

ASCII APM

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CHAPTER 1

1. Install and uninstall program

1.1 Install Program

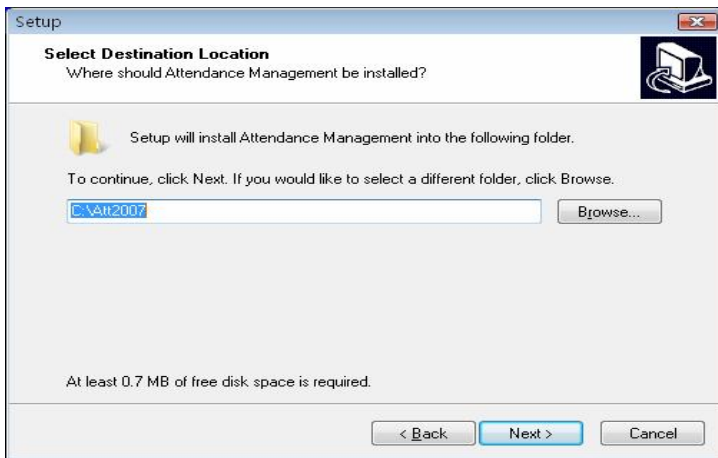
It better turn off other application program before installing, in order to avoid conflict in installing process.

Attention: some software edition number maybe doesn't tally with CD real contents, please allow CD installing program for standard.

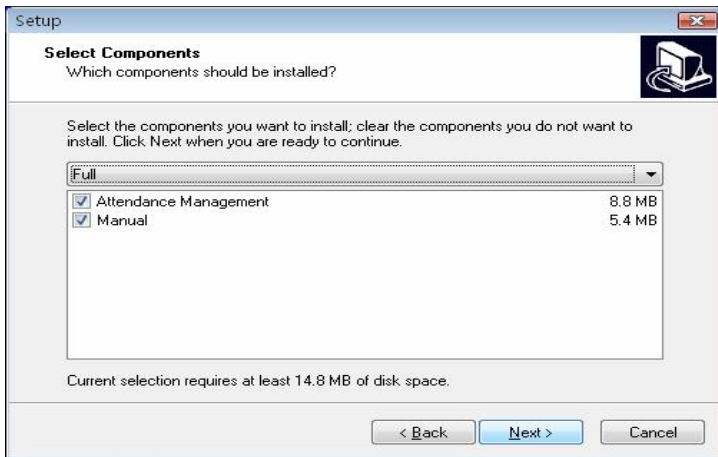
Insert the CD into your CD-ROM, the CD automatically display the installing menu: Pop-up follow dialogbox



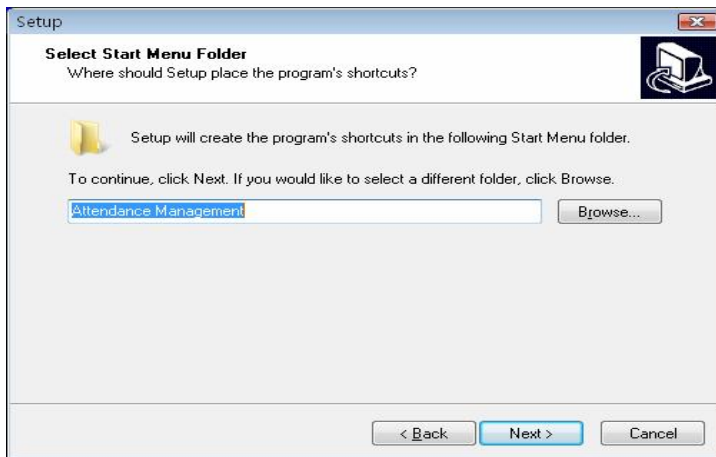
This page is an agreement of using program , please read carefully. If you agree with this agreement contents, click on the **(I Agree)**. Enter the next installing process; if you don't agree with the agreement , please click on the **(No)** to Exit the installing process; if you need come back the last operating, please click **(Back)**. The next installing window is following:



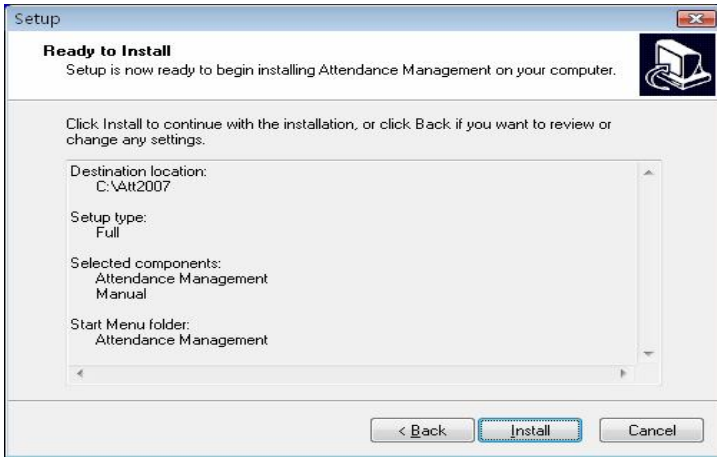
The install interface is used in installing catalog of definition attendance management, you can choose default catalog, can also choose or create another catalog. Confirm, Click **(Next)** display interface appear following:



After selected, click on the **(Next)** , the following interface appear:



In the page, local folder "**Start/Program**" to create the program name.
Click **(Next)**, the display is following



Enter the window, it is show that you already finish all setup of installing program, if you want to modify the setup, click **(Back)**; otherwise click on the **(Install)** button, the installing program will copy file to hard disks and write relate information, after finish installing process, click(**Finish**), the installing process is over.



The shortcut will appear on the windows, only click this icon on the windows to enter software is available.

1.2 Uninstall software

If you do not need to use this software again, and want to deletes it from

the computer, then may follow next steps to operate:

Close the entire fingerprint management system program.

Enter **Start** ----- **Control panel**----- **Add/Cancel**, choice the Time & Attendance management system standard version, and click on (Cancel).

Like doing this, you still fail to delete all file, you have to enter to install directory of the software to delete named the folder att2007.

1.3 Work flow of the software

1. Downloads user's fingerprint or the card which have been enrolled in the Device to software (Connection Device -Downloads personnel data from Device)
2. Upload staff's name and other materials which have been modify in Device in the Employee maintained (Connection Device –Upload personnel information to Device)
3. Assign Employee to department (enter Department management)
4. Setup Shift Schedule and Time Period(enter Shift Schedule and Time Period maintenance)
5. Setup Shift Schedule (enter Shift schedule management)
6. Assign the staff Schedule (enter Employee Schedule)
7. Download attendance data to software in (connection Device – download record data from Device)

8. Examine Attendance report form (enter Time Attendance report form)

CHAPTER 2

2. Management Program

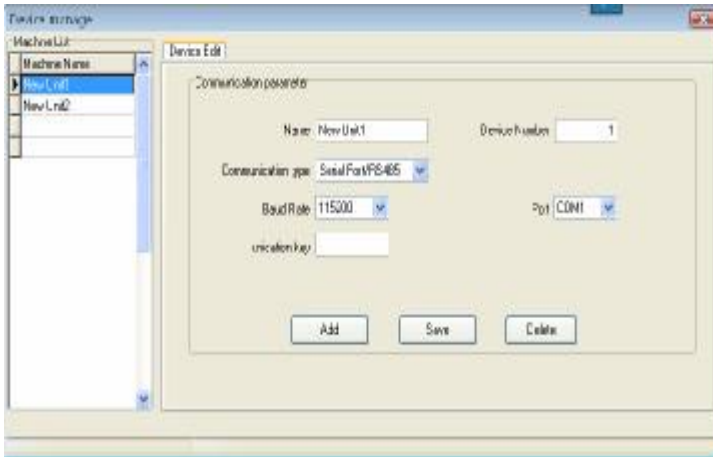
2.1 Exchange Data between Device and Program

2.1.1 Device Management

If want to download data from the Device with software, be sure that the communication between Device and PC has established. So add the device to the system firstly, input the related parameter, after connection successful, may carry on uploading and downloading data.

Device Maintainance

Click (**Device Maintenance**) in the main interface or right click (**Device Maintained**) with mouse in My Device List, in here you able to complete to add, cancel, and modify Device.



There are two default communication parameters provided in the system, one is RS232/RS485, another is Ethernet.

- u** Add: User may newly add Device, input the corresponding parameter of Device for connection, save it, the device name will display on the left side list.
- u** Device name: named the Device, which machine has been connect with system.
- u** Communication way: which communication way is used in between the Device and computer.
- u** Baud rate: must definit baud rate is same with it in the machine, Here.
- u** IP address: Device IP address **IP**
- u** Communication password: if there is the communication password

to be set in the machine option, you must fulfil the same password , otherwise, not need to fill in

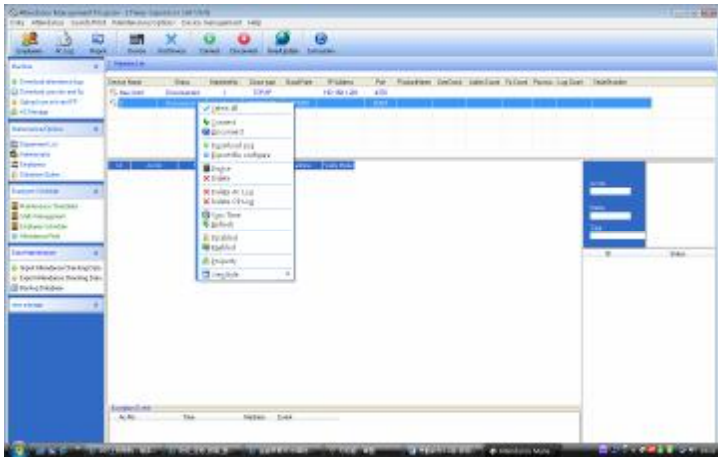
- u** Serial number: Device identity number .
- u** Port: The port is used by computer. The RS232/RS485 way is com port, the default port of Ethernet is 4370.
- u** Deletion: If you do not need to use the Device more , single-click the Device of your choice in the left side list, click on (Cancel) to delete this Device from the system.
- u** Save: If after selecting and modifying connection parameter of the Device of your choice, click (Save) to preserves the information.



Note: Some machine does not support the Ethernet communication. It is unable to use the Ethernet way to connect the machine

And that serial number: If the RS232 way is used, please input random number which between 1 ~ 100, 133 ~ 255 in blank enough.If the RS485 way is used, inputs the machine address.

Connection Device: the Device which has been add to the system will display in the " My Device list", single-click the Device to choose it, then click (connect Device) button, or right-click the Device that want to be connected, select the connection Device from following menu appeared.



When the system connect with Device, the prompt " connecting, please wait " will appear on below right side status cloumn, wether the link success or not will inform you.

If fail to connect, please check

- 1) Whether the Device connecting parameters equipped with communication parameters of the menu option
- 2) whether the communication line linking well

Disconnect

When the system and Device continue to upload and download data, the Device is in a "work" status, so it is unable do other operating at this time. after uploading and downloading data, disconnect Device, and click (**Disconnect**) to disconnect the Device communication.

2.1.2 Upload and download data

This is data exchanging windows for between the management software and Device. Through this menu, download recorded data and the user's information to the software from Device, also can upload the users information which has been saved in Software to the Device, Follow operation, the first complete to hookup Device.

Download recorded data from Device: Download all records which have pass verification from the Device;

Download staff information from Device: Download staff information, the staff's fingerprint can be download at same time

Upload staff's information to Device; upload the staff's information and fingerprint together at same time.

Device management: Examined the Device information and modify the Device option through software.

Download data record from Device: It is unable to download data from the Device unless the system and the Device are at the connection condition. Directly click on "related Device operation" in the main interface right side to download data record from the Device Or enter management menu, chooses downloading data recording from the Device.



together at same time, system can automatically remove data record from Device

@ Note: If the machine model is M100 please note! maybe the M100 machine does not need to enroll the user first directly through slip the card to verify user identity, therefore the corresponding user information does not possibly along with downloading data record, after the downloading, the software can prompt whether add these user who hasn't been registered but still has the data recording to the database.

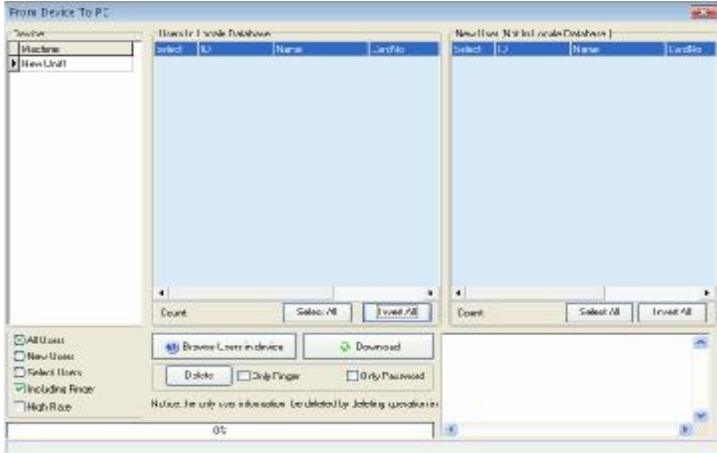
Download the personnel information from the Device:only when the system and the Device are at the connection condition, the downloading data is available, Directly clicks on " related Device operation"the main interface right side, the column to download the personnel information from the Device, access Device management menu, choose download the personnel information from the Device

View user on the Device: Click (view User) the button Device . For new users, it will display in the "new user" column. Meanwhile, it will suggest new users added to the system database .

Downloading: when the data has to directly download, click the button to downloads

If there is a new user in "the new user" the column. At the same time, prompts whether add the new user to the system database in. If user on the Device were a user which already existed in the system database,

then these users could display in “there is a user in the local database” in the column.



Delete: Choose user who want to be canceled from the list area, also can select all users. Delete fingerprint or password only, just need to put the tick in front of the corresponding item, then click (**Delete**) button, if want to select many item record, may hold down Ctrl key and click with mouse at same time.

Upload the personnel information to Device

When it was careless of user to cancel personnel information or many Device are used together at same time, for provide user with convenient to use, reduce the enrolling work, the software provide to upload personnel information from the database to machine.

The upload data operation is unable to execute till system and Device is

in connection status. Directly click upload personnel information to Device in the “related Device operation” column, or enter Device management menu, select upload personnel information to Device.

Select staff by department: E.g there are more many department in some company, if need to upload some staff of some, department, you can click this department with mouse, the all staff in this department will display in the list. Shown as following figure



Upload:

- 1) choose the staff to be uploaded in the “user” column
- 2) Choose the staff who will be uploaded to assigned machine in the “fingerprint machine” column.

User information/ Fingerprint: Put the tick in the information which will be uploaded.

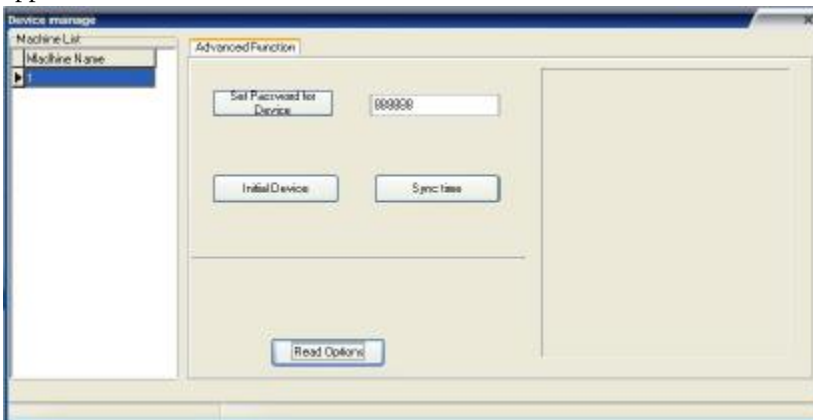
Upload in High Speed: When if these machine hookup by Ethernet, and have large quantity of data to upload.

Delete: Choose this user which want to be canceled, and then choose “Cancel” button.

Device Management

Only when the system and the Device are at the connection condition, the downloading data is available, Directly click **Device Management** in the column “related Device operation" on the main interface right side, choose the **Device Management**, access Device management menu, choose download the personnel information from the Device

1) If the device is a M100 you connect, then “Advance Option” will appear.



Set Password for logging : if want to enter the machine management interface, you must input the management password firstly, the default password is 888888. in order to guarantee security for using machine, you can change this password (the password consist of 6 digital figure. Other format is invalid)

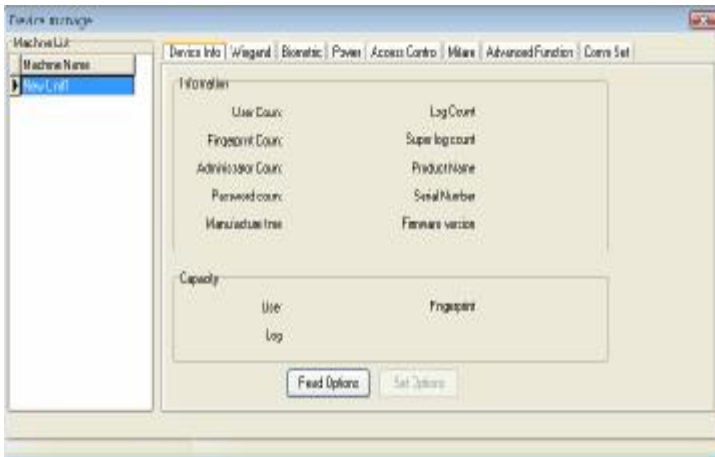
Clear all data in the equipemnt: system will clear up all data in the equipmet , that include User and record.

Notice: if you clear up all data, the data will be damage and unable to be restored. To help avoid possible lost, download all data and keep in system before performance this operation

Synch Device time: may synch the Device time to the computer.

2) Connect Fingerprint Machine

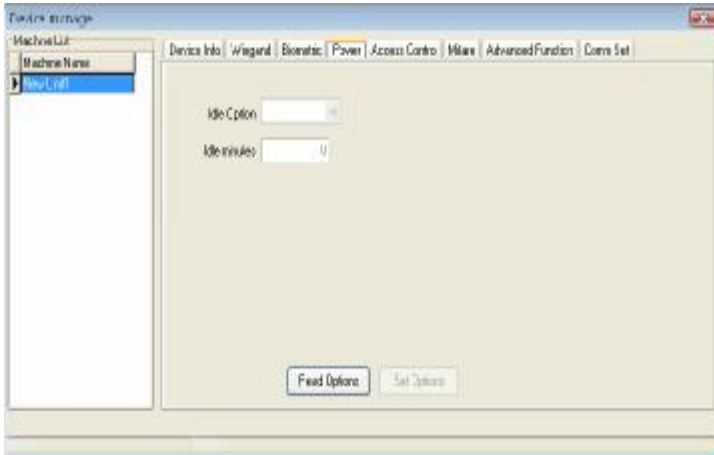
a、 it is the first to show fingerprint machine information, though this page you can view the information about this product type, product module, serial number, firmware etc. click **Read Setting**, you can know detail about Device.



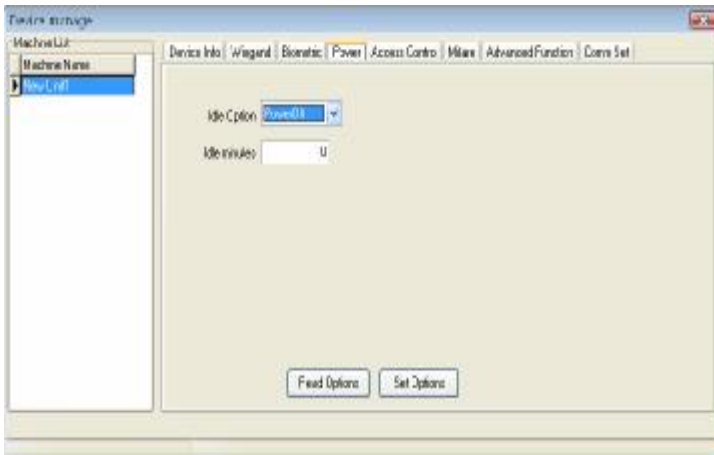
@ Note: it is unable to modfiy this information ,view these only

b、 In oder to gurantee machine reliabelely run for long time, some

machines support power management function, such as timing idle,timing shutdown, etc pagenat.

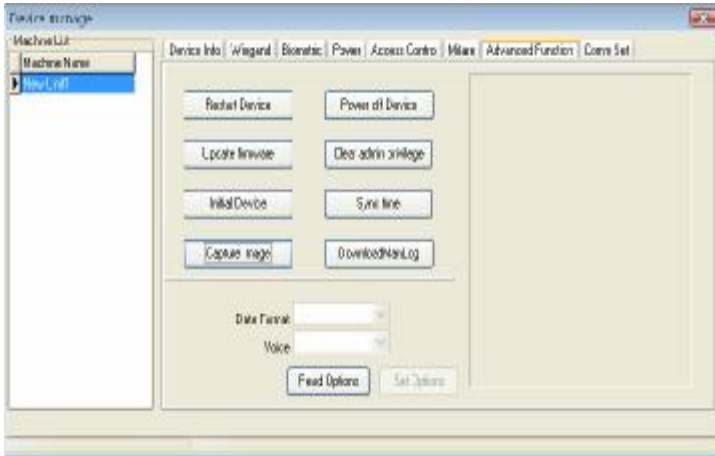


Click **read in setting**, the machine idle setting will appear on the main interface:



Modify the setting you want to use, after doing this. Click **Apply Setting**.

c、Click other function pagination, view other function of Device :



Clear all data in the Device: System will clear all datas in the device, include fingerprint and record.

@ Notice: if you clear up all data, the data will be damage and unable to be restored. To help avoid possible lost, download all data and keep in system before performance this operation

Elimiate adminstrtror privilege : when if the operator forget the name and password in the device, and fail to enter the option menu, you can use this order to emlimiate old administor, then reenroll the administrtror

Synch time: Synch Device time to PC, keep the Device time is same as PC.

Upgrade firmware: if need to upgrade firmware, my click “ Upgrade firmware” button, following prompt appear



Click “Yes” to upgrade firmware, Click “No” to give up. if after clicking Yes, upgrade file is wrong, informing you that the firmware in the Device is the newest one.

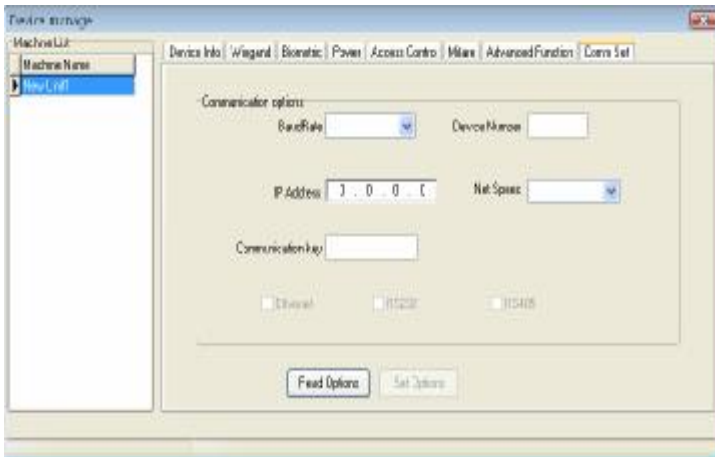
@ Caution: User do not voluntarily upgrade the firmware, you must contact and be allowed by the dealer before to upgrade the firmware, maybe these trouble and problem which affect normal use occur cause you voluntarily upgrade.

Capture Fingerprint Image: Capture the fingerprint image which present by you currently press finger on the machine sensor face.

@ Note: this function some machine don't support this function

Download Management Record: download management record from fingerprint machine to system.

d.Click communiacion setting pagination , view the Device communication setting, click **Read in** to lookup all communication setting.



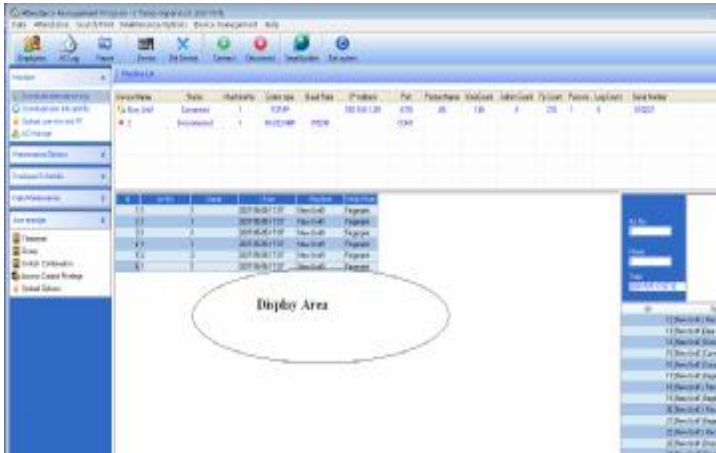
If you want to fast modify this setting, may directly input corresponding item in the text box, after modifying it, Click Apply to save in Device.

2.1.3 Real Time Monitor

The real time Monitor function make management software staff to known staff attendance or door controlling status in time, may find and deal with the exception status.

Run this function, It is need to open this software only, and connect with the fingerprint machine that want to be monitored, if there are many fingerprint machine want to be connected, just need to hookup all

fingerprint machine, after normal user verify successfully, its verification record will appear in the displaying area:



@ Note: some device does not support this function

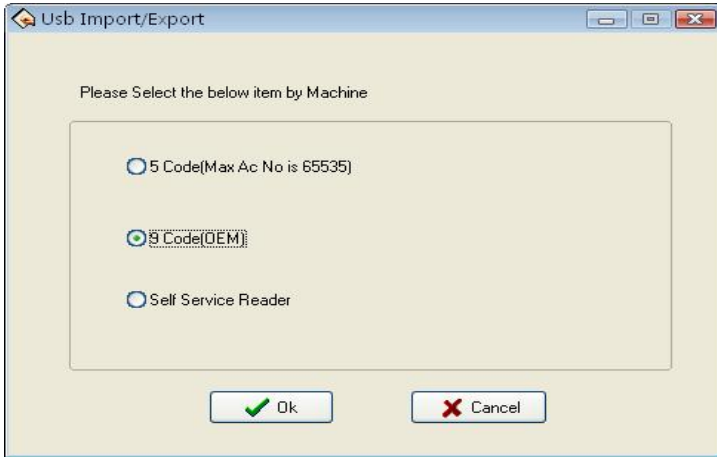
2.1.4 U flash disk management

As usual, there are following way to download data, like as RS232, Ethernet, and RS485.

When if it is difficult to communication or fail to communicate, you can use U flash disk to upload or download staff's information and fingerprint, save these downloading data in the software.

Choose the system option from the Maintained /Option, put tick in U flash disk in "Function Configuration" box, so U flash disk management in the data menu become valid.

