

FALCO
WEB
Time
Attendance
User Manual

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Chapter 1: Introduction

FALCO Time Attendance Software provides you with the most efficient and yet simple to use software in managing the time attendance. The FALCO time attendance software will require collections of data from the FALCO Web card access and monitoring system software. Every transaction from the FALCO Web will be manipulate and calculate by the FALCO time attendance software in order to determine lateness, early out and overtime of your employees.

Few features are included in the FALCO time attendance software such as:

- Store employee's personal information such as name, card number, department, hired date, address, phone numbers and date of birth.
- Generate various time attendance reports to assist in payroll and overtime calculation.
- Provides various printouts for ease in calculations of payroll and overtime. The printout maybe in either a softcopy or a hardcopy.

This FALCO time attendance is develop on the request of our valuable customers in having a easier and better way to monitor, record and control over your employees daily activities inside your company. In the development of FALCO time attendance software, extra effort were put in to ensure that the software would provides a reports that are easy to understands and in a user - friendly environment. We are confident that the FALCO time attendance software will be serving you well and assist you with the calculation of payroll and overtime. We hope that this product will become a valuable asset to you.

Chapter 2: Time Attendance setting

2.1 Card user database

Before using the time attendance features, we need to setup our card database first. Go to setup > card database > add. The below screen will appear:

Card User Detail

The screenshot shows the 'Card User Detail' form with the following fields and annotations:

- Specified Card No**: Points to the 'Card No.' field (0000000000).
- Specified the Card User Name**: Points to the 'Name' field (Card User Name).
- Specified Card Pin No. if Using Card + Pin No.**: Points to the 'Card Pin No.' field (0000).
- Specified Access Level for user**: Points to the 'Access Level' dropdown (01).
- Specified Lift Access Level for**: Points to the 'Lift Access' dropdown (00).
- Specified the card can do arming or**: Points to the 'Alarm Card' checkbox (Yes).
- Specified Vehicle Information**: Points to the 'Vehicle No.' field (AAA0000).
- Specified Company Name**: Points to the 'Company Name' field (Company).
- Specified IC\Passport**: Points to the 'IC \ Passport No.' field.

Now click **Add** and the above menu will appear. Just add in the card number, the cardholder's name and select the appropriate **Access Level** for him/her. If you are using a card and pin reader, then you will require entering a 4-digit pin code that is applied to that particular card. To add a frame of picture with the particular cardholders, we can click the upload button and browse for the picture file that is already scanned and save in your computer. The card number can be obtained by swapping the card at the proximity reader and been polls to your FALCO software where it will display an unknown card with its card number as well. Normally there should be 5 digit numbers on the card starting from the right –hand side (Last 5-digit number).

After you have set all the access level of every card, now you need to download and install the card to the door controller. Before you download make sure the door controller memory is empty. To empty the controller memory use **Download/Clear Command/Clear CardDB** option.

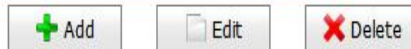
2.2 Department

For the **Department** part, we can go to **Setup > Department**. The following screen will appear:



Department List

Department ID	Department Code	Description
1	ADM	Admin dept





Department Profile

Department Detail

Department Code :

Department Description :

- Department Code : Enter the department code as specified by your company.
- Department Description : Enter the name of the department as your description.

After add the department, clicks save and it will appear on the Department selection on the Card Database option.

2.3 Work Time Mode

For the **Work Time Mode**, we can select from **Setup > Time Attendance > Work Time Configuration**. The following screen will appear:



Work Time List

Work Time ID	Work Time Name	Description
1	Normal	

The screenshot shows the 'Work Time' configuration window. At the top, there is a menu bar with the following items: Setup, Live Transaction, Download, Upload, Report, Alarm, About Us, and Logout. Below the menu bar, the title 'Work Time' is displayed. The window has three tabs: 'General' (selected), 'Working Hour', and 'Lunch & Break Time'. In the 'General' tab, there are two input fields: 'Work Time Name' and 'Description'. Below these are two highlighted sections. The first section, 'Grace Period', contains three fields: 'Time In' (15 Minutes), 'Time Out' (15 Minutes), and 'Minimum Lapse Hour' (4 Hour). The second section, 'Over Time', contains two radio buttons: 'None' and 'Auto' (selected), and a 'Minimum Overtime' field (15 Minutes). At the bottom of the window are two buttons: 'Ok' and 'Cancel'.

