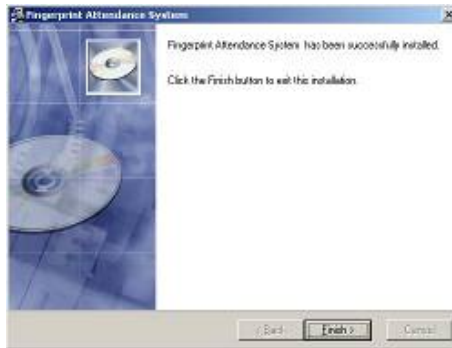
Click [Finish] to close the installation program and an icon ⊘ will be added to the desktop. Double click it and the T&A management system will be started. In addition, [Fingerprint T&A and Access Control System] has been added to [All Programs]. Please see the picture below:
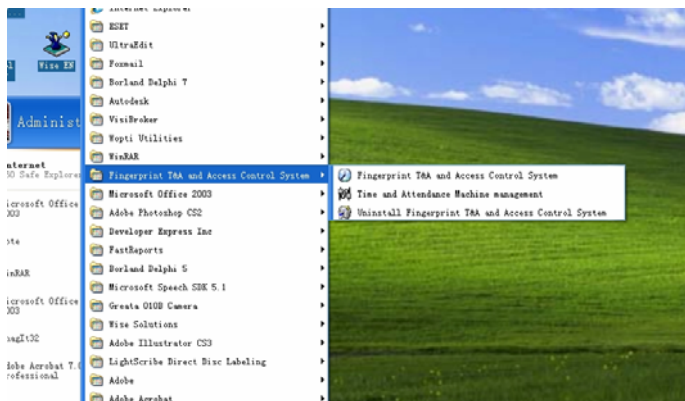
The shortcut of [Fingerprint T&A and Access Control System] and [Time and Attendance machine Management] is included in [All Programs].

3.3   Uninstall the software

Click [Uninstall Fingerprint T&A and Access Control System] in the above picture, click [Next] and the program will be uninstalled automatically.

Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

Chapter 4   Communication

The chapter is mainly regaring T50 how to add, delete and set communication between PC and terminal.

4　Communication

The communication between software and device should be realized firstly through connecting PC and devices via com or TCP/IP, secondly adding device terminal in software. Finally start to communicate data.

4.1　Login the System

Click [Start] - [Program] - [Fingerprint T&A and Access Control System] - [Time and Attendance Machine Management] to open the software, the following window will pop up:
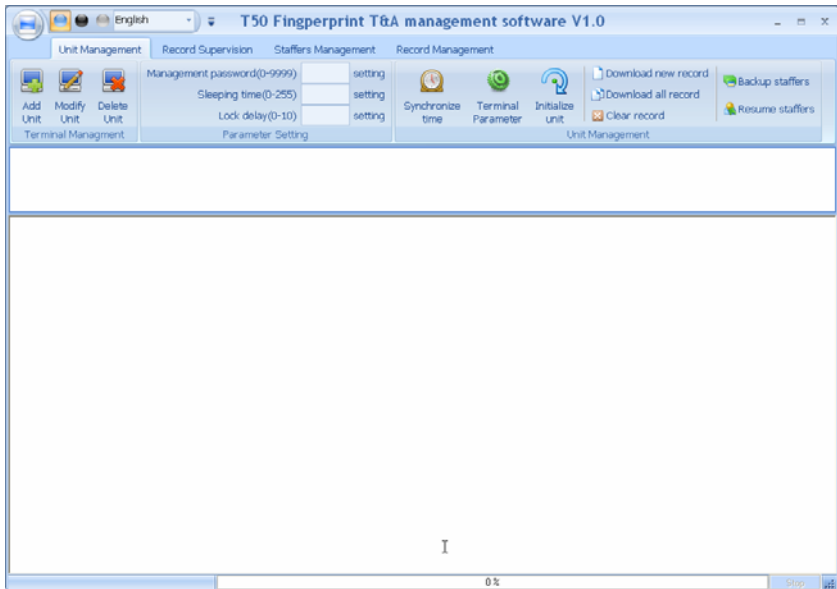
If the time attendance software's login password is not empty, you should enter the password firstly.
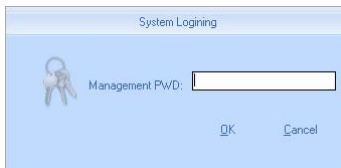
Enter the password and click the button [OK] to login.

Note: If you enter the wrong password 3 times, the software will automatically close.

When you enter a wrong password, a message box pops up as follows:

Click the button [OK]. And then try to enter the correct password.

4.2   T&A Machine Management

4.2.1   Add Unit

Click the button [Add Unit]. Following windows pops up:
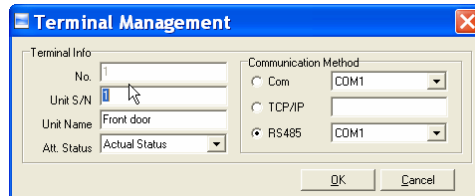
☺ **Remark:**

No.: This number can be set as you like.

Unit S/N: Serial number is used to identify every time attendance terminal (this number is on back label as "Serial No");

Unit Name: You can set it to distinguish devices.

Att. Status: There are three options: Actual Status, on duty and off duty. When we set it as "Actual Status" the attendance records' status in the software are as same they are in the device. If you set it as "ON Duty", all the records' status that is from this device will be "On duty".

Com: RS232 comm. method. The default is Com1. Please choose the correct com number in the list.

TCP/IP: Network comm. Method. Input the device IP address. The default is 192.168.0.218.

RS485: RS485 comm. method. The default is Com1. Please choose the correct com number in the list.

Click the button [OK] to save the information.

There will display an icon for the new added device terminal . Put the mouse on icon, which will show the detailed info of the device.

```
Machine Number:1
Machine Name:Front door
Serial Number:1
Communication Method:RS485
Com Port:1
Connection State:Normal
```

4.2.2   Modify Unit

Choose the terminal (tick '□' showing '√') and then click [Modify Unit], the following window will pop up:
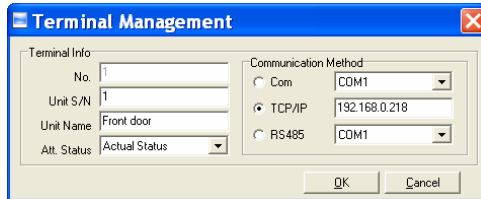
Modify the information and then click the button [OK] to save the modification. Click the button [Cancel] to cancel the modification.

If the "No" is already exist in the software, following message box pops up:
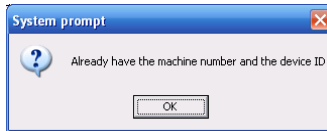
Click the button [OK] to set the Unit information again.

4.2.3   Delete Unit

Choose the T&A unit (tick '□' showing '√') and then click the button [Delete Unit]. Following message box pops up:
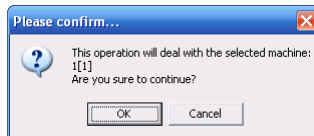
Click the button [OK] to delete or click the button [Cancel] to cancel.

4.2.4   Right-click Menu

Click right button of mouse on the device icon needed to set IP, and then the menu will pop-up:
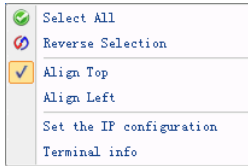
[Select All]: Choose all of devices;

[Reverse Selection]: Cancel chooses the device;

[Align Top]: The list of the device icon on the top;

[All Left]: The list of the device icon on the left;

[Set the IP configuration]: Click [Set the IP configuration] option, the following window will pop-up:
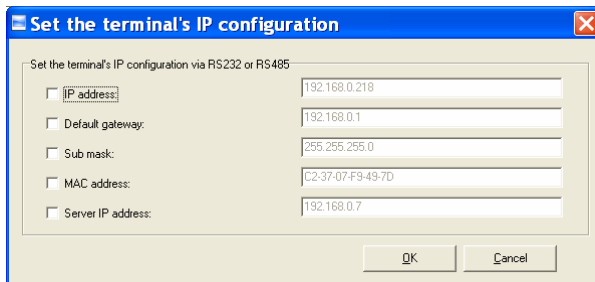
Tick the option '√' before setting.

Fill up the parameters based on real network. After completed, click [OK] button and main interface will show like this,

[Terminal info]: Click right button of mouse and choose [Terminal info] from the pop-up list as following,
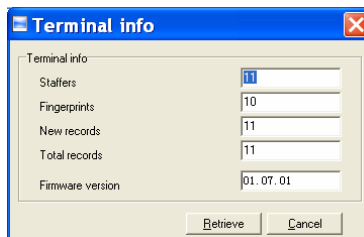
We can check the staffer, FP, records number and firmware version etc.

Click [Retrieve] to get the new information of device. Click [Cancel] to exit.

If fail, system will prompt,
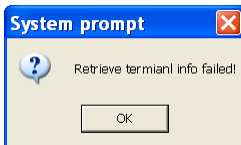
While the main interface will show like following,

[2008-12-01 17:07:10]1[1]Failed to read the records amount from the T&A machine

4.2.5   Set Management Password

Enter one password in the input box. The management password can be 0-9999. Click the button [setting]. Following message box pops up:
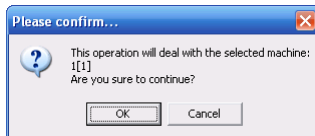
Click the button [OK] to confirm or click the button [Cancel] to cancel.

This operation information displays in the main interface as follows:

[2008-11-25 15:37:14]Setting admin password...
[2008-11-25 15:37:15]1[Front door]Admin password setting successful!

Notice: We use this management password to enter the device menu. You can't use this password to enter the software.

4.2.6   Set Sleep Period

Enter the time period in the sleeping time input box. The time period can be 0-255. If you set the sleep period as 0, the unit will never sleep.

Click the button [OK]. One message box pops up as follows:
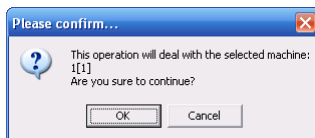
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

```
[2008-11-25 15:40:01]Set sleeping time...
[2008-11-25 15:40:01]1[Front door]Sleeping time setting successful!
```

4.2.7   Lock delay

Lock delay means since access granted, the door opens delay time (range is 0—10s). Input delay time, click [setting] button to confirm.
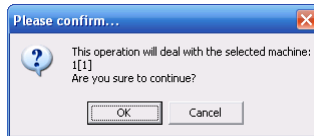
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

```
[2008-11-25 15:41:17]Setting lock delay...
[2008-11-25 15:41:18]1[Front door]lock delay setting successful!
```

4.2.8   Synchronize Time

Synchronize the T50's time with the computer time. Click the button [Synchronize time]. Following message box pops up:
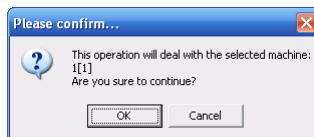
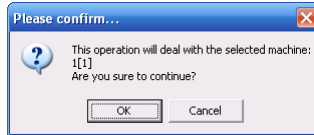Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

```
[2008-11-25 15:44:05]Synchronizing time...
[2008-11-25 15:44:05]1[Front door]Synchronization successful!
```

4.2.9   Terminal Advanced Parameter

Click the button [Terminal Parameter]. The [Terminal Advanced Parameter] interface pops up:
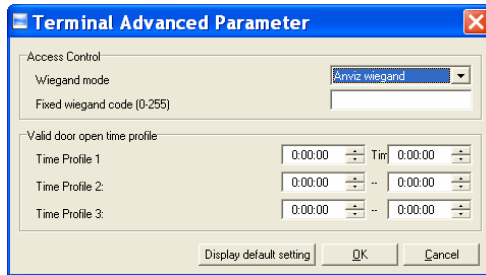
Wiegand Mode: Standard wiegand and Anviz wiegand. It is set as standard wiegand as default.

Fixed wiegand code: if upload the same fingerprint to two devices with different ID, after verification granted, the output wiegand signal codes are different of the two devices. If fixing the wiegand code of the two devices to be the same, the output wiegand codes are the same. Thus the finger can be verified granted on the both devices.

Valid door open time profile: only in the set time profile, the staffers have privilege to open door after access granted. Or else, even access granted, the staffer can't open door.

Click the button [OK] to save the settings.

The main interface will show like following:

Click [Display default setting], it will resume defaulting setting.

