



**TCMS V2  
SOFTWARE**

**TCMS V2 SOFTWARE  
USER MANUAL**



## COPYRIGHT NOTICE

All rights reserved. No part of this book may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without written permission from FingerTec Worldwide Sdn Bhd. Every precaution has been made to supply complete and accurate information. Information in this document is subject to change without prior notice.

## DISCLAIMER

No person should rely on the contents of this publication without first obtaining advice from a qualified professional person. The company expressly disclaims all and any liability and responsibility to any reader or user of this book, in respect of anything, and of the consequences of anything, done by any such person in reliance, whether wholly or partially, upon the whole or any part of the contents of this book.

## FINGERTEC WORLDWIDE SDN BHD

For enquiries on technical matters, please forward the email to  
[support@fingertec.com](mailto:support@fingertec.com)



# CONTENTS

## 1 • INSTALLATION AND ACTIVATION

INSTALLATION AND SET UP	4
TO CONNECT AND ACTIVATE TERMINALS IN SOFTWARE	9
• By Using TCP/IP, RS232 or RS485 Connection	9
• Connection by USB Flash Disk	11
TO ADD OR DELETE TERMINALS	13
• To Add New Terminals into the Software	13
• To Delete Terminals from the Software	13
TO INTERACT WITH TERMINALS	14
TO ASSIGN TERMINALS INTO GROUPS	17

## 2 • BASIC OPERATIONS

DEPARTMENT DEFINITION	18
SECTION DEFINITION	19
REMARK DEFINITION	19
USER MANAGEMENT	20
• Downloading Users from Terminals	21
• Uploading Users to Terminals	22
• Delete Users (Terminals)	23
• Delete Users (PC)	25
USER RECORDS	26
SET TERMINAL DATE AND TIME	27
DOWNLOAD DATA FROM TERMINALS	27
• Manual Downloads	27
• Automatic Downloads	28
CLEAR DATA IN TERMINAL	28
BACKUP/ RESTORE DATABASE	29

## 3 • SETUP OF CLOCKING SCHEDULES AND GROUP DUTY ROSTER

SETUP OF CLOCKING SCHEDULES	30
• Clocking Page	31
• Range Page	33
• Settings Page	34

SETTINGS OF GROUP DUTY ROSTER	36
SAMPLE OF CONFIGURATION	40
• Normal Working Roster	40
• Flexi-working Roster	44
• Multi-shift Working Roster	47
• Rotational Working Roster	51
• Open Working Roster	54
TO ASSIGN USERS INTO GROUP DUTY ROSTER	56

## 4 • ATTENDANCE SHEET

VIEWING DATA	58
• By Date	59
• User ID	59
• By Tardiness	60
• By Schedule or Department	60
TO MANIPULATE ATTENDANCE SHEET	60
• To Edit the Attendance Data	60
• To Apply Leave to Users	62
• To Apply Remark to Users	63
TO GENERATE ATTENDANCE	63
TO EXPORT ATTENDANCE DATA	65
• Export Details	65
• Export Summary	67
HOUSEKEEPING	68

## 5 • ACCESS CONTROL SETTINGS

THE RELATIONS BETWEEN TIME ZONE, GROUP TIME ZONE AND ACCESS CODE TIME ZONE	70
• The Settings of Time Zone	71
• The Settings of Access Code and Group Time Zone	73
• Grouping Users into Access Code	75
DIFFERENT VERIFICATION METHODS	76
• The Settings of Different Verification Method	77
• Group Users into Access Code with Different Verification Method	80
CONFIGURE ACCESS ZONE	82



## 6 • ONLINE DATA MONITORING

TERMINAL DATA AUDIT LIST	83
• To Start/ Stop Online Monitoring on Terminal Data Audit List	84
• Select Terminal for Monitoring the Terminal Data Audit List	84
• To Export Raw Clocking Data	85
• To Purge Clocking Data from Terminal Data Audit List	87
MONITOR TERMINAL ACTIVITY	88

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

USB PEN DRIVE MANAGEMENT	89
• Download Users from USB Pen Drive	89
• Upload Users through USB Pen Drive	90
• Download Clocking Data from USB Pen Drive	91
INSTANT MESSAGES DISPLAY	92
• To Write Public Messages to the Terminal	92
• To Delete Public Messages from the Terminal	93
• To Write Personal Messages to the Terminal	94
• To Delete Personal Messages from the Terminal	95

## 8 • OFIS TA

ADDING OFIS SCANNER TO THE SOFTWARE	97
TO ENROLL USERS USING OFIS TA	99
TO USE OFIS TA TO CAPTURE ATTENDANCE	101

## 9 • FRIS II SERVER MANAGEMENT

TO CONNECT TO FRIS II SERVER	104
TO DOWNLOAD TERMINAL INFORMATION FROM FRIS II SERVER	105
TO DOWNLOAD, TRANSFER OR DELETE USERS FROM FRIS II SERVER	106
• To Download Users from FRIS II Server into the Software	106
• To Copy User Database into another FRIS II Server	107
• Transferring Users to another FRIS II Server	108
• To Delete Users in FRIS II Server	109
TO DOWNLOAD CLOCKING DATA FROM FRIS 2 SERVER	110

## 10 • TERMINAL MULTIMEDIA MANAGEMENT

THEME	112
• To Upload Theme to Terminal	112
• To Add A New Picture into A Theme	114
ADVERTISEMENT PICTURES	116
• To Upload Advertisement Pictures to Terminal	116
• To Add New Picture into Theme	118
• To Remove Advertisement Pictures from Terminal	119
USER PHOTO	120
• To Add User Photo and To Upload to terminal	120
• To Download Photo from Terminal	112
• To Remove Users' Photo	123

## APPENDIX • SAMPLE REPORTS

TIME AND ATTENDANCE REPORTS	
• Attendance Sheet	126
• E-time Card	127
• On Leave Report	127
• Daily Attendance Listing	128
• Tardiness Report	129
• OT Approval Worksheet	130
• Attendance Summary	131
• Gross Wages Report	132
• Duty Calendar	132
• Day By Day Analysis	133
• Month By Month Analysis	133
• Correction Report	134
• Staff Movement Analysis	134
• Terminal Activity Report	135
• Terminal Transaction Listing	136

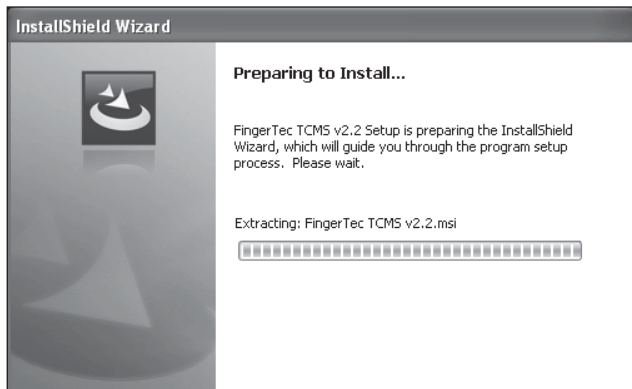


# 1 • INSTALLATION AND ACTIVATION

## INSTALLATION AND SET UP

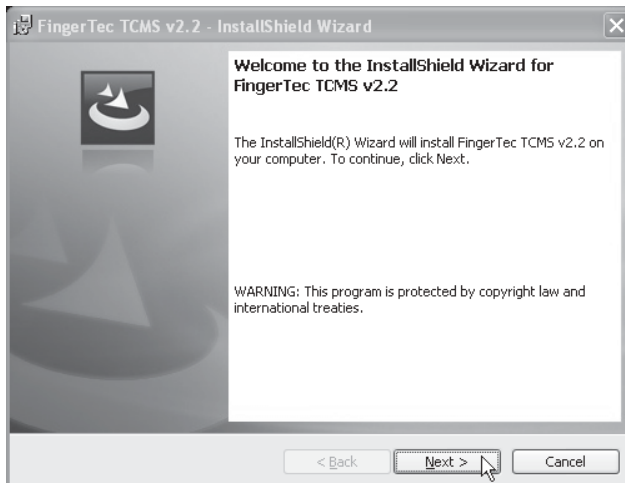
1. To install TCMS V2, you need to insert the TCMS V2 installation CD into CD-ROM or DVD-ROM.
2. Browse the CD and run the installation file.
3. If your computer has AUTORUN feature, it will be initiated automatically.

### STEP 1



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

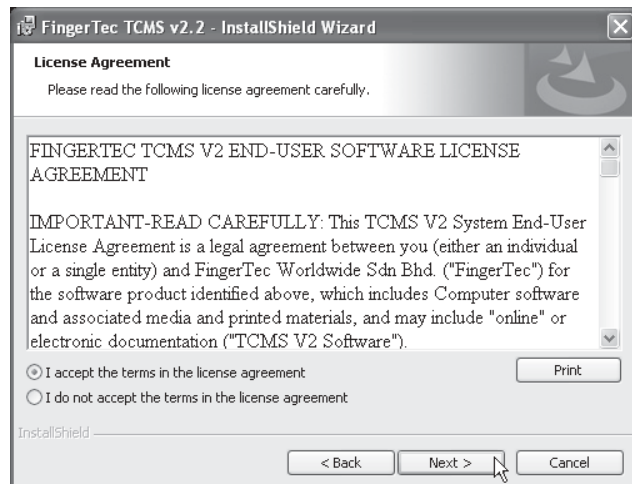
### STEP 2



Click "Next" to proceed.

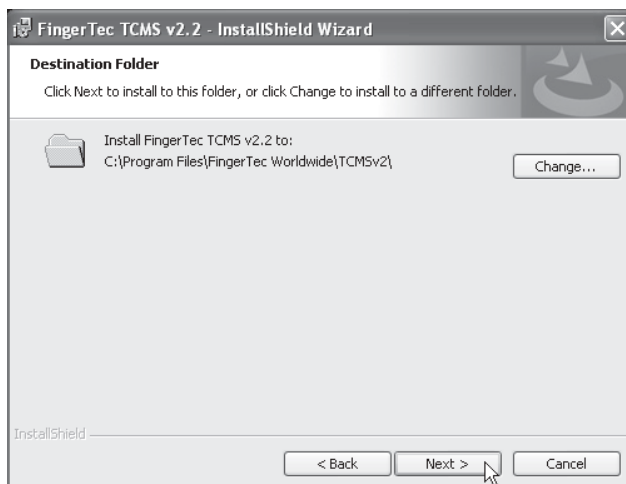


### STEP 3



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

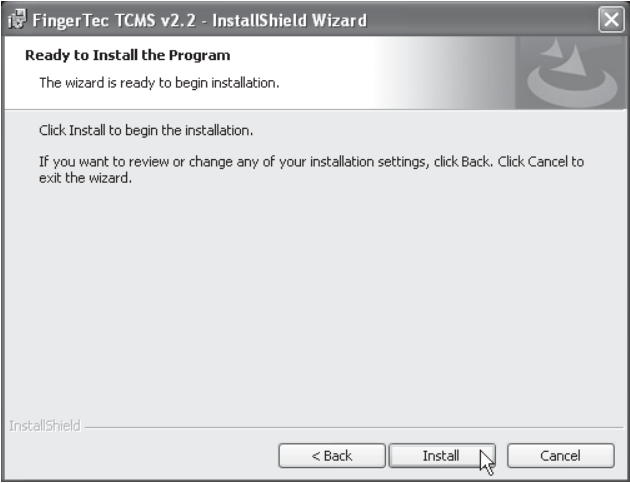
### STEP 4



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.

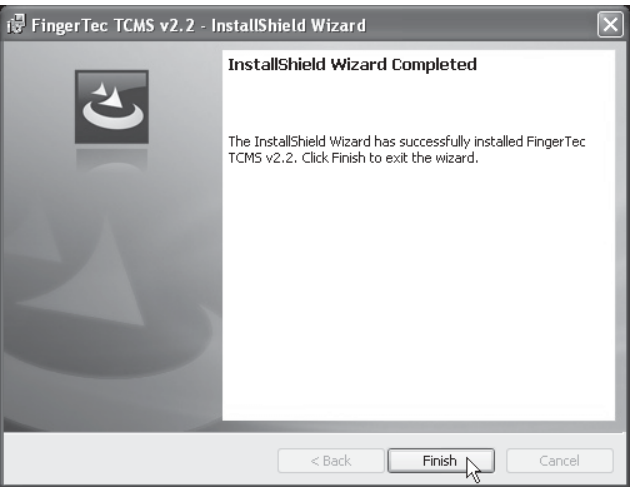


STEP 5



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

STEP 6

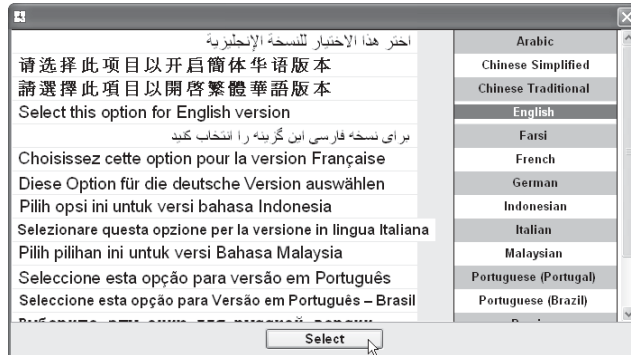


Click “Finish” after the installation is completed.  
A new icon is created on the desktop. Click the icon to start the software.

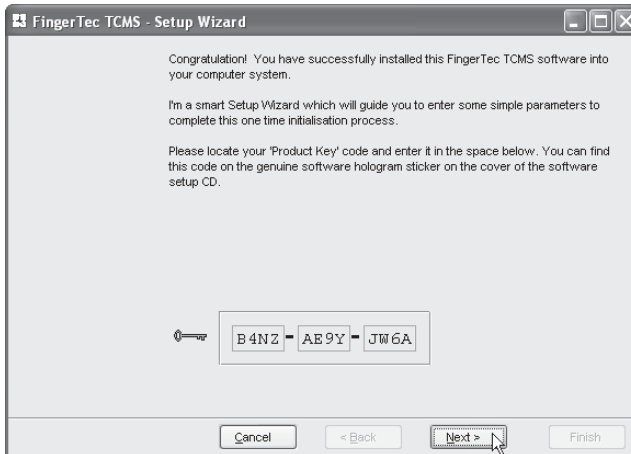




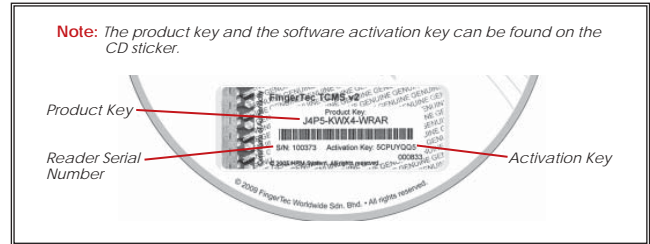
## STEP 7 & STEP 8



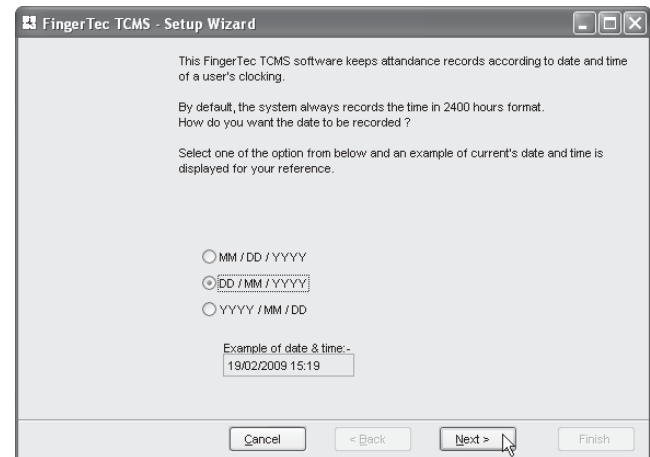
Choose a language and click "Select" to choose the preferred language.



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.



## STEP 10

A working day is a day which requires one's present to work, or otherwise it can be a holiday or restday, etc which don't need him/her to come to work.

By default, the system have suggested the following special key words to represent each of the above day types, if you want, you may wish to change them. For ease of reference, it's recommended you don't change them.

The normal working day is

The non-working holiday is

Other non-working days are

First day of the week is

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

Now come to the part where you might want to protect this program from unauthorised usage.

You can enter your secret password using maximum of 10 alpha-numeric characters to protect it for authorised usage only, or leave it blank if you don't require it now.

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

Password

Retype

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

Company

Name

Email

Country

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.

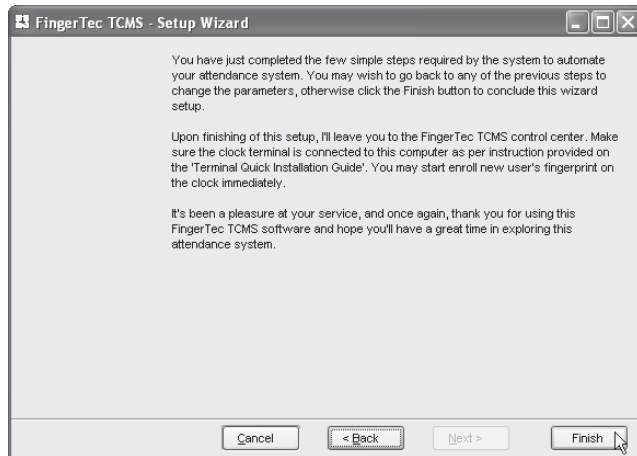
Please select the country where your company is located.

Click "Next" to proceed.

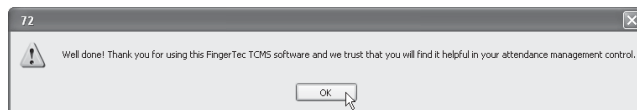
This is an optional page and you can ignore all information by clicking "Next".



## STEP 12



Click "Finish" to end the software setup.



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

## STEP 13



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.

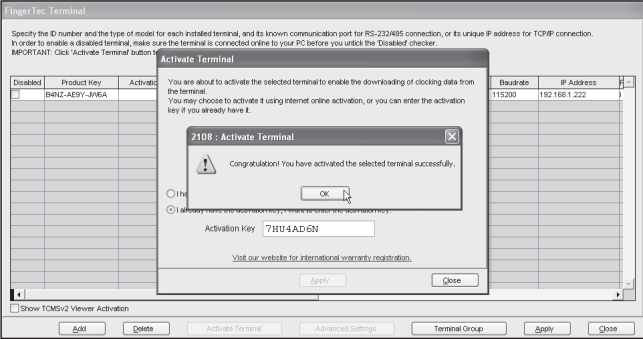




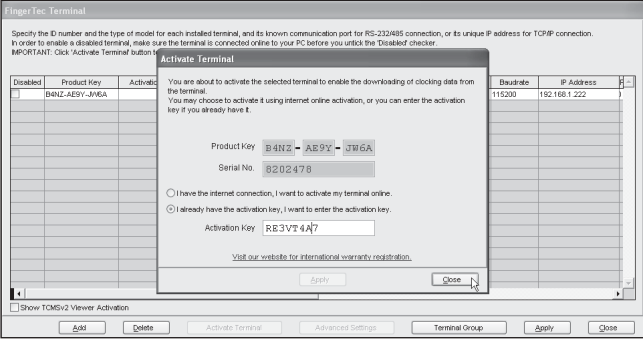


A new window will pop up to indicate that connection is established. The software will connect to the terminal to read the serial number. Insert the Activation Key into the column.

Click “Apply” to save settings.



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

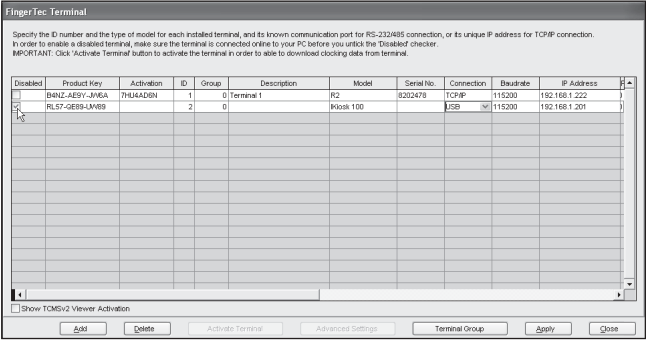


If “Apply” button is deactivated after you inserted Activation Key, please check the genuine sticker on the software installation CD. Make sure that the key numbers shown on the screen are the same as the ones printed on the sticker.

Contact your local reseller or [support@fingertec.com](mailto:support@fingertec.com) for more detail information.

## CONNECTION BY USB FLASH DISK

### STEP 1



Uncheck the Disable column to activate the terminal.



## STEP 2

**FingerTec Terminal**

Specify the ID number and the type of model for each installed terminal, and its known communication port for RS-232485 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 untick the "Disabled" checker.  
**IMPORTANT:** 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	Model	Serial No.	Connection	Baudrate	IP Address
<input type="checkbox"/>	B4NZ-AE9Y-JM6A	7H4A4DGN	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222
<input type="checkbox"/>	RL57-QB89-LM89		2	0	Week 100			USB	115200	192.168.1.201

Serial No.

8202728

Apply Cancel

☐ Show TCM5v2 Viewer Activation

Add Delete Activate Terminal Advanced Settings Terminal Group Apply Close

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

## STEP 3

**FingerTec Terminal**

Specify the ID number and the type of model for each installed terminal, and its known communication port for RS-232485 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 untick the "Disabled" checker.  
**IMPORTANT:** Click "Activate Terminal" button to activate the terminal in order to able to download clocking data from terminal.

**Activate Terminal**

You are about to activate the selected terminal to enable the downloading of clocking data from the terminal.  
You may choose to activate it using internet online activation, or you can enter the activation key if you already have it.

☐ 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 RE3VT4A7

[Visit our website for international warranty registration.](#)

Apply Close

☐ Show TCM5v2 Viewer Activation

Add Delete Activate Terminal Advanced Settings Terminal Group Apply Close

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

## STEP 4

**FingerTec Terminal**

Specify the ID number and the type of model for each installed terminal, and its known communication port for RS-232485 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 untick the "Disabled" checker.  
**IMPORTANT:** Click "Activate Terminal" button to activate the terminal in order to able to download clocking data from terminal.

**Activate Terminal**

You are about to activate the selected terminal to enable the downloading of clocking data from the terminal.  
You may choose to activate it using internet online activation, or you can enter the activation key if you already have it.

☐ 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 RE3VT4A7

[Visit our website for international warranty registration.](#)

Apply Close

☐ Show TCM5v2 Viewer Activation

Add Delete Activate Terminal Advanced Settings Terminal Group Apply Close

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

**FingerTec Terminal**

Specify the ID number and the type of model for each installed terminal, and its known communication port for RS-232485 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 untick the "Disabled" checker.  
**IMPORTANT:** Click "Activate Terminal" button to activate the terminal in order to able to download clocking data from terminal.

**Activate Terminal**

You are about to activate the selected terminal to enable the downloading of clocking data from the terminal.  
You may choose to activate it using internet online activation, or you can enter the activation key if you already have it.

Product Key B4NZ-AE9Y-JM6A

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 RE3VT4A7

[Visit our website for international warranty registration.](#)

Apply Close

☐ Show TCM5v2 Viewer Activation

Add Delete Activate Terminal Advanced Settings Terminal Group Apply Close

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.

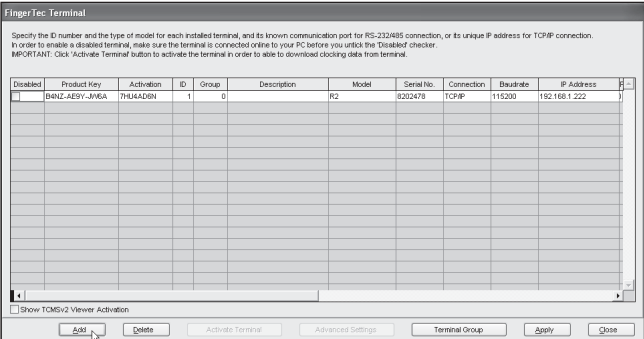
Contact your local reseller or [support@fingertec.com](mailto:support@fingertec.com) for more details.



TO ADD OR DELETE TERMINALS

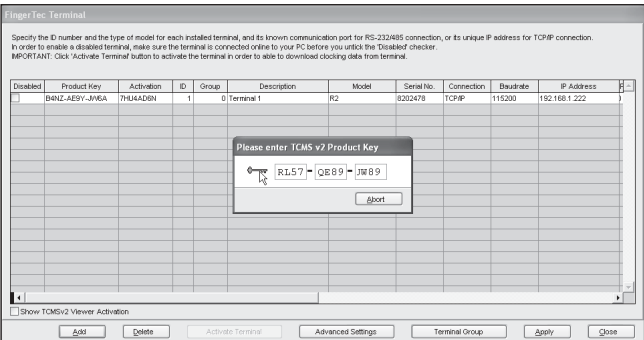
TO ADD NEW TERMINALS INTO THE SOFTWARE

STEP 1



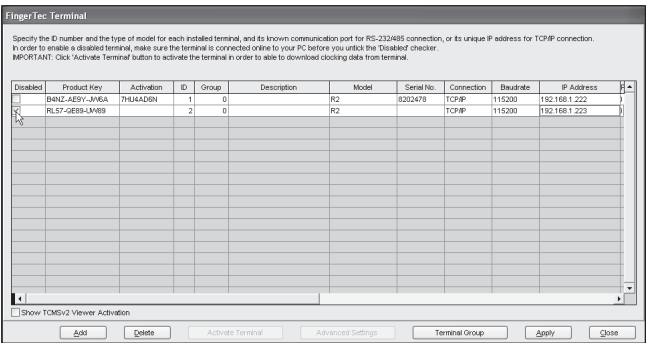
Click "Add" to add a new terminal into the software.

STEP 2



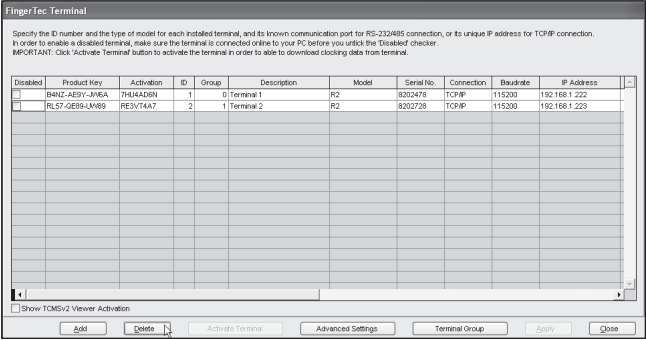
Insert the Software Product Key as printed on the software installation CD. Click the "key" icon to confirm.

STEP 3



Repeat steps as mentioned in page 10.

TO DELETE TERMINALS FROM THE SOFTWARE



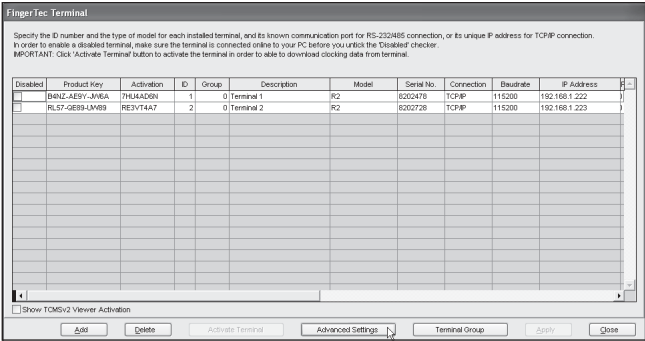
Click to select the terminal. Click "Delete" to delete the terminal from the list.



## 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.

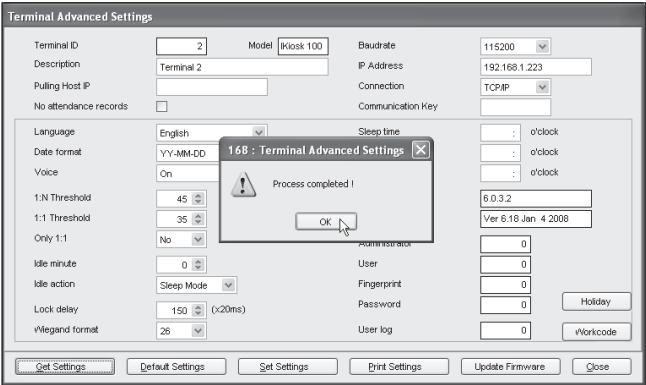
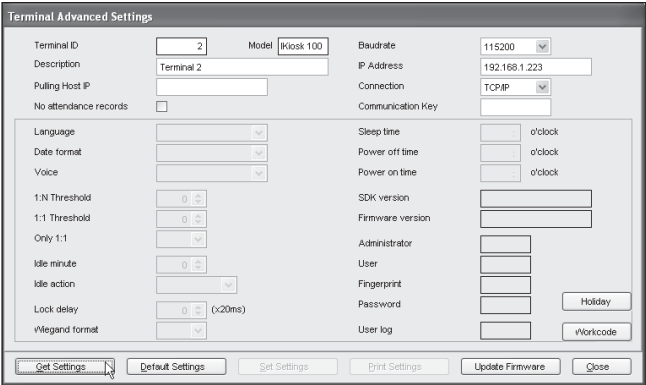
### STEP 1



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

### STEP 2

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



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



## STEP 3

The screenshot shows the 'Terminal Advanced Settings' window. It is organized into several sections. The top section contains fields for Terminal ID (set to 1), Model (IKiosk 100), Baudrate (115200), IP Address (192.168.1.222), Connection (TCP/IP), and Communication Key. Below this is a section for Language (English), Date format (YY-MM-DD), Voice (On), 1:N Threshold (45), 1:1 Threshold (35), Only 1:1 (No), Idle minute (0), Idle action (Sleep Mode), Lock delay (150), and Wiegand format (26). The bottom section contains fields for Sleep time, Power off time, Power on time, SDK version (6.0.3.2), Firmware version (Ver 6.20 Nov 11 2008), Administrator, User, Fingerprint, Password, and User log. At the bottom of the window are buttons for Get Settings, Default Settings, Set Settings, Print Settings, Update Firmware, and Close.

