

Software USER GUIDE

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## 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.

	δ	k)
اختر هذا الاختيار للنسخة الإنجليزية	Arabic	^
请选择此项目以开启簡体华语版本	Chinese Simplified	
請選擇此項目以開啓繁體華語版本	Chinese Traditional	
Select this option for English version	English	
بر ای نسخه فار سی این گزینه ر ۱ انتخاب کلید	Farsi	
Choisissez cette option pour la version Française	French	
Diese Option für die deutsche Version auswählen	German	
Pilih opsi ini untuk versi bahasa Indonesia	Indonesian	
Selezionare questa opzione per la versione in lingua Italiana	Italian	
Pilih pilihan ini untuk versi Bahasa Malaysia	Malaysian	
Seleccione esta opção para versão em Português	Portuguese (Portugal)	
Seleccione esta opção para Versão em Português – Brasil	Portuguese (Brazil)	
Select		~

Setup Wizard			
	Congratulation! You have successfully your computer system. I'm a smart Setup Witzerd which the complete this one time initialist. Please locate your 'Product this code on the genuine so setup CD.	Note: The product key and th activation key can be found o Product Key: B4N2-AE9Y-	n the sticker.
	Image: Barborn and the second seco	W 6A	<b>Step 8</b> : You can find the product key, activation key and serial number of the terminal printed on a genuine sticker.
Setup Wizard	displayed for your reference.		Step 9: Select the date display format to be used in the software and reports. Click "Next" to proceed.
	O MM / DD / YYYY       O DD / MM / YYYY       O YYYY / MM / DD       Example of date & time:- 19/02/2009 15:19       Cancel <a href="mailto:search">Sancel</a>		<b>Step 10:</b> By default, the software displays the name of working and non-working day and they can be changed according to your preference. All these infor-
Setup Wizard	a holiday or restday, etc which don't ne By default, the system have suggested	the following special key words to represent ant, you may wish to change them. For ease of	mation will be displayed in the software and reports. By default, the first day of a week is Sunday, and it can be changed accordingly.
The no Other r	rmal working day is WORk n-working holiday is HOLD non-working days are RESTC OFFD2 ny of the week is Sunda		However, the software always defines the first day of the week when you choose the display lan- guage 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.

4 CONTENTS

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.

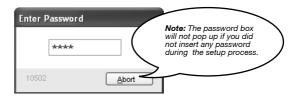
unauthorised You can ente	usage. ryoursecretp	assword using m	o protect this program aximum of 10 alpha-nu	meric characters
to protect it fo	r authorised us	sage only, or leave	e it blank if you don't re	quire it now.
		always actiavte o ne it at a later stag	deactivate this passv e.	vord protection
Password	****	]		
Retype	****			
	ay briefly intro , if you want to		e so that we may con	tact each other in
Company				]
Name				1
Email				1
Country			~	1

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.



## 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.

Termina												
In order to	ne ID number and the ty enable a disabled terr NT: Click 'Activate Terr	ninal, make sure t	the terr	ninal is conr	nected online to y	our PC before	e you untick th	e 'Disabled' checker.	i, or its unique l	Paddress for	TCP/IP connection.	
Disabled	Product Key	Activation	ID	Group	Descrip	tion	Mode	I Serial No.	Connection	Baudrate	IP Address	R ^
	B4NZ-AE9Y-JM6A		1				R2		TCP/IP	115200	192.168.1.222	
												-
				Confirm	n Terminal is (	)nline		-				
			-					cted online and the				- 1
				cornr	nunication setting	s are set corr	ectly before p	proceed.				
				Ares	you sure you war	nt to continue	?					
					0	kay N	Cancel	7	_			- 1
						hr						
•			T									
Show	TCMSv2 Viewer Active	ation										
	Add	Delete		Activat	e Terminal	Adv	vanced Setting	gs Te	erminal Group		Apply Clo	se
You are the term You ma key if y	y choose to activate ou already have it. Product Key Serial No. e the internet connec ady have the activati	it using internet	t online AE9: B activati	e activation 2' = JW e e my termin	h, or you can en	-		indicate The soft nal to rea	that cor ware wi ad the s n Key	nnectio Il conn erial nu into th	w will pop u n is establis ect to the te imber. Inser e column. s.	shed. ermi- rt the
	Activation Key	7HU4AD6	5N			2108 :	Activate	e Terminal				×
	<u>Visit our</u>	website for int	ernatio	onal warra	nty registration		Congra	tulation! You hav	e activated	the select	ed terminal succes	sfully.
		L	<u>A</u> pply	-12				Г	ок	R		
									~~	47		

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

Activate Terminal	
the terminal.	e selected terminal to enable the downloading of clocking data from it using internet online activation, or you can enter the activation
Product Key	B4NZ - AE9Y - JW6A
Serial No.	8202478
O I have the internet connec	tion, I want to activate my terminal online.
<ul> <li>I already have the activati</li> </ul>	on key, I want to enter the activation key.
Activation Key	RE3VT4A7
<u>Visit our</u>	website for international warranty registration.

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.

[ermina]												
In order to	ne ID number and the t o enable a disabled ter NT: Click 'Activate Ten	minal, make sure t	the terr	inal is con	nected online to you	Ir PC before	you untick the 'Disa	bled' checker.	ı, or its unique l	Paddress for	TCP/IP connection.	
Disabled	Product Key	Activation	ID	Group	Descriptio	20	Model	Serial No.	Connection	Baudrate	IP Address	F 🔺
	B4NZ-AE9Y-JW6A	7HU4AD6N	1		Terminal 1		R2	8202478	TCP/P	115200	192.168.1.222	
	RL57-QE89-U/\/89		2	0			Kiosk 100		USB	115200	192.168.1.201	
					_							
			-		Serial No.	_	_					-
					82	02728						
						Apph	Abort					_
			-									_
Show	Viewer Activation											
	Add	Delete		Activa	te Terminal	Adv	anced Settings		erminal Group		Apply <u>C</u> l	ose
						the termina You may a	oout to activate the				ading of clocking dat i can enter the activa	
	<b>3:</b> Insert a						Product Key Serial No.	RL57 -	QE89 -	UW 8 9		
eed.					(	◯ I have t	ne internet connec	tion, I want to	activate my f	erminal onlin	e.	
					(	⊙ Ialread	y have the activati	ion key, I wan	t to enter the	activation ke	<i>į</i> .	
							Activation Key	RESVT	1A7			

Visit our website for international warranty registration.

2108 : Activate Terminal
Congratulation! You have activated the selected terminal successfully.
ОК
Activate Terminal
You are about to activate the selected terminal to enable the downloading of clocking data from the terminal. You may choose to activate it using internet online activation, or you can enter the activation key if you already have it. Product Key <b>B4NZ</b> - <b>AE9Y</b> - <b>JW6A</b>
Serial No. 8202478
O I have the internet connection, I want to activate my terminal online.
I already have the activation key, I want to enter the activation key.
Activation Key RE3VT 4A7
Visit our website for international warranty registration.
Apply Qose N

**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.

B4NZ-AESY-MABA 7HUAADBN 1 0 Terminal 1 R2 8202479 TCP/P 115200 192.168.1.2	r	IP Addr 192.168.1.222			Serial No.	Model						
	22 )	192.168.1.222	115200					Group	ID	Activation		Disabled
				ТСРЛР	8202478	R2	Terminal 1	0	1	7HU4AD6N	B4NZ-AE9Y-JM/6A	
The second												
Diago anter Draduet Kay												
Diase anter Preduct Var												
							<u></u>					
Please enter Product Key						t Key	Please enter Produ		-			
			1							1		
0 - ₩ RL57 - 0E89 - JW89						THE	0					
RL57 QE89 JW89						26.0.2						
					_							
Abot			-	-		Abort	-		-	-		
			1				-					
Abort						Abort			_			

### Step 3: Repeat steps as mentioned in page 16.

erminal	rminal												
In order to	enable a disabled term	inal, make sure ti	he terr	inal is con	inal, and its known communica nected online to your PC before in order to able to download cl	e you untick the 'Dis	abled' checker.	ı, or its unique I	<sup>o</sup> address for 1	CPMP connection.			
Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	F 🔺		
	B4NZ-AE9Y-JM6A	7HU4AD6N	1	0		R2	8202478	TCP/IP	115200	192.168.1.222	7		
X	RL57-QE89-U/V89		2	0		R2		TCP/IP	115200	192.168.1.223	Þ		
13													

### DELETING TERMINALS FROM THE SOFTWARE

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

order to	enable a disabled ten	minal, make sure t	he terr	inal is con	inal, and its known commun nected online to your PC be	fore you untick the 'Di	sabled' checker.	n, or its unique I	P address for	TCP/IP connection.	
IPURTA	NT: Click 'Activate Terr	ninar button to act	ivate tr	ie terminai	in order to able to download	I Clocking data from te	erminal.				
Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	П
]	B4NZ-AE9Y-JW6A	7HU4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222	-
1	RL57-QE89-UW89	RE3VT4A7	2	1	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223	
•						1					
											÷
	Viewer Activation										

## 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.

					inal, and its known communi			n, or its unique l	P address for '	TCP/IP connection.	
					nected online to your PC bef in order to able to download						
Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	A
	B4NZ-AE9Y-JW6A	7HU4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222	-1
]	RL57-QE89-U/V89	RE3VT4A7	2	0	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223	)
											-
											_
I Show	Viewer Activation										•
	Add	Delete		A address	te Terminal	dvanced Settings		erminal Group		Apply Qk	se

**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 Setting	s			
Terminal ID	2	Model Kiosk 100	Baudrate	115200 💌
Description	Terminal 2		IP Address	192.168.1.223
Pulling Host IP			Connection	ТСРЛР
No attendance records			Communication Key	
Language	English	~	Sleep time	: o'clock
Date format	YY-MM-DD	168 : Terminal Advance	ed Settings 🔀	: o'clock
Voice	On	Process completed	,	; o'clock
1:N Threshold	45 🗘			6.0.3.2
1:1 Threshold	35 🗘	OK		Ver 6.18 Jan 4 2008
Only 1:1	No 👻	V	_	