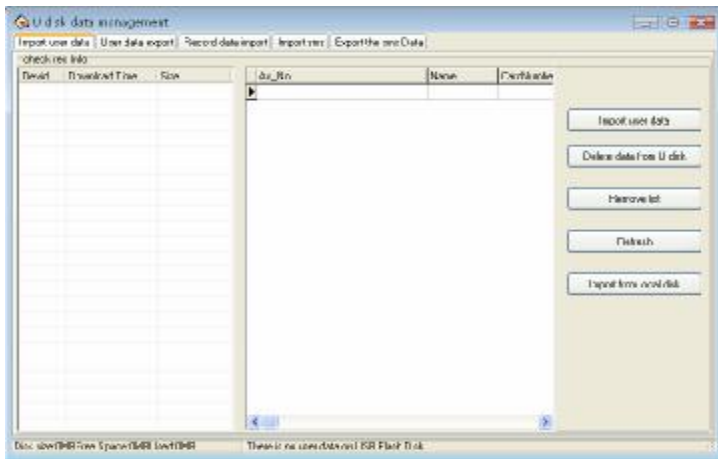
Because the machine type is different, the data construction which has been download to U flash disk also is different, so before using the U flash disk, choose the machine type you use firstly.



After choosing, press the OK to enter U flash disk management, maybe the error occur while download data is downloading cause of the mistake choice

Import user data to PC

Select put U flash disk into the USB slot of the fingerprint device, choose “Menu” –“U flash disk management”—“Download User Data”, Press OK, when the window inform that system copy data successfully, take out U flash disk, and then plug it into PC USB slot, enter software “Data”-“U flash disk management”, choose “import user into PC, Following interface will appear.



The current user data file which have been in U flash disk will display in “examine record information” left column, after choose this file, click “Import user data to U flash disk”, system will import data, this data will display in the middle list to inform that download data successfully.

Clear Data from U flash Disk: Erase all data from the U flash disk.

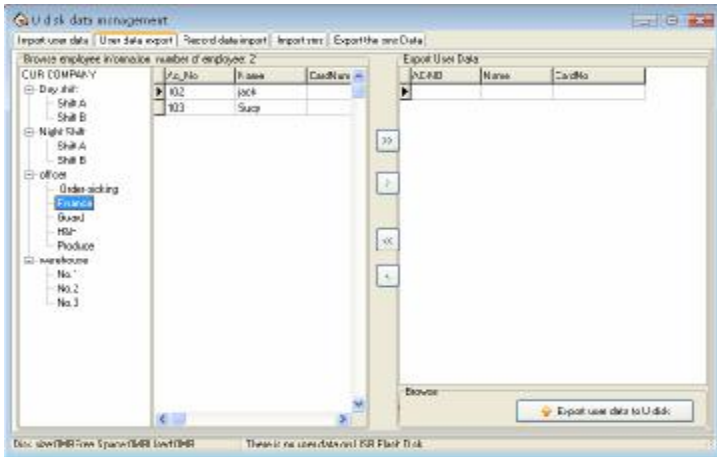
Clear List: Clear staff’s information in the current list.

Refresh: Refresh Staff’s information in the current list

Import from local disk: Import user data from PC other disk.

Export User Data to U flash disk

Export user data in the software to U flash disk for saving it or transferring other Device, here you can select user you want to upload, shown as following figure.



You can view all staff's information in the left staff's brown column; click the button for moving data in the middle area to import data "Export User data to U flash disk" area.

: Move all record in the left side "Export User Data to U flash disk" area.

: Move the staff who has been selected to "Export User Data to U Flash disk" area.

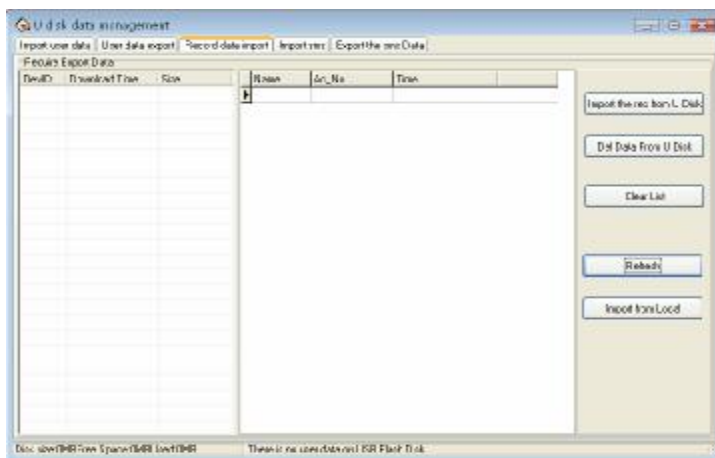
: Remove all record in right side from "Export User Data to U Flash disk" area.

: Remove the staff who has been selected to "Export User Data to U flash disk" area

Import the record data to PC

Plug U flash disk into Device, select "Menu"—"U flash Disk Management", Press OK, the window will inform that download data

successfully. Take out U flash disk from Device , then plug it into USB slot of PC, enter “ Data” – “U flash disk Management” and select “Import record to PC” option card, shown as following interface.



The information of user data which has been saved in U Flash disk will display in the left side **wait for importing data list**. choose this file, Click **import record from U flash disk** system will import data, this data will display in the middle list to inform that download data successfully,

Clear Data from U Flash Disk:. Erase all data from the U flash disk

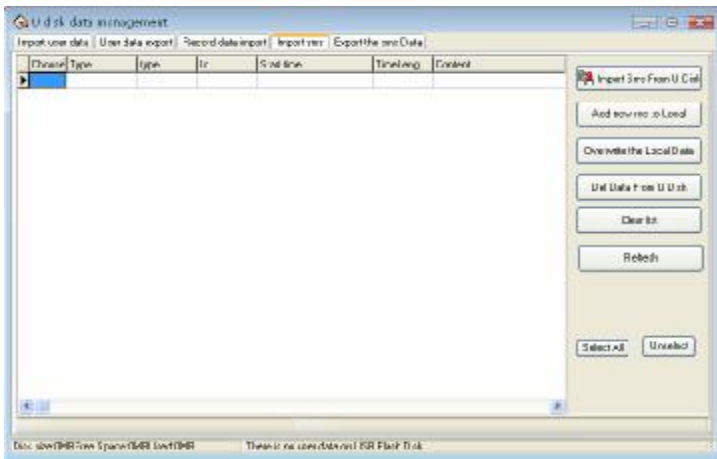
Clear List: Clear short message in the current list.

Refresh: Refresh Staff's information in the current list

Import from local disk: Import user data from other disk of PC.

Import Short Message

Plug U flash disk into Device, select “Menu”—“U flash Disk Management”—“Download SMS”, Press OK, the window will inform that download data successfully. Take out U flash disk from Device , then plug it into USB slot of PC, enter “ Data” – “U flash disk Management” and select “Import SMS to PC” option card, shown as following interface



Click **Import Short Message from U flash disk**, system will import data, after import data successfully, this total of data will display in the following prompt, all content of short message which has been imported will display on the list.

Add new short message to PC: Add the short message which has not existed in the software into the software.

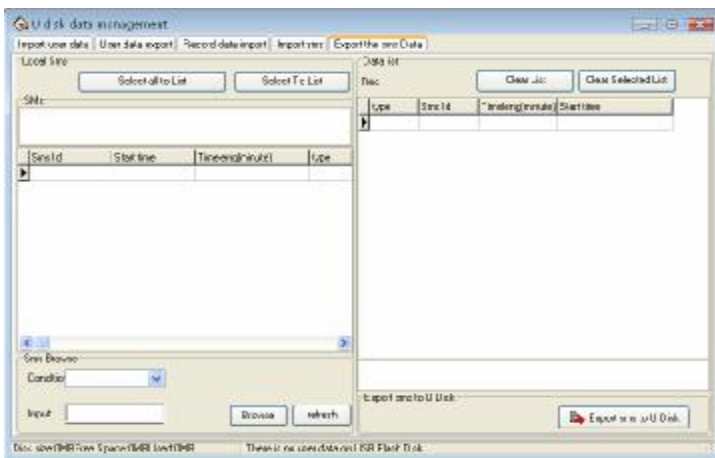
Overlay PC data: Use the imported data to overlay the data in software.
 Delete data from U flash disk: Cancel the short message data in the U flash disk.

Clear Up list: Clear the short message in current list.

Refresh: Refresh Short message in the current list.

Export short message

Export short message in the software to U flash disk or upload this message to other Device, here, may select this short message you want to upload, shown as following figure.



You can view all short message in the software from the left side column, this short message still exist in the “short message box” after choose a piece of short message, when if there are lot of short message to search for, you many utilize following way to find it, such as short message serial No., content, Public short message, User short message.

Move the record to right side list: choose the short message that want to be uploaded, click (**Move**) the record to right side list, the short message will be transferred to “ wait for moving to U flash disk list” area

Move all record to right left list: choose and remove all short message in the system to “wait for moving to U flash disk list” area

Clear all record in the list; erase all record in the “ wait for moving to U flash disk” ,it is unable to upload the short message or reselect the short message which need to upload.

Clear all record of your choice: Choose these record which don't need to be uploaded, then click (**clear**) to clear the record from this list , then this short message will be deleted from “ wait for moving to U flash disk”.

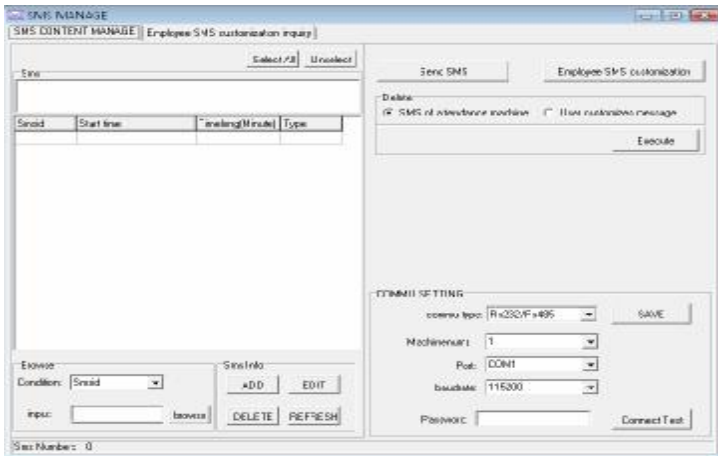
Note: this function is vaild only for the machine with U flash disk

2.1.5 Short management

Some type product provide a function which can send a massage to appointed person through public to person way, before using the function, it is need to setup short massage, customize the short massage according to staff. Then load the short massage into the device. The device fully support two way to load the massage in. one is to directly load by connected attendance device, anther way is to utilize the U flash disk to load in, follow we take an example to illustrate how to load in :

Enter the attendance software “**System Option**” under maintained /setting menu— put the tick in front of U flash disk management in function configuration box, then U flash disk management take effect and may use it.

Short management (SMS)



1、communication setting

we offer two connection ways --- serial port/ Ethernet, determining mode of communication depend on the connection way of your device and PC, according to the machine setup, complete to fill the number of device and communication password, click “**Test Connection**”, if the connection is successful, this item will translate “**Disconnection**”, if the connection is failure, the system will prompt “**Fail to connect**”

2、Inquire short message

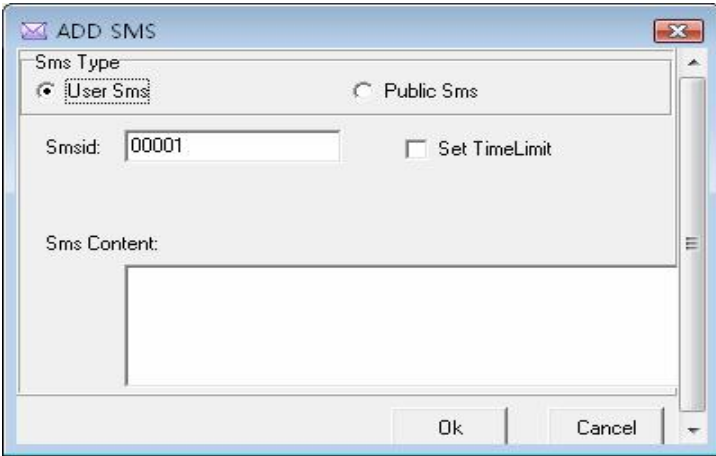
This system support four inquiring way ---rely on serial number,

contents, public and person short message, you may select a needful way via the “**Condition**” drag-down box, Click “**Inquire**” button, the qualification result will appear on the list area

3、maintenance short message

This page also supports to maintain basics information of the short message. The four functions that include adding, deleting, modifying, refresh

Add: Click **add** key, the following interface appear:



Public short message: for public short , as soon as the attendance machine start the short message will be saw, it will appear for ever;

Personal short message: for personal short message, it will not show until the user verification is positive;

Period of validity setting: After choose the item, a line will add on the interface, define the starting time and term of period of validity is available

Cancel: Click cancel key, the system will prompt “**Are you sure you want to cancel the selected short message ?**” after confirming, the system will appear prompt again “**whether delete the short message in the attendance machine together or not**” Click **OK** the short message will be deleted absolutely.;

Modify: after select a topic message in the list, click **modify**, ability to modify the serial number, period of validity setting, and short message contents ;

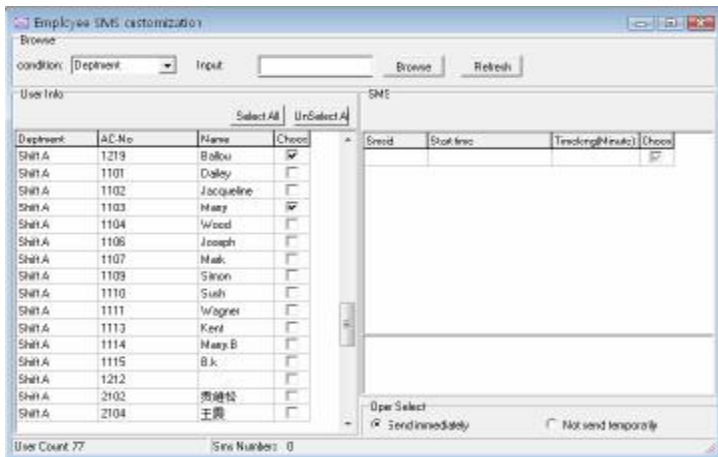
Refresh: after to perform “**inquire SMS**” , there are only short message which accord with the inquiring condition on the list area.

4、Send short message

Form the short message list in left side; choose a topic message you want to send, Click “**Send SMS**”.

5、Customize staff's short message

Click “**Employee SMS customize**” , appear following interface



Staff's information : This list shows the staff information that customizes short message. ;

Short message: This list display the shot message which is customized by staff;

Operation selection : if the software link with the machine, can click “**send immediately**”, if the software has not been linked with the attendance machine, “**Not send temporarily**”, and return the main interface of the short message management, then choose the topic of the short message which has not been send, click “**send SMS**” to achieve exporting user’s information or use a U flash disk to export the short message which has been save in U flash disk,

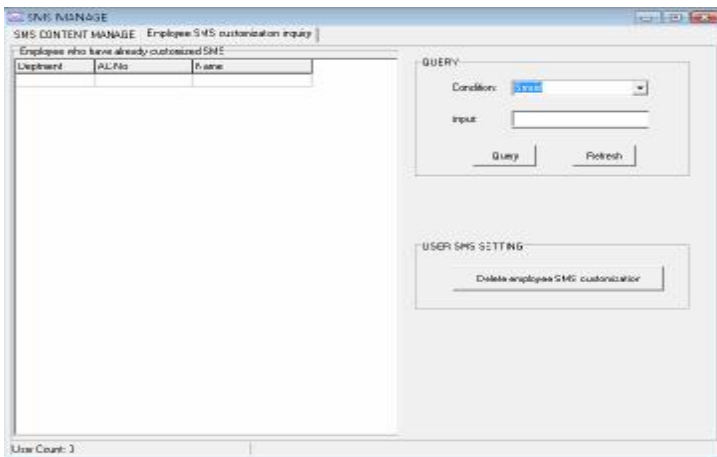
6、Cancel

Select **all short message in the attendance machine**, click “**execute**”, may cancel all short message in the attendance machine, select a topic message form the short message list in the left side, click “**execute**” to

delete all short message in the T&A device, If a short message is selected in the left-side, Click execute, the selected message will be canceled.

Select **all staff customized short message**, click execute to cancel all user short message in the T&A device

Inquire the Customize staff's short message.



Inquire: This system support four inquiring way ---rely on serial number of the short message, the department, Attendance No. Name, you may select a needful way via the “**Condition**” drag-down box, Click “**Inquire**” button, the qualification result will appear on the left side area list, click “**Refresh**” the all user’s customized short message will appear on left-side list area.

Cancel staff's short message by defined condition: Select a staff who

want to be delete in the customized short message left side list, click execute to cancel “**the short message by define condition**” completely to delete the customization.。

@ Note: Only the function is valid for this device with SMS function

2.2 Maintained/Setting

In order to get correct and accurate Time Attendance result, you must configure **Maintained/Setting** in the main windows, here you can set up software database and system setting. firstly enter department management setting and assign staff to department, then performance First set up database password, then set up holiday、 set up leave style and attendance rule, department、 staff maintenance and administrator setting, at the finals, maintenance timetable, maintenance shift schedule, staff shift assignment

@ Note: unless the staff has been assigned shift schedule, the system don't produce Time Attendance report

This system provide with enrolling fingerprint or card by after connecting with PC,it is avoidd the trouble that personnel don't match the fingerprint and fingerprint, please see 2.2.2 Staff maintained.

2.2.1Department Management

This module provide with convenient to manage each department,

mainly add, cancel department, enroll staff, for more detail as following

Click on the “**Department list**” sub-item on the menu “**Maintenance /Setup**”, the windows appear:

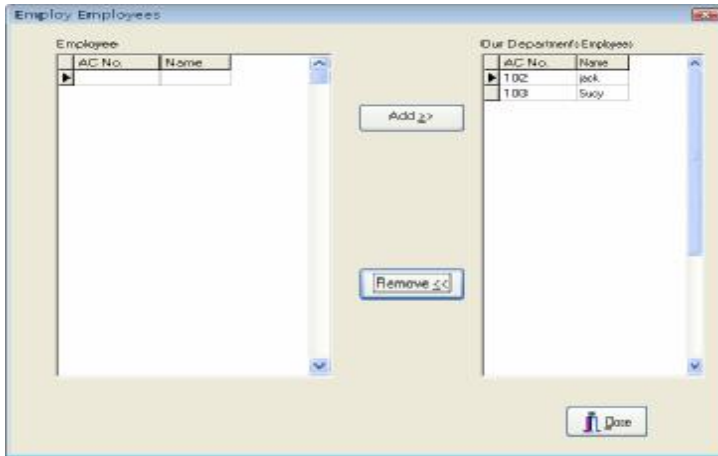


In adding department, you first left-click the superior department of the new department, click on the “**adding department**” button , input the name of new department in the dialog box, click (**confirm**)to save.

In deleting department, you only firstly left-click the department selected , click the “**cancel department**” button, select “**confirm**” in the display caution box, OK.

If you want to modify a department's subordination relationship, first selected the department to modify ,left-click, hold, drag the name within the new superior department. Then follow the instruction to operate.

Click on the “**Enroll staff**” button. the following appear:



Staffs in the **Employees** box are those who don't belong to any department, that is, who have left their posts. This is the same as on leave No salary

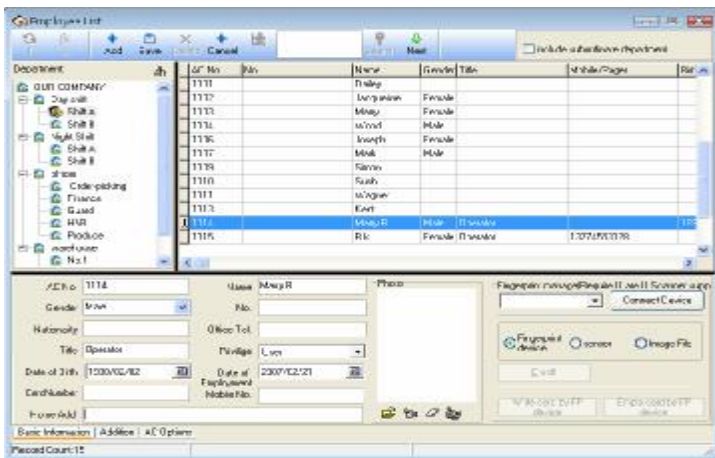
In the box of **staffs** select those employees that your department wants to employ, and click (**Add**) button, and then those selected employees will be added into your department.

In the box of **Our Department's Employees** select those employees that Will leave your department, and click (**Remove**) button, and the select employees will leave your department (leave their posts).

After operations, click (**Close**) button or ☒ to return to Department Management main Window

2.2.2 Employee Maintain

Select the “**Maintenance/Setup**”, click staff maintenance item, open “staff list”, within this window, maintenance staff's various information and attendance setting. Through the staff list you can view the department the staff belongs to, here to view and modify staff's information is available, at here attendance setting privilege is superior to Assign Staff Schedule.



The upper half of the window of Employee List is a list of employees, and the lower half is designed to select and set staff's varied information. The lower half is paginated to three pages; click the pagination label on the bottom to enter different pages. Many performance corresponding operation.

When if there are many staff, you can use this way to search for, input

condition you inquire, click **inquire** button so you can get detail information about this staff.

1、 Must fulfil the blank of the staff's information list with the staff's name, enrolling number, according to the actual need you can add other information about staff.

Note: it is different with old software, we have increased a new function in maintained/setting item , User Number, to this software, the User number distinguish from enrolling number, the enrolling number is suit for Device, and according to normal Device, the enrolling number don't more than 65535 ,but the user number have not limit to its size number .

Addition New Staff

When usual execute this management program at first time, after registering the user in the Device, than directly downloads it to software, and revise name, as well as save it, upload it the machine to use again. If have to directly add the staff in software, in order to guarantee the user information and the fingerprint or the card one to one correspondences, connect with Device to go on the real-time registration fingerprint and the card is available in this interface. After connects the Device, every time while add a staff the corresponding person's fingerprint or the card will be registered simultaneously. Avoids the trouble which the fingerprint or the card and the personnel does not correspond appears.

A, registration fingerprint

Under in "fingerprint or card registration" drag-down box, choose the

fingerprint Device that have connect with registration, after connects successfully, starts to add the staff. Select the department which the staff is at, after click  the button, then input staff's register number, the name and other related information. Single-clicks register the button to start to the fingerprint registration.

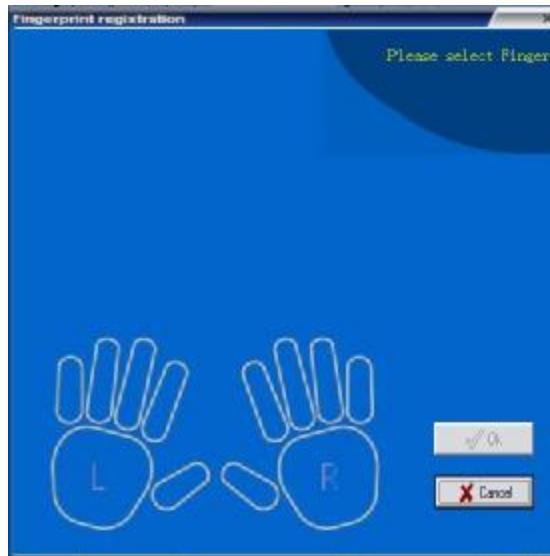
Fingerprint machine registration: Uses the standalone fingerprint Machine to register the fingerprint.

Fingerprint device registration: Uses the on-line fingerprint device to register the fingerprint.

Picture registration: With the saved fingerprint picture to registers the fingerprint.

Registration flow:

Single-clicks registers the button, shown as figure:



Start to register, click any finger in the interface with the mouse, then the fingerprint Device that has been linked with is in the registration condition:

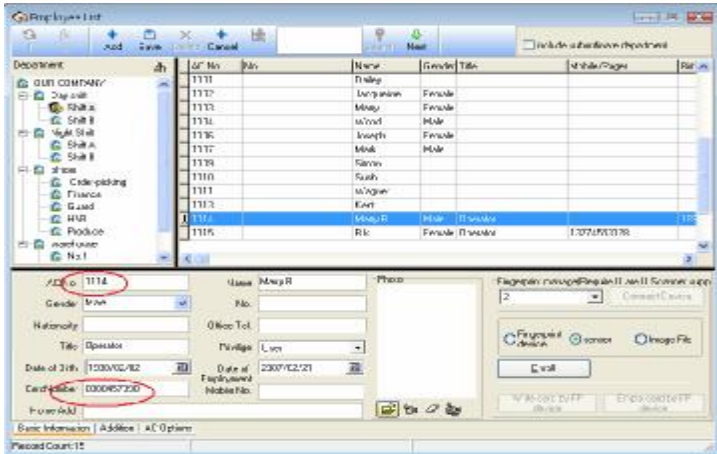


According to prompts or press fingerprint on sensor face of the fingerprint device or fingerprint scanner, after Press 3 times, prompt inform you registers successfully, then has completed a fingerprint registration. If the backup fingerprint a must be registered, then chooses a finger registration. After the registration complete, press the confirmation to return add the staff interface, continue to add the staff.

B, registration card

Under "fingerprint or card registration" drag-box, choose the Device with radio frequency card function, after connects successfully, and starts to add the staff. Selects department which the staff is at, Click  button, wave the card which want to be registered on the radio frequency card machine, after waving the card, this staff's register number and the card number can display the corresponding card the information, according to needs to change the serial number and the name, the card number do not change at random. The cursor locates in

the name column



If want to add new staff, press **+** button to repeat above this operation.

2) Add Batch Staffs:

When some departments enroll a lot of staff, you can use this function to add staffs, lighten an operator work. E.g., a lot of staffs want to be added to the bill department, first select a department; click on the “**Add batch staffs**” button, the adding batch staffs’ window appears.

If there are not staffs in this department, the following appear

Add a batch of employee

AC-No

Number pattern: 

Wildcard '[' length: 3

From 1 To 1

001

 OK  Cancel

If there are staffs in the department, the following appear

The backup data of staffs which select from bill department display on the left-up corner, if the new added staffs and selected staffs own the same the shift and attendance setup, left-click (**Copy selected employee attendance option and schedule**), if there are other same words, select relating to words from the selected words box.

Attendance No batch increase that department on adding batch staff. through the“ (*) ”asterisk wildcard, it is easy to add staff No.

The number format: That means a attendance serial number, E.g. the staff No of this department is the figure 1 at the first, so its serial number is 1***, input 1 () to the serial box, the window display following:

Add a batch of employee

Copy datas from 2(2).

