

Preface

Honorable customers,

Thanks for choosing products of this company. OA3000, 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

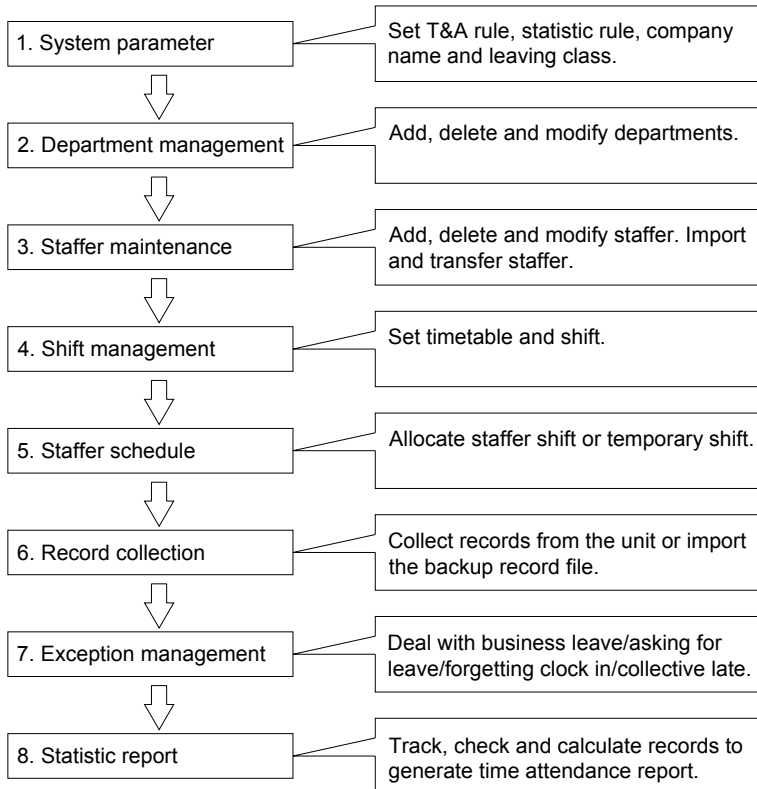
Many units can be connected through network via TCP/IP for easy management in central software.

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:



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.

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Chapter 1

Introduction

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



1 Introduction

1.1 OA3000 Introduction

OA3000 is a genuine breakthrough by Anviz in biometric identification terminals, which fully integrate fingerprint identification, RFID, camera, wireless, GPRS, multimedia and embedded system technology. Utilizing 7 inch industrial TFT true color LCD, Samsung 400MHz Arm9 high speed processor and Windows CE operation system, OA3000 can be used in all applications where fingerprint identification is required especially in governments and large-scale enterprises as well as places where high security level is a must.



OA3000 Fingerprint Terminal

1.1.1 Feature

- Samsung 7 inch industrial TFT LCD of high brightness;
- Integrated touch screen;
- 10 number key, 7 function key, 6 user defined function key, 4 status key and 1 circular navigation key
- Samsung 400MHz Arm9 high speed processor. 2007 version stable core fingerprint module. Super performance. Embedded Wince5.0 operating system
- Anviz optical fingerprint reader. Scratch-proof, unbreakable and durable. Well accept all kinds of fingerprints

- Multiple identification method: fingerprint, card, fingerprint + card, ID + fingerprint, ID + password, card + password;
- Customizable voice prompt and time attendance status. Display user picture, personal and public message. Play multi-media video file. User can select local language In the menu;
 - 13 million pixel camera, speaker, microphone, 1 USB and 1 RJ-45(LAN);
 - Support TCP/IP, RS232/485, USB Host, inbuilt GPRS, inbuilt WIFI, SD card for data transfer;
 - Support ID, Mifare and HID card for extended function
 - Optional SC021 or SC822 access controller for separate type secure access control system.
 - Support real-time record download, WEB online tracking function, remote access through internet, and server identification etc.

1.2 Parameter

Item	Description
Sensor	Anviz optical sensor
LCD	Samsung 7 inch industrial TFT LCD
Identification Method	FP、ID+FP、ID+PW、FP+CARD、CARD、CARD+PW
Identification Time	<1 second
Register Method	Fingerprint, Password, (Max. 10 FP/person), card
Scan Area	22mm*18mm
Resolution	500DPI
Fingerprint Capacity	3000
Record Capacity	50000
FRR	0.001%
FAR	0.00001%
Standard Port	TCP/IP, RS232, USB HOST, inbuilt GPRS, inbuilt Wifi, SD card, Wiegand
Working Current	<450mA
Sleeping Current	<380mA
Sensor	>15000V
Power	DC 12V
Temperature/Humidity	-10℃-60℃ / 20%-80%

Casing Material	ABS industrial plastic
Size	204(w)*252(h)*35(d) mm
Color	Black(Customizable)

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 Structure

OA3000 fingerprint identification terminal:

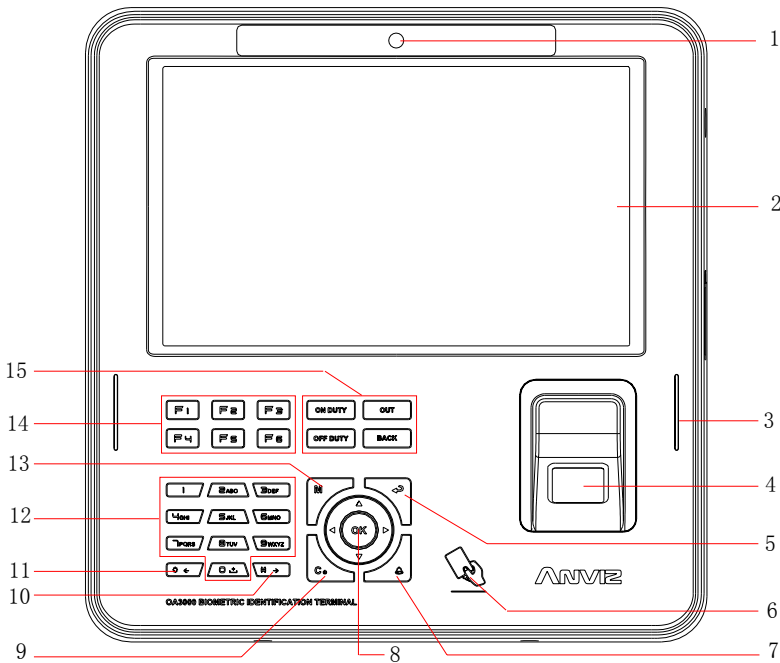
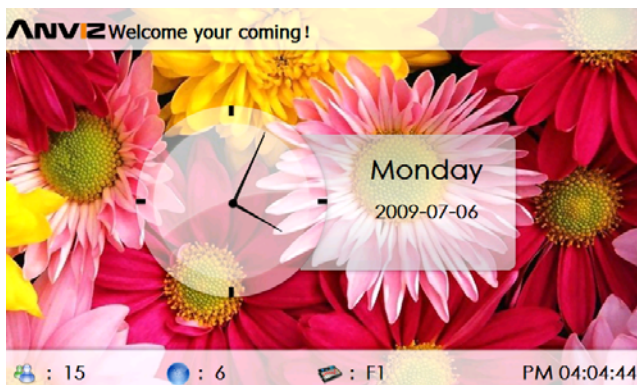


Illustration:

1 Camera	2 LCD	3 Speaker
4 Fingerprint sensor	5 Backspace key	6 Card punching area
7 Ring key	8 O.K. key	9 Cancel/power key
10 Down key	11 Up key	12 Numeric key/letter key
13 Menu key	14 User defined T&A status	15 T&A status key

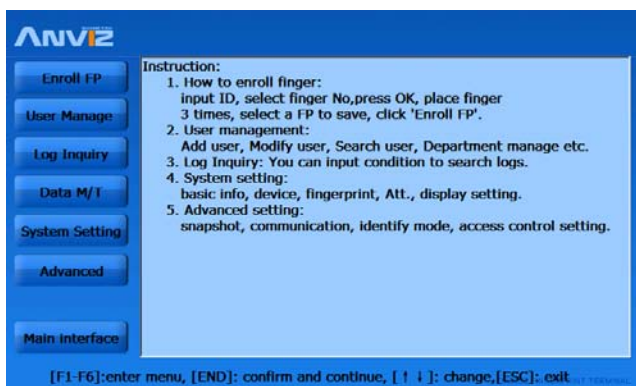
2.2 Start the device

Plug in the 12V power supply. It starts itself. You can see the main interface as follows:



2.3 T&A management

Enter the system background: Press the button “0” and press the button “OK” to confirm. And then enter the management password: “12345”. Press the button “OK” to enter the management interface.



You can enroll fingerprint, manage the users, track the records, set the parameters and so on.

2.3.1 Enroll Fingerprint

Click the item **【Enroll FP】**. It displays as follows:

Enter the User ID (For example: 8101) . Press the button **【OK】** to confirm:
If the user ID is not existent, it prompts “ Search no such ID. Add it or not?”

If you want to add a new user, please click the button **【Yes】** . The **【Add User】** window pops up:

Set the user Information. Click the button **【Save and Next】** . It will return to the **【Enroll FP】** . And then the user can enroll the Fingerprint.

If the User ID is already existent in the system, which is added on terminal or uploaded through communication software, then user info will be shown. Please select the FP number to be enrolled, then press the button **【OK】** to enroll the fingerprint.

Note: One user can enroll 10 fingerprints.

Please place your finger on the scanner window when the system prompts “ Place your fingerprint”.

ANV2 Enroll FP

Enroll FP User Manage Log Inquiry Data M/I System Setting Advanced Main Interface

ID 8101 Name 8101 FP 0 - no Select No

Please place your finger Enroll FP

[F1-F6]:enter menu, [END]: confirm and continue, [↑ ↓]: change,[ESC]: exit

After it captures one fingerprint template for the finger successfully, it prompts “The 1 time enroll FP successfully. Please remove finger”.

ANV2 Enroll FP

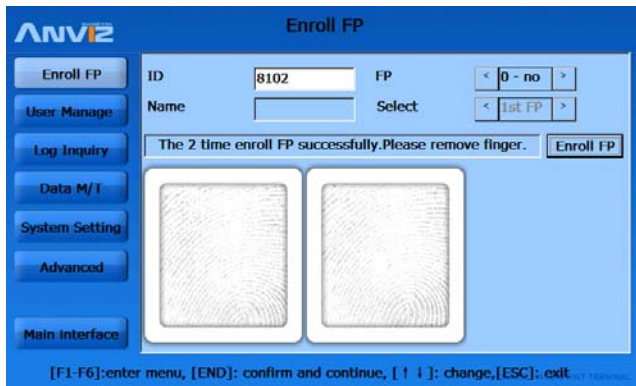
Enroll FP User Manage Log Inquiry Data M/I System Setting Advanced Main Interface

ID 8102 Name Name FP 0 - no Select 1st FP

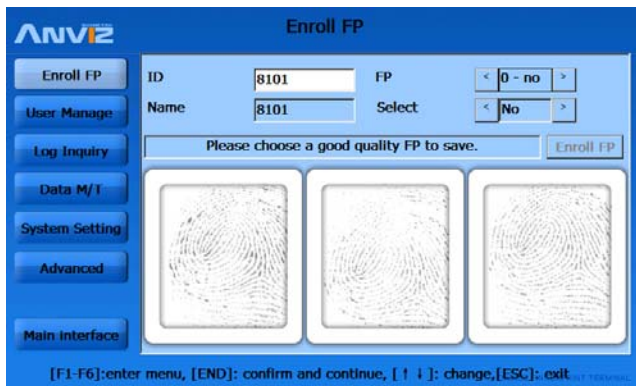
The 1 time enroll FP successfully.Please remove finger. Enroll FP

[F1-F6]:enter menu, [END]: confirm and continue, [↑ ↓]: change,[ESC]: exit

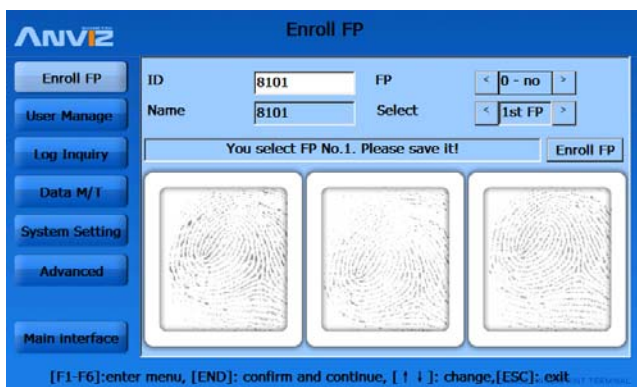
Remove the finger. And place the same fingerprint on the scanner window again. It captures the second fingerprint template for the finger.



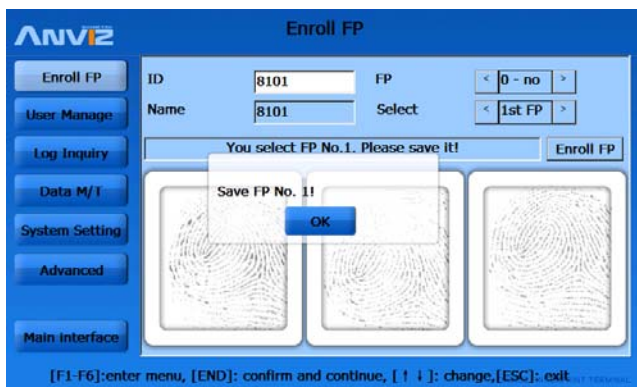
Remove the finger. And place the same fingerprint on the scanner window again. It captures the third fingerprint template for the finger.



Please select a better fingerprint template for the finger by click the fingerprint image on the touch screen. If you click the first fingerprint image, the system prompts “ You select FP No.1. Please save it.”



Click the button **【Enroll FP】** , one message box pops up:

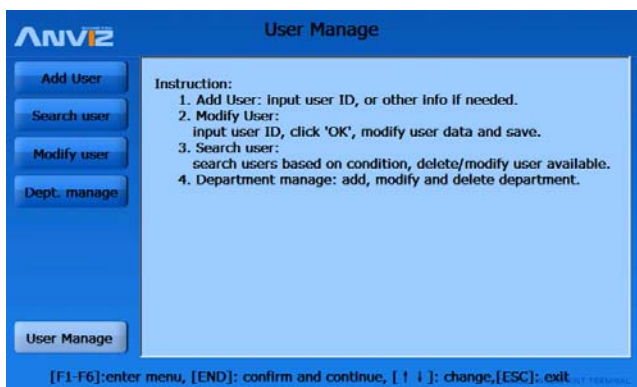


Press the button **【OK】** to save the fingerprint template.

2.3.2 User Manage

We can add, delete and modify the user.

Click **【User Manage】** in the main interface, it displays as follows:



2.3.2.1 Add User

Click the **【Add User】** , it displays as follows:

ID: user ID. It can't be duplicated and the first digit can't be 0. The max length is 12 digit.

Card No.: edit is limited. When adding card number, only need to swipe user card on card area, then card no. will show in the bar.

Password: user password. The max length is 12 digit.

Identify mode: two modes, user defined mode and system default mode..

System default	Based on Advanced setting
Set independently	administrator can set for appointed user based on need

FP accesses firstly: terminal response when user identify fingerprint. 4 modes available: no response, password identify, card identify, access granted (identification

successfully).

Card accesses firstly: terminal response when user identify card. 5 modes available: no response, password identify, FP identify (1:1) , FP+password identify, access granted (identification successfully).

PIN accesses firstly: terminal response when user identify PIN. 5 modes available: no response, password identify, card identify, FP identify (1:1) , FP+password identify, access granted (identification successfully)

Click the button **【Save and Next】** to save.

2.3.2.2 Search User

Click the **【Search User】** , it displays as follows:

ID	Name	Dept.	Card No.	Sex
----	------	-------	----------	-----

Set the keyword for searching (ID, Name, Department...). And then click the button **【Search】** .

You can shift the page by click the button **【<|< >>|>】** .

【Browse the user information】: You can select the user and then click the button **【..】** .

【Delete user】 : Select the user and then click the button **【-】** .

2.3.2.3 Modify user

Click **【Modify user】** , it displays as follows:

Input the user ID. Click the button **【OK】**, it displays the user's user information. You can modify the user information. Click the button **【Save and Next】** to save the modified user information.

2.3.2.4 Department management

Add, delete and modify the department.

Click the **【Dept. manage】**, it displays as follows:

【Add department】: Select the superior department. And then click the button **【Add】**. Input the new department name. Click the button **【Save】** to save.

Notice: The department name must be exclusive.

【Modify department】: Select the department. Click the button **【Modify】**. Input the new department name. And click the button **【Save】** to save.

【Delete department】: Select the department. Click the button **【Delete】**. It prompts "Are you sure to delete the selected department?" Click the button **【Yes】** to delete the

department. Or click the button **【No】** to cancel.

Notice: Please delete the department's sub department before delete this department. You can not delete a department which has the sub departments.

2.3.3 Log Inquiry

Click the **【Log Inquiry】**, it displays as follows:

ID	Name	CheckTime	CheckType
----	------	-----------	-----------

Set the keywords and conditions for the Inquiry. Click the button **【Search】** to search the records.

You can use the button **【<|< >>|>】** to shift the page.

2.3.4 Data maintenance

Data M/T includes attendance log and user info export, user info import, backup database, restore database etc.

In system management interface, select **【Data M/T】** item, the interface will show as follows,

Data Manage

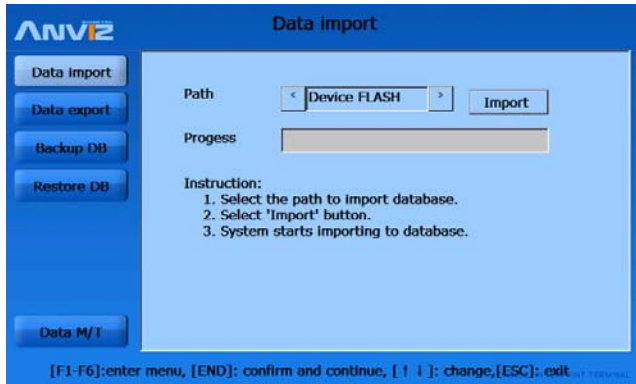
Instruction:

- 1.Including attendance info export, staff info import, backup DB, resume DB
- 2.Attendance info export: admin selects att. time range, export path,click 'Export', then info will be exported to the path selected where KQ file will be created.
3. Staff info export: enable to export staff info in system to selected path.YG (staff)and .ZW (FP) file named by SN will be created.
4. Backup DB: If you select FLASH backup mode, there will be FP3000.DB created in current path.While for U pen drive, there will be FP3000.DB created in U pen drive.
- 5.Restore DB: select the database path,then system will resume from corresponding path.

2.3.4.1 Data import

Data import is to import user info in standard format.

In **【Data M/T】** interface, select **【Data import】** item, the interface will show as follows,



Before importing staff info, please transfer the source file to the file folder named by terminal SN in Flash, SD card or U pen drive. Then rename the staff info file to BAK, i.e.

Staff info file: BAK.YG staff FP file: BAK.ZW staff log file: BAK.KQ

While postfix name are the following meaning,

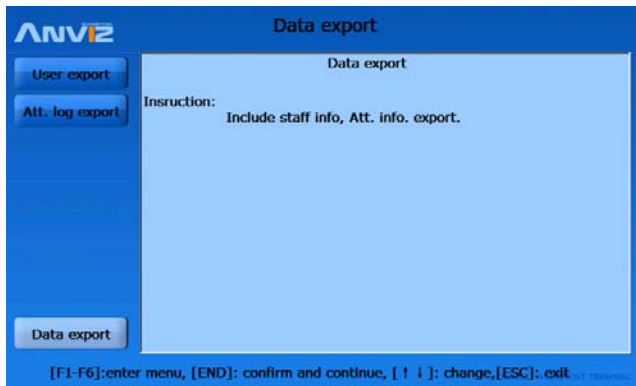
YG represents staff, ZW represents FP, KQ represents attendance log.

Select source file path, click **【Import】** button to start importing data to system database. After completed, progress bar will be 100%.

