

A0 Time & Attendance Management System

Software Manual

Application :

Fingerprint terminal, Fingerprint access control terminal,
Fingerprint terminal with access control and visible
walky-talky system, IC/ID card inductive terminal

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(Ver: 1.0)

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Chapter One System Overview

Driven by user demands, A0 Fingerprint Time and Attendance Management System is a simple but effective employee time and attendance management system designed to manage a company or factory's time and attendance from a Windows-based personal computer.

A0 Fingerprint Time and Attendance System supports two kinds of attendance tracking: that based on fixed shift rules or that which is not. The latter applies to the company which just has one work shift or has no shift rules at all (The employee only needs to clock in/out daily). In the latter, there is no need to arrange work shift for employees. The operation is simple, and it is provided with online help.

This system is characterized by its quick and concise data analyzing, processing, querying and collecting. The reports selection allows the user to generate a variety of reports and print them to a default Windows Printer. The available reports include: raw clock in/out transactions; hours worked by regular and irregular hours; daily totals; monthly totals, access control clock in/out totals, and so on. In addition, it may collect all kinds of data, calculating hours worked by regular and overtime hours, hours of employee absenteeism, non-work, exception, tardiness, and miscellaneous leaves (vacation, holiday, sick, and other).

The employer can authorize the administrator to manage A0 Fingerprint Time and Attendance Management System, and the administrator can protect and prevent illegal and unauthorized use of the system by setting administrator password login. The system is of strict data entry fault tolerant capability, reducing the risk of inappropriate operations and illegal data input. The backup function of the system ensures that data will not be lost and the system will restore operation quickly when malfunction occurs.

A0 Fingerprint Time and Attendance Management System boasts seven major functional blocks, namely personnel information setting, terminal administration, time and attendance registration, access control management, report form printing, system maintenance and help.

Chapter Two Glossary

1. Equipment/Terminal

It is a stand-alone fingerprint/card reader used for employee clock in/out. It can identify registered cards or fingerprints, store clock in/out transactions, and transmit data to computer via RS232/485 connection or TCP/IP or USB flash drive.

2. Equipment/Terminal Number

This is the number of each terminal/equipment, which is used to distinguish among multiple terminals connected in a LAN (local area network). Make sure that every terminal has a unique number assigned by the administrator.

3. Serial Port

An I /O port through which data is transmitted and received serially, used for communicating between computer and terminal.

4. Baud Rate

The number of information bits that can be transmitted in one second. Here it means the transmission speed between computer and terminal. The Baud rate on the PC must match the Baud rate set on the terminal. The Baud rate may be adjusted on the terminal by an administrator.

5. Editing Attendance Time (punch editing)

Insert or delete an employee's punches manually.

6. Personnel Registration

Download employee fingerprint data from the terminal to the management software. Upload employee information to the terminal, including registered fingerprints, related numbers and names. Every employee's fingerprint is associated with his employee number and name. The number and the name are displayed when the employee places his registered finger on the terminal, which produces a clock in/out record as well.

7. Attendance Time

The time totals of punch in/out based on shift rules, namely the actual hours worked by an employee.

8. Absence

It includes late arrival, early departure, business trip and outgoing that violate shift rules, or when an employee forgets to either punch in or punch out on a work day basis.

9. Time Attendance Processing

List every employee's hours worked according to attendance rules including shift,

holiday, vacation, sick, and others. The records of regular and overtime transactions, late arrival, early departure, sick, leave etc. can be looked up with time attendance processing.

10. Work Shift

The period of day employees are scheduled to work.

11. Work Time Section

It is the time actually worked within a shift. For example, 08:00-17:30 is a regular shift which is divided into two work time sections, 08:00-12:00 and 13:30-17:30, and from 12:00 to 13:30 is a work interval, viz. lunch duration.

12. Unfixed Work Shift

It is used for those employees who come and go not based on fixed shift rules. Please refer to section 4.6 for details.

13. Click Method

With regard to the options on the left column of the main menu, click once to select, double click to open the window.

14. Clock in/out List

It lists raw clock in/out transactions by each employee. Each transaction is displayed in a single row.

15. Daily Clock in/out List

It lists every day's clock in/out transactions by each employee. All the transactions by each employee in a work day are displayed in a single row.

16. Exceptional Clock in/out List

It lists exceptional clock in/out transactions besides normal ones. It includes late arrival, early departure, absence, out for personal reasons etc.

17. Daily Time and Attendance List

It lists daily transactions and accumulations of time worked including clock in/out time, overtime, holiday, vacation, late arrival, early departure, sick, absenteeism, and so on. This report can be generated for an individual employee, a department, or all employees.

18. Monthly Attendance Summary

It lists hours worked by regular and overtime hours, and time totals of holiday, vacation, late arrival, early departure, sick, absenteeism, and others. Every employee's complete time and attendance information is displayed in a single row. This report can be generated for an individual employee, a department, or all employees.

Chapter Three System Requirements

3.1 Hardware Requirements:

1. CPU: 1GMHz or higher
2. Memory: 128MB or higher
3. Hard disk: 2GB or higher capacity
4. Serial port (COM port): RS232/485, or TCP/IP, or USB interface

3.2 Operating Environment

1. Stand-alone machine operation
Database: MSDE 2000
Operating system: WIN98/2000/ME/XP/NT/2003
2. Network operation
Database: MS SQL SERVER 2000 or higher, enterprise /standard edition
Workstation: WIN98/2000/ME/XP/NT
Server: WINDOW NT/2000/2003 SERVER

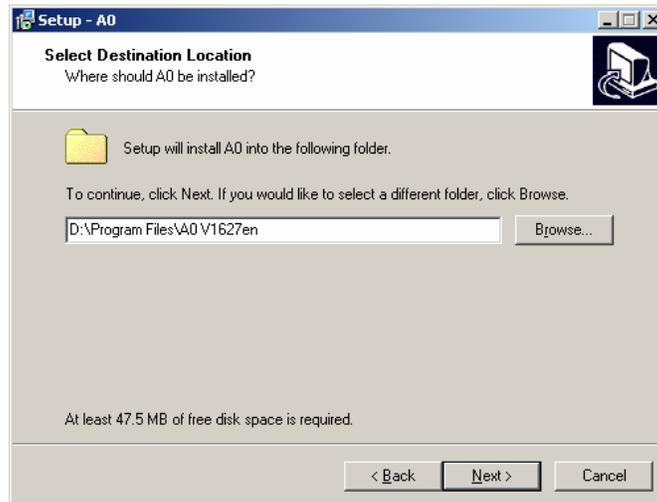
Chapter Four Software Installation and Flowchart

4.1 Stand-Alone Terminal Edition Installation

1. Insert the product CD into the CD-ROM. The CD consists of two software packages: A0 Time Attendance Management System and MSDE (Microsoft SQL Server Desktop Engine).
2. Open the CD, run Setup.exe and start the installation.
3. Select the desired language and Click "OK".



4. Click "Next", and choose an installation path.



5. Click "Next", and click "Installation." Click "Finish" when it is finished.
6. Next a dialog box will pop-up, which reads "attendance management system requires database, whether to install MSDE data-base management system," click

“yes” to install MSDE.



7. When the installation of MSDE is completed, an icon of A0 Time Attendance Management System will appear on the desktop.

Note:

1. Do not run A0 Time Attendance Management System without installing MSDE or other editions of SQL Server.
2. If an edition of Microsoft SQL Server 2000 or higher has been installed in your computer, MSDE is not required to be installed; but MSDE is mandatory for A1 Time Attendance Management System.
3. MSDE is a free desktop database provided by Microsoft, which can be downloaded from Microsoft’s website.

(Tip: If you download a free copy of MSDE from the website, you need to modify the configuration file of setup.ini. In this file, set [Options]

SAPWD=sa

SECURITYMODE=SQL

SPAWD means the code of SA account after installation, and SECURITYMODE means authentication mode. See the SQL Server Books on Microsoft’s website.)

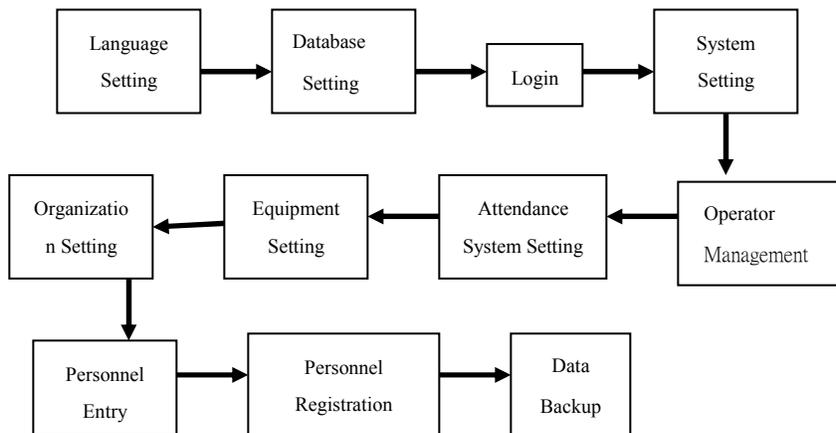
4.2 Network Edition Installation

For LAN users, Microsoft SQL Server Standard Edition or Enterprise Edition must be installed along with A0 Attendance Management Software. The installation guide is as follows:

1. Insert Microsoft SQL Server 2000 CD into the CD-ROM.
2. Select "Install SQL Server 2000 components" after the CD is auto-run.
3. Click "Install Database Server".
4. Select the local computer, and click "Next."