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.
- **Password Log** to display the number of transactions being done in the reader.
- **Get Settings** click to get the current settings of the reader.



- **Default Settings** click to get the default settings of the reader.
- **Set Settings** after changes have been made, a click on this button will update settings to the reader.
- **Update Firmware** to update to the latest reader firmware. You may get this firmware update file from resellers.

**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 ID	Date	Description	Time Zone	In Used
01	01/01/2009	New Year	2	<input type="checkbox"/>

- [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	Description	In Used	
10	Going to meet supplier	<input type="checkbox"/>	
11	Going to meet client	<input type="checkbox"/>	
12	Attempt to training	<input type="checkbox"/>	



- [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.

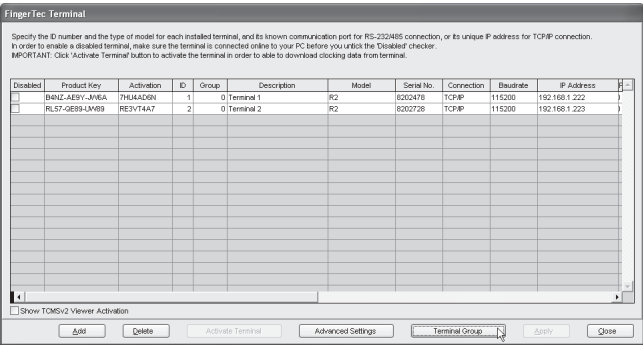
## TO ASSIGN TERMINALS INTO GROUPS

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.

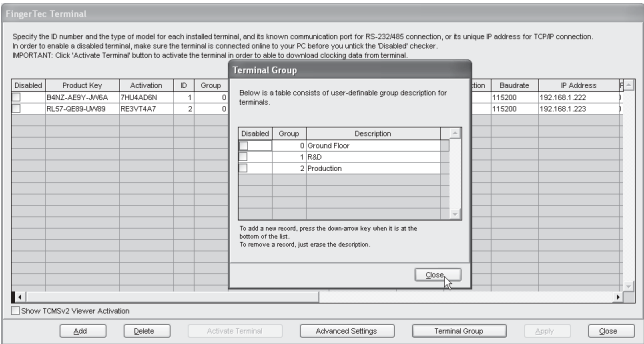
Please follow the steps below:

### STEP 1



Click "Terminal Group" to define group name.

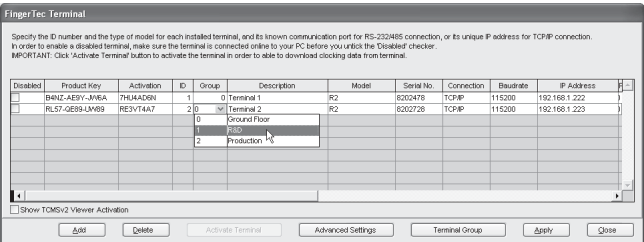
### STEP 2



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



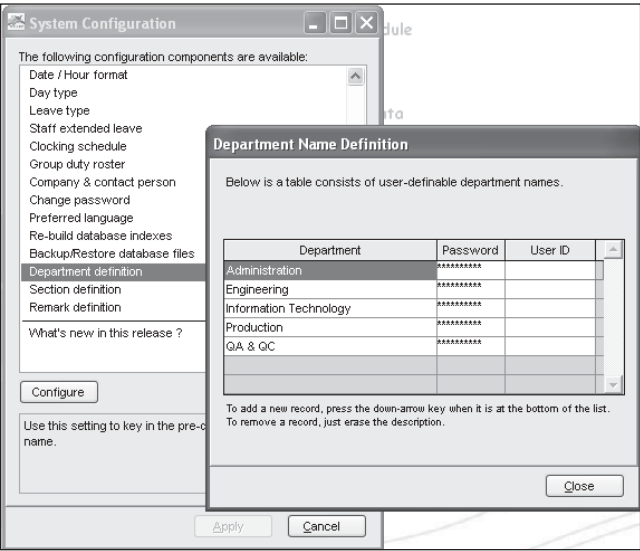
Assign terminals into the corresponding group. Click "Apply" to save settings.



## 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



#### 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 software.*

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

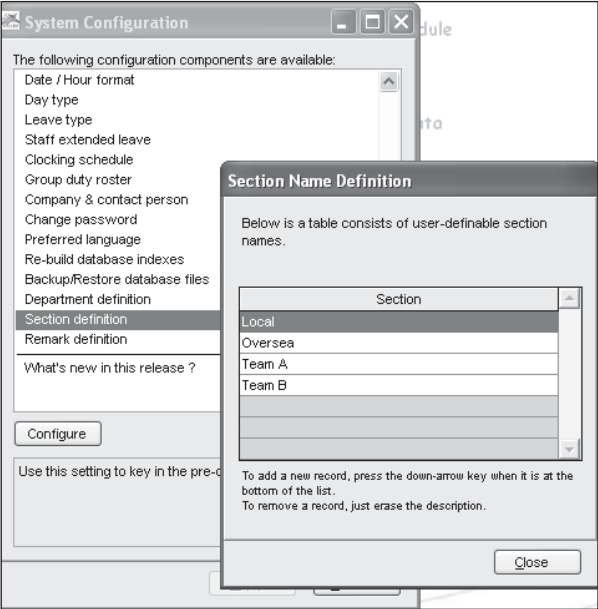


# SECTION DEFINITION

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.

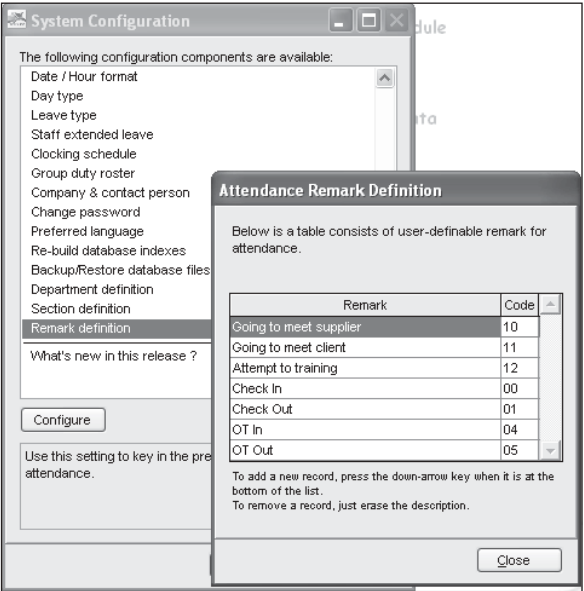


Click "Close" to save changes.

# 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.*





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
---------------	----------------	------------	-------------

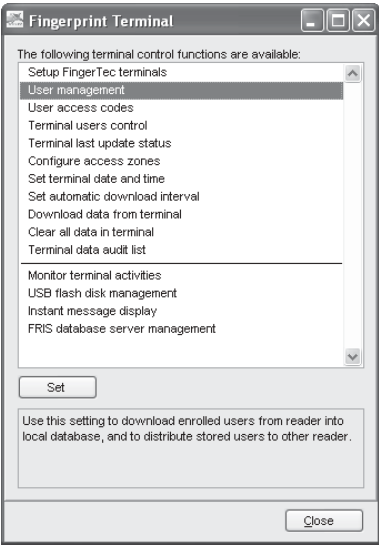
User can press the keypad buttons to define their clocking status during verification.

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

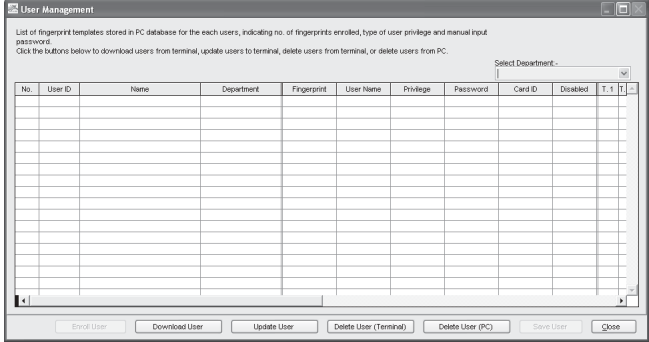
These codes are downloaded into the software without affecting time attendance calculation. They are useful only when you export clocking data to any 3rd party software.

USER MANAGEMENT

Click  to go to User Management.



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.

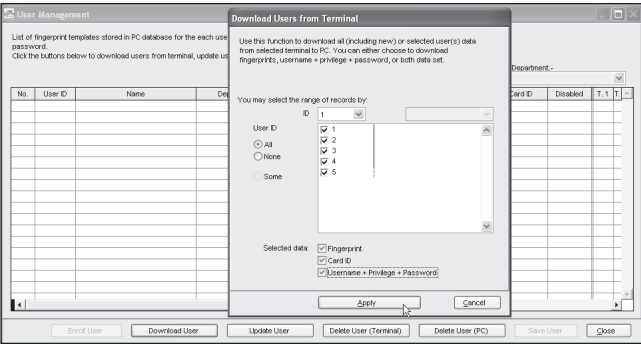
User ID	The number to identify every user enrolled in a terminal, maximum ID is 9 digits.
Name	The full name of every users for example Tony Michael.
Department	The department that the user belongs to.
Fingerprint	Total fingerprint templates user enrolled in the terminal
User Name	The display name on 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 settings 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.

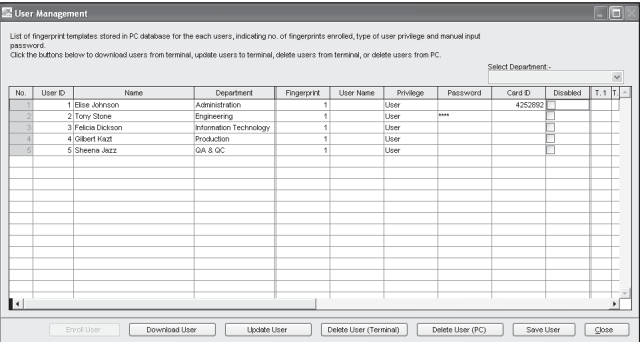
### DOWNLOAD USERS FROM TERMINALS



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.



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 re-enrollment. You can upload any changes of the users to the terminals too.

**User Management**

List of fingerprint templates stored in PC database for the each users, indicating no. of fingerprints and password.  
Click the buttons below to download users from terminal, update users to terminal, delete users from terminal.

No.	User ID	Name	Department	Fingerprint
1	1	Elise Johnson	Administration	1
2	2	Tony Stone	Engineering	1
3	3	Felicia Dickson	Information Technology	1
4	4	Gilbert Klast	Production	1
5	5	Sheena Jazz	QA & QC	1

**Update Users to Terminal**

Use this function to update all or selected user(s) data from PC to selected terminal. You can either choose to update fingerprints, username + privilege + password, or both data set.

You may select the range of records by:

ID 1 to 5

User ID

☒ 1 Elise Johnson  
☒ 2 Tony Stone  
☒ 3 Felicia Dickson  
☒ 4 Gilbert Klast  
☒ 5 Sheena Jazz

Selected data:

☒ Fingerprint  
☒ Card ID  
☒ (Username + Privilege + Password)

Buttons: Apply, Cancel, Download User, Update User, Delete User (Terminal), Delete User (PC), Save User, Close

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.

**User Management**

List of fingerprint templates stored in PC database for the each users, indicating no. of fingerprints and password.  
Click the buttons below to download users from terminal, update users to terminal, delete users from terminal.

No.	User ID	Name	Department	Fingerprint
1	1	Elise Johnson	Administration	1
2	2	Tony Stone	Engineering	1
3	3	Felicia Dickson	Information Technology	1
4	4	Gilbert Klast	Production	1
5	5	Sheena Jazz	QA & QC	1

**Update Users to Terminal**

Use this function to update all or selected user(s) data from PC to selected terminal. You can either choose to update fingerprints, username + privilege + password, or both data set.

You may select the range of records by:

ID 1 to 5

User ID

☒ 1 Elise Johnson  
☒ 2 Tony Stone  
☒ 3 Felicia Dickson  
☒ 4 Gilbert Klast  
☒ 5 Sheena Jazz

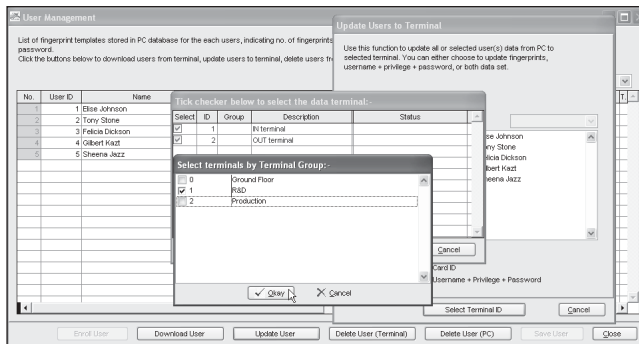
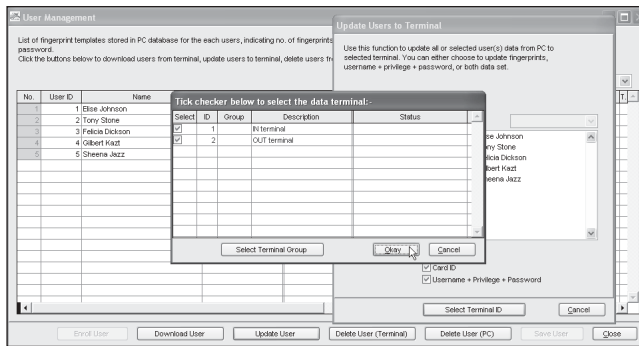
Selected data:

☒ Fingerprint  
☒ Card ID  
☒ (Username + Privilege + Password)

Buttons: Apply, Cancel, Download User, Update User, Delete User (Terminal), Delete User (PC), Save User, Close

- [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.

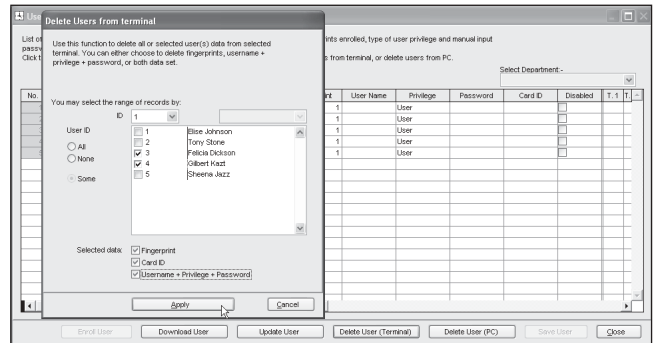




[9] Select the Group and Click "OK" to proceed.

## 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.



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

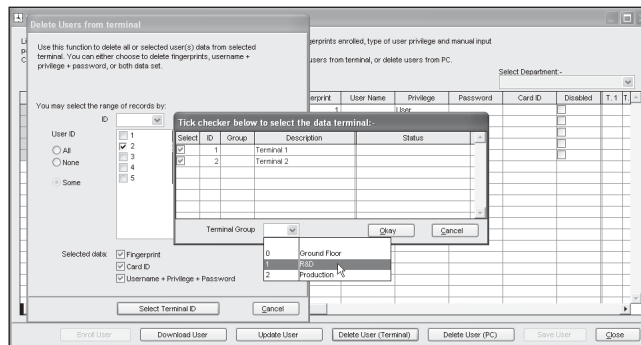
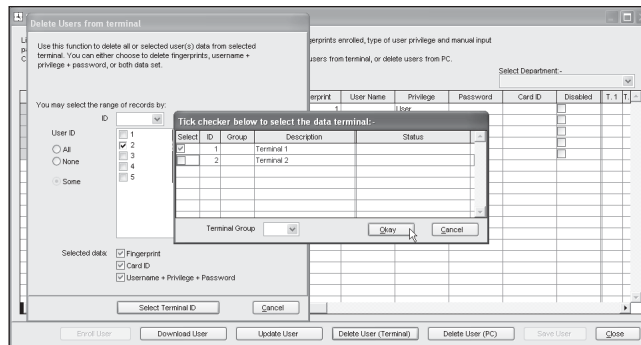
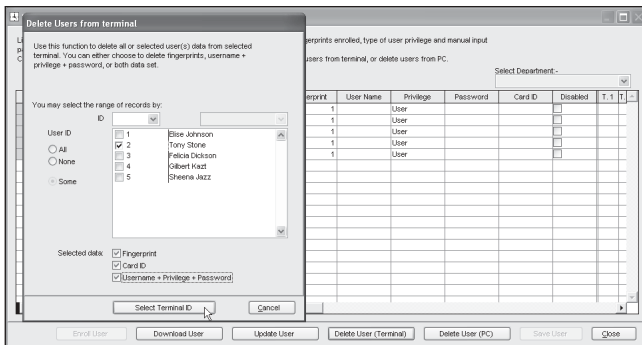
[2] In the "Delete Users from Terminal" window, click "All" to select all users or you can select particular users to delete from terminal.

[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.



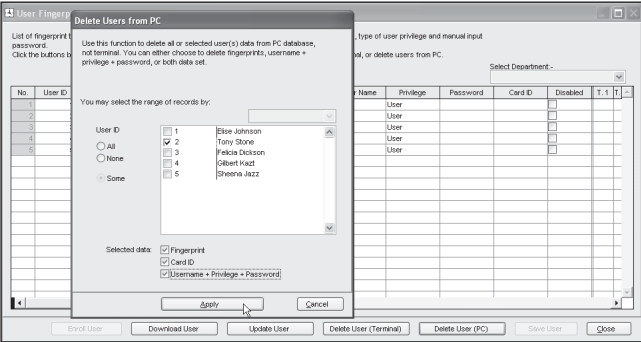


- [1] Click "Delete User (Terminal)".
- [2] In the "Delete Users from Terminal" window, ignore the column ID of terminal.
- [3] Click "All" to select all users to upload or you can choose to upload particular users by clicking their user ID.
- [4] In "Selected Data", please select all (Fingerprint, Card 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.



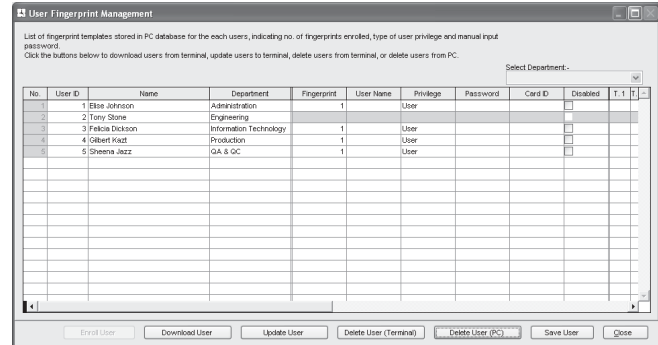
# DELETE USERS (PC)

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.




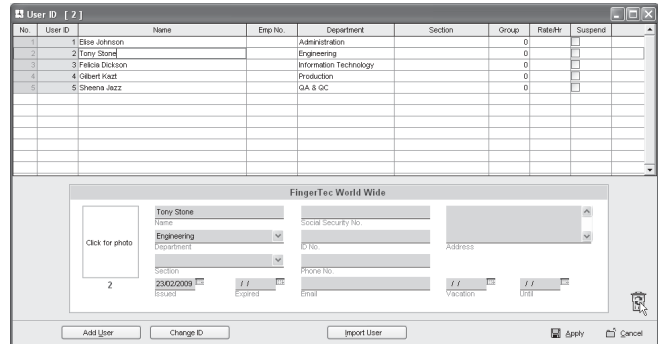
- [1] Click “Delete User (PC)”.
- [2] Click “All” to select all users to delete from the software or you can choose to delete particular user by clicking his/her user IDs.
- [3] In “Selected Data”, please select all (Fingerprint, Card ID, User Name + Privilege + Password) to delete.
- [4] Click “Apply”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



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

- [1] Click  to open User Record page.



- [2] Double click the “Dustbin” icon.



The 'User ID' window displays a table with columns: No., User ID, Name, Emp No., Department, Section, Group, Rate/Hr, and Suspend. The table lists five users: Elise Johnson, Tony Stone, Felicia Dickson, Robert Keat, and Sheena Jazz. A 'Purge User ID' dialog box is open, asking to select a user ID to purge. It lists the same five users. Below the list are radio buttons for 'All', 'None', and 'Some'. The 'Delete' button is highlighted.


[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  to open User Records.

The 'User ID' window displays a table with columns: No., User ID, Name, Emp No., Department, Section, Group, Rate/Hr, and Suspend. The table lists five users: Elise Johnson, Tony Stone, Felicia Dickson, Robert Keat, and Sheena Jazz. A 'FingerTec World Wide' dialog box is open, showing fields for Name, Emp No., Social Security No., Department, Section, Phone No., Email, and Vacation. The 'Apply' button is highlighted.


[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  to open User Records.

The 'User ID' window displays a table with columns: No., User ID, Name, Emp No., Department, Section, Group, Rate/Hr, and Suspend. The table lists five users: Elise Johnson, Tony Stone, Felicia Dickson, Robert Keat, and Sheena Jazz. A 'Change User ID' dialog box is open, asking to change an existing user ID to a non-existing new user ID. It lists the same five users. Below the list are radio buttons for 'All', 'None', and 'Some'. The 'Apply' button is highlighted.

[2] Click "Change ID".

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

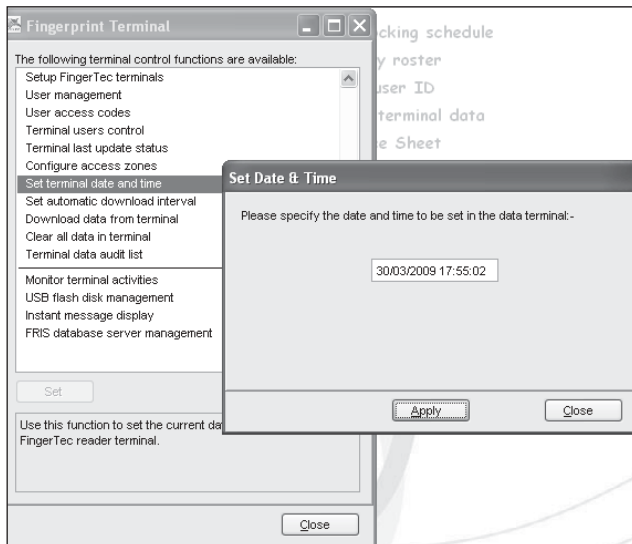
[4] Insert the new user ID.

[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.

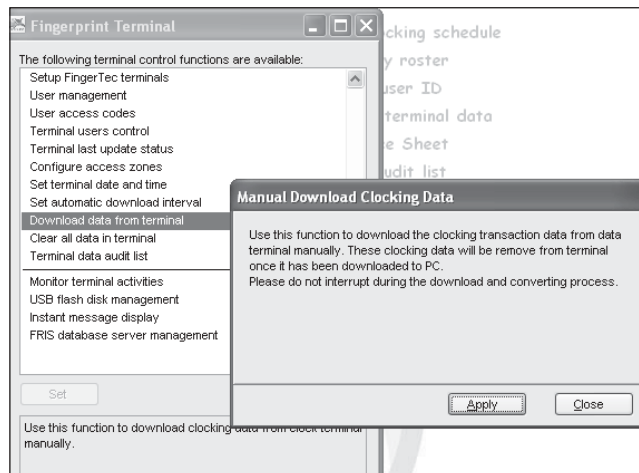
*Ignore this step if the date and time of terminals are in sync with the date and time of the computer.*

## 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

[1] Click  and select "Download data from terminals"



[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 checker below to select the data terminal:-

Select	ID	Group	Description	Status
<input checked="" type="checkbox"/>	1		Terminal 1	
<input checked="" type="checkbox"/>	2		Terminal 2	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Terminal 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.)
- Specfic timer

[3] Click "Apply" to save settings.

**Fingerprint Terminal**

The following terminal control function:

- 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 manager

**Set Clocking Download Interval**

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

Second(s)

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

Minute(s)

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

o'clock  
 o'clock

Use this setting to specify the interval will automatically download the clocking data from the terminal.

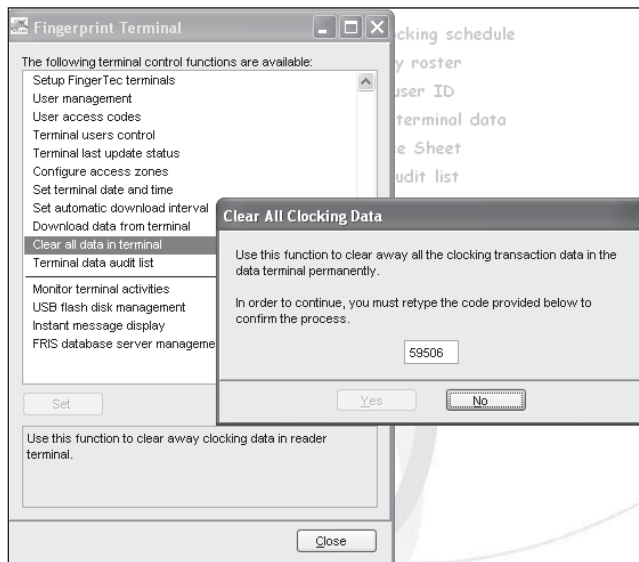
You can select to use all 3 types of download intervals at the same time. All 3 download intervals will not interrupt each other during download process.


## 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 any means.

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

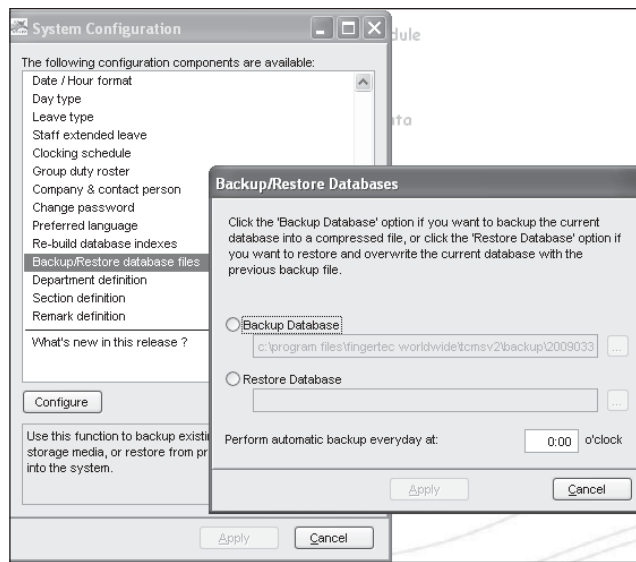





- [1] Click  and select "Clear all data in terminal".
- [2] Please remember the random number given in the box.
- [3] Click at the random number column and the number will disappear.
- [4] You need to insert the same number into the column again.
- [5] Click "Yes" to proceed.

## 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  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.

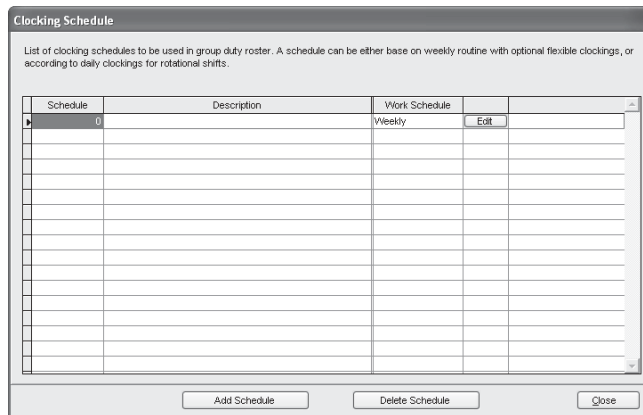
## SETUP OF CLOCKING SCHEDULES

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 <ul style="list-style-type: none"> <li>• Weekly</li> <li>• Daily</li> <li>• Flexi</li> </ul>



[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”.



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

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

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

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



**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 **2** Description

Weekday	Day Type	In	Out	In	Out	In	Out
Sunday	RESTDAY						
Monday	WORKDAY						
Tuesday	WORKDAY						
Wednesday	WORKDAY						
Thursday	WORKDAY						
Friday	WORKDAY						
Saturday	WORKDAY						

Please specify the maximum number of in-out clocking pairs for this flexi-hour schedule:

A subsequent clocking is considered of same working day if it's before mid-night or within:  Hour

Double punch for consecutive clocking in a clocking slot if it's within minutes of:

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 Schedule

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

Clocking

Range

Settings

Schedule0

Description

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

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY	12:00					
Monday	WORKDAY	12:00					
Tuesday	WORKDAY	12:00					
Wednesday	WORKDAY	12:00					
Thursday	WORKDAY	12:00					
Friday	WORKDAY	12:00					
Saturday	WORKDAY	12:00					

Replace with the latest clocking:-

☐

☐

☐

☒

☐

☒

Save

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 settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

Clocking

Settings

Schedule1

Description

Clocking Time:-

Actual clocking time

Leave it blank if not used

In

Break

Resume

Out

OT

Done

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 ?