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

rminal Advanced Setting	ļs			
Terminal ID	1 Mod	del IKiosk 100	Baudrate	115200
Description	Terminal 1		IP Address	192.168.1.222
Pulling Host IP			Connection	ТСРЛР 💌
No attendance records			Communication Key	
Language	English		Sleep time	; o'clock
Date format	YY-MM-DD 🗸		Power off time	; o'clock
Voice	On 🗸		Power on time	; o'clock
1:N Threshold	45 🗘		SDK version	6.0.3.2
1:1 Threshold	35 🗘		Firmware version	Ver 6.20 Nov 11 2008
Only 1:1	No 💙		Administrator	
Idle minute	0 🗢		User	
Idle action	Sleep Mode 🗸 🗸		Fingerprint	
Lock delay	150 🗘 (×20ms)		Password	Holiday
Wiegand format	26 💌		User log	Workcode
Get Settings	efault Settings	Set Settings	Print Settings	Update Firmware Close

- 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.
- 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.



always in .cfg formats.

erminal											
In order to	enable a disabled ter	minal, make sure	the term	ninal is cor	nected online to yo	communication port for RS-2 ur PC before you untick the 't lownload clocking data from	Disabled' checker.		P address for	TCP/IP connection.	
Disabled	Product Key	Activation	ID	Group	Descripti	on Model	Serial No.	Connection	Baudrate	IP Address	H -
	B4NZ-AE9Y-JM/6A	7HU4AD6N	1		Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222	_p_
	RL57-GE89-UM89	RE3VT4A7	2		Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.222	
	RE57-GE03-07703	REJV14A7	2	U	Terminal 2	RZ	6202726	ТСРИР	115200	192.166.1.223	-
											_
			-								-
			-								-
			-								
											_
											-
			-								
•					1						÷
	Viewer Activation										
	Add	Delete		Activa	te Terminal	Advanced Settings	T	erminal Group			ose
	Add	Delete		Active	te Terminal	Advanced Settings		erminal Group	R	Apply Q	ose
	dd	Delete		Activa	te Terminal	Advanced Settings		erminal Group	R	Apply g	ose
erminal	Add	Delete		Activa	te Terminal	Advanced Settings		erminal Group		Apply g	ose
_			)						•		lose
Specify th In order to	te ID number and the t	ype of model for a minal, make sure	the term	stalled term	ninal, and its known	communication port for RS-2	32/485 connection Disabled' checker.	n, or its unique I	•		ose
Specify th In order to	te ID number and the t	ype of model for a minal, make sure	the term	stalled term	inal, and its known nected online to yo in order to able to c	communication port for RS-2 ur PC before you untick the 't lownload clocking data from	32/485 connection Disabled' checker.	n, or its unique I	•		lose
Specify th n order to MPORTAN	ne ID number and the t enable a disabled ter NT: Click 'Activate Terr	ype of model for e minal, make sure minal button to ac	the term tivate th	stalled tern ninal is con ne terminal	ninal, and its known	communication port for RS-2 ur PC before you untick the 't lownload clocking data from	32/485 connection Disabled' checker.	n, or its unique l	P address for	TCP/IP connection.	
Specify th n order to MPORTAN Disabled	he ID number and the t enable a disabled ter NT: Click 'Activate Terr Product Key	ype of model for e minal, make sure ninal" button to ac Activation	the term tivate th	stalled term ninal is cor ne terminal Group	inal, and its known nected online to yo in order to able to o Terminal Grou Below is a table	communication port for RS-2 ur PC before you unlick the t lownload clocking data from UP	32/485 connection Disabled' checker. terminal.	n, or its unique I	P address for Baudrate	TCP/IP connection.	ose F
Specify th n order to MPORTAN Disabled	te ID number and the t enable a disabled ter NT: Click 'Activate Terr Product Key B4NZ-AE9Y-JM6A	ype of model for e minal, make sure ininal' button to ac Activation 7HU4AD6N	the term tivate the ID	stalled term ninal is cor ne terminal Group 0	linal, and its known nected online to yo in order to able to o <b>Terminal Grou</b> Below is a table terminals	communication port for RS-2 ur PC before you untick the 't lownload clocking data from	32/485 connection Disabled' checker. terminal.	n, or its unique I	P address for Baudrate 115200	TCP/IP connection.	
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Specify th In order to MPORTAN Disabled	te ID number and the t enable a disabled ter NT: Click 'Activate Terr Product Key B4NZ-AE9Y-JM6A	ype of model for e minal, make sure ininal' button to ac Activation 7HU4AD6N	the term tivate the ID	stalled term ninal is cor ne terminal Group 0	inal, and its known nected online to yo in order to able to c <b>Terminal Grou</b> Below is a table terminals.	communication port for RS-2 ur PC before you untick the f winhold clocking data from up consists of user-definable j 0 Ground Floor 1 RSD	32/485 connection Jisabled' checker. terminal. group description	n, or its unique I	P address for Baudrate 115200	TCP/IP connection.	
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Specify th In order to MPORTAN Disabled	te ID number and the t enable a disabled ter NT: Click 'Activate Terr Product Key B4NZ-AE9Y-JM6A	ype of model for e minal, make sure ininal' button to ac Activation 7HU4AD6N	the term tivate the ID	stalled term ninal is cor ne terminal Group 0	inal, and its known nected online to yo or der to ability Terminal Grou Below is a table terminals.	communication port for RS-2 ur PC before you untick the fu- workload clocking data from up a consists of user-definable ; 0 Ground Floor 1 RSD 2 Production	32/485 connection Stabled' Checker. terminal. group description	n, or its unique I	P address for Baudrate 115200	TCP/IP connection.	
Specify th In order to MPORTAN Disabled	te ID number and the t enable a disabled ter NT: Click 'Activate Terr Product Key B4NZ-AE9Y-JM6A	ype of model for e minal, make sure ininal' button to ac Activation 7HU4AD6N	the term tivate the ID	stalled term ninal is cor ne terminal Group 0	inal, and its incommended online to you no order to able to a to no order to able to a to no order to able to a to able to ab	communication port for RS-2 ur PC before you unlick the 'ownhood' clocking data from UP a consists of user-definable ; 0 (oround Floor 1 R3D 2 Production rd, press the down-arrow key wh	32/485 connection Stabled' Checker. terminal. group description	n, or its unique I	P address for Baudrate 115200	TCP/IP connection.	
Specify th in order to MPORTAM Disabled	te ID number and the t enable a disabled ter NT: Click 'Activate Terr Product Key B4NZ-AE9Y-JM6A	ype of model for e minal, make sure ininal' button to ac Activation 7HU4AD6N	the term tivate the ID	stalled term ninal is cor ne terminal Group 0	Initian and its incommentation in the incommentation of the set of the incommentation of the set of the incommentation of the set of	communication port for RS-2 ur PC before you unlick the 'ownhood' clocking data from UP a consists of user-definable ; 0 (oround Floor 1 R3D 2 Production rd, press the down-arrow key wh	32/485 connection Stabled' Checker. terminal. group description	n, or its unique I	P address for Baudrate 115200	TCP/IP connection.	
Specify th in order to MPORTAM Disabled	te ID number and the t enable a disabled ter NT: Click 'Activate Terr Product Key B4NZ-AE9Y-JM6A	ype of model for e minal, make sure ininal' button to ac Activation 7HU4AD6N	the term tivate the ID	stalled term ninal is cor ne terminal Group 0	Initian and its incommentation in the incommentation of the set of the incommentation of the set of the incommentation of the set of	communication port for RS-2 ur PC before you unlick the f townload clocking data from up o consists of user-definable ; 0 cround Floor 1 R20 2 Production rd, press the down-arrow key wh	32/485 connection Stabled' Checker. terminal. group description	n, or its unique I	P address for Baudrate 115200	TCP/IP connection.	
Specify th n order to MPORTAN Disabled	te ID number and the t enable a disabled ter NT: Click 'Activate Terr Product Key B4NZ-AE9Y-JM6A	ype of model for e minal, make sure ininal' button to ac Activation 7HU4AD6N	the term tivate the ID	stalled term ninal is cor ne terminal Group 0	Ind, and its incommentation of the incomment	communication port for RS-2 ur PC before you unlick the f townload clocking data from up o consists of user-definable ; 0 cround Floor 1 R20 2 Production rd, press the down-arrow key wh	32/485 connection Stabled' Checker. terminal. group description	n, or its unique i	P address for Baudrate 115200	TCP/IP connection.	
Specify th n order to MPORTAN Disabled	te ID number and the t enable a disabled ter NT: Click 'Activate Terr Product Key B4NZ-AE9Y-JM6A	ype of model for e minal, make sure ininal' button to ac Activation 7HU4AD6N	the term tivate the ID	stalled term ninal is cor ne terminal Group 0	Ind, and its incommentation of the incomment	communication port for RS-2 ur PC before you unlick the f townload clocking data from up o consists of user-definable ; 0 cround Floor 1 R20 2 Production rd, press the down-arrow key wh	32/495 connection Josebled' checker, terminel. group description ion	n, or its unique i	P address for Baudrate 115200	TCP/IP connection.	

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

Apply Glose

Add Delete Activate Terminal Advanced Settings Terminal Group

Terminal												
Specify the D number and the type of model for each installed terminal, and its known communication port for RS-232485 connection, or its unique P address for TCP/IP connection. In order to enable a disabled terminal, make sure the terminal is connected online to your PC before you urtick the Disabled c hecker. MPORTANT: Cick '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	F ^		
B4NZ-AE9Y-JW6A	7HU4AD6N	1	0	Terminal 1	R2	8202478	TCP/IP	115200	192.168.1.222			
RL57-GE89-U/V89	RE3VT4A7	2	0 🗸	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223			
				Ground Floor								
				RåD								
			2	Production 15								
										-		
					1		1	1		-		
Show Viewer Activation				I_								
Add												

## ► CONTENTS

12

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

## **Department Definition**

🔀 System Configuration	- C ×	lule	
The following configuration compo	nents are available:		
Date / Hour format	^		
Day type	_		
Leave type		ta	
Staff extended leave			
Clocking schedule	Department Name Definiti	ion	
Group duty roster			
Company & contact person	Below is a table consists of us	ser-definable departm	ent names.
Change password			
Preferred language			
Re-build database indexes			
Backup/Restore database files	Department	Password	User ID 🔺
Department definition	Administration	*****	
Section definition	Engineering	******	
Remark definition	Information Technology	******	
What's new in this release ?	Production	*****	
what's new in this release ?	QA 8 QC	******	
Configure			
	To add a new record, press the dow		the bottom of the list.
Use this setting to key in the pre-c	To remove a record, just erase the	description.	
name.			
			Close
	Apply Cancel		

### DEPARTMENT

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

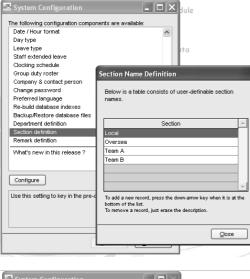
Ignore this step if the Company does not have department categorization.

