



TCMS V2 SOFTWARE USER MANUAL





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FINGERTEC WORLDWIDE SDN BHD

For enquiries on technical matters, please forward the email to support@fingertec.com

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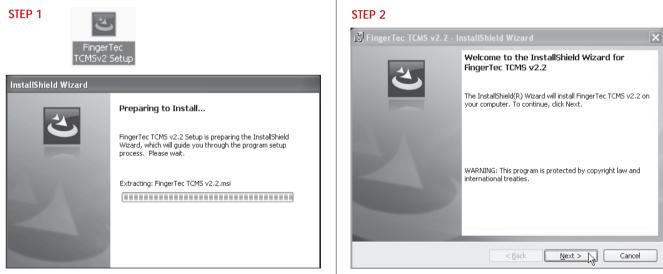
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1 • INSTALLATION AND ACTIVATION

INSTALLATION AND SET UP

- 1. To install TCMS V2, you need to insert the TCMS V2 installation CD into CD-ROM or DVD-ROM.
- 2. Browse the CD and run the installation file.
- 3. If your computer has AUTORUN feature, it will be initiated automatically.



Double click the icon to initiate the installation process. For PC with AUTORUN feature, the installation process will be initiated automatically.

Click "Next" to proceed.

🐺 FingerTec TCMS v2.2 - InstallShield Wizard	×
License Agreement	
Please read the following license agreement carefully.	
FINGERTEC TCMS V2 END-USER SOFTWARE LICENSE AGREEMENT	
IMPORTANT-READ CAREFULLY: This TCMS V2 System End-User License Agreement is a legal agreement between you (either an individual or a single entity) and FingerTec Worldwide Sdn Bhd. ("FingerTec") for the software product identified above, which includes Computer software and associated media and printed materials, and may include "online" or	
electronic documentation ("TCMS V2 Software").	$\mathbf{\mathbf{x}}$
 I accept the terms in the license agreement 	
◯ I do not accept the terms in the license agreement	
< Back Next > 1 Cancel	

Check "I accept the terms in the license agreement" after you read the license agreement. Click "Next" to proceed.

STEP 4

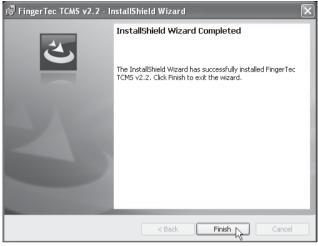
🕼 FingerT	ec TCMS v2.2 - InstallShield Wizard	X
Destinati Click Ne>	on Folder At to install to this folder, or click Change to install to a different folder.	
	Install FingerTec TCMS v2.2 to: C:\Program Files\FingerTec Worldwide\TCMSv2\ Change	
InstallShield -	< Back Next > Cancel	

Click "Next" to install software to default installation folder at C:\Program Files FingerTec\TCMS v2. Click "Change" if you want to specify a different location to install the software.

🖟 FingerTec TCMS v2.2 - InstallShield Wizard 🛛 🗙
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield < Back Cancel

Click "Install" to start the installation, which takes a few minutes and varies with performance of computer.

STEP 6



Click "Finish" after the installation is completed.

A new icon is created on the desktop. Click the icon to start the software.



STEP 7 & STEP 8



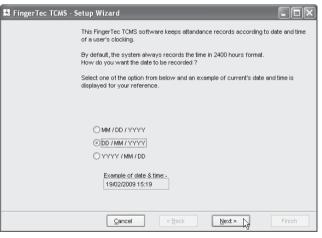
Choose a language and click "Select" to choose the preferred language.

👪 FingerTec TCMS - S	ietup Wizard
	Congratulation! You have successfully installed this FingerTec TCMS software into your computer system.
	I'm a smart Setup Wizard which will guide you to enter some simple parameters to complete this one time initialisation process.
	Please locate your 'Product Key' code and enter it in the space below. You can find this code on the genuine software hologram sticker on the cover of the software setup CD.
	0
	Qancel < Back Next>

You can find the product key, activation key and serial number of the terminal printed on the genuine sticker of the TCMS V2 CD.



STEP 9



Select the date display format to be used in software and reports. Click "Next" to proceed.

RingerTec TCMS - Setup Wizard	
a holiday or restday, etc whi By default, the system have	h requires one's present to work, or otherwise it can be ch don't need him/her to come to work. suggested the following special key words to represent
reference, it's recommended	, if you want, you may wish to change them. For ease of you don't change them.
The normal working day is	WORKDAY
The non-working holiday is	HOLIDAY
Other non-working days are	RESTDAY
First day of the week is	OFFDAY Sunday
	< Back Next > Finish

By default, the software displays the name of working and non-working day and they can be changed according to your preference. All these information will be displayed in the software and reports. By default, the first day of a week is Sunday, and it can be changed accordingly. However, the software always defines the first day of the week when you choose the display language for the software. For example, the first day of a week is defined as Friday if you choose Arabic or Farsi as display language.

Click "Next" to proceed.

STEP 11

👪 FingerTec TCMS - Setup Wizard	
unauthorised i You can enter to protect it fo At your convir	the part where you might want to protect this program from usage. your secret password using maximum of 10 alpha-numeric characters authorised usage only, or leave it blank if you don't require it now. nent, you can always actiavte or deactivate this password protection cided to change it at a later stage.
	**** **** avbriefly introduce yourself to me so that we may contact each other in if you want to.
Company	FingerTec World Wide
Name	Henry
Email	henry@fingertec.com
Country	Malaysia
	ancel < Back Next >

In "Password" column, insert the administrator's password to protect access to the software.

In "Retype" column, retype the same password to reconfirm.

Password is an optional field. You can ignore it if you have any other facilities to guard your computer.

In "Company" column, insert the company name, which will be published in all reports. You may fill in the name of the administrator and his email address.

Please select the country where your company is located.

Click "Next" to proceed.

This is an optional page and you can ignore all information by clicking "Next".

👪 FingerTec TCMS -	Setup Wizard
	You have just completed the few simple steps required by the system to automate your attendance system. You may wish to go back to any of the previous steps to change the parameters, otherwise click the Finish button to conclude this wizard setup.
	Upon finishing of this setup, I'll leave you to the FingerTec TCMS control center. Make sure the clock terminal is connected to this computer as per instruction provided on the 'Termina' Quick Installation Guide'. You may start enroll new user's fingerprint on the clock immediately.
	It's been a pleasure at your service, and once again, thank you for using this FingerTec TCMS software and hope you'll have a great time in exploring this attendance system.
	Cancel

Click "Finish" to end the software setup.

72	
	Well done! Thank you for using this FingerTec TCMS software and we trust that you will find it helpful in your attendance management control.
	<u>ok</u>

A welcome message will pop up to inform you that the setup is completed. Click "OK" to accept.

STEP 13

Enter FingerTec	TCMS Password
****	Q
10502	Abort

Software will start automatically. Insert the administrator's password to login into the software.

Note: The password box will not pop up if you did not insert any password during the setup process.

TO CONNECT AND ACTIVATE TERMINALS IN SOFTWARE

BY USING TCP/IP, RS232 OR RS485 CONNECTION

The connection between the software and terminals is crucial to make the software works. If the connection failed, the software cannot be initiated. You must have software product key, software activation key and serial number of the terminal to connect the software to the terminals. Information is printed on the genuine sticker of the software installation CD. Refer to page 7.

Z-AE9Y-JM8A	1	0	 R2		TCP/IP	115200	192 168 1 222
				_			
				_			

When the software is initiated for the first time, this page will pop up.

Follow the steps below:

- [1] Insert the ID
 - · Each terminal ID must be unique for the software to accept new terminal.
 - The numbers must be between 1-999 and it must match the number in the Communication Option in the terminal.
- [2] Select the model of the terminal(s).
- [3] Select Type of Connection
 - TCP/IP if using LAN connection.
 - · COM1~6 if using RS232 or RS485 connection.
 - · USB if using USB flash disk to transfer data
- [4] Select the baud rate if COM1~6 is selected as Types of Connection. Ignore if TCP/IP or USB is selected as Types of Connection.
- [5] Insert the IP address of the terminals. Ignore if COM1~6 or USB is selected as Types of Connection (same settings in Communication Option in the terminals).
- [6] Uncheck the Disable column to connect the software to the terminals.

STEP 2

Disabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	
	B4NZ-AE9Y-JAV6A		1	0		R2		TCP/IP	115200	192.168.1.222	_
				0.0			_				
				Confirm	Terminal is Online						
					ensure that the selected to						
				communication settings are set correctly before proceed.							
				Are un	u sure you want to continu	• 2					
				140 10		· ·					
					[]			_			
					Oker	Gancel					
					. 9						
						-					
						-					

A message will pop up and request you to confirm that the terminal has been connected properly.

Click "Okay" after you have checked the connection.

STEP 3

	NT: Click 'Activate Term	inar outton te	Activate Terminal			
Disabled	Product Key B4NZ-AE9Y-J/N6A	Activatic	You are added to activate the tackded terminal to enable the downloading of elocating data transition to enable the downloading of elocating data transitivity of elocating the activation of the activation by if you areasity areasity and you areasity if	Baudrate 115200	IP Address 192.168.1.222	6
I Show 1	TCMSv2 Viewer Active	tion	Activation Key [7HU4AD6N] Visit our vestelets for international warrance construction. <u>Group</u> <u>Cone</u>			

A new window will pop up to indicate that connection is established. The software will connect to the terminal to read the serial number. Insert the Activation Key into the column.

Click "Apply" to save settings.

Spec In ord		of nodel for each included terminal, and its income communication port for RS-222485 connection, or its unague P address for TCHP connection, a make ane the terminal is connected or time is your RC before you untick the Tankled checker. I addin Activatio: Terminal
Disa	oled Product Key	Activatic You are about to activate the selected terminal to enable the downloading of clocking data from Baudrate IP Address P -
	DANZ-AE9Y-JVKA	
		Apply Gose v
•		
\$*	ow TCMSv2 Viewer Active	1
	Add	Delete Activite Terminal Advanced Settings Terminal Group Apply Qlose

The software has been activated and is ready to run. Click "OK" to accept the message.

Specify the		inal, make su inal button te	or each intelled terminal, and its income communication port for RSI-232485 connection, or its unique re the terminal is connected ontre Is your PC before you untick the "Dashed Checker. Activate Terminal	IP address for	TCP/IP connection.
Disabled	Product Key	Activatic	You are about to activate the selected terminal to enable the downloading of clocking data from	Baudrate	IP Address P -
	B4NZ-AESY-JA6A		The terminal to an envice to activate Luarg Internet online activation, or you can enter the activation to you any choice to activate Luarg Internet on the activation to you any choice activate the activation of the activation Product Vary Sental No. Product Vary Sental	115200	192168.1.222
			Activation Key REBVT4A7	L	
			Visit our website for international warranty registration.		
•					
	CMSv2 Viewer Activat	tion			
	Add	Delete	Activate Terminal Advanced Settings Terminal Group		Apply Close

If "Apply" button is deactivated after you inserted Activation Key, please check the genuine sticker on the software installation CD. Make sure that the key numbers shown on the screen are the same as the ones printed on the sticker.

Contact your local reseller or support@fingertec.com for more detail information.

CONNECTION BY USB FLASH DISK

STEP 1

FingerTec Terminal

Specify the D number and the type of model for each installed terminal, and its inown communication port for RS-202485 connection, or its unique P address for TCP/P connection. In order to enable a disabled terminal, make sure the terminal is connected or livine to your PC before you until the Disabled checker. MORTIANI: Cite: Kurkete Terminal burkets in adverted terminal in order to able download Licking data from terminal.

Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address
B4NZ-AE9Y-J/V6A	7HU4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222
RL57-GE89-UM89		2	0		Klosk 100		USB 🗸	115200	192.168.1.201
						_			
						_			
				1					1
CMSv2 Viewer Active	ation								
	DeNZ-AESY-JWGA RL57-GE89-JW69	B4NZ-AE9Y-J/N6A 7HU4AD6N	DBUZ_AESY-JARA 1944AD01 1 1 ULS7-2689-JAM09 2 2	DBQZ_AGY_JMGA 1 0 R_157-2695-1,MG9 2 0 1 0 1 0 1 0 2 0 1 0	BRE7.469-JM68 704409 1 0 Prevent 1 BR57-6699-JM69 2 0 0	Bel2_AGY_JM6A /PHAADPI 1 0 (Terman 1 R2 R5.97-689-1.M69 2 0 Kosh 100	Bel2_AGY-JM6A /PHJADON 1 0 (Terminal R2 8023/78 R5.97-689-1JM69 2 0 0 Koya 100 2 7 0 Koya 100 2 7 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	BARE ARY-MARA 7P.044.001 1 0 Termine 1 P2 022029 (79 P R15-7-689-1/M69 2 0 P R15-7-689-1/M69 2 0 P R15-7-689-1/M69 2 0 P R15-7-689-1/M69 2 P R15-7-689-1/M69 P	BRC 459-3464 Poll4081 1 D Termen 1 P2 022672 TCPP 115200 R5-7-689-34469 2 0 N Notes 100 199 11520 11520 R5-7-689-34469 2 1 0 N Notes 100 199 11520 11520 R5-7-689-34469 1 1520 199 11520 199 11520 199 11520 199 11520 R5-7-689-3446 199 199 199 199 199 199 199 199 199 19

Uncheck the Disable column to activate the terminal.

Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	
1	B4NZ-AE9Y-J/V6A	7HU4AD6N	1	0	Terminal 1	82	8202478	TCP/IP	115200	192.168.1.222	-
]	RL57-GE89-UM489		2	0		Kiosk 100		USB	115200	192.168.1.201	_
					Serial No. 82027:	28					
(TCMSv2 Viewer Activ	ation									

Insert the Serial number of the terminal into the column.Click "Apply" to proceed.

STEP 3

FingerTee						
In order to		ninal, make si	or each installed terminal, and its known communication port for RS-222485 connection, or its unique are the terminal is connected online to your PC before you untick the 'Disabled' checker. Activate: Terminal	P address for	TCP/IP connection.	
Disabled	Product Key	Activatio		Baudrate	IP Address	F 🔺
	B4NZ-AE9Y-JA/6A	7HU4AD6N	the terminal. You may choose to activate it using internet online activation, or you can enter the activation	115200	192.168.1.222)
	RL57-GE89-UM89		You may choose to activate it using internet online activation, or you can enter the activation key if you already have it.	115200	192.168.1.201)
			Product Key [k157 - [0289 - [11899] Benal No. [8202728 C) Have the stands correction, I want to actuals my terminal outlos. (c) already have the activation tary, I want to actual to tark the activation tary. Activation Key [K23VT4A7]			
			Visit our website for international warranty registration.	L		_
I Show	CMSv2 Viewer Active	Man	Apply N Giose]		•
	CHUYA NAMET ACTIVE					
	Add	Delete	Activate Terminal Advanced Settings Terminal Group		Apply Qk	ose

Insert Activation Key into the column. Click "Apply" to proceed.

STEP 4

Specify the Dinumber and the type of nodel for each installed terminal, and is income communication port for RS-222485 connection, or is unique to order to make a disable terminal, and a gar the terminal is connected or into tyru PC before you untick the "Dealed" diverse. Monotonia Control	ue IP address for	TCP/IP connection.	- II-II
BISBBED Product Rey Activate Trou are about to activate the selected terminal to endore the downloading of cocking data incline B4NZ-AESY_JA6A 7HU4AD6N the terminal.	115200	192 168 1 222	
R.5-2654.VMB Lay 8 You atready have t 2005 2 Activate Terminal Cargadation You have activated the selected terminal accessfully. Other Other Cargadation Key RES VE 4A7 Activator for transmission Key Selected for terminal accessfully. Vidio version Key RES VE 4A7 Vidio version for the selected for terminal accessfully. Vidio version Key RES VE 4A7	115200	192.168.1.201	
	_		
épply Giose			•
Show TCMSv2 Viewer Activation			
Add Delete Activate Terminal Advanced Settings Terminal Oco	e [Apply Q	050

Software will be activated for you to use the software. Click "OK" to accept the message.

Dealese Product two Active A service the selected memoral to evolve the deviver location of the selected memoral to evolve the deviver location of the selected memoral to evolve the sele	IP Address 168.1.222
DNUL-ALSY-JORA Viou may choose to activite it using internet online activation, or you can enter the activation they if you already have it.	168.1.222
Product Key B4NZ - AE9Y - JW6A	
Serial No. 8202478	
I have the internet connection, I want to activate my terminal online.	
I already have the activation key, I want to enter the activation key.	
Activation Key RE3VT 4 A/7	
Visit our website for international warranty registration.	

If "Apply" button is deactivated after insertion of Activation Key, please check the genuine sticker on the software installation CD. Make sure the key numbers shown on the screen are the same as the ones printed on the sticker.

Contact your local reseller or support@fingertec.com for more details.

TO ADD OR DELETE TERMINALS TO ADD NEW TERMINALS INTO THE SOFTWARE

STEP 1

FingerTec Terminal

Specify the D number and the type of model for each installed terminal, and its incrvm communication port for RS-2324485 connection, or its unique IP address for TCP/P connection in order to enable adsabilited terminal, eakle sure the terminal is connected critere to your PC before you untick the TSusteider checker. MOVCRTANT: Out. Activate Terminal points to advrete the terminal is connected to download cobciting date from terminal.

Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	H
	B4NZ-AE9Y-J/V6A	7HU4AD6N	1	0		R2	8202478	TCP/IP	115200	192.168.1.222	-)
							_				-
										-	
							_				
							_				
							_				
4						1					
											ŕ
Show I	CMSv2 Viewer Activ	mion									

Click "Add" to add a new terminal into the software.

STEP 2

isabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	ß
	B4NZ-AE9Y-J/V6A	7HU4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222	
											-
					Please enter TC	MS v2 Product Key					-
					RL57	- QE89 - JW89	1 💻				
						_					
						Abor					-
											-

Insert the Software Product Key as printed on the software installation CD. Click the "key" icon to confirm.

STEP 3

FingerTec Terminal

Specify the D number and the type of model for each installed terminal, and its incrvm communication port for RS-2324485 connection, or its unique IP address for TCP/P connection in order to enable adsabilited terminal, each sure the terminal is connected ordine to your PC before you untick the TSusteider checker. MOVCRTANT: Out. Activate Terminal buildow to advrest the terminal in order to advance to download occlusing data from terminal.

Disabled		Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	H
	B4NZ-AE9Y-JA6A	7HU4AD6N	1	0		R2	8202478	TCP/IP	115200	192.168.1.222)
\$ <u> </u>	RL57-GE89-UW89		2	0		R2		TCP/IP	115200	192.168.1.223	
13											
											_
											_
											_
											_
											_
4											•
Show '	CMSv2 Viewer Activ	ation									
	6 del	Delete						watripal Over as		Annik C	lose
Show '	CMSv2 Viewer Activ	ation Delete		Activo	te Terminal	Advanced Settings	Т	erminal Group		Apply :	ğ

Repeat steps as mentioned in page 10.

TO DELETE TERMINALS FROM THE SOFTWARE

ingerTec Terminal

Specify the D number and the type of model for each installed terminal, and its incover communication port for RS-2324485 connection, or its unique P address for TCP/P connection In order to enable a disabled terminal, make sure the terminal is connected online to your PC before you utility the Disabled checker. MPORTANI: City: Knowle Terminal busins to advect the terminal in order to able downood coloring data from terminal.

Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address
1	B4NZ-AE9Y-JA6A	7HU4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222
	RL57-GE89-UM89	RE3VT4A7	2	1	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223
						_				
						-	_			
						_				
						_				
			-							
4										
Show 1	CMSv2 Viewer Active	ation								
	Add	Delete			te Terminal	dvanced Settings		erminal Group		Apply Qo

Click to select the terminal. Click "Delete" to delete the terminal from the list.

TO INTERACT WITH TERMINALS

Information from connected terminals can be retrieved to check on its settings and contents. The settings can be changed and uploaded to the terminals as and when required.

STEP 1

isabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	
]	B4NZ-AE9Y-J/V6A	7HU4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222	_
]	RL57-GE89-UM89	RE3VT4A7	2	0	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223	
							_	-		-	
							_				
							_				
							_				
							_				
							_				
							_				

Check the Terminal ID to connect to the terminal and to retrieve settings. Click "Advance Settings" to proceed.

STEP 2

 \mbox{Click} "Get Settings" and the software will start to retrieve information from the selected terminal.

Terminal ID	2 Model IKiosk	100 Baudrate	115200 🗸
Description	Terminal 2	IP Address	192.168.1.223
Puling Host IP		Connection	тсрир 🗸
No attendance records		Communication Key	
Language		Sleep time	; o'clock
Date format		Power off time	o'clock
Voice		Power on time	o'clock
1:N Threshold		SDK version	
1:1 Threshold		Firmware version	
Only 1:1		Administrator	
Idle minute		User	
Idle action		Fingerprint	
Lock delay	0 0 (x20ms)	Password	Holiday
v%egand format		User log	Workcoo

Terminal Advanced Setting			
Terminal ID Description Pulling Host IP No attendance records	2 Model IKiosk 100 Terminal 2	Baudrate IP Address Connection Communication Key	115200 V 192.168.1.223 TCP/IP V
Language Date format	English	Sleep time nced Settings	: o'clock
Voice	On Process comple	ted I	: 0'clock
1:1 Threshold Only 1:1	35 \$ OK		Ver 6.18 Jan 4 2008
Idle minute Idle action	0 C	User Fingerprint	
Lock delay Wegand format	150 🗘 (x20ms) 26 💌	Password User log	0 Holiday 0 Vorkcode
Qet Settings De	efault Settings	Print Settings	Update Firmware

Once information is retrieved, click "OK" to save the settings.

Terminal ID	1 Model Kiosk 10	0 Baudrate	115200 🗸
Description	Terminal 1	IP Address	192.168.1.222
Puling Host IP		Connection	ТСРИР 🛩
No attendance records		Communication Key	
Language	English 💌	Sleep time	; o'clock
Date format	YY-MM-DD 🗸	Power off time	; o'clock
Voice	On 🛩	Power on time	; o'clock
1:N Threshold	45 🗘	SDK version	6.0.3.2
1:1 Threshold	35 \$	Firmware version	Ver 6.20 Nov 11 2008
Only 1:1	No 🗸	Administrator	
Idle minute	0 😂	User	
Idle action	Sleep Mode	Fingerprint	
Lock delay	150 \$ (×20ms)	Password	Holiday
⊮iegand format	26 🛩	User log	Workcoo

Refer to the table below to understand all settings and information.

- Terminal ID to specify the terminal identification number.
- · Model to choose from a list of FingerTec® 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 to putting a check on this box will provide no attendance records at all. This function is suitable for FingerTec® 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. This is only in-use when you are using a WG model of FingerTec® products. 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 Setting	s click to get the	default settings of the read	ler.
---	------------------------	--------------------	------------------------------	------

- 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.

Note: Firmware file is always in .cfg format

• Close to close the Terminal Advanced Settings window.

HOLIDAY works with i-Kiosk 100, i-Kiosk 100 Plus, Q2i and TA200 Plus for access control only. Ignore this item if:

[1] you are not using any of the mentioned models.

- [2] you are not using the mentioned model for access control.
- [3] your office is closed during holidays.

To configure holiday settings to the terminal, please follow the steps below:

Holiday Settings

You can use this setting to prohibit entry during a particular holiday ID (01-24). These holiday records are similar to Holiday List in Group Duty Roster.

Holiday ID	Date 🛄	Description	Time Zone	In Used	
01	01/01/2009	New Year	2]
-					-
					-
<u> </u>					
					-
					-
			1	i i	_
Get Settin	ngs	Set Settings	Save	Close	

- [1] Insert a Holiday ID as a code.
- [2] Insert the Date of the holiday.
- [3] Insert the Name of the holiday. (Optional)
- [4] Insert a time zone to control the access time period during holidays. Please refer to page 70 for Time Zone settings.
- [5] Check "In-Used" column to activate the settings.
- [6] Click "Set Settings" to update changes to terminal.
- [7] Click "Save" to save settings.
- [8] Click "Close" to finish.

WORK CODE works with i-Kiosk 100, i-Kiosk 100 Plus, Q2i and TA200Plus only. Ignore this if:

[1] you are not using any of the mentioned models.

[2] you are not using work codes to capture clocking reason.

To configure work codes, please do the following steps:

Workcode Settings

You can use this setting to display the description of a workcode (01-99) on the terminal screen when the workcode is selected. These workcode records are similar to Remark definition.

Workcode	Description	In Used
10	Going to meet supplier	
11	Going to meet client	
12	Attempt to training	
		· · · · · · · · · · · · · · · · · · ·
Get Settin	ngs <u>S</u> et Settings	Save Close

- [1] Insert a number as work code.
- [2] Insert the name of work code.
- [3] Check "In-Used" column to activate work code.
- [4] Click "Settings" to update changes to terminal.
- [5] Click "Save" to save settings.
- [6] Click "Close" to finish.

TO ASSIGN TERMINALS INTO GROUPS

When multiple terminals are installed within an environment, we recommend you to assign the terminals into groups to ease data downloading/uploading. For example, you can assign all terminals installed at ground floor into a group labeled as Ground Floor, and those on 1st floor labeled as 1st Floor. During data downloading/uploading, you choose terminals by choosing group(s).

This is an option to facilitate the software operation in an environment with multiple terminals.

Please follow the steps below:

STEP 1

sabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	
	B4NZ-AE9Y-J/\/6A	7HU4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222	
	RL57-QE89-UM/89	RE3VT4A7	2	0	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223	
							_				
							_				

Click "Terminal Group" to define group name.

STEP 2

city the ID number and the type of model for each installed terminal, and its known communication port for RS-232/485 connection, or its unique IP address for TCP/IP cor Specify the binance and the type of mode for each matabase terminal, and its move contrast contrast for the 2524465 Contractus. In order to enable a disabled terminal, make sure the terminal is connected online to your PC before you unlick the Disabled' checker MPORTANT. Cak' Activate a terminal with the contrast terminal in order to able to download clocking data from terminal. Terminal Groun Activation ID Group Product Key on Baudrate IR Address Below is a table consists of user-definable group description for B4NZ-AE9Y-J/V6A 192.168.1.222 terminals. RL57-GE89-UM89 RE3VT403 115200 192.168.1.223 Disabled Group Description 1 880 2 Productio 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 Glose Show TCMSv2 Viewer Activation Qlose Add Delete Advanced Settings Terminal Group

Insert number to represent Group ID into Group column. Insert group name into Description column. Click "Close" to save settings.

Caution: A check on Disable will stop the software from connecting to the terminals in the group.

STEP 3

ingerTec Termina Specify the ID number and the type of model for each installed terminal, and its known communication port for RS-232/485 connection, or its unique IP address for TCP/IP connection In order to enable a disabled terminal make sure the terminal is connected online to your PC before you unlick the Disabled checker MPORTANT: Click 'Activate Terminal' button to activate the terminal in order to able to download clocking data from terminal Disabled Product Key Activation ID Group Description Serial No. Connection Baudrate ID 6 dokeses 8202478 TCP/P B4NZ-AE9Y-JAV6A 7HU4AD6N 0 Terminal 1 115200 TOPID 115200 RI 57.0E89.1M/89 RE3VT487 Terminal 2 Ground Floo 1921681.22 1 R8D Production Show TCMSv2 Viewer Activation Add Delete Advanced Settings Terminal Group Apply Glose

Assign terminals into the corresponding group. Click "Apply" to save settings.

2 • BASIC OPERATIONS

This software is designed for time attendance and door access control function. This chapter covers basic operations and its communication with the terminals.

DEPARTMENT DEFINITION

System Configuration				
The following configuration compor Date / Hour format Day type Leave type Staff extended leave Clocking schedule Group duty roster	nents are evailable:	_		
Company & contact person Change password Preferred language Re-build database indexes	Below is a table consists of user-d			
Backup/Restore database files	Department	Password	User ID	<u> </u>
Department definition	Administration	*******		
Section definition	Engineering	******		
Remark definition	Information Technology	*******		
What's new in this release ?	Production	******		
what's new intriis release ?	QA & QC	******		
Configure Use this setting to key in the pre-o name.	To add a new record, press the down-arm		he bottom of the	list.
			Close	,
	Apply Cancel	_	1	~

Department

You can create departments and assign users into any of the department. You can filter data viewing or reports by department.

Ignore this step if the Company does not have department categorization.

- To add a new department, insert the name of the department. Press ↓ to insert the next department.
- To delete a department, select a department and press DEL on keyboard.

Password

You can assign department password to each department's manager. With the password, department manager can login into TCMS V2 to view and print reports for users assigned under his department only. Ignore this step if department manager(s) were not granted any rights to access the soft-

Ignore this step if department manager(s) were not granted any rights to access the software.

To add new department password, insert password next to the department. Press \downarrow to insert the next department password.

 To delete a department password, select a department password and press DEL on keyboard.

User ID

You can assign user ID for department manager in this column. Department manager can login to TCMS V2 Viewer (optional web application) to view and print reports for those assigned under the same department.

Ignore this step if the Company is not using TCMS V2 Viewer.

- To add a new User ID, insert User ID in the column next to the department. Press \downarrow to insert the next user ID.
- To delete a User ID, select a User ID and press DEL on keyboard.

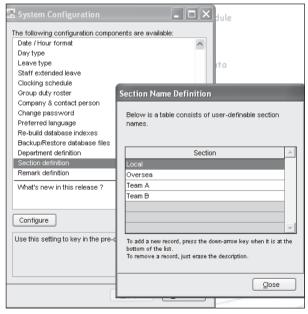
Click "Close" to save changes.

SECTION DEFINITION

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

Ignore this step if the Company does not require any section.

- To add a new Section, insert the name of the section into the column. Press ↓ to insert the next section.
- · To delete, select a Section and press DEL on keyboard.



Click "Close" to save changes.

REMARK DEFINITION

Remark is a tag to explain user's clocking activities. It is in combination with the work codes used by a terminal. A user can insert a predefined work code during his fingerprint verification at the terminal. The inserted code is meant to identify activities, for example code "20" represents "Emergency Leave", code "10" represents "Meeting Supplier" and etc. The clocking time will come with work code explanation in the software, published in Attendance Sheet, Terminal Data Audit List and Monitor Terminal Activity.

Ignore this step if the Company does not require work codes or reasons for clocking data.

🚟 System Configuration			
The following configuration comp	onents are available:		
Date / Hour format	~		
Day type			
Leave type	Ita		
Staff extended leave			
Clocking schedule			
Group duty roster			
Company & contact person	Attendance Remark Definition		
Change password			
Preferred language	Below is a table consists of user-definable r	emark fo	r
Re-build database indexes	attendance.		
Backup/Restore database files			
Department definition			_
Section definition	Remark	Code	<u> </u>
Remark definition	Going to meet supplier	10	
What's new in this release ?	Going to meet client	11	
	Attempt to training	12	
	Check In	00	
Configure	Check Out	01	
Cornigure	OT In	04	
Use this setting to key in the pre	OT Out	05	-
attendance.	To add a new record, press the down-arrow key who bottom of the list. To remove a record, just erase the description.	≗nitisatt	the
	C	Close	

If you are not using work code at the terminal, you can check the clocking data. By default, these are the basic codes of all terminals.

00 – Check In	01 – Check Out	04 – OT In	05 – OT Out

User can press the keypad buttons to define their clocking status during verification.

▲ button – Check In ▼ button – Check Out ESC button – OT in OK button – OT Out

These codes are downloaded into the software without affecting time attendance calculation. They are useful only when you export clocking data to any 3rd party software.

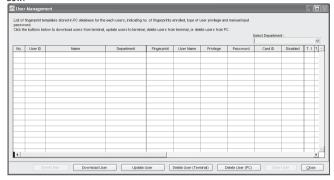
USER MANAGEMENT



to go to User Management.

🔚 Fingerprint Terminal
The following terminal control functions are available:
Setup FingerTec terminals
User management
User access codes
Terminal users control
Terminal last update status
Configure access zones
Set terminal date and time
Set automatic download interval
Download data from terminal
Clear all data in terminal
Terminal data audit list
Monitor terminal activities
USB flash disk management
Instant message display
FRIS database server management
×
Set
Use this setting to download enrolled users from reader into local database, and to distribute stored users to other reader.
Glose

Click "User management" to open the page and you will see the following window.



User Fingerprint Management is a page to interact with all connected terminals in handling transfers of users. The details of each column are explained below.

User ID	The number to identify every user enrolled in a terminal, maximum ID is 9 digits.
Name	The full name of every users for example Tony Michael.
Department	The department that the user belongs to.
Fingerprint	Total fingerprint templates user enrolled in the terminal
User Name	The display name on the terminal during verification, maximum is 8 characters. For example Tony.
Privilege	The system offers 4 levels of authority to the terminal. User – Normal user who is not given any permission to access any settings of a terminal. Enroller – A person who is given permission to only enroll new users into a terminal. Admin – A person who is allowed to access all settings of a terminal except Advance Settings. Supervisor – A person who has the highest authority to access all set- tings in a terminal.
Password	The password enrolled at the terminal. Current password can be edited or it can be replaced with a totally new password. A user can also add a password to the User ID to enhance security. However, any changes made must be uploaded to select terminal(s) before it could take effect. Ignore this step if a user is not using any password.

Card ID	The Card ID enrolled at the terminal. Current card can be edited or it can be replaced with a totally new card. A user can also add a card to the User ID to enhance security. However, any changes made must be uploaded to select terminals before it could take effect. Ignore this step if a user is not using any card.
Disabled	This function is to disallow certain users from getting verification at certain terminal(s).

Details of operation are described below.

DOWNLOAD USERS FROM TERMINALS

ick th	e buttons below to	download users from terr	ninal, update us		o PC. You can either cho + privliege + password, i		Departmen	t-		2
¥0.	User ID	Name	De	You may select the rank	e of records by:		Card ID	Disabled	T.1 T.	ń
				D	1 👻		L			
				User D All None Some	1 2 3 3 5	<				
(Selected data:	Pingerprint Card ID Username + Privilege Apply	 ancel				

After users are enrolled at a terminal, the data must be downloaded into the software before using any other features in the software.

[1] Click "Download User".

- [2] In "Download Users from Terminal" window, select the terminal's ID number from the drop down menu. As soon as the selection is made, the software will connect to the terminal and all available users ID will be displayed onscreen.
- [3] Click "All" to select all users to download or you can choose to download a particular user by clicking his user ID.
- [4] In "Selected Data" section, please select all (Fingerprint, Card ID, User Name + Privilege + Password) to download.
- [5] Click "Apply" to start downloading.

								Select Department	e	
No.	Liser ID	Name	Department	Fingerprint	User Name	Privilege	Password	Card ID	Disabled	T.1
140.		Elise Johnson	Administration	Tingeipitik	User manie	Liber	Paloo Proto	4252892		DOM:
		Torw Stone	Engineering			User		4252092		-
		Felicia Dickson	Information Technology			User				-
		Gibert Kazt	Production			Liser				-
		Sheena Jazz	04.8.00			User				-
										-
_										-
-										-
-										
										_

Users will be downloaded into the software and basic information such as Name, Department, and User Name can be inputted into the table.

UPLOAD USERS TO TERMINALS

All users stored in the software can be uploaded to other terminals without reenrollment. You can upload any changes of the users to the terminals too.

sswc sk the	ard.	implates stored in PC database for slow to download users from termin			Use this function to upo selected terminal. You o username + privilege +	can either choose			~
lo.	User ID	Name	Department	Fingerprint					t T.
1	1	Elise Johnson	Administration		You may select the rang				
	2	Tony Stone	Engineering		D	1 🗸		~	
	3	Felicia Dickson	Information Technology		User ID	▼ 1	Bise Johnson	^	
4	4	Gilbert Kazt	Production		() Al	✓ 2	Tony Stone	_	
5	5	Sheena Jazz	QA 8 QC		0 None	✓ 3	Felicia Dickson		
					Ontoine	✓ 4	Gilbert Kazt		
_					Some	₽ 5	Sheena Jazz		
_									
_									
_									
-								~	
-									
-					Selected data:	Fingerprint			-
						Card ID			
-						Username + I	Privilege + Password		
-									

On User Fingerprint Management page, follow the steps below to upload users into terminal.

- [1] Click "Upload User".
- [2] In the "Upload Users to Terminal" window, select terminal ID.
- [3] Click "All" to select all users in the terminal for upload or you can choose to upload a particular user by clicking his user ID.
- [4] In "Selected Data" section, please select all (Fingerprint, Card ID, User Name + Privilege + Password) to upload.
- [5] Click "Apply" to upload.

You can upload users to multiple terminals without repeating the above steps. Follow the steps below to upload users to multiple terminals.

lick the	ard. e buttons be	low to download users from b	erminal, update users to terminal,	delete users from	selected terminal. You o username + privilege + p			
No.	User ID	Name	Department	Fingerprint	You may select the rang			
1	1	Elise Johnson	Administration	1				
	2	Tony Stone	Engineering	1	D	~		
3	3	Felicia Dickson	Information Technology	1	User ID	▼ 1	Elise Johnson	^
-4		Gilbert Kazt	Production	1	⊙ AI	₽ 2	Tony Stone	
5	5	Sheena Jazz	QA & QC	1	O None	₩ 3	Felicia Dickson	
						I▼ 4 I▼ 5	Gilbert Kazt Sheena Jazz	
_					Some	I¥ 5	Sheena Jazz	
-								
-								~
-								
					Selected data:	Fingerprint		
						Card ID		
						Username + P	Privilege + Password	
					1	Select Te	rminal ID	Cancel

[1] Click "Upload User".

- [2] In the "Upload Users to Terminal" window, ignore the ID column.
- [3] Click "All" to select all users to upload or you can choose to upload a particular user by clicking his user ID.
- [4] In "Selected Data", please select all (Fingerprint, Card ID, User Name + Privilege + Password) to upload.
- [5] Click "Select Terminal ID".
- [6] A new window with all terminal IDs will be displayed. Uncheck irrelevant terminals.
- [7] Click "OK" to proceed.
- [8] If you want to sort the terminal by group, select Group by the Terminal Group column.

Um D Newe Tick checker below to select the data turnination 1 Tory Steve Seed D D @coch Detorbin 3 Predia Deton 1 Internination Status 6 Stevens Azz 0 Offerensis D @coch 9 Stevens Azz 0 Status Period 9 Stevens Azz 0 Status Status 9 Stevens Azz 0 Status Status 9 Stevens Azz 0 Status Status
Server Deserver D Server Deserver D Server Deserver D Server Deserver D Server D Ser
A Gener road A
Concernance Concernace Concernace Concernace Concernance Concernance
Steel Temping - Factored Set Temping - Factored Set Temping - Factored Evol User Devendad User Lipade User Devendad Devendad Devendad Devendad Devendad Devendad Deven
Select Terminal Crosp Carcel
Strat Uber Deverload Uber Lipidate Uber Devela Uber (PC) Sone Uber
Strat Uber Deverload Uber Lipidate Uber Devela Uber (PC) Sone Uber
Strat Uber Deverload Uber Lipidate Uber Devela Uber (PC) Sone Uber
perprint templates stread in PC databases for the each users, indicating no. of regreprint ductors below to download users from terminal, update users to terminal, dates users to subtors below to download users from terminal, update users to terminal, dates users to
User/D Name
1 Else Johnson Tick checker below to select the data terminal:-
2 Tony Stone Select ID Group Description Status
2 Ealis Dickson
4 Gilbert Kazt 2 OUT terminal se Johnson A
4 Olibert Kazz V 2 OUT terminal vy Store
4 Olibert Kazt V 2 OUT terminal ry Stone
A General Nation Sources Just 2 OUT terminal Sources Just 2 Sources
Oktori Kast Oktori Oktori Kast Oktori
A General Nation Sources Just 2 OUT terminal Sources Just 2 Sources
Oktori Kast Oktori Oktori Kast Oktori
Oktori Kast Oktori Oktori Kast Oktori
Oktori Kast Oktori Oktori Kast Oktori
Oktori Kast Oktori Oktori Kast Oktori
A Geber Kost Ø 2 OUT termel Soera Jusz Select terminals by Terminal Group:- Been Jusz Select terminals by Terminal Group:- Prove State Prove
A labor Nati P 2 OUT terme Seens kez
A Oxford Yout 2 2 OUT terminal by Tarminal Group:- Severa Juzz Select terminals by Tarminal Group:- Oxford Oxford Z Production Cancel Cance
A Oxford Yout 2 Source Name Sourc
A (definition of a second

[9] Select the Group and Click "OK" to proceed.

DELETE USERS (TERMINAL)

In some circumstances, the Company needs to delete some users from the terminal(s) for examples if a staff resigned or he is blocked from using a certain terminal, please follow the steps below.

🖶 Use	Delete Users from to	erminal								- 6	i)×
List of passy Click t	Use this function to dei terminal. You can eithe privilege + password, o	ete all or selected user(s) data from s r choose to delete fingerprints, usern or both data set.	elected ine +			user privilege an ete users from P	c	Select Departme	nt-		z
No.	You may select the rang	an of second buy		nt	User Name	Privilege	Password	Card ID	Disabled	T.1 T.	^
	D ID			1		User					
	Liser ID		~	1		User			8		- 1
		1 Elise Johnson 2 Tony Stone	^			User User					-
	⊂ Al	✓ 3 Felicia Dickson		1		Liser			H		-
	None	¥ 4 Gilbert Kazt		H 1							
	Some	5 Sheena Jazz									
			×	E							
	Selected data:	Fingerprint Card ID Username + Privilege + Passwor	1								
		Apply	Gancel							,	
		Download User	Update User		elete User (Ter	minai) I	Delete User (PC)	Sav	e User	⊆lose	

[1] Click "Delete User (Terminal)".

- [2] In the "Delete Users from Terminal" window, click "All" to select all users or you can select particular users to delete from terminal.
- [3] In "Selected Data", please select all (Fingerprint, Card ID, User Name + Privilege + Password) to delete.

[4] Click "Apply" to proceed.

Deletion of the same user from multiple terminals can be done without repeating the above steps. Follow the steps in the next page to delete users from multiple terminals.