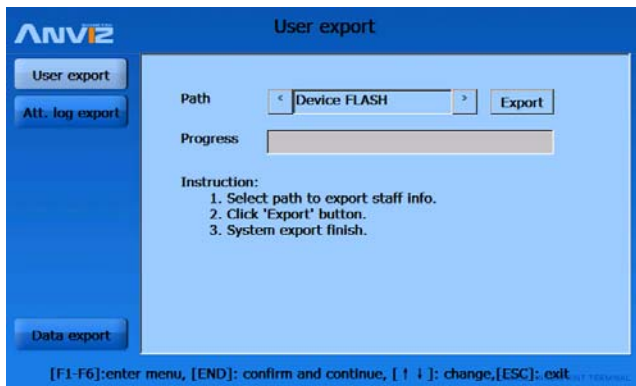
2.3.4.2 Data export

Data export includes user info and attendance log export.

In **【Data M/T】** interface, select **【Data export】** item, the interface will show as follows,



【User export】: click 【User export】 item in 【Data export】 , the interface will show as follows,

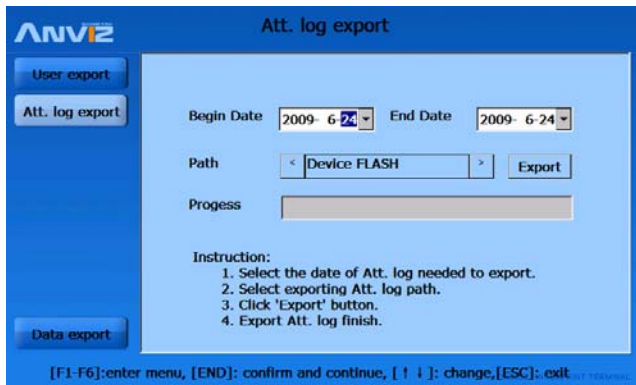


Select the path to export staff info. Flash, SD card and U pen drive are optional. Click 【Export】 button to start the exporting. There will be two files named by .YG (staff info) and by .ZW (FP templates) created in the selected path. i.e. staff info file BAK20090716.YG and staff fingerprint templates file BAK20090716.ZW

Staff info name: BAK+ export date + postfix name (.YG)

Staff fingerprint template name: BAK+ export date + postfix name (.ZW)

【Att. log export】 : click 【Att log export】 item in 【Data export】 , the interface will show as follows,

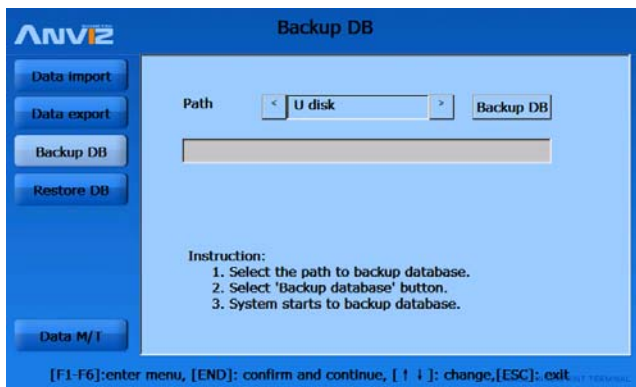


Firstly set the attendance log begin and end data to export, then select the exporting path (Flash, SD card, U pen drive are optional), click **【Export】** button to start exporting process. There will be attendance log file (.KQ) in the file folder named by SN. i.e. BAK20090716.KQ.

Attendance log file name: BAK + export date + postfix name (.KQ)

2.3.4.3 Backup Database

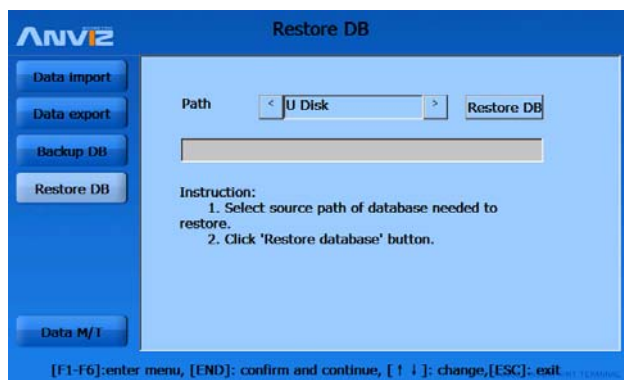
Click **【Backup DB】** item in **【Data M/T】** , the interface will show as follows,



Select the path to backup database (Flash, SD card and U pen drive are optional). Then click **【Backup DB】** button to start the backup process. After completed, there will be a file named by FP3000.DB created in the path.

2.3.4.4 Restore Database

Click **【Restore DB】** item in **【Data M/T】** , the interface will show as follows,

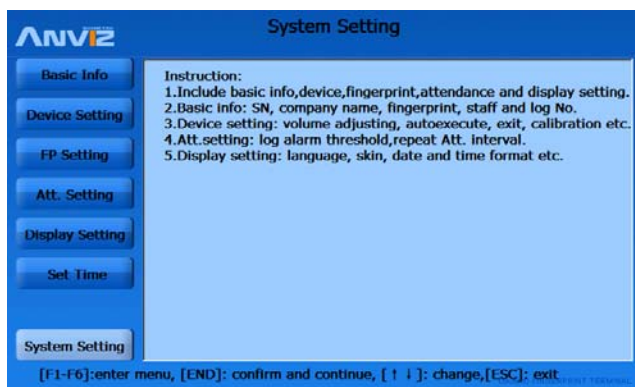


Select the path to restore database (Flash, SD card and U pen drive are optional). Click **【Restore DB】** button to start the restoring. After completed, progress bar will be 100%.

2.3.5 System Setting

System setting is to do configuration for all system, including basic info, device, fingerprint, attendance, display, and time setting.

Select **【System Setting】** in **【System Setting】**, the interface will show as follows,



2.3.5.1 Basic Info

Basic info mainly includes serial number, fingerprint number, staff number, attendance log number and firmware version.

Select **【Basic Info】** in **【System Setting】**, the interface will show as follows,

Basic Info	
SN	12345
Company name	ANVIZ R&D
FP No	Used:1/Total:3000
Staff No	Used:1/Total:3000
Log No	Used:1/Total:50000
Firmware Ver.	1.1.2.01

[F1-F6]: enter menu, [END]: confirm and continue, [↑ ↓]: change, [ESC]: exit

SN: the unique mark of terminal. Modification is limited.

Company name: user company name.

FP No.: enrolled FP number/total FP capacity

Staff No.: enrolled user number/total user capacity

Log No.: existed attendance log/total log capacity

Firmware ver: firmware version of the terminal

2.3.5.2 Device Setting

Device Setting includes volume adjustment, Autoexecute, exit, and touchscreen calibration functions.

Select **【Device Setting】** in **【System Setting】**, the interface will show as follows,

Device Setting	
Volume	< 3 >
CodePage	936
Autoexecute	< No >
Admin pwd	12345
Run mode	< Common mode >
System Initialization	
Exit	
Touchscreen Calibration	

[F1-F6]: enter menu, [END]: confirm and continue, [↑ ↓]: change, [ESC]: exit

Volume: OA3000 device prompting audio volume, default is 3.

CodePage: the mapping table between language code and Unicode. Frequently used Codepage are as follows,

codepage=932 Japanese; codepage=936 Simplified Chinese GBK;
codepage=949 Korean; codepage=950 Traditional Chinese BIG5;
codepage=437 US/Canada English; codepage=866 Russian;
codepage=65001 unicode UFT-8;

Autoexecute: if selecting 'Yes', the program will auto run after device startup. If 'No', the program will not run.

Admin PWD: admin password is used to enter administrative menu of device.

Default is 12345.

Run mode: include Common mode and Debug mode, default is Common mode.

System Initialization: it will initialize the system to factory setting and cleared all data.

Backup all data is recommended.

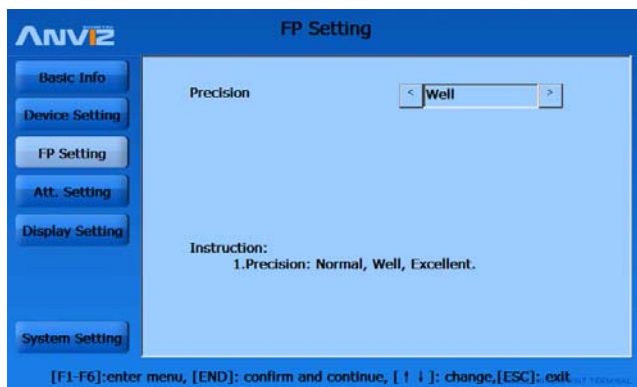
Exit: close the running program.

Touchscreen Calibration: it is to calibrate the focus of touchscreen. Click **【Touchscreen Calibration】** button, then in the interface followed, click on the crossed symbol through cursor. When the symbol moves, repeat the step. After setting completed, the interface will prompt 'New calibration setting is finished.' Click 'Enter' button to save the new setting, 'ESC' button to exit.

2.3.5.3 FP Setting

Fingerprint Setting includes fingerprint precision setting.

Select **【FP Setting】** in **【System Setting】**, the interface will show as follows,

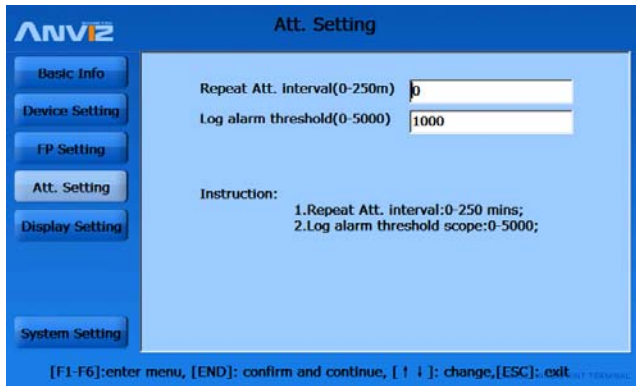


Precision: it has 3 levels (Normal, Well, Excellent), default is Normal. When precision is higher, it will require better quality fingerprint.

2.3.5.4 Attendance Setting

Attendance setting includes repeat attendance interval and log alarm threshold setting.

Select **【Att. Setting】** in **【System Setting】** , the interface will show as follows,



Repeat attendance interval: the interval time the same user identifies. Default is 0 (not time interval) . Setting period is 0-250mins.

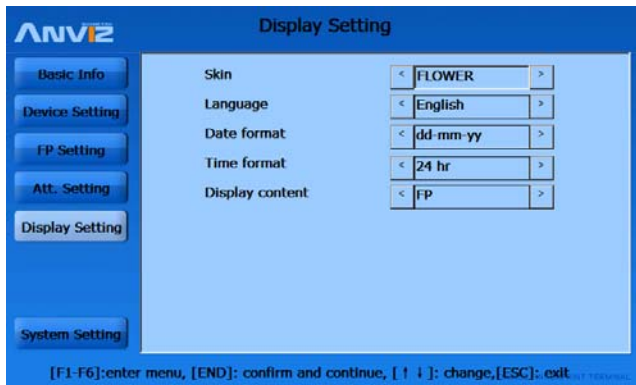
Prompt: if the same finger is identified continuously in re-verify time period, only the first record will be saved in device memory.

Log Alarm Threshold: If the rest memory space for the record is less than the threshold value, the machine will alarm. Setting period is 0-5000.

2.3.5.5 Display Setting

Display setting includes system skin, language, date, time format setting.

Select **【Display Setting】** in **【System Setting】** , the interface will show as follows,



Skin: main interface skin, 3 selections.

Language: display language types, English and Chinese are optional.

Date format: system date type: dd-mm-yy, yy-mm-dd and mm-dd-yy

Time format: system time type: 12 hr and 24 hr.

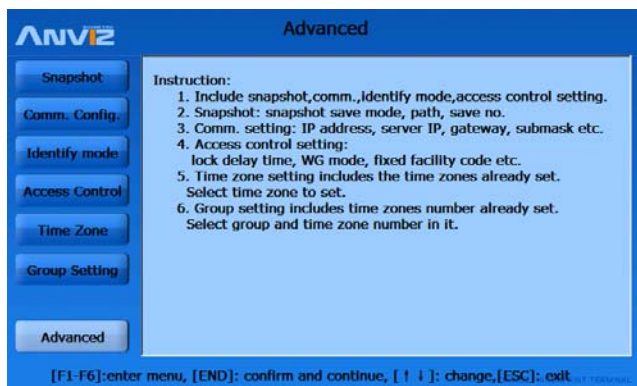
Display content: it is the display content in the pop-up window when user does attendance on OA3000. fingerprint, picture, snapshot are optional.

Fingerprint	Show user's finger image when placing it for identification
Picture	Show user's corresponding picture stored in terminal. The picture is named by user ID(.jpg) which are saved in 'My device\Nandflash\OA3000\ICON'
Snapshot	When user identify successfully, camera will take snapshot and show it in display window

2.3.6 Advanced

Advanced setting includes snapshot, communication, identification method and access control setting.

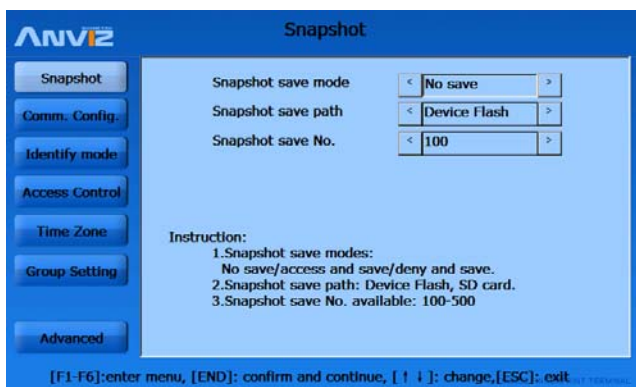
Select **【Advanced】**, the interface will show as follows,



2.3.6.1 Snapshot

Snapshot includes snapshot save mode, path and number setting.

Select **【Snapshot】** in **【Advanced】**, the interface will show as follows,



Snapshot save mode: 3 modes, no save, pass and save, no pass and save. Default is no save.

No save	System will not save snapshot
Pass and save	When user identify successfully, camera will take snapshot and save in the path 'My device\Nandflash\OA3000\SNAP' file folder.
No pass and save	When user identify failed, camera will take snapshot and save in the path 'My device\Nandflash\OA3000\SNAP' file folder.

Snapshot save path: device Flash, SD card are optional. Default is device flash.

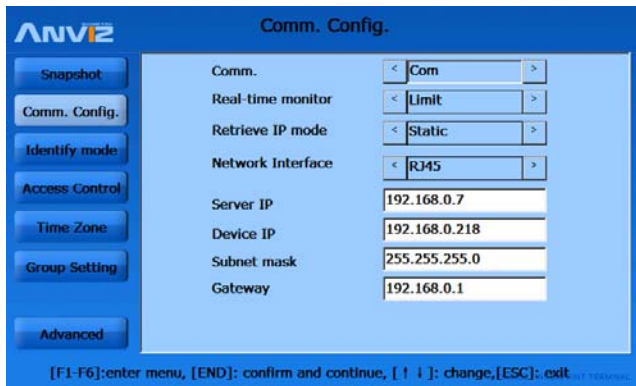
Device Flash	Save to terminal flash
SD card	Save to SD card. System will create ICON、SNAP two file folders.

Snapshot save number: snapshots capacity is 500 pieces, default is 100.

2.3.6.2 Comm. Config

Communication configuration mainly includes communication mode, real time monitor, retrieve IP mode, network interface and IP setting.

Select **【Comm. Config】** in **【System Setting】**, the interface will show as follows,



Comm.: includes 3 communication types, Com, RS485, TCP/IP

Real-time monitor: to real-time monitor time attendance log on terminal. This function must be activated before do real-time monitor for log on terminal.

Retrieve IP Mode: two types, static and dynamic. Default is static.

Network Interface: two types, RJ45 and Wifi. Default is RJ45

Server IP: the IP address of PC/Server that communicates with terminal

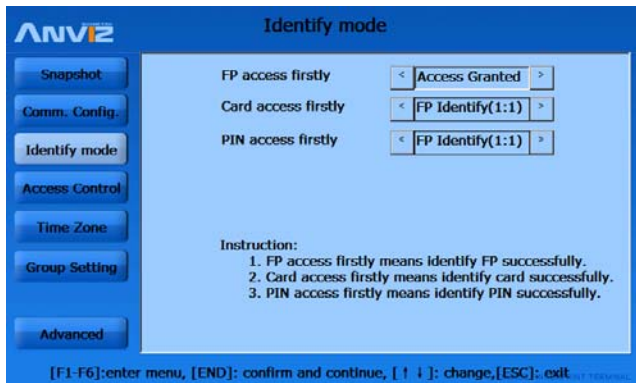
Device IP: terminal IP address

Subnet Mask: corresponding subnet mask of real network which terminal is connected

Gateway: gateway needed to set when connecting to Internet.

2.3.6.3 Identify Mode

Select **【Identify Mode】** in **【Advanced】**, the interface will show as follows,



FP accesses firstly: terminal response when user identify fingerprint. 4 modes

available: no response, password identify, card identify, access granted (identification successfully).

Card accesses firstly: terminal response when user identify card. 5 modes available: no response, password identify, FP identify (1:1), FP+password identify, access granted (identification successfully).

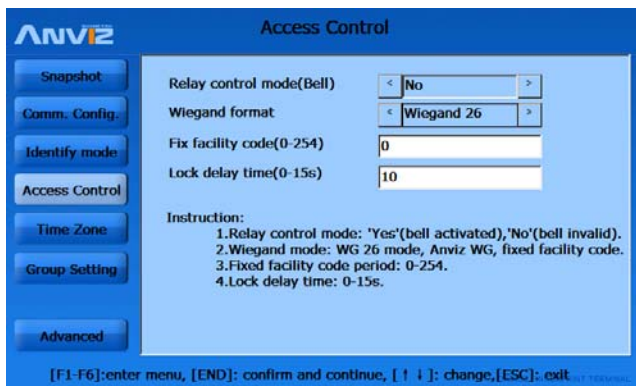
PIN accesses firstly: terminal response when user identify PIN. 5 modes available: no response, password identify, card identify, FP identify (1:1), FP+password identify, access granted (identification successfully).

Prompt: if identify mode is different with 'Identify mode', identify mode in **【Add user】** is effective.

2.3.6.4 Access Control Setting

Access control includes lock delay time, wiegand mode, fixed facility code setting.

Select **【Identify Mode】** in **【Advanced】**, the interface will show as follows,



Relay control mode (Bell): 'Yes' is bell allowed, 'No' is bell limited.

Wiegand mode: two modes, Anviz wiegand and wiegand 26. Default is wiegand 26.

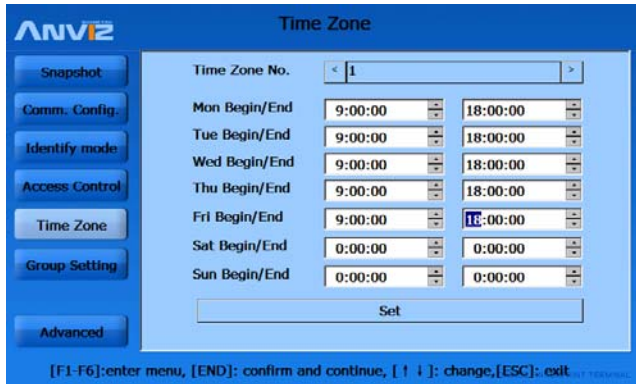
Fix facility code (0-254): if the same finger/card uploaded to two different ID terminal, the wiegand code output from the two terminal are different. So if facility code is set to be the same, then the wiegand code output will be the same.

Lock delay time (0-15s): the door connected to lock open time. Delay time period: 1—15s.

2.3.6.5 Time zone setting

Time zone setting includes checking old time zones and set new time zones.

