



U S E R M A N U A L

Chp 1 • INITIAL SETUP

Minimum System Requirements	6
Installation	6
Getting Started - Software	8
Setup Wizard	8
Language Select	9
Welcome Message for the Setup Wizard	9
Date/Hour Format	10
Day Type	10
Daily Work Schedule	11
Password and Contact	12
Finish	13
Main Menu	14
Update Service	15
Enabling Hidden Features	16

Chp 2 • BASIC SETUP

Setting Up Reader	17
Terminal Advanced Settings	19
System Configurations	22
Date/Hour Format	22
Day Type	23
Leave Type	24
Company and Contact Person	25
Change Password	25
Preferred Language	26
Rebuild Database Indexes	27
Backup/Restore Database Files	27
Department Definition	28
Section Definition	29
Remark Definition	31

Set Terminal Date and Time	32
Set Automatic Download Interval	33
Download Data from Terminal	34
Clear All Data in Terminal	34
Terminal Data Audit List	35
Fingerprint Management	36
Download Used	37
User Records	38
Add a New User	38
Attach or Remove a Photograph	39
Change Staff Information	39
Remove a User	39
Assignment of Staff Attendance Settings	39
Change ID	39

Chp 3 • TIME & ATTENDANCE SETUP

(For Door Access Control user, please skip this chapter)

Clocking Schedule	40
Defining Weekly Schedule	41
Defining Daily Schedule	43
Group Duty Roster	46
Multiple Shift Settings	49
Over Night working shift	57
Staff Extended Leave	61
Attendance Sheet	62
History Attendance	65
Export Attendance Records	66
Import Attendance Records	67
Export Transaction Records	68
Post Attendance to Payroll	71

Chp 4 • DOOR ACCESS SETUP

(For Time & Attendance user, please skip this chapter)

Access Options	72
User Access Codes	72
Terminal Users Control	73
Authorised	73
Time Zone	74
Check Users	75
Monitor Terminal Activities	76

APPENDIX • SAMPLE REPORTS

Time and Attendance Reports	78
Attendance Sheet	78
E-time Card	79
On Leave Report	80
Daily Attendance Listing	80
Tardiness Report	81
OT Approval Worksheet	82
Attendance Summary	82
Gross Wages Report	83
Duty Calendar	83
Day By Day Analysis	84
Month By Month Analysis	84
Correction Report	85
Staff Movement Analysis	86
Terminal Activity Report	87
Terminal Transaction Listing	88

PREFACE

This manual introduces you to time control management software settings and features to get you up and running in no time.

This software focuses on three types of application:

- Time & Attendance Only;
- Door Access Control Only;
- Both Time & Attendance and Door Access Control.

When using this manual, please note the following:

Setup	Chapter	Important Note
TIME & ATTENDANCE	1,2,3	Skip chapter 4
DOOR ACCESS CONTROL	1,2,4	Skip chapter 3
TIME & ATTENDANCE AND DOOR ACCESS CONTROL	1,2,3,4	All chapters

This chapter provides you with quick and simple instructions on how to get started with the software.

MINIMUM SYSTEMS REQUIREMENTS

- Pentium III 450MHZ and above
- 128 MB of memory
- Windows 98 or higher
- At least 14 MB free disk space for software
- Hard Disk Drive, CD ROM Drive
- Dot Matrix Printer/Laser Printer

Note

Recommended allocation of 100MB or higher for company database

INSTALLATION

The software files are shipped in a compressed format and automatically decompressed during the installation process. Therefore, to install and run the software on your computer, you must first run the setup program.

Note

Do not copy the software files into a directory on your hard disk!

There are 2 ways to run the setup program:

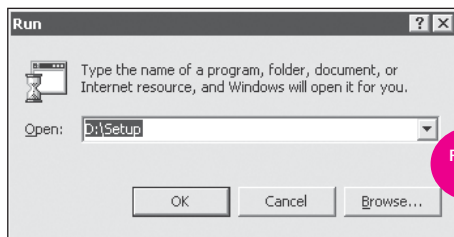
1) AUTORUN

Insert the software CD into your computer's CD-ROM drive, the system will automatically run the Setup program.

2) MANUALLY (In case your CD drive does not support AutoRun feature)

Insert the software CD into your computer's CD-ROM drive.

Make sure Windows 98 or higher program is running on your computer.



Choose RUN from Windows 98 or higher program - Start Menu and type <D:\Setup> in the Open text box, click "OK" as shown in Figure 1.1.

For autorun and manually run the setup program, please follow the onscreen instruction. We recommend you to accept all the preset options for the most complete installation.

At the end of the installation, a shortcut will be created on the desktop. If the shortcut is not created, follow the steps below to create one on your desktop.

- 1] Move the mouse or pointing device to the Start Menu at the bottom left of the screen.
- 2] Click on the right mouse button, and a menu will appear.
- 3] Click Explore, and a Windows Explorer will appear with contents of Start Menu folder.
- 4] Double click the Programs folder.
- 5] Look for the software.
- 6] Use the right mouse button to click on the software and drag it to the desktop. Release the mouse button, and a menu will appear. Do not maximize the Windows Explorer because there is no room to drag the menu to.
- 7] Click Create Shortcut(s) Here.
- 8] The shortcut will be created on your desktop.

GETTING STARTED - SOFTWARE

Once installation is complete, you can run the software by the 2 ways shown below:

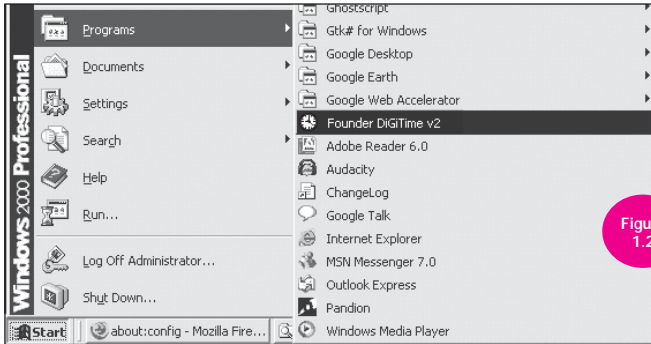


Figure 1.2

- 1) Click on the Start Menu bar and choose programs. Point to the icon of the software and click on it as shown in Figure 1.2.



Figure 1.3

- 2) From the Windows desktop, double click the software icon as shown in Figure 1.3. If you are running the program for the first time, Setup Wizard will be launched.

SETUP WIZARD

This Setup Wizard will guide you through the initial setup of the software. The following sections describe the wizard screens and the information required. Follow the wizard and the system will be ready for use.

LANGUAGE SELECT

Note

The languages in Figure 1.4 might not be displayed correctly if the PC does not support some languages used. The incorrect display does not interfere with the working of the system.

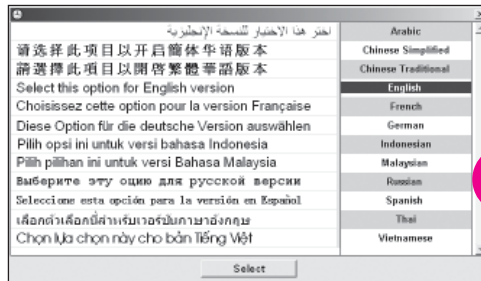


Figure 1.4

A selection of languages offered in software is as shown in Figure 1.4 select your preferred language for the software.

WELCOME MESSAGE FOR THE SETUP WIZARD

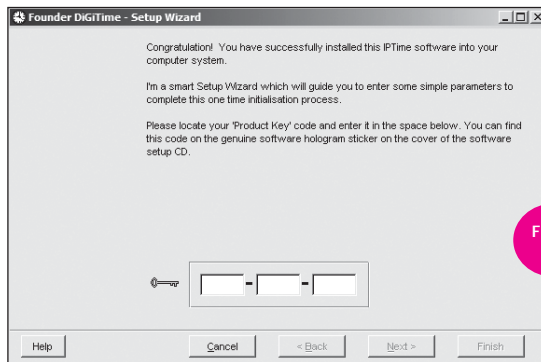
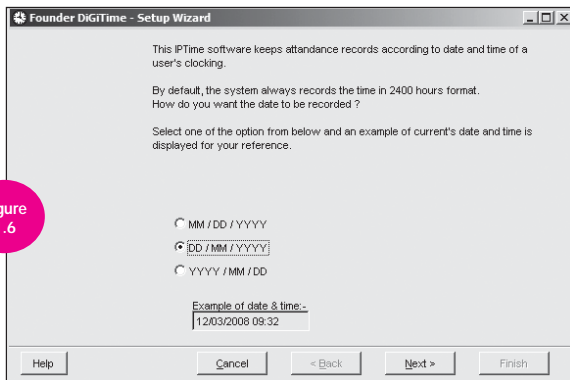


Figure 1.5

Key in the product key in the 3 boxes shown in Figure 1.5 and click "Next" button to proceed. You may find your product key on the genuine hologram security sticker on your software setup CD.

DATE/HOUR FORMAT

Figure 1.6



This format setup as shown in Figure 1.6 allows you to select the required date format based on your company's or country's preference.

- 1] Click on the radio button to select the required date format.
- 2] Click "Next" button to continue.

Note

MM is the month, DD is the day and YYYY is the year.

DAY TYPE

Setting up of day type as shown in Figure 1.7 functions to specify the keywords that represent the day type for each day of the week. We recommend you to accept the preset choice (default setting by the system) and they are:

- 1] Normal working day default is 'WORKDAY'
- 2] Non-working holiday default is 'HOLIDAY'
- 3] Other non-working days default are 'RESTDAY' or 'OFFDAY'
- 4] Click "Next" button to continue.

Note

For some Muslim countries, Fridays are rest days and Sundays are workdays.

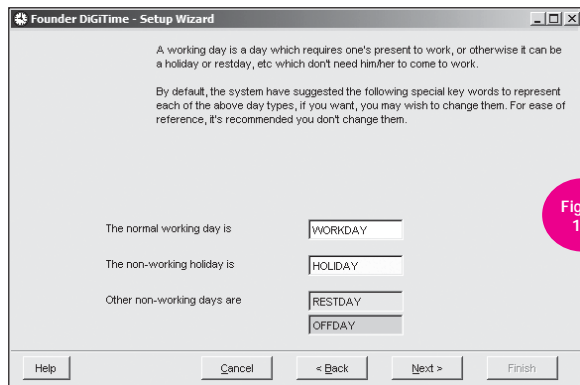


Figure 1.7

DAILY WORK SCHEDULE

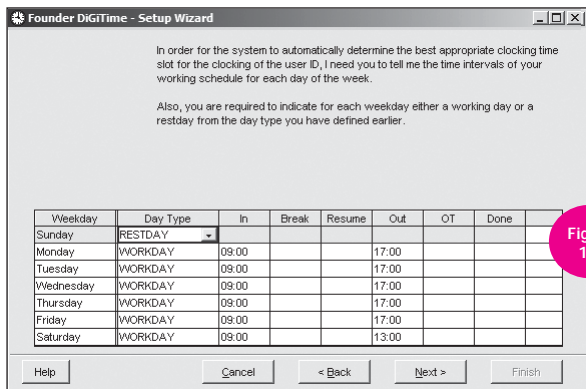


Figure 1.8

In order for the system to automatically determine the best appropriate clocking time slot, the wizard needs you to specify the official work time for all the days in a week (Monday right up to Sunday).

As shown in Figure 1.8, you can click on the drop list from day type column to indicate the day type for each weekday.

Fill in the official work time in the appropriate time slot.

Column	Definition for Column	Degree of Importance
In	The first in time	Compulsory
Break	Out for lunch	Optional
Resume	Back from lunch	Optional
Out	Going home	Compulsory
OT	Start time for overtime	Optional
Done	End time for overtime	Optional

Note

Column IN and column OUT are a must. The other columns are not compulsory but if you use column BREAK, you must use column RESUME. If you use column OT, you must use column DONE; they go in pairs.

Click "Next" button to continue.

PASSWORD AND CONTACT

Founder DiGiTime - Setup Wizard

Now come to the part where you might want to protect this program from unauthorised usage.
You can enter your secret password using maximum of 10 alpha-numeric characters to protect it for authorised usage only, or leave it blank if you don't require it now.

At your convenient, you can always activate or deactivate this password protection should you decided to change it at a later stage.

Password

Retype

Finally, you may briefly introduce yourself to me so that we may contact each other in future, that is, if you want to.

Company

Name

email

Country

Help Cancel < Back Next > Finish

Figure 1.9

- 1] This function allows you to protect the system from unauthorized entry. Once this is defined, an Enter Access Password dialog box will appear the next time you log on.
- 2] Enter your password using a maximum of 10 alphanumeric characters in the password field as shown in Figure 1.9 and retype the password to confirm it. Leave it blank if you do not wish to use this security measure.
- 3] Enter the company name, the user name and the email for further contact.
Click “Next” button to continue.

FINISH

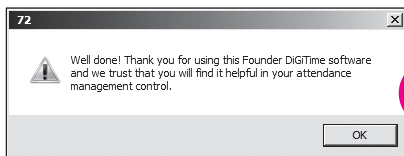


Figure
1.10

If you have filled up all the fields as required, clicking the “Finish” button will bring you to the Welcome dialog box as shown in Figure 1.10. If not, backtrack to provide all the information needed as shown in Figure 1.11.

Click “OK” in Figure 1.10. The system will prompt you to enter password if password is set. Otherwise the main menu will appear as shown in Figure 1.12.

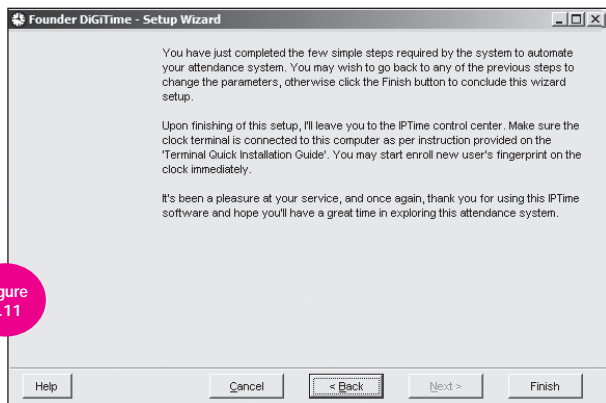


Figure
1.11

MAIN MENU




Figure 1.12

Main Menu is a list of icons shown in Figure 1.12 above. It has 9 icons that are individually explained below, a communication status window and also a search box.

	Shutdown Program allows you to quit from the software.
	Attendance Sheet provides you with instant attendance results.
	History Attendance provides you with historical attendance results.
	User Records is to keep track of your user records.
	Print Reports allows printing of a list of reports provided by the system.
	Finger Biometric Terminal allows you to configure your reader settings.
	System Configuration is use to set the company's requirements before the actual usage of the software.
	Connect to Internet Server allows you to register online and to download the latest updates. The CD-ROM update is also accessible here.
	Quick Advisor provides you with links to the seven most useful functions of the software.


UPDATE SERVICE



As and when an update is available, it will be uploaded into the software Internet Server. To retrieve the latest updates from the Internet, make sure that the computer is connected to the Internet, then just click on  icon and click "Connect" button as shown in Figure 1.13 to start the process.

