

AT-Pak PRO

Time attendance solution for Access Control System

User's Manual

Contents

Introduction	P.3
System Requirement	P.3
Quick Start	P.4
- How to integrate with UC-SOFT or AAC software	
- Installing AT-Pak PRO	
- Opening AT-Pak PRO	
- Login	
- Setup and Register	
- Change Password	
- Setup Area	
Creating Databases	P.10
- Time Attendance Database	
- Special Day Database	
- Amendment Database	
Generating Report	P.19
- Attendance Report	
- Late Arrival Report	
- Early Departure Report	
- Over Time Report	
- User Report	
Viewing Report	P.25

1.0 Introduction

AT-Pak PRO is a software for integration to the UC-SOFT or AAC Access Control Software to provide an automated method to process employee time. The system calculates employees' total hours, overtime, absenteeism and tardiness.

2.0 System Requirement

Computer

- 733Mhz Processor, 128 MB RAM, 1 GB Free Hard Drive Space, 2 Serial Communication Ports, CD-ROM Drive, 800x600 SVGA Display, Keyboard, Mouse or higher configuration

Operating System

- Windows 95, Windows 98, Windows NT 4.0, Windows 2000, Windows ME or Windows XP

3.0 Quick Start

3.1 How to integrate with UC-SOFT or AAC software

1. Under the UC-SOFT or AAC software, Select **Note Field** from Configuration menu under Badging.
2. Change the “Note 1” to “Department” and change the “Note 2” to “Shift Group”.
3. Change option to **Drop Down List** for “Note 1” and “Note 2” and add the corresponding items for them. The **Shift Group** items should be matched to AT-Pak Pro Time Attendance Database Record Name.

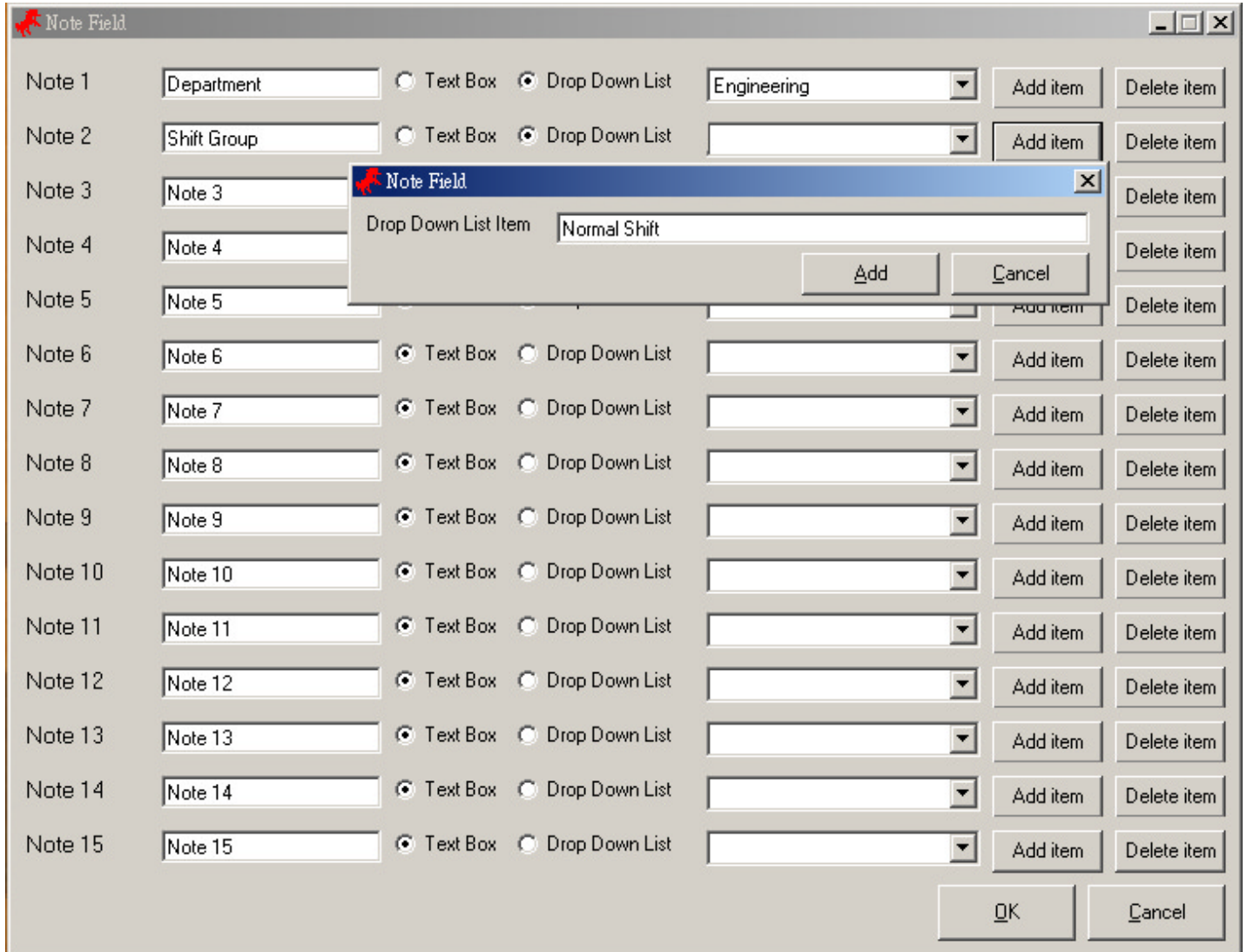


Fig. 3.1.1

Card Holder

Staff ID: E001

First Name: Iris Last Name: Wong

Card no.: 3388 PIN:

Access Level ID: Executive Status: Active

Department: Engineering

Shift Group: Normal Shift

Note 3:

Note 4:

Note 5:

Note 6:

Note 7:

Note 8:

Note 9:

Note 10:

Note 11:

Note 12:

Note 13:

Note 14:

Note 15:

Save Cancel

Fig. 3.1.2

4. Select the correct Department and Shift Group when adding **Card Holder** for UC-SOFT or AAC.

3.2 Installing AT-Pak PRO

1. Insert the AT-Pak PRO CD disk into your CD-ROM drive.
2. From the **Start** button, select **Run** from the main menu.
3. Type “ D:\SETUP” in the Open text box. (Where “D” is your CD-ROM drive.) Click **OK** to continue.
4. An AT-Pak PRO installation screen will appear. Click OK to continue. (Click **Exit Setup** to abort the installation).

5. Click the **Installation Icon** to start the installation or Click the **Change Directory** button to change the Directory or Click the **Exit Setup** to abort the installation.