Select **【Time zone】** in **【Advanced】**, the interface will show as follows,



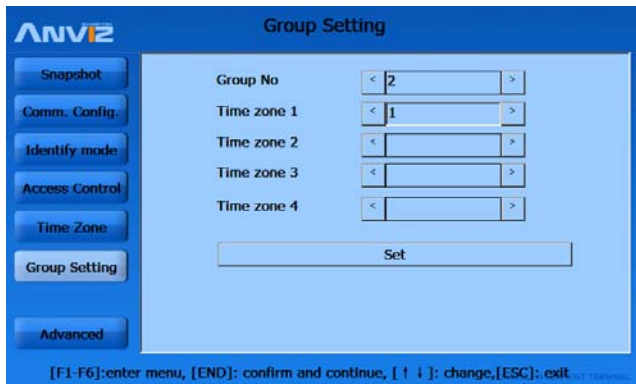
If you need to check time zones that set previously, please select the time zone number, and the old time zones will show automatically.

If setting time zones, select time zone number firstly, i.e. 1, then set the time zone period, click **【Set】** to save after setting completed.

2.3.6.6 Group Setting

Group Setting includes groups that already set checking, and new group setting.

Select **【Group Setting】** in **【Advanced】** , the interface will show as follows,

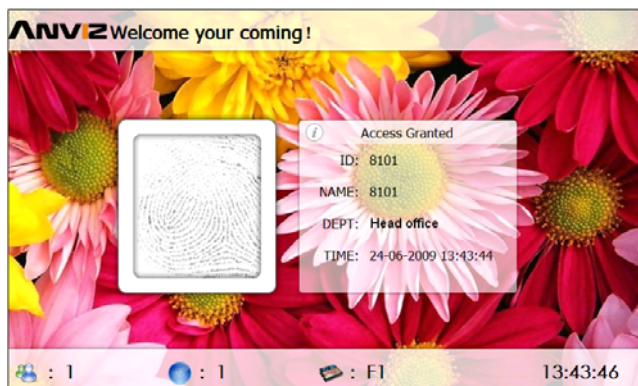


Select group number, then select time zone number needed to set. i.e. set group 2 including time zone 1. click **【Set】** to save the setting.

2.4 Identification

In the main interface, press F1-F6 button and attendance status button to set. After completed, you can do attendance.

If user identify successfully, the main interface will show as follows,



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 Operation environment

Hardware requirement :

Pentium II 266 and above; Pentium III 500 and above is recommended

128 Memory and above; Minimum 100M hardware space

COM (USB Port)

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

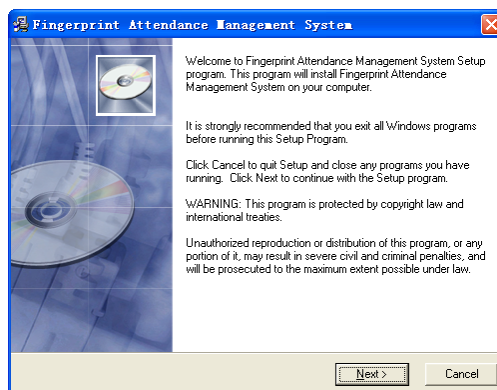
Operation system :

Microsoft Windows 2000(recommended)

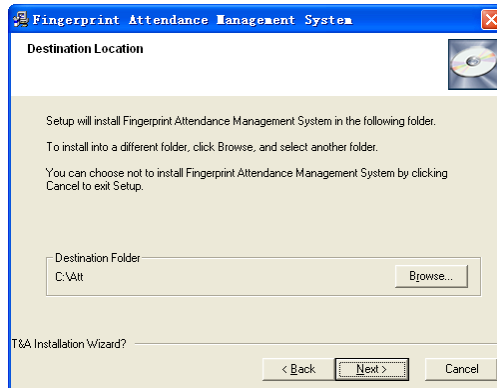
Microsoft Windows XP

3.2 System installation

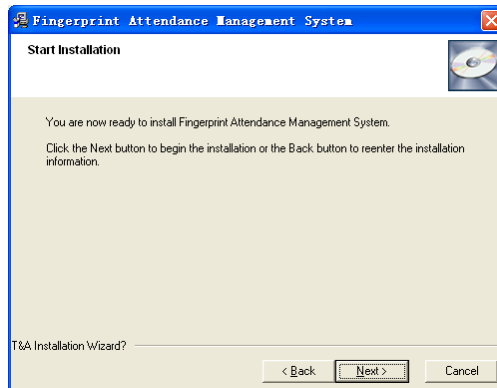
Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:



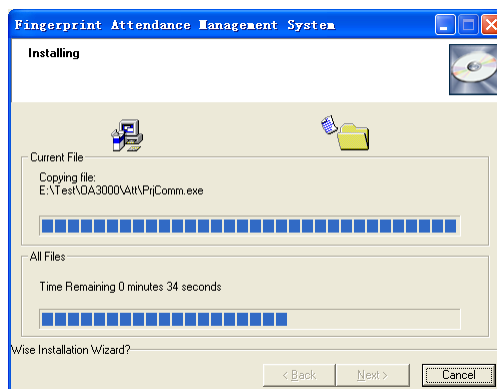
Click **【Next】** to continue installation (see the picture below):



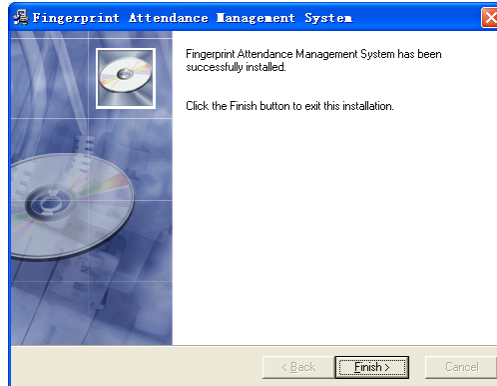
Select the target directory to install the program and the default is “C:\Att”. Click **【Next】** to continue installation (see the picture below :)



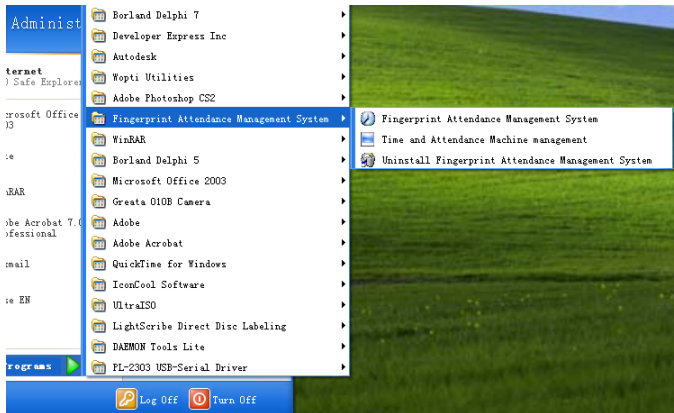
Click **【Back】** and installation will return to the previous screen and re-select target directory; Click **【Next】** and the installation will start as the following picture shows:



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 Attendance Management System” has been added to “All Programs”. Please see the picture below:



The shortcut of “Fingerprint Attendance Management System” and “Time and Attendance Machine management” is included in “All Programs”

3.3 Uninstall the program

Click “Uninstall Fingerprint Attendance Management 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

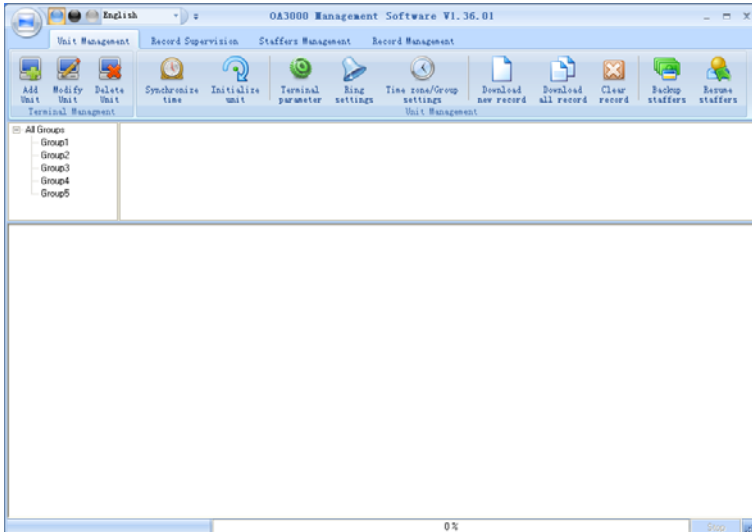
Communication

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

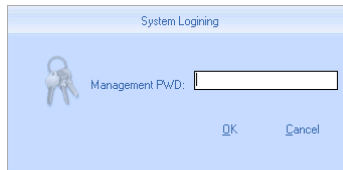


4 Communication

Click “Start” - “All Programs” - “Fingerprint Attendance Management System” - “Time and Attendance Machine Management” to start the attendance background management program, and open the communication program:



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.

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:

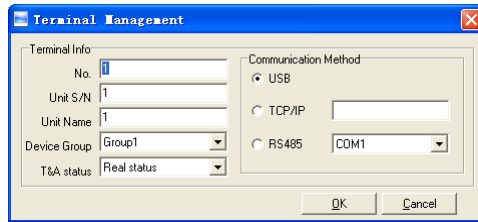


Click the button **【OK】** . And then try to enter the correct password

4.1 T&A Machine Management

4.1.1 Add Unit

Click the button **【Add Unit】** . Following windows pops up:



The image shows a 'Terminal Management' dialog box with the following fields and options:

Terminal Info		Communication Method	
No.	1	☒ USB	
Unit S/N	1	☐ TCP/IP	
Unit Name	1	☐ RS485	COM1
Device Group	Group1		
T&A status	Real status		

Buttons: OK, Cancel

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 as you like.

Device Group: This group is used to manage the terminal machine.

T&A 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 which is from this machine will be “On duty”.

USB: Connect the terminal via USB cable;

RS485: The default value is COM1;

TCP/IP: Input the terminal's IP address. The default IP address is 192.168.0.218.

Click the button **【OK】** to save the information. Can see a saffron yellow terminal

icon (). Please move the cursor to the terminal icon it displays as follows:

Machine Number: 1

Machine Name: Head office

Serial Number: 500

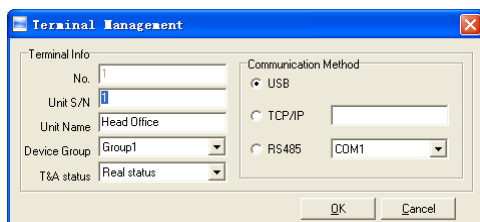
Communication Method: USB

Connection State: Abnormal

If the connection is failed , you can make the connection with the T&A machine (such as click the synchronise button) , to connect the T&A machine to the PC . when the connection is successful ,you will see the terminal icon change to the blue color .

4.1.2 Modify Unit

Choose the terminal and then click **【Modify Unit】** , the following window pops up:



Modify the information and then click the button **【OK】** to save the modification. Click the button **【Cancel】** to cancel the modification.

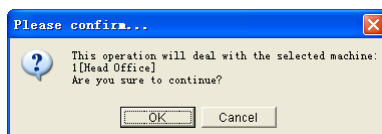
Notice: If the “No” is already exist in the software, following message box pops up:



Click the button **【OK】** to set the Unit information again.

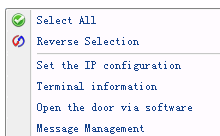
4.1.3 Delete Unit

Choose the T&A unit 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.

4.1.4 Right Key Menu

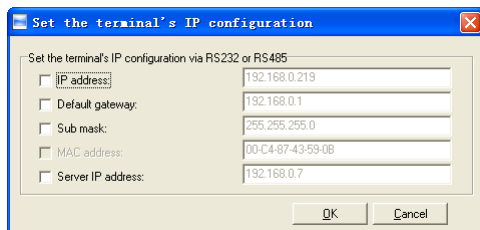


【Select All】: Select all the terminals.

【Reverse Selection】: Select the terminals which are not selected. Cancel the terminals which are selected.

4.1.4.1 Set the IP Configuration

Set the IP configuration.

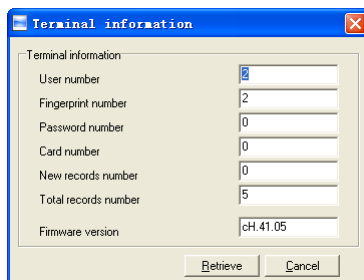


Select the check box and then modify the parameters. Click the button **【OK】** to save.

[2009-06-17 15:43:51]1[Head Office]Set the network parameters successfully

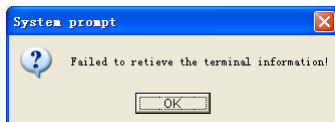
4.1.4.2 Terminal Information

Display terminal information as follows:



Click the button **【Retrieve】** to retrieve the terminal information. Click the button **【Cancel】** to close the window.

If failed to retrieve the terminal information, it prompts:



4.1.4.3 Open the door via software

Open the door via software

If you click the item **【Open the door via software】**, you can see the information in the main interface as follows:

[2009-06-17 16:05:37]1[Head Office] Open the door via software successfully!

And meanwhile you can hear the sound from the relay.

4.1.4.4 Message Management

Send the message to the user when he clock in.

Click the item, a window pops up as follows:

The screenshot shows a window titled "Message Management". At the top, there are several input fields: "Message Type" (a dropdown menu currently showing "Private message"), "Staff ID" (an empty text box), "Begin date" (a date picker showing "2009- 6-17"), and "End date" (a date picker showing "2009- 6-17"). Below these is a "Message Content" text area. To the right of the "Message Content" area are two buttons: "Add Message" and "Read Message". Below the "Message Content" area is a "Message List" section. It contains a table with the following headers: "NO.", "Message Typ", "Staff ID", "Name", "Begin date", "End date", and "Message Content". The table is currently empty, and below it, the text "<No data to display>" is shown. At the bottom of the window, there is a progress bar showing "0%" and two buttons: "Delete All Messages" and "Delete Selected Messages".

There are two kinds of message type: Private message and public message

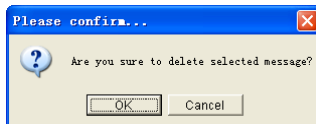
Private message need the staffer ID. If you do not input the staffer ID, following message box pops up:



Click **【Add Message】** to add a new message;

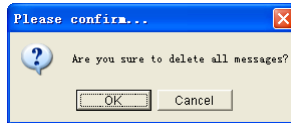
Click **【Read message】**, you will see the message in the **【Message List】**;

You can select one message and click **【Delete Selected Messages】** to delete the message. One window pops up as follows:

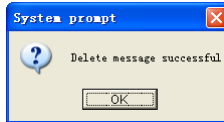


Click **【OK】** to confirm deletion. Click **【Cancel】** to cancel the deletion.

Click **【Delete All Messages】** if you want to delete all the messages. One window pops up as follows:

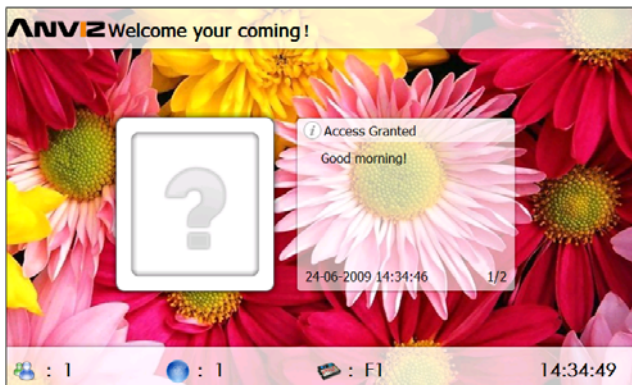


Click **【OK】** to confirm deletion. Click **【Cancel】** to cancel the deletion.
If you click **【OK】** ,it prompts:



Click **【OK】** to confirm.

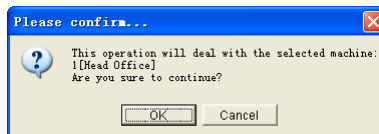
When the staffer identify successfully,it will display the short message ,the interface is as follows :



The length limit of one message is 27 Chinese words or 54 English letters .If there are several messages , you can read them by pressing the direction key .

4.1.5 Synchronize Time

Synchronize the Terminal'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:

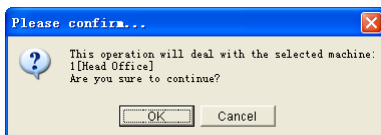
[2009-06-17 16:15:12]Synchronizing time...

[2009-06-17 16:15:13]1[Head Office]Synchronization successful!

4.1.6 Initialize Unit

The device 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:

[2009-06-17 16:18:10]Initializing...

[2009-06-17 16:18:12]1[Head Office]Initialization successful!

4.1.7 Terminal parameter settings

Click the button **【Terminal Parameter】**. The **【Terminal parameter settings】** interface pops up:

Communication password(0-999999): The management password for the terminal.

Sleep time(0~250minutes): How long dose the terminal turn to the sleep mode if there is no one operating the terminal.

Volume(0~5): The volume of the prompt sound in the terminal. The default value is 3.

Date format: There are three kinds date format: yy-mm-dd, mm/dd/yy, dd/mm/yy.

Matching precision: Normal, Good, Exact. The default value is Good.

Record Alarm Threshold Values: If the rest memory space for the record is less than the threshold value, the machine will alarm.

Time period between repeated checking (0~250minutes): The maximum value is 250 minutes. And the default value is 30s.

Real-time monitor function: Realtime monitor function is only for the TCP/IP communication method.

Ring function: Enable is function before using the Ring time settings.

Wiegand Mode: Wiegand26, Anviz wiegand.

Fixed wiegand area code(0~254): If you upload one fingerprint to two terminals, the same fingerprint's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same fingerprint's wiegand outputs are same in these two terminals.

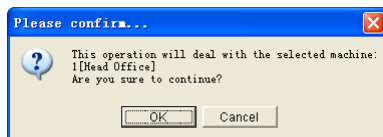
Lock Relay time (0~15seconds): The door open delay.

FP access firstly : it means the T&A machine's response when the user use the fingerprints identification method first time ,you can set 4 methods: no response; password identification; card identification; pass directly; the default method is pass directly .

Card access firstly: it means the T&A machine's response when the user use the card identification method first time , you can set 5 methods: no response; password identification; fingerprint indentification (1:1); fingerprint + password identification; pass directly; the default method is pass directly .

PIN access firstly : it means the T&A machine's response when the user use the user ID identification method first time , you can set 5 methods: no response; password identification; fingerprint indentification (1:1); fingerprint + password identification; pass directly; the default method is pass directly .

Click the button **【OK】** to save the settings. Following message box pops up:



Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

The operation information in the main interface is as follows:

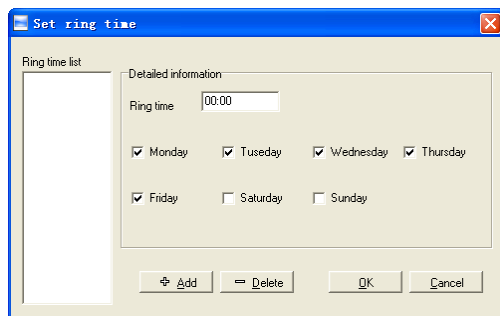
[2009-06-17 16:18:56]Set Advanced Parameter...
[2009-06-17 16:18:58]1[Head Office]Parameter setting Successful!

Click the button **【Display default setting】** to see the terminal's default settings

4.1.8 Ring settings

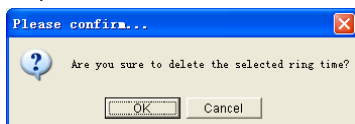
Set the ring time. Please enable the Ring function in the parameter settings first of all.

Click the button **【Ring settings】** . **【Set ring time】** window pops up as follows:



Input the ring time and then click the button **【+ Add】** to add the ring time to the “Ring time list”.

You can also click the button **【-Delete】** to delete the ring time from the “Ring time list”. One message box pops up as follows:



Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

Click the button **【OK】** to save the settings. Following operation information displays in the main interface:

[2009-06-17 16:21:01]Setting ring time...

[2009-06-17 16:21:03]1[Head Office]Set the ring time successfully!

4.1.9 Time zone/Group settings

This function is only for the terminals which have the access control output.