For the **General** tab, you can set your Work Time Name and Description. **GRACE PERIOD** is to determine the time that is considered late or early out for your employees where it can be preview in the report. **IN** will set the lateness time and **OUT** will set the early out time. Minimum Overtime will determine when it is consider as overtime limit. When reach to the overtime limit it is considers as overtime and the overtime is calculated starting from the **Working Hour /OUT** setting until the latest time you went out and prox your card at the out reader. But the latest time must reach over the time limit in order to be considered as overtime. The **Minimum Lapse Hour** is the minimum working hour in a day that an employer must perform.

The **Working Hour** tab is to set the normal working hour for your employees as this will determine lateness time, early out time and also overtime. We can tick the **Work Day** for any day in the week we wish to determine it as a working day. The **Next Day** is for the working time until the next day, in this case we need to tick it in order to count the time attendance. The **Time OT** is the OT type we can choose and determine it as we wish. For example, if working at Saturday considered as OT day, then in this condition the **Time OT** can be selected as 02, 03 or 04 depends on the user itself.

FALCO Time Attendance Software Manual

Setup Live Transaction Download Upload Report Alarm About Us Logout

Work Time

General Working Hour Lunch & Break Time

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time In	08:30	08:30	08:30	08:30	08:30	00:00	00:00
Time Out	17:30	17:30	17:30	17:30	17:30	00:00	00:00
Work Day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Next Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time OT	01	01	01	01	01	01	01

Ok Cancel

The **Lunch & Break Time** tab is set for Lunch Incomplete and Lunch Complete report. This set the maximum range of time for lunch.

Setup Live Transaction Download Upload Report Alarm About Us Logout

Work Time

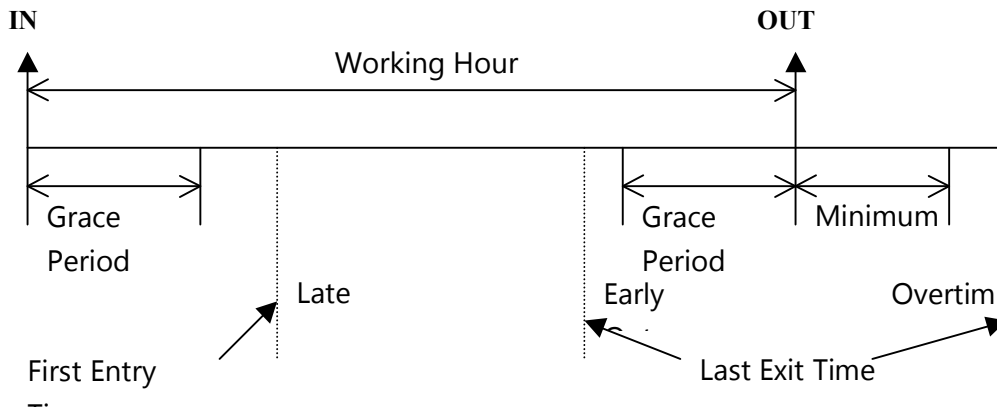
General Working Hour Lunch & Break Time

Lunch Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time Out	13:00	13:00	13:00	13:00	13:00	00:00	00:00
Time In	14:00	14:00	14:00	14:00	14:00	00:00	00:00

Break Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time Out	17:30	17:30	17:30	17:30	17:30	00:00	00:00
Time In	18:00	18:00	18:00	18:00	18:00	00:00	00:00

Ok Cancel

The diagram below shows the further details in setting the Grace Period, Working Hour and Minimum Overtime.



