



# FingerTec TCMS V3 Setup Form

## Part 1 Customer Details (Compulsory)

Company Name

Company Address

Company Tel.

Company Fax

Company Email

Contact Person 1

Full Name	<input type="text"/>
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Tel./Mobile	<input type="text"/>
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Email	<input type="text"/>
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Contact Person 2

Full Name	<input type="text"/>
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Tel./Mobile	<input type="text"/>
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Email	<input type="text"/>
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## Part 2 Basic Software Settings (Compulsory)

1. Please tick the language you would like to use in the software. By default the language is English.

### LANGUAGE

\*Choose One

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> English    | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Arabic     | <input type="checkbox"/> French     |
| <input type="checkbox"/> Malay      | <input type="checkbox"/> Russian    |
| <input type="checkbox"/> Indonesian | <input type="checkbox"/> Persian    |
| <input type="checkbox"/> Chinese    | <input type="checkbox"/> German     |
| <input type="checkbox"/> Thai       | <input type="checkbox"/> Turkish    |
| <input type="checkbox"/> Spanish    | <input type="checkbox"/> Portuguese |

2. How would you like the date and time to be displayed in the time and attendance reports?

### DATE DISPLAY

\*Choose One

- MM/DD/YYYY
- DD/MM/YYYY
- YYYY/MM/DD

### TIME DISPLAY

\*Choose One

- 24-hour system (e.g. 13:00)
- 12-hour system (e.g. 1:00pm)

### ATTENDANCE DISPLAY

\*Choose One

- HH:HH format  
(7.5h represent 7 hours 30 minutes)
- HH:MM format  
(7:30 represents 7 hours 30 minutes)

### CALENDAR TYPE

\*Choose One

- Gregorian Calendar
- Persian Calendar
- Hijiri Calendar

3. This table is set to the level of access for an administrator. If you want to have more than one administrator, duplicate the table below and fill it up accordingly.

Role  Note

LEVEL OF ACCESS	VIEW DATA ONLY	FULL ACCESS
<b>Real Time Monitoring</b> Enable/ disable the real time monitoring process in TCMS V3	[ ] Yes [ ] No	[ ] Yes [ ] No
<b>Device Management</b> Add/edit/delete FingerTec device in TCMS V3	[ ] Yes [ ] No	[ ] Yes [ ] No
<b>User Management</b> Add/edit/delete users in TCMS V3	[ ] Yes [ ] No	[ ] Yes [ ] No
<b>Attendance Management</b> Add/edit/delete working schedules and calculation logic in TCMS V3	[ ] Yes [ ] No	[ ] Yes [ ] No
<b>Reports</b> View/print all reports from TCMS V3	[ ] Yes [ ] No	[ ] Yes [ ] No
<b>System Manage</b> Configure the basic settings of the TCMS V3	[ ] Yes [ ] No	[ ] Yes [ ] No
<b>Data Synchronization</b> To transfer settings among all FingerTec devices with TCMS V3	[ ] Yes [ ] No	[ ] Yes [ ] No

4. Please provide the following details for TCMS V3 to send email notifications to administrators.

SMTP server	
SMTP port	
SMTP email	
SMTP password	
SMTP confirm password	
SSL required?	[ ] Yes [ ] No
Email address of recipient(s)	

### Part 3 Department and Employee Details (Compulsory)

The part of the form is to lay out your company's hierarchy.

**Department** generally refers to a division dealing with specific job functions in a company for example, Sales, Marketing, Administration, etc.

**Section or Sub-Department** refers to the group placed under a certain department for example, Domestic and International for Sales Department, Regional for Marketing, etc.

Department	Section/ Sub-Department
Sales	1. Domestic 2. International
Marketing	1. South East Asia 2. Middle East
Administration	1. Finance 2. Human Resource

Once you have identified the hierarchy, identify the employees that belong to each department/section or sub-department and group them based on the table presented below. It is recommended that you duplicate the details into Excel Spreadsheet; this will allow importation of the employee's details without having to key in the data manually.

*Note: User ID is a 9-digit ID number assigned to each employee during enrollment.*

NO	USER ID	USERNAME	FIRST NAME	LAST NAME	CARD NUMBER	DEPARTMENT	EMPLOYEE ID
1							
2							
3							
4							
5							
6							

## Part 4 Setup of TCMS V3 and Standalone Terminals

Fill up the basic information of the FingerTec terminals prior to installation. Planning ahead reduces errors and inconveniences.