☐ Copy selected employee att options and schedule

AC-No

Number pattern: 1(*)

Wildcard "(*)" length: 3

From 1 To 10

1001
1002
1003
1004
1005

Select fields to be copied:

- ☐ AC No.
- ☐ No.
- ☐ Name
- ☐ Gender
- ☐ Title
- ☐ Mobile/Pager
- ☐ Birthday
- ☐ Add.
- ☐ Home Tel.
- ☐ department
- ☐ Administrator
- ☐ Nationality
- ☐ CardNo
- ☐ Privilege

OK Cancel

The asterisk wildcard length: That is mean, how many figure the symbol indicates? E.g. the forward section of the serial number is 1???, its asterisk wildcard range is 3, if the serial number is ?? , so its asterisk wildcard length is 2. After the asterisk wildcard width has been defined; by use the “**from**” box “**to**” box to create serial number range. E.g. create the serial number range from 106 to118, input 6 to “**from**” box, import 18 “**to**” box, the symbol wide is 2, but from 6to9 width is one figure. at this, the system will add zero automatically. Shown as following interface:

Add a batch of employee

Copy datas from 2(2).

☐ Copy selected employee att options and schedule

AC-No:

Number pattern: 1[*]

Wildcard "[*]" length: From 2 To 18

1002
1003
1004
1005
1006

Full with Zero to complete

Select fields to be copied:

- ☐ AC No.
- ☐ No.
- ☐ Name
- ☐ Gender
- ☐ Title
- ☐ Mobile/Pager
- ☐ Birthday
- ☐ Add.
- ☐ Home Tel.
- ☐ department
- ☐ Administrator
- ☐ Nationality
- ☐ CardNo
- ☐ Privilege

OK Cancel

Click on the “OK” button, add staffs, and click on the “Cancel” button, return the staff interface.

3) Modify Staff

Do not modify Staff’s enrolling No. or name modified randomly. Avoid there information don’t match corresponding information in the Device. Click  button, enter new data in the corresponding input box, and then press (Save) button.

4) Transfer Employee

Click  (Transfer Employee) button to transfer employees from one department to another department and this dialog box will pop -up



In the box of **Fold Department** select the department to add new employees in, and click (**OK**) to transfer the employee, or (**Cancel**) to cancel this action.

5)No pay leave: Some employees may remain in the company, but who don't belong to any department now, which is similar to the currently quite popularized lay-off phenomenon. Leaving-post employees can be re-employed through Employ Staff in Department Management. Click



button to present this dialog box



Press Yes (**Y**) button to transfer the employee to a new department, or press No (**N**) to abandon this action.

2、Right shortcut key operation

Right click a region of the staff's list to export staff's basic information, production report is available; also can hideaway or show entire rank data in the current interface. Shown as following figure:



Export data: export all staffs' information of the current department. Operation step like as Time Attendance port.

Production report: all staffs' information in current department will display by report form. .the operating method likes to export the data in Time Attendance report.

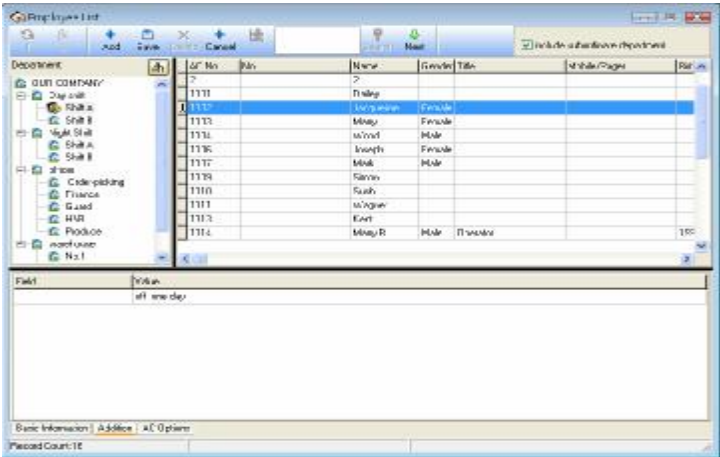
Save rank of data setting: After change setting of data rank, save the data rank setting, it is allowed to use after through directly write down the data rank setting.

Show entire rank of data: After clicks this option, staff's all information appears.

Hides entire rank of data: After uses this option, staff's all information

Rank of Data: show the name of composition rank of staff information in the staff view

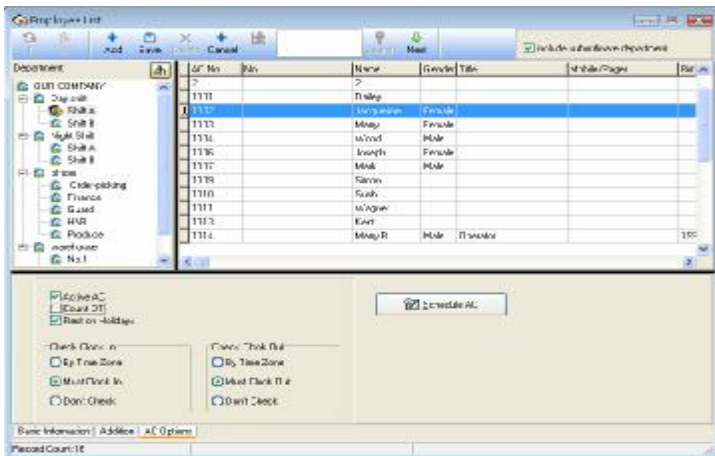
4、Click the pagination label of other information. The windows will appear as follwing:



just save this information only.

5、Attendance rule option

Click the pagination label of AC option. The windows will appear as follow figure:



Active AC: The item means whether the attendance is valid, if this item is defined, the staff will be accounted and statistic attendance in accordance with the attendance rule and other select item, otherwise, this staff doesn't need to keep the attendance record, and regard his record as normal on-duty ,E.g. A leader of the department doesn't go to attendance, but his attendance is accounted on normal duty.

Count OT: Sign this item, counted by the staff over time.

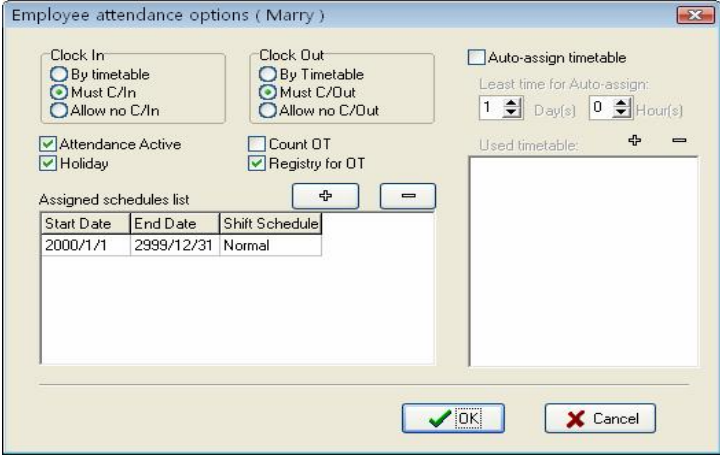
Reset Holiday : Sign this item , the staff will have a rest on holiday,

if the staff is on duty, it will be signed to over time. Otherwise, the staff have to be on duty, if the staff is off duty, he will be accounted to absent.

On duty check-in/off duty check-out: The setup can control if the staff have to check-in or check-out, the setup privilege in the item is super than it in the shift schedule.

Staff Time Attendance setting

Click Time Attendance schedule; enter staff's Time Attendance setting widows, shown as following widows



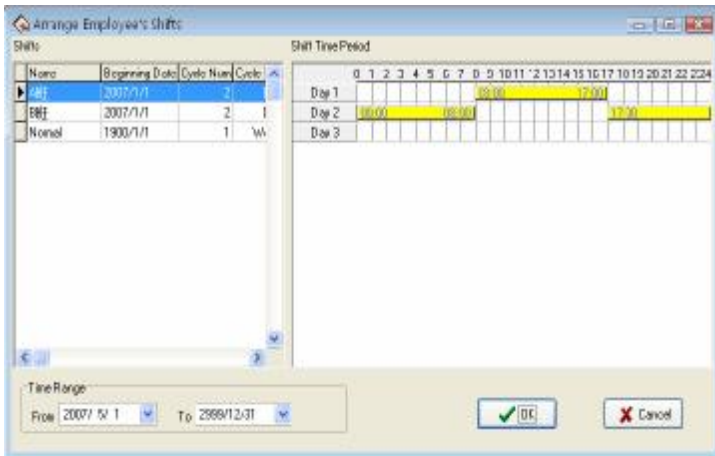
The dialog box titled "Employee attendance options (Marry)" contains the following settings:

- Clock In:**
 - ☐ By timetable
 - ☒ Must C/In
 - ☐ Allow no C/In
- Clock Out:**
 - ☐ By Timetable
 - ☒ Must C/Out
 - ☐ Allow no C/Out
- ☐ Auto-assign timetable
- Least time for Auto-assign:**
 - Day(s): 1
 - Hour(s): 0
- ☒ Attendance Active
- ☒ Holiday
- ☐ Count OT
- ☒ Registry for OT
- Assigned schedules list:**
 - Buttons: +, -
 - Table:

Start Date	End Date	Shift Schedule
2000/1/1	2999/12/31	Normal
- Used timetable:**
 - Buttons: +, -
- Buttons:** [OK], [Cancel]

The method of attendance statistics is similar to the method of attendance setup, it is only that there increase optional which the over-time has to be registered and examined, In the option, all over-time must be registered and examined, otherwise, the over-time will be no pay.

A current shift list indicate the staff on duty scheduler, the box show that the staff shift include beginning , stopping date and shift name, if need to modify the staff shift, first select the shift item in the current shift list, it will turn blue, then click on (-) button, cancel the current shift, after this , click on (+) button, add a new shift, the window is following:

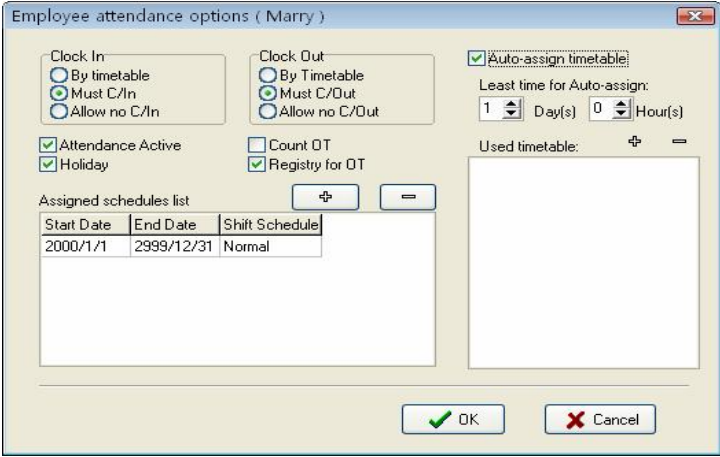


Select a new shift from shift that has setup, definite starting and stopping date, click on “**Confirm**” button to confirm action, click on “**Cancel**” button to cancel operation, return attendance setup window.

While a staff shift in Normal work hours, you can add a lot of item of schedule. E.G.: Starting date stopping date shift

03-3-1	03-5-30	springs
03-6-1	03-9-1	summers

The intellect assignment staff's shift be selected, the window will appear.



Employee attendance options (Marry)

Clock In:
☐ By timetable
☒ Must C/In
☐ Allow no C/In

Clock Out:
☐ By Timetable
☒ Must C/Out
☐ Allow no C/Out

☒ Auto-assign timetable
 Least time for Auto-assign: 1 Day(s) 0 Hour(s)

☒ Attendance Active
☒ Holiday
☐ Count OT
☒ Registry for OT

Assigned schedules list

Start Date	End Date	Shift Schedule
2000/1/1	2999/12/31	Normal

Used timetable: + -

OK Cancel

The auto-assignment staff's shift function is that, while staff who does not assign shift to Time Period, but he/she has attendance record, the system will can define automatically the Time Period. This function main use in more changes shifts.

Min auto- assignment shift time: when you setup a time period, example one day, at this time the system will accord with setup time period to determine after it expire more one day, otherwise Not to determine.

Used timetable: that is, this staff is able to on-duty time period, click on (+)button, the selecting period of time appear, this shift Time Period is shift name list which has been set up in shift management. The windows following

Employee attendance options (Marry)

Clock In:

☐ By timetable

☒ Must C/In

☐ Allow no C/In

Clock Out:

☐ By Timetable

☒ Must C/Out

☐ Allow no C/Out

☒ Auto-assign timetable

Least time for Auto-assign:

1 Day(s) 0 Hour(s)

Used timetable: + -

Daytime

Morning

Day

Night

☒ Attendance Active

☒ Holiday

☐ Count OT

☒ Registry for OT

Assigned schedules list

Start Date	End Date	Shift Schedule
2000/1/1	2999/12/31	Normal

OK Cancel

Left-click shift names that select from display shift name list add selected shift. If want to cancel shift where there are used period of time, first define period of time, click on (-) button, it will be canceled.

Employee attendance options (\Wood)

Clock In:

☐ By timetable

☒ Must C/In

☐ Allow no C/In

Clock Out:

☐ By Timetable

☒ Must C/Out

☐ Allow no C/Out

☐ Auto-assign timetable

Least time for Auto-assign:

1 Day(s) 0 Hour(s)

Used timetable: + -

Delete

☒ Attendance Active

☒ Holiday

☐ Count OT

☒ Registry for OT

Assigned schedules list

Start Date	End Date	Shift Schedule
2000/1/1	2999/12/31	Normal

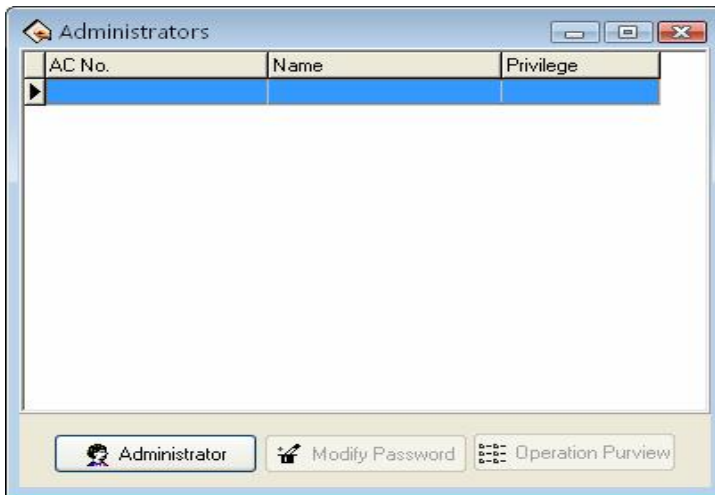
OK Cancel

After set up, click on(**OK**) to save setup, click on (**Cancel**)to give up action, return attendance setting label

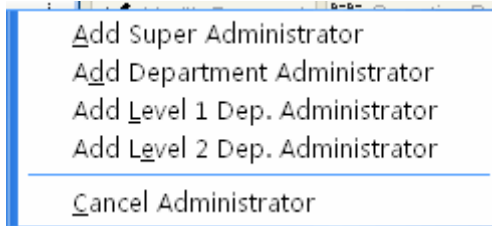
2.2.3 Administrator Setting

Set administrator

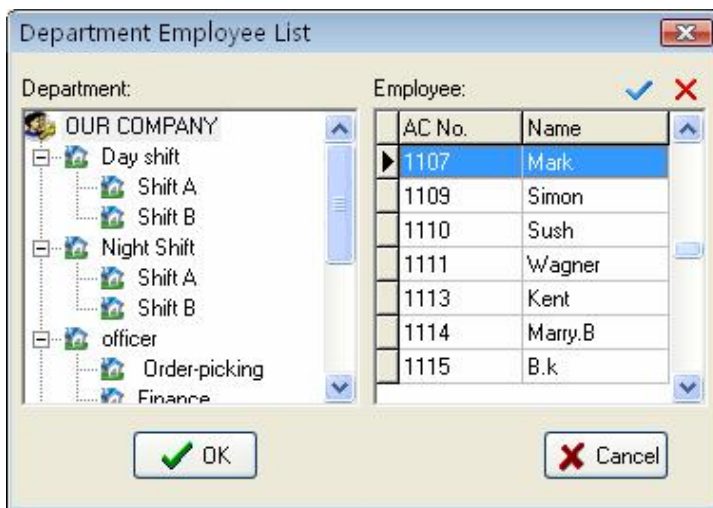
To help protect you system from security, to prevent the data are changed by unauthorized personnel, this management program provide with the function to set administrator, Click the “**maintenance/setting**” sub-item on the menu of administrator setting, this window will pop up following diag-box



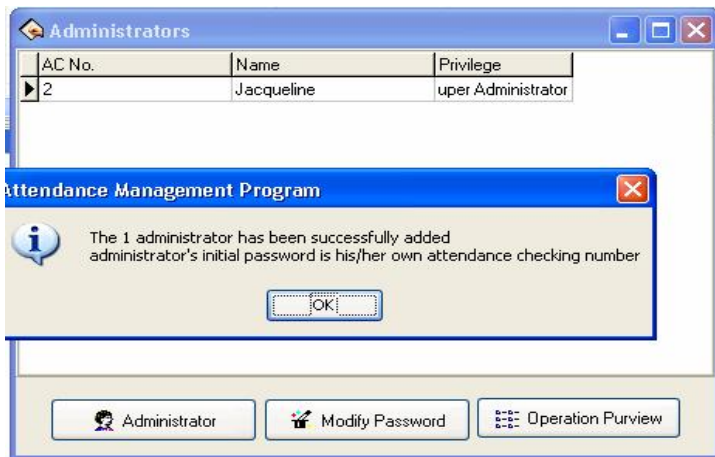
Click on the (**administrator**) button, the display is following



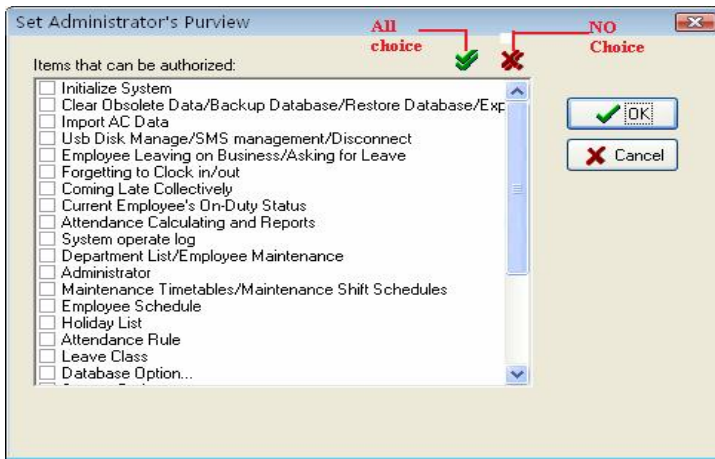
Select the administrator type you want to add (it is better to add supper administrator), after clicking, following interface appear



Choose the administrator you want to add in the interface, all administer must be a company's staff.



Administrator's initial password is herself/herself register number, clicks (OK) to enter the administrator privilege interface, may set this administrator is allowed to software in this interface be allowed to software



Single-clicks each item of front box to select, this item is able to switch from selecting to no selecting, ☒ indicated this item has been selected, all no selecting express that the system give each kind of administrator privilege by default setting. After choosing, click "confirmed" to complete the setting, if click "giving up" to be allowed to set the privilege in the next time again (administrator which will have to revise in administrator interface, click "operation privilege" button to reset). For more detail please see authorized the item

Note: administrator is unable to revise own privilege, delete oneself, only the upper of administrators is allowed to revise, add or delete next level of administrators. Be unable to change the privilege or cancel the administrator unless when there is only an administrator.

For more detail, please see administrator's classification and the privilege.

After set the administrator, the system default administrator's password is this staff's register number, it is better to revise the password for individual password to guarantee system data security. After the administrator has been set in the system, the system prompt will appear, unable to enter the system till inputs the administrator to login umber and the password.



Administrator's privilege and classification

1. Administrators' classifications

There are four kinds of administrators in the system, depending on the privilege height arrangement: Super administrator, second levels of departments' administrators, first level of departments' administrator, department administrators

2. Administrator's privilege: the super administrator may manage all

staffs; the department administrators only can manage this department staff.

u Super administrator privilege: The super administrator is highest level of administrators in the system, the super administrator own privilege to add, revise, delete administrator besides oneself, it is allowed to initialize the management system and set the database. Its default privilege is allowed do any operation for the system. If all the option are not selected in the option interface of administrator privilege , then the default privilege will be used; If only several items has been selected, then this administrator who has the operation privilege only can select the corresponding project.

u Second levels of departments administrators privilege: second levels of departments administrators is allowed to add this department administrator, and same level perhaps the low level of administrators revise privilege, delete this department besides oneself, who is not allowed to operate other departments' any administrators. If only several items have been selected, then this administrator, who has the operation privilege, only can select the corresponding project.

u First level of department's administrator: first level of departments administrator may add this department administrator, and same level perhaps the low level of administrators revise privilege, delete this department besides oneself, who is not allowed to operate other departments' any administrators. If several items have been selected, then this administrator, who has the operation privilege, only can select the corresponding project.

u Department administrators: The department administrators may add this department administrator and the same level administrator revise privilege, delete this department in besides oneself, who is not allowed to operate other departments' administrators. If several items has been select, then this administrator, who has the operation the privilege only can select the correspond project.

Authorized project

Clear the expired data/backup database/export the Time Attendance data:

There are 3 projects under the data menu, the administrator own this privilege to save and examine the data.

u Import the Time Attendance data: , it is able to import recording data in the file to the system through **Import AC data** under the data menu.

u Leave on business/asking for leave:, click "Employee leave on business/ asking for leave" sub-item under **Attendance** menu, may set the staff leave on business / asking for leave condition, and produce the corresponding data sheet.

u Forgetting to clock-in /out:, if the staff forget to clock-in/out, add clocking -in/out record for this staff through this sub-item under **Attendance** menu.

u Coming late/leaves early collectively: , if staff have forget collectively to clock-in/out, then neglects assigned time clock-in/out

record, or add the clock-in/out record again this sub-item under **Attendance** menu.

u Going out on duty record:, may search staff's going out on duty record exanimate system and revises the diary through this sub-item under **Search/printing** menu.

u Current staff at-post situation: ability to Search the staff current time in the **At-post/not At-post** situation through Sub-item.

u Attendance exception inquires and report: Under search/printing menu, also may click on "Attendance Calculation report" icon to enter, may inquire each kind of exception, statistics the Time Attendance, produce report , and print the report .

u Department management/Employee maintenance:, may set the department in the department management; revises the staff information and staff's Time Attendance setting in the Employee maintenance through sub-item **Department list/ Employee maintenance** under the **Maintenance/Option** menu.

u Administrator setting: Under the maintenance/setting menu , set up the administrator and assign the privilege.

u **Time Period** maintenance/Shift Schedule management: through sub-item under the **Maintenance/Option** menu, may create the working Time Period in the Time Period maintenance, manages the shift schedule, chooses properly working Time Period or the Time Period combines to establishes the different shift schedule.

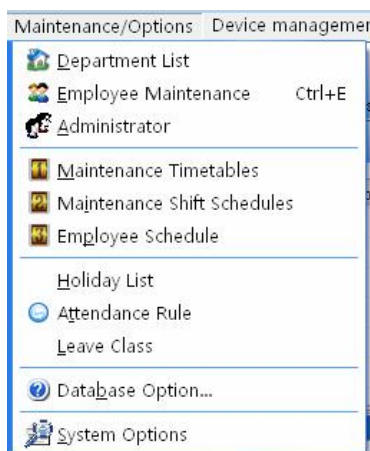
- u** Assignment staff shift schedule: Under the **Maintenance/Option** menu, assign the Shift Schedule which already set to staff.
- u** Holiday Maintenance:, set the holiday under the **Maintenance/Option** menu.
- u** Leave setting: Under the Maintenance/setting menu, carries on a leave setting, and hypothesis leave in report form statistical rule.
- u** Time Attendance rule;set up the Time Attendance rule, and statistical rule for Time Attendance project in report.
- u** Database setting: Set up the database connection through this sub-item under the **Maintenance/Option** menu.
- u** System setting:, Be able to carry on the setting to software some options under the **Maintenance/Option** menu.
- u** Connection Device: Be able to connect with Device through this sub-item under the **Device Management** menu.
- u** Download data record from Device: To download the data record is available through the **Device Management** menu.
- u** Upload the personnel information to the Device: ability to upload the personnel information through the **Device Management** menu.
- u** Downloads Employee and his/her fingerprint: Under the Device management menu can download the staff fingerprint information.
- u** Clear the data record in the Device: eliminates the Time Attendance data recording in machine through sub-item **Delete AC log** under the

Device management menu

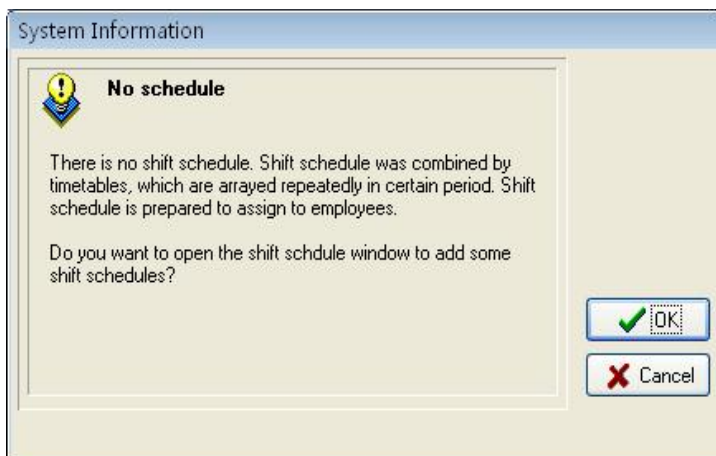
- u** Device Management: Be able to examine the Device information and carries on some operations to the Device through this menu.
- u** Device Edit:can add , delete, revise the Device the communication information through this sub-item under the **Device Management** menu
- u** Synchronized Device time: synchronize Device time with Computer time through Under **Device Management** menu,.

2.2.4 Time Period Maintenance

Before shift schedule are assigned schedule, the Time Period must be set up to complete, select (**Maintenance/ Option** menu, click on the (**Time Period Maintenance**) in the main menu, can set Time Period which is used to arrange staffs shift, the interface is following



If you has not set the shift schedule while set the Time Period, the system will auto-prompt you should go on shift scheduled management setting, shown as following figure.