4.2.10   Initialize Unit

The machine system will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

Click the button [Initialize Unit]. Following message box pops up:
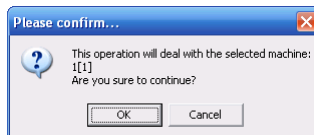
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

```
[2008-11-25 15:48:42]Initializing...
[2008-11-25 15:48:43]1[Front door]Initialization successful!
```

4.2.11   Download New Records

Download the records from the T50 to the computer.

Click the button [Download new records]. Following message box pops up:

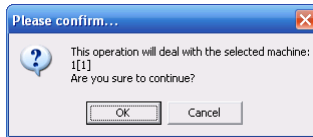Click the button [OK] to confirm or click the button [Cancel] to cancel.
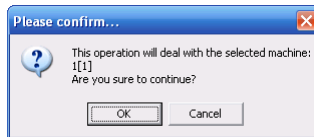
Some operation information displays in the main interface as follows:

```
[2008-11-25 17:19:45]1[Front door]Reading attendance records...
[2008-11-25 17:19:46]1[Front door]Read the records completed,Records:1 ,Read successfully:1
```

4.2.12   Download All Records

Download all records from the T50 to the computer.

Click the button [Download all records]. Following message box pops up:
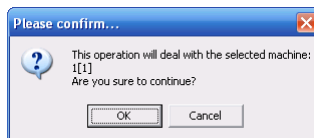
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

```
[2008-11-25 17:22:55]1[Front door]Reading attendance records...
[2008-11-25 17:22:56]1[Front door]Read the records completed,Records:4 ,Read successfully:4
```

4.2.13   Clear Records

Clear all records from the T50 to the computer.

Click the button [Clear record]. Following message box pops up:
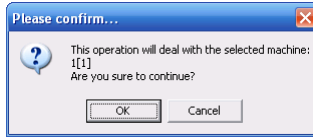
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

```
[2008-11-25 17:25:57]Clearing time attendance records...
[2008-11-25 17:25:57]1[Front door]Clear time attendance records successfully
```

4.2.14   Backup Staffers

Download the staffer information and staffers' fingerprint templates from the T50 to the computer. You can edit the staffer information in the database Att2003.mdb. The user information is saved in the table "UserInfo" of the database. And the fingerprint templates information is saved in the folder "Template "in the installation directory.

Click the button [Backup Staffer]. Following message box pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

After backup staffer info completed, it starts to backup fingerprints, then backup fingerprints completed, the whole backup process is finished. The main interface is following:

```
[2008-11-25 17:30:19]Backupping staffers...
[2008-11-25 17:30:20]Backup staffer:1[Front door]
[2008-11-25 17:30:20]1[Front door]Backup staffer information completed,Records:1 ,Read successfully:1
[2008-11-25 17:30:20]1[Front door]Backuping fingerprints...
[2008-11-25 17:30:22]1[Front door]Backup staffers and fingerprints completed!
```

Notice: During backup the staffer info, you can click [Stop] button to end this operation. The following window pops up.
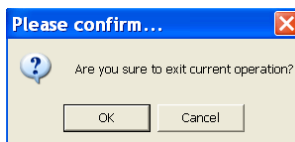
Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation will show in main interface like following,

```
[2008-11-25 17:57:21]Exit current operation
```

4.2.15   Resume Staffers

Upload the staffer information and staffer's templates from the computer to the T50.

Click the button [Resume staffers]. Following message box pops up:
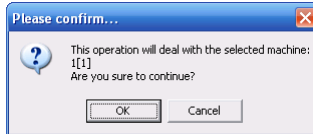
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Notice: Before resume operation, each staffer should be set terminal authority. If the staffer doesn't not added to device terminal, the following message will prompt,

```
[2008-11-25 21:17:44]Get back staffers...
[2008-11-25 21:17:44]Get back staffers:1[Front door]
1[Front door]No such ID existed, recovery failed!
```

4.3   Record supervision

4.3.1   Activate real-time

Real time function enable track the attendance records in unit at any time.

Choose terminals need to be set monitor. Click [Activate real time] button, status menu will show 'Activate real time monitor….', after completed, it will show 'Activate real time monitor function completed'. Progress bar will finish at 100%.The start time of real-time monitor records information will be shown as the PC's current time. The interface is as following,

```
[2008-11-25 21:23:44]Activating realtime monitor function...
[2008-11-25 21:23:45]1[Front door]Realtime monitor function activation successful!
```

At this time, [Real-time Monitoring Records Information] window will show begin monitoring time, staffer number and times in different status after access granted.

Begin Time	2008-11-25 21:25:19	Check-in Times	0
End Time		Check-out Times	0
Staff Number	17	Other Status Times	0
Real-Time Monitoring Records Information			

After activating real time monitor, when a user makes attendance record on unit, the

record will appear directly in the list of the window below. Meanwhile, real-time monitor records information will show the user number who does attendance records.

No.	Name	Date/Time △	Status Descrption	Unit No.	Unit S/N	Unit name	Department	Position
7	New User	2008-07-15 15:30:33	In	1	1	1	head office	
6	New User	2008-07-15 15:30:52	In	1	1	1	head office	
6	New User	2008-07-15 15:30:53	In	1	1	1	head office	
6	New User	2008-07-15 15:30:55	In	1	1	1	head office	
▶ 7	New User	2008-07-15 15:30:57	In	1	1	1	head office	

During real-time monitor process, when each staff passes attendance, there will pop-up the staff info at the right-down corner likes following shows,

ID: 8107
Name: David
Dept: RND
Position: Software Engineer

4.3.2   Prohibit real-time

Click [Prohibit real-time] button, status menu will prompt 'Prohibit real-time monitor…'. After completed, it will show 'Prohibit real-time monitor completed'. Progress bar will finish at 100%. The start time of real-time monitor records information will be shown as the PC's current time. The interface is as following,

```
[2008-11-25 21:26:52]Prohibit realtime monitor...
[2008-11-25 21:26:53]1[Front door]Prohibit realtime monitor successfully!
```

[Real-time Monitoring Records Information] will show the end monitoring time automatically.

Begin Time	2008-11-25 21:27:11	Check-in Times	0
End Time	2008-11-25 21:29:11	Check-out Times	0
Staff Number	17	Other Status Times	0
	Real-Time Monitoring Records Information		

After real-time monitor prohibited, real-time monitoring records info will still exist. If reactivate real-time function, the info will be totally cleared, but the attendance records in the list will not be cleared.

4.4   Staffers Management

Staffers management mainly includes these functions: staffer management in database of local PC、staffer communication management between PC and unit、staffer info tracking.

Staffer management interface is as following,
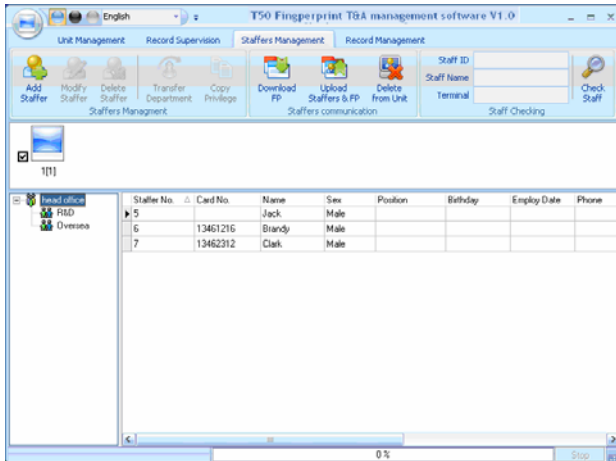
4.4.1　Add Staffer

Click [Add staffer] button, open [Add/modify staffer info] window which includes 3 pages info: Basic info, relevant info, fingerprint registration. The interface is as following:
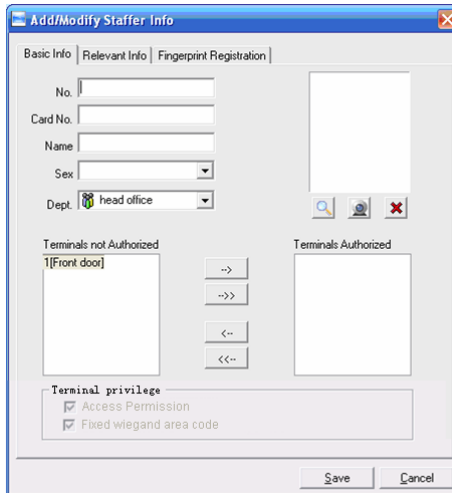
[Basic info]:

Input staffer info, authorized terminals and access permissions etc. in [Basic info].

Notice: Staffer ID is the only one which can't be repeated and empty.

[Add picture]:

Two ways: add pictures in local pc or online capture pictures.

1st way: Click [🔍] button, choose staffer's picture stored in PC and open [Edit

picture] window as following,
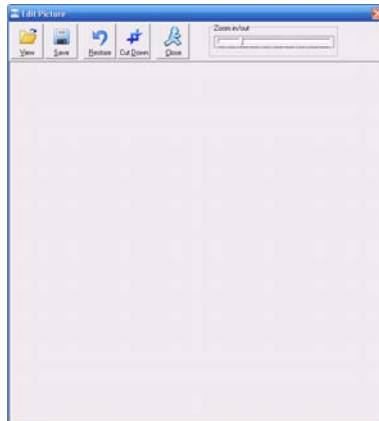
Click the button [view] to choose one photo.
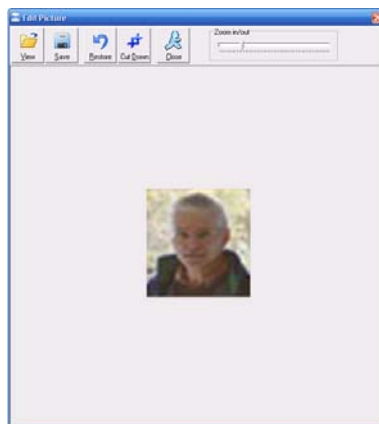
Edit the photo by the [Cut-down] function and then click the button [Save] to save as follows,

2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click [📷] button, open [Pictures shooting] window as following,
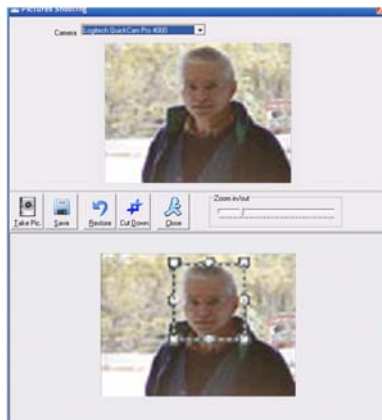
Choose camera equipment, and click the button [take Pic] to take a photo.

Edit the photo by [Cut-down] function and then click the button [Save] to save.

Click the button [✖] to delete the staff photo.

Notice: The No. is exclusive as well as the first digit cannot be 0.

[Authorize t to terminal]：

Choose the terminal the staffer belongs to in [Terminals not authorized], click [-->] (add single) or [-->>] (add all) button and add it to [Terminals authorized] list. You can

also use [ ] or [ ] button to delete [Terminals authorized] as following,
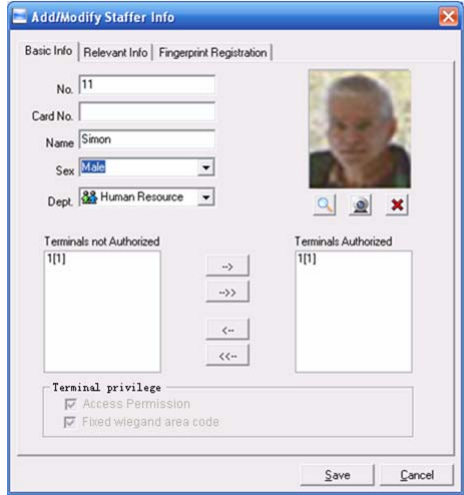
[Terminal privilege]

Firstly choose the terminal in [terminals authorized] list then set T&A method and access permission as following,
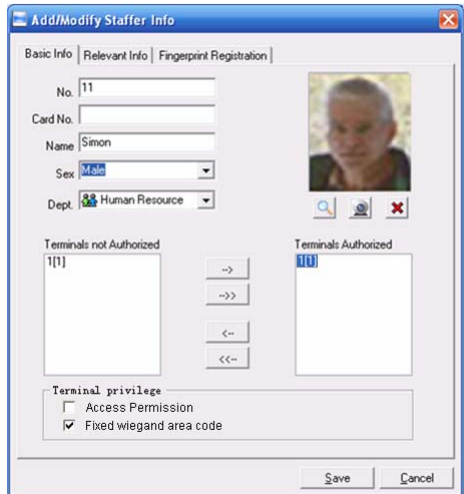
Notice: you must choose the terminal in [terminals authorized] list; else [Terminal privilege] is limited.