FINGERTEC TERMINAL BASIC INFORMATION	
Terminal Description	
Device ID	
Serial Number	
Model	

CONNECTION: TCP/IP OR RS485	
Communication Method	<input type="checkbox"/> TCP/IP <input type="checkbox"/> RS485
TCP/IP CONNECTION	
Communication Key	
IP Address/URL	
Gateway	
Subnet	
Port Number	
RS485 CONNECTION	
COMM Port	
Baud rate	

FINGERTEC VERIFICATION METHOD(S) AND SECURITY LEVEL	
1:1 verification entirely	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fingerprint algorithm VX 9 (old) or VX 10 (new, recommended)	<input type="checkbox"/> VX 9 <input type="checkbox"/> VX 10
Security level of 1:1 verification (0 to 50, 50 is the highest. Recommended at 35)	
Security level of 1:N verification (0 to 50, 50 is the highest. Recommended at 45)	

TERMINAL POWER MANAGEMENT	
Set terminal to go into Sleep mode or Shut Down during Idle.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Set time in minutes before terminal goes into idle mode.	___ mins
Set time for terminal to power on automatically.	__:__
Set time for terminal to shut down automatically.	__:__

# APPENDIX

## Working Schedule Setup

### Note:

*The following forms are rather technical and may be confusing if you are new to the TCMS V3. We strictly advise this section to be filled up by a FingerTec reseller or with the close supervision of one. If your company does not have more than one fixed working time for the employees, you may skip this section entirely.*

### OVERVIEW OF WORKING SCHEDULES

Different companies have different rules and working schedules that apply to their staff. Under this section, you can choose the schedule that is best representative of your company's working hours, and define customizable rules according to your company's needs. There are three types of working schedules available, which are Weekly, Flexi, and Daily Schedules.

#### **Type 1- Weekly Schedule**

A weekly schedule can have customized and defined working hours which is fixed on a weekly basis. It's the most common working schedule in most industries.

#### **Type 2- Flexi Schedule**

Flexi schedules are simple, and defined by the number of hours clocked in during each day, irrelevant of time and tardiness. If your company doesn't have a flexible working hour policy, you can ignore this type of schedule.

#### **Type 3 – Daily Schedule**

Daily schedules are defined with more details on a daily basis, with specific working cycle patterns, and is used mainly to coordinate shift work such as in factories, hospitals, and so on. Daily schedules are more complicated to set up, and we advise that you work closely with your FingerTec reseller on this.

All three types of schedules can be used in the TCMS V3 at one time if it applies to your working environment.

# Part 5 Time Attendance Setup

## TYPE 1: WEEKLY SCHEDULE

The below settings is suitable for one shift only. Please copy this page for additional shifts.

Schedule no:  Schedule name:

1. Determine the restday/offday of this working schedule:

Day	Day Type
Monday	Workday
Tuesday	Workday
Wednesday	Workday
Thursday	Workday
Friday	Workday
Saturday	Offday
Sunday	Offday

2. Do you want to capture attendance records of employees if they work on their restday/offday?  Yes  No
3. Do you want to treat this attendance as overtime?  Yes  No
4. How many times employees can take break/rest per day?  1  2

**A. ONLY 1 BREAK TIME:** Complete the working time table 1 below:

Day	First check in on	Break time start on	Resume to work on	Last check out on
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**B. 2 BREAK TIME:** Complete the working time table 2 below:

Day	First check in on	1 <sup>st</sup> Break time start on	Resume to work on	2 <sup>nd</sup> break time start on	Start OT to work	Finish OT work on
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

5. Do you want to deduct lunch break?  
 Yes  No
- Will the employees clock on/off for lunch?  
 Yes  No
  - Deduct a set amount of lunch time automatically: \_\_\_\_\_ mins
  - Deduct a minimum break time of \_\_\_\_\_ minutes & deduct any extra lunch time taken.
  - Deduct only actual lunch taken.  
 Yes
6. How many minutes tolerance should be given if an employee:
- Starts work late: \_\_\_\_\_ minute(s)
  - Starts break early: \_\_\_\_\_ minute(s)
  - Finishes break late: \_\_\_\_\_ minute(s)
  - Finishes work early: \_\_\_\_\_ minute(s)
7. Do you want to round-up the total work/overtime hours of employees?  
 Yes  No
- Round up total work time to the nearest \_\_\_\_\_ min. Round:  
 Up  Down  Midpoint
  - Round up overtime to the nearest \_\_\_\_\_ min. Round:  
 Up  Down  Midpoint
8. Fill in the below details to provide overtime option to the employees.
- Is overtime counted if employees report early to work?  
 Yes  No
  - How long must an employee work before being counted as overtime?  
\_\_\_\_\_ min(s)
  - What is the maximum overtime hours per day? \_\_\_\_\_ hour(s)

## TYPE 2: FLEXI SCHEDULE

If you have more than two shift, please copy this page for additional shifts.

