FOUNDER
DiGi*Time*

Software
USER GUIDE

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 terminal 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.

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CONTENTS

INSTALLATION AND ACTIVATION

Installation And Set Up

To install the software, you need to insert the software installation CD into a CD-ROM or a DVD-ROM.Browse the CD and run the installation file. If your computer has an 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 have read the license agreement. Click "Next" to proceed.

Step 4: Click "Next" to install the software to default installation folder at *C:\Program Files\Founder\DiGiTime*. 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 as shown below to start the software.

Step 7: Choose a language and click "Select" for your the preferred language.

Note: *The product key and the software activation key can be found on the sticker.*

Product Key:
B4NZ-AE9Y-JW6A
S/N: 8203602   Activation Key: K2EWF5SZ
001010
©2008-2009 HRM System All right reserved.

Step 8: You can find the product key, activation key and serial number of the terminal printed on a genuine sticker.

Step 9: Select the date display format to be used in the software and reports. Click "Next" to proceed.

Step 10: 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: In "Password" column, insert the administrator's password to protect access to the software.

In "Retype" column, type again the same password to reconfirm.

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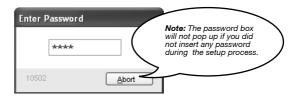

In the "Company" column, insert the company name, which will be published in all reports. You may fill in the name of the administrator and his email address.

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 prompt 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.

Connecting and Activating Terminals in Software

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.

Step 1: When the software is initiated for the first time, a page will pop up.

Follow the steps below:

[1] Insert the ID
   • Each terminal ID must be unique for the software to accept new terminal.
   • The numbers must be between 1-999 and it must match the number in the Communication Option in the terminal.

[2] Select the model of the terminal.

[3] Select Type of Connection
- TCP/IP if using LAN connection.
- COM1~6 if using RS232 or RS485 connection.
- USB if using USB flash disk to transfer data.

[4] Select the baud rate if COM1~6 is selected as Types of Connection. Ignore if TCP/IP or USB is selected as Types of Connection.

[5] Insert the IP address of the terminals. Ignore if COM1~6 or USB is selected as Types of Connection *(same settings in Communication Option in the terminals).*

[6] Uncheck the Disable column to connect the software to the terminals.

Step 2: A message will pop up and request you to confirm that the terminal has been connected properly. Click "Okay" after you have checked the connection.

Step 3: 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 it 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. Make sure that the key numbers shown on the screen are the same as the ones printed on the sticker.

USING USB FLASH DISK

Step 1: Uncheck the Disable column to activate the terminal.

Step 2: Insert the Serial number of the terminal into the column.Click "Apply" to proceed.

Step 3: Insert Activation Key into the column. Click "Apply" to proceed.

Step 4: Software will be activated. Click "OK" to accept the message. If "Apply" button is deactivated after insertion of Activation Key. Make sure the key numbers shown on the screen are the same as the ones printed on the sticker.

Adding or Deleting Terminals

ADDING NEW TERMINALS INTO THE SOFTWARE

Step 1: Click "Add" to add a new terminal into the software.

Step 2: Insert the Software Product Key. Click the "key" icon to confirm.

Step 3: Repeat steps as mentioned in page 16.

DELETING TERMINALS FROM THE SOFTWARE

Check the box to select terminal you want to delete and click "Delete" to proceed.

Terminal

Specify the ID number and the type of model for each installed terminal, and its known communication port for RS-232/485 connection, or its unique IP address for TCP/IP connection.
In order to enable a disabled terminal, make sure the terminal is connected online to your PC before you 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
☐	B4NZ-AE9Y-JW6A	7HJ4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222
☐	RL57-QE89-UW89	RE3VT4A7	2	1	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223

☐ Show Viewer Activation

[Add] [Delete] [Activate Terminal] [Advanced Settings] [Terminal Group] [Apply] [Close]

Interacting With Terminals

Information from connected terminals can be retrieved to check on 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.

Terminal

Specify the ID number and the type of model for each installed terminal, and its known communication port for RS-232/485 connection, or its unique IP address for TCP/IP connection.
In order to enable a disabled terminal, make sure the terminal is connected online to your PC before you 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
☐	B4NZ-AE9Y-JW6A	7HJ4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222
☐	RL57-QE89-UW89	RE3VT4A7	2	0	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223

☐ Show Viewer Activation

[Add] [Delete] [Activate Terminal] [Advanced Settings] [Terminal Group] [Apply] [Close]

Step 2: Click "Get Settings" and the software will retrieve information from the selected terminal. Once information is retrieved, click "OK" to save the settings.

Terminal Advanced Settings

Terminal ID	2	Model	IKiosk 100	Baudrate	115200
Description	Terminal 2	IP Address	192.168.1.223
Pulling Host IP		Connection	TCP/IP
No attendance records	☐	Communication Key	
Language	English	Sleep time	: o'clock
Date format	YY-MM-DD		: o'clock
Voice	On		: o'clock
1:N Threshold	45		6.0.3.2
1:1 Threshold	35		Ver 6.18 Jan 4 2008
Only 1:1	No		

168 : Terminal Advanced Settings

⚠ Process completed !