[Relevant info]：

Click [Relevant info] option, input information in these items as following,

[Fingerprint registration]:

Click [Fingerprint registration] option and connect FP sensor reader to register FP.

If there is prompt 'Fingerprint sensor reader not connected' as following,

Please firstly connect sensor to PC, when the prompt info becomes to 'Connect to fingerprint sensor reader successfully', you can start to register FP.

Choose the first or second finger, then click [Enroll] button, and then the information that 'Please press your finger...' prompts on the screen.

Then press your finger on the sensor scanner glass to register FP. After success, the interface will show below,
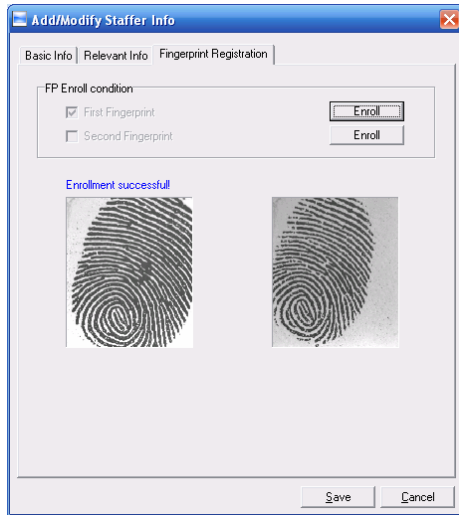
Register the second finger in the same way.

After setting staffer info completed, click [save(S)] button to save staff info. If you need cancel the staffer info added, click [Cancel(C)] button.

4.4.2   Modify Staffer

Modify staffer is to modify the database staffer info in local PC.

Choose the staffer info from staffer info list and click [Modify staffer] button or double click this staffer info, open [add/modify staff info] window to modify. For detail, please refer to 4.4.1 [Add staffer].

4.4.3   Delete Staffer

Delete staffer is to delete database staffer info in local PC.

Choose staffer from staff info list (you can choose some or one through [Shift] or [Ctrl] key), click [Delete staffer] and the following window pop-up,
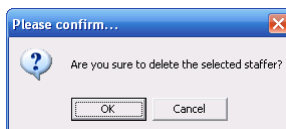
Click [OK] to confirm and start to delete staffer info. Click [Cancel] to exit.

4.4.4   Transfer Department

When staffers are transferred, there is necessary to transfer them between different departments. Transfer department enable realize this function.

Choose staffer info who need to transfer department in staffer info list (you can choose some or one through [Shift] or [Ctrl] key), click [transfer department] to open [Staffer transfer] window as following,
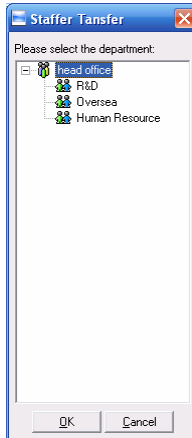
Choose the department which staffer transfer to, click [OK] button to save transfer info. Click [Cancel] button to exit.

4.4.5   Copy Privilege

Copy privilege is to copy staffers' T&A method and access permission.

Choose staffer info who need to set T&A method and access permission in staffer info list (you can choose some or one through [Shift] or [Ctrl] key), click [Copy privilege] to open [Copy privilege] window as following,
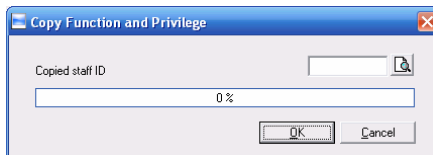
During inputting staffer ID who are copied, if you want to check his/her privilege status, click [privilege setting status] [🔍] window to check as following,
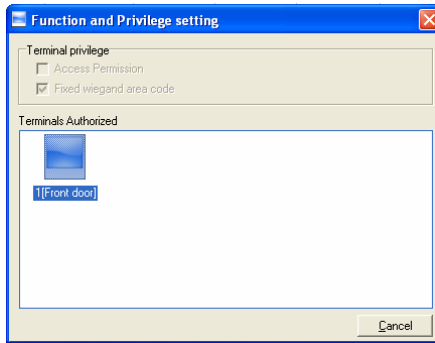
After confirming, click [Cancel] to close window and click [OK] in [Copy Function and Privilege].

Input the staffer ID who will be copied and click [OK (O)], system will pop-up confirm info:
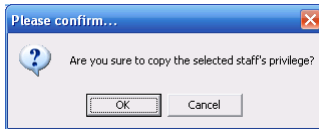
Click [OK (O)] button and it will start coping privilege. Click [Cancel] button to exit. After copying completed, system will prompt as following,

4.4.6   Download FP

Download FP is to download staffers' FP stored in attendance terminal to PC which will not download staffer info. Please make sure staffer info has existed before downloading FP.

Choose staffer info who need to download FP in staffer info list (you can choose some or one through [Shift] or [Ctrl] key), click [download FP] and system will prompt if the operation will continue or not, as following,
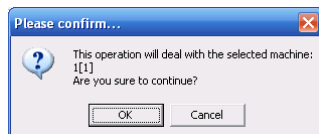
Click [OK] button and start download the staffers' FP info from terminal. Click [Cancel] to exit.

Downloading process is as following,
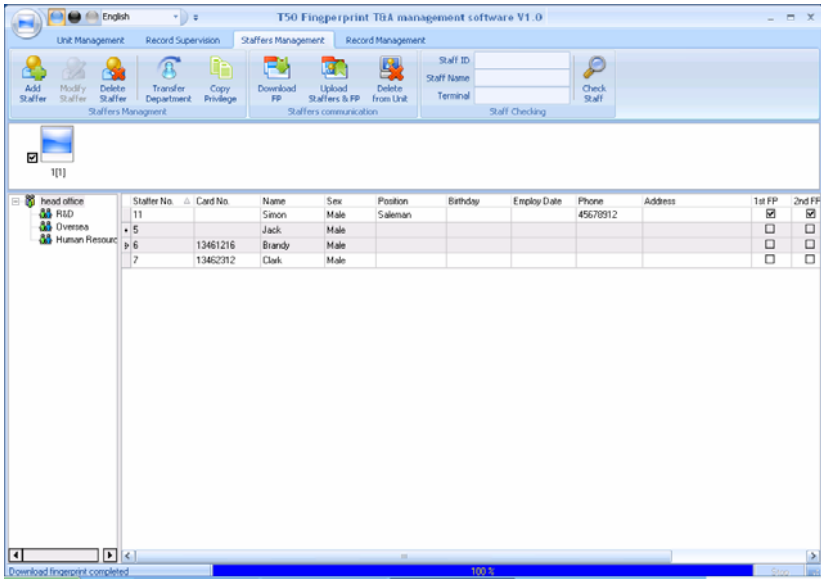
After downloading completed, status menu will prompt 'Download fingerprint completed' as following,

```
[2008-11-26 11:09:23]Download fingerprint:1[1]
[2008-11-26 11:09:24]1[1]Download fingerprint completely!
```

4.4.7   Upload Staffer & FP

Upload staffer & FP is to upload staffer info stored in PC to terminal.

Notice: The function of 'upload staffer & FP' is the same as 'resume staffer' which both store staffer info to terminal. The difference is upload staffer & FP enable user choose staffers who need to be uploaded but 'resume staffer' is to upload all the staffers stored in database to terminals.

Choose staffer info who need to upload FP in staffer info list (you can choose some or one through [Shift] or [Ctrl] key), click [download FP] and system will prompt if the operation will continue or not, as following,

Click [OK] button to upload staffers' info and FP from PC. Click [Cancel] button to exit.

After uploading completed, the status menu prompts 'Upload staff and fingerprint completed' as following,

```
[2008-11-26 11:10:35]Upload staffers and  fingerprints:1[1]
[2008-11-26 11:10:37]1[1]Upload staffer and fingerprint completed
```

4.4.8   Delete Staffer from Unit

'Delete staffer from unit' is meaning delete staffer info from unit through software. Choose staffer info need be deleted in staffer info list (you can choose some or one through [Shift] or [Ctrl] key), click [Delete staffer from unit] button, after deletion successfully, the terminal device ID the staff belong to will be deleted from [unit] as following,

The main interface shows like following,

```
[2008-11-26 11:16:27]Delete the staffer from the device...
[2008-11-26 11:16:27]Delete the staffer from the deviece:1[1]
[2008-11-26 11:16:28]1[1]Delete the staffer from the device completely
```

4.4.9   Check Staff

Input the info of the staffer like ID, name, unit location which are no necessary to fill up. Click [Check staff] button and correct staffer info will show in the list,

Click [Check staff] button, the results are corresponding staff info.

Staffer No.	Card No.	Name	Sex	Position	Birthday	Employ Date	Phone	Address	1st FP	2nd FP
11		Simon	Male	Saleman			45670912		☑	☑
5		Jack	Male						☐	☐
6	13461216	Brandy	Male						☐	☐
7	13462312	Clark	Male						☐	☐

If you don't input any staffer info, the results are all the staff info.

4.4.10   Department Management

Click right button of mouse upon department. Pop-up the menu:
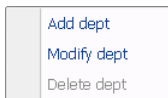
Add Department: Choose Add dept in the menu, which will pop-up the following window,
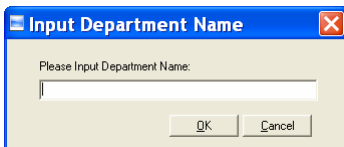
Input department name. Click [OK] button to save. Click [Cancel] to exit.

Modify Department: Choose Edit dept in the menu, which will pop-up the following window,
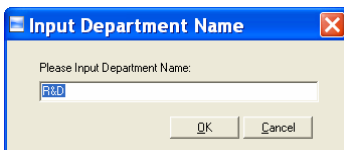
Input department name. Click [OK] button to save. Click [Cancel] to exit.

Delete Department: Choose Delete dept in the menu, which will pop-up the following window:
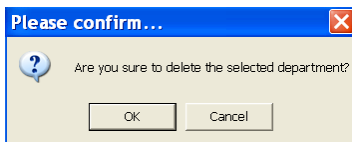
Input department name. Click [OK] button to save. Click [Cancel] to exit.

4.5   Record Management

4.5.1   Search Records

Search record is to search the downloaded attendance records in the time range.
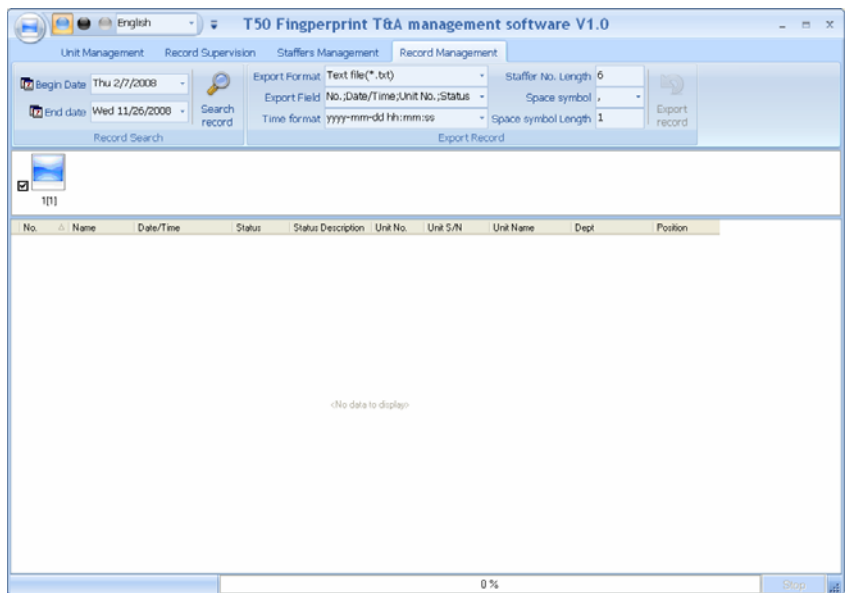
Firstly set the date. Click the box after [Begin date] and [End date], there will pop-up calendar info as following,
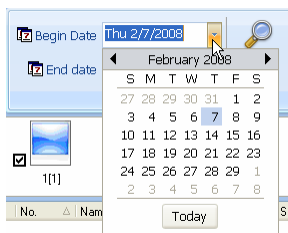
Then click , choose the month or year needed to be set.
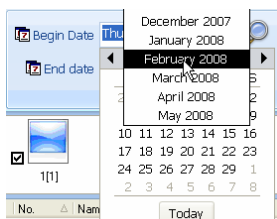
4.5.2　Export Records

Export record is to backup the data stored in the database of PC to other space, so that if the current database is abnormal, it can be used to resume data.
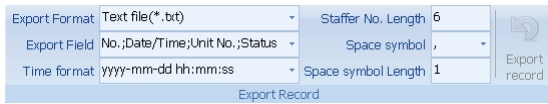
Firstly set the items in export record such as export format:

Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).

