# RIMS

# Access Control & Time Attendance Management System

User Manual Rev: E1.0.3

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# **Software Installation Wizard**

- If your computer's system is the Windows XP system, then it must be installed the Microsoft .NET Framework 2.0. The Check.exe, below the Framework Folder in the Operation and Instal ation Disk, can automatically check the installation of the Framework.
- 2) If there is no Microsoft Windows Installer 3.1 version suggested in the process of the install Please find the upgrading patch corresponding to the system in the Folder of "Windows Installer", install it and try again.
- 3) Directly delete the RIMS folder after instal ation if it needs to unload the RIMS.
- 4) The installation folder of the RIMS System is the Folder Setup.exe that below the RIMS directory in the Installation Disk.

## **Chapter One System Functional Properties**

The RIMS Access Control & Time Attendance Management System, with the comprehensive performances such as the User Management, device management, attendance management access-control management and others, have been being continuously improved and updated.

System Functional Properties

- 1 The personnel and device management possess intelligent interaction.
- 2 The device management possesses asynchronously operational processing capacities.
- 3 The access control management possesses the intel igently real-time operating capacities.
- 4 The attendance management can assess, suggest and feedback intelligently.
- 5 The system maintenance possesses the functions of abnormal catch-up, break-down protection and intel igent backup DB.

The RIMS system contains five sub-systems, which areUser Management,attendance management,access control management,device managementand system maintenance.access control management,device management

# **Chapter Two System Requirements**

## 2.1 Hardware Requirements

- > CPU: above 1 GHz
- ➢ Memory: above 256MB
- Hard disk: The available data space of the hard disk must above 2 GB (require larger storage space as the increase in the attendance recorded data)
- Communication Port:
  - A. **RS232/485**: one COM port (if there is no COM port, it needs USB/COM converter cable)
  - B. TCP/IP: the port that connect the Local network and the ether-net one.
  - C. USB: Support the computer with USB port.

## 2.2 **Operation Environments**

Operation system: Windows XP, Windows Vista, Windows Server 2003/2008, Windows 7. <u>*The RIMS software only works under the 32bit Operating System by</u> <u><i>now.*</u></u>

## **Attention:**

The Microsoft .NET Framework 2.0 needs the support of the Windows XP, Windows 2003 (it is contained in the software installation Disk)

# **Chapter Three Software Installation**

## 3.1 Software installation

 Get the instal ation process in the Folder Setup.exe of the RIMS directory in the Operation and Instal ation Disk. Click Browse in the popup instal ation wizard, and select the installation path. It is advised to select the non-system disk (default C Disc) to instal, whose default installation directory is D:\RIMS. Click Install and start the installation system.



3.1-1

2. The installation process automatically inspects the system configuration and conducts the instal ation.



3.1-2

- 3. In the process of installation, sometimes the system automatically inspects Microsoft.NET Framework. If this program has not been installed, the system will automatically install it. The span time of this installation may be a little longer, please wait patiently.
- 4. Installation completed. The desktop and the start menu will set up the "RIMS" shortcut automatically after the installation.

## **3.2 Software Primary Service**

The users, first register the personnel's fingerprints and record the registered number on the fingerprint attendance machine, and conduct soft-ware operation.

Double click the **RIMS** shortcut icon on the desktop. Enter the welcome interface.



According to the TIP, click Next and set the administrator password. Actually, this step can be skipped. Please set the password if it is necessary, and re-enter and confirm it.

Set administrator password Step by step:	Admin User	Administrator 🖌	
Now, Please set up an administrator password, the password used to log system to use, possess all the operating system permissions. You can change the password in system maintenance.	Password Re-enter	The <b>Skip</b> will skip th	iis step.
		<u>Skip</u>	<u>N</u> ext



According to the TIP, Click Next, set up company's information, including the short & full for it as well as its LOGO representing its image.

Step by step:	Company abbreviation	RIMS	
Now, Please enter your company's name an	Company full name	RIMS	
elect the company's LOGO.	LOGO		
	log	0	1
		Previous	Next



Click Next to enter Set the Rule of Attendance that can be established according to company's appraisal system. In the BOX, before the corresponding item, make the √ to set the rules of attendance, then click Next. If click Next directly without settings, the system wil conduct attendance according to the default attendance rules

3.2-4

Click Next to enter Set the Public Holidays that can be added, edited and deleted. This default the New Year's Day, Labor Day and China's National Day as public holidays. Click Add for new holidays, click Edit to edit the current holidays, and click Delete to remove the current one selected.

A	Delet	sav e	Cance
Set the public holidays Step by step: Set the company's public holidays.	 New Year 01-01 01-01	e	cc eelel
		Previous	<u>N</u> ext

3.2-5

- Click Next to enter Set Weekend, where you can add, edit and delete Weekend item. The system has defaulted the Saturday and
- > Sunday and Sunday as weekend break.



3.2-6

Click Next to enter Set Company's Duty Time, and set up duty time according to company's working system.

tompany's duty time.     Duty line     Duty line       Duty time' can be set as the lefault time of attendance to the staff.     Att. Type     Actual Att. 'v       On duty time     09:00     0       Off duty time     12:00     0       'f you need to set more complex thift time, you can find it in     V     Must clock-in	tompany's duty time.     Duty line     Duty line       Duty time' can be set as the lefault time of attendance to the staff.     Att. Type     Actual Att. 'v       On duty time     09:00     0       Off duty time     12:00     0       'f you need to set more complex thift time, you can find it in     V     Must clock-in	tep by step:	🕂 🕂 📈 🗸 🗸	8	
	attendance.	In this step, you can add company's duty time. Duty time' can be set as the lefault time of attendance to the staff. If you need to set more complex shift time, you can find it in the rule settings of	Att. Type On duty time Off duty time	Actual Att. 09:00 12:00	

3.2-7

Click Next to enter the Create Company's Department to set up the company's departments according to the departmental composition of the company.



3.2-8

Click Next to connect to User Management window for the import of personnel information, or to the Device Management window for operation setup, such as device link, or directly click Finish to skip to the software main interface



3.2-9

# **Chapter Four Instruction of the Software Performance**

# 4.1 User Management

The User Management possesses the functions of Department Management, User Management, device connection and others.

# 4.1.1 Department Management

On the main menu, please click User Management  $\rightarrow$  Department Management to add and edit departments in accordance with the structure of property and performance of the company. It is advised to arrange the departmental structure of the company before applying this operation. Before adding a department, click the above one first, then click Add to import the name of the department, finally click Save.

Click **Add** for adding more departments. As to adding the sub-department, click **the department** selected, **re-click Add** and choose it as the super department, then import the name of the sub-department and click Save. This method is also available to add multi-level ones.



4.1-1

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## 4.1.2 User Management

The User Management aims to import & modify the basic information of the staff, including his department, enroll ID, user ID, name, gender, password, certificate number, date of entry, attendance rules and so on.

## 4.1.2.1 Personnel Registration

Click User Management on the main menu or User Management in next menu to enter the User Management window, and then click New for the establishment of the window of Personnel Information

Please prepare the personnel information including their departments, user ID, enroll ID that in accordance with the number of the attendance machine, name, gender, time of entry, shift, weekend and others.

First of all, import personnel basic information into the optional card of Basic Information. Select current department enrolling personnel on the left column, successively import the enroll ID ( $1 \le x \le 65535$ ), name, user ID such as NO.001, finally select the option of Default Attendance.

Corporate HQ Dept.	Corporate HQ	
HardWare Enroll ID	1	
Name	Caiqing Huang	
User ID	HQ0001	
Gender	Male	
Default Att.	S-Group V Auto.S-Group V Shift Regu	ular Shift 00
Device Acce	1200-18	
Card No.	Shift Ever 13:00 - 18:	ning Shift
Calu No.	19:00 - 23:	00
Password		

4.1-2

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**Default attendance instruction:** 

1. Duty Time

This is only available to the company with simple off-on-duty working time (two time

points). For example: on-duty time at 9:00, off-duty time at 18:00 then we only need to set one duty time simply.

### 2. Shift

This is available to various-duty-time attendance. Its shift is consisted of non-overlapping duty times. *For example: one company's on-duty time is 9:00-12:00 (set as Forenoon working time) and 13:00-18:00 (set as Afternoon working time), which can be combined into one shift for attendance.* 

### 3. S-Group

It is available to the attendance of various and unfixed shifts or rotating shifts. The group is consisted of different shifts. For the group attendance, the system will automatically select the best shift for attendance statistic according to clock-in records. *For example: one company's duty time are: morning class* (6:00-10:00), *forenoon class* (10:30-13:30), *afternoon class*(14:00-18:00) *evening class*(19:00-22:00).*Then we can combine the morning class and the forenoon one into Shift 1, forenoon class and afternoon one into Shift 2, afternoon class and evening one into Shift 3. Employees can clock-in by the Shift 1, Shift 2 and shift 3 consisted of them. What we only need to do is to set group for attendance instead of tedious re-schedule, because the system will automatically collate the Shift 1 and Shift 2 for attendance statistics according to the actual attendance record.* 

Second, click **Extend Info** optional card, import personnel's entry date, position, date of birth, ID number, or leave blank space if un-necessary. Then click **Rule Options** and select the default weekend and others in optional card.

User Inform	ation			
Basic Info	end Info Rule	Options	÷⊠ × ✓ 8	
Register Date Birthday Phone	07-02-2010 24-02-1985	~	Title	
Email: Address				

4.1-3

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4.1-4

After the import, click Save to preserve personnel"s information.

asic Info Extend Inf	o Rule Options	+ X × 0			
Coporale HQ SathVan HardWate	Depl. Erroll ID Name User ID Similer Default Att. Device Access Card No. Password	Cuporate H Save	Create Contract of	Shit: Register Shitt (200) - 12:00 (200) - 12:00 (200) - 12:00 Shitt: Lewing Shitt (200) - 12:00 (19:00 - 22:00)	



Click Add for adding more information on the Personnel Information, Edit for modifying current personnel"s information, Delete for removing current personnel"s registration and attendance record.



4.1-6

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# **Attentions:**

While registering Personnel Information, the Enroll ID in the Basic Information must remain the same with the one in the terminal. Otherwise, that will be different between the fingerprint & password and Personnel Information, leading to mistakes or failure on attendance.

## 4.1.2.2 User Management

After adding the Personnel Information, the User Management window will automatically add a little information card for the registration personnel. Click Edit on this card or right-click it, then we can conduct the operation of New, Edit, Delete, Get Enrol, Upload Username, Get Newly Log, Upload Enroll, Delete Enroll, Demission and others.



4.1-7

### 1) New

Click New to set new personnel information. Please refer to4.1.2.1PersonnelRegistration for more details.

2) Edit

Click Edit to re-edit, set the personnel information registered. Then Click Save to preserve re-edited information.

3) delete

Click Delete to delete the registered information of the current person. (This function works only under the Demission. It should first make the person to Demission

## 4) Get Enroll

## 5) Upload Username

Click the **Upload Username** to input current personnel"s name on the fingerprint terminal. This information will be displayed on the screen of the terminal during the attendance.

## 6) Get Newly Log

Click Get Newly Log to get newly attendance record on the terminal.

## 7) Upload Enroll

Click Upload Enroll, and upload the fingerprint data, password, and card number of the personnel into the fingerprint terminal. PLEASE CONFIRM THAT THERE IS NO DIFFERENCE BETWEEN CURRENT PERSONNEL'S ENROLL ID ON THE RIMS AND THE USER ID ON THE TERMINAL. That's to say Amaris Song's enroll id on the RIMS software is 0001, then her user id on the terminal should be 0001 too.

## 8) Delete Enroll

Click **Delete Enroll** to remove all report of the personnel in terminal, including fingerprint data, attendance records and so on.

## 9) Demission

Click **Demission** to remove the person to the **Demission User**. The information of the very person stil exists. The information can be viewed under the Demission User view, and it also allows doing more operation under this view.

### 4.1.2.3 Device Connection

Click the **Device** icon on the menu to connect and operate the devices (refer to the <u>Device Connection</u> for details) Right click the light blue blank area to get all enroll, get newly log, and upload enroll and others.

E Corporate MQ - Hardware Dept.	Peter 2		
- Softwere Dept. - D-business Dept. - Financial Dept.	Peter 6 19 002 Pipt. Carporate 10	Amoris Song d 1001 Dopt President Popt	
Current Bate 18-00-2010 💌		Sin binn Get All Evrol Get Newly Log	
		Upload All Usernames Upload All Enroll	

4.1-8

#### 1) New

Please refer to 4.1.2.1 Personnel Registration for more details.

### 2) Get all Enroll

Click Get all Enroll to get all information of fingerprint data, password, and card number on the fingerprint terminal and preserve this data into the database.

### 3) Get Newly Log

Get the new and un-col ected attendance records on the device.

### 4) Upload All Usernames

Click **Upload All Usernames** to import the names of the personnel information in the RIMS software into the terminal, which wil be displayed on the screen of terminal.

### 5) Upload All Enroll

Click **Upload All Enroll** to input al fingerprint data preserved in the database into the terminal.

# **Attentions:**

- 1) The weekend break is designed for the fixed weekend for the staff every week. Manipulate weekend registration while the weekend is unavailable nor unfixed

#### 4.1.2.4 View

The appearance form of personnel information can be switched among three views; they are User Cards, User List and Demission Users according to the user"s requirements. The User Cards, User List view display the in-service persons" information. The Demission Users view displays the demission users" information. The User Card is optional to show & hide attendance report and shifts



4.1-9

#### 4.1.2.5 Refresh

The Refresh can reload personnel information.

#### 4.1.2.6 Batch Edit

The **Batch Edit** can modify personnel information to a large extent, such as department, entry date, attendance system, default attendance, default weekend and others.

First: select the item of personnel on the left column that needs to be modified.



4.1-10

Second: select the item that needs modification, such as entry date, and then click

## Apply.

		۵ - 🖬	Dept. Register Date Att Rule Default Att. Def
Name	User ID	Enrol	Register Date: 17-08-2010
E-busi:	ness Dept		
Peter	002	2	
Amari Niko	001 003	2 1 3	
1140	005	2	
14 4	1 of 1	▶ ▶  <sub>₹</sub>	Apply

4.1-11

#### 4.1.2.7 Import

The **import** can add batch personnel information through the self-defined column Excel file or the following path: first establish one personnel item on the User

	A	B	C	D	E	entrance Filment	G	H	1 m	1	K L	M
1	Dept	Name	UserID	Enroll ID	Card No	Att Rule	Default Att	Default Weekend	Gender	Register Date	Title Birthday	ID No
2	E-business Dept	Amaris Song	001	1		Default Att Rule	Normal		Female	16/08/2010	24/02/1985	
3	E-business Dept.	Peter	002	2	1	Default Att Rule	Normal		Male	16/08/2010	24/02/1905	
4	E-business Dept.	Miko	003	3	1	Default Att Rule	Normal		Female	16/08/2010	24/02/1985	
5	Software Dept	Edmond	004	4	1	Detault Att Rule	Normal		Male	16/08/2010	24/02/1985	
6	Hardware Dept.	Edward	005	5	1	Default Att Rule	Normal		Male	16/08/2010	24/02/1905	
7	Financial Dept	Marry	006	8	5	Default Att Rule	Normal		Female	16/08/2010	24/02/1985	
8		110233388										

4.1-1	2
-------	---

First: select the designed Microsoft Excel file.