☐ Yes

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

:

:

:

:

:

:

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

:

:

:

:

:

:

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.

ClockingRangeSettings

Schedule0Description

Allow a grace period in minutes for late-in10

Allow a grace period in minutes for early-out10

Minimum minutes must worked to qualify for overtime60

Maximum no. of hours allowed to claim for overtime24.00

Work hours is either round-up or round-down (-ve) in minutes of15

Overtime hours is either round-up or round-down (-ve) in minutes of15

Lunch/Dinner time duration for flexi-lunch/flexi-dinner range in minutes60

Do you want to exclude the lunch/dinner hour from working hour ?YesYes

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

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, over-time & 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 employee is eligible to claim for OT hours in a day is 24 hour.

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

**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.

34 | Chapter 3 • Setup of Clocking Schedules and Group Duty Roster



### 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? ☒ Yes ☐ No

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

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.

[1] Click  and select "Group Duty Roster".

[illegible]

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.

[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”.

[illegible]

[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

To add new group duty roster, select an available group code which can be same code to the clocking schedule for weekly roster schedule, or daily shift roster with specific clocking schedules.

Group

3

Description

Roster

Weekly

Ok

Cancel



**Add Group**

To add new group duty roster, select an available group code which can be same code to the clocking schedule for weekly roster schedule, or daily shift roster with specific clocking schedules.

Group:

Description:

Roster:

[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 Duty Roster**

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 Rostday 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  Group:  Description:

Normal 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	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
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	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	0	0	0	0
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	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
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	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
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
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	0
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	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	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

Overtime Only After:  /

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

Date	Holiday
01/01/2009	New Year
01/05/2009	Labor Day

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

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.

Sequence	Day Type	Schedule
Sunday	RESTDAY	0
Monday	WORKDAY	0
Tuesday	WORKDAY	0
Wednesday	WORKDAY	0
Thursday	WORKDAY	0
Friday	WORKDAY	0
Saturday	WORKDAY	0

Effective date range: 01/01/2009 to 31/12/2009

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	
3	3	Felicia Dickson	0		
4	4	Gilbert Kazt	0		
5	5	Sheena Jazz	0		

Okay Cancel

### 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.







Most offices and factories apply working hours similar as the ones shown 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.

[illegible]

In Clocking Schedules, click “Add Schedule” to start.

**Add Schedule**

To add new clocking schedule, select an available schedule code and specify the desired work schedule.

Schedule: 1

Description: Office

Work Schedule: Weekly

Okay Cancel

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

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

Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	RESTDAY							
Monday	WORKDAY	09:00	12:30	13:30	18:00			
Tuesday	WORKDAY	09:00	12:30	13:30	18:00			
Wednesday	WORKDAY	09:00	12:30	13:30	18:00			
Thursday	WORKDAY	09:00	12:30	13:30	18:00			
Friday	WORKDAY	09:00	12:30	13:30	18:00			
Saturday	WORKDAY	10:00			13:30			

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

Yes

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

:

-

:

Save

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 Schedule

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

ClockingRangeSettings

Schedule1DescriptionOffice

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

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

Replace with the latest clocking:-

☐☐☐☒☐☒

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.

ClockingRangeSettings

Schedule1DescriptionOffice

Allow a grace period in minutes for late-in5

Allow a grace period in minutes for early-out5

Minimum minutes must worked to qualify for overtime30

Maximum no. of hours allowed to claim for overtime24.00

Work hours is either round-up or round-down (-ve) in minutes of15

Overtime hours is either round-up or round-down (-ve) in minutes of15

Lunch/Dinner time duration for flexi-lunch/flexi-dinner range in minutes60

Do you want to exclude the lunch/dinner hour from working hour ?YesYes

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

Save

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.







Click “Save” to save settings.

[illegible]

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

### 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

Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	RESTDAY	09:00	12:30	13:30	18:00	19:30	22:30	
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	
Wednesday	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			

Do you want to use OT/Done as scheduled work instead of overtime ? ☒ Yes ☐ No

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

Save

- 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.



### 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

Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	RESTDAY							
Monday	WORKDAY	23:00	03:00	04:00	06:00			
Tuesday	WORKDAY	23:00	03:00	04:00	06:00			
Wednesday	WORKDAY	23:00	03:00	04:00	06:00			
Thursday	WORKDAY	23:00	03:00	04:00	06:00			
Friday	WORKDAY	23:00	03:00	04:00	06:00			
Saturday	WORKDAY	23:00	03:00	04:00	06:00			

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  -

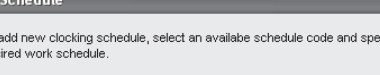
Save

## STEP 1

[illegible]

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

## STEP 2



**Add Schedule**

To add new clocking schedule, select an available schedule code and specify the desired work schedule.

Schedule: 2

Description: R&D

Work Schedule: Flexi

Okay Cancel

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



### STEP 3

### 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 
 Description

Instruction		In	Out	In	Out	In	Out
Weekday	Day Type						
Sunday	RESTDAY						
Monday	WORKDAY						
Tuesday	WORKDAY						
Wednesday	WORKDAY						
Thursday	WORKDAY						
Friday	WORKDAY						
Saturday	WORKDAY						

Please specify the maximum number of in-out clocking pairs for this flexi-hour schedule . . . . .

A subsequent clocking is considered of same working day if it's before mid-night or within . . . . .  Hour

Double punch for consecutive clocking in a clocking slot if it's within minutes of . . . . .

Save

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.

Clocking	Range	Settings	Schedule	Description
			2	R8D
Overtime if total flexi-work hour exceeds workhour of .....				8.00
Minimum minutes must worked to qualify for overtime .....				30
Maximum no. of hours allowed to claim for overtime .....				24.00
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 ? .....				<input checked="" type="checkbox"/> Yes
If Yes, flexi-work hour is calculated based on last clocking minus first clocking.				

Save

## STEP 5

[illegible]

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







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.

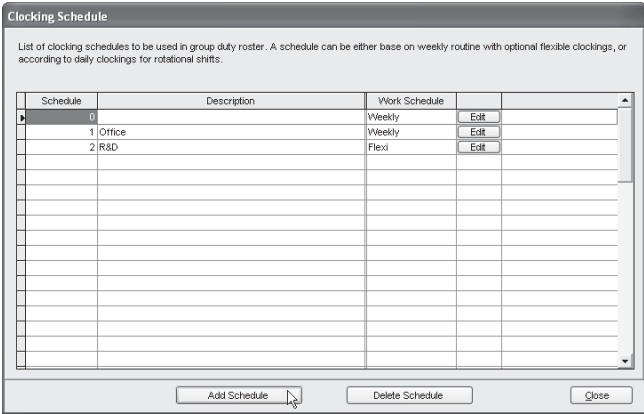
MULTI-SHIFT WORKING ROSTER

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

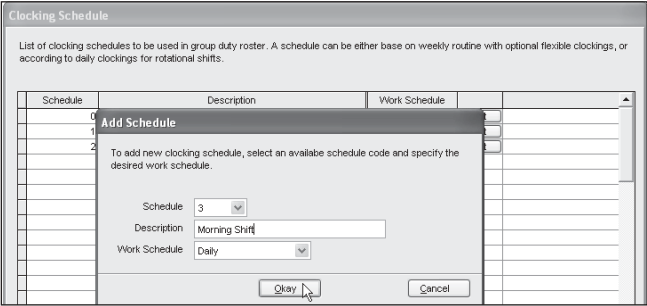
To configure, follow the steps below:

STEP 1



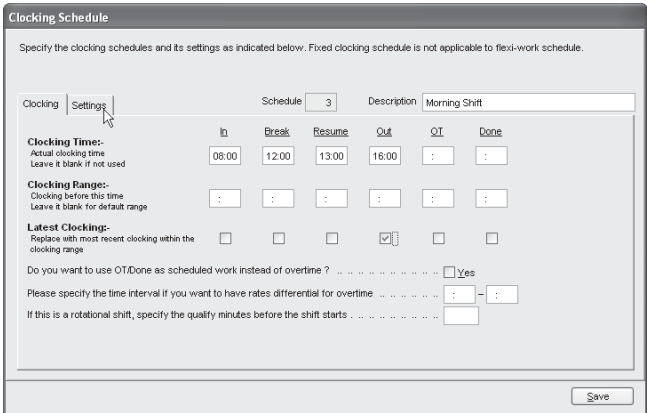
In Clocking Schedule, click “Add Schedule” to start.

STEP 2



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

STEP 3



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



STEP 4

Clocking Schedule

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

ClockingSettings

Schedule3DescriptionMorning Shift

Allow a grace period in minutes for late-in10

Allow a grace period in minutes for early-out10

Minimum minutes must worked to qualify for overtime30

Maximum no. of hours allowed to claim for overtime24.00

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 ?YesYesNoNo

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

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 Schedule

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

ClockingSettings

Schedule4DescriptionEvening shift

Clocking Time:-

Actual clocking time

Leave it blank if not used

18:0020:0021:0000:00::

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/Dones as scheduled work instead of overtime ?Yes

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

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

Save

Clocking Schedule

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

ClockingSettings

Schedule5DescriptionNight Shift

Clocking Time:-

Actual clocking time

Leave it blank if not used

00:0004:0005:0008:00::

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/Dones as scheduled work instead of overtime ?Yes

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

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

Save

48 | Chapter 3 • Setup of Clocking Schedules and Group Duty Roster



### STEP 6

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
1	Office	Weekly	Edit
2	R&D	Flexi	Edit
3	Morning Shift	Daily	Edit
4	Evening shift	Daily	Edit
5	Night Shift	Daily	Edit

Add Schedule

Delete Schedule

Close

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

### STEP 7

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		Weekly				Edit
1	Office	Weekly				Edit
2	R&D	Weekly				Edit

Add Group

Delete Group

Close

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 After	
0		Weekly				Edit
1	Office					Edit
2	R&D					Edit

Add Group

Delete Group

Close

Add Group

To add new group duty roster, select an available group code which can be same code to the clocking schedule for weekly roster schedule, or daily shift roster with specific clocking schedules.

Group

Description

Roster

Shift

Ok

Cancel

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

### STEP 9

Group Duty Roster

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

Group

Description

Shifts/Day

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
Jan																															
Feb																															
Mar																															
Apr																															
May																															
Jun																															
Jul																															
Aug																															
Sep																															
Oct																															
Nov																															
Dec																															

Holiday List

Auto Schedule

Different Restday

Import Roster

Erase Roster

Save

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



STEP 10

Group Duty Roster

Select group yearly duty planner according to the planning and optional open schedule codes. "D" You may change each day planner by right-click.

**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.

and "Auto-Schedule" to facilitate the rotational shift rest day in the week.

2009 Group 1st Shift

Sequence Day Type 1 Multi Shifts 2 3

1 RESTDAY NO

2 WORKDAY 0

3 WORKDAY 0

4 WORKDAY 1 Office

5 WORKDAY 2 RSD

6 WORKDAY 2

7 WORKDAY 4 Evening shift

Effective date range 01/01/2009 31/12/2009

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code - i.e. 11,12,13

Shifts Day 3

Overtime Only After /

Holiday List

Auto Schedule

Different Restday

Import Roster

Erase Roster

Save

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.

STEP 11

Group Duty Roster

Select group yearly duty planner according to the planning and optional open schedule codes. "D" You may change each day planner by right-click.

**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.

and "Auto-Schedule" to facilitate the rotational shift rest day in the week.

2009 Group 1st Shift

Sequence Day Type 1 Multi Shifts 2 3

1 RESTDAY

2 WORKDAY 3 4 5

3 WORKDAY 3 4 5

4 WORKDAY 3 4 5

5 WORKDAY 3 4 5

6 WORKDAY 3 4 5

7 WORKDAY 3 4 5

Effective date range 04/01/2009 31/12/2009

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code - i.e. 11,12,13

Shifts Day 3

Overtime Only After /

Holiday List

Auto Schedule

Different Restday

Import Roster

Erase Roster

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

Group Duty Roster

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 rest day 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 01/01/2009 Group 6 Description Shifts Day 3

Overtime Only After /

Holiday List

Auto Schedule

Different Restday

Import Roster

Erase Roster

Save

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

Group Duty Roster

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 rest day 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 01/01/2009 Group 6 Description Shifts Day 3

Overtime Only After /

Holiday List

Auto Schedule

Different Restday

Import Roster

Erase Roster

Save

Click "Save" to save settings.



**Group Duty Roster**

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 Rostday is applicable for users of same weekly duty roster but have different rostday 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.

2000 [01/01/2009] Group [6] Description [ ] Shifts/Day [3] 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
Jan																															
Feb																															
Mar																															
Apr																															
May																															
Jun																															
Jul																															
Aug																															
Sep																															
Oct																															
Nov																															
Dec																															

Buttons: Holiday List, Auto Schedule, Different Rostday, Import Roster, Erase Roster, Save

### 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 click in for work.

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0		Weekly				Edit
1	Office	Weekly				Edit
2	R&D	Weekly				Edit
6	Factory	Shift	3			Edit

Buttons: Add Group, Delete Group, Close

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	
0		Weekly	Edit
1	Office	Weekly	Edit
2	R&D	Flexi	Edit
3	Morning Shift	Daily	Edit
4	Evening shift	Daily	Edit
5	Night Shift	Daily	Edit

Buttons: Add Schedule, Delete Schedule, Close



## STEP 2

### 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	Description
		<b>3</b>	Morning Shift

Clocking Time:	In	Break	Resume	Out	OT	Done
Actual clocking time Leave it blank if not used	08:00	12:00	13:00	16:00	:	:

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

Latest Clocking:						
Repeat with most recent clocking within the clocking range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

If this is a rotational shift, specify the quality minutes before the shift starts ..... 10

Save

Please locate the details of this option in page 33.

### STEP 3

[illegible]

In Group Duty Roster, click “Add Group” to continue.

## STEP 4

**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 click in for work.

Group	Description	Roster	Shift/Day	Open Schedule	Overtime Only After	
0		Weekly				Exit
1	Office					Exit
2	Plant					Exit
6	Factory					Exit

**Add Group**

To add new group duty roster, select an available group code which can be same code to the clocking schedule for weekly roster schedule, or daily shift roster with specific clocking schedules.

Group:

Description:

Roster:

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



STEP 5

Group Duty Roster

Select group yearly duty planner according to the year planning and optional open-schedule codes. Different You may change each day planner by right-click on the

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.

Effective date range 01/02/2009

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code: 1e, 11, 12, 13

Sequence	Day Type	Schedule
1	RESTDAY	
2	WORKDAY	3
3	WORKDAY	0
4	WORKDAY	3
5	RESTDAY	1
6	WORKDAY	2
7	WORKDAY	4

Effective date range 01/02/2009

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code: 1e, 11, 12, 13

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

Group Duty Roster

Select group yearly duty planner according to the year planning and optional open-schedule codes. Different You may change each day planner by right-click on the

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.

Effective date range 01/02/2009 31/12/2009

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code: 1e, 11, 12, 13

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

Effective date range 01/02/2009 31/12/2009

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code: 1e, 11, 12, 13

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

STEP 7

Group Duty Roster

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 Roster 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.

Effective date range 01/01/2009

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code: 1e, 11, 12, 13

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

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

STEP 8

Group Duty Roster

Select group yearly duty planner according to the year planning and optional open-schedule codes. Different You may change each day planner by right-click on the

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.

Effective date range 01/02/2009 31/12/2009

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code: 1e, 11, 12, 13

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

Effective date range 01/02/2009 31/12/2009

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code: 1e, 11, 12, 13

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		Weekly	Edit
1	Office	Weekly	Edit
2	R&D	Flexi	Edit
3	Morning Shift	Daily	Edit
4	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 settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

Clocking

Settings

Schedule3

DescriptionMorning Shift

	In	Break	Resume	Out	OT	Done
<b>Clocking Time:-</b> Actual clocking time Leave it blank if not used	08:00	12:00	13:00	18:00	:	:
<b>Clocking Range:-</b> Clocking before this time Leave it blank for default range	:	:	:	:	:	:
<b>Latest Clocking:-</b> Replace with most recent clocking within the clocking range	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you want to use OT/Done as scheduled work instead of overtime ?	<input type="checkbox"/> Yes					
Please specify the time interval if you want to have rates differential for overtime	:-					
If this is a rotational shift, specify the qualify minutes before the 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 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		Weekly				Edit
1	Office	Weekly				Edit
2	R&D	Weekly				Edit
3	Factory	Shift	3			Edit
4	Factory 2	Shift	1			Edit

Add Group

Delete Group

Close



In Group Duty Roster, click “Add Group” to continue.

### STEP 3

Group Duty Roster

List of group code to be used by users. A group duty roster can be either on weekly roster, 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 click in for work.

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After
0		Weekly			Exit
1	Office				Exit
2	R&D				Exit
6	Factory				Exit
7	Factory 2				Exit

**Add Group**

To add new group duty roster, select an available group code which can be same code to the clocking schedule for weekly roster schedule, or daily shift roster with specific clocking schedules.

Group: 0  
Description: Factory  
Roster: Shift

Okay Cancel

Add Group Delete Group Close

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 Duty Roster

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 Rostday" is applicable for users of same weekly duty roster but have different rostday in the week.  
You may change each day planner by right-click on it.

2009 01/01/2009 Group: 8 Description: Factory 3 Shifts/Day: 1 Overtime Only After: /

Normal 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																															
Feb																															
Mar																															
Apr																															
May																															
Jun																															
Jul																															
Aug																															
Sep																															
Oct																															
Nov																															
Dec																															

**Auto Schedule Assistant**

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

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

Effective date range: 04/01/2009 31/12/2009

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code: i.e. 11,12,13

3,4,6

Okay Cancel

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

Group Duty Roster

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 Rostday" is applicable for users of same weekly duty roster but have different rostday 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 01/01/2009 Group: 8 Description: Factory 3 Shifts/Day: 1 Overtime Only After: /

Normal 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																															
Feb																															
Mar																															
Apr																															
May																															
Jun																															
Jul																															
Aug																															
Sep																															
Oct																															
Nov																															
Dec																															

Holiday List  
Auto Schedules  
Different Rostday  
Import Roster  
Erase Roster

Save

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 6

**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		Weekly				Edit
1	Office	Weekly				Edit
2	Field	Weekly				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

Click  to open the User Record page.

## STEP 2

**UA User ID [ 1 ]**

No.	User ID	Name	Emp. No.	Department	Section	Group	Rate/Hr	Suspend
1	1	Elise Johnson	AD1952	Administration	Local	9	0	
2	2	Tony Stone	EH05584	Engineering	Oversea	6		
3	3	Felicia Dickson	IT7568	Information Technology	Oversea	6		
4	4	Robert Inatt	PG5923	Production	Team A	2		
5	5	Sheema Jazz	Q1895	QA & QC	Team B	7		

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

## STEP 3

**UA User ID [ 5 ]**

No.	User ID	Name	Emp. No.	Department	Section	Group	Rate/Hr	Suspend
1	1	Elise Johnson	AD1952	Administration	Local	1		
2	2	Tony Stone	EH05584	Engineering	Oversea	6		
3	3	Felicia Dickson	IT7568	Information Technology	Oversea	6		
4	4	Robert Inatt	PG5923	Production	Team A	6		
5	5	Sheema Jazz	Q1895	QA & QC	Team B	7		

Click "Apply" to save settings.




## STEP 4

No.	User ID	Name	Emp No.	Department	Section	Group	Rate/hr	Suspend
1	Elise Johnson		AD1552	Administration	Local	1		<input type="checkbox"/>
2	Tony Stone		BNG5524	Engineering	Overseas	6		<input type="checkbox"/>
3	Felicia Dickson		IT7550	Information Technology	Overseas	1		<input type="checkbox"/>
4	Olbert Klatt		PS5523	Production	Team A	6		<input type="checkbox"/>
5	Sheena Jazz		Q11955	QA & QC	Team B	7		<input type="checkbox"/>

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  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	Weekday	User ID	Name	Day Type	Sched	In	Out
26/02/2009	Thursday	1	Elise Johnson	WORKDAY	0		
27/02/2009	Friday	2	Tony Stone	WORKDAY	0		
28/02/2009	Saturday	3	Felicia Dickson	WORKDAY	0		

## STEP 7

User ID	Name	Day Type	Sched
1	Elise Johnson	WORKDAY	0
2	Tony Stone	WORKDAY	0
3	Felicia Dickson	WORKDAY	0
4	Olbert Klatt	WORKDAY	0
5	Sheena Jazz	WORKDAY	0

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.

STEP 8 Click  to open Attendance Sheet to see the details.




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.

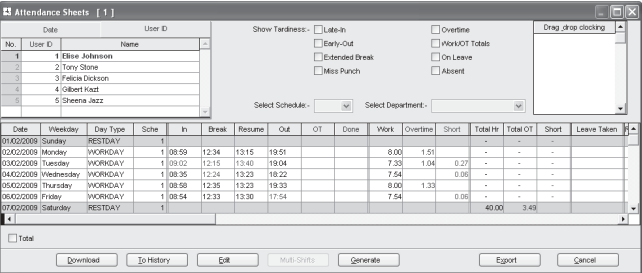
VIEWING DATA

Click  to open attendance sheet.

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

COLUMN	DESCRIPTION
User ID	Refers to ID of each user. The length of user ID varying from 1 ~ 9 digits, as enrolled in terminal.
Name	The full name of each user.
Day Type	Day type of the particular day.
Schedule	Schedule to apply to a user for the particular day.
In	Refers to the time an user starts working.
Break	Refers to break such as lunch, tea-time etc.
Resume	Refers to the time a user returns from a break.
Out	Refers to the time an user finished working.
OT	Refers to the time overtime starts.
Done	Refers to the time work finishes.
Work	Total work time for a day.
Overtime	Total overtime claimed by a user in a day.
Short	Total short time of a user in a day.
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.




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.

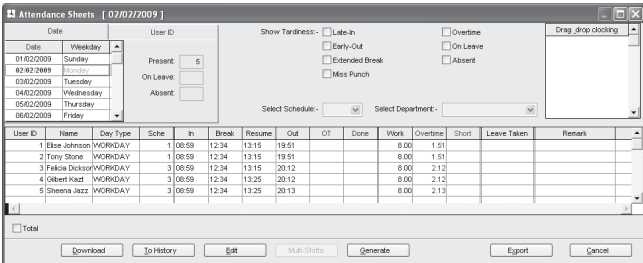
You can choose to view Attendance Sheet in various formats such as:

- By Date
- By User ID
- By Tardiness
- By schedule of department



## BY DATE

Click  to open attendance sheet.

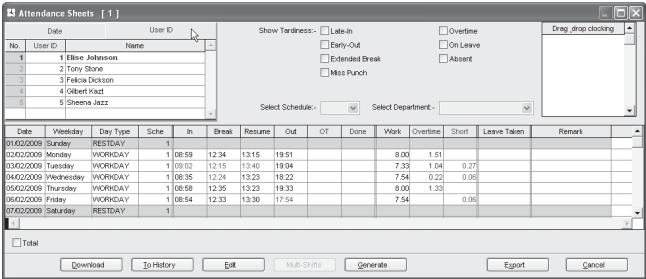


The screenshot shows the 'Attendance Sheets' window for the date 02/02/2009. The 'Date' tab is selected, displaying a calendar view on the left and a table of attendance data on the right. The table has columns for Date, Weekday, Day Type, Schedule, In, Break, Resume, Out, OT, Done, Work, Overtime, Short, Leave Taken, and Remark. The data is organized by date, showing attendance for 02/02/2009 (Sunday, RESTDAY) and 02/03/2009 (Monday, WORKDAY).

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

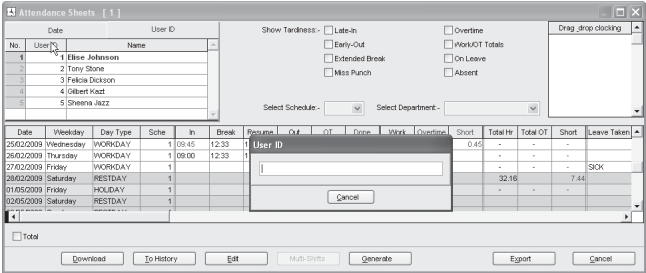
To change the display to a user ID format, click the "User" ID button.



The screenshot shows the 'Attendance Sheets' window with the 'User ID' tab selected. The 'User ID' button is highlighted. The table displays attendance data organized by user ID, with columns for No., User ID, Name, Date, Weekday, Day Type, Schedule, In, Break, Resume, Out, OT, Done, Work, Overtime, Short, Leave Taken, and Remark. The data is organized by user ID, showing attendance for 02/02/2009 (Sunday, RESTDAY) and 02/03/2009 (Monday, WORKDAY).

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.



The screenshot shows the 'Attendance Sheets' window with the 'User ID' tab selected. A 'User ID' input box is visible, allowing the user to enter a specific user ID to filter the data. The table displays attendance data organized by user ID, with columns for No., User ID, Name, Date, Weekday, Day Type, Schedule, In, Break, Resume, Out, OT, Done, Work, Overtime, Short, Leave Taken, and Remark. The data is organized by user ID, showing attendance for 02/02/2009 (Sunday, RESTDAY) and 02/03/2009 (Monday, WORKDAY).

[1] 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

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 Dickson	WORKDAY		3 08:59	12:34	13:15	20:12		6:00	2:12				
4	Gilbert Knatt	WORKDAY		3 08:59	12:34	13:25	20:12		6:00	2:12				
5	Sheena Jazz	WORKDAY		3 08:59	12:34	13:25	20:13		8:00	2:13				

“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

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 Dickson	WORKDAY		3 08:59	12:34	13:15	20:12		6:00	2:12				
4	Gilbert Knatt	WORKDAY		3 08:59	12:34	13:25	20:12		6:00	2:12				
5	Sheena Jazz	WORKDAY		3 08:59	12:34	13:25	20:13		8:00	2:13				

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

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	17:54		7:54		0:06			
2	Tony Stone	WORKDAY		1 08:58	12:33	13:30	18:16		8:00	0:16				
3	Felicia Dickson	WORKDAY		3 08:52	12:19	13:30	18:16		7:46	0:16	0:11			
4	Gilbert Knatt	WORKDAY		3 08:47	12:54	13:30	18:58		6:00	0:58				
5	Sheena Jazz	WORKDAY		3 09:12	12:35	13:30	18:58		7:48	0:58	0:12			



Click "Edit" to start.

STEP 2

Attendance Sheets [ 06/02/2009 ]

Date: 06/02/2009, Weekday: Friday

User ID: 1, Present: 5, On Leave: 0, Absent: 0

Show Tardiness: ☐ Late-In, ☐ Early-Out, ☐ Extended Break, ☐ Miss Punch

Select Schedule: [v], Select Department: [v]

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	17:54		7:54	0.00				
2	Tony Stone	WORKDAY	1	08:58	12:33	13:30	18:16		8:00	0.16				
3	Felicia Dickson	WORKDAY	3	08:32	12:19	13:30	18:16		7:48	0.16	0.11			
4	Gilbert Radd	WORKDAY	3	08:47	12:54	13:30	18:58		6:00	0.58				
5	Sheena Jazz	WORKDAY	3	09:12	12:35	13:30	18:58		7:48	0.58	0.12			

Double click on the respective slot for manual clocking

☐ Total

Download, To History, Undo, Multi-Shifts, Leave Taken, Apply, Cancel

Point to the time slot and delete the data.

STEP 3

Attendance Sheets [ 06/02/2009 ]

Date: 06/02/2009, Weekday: Friday

User ID: 1, Present: 5, On Leave: 0, Absent: 0

Show Tardiness: ☐ Late-In, ☐ Early-Out, ☐ Extended Break, ☐ Miss Punch

Select Schedule: [v], Select Department: [v]

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	08:58	12:33	13:30	18:16		8:00	0.16				
3	Felicia Dickson	WORKDAY	3	08:32	12:19	13:30	18:16		7:48	0.16	0.11			
4	Gilbert Radd	WORKDAY	3	08:47	12:54	13:30	18:58		6:00	0.58				
5	Sheena Jazz	WORKDAY	3	09:12	12:35	13:30	18:58		7:48	0.58	0.12			

Double click on the respective slot for manual clocking

☐ Total

Download, To History, Undo, Multi-Shifts, Leave Taken, Apply, Cancel

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

Attendance Sheets [ 06/02/2009 ]

Date: 06/02/2009, Weekday: Friday

User ID: 1, Present: 5, On Leave: 0, Absent: 0

Show Tardiness: ☐ Late-In, ☐ Early-Out, ☐ Extended Break, ☐ Miss Punch

Select Schedule: [v], Select Department: [v]

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	08:58	12:33	13:30	18:16		8:00	0.16				
3	Felicia Dickson	WORKDAY	3	08:32	12:19	13:30	18:16		7:48	0.16	0.11			
4	Gilbert Radd	WORKDAY	3	08:47	12:54	13:30	18:58		6:00	0.58				
5	Sheena Jazz	WORKDAY	3	09:12	12:35	13:30	18:58		7:48	0.58	0.12			

Double click on the respective slot for manual clocking

☐ Total

Download, To History, Edit, Multi-Shifts, Generate, Export, Cancel

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.