Export field: users can choose important fields or all to export.
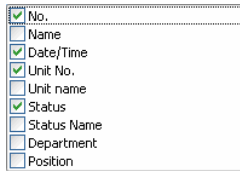
Time format: 4 formats optional
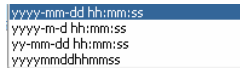
Staffer No. length: set staffer No. length, the default is 6 digits.

Space symbol: space symbol to separate fields

Space symbol length: space symbol bit

After setting completed, click [Export record] button, open 'Save as' window, choose save file directory, input file name as following,
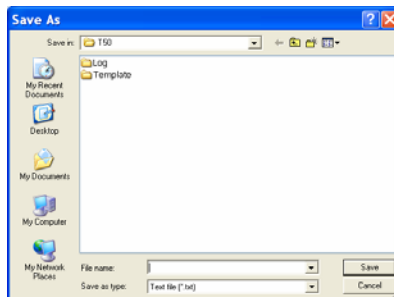
Click [Save (S)] button, then system will prompt as following,

Click [OK] button to confirm finishing export records.

4.6   System Settings

Click button, pop-up the following menu,
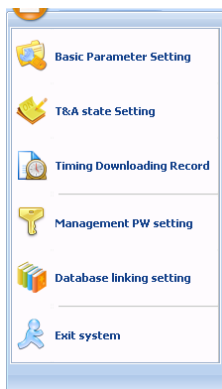
4.6.1   Basic parameter setting

Click [Basic parameter setting] item, pop-up [Basic parameter setting] window as following,
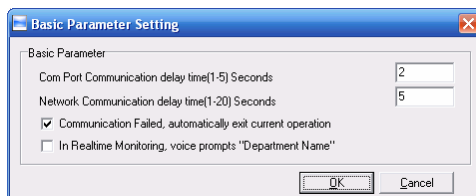
Com port Communication delay time (1-5) sec.: The default time is 3s.

Network Communication delay time (1-20) sec.: The default time is 5s.

□ Communication failed, automatically exit current operation: If timeout is larger than 'Communication delay time', software will automatically exit.

□ In real-time monitoring, voice prompts 'Department name': During real-time monitor, if staff is access granted, the software will voice prompt staff department and name.

Click the button [OK] to confirm or click the button [Cancel] to cancel.

If setting successfully, it prompts:
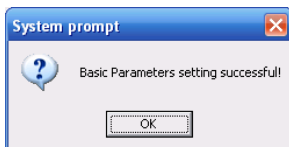
4.6.2   T&A status setting

Click [T&A state setting] item, pop-up [T&A status setting] window as following,
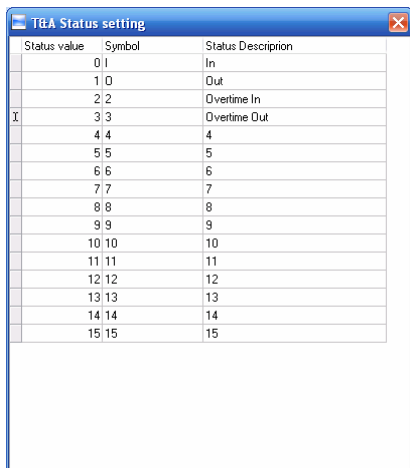
Click the state needed modified, input status description, then click [Enter] or continue clicking other status to set.

4.6.3   Timing downloading record

Click [Timing downloading record] item, pop-up [Timing downloading record] window as following:
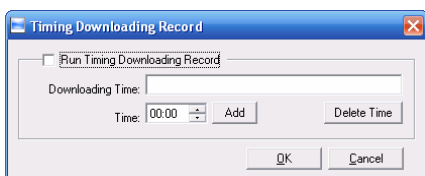
Firstly tick Run timing downloading record item, then set timing downloading function. Or else, this function is limited.

Click [ ] button to adjust time, and [add] button to add the set times to [Timing downloading record] input box.

Notice: the input box does not allow input by hand.

Click [OK] button to confirm running timing downloading record function and system will prompt:
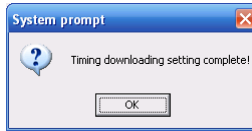
Click [Cancel] button to cancel the timing downloading settings.

If no set time, click [OK] button, system will prompt:
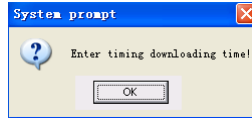
Click [OK] button and set the timing downloading time again.

4.6.4   Management PW Setting

Click [Management PW setting] item, open [Modify management password] window as following,
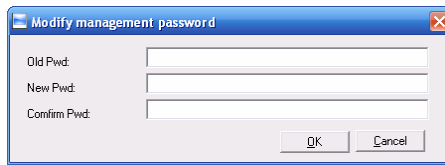
Old password: default password is empty. If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,
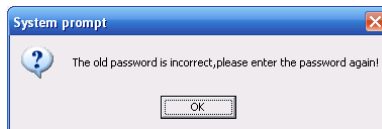
Click [OK] and input old password again.

New Pwd: the password user wants to set

Confirm Pwd: input new password again to confirm. If confirm Pwd is different from new one, system will prompt:
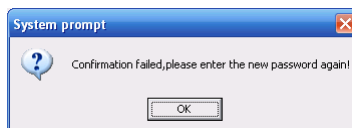
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and system will

prompt:
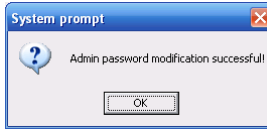
Click [Cancel] button to exit.

4.6.5   Database linking setting

Click [Database linking setting] item, pop-up [Data link properties] window as following,
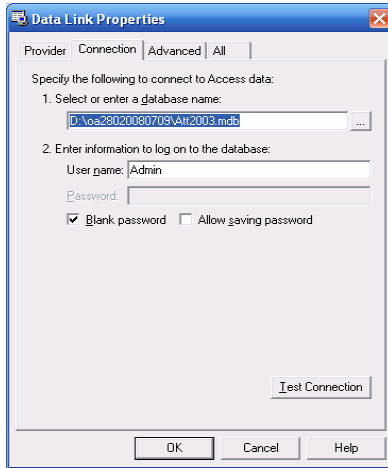
Click [⋯] button beside [1. Select or enter a database name:] to choose the linking database directory.
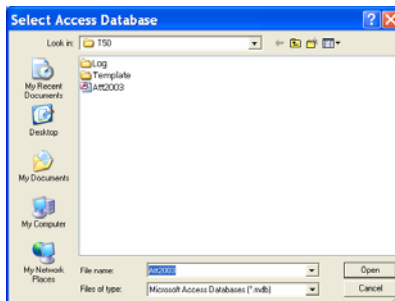
Choose database name, click [Open] button to confirm database linking and exit to [Data link properties] interface. If database set ID and password, input ID and password

in [2. Enter information to log on to the database]. After completed, click [Test connection] to test the connection correctness of the database and system prompts,

Click [OK] button to [Data link properties] interface. Click [OK] button and system prompts,

Click [OK] button to exit.

4.6.6   Exit system

Click [Exit system] item, pop-up confirm info,
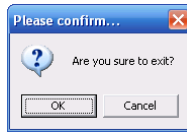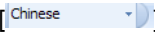
Click [OK] button to exit management software system. Click [Cancel] button to cancel this operation.

4.7   Software Interface Setting

4.7.1   Interface Skin Color

Choose [⬤⬤⬤] button in title menu which enable change software interface color.

4.7.2   English/Chinese Interface Converting

Choose [Chinese ▾] button in title menu which enable convert between English and Chinese interface.

4.7.3   Quick Access button setting

Add more functions to the titled language toolbar in order to quick access. I.e.: [Synchronize time].

Click right button on [Synchronize time], pop-up the following window,

Add to Quick Access Toolbar

Click [Add to quick access toolbar] and it will display in titled language toolbar.
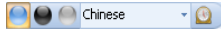
When you need to delete the quick access button, click on the button, pop-up the menu. Click it and the quick access button will disappear.

Chapter 5　Background Management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage staff information, set rules of attendance etc.

5   Background management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage staff information, set rules of attendance etc.

5.1   Log in System

Double click the icon 🌐 on the desktop to start the attendance background management program. The log-in interface will pop up as follows:

The default administrator's name is "Admin" and password is empty. Log in system and the following interface will be displayed:

The main interface includes three parts:

1. System menu: Include the whole function module& information

2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Show the current time, logged-in administrator and system information.

5.2　　System

Click [**System**] on the main menu, following springs:
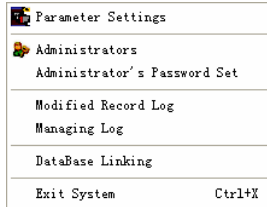
5.2.1　　Parameters Settings

Click [**Parameters Settings**] in system menu. The following window will prompt:
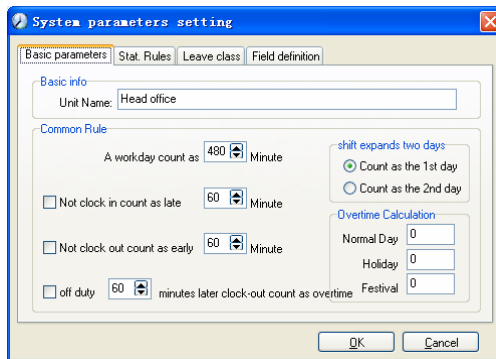
Pic5.1 Parameters Settings

Basic parameters:

Set your company name, the default is "Head office"

Input your company name that will be deemed as the head of departments list.

A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

"Late for work as how many minutes" can be set when no clock-in on duty, "early to leave as how many minutes" when no clock out for off duty. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

"Shift expand two days" is set under real condition.

Stat. Rules:

Click page [Stat. Rules] in pic5.1, following shows:
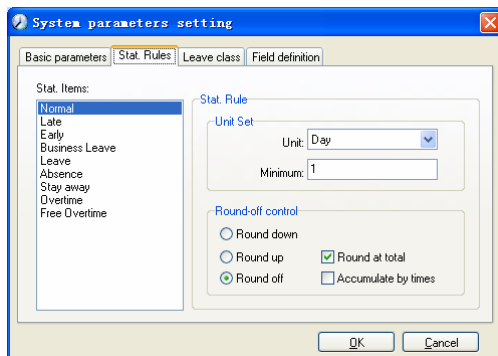
This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the number after the minimum unit one regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the number after the minimum unit is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

Round off: If the number after the minimum unit is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave class:

Click page [Leave class] in pic5.1, following shows:
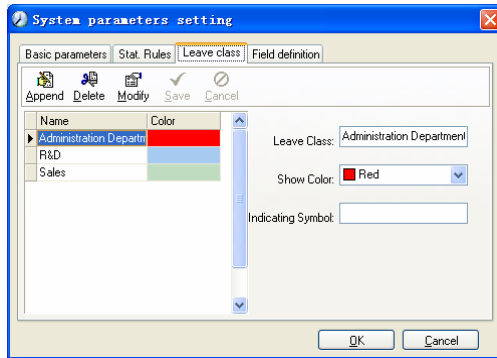
Add new leave class:

Click [Append], input the name of leave class and choose color and click [save] to finish.

Revise leave class:

Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save] to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish.