[OK]

Step 3: Descriptions of Terminal Advanced Settings are explained below:

- **Terminal ID:** Specify the terminal identification number.
- **Model:** Choose from a list of the terminal models.
- **Description:** Describe the terminal's details for example terminal 1 location is at the front entrance.
- **Polling Host IP:** Retrieve and display the host IP. (Only a computer with this IP address can download the data from the terminal.)
- **No Attendance Records:** A check on this box will provide no attendance records at all. This function is suitable for terminal for door access only.
- **Language:** Choose the language for the terminal.
- **Date format:** Choose the date format from the list for on the terminal.
- **Voice;** Enable or disable voice emission in the terminal.
- **1:N Threshold:** Specify the value for 1:N matching threshold in the terminal, which means the amount of total minutiae points that will be read by the scanner during verification. The valid range of the threshold should be between 0-50; recommended range is 45-50.
- **1:1 Threshold:** specify the value for 1:1 matching threshold in the terminal. The valid range should be between 0-50. Recommended range is 35-50.
- **Only 1:1:** to specify the verification method for the terminal. If "No" is chosen, the terminal 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:** Specify the number of minutes to trigger the idle action with either power off or sleep mode. Choose value "0" to disable this function.
- **Idle Action:** Specify the idle action with either power off or sleep mode.
- **Lock delay:** Specify the timer of the door after verification is done and before the door is shut again. This function is for door access only.
- **Wiegand format:** Specify the Wiegand format used. This is only used when you are using a WG model. 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:** Specify the Baudrate of the terminal, which is the data transmission speed for device to computer. This is only effective when the RS232/RS485 communication methods are bering used, ignore this if using TCP/IP. Leave the value as 115200 as default.
- **IP Address:** Specify the IP Address of the terminal. This is only effective when the TCP/IP communication method is bering used.
- **Connection:** Choose from the list of connection types available. Ethernet, RS232 or RS485. Choose only one method.
- **Communication Key:** Specify the communication key, which is a password for software to communicate with device; the default value is 0.
- **Sleep Time:** Specify the time for the terminal to rest.
- **Power Off Time:** Specify the time to turn off the terminal automatically.
- **Power On Time:** Specify the time to power on the terminal automatically.
- **SDK Version:** Displaying the SDK version of the terminal.
- **Firmware version:** Displaying the Firmware version of the terminal.
- **Administrator:** Displaying the number of administrators available in the terminal.
- **User:** Displaying the total number of users available in the terminal.
- **Fingerprint:** Displaying the total number of fingerprint templates available in the terminal.
- **Password:** Displaying the total number of password users available in the terminal.
- **User Log:** Displaying the number of transactions being done in the terminal.
- **Get Settings:** Click to get the current settings of the terminal.
- **Default Settings:** Click to get the default settings of the terminal.
- **Set Settings:** After changes have been made, a click on this button will update settings to the terminal.
- **Update Firmware:** Update to the latest terminal firmware. You may obtain this firmware update file from resellers.

  Note: Firmware file is always in .cfg formats.

- **Close:** Close the terminal Advanced Settings window.

Assigning 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 tasks. For example, you can assign all terminals installed at ground floor into a group labeled 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.

Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	
☐	B4NZ-AE9Y-JW6A	7HIJ4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222	)
☐	RL57-QE89-UW89	RE3VT4A7	2	0	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223	)

Terminal Group

Below is a table consists of user-definable group description for terminals.

Disabled	Group	Description
☐	0	Ground Floor
☐	1	R&D
☐	2	Production

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

Step 3: Assign terminals into the corresponding group. Click "Apply" to save settings.

Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	
☐	B4NZ-AE9Y-JW6A	7HIJ4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222	)
☐	RL57-QE89-UW89	RE3VT4A7	2	0	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223	)
				0	Ground Floor						
				1	R&D						
				2	Production						

2

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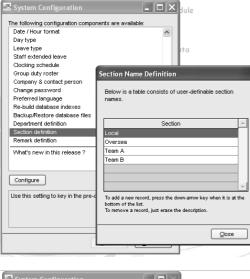
- To add a new department, insert the name of the department.
  Press ↓ to insert the next department.
- To delete a department, select a department and press DEL on keyboard.

PASSWORD
You can assign department password to each department's manager. With the password, department manager can login into the software 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.

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.

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

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

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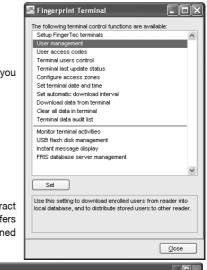
User can press the keypad buttons to define their clocking status during verification.

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).

DOWNLOADING 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.

UPLOADING 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.

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.

[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.

DELETING USERS FROM 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.