2.4 Duty Work Time Configuration

Setup ▾ Live Transaction Download ▾ Upload ▾ Report ▾ Alarm ▾ About Us Logout

Duty Work Time Configuration

Work Time Name	Description	Time In	Time Out	Lunch Out	Lunch In	Break Out	Break In
shift 1	normal working time	07:00	17:00	12:00	13:00	03:30	04:00
shift 2	night shift	17:30	01:00	19:30	20:30	22:30	23:00
shift 3	midnight shift	01:00	08:00	02:00	03:00	06:00	06:30

Add
 Edit
 Delete

The Duty Work Time Configuration is the same with the Work Time Configuration, the user have to set the working time, lunch time, break time, the grace period and the minimum overtime also. After done the user have to save it so it will be able to show out in the Duty Organizer.

2.5 Duty Organizer

Go to **Setup > Time Attendance > Duty Organizer**. Duty organizer allows the user to setup the working shift in monthly by selecting the Duty Work Time Organizer that saved before that.



Duty Organizer

ID	Duty Name	Description
4	cRISS	
5	John	
6	Sum	

Day	Work Time	Work Day	Next Day	Time OT
01 (Sunday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
02 (Monday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
03 (Tuesday)	shift 1	<input type="checkbox"/>	<input type="checkbox"/>	01
04 (Wednesday)	shift 2	<input type="checkbox"/>	<input type="checkbox"/>	01
05 (Thursday)	shift 3	<input type="checkbox"/>	<input type="checkbox"/>	01
06 (Friday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
07 (Saturday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
08 (Sunday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
09 (Monday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
10 (Tuesday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
11 (Wednesday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
12 (Thursday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
13 (Friday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
14 (Saturday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
15 (Sunday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01
16 (Monday)	-----	<input type="checkbox"/>	<input type="checkbox"/>	01

From here we can set the **duty name**, **description** and **year/month** for the shift. Below that is the total day in the month we set. For each day we can select the different work time according to the **Duty Work Time Organizer** that we had saved just now. We can tick the **Work day** if the selected day is a working day or tick the **Next Day** if the working time is exceeds to next day. The **Time OT** is the type of OT that user can select to determine which day is the OT day, for example Saturday/Sunday or any public holiday.

2.6 Manual entry transaction

Go to **Setup > Time Attendance > Manual Entry**. This feature was created for staffs that are frequently go to site where he or she might not be around to prox their card and the record for their attendance may be lost or incorrect. Therefore, this feature let you add the transaction manually by your administrator. Each added manual data should be provided with a reason for it so that it will not mix with the other normal transaction that is been polled.



Manual Entry Form

Card Name	Card No	Date Time	Transaction	Reason	Remark
No data to display					
<input type="button" value="+ Add"/> <input type="button" value="Edit"/> <input type="button" value="X Delete"/>					

Manual Entry Form

Detail

Card Name :

Card No :

Date : 2009/11/12

Time : 15 : 9

Transaction : No Report Entry

Reason :

Remark :

At the Manual Entry Form screen, fills out all the necessary information to add in your transaction as required. Select the name or card number of the particular cardholder that you wanted to add. Select the date and time of the transaction that you want to be recorded. Select the transaction that you want it to be recognized. Transaction such as Valid Entry Access and Valid Exit Access is commonly use for those staff who go to site and did not come in or out the office. Selects a reason why that particular transaction is been added. This reason must be added first in order for you to select it. Click on Save button to add the transaction entry.

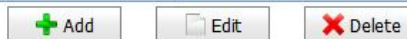
2.7 Reason

Go to **Setup > Time Attendance > Reason**



Late Reason List

Late Reason ID	Late Reason Code	Late Reason Description
1	Normal	Normal Transaction
2	MC	Medical CheckUp
3	AL	Annual Leave
4	NPL	No Pay Leave
5	NPH	No Pay Hour





Late Reason

Detail

Late Reason Code :

Late Reason Description :

➤ Late Reason Code : Enter the late reason code as specified by your company.

➤ Late Reason Description : Describe the reason for manual transaction entry.

After that just save it, it will appear on the Manual Entry Form.

Chapter 3: Report Preview

3.1 Filtering the report

To view the Time Attendance Report, go to **Report > Time Attendance Report**.