Field definition:

Click page [Field definition] in pic5.1, following shows:
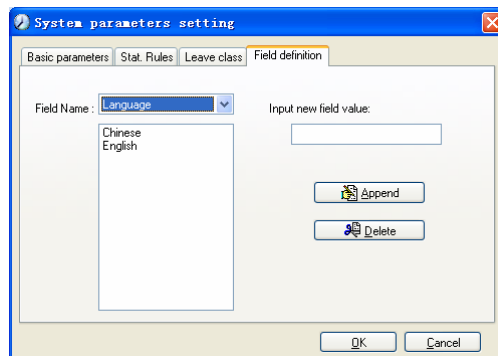
This page adds the corresponding value for [Nation], [Specialty], [Position], [Education] in menu [Staffer maintenance].

5.2.2   Administrators

Click [System]-[Administrators], following window shows:
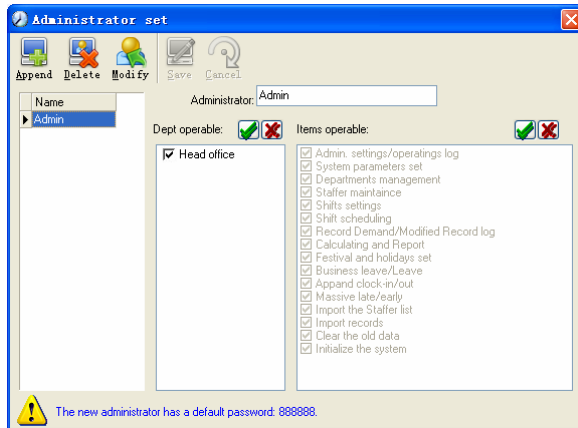
Append new administrator:

Click [Append]—input the name of new administrator within input field.

Of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu [System]--[Administrator's password set] to set new password of administrator for system security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Staffer maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the "Department operable" for the administrators (select the new department in the "Department operable" list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify administrator:

Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

Delete administrator:

Select the name of administrator who will be deleted and click [Delete] to finish

deleting according to the prompt.

5.2.3　Administrator's Password Set

Click menu [System]--[Administrator's Password Set], following springs:
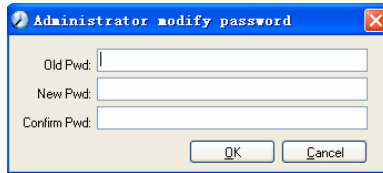
Input the original password in [Old Pwd], enter the new password in [New Pwd], enter again in [Confirm Pwd] and click [OK] to finish.

5.2.4　Modified Record Log

Click menu [System]--[Modified Record Log], following springs:
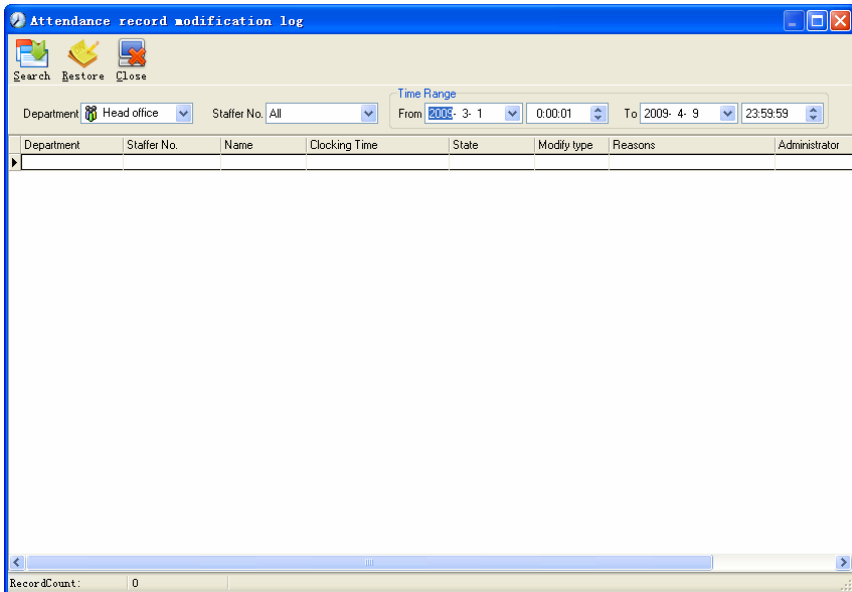
Select department, staffer ID and time range and click [Search] and those records which match the above condition will be displayed as follows:

Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking[Restore]

Click [Close] to exit.

5.2.5　　Managing Log

Click menu [System]--[Managing Log], following springs:

This log records all the operations of every administrator. Select [Administrator] and the time range then click [Search] to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

5.2.6   Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:
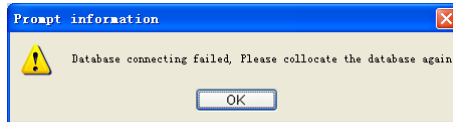
Click [Database Linking] in system menu, the following springs.
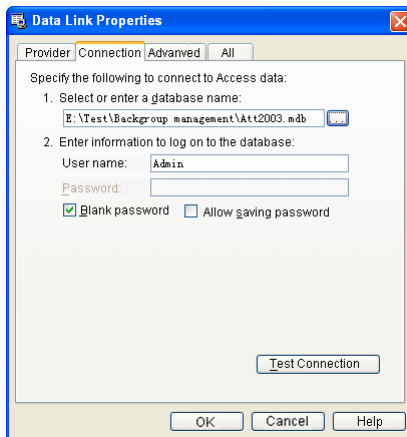
Input the database name or click the button to select the correct database file.

Notice: you can click [Test connection] to test the connection correctness of the database.

5.2.7   Exit System

Click [Exit System] in System menu. The following menu springs.
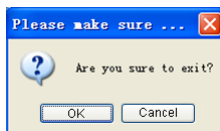
Click ok to exit management software and return to Windows system.

5.3　　HR Management

Click [HR Management] on the main menu, following springs:

5.3.1　　Department Management

Click [Department Management] in the [HR Management] menu, springs the following window:
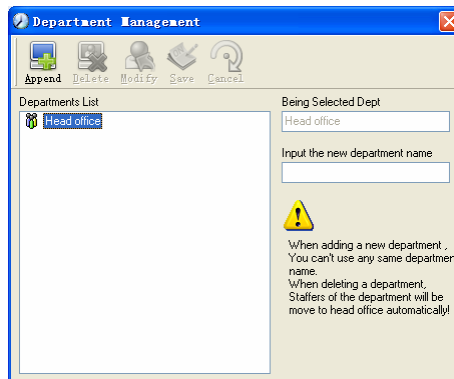
Add a new department

Click [Append], input the new department name and click [Save] to add a sub department for the chosen department.

Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [administrator set] first (choose the new department you just added in the "Department operable").

Department modification

Choose the department, click [Modify] and input the new department name, then click [Save].

Delete the department

Choose the department, click [Delete] and then click OK to complete.
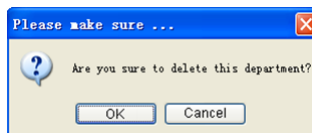
Notice: repetition of department name is not allowed; if there are staffers existing in the deleted department, those staffers will be automatically transferred to department of head office.

5.3.2   Staffer Maintenance

Click [Staffer Maintenance] in [HR Management] menu, the following window appears:
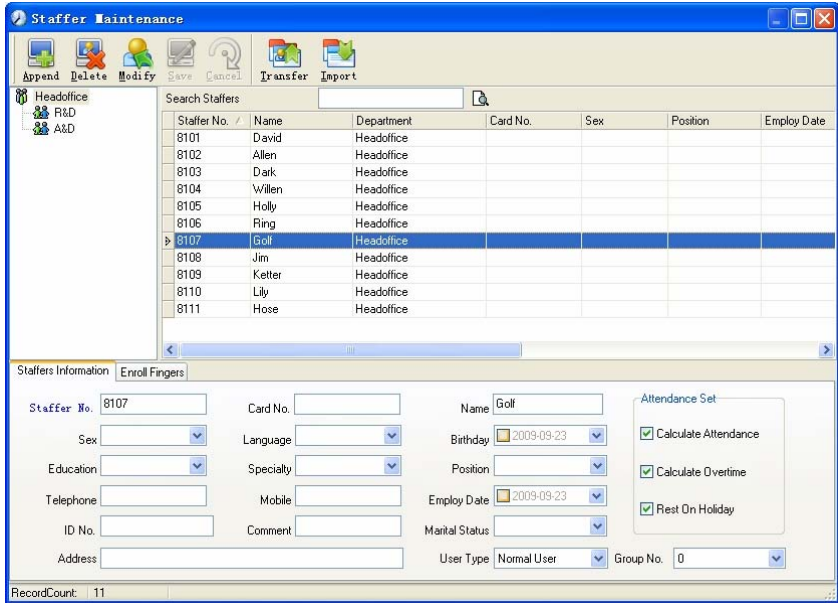
Staff's adding:

Choose the department that the staffs belong to, clicks [Append], and input staff's information, then click [Save] to complete.

Note: 1. The items of "Calculate attendance", "Calculate overtime", "Rest on holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this staffer is not checked, there will be no statistical result for this staffer in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this staffer will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this staffer; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the staffer, those shifts will be invalid. And if there are time attendance

records of this staffer, those records will be deemed as free overtime.

2. Staffer No. is exclusive as well as the first digit cannot be 0!

Staff's modification:

Choose the staff, click [Modify] and input the new information, then click [Save].

Staff's deletion:

Choose the staff; click [Delete] and then click [OK] to complete.

Please be cautious when delete the staff since all this staffer's time attendance records, shift arrangement will be deleted at the same time.

Import staffers:

Click [Import], staffer importation window springs for importing staffers.

Staff's department shifting:

Choose the staff you want to shift the department click [Transfer] and following window will pop up:
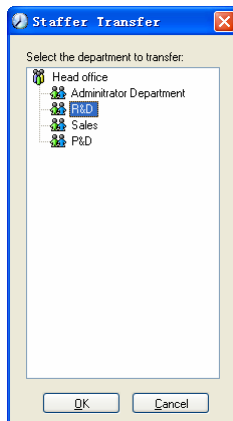
Select the new department and click [OK] to complete.

Export Staff:

Right-click on staff list and the following window pops:
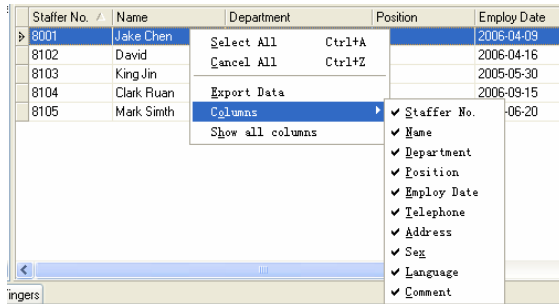
All displayed fields in staff info list can be defined through submenu of "Column". Meanwhile, the modification will take effect and be saved.

Click [Show all columns] to display all fields in the list.

Click [Export Data] and following window will prompt:
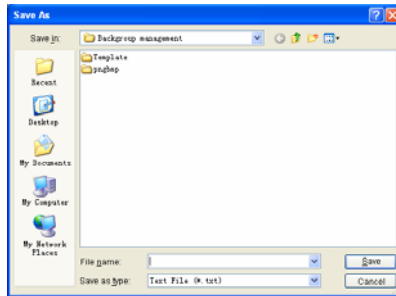
Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

5.4   Attendance Management

Click [**Attendance**] in the main menu, following springs:
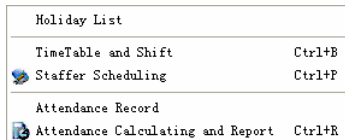
5.4.1   Holiday List

Click [Holiday List] in [Attendance] menu. The following appears.
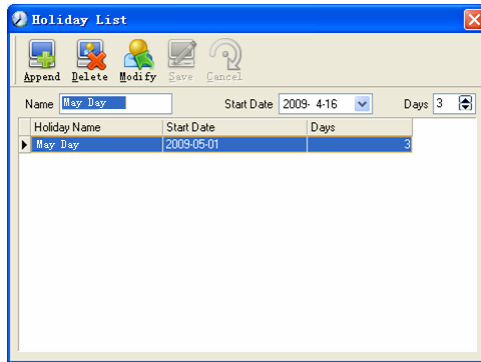
Add festivals or holidays

Click [Append] then input the festival or holiday name and the rules. Click [Save] when ready.