Schedule no:

Schedule name:

1. Determine the restday/offday of this working schedule:

Day	Day Type
Monday	Workday
Tuesday	Workday
Wednesday	Workday
Thursday	Workday
Friday	Workday
Saturday	Offday
Sunday	Offday

2. How many records should be captured for each employee?

2 records [First In and Last Out only]

4 records [ First In – Break starts – Resume to work – Last Out ]

6 records [ First In – Break starts – Resume to work – Break starts – Resume to work – Last Out ]

3. Do employees work past midnight?  Yes  No

- Employees can work a maximum of \_\_\_\_\_ hour(s)
- Employees must check out before \_\_\_\_\_ am
- Employees must rest a minimum of \_\_\_\_\_ hour(s) before he/she reports to work again

4. Do you want to deduct lunch break?  Yes  No

- Will the employees clock on/off for lunch?  Yes  No
- Deduct a set amount of lunch time automatically:  
\_\_\_\_\_ mins after \_\_\_\_\_ hrs have been worked
- Deduct only actual lunch taken.  Yes

5. Fill in the below details to provide overtime option to the employees.

- Is overtime counted if employees report early to work?  Yes  No
- How long must an employee work before being counted as OT?  
\_\_\_\_\_ min(s)
- What is the maximum overtime hours per day?  hour(s)
- Deduct tardiness (late in/early break/late break) from overtime?  Yes  No
- Do OT hours have a different payrate?  Yes  No

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Do you want to consider special rate of work time and OT done during restday/offday?  Yes  No

(Restday/Offday Work time to treat as OT; Restday/Offday OT time to treat as double)

### TYPE 3: DAILY SCHEDULE

If you have more than one shift, please copy this page for additional shifts.

*(Note : This section is to be filled up and setup with close supervision of a FingerTec reseller ONLY)*

Schedule no:  Schedule name:

1. How many times employees can take break/rest per day?  1  2

A. **ONLY 1 BREAK TIME:** Complete the Working time table 1 below:

Day	First check in on	Break time start on	Resume to work on	Last check out on
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

- Do you want the software to exclude break time of employees before they work for overtime?  Yes  No
- Deduct \_\_\_\_\_ minute(s) as break time from total overtime.

B. **2 BREAK TIMES:** There's no option to set an overtime start and end time. The software will only calculate overtime hours if the employee checked out after the Last Check Out time.

Day	First Check in on	Break time start on	Resume to work on	Break time start on	Resume to work	Last check out on
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

2. How is the working cycle of the shift? (Eg: are the shift cycles regular, repeats once a month, etc?) Kindly describe the shift cycle in the space below or to your FingerTec installer for further action.

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- Set \_\_\_\_\_ minute(s) as a buffer duration when employees check in/out of their working shifts.
- How many minutes tolerance should be given if an employee:
  - Starts work late: \_\_\_\_\_ minute(s)
  - Starts break early: \_\_\_\_\_ minute(s)
  - Finishes break late: \_\_\_\_\_ minute(s)
  - Finishes work early: \_\_\_\_\_ minute(s)
- Fill in the below details to round work time/OT of employee
  - Round work time to the nearest \_\_\_\_\_ min Round:  Up  Down  Midpoint
  - Round OT to the nearest \_\_\_\_\_ min Round:  Up  Down  Midpoint
- Fill in the below details to deduct break time from work time.
  - Deduct \_\_\_\_\_ minute(s) automatically.
  - Deduct minimum \_\_\_\_\_ minute(s) and deduct any extra break time
  - Deduct only actual time taken for break.
- Fill in the below details to provide OT to the employees.
  - Is OT counted if employees report early to work?  Yes  No
  - How long must an employee work before being counted as OT? \_\_\_\_\_ min(s)
  - What is the maximum OT hours per day? \_\_\_\_\_ hour(s)
  - Deduct tardiness (late in/early break/late break) from OT?  Yes  No
  - Do OT hours have a different payrate?  Yes  No

Remarks: \_\_\_\_\_

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