Click(**Cancel**)button, return main menu windows, click on(**OK**)button, start to set Time Period, the window is following

Timetable Name	On-duty Time	Off-duty Time	Beginning C/In	Ending C/In	Begin

+ Add ✓ Post X Delete

Timetable Name
On Duty Time
Off Duty Time
Late Time(Min)
Leave Early Time(Min)
Beginning In
Ending In
Beginning Out
Ending Out
Count as Workday
Count as minute(minute)

☐ Must C/In ☐ Must C/Out

Change the Display Color

Select Add to enter Times for on/off duty Guide interface, follow the guide to set Time Period and shift schedule.



The image shows a software window titled "Attendance schedule wizard". On the left is a vertical panel with a decorative orange and white pattern at the top and a photo of three people at the bottom. The main area is titled "Times for On/Off duty" and contains the text "Setting the On/Off duty times in this organization." There are two radio button options. The first option, "On duty in morning, Off duty in afternoon", is selected and has input fields for "On duty time" (08:30) and "Off duty time" (17:30). The second option, "On duty and Off duty in morning and afternoon", is unselected and has four input fields: "On duty time" (08:30), "Off duty time" (12:00), "On duty time" (14:00), and "Off duty time" (18:00). At the bottom are three buttons: "Cancel", "< Back", and "Next >".

Attendance schedule wizard

Times for On/Off duty

Setting the On/Off duty times in this organization.

☒ On duty in morning, Off duty in afternoon

On duty time 08:30 Off duty time 17:30

☐ On duty and Off duty in morning and afternoon

On duty time 08:30 Off duty time 12:00

On duty time 14:00 Off duty time 18:00

Cancel < Back Next >

According to the company real condition, the method of on-duty and off-duty is selected, is twice attendance (morning and evening), or is four times (morning, Noon, Noon ,evening), input correspond to on-duty and off-duty time, Click(**Cancel**)button, return main windows click(**Next**)button to continue setting, the window is following

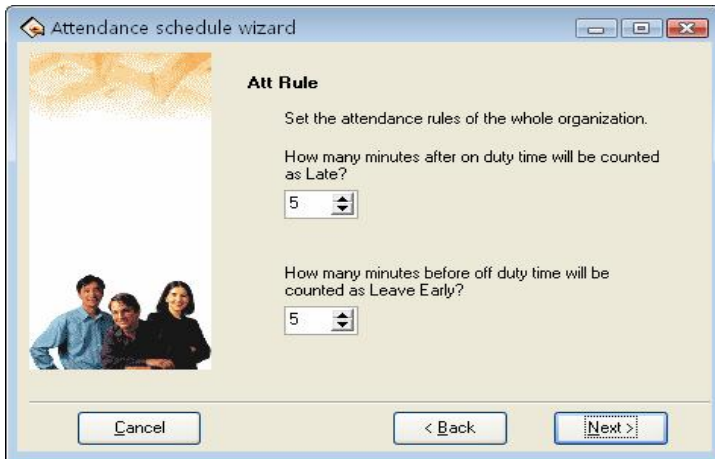


The screenshot shows a software window titled "Attendance schedule wizard". On the left is a placeholder image of three people. The main area is titled "Clock In/Out" and contains a text instruction: "The time range of allowing employees clock in/out. Outside this range is invalid." Below this, a time range "08:30 - 17:30" is displayed. A table follows with clock-in/out settings:

Start C/In	06:30	End C/In	11:30	Must C/In	☒
Start C/Out	14:30	End C/Out	23:30	Must C/Out	☒

At the bottom are three buttons: "Cancel", "< Back", and "Next >".

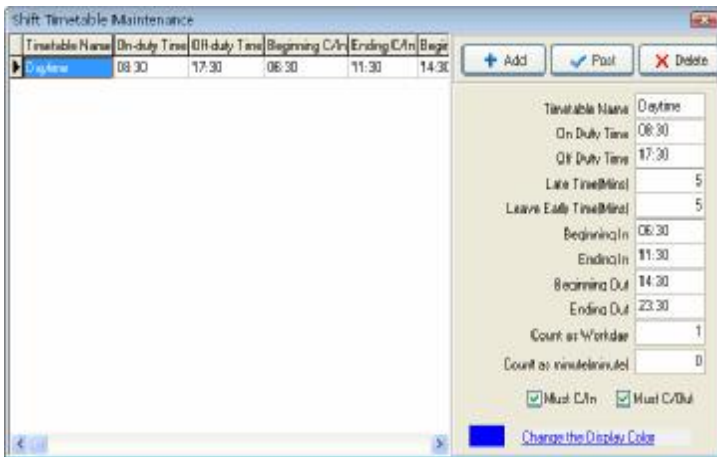
This windows may carry on setting up begin times for clock-in/out definite the time range of clock-in and clock-out, and whether at this time employee must be clock-in and clock-out, if want to select this item, just put tick in the selecting box, also can set different option depending on different department and employee ,click **(Next)** the window is following



On the window, set regard as coming lately time and regard as leaving early time, click on **(Next)** button to enter next window



On the window, the system prompt that it will add named “**day**” a time period and named “**Normal shift**” a shift, because, before we selected method that is twice attendance in a day, system will add two new Time Period, each is “**A.M**” and “**P.M**”. There are three options on the window, according to need to select, then click on “**finish**” button, complete setup. If selected open “**period of time maintenance window to detail setting**”, click on ‘finish’, enter period of time maintenance window



the Shift Time Period maintenance interface may be divided into two parts, left part mainly are the Shifts Time Period list, right side is the Shift Time Period management. May add, delete, and revise Shift Time Period.

- n** Add: Single-click (+ Add) button to add a new Time Period, then input the Time Period name, the coming and going to work time, the hour of Clocking in/out, recording the time as coming lately,

recording the time as leaves early as well as how many working day are records, the Time Attendance record is the effective record only within the hour of Clocking in/out, take these recording as standard to statistics logs . Simultaneously definite this Time Period, whether employee must Clock in/out or not. The input time formate is hh:mm, which separately corresponds the hour,the minute.

- n** Deletion: Selects the Time Period which has already existed, single-click ( **Delete**) the button to delete the Time Period which has been selected

- n** Save: Single-clicks t ( **Save**) to renew, when revised or addd a Time Period, clicked this button to save the Time Period setting information.

- n** Record the hour (minute) as coming lately: as above figure show, the setting value is 5 minutes, E.g. Illustration is on-duty time at 7: 50, A. at 7: 53 check-in time, B. at 8: 00 check in time, so the A is not coming late, because he check-in time is not over 5 minute, the B is coming late for 10 minutes, because he check-in time is over for 5 minute.

- n** Records hour as leaves early (minute): it is the same as record coming lately, depend on the difference between the clocking out time and the rush hour time.

- n** Beginning /Ending in: Must input.within check-in range of This Time Period the record regard as validity, outside this scope checking record is the invalid record.
- n** Begining/Ending out : Must input. within check-in range of This Time Period the record regard as validity, outside this scope checking record is the invalid record. Begin and End Clocking out time can not overlay.
- n** How many working days to records : Refers to each Shift record how many working day, if here the value has been set, the program will defer to the setting value to statistics working day, otherwise according to Time Attendance rule in option statistics.
- n** How long time (minute) to records: the period of thisTime Period will be recorded how long time in the statistical report , may set it by user. For example: When some o'clock Time Period the reality length is 9 hours,may record it as 8 hours, also records in the Time Attendance statistics this o'clock Time Period is 8 hours.
- n** Must checking in/out: According to the different post and the different request may definit the Shift Time Period whether have to check out/in.
- n** Changes the demonstration color of Time Period : May change each Shift Time Period color, used to differentiates each different Shift. just left -clicks the color with the mouse ,which the color region want to be modified .

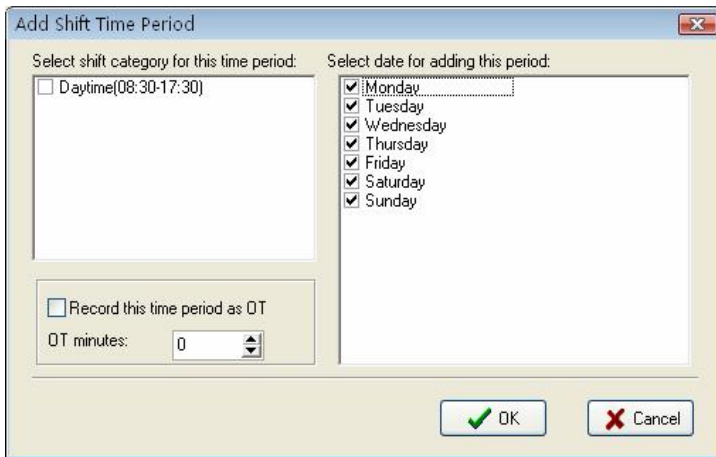
Shift cycling periodicity = periodicity count * **periodicity unit**

Periodicity unit consist of day, week, months

Can set empty shift that is no no-duty?

Shift Management Tool Bar to add, cancel, modify shift. Under the status of adding or modifying shifts (when { ✓ } button is valid) , you may Add/Modify/Delete Shift Time Periods.

Single-Click (+) button to **add a new Shift**, the blank Shift Time Period will appear in the right side, then add a Time Period, Following window will pop up:



Select a Time Period which has been setup in down -drag menu, add shift Time Period directly. Which day are you on duty, you make a mark (✓) on the day you selected. At same time sign the day as over time or not, then click (OK) button to save setup, click on(cancel)button to give

up the action.

Cancel Shift: choose a Shift that want to be deleted, click (✖) button to delete.

Modify: Choose a Shift that want to be modified, Click (📄) to complete revise

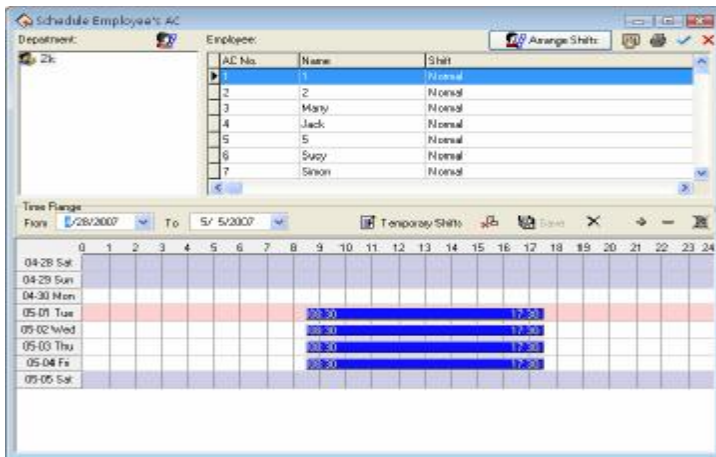
Cancel Time Period Click on (✖)button , selected Time Period will be cancel, display all Time Period will be cancel.

Save: After a Shift has been modified or added, Click(✅) to save related information

2.2.6 Assign Staff Shift

If staff has not been scheduled, then at finally system is unable to statistic the Time Attendance records, if a staff did not belong to shift the system will be unable to distinguish his Time Attendance record which was goes to work or gets off work, and fail to count his Time Attendance.

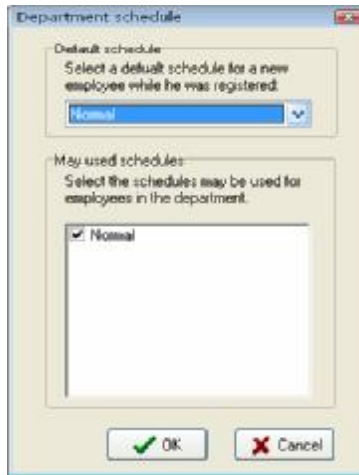
After setting the Time Period and the Shift Management, Select **Maintenance/Option** menu, click **employee Schedule**, open the window of **schedule employee's A C** Here, you can maintain data related to **staff's shifts**.



Left side of the page demonstrates that shift schedule depending on the department . click department name with mouse , can show all staffs and its Shift Schedule in the right side staff module.

Assign Staff Shift by department : according to the different department's characteristic to assign staff shift,

Single-click"  "Department Schedule" the button on the left angle, the following dialog box appears



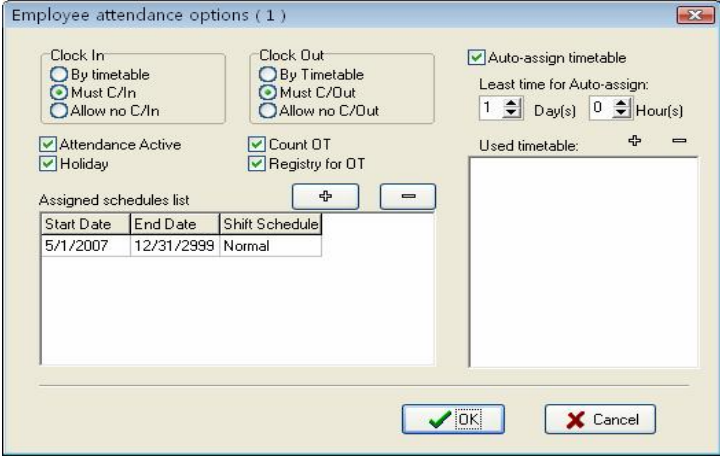
Default Shift schedule : select a shift from down-drag menu, make it as default Shift which is used for enrolling new staff, after enrolling new staff it will give new staff a shift.

May used Shift schedule : able to display name of current setup shift in the shift schedule list, when arrange department shift, the shift will not display list until selected shift.

Normal Assign staff Shift

The part of the page in right side is the assignment staff shift the module. Assign staff shift not only individu all, but also by the batch . Click ( all choice) button to assign all staffs shift. in the staff's list interface, hold down the ctrl key and with the mouse single-click the staff to complete the multiple-choice, choose the staff who needs to be

assigned to shift ,then clicks ( Arrange Employee's shifts) button, the following interface appears



The dialog box titled "Employee attendance options (1)" contains the following settings:

- Clock In:**
 - ☐ By timetable
 - ☒ Must C/In
 - ☐ Allow no C/In
- Clock Out:**
 - ☐ By Timetable
 - ☒ Must C/Out
 - ☐ Allow no C/Out
- ☒ Auto-assign timetable
 - Least time for Auto-assign: 1 Day(s) 0 Hour(s)
- ☒ Attendance Active
- ☒ Holiday
- ☒ Count OT
- ☒ Registry for OT

Assigned schedules list

Start Date	End Date	Shift Schedule
5/1/2007	12/31/2999	Normal

Used timetable:

Buttons:  OK  Cancel

Clock in/out: May set whether staff has to Clock in/out, according to the corresponding time Time Period to judge whether need to Clock in/out the setting privilege in this project is higher than one in Shift Time Period setting.

Count Time Attendance: Refers whether Time Attendance is effective or not, after choosing this item, according to the Time Attendance rule and the shift sechedule, total of Time Attendance record is available, otherwise, this staff will not participate in Time Attendance, whose records regard as normal work.. For example some leaders do not need to count the Time Attendance for normally go to work.

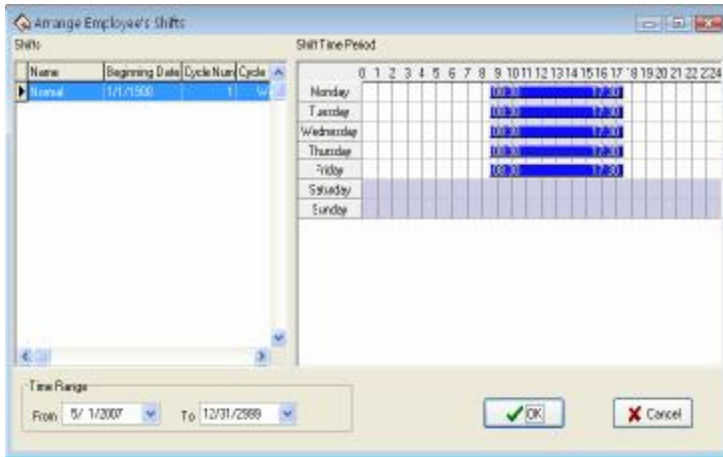
Records regard as working overtime: After choosing this item, ability to

calculate this staff's working overtime.

Holiday Vaild: after choosing this item, this time the staff who has been assigned shift will rest in the holiday, if he/she will go to work, his/her record will regard as working overtime, otherwise, this time the staff who has been assigned shift have to go to work in the holiday, if he/she does not go to work, his/her record will regard as absence from work without an excuse records.

Working overtime needs obtian approval or the verification: Refers to staff's all working overtime which is this time to assign staff shift must pass through the registration or the verification only ,then it take effective.

In current arrange shift under the option to be allowed toexamine this staff's all shift, may add and delete change staff's shift. Click  add key, the following interface appear

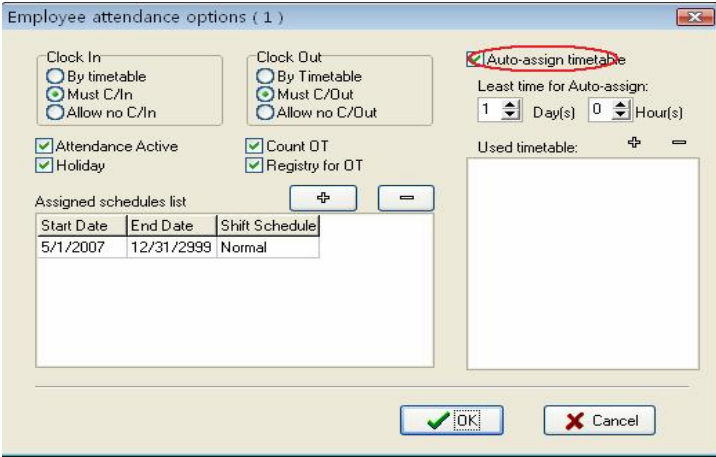


all shifts and the shift Time Period display in this interface . chooses a new shift from these shifts which have been set, determine its beginning and ending time, single-click"confirmed" button to confirme the operation,single-clicks "cancel" button to give up operation, returns to the assignment staff shift window. After arranges successfully, the corresponding shift name will diplay in staff's shift column, and time list can show on-duty Time Period in the interface.

Auto- assign timetable

If assignment staff shifts or changing shifts schedule is too frequently,and there is not the rule to follow, auto- assigning staff shifts is available, auto- assign staff shift refers to staff does not has fixed shift schedule in the definte time, but he /she has the Time Attendance record, the system may automatically judge the Time Period which

record belong to. After choosing the auto-assigning staff shift , the following interface appears



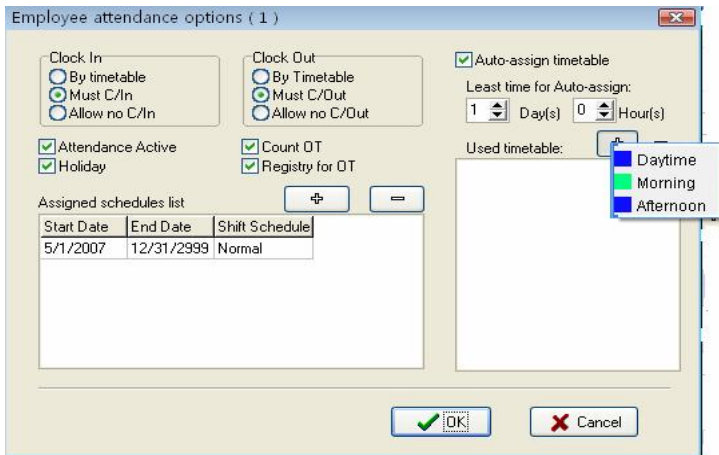
The dialog box titled "Employee attendance options (1)" contains the following elements:

- Clock In:**
 - ☐ By timetable
 - ☒ Must C/In
 - ☐ Allow no C/In
- Clock Out:**
 - ☐ By Timetable
 - ☒ Must C/Out
 - ☐ Allow no C/Out
- ☒ Auto-assign timetable (circled in red)
- Least time for Auto-assign:**
 - Day(s): 1
 - Hour(s): 0
- ☒ Attendance Active
- ☒ Holiday
- ☒ Count OT
- ☒ Registry for OT
- Assigned schedules list:**
 - Buttons: +, -
 - Table:

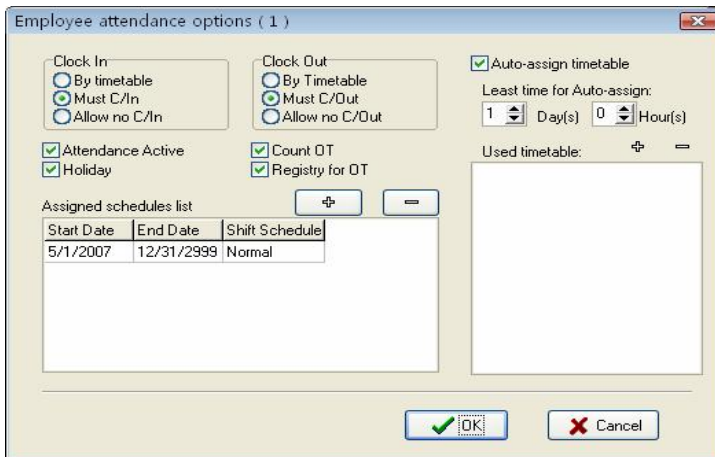
Start Date	End Date	Shift Schedule
5/1/2007	12/31/2999	Normal
- Used timetable:**
 - Buttons: +, -
 - Empty list box
- Buttons:** [OK] (with green checkmark), [Cancel] (with red X)

Then choose the least hour of the intelligences to assign staff shifts,the least hour of intelligences to assign staff shifts refer to after you have set the time, for instance 1 day,the system only could not carry on the judgement by the shift Time Period until the time which the staff has not arranged in groups is more than 1 day, otherwise did not judge. Finally chooses the shifts Time Period which may be used to assign staff shift from the Time Period. Possibly Time Period: this staff possibly shift

Time Period,single-click  the button, the choice shift Time Period appears, these shift Time Period are the name list of the set shift which have already been set in shift management. Interface as follows



Be able to click  key in the Time Period which need to delete it



Employee temporary shifts

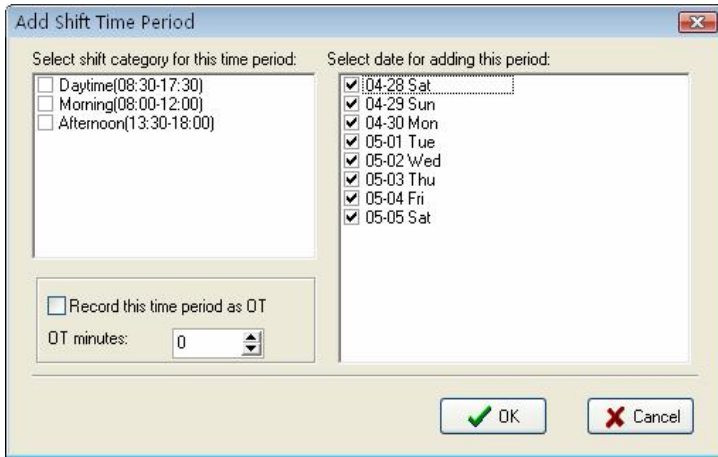
If one(or several)staff needs to change his/her work hours temporarily,

his/her shift can be arranged temporarily, click staff temporary arrangement button, pop up dialog box, window is following:



Click (**OK**)button, enter temporarily schedule, click(**Cancel**)button, return staff's schedule window. First definite schedule hour, select staff, if you want to select a lot of staffs, can hold down (**Ctrl**) key, simultaneously click staff or use all selected button, then click on (**add period of time**) button, select to add period of time on the window of adding period of time, and what day or how many is to add. The operation method is the same in shift management to add period of time. Click (**save temporarily schedule**) button, to save temporarily schedule or click **cancel** to cancel the action.

Temporarily schedule is superior to shift schedule.



Choose a Time Period you want to add, click(OK) button to confirm,the Temporaarily sechedule will appear in the shift schedule list.

Before saving this Time Period, be allowed to choose this Time Period, press this  key to cancel it , Press( All Delete) to delete all Time Period, if this temporarily schedule you add have been saved, press  button to cancel temporarily schedule.

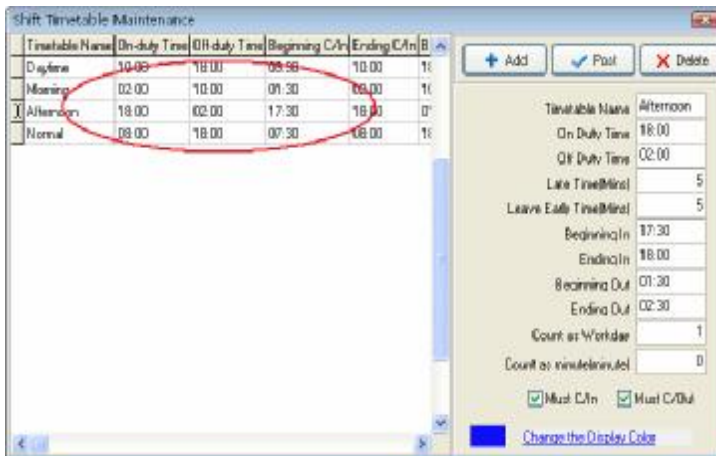
Shift schedule regularly change

there shift schedule regularly change that exist in most company, how to arrange the shift schedule regulary change,To handle various Shift schedule regularly change is a software's strong function.

Here ,illustrate change shift method with four shifts three times change a

week, example ,there are A、B、C、D four shifts, working hours schedule are divided into, morning shift, day shift, night shift, three Time Period, the application beginning date is 1.

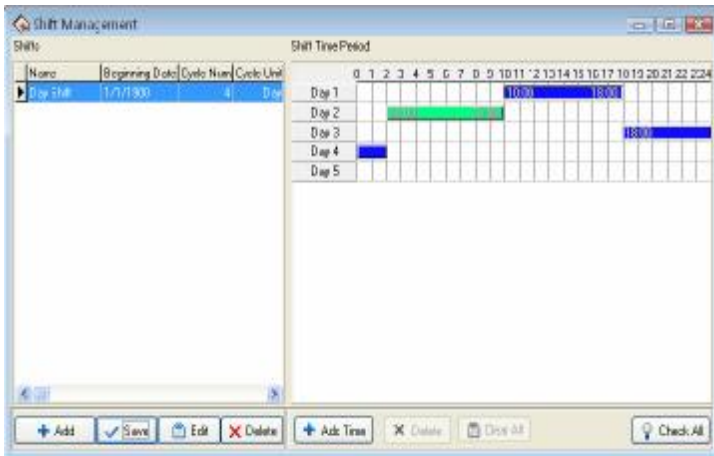
As before instruction finish the operation, the following window appear



Staff working hours schedule list:

Date shift	Morning shift	Day shift	Night shift	Have rest
1	A	B	C	D
2	D	A	B	C
3	C	D	A	B
4	B	C	D	A
5	A	B	C	D
6	D	A	B	C
7	C	D	A	B

From schedule list, the regular are fund, cycle of all staff work hour is four day. so, A、B、C、D four shifts' s four day work ing hours are divided into four shifts. Other shift follows the instruction.