Attendance Sheets [ 06/02/2009 ]

Date: 06/02/2009, Weekday: Friday

User ID: 1, Present: 5, On Leave: 0, Absent: 0

Show Tardiness: ☐ Late-In, ☐ Early-Out, ☐ Extended Break, ☐ Miss Punch

Select Schedule: [v], Select Department: [v]

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	08:58	12:33	13:30	18:16		8:00	0.16				
3	Felicia Dickson	WORKDAY	3	08:32	12:19	13:30	18:16		7:48	0.16	0.11			
4	Gilbert Radd	WORKDAY	3	08:47	12:54	13:30	18:58		6:00	0.58				
5	Sheena Jazz	WORKDAY	3	09:12	12:35	13:30	18:58		7:48	0.58	0.12			

Double click on the respective slot for manual clocking

☐ Total

Download, To History, Undo, Multi-Shifts, Leave Taken, Apply, Cancel

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

Attendance Sheets [ 27/02/2009 ]

Date: 27/02/2009 (Friday)  
User ID: 1  
Present: 4  
On Leave: 0  
Absent: 1

Select Schedule: [ ] Select Department: [ ]

User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	Elise Johnson	WORKDAY	1	12:18	12:34	13:18	20:33			8.00	2.33			
2	Tony Stone	WORKDAY	4	11:01	20:44	21:29	02:46			4.59	2.46	0.01		
3	Felicia Dickson	WORKDAY	4	17:49	20:37	21:24	03:09			5.00	3.08			
4	Robert Kast	WORKDAY	4	17:49	20:34	21:28	03:08			4.54	3.08	0.06		
5	Sheena Jazz	WORKDAY	4	17:49	20:34	21:28	03:08			4.54	3.08	0.06		

Total

Download To History Edit Multi-Shifts Generate Export Cancel

Click "Edit".

### STEP 2

Attendance Sheets [ 27/02/2009 ]

Date: 27/02/2009 (Friday)  
User ID: 1  
Present: 4  
On Leave: 0  
Absent: 1

Select Schedule: [ ] Select Department: [ ]

User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	Elise Johnson	WORKDAY	1	12:18	12:34	13:18	20:33			8.00	2.33			
2	Tony Stone	WORKDAY	4	11:01	20:44	21:29	02:46			4.59	2.46	0.01		
3	Felicia Dickson	WORKDAY	4	17:49	20:37	21:24	03:09			5.00	3.08			
4	Robert Kast	WORKDAY	4	17:49	20:34	21:28	03:08			4.54	3.08	0.06		
5	Sheena Jazz	WORKDAY	4	17:49	20:34	21:28	03:08			4.54	3.08	0.06		


Total

Download To History Undo Multi-Shifts Leave Taken Apply Cancel

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,

**STEP 1** Click  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	To
1	Elise Johnson	SICK	27/02/2009	27/02/2009

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

Purge Close

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

The screenshot shows the 'Attendance Sheets' window for the date 16/02/2009. The window has a sidebar with a calendar and a main area with a table of attendance data. The 'Edit' button is highlighted with a mouse cursor.

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			7.56	0.15	0.02		
2	Tony Stone	WORKDAY	1	08:56	12:34	13:26	18:28			8.00	0.28			
3	Felicia Dickson	WORKDAY	3	09:15	12:43	13:28	18:03			7.45	1.03	0.15		
4	Olbert Kost	WORKDAY	4	17:53	20:47	21:27	01:29			5.00	1.29			
5	Sheena Jazz	WORKDAY	4	18:02	20:34	21:30	01:02			4.58	1.02	0.02		

Click "Edit" to start.

### STEP 2

The screenshot shows the 'Attendance Sheets' window with the 'Remark' column being edited. The 'Going to meet supplier' option is selected in the dropdown menu.

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			7.56	0.15	0.02		
2	Tony Stone	WORKDAY	1	08:56	12:34	13:26	18:28			8.00	0.28			
3	Felicia Dickson	WORKDAY	3	09:15	12:43	13:28	18:03			7.45	1.03	0.15		
4	Olbert Kost	WORKDAY	4	17:53	20:47	21:27	01:29			5.00	1.29			
5	Sheena Jazz	WORKDAY	4	18:02	20:34	21:30	01:02			4.58	1.02	0.02		

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:

The screenshot shows the 'Clocking Schedule' window. The 'Fixed clocking schedule' is selected. The settings are as follows:

- Allow a grace period in minutes for late-in: 30
- Allow a grace period in minutes for early-out: 30
- Minimum minutes must worked to qualify for overtime: 24.00
- Maximum no. of hours allowed to claim for overtime: 24.00
- Work hours is either round-up or round-down (-ve) in minutes of: 30
- Overtime hours is either round-up or round-down (-ve) in minutes of: 30
- Lunch/Dinner time duration for flexi-lunch/flexi-dinner range in minutes: 30
- Do you want to exclude the lunch/dinner hour from working hour? Yes
- Do you want to provide overtime 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

Attendance Sheets [ 11/02/2009 ]

Date: 11/02/2009

User ID: Present: 5, On Leave: , Absent:

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

Select Schedule: , Select Department:

User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	Elise Johnson	WORKDAY	1	08:34	12:38	13:25	18:27			8.00	0.27			
2	Tony Stone	WORKDAY	1	08:43	12:38	13:25	18:18			8.00	0.18			
3	Felicia Dickson	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			4.56	1.19	0.04		

Download To History Edit Multi-Shifts Generate Export Cancel

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 from terminal data audit list. You may overwrite default schedule code (\*) from the pre-defined group duty roster with the new schedule code.

You may select the range of records by:

User ID: ☒ All, ☐ None, ☐ Some

Date: 01/02/2009, 26/02/2009, Multi-Shifts

Change to new schedule code: , , , , ,

Convert from data audit list? ☒

Generate Cancel

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

STEP 3

Confirm Generate Records

You are about to delete away the selected existing attendance records, if any, before the new records are generated.

Are you sure you want to continue ?

Okay Cancel

Click “Okay” to accept the message.

STEP 4

Attendance Sheets [ 11/02/2009 ]

Date: 11/02/2009

User ID: Present: 5, On Leave: , Absent:

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

Select Schedule: , Select Department:

User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	Elise Johnson	WORKDAY	1	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 Dickson	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			4.56	1.19	0.04		

Download To History Edit Multi-Shifts Generate Export Cancel

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, HR software or other software.

## EXPORT DETAILS

### STEP 1

The screenshot shows the 'Attendance Sheets' window for the date 02/02/2009. It includes a calendar, a table of attendance data, and various settings. The 'Export' button is highlighted at the bottom right.

User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	Elise Johnson	WORLDAY	1	08:59	12:34	13:15	19:51			9:00	1:51			
2	Tony Stone	WORLDAY	1	08:59	12:34	13:15	19:51			9:00	1:51			
3	Felicia Dickson	WORLDAY	3	08:59	12:34	13:15	20:12			9:00	2:12			
4	Gilbert Kazi	WORLDAY	3	08:59	12:34	13:25	20:12			9:00	2:12			
5	Sheena Jazz	WORLDAY	3	08:59	12:34	13:25	20:13			9:00	2:13			

In Attendance Sheet, click “Export” to start.

## STEP 2

The screenshot shows the 'Export Attendance Records' dialog box. It prompts the user to select badge cards and an attendance date range. The 'User ID' section is expanded, showing a list of users: Elise Johnson, Tony Stone, Felicia Dickson, Gilbert Kazi, and Sheena Jazz. The 'Date' range is set from 01/02/2009 to 28/02/2009. The 'Export Detail' button is highlighted.

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

- [1] 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	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
									11	Leave Type	15
									12	Leave in days	5
										Leave in hours	5
										Remark	30

Apply Undo

Specify the output target file name:

EXCEL ASCII COBC

☐ Delimited with double quotation mark and separated with comma

☐ Suppress hundredth decimal point

☐ Append data to existing output file

< Back Export Detail Cancel

Click "Apply" to save settings.

## STEP 4

**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		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
									11	Leave Type	15
									12	Leave in days	5
										Leave in hours	5
										Remark	30

Edit

Specify the output target file name:

EXCEL ASCII COBC

☐ Delimited with double quotation mark and separated with comma

☐ Suppress hundredth decimal point

☐ Append data to existing output file

< Back Export Detail Cancel

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		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
									11	Leave Type	15
									12	Leave in days	5
										Leave in hours	5
										Remark	30

Edit

Specify the output target file name:

EXCEL ASCII COBC C:\PROGRAM FILES\FINGERTEC\WORLDWIDE\TMS\Z\ATTEND

☐ Delimited with double quotation mark and separated with comma

☐ Suppress hundredth decimal point

☐ Append data to existing output file

< Back Export Detail Cancel

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 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		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
									11	Leave Type	15
									12	Leave in days	5
										Leave in hours	5
										Remark	30

Edit

Specify the output target file name:

EXCEL ASCII COBC C:\PROGRAM FILES\FINGERTEC\WORLDWIDE\TMS\Z\ATTEND

☐ Delimited with double quotation mark and separated with comma

☐ Suppress hundredth decimal point

☐ Append data to existing output file

< Back Export Detail Cancel

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



# EXPORT SUMMARY

## STEP 1

The screenshot shows the 'Attendance Sheets' application window for the date 02/02/2009. It includes a calendar, a list of users, and a table of attendance data. The 'Export' button is highlighted.

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	3	08:59	12:34	13:15	20:12			8.00	2.12			
4	Gilbert Kozt	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			

In Attendance Sheet, click “Export” to start.

## STEP 2

The screenshot shows the 'Export Attendance Records' dialog box. It prompts the user to select the badge cards and attendance date range. The 'Department' dropdown is set to 'All', and the 'Date' range is from 01/02/2009 to 28/02/2009. The 'Export Summary' button is highlighted.

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

You may select the range of records by:

Department:

User ID: ☐ All ☐ None ☐ Some

Date:  to

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

The screenshot shows the 'Export Attendance Records' dialog box. It prompts the user to specify the output target file name. The 'EXCEL' format is selected, and the 'Apply' button is highlighted.

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

Position	Description	Size	Day Type	Day	Work	Overtime	Diff OT	Short	Size	Leave Taken	Day	Occurrence	Size
1	User ID	9	WORKDAY	6	7	8		9	8	ABSENT			8
2	Name	40	HOLIDAY						8	ANNUAL			8
3	Emp No.	14	RESTDAY						8	SICK			8
4	Department	30	OFFDAY						8	HOSPITAL			8
5	Section	30							8	MATERNITY			8
6	Group	3							8	PATERNITY			8
7	Social Security No.	20							8	EMERGENCY			8
8	ID No.	20							8				8

Specify the output target file name:

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

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

Position	Description	Size	Day Type	Day	Work	Overtime	Off/OT	Short	Size	Leave Taken	<input type="radio"/> Day	<input type="radio"/> 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		8	PATERNITY			8
	Social Security No.	20					Total Hr		8	EMERGENCY			8
	ID No.	20					Total OT		8				
							Total Short		8				

Specify the output target file name:

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

68

## 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

Attendance Sheets | 02/02/2009

Date: 01/02/2009 Sunday 02/02/2009 Monday 03/02/2009 Tuesday 04/02/2009 Wednesday 05/02/2009 Thursday 06/02/2009 Friday

User ID:  Present:  5  On Leave:  Absent:

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

Select Schedule:  Select Department:

User ID	Name	Day Type	Sched	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	Blake Johnson	WORLDAY	3	08:59	12:34	13:15	19:51			8.00	1.51			
2	Tony Stone	WORLDAY	3	08:59	12:34	13:15	19:51			8.00	1.51			
3	Felicia Dekker	WORLDAY	3	08:59	12:34	13:15	19:51			8.00	2.12			
4	Gilbert Katt	WORLDAY	3	08:59	12:34	13:25	20:12			8.00	2.12			
5	Shanna Jazz	WORLDAY	3	08:59	12:34	13:25	20:13			8.00	2.13			

☐ 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.



**Transfer to History**

Please specify the date which you want the old attendance records to be transferred to history attendance sheet.  
This will result in better system performance with fewer attendance records in attendance sheet.

You may select the range of records by:

User ID

☒ All  
☐ None  
☐ Some

1 Elise Johnson  
2 Tony Stone  
3 Felicia Dickson  
4 Gilbert Kazz  
5 Sheena Jazz

Date 01/01/2009 31/03/2009

**To History** **Cancel**

### STEP 3

**Attendance Sheets [ 01/05/2009 ]**

Date: 01/05/2009 Friday

User ID: Present, On Leave, Absent

Show Tardiness: Late-In, Early-Out, Extended Break, Miss Punch

Select Schedule: Select Department:


User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	Elise Johnson	HOLIDAY	1											
2	Tony Stone	HOLIDAY	1											
3	Felicia Dickson	HOLIDAY	-											
4	Gilbert Kazz	HOLIDAY	-											
5	Sheena Jazz	HOLIDAY	-											

**Total**

**Download To History Edit Multi-Shifts Generate Export Cancel**

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.

Click  to open the History folder.

**History Attendance [ 02/02/2009 ]**

Date: 01/02/2009 Sunday

User ID: Present, On Leave, Absent

Show Tardiness: Late-In, Early-Out, Extended Break, Miss Punch

Select Schedule: Select Department:

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 Dickson	WORKDAY	3	08:59	12:34	13:15	20:12			8.00	2.12			
4	Gilbert Kazz	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			

**Total**

**Export Edit Multi-Shifts Generate Export Cancel**

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 ~ 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 ~ 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 ~ 00:00	08:00 ~ 18:00	08:00 ~ 18:00	08:00 ~ 18:00	08:00 ~ 18:00	08:00 ~ 18:00	23:59 ~ 00:00

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 ~ 00:00	09:00 ~ 12:00	09:00 ~ 12:00	09:00 ~ 12:00	09:00 ~ 12:00	09:00 ~ 12:00	23:59 ~ 00:00
4	23:59 ~ 00:00	13:30 ~ 16:30	13:30 ~ 16:30	13:30 ~ 16:30	13:30 ~ 16:30	13:30 ~ 16:30	23:59 ~ 00:00
5	23:59 ~ 00:00	17:00 ~ 18:00	17:00 ~ 18:00	17:00 ~ 18:00	17:00 ~ 18:00	17:00 ~ 18:00	23:59 ~ 00:00

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:*

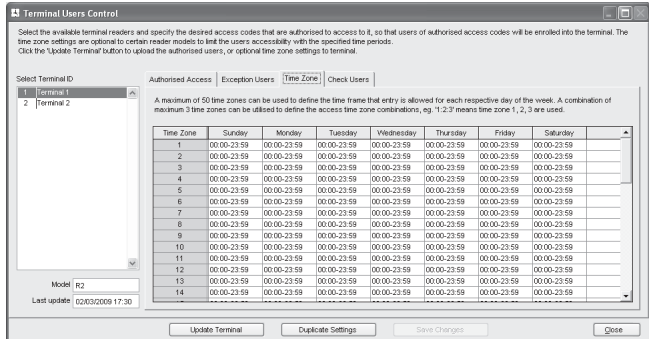
Access Code	Name	Group Time Zone	Time Zone
0	Access from 8am to 8pm	1	2
1	Only access during office hour	2	3: 4: 5
2	Access in the morning only	3	6
3	Access only after working hour	4	7
4	Access only after 8pm	5	8
5	Part time workers	Free group	11 : 12 : 13
6	Contractors	Free group	18: 20

**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

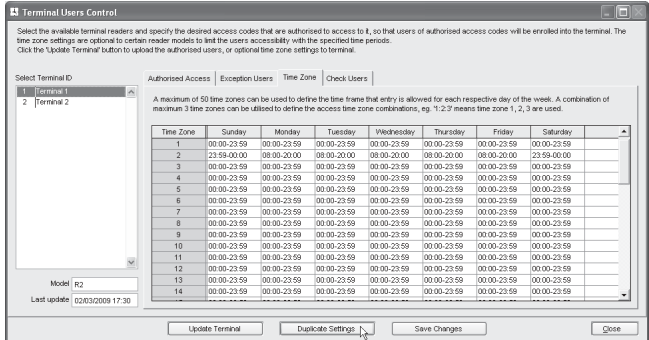
**STEP 1** Click  to open Terminal User Control.

**STEP 2**



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

**STEP 3**



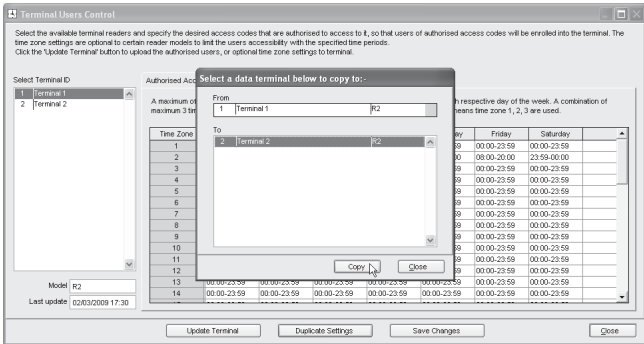


Example:

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.

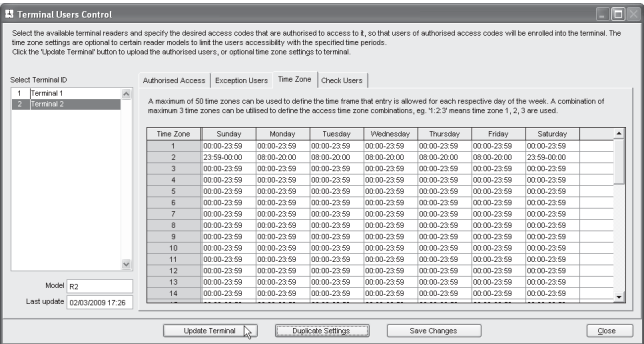


If you would like to duplicate the same settings to other terminals, click "Duplicate Settings".

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

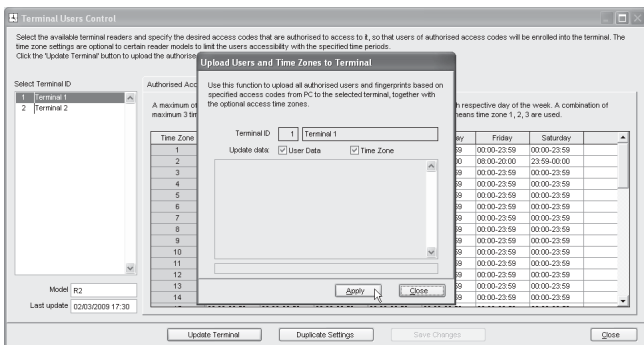
Click "Copy" to apply. Ignore this step if you do not wish to duplicate settings to another terminals.

## STEP 4



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.



## STEP 6

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

**Upload Users and Time Zones to Terminal**

Use this function to upload all authorised users and fingerprints based on specified access codes from PC to the selected terminal, together with the optional access time zones.

Select Terminal ID: 1 Terminal 1

Authorised Access: [X] User Data [X] Time Zone

Time Zone: 1

Model: R2

Last update: 02/03/2009 17:30

Update Terminal Duplicate Settings Save Changes Close

Click "Close" to end process.

## STEP 7

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

**Terminal Users Control**

Select Terminal ID: 1 Terminal 1

Authorised Access: [X] Exception Users [X] Time Zone [X] Check Users

Time Zone: 1

Model: R2

Last update: 10/03/2009 09:57

Update Terminal Duplicate Settings Save Changes Close

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

## THE SETTINGS OF ACCESS CODE AND GROUP TIME ZONE

## STEP 1

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

**Terminal Users Control**

Select Terminal ID: 1 Terminal 1

Authorised Access: [X] Exception Users [X] Time Zone [X] Check Users

Time Zone: 1

Model: R2

Last update: 10/03/2009 09:58

Update Terminal Duplicate Settings Save Changes Close

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.



STEP 2

**Terminal Users Control**

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

Select Terminal ID  
1 Terminal 1  
2 Terminal 2

Authorised Access | Exception Users | Time Zone | Check Users

Specify the user access codes that are allowed for this terminal by ticking the checkbox next to each access code. Users of each access code can either follow one of the five time zone groups (1-5) for valid time access, or with its given different overwriting time zone. Please refer to 'Time Zone' page for time zone setting.

Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type
0		<input type="checkbox"/>	1	<input type="checkbox"/>	FP&PW/RF
1		<input type="checkbox"/>	2	<input type="checkbox"/>	FP&PW/RF
2		<input type="checkbox"/>	3	<input type="checkbox"/>	FP&PW/RF
3		<input type="checkbox"/>	4	<input type="checkbox"/>	FP&PW/RF
4		<input type="checkbox"/>	5	<input type="checkbox"/>	FP&PW/RF
5		<input type="checkbox"/>	1	<input type="checkbox"/>	FP&PW/RF
6		<input type="checkbox"/>	2	<input type="checkbox"/>	FP&PW/RF
7		<input type="checkbox"/>	3	<input type="checkbox"/>	FP&PW/RF
8		<input type="checkbox"/>	4	<input type="checkbox"/>	FP&PW/RF
9		<input type="checkbox"/>	5	<input type="checkbox"/>	FP&PW/RF

TZ Group: 1 2 3 4 5

Time Zone: 1 2 3 4 5

Model: R2  
Last update: 10/03/2009 09:58

Update Terminal Duplicate Settings Save Changes Close

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

**Terminal Users Control**

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

Select Terminal ID  
1 Terminal 1  
2 Terminal 2

Authorised Access | Exception Users | Time Zone | Check Users

Specify the user access codes that are allowed for this terminal by ticking the checkbox next to each access code. Users of each access code can either follow one of the five time zone groups (1-5) for valid time access, or with its given different overwriting time zone. Please refer to 'Time Zone' page for time zone setting.

**Upload Users and Time Zones to Terminal**

Use this function to upload all authorised users and fingerprints based on specified access codes from PC to the selected terminal, together with the optional access time zones.

Terminal ID: 1 Terminal 1  
Update data: ☒ User Data ☒ Time Zone

Connect device 1 (192.168.1.222) - OK  
Synchronising users - OK  
Uploading users - OK  
Uploading time zones - OK  
Device disconnected

Apply Close

Model: R2  
Last update: 10/03/2009 09:58

Update Terminal Duplicate Settings Save Changes Close

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

STEP 4

**Terminal Users Control**

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

Select Terminal ID  
1 Terminal 1  
2 Terminal 2

Authorised Access | Exception Users | Time Zone | Check Users

Specify the user access codes that are allowed for this terminal by ticking the checkbox next to each access code. Users of each access code can either follow one of the five time zone groups (1-5) for valid time access, or with its given different overwriting time zone. Please refer to 'Time Zone' page for time zone setting.

**Upload Users and Time Zones to Terminal**

Use this function to upload all authorised users and fingerprints based on specified access codes from PC to the selected terminal, together with the optional access time zones.

Terminal ID: 1 Terminal 1  
Update data: ☒ User Data ☒ Time Zone

Connect device 1 (192.168.1.222) - OK  
Synchronising users - OK  
Uploading users - OK  
Uploading time zones - OK  
Device disconnected

Apply Close

Model: R2  
Last update: 10/03/2009 09:58

Update Terminal Duplicate Settings Save Changes Close

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

**Terminal Users Control**

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

Select Terminal ID  
1 Terminal 1  
2 Terminal 2

Authorised Access | Exception Users | Time Zone | Check Users

Specify the user access codes that are allowed for this terminal by ticking the checkbox next to each access code. Users of each access code can either follow one of the five time zone groups (1-5) for valid time access, or with its given different overwriting time zone. Please refer to 'Time Zone' page for time zone setting.

Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type
0		<input type="checkbox"/>	1	<input type="checkbox"/>	FP&PW/RF
1	Free Access	<input type="checkbox"/>	2	<input type="checkbox"/>	FP&PW/RF
2	Access during office hours	<input type="checkbox"/>	3	<input type="checkbox"/>	FP&PW/RF
3	Fingerprint and Password Verification	<input type="checkbox"/>	4	<input type="checkbox"/>	FP&PW/RF
4	After working hours	<input type="checkbox"/>	5	<input type="checkbox"/>	FP&PW/RF
5	Manager	<input checked="" type="checkbox"/>	1	11-17:10	FP&PW/RF
6		<input type="checkbox"/>	2	<input type="checkbox"/>	FP&PW/RF
7		<input type="checkbox"/>	3	<input type="checkbox"/>	FP&PW/RF
8		<input type="checkbox"/>	4	<input type="checkbox"/>	FP&PW/RF
9		<input type="checkbox"/>	5	<input type="checkbox"/>	FP&PW/RF

TZ Group: 1 2 3 4 5

Time Zone: 1 2 3 4 5

Model: R2  
Last update: 10/03/2009 10:50

Update Terminal Duplicate Settings Save Changes Close



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.

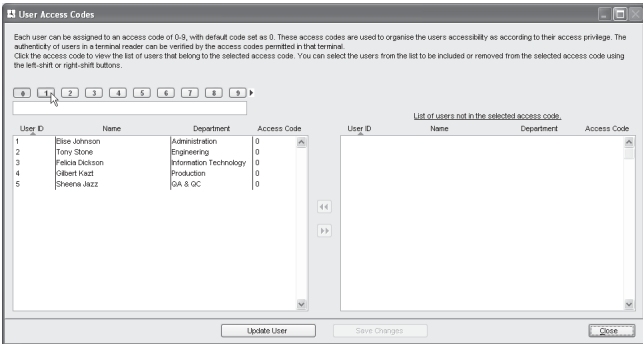
Continue the above steps to update the settings to the terminal.

## 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 1** Click  and open the User Access Code.

### STEP 2

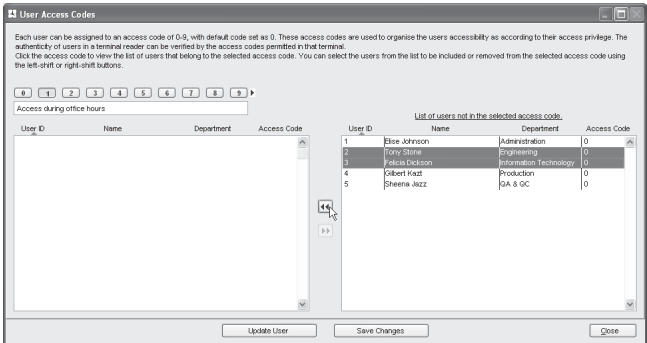


Click the number button on the left top to select an Access Code, for example 1.

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.

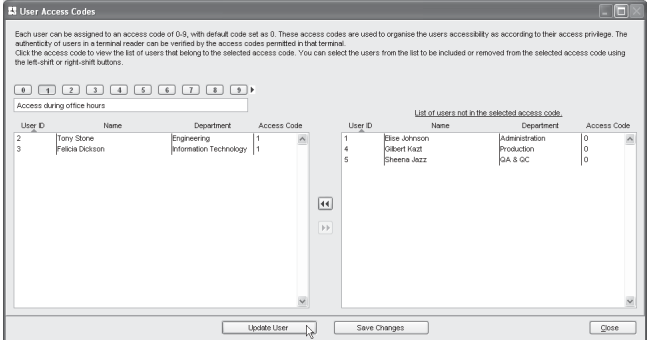
### STEP 3

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.

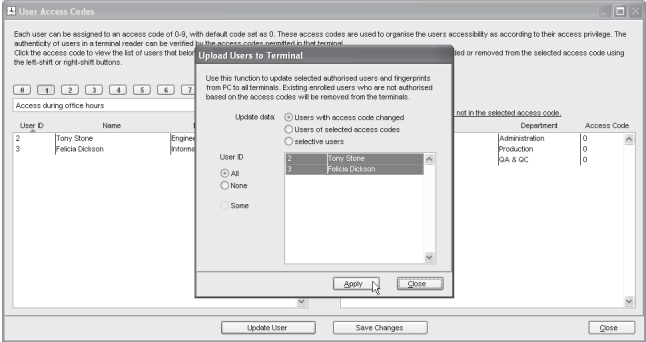
### STEP 4



Click “Update User” to update settings to the terminal.

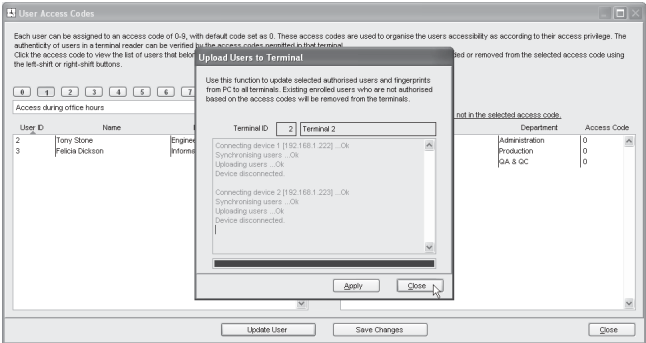


## STEP 5



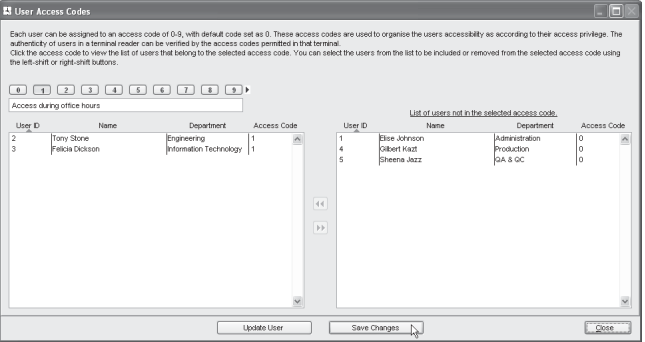
A new window will pop up and you can define information to be updated to the terminal. It is recommended to select "Users with access code changed". Click "Apply" to start updating the terminal.