The image shows two screenshots of the 'Filter Option' window in the software. The top screenshot shows the 'Filter Option' window with the following fields: 'Date From' and 'Date To' both set to 12/11/2009; 'Card Name' with a dropdown menu; 'Start Card No' set to 0 and 'End Card No' set to 999999999; 'Access Level' and 'Department' with dropdown menus; and a checked 'All Card' checkbox. A 'Go' button is visible at the bottom right. The bottom screenshot shows the 'Report Type' selection area with two tabs: 'Daily Report' (selected) and 'Break Report'. Under 'Daily Report', the following options are listed: 'Daily Complete' (selected), 'Daily Incomplete', 'Daily Lateness', 'Daily Earlyout', 'Daily Overtime', 'Daily Absentee', 'Daily Combine All', 'Daily Combine All Summary', and 'Daily In Out Detail Report'. Under 'Break Report', the following options are listed: 'Break Complete' (selected), 'Break Incomplete', 'Lunch Complete', and 'Lunch Incomplete'.

From the “Filter Option” you can see the range of date is display the date from and date to for transaction. So you only can preview the report base on the date listed on. If the range of date dose not covering the date of report that you will like to general, you have to re-filter again of the transaction. You can either select a cardholder by name or by card number on the main screen. You can also select a range of cardholders by specifying the range of card number also on the main screen. Click on the **Card Name** and select the name you want. To select all cards, click and check the **All Card** check box. To select by card number, click on the **Start Card No.** and **End Card No.** You can also select the **Access Level** and the **Department** for different report.

3.2 Type of reports available

There are total of 13 different type of report that you can do in 2 separate tab. Tab 1 is the Attendance report. Tab 2 is Lunch report.

3.2.1 Attendance report

In FALCO time attendance software; there are 9 options of report type that you can choose from the first tab. There are Daily Complete, Daily Incomplete, Daily Lateness, Daily Early Out, Daily Overtime, Daily Absentee, Daily Combine All, Daily Combine All Summary and Daily In Out Detail Summary. We can save the report to the PC in different format file like Pdf, Xls, Text and etc. We can print the report out also.

a) Daily Complete

KL ALARM SDN BHD						
<u>Daily Complete Report</u>						
Date :		04/11/2009	To		12/11/2009	
Card :		65023	To		65023	
Date	Department	Card No	Name	Door	Time In	Time Out
2009-11-04	Engineer department	0000065023	YEO WEE THIAM	STAIRCASE DOOR	08:29:40	10:15:34
2009-11-05	Engineer department	0000065023	YEO WEE THIAM	OFFICE DOOR POE	08:24:55	19:52:12
2009-11-09	Engineer department	0000065023	YEO WEE THIAM	OFFICE DOOR POE	08:23:13	22:40:03
2009-11-11	Engineer department	0000065023	YEO WEE THIAM	STAIRCASE DOOR	08:27:32	18:44:38
2009-11-12	Engineer department	0000065023	YEO WEE THIAM	STAIRCASE DOOR	08:19:44	08:41:42

b) Daily Incomplete

KL ALARM SDN BHD						
<u>Daily Incomplete Report</u>						
Date :		03/11/2009	To		07/11/2009	
Card :		65023	To		65023	
Date	Department	Card No	Name	Door	Time In	Time Out
2009-11-06	Engineer department	0000065023	YEO WEE THIAM	OFFICE DOOR POE	09:02:41	

c) Daily Lateness

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KL ALARM SDN BHD Daily Lateness Report

Date : 02/11/2009 To 12/11/2009
Card : 27288 To 27288

Date	Department	Card No	Name	Door	Time In	Time Out
2009-11-09	Sales	0000027288	DAVID	OFFICE DOOR POE	14:27:57	22:40:54
2009-11-10	Sales	0000027288	DAVID	OFFICE DOOR POE	08:44:20	14:45:06
2009-11-11	Sales	0000027288	DAVID	OFFICE DOOR POE	08:42:54	19:03:49
2009-11-12	Sales	0000027288	DAVID	STAIRCASE DOOR	13:55:41	15:59:14

d) Daily Earlyout

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KL ALARM SDN BHD Early Out Report

Date : 02/11/2009 To 12/11/2009
Card : 65023 To 65023

Date	Department	Card No	Name	Door	Time In	Time Out
2009-11-03	Engineer department	0000065023	YEO WEE THIAM		08:30:35	17:02:56
2009-11-04	Engineer department	0000065023	YEO WEE THIAM		08:29:40	10:15:34
2009-11-12	Engineer department	0000065023	YEO WEE THIAM		08:19:44	08:41:42

e) Daily Overtime

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KL ALARM SDN BHD Daily Overtime