Click the button **【Time zone/Group settings】**. The **【Set time zone/Group】** window pops up:

The screenshot shows a window titled "Set time zone/Group". It is divided into two main sections. The top section, "Time zone settings", includes a "Time zone number" dropdown menu and a "Set" button. Below this are seven rows for the days of the week (Monday to Sunday), each with "begin/end time" labels and two time input fields (0:00:00). The bottom section, "Group settings", includes a "Group number" dropdown menu and a "Set" button. Below this are four rows for "Time zone 1" through "Time zone 4", each with a dropdown menu. An "Exit" button is located at the bottom right of the window.

【Time zone settings】:

Select the time zone number. And then you will see the timezone settings.

If you want to modify the timezone, you can just set the parameters again and click the button **【Set】** to save.

[2009-06-17 16:22:16]Setting the time zone...

[2009-06-17 16:22:17]1[Head Office]Set the time zone successfully!

【Group settings】:

Select the group number and then you can see which time zones are arranged in this group.

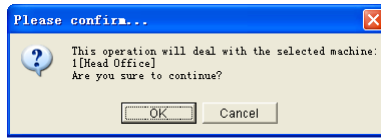
If you want to modify the group settings, you can just change the timezone number and then click the button **【Set】** to save.

[2009-06-17 16:22:27]Setting the group...

[2009-06-17 16:22:29]1[Head Office]Set the group successfully!

4.1.10 Download new record

Click the button **【Download new record】** . Following message box pops up:



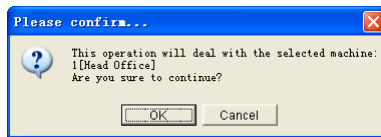
Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

Following information shows on the main interface:

[2009-06-17 16:27:00]1[Head Office]Reading attendance records...
[2009-06-17 16:27:01]1[Head Office]Read the records completed, Records: 10,
Read successfully:10
[2009-06-17 16:27:03]1[Head Office]Clear time attendance records successfully

4.1.11 Download all record

Click the button **【Download all record】** . Following message records pops up:



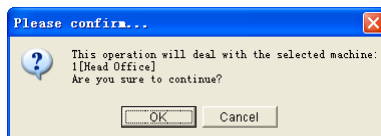
Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

Following information shows on the main interface:

[2009-06-17 16:29:26]1[Head Office]Reading attendance records...
[2009-06-17 16:29:27]1[Head Office]Read the records completed, Records:38,
Read successfully:38
[2009-06-17 16:29:29]1[Head Office]Clear time attendance records successfully

4.1.12 Clear record

Click the button **【Clear record】** . Following message box pops up:



Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

Following information shows on the main interface:

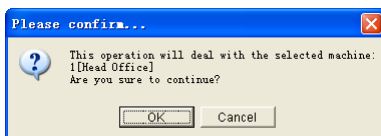
[2009-06-17 16:30:07]Clearing time attendance records...

[2009-06-17 16:30:09]1[Head Office]Clear time attendance records successfully

4.1.13 Backup Staffer

Download the staffer information and staffers' fingerprint templates from the machine 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.

The operation information displays on the main interface as follows:

[2009-06-17 16:30:34]Backupping staffers...

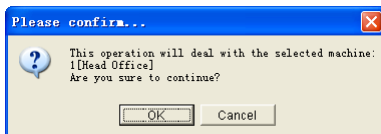
[2009-06-17 16:30:35]Backup staffer:1[Head Office]

[2009-06-17 16:30:36]1[Head Office]Backup staffer information completed,
Records:5 ,Read successfully:5

[2009-06-17 16:30:36]1[Head Office]Backuping fingerprints...

[2009-06-17 16:30:37]1[Head Office]Backup staffers and fingerprints completed!

Notice: You can stop back upping the staffer by click the button on the right bottom corner. Following message box pops up:



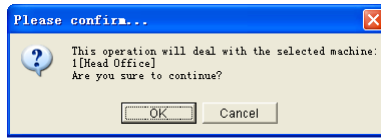
Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

4.1.14 Resume staffers

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

terminal.

Click the button **【Resume staffers】** . Following message box pops up:



Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

Some operation information displays as follows:

```
[2009-06-17 16:31:48]Get back staffers...  
[2009-06-17 16:31:48]Get back staffers:1[Head Office]  
[2009-06-17 16:31:53]1[Head Office]Get back staffers completed
```

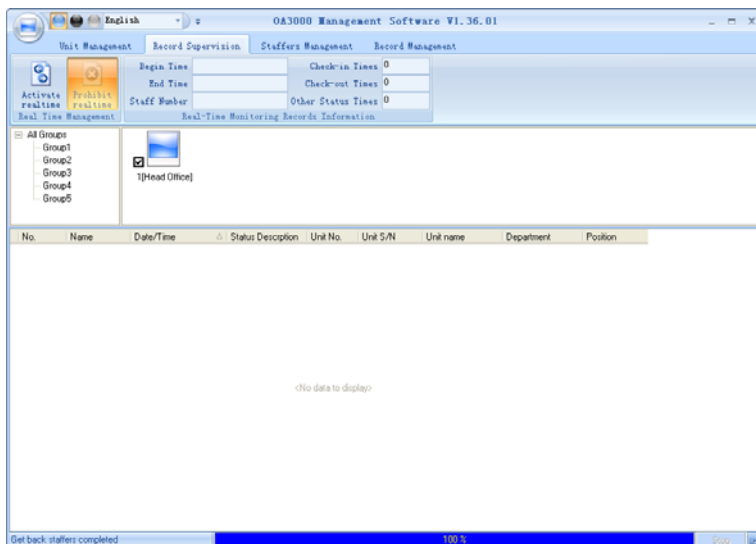
Notice: 1. Please make sure that the User ID is existent in the terminal.

```
[2009-06-17 16:32:48]Get back staffers...  
[2009-06-17 16:32:50]Get back staffers:1[Head office]  
1[Head office]No such ID existed, recovery failed!
```

2. You can stop recovering the staffer by click the button **【Stop】** on the right bottom corner.

4.2 Record Supervision

Get the records from the terminal real-time.



4.2.1 Activate real-time

Click the **【Activate real-time】** button, the status bar shows message: "Reading attendance records...". Now the software are beginning to supervise the terminal, and then collect the records every 5 seconds.

You can review the record information in the **【Real-Time Monitoring Records Information】** as follows:

Begin Time	2009-06-17 16:33:36	Check-in Times	18
End Time		Check-out Times	0
Staff Number	7	Other Status Times	0
Real-Time Monitoring Records Information			

When the staffer clock in or out , the Check-in Times or the Check-out times increases one. And the real time record shows as follows:

No.	Name	Date/Time	Status Description	Unit No.	Unit S/N	Unit name	Department	Position
8101	Mark Xia	2009-06-17 16:52:39	In	1	1	Head Office	Hardware	Hardware Engineer
8101	Mark Xia	2009-06-17 16:52:40	In	1	1	Head Office	Hardware	Hardware Engineer
8102	Eric Qiu	2009-06-17 16:52:42	In	1	1	Head Office	Structure	Structure Engineer
2	Brand Zhao	2009-06-17 16:52:44	In	1	1	Head Office	Software	Software Engineer
8104	James	2009-06-17 16:52:46	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:52:47	In	1	1	Head Office	Structure	Structure Associate Engineer
8104	James	2009-06-17 16:52:49	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8103	Michelle	2009-06-17 16:52:51	In	1	1	Head Office	Software	Software Associate Engineer
8101	Mark Xia	2009-06-17 16:52:55	In	1	1	Head Office	Hardware	Hardware Engineer
8102	Eric Qiu	2009-06-17 16:52:56	In	1	1	Head Office	Structure	Structure Engineer
8103	Michelle	2009-06-17 16:53:02	In	1	1	Head Office	Software	Software Associate Engineer
8104	James	2009-06-17 16:53:03	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:53:05	In	1	1	Head Office	Structure	Structure Associate Engineer
8101	Mark Xia	2009-06-17 16:53:07	In	1	1	Head Office	Hardware	Hardware Engineer
1	King Jin	2009-06-17 16:53:09	In	1	1	Head Office	R&D	R&D Manager
2	Brand Zhao	2009-06-17 16:53:10	In	1	1	Head Office	Software	Software Engineer
8104	James	2009-06-17 16:53:12	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:53:14	In	1	1	Head Office	Structure	Structure Associate Engineer

And the following window which includes the Staffer ID, Name, Department and Position pops up:



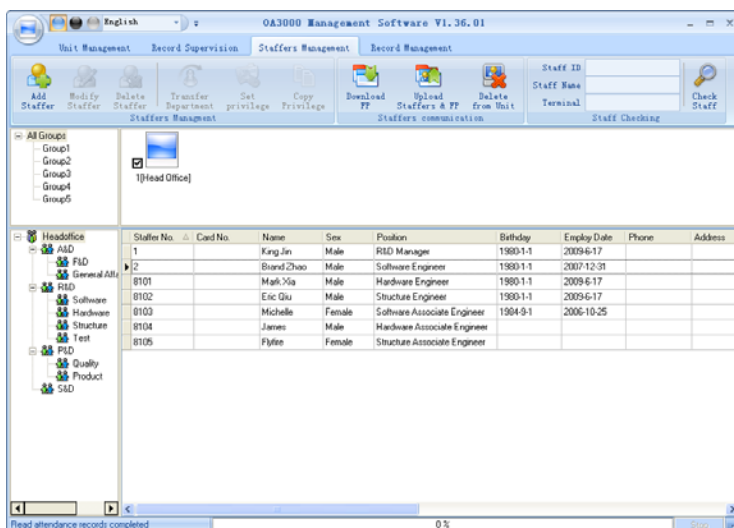
4.2.2 Prohibit real-time

Click the button **【Prohibit real-time】** to stop the real-time monitoring. You can see the begin time and end time of the real-time monitoring in the **【Real-Time Monitoring Records Information】** as follows:

Begin Time	2009-06-17 16:33:36	Check-in Times	18
End Time	2009-06-17 16:34:55	Check-out Times	0
Staff Number	7	Other Status Times	0
Real-Time Monitoring Records Information			

4.3 Staffers management

Staffer management interface is as following:



4.3.1 Add staffer

Click **【Add staffer】** button, open **【Add/modify staffer info】** window which includes 2 pages: Basic info and fingerprint registration as follows:

Add/Modify Staffer Info

Basic Info | Other Info | Fingerprint Registration

No.

Card No.

Name

Sex

Dept.

Group number

User type

Ident. Mode

FP access firstly

Card access firstly

PIN access firstly

【Basic info】:

Input staff info in 【Basic info】. You can also add pictures for staffs

Add/Modify Staffer Info

Basic Info | Other Info | Fingerprint Registration

No.

Card No.

Name

Sex

Dept.

Group number

User type

Ident. Mode

FP access firstly

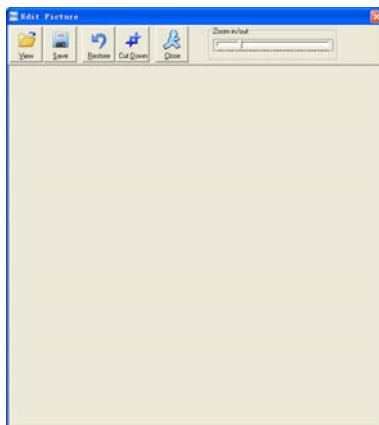
Card access firstly

PIN access firstly

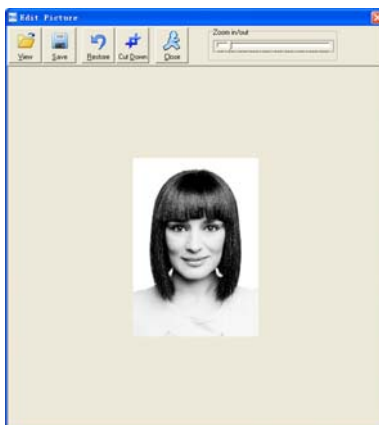
Notice: The No. is exclusive as well as the first digit cannot be 0!

There are two ways to add pictures:

1st way: Click  button, choose staffer's picture stored in PC and open 【Edit picture】 window as following,



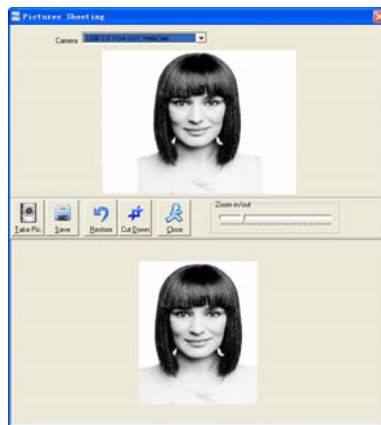
Click the button **【view】** to choose one photo.



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 staffer photo.

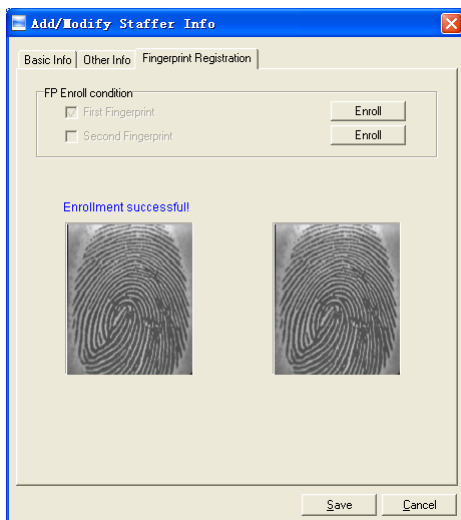
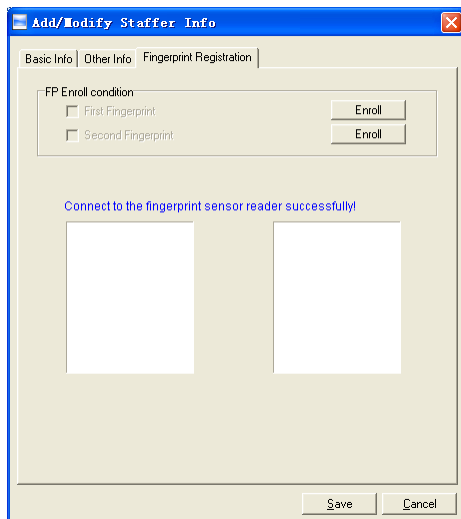
【Fingerprint registration】:

Use the external USB fingerprint reader: OA99+ to enroll the fingerprint.

The sentence “Connect to the fingerprint sensor reader successfully!” means that

the OA99+ is connected successfully.

Place the fingerprint on the terminal's fingerprint scanner window and then click the button **【enroll】** to enroll the fingerprint.



Click the button **【OK】** to save or click the button **【Cancel】** to cancel.

4.3.2 Modify staffer

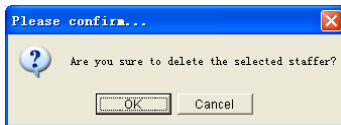
Modify staffer operation is to modify the staffer information in the window

【Add/Modify Staffer Info】

4.3.3 Delete staffer

Delete the staffer from the database.

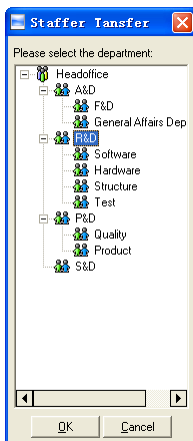
Choose staffer from staff info list (you can choose some or all the staffers by using the button **【Shift】** or **【Ctrl】** on your computer's keypad). Click **【Delete staffer】** and the following window pop-up,



Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

4.3.4 Transfer department

Choose the staffers and then click the button **【Transfer department】**. The window **【Staffer Transfer】** pops up:

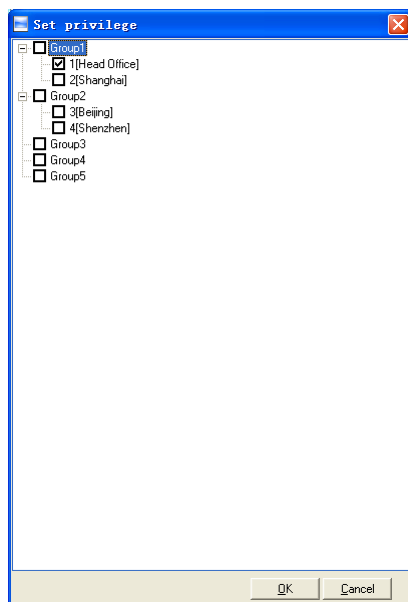


Select the department and then click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

4.3.5 Set privilege

We can only upload the staffers to the authorized terminal.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button **【Shift】** or **【Ctrl】** on your computer's keypad). Click the button **【Set privilege】**. The **【Set privilege】** window pops up:



Choose the terminal and then click the button **【OK】** to save.

You can find the staffer's authorized terminal in the column **【Unit】** as follows:

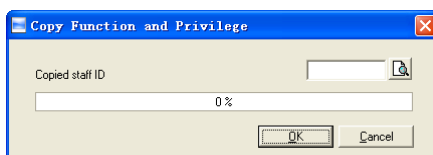
Staffer No.	Card No.	Name	Sex	Position	△ Birthday	Employ Date	Phone	Address	1st FP	2nd FP	Unit
3		Clark							☒	☐	1
2		Vivi							☒	☐	1,2
1		Peter							☒	☐	1

Clark's fingerprint is in the unit 1.
Vivi's fingerprint is in the unit1 and unit2.
Peter's fingerprint is in the unit 1.

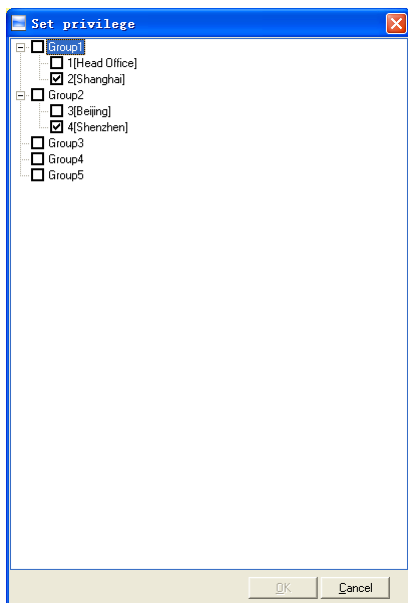
4.3.6 Copy Privilege

Copy the privilege from staffer A to the staffer B. And then the staffer B's privilege will be as same as the staffer A.

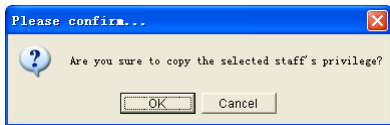
Choose the staffers from staff info list (you can choose some or all the staffers by using the button **【Shift】** or **【Ctrl】** on your computer's keypad). Click the button **【Copy Privilege】**. The **【Copy Function and Privilege】** window pops up:



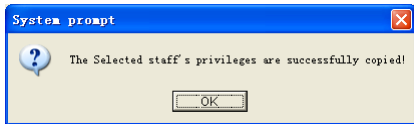
Input the one staffer's ID, and you can click the button  to browse the staffer's privilege in the **【Set privilege】** as follows:



Then press **【OK】** to come back the interface, and click the button **【OK】** and the following window pop-up:.



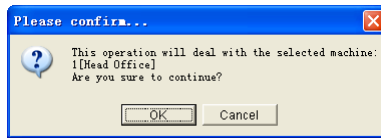
Click the button **【OK】** to copy the privilege. After copy completed, the following window pop-up:.