5. Select "Set-up New SQL Server or Install Client Tools." Click "Next."
6. Fill in the user name and company name, and then click "Next."
7. Select "Server and Client Tools" and then click "Next."
8. Select "Default" and click "Next". When "Default" turns grey, it means SQL Server instance has already existed, and you can enter any other instance name and click "Next."
9. Common users please select "Typical," and click "Next."
10. Select "Use Local System Accounts" and "Use the Same Accounts for Each Service. Auto start SQL Server service (E)." and click "Next."
11. Select "Mixed mode" (Windows authentication and SQL Server authentication). Enter SAPWD="sa," and click "Next."
12. Click "Next," the operating system will start to copy files and configure SQL Server.
13. Click "Finish" to complete the installation of Microsoft SQL Server 2000.
14. Restart the computer, and then install A0 Time Attendance Management System. For detailed steps, please see Chapter 4.1, Stand-alone Terminal Edition Installation. (Note: No need to install MSDE)

4.3 Quick Start Flowchart



Flowchart Analysis:

1. Language Setting: When running "A0 Time Attendance Management System" for the first time after the installation, you must choose language among simplified

Chinese, traditional Chinese and English (Note: The current operating system language is set as the default language.)

2. Database Setting: After language is set, the dialog box of database setting will pop up. The setting steps are: select server name (There is no need to change the server name if using the local database)—select link mode (The mixed mode of Windows authentication and SQL Server authentication is recommended. The default user name and password is sa respectively.)—click “Create” to establish a new database (use the default database name)—Finish, and then click on the confirm icon.

3. Login: The login window will pop up; The initial user name is sa and the password is left blank—click “Confirm” to enter the system. In the future, you can login by double clicking the shortcut on the desktop.

4. System Setting: For the first time login, the system setting window will be prompted. The user is supposed to fill in the company name and logo which will appear on the top of reports, and select the type of time and attendance terminal.

5. Operator Management: If there are several operators who will use the system, you should set up an account and a password for each operator. Click “System Maintenance—Operator Management—click “Add”—enter user name and password—save.

6. Time Attendance System Setting: You can set work shift, late arrival, early leave, overtime, computational rules for attendance, and make modifications of them to suit your needs based on actual circumstances. (The default setting is a tip to you). Then click “Save.”

7. Equipment Setting: Select “Equipment Management”—“Equipment setting”—Add time attendance terminal—when it is done, the user can do other operations. (It is recommended that the first time user initialize the terminal for space clean-up, then set punch in/out time intervals, verify equipment time and set the terminal number.)

8. Organization Setting: Click “Personnel Information”—“Organization Setting”—click “Add”—enter the organization name—save. Complete the setting based on the organization’s structure.

9. Personnel Entry: Click “Personnel information”—“Personnel Entry”—enter the employee’s work ID (you specify), name, card number (match the fingerprint registration number), identity number (such as social security number), etc., and then select the attendance type and weekend vacation length—save.

10. Personnel Registration: Click “Equipment Management”—“Personnel Registration”—select the equipment number (If no terminal available, click “Equipment setting”—click “Add/Modify” to search for terminals —when it is

successful, close the “Equipment setting” window)—select employees (Hold SHIFT or CTRL key to select more)—click “Upload” to transfer employees’ information including names into the time and attendance (card) terminal.

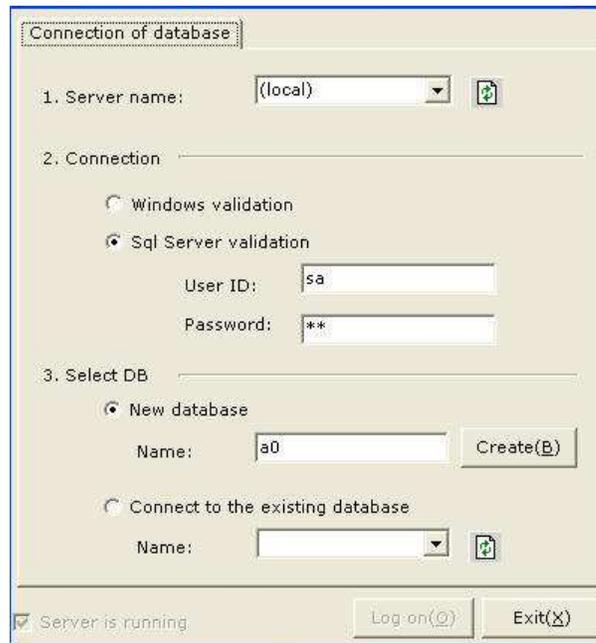
(Note: This step is very different from the fingerprint terminal. For the fingerprint terminal, you need to download all fingerprint registration data first and then upload employees’ information associated with the fingerprint number (card number) into the terminal. See Chapter 5.2.)

11. Data Backup: Click “System Maintenance”—“Data Maintenance”—“Backup”—verify password—select save path—click “Save”—finish backup. (Tip: It is recommended to backup database regularly to avoid data loss in case of computer failure. The backup database can be restored when the software is reinstalled.)

4.4 Database Configuration

After the installation, when you login for the first time, you will be prompted to configure the database. The software will lead you to create a new database or connect an existing database with A0 Management System, and to set parameters. The steps for the database connection are as follows:

1. Select the server name: The default server (local) is set for using the local database. For the network user, the server name of the operating computer on the workstation can be selected. When the local database starts up successfully, an icon of the database will appear in the bottom right-hand corner of your PC desktop screen.
2. Select the connection mode: There are two modes to connect A0 Time Attendance System with SQL Server, namely Windows Authentication and Mixed Mode Authentication, and the latter is recommended. If MSDE has been installed as default, both username and password are "sa." If you have installed SQL Server separately, please enter corresponding user ID and password—sa by default.
3. Select the database: To create a new database instance, enter a database name and click "Create." If a database has already existed, select "Connect to the existing database," choose the name, and log on.
4. When the database instance is created, click "Log on" to enter the login window of A0 Time Attendance Management System.

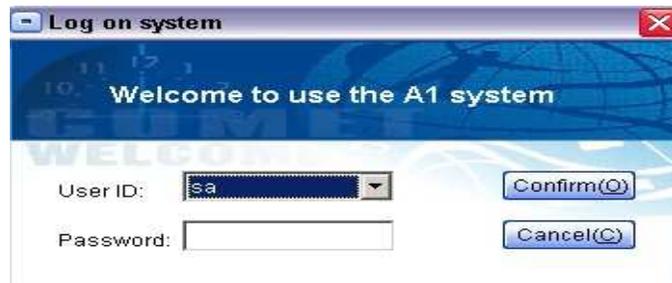


Note:

1. (local) means the local instance of SQL Server by default. If you can not find the specified server, it might be the following reasons: the network is not connected; the firewall blocks 1433 port; or the server has not been started. If the local server is installed for the first time, which has not started SQL Server, you need to restart the computer.
2. If it cannot connect to the specified server, please check whether the authentication mode, user name and password are correct.
3. If connecting to the existing database fails, the database might be damaged.

4.5 System Login

The login window is intended to verify the password and the level of the operator who is about to login. The system administrator ID by default is “sa”, and password is left blank for initial login.

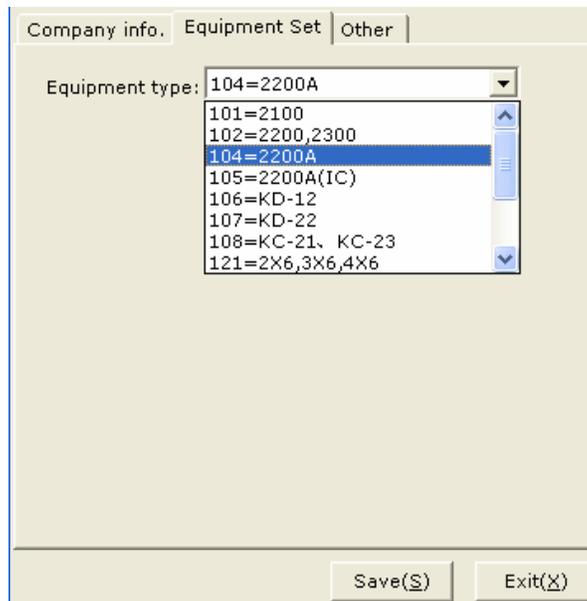


Select the corresponding user, enter the password, and then click the “Confirm” icon.