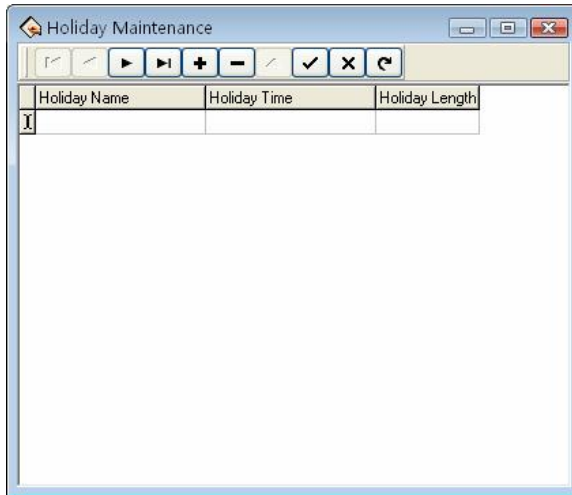


Beginning/Ending time: Refers to show all staffs schedule time which day start , and which day end Time Period in the below rolling region .

2.2.7 Holidays maintenances

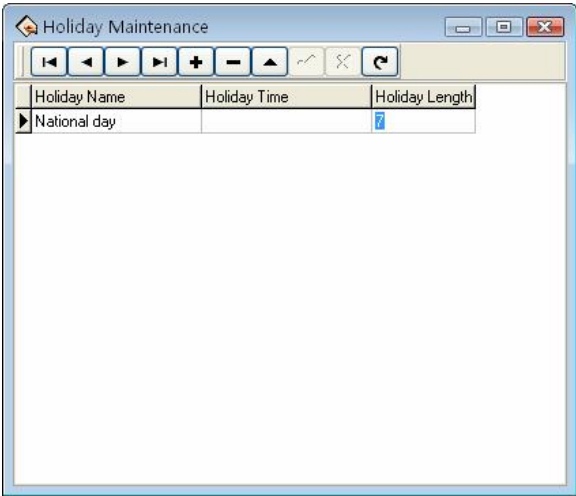
In the legal holiday, according to the related laws and regulations the staff will take the leave, the staff will be unable to Attendance for this period, in usually situation, if staff has not checked record, these staff will be regard as absent from work without an excuse by the system, moreover also the staff holiday working overtime will be unable to take effective in the computation, according to this kind of situation perporly

set management system.. Choose the Holiday List under maintenance/Option menu, opens the Holiday List maintenance window



This interface mainly divides into the Holiday List and tool column option of the Holiday List maintenance. May add, delete, and modify the Holiday List through maintenance tool column.

Add: Left -click  a blank which is used to add information appears in the holiday list module. Put the holiday name, the holiday time, and the total of holiday into the corresponding blank. Following figure



Note: when input holiday time , the formate you input is 06- 05 - 01, after input, the default formate 2006 - 05 – 01 by the system, must use English inputing method to input "-" this mark.Otherwise, the system prompt error.



After correctly input the information that wants to be add, Click  button to save this information.

Delete: Click  button to delete the holiday information which does

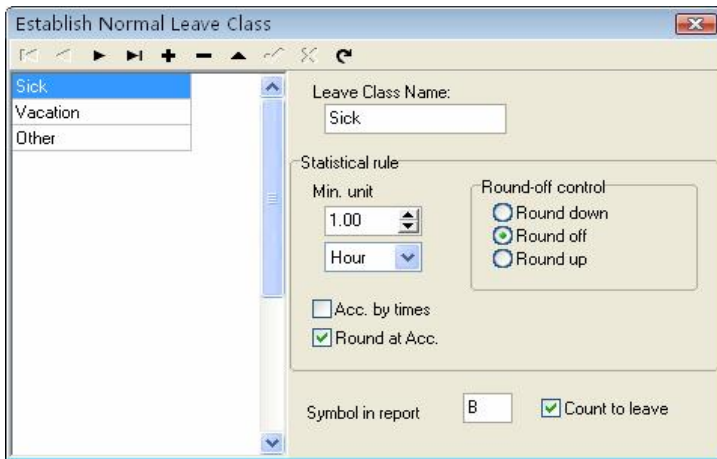
not need to use.

Revision: When need to adjust to the holiday time which has been added, may click , to revise holiday information. Then click  to save the information which has been revised.

After adding the holiday, while assign staff shift, the system cannot schedule these Time Periods .Because assign staff shift record does not exist, therefore,set holiday period, in the Time Attendance report form,the system cannot count this period of time the Time Attendance. If in holiday period had the staff to carry on the Time Attendance registration, counted in the Time Attendance report form for this staff freely working overtime

2.2.8 Leave setting

It is possible that When staff encounters the serious problem needs to ask for leave, cause the different reason, hope asking for leave can be automatic statisticed in the system.This system provides with the leave kind of maintenance function,Click (**Leaving Class**) in down-drag menu, following window pop up.



The system provides 3 kind of ordinary default leave: sick leave, leave, t home leave, it is unable to delete and revise these 3 kind of leave.if need more kind of leave, just Click **+** button to add the new common kind of leave .

Add: Click **+** button to add the new common kind. in the rightside module May define a leaves name, statistical rule, as well as performance way of this leaves in the report and whether counts for asking for leave. After filfuling this blank, Click **✓** to save above these the operation, if Click **✗** button to abandon current operation.

While this process, the information which needs to add as follows:

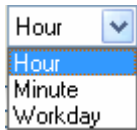
Leave name: a name which takes for this kind of leave.

Statistical rule: the certain rule in the Time Attendance report for counting the leave.

The kind of leave statistics rule: Min-unit, round off control,

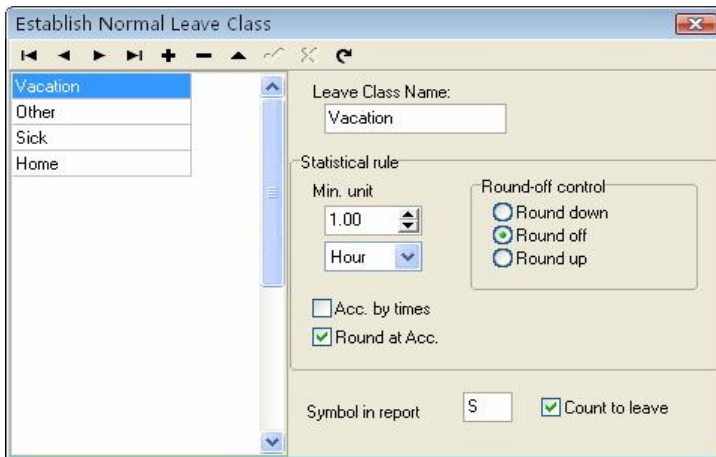
accumulation by times, Round up after the accumulation, four kind of rules.

The min-unit is the smallest unit of measurement for leave. The common unit has the day, the hour, minute, in the working day several kind of units of measurement. Shown as following figure.



The round -off control refers to if the hour of the leaves is not integer in the attendance report while we calculate Time Attendance record , in order to get convenience in the computation of the Time Attendance statistic, provides with one computing mode. Round up, round off, Round down.

the computation by the number of times refers to this leaves statistics way in the Time Attendance report: The staff asks for leave in a period of time by the number of times which asking for leave takes the computing mode. If chooses this option, then the computation of the Time Attendance calculation does not comply with min-unit and the round control in the statistical rule . Shown as following figure



After accumulating, rounding off is to accumulate all time of this project and converts it into the corresponding statistical unit, then depending on the smallest unit to setup the method for rounding off. the identification sign in report is the symbolic representation way of this leaves appears in the report while print report.

Regard as asking for leave refers whether set this leaves for asks for leave. Attention, if put tick in this option, then the date of asking for leave which is newly added will statistic as the asking for leave in the this leave computation of Time Attendance report.

Deletion: Be allowed to delete a leaves. Selects a leave name which needs to be deleted, click  button to be able to delete a leave which selects.

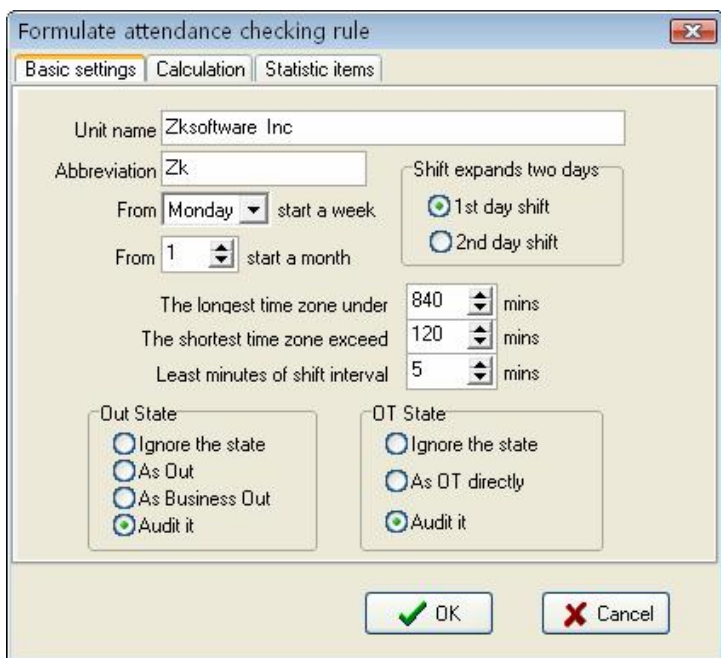
Revision: Revises a leaves. Selects a leave name which need to revises,

click  button to be able to revise the leave in the right side frame

2.2.9 Attendance Rule

All attendance computation of statistical comply with attendance rule,

1. Select **Maintenance /Option** menu, click (**Attendance rules**) option, and this window will pop:



Formulate attendance checking rule

Basic settings Calculation Statistic items

Unit name Zksoftware Inc

Abbreviation Zk

From Monday start a week

From 1 start a month

Shift expands two days

☒ 1st day shift

☐ 2nd day shift

The longest time zone under 840 mins

The shortest time zone exceed 120 mins

Least minutes of shift interval 5 mins

Out State

☐ Ignore the state

☐ As Out

☐ As Business Out

☒ Audit it

OT State

☐ Ignore the state

☐ As OT directly

☒ Audit it

OK Cancel

This interface consists of three pagination pages;

It is required to set the beginning day for each week or the beginning date for each month. Some companies calculate their attendance record from Sunday, and other from the 26th, after these setup, it is convenience for calculation to select time.

If a shift expires 0:00, it should be defined which workday this shift belong to.

How many minutes are the max shift Time Period no more than? How many minutes is the min shift Time Period no fewer than?.

In order to determine attendance status, verify record correctly, grant smart schedule demanded, so that the valid attendance time is not litter a few minute. Otherwise the system will determine record as invalid

E.g. an interval of five minute, there is valid record at 8:10, so, among 8:10 between 8:15 records are invalid, it is valid record only after 8:15.

Out state: There are four methods to be selected to handle leaving status

★Ignore state: This status is ignored while attendance statistic to handle.

★As Out: This out status is signed Normal out.

★As Business Out: This status is sided on business out.

★Audit it: make verification for record by hand, examine staff whether go out.

Over time (OT) state: The over time consist of, counting over time, not counting over time, leader allowing and count over time, three status

★Ignore the state: attendance statistic does not count over time;

★As OT directly: over time does not need to be examined, count it directly:

★Audit it: make to verification for record by hand, in order to examine whether staffs have over time

Examine operation is sub-item which attendance exception require and record list other exception require.

2. Click Calculation pagination, account window appear, it is following:

The screenshot shows a dialog box titled "Formulate attendance checking rule" with three tabs: "Basic settings", "Calculation" (selected), and "Statistic items". The "Calculation" tab contains the following settings:

- One workday as: 420 mins
- Clock-in over: 10 mins count as late
- Clock-out over: 5 mins count as early
- ☒ If no clock in, count as: Late 60 mins
- ☒ If no clock out, count as: Early Leave 60 mins
- ☐ As late exceed: 100 minutes, count as absent.
- ☐ As early leave exceed: 100 minutes, count as absent.
- ☐ After: 60 mins. leaving count as OT

At the bottom of the dialog box are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

You need to set that the work hour account by minutes; this value should be the same with on-duty hour, because statistics result correct depends on this value.

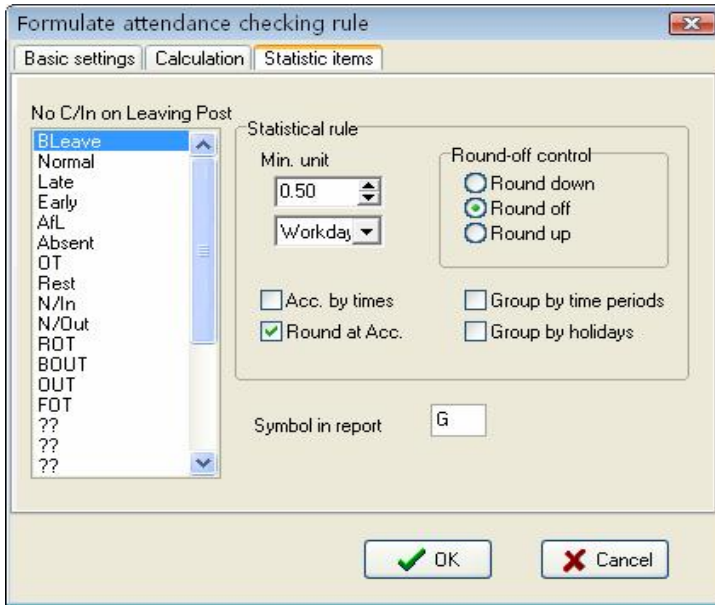
In the step, how many minutes will be recorded as coming late after expire on-duty time, how many minute will be recorded as leaving early before near off-duty, the definition of time period must be the same with time period of the maintenance setup, otherwise the statistics result is Not correct.

For the clock-in record, how many minute means coming late of neglect work, for the clock-out record, how many minute means leaving early or neglect work.

If you're coming late or leaving early is over to infinite minutes, there will be regard as absent work

Can set overtime which are how many minutes it exceeds clock-off time, so this will be record overtime.

3. Click statistic item on the pagination, and following window will pop up



You can set statistical rules and symbols for staff leave on business, coming late and leaving early, etc, on the pagination label.

Freely over time: Over timework is not registered in schedule, staff attendance is regard as freely overtime.

Notice: the system default setup only suit attendance situation which one day is divided into two Time Period, if one day is divided into more than three parts for attendance, please select all item and total them to ensure the accuracy of the calculation.

★Group by time periods: This item will define whether attendance record will be distributed into their corresponding shift Time Period. E.g,

select all items that are without clock-in item and group them, then you will get the total of time without clock-in and clock-out item.

★Groups by holidays: only count the times, how many times are to display on the record list, No time record.

★After cumulate to round: select this item's all time to amount, which become into corresponding statistic unit, then according to min unit setting rule to round.

★Round up: when the statistic data have point, the system will make after point figure to carry upward as 1. For stance, the min unit is 1-work hours, so that the calculation result of 1.1and 1.9-work hour will be record 2-work hour.

★Round off: If the left value which after point figure excess 5, the value add 1, otherwise the left value is abandon

★Round Down: Abandon the value No matter how many it is.

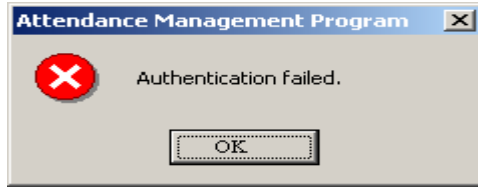
E.g. min unit is 1 work hour, so that the calculation result's 1.1and 1.9 count as 1 work hours

2.2.10 Database Option

The system adopts Microsoft ADO database interface, default single Access2000 database, filename is att2000.mdb, you can set up database link according with real situation.

When system appear following error prompt, you need modify you

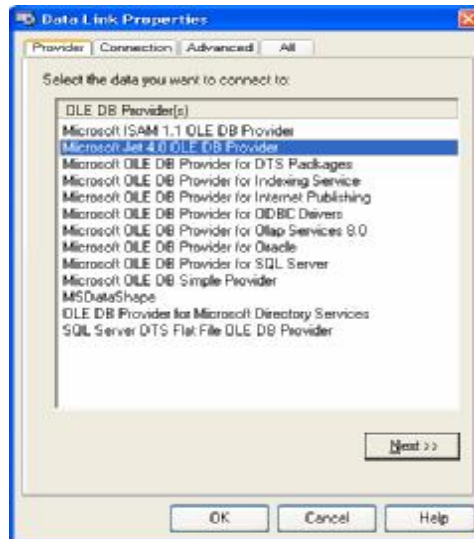
database link setup



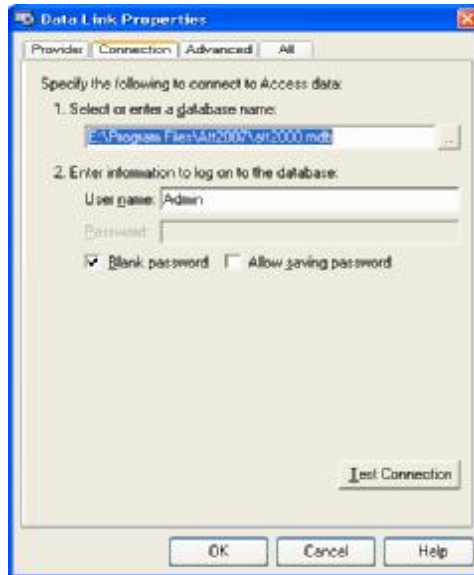
Connect Microsoft Access databass

Select sub-item "**Maintenance/Option**", Click data option, the following window pop-up

1.) How to set Link Microsoft Access databass ,Select Microsoft Jet 4.0 OLE DB Provider;



2) Click Next to enter next step, or create a link to enter following window.



Click  button, select database filename

A: For a single computer

Through the pop-up menu of File Manager, attach it in the attendance database file. The default file path is C:\ProgramFiles\Zksoftware\Att\2007att2000.mdb

Click test connection, if the prompt inform you the connection is successful, that means that the software have been create link between databases, shown as following figure:



User may use the password to guarantee databases security,if you do not wantto input password, please remove tick from(blank password), put the tick in the password inputing box, click confirm to enter next, Shown as following figure

A screenshot of a database login form. At the top, it says "2. Enter information to log on to the database:". Below this, there are two input fields. The first is labeled "User name:" and contains the text "Admin". The second is labeled "Password:" and is empty. Below the password field, there are two checkboxes. The first checkbox is checked and is labeled "Blank password". The second checkbox is unchecked and is labeled "Allow saving password".

B: For a Network

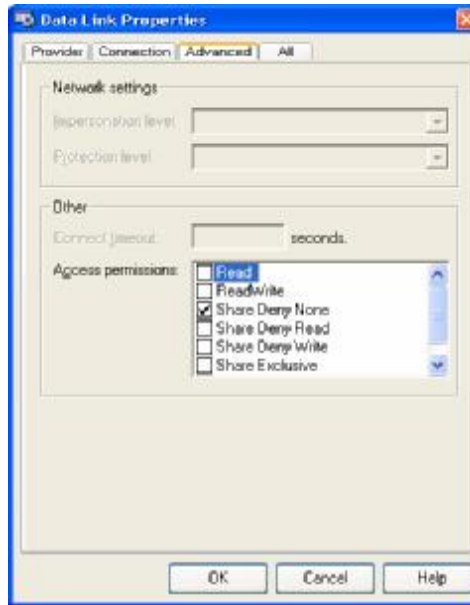
For instance, three Time Attendance systems are linked together, with their computers labeled with Computer1, Computer2 , Computer3 respectively and Computer1 is the host. First, make the installation directory of the attendance system on Computer1 to share with other computer, and grant Computer2 and Computer3 to read-write and access Computer1 is available. The Database link on Computer1 is pointed to the local Time Attendance database, and database link on Computer2 and Computer3 is pointed to the database on Computer1. Thus the three machines are able to share data.

Link to SQL Server

If you want to use a network database, first you should establish the Fingerprint Attendance System database on the database server. In the installation directory of this Time Attendance system, you can find a file with the name of sqlserver.sql, which is the SQL script for establishing the Fingerprint Attendance System database on Microsoft SQL Server 7.0 . If you are using other database server, please refer to this document to establish the Fingerprint Attendance System database.

Provider Select Microsoft OLE DB Provider for SQL Server clicks next or connection to enter this following window





Defined Name of the server which store up the database servers information and database you logon. Click button to complete setting

2.2.11 System Option

Set system auto-monitor, function configure, and mainly window display.

Normal

User can change the display mode and the style of some interfaces depending on his/her favour a. Only need to put tick in front of item.

Auto-monitoring: provide administrator with convenience to view Time

Attendance record or open the gate the condition in the first time. After the system connect with the device, when through the device the user verification is successful, its transaction will real-time transfer to software, and display in the device region of the software main interface

when program start up, activate the auto-monitoring: Start up all device this program connect with, cyclically auto-inquire the monitoring, if this option does not is selected, after starting this program, the device is unable to cyclically auto-inquire the monitoring.

Default the periodicity cyclically auto-inquire: while the device continually and cyclically auto-inquire the monitoring, because all sorts of reasons can cause some device disconnection temporarily, here be able to set a cyclical second number while the device cyclically auto-inquire (generally decide as 120).

Retention recording number in device: total of device record, refers to the user data record which each device downloads, may input a general number to dispose record in here, after surpasses over the definite value, automatically clear user data record in device. For instance here set is 1200, when the recording number downloads to 1201, in the device user recording number will be able the automatic cleared, the number to be able to become 0.

Total of failure to connect: try connection again, the number of times (generally to decide as 3), in order to restore the normal; the device will automatically reconnect with in the situation.

Assigns monitoring Time Period: May define some the Time Period to

start the monitoring. If the cyclically auto-monitoring is uninterruptible, then the entire monitoring network will bear very big load, so define a Time Period to begin using the monitoring, like this can reduce the load for the monitoring network. Attention writing format, for example: 06:00-22:00.

Periodically downloads all records: set the time for automatically downloading the record .24 hours systems.

Synchronized device: May define time to complete the computer synch up all devices which has been added. When this time arrived, the auto-synch up the entire device those connect with the system, Attention writing format, for example: 10:00.

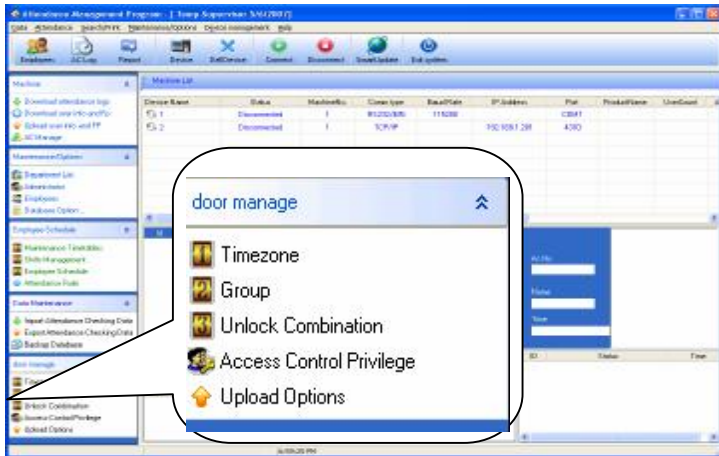
Function configuration

Time Attendance: The Time Attendance function is must select. USB Manage: it is option, under data menu ,USB flash disk management is available.

Short message: Under the data menu, short message management is available.

Access Control: add the function of Access Control software, Time Period and group setting and so on, in this software, when machine mainly is used in Time Attendance field and it with Access Control the function, may use this function. After selecting this option, Access Control the management menu will appears in the software main interface, single-click  to show the detailed menu of Access Control management. For detailed setting, please see also "Access Control

Software Manual"



Writes the card by the fingerprint machine: after selecting this option, able to write the card and eliminate the card button under the staff maintenance, after it connect with PC, the device is available.

Support 9 pin: When software connects with the machine that support 9 digital code, put tick in this option, then this software will support 9 digital code.

Start option:

When start up window, starts up this program: put tick in front of the option, when next time windows will start this program will automatically will start up.

when start program , activate auto -monitor: Put a tick in the this option , when next time windows will start this program will automatically will

connect to device that has been added

Download Record:

Download all Record/Download new record: select any one option , when anyone item is selected, press here to download record.

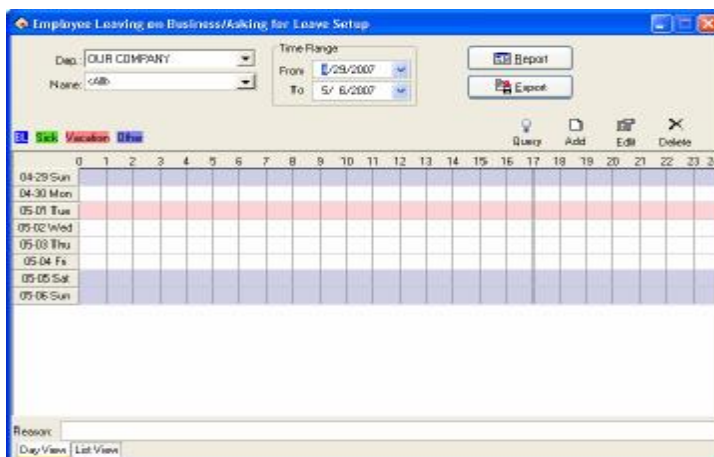
Downloads the record the progress indicator strip appear: When downloads the data from the device the downloading progress indicator strip appear.

When downloading simultaneously save file: When chooses this item, download the record at the same time save the data record to file which has been assigned.

2.3 Handle Attendance

2.3.1 Employee Leaving on Business / Asking for Leave

When a staff business trip or ask for leave are unable to attend Normal attendance, in order to ensure end statistic result is correct, it is required that utilize the function to set. Click "**Staff leaving on business/ asking for leave**" command on menu, the window is following



the option page of the staff business trip/asking for leave may be divided into two pages that is the daily view and list ,The situation of staff businesses trip/asking for leave is able to be set in the daily view page .

Department: through this drag-down box user can examine and to choose each department, the default department in the systemt is the main corporation.

Staff: through this drag-down box user can examine and choose the staff from each department, default staff by the system is "completely". When view the lot of record, may set option for staff business trip staff/ ask for leave by a department.

Note: the staff is in "completely"by default, Be unable to add the staff business trip /asking for leave.

Leaves view: through the view all leavs name which exist this system

will be shown. Double-click name of leaves, may choose the color to distinguish the leaves.

Beginning and ending time: Is same with the majority module in beginning and ending time, all is used to determine some Time Period,provide user with convenient to inquiry.