🏘 User data impo	rt wizard				X
<b>1.</b> Choo	se data source				
Specify the Excel of	lata source				
File name:	C:\Documents and	Settings\alpha\Desktop\Use	r Information_201	008161: Bro	owse
	-				
· · · · ·					
			Previous	Next	Cancel

4.1-13

Second: Click **Next**, and select the matched column and field. (This step is generally automatic and you don"t need to choose the field yourself, click **Next** directly.)

 	1 I C					
em will automatically elect the match field			l, and the first row se	t as Header.		
Dept.	Dept	~	Gender	Gender	*	
Name	Dept Email	<u> </u>	Register Date	Register Date	~	
User ID	Enroll ID Gender	-	Title	Title	~	
Enroll ID	ID No Name		Birthday	Birthday	~	
Card No.	Phone Register Date	~	ID No.	ID No	~	
Att Rule	Att Rule	~	Phone	Phone	~	
Default Att.	Default Att	~	Email	Email	~	
Default Weekend	Default Weeke	r 🗸	Address	Address	~	

4.1-14

Third: Data Check, check the imported data. If there is something wrong with this data, double click to edit the very data. Or open the file directly to edit the data and then re-import it.

There are two colors prompt:

Red: it means that there already exists the info. of the very enroll id in the RIMS software. If you don"t edit the importing data, it would fail to import the info. of that enroll id. *For example: because my RIMS software has already had the id (1-8) enroll info. So when I import another id (1-8), then it shows red as the following.* 

Green: It means that the AttRule, Default AttType or Default Weekend of the enroll id do not exist in the RIMS database. The software will match it to a default one or make it nothing. If you don"t need to set a Default AttType to it, so you can leave it null. If you want to edit it, please right click the very cel and select the item. *For example: the id*=8's *Default* AttType *is HR-Shift*, *but there's no HR-Shift on my RIMS software*, *so the software make it null*, *that's to say there's no Default* AttType *for id*=8 *now*.

Ľ.	PIN	DIN	CardNumber	AttRule	DefaultAttTypeValu	Default
1	008			Default Att Rule		Weeker
2	001	1		Default Att Rule		Weeker
3	002	2		Default Att Rule	Normal	Weeker
4	007	7		Default Att Rule	Normal	Weeker
5	063	3		Default Att Rule	Normal	Weeker
6	004	4		Default Att Rule	Normal	Weeker
7	005	5		Default Att Rule	Normal	Weeker
8	006	6		Default Att Rule	Normal	Weeker
* 9						

4.1-13	4.	1	-	1	5
--------	----	---	---	---	---

After editing the data, there"s no Red Prompt, then click NEXT to import the user info.

	PIN	DIN	CardNumber	AttRule	DefaultAttTypeValu	DefaultWe
1	017	17		Default Att Rule	Evening	Weekend
2	010	10		Default Att Rule	Evening	Weekend
3	011	11		Default Att Rule	Normal	Weekend
4	012	12		Default Att Rule	Normal	Weekend
5	013	13		Default Att Rule	Normal	Weekend
6	014	14		Default Att Rule	Normal	Weekend
7	015	15		Default Att Rule	Normal	Weekend
8	016	16		Default Att Rule	Normal	Weekend
* 9						

4.1-16

Fourth: Click Next to import data if there is nothing wrong with the data.

	3 Succes: 8				
npietion of the c	data to import, click ti	ne "Cancel" to reti	ırn.		

Fifth: Click **Cancel** and reverse back User Management interface after finishing the data import.

### 4.1.2.8 Export

Export personnel information from the Excel file for preservation or query

First: Select the Save Path.



4.1-18

Second: click **Save** to conduct information export that will show a success, then click **OK** to open the current export data.



## 4.1.2.9 Query

If there is too much personnel information and you need someone"s information now, please input his name; enroll ID, user ID to query his information quickly.

📌 User Ma	nagemen	t					
00.	New New	🏀 Dept.	a a View	🕶 🥏 <u>R</u> efresh	Batc	h Edit 🛛 😿	Import
	e HQ Vare Ware 07-02-20	<i>₽</i> • 10 <b>⊻</b>		BT 🜌	1002 oorate HQ		
					1	Corporate H	Q 1 Item(s) 👷

4.1-20

As the following:



4.1-21

**Complete spelling query**: input the complete spel ing of the user's name, and then search for his/her information. *Let's take "Miko" as an example: input "Miko", then* 

click the **query** *let* icon, then Miko's information will come to the result.

1iko		<del>،</del> م
Name	User ID	Enroll ID
E-busi	ness Dept.	
Miko	003	3

**Initial query**: input the first letter of the name then search. *For example: we want to search "Edmond", then we input "E", all the person those name start with "E" will come to the result.* 

Example: let's query "Edmond", input "E" and click the query

out:- Edmond, Edward.



4.1-23

Search the whole department: it allows searching the information of the whole department. It supports "complete spelling query" and "initial query" with the wildcard. Please first input the query condition, wildcard "@" stands for querying the whole department.

As the following:

*icon, then it comes* 

r Report			👍 Report						
E-business	;	P - 84	@Н		0-2				
Name	User ID	Enroll ID		Banna					
E-busine	ess Dept.		Name	User ID	Enroll ID				
			Hardwa	are Dept.					
Amaris S	001	1			5				
Peter	002	2	Edward	005					
Miko	003	3							

**Query user information according to gender**: query the female or male information in the company. We can count the gender ratio of the company easily. We can input "#m" or "#M" to query the entire male"s information, and "#f" or "#F" for all the female"s information.

As the following:





### 4.1.2.10 Advanced for selecting person

On the Report window, there's an "Advanced" option for selecting person. As the following:



Click the user selection to a pull-down menu, and select the "Advance" to pop-up the Advanced window.

lept.			User						
Candidate department		Selected department	Candidate	Users			Selected U	sers	
,P +		,Q +			<i>Р</i> т				P
Corporate HQ		😑 👂 Corporate HQ	Name	Us	Enroll ID		Name	Us	ErrollIC
Development dept.     HB		Development dept. (i) Hardware Dept.	Hardw	are Dept			Hardwa	se Dept	
E-commerce Dept. Sales Dept.		Software Dept.	Peter Peter	003 003	3		Amy HR	013	13
After-sales Service Dept.		After-sales Service Dep	Softwa	ne Depl.			100000	0.088	1000
			Franky 002 2 Adam 007 7 Vicky 011 11 Alon 012 12	4	Momoco Zoe	009 006	9		
	ca		HR	012	16	u)			
	<ul> <li>du</li> </ul>		Becky Suki	010 017	10 17	<ul><li></li></ul>			
	Am		After-sales Service Dept.			Area			
			Many Deresis	006 016	6 16				
		< > >							



## **Advanced Instruction:**

*Candidate department* is the department list that can be selected.

*Selected department* is the departments selected from the Candidate departments list. *Candidate Users* is the users from the Selected department. They can be selected to the Selected Users list.

Selected Users is the users selected from the Candidate Users list.

When you select the department from the Candidate department list to the Selected department list, the users from the Selected department will show on the Candidate Users list.

If you want to select someone to the Selected Users, *let's say* <u>Amv (from Hardware dept.)</u>. You should first select the <u>"Hardware dept"</u> from the Candidate department list to the Selected department. Then "Amy" will show on the Candidate Users list. You could select "Amy" from the Candidate Users list to the Selected Users list then.

## Icon instruction:

- It means Super department of the Selected department.
- $\diamond$  It means department selected from the Candidate department list.
- It means the super department of the very department has been selected. So it's the selected department too.

**Operation instruction:** Search, Double-click, button, drag.

- Search: please refer to the 4.1.2.9. Each column has its own search scope. For example: from the Selected department list, you can select the persons whose department is on the Selected deparement list. As pic 4.1-25, we can search the person that from the Development dept, Hardware dept, Software dept, HR dept, or After-sales dervice dept. If you want to select the person whose enroll id is 013, please first search 013 on the Candidate department list, then it comes out a department "Hardware Dept.", select it to the Selected department. Then you could select 013 from the Candidate Users to the Selected Users.
- Double-click: double-click the item, it would be selected from the left column to the right column automatically. For example: double-click the "Hardware dept" on the Candidate department list, then it would be selected to the Selected department.
- Button: I make the selected department or person from one side to the other side.
  Select all the department or persons from one side to the other side.
- Drag: select the Candidate user or Selected User and drag it directly from one side to the other side.



4.1-28

According the pic above, you could search through "search the whole department", "Complete spelling query", "Initial query" or "Enroll ID".

Selected depa	artment	Candidate department			
Amaris	×	@E-commerce Dept X •			
<ul> <li>Corporate HQ</li> <li>E-commerce Dept.</li> </ul>		Corporate HQ E-commerce Dept.			
Candidate Us K	ers	Selected Users			
	7450 11 37 HANNE				
Name Us Enroll ID Sales Dept.		Name         Us         Enroll ID           After-sales         Service         Dept.			
Kathy	014 14	Marry 006 6			
		4.1-30			

On the Candidate or Selected department list, it shows only the department no matter you search the department name or the user name. When you search someon, let's say Amaris in the Selected department, it shows her department – E-commerce Dept. More details for the query function, please refer to the 4.1.2.9. Click X or clear the query box to turn back.

## 4.2 Attendance Management

On the main menu, focus the mouse on the icon of Att. Manage icon, where will display four sub-menus: Append User"s Forgotten Clock-in/out, Leave Registration, Attendance Rule Management, Report Query and Scheduling.



4.2-1

# 4.2.1 Manual IN/OUT

This item is mainly designed for those staff who had forgotten clock-in/out for the re-attendance.



4.2-2

		,	+ X X	V 🙁	
Name	User ID	Enroll ID	Att. Type	Attend	
Hardwa	are Dept.		All Type		
Edward 005	005	5	Date	15-08-2010	
	000		🔲 Duty Time	🗹 Shift	🔲 S-Gro
			Shift	Regular Shift	~
				Morning(09:00-1	
			Remark		
			1		

4.2-3

#### **Operating Steps:**

Select the personnel who needs re-clock-in in this way: click the name of the personnel and select the little icon \_\_\_\_\_, or right-click personnel information window on the left column to popup the right-click menu; or input the personnel"s user ID, name, enroll ID for query and adding.

As the following:

	P	Corporate HQ	Hardware Dept.
Name User ID	Enroll ID	Att. Type	Software Dept.
		Date 17	E-business Dept.
		Duty Time	Financial Dept.
		Time 17:32	0

4.2-4

🛃 - ۵		V (3)	
Name User ID Enroll ID	Att. Type	Attend	~
	Date	17-08-2010	~
Corporate HQ	Hardware Dept.	> Shift	S-Grou
	Software Dept.	0	
	E-business Dept. Financial Dept.	+	
	Remark		
			A



Name	User ID	Enroll ID	Att. Type	Attend	
E-busi	ness Dept.		35		
Miko 003	003	003 3	Date	17-08-2010	~
		Duty Time	Shift	S-Grou	
			Time 📘	7:32	
			Remark		



2) Click the icon Add, and select the corresponding attendance type for re-clock-in. There's the same option type on the terminal: *Duty On, Duty Off, Overtime On, Overtime Off, Go out on and Go Out Off.* 



3) Set the clock-in date and time for the personnel in the item of Date and Time.



4) It is also available to re-attend by Duty time, shift and S-Group. If you manual IN/OUT as 09:00am-12:00pm, then it will conduct two records: clock in at 09:00am and clock out at 12:00pm. And it will match the Duty on and Duty off type automatically.



5) Click Save to preserve the Manual Clock-in settings.

# 4.2.2 Leave Registration

The leave registration is available to record personnel"s overtime, leave, weekend, outgoing, business trip and others. Click Att. Manage  $\rightarrow$ For Leave, and enter the Leave Registration (Ask for Leave/Over/Out/Travel) window.
@E		P - 8.	+ X × V 8
Name E-busir	User ID ness Dept.	Enroll ID	Att. Type Normal Overtime 🗸
Amaris S Peter Miko	. 001 002 003	1 2 3	Vininterrupted     From 18-08-2010     To 18-08-2010     Duty Time     Shift     S-Grou     Time Range     From 17:32     To 17:32     Remark
14 4	1 of 1	▶ N	5

4.2-10

#### **Operating Steps:**

- 1) Select the personnel. Refer to <u>personnel option</u> on the Manual IN/OUT for detailed operating steps.
- Click Add to select attendance type in the Att. Type item. There"re 13 kinds of types now: Normal Overtime, Weekend Overtime, Holiday Overtime, Weekend, Leave, Sick Leave, Annual Leave, Wedding Leave, Maternity Leaving, Injury Leave, Funeral Leave, On Business, and Outgoing.



4.2-11

3) Set the date and time range for the Leave Registration.





4) It is also available to register according to Duty Time, Shift and S-Group.

@E		🖧 - کړ	Regis	ster according t	o Shift.
Name E-busir	User ID ess Dept.	Enroll ID	Att. 1		
Amaris S Peter Miko	001 002 003	1 2 3	From 17-08:	201 To 18- Shift Regular Shift Morning(03:00-12 Afternoon(13:00-1	
14 4	1 of 1	▶ ►	Remark	e.L	5



5) Click Save to preserve current leave registration.



- Select the Uninterrupted there is only one attendance record even if the span time excesses 24 hours. Cancel the Uninterrupted, there wil be one attendance record daily.
- 2) **Time Range** The system usual y defaults the current time of the system as the time range. It is necessary to input other time and date range in reality. The

beginning date cannot be later than the ending date. When **Un-interrupted** is selected, and the date range within the same day, the beginning time can not be later than the ending time. If the time span excesses 24 hours, the beginning time can be later than the ending time. But the beginning time can be later than the ending time regardless of 24-hour excess or not if the **Un-interrupted** is cancelled.

# 4.2.3 Attendance Rule Management

The attendance rule management is designed to manage the company and standardize its attendance rule & regulation system.

Click the Att. Manage  $\rightarrow$  Att. Rule and enter the Attendance Rule Management window.