4.6 System Configuration

System configuration is intended to set the user’s abbreviated company name, company logo, and the equipment model. The window below will appear when login for the first time. Or the user can open this window by clicking “System Maintenance”—“System Setting.”

On the menu of “System Setting,” enter the company name, double click the picture box to select the company logo, and then select the corresponding time attendance

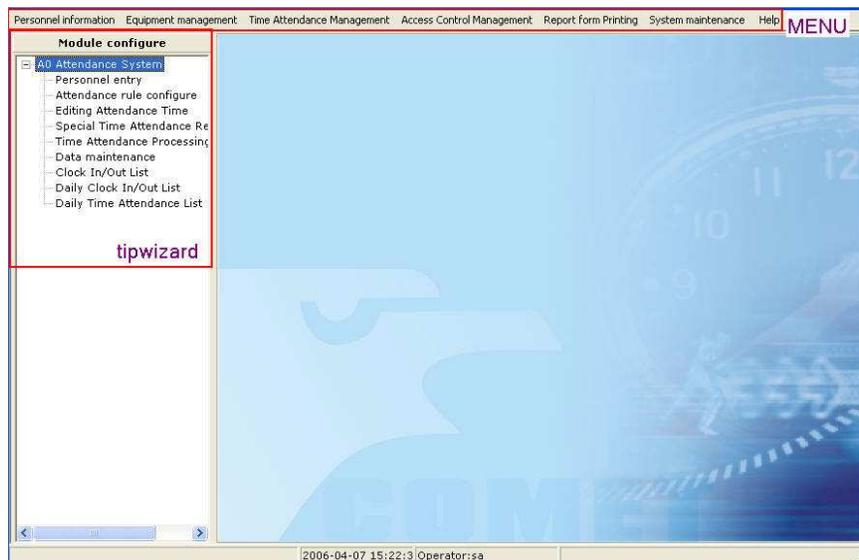


equipment type under “Equipment Set.” Finally, click “Save.”

Note:

1. The abbreviated company name and company logo will display on the top of reports.
2. Different types of terminals have different software operation modes. Please make sure that the setting is corresponding to the terminal; otherwise some errors might be generated. The selected equipment under “Equipment Management” should match the equipment you are about to use.

Chapter Five Detailed Operation Instructions



The Main Interface of the System

5.1 Personnel Information Setting

5.1.1 Organization Setting

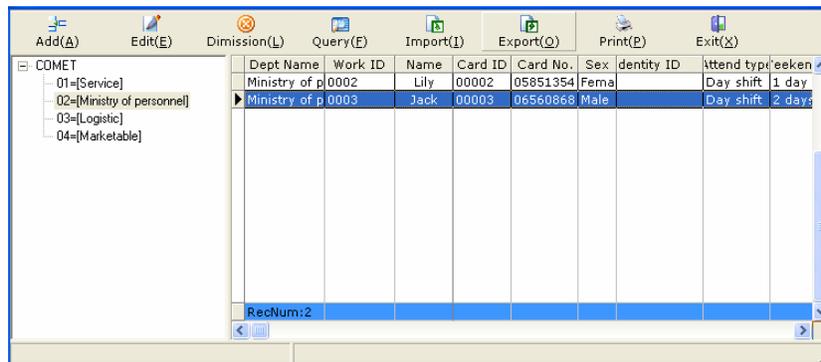
Organization setting allows the user to specify a company's organizational structure, including the company name, department and sub-department numbers, names, and remarks. The hierarchical structure in various organizations can be configured. From the main window of the software, click "Personnel information" -> "Organization setting," as shown in the following figure.



Click **Add(A)**, select “Super Dept,” enter “Dept. name,” and click **Save(S)** to finish.

5.1.2 Personnel Entry

“Personnel Entry” allows the user to view all employees and their information. You can enter or modify an employee’s basic information in this section. To do personnel entry, click “Personnel Information”—> “Personnel Entry” as shown in the following figure.



1. Personnel Entry: Click “Add,” and the window of “Personnel Info” shows up. Enter an employee’s work ID (you specify), name, card number (should match the fingerprint registration number), identity number (such as social security number), etc., and then select the attendance type and weekend vacation length. If the user wants to edit an employee’s information, click “Edit” to make some changes and

then “Save.”

Click the selected photo

Show photo

Dept name: 01=Service

Work ID: 0001 Name: Lucy

Card ID: 00001 Card No: 07606705

Sex: 1=female Entry date: 2006-04-01

Identity ID :

Attend type: 0=by shift Weekend ID: W002=1 day

Remark:

Save(S) Cancel(C)

There are two kinds of time and attendance modes: that conforms to shift rules and that which does not. You can select the former by clicking “0=by shift” or the latter by “1=with no shift.”

A. An employee’s time and attendance conforms to shift rules: He is on and off-duty based on time and attendance rules and work shift setting. This mode applies to those employees who come and go on fixed time.

B. An employee’s time and attendance does not conform to shift rules: He is on and off duty based on no rules, and his total work time is calculated based on punch in/out transactions. In this mode, the setting value for one workday can be adjusted (See Chapter 5.3.1). This mode applies to those employees who come and go not on fixed time.

2. Personnel Resignation (Dimission) Registration: To delist an employee from the table, click “Dimission” to edit.

Click , then click  to choose employees that you want to delete. Refer to the figure below:

Choice item

Select based on dep

Selected item

Logistic=03
Marketable=04
Ministry of personnel=0
Service=01

Choice personnel

0002=Lily
0003=Jack
0005=Jim

Selected personnel

0001=Lucy
0004=Frank

Single choice

Confirm(O) Cancel(C)

Add(A) Edit(E) Delete(D) Save(S) Cancel(C) Query(F) Export(Q) Print(P) Exit(X)

Input Work ID 0002,

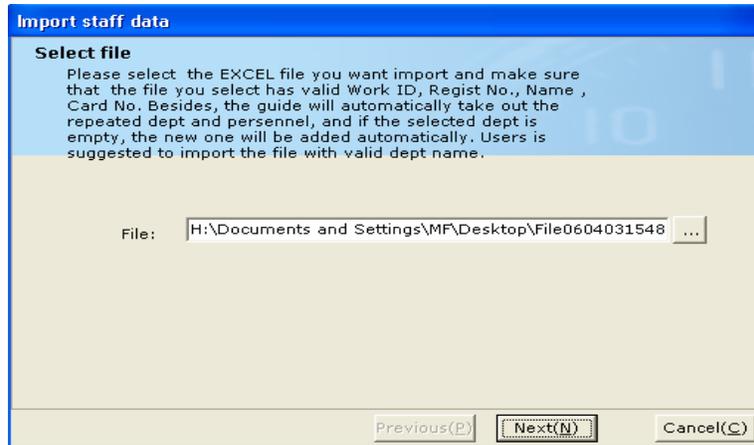
Work ID	Name	Card ID	Card No.	Dept ID	Dept Name
0002	Lily	00002	05851354	02	Ministry of pe
RecNum:1					

Leave date: 2006-04-03

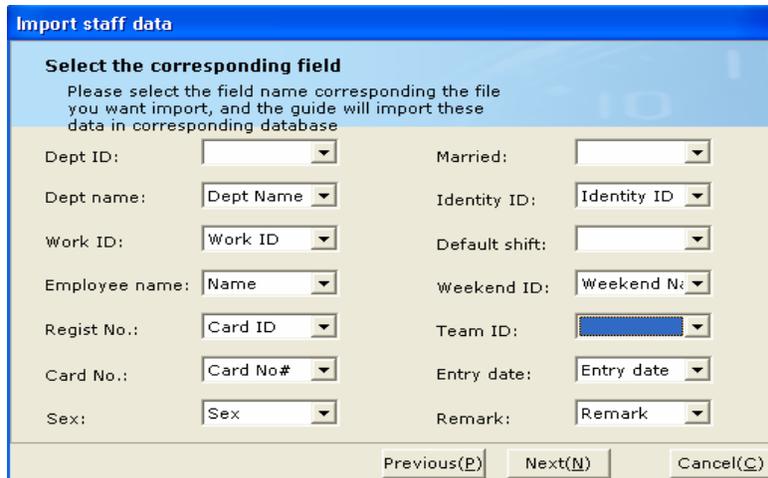
Dept Name	Work ID	Name	Card ID	Card No.	Sex	Identity ID	Attend typ	Entry date	Leave Date	Remark
Service	0001	Lucy	00001	07606705	Fema		Day shift	2006-04-01	2006-04-03	
Service	0004	Frank	00004	06561062	Male		Day shift	2006-04-01	2006-04-03	

3. If the resigned employee is employed again or the operator delists an employee by mistake, you can import the saved data in your computer and enter the delisted employee into the system again.