DELETING USERS FROM COMPUTER

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.

[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 [Users] to open User Records.

No.	User ID	Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend
1	1	Elise Johnson	AD1582	Administration	Local	0		
2	2	Tony Stone	ENG5584	Engineering	Oversea	0		
3	3	Felicia Dickson	IT7568	Information Technology	Oversea	0		
4	4	Gilbert Kazt	PD5933	Production	Team A	0		
5	5	Sheena Jazz	Q1895	QA & QC	Team B	0		

Click for photo

Elise Johnson
Name
Administration
Department
Local
Section
24/02/2009
Issued

A7396854SS857
Social Security No.
CN5589361258
ID No.
60122081118
Phone No.
/ /
Expired
Email

Address
20/12/2009
Vacation
31/12/2009
Until

Add User | Change ID | Import User | Apply | Cancel

[2] Select the user ID and insert information into the corresponding field.
[3] Click the "Click for photo" column to find photo of the user.
[4] Repeat the same steps for other users.
[5] Click "Apply" to save settings.

In case you wish to change the User ID to another new User ID, follow the steps below.

No.	User ID	Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend
1	1	Elise Johnson	AD1582	Administration	Local	0		
2	2	Tony Stone	ENG5584	Engineering	Oversea	0		
3	3	Felicia Dickson	IT7568	Information Technology	Oversea	0		
4	4	Gilbert Kazt	PD5933	Production	Team A	0		
5	5	Sheena Jazz	Q1895	QA & QC	Team B	0		

Change User ID

Use this function to change an existing old user ID to a non-existing new user ID.
All related database will have the new user ID once it has been changed.

Old ID 1
New ID 1001

Apply | Cancel

[1] Click [Users] to open User Records.
[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.

Setting 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 [Devices icon] 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.

Downloading 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 [Devices icon] 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.

[4] Uncheck irrelevant terminal IDs.

[5] Click "OK" to proceed.

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

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

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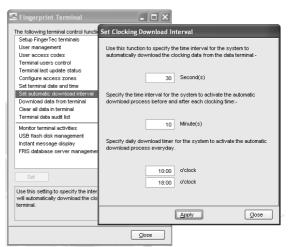
[1] Click and select "Set Automatic Download interval"

[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 10 minutes before 9:00am which is at 8:50am and 10 minutes after 9:00am which is at 9:10am. This is different with normal minute interval.)

Specific timer

[3] Click "Apply" to save settings.
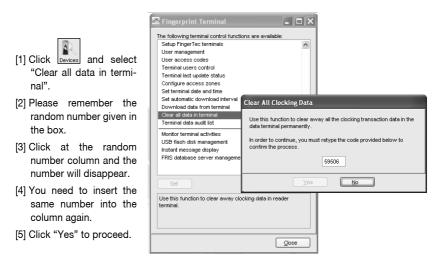
You can select to use all 3 types of download intervals at the same time. All 3 download intervals will not interrupt each other during download process.

Clearing Data in Terminal

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

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

[1] Click [Devices] 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.
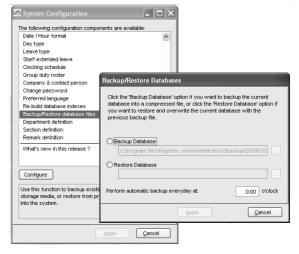
Backing Up/Restoring

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

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

[2] To backup database, select "Backup Database" and select a location to save the database .ZIP file.

[3] To restore database, select "Restore Database" and locate the database .ZIP file to restore.

[4] If you want the software to backup database daily at a fixed time, insert the time into the column.

[5] Click "Apply" to save settings.

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.

Setting Up 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 [Configuration] and select "Clocking Schedule".

Schedule: Schedule is identified by code ranging from 0 to 999.
Description: Description of the schedule.
Work Schedule: 3 types of the work schedules (Weekly / Daily / Flexi)

Clocking Schedule

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

Schedule	Description	Work Schedule		
0		Weekly	Edit	

[Add Schedule]   [Delete Schedule]   [Close]

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

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

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

[5] Select a schedule code and name the schedule.

[6] Define the "Work Schedule". Click "Okay" and start to configure settings.

Add Schedule

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

Schedule 4

Description

Work Schedule Weekly

Okay   Cancel

CLOCKING PAGE

Clocking Schedule

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

Clocking | Range | Settings   Schedule 0   Description

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	09:00			17:00		
Tuesday	WORKDAY	09:00			17:00		
Wednesday	WORKDAY	09:00			17:00		
Thursday	WORKDAY	09:00			17:00		
Friday	WORKDAY	09:00			17:00		
Saturday	WORKDAY	09:00			13:00		

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 you select "Weekly" 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 | Settings   Schedule 1   Description

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

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

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

	In	Break	Resume	Out	OT	Done
Clocking Time	09:00	:	:	17:00	:	:
Clocking Range	:	:	:	:	:	:
Latest Clockings	☐	☐	☐	☑	☐	☑

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

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

If you select "Daily" 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

Instruction

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 3

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

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

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:

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.