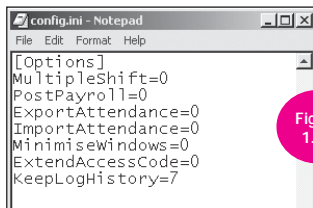
If there is an update available, the system will ask you to click on the "Download" button to download the patch. Otherwise, the system will show that there are no new files that need to be downloaded, and that your copy of the software is up to date. Just click the "Close" button to continue.

If you do not have the Internet access for the software computer, you may request your vendor to send you the latest update CD.

To retrieve the latest update from the update CD, just click on the  icon and click the CD-ROM button. You will be presented with a select directory dialog. Point the directory to your CD-ROM drive and click "Select" button to start the process.

ENABLING HIDDEN FEATURES

You can make all the hidden features visible and functional in the software. To do this you need to set up from a file in the software directory. **Please ignore this if you are using the readers for door access control only.**



From My Computer, look for \Program Files\software directory and double click on it. From the software directory, look for CONFIG.INI and double click on it. When CONFIG.INI is opened, you may see something similar to the Figure 1.14.

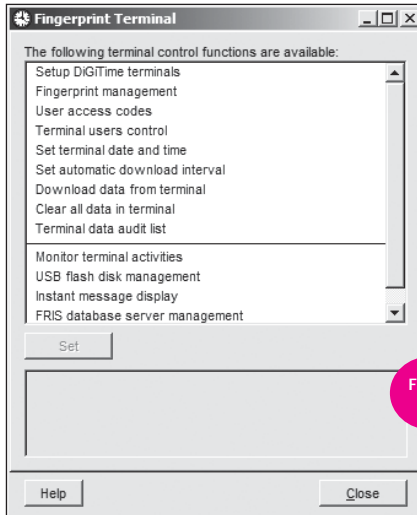
Option	Function	Default
MultipleShift	Enable/Disable multiple shift	0
Post Payroll	Enable/Disable post payroll	0
ExportAttendance	Enable/Disable export to attendance	0
ImportAttendance	Enable/Disable import attendance	0
MinimiseWindows	Enable/Disable auto minimise windows	0
ExtendAccessCode	Extend to 50 access codes to use to group user for access permission	0
KeepLogHistory	To define days to keep log files of downloaded transactions.	7


Enable = 1, Disable = 0

To activate any of the features, you must amend the software configuration file, CONFIG.INI accordingly. To activate or deactivate, change the setting from 0 to 1 or from 1 to 0. For example to change Multiple Shift from disable to enable, change MultipleShift=0 to MultipleShift=1

After changes have been made, save the settings with the same file name, CONFIG.INI and exit from the file. Restart software for the changes to take effect.

SETTING UP READER



Reader is an electronic hardware device where an employee scans his/her finger to report attendance. You may configure the reader's settings from the system by clicking on the  icon on your desktop. A Fingerprint Terminal pop up screen will be displayed as shown in Figure 2.1 above. Click on Setup terminals on Figure 2.1 to setup the reader.

TERMINAL ADVANCED SETTINGS

Terminal Advanced Settings					
Terminal ID	2	Model		Baudrate	115200
Description	Main Door			IP Address	192.168.1.50
Pulling Host IP				Connection	TCP/IP
No attendance records	<input type="checkbox"/>			Communication Key	
Language	English			Sleep time	1:00 o'clock
Date format	YY-MM-DD			Power off time	1:00 o'clock
Voice	On			Power on time	1:00 o'clock
1:N Threshold	45			SDK version	6.0.1.1
1:1 Threshold	25			Firmware version	Ver 6.18 Jan 4 2008
Only 1:1	No			Administrator	0
Idle minute	0			User	526
Idle action	Sleep Mode			Fingerprint	1022
Lock delay	150	(x20ms)		Password	0
Wiegand format				User log	48

Help **Get Settings** Default Settings Set Settings Update Firmware Close

Figure 2.3

The Terminal Advanced Settings function as shown in Figure 2.3 enables user to change the reader internal settings from the software. To access to Terminal Advanced Settings, click the Advanced Settings button as shown in Figure 2.2. With this Terminal Advanced Settings, user could change settings in reader. Please find the details of each option as below,

Terminal ID - To specify the terminal identification number.

Model - To choose from a list of reader models.

Description - To describe the terminal's details for example Terminal 1 is described as located at the front entrance.

Polling Host IP - To retrieve and to display the host IP. (Only a computer with this IP address can download the data from the reader.)

No Attendance Records - Putting a check on this box will provide no attendance records at all. This function is suitable for reader for door access only.

Language - To choose the language for the reader.

Date format - To choose the date format from the list to be displayed on the reader.

Voice - To enable or disable voice emission in the reader.

1:N Threshold - Specify the value for 1:N matching threshold in the reader, which means the amount of total point that will be read by the scanner during verification. The valid range of the threshold should be between 0-50; the recommended range is 45-50.

1:1 Threshold - Specify the value for 1:1 matching threshold in the reader. The valid range should be between 0-50. The recommended range is 35-50.

Only 1:1 - To specify the verification method for the terminal. If "No" is chosen, the reader will work on 1:N as well as 1:1 methods. If "Yes" is chosen, the scanner will not respond to a fingerprint input unless the user inputs his/her ID.

Idle Minute - To specify the number of minutes to trigger the idle action with either power off or sleep mode. Choose value "0" could disable this function.

Idle Action - To specify the idle action with either power off or sleep mode.

Lock delay - To specify the timer of the door after verification is done and before the door is shut again. This function is for door access usage.

Wiegand format - To specify the Wiegand format used. Wiegand format is another communication interface besides ethernet, RS232 or RS485. Wiegand format normally is integrated with a third party software or a controller.

Baudrate - To specify the Baudrate of the reader, which is the data transmission speed for device to computer. This is only effective when the RS232/RS485 communication methods are used, ignore this if using TCP/IP. Leave the value as 115200 as default.

IP Address - To specify the IP Address of the reader. This is only effective when the TCP/IP communication method is used.

Connection - To choose from the list of connection types available. Ethernet, RS232 or RS485. Choose only one.

Communication Key - To specify the communication key, a hidden password for software to communicate with device which has already being set in the reader; the default value is 0.

Sleep Time - To specify the time for the reader to rest.

Power Off Time - To specify the time to turn off the reader automatically.

Power On Time - To specify the time to start the power on the reader automatically.

SDK Version - To display the SDK version of the reader.

Firmware version - To display the Firmware version of the reader.

Administrator - To display the number of administrators available in the reader.

User - To display the total number of users available in the reader.

Fingerprint - To display the total number of fingerprint templates available in the reader.

Password - To display the total number of password users available in the reader.

User Log - To display the number of transactions being done in the reader.

Get Settings - Click to get the current settings of the reader.

Default Settings - Click to get the default settings of the reader.

Set Settings - After changes have been made, a click on this button will update settings to the reader.


Update Firmware - To update to the latest reader firmware. You may get this firmware update file from resellers.

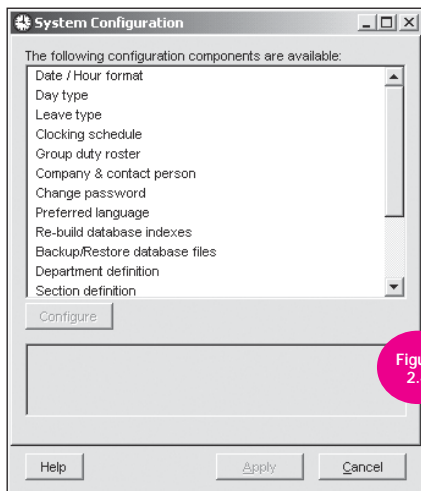
Close - To close the Terminal Advanced Settings window.

Note

Firmware file is always
in .cfg format

SYSTEM CONFIGURATIONS

This chapter will guide you to set up the system configuration and the reader based on your company's time policy. This function is activated by clicking on the  icon at the Main Menu. It tells the whole company's time policy before actual usage of the software. It consists of the following topics as shown in Figure 2.4.



Note

Please refer to the individual topic for elaboration. You may ignore whichever is completed during the setup wizard.

Figure 2.4

DATE/HOUR FORMAT

This function is to set the display format of date and time throughout the system as shown in Figure 2.5. You may choose from one of the three formats and the sample of the date will be displayed. You may also choose the choice of hour presentation format you like.

- 1] Double click "Date/Hour Format" and select the required date and hour format that you wish to implement.

2] There are three types of date format available:-

- * MM / DD / YYYY indicates month, day & year
- * DD / MM / YYYY indicates day, month & year
- * YYYY / MM / DD indicates year, month & day

Note

MM is the month, DD is the day and YYYY is the year.

3] Two types of hour format available:-

- * hh.hh indicates time in hour. For example, 08:30am will be presented as 08.50
- * hh.mm indicates time in hour & minute. For example, 08:30am will be presented as 08.30

4] Upon selection, click "Close" to confirm date format.

Date / Hour Format

Choose one of the option from the following to display the attendance's date and calculated hour:-

☐ MM / DD / YYYY

☒ DD / MM / YYYY

☐ YYYY / MM / DD

Example of date & time:-

18/03/2008 13:39

☐ hh.hh

☒ hh.mm

Example of hour:-

13.39

Help Close

Figure 2.5

DAY TYPE

This function is to specify the keywords that represent the day type for each day of the week as shown in Figure 2.6. Please IGNORE this if you are using the reader for door access control only. We recommend you to leave the settings as default. To change the settings:

1] Double click on "Day Type" at the System Configuration window.

2] Specify the keywords that represent the day type:-

- Normal working Day is WORKDAY.
- Non-Working day is HOLIDAY.
- Other non-working days are RESTDAY or OFFDAY.

Day Type

Please enter the special key words for the working day, holiday and restday etc:-

		wages x %		
		Work	OT	Diff. OT
The normal working day is	WORKDAY	100	100	
The non-working holiday is	HOLIDAY	100	100	
Other non-working days are	RESTDAY	100	100	
	OFFDAY	100	100	

Help Close

Figure 2.6

- 3] The column "Wages x %" is available to calculate the gross payable amount for work and overtime. Define the Rate/Hour in User Records and the overtime percentages, the Gross Wages Report will be able to present the payable work and overtime amount.
- 4] Click "Close" to save changes.

LEAVE TYPE

This function specifies the type of leaves allowed in the system as shown in Figure 2.7. **PLEASE IGNORE this if you are using the reader for door access control only.**

Leave Type

Please enter the special key words for absent leave, and any other leaves:-

Absent on working day is	ABSENT	
Other type of leaves are	ANNUAL	
	SICK	
	HOSPITAL	
	MATERNITY	
	PATERNITY	
	EMERGENCY	

Help Close

Figure 2.7

Absent on a working day is a special type of leave. This Absent leave means that there is no prior approval given. An additional 20 different type of leaves are made available for your convenience. Feel free to change the default descriptions according to your requirements.

- 1] Double click on the “Leave Type” and specify the leave types that are applicable to your company.
- 2] Click “Close” button to confirm the leave type keywords.

COMPANY & CONTACT PERSON

This feature allows you to specify your company name, person of contact and his e-mail for future correspondence.

Double click on the “Company & Contact Person” and enter your name and email.

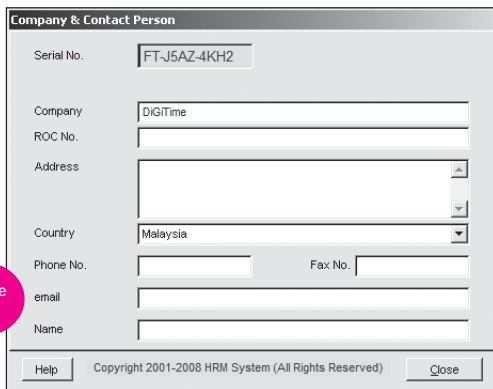


Figure 2.8

CHANGE PASSWORD

This feature allows you to protect the system from any unauthorized entry.

- 1] Double click on the “Change password” under System Configuration and enter your password using a maximum of 10 alphanumeric characters and retype the word to confirm your password as shown in Figure 2.9.
- 2] Click “Close” to save record.

Change Password

Please type in your new password using maximum of 10 alpha-numeric characters:-

Login: [Masked Input]

Administrator: [Masked Input]

Password: [Masked Input]

Retype: [Masked Input]

Buttons: Help, Close

Figure 2.9

Note

Log on under "Login" account will enable the user to enter the software to view the data. If the user needs to make any modification, he/she must log on as an administrator.

PREFERRED LANGUAGE

This system is capable of displaying multiple languages, such as English, Arabic, Russian, etc.

اختر هذا الاختيار للنسخة الإنجليزية

请选择此项目以开启简体中文版本	Arabic
請選擇此項目以開啓繁體華語版本	Chinese Simplified
Select this option for English version	Chinese Traditional
Choisissez cette option pour la version Française	English
Diese Option für die deutsche Version auswählen	French
Pilih opsi ini untuk versi bahasa Indonesia	German
Pilih pilihan ini untuk versi Bahasa Malaysia	Indonesian
Выберите эту опцию для русской версии	Malaysian
Seleccione esta opción para la versión en Español	Russian
เลือกตัวเลือกนี้สำหรับเวอร์ชันภาษาอังกฤษ	Spanish
Chọn lựa chọn này cho bản Tiếng Việt	Thai
	Vietnamese

Buttons: Select

Figure 2.10

Once activated, you will be presented with the various language options as shown in Figure 2.10.

- 1] Double click on the "Preferred language" and choose your language.
- 2] Click "Apply" button on the System Configuration to confirm.

REBUILD DATABASE INDEXES

This function is used to rebuild all the database indexes. Normally, this is not required unless your indexes are not up-to-date or corrupted.

Double click on the “Re-build Database Indexes”; and all the indexes will be rebuilt in seconds.

Note

The languages in Figure 2.10 may not be displayed correctly if the PC does not support some languages used. The incorrect display does not interfere with the working of the system. The selected new language will be used the next time you login.

BACKUP/RESTORE DATABASE FILES

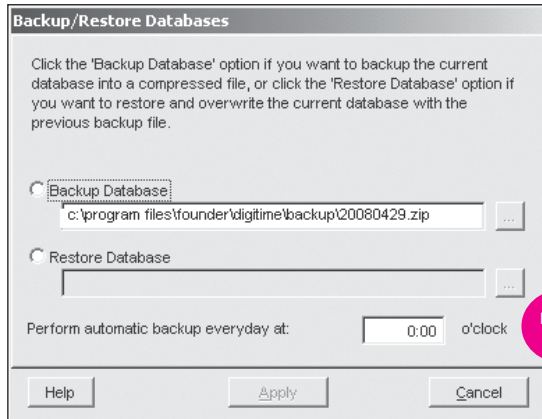


Figure 2.11

This function is to backup the existing database to a storage media, or to restore the database from the previous backed up database into the system as shown in Figure 2.11.

Select Backup Database

Change the file name and click the “Apply” button to execute the backup process.

Select Restore Database

Click the “...” button to select the backup file you want to restore from and click the “Apply” button to start the restoration process.

Perform automatic backup everyday at

Input time in this format hh:mm; e.g. input 13:00, and the system will do backup automatically at 1:00pm every day.