To import an employee, click “Import” from the window of “Personnel Entry.” Select the saved Excel file and open, as shown in the following figure:



Click “Next” to enter the menu of “Import staff data.” Select the corresponding options of personnel data.



The field with * must be filled. Then click “Next” to finish.

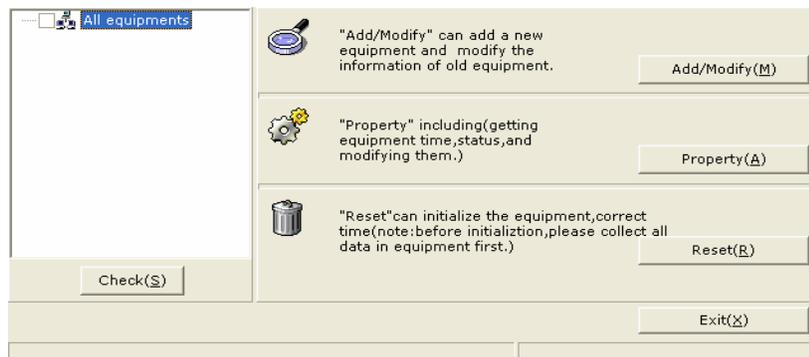
Note:

1. If the equipment is a fingerprint reader, the employee’s “Card ID” must match the fingerprint registration number. Otherwise time and attendance data will not be displayed exactly.
2. After delisting the employee, you must go to the window of “Personnel Registration,” upload the information to the terminal to remove the resigned employee, or the information and clock in/out records of the delisted employee still exist in the terminal. (For the IT-2100 user, you should first collect data before doing personnel dimission, or data will be lost. But it is not mandatory for other type of machine users.)
3. If personnel data cannot be imported smoothly, you can close “Import,” open saved personnel data with EXCEL, and then import it again.

5.2 Equipment Management

5.2.1 Equipment Setting

Equipment Setting allows the user to add or modify equipment, set equipment property, cancel the administrator, initialize the equipment etc. Click from the system menu “Equipment Management”—“Equipment Setting” to enter the menu of equipment setting:



5.2.1.1 Add or Modify Equipment

Click the “Add/Modify” icon, select communication mode (RS232/485 serial port or TCP/IP communication port), set the search range of terminals (each terminal is assigned a unique terminal number in a network), select communication port (as shown in the following figure), and click “Next” to search. After the search is done, click “Finish.”

Add/Modify equipment

Add/modify equipment
The module is used to add a new equipment,set or modify the connection parameter.First check the equipment,set the connection parameter,then press "Next" to continue.

Equipment: 2200A COM port: COM1

Communicate: 0=COM(232/48! Baud rate: 19200

Search range: 1 1 Add terminal without check

prior(P) Next(N) Cancel(C)

Tip: i). With regard to RS232/485 communication, different equipment has different baud rate. In general, you can use the default value.

Add/Modify equipment

Add/modify equipment
The module is used to add a new equipment,set or modify the connection parameter.First check the equipment,set the connection parameter,then press "Next" to continue.

Equipment: 2200A IP address: 192.168.1.102

Communicate: L=TCP/IP Port No.: 8000

Search range: 1 1 Add terminal without check

prior(P) Next(N) Cancel(C)

ii). With regard to TCP/IP communication, the default value of “Port No” for the 2200A terminal is 8000, and for the fingerprint terminal 5005.

Note:

Make sure the equipment has been connected and can communicate with the computer before searching. Otherwise there might be some errors.

5.2.1.2 Property Setting

Equipment property setting is used for changing equipment number and time, setting the time interval of clock, main card, electrical bell, send or delete short message etc. There are some delicate distinctions of settings for different equipment. Select from the system menu “Equipment Management” — “Equipment configure” — “Property Setting.” For detailed operation steps please refer to the appendix or online help.

5.2.1.3 Equipment Initialization

Equipment initialization is designed to clear up all data and return to the initial factory setting. Check the equipment you want to initialize on the menu of



“Equipment setting.”

Click “Clear all,” enter your password if applicable, and confirm.

Note:

1. The operation should be done on condition that all equipment is connected through the cable or in a LAN. If some equipment is not connected, the transmitting and processing speed will be affected. Sometimes the system will give a notice of “Read Time-out.”
2. While initializing and changing the equipment number, only one terminal can be operated upon. Before initializing, you’d better backup all data, for lost data can not be restored.
3. It is recommended to verify the equipment time every week or every month.
4. For TCP/IP communication mode: Equipment initialization is very slow and may take a while. If there is no response from the system after five minutes (In fact the hardware might have been initialized, but the software has not received the returning signal from the hardware), you have to close the software and login again.
5. If a short message has been sent to the terminal, it can not be deleted from the database in the system. Only when this message is deleted from the terminal first, it can be deleted from the system. A short message is no more than 24 characters.

5.2.2 Personnel Registration

Personnel registration allows the user to upload personnel information into the time and attendance terminal, writing or deleting or changing the registered personnel information. With “Personnel Registration,” you can check every employee’s authorization level to the system, get all personnel information stored in the terminal, and write them onto the database.

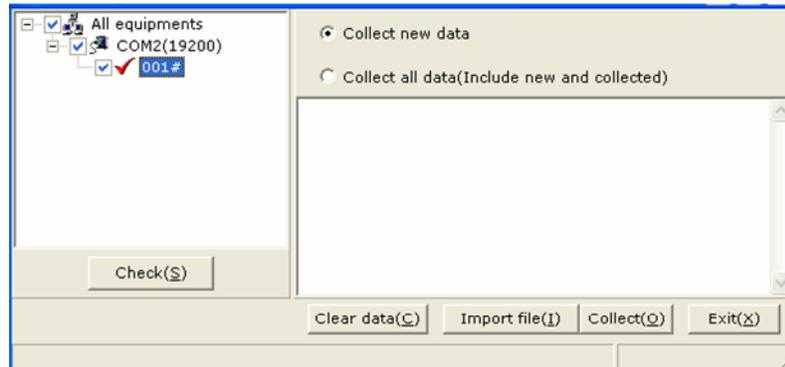
Select from the system menu “Equipment management”—> “Personnel Registration.” Regarding detailed operation instructions, please refer to the appendix or online help.

Note:

If the equipment is IT-2100, you shall at first gather (back up) data before doing personnel registration or dismission (resignation); otherwise the data will be lost.

5.2.3 Data Gathering (Collecting Time and Attendance Records)

It allows the user to gather all clock in/out records in the terminal. You can import saved files into the software by selecting from the menu “Equipment Management” --> “Data Gathering.” You can also import data from a USB flash drive.



5.2.3.1 Data Gathering

When you gather data from the time and attendance terminal, firstly, check the equipment number under “All equipment” in the top left hand corner, secondly, select “Collect new data” or “Collect all Data,” finally, click “Collect” to finish.

Regarding “Gathering all data:” If new records in the time and attendance terminal

have been gathered, for certain reasons like when the user needs to reinstall the system but did not backup the database, and if data in the terminal is not cleared up, you may import all of the data from the terminal to the management software.

5.2.3.2 Clear-up Data

See 5.6.3 Data Maintenance.

5.2.3.3 Import Clock In/Out Files:

When every time you collect data from the terminal, a “.cm” file will be automatically generated and saved under the folder of “Data.” This file contains the current time and attendance records, and you can restore the database with it in case you delete something by mistake.

Click “Import,” enter your password, specify the file, and click open.

5.2.3.4 Download by U disk

After using USB flash drive to download data from the time and attendance terminal, you can insert the disk into the computer, click “U Disk Load,” and the software will prompt you to specify the file and import it.

★ Note:

1. Invalid data means duplicate records or already existing in the database or a file in an incorrect format (This barely happens). If the window of invalid data pops up, you need to check if the file already exists or exists in a wrong format. In general, in order to increase the efficiency of data gathering, begin by setting the parameters first.
2. In case the system is damaged, you may restore clock in/out data by locating the backed up file from the directory of C:/Program Files/Card/A0/Data (or in your specified installation path).

5.3 · Time Attendance Management

5.3.1 Time Attendance System Setting

It allows the user to set computing rules for attendance setting, including work shift, late arrival, early departure, overtime, absence, sick and others.

Click from the main menu: “Time Attendance Management,” →“Attendance Rule Configure,” and you are prompted with the following figure:

1. Work Shift Setting:

	Attend begin	On duty	Checking on duty	Off duty	Attend end	Checking off duty
On duty A.M.	05:30	08:30	<input checked="" type="checkbox"/>	12:00	_: _	<input checked="" type="checkbox"/>
On duty P.M.	_: _	13:30	<input checked="" type="checkbox"/>	17:30	_: _	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Overtime	_: _	18:30	<input checked="" type="checkbox"/>	02:00	04:00	<input checked="" type="checkbox"/>

Work shift setting is designed to set punch in/out time for employees. You can set one or two sections for one shift in addition to one optional overtime rule. If there is only one work shift, you can set punch in/out time in the first row and leave the second row blank.