4.2-14

#### 4.2.3.1 Rule Options

- Add New Attendance Rule
  - 1) Normal settings



4.2-16

#### **Specification:**

- A: For the setting: one work day defaults 8 hours as work time, which means 8-hours or more work time is regarded as one work day.
- B: For the Setting: the recorded at interval of no less than 5 minutes count as effective attendance. In 5 minutes after the attendance, it is ineffective for other attendance of the same person.
- C: the record of the access control terminal is connected with the attendance stat. (it's available to the access control terminal.)

D: Strict Attendance: the attendance record wil be only these two statuses: Duty on and Duty off.

2) Late/ Early /Absence settings



Rule Options	Rule Options     Attendance rules and the relevant options	
Weekend	Image: Second	

4.2-17

#### **Specification:**

- a) Clock-in over 10minutes Count as Late This rule can be just taken as a standard to who is late or not.
- b) Late Exceed 30 Minutes Count as Absent. For example, if it is regulated 9:00 am as clock-in time, the personnel who clock-ins later than 9:30 am can be recorded as absent.
- c) Clock-out over 10 Minutes Count as Early. For example: the normal clock-out time is set as 17:00, anybody who leaves before 16:50 can be regarded as early.
- d) Clock –out over 30 minutes count as absent. For example, if it is regulated 17:00 as the clock-out time, the personnel who clock-outs before 16:30 can be recorded absent.
- e) If no clock-in, count as late/absent. For example, one personnel who forgets to clock-in, can be regarded as late and set the lagged time, or as one-day absent.
- f) If no clock-out, count as early/absent. For example, one personnel who forgets to clock-out, which can be regarded as early and set the early minutes, or as one-day absent.
  - 3) Overtime Rule Settings



<ul> <li>Rule Options</li> <li>Holiday</li> <li>Weekend</li> <li>Duty Time</li> <li>Shift</li> <li>S-Group</li> </ul>	Rule Options         Attendence tudes and the relevant options         Image: Contract of the relevant options         Image: Contract of the relevant options         Image: Contract options         Imag	

4.2-18

#### Specification:

It is available to set the overtime that which is more than certain minutes to an effective one.

#### 4.2.3.2 Holiday

Usually, the holiday is nationally official holidays, such as New Year's Day, Labor Day and China's National Day. The holiday can also be flexibly set according to the company's requirements.

Click Holiday on the left column of Attendance Rule Management to add/edit holiday

😽 Attendance Rule A	Aanagement	
G 🕤 -		
Rule Options Holdsy Weekend Duty Time Shift S-Group	Holiday Usually set to the statutory National Holiday Holiday New Year Stat Date End Date Ot-O1 ©	
	4.2-19	

1) Click Add; input the name of holiday and its Starting and Ending date. As followings:

Bule Options     Holiday       Holiday     Usually set to the statutory. National Holiday       Weekend     Image: Status of the statutory in the statutory	
S-Group	



- 2) Click Save icon to complete the setting.
- 3) Edit Holiday
- Select the name of holiday that needs modification on the column of Holiday's Names, then click <a href="mailto:Edit">Mailto:Edit</a>.
- Modify holiday's name within the Holiday's Name box corresponding and modify its beginning and ending time holiday.
- After clicking <u>Save</u> icon, the information of the holiday will be updated automatically.

#### 4.2.3.3 Weekend Settings

The weekend can be set according to the company"s requirement.



Bule Options		eekend ually set to the public rest day.	
🐺 Holiday		<b>X</b> √ ⊗	
Outy Time	Weekend	Weekend Rest 👻	
Shift	Time	Monday 🗌 AM 🗌 PM	
🚃 S-Group		Tuesday 🗌 AM 🗌 PM	
		Wednesday 🗌 AM 🔄 PM	
		Thursday 🗌 AM 🔲 PM	
		Friday 🗌 AM 🗌 PM	
		Saturday 🗹 AM 🗹 PM	
		Sunday 🗹 AM 🗹 PM	



 Click weekend on the left column of Attendance Rule Management, and turn to the Weekend window. Click Add; input the name of the weekend and its time that can be differently set according to company's actual rules and shifts, as the following:

Veekend		~	
lime	Monday	AM	🔲 PM
	Tuesday	🔲 AM	🔲 PM
	Wednesda	y 📃 AM	🔲 PM
	Thursday	AM	🔲 PM
	Friday	🔲 AM	🔲 PM
	Saturday	🔲 AM	🔲 PM
	Sunday	🔲 AM	🔲 PM

4.2-22

- 2) Click  $\underline{\checkmark}$ Save after setting.
- 3) Modify Weekend settings
  - Select the name of the weekend on the pull-down menu below the Weekend, and click <a href="mailto:weekend">Weekend</a>, and click <a href="mailto:weekend">Meekend</a>, and click <a href="mailto:weekend">Weekend</a>, and
  - Modify the name of the weekend within the box Weekend and input the weekend time before the corresponding weekend time.
  - $\succ$  Click **Save** to finish.

**Attentions:** 

- > The Weekend that has been applied to the personnel cannot be deleted.
- > It is not allowed to repeat name and time of the fixed weekend.

### 4.2.3.4 Duty Time

This is only suitable to the simple on-off-duty company that needs two simple time points. For example: on-duty time at 9:00, off-duty time at 18:00. The various on-off-time companies require setting up several time and shifts. Please refer to 4.2.3.5. Shift for details.

Setting steps of on-duty time following:

Click **Duty Time** on the left column of the Attendance Rule Management; enter the setting window of Duty Time.



4.2-23

Click <a href="#">
 Add, set the name of the shift within the box of Duty Time, and set Att.

 Type and On/off-Duty Time. Such as:



Rule Options	n Duty Tir	<b>ne</b> y-time for the attendar		
🏋 Holiday				
Duty Time	Duty Time Att. Type	Normal Actual Att.	V 🗌 Cross-days	
III Shift	On duty time Off duty time		<ul> <li>Begin att. time</li> <li>End att. time</li> </ul>	07:00 🗢
	Must clock-in	ıt	Result Time	
	Calc leave ea	rly	🔘 Manual	
	Calc absence		Deduct meal or rest	time 0 🤤 minute:

4.2-24

- 2) Click Save after finish. The pul -down menu of Duty Time wil display Normal duty time.
- 3) Click Edit to modify and set the optional shifts.

# **Attentions:**

The attendance type of Actual in, Normal Overtime, Holiday Overtime, and Weekend Holiday will be shown as the Must Clock-in or Must clock-out in the stat. report.

#### 4.2.3.5 Shift

This is available to the company of various on-off-duty-time attendances. The shift is

consisted of non-overlapping duty time. For example: a company's on-duty time is 9:00-12:00 and 13:00-18:00, which can be set as Morning Class duty time and Evening Class one respectively. The morning-class and the evening-class can be combined into one shift for attendance. The un-regular/rotating shift can be set as shifts and S-groups. Please refer to <u>4.2.3.6</u> S-Group for details.

- 46 -

_	_	_	_
ĸ		VI	5

Rule Options	Shift Different duty-time arrange in Shifts	
📝 Holiday	+ 🛛 🗙 🗸 🛞	
🥁 Weekend 🕥 Duty Time	Shift Regular Shift 👻	]
Shift	Select duty-times for the shift	
S-Group	<ul> <li>✓ Morning(08:00-12:00)</li> <li>✓ Afternoon(14:00-18:00)</li> </ul>	

4.2-25

## Attentions:

When creating a new Shift including two or three duty time, the End att. Time of the previous duty time can not be latter than the Begin att. Time of the latter one. For example: i am creating a new shift now, including two duty time: morning: 08:30-12:00, and afternoon: 14:00-18:00. When i creat these two new duty time, i should make sure that the End att. Time of the duty time "Morning" cannot be latter the Begin att. Time of the duty time "<u>Morning</u>" cannot be latter the Begin att. Time of the duty time "<u>Afternoon</u>". Let's say when the Begin att. Time of the "<u>Afternoon</u>" is set to 13:00, then the End att. Time of "<u>Morning</u>" could not latter than 13:00. We could set it to 12:30, 12:50, or 12:59 etc.

Duty Time	Morning	~	
Att. Type	Actual Att. 🛛 👻	Cross-days	
On duty time	08:30	Begin att. time	06:30 😂
Off duty time	12:00	End att. time	12:50 😂
	4.2-2	26	
	4.2-2	26	
Duty Time	Afternoon	•	
Duty Time Att. Type		•	
	Afternoon	Cross-days	13:00 😂

According to the two duty time and shift above, when someone let's say Peter clocks out at 13:10 for lunch, then it will be recorded as Peter's clock-in time for the duty time <u>Afternoon</u>, and no clock-out record for the duty time <u>Morning</u>, and it count as "Forgotten clock-out" for the duty time <u>Morning</u>.

#### 4.2.3.6 S-Group

This is available to the company with un-regular shifts. The group is consisted of shifts.

As to the group attendance, the system will automatically select the best shift for attendance statistics according to the records. For example: a company: morning class is

6:00-10:00, noon class 10:30-13:30, afternoon class 14:00-18:00 and evening class 19:00-22:00, then we can combine the morning+noon classes into Shift 1 and noon+afternoon ones into Shift 2 respectively, which can be combined in a group. Then we only need to set up the S-group for the attendance instead of tedious shifts, the system will automatically select Shift 1 or Shift 2 for attendance according to actual attendance records.

🛞 Rule Options		ation with different Shifts into	a Group for the complex time	
Weekend Uuty Time Shift StGroup	S-Group Select shifts for Regular Sf V Evening Sl	Auto.S-Group the Shift-Group	×	
-				

# 0



#### Attentions:

S-Group is for the regular attendance. When one company doesn't have a regular working time, such as for Monday, Wednesday, Friday in one working time, and Tuesday, Thursday, and Saturday in another working time, please schedule their working time in the "Scheduling" window. Please refer to the 4.2.5 Shift Scheduling for more details.

- 48 -

# 4.2.4 Attendance Report

The attendance report offers query and print of the personnel attendance.

Click  $\longrightarrow$  Att. Management  $\rightarrow$  Report to enter the Report window, as following.

		🛃 - ۹	From	17-08-201		Q.	uery 🚮 st	at. Prin	. The second	ort 🐺 Exp	ort 🔹 🥎 Ba	ck
Name	User ID	Enroll ID	To	17-08-201	0 💌		100	-31/		QUX		
Hardwar	e Dept.		Raw Cl	ock-In/Out	Log Access	Control Log	Leave Registra	tion Daily Log	Daily Att.	Monthly Att. S	cheduling	
Edward	005	5		Type: All	COURSES International	+ Place:	All	-		Los e a construire de la construir de la construire de la construire de la construire de la construire de la co		
Software	e Dept.			Dept.	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type	Rema
Edmond	004	4										
E-busine	ess Dept.											
Amaris S	001	1										
Peter	002	2										
Miko	003	2 3										
Financia	l Dept.											
Marry	006	6										

4.2-29

#### 4.2.4.1 Clock-in/out Log

Select the optional card of **Clock-in/out Log** for the personnel information (please refer to <u>personnel option</u>).Input the beginning and ending time then click Query for one"s detailed clock-in/out attendance records.

Att. Type Lock-in Clock-in Clock-in
Att. Type Llock-in Clock-in
Clock in Clock in
Clock in Clock in
Clock in
Lock in
Clock in
Clock in
Clock in
Clock in
lock in
lock in
Clock
Attend
Clock in
Clocktin
flock-in
lock in

4.2-30

- 49 -

Edit the selected record that displays blue, right click or double-click the very record and edit the attendance type and clock-in time.

Enroll ID	2		Name	BT	
Date	02-2010	~	Time	18:00	
Att. Type	Clock-out	*	Remark		
				Update	Bac

4.2-31

If the terminal is with the camera function, it wil display this interface with the Enroll photo and the immediate photo, as the following:





Delete the selected record. Select this record; right click the delete below to delete it. And it's available to delete several records at one time. It's unavailable to cancel the records downloaded from the terminal that haven't been edited yet.

For Example: (HOW TO DELETE A NEW RECORD?)



Att. Type Clock-in Clock-in Clock-in Clock-in
Att. Type Clock-in Clock-in Clock-in
Clock-in Clock-in Clock-in
Clock-in Clock-in Clock-in
Clock in Clock in
Clock-in
Clock in
Clock in
Clock-in
Clock in
Cleck-in
Clock in
Clock
Attend
Clock in
Clock in
Clocktin
Cleckin

4.2-33

I haven"t edited the new logs downloaded from the terminal, as the Pic\_4.2-31, I cannot delete these records. When I edit one record, as the following:

I edit one of Amaris Song"s record, such as the Time, change 10:17 to 10:30, and click update. Then the background color of the very record turns from white to this

one

Enroll ID	1	Name	Amaris So	ng
Date	21-08-2010	🖌 Time	10:17	<b>A</b>
Att. Type	Clock-in	Remark		
Enrol phot	0	5		4
P DAY GUN			Update	Back

4.2-34

Raw Cl	lock-In/Out Log	Access Cont	rol Log Leave	Registration	Daily Log	Daily Att.	Monthly Att.	Schedulin
	Type: All	<b>▼</b> F	Place: Temp Plac	e 🔹				
	Dept.	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Typ
1	Software Dept.	004	Edmond	4	1	Temp Place	18-08 17:43	Clock-ir
2	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 11:46	Clock-in
3	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 14:27	Attend
4	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 17:43	Clock-ir
5	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 09:41	Clock-ir
6	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 10:30	Clock-in
7	E-business Dept.	002	Feter	2	1	Temp Flace	18-08 17:43	Ulock-11
8	E-business Dept.	002	Peter	2	1	Temp Place	21-08 09:41	Clock-in
0	R-burineer Dent	002	Patan	0		Tene Place	21-09 10-17	Cloalmin

4.2-35

Then click to select the edited record, and it can be delete it now! as the following:

		P - 24	From To	01-07-2010		Query	Stat. 🛹 Pi	rint 🙀 Import	Expo	rt 🔹 🥎 Bac	k	
Name	User ID	Enrol	_		:			-	10			
Har dwa	are Dept.		Raw Cl	.ock-In/Out Log 👔	access Contr	rol Log Leave	Registration	Daily Log I	aily Att.	Monthly Att.	Scheduling	
Edward	005	5		Type: All	<b>→</b> P	lace: Temp Plac	e •					
Softwa	are Dept.				User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type	]
Edmond	004	4	1	Software Dept.	004	Edmond	4	1	Temp Place	18-08 17:43	Clock-in	
			2	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 11:46	Clock-in	
E-busi	ness Dept.		3	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 14:27	Attend	
Amari	001 002	1	4	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 17:43	Clock-in	
Peter Miko	002	2 3	5	E=business Dept.	001	Amaris Song	1	1	Temp Place	21-08 09:41	Clock-in	-
			▶ 6	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 10:30	Clocktin	
	cial Dept.		7	E-husiness Dept	002	Peter	2	1	Temp Place	18-08 17:43	Clocktin	
Marry	006	6	8	E-business Dept.	002	Peter	2	1	Temp Place	21-08 09:41	Clock-in	-
			9	E-business Dept.	002	Peter	2	1	Temp Place	21-08 10:17	Clock-in	-
			10	E-business Dept.	003	Miko	3	1	Temp Place	21-08 09:41	Clock-in	+
			11	E-business Dept.	003	Miko	3	1	Temp Place	21-08 10:17	Clock-in	+
			12	Financial Dept.	006	Marry	6	1	Temp Place	18-08 17:43	Clock-in	-
			13	Financial Dept.	006	Marry	6	1	Temp Place	21-08 09:41	Clock-in	+
			01010	Financial Dept.	006		6	1		21-08 10:17	Clock-in	-
14 4	af t	× >1 =	<	∢ 1 of 1		+ Ø ×						



Show/hide the column wanted, click
 Button, select the Show/Hide
 Column wanted to be shown or hidden, and click to save it.