## 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.



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

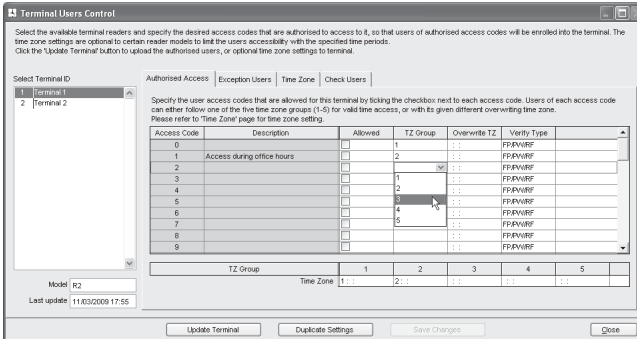
Group	Types of Verification method
1	FP / PW / RF
2	FP
3	PIN
4	PW
5	RF
6	FP / PW
7	FP / RF
8	PW / RF
9	PIN & FP
10	FP & PW
11	FP & RF
12	PW & RF
13	FP & PW & RF
14	PIN & FP & PW
15	FP & RF / PIN

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

## THE SETTINGS OF DIFFERENT VERIFICATION METHOD

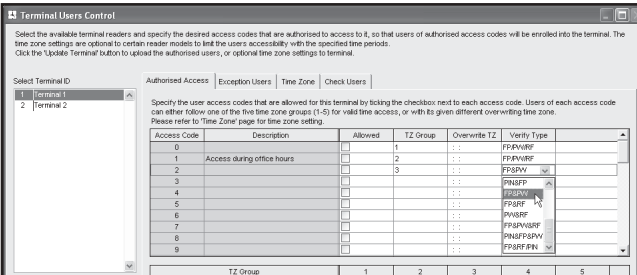
**STEP 1** Click  to open Terminal User Control.

### STEP 2



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



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



## STEP 4

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

Select Terminal ID  
1 Terminal 1  
2 Terminal 2

Specify the user access codes that are allowed for this terminal by ticking the checkbox next to each access code. Users of each access code can either follow one of the five time zone groups (1-5) for valid time access, or with its given different overwriting time zone. Please refer to 'Time Zone' page for time zone setting.

Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type
0		<input type="checkbox"/>	1	1	PPAVWRF
1	Access during office hours	<input type="checkbox"/>	2	2	PPAVWRF
2		<input type="checkbox"/>	3	3	PPAVWRF
3		<input type="checkbox"/>	4	4	PPAVWRF
4		<input type="checkbox"/>	5	5	PPAVWRF
5		<input type="checkbox"/>	6	6	PPAVWRF
6		<input type="checkbox"/>	7	7	PPAVWRF
7		<input type="checkbox"/>	8	8	PPAVWRF
8		<input type="checkbox"/>	9	9	PPAVWRF
9		<input type="checkbox"/>	10	10	PPAVWRF

TZ Group: 1 2 3 4 5

Time Zone: 1 2 3 4 5

Model R2  
Last update 12/03/2009 10:06

Update Terminal Duplicate Settings Save Changes Close

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

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

Select Terminal ID  
1 Terminal 1  
2 Terminal 2

Specify the user access codes that are allowed for this terminal by ticking the checkbox next to each access code. Users of each access code can either follow one of the five time zone groups (1-5) for valid time access, or with its given different overwriting time zone. Please refer to 'Time Zone' page for time zone setting.

Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type
0		<input type="checkbox"/>	1	1	PPAVWRF
1	Access during office hours	<input type="checkbox"/>	2	2	PPAVWRF
2		<input type="checkbox"/>	3	3	PPAVWRF
3		<input type="checkbox"/>	4	4	PPAVWRF
4		<input type="checkbox"/>	5	5	PPAVWRF
5		<input type="checkbox"/>	6	6	PPAVWRF
6		<input type="checkbox"/>	7	7	PPAVWRF
7		<input type="checkbox"/>	8	8	PPAVWRF
8		<input type="checkbox"/>	9	9	PPAVWRF
9		<input type="checkbox"/>	10	10	PPAVWRF

TZ Group: 1 2 3 4 5

Time Zone: 1 2 3 4 5

Model R2  
Last update 12/03/2009 10:06

Update Terminal Duplicate Settings Save Changes Close

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

Select Terminal ID  
1 Terminal 1  
2 Terminal 2

Specify the user access codes that are allowed for this terminal by ticking the checkbox next to each access code. Users of each access code can either follow one of the five time zone groups (1-5) for valid time access, or with its given different overwriting time zone. Please refer to 'Time Zone' page for time zone setting.

Select a data terminal below to copy to:-

From: 1 Terminal 1 R2

To: 2 Terminal 2 R2

Access Code: 0 1 2 3 4 5 6 7 8 9

Overwrite TZ: 1 2 3 4 5

Verify Type: PPAVWRF PPAVWRF PPAVWRF PPAVWRF PPAVWRF PPAVWRF PPAVWRF PPAVWRF PPAVWRF PPAVWRF

Copy Close

Model R2  
Last update 12/03/2009 10:06

Update Terminal Duplicate Settings Save Changes Close

## STEP 6

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

Select Terminal ID  
1 Terminal 1  
2 Terminal 2

Specify the user access codes that are allowed for this terminal by ticking the checkbox next to each access code. Users of each access code can either follow one of the five time zone groups (1-5) for valid time access, or with its given different overwriting time zone. Please refer to 'Time Zone' page for time zone setting.

Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type
0		<input type="checkbox"/>	1	1	PPAVWRF
1	Access during office hours	<input type="checkbox"/>	2	2	PPAVWRF
2		<input type="checkbox"/>	3	3	PPAVWRF
3		<input type="checkbox"/>	4	4	PPAVWRF
4		<input type="checkbox"/>	5	5	PPAVWRF
5		<input type="checkbox"/>	6	6	PPAVWRF
6		<input type="checkbox"/>	7	7	PPAVWRF
7		<input type="checkbox"/>	8	8	PPAVWRF
8		<input type="checkbox"/>	9	9	PPAVWRF
9		<input type="checkbox"/>	10	10	PPAVWRF

TZ Group: 1 2 3 4 5

Time Zone: 1 2 3 4 5

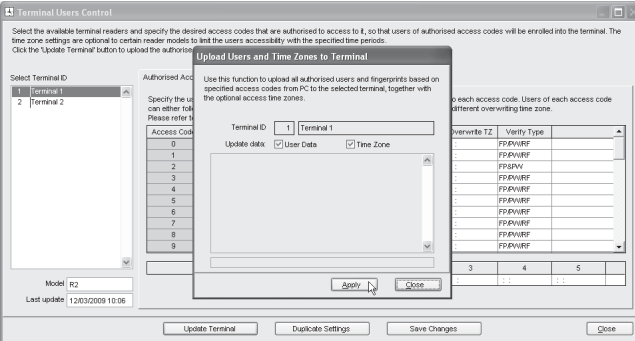
Model R2  
Last update 12/03/2009 10:06

Update Terminal Duplicate Settings Save Changes Close

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

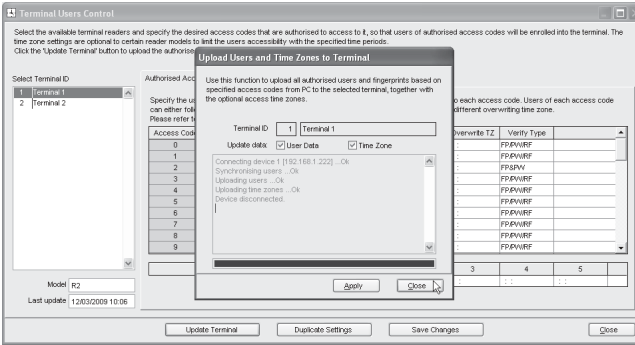


## STEP 7



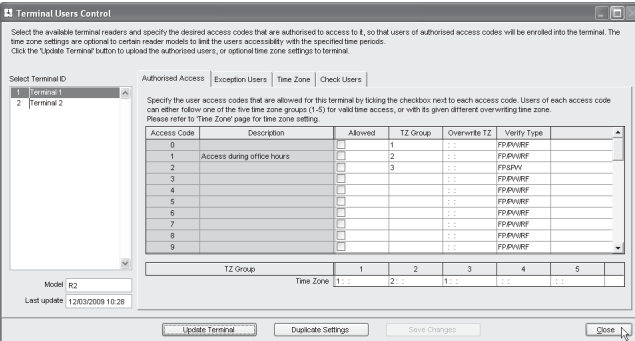
A new window will pop up. Click "Apply" to start updating the settings.

## 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



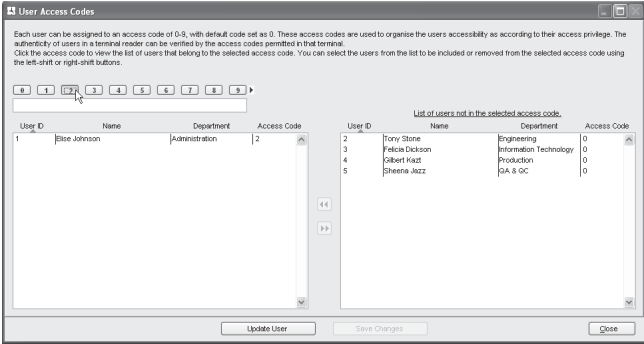
Click "Close" to end the process.



# GROUP USERS INTO ACCESS CODE WITH DIFFERENT VERIFICATION METHOD

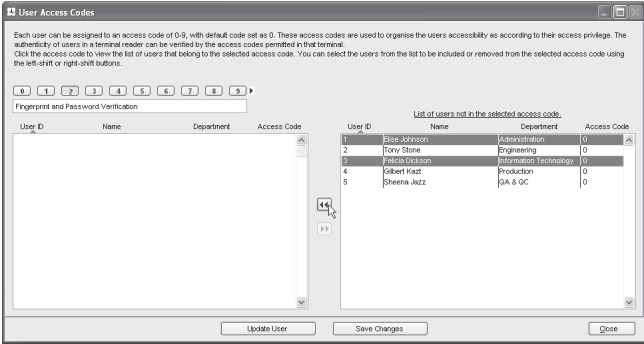
**STEP 1** Click  to open User Access Code.

## STEP 2



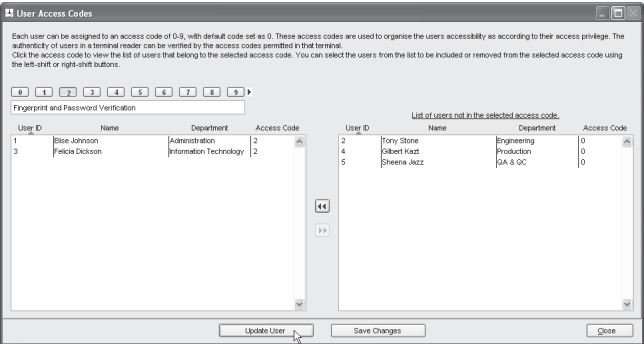
Select Access Code as configured in Terminal User Control, for example, Access Code 2.

## STEP 3



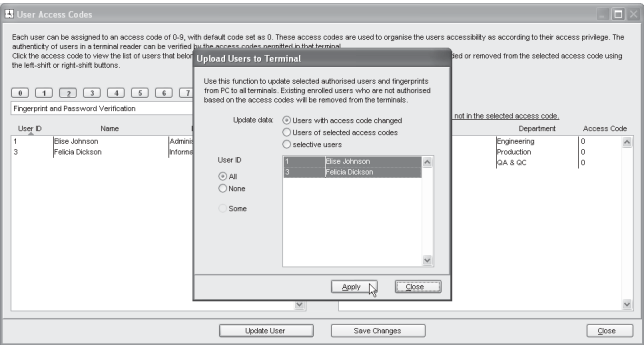
Name the Access Code 2, for example, Fingerprint and Password Verification. Select users from the left panel to be included into the Access Code 2. Click the arrow button to place users into the Access Code 2.

## STEP 4



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

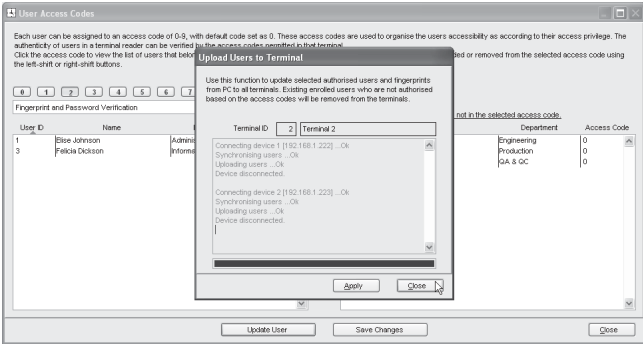
## STEP 5





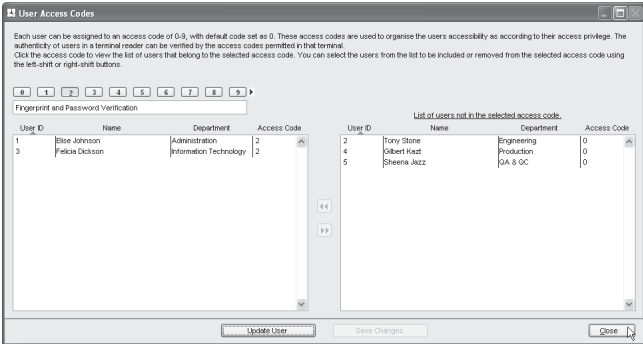
A new window will pop up and you can define information to be updated to the terminal. It is recommended to select "Users with access code changed". Click "Apply" to start updating data to the terminal.

STEP 6



Click "Close" to end the process.

STEP 7

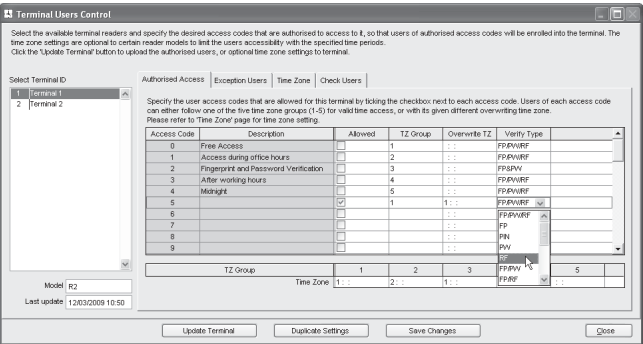


Click "Close" to end the process.

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



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

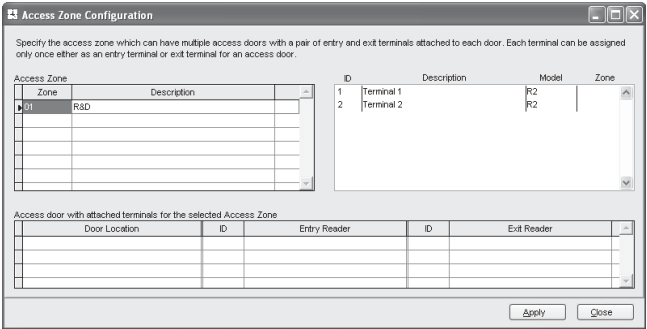
Ignore this step if you do not install 2 terminals to control an entrance

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.

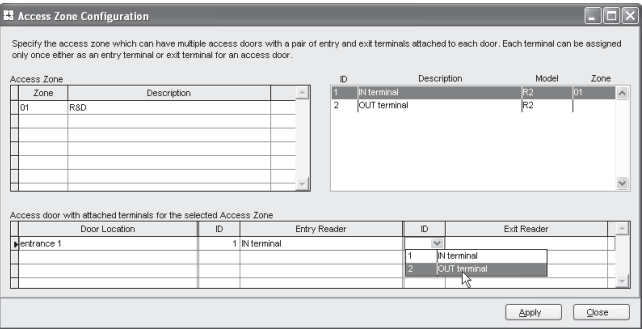
**STEP 1** Click  to open Configure Access Zone.

## STEP 2



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

## STEP 3



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.

ID	Description	User ID	Name	Clocking	Transaction	Date	I/O Slot
2	OUT terminal	4	Gilbert Knatt	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 Knatt	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 Knatt	27/02/2009 21:24	00	27/02/2009	Resume
2	OUT terminal	5	Sheena Jazz	27/02/2009 21:29	00	27/02/2009	Resume
2	OUT terminal	2	Tony Stone	27/02/2009 02:18	00	27/02/2009	Resume
2	OUT terminal	4	Gilbert Knatt	27/02/2009 03:04	00	27/02/2009	In
2	OUT terminal	5	Sheena Jazz	27/02/2009 03:18	00	27/02/2009	Break
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	27/02/2009	Break
2	OUT terminal	0		27/02/2009 20:44	00	27/02/2009	Break
2	OUT terminal	3	Felicia Dickson	28/02/2009 02:46	00	27/02/2009	Out
2	OUT terminal	4	Gilbert Knatt	28/02/2009 03:09	00	27/02/2009	Out
2	OUT terminal	5	Sheena Jazz	28/02/2009 03:08	00	27/02/2009	Out

Enter your selection criteria for selective transaction viewing -

From: 27/02/2009 To: 27/02/2009 Transaction: 428

Select Terminal ID Online Convert Export Purge Close

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.

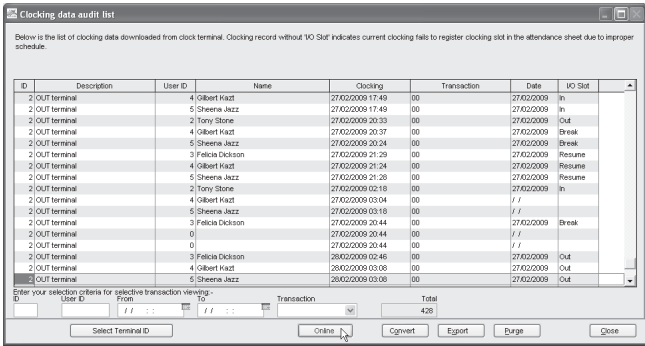


# TO START/STOP ONLINE MONITORING ON TERMINAL DATA AUDIT LIST

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

**STEP 1** Click  to open the Terminal Data Audit List.

**STEP 2**

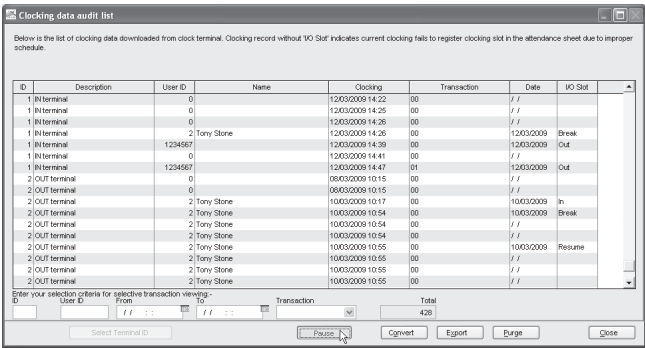


Click “Online” to connect to terminals.

**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.

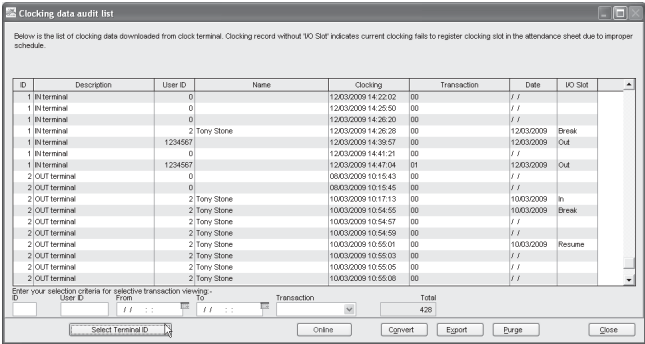


## SELECT TERMINAL FOR MONITORING THE TERMINAL DATA AUDIT LIST

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.

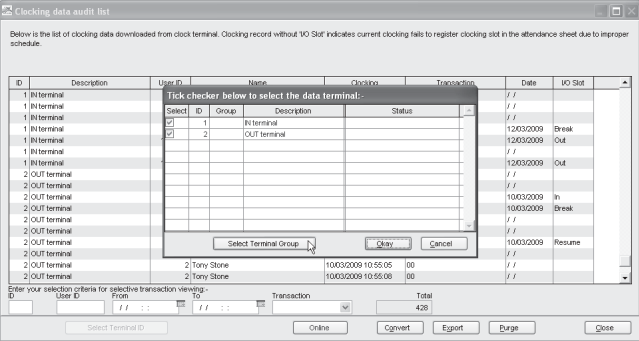
**STEP 1** Click  to open the Terminal Data Audit List.

**STEP 2** Click “Select Terminal ID”.

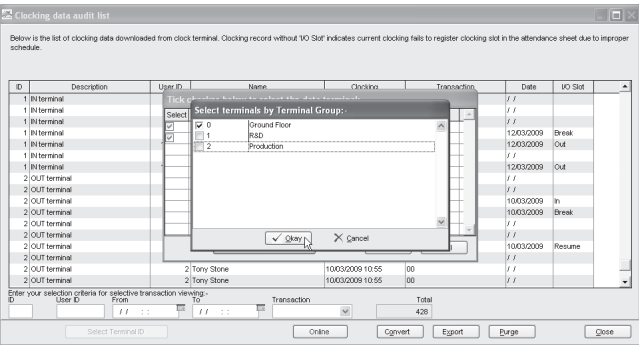




## STEP 3

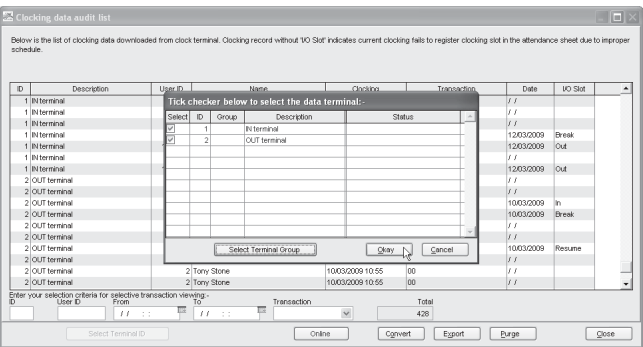


If you group terminals into the Terminal Group, you can select by using the Terminal Group. Click "Select Terminal Group".



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

## STEP 4



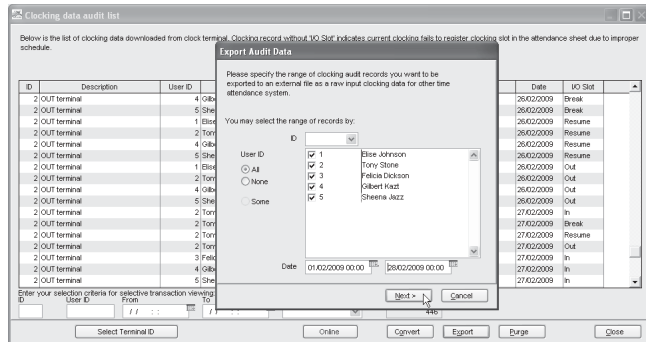
If you do not group any Terminal Group, you can select the terminals to monitor. Check the terminals and click "Okay" to start.

## 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.

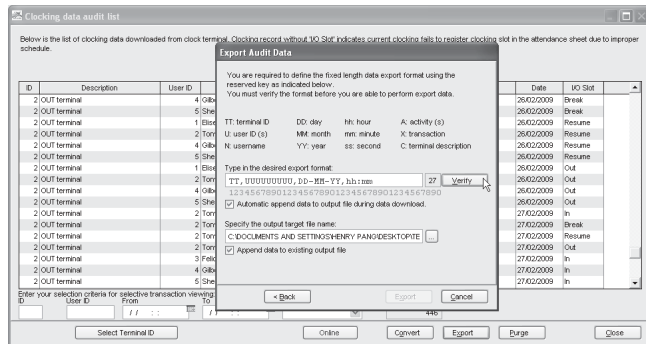


## STEP 1



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

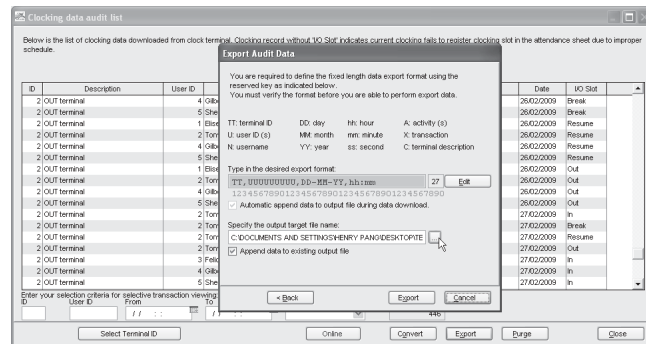


You must arrange the data field and the length of the data field in the column.

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

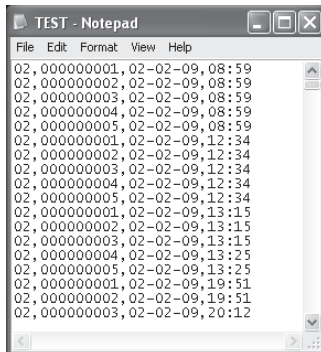


Click to define path to save the exported file.

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.



## STEP 4




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

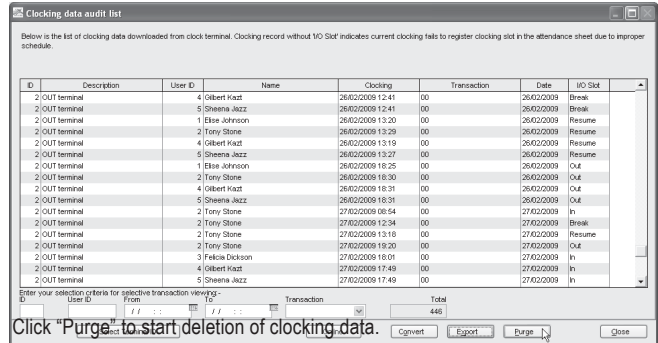
## TO PURGE CLOCKING DATA FROM TERMINAL DATA AUDIT LIST

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.

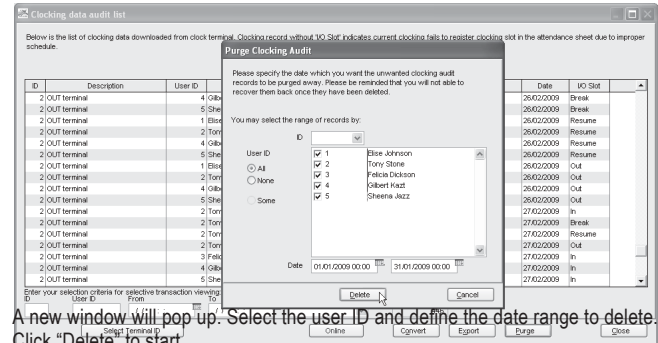
To delete clocking data, follow the steps below.

**STEP 1** Click  to open Terminal Data Audit List.

## STEP 2



## STEP 3



## MONITOR TERMINAL ACTIVITY


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

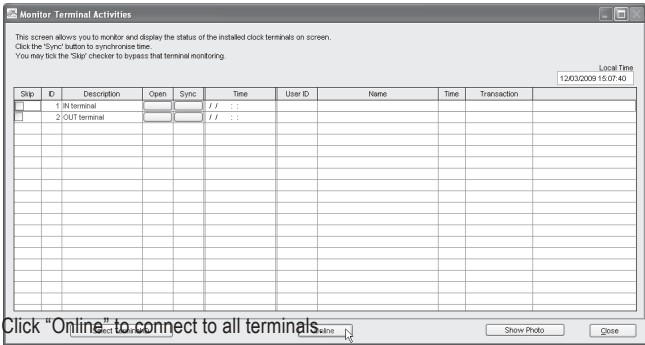


Audit List, this page does not show previous clocking activities but it shows only the current clocking activities. The same concept applies to the Terminal Data Audit List, where user's clocking data is downloaded immediately to the software for viewing.

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.

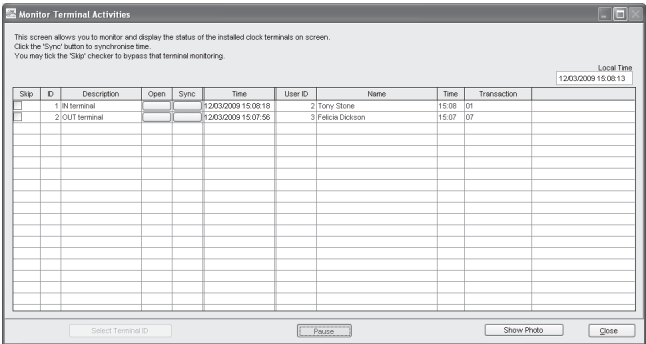
Follow the steps below.

- STEP 1
- Click  to open Monitor Terminal Activity.
- STEP 2



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

STEP 3



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.