- 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  $\downarrow$  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

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.

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

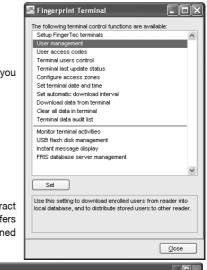
User can press the keypad buttons to define their clocking status during verification.

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	Devices	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.

2	E User Management											
	List of fingerprint templates stored in PC database for the each users, indicating no. of fingerprints enrolled, type of user privilege and manual input password. Click the buttons below to download users from terminal, update users to terminal, detete users from PC.											
	Select Department -											
	No.	User ID	Name	Department	Fingerprint	User Name	Privilege	Password	Card ID	Disabled	T.1	T. ^
í.												
												-

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.

12	🖥 User	Managemei	nt		Download Users from	n Terminal					- [	
	passw	ord.	vates stored in PC database for f		from selected terminal t fingerprints, username	o PC. You can either + privilege + passwo	choose to downloa	d	Departmen Card ID	t:-	T.1 T	
					You may select the ran, D User ID ⊙ All ◯ None ◯ Some	e of records by: 1 ♥ 1 ♥ 2 2 3 ♥ 4 ♥ 5		~				
	•				Selected data:	✓ Fingerprint     ✓ Card ID     ✓ Quername + Priv     △pply	lege + Password)	Qancel				-
		Enro	I User Download U	Jser	Update User	Delete User (Ter	minal) Del	ete User (PC)	Save	User (	Close	

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

							, ,	Select Department	-		~
No.	User ID	Name	Department	Fingerprint	User Name	Privilege	Password	Card ID	Disabled	T.1	Τ.
1	1	Elise Johnson	Administration	1		User		4252892			Ī
	2	Tony Stone	Engineering	1		User	****				1
	3	Felicia Dickson	Information Technology	1		User					
4	4	Gilbert Kazt	Production	1		User					
5	5	Sheena Jazz	QA & QC	1		User					
											_
											_
											_
											_
											_
											_
											_

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.

Update Users to Terminal Use this function to update all or selected user(s) data from PC to selected terminal. You can either choose to update fingerprints, username + urivileae + password or kolm data set											
username + privilege + password, or both data set. You may select the range of records by:											
ID ID		~									
User ID ③ All ○ None ○ Some	▼     1     Elise Johnson       ▼     2     Tory Stone       ▼     3     Felicia Dickson       ▼     4     Oilbert Kazt       ▼     5     Sheena Jazz	<									
Selected data:	Fingerprint     Gard ID     Username + Privilege + Password										
		ncel									

- [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.

Update Users to Ter	minal										
Use this function to update all or selected user(s) data from PC to selected terminal. You can either choose to update fingerprints, username + privilege + password, or both data set.											
You may select the range of records by:											
ID	▼										
User ID	▼     1     Elise Johnson       ▼     2     Tony Stone       ▼     3     Felicia Dickson       ▼     4     Oilbert Kazt       ▼     5     Sheena Jazz										
Selected data:	Fingerprint     Gard ID     Username + Privilege + Password										
	Select Terminal ID										

- [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.

2	User	Managem	ient					Update Users to Termir	201		
List of fingerprint templates stored in PC database for the each users, indicating no. of fingerprints password. Click the buttons below to download users from terminal, update users to terminal, delete users fr								s Use this function to update all or selected user(s) data from PC to			
	No.	User ID	Name	Tick	chec	ker belov	w to select the data t	erminal: -			T. ^
	1		Elise Johnson	Select	ID	Group	Description	Status			- 11
	2		Tony Stone Felicia Dickson	~	1		IN terminal			× .	- 11
H	4		Gilbert Kazt	~	2		OUT terminal		se Johnson	^	- 11
	5	5	Sheena Jazz						iny Stone		- 11
				Sele	ct ter	minals b	y Terminal Group:-		bert Kazt		
				0 🗐 🗌			nd Floor	~	heena Jazz		- 11
				2		R&D					- 11
H				2		Produ	iction				- 11
H	-			-							- 11
				1					<b>v</b>	~	- 11
									Çancel		
				4							- 11
				-				0.00	Card ID Username + Privilege + Passw		- 11
						ſ			osername + Frivilege + Passw	, or u	+=
	4					ι	V Diay & NO	licei			
	•								Select Terminal ID	Cancel	2
		Er	vroll User Do	vvnload U	ser		Update User	Delete User (Terminal)	Delete User (PC)	Save User <b>Glos</b>	e

[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.

Delete Users from te	rminal		
Use this function to dele terminal. You can either privilege + password, o	choose to delete r both data set.		
You may select the rang	e of records by:		
ID	1 🗸		~
User ID All None	1 2 V 3 V 4 5	Elise Johnson Tony Stone Felicia Dickson Gilbert Kazt Sheena Jazz	~
			~
Selected data:	Fingerprint Card ID Guername + F	Privilege + Password	
	Дрр	ly k	Cancel

- [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.

Delete Users from te	rminal		
Use this function to dele terminal. You can either privilege + password, o	choose to delete r both data set.		
You may select the rang	e of records by:		
ID	*		$\sim$
User ID	1	Elise Johnson	~
OAI	2	Tony Stone	_
O None	3	Felicia Dickson	
0	4	Gilbert Kazt	
Some		Sheena Jazz	
Selected data:	<ul> <li>✓ Fingerprint</li> <li>✓ Card ID</li> </ul>		×
	Username + F	Privilege + Password	
	Select Te	rminal ID	Cancel

- [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.

B	Delete Users from terminal								×
Li p C	Use this function to delete all or selected user(s) data from selected	I.	enrolled, type of m terminal, or del		c	Select Departme	nt-	~	
		erprint	User Name	Privilege	Password	Card ID	Disabled	T.1 T.	-
	You may select the range of records by:	1		Liser					
LH	D Tick checker below to selec	the data t	erminal: -						
LН	User ID 1 Select ID Group D	escription		Status	^				
LH	O All 2 1 Terminal 1 3 2 1 Terminal 1						H		
U.C.	None		_						
	© Some 5								
lŀ	Terminal Group	•	Qka	<u>у с</u>	ancel				
	Selected data:  Prngerprint  Cerd D  Cerd D  Select Privilege + Password  Select Terminal D  Cancel	Ground Floo R&D Production							~
	Enroll User Download User Update Us		Delete User (Terr	minal) [	Delete User (PC)	Sav	e User 📄 🚺	Glose	

## 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.



Delete Users from P	с		
not terminal. You can e privilege + password, i	ither choose to d or both data set.	d user(s) data from PC da lelete fingerprints, userna	
You may select the ran	ge of records by:		
User ID All None	☐ 1 ▼ 2 ☐ 3 ☐ 4 ☐ 5	Elise Johnson Tony Stone Felicia Dickson Gilbert Kazt Sheena Jazz	~
Selected data:	Fingerprint Card ID Username +	Privilege + Password	
	Ap	ply	Cancel

- [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 users to open User Record page.
- [2] Double click the "Dustbin" icon.

🛃 Us												×
No.	User ID		Name	Emp No.	Department	Section	n	Group	Rate/Hr	Suspend		-
1	1	Elise Johnson			Administration			0				
2	2	Tony Stone			e · ·			0				
3		Felicia Dickson	Pu	irge User ID				0				
- 4		Gilbert Kazt						0				
5	5	Sheena Jazz			user ID which you wan action related to these p		_	0				
				enoved.	action related to these p	urged users will also b	3					
				User ID	1 Eits	e Johnson	^					
				OAI	2 To	ny Stone						_
				None		icia Dickson						-
				U NOTIR		oert Kazt		L				
				Some	5 Sh	eena Jazz						
			Tony Stone							^		
			Name									
			Engineering							~		
		Click for photo	Department							•		
			b op an amon				~					
			Section									
		2	23/02/2009		Delete		-		1 100			
		Z	Issued		E Beiere M	y Le	ancel	E / Unit	1		<u> </u>	
											2	1
	_											1
		Add User	Change ID		Import Us	er			🖬 e	ypply C	j <u>C</u> ancel	

- [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.



🛃 Us	er ID [1	]								
No.	User ID		Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend	<u>^</u>
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			
										Ψ.
		Click for photo		V V II	A7396854SS857 Social Security No. CN5589361258 ID No. 60122081118 Phone No. Email	Address 20/12/2009 Vacation	III 31	<u>/12/2009</u>		
		Add User	Change ID		[mport User				ipply (	⊆ ⊆ 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.

🔣 U											×
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		user ID.	D on to change an existing old u base will have the new user I Old ID h New ID 1001 Apply h model Inport User	-	alan BK 37, 3, 1 3 3 1 31	/12/2009		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 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.

🛣 Fingerprint Terminal	_ 🗆 🗙	
The following terminal control functions	s are available:	
Setup FingerTec terminals	<u>^</u>	
User management		
User access codes		
Terminal users control		
Terminal last update status		
Configure access zones	Set Date & Time	
Set terminal date and time Set automatic download interval	bet bate a rinte	
	Please specify the date and time to be set in the data terminal:-	
Download data from terminal Clear all data in terminal	riculae aposity the date and the to be oct in the data terminal."	
Clear all data in terminal Terminal data audit list		
Terminal data audit list	30/03/2009 17:55:02	
Monitor terminal activities	30/03/2003 11:33:02	
USB flash disk management		
Instant message display		
FRIS database server management		
Set		- 1
	Apply Close	
Use this function to set the current da FingerTec reader terminal.		
ringer rec reader terminal.		
	Glose	

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	The following terminal control functions are available: Setup Finger Tec terminals User management User access codes Terminal last update status Configure access zones
<ul><li>"Download data from terminals"</li><li>[2] Click "Apply" to start downloading process.</li><li>[3] If you are connecting to multiple terminals, a new window will pop up after you clicked Apply.</li></ul>	Set terminal date and time Set automatic download time Set automatic download time Dewnload data from terminal Clear al data in terminal Clear al data sudit list Terminal data audit list Outro terminal activities USB fish date management Instant message display FNS database server management Set Use this function to download clocking over momentor terminal manually. Set
► CONTENTS	

Tick o	heck	ær belov	w to select the data termi	inal:-	
Select	ID	Group	Description	Status	[4] Uncheck irrelevant termi
¥	1		Terminal 1		nal IDs.
~	2		Terminal 2		[5] Click "OK" to proceed.
				/	Note: Please do not quit the software,
	Tern	ninal Group	• •		or disconnet terminal from the soft- ware 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

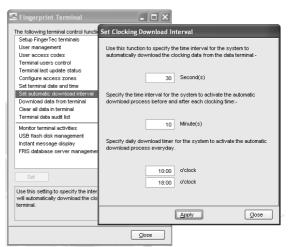
and select "Set Automatic Download interval"

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

Seconds

[1] Click

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.