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:

- At the "Settings" tab specify the necessary settings applicable for attendance calculation.
- This allows you to specify the time policy to calculate late in, early out, overtime & working hour.

Allow a grace period in minutes for late-in =15
This means LATE IN will only be calculated if you come to work after 9:15am, assuming that your IN time is 9:00am.

Allow a grace period in minutes for early-out = 15
This means EARLY OUT will only be calculated if you go home before 4:45pm assuming that your OUT time is 5:00am.

Minimum minutes must worked to qualify for overtime = 60
This means if an employee overtime work is 45 minutes, she/he will not be entitled for overtime claim. He/she only can claim for the overtime if his/her overtime work is more or equal to 1 hour.

Maximum no of hours allowed to claim for overtime = 24
By default, this will be set as 24. This means that the maximum number of hours an 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.

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:

[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 pre-defined 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).

For 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 [Configuration] and select "Group Duty Roster".

Group: Group can be represented by code ranging from 0 to 999.

Description: Name of the group.

Roster: 2 types of roster. (Weekly and 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".

[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 availabe 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

Okay   Cancel

Add Group

To add new group duty roster, select an availabe 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

Okay   Cancel

[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 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.

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.

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.

Holiday List: 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.

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.

Close

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   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

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

Import Duty Roster Records

You may specify either MS-Excel spreadsheet (.xls) or delimited ASCII (.txt) format, and the file name to import from.
Note: Existing records will be overwritten by this import function.

EXCEL | ASCII

Group	Year	Month	1	2	3	4	5	6	7	8	9	10

View Sample | Apply | Cancel

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.

Erase Duty Roster

Use this function to erase the existing yearly duty roster by selecting the year and the specific group code.

Year 2009   Group ▼ (blank for all)

Okay | Cancel

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

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   01/01/2009   Group 1   Description [   ]   Shifts/Day 3

Overtime Only After 50.00 / Week

	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	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-			
Mar	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1
Apr	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	
May	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1
Jun	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	
Jul	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-
Aug	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1
Sep	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	
Oct	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1
Nov	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	
Dec	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-

Holiday List
Auto Schedule
Different Restday
Import Roster
Erase Roster

Save

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

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

Sample of Configuration

NORMAL WORKING ROSTER

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

	In	Break	Resume	Out
Time (Monday to Friday)	9:00am	12:30pm	1:30pm	6:00pm
Time (Sat)	10:00am			1:30pm

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

Step 1:
In Clocking Schedules, click "Add Schedule" to start.

Step 2: Select a schedule code for example "1" and name it as "Office". Select the Work Schedule as "Weekly".

Step 3: 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: Check to enable the option "Replace with the latest clocking" for Out column. Click Settings to continue to the next page.

Step 5: 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.

Step 6: The software will return to the main page and you can see a new schedule is created. Click "Close" to save settings.

Step 7: In "Group Duty Roster", click "Add Group" to add a new roster.

Step 8: Select a group from the checklist. It is recommended that you use a group that is attached with the name of the predefined clocking schedule. Click "Okay" to continue.

Step 9: In the new roster, click "Add Schedule" to start.

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

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

Click "Okay" to save settings. Click "Save" to save settings.

Step 10: A new group is created. You can click "Edit" to change any settings in the created group duty roster if there are any changes required.

Click "Close" to end process.

Time (Monday to Friday)	In	Lunch	Resume	Dinner	Resume	Out
	9:00am	12:30pm	1:30pm	6:00pm	7:30pm	10:30pm
Time (Saturday)	10:00am					1:30pm

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.

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.

FLEXI-WORKING ROSTER

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

Step 1:
In "Clocking Schedules", click "Add Schedule".

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

Step 3: 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.

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 [R&D]

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 ? . . . . ☑ Yes
   If Yes, flexi-work hour is calculated based on last clocking minus first clocking.

[Save]

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

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 ...]

[Add Schedule]   [Delete Schedule]   [Close]

Step 5: The software will return to the main page and you can see a new schedule is created. Click "Close" to save settings.

Step 6: In Group Duty Roster, click "Add Group" to add a new group. Select a group from the checklist. It is recommended to use Group that is attached with the name of a predefined clocking schedule. Click "Okay" to continue.

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						[Edit]

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

0	Weekly	
1	Weekly	Office
2	Weekly	R&D
3	Shift	
4	Shift	
5	Shift	
6	Shift	

[Add Group]   [Delete Group]   [Close]

Step 7: In the new roster, click "Add Schedule" to start.

The Software automatically arranges the predefined weekly working schedule, example: clocking schedule 2. Check the date range for the schedule. Click "Okay" to save settings. You may insert other information such as Holiday List, Different Reset Day, if there is any.

Step 8: 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

	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

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.

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

Add Schedule

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

Schedule 3

Description Morning Shift

Work Schedule Daily

Okay   Cancel

Add Schedule   Delete Schedule   Close

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.