Note

Current database will be replaced with the latest database after restoration command is performed.

DEPARTMENT DEFINITION

Department Name Definition

Below is a table consists of user-definable department names.

Department	Password
Information Technology	*****
Human Resources	*****
Account	*****
Sales	*****
Administration	*****
Production	*****

To add a new record, press the down-arrow key when it is at the bottom of the list.

To remove a record, just erase the description.

Help Close

Figure 2.12

As shown in Figure 2.12, you can use this function to define your department by name. There are three things you can do here. They are: -

- 1) Add a new department name.
- 2) Edit a department name.
- 3) Remove a department name.

To add a new department, use down-arrow key to move the pointer point to the bottom of the list then enter the new department name.

To edit a department name, point to the selected department name then change the description.

To remove a department, points to the selected department then erase the description.

If a password is defined next to the department, when software is logged in with this password, the data will only show those corresponding to the department.

Note

SECTION DEFINITION

Section Name Definition

Below is a table consists of user-definable section names.

Section
Local
Overseas

To add a new record, press the down-arrow key when it is at the bottom of the list.
To remove a record, just erase the description.

Help Close

Figure 2.13

As shown in Figure 2.13, you can use this function to define your section by name. There are three things you can do here. They are: -

- Add a new section name.
- Edit a section name.
- Remove a section name.

To add a new section, use down-arrow key to move the pointer point to the bottom of the list then enter the new section name.

To edit a section name, point to the selected section name then change the description

To remove a section, point to the selected section then erase the description.

Section can either be above or under a particular department. For example, if a section is defined by using category such as 'Local' and 'Overseas', it means that both Local and Overseas can place higher than Department, thus can contain the departments mentioned in the Department Definition.

Note

Section Name Definition

Below is a table consists of user-definable section names.

Section
Account Payable
Account Receivable
Credit Control

To add a new record, press the down-arrow key when it is at the bottom of the list.
To remove a record, just erase the description.

Help Close

Figure 2.14

If a section is defined as Figure 2.14, this means that the following section falls under a department, whereby a department can further be segregated. For example, Accounts department can be divided into several units such as Account Payable, Account Receivable and Credit Control, as shown in Figure 2.14.

REMARK DEFINITION

You can use this function to define your remark. There are three things you can do here. They are: -

- Add a new remark
- Edit a remark
- Remove a remark

To add a new remark, use down-arrow key to move the pointer point to the bottom of the list then enter the new remark.

To edit a remark, point to the selected remark then change the description

To remove a remark, points to the selected remark then erase the description.

Attendance Remark Definition

Below is a table consists of user-definable remark for attendance.

Remark	Code
Check In	00
Check Out	01
OT In	04
OT Out	05

To add a new record, press the down-arrow key when it is at the bottom of the list.
To remove a record, just erase the description.

Help Close

Figure 2.15

Add Extra Code for Attendance Remark Definition

As shown in Figure 2.15, you can specify remarks with code values. System can only recognize the codes as described in table below:

Code	Description/Remarks
00	Check In
01	Check Out
04	OT In
05	OT Out

The purpose of specifying the code is to allow understanding of staff movements in Door Access reports such as "Staff Movement Analysis", "Terminal Activity Report" and "Terminal Transaction Listing".

These codes will only be applicable if user press the respective function at the reader, whereby "Check-In" is button UP, "Check-Out" is button DOWN, "OT-in" is button ESC and "OT-out" is button OK.

You do not need to press any check in or out button during verification. System will capture your attendance data and compare with the preset working rules in clocking schedule. System will locate your attendance data in related time slots.

IMPORTANT!

Before exiting the System Configuration, click "Apply" button after each of the above setting is set.

SET TERMINAL DATE AND TIME

Set Date & Time

Please specify the date and time to be set in the data terminal:-

18/03/2008 13:40:34

Help Apply Close

Figure 2.16

This function as shown in Figure 2.16 is used to send your date and time to the reader according to the PC's time. This is used in the event that the reader's date or time is inaccurate during the first time installation.

SET AUTOMATIC DOWNLOAD INTERVAL

Set Clocking Download Interval

Use this function to specify the time interval for the system to automatically download the clocking data from the data terminal -

Second(s)

Specify the time interval for the system to activate the automatic download process before and after each clocking time: -

Minute(s)

Specify daily download timer for the system to activate the automatic download process everyday.

o'clock
 o'clock

Figure 2.17

This function specifies the interval time in which the system will automatically download data from the reader and drop it into the Terminal Data Audit List.

As shown in Figure 2.17, you can fill up the value in the 4 fields according to your needs:

Specify the time interval in seconds. Default setting is 0 second.

For example, if the time interval is set as 60 seconds, it means that the data will be automatically downloaded every 60 seconds.

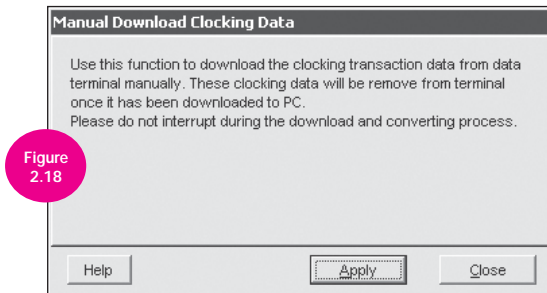
Specify the time interval for the system to activate the automatic download process before and after each clock time. Default setting is 0 minute.

For example, if the time interval is set at 30 minutes and the "IN" time is at 9:00am, the "OUT" time is at 18:00pm, the system will activate the automatic data download from the clock 30 minutes before and after the "IN" time (between 8:30am to 9:30am) and 30 minutes before and after the "OUT" time (between 17:30pm to 18:30pm).

Specify 2 daily download timers for automatic download everyday.

For example, if the first field set is set to 09:30 and the second field is set to 19:00. The system will automatically download data on 9:30am and 7:00pm everyday.

DOWNLOAD DATA FROM TERMINAL



This function allows you to download data on request. This function will download data residing in the terminal. The data downloaded will be stored in the Terminal Data Audit List.

- Double click "Download data from terminal", screen as shown in Figure 2.18 will prompt out.
- Click "Apply" to start downloading data.

CLEAR ALL DATA IN TERMINAL

If you have decided to clear all data in the reader, key in the confirmation code displayed in the field as shown in Figure 2.19, and click "Yes" button to continue.

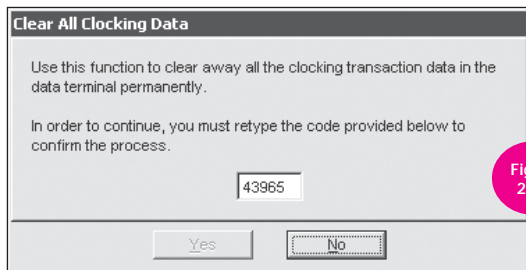


Figure 2.19

TERMINAL DATA AUDIT LIST

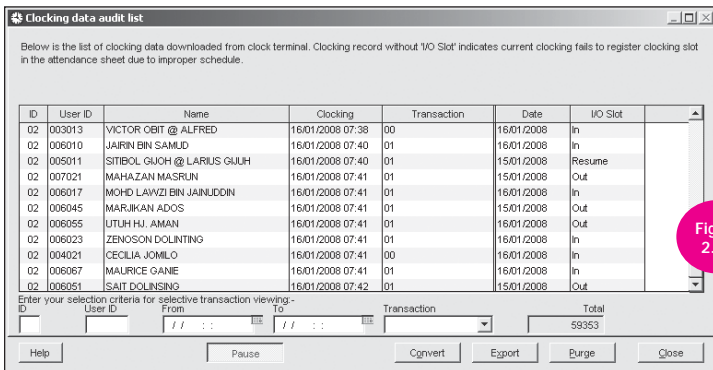
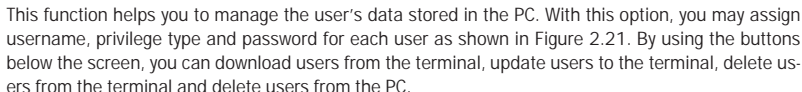


Figure 2.20

This function allows you to view all downloaded data from the access reader as shown in Figure 2.20.

- 1] To view the data, press the "Pause" button to stop the downloading process.
- 2] You are allowed to run convert for attendance or to delete existing records while you are under the pause mode.

Figure 2.21



Name - To display the full names of users.

Fingerprint - To display quantity of enrolled fingerprint for each user.

Privilege - To display and to change the level of privilege of users

Password - To display and change the password of users to use in terminals. Password is displayed in "*****" for security.

Card - To display the RFID card ID enrolled with the user ID. Only applicable to readers with RFID functions.

Disable - To block user to verify fingerprint or password or RFID card at terminals.

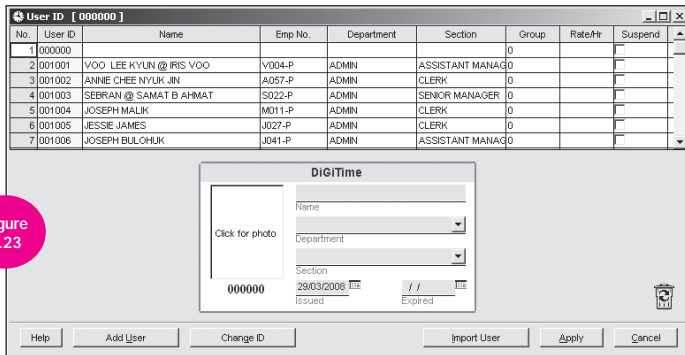
The screenshot shows the 'User Fingerprint Management' application with the 'Download Users from Terminal' dialog box open. The dialog box contains the following information:

- Title:** Download Users from Terminal
- Instructions:** Use this function to download all (including new) or selected user(s) data from selected terminal to PC. You can either choose to download fingerprints, username + privilege + password, or both data set.
- User List Table:**

No.	User ID	Name
1	000001	John Bacon
2	000002	Mark Ray
3	000003	Elizabeth Wilson
4	000004	Jennifer Thompson
5	000005	Jack Burns
- Selection Options:**
 - You may select the range of records by:**
 - ID:** A dropdown menu showing 'ID' and a range selection box.
 - User ID:** A list of user IDs with corresponding names: 000001 John Bacon, 000002 Mark Ray, 000003 Elizabeth Wilson, 000004 Jennifer Thompson, 000005 Jack Burns.
 - Selection:** Radio buttons for 'All', 'None', and 'Some'.
 - Selected data:** Checkboxes for 'Fingerprint' and 'Username + Privilege + Password'.
- Buttons:** Help, Download User, Apply, Cancel, Save User, Close.

Save User - This button will store the latest record into the database.

USER RECORDS



The screenshot shows a software window titled "User ID [000000]". It contains a table with the following data:

No.	User ID	Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend
1	000000					0		<input type="checkbox"/>
2	001001	VOO LEE KYUN @ IRIS VOO	Y004-P	ADMIN	ASSISTANT MANAG	0		<input type="checkbox"/>
3	001002	ANNIE CHEE NYUK JIN	A057-P	ADMIN	CLERK	0		<input type="checkbox"/>
4	001003	SEBRAN @ SAMAT B AHMAT	S022-P	ADMIN	SENIOR MANAGER	0		<input type="checkbox"/>
5	001004	JOSEPH MALIK	M011-P	ADMIN	CLERK	0		<input type="checkbox"/>
6	001005	JESSE JAMES	J027-P	ADMIN	CLERK	0		<input type="checkbox"/>
7	001006	JOSEPH BULOHIK	J041-P	ADMIN	ASSISTANT MANAG	0		<input type="checkbox"/>

Overlaid on the table is a "DIGiTime" registration window. It contains a "Click for photo" button, a "Name" text field, a "Department" dropdown menu, a "Section" dropdown menu, and a "User ID" field with the value "000000". Below these fields are "Issued" and "Expired" date fields, both showing "29/03/2008". At the bottom of the window are buttons for "Help", "Add User", "Change ID", "Import User", "Apply", and "Cancel".

Figure 2.23

To utilize software, each employee must register at both the reader and the PC. The user ID record as shown in Figure 2.23 is equivalent of the punch card. The difference is that an employee does not need to carry a card. What the user need to do is to place his/her finger at the IP-Bio® IP-Time reader and a greeting will be displayed indicating the user that the data has been recorded in the reader.

The function of the User ID is to store the Name, Department and Group Duty Roster information of all employees. It also displays the photograph of the staff.


There are six things you can do here. They are:

- Add a new user
- Attach or remove a photograph
- Change staff information
- Remove a user
- Assignment of staff attendance setting
- Change ID

ADD A NEW USER

- 1] Click "Add User" and key in the user ID, employee name, department and other information.
- 2] The system will automatically update the information of the new user. When the user reports for attendance at the reader for the first time, the six-digit number associated with him/her will automatically be transferred to this screen during data download from the reader.

ATTACH OR REMOVE A PHOTOGRAPH


- 1] To attach a photograph, click on the User ID number to select the staff record. Then, click on the box with label "Click for photo" and assign the scanned photo (JPEG only). The photograph will be displayed immediately.
- 2] To remove a photograph, drag the photograph into the  icon

CHANGE STAFF INFORMATION

- Click on the User ID number to select the staff record.
- Move the cursor to the information you need to make changes.

Column	Description
User ID	User ID number
Name	Employee name
Emp. No.	Employee number
Department	Department description
Section	Section description
Group	Group duty roster
Rate/Hr	Rate per hour for reporting purpose
Suspend	Stop monitoring for the selected user

REMOVE A USER

Drag the required User ID number to the  icon and click on "Apply" button to confirm your deletion.

ASSIGNMENT OF STAFF ATTENDANCE SETTINGS

To ensure the accuracy of the staff attendance, you need to assign each employee with his/her respective group duty roster code. As each employee reports to work based on the scheduled duty roster, all the employees who have been assigned to the same duty roster will be assigned with the same group duty roster code. Refer to Chapter 3 for setting up of group duty roster.

CHANGE ID

Click on the "Change ID" button, a dialog window will prompt out. Select the ID to change, key in a new ID and click "Apply" to confirm.

IMPORTANT!

Before exit the User Records screen, you must click "Apply" button to save the records that have been added or edited.

CLOCKING SCHEDULE

Figure
3.1

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule

Description

Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	RESTDAY							
Monday	WORKDAY	09:00	12:30	13:30	18:00	19:00	23:00	
Tuesday	WORKDAY	09:00	12:30	13:30	18:00	19:00	23:00	
Wednesday	WORKDAY	09:00	12:30	13:30	18:00	19:00	23:00	
Thursday	WORKDAY	09:00	12:30	13:30	18:00	19:00	23:00	
Friday	WORKDAY	09:00	12:30	13:30	18:00	19:00	23:00	
Saturday	RESTDAY							

Do you want to use OT/Done as scheduled work instead of overtime ? ☐ Yes

Please specify the time interval if you want to have rates differential for overtime -

Clocking schedules are a group of working schedules that a company can predetermine and these clocking schedules can later be assigned to relevant employees accordingly.

For the system to automatically determine the best appropriate clocking time slot, you need to assign the official work time. To begin, double click on "Clocking Schedule" at the System Configuration window.