# 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.

Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address
<input type="checkbox"/>	BNLS-AE9V-JN6A	7HJLAD0N	1	0	IN terminal	R2	6202478	TCP/IP	115200	192.168.1.222
<input type="checkbox"/>	RLS7-GE89-LMB9	RE3V14A7	2	0	OUT terminal	R2	6202728	TCP/IP	115200	192.168.1.223


[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.

**STEP 2**

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 the PC, or user fingerprint templates can be transferred from the PC into an USB disk and then uploaded it to a remote reader.

**Read data from USB disk into PC**

☐ Read clocking data from an USB disk downloaded from remote FingerTec terminal

☒ Read user info from an USB disk downloaded from remote FingerTec terminal

**Write data from PC into USB disk**

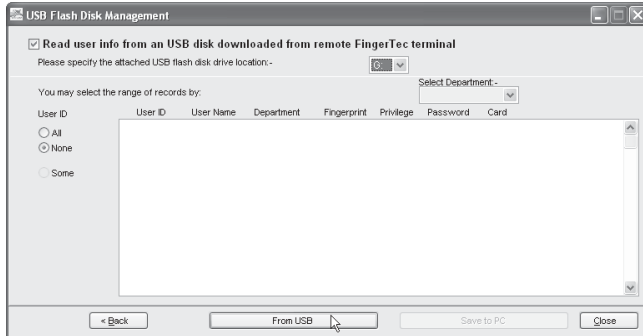
☐ Write user info into an USB disk to be uploaded into remote FingerTec terminal

Next > Close

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

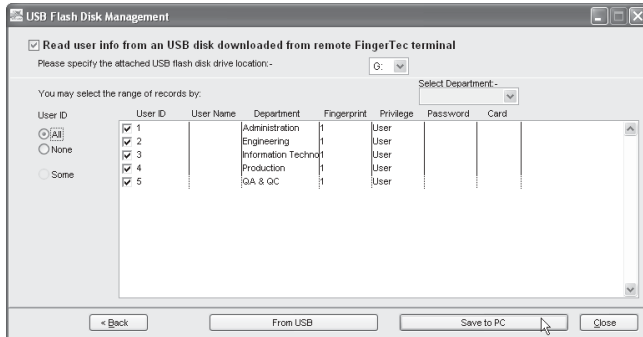


### STEP 3



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

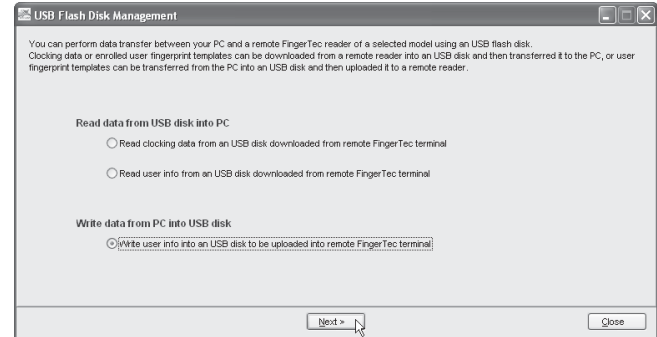


You can select users to download by checking the column next to the User ID, and you can also select "All" to download. Click "Save to PC" to download users into the software.

### 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.

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



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

Click "Next" to continue.

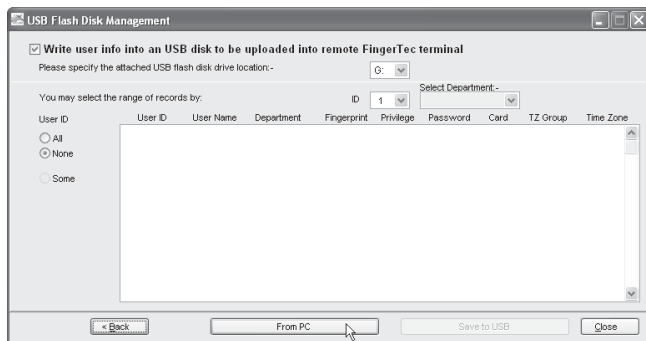
### STEP 3

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

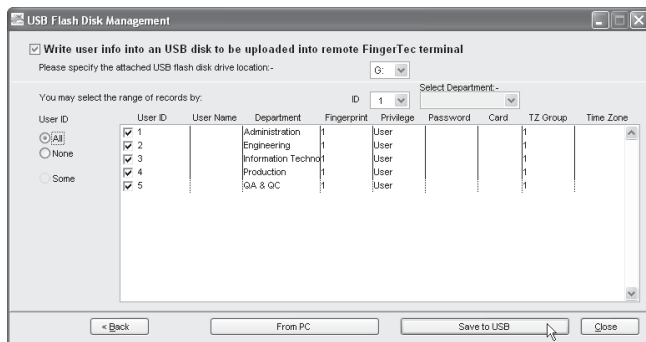
You can select the range of users by using Terminal ID or Department. Select either one to continue.

Click "From PC" to continue.





## STEP 4




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

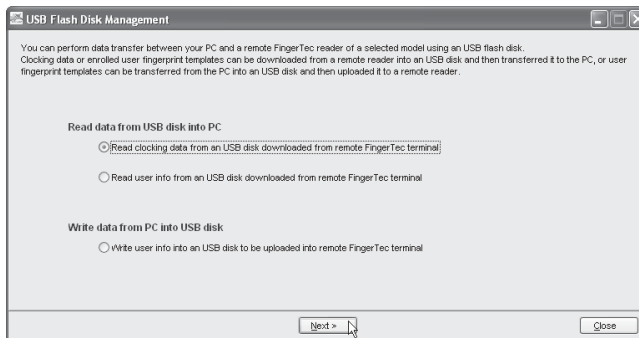
Click "Save to USB" to upload users into Software.

## 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.

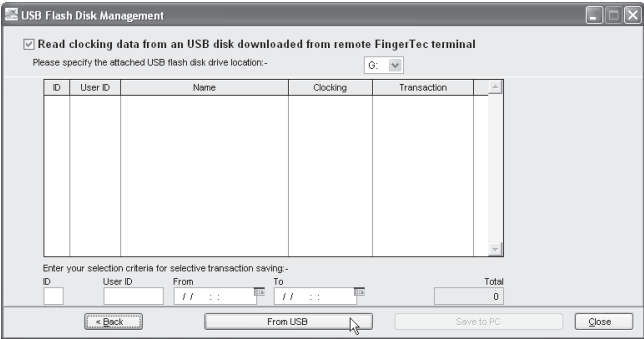
## STEP 2



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

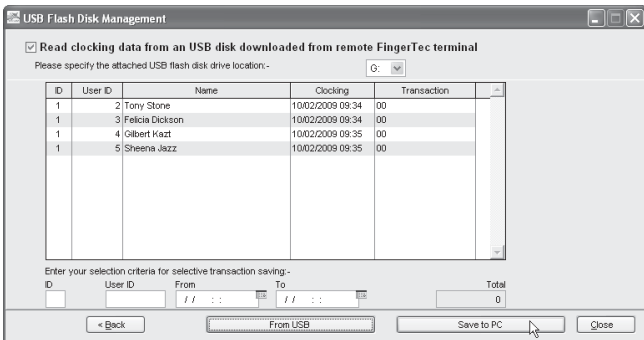


STEP 3



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



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.

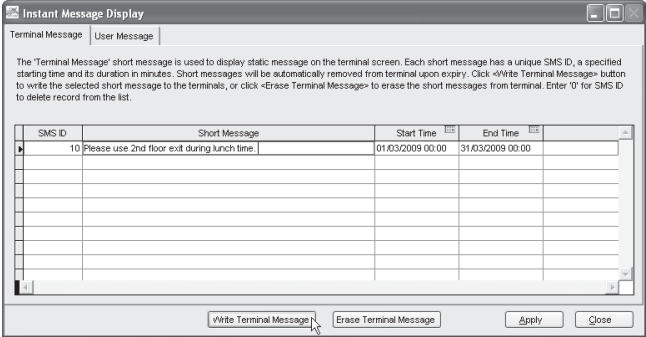
Public messages always pop up after user is verified at the terminal. Personal messages are only assigned to some particular users. The message will be shown only after the dedicated user is verified.

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.

STEP 2



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.



### STEP 3

**Instant Message Display** **Write Terminal Message**

Terminal Message | User Message

Please select the short message and specify the terminals which you want to have the selected message. The short message will be self-erased from the terminals upon its expiry.

You may select the range of records by:

Terminal Message: 10 Please use 2nd floor exit during lunch time

ID: ☒ 1 In terminal ☐ 2 OUT terminal

☐ All ☐ None ☐ Some

Time: 00:00

Apply Cancel Apply Close

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

### STEP 4

**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 SMS ID, a specified starting time and its duration in minutes. Short messages will be automatically removed from terminal upon expiry. Click <Write Terminal Message> button to write the selected short message to the terminals, or click <Erase Terminal Message> to erase the short messages from terminal. Enter '0' for SMS ID to delete record from the list.

SMS ID	Short Message	Start Time	End Time
10	Please use 2nd floor exit during lunch time	01/03/2009 00:00	31/03/2009 00:00

Write Terminal Message Erase Terminal Message Apply Close

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 SMS ID, a specified starting time and its duration in minutes. Short messages will be automatically removed from terminal upon expiry. Click <Write Terminal Message> button to write the selected short message to the terminals, or click <Erase Terminal Message> to erase the short messages from terminal. Enter '0' for SMS ID to delete record from the list.

SMS ID	Short Message	Start Time	End Time
10	Please use 2nd floor exit during lunch time	01/03/2009 00:00	31/03/2009 00:00

Write Terminal Message Erase Terminal Message Apply Close

Click "Erase Terminal Message".

### STEP 3

**Instant Message Display** **Erase Terminal Message**

Terminal Message | User Message

Please specify the terminals which you want to erase the short messages. All messages will be erased from the terminals upon completion.

You may select the range of records by:

Terminal Message: 10 Please use 2nd floor exit during lunch time

ID: ☒ 1 In terminal ☐ 2 OUT terminal

☐ All ☐ None ☐ Some

Time: 00:00

Apply Cancel Apply Close

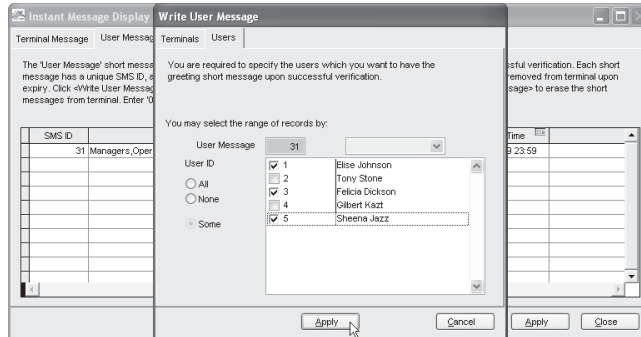
Select terminal ID to delete message. Click "Apply" to continue.





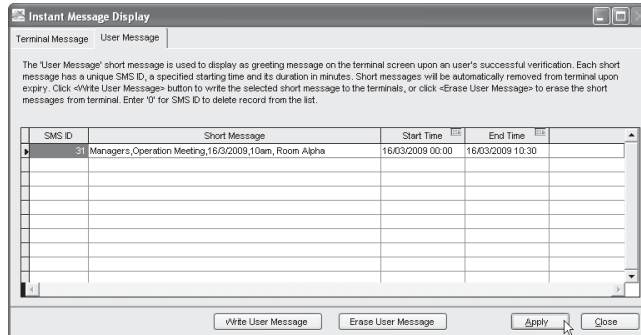


## STEP 4




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

## STEP 5

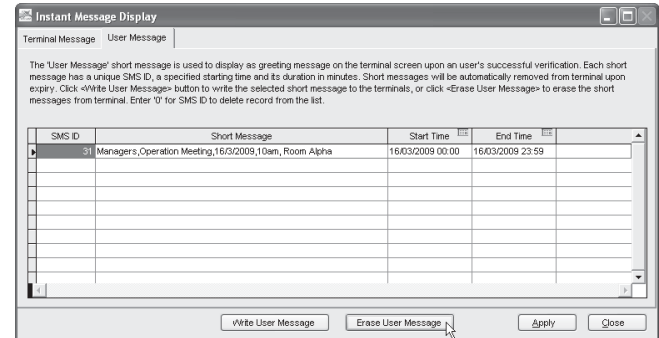


Click "Apply" to end the process.

## TO DELETE PERSONAL MESSAGE FROM TERMINAL

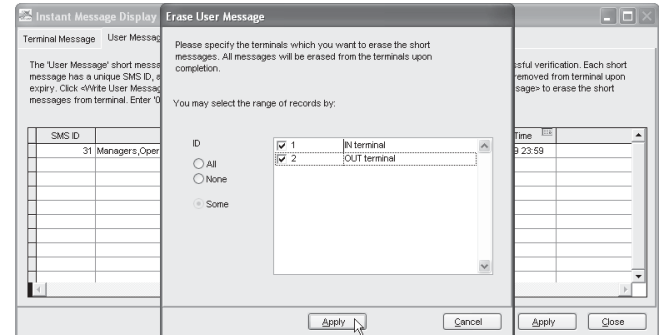
**STEP 1** Click  to open Instant Message Display.

## STEP 2



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

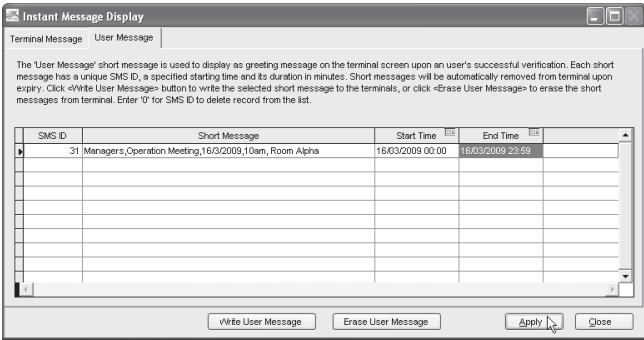
## STEP 3





Select to delete messages from the terminal. Click “Apply” to continue.

STEP 4



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.

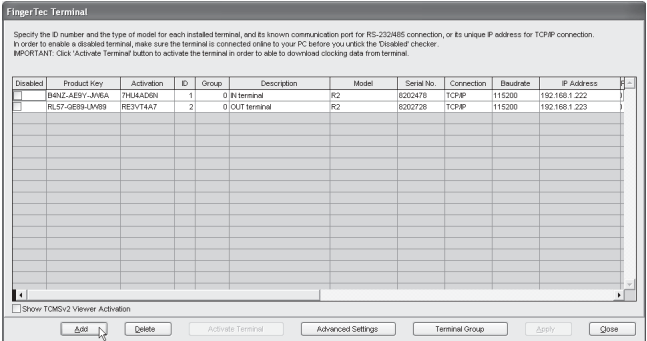
All users are required to enroll their fingerprint templates using the OFIS scanner and the fingerprint templates are stored in the software. Users are required to place the enrolled finger on the OFIS scanner to report attendance and the system will save the date and time of the verification as attendance 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.

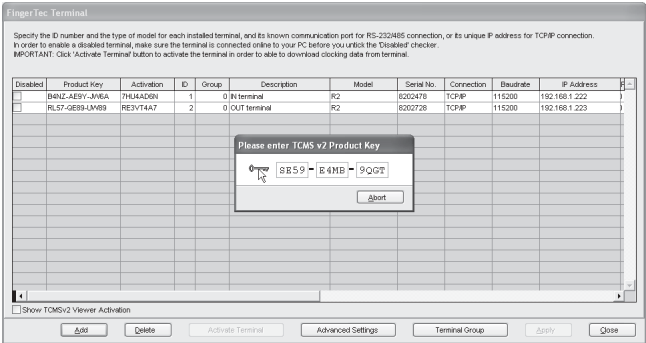
**STEP 1** Click  to open Setup Terminal.

### STEP 2



Click "Add" to start.

### STEP 3



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



## STEP 4

**FingerTec Terminal**

Specify the ID number and the type of model for each installed terminal, and its known communication port for RS-232C/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 untick the Disabled' checker.  
IMPORTANT: 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	Model	Serial No.	Connection	Baudrate	IP Address
<input type="checkbox"/>	BAHZ-AESV-JM6A	7HUAADBN	1	0	In terminal	R2	8202478	TCP/IP	115200	192.168.1.222
<input type="checkbox"/>	RLS7-GE99-LM89	RE3V7AA7	2	0	Out terminal	R2	8203728	TCP/IP	115200	192.168.1.223
<input type="checkbox"/>	SE59-E4MB-9QGT		3	0	OFIS scanner	OFIS Scanner		USB	115200	192.168.1.201

☐ Show TMSV2 Viewer Activation

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

**FingerTec Terminal**

Specify the ID number and the type of model for each installed terminal, and its known communication port for RS-232C/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 untick the Disabled' checker.  
IMPORTANT: Click 'Activate Terminal' button to activate the terminal in order to able to download clocking data from terminal.

**Activate Terminal**

You are about to activate the selected terminal to enable the downloading of clocking data from the terminal.  
You may choose to activate it using internet online activation, or you can enter the activation key if you already have it.

☐ 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.

Product Key:     
Serial No.:   
Activation Key:

[Visit our website for international warranty registration.](#)

☐ Show TMSV2 Viewer Activation

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

**FingerTec Terminal**

Specify the ID number and the type of model for each installed terminal, and its known communication port for RS-232C/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 untick the Disabled' checker.  
IMPORTANT: Click 'Activate Terminal' button to activate the terminal in order to able to download clocking data from terminal.

**Activate Terminal**

You are about to activate the selected terminal to enable the downloading of clocking data from the terminal.  
You may choose to activate it using internet online activation, or you can enter the activation key if you already have it.

☐ 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:

[Visit our website for international warranty registration.](#)


☐ Show TMSV2 Viewer Activation

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

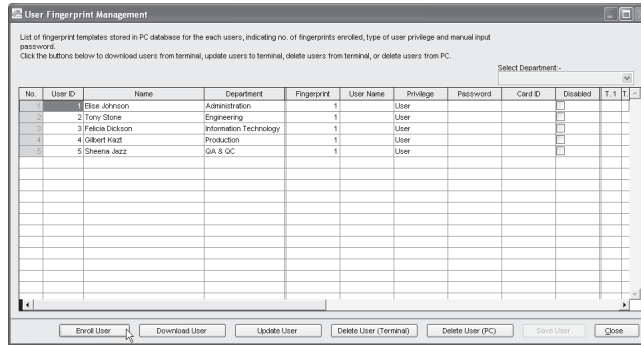


## TO ENROLL USERS USING OFIS TA

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

**STEP 1** Click  to open User Management.

### STEP 2



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.

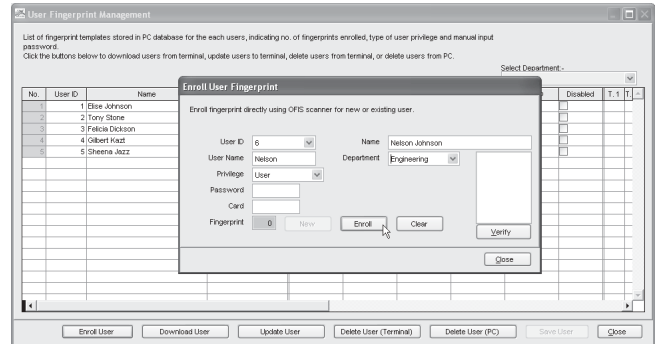
Insert his user name (shorter name), example: Nelson.

Define the privilege, for example: User.

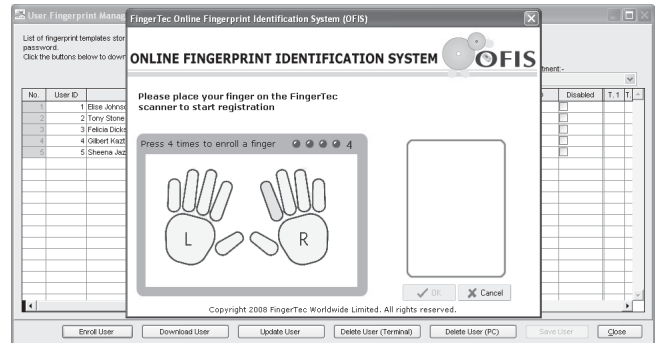
Insert the full name of the user, for example: Nelson Johnson

Assign user into the department, for example: Engineering.

Click "Enroll" to continue.



### STEP 4

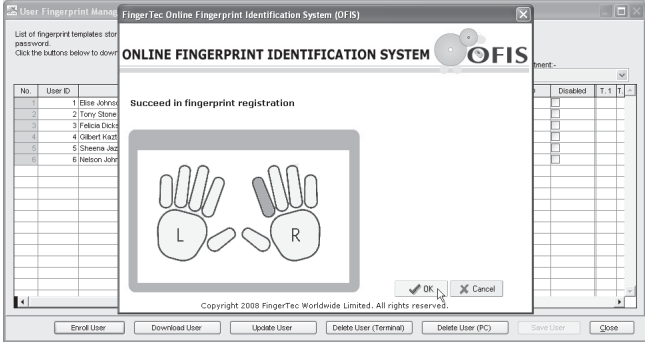


OFIS enrollment page will pop up. Click to select the finger to enroll.

Place finger on the scanner to capture fingerprint for 4 times.

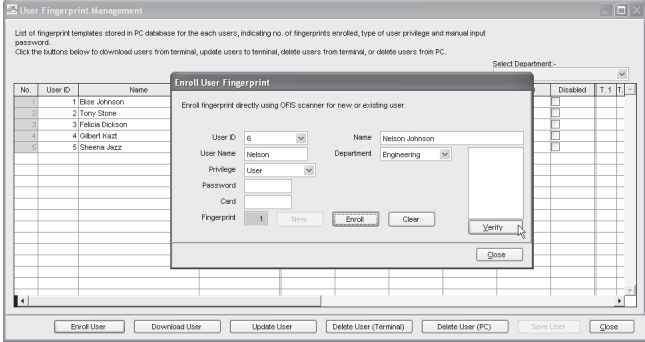


STEP 5



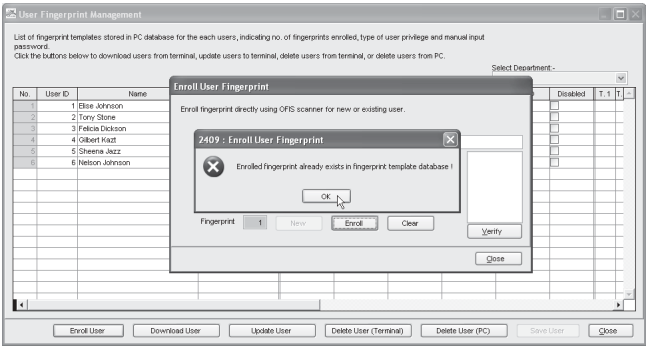
The software will capture the fingerprint and save it into the database. Click “OK” to continue.

STEP 6

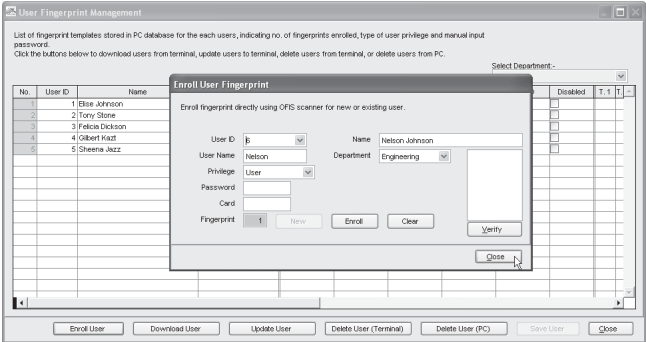


If this is the user’s first time, the software will allocate a user ID for the fingerprint template.

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.



STEP 7



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



List of fingerprint templates stored in PC database for the each users, indicating no. of fingerprints enrolled, type of user privilege and manual input password.  
Click the buttons below to download users from terminal, update users to terminal, delete users from terminal, or delete users from PC.

Select Department -

No.	User ID	Name	Department	Fingerprint	User Name	Privilege	Password	Card ID	Disabled	T	1
1	1	Elise Johnson	Administration	1	User				<input type="checkbox"/>		
2	2	Tony Stone	Engineering	1	User				<input type="checkbox"/>		
3	3	Felicia Dickson	Information Technology	1	User				<input type="checkbox"/>		
4	4	Robert Kradt	Production	1	User				<input type="checkbox"/>		
5	5	Shirley Jantz	QA & QC	1	User				<input type="checkbox"/>		
6	6	Nelson Johnson	Engineering	1	Nelson	User			<input type="checkbox"/>		

Buttons: Enroll User, Download User, Update User, Delete User (Terminal), Delete User (PC), Save User, Close.

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  to 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.

This screen allows you to monitor and display the status of the installed clock terminals on screen.  
Click the "Sync" button to synchronise time.  
You may tick the "Skip" checkbox to bypass that terminal monitoring.

Local Time: 16/03/2009 12:09:09

Skip	ID	Description	Open	Sync	Time	User ID	Name	Time	Transaction
<input type="checkbox"/>	1	IN terminal			11:11				
<input type="checkbox"/>	2	OUT terminal			11:11				
<input type="checkbox"/>	0	OFIS scanner							

Buttons: Select Terminal ID, Online, Capture, Show Photo, Close.

## STEP 3

The screenshot shows the OFIS scanner interface with the text "Press finger hardware" and a large square area for the fingerprint. The Monitor Terminal Activities window is also visible, showing the "Capture" button.

OFIS ONLINE FINGERPRINT IDENTIFICATION SYSTEM (OFIS)

Press finger hardware

Buttons: Select Terminal ID, Online, Capture, Show Photo, Close.

Two new windows will pop up.

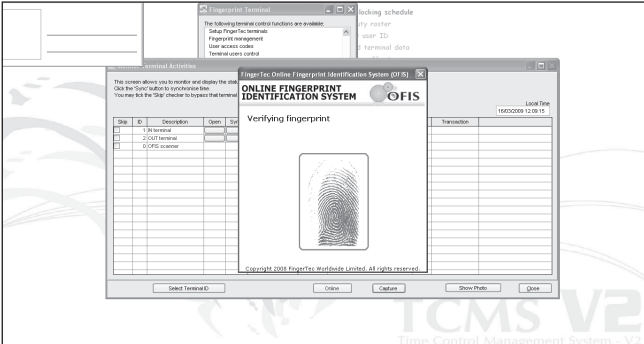
On the left, it will display user's information after verification.

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.

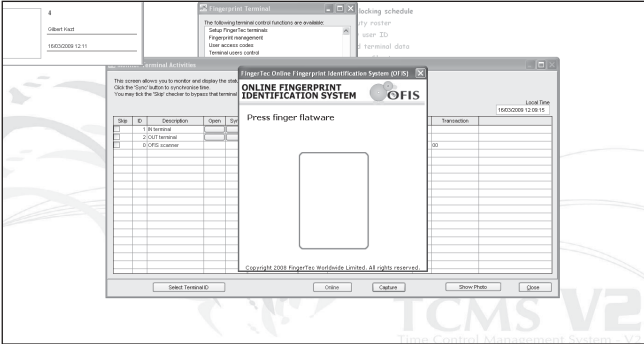


STEP 4

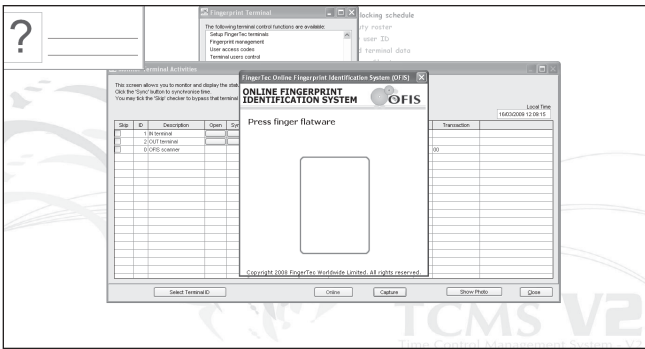


User can place a finger on OFIS scanner to capture fingerprint. The software will start to verify user.

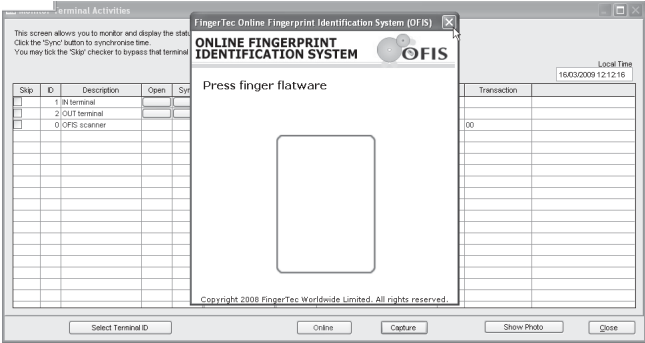
For successful verification, you will view this. User information will be displayed in the User Information box.



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



STEP 5



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.



[illegible]

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.

## TO CONNECT TO FRIS 2 SERVER

Follow the steps below to connect to FRIS 2 server.

- STEP 1
- Click  to open FRIS 2 Server Management.
- STEP 2

Connect to remote FRIS database server host

Specify the server host name or its IP address where the FRIS database is installed. Login the server host using the database's default username and authorised password.

FRIS database server

192.168.1.125

ODBC driver

MySQL ODBC 3.51 Driver

Description

Attendance Server

Database

FRIS

Username

FRIS

Password

\*\*\*

New

Delete

Close

- 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.*

Connect to remote FRIS database server host

Specify the server host name or its IP address where the FRIS database is installed. Login the server host using the database's default username and authorised password.