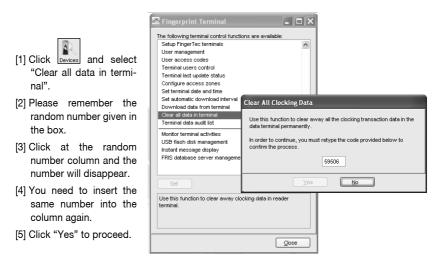
You can select to use all 3 types of download intervals at the same time. All 3 download intervals will not interrupt each other during download process.

## **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.



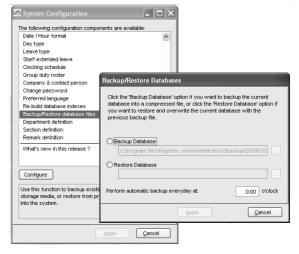


## **Backing Up/Restoring**

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.

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

- [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 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)

ocking 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		Qlose	



- [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.

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

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

## **CLOCKING PAGE**

Clocking Schedule Specify the clocking schedules and its setting:	as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.	If you select "Weekly" schedule type, the clocking
Clocking Range Settings	Schedule 0 Description	schedule as below
Weekday Day Type	In Break Resume Out OT Done	will be displayed.
Sunday RESTDAY		
	:00 17:00	
	00 17:00	
	:00 17:00	If you select "Daily"
	:00 17:00	I you select Daily
	:00 17:00	schedule type, the
	.00 13.00	clocking schedule
Please specify the time interval if you want t	on instead of overtime ?	as below will be displayed.
Clocking Settings	st below. Fixed clocking schedule is not applicable to floxi-work schedule.	If you select "Flexi" schedule type, the clocking schedule
Clocking Time: Actual clocking time 09:00 Leave it blank if not used Clocking Range:-	: : 17:00 : :	as below will be displayed.
Clooking 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	d of overtime ?	
Please specify the time interval if you want to have rate	Clocking Schedule	
Please specify the time interval in you want to have rat	Clocking schedule	

- 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.

27)

	specify a maximum time that								
Weekday	Day Type	In	Break	Resume	Out	OT	Done	_	
Sunday	RESTDAY VORKDAY	12:00						_	
fonday Fuesday	WORKDAY	12:00						_	
	WORKDAY	12:00							
Nednesday Thursday	WORKDAY	12:00							
riday	WORKDAY	12:00	-						
Saturday	WORKDAY	12:00						_	
	e latest clocking -				<b>V</b>		2		

### 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.

locking Settings		Schedule	1	Description	•		
Clocking Time:- Actual olooking time Leave it blank if not used	l <u>n</u> 09:00	Break	Resume :	<u>Out</u> 17:00	<u>IQ</u> :	Done :	
Clocking Range:- Clooking before this time Leave it blank for default range	:	:	:	:	:	:	
Latest Clocking:- Replace with most recent clocking within the clocking range				$\checkmark$		V	
Do you want to use OT/Done as schedu	iled work ins	stead of over	time ?		· · · 🗆 צ	es	
Please specify the time interval if you w	ant to have i	rates differe	ntial for over	ime	:	- :	
f this is a rotational shift, specify the qu	alify minutes	before the	shift starts .		[		

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

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

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

[2] Replace with latest clocking

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

### SETTINGS PAGE

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

Clocking Schedule         Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to files/-work schedule.         Clocking Range Settings       Schedule 0       Description         Allow a grace period in minutes for late-in       10         Allow a grace period in minutes to rely-out       60         Minimum nimutes must worked to qualify for overtine       24.00         Work hours is ether round-up or round-down (-we) in minutes of       15         Overtine hours is ether round-up or round-down (-we) in minutes of       15         Do you wint to exclude the lunch/iters-durine minutes in minutes       60         Do you wint to exclude the lunch/iters-durine minutes in minutes       60
Clocking     Range     Settings     Schedule     0     Description       Allow a grace period in minutes for late-in     10       Allow a grace period in minutes for late-in     10       Minimum minutes must worked to quadity for overtime     80       Moving use their round-up or round-down (ve) in minutes of     15       Covertime hours a letter round-up or round-down (ve) in minutes of     15       Lunch/Cinner time duration for field-lunch/field-dimer range in minutes     80
Allow a grace period in mixets for late-in
Allow a grace period in minutes for late-in  Allow a grace period in minutes to really-out  for thous a substruction in minutes of early-out  for thous a substruction of the substruction
Allow a grace period in minutes for early-out
Minimum minutes must worked to quality for overtime     80       Moximum no. of hours allowed to claim for overtime     24.00       Work hours is effer round-up or round-down (-ve) in minutes of     15       Overtime hours effer round-up or ound-down (-ve) in minutes of     15       Lunch/Dinner time duration for flexi-lunch/flexi-diment range in minutes     80
Maximum no. of hours allowed to claim for overtime
Work hours is effer round-up or round-down (.ve) in minutes of
Overtine hours is ether 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 provide overtime for work before in time (earlytime) ?
Save

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

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

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

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

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

### Minimum minutes must worked to qualify for overtime = 60

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

### Maximum no of hours allowed to claim for overtime = 24

By default, this will be set as 24. This means that the maximum number of hours an amployee is eligible to claim for OT hours in a day is 24 hour. You will need to leave the space blank if the users are not entitled to any OT claimed. You will not see any OT time displayed in Attendance Sheet or reports.

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

All minutes will be rounded up as below:

- 1 15 minutes = 15
- 16 30 minutes = 30
- 31 45 minutes = 45
- 46 59 minutes = 1 hour

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

All minutes will be rounded down as below:

- 1 15 minutes = 0
- 16 30 minutes = 15
- 31 45 minutes = 30
- 46 59 minutes = 45

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

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



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

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

Working hour = 8 hours - lunch 1 hour = 7 hours

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

= 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:

Working hour

[1] "Overtime if total flexi-	Specify the clocking sched
work hour exceeds	Clocking Settings
work hour of" (Applicable on Flexi-	Allow a grace period in m
Schedule only)	Minimum minutes must wo
The software only	Maximum no. of hours allo Work hours is either roun

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

period in minutes for la period in minutes for ea es must worked to qual	rly-out				
es must worked to qual					
	fy for overtime				
of hours allowed to clair	n for overtime			24.00	
either round-up or roun	d-down (-ve) in minute	sof			
s is either round-up or r	ound-down (-ve) in mi	nutes of			
ime duration for flexi-lu	nch/flexi-dinner range	n minutes		/	
o exclude the lunch/din	er hour from working	hour ?		□ <u>Y</u> es /□ <u>Y</u> es	
o provide overtime for y	vork before in time (ea	lytime) ?		Yes	
	s is either round-up or r ime duration for flexi-lur o exclude the lunch/dinr	s is either round-up or round-down (-ve) in min ime duration for flexi-lunch/flexi-dinner range i o exclude the lunch/dinner hour from working	s is either round-up or round-down (-ve) in minutes of ime duration for flexi-lunch/flexi-dinner range in minutes o exclude the lunch/dinner hour from working hour ?		s is either round-up or round-down (-ve) in minutes of

[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 and select "Group Duty Roster".

Gr	oup Duty Roste	er						
		to be used by users. A group duty roster can b						
F	for open-schedule	duty roster without pre-defined schedule code	, the actual schedule cod	e will be determined f	rom the list of possible clocking	schedules only when user cl	ock in for wo	rk.
Ιr	Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After		^
	• 0		Weekly				Edit	
								_
I L								

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".

		to be used by users. A group duty roster can be el duty roster without pre-defined schedule code, the					ock in for work.
	Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	<u>^</u>
	0		Weekiy				Edit
		Add Group					
			cking schedule for we		ode which can be same or daily shift roster with		
		Descriptic	n 0 1 1		Shift		<u>^</u>
H		Rost	er 2		Shift	N	
			3 4 5 6		Weekly Shift Shift Shift	k	
-							
E							
			Add Group	Del	ete Group		Glose

[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	
Qkay Cancel	
Add Group	[3] Click "Okay" to start configura-
To add an one which we do not a sheet on a with the maximum and a which and the same	tion.
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.	[4] You can see a calendar displayed
Group 1	in the middle of the page if the
	roster type selected is Weekly.
Description	
Roster Shift	
Qkay Cancel	
	J
Group Duty Roster	
Calastanana maninakin kin alaman asawafan in ika man asimini di Una Sinidan Lini far kalaina ikat ami'nak	is to all example to contain and their Calendulate facilitate the estational shift
Select group yearly duty planner according to the year selected. Use 'Holiday List' for holidays that applicab 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 sche	edule.
2009 Croup 0 Description	Overtime Only After
Normal Shift	
	22 23 24 25 26 27 28 29 30 31
Jan 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Feb 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Mar 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Apr         0	
Jun 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Jul 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Aug 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Sep 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Nov 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Dec 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
	Save

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

On the right panel, you can find the followings.

**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 Allow Year 01/05/2003 New Year 01/05/2003 Labor Day To add a new record, press the down-arrow key when it is at the bottom of the list.

Close

Cancel

To remove a record, just erase the description.

Auto Schedule Assistant

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.

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 🗸

Okay

Use this function to facilitate the assignment of recurring weekday's working

### 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.

OFFDAY No. User ID RESTDAY Name Group 0 Monday 1 Elise Johnson 0 Wednesday 2 2 Tony Stone 3 3 Felicia Dickson 0 4 Gilbert Kazt 4 0 5 5 Sheena Jazz n. Okay Cancel

You may sper file name to in Note: Existing	cify eithe nport fro records	er MS-Exe m.	cel sp	reads					CII (.txt	) forma	et, and	<b>I</b> the
EXCEL AS Group	Year	Month	1	2	3	4	5	6	7	8	9	1(
												$\mp$
-												‡
												<b>†</b>
												±
	-			-	-							┝─
	View	Sample			Apply						<u>C</u> ano	;el
Erase Duty R Use this funct selecting the	tion to er					roste	r by					se Ros

(blank for all)

Cancel

v

**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 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.

u ma	iy cha																					roste dule.		it flore	e un	10101	100	tuay		5 W/O	ok.	
							,					0.																-				Outside Only Adam
009	*	01/0	1/20	109			0	Fronk		1		De	scrip	tion														Shi	ts/Da	× 🗌	3 🗘	Overtime Only After
			1	st SI	hift									:	2nd S	hift										3rd 3	Shift					50.00 / Week
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
lan																																Holiday List
eb	-	1	1	1	1	-	2	2	2	•	1	1	1	1	-	2	2	2	-	1	1	1	1		2	2	2	-				
lar	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	Auto Schedule
Apr	-	2	2	2		1	1	1	1		2	2	2	-	1	1	1	1		2	2	2		1	1	1	1		2	2		
tay	2		1	1	1	1	-	2	2	2		1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2		1	1	Different Restday
un	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	-	Import Roster
lug	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	<b></b>
iep	-	2	2	2	•	1	1	1	1		2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1		2	2		Erase Roster
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	
lov	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-		
lec	2	2	2	-	1	1	1	1	-	2	2	2		1	1	1	1		2	2	2	-	1	1	1	1	-	2	2	2		

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.