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 3   Description Morning Shift

	In	Break	Resume	Out	OT	Done
Clocking Time:- Actual clocking time Leave it blank if not used	08:00	12:00	13:00	16:00	:	:
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 qualify minutes before the shift starts . . . .

Save

Step 3: Insert the time into each time slot. Enable "Latest Clocking" option for Out column. Click "Settings" to continue.

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 3   Description Morning Shift

Allow a grace period in minutes for late-in 10

Allow a grace period in minutes for early-out 10

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 ? . . . . ☑ Yes / ☐ Yes

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

Save

Step 4: 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.

Step 6: All 3 clocking schedules are created. Click "Close" to save settings.

Step 7: In Group Duty Roster, click "Add Group" to start.

Step 8: Select a group duty roster with "Shift" for example "6" and name it as "Factory". Click "Okay" to continue.

Step 9: Define the total working shift for 1 day. The software supports a maximum of 3 shifts per day.

Step 10: 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.

Group Duty Roster

Select group yearly duty planner according to th... and 'Auto-Schedule' to facilitate the rotational shift planning and optional open-schedule codes. 'D... restday in the week.
You may change each day planner by right-clic...

Auto Schedule Assistant

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

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

Multi-Shifts

0
1   Office
2   R&D
3   Morning Shift
4   Evening shift
    Night Shift

Effective date range   01/01/2005

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

Okay   Cancel

Shifts/Day 3

Overtime Only After

Holiday List
Auto Schedule
Different Restday
Import Roster
Erase Roster

Save

Auto Schedule Assistant

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

Sequence	Day Type	1	2	3
1	RESTDAY			
2	WORKDAY	3	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

Okay   Cancel

Step 11: 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: The software arranges the roster in 3 pages. Click to see them. 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 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 01/01/2009   Group 6   Description   Shifts/Day 3   Overtime Only After

Holiday List
Auto Schedule
Different Restday
Import Roster
Erase Roster

Save

Step 13: 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.

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
6	Factory	Shift	3			Edit

[Add Group]   [Delete Group]   [Close]

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

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]

Step 2: In each clocking schedule, insert a value for "If this is a rotational shift, specify the quantity minutes before the shift starts", for example: 10 minutes.

Please locate the details of this option in page 33.

Step 3: In Group Duty Roster, click "Add Group" to continue.

Step 4: Select a group duty roster with "Shift" for example group number "7" and name it as "Factory 2". Click "Okay" to continue.
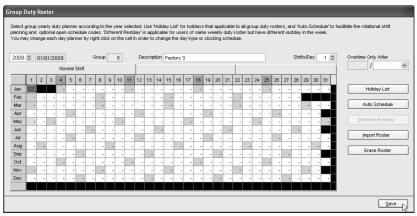

Step 5: Click "Auto Schedules" and define the day type according to the schedule. Define clocking schedules for each of the day according to the schedule. Define the date range for the roster. Click "Okay" to continue.

Step 6: The software automatically arranges the roster according to your settings. Click "Save" to save settings.

Step 7: A new group is created. Click "Close" to save settings.

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
6	Factory	Shift	3			Edit
7	Factory 2	Shift	1			Edit

[Add Group]   [Delete Group]   [Close]

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

Step 1: As described in Chapter Multi-Shift Working Roster, you can configure 3 clocking schedules by the same method.

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]

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: In Group Duty Roster, click "Add Group" to continue. Select a group duty roster with "Shift" for example group number "8" and name it as "Factory 2". Click "Okay" to continue.

Step 3: 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 4: 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 5: A new roster is created. Click "Close" to save settings.

Assigning 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 [Users] to open the User Record page.

Step 2: In the Group column, click to select the assigned users into the corresponding group duty roster. Repeat the step to all users.

No.	User ID	Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend
1	1	Elise Johnson	AD1582	Administration	Local	0		
2	2	Tony Stone	ENG5584	Engineering	Oversea	0		
3	3	Felicia Dickson	IT7568	Information Technology	Oversea	1	Office	
4	4	Gilbert Kazt	PD5933	Production	Team A	2	R&D	
5	5	Sheena Jazz	Q1895	QA & QC	Team B	6	Factory	
						7	Factory 2	
						8	Factory 3	

Name: Elise Johnson
Department: Administration
Section: Local
Issued: 24/02/2009
Expired: / /
Social Security No.: A7396854SS857
ID No.: CN5589361258
Phone No.: 60122081118
Email:
Address:
Vacation: 20/12/2009
Until: 31/12/2009
Click for photo — 1

Add User | Change ID | Import User | Apply | Cancel

Step 3: Click "Apply" to save settings.