There are 2 types of clocking schedule:

- 1] Weekly schedule is utilized when working time is repeated in a weekly basis throughout the entire year. Schedule code for weekly schedule is determined by number 0-9.
- 2] Daily schedule is utilized when working time changes on a daily basis. Schedule code for daily schedule is determined by letters, a-z.

DEFINING WEEKLY SCHEDULE

Weekly Schedule is reserved to schedule code 0 to 9.

For example:

SCHEDULE	WORKDAY	REST DAY	CLOCKING RANGE
0	Monday to Saturday	Sunday	9:00am to 5:00pm
1	Tuesday to Sunday	Monday	9:00am to 5:00pm
2	Thursday to Tuesday	Wednesday	9:00am to 5:00pm
3	Saturday to Thursday	Friday	9:00am to 5:00pm

Clocking schedule 9 is referred to as flexi-hour clocking. A user with flexi-hour clocking is not entitled for a late-in or an early out. Software will only capture the first 4 clocking times of the particular user. Under schedule 9, definition of IN and OUT time are not necessary.

CLOCKING

Clocking Schedule

Schedule
0

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Clocking
Range
Settings
Description

Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	RESTDAY							
Monday	WORKDAY	09:00	12:30	13:30	18:00	19:00	23:00	
Tuesday	RESTDAY	09:00	12:30	13:30	18:00	19:00	23:00	
Wednesday	OFFDAY	09:00	12:30	13:30	18:00	19:00	23:00	
Thursday	WORKDAY	09:00	12:30	13:30	18:00	19:00	23:00	
Friday	WORKDAY	09:00	12:30	13:30	18:00	19:00	23:00	
Saturday	RESTDAY							

Do you want to use OTDone as scheduled work instead of overtime ? ☐ Yes

Please specify the time interval if you want to have rates differential for overtime : - :

Help
Close

Figure
3.2

At the “Clocking” tab as shown in Figure 3.2, move pointer to the day type column to indicate the day type for each weekday.

For example, if Monday is “Workday”, move pointer to day type column - Monday and choose “Work-day” from the pull down menu. Once activated, it will change from grey to white.

Anyway you must define “work day” and “rest day” for everyday to activate the schedule.

Fill in the official work time on the appropriate time slot.

Column	Definition for Column	Degree of Importance
In	The first in time	Compulsory
Break	Out for lunch	Optional
Resume	Back from lunch	Optional
Out	Going home	Compulsory
OT	Start time for overtime	Optional
Done	End time for overtime	Optional

Note

Column IN and column OUT are a must. The other columns are not compulsory but if you use column BREAK, you must use column RESUME. If you use column OT, you must use column DONE: they go in pairs.

Do you want to use OT/Done as scheduled work instead of overtime?

If “Yes” is selected, it means the full scheduled working schedule is from IN until DONE columns, instead of normal OUT column, and overtime operations will be captured after off duty time, that is, after scheduled DONE clocking time. You will only click Yes if there are 2 break times during same working day or there is a fixed OT work and users must work to complete the OT work.

RANGE

At the “Range” tab as shown in Figure 3.3, specify the clocking range accordingly. (Optional)

For example, if the clocking range for workday “In” time is from 7:00am to 9:00am and the “Out” time is from 5:00pm to 7:00pm, move pointer to “In” time column, enter “9:00” and “Out” time column as “19:00” for Monday to Friday.

If “Replace with the latest clocking” is selected, it means the clocking time will always be replaced with the latest clocking time.

For example, if “Out” is selected and an employee has few clocking times for “Out”, e.g. 18:05pm, 18:10pm, 18:15pm - the system will take 18:15pm as the “Out” time.

Note

It is recommended that you leave this option blank as default settings.

Note

It is recommended to check for “Out” and “Done” columns.

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule:

Clicking Settings

Optional: You may specify a maximum time that a particular clocking falls in that time slot

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY						
Tuesday	WORKDAY						
Wednesday	WORKDAY						
Thursday	WORKDAY						
Friday	WORKDAY						
Saturday	WORKDAY						

Replace with the latest clocking:-

☐ ☐ ☐ ☒ ☐ ☒

Figure 3.3

DEFINING DAILY SCHEDULE

Daily schedule is reserved from a to z as you can see at the top right corner of Figure 3.4. This daily schedule is effective for clocking hours of 24 hours a day, where days are not known as Monday, Tuesday etc.

- 1] Clocking Time specifies to the actual schedule time. The system will capture the nearest time based on the schedule setting. Columns details are described in Defining Weekly Schedule, Clocking section.
- 2] Clocking Range is an alternative way to set the schedule time. The system will capture the time that is within the clocking range.
- 3] Do you want to use OT/Done as scheduled work instead of overtime?
If "Yes" is selected, it means the full scheduled working schedule is from IN until DONE columns instead of the normal OUT column, and the overtime operations will be captured after off duty time, that is, after scheduled DONE clocking time. You will only click Yes if there are 2 break times during same working day or there is a fixed OT work and users must work to complete the OT work.

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule a

Clocking | **Settings** | Description

	<u>In</u>	<u>Break</u>	<u>Resume</u>	<u>Out</u>	<u>OT</u>	<u>Done</u>
Clocking Time:- Actual clocking time Leave it blank if not used	08:00	12:30	13:30	17:00	18:00	23:59
Clocking Range:- Clocking before this time Leave it blank for default range	:	:	:	:	18:00	23:59
Latest Clocking:- Replace with most recent clocking within the clocking range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you want to use OT/Done as scheduled work instead of overtime ? ... <input type="checkbox"/> Yes						
Please specify the time interval if you want to have rates differential for overtime ... <input type="text"/> - <input type="text"/>						
If this is a rotational shift, specify the qualify minutes before the shift starts.. ... <input type="text"/>						

Help

Close

Figure 3.4

- 4] If “Replace with the latest clocking” is selected, it means the clocking time will always be replaced with the latest clocking times. For example, if “Out” is selected and an employee has few clocking time for “Out”, e.g. 18:05pm, 18:10pm, 18:15pm, the system will take 18:15pm as the “Out” time. It is recommended to check the “Out” and “Done” columns.
- 5] If this is a rotational shift, specify the qualified minutes before the shift starts. Specify the number of minutes in the text column so that every time the shift rotates, it will have a delay of minutes in between. This enables users to have enough time to clock in or clock out without causing huge traffic flow at the readers.

SETTINGS

At the “Settings” tab as shown in Figure 3.5, specify the necessary settings applicable for attendance calculation.

This allows you to specify the time policy to calculate late in, early out, overtime & working hour.

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule:

Clocking | Range | **Settings** | Description:

Allow a grace period in minutes for late-in:

Allow a grace period in minutes for early-out:

Minimum minutes must worked to qualify for overtime:

Maximum no. of hours allowed to claim for overtime:

Work hours is either round-up or round-down (-ve) in minutes of:

Overtime hours is either round-up or round-down (-ve) in minutes of:

Lunch time duration for flexi-lunch range in minutes:

Do you want to exclude the lunch hour from working hour? ☐ Yes ☒ No

Do you want to provide overtime for work before in time (earlytime)? ☐ Yes ☒ No

Figure 3.5

Allow a grace period in minutes for late-in = 15

This means LATE IN will only be calculated if you come to work after 9:15am, assuming that your IN time is 9:00am.

Allow a grace period in minutes for early-out = 15

This means EARLY OUT will only be calculated if you go home before 4:45pm assuming that your OUT time is 5:00am.

Minimum minutes must worked to qualify for overtime = 60

This means if an employee overtime work is 45 minutes, she/he will not be entitled for overtime claim. He/she only can claim for the overtime if his/her overtime work is more or equal to 1 hour.

Maximum no of hours allowed to claim for overtime = 24

By default, this will be set as 24. This means that the maximum number of hours an employee is eligible to claim for OT hours in a day is 24 hour.

You will need to leave the space blank if the users are not entitled to any OT claimed. You will not see any OT time displayed in Attendance Sheet or reports.

Grace period in minutes for late in and early out is the tolerance time in minutes when dealing with late in and early out. For example, if an employee is late for 15 minutes, by setting a grace period of 5 minutes, the employee will be reported as having 10 minutes late in.

Note

Work hours is either round-up or round-down (-ve) in minutes of = 15

All minutes will be rounded up as below:

1 - 15 minutes = 15

16 - 30 minutes = 30

31 - 45 minutes = 45

46 - 59 minutes = 1 hour

Overtime hours is either round-up or round-down (-ve) in minutes of = -15

All minutes will be rounded down as below:

1 - 15 minutes = 0

16 - 30 minutes = 15

31 - 45 minutes = 30

46 - 59 minutes = 45

Lunch/Dinner time duration for flexi-lunch/flexi-dinner range in minutes

- Specify duration of lunch if flexi-hour is implemented.
- Specify duration of dinner if "OT/Done schedule work instead of overtime" is implemented.

Do you want to exclude the lunch/dinner hour from Working Hour?

If "YES" is selected for in the lunch column, the working hour will deduct lunch hour.

Working hour = 8 hours - lunch 1 hour

= 7 hours

If "YES" is selected for in the dinner column, the working hour will deduct dinner hour.

Working hour = 7 hours - dinner 1 hour

= 6 hours

Do you want to provide overtime for work before in time (early time)?

If "YES" is selected, early overtime will be calculated if you come to work before IN time.

- Click "Close" to save the records.

GROUP DUTY ROSTER

Select the desired duty roster code from 0 to 9 or A-Z and specify the year of the duty planner, click "Auto Schedule" to facilitate the assignment of recurring working schedule by a day type. Drag "Holiday" and drop it on to the date to indicate the holidays by color.

Click on "Holiday List", choose on particular row and you can input for the holiday date and holiday description.

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group:

2008 Description:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Buttons: Help, Close, Holiday List, Day Type, WORKDAY, HOLIDAY, RESTDAY, OFFDAY, Auto Schedule, Import Roster, Different Restday, Erase Roster.

Figure 3.6

This function allows you to define the duty rosters used by each employee in the company. As Clocking Schedule has reserved 0 to 9 for weekly clocking schedule, group code 0 to 9 have also been reserved to reflect each of the 10 weekly clocking schedules throughout the year.

In the screenshot in Figure 3.6, boxes highlighted in a few colours where white are represented as “Workday”, grey represents as “Restday” or “Offday” and blue are represented as “Holiday”.

Click on “Different Restday”. You can set different rest days under the group based on different staff requirements. Every time you make adjustment, you are required to click the “Generate” button in the attendance sheet should you want the adjustment to take effects immediately on the existing attendance records. Different Rest day is only valid for Group Duty Roster 0 to 9.

If the weekly clocking schedule cannot justify your company’s time policy, you may define additional duty roster by using group code A to Z.

A to Z clocking schedule is designed to meet scheduled rotational shift work with optional multiple (maximum of 3) shifts per day.

Change the group code to the desired group code (those between A to Z), and click on “Auto Schedule”

button to automate the generation of duty roster by defining the pattern of daily clocking schedule rotation.

Note

You are allowed to schedule the whole year duty roster by clicking the "Auto Schedule".

Figure 3.7

Holiday List

Below is a list of holiday to be included in the group duty rosters.

Date	Holiday
01/01/2008	NEW YEAR
01/05/2008	LABOUR DAY
/ /	
/ /	
/ /	
/ /	
/ /	

To add a new record, press the down-arrow key when it is at the bottom of the list.
To remove a record, just erase the description.

Help Close

For example:

Effective from 1st January 2008, Tuesday is a "Restday", thus there are 6 workdays per week. Repeat the settings for every week until end of the year.

Thus, in the Auto Schedule Assistant, you will need to define Sunday as "Restday" and the rests as "Workday".

Make sure you configure the effective date range. For example, the schedule starts from Sunday, therefore the effective date range should also start from Sunday, 2008/01/06.

When "Okay" button is pressed, the roster will be created as per Figure 3.6. Click "Close" to save record.

Figure 3.8

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Clocking Settings Description

Clocking Time:-
Actual clocking time
Leave it blank if not used

In	Break	Resume	Out	OT	Done
08:30	12:30	13:20	17:30	:	:

Clocking Range:-
Clocking before this time
Leave it blank for default range

:	:	:	:	:	:

Latest Clocking:-
Replace with most recent clocking within the clocking range

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Do you want to use OT/Don't as scheduled work instead of overtime ? ☐ Yes

Please specify the time interval if you want to have rates differential for overtime -

If this is a rotational shift, specify the quality minutes before the shift starts

Help Close

MULTIPLE SHIFT SETTINGS

For example:

A factory is running 24-hours a day, from Monday to Saturday. There are 3 working shifts which are as shown in the table:

Shift	In	Break	Resume	Out
Morning	8am	12pm	1pm	4pm
Evening	4pm	8pm	9pm	12am
Night	12am	4am	5am	8am

Table 1. Working schedules.

Workers are allowed to work for the following shift if they are able to do so. Workers must attend and finish their assigned working shift before they continue to the following shift. In the software each worker is able to attend 3 working shifts in 24 hours (a day).

It is recommended to make use of clocking schedule 1 to 8, which support weekly basis. First you need to set up 3 clocking schedules as shown below,

1] Clocking **schedule a** for Morning shift workers,

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule: **a**

Clocking Settings Description: **Morning Shift**

	In	Break	Resume	Out	OT	Done
Clocking Time:- Actual clocking time Leave it blank if not used	08:00	12:00	13:00	18:00	:	:
Clocking Range:- Clocking before this time Leave it blank for default range	:	:	:	:	:	:
Latest Clocking:- Replace with most recent clocking within the clocking range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Do you want to use OT/Dones as scheduled work instead of overtime? ☐ Yes

Please specify the time interval if you want to have rates differential for overtime -

If this is a rotational shift, specify the quality minutes before the shift starts.. 5

Help Close

Figure 3.9

2) Clocking **schedule b** for Evening shift workers,

3) Clocking **schedule c** for Night shift workers,

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule: **c**

Clocking | Settings | Description: **Night Shift**

	In	Break	Resume	Out	OT	Done
Clocking Time:- Actual clocking time Leave it blank if not used	00:00	04:00	05:00	08:00	:	:

Clocking Range:-
Clocking before this time
Leave it blank for default range

Latest Clocking:-
Replace with most recent clocking
clocking range

Do you want to use OT/Done
Please specify the time interval
If this is a rotational shift, spe

Help

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule: **b**

Clocking | Settings | Description: **Evening Shift**

	In	Break	Resume	Out	OT	Done
Clocking Time:- Actual clocking time Leave it blank if not used	16:00	20:00	21:00	00:00	:	:

Clocking Range:-
Clocking before this time
Leave it blank for default range

Latest Clocking:-
Replace with most recent clocking within the
clocking range

Do you want to use OT/Done as scheduled work instead of overtime ? ☒ Yes

Please specify the time interval if you want to have rates differential for overtime : - :

If this is a rotational shift, specify the quality minutes before the shift starts... .. 5

Help Close

You are required to configure Group Duty Roster for this working environment. It is recommended to make use of Group Duty Roster A to Z for multiple shifts. In Group Duty Roster A to Z, there is no week-days or weekends, available only sequences. Therefore you need to follow sequences as weekdays and weekends,

For example:

Sequence	Day
1	Sunday
2	Monday
3	Tuesday
4	Wednesday
5	Thursday
6	Friday
7	Saturday

Table 2: Sequence for the day.