- Punch in Time (Shift Round): the time before the shift start time in which employee transactions are treated as on time, and beyond which not treated on time. For instance, in the above figure, punch in time is 05:30-08:30. You can uncheck it as well.
- Punch out Time (Shift Round): the time after the shift stop time in which employee transactions are treated as on time, and beyond which not treated on time. You can also uncheck it.

2. Late Arrival and Early Leaving Setting:

This function is meant to set rules for late arrival and early departure. The interface is shown as follows:

Note: Decide whether late arrival and early departure time should be calculated into one's work time totals on the third option. If you choose "Yes," no minutes will be deducted from the time totals. If "No," there will be a deduction.

3 .Overtime Rules:

First of all, you can specify after how many minutes have been worked that overtime will begin to accumulate. It means that the system will only calculate time worked as overtime if it is longer than the specified amount of time. If you set it as 29 minutes, for example, the system would not calculate overtime for the employee who worked 28 minutes.

The conditions for weekday overtime calculation: There are two options. The first one “Record and Sign on” means the employee must be added into “Special Time Attendance Registration” (See Chapter 5.3.3) and punch in/out with his fingerprint (or card). The second option “Record Only” means the employee only needs to punch in/out but is not required to sign in for “Special Time Attendance Registration.”

The conditions for weekend and holiday overtime calculation: there are two options as well. “Record and Sign on” means the employee must be enrolled into “Special Time Attendance Registration” (See Chapter 5.3.3) as well as punch in/out in person. “Record Only” option means that the employee only needs to punch in/out in person, and transaction records will be used to calculate the overtime.

Shift	How many minutes the overtime exceeds the stated time is it valid?	<input type="text" value="29"/>
Rule for late/leav	The condition of overtime workaday:	record and sign on
Rule for overtime		record and sign on car
Rule for outgoing		record only
Unit of account	The time before shifts is considered as overtime automatically:	No
Attend without sh	The time after shifts is considered as overtime automatically:	No
Other Rule	The calculation condition of overtime weekend and overtime in holiday:	record and sign on
	The calculation mode of overtime weekend and overtime in holiday:	0=By "the time of s

Whether time before the shift start time is considered overtime: if you choose “Yes” and if the shift start time is at 8:00, and you punch in at 7:00, one hour between 7:00-8:00 is treated as overtime. If you choose “No,” the one hour is not overtime.

Whether time after the shift stop time is considered overtime: if you choose “Yes” and if the shift stop time is at 17:30, and you punch out at 18:30, one hour between 17:30 and 18:30 is treated as overtime. If you choose “No,” this one hour is not overtime.

How to calculate work hours on holidays or weekends: “0=By ‘the time of shift’” means the system will calculate holiday or weekend overtime hours by the same rules as in the weekday shift. For example, 08:00-17:30 in a weekday is a regular shift which is divided into two work time sections, 08:00-12:00 and 13:30-17:30, and from 12:00 to 13:30 is not treated as work hours. Holiday or weekend overtime hours follow the same rule. “1=By ‘in and out’” means hours worked are calculated based on punch in/out transactions but not on shift rules.

4. Rules for Outgoing (Out of job position)

You can choose how many minutes when an employee is out of his job position during a shift will be considered as being outgoing.

You can specify how many minutes when an employee is out of his job position during a shift will be considered absent.

Is “Outgoing” considered to be time worked? If you choose “Yes,” the time of

Outgoing will be calculated in the time totals. If you choose “No,” the time of “Outgoing” will be deducted from the time totals.

5. Unit of Account (Calculating time and attendance by minute or hour or times)

Setting the unit that will be used in time and attendance calculation: there are four options: day, hour, minute, times.

6. Attend without Shift (Punch in/out without shift rules)

This function allows the user to calculate hours worked by those who come and go not on the fixed work shift. You can edit an employee’s “Attendance type” in “Employee Info.” The hours worked in this mode will be calculated according to an employee’s punch in/out records. Click on “Personnel Entry,” add or edit an

employee's shift by choosing "1=with no shift" ("0=by shift"). (See Chapter 5.1.2)

You can specify how many minutes are required to be counted as a work day. If an employee's time worked is less than the number of minutes you specify, he will be considered being absent. If an employee's time worked is more than the number of minutes you specify, he may be considered working overtime. You can set after how many minutes have been worked that overtime will begin to accumulate. For example, if you set 480 minutes as a requirement for a work day and 30 minutes more than "a work day" (480 minutes) is required to be counted as overtime, an employee who works 509 minutes will not be considered working overtime, but an employee who works 511 minutes will get 31 minutes overtime. (Please note this attendance mode ignores late arrival and early leaving.)

The screenshot shows a configuration window for the 'Attend without sh' rule. On the left is a list of rules with 'Attend without sh' selected. The main area contains four input fields for time values and a statement.

Shift	
Rule for late/leav	
Rule for overtime	
Rule for outgoing	
Unit of account	
Attend without sh	How many minute the attendance time up to calculate a day: 480
Other Rule	How many minute the attendance time exceed calculate overtime: 240
	How many minute between on duty and off dute(Minute): 1440
	How many attendance time exceed zero(Minute): 120
	Statement: Attend without Shift is not fix time at on duty or off duty

Buttons: Confirm(Q), Exit(X)

Some companies may have employees that work overnight, that is, these employees start working in the late evening and end working on the next day. For these employees, the maximum length between punching in and punching out is 1440 minutes (24 hours). To put it another way, an employee who works by no shift must punch in and out within 24 hours, which is considered a workday.

A normal day by default begins at 0:00am (midnight). You can specify the maximum work time through midnight. For example, if you set it as 120 minutes, the employees should punch out before 02:00am.

7. Other Rules:

“Other Rules” allow the user to specify within how many minutes repeated punching will be ignored and only the first valid punch is counted as clock-in/out. For example, if you set it as five, and if an employee who works with no shift rules punches repeatedly at 8:00, 8:01, 8:03, 8:06, his punches at 8:00 will be recorded as punch-in time, 8:06 as punch-out time, and 8:01 and 8:03 will be ignored.

You can specify whether business trip is calculated in one’s time totals. If choosing “No,” the system will deduct it from one’s work time.

★ **Note:**

1. You can only get proper reports on condition that you have done “Time Attendance Processing” if you makes any changes to the attendance setting.

5.3.2 Editing Attendance Time (Punch Editing)

1. Insert an Employee Punch

“Editing Attendance Time” allows the user to review and edit employee transactions. When an employee forgets to punch in or out, you can easily insert a transaction manually. Double click “Editing Attendance Time—“Add”—select employees. See the figures below:

Click “Add.”

The screenshot shows a software window with the following elements:

- Input:** A dropdown menu set to "Work ID" and a text field containing "0003,".
- Table:** A table with columns: Work ID, Name, Card ID, Card No., Dept ID, and Dept Name. The first row contains: 0003, Jack, 00003, 06560868, 02, Ministry of pe.
- RecNum:** A field containing "1".
- Dates:** "Start date:" and "End date:" both set to "2006-04-01".
- Sign card by shift:** An unchecked checkbox.
- Time of sign 1:** A text field containing "08:30".
- Time of sign 2:** A text field containing "17:30".
- In/Out status:** Two dropdown menus, both set to "2=On duty/Off".
- Reason for sign:** An empty text field.
- Buttons:** "Continue Add" (checked), "Save(S)", and "Cancel(C)".

You can select a name by clicking the icon in the top right hand corner, or enter your preference to find out employees you want to edit. Make desired changes and click "Save."

2. Delete (Edit) an Employee Punch

Click "Editing Attendance Time"—"Query"—select desired pay period and query conditions (You can leave unnecessary options blank)—click "Query" in the "Query Condition" window. If you want to see punches inserted manually, select "0=Sign on the Card" from the drop-down list box. If you want to see raw transactions, select "1=Record."

The screenshot shows a dropdown menu with the title "Sign on the card(=)". The menu is open, displaying the following options:

- 0=Sign on the card
- 1=Record
- 2=Fingerprint
- 3=Password

The figure below is an example of the employee transaction list.

Work ID	Name	Card ID	Record date	Record time	On/Off duty	Equipment	Operator	Operational date	Remark	on the d
0003	Jack	00003	2006-04-01	08:30	On/Off duty	000	sa	2006-04-03 16:33:5	Sign on	
0003	Jack	00003	2006-04-01	17:30	On/Off duty	000	sa	2006-04-03 16:33:5	Sign on	

You can delete an employee punch by selecting it and clicking “Delete.”