No.	User ID	Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend
1	1	Elise Johnson	AD1582	Administration	Local	1		
2	2	Tony Stone	ENG5584	Engineering	Oversea	6		
3	3	Felicia Dickson	IT7568	Information Technology	Oversea	1		
4	4	Gilbert Kazt	PD5933	Production	Team A	8		
5	5	Sheena Jazz	Q1895	QA & QC	Team B	7		

Name: Sheena Jazz
Department: QA & QC
Section: Team B
Issued: 24/02/2009
Expired: / /
Social Security No.:
ID No.:
Phone No.:
Email:
Address:
Vacation: / /
Until: / /
Click for photo — 5

Add User | Change ID | Import User | Apply | Cancel

Step 4: 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.

388 : User ID

If you have made some changes to the group code, these new changes will not affect the currently existing attendance records, and they will only take effect on the new attendance records of next calendar month.
If you wish apply the new changes to the existing attendance records, you are required to click the 'Generate' button in the attendance sheet.

OK

Step 5: Click [Attendance] to open Attendance Sheet.

Step 6: Click "Generate" button and a new window will pop up. Select the users assigned with new group duty roster. Define the date range for the new settings to take effects. Click "Generate" to continue.

Step 7: 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 [Attendance] to open Attendance Sheet to see the details.

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 [Attendance] to open attendance sheet. There are a total of 15 columns in Attendance Sheet. The function of each column is given below:

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.

> **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 [Attendance] to open attendance sheet.

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. 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.

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

BY TARDINESS

"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

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.

Manipulating Attendance Sheet

EDITING 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: Click "Edit" to start.

Step 2: Point to the time slot and delete the data.

Step 3: Insert a new value. Click "Apply" to save settings. The result is on the next page.

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.

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.

APPLYING 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: Click "Edit".

Step 2: 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: Click [Configuration] to open "Staff Extended Leave".

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.

APPLYING 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: Click "Edit" to start.

Step 2: Click the "Remark" column to select the remark for user's attendance data for example "Going to meet supplier". Click "Apply" to save settings.

Generating 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

> **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.

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.

For example:

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

Step 2: Select the users and define the date range.Click "Generate" to start the process.

Step 3: Click "Okay" to accept the message.

Step 4: After the generate process is done, the new setting will take effect. Any user with overtime for less than 30 minutes will be ignored.

Exporting 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: In Attendance Sheet, click "Export" to start.

Step 2: Select users to export (by user ID, All users or by Department). Define the date range of attendance data to export. Click "Export Detail".

Step 3: Define the sequence of exported data by labeling the Position column (column 1 – User ID, column 2 – Employee No., column 3 – Department etc). Define the length of each data field to fit the maximum characters for each column. Click "Apply" to save settings.

Step 4: Select the type of file for exported attendance data. If EXCEL format is selected, continue to define the path to save the file. 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. Define the path to save the exported attendance data.Click "Export Details" to start the export.

EXPORT SUMMARY

Step 1: In Attendance Sheet, click "Export" to start.

Step 2: 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: 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.
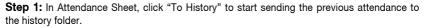
If ASCII format (.txt) is selected, please check the 3 extra options at the bottom. These 3 options only work if exported into ASCII format. Ignore this step if it is not required.

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

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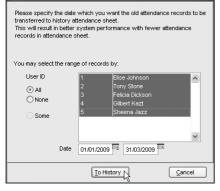
Housekeeping

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: In Attendance Sheet, click "To History" to start sending the previous attendance to the history folder.
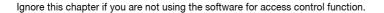
Step 2: Select the users involved, it is recommended to select all. Define the date range of previous attendance data. Click "To History" to start.

Step 3: 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. All history attendances are saved in this page.

5

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.

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

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

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

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

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.

For 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 [icon] to open Terminal User Control.

Step 2: Select a Terminal ID to configure, for example Terminal 1. Click Time Zone tab.

Step 3: *For 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	2
Sunday	23:59 ~ 0000
Monday	08:00 ~ 18:00
Tuesday	08:00 ~ 18:00
Wednesday	08:00 ~ 18:00
Thursday	08:00 ~ 18:00
Friday	08:00 ~ 18:00
Saturday	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: Click "Close" to end process.

Step 7: Repeat Step 4 to 6 to update settings to another terminal.

THE SETTINGS OF ACCESS CODE AND GROUP TIME ZONE

Step 1: 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: 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: A new window will pop up to indicate that a terminal has been updated. Click "Apply" to update settings.