Arrange the sequence according to your desired format. In Auto Schedule, you could arrange the working days as below,

For morning shift workers

Auto Schedule Assistant

Use this function to facilitate the assignment of recurring weekday's working schedule by a day type and a clocking schedule number.

Sequence	Day Type	Multi-Shifts			
		1	2	3	
1	RESTDAY				
2	WORKDAY	a	b		
3	WORKDAY	a	b		
4	WORKDAY	a	b		
5	WORKDAY	a	b		
6	WORKDAY	a	b		
7	WORKDAY	a	b		

Effective date range: 01/01/2008 DATE 31/12/2008 DATE

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:-

Help Okay Cancel

Always include the effective date range for the roster to take effect.

Figure 3.12

You will have the following Group Duty Roster as shown below,

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: **A**
Multi-Shifts: **1**

2008 07/02/2008 Description: Morning & Evening

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
2	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
3	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
4	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
5	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
6	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
7	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
8	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
9	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
10	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
11	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
12	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	

Help Close

Holiday List

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Import Roster

Different Restday

Erase Roster

Figure 3.13

Since the Group Duty Roster shows only 1 working shift, you could choose to view the second page to view the second working schedule by clicking the column "multi-shifts".

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: **A**
Multi-Shifts: **2**

2008 07/02/2008 Description: Morning & Evening

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
2	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
3	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
4	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
5	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
6	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
7	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
8	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
9	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
10	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
11	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	
12	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	

Help Close

Holiday List

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Import Roster

Different Restday

Erase Roster

Figure 3.14

For evening working shift,

You also need to key in the effective date range for the duty roster to take effect. This is the following Group Duty Roster as shown below:

Auto Schedule Assistant

Use this function to facilitate the assignment of recurring weekday's working schedule by a day type and a clocking schedule number.

Sequence	Day Type	Multi-Shifts			
		1	2	3	
1	RESTDAY				
2	WORKDAY	b	c		
3	WORKDAY	b	c		
4	WORKDAY	b	c		
5	WORKDAY	b	c		
6	WORKDAY	b	c		
7	WORKDAY	b	c		

Effective date range: 01/01/2008 31/12/2008

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:-

Help Okay Cancel

Figure 3.15

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: A Multi-Shifts: 2

2008 07/02/2008 Description: Morning & Evening

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
2	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
3	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
4	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
5	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
6	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
7	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
8	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
9	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
10	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
11	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
12	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c

Help Close

Holiday List

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Import Roster

Different Restday

Erase Roster

Figure 3.16

Since the Group Duty Roster shows only 1 working shift, you could choose to view the second page to view the second working schedule by clicking the column “multi-shifts”.

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: **B**
Multi-Shifts: **2**

2008 07/02/2008 Description: Evening & Night

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
2	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
3	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
4	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
5	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
6	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
7	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
8	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
9	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
10	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
11	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
12	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c

Help Close

Holiday List

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Import Roster

Different Rostday

Erase Roster

Figure 3.17

For Night shift workers

You also need to key in the effective date range for the duty roster to take effect. This is the following Group Duty Roster as shown below:

Auto Schedule Assistant

Use this function to facilitate the assignment of recurring weekday's working schedule by a day type and a clocking schedule number.

Sequence	Day Type	Multi-Shifts			▲
		1	2	3	
1	RESTDAY				
2	WORKDAY	c	a		
3	WORKDAY	c	a		
4	WORKDAY	c	a		
5	WORKDAY	c	a		
6	WORKDAY	c	a		
7	WORKDAY	c	a		

Effective date range: 01/01/2008 to 31/12/2008

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:-

Help Okay Cancel

Figure 3.18

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner.
 Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: Multi-Shifts:

2008 07/02/2008 Description: Night & Morning Shift

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
1	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
2	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
3	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
4	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
5	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
6	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
7	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
8	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
9	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
10	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
11	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
12	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	

Help Close

Holiday List

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Import Roster

Different Restday

Erase Roster

Figure 3.19

Since the Group Duty Roster shows only 1 working shift, you could choose to view the second page to view the second working schedule by clicking the column "multi-shifts".

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner.
 Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: Multi-Shifts:

2008 07/02/2008 Description: Night & Morning Shift

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
2	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
3	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
4	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
5	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
6	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
7	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
8	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
9	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
10	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
11	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
12	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	

Help Close

Holiday List

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Import Roster

Different Restday

Erase Roster

Figure 3.20

After configuration, remember to click the “Apply” button to save the settings.

User ID [001001]

No.	User ID	Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend
1	000000					0		
2	001001	VOO LEE KYUN @ IRIS VOO	Y004-P	ADMIN	ASSISTANT MANA	7		
3	001002	ANNE CHEE NYUK JIN	A057-P	ADMIN	CLERK	8		
4	001003	SEBRAN @ SAMAT B AHMAT	S022-P	ADMIN	SENIOR MANAGER	9		
5	001004	JOSEPH MALIK	M011-P	ADMIN	CLERK	A		
6	001005	JESSIE JAMES	J027-P	ADMIN	CLERK	B		
7	001006	JOSEPH BULOHLUK	J041-P	ADMIN	ASSISTANT MANA	C		

DigiTime

Click for photo

001001

VOO LEE KYUN @ IRIS VOO

Name

ADMIN

Department

ASSISTANT MANAGER(A/F)

Section

25/06/2008

Issued

Exp

Expired

Help Add User Change ID Import User Apply Cancel

Figure 3.21

Assign the users into their working group. Go to Attendance Sheet and press “Generate” button to re-arrange the clocking data of the users.

Note

New settings will not take effect if you didn't do this step.

System Configuration

The following configuration components are available:

- Date / Hour format
- Day type
- Leave type
- Staff extended leave
- Clocking schedule
- Group duty roster
- Company & contact person
- Change password
- Preferred language
- Re-build database indexes
- Backup/Restore database files
- Department definition

Configure

Use this setting to setup the duty roster for individual work group.

Help Apply Cancel

Figure 3.22

OVER NIGHT WORKING SHIFT

For example:

In a factory, there are 2 teams of workers, 1 team is working during day and another is working at night. The working schedules are as below:

Team	IN	BREAK	RESUME	OUT
A	8:00am	12:30pm	1:30pm	5:00pm
B	5:00pm	11:30pm	12:30am	5:00am

In this factory, employee cannot change their working shift unless with the permission from management. This is a fixed working schedule. In this case, you could configure as the steps shown below:

STEP 1 • Configuring clocking schedule

For Day Shift,

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule a

Clocking | **Settings** | Description Day Shift

Clocking Time:-
Actual clocking time
Leave it blank if not used

In	Break	Resume	Out	OT	Done
08:00	12:30	13:30	17:00	<input type="checkbox"/>	:

Clocking Range:-
Clocking before this time
Leave it blank for default range

:	:	:	:	:	:
---	---	---	---	---	---

Latest Clocking:-
Replace with most recent clocking within the clocking range

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	-------------------------------------	--------------------------	-------------------------------------

Do you want to use OT/Don as scheduled work instead of overtime ? ☐ Yes

Please specify the time interval if you want to have rates differential for overtime -

If this is a rotational shift, specify the qualify minutes before the shift starts... 5

Help **Close**

Figure
3.23

For Night Shift,

Notice that the clocking schedule code provided to use is a and b, which support daily working basis. These clocking schedules (a to z) could support overnight working shift.

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule: **b**

Clocking Settings Description: **Night Shift**

Clocking Time:-
Actual clocking time
Leave it blank if not used

In	Break	Resume	Out	OT	Done
17:00	23:30	00:30	05:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Clocking Range:-
Clocking before this time
Leave it blank for default range

In	Break	Resume	Out	OT	Done
:	:	:	:	:	:

Latest Clocking:-
Replace with most recent clocking within the clocking range

In	Break	Resume	Out	OT	Done
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Do you want to use OT/Done as scheduled work instead of overtime ? ☐ Yes

Please specify the time interval if you want to have rates differential for overtime : - :

If this is a rotational shift, specify the qualify minutes before the shift starts... 5

Help Close

Figure 3.24

STEP 2 • Configuring Group Duty Roster

For Day Shift

Group Duty Roster

Select the desired duty roster cc
Drag day type and drop it on to the key in the schedule code 0-9 or

2008 07/02/2008 Dr

	1	2	3	4	5	6	7	8
1	a	a	a	a	a	a	a	a
2	a	a	a	a	a	a	a	a
3	a	a	a	a	a	a	a	a
4	a	a	a	a	a	a	a	a
5	a	a	a	a	a	a	a	a
6	a	a	a	a	a	a	a	a
7	a	a	a	a	a	a	a	a
8	a	a	a	a	a	a	a	a
9	a	a	a	a	a	a	a	a
10	a	a	a	a	a	a	a	a
11	a	a	a	a	a	a	a	a
12	a	a	a	a	a	a	a	a

Auto Schedule Assistant

Use this function to facilitate the assignment of recurring weekday's working schedule by a day type and a clocking schedule number.

Sequence	Day Type	1	2	3
1	RESTDAY			
2	WORKDAY			
3	WORKDAY			
4	WORKDAY			
5	WORKDAY			
6	WORKDAY			
7	WORKDAY			

Effective date range 01/01/2008 31/12/2008

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:-

Help Okay Cancel

Holiday List

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Import Roster

Different Restday

Erase Roster

Figure 3.25

For Night Shift

Group Duty Roster

Select the desired duty roster code. Drag day type and drop it on to the key in the schedule code 0-9 or :

2008 07/02/2008

	1	2	3	4	5	6	7	8
1	b	b	b	b	b	b	b	b
2	b	b	b	b	b	b	b	b
3	b	b	b	b	b	b	b	b
4	b	b	b	b	b	b	b	b
5	b	b	b	b	b	b	b	b
6	b	b	b	b	b	b	b	b
7	b	b	b	b	b	b	b	b
8	b	b	b	b	b	b	b	b
9	b	b	b	b	b	b	b	b
10	b	b	b	b	b	b	b	b
11	b	b	b	b	b	b	b	b
12	b	b	b	b	b	b	b	b

Auto Schedule Assistant

Use this function to facilitate the assignment of recurring weekday's working schedule by a day type and a clocking schedule number.

Sequence	Day Type	Multi-Shifts		
		1	2	3
1	RESTDAY			
2	WORKDAY	b		
3	WORKDAY	b		
4	WORKDAY	b		
5	WORKDAY	b		
6	WORKDAY	b		
7	WORKDAY	b		

Effective date range: 01/01/2008 to 31/12/2008

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:-

Help Help Okay Cancel

Holiday List

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Import Roster

Different Restday

Erase Roster

Figure 3.26

You may choose to use Group Duty Roster A and B as shown. This is because these Group Duty Rosters (A to Z) could support overnight working shift.

You can refer to the table below for the relation between sequence and Normal weekdays.

Sequence	Day
1	Sunday
2	Monday
3	Tuesday
4	Wednesday
5	Thursday
6	Friday
7	Saturday

STEP 3 • After you have finished to configuring the Group Duty Roster, the proper will be display as below.

For Day Shift,

Figure 3.27

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: **A**
Multi-Shifts: **Multi-Shifts**

2008 07/02/2008 Description: Day Shift

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
1	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
2	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
3	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
4	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
5	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
6	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
7	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
8	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
9	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
10	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
11	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
12	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		

Help Close

Holiday List

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Import Roster

Different Restday

Erase Roster

For Night Shift,

Figure 3.28

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: **B**
Multi-Shifts: **Multi-Shifts**

2008 07/02/2008 Description: Night Shift

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
1	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
2	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
3	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
4	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
5	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
6	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
7	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
8	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
9	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
10	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
11	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		
12	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b	b		

Help Close

Holiday List

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Import Roster

Different Restday

Erase Roster

STEP 4 • Assigning users to Group Duty Roster

User ID [001002]

No.	User ID	Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend
1	001002	William Scott		Production		A		

DIGTime

William Scott
Name

Production
Department

Section

001002
Issued

29/03/2008
Expired

Help Add User Change ID Import User Apply Cancel

Figure 3.29

Now you can assign users according to their working groups. Group A is for day working shift and Group B is for night working shift. You will need to do the “Generate” Process in Attendance Sheet for the new settings to take effect.

STAFF EXTENDED LEAVE

Staff Extended Leave

Use the table below to enter the extended leave taken by an individual staff during certain period. These leave records will be automatically be included in the current attendance sheet to reflect the leave taken. And it will be excluded from the attendance sheet if you remove the leave record from the table.

User ID	Name	Leave Taken	From	To
001002	ANNIE CHEE NYUK JIN	ANNUAL LEAVE	01/01/2008	03/01/2008
			//	//
			//	//
			//	//
			//	//
			//	//
			//	//
			//	//
			//	//
			//	//

To add a new record, press the down-arrow key when it is at the bottom of the list.
To remove a record, just erase the user id.

Help Purge Close

Figure 3.30

This function allows user to specify the duration of the leave applied in advance. You must specify the leave type before you can select from “Leave Taken” column.

- 1] To add a new record, press the down-arrow key when it is at the bottom of the list.
- 2] To remove a record, just erase the User ID.

ATTENDANCE SHEET

Attendance Sheets [14/01/2008]

Order by: Show Tardiness: ☐ Late-In ☐ Overtime ☐ Early-Out ☐ On Leave ☐ Extended Break ☐ Absent ☐ Miss Punch

Present: 165 On Leave: Absent: 63

Select Schedule: Select Department:

User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Ta
000000		WORKDAY	0										
001001	VOO LEE KYI	WORKDAY	0	08:17			18:03			7.43	1.03	0.17	
001002	ANNIE CHEE N	WORKDAY	0										
001003	SEBRAN @ S	WORKDAY	0										
001004	JOSEPH MALI	WORKDAY	0	07:49			18:19			8.00	1.19		
	JESSIE JAMES	WORKDAY	0	08:05			17:03			7.55	0.03	0.05	
	JOSEPH BULC	WORKDAY	0	07:22			17:07			8.00	0.07		
	MALIK LIMAT	WORKDAY	0	07:16									

☐ Total

Help Download To History Edit Multi-Shifts Generate Import Leave Export Cancel

You can choose to show the list by dates or by User ID. Click on the “Date” or “User ID” button to make the changes.

You can also select a daily clocking schedule from the “Select Schedule” list, to show only those who are scheduled for a particular daily clocking schedule or you can select to show just a particular department.

To view those who are with tardiness (lateness, absenteeism and etc) or attendance (overtime or on leave), click on the tardiness or attendance checking that you need and the data will refresh automatically.

At the bottom of the screen, there are a few buttons.

- 1] Clicking on the “Download” button will automatically download the latest data from all the readers installed and the data will be displayed immediately on the attendance sheet.
- 2] Clicking on “To History” button, the selected attendance records will shift from the Attendance Sheet to the History Attendance.
- 3] By clicking on the “Generate” button, a dialog screen will appear. Select all the users with an effective date range and click “Generate”. A confirmation box will prompt. Click “Okay” to continue and click, “Cancel” to return to the previous window.

You need to click “Generate” once a message prompts as shown in 3.32.