8	Delete Users from te	rminal										
Li P C	Use this function to dele terminal. You can either privilege + password, o	choose to delete fing		1	T		user privilege an ete users from P	c	Select Departme	nt-		v
Г					erprint	User Name	Privilege	Password	Card ID	Disabled	T.1	T. ^
ΙH	You may select the rang				1		User					
	D	~			1		User					- 11
	User ID	1 Bi	se Johnson	^	1		User					
LЦ	() All		ny Stone		1		User					- 11
LН	O None		licia Dickson		1		User					- 11
LН	Ontaria		bert Kazt									- 11
LН	Some	10 5 St	eena Jazz									- 11
LН				~								- 11
	Selected data:	Fingerprint Card ID Username + Privi	lege + Password)									
ų		Select Termin		Gancel								•
	Erroll User	Downlo	ad User	Update User		elete User (Ter	minal) [Velete User (PC)	Save	User	⊆lose	

- [1] Click "Delete User (Terminal)".
- [2] In the "Delete Users from Terminal" window, ignore the column ID of terminal.
- [3] Click "All" to select all users to upload or you can choose to upload particular users by clicking their user ID.
- [4] In "Selected Data", please select all (Fingerprint, Card ID, User Name + Privilege + Password) to upload.
- [5] Click "Select Terminal ID".
- [6] A new window with all terminal IDs will be displayed. Uncheck irrelevant terminal ID.
- [7] Click "OK" to proceed.
- [8] If you want to sort the terminal by group, select Group by the Terminal Group column.
- [9] Select the Group and Click "OK" to proceed.

8	Delete Users from to	erminal												- 🗆 ×
Li p C	Use this function to del terminal. You can ethe privilege + password, r	lete all or selected r choose to deleb				ł	L.			iser privilege an de users from P	c	Select Departme	int:-	×
							erprint	Use	r Name	Privilege	Password	Card ID	Disabled	T.1 T. ^
	You may select the ran	-					1			lloer				
LН	D	~	Tick o	heck	ker belov	v to select th	e data t	ermina						
LН	User ID	1	Select	ID	Group	Desci	iption			Status	~			
LН	O All	2 3	~	- 1		Terminal 1								
LП	None	4		2		Terminal 2		_						
111	Some	5						-						
ШH	0.000													
ШH														
ШH								_			1.1	-		
ШH				Terr	ninal Group	× •			Okay	Le Le	ancel			
	Selected data						_	1		10				
ШH	Selected data	Fingerprint Card ID					<u> </u>	_						
ШH		Username +	Privilege +	Pass	arord		<u> </u>	-						
ШH								-			-	-		
l i		Select T	erminal ID			Cancel								
	Enrol User	Do	wnload Us	er .		Update User		Delete l	Jser (Terr	inal) [Delete User (PC)	Sav	e User	Glose

0 B C	Use this function to dek terminal. You can either privilege + password, o	r choose to delete				r ·			user privilege an de users from P	c	Select Departme	nt-		
E	You may select the rand	te of records by:				erprint	User	r Name	Privilege	Password	Card ID	Disabled	T.1	T. ^
	ID	×	Tick cl	hecker bel	ow to select th	e data te	rmina		llor			H	-	- 1
	User ID All None	1 2 3 4 5	Select V	ID Group 1 2	Descr Terminal 1 Terminal 2	iption			Status					
	Selected data	Fingerprint Card ID Usernene + Pi Select Ter		Terminal Gro	0 0	ound Floor			/	ancel				

DELETE USERS (PC)

Once user information is deleted from a terminal, the particular user will not be allowed access anymore. However, his information is still available in the software. To remove a user from the software, please follow the steps below.

🐻 User Fingerp	Delete Users from PO									
List of fingerprint t password. Click the buttons b	Use this function to dele	ste all or selected user(s) data from PC database ther choose to delete fingerprints, username +			user privilege an lete users from P		Select Departme	nt-		v
No. User ID				r Name	Privilege	Password	Card ID	Disabled	T.1	T. ~
1	You may select the rang	e of records by:			User					
2					User					
3	User ID	Elise Johnson	~	L	User					
4	OAI	☑ 2 Tony Stone		<u> </u>	User					- 11
5	None	3 Felicia Dickson		<u> </u>	User					- 11
	Ondine	4 Gibert Kazt		L						- 11
	 Some 	5 Sheena Jazz		-						- 11
										- 11
										-
			~							
	Selected data:	Fingerprint		L						- 11
		Card ID		<u> </u>						- 11
		Username + Privilege + Password		L						- 11
										- 11
								1		
		Apply Q	ncel						-	·
B	rol User Do	wnload User Update User	Delete	User (Te	minal) [Velete User (PC)	Sav	User (⊆lose	-

[1] Click "Delete User (PC)".

- [2] Click "All" to select all users to delete from the software or you can choose to delete particular user by clicking his/her user IDs.
- [3] In "Selected Data", please select all (Fingerprint, Card ID, User Name + Privilege + Password) to delete.
- [4] Click "Apply" to upload.

The user information will be cleared and highlighted in grey. However, his User ID, name and department will still be in the software. It is recommended that the Company keeps the information for future reference.

List of fingerprint templates stored in PC database for the each users, indicating no fingerprints enrolled, type of user privilege and manual invapassword Click the buttons below to download users from terminal update users to t en statute concern from DC Select Department Departs liser None Privileon Card D Else Johnso Administration 2 Tony Stone Engineering 2 Felicia Dickson Information Technology 4 Gibert Kazt Production User Sheepa Jap 048.00 Download User Update User Delete User (Terminal) Delete User (PC) Save User Glose

If the Company wants to delete the user from the software, please follow the steps below.

[1] Click 🖉 to open User Record page.

📇 User Fingerprint Managemen

0.	er ID [2 User ID		Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend	
). 		Elise Johnson	Name	Enip No.	Administration	Section	Group	Rateani	Suspena	
		Tony Stone			Engineering		0		<u>H</u>	
		Felicia Dickson			Information Technology		0		H	
		Gilbert Kazt			Production		0		<u> </u>	
		Sheena Jazz			QA 8 QC		0			
-										
_										-
				1	FingerTec World Wide					
			Tony Stone						^	
			Name		Social Security No.					
			Engineering	~					~	
		Click for photo	Department		D No.	Address				
			Department	~						
			Section		Phone No.					
		2	Section 23/02/2009 🗔	11				j Es		
			Section		Phone No. Email	// Vecation	IIE J Uni	r Le		1
			Section 23/02/2009 🗔	11			III /	/ E		۱

[2] Double click the "Dustbin" icon.

lo. User ID		Name	Emp No.	Departr	vent	Section	Group	Rate/Hr	Suspend	
1	1 Elise Johnson			Administration			0			_
	2 Tony Stone			a			0			
	3 Felicia Dickson		Purge User ID				0			
	4 Gilbert Kazt						0			
5	5 Sheena Jazz		Please select th All clocking tran removed. User ID All None	1 2 3 4	Elise Johnson Tony Stone Felicia Dickson Olibert Kazt	wy. will also be				
	Cick for photo 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	© Some	5	Sheena Jazz	∑ancel		/ E	×	2	

[3] Select the User ID to delete.

[4] Click "Delete" to proceed.

USER RECORDS

User details and photo can be inserted in User Records. Ignore this step if the Company does not want to insert details or photo of users.

[1] Click User Sto open User Records.

User ID		Name	Emp No.	Emp No. Department		Group	Group Rate/Hr	Suspend	
	Elise Johnson		AD1582	Administration	Local	0			
2	Tony Stone		EN05584	Engineering	Oversea	0			
3	Felicia Dickson		IT7568	Information Technology	Oversea	0			
	Gilbert Kazt		PD5933	Production	Team A	0			
5	Sheena Jazz		Q1895	QA 8 GC	Team B	0			
	Click for photo	Name Administration Department Local Section 24/02/2009	× ×	Social Security No. CN5589361258 ID No. 60122081118 Phone No. elise@tingertec.com	Bondor Ki 47100 Pu Galeroor Address 20/12/200	chong	/12/2009 -	< III >	
	1 Add User	24.022009 ICs Issued	Expired	Enal	Vacation	9 102 01 Un			Cancel

[2] Select the user ID and insert information into the corresponding field.

[3] Click the "Click for photo" column to find photo of the user.

[4] Repeat the same steps for other users.

[5] Click "Apply" to save settings.

In case you wish to change the User ID to another new User ID, follow the steps below.
[1] Click User to open User Records.

No.	User ID		Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend	
1	1	Elise Johnson		AD1582	Administration	Local	0			
	2	Tony Stone		ENG5584	Engineering	Oversea	0			
	3	Felicia Dickson		IT7568	Information Technology	Oversea	0			
	4	Gilbert Kazt		PD5933	Production	Team A	0			
	5	Sheena Jazz		Q1895	QA 8 GC	Team B	0			
		Click for photo	Else Johnson Name Administration Department Local Section	user ID. All related dat	Old ID 1	r D once it has been changed.	alan BK 3/5 3, J	2,	< 1	
		1	24.02/2009			Çancel	31. Unt	12/2009		

[2] Click "Change ID".

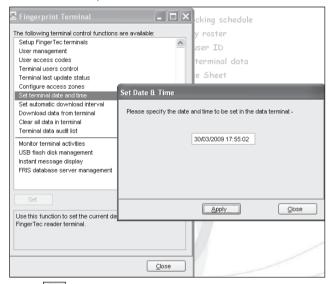
[3] Select the user ID that you want to change.

[4] Insert the new user ID.

[5] Click Apply to save settings.

SET TERMINAL DATE AND TIME

When you run the software for the first time, synchronization of date and time of terminals with the computer is crucial.



[1] Click and select "Set terminal date and time".

[2] The date and time of the terminals must always be the same as the computer's.

[3] Click "Apply" to synchronize with the terminal.

If you noticed that the date and time of any terminals are not the same as the time in the computer which collects all the data, please follow the steps above to synchronize.

Ignore this step if the date and time of terminals are in sync with the date and time of the computer.

DOWNLOAD DATA FROM TERMINALS

Users verify their fingerprints, passwords or cards at a terminal to report attendance or gain access. The date and time of verification is captured as clocking data and saved into local memory of terminals. To enable viewing of these clocking data, the data needs to be downloaded into the software to generate attendance data, in-out records and reports. It can be done manually or automatically. Failure to download data from terminals to computer, no records could be viewed in the software.

MANUAL DOWNLOADS

and select "Download data from terminals" [1] Click - IX cking schedule 🔚 Fingerprint Termina The following terminal control functions are available: Setup FingerTec terminals User management User access codes terminal data Terminal users control Terminal last update status Configure access zones Set terminal date and time Manual Download Clocking Data Set automatic download interval Use this function to download the clocking transaction data from data Clear all data in terminal terminal manually. These clocking data will be remove from terminal Terminal data audit list once it has been downloaded to PC. Please do not interrupt during the download and converting process Monitor terminal activities USB flash disk management Instant message display FRIS database server management Apply Close Use this function to download clocking age a manually

[2] Click "Apply" to start downloading process.

[3] If you are connecting to multiple terminals, a new window will pop up after you clicked Apply.

Tick o	Tick checker below to select the data terminal:-										
Select	ID	Group	Description	Status	A						
\checkmark	1		Terminal 1								
\checkmark	2		Terminal 2								
	Tern	ninal Group									

[4] Uncheck irrelevant terminal IDs.

[5] Click "OK" to proceed.

Data in the terminal will be cleared after downloading process is complete. The process is automatic to avoid data loss and overflowing of data.

Note: Please do not quit the software, or disconnect terminal from the software during the downloading process. Interruptions will cause the incomplete download process and data loss.

AUTOMATIC DOWNLOADS



[1] Click and select "Set Automatic Download interval"

[2] The automatic download interval can be predefined by:

- Seconds
- Minutes (Download process will only start when it is approaching the pre-defined clocking time. In case of 10 minutes, if the pre-defined IN time is 9:00am, download process will start 10min before 9:00am which is at 8:50am and 10 minutes after 9:00am which is at 9:10am. This is different with normal minute interval.)
- · Specific timer

[3] Click "Apply" to save settings.

Eingerprint Terminal	- CK cking schedule
	Set Clocking Download Interval
Setup FingerTec terminals	
User management	Use this function to specify the time interval for the system to
User access codes	automatically download the clocking data from the data terminal:-
Terminal users control	
Terminal last update status	
Configure access zones	30 Second(s)
Set terminal date and time	
Set automatic download interval	Specify the time interval for the system to activate the automatic
Download data from terminal	download process before and after each clocking time:-
Clear all data in terminal	
Terminal data audit list	
Monitor terminal activities	10 Minute(s)
USB flash disk management	
Instant message display	Specify daily download timer for the system to activate the automatic
FRIS database server managemen	download process everyday.
The database server management	
	10:00 o'clock
Set	18:00 o'clock
	10.00
Use this setting to specify the inter	
will automatically download the clo terminal.	
Community.	
	<u>Apply</u> <u>Close</u>
	Close

You can select to use all 3 types of download intervals at the same time. All 3 download intervals will not interrupt each other during download process.

CLEAR DATA IN TERMINAL

If you want to use the terminals for access control only without checking any access details of users, choose to clear logs from the terminal. You do not need to download logs into the software, instead delete logs directly from the terminal. However, it is important to take note that the deleted transaction logs cannot be retrieved by all means.

Ignore this step if the Company wants clocking data of all users of the terminals

Fingerprint Terminal The following terminal control functiv Setup FingerTecterminals User management User access codes Terminal users control Terminal last update status Configure access zones		cking schedule y roster yser ID terminal data e Sheet udit list
Set terminal date and time Set automatic download interval Download data from terminal Clear all data in terminal Terminal data audit list Monitor terminal activities USB flash disk management Instant message display FRIS database server manageme	data terminal permanently.	vey all the clocking transaction data in the st retype the code provided below to
Set Use this function to clear away clo terminal.	cking data in reader	No

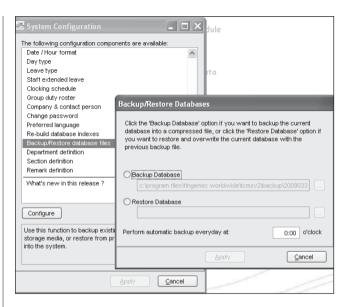
[1] Click and select "Clear all data in terminal".

[2] Please remember the random number given in the box.

- [3] Click at the random number column and the number will disappear.
- [4] You need to insert the same number into the column again.
- [5] Click "Yes" to proceed.

BACKUP/RESTORE DATABASE

It is advisable to backup your database periodically. You can clear the transaction logs of the software after you have done the backup process. This operation can reduce the burden of database and to maintain the efficient processing time of the software. Restoration of the old database is possible for future reference.





[1] Click Configuration to select "Backup/Restore database files"...

- [2] To backup database, select "Backup Database" and select a location to save the database .ZIP file.
- [3] To restore database, select "Restore Database" and locate the database .ZIP file to restore.
- [4] If you want the software to backup database daily at a fixed time, insert the time into the column.
- [5] Click "Apply" to save settings.

3 • SETUP OF CLOCKING SCHEDULES AND GROUP DUTY ROSTER

Ignore this chapter if the Company does not use this software for time attendance

Clocking schedules and group duty roster are important configurations to calculate attendance of users correctly. Every setting in the clocking schedules and in the group duty roster will affect the outcome of time attendance and its corresponding reports.

Once the configurations are done, users do not need to define their clocking status (check-in, check-out, lunch etc) at terminals. When they verify at the terminals and their clocking captured, the software will check all the downloaded clocking data from the terminals and justify it against the predefined schedules and group duty rosters.

SETUP OF CLOCKING SCHEDULES

Different clocking schedules can be created to support users with different working times or working rules. The software provides a maximum of 1,000 clocking schedules for definition and 3 types of clocking schedules to configure.

- A. Weekly schedules are working schedules that apply for one week. Most of the general working schedules are based on weekdays and weekends.
- B. Daily schedules are working schedules that apply for a day. This is an application for multiple shifts, overnight shifts, open shifts, rotational shifts etc.
- C. Flexi schedules are weekly working schedules without considering any late in, early out or OT. Mostly apply to flexi-working hours.

1] Click and select "Clocking Schedule"

COLUMN	DESCRIPTION
Schedule	Schedule is identified by code ranging from 0 to 999.
Description	Description of the schedule.
Work Schedule	3 types of the work schedules • Weekly • Daily • Flexi

Clocking Schedule

List of clocking schedules to be used in group duty roster. A schedule can be either base on weekly routine with optional flexible clockings, or according to daily clockings for rotational shifts.

Schedule	Description	Work Schedule		
0		Weekly	Edit	
	Add Schedule	Delete Schedule		Close

[2] To edit a schedule, click "Edit" to start.

[3] To delete a schedule, select the schedule code and Click "Delete Schedule".

[4] To add a new schedule, click "Add Schedule".

Add Schedule	
To add new clocki desired work sche	ng schedule, select an availabe schedule code and specify the dule.
Schedule Description Work Schedule	4 V Veekly
	Qkay Cancel

- [5] Select a schedule code and name the schedule.
- [6] Define the "Work Schedule".
- [7] Click "Okay" and start to configure settings.

CLOCKING PAGE

If you select "Weekly" schedule type, the clocking schedule as below will be displayed.

Weekday	Day Type	In	Break	Resume	Out	OT	Done		
Sunday	RESTDAY V		Dicak	resume	Jui		2-011C		
Monday	WORKDAY	09:00			17:00				
Tuesday	WORKDAY	09:00	-		17:00				
Vednesday	WORKDAY	09:00			17:00				
Thursday	WORKDAY	09:00			17:00				
Friday	WORKDAY	09:00			17:00				
Saturday	WORKDAY	09:00			13:00				
	use OT/Done as schedule the time interval if you war						· <u>Y</u> es · : -	• :	

If you select "Daily" schedule type, the clocking schedule as below will be displayed.

Clocking Schedule							-
Specify the clocking schedules and its setting	ngs as indici	ated below.	Fixed clocki	ng schedule is	not applica	ble to flexi-work s	chedule.
Clocking Settings		Schedule	1	Description			
Clocking Time:-	<u>In</u>	<u>Break</u>	Resume	Out	<u>01</u>	Done	
Actual clocking time Leave it blank if not used	09:00			17:00			
Clocking Range:- Clocking before this time Leave it blank for default range							
Latest Clocking:- Replace with most recent clocking within the clocking range				\checkmark			
Do you want to use OT/Done as schedule	d work inste	ad of over	time?		<u>Y</u> e	s	
Please specify the time interval if you war	t to have ra	tes differer	tial for overt	me		- :	
If this is a rotational shift, specify the qual	fy minutes b	efore the s	hift starts .				
							Save

If you select "Flexi" schedule type, the clocking schedule as below will be displayed.

cking Sched	ule	
pecify the clock	ing schedules and its settin	gs as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.
locking Rang	e Settings	Schedule 2 Description
Instruction		
Weekday	Day Type	In Out In Out In Out
Sunday	RESTDAY 💌	
Monday	WORKDAY	
Tuesday	WORKDAY	
Wednesday	WORKDAY	
Thursday	WORKDAY	
Friday	WORKDAY	
Saturday	WORKDAY	
A subsequent o	clocking is considered of sa	ut clocking pairs for this flexi-hour schedule 3 (2)
		Save

In "Clocking" tab, do the followings.

- [1] Define the "Day Type" (Only applicable to Weekly and Flexi Schedules)
 - Normal working day for the schedule is identified as "Workday".
 - · Off day for the schedule is identified as "Restday".
- [2] Define time into the corresponding time slots. They must be defined in pairs as below. (Only applicable to Weekly and Daily Schedules)
 - In-Out refers to time when work starts and ends. The time that falls in between is the total working time. Any working time that exceeds the Out time is treated as OT time. In-Out pair is a compulsory pair.
 - Break-Resume refers to the time that a break starts such as lunch, tea, dinner etc, and the time that a break ends. The time falls in between is called break time. It is optional to deduct break time from the total working time. The Break-Resume Column is not compulsory, as this is an optional pair.
 - OT-Done refers to the time that an OT starts and the time it finishes. The time that falls in between are considered as OT time. It is not recommended to use the pair if overtime is optional during the scheduled time period.

- [3] "Do you want to use OT/Done as scheduled work instead of overtime" (Only applicable on Weekly and Daily Schedules)
 - Enable it only if users are having 2 breaks during one working day, for example: In

 Lunch Break Resume Tea Break Resume Done. Working time is calculated based on In time and Done time. Any time over Done time is treated as OT. Time falls between 2 breaks are optional to be deducted from the total working hours.
 - · Disable it if you are not using the above function.
- [4] "Please specify the time interval if you want to have rate differentiate for overtime". (Only applicable on Weekly and Daily Schedules)
 - Only insert the time interval if your company applies a different OT rate for overtime. For example: Normal OT rate is from 6pm to 8pm, and a different OT rate is for OT time from 8pm to 12am. Please insert 20:00 to 00:00.
 - · Ignore it if your company does not apply different OT rates to different working time.
- [5] "If this is a rotational shift, specify the quantity minutes before shift starts." (Only applicable on Daily Schedules)
 - The number in the column refers to the delay time in minutes before a shift rotates. This enables users to have enough time to clock in or clock out without causing huge traffic flow at the terminal.
 - · Only insert the number for a rotational working roster or to open working roster.
- [6] "Please specify the maximum number of in-out clocking for this flexi hours schedule." (Only applicable on Flexi Schedules)
 - By default, flexi schedule always display 3 pairs clocking (6 time slots, In Break – Resume – Out – OT – Done).
 - If 2 pairs clocking, the software will display In Break -Resume Out (4 time slots).
 - If 1 pair clocking, the software will display only In-Out (2 time slots).
- [7] "A subsequent clocking is considered if it's the same working day if it is before mid-night within" (Only applicable on Flexi Schedules)

By default, all clocking within the same day is cut-off at midnight (12:00am) to be considered as the same workday clocking. If the Company wants to extend the cut-off pass midnight, the new cut-off time needs to be specified, for example: 03:00am. [8] "Double punch for consecutive clocking in a clocking slot if it is within minutes

of" (Only applicable on Flexi Schedules)

All clocking within this predefine time interval will be considered for one time slot only, for example if IN time is 9:00am and the time interval is 15 min, any clocking by the same person within that 15 min will be considered as IN time, taking the first time he clocks in.

RANGE PAGE

Click "Range" tab to determine the presentation of clocking data into corresponding time slots. Range only applies to Weekly and Daily schedules.

Do this, if you select "Weekly" schedule:

Clocking Sch	hedule	9											1000
Specify the c	Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.												
Clocking F	Range	Settings			Schedule	e 0	Desc	ription					
Optional: You Weekda		pecify a maxim Day Ty		a particul:	ar olooking fal Break	Is in that time Resume	Out	от	Done		1		
Sunday		RESTDAY	~										
Monday	1	NORKDAY		12:00									
Tuesday	1	NORKDAY		12:00									
Wednesda	ay 1	NORKDAY		12:00									
Thursday	þ	NORKDAY		12:00									
Friday	þ	NORKDAY		12:00									
Saturday	1	NORKDAY		12:00									
Replace wi	ith the l	atest clocking	-				>		~				
												Sav	•

Do this, if you select "Daily" schedule".

[1] You may specify a maximum time that a particular clocking falls in the time slot.

For example, to allocate all clocking time before 12:00pm into IN column, any clocking time after 12:00pm into the Break column, you need to insert 12:00 into the IN column in the clocking schedules.

Clocking Schedule							
Specify the clocking schedules and its settin	igs as indice	ited below.	Fixed clockin	g schedule is I	not applicab	le to flexi-work sche	dule.
Clocking Settings		Schedule	1	Description			
Clocking Time:-	<u>In</u>	Break	Resume	Out	<u>01</u>	Done	
Actual clocking time Leave it blank if not used	09:00			17:00			
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 ?							
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							
							Save

You also can choose to ignore the above and let the software decides on the allocation of time slots for you. By default, the software will refer to the mean time between 2 time slots to allocate the clocking data. For example, if the IN time is 9am and Break time is 12:00pm, the Mean time is at 10:00am.

Any clocking time before 10:00am is allocated automatically into the IN column, after 10:00am is allocated into the Break column. The same concept applies to all the other 5 columns.

It is recommended to let the software justifies the allocation of time slots.

[2] Replace with latest clocking

You can configure the clocking schedule to update clocking data for every time slot. The clocking data in time slots is always replaced with the latest clocking time after download process. However, it is recommended to apply "replace with latest clocking" to the Out and Done columns only. The software will always check the latest "Out" time of the users and will publish them in Attendance Sheet.

SETTINGS PAGE

Click "Settings" tab to define the clocking rules for clocking schedules. If you select "Weekly" or "Daily" schedule:

Clocking Schedule
Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.
Clocking Range Settings Schedule 0 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/Dinner time duration for flexi-lunch/flexi-dinner range in minutes
Do you want to exclude the lunch/dinner hour from working hour ?
Do you want to provide overtime for work before in time (earlytime) ?
Save

- At the "Settings" tab 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.

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 amployee 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.

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

If you select "Flexi" schedule:

Clocking Schedule	
Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.	
Clocking Settings Schedule 1 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/Dinner time duration for flexi-lunch/flexi-dinner range in minutes	
Do you want to exclude the lunch/dinner hour from working hour ?	
Do you want to provide overtime for work before in time (earlytime) ?	
Save	

[1] "Overtime if total flexi-work hour exceeds work hour of"

(Applicable on Flexi-Schedule only)

The software only treats extra time as OT if the total working hour exceeds the predefined value (Only applicable to flexi schedule).

[2] "Do you want to exclude the lunch/dinner hour from working hour? If yes, flexi-work hour is calculated based on last clocking minus first clocking." (Applicable on Flexi-Schedule only)

The settings are same but with extra option as below.

If you wish to deduct lunch/dinner time from total working hours, you must define the lunch/dinner time duration to deduct.

Insert time duration for lunch/dinner in the option "Lunch/Dinner time duration for flexi-lunch/flexi dinner range in minutes", example 60 minutes for lunch time. Software automatically deducts 60 minutes from total working hours as lunch time

However if user returns earlier than predefined time duration, example 30 minutes, software still deduct 60 minutes (as predefined).

Example. In time 10:00. Break time = 13:00. Resume time = 13:30. and Out time = 20.30

Calculation as below.

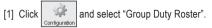
Total working hours = Out time - In time - Predefined Lunch/Dinner duration.

Total working hours = 20:30 - 10: 00 - 1:00 (60 minutes)

Total working hours = 9 hours 30 minutes

SETTINGS OF GROUP DUTY ROSTER

After you have configured clocking schedules, next is to configure group duty roster. Group duty roster refers to working calendar for a year.



roup Duty Roster							
List of group code to be use	ed by users. A group duty roster c	an be either on weekly routin	e, or rotational daily shi	ft with maximum of three shif	ts within a day.		
For open-schedule duty ros	ter without pre-defined schedule of	code, the actual schedule co	te will be determined for	om the list of possible clocking	g schedules only when user cl	ock in for wo	ek.
Group	Description	Roster	Shifts/Day	Open Schedule	Overtine Only After		<u> </u>
• •		Weekty				Edit	
		Add Group	Dele	te Group		Qlos	se .
							_

COLUMNS	FUNCTIONS
Group	Group can be represented by code ranging from 0 to 999.
Description	Name of the group.
Roster	2 types of roster. • Weekly • Shift
Shift/Day	Represent total shifts available in a day for the group. This is applicable to multiple working shifts only.
Open Schedule	Represent the schedules available in the group. Applicable to open schedules only.
Overtime only after	Show the quantity of working time for overtime claim. This is an optional calculation for Weekly or Monthly calculation. Ignore this feature if your Company does not apply this OT scenario.
	1

[2] To edit a group, click "Edit" to start.

[3] To delete a group, select the group and click "Delete Group".

[4] To add a new group, click "Add Group" to start.

To add new group duty roster, please follow the steps below: [1] Click "Add Group".

Group	Description		Roster	Shifts.Day	Open S	ichedule	Overtime Only After	
0			Weekly					Ec
	Add Gro	up						_
				ct an availabe group o reekly roster schedule.				-
			schedules.		or only or nere			
		Group	×					
	De	scription	0			sekty		
		Roster	1		Sł			
		roster	2		s			
			3		sk Sk			
			4		Sr Sr			
			6		Sr.			
			L		1.0			-
								_

[2] A new window will pop up. Select Group code and type of Group whether Weekly or Shift.

- Weekly is applicable to working hours running by week, including flexi-working hours.
 Shift is applicable to multiple shifts, open schedules, rotational shifts etc.

Add Group		
	duty roster, select an availabe group code w g schedule for weekly roster schedule, or da chedules.	
Group	3 🗸	
Description	1	
Roster	Weekly	
	Qkay	Cancel

Add Group	
	duty roster, select an availabe group code which can be same g schedule for weekly roster schedule, or daily shift roster with chedules.
Group	1 🗸
Description	
Roster	Shift
	Qkay <u>C</u> ancel

- [3] Click "Okay" to start configuration.
- [4] You can see a calendar displayed in the middle of the page if the roster type selected is Weekly.

Group D	uty	Ros	ter																													
Select g planning You ma	and	opti	onal-	open	-sch	eduk	9 COC	ies.1	Diffe	rent f	Restd	ay' is	; app	licab	le for	use	rs of	sarr	ie we	sekly	duty	rosti										acilitate the rotational shift
2009	\$						0	Froug	Ē	0		De	scrip	tion																		Overtime Only After
	Normal Shift															1	/ 💌															
	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	
Jan	_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	0	Holiday List
Feb	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				
Mar	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	Auto Schedule
Apr	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		
May	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	0	Different Restday
Jun	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		
Jul	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	0	Import Roster
Aug	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	0	Frase Roster
Sep	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		Liase Kuster
Oct	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	
Nov	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		
Dec	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	0	
																																Save

It displays all working days, rest days, and holidays. You can observe the working schedule pattern by studying the group duty roster. The pattern is varied by type of working schedules.

On the right panel, you can find the followings.

A. OVERTIME ONLY AFTER

The software treats extra working time as OT when it exceeds the predefined value. You can choose to accumulate extra time either by week or by month. For example, a predefined working hours is 40 hours per week. If a user works for a total of 45 hours in a particular week, the software will calculate 40 hours as the working time and another 5 hours as OT. If the total working hours of the user does not exceed 40 hours, the software will treat it as normal working time.

B. HOLIDAY LIST

Holiday List Below is a li rosters.	i st of holiday to be included in the group	duty
Date 🖽	Holiday	
01/01/2009	New Year	
01/05/2009	Labor Day	
		-
bottom of the	record, press the down-arrow key when it is a list. ecord, just erase the description.	t the
	Close	

You can define the holidays applied in your company. Follow the steps below to add in a new holiday.

- Insert the date and holiday name into the column.
- To delete, select the holiday's date and name, press DEL on keyboard to delete the holiday.
- Click "Close" to save settings.

C. AUTO SCHEDULE ASSISTANT

You can arrange the schedule to be applied for the group within a week. To configure:

- · Define the Day type as Restday or Workday.
- · Define the clocking schedule to follow by particular day.
- · Define the date range to take effect.
- · Click "Okay" to save settings.

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 Schedule Sequence Day Type Sunday × 0 Monday WORKDAY lo. 0 Tuesdav WORKDAY Wednesday WORKDAY 0 Thursday WORKDAY ln. Friday WORKDAY 0 Saturdav WORKDAY 0 01/01/2009 🖳 31/12/2009 🎹 Effective date range Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:- i.e. 11.12.13 Okay Cancel

D. DIFFERENT HOLIDAY

You can assign a specific user from a group for a different rest day or off day. Follow the steps below to configure.

- · Select the User ID.
- · Define the day as rest day or off day.
- · Click "Okay" to save settings.

Different Restday Schedule

You can assign a different non-working weekday for an individual staff if it's different from the scheduled non-working weekday from the group's weekly duty roster.

And any non-working weekday defined in the group duty roster will be considered as normal working day.

	No.	User ID		Name	Group	RESTDAY	OFFDAY	^						
	1	1	Elise Johnson		0	Monday								
[2	2	Tony Stone		0	Wednesday		T						
	3	3	Felicia Dickson		0									
	4	4	Gilbert Kazt		0									
	5	5	Sheena Jazz		0									
								-						
	Qkay													

E. IMPORT ROSTER

If your company has a ready-made group duty roster, you can choose to insert them into the software, without having to redo the roster.

You can choose either to import EXCEL file or ASCII file and click "View Sample" to see the corresponding format.

🛃 Import Duty Roster Records

You may specify either MS-Excel spreadsheet (,xls) or delimited ASCII (,txt) format, and the file name to import from.

Note: Existing records will be overwritten by this import function.

E)	EXCEL ASCI														
	Group	Year	Month	1	2	3	4	5	6	7	8	9	10 🔶		
Ц													L		
Н													- 1		
Н															
Н															
Н													+		
Н															
	•	İ	1		1								► ►		
	View Sample Apply Cancel														

F. ERASE ROSTER

If you have wrongly defined a group duty roster, or the duty rosters are no longer in use, you can delete it from the software.

Erase Duty Roster		
	ase the existing yearly duty roster by the specific group code.	
Year 2009 💲	Group (blank for all)	
	Qkay Cancel	

[5] If you select roster type Shift, you will see the following page.

iroup C	uty	Ros	ter																													
Select g planning You ma	and	d opt	ional	oper	I-SC	iedul	e coc	des.'	Diffe	renti	Resto	tay' i	is ap	olicat	le fo	r use	rs of	sarr	ie we	sekly	duty.	rost	er bi									o facilitate the rotational shift
2009	*	01/	01/2	009			0	Group		1		De	socrig	tion														Shi	rts/D	ву	3	
				1st S	hitt										2nd S	Shift					T					3rd	Shift					50.00 / Week
	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	-
Jan	•																															Holiday List
Feb	-	1	1	1	1		2		2		1	1	1	1		2	2	2		- 1	1	1	1		2	2	2					
Mar	1	1	1	1		2	2			1	1	1	1		2	2	2		1	- 1	1	1		2	2	2		1	1	1	1	Auto Schedule
Apr	-	2			-	1	1	1	1	•	2	2	2	-	1	1	-1	1		2	2		-	1	1	1	1		2	2		
May	2		1	1	- 1	1		2			-	1	1	1	1		2	2	2	-	1	1	1	1		2	2	2	•	1	1	Different Restday
Jun	- 1	1	-	2	2	2	-	1	1	1	1		2			-	-1	1	1	1	-	2				1	1	1	1	-		Import Roster
JUI	2				1	1	1	1		2		2		1	- 1	1	- 1		2	2	2		1	-	1	1		2	2	2		Inport Roster
Aug	1	1		1	-	2	2		-	1	1	1	1		2	2	2	-	1	1	1	1		2	2	2		1	1	1	1	Erase Roster
Sep	-	2	2	2	-	1	1	1	1	•	2	2	2	•	1	1	-1	1	•	2	2	2	-	1	1	1	1	-	2	2		
Oct	2		1	1	1	1		2	2		-	1	1	1	-1		2	2	2	-	1	1	1	1		2	2	2	•	1	1	
Nov	1	1		2	2	2		1	1	1	1		2			-	- 1	1	1	1	-	2				1	1	1	1	-		
Dec	2	2	2		1	1	1	1		2	2	2		1	1	1	1		2	2	2		1	1	1	1		2	2	2		
_																																
																																Save

In the middle of group duty roster, the working schedules pattern does not exceed 7 days a week. You can configure the cycle of the working schedules pattern, for example 9 days per cycle. Extra information can be added on the page as below:

SHIFT/DAY

You can configure total shifts available for a working day for example, 3 working shifts per day. However, you cannot define different rest days under this scenario, because there is no more weekday or weekend. You will only find work day, rest day or holiday.

SAMPLE OF CONFIGURATION

NORMAL WORKING ROSTER

Most offices and factories apply working hours similar as the onesshown below:

	IN	BREAK	RESUME	OUT
Time (Monday to Friday)	9:00am	12:30pm	1:30pm	6:00pm
Time (Sat)	10:00am			1:30pm

Follow the steps below to start the configuration of the working hours in the Software.

STEP 1

List of clocking schedules to be according to daily clockings for	e used in group duty roster. A schedule car rotational shifts.	n be either base on weekly	routine with optional fl	exible clockings, or
Schedule	Description	Work Schedule		^
b 0		Weekly	Edit	
-				
-				
				-
	Add Schedule	Delete Schedule		Close

In Clocking Schedules, click "Add Schedule" to start.

STEP 2

Add Schedule		
To add new clocki desired work sche	ng schedule, select an availabe schedule coo dule.	le and specify the
Schedule	1 🖤	
Description	Office	
Work Schedule	Weekly	
		Cancel

Select a schedule code for example "1" and name it as "Office". Select the Work Schedule as "Weekly".

STEP 3

	e Settings								
Veekday	Day Type	In	Break	Resume	Out	OT	Done		
day	RESTDAY					1			
day	WORKDAY	09:00	12:30	13:30	18:00				
sday	WORKDAY	09:00	12:30	13:30	18:00				
inesday	WORKDAY	09:00	12:30	13:30	18:00				
rsday	WORKDAY	09.00	12:30	13:30	18:00				
ay	WORKDAY	09:00	12:30	13:30	18:00				
irday	WORKDAY	10:00			13:30				
urday ou want to		10:00 Juled work in	istead of ov	ertime ?	13:30			. ;	

Define the day type with Rest Day and Work Day.

Insert the time into each corresponding column, please use 24-hours format for example (13:00 for 1:00pm).

If you want the software to treat any working time as OT during rest day, please define clocking slots for rest day as other.

Ignore the OT and Done columns.

Click "Range" to continue.

STEP 4

Clocking Sched	ule								
Specify the clock	ing schedules and its settir	nas as indi	cated belov	v. Fixed clo	ckina sch	edule is	not applicable	to flexi-work sch	edule.
	2	-			-				
Clocking Rang	e Settings		Schedul	€ 1	Desc	ription	Office		
Optional: You ma	لاج y specify a maximum time tha	t a particula	r clocking fa	lls in that time	e 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 th	e latest clocking:-				1		V		
								1	
									Save

Check to enable the option "Replace with the latest clocking" for Out column. Click Settings to continue to the next page.

STEP 5

Clocking Schedule

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

Clocking Range	Settings	Schedule 1	Description	Office
Allow a grace per Allow a grace per Minimum minutes r Maximum no. of h Work hours is eith	icid in minutes for late-in	n minutes of		5 5 30 24 00 15 15
Lunch/Dinner time	duration for flexi-lunch/flexi-dinner	range in minutes		60 /
Do you want to e:	clude the lunch/dinner hour from v	vorking hour ?		Yes / Yes
Do you want to pr	ovide overtime for work before in t	ime (earlytime) ?		✓ Yes
				Save 2

Define the working rules by inserting value to each setting. Ignore the setting if it does not apply to your Company.

Click "Save" to save setting.

Clocking Schedule

List of clocking schedules to be used in group duty roster. A schedule can be either base on weekly routine with optional flexible clockings, or according to daily clockings for rotational shifts.

Π	Schedule	Description	Work Schedule		^
	0		Weekly	Edit	
		Office	Weekly	Edit	
Ц					
Ц					
Ш					
Н					
Н					
Н					
Н					
Н					
Н					
Н					
Н					
Н					
H					
Н					•
		1	1	1	
		Add Schedule	Delete Schedule		Close

The software will return to the main page and you can see a new schedule is created. Click "Close" to save settings.

STEP 7

Gro	Group Duty Roster										
Li Fi	st of group code ir open-schedule	to be used by users. A group duty roster can be el a duty roster without pre-defined schedule code, the	ther on weekly routine a actual schedule code	, or rotational daily sh s will be determined fi	iff with maximum of three shift rom the list of possible clocking	s within a day. schedules only when user cli	ack in for we	ek.			
	Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After		<u>^</u>			
ΙĐ	0		Weekly				Edit				
۱L								- 1			
۱ŀ								-31			
۱ŀ								-81			
۱ŀ								- 1			
								_			
۱ŀ								- 11			
۱ŀ								- 1			
								- 1			
								- 11			
۱L								- 31			
۱ŀ								- v			
-											
			Add Group	Del	ete Group		Qos	e			

In "Group Duty Roster", click "Add Group" to add a new roster.

STEP 8

Group Duty Roster

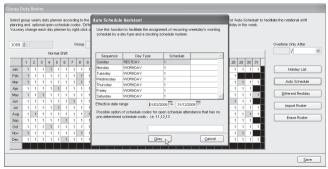
List of group code to be used by users. A group duty roster can be either on weekly routine, or rotational daily shift with maximum of three shifts within a day. For open-schedule duty roster without pre-defined schedule code, the actual schedule code will be determined from the list of possible clocking schedules only when user clock in for work

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0	_	Vineity				Edit
	Add Grou					
	code to ti	ew group duty roster, sel ne clocking schedule for clocking schedules. Group	ect an availabe group c veekty roster schedule,	ode which can be same or daily shift roster with		
	Des	cription		Weekly Office		^
		Roster 2 3		Shift Shift Shift	нĘ	
		5		Shift Shift		~
		Add Group		iete Group		Gos

Select a group from the checklist. It is recommended that you use a group that is attached with the name of the predefined clocking schedule.

Click "Okay" to continue.

STEP 9



In the new roster, click "Add Schedule" to start.

The software will automatically arrange the predefined weekly working schedule for example: clocking schedule 1. Check the date range. By default clocking schedules always start on Sunday. Please make sure you always select Sunday as starting date in the Date Range column.

If Friday is selected as first day of a week, you must define Friday as a starting date in Date Range column.

Click "Okay" to save settings.

Click "Save" to save settings.

STEP 10

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0		Weekly				Edit
1		Weekly				Edt
						_
			-			
						-

A new group is created. You can click "Edit" to change any settings in the created group duty roster if there are any changes required.

Click "Close" to end process.

If you are entitled to 2 breaks per day, and you wish the software captures both break times, for example: Lunch and Dinner, you can refer to the steps above, but you have to do a different setting in step 3. Check the following steps.

	IN	LUNCH	RESUME	DINNER	RESUME	OUT
Time (Monday to Friday)	9:00am	12:30pm	1:30pm	6:00pm	7:30pm	10:30pm
Time (Saturday)	10:00am					1:30pm

ocking Rang	e Settings		Schedul	le 1	Des	cription	Office		
Weekday	Day Type	In	Break	Resume	Out	от	Done		
Sunday	RESTDAY							_	
Monday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30		
Tuesday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30		
Nednesday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30		
Thursday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30		
Friday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30		
Saturday	WORKDAY	10:00			13:30				
	use OT/Done as scheo the time interval if you v						·· VYes		

- Configure the time into the corresponding time slots.
- Enable the option "Do you want to use OT/Done as scheduled work instead of overtime". All OT calculation only starts after Done time (10:30pm).