4.3.7 Download FP

Download the fingerprint from the terminal to the software.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button **【Shift】** or **【Ctrl】** on your computer's keypad). Click the button **【Download FP】**. Following message box pops up:



Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

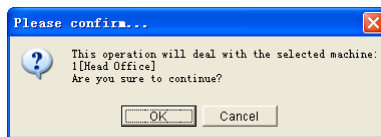
The operation information shows on the main interface as follows:

```
[2009-06-17 17:28:33]Download fingerprint ...  
[2009-06-17 17:28:33]Download fingerprint:1[Head Office]  
[2009-06-17 17:28:44]1[Head Office]Download fingerprint completely!
```

4.3.8 Upload staffer & FP

Upload the staffer information and fingerprints to the terminal.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button **【Shift】** or **【Ctrl】** on your computer's keypad). Click the button **【Upload Staffer & FP】** . Following message box pops up:



Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

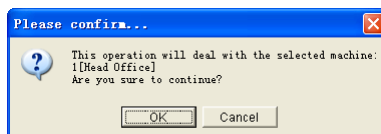
The operation information shows on the main interface as follows:

```
[2009-06-17 17:29:11]Upload staffers and fingerprints ...  
[2009-06-17 17:29:11]Upload staffers and fingerprints:1[Head Office]  
[2009-06-17 17:29:18]1[Head Office]Upload staffer and fingerprint completed
```

4.3.9 Delete from Unit

Delete the staffers from the terminal via the software.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button **【Shift】** or **【Ctrl】** on your computer's keypad). Click the button **【Delete from Unit】** . Following message box pops up:

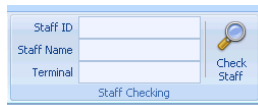


Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.
The operation information shows on the main interface as follows:

[2009-06-17 17:30:47]Delete the staffer from the device...
[2009-06-17 17:30:47]Delete the staffer from the deviece:1[Head Office]
[2009-06-17 17:30:51]1[Head Office]Delete the staffer from the device completely

4.3.10 Staff Checking

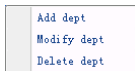
Search the staffer information.

A small dialog box titled "Staff Checking" with a light blue background. It contains three input fields labeled "Staff ID", "Staff Name", and "Terminal". To the right of these fields is a magnifying glass icon and a button labeled "Check Staff".

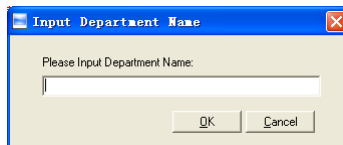
Search the staffer information by the Staff ID, Staff Name and Terminal. Click **【Check staff】** button and then the staffer info shows in the list .

4.3.11 Department management

Move the cursor to the department list and then click the right button of your mouse.
The menu pops up as follows:

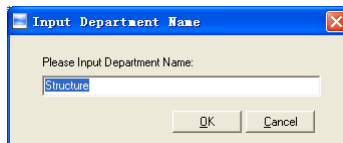
A small context menu with a light blue background. It contains three items: "Add dept", "Modify dept", and "Delete dept", each preceded by a small square icon.

【Add dept】: Click **【Add dept】**. The **【Input Department Name】** window pops up:

A dialog box titled "Input Department Name" with a blue title bar and a yellow background. It contains a text input field with the placeholder text "Please Input Department Name:". Below the input field are two buttons: "OK" and "Cancel".

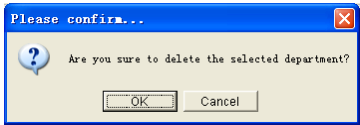
Input the department name. Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

【Modify dept】 : Choose the department which is going to be modified. Click **【Modify dept】** . The **【Input Department Name】** window pops up:

A dialog box titled "Input Department Name" with a blue title bar and a yellow background. It contains a text input field with the placeholder text "Please Input Department Name:". The word "Structure" is entered in the input field. Below the input field are two buttons: "OK" and "Cancel".

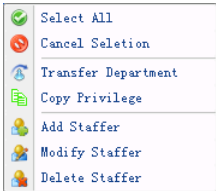
Input the department name. Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

【Delete dept】 : Choose the department which is going to be deleted. Click the right button of your mouse and then click the 【Delete dept】 . Following message box pops up:

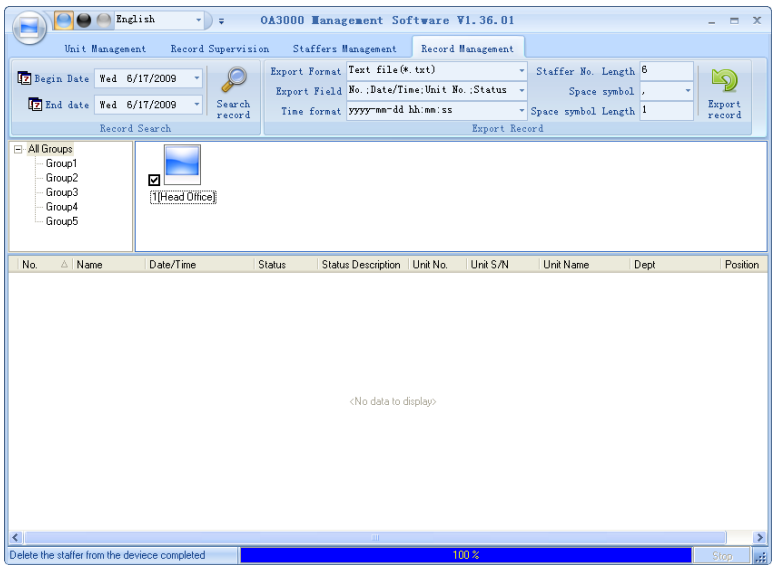


Click the button 【OK】 to confirm or click the button 【Cancel】 to cancel.

Remark: Right button menu:



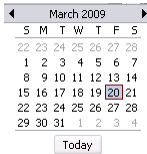
4.4 Record management



4.4.1 Record Search



Set the Begin Date and End Date as follows:



Click the button **【Search record】** to search the record.

No.	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N	Unit Name	Dept
1	King Jin	2009-6-17 16:33:58	I	In	1	1	Head Office	R&D
1	King Jin	2009-6-17 16:53:09	I	In	1	1	Head Office	R&D
2	Brand Zhao	2009-6-17 16:33:48	I	In	1	1	Head Office	Software
2	Brand Zhao	2009-6-17 16:34:02	I	In	1	1	Head Office	Software
2	Brand Zhao	2009-6-17 16:52:44	I	In	1	1	Head Office	Software
2	Brand Zhao	2009-6-17 16:53:10	I	In	1	1	Head Office	Software
8101	Mark Xia	2009-6-17 16:26:36	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:26:47	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:09	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:24	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:26	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:27	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:29	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:31	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:33	I	In	1	1	Head Office	Hardware

4.4.2 Export Record

Set the export format, export file and time format.

Export Format	Text file (*.txt)	Staffer No. Length	6	 Export record
Export Field	No.;Date/Time;Unit No.;Status	Space symbol	,	
Time Format	yyyy-mm-dd hh:mm:ss	Space symbol length	1	

Export Record

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

Text file (*.txt)
CSV file (*.csv)
Excel file (*.xls)

Export field: Choose the fields which are useful for you.

☒	No.
☐	Name
☒	Date/Time
☒	Unit No.
☐	Unit name
☒	Status
☐	Status Name
☐	Department
☐	Position

Time format: 4 optional formats

yyyy-mm-dd hh:mm:ss
yyyy-m-d hh:mm:ss
yy-mm-dd hh:mm:ss
yyyymmddhhmmss

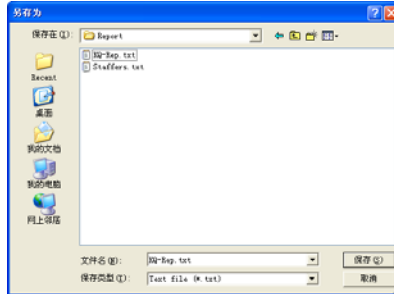
Staffer No. length: set staffer No. length, the default is 6 digits.

Space symbol: space symbol to separate fields

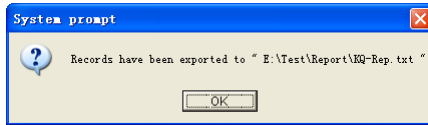
Space symbol length: space symbol bit

After setting completed, click **【Export record】** button, open 'Save as' window,

choose save file directory, input file name as following,

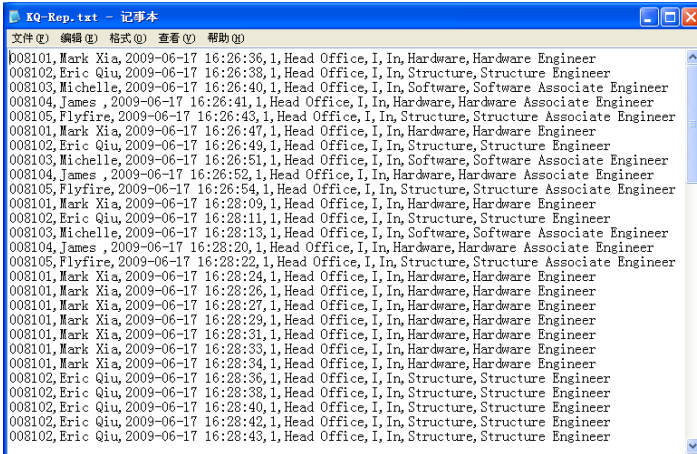


Click **【Save】** button. The system prompts as follow:



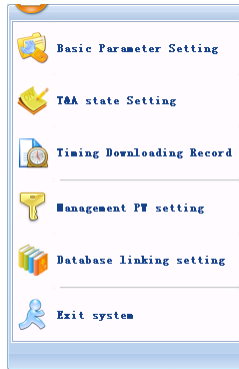
Click the button **【OK】** to confirm.

Here is an example for the export file.



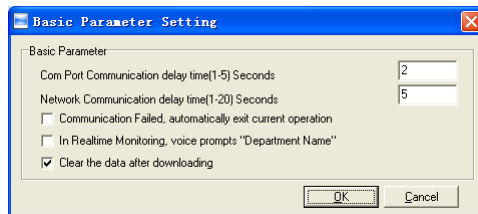
4.5 System settings

Click the icon  on the top left corner, the menu pops up as follows:



4.5.1 Basic parameter settings

Click the **【Basic Parameter Setting】**. The **【Basic Parameter Setting】** pops up:



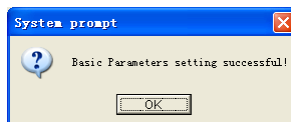
Com port comm.. delay time (1-5) sec.: The default time is 3s.

Network comm.. 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.
- ☐ Clear the data after downloading: After downloading records completed, delete the record downloaded from machine automatically.

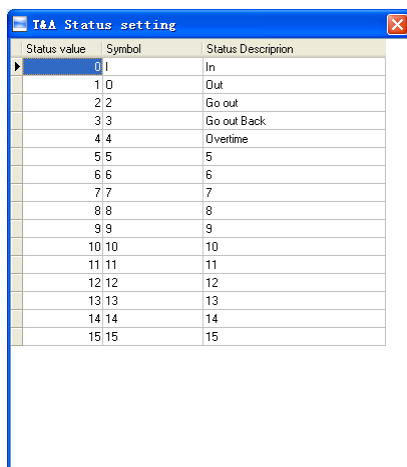
Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

If setting successfully, it prompts:



4.5.2 T&A state Setting

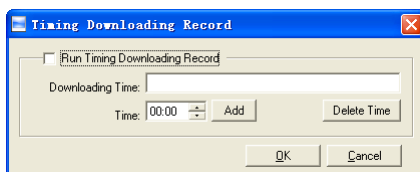
Click the **【T&A state Setting】**. The **【T&A state Setting】** window pops up:



Click the state which is going to be modified. Input the status description.

4.5.3 Timing Downloading Record

Click the **【Timing Downloading Record】**. The **【Timing Downloading Record】** window pops up:

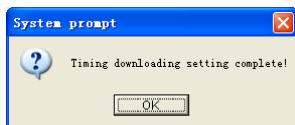


Enable this function by choosing the **【Run Timing Download Record】**. You can set 5 time point.

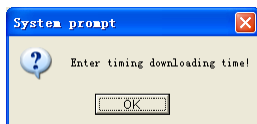
Please use the button **【↑↓】** to set a time. And then click the button **【Add】** to add the time to the **【Downloading Time】**

Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

If setting successfully, it prompts:

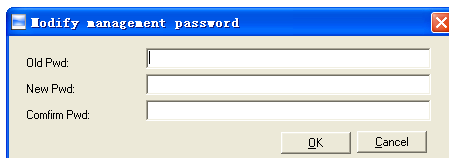


If you have not set any time, it prompts:

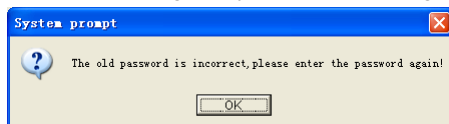


4.5.4 Management PWD Setting

Click the **【Management PW Setting】**. The **【Modify management password】** window pops up:



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.

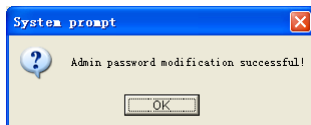
New Pwd: the password user wants to set

Confirm Pwd: input new password again to confirm. if confirm Pwd is different from new one, system will prompt:



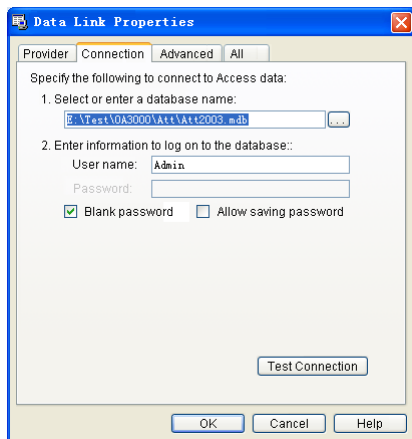
Click **【OK】** button to input confirm password again.

After modifying completed, click **【OK】** button to save new password and it prompts:

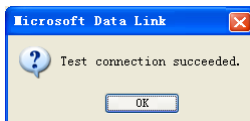


4.5.5 Database linking setting

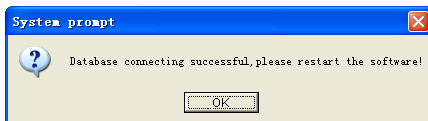
Click the **【Database linking setting】**. The **【Data Link Properties】** window pops up:



Click  button beside **【1. Select or enter a database name:】** to choose the linking database directory. And then 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,

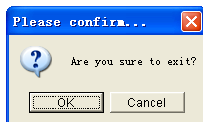


Click **【OK】** button and it goes back to **【Data link properties】** interface. Click **【OK】** button and system prompts,



4.5.6 Exit system

Click **【Exit system】**. It prompts:

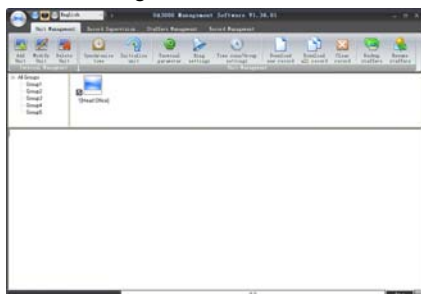


Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

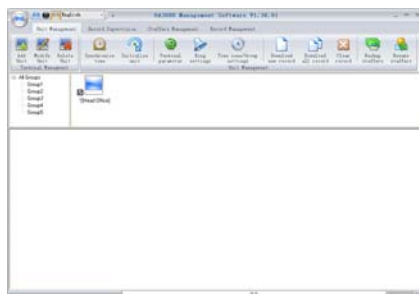
4.6 User interface configuration

4.6.1 Interface skin color

Shift the skin color by press the button  .The style is Windows XP system style as following,

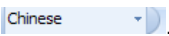


Black



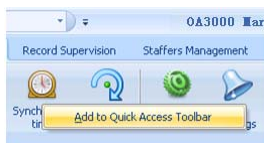
Silver

4.6.2 Change the software language

Choose the language in the option  .

4.6.3 Set quick access button

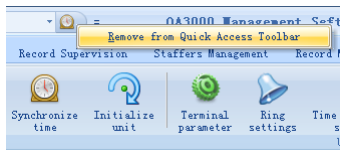
Move the cursor to the icon **【Synchronize time】** . Click the mouse's right button. It prompts:



Click the item “Add to Quick Access Toolbar”. And then you can see the quick access button on the toolbar as follows:



Move the cursor to the quick access button. And then click the mouse's right button. It prompts:



Click the item “Remove from the Quick Access Toolbar”.

Chapter5 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.

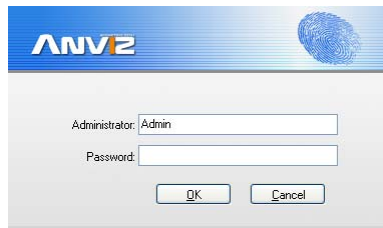


5 Background management

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:

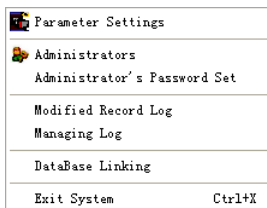
1. System menu: Include the whole function module& information

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.

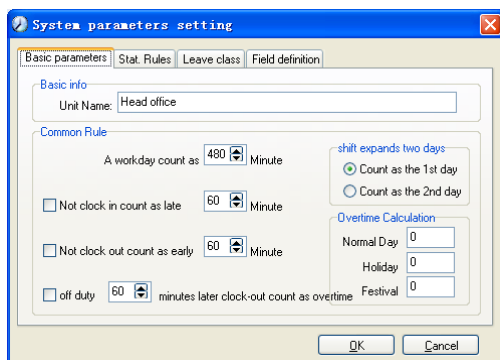
5.2 System

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.

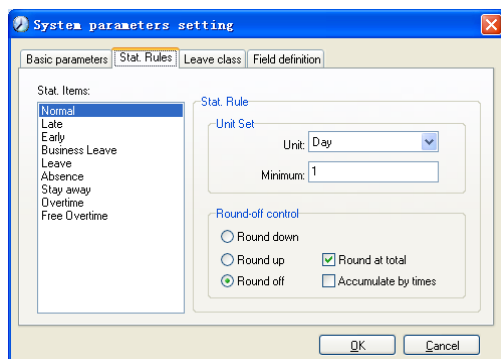
A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

“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 decimal 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 decimal 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.

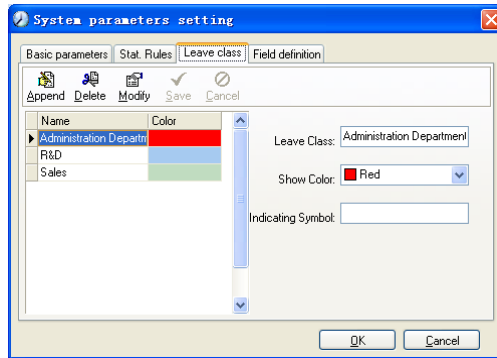
Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

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:

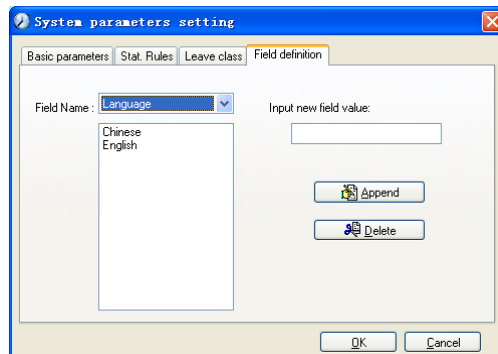
Select the name of leave class which one need to be revised, click **【Modify】** ,input new name of leave class and color, click **【Save】** to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click **【Delete】** ,click **【OK】** to finish.

Field definition:

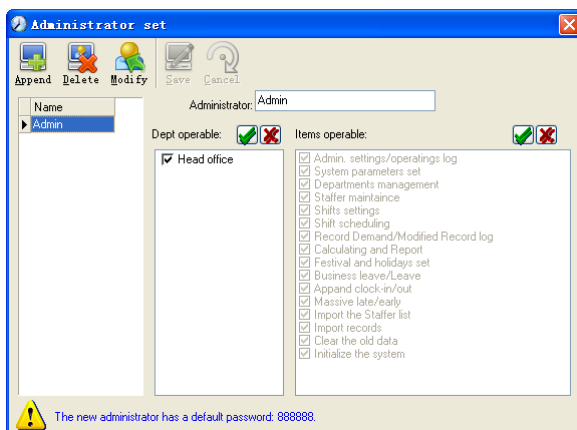
Click page **【Field definition】** in pic5.1, following shows:



This page add 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.