4] **Change to new schedule code (* , 0-9, a-z)**

Select * and system will generate attendance records and remain default on the clocking schedule. Otherwise it will generate records based on new clocking schedules.

5] **Convert from data audit list?**

By default it should be enabled. Select it and the system will generate attendance records from the data audit list.

By clicking on the “Edit” button, a few more buttons will be activated.

“Multi-Shifts” presents with a quick entry screen for you to set multiple shifts according to a particular day or a particular user. Click “Okay” to confirm, and click “Cancel” to discard.

“Export” presents with a quick entry screen for exportation of attendance records. Select all or a portion of users.

Export Attendance Records

Please select the badge cards and attendance date range you want to be exported to an external file as a input attendance records for other payroll system.
You can choose to export either detail attendance records or summary records only.

You may select the range of records by:

Department

User ID

☒ All
☐ None
☐ Some

008019	HASNIN B ABD GHANI
008020	AZIZAN HJ ZAININ
008021	RAYNER SEBASTIAN GIMIS
008022	MOHD ASWAL B MADRI
008023	JACOB ADAM GERALD
057115	
065534	

Date

Figure 3.32

Click on the “Export Detail” to export the attendance details information.

Export Attendance Records

You can select which detail data fields you want to export out by specifying their column positions with order of precedence. The length of each selected column is indicated by its field size.

Position	Description	Size	Position	Description	Size	Position	Description	Size
<input type="checkbox"/> 0	User ID	6	<input type="checkbox"/>	Date	10	<input type="checkbox"/>	In	5
<input type="checkbox"/>	Name	40	<input type="checkbox"/>	Weekday	20	<input type="checkbox"/>	Break	5
<input type="checkbox"/>	Emp No.	14	<input type="checkbox"/>	Day Type	15	<input type="checkbox"/>	Resume	5
<input type="checkbox"/>	Department	30	<input type="checkbox"/>	Shift No.	1	<input type="checkbox"/>	Out	5
<input type="checkbox"/>	Section	30	<input type="checkbox"/>	Schedule	1	<input type="checkbox"/>	OT	5
<input type="checkbox"/>	Group	1				<input type="checkbox"/>	Done	5
						<input type="checkbox"/>	Work done in days	5
						<input type="checkbox"/>	Work done in hours	5
						<input type="checkbox"/>	Overtime	5
						<input type="checkbox"/>	Diff.OT	5
						<input type="checkbox"/>	Short	5
						<input type="checkbox"/>	Leave Type	15
						<input type="checkbox"/>	Leave in days	5
						<input type="checkbox"/>	Leave in hours	5
						<input type="checkbox"/>	Remark	30

Specify the output target file name:

EXCEL ☐ ASCII ☐ ODBC ☐ C:\WINDOWS\DESKTOP\TRANSACTION.TXT

☐ Delimited with double quotation mark and separated with comma
☐ Suppress hundredth decimal point
☐ Append data to existing output file

Figure 3.33

Click on the “Export Summary” to export the attendance summary information.

Export Attendance Records

You can select which summary data fields you want to export out by specifying their column positions with order of precedence. The length of each selected column is indicated by its field size.

Position	Description	Size	Day Type	Day	Work	Overtime	Diff.OT	Short	Size	Leave Taken	<input checked="" type="radio"/> Day	<input type="radio"/> Hour	Size
<input type="checkbox"/> 1	User ID	6	WORKDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	ABSENT	<input type="checkbox"/>		8
<input type="checkbox"/>	Name	40	HOLIDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	ANNUAL	<input type="checkbox"/>		8
<input type="checkbox"/>	Emp No.	14	RESTDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	SICK	<input type="checkbox"/>		8
<input type="checkbox"/>	Department	30	OFFDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	HOSPITAL	<input type="checkbox"/>		8
<input type="checkbox"/>	Section	30							8	MATERNITY	<input type="checkbox"/>		8
<input type="checkbox"/>	Group	1							8	PATERNITY	<input type="checkbox"/>		8
									8	EMERGENCY	<input type="checkbox"/>		8

Specify the output target file name:

EXCEL ☐ ASCII ☐ ODBC ☐

☐ Delimited with double quotation mark and separated with comma
☐ Suppress hundredth decimal point
☐ Append data to existing output file

Figure 3.34

The attendance sheet as shown in Figure 3.31 comprises of 5 parts.

- 1] The 1st part comprises of 4 columns. This section represents the user ID, the Name day type and the clocking schedule for the day.
- 2] The 2nd part, which may comprise of a minimum of 2 columns and a maximum of 6 columns, is the attendance time slots. By clicking this section, the downloaded clocking data will appear on the top right box, presenting possible data to be updated into the selected time slots.
- 3] The 3rd part will present the worked hours, overtime hours and tardiness total. All calculation will be presented in the form of hours.
- 4] The 4th part is the leave taken.
- 5] The 5th part is the remark column partly shown in the Figure 3.31.

Refer to Figure 3.34 you can click the “Edit” button to adjust the position of each field. Leaving the field blank will disable exportation to a particular column. Length of each field can be amended.

HISTORY ATTENDANCE

History Attendance [12/12/2007]

Order by: Date User ID Show Tardiness: ☐ Late-In ☐ Overtime ☐ Early-Out ☐ On Leave ☐ Extended Break ☐ Absent ☐ Miss Punch

Present: 161 **On Leave:** 5 **Absent:** 46

Select Schedule: **Select Department:**

User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Ta
000000		WORKDAY	0										
001001	YOO LEE KYI	WORKDAY	0	08:09			18:48			8.51	1.48	0.09	
001002	ANNIE CHEE	WORKDAY	0	07:56			17:03			9.00	0.03		
001003	SEBRAN @ S	WORKDAY	0										
001004	JOSEPH MALIK	WORKDAY	0	07:18			19:09			9.00	2.09		
001005	JESSIE JAMES	WORKDAY	0	07:49			17:02			9.00	0.02		
001006	JOSEPH BULO	WORKDAY	0	07:15			16:39			8.39		0.21	
001007	MALIK LIMAT	WORKDAY	0	07:37			17:02			9.00	0.02		

☐ Total

Buttons: Help, Purge, Edit, Multi-Shifts, Generate, Import Leave, Export, Cancel

Figure 3.35

Why do we need history attendance?

The main reason for history attendance is to optimize the software performance. After performing the “To History” function, the system will shift the old attendance records from the Attendance Sheet to History Attendance to reduce the unnecessary data load during processing.

What can history attendance do?

The history attendance has most of the functions and features from the Attendance Sheet. The history attendance is responsible to help keep storage and tracing old attendance records for future reference.

By clicking on the “Purge” button as shown in Figure 3.35, you can clear the selected attendance records.

Note

Please refer to the Attendance Sheet if you are interested on how the history attendance works

EXPORT ATTENDANCE RECORDS

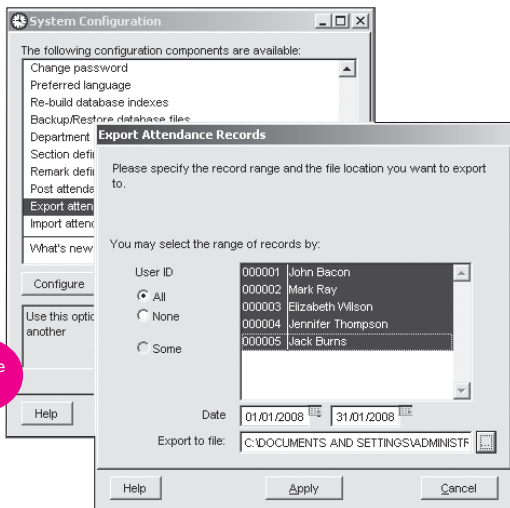


Figure 3.36

Open the System Configuration, double click on “Export Attendance Records”. A dialog box will appear on the screen.

- Choose at least 1 user in the list box.
- Select an effective date range.
- Click “browse” button to choose a valid file path.

As shown in Figure 3.36 click on “Apply” button and to 1 .ZIP file will be created on their related path as shown in Figure 3.37.

Note



JULY 2007.zip

Sample of exported attendance records that has been zipped from software for importation to 3rd party software.

Figure 3.37

IMPORT ATTENDANCE RECORDS

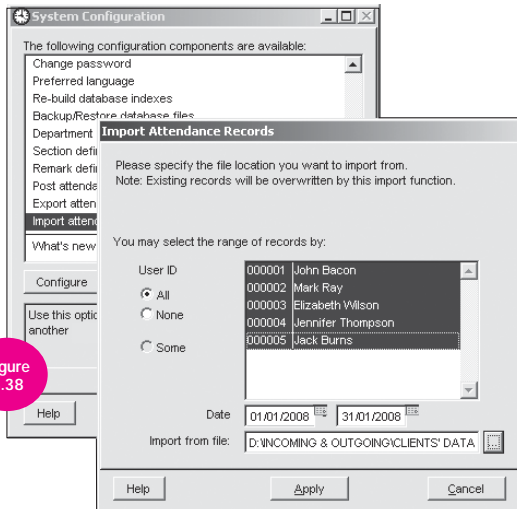
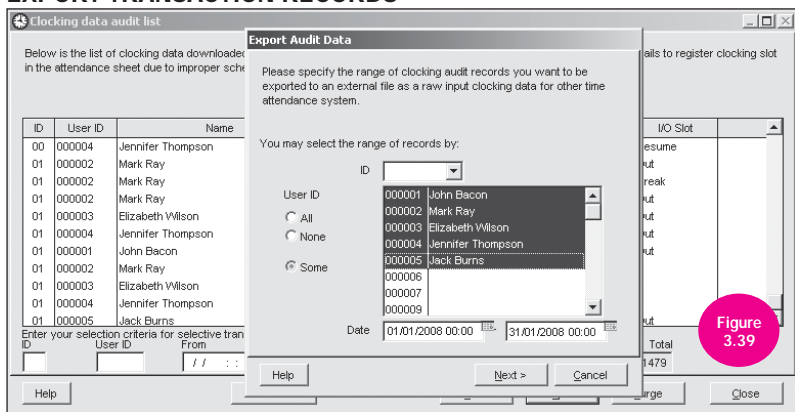


Figure 3.38

Open the System Configuration, double click on “Import Attendance Records”. A dialog box will appear on screen.

- 1] Choose at least 1 user in the list box.
- 2] Select an effective date range.
- 3] Click browse button and choose a valid record files.
 - The files should be followed with extension *.att, *.bdg, and *.clk
 - Choose either one file. Click on the “Apply” button and the related records will be imported from the files.
 - If you are unable to find some of these features available, please refer to Chapter 1 Enabling Hidden Features

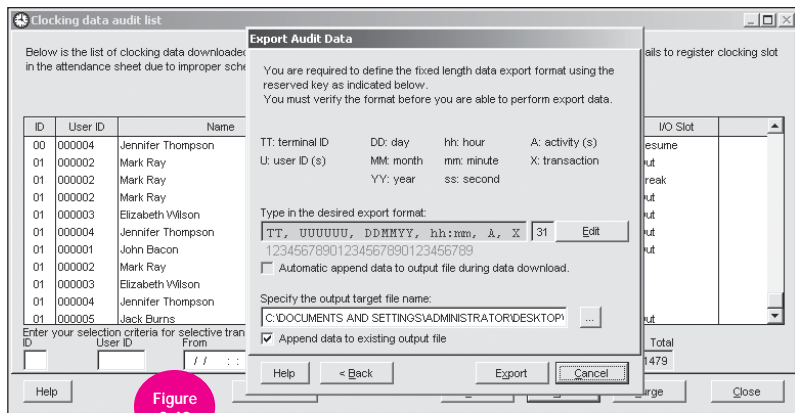
EXPORT TRANSACTION RECORDS



This function as shown in Figure 3.39 will do the exportation of transactions records to text file.

First click on the  icon. Next double click on “Terminal data audit list”.

Click the “Pause” button to suspend the reader activities. Click the “Export” button and you will get the window as shown in Figure 3.40.



You can now set the desired format for the exportation of text file. Click the “Edit” button to modify the format.

Select “Auto append data to output file during data download” checkbox as shown Figure 3.40 to auto export raw data to a file specified. Click the “Verify” button to confirm.

After that, you have to specify the output target file name and click the “Export” button to start exporting.

The text file format after the export will look like the one shown in figure 3.40.

The format shown is “TT UUUUUU DDMMYY-hh:mm A X”, where TT is the reader’s name, UUUUUU is the user ID, DDMMYY is the date, hh:mm is the time, A is the activity of the user ID and X is the transaction type of the user ID.

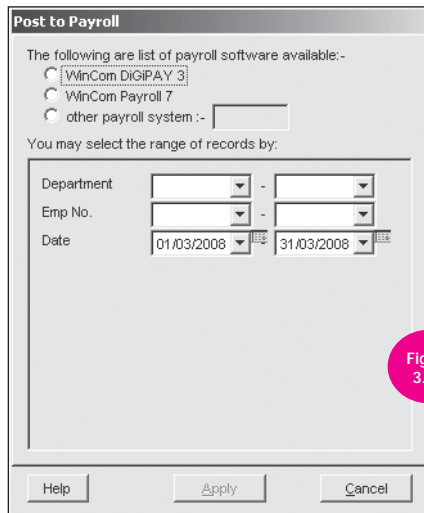
TRANSACTION.TXT - Notepad

File Edit Format Help

```
01, 000005, 010906, 08:29, 1, 0
01, 000001, 010906, 08:32, 1, 0
01, 000002, 010906, 08:54, 0, 0
02, 000003, 010906, 08:55, 0, 0
02, 000003, 010906, 08:55, 0, 0
01, 000004, 010906, 08:57, 0, 0
04, 000004, 010906, 08:57, 0, 0
05, 000002, 010906, 12:14, 0, 0
05, 000004, 010906, 12:14, 0, 0
05, 000005, 010906, 12:15, 4, 0
02, 000001, 010906, 12:57, 0, 0
05, 000001, 010906, 13:20, 0, 0
05, 000002, 010906, 13:20, 0, 0
05, 000003, 010906, 13:20, 0, 0
05, 000004, 010906, 13:20, 0, 0
05, 000005, 010906, 13:20, 0, 0
02, 000003, 010906, 13:38, 0, 0
05, 000002, 010906, 18:46, 0, 0
05, 000005, 010906, 18:46, 0, 0
01, 000003, 010906, 19:04, 0, 0
01, 000004, 010906, 19:48, 0, 0
01, 000001, 010906, 19:53, 0, 0
01, 000001, 040906, 08:36, 0, 0
01, 000002, 040906, 08:43, 0, 0
01, 000004, 040906, 08:43, 0, 0
05, 000003, 040906, 09:01, 0, 0
01, 000005, 040906, 09:06, 0, 0
```

Figure
3.41

POST ATTENDANCE TO PAYROLL



Post to Payroll

The following are list of payroll software available:-

☐ WinCom DIGIPAY 3

☐ WinCom Payroll 7

☐ other payroll system :-

You may select the range of records by:

Department -


Emp No. -

Date 01/03/2008 31/03/2008

Help Apply Cancel

Figure
3.42

Only a number of selected payroll software solution is available. Contact your vendor to check whether your payroll software solution is included.