You can also edit one’s punches by clicking “Edit,” and then “Save.”

Tip: This management software can insert, delete or edit all of raw and manual transactions.

5.3.3 Special Time Attendance Registration

“Special Time Attendance Registration” allows you to set shifts, overtime schedules and miscellaneous leaves including vacation, holiday, sick, and others.

Click "Special Time Attendance Registration.”

Dept Name	Work ID	Name	Start date	Start time	End date	End time	Special check on work ID	Remark	C

Click “Add” to open “Manual Attendance Record.”

Select employees, desired pay period, and attendance modes including overtime, weekend, leave, business trip, outgoing etc., and “Save.”

Input Work ID 0002,0003

Work ID	Name	Card ID	Card No.	Dept ID	Dept Name
0002	Lily	00002		02	Ministry of pe
0003	Jack	00003	06560868	02	Ministry of pe

RecNum:2

Start date: 2006-04-04 End time: 2006-04-04

Overtime
 Weekend
 Leave
 Evection
 Outgoing

Result type: 0501=Evection Enroll by shift

Start time: 08:30

End time: 17:30

Remark:

Continue Add
 Save(S)
 Cancel(C)

Delete/Edit Special Attendance Record:

Click “Query” in the “Special Time Attendance Registration” window, set your preference and leave unnecessary conditions blank.

Dept Name(=)

Work ID(=) 0003

Name(=)

Start date(>=) 2006-04-03

End date(<=) 2006-04-03

And then click “Query” to get the list as shown below:

Dept Name	Work ID	Name	Start date	End date	Start time	End time	check on w	Remark	Operator	Operational date
Ministry of	0002	Lily	2006-04-04	2006-04-04	08:30	17:30	0501		sa	2006-04-04 14:51:3
Ministry of	0003	Jack	2006-04-04	2006-04-04	08:30	17:30	0501		sa	2006-04-04 14:51:3

You can select a record and delete it.

Or you can select a record and click “Edit” to make desired changes. Make sure to click “Save” before closing the window.

5.3.4 Time Attendance Processing

“Time Attendance Processing” allows the user to handle raw transactions and work out each employee’s time and attendance results based on shift, overtime, vacation, holiday, sick, outgoing and other rules. Click the “Time Attendance Processing,” icon, you will see the following menu:

Select desired pay period and employees, and click “Analyze.” If you do not

uncheck “All Result,” the complete result of all time and attendance records will be analyzed and produced by default.

★ Note:

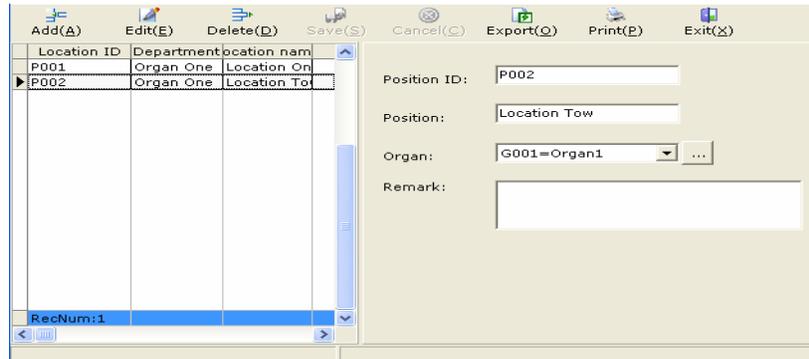
1. Time and attendance reports can not be generated without doing “Time Attendance Processing.” If no result is produced by processing, it is probably because the employee does not have a shift by default, or the employee is hired later than the data processing date.

5.4 Access Control Management

5.4.1 Equipment Location Setting

This function allows you to specify the location of attendance equipment.

Click “Access Control Management” → “Equipment Location Setting:”



Click “Add” to add the location of the terminal, and then click the



icon to set equipment location. You can also click “Edit” to make desired changes.

5.4.2 Clock in/out Detail Query.

This function is designed to produce a detailed list of punch in/out transactions, and when using it you can find out which employee comes in and out.

Click “Access Control Management” → “Access Control Detail Query”—set parameters and then “Query.”

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Dept Name	Dept No.	Work ID	Card ID	Work ID	Card No	Record date	Record time	In/Out	Terminal No.	Terminal Positio	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:34:05	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:34:06	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:34:20	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:42:35	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:43:12	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:43:43	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:43:58	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:46:24	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:48:04	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:48:05	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:48:06	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:58:19	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-06	15:58:35	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-07	09:07:30	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-07	09:07:31	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-07	09:07:32	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-07	09:07:33	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-07	09:07:34	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-07	09:07:35	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-07	09:07:36	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-07	09:07:37	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-07	09:40:12	Local sign	002	Location One	On/Off duty
Service	02	0001	00001	Lucy	07606705	2006-04-07	09:40:13	Local sign	002	Location One	On/Off duty
RecNum:430											

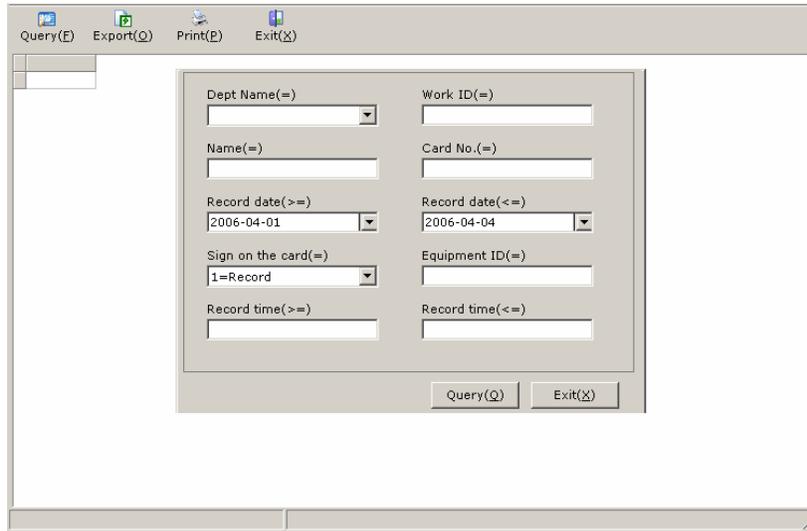
You can print or export report forms by clicking “Print” or “export.”

5.5 Report Form Printing

5.5.1 Clock in/out List

This report lists raw clock in/out transactions by each employee. Each transaction is displayed in a single row.

Select from the system menu “Report Form Printing”→ “Clock in/out List.”



Set your preference for the report and click “Query.” You can leave unnecessary options in blank.

Work ID	Card ID	Name	Record date	Record time	Sign o	Equipment	On/Off duty	Operator	Operational date
0003	00003	Jack	2006-04-01	08:30	Sign o	000	On/Off duty	sa	2006-04-03 16:33:5
0003	00003	Jack	2006-04-01	17:30	Sign o	000	On/Off duty	sa	2006-04-03 16:33:5

RecNum: 2

2006-04-04 15:36:36--2006-04-04 15:36:41----00:00:04

You can print or export the report by clicking “Print” or “Export.”

5.5.2 Daily Clock in/out List

This report lists every day’s clock in/out transactions by each employee. All transactions by each employee in a work day are displayed in a single row.

Click “Report Form Printing” → “Daily clock in/out list.”

Set your preference and click the “Query” icon.

Dept Name	Work ID	Name	Record date	1	2	3	4
Logistic	0005	Jim	2006-04-01	08:30	12:00	13:30	17:30
Service	0001	Lucy	2006-04-01	08:30	12:00	13:30	17:30
Service	0004	Frank	2006-04-01	08:30	12:00	13:30	17:30

RecNum: 3

2006-04-04 15:45:50--2006-04-04

You can print or export the report by clicking “Print” or “Export.”

5.5.3 Exceptional Clock in/out List

It lists exceptional clock in/out transactions besides normal ones. This report includes late arrival, early departure, absence, and out for personal reasons etc.

Click “Report Form Printing” → “Exceptional Clock in/out List.” Set your

preference and click “Query.”