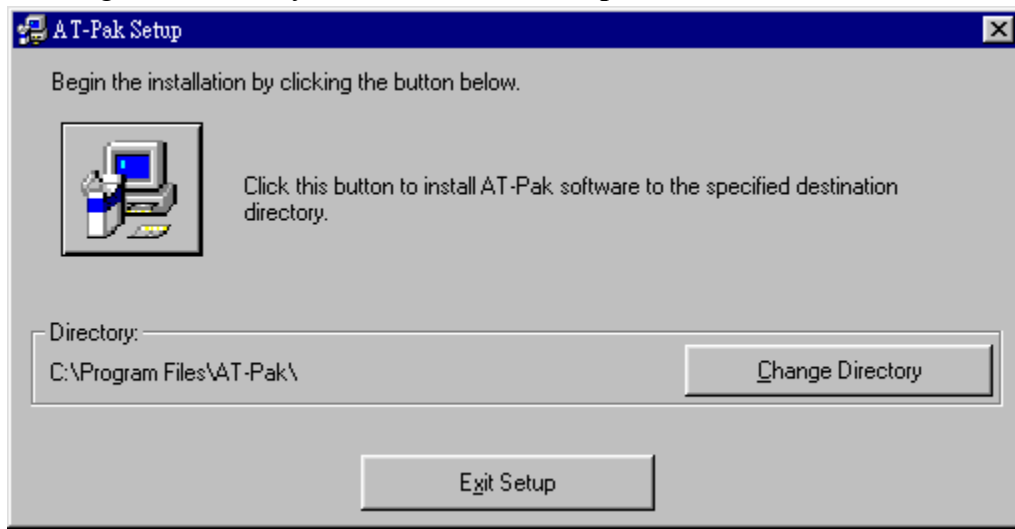


Fig. 3.2

3.3 Opening AT-Pak PRO

1. From the **Start** button, select **Programs** and then select **AT-Pak PRO** icon.

3.4 Login

Select **Login** from the Login Menu. Then, the Login dialog box will be displayed.

Password is required to login when the program is executed. Enter the Password and then click **OK** (or press **Enter** button on the Keyboard) to confirm (Click **Cancel** to abort the login).

The factory-programmed password is **at-pak** .

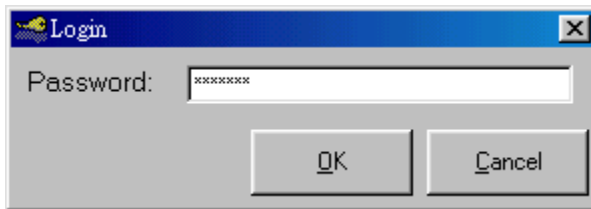


Fig. 3.4

3.5 Setup and Register

1. Select **Setup** from the Setup Menu. Then, the Setup dialog box will be displayed.
2. Enter the Access Control Database Directory.
3. Enter the Registered Name (Same as the Company Name that shown on the report).
4. Enter the Registered no. which is given by **Factory** after registration.
5. Click **Save** button (or press **Enter** button on the Keyboard) to confirm (Click **Cancel** button to abort the change in setup).

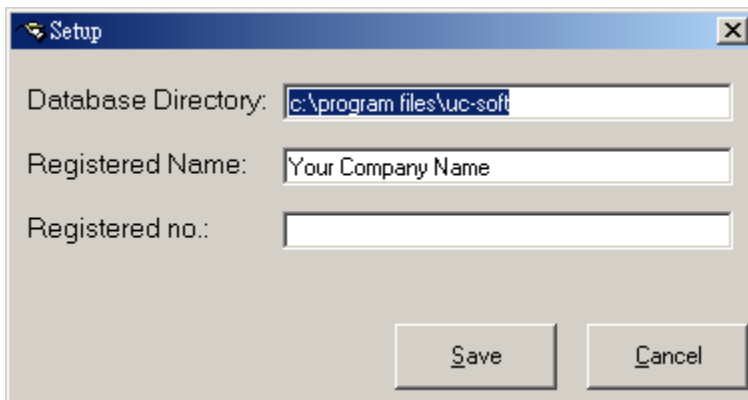


Fig. 3.5

3.6 Change Password

1. Select **Change Password** from the Password Menu. Then, the Change Password dialog box will be displayed.
2. Enter the Current Password.
3. Enter the New Password twice.
4. Click **Update** button (or press **Enter** button on the Keyboard) to confirm (Click **Cancel** button to abort the change in setup).

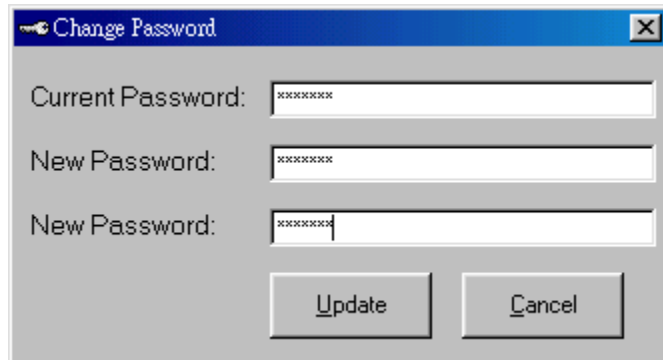


Fig. 3.6

3.7 Setup Area

1. Select **Area** from the Area Menu. Then, the Area dialog box will be displayed.
2. Double click the required readers on the **Available** list boxes or use the arrow buttons to select clock in and clock out readers. The max. of 30 clock in and 30 clock out are allowed to be selected. Enable **Global Selection** that will be the same functions of selection of all readers as both clock in and clock out readers. It is recommended if there are more than 30 clock in and 30 clock out readers are required.

2. Click **Save** button to confirm (Click **Cancel** button to abort the change in setup).

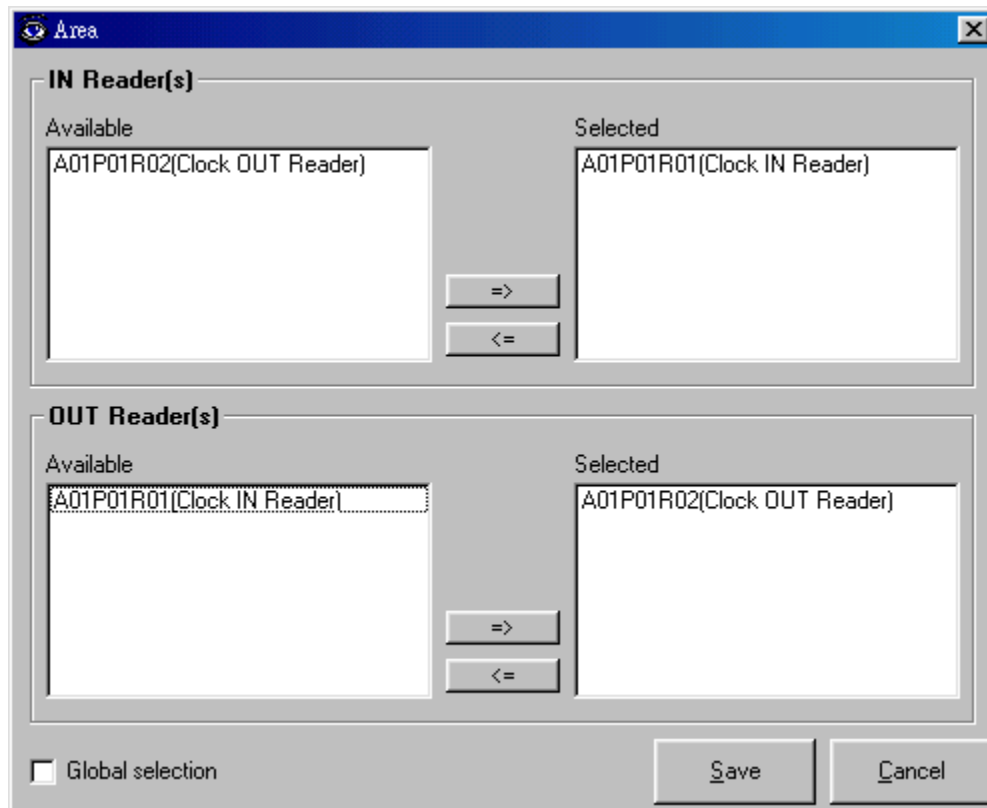


Fig. 3.7

4.0 Creating Databases

4.1 Time Attendance Database

Select **Time Attendance Database** from Database menu. Then, the Time Attendance Database dialog box will be displayed.