Modification of festivals or holidays

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

5.4.2   Timetable and Shift

The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table "morning" to indicate "08:00-12:00" and time table "afternoon" to indicate "13:00-17:00"; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as "Normal shift" in which "shift cycle" and "cycle unit" will be setup. Then we should add two timetables - "morning" and "afternoon" so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click [Timetable and Shift] in [Attendance] menu. The following window appears.
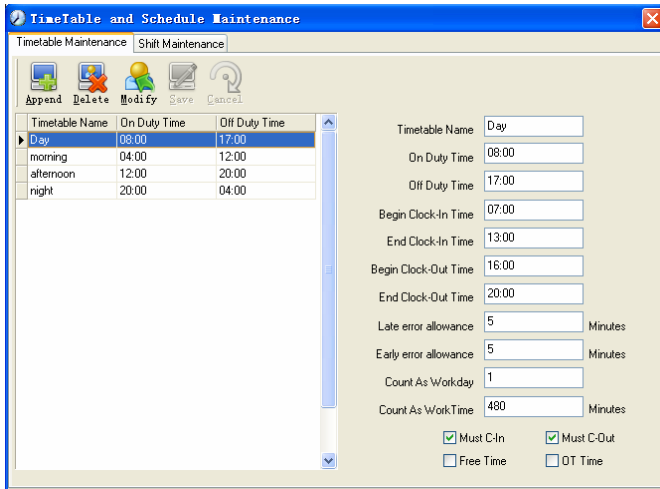
Pic5.2 Timetable Maintenance

Add a new timetable

Click [Append] and enter the corresponding information:

[Timetable Name]For instance: Day Shift

[On duty Time](08:00)   [Off duty Time] (17:00)

[Begin Clock-in Time](07:00)   [End Clock-in Time] (13:00)

[Begin Clock-out Time](16:00)   [End Clock-out Time] (20:00),

[Late error allowance](5)   [Early error allowance] (5)

[Count as work day](1)

[Count as work time XXX minutes](480).

Tick [Must C-In] and [Must C-out],

Finally click [Save] to confirm.

(Please note: Every item should be setup in timetables with no blank left.[Begin Clock-in Time]and[End Clock-in Time]setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance]means how many minutes after[On duty]are treated as "late",[Early error allowance]means how many minutes before[End Clock-in Time]are treated as "early"; [Count as work day]and[Count as work time XXX minutes]are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Staff A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings]If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

The timetable Deletion

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

(Please note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.)

Example——Add a timetable:

Complete process for adding four timetables:

Day shift 08:00 - 17:00   Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00   Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please refer to Pic5.2. Please note there should be no blank left.)

Shift Maintenance

Click [Shift Maintenance] in Pic5.2 and the following window pops up:
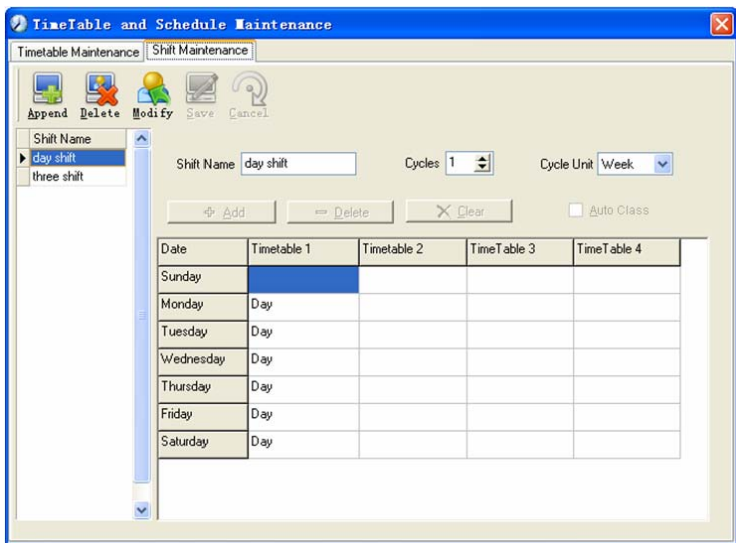
Add a shift:

Click [Append] and enter corresponding shit information in [Shift Name] such as: normal shift [Cycle] (1), [Cycle Unit] (week), and click [Add], select the timetables and time range required in this shift in the springing window (see the Pic5.3 below) For instance, select the timetable – Day shift and select from Monday to Friday and then click [OK], back to this window and click [Save] to complete. (Please refer to the example for details.)
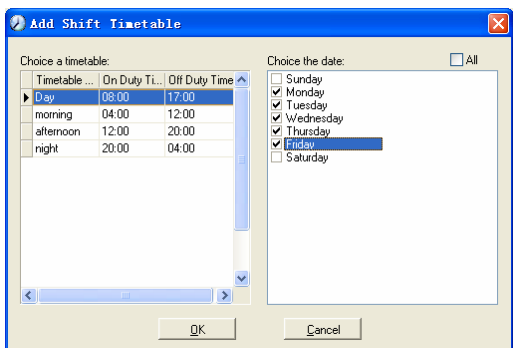
Pic5.3 Add a timetable

Delete the timetable: select the timetable you want to delete and click [Delete].

Clear the timetable: clear all the timetables of the shift.

Arrange the shift automatically: when a staffer has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Arrange the shift automatically], just finishing one shift of the period is reared as normal attendance.

Modify a shift:

Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift:

Select the shift to be deleted and click [Delete].

Example——Three shifts:

Add "Three shifts" Shift (Please note: It is assumed that the shift goes around every week, cycle every three weeks and staff is on holiday every Saturday and Sunday.)

Step 1:

Click [Append], enter "Three shifts" in [Shift Name], set [Cycle] to "3" and [Cycle Unit] to "week". Please see the picture below:
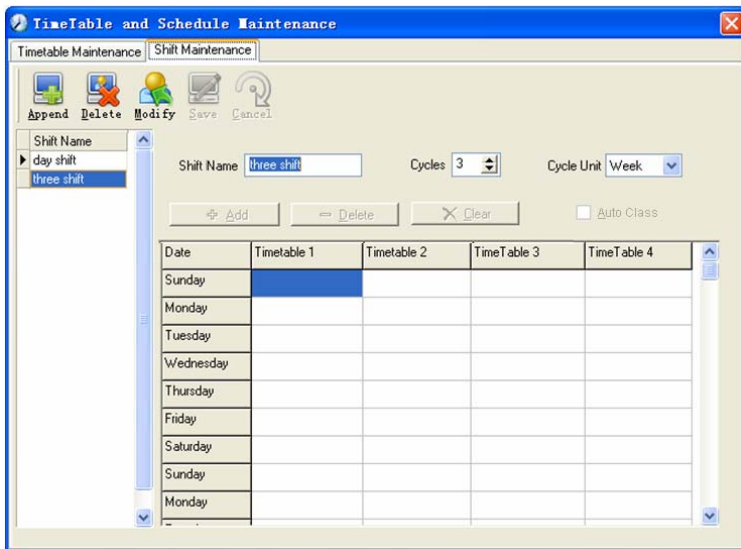
Step2

Add corresponding working hour timetable in accordance with "Cycle": first week (morning shift, from Monday to Friday)

Click [Add] and the following window pops up:
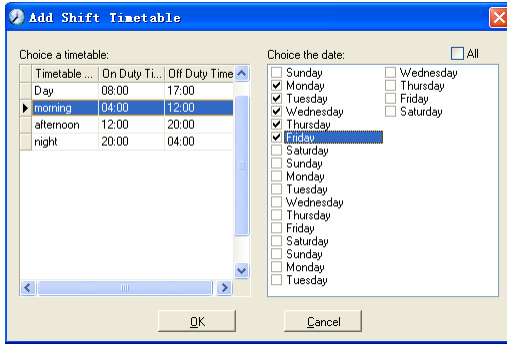
Select the timetable "Morning shift" to be added and select the time range to apply to this timetable "from Monday to Friday of the first week" and click [OK] to complete the setting of the first week.

The second week (afternoon shift, from Monday to Friday)

Click [Add], make corresponding operation in the springing window (see the result below):
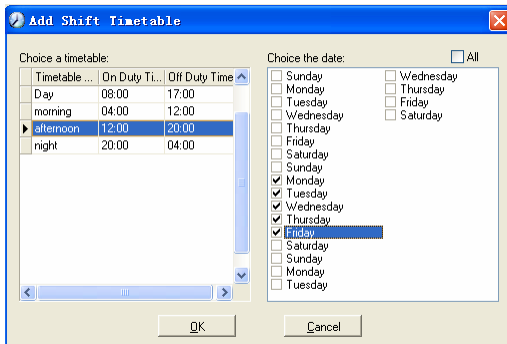
Click [ok] to complete the working hour setting for the second week.

The third week (night shift, from Monday to Friday)

Click [Add], make corresponding operation in the springing window (see the result below):
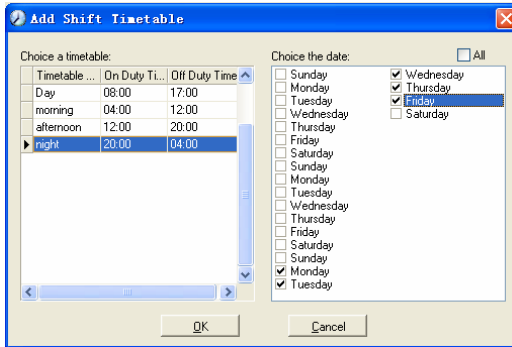
Click [ok] to complete the working hour setting for the third week.

After the completion of above steps, please don't forget to click [Save] and the setup of "three shifts" will be done (see the picture below):
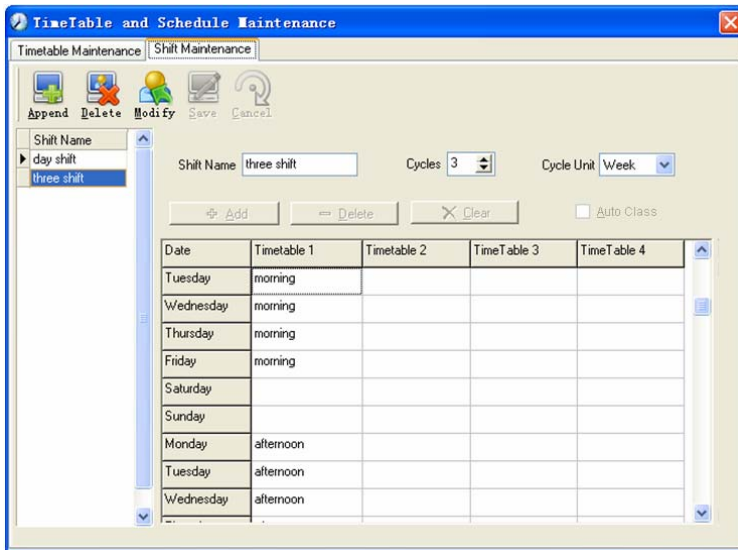
5.4.3   Staffer Scheduling

Click [Staffer Scheduling] in [attendance] menu. The following window appears:
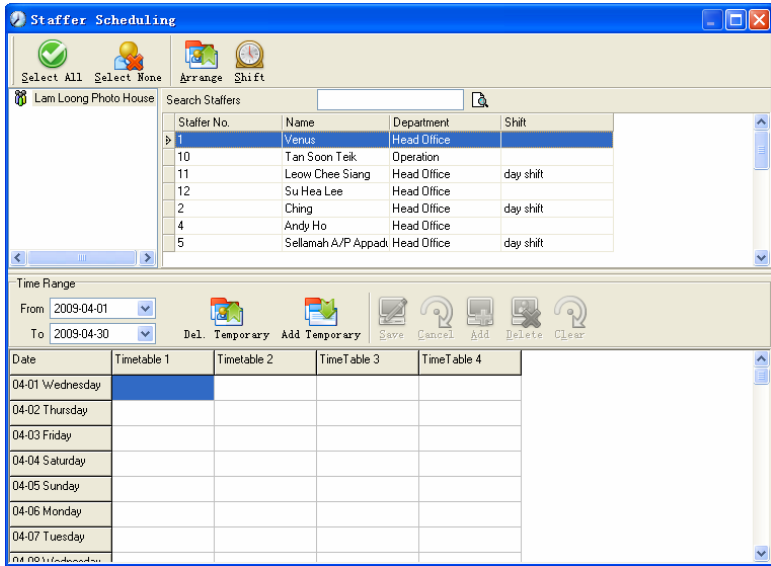
Pic5.4 Staff scheduling

Choose the department or several personnel that need to arrange shifts, click [Arrange], the following window appears:
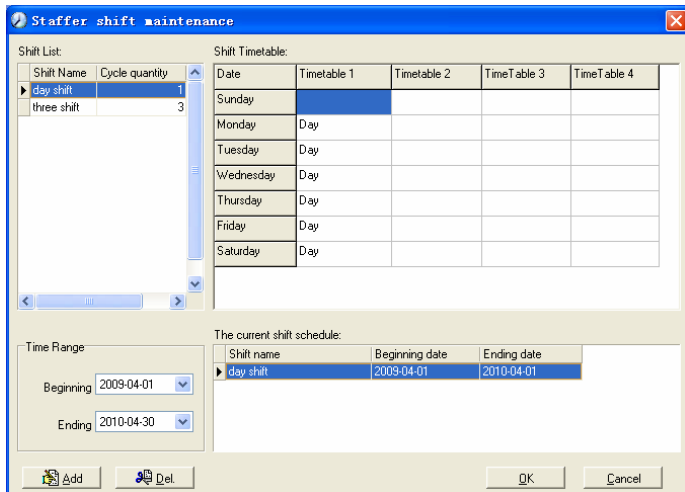
Pic5.5 Add a new shift

Add a new shift

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of "normal class ", click [Add] button and then click [ok] in Pic5.5 to

finish the adding of new shifts.