Year

2009 🗘

Group

<u>O</u>kay

## 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.

l	Cloc	king Schedul	e	_		_							
	Lis	t of clocking sch cording to daily c	edules to be u			ster. A sch	edule can b	e either ba	se on week	ly routine v	with option	al flexible clo	ckings, or
	п	Schedule			Descriptio			196	rk Scheduk				
click	click				Descriptio			VVeek		Edit			
dule"	ľ												
	Н												_
	H									_	_		
	H												
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	H							_					
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	H									_	_		
	H												
	H												-
					Add Sche	edule	]	Dele	te Schedule	,			Glose
1						10							_
			. 1	Add S	chedu	le							
elect a :							_	_	_		_		
e "1" ar	۱d	name it	as	To ac	ld new (	clocking :	schedule	, select a	in availab	e sched	ule code	and speci	ify the
elect the				desir	ed work	c schedul	e.						
<i>"</i> .					<b>-</b> .								
efine the	da	v type v	vith		Sche	dule 1	*						
nd Work					Descrip	tion 0	ffice						
				18/0	rk Schei	dula La							
ach corr	esp	onding	col-	**0	ni ocho		/eekly		*				
e use 24	4-h	ours for	mat					_					
e (13:00 f	٦r								<u>kay</u>	J		Car	ncel
, (10.00 h	JI								hr	C			
	Clo	cking Schedu	le										
nt the													
	9	becify the clockin	ig schedules a	nd its setti	ngs as inc	acated belo	w. hixed cl	ocking sch	edule is not	applicable	to flexi-wo	ork schedule.	
o treat													
g time		testing .	1			Schedu	le 1	Desc	ription Of	fice			
•		locking Range	Settings			oonoud	~	0030		lice			
during			N				1						
please		Weekday	Day T RESTDAY	уре	In	Break	Resume	Out	OT	Done			
ocking		Sunday Monday	WORKDAY		09:00	12:30	13:30	18:00	•				
0		Tuesday	WORKDAY		09:00	12:30	13:30	18:00					
st day		Wednesday	WORKDAY		09:00	12:30	13:30	18:00					
		Thursday	WORKDAY		09:00	12:30	13:30 13:30	18:00					
		Friday Saturday	WORKDAY		10:00	12:30	13:30	13:30					
)T and										_			
umns.		Do you want to u								<u>Y</u> es			
		Please specify th	ne time interval	if you wa	nt to have	rates diffe	rential for o	vertime		: -	:		
ge"to													

Step 1: In Clocking Schedules "Add Sche to start.

Step 2: 8 for examp "Office". S as "Weekly

Step 3: D Rest Day a time into e umn, pleas for example

1:00pm).

If you wa software t any workin as OT rest day, define c slots for re as other.

Ignore the Done co Click "Rar continue.

Save



Clocking S	ichedul	e										
Specify th	e clocking	schedules and its settin	gs as indi	cated belo	w. Fixed clo	cking sch	edule is no	t applicable	e to flexi-v	work sche	dule.	
Clocking	Range	Settings		Schedul	e 1	Desc	ription 0	ffice				
Optional:	You may s	pecify a maximum time that	a particula	r clocking fa	lls in that tim	e slot						
V/ee	kday	Day Type	In	Break	Resume	Out	OT	Done				
Sunday		RESTDAY 💌										
Monday		WORKDAY										
Tuesda	y	WORKDAY										
Wednes	sday	WORKDAY										
Thursda	ay	WORKDAY										
Friday		WORKDAY										
Saturda	iy 🛛	WORKDAY										
Replace	with the I	atest clocking:-				$\checkmark$		V				
									-			
											Save	ĺ

**Step 4:** Check to enable the option "Replace with the latest clocking" for Out column. Click Settings to continue to the next 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 1	Description	Office
Allow a grace period in minutes for lat	e-in		5
Allow a grace period in minutes for ea	rly-out		5
Minimum minutes must worked to qual	fy for overtime		30
Maximum no. of hours allowed to clair	n for overtime		24.00
Work hours is either round-up or roun	d-down (-ve) in minutes of		15
Overtime hours is either round-up or r	ound-down (-ve) in minutes of		15
Lunch/Dinner time duration for flexi-lu	nch/flexi-dinner range in minutes		60 /
Do you want to exclude the lunch/din	er hour from working hour ?		VYes / Yes
Do you want to provide overtime for v	vork before in time (earlytime) ?		√ Yes

**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.

#### Clocking Schedule

Schedule	Description	Work Schedule		
0		Weekly	Edit	
1	Office	Weekly	Edit	

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

Save 2

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.

	ised by users. A group duty roster can be oster without pre-defined schedule code,					ock in for work.
Group 0	Description	Roster Weekly	Shifts/Day	Open Schedule	Overtime Only After	Edit
	To add new code to the specific clos	locking schedule for w king schedules.		de which car be same or daily shift roster with Weekly Weekly Shift Shift Shift Shift Shift	13	
		Add Group	Del	ete Group		Glose

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.

Group (	outy	Ros																	
Select ; plannin You ma	g and	i opt	ional	ope	n-sch	edul	e coo	des.'	Diffe	Use this function				weekday's working			Scheo 1e we		acilitate the rotational shift
2009	\$						(	Froup							L				Overtime Only After
				No	, Irmal	Shift				Sequence	Day Type		Schedule						
	1	2	3	4	5	6	7	8	9	Sunday	RESTDAY	•	1		28	29	30	31	
Jan	1	1	1	1	-	1	1	1	1	Monday	WORKDAY		1			1	1	1	Holiday List
Feb	1	1	1	1	-	1	1	1	1	Tuesday	WORKDAY		1			÷.		2 ه	
Mar	1	1	1	1	1	1	1	1	1	Wednesday	WORKDAY		1			1	1	1	Auto Schedule
Apr	1	1	1	1	1	1	1	1	1	Thursday	WORKDAY		1			1	1	2 ه	
May	1	1	1	1	1	1	1	1	1	Friday Saturday	WORKDAY		1			1	1	1	Different Restday
Jun	1	1	1	1	1	1	1	1	1	· · ·			-	<u> </u>	1	1	1		
Jul	1	1	1	1	1	1	1	1	1	Effective date r	ange	01/02/20	09 🔤 31/12/2	009		1	1	1	Import Roster
Auq	1	1	1	1	1	1	1	1	1					ndance that has no	1	1	1	1	
Sep	1	1	1	1	1	1	1	1	1	pre-determined	schedule code:-	i.e. 11,12	2,13		1	1	1	2 ک	Erase Roster
Oct	1	1	1	1	1	1	1	1	1						1	1	1	1	
Nov	1	1	1	1	1	1	1	1	1						1	1	1		
Dec	1	1	1	1	1	1	1	1	1		(	Qkay		Gancel	1	1	1	1	
												1	NE						
																			Save

**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.



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

If you are entitled to 2 breaks per day, and you wish the software captures both break times,

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

*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.

Weekday	Day Type	In	Break	Resume	Out	от	Done		
Sunday	RESTDAY		Dreak	Resume	Out	01	Done		
Monday	WORKDAY	09.00	12:30	13:30	18:00	19:30	22:30		
Tuesday	WORKDAY	09.00	12:30	13:30	18:00	19:30	22:30		
Wednesday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30		
Thursday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30		
Friday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30		
Saturday	WORKDAY	10:00			13:30				
	use OT/Done as scheo the time interval if you v							] - :	

Configure the time into the corresponding slots.Entime able 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:

			Resume	
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.



	Schedule N		Des	cription		Work Schedule	Edit	
•	-	Office				Weekly	Edit	
						-		
						<u> </u>		
			Add	d Schedule		Delete Schedule		
					<u>~</u> _			



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

Add Schedule		
To add new clockir desired work sche	ng schedule, select an availabe schedule code and specify the dule.	
Schedule	2 🗸	
Description	R&D	
Work Schedule	Flexi 👻	
	Okay N Cancel	ו
		1

**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.

locking Rang	Settings		Schedule	2	Desc	ription	R&D		
nstruction Weekday	- N	In	Out	1-	<u></u>	In	Out		7
Sunday	Day Type RESTDAY	In	Jour	In	Out	l in	Out		-
Monday	WORKDAY								
Tuesday	WORKDAY								
Wednesday	WORKDAY								
Thursday	WORKDAY								
Friday	WORKDAY								
Saturday	WORKDAY								
A subsequent	the maximum number of in- clocking is considered of sa or consecutive clocking in a	ime workir	ng day if it's	before mi	d-night or v	within		Hour	

39

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.         Clocking       Renge       Settings         Overtime if total flexi-work hour exceeds workhour of
Counting if total flexiwork hour exceeds workhour of       8.00         Minimum minutes must worked to qualify for overtime       30         Minimum minutes must worked to qualify for overtime       30         Miximum no. of hours allowed to claim for overtime       24.00         Work hours is either round-up or round-down (ve) in minutes of       24.00         Overtime hours is either round-up or round-down (ve) in minutes of       0         LonchOlmer time duration for flexi-Inclufties-Inducer range in minutes       0         Do you want to exclude the kuncht/finner hour from working hour ?       Vives         If Yes, flexi-work hour is calculated based on last clocking minus first clocking.       Vives         Save       Save
Minimum minutes must worked to quality for overtime
Minimum minutes must worked to qualify for overtime
Minimum minutes must worked to qualify for overtime
Maximum no. of hours allowed to claim for overtine200 Work hours is either round-up or round-down (-ve) in minutes of Overtine hours is either round-up or round-down (-ve) in minutes of Lunch/Dimer time duration for flexi-lunch/flexi-linner range in minutes Lunch/Dimer time duration for flexi-lunch/flexi-linner range in minutes Do you want to exclude the lunch/flimer hour from working hour ? Do you want to exclude the lunch/flimer hour from working hour ? If Yes, flexi-work hour is calculated based on last clocking minus first clocking. Save Save Save
Work hours is either round-up or round-down (-ve) in minutes of
Overline hours is either round-up or round-down (-ve) in minutes of
LunchDinner time duration for flexi-lunch/filtexi-dinner range in minutes
Do you want to exclude the lunchklinner hour from working hour ?
If Yes, flexi-work hour is calculated based on last clocking minus first clocking.
Save L
cking Schedule
ist of clocking schedules to be used in group duty roster. A schedule can be either base on weekly routine with optional flexible clockings, o
ccording to daily clockings for rotational shifts.
Schedule Description Work Schedule
0 Weekly Edit
1 Office Weekly Edit
2 R&D Flexi Control
Image: second

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.