Week Day		Saturday		Sunday		Remark	
From	To	From	To	From	To		
Office Hour :	0900	1800	0900	1300			
Late Arrival:	0900		0900			LateArr	
Early Departure :	1800		1300			EarlyDep	
Mini. Working Hr.:		min.		min.		min.	UnderTime
Absence :							Absence
Missing record :							MissRec

Lunch Setting:	Start	End	Early Out	Late In	Remark
	1200	1400	1230	1330	LunchLateArr
<input type="checkbox"/> Week Day					LunchEarlyDep
<input type="checkbox"/> Saturday					
<input type="checkbox"/> Sunday					

	From	To	From	To	From	To	OT Unit	Rate
<input checked="" type="checkbox"/> OT 1	1800	0559	1300	0559	0600	0559	60 min	1
<input type="checkbox"/> OT 2								
<input type="checkbox"/> OT 3								

Fig. 4.1

4.1.1 Add Time Attendance Record

1. Click the **Add** button and enter the details of the record to be added.

- Record Name (Maximum 15 characters): Unique description for each record.
- Start Time (hhmm): Start time for records of a day. In general, the start time should be set 2-3 hours ahead of the start of the Office hour.
- Normal Working Hour Setting Frame
 - Office Hour (hhmm): It is the office hour of the shift and it is used to be displayed on the report only.
 - Late Arrival (hhmm): Arrival beyond this preset time will be treated as late arrival. If this field is blank, then late arrival will be ignored. Late Arrival Remark (Maximum 15 characters) could be displayed on the Time Attendance Report.

- Early Departure (hhmm): Leave earlier than this preset time will be treated as early departure. If this field is blank, then early department will be ignored. Early Departure Remark (Maximum 15 characters) could be displayed on the Time Attendance Report.
 - Mini Working Hr.: If the actual working hour is less than this preset time limit, Mini Working Hr. Remark (Maximum 15 characters) will be displayed. If this field is blank, then Mini Working Hr. checking will be ignored.
 - Absent Remark (Maximum 15 characters) could be displayed if no record is found on the day that is not a Holiday.
 - Missing record Remark (Maximum 15 characters) will be displayed if either the clock in or the clock out record is missing.
- Lunch Setting
- Start (hhmm): It is the starting time of the sampling to detect the lunch early out. It is advised to have this setting 30mins to 60mins ahead of the Lunch time.
 - End (hhmm): It is the ending time of the sampling to detect the lunch late in. It is advised to have this setting 30mins to 60mins after the Lunch time
 - Early Out (hhmm): Leave earlier than this preset time will be treated as Lunch early departure. If this field is blank, then Lunch early department will be ignored. Lunch Early Departure Remark (Maximum 15 characters) could be displayed on the Time Attendance Report.
 - Late In (hhmm): Arrival beyond this preset time will be treated as Lunch late arrival. If this field is blank, then Lunch late arrival will be ignored. Lunch Late Arrival Remark (Maximum 15 characters) could be displayed on the Time Attendance Report.
 - Weekday, Saturday and Sunday Option: Tick these options to enable Lunch checking
- Over Time Setting Frame
- Maximum of 3 different overtime settings are allowable with different pay rate. Tick the corresponding check box to activate the Over Time setting that required.
 - OT Unit (1 to 9999) and OT Rate (0 to 9999.9999): Completion of the basic OT unit will be counted for one OT. The OT count in the Time Attendance Report is equal to Number of the OT times OT Rate

2. Click **Save** to confirm the operation. Click **Cancel** to abort the operation.

3. Click **Exit** to exit the Time Attendance Database.

4.1.2 Edit Time Attendance Record

1. Select the record to be edited.

2. Click the **Edit** and then modify the details of the record to be edited.
3. Click **Update** to confirm the operation. Click **Cancel** to abort the operation.
4. Click **Exit** to exit the Time Attendance Database.

4.1.3 Delete Time Attendance Record

1. Select the record to be deleted.
2. Click the **Delete**.
3. Click **Exit** to exit the Time Attendance Database.

4.1.4 Find Time Attendance Record

1. Enter the Record Name to be found.
2. Click the **Find** button.

4.1.5 Clear all Time Attendance Setup Record

Click the **Clear all records** button to clear all records.

4.1.6 Print Time Attendance Record Setup

Click the **View/Print** button.

4.2 Special Day Database

Select **Special Day Database** from Database menu. Then, the Special Day Database dialog box will be displayed.

Fig. 4.2

4.2.1 Add Special Day Record

1. Click the **Add** and then enter the details of the record to be added.

- Date (yyyy/mm/dd): The day that requires special arrangement.
- Time Attendance Database Frame
 - Record Name : Name of the Time Attendance Record to be selected.
 - Start Time : Start time of the Time Attendance Record selected. It is generated automatically.
- Normal Working Hour Setting Frame
 - Office Hour (hhmm): It is the office hour of the special day record and is used to override the normal office hour setting of the selected Time Attendance Record at the day selected.
 - Late Arrival (hhmm): It is the late arrival time of the special day record and is used to override the normal office hour setting of the selected Time Attendance Record at the day selected. If this field is blank, then late arrival will be ignored.
 - Early Departure (hhmm): It is the early departure time of the special day record and

is used to override the normal office hour setting of the selected Time Attendance Record at the day selected. If this field is blank, then early department will be ignored.

- Mini Working Hr.: If the actual working hour is less than this preset time limit, Mini Working Hr. Remark (Maximum 15 characters) will be displayed. If this field is blank, then Mini Working Hr. checking will be ignored.
 - Lunch Option: Tick these options to enable Lunch checking
 - Over Time Setting Frame
 - It is the over time setting of the special day record and is used to override the over time setting of the selected Time Attendance Record at the day selected.
 - Remark (Maximum 15 characters): Reasons for the changing of the Normal Working Database and Over time Setting. It will be displayed on the Time Attendance Report.
2. Click **Save** to confirm the operation. Click **Cancel** to abort the operation.
 3. Click **Exit** to exit the Special Day Database.

4.2.2 Edit Special Day Record

1. Select the record to be edited.
2. Click the **Edit** and then modify the details of the record to be edited.
3. Click **Update** to confirm the operation. Click **Cancel** to abort the operation.
4. Click **Exit** to exit the Special Day Database.

4.2.3 Delete Special Day Record

1. Select the record to be deleted.
2. Click the **Delete**.
3. Click **Exit** to exit the Special Day Database.

4.2.4 Find Record

1. Enter the Day to be found.
2. Click the **Find** button.

4.2.5 Clear all Special Day Setup Record

Click the **Clear all records** button to clear all records.

4.2.6 Print Special Day Record Setup

Click the **View/Print** button.