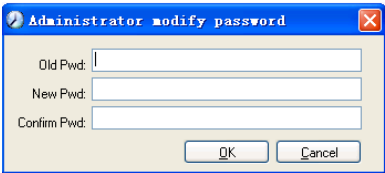
Delete administrator:

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:

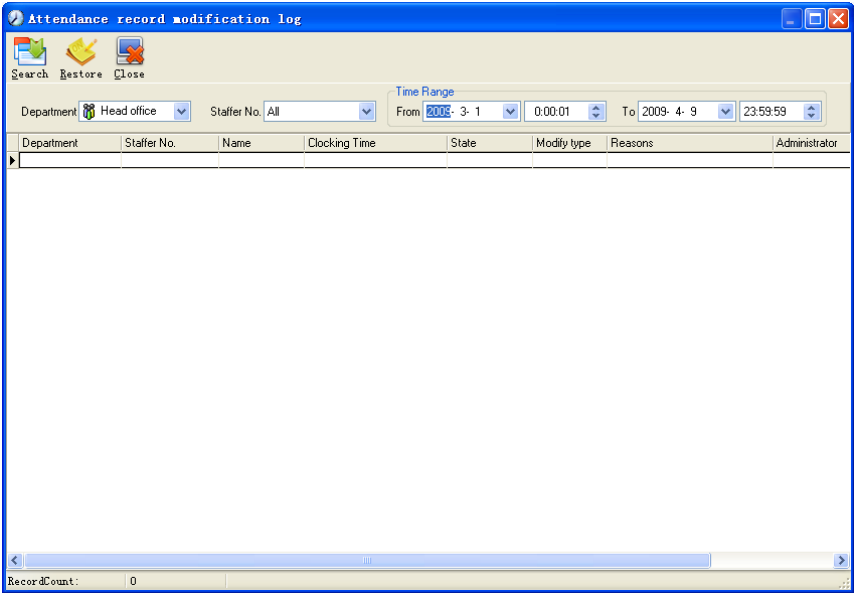


A small dialog box titled "Administrator modify password" with a blue header bar and a close button (X) in the top right corner. It contains three text input fields labeled "Old Pwd:", "New Pwd:", and "Confirm Pwd:". At the bottom right, there are two buttons: "OK" and "Cancel".

Input the original password in **【Old Pwd】** , enter the new password in **【New Pwd】** , enter again in **【Confirm Pwd】** and click **【OK】** to finish.

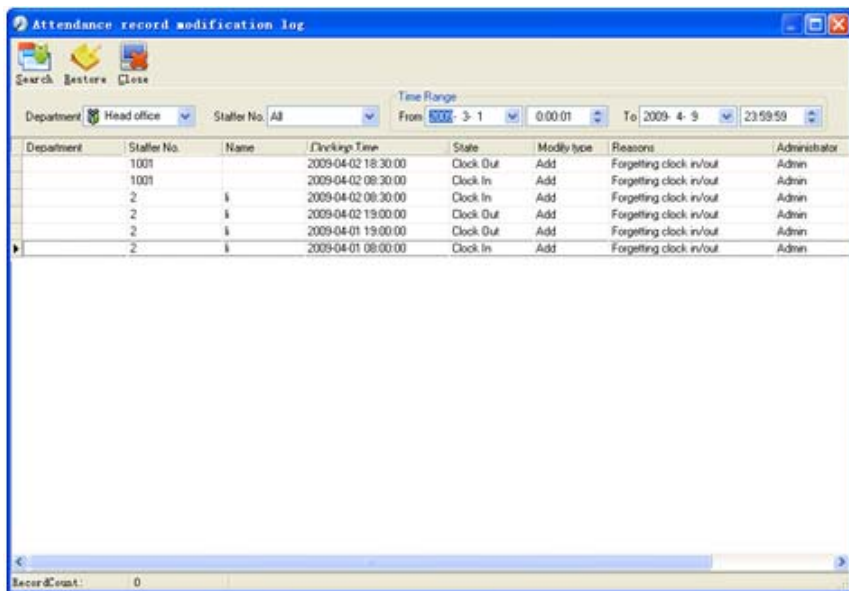
5.2.4 Modified Record Log

Click menu **【System】** -- **【Modified Record Log】** , following springs:



A window titled "Attendance record modification log" with a blue header bar and standard window controls (minimize, maximize, close) in the top right. Below the header is a toolbar with three icons: a magnifying glass (Search), a circular arrow (Restore), and a document with an X (Close). The main area contains search filters: "Department" (dropdown menu showing "Head office"), "Staffer No." (dropdown menu showing "All"), and "Time Range" (From: 2008-3-1 0:00:01, To: 2009-4-9 23:59:59). Below these filters is a table with columns: Department, Staffer No., Name, Clocking Time, State, Modify type, Reasons, and Administrator. The table is currently empty. At the bottom left, there is a status bar that says "RecordCount: 0".

Select department, staffer ID and time range and click **【Search】** and those records which match the above condition will be displayed as follows:

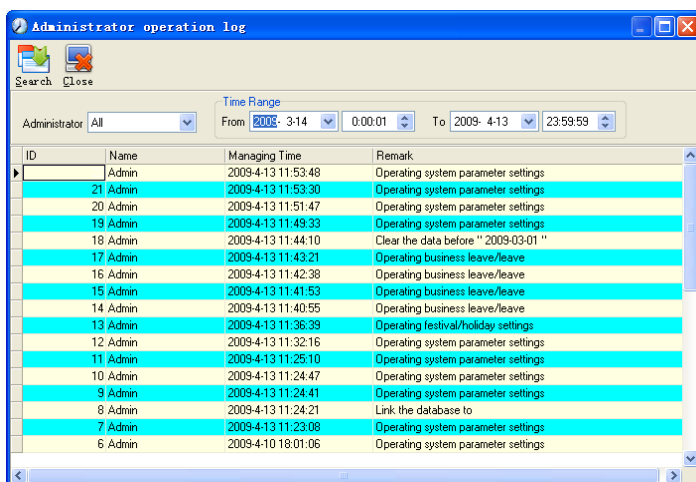


Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking **【Restore】**

Click **【Close】** to exit.

5.2.5 Managing Log

Click menu **【System】** -- **【Managing Log】** , following springs:

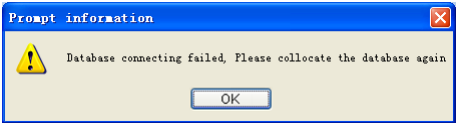


This log records all the operations of every administrator. Select **Administrator** and the time range then click **Search** to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same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

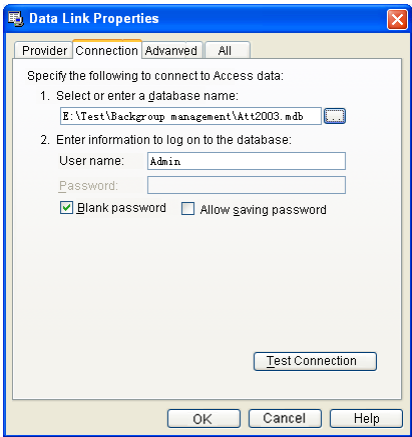
5.2.6 Set Database Link

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.

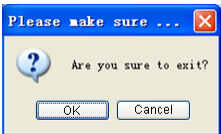


Input the database name or click the  button to select the correct database file.

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

5.2.7 Exit System

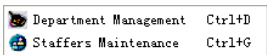
Click **Exit System** in System menu. The following menu springs.



Click ok to exit management software and return to Windows system.

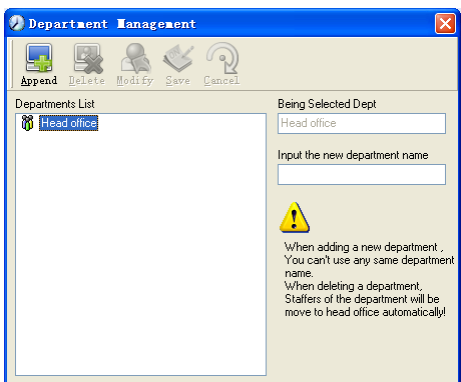
5.3 HR Management

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.

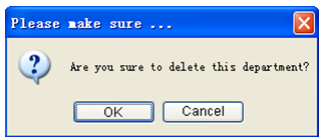
Note: when you want to do some other operations to the new department ,you need to set the privilege of modifying the new department for the administrator in the **【administrator set】** first (choose the new department you just added in the “Department operable”).

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:

Staffer No.	Name	Department	Card No.	Sex	Position	Employ Date
8101	David	Headoffice				
8102	Allen	Headoffice				
8103	Dark	Headoffice				
8104	Willen	Headoffice				
8105	Holly	Headoffice				
8106	Ring	Headoffice				
8107	Golf	Headoffice				
8108	Jim	Headoffice				
8109	Ketter	Headoffice				
8110	Lily	Headoffice				
8111	Hose	Headoffice				

Staffers Information		Enroll Fingers	
Staffer No.	8107	Card No.	
Sex		Language	
Education		Specialty	
Telephone		Mobile	
ID No.		Comment	
Address			
Name	Golf	Birthday	2009-09-23
Position		Employ Date	2009-09-23
Marital Status		User Type	Normal User
Group No.	0		

Attendance Set
☒ Calculate Attendance
☒ Calculate Overtime
☒ Rest On Holiday

Record Count: 11

Staff's adding:

Choose the department that the staffers 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.

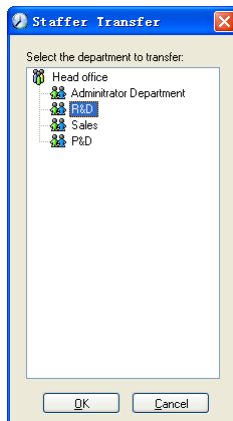
Please be cautious when delete the staff since all this staffer's time attendance records, shift arrangement will be deleted at the same time.

Import staffers:

Click **【Import】**, staffer importation window springs for importing staffers.

Staff's department shifting:

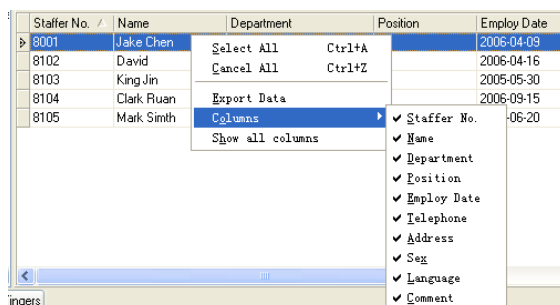
Choose the staff you want to shift the department, click **【Transfer】** and following window will pop up:



Select the new department and click **【OK】** to complete.

Export Staff:

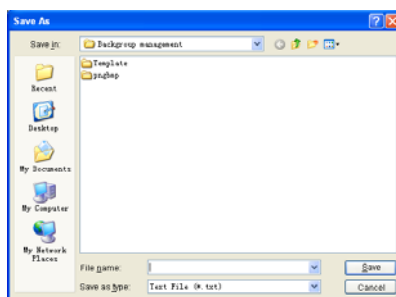
Right-click on staff list and the following window pops:



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.

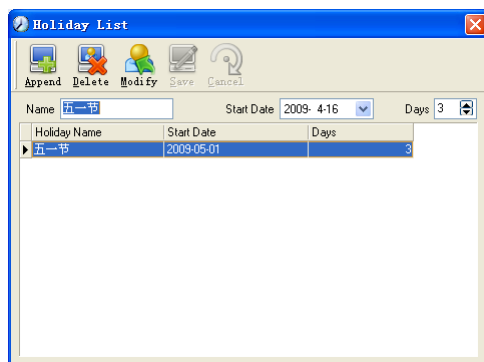
5.4 Attendance Management

Click **【Attendance】** in the main menu, following springs:

Holiday List	
TimeTable and Shift	Ctrl+B
 Staffer Scheduling	Ctrl+F
Attendance Record	
 Attendance Calculating and Report	Ctrl+R

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, then click **【Delete】** to perform Deletion of festivals or holidays.

5.4.2 Timetable and Shift

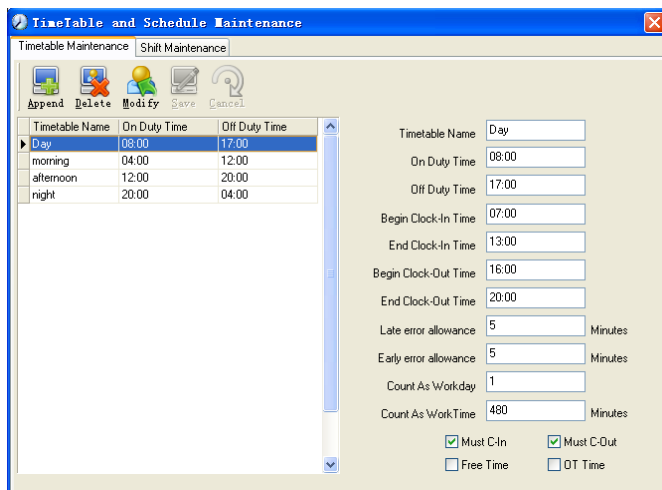
The relationship between shift and timetables:

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, click 【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:

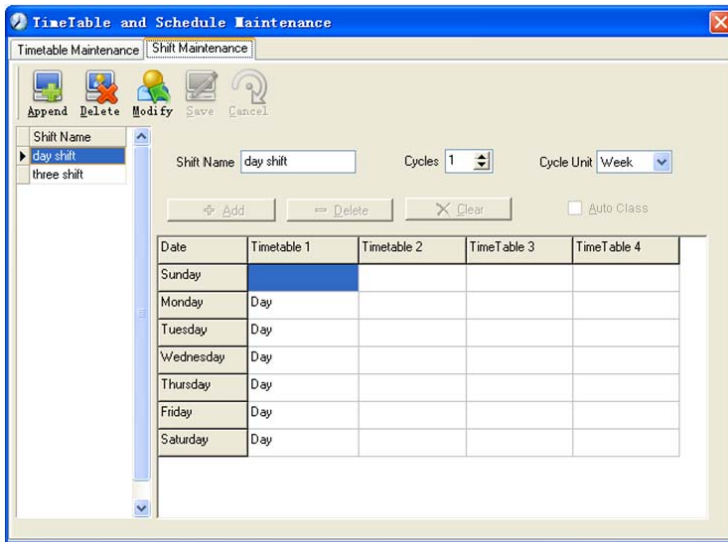
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

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.)

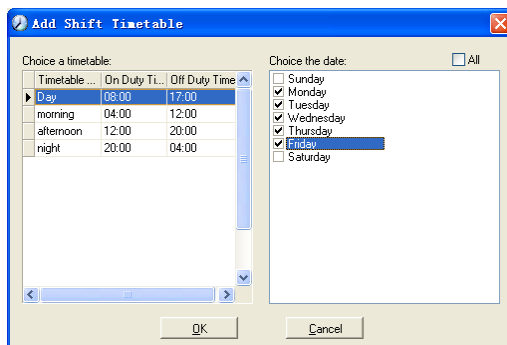
Shift Maintenance

Click 【Shift Maintenance】 in Pic5.2 and the following window pops up:



Add a shift:

Click **Append** and enter corresponding shift 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:

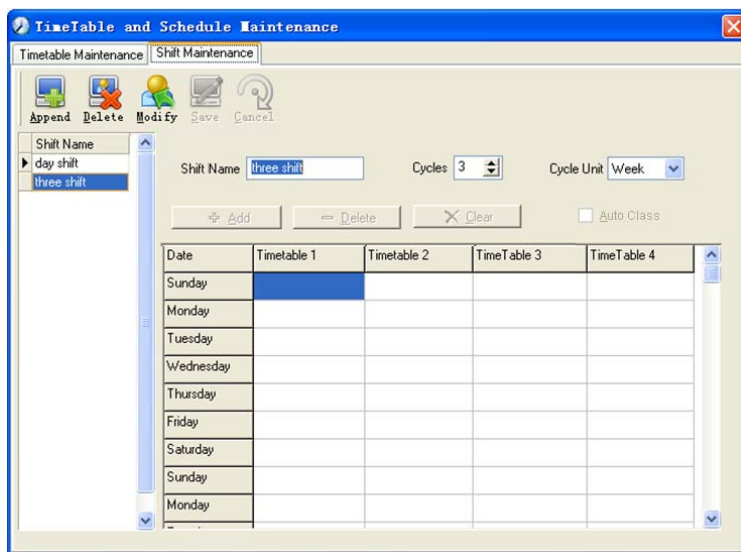
Select the shift to be deleted and click **【Delete】** .

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:

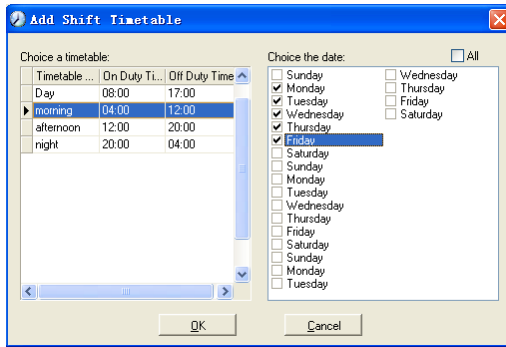
Click **【Append】**,enter “Three shifts” in **【Shift Name】**,set **【Cycle】** to “3” and **【Cycle Unit】** to “week”. Please see the picture below:



Step2

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

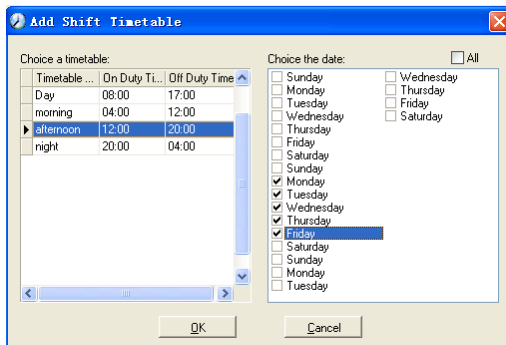
Click **【Add】** and the following window pops up:



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)

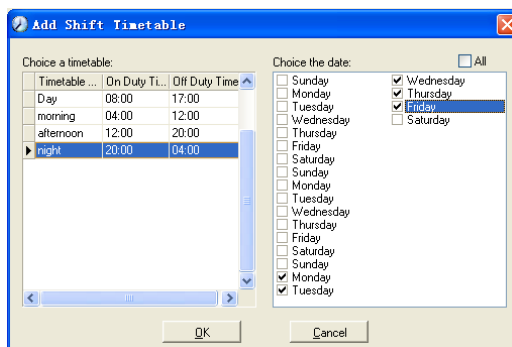
Click **【Add】** , make corresponding operation in the springing window(see the result below):



Click **【ok】** to complete the working hour setting for the second week.

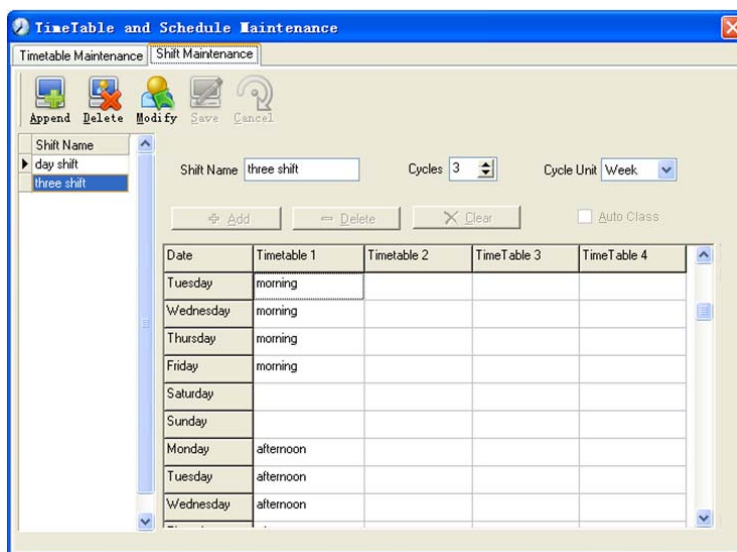
The third week (night shift, from Monday to Friday)

Click **【Add】** , make corresponding operation in the springing window(see the result below):



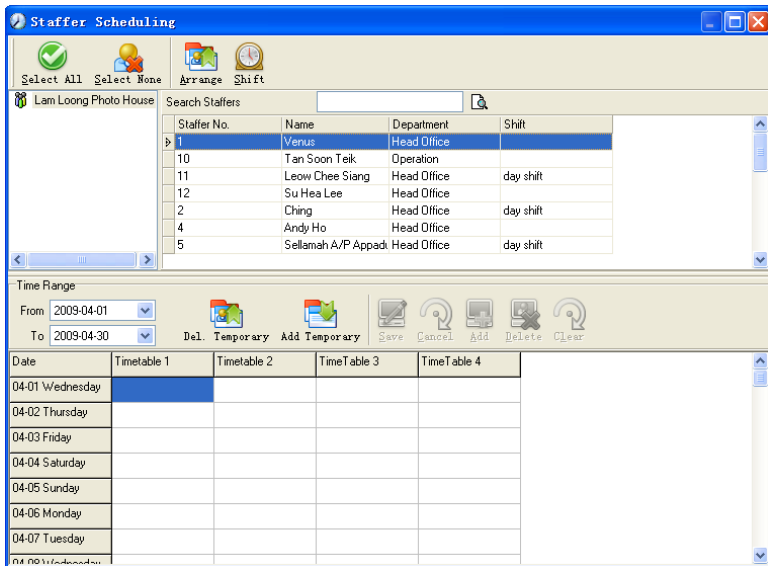
Click **【ok】** to complete the working hour setting for the third week.