If you would like to configure overnight working hours similar to below:

	IN	BREAK	RESUME	OUT
Time (Monday to Saturday)	11:00pm	3:00am	4:00am	6:00am

You can refer to the steps above, but you have to do a different setting in step 3. Please see below.

cking Rang	e Settings		Schedu	le 1	Desc	ription	ffice		
Weekday	Day Type	In	Break	Resume	Out	OT	Done		
unday	RESTDAY								
londay	WORKDAY	23:00	03:00	04:00	06:00				
uesday	WORKDAY	23:00	03:00	04:00	06:00				
Vednesday	WORKDAY	23:00	03:00	04:00	06:00				
hursday	WORKDAY	23.00	03:00	04:00	06:00				
riday	WORKDAY	23.00	03:00	04:00	06:00				
aturday	WORKDAY	23:00	03:00	04:00	06:00				
	use OT/Done as sched the time interval if you v] - :	

Clocking Schedule

List of clocking schedules to be used in group duty roster. A schedule can be either base on weekly routine with optional flexible clockings, or according to daily clockings for rotational shifts.

Sche	dule	Description		Work Schedule		
	0			Weekly	Edit	
	1 Office			Weekly	Edit	

In "Clocking Schedules", click "Add Schedule".

FLEXI-WORKING ROSTER

Some companies apply flexi-working hours. There are no fixed times for checking in or checking out, going for lunch or resume working. Users can come to work anytime or leave any time. To configure flexi-schedule, check the following steps.

STEP 2

To add new clocki desired work sche	ng schedule, select an availabe schedule code and specify the edule.
Schedule	
Schedule	2
Description	R&D
Work Schedule	Flexi

Select a schedule code and name it, for example schedule code 2 for R&D. Select Work Schedule as "Flexi".

locking Ran	king schedules and its settin	ngis as indi	cated below		-	edule is		e to flexi	-work schedule.	
Instruction									-	
Weekday	Day Type	In	Out	In	Out	In	Out		-	
Sunday	RESTDAY 💌									
Monday	WORKDAY									
Tuesday	WORKDAY									
Wednesday	WORKDAY									
Thursday	WORKDAY									
Friday	WORKDAY									
Saturday	WORKDAY									
	the maximum number of in- clocking is considered of se	ame workir		before mid	l-night or \	within .		Hour		

Define the day type to the schedule. You do not need to define any time into the time slots, as this is a flexi-working schedule.

Click "Settings" to continue.

STEP 4

Define the clocking rules by inserting value into each column. Ignore the setting if it does not apply to your Company.

Click "Save" to save settings.

Clocking Schedule

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

G	Clocking	Range	Settings	Schedule	2	Description	R&D	
	Overtime	if total fi	exi-work ho	ir exceeds workhour of			8.00	
	Minimum	minutes r	must worked	to qualify for overtime			30	
	Maximum	no. of h	ours allowe	to claim for overtime			24.00	
	Work hou	urs is eith	ner round-up	or round-down (-ve) in minutes of	·			
	Overtime	hours is	either round	l-up or round-down (-ve) in minute	sof			
	Lunch/Di	nner time	duration for	flexi-lunch/flexi-dinner range in mi	nutes			
				nch/dinner hour from working hour liculated based on last clocking mir			⊻¥es	
-								
								Save N

STEP 5

Clocking Schedule

List of clocking schedules to be used in group duty roster. A schedule can be either base on weekly routine with optional flexible clockings, or according to daily clockings for rotational shifts.

	Schedule	Description	Work Schedule		
П	0		Weekly	Edit	
П	1	Office	Weekly	Edit	
•	2	R&D	Flexi	Edition	
Ш					
Н					
Н					
Н					
H					
H					
H					
H					
H					
Н					
H					•
Ш					<u> </u>

The software will return to the main page and you can see a new schedule is created. Click "Close" to save settings.

Group Duty Roster							
List of group code to be us For open-schedule duty ro	sed by users. A group duty roster ster without pre-defined schedule	can be either on weekly routin code, the actual schedule co	e, or rotational daily shi de will be determined fro	ft with maximum of three shi on the list of possible clockin	tts within a day. g schedules only when user cl	lock in for w	ork.
Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	T	T.
• 0		Vieekly				Edit	
1		V/eekly				Edit	Ë.
-							H
							н
						-	
							-
							H
-							н
						-	
						_	-
H						-	H
		Add Group) Dele	te Group		Qo	54

In Group Duty Roster, click "Add Group" to add a new group.

STEP 7

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0		Vinekty				Edit
1	Add Group					Edit
						-
		// group duty roster, sel				
	code to the	e clocking schedule for v ocking schedules.	veesly roster schedule,	or daily shift roster with		_
	opecine ci	ocking our founded.				-
		Group 🚽				-
		ription		Weekly		
		1		Weekly Office		
		Roster 2		Weekly R8D	N	
		3		Shift	- VC	
		4		Shift		
		5		Shift		
		6		Shift		5
						-

Select a group from the checklist. It is recommended to use Group that is attached with the name of a predefined clocking schedule. Click "Okay" to continue.

STEP 8

lannin iou ma	y chi						oy rig	pht-cl	ck		on to facilitate th		nent of recurring chedule number.		_	istolary	IT UPPE	1 4998	ρ κ .,		
2009	\$						0	Group	Ц											Overtine Only After	
				No	rmal	Shift														//	
	1	2	3	4	5	6	7	8	9	Sequence	Day T		Schedule		~	28	29	30	31		
Jan	2	2	2	2	2	2	2	2	п.	Sunday	RESTDAY	5	2			2 2	2	2	2	Holiday Lis	_
Feb	2	2	2			2	2	2	-1	Monday	WORKDAY		2		- 31	2 2			÷		-
Mar	2	2	2				2		-1	Tuesday	WORKDAY		2		-31	2 2	2	2	2	Auto Schedu	áe.
Apr	2	2	-	2	2	2	2	2	-1	Wednesday	WORKDAY		2		- 1		2	2	-		_
May	2	2		2	-		2	2	-1	Friday	MORKDAY		2		-21	a a	- 2	- 1	-	Different Resto	av.
Jun	2	2	2	2	2	2	2	2	-1	Saturday	WORKDAY		2		-	2 2	2	- 2	4		
Jul	- 2	2	2		2	2	2	2	-1	Effective date r		[-	100	-	4 4 h 2	2	- 4	2	Inport Roste	
Aug	- 4	2	2		-	2	2		-1		-		8009 31/12/			2 2	2	2	-		
Sep	2	2	2			2			н				pen schedule atte	indance that has	no	2 2	2	- 2	-	Erase Roste	x
Sep Oct	2	2	2			2			н	pre-determined	schedule code	c- i.e. 11	12,13			2 2	2	- 4			
	2		2		2			2	-1								2	2	4		
Nov	2	2	- 2	2	2	2	2		-1						_	2 2	2	2			
Dec	2	2	2	2	2	2	2	2	┛			Oka	Y	Cance		2 2	2	2	2		
												Qua	ř–D	- Qance							

In the new roster, click "Add Schedule" to start.

The Software automatically arranges the predefined weekly working schedule, example: clocking schedule 2.

Check the date range for the schedule. Click "Okay" to save settings. You may insert other information such as Holiday List, Different Reset Day, if there is any.

STEP 9

open-schedule duty n	ster without pre-defined schedule	e code, the actual schedule co	de will be determined fro	m the list of possible clocking	schedules only when user c	lock in for wo
Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0		V/eekty				Edit
1 Office		Weekly				Edit
2 R8D		V/eekly				- Eat-
						_
						-
						_

A new group duty roster will be created. Click "Edit" to change any settings in the created group duty roster if there are any changes required. Click "Close" to end process.

MULTI-SHIFT WORKING ROSTER

For factories that are running on shifts, some of them apply multi-shift working schedules. Users can work for more than one shift if they want to. However, a user must complete their first shift (primary shift) before they can continue to other shifts. Please see the example below.

	IN	BREAK	RESUME	OUT
Morning shift	8:00am	12:00pm	1:00pm	4:00pm
Evening shift	4:00pm	8:00pm	9:00pm	12:00am
Night shift	12:00am	4:00am	5:00am	8:00am

To configure, follow the steps below:

STEP 1

Clocking Schedule

List of clocking schedules to be used in group duty roster. A schedule can be either base on weekly routine with optional flexible clockings, or according to daily clockings for rotational shifts.

1	Т	Schedule	Description	Work Schedule			-
	Þ			Weekly	Edit	j	
			Office	Weekly	Edit	J	
		2	R&D	Flexi	Edit	J	- 11
	-						- 11
	+						
							- 1
	+						- 1
	÷						-
	t						-
	t						-
	1						-
							-
							-
-	_		·			·	
			Add Schedule	Delete Schedule		Glose	

In Clocking Schedule, click "Add Schedule" to start.

STEP 2

locking Schedu List of clocking so		group duty roster. A schedule can be eit	ner base on weekly re	outine with	optional flexible clockings, or
according to daily	clockings for rotations	il shifts.			
Schedule		Description	Work Schedule		*
0	Add Schedule				
2	To add new clocki desired work sche	ng schedule, select an availabe schedule dule.	code and specify the		
	Schedule Description Work Schedule	3 V Morning Shift			
		Qkay 2	Cancel		

Select a schedule code and name it "Morning Shift". Select Work Schedule as "Daily". Click "Okay" to continue.

STEP 3

Specify the clocking schedules and its se	ttings as ind	icated below	. Fixed clock	ng schedule	s not appli	cable to flexi-work :	schedule.
Clocking Settings		Schedule	3	Description	Morning	Shift	
Leave it blank if not used	<u>له</u> 08:00	Break 12:00	Resume 13:00	<u>Out</u> 16:00	<u>oi</u> :	Done :	
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 schedu	uled work in:	stead of over	time ?			<u>(</u> es	
Please specify the time interval if you w	ant to have	rates differe	ntial for over	ime		- ;	
If this is a rotational shift, specify the qu	alify minutes	s before the :	shift starts .				

Insert the time into each time slot. Enable "Latest Clocking" option for Out column. Click "Settings" to continue.

locking Sche	edule		
Specify the clo	ocking s	schedules and its settings as indicated below. Fixed clocking schedule is not applicable to fie	xi-work schedule.
Clocking Se	ettings	Schedule 3 Description Morning Shift	
Allow a grac	e perio	Id in minutes for late-in	
Allow a grac	e perio	d in minutes for early-out	
Minimum minu	utes mu	ust worked to qualify for overtime	
Maximum no.	. of hou	ars allowed to claim for overtime	
Work hours is	is either	r round-up or round-down (-ve) in minutes of	
Overtime hou	urs is ei	ither round-up or round-down (-ve) in minutes of	
Lunch/Dinner	r time d	luration for flexi-lunch/flexi-dinner range in minutes	1
Do you want	t to excl	lude the lunch/dinner hour from working hour ?	
Do you want	t to prov	vide overtime for work before in time (earlytime) ?	
			Saus N
			Save

Define clocking rules by inserting value into the columns. Ignore the setting if it does not apply to your Company. Click "Save" to save settings.

STEP 5

Repeat Step 1 to 4 to create another 2 clocking schedules for evening shift and night shift.

Clocking Settings		Schedule	4	Description	Evening a	hift
Clocking Time:- Actual clocking time Leave it blank if not used	<u>In</u> 16:00	Break 20:00	Resume 21:00	<u>Out</u> 00:00	<u>OI</u> :	Done :
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 sched Please specify the time interval if you w If this is a rotational shift, specify the qu	ant to have r	ates differer	ntial for overt	ime	··· [:	es - :

applicable to flexi-work schedule

Save

Done

. <u>Y</u>es

king Schedule					
ecify the clocking schedules and its set	tings as indic	ated below	Fixed clocki	ng schedule is	not applica
ocking Settings		Schedule	5	Description	Night Shift
Clocking Time:- Actual olocking time Leave it blank if not used	l <u>n</u> 00:00	Break 04:00	Resume 05:00	<u>Out</u> 08:00	<u>I0</u> :
:locking Range:- Clocking before this time Leave it blank for default range	:			:	
atest Clocking:- Replace with most recent clocking within the clocking range				$\mathbf{\nabla}$	

Clocking Schedule

Cloc

C

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

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

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

Clocking Schedule

List of clocking schedules to be used in group duty roster. A schedule can be either base on weekly routine with optional flexible clockings, or according to daily clockings for rotational shifts.

Π	Schedule	Description	Work Schedule		_
	0		Weekly	Edit	
		Office	Weekly	Edit	
		R&D	Flexi	Edit	
		Morning Shift	Daily	Edit	
		Evening shift	Daily	Edit	
•		Night Shift	Daily	Edit	
Ц					
Ш					
Ш					
Ш					
					·
		Add Schedule	Delete Schedule		Close

All 3 clocking schedules are created. Click "Close" to save settings.

STEP 7

	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0	Weekly				Edit
1 Office	Weekly				Edit
2 R&D	V/eekly				Edit

In Group Duty Roster, click "Add Group" to start.

STEP 8

Group Duty Roster

List of group code to be used by users. A group duty roster can be either on weekly routine, or rotational daily shift with maximum of three shifts within a day. For open-schedule duty roster without pre-defined schedule code, the actual schedule code will be determined from the list of possible clocking schedules only when user clock in for work

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only Atter	
0		Viccity				Edit]
1 Office	Add Group					Edit
2 R8D	To add new g code to the cl specific clock	ocking schedule for w ing schedules. Aup Californi w ion	t en eveilabe group o eekty roster schedule	ode which can be same or daily shift roster with		Edt
		Add Group		ete Group		Qose

Select a group duty roster with "Shift" for example "6" and name it as "Factory". Click "Okay" to continue.

STEP 9

iroup Duty Roster

Select group yearly duty planner according to the year selected. Use 'Holday List for holdays that applicable to all group duty roters, and 'Auto-Schedule' to facilitate the rotational shift planning and optional open-schedule codes. Different Restays' is applicable for users of same versely duty roter to the how different restays in the week. You may change each dy alprent by right-lick in other call in during to the change the day type or clocing schedule.



Define the total working shift for 1 day. The software supports a maximum of 3 shifts per day.

009		anye	eaur	luay	piari	i let i b		ht-click	Use this function	on to facilitate th day type and a				day's wor	king	Shifts/Day	3 🗘	Overtime Only After
			1	st SI	nift								Multi-Shift:			in		1
	1	2	3	4	5	6	7	8	Sequence	Day Ty	pe	1	2	3	-	7 28 29 30	31	
Jan									1	RESTDAY								Holiday List
Feb									2	WORKDAY		_	~		-			- calody List
Mar									3	WORKDAY		10						Auto Schedule
Aor									4	WORKDAY			Office					
								\rightarrow	5	WORKDAY		5	RSD					
Мау	- 1								8	WORKDAY		3	Morning S	hit N				
Jun Jul									Ľ	1		4	Evening s					Import Roster
									Effective date r	ange	01/01/2	5	Night Shift					[] personality
Aug										of schedule co			dule attendan	ce that ha	s no			Erase Roster
Sep									pre-determined	I schedule code	<- i.e. 11,1	2,13						
Oct																		
Nov																		
Dec											Okay			Cano				

Click "Auto Schedule" to define the working schedules.

Define the Day Type. Assume the first day of a week is Sunday and it is a rest day. Other days are defined as workday.

Select the corresponding clocking schedule to apply for the shift.

STFP 11

Select g	roup and	yea opt	ional	oper	n-sch	edul	8 CO0	ng to th les. 'Di iht-click	Auto Schedu	le Assistant	_				•	and 'Auf restday i			solitate the rotational shift
2009	¢							Froup		ion to facilitate the ass day type and a clocki			eekday's	s worki	ng	Shift	iDay	3 \$	Overtime Only After
				1st S	: hift							Multi-St				in		-	/ *
	1	2	3	4	5	6	7	8	Sequence	Day Type	1	2		3		7 28	20 20	31	
Jan		2	0		2	0	1	0	1	RESTDAY						7 20	:0 30	31	
		<u> </u>						$ \rightarrow $	2	WORKDAY	3	4	5		-	\mapsto		\vdash	Holiday List
Feb		_							3	WORKDAY	3	4	5			\rightarrow		+	
Mar									4	WORKDAY	3	4	5						Auto Schedule
Apr									5	WORKDAY	3	4	5						
May									6	WORKDAY	3	4	5						
Jun									7	WORKDAY	3	4	5		-				
Jul			\vdash						Effective date	range 044	01/2009 🖭	31/12/20	10 E						Import Roster
Aua			\vdash																
Sep		⊢								n of schedule codes fi d schedule code:- i.e.		uie attend	sence th	et nes	no				Erase Roster
Oct		⊢							pro-accomme	a seriedade code.+ rie.	11,12,10							+	
Nov																			
Dec		F																	
Dec		-						\vdash			2kay			⊆ancel		\mapsto		+	
											14	_	_		_				
	-	-	-	-	-	-	-	_						_	-		_		
																			Save

Define the date range. If you treat the first day of a week as Sunday, always choose Sunday as the starting date. Click "Okay" to continue.

STEP 12

							9.119			1010	Celli	TOPO	01 10	Cria	ige i	ne ui	89 LY	pe u	cioc	king:	SCIR	suue										
2009	6	01/0	1.120	nna			0	roup		6		De	scrip	tion														Shi	fts/Dr	e E	3 0	Overtime Only After
		one		at S						Ť					2nd S						1					3rd	<i></i>					1
	-	_	_	_		_	_	_	_		_	_	_	_			_	_	_	_		-	_	_	_	_	_	_	_	_		
	1	2	3	4	5	6	7	8	9		11	12	1.0	0.0		16			19			22		24	25		27		29	_	31	
Jan	<u> </u>			•	3		3	3		3		3	3	-	3	3			3		3					3		3	3	3	3	Holiday List
Feb		3	3	3	3		3		3	3	3	3	3			3	3		3		3		3	3	3	3		3				
Mar		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	Auto Schedule
Apr	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	~	3	3	-	3	3	3	3		
Мау	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		
Jun	3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3		
Jul	3	3	3	3		3	3	3	3	3	3		3		3	3	3		-	3	3	3	3	3	3		3	3	3	3	3	Inport Roster
Aug	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	Erase Roster
Sep	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3		Crase Roster
Oct	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3	
Nov		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3		
Dec	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	3	3	3		3	3	3	- 3	

The software arranges the roster in 3 pages. Click to see them.

Froud Duty Roste

Select group yearly duty planner according to the year selected. Use "Holiday List" for holidays that applicable to all group duty rosters, and "Auto-Schedule" to facilitate the rotational shift planning and optional open-schedule codes. Different Restday is applicable for users of same weekly duty roster but have different restday in the week You may change each day planner by right-click on the cell in order to change the day type or clocking schedule 2009 0 01/01/2009 Group 6 Description Shifts/Dav Overtime Only After 1st Shift 2nd Shift 3rd 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 Holiday List Feb Auto Schedule
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Click "Save" to save settings.

Group Duty Roster

Select group yearly duty planner according to the year selected. Use Holdey List for holdeys that applicable to all group duty roters, and "Auto-Schedule" to facilitate the rotational shift planning and application generative does. Different Restady: is applicable for users of same versity duty roter to have different restady in the week. You may change each dy planner by right-disk roth each in darks to have different by their disk roteful kin the different restady in the week.

			1	st SI	thin										2nd S	shift										3rd	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			
lan		\square			5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5	-	5	5	5	5	5	5			Holiday	List
eb		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5					_		
Aar		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5			Auto Sci	hedule
Apr	5	5	-5	5		-5	5	5	- 5	5	5		5	-5	5	5	5	5		5	-5	5	5	5	5		5	5	5	5					
fay .	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5	•				
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Jul	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5			Import R	oster
ωg	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5		_		
Sep	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5				Erase R	oster
Dct	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5				
lov		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5					
)ec	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5	5	5		5	5	5	5				
-	_	_	_	_	-	_	_	_	_	-	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	-	_	_	_	-	-			

STEP 13

Group Duty Roster

List of group code to be used by users. A group duty roster can be either on weekly routine, or rotational daily shift with maximum of three shifts within a day. For open-schedule duty roster without pre-defined schedule code, the actual schedule code will be determined from the list of possible clocking schedules only when user clock in for work

	Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only Atter	
Г	0		Weekly				Edit
Г		Office	Weekly				Edit
Г	2	R&D	Weekly				Edit
Г	6	Factory	Shift	3			Edt
-							-
			Add Group	Dele	te Group		Gos

The software will return to the main page. You can see a new group duty roster is configured.

The Shift/Day column is displaying 3, to indicate that this roster is a multi-shift roster with 3 shifts in a day.

ROTATIONAL WORKING ROSTER

Some factories apply rotational working roster, where users are always rotate to another working shift periodically. The roster normally is not circulated weekly, but the management defines it, for example, 12 days cycle.

The available shifts.

	CLOCKING SCHEDULE	IN	BREAK	RESUME	OUT
Morning shift	3	8:00am	12:00pm	1:00pm	4:00pm
Evening shift	4	4:00pm	8:00pm	9:00pm	12:00am
Night shift	5	12:00am	4:00am	5:00am	8:00am

The sequence of rotation is as below.

Day	1	2	3	4	5	6	7	8	9	10	11	12
Shift	3	3	3	R	4	4	4	R	5	5	5	R

R = Rest day

To configure the above working roster, follow the steps below.

STEP 1

Clocking Schedule

List of clocking schedules to be used in group duty roster. A schedule can be either base on weekly routine with optional flexible clockings, or according to daily clockings for rotational shifts.

	Schedule		Description		Work Schedule			
Þ				14	Veekly	Edit		1
Т	1	Office		14	Veekly	Edit		
		R&D		FI	lexi	Edit		
Т	3	Morning Shift		D	aily	Edit		
Т	4	Evening shift		D	aily	Edit		_
Т	5	Night Shift		D	aily	Edit		
Т								
								1
								1
								1
T								١.
-								-
						_		-
			Add Schedule		Delete Schedule		Close	_

As described in Multi-Shift Working Roster, configure 3 clocking schedules by the same method.

STEP 3

iroup Duty Roster

List of group code to be used by users. A group duby roster can be either on weekly routine, or rotational daily shift with maximum of three shifts within a day. For open-schedule duby roster without pre-defined schedule code, the actual schedule code will be determined from the list of possible docking schedules only when user clock in for wo

	chedule e clocking s	chedules and its set	tings as indi	cated below	. Fixed clocki	ng schedule is	not applicab	le to flexi-work schedule.
ocking	Settings			Schedule	3	Description	Morning Sh	ift
Actual clo	g Time:- oking time blank if not u:	sed	<u>In</u> 08:00	Break 12:00	Resume 13:00	<u>Out</u> 16:00	<u>01</u> :	Done :
Clocking b	g Range:- before this til plank for defa		:			:		
		ent clocking within the						
o you w	vant to use	OT/Done as schedu	led work ins	tead of over	time ?		<u>Y</u> es	
lease sp	pecify the ti	ime interval if you wa	ant to have r	ates differer	ntial for overt	ime		- :
this is a	a rotational	shift, specify the qu	alify minutes	before the s	hift starts .		10	

In each clocking schedule, insert a value for "If this is a rotational shift, specify the quantity minutes before the shift starts", for example: 10 minutes.

Please locate the details of this option in page 33.

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only Atter		
0		V/eekly				Edit	i l
1 Office		Weekly				Edit	1
2 R8D		Weekly				Edit	1
6 Factory		Shitt	3			Edit	
							-
							-
						-	-
							-
							-
						-	-

In Group Duty Roster, click "Add Group" to continue.

STEP 4

	e used by users. A group duty rost y roster without pre-defined schedu						lock in for w
Group	Description	5	loster	Shifts/Day	Open Schedule	Overtime Only After	
0	_	Vienity					Edit
1 Offi	bbA eo	Group					Edit
2 R8D)						Edit
6 Fed	000	e to the clocking sch cific clocking schedu Group 7	ectule for we les.		ode which can be same or daily shift roster with		Eat
		1		Qiay	Çancel		
							-
							+
		Add Gro			ete Group		Clo

Select a group duty roster with "Shift" for example group number "7" and name it as "Factory 2". Click "Okay" to continue.

'ou me		ange	eac	h day	plan	ner I				0.6	Use this function to facilitate schedule by a day type and			weekday's working		
2009	÷						0	Broup	Ľ	7					hitts/Day 1 🔅	Overtine Only After
				No	rmal	Shift										
_	1	2	3	4	5	6	7	8	9	1		Туре	Schedule	-	8 29 30 31	-
Jan											1 RESTDAY					Holiday List
Feb									-		2 WORKDAY		3 🗸			
Mar				-		1				H	3 WORKDAY		-			Auto Schedule
Apr				H.		1	1			H	4 WORKDAY 5 RESTDAY		ĭ	Office		
May											6 WORKDAY		2	R&D		Different Restday
Jun									-		7 WORKDAY		3	Morning Shift		
Jul											Effective date range		4			Import Roster
Aug										н	-	01/02/2	-	Night Shift		
Sep	١.	Π.	١.	١.			١.			H	Possible option of schedule pre-determined schedule co			ndance that has no		Erase Roster
Oct											pre-determined schedule co	ae ne. m,	12,10			
Nov								-		H						
Dec	-			÷.	-		÷.	_		H						

Click "Auto Schedules" and define the day type according to the schedule. Define clocking schedules for each of the day according to the schedule.

STEP 6

009		311/20	each	luay	ha	1011		Jine-C			,		n to facilitate the as say type and a cloci			veekday's working	- 1	itts/	Day	1	\$	Overtine	e Only After
				No	mal	Shift					1												1
	1	2	3	4	5	6	7	8	Т	9	1	Sequence	Day Type	Scher	skie		1	25	31	31	П		
an	-			-	-	_	-	Ľ	Ŧ	-	1	1	RESTDAY				II P	100	-	1.0	٠.		Holiday List
sb.		-	-		-		-	-	÷	-	1	2	WORKDAY	3	Y		11						TRADUCY LIST
eu tar	-	-			-		-		-		1	3	WORKDAY	3				-			з.		Auto Schedul
		-			-				*		4	4	WORKDAY	3				•	•	1			valo Scribaal
pr			-				-		•		л	5	RESTDAY			_		-	•	: L.			
tay							-		-			6	WORKDAY	4			111	-	•	-			
un									-		L	7	WORKDAY	4		2	<u>.</u>	-					
u							-		-		1	Effective date re	1028	02/2009 💷 🛛	31/12/2	nna 💷	- 1	-		-			mport Roster
ug											1						- 1						
as											1		of schedule codes schedule codes i a		ne strei	ndance that has no	- 1			2			Erase Roster
)ct									÷		1	pre-determined	scriedule code 1.	. 11,12,10									
ov.		-	-		-		-		÷	-	1								1				
		-			-		-		-	-	1								-	1			
ec	- 1		· ·				-	1	-1		1			Qkay N		Cancel	n k	-	•	-			
											L			Qeay D		Gancer	- 1						

Define the date range for the roster. Click "Okay" to continue.

STEP 7

				i day	par	ner I	ıy rig	ht-ci	ck or	n the	cell i	n oro	er to	cha	nge t	he di	ay ty	pe or	cloc	king	sche	dule.										
2009	Ŷ	01/0	1/20	009			G	iroup		7		De	scrip	tion	Fact	ory :	2											Shi	tts/De	o/	1 🗘	Overtime Only After
				No	mal	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	
Jan	•																														- H	Holiday List
Feb		3	3	3		- 4	4	- 4		5	5	- 5			3	3	3		4	4	4		- 5	5	5			3				
Mar	3	3		4	- 4	4		5	5	5			3	3	3		- 4	4	4		5	5	5			3	3	3	•	4	4	Auto Schedule
Apr	4		5	5	5			3	3	3		4	4	4		5	5	5			3	3	3		4	4	4		5	5		
May	5			3	3	3		4	4	4		5	5	5			3	3	3		4	4	- 4		5	5	5		•	3	3	
Jun	3		- 4	4	- 4		5	5	5			3	3	3		4	- 4	- 4		5	5	5			3	3	3		- 4	4		
Jul	4		5	5	5			3	3	3		4	4	4		5	5	5			3	3	3		4	4	4		5	5	5	Inport Roster
Aug			3	3	3		4	4	- 4		5	5	5			3	3	3		4	4	4		5	5	5			3	3	3	
Sep		4	4	4		- 5	5	5			3	3	3		4	4	4		5	5	5			3	3	3		4	4	4		Erase Roster
Oct		5	5	5			3	3	3		4	4	4		5	5	5			3	3	3		4	4	4		5	5	5		
Nov		3	3	3		- 4	4	4		5	5	5			3	3	3		4	4	4		5	5	5			3	3	3		
Dec		4	4	4		5	5	5			3	3	3		4	4	4		5	5	5			3	3	3		4	4	4		

The software automatically arranges the roster according to your settings. Click "Save" to save settings.

STEP 8

Totage Duty Reater List of granue costs a law set and y unset. A granue day root on a law set of y unset. A granue day is a law set of y unset. A granue day is a law set of y unset where y and the set of the set of y unset. A granue day is a law set of y unset where y and the set of y unset. A granue day is a law set of y unset where y and the set of y unset. A granue day is a law set of y unset. A granue day is a law set of y unset. A granue day is a law set of y unset. A granue day is a law set of y unset. A granue day is a law set of y unset. A granue day is a law set of y unset. A granue day is a law set of y unset. A granue day is a law set of y unset. A granue day is a law set of y unset. A granue day is a law set of y unset. A granue day set of y unset.

A new group is created. Click "Close" to save settings.

OPEN WORKING ROSTER

Some factories apply open working roster. There are various shifts in a day, and users are free to attend to any shift. The software will allocate users into corresponding working shift by checking into their clocking time. However, the working time of every shift should not be overlapped and must be clearly defined. The software cannot allocate users into the correct shift if the In time and Out time of the shift are overlapping.

For example:

A factory provides 3 working shifts as below:

	CLOCKING SCHEDULE	IN	BREAK	RESUME	OUT
Morning shift	3	8:00am	12:00pm	1:00pm	4:00pm
Evening shift	4	4:00pm	8:00pm	9:00pm	12:00am
Night shift	5	12:00am	4:00am	5:00am	8:00am

Notice that the In and Out time of each schedule is not overlapping. To configure, follow the steps below.

STEP 1

Clocking Schedule

List of clocking schedules to be used in group duty roster. A schedule can be either base on weekly routine with optional flexible clockings, or according to daily clockings for rotational shifts.

Schedule	Description	Work Schedule		
0		VVeekly	Edit	
1	Office	Weekly	Edit	
	R&D	Flexi	Edit	
3	Morning Shift	Daily	Edit	
	Evening shift	Daily	Edit	
5	Night Shift	Daily	Edit	
	Add Schedule	Delete Schedule		Close

As described in Chapter Multi-Shift Working Roster, you can configure 3 clocking schedules by the same method.

Clocking Schedule					
Specify the clocking schedules and its settin	qs as indicated below	. Fixed clocking so	chedule is not	applicable to flexi-work scl	nedule.
Clocking Settings	Schedule	3 De	scription Mo	orning Shift	
Clocking Time:-	In Break	Resume C	<u>out o</u>	T Done	
Actual clocking time Leave it blank if not used	12:00	13:00 16	5:00 :		
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	d work instead of over	time ?		<u>Y</u> es	
Please specify the time interval if you want	t to have rates differer	ntial for overtime			
If this is a rotational shift, specify the qualif	y minutes before the s	shift starts		10	
					Save

In each clocking schedule, insert a value for "If this is a rotational shift, specify the quantity minutes before the shift start starts", for example: 10 minutes. Please locate details of this option on page 33.

STEP 2

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only Atter	
0		Vieekty				Edit
1	Office	Weekly				Edit
	R&D	Weekty				Edit
	Factory	Shitt	3			Edt
	Factory 2	Shift	1			Edit

In Group Duty Roster, click "Add Group" to continue.

STEP 3

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0		Videekty				Edit
1 Office	Add Group					Edit
2 R8D						Edit
6 Factory 7 Factory 2	To add new gro	up duty roster, selec	t an available group of	de which can be same or daily shift roster with		Edit
	Group Description Roste	Factory				
		C	Qkay 🍾	Çancel		
		C	Qiay 👌	Çancel		

Select a group duty roster with "Shift" for example group number "8" and name it as "Factory 2". Click "Okay" to continue.

STEP 4

Group D Select g	proup	i yea	rly du								Auto Sched	ule Assistant			Auto-Schedule' to fa	clitate the rotational shift
You ma	y chi						oy rig		lick o		Use this fun	ction to facilitate the assign a day type and a clocking :		weekday's working	hitts/Day 1 😂	Overtime Only After
				No	mal	Shift										/ v
	1	2	3	4	5	6	7	8	9	ы	Sequence	e Day Type	Schedule		8 29 30 31	
Jan										н	1	RESTDAY			والقاقت فتاه	Holiday List
Feb	-	-								Н	2	WORKDAY				TREASY LOA
Mar		⊢						⊢		Н	3	WORKDAY				Auto Schedule
Apr		-						⊢		н	4	WORKDAY				1100 000 0000
May	-	-								Н	5	WORKDAY				
Jun		-								Н	7	WORKDAY				
Jul		-						⊢		н			NO.			Inport Roster
Aug										Н	Effective date	e range 04/01/	009 31/12/2	1009		
Sep										Н		ion of schedule codes for o		ndance that has no		Erase Roster
Oct		-						⊢		н	pre-determin	ed schedule code:- i.e. 11	12,13			
Nov										н		3,4,5				
Dec										н		3,4,0				
Lec								Ē	E	Ę		Qka	× 14	⊆ancel		
																Save

Click "Auto Schedules" and define the day type according to the schedule. Define the Date Range for roster to start with.

Insert code of the in-use clocking schedules into the column, example 3 – clocking schedule 3, 4 – clocking schedule 4, and 5 – clocking schedule 5. Click "Okay" to continue.

STEP 5

																						dule.										
009	\$	01/0	01/20	009			0	roup		8		De	scrip	tion	Fact	orv	3											Shi	ts/De	ny	1 0	Overtime Only After
				Nor	mal	Shift						1										1										1
	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	
an								-																								Holiday List
eb		-			-						-			-			-			-					-	-						
Aar																															-	Auto Schedule
Apr	•						-	-						-																		
tay.							-																								•	
un																																
ul -		-					-																									Inport Roster
ug							-																									Erase Roster
ep											-						-								-							Erase Roster
)ct							-	-														-										
lov													-							-												
inc.																			-												-	

Roster is ready as displayed above. Due to open working schedule, clocking schedules are not displayed on the screen.

The software will allocate users into the shift by checking their clocking time. Click "Save" to save settings.

STEP 2

Group De	escription	Roster Shifts/D	ay Open Schedule	Overtime Only After	
0	Vieeidy	1			Edit
1 Office	Weekly	1			Edit
2 R8D	Weekly	1			Edit
6 Factory	Shift	3			Edit
7 Factory 2	Shift	1			Edit
8 Factory 3	Shift	1	3,4,5		Edit

A new roster is created. Click "Close" to save settings.

TO ASSIGN USERS INTO GROUP DUTY ROSTER

You must assign users into the corresponding group duty roster before you can view their attendance. Once you have assigned a user into a group duty roster, the software will maintain the user in the same roster in the future. If you wish to switch users into another group, you can follow the steps below.

STEP 1



No.	User ID		Norne	Emp No.	Department	Se	ection	Group	Rote/Hr	Suspend	
1	1	Elise Johnson		AD1582	Administration	Local		0 🗸			
2	2	Tony Stone		ENG5584	Engineering	Oversea		0			
		Felicia Dickson		IT7568	Information Technology	Oversea		1	Office		
		Gilbert Kazt		PD5933	Production	Team A		2	R8D kg		
	5	Sheena Jazz		Q1895	QA & QC	Team B		6	Factory		
								8	Factory 2 Factory 3		
								<u> </u>	ractory 3		_
					FingerTec World Wid	8					
			Elise Johnson		A7396854SS857		No 6, 8 & 10	Jalan BK 3.	12,	^	
			Name		Social Security No.		Bandar Kinr 47100 Puch			1	
			Administration	~	CN5589361258		4/100 Puch	ong		~	
		Click for photo	Department		D No.		Address				
			Local	~	60122081118						
			Section		Phone No.						
		1	24/02/2009	11 10	elise@fingertec.com		20/12/2009	31	/12/2009		
			Issued	Expired	Email		Vacation	Ūr			

In the Group column, click to select the assigned users into the corresponding group duty roster. Repeat the step to all users.

STEP 3

b. Us	er ID	Nome	Emp No.	Department	Section	Group	Rote/Hr	Suspend	
1	1 Elise Johnson		AD1582	Administration	Local	1			
	2 Tony Stone		ENG5584	Engineering	Oversea	6			
	3 Felicia Dickson		IT7568	Information Technology	Oversea	1			
4	4 Gilbert Kazt		PD5933	Production	Team A	8			
5	5 Sheena Jazz		Q1895	QA 8 QC	Team B	7			
-									
				FingerTec World Wide					
	Click for photo	Sheena Jazz Name GA & GC Department	~	Social Security No.	Address			<	
		Team B Section	۷	Phone No.					
	5	24/02/2009	II Expired	Email	J J Vacation	Un Un	/ 00		Ĩ

Click "Apply" to save settings.

Iser ID 1 Elise Johnso 2 Tony Stone 3 Felicia Dicks 4 Gilbert Kazt 5 Sheena Jazz		Emp No. AD1582 ENG5584 IT7568	Department Administration Engineering Information Technology	Local Cversea	Group 1 6	Rate/Hr Susper	d
2 Tony Stone 3 Felicia Dicks 4 Gilbert Kazt		ENG5584 IT7568	Engineering				
3 Felicia Dicks 4 Gilbert Kazt	n	IT7568		Oversea	6		
4 Gilbert Kazt	n		Information Technology				_
				Oversea	1		
5 Sheena Jazz		PD5933	Production	Team A	8		
		Q1895	QA & QC	Team B	7		_
							-
							×
 If you wish a 			cords, you are required to clici	the 'Generate' button in the	attendance she	et.	
	Name		Social Security No.				
Click for pl	oto QA & QC Department	۷	D No.	Address		~	
	Team B Section	*	Phone No.				
5	24/02/2009	11 Expired	Fried	11 Vacation	- I.	/	12
	dtendance re If you wish ap Click for ph	If you have made some changes to the gr attendance records of next calendar more if you with apply the new changes to the Click for photo Click Click for photo Click for photo Click	The second second charges to the once, code, there need the second	A with the ender score changes to the great code, there new changes will not affect the corr B you with apply the new changes to the unstrug attendence records, you are reared to de Cells for plate Cells for plate Cells for plate Team B Section Forme To Team B Section Forme To Team B	The second second charges to the grade costs, these new changes will not affect the currently easting attendance re- If you wish agaty the new charges to the existing attendance records, you are recard to dick the "General" button in the	If you have made core changes to the cycle code, these new changes will not affect the currently existing attendance neuroids, and they will you wish good the records you are records, you are records to doit the "General" battorn the attendance neuroids, you are records to doit the "General" battorn the attendance neuroids, you are records to doit the "General" battorn the attendance neuroids, you are records to doit the "General" battorn the attendance neuroids, you are records, you are r	If you have made scene changes to the group code, there new changes will not affect the currently existing attendance records, and they will only take effect on If you wish apply the new changes to the existing attendance records, you are recarded to do the "Generate" button in the attendance sheet.

A message will pop up to remind you that you must generate the data in Attendance Sheet before your new settings could take any effect. Click "Okay" to accept the message.

STEP 5

Click Attendance to open Attendance Sheet.

STEP 6

Click "Generate" button and a new window will pop up. Select the users assigned with new group duty roster.

Define the date range for the new settings to take effects. Click "Generate" to continue.

Date	User ID		Show Tardiness:- 🗌 Late-In	Overtime	2	Drag_drop clocking
Date Weekday 26/02/2009 Thursday 27/02/2009 Friday 28/02/2009 Saturday	Present On Leave Absent		Generate New Attendance Records Please specify the date which you want the attendance record generated. Any existing records will be removed and new atten- records on the conversed from hanned date and fair. You want the new schedule code.	ndance	•	
User ID Name 1 1 Elise Johnson VW 2 Torry Stone VW 3 Fetcis Dickson/W 4 Older Haxt W 5 Sheena Jozz VH	ORKDAY 0 ORKDAY 0 ORKDAY 0	In I	You may set the maps of necrots by: User D A A Chare Some Convert from date work Convert from date work C	Statts	Leave Taken	Remork

STEP 7

D	ate		User ID		Show Tardiness:- Late-In	Overtime		Drag_drop clocking
Date 26.02/2009 27/02/2009 28/02/2009	Weekd Thursda Friday Saturday	y	Present [On Leave: [Absent [5	Generate New Attendance Records Pease specify the date which you want the attendance record generated, Any existing records will be removed and new date records on the corrected from thermal date audited. You may overwrite detaild schedule code () from the pre-det day roader whith new schedule code.	ndance	¢	
Jser ID	Name	Day Type	Sche	t Confi	irm Generate Records		Leave Taken	Remark.
	se Johnson	WORKDAY	0	- Y	ou are about to delete away the selected existing attendance			
	ny Stone dicia Dicksor		0		cords, if any, before the new records are generated.			
	lbert Kazt		0	-	re vou sure vou want to continue ?			
5 SI	neena Jazz	WORKDAY	0	- ^				
					Qeav Cancel Date 01.022008 28.022008 Mage Change to new schedule code.	Shifts		
					Convert from data audit list ?			
					Generate	Cancel		<u> </u> }

A message pops up to inform that generating process is about to start. Click "Okay" to start. Window will close automatically after the process is completed.



4 • ATTENDANCE SHEET

Ignore this chapter if you are not using the software for time attendance function.

Attendance Sheet displays all attendance data as In time, Out time, Work time, Overtime, Leave taken, and etc, in a same page. You can check attendance data by date or by user ID. Given acceptable circumstances, their attendance data can be edited. However, all the changes are recorded for future reference.

VIEWING DATA



Attendance sheet.

There are a total of 15 columns in Attendance Sheet. The function of each column is given below:

		3 3 Felicia I
COLUMN	DESCRIPTION	4 4 Gilbert i 5 5 Sheena
User ID	Refers to ID of each user. The length of user ID varying from 1 ~ 9 digits, as enrolled in terminal.	Date Weekday 01.02/2009 Sunday 02/02/2009 Monday
Name	The full name of each user.	03/02/2009 Tuesday 04/02/2009 Wednesday
Day Type	Day type of the particular day.	05/02/2009 Thursday 05/02/2009 Friday 07/02/2009 Saturday
Schedule	Schedule to apply to a user for the particular day.	I ∢ I
In	Refers to the time an user starts working.	Down
Break	Refers to break such as lunch, tea-time etc.	
Resume	Refers to the time a user returns from a break.	COLUMN
Out	Refers to the time an user finished working.	Total Hr.
OT	Refers to the time overtime starts.	Total OT
Done	Refers to the time work finishes.	Short
Work	Total work time for a day.	You can ch
Overtime	Total overtime claimed by a user in a day.	• By Date
Short	Total short time of a user in a day.	By Tardir
Leave Taken	Leave applied by a user in a day.	
Remark	To notify unusual scenario (or reason) to a user's attendance in a day.	