**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	r Roster								
	p code to be used by users. A group shedule duty roster without pre-defin							ack in for wo	rk.
Grou	ip Descriptio		Roster	Shifts/Day	Open Schedu	le	Overtime Only After		<b>^</b>
Þ	0		Vinekiv					Edit	
	1	Add Group						Edit	_
			ing schedule for we schedules.	t an availabe group co ekly roster schedule,					
		Description	0		Weekly			^	
		Roster	1		Weekly Weekly	Office R&D	N		_
		-	3		Shift	, constant	-13	-	-
		-	4		Shift				- 1
			5		Shift			-	- 1
			6		Shift			~	
									_
									- 1
									-
			Add Group	Del	ete Group			Çlos	e

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.

Group D	uty	Ros	ter															
Select g planning You ma 2009	y and y chi	opti	onal	oper i day	n-sch	iedule ner b	e cod by rigi	es. 'Di	f Auto Schedul Usethis functi			ecurring weekday's number.	working			-Sched the we		Overtime Only After
	1	2	3	4	5	6	7	8	s Sequence	Day Type		nedule	4		28 2	9 30	31	
Jan	2	2	2	2	2	2	2	2	Sunday	RESTDAY	✓ 2				2	2 2	2	Holiday List
Feb	2	2	2	2	2	2	2	2	Monday Tuesday	WORKDAY	2			2	2		-1	
Mar	2	2	2	2	2	2	2	2	Wednesday	WORKDAY	2		_	2	2	2 2	2	Auto Schedule
Apr	2	2	2	2	2	2	2	2	Thursday	WORKDAY	2			2	2	2 2		
May	2	2	2	2	2	2	2	2	Friday	WORKDAY	2			2	2	2 2	2	Different Restday
Jun	2	2	2	2	2	2	2	2	Saturday	WORKDAY	2		-		2	2 2		
Jul	2	2	2	2	2	2	2	2	Effective date r	ange 0	1/01/2009 🖳	31/12/2009		2	2	2 2	2	Import Roster
Aug	2	2	2	2	2	2	2	2	Possible option			dule attendance that	has no	2	2	2 2	2	Erase Roster
Sep	2	2	2	2	2	2	2	2		schedule code:- i.				2	2	2 2		Erase Roster
Oct	2	2	2	2	2	2	2	2						2	2	2 2	2	
Nov	2	2	2	2	2	2	2	2						2	2	2 2		
Dec	2	2	2	2	2	2	2	2		Г	Ohmu		ancel	2	2	2 2	2	
										L	<u>Qkay</u>		ancer					
														-				Save

**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.

Gro	ıp Duty Rost	er						
Lis For	of group code open-scheduk	to be used by users. A group duty roster can k duty roster without pre-defined schedule code	e either on weekly routin , the actual schedule coo	e, or rotational daily sł le will be determined fi	hift with maximum of three shift rom the list of possible clocking	ts within a day. g schedules only when user cl	lock in for wo	ĸ.
Π	Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After		•
	0		Weekly				Edit	_
П	1	Office	Weekly				Edit	_
Þ	2	R&D	Weekly				Edt	
Ш								- 11
н								- 1
Н							_	- 1
н							_	- 1
Н								- 1
Н								- 1
H								- 1
П								_
Ц								_
H								- 1
Н								- 1
Н				-			-	- 1
Н								-
			Add Group	Del	ete Group		Close	R

#### **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.



								"Add Sched
Schedule	0	Description		Work Schedule Weekly	Edit		^ <b>_</b>	start.
	1 Office			Weekly	Edit			
	2 R&D			Flexi	Edit			
-	Add Schedule							Step 2: Se
								scheduleco
	To add new clocki desired work sche	ng schedule, select an av	ailabe schedul	e code and specify ti	ie 📃			name it
-	uconcu work serve	status.						
	Schedule	3 🗸						ing Shift".
	Description	Morning Shift		_				Work Sc
-	_		~					as "Daily".
	THE R CONCOURS	Daily	*					· · ·
		Qkay		Cancel				"Okay" to
	_		trên (	1				tinue.
-							i	
		Add Schedule		Delete Schedule			Glose	
		-w						
locking Sch	dule		_				-	
Specify the cl	cking schedules and its :	settings as indicated belo	w. Fixed clocki	ng schedule is not a	plicable to fle	xi-work sche	dule.	
Clocking S	ttings	Schedul	e 3	Description Morn	ng Shift			Step 3:
	43	In Break	Resume	<u>Out OT</u>	Done			
Clocking T Actual clocking	me:- a time	08:00 12:00	13:00	16:00 :	1 :			the time into
Actual clockir Leave it blan	if not used	08.00	13.00	16.00				time slot.
Clocking R	inge:-							"Latest Clo
Leave it blan	re this time for default range							
Latest Clo	king:-		_		_			option for O
clocking rang	nost recent clocking within th	ne 🗌 🗌						umn. Click
Do you wan								
	to use OT/Done as sche	duled work instead of ov	ertime?	[	Yes			
					]⊻es	_		
Please spec	fy the time interval if you	eduled work instead of ov want to have rates differ	ential for overt	me				
Please spec	fy the time interval if you	eduled work instead of ov	ential for overt	me				
Please spec	fy the time interval if you	eduled work instead of ov want to have rates differ	ential for overt	me				
Please spec	fy the time interval if you	eduled work instead of ov want to have rates differ	ential for overt	me				
Please spec	fy the time interval if you	eduled work instead of ov want to have rates differ	ential for overt	me			Save	
Please spec	fy the time interval if you	eduled work instead of ov want to have rates differ	ential for overt	me			Save	
Please spec	fy the time interval if you ational shift, specify the	eduled work instead of ov want to have rates differ	ential for overt	me		_	Save	
Please spec	fy the time interval if you ational shift, specify the	eduled work instead of ov want to have rates differ	ential for overt	me			Save	tings" to con
Please spec If this is a ro Clocking Sch	fy the time interval if you ational shift, specify the	eduled work instead of ov want to have rates differ	ential for overt	me [		exi-work sche		tings" to con
Please spec If this is a ro Clocking Sch	fy the time interval if you ational shift, specify the	duled work instead of ov want to have rates differ qualify minutes before the	ential for overt	me [		exi-work sche		tings" to con
Please spec If this is a ro <b>Clocking Sch</b> Specify the cl	ty the time interval if you ational shift, specify the standard shift, specify the solution of the specific spe	iduled work instead of ov want to have rates differ qualify minutes before the settings as indicated belo	ential for overt e shift starts . 	ne	pplicable to fl	exi-work sche		tings" to con Step 4: clocking ru
Please spec If this is a ro Clocking Sch	ty the time interval if you ational shift, specify the standard shift, specify the solution of the specific spe	duled work instead of ov want to have rates differ qualify minutes before the	ential for overt	me [	pplicable to fl	exi-work sche		tings" to con Step 4: clocking ru inserting
Please spec If this is a ro Clocking Sch Specify the cl Clocking S	fy the time interval if you ational shift, specify the edule	iduled work instead of ov want to have rates differ qualify minutes before the settings as indicated belo	ential for overt	ne	pplicable to fl	exi-work sche		tings" to con Step 4: clocking ru inserting
Please spec If this is a ro locking Sch Specify the cl Clocking S Allow a gra-	fy the time interval if you ational shift, specify the adule coloring schedules and its titings	iduled work instead of ov wart to have rates differ qualify minutes before the settings as indicated belo Schedu	ential for overt	ne	pplicable to fl	exi-work sche		tings" to co Step 4: clocking ru inserting into the co
Please spec If this is a ro Clocking Sch Specify the cl Clocking S Allow a gra-	fy the time interval if you ational shift, specify the solute sol	iduled work instead of ov wart to have rates differ qualify minutes before the settings as indicated belo Schedu	ential for overt	ng schedule is not a Description Merr	i = i oplicable to fl ing Shift	exi-work sche		Step 4: clocking ru inserting into the co Ignore the
Please spec If this is a ro locking Sch Specify the cl Clocking S Allow a gra- Allow a gra-	try the time interval if you ational shift, specify the adule adule acking schedules and its experiod in minutes for la experiod in minutes for each experiod in minutes for each each each each each each each each each	eduled work instead of ov wart to have rates differ qualify minutes before the settings as indicated belo Schedu de-In	ential for overt	ne	i = i oplicable to fl ing Shift	exi-work sche		Step 4: clocking ru inserting into the co Ignore the if it does not
Flease spec If this is a ro Clocking Sch Specify the cl Clocking S Allow a gra- Allow a gra- Minimum mir Maximum nc	hy the time interval if you attional shift, specify the attional shift, specify the adults and the specify the adults and the specify schedules and its strings are period in minutes for la period in minutes for each small work of to cala	sduled work instead of ov wart to have rates differ qualify minutes before the settings as indicated belo Schedu de-In	ential for overt	ng schedule is not a Description Merr	i = i oplicable to fl ing Shift	exi-work sche		Step 4: clocking ru inserting into the co Ignore the if it does not
Please spec If this is a ro Socking Sch Specify the cl Clocking S Allow a gra- Allow a gra- Allow a gra- Minimum mir Work hours	fy the time interval if you attorned shift, specify the edule edule experience of the specify of the specify things is the specified of the specified of the specified in minutes for e- use must worked to qual of hours allowed to clais is either round-up or rour	valued work instead of ov wart to have rates differ qualify minutes before the settings as indicated belo Schedu Ate-In	ential for overt	ne	i = i oplicable to fl ing Shift	exi-work sche		Step 4: clocking ru inserting into the co Ignore the if it does no to your Cor
Please spec If this is a ro Inthis i	hy the time interval if you ational shift, specify the edule colory schedules and its titings be period in minutes for la e period in minutes for la e period in minutes for la e period in minutes for au or hours allowed to claus of hours allowed to claus of hours allowed to claus	Indued work instead of ov want to have rates differ qualify minutes before the settings as indicated belo Schedu Ate-In	ential for overt	ne	i = i oplicable to fl ing Shift	exi-work sche		tings" to con Step 4: clocking ru inserting into the co Ignore the if it does no to your Cor Click "Sav
Please spec If this is a ro Ilocking Sch Specify the cl Clocking S Allow a gra- Allow a gra- Minimum mir Meximum no Work hours Overtime hours	try the time interval if you ational shift, specify the solute shift shif	Idued work instead of ov wart to have rates differ qualify minutes before the settings as indicated belo Schedu de-In	ential for overt	ne	pplicable to fl			tings" to con Step 4: clocking ru inserting into the co Ignore the if it does no to your Cor Click "Sav
Please spec If this is a ro Iocking Sch Specify the cl Clocking S Allow a gra- Allow a gra- Minimum nic Maximum ni	try the time interval if you ational shift, specify the solute solute solute solute solutes and its solutes for la solutes for la solutes for la solutes for la solutes for la solute solute solutes for la solute solutes for la solute solutes for la solute solutes for la solute for	sduled work instead of ov wart to have rates differ quality minutes before the settings as indicated belo Schedu Atk-In	ential for overt	ne	pplicable to fl			tings" to con Step 4: clocking ru inserting into the co Ignore the if it does no to your Cor Click "Sav
Please spec If this is a ro Iocking Sch Specify the cl Clocking S Allow a gra- Allow a gra- Minimum nic Maximum ni	try the time interval if you ational shift, specify the solute solute solute solute solutes and its solutes for la solutes for la solutes for la solutes for la solutes for la solute solute solutes for la solute solutes for la solute solutes for la solute solutes for la solute for	Idued work instead of ov wart to have rates differ qualify minutes before the settings as indicated belo Schedu de-In	ential for overt	ne	pplicable to fl			tings" to con Step 4: clocking ru inserting into the co Ignore the if it does no to your Cor Click "Sav
Please spec If this is a ro Iocking Sch Specify the cl Clocking S Allow a gra- Allow a gra- Minimum nic Maximum ni	try the time interval if you ational shift, specify the solute solute solute solute solutes and its solutes for la solutes for la solutes for la solutes for la solutes for la solute solute solutes for la solute solutes for la solute solutes for la solute solutes for la solute for	sduled work instead of ov wart to have rates differ quality minutes before the settings as indicated belo Schedu Atk-In	ential for overt	ne	pplicable to fl			tings" to con Step 4: clocking ru inserting into the co Ignore the if it does no to your Cor Click "Sav
Please spec If this is a ro Iocking Sch Specify the cl Clocking S Allow a gra- Allow a gra- Minimum nic Maximum ni	try the time interval if you ational shift, specify the solute solute solute solute solutes and its solutes for la solutes for la solutes for la solutes for la solutes for la solute solute solutes for la solute solutes for la solute solutes for la solute solutes for la solute for	sduled work instead of ov wart to have rates differ quality minutes before the settings as indicated belo Schedu Atk-In	ential for overt	ne	pplicable to fl			<b>Step 4:</b> clocking ru inserting into the co Ignore the s if it does not to your Con Click "Sav
Please spec If this is a ro Iocking Sch Specify the cl Clocking S Allow a gra- Allow a gra- Minimum nic Maximum ni	try the time interval if you ational shift, specify the solute solute solute solute solutes and its solutes for la solutes for la solutes for la solutes for la solutes for la solute solute solutes for la solute solutes for la solute solutes for la solute solutes for la solute for	sduled work instead of ov wart to have rates differ quality minutes before the settings as indicated belo Schedu Atk-In	ential for overt	ne	pplicable to fl			Step 4: clocking rul inserting into the co Ignore the s if it does not to your Con Click "Sav
Please spec If this is a ro Iocking Sch Specify the cl Clocking S Allow a gra- Allow a gra- Minimum nic Maximum ni	try the time interval if you ational shift, specify the solute solute solute solute solutes and its solutes for la solutes for la solutes for la solutes for la solutes for la solute solute solutes for la solute solutes for la solute solutes for la solute solutes for la solute for	sduled work instead of ov wart to have rates differ quality minutes before the settings as indicated belo Schedu Atk-In	ential for overt	ne	pplicable to fl			tings" to con Step 4: clocking rul