Production report: Determined beginning and ending time, click this button to produce the staff business trip /asking for leave data sheet which display by the report.

Business Leave/AIL List 11

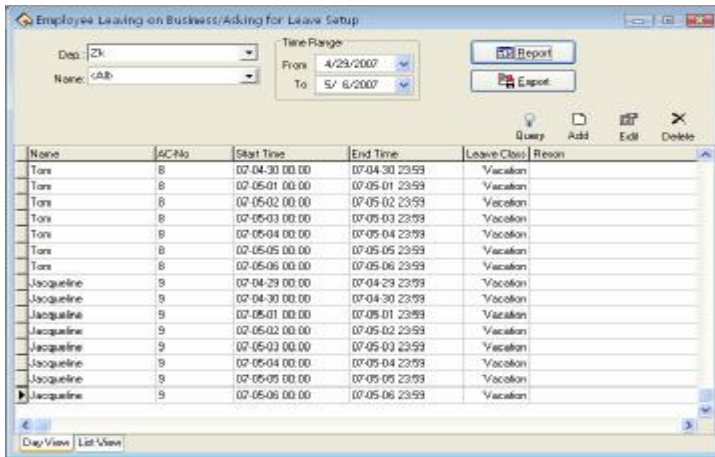
2012/01/01 to 2012/05/31

Start Time	End Time	Period Time	Days
2012/01/01	2012/01/01	2012/01/01	2012/01/01
2012/01/02	2012/01/02	2012/01/02	2012/01/02
2012/01/03	2012/01/03	2012/01/03	2012/01/03
2012/01/04	2012/01/04	2012/01/04	2012/01/04
2012/01/05	2012/01/05	2012/01/05	2012/01/05
2012/01/06	2012/01/06	2012/01/06	2012/01/06
2012/01/07	2012/01/07	2012/01/07	2012/01/07
2012/01/08	2012/01/08	2012/01/08	2012/01/08
2012/01/09	2012/01/09	2012/01/09	2012/01/09
2012/01/10	2012/01/10	2012/01/10	2012/01/10
2012/01/11	2012/01/11	2012/01/11	2012/01/11
2012/01/12	2012/01/12	2012/01/12	2012/01/12
2012/01/13	2012/01/13	2012/01/13	2012/01/13
2012/01/14	2012/01/14	2012/01/14	2012/01/14
2012/01/15	2012/01/15	2012/01/15	2012/01/15
2012/01/16	2012/01/16	2012/01/16	2012/01/16
2012/01/17	2012/01/17	2012/01/17	2012/01/17
2012/01/18	2012/01/18	2012/01/18	2012/01/18
2012/01/19	2012/01/19	2012/01/19	2012/01/19
2012/01/20	2012/01/20	2012/01/20	2012/01/20
2012/01/21	2012/01/21	2012/01/21	2012/01/21
2012/01/22	2012/01/22	2012/01/22	2012/01/22
2012/01/23	2012/01/23	2012/01/23	2012/01/23
2012/01/24	2012/01/24	2012/01/24	2012/01/24
2012/01/25	2012/01/25	2012/01/25	2012/01/25
2012/01/26	2012/01/26	2012/01/26	2012/01/26
2012/01/27	2012/01/27	2012/01/27	2012/01/27
2012/01/28	2012/01/28	2012/01/28	2012/01/28
2012/01/29	2012/01/29	2012/01/29	2012/01/29
2012/01/30	2012/01/30	2012/01/30	2012/01/30
2012/01/31	2012/01/31	2012/01/31	2012/01/31

Export: Export the related record of all asking for leave in period of time into a folder by the text or the list ,for detailed operation, please sees also 3.7 to export the data.

Inquiry: This inquiry way is to demonstrate the record of all staffs

asking for leave by the list in period of time, this function link with "List" page label, when click this button, system will automatically jump to the pagelabel, display the record of asking for leave by list. Shown as follow



Add: Add a record of business trip/ asking for leaves for a staff, there are two methods to add leaving on business or asking leave

1) One way: After selecting departments, staff and date/time, lift-click on the box of Select Set Asking-for-leave Time, and hold, drag to draw a time period bar, and then loosen the left button of the mouse, and the following dialog box of Select Leave Types will pop: **b**

Add the Item of Leaving on Business

Time Range

From: 4/29/2007 00:00

To: 5/ 6/2007 23:59

Please choose the leave type:

Vacation

Reason

OK Cancel

Choose asking for leave from the selected style box, type reason in the cause box, or not to do, click **(OK)** button to save adding leave, click **(cancel)** button to cancel all action, after, the window is following.

Employee Leaving on Business/Asking for Leave Setup

Dep: ZK

Name: Jacqueline

Time Range

From: 4/29/2007

To: 5/ 6/2007

Report Export

Vacation Sick Home

Query Add Edit Delete

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
04-29 Sun																									
04-30 Mon																									
05-01 Tue																									
05-02 Wed																									
05-03 Thu																									
05-04 Fri																									
05-05 Sat																									
05-06 Sun																									

Reason:

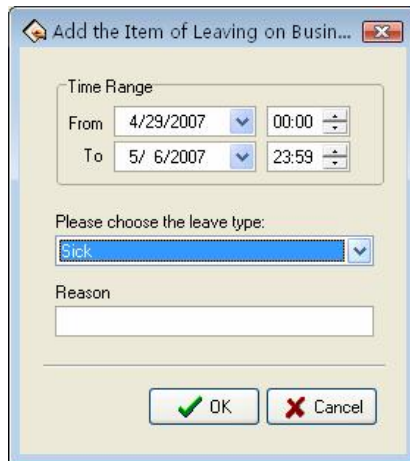
Day View List View

. 2) **Another Way** : select newly  add from tools column, determine beginning and ending time, type correct time into time box, and reason in the cause box click **(OK)** button to save modify ,Click **(cancel)** button to abandon the operation, the pop-up window is following

Modify :You can modify one asking –for leave time period on the window,You may move the cursor of the mouse to one end of the asking-for-leave time bar, and when the cursor changes to  , right-click and hold, drag the mouse to modify asking-for-leave time.

You may also move the cursor to the asking-for-leave bar, and when the cursor changes to  , right-click, hold and drag to move the asking-for-leave time as a whole.

★If you want to modify accurate time, and when the cursor changes to  , double-left-click or click “” button on the setup window. The following dialog box will appear.



Add the Item of Leaving on Busin...

Time Range

From 4/29/2007 00:00

To 5/6/2007 23:59

Please choose the leave type:

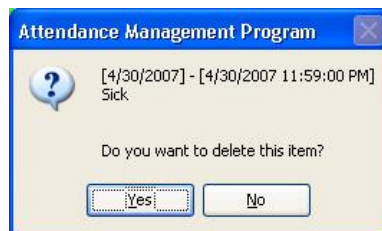
Sick

Reason

OK Cancel

Choose the date, time、leave style, then type into asking leave reason, click **(OK)** button to save setup , click **(cancel)** button to cancel the action. After saving, the window appears as before way

Delete: If you want to cancel one item setup, e.g. just Click  asking-for-leave will be canceled, Shown as following figure



Attendance Management Program

[4/30/2007] - [4/30/2007 11:59:00 PM]
Sick

Do you want to delete this item?

Yes No

Click **(yes)** key to cancel the setup, click **(No)** key to abandon the action.

you can left-click on the asking-for-leave bar, which wants to cancel, then click "**DEL**" key to cancel. Or you can drag mouse cursor to end of asking-for-leave time, when cursor become '↔', left-click, hold and drag mouse till all asking-for-leave time bars disappear, by the time the caution box will appear. You may select any asking for leave utilize cancel setup to left-click cancel button on the setup window, after click, the following prompt box appear;

When you add leaving on business time period, and if this time period overlap existed time period, the following caution box will appear



Click (**yes**) key, the operation is invalid.

After click "confirmed", the added asking for leave/ business trip is invalid currently. After you add the record of business trip/asking for leave successfully, then the shift detailed situation will belong to the exceptional case in the Time Attendance report, the situation of business trip /asking for leave will display in other unusual situations, default business trip/asking for leave take effective, system can directly compute the Time Attendance record , be allowed to business trip and asking for leave in here the verification, verifies for invalid, then does not count in the report has verified for is invalid the time which business trip/asks for leave.

2.3.2 Handle Staff's Forgetting to Clock In/Out

Handle Staff's Forgetting to Clock In

If one staff forgets to check in due to some cause, this function of **Handle Staff's Forgetting to Clock In** can be used to add a clock-in record. Click **Handle Staff's Forgetting To Clock In** under the menu of **Handle Time Attendance**, and the following dialog box will pop-up

Append employee's forgot Clock-in/out

Department: Ztc

AC No.	Name
1	1
2	2
3	Merry
4	Jack
5	5
6	Suzie
7	Simon
8	Tom
9	Jacqueline
10	Scat
11	Hatty
13	T-boy
15	Jeff

State: C/I'n

Add record time:
 day: Mon time: 05:29

Buttons: Add, Close

When part or all of employee from one department forgot Clock-in/out with reasons, employee's clock-in/clock-out time can be added, and the changes can be reached by using «Modify Logs» from Employee Attendance Records Search Module. Press Ctrl to select multi-rows.

You first select department and staff, and choose the record style you add, Set record the date and time, click (**Append**) to add a new clock-in record

When a new record has been added, the add button becomes gray and invalid. But it will become bright and valid again after the employee has been changed to another one, or the clock-out time has been changed.

Click the close button to close this dialog box and return to the main menu.

There are many select statuses of not only clock-in and clock-out, but also other option in select box, the window is following.

This module not only may individually add staff's time &attendance record, but also may choice al staff, also may carry on mulit- selects, if must carry on mulit-selects, only needed to hold down the Ctrl key to left click the key.

Single-click “close” button to close dialog box, returns to the main menu.

The type of choice box is allowed to choose the condition that not only has clocking in and clocking out, but also includes other options, if had to operate other types only to need to choose the different type , other types step of operation and handle the staff forget checking the sequence of operation to be same, interface as follows:



If need to handle all staff to forget clocking-in ,click  all choice button, shown as following figure :



Press ( No choice)button, the cursor to return to the previous

condition click all choice with mouse. If there are lot of staff, this module has provided with the function to inquiry to the staff, the operating procedure is in the staff view directly input staff's register number, the name, the name Pinyin as well as the name Pinyin first letter, presses the enter key or left click  with the mouse. If want to inquiry staff named Wang Chao, with name Pinyin first letter method inquiry, shown as following figure:



The goal which after presses the enter key or the left key clicks on inquiry symbol  appears must search

Handle Staff's Forgetting to Clock In

If one staff forgets to clock- out due to some special reasons, this function of handle staff forgetting to clock-out can be used to add a

clock-out record, the operation process is the same with operation of to staff forgetting to clock-in. See up part.

2.3.3 Coming late /leaving early collectively

Coming late collectively

If part or all of the staff of one department come late, this function can be used to modify staff clock-in time, click (**Coming late collectively**) on the down drag menu, and the following dialog box will pop up:

Handle Coming Late/Leaving Early collectively

Department: Zk

Employee	AC No.	Name
1	1	
2	2	
3		Mary
4		Jack
5		S
6		Suey
7		Simon
8		Tom
9		Jacqueline
10		Scott
11		Harry
13		T-billy
15		Jeff
16		Dalley

When part or all of employee from one department come late or leave early with reasons, employee's clock-in/clock-out time can be changed, and the changes can be searched by using (Modify) from Employee Attendance Records.

☒ Coming late ☐ Leaving early

Neglect Clock-in record:

From: Today - Mon 8:00:00 AM

To: Sunday - M 9:45:00 AM

Clock-in time after modification:

Sunday - M 9:00:00 AM

OK Cancel

In the department option, select the department to which the staff who come late collectively belong and then click the staff of your choice in the staff option box, if you want to choose staff more than one, you can click the mouse while press Ctrl key. Click (✓ all choice) buttons to

select all staff, click (✗ cancel) all buttons to call off all selected staff.

Selected style consists of "**coming late collectively**" and "**leaving early collectively**", when you select, only left-click on item you select.

Neglect clock-in record means to neglect selected staff all clock-in record during the time period is defined by the from time box and the to time box, clock-in time after modification means the time of the clock-in records to be adds in.

Click (**OK**) button to delete all neglect clock-in records or add clock-in record after modification, and to return the main menu.

Click (**cancel**) to abandon this action and return main menu.

Leaving early collectively

If part or all of the staff of one department leaving early with reason , this function can be used to modify staff clock-out time, the operation process is the same with to handle coming late collectively , it is only to select leaving early collectively.

2.4 Search/ Print

2.4.1 Attendance Record

This module is used to inquiry all staff attendance record which is download from the device, the computation of all attendance statistical

base on this record.

Click (**Search/Print**) on the main menu, pop up menu is following Click "**Attendance record**" sub-item on the main window of "**Search/print**", and the following window will pop up

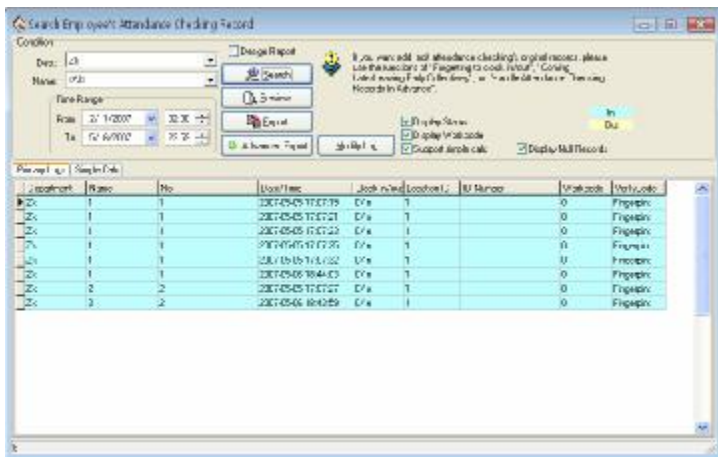
1、 Search

Department: Display all departments in this unit.

Staff: Display all staffs in this unit; through drag-down box choice needs to inquire sub-item.

Beginning and ending time: determin time scope that needs to inquire.

Inquiry: choose the department, staff, and determin the beginning date, the time, the ending date, time, single-click "inquiry" button, the inquired result in lower part the window to show the staff's of your choice attendance record in period of time will display in result box in low side of windows..



List has the department name, the register number, the serial number, the name, the date time, the machine number has six fields. The user also may choose the attendance statue, and the working code.

The display statue: The addendance stutue will display in list . (Clock –in/out so on)

In order to distingust the clocking in and clocking out, this module give clocking-in and clocking-out with the different displaying color

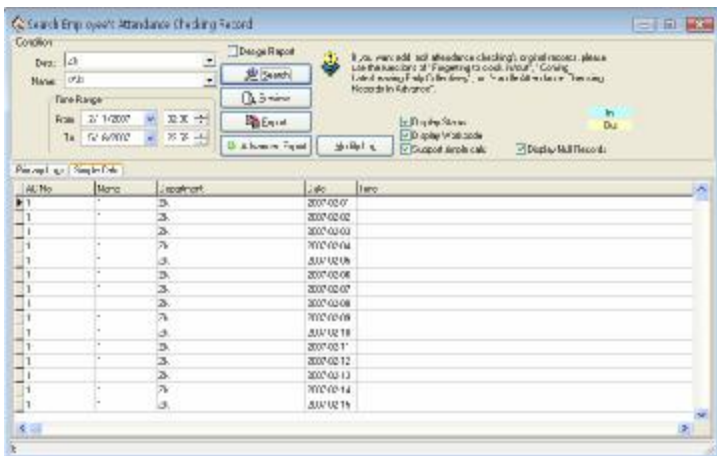
Note: When device does not have the condition key, then attendance condition completely display as clock-in.

If needs to revise the displaying colour for the clocking –in and the clocking out record , with the mouse single-clicks left -key on the colour code block, pop up choice box of the color, choose the perporly color, save it .

Show working code: Display working code in this row.

Note: The work code is a symbol to differentiates the staff different classes of working, only the device has the work code function the machine (need to custom-made) only able to demonstrate the corresponding symbol.

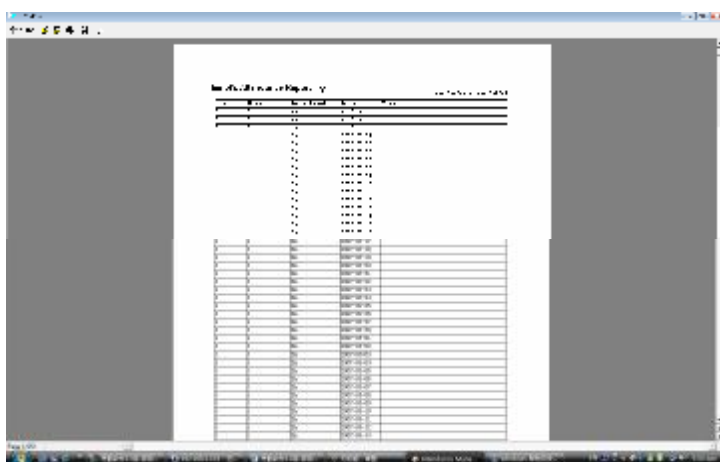
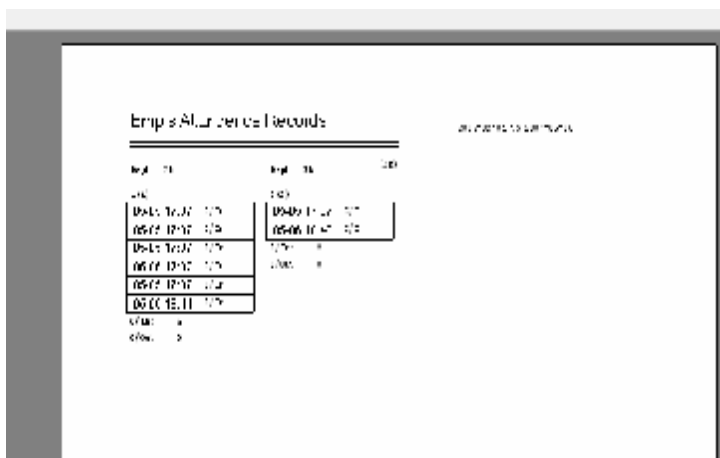
Simple analysis historic record: After selecting a interface,be allowed to see some software simply class process the original record in this interface ,completely show staff's record by the day



2、Preview and print

The module provide user with convenience to view the time &attendance report , print,save and so on . operation step as following

Click (**view**) button to view report in user's favour, shown as following:



for printing report, only need to left click on the the printing button.in report left side

3, Export

(please sees appendix 6.1.7 to export data)

4, high-level exports

This function is equipped with exporting data that has the strictly requestment , here will be allowed to export attendancing record depending on the user setting . For detailed operation please see appendix 6.1.8 high-level to export

5, Modify the diary log

If the use has revised the original Time Attendance record , the system provide a convenient way to inquiry the Time Attendance record which has been revised , and reverse the misoperation.

Clicks (**Modify Log**) the button, enter(Record changing Logs) window, shown as following interface:

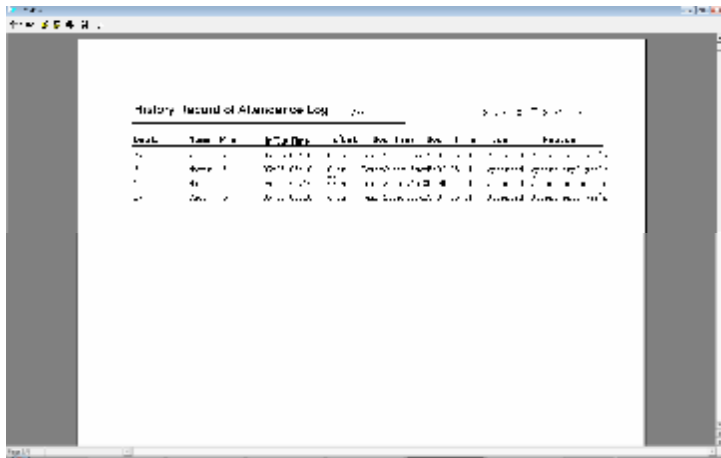
1) Inquire

The inquiry method and to inquiry the record of user's attendance is similar. after choosing the department, the staff, determined the beginning date, the time, the ending date, the time, single-click" inquiry" the button, the inquired result in lower part the window to show the staff of your choice the modified attendance record in period of time will display in result box in low side of windows



2) Preview:

the content of list to preview and print is available . Clicks "Preview" to view the report style, shown as following



3) Export:

Single-clicks "Export" the button, may search result to export file, the operating procedure and the attendance record to export are completely same.

4) Restore record:

Some times ,as a result of the misoperation or the actual situation change, user has to abolish modified to the Time Attendance record, by now through function to restore record the to realize. Only select the record list which must be restored ,single-clicks the restore record to completes, then reinquire it again, may get this record of attendance

2.4.2 Attendance exception searching and record list

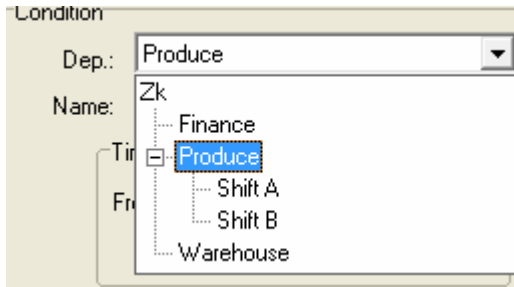
In attendance management, we usually need to search exception situation and to print various attendance record.

Through the Attendance exception searching and record list, to modify attendance exception and record list is available, there are four operation windows which are attendance record exception situation、shift exception situation、 other exception situation and attendance statistic .

Click exception search on the main window, or exception search sub-item under "**Search/print**" and the following window will appear

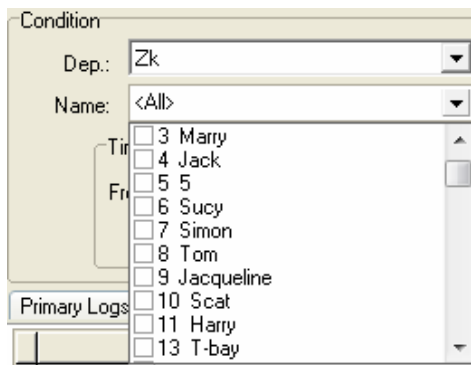
Select department firstly, choose the staff who is your choice, determine beginning/ending time, click (search) button to view the statistical record of time & attendance

a) View the department through drag-down box

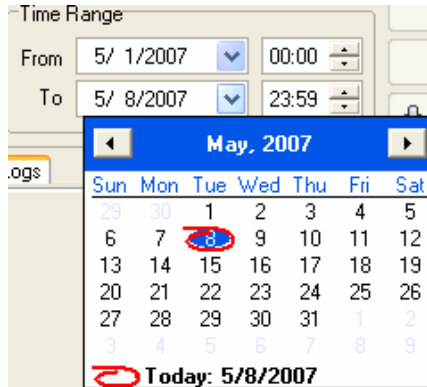


b) Select staff

there are two way to select staff, one way is to select staff through drag-down box, another way is to search staff by enrolling number,name, if you need to search a lot of staffs at same time, you can put tick in front of staff of your choice, click (**inquiry**)



c) Determine the date scope of your choice



d) after selecting , click (inquiry) , the record of attendance is available.

Shift Exception

The Shift Exception mainly view coming lately, leaves early, the absent no cause and the working overtime, working on/off hour and Clock-in/clock –out time, may relaxed carry on the computation of each month statistical, checkup and calculates whether has error. And handle staff business trip / forgetting the clocking out in this page setting,Shift Exception shown as following interface:

The screenshot displays the 'Time&Attendance Software V3.0' interface. At the top, there are input fields for 'Date' (set to 25) and 'Time' (set to 17:00). Below these are buttons for 'Print', 'Export data', and 'Clear/Refresh'. The main area is a large table with columns for 'Name', 'Date', 'Time', 'Clock-in', 'Clock-out', 'Should arrive', 'Coming lately', 'Leaves early', 'Whether absence', 'No cause', 'Overtime', 'Running time', 'Exceptional case', 'Should the registration', 'Be supposed to clocking out', 'Department', 'Working day', 'Weekend', 'Holiday', 'On duty', 'Working day overtime', 'Weekend works overtime', 'Holiday working overtime'. The table is filled with data for various staff members, with some rows highlighted in red and others in yellow. On the right side, there are several green checkmark icons and text labels: 'Data row...', 'No data row...', 'No data row...', 'No data row...', 'No data row...'. The bottom of the window shows a taskbar with several application icons.

the defaults data in the shift exception list include the register number, name, date, corresponding Time Period, working hours, working off time, clocking in time, clocking out time, should arrive, coming lately time, leaves early time, whether absence no cause, overtime, the running time, exceptional case, should the registration, be supposed to clocking out, department, working day, weekend, holiday, on duty time, working day overtime, weekend works overtime, holiday working overtime. If wants to display more, may right-click "data row" item in the table, after choose other rows that need to be show, put tick in front of the row that will be cancel.

1) Item explanation

Corresponding Time period: The staff Clock-in/clocking-out time corresponds Time Period name.

Coming lately hour: the difference value between working hours and

actual clocking –in time, if did not clock in, and the time when staff go to work without clocking-in record will be regard as coming x1 minute late in the Time&Attendance rule asking, its item will be able to corresponding display. If has set option in the Time Attendance rule, the coming ately time is bigger than a x2 minute time will be regarded as absence from work, when x2 is smaller than x1, coming lately time will not display, record it as absenting from work on cause; When x2 is bigger than x1, coming lately time correspondingly show the x1 minute.

Leaves early hour: the difference value between the woking off hour and the clocking out time, if did not clock out, and the time when staff gets off work without clocking-out record in the Time Attendance rule asking, the record time will be regard as leave early x1 minute, then the leaving early time correspondingly display. If has set option in the Time Attendance rule, the leaving early time is bigger than a x2 minute time will be regarded as absence from work, when x2 is smaller than x1, leaving gearly will not display, record it as absenting from work on cause; When x2 is bigger than x1, the leaving early time correspondingly show the x1 minute.

Overtime: in the Time Attendance rule option, put a tick in front of item that clocking–out after getting off work xx minute will recorded as working overtime, then diffreance value between after getting off work xx minute to clock out time in clocking-out record and the woking off hour record is the overtime. If the shift has a period of time to count as working overtime (in the shift schedule management whlie add shift Time period, Just put a tick in front of this Time Period , and record it as working overtime), also setup has counted a working

overtime minute ;total of working overtime minute is the overtime.

Attendance time: the difference value between check in time and the check-out time

Work hours: the difference value between Work on work off, if there are coming lately or leaving early time, use the difference value to reduce the coming lately or leaving early time.