4.3 Amendment Database

Select **Amendment Database** from Database menu. Then, the Amendment Database dialog box will be displayed.

Amendment Database

Staff No. Staff Name:

Active Date (yyyy/mm/dd): for day(s)

Order by Staff Order by Active Date

Staff No. = Active Date <=

Update Date <=

Amendment

On Leave Hour Leave: hour Paid No Paid

Late arrival time amendment:

Early departure time amendment:

Revise Mini Working Hr.: min.

IN time amendment:

OUT time amendment:

Ignore late arrival

Ignore early departure

Ignore absence

Lunch OUT time amendment:

Lunch IN time amendment:

Ignore Lunch Early OUT

Ignore Lunch Late IN

Remark:

View/Print

Staff No.

Active Date:
from (yyyy/mm/dd)
to (yyyy/mm/dd)

Update Date:
from (yyyy/mm/dd)
to (yyyy/mm/dd)

Fig. 4.3.1

Amendment Database

Staff No. Staff Name:

Active Date (yyyy/mm/dd): for day(s)

Order by Staff Order by Active Date

Staff No. = Active Date <=

Update Date <=

Active_Date	Staff	On_Leave	Remark	Update_Date
20030711	E001	1	Annual Leave	20030702
20030710	E001	1	Annual Leave	20030702
20030709	E001	1	Annual Leave	20030702
20030708	E001	1	Annual Leave	20030702
20030707	E001	1	Annual Leave	20030702

Fig. 4.3.2

4.3.1 Add Amendment Record

- Click the **Add** and then enter the details of the record to be added.
 - Staff No.: The record of the Staff no. that to be modified.
 - Staff Name: The record of the Staff Name that to be modified.
 - Active Date (yyyy/mm/dd): The day that requires amendment. Type in the start date and the no. of consecutive days applies.
 - Amendment Frame
 - On leave: Tick this optional box if the staff is on leave at the specified date.
 - Hour Leave: Tick this item if Hour leave is applied
 - Paid: Select this option if this is Paid Leave.

- No Paid: Select this option if this is No Paid Leave.
 - Late arrival amendment: Tick this optional box and enter the revised late arrival time setting (hhmm).
 - Early departure amendment: Tick this optional box and enter the revised early departure time setting (hhmm).
 - Revise Mini Working Hr.: Tick this optional box and enter the revised Mini Working Hr. setting (hhmm).
 - Ignore absence: Tick this optional box will ignore absence of the staff at the specified date
 - IN time amendment: Tick this optional box and enter the revised IN time (hhmm).
 - OUT time amendment: Tick this optional box and enter the revised OUT time (hhmm).
 - Lunch OUT time amendment: Tick this optional box and enter the revised Lunch OUT time (hhmm).
 - Lunch IN time amendment: Tick this optional box and enter the revised Lunch IN time (hhmm).
 - Ignore late arrival: Tick this optional box will ignore late arrival of the staff at the specified date
 - Ignore early departure: Tick this optional box will ignore early departure of the staff at the specified date
 - Ignore Lunch early OUT: Tick this optional box will ignore Lunch Early Out of the staff at the specified date
 - Ignore Lunch late IN: Tick this optional box will ignore Lunch Late In of the staff at the specified date
 - Remark (Maximum 40 characters): Reasons for amendment. It will be displayed on the Time Attendance Report.
 - Add Item Button: Type in Remark and click the **Add Item** to build up the drop down list.
 - Del Item Button: Select the unused Remark and click **Del Item** to remove it from the drop down list.
2. Click **Save** to confirm the operation. Click **Cancel** to abort the operation.
 3. Click **Exit** to exit the Amendment Database.

4.3.2 Quick Search Amendment Record

1. Select “Order by Staff” or “Order by Active Date”.
2. Type in the criteria for the Staff No. , Active Date or Update Date.

3. Click the **Search** Button for Active Date or click the **Search** Button for the Update Date.

4.3.3 Edit Amendment Record

1. Select the record to be edited.
2. Click the **Edit** and then modify the details of the record to be edited.
3. Click **Update** to confirm the operation. Click **Cancel** to abort the operation.
4. Click **Exit** to exit the Amendment Database.

4.3.4 Delete Amendment Record

1. Select the record to be deleted.
2. Click the **Delete**.
3. Click **Exit** to exit the Amendment Database.

4.3.5 Clear all Special Day Setup Record

Click the **Clear all records** button to clear all records.

4.3.6 Print Amendment Record Setup

Click the **View/Print** button.

5.0 Generating Report

Select **Report** from Report menu. Then, the Report dialog box will be displayed.

Report

From (yyyy/mm/dd) 2003/07/02 To (yyyy/mm/dd) 2003/07/02

Default Time Attendance Database Name: Normal Shift

Report

Attendance Attendance with Lunch Setting

Late Arrival Lunch Early Departure

Early Departure Lunch Late Arrival

Over Time

User

absence.rpt

absence.rpt

alt_leave.rpt

daily.rpt

daily_leave.rpt

dailylu.rpt

History Files

From Current Only

From Both Current & Archive

Saved File 1.mdb

Selected by

Name: Search:

Lam,Imelda -- 00019

Au Yeung,Paul -- 00154

Au Yeung,Philip -- 00069

Au,Eric -- 00175

Chan, Amy -- 00251

Chan, Felix -- 00189

Card no: Search:

00001 -- Chui,Kavinthy

00002 -- Fung,Karen

00003 -- Kesebi,Lale

00004 -- Chan,Mabel

00005 -- Laroche,Lucie

00006 -- Chan,Kwai Chun

Note field: NOTE01

ADMIN

OK Cancel

Fig. 5.1

5.1 Attendance Report

1. Input the report period that required.
2. Select the name of the **Time Attendance Database** setting that required.
3. Click the **Attendance** from the report frame.
4. Select the required history files from the History Files frame.
 - From Current Only: The report will be retrieved from the current used database file only.
 - From Archive Only: The report will be retrieved from the archived database files only.
 - From Both Current and Archive: The report will be retrieved from both the current and archived database files.
 - Saved File: The report will be retrieved from the saved export database file that is created from the past report generation.
5. Select the records to be printed according to the staff's name, the staff's card no. or Note field from the **Selected by** frame.

- Name: Click **Name** and then select the record of the staff's name to be printed by using mouse. You may hold the **Shift** key and select the start and finish selection for consecutive selection or hold the **Ctrl** key for non-consecutive selection.
 - Card no.: Click **Card no.** and then select the record of the staff's card no. to be printed by using mouse. You may hold the **Shift** key and select the start and finished selection for consecutive selection or hold the **Ctrl** key for non-consecutive selection.
 - Note field:
 - a) Click the **Note field** and select the note field (NOTE1 to NOTE25) that the records to be printed. (NOTE1 is assigned as the Department.)
 - b) Select the required item from the list.
6. Click **OK** button for generating report or use **Cancel** button to exit. If you have selected **From Archive Only** or **From Both Current & Archive** in **History Files** frame, then **Archive Files Select** dialog box will be displayed. Select the drive and directory, then double click on the required archive file(s). Click **OK** button for generating report or use **Cancel** button to exit the **Archive Files Select** dialog box.