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):



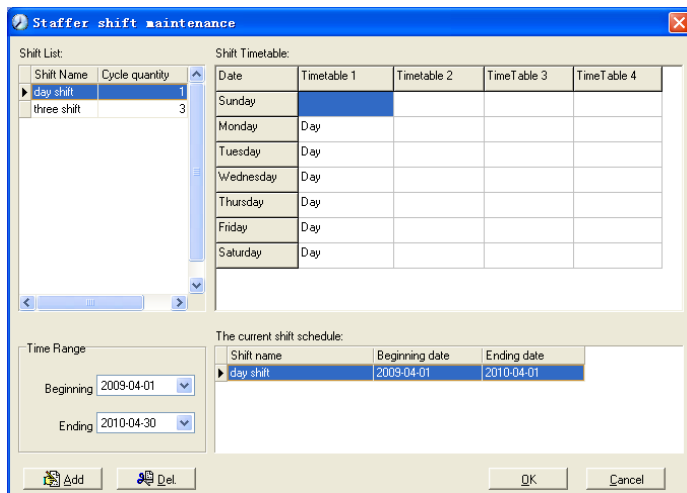
5.4.3 Staffer Scheduling

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”.

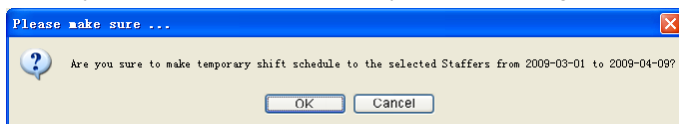
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts

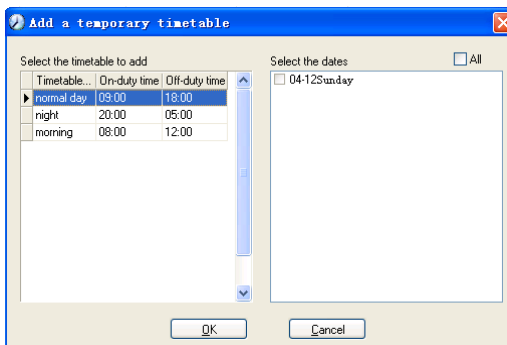
Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

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.

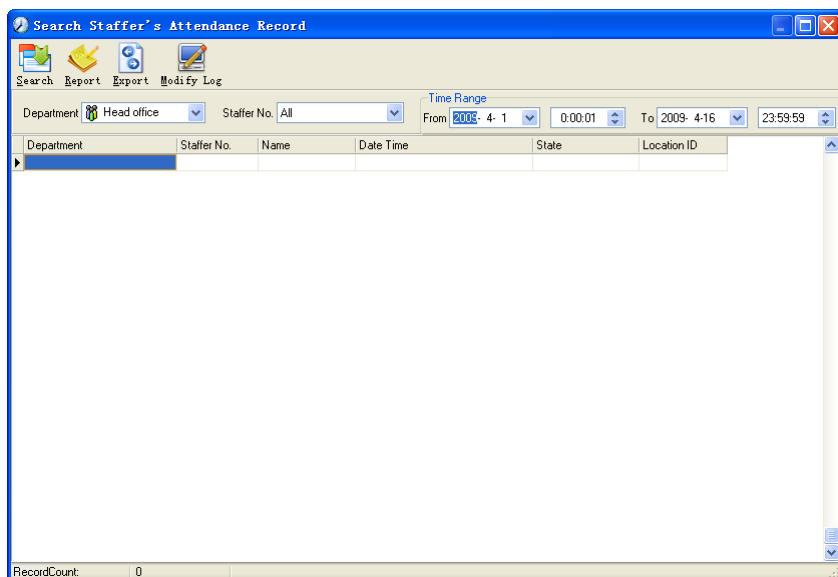
【Delete】 :Delete the selected timetable;

【Clear】 :Delete all the timetables in the current time range;

【Cancel】 :Delete the existing temporary scheduling in the selected time range;

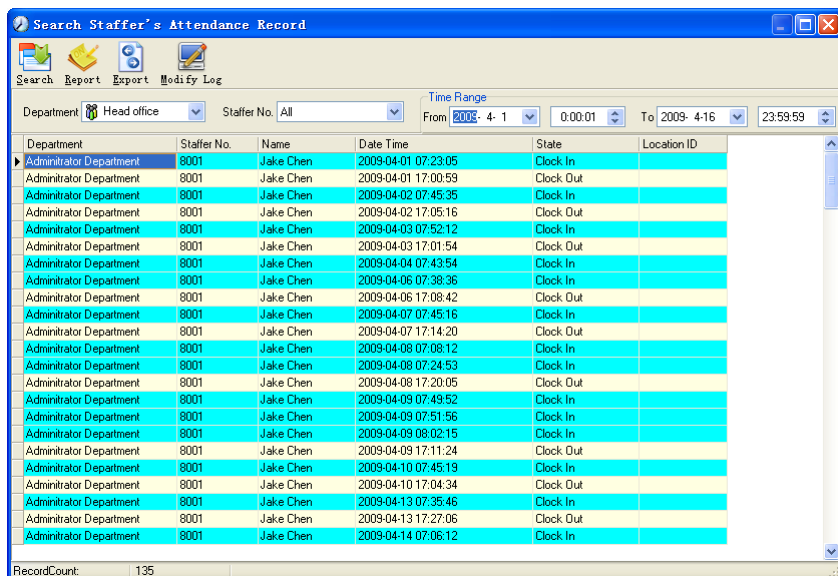
5.4.4 Attendance Records

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.

Preview

100%

Head office attendance record report

2009-04-01 To 2009-04-16

F Department Jake Chen 8001			2009-4-10 17:04:34	Clock Out	2009-4-7 7:45:16	Clock In
2009-4-1 7:23:05			2009-4-13 7:35:46	Clock In	2009-4-7 17:14:20	Clock Out
2009-4-1 17:00:59			2009-4-13 17:27:06	Clock Out	2009-4-8 7:08:12	Clock In
2009-4-2 7:45:35			2009-4-14 7:06:12	Clock In	2009-4-8 7:24:53	Clock In
2009-4-2 17:05:16			2009-4-14 17:16:25	Clock Out	2009-4-8 17:20:05	Clock Out
2009-4-3 7:52:12			2009-4-15 7:46:59	Clock In	2009-4-9 7:49:52	Clock In
2009-4-3 17:01:54			2009-4-15 17:08:53	Clock Out	2009-4-9 7:51:56	Clock In
2009-4-4 7:43:54			2009-4-16 8:00:59	Clock In	2009-4-9 8:02:15	Clock In
2009-4-6 7:38:36			Count: 27		2009-4-9 17:11:24	Clock Out
2009-4-6 17:08:42			R&D King Jin 8103		2009-4-10 7:45:19	Clock In
2009-4-7 7:45:16			2009-4-1 7:23:05	Clock In	2009-4-10 17:04:34	Clock Out
2009-4-7 17:14:20			2009-4-1 17:00:59	Clock Out	2009-4-13 7:35:46	Clock In
2009-4-8 7:08:12			2009-4-2 7:45:35	Clock In	2009-4-13 17:27:06	Clock Out
2009-4-8 7:24:53			2009-4-2 17:05:16	Clock Out	2009-4-14 7:06:12	Clock In
2009-4-8 17:20:05			2009-4-3 7:52:12	Clock In	2009-4-14 17:16:25	Clock Out
2009-4-9 7:49:52			2009-4-3 17:01:54	Clock Out	2009-4-15 7:46:59	Clock In
2009-4-9 7:51:56			2009-4-4 7:43:54	Clock In	2009-4-15 17:08:53	Clock Out
2009-4-9 8:02:15			2009-4-6 7:38:36	Clock In	2009-4-16 8:00:59	Clock In
2009-4-9 17:11:24			2009-4-6 17:08:42	Clock Out	Count: 27	
2009-4-10 7:45:19			2009-4-7 7:45:16	Clock In	P&D Mark Smith 8105	
2009-4-10 17:04:34			2009-4-7 17:14:20	Clock Out	2009-4-1 7:23:05	Clock In
2009-4-13 7:35:46			2009-4-8 7:08:12	Clock In	2009-4-1 17:00:59	Clock Out
2009-4-13 17:27:06			2009-4-8 7:24:53	Clock In	2009-4-2 7:45:35	Clock In
2009-4-14 7:06:12			2009-4-8 17:20:05	Clock Out	2009-4-2 17:05:16	Clock Out
2009-4-14 17:16:25			2009-4-9 7:49:52	Clock In	2009-4-3 7:52:12	Clock In
2009-4-15 7:46:59			2009-4-9 7:51:56	Clock In	2009-4-3 17:01:54	Clock Out
2009-4-15 17:08:53			2009-4-9 8:02:15	Clock In	2009-4-4 7:43:54	Clock In

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Attendance records exporting

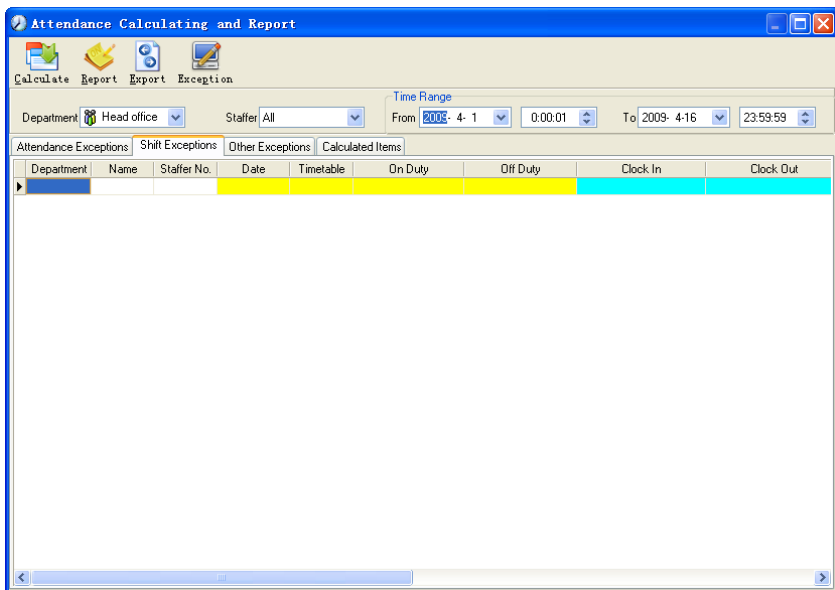
If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: txt, xls)

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

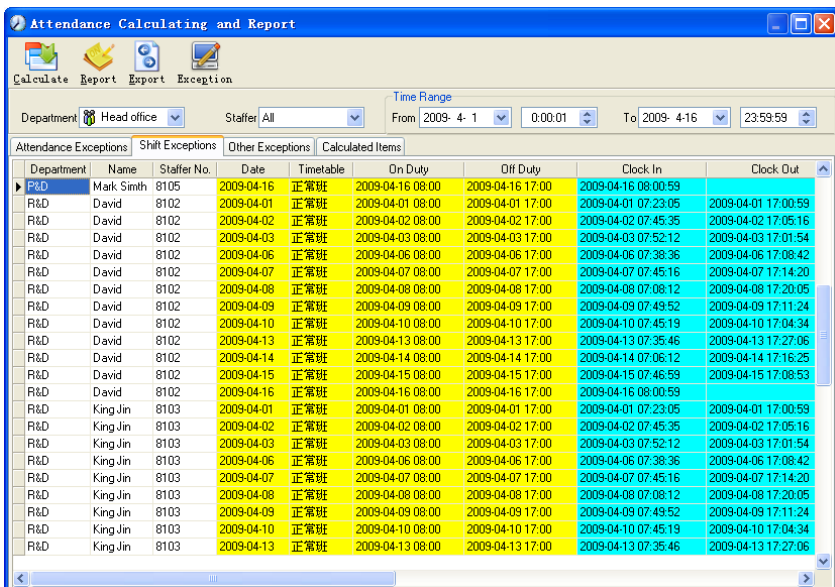
Inquiry of report form:

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 need to be calculated and then click **【calculate】**, the following window appears:



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:

Department	Staffer No.	Name	Date Time	State	Operation	Exception De...	Timetable	Check
Administrator De 8001	Jake Chen	2009-04-01 07:23:05	Clock In			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-01 17:00:59	Clock Out			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-02 07:45:35	Clock In			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-02 17:05:16	Clock Out			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-03 07:52:12	Clock In			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-03 17:01:54	Clock Out			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-04 07:43:54	Clock In	Delete		Invalid record		
Administrator De 8001	Jake Chen	2009-04-06 07:38:36	Clock In			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-06 17:08:42	Clock Out			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-07 07:45:16	Clock In			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-07 17:14:20	Clock Out			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-08 07:09:12	Clock In			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-08 07:24:53	Clock In	Delete		Invalid record		
Administrator De 8001	Jake Chen	2009-04-08 17:20:05	Clock Out			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-09 07:49:52	Clock In			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-09 07:51:56	Clock In	Delete		Invalid record		
Administrator De 8001	Jake Chen	2009-04-09 08:02:15	Clock In	Delete		Invalid record		
Administrator De 8001	Jake Chen	2009-04-09 17:11:24	Clock Out			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-10 07:45:19	Clock In			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-10 17:04:34	Clock Out			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-13 07:35:46	Clock In			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-13 17:27:06	Clock Out			Normal record	Normal	
Administrator De 8001	Jake Chen	2009-04-14 07:06:12	Clock In			Normal record	Normal	

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):

8001	Jake Chen	2009-04-03 07:52:12	Clock In		Normal record	Normal
8001	Jake Chen	2009-04-03 17:01:54	Clock Out		Normal record	Normal
8001	Jake Chen	2009-04-03 07:45:54	Create	Delete	Invalid record	Normal
8001	Ja	Export Data			Normal record	Normal
8001	Ja	Create report for current grid			Normal record	Normal
8001	Ja	Change state...			Normal record	Normal
8001	Ja	Delete selected	Del	Clock in	Normal record	Normal
8001	Ja	Cancel operation for selected	Ctrl+Z	Clock out	Normal record	Normal
8001	Ja	Modify and save Exception	Ctrl+S	Overtime in	Normal record	Normal
8001	Ja	Change filter...		Overtime out	Normal record	Normal
8001	Ja	Columns		Out	Normal record	Normal
8001	Ja	Show all columns		Out back	Normal record	Normal
8001	Jake Chen	2009-04-03 17:11:24	Clock Out	Delete	Invalid record	Normal
8001	Jake Chen	2009-04-10 07:45:19	Clock In		Normal record	Normal
8001	Jake Chen	2009-04-10 17:04:34	Clock Out		Normal record	Normal
8001	Jake Chen	2009-04-13 07:35:45	Clock In		Normal record	Normal

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;

Preview

100%

Head office attendance record report

2009-04-01 To 2009-04-16

Administrator	John Chen	0101
2009-04-01 07:23:05	Clock In	
2009-04-01 17:00:59	Clock Out	
2009-04-02 07:45:35	Clock In	
2009-04-02 17:05:16	Clock Out	
2009-04-03 07:52:12	Clock In	
2009-04-03 17:01:54	Clock Out	
2009-04-04 07:43:54	Clock In	
2009-04-06 07:39:36	Clock In	
2009-04-06 17:08:42	Clock Out	
2009-04-07 07:45:16	Clock In	
2009-04-07 17:14:20	Clock Out	
2009-04-08 07:08:12	Clock In	
2009-04-08 07:24:53	Clock In	
2009-04-08 17:20:05	Clock Out	
2009-04-09 07:49:52	Clock In	
2009-04-09 07:51:56	Clock In	
2009-04-09 08:02:15	Clock In	
2009-04-09 17:11:24	Clock Out	
2009-04-10 07:45:19	Clock In	
2009-04-10 17:04:34	Clock Out	
2009-04-13 07:35:46	Clock In	
2009-04-13 17:27:06	Clock Out	
2009-04-14 07:06:12	Clock In	
2009-04-14 17:16:25	Clock Out	
2009-04-15 07:46:59	Clock In	
2009-04-15 17:08:53	Clock Out	
2009-04-16 08:00:59	Clock In	
Count: 27		
R/D	King/In	0103
2009-04-01 07:23:05	Clock In	
2009-04-01 17:00:59	Clock Out	
2009-04-02 07:45:35	Clock In	
2009-04-02 17:05:16	Clock Out	
2009-04-03 07:52:12	Clock In	
2009-04-03 17:01:54	Clock Out	
2009-04-04 07:43:54	Clock In	
2009-04-06 07:39:36	Clock In	
2009-04-06 17:08:42	Clock Out	
2009-04-07 07:45:16	Clock In	
2009-04-07 17:14:20	Clock Out	
2009-04-08 07:08:12	Clock In	
2009-04-08 07:24:53	Clock In	
2009-04-08 17:20:05	Clock Out	
2009-04-09 07:49:52	Clock In	
2009-04-09 07:51:56	Clock In	
2009-04-09 08:02:15	Clock In	
2009-04-09 17:11:24	Clock Out	
2009-04-10 07:45:19	Clock In	
2009-04-10 17:04:34	Clock Out	
2009-04-13 07:35:46	Clock In	
2009-04-13 17:27:06	Clock Out	
2009-04-14 07:06:12	Clock In	
2009-04-14 17:16:25	Clock Out	
2009-04-15 07:46:59	Clock In	
2009-04-15 17:08:53	Clock Out	
2009-04-16 08:00:59	Clock In	
Count: 27		
P/D	Mark Smith	0105
2009-04-01 07:23:05	Clock In	
2009-04-01 17:00:59	Clock Out	
2009-04-02 07:45:35	Clock In	
2009-04-02 17:05:16	Clock Out	
2009-04-03 07:52:12	Clock In	
2009-04-03 17:01:54	Clock Out	
2009-04-04 07:43:54	Clock In	
2009-04-06 07:39:36	Clock In	

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【Daily Report】: Calculate staff's daily attendance record;

Preview

100%

Head office attendance exceptions report

2009-04-01 To 2009-04-16

Name	No.	Date & Time	Exception type	Work long	Result
REC					
David	8102	2009-04-16 18:29:27 2009-04-16 22:29:41	Free overtime	04:00:14	

Page 1/1

【Create a Report For Current Grid】:Print preview of the current displayed grid. For example: Attendance Report

Preview

100%

Head office exceptions of attendance record report

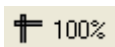
Department	Staffer No.	Name	Date Time	State	Operation	Exception Description	Time table	Check
Administrator	9001	Jake Chen	2009-04-01 07:23:05	Clock In		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-01 17:00:59	Clock Out		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-02 07:45:35	Clock In		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-02 17:05:16	Clock Out		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-03 07:52:12	Clock In		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-03 17:01:54	Clock Out		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-04 07:43:54	Clock In	Delete	Invalid record		
Administrator	9001	Jake Chen	2009-04-06 07:38:36	Clock In		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-06 17:00:42	Clock Out		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-07 07:45:16	Clock In		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-07 17:14:20	Clock Out		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-08 07:00:12	Clock In		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-08 07:24:53	Clock In	Delete	Invalid record		
Administrator	9001	Jake Chen	2009-04-08 17:20:05	Clock Out		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-09 07:49:52	Clock In		Normal record	Normal	
Administrator	9001	Jake Chen	2009-04-09 07:51:56	Clock In	Delete	Invalid record		
Administrator	9001	Jake Chen	2009-04-09 08:02:15	Clock In	Delete	Invalid record		
Administrator	9001	Jake Chen	2009-04-09 17:11:24	Clock Out		Normal record	Normal	

Page 1/1

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:

Department	Staffer No.	Name	Beginning Time	Ending Time	Leave Type	Reason
------------	-------------	------	----------------	-------------	------------	--------

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:

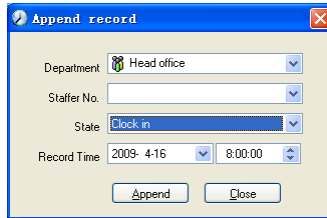
Select the appointed staffer whom you want to make this modification to, and click **【Modify】** . Then you can modify the relative information, click **【Save】** when ready.