Please note:

If the cycle unit of scheduling is "week" and the amount of cycle is more than 2, the starting date should setup as "Sunday".

If the cycle unit of scheduling is "month" and the amount of cycle is more than 2, the starting date should setup as "1st day of a month".

Deletion of the shifts

Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift

When one or many staff's working time needs to be changed temporarily, you can arrange a temporary shift. Click add [temporary] the following window appears:
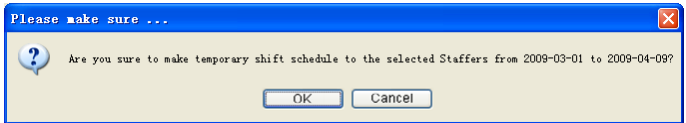
Click [OK] and the temporary scheduling can be operated. Then click [Add] and the following window will pop up:
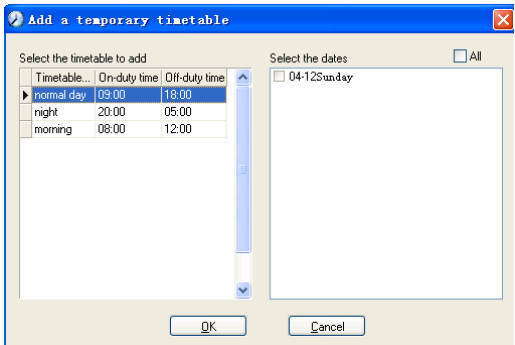
Click [OK] and the timetables will be saved. Click [Save] and the temporary scheduling will be saved.

[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

5.4.4   Attendance Records

Click [Attendance Records] in [Attendance] menu, the following appears:
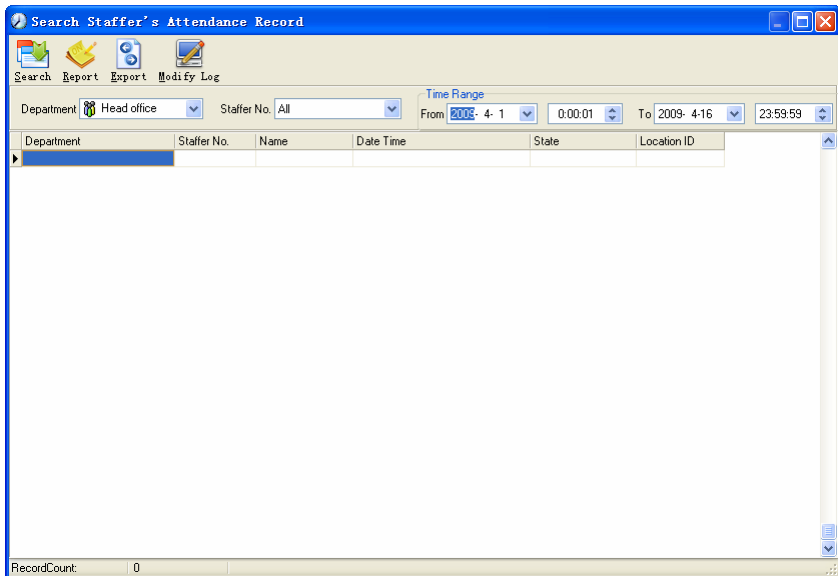
Inquiry of attendance record

Select the department, staff, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.
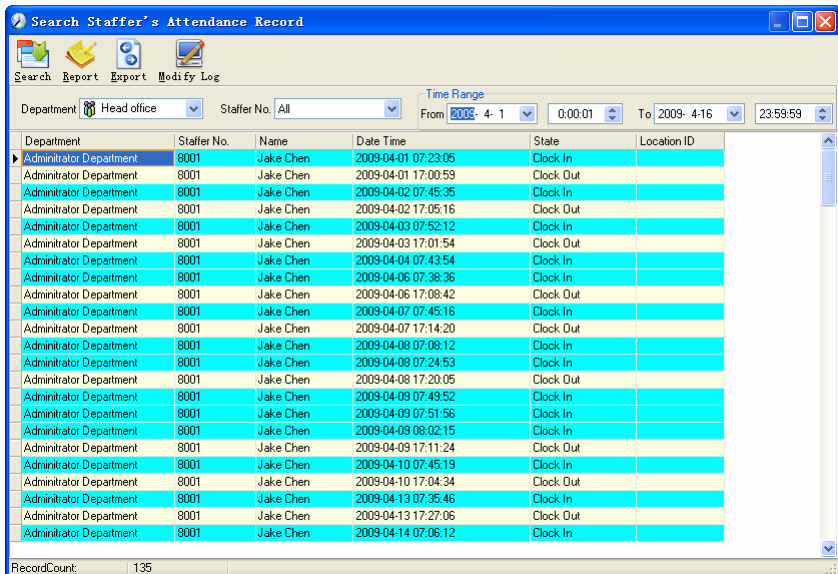
Attendance record report form preview

Click [Report] when the window displays the attendance inquiry records, you can

get the report form automatically.

Attendance records exporting

If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: txt, xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

5.4.5   Attendance Calculating and Report

Inquiry of report form:

Click [Attendance Calculating and Report] in [Attendance] menu, the following window appears:
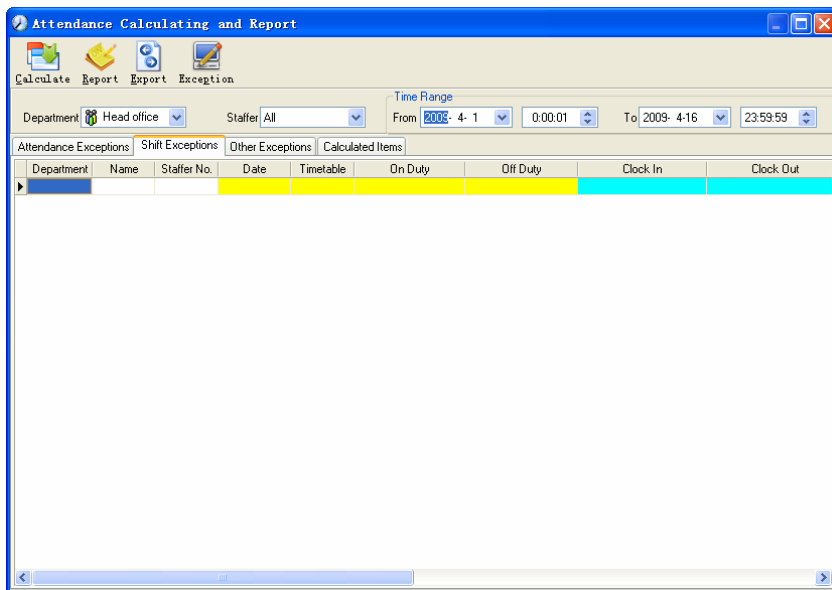
Pic5.6 Attendance Calculating and Report

Select the beginning, the ending date and the department and staff that needs to be calculated and then click [Calculate].

There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]: Display Staff's attendance result in the scheduled time period;

[Other Exceptions]: Display Staff's leave, out and overtime etc.;

[Calculated Items]: Display all Staff's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Please note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:

We will see such mistakes as "state mistake", "invalid record", "repeated record", etc. are described. (If we will revise to write down, click the right key and springs the following menu):

The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

[Show all columns]: Display all fields in [Columns];

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Right Click in [Shift Exceptions] the following shortcut menu will pop up:

```
Export Data
Create report for current grid

Filtering Record        ▶
Columns                 ▶
Show all columns
```
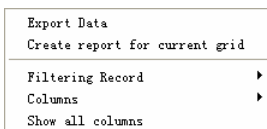
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:

```
Export Data
Create report for current grid

Columns                 ▶
Show all columns
```
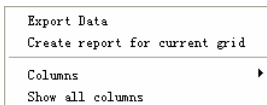
The operation is the same as stated above.

Report:

Click [Report] in pic5.6 and the following menu will pop up:

```
Attendance Report
Daily Report
General Report
Exceptions Report
Create a Report For Current Grid
```
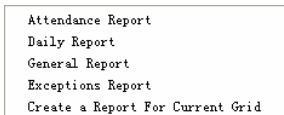
Pic5.7 Exception menu

[Attendance Report]: Calculate staff's attendance record;

[Daily Report]: Calculate staff's daily attendance record;

[General Report]:Calculate all staff's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;

[Exceptions Report]: Calculate staff's "out", "overtime", business leave/personal leave" etc;

[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report

Print Report:

Toolbar of report preview is as the following picture:

 Adjust the ratio of preview content;

 Open the existing report file;

Find the report file (*.frp) to be opened, select it and click [Open] to see the report.

 Save report to file;

Select the directory to save the report to, enter the file name and click[Save]to complete the backup of the report for future check or copying to another computer for printing; extension file name is "*.frp".

 Print Report;

 Close Preview

Data Export:

In picture 5.6, click [Export] and the displayed data of grid in the current window will be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.

Exceptions dealt with:

In pic5.6, click [Exception] and the following menu will pop up:

```
Append Record
Late/Early Collectively
Business Leave/Leave

Modified Record Log
```

Click options one by one in the menu and the following modules will pop up respectively:[Append record], [Late/Early Collectively],[Business Leave/leave] and [Modified Record Log].If the calculation result is incorrect for some staff, first, please check whether there is leave or forgetting Clock in or Clock out for this staff. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

5.5   Deal with Exceptions

Click [**Exception**] on the main menu, following springs:

```
Away On Business/Leave              Ctrl+L

Append Record                       Ctrl+W
Append Record Collectively
Dealing With Collectively Late/Early
```

5.5.1   Away on Business/ Leave

When the staff can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click [Away on Business/ Leave] in [Exception] menu, the following interface springs:
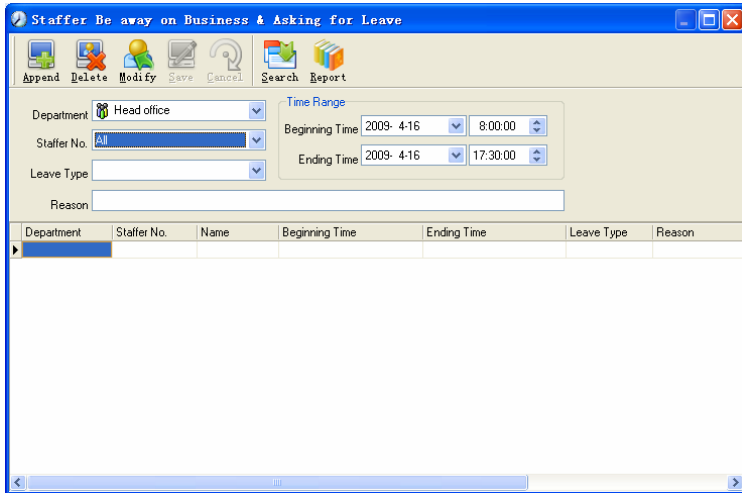
Deal with staff away on business / leave:

Click [Append], then select the proper department, staffer ID, beginning time, ending time, leave type, and click save when ready.