Dept Name	Work ID	Name	Record date	Record time	signing on	Record result	Order ID	Issuing date	Equipment ID
Service	0001	Lucy	2006-04-01	08:30	Sign on th	Normal	1	2006-04-01	000
Service	0001	Lucy	2006-04-01	12:00	Sign on th	Normal	2	2006-04-01	000
Service	0001	Lucy	2006-04-01	13:30	Sign on th	Normal	3	2006-04-01	000
Service	0001	Lucy	2006-04-01	17:30	Sign on th	Normal	4	2006-04-01	000
try of perso	0002	Lily	2006-04-01	08:30	Sign on th	Not settle	1	2006-04-01	000
try of perso	0002	Lily	2006-04-01	12:00	Sign on th	Not settle	2	2006-04-01	000
try of perso	0002	Lily	2006-04-01	13:30	Sign on th	Not settle	3	2006-04-01	000
try of perso	0002	Lily	2006-04-01	17:30	Sign on th	Not settle	4	2006-04-01	000
try of perso	0003	Jack	2006-04-01	08:30	Sign on th	Not settle	1	2006-04-01	000
try of perso	0003	Jack	2006-04-01	12:00	Sign on th	Not settle	2	2006-04-01	000
try of perso	0003	Jack	2006-04-01	13:30	Sign on th	Not settle	3	2006-04-01	000
try of perso	0003	Jack	2006-04-01	17:30	Sign on th	Not settle	4	2006-04-01	000
Service	0004	Frank	2006-04-01	08:30	Sign on th	Normal	1	2006-04-01	000
Service	0004	Frank	2006-04-01	12:00	Sign on th	Normal	2	2006-04-01	000
Service	0004	Frank	2006-04-01	13:30	Sign on th	Normal	3	2006-04-01	000
Service	0004	Frank	2006-04-01	17:30	Sign on th	Normal	4	2006-04-01	000
Logistic	0005	Jim	2006-04-01	08:30	Sign on th	Normal	1	2006-04-01	000
Logistic	0005	Jim	2006-04-01	12:00	Sign on th	Normal	2	2006-04-01	000
Logistic	0005	Jim	2006-04-01	13:30	Sign on th	Normal	3	2006-04-01	000
Logistic	0005	Jim	2006-04-01	17:30	Sign on th	Normal	4	2006-04-01	000

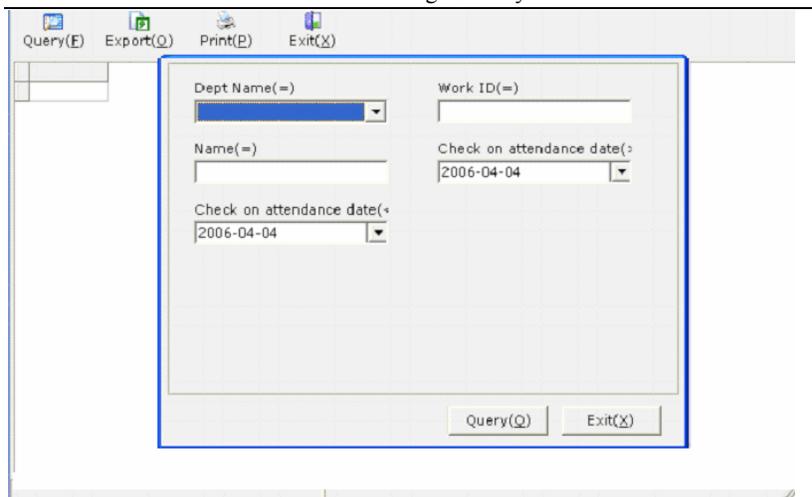
RecNum:20
2006-04-04 16:01:49--2006-04-04 16:02:03---00:00:13

You can print or export the report by clicking “Print” or “Export.”

5.5.4 Daily Time Attendance List

This report lists daily transactions and accumulations of time worked including clock in/out time, overtime, holiday, vacation, late arrival, early departure, sick, absence, and so on. This report can be generated for an individual employee, a department, or all employees.

Click “Report Form Printing” → “Daily Time Attendance List.”



Set your preference and click “Query.”

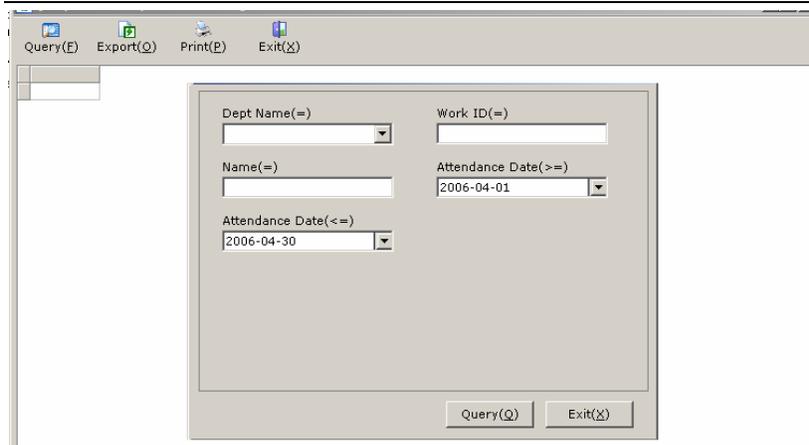
Work ID	Name	on attendance	On duty 1	Off duty 1	On duty 2	Off duty 2	Day shift(Hour)	it shift (H	ne workada	ie in weeken
0005	Jim	2006-04-01	08:30	12:00	13:30	17:30	7.50			
0005	Jim	2006-04-02								
0001	Lucy	2006-04-01	08:30	12:00	13:30	17:30	7.50			
0001	Lucy	2006-04-02								
0004	Frank	2006-04-01	08:30	12:00	13:30	17:30	7.50			
0004	Frank	2006-04-02								
0002	Lily	2006-04-01								
0002	Lily	2006-04-02								
0003	Jack	2006-04-01								
0003	Jack	2006-04-02								
RecNum:1							22.50	0.00	0.00	0.00

You can print or export the report by clicking “Print” or “Export.”

5.5.5 Monthly Attendance Summary

It lists hours worked by regular and overtime hours, and time totals of holiday, vacation, late arrival, early departure, sick, absence, and others. Every employee’s complete time and attendance information is displayed in a single row. This report can be generated for an individual employee, a department, or all employees.

Click “Report Form Printing” → “Monthly Attendance Summary.”



Set your preference and click “Query.”

Work ID	Name	Day shift (Hour)	Night shift (Hour)	le leave (leave(H	ol leave(arriage leave (Hou	Evecton (Hour)	joing (Hc	(Times)	te (Minut	early (M
0005	Jim	7.50						7.50				
0001	Lucy	7.50										
0004	Frank	7.50										
0002	Lily											
0003	Jack											

You can print or export the report by clicking “Print” or “Export.”

5.5.6 Daily Attendance Symbolic List.

This report lists daily attendance summary with symbols.

Click “Report Form Printing” → “Daily Attendance Symbolic List.”

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Work ID	Name	on attendanc	On duty1	Off duty 1	On duty 2	Off duty 2	Day shift (Hour)	Night shift (Hour)	Overtime in day's work	Overtime in weekend	Overtime in holiday	Private affair leave	Sick leave	Annual leave	Marriage leave	Evection	Outgoing	Late	Late times	Leave early	Leave early times	Absence from duty	Check on attendance	On duty1
0005	Jim	2006-04-01	08:30	12:00	13:30	17:30	7.50																	
0001	Lucy	2006-04-01	08:30	12:00	13:30	17:30	7.50																	
0004	Frank	2006-04-01	08:30	12:00	13:30	17:30	7.50																	
0004	Frank	2006-04-02																						
0002	Lily	2006-04-01																						
0002	Lily	2006-04-02																						
0003	Jack	2006-04-01																						
0003	Jack	2006-04-02																						
RecNum:							22.50	0.00	0.00	0.00	0													

2. Sort by Ascending: the column can be sorted alphabetically by ascending.
3. Sort by Descending: the column can be sorted alphabetically by descending.
4. Report Form Setting:

You can set the attribute of the column by clicking “Table Configure.” It allows you to set heading, reveal or not, width, align mode, column sum (only applicable for numbers), average value (only applicable for numbers). Refer to the following:

Column name	Show	Column w	Align	Column sum	Column aver	Sort
Day shift (Hour)	<input checked="" type="checkbox"/>	92	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Night shift(Hour)	<input checked="" type="checkbox"/>	54	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Overtime in day's wd	<input checked="" type="checkbox"/>	72	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Overtime in weekend	<input checked="" type="checkbox"/>	74	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Overtime in holiday	<input checked="" type="checkbox"/>	74	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
General holiday(Hour)	<input checked="" type="checkbox"/>	50	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Private affair leave(h	<input checked="" type="checkbox"/>	52	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Sick leave(Hour)	<input checked="" type="checkbox"/>	49	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Annual leave(Hour)	<input type="checkbox"/>	50	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Marriage leave(Hour)	<input type="checkbox"/>	50	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Evection (Hour)	<input checked="" type="checkbox"/>	53	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Outgoing(Hour)	<input checked="" type="checkbox"/>	53	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Late(Minute)	<input checked="" type="checkbox"/>	55	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Late times(Minute)	<input type="checkbox"/>	22	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Leave early(Minute)	<input checked="" type="checkbox"/>	47	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Leave early times(Ti	<input type="checkbox"/>	58	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Absence from duty(h	<input checked="" type="checkbox"/>	52	Left	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Check on attendance	<input checked="" type="checkbox"/>	76	Left	<input type="checkbox"/>	<input type="checkbox"/>	None
On duty1	<input checked="" type="checkbox"/>	56	Center	<input type="checkbox"/>	<input type="checkbox"/>	None

- 1> The column width showed in the above table is default values. You can adjust them manually and save the changes.
- 2> Double click the column that you want to edit. When your cursor can be placed in the field, you can edit and save it.