	P - 34			Query	Stat.	Print 🚮 Impo	rt 🛄 Ex	port 🔹 🥎 Bac	k	
User ID	Enrol	To 21-08-2010		•	10 30		ALT			
re Dept.		Raw Clock-In/Out	Log Access Contr	ol Log Le:	ave Registratio	n Daily Log	Daily Att.	Monthly Att.	Scheduling	
005	5	Type: All	▼ Pla	ace: Temp F	lace 🔹					
re Dept.		Dept.	🔺 User ID	Name	Enroll ID	Device ID	Place	Clock Time	Ått. Type	]]
004	4	Show / Hide	columns					18-08 17:43	Clock-in	
004	4							18-08 11:46	Clock-in	
ness Dept	t.							≥ 18-08 14:27	Attend	1
001	1	V Name						18-08 17:43	Clock-in	3
002		Enroll ID						21-08 09:41	Clock-in	
0.033								21-08 10:30	Clockin	
ıal Dept.		Clock Time						18-08 17:43	Clockin	
006	6							21-08 09:41	Clock-in	1
		Temar V						: 21-08 10:17	Clock-in	1
		Select All	Select Invert				1	21-08 09:41	Clock-in	
		-						21-08 10:17	Clock-in	-
							4	18-08 17:43	Clockin	8
		Sec.					5	21-08 09:41	Clockin	
		25				Apply	Back	21-08 10:17	Clock-in	-
	User ID re Dept. 005 re Dept. 004 ness Dept. 001 002 003 ial Dept.	User ID         Enrol           re Dept.         5           005         5           re Dept.         004           4         4           ness Dept.         001           002         2           003         3           sial Dept.	User ID     Enrol       re Bept.     To       005     5       re Bept.     Type: All       004     4       ness Bept.     Vesr ID       001     1       002     2       003     3       ial Bept.     Vesr ID       006     6	User ID       Enrol         re Bept.       005         005       5         re Bept.       Type: All PPt.         004       4         ness Bept.       Ver ID         001       1         002       2         003       3         ial Bept.       Place         006       6	User ID     Enrol     To     21-08-2010     Query       cr     Dept.     Resc To ob Tn/Out Log     Access Control Log Log       005     5     Type: All     Place: Temp F       004     4     Place: Temp F       001     1     V Ser ID       002     2     V Ser ID       003     3     V Ser ID       005     6     V Reaction	Prom     D1-07-2010     Query     Stat.       User ID     Encol     To     21-08-2010     Query     Stat.       re Bept.     To     21-08-2010     Place: Temp Place     To       005     5     Type: Al     Place: Temp Place     Place: Temp Place       004     4     Show / Hilde columns       001     1     Vser ID     Name       002     2     V     Name       003     3     V Strow / Filde columns       006     6     V Att. Type	Prom       01-07-2010       Query       Set.       Print input in	User ID       Enrol         re Dept.       Rept.         004       4         access Dept.       Name         001       1         002       2         003       3         006       6         Ø       Veer ID         Ø       Name         Enrollin       Ø         Ø       Access Control Log Leave Resistration Daily Log Daily Att.         Ø       4         Image:       Name         Ø       Papt.         Ø       Name         Ø       Papt.         Ø       Parcel ID         Ø       Parcel ID <t< td=""><td>Product         Diror-2010         Query         Stat.         Print         Import         Export         Stat.           005         5           re Bept.         004         4           ness Bept.         004         4           001         1         005         5           Viser ID         Name         Enroll ID         Device ID         Place           004         4         * Show / Filde columns         18-06 17:43         18-06 17:43           002         2         Wiser ID         Name         Enroll ID         Place         18-06 17:43           002         2         Wiser ID         Name         Enroll ID         18-06 17:43         21-08 09:41           005         6         Wiser ID         Name         Enroll ID         18-06 17:43           006         6         Wiser ID         Name         21-08 00:41         21-08 00:41           007         2         Wiser ID         Reavit         21-08 00:41         21-08 00:41           Wiser ID         Reavit         21-08 00:41         21-08 00:41         21-08 00:41           Wiser ID         Reavit         21-08 00:41         21-08 00:41         21-08 00:41</td><td>User ID       Earol         re Bept.       005         005       5         re Bept.       Viser ID         006       6         008       6</td></t<>	Product         Diror-2010         Query         Stat.         Print         Import         Export         Stat.           005         5           re Bept.         004         4           ness Bept.         004         4           001         1         005         5           Viser ID         Name         Enroll ID         Device ID         Place           004         4         * Show / Filde columns         18-06 17:43         18-06 17:43           002         2         Wiser ID         Name         Enroll ID         Place         18-06 17:43           002         2         Wiser ID         Name         Enroll ID         18-06 17:43         21-08 09:41           005         6         Wiser ID         Name         Enroll ID         18-06 17:43           006         6         Wiser ID         Name         21-08 00:41         21-08 00:41           007         2         Wiser ID         Reavit         21-08 00:41         21-08 00:41           Wiser ID         Reavit         21-08 00:41         21-08 00:41         21-08 00:41           Wiser ID         Reavit         21-08 00:41         21-08 00:41         21-08 00:41	User ID       Earol         re Bept.       005         005       5         re Bept.       Viser ID         006       6         008       6

4.2-37

#### 4.2.4.2 Access Control Log

Select Access Control Log, input the date and click Query for all the detailed clock-in/out information on these days. The detailed and selected record of clock-in/out information will show its owner"s name. If the name is null, it will show the record without name. It is also available to set the show/hide column. (Please refer to Show/Hide Column for details)



		P - 2+	From	01-07-2010		Query (1)	stat	Print Impo	et Expo	rt 🔹 🥎 Back	
Name	User ID	Enrol	То	21-08-2010		( don't		THIC BY SHOE	Sa and	Duck	
Har dwa	re Dept.		Raw Cl	ock-In/Out Log	ccess Cont	rol Log Leave	Registratio	n Daily Log	Daily Att.	Monthly Att. S	cheduling
E dward	005	5	: .	Type: All		Nace: Temp Plac					nizzeno esperante.
Softwa	re Dept.			Dept.	Vser ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type
1000 20	004	4	▶ 1	E-business Dept.	001	Amaris Song	1		Temp Place	18-08 11:46:09	Clock-in
Edmond	004	4	2	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 14:27:24	Attend
E-busi	ness Dept		3	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 17:43:23	Clock-in
Amari		1	4	E-business Dept.	002	Peter	2	1	Temp Place	18-08 17:43:33	Clock-in
Peter Miko	002 003	2 3	5	Software Dept.	004	Edmond	4	1	Temp Place	18-08 17:43:38	Clock-in
	ial Dept.	prints.	6	Financial Dept.	006	Marry	6	1	Temp Place	18-08 17:43:40	Clock-in
			7	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 09:41:30	Clock-in
Marry	006	6	8	E-business Dept.	002	Peter	2	1	Temp Place	21-08 09:41:34	Clock-in
			9	E-business Dept.	003	Miko	3	1	Temp Place	21-08 09:41:36	Clock-in
			10	Financial Dept.	006	Marry	6	1	Temp Place	21-08 09:41:43	Clock-in
			11	E-business Dept.	002	Peter	2	1	Temp Place	21-08 10:17:13	Clock-in
			12	E-business Dept.	003	Miko	3	1	Temp Place	21-08 10:17:16	Clock-in
			13	Financial Dept.	006	Marry	6	1	Temp Place	21-08 10:17:22	Clock-in

4.2-38

#### 4.2.4.3 Leave Registration Log

Click Leave Registration, select the department and personnel item that you want to query, input the beginning and ending date, then click Query for their leave records.

		P - 8₽		01-07-2010		Query	Stat.	rint 👼 Impor	t 😱 Export	🗸 🥎 Back
Name	User ID	Enrol	To	21-08-2010			- SI		Y IN	
Har dwar	e Dept.		Raw Cl	.ock-In/Out Log	Access Contr	ol Log Leave	e Registration	Daily Log	Daily Att. Mo:	nthly Att. Sche
Edward	urdware Dept. ard 005 5 oftware Dept.	5		Type: All	-					
Softwar	ard 005 5 ftware Dept.			Dept.	User ID	Name	Enroll ID	Begin Date	End Date	Att. Type
Edmond			1	Hardware Dept.	005	E dwar d	5	21-08 17:32	21-08 17:32	Normal Overtime
Lamona	004	4	2	Software Dept.	004	Edmond	4	21-08 17:32	21-08 17:32	Normal Overtime
E-busin	ess Dept		3	E-business Dept.	001	Amaris Song	1	21-08 17:32	21-08 17:32	Normal Overtime
	001	1	4	E-business Dept.	002	Peter	2	21-08 17:32	21-08 17:32	Normal Overtime
	002 003	1 2 3	5	E-business Dept.	003	Miko	3	21-08 17:32	21-08 17:32	Normal Overtime

4.2-39

It is allowed to delete, edit and append clock-in and register leave and so on for the leave Registration. Please refer to (Delete, Edit, <u>Manual IN/OUT</u>, <u>leave registration</u>, <u>show /hide column</u>) for more details.

#### 4.2.4.4 Daily Log Report

Select **Daily Log Report** and the personnel item that you want to queried (please refer to <u>personnel option</u>), set the querying date, and click Query to query personnel"s daily logs. It will show his detailed daily attendance information after statistics.

From the **Daily Log Report**, we can have a very clear known about personnel"s attendance record.

Let"s take Edward as an example: all of his logs on 109-08-2010 are in one record.

		P - 8	From	01-07-2010		Query	Stat.	rint Inc	ort 🖽	Export +	Sac Bac	k	
Name	User ID	Enrol	Τo	21-08-2010		Course and	2	101 m	SIX				
Har d <b>u</b> s	are Dept.		Raw Cl	ock-In/Out Log	ccess Cont	rol Log Leave	Registration	n Daily Log	Daily A	tt. Monti	hly Att.	Scheduling	
Edward	005	5	: .										
Softwa	re Dept.			Dept.	User ID	Name	Enroll ID	Date	1	2	3	4	6
0.020 20	004	21	1	Hardware Dept.	005	Edward	5	01-08-2010	09:00:00	18:00:00			1
Edmond	004	4	2	Hardware Dept.	005	Edward	5	02-08-2010	09:00:00	12:00:00	13:00:00	18:00:00	
E-busi	ness Dept	ι.	3	Hardware Dept.	005	Edward	5	17-08-2010	09:00:00	12:00:00	13:00:00	18:00:00	
Amari	001	1	4	Hardware Dept.	005	Edward	5	19-08-2010	09:00:00	12:00:00	13:00:00	18:00:00	
Peter Miko	002	2	5	Hardware Dept.	005	E dward	5	20-08-2010	09:00:00	12:00:00			
000000	100.00	0/70	6	Software Dept.	004	Edmond	4	01-08-2010	09:00:00	18:00:00			
Financ	ial Dept.	8	7	Software Nant	004	Edmond	4	02-08-2010	ng · nn · nn	12-00-00	13:00:00	18:00:00	
												10.00.00	
			19 By	-08-2010 i / this way, e attendar	s in or we ca	n have a	d.					18:00:00	
			19 By th	)-08-2010 i / this way,	s in or we ca nce rec	ne record n have a	d. a very cl		own al	bout			
			19 By th	)-08-2010 i / this way, e attendar	sin or we ca nce rec	ne record n have a cord.	d. a very cl	ear kno	wn al	bout	0:00	18:00:00	
			19 By th	)-08-2010 i / this way, e attendar	sin or we can nce rec	ne record n have a cord.	d. a very cl	ear kno	own al	bout	13:00:00	18:00:00	
			19 By th 13 14	-08-2010 i / this way, e attendar = pusiness pept. E-business Dept.	s in or we ca nce rec <sup>001</sup> 001	ne record n have a cord.	d. a very cl	ear knc	own al	bout 18:00:00 12:00:00 12:00:00	13:00:00	18:00:00	
			19 By th 13 14 15	-08-2010 i / this way, e attendar r - ousiness Dept. E-business Dept.	s in or we ca nce rec 001 001 001	Amaris Song Amaris Song	d. a very cl	ear kno 01-00-2010 02-08-2010 17-08-2010	os.co.co 09:00:00 09:00:00 11:46:09	bout 12:00:00 12:00:00 14:27:24	13:00:00 13:00:00 13:23	18:00:00 18:00:00 18:00:00	
			19 By th 13 14 15 16	-08-2010 i / this way, e attendar s ousness pept E-business Dept. E-business Dept. E-business Dept.	s in or we ca oce rec 001 001 001 001	Amaris Song Amaris Song Amaris Song	d. a very cl	01-00-2010 02-08-2010 17-08-2010 18-08-2010	09:00:00 09:00:00 11:46:09 09:00:00	12:00:00 12:00:00 12:00:00 14:27:24 12:00:00	13:00:00 13:00:00 13:23	18:00:00 18:00:00 18:00:00	
			19 By th 12 13 14 15 16 17	-08-2010 i this way, e attendar s ousness pept E-business Dept. E-business Dept. E-business Dept. E-business Dept.	s in or we ca oce rec 001 001 001 001 001 001	Americ Song Americ Song Americ Song Americ Song Americ Song Americ Song	d. a very cl	02-08-2010 02-08-2010 17-08-2010 18-08-2010 19-08-2010	09:00:00 09:00:00 09:00:00 11:46:09 09:00:00	10:00:00 12:00:00 12:00:00 14:27:24 12:00:00 12:00:00	13:00:00 13:00:00 13:23	18:00:00 18:00:00 18:00:00	

4.2-40

#### 4.2.4.5 Daily Attendance Report

Select **Daily Attendance Report** and the personnel item that you want to queried (please refer to <u>personnel option</u>), set the querying date, and click **Query** to query personnel"s daily attendance. It will show his detailed daily attendance information after statistics.