If "Overtime per week (or month)" is applied to a group duty roster, there will be 3 extra columns appearing on the Attendance Sheet.

010202008 Sunday RESTDAY 1 02.00 (2010) 10.00 (2010) 0	Ma. 11			User II	,		Sho	w Tardines	ss-⊡La	te-in		E	Overtime		-	Drag_dr	op clocking	*
2 Tory Store		lser ID	Nar	ne		~			Ea	rly-Out		E	Work/OT	Totals				
3 3/Feb Octoon	1								Ec	tended Bre	ak	E	0n Leave					
3 374/stb Dickson 4 Open fast Stelet Scheduler	2								. □ M	ss Punch		E	Absent					
Bit Parena Auz Select Sofestar Select Sofestar Select Sofestar Date Westein Dar Tope Gate In Break Brea	3																	
Dete Westigs Days Select Sambalar Off Select Sambalar Off Select Sambalar Off Select Sambalar Select Sam	-4																	
Def Weeklay Day Type Sche In Break Resume Out OI Dune Work Overfine Short Total /F Total /F <td>5</td> <td>5 Sheen</td> <td>a Jazz</td> <td></td> <td></td> <td></td> <td>Sek</td> <td>ct Schedu</td> <td>46</td> <td>*</td> <td>Select Depa</td> <td>rtment-</td> <td></td> <td></td> <td>~</td> <td></td> <td>-</td> <td>1</td>	5	5 Sheen	a Jazz				Sek	ct Schedu	46	*	Select Depa	rtment-			~		-	1
Icozorolis Sunday RESTDAY 1 0 -						×.												÷
2022/2008 Mondary WORMDAY 1 08.59 12.34 13.15 18.51 8.00 1.51 - <th>Date</th> <th>Weekday</th> <th>Day Type</th> <th>Sche</th> <th>h</th> <th>Break</th> <th>Resume</th> <th>Out</th> <th>OT</th> <th>Done</th> <th>Work</th> <th>Overtime</th> <th>Short</th> <th>Total Hr</th> <th>Total OT</th> <th>Short</th> <th>Leave Taken</th> <th></th>	Date	Weekday	Day Type	Sche	h	Break	Resume	Out	OT	Done	Work	Overtime	Short	Total Hr	Total OT	Short	Leave Taken	
3022009 Tuesday WORKDAY 1 03.02 12.15 13.40 18.04 7.33 1.04 0.27	1/02/200	9 Sunday	RESTDAY	1										•				1
	2/02/200	9 Monday	WORKDAY	1	08.59	12:34	13.15	19.51			8.00	1.51						
			WORKDAY	1	08:35	12:24	13:23	18.22			7.54		0.06					
502/2009 Thursday WORKDAY 1 08:58 12:35 13:23 19:33 8.00 1.33	5.02/200	9 Thursday	WORKDAY	1	08.58		13:23	19.33										
602/2009 Friday WORKDAY 1 08:54 12:33 13:30 17:54 7.54 0.06						12:33	13:30	17:54			7.54		0.06					
7.02/2009 Saturday RESTDAY 1 40.00 3.49		9 Saturday	RESTDAY	1										40.00	3.49			
4	4																	1

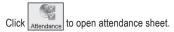
COLUMN	DESCRIPTION
Total Hr.	Total working hours in a week or a month.
Total OT	Total overtime claim in a week or a month.
Short	Total short time in a week or a month.
	· · · · · · · · · · · ·

'ou can choose to view Attendance Sheet in various formats such as:

- By User ID
- By schedule of department

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BY DATE



	Date		User ID			Sho	w Tardines	≪- 🗌 La	te-In		E	Overtime	,	Drag_drop clockin	ng
Date	Weeko	lary 🔺						Ea	rly-Out		E	On Leav	e		
01/02/200	9 Sunday		Present	5				Ec	tended Br	sak	E	Absent			
02/02/20	9 Monday							M	ss Punch						
03/02/201	9 Tuesday		On Leave						ss Fullon						
04/02/201	9 Wednesi	1ay	Absent												
05/02/201	9 Thursday	/				Cali	ect Schedul		~	Select Deps			v		
06/02/200	9 Friday	-				268	at schedul	R	~	Select Debe	ennear -		~		_
User ID	Name	Day Type	Sche	l in	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	T
1	Elise Johnson	WORKDAY	1	06:59	12:34	13:15	19:51			8.00	1.51				-
2	Tony Stone	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
3	Felicia Dicksor	WORKDAY	3	08.59	12:34	13:15	20.12			8.00	2.12				-
4	Gilbert Kazt	WORKDAY	3	08.59	12:34	13:25	20.12			8.00	2.12				-
5	Sheena Jazz	WORKDAY	3	06:59	12:34	13:25	20:13			8.00	2.13				-
															-
0															- P
Total															
1000															

By default, attendance sheet will display information by date format. It will show all attendance of the same day on a same page.

BY USER ID

To change the display to a user ID format, click the "User" ID button.

a Atten	oance	: Sneet	s [1]													
	Date			User I	> >		Sho	w Tardines	is:- 🗌 La	te-In		E	Overtime		Drag _drop clock	ng 🔺
No. Us	ter ID		Nor	ne		~			Es	rly-Out		E	On Leave	8		
1	1	Elise J	ohnson						Ex	tended Bry	sak	E	Absent			
2	2	Tony St	lone						M	ss Punch						
3	3	Felicia I	Dickson			1			m	55 P.M.M.						
4	4	Gibert	Kazt													
5	5	Sheena	Jazz			-	Sele	ect Schedu	le:-	~	Select Depa	rtment -		*		-
Date	We	ekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	-
1/02/2009	9 Sund	aγ	RESTDAY	1												
2/02/2009			WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
3/02/2009			WORKDAY		09:02	12.15	13:40	19:04			7.33					
4.02/2009			WORKDAY		08:35	12.24	13.23	18:22			7.54		0.06			
5.02/2009			WORKDAY		06:58	12:35	13.23	19:33			8.00					
6.02/2009	9 Frida	y	WORKDAY	1	08:54	12:33	13:30	17:54			7.54		0.06			
7.02/2009	9 Satur	day	RESTDAY	1												-
<																F
Total																

You can check the attendance data of a particular user on a same page. The information will be arranged according to the date.

When there are a lot of users in the software, you can insert a particular user ID to find the user.

	Date			User I	D		Show Tardiness:-	Late-In		Overtime		[Drag_d	trop clocking	•
No. Use	e19		Nan	16		A		Early-Out		- Work/OT	Totals	[_
1	* R	Elise J	ohnson			-		Extended Bre	wik.	On Leav					
2	2	Tony S	lone					Miss Punch		Absent					
3			Dickson					Miss Punch		Absent					
4	4	Gibert	Kazt												
5	5	Sheen	Jezz				Select Schedule -	~	Select Department -			~			
						\mathbf{v}	Select Schedule	×	Select Department -			~			٠
Date	We	ekday	Day Type	Sche	In	Break	Resume Out	OT Done	Work Overfire	e Short	Total Hr	Total OT	Short	Leave Take	n 🔺
25/02/2009	Wedn	esday	WORKDAY	1	09:45	12.33	1 User ID			0.45					
26/02/2009	Thurs	day	WORKDAY	1	09:00	12:33	1								
27/02/2009	Fridary		WORKDAY	1										SICK	
28/02/2009	Sature	iay	RESTDAY	1							32.16	-	7.4	4	
01/05/2009	Friday		HOUDAY	1											
02/05/2009		fay	RESTDAY	1				Cancel							
•				ſ	-	-				_					۱Ċ
Total															

 Move the cursor to the user ID column and it will turn into an arrow icon as displayed above.

[2] Right click and insert a user ID.

BY TARDINESS

	Date				User ID			Sho	w Tordine:	🕬 🗌 La	te-In		E	Overtime	,	Drag_drop clock	ing 4
Date		Week	lary							Ea	rly-Out			On Leav	e		
01/02/20	109 \$	unday			Present	5				Ex	tended Bre	eak -	E	Absent			
02/02/20		londay			On Leave					- Mi	ss Punch						
03/02/20		uesday															
04/02/20		Vednes			Absen												
05/02/20		hursda	У					Sek	ct Schedu	det-	~	Select Deps	etment -		~		
06/02/20	109 1	riday		-													-
User ID	N	me	Day	г Туре	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
1	Elise J	ohnson	WOR	KDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
2	Tony !	tone	WOR	KDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
3	Felicia					08.59	12:34	13:15	20.12			8.00					
	Giber		WOR		3	08.59	12:34	13:25	20:12			8.00					
5	Sheer	a Jazz	WOR	KDAY	3	08:59	12:34	13:25	20:13			8.00	2.13				
															L		-
																	101
Total																	

"Show Tardiness" is located on the top middle of Attendance Sheet. You can select to view attendance data sorted by tardiness.

- · Late in is to show attendance data of users who come late to work.
- Early Out is to show attendance data of users who leave office earlier than predefined Out time.
- Extended Break is to show attendance data of users in which his rest time exceeds the predefined Break-Resume time.
- Miss Punch is to show attendance data of users who fail to clock in or out for any time slots.
- · Overtime is to show attendance data of users who work overtime.
- · On Leave is to show attendance data of users who are on leave.
- Absent is to show attendance data of users that are absent from work and do not apply for a leave at the same time.

BY SCHEDULE OR DEPARTMENT

👪 Attend	lance	Sheets		2/02/	2009]												
	Date				User ID			Sho	w Tordine:	ss:- 🗌 Lat	te-In		E	Overtime		Drag_drop clockin	9 *
Date 01/02/20 02/02/20 03/02/20 04/02/20 05/02/20	09 09 09	Weekd Sunday Monday Tuesday Wedneso Thursday	jay	•	Present On Leave Absent			Sek	ct Schedu	⊟Ed ⊡Mi	rly-Out tended Bre ss Punch	ak Select Depi]On Leav]Absent	•	a	
06/02/20	09	Friday		•				366	a school		× .	select popu	a trible in .		v		•
User ID	N	ame	Day	Туре	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	-
1	Elise .	Johnson	WORK	DAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
2	Tony	Stone	WORK	DAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
3	Felicia	a Dicksor	WORK	DAY	3	06.59	12:34	13:15	20.12			8.00	2.12				
4	Giber	t Kazt	WORK	DAY	3	08.59	12:34	13:25	20:12			8.00					
5	Sheet	na Jazz	WORK	DAY	3	08:59	12:34	13:25	20:13			8.00	2.13				
Total																	×
		Down	load		<u>⊺</u> o Histor	y	Edit		Multi-S	Shifts	Gene	rate			Export	Gancel	

You can also choose to sort data by schedule or department.

- Schedule is to show users who are assigned to a predefined clocking schedule.
- Department is to show attendance data of users who are assigned to a predefined department.

TO MANIPULATE ATTENDANCE SHEET TO EDIT ATTENDANCE DATA

Under a certain acceptable circumstances, the Company can edit attendance data of a user. For example: If a user left early because he needs to go for a training, an administrator can edit his attendance data so that he will not be considered as "Early Out".

STEP 1

👪 Attend	lance Sheet	s [06/02/	2009]												
	Date		User ID		1	Sho	v Tardines	s:- 🗌 La	te-in			Overtime		Drag jdrop clockir	10 🔺
Date 06/02/20	Weeki 09 Friday	iay 🔺	Present	5					rly-Out tended Bre	ak.		On Leave Absent	,		
07/02/20 08/02/20 09/02/20	09 Sunday		On Leave Absent						ts Punch]			
10/02/20						Sele	et Schedu	e-	¥ 5	Select Depr	rtment -		~		-
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
	Elise Johnson			08:54	12:33	13:30	17:54			7.54		0.06			
		WORKDAY		08:58	12:33	13:30	18:16			8.00					
3	Felicia Dickso	WORKDAY		08.32	12:19	13:30	18:16			7.49		0.11			
4	Gilbert Kazt	WORKDAY	3	08:47	12:54	13:30	18:58			8.00	0.58				
5	Sheena Jazz	WORKDAY	3	09:12	12.35	13:30	18:58			7.48	0.58	0.12			
<		1					1								>
	Down	load	<u>⊺</u> o Histor	y	Edt	R			Gene	rate			Export	Gancel	

Click "	Edit" t	o start.
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Weekday Friday Saturday Sunday	Presen	t 5					riy-Out			On Leave		06/02/2009 17:54	1
Saturday		t 5											
						E)	tended Bre	ak 🛛		Absent			
Sunday						M	ss Punch						
	On Leave	x				m	aa runun						
Monday	Absen	t											
Tuesday				Cale	and Calcard	den .	100	Calant Dawn	danat [
Alednesday 💌				000			×	Deleter Dept	- uncre-				-
ame Day Typ	ie Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
			12.33		17:54]				0.06			٦.
Stone WORKDA	Y 1	06:58	12:33	13:30	18:16			8.00	0.16				
Dicksor WORKDA	Y 3	06:32	12:19	13:30	18:16			7.49	0.16	0.11			
t Kazt WORKDA	Y 3	08:47	12.54	13:30	18:58			8.00					
na Jazz WORKDA	Y 3	09:12	12:35	13:30	18:58			7.48	0.58	0.12			
	Vechesday Wechesday Ime Day Typ chrison WORKDA Stone WORKDA Dicksor WORKDA Kazt WORKDA	Vedhesday vedhesday vedhesday vedhesday vedhesday vedhesday vedhesday 1 1 Istone WORKDAY 1 Istone WORKDAY 3 DicksofWORKDAY 3	Uesday w wee/needay w mme Dey Type Sche In ohnson (WORKDAY 1 06:54 In stone WORKDAY 1 06:54 Dickon/WORKDAY 1 06:52 In diat WORKDAY 3 06:32 In	Uesday Vednesday me Day Type Sche In Breek Mrson WORKDAY 1 00:54 12:33 3tone WORKDAY 1 00:58 12:33 Dicksof WORKDAY 3 00:58 12:19 Kast WORKDAY 3 00:47 12:54	Unitsday Image: Constraint of the state of	Undary Wortesday w Select School Wortesday w School N 10054 (233 (1330 (254) Cohrono WORKDAY 1 (0654 (233 (1330 (254) Cohrono WORKDAY 1 (0654 (233 (1330 (254) Cohrono WORKDAY 1 (0653 (254) (233 (1330 (254) Cohrono WORKDAY 3 (0632 (214) (1330 (165) Cohrono WORKDAY 3 (067) (224 (1330 (165)	Unstaty y Schet In Break Resume Out OT Ortnoor/W0900AV 1 0654 12.23 15.30 17.54 Item V0900AV 0 054 72.23 15.30 17.64 Item V0900AV 1 06.54 72.23 15.30 17.64 Item V0900AV 1 06.54 72.23 13.30 161.6 Item V0900AV 3 06.27 12.10 13.30 161.6 Item V0900AV 3 06.27 12.21 13.30 161.6 Item V0900AV 3 06.47 12.62 13.30 161.6 Item V0900AV 3 06.47 12.63 15.69 Item V0900AV 16.68 Item V0900AV Item V0900AV 16.68 Item V0900AV Item V0900AV <td>Umstay: Soliest Schoulzer W Work readary State In Brevik Resume Out OT Done minimum 10 (56 4) 12/33 13/30 (7.54) Internet Work Route OT Done bitese WORKBAY 10 (56 4) 12/33 13/30 (1616) Details Details Details Notified Details Details Notified Details Details Details Details Details</td> <td>Umstay Select Schools Select Daps Were soldy W Select Daps Select Daps Berg Day Type Sold In Breek Resume Out OT Dure Work ortnon/WORDAV 1 0654 12.33 15.30 17.54 7.54 Design WORDAV 1 06.54 12.32 12.30 16.16 7.64 Diskog/WORDAV 3 06.82 12.19 12.30 16.16 7.40 Max (WORDAV 3 06.47 12.53 16.56 7.40</td> <td>Unstay Select Schouldz With Select Department - Worksowy Image: Sche Im Breeking Feature Select Department - Image: Dury Type Sche Im Breeking Feature Out OT Dore Work Overfile Intern VORBAY 1 0554 1230 1614 CA0 0.01 Distay Distay</td> <td>Ubstary Select Schedule: Select Department: Work rootwary Environment Select Schedule: Select Department: Work rootwary Environment Strict No Strict Work rootwary Environment Strict OF Work: Overstime: Work rootwary Environment 1054 123 130 11754 7.54 0.06 Environment WorkBoarv 10545 123 130 1616 5.00 0.16 Existent WorkBoarv 3 0.642 123 1616 7.40 0.18 0.11 Main WorkBoarv 3 0.647 123 153 6.56 0.03 0.31</td> <td>Ubstaty: Select Schedule: W Select Departmet: W Workstow Ubstaty: Ubstaty: Ubstaty: W Select Departmet: W Workstow Ubstaty: Ubstaty:<td>Ubstaty Select Schedule - Select Departmet- W Worksowy 0 55/te In Besuine OL 07 Don't page Solid Leave Takien Research Ortrop/VeXDAV 0.654 12.33 13.90 17.54 7.54 0.06 Don't page Don't page</td></td>	Umstay: Soliest Schoulzer W Work readary State In Brevik Resume Out OT Done minimum 10 (56 4) 12/33 13/30 (7.54) Internet Work Route OT Done bitese WORKBAY 10 (56 4) 12/33 13/30 (1616) Details Details Details Notified Details Details Notified Details Details Details Details Details	Umstay Select Schools Select Daps Were soldy W Select Daps Select Daps Berg Day Type Sold In Breek Resume Out OT Dure Work ortnon/WORDAV 1 0654 12.33 15.30 17.54 7.54 Design WORDAV 1 06.54 12.32 12.30 16.16 7.64 Diskog/WORDAV 3 06.82 12.19 12.30 16.16 7.40 Max (WORDAV 3 06.47 12.53 16.56 7.40	Unstay Select Schouldz With Select Department - Worksowy Image: Sche Im Breeking Feature Select Department - Image: Dury Type Sche Im Breeking Feature Out OT Dore Work Overfile Intern VORBAY 1 0554 1230 1614 CA0 0.01 Distay Distay	Ubstary Select Schedule: Select Department: Work rootwary Environment Select Schedule: Select Department: Work rootwary Environment Strict No Strict Work rootwary Environment Strict OF Work: Overstime: Work rootwary Environment 1054 123 130 11754 7.54 0.06 Environment WorkBoarv 10545 123 130 1616 5.00 0.16 Existent WorkBoarv 3 0.642 123 1616 7.40 0.18 0.11 Main WorkBoarv 3 0.647 123 153 6.56 0.03 0.31	Ubstaty: Select Schedule: W Select Departmet: W Workstow Ubstaty: Ubstaty: Ubstaty: W Select Departmet: W Workstow Ubstaty: Ubstaty: <td>Ubstaty Select Schedule - Select Departmet- W Worksowy 0 55/te In Besuine OL 07 Don't page Solid Leave Takien Research Ortrop/VeXDAV 0.654 12.33 13.90 17.54 7.54 0.06 Don't page Don't page</td>	Ubstaty Select Schedule - Select Departmet- W Worksowy 0 55/te In Besuine OL 07 Don't page Solid Leave Takien Research Ortrop/VeXDAV 0.654 12.33 13.90 17.54 7.54 0.06 Don't page Don't page

Point to the time slot and delete the data.

STEP 3

	Date					Sho	v Tardine:	≋:- ∐ La	te-In			Overtime		Drag_drop clockin	
Date	Weekd	iay 🔺						Ea	riy-Out		E	On Leav	e	06/02/2009 17:54	
06/02/200	9 Friday		Present	5				Ex	tended Bre	ak	E	Absent			
07/02/200	9 Saturday	-	A					M	is Punch						
08/02/200	19 Sunday		On Leave												
09/02/200	19 Monday		Absent												
10/02/200	9 Tuesday					Sala	rt Schedu	la:	~	Select Depa	dmant .		~	1	
11/02/200	19 Wednesd	xay ▼													_
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
1	Elise Johnson	WORKDAY	1	08.54	12:33	13:30	18.00			8.00					
2	Tony Stone	WORKDAY	1	06:58	12:33	13:30	18:16			8.00					
3	Felicia Dicksor	WORKDAY	3	08:32	12:19	13:30	18:16			7.49	0.16	0.11			
4	Gilbert Kazt	WORKDAY	3	08:47	12.54	13:30	18:58			8.00	0.58				
5	Sheena Jazz	WORKDAY	3	09:12	12:35	13:30	18:58			7.48	0.58	0.12			
									1	-					1.0
uble click on	the respective a	dot for excute	ed clocking												-
Total															

Insert a new value. Click "Apply" to save settings. The result is on the next page.

	Date		User II	>		Sho	w Tardine	i≪- ∐La	te-In		E	Overtime		Drag_drop clocking	*
Date	Weeko	lay 🔺						Ea	rly-Out		E	On Leave		06/02/2009 17:54	_
06/02/200	9 Friday		Presen	t 5				Ex	tended Bre	ak		Absent			
07/02/200			On Leave						ss Punch						
08/02/200															
09/02/200			Absen	t											
10/02/200						Sek	ct Sched	ile:-	~	Select Depa	rtment -		~		-
11/02/200	19 Wednes	tay 💌													-
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
1	Elise Johnson	WORKDAY	1	08.54	12.33	13.30	18:00			8.00					
	Tony Stone			08:58	12:33	13:30	18.16			8.00					
	Felicia Dicksor			08.32	12.19	13.30	18.16			7.49		0.11			
	Gilbert Kazt			08:47	12.54	13:30	18.58			8.00	0.58				
5	Sheena Jazz	WORKDAY	3	09.12	12:35	13:30	18.58			7.48	0.58	0.12			
															÷

The corrected time slot will be displayed in bold font to indicate that the data has been inputted manually. You can view the original data for the time slot displayed in "Drag/Drop Clocking" column.

	Date		User IS			Sho	w Tardine	ss:- 🗌 La	te-In		E	Overtime		Drag _drop clocks	
Date	Week	iay 🔺						Ea	rly-Out		E	On Leave		06/02/2020 17:5	
06/02/200	9 Friday		Present	5				Ex	tended Bri	:ok	E	Absent		1 ¥	
07/02/200			On Leave						ts Punch						
08/02/200	9 Sunday		Un Leave												
09/02/200	19 Monday		Absent												
10/02/200						Sele	ect Schedu	44 ×	~	Select Depa	rtment-		~	п.,	
11/02/200	9 Wednes	slovy 🔻													×
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	-
1	Elise Johnson	WORKDAY	1	06:54	12:33	13:30	18:00			8.00					
2	Tony Stone	WORKDAY	1	08:58	12:33	13.30	18:16			8.00	0.16				
3	Felicia Dickso			08.32	12:19	13.30	18:16			7.49		0.11			
		WORKDAY		08:47	12:54	13.30	18:58			8.00					
5	Sheena Jazz	WORKDAY	3	09:12	12:35	13:30	18:58			7.48	0.58	0.12			
4															E.
Double elick on	the respective	slot for excused	clocking												

If you want to undo the changes, you can reallocate the original attendance into the column. Follow the steps below to reallocate the original attendance data into its original position.

Click "Edit" button at the bottom of the Attendance Sheet.

Drag the attendance data into the "Drag/Drop Clocking" column.

Drop the attendance data into its original column.

Click "Apply" to save settings.

TO APPLY LEAVE TO USERS

You can insert leave days of users in the Attendance Sheet. Follow the steps below to assign leave days to users.

STEP 1

	Date		User I	D		Sho	w Tardine:	is:- 🗌 La	te-In		E	Overtime		Drag drop clockin	g 4
Date 27/02/20		ekday 🔺							rly-Out tended Bre			On Leave Absent	•		
28/02/20 01/03/20	09 Satu	day	Preser On Leav						tended Bre ss Punch	9K	L	Absent			
02013/000 Monday Absert 1 0001000 Tuesday															
Jser D	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
		on WORKDAY	1												
	Tony Ston			02:18	12:34	13:18	20:33			8.00					
		SOFWORKDAY		18:01	20.44	21:29	02:46			4.59					
	Gilbert Ka			17:49	20.37	21:24	03.08			5.00					
5	Sheena Ja	ZZ WORKDAY	4	17:49	20:24	21:28	03:08			4.54	3.08	0.06			
Total															

Click "Edit".

STEP 2

Diversity Diversity Contraction Diversity Contraction Diversity	Attend	lance Sheet	eets []	27/07	/2009]												٥×
Z H2 John Friedric Person: Image: Control of Survive Description Mass Purch Description Description Mass Purch Description Descr		Date						Sho	w Tardine:	ss:- 🗌 La	te-In		E	Overtime	,	Drag _drop clocking	-
280/2000 00/2000 Startery 00/2000 On Lawe Manual Select Scheduler Image: Comparison (Million) Starter (Million) Starte	Dote	Week	eekday	-						Ea	rly-Out		E	On Leave	e		_
01/02/0200 Straty On Large Image 14,07 0000000 Tanday On Large Image 14,07 0000000 Tanday Select Scheduler, Image 14,07 0000000 Tanday Select Scheduler, Image 14,07 0000000 Tanday Select Scheduler, Image 14,07 1 Tanday Tanday Select Scheduler, Image 14,07 1 Tanday Tanday Tanday Select Scheduler, Image 14,07 1 Tanday Tanday Tanday Tanday Tanday Tanday 1 Tanday Tanday Tanday Tanday Tanday Tanday 1 Tanday Tanday Tanday Tanday Tanday Tanday Tanday 1 Tanday Tanday Tanday Tanday Tanday Tanday Tanday 1 Tanday Tanday Tanday Tanday Tanday Tanday Tanday Tanday 1 Tanday Tanda					Present	: 4				E×	tended Bre	iak	E	Absent			
United Distance Abset I 0000000 Week overlage Select Department - Week 0000000 Week overlage Select Department - Week 0000000 Week overlage Select Department - Week 000000 Week overlage Select Department - Week 0000000 Week overlage Select Department - Week 0000000 Week overlage Select Department - Week 000000000000000000000000000000000000					On Leave	. —				M	s Punch						
DDD/DOD Turneting Select Schedule: Select Department: Select Department: DMD/DOD Workersday: Street Department: Select Department:																	
B401/2000 Iversessor Iversessor Iversessor Iverse																	
Teless Attraction (WK090404) 1 Mill Mill Mill 7 lows Store (WK090404) 1 12:44 13:18 20:33 8:00 2:31 REGIST 7 lows Store (WK090404) 1 12:44 12:39 12:264 4:59 2:46 0:71 NMAUL 4 (Beet Host (WK090404) 4:161 12:44 12:39 12:264 4:59 2:46 0:71 NMAUL 4 (Beet Host (WK090404) 4:161 12:44 10:30 5:00														+			
2 Tony Store (VOERNAX) 1 02/16 12.34 1216 20.33 600 2.33 MOST AND 10 2014 12:29 20.29 MOST AND 10 2014 21:29 22.46 21.29	User ID	Nane	Day	/ Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	-
3 Felicis Dickson/WORKDAY 4 16:01 20:44 21:29 02:46 4.59 2:46 0.01 AVMUAL 4 Gibert Kest WORKDAY 4 17:49 20:37 21:24 03:08 5:00 3:08 S:X	1	Elise Johnson	son WOR	KDAY	1												
4 Green Kast VOCRIODAY 4 17:49 20:37 21:24 03:08 500 3:06 500 3:06																	
4 GIUSTINAZI VICINDAT 4 17.48 20.37 21.24 03.00 3.00 3.00																	
															his and his		
5 SY8ER8 JATZ VUKRUAY 4 17/49 20/24 21/28 0/08 4.54 0/08 0/06 MATERNTY	5	Sheena Jazz	azz WOR	KDAY	4	17:49	20:24	21:28	03:08			4.54	3.08	0.06			
PATERNITY	1																E
Dutile click on the respective clict for excused clocking EMERGENCY EMERGENCY		n the respective	live slot for	exouse	d clocking												
	_] rotal																
Convriond To History Undo Multi-Shifts Leave Taken Apply Cancel						y I	Undo		Multi-S	Shifts	Leave	Taken			Apply	Cancel	_٦

Point to the "Leave Taken" column and click to open a drop box.

Select the leave type applied to the user. Click "Apply" to save settings.

Alternatives,



to open "Staff Extended Leave".

STEP 2

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 The	To 🛄	-
1	Elise Johnson	SICK	27/02/2009	27/02/2009	
					-
	nd, press the down-arrow key when it is at the bo d, just erase the user id.	nttom of the list.		1	
	<u>P</u> u	irge		Close	-0-

Select "User ID" and user "Leave taken type".

Define the duration of the leave. Insert the same date in "From" and "To" columns, if user only takes a one day leave.

TO APPLY REMARK TO USERS

Remark can be added to attendance data to notify unusual record. For example, a user came in at 1200pm even though his IN time should be at 900am. He was late for meeting a supplier, therefore remark can be added to explain the tardiness.

STEP 1

👪 Attend	ance Sheet	s [16/02	/2009]												
	Date		User ID			Sho	w Tardine	88:- 🗌 La	te-in			Overtime		Drag _drop clocking	<u> </u>
Date	Week	jay 🔺						Eo	rly-Out		E	On Leav	e		- 11
11/02/200			Present	5				E×	tended Bre	ok	E	Absent			
12/02/200		Y	On Leave					⊡ Mi	s Punch						
13/02/200			Absen												
15/02/2009 Sunday Select Scheduler-															
16:02/2009 Koholay V														-	
												Leave Taken	Remark		
1 Elise Johnson WORKDAY 1 08:49 12:28 13:26 18:15 7.58 0.15 0.02															
		WORKDAY		08.56	12:34	13:26	18:28			8.00					- 11
	Felicia Dickso			09.15	12:43	13:28	19.03			7.45					- 11
	Gilbert Kazt	WORKDAY		17:53	20:47		01:29			5.00					
5	Sheena Jazz	WORKDAY	4	18.02	20.34	21:30	01:02			4.58	1.02	0.02			
€															ЪĒ
Total	_						6		_						
	Down	load	<u>⊺</u> o Histor	у	Edit	L.			Gene	erate			Export	Cancel	

Click "Edit" to start.

STEP 2

	Date		2009] User D		1	ch.	Tandaa	ss-∏La		_		Overtime		Drag drop clockin	
	Date					500	w Tarcine							unay jurop cauca	-
Date	Week	jay 🔺						🗌 Ea	rly-Out		E	0n Leav	•		-
11/02/200	19 Wednes	dary	Present	5				Ex	tended Bre	eak:	E	Absent			
12/02/200	19 Thursda	y	On Leave					M	is Punch						
13/02/200			Un Leave	۰ <u> </u>											
14/02/2009 Saturday Absent															
15/02/2009 Sunday Select Schedule - v Select Department - v												1			
16/02/200	9 Monday	/ 🔻													
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
1	Elise Johnson	WORKDAY	1	08:49	12.28	13.26	18:15			7.58	0.15	0.02			
2	Tony Stone	WORKDAY	1	08:56	12:34	13:26	18:28			8.00	0.28				
3	Felicia Dickso	WORKDAY	3	09:15	12:43	13:28	19:03			7.45	1.03	0.15		~	
4	Gilbert Kazt	WORKDAY	4	17:53	20:47	21:27	01:29			5.00	1.29			Attempt to training	
5	Sheena Jazz	WORKDAY	4	18.02	20:34	21:30	01:02			4.58	1.02	0.02		Going to meet client	
1														Going to meet supplier	
	the respective	slot for excused	eloeking												-
🗌 Total															

Click the "Remark" column to select the remark for user's attendance data for example "Going to meet supplier". Click "Apply" to save settings.

TO GENERATE ATTENDANCE

You MUST generate attendance data in the Attendance Sheet if you have done the followings:

- 1 Change any settings in clocking schedules
- 2 Change any settings in group duty rosters
- 3 Assign users into a group duty roster
- 4 Change users into a new group duty roster

Any of the above settings will affect time attendance calculation in the software. The software must publish the most updated attendance data on the Attendance Sheet. To get updated data that complies with the new settings, the software requires you to perform "Generate" process to refresh the Attendance Sheet. Else, the new settings or changes will not be applied.

NOTE: This process will erase any of the manually inserted information/ attendance data from the records. Therefore, please include the relevant user IDs and date range to generate accurate attendance data.

For example:

locking Schedule			
Specify the clocking schedules	and its settings as indicated below. Fixed clocking	schedule is	not applicable to flexi-work schedule.
Clocking Range Settings	Schedule 1	Description	Office
Allow a grace period in minute	es for late-in		
Allow a grace period in minute	es for early-out		
Minimum minutes must worked	d to qualify for overtime		30
Maximum no. of hours allowed	d to claim for overtime		24.00
Work hours is either round-up	or round-down (-ve) in minutes of		
Overtime hours is either round	d-up or round-down (-ve) in minutes of		
Lunch/Dinner time duration for	r flexi-lunch/flexi-dinner range in minutes		
Do you want to exclude the lu	inch/dinner hour from working hour ?		₩Yes / Yes
Do you want to provide overti	ime for work before in time (earlytime) ?		Yes

A new setting is done in clocking schedule 1. All users in this schedule must work at least 30 minutes to entitle them for an overtime claim. Any users with overtime period less than 30 minutes will not be entitled for an overtime claim. Click "Save" to save settings.

STEP 1

			User ID			Sho	w Tardine:	15:- 🗌 La	te-In			Overtime		Drag_drop clockin	ng 🔺
Date	Weeks	ay 🔺						Ee	rly-Out		E	On Leave			_
1/02/2009	Wednesi	lay	Present	: 5				Ex	tended Bre	ak	E	Absent			
2/02/2009	Thursday		0-1					M	is Punch						
3/02/2009	Friday		On Leave												
4/02/2009			Absent												
5/02/2009					·	Sele	ect Schedu	le-	v :	Select Depa	etment -		~		
6/02/2009	Monday	*													-
ser ID	Name	Day Type	Sche	h	Break	Resume	Out	OT	Done	Work.	Overtime	Short	Leave Taken	Remark	
	ise Johnson			08.34	12:38	13.25	18:27			8.00					
		WORKDAY		08.43	12:38	13.25	18:18			8.00					
3 Fe	elicia Dicksor	WORKDAY	3	08:54	12:38	13.16	18:36			8.00					
4 G	ilbert Kazt	WORKDAY	4	17:51	20:47	21:24	00:29			5.00	0.29				
5 SI	heena Jazz	WORKDAY	4	17:57	20:36	21:34	01:19			4.56	1.19	0.04			
															-
Total															

Before generating any attendance data, all users are entitled to overtime after a predefined working time. With the new setting done in clocking schedule, users with overtime less than 30 minutes will be ignored. Click "Generate".

STEP 2

Generate New Attendance Records

Please specify the date which you want the attendance records to be generated. Any existing records will be removed and new attendance records can be converted if on the terminal data autili tild. You may overwrite default schedule code (?) from the pre-defined group duty roster with the new schedule code.

You may select the rang	e of records	by:	
User ID	1	Elise Johnson	^
() All	2	Tony Stone	_
None	3	Felicia Dickson Gilbert Kazt	
Some	5	Sheena Jazz	
			~
Date	01/02/2009	28/02/2009	Multi-Shifts
Change to new schedule	e code:	* 🗸 *	* *
Convert from data audit I	list ?	1	
	Gene	rate	Cancel

Select the users and define the date range.Click "Generate" to start the process.

STEP 3



Click "Okay" to accept the message.

STEP 4

	Date		User ID	>		Sho	w Tardine:	ss:- 🗌 La	te-In		E	Overtime		Drag _drop clocki	ng -
Date	Week	iay 🔺						Ea	rly-Out		E	On Leave			
11/02/20	99 Weches	day	Present	5				Ex	tended Bri	iak		Absent			
12/02/200		Y -	On Leave	_				. □ Ma	a Punch						
13/02/200															
14/02/200		<u> </u>	Absen												
15/02/200		_				Sele	ect Schedu	ile:-	~	Select Depa	rtment -		~		
16/02/200	09 Monday	-													-
Jser ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
	Elise Johnson			08:34	12:38	13:25	18:27			8.00					
2	Tony Stone	WORKDAY	1	08:43	12:38	13:25	18:18			8.00					
3	Felicia Dicksor	WORKDAY	3	08:54	12:38	13:16	18:36			8.00	0.36				
4	Gilbert Kazt	WORKDAY	4	17:51	20.47	21:24	00:29			5.00	0.29				
5	Sheena Jazz	WORKDAY	4	17:57	20.36	21:34	01:19			4.58	1.19	0.04			
															1
_															_
Total															

After the generate process is done, the new setting will take effect. Any user with overtime for less than 30 minutes will be ignored.

TO EXPORT ATTENDANCE DATA

Attendance data from the software can be exported for payroll or to be used in other software. However, it is important to make sure that the exported attendance data can fit into the targeted software. The exported attendance data is available in text (.txt), Microsoft® Excel worksheet (.xls) or ODBC manager.

There are two types of data exportation.

- A Export Details is to export attendance data on a daily basis for a certain time period.
- B• Export Summary is to export a summary of attendance data for a certain time period.

The type of exported data depends on the requirements of payroll, ${\sf HR}$ software or other software.

EXPORT DETAILS

	Date			User I			Sho	w Tardines	≋- □La	te-In		E	Overtine		Drag_drop clockin	9 *
Date		Neekd	sy 🔺						Ea	rly-Out		E	On Leav	re		-
01/02/20	09 SI	nday		Presen	t s				ΠEx	tended Bre	ak	E	Absent			
02/02/20	09 14	inday							M	ss Punch						
03/02/201	09 T.	esday		On Leave	a:					2210000						
04/02/201	09 14	dnesc	lay	Absen	t											
05/02/200	09 Th	ursday					Cold	ect Schedu	4w (~	Select Depa	whenever [~		
06/02/201	09 Fr	day	-				304	sca Scaleuro	PO	v	Select Dept	sionent		~		
User ID	Nor	ie i	Day Typ	e Sche	h	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
1	Elise Jo	nson	WORKDAY	1	08.59	12.34	13:15	19:51			8.00	1.51				
	Tony St		WORKDAY		08.59	12.34	13:15	19:51			8.00					
3	Felicia I	ticksor	WORKDAY	/ 3	08.59	12:34	13:15	20:12			8.00	2.12				
4	Gibert	lazt	WORKDAY	/ 3	08.59	12.34	13:25	20:12			8.00	2.12				
5	Sheens	Jazz	WORKDAY	/ 3	08.59	12.34	13.25	20:13			8.00	2.13				
0					· · · · ·											Þ
_																_
Total																

In Attendance Sheet, click "Export" to start.

STEP 2



Select users to export (by user ID, All users or by Department). Define the date range of attendance data to export. Click "Export Detail".

STEP 3

- Define the sequence of exported data by labeling the Position column (column 1 – User ID, column 2 – Employee No., column 3 – Department etc).
- [2] Define the length of each data field to fit the maximum characters for each column.

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 Position Description Size 1 User ID 6 Date 9 10 In 5 Work done in days 5 Name 40 Weekday 20 Break 5 Work done in hours 5 8 g Overtime 2 Emp No. 14 7 Day Type 15 Resume 5 5 3 Department Shift No. Diff.OT 30 Out 5 5 Schedule OT Section 30 3 5 10 Short 5 4 Group 3 Done 5 Total Hr 6 5 Social Security No. 20 Total OT 6 ID No. 20 Total Short 6 11 Leave Type 15 Apply N Undo Leave in days 5 12 Specify the output target file name Leave in hours 5 EXCEL ASCI ODBC Remark 30 Delimited with double quotation mark and separated with comma Suppress hundredth decimal point Append data to existing output file Cancel

Click "Apply" to save settings.

STEP 4

You car	ttendance Ro n select which de d column is indice	etail data field		nt to export out b	v specifying	their colur	in positions with	order of pre	cedence .	The length of each	
Position	Description	Size	Position	Description	Size	Position	Description	Size	Position		<u>Size</u>
1	User ID	9	6	Date	10		In	5		Work done in days	5
	Name	40		rVeekday	20		Break	5	8	Work done in hours	5
2	Emp No.	14	7	Day Type	15		Resume	5	9	Overtime	5
3	Department		Diff.OT	5							
4	Section	10	Short	5							
5	Group		Total Hr	6							
	Social Security		Total OT	6							
	ID No.		Total Short	6							
E	dit								11	Leave Type	15
Secol	ly the output tard	at file nome:							12	Leave in days	5
		DBC								Leave in hours	5
ÉXCE				mark and separa	A					Remark	30
	Suppres	ss hundredth data to exist	decimal po	int	aeu wan con						
	< Back									etai <u>C</u> ance	1

Select the type of file for exported attendance data. If EXCEL format is selected, continue to define the path to save the file.

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	Position	Description	Size
1	User ID	9	6	Date	10		In	5		Work done in days	5
	Name	40		rVeekday	20		Break	5	8	Work done in hours	5
2	Emp No.	14	7	Day Type	15		Resume	5	9	Overtime	5
3	Department	30		Shift No.	1		Out	5		Diff.OT	5
4	Section	30		Schedule	3		OT	5	10	Short	5
5	Group	3					Done	5		Total Hr	6
	Social Security No	. 20								Total OT	6
	ID No.	20								Total Short	6
E	idit								11	Leave Type	15
Speci	fy the output target :	file name:							12	Leave in days	5
EXCE		_		ILESVFINGERTED	WORLDIARDE	TCMSV2	ATTEN			Leave in hours	5
(MISSIN				mark and separa			TTT LIK			Remark	30
	Suppress h										
	Append dat	a to exist	ing output 1	file							
	< Back							(Export D	etail 📐 🖸 Cance	

Click "Export Detail" to start the process. If ASCII format (.txt) is selected, please check the 3 extra options at the bottom. These 3 options only work if the date is exported into ASCII format. Ignore this step if you do not need them.