FRIS database server

192.168.1.125

ODBC driver

MySQL ODBC 3.51 Driver

Description

SQL Server

Database

FRIS

Username

FRIS

Password

\*\*\*

New

Delete

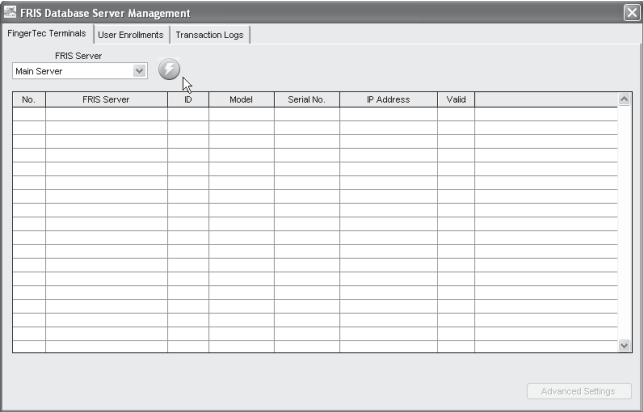
Close



# 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.

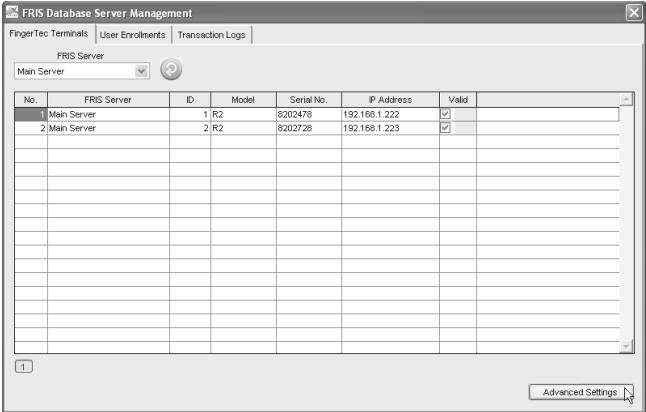
## STEP 1



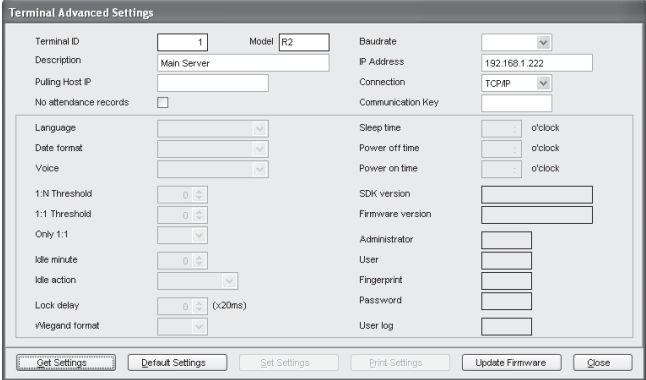
Select the name of FRIS 2 server, for example, Main Server.  
Click connect button to connect to FRIS 2 server.

## 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.



## STEP 3



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



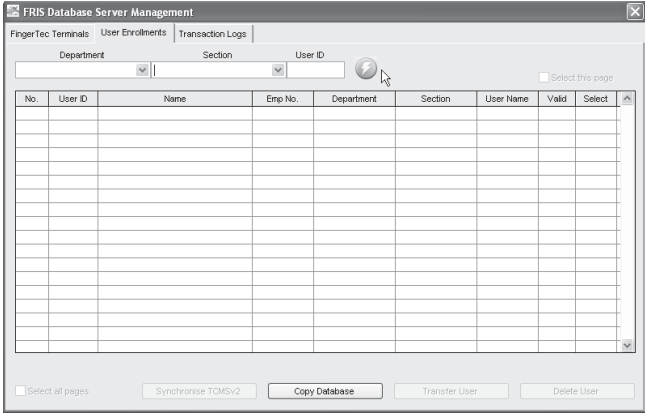
# TO DOWNLOAD, TRANSFER OR DELETE USERS FROM FRIS 2 SERVER

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

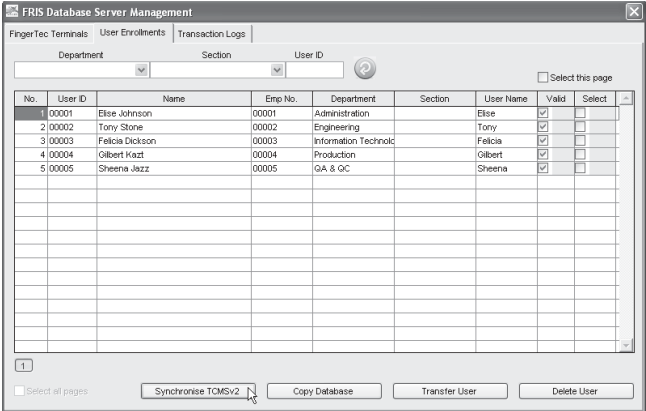


Click User Enrollments tab

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.

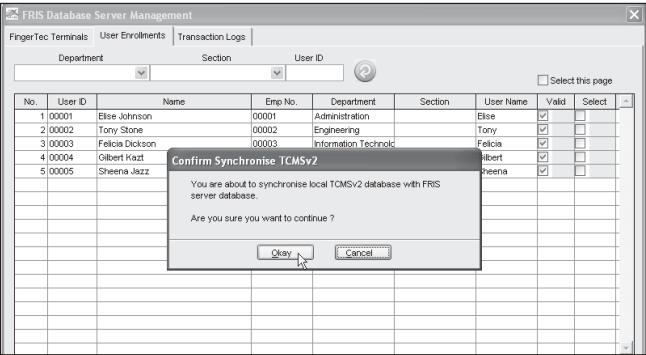
Click the download button to download users.

## STEP 2



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

## STEP 3

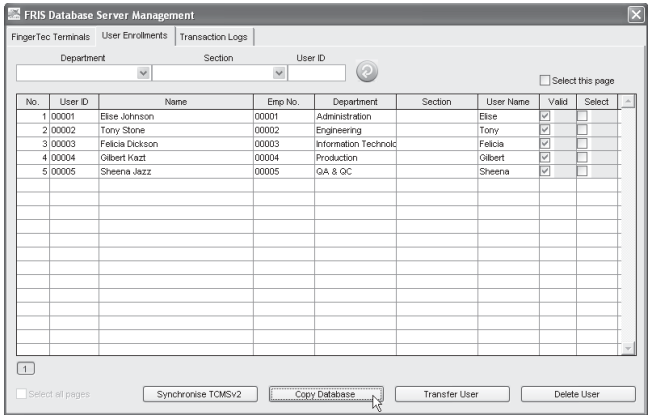




# TO COPY USER DATABASE INTO ANOTHER FRIS 2 SERVER

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.

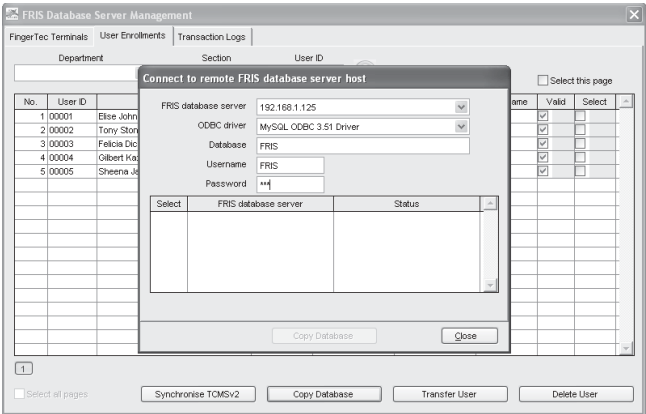
## STEP 1



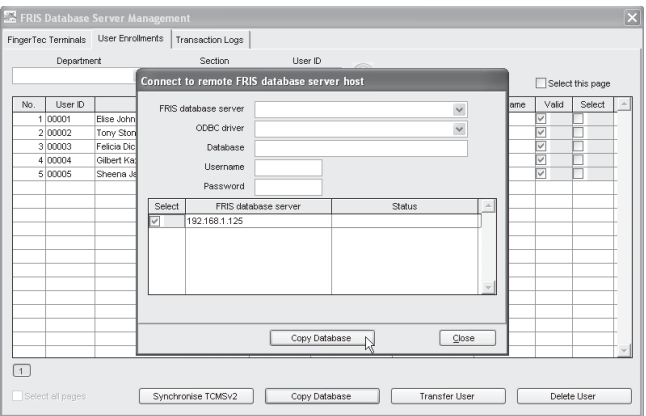
In User Enrollment page, click Copy Database.

## STEP 2

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



## STEP 3



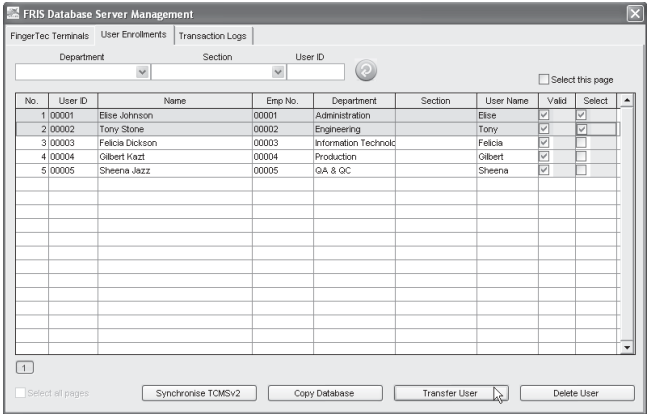


A new FRIS 2 server is added. Select the FRIS 2 server to copy to.  
Click “Copy Database” to start the process.  
Click “Close” when the process is finished.

## 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.

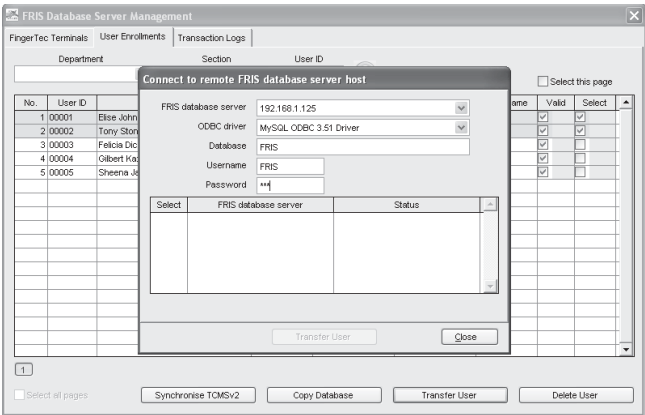
### STEP 1



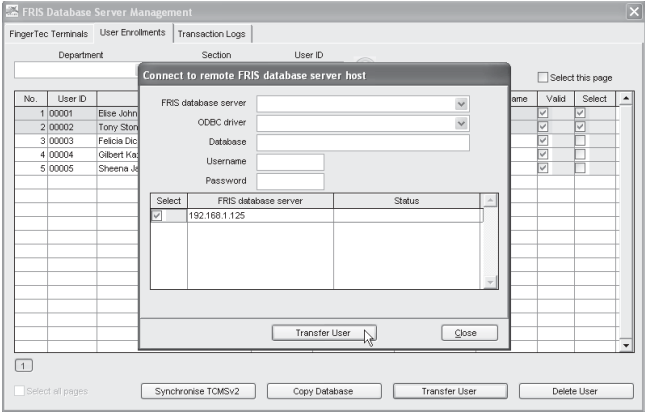
In User Enrollment, click “Transfer User”.

### STEP 2

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



### STEP 3



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

FRIS Database Server Management

FingerTec Terminals | User Enrollments | Transaction Logs

Department: [v] Section: [v] User ID: [v] [Select this page]

No.	User ID	Name	Emp No.	Department	Section	User Name	Valid	Select
1	00001	Elise Johnson	00001	Administration		Elise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	00002	Tony Stone	00002	Engineering		Tony	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	00003	Felicia Dickson	00003	Information Technol		Felicia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	00004	Gilbert Kast	00004	Production		Gilbert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	00005	Sheena Jazz	00005	QA & QC		Sheena	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 [Select all pages] [Synchronise TCM5v2] [Copy Database] [Transfer User] [Delete User]

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.

FRIS Database Server Management

FingerTec Terminals | User Enrollments | Transaction Logs

Department: [v] Section: [v] User ID: [v] [Select this page]

No.	User ID	Name	Emp No.	Department	Section	User Name	Valid	Select
1	00001	Elise Johnson	00001	Administration		Elise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	00002	Tony Stone	00002	Engineering		Tony	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	00003	Felicia Dickson	00003	Information Technol		Felicia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	00004	Gilbert Kast				Gilbert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	00005	Sheena Jazz				Sheena	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Confirm Purge Records**

You are about to delete away the selected records from the table permanently which cannot be recovered later.

Are you sure you want to continue ?

[Okay] [Cancel]

1 [Select all pages] [Synchronise TCM5v2] [Copy Database] [Transfer User] [Delete User]

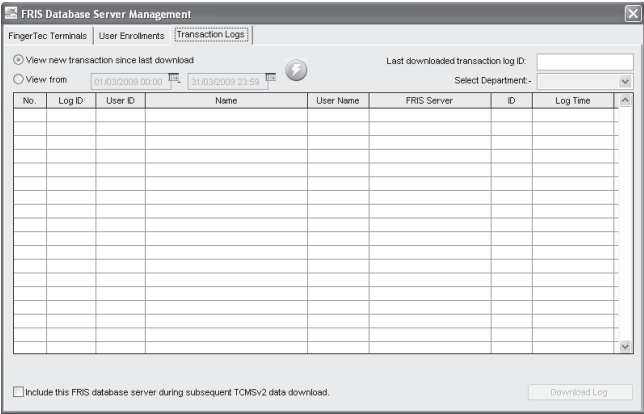


TO DOWNLOAD CLOCKING DATA FROM  
FRIS 2 SERVER

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.

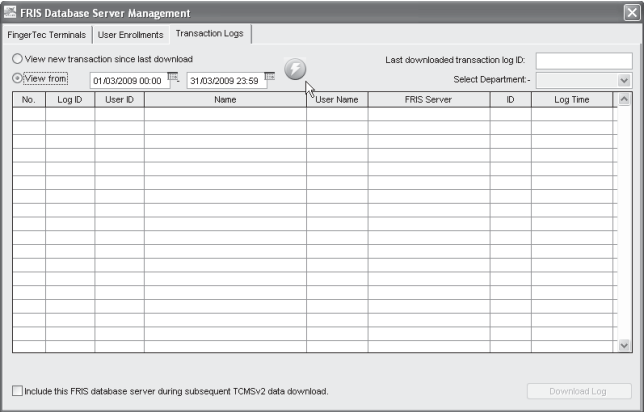
STEP 1



In the Transaction logs page, you can choose to download clocking data by:

[1] 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.



Define the type of download and click download button.



## STEP 2

**FRIS Database Server Management**

FingerTec Terminals | User Enrollments | Transaction Logs

☐ View new transaction since last download

☒ View from 01/03/2009 00:00 To 31/03/2009 23:59

Last downloaded transaction log ID:

Select Department:

No.	Log ID	User ID	Name	User Name	FRIS Server	ID	Log Time
1	1 00004	Gilbert Kazi	Gilbert			1	13/03/2009 17:40
2	2 00005	Sheena Jazz	Sheena			1	13/03/2009 17:40
3	3 00002	Tony Stone	Tony			1	13/03/2009 17:40
4	4 00001	Elise Johnson	Elise			1	16/03/2009 18:42
5	5 00002	Tony Stone	Tony			1	16/03/2009 18:42
6	6 00003	Felicia Dickson	Felicia			1	16/03/2009 18:42
7	7 00004	Gilbert Kazi	Gilbert			1	16/03/2009 18:42
8	8 00005	Sheena Jazz	Sheena			1	16/03/2009 18:42
9	9 00004	Gilbert Kazi	Gilbert			1	13/03/2009 17:13
10	10 00005	Sheena Jazz	Sheena			1	13/03/2009 17:13
11	11 00001	Elise Johnson	Elise			1	13/03/2009 17:13
12	12 00002	Tony Stone	Tony			1	13/03/2009 17:13
13	13 00003	Felicia Dickson	Felicia			1	13/03/2009 17:13
14	14 00004	Gilbert Kazi	Gilbert			1	13/03/2009 17:14
15	15 00005	Sheena Jazz	Sheena			1	13/03/2009 17:14
16	16 00002	Tony Stone	Tony			1	13/03/2009 17:14
17	17 00001	Elise Johnson	Elise			1	16/03/2009 14:47
18	18 00002	Tony Stone	Tony			1	16/03/2009 14:47

☒ Include this FRIS database server during subsequent TCHSV2 data download

*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

**Clocking data audit list**

Below is the list of clocking data downloaded from clock terminal. Clocking record without 'IO Stat' indicates current clocking fails to register clocking slot in the attendance sheet due to improper schedule.

ID	Description	User ID	Name	Clocking	Transaction	Date	IO Stat
2	OUT terminal	2	Tony Stone	10/03/2009 10:55	00	//	
2	OUT terminal	2	Tony Stone	10/03/2009 10:55	00	//	
1	Internal	2	Tony Stone	12/03/2009 15:09	01	12/03/2009	Resume
2	OUT terminal	3	Felicia Dickson	12/03/2009 15:07	07	//	
4	Internal	4	Gilbert Kazi	16/03/2009 12:11	00	//	
1	Internal	2	Tony Stone	13/03/2009 17:40	00	//	
1	Internal	2	Tony Stone	16/03/2009 18:42	00	16/03/2009	Out
1	Internal	2	Tony Stone	13/03/2009 17:13	00	//	
1	Internal	2	Tony Stone	13/03/2009 17:14	00	//	
1	Internal	2	Tony Stone	16/03/2009 14:47	00	16/03/2009	Break

Enter your selection criteria for selective transaction viewing:-

User ID:  From:  To:  Transaction:  Total: 454

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

*Ignore 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.

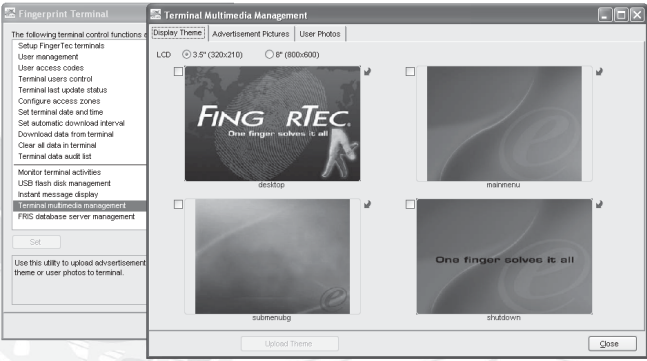
## THEME

### 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.

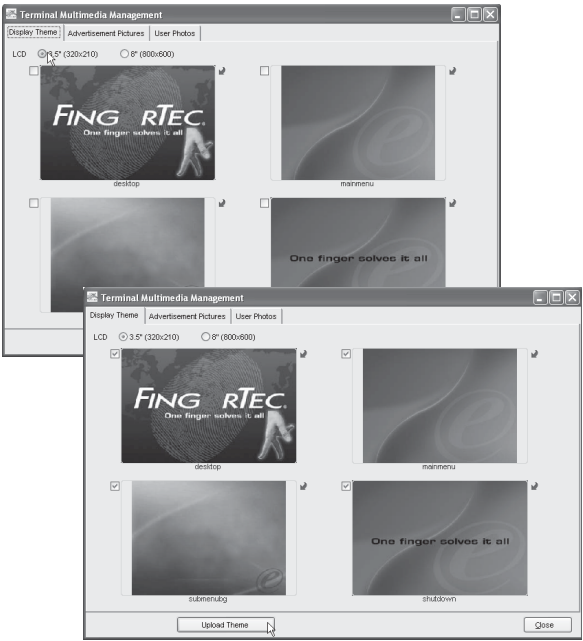
**STEP 1** Click  to select Terminal Multimedia Management.

### STEP 2



A new window will pop up.

## STEP 3

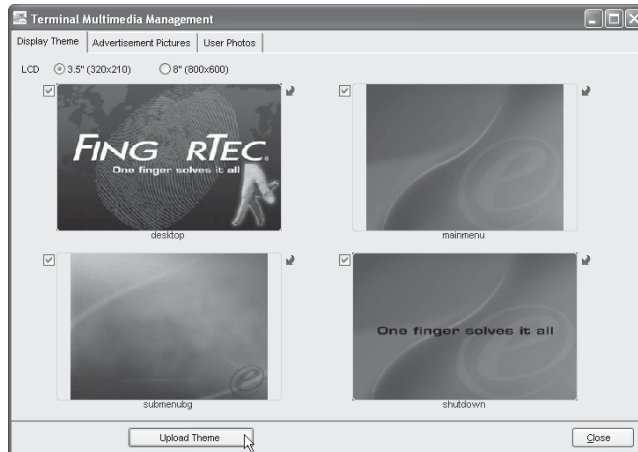




Select the size of display screen either 3.5" or 8.0". For 3.5" display screen, the size of the picture is 320 x 210, 8.0" display screen, the size of picture is 800 x 600.

Please select the correct size of display screen to fit the picture.

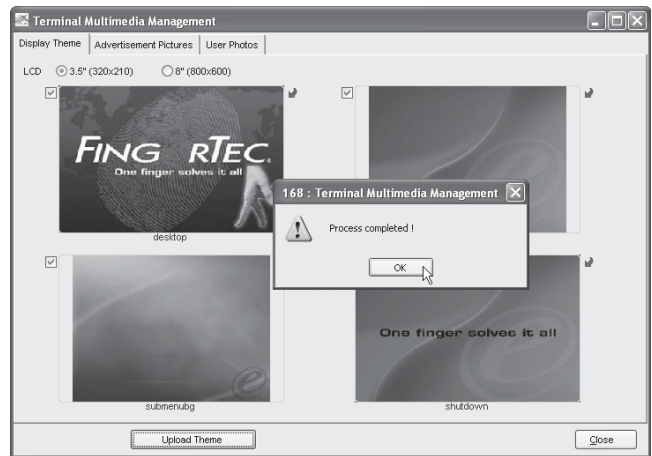
## STEP 4



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.



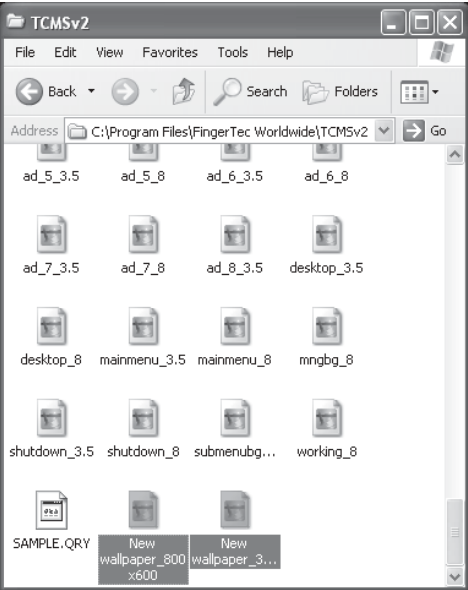


### TO ADD A NEW PICTURE INTO A THEME

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.

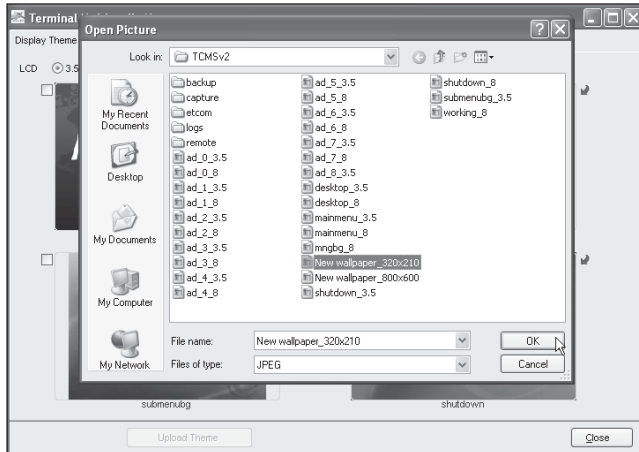
#### STEP 3

Select the size of display screen that fits your terminal, for example 3.5"(320x210). Click the button to browse for the new picture.



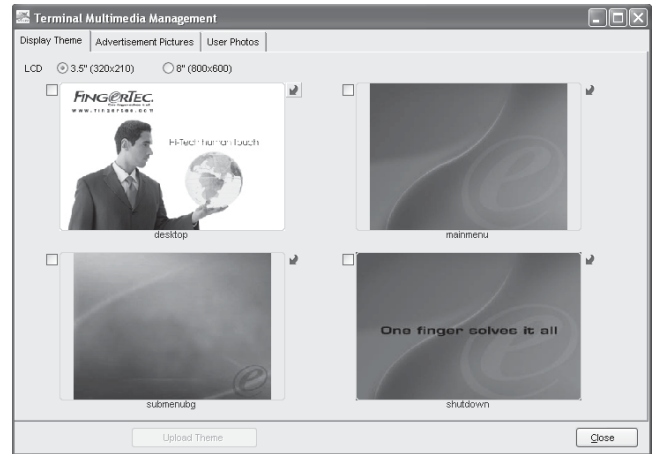


## STEP 4



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



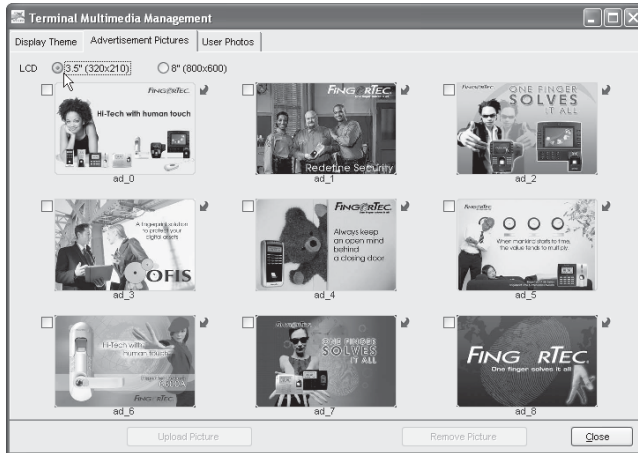
## ADVERTISEMENT PICTURES

### 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.

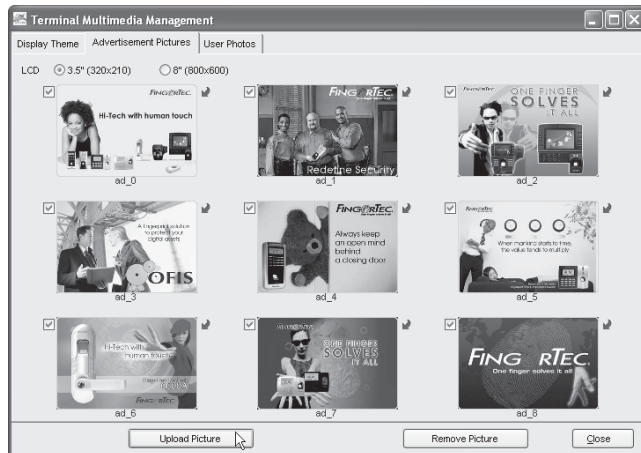
#### STEP 3



Choose the correct size of the picture.



## STEP 4



Select all pictures to upload to the terminal as advertisement pictures.  
Click "Upload Picture" to upload to the terminal.

## STEP 5



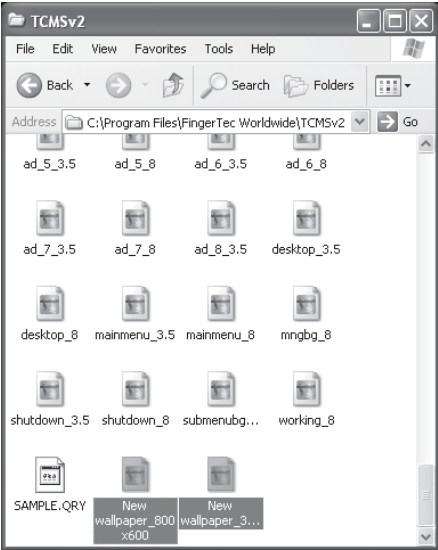
Click "OK" after the uploading process is finished. Click "Close" to end.  
Terminal restarts automatically for the new settings to take effect. Check your terminal for the newly uploaded theme.



### 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.

**STEP 2** Click  to select Terminal Multimedia Management.

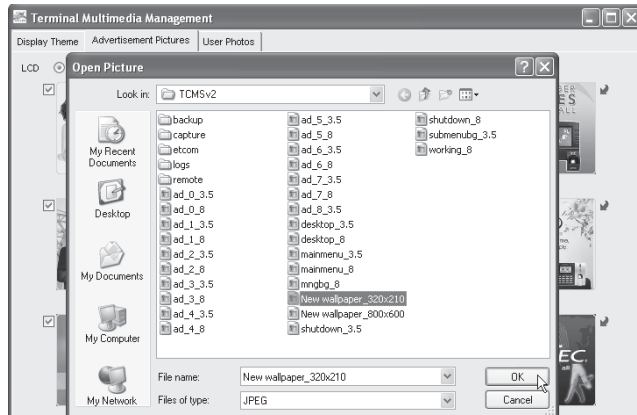
#### STEP 3



Click to select the display area of the terminal. Click the button to browse for the new picture.