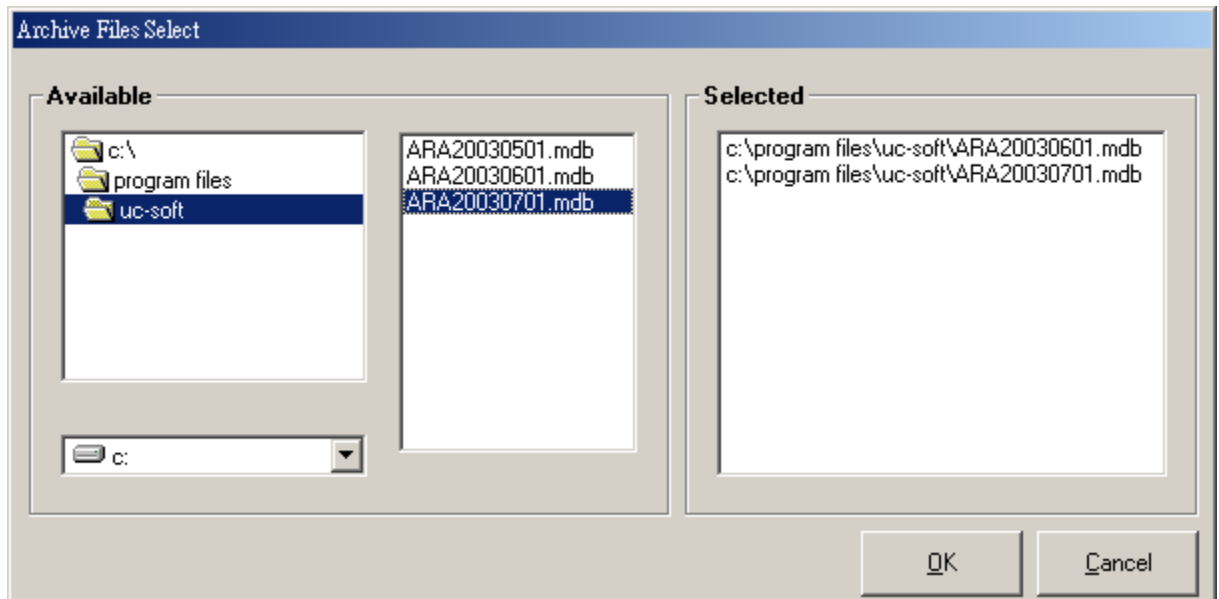


Fig. 5.1

5.2 Late Arrival Report

1. Input the report period that required.
2. Select the name of the **Time Attendance Database** setting that required.
3. Click the **Late Arrival** from the report frame.

4. Select the required history files from the History Files frame.
 - From Current Only: The report will be retrieved from the current used database file only.
 - From Archive Only: The report will be retrieved from the archived database files only.
 - From Both Current and Archive: The report will be retrieved from both the current and archived database files.
 - Saved File: The report will be retrieved from the saved export database file that is created from the past report generation.
5. Select the records to be printed according to the staff's name, the staff's card no. or Note field from the **Selected by** frame.
 - Name: Click **Name** and then select the record of the staff's name to be printed by using mouse. You may hold the **Shift** key and select the start and finished selection for consecutive selection or hold the **Ctrl** key for non-consecutive selection.
 - Card no.: Click **Card no.** and then select the record of the staff's card no. to be printed by using mouse. You may hold the **Shift** key and select the start and finished selection for consecutive selection or hold the **Ctrl** key for non-consecutive selection.
 - Note field:
 - a) Click the **Note field** and select the note field (NOTE1 to NOTE25) that the records to be printed. (NOTE1 is assigned as the Department.)
 - b) Select the required item from the list.
6. Click **OK** button for generating report or use **Cancel** button to exit. If you have selected **From Archive Only** or **From Both Current & Archive** in **History Files** frame, then **Archive Files Select** dialog box will be displayed. Select the drive and directory, then double click on the required archive file(s). Click **OK** button for generating report or use **Cancel** button to exit the **Archive Files Select** dialog box.

5.3 Early Departure Report

1. Input the report period that required.
2. Select the name of the **Time Attendance Database** setting that required.
3. Click the **Early Departure** from the report frame.
4. Select the required history files from the History Files frame.
 - From Current Only: The report will be retrieved from the current used database file only.
 - From Archive Only: The report will be retrieved from the archived database files only.
 - From Both Current and Archive: The report will be retrieved from both the current and archived database files.

- Saved File: The report will be retrieved from the saved export database file that is created from the past report generation.
5. Select the records to be printed according to the staff's name, the staff's card no. or Note field from the **Selected by** frame.
 - Name: Click **Name** and then select the record of the staff's name to be printed by using mouse. You may hold the **Shift** key and select the start and finished selection for consecutive selection or hold the **Ctrl** key for non-consecutive selection.
 - Card no.: Click **Card no.** and then select the record of the staff's card no. to be printed by using mouse. You may hold the **Shift** key and select the start and finished selection for consecutive selection or hold the **Ctrl** key for non-consecutive selection.
 - Note field:
 - a) Click the **Note field** and select the note field (NOTE1 to NOTE25) that the records to be printed. (NOTE1 is assigned as the Department.)
 - b) Select the required item from the list.
 6. Click **OK** button for generating report or use **Cancel** button to exit. If you have selected **From Archive Only** or **From Both Current & Archive** in **History Files** frame, then **Archive Files Select** dialog box will be displayed. Select the drive and directory, then double click on the required archive file(s). Click **OK** button for generating report or use **Cancel** button to exit the **Archive Files Select** dialog box.

5.4 Over Time Report

1. Input the report period that required.
2. Select the name of the **Time Attendance Database** setting that required.
3. Click the **Over Time** from the report frame.
4. Select the required history files from the History Files frame.
 - From Current Only: The report will be retrieved from the current used database file only.
 - From Archive Only: The report will be retrieved from the archived database files only.
 - From Both Current and Archive: The report will be retrieved from both the current and archived database files.
 - Saved File: The report will be retrieved from the saved export database file that is created from the past report generation.
5. Select the records to be printed according to the staff's name, the staff's card no. or Note field from the **Selected by** frame.
 - Name: Click **Name** and then select the record of the staff's name to be printed by

using mouse. You may hold the **Shift** key and select the start and finished selection for consecutive selection or hold the **Ctrl** key for non-consecutive selection.

- Card no.: Click **Card no.** and then select the record of the staff's card no. to be printed by using mouse. You may hold the **Shift** key and select the start and finished selection for consecutive selection or hold the **Ctrl** key for non-consecutive selection.
 - Note field:
 - a) Click the **Note field** and select the note field (NOTE1 to NOTE25) that the records to be printed. (NOTE1 is assigned as the Department.)
 - b) Select the required item from the list.
6. Click **OK** button for generating report or use **Cancel** button to exit. If you have selected **From Archive Only** or **From Both Current & Archive** in **History Files** frame, then **Archive Files Select** dialog box will be displayed. Select the drive and directory, then double click on the required archive file(s). Click **OK** button for generating report or use **Cancel** button to exit the **Archive Files Select** dialog box.