Export A	ttendance Reco	rds									
	i select which detail I column is indicated			nt to export out k	y specifying t	heir colum	n positions with	order of pred	edence .	The length of each	
Position	Description	Size	Position	Description	Size	Position	Description	Size	Position	Description	Size
1	User ID	9	6	Date	10		In	5		Work done in days	5
	Name	40		Weekday	20		Break	5	8	Work done in hours	5
2	Emp No.	14	7	Day Type	15		Resume	5	9	Overtime	5
3	Department	30		Shift No.	1		Out	5		Diff.OT	5
4	Section	30		Schedule	3		OT	5	10	Short	5
5	Group	3					Done	5		Total Hr	6
	Social Security No.	20								Total OT	6
	ID No. 20 Total Short 6										
E	Edit 11 Leave Type 15										
Specif	v the output target f	ile name:							12	Leave in days	5
EXCE						STCMSV/2	ATTENE			Leave in hours	5
LICE				mark and separa			VALUE INC.			Remark	30
	Suppress h				acu wan com	114					
	Append dat										
	< Back							ſ	Export D	etail 📐 🛛 Cance	

Define the path to save the exported attendance data.Click "Export Details" to start the export.

EXPORT SUMMARY

STEP 1

Deter Westage On-Lever On-Lever 2822240 Inscription Paraget 6 On-Lever Description 202000 Inscription Inscription Inscription Description <		Date		User II			Sho	w Tardines	s≪- 🗌 La	te-In		E	Overtime		Drag _drop clock	ing
Discont On Leven On On Mass Purch 2020240 Modes On Leven On Mass Purch 2020240 Modes Mass Purch Mass Purch Mass Purch 2020240 Modes Mass Purch Mass Purch W 560200 Purssion Select Schwake- W Select Schwake- W 1 Disa Adresso WORPDAY 1 0559 1224 1251 0.00 101 Purch 2 [Purch Sizee Verther Modes 1 0599 1224 1251 0.00 101 Purch 2 [Purch Sizee Verther Modes 1 0599 1224 125 0.00 101 Purch 2 [Purch Sizee 1 0599 1 234 1315 1912 0.00 213 Purch	Date	Weeko	lay 🔺						Ea	rly-Out		E	On Leav	e		
Databasy Databasy Biology Biolo	01/02/20	39 Sunday		Present	5				Ex	tended Bre	ak	E	Absent			
Discost Discost <t< td=""><td>02/02/20</td><td>9 Monday</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>n Dirich</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	02/02/20	9 Monday								n Dirich						
Discussor Days Spectral North Spectral North Spectral 0022000 Prology	03/02/201	19 Tuesday		On Leave						23100000						
Distance Printy - Seet 3076866 WD Seet 10 particular WD Distance Printy -	34/02/201	39 Wednesi	tay	Absen												
Distance Diversity State In Break Result Out Of Diversity State Result 1 Bits Advectory MCRPGAV 1 0590 12:34 13:15 15:15 0:00 1:01 Diversity	05/02/201	19 Thursday	/				Cult	and Colombia	4v -		Colord Dopo	teest [100		
Tests Average WorkPoi/V 1 0050 12:41 19:51 8:00 1:51 2/fordy Sizer MORPOI/V 1 0050 12:34 13:51 19:51 8:00 1:51 2/fordy Sizer MORPOI/V 1 0050 12:34 13:55 19:51 8:00 1:51 3/fords docksor/WORDAV 3 00:30 12:34 13:15 20:12 8:00 2:12 4/forder Mark MORPORAV 3 00:50 12:34 13:15 20:12 8:00 2:12	06/02/201	19 Friday	-				304	sci Scriedo	ao	v .	select Debe	runent.		~		
Tests Average WorkPoi/V 1 0050 12:41 19:51 8:00 1:51 2/fordy Sizer MORPOI/V 1 0050 12:34 13:51 19:51 8:00 1:51 2/fordy Sizer MORPOI/V 1 0050 12:34 13:55 19:51 8:00 1:51 3/fords docksor/WORDAV 3 00:30 12:34 13:15 20:12 8:00 2:12 4/forder Mark MORPORAV 3 00:50 12:34 13:15 20:12 8:00 2:12	low ID	Name	Day Turce	Sche	h	Brook	Recurso	Ort	07	Doop	Mente	Ouestine	Chart	Losus Tekes	Percent	-
2 Tomy Stone VKOPROAV 10 659 1234 1951 600 1.51 3 Fetisio Dicksof VKOPROAV 3 (0859 1234 1315 2012 6.00 2.12 4 Otteer Kider 08059 1234 1325 2012 6.00 2.12									01	00176			JUPOIL	LOUTO TOPOTT	TO COLUMN	+
3 Pelcis Dicksor/WORKDAY 3 08:59 12:34 13:15 20:12 80.00 2.12 40/06/06/07 3 08:59 12:34 13:25 20:12 80.00 2.12									-							-
4 Olibert Kezt WORKDAY 3 08:59 12:34 13:25 20:12 8:00 2:12									-							-
									-	-						-
									-							-
		01100113 0022	TOTION		~~~~	14.01	10.20	20.10	-	-	0.000	4.10				+
	Total															

In Attendance Sheet, click "Export" to start.

STEP 2

Export Attendance R	ecords
exported to an external to payroll system.	cards and attendance date range you want to be file as a input attendance records for other art either detail attendance records or summary
You may select the range	e of records by:
Department	×
User ID	1 Elise Johnson 🔥
() All	2 Tony Stone
O None	3 Felicia Dickson 4 Gilbert Kazt
	4 Gilbert Kazt 5 Sheena Jazz
OSome	
Date	01/02/2009
Export	Detail Export Summary Cancel

Select users to export either by user ID, All users or by Department. Define the date range of attendance data to export. Click "Export Summary".

STEP 3

Export A	Attendance Reco	ds							
	n select which summ d column is indicated			export out by specifying th	eir colu	mn posit	tions with order of precede	nce . The leng	th of each
Position		<u>Size</u>	Day Type Day	Work Overtime Diff.OT	Short	Size	Leave Taken Oay	⊖ Exit	Size
1	User ID	9	WORKDAY 6	7 8	9	8	ABSENT		8
	Name	40	HOLIDAY			8	ANNUAL		8
2	Emp No.	14	RESTDAY			8	SICK		8
3	Department	30	OFFDAY			8	HOSPITAL		8
4	Section	30		Late-In		8	MATERNITY		8
5	Group	3		Early-Out	Ы	8	PATERNITY		8
	Social Security No.	20		Total Hr		8	EMERGENCY		8
	ID No.	20		Total OT	Ы	8			8
A	ylap			Total Short		8			8
Snecit	fy the output target fil	e nam	e						8
EXCE			••						8
			la cuntation mark and	separated with comma					
			th decimal point	a coparacoa man commu			Occurrence		
			isting output file						
	< Back							ummary 0	Cancel
	- Buox						Endour 2	panensary [ganoor

 Define the sequence of exported data by labeling the Position column (column 1 – User ID, column 2 – Employee No., column 3 – Department etc).

[2] Define the length of each data field to fit the maximum characters.

Click "Apply" to save settings.

STEP 4

Select the file type of exported attendance data. If EXCEL format is selected, continue to define the path to save the file.

Click "Export Summary" to start to export.

If ASCII format (.txt) is selected, please check the 3 extra options at the bottom. These 3 options only work if exported into ASCII format. Ignore this step if it is not required.

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 ophenn is indicated by its field size Position Description Size Day Type Day Work Overtime Diff.OT Short Size Leave Taken () Day (Exit Size 1 User ID 9 WORKDAY 6 ABSENT 7 8 9 40 HOLIDAY ANNI IAI Name Emp No. 14 RESTDAY SICK Department 30 OFFDAY HOSPITAL Section Late-In MATERNITY Group Early_Out 8 PATERNITY 5 Social Security No. 20 Total Hr EMERGENCY ID No. Total OT Total Short Edit Specify the output target file name: EXCEL ASCI ODBC DUTCMS V2 DATABASEVATTENDANCE DATA xis Delimited with double quotation mark and separated with comma Occurrence Suppress hundredth decimal point Append data to existing output file < Back Export SummaryN Cancel

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.

User D Nane Erro No. Department Section Social Security No. D No.	9 40 14	Day Type Day WORKDAY 6 HOLIDAY RESTDAY OFFDAY	VYork Overtime Diff.OT 7 8 Late-In Early-Out Total Hr Total OT	Short 9	Size 8 8 8 8 8 8 8 8 8 8	Leave Taken ABSENT ANNUAL SICK HOSPITAL MATERNITY PATERNITY EMERGENCY	Day	⊖ Exit	<u>Size</u> 8 8 8 8 8
Specify the output target file EXCEL ASCI ODBC Delimited with Suppress hur	Delinited with double quotation mark and separated with comma Occurrence Suppress hundredth decimal point Append data to existing output file								Gancel

Define the path to save the exported attendance data. Click "Export Details" to start to export.

HOUSEKEEPING

It is advisable to carry out housekeeping periodically to maintain the software. The software might response slower (especially in Attendance Sheet or Generate process) if it is approaching the storage limit. It is recommended to keep all previous attendance data into the history folder once a year.

To do the housekeeping, follow the steps below.

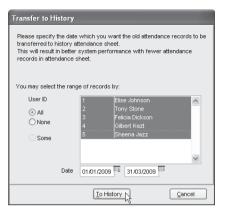
STEP 1

	Date		User II)		Sho	w Tardines	i≋- ∐ Lat	te-In		E	Overtine	2	Drag jdrop clocking	1
Date	Weeks	ay 🔺						Ea	rly-Out		E	On Lean	e .		
01/02/20	39 Sunday		Presen	5				Ext	ended Bre	ak	E	Absent			
02/02/20	99 Monday							- Mit	is Punch						
03/02/20	19 Tuesday		On Leave												
04/02/20	9 Wednes	18y	Absen												
05/02/201	19 Thursda	/				Cale	ict Schedu	en l	v	Select Depa	uterent:		~	1	
06/02/20	19 Friday	-				3646	0.301600	PO. *	~	selen nehe	a sintern.*		~		_
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	_
1	Elise Johnson	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
2	Tony Stone	WORKDAY	1	08.59	12.34	13:15	19:51			8.00	1.51				
3	Felicia Dicksor	WORKDAY	3	08.59	12.34	13:15	20:12			8.00	2.12				
4	Gilbert Kazt	WORKDAY	3	08:59	12:34	13:25	20:12			8.00	2.12				
5	Sheena Jazz	WORKDAY	3	08.59	12.34	13.25	20:13			8.00	2.13				
			1												1.0
-															-
Total															

In Attendance Sheet, click "To History" to start sending the previous attendance to the history folder.

STEP 2

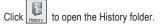
Select the users involved, it is recommended to select all. Define the date range of previous attendance data. Click "To History" to start.



	Date			User IC			Shov	v Tardines	s: 🗌 La	e-In		E	Overtime	e	Drag_drop clock	king
Date		Weeks	iay 🔺						Ear	ty-Out		E	On Lean	re .		
		Friday		Present					Ed	ended Bre	rak	E	Absent			
02/05/20		Saturday	r	On Leave					. ∏M:	s Punch						
03/05/20		Sunday	- 33													
04/05/20		Monday	-	Absent												
05/05/20		Tuesday					Sele	ct Schedul	e:-	¥ :	Select Dep	artment -		~		
06/05/20	09	Wednes	day 💌													_
User ID	1	lane	Day Typ	e Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
			HOLIDAY	1												_
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			HOLIDAY													
5	Shee	na Jazz	HOLIDAY													
														I		1.0
<u>.</u>																
Total																

Check in Attendance Sheet. The starting date of history is 1st of May instead of 1st of February.

This date indicates that the Attendance Sheet will run from 1st of May, instead of 1st of February. If you would like to recheck the history attendance, follow the steps below.



Date Westing • Frequence 6 0.002/000 0.		Date		User ID			Sho	v Tardine:	ss:- 🗌 La	te-in			Overtime	2	Drag _drop clocking	
29.22.299 terminary 04.202.000 terminary	Date	Weeko	ay 🔺						Ea	riy-Out		E	On Leav	e		
Discover instance On Leave Image: Control of Control	01/02/200	19 Sunday		Present	5				Ex	tended Bre	ak	E	Absent			
CR02000 Previous Outcame Description Select Synchron W Select Synchron W 0602000 Previous Select Synchron Select Synchron W Select Departmenter- W 0602000 Previous Select Departmenter- W Select Departmenter- W 01000 Previous Select Departmenter- W Select Departmenter- W 01000 Previous Select Departmenter- Select Departmenter- W Select Departmenter- 01000 Previous Select Departmenter- Select Departmenter- Select Departmenter- W 01000 Previos Select Departmenter-	02/02/200	9 Monday		A					M	s Punch						
Difference New System Select Softwardse Select Softwardse Select Softwardse Select Softwardse 1 Bite Annony VXPRGAV 1 06:59 12:34 13:15 15:15 6:00 1:5 15:16	03/02/200	19 Tuesday		On Leave												
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3 Felicia Dickson/WORKDAY 3 08:59 12:34 13:15 20:12 8:00 2:12 4 Gibert Kazt WORKDAY 3 06:59 12:34 13:15 20:12 8:00 2:12																
4 Gilbert Kazt WORKDAY 3 08:59 12:34 13:25 20:12 8:00 2:12																
5 Sheena Jazz WORKDAY 3 08:59 12:34 13:25 20:13 8:00 2:13	4	Gilbert Kazt	WORKDAY													
	5	Sheena Jazz	WORKDAY	3	08:59	12:34	13:25	20:13			8.00	2.13				
																÷
	Total															
744																

All history attendances are saved in this page.

5 • ACCESS CONTROL SETTINGS

Ignore this chapter if you are not using the software for access control function.

THE RELATIONS BETWEEN TIME ZONE, GROUP TIME ZONE AND ACCESS CODE

TIME ZONES

Time zone can be defined in the software to control access time of users. Time zone consists of a pair of access time (starting time and ending time), for example: $08:00 \sim 18:00$. A terminal treats the time in between the time zone as the valid time. The terminal opens the door if a user is verified during the valid time. To block access for the entire day, please define the time zone as $23:59 \sim 00:00$. The terminal will not open the door to users if this time zone is applied.

For example:

All users can access an area from 8:00am to 6:00pm (Monday to Friday) and no access is allowed during Saturday and Sunday. The time zone settings will be shown as below:

Time Zone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	23:59 ~ 0000	08:00 ~ 18:00	08:00 ~ 18:00	08:00 ~ 18:00	08:00 ~ 18:00	08:00 ~ 18:00	23:59 ~ 0000

The software provides 50 different time zones for configuration, from TZ1 to TZ50.

GROUP TIME ZONE

All defined time zones must be assigned under a group called Group Time Zone.

A Group Time Zone can support a maximum of 3 different time zones, for example: TZ1, TZ5 and TZ6. In some scenario, users can apply multiple time zones.

For example, a cleaning worker can only access into an office during office hours, but not during lunch hour and teatime. Therefore, the 3 time zones set for the cleaning lady will apply as below,

Time Zone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	23:59 ~ 0000	09:00 ~ 12:00	09:00 ~ 12:00	09:00 ~ 12:00	09:00 ~ 12:00	09:00 ~ 12:00	23:59 ~ 0000
4	23:59 ~ 0000	13:30 ~ 16:30	13:30 ~ 16:30	13:30 ~ 16:30	13:30 ~ 16:30	13:30 ~ 16:30	23:59 ~ 0000
5	23:59 ~ 0000	17:00 ~ 18:00	17:00 ~ 18:00	17:00 ~ 18:00	17:00 ~ 18:00	17:00 ~ 18:00	23:59 ~ 0000

All 3 time zones (TZ2, TZ3 and TZ4) are grouped into the Group Duty Roster 2 as shown in the table below.

Group Time Zone	Time Zones
1	2
2	3:4:5
3	
4	
5	

There are a total of 50 Group Duty Roster available in the software for definition. However, only the first 5 groups are marked as Group 1, Group 2, Group 3, Group 4 and Group 5. Another 45 group time zones are considered as free groups, where they are attached with an Access Code only.

ACCESS CODE

All defined group duty rosters are linked to a code number for easy handling. These code numbers are known as Access Code. By default, there are 50 Access Codes (from 0 ~ 49) and by default as well, Access Codes 0 to 4 are applied to Group Time Zone 1 to 5. Any other "free group time zone" are assigned with Access Codes 5 to 49.

You can arrange the level of accessibility by Access Code, for example:

- Access Code 0 Full access
- · Access Code 1 Only access during office hour
- · Access Code 2 Access in the morning only
- · Access Code 3 Access after working hour
- Access Code 4 Access after 8pm only
- · Access Code 5 Part time workers (midnight)
- Access Code 6 Contractors (Morning before 10am)

Furthermore, you can name the Access Code so that you can refer them easily.

Example:

Access Code	Name	Group Time Zone	Time Zone	
0	Access from 8am to 8pm	1	2	
1	Only access during office hour	2	3: 4: 5	
2	Access in the morning only	3	6	
3	Access only after working hour	4	7	
4	Access only after 8pm	5	8	
5	Part time workers	Free group	11 : 12 : 13	
6	Contractors	Free group	18: 20	

NOTE: All new enrolled users are automatically assigned into Group Time Zone 1. Please assign the new users into the corresponding group time zone after the enrollment is done.

THE SETTINGS OF TIME ZONE

STEP 1 Click Stopen Terminal User Control. Device: STFP 2

👪 Terminal Users Control

Select the available terminal resolars 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.

Terminal 2						e that entry is allow one combinations,			he week. A combinati , 3 are used.	ion of
		Time Zone	Sunday	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	
		9	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	
		10	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	
	~	11	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	
	<u>.</u>	12	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 R2		13	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	
		14	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	
Last update 02/03/2	00917:30	L								

Select a Terminal ID to configure, for example Terminal 1. Click Time Zone tab.

STEP 3

Select the evaluate terminal reactors and enantify the desired annexe modes that are entitivized in races in a contract race of a third annexe modes 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 period Click the 'Update Terminal' button to upload the authorised users, or optional time zone settings to terminal. Authorised Access Exception Users Time Zone Check Users 1 Terminal 1 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 utilised to define the access time zone combinations, eg. 11:2.3' means time zone 1, 2, 3 are used. Time Zone Sunday Monday Tuesday Wednesday Thursday Friday Saturday 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 23:59-00:00 08:00-20:00 08:00-20:00 08:00.20:00 08:00.20:00 08:00.20:00 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 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 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 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 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 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 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 00:00-23:59 00:00-23:59 00:00-23:59 00.00-23.59 00.00-23.59 00.00-23.59 00-00.22-59 00-00.22-59 00:00.22-59 00:00.22-59 00:00.22-59 00.00.22.59 00.00.22.59 00:00.23:59 00:00.23:59 00:00.23:59 00.00-23.59 00.00-23.59 00.00-23.59 00.00-23.59 00.00-23.59 00.00-23.59 00.00-23.59 Model R2 14 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 Last update 02/03/2009 17:30 Update Terminal Duplicate Settings Save Changes Glose

Example:

User can access from 8:00am to 8:00pm (Monday to Friday), but are denied access during Saturdays and Sundays. The time zone settings will be configured as below:

Time Zone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	23:59 ~ 0000	08:00 ~ 20:00	08:00 ~ 20:00	08:00 ~ 20:00	08:00 ~ 20:00	08:00 ~ 20:00	23:59 ~ 0000

Insert the time zone settings into the corresponding time zone, for example, Time Zone 2.

🛃 Terminal Users Control						
time zone settings are optional to certa	in reader models to	ed access codes that are authorised to access to it, so that users of authoris limit the users accessibility with the specified time periods. users, or optional time zone settings to terminal.	sed acc	ess codes will b	e enrolled into the	terminal. The
Select Terminal ID	Authorised Acc	Select a data terminal below to copy to:-				
1 Terminal 1	A maximum of maximum 3 tin	From 1 Terminal 1 R2		time zone 1, 2,	he week. A combin 3 are used.	ation of
	Time Zone	To	84	Friday	Saturday	
	1	2 Terminal 2 R2		00.00-23.59	00.00-23.59	
	2		6	08.00-20.00	23.59-00.00	
	3		89	00:00-23:59	00.00-23:59	
	4		39	00.00-23.59	00.00-23.59	
	5		39	00.00-23.59	00.00-23.59	
	6		59	00:00-23:59	00:00-23:59	
	7		39	00.00-23.59	00.00-23.59	
	8		9	00.00-23.59	00.00-23.59	
	9		59	00:00-23:59	00:00-23:59	
	10		39	00.00-23.59	00.00-23.59	
~	11		19	00.00-23.59	00.00-23.59	
	12	Copy Cose	59	00.00-23.59	00:00-23:59	
Nodel R2	13	00.00-23.59 00.00-23.59 00.00-23.59 00.00-23.59 00.00-2		00.00-23.59	00.00-23.59	
	14	00:00-23:59 00:00-23:59 00:00-23:59 00:00-23:59 00:00-23	3:59	00.00-23.59	00.00-23.59	
Last update 02/03/2009 17:30						
	Upd	ate Terminal Duplicate Settings Save Chan	ges			Qlose

If you would like to duplicate the same settings to other terminals, click "Duplicate Settings".

In a new window, select the terminal where settings are duplicated to.

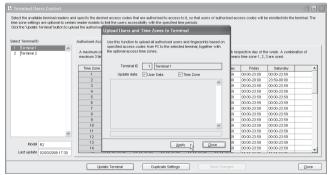
Click "Copy" to apply. Ignore this step if you do not wish to duplicate settings to another terminals.

STEP 4

e zone settings are optional to cert	ain reader models to lin	it the users acco	essibility with the	e specified time (e enrolled into the ten	
sk the "Update Terminal" button to up	load the authorised us	ers, or optional ti	ine zone setting	s to terminal.					
ect Terminal ID	Authorised Access	Exception Use	ers Time Zone	Check Users	1				
Terminal 1	A maximum of 50 maximum 3 time z							ne week. A combinatio 3 are used.	n of
	Time Zone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 1	0:00-23:59	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	3:59-00:00	08:00-20:00	08:00-20:00	08.00-20.00	08.00-20.00	08.00-20.00	23.59-00.00	
	3 0	0:00-23:59 0	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 1	0:00-23:59	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	0:00-23.59	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 0	0:00-23:59	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 1	0:00-23:59	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 0	0:00-23:59	00:00-23:59	00:00-23:59	00.00-23.59	00.00-23.59	00.00-23.59	00.00-23.59	
	9 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
	10 1	0:00-23:59	00:00-23:59	00.00-23.59	00.00-23.59	00.00-23.59	00.00-23.59	00.00-23.59	
~	11 0	0:00-23:59	00:00-23:59	00:00-23:59	00.00-23.59	00.00-23.59	00.00-23.59	00.00-23.59	
×	12 0	0:00-23:59	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 R2	13 1	0:00-23:59	00:00-23:59	00.00-23.59	00.00-23.59	00.00-23.59	00.00-23.59	00.00-23.59	
	14 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00.00-23.59	00.00-23:59	
Last update 02/03/2009 17:26									_

Click to select Terminal ID to update time zone settings. Click "Update Terminal" to start.

STEP 5



Click "Apply" to start updating settings to the selected terminal.

sk the "Update	Terminal' butto	n to upl		Int the users access t Upload Users and '								
Terminal 1 Terminal 2	-	<u>^</u>	Authorised Acc A maximum of maximum 3 tirr	Use this function to u specified access cod the optional access to	es from	PC to the				spective day of t s time zone 1, 2	he week. A combinat ,3 are used.	ion of
			Time Zone	Terminal ID	1	Terminal	1		84	Friday	Saturday	
			1	Lipdate data:		r Data	Time Zone		10	00.00-23.59	00.00-23.59	
			2						6	08.00-20.00	23.59-00.00	
			3	Connecting device Synchronising use			10k	^	19	00:00-23:59	00:00-23:59	
			4						19	00.00-23.59	00.00-23.59	
			5	Uploading time zon					19	00.00-23.59	00.00-23.59	_
			6	Device disconnect	ed.				19	00:00-23:59	00:00-23:59	
			7						19	00.00-23.59	00.00-23.59	
			8						19	00.00-23.59	00.00-23.59	
			9						59	00:00-23:59	00:00-23:59	
			10					~	19	00.00-23.59	00.00-23.59	
			11		_				19	00.00-23.59	00.00-23.59	
		M	12			_			89	00:00-23:59	00:00-23:59	
Model			13				Apply	Close N	19	00.00-23.59	00.00-23.59	
		_	14				- Yobia	- Trop 0	99	00.00-23.59	00.00-23.59	
Last update	02/03/2009 17	7:30							-			

Click "Close" to end process.

STEP 7

e zone settings are optional to certai					eriods.				
ick the 'Update Terminal' button to upl	oad the authorised us	ers, or optional	time zone setting	s to terminal.					
lect Terminal ID	Authorised Access	Exception Us	ers Time Zone	Check Users					
1 Terminal 1	maximum 3 time z	ones can be util	ised to define the	access time zor	ne combinations,		s time zone 1, 2,		on of
	Time Zone	Sunday	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	
	2	23:59-00:00	08:00-20:00	08:00-20:00	08:00-20:00	08:00-20:00	08:00-20:00	23:59-00:00	
	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	
	9	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	
	10	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	
~	11	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	
×	12	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 R2	13	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	
	14	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	
Last update 10/03/2009 09:57									

Repeat Step 4 to 6 to update settings to another terminal.

THE SETTINGS OF ACCESS CODE AND GROUP TIME ZONE

STEP 1

	Exception Users Time Zone Che	ck Users					
Specify the user a							
can either follow o Please refer to 'Tir		r valid time acces	ss, or with its give	n different over	writing time zone.	each access o	ode
	Description	Allowed	TZ Group				_
0			1				_
1			~				
2		8	1				
3			2 3				
4			4				
5		8	5				
		8	<u> </u>				
1							
		8					
9		<u> </u>			PPAPVWR		-
	TZ Group	1	2	3	4	5	Т
	Vesse refer to 'Tr Access Code 0 1 2 3 4 5 5 6 7 8 8 9 9	0 1 2 3 4 5 6 7 8 9	Access Code Description Allowed 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Access Cale Access Cale	Access Code Description Aboved IZ Group Overvets IZ 0 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Access Code Description Adjwed TZ Group Overvite TZ PP/Ver/ PP/Ver	Access Code Description Allowed TZ Crosp Overwrite TZ Verity Type 0 1 1 PF2-MefF PF2-MefF 2 1 1 PF2-MefF PF2-MefF 3 2 1 PF2-MefF PF2-MefF 4 3 2 PF2-MefF PF2-MefF 5 4 2 PF2-MefF PF2-MefF 6 5 PF2-MefF PF2-MefF PF2-MefF 7 2 1 PF2-MefF PF2-MefF 9 2 1 PF2-MefF PF2-MefF

Select Terminal ID to configure, for example, Terminal 1. You can do different settings for different terminals.

Select an Access Code to use, for example, Access Code 1.

Check "Allowed" column in same row with Access Code 1.

Assign a group time zone into the TZ Group column in the same row as the selected access code.

Click to add a new Group Time Zone into TZ Group column, for example 2. Ignore Overwrite TZ columns.

🖁 Terminal Users Control								[- 61
time zone settings are optional to	certair	reader models to limit	access codes that are authorised to an the users accessibility with the speci- rs, or optional time zone settings to ter	ied time periods		rised access cod	es will be enrolle	d into the termin	al. The
Select Terminal ID		Authorised Access	Exception Users Time Zone Che	ck Users					
1 Terminal 1 2 Terminal 2	~	can either follow or Please refer to 'Tim	cess codes that are allowed for this b te of the five time zone groups (1-5) fo e Zone' page for time zone setting.	r valid time acce	ess, or with its gr	ven different over	writing time zone		ode
		Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type		^
		0			1	11	FP/PV//RF		- 1
		1			2	11	FP/PV//RF		
		2		<u></u>		111	FP/PV//RF		
		3		<u></u>		1.1	FP/PV//RF		
		4				11	FP/PV//RF		
		5		8		11	FP.PV//RF		
		6				11	FP.PV//RF FP.PV//RF		
		7				11			
		8		8			FP/PV//RF		
		3		<u> </u>		1	PPAPVWRP		•
	×		TZ Group	1	2	3	4	5	
Model R2			Time Zone	1:::	2::	111	11	11	
Last update 10/03/2009 09:	58								
		Update	Terminal Duplicate Se	tings	Save Chi	inges			Qlose

Now you can insert the predefined time zone to the newly-added group time zone 2. Click "Update Terminal" to update settings to the terminal.

STEP 3

e zone settings are optional to certs ik the "Update Terminal" button to up	load the authorise	Upload Users and	Time Zones to	Terminal					
ect Terminal ID	Authorised Acc			users and fingerprints bas					
Terminal 1	Specify the us can either folk Please refer to	specified access co the optional access 1		selected terminal, together v	0.0		s code. Users of writing time zone		ode
	Access Code	Terminal ID	1 Terminal			ronte TZ	Verify Type		-
	0	Update data:	User Data	Time Zone	_		FP.PV/URF		_
	1				1		FP.PVWRF		
	2				A .		FP.PV/JRF		
	3						FP/PV//RF		
	4				1		FP/PV/IRF		
	5						FP.PV/JRF		
	6				1		FP/PV//RF		
	7						FP.PVMRF		
	8				1		FP/PV//RF		
	9				¥ :		FP/PV//RF		
×					- E	3	4	5	-
						2			-
Model R2				Apply Clos	•				-
Last update 10/03/2009 09:58				NC					

A new window will pop up to indicate that a terminal has been updated. Click "Apply" to update settings.

STEP 4

lect Terminal ID 1 Terminal 1 2 Terminal 2	Authorised Acc	Init the users accessibility with the specified line periods. Jpload Users and Time Zones to Terminal Use this function to upload all authorised users and fingerprints based or specified access codes from PC to the selected terminal, together with the oddonal access time zones.		s code Lisers of each	access code
z pomini z	can either folk Please refer te		different over	writing time zone.	
	Access Code	Terminal ID 1 Terminal 1	everyotte TZ	Verify Type	
	0	Update data: Vuser Data Vine Zone		EP.PW/RE	
	1			FP/PV//RF	
	2	Connecting device 1 [192.168.1.222]Ok A		FP.PV//RF	
	3	Uploading usersOk		FP/PV//RF	
	4	Uploading time zones Ok	1	FP/PV//RF	
	5	Device disconnected.		FP.PV//RF	
	6			FP.PV//RF	
	7		1	FP.PV//RF	
	8			FP.PV//RF	
	9	v	1	FP/P/WRF	
	×		3		5
					5
Model R2		Apply Close	. · · · · · · · · · · · · · · · · · · ·	1.	

Click "Close" to end update process.

Repeat Step 1 to 4 to configure and update settings to any other terminals, if required. There are a total of 50 access codes ready to be used.

Reminder:

To assign free group time zone with Access Code

elect Terminal ID	Authorised Acces	55 Exception Users Time Zone Che	ck Users					
1 Terminal 1 2 Terminal 2	can either follow Please refer to "	r access codes that are allowed for this b v one of the five time zone groups (1-5) for Time Zone' page for time zone setting.	r valid time acce	iss, or with its gr	ven different over	writing time zone		code
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type		
	0	Free Access		1	11	FP.PV//RF		
	1	Access during office hours	4	2		FP.PVWRF		
	2	Fingerprint and Password Verification		3	11	FP8PW FP4PMIRF		
	3	After working hours	8	5	11	FP.PV//RF FP.PV//RF		
	4	Michight		5	11:17:18	FP/PVWRF		_
	5			1	11:17:10	FPPOMRF		_
	6		<u> </u>			FP/PV//RF		
	8				11	FPANARF		
	0				1.1	FP.PVWRF		
	3		[U		1.0	1 Parvina		-
	¥	TZ Group	1	2	3	4	5	
		Time Zone		2::	1:::		11	_

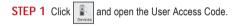
Select an Access Code for example Access Code 5.

Check the "Allowed" column; do not insert any value into the TZ Group column. Insert the time zones into the Overwrite TZ column, for example TZ11, TZ17 and TZ18.

Continue the above steps to update the settings to the terminal.

GROUPING USERS INTO ACCESS CODE

Now all information for time zones, group time zones and access codes are updated to terminals. Next group corresponding users into the access code to control their access rights.



STEP 2



Click the number button on the left top to select an Access Code, for example 1.

The left panel displays all users who are assigned under the selected access code. The right panel displays all users who are not assigned under the selected access code.

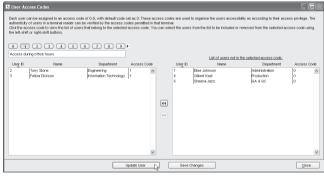
STEP 3

Name the Access Code, for example, access during office hours. Select the users from the right panel to include them into the access code.



Click the button to move users into the access code.

STEP 4

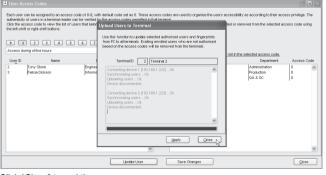


Click "Update User" to update settings to the terminal.



A new window will pop up and you can define information to be updated to the terminal. It is recommended to select "Users with access code changed". Click "Apply" to start updating the terminal.

STEP 6



Click "Close" to end the process.

STEP 7



Click "Save Changes" to end the process.

Repeat the steps above to configure other access codes for users. Always name the access code to avoid wrong settings.

DIFFERENT VERIFICATION METHODS

By default, all models support one of these verification methods, fingerprint, password, card or fingerprint with card. However, some of the models support two verification methods for one user, for example, a user enrolls with both fingerprint and password. During verification, the user must provide his fingerprint followed by his password to gain a successful verification. There are a total of 15 verification types available:

TYPE OF VERIFICATIONS	OPERATIONS
FP / PW / RF	Reader verifies users with fingerprint, password OR RFID card.
FP	Reader verifies users with fingerprint only.
PIN	Reader verifies users with User ID only.
PW	Reader verifies users with password only.
RF	Reader verifies users with RFID card only.
FP / PW	Reader verifies users with fingerprint OR password.

FP / RF	Reader verifies users with fingerprint OR RFID card.
PW / RF	Reader verifies users with via password OR RFID card.
PIN & FP	Reader verifies users with 1:1 fingerprint matching only.
FP & PW	Reader verifies users with fingerprint AND password only.
FP & RF	Reader verifies users with fingerprint AND RFID card only.
PW & RF	Reader verifies users with password AND RFID card only.
FP & PW & RF	Reader verifies users with fingerprint AND password AND RFID card.
PIN & FP & PW	Reader verifies users with User ID AND fingerprint AND password.
FP & RF / PIN	Reader verifies users with fingerprint AND RFID card OR 1:1 fingerprint matching.

Each terminal can support 15 groups for different verification method. Configurations can be done as below:

Group	Types of Verification method
1	FP / PW / RF
2	FP
3	PIN
4	PW
5	RF
6	FP / PW
7	FP / RF
8	PW / RF
9	PIN & FP
10	FP & PW
11	FP & RF
12	PW & RF
13	FP & PW & RF
14	PIN & FP & PW
15	FP & RF / PIN

Now you can assign users into the groups so that they can comply with the verification methods.

THE SETTINGS OF DIFFERENT VERIFICATION METHOD

STEP 1 Click k to open Terminal User Control.

STEP 2

🙁 Terminal Users Control

Set of the weaklet terminal readers and specify the desired access costs that are accretised to be costs to 1, a but users of sub-tristed access codes will be enroled into the terminal. The time one settings are actional to cardinal end to the terminal. The time one settings are actional to cardinal end to the terminal. The time one settings are actional to cardinal end to the terminal. The time one settings are actional to cardinal end to the terminal. The time one settings are the time of sub-tristed access codes will be enroled into the terminal. The time one settings to terminal to the time of sub-tristed access codes are accessed by the time provide time period. Click the 'Locke Termina' button to upload the sub-tristed user, a cellonal time zone settings to terminal.

Select Terminal ID	Authonised Acce	SS Exception Users Time Zone Che	ck Users					
1 Terminal 1 A	can either follow	er access codes that are allowed for this t w one of the five time zone groups (1-5) fo 'Time Zone' page for time zone setting.						de
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type		
	0			1	11	FP/PV//RF		
	1	Access during office hours		2		FP/PV//RF		-
	2			V		FP.PV//RF		
	3			1	1.1	FP/PV//RF		_
	4			2		FRANKRE		_
	5			3		FP.PV//RF		_
	6			4 10		FP/PV//RF		_
	7			5		FRANKRE		_
	8					FP.PV//RF		_
	9					FP/PV//RF		
~								
		TZ Group	1	2	3	4	5	
Model R2		Time Zone	100	2::	11	3.3	1.1	
Last update 11/03/2009 17:55								
	Upd	ate Terminal Duplicate Se	tings				a	lose
		,,			-			

Click Terminal ID to configure settings, for example Terminal 1. Select an Access Code to use, for example Access Code 2. Select a group time zone, for example Group Time Zone 3.

STEP 3

erminal Users Control							
e zone settings are optional to certe	in reader models to l	d access codes that are authorised mit the users accessibility with the s sers, or optional time zone settings t	pecified time periods		rised access cod	es will be enrolled int	o the terminal. The
ect Terminal ID Terminal 1	can either follow	Exception Users Time Zone access codes that are allowed for to one of the five time zone groups (1-	5) for valid time acce				h access code
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type	
	0			1	1.1	FRAVURF	
	1	Access during office hours		2	111	FP.PV//RF	
	2			3	1.1	FP8PW 🗸	
						PINSEP A	
	3				1.1.1		
	3 4					FP8PVV	
	3 4 5					FP8FVV FP8RF	
	3 4 5 6				11	FP8FW FP8RF	
	6				11	FP8RF R	
	3 4 5 6 7 8				11 11 11	FP8RF PV8RF FP8PW8RF FP8PW8RF PIN8FP8PW	
	6				11 11 11	FP8RF R	

Select a verification method to apply to this group, for example: FP&PW.

lect Terminal ID	Automized Asses	SS Exception Users Time Zone Cha						
Terminal 1 Terminal 2	Specify the use can either follow	 Exception Users time zone Che r access codes that are allowed for this to v one of the five time zone groups (1-5) fi Time Zone' page for time zone setting. 	erminal by ticking	g the checkbox n ess, or with its gr	ext to each acces ven different over	s code. Users of writing time zone	each access	code
	Access Code	Description	Alowed	TZ Group	Overwrite TZ	Verify Type		-
	0			1	1.1	FP.PVWRF		_
	1	Access during office hours	in .	2	11	FP/PW/RF		
	2			3		FP8PW		- 1
	3		in .	-	1.1	FP/PV//RF		
	4		in .			FP/PV//RF		
	5					FP.PV//RF		
	6		in .		1::	FP.PVWRF		
	7					FP/PW/RF		
	8					FP.PVWRF		
	9				111	FP/PV//RF		
	~							
		TZ Group	1	2	3	4	5	
Model R2		Time Zone	1111	2:::	1::	11		

Insert a time zone to apply to this group, for example, TZ1. Without assigning a time zone, the group will not have time zone and terminal will not verify the user.

STEP 5

Add/totisel Access Disciplicity Lises Time Zamo Conce Lises of Security Time Lises and Lises Time Zamo Conce Lises of Security Time Lises and Lises of this reministly folicity the disciplicity that are access code to the reminist provide the disciplicity of the terminist provide the disciplicity of ter	skived for the terminal typicing the checkson rest to each access code. Users of each access code an approximation of the terminal typical terminal termin
Access Cole Description Abreed TZ Oropp Overwrite TZ Yverby Type 0 1 :: PSP/NRF 1 Access during office hours 2 :: PSP/NRF 2 3 :: IPSP/NRF 3 - :: PSP/NRF 4 ::: :: PSP/NRF	Aboved TZ Croup Ownwhiti TZ Verthy Type 1 12 Croup Ownwhiti TZ Verthy Type 1 2 12 FPP-WEF 2 12 FPP-WEF PPP-WEF 3 2 17 PPP-WEF 4 12 FPP-WEF PPP-WEF 5 17 PPP-WEF PPP-WEF 6 12 FPP-WEF PPP-WEF 7 17 PPP-WEF PPP-WEF 8 17 FPP-WEF PPP-WEF
0 1 :: rPPwtef 1 Access during office hours 2 :: rPPwtef 2 3 :: rPPwtef 3 :: rPPwtef 4 :: :: rPPwtef 5 :: :: :: ::	I I IPANE 2 IPANE 3 IPANE 1 IPANE 2 IPANE 3 IPANE 1 IPANE 2 IPANE 3 IPANE 3 IPANE 4 IPANE 5 IPANE 6 IPANE 7 IPANE 8 IPANE 9 IPANE 9 IPANE
2 3 1 PPAW 3 1 1 PPAWF 4 1 1 PPAWF 5 1 PPAWF	3 11 FRAW - 12 FRAWE
3 : PPAVIEF 4 : PPAVIEF 5 : PPAVIEF	
4	
5 FP/PV/RF	
6 FP#VWRF	
	E FP.PV/RF
7	
8 FP/PWRF	ED E
9 ::: FP/P/WRF	
TZ Group 1 2 3 4	1 2 3 4 5

Click "Duplicate Settings" to copy the settings to apply to other terminals.

Select the terminal to copy to. Click "Copy" to start copying the settings. Ignore this step if you do not wish to copy settings to other terminals.