Exceptional case: Record exception; Sick leave, business trip and so on. For other item, please refer to item explanation about Time Attendance statistical table

2) Tool column;

Change indication color: Be able to change various statues appearance : In order to better distinguishes each kind of dsplaying statue, Be able to change various statues appearance.

Filter Exception: Single-clicks the here, the choice menu appears, which exception may be selected to demonstrate, which didn't display, Put the tick in the item which is selected.

Filter Time Period: Single-clicks the here, the choice menu appears, may choose the Time Period will display, which Time Period is in execption, when there is tick "  " in front of the Time Period name , that the express this Time Period is selected, and in exception

Asking for leaves /business trip option: the operations of Asking for leave/Business Trip are same with to handle Time Attendance.

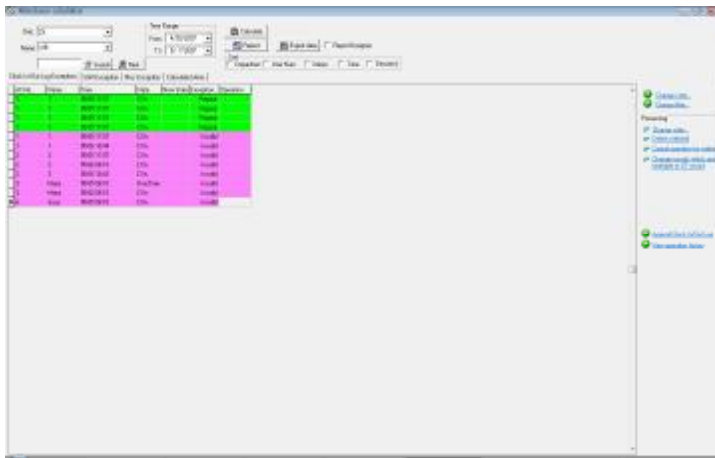
Statistical result detailed list

The page of statistical result detailed list mainly is to examine original

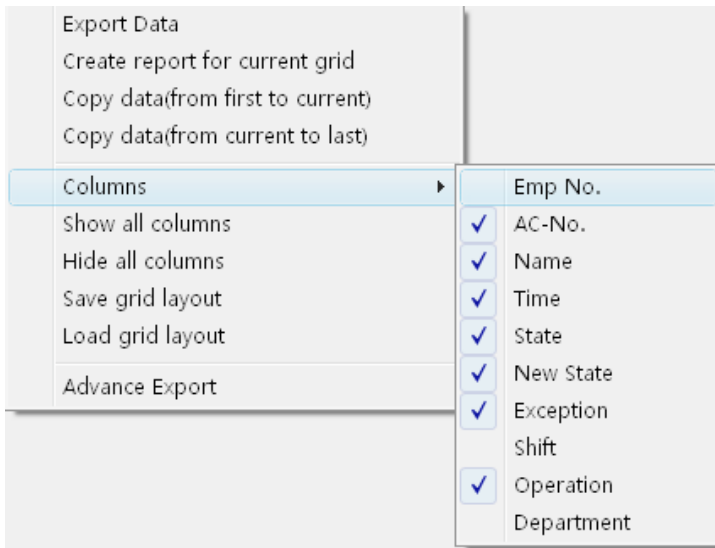
record statue which download from the equipment and revise to the Time Attendance record stutes.

1) View the Time Attendance record

After inquiring and computation, chooses the statistical result detailed situation, Shown as the following figure:



In the statistical result detailed list the default data row includes the name, the register number, Attendance time, the working statue, the correction statue, the exception and operates 7 items, if wants to display more, may right- click " data row" the item in the list, put a tick in front of the row that needs to be demonstrated . Shown as following figure:



After change the setting of data row displaying, save the data row setting, later directly write down the data row setting is available.

Staff serial number (EMP-No): in staff maintaince option, every time add a staff, the system will assign a number to the staff.

Register number (AC-No): number which manager assigns to the staff.

Checking time(Time): The staff clock in or clock out by fingerprint the time.

Checking Status (State): there are six kinds of status: check-in, check-out, overtime check-in, the working overtime check-out, business trip, Business returns.



Note: If the device has the status option, the checking status will

show corresponding statue in the Time Attendance record ; If the device does not have the statue option, all show as "checking-in" in attendance this row , the system depend on the Time Period setting in management program to judge the Time Attendance statue, display in the correction status.

Correction Statue(New State): When the Time Attendance machine has option setting, this rank is in empty; Otherwise, in the correction statue system depend on the assigned staff the shift Time Period and the fingerprint verification time to judge whether the staff is in checking-in, checking-out, the overtime -in or the overtime out, system computation of the statistics by this status.

Exception(Exception): there are 8 kinds of situations: The normal record, the invalid record, duplicate the record, the statue is wrong, free working overtime, working overtime, business trip, the auto-assign staff shift.

Invalid record: the clocking-in, clocking-out without shift Time Period the time scope the record completely regard as invalid. The invalid record will be regarded as this record does not exist, during Time Attendance statisticing it will not to be count.

Repetition of record: when the Time Period of the Time Attendance record is smaller than the effective interval of "Time Attendance rule", the record regard as repetition of record.

Free overtime: The staff has checking-in/out record within the Time Period which has not been assigned to staff, and maintains this staff's

Time Attendance setting page in the staff "to count working overtime" the item to select.

Overtime: there is a statue setting in the device, the Time Attendance record the attendance statue as the overtime-in, the overtime -out, the demonstration is working overtime in the abnormal state column.

Business trip: there is a statue setting in the device, the Time Attendance record the attendance statue as business trip, the demonstration is appvoal absence in the abnormal state column.

Auto-assign staff shift: Staff's checking-in/out record does not exist in the Time Period that has been normally assigned to the staff , but the record is in the staff auto-assigned the Time Period , then this record show as auto-assign abnormal state clomun.

Corresponding Time period: Is one kind of sign in the software interior (do not display it, has nothing to do with with user operation)

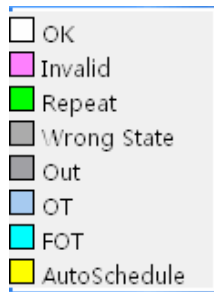
Operation: show the operation for record of your choice.

Department: The staff is at department.

2) Revises the Time Attendance record

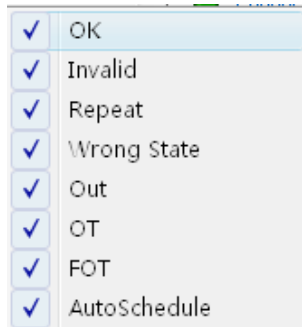
Choose the corresponding operation to revise the Time Attendance record with tool colmun in the right side page.

Tool column: change color: May change each kind of condition that express color, single-click the here the following interface appear



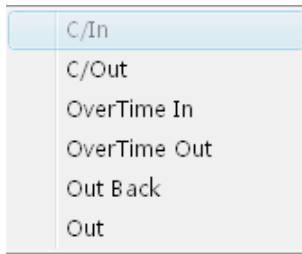
Single-click colorblock in front of each kind of condition, may choose the color which you needs in this interface, after selecting, Be sure to single-click "OK" the button to save.

change filters condition: definite that status record in displaying box, click (**Change filter**) the following window will appear:



Make a check it to show it selected status, appear on the display box, utilize clicking(√) to switch status between selected and unselected.

●**Modify it as new status:** able to make a present status of selected record to become a select status, after selected a record, click (**Change state**) the window is following:



Because Attendance statue all is checking –in record, therefore this statue is impossible to use, may single-click other statue to select. Deletes this Time Attendance record: May sign the attendance record of you choice as deletion condition, after useing this function, in the tool column can add two items:

Applies all the setting operation, After selected this item, all setting operation which display in operation column is valid before this,

Cancel all setup operation (Cancel all) : after select this item, all setting operation is invalid before this, all operation will disappear in operation column.

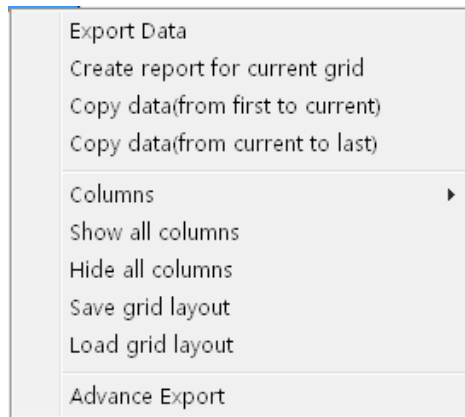
Cancel current record operation (**Cancel operation for selected**) : only cancel current record operation.

Make all smart schedule record to become over time (change records which auto assigned timetable to OT record) : Make system smart schedule record to overtime.

Handle forgetting check-in or clock-out (Append Clock in/Out Log) : The process is the same as attendance handling operation.

Search modification record log clock-in operation history): The process is the same as sub -item of search/print attendance record operation. Right key menu:

Under the inquiring record window, right-click the sub-item the following menu appear



Export data: is same with "Export data" the button function in the interface, for detail please see exporting data

Create report current grid: is same as "**Preview record list**" to establish current data record list function, make searched attendance record as record list to export. Able to list prints to export, save, and search for in list, etc. operation

Copy Data (from beginning to current position): Searched record result copy directly, form duplicating to current position) and can patch in Excel list directly

Copy Data (from beginning to ending): searched record result copy

from current copying position to ending, and can patch to Excel list directly.

Column (Data row): select item name on the searching window appearing, click pop up menu is following

Show all Column: All item name of data row display on search window

Hide all column : All item name of data row except surname and name hide on the search window, only show surname and name

Save grid layout: item name on which the search window appear can be saved, load data row setting to use.

Load grid layout: According to store data row to show item

Click (**preview**). Following window appear

Other Exception

Other exception mainly is used to verify and appraise staff hour of overtime and business trip, default leave, sick leave, home leave are effective; overtime, free overtime, business trip, approval absence, are invalid by default, it need a calmer appraisal of whether effectively, writes down in the statistical report. Other exception interfaces show as follow:

The screenshot shows the 'Data' tab in the 'Data Analysis' tool. The 'Data Range' is set to '\$A\$1:\$I\$1000'. The 'List Range' is '\$A\$1:\$I\$1000'. The 'List of Lists' is checked. The 'List of Lists' is set to '\$A\$1:\$I\$1000'. The 'List of Lists' is set to '\$A\$1:\$I\$1000'. The 'List of Lists' is set to '\$A\$1:\$I\$1000'.

In other exception list , the default data include department,name, enroll number, start time, end time, exception, verified statue, the statue before verifies, total hours, effective hour, Time Attendance date, assignment staff shift, working day. If you want to show much more item, just right-click "data row" item of your choice , if you want to show anther row, put a tick in front of the row you have selected.

Start time: start time for abnormal statue.

End time: end time for abnormal statue.

Exception: there are 8 kinds of statue: free overtime work, overtime work, business trip, approval absence, sick leave, leave, home leave.

Verified statue: After the verification, show that overtime work or is in invalid statue,.

Before verifies statue: Verification statue.

Total hours: The difference value between end time and start time t. the Assigned shift work day: The exception situation across the working day which has assigned shift.

Tool column:

If the Time Attendance rule limit the business trip and the overtime work statue must through verification, then verified statue column is empty, if has regulated the statue of verification,the corresponding statue column will appear in the verified column.

Returns to original state before the verification column: this operation is not effective unless the record has been verified, return record statue to initial verification state. After the return to original status, be sure to reinquire and comput.

All overtime work is invalid: in Exception list shown as the overtime work record all takes invalid record.

All free overtime work effective: The system regard personnel's ,who has not assigned to Time Period ,Time Attendance record (who must own clocking-in/clockiing-out record simultaneously) as free overtime work , if selects this item, systems judge all free overtime work will be showed as overtime work.

Save the verified record: make the confirmation to the verification which has carried on, change the statue of the record which will be verified to the statue which has already verified. After saving, be sure to reinquire and comput.

Cancels this verification: Do not confirm the verification which you has already done, the statue which will be verified record save as the initial statue.

Record all egress record as business trip: staff all egress record regard as business.

Cancels all business trip: All the business trip record will be canceled, these record will be generally egresses or according to the actual situation handle it.

Set this record invalid: change the record statue of your choice to be invalid.

The displaying window for inquiring record: right-click to be possible to operate. is same with the statistical result detailed page.

Time Attendance Statistic

The Time Attendance page is a page to which commonly used, count all item in the staff assigned time to produce report , is easy to examineand the settlement.

[illegible]

start and end time. The Defaults unit is the working day, able to change the statistical rule in the "normal" of the Time Attendance rule calculation page

Normal: according to The Clocking in/Clocking -out record , statist the staff working day which actually goes to work between the start and end time. the Defaults unit is the working day,able to change the statistical rule in the " normal" of the Time Attendance rule calculation page

Coming lately: 1) according to the "Coming lately"statistical rule in theTime Attendance rule in and the shift manages to record is late x time which in the time establishes to calculate, after namely if staff's registration time surpasses x time to record for is late,is late when the length is the registration time with the work hoursbad value;

2) non- registration recording, according to Time Attendance inthe rule Time Attendance computation to go to work the non-registration recording time mark to be late xx minute; Result which obtains in the beginning and end time all situations statistics. The default unit is the minute, able to change the statistical rule the Time Attendance rule computationproject page " late".

Leaves early: 1) according to the statistical rule in the Time Attendance "leaves early" rule and the time setting in the Shift managesment record the leaves early time , after namely if staff's clock-out advance x hours to record as leaves early, hours of leaves early is difference value between the Clock-out time and the work off time;

2) if there is not the clocking-out record, according to the Time

Attendance rule, in the computation of attendance statisal, when staff get off work without the clocking-out record the time regard as leave early xx minute;

Obtain result from all situations to statistic among the start and end time. The default unit is the minute, able to change it under the "leaves early" statistical rule in the computation of Time Attendance rule page.

Absence without an excuse:

1) according to "absence without an excuse" statistical rule under Time Attendance rule, if staff does not have the checking-in/out record, who's attendance record regard as absence without an excuse;

2) according to the Time Attendance rule, in the computation of Time Attendance time , hours of late is bigger than xx minute, staff record as absence without an excuse, hous of leaves early is bigger than xx minute, staff - record as absence without an excuse .

Obtain result from all statistical situations among the start and end time.

The default unit is the working day, can not change it.

Overtime Work:

1) according to the "working overtime" statistical rule of Time Attendance rule, as well as the computation of the Time Attendance rule, staff gets off work after x minute, whose work is recorded as overtime work, obtain hours of overtime from the accumulation;

2) In the Shift management there is a Time Period which directly to be recorded as the overtime work, idea the minutes of overtime work is the

hours of overtime;

3) According to the option situation in the Time Attendance setting/maintenance, the staff's work record as overtime work, in other exception situation list the overtime work and the free overtime is verified as effective work to statistic; obtains two results among the start and end time all accumulation situations. The default unit is the hour, able to make a change under the "Overtime work" statistical rule in the computation of Time Attendance rule page..

Egresses: According to "egresses" the statistical rule in the Time Attendance rule, as well as the approval absence is effective in other exception situation list; carry on the computation of the statistics.

Obtain result from all statistical situations in the start and end time. the default unit is the hour, able to change it under the "Egress" statistical rule in the computation of Time Attendance rule page.

Business Trip: According to "Business trip" the statistical rule of the Time Attendance rule, as well as the approval absence is effective in other exception situation list; carry on the computation of the statistics.

Obtain result from all statistical situations in the start and end time. the default unit is the hour, able to change it under the "Business Trip" statistical rule in the computation of Time Attendance rule page

Hours of work: the computation of attendance depends on the time of staff clocking –in/out. Obtains the result from completely accumulation between the start and end time.

Should checking-in times: According to the Time Period, total of the

Clocking-in/out times between the start and end time.

Check-in: actual checking-in times between start and end time.

Check-out: actual checking out times between the start and end time.

No clock-in: between start and end time no clocking-in times.

No clock-out: between start and end time no clocking-out times.

Asking for leave: accumulate all kinds of vacation total sum, so obtain the result. the default unit is the hour, able to change it under the "Asking for leave" statistical rule in the computation of Time Attendance rule page.

Approval Absence: According to "Approval absence" statistical rule in the Time Attendance rule, as well as the approval absence is effective in other exception situation list, carry on the computation of the statistics.. obtain result from all statistical situations between the start and end time. The default unit is the working day, able to change it under the "Approval absence" statistical rule in the computation of Time Attendance rule page.

Sick leave: According to the sick leave statistical rule under kind of vacation setting, as well as the sick leave is effective in other exception situation list by verification, carry on the computation of the statistics. obtain result all from statistical situations between the start and end time, the default unit is the hour, be able to changes the "sick leave" statistical rule under leaves setting.

Leave: According to the the leave statistical rule under leaves setting, as

well as for the leave is effective in other exception situation list to by the leave verification, carry on the computation of the statistics. Obtains Result from all situations statistical between the start and end time.the default unit is the hour, be able to changes the "leave" statistical rule under leaves setting.

Home leave: According to the the leave statistical rule under leaves setting, as well as for the leave is effective in other exception situation list to by the leave verification, carry on the computation of the statistics. which obtains Result from all situations statistical between the start and end time.the default unit is the hour, be able to changes the "home leave" statistical rule under leaves setting.。

Workday: depending on the clocking-in/out record, statistic staff' actually work day from Monday to Friday beyond holiday between the start time and end time, the default unit is working day, ability to make a change under “Normal” statistical rule in the Time Attendance statistical rule page

Weekend: depending on clocking-in/clocking-out record, statistice staff actually from from saturday to Sunday beyond holiday between start and end time, the default unit is working day, ability to make a change under “Normal” statistical rule in the Time Attendance statistical rule page

Hoilday: The holiday in which day staff actually takes work, the default unit is working day, ability to make a change under “Normal” statistical rule in the Time Attendance statistical rule page.

Working Hours: Depending on clocking-in/clocking-out record, total of staff's hours of on duty between the start and end time, the default unit is hours, accurate figure in here after point two digital

Overtime work: Depending on the "overtime work" statistical rule in the Time Attendance rule, as well as the overtime and free overtime is effective in other exception situation list; carry on the computation of the statistical working hours from Monday to Friday beyond holidays between the start time and end time.

Obtain result from all statistical situations in the start and end time. the default unit is the hour, able to change it under the "Overtime Work" statistical rule in the computation of Time Attendance rule page

Weekend overtime work: Depending on the "overtime work" statistical rule in the Time Attendance rule, as well as the overtime and free overtime is effective in other exception situation list; carry on the computation of the statistical working hours from Saturday to Sunday beyond holidays between the start time and end time.

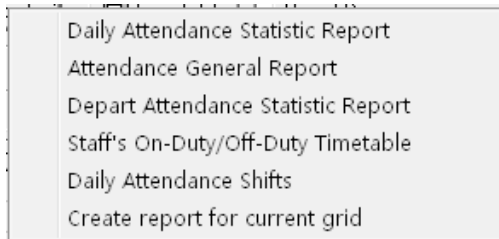
Obtain result from all statistical situations in the start and end time. the default unit is the hour, able to change it under the "Overtime Work" statistical rule in the computation of Time Attendance rule page

Holiday Overtime: Depending on the "overtime work" statistical rule in the Time Attendance rule, as well as the overtime and free overtime is effective in other exception situation list; carry on the computation of the statistical working hours in holidays between the start time and end time.

Obtain result from all statistical situations in the start and end time. the default unit is the hour, able to change it under the "Overtime Work" statistical rule in the computation of Time Attendance rule page

Preview report

Not only able to search and modify these Attendance Records in Clock –in/out log exception List, but also able to preview and and print these Attendance rscords, these following list, Daily Attendance statistical report, Attendance General report, Department Attendance Statistical Report, Staff's on-duty/off-duty Timetable, Daily Attendance shift, Creat current report for grid, are availableclick (**record list preview**) button, pop up following menu:

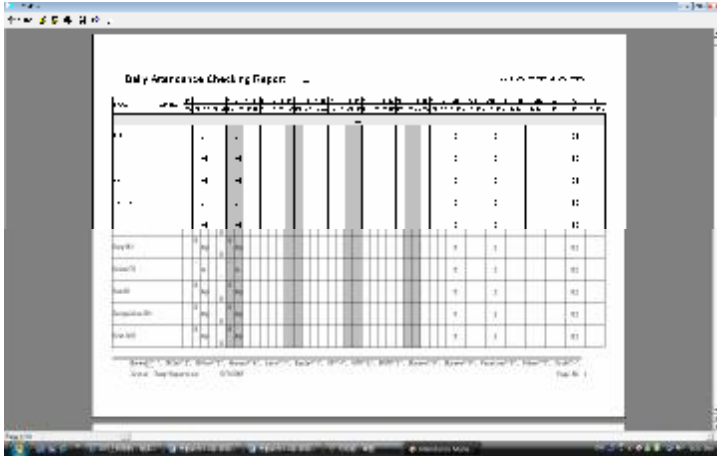


1、 Daily Attendance statistical report

Daily Attendance statistical report is used to list the defined staff daily attendance status in assigned period of time in the table, and the statistics absence without excuse, coming lately /leaves early, working overtime, asking for leave, business trip, convenience of the checking whether has the discrepancy with the actual situation.

@Note: In the table it is only can show detailed attendance status from the inquiry time toward the month time , the report form may count in

the start and end time situation which the user chooses, the start and end time scope appear on the right corner .



In the table all shifts Time Period which each person uses will be list, and illustrate attendance status in the corresponding time and shift with the mark, for mark explain, please see at the end of each page. (Identification mark setting in Time Attendance computation rule)

Should arrive (working day): the working day of The staff should arrive in the assigned time. The working day is the unit of measurement (recommend), able to make a change in the Time Attendance rule. According to result in Time Attendance statistical table, output this item.

Actully arrive (working day): the working day of the staff actually arrive in the assigned time. The working day is the unit of measurement (recommend), able to make a change in the Time Attendance rule. According to result in Time Attendance statistical table, output this item.

Absence without an excuse (working day): the day of The staff in the assigned time,who is absence from work without an excuse. The working day is the unit of measurement (recommend), able to make a change in the Time Attendance rule. According to result in Time Attendance statistical table, output this item.

Coming lately (minute): Total hour of the staff in the assigned time come late. The minute is the unit of measurement (recommend), able to make a change in the Time Attendance rule. According to result in Time Attendance statistical table, output this item.

Leaves early (minute): Total hous of the staff in the assigned time leave early. The minute is the unit of measurement (recommend), able to make a change in the Time Attendance rule. According to result in Time Attendance statistical table, output this item.

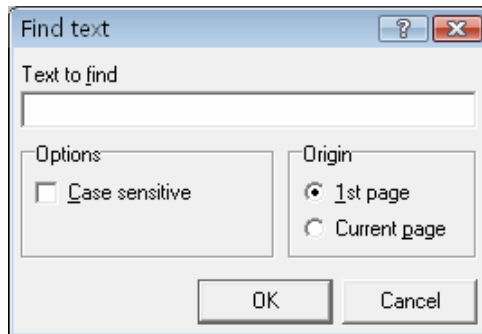
Working overtime (hour): Total hours of the staff in the assigned time overtime work. The hour is the unit of measurement (recommend) able to make a change in the Time Attendance rule. According to result in Time Attendance statistical table, output this item.

Asks for leave (hour): Total hour of the staff in assigned time ask for leave. The hour is the unit of measurement (recommend), able to make a change in the Time Attendance rule. According to result in Time Attendance statistical table, output this item.

Really until (working day): The staff business trip in the assigned period time. The working day is the unit of measurement (recommend), able to make a change in the Time Attendance rule. According to result in Time Attendance statistical table, output this item.

Report upper tool column

- 1) Zoom: choose the displaying proportion, preview report form.
- 2) Opens the report: clicks on here to open the report file which is saved before.
- 3) Save: save the current report to the directory of your choice.
- 4) Prints the report : Connect with the printer, prints the reportform.
- 5) searches the text: Clicks on the here pop-up the search text dialog box, input the text you look up , click “confirm”, the cursor will locate to the text which you search.

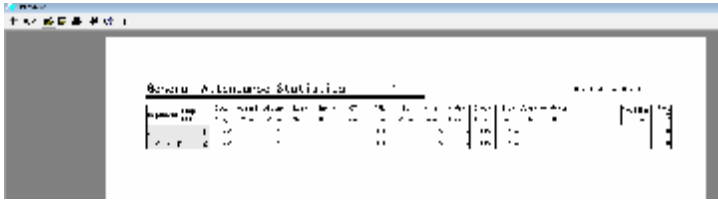


6) Closes preview

2nd, Attendance General Report

Attendance General report (the sum total of the Time Attendance statistical result table) is used to show the defined staff attendance statistical status in the assigned time, carry on the sum computation of staff attendance status, convenience of paying wages depending on the Time Attendance situation.

Department Time Attendance statistical result table) take the department as the unit, sum total of all staffs in the assigned department and period of time attendance status , may know the sum attendance of department ,facilitates reduces the scope, carries on the detail inquiry.



The screenshot shows a window titled "Department Attendance Statistics". It contains a table with the following columns: Department, Period, Actual Arrive, Actual Leave, Absence, Late, Early, Working Overtime, Asking for Leave, Business Trip, Sick Leave, Home Leave, and Daily Time Attendance. The table is currently empty, with only the headers visible.

The computation of should arrive, actually arrive, absence without an excuse, coming lately, leaves early, working overtime, asking for leave, business trip, sick leave, leave, home leave same with daily Time Attendance statistical table. Only completely accumulate each department's personnel's situation.

Above the report tool column is same with daily Time Attendance statistical table.

4th, staff clock in/out timetable

The time in which each staff actually come and go to work produce report, corresponding date and shift. Convenience for the administrator viewing, and may print.

The screenshot displays a software window titled 'Time&Attendance Software V3.0'. The main content area shows a report tool column with a table of staff shifts and attendance data. The table has multiple columns for staff names and dates, with rows corresponding to different shifts. The table is organized into sections, with each section containing a list of staff names and their corresponding attendance data for a specific date.

The most right side row corresponds the shift, list the all staff shift, which correspond date, the time of clocking-in /out display in the table.

Above the report tool column is same with daily Time Attendance statistical table.

5th, Daily Attendance shift table

List the staff's shift which is used in Time Attendance every day, corresponding date, provide convenience for the administrator viewing shift, and may print .

No.	Name	Date	Shift	Start Time	End Time	Break Time	Remarks
1	Zhang	2012-01-01	Day	08:00	18:00	01:00	
2	Zhang	2012-01-02	Day	08:00	18:00	01:00	
3	Zhang	2012-01-03	Day	08:00	18:00	01:00	
4	Zhang	2012-01-04	Day	08:00	18:00	01:00	
5	Zhang	2012-01-05	Day	08:00	18:00	01:00	
6	Zhang	2012-01-06	Day	08:00	18:00	01:00	
7	Zhang	2012-01-07	Day	08:00	18:00	01:00	
8	Zhang	2012-01-08	Day	08:00	18:00	01:00	
9	Zhang	2012-01-09	Day	08:00	18:00	01:00	
10	Zhang	2012-01-10	Day	08:00	18:00	01:00	

If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page .