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

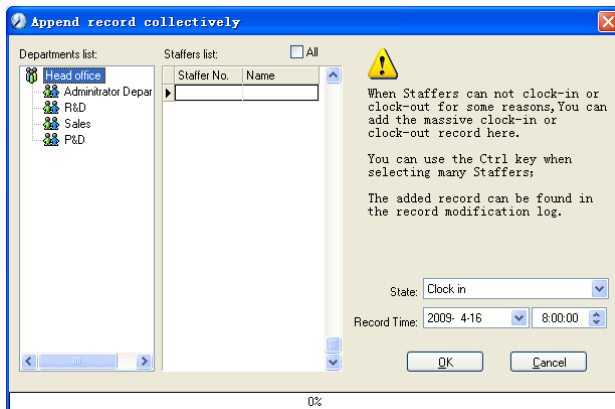
If a staffer didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click **【Append Record】** in **【Exception】** menu, the following window Springs:



Select the relative items and click **【append】** when ready.

5.5.3 Append Record Collectively

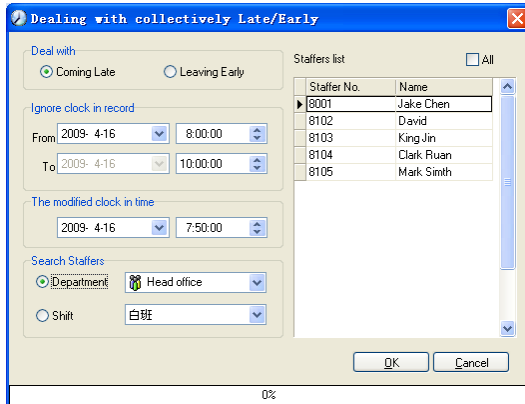
When part or all of the staffers in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click **【Exception】 -- 【Append Record Collectively】**, following springs:



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:

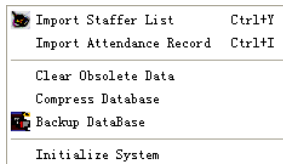


Steps as follows;

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.

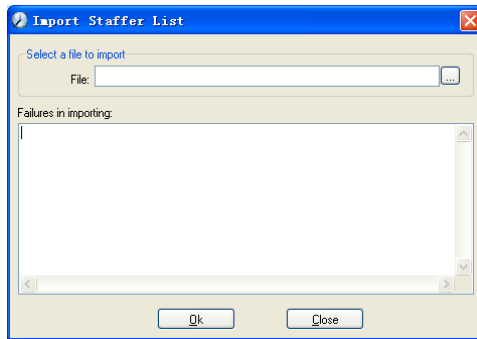
5.6 Data Maintenance

Click **【Data Maintenance】** on the main menu, following springs:

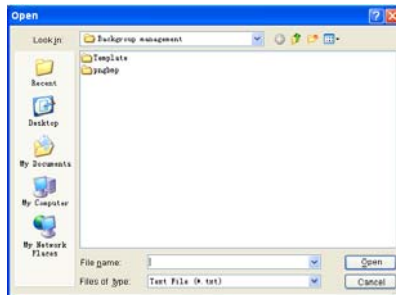


5.6.1 Import Staffer List

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!

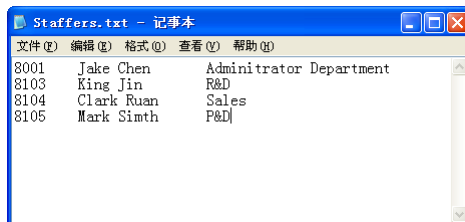
The definition of (*.txt) data format as follows:

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.

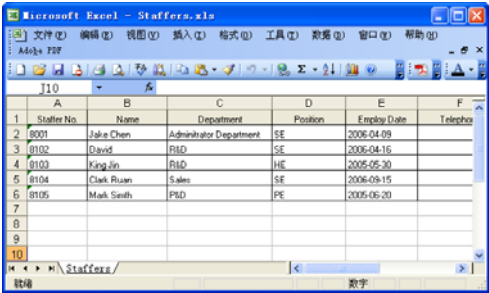
See following:



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

This format of file can import the staffer info includes: "Staffer No., Name,

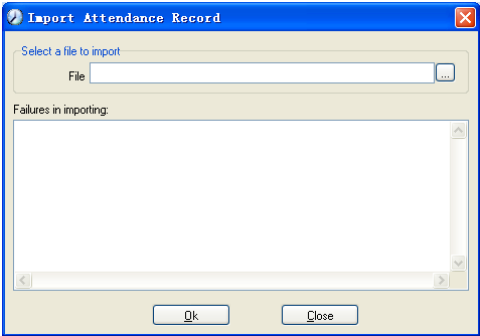
Department, position, Employ Date, Telephone, Address, Sex, Language, Comment”; put those items on the head line and input the items by order, the order can not be changed.



Staffer No.	Name	Department	Position	Employ Date	Telephone
0001	Jake Chen	Administrator	Department	SE	2006-04-09
0102	David	R&D	SE	2006-04-16	
0103	King Jin	R&D	HE	2006-05-20	
0104	Clark Ruon	Sales	SE	2006-09-15	
0105	Mark Smith	P&D	PE	2006-05-20	

5.6.2 Import Attendance Record

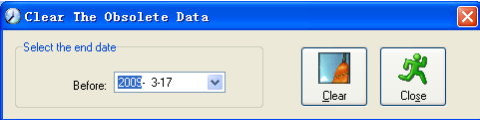
Click **【Import Attendance Record】** in **【Data Maintenance】** menu, Springs the following window:



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.

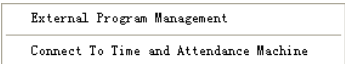
Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

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.)

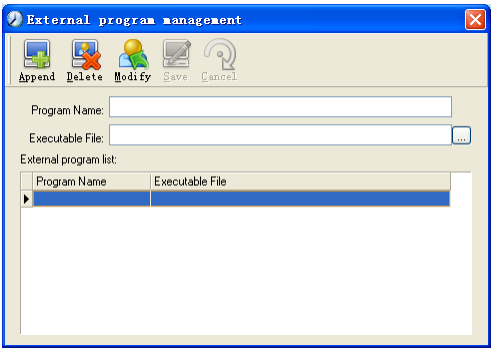
5.7 External Program Management

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\calc.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 FAQ

6.1 My fingerprint has been enrolled but often failed 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 Net (wrong setting)	Please refer to TCP/IP Set. Connecting Time Attendance terminal

6.3 No records found though staff have clocked in/out

Reason	Solution
1. 1. Unit power break for a long time (time turn to zero as default)	Please refer to the manual for time synchronization
2. Minority staff fingerprint false accepted	1. Please refer to the manual. You can add the records manually. 2. Please refer to the manual. You can adjust the fingerprint matching

	precision. 3、Enroll another fingerprint. And then try again.
--	---

6.4 The user can not identify

Reason	Solution
1、 In the sleeping mode	Press any key one the keypad
2、 The device is communicating or communication interruption	1.Disconnect the connection 2.Resolve the wire interruption
3、 Fingerprint sensor control board abnormal	1. Restart the machine.

6.5 Staffer can't pass although used the User ID+FP mode

Reason	Solution
1、 Enter wrong User ID	Enter the correct User ID
2、 This user do not have the 1:1 identification privilege	Set the 1:1 identification privilege

6.6 The unit beep 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)

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

Chapter 7

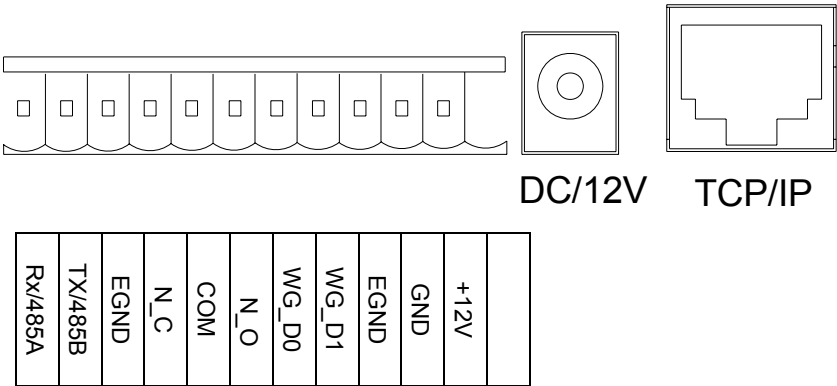
Appendix

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



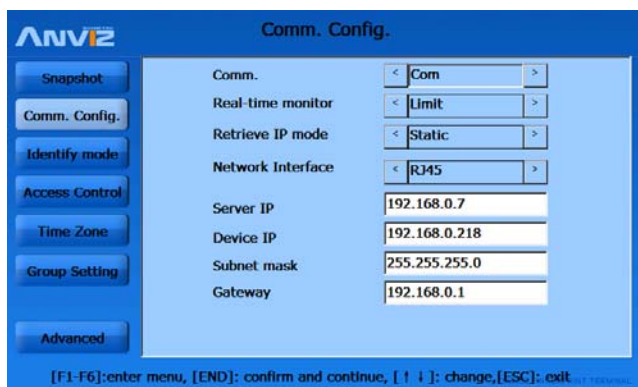
7 Appendix

7.1 Communication and Power Interface



- RX/485A RS485 Signal Input;
- TX/485B 485 Signal Output;
- EGND External Ground;
- N_C Dry contact signal connector (normal close)
- COM Dry contact signal public connector
- N_O Dry contact signal connector (normal open)
- WG_D0 Wiegand Signal D0
- WG_D1 Wiegand Signal D1
- EGND External Ground
- GND Ground
- +12V 12V Power in

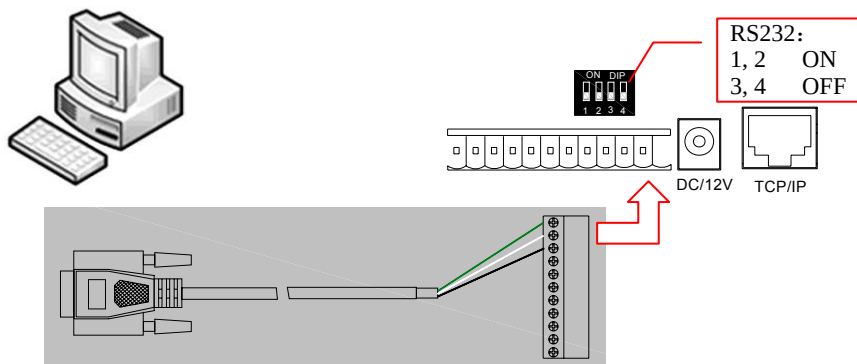
7.2 Set communication method



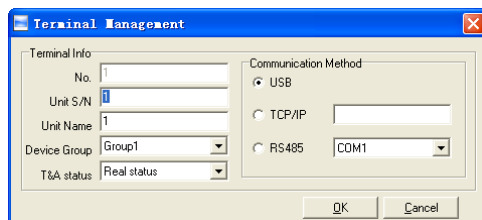
7.2.1 RS232 communication

Set the “Comm.” as “Com” in the menu **【Advanced】** - **【Comm. Config.】** .

And then connect the PC and the machine through RS232 cable.



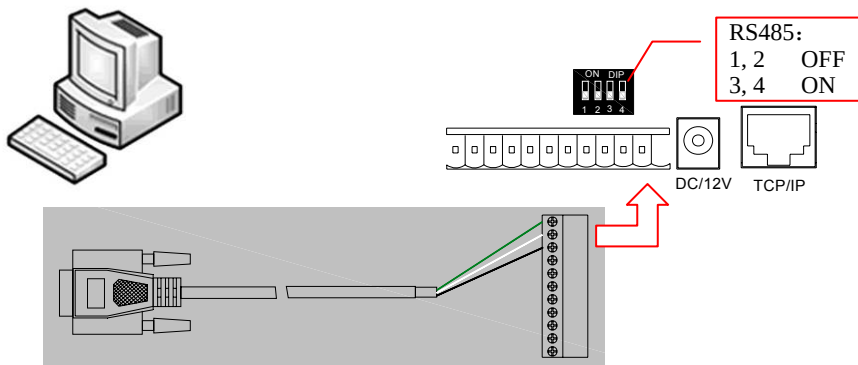
And you should also set the communication method as RS232 in the communication software.



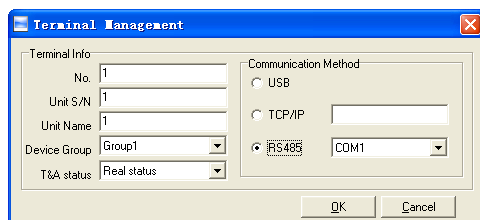
7.2.2 RS485 communication method

Set the “Comm.” as “RS485” in the menu **【Advanced】** - **【Comm. Config.】** .

And then connect the PC and the machine through RS485 cable.



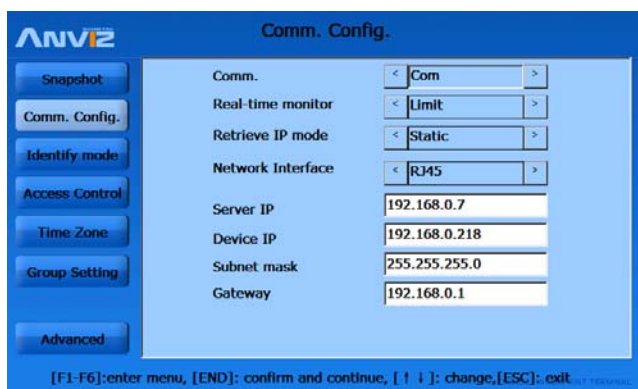
And you should also set the communication method as RS485 in the communication software.



Notice: You must input the right Unit S/N.

7.2.3 TCP/IP communication method

Run the T&A program in the OA3000. Enter the background of the OA3000 T&A system.



And then please set the OA3000's IP settings in the menu **【Advanced】 - 【Comm. Config.】**.

For instance: There is one T&A machine and one PC.

1. Use the static IP address in wired network.

The settings in the OA3000 【Advanced】 → 【Comm. Config.】 is set as follows:

Comm. TCP/IP

Real-time monitor limit

Retrieve IP mode Static

Network interface RJ45

Server IP 192.168.0.7 (Notice: The server IP must be as same as the connected PC's IP address.)

Device IP 192.168.0.218 (Notice: It is the OA3000's IP address.)

Subnet Mask 255.255.255.0 (It is as same as the connected PC)

Gateway 192.168.0.1 (It is as same as the connected PC.)

PC's IP settings:

IP address 192.168.0.7

Subnet Mask 255.255.255.0

Gateway 192.168.0.1

2. Obtain the IP address automatically in wired network.

The settings in the OA3000 【Advanced】 → 【Comm. Config.】 is set as follows:

Comm. TCP/IP

Real-time monitor limit

Retrieve IP mode Automatic

Network interface RJ45

Server IP 192.168.0.7 (Notice: The server IP must be as same as the connected PC's IP address.)

IP address |||

Subnet Mask |||

Gateway |||

PC's IP settings:

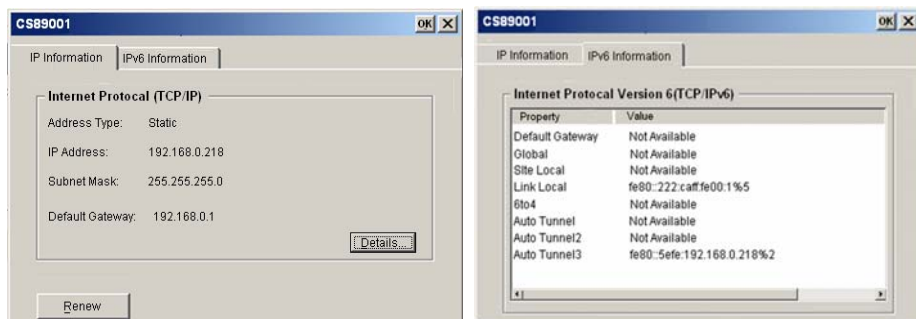
IP address 192.168.0.7

Subnet Mask 255.255.255.0

Gateway 192.168.0.1

When you obtain the IP automatically in wired network, you can not see the Device's IP in the OA3000's T&A program background. You should exit the OA3000 T&A program and see the auto-assigned IP address in the Windows CE OS. Double click

the icon  on the bottom right corner, following window pops up:



3. Use static IP address in the wireless network

The settings in the OA3000 【Advanced】 → 【Comm. Config.】 is set as follows:

Comm. TCP/IP

Real-time monitor limit

Retrieve IP mode Static

Network interface WIFI

Server IP 192.168.0.7 (Notice: The server IP must be as same as the connected PC's IP address.)

Device IP 192.168.0.218 (Notice: It is the OA3000's IP address.)

Subnet Mask 255.255.255.0 (It is as same as the connected PC)

Gateway 192.168.0.1 (It is as same as the connected PC.)

PC's IP settings:

IP address 192.168.0.7

Subnet Mask 255.255.255.0

Gateway 192.168.0.1

4. Obtain the IP address automatically in wireless network

The settings in the OA3000 【Advanced】 → 【Comm. Config.】 is set as follows:

Comm. TCP/IP

Real-time monitor limit

Retrieve IP mode Automatic

Network interface WIFI

Server IP 192.168.0.7 (Notice: The server IP must be as same as the

connected PC's IP address.)

IP address |||

Subnet Mask |||

Gateway |||

PC's IP settings:

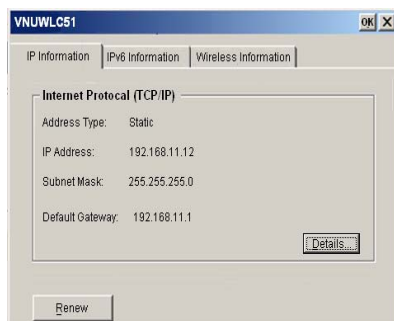
IP address 192.168.0.7

Subnet Mask 255.255.255.0

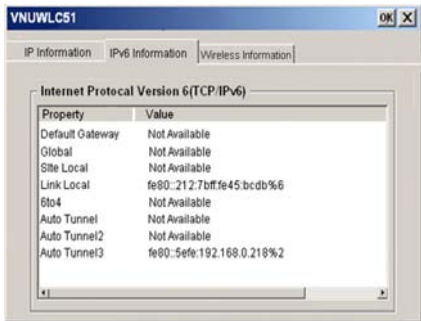
Gateway 192.168.0.1

When you obtain the IP automatically in wired network, you can not see the Device's IP in the OA3000's T&A program background. You should exit the OA3000 T&A program

and see the auto-assigned IP address in the Windows CE OS. Click the icon  on the bottom right corner, following window pops up:



Click the item “Wireless information” and choose a wireless access point. And then click the button “Connect” to make connection.



Notice:

1. If you want to obtain the IP address automatically, the OA3000 must be connected to a wireless network switch which supports the DHCP.