Select Terminal ID		Authorised Acc S	elect a data terminal be	low to copy to:-				
1 Terminal 1 2 Terminal 2	^	Specify the us can either foll Please refer to	From Terminel 1	R2			s code. Users of writing time zone.	each access code
		Access Code	То			Dverwrite TZ	Verify Type	
		0	2 Terminal 2	R2	^		FP/PV//RF	
		1				1	FP.PV/IRF	
		2				1	FP8PW	
		3					FP.PV/IRF	
		4				1	FP.PV/IRF	
		5				1	FP/PV//RF	
		6					FP.PV/IRF	
		7				1	FP/PV//RF	
		8			~	1	FP.PV/IRF	
		9				1	FP.PV/IRF	
	~			Copy N	Close			
					gose	3	4	5
Model R2		_		nie 2016 11	2	T		11

STEP 6

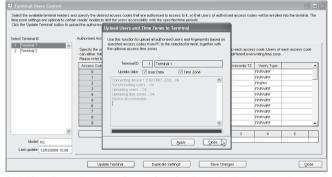
		mit the users accessibility with the speci sers, or optional time zone settings to ter						
lect Terminal ID	Authorised Acces	8 Exception Users Time Zone Che	ck Users					
Terminal 1	Specify the user can either follow Please refer to 'T	access codes that are allowed for this b one of the five time zone groups (1-5) fo ine Zone' page for time zone setting.	r valid time acce	ess, or with its gr	ven different over	writing time zone		code
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type		
	0		<u> </u>	1	11	FP/PV//RF		
	1	Access during office hours		2	11	FP/PV//RF		-
	2			3	::	FP8PW		
	3				1.1	FP/PV//RF		
	4				11	FP/PV//RF		
	5				11	FP/PV//RF		
	6				11	FP/PV//RF		
	7				11	FP/PV//RF		
	8					FP.PVWRF		
	9				111	FP/PV//RF		
~								_
	3	TZ Group	1	2	3	4	5	
Model R2		Time Zone	1::	2::	1:::	11	1.1	
Last update 12/03/2009 10:06								

Click "Update Terminal" to update settings to the terminal.

lick the 'Update Terminal' button to up lect Terminal ID 1 Terminal 1 2 Terminal 2	Authorised Acc Specify the us can either foll Please refer to			s code. Users of each writing time zone.	h access code
	Access Code	Terminal ID 1 Terminal 1	Dverwrite TZ	Verify Type	-
	0	Update data: Vuser Data VTime Zone		FP.PVWRF	
	1			FP/PV//RF	
	2	<u>A</u>	:	FP8PW	
	3		:	FP/PV//RF	
	4		1	FP/PV//RF	
	5			FP.PV/IRF	
	6		1	FP/PV//RF	
	7		1	FP/PV//RF	
	8		:	FP/PV//RF	
	9	×	:	FP/PV//RF	
~			3	4	5
Model R2		Apply Close	1		
106		Apply Close			

A new window will pop up. Click "Apply" to start updating the settings.

STEP 8



Click "Close" to end process. Repeat Step 6 to 8 to upload settings to other terminals. Remember to select the correct terminal ID before updating it.

STEP 9

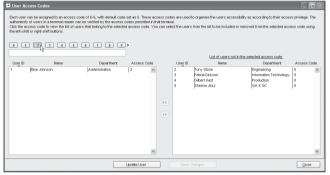
			isers, or optional time zone settings to te						
Select Terminal ID		Authorised Acces	8 Exception Users Time Zone Ch	eck Users					
1 Terminal 1 2 Terminal 2	~	can either follow Please refer to 'T	access codes that are allowed for this one of the five time zone groups (1-5) t line Zone' page for time zone setting.	or valid time acc	ess, or with its gr	ven different over	writing time zone		code
		Access Code	Description	Allowed	TZ Group	Overwrite TZ			_
		0			1	11	FP.PV//RF		
		1	Access during office hours		2	11	FP.PV/IRF		_
		2			3	11	FP8PW		
		3				11	FP.PV//RF		
		4				11	FP.PV/IRF		
		5				::	FP.PV//RF		
		6				11	FP/PV//RF		
		7				11	FP.PV/IRF		
		8		4		11	FP.PV//RF		
		9				111	FP/PV//RF		_
	~		TZ Group		2	3	4	5	-
			Time Zone	4.5.5	2::	1::	11		
Model R2			100 2000	1	4	le c	1.1		

Click "Close" to end the process.

GROUP USERS INTO ACCESS CODE WITH DIFFERENT VERIFICATION METHOD

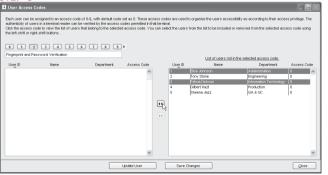
STEP 1 Click to open User Access Code.

STEP 2



Select Access Code as configured in Terminal User Control, for example, Access Code 2.

STEP 3



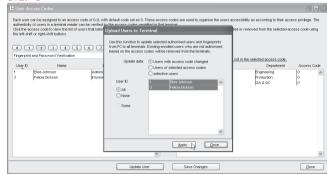
Name the Access Code 2, for example, Fingerprint and Password Verification. Select users from the left panel to be included into the Access Code 2. Click the arrow button to place users into the Access Code 2.

STEP 4

0 1	or right-shift buttons.	6789	•				
Fingerprint	and Password Verification				I had a down and he	the selected access code.	
User D	Name	Department	Access Code	User ID	Name	Department	Access O
1 3	Bilse Johnson Felicia Dickson	Administration	2	2 4 5	Tony Stone Gibert Kazt Sheena Jazz	Engineering Production (aA 8 GC	0

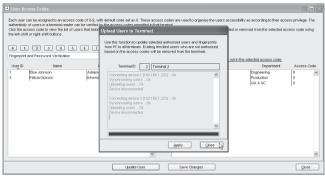
Click "Update User" to update settings to all terminals.

STEP 5



A new window will pop up and you can define information to be updated to the terminal. It is recommended to select "Users with access code changed". Click "Apply" to start updating data to the terminal.

STEP 6



Click "Close" to end the process.

STEP 7

User Access Codes Each user can be assigned to an access code of 0.9, with default code set as 0. These access codes are used to organise the users accessibility as according to their access privilege. The authenticity of users in a terminal reader can be verified by the access codes permitted in that terminal. Circle the access code to view the list of users that belong to the selected access code. You can select the users from the list to be included or removed from the selected access code using the left-shift or right-shift buttons. 0 1 2 3 4 5 6 7 8 9 Fingerprint and Password Verification List of users not in the selected access code User ID Name Department Access Code User ID Name Department Access Code Dise Johnson Administration Hony Stone Engineering Felicia Dickson Information Technology 2 Gilbert Kazt Production Sheena Jazz QA 8 GC 10 Update User Close

Click "Close" to end the process.

Repeat the steps above to group users into Access Code and update the settings to the terminal.

Reminder:

To assign a free group time zone for a different verification method

elect Terminal ID	Authorised Acce	88 Exception Users Time Zone Che	ock Users				
1 Terminal 1 A	Specify the use can either follow Please refer to	r access codes that are allowed for this t v one of the five time zone groups (1-5) fo Time Zone' page for time zone setting.	or valid time acc	ess, or with its gi	ven different over	writing time zone.	access code
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type	
	0	Free Access		1	11	FP/PV//RF	
	1	Access during office hours		2	11	FP/PV/IRF	
	2	Fingerprint and Password Verification		3		FP8PW	
	3	After working hours		4	11	FP/PV//RF	
	4	Midnight		5		FP/PV/IRF	
	5			1	1::	FP/PV//RF 🗸	
	6				1.1	FP/PV/RF A	
	7				1.1	FP	
	8					PIN =	
	9				111	PVV	
~						RF .	
		TZ Group	1	2	3	FP/PVV NS	5

Select a new Access Code, for example, Access Code 5. Check the Allowed column. Do not insert any value into the TZ Group column.

Insert time zone into the Overwrite TZ column, for example, TZ 1.

Select the types of verification method to be applied.

Continue with the steps above to update the settings to the terminal.

CONFIGURE ACCESS ZONE

Ignore this step if you do not install 2 terminals to control an entrance

In some scenario, two terminals are installed in and out to control accessibility of a door. User must verify whenever he enters or leaves the zone. The record will be captured and you can always refer to Entry-Exit report to check for the details. All IN and OUT records are arranged in pair to ease the checking.

You need to define the IN and OUT terminals for a zone before you can start using it. Follow the steps below to configure.



🙁 Access Zone Configuration Specify the access zone which can have multiple access doors with a pair of entry and exit terminals attached to each door. Each terminal can be assigned only once either as an entry terminal or exit terminal for an access doo Zone Description Mode Terminal 1 Zone Description Terminal 2 R2 101 Access door with attached terminals for the selected Access Zone Door Location ID Entry Reader ID Exit Reader Apply Close

Define the name of the zone, for example, R&D. All connected terminals will be displayed on the left panel for reference.

STEP 3

Access Zon				D		Description	Model	Zone
Zone	Descrip	tion	A	1	IN terminal		R2	01
01	R8D			2	OUT terminal		R2	1
_								
-								
-								
Access doo	with attached terminals for th	e selected Access 2	Zone					
	Door Location	ID	Entry	Reader		ID	Exit Reader	
entrance	1	1 IN b	erminal			~		
						IN termina	1	
						i protecrimite		

Name the door location to ease checking process.

Select the terminal as ENTRY reader and EXIT reader.

Repeat the steps above to add in more Entry-Exit terminals.

Click "Apply" to save the settings.

6 • ONLINE DATA MONITORING

Skip this chapter if you do not wish to monitor clocking activities or door accessibilities online.

The software can be connected to terminals to monitor all activities. All verification results including failed or successful verification are uploaded to the software directly. Monitoring of all clocking activities or door activities is possible from a computer monitor.

TERMINAL DATA AUDIT LIST

This is the main database of the software. All downloaded clocking activities are stored in this page. Filtering of data can be done with user ID and date range to look for a particular clocking activity, if required. If you activate online function on this page, the software will connect to all terminals (or selected terminals) to download all of the stored clocking data, in order to make the software "online" with all the connected terminals. Any clocking activities at any terminals will be downloaded into the software immediately. Therefore, you can monitor all activities at all connected terminals.

D	Description	User ID	Name	Clocking	Transaction	Date	I/O Slot	-
2	OUT terminal	4	Gilbert Kazt	27/02/2009 17:49	00	27.02/2009	In	_
2	OUT terminal	5	Sheena Jazz	27/02/2009 17:49	00	27/02/2009	In	
2	OUT terminal	2	Tony Stone	27.02/2009 20:33	00	27.02/2009	Out	
2	OUT terminal	4	Gilbert Kazt	27.02/2009 20.37	00	27.02/2009	Break	
2	OUT terminal	5	Sheena Jazz	27/02/2009 20:24	00	27.02/2009	Break	
2	OUT terminal	3	Felicia Dickson	27.02/2009 21:29	00	27.02/2009	Resume	
2	OUT terminal	4	Gilbert Kazt	27.02/2009 21:24	00	27.02/2009	Resume	
2	OUT terminal	5	Sheena Jazz	27/02/2009 21:28	00	27/02/2009	Resume	
2	OUT terminal	2	Tony Stone	27.02/2009 02:18	00	27.02/2009	In	
2	OUT terminal	4	Gilbert Kazt	27.02/2009 03.04	00	11		
2	OUT terminal	5	Sheena Jazz	27/02/2009 03:18	00	11		
2	OUT terminal	3	Felicia Dickson	27.02/2009 20:44	00	27.02/2009	Break	
2	OUT terminal	0		27/02/2009 20:44	00	11		
2	OUT terminal	0		27/02/2009 20:44	00	11		
2	OUT terminal	3	Felicia Dickson	28/02/2009 02:46	00	27.02/2009	Out	
2	OUT terminal	4	Gilbert Kazt	28/02/2009 03:08	00	27/02/2009	Out	
	OUT terminal	5	Sheena Jazz	28/02/2009 03:08	00	27/02/2009	Out	

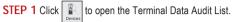
Data field	Functions
ID	ID of the connected terminal.
Description	Name of the connected terminal.
User ID	User ID verified at the terminal. 0 refers to a failed verification at the terminal.
Name	The full name of a user verified at the terminal.
Clocking	The date and time of clocking activity at the terminal.
Transaction	The transaction code from the terminal. Ignore it if you do not use Work Code.
Date	The date of the clocking activity downloaded to the software
I/O Slot	The software allocates the type of clocking activity in Attendance Sheet.

There are 6 buttons at the bottom of Terminal Data Audit List.

Buttons	Functions
Select Terminal ID	To select for a terminal to be connected during online status.
Online / Pause	To start or pause the online process.
Export	To export clocking activities into .TXT file.
Purge	To delete clocking activities from the database.
Close	To close the page.

TO START/STOP ONLINE MONITORING ON TERMINAL DATA AUDIT LIST

Follow the steps below to monitor activities by using Terminal Data Audit List.



STEP 2

D	Description	User ID	Name	Clocking	Transaction	Date	UO Slot	
2	OUT terminal	4	Gilbert Kazt	27/02/2009 17:49	00	27.02/2009	In	
2	OUT terminal	5	Sheena Jazz	27/02/2009 17:49	00	27/02/2009	In	
2	OUT terminal	2	Tony Stone	27/02/2009 20:33	00	27.02/2009	Out	
2	OUT terminal	4	Gilbert Kazt	27/02/2009 20:37	00	27/02/2009	Break	
2	OUT terminal	5	Sheena Jazz	27/02/2009 20:24	00	27/02/2009	Break	
2	OUT terminal	3	Felicia Dickson	27/02/2009 21:29	00	27.02/2009	Resume	
2	OUT terminal	4	Gilbert Kazt	27/02/2009 21:24	00	27/02/2009	Resume	
2	OUT terminal	5	Sheena Jazz	27/02/2009 21:28	00	27/02/2009	Resume	
2	OUT terminal	2	Tony Stone	27.02/2009 02:18	00	27.02/2009	In	
2	OUT terminal	4	Gilbert Kazt	27/02/2009 03:04	00	11		
2	OUT terminal	5	Sheena Jazz	27/02/2009 03:18	00	11		
2	OUT terminal	3	Felicia Dickson	27/02/2009 20:44	00	27.02/2009	Break	
2	OUT terminal	0		27/02/2009 20:44	00	11		
2	OUT terminal	0		27/02/2009 20:44	00	11		
2	OUT terminal	3	Felicia Dickson	28/02/2009 02:46	00	27.02/2009	Out	
2	OUT terminal	4	Gilbert Kazt	28/02/2009 03:08	00	27/02/2009	Out	
2	OUT terminal	5	Sheena Jazz	28/02/2009 03:08	00	27.02/2009	Out	

Click "Online" to connect to terminals.

STEP 3

Every time a user verifies at any connected terminals, the clocking activities will be downloaded into the software immediately. All clocking activities are available on screen.

Click "Pause" if you wish to stop the monitoring process.

🚟 Clocking data audit lis

Below is the list of clocking data downloaded from clock terminal. Clocking record without 'VO Stof' indicates current clocking fails to register clocking slot in the attendance sheet due to impropresentation.

	Description User ID	Name	Clocking	Transaction	Date	VO Slot
1 IN	terminal	1	12/03/2009 14:22	00	11	
1 IN	terminal	1	12/03/2009 14:25	00	3.3	
1 IN	terminal	1	12/03/2009 14:26	00	11	
1 IN	terminal :	Tony Stone	12/03/2009 14:26	00	12/03/2009	Break
1 IN	terminal 123456		12/03/2009 14:39	00	12/03/2009	Out
1 IN	terminal	1	12/03/2009 14:41	00	11	
1 IN	terminal 123456		12/03/2009 14:47	01	12/03/2009	Out
2 01	UT terminal	1	08/03/2009 10:15	00	11	
2 01	UT terminal	1	08/03/2009 10:15	00	11	
2 OL	UT terminal .	Tony Stone	10/03/2009 10:17	00	10/03/2009	In
2 01	UT terminal 3	Tony Stone	10/03/2009 10:54	00	10/03/2009	Break
2 OL	UT terminal :	Tony Stone	10/03/2009 10:54	00	11	
2 01	UT terminal	Tony Stone	10/03/2009 10:54	00	11	
2 OL	UT terminal :	Tony Stone	10/03/2009 10:55	00	10/03/2009	Resume
2 OL	UT terminal	Tony Stone	10/03/2009 10:55	00	11	
2 01	UT terminal	Tony Stone	10/03/2009 10:55	00	11	
2 01	UT terminal :	Tony Stone	10/03/2009 10:55	00	11	
er you	r selection criteria for selective transaction vie	wing- To Transaction		Total		
_		11 :: 13	~	428		
		[use 💦 🛛 Cgr	nvert Export	Purge	Glose

SELECT TERMINAL FOR MONITORING THE TERMINAL DATA AUDIT LIST

If you wish to monitor a few terminals in a multiple terminal environment select the relevant terminal in the terminal data audit list, follow the steps below.



to open the Terminal Data Audit List.

STEP 2 Click "Select Terminal ID".

D	Description	User ID	Name	Clocking	Transaction	Date	UO Slot	
1	IN terminal	0		12/03/2009 14:22:02	00	11		_
1	IN terminal	0		12/03/2009 14:25:50	00	11		
1	IN terminal	0		12/03/2009 14:26:20	00	11		
1	IN terminal	2	Tony Stone	12/03/2009 14:26:28	00	12/03/2009	Break	
1	IN terminal	1234567		12/03/2009 14:39:57	00	12/03/2009	Out	
1	IN terminal	0		12/03/2009 14:41:21	00	11		
1	IN terminal	1234567		12/03/2009 14:47:04	01	12/03/2009	Out	
2	OUT terminal	0		06/03/2009 10:15:43	00	11		
2	OUT terminal	0		08/03/2009 10:15:45	00	11		
2	OUT terminal	2	Tony Stone	10/03/2009 10:17:13	00	10/03/2009	In	
2	OUT terminal	2	Tony Stone	10/03/2009 10:54:55	00	10/03/2009	Break	
2	OUT terminal	2	Tony Stone	10/03/2009 10:54:57	00	11		
2	OUT terminal	2	Tony Stone	10/03/2009 10:54:59	00	11		
	OUT terminal		Tony Stone	10/03/2009 10:55:01	00	10/03/2009	Resume	
	OUT terminal		Tony Stone	10/03/2009 10:55:03	00	11		
	OUT terminal		Tony Stone	10/03/2009 10:55:05	00	11		
2	OUT terminal	2	Tony Stone	10/03/2009 10:55:08	00	11		

D	Description	Uger ID			Name	Clacking	Transa	ction.	Date	UO Slot	
1	IN terminal	Tick	checi	er belm	w to select the data 1	terminal:-			11		_
1	IN terminal					Stat			11		
1	IN terminal	Select	10	Group	Description IN terminal	5101	us	-	11		
1	IN terminal	~	2		IN terminal OUT terminal	_		-	12/03/2009	Break	
1	IN terminal	V	2		OUI terminal				12/03/2009	Out	
1	IN terminal		-					-	11		
1	IN terminal		-						12/03/2009	Out	
2	OUT terminal		-					-	11		
2	OUT terminal		-						11		
2	OUT terminal		-						10/03/2009	In	
2	OUT terminal		-						10/03/2009	Break	
2	OUT terminal		-					- H.	11		
2	OUT terminal		_					× .	11		
2	OUT terminal			Seld	ct Terminal Group	Okay	Cancel		10/03/2009	Resume	
2	OUT terminal		_					_	11		
2	OUT terminal			Stone			00		11		
2	OUT terminal	1	Tony	Stone		10/03/2009 10:55:08	00		11		

If you group terminals into the Terminal Group, you can select by using the Terminal Group. Click "Select Terminal Group".

	Description	User ID		Nane	Cincluing	_	Transaction	Date	VO Slot	
	Iterminal	Trinker						5.5	10 301	-
	Iterminal	TICK C	loct tormir	nals by Terminal G	roup			11		
	i terminal	36/604			noup			11		
	Iterminal			Ground Floor R&D			^	12/03/2009	Break	
1 IN	Iterminal			Production				12/03/2009	Out	
1 N	(terminal	- Con	*	in our of the second				11		
1 IN	Iterminal							12/03/2009	Out	
2 0	UT terminal							11		
2 0	UT terminal							11		
2 0	UT terminal							10/03/2009	In	
20	UT terminal							10/03/2009	Break	
2 0	UT terminal						×	11		
2 0	UT terminal			V Qkay N	X Cancel			11		
2 0	UT terminal			- 2001 A	* ·			10/03/2009	Resume	
	UT terminal							11		
	UT terminal		y Stone		10/03/2009 10:55	00		1.1		
2 0	UT terminal	2 Ton	y Stone		10/03/2009 10:55	00		11		

Check the Terminal Group to start the monitoring. Click "Okay" to start.

STEP 4

ID	Description	User	ID			Name	Clacking	Transa	ction.	Date	UO Slot	
1	IN terminal	Tf	ck c	heck	ær belø	w to select the data t	erminal:-			11		_
1	IN terminal	Se	lect	ID	Group	Description	Stat	110		11		
1	IN terminal		1004	10	oroop	Nterninal	3101	40		11		
1	IN terminal	Ě	-	2	-	O IT terminal			-	12/03/2009	Break	
1	IN terminal	1	-	- 2		oor terminal			-	12/03/2009	Out	
1	IN terminal		-						-	1.1		
1	IN terminal		-						-	12/03/2009	Out	
2	OUT terminal		-						-	11		
2	OUT terminal		-						-	11		
2	OUT terminal		-						-	10/03/2009	In	
2	OUT terminal		-						-	10/03/2009	Break	
2	OUT terminal		-							11		
2	OUT terminal		_	_		1	_		- X	11		
2	OUT terminal				Sek	ect Terminal Group	Okay 1	Gancel		10/03/2009	Resume	
2	OUT terminal				Ganna				_	11		
2	OUT terminal		2	Tony	Stone		10/03/2009 10:55	00		11		
2	OUT terminal		2	Tony	Stone		10/03/2009 10:55	00		11		

If you do not group any Terminal Group, you can select the terminals to monitor. Check the terminals and click "Okay" to start.

TO EXPORT RAW CLOCKING DATA

Raw clocking data can be exported into .txt file, where it can be imported into the 3rd party software for further analysis, for example, into a HR software. Arrange the data field of the clocking data before the exportation process, so it matches the requirement of your 3rd party software. Follow the steps in the following pages to export.

hec	lule.		Export Audit Data	1						
_	-					it records you want to be it clocking data for other time				
D	Description	User ID	attendance system		a a rawing	a cooking data for other sinc		Date	I/O Slot	
	OUT terminal	4 Gik	· · · ·					26/02/2009	Break	
	OUT terminal	5 She						26/02/2009	Break	
	OUT terminal	1 Bis		range of	records by:			26/02/2009	Resume	
	OUT terminal	2 Tor		D	*			26/02/2009	Resume	
	OUT terminal	4 Gilt				Filse Johnson		26/02/2009	Resume	
	OUT terminal	5 She		V			^	26.02/2009	Resume	
	OUT terminal	1 Bis		2		Tony Stone Felicia Dickson		26/02/2009	Out	
	OUT terminal	2 Tor		v v		Felicia Dickson Gilbert Kazt		26/02/2009	Out	
	OUT terminal	4 Gil:		v v		Sheena Jazz		26/02/2009	Out	
	OUT terminal	5 She		14	5	Stilleria oazz		26/02/2009	Out	
	OUT terminal	2 Tor						27/02/2009	In	
	OUT terminal	2 Tor						27.02/2009	Break	
	OUT terminal	2 Tor						27/02/2009	Resume	
	OUT terminal	2 Tor					×	27/02/2009	Out	
	OUT terminal	3 Feli						27.02/2009	In	
	OUT terminal	4 Gik		01 O1	02/2009 00	0 28/02/2009 00:00		27/02/2009	In	
2	OUT terminal	5 She		_				27/02/2009	In	- 8
ler y	our selection criteria for selective to Liser ID From	ransaction viewing				Next > N	ncel			
		: To				446				

In Terminal Data Audit List, click "Export". A new window will pop up. Click to select user ID to export. Define the date range of data to export. Click "Next" to go to the next step.

STEP 2

			Export Audit Data	
5	Description	User ID	reserved key as indicated below. Date	UO Slot
2	OUT terminal	4 GID	You must verify the format before you are able to perform export data. 28.02/00	09 Break
2	OUT terminal	5 She	28/02/20	09 Break
2	OUT terminal	1 Elise	TT: terminal ID DD: day hh: hour A: activity (s) 25/02/20	09 Resume
2	OUT terminal	2 Torr	U: user ID (s) MM: month mm: minute X: transaction 25/02/20	09 Resume
2	OUT terminal	4 Gib	N: usernane YY: year ss: second C: terminal description 28/02/20	09 Resume
2	OUT terminal	5 She	2602/20	09 Resume
2	OUT terminal	1 Bise	Type in the desired export format: 28.02/20	09 Out
2	OUT terminal	2 Torr	TT, UUUUUUUUU, DD-MH-YY, hh:nm 27 Verity 2802/20	09 Out
2	OUT terminal	4 Gib	1234567890123456789012345678901234567890	09 Out
2	OUT terminal	5 She	Automatic append data to output file during data download. 28/02/20	09 Out
2	OUT terminal	2 Torr	27/02/20	09 In
2	OUT terminal	2 Ton	Specify the output target file name: 27.02/20	09 Break
2	OUT terminal	2 Torr	C'IDOCUMENTS AND SETTINGS'HENRY PANGIDESKTOPITE 27/02/20	09 Resume
2	OUT terminal	2 Ton	Append data to existing output file 27/02/20	09 Out
2	OUT terminal	3 Felk	27/02/20	09 In -
	OUT terminal	4 Gilo	27/02/20	
2	OUT terminal	5 She	27/02/20	09 in -
er y	User D From		K Back Export Cancel	

You must arrange the data field and the length of the data field in the column.

Example, the target software needs to import terminal ID (2 digits), User ID (9 digits), date format dd-mm-yy, hour format hh:mm. Therefore, you need to configure the data field as shown as above.

Enable "Automatic append data to output file during data download" if you would like the Software to append new downloaded clocking data into the same file during each of the downloading. Click "Verify" to save settings.

STEP 3

ID	Description	User ID		You are required to define the fixed length data export format using the reserved key as indicated below.	Date	UO SIM	
2 01	IT terminal	4	Gib	You must verify the format before you are able to perform export data.	26/02/2009	Break	_
2 01	IT terminal	5	She		26/02/2009	Break	
2 OL	JT terminal	1	Bise	TT: terminal ID DD: day hh: hour A: activity (s)	26/02/2009	Resume	
2 01	JT terminal	2	Torr	U: user ID (s) MM: month mm: minute X: transaction	26.02/2009	Resume	
2 OL	JT terminal	4	Gib	N: username YY: year ss: second C: terminal description	26/02/2009	Resume	
2 OL	JT terminal	5	She		26.02/2009	Resume	
2 OL	JT terminal	1	Bise	Type in the desired export format	26.02/2009	Out	
2 OL	JT terminal	2	Torr	TT, UUUUUUUUU, DD-MH-YY, hh:mm 27 Edt	26.02/2009	Out	
2 OL	JT terminal	4	Gib	1234567890123456789012345678901234567890	26.02/2009	Out	
2 OL	JT terminal	5	She	Automatic append data to output file during data download.	26/02/2009	Out	
2 OL	JT terminal	2	Torr		27/02/2009	In	
2 OL	JT terminal	2	Torr	Specify the output target file name:	27.02/2009	Break	
2 OL	JT terminal	2	Torr	C'IDOCUMENTS AND SETTINGS'HENRY PANGIDESKTOP/TE	27.02/2009	Resume	
2 OL	JT terminal	2	Torr	Append data to existing output file	27/02/2009	Out	
2 OL	JT terminal	3	Felk	 Tubbe is again to control if online up 	27.02/2009	In	
2 OL	JT terminal	4	Gilb		27/02/2009	In	
2 OL	JT terminal	5	She		27.02/2009	In	

Click to define path to save the exported file.

Only enable "Append data to existing output file" if you had enabled "Automatic append data to output file during data download" in the previous step. Click "Export" to start.

File	Edit	Format	View	Help	_		
02, 02, 02, 02, 02, 02, 02, 02, 02, 02,		000001 000002 000003 000004 000005 000005 000003 000002 000003 000002 000003 000003 000004 000002 000003 000004 000002 000003	, 02 - 0 , 0	12-09, 12-09,	08:5 08:5 08:5 12:3 12:3 12:3 12:3 12:3 12:3 13:1 13:1	9999444455555111	

You can check the contents of the exported raw clocking data. Sample is shown above.

TO PURGE CLOCKING DATA FROM TERMINAL DATA AUDIT LIST

If you discovered that there are strange or improper clocking activities (wrong date, wrong user ID etc), you can delete them. However, we strongly recommend you not to delete any contents in the Terminal Data Audit List, as it is the main database of the software.

To delete clocking data, follow the steps below.



D	Description	User ID	Name	Clocking	Transaction	Date	I/O Slot	-
2	OUT terminal	4	Gilbert Kazt	26/02/2009 12:41	00	26/02/2009	Break	-
2	OUT terminal	5	Sheena Jazz	26/02/2009 12:41	00	26/02/2009	Break	
2	OUT terminal	1	Elise Johnson	26/02/2009 13:20	00	26/02/2009	Resume	
2	OUT terminal	2	Tony Stone	26/02/2009 13:29	00	26/02/2009	Resume	
2	OUT terminal	4	Gibert Kazt	26/02/2009 13:19	00	26/02/2009	Resume	
2	OUT terminal	5	Sheena Jazz	26/02/2009 13:27	00	26/02/2009	Resume	
2	OUT terminal	1	Elise Johnson	26/02/2009 18:25	00	26/02/2009	Out	
2	OUT terminal	2	Tony Stone	26/02/2009 18:30	00	26/02/2009	Out	
2	OUT terminal	4	Gilbert Kazt	26/02/2009 18:31	00	26/02/2009	Out	
2	OUT terminal	5	Sheena Jazz	26/02/2009 18:31	00	26/02/2009	Out	
2	OUT terminal	2	Tony Stone	27/02/2009 06:54	00	27.02/2009	In	
2	OUT terminal	2	Tony Stone	27/02/2009 12:34	00	27/02/2009	Break	
2	OUT terminal	2	Tony Stone	27/02/2009 13:18	00	27/02/2009	Resume	
2	OUT terminal	2	Tony Stone	27/02/2009 19:20	00	27.02/2009	Out	
2	OUT terminal	3	Felicia Dickson	27/02/2009 18:01	00	27/02/2009	h	
2	OUT terminal	4	Gilbert Kazt	27/02/2009 17:49	00	27.02/2009	In	
2	OUT terminal	5	Sheena Jazz	27/02/2009 17:49	00	27/02/2009	in .	

STEP 3

Same in the

sched	ue.		Purge Clocking Aud	lit					
					want the unwanted clocking a be reminded that you will not				
D	Description	User ID	recover them back on				Date	UO Slot	
	OUT terminal	4 Gilo					26/02/2009	Break	
	OUT terminal	5 She					26/02/2009	Break	
	OUT terminal	1 Elise	You may select the ran	nge of record	s øy:		26/02/2009	Resume	
	OUT terminal	2 Torr	D		~		26/02/2009	Resume	
	OUT terminal	4 Gilb	Liser ID	₽ 1	Elise Johnson	~	26/02/2009	Resume	
	OUT terminal	5 She		2	Tony Stone	^	26/02/2009	Resume	
	OUT terminal	1 Bise	⊙ AI	▼ 2 ▼ 3	Felicia Dicksop		26/02/2009	Out	
	OUT terminal	2 Torr	None	¥ 4	Gibert Kazt		26/02/2009	Out	
	OUT terminal	4 Gib		¥ 5	Sheena Jazz		26/02/2009	Out	
	OUT terminal	5 She	Some	1.	priverio estat		26/02/2009	Out	
	OUT terminal	2 Torr					27/02/2009	In	
	OUT terminal	2 Torr					27.02/2009	Break	
	OUT terminal	2 Torr					27/02/2009	Resume	
	OUT terminal	2 Torr				~	27.02/2009	Out	
	OUT terminal	3 Felic	Date		a op op 🎟 💷 pi roopa op		27.02/2009	In	
	OUT terminal	4 Gilb	Date	01.01.200	9 00:00 31.01.2009 00:		27/02/2009	In	
	OUT terminal	5 She					27.02/2009	In	
inter ;	our selection criteria for selective to User ID From	ansaction viewing:			Delete N	Cancel			

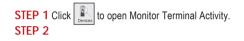
MONITOR TERMINAL ACTIVITY

This is a special function to monitor door accessibilities. Unlike Terminal Data

Audit List, this page does not show previous clocking activities but it shows only the current clocking activities. The same concept applies to the Terminal Data Audit List, where user's clocking data is downloaded immediately to the software for viewing.

Synchronization of the date and time of the terminals can be done from this page. It can also be used to open door(s) for users. You can upload photo of users into the software, and these photos will be shown on the screen if user is verified at the connected terminal.

Follow the steps below.



Moni	tor Ter	minal Activities								
				e status o	f the installed	clock terminals on scre	en.			
fou mar	' Sync' is y tick the	utton to synchronise Skip' checker to by	e time. pass that ter	minal mor	nitoring.					
										Local Tir 12/03/2009 15:07:40
Skip	D	Description	Open	Sync	Time	User ID	Name	Time	Transaction	
		l terminal			11 :::					
	20	UT terminal			11 :::					
			_							
			-							
			_							
			-							
			-							
i e la	10	aline" to		1						
ICK	U	IIII Cect LO	conn	ect	to all 1	erminals	aine N		Show F	hoto Qiose

Click "Select Terminal ID" if you wish to select terminals for viewing. The same methods for the Terminal Data Audit List is applied here.

										Local 12/03/2009 15:08
Skip	D	Description	Open	Sync	Time	User ID	Name	Time	Transaction	
	1	IN terminal		i.	12/03/2009 15:08:18	2	Tony Stone	15:08	01	
]	2	OUT terminal			12/03/2009 15:07:56	3	Felicia Dickson	15:07	07	
_								_		
_								_		
_										
			_							

During online status, all verified user IDs at the connected terminals will be downloaded into the software. The user ID and its verified time will be published on the screen.

Click "Open" button to request a particular terminal to open door and this application is invalid if you are using AdapTec AC to control the door.

Click "Sync" button to synchronize date and time of the connected terminals to the computer's time.

You can click "Show Photo" and the software will show the photo of the verified users.

Click "Pause" if you want to stop the Online status.

STEP 3

7 • USB PEN DRIVE MANAGEMENT AND INSTANT MESSAGES DISPLAY (SMS)

Note: USB Pen Drive refers to an external USB Flash Disk.

Ignore this chapter if you do not want to use USB pen drive management and instant messages display in terminal, or your terminal does not come with these 2 functions.

USB PEN DRIVE MANAGEMENT

You can use USB pen drive to download or upload users and download clocking data from terminals. Downloaded data will be copied into the software for further analysis.

Before you start using this function, you must do the followings:

[1] Select Type of Connection USB in Terminal Setting page. The sample is shown below.

FingerTe	c Terminal										
In order to	o enable a disabled ter	minal, make sure t	the term	inal is con	inal, and its known commu nected online to your PC is in order to able to downlos	store you unlick the 'Di	isabled' checker.	n, or its unique l	address for	TCP/IP connection.	
Disabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	F ^
	B4NZ-AE9Y-J/\/6A	7HU4AD6N	1	0	N terminal	R2	8202478	TCP/IP	115200	192.168.1.222)
	RL57-GE89-UM/89	RE3VT4A7	2	0	OUT terminal	R2	8202728		115200	192.168.1.223	
		Image: Constraint of the second sec									
I I	TCMSv2 Viewer Activ	ation									
	Add	Delete) [Activa	te Terminal	Advanced Settings		erminal Group		Apply Q	ose

[2] Make sure the ID assigned is the same as Dev ID in the terminal.

[3] Activate the product key and activation in the software.

Missing any of the above information will result in no data being displayed when you try to read data from the USB pen drive.

DOWNLOAD USERS FROM USB PEN DRIVE

Plug a USB pen drive to a terminal to download user information (user ID, fingerprint, password, card ID etc). The information can be copied and saved in the software. To download users from terminal, follow the steps below.



STEP 1 Click to open USB Pen Drive Management.

SB Flash Disk Management	×
You can perform data transfer between your PC and a remote ProgerTec reader of a selected model using an USB flash disk. Clocking data or enrolled user fingerprint templates can be downloaded from a remote reader into an USB dask and then transferred it to the PC fingerprint templates can be transferred from the PC into an USB dask and then uploaded it to a remote reader.	, or user
Read data from USB disk into PC	
Read clocking data from an USB disk downloaded from remote FingerTec terminal	
ORead user into from an USB disk downloaded from remote FingerTec terminal	
Write data from PC into USB disk	
Write user info into an USB disk to be uploaded into remote FingerTec terminal	
<u>Next</u>	Close

Select "Read user info from USB disk downloaded from remote terminal". Click "Next" to continue.

JSB Flash Disk Ma	nagement							
✓ Read user info	from an US	SB disk dowr	loaded from	remote Fin	gerTec to	erminal		
Please specify the a					G: 🗸			
You may select the	range of recor	ds by:				Select Departn	nent:-	
User ID	UserID	User Name	Department	Fingerprint	Privilege	Password	Card	
 All None Some 								
< Be	ck		From USB			Sav	e to PC	Close

Click to select the drive of USB pen drive, for example: G. Click "From USB" to start reading users from the USB pen drive.

STEP 4

🚟 USB Flash Disk Ma					
_		B disk downloaded fron ish disk drive location:-	n remote FingerTe G:		
You may select the	range of record	s by:		Select Department:-	
User ID	User ID	User Name Department	Fingerprint Privile	ege Password Card	
OAA O None O Some	I 1 I I I <td>Administration Engineering Information Tech Production GA & QC</td> <td>1 User 1 User 11 User 1 User 1 User</td> <td></td> <td>×</td>	Administration Engineering Information Tech Production GA & QC	1 User 1 User 11 User 1 User 1 User		×
					×
< <u>B</u> e	ick	From US	8	Save to PC	<u>Close</u>

You can select users to download by checking the column next to the User ID, and you can also select "All" to download. Click "Save to PC" to download users into the software.

UPLOAD USERS THROUGH USB PEN DRIVE

You can copy users into a USB pen drive and upload them to any terminals. To do this, follow the steps below.

🗏 USB Flas	h Disk Management
Clocking dat	form data transfer between your PC and a renote FingerTec reader of a selected model using an USB flach disk. a or enrolled user fingerprint templates can be downloaded from a renote reader into an USB disk and then transferred it to the PC, or mplates can be transferred from the PC into an USB disk and then uploaded it to a remote reader.
1	Read data from USB disk into PC
	Read clocking data from an USB disk downloaded from remote FingerTec terminal
	O Read user into from an USB disk downloaded from remote FingerTec terminal
	Write data from PC into USB disk
	White user into into an USB disk to be uploaded into remote FingerTec terminal

Click "Write user into an USB disk to be uploaded into remote terminal". Click "Next" to continue.

STEP 3

Click to select the drive of the USB pen drive, for example: G.

You can select the range of users by using Terminal ID or Department. Select either one to continue.

Click "From PC" to continue.

🚟 USB Flash Disk Ma	anagement										
✓ Write user infe	o into an US	Bdisk to be	uploaded int	o remote Fi	ngerTec	terminal					
Please specify the	attached USB fl	ash disk drive lo	cation:-		G: 🗸						
You may select the	You may select the range of records by.										
User ID	User ID	User Name	Department	Fingerprint	Privilege	Password	Card	TZ Group	Time Zone		
All None Some											
	xck		From PC			Save	to USB		<u>C</u> lose		

🚟 USB Flash Disk Mai	nagement								
✓ Write user info	into an USE	3 disk to be	uploaded into	o remote F	ingerTec	terminal			
Please specify the al	ttached USB fla	sh disk drive lo	ocation:-		G: 🗸				
You may select the r	ange of record	s by:		ID	1 -	Select Departn	nent:-		
User ID	UserID	User Name	Department	Fingerprint	Privilege	Password	Card	TZ Group	Time Zone
O None	▼ 1 ▼ 2 ▼ 3 ▼ 4 ▼ 5		Administration Engineering Information Techn Production QA & QC	1 1 01 1	User User User User			1 1 1 1	<
									×
< <u>B</u> ax	ck		From PC			Save	to USB		Close

You can select users to upload by selecting the column next to the User ID. However, you can select "All" to upload.

Click "Save to USB" to upload users into Software.

DOWNLOAD CLOCKING DATA FROM USB PEN DRIVE

You can plug a USB pen drive into the terminal to download the clocking data. The downloaded clocking data is read by the software to do further analysis. Please always delete clocking data manually at the terminals after you have finished downloading all clocking data into a USB pen drive. To read clocking data from a USB pen drive, follow the steps below.

STEP 1 Click	to open USB Pen Drive Management.
STEP 2	

🖾 USB Flash Disk Management	
You can perform data transfer between your PC and a remote FingerTec reader of a selected model using an USB flash disk. Clocking data or enrolled user fingerprint templates can be downloaded from a remote reader into an USB disk and then transferred it to th fingerprint templates can be transferred from the PC into an USB disk and then uploaded it to a remote reader.	e PC, or user
Read data from USB disk into PC	
Read clocking data from an USB disk downloaded from remote FingerTec terminal	
O Read user info from an USB disk downloaded from remote FingerTec terminal	
Write data from PC into USB disk	
Write user into into an USB disk to be uploaded into remote FingerTec terminal	
v kre∭	Close

Click "Read clocking data from USB disk downloaded from remote terminal". Click "Next" to continue.

_			cation:-	G			
D	User ID	Name		Clocking	Transaction	<u>^</u>	
						-	
	your selection or	iteria for selective transac	tion saving:-				
Enter your selection criteria for selective transaction saving:- ID User ID From To Total							
	User ID	From	To			Total	

Click to select the drive of the USB pen drive, for example: G.

Click "From USB" to download clocking data from a USB pen drive.

STEP 4

🖾 USE	3 Flast	ı Disk Man	agement				- C ×		
	✓ Read clocking data from an USB disk downloaded from remote FingerTec terminal								
P	Please specify the attached USB flash disk drive location:- 0:								
	ID	User ID	Name	Clocking	Transaction	<u>^</u>			
	1	2	Tony Stone	10/02/2009 09:34	00				
	1	3	Felicia Dickson	10/02/2009 09:34	00				
	1	- 4	Gilbert Kazt	10/02/2009 09:35	00				
	1	5	Sheena Jazz	10/02/2009 09:35	00				
						-			
	Enter		n criteria for selective transaction saving						
	ID ID	Use				Total			
				U :: 🖷		0			
						-			
		< Bac	k From	n USB	S	ave to PC	Close		

All clocking data is displayed on screen. Click "Save to PC" to download into the software.

INSTANT MESSAGES DISPLAY

You can configure messages and upload them to terminals. There are 2 types of messages, Public and Personal.

Public messages always pop up after user is verified at the terminal. Personal messages are only assigned to some particular users. The message will be shown only after the dedicated user is verified.

All messages uploaded into a terminal come with a valid date range, for example: 1/3/2009 to 15/3/2009. The message in the terminal will be deleted automatically come the expiry date. However you can choose to delete them manually.

TO WRITE PUBLIC MESSAGES TO TERMINAL

STEP 1 Click to open Instant Message Display.

📓 Instant Message Display

Terminal Message User Message

The Terminal Message's foot message is used to aligative static message on the terminal screene. Each short message has a unique SME DL, a specified starting time and is a duration in mixes. Short messages will be adomatically removed from terminal users or pixel. Cick 4/WH terminal Messages button to write the selected short message to the terminals, or cick 4/rase Terminal Messages to rease the short messages to merinal. Enter '0' for SMS D to deter ecord from the list.