Step 4: 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

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:

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

Type of verifications	Operations		Group	Types of Verification method
FP / PW / RF	Terminal verifies users with fingerprint, password OR RFID card.		1	FP / PW / RF
FP	Terminal verifies users with fingerprint only.		2	FP
PIN	Terminal verifies users with User ID only.		3	PIN
PW	Terminal verifies users with password only.		4	PW
RF	Terminal verifies users with RFID card only.		5	RF
FP / PW	Terminal verifies users with fingerprint OR password.		6	FP / PW
FP / RF	Terminal verifies users with fingerprint OR RFID card.		7	FP / RF
PW / RF	Terminal verifies users with via password OR RFID card.		8	PW / RF
PIN & FP	Terminal verifies users with 1:1 fingerprint matching only.		9	PIN & FP
FP & PW	Terminal verifies users with fingerprint AND password only.		10	FP & PW
FP & RF	Terminal verifies users with fingerprint AND RFID card only.		11	FP & RF
PW & RF	Terminal verifies users with password AND RFID card only.		12	PW & RF
FP & PW & RF	Terminal verifies users with fingerprint AND password AND RFID card.		13	FP & PW & RF
PIN & FP & PW	Terminal verifies users with User ID AND fingerprint AND password.		14	PIN & FP & PW
FP & RF / PIN	Terminal verifies users with fingerprint AND RFID card OR 1:1 fingerprint matching.		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 [icon] 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: 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: 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.

Step 6: 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 [Devices] 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.

Upload Users to Terminal

Use this function to update selected authorised users and fingerprints from PC to all terminals. Existing enrolled users who are not authorised based on the access codes will be removed from the terminals.

Update data:
- ⦿ Users with access code changed
- ○ Users of selected access codes
- ○ selective users

User ID
- ⦿ All
- ○ None
- ○ Some

| 1 | Elise Johnson |
| 3 | Felicia Dickson |

[Apply] [Close]

Step 6: Click "Close" to end the process.

Upload Users to Terminal

Use this function to update selected authorised users and fingerprints from PC to all terminals. Existing enrolled users who are not authorised based on the access codes will be removed from the terminals.

Terminal ID [2] Terminal 2

Connecting device 1 [192.168.1.222] ...Ok
Synchronising users ...Ok
Uploading users ...Ok
Device disconnected.

Connecting device 2 [192.168.1.223] ...Ok
Synchronising users ...Ok
Uploading users ...Ok
Device disconnected.

[Apply] [Close]

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.

User Access Codes

Each user can be assigned to an access code of 0-9, with default code set as 0. These access codes are used to organise the users accessibility as according to their access privilege. The authenticity of users in a terminal reader can be verified by the access codes permitted in that terminal.
Click the access code to view the list of users that belong to the selected access code. You can select the users from the list to be included or removed from the selected access code using the left-shift or right-shift buttons.

[0] [1] [2] [3] [4] [5] [6] [7] [8] [9] ▶

Fingerprint and Password Verification

User ID	Name	Department	Access Code
1	Elise Johnson	Administration	2
3	Felicia Dickson	Information Technology	2

List of users not in the selected access code.

User ID	Name	Department	Access Code
2	Tony Stone	Engineering	0
4	Gilbert Kazt	Production	0
5	Sheena Jazz	QA & QC	0

[◀◀]
[▶▶]

[Update User] [Save Changes] [Close]

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.

Configuring 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 [icon] 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 Terminal and EXIT terminal. Repeat the steps above to add in more Entry-Exit terminals. Click "Apply" to save the settings.

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.

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.

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 [icon] 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 TERMINALDATA 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 [Devices] 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.

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 export-ed raw clocking data. Sample is shown above.

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 [icon] to open Terminal Data Audit List.

Step 2: Click "Purge" to start deletion of clocking data.

Step 3: A new window will pop up. Select the user ID and define the date range to delete. Click "Delete" to start.

Monitoring 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.

Step 1: Click [Devices] to open Monitor Terminal Activity.

Step 2: Click "Online" to connect to all terminals. 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: During online status, all verified user IDs at the connected terminals will be downloaded into the software. The user ID and its verified time will be published on the screen. Click "Open" button to request a particular terminal to open door and this application is invalid if you are using AdapTec AC to control the door. Click "Sync" button to synchronize date and time of the connected terminals to the computer's time. You can click "Show Photo" and the software will show the photo of the verified users. Click "Pause" if you want to stop the Online status.

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.

[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 [Devices icon] to open USB Pen Drive Management.

Step 2: 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.

UPLOADING 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 [icon] 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.

DOWNLOADING CLOCKING DATA FROM USB PEN DRIVE

You can plug a USB pen drive into the terminal to download the clocking data. The download-ed 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 [Devices] 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.

WRITING PUBLIC MESSAGES TO TERMINAL

Step 1: Click [icon] 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: Select the SMS ID to upload. Select the terminal(s) to upload the message to. Click "Apply".

Step 4: Click "Apply" to end process.

DELETING PUBLIC MESSAGES FROM THE TERMINAL

Step 1: Click [icon] to open Instant Message Display.

Step 2: Click "Erase Terminal Message".

Step 3: Select terminal ID to delete message. Click "Apply" to continue.

Step 4: Click "Apply" to end the process.

WRITING PERSONAL MESSAGE TO THE TERMINAL

Step 1: Click [icon] to open Instant Message Display.

Step 2: Click "User Message" tab. Assign a number as SMS ID, for example: 31 (varying from 0 to 99999). Insert the short message into the column, for example: "Managers, Operation Meeting, 16/3/2009, 10am, Room Alpha". Define the start date and time, for example: 16/3/2009, 00:00. Define the end date and time, for example: 16/3/2009, 10:30. Click "Write User Message" to continue.