Date : 02/11/2009 To 12/11/2009
Card : 65023 To 65023

Date	Department	Card No	Name	Day	Time In	Time Out	OT In	Time(m)
2009-11-02	Engineer department	0000065023	YEO WEE THIAM	Monday	08:26:27	19:04:31	17:30	94
2009-11-05	Engineer department	0000065023	YEO WEE THIAM	Thursday	08:24:55	19:52:12	17:30	142
2009-11-09	Engineer department	0000065023	YEO WEE THIAM	Monday	08:23:13	22:40:03	17:30	310
2009-11-11	Engineer department	0000065023	YEO WEE THIAM	Wednesday	08:27:32	18:44:38	17:30	74

Total OT (m) : 620

f) Daily Absentee

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KL ALARM SDN BHD Daily Absentee Report

Date : 02/11/2009 **To** 12/11/2009
Card : 0 **To** 9999999999

Date	Department	Card No	Name
2009-11-03	Sales	0000005434	SUM
2009-11-04	Sales	0000005434	SUM
2009-11-05	Sales	0000005434	SUM

g) Daily Combine All

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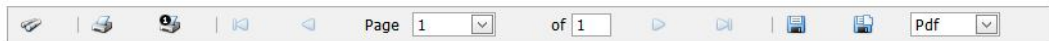
KL ALARM SDN BHD Daily Combine Detail Report

Date : 02/11/2009 **To** 12/11/2009
Card : 0 **To** 9999999999

Date	Department	Day	Time In	Time Out	OT Time(min)	Total(min)	Status
Name : SUM		Card No : 0000005434					
2009-11-02	Sales	Monday	08:28:20	08:50:43	0	22	Daily Early Out
2009-11-03	Sales	Tuesday			0		Absent
2009-11-04	Sales	Wednesday			0		Absent
2009-11-05	Sales	Thursday			0		Absent
2009-11-06	Sales	Friday	08:18:04		0		Daily Incomplete
2009-11-07	Sales	Saturday			0		Restday
2009-11-08	Sales	Sunday			0		Restday
2009-11-09	Sales	Monday	08:16:30	09:42:06	0	86	Daily Early Out
2009-11-10	Sales	Tuesday	08:30:21	20:55:19	205	745	Daily Overtime
2009-11-11	Sales	Wednesday	11:21:17	11:33:57	0	12	Daily Lateness
2009-11-12	Sales	Thursday	10:51:50		0		Daily Incomplete

OT #1	OT #2	OT #3	OT #4	Lateness	Early Out	No Pay Hr	Annual	MC	No Pay Leave	Absentee
205	0	0	0	171	988	0	0	0	0	3

h) Daily Combine All Summary



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KL ALARM SDN BHD
Daily Combine Summary Report

Date : 02/11/2009 To 12/11/2009
Card : 30000 To 65023

Card No	OT #1	OT #2	OT #3	OT #4	Lateness	Early Out	No Pay Hr	Annual	MC	No Pay Leave	Absentee
0000057932	275	0	0	0	13	0	0	0	0	0	1
0000049935	210	0	0	0	481	0	0	0	0	0	1
0000058622	0	0	0	0	18	0	0	0	0	0	8
0000064422	418	0	0	0	0	319	0	0	0	0	0
0000053956	0	0	0	0	0	0	0	0	0	0	9
0000059518	0	0	0	0	0	0	0	0	0	0	9
0000057522	167	0	0	0	11	0	0	0	0	0	1
0000038973	270	0	0	0	18	143	0	0	0	0	0
0000059633	0	0	0	0	0	0	0	0	0	0	9
0000060409	0	0	0	0	1244	0	0	0	0	0	4
0000065023	620	0	0	0	0	992	0	0	0	0	0