5.5 User Report

1. Input the report period that required.
2. Select the name of the **Time Attendance Database** setting that required.
3. Click the **User** from the report frame and select the required user report.
4. Select the required history files from the History Files frame.
 - From Current Only: The report will be retrieved from the current used database file only.
 - From Archive Only: The report will be retrieved from the archived database files only.
 - From Both Current and Archive: The report will be retrieved from both the current and archived database files.
 - Saved File: The report will be retrieved from the saved export database file that is created from the past report generation.
5. Select the records to be printed according to the staff's name, the staff's card no. or Note field from the **Selected by** frame.
 - Name: Click **Name** and then select the record of the staff's name to be printed by using mouse. You may hold the **Shift** key and select the start and finished selection for consecutive selection or hold the **Ctrl** key for non-consecutive selection.
 - Card no.: Click **Card no.** and then select the record of the staff's card no. to be printed by using mouse. You may hold the **Shift** key and select the start and finished selection for consecutive selection or hold the **Ctrl** key for

non-consecutive selection.

- Note field:
 - c) Click the **Note field** and select the note field (NOTE1 to NOTE25) that the records to be printed. (NOTE1 is assigned as the Department.)
 - d) Select the required item from the list.
- 6. Click **OK** button for generating report or use **Cancel** button to exit. If you have selected **From Archive Only** or **From Both Current & Archive** in **History Files** frame, then **Archive Files Select** dialog box will be displayed. Select the drive and directory, then double click on the required archive file(s). Click **OK** button for generating report or use **Cancel** button to exit the **Archive Files Select** dialog box.

6.0 Viewing Report

Attendance Report

Your Company Name

Attendance Report

Date printed: 2000/9/27

Department: Sales
Staff name: Chan John
Card no.: 41635 **Staff no.:** S001
Period from 1999/2/ 1 **to** 1999/2/10

Date	Day	Office Hour	IN	OUT	Work Hours	Late Arr.	Early Dep.	OT1	OT2	OT3	OT Count	Remark	
1999/2/ 1	Mon	09:00 13:00	08:51	14:07	5:16							Typhoon8	
1999/2/ 2	Tue	09:00 18:00	09:00	18:26	9:26			0:26					
1999/2/ 3	Wed	09:00 18:00	08:57	18:05	9:08			0:05					
1999/2/ 4	Thu	09:00 18:00	08:54	19:31	10:37			1:31			1.0000		
1999/2/ 5	Fri	09:00 18:00	09:03	18:46	9:43	0:03		0:46				Late.	
1999/2/ 6	Sat	09:00 13:00	****	****								Absence.	
1999/2/ 7	Sun		****	****									
1999/2/ 8	Mon	09:00 18:00	09:06	18:18	9:12	0:06		0:18				Late.	
1999/2/ 9	Tue	09:00 18:00	09:00	18:15	9:15			0:15					
1999/2/10	Wed	09:00 18:00	09:05	18:48	9:43	0:05		0:48				Late.	
Total:					72:20	0:14	0:00	4:09	0:00	0:00	1.0000		
Late arrival count:					3	Early departure count:			0	Absence count:			1