☆ **Note:**

This function allows you to set the attributes of all tables in the system, such as “Personnel Entry,” “Clock in/out Registration,” “Special Attendance

Registration,” “Daily Time Attendance List,” “Monthly Attendance Summary,” raw “Clock in/out List,” etc.

5.6 System Maintenance

5.6.1 Changing Your Password

The username for the initial system login is sa, and the password is blank. You are supposed to change your password after the first time login.

Click on the menu “System Maintenance -> “Changing Password”, enter a new password and click “Confirm.” (Password can be set as 1-10 numbers or letters)

5.6.2 Operator Management

This function allows the user to add administrators and set operator passwords.

Click on the menu "System Maintenance-> “Operator Management,” click “Add” to add a new operator and “Save.” You can also delete an operator by selecting him and clicking “Delete.”

5.6.3 Data Maintenance

1. Data Backup:

“Data Backup” allows you to backup the database including all kinds of tables (such as Personnel Data table, Clock in/out table, Data Processing table etc.) and all kinds of system settings (such as time attendance system setting, terminal setting etc.).

Click on the menu “System maintenance”—“Data maintenance”—“Backup”—verify password—select save path—click “Save”—finish backup. (Tip: It is recommended to backup the database regularly to avoid data loss in case of a computer failure. The backup database can be restored when the software is reinstalled.)

2. Data Restore

“Data Restore” allows the user to restore the database, including all kinds of tables (such as Personnel Data table, Clock in/out table, Data Processing table etc.) and all kinds of system settings (such as time attendance system setting, terminal setting etc.) from old backup files.

Click on the menu "System maintenance"-> “Data maintenance," locate the file and click “Restore.” Follow the lead to finish “Data restore.”

3. Data Clear-up

Data Clear-up allows you to delete old records. By clearing records in the database, you may have more space for database files.

Click on the menu "System maintenance-> Database maintenance." Click "Clear up" to delete old data.

4 System Reset (Initialization)

"System Reset" is designed to clear all data, and return to the factory default setting. At the same time, it will backup all data in the current database..

Note:

1. "System Reset" will clear up all data, so you must make data backup before initializing.
2. When you make data backup, the default backup folder is under the software installation directory. The default filename is Data+ current date and time. You may change it to suit your needs.

5.6.4 Operation Log Query

It allows you to list important operation records and results of the system. For example, some operations such as system login, database backup, system reset etc. can be tracked in the operation log.

Click on the menu "System maintenance-> Operation Log Query" to list records.

5.7 Help

The online help is designed to introduce basic information, software functions and operation instructions. The user can press 'F1' or click "Help" on the system menu to get online help.

Chapter Six FAQs

- I . Question: I failed in the installation of MSDE, and one window popped up in the process of installation: “The Instance name specified is invalid.” Please tell me how to solve this problem.**

Answer:

1. Open "Add or Remove Programs" in the control panel to uninstall the Microsoft SQL Server Desktop Engine.
2. Reinstall A0 software and MSDE, and you must restart you computer after the installation.

Tip: Please note the following issues when installing MSDE:

1. Software requirements and system requirements:
MSDE 2000 requires the installation of Microsoft Internet Explorer 5.0 or higher. The minimum installation is enough, and the Internet Explorer need not to be the default browser.
2. Except for Windows 98 and Windows Millennium Edition, the file and printer sharing function should be enabled so as to run Desktop Engine Setup.exe. To verify this setting, please do the following:
In "Control Panel", double click "Network connection". Click ("Advanced"—"Advanced Setting" or) "Property" in the option tab "Adapter and binding," confirm that you have checked "File and printer sharing for Microsoft Network."
3. If any of the following security policies are set as "Disable installation", the installation of MSDE 2000 Release A will fail:
 - 1> Local security policy of Windows XP, "Device: Installation of unsigned driver."
 - 2> Local security policy of Windows 2000, "Device: Installation of unsigned non-driver."

If you have set "Disable installation", you will have to change the setting to "Default continuation" before installing MSDE 2000 Release A. If necessary, you may restore the previous policy after the installation. “Disable installation” is not the default setting of these security policies. To set these policies, please do the following:

- 1> In "Control Panel," double click "Administration Tools."
- 2> Double click "Local Security Policy," and open "Local Policy".
- 3> Select "Security."
- 4> Ensure the following options are set to "Default continuation" before installing MSDE 2000 Release A:

In Windows NT and Windows2003: "Device: Installation operation of unsigned driver". In Windows 2000:"Installation operation of unsigned non-driver".

II. Question: How to add a new employee into the system?

Answer:

- (1) ID/IC Reader
 - 1>Enter his information in "Personnel Entry."
 - 2>Upload his data into the terminal by "Personnel Registration."
- (2) Fingerprint Terminal
 - 1> Enroll him into the terminal and remember his number.
 - 2> Enter his information in "Personnel Entry" in the computer and make his number match "Card ID."
 - 3> If you have many employees to enroll, you can enroll all of them into the terminal, and then download their data to the database. You can edit their information in "Personnel Entry," and then upload them back to the terminal.

III. Question: What to do when an employee loses his ID/IC card?

Answer:

- 1> Delete his card in "Personnel Registration."
- 2> Change his number in "Personnel Entry."
- 3> In "Personnel Registration" check the "Change Card" icon and then click "Change."

IV. Question: After an employee has enrolled for demission, his data still show up in the data processing. Why?

Answer:

When an employee has enrolled for demission, his data will be deleted from the terminal, but his time and attendance data is still stored in the software after being backed-up. So, you need to delete his data from the software.

V. Question: How to delete an employee's repeated records?

Answer:

Click on the menu "Edit Attendance Time"—"Query"—select repeated records, and click "Delete."

VI. Question: What to do when I want to check employees' time and attendance?

Answer:

- 1> Download data from the terminal.
- 2> Click "Time Attendance Processing," set your preference and click "Analyze."
- 3> Click "Daily Time Attendance List"—set your preference and "query."

VII. Question: Can I hide the column in the report that I do not want to see and print?

Answer:

Yes. Click the heading of the report—"Table Configure"—uncheck the column you do not want to show, and click "Save."

Appendix 1:

Terminal Management—Equipment Setting—Property Setting

Fingerprint Terminal

Function	Usage	Operation
Get Terminal Time	To get Terminal Time	Click Property(A) , in the new window select <input checked="" type="checkbox"/> Get equipment's time , then click Confirm(O)
Change Terminal Time	To change terminal time	Click Property(A) , in the new window select <input checked="" type="checkbox"/> Set the equipment time to compute , then click "OK."
Modify Access Control status	To modify access control status	Click "Property", in the new window select <input checked="" type="checkbox"/> Modify access control , select new status like 4=Restore automatic control , then click "OK"

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Get Access Control status	To get access control status	Click Property(A) , in the new window select <input checked="" type="checkbox"/> Get access control , then click “OK”
Get terminal status	To get terminal status, such as the number of registration, the record of clock in/out	Click Property(A) , in the new window select <input checked="" type="checkbox"/> Get equipment status , then click Confirm(O) .
Get employees	To get the information of employees who have been registered in the terminal	Select terminal which you want to operate, then click Get employees(D)
Cancel Admin	To change the administrator of the terminal to normal user.	Select the terminal on which you want to operate, then click Cancel admin(C)
Clear All	To clear both registrations and clock in/out records	Select the terminal on which you want to operate, and then click Clear all(R) .

Appendix 2

Terminal Management—Personnel Registration

Type Function	Usage	Operation
Download Fingerprints	To download fingerprints from the terminal, and save them to the database.	Select the terminal, select the employee (you can select more than one employee by holding Ctrl or Shift), click Download(R) , then fingerprints in the terminal will be downloaded and saved to the database.
Upload Fingerprints	To upload fingerprints from the database to the terminal. If you have many terminals, you can register employees in one terminal, and download them into the database, and then you can upload them to other terminals.	Select the terminal, select the employee (you can select multiple employees by holding Ctrl or Shift), click Upload(W) , then the fingerprint in the database will be uploaded to the terminal.

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Delete Fingerprints	To delete fingerprints from the terminal. The deleted employee can not use the terminal.	Select the terminal, select the employee (you can select multiple employees by holding Ctrl or Shift), click Delete(D) , and then the fingerprint in the terminal will be deleted (The computer and the terminal should be connected.), however, the fingerprint in the database still exists.
Get All Fingerprints	To get all fingerprints from the terminal.	Select the terminal, click Get all (A) , and all fingerprints in the terminal will be saved to the database.