Click on the  icon and the System Configuration screen will appear. Scroll to the bottom of the screen, and you will find a new option "Post attendance to payroll" and double click on it. A window as shown in Figure 3.42 will prompt out.

Define the payroll software solution you are using and define the dates of the attendance records needed. The types of information transferred would vary depending on the payroll software solution chosen; working days and overtime hours worked are the compulsory contents.

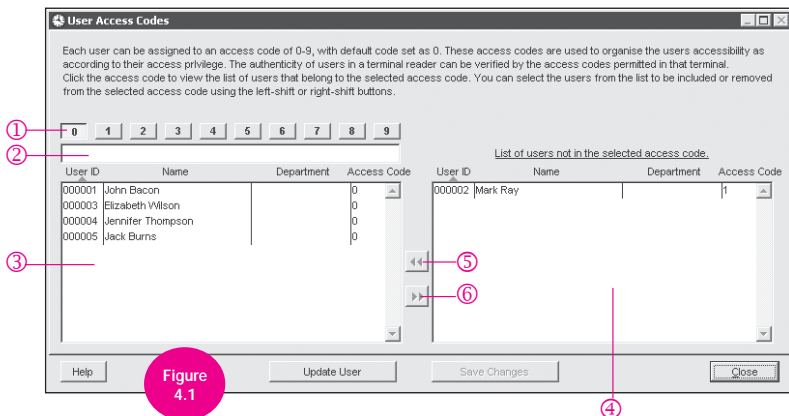
Chapter 4

DOOR ACCESS SETUP

ACCESS OPTIONS

USER ACCESS CODES

User Access Code is a code used to organize the user's accessibility according to the access privilege. Number 0 to 9 represents the access codes. User can be assigned to different access code and each user will have one access code by default, which means that for users who are assigned under access code 0 he/she will have the authorized access to access code 0 only. When the user's access code is changed, click "Update User" button to update the latest changes to the reader. Only supervisor has the rights to change the user access code. Shown in figure 4.1 below are the features found in the User Access Codes window:



- ① **Access code** - Different access code will have different authorized access. Access code can be configured according to the time zones settings.
- ② **Description text field** - To write the description of the different access code such as 24-hours access, morning access, etc.
- ③ **Left user panel** - When an access code is clicked, the users listed under that particular access code will be displayed on this panel. The information displayed includes User ID, Name, Department and Access Code.
- ④ **Right user panel** - Users that are assigned to a different access code different from the left user panel will be displayed here.
- ⑤ **Left-shift button** - When clicked on this button, those users that are selected at the right user panel will be moved to the left user panel.
- ⑥ **Right-shift button** - When clicked on this button, those users that are selected at the left user panel will be moved to the right user panel.

TERMINAL USERS CONTROL

AUTHORISED

Figure
4.2

Select the available terminal readers and specify the desired access codes that are authorised to access to it, so that users of authorised access codes will be enrolled into the terminal. The time zone settings are optional to certain reader models to limit the users accessibility with the specified time periods. Click the 'Update Terminal' button to upload the authorised users, or optional time zone settings to terminal.

Select Terminal ID: 1

Model:

Last update: 11:11

Authorised | Time Zone | Check Users

Five groups of time zone combination (1-5) can be used by each access code for authorised access, however, you can select 0 for no access, or 6 for overwrite time zone combination. Please refer to 'Time Zone' page for time zone setting.

TZ Group	Time Zone	Access Code	Time Zone	Access Code	Time Zone	Special Users Access		
1	1:1	0	1:1	6	7:8:9	User ID	Privilege	Time Zone
2	2:3:4	1	2:3:4	6	7:8:9	000888	User	1:1
3	3:1	2	3:1	7	0:1			
4	4:1	3	4:1	8	0:1			
5	5:1	4	5:1	9	0:1			

Buttons: Help, Update Terminal, Duplicate Settings, Save Changes, Close

The Terminal Users Control window is to control the users access to the readers. There are 3 main things to be set here which include to determine the authorised access to users, the time zone for each reader as well as to check the user info inside the reader.

Time Zone Group (TZ Group)

User can set up to three combinations of weekly time zone settings under a group. There are a maximum of 5 time zone groups available.

Time Zone

Each group/user can have up to three combinations of time zone setting by default. Hence, there are 3 column spaces available to key in the digit number of the time zone. You can add a new weekly time zone setting or change the settings under the text field.

Access Code

0-9 access code can be set as the following settings:

Access Code Settings	Definition
0	Represent no access
1	Represent access to time zone group 1 (TZ Group 1)
2	Represent access to time zone group 2 (TZ Group 2)
3	Represent access to time zone group 3 (TZ Group 3)
4	Represent access to time zone group 4 (TZ Group 4)
5	Represent access to time zone group 5 (TZ Group 5)
6	Represent access to user defined time zone settings

Special User Access

Under this section, users are allowed to gain a specific authority access for some particular users. For those users who have been chosen to be in the list, their authority to the door access will be overridden by the access code settings.

TIME ZONE

It is possible to set 50 different time zones in this section as shown in Figure 4.3. Each time zone contains a week's schedule. This section also allows you to set unique individual time zones. Users who are not under any time zones will not be able to gain access/entry and an error message will show at the reader stating 'Time Period Deny'.

Terminal Users Control

Select the available terminal readers and specify the desired access codes that are authorised to access to it, so that users of authorised access codes will be enrolled into the terminal. The time zone settings are optional to certain reader models to limit the users accessibility with the specified time periods. Click the 'Update Terminal' button to upload the authorised users, or optional time zone settings to terminal.

Select Terminal ID:

Authorized Time Zone Check Users

A maximum of 50 time zones can be used to define the time frame that entry is allowed for each respective day of the week. A combination of maximum 3 time zones can be utilized to define the access time zone combinations, eg. '1,2,3' means time zone 1, 2, 3 are used.

Time Zone	Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59
2	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59
3	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59
4	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59
5	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59
6	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59
7	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59
8	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59

Model:

Last update: / / :

Buttons: Help, Update Terminal, Duplicate Settings, Save Changes, Close

By default, user will follow timezone 1, which allows them to enter the premise 24 hours a day, (00:00-23:59)

CHECK USERS

[illegible]

This function as shown in Figure 4.4 allows the administrator to check and verify user's information in the reader.

Under this section, you are able to retrieve the information as stated below:

- User name
- User's enrolled password
- User's total enrolled fingerprints
- Access code
- User's privilege level
- User's time zone settings

Upload terminals with time zones, group time zones and access codes.

- Configure time zones in Terminal User Control.
- Assign time zones into Group time zones in Terminal User Control.
- Assign Group time zones into Access codes in Terminal User Control.
- Updates settings to terminals.
- Assign users into Access codes in User Access Codes.
- Updates settings to terminals.

MONITOR TERMINAL ACTIVITIES

This function allows you to monitor the status of the access readers/terminals by clicking the Online/ Pause Button. To pause the process, click on the Pause Button. To continue monitoring the status, press the Pause Button again then it will shift to Online status as shown in Figure 4.5.

- ① **Open-door button** - This function releases the magnet lock of the door.
- ② **Synchronize-time button** - This function synchronizes the PC's time with the reader time.
- ③ **Show Photo button** - This function enables/disables the display photo to that particular user who had just accessed to that particular reader/terminal.

APPENDIX

SAMPLE REPORTS

TIME AND ATTENDANCE REPORTS

ATTENDANCE SHEET

DxGTime		Attendance Sheet																10/01/2008 10:02:30												Page: 1		
Group :		01/01/2008 - 31/01/2008																R =BUSTDAY 0 =OFFDAY H =HOLIDAY														
✓=Present		L1 =ABSENT L2 =SICK L3 =HOSPITAL L4 =MATERNITY L5 =PATERNITY L6																														
User ID Name		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	000003 William Scott	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
2	000006 Jonathan Miller	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
3	000015 Gary Faith	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
4	000053 Earl Johnson	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
5	000069 John Larsen	H	AD	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
6	000092 Craig Monervey	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
7	000094 Jennifer Curtis	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
8	000096 Debra Pucen	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
9	000097 Elizabeth Wellington	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
10	000098 Jason Troy	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
11	000003 Claire West	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
12	000022 Marlene Perrille	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
13	000027 Sam Hanson	H	AD	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
14	000017 Teri Michael	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
15	000019 Michelle Lee	H	LI	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
16	000026 Jamie Moore	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD
17	000028 Karen Linda Kline	H	✓	H	H	O	R	✓	✓	✓	✓	✓	✓	O	R	✓	✓	✓	✓	✓	O	R	AD	AD	AD	AD	AD	O	R	AD	AD	AD

FingerTec Worldwide

FingerTec Worldwide

The Attendance Sheet is a comprehensive report detailing activities of all staff in a month.

E-TIME CARD

OIGTime 001006		Electronic Time Card Jonathan Miller										10/01/2008 09:46:32		Page: 2	
v *Excluded															
Date	Weekday	Day Type	Sche	In	Break	Resume	Out	Off	Leave	Work	Overtime	Short	Leave Taken	Remark	
03/01/2008	Tues day	WORKDAY	0	08:40	12:30	12:32	18:06			7.20	0.06	1.40			
04/01/2008	Wednesday	WORKDAY	0	08:10	12:32	12:40	18:09			7.00	0.09	0.18			
05/01/2008	Thurs day	WORKDAY	0	07:40	12:30	12:32	18:06			7.20	0.06	1.40			
06/01/2008	Friday	WORKDAY	0	07:40	12:30	12:32	18:06			7.20	0.06	1.40			
07/01/2008	Saturday	WORKDAY	0										ABSENT		
08/01/2008	Sunday	WORKDAY	0										ABSENT		
09/01/2008	Monday	WORKDAY	0	07:40	12:30	12:32	18:06			7.20	0.06	1.40			
10/01/2008	Tues day	WORKDAY	0										ABSENT		
11/01/2008	Wednesday	WORKDAY	0	08:17	12:32	12:40	18:42			7.00	0.42	0.18			
12/01/2008	Thurs day	WORKDAY	0	07:40	12:30	12:32	18:06			7.20	0.06	1.40			
13/01/2008	Friday	WORKDAY	0	07:02	12:36	12:28	18:08			7.28	0.08	1.32			
14/01/2008	Saturday	WORKDAY	0										ABSENT		
15/01/2008	Sunday	WORKDAY	0										ABSENT		
16/01/2008	Monday	WORKDAY	0	07:40	12:30	12:32	18:06			7.20	0.06	1.40			
17/01/2008	Tues day	WORKDAY	0	07:40	12:30	12:32	18:06			7.20	0.06	1.40			
18/01/2008	Wednesday	WORKDAY	0	08:52	12:44	12:34	18:45			6.00	0.45	0.46			
19/01/2008	Thurs day	WORKDAY	0	07:40	12:30	12:32	18:06			7.20	0.06	1.40			
20/01/2008	Friday	WORKDAY	0	07:40	12:30	12:32	18:06			7.20	0.06	1.40			
Day Type	Total Days	Present	Absent	Short	Overtime	Short	ABSENT								
WORKDAY	18	13	5	02.13	2.58	0.06	ANNUAL								
HOLIDAY							SICK								
OFFDAY							HOSPITAL								
	18	13	5	02.13	2.58	0.06	MATERNITY								
							PATERNITY								
							EMERGENCY								

The Electronic Time Card is detailed activities of an employee in a month.

ON LEAVE REPORT

DigTime		On Leave Report				10/01/2008 09:52:23		Page: 1
Group: 0		03/01/2008-20/01/2008						
User ID	Name	Date	Weekday	Day Type	Sche	Leave Taken		
1 001003	William Scott	09/01/2008	Monday	WORKDAY	0	ABSENT	1.000	
		10/01/2008	Tuesday	WORKDAY	0	ABSENT	1.000	
							2.000	
2 001006	Jonathan Miller	10/01/2008	Tuesday	WORKDAY	0	ABSENT	1.000	
							1.000	
3 001018	Gary Faith	10/01/2008	Tuesday	WORKDAY	0	ABSENT	1.000	
							1.000	

The On Leave Report is a report showing leaves taken by staff based on specified dates.

DAILY ATTENDANCE LISTING

DigTime		Daily Attendance Listing								10/01/2008 09:52:31		Page:	
Group :		03/01/2008											
Tuesday													
User ID	Name	Day Type	Sche	In	Break	Return	Out	OT	Demo	Work	Overtime	Short	Leave Taken
1 001003	William Scott	WORKDAY	0	09:54	12:26	12:20	18:42			9.00	0.82	0.14	
2 001006	Jonathan Miller	WORKDAY	0	09:54	12:26	12:20	18:42			9.00	0.82	0.14	
3 001018	Gary Faith	WORKDAY	0	09:54	12:26	12:20	18:42			9.00	0.82	0.14	
4 001069	Harl Johnan	WORKDAY	0	09:54	12:24	12:20	18:42			9.00	0.42	0.14	
5 001092	John Larson	WORKDAY	0	09:54	12:24	12:20	18:42			9.00	0.42	0.14	
6 001095	Craig Hennessey	WORKDAY	0	09:54	12:24	12:20	18:42			9.00	0.42	0.14	
7 001098	Jennifer Oertlis	WORKDAY	0	09:54	12:26	12:20	18:42			9.00	0.82	0.14	
8 001097	Dalea Bacon	WORKDAY	0	09:54	12:26	12:20	18:42			9.00	0.82	0.14	
9 001098	Elizabeth Wallington	WORKDAY	0	09:54	12:26	12:20	18:42			9.00	0.82	0.14	
10 002003	James Troy	WORKDAY	0	09:52	12:01	14:39	18:24			9.00	0.24	1.39	
11 002002	Claires West	WORKDAY	0	09:54	12:26	12:20	18:42			9.00	0.82	0.14	
12 002007	Helenie Ferrick	WORKDAY	0	09:54	12:26	12:20	18:42			9.00	0.82	0.14	
13 002626	Sara Hancock	WORKDAY	0	10:20	12:24	12:20	19:00			9.20	1.02	2.19	
14 003008	Teri Michael	WORKDAY	0	09:54	12:24	12:20	18:42			9.00	0.42	0.14	
15 002629	Michelle Lee	WORKDAY	0	09:54	12:24	12:20	18:42			9.00	0.42	0.14	
16 003030	Janis Moore	WORKDAY	0	09:54	12:26	12:20	18:42			9.00	0.82	0.14	
17 004010	Helen Linda Kilina	WORKDAY	0	09:54	12:24	12:20	18:42			9.00	0.42	0.14	
Day Type	Total Days	Present	Absent	Work	Overtime	Short	ADJUNT						
WORKDAY	17	17		136.56	12.36	11.08							
HOLIDAY							SICK						
RELENTANT							HOSPITAL						
OFFDAY							MATERNITY						
							REGISTRY						
User w/o Attendance		0											0.00

The Daily Attendance Listing is the listing of staff attendance based on the date required.