Π	SMS ID	Short Message			Start Time	End Time		<u>^</u>	
Þ	10	Please use 2nd floor exit during lunch time.			01/03/2009 00:00	31/03/2009 00:00			
Ц								-	
Н								- 1	
Н								- 1	
Н								-	
Н								-	
Н									
H									
	(Þ	Ш	
	Virite Terminal Message								

Assign a number as SMS ID, for example: 10 (varying from 0 to 99999).

Insert the short message into the column, for example: "Please use 2nd floor exit during lunch time".

Define the start date and time, for example: 1/3/2009, 00:00.

Define the end date and time, for example: 31/3/2009, 23:59.

Click "Write Terminal Message" to continue.



Select the SMS ID to upload. Select the terminal(s) to upload the message to. Click "Apply".

STEP 4

am Instant Messa	ige Display			
Terminal Message	User Message			
starting time and it	agge'short message is used to display static message on the terminal s duration in minutes. Short messages will be automatically removed fr ed short message to the terminals, or click drase Terminal Message> on the list.	om terminal upon exp	iry. Click «Write Termir	al Message> button
SMS ID	Short Message	Start Time	End Time 💷	A
▶ 10 B	ease use 2nd floor exit during lunch time.	01/03/2009 00:00	31/03/2009 00:00	
-				
4				v F
	Write Terminal Message Erase Te	rminal Message	Apply	
				·

Click "Apply" to end process.

TO DELETE PUBLIC MESSAGES FROM THE TERMINAL

STEP 1 Click to open Instant Message Display.

STEP 2

📓 Instant Message Display

Terminal Message User Message

The "Terminal Message" short message is used to display static message on the terminal screen. Each short message has a unique SRD, a specified starting time and is duration in mixed. Short message will be adomtalized proved from terminal upon cayry, CLC white Terminal Messageto to write the selected short message to the terminals, or click drase Terminal Messages to the selected short message to the terminal sort click drase Terminal Message to the terminals, or click drase Terminal Messages to the selected short message to the terminal sort click drase Terminal Message to the terminal sort click drase Terminal Messages to terminal sort click drase Terminal Messages

Π	SMS ID	Short Message	Start Time 🛄	End Time 💷	<u>^</u>				
Þ	10	Please use 2nd floor exit during lunch time.	01/03/2009 00:00	31,/03/2009 00:00					
H									
H									
H									
H									
H									
H									
					v				
1					Þ				
	Vitite Terminal Message Erase Terminal Message Apply Gose								

Click "Erase Terminal Message".

STEP 3



Select terminal ID to delete message. Click "Apply" to continue.

_	l Message	age Display User Message					
			s used to display static mess Short messages will be autor				
		ted short message to t rom the list.	he terminals, or click <erase t<="" td=""><td>erminal Message></td><td>to erase the short me</td><td>ssages from terminal.</td><td>Enter '0' for SMS ID</td></erase>	erminal Message>	to erase the short me	ssages from terminal.	Enter '0' for SMS ID
s	MS ID		Short Message		Start Time	End Time	
	10 F	Nease use 2nd floor e:	it during lunch time.		01/03/2009 00:00	31,03/2009 00:00	
4							Þ
_							
			Virite Terminal Mess	age Frase Te	rminal Message	Apply	Close

Click "Apply" to end the process.

TO WRITE PERSONAL MESSAGE TO THE TERMINAL



to open Instant Message Display.

STEP 2

E Instant Message Display Terminal Message User Message

The User Message infort message is used to display as greating message on the terminal screen upon an user's successful verificator. Each short message has using VSID as generated sattring time and is auritorin in mixed. Short message has unrevend from terminal upon expiry. Cold: «Vite Liser Message hubort to write the selected short message to the terminalis, or cick <frase User Messages to terse the short message has the terminalis, or cick <frase User Message hubort to write the selected short message to the terminalis, or cick <frase User Messages to terse the short message hubort hubort to make the selected short message to the terminalis, or cick <frase User Messages hubort hubort to make the selected short message hubort to mak

П	SMS ID	Short Message	Start Time	End Time	*
Þ	31	Managers,Operation Meeting,16/3/2009,10am, Room Alpha	16/03/2009 00:00	16/03/2009 10:30	
1					
ł					
ł					
ł					
t					
t					
I					
l					• •
-					
		Write User Message Eras	e User Message	Apply	Close

Click "User Message" tab.

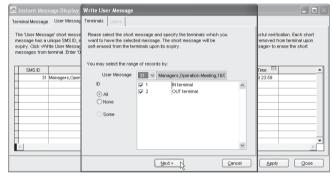
Assign a number as SMS ID, for example: 31 (varying from 0 to 99999).

Insert the short message into the column, for example: "Managers, Operation Meeting, 16/3/2009, 10am, Room Alpha".

Define the start date and time, for example: 16/3/2009, 00:00.

Define the end date and time, for example: 16/3/2009, 10:30. Click "Write User Message" to continue.

STEP 3



Select the SMS ID to upload.

Select the terminal to upload the messages to. Click "Apply" to continue.



Select users whom this message is intended for. Click "Apply" to upload

STEP 5

🚟 Instant Mes	sage Display			
Terminal Message	9 User Message			
message has a expiry. Click <td>age' short message is used to display as greeting message on the term unique SMS ID, a specified starting time and its duration in minutes. Sho rite User Message: button to write the selected short message to the to terminal. Enter '0' for SMS ID to delete record from the list.</td> <td>t messages will be au</td> <td>tomatically removed fr</td> <td>om terminal upon</td>	age' short message is used to display as greeting message on the term unique SMS ID, a specified starting time and its duration in minutes. Sho rite User Message: button to write the selected short message to the to terminal. Enter '0' for SMS ID to delete record from the list.	t messages will be au	tomatically removed fr	om terminal upon
SMS ID	Short Message	Start Time	End Time	<u> </u>
▶ 31	Managers,Operation Meeting,16/3/2009,10am, Room Alpha	16/03/2009 00:00	16/03/2009 10:30	
H				
-				
_				
<u> </u>		1	I	<u> </u>
	Write User Message Erase	User Message	Apply	
ou 1 // .				

Click "Apply" to end the process.

TO DELETE PERSONAL MESSAGE FROM TERMINAL

STEP 2

STEP 1 Click to open Instant Message Display.

🚟 Instant Message Display

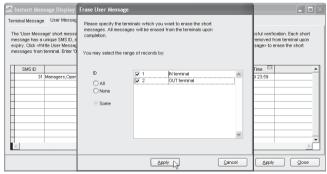
Terminal Message User Message

The 'User Message' short message is used to display as greeting message on the terminal screen upon an user's successful verification. Each short message has a unique SMS ID, a specified starting time and its duration in minutes. Short messages will be automatically removed from terminal upon expiry. Click -Write User Message- button to write the selected short message to the terminals, or click -Erase User Message- to erase the short messages from terminal. Enter '0' for SMS ID to delete record from the list.

Π	SMS ID	Short Message	Start Time	End Time	^
Þ		Managers,Operation Meeting,16/3/2009,10am, Room Alpha	16/03/2009 00:00	16/03/2009 23:59	
Ц					
Н					
Н					
н					
Н					
Н					
Н					
1b	1		1		- F
-					
		Write User Message Erase	User Message	Apply	Close

Click "User Manage" tab. Click "Erase User Message".

STFP 3



Select to delete messages from the terminal. Click "Apply" to continue.

STEP 4

2	😤 Instant Message Display 📃 🗖 🔀									
Ter	Terminal Message User Message									
rr e	The User Message' short message is used to display as greating message on the terminal screen upon an user's successful vertication. Each short message has a unique SNE D, a specified starting time and its duration in minutes. Short messages will be automatically removed from terminal upon expir. (Cite' divide sub-essage-balant to varite the sedent short message to the terminals, or ciclCreate User Message-b orase the short messages from terminal. Enter 'D' for SNS D to delete record from the lat.									
	SMS ID	Short Message	Start Time 🛄	End Time	×					
	31	Managers,Operation Meeting,16/3/2009,10am, Room Alpha	16/03/2009 00:00	16/03/2009 23:59						
+										
+										
+										
		Write User Message Erase	Jser Message	Apply	Glose					

Click "Apply" to end the process.

8 • OFIS TA

Ignore this chapter if you are not using OFIS TA

OFIS TA is the simplest time attendance solution. No terminal installation is required for OFIS TA, only installation of the software to a computer and a plug-in of an OFIS scanner.

All users are required to enroll their fingerprint templates using the OFIS scanner and the fingerprint templates are stored in the software. Users are required to place the enrolled finger on the OFIS scanner to report attendance and the system will save the date and time of the verification as attendance data. Before you can use OFIS TA, make sure that you have plugged the OFIS TA into your computer. Once done, run the software first before attempt to capture any fingerprint. The fingerprint templates captured by OFIS scanner are compatible with other models of terminals, and upload-able to any terminal.

ADDING OFIS SCANNER TO THE SOFTWARE

Similar to the standard fingerprint terminal, product key, activation key and serial number of OFIS scanner are available in the OFIS TA package. Plug in the OFIS scanner into the computer and follow the steps below.

entry the D number and the type of model for each installed terminal, and its lower constructions per for 165-202486 connection, or its unspace P address for TCAPP connections control in the second	to malke addeletel terminal, male cue the terminal is connected of the toy our FC before you units the Disabled Decker ANT: Oct Adchede Terminal button to advente the terminal in order to able to deveload clocking defa tron terminal.										
rder to enable e disabled ferminal, and su et the terminal is concrected other by your PC behow your units the Tostabel of checker ORTANTI Citk Activated Terminal button to activate the terminal or order to akte to download clocking data transformation. Bello Product Key, Activation D Group Description Model Smith & Correction Bautrate P Address Bello AL-507-VAE THUADERN I D Offenend RC 2002/19 TCPP 115300 1921(68:1222)	to malke addeletel terminal, male cue the terminal is connected anniho type // Editors you,unticit the Disabled Decker ANT. ClcX-Addrede Terminal button to advente the terminal in order to advent of adventional docking data from terminal. I Product New, Addredom D Group Decorption Model Serial No. Connection Baudrede // Address BAUL-ABY-/NAR VIALABEN 1 D (Nterminal R2 DOCAPT) (TCPP 115200 1921681.222										
Bible Product Key Activation D Oroup Description Model Seriel No. Connection Bladinete IP Address BelL/LEGY_MMA 7HUALDR 1 0 Ntermol N2 ECXM170 TXPU 15200 192.108.1222	Product Key Activation D Oroup Description Model Seriel No. Connection Bautinete IP Address gesL/LABY-JVMA 7HUALDIN 1 0 (Internet) R/2 DDDL/HP 115200 152:1601.222	rder to enable a disabled t	arminal, make sure	the terr	ninal is con	nected online to your PC be	store you unlick the 'Di	sabled' checker.	n, or its unique i	P accress for	I CHIP connection.
B4NZ-AE9Y-J/V6A 7HU4AD6N 1 0 N terminal R2 8202478 TCP/P 115200 192.168.1.222	B4NZ-AE9Y-JV6A 7HU4AD6N 1 0 N terminal R2 8202478 TCP/P 115200 192.168.1.222	ORTANT: Click 'Activate Te	rminal button to ac	tivate ti	ne terminal	in order to able to downlos	d clocking data from te	erminal.			
B4NZ-AE9Y-JV6A 7HU4AD6N 1 0 N terminal R2 8202478 TCP/P 115200 192.168.1.222	B4NZ-AE9Y-JV6A 7HU4AD6N 1 0 N terminal R2 8202478 TCP/P 115200 192.168.1.222			-							
RUS7-2689-UM98 REV/TA/7 2 0 0/UTterrenal R2 020278 TOPP 115200 192.1631.223	R.57-2694.Wei PENYLAA7 2 0.0/Titerinal R2 200228 TOPP 115208 (92.1651.223										
		RL57-GE89-UM89	RE3VT4A7	2	0	CUT terminal	R2	8202728	TCP/IP	115200	192.168.1.223
				-							
				-							
				-							
				-							
			_	-							
			_	-							
			_	-							
			_	-							
			_	-							
								_			

Click "Add" to start.

STEP 3

FingerTec Termina

Specify the D number and the type of model for each installed terminal, and its innove communication port for 85-232465 connection, or its unique P address for TCPIP connection. In order to enable a disabled terminal, make sure that terminal is connected online to your 7C before you untick the 'Disabled' checker. MPORTANT. Cit. Achteche Termina Nutborn be divide terminal in certon existence and be to davided orderina.

	IADEN /T4A7	1 2		Viterminal OUT terminal Please enter TCMS	R2 R2	8202478 8202728	TCP/IP TCP/IP	115200 115200	192.168.1.222 192.168.1.223	
89-UM/89 RE31	/T4A7	2	0			8202728	TCP/IP	115200	192.168.1.223)
				Plasta antor TCHS						
		_			E 4MB - 9QGT					
					Abort					
										_
					1					•
fewer Activation										-
	Viewer Activation	Arver Activition				//www.Achologo	//www.Achologo			

Insert the product key of the software. Click the key icon to continue.

FingerTec Terminal

Specify the D number and the type of model for each installed terminal, and its involve communication port for RS-232/485 connection, or its unique P address for TCPIP connection. In order to enable a disability formation, make sure the terminal is connected order of units of the Disability disability disability of the disability of t

isabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	
]	B4NZ-AE9Y-J/V6A	7HU4AD6N	1	0	IN terminal	R2	8202478	TCP/IP	115200	192.168.1.222)
	RL57-GE89-UM89	RE3VT4A7	2	0	OUT terminal	R2	8202728	TCP/IP	115200	192.168.1.223)
3	SE59-E4MB-9QGT		3	0	OFIS scanner	OFIS Scanner		USB	115200	192.168.1.201	
							_				
							_				
							_				
(Channell	CMSv2 Viewer Activ	alian.									•
3101/1	108372 1161761 2001	80.011									
	Add	Delete					T	erminal Group		Apply Q	986

Insert ID for OFIS scanner into the ID column, for example, 3. Name the OFIS scanner into the description column.

Select model as OFIS Scanner in Model column.

Select Connection as USB in Connection column.

Uncheck the Disable column to activate the OFIS Scanner.

STEP 5



The software will detect the OFIS scanner's connection through a USB port. Insert the Activation Key into the column. Click "Apply" to activate.

STEP 6

			Activate Terminal			
isabled	Product Key	Activatic	You are about to activate the selected terminal to enable the downloading of clocking data from	Baudrate	IP Address	
	B4NZ-AE9Y-J/V6A	7HU4AD6N	the terminal.	115200	192.168.1.222	-
	RL57-GE89-UM/89	RE3VT4A7	You may choose to activate it using internet online activation, or you can enter the activation key if you already have it.	115200	192.168.1.223	-
	SE59-E4MB-9QGT		Koy II you alloady have it.	115200	192.168.1.201	-)
			2108: Activate Terminal Corgadulation You have activated the selected terminal successfully. Int Corgadulation You have activated the selected terminal successfully. Int Corgadulation You have activated the selected terminal successfully. Activation Key [FBH2.3UUG]			
			Visit our website for international warranty registration.	I		
			Apply Gose			

A message will pop up to indicate that activation process is done. Click "OK" to accept message.

TO ENROLL USERS USING OFIS TA

OFIS scanner can enroll fingerprints of new users. To enroll new users please follow the steps below.



							s	Select Departme	nt-	~
lo.	User ID	Name	Deportment	Fingerprint	User Name	Privilege	Password	Card ID	Disabled	 π
1		Elise Johnson	Administration	1		User				П
2	2	Tony Stone	Engineering	1		User				Г
3	3	Felicia Dickson	Information Technology	1		User				
4	4	Gilbert Kazt	Production	1		User				
5	5	Sheena Jazz	QA 8 QC	1		User				
-										F
+										F
+										F
+										Ē

A new button, Enroll User will appear on the User Management page. Click "Enroll" User to start.

STEP 3

Assign a new user ID, for example, 6.

Insert his user name (shorter name), example: Nelson.

Define the privilege, for example: User.

Insert the full name of the user, for example: Nelson Johnson

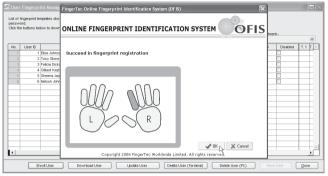
Assign user into the department, for example: Engineering. Click "Enroll" to continue

Disabled T.1
ASBARGA 1.1

STEP 4



OFIS enrollment page will pop up. Click to select the finger to enroll. Place finger on the scanner to capture fingerprint for 4 times.



The software will capture the fingerprint and save it into the database. Click "OK" to continue.

STEP 6

							Select Depr	artment:-	
	User ID	Name Enroll User Fi	ngerprint	_				Disabled	T.1
1	1 Elise Johnson	Enrol tipgerprin	t directly using	OFIS scanne	r for new or exist	ing user			
2	2 Tony Stone								
3	3 Felicia Dicksor								
4	4 Gilbert Kazt	User I	6	~	Name	Nelson Johnson			
5	5 Sheena Jazz	User Nam	e Nelson		Department	Engineering V			
+		Privileo	e User	~					
+									
+		Passwor	d						
+		Car	d						
		Fingerpri	t 1		Enrol	Clear			
					Landing		Verify		
_									
+							Glose		
+									

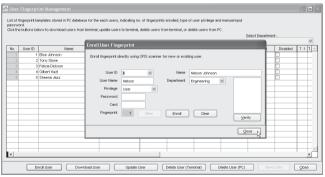
If this is the user's first time, the software will allocate a user ID for the fingerprint template.

Click "Verify" to test the verification of his enrolled fingerprint.

However, if a fingerprint was enrolled before, it will be rejected and you can see the following message.

			Select Department -
N0.	User ID	Name	Enroll User Fingerprint Disobled T.1
140.		Elise Johnson	
		Tony Stone	Enroll fingerprint directly using OFIS scanner for new or existing user.
		Felicia Dickson	
4	4	Gilbert Kazt	2409 : Enroll User Fingerprint
	5	Sheena Jazz	
			Qose

STEP 7



Click "Close" to save the settings. In User Management, you can see a new user ID created.

							s	Select Departme	nt:-		v
¥0.	User ID	Name	Department	Fingerprint	User Name	Privilege	Password	Card ID	Disabled	T.1	T. ^
1	1	Elise Johnson	Administration	1		User					_
	2	Tony Stone	Engineering	1		User					
	3	Felicia Dickson	Information Technology	1		User					
	4	Gilbert Kazt	Production	1		User					
	5	Sheena Jazz	QA & QC	1		User					
	6	Nelson Johnson	Engineering	1	Nelson	User					
•											

Click "Save User" to save settings.

TO USE OFIS TA TO CAPTURE ATTENDANCE

Now you can start to use OFIS TA to capture the attendance of users. Please always plug in the OFIS scanner and then start to run the Software.

STEP 1 Click sto open Monitor Terminal Activity.

STEP 2

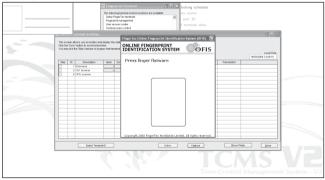
The same page as described in Monitor Terminal Activity (page 88) will appear. Notice OFIS scanner is on the monitoring list.

You will find a new button "CaptureZ". This button only appears if OFIS scanner is activated in the software.

Click "Capture" to start capturing attendance of users.

										Lo 16/03/2009 12
Skip	D	Description	Open	Sync	Time	User ID	Name	Time	Transaction	
		terminal			11 ::					
]		JT terminal			11 ::					
	0 OF	FIS scanner								

STEP 3



Two new windows will pop up.

On the left, it will display user's information after verification.

In the middle, it is the OFIS scanner capturing window, showing the image of fingerprint after capturing process.

These 2 windows are always displayed when OFIS TA is on.

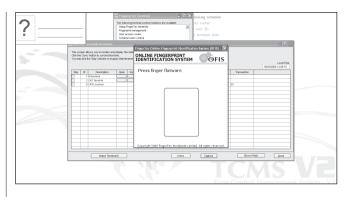
	Fingerprint Terminal The Solowing terminal control functions are available Salar Progrim: Seminal Progrim: Seminal Treprint: Seminal Terminal Terminal Terminal Terminal	locking schedule ity roster viser ID d terminal data	
	Arminal Activities		- • ×
-	This screen allows you to monitor and dataly the table Click the "Sinc' lattice to synchronize time You may lick the "Sing' checker to bypass that terminal ONLINE FINGERPRI IDENTIFICATION S'		Local Time
	See D Description Open Ser Verifying fingerprint		166030000 12:09:15
	Site D Description Open Str 1 Narrical	Transection	*
	2 OUT terminal		
	0 OFIS scener		
	Copyright 2008 FingerTeo Worl	dwide Limited. All rights reserved.	
	Select Terminal ID	nine Casture 2	tow Photo Qose
	1 N S	TC	MSV

User can place a finger on OFIS scanner to capture fingerprint. The software will start to verify user.

For successful verification, you will view this. User information will be displayed in the User Information box.

4					icking schedule			
Olbert Kazt 156030009 12:11			Setup Finger Fingerprint m User access	rTecterminals A	y roster user ID terminal data			
			Terminal user	ers control				
							_ • ×	
5	Citiz the So	allows you to monitor and do no' laution to synchronice time & the "Skip" checker to bypess	play the steb.	ONLINE FINGERPRINT IDENTIFICATION SYSTEM	OFIS		Local Time	
	540 0	Description	Open Syr	Press finger flatware		Transaction		
		1 N terminal		1				
		2 OUT terminal D OFIS scanner				00		
		D OFG SCANNER				00		
				l í	1			
				1				
				1 1				
				1				
			_					
				1				
				Copyright 2008 FingerTeo Worldwide Limite	d. All rights reserved.			
		Select Terminal ID		Onine	Casture	Show Photo	Quee	
			Ĉ		T	CN	S	
					Time	Control Ma	nagement	System - V2

For failed verification, you will view this. User Information box will show a "?" icon.



STEP 5

		allows you to monitor any			FingerTec Online Fingerprint Identification System (OFIS)		
Click the	'Syr	c' button to synchronise the 'Skip' checker to by:	time.		ONLINE FINGERPRINT	1	
					IDENTIFICATION STSTEM OFTS		Local Time 16/03/2009 12:12:16
Skip	D	Description	Open	Syr	Press finger flatware	Transaction	
		1 IN terminal					
	:	2 OUT terminal					
	1	OFIS scanner				00	
			_				
_			_				
-	-		-				
	-		-				
-	-		-				
	-						
			-				
			_				
			_				
			_		Copyright 2008 FingerTec Worldwide Limited. All rights reserved.]	
· · · · ·	-						
		Select Tennin	nal ID		Online Capture	Show Ph	oto Giose

To stop the capturing process, click an "X" on the right top of the window.

The Software will always show the last captured user information after OFIS TA is turned off.

											Local Tin 16/03/2009 12:12:37
Skip	D	Description	Open	Sync		Time	User ID	Name	Time	Transaction	
]		IN terminal			11						
		2 OUT terminal			11						
	0	OFIS scanner					4	Gilbert Kazt	12:11	00	
			-				_		-		
			_		_				-		
			_						-		
			_		-		-				
			_		-						
			_		-		-				
	-		-		-				-		
-	-				-		-		-		
	-								-		
_	-						-		-		
									-		

Click "Close" to end process.

9 • FRIS 2 SERVER MANAGEMENT

Ignore this chapter if you are not using FRIS 2 server

The software can be used to retrieve data from FRIS 2 server. The information includes user information and clocking data. Information can be downloaded into the software to calculate attendance and to prepare reports.

		FRIS 2 SERVER onnect to FRIS 2 server.
STEP 1 STEP 2	Click to open	n FRIS 2 Server Management.
		S database server host une or its IP address where the FRIS database is host using the database's default username and
	FRIS database server	192.168.1.125
	ODBC driver	MySQL ODBC 3.51 Driver
	Description	Attendance Server
	Database	FRIS
	Username	FRIS
	Password	***
,	(New Delete Glose

Insert the IP address of FRIS 2 database server. For example: 192.168.1.125 Select the ODBC driver. For example: MySQL ODBC 3.51 Driver (MySQL database)

Insert the name of FRIS 2 Server, for example: Attendance Server. Insert the name of database, for example: FRIS Insert username to login to database, for example: FRIS Insert the password to login to database, for example: 123. Click "New" to connect.

If your FRIS 2 server is running on MSSQL database, select SQL.

Specify the server host n	IS database server host ame or its P address where the FRIS database is host using the database's default username and	
FRIS database server	192.168.1.125	
ODBC driver	MySQL ODBC 3.51 Driver 🗸 🗸	
Description	MySQL ODBC 3.51 Driver SQL Server	
Database	FRIS	
Username	FRIS	
Password	***	
	New Delete Close	

TO DOWNLOAD TERMINAL INFORMATION FROM FRIS 2 SERVER

You can download the terminal information from FRIS 2 server. It is similar to the software's connection to the terminal in retrieving information, such as terminal settings and storage. Follow the steps below.

STEP 1

1	FRIS D	atabase Ser	ver Manage	ment						X
Fi	ngerTec	Terminals Us	er Enrollments	Transact	tion Logs					
[Main Ser	FRIS Server ver	v (2						
	No.	FRIS S	erver	ID	Model	Serial No.	IP Address	Valid		^
										- 11
										- 11
										- 11
										- 11
										- 11
										- 11
										- 11
										- 11
										- 11
										- 11
										- 11
										- 11
[~
									Advanced Setting	15

Select the name of FRIS 2 server, for example, Main Server.

Click connect button to connect to FRIS 2 server.

STEP 2

All terminals connected to FRIS 2 server are downloaded and displayed on the screen. Click "Advance Settings" to configure settings to these terminals.

inals User Enrollment: S Server	s Transac	tion Logs				
C C						
2 Server						
~ (0					
	<u> </u>					
					V	
Server	2	R2	8202728	192.168.1.223	¥	
	_					
	-					
			_			
	-				_	
			-			
	-					
	PRS Sarver Server Server	FRIS Server ID Server 1	FRIS Server ID Model Server 1 R2	FRIS Server ID Model Serial No. Server 1 R2 8202478	FRIS Server ID Model Serial No. IP Address Server 1 R2 8202476 192.168.1.222	FRIS Server ID Model Serial No. IP Address Valid Server 1 R2 8202476 192.168.1.222 If and a serial No.

STEP 3

rminal Advanced Settir	ıgs		
Terminal ID	1 Model R	2 Baudrate	×
Description	Main Server	IP Address	192.168.1.222
Puling Host IP		Connection	ТСРИР
No attendance records		Communication Key	
Language		Sleep time	; o'clock
Date format		Power off time	· o'clock
Voice		Power on time	: o'clock
1:N Threshold		SDK version	
1:1 Threshold		Firmware version	
Only 1:1		Administrator	
Idle minute		User	
Idle action		Fingerprint	
Lock delay	0 0 (x20ms)	Password	
⊮iegand format		User log	
<u>Get Settings</u>	Default Settings Set Se	ttings Print Settings	Update FirmwareOose

All settings are similar as discussed in Chapter 2. Please refer page 18 for more details. Click "Close" to end process.

TO DOWNLOAD, TRANSFER OR DELETE USERS FROM STEP 2 FRIS 2 SERVER

You can manage multiple FRIS 2 servers from the software.

- [1] Download users from FRIS 2 Server into software
- [2] Transfer users among FRIS 2 Servers
- [3] Delete users in the FRIS 2 server

TO DOWNLOAD USERS FROM FRIS 2 SERVER INTO SOFTWARE

STEP 1

FRIS Da	atabase S	Server Managen	nent							
ngerTec T	erminals	User Enrollments	Transaction Logs							
	Departme		Section	User	ID O					
		~		~						
No.	User ID	Ne	ime	Emp No.	Department	Section	User Name	Valid	Select	^
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Click User Enrollments tab

You can choose to download users from FRIS 2 server by department, section or individual user. You can also download all users by ignoring these fields.

Click the download button to download users.

ngerTe	c Terminals	User Enrollments	Transaction Logs							
	Departm	ent	Section	Us	er ID					
		¥		\sim				Selec	t this page	
No.	User ID	Ne	ame	Emp No.	Department	Section	User Name	Valid	Select	
	00001	Elise Johnson		00001	Administration		Elise	\checkmark		1
2	00002	Tony Stone		00002	Engineering		Tony	~		Γ
3	00003	Felicia Dickson		00003	Information Technolo		Felicia	~		П
4	00004	Gilbert Kazt		00004	Production		Gilbert			Г
5	00005	Sheena Jazz		00005	QA & QC		Sheena	~		Г
										П
										П
										L.
										1
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		I						<u> </u>	L	11
1										

Click "Synchronise TCMS V2" to copy all downloaded user information into the software.

STEP 3

	Temple etc.	User Enrollments	Transaction Logs	1						
igeriec	reminars	Coor En onnonio	Transaction Logs	1						
	Departme		Section	Use						
		~		~	0			Selec	t this page	
No.	User ID	N	lame	Emp No.	Department	Section	User Name	Valid	Select	.4
1	00001	Elise Johnson		00001	Administration		Elise	~		-
2	00002	Tony Stone		00002	Engineering		Tony	~		T.
3	00003	Felicia Dickson		00003	Information Technolo		Felicia			Г
4	4 00004 Gilbert Kazt Confirm Synchronise TCMSv2						libert	V		T
5	00005	Sheena Jazz	eennin eynem	ennee reinier	~		heena	~		T
			You are about server databas		local TCMSv2 databas	e with FRIS				
			Are you sure y	rou want to cont	inue ?					
				<u>O</u> kay	Cancel					-
										t
										Γ

TO COPY USER DATABASE INTO ANOTHER FRIS 2 SERVER

If you are using multiple FRIS 2 servers, and you want to copy user database to another FRIS 2 server; all user information from FRIS 2 server A can be copied completely into FRIS 2 server B. Therefore, you do not need to re-enroll users into another FRIS 2 server. Follow the steps below.

STEP 1

2	FRIS	Database	Server Manager	nent							X
Fi	ngerTeo	: Terminals	User Enrollments	Transaction Logs							
		Departm	ent	Section	Usi	er ID					
[~		~				Selec	t this page	
[[No.	User ID	Ne	ame	Emp No.	Department	Section	User Name	Valid	Select	^
	1	00001	Elise Johnson		00001	Administration		Elise	V		
	2	00002	Tony Stone		00002	Engineering		Tony	\checkmark		T I
	3	00003	Felicia Dickson		00003	Information Technolo		Felicia	\checkmark		ΤI
	4	00004	Gilbert Kazt		00004	Production		Gilbert	\checkmark		ΓI
	5	00005	Sheena Jazz		00005	QA & QC		Sheena	\checkmark		T I
											- 1
											L
											_
											- 1
											- 1
											- 1
1											<u> </u>
	1										
(Syn	chronise TCMSv2	Cop	y Database	Transfer Use	r 🗌	Delet	e User	

In User Enrollment page, click Copy Database.

STEP 2

If it is a new FRIS 2 server, you must insert the information of the new FRIS 2 server to copy to.

ngerTec	Terminals	User Enro	liments Tra	ansaction Logs								
	Departm	ent		Section	User ID	_						
			Connect	to remote FRI	S database serv	er host				Sel	ect this page	3
No.	User ID		FRIS d	atabase server	192.168.1.125			~	a	me Valio	i Select	Ľ
1	00001	Elise John							- E	~		T
2	00002	Tony Ston		ODBC driver	MySQL ODBC 3.51	I Driver		~		4		E
	00003	Felicia Dic		Database	FRIS					V		
	00004	Gilbert Ka		Username	FRIS					×		
5	00005	Sheena Ja								\checkmark		
				Password	***				- H			4
			Select	FRIS date	abase server		Status		~			48
												+
												-1
											_	-1
											_	-1
											_	
									~		_	+
									- F			
											_	H
								Close				+
												ti
-												-
1												
			(nise TCMSv2	Copy Data			sfer User		<u> </u>	lete User	-

STEP 3

gerTec	Terminals	User Enroll	ments T	ransaction Logs								
Department			1.	Section	Liser ID							
	Doparan		Connect		S database serv	er host				Select	t this page	
	User ID 00001	Elise John	FRIS database server					~	ате		Select	-
	00002	Tony Ston Felicia Dic		ODBC driver Database				~				F
4	00004	Gilbert Ka Sheena Ja		Username Password					E	2		
			Select	FRIS data 192.168.1.125	base server		Status					-
												-
			L						1			-
					Copy Dat	abase 💦		Close				
1												
			Synchr	onise TCMSv2	Copy Dat	abase	Tre	ansfer User		Delet	e User	_

A new FRIS 2 server is added. Select the FRIS 2 server to copy to. Click "Copy Database" to start the process. Click "Close" when the process is finished.

TRANSFERRING USERS TO ANOTHER FRIS 2 SERVER

In some cases, you only need to transfer some users into another FRIS 2 server. You do not need to copy database, but only transfer users. Follow the steps below.

STEP 1

📓 FRIS	Database	Server Manager	nent							X
FingerTec	: Terminals	User Enrollments	Transaction Logs							
	Departm	ent	Section	Usi	er ID					
		~		~	0			Selec	t this page	
No.	User ID	Ne	ame	Emp No.	Department	Section	User Name	Valid	Select	-
1	00001	Elise Johnson		00001	Administration		Elise	4		
2	00002	Tony Stone		00002	Engineering		Tony	4		n I
3	00003	Felicia Dickson		00003	Information Technolo		Felicia	~		
4	00004	Gilbert Kazt		00004	Production		Gilbert			
5	00005	Sheena Jazz		00005	QA & QC		Sheena	<		
										- 1
										- 1
										Ţ
										<u> </u>
1										
		- Sun	chronise TCMSv2		vy Database	Transfer Use		Dolo	e User	
		Syn	chronise (CMSV2		iy Dalabase	manster use	الهلت	Delet	e user	
								_		_

In User Enrollment, click "Transfer User".

STEP 2

If it is a new FRIS 2 server, you must insert the information of the new FRIS 2 server to copy to.

Department Section Use /D Connect to remote FRIS database server host Image: Select this page 100001 FRIS database server 192:168:1.125 200002 Tony Stor Image: Select this page 4 00004 Other Kos Database 5 00005 Shecht mage PRIS Password Image: Select this page Image: Select this page Select FRIS database server Status Select FRIS database Sel	ngerTeo	: Terminals	User Enrol	ments T	ransaction Logs								
No. User D Image: Constraint of the other in the othere in the othere in the othere in the other in the othere in the		Departm	ent		Section	User ID							
No. User D Imm Valid Select 1 00001 Else John MySQL OBEC 351 Driver Imm Valid Select 2 00002 Freis MySQL OBEC 351 Driver Imm Valid Select 4 00004 Glober Ico Username Freis Imm Valid Select Imm Valid Imm Valid Imm Valid Imm Valid Imm Valid Imm Valid Select Imm Valid Select Imm Valid Imm Valid Imm Valid Imm Valid Imm Valid Imm Valid Imm <				Connect	to remote FRI	S database serv	er host				Selec	t this page	
3 00003 Feloia Dr. 4 00004 Olbert Ko. 5 00005 Streemake FRIS Password Password - Sect FRIS Sect FRIS database server Status - - - - - - -	1	00001		FRIS			1 Deiter			ame	Valid ✓	Select	ŀ
5 00005 Sheena & Password Image: Constraint of the second sec	3	00003	Felicia Dic				I Driver						
										E			-
				Select	FRIS data	base server		Status	<u>^</u>	E			-
Transfer User									-	E			-
										E			-
	1					Iranster	USB		Gines		+	<u> </u>	Ľ

STEP 3

gerTeo	Terminals	User Enroll	ments T	ansaction Logs									
	Departm	ent		Section	User ID								
			Connect	to remote FRI	S database serv	er host					Selec	t this page	
No.	User ID	[FRIS	iatabase server				~		arne	Valid	Select	Ŀ
1	00001	Elise John	11000								4	\checkmark	fi
2	00002	Tony Ston		ODBC driver				*			4		t I
3	00003	Felicia Dic		Database									T
4	00004	Gilbert Ka:									V		T
5	00005	Sheena Ja		Username							~		t I
				Password									П
			Select	FRIS date	base server		Status		<u>_</u>				TI
			2	192,168,1,125			Genero						П
			-	102.100.1120					- 11				
													Ш
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									-				
													41
													+
					Transfer	User		Close					÷,
_									_				-
1													
										_			
			Synchr	onise TCMSv2	Copy Data	abase	Tra	insfer User	· 1		Delet	e User	

Click "Transfer User" to start. Click "Close" to end the process.

TO DELETE USERS IN FRIS 2 SERVER

You can delete users directly from FRIS 2 server without login into FRIS 2 server. You can do this with the software. Follow the steps below.

STEP 1

igerTec	: Terminals	User Enrollments	Transaction Logs							
	Departm	ent	Section	Usi	er ID					
		*		~				Selec	this page	
No.	User ID	N	ane	Emp No.	Department	Section	User Name	Valid	Select	-
1	00001	Elise Johnson		00001	Administration		Elise	2	2	T
2	00002	Tony Stone		00002	Engineering		Tony	2		1
3	00003	Felicia Dickson		00003	Information Technolo		Felicia			T.
4	00004	Gilbert Kazt		00004	Production		Gilbert	\checkmark		T
5	00005	Sheena Jazz		00005	QA & QC		Sheena	\checkmark		
										÷.
										÷.
										÷
										÷
										÷
								-		÷
										÷
							-	-		ŧ.
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1										-
1										

In User Enrollment page, you can select and delete user ID. You can put a check in the Select column of the user ID.

Click "Delete User".

STEP 2

The software will always alert you before users are deleted. Click "Okay" to confirm the deletion of the selected user ID.

gerTec	Terminals	User Enrollments	Transaction Logs	1						
	Departme	ent	Section	Us	er ID					
		*		~				C Selec	t this page	
No.	User ID		Name	Emp No.	Department	Section	User Name	Valid	Select	L
1	00001	Elise Johnson		00001	Administration		Elise	2	2	f
2	00002	Tony Stone		00002	Engineering		Tony		\checkmark	TI.
3	00003	Felicia Dickson		00003	Information Technolo		Felicia	V		T
4	00004	Gilbert Kazt	Confirm Purge	Records			libert	V		T
5	00005	Sheena Jazz				_	heena	~		П
			Are you sure y	ou want to co	ntinue ?					-
										+
										-

TO DOWNLOAD CLOCKING DATA FROM FRIS 2 SERVER

Clocking data stored in FRIS 2 server are raw data. FRIS 2 Server cannot conduct any time attendance calculation for these data. Therefore, no reports can be generated from FRIS 2 server. You must download clocking data from FRIS 2 server into the software. The software can calculate user attendance and prepare the reports.

You can choose to download clocking data by department, section or all users. Follow the steps below to download clocking data.

STEP 1

) View	new trans:	action since las	t download		Last downloaded transa	ction log ID:		
View	from		1:00 F. [31/03/2009 23:59 F)	Select	Department:-		v
No.	Log ID	User ID	Name	User Name	FRIS Server	ID	Log Time	^
								-
								1
								+
								1
								+
								1
								+
								+
								-
								+
								1
								~

In the Transaction logs page, you can choose to download clocking data by:

 View the new transaction since last download – to download the new clocking data since the final downloading.

- [2] View from "date range" to define the date range for downloading.
- [3] Select Department to define date range of downloading according to department.

⊖ View ⊚(View	new trans	action since la	ents Transaction Logs st download 0:00		Last downloaded transe Select	iction log ID:		
No.	Log ID	User ID	Name	User Name	FRIS Server	ID	Log Time	Ţ
								+
								Ŧ
								1
								+
								+
								1
								+
								-
								1
								-
								1

Define the type of download and click download button.

			ast download		Last downloaded transa	-		
View	from	01/03/2009	00:00 🖳 31/03/2009 23:59 🖷 🔍		Select	Department: -		1
No.	Log ID	User ID	Name	User Name	FRIS Server	ID	Log Time	1
1	1	00004	Gilbert Kazt	Gilbert		1	13/03/2009 17:40	T
2	2	00005	Sheena Jazz	Sheena		1	13/03/2009 17:40	Т
3	3	00002	Tony Stone	Tony		1	13/03/2009 17:40	ΤI
4	4	00001	Elise Johnson	Elise		1	16/03/2009 18:42	
5	5	00002	Tony Stone	Tony		1	16/03/2009 18:42	T
6	6	00003	Felicia Dickson	Felicia		1	16/03/2009 18:42	T
7	7	00004	Gilbert Kazt	Gilbert		1	16/03/2009 18:42	TI
8	8	00005	Sheena Jazz	Sheena		1	16/03/2009 18:42	TI
9	9	00004	Gilbert Kazt	Gilbert		1	13/03/2009 17:13	T
10	10	00005	Sheena Jazz	Sheena		1	13/03/2009 17:13	T
11	11	00001	Elise Johnson	Elise		1	13/03/2009 17:13	TI
12	12	00002	Tony Stone	Tony		1	13/03/2009 17:13	T
13	13	00003	Felicia Dickson	Felicia		1	13/03/2009 17:13	T
14	14	00004	Gilbert Kazt	Gilbert		1	13/03/2009 17:14	T
15	15	00005	Sheena Jazz	Sheena		1	13/03/2009 17:14	T
16	16	00002	Tony Stone	Tony		1	13/03/2009 17:14	T
17	17	00001	Elise Johnson	Elise		1	16/03/2009 14:47	T
18	18	00002	Tony Stone	Tony		1	16/03/2009 14:47	Ŀ
1	e this FRIS	jatabase se	rver during subsequent TCMSv2 data do	wnload.		ſ	Download Log	•

Example:

Clocking data from 1/3/2009 to 31/3/2009 is selected. All clocking data read from FRIS 2 server published on screen.

Click "Download Log" to copy into Software.

STEP 3

D	Description Use	r ID	Name	Clocking	Transaction	Date	I/O Slot	
2	OUT terminal	2	Tony Stone	10/03/2009 10:55	00	11		
2	OUT terminal	2	Tony Stone	10/03/2009 10:55	00	11		
1	Diterminal	2	Tony Stone	12/03/2009 15:08	01	12/03/2009	Resume	
2	OUT terminal	3	Felicia Dickson	12/03/2009 15:07	07	11		
		4	Gilbert Kazt	16/03/2009 12:11	00	11		
1	Diterminal	2	Tony Stone	13/03/2009 17:40	00	11		
1	IN terminal	2	Tony Stone	16/03/2009 18:42	00	16/03/2009	Out	
1	IN terminal	2	Tony Stone	13/03/2009 17:13	00	11		
1	Diterminal	2	Tony Stone	13/03/2009 17:14	00	11		
	IN terminal	2	Tony Stone	16/03/2009 14:47	00	16/03/2009	Break	

Now you can check into the Terminal Data Audit List in the software, as all new downloaded logs are saved in it. You can continue to prepare attendance calculation or reports.