1 of 3 Cancel 30 of 30 Total:30 100%

Fig. 6.1

Late Arrival Report

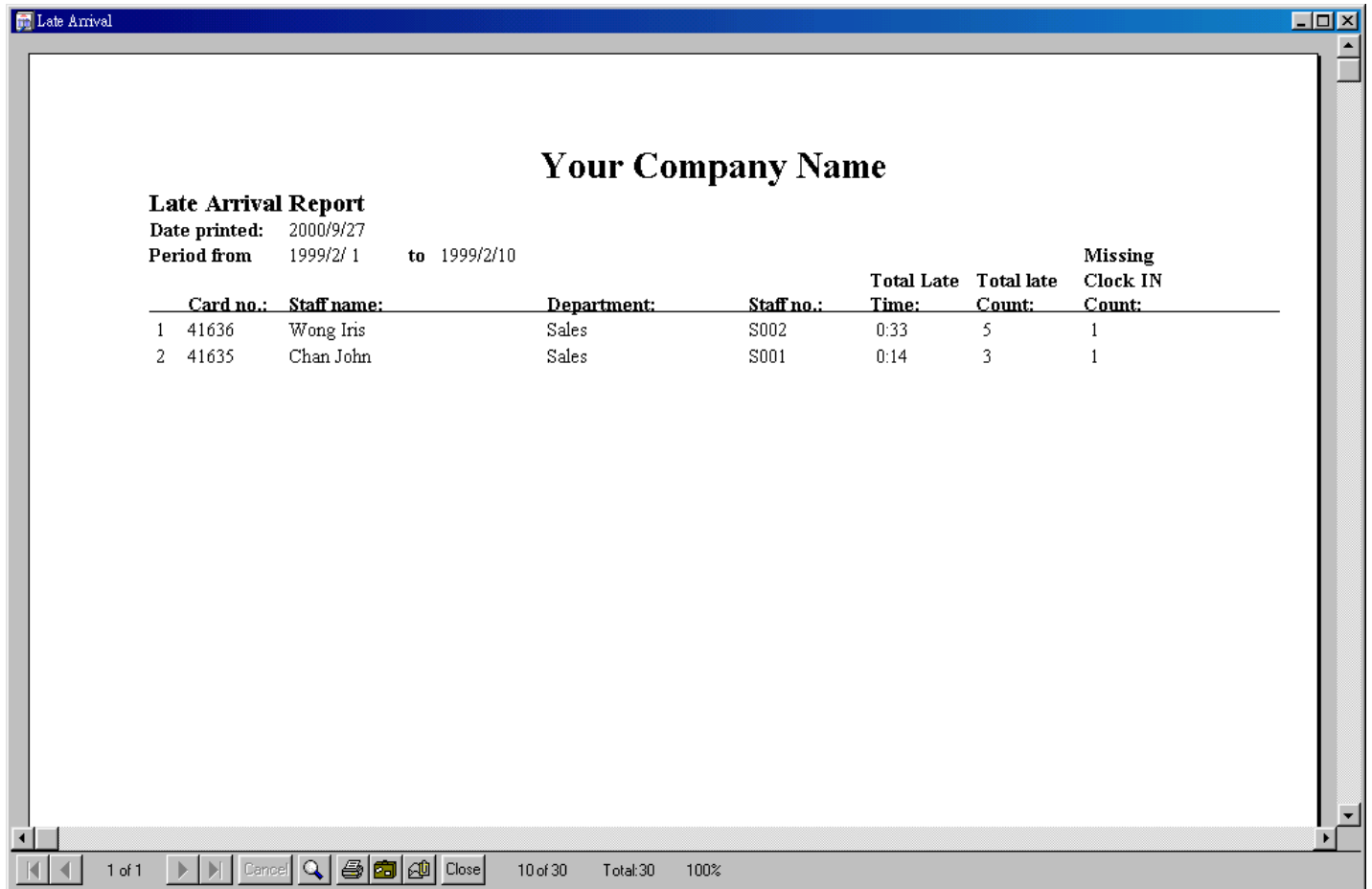


Fig. 6.2

Early Department report

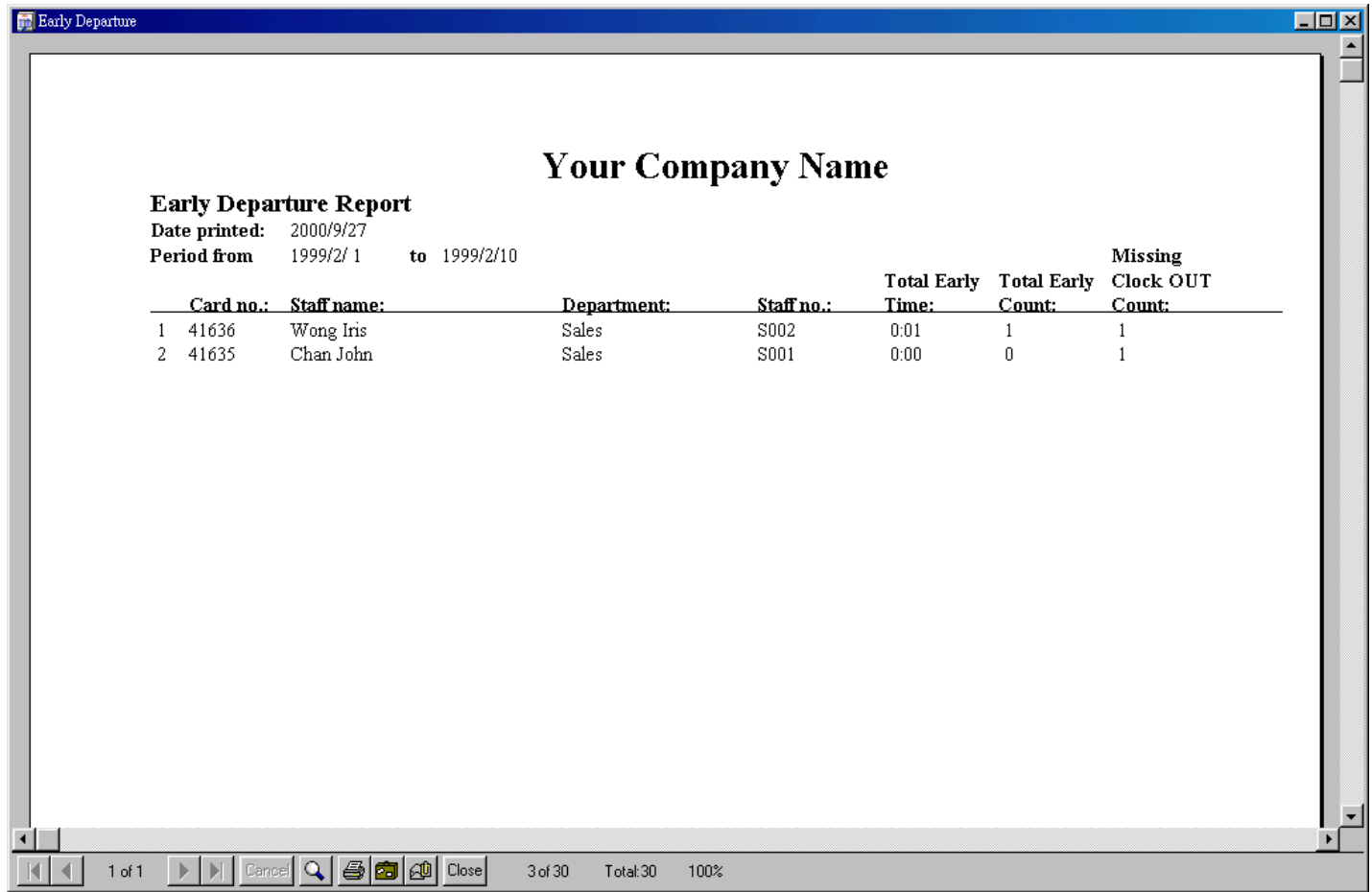


Fig. 6.3

Over Time Report

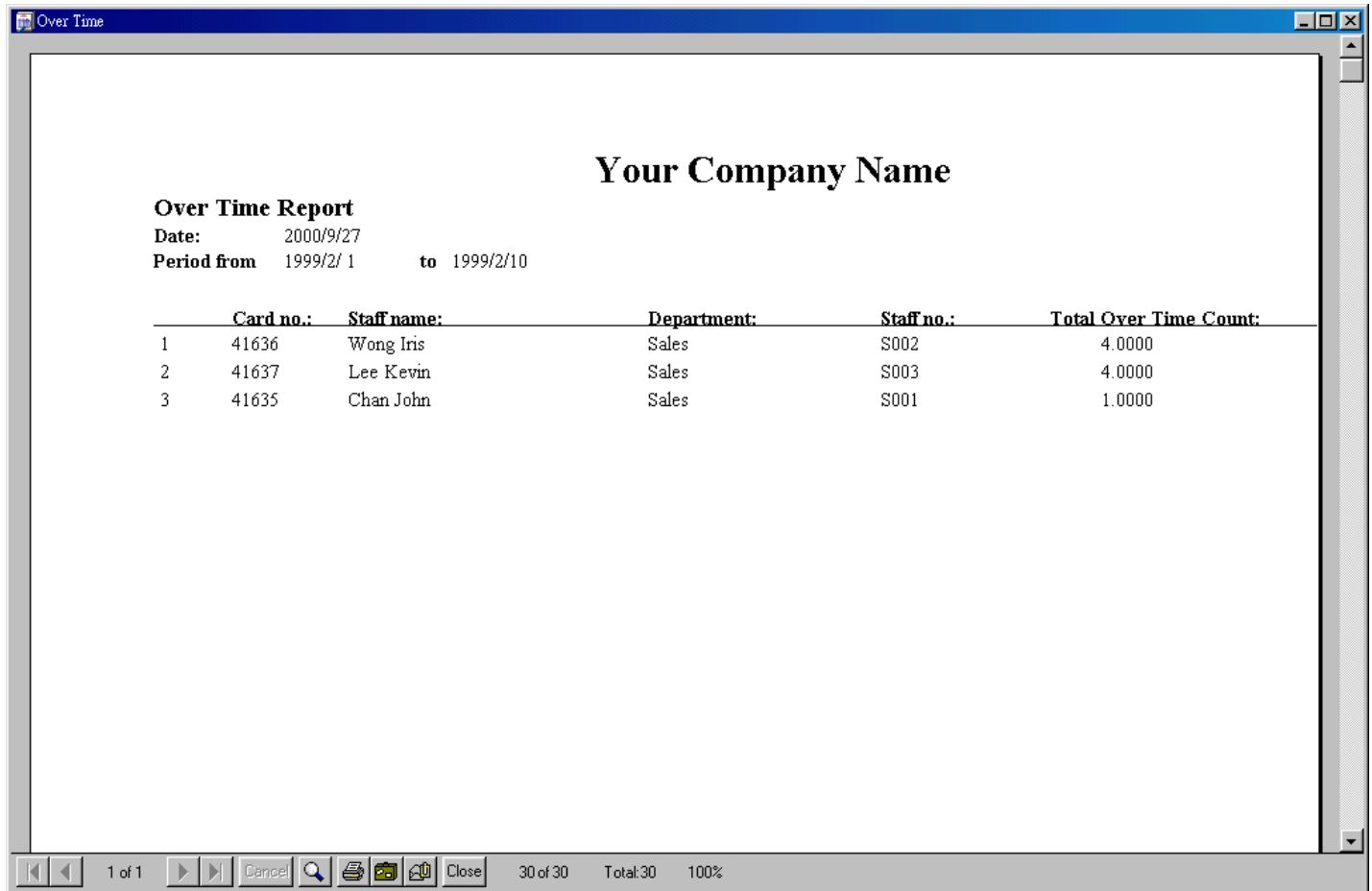


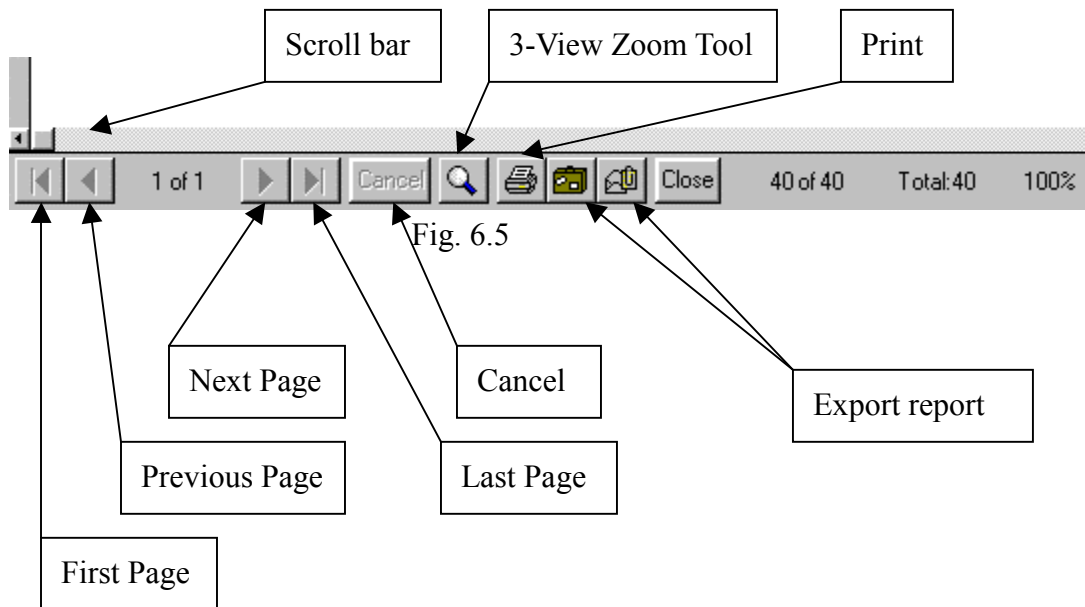
Fig. 6.4

Daily Attendance Report

Your Company Name														
Attendance Report										Date printed: 2000/9/27				
Period from 1999/2/1 to 1999/2/10														
Department: Sales														
Date	Day	Staff no.:	Staff name	Card no.	IN	OUT	Work Hours	Late Arr.	Early Dep.	OT1	OT2	OT3	OT Count	Remark
1999/2/1	Mon	S001	Chan John	41635	08:51	14:07	5:16							Typhoon
1999/2/1	Mon	S002	Wong Iris	41636	08:34	17:59	9:25							Typhoon
1999/2/1	Mon	S003	Lee Kevin	41637	08:45	18:05	9:20							Typhoon
1999/2/2	Tue	S001	Chan John	41635	09:00	18:26	9:26			0:26				
1999/2/2	Tue	S002	Wong Iris	41636	09:01	18:18	9:17	0:01		0:18				Late.
1999/2/2	Tue	S003	Lee Kevin	41637	08:48	18:37	9:49			0:37				
1999/2/3	Wed	S001	Chan John	41635	08:57	18:05	9:08			0:05				
1999/2/3	Wed	S002	Wong Iris	41636	09:03	18:12	9:09	0:03		0:12				Late.
1999/2/3	Wed	S003	Lee Kevin	41637	08:45	20:22	11:37			2:22			2.0000	
1999/2/4	Thu	S001	Chan John	41635	08:54	19:31	10:37			1:31			1.0000	
1999/2/4	Thu	S002	Wong Iris	41636	****	****								Absence.
1999/2/4	Thu	S003	Lee Kevin	41637	08:46	18:09	9:23			0:09				
1999/2/5	Fri	S001	Chan John	41635	09:03	18:46	9:43	0:03		0:46				Late.
1999/2/5	Fri	S002	Wong Iris	41636	08:45	18:37	9:52			0:37				
1999/2/5	Fri	S003	Lee Kevin	41637	08:45	18:27	9:42			0:27				
1999/2/6	Sat	S001	Chan John	41635	****	****								Absence.
1999/2/6	Sat	S002	Wong Iris	41636	09:20	17:58	8:38	0:20		4:58			4.0000	Late.
1999/2/6	Sat	S003	Lee Kevin	41637	****	****								Sick Leave
1999/2/7	Sun	S001	Chan John	41635	****	****								