i) Daily In Out Detail Report

KL ALARM SDN BHD

Rekod Kedatangan Harian

From : 02/11/2009 To 12/11/2009

Staff No	Staff Name	Date	Work In	Work Out	Remarks
Department : ENG					
	YEO WEE THIAM	02/11/2009 (Mon)	08:26:27		
		02/11/2009 (Mon)	08:26:43		
		02/11/2009 (Mon)	09:45:15		
		02/11/2009 (Mon)	10:13:21		
		02/11/2009 (Mon)	10:13:25	10:13:26	
		02/11/2009 (Mon)	13:59:42		
		02/11/2009 (Mon)	14:00:03		
		02/11/2009 (Mon)	16:31:28		
		02/11/2009 (Mon)	16:31:33		
		02/11/2009 (Mon)	16:31:39		
		02/11/2009 (Mon)	16:31:46		
		02/11/2009 (Mon)	16:31:53	16:31:59	
		02/11/2009 (Mon)	16:32:32	16:32:37	

3.2.2 Break Report

There are 4 options of report type that you can choose from the second tab. There are Break Complete, Break Incomplete, Lunch Complete and Lunch Incomplete.

- a) Lunch Complete

KL ALARM SDN BHD Lunch Complete Report

Date : 02/11/2009 To 12/11/2009
Card : 0 To 9999999999

Date	Department	Card No	Name	Door	Lunch Out	Lunch In	Time Out	Time In
2009-11-09	Sales	0000027288	DAVID	OFFICE DOOR POE	13:00	14:00	12:53:54	14:27:57
2009-11-03	Admin dept	0000064422	IVY	OFFICE DOOR POE	13:00	14:00	12:57:40	13:48:08
2009-11-05	Admin dept	0000064422	IVY	OFFICE DOOR POE	13:00	14:00	13:23:15	13:44:52
2009-11-06	Admin dept	0000064422	IVY	OFFICE DOOR POE	13:00	14:00	12:54:49	13:49:44
2009-11-11	Admin dept	0000064422	IVY	OFFICE DOOR POE	13:00	14:00	12:53:55	13:54:13
2009-11-02	Admin dept	0000057522	MEI LING	OFFICE DOOR POE	13:00	14:00	13:13:09	13:58:11
2009-11-05	Admin dept	0000057522	MEI LING	OFFICE DOOR POE	13:00	14:00	13:06:17	14:01:23
2009-11-06	Admin dept	0000057522	MEI LING	OFFICE DOOR POE	13:00	14:00	13:06:08	13:57:07

j) Lunch Incomplete

KL ALARM SDN BHD Lunch Incomplete Report

Date : 02/11/2009 To 12/11/2009
Card : 0 To 9999999999

Date	Department	Card No	Name	Door	Lunch Out	Lunch In	Time Out	Time In
2009-11-03	Technical Department	0000057932	AMBAL	OFFICE DOOR POE	13:00	14:00	13:01:40	
2009-11-04	Technical Department	0000057932	AMBAL	OFFICE DOOR POE	13:00	14:00	12:45:17	
2009-11-05	Technical Department	0000057932	AMBAL	STAIRCASE DOOR	13:00	14:00		14:19:32
2009-11-06	Technical Department	0000057932	AMBAL	STAIRCASE DOOR	13:00	14:00		13:53:43
2009-11-11	Technical Department	0000057932	AMBAL	OFFICE DOOR POE	13:00	14:00	12:37:33	
2009-11-10	Admin dept	0000049935	AZMI	STAIRCASE DOOR	13:00	14:00		14:28:04
2009-11-11	Sales	0000027288	DAVID	OFFICE DOOR POE	13:00	14:00		14:04:58
2009-11-12	Sales	0000027288	DAVID	STAIRCASE DOOR	13:00	14:00		13:55:41

3.2.3 Manual Entry Report

To view the manual entry report, go to Report > Manual Entry Report.

From the Filter Option there we can filter according to the date, the card number and also the reason.

Filter Option

Date From : 11/1/2009 **To** 11/12/2009

Card No From : 0000005434 **To** 0000065521

Reason : Annual Leave

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KL ALARM SDN BHD

Manual Entry Report

Date Time	Transaction	Reason	Remark
Name : YEO WEE THIAM		Card No :	0000065023
2009/11/10 08:28:00	Valid Entry Access	Normal Transaction	forgot to bring card