Shift detailed situation current data report page:

No.	Name	Date	Shift	Start Time	End Time	Break Time	Remarks
1	Zhang	2012-01-01	Day	08:00	18:00	01:00	
2	Zhang	2012-01-02	Day	08:00	18:00	01:00	
3	Zhang	2012-01-03	Day	08:00	18:00	01:00	
4	Zhang	2012-01-04	Day	08:00	18:00	01:00	
5	Zhang	2012-01-05	Day	08:00	18:00	01:00	
6	Zhang	2012-01-06	Day	08:00	18:00	01:00	
7	Zhang	2012-01-07	Day	08:00	18:00	01:00	
8	Zhang	2012-01-08	Day	08:00	18:00	01:00	
9	Zhang	2012-01-09	Day	08:00	18:00	01:00	
10	Zhang	2012-01-10	Day	08:00	18:00	01:00	

[illegible][illegible]

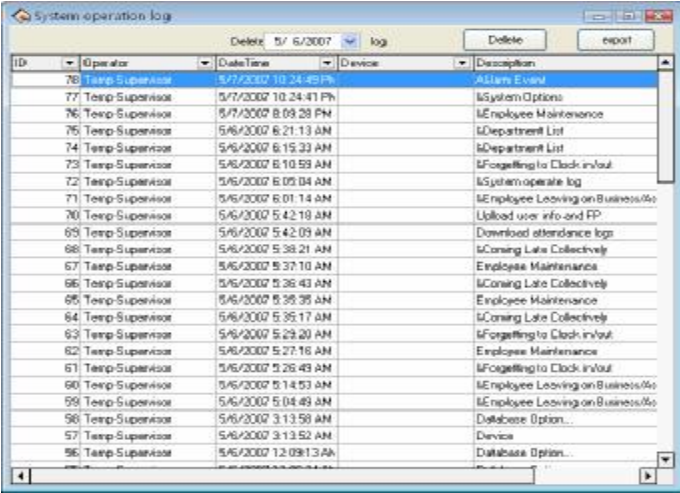
If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page.

Export data

Export the data record you inquire to Excel or the text documents the backup and save it, in order to consult in the future. For detail operation please see also appendix 6.1.7 to export the data

2.4.3 System operation logs

There provide with complete record about all operater opeate trip and event when this software is apply to, maybe view the log in the future



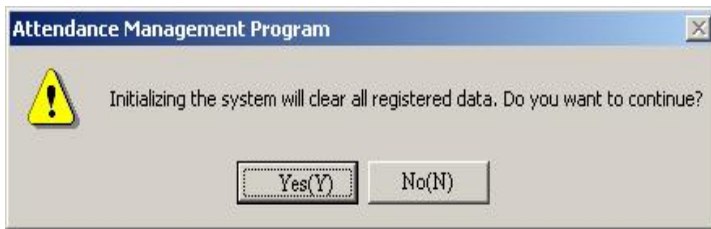
ID	Operator	Date/Time	Device	Description
76	Temp Supervisor	5/7/2007 10:24:45 AM		Access E view
77	Temp Supervisor	5/7/2007 10:24:41 PM		System Options
76	Temp Supervisor	5/7/2007 8:09:28 PM		Employee Maintenance
75	Temp Supervisor	5/6/2007 6:21:13 AM		Department List
74	Temp Supervisor	5/6/2007 6:15:33 AM		Department List
73	Temp Supervisor	5/6/2007 6:10:59 AM		Forgetting to Clock in/out
72	Temp Supervisor	5/6/2007 6:05:04 AM		System operate log
71	Temp Supervisor	5/6/2007 6:01:14 AM		Employee Leaving on Business/No
70	Temp Supervisor	5/6/2007 5:42:18 AM		Upload user info and PP
69	Temp Supervisor	5/6/2007 5:42:09 AM		Download attendance logs
68	Temp Supervisor	5/6/2007 5:38:21 AM		Coming Late Collectively
67	Temp Supervisor	5/6/2007 5:37:10 AM		Employee Maintenance
66	Temp Supervisor	5/6/2007 5:36:43 AM		Coming Late Collectively
65	Temp Supervisor	5/6/2007 5:35:35 AM		Employee Maintenance
64	Temp Supervisor	5/6/2007 5:35:17 AM		Coming Late Collectively
63	Temp Supervisor	5/6/2007 5:29:20 AM		Forgetting to Clock in/out
62	Temp Supervisor	5/6/2007 5:27:16 AM		Employee Maintenance
61	Temp Supervisor	5/6/2007 5:26:49 AM		Forgetting to Clock in/out
60	Temp Supervisor	5/6/2007 5:14:53 AM		Employee Leaving on Business/No
59	Temp Supervisor	5/6/2007 5:04:49 AM		Employee Leaving on Business/No
58	Temp Supervisor	5/6/2007 3:13:58 AM		Database Option...
57	Temp Supervisor	5/6/2007 3:13:52 AM		Device
56	Temp Supervisor	5/6/2007 12:09:13 AM		Database Option...

2.5 Data Management

2.5.1 Initial System

This function can restore system to original installment status, the follow is detailed step:

Click **initial** system menu, this pop-up window is follow



Caution: if confirm your selected, the system will clear all staff's data and all attendance data. Before this operation you must be carefully.

Click (yes **(Y)**) button, the system will clear all data, and return initial status just system install.

Click (No **(N)**) button, the system return main menu without clear data.

2.5.2 Clear obsolete data

After your system has been used for a period of time, a big amount

of obsolete data are saved in the database, which not only occupy hard disk space but also affect operation speed. Then you can clear these useless data by using this function

Click this item on the menu, this pop-up menu will appear.

Clear Obsolete Data

AC Clock-in/out Record

Close Date: 06 July 2011 [v] [OK]

Backup to: a991010.ack [icon]

Attendance Checking Exceptions Records

Close Date: 06 July 2011 [v] [OK]

Backup to: e991010.aex [icon]

Shift Data for AC Time

Close Date: 06 July 2011 [v] [OK]

[icon] Compact Database File

When clearing attendance clock-in and attendance exception records, you are required to back up clock-in data to files. You can click corresponding input box to type file name, and click  button to save your data file's saving path and file name, notice that you should choose a new filename, if the name has existed in the system ,it will reminder you to define a new filename.

Note: you must choose the new name of file, if the file exist in the system, the system will imform you select a new name of file.

Input the close date of the data that you want to clear in close date box, and the close date should be ten days before the current day you will clear the corresponding data after clicking OK, and prompt messages will display'

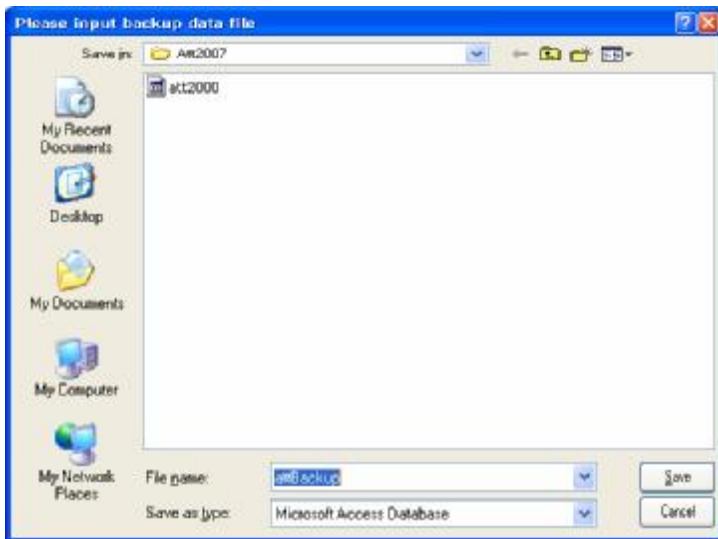
Attendance time setup data means to clear obsolete staff's shift schedule data, select close data for clearing record, click **(OK)** and you will clear obsolete staff's shift schedule data

In the terms of Microsoft Access database , can click "**comclick attendance database file**" button to compact the database.

After clearing data , click  to return the main menu

2.5.3 Back up database

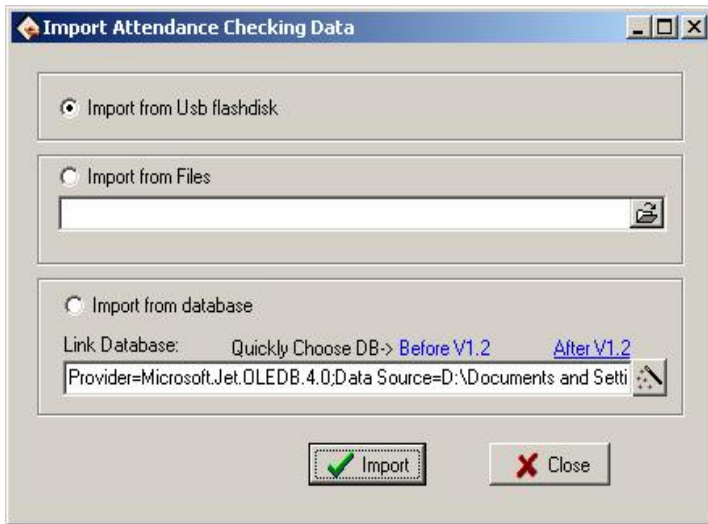
In order to make sure data security and to restore, we suggest you back up database in regular time , click command on the menu, pop-up following window.



select position to save file, input filename (may be defined filename), click(**save**) button. When original database was damage, it need to restore, you should change back up filename as ATT2000.mdb, copy the file under attendance install dir to cover same name file, but the action only restore these data to before back up. E.g. you back up data in 31.3, so that these data be restored are only one before 31.3.

2.5.4 Import Attendance Data

To import attendance record to another machine or old record to the current attendance software ,click this command on the menu and this operation window will pop up:



1、 Import from USB Flash disk

All information of original database can be import to Attendance system database file; to import attendance clock-in staff attendance data is imported.

Select import from USB flash-disk, click **(Import)** following windows pup-up:

2、 Import from database means to import attendance data from attendance database backups, and the data include staff information, shift information, clock-in records, etc. You can import the data from databases of previous version, or databases of the same version. For the data format of database files of versions previous to 1.2 differs from that of Version 1.2X, if the version of the database file that you want to import is below 1.2(Not including 1.2), please select versions before1.2

option; Otherwise please select 2.2x option.

Note: Before importing data, if it is unnecessary to remain the data in your system, please first select initialize the system. This is because if some data remaining in the current system overlap with the data that will import, errors will appear when importing data, and data's importing speed will slow down.

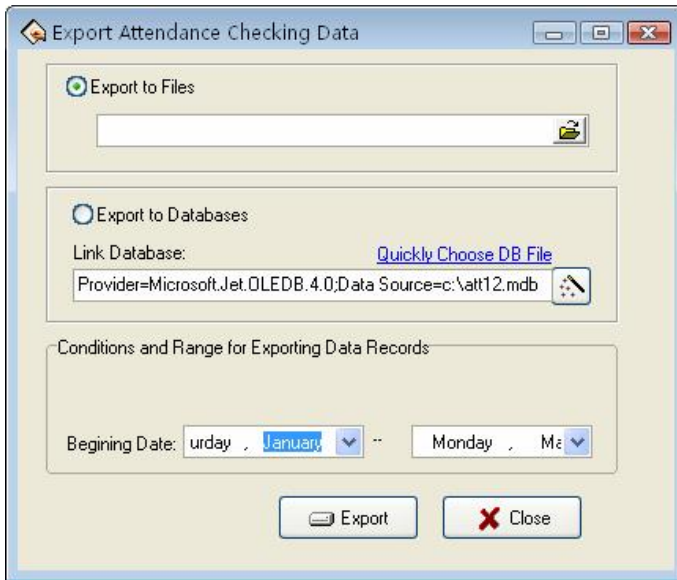
Click versions1.2 or version 1.2xbutton, and a file manager will pop up. Enter the path and file name of the database to import, and click Open, the system will import data automatically.

If your database is SQL Server database, you can click button to begin settings. For detailed information please refer to Database Setup.

After importing data, click  to go back to the main menu.

2.5.5 Export attendance data

This function is mainly used to back up all attendance data in the current attendance system or clock-in data, click this command on the menu and the following operation window will pop up



1) Export to Files

Export four file style: secret attendance data (*.abt)、attendance clock-in data (*.txt)、back up attendance data (*.attbackup.mdb) and attendance system database file (*.mdb). click  button, a file manger menu will pop up confirm the path and file name for the back file and click open.

2) Export to Databases

This option means to back up all data, such as staff information shift information and clock-in record to a database file. Click quickly selects database file button and you will open a file manger menu. Confirm the

path and file name for the back up and click open.

If your database is SQL Server database, click  button to begin setting, for detailed please see Database setup

Notice: you must choose a new filename if the file has existed the system will suggest you to define new file name.

Exporting record will not lead to clean data in database. After finish to export data, click(X) up-right screen , return main menu.

CHAPTE

3

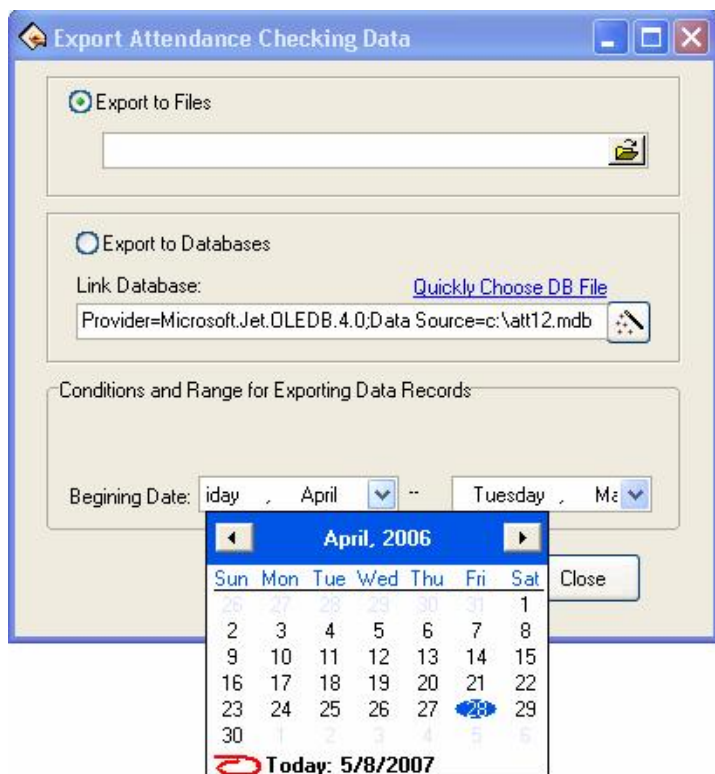
Appendices

3.1 Determine beginning date to export data

Next let's take searching staff's attendance records as an example to illustrate concrete operations for exporting data:

3.1Determin date

In the box of Date/Time click  button to select the date, and in the box of Time click  button to select the time or directly change the time. In the dropdown box of Date, click  or  button to move the date one month upward or downward

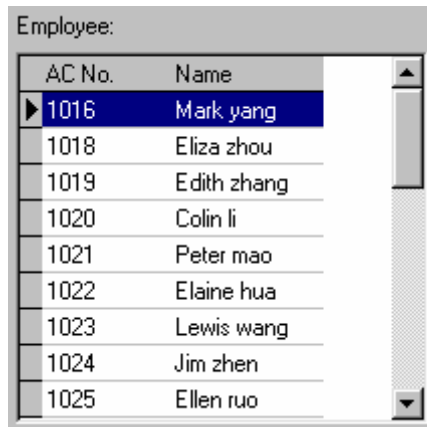


:

Click the year number to change the year directly, or click  button to move the date one year upward or downward. Click on the date you want to select the it.

3.2 Select Employee

The option box of Employee is like this:



Move the mouse to the row the employee to select is in, click the left button of the mouse, and this row will turn blue.

To select more than one employee, hold down Ctrl key to select.

3.4 Select Department

The option box of Department is like this



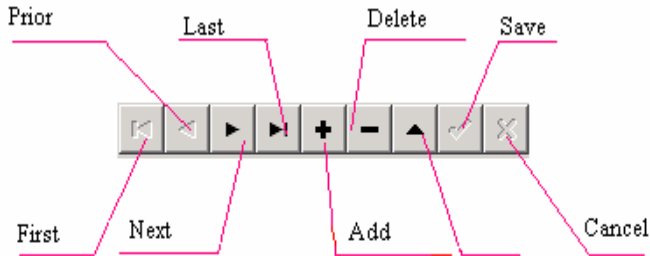
With the mouse left-click the department name, wait for the department name to change blue. It shows chosen successfully.

Choice department staffs

Single-clicks department, open a drag-down box, chooses department which the staff is at, then single-clicks the staff box

3.5 Data table tool bar

The Datasheet Process Tool Bar contains the following operation buttons:



In the datasheet, the row marked with ► symbol is the current row, and all operations for the sheet are conducted in the current row.

Click buttons to carry out corresponding operations for the datasheet.

First: To move the current row to the first row.

Previous: To move the current row one row upward.

Next: To move the current row one row downward.

Last: To move the current row to the last row.

Add: To add a new row in which new data can be entered in, and the current row is the new row.

Delete: To delete the current row.

Edit: To modify the data in the current row.

Save: To save the data after edition or in the newly added row.

Cancel: To cancel the result of adding a new row or editing the data.

Under the status of adding or editing, the result of moving data will be automatically saved.

In the datasheet, click on the row to select it, and select multiple rows by pressing Ctrl and clicking at the same time when possible. The selected

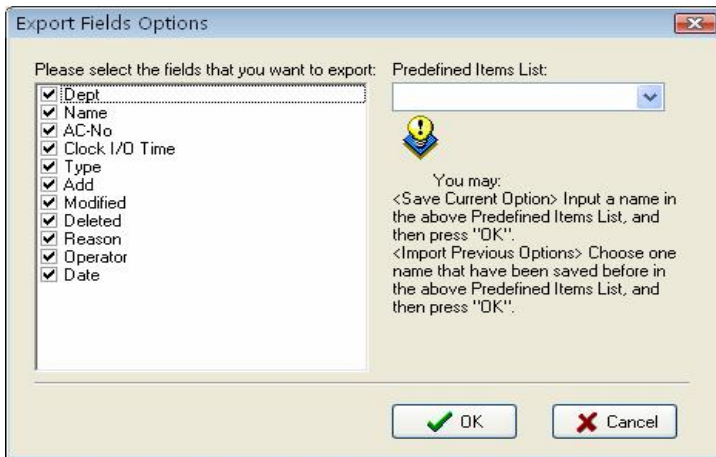
rows will change to blue.

3.6 Export data

Following take staff attendance inquiry as example, explain to export data function:

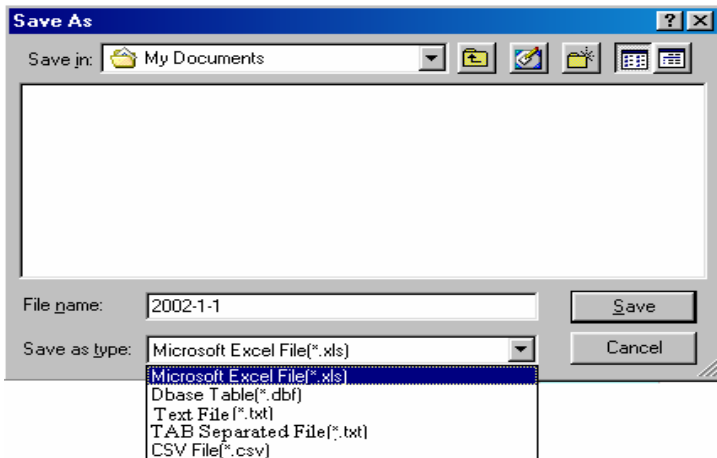


As shown in the above picture, click Export button to pop up the following window:



Pre- definition item: The current definition of your choice will be a name, when the next time export will be allowed to directly selecte and save name but not need to choose the field to export in the right box.

Put tick in front of the fields to export. If next time you want to select the same fields to export data, you can input an item name in the box of Predefined Items, and click OK to save the selected fields in this item. if you want to call your previous choices, select a name saved in the box of Predefined Items, and click OK to enter the following window



Enter a filename for this file to save in the column of Filename, select the type to save this file, and then you will export the selected data to this file. You can save a file in five formats: Excel files (Microsoft Excel File(*.xls)) , DBF formed database files, right justified text files, text files separated by TAB, and text files separated by semicolons.

3.7 Advance Export

Advance export mainly is used in two developments to transfer the data in our software. When needs to export the data, choose in here needs to export the data the item and its setting attribute. Single-click Advance Export attendance interface, shown as following figure.



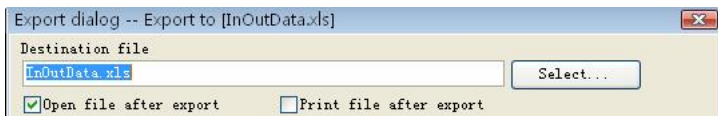
Here we take the Excel table to export as the example, explain advance export the function.

1st, first chooses Export file format in the "Export the file format and the option" in the box page.

2nd, set the parameters in the option page.



3rd, the input filename and chooses the saving position. .



4th, starts to set the field, the form and so on

. A, field

Chooses field which want to export, There are seven field: PIN, SSN, Name, CHECKTIME, SENSORID, deptname,wokecode;Separately expresses enrolling number, serial number,the name, date time, machine number, department name, work code.

B, format

Set export the field form, there are the general formate and user self-definit form two formate.

C, page head and page foot

Here may add the page head /foot page for file which Export, input the explanation writing in the page head/foot,these writing will be able to display in the start and the ending of exported the file.

D, title and width

There are seven fields which Export: PIN, SSN, Name, CHECKTIME,SENSORID, deptname, wokecode, labe it with the easy memory the title and defines each field the display width.

E, Excel option

May set typeface of the text demonstration and the style to export.

5th,

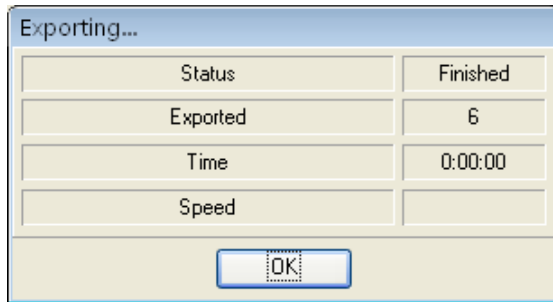
After setting the field, the formate and so on , for provide the convenience to export later, will be allowed to save this setting in the file, next time will export this setting, but not to need there set again.

6th, Import the setting

Directly Import setting file before save, then was allowed to transfer the setting before you setup, directly exportd the data again.

7th, Export the data

After all options completely set finished, 。



Click Export data: When indicator inform you completes download data, then may confirm and gets down the data to dircty which the examinationExport.

CHAPTE 4

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CHAPTE 5

Troubleshooting

The following is a list of typical troubles you may be annoyed of at the beginning of working with program and their solution as well.

1. Due to the administrator has changed or forget password , fail to enter the management program, what will I to do?

Answer: the computer has to have been installed Office2000 at first, then enter the attendance program installing directory , look for the att2000.mdb file, double-click it, and find the 'userinfo' list in the appear interface, double-click it , to find 'securityflags' word, cancel all figure of list in the sentence (15 indicate administrator)

2. I forget the password of database, how to do?

Answer: enter 'maintenance and setting' of management program, click on the 'setting password of database', then have no need to verify old password ,so can set up new password of database.

3. How to use the business check-in clock-inness clock-out?

Answer : when the staff need to go out, the staff should check -out on attendance device. When the staff come back, select business clock-in.

4 . While inquire attendance record , selected the highest department, selected all staff, why cannot see record, but it's true display that has been saved to downloading data?

Answer: (1) it is maybe the data record time expire inquiring range, want to view the original record , open the attendance database (att2000.mdb), enter clock-in-out list, can see all original record, prove that original attendance record is in the range which you inquire, specifically pay attention year;

(2) it is maybe that add a highest department again after the general company name was canceled, installing finish, the default highest department general company can not be cancel, but it is able to be modify in the attendance rule.

5. I have assigned shift, why no the result of account and statistics indicate leave, come late, gone early?

Answer: first enter management to check the setup shift, in normal condition the name of shift corresponding time period display that appear in blue color in right time box, if there isn't any problem, enter staff shift list, view the starting date of staff shift, the starting date is beyond the account and statistics time range, isn't it?, if it isn't, assign shift again, fix new starting date.

6. How to cancel the schedule which have been set up?

Answer: you can add a empty schedule firstly, then use the empty schedule replace the schedule which will be canceled in staff assignment, enter schedule management to cancel corresponding schedule, OK.

7. Why the data which is stored record is fewer than loaded down data while in the process to download all data ?

Answer: while loaded down and record, the attendance program can

determine loaded down record, the repeat record will be cancel automatically, the stored record will not be store again.

8. Why the loaded record appear, but cannot find it while inquire it?

Answer: Confirm time range you inquire is accord with attendance time of loaded record, or it's not. can check attendance record day, month, year, after loaded down record, or open database (att2000.mdb), enter check-in-clock-induler, can see all origin record, confirm time of attendance original record is within the range of acquirement, pay attention years record specifically, some independence equipment set time is not real, result in attendance record time isn't correct.

9. Why I attendance normally, but it is show I stay away from work without leave or good reason?

Answer: examine your period time setting first, confirm your attendance record is among the range of clock-out time, example, you setup the clock-out time is from 17: 00 to 18: 00, you clock-out time record is 16: 30, so that the record is invalid, system will indicate neglect afternoon (in attendance rule, no clock-out is neglect) next, examine you attendance time is correct, or it's not.

10. Why there are come late and gone early in the attendance account and statistics shift, but there aren't their records in inquiring record?

Answer: please examine the setting of attendance account in attendance rule, see if 'on duty clock-in record: come late/gone early' have been sign or have not, if it has been labeled so that the neglect system will indicate come late/gone early.

11. Leaders of company don't require clock-in-out, but their attendance demand account, how do it to set ?

Answer: (1) enter attendance setting under staff maintenance, cancel valid attendance;

(2) set up a period time of unnecessary to clock-in-out, produce a schedule, the schedule is used to account with staff. OK

12. Why cannot I add new schedule in shift management?

Answer: the program has to set up time period of shift, then can set up schedule, please see the time period of shift is set ,or does not.