10 • TERMINAL MULTIMEDIA MANAGEMENT

lanore this chapter if you are not using models with color screen display.

You can upload themes, wallpaper and user photos to the terminal. These features are only available in models with color screen display.

- Theme is displayed as desktop or background picture of the terminal during operation.
- Wallpaper is displayed when terminal is in idle mode, for example a company logo, product information, company vision etc.
- User Photo is displayed when the terminal verifies a person.

THEME TO UPLOAD THEME TO TERMINAL

All color screen terminals come with a default theme. However, if you found your color screen terminal having no theme or having a theme which you do not prefer, you can upload a theme to the terminal by following the steps below.

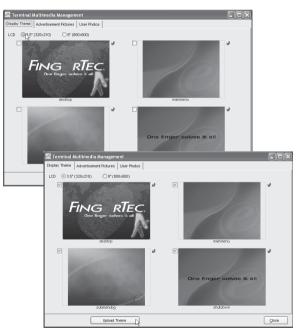
STEP 2

STEP 1 Click **I** to select Terminal Multimedia Management.



A new window will pop up.

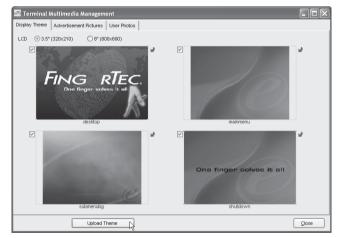
STFP 3



Select the size of display screen either 3.5" or 8.0". For 3.5" display screen, the size of the picture is 320 x 210, 8.0" display screen, the size of picture is 800 x 600.

Please select the correct size of display screen to fit the picture.

STEP 4



Now select the picture to upload to the terminal. Click "Upload Theme" to start uploading the theme to the terminal.

STEP 5

Click "Okay" after uploading process is finished. Click "Close" to end the process. Terminal will restart automatically for the theme to take effect. Check the terminal to view the newly uploaded theme.



TO ADD A NEW PICTURE INTO A THEME

You have an option to add a new theme into the software. Firstly prepare the picture in correct size. For 3.5" display screen area, the size of the picture must be 320 x 210. For 8.0" display screen area, the picture size must be 800 x 600.

STEP 1

Prepare the picture in the correct size and save them into the TCMS v2 folder (example C:\Program Files\FingerTec\TCMS v2\)

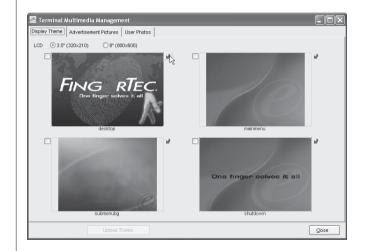


You have an option to save them into the other location, so that you can browse them easily.

STEP 2 Click to select Terminal Multimedia Management.

STEP 3

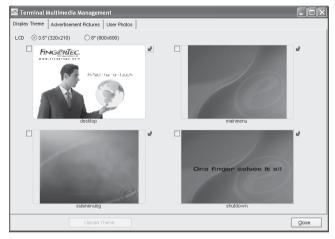
Select the size of display screen that fits your terminal, for example 3.5"(320x210). Click the button to browse for the new picture.



() 3.5	Look in:	CMSv2	✓ G) 🏚 🖻 🛄 -	
⊙ 3.5 □	My Recent Documents	backup capture etcom logs	ad_5_3.5 ad_5_8 ad_6_3.5 ad_6_8 ad_6_8	shutdown_8 submenubg_3.5 working_8	2
Ľ	Desktop	ad_0_3.5 ad_0_8 ad_1_3.5 ad_1_8	ad_7_8 ad_8_3.5 desktop_3.5 desktop_8		
	My Documents	ad_2_3.5 ad_2_8 ad_3_3.5 ad_3_8	T mainmenu_3.5 mainmenu_8 mmgbg_8 New wallpaper_320x210		2
	My Computer	1 ad_4_3.5 ad_4_8	New wallpaper_800x600 shutdown_3.5		
		File name:	New wallpaper_320x210	× _	ок 💦
	My Network	Files of type:	JPEG	× C	Cancel
	subm	enubg		shutdown	

Now select the new picture as a replacement. Click "OK" to replace.

STEP 5



The new picture is inserted to replace the old picture. Follow the steps in page 112 to Upload Theme to Terminal

ADVERTISEMENT PICTURES TO UPLOAD ADVERTISEMENT PICTURES TO TERMINAL

All color screen terminals come with a default advertisement picture(s). You can upload the pictures to the terminal by following the steps below.

STEP 1 Click to select Terminal Multimedia Management.

STEP 2



A click on "Advertisement Pictures" tab will bring you to this new page.

STEP 3



Choose the correct size of the picture.



Select all pictures to upload to the terminal as advertisement pictures. Click "Upload Picture" to upload to the terminal.

STEP 5



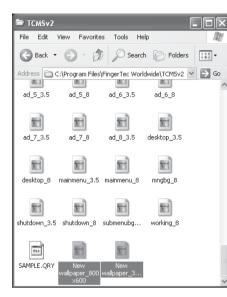
Click "OK" after the uploading process is finished. Click "Close" to end.

Terminal restarts automatically for the new settings to take effect. Check your terminal for the newly uploaded theme.

TO ADD NEW PICTURE INTO THEME

You can add in a new picture as advertisement picture.

STEP 1



Prepare the picture in correct size and save them into the TCMS v2 folder for example C:\Program Files\FingerTec\TCMS v2\

You have the option to save the pictures into other location, so that you can browse them easily.

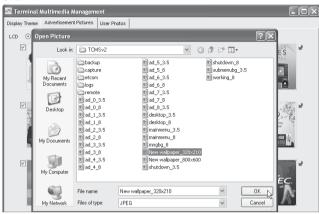


to select Terminal Multimedia Management.

STEP 3



Click to select the display area of the terminal. Click the button to browse for the new picture.



Select the picture and click "OK" to add the picture.

STEP 5



The new picture is inserted to replace the old picture.

Follow the steps in page 116 To Upload Advertisement Picture to Terminal

TO REMOVE ADVERTISEMENT PICTURES FROM TERMINAL

If you do not want some advertisement pictures to be displayed in the terminal, you have the option to delete those pictures from the terminal. The deleted pictures will not be displayed in the terminal after this process is complete.

STEP 1 Click

Click 💽 to select Terminal Multimedia Management.

🖀 Terminal Multimedia Manage	nent	
Display Theme Advertisement Picture:	User Photos	
LCD (0 3.5" (320×210) (0 8" (800×600)	
Construction Co	Pinde attac	Number of the Find CER SOLVE SOLVES IF ALL od 2
A layer is a calo but control of the calo but control	behind a closing door	Our program to the
History units functions Participations Research 60,6		
Upload	Picture	Remove Picture

Click to select the display area of terminal. Select and delete the pictures. Click "Remove Picture" to delete from terminal.

STEP 3



Click "OK" to end the process. Click "Close" to close the page.

USER PHOTO

You can upload user photo to the color screen terminals. The photo is displayed after the terminal verifies users. However, you must make sure your color screen terminal has core board version FEM 510 or above, or else you cannot upload user photos to the terminal. Check with your local resellers, or email support@fingertec. com for assistance.

TO ADD USER PHOTO AND TO UPLOAD TO TERMINAL

It allows user photo with the size of 320x210 only, and file size less than 30kb. Please make sure you get the correct size of photo from users before uploading them to the terminal.

STEP 1

🖆 TCMSv2			
File Edit View Fav	vorites Tools Help		- A
🕝 Back 🝷 🕥 -	🏂 🔎 Search	6 Folders	•
Address 🗀 C:\Program	Files\FingerTec Worldw	ide\TCMSv2	🗸 🏓 Go
SCHEWEEK.DBF	💼 ad_4_3.5	N	submenubg_3
5ECT_TBL.DBF	💼 ad_4_8	1	working_8
🔟 SIREN.DBF	💼 ad_5_3.5		5AMPLE.QRY
🖬 sys.dbf	💼 ad_5_8	81	elise
TIMER.DBF	💼 ad_6_3.5		
TIMEZONE.DBF	💼 ad_6_8		
I ZONE.DBF	💼 ad_7_3.5		
🔟 zonedoor.DBF	💼 ad_7_8		
5 FPTMP.FPT	💼 ad_8_3.5		
CONFIG.FPW	💼 desktop_3.5		
🖻 ad_0_3.5	💼 desktop_8		
🖻 ad_0_8	💼 mainmenu_3.5		
💼 ad_1_3.5	💼 mainmenu_8		
1_ad_1_8	💼 mngbg_8		
1 ad_2_3.5	🗐 New wallpaper_		
💼 ad_2_8	💼 New wallpaper_	800×600	
💼 ad_3_3.5	🗐 shutdown_3.5		
💼 ad_3_8	💼 shutdown_8		
<			

Prepare the picture in correct size and save them into the TCMS v2 folder (example C:\Program Files\FingerTec\TCMS v2\). You have the option to save the pictures in other location, so that you can browse them easily.

STEP 2 Click Steven to select Terminal Multimedia Management.

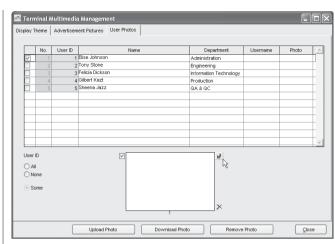
STEP 3

	Tern	ninal k	Aultimedia	a Management			_	
Dis	olay T	heme	Advertisem	ent Pictures User Photos				
		No.	User ID	Name			Photo	
		N0.		Name Elise Johnson	Department	Username	Photo	L-
	8	2		Tony Stone	Engineering			
	H			Felicia Dickson	Information Technology			+
	—	4		Gilbert Kazt	Production			+
			5	Sheena Jazz	QA & QC			+
			-					+
								\perp
								-
								+
								<u></u>
	User ○ Al ⊙ No ○ So				* 1			
				Upload Photo Downi	load Photo Remove	Photo		se

Click "User Photos" to turn to the new page.

STEP 4

Check the user ID to upload with photo. Check the photo column. Click to browse for the user photo to upload.



STEP 5

E Terminal Display Theme	Open Picture Look in:	TCMSv2	× 0	ø⊳∎-	?×	_ D ×
V No.	Look III: My Recent Documents Desktop My Documents My Computer My Network	Dots v2 backup capture etcom logs remote ad_1,3,5 ad_2,3,5 ad_2,3,5 ad_2,3,5 ad_4,3,3,5 ad_4,4,3,5 ad_4,4,8 File name: File soft type:	.5	shutdown_3.6 shutdown_3.6 shutdown_3 shutdown_3 shutdown_3 shutdown_3 working_8		

Select the picture and click "OK".

No. User ID Name Department Username Photo I 1 Else sohnson Administration Bise ✓ I 2 2 2 7 Visione Engineering Torry ✓ I 3 3 Felcia Dickson Information Technology Felcia ✓ I 4 4 Olbert Kost Production Olbert House ✓ I 5 5 Sheena Jazz GA & OC Sheena ✓ I 6 6 Sheena Jazz GA & OC Sheena ✓ I 6 9 Interview ✓ ✓ ✓ ✓ I 6 9 Interview ✓ ✓ ✓ ✓ I 1 1 1 1 ✓ ✓ ✓ ✓ I 1 1 1 1 ✓ ✓ ✓ ✓ ✓ ✓ ✓	_			i Managem				_		
Image: 1 files obnicon Administration Bite ✓ Image: 2 2 Tony Stone Engineering Tony Image: 3 3 5 Fetcie Dickson Information Technology Fetcie Image: 4 4 Globert Hsct Production Oibert Image: 5 Store Store OA & GC Image: 5 Store Store Store	Jidy I	neme	Auvenusein	enii Pictures	0001110000					
2 2 2 7 ✓ ✓ 3 3 7 6 0 1		No.	User ID		Name	:	Department	Username	Photo	-
3 3 Felicia Dickson Internation Technology Felicia 4 4 Oldert Kradt Production Oldert 5 Stherma Jazz OA & OC Sheema 4 4 Oldert Kradt Production Oldert 5 Stherma Jazz OA & OC Sheema OA 4 4 Oldert Kradt Production Oldert 5 Stherma Jazz OA & OC Sheema OA 4 4 Oldert Kradt Production OA 5 Stherma Jazz OA & OC Sheema OA 4 4 OA OA Sheema OA 4 4 OA OA Sheema OA 4 4 OA OA OA OA 5 5 Thermatic Antiper Context State OA OA OA 0 A OA OA OA OA OA 0 A OA	\checkmark	1			1		Administration	Elise	~	
Image: second secon			2	Tony Stone			Engineering	Tony		T
Image: Speena Jazz GA & OC Sheema Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz Image: Speena Jazz			3	Felicia Dickso	in		Information Technology	Felicia		
Image: Some		4	4	Gilbert Kazt			Production	Gilbert		T
O All O None ⊙ Some			5	Sheena Jazz			QA & QC	Sheena		
O All ○ None ⊙ Some										
O All ○ None ⊙ Some										
O All ○ None ⊙ Some										T
O All ○ None ⊙ Some										T
O All ○ None ⊙ Some										
O All ○ None ⊙ Some										
O All ○ None ⊙ Some										-
	⊖ All ⊖ No	ine			V		×			

The photo is displayed under the user ID column, and with a check in Photo column. Click "Upload Photo" to upload photo to the terminal.

STEP 7

Click "OK" when the upload process is complete. The terminal restarts automatically for the new settings to take effect.

Repeat the steps above if you want to add a new photo for users, or change the photo of users.

	neme	101010000	ent Pictures User Photos				
	No.	User ID	Name	Department	Username	Photo	1
	1		Elise Johnson	Administration	Elise	~	T
			Tony Stone	Engineering	Tony		T
			Felicia Dickson	Information Technology	Felicia		T
	4	4	Gilbert Kazt	Production	Gilbert		T
		5	Sheena Jazz	QA 8 QC	Sheena		T
User II O All O No O So	ne		¥				<u> </u>

TO DOWNLOAD PHOTO FROM TERMINAL

You can check the photos that have been uploaded to the terminal. However, downloaded user photos are only for viewing purpose in the software only, and please do not save them in any digital format.



	No.	User ID	Name	Department	Username	Photo	
~	1		Elise Johnson	Administration			T
~			Tony Stone	Engineering			T
\checkmark			Felicia Dickson	Information Technology			
~	4		Gilbert Kazt	Production			
V	5	5	Sheena Jazz	QA & QC			
							+1
							+1
							+1
							+1
							+
							+-
_	-						+1
Jser) Al) No	I		V	<u>1</u> 2			
S	ome						

Click "User Photos". Check to select the user ID of the users to download. Or you can check "All" to download photo of all users stored in the terminal.

Click "Download Photo" to continue.

STEP 3

1	「ern	ninal N	Aultimedia	ı Managem	ent				-	
Disp	ilay T	'herne	Advertisem	ent Pictures	User Photos					
Ι.										
		No.	User ID		Nan	ne	Department	Username	Photo	
	\checkmark			Elise Johnsoi	٦		Administration		\checkmark	
				Tony Stone			Engineering			_
				Felicia Dickso	n		Information Technology			- 11
		4		Gilbert Kazt			Production			- 11
		5	5	Sheena Jazz			QA & QC			
	č				168 : Te	erminal Multimedia Process completed ! CK C	a Management			
				Upload I	Photo	Download Pho	to Remove	Photo		ise

User photos are downloaded. Click "OK" to end the process.

TO REMOVE USERS' PHOTO

You can remove the photos from the terminal if you do not want to store them in the terminal. Follow the steps below to remove the photos.

STEP 1 Click to select Terminal Multimedia Management.

Terr	ninal N	lultimedia	a Management					
isplay '	Theme	Advertisem	nent Pictures User Photos					
	No.	User ID	Name	1	Department	Username	Photo	
\checkmark	1		Elise Johnson		Administration		~	
	2		Tony Stone		Engineering			
	3		Felicia Dickson		Information Technology			
	4		Gilbert Kazt		Production			
	5	5	Sheena Jazz		QA & QC			_
								- 1
								+ 1
								+ 1
-								+ 1
								+
								-
User OA ON	ul Ione		V		×			
			Upload Photo	Download Phot	o Remove	Photo 戻		ise

	herne	Advertisem	ent Pictures User Photos			
	No.	User ID	Name	Department	Username	Photo
\checkmark	1		Elise Johnson	Administration		~
			Tony Stone	Engineering		
			Felicia Dickson	Information Technology		
	4		Gilbert Kazt	Production		
		5	Sheena Jazz	QA & QC		
User AI No Sc	1					

STEP 3

Click "User Photos". Select the User ID to delete the photo.

Click "Remove Photo" to start.

Click "OK" when the process is completed. The photos are deleted from the terminal, but remain in the software.

_			a Manageme					-	
piay i	herne	Advertisem	ent Pictures	User Photos					
	No.	User ID		Name		Department	Username	Photo	A
\checkmark	1		Elise Johnson			Administration		~	
			Tony Stone			Engineering			Т
			Felicia Dickso	n		Information Technology			T
	4		Gilbert Kazt			Production			
		5	Sheena Jazz			QA & QC			
									1
									1
									+
									+
									+
									+
									Y
User OA ON	li one								
			Upload P	hoto	Download Phot	o Remove	Photo		se

If you want to delete the photo from the software, click the "x" button at the bottom of photo.

STEP 5

1	Tern	ninal M	Aultimedia	a Management							
Dis	play T	'herne	Advertisem	ent Pictures User Pho	tos						
	_	No.	User ID		Name		Dee	partment	Username	Photo	
		140.		Elise Johnson	vanie		Administra		Username	FILLO	4-1
	H	2		Tony Stone			Engineerin				+1
	F-	3		Felicia Dickson				n Technology			+
	F	4	4	Gilbert Kazt			Production				+
	6	5	5	Sheena Jazz			QA & QC				+
											_
											+
	-						_				+
											× .
	User	ID						2			
		-						-			
	() AI										
	ON	one									
) se	nme									
	0.04	onio									
				L		4		\times			
				Upload Photo		Download Ph	to	Remove	Photo	Clo	10 kg

The photo is deleted from the software. Click "Close" to save settings.

APPENDIX • SAMPLE REPORTS TIME AND ATTENDANCE REPORTS

ATTENDANCE SHEET

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

FingerTec	TCMS v2.2						0				danc 9 -				09			R	-REG	TDAY	,			02/:			46:	40	н	=H0		ge:	
✓=Presen	t																	-												-110			
User Wa	ID Name prk Overtime	Leave	1	2 3	4	5	6	7	8	9	10 1:	1 12	2 13	14	1 1 1	5 16	17	18	19	2	0 2	1 :	22	23	24	25	26	5 2	7 2	8	Τ	Т	_
Administra	ation		-		_			-				-	-	-	-	-	-			-		-	-			_				-			-
1	1 Elise Johnson 149.83 18.88	0.000	8	8:59 09:02 9:51 19:04	08:35	08:58	R 08:54	R	08	42 0	8:55 08: 8:29 18:	34 09:0	01 08:4	R	R	08:4 18:1	9 08:5	9 09:0	0 08:4	4 08:	R 39 09	:30 -22		08:51 18:29	08:54 18-19	09:4	5 09:0	00 16:	30 R		1		
														·																			•
Ingineerin	ıg																																
2	2 Tony Stone	1	R	8:59 09:05 9:51 18:40	08:47	09:01	R 08:58	R	08	42 0	8:59 08: 8:32 18:	43 08:	29 08:5	8 R	R	08:5 18:2	6 08:5	5 08:5	9 08:4	8 08:	R 48 10	13		08:51	08:41	08:42	2 09:0	00 02: 30 20:	18 18				
	159.15 21.23	0.000	1	9:51 18:40	18:25	19:13	18:16		18	t54 1	8:32 18:	18 19:1	11 18:0	2		18:2	8 20:3	4 18:2	1 18:	15 18:	09 16	:02		18:14	18:19	18:0	9 18:3	30 20:	33				
informatio	on Technology																																
3	3 Felicia Dickson	;1	R ;			:	R	R	;	;	;	:	;	R	R	;	:	:	:	;	R	; 5	:	;			;	;	R		:	;	
5	141.81 28.43	1.000	l,	8:59 09:05 0:12 21:07	09:02 18:25	08:47 0	08:32 18:16		08	54 0	8:38 08: 8:32 18:	54 08:1 36 20-1	29 08:3 54 18·1	3 8		09:1	5 18:1 3 02:4	5 08:5 2 17:5	7 08: 8 00-1	i3 18: 0 00-	01 45			08:59 18:23				18: 02:	01 46				
					TOLEO									·													·						•
roduction	1																																
4	4 Gilbert Kazt	0.000	× (8:59 17:53 0:12 00:30	08:44	09:04	D8:47	R	08	52 0	9:01 17: 8:48 00:	51 08:	52 08:3	8	R	17:5	3 08:5	7 09:0	2 09:0	0 18:	00 R			09:00	09:05	09:00	0 08:4	45 17: 31 03:	49 R				
	143.65 39.84	0.000	2	0:12 00:30	00:45	18:58 1	18:58		21	:35 1	8:48 00:	29 20:3	32 19:2	3	<u> </u>	01:2	9 21:1	8 18:5	1 00:3	2 01:	12			19:18	18:04	19:18	8 18:3	31 03:	08				
OV F OG																																	
	5 Sheena Jazz	:1	R :				!R	R			8:49 17: 8:42 01:		1	!R	!R					10 18: 12 01:	R	: 5						1	R		:		
5				8:59 18:02 0:13 00:14												1												51 17:					

E-TIME CARD

ON LEAVE REPORT

fied dates.

On Leave Report is a report showing leaves taken by staff based on speci-

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

FingerTec T						El			ime Ca	rd			01/02/2009 11:43:3	
	1	√=Exc	used				EII	se Joh	inson					Administrati
Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	1											
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51	1	1	8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:02	12:15	13:40	19:04	1	1	7.33	1.04	0.27		
04/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:23	18:22	1	1	7.54	0.22	0.06		
05/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33	1	1	8.00	1.33			
06/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54	1	1	7.54	1	0.06		
07/02/2009	Saturday	RESTDAY	1		1			1	†					
08/02/2009	Sunday	RESTDAY	1		1			1	1		1			
09/02/2009	Monday	WORKDAY	1	08:42	12:35	13:24	19:15	1	1	8.00	1.15			
10/02/2009	Tuesday	WORKDAY	1	08:55	12:36	13:45	18:29	1	1	7.45	0.29	0.15		
11/02/2009	Wednesday	WORKDAY	1	08:34	12:38	13:25	18:27	1	1	8.00	0.27			
12/02/2009	Thursday	WORKDAY	1	09:01	12:37	13:29	19:32	1	1	7.59	1.32	0.01		
13/02/2009	Friday	WORKDAY	1	08:41	12:36	13:30	17:59	+	+	7.59		0.01		
14/02/2009	Saturday	RESTDAY	1		1			1	1		1			
15/02/2009	Sunday	RESTDAY	1		+			+	+		+			
16/02/2009	Monday	WORKDAY	1	08:49	12:28	13:26	18:15	+	+	7.58	0.15	0.02		
17/02/2009	Tuesday	WORKDAY	1	08:59	12:32	13:24	20:11			8.00	2.11			
18/02/2009	Wednesday	WORKDAY	1	09:00	12:31	13:34	18:12	+	+	7.56	0.12	0.04		
19/02/2009	Thursday	WORKDAY	1	08:44	12:30	13:25	18:32			8.00	0.32			
20/02/2009	Friday	WORKDAY	1	08:39	12:22	13:26	18:02	+	+	7.52	0.02	0.08		
21/02/2009	Saturday	RESTDAY	1					09:30	15:22		5.52			
22/02/2009	Sunday	RESTDAY	1		+			+	+	+	†			
23/02/2009	Monday	WORKDAY	1	08:51	12:32	13:22	18:29	+	+	8.00	0.29			
24/02/2009	Tuesday	WORKDAY	1	08:54	12:16	13:31	18:19	+	+	7.45	0.19	0.15		
25/02/2009	Wednesday	WORKDAY	1	09:45	12:33	13:19	18:03	+	+	7.15	0.03	0.45		
26/02/2009	Thursday	WORKDAY	1	09:00	12:33	13:20	18:25	+	+	8.00	0.25			
27/02/2009	Friday	WORKDAY	1		+		16:30	+	+		+	1.30		
28/02/2009	Saturday	RESTDAY	1		+			+	+		1			
ay Type	Total Da	ys Prese	nt i	Absent	Work	Overti	ne	i s	hort	ABSENT				
RKDAY	20	20			149.50	13.0	1		3.40	ANNUAL				
LIDAY										SICK				
STDAY	1	3 1				5.5	2			HOSPITAL				
FDAY										MATERNITY				
	24	3 21		0	149.50	18.5	3		3.40	PATERNITY				

FingerTec TCMS v2.2

On Leave Report 01/02/2009 - 28/02/2009

01/02/2009 11:43:16 Page: 1

User	ID	Name	Date	Weekday	Day Туре	Sche		Leave Taken	
Informatic 1	n Techn 3	ology Pelicia Dickson	26/02/2009	Thursday	WORKDAY	-		ABSENT	1.000

DAILY ATTENDANCE LISTING

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

FingerT	ec TCM	S v2.2				Daily	01/0	dance 2/2009 inday		lng			01/02/	2009 11:43	:58 Page:
	er ID	Name		Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken
	1	Elise Johnson		RESTDAY	1	اا		i		l	l	L			l
Enginee															
		Tony Stone		RESTDAY	1	۱		i			l	L	<u> </u>		J
		chnology													
	3	Felicia Dickso		RESTDAY	-	۱		l		l	L	L	<u> </u>		l
Product	ion														
		Gilbert Kazt		RESTDAY	-	۱		l			l	L			J
QA & QC 5		Sheena Jazz		RESTDAY					,			1			
						۱		i		i		L	.i	i	l
ay Type ORKDAY OLIDAY		Total Days	Present	Absent	Work	Overtime		Short	A	BSENT NNUAL ICK					
ESTDAY		5							H	OSPITAL ATERNITY					
		5	0	0	0.00	0.00		0.00		ATERNITY MERGENCY					
	User	w/o Attendance	0						-						0.

TARDINESS REPORT

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

FingerTec TCMS v2.2

User ID	Na	me	In	Break	Resume	Out	OT	Done	Short Overtime	Leave	Remark
1 1	Elise Johnson	-		Department: A	Administration	: :					
	03/02/2009 1		09:02 0.02	12:15 0.15	13:40 0.10	19:04			0.27 1.04		
	04/02/2009 1		08:35	12:24 0.06	13:23	18:22		+	0.06 0.22		
	06/02/2009 1	1	08:54	12:33	13:30	17:54 0.06			0.06		
	10/02/2009 1	1	08:55	12:36	13:45 0.15	18:29		+	0.15 0.29		
	12/02/2009 1	ŀ	09:01 0.01	12:37	13:29	19:32		+	0.01 1.32		
	13/02/2009 1		08:41	12:36	13:30	17:59 0.01		+	0.01		
	16/02/2009 1		08:49	12:28 0.02	13:26	18:15			0.02 0.15		
	18/02/2009 1		09:00	12:31	13:34 0.04	18:12			0.04 0.12		
	20/02/2009 1		08:39	12:22 0.08	13:26	18:02		+	0.08 0.02		
	24/02/2009 1		08:54	12:16 0.14	13:31 0.01	18:19		+	0.15 0.19		
	25/02/2009 1	•	09:45 0.45	12:33	13:19	18:03		+	0.45 0.03		
	27/02/2009 1	ŀ				16:30 1.30			1.30		
		1.	3	5 0.45	-	3			3.40 4.18	L	
2 2	Tony Stone			Department: I	Ingineering						
	03/02/2009 1		09:05 0.05	12:27 0.03	13:28	18:40			0.08 0.40		
	05/02/2009 1	1	09:01 0.01	12:39	13:24	19:13		+	0.01 1.13		
	10/02/2009 1		08:59	12:36	13:43 0.13	18:32			0.13 0.32		
	12/02/2009 1	1	08:29	12:37	13:47 0.17	19:11		+	0.17 1.11		
	18/02/2009 1		08:59	12:31	13:34 0.04	18:21			0.04 0.21		
	20/02/2009 1		08:48	12:28 0.02	13:29	18:09		+	0.02 0.09		
	24/02/2009 1		08:41	12:24 0.06	13:28	18:19		÷	0.06 0.19		

Tardiness Report

01/02/2009 11:41:38

Page: 1

OT APPROVAL WORKSHEET

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

FingerTec TCMS v2.2

User ID	Name	Date	Sche	WORKDAY Overtime	Appr.	HOLIDAY Overtime	Appr.	RESTDAY Overtime	Appr.	OFFDAY Overtime	A
Administration	L										
1	Elise Johnson	02/02/2009	1	1.51						;	
		03/02/2009	1	1.04							
		04/02/2009	1	0.22							
		05/02/2009	1	1.33							
		09/02/2009	1	1.15							
		10/02/2009	1	0.29							
		11/02/2009	1	0.27							
		12/02/2009	1	1.32		1					
		16/02/2009	1	0.15							
		17/02/2009	1	2.11							
		18/02/2009	1	0.12							
		19/02/2009	1	0.32							
		20/02/2009	1	0.02							
		21/02/2009	1			1		0.00 5.52			
		23/02/2009	1	0.29							
		24/02/2009	1	0.19							
		25/02/2009	1	0.03							
		26/02/2009	1	0.25							
Engineering											
2	Tony Stone	02/02/2009	1	1.51		.					
		03/02/2009	1	0.40							
		04/02/2009	1	0.25		<u>+</u>					
		05/02/2009	1	1.13		i					
		06/02/2009	1	0.16							
				÷-		+				+	

Overtime Approval Worksheet

01/02/2009 - 28/02/2009

ATTENDANCE SUMMARY

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.

FingerTec TCN	//S v2.2				01				Summar 28/02/2				01	/02/2009 11	42:29	Pa	ige :
✓=Perfect	AB=Absent	LV=Leave Tak	ken	LI=Lat	e-In	EO=E	arly-0	ut	MP=Miss	Punch	OT=Overt	ime					
User ID	Name	Workrat %	te 🗸	AB	LA	LI	EO	МР	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
	Elise Johnson	93.64	8			7	8	3	3.40	149.50	13.01				5.52		
		93.64	8			7	8	3	3.40	149.50	13.01	0.00	0.00	0.00	5.52	0.00	0.00
Engineering																	
2 2	Tony Stone	99.47	13			5	3		0.51	159.09	15.24				5.49		
		99.47	13			5	3		0.51	159.09	15.24	0.00	0.00	0.00	5.49	0.00	0.0
Information Te	chnology																
3 3	Felicia Dickson	99.16	7	1		8	4		1.12	141.48	28.25						
		99.16	7	1		8	4		1.12	141.48	28.25	0.00	0.00	0.00	0.00	0.00	0.0
Production																	
4 4	Gilbert Kazt	99.07	10			9	5		1.21	143.39	39.51						
		99.07	10			9	5		1.21	143.39	39.51	0.00	0.00	0.00	0.00	0.00	0.0
QA & QC																	
5 5	Sheena Jazz	98.99	9			10	4		1.28	143.32	42.04						
		98.99	9			10	4		1.28	143.32	42.04	0.00	0.00	0.00	0.00	0.00	0.0
Total		98.06	47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.0

FingerTec TCMS v2.2

Gross Wages Report

01/02/2009 - 28/02/2009

GROSS WAGES REPORT Gross Wages Report is the gross calcula-tion of worked hours of all staff based on their rate per hour for a specified period.

TIROT	ID Name	Rate/	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT	
0.961	1D Name	Nace/	x 100%	x 100%	x 100%	x 100%	x 100%	x 100%	x 100%	x 100%	
Admi	nistration		-								
1			149.83	13.02				5.87			
	Elise Johnson	3 0.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		1	149.83	13.02	 [1	5.87	 1		
	:	3 0.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Engi	neering	1									
2	2		159.15	15.40				5.82			
		5 0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			159.15	15.40	 		 	5.82	 		
	:	5 O.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Tnfo	rmation Technology	1	1				1		1		
	rmacron recuncion31										
з	3		141.80	28.42							
		; o.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			141.80	28.42	 		 		 		
	:	5 O.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Brod	uction	1	1		1				1		
1100	accion										
4	4	1	143.65	39.85							
	Gilbert Kazt :	. 0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			143.65	39.85	 		 		 		
		s 0.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ολ 6		1	1		1		1		1		
yn a	<i>V</i> c										
5	5	1	143.53	42.07							
	Sheena Jazz		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			143.53	42.07	 		 		 İ		
	,	o.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		1			1	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		5100	
	Total		737.96	138.76				11.69			
		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

DUTY CALENDAR

Duty Calendar is a calendar consists of workdays holidays, restdays and offdays based on a specified group.

FingerTec	TCMS v2.2															-	ale	end											01	/02/	200	9 11	L:45	:40	1	Page :	2
W=WORKDAY	H=HOLIDAY	R=RI	ESTI	DAY		0=0	OFFD	AY		0-99	9:Sc	chedu	le																								
Year	Month	:	1	2	3	4	5	6	7	8	9	10	0 11	112	13	14	15	16	17	18	19	20	21	22	23 2	24	25	26	27	28	29	30	31				
2009	2	1	R 1	W 1	W 1	W 1			W 1	R 1	R 1	W 1	W 1	W 1	W 1	W 1	R 1	R 1	W 1	W 1		1				R 1	W 1	W 1	W 1	W 1		1					

DAY BY DAY ANALYSIS

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.

Date	Weekday	Workrate %	1	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	
01/02/2009	Sunday		×.														_
02/02/2009	Monday	100.00	5							40.00	10.19					[
03/02/2009	Tuesday	97.94	1			5	2		0.42	33.18	5.35						
04/02/2009	Wednesday	99.43	2			1	2		0.14	39.46	15.15						
05/02/2009	Thursday	99.45	2			5			0.13	39.47	5.31						
06/02/2009	Friday	98.80	2			1	2		0.29	39.31	2.28						
07/02/2009	Saturday																
08/02/2009	Sunday																
09/02/2009	Monday	99.93	4				1		0.02	39.58	11.28						
10/02/2009	Tuesday	98.63	1			4			0.33		3.03						
11/02/2009	Wednesday	99.79	4			1			0.04		3.09						
12/02/2009	Thursday	99.13	2			3	1		0.21	39.39	11.28					L	
13/02/2009	Friday	99.13	2			2	1		0.21	39.39	3.28						
14/02/2009	Saturday																
15/02/2009	Sunday															L	
16/02/2009	Monday	99.06	2			2	1		0.19		4.17						
17/02/2009	Tuesday	99.00	3			2	1		0.22	36.38	14.18					L	
18/02/2009	Wednesday	99.50	1			3	1		0.12		2.15						
19/02/2009	Thursday	99.45	2			2	2		0.13		20.51					L	
20/02/2009	Friday	99.42	2			1	2		0.11	30.49	3.26					·	
21/02/2009	Saturday														11.41	·	
22/02/2009									L							L	
23/02/2009		98.08	3				2		0.46	39.14	3.44						
24/02/2009		98.93	2			2	2		0.26								
25/02/2009	Wednesday	96.38	1			4	2		1.27	38.33	3.33					·	
	Thursday	100.00	4	1						32.00	1.57						
27/02/2009	Friday	73.81	2			1	2	3	1.37	22.53	11.35					L	
28/02/2009	Saturday																
Total		97.79	47	1		39	24	3	8.32		138.45	0.00	0.00	0.00	11.41	0.00	

MONTH BY MONTH ANALYSIS

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.

FingerTec TCMS v2.2	2				by Mon /2009 -			0	1/02/2009 11:42:57	Page: 1
✓=Perfect	AB=Absent LV	=Leave Taken	LI=Late-In	EO=I	Barly-Out	MP=Miss	Punch OT=Ov	ertime		
Month	Head Count	Workrate %	AB LV	LI	EO MP	Short	WORKDAY O	HOLIDAY OT	RESTDAY OT	OFFDAY OT
02/2009	5	98.00 47	1	39	24 3	8.32	737.58 138.	15	11.41	
Total		98.00 47	1	39	24 3	8.32	737.58 138.	15 0.00 0.00	0.00 11.41	0.00 0.00

CORRECTION REPORT

Correction Report is a report to indica if there is any outstanding clocking acti ity for administrative personnel to tal corrective measures.

STAFF MOVEMENT ANALYSIS

Staff Movement Analysis is the transa tion records of individual staff by us ID.

FingerTec TCMS	v2.2				01	Correc /02/200	ction R)9 - 28					01/02/2009 11:4	11:10
User ID	Name		In	Break	Resume	Out	OT Dos	1e	Work	Overtim	e Short	Leave Taken	Remark
1 1	Elise Johnson	1	Dep	artment:	Adminis	tration						•	-
	27/02/2009	1			1	6:30					1.30		
		-											
2 3	Felicia Dicks	son	Dep	artment:	Informa	tion Tech	nology				,		
	26/02/2009	· .	l	l	l.						<u> </u>	ABSENT	
FingerTec TCMS v2	22				Sta	ff Move	ement A	nalv	sis			01/02/2009 11:47	1:17
							-	1					
User ID	Date								Transa	action			
2 1	02/02/2009	08:59		13:15	19:51								
Elise Johnson	03/02/2009	2 00	2 00 12:15	2 00	2 00 19:04								
	03/02/2009	2 00	2 00	2 00	2 00								
	04/02/2009	08:35	12:24	13:23 2 00	18:22								
	05/02/2009		12:35	13:23	19:33								
		2 00	2 00	2 00	2 00								
	06/02/2009	08:54 2 00	12:33 2 00	13:30 2 00	17:54 2 00								
	09/02/2009	08:42	12:35	13:24 2 00	19:15 2 00								
	10/02/2009		12:36	13:45	18:29								
		2 00	2 00	2 00	2 00								
	11/02/2009	08:34 2 00	08:40 2 00	12:38 2 00	13:25 2 00	18:27 2 00							
	12/02/2009	09:01	12:37	13:29	19:32								
		2 00	2 00	2 00	2 00								
	13/02/2009	08:41 2 00	12:36 2 00	13:30 2 00	17:59 2 00								
	16/02/2009		12:28	13:26	18:15								
		2 00	2 00	2 00	2 00								
	17/02/2009	08:59 2 00	12:32 2 00	13:24 2 00	20:11 2 00								
	18/02/2009		12:31	13:34	18:12								
	19/02/2009	2 00	2 00	2 00	2 00								
	19/03/3009	2 00	12:30	13:25	18:32								
	20/02/2009	08:39	12:22	13:26	18:02								
		2 00	2 00	2 00	2 00								

Appendix • SAMPLE REPORTS 135

TERMINAL ACTIVITY REPORT

Terminal Activity Report is the transactions record of staff by terminal.

ID	Description	Date					Tran	saction				
1 R2		12/03/2009	10:08 00	14:22 00 0	14:25 00 0	14:26 00 0	14:39 00 1234567	14:41 00 0	14:47 01 1234567			
		23/03/2009	15:24 00 99	15:25 00 99	15:26 00 99	15:26 00 99						
		24/03/2009	11:18 00 6	11:22 07 6	11:24 00 6							
			00:12 0	1:1 07:1								
2 Q2i		17/10/2008	11:16 -1 1888	11:16 -1 2888	11:18 -1 1888	11:19 -1 1888	11:21 -1 1888	11:25 -1 1888	11:25 -1 1888	11:25 -1 1888	11:28 -1 1555	11:31 -1 1888
		I	11:31 -1 1888	11:32 -1 1888	11:32 -1 1888	11:41 -1 1555	14:27 20 1555	14:27 20 1555	14:28 21 1555	14:41 20 1555	14:58 20 2888	15:02 -1 2888
		I	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 - 2888
		I	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888
		I	15:04 -1 2888	15:04 -1 2888								
		27/02/2009	15:01 00 0	15:01 00 0	15:01 00 0	20:44 00 0	20:44 00 0					
		08/03/2009	10:15 00 0	10:15 00 0								
		12/03/2009	15:47 20 1234567									
		23/03/2009	15:15 10 1555	15:20 10 99	15:25 12 99	15:26 12 99						
		24/03/2009	11:18 -1 6	11:24 -1 6								

FingerTec TCMS v2.2

Terminal Activity Report

01/02/2009 11:47:29 Page: 1 FingerTec World Wide

TERMINAL TRANSACTION LISTING

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

	Date	ID	Description	User ID Name	Transaction
301	18/02/2009 17:58	2 Q2i			00
302	19/02/2009 08:53	2 Q2i		3	00
303	19/02/2009 12:22	2 Q2i		3	00
304	19/02/2009 13:27	2 Q2i		3	00
305	19/02/2009 18:04	2 Q2i		3	00
306	20/02/2009 00:30	2 Q2i		3	00
307	20/02/2009 18:01	2 Q2i		3	00
308	20/02/2009 20:37	2 Q2i		3	00
309	20/02/2009 21:24	2 Q2i		3	00
310	21/02/2009 00:45	2 Q2i		3	00
311	23/02/2009 08:59	2 Q2i		3	00
312	23/02/2009 12:41	2 Q2i		3	00
313	23/02/2009 13:22	2 Q2i		3	00
314	23/02/2009 18:23	2 Q2i		3	00
315	24/02/2009 08:55	2 Q2i		3	00
316	24/02/2009 12:31	2 Q2i		3	00
317	24/02/2009 13:22	2 Q2i		3	00
318	24/02/2009 18:19	2 Q2i		3	00
319	25/02/2009 08:49	2 Q2i		3	00
320	25/02/2009 12:45	2 Q2i		3	00
321	25/02/2009 13:36	2 Q2i		3	00
322	25/02/2009 18:45	2 Q2i		3	00
323	27/02/2009 18:01	2 Q2i		3	00
324	27/02/2009 20:44	2 Q2i		3	00
325	27/02/2009 21:29	2 Q2i		3	00
326	28/02/2009 02:46	2 Q2i		3	00
327	12/03/2009 15:07	2 Q2i		3	07
328	23/03/2009 16:24	2 Q2i		3	-1

-1:1 00:77 07:1

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Terminal Transaction Listing

01/02/2009 11:48:03

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