Step 3: Select the SMS ID to upload. Select the terminal to upload the messages to. Click "Apply" to continue.

Step 4: Select users whom this message is intended for. Click "Apply" to upload.

Step 5: Click "Apply" to end the process.

DELETING 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.

APPENDIX •SAMPLE REPORTS

TIME AND ATTENDANCE REPORTS

ATTENDANCE SHEET

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

```
                                    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              R
              149.83    18.88   0.000
  Engineering
  2        2    Tony Stone           R                 R  R              R  R           R  R              R
              159.15    21.23   0.000
  Information Technology
  3        3    Felicia Dickson      R                 R  R              R  R           R  R              R
              141.81    28.43   1.000
  Production
  4        4    Gilbert Kast         R                 R  R              R  R           R  R              R
              143.65    39.84   0.000
  QA & QC
  5        5    Sheena Jazz          R                 R  R              R  R           R  R              R
              143.55    42.07   0.000
```

E-TIME CARD

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

```
                                    Electronic Time Card           01/02/2009 11:43:31        Page:   1
          1              ✓=Excused              Elise Johnson                            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			

ON LEAVE REPORT

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

```
                                    On Leave Report              01/02/2009 11:43:16        Page:   1
                               01/02/2009 - 28/02/2009


        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.

```
                                    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
                           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.

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

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	13:24 0.06	13:33	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	09:45 0.45	12:33	13:19	18:03			0.45 0.03		
	27/02/2009 1				16:30 1.30			1.30		
		3	5	4	3			3.40		
		0.48	0.45	0.30	1.37			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	13:47 0.17	19:11			0.17 1.11		
	18/02/2009 1	08:59	12:31	13:34 0.04	18:21			0.04 0.21		
	20/02/2009 1	08:48	12:28 0.02	13:29	18:09			0.02 0.09		
	24/02/2009 1	08:41	12:24 0.06	13:28	18:19			0.06 0.19		

OT APPROVAL WORKSHEET

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

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

User ID	Name	Date	Sche	WORKDAY Overtime	Appr.	HOLIDAY Overtime	Appr.	RESTDAY Overtime	Appr.	OFFDAY Overtime	Appr.
Administration											
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			
		23/02/2009	1	0.29							
		24/02/2009	1	0.19							
		25/02/2009	1	0.03							
		26/02/2009	1	0.25							
Engineering											
2	Tony Stone	02/02/2009	1	1.51							
		03/02/2009	1	0.40							

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.

✓=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 Kazt	99.07	10			9	5		1.21	143.39	39.51						
		99.07	10			9	5		1.21	143.39	39.51	0.00	0.00	0.00	0.00	0.00	0.00
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 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.

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%
Administration									
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	149.83 0.00	13.02 0.00	0.00	0.00	0.00	5.87 0.00	0.00	0.00
Engineering									
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	159.15 0.00	15.40 0.00	0.00	0.00	0.00	5.82 0.00	0.00	0.00
Information Technology									
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	141.80 0.00	28.42 0.00	0.00	0.00	0.00	0.00	0.00	0.00
Production									
4 4		143.65	39.85						
Gilbert Kazt	$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	$ 0.00	143.65 0.00	39.85 0.00	0.00	0.00	0.00	0.00	0.00	0.00
QA & QC									
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	143.53 0.00	42.07 0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	$ 0.00	737.96 0.00	138.76 0.00	0.00	0.00	0.00	11.69 0.00	0.00	0.00

DUTY CALENDAR

Duty Calendar is a calendar consists of workdays holidays, restdays and offdays based on a specified group.

```
                              Duty Calendar          01/02/2009 11:45:40      Page:   2
                              Group :   1

W=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  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
```

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.

```
                                          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           1                            32.00     1.57
27/02/2009    Friday        73.81     2                1    2    3      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 overall performance and number of absents, leaves, late in, early put, missed punch, etc.

```
                                        Month by Month Analysis      01/02/2009 11:42:57      Page:   1
                                        01/02/2009 - 28/02/2009

✓=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.

```
                                    Correction Report              01/02/2009 11:41:10      Page:   1
                                  01/02/2009 - 28/02/2009

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
```

STAFF MOVEMENT ANALYSIS

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

```
                                   Staff Movement Analysis        01/02/2009 11:47:17      Page:   2
                                            -

   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   13:34   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
               21/02/2009   09:30   15:22
                             2 00    2 00
               23/02/2009   08:51   12:32   13:22   18:29
                             2 00    2 00    2 00    2 00
```

TERMINAL ACTIVITY REPORT

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

```
                              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             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    11:25  -1    11:28  -1    11:31  -1
                                     1888          2888          1888          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
                        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
                        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.

```
                              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               3                           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
                                                 3
       -1: 1   00: 77   07: 1
```