**Step 5:** Repeat Step 1 to 4 to create another 2 clocking schedules for evening shift and night shift.

locking Settings		Schedule	5	Description	Night Shi	tt	
	Ŀ	Break	Resume	Out	<u>01</u>	Done	
Clocking Time:- Actual clocking time Leave it blank if not used	00:00	04:00	05:00	08:00	:	:	
Clocking Range:- Clocking before this time Leave it blank for default range	:	:	:	:	:	:	
Latest Clocking:- Replace with most recent clocki clocking range	ing within the 🗌						
Do you want to use OT/Don	e as scheduled work in	nstead of overtin	me?			es	
Please specify the time inter	val if you want to have	rates differenti	ial for overti	me	:	- :	
If this is a rotational shift, sp	ecify the qualify minute	s before the sh	ift starts				

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

Г	Schedule	Description	Work Schedule		
Г	0		Weekly	Edit	
Γ	1	Office	Weekly	Edit	
	2	R&D	Flexi	Edit	
	3	Morning Shift	Daily	Edit	
	4	Evening shift	Daily	Edit	
		Night Shift	Daily	Edit	

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

Clocking Schedule

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

Group Du	ty Rost							
		to be used by users. A group o aduly roster without pre-define					fts within a day. g schedules only when user cli	ock in for work.
Gro	oup	Description		Roster	Shifts/Day	Open Schedule	Overtime Only After	<u>^</u>
	0		V	Veektv				Edit
		Office	Add Group					Edit
( H	2	R8D						Edit
						ode which can be same , or daily shift roster with		
			specific clocking :		exy roster scriedule	or daily shift roster with		
			1					
			Group	6 🗸				
			Description					
			Roster	Shift				
				- China				
					Okey N	Cancel		
			1	L	<u>O</u> kay	Gancer		
		1				1	1	
			A	dd Group	De	lete Group		Glose



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.

Select ( plannin) You ma	and	d opt	ional	oper	n-sch	nedul	e co	des. 'Di	A	uto Schedule	Assistant	-	_	-	-		and 'Auto-Schedul restday in the week	e' to facilitate the rotational : (.	shift
2009		oi i ye		ist S				ana-caic Group (	L	Use this functio schedule by a c						ing	Shifts/Day 3	3 Covertime Only At	ter 🗸
							~		Ł	Sequence	Day Ty	pe	1	2	3		7 00 00 00 0	T	
_	1	2	3	4	5	6	1	8		1	RESTDAY				-		7 28 29 30 3		
Jan	-		-	-		-	-			2	WORKDAY		~	1				Holiday	List
Feb	-		-			-	-			3	WORKDAY		1.				_	Auto Sch	aluha
Mar			-	_		-				4	WORKDAY		0	Office				Auto Sch	equie
Apr				_		-				5	WORKDAY		1	R8D				Different Re	
May	-			_		-				6	WORKDAY		3	Morning St	nift IN			Dimension	
Jun				_						/			4	Evening sh				Import Ro	ster
Jul		-	-	_		-	<u> </u>			Effective date ra	inge	01/01/20	5	Night Shift				- population	
Aug	_	-	-	_		-	-			Possible option				le attendanc	e that has	no		Erase Ro	ister
Sep		-	-	_	_	-	-			pre-determined	schedule code:	- i.e. 11,1	2,13						
Oct		-	-	_	_	-	-									_			
Nov		-																	
Dec									L			<u>O</u> kay			Cance				
																			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.

Sequenc	e Day Ty	oe 1	2	3	<b></b>
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	•
	e range ion of schedule co ned schedule code:		31/12/200 edule attende	_	is no

**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 holdays that applicable to all group duty rosters, and Yauto-Schedule to facilitate the rotational shift planning and optional open-achedule codes. "Offerent Residay is applicable for users of same weekly duty rotate but have different residay in the week. You may change each day planner by right-claic on the cell in order to change the day types or choicing schedule.

				1st S	hift									2	2nd S	hift										3rd S	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	-			-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	Holiday List
Feb	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	•	3	3	3	3	3	3				
Mar	-	3	3	3	3	3	3	-	3	3	3	3	3	3	•	3	3	3	3	3	3		3	3	3	3	3	3	-	3	3	Auto Schedule
Apr	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	•	3	3	3	3	3	3		3	3	3	3		
May	3	3		3	3	3	3	3	3		3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3		Different Restday
Jun	3	3	3	3	3	3		3	3	3	3	3	3	-	3	3	3	3	3	3		3	3	3	3	3	3	-	3	3		
Jul	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	•	3	3	3	3	3	3	•	3	3	3	3	3	Import Roster
Aug	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3		3	3	3	3	3	3		3	
Sep	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3		Erase Roster
Oct	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	
Nov	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3		
Dec	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	3	3	-	3	3	3	3	

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

## **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.

To configure the above working roster,

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



Schedule	Description	Work Schedule	Edit
	1 Office	VVeekly VVeekly	Edit
	2 R8D	Flexi	Edit
	3 Morning Shift	Daily	Edit
	4 Evening shift	Daily	Edit
	5 Night Shift	Daily	Edit
_			
-			
-			
-			
-			

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

follow the steps below.



Clocking Times- Actual docking time Laws et Bish of rot used Clocking Range: Clocking Education Clocking Ed	locking Settings		Schedule	3	Description	Morning S	Shift	
Actual disking time active table if not used Clocking France: Clocking Fra	1 - 1	l <u>n</u>	Break	Resume	Out	OI	Done	
Clocking parties this time	Actual clooking time	08:00	12:00	13:00	16:00	:	:	
Replace with most recent clocking within the control of the contro	Clocking before this time	:	:	:	:	:	:	
Do you want to use OT/Done as scheduled work instead of overtime ?	Replace with most recent clocking within the							
	* *	led work ins	tead of over	rtime ?			es	
If this is a retational shift, exactly the quality minutes before the shift starts	Please specify the time interval if you w	ant to have i	ates differe	ntial for ove	time			
This is a rotational shirt, specify the quality minutes before the shirt starts	f this is a rotational shift, specify the qu	alify minutes	before the :	shift starts .		1	0	

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.