TARDINESS REPORT

D:\GTime		Tardiness Report							10/01/2008 09:58:42		Page: 1	
Group :		03/01/2008-20/01/2008										
User ID	Name	Date	Sche	In	Break	Resume	Out	OT	Base	Sheet Overtime	Leave	
1 001006	Jonathan Miller	03/01/2008	0		13:47							
		04/01/2008	0	08:10	12:32	13:48	0.18	18:09		0.18	0.09	
		06/01/2008	0	10:40	1.40	12:30	12:32	18:06		1.40	0.06	
		06/01/2008	0	08:17	12:30	12:31	18:06			0.06		
		08/01/2008	0	08:46	13:14		18:28	1.32		1.32		
		10/01/2008	0								absent	
		11/01/2008	0	08:57	12:32	13:45	0.15	18:42		0.15	0.42	
		12/01/2008	0	08:44	12:33	13:27	18:02			0.02		
		13/01/2008	0	10:32	1.32	12:36	13:26	18:08		1.32	0.08	
		16/01/2008	0	08:47	12:46		18:18			0.18		
		17/01/2008	0	08:48	12:39	12:40	18:02			0.02		
		18/01/2008	0	08:12	22:44	0.44	12:34	18:46		0.44	0.46	
		19/01/2008	0		11:00	12:44						
		20/01/2008	0	10:32	1.32	14:29		17:28	0.32	2.03		
				3	1	2	2	8.66	2.59			
				4.43	0.46	0.33	2.04					

The Tardiness Report is a report showing daily activities of a staff such as In, Out, Overtime, etc.

OT APPROVAL WORKSHEET

DigiTime		Overtime Approval Worksheet										10/01/2008 09:56:23		Page: 1	
Setup :		03/01/2008-20/01/2008													
User ID	Name	Date	Sch	WEEKDAY	Overtime	Appt.	HOLIDAY	Overtime	Appt.	RESTDAY	Overtime	Appt.	OFFDAY	Overtime	Appt.
001006	Jonathan Miller	04/01/2008	0		0.00										
		05/01/2008	0		0.00										
		06/01/2008	0		0.00										
		11/01/2008	0		0.00										
		12/01/2008	0		0.00										

The Overtime Approval Worksheet reveals the worksheet of a user and approval given for that particular person for working overtime.

ATTENDANCE SUMMARY

Attendance Summary												10/01/2008 09:57:09		Page: 1		
DigiTime Group :		03/01/2008-20/01/2008														
✓Per Fact		AP-Absent	LP-Leave Taken	LI-Late-In	EO-Early-Out	NP-Missed Punch	OT-Overtime									
User ID	Name	Workrate	AB	LV	LI	EO	NP	Short	WEEKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
1 001000	William Scott	87.70	0	2		5	22	17.10	70.42	7.26						1.10
2 001006	Jonathan Miller	73.10	3	1		5	3	0	0.00	90.10	2.50					
3 001018	Gary Faith	72.95	0	1	1	10	10	10.00	91.55	1.50						
4 001009	Paul Johnson	81.97	0	2		1	1	0	4.40	100.10	11.00					
5 001090	John Larsen	80.17	0	1		3	7	10	10.00	101.01	7.00					
6 001096	Craig Hennessey	67.00	0	3		2	1	5	5.24	94.21	7.40					
7 001096	Jennifer Curtis	88.35	0	1		5	1	10	6.46	111.10	8.24					
8 001097	Debra Bacon	48.90	1			4	2	15	11.17	61.40	7.10					
9 001098	Elizabeth Wallington	79.56	1	1		5	2	23	7.30	90.41	7.10					
10 001010	Jason Troy	70.10	0	1		0	17	4	43.26	90.10	5.50					
11 001022	Claire West	63.35	0	2	3	2	23	10.47	79.40	6.40						
12 001027	Monnie Detride	85.48	0			3		0	0.10	107.42	2.30					
13 001016	Nave Naveen	85.10	0	1		10	10	0	23.40	107.14	6.00					
		72.90	26	23		53	63	162	174.10	1194.26	92.12	0.00	0.00	0.00	0.00	1.10
Total		72.90	26	23		53	63	162	174.10	1194.26	92.12	0.00	0.00	0.00	0.00	1.10

The Attendance Summary is a summarized report of staff attendance which comprises of overall performance in work rate, absents, leaves, late in, early out, missed punch, etc.

GROSS WAGES REPORT

DigTime Group 1		Gross Wages Report 03/01/2008-20/01/2008						10/01/2008 09:59:50		Page: 1
User ID	Name	Rate/Hr	WEEKDAY ± 100%	OT ± 100%	HOLIDAY ± 100%	OT ± 100%	RESTDAY ± 100%	OT ± 100%	OFFDAY ± 100%	OT ± 100%
1	001000 William Scott	\$ 406.50	72.70	7.43						1.17
2	001006 Jonathan Miller	\$ 475.35	96.22	2.97						
3	001010 Gary Faith	\$ 469.50	91.92	1.96						
4	001009 David Johnson	\$ 574.90	116.90	11.60						
5	001006 John Hansen	\$ 540.85	105.10	35.75						
6	001005 Craig Housenney	\$ 460.35	82.00	35.35						
7	001006 Jennifer Davis	\$ 590.60	116.60	42.00						
8	001007 Isela Bacon	\$ 344.00	61.72	7.20						
		\$ 3671.25	719.70	54.40						1.17
	Total	\$ 3671.25	2593.50	272.00						5.65

The Gross Wages Report is the gross calculation of worked hours of all staff based on their rate per hour and a specified period.

DUTY CALENDAR

DigTime		Duty Calendar Group : 0																10/01/2008 10:01:04		Page: 1													
W-WEEKDAY	W-HOLIDAY	F-RESTDAY		O-OFFDAY		D-D: Schedule																											
Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2008	1	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	
	2	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	
	3	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	
	4	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	
	5	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00
6	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00

The Duty Calendar is a calendar consists of workday holiday, restday and offday based on a specified group.

DAY BY DAY ANALYSIS

Day by Day Analysis												10/01/2008 10:01:57		Page: 1	
06Time	✓Per fact	AB-Absent	LD-Leave Taken	Workrate %	✓	LT-Late-In	LE-Early-Out	NP-Missed Punch	OT-Overtime	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
Date	Weekday														
03/01/2008	Tuesday		89.50	5		4	5	12	11.00	136.55	12.36				
04/01/2008	Wednesday		88.04	2		3	5	13	10.32	135.55	9.04				
05/01/2008	Thursday		86.46	3	1	5	6	13	9.00	132.17	11.10				
06/01/2008	Friday		76.32	5	2	4	5	18	9.11	117.41	8.11				
07/01/2008	Saturday														1.10
08/01/2008	Sunday														
09/01/2008	Monday		59.46	2	5	1	5	11	19.27	99.27	4.52				
10/01/2008	Tuesday		0.00	0	13										
11/01/2008	Wednesday		70.25	3		9	6	13	21.12	119.40	5.59				
12/01/2008	Thursday		84.10	4	1	5	4	13	9.40	120.40	9.25				
13/01/2008	Friday		80.98	4	2	4	7	3	14.55	123.54	7.31				
14/01/2008	Saturday														
15/01/2008	Sunday														
16/01/2008	Monday		86.52	3	1	6	1	13	4.52	132.15	15.59				
17/01/2008	Tuesday		86.77	1	1	4	5	13	9.42	120.12	9.19				
18/01/2008	Wednesday		86.56	4		4	6	13	15.55	120.15	11.59				
19/01/2008	Thursday		78.90	4		3	7	18	22.45	115.00	8.57				
20/01/2008	Friday		45.07	0	2	3	12	24	39.40	70.11	0.00				
Total			73.01	42	32	60	74	197	206.35	1563.52	115.32	0.00	0.00	0.00	1.10

The Day by Day Analysis is a report of attendance summarized daily in terms of overall performance and number of absents, leaves, late in, early put, missed punch, etc.

MONTH BY MONTH ANALYSIS

DigTime	Month by Month Analysis														10/01/2008 10:02:30				Page: 1	
01/2008-20/01/2008																				
✓Per fact	AB-Absent	LD-Leave Taken	WorkRate %	✓	LT-Late-In	LE-Early-Out	NP-Missed Punch	OT-Overtime												
Month	Head Count		WorkRate %	✓	AB	LV	LI	EO	NP	Short	WURDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT		
01/2008	17		73.01	42	32	60	74	197	206.35	1563.52	115.32							1.10		
Total			73.01	42	32	60	74	197	206.35	1563.52	115.32	0.00	0.00	0.00	0.00	0.00	0.00	1.10		

The Month by Month Analysis is a report of attendance summarized by month in terms overall performance and number of absents, leaves, late in, early put, missed punch, etc.

CORRECTION REPORT

DigTime		Correction Report								10/01/2008 10:03:12			Page: 1
Group :		03/01/2008 - 20/01/2008											
User ID	Name	Date	Sche	In	Break	Resume	Out	Off	Done	Work	Overtime	Short	Remark
1	001003	William Scott	03/01/2008	0	08:41	13:27	19:41			9.00	1.41		
			04/01/2008	0	08:50	13:23	18:05			9.00	0.05		
			05/01/2008	0			19:04				1.04		
			06/01/2008	0	08:58	14:58				5.58		3.02	
			09/01/2008	0									ABSENT
			10/01/2008	0									ABSENT
			11/01/2008	0		14:32							
			12/01/2008	0	08:37	13:16	19:13			9.00	1.13		
			13/01/2008	0	08:39	14:42	19:56			9.00	1.56		
			16/01/2008	0	08:44	15:34				6.34		2.26	
			17/01/2008	0	08:52	12:59				3.59		5.01	
			18/01/2008	0	08:37	14:16				5.16		3.44	
			19/01/2008	0	08:46		19:27			9.00	1.27		
			20/01/2008	0	08:46	14:55				5.55		3.05	

The Correction Report is a report to indicate if there is any outstanding clocking activity for administrative personnel to take corrective measures.

STAFF MOVEMENT ANALYSIS

Digitime		Staff Movement Analysis		10/01/2008 10:04:23		Page: 1	
		03/01/2008 00:00 - 20/01/2008 00:00					
Card	Name	Date	Transaction				
1 001003	William Scott	03/01/2008	08:41	13:27	19:41		
			01 01	01 01	01 01		
		04/01/2008	08:50	13:23	16:50	18:05	
			01 00	02 01	02 01	02 01	
		05/01/2008	17:17	19:04			
			01 00	01 01			
		06/01/2008	08:58	10:32	14:58		
			01 00	01 00	02 00		
		07/01/2008	12:10				
			01 01				
		11/01/2008	14:32				
			01 00				
		12/01/2008	08:37	13:16	19:13		
			01 00	01 01	01 01		
		13/01/2008	08:39	14:42	19:56		
			01 00	02 00	01 01		
		16/01/2008	08:44	15:34			
			01 00	02 00			
		17/01/2008	08:52	12:59			
			01 00	02 01			
		18/01/2008	08:37	14:16			
			01 01	01 00			
		19/01/2008	08:46	19:27			
			01 01	01 01			

The Staff Movement Analysis is the transaction records of individual staff by user ID.

TERMINAL ACTIVITY REPORT

DigTime		Terminal Activity Report					10/01/2008 10:06:11			Page: 1
		03/01/2008 00:00 - 20/01/2008 00:00								
ID	Description	Date	Transaction							
1 01	Main Door	03/01/2008	08:41 01	15:27 01	19:41 01					
		001005	001005	001005						
		04/01/2008	08:10 00	08:10 00	18:09 01					
		001006	001005	001006						
		05/01/2008	12:32 00	17:17 00	18:20 00	19:04 01				
		001006	001005	001004	001005					
		06/01/2008	08:31 01	08:12 00	08:17 00	08:18 00	10:32 00	18:04 00		
		001004	001004	001006	001005	001005	001006			
		07/01/2008	19:10 01							
		001005								
		11/01/2008	08:17 00	08:17 00	14:32 00	18:40 00	18:42 00	18:42 01		
		001006	001006	001005	001006	001006	001006			
		12/01/2008	08:37 00	08:44 00	12:14 01	18:02 01	19:12 01			
		001005	001006	001005	001006	001005				
		13/01/2008	08:39 00	12:34 01	19:14 01					
		001005	001006	001005						
		15/01/2008	10:31 01							
		001004								
		16/01/2008	08:44 00	18:18 01	18:18 01					
		001005	001006	001006						
17/01/2008	08:11 01	08:12 01	08:13 00	08:40 00	08:12 00					
001004	001004	001004	001006	001005						
18/01/2008	08:37 01	11:44 00	12:34 00	14:14 00	18:44 01					
001005	001006	001006	001005	001006						
19/01/2008	08:46 01	12:44 00	19:27 01							
001005	001006	001005								

The Terminal Activity Report is the transactions record of staff by reader.

TERMINAL TRANSACTION LISTING

DiGTime		Terminal Transaction Listing		10/01/2008 10:06:59		Page: 1
		03/01/2008 00:00 - 20/01/2008 00:00				
Date	ID	Description	Card	Name	Transaction	
1 03/01/2008 08:43	01	Main Door	001096	Jernifer Curtis	00	
2 03/01/2008 08:49	01	Main Door	001095	Craig Hennessey	00	
3 03/01/2008 08:54	01	Main Door	001098	Elizabeth Wellington	00	
4 03/01/2008 08:56	01	Main Door	001097	Debra Bacon	00	
5 03/01/2008 12:16	02	Side Door	001098	Elizabeth Wellington	01	
6 03/01/2008 12:20	02	Side Door	001098	Elizabeth Wellington	01	
7 03/01/2008 12:31	01	Main Door	001095	Craig Hennessey	00	
8 03/01/2008 12:34	02	Side Door	001097	Debra Bacon	01	
9 03/01/2008 13:12	01	Main Door	001095	Craig Hennessey	01	
10 03/01/2008 13:21	02	Side Door	001097	Debra Bacon	00	
11 03/01/2008 13:52	02	Side Door	001098	Elizabeth Wellington	00	
12 03/01/2008 18:00	02	Side Door	001096	Jernifer Curtis	00	
13 03/01/2008 18:12	01	Main Door	001096	Jernifer Curtis	01	
14 03/01/2008 18:42	01	Main Door	001098	Elizabeth Wellington	01	
15 03/01/2008 18:42	01	Main Door	001098	Elizabeth Wellington	01	
16 03/01/2008 19:17	01	Main Door	001097	Debra Bacon	01	
17 03/01/2008 19:25	01	Main Door	001095	Craig Hennessey	01	
18 04/01/2008 08:51	01	Main Door	001095	Craig Hennessey	00	
19 04/01/2008 08:52	01	Main Door	001096	Jernifer Curtis	00	
20 04/01/2008 09:01	01	Main Door	001097	Debra Bacon	00	
21 04/01/2008 09:17	02	Side Door	001098	Elizabeth Wellington	00	
22 04/01/2008 12:35	01	Main Door	001095	Craig Hennessey	01	
23 04/01/2008 12:36	02	Side Door	001096	Jernifer Curtis	01	
24 04/01/2008 13:48	02	Side Door	001096	Jernifer Curtis	00	
25 04/01/2008 16:38	02	Side Door	001098	Elizabeth Wellington	01	
26 04/01/2008 18:13	01	Main Door	001095	Craig Hennessey	01	
27 04/01/2008 18:50	01	Main Door	001098	Elizabeth Wellington	01	
28 04/01/2008 18:52	01	Main Door	001096	Jernifer Curtis	01	

The Terminal Transaction Listing is the record of all transaction data downloaded from every reader.