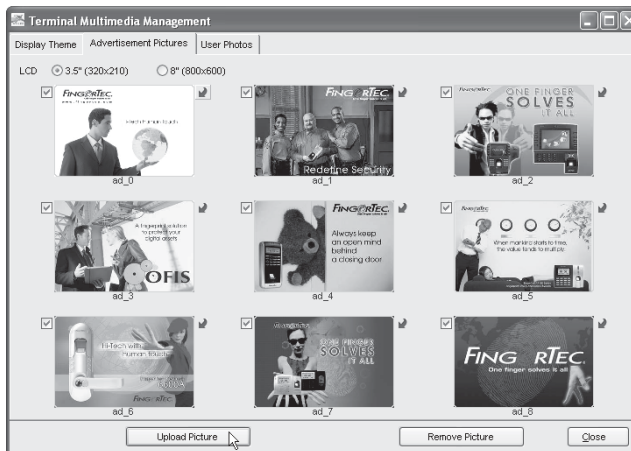


## STEP 4



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

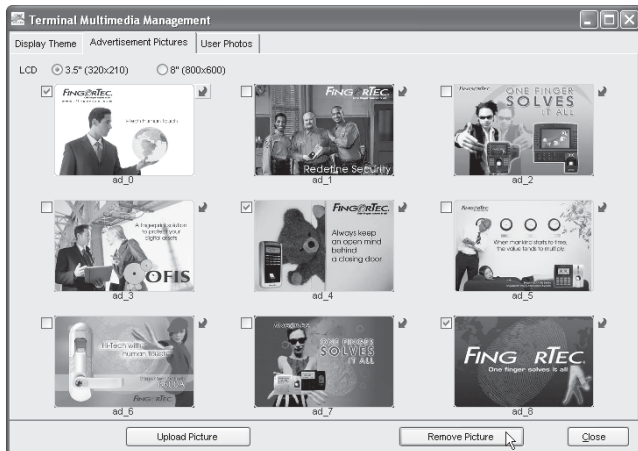
## TO REMOVE ADVERTISEMENT PICTURES FROM TERMINAL

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  to select Terminal Multimedia Management.

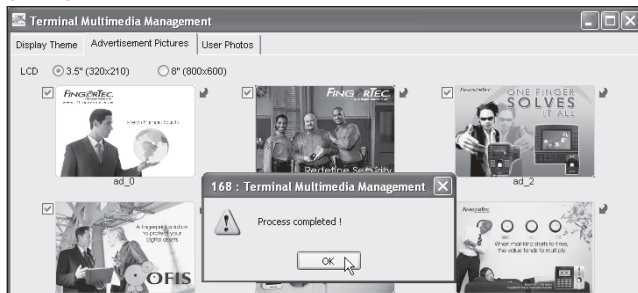


## STEP 2



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.

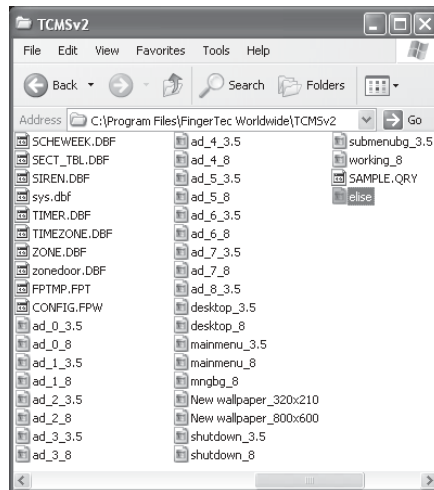
## USER PHOTO

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](mailto: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

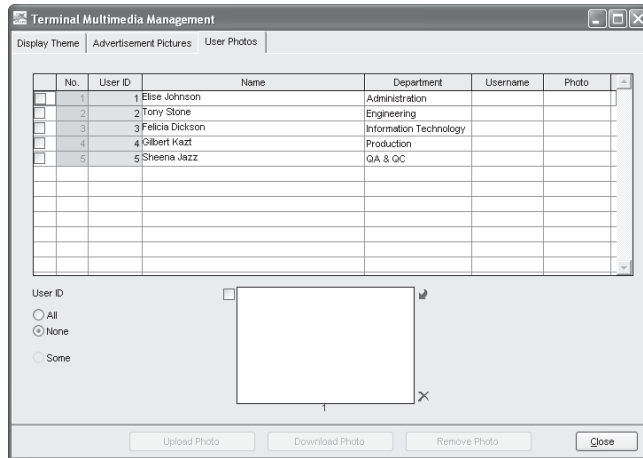


Prepare the picture in correct size and save them into the TCMs v2 folder (example C:\Program Files\FingerTec\TCMs v2\). You have the option to save the pictures in other location, so that you can browse them easily.



**STEP 2** Click  to select Terminal Multimedia Management.

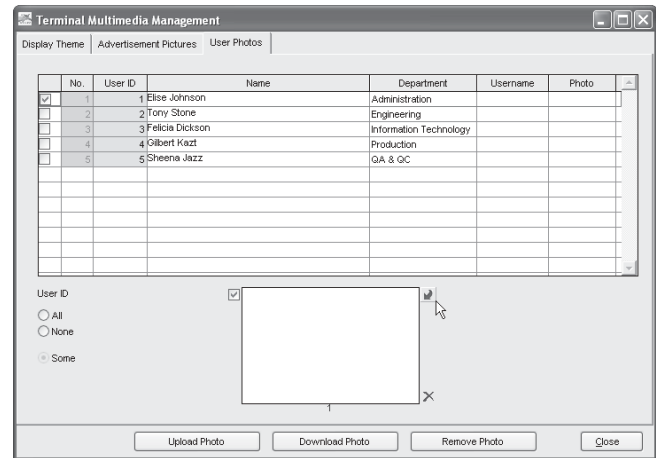
### STEP 3



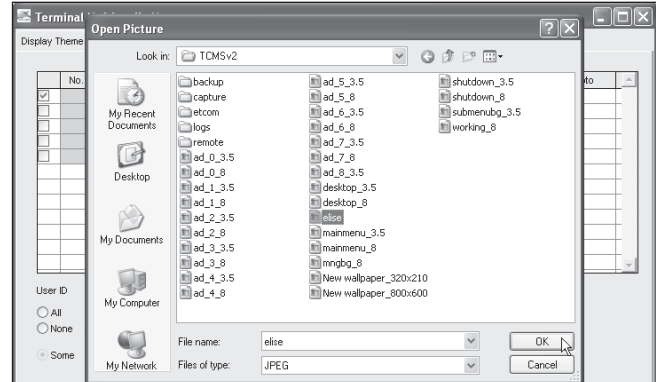
Click "User Photos" to turn to the new page.

### STEP 4

Check the user ID to upload with photo. Check the photo column.  
Click to browse for the user photo to upload.



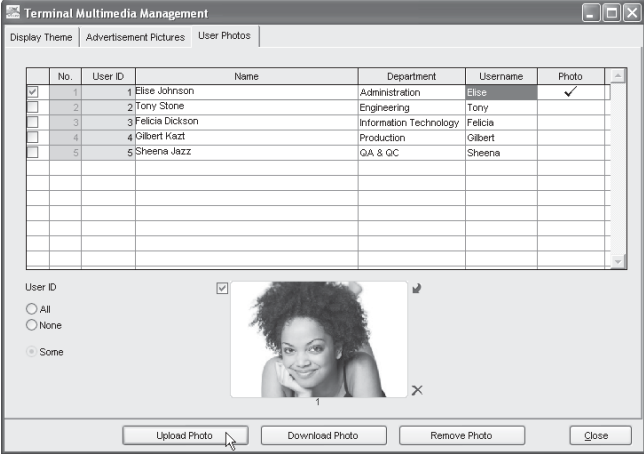
### STEP 5



Select the picture and click "OK".



STEP 6

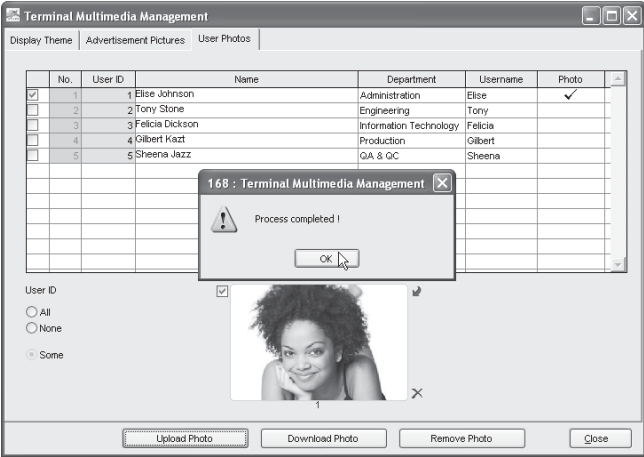


The photo is displayed under the user ID column, and with a check in Photo column. Click “Upload Photo” to upload photo to the terminal.

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.



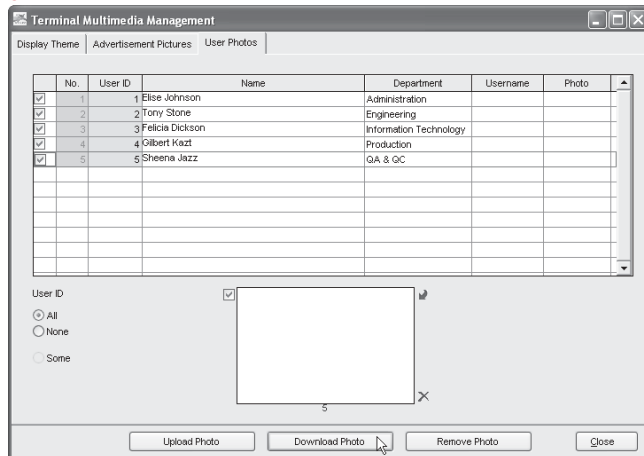
TO DOWNLOAD PHOTO FROM TERMINAL

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.

STEP 1 Click  to select Terminal Multimedia Management.



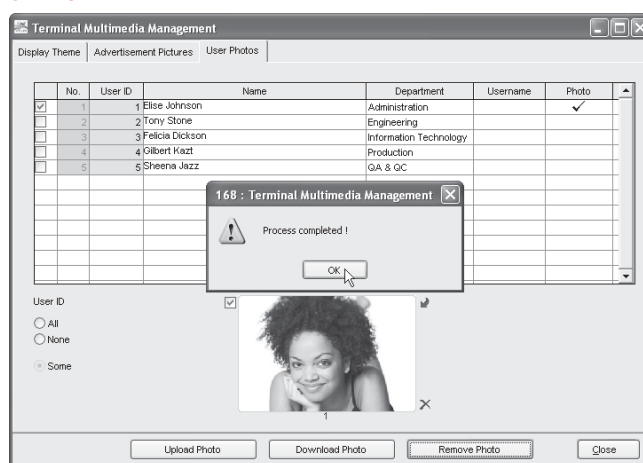
## STEP 2



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



User photos are downloaded. Click "OK" to end the process.

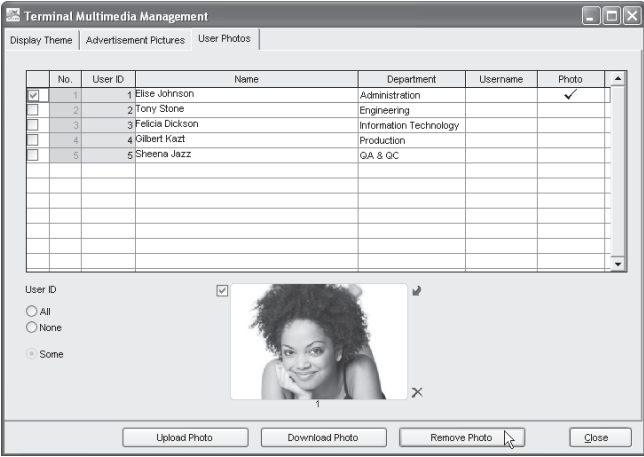
## TO REMOVE USERS' PHOTO

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.

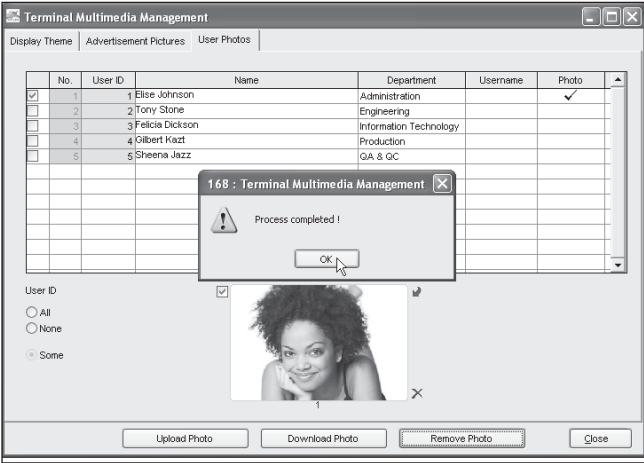


STEP 2



Click “User Photos”. Select the User ID to delete the photo.  
Click “Remove Photo” to start.

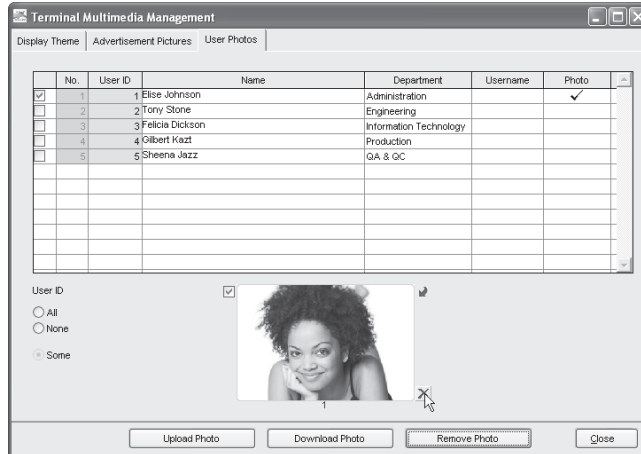
STEP 3



Click “OK” when the process is completed. The photos are deleted from the terminal, but remain in the software.

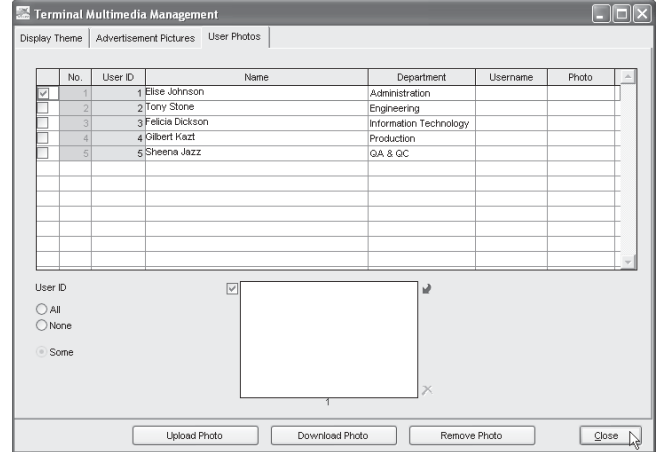


## STEP 4



If you want to delete the photo from the software, click the “x” button at the bottom of photo.

## STEP 5



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		Attendance Sheet										01/02/2009 11:46:40										Page: 1								
		01/02/2009 - 28/02/2009										R =RESTDAY										O =OFFDAY		H =HOLIDAY						
✓=Present																														
User ID	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
Work	Overtime	Leave																												
Administration																														
1	1 Elise Johnson		R						R	R						R	R						R	R						
	149.83	18.88	0.000	08:59:09:02:08:35:08:58:08:54	19:51:19:04:18:22:19:33:17:54					08:42:08:55:08:34:09:01:08:41						08:49:08:59:09:00:08:44:08:39:03:01						08:51:08:54:09:45:09:00:16:30								
Engineering																														
2	2 Tony Stone		R						R	R						R	R							R	R					
	159.15	21.23	0.000	08:59:09:05:08:41:09:01:08:56	19:51:18:40:18:25:19:13:18:16					08:42:08:55:08:43:08:25:08:56						08:56:08:55:08:59:08:46:08:40:10:11						08:51:08:41:08:42:09:00:02:18								
Information Technology																														
3	3 Felicia Dickson		R						R	R						R	R						R	R						
	141.81	28.43	1.000	08:59:09:05:09:02:08:47:08:32	20:12:21:07:18:25:18:46:18:16					08:54:08:38:08:54:08:29:08:33						09:15:18:15:08:57:08:53:18:01						08:59:08:55:08:49			18:01					
Production																														
4	4 Gilbert Kast		R						R	R						R	R						R	R						
	143.65	39.84	0.000	08:59:17:53:08:44:09:04:08:47	20:12:00:30:00:45:18:58:18:56					08:52:09:01:17:51:08:52:08:38						17:53:08:57:09:02:09:00:18:00						09:00:09:02:09:00:08:45:17:49								
QA & QC																														
5	5 Sheena Jazz		R						R	R						R	R						R	R						
	143.55	42.07	0.000	08:59:18:02:08:02:09:02:09:12	20:13:00:04:01:19:18:19:01:18:58					08:53:08:49:17:57:08:54:08:38						18:02:08:57:08:54:09:00:18:00						09:00:09:00:09:00:08:51:17:49								



## E-TIME CARD

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

FingerTec TCMS v2.2

1

✓ = Excused

## Electronic Time Card

Elise Johnson

01/02/2009 11:43:31

Page: 1

Administration

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			8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:02	12:15	13:40	19:04			7.33	1.04	0.27		
04/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:23	18:22			7.54	0.22	0.06		
05/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33			8.00	1.33			
06/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54			7.54		0.06		
07/02/2009	Saturday	RESTDAY	1											
08/02/2009	Sunday	RESTDAY	1											
09/02/2009	Monday	WORKDAY	1	08:42	12:35	13:24	19:15			8.00	1.15			
10/02/2009	Tuesday	WORKDAY	1	08:55	12:36	13:45	18:29			7.45	0.29	0.15		
11/02/2009	Wednesday	WORKDAY	1	08:34	12:38	13:25	18:27			8.00	0.27			
12/02/2009	Thursday	WORKDAY	1	09:01	12:37	13:29	19:32			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											
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											
Day Type	Total Days	Present	Absent	Work	Overtime	Short	ABSENT	ANNUAL	SICK	HOSPITAL	MATERNITY	PATERNITY	EMERGENCY	
WORKDAY	20	20		149.50	13.01	3.40								
RESTDAY	8	1			5.52									
OFFDAY	28	21	0	149.50	18.53	3.40								

## ON LEAVE REPORT

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

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 Type	Sche	Leave Taken
Information Technology						
1	3 Felicia Dickson	26/02/2009	Thursday	WORKDAY	-	ABSENT 1.000
						1.000



DAILY ATTENDANCE LISTING

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

FingerTec TCMS v2.2

Daily Attendance Listing

01/02/2009 11:43:58

Page: 1

01/02/2009

Sunday

User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken
Administration													
1	1	Elise Johnson	RESTDAY	1									
-----													
Engineering													
2	2	Tony Stone	RESTDAY	1									
-----													
Information Technology													
3	3	Felicia Dickson	RESTDAY	-									
-----													
Production													
4	4	Gilbert Kast	RESTDAY	-									
-----													
QA & QC													
5	5	Sheena Jazz	RESTDAY	-									
-----													
Day Type	Total Days	Present	Absent	Work	Overtime	Short	ABSENT						
WORKDAY							ANNUAL						
HOLIDAY							SICK						
RESTDAY	5						HOSPITAL						
OFFDAY							MATERNITY						
PFDAY	5	0	0	0.00	0.00	0.00	PATERNITY						
							EMERGENCY						
-----													
User w/o Attendance		0											
-----													

0.000



## TARDINESS REPORT

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

FingerTec TCMS v2.2

### Tardiness Report 01/02/2009 - 28/02/2009

01/02/2009 11:41:38

Page: 1

Late-In Early-Out Extended Break On Leave

User ID	Name	In	Break	Resume	Out	OT	Done	Short Overtime	Leave	Remark
1	1	Elise Johnson								
		Department: 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		12:34	0.06	13:23		18:22	
								0.06	0.22	
	06/02/2009	1	08:54		12:33		13:30		17:54	0.06
								0.06		
	10/02/2009	1	08:55		12:36		13:45	0.15	18:29	
								0.15	0.29	
	12/02/2009	1	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	09:48	0.48	12:33		13:19		18:03	
								0.48	0.03	
	27/02/2009	1							16:30	1.30
								1.30		
			3		5		4		3	
			0.48		0.45		0.30		1.37	
								3.40	4.18	

2	2	Tony Stone								
		Department: Engineering								
	03/02/2009	1	09:05	0.05	12:27	0.03	13:28		18:40	
								0.08	0.40	
	05/02/2009	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	08:29		12:37		13:49	0.19	19:11	
								0.19	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	



## 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

### Overtime Approval Worksheet 01/02/2009 - 28/02/2009

01/02/2009 11:41:51

Page: 1

User ID	Name	Date	Sche	WORKDAY Overtime	Appr.	HOLIDAY Overtime	Appr.	RESTDAY Overtime	Appr.	OFFDAY Overtime	Appr.
<b>Administration</b>											
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							
		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					0.00 5.52			
		22/02/2009	1	0.29							
		24/02/2009	1	0.19							
		25/02/2009	1	0.02							
		26/02/2009	1	0.25							
<b>Engineering</b>											
2	Tony Stone	02/02/2009	1	1.51							
		03/02/2009	1	0.40							
		04/02/2009	1	0.25							
		05/02/2009	1	1.13							
		06/02/2009	1	0.16							

FingerTec World Wide



## 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 TCMS v2.2

### Attendance Summary 01/02/2009 - 28/02/2009

01/02/2009 11:42:29

Page: 1

✓=Perfect		AB=Absent	LV=Leave Taken	LI=Late-In	EO=Early-Out	MP=Miss Punch	OT=Overtime										
User ID	Name	Workrate %	✓	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
Administration																	
1	1 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	0.00
Information Technology																	
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	0.00
Production																	
4	4 Gilbert East	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	0.00
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	0.00
Total		98.06	47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00



## GROSS WAGES REPORT

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

FingerTec TCMS v2.2

### Gross Wages Report 01/02/2009 - 28/02/2009

01/02/2009 11:46:54

Page: 1

User ID	Name	Rate/Hr	WORKDAY x 100%	OT x 100%	HOLIDAY x 100%	OT x 100%	RESTDAY x 100%	OT x 100%	OFFDAY x 100%	OT x 100%
<b>Administration</b>										
1	1		149.83	13.02				5.87		
	Elise Johnson	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Engineering</b>										
2	2		159.15	15.40				5.82		
	Tony Stone	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Information Technology</b>										
3	3		141.80	28.42						
	Felicia Dickson	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Production</b>										
4	4		143.65	39.85						
	Gilbert Kast	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>QA &amp; QC</b>										
5	5		143.53	42.07						
	Sheena Jazz	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>										
		\$ 0.00	737.96	138.76	0.00	0.00	0.00	11.69	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

### Duty Calendar Group : 1

01/02/2009 11:45:40

Page: 2

M=WORKDAY	H=HOLIDAY	R=RESTDAY	O=OFFDAY	0-999:Schedule																												
Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2009	2	R	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	W	W	W	R	
		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	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.

FingerTec TCMS v2.2

### Day by Day Analysis

01/02/2009 11:42:48

Page: 1

✓=Perfect		AB=Absent	LV=Leave Taken		LI=Late-In	EO=Early-Out	MP=Miss Punch	OT=Overtime									
Date	Weekday	Workrate \$	✓	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
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	39.27	3.03						
11/02/2009	Wednesday	99.79	4				1		0.04	33.56	3.09						
12/02/2009	Thursday	99.13	2				3	1	0.21	39.39	11.28						
13/02/2009	Friday	99.13	2				2	1	0.21	39.39	3.28						
14/02/2009	Saturday																
15/02/2009	Sunday																
16/02/2009	Monday	99.06	2				2	1	0.19	33.41	4.17						
17/02/2009	Tuesday	99.00	3				2	1	0.22	36.38	14.18						
18/02/2009	Wednesday	99.50	1				3	1	0.12	39.48	2.15						
19/02/2009	Thursday	99.45	2				2	2	0.13	39.47	20.51						
20/02/2009	Friday	99.42	2				1	2	0.11	30.49	3.26						
21/02/2009	Saturday														11.41		
22/02/2009	Sunday																
23/02/2009	Monday	98.08	3					2	0.46	39.14	3.44						
24/02/2009	Tuesday	98.93	2				2	2	0.26	39.34	1.05						
25/02/2009	Wednesday	96.38	1				4	2	1.27	38.33	3.33						
26/02/2009	Thursday	100.00	4							32.00	1.57						
27/02/2009	Friday	73.81	2				1	2	1.37	22.53	11.35						
28/02/2009	Saturday																
Total		97.79	47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00

## MONTH BY MONTH ANALYSIS

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

FingerTec TCMS v2.2

### Month by Month Analysis 01/02/2009 - 28/02/2009

01/02/2009 11:42:57

Page: 1

✓=Perfect		AB=Absent	LV=Leave Taken	LI=Late-In	EO=Early-Out	MP=Miss Punch	OT=Overtime										
Month	Head Count	Workrate %	✓	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
02/2009	5	98.00	47	1		39	24	3	8.32	737.58	138.45				11.41		
Total		98.00	47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00



CORRECTION REPORT

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

STAFF MOVEMENT ANALYSIS

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

User ID	Name	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	1 Elise Johnson	Department: Administration										
	27/02/2009 1				16:30					1.30		
2	3 Felicia Dickson	Department: Information Technology										
	26/02/2009 -										ABSENT	

User ID	Date	Transaction										
2	1	02/02/2009	08:59	12:34	13:15	19:51						
	Elise Johnson		2 00	2 00	2 00	2 00						
		03/02/2009	09:02	12:15	13:40	19:04						
			2 00	2 00	2 00	2 00						
		04/02/2009	08:35	12:24	13:23	18:22						
			2 00	2 00	2 00	2 00						
		05/02/2009	08:58	12:35	13:23	19:33						
			2 00	2 00	2 00	2 00						
		06/02/2009	08:54	12:33	13:30	17:54						
			2 00	2 00	2 00	2 00						
		09/02/2009	08:42	12:35	13:24	19:15						
			2 00	2 00	2 00	2 00						
		10/02/2009	08:55	12:36	13:45	18:29						
			2 00	2 00	2 00	2 00						
		11/02/2009	08:34	08:40	12:38	13:25	18:27					
			2 00	2 00	2 00	2 00	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	12:36	13:30	17:59						
			2 00	2 00	2 00	2 00						
		16/02/2009	08:49	12:28	13:26	18:15						
			2 00	2 00	2 00	2 00						
		17/02/2009	08:59	12:32	13:24	20:11						
			2 00	2 00	2 00	2 00						
		18/02/2009	09:00	12:31	13:24	18:12						
			2 00	2 00	2 00	2 00						
		19/02/2009	08:44	12:30	13:25	18:32						
			2 00	2 00	2 00	2 00						
		20/02/2009	08:39	12:22	13:26	18:02						
			2 00	2 00	2 00	2 00						



## TERMINAL ACTIVITY REPORT

Terminal Activity Report is the transactions record of staff by terminal.

FingerTec TCMS v2.2

### Terminal Activity Report

01/02/2009 11:47:29

Page: 1

FingerTec World Wide

ID	Description	Date	Transaction																			
1	1 R2	12/03/2009	10:08	00	14:22	00	14:25	00	14:26	00	14:39	00	14:41	00	14:47	01						
				0		0		0		1234567		0		1234567								
		23/03/2009	15:24	00	15:25	00	15:26	00	15:26	00												
				99		99		99		99												
		24/03/2009	11:18	00	11:22	07	11:24	00														
				6		6		6														
			00: 12 01: 1 07: 1																			
2	2 Q2i	17/10/2008	11:16	-1	11:16	-1	11:18	-1	11:19	-1	11:21	-1	11:25	-1	11:25	-1	11:28	-1	11:31	-1		
				1888		2888		1888		1888		1888		1888		1888		1555	1888			
			11:31	-1	11:32	-1	11:32	-1	11:41	-1	14:27	20	14:27	20	14:28	21	14:41	20	14:58	20	15:02	-1
				1888		1888		1888		1555		1555		1555		1555		1555		2888	2888	
			15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1
			2888		2888		2888		2888		2888		2888		2888		2888		2888		2888	2888
			15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1	15:03	-1
			2888		2888		2888		2888		2888		2888		2888		2888		2888		2888	2888
			15:04	-1	15:04	-1																
			2888		2888																	
		27/02/2009	15:01	00	15:01	00	15:01	00	20:44	00	20:44	00										
				0		0		0		0		0										
		08/03/2009	10:15	00	10:15	00																
				0		0																
		12/03/2009	15:47	20																		
				1234567																		
		23/03/2009	15:15	10	15:20	10	15:25	12	15:26	12												
				1555		99		99		99												
24/03/2009	11:18	-1	11:24	-1																		
		6		6																		
			10: 2 12: 2 00: 7 -1: 39 20: 5 21: 1																			



## TERMINAL TRANSACTION LISTING

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

FingerTec TCMS v2.2

### Terminal Transaction Listing

01/02/2009 11:48:03

Page: 7

	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						