Grou									
		to be used by users. A group o duty roster without pre-define						ock in for wo	irk.
ΙΠ	Group	Description		Roster	Shifts/Day	Open Schedule	Overtime Only After		^
	0		10	/eeklv				Edit	
	1	Office	Add Group					Edit	
	2	R&D						Edit	
IЦ	6	Factory			t an availabe group coo			Edit	
IН			code to the clockin specific clocking s		ekly roster schedule, o	r daily shift roster with		_	_
+			specific clocking a	criedules.					_
ΙH			Group	7 🗸		-			-
			Description	Factory 2					
$ $ $ $			Roster	Shift				-	_
I H			-						- 1
ΙH				Γ	Qkay N	Cancel			
μн									_
			A	dd Group	Dele	e Group		Clos	e

**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.

G																			
	Select <u>o</u> planning You ma	and	l opt	ional	oper	n-scł	nedul	e co	des.	Diffe	ren	Uset	this functio			ent of recurring v	weekday's working	Auto-Schedule't y in the week.	o facilitate the rotational shift
	2009	\$						(	Grou	· 🗌	7				-			hifts/Day 1	
					No	rmal	Shift				Т								/ ×
		1	2	3	4	5	6	7	8	9	11	Se	equence	Day Ty	pe	Schedule	<b></b>	8 29 30 31	-
	Jan											1		RESTDAY					Holiday List
	Feb	-	-	-	-	-	-	-		-	H	2		WORKDAY		3 🗸			
		-		-			-	-		-		3		WORKDAY					Auto Schedule
	Mar	-		-	-		-	-		-		4		WORKDAY		0		<u> </u>	Auto Schedule
	Apr	-	-	-	-	-	- I	-		-		5		RESTDAY		1	Office		
	May	-		-				-		-		6		WORKDAY		2	R&D	-	Different Restday
	Jun											7		WORKDAY		3	Morning Shift		
	Jul		-	-			-		-	-	H					4	Evening shift が		Import Roster
					-			-				Effect	tive date ra	inge	01/02/20	5	Night Shift		
	Aug	-	•	-	•	•	-	-		-	Η						ndance that has no		Erase Roster
	Sep	-		-		· ·	-	-	1	-		pre-c	tetermined	schedule code	- i.e. 11,13	2,13			

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

				om the list of possible clockin		
Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0		Weekly				Edit
1 Office		Weekly				Edit
2 R8D		Weekly				Edit
6 Factor	Y	Shift	3			Edit
7 Factor	y 2	Shift	1			Edit

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

#### **OPEN WORKING ROSTER**

Some factories apply open working roster. There are various shifts in a day, and users are free to attend to any shift. The software will allocate users into corresponding working shift by checking into their clocking time.

However, the working time of every shift should not be overlapped and must be clearly defined. The software cannot allocate users into the correct shift if the In time and Out time of the shift are overlapping.

#### For example:

A factory provides 3 working shifts as below:

	Clocking schedule	In	Break	Resume	Out
Morning shift	3	8:00am	12:00pm	1:00pm	4:00pm
Evening shift	4	4:00pm	8:00pm	9:00pm	12:00am
Night shift	5	12:00am	4:00am	5:00am	8:00am

**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	
		(	_	<u> </u>
	Add Schedule	Delete Schedule		Close

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

ocking Settings		Schedule	3	Description	Morning	Shift	
locking Time:-	Ŀ	Break	Resume	Out	<u>oi</u>	Done	
Actual clocking time Leave it blank if not used	08:00	12:00	13:00	16:00	:	:	
Clocking Range:- Clocking before this time Leave it blank for default range	:	:	:	:	:	:	
atest Clocking:- Replace with most recent clocking within clocking range	the						
o you want to use OT/Done as sch	neduled work ins	tead of over	time?			<u>(</u> es	
lease specify the time interval if yo	u want to have i	rates differer	ntial for over	ime	:	- :	
this is a rotational shift, specify th	e qualify minutes	before the s	hift starts .		🕅	10	

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

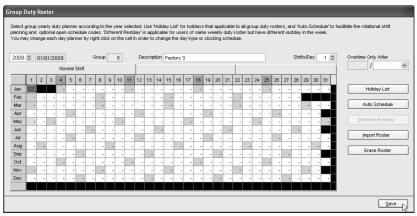
		to be used by users. A group e duty roster without pre-defin					ifts within a day. ng schedules only when user c	lock in for wa	rk.
П	Group	Descripti	ion	Roster	Shifts/Day	Open Schedule	Overtime Only After		-
	0		v	Veekiv				(Edit)	
	1	Office	Add Group					(Edit )	_
	2	R&D						Edit	_
	6	Factory	To add new group	o duty roster, selec	t an availabe group co	de which can be same		Edit	_
	7	Factory 2			ekly roster schedule,		Edit		
			specific clocking s	schedules.					
-			Group	8 🗸					- 1
			Description	Factory					
			Roster	Shift				_	_
L H			_					_	_ 1
L H-			_						- 11
			_	L	Okay R	Cancel			- 1
					, 			+ +	- 1

**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.

/ou ma	g and iy chi	l opti	ional (	open	-sch	ieduli	e co oy rig	des. pht-c	'Dif fick	ferer	A		Assistant n to facilitate the assign ay type and a clocking			iy i	n the	wee	sk.	acilitate the rotational shift
2009	-							Grou	p	8						hift	s/Da	۷.	1 🗘	Overtime Only After
				Nor	mal	Shift														
	1	2	3	4	5	6	7	8	1	1		Sequence	Day Type	Schedule	·		29	30	31	
Jan		-		-	-	-		-				1	RESTDAY							Holiday List
Feb		-				-		+				-	WORKDAY							Tioliday List
Mar		-		_		-	-	+				-	WORKDAY							Auto Schedule
	_	_		_		_	_	+					WORKDAY							Auto Schedule
Apr								-				-	WORKDAY							
May	-							-					WORKDAY							
Jun								<u> </u>				7	WORKDAY		<b>•</b>					Import Roster
Jul												Effective date ra	nge 04/01.	2009 📧 31/12/2	2009 🔤					inporticater
Aug												Possible option (	of schedule codes for	nen schedule atte	endance that has no					Erase Roster
Sep													schedule code:- i.e. 11							Lrase Roster
Oct																				
Nov									Τ				3,4,5							
Dec								1	+		H					- 61				

## ► CONTENTS

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.

of group code to be u	ised by users. A group duty roster oster without pre-defined schedule	can be either on weekly routin	e, or rotational daily	shift with maximum of three shift	ts within a day. h schedules only when user of	lock in for wor
Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0		Weekly				(Edit )
1 Office		Weekly				Edit
2 R8D		Weekly				Edit
6 Factor	у	Shift	3			Edit
7 Factor	y 2	Shift	1			Edit
8 Factor	у3	Shift	1	3,4,5		Edit

# 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 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.



s Us	erID [1	]								_0	$\times$
No.	User ID		Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend		-
1	1	Elise Johnson		AD1582	Administration	Local	0 🗸				1
2	2	Tony Stone		ENG5584	Engineering	Oversea	0				-
3	3	Felicia Dickson		IT7568	Information Technology	Oversea	1	Office			
4		Gilbert Kazt		PD5933	Production	Team A	2	R8D			
5	5	Sheena Jazz		Q1895	QA & QC	Team B	6	Factory Factory 2			
							8	Factory 2 Factory 3			_
							<u> </u>	raciory 5			_
											- 1
											- 1
											Ŧ
			Elise Johnson		A7396854SS857				~		
			Name		Social Security No.				<b>^</b>		
			Administration	~	CN5589361258				~		
		Click for photo	Department		D No.	Address			100		
			Local	~	60122081118						
			Section		Phone No.						
		1	24/02/2009	11 🖽		20/12/2009	31	/12/2009 🗔			
			Issued	Expired	Email	Vacation				-	4
										2	1
	_										-
		Add User	Change ID		İmport User			🖪 e	pply 🗎	ĵ <u>C</u> ance	1

Step 3: Click "Apply" to save settings.

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

**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     attendance records of next calendar month.     If you what pay the new changes to the existing attendance records, you are required to clok the 'Generate' button in the attendance	
- on	

**Step 5:** Click 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.



🛃 Atten	dance Sheet	s [26/02/	2009 ]			- 0 ×
	Date		User ID	Show Tardiness:- Late-In Overtin	ne	Drag_drop clocking 🔺
Date 26/02/20 27/02/20 28/02/20	09 Friday	ay	Present: On Leave: Absent:	Generate New Attendance Records Please specify the date which you want the attendance records to be generated. Any existing records will be removed and new attendance You may overwise darks at check code (1) from the pre-defined group duty roster with the new schedule code.	e v	7
3	Felicia Dickso	WORKDAY WORKDAY WORKDAY	Sche 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	You may select the range of records by: User ID 1 Bits Johnson O AI 2 Tony Stone O Mone 4 Gibert Kart Some 5 Siteens Juzz Date 01.002000 28002000 Mult Shifts Change to new schedule code: Convert from data audit list ?	Leave Taken	Remark
Total	Down	load	<u>T</u> o History	Edit Multi-Shifts Centrate	Export	

**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.

🛃 Attendance Sheets [				- <b>-</b> ×
Date	User ID	Show Tardiness:- Late-In	Overtime	Drag_drop clocking 🔺
Date         Weekday           26/02/2009         Thursday           27/02/2009         Friday           28/02/2009         Saturday	Present: On Leave: Absent: 5	Generate New Attendance Records Pesse specify the dide which you want the attendance records to t generated. Any existing records will be renoved and new attendance You may overwide field activated code (1) from the pre-defined g dxdy roster with the new schedule code.	æ	Y
		irm Generate Records	Leave Taken	Remark
3 Felicia Dicksor WO	RVDAY 0 RKDAY 0 RKDAY 0 RKDAY 0 RKDAY 0	ou are about to delete away the selected existing attendance coords, if any, before the new records are generated. re you sure you want to continue ?		

Step 8: Click Attendance Sheet to see the details.

# CHAPTER 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.

H A	ttend	lance	Sheet	s [1]															
		Date			User II	)		Sho	w Tardine:	ss:- 🗌 Lai	te-in		E	Overtime	,		Drag_dr	op clocking	
No.	Use	er ID		Nan	ne		^			Ea	rly-Out		E	Vork/OT	Totals				_
1		1	Elise J	ohnson						Ext	tended Bre	ak	E	On Leav	e				
2		2	Tony St	ione						□ Mis	s Punch		Г	Absent					
3		-	Felicia (																
4			Gibert																
5		5	Sheena	Jazz				Sele	ect Schedu	ie:-	~	Select Depa	rtment:-			~			-
							Ψ.									[			<u> </u>
D	ste	VVec	ekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Total Hr	Total OT	Short	