				7
D)	 ١N	M	٤.	м
	 IL.		<b>Pb</b>	а

		P - 5		01-08-2010		Query	🚮 Stat.	Print	Import	Export -	Sack	
	ser ID	Enrol	To	21-08-2010	<b>M</b> :				[22]			
Hardware	Dept.		Raw Cl	ock-In/Out Log	Access Con	ntrol Log	Leave Regist	tration	Daily Log Dail	y Att. Monthi	ly Att. Schedu	ling
Edward O	05	5		Rounding 0,1	- Q	Type All	•					
Software	Dept.			Dept.	User ID	Name	Enroll ID	Date	Planned T1	Actual T1	Planned T2	Actual
Edmond O	04	4	1	Hardware Dept.	005	Edward	5	01-08	09:00	09:00	12:00	
E-busine:			2	Hardware Dept.	005	Edward	5	02-08	09:00	09:00	12:00	12:00
	0.00	40	3	Hardware Dept.	005	Edward	5	03-08				
	01 02	1 2	4	Hardware Dept.	005	Edward	5	04-08				
Miko O	03	3	5	Hardware Dept.	005	Edward	5	05-08				
Financia	l Dept.		6	Hardware Dept.	005	Edward	5	06-08				
Marry 0	06	6	7	Hardware Dept.	005	Edward	5	07-08				
			8	Hardware Dept.	005	Edward	5	08-08				
			9	Hardware Dept.	005	Edward	5	09-08				
			10	Hardware Dept.	005	Edward	5	10-08				
			11	Hardware Dept.	005	Edward	5	11-08				
			12	Hardware Dept.	005	Edward	5	12-08				
			13	Hardware Dept.	005	E dwar d	5	13-08				
			14	Hardware Dept.	005	Edward	5	14-08				
			15	Hardware Dept.	005	Edward	5	15-08				
			16	Hardware Dept.	005	Edward	5	16-08				
			17	Hardware Dept.	005	Edward	5	17-08	09:00	09:00	12:00	12:00
			► 18 <	Hardwara Nant	005	Fdward	5	18-08				
14 4 12	of 1	► H _		4 1 of	4	L.J. 198	×					

4.2-41

**Attentions:** 

Colors in the Report mean different situations.

: It means that the record is normal.

: It means Late Arrival, and it counts the Late Arrival frequency of the

person.

: It means that there"s no attendance record, append clock-in nor leave registration, or the Absence.

: It means Saturday.

: It means Sunday.

#### Specification of Daily Attendance Report:

Actual Attendance (hours): the actual attendance hours is the total time difference of

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clock-in and clock-out. For example, the clock-in/out time of a day is, respectively, time1:- 9:00, time2:- 12:00, then the actual y attendance hours is 3 hours.

Actual attendance days: it can be reckoned as one day if there is actual attendance minute or second.

Late Clock-in (times): It can be regarded as one time if there is late clock-in on the very day.

Early Clock-out (times): It can be taken as one time if there is early clock-out on the very day.

#### 4.2.4.6 Statistical Analysis

Double click the stat. record in the Daily Att. Report. It will pop up a Statistical Analysis interface, as the following:



4.2-42

Statistical Analysis for the Daily Att. Can realize the following functions:

a. Check or modify the Att. Rule of the selected record, as following:



4.2-43

The picture above displays the Default Att Rule. It takes effect when it is selected. When it needs to modify the setting or modify other attendance rule, click icon it to enter the Attendance Rule Management window. **Attention: Once you modify the attendance rule, it would re-statistics the attendance data during the very duty time.** 

check or modify the Attendance records and Leave Registration for the very day. (As the following)

Actual T: 09:00: 18:00 Attendance M82010-08-19 09:00:00 Clock-in M82010-08-19 12:00:00 Clock-out M82010-08-19 13:00:00 Clock-in M82010-08-19 15:20:00 Clock-in M82010-08-19 18:00:00 Clock-out
--

4.2-44

As the pic\_4.2-43 above, it could query the attendance rule and att. Shift for the user on the very day.

It can also check the planned time and actual time and other detail information of the users.

It allows double clicking to edit the record. It allows right clicking to add or delete the record and append the record.

It allows right clicking the blank area for a popup menu to Append clock-in/out or ask for leave/overtime/out/travel. And it allows clicking the icon registration.

b. Check or modify the Att. Shift or the User. (Defaulted Shift & Scheduling)



It allows checking the attendance rule of the very user. Right click the selected duty time to a popup menu. It allows to modify the attendance rule of the very day. If you want to modify the attendance rule of the users, please click the icon to enter the attendance rule management window, and do the operation.

## Attentions: (what causes statistics exception?)

- 1) Lack of clock-in/out record.
- 2) The clock-in/out time is not during the begin att. Time and end att. Time.
- 3) The clock-in/out are not corresponding.
- 4) The Late Arrival or Leave early time exceeds the setting time.

#### 4.2.4.7 Monthly Attendance Report

Select **Monthly Attendance Report**, add new personnel item through the import of name, enroll ID and user ID or click Optional Personnel and right click optional personnel on user list to add personnel item needs to be queried. Set up the query date, and click Query for monthly attendance report, click Statistics for monthly attendance statistics if there is no data. There will be detailed information of the

# **Attentions:**

On **Monthly Attendance Report**, the colors must be in accordance with the ones in the daily attendance report, please refer to Attention in daily attendance for details.

### 4.2.4.8 Import attendance record

The import can add batch attendance information through the self-defined column Excel file or the following path: first establish attendance item on the Raw Clock-In/Out Log, then export this information, and add other"s information according to the export format. The save path of the Excel file must be the compatible version of 97-2003, whose postfix is.xls

Sample for Manual Clock-in/out:

A	В	С	D	E	F	G	Н	I
Dept	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att Type	Remark
A	RLA01	Lily	1	Ő	Unknown	12-03 09:00	Clock-in	
A	RLA01	Lily	1	0	Unknown	12-03 12:00	Clock-out	
A	RLA01	Lily	1	0	Unknown	12-03 13:00	Clock-in	
A	RLA01	Lily	1	0	Unknown	12-03 18:00	Clock-out	
в	RLB02	Kate	2	0	Unknown	12-03 09:00	Clock-in	
в	RLB02	Kate	2	0	Unknown	12-03 12:00	Clock-out	
в	RLB02	Kate	2	0	Unknown	12-03 13:00	Clock-in	
в	RLB02	Kate	2	0	Unknown	12-03 18:00	Clock-out	

4.2-46

First: select the designed Microsoft Excel file.



🐨 Attendance o	lata import wizard	din. din.	
<b>1</b> . Ch	oose data		Ì
Specify the			~
File name:	C:\Documents and Setti	ings\Raw Clock-InOut Log(20100312_	1901).xls
-			
-			
,			
		Previous	Next Cancel

4.2-47

Second: Click **Next**, and select the matched column and field. (This step is generally automatic and you don"t need to choose the field yourself, click **Next** directly.)

lata import wizard	l.				X
tch field ill automatically ar t the match fields,	nalyzes the fi the blue one	rst table of the Exc can not be blank.	el, and the f	irst row set	. as Header
Dept	~	Att. Type	Att Type		
Name	~	Clock Time	Clock Time	~	
ID User ID	~	Device ID	Device ID	~	
1 ID Enroll ID	~	Remark	Remark	~	
Place	~				
		Pro Pro	evious 1	Mext .	Cancel
	tch field ill automatically at t the match fields, Dept Name ID User ID 1 ID Enroll ID	ill automatically analyzes the fi t the match fields, the blue one Dept Mame M ID User ID M 1 ID Enroll ID M	tch field all automatically analyzes the first table of the Exc t the match fields, the blue one can not be blank. Dept  Att. Type Name Clock Time D Vser ID Device ID 1 ID Enroll ID Remark Place	tch field all automatically analyzes the first table of the Excel, and the fi t the match fields, the blue one can not be blank. Dept     Att. Type       Name     Att. Type       Name     Clock Time       Derice ID     Device ID       1 ID     Enroll ID       Flace     Manark	tch field all automatically analyzes the first table of the Excel, and the first row set t the match fields, the blue one can not be blank. Dept Att. Type Att Type Name Clock Time Clock Time Device ID Device ID Device ID Device ID I D Enroll ID Flace

4.2-48

Third: Data Check, check the imported data. If there is something wrong with this data, click Previous to justify or Cancel to cancel the current import. (if there's red or green color cel s in the importing data, please modify the red data. It would fail to import the file when there's red data.)



	Dept	Username	PIN	DIN	Place	AttType
• 1	A	Lily	RLA01		Unknown	
2	: A	Lily	RLA01	1	Unknown	
з	A	Lily	RLA01	1	Unknown	
4	A	Lily	RLA01	1	Unknown	
5	i B	Kate	RLB02	2	Unknown	
e	в	Kate	RLB02	2	Unknown	
7	в	Kate	RLB02	2	Unknown	
ε	В	Kate	RLB02	2	Unknown	
* 9	í.					

4.2-49

Fourth: Click Next to import data if there is nothing wrong with the data.

Attendance dat	a import wizard					
4. Proce	ess import dat	a				
-						
Processed: 8	Succes:8	Failur (0				
Completion of the	e data to import, c	lick the "Cance	l" to retur	n.		
				Previous	Next	Cancel
				Treatons	Шех с	Cancer



Fifth: Click Cancel and reverse back Raw Clock-In/Out Log interface after the finish of data import.

### 4.2.4.9 Import Leave Log

The import can add batch attendance information through the self-defined column Excel file or the following path: first establish a leave item on the Leave Registration,

then export this information, and add other"s information according to the export format. The save path of the Excel file must be the compatible version of 97-2003, whose postfix is.xls

A	В	C	D	E	F	G	Н
Dept	User ID	Name	Enroll ID	Begin Date	End Date	Att Type	Remark
Corporat	e F1	lily	1	14-03 09:00	14-03 17:0	(Normal Ov	/ertime
Corporat	e F1	lily	1	14-03 13:00	14-03 18:0	(Normal Ov	/ertime
Corporat	e F1	lily	1	14-03 19:00	14-03 23:0	(Normal Ov	/ertime

4.2-51

First: select the designed Microsoft Excel

📌 Leave data imp	port wizard	X
🙀 1. Choc	ose data	1
Specify the		
File name:	dministrator.REALAND-ALPHA\Leave Registration(20100314_2355).xls	
1		
	Previous Next Cancel	

4.2-52

Second: Click Next, and select the matched column and words.

· Leave	data import	wizard			×
The s	2. Match f ystem will aut e select the m		we first table of the Ex. one can not be blank	cel, and the first row	v set as Header
	Dept. Name User ID Enroll ID	Dept v Name v User ID v Enroll ID v	Att. Type Begin Date End Date Remark	Att Type w Begin Bate w End Date w Remark w	
			Er.	evious Next	Cancel



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Third: Watch Field, check the imported data. If there is something wrong with this data,

	Dept	Username	PIN	DIN	AttType	FromTime
•	1 sale	lily	1	1	Normal Overtime	2010-03-1
	2 sale	lily	1	1	Normal Overtime	2010-03-1
	3 sale	alpha	2	2	Normal Overtime	2010-03-1
	4 sale	alpha	2	2	Normal Overtime	2010-03-1
*	5					

click Previous to justify or Cancel to cancel the current import.



Fourth: Click Next to import data if there is nothing wrong with the data.

🔶 Leave data	import wizard			
<b>4.</b> F	Process import data			
Processed:	4 Succes: 4	Failure: <mark>0</mark>		
Completion of I	the data to import, click the "Car	ncel" to return.		
	1		Previous Ne	ext Cancel

4.2-55

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Fifth: Click **Cancel** and reverse back Leave Registration interface after finishing the data import.

#### 4.2.4.10 Export and Print of Report

 Click Print to enter related settings. Select the print item or import the titles into the input box of the box, for example name of the company. Click Page Settings and Printer Settings for the settings of page and printer. Click Begin Print to popup printing preview window that can be closed for re-settings, or click Printer directly for printing.

Attentions: The printer only print the contains of the current displaying page.



4.2-56

2) Click Export to popup the dialog box of save and select the save path, then click Save. Then there will be a Prompt Box suggesting to open it or not if it is a successsful save. If you want to check the exported report, please click OK otherwise Cancel.



# 4.2.5 Shift Scheduling

**Shift Scheduling** provides the function of setting particular working time for particular employees, and the function of querying and printing.

Pressing menu Att Manage - > Scheduling or entering into Report and choose Scheduling. Following is the description of the chart in different color,

: it means that the time isn"t in the choosing time.
Morning Light blue: it means Duty Time Information.
Regular Shift Light yellow: it means Shift Information.
Auto. S-Group Light pink: it means S-Group Information.
Morning Light sky blue: it means the default scheduling.
Labour Day Green: it means the weekend day or the holiday.
White: It doesn"t contain default or manual scheduling, so it won"t affect the scheduling information when you save the scheduling.

Yel ow green: it means that the user deleted the manual scheduling information. (Click "Save" to affect it.)

#### 4.2.5.1 Query for the scheduling information

Select the personnel item that needs to be queried. (Please refer to <u>personnel option</u> for details).Input the beginning and ending date, then click **Query** for the scheduling record of the first personnel of these selected ones. It displays various modes of arrangement on the optional column, such as: week show mode, month show mode, Name shift mode, ID shift mode, display all the attendance information, display scheduling shift information, as following.

		Start Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2010-04-26						Labour Day	Labour Day
	2	2010-05-03	Labour Day	Morning	Morning	Morning	Morning		Sunday Res
	3	2010-05-10	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon		Sunday Res
	4	2010-05-17	Regular Shift		Sunday Rest				
•	5	2010-05-24	Auto. S-Group		Sunday Res				
	6	2010-05-31	Morning						



The chart above is the week show mode, displaying the name of shift; the querying result is single shift information. It's available to click the button before the listing or select different options on the pull-down menu to present different show modes.

#### 4.2.5.2 Query for all the scheduling information

Select the personnel item that needs to be queried under the Month show mode. (Please refer to <u>personnel option</u> for details). Input the beginning and ending date, then click Query for the personnel scheduling record, as following.



4.2-59

Each row stands for a month, displaying the selected personnel's scheduling information in the time respectively. It's unavailable to neither edit nor preserve when checking all the scheduling information.

#### 4.2.5.3 Edit the scheduling information

Edit the selected record. The background-color of the selected scheduling information turns to deep blue. (Right-click or) Double-click the very record to edit it. There"re two edit types, one is modifying one cell at one time, and the other one is dragging to edit various cells. It"s available to select the pul -down menu via the edit icon at the top of the window, or click the edit mode icon to switch.