Modification of staff away on business or leave:

Select the appointed staffer whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; click [Save] when ready.

Deletion of staff away on business or leave

Select the appointed staff and the relative information you want to make this deletion, and click [Delete].

5.5.2   Append Record

If a staffer didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:

Select the relative items and click [append] when ready.

5.5.3   Append Record Collectively

When part or all of the staffers in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:
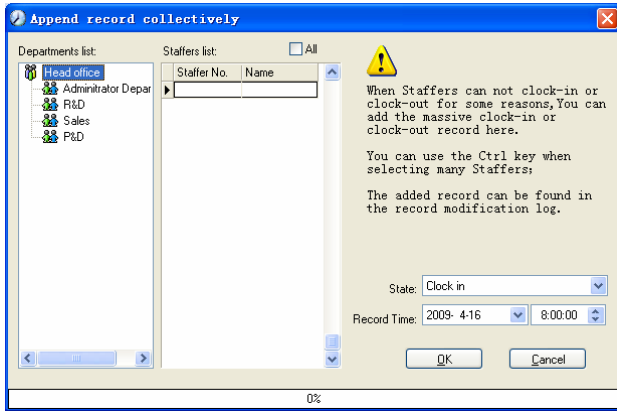
Select the department, thus the staffers in the department will be listed in the staffer list, select the staffers whom you want to add records on to, then select punching in or out and the time, click[Ok]to finish.

5.5.4　Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click [Dealing with Collectively Late / Leaving] in [Exception] - menu. The following springs:
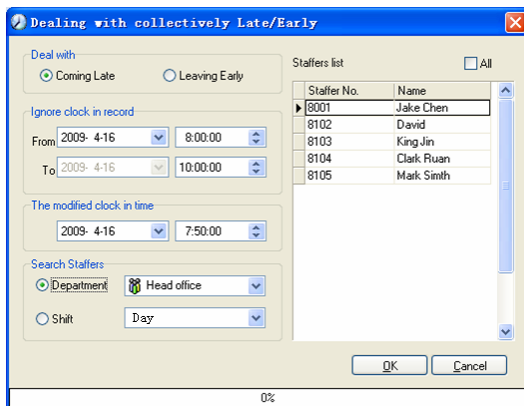
Steps as follows;

1. Click "Dealing with Collectively Late/Early";

2. Select time range for "ignore clock in record";

3. Select the "modified clock in time"

4. Search staff through department or shift;

5. Select staff;

6. Click [OK] to confirm.

5.6   Data Maintenance

Click [Data Maintenance] on the main menu, following springs:
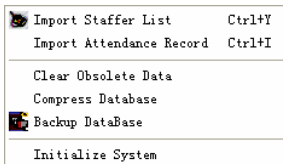
5.6.1   Import Staffer List

Click [Import Staffer List] in [Data Maintenance] menu. Pop up the following window:
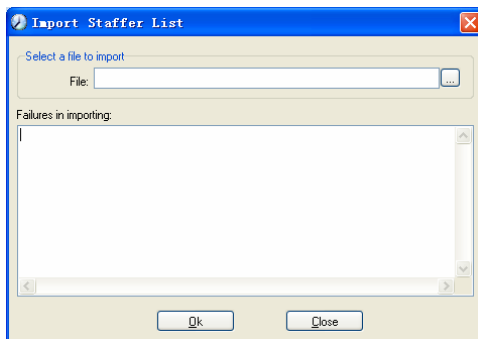
Click ⬚ to select the personnel list file for importing.
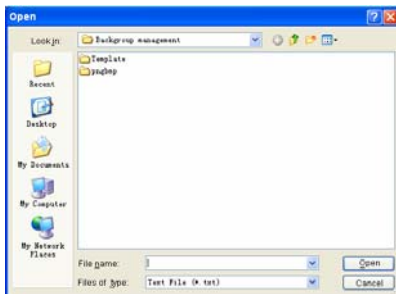
Select the right file which can be in *.txt or MS Excel (*.xls) formats, then click [open]to get back to above window, click [ok]to start！

The definition of (*.txt) data format as follows:

This format of file only can import the staffer info of "ID, Name, and department";

The format of data must follow: Staffer ID + Tab + Name + Tab + Department;

The information each staffer takes one line, no blank line between one another.

The definition of MS Excel（*.xls） data format as follows:

This format of file can import the staffer info includes: "Staffer No., Name, Department, position, Employ Date, Telephone, Address, Sex, Language, Comment"; put those items on the head line and input the items by order, the order can not be changed.

5.6.2   Import Attendance Record

Click [Import Attendance Record] in [Data Maintenance] menu, Springs the following window:
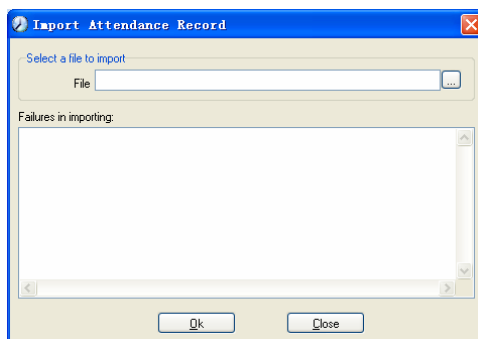
Click to select the attendance record file for importing, and click [ok] to start.

5.6.3   Clear Obsolete Data

Click [Clear Obsolete Data] in [Data Maintenance] menu, springs the following window:
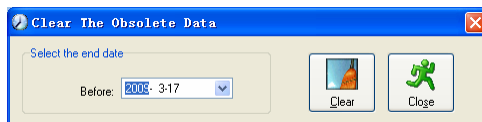
After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed.   At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click [clear] to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows; select [ok] to finish. (Note: you can only clear the data of

one month ago)

5.6.4　Compress Database

Click [Compress Database] in [Data Maintenance] menu to compress and repair the database

5.6.5　Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click [Backup Database] in [Data Maintenance] menu, then select the route to backup the database. Click [save] when ready.

Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

5.6.6　Initialize System

Click [Initialize System] in [Data Maintenance] to initialize the system. (Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.)

5.7　External Program Management

Click [External] on the main menu, following springs:
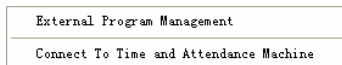
5.7.1　External Program Management

We can append external program into time attendance program for convenient operation. Click [External]-[External Program Management], following springs:
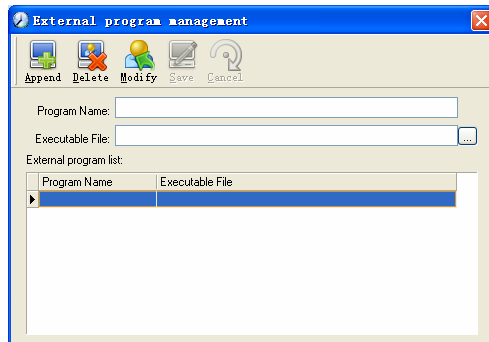
Firstly, we can click [Append] to add a new menu. For example, we need "calculator" when we are operating, input "Calculator " into the input field of [Program

name], and then input "C:\WINDOWS\system32\cacls.exe" into the input field of Executable file or browse ⊡ to find the calculator program, click[Save]to finish at last. We will see [Calculator] when you open [External program management] over again:

External Program Management
Connect To Time and Attendance Machine
Calculator
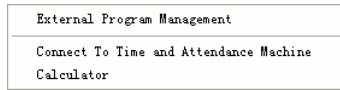
5.7.2   Connect to Time Attendance Machine

Click[External]-[Connect to Time Attendance Machine]springs the communication interface between the software and the machine which can control the current machine connected with the computer, it can collect the records from the machine, upload and download staffer info & clear the old data & modify the time on the machine. Find detail on clause《Time and attendance management & communication》.

Chapter 6　FAQ

Frequently asked questions and answers

6   FQA

6.1   Fingerprint has been enrolled but often gets failure in identification

Reason	Solution
1. The fingerprint was not captured properly	Enroll the finger again. Please refer to illustration of pressing finger.
2. Direct sun light or too bright light	Avoid direct sun light or other bright light
3. Too dry finger	Touch the forehead to increase oily level of the finger.
4. Too wet finger with oil or cosmetics	Clean fingers with towel
5. Low fingerprint quality with callus or peeling	Enroll other fingers with better quality
6. Wrong way in placing fingers when punching in/out	Please refer to illustration of pressing finger.
7. Latent fingerprint on the surface of sensor	Clean sensor surface(adhesive tapes recommended)
8. Not enough finger pressure	Place the finger evenly on the sensor with moderate pressure
9. Influence by fingerprint image change	Enroll fingerprint again. Please refer to illustration of pressing finger.
10. Fingerprint not enrolled yet	Place enrolled finger.

6.2   T&A system can't be connected with PC

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
3. Not able to connect COM (wrong CON No)	Please enter the right COM No
4. Not able to connect COM (wrong setting)	Refer to the manual for connecting Time Attendance terminal

6.3　　No records found though staff have clocked in/out

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Synchronize the time
2. Minority staff fingerprint false accepted	1. Add records manually 2. Adjust FP matching precision 3. Change another finger and enroll again.

6.4　　Clock is working fine but the FP scanner is off, staff can't clock in/out

Reason	Solution
1. Unit in dormancy status	Press any key to activate.
2. Fingerprint scanner abnormal	Restart unit or change the fingerprint module

6.5　　We don't use the ID + fingerprint mode to get verified

Reason	Solution
1. Wrong ID entered	Enter the right ID
2. This user has no right to use 1:1 identification method	Please refer t to activate this option.

6.6　　The unit beeps automatically when no one punches in/out.

Reason	Solution
1. Direct sun light or too bright light	Avoid direct sun light or other bright light
2. Latent fingerprint on the surface of sensor	Clean sensor surface(adhesive tapes recommended)

Please note: If you have any problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!

Chapter 7   Appendix

The main theme of this chapter is the additional information of this T & A including access control cable connection and way of pressing finger.
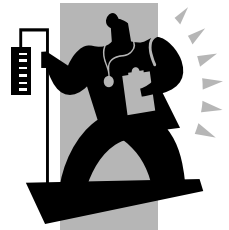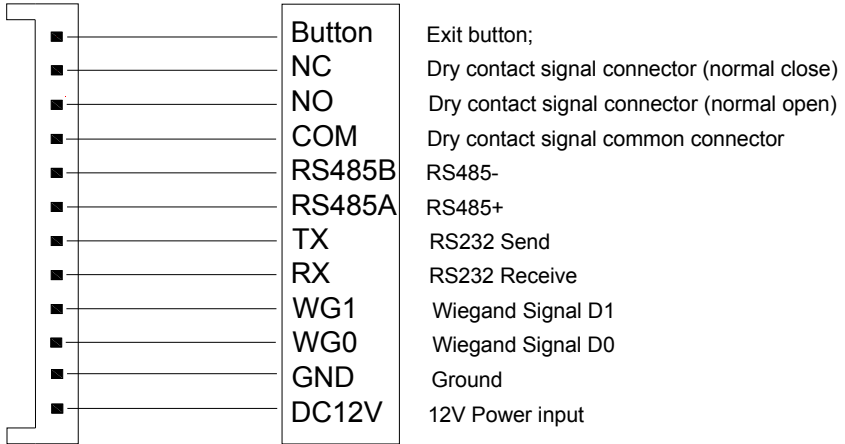
7   Appendix

7.1   Interface illustration

Button	Exit button;
NC	Dry contact signal connector (normal close)
NO	Dry contact signal connector (normal open)
COM	Dry contact signal common connector
RS485B	RS485-
RS485A	RS485+
TX	RS232 Send
RX	RS232 Receive
WG1	Wiegand Signal D1
WG0	Wiegand Signal D0
GND	Ground
DC12V	12V Power input

7.2   Illustration for Pressing Fingerprint

Correct method (Place the center of the finger on the center of scanner window):

Wrong method:

| Valid | left | right | Defluxion | down |

1. Please register the thumb or index finger if possible.

2.Place finger flatly and the center of the finger is on the center of scanner window and press a little hard on scanner so it can scan as large finger area as possible to extract enough minutia.

3. Keep the angle and direction of finger the same each time placing on scanner.

4. Touch the forehead to increase oily level of the finger, if the fingerprint is too dry.