1999/2/7	Sun	S002	Wong Iris	41636	****	****								
1999/2/7	Sun	S003	Lee Kevin	41637	****	****								
1999/2/8	Mon	S001	Chan John	41635	09:06	18:18	9:12	0:06		0:18				Late.
1999/2/8	Mon	S002	Wong Iris	41636	08:47	18:06	9:19			0:06				
1999/2/8	Mon	S003	Lee Kevin	41637	08:47	18:18	9:31			0:18				

Fig. 6.5

6.1 Viewer Tools



- **Scroll bar**
The scroll bar can be used to browse the entire length of a page. Click on the arrows to browse slowly or on the bar itself to move up or down a screen at a time.
- **First Page**
Use this button to view the first page of the report
- **Previous Page**
Use this button to view the page before the one currently displayed.
- **Next Page**
Use this button to view the page after the one currently displayed.
- **Last Page**
Use this button to view the last page of the report.
- **Cancel**
Use this button to view the last page of the report.
- **3-View Zoom Tool**
Use this button to move between three different views. One view shows the page at 100%, another view fits the entire page in the viewing window, and the last view fits the page in the window from side to side.
- **Print**
Use this button to print the report.

6.2 Exporting the report

AT-Pak PRO allows the export of report information to a number of various file types. Click either of the two buttons shown to bring up the Export dialog box.

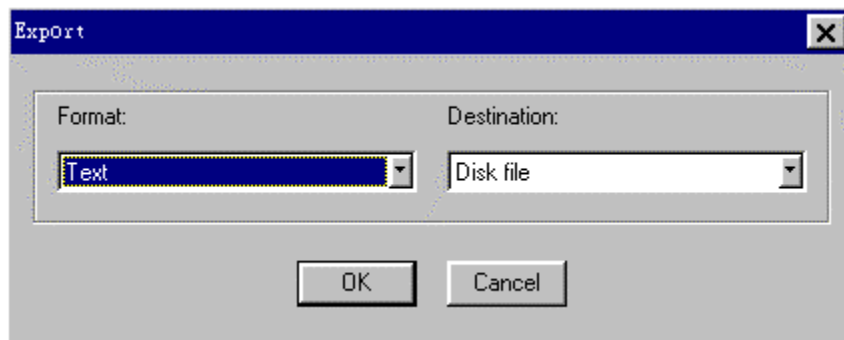


Fig. 6.6

- Format

Select the type of file you want to export to from the drop-down list. A number of data, word processing, and spreadsheet formats are available. Some selections may request additional information before exporting the data.

- Destination

In most cases you will probably want to export the data to a file on your own computer. If so, select Disk File from the Destination drop-down list, and you will be prompted to navigate to the directory you want the file put in.