4.2-60

The popup menu is as the picture above. Each time the operation of selecting the menu only works for the selected cells when double-clicking the edit mode. The selected shift information at one time can be dragged to set up various cells or click to set up various sheets when dragging edit mode. Click the blank area out of the sheet to release the selected shift information.

Delete the scheduling of selected date. Select the cel and double-click or right-click to select delete on the popup menu. Select the corresponding edit mode to single-delete or multi-delete.

		Start Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2010-04-26						Labour Bay	Labour Day
	2	2010-05-03	Labour Day	Morning	Morning	Morning	Morning	Morning	Sunday Res
	3	2010-05-10	Afternoon					Morning	Sunday Res
	4	2010-05-17	Regular Shift					Morning	Sunday Res
•	5	2010-05-24	Auto. S-Group					Morn 22-05-	2010 ay Res
	6	2010-05-31	Morning	Morning	Morning				



It's available to click the save button below the status bar  $\frac{1}{2}$   $\times$   $\checkmark$  to save the current scheduling result when completing the edit..

Attention: save operation is to save the scheduling setting-up in a selected time of the selected personnel on the left.

#### 4.2.5.4 Template Scheduling

Click the button below the View, or right-click to select the Template, then enter template setting interface, as the follow picture:



	DF	~					-
11A 😭		l <b>l shift</b> .ease select a i					
🕙 Duty Time Shift 📰 S-Group	Aftern Evenin Normal Regula	hift g:E001 (09:00-12: oon:E002 (13:00-1 g:E003 (19:00-23: :E004 (09:00-18:0 r Shift:S001 (E00 g Shift:S002 (E00	18:00) 00) 00) 01:E002)				
	Auto. S	-Group : GOO1 (SOO1 le: Week -	1:5002)	ode Name	•	\$ 10.000	
	Auto. S	-Group : G001 (S001	1:5002)	ode Name Thursday	▼ Friday	Saturday	Sund
	Auto. S Show moo	-Group GOOI (SOOI	::S002) Shift W Wednesday	Thursday			Sund

4.2-62

Select the corresponding scheduling setting template, which supports dragging to set various sheets.

- ♦ Week template: set up the scheduling in pattern of the week in a selected time.
- ♦ Month template: set up the scheduling in pattern of the month in a selected time.
- Day template: set up the scheduling by taking time interval as template in a selected time. Such as the following picture.





It means that it counts from the first day in a selected time, noon class for the first day, and evening class for the second day, day off for the third day; repeat the noon class of the first day for the fourth day, etc.

If the existing shift information cannot meet your request, it's available to click the icon on the menu bar to set up new shift information. (Please refer to Attendance Rule setting for details)

Click the icon *solution* after completing the template. It makes the template set up to the corresponding time and cell, and set up the scheduling of the personnel selected from the personnel option on the left of the scheduling report according to the template.

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#### 4.2.5.5 Import scheduling information

The import can first query the scheduling information from the personnel scheduling report on the attendance management then export the information. And add others" information according to the export format. The save format of the Excel file must be the compatible version of 97-2003, whose postfix is .xls.

A	В	C	D	E	F	
Name	Start Date	1	2	3	4	1
li li	2010-05	Afternoon	Morning	Sunday Rest	Regular Shif	t l
2	2010-05	Afternoon	Morning	Sunday Rest	Regular Shif	t l
PF	2010-05	Afternoon	Morning	Sunday Rest	Regular Shif	t I

The imported data and shift information can be automatical y identified the name or ID num.

If the name or ID num is personal one, the imported scheduling information is the corresponding personal one.

If the name of ID num is departmental, then the imported scheduling information is the departmental personnel ones.

First: select the designed Microsoft Excel



4.2-65

Second: [Data Check], check the imported data. If there's something wrong with this data, it's available to modify it directly, or add new record in this very step or it won't be edited succeed. Click **Previous** to justify or **Cannel** to cancel the current import.



_	UserName	StartDate	1	2	3	4
▶ 1		2010-05	Afternoon	Morning	Sunday Rest	Regular Sh
2	2	2010-05	Afternoon	Morning	Sunday Rest	Regular Sh
* 3						



Fourth: click Next to import data if there"s nothing wrong with the data.

	luling Data			A 14 19 19	
🥵 3.Da	ta check				
Processed:	24 Success2				
Completion of	the data to impo	rt, click the "Canc	el" to return.		

4.2-67

Fifth: click Cancel and reverse back to the user management interface after the finish of data import.



Exported data after modification needs to be copied to a new file and saved as the version of Excel 97-2003, and then the file can be imported successfully.

# **4.3 Device Management**

The device management possesses performance of data connection and download and others.



4.3-1

### 4.3.1 Device Connection

### 4.3.1.1 Device Added

Connect the device to the computer (select the suitable communications: RS232/RS485, TCP/IP or USB) If there are several networking-apply devices, these devices must be set to different numbers to avoid repeating, for example: 001,002

#### 1) RS232/RS485 Communication

Click Device Management on the menu  ${\rightarrow}\text{Connect}{\rightarrow}\text{click}$ 

left column to popup Connect to the Device window.

I or Add Device on the

Select RS232/RS485 communication, the settings of Device ID and date remain the same with the ones on the terminal, select the COM Port. Then click Search, as the following.


4.3-2

It wil display Successful Connect Prompt Box, corresponding to the data searched. Click OK and there wil be the icon of Add Device on the left of the window, as the following.





Click Add Device for more devices.

#### 2) TCP/IP Communication

Click Device Management on the menu  $\rightarrow$  Connect  $\rightarrow$  click 3 or Add Device on the left column to popup Connect to Device window.

Select TCP/IP communication, the Device ID, IP Address and Password must remain

Connect to the device			
52	Belongs	Temp Place	•
500	Communication	TCP/IP	~
71000	Device ID	1	\$
201	IP Address	192.168.1.224	
	Port No.	5005	\$
	Password	0	\$
		Q Search	Sack
	4 3-4		

the same with the ones on the terminal. No communication password defaults as 0.

#### 3) USB Communication

Click Device Management on the menu  $\rightarrow$  Connect $\rightarrow$  click Ieft column to popup Connect to the Device window.

Select USB communication, the Device ID must remain the same with the ones on the terminal. Device ID defaults as 1.



4.3-5

## 4.3.1.2 Edit Device Property

Select the device connected, such as Device #1, and click Edit on the menu or right-click Device  $#1 \rightarrow$  connect to option, and there will be a corresponding window of device property. Then you can set the device's communication, device ID, IP address and others.

#### 4.3.1.3 Delete Device

Click Delete on the menu or right click the connected device  $\rightarrow$  delete. That wil delete current selected devices. You need to re-add device if you want to re-connect this device.

### 4.3.1.4 Refresh Device

Click Refresh on the menu or right click the selected device  $\rightarrow$  refresh. That wil refresh the current device.

### 4.3.1.5 Device Property - Normal

Device Property  $\rightarrow$ Normal, Advanced or right click the connected device $\rightarrow$  Operate in this way, you can read or delete the data on the terminal.



4.3-6

1) Get Newly Log

Get the new and un-col ected attendance records on the device.

#### 2) Get All Log

Get all data on the terminal, including the downloaded and uncollected one.

#### 3) Empty All Log

Empty the attendance data after collection if there is too much data on the device.

#### 4) Get All Enroll

Get al enrol on the device, including fingerprints, password, inductive card and others.

#### 5) Empty All Enroll

Empty all enroll on the device for re-enrolling al information.

#### 6) Upload All Enroll

Upload al enroll data on the software onto the device, such as name, fingerprint data.

#### 7) Cancel Privilege

Delete the administrator"s privilege of device through RIMS software.

#### 8) Synchronous Time Device

Synchronize device time with the one on the computer.

#### 9) Close device

Close device through software.

#### 4.3.1.6 Device Property- Advanced

🐨 Device Mana	
C C C C C C C C C C C C C C C C C C C	Image: Second
#1 (Temp Place)	Reboot the device



Add Device	Device Control Access Control	Set me Termina	ssage for the color sc al	reen
Ĩ	Get from device Upload Target Begin Dat		持续时间 Content	
Device#1	1 🗌 Everyone 2010-08-2	1 15:11 💽	Unlimited	ŀ
Device#1	2 📃 Everyone 2010-08-2	1 15:11 💌	Unlimited	
	3 🔲 Everyone 2010-08-2	1 15:11 💽	Unlimited	
	4 🗌 Everyone 2010-08-2	1 15:11 💌	Unlimited	
	5 📃 Everyone 2010-08-2	1 15:11 💌	Unlimited	
	6 🗌 Everyone 2010-08-2	1 15:11 💌	Unlimited	
	7 🔲 Everyone 2010-08-2	1 15:11 💌	Unlimited	
	8 🔲 Everyone 2010-08-2	1 15:11 💽	Unlimited	
	0 🗖 🗖 🖉	• • • • • •	lana a su a	le
	Normal Advanced Bell Log S	Scheduler Mon	nitoring Message	

4.3-8

### 1) Empty Device Data

Empty al enroll and clock-IN/OUT records and attendance report simultaneously. (Attentions: this operation cannot resume)

#### 2) Adjust Device's Screen Brightness

Draw the scrollbar and set up the brightness value of the screen, click Apply to apply the brightness value to the device.

#### 3) Set the Text or Message of the Device's Screen

Click Get to get the current text of the device"s screen and import the words onto the device by clicking Set.

If I set the message1: Institute training on the job. And message2: Pure attitude,

pure power. And upload them to the device, and then they wil be rol ing on the screen of the color screen terminal dynamically. It can be set to someone, such as Amaris Song, or everyone. As the following:



10



4.3-10

#### 4) Reboot the Device

Click Reboot the Device to restart current connected device.

#### 4.3.1.7 Device Property- Bell



4.3-11

Click Get to obtain the Bel Ring Times and Time established on the device. Click Set to upload the newly edited bell onto the device after the settings of Bel Ring Time and times. The color screen terminal can set at most 10 groups of bel.

#### 4.3.1.8 Device Log- Scheduler

Select Enabled LOG Scheduler then set the timing, and then click Apply to get it work, or Sync Time when get log.



Let"s take an example:

4.3-12

### 4.3.1.9 Device Property- Monitoring



4.3-13

Click Real-time Monitoring. If select the Show User Picture in the options item, then in the process of monitoring, the screen will show the user"s picture in real-time. If select the Automatic Monitoring after Running the Program, he system will upload attendance data in real-time in the process of monitoring.

#### 4.3.1.10 Access Control Operation

If the device supports the access control property, the contents of the access control operation options can be edited. Otherwise, it cannot.

#### 1) Access Control





4.3-14

- 1. Click Open and conduct remote control to open the door through the software.
- 2. Click Keep-open and set to keep the door open normally.
- 3. Click Keep-Close and set to keep the door closed normally. It is in-effective to open by card stamping but effective when restoring to *Automatic Mode*.
- 4. When the door is in a fixed state, click **Automatic Control** to restore the open status. Set the state of the door to **Automatic Control Mode**.
- 5. Click **Cancel Alarm** to cancel the current alarm and restore the open status of automatic control mode.
- 6. Click Show Status to see the controlling mode of the current door.
- 2) The Settings of the Access Control Device

	S S S			
53	Device Control Access Control			
dd Device	The settings of the Access C	ontrol device	Verify Mode	FP or Pwd or Ca
C)	Open door overtime alarm (0-3600) S		User valid settings	Disabled
)evice#1	Illegal open door delay (0-255) S	0	Wiegand type	26-Bit
	Signal input alarm	Disabled 🗸	Unlock-group	Enabled
	Threat Alarm	Disabled 🔽	Anti-passback	Disable
	Threat alarm action	Open and Alarm 👻		
	Get from device Upload to devi	ce		
	Normal Settings Pass-time Group-time	Pass-set Unlock-group	User access control	

4.3-15

- 1. Click Get to obtain current property settings of the access control.
- Set the door keep open for 0-255 second(s). If it excesses this time, the door automatically restore close status.
- Set the door keeping alarming for 0-3600 second(s). If it excesses the this time, there will be alarm. If we set the alarm time as 0, there won"t be alarm even if it excesses Open Door Time.
- 4. Set the door keep alarming for 0-255 second(s) when the door is regaled to Open. If the door is forced to open, there will be alarm. If the alarm time is set as 0 and the door is forced to open, there won"t be alarm.
- 5. The Signal input alarm, Threat Alarm, Threat Alarm Action can also be set according to actual situations.
  - 3) Pass-time Setting



👻 Device Mana	igement					
G 🖸 - 🗯	) 🔍 🍘 😂 👘					
223	Device Control Ac	cess Control				
Add Device		me Setting		32 Pass-tin	nes, these will be	ing used in the 'Group-time'
÷	i 🕂 🛛 🗡	√ ⊗				
Device#1	Pass-time:	Allov		1		
	Begin time:	00:0				
	End time:	23:5				
	Get from device	9 Uploa	id to device			
#1 (Temp Place)	Normal Settings	Pass-time	Group-time	Pass-set	Unlock-group	User access control

4.3-16

- 1. Every access control device can be set 32 pass-times that can be added and deleted according to actual requirements.
- 2. Click Get from the Device to obtain information of pass-time to the current device
- 3. Click **Upload to Device** to upload the current time settings to access control device.
  - 4) Goup Time Settings

🔄 Device Mai	nagement	
30-10	B 🔍 🕲 🗢	
500	Device Control Access Control	
Add Device	Group-time Settings Each Group-time may include 10 pass-times, Can be set 32 group-times.	
Ś		
Device#1	Group-time: Allow	
	Select the pass-time to include:	
	Allow(00:00-23:59)	
	000	1
	× 1	
	Get from device Upload to device	
	Normal Settings Pass-time Group-time Pass-set Unlock-group User access control	

4.3-17

- 83 -

 Every access control device can be set 32 group time, each of which contains 10 pass-times. The time group can be added, edited and deleted according to actual situations.

- 2. Click Get from device to obtain information of time group to the current device.
- 3. Click **Upload to device** to upload current new-added time group to the access control device.
- 5) Pass-set settings
  - The pass-set setting contains seven days a week. Each can select time groups to collocate and combine according to users" requirements.

vice Management					
📚 🛞 🛞 🏟 - 🄇					
Device Contro	Access Contro	N N			
	ss-set Setting		eek, every d	ay can choose	a different Group-time,
🗞 🛛 🗠	$\times \checkmark \otimes$				
ice#1 Pass-set:	Allo	w	/		
Sund	lay Allo	N. ~			
Mon	day Allo	N			
Tues	day Allo	N ~	,		
Wed	nesday Allo	w			
Thur	sday Allo	~			000
Frida	y Allo	N			× 0
Satu	rday Allo	n 💊	~		
Get from o	device Uplo	ad to device			
	tings Pass-time	Group-time	Passon	Unlock-aroup	User access control

4.3-18

- 2. Click Get from Device to obtain pass-set information of current device.
- 3. Click Upload to Device to upload the new-added pass-set to the access control device.

#### 6) Unlock-group

It can be set that the door can be opened only when both of the different persons get through the authentication. The setting is as the following:

First, click Access Control – Settings – Enabled the unlock-group. (As the pic\_4.3-18)

2	Device Control Access Control			
d Device	The settings of the Access C			
62	Open door delay (0-255) S	5	Verify Mode	FP or Pwd or Ca
evice#1	Open door overtime alarm (0-3600) S	0	User valid settings	Disabled
EAICE#1	Illegal open door delay (0-255) S	0	Wiegand type	26-Bit
	Signal input alarm	Disabled 💌	Unlock-group	Enabled
	Threat Alarm	Disabled 🔽	Anti-passback	Disabled Enabled
	Threat alarm action	Open and Alarm 🐱		
	Get from device Upload to dev	ice		
				3
	Normal Settings Pass-time Group-time	Pass-set Unlock-gro	up User access control	

4.3-19

Then click Access Control - User Access Control, then set the user access control.

🔶 Device Mana	igement	all the persons are defaulted to
Add Device	Device Control Access Control Select the persons need to be set to the unlock-group	group 0 before setting the group. It allows to setting the persons to 1-9 groups.
Device#1	Name User ID Enroll ID Us	My pass-set.
#1 (Temp Place)	Normal Settings Pass-time Group-time Pass-to-	et Unlock-group User access control

4.3-20

Attentions: the Apply pass set is defaulted as "AI ow". Set the persons to 1-9 group according to the requirements. It is defaulted to group 0 without setting, and the persons in group 0 cannot be set to the unlock-group. Let"s say, we can set Peter to group 1, Miko to group 2 and Edmond to group 3.

Third, click Access Control – Unlock-group, and define the unlock-groups.

😽 Device Man	agement - U 🗠
Add Device	Device Control Access Control Unlock-group Settings Set Unlock-group.
Device#1	Unlock-group 0 12 Unlock-group 1 13 Unlock-group 2 23 Unlock-group 3 22 Unlock-group 4 0 Unlock-group 5 0 Unlock-group 6 0 Unlock-group 7 0 Unlock-group 8 0 Unlock-group 9 0
	Get from device Upload to device
#1 (Temp Place)	Normal         Settings         Pass-time         Group-time         Pass-set         Unlock-group         User access control

4.3-21

Here are the instructions of the four unlock-groups above:

Unlock-group 0: it means that only when both of the two persons: one of the people from group1 and one of the people from group2 authenticate from the Access Control Terminal, can the door be opened.

Unlock-group 1: it means that only when both of the two persons: one of the people from group1 and one of the people from group3 authenticate from the Access Control Terminal, can the door be opened.

Unlock-group 2: it means that only when both of the two persons: one of the people from group2 and one of the people from group3 authenticate from the Access Control Terminal, can the door be opened.

Unlock-group 3: it means that only when two persons from group2 authenticate from the Access Control Terminal can the door be opened.

If there"s a unlock-group4: 123, then it means only when both of these three persons: one of the people from group1, one from group2 and one from group3 authenticate from the Access Control Terminal, can the door be opened.

7) User Access Control

This can be set various pass-sets and valid date for different users



53	Device Control Access Control			
Id Device	The Settings of User Set the user's privilege in			
õ	- م	Apply pass-set:	Allow	
evice#1	Name User ID Enroll	ID User-group	0	
		User valid setti	ings	
		Valid Date	01-01-2000	
		Invalid Date	31-12-2099	1
		Note: Need t	the "User valid settings" set to Enable	ed.
		Upload to de	vice	
	Detail List Det	ste		
	Normal Settings Pass-time G	oup-time Pass-set Unlock-	group User access control	

4.3-22

Click Upload to device to set valid time for different users. Al the valid time of the registered users are available without setting. But with the user's access-control settings, it is only available to the users whose information has been set during the regulated time.

#### 8) Anti-Passback

Anti-passback is a function for Access Control Terminal that prevents the tailgating. In some conditions, the security system demands the personnel authenticate legally from the outside door to come inside, and authenticate legal y from the inside door to go outside. The authentication record must be one inside record and one outside record. When anti-passback is used, people must first authenticate from the designated "In" reader, then from a designated "Out" reader, and tried to read out of an area, an anti-passback violation would occur.





#### **Instructions:**

- 1) **Disabled**: the anti-passback is ineffective.
- 2) Enable (OUT): it makes the ZD2F20 Access Control Reader as the "In" Reader, and the record in the ZD2F20 is the "IN" one. The authentication record in the Sensor is the "OUT" one.
- 3) Enable (IN): it makes the ZD2F20 Access Control Reader as the "OUT" Reader, and the record in the ZD2F20 is the "OUT" one. The authentication record in the Sensor is the "IN" one.
- 4.3.2 Device and Data Download

Click **Download**→**Device**#1 to popup next menu, as followings:



4.3-24

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Please refer to the : Get Newly Log, Get All Log, Get Al Enrol for more details of the submenue.

## 1) Get Newly Log

Obtain the newly report on the fingerprint attendance machine.

## 2) Get all Log

Obtain al attendance data on the fingerprint attendance machine, including the downloaded and un-collected data.

### 3) Get All Enroll

Get al fingerprints and password data on the fingerprint attendance machine and preserve them into the data base.

## 4.3.2.1 U-Disk / SD Card Data Import

Download the attendance data with the U-disk. First, download the data from the fingerprint attendance Terminal to the U-Disk, connect the U-Disk to the USB port of the computer, then steps following:

Click Download  $\rightarrow$  U-Disk/SD Card to popup the dialogue box Download data from U-disk/SD card,





It allows importing data, immediate photo and Enroll photo from the u-disk / SD card.

# 4.4 System Maintenance

The data maintenance arms to maintain the data base of the system routinely, which includes backup DB, restore DB.

On the main menu, move mouse to the icon Maintenance, popup three sub-menus that are **Backup DB** and **Restore DB**.





# 4.4.1 Backup DB

Backup DB means the backup the database of the RIMS, including the personnel information and attendance records.

## A. Backup database (Access version)

Click the submenu of Maintenance-Backup DB, select the save path of data, and click Save to popup the dialog box of Successful Save. Click OK, then there will be formation of backup file in the corresponding path. For example the file likes "RIMS\_20100824.rdb".

#### B. Backup database (SQL Server version)

It makes difference between the connection to the local server and the remote

RIMS

server.

**Backup to the Local Server:** the same operating steps with the Access version backup.

Backup to a Remote Server:



a. It prompts that whether backup to a remote server or not. It requires the read and write permissions to the shared folder on the Remote PC or it would be fail to backup the database. (It is suggested that using the SQL Manager to backup the database on the remote server while backup to the Remote Server.)

It pop ups the following window when it's the first time to backup the database. It requires inputting the backup path (required to read and write permissions) on the remote PC.

Cance

Click "Apply" to backup the database. When there's no read and write permissions to the input path, it fails to backup.

# **Attentions:**

- When it's the first time to input the data and operate other settings, it is recommended to backup the database at once. It is recommended to backup the database before modifying the data to avoid data loss.
- > Once the administrator makes some mistake or wrong operating steps, it

allows restoring to the relevant database.

The defaulted name to the file is "RIMS\_+current date.rdb". The administrator can decide his own backup path and file name.

# 4.4.2 Restore DB

The **Restore DB** subjects to restore the database, including all the personnel information and attendance reports.

#### A. Restore database (Access Version)

Click the Restore DB on the sub-menu of Maintenance, open the path of the database preservation, and select the restore DB that needs revert, and click Open to popup the dialog box of Successful Restore Database, then click OK. It needs restart the RIMS software to make the restored valid.



4.4-4

#### B. Restore database (SQL Server Version)

It would popup the following window when clicking "**Restore DB**" if the current database of your RIMS software is the SQL Server version.

Type LD04	Content D:\SONG\SONG201011230	Result Time 23/11/2010 01:11:56	Result 0	User -1:Administr
LD04	SONG201011231735.bak	23/11/2010 17:35:44	0	-1:Administr

It allows restoring by backup log or other database file. (It only supports the backup log when backup to the Remoter Server.)

# 4.4.3 Detailed settings for Maintenance



Click Maintenance icon to enter the system maintenance window.

4.4-6

The main setting options: Normal, Company Info., Administrator, Data Maintenance, Image Management, Data Migration.

#### 4.4.3.1 Normal:

*User Management:* Set the appearance form of user management and user information, including Show User Cards and Show User List. The User Cards is designed to show & hide the attendance records and the shift, as well as a page to show the quantity of the card.

*Image Management:* it fixs the size of the user picture. The size is recommended not bigger than 10kb for the fast displaying. It allows selecting fil ing or replacing the image when importing. <u>"Filling images when importing</u>", let's take an example : 001 Amaris Song's information in the user information of the RIMS is without any picture, but there's a picture for the num 001 in the importing data, then the RIMS will fil the picture from the importing data to Amaris Song in the RIMS database automatically. Or there's a picture for Amaris Song 001 in the RIMS, but there's no picture for the num 001 in the SD Card, then it wil copy one to the SD Card for the num 001

#### automatically.

*Data Maintenance*: It allows setting to delete the data before a few months, it's defaulted to 3 months. *Let's take an example, if I set the "Allow to remove the data – 3 month", and it is 2010-08-25 now, then it al ows removing the data before 2010-05-25.* 

- 12 - C	÷	P. 1. 7
Normal	Normal Settings of the program	
Company Info.	User Management	
Administrator	Show User Cards User Cards	🔘 Show User List
Data Maintenance	Show Att. Records	🔘 Show User Shift
) Image Managemei	Quantity per page	🗹 Auto
	Image Management	
	Max size of user picture 10 😂 KB	Filling images when importing
	Card image replace software image	🔲 Software image replace Card image
	Data Maintenance	
N	Allow to remove the data	3 😂 Month
		Default setting



Default Setting: default the setting of the RIMS software. When click the "Default setting" button, the setting ot the RIMS will restore to the default status including the following prompt window.



4.4-8

## 4.4.3.2 Company's Information

You can change the LOGO and name of the company.

				a	Ľ.
к	11	N	4	S	L

Normal	Company Ind Set the name o	o. 1 the company, LOGO and other i	nformation	
Company Info. Administrator Data Maintenance Image Managemer	Company abbreviation Company full name I LOGO	Realand       Realand		
			Cancel	Apply

4.4-9

#### 4.4.3.3 Administrator

Set the administrator"s password. If there is previous password, you can conduct the re-setting after input the original password and the new one then re-enter the new one.

If there is no previous one, you just need to input and confirm the new one then click Apply, which make administrator settings a success.

😽 Maintenance		
G 🕒 -		
Normal Company Info. Administrator Data Maintenance Image Managemen Data Migration	Ada in i strator         Set up an administrator log in information         Original Password         New Password         Re-enter         Cancel       Apply         Set         User Authority Settings	



- 95 -

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		📌 User Authority Settings
		- O O
Normal	Set up an administrator	Assing Authority DICU:
Company Info.	Original Password	Password
🐼 Administrator	New Password	Name User ID Enroll ID Assign roles New F
Data Maintenance Data Maintenance	Re-enter	General Operator 1
🔵 Image Managemei		
🔡 Data Migration		Can
	<u></u>	
	User Authority Setti	ngs
< >		

"User Authority Settings", set the privilege for using the RIMS.



Different people, different privileges to operate the RIMS software. For example: Amaris Song is from the E-commerce Dept, we are going to set her a privilege to query the attendance report of the E-commerce dept from the RIMS software.

Assing Authority Role Settings		5
Role Report query	Assign resources	
General Operator 1 Report query	✓ User Management         Department Management         ✓ Attendance Stat.         ✓ Report         Ask for leave         Append Clock-in/out         Attendance Rule         Device Management         Enroll Management         Collect Data         Access Control         User Authority	System Maintenance

4.4-12



		P - 84	Password •••	•• F	le-enter	••••	Apply
Name	User ID	Enroll ID	Assign roles	New Rol	e Assig	an departments	
Ama		ssword enter th		Ψ.		HR E-comr Sales D	pment dept. nerce Dept. Jept. ales Service Dep

4.4-13

So, when we are in the name of Amaris to enter the RIMS software, we can only check the data of Amaris's, even entering the User Management window, we can find that there's Amaris's information only.

<u>SQL Server version</u>: it allows different people, those have privilege to enter the SQL, connect the SQL Server on their own Computer. And different people, different privilege to operate the RIMS.

## 4.4.3.4 Data Maintenance



4.4-14

- A. Compact Database:
- 1. Backup the database; please refer to (4.4.1. Backup DB for details).

- 2. Restore DB, please refer to 4.4.2. Restore DB for details .
- 3. Maintenance subjects to conduct regular maintenance for the data base for assuring the integrity of the data.
- 4. Initialize the data base. Be cautious to this operation because the initialization will empty al the current data.
- 5. Remove historical data. Remove a period of time's historical data.
- 6. It defaults that it can only remove the data 3months ago. If you want to change this time, please return to "Normal" to set it.





#### **B. Data Migration:**





#### • Data Migration with brand integration

Data Migration: Migrate data from another RIMS software to the current RIMS software. It supports data migration between two Access databases, two SQL Server databases, and it also supports data migration between the Access database and the SQL Server. The Access database file is postfixed by ".mdb" or ".rdb". If it's the SQL database, it must be on the Server, and it cannot be the backup file even though the backup file is on the Server. For the backup file on the

- 98 -

Server, you could first add the backup file data to the Microsoft SQL Server on the Local or Remote Server. Then migrate it to the RIMS software.

Integrate uncrossing user info. : it allows integrate user data from different branches to one RIMS software database. For example: there are three attendance system databases, Guangzhou HQ, Shanghai Branch and Beijng Branch. We could integrate all the data into the Attendance System of Guangzhou. But all the people should be with different Enroll ID. The subordinate relationship of the people remains the same.

Integrate crossing user info.: it allows integrating one person's info from different attendance system to the RIMS software database. (Attentions: the Enroll ID of this person should be the same in different attendance system.) For example: Peter's Enroll ID in Guangzhou's attendance system is 005, so his enroll id in Shanghai's attendance system must be 005 too. Let's say Peter works in the Guangzhou office in the first half of the month, and the second half of the month in Shanghai. We can integrate all of Peter's atendance record to Guangzhou's atteandance system.

Normal Company Info.	Migrate data into this system	integration
Administrator	User Info Record Info Deploy Info Ot	herr
Data Maintenance	Migration Users     Migration Departments	the source database we migrate data from
) Image Managem <mark>e</mark> i	✓ Migration Shifts	
	System Database Access	Source Database SQL Server
	Database file	Browse
	Please enter or browse to connect to SQL !	Panier detabase

4.4-17

#### **Migration Options**:

User Info	Record Info	Deploy Info	Others	
Data Co	Ilision Upd	late Collision D	ate	~



We can set the default setting here to dealing with the data collision.

Update Collision Date: when coming accross the data collision during migration, it will

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update the data in the system. For example: Amaris (Enroll ID is 001) in the current system(System A), there's Peter (Enroll ID is also 001) in the Souce database(System B). When migrating data from System B to System A, Peter's infoformation will cover Amaris's in the System A directly. But the attendance records of Amairs still exist in the System A. But the old attendance records of Amaris's will belongs to Peter.

**Ignore Collision Date:** when coming accross the data collision during migration, it will ignore the collision data. As the example above, if select the "Ignore Collision Date", it will not migrate Peter's information to the current system(System A).

## • <u>Compatible Data Migration</u>

It supports migrating the Access database from other kind of attendance software to the RIMS software, including the following information: department, user information, attendance records, and leave records.

Normal Company Info. Administrator Data Maintenance Image Managemer	Compatible data migration     Migrate the Attendance data which compatible     Clear up the database of RIMS before datebase     Include staff demission     Import special attendance(leave,over work)     Import attendance Log		Month
	Database file	Cancel	Browse

4.4-19

- a. It allows migrating the data including the demission staff, leave records and attendance log.
- b. It allows migrating the leave and attendance record in the last 3(1,2,3,or...)months.

	💿 Last	3 🤤 M	onth
Import special attendance(leave,over work)	🔘 All		
Import attendance Log			
4.4-20			

- c. After migrating the data, please set the atteance rule according to the record, then it allows processing data in the RIMS software.
- **d.** It takes time for the data migration. It allows doing other process at the same time. Please re-run the RIMS software when finishing the migration to enable the new database.

#### C. Data Source Administrator:



4.4-21

Set the database of the RIMS to the Access database or the SQL Server one.

It's defaulted to the Access datase here. If you need to affect the SQL Server database, please set the Data Source Administrator to the SQL Server first.

Step 1: Select "SQL Server", then click "OK" on the popup window.

😽 Maintenance		ļ
G 🕑 -		
Normal     Company Info.     Administrator	Data Source Administrator           Database management (Support SQL Server and Access )           Compact Database         Data Migration           Data Source Administrator	
Administration     Administration     Data Maintenance     Image Managemen	Access     Access     Control and Time Attendance Management System     SQL Server     Deploy SQL Server database connection information     Yes     No	
<		



Step 2: then enter the Sql Server configuration window, as the following:

his operation	step operation: suit for most of typic rough the operation I	cal user . Please i button	nstall SQL database first.	
			Previous	Next

4.4-23

lease step by ste	ep operation:
his operation su	uit for most of typical user . Please install SQL database
first.	
Step by step throu	ugh the operation button
Server name:ECOMM)	ERCE-U1\SQLEXPRESS Authentication:Windows Authentication
	ERCE-U1\SQLEXPRESS Authentication:Windows Authentication S_Attendance
	5_Attendance
Server name:ECOMMI Database Name:RIM:	5_Attendance

4	.4	-24	

*Guider Mode:* it is available for almost all users. Click "Next" to check whethere there's any SQL Server on the current computer. It connects the attendance dabase on the local server by the Windows Authentication method. If there's no SQL server on the current computer, it will create a RIMS\_Attendance database automatically. After finishing the Guider Mode operation, click "Apply" to affect it. Then It allows configure the SQL database now.

Normal Mode:

			-	с.
D	 N.	1	9	L
N.	 11.7	۶ ا		1

Guider Mode	Nomal Mode			
- Log on to the	eserver			
Server na	ame			~
Authentic	ation	Windows Auth	entication	~
User				
Password	t.			
	201	Save my pa		
		C Save my pa	15599010	
Connect to a	database			
💿 Selec	t or enter a datab	ase name		~
O Creat	e Database			
		Test Connection	Cancel	Apply

a. It allows clicking the pull-down menu to select the Server name or you could input the name of the Server directly. (it's recommended to select the Server on the pull-down menu.)
 Select the SQL Server you.(if you select the Server name from the pull-down menu, it shows the Server names from the whole LAN. It takes about 15 seconds to search all the server names.)

Guider Mode Nomal Mode		
Log on to the server		
Server name	ECOMMERCE-V1\SQLEXPRESS	
Authentication	DEVHW-U1 DEVHW-U3 DEVSOFT-U1\SQLEXPRESS	
User	ECOMMERCE-ULXSOLEMPRESS	
Password	IAMU-UI SALES-UI SALES-U2 W2K3-V-S1 W2K8R2-V-MOSS W2K8R2-V-MOSS	
Connect to a database	W2K8R2-V-WSUS WAREHOUSE-V1	
Select or enter a d	latabase name	
🔘 Create Database		
	Test	ncel Apply

4.4-26

b. Select the database name from the pull-down menu or input the database name directly. As the following:



Guider Mode Nomal Mode			
Log on to the server			
Server name	ECOMMERCE-	-V1 \SQLEXPRESS	-
Authentication	Windows Au	ithentication	•
User			
Password	-		
	🗾 Save my	password	
Connect to a database Select or enter :	ı database name	1	
Connect to a database Select or enter : Create Database	a database name	master tempdb model msdb	•



If it's the first use of the SQL Server database, please create a database, as the following:

	guration			
uider Mode Nom	1 Mode			
Log on to the s	erver			
Server name		ECOMMERCE-U1\S	QLEXPRESS	
Authenticati	on	Windows Authen	tication	
User		1		
Password				
		V Save my pass	mand	
🔘 Select or	enter a dat	abase name		
<ul> <li>Create Da</li> <li>Create Database</li> <li>Create a new</li> <li>Database Name</li> </ul>	abase database RIMS_Atte			Cancel
Contraction and the second	abase database RIMS_Atte			Cancel



You could create the database in the following two ways:

♦ Create a new attendance database. Please input the database name and then click "Create" to create the database.

Attentions: the dabase name cannot start with the Arabic numerals. The name cannot contains any of the special characters except the underline "\_". It is recommended to start with "RIMS".

Create the database through the MDF database file in the system. Browser to get the MDF file path, as the following, then click "Create" to create a database.

 $\diamond$  Create the storage path of the database

If it's connecting to the local server, the database is in the "database" folder under the RIMS installation directory.

If it's connecting to the remote server, the database is in the Microsoft SQL Server\MSSQL.1\MSSQL\Data folder under the SQL server installation directory.

) Create a new	database	
atabase Name	RIMS_NEW	Cancel
) Attach a dat	abase file	
Browse	SQL Server\MSSQL.1\MSSQL\Data\RIMS_NEW.mdf	Create

4.4-29

After creating the new databse, you could select the database you just created in the pull-down menu. Click "ok" to configure the new databse. As the following:

	RIMS_Attendance	
	master tempdb model msdb amaris_rimsO1 RIMS_Attendance RIMS_NEW RIMS_test	
	4.4-30	
ss Contro	l and Time Attendance Management System	
) Data	ource settingOperation SuccessfulSoftware will restart to to make the database t	ake i

OK

4.4-31

After confugring the new database, the RIMS software will restart to affect the database to the RIMS software.

Attentions: the SQL version supports the version above SQL2005 only.

effect

# 4.4.3.5 Image Management (Optional)

Normal	Delete Image Delete correspondence's Im		
Company Info. Administrator Data Maintenance	Delete Image     Delete image before     Delete span time's image     Delete all image which corresp	28-08-2010  28-08-2010  28-08-2010  conding DIN Enroll ID	· 28-08-2010 💌

4.4-32

Image Management: it allows removing the attendance image in the spanning time optional y. And it also allows removing the attendance image corresponding to the enroll id.

# **Chapter Five Operation of the SQL version**

1. Instal ation and configuration of SQL database.

Open the SQL2005express under the SQLexpress directory in the CD. (it allows downloading other version but above 2005.)

You could use the SQL Server database after the installation. Please refer to the *database source administrator* for the details of the SQL Server connection.

# **Chapter Six QA**

# 1. It cannot connect the device to the computer, what can I do?

- A. Check if the serial port cable is damage or not. If it's damage, please change another serial port cable.
- B. Check whether the COM port of the computer has normal communication or not. If the communication is abnormal, please change to another PC communication way.
- C. Check the Device ID and Port no. of the RIMS software are the same with the ones in the device.
- D. If the communication way is USB communication, please check if the USB driver has been installed.
- E. If it's the connection exception:



There"s a conflict between the RIMS software and one another

software. Close the RIMS software first, then click and run the Check.exe under the RIMS installation directory, and rerun the RIMS again.

- F. If it's none of the problems above, please check the communication chip of the device. If there's any exception, please change another communication chip.
- 2. When running the RIMS, it prompts the dialog box "The application cannot start".

It's because you haven"t installed the .NET Framework completely, which leads to the initialization failure.

# **3.** How to set the working shift and affect it to the staff in the RIMS software?

let"s suppose Company A has three working shift, and people take one of them every day. RIMS set the shift to the staff automatically according to their attendance record.

Step1: go to the Outy Time window, click to add three working shift, as the following:

Morning time: 01:00-09:00 Afternoon time: 09:00 - 16:00 Evening time: 16:00 - 23:59

Daty Time Set up duty-time	e for the attendanc	Duty Time     Set up duty-time for the attendance		Duty Time     Set up duty-time for the attendance	
$+$ $\times$ $\checkmark$ $<$	•	i+⊠×√⊗		i 🕂 🕅 X 🖌 😣	
Duty Time	Morning time	Duty Time	Afternoon time	Duty Time	Evening time
Att. Type	Actual Att.	Att. Type	Actual Att.	Att. Type	Actual Att.
On duty time	01:00	On duty time	09:00	On duty time	16:00
Off duty time	09:00	Off duty time	16:00	Off duty time	23:59
🛃 Must clock-in		Must clock-in		Must clock-in	
Must clock-out		Must clock-out		Must clock-out	

Step 2: turn to the

Shift window, click to add three working shift, as the following:



S-Greenp Combination with different Shifts into a C Combination with different Shifts into a C S-Group Select shifts for the Shift-Group Morning shift Afternoon shift Evening shift there is user info in the software already. Then click Right click to choose the persons on the left column, then click "Default Att" to select "S-Group" and working group, then click "Apply" to affect the setting.

		-0	Dept.	Register D	ate Att Rule	Default Att.	Default Weekend
		P • 8+	Dept.	negistei D	ale All hule	D'ordait Att.	Delault weekent
Name	LIser ID	Ental II	Def	ault Att.:	S-Group	`	
Hardw	are Dept.			Guit / Itt.			
Peter	003	3			working		
Amy	013	13 📃			Shift: Mornin 01:00 - 09:0		
Software Dept.				Shift: Aftern			
Franky	002	2			09:00 - 16:0	0	
Adam	007	2 7			Shift: Evenir		
Vicky	011	11 🗸			16:00 - 23:5	9	
A C	010	17					

# 4. What is the data downloaded by the USB flash driver?

- A. GLG\_001.TXT: is the new attendance record.
- B. AGL\_001.TXT: is all the attendance record.
- C. SLG\_001.TXT: is the super administrator operation record.
- D. AFP\_001.TXT and AFP\_001.DAT: are the files when you download all the enroll info.

# 5. How to reset the administrator password of the RIMS software.

Enter the "Maintenance" window, click Sealer and "Re-enter password".

If there"s no any password before, then leave the "original password" as blank.

# 6. How to empty all the data on the RIMS software?

Enter the "Maintenance" window, click

Remove historical data, click "OK" in the prompt window.

# Attention: all the data (including the attendance record and the user info) in the RIMS will be empty.

# 7. Why can't I install the Framework?

You"re not the system administrator of the windows;

The instal ation has been estimated threatening and been stopped you should close the anti-virus software first, restart the computer when the installation is finished .

## 8. Why the Device fails to connect with PC?

Check if the data cable of the machine is correct;

Check if the power line is working and start up the machine;

Check if the communication mode and parameter are correct;

If using the USB communication, check out whether the USB driver is set up or not;

If none of the above reasons, please open and run the Check.exe under the Rims installation directory.

## 9. How to install the driver for the USB communication device? (The installation is no need for serial interface, TCP/IP devices)

The prompt box will display Successful Connect after the connection, insert CD and click Next step.

## 10. The time of the machine is not correct, what should I do?

Device Management  $\rightarrow$  Normal  $\rightarrow$  Synchronous Time Device (Synchronize device time and the current computer time.)

# 11. How to display the username on the screen of the machine? (Follow this method to copy fingerprint data when there're 2 or more machines.)

Get the Device connected; User Management  $\rightarrow$  choose the Device ID (Device); right-click the chosen user  $\rightarrow$  Get all Enroll  $\rightarrow$  Upload Enrol  $\rightarrow$  Upload Username.

# **12.** Why there's no data in the report?

Check if the data has been acquired;

Check if the personnel information is written;

Check whether the Enroll ID is in accordance with the number of the attendance machine or not;

Check if the personnel"s date of entry is correct;

Check whether the default shift is correct or not;

Check if the machine time, report query time is correct;

Check if the data statistics has been done.

# 13. There are too many columns in the report, what should I do to delete some of them?

Right-click the column of the report  $\rightarrow$  display/hidden columns  $\rightarrow$  select the wanted/unwanted ones  $\rightarrow$  save.

# 14. What can I set in the Attendance Rule Setting?

Attendance management → Attendance Rule: Late/Early/Absence rules, Duty time, Shift, Weekend, Holiday, Overtime Rules.

# **15.** What can I do with the data after reinstalling operating system?

System Maintenance  $\rightarrow$  Restore DB; re-input the personnel name, enroll ID (which will display in the screen of the machine when punching the card) and other information, acquire al the data again, then process the data.

# 16. The device cannot be entered when the administrator is changed, what should I do?

Device management  $\rightarrow$  Normal  $\rightarrow$  Cancel Administrative Authority; Re-enrol the administrator.

# 17. Is there any electronic document for help?

Right-click the blank area of the software  $\rightarrow$  Help  $\rightarrow$  Online User Manual

# 18. What operations should be handed over when the administrator's resigning?

Fingerprint enrol, backup enrol, administrator enroll, cancel administrative enrollment.

Please refer to the website: http:// www.intellitech.com.pk for more information.

Or you could contact us:

E-Mail: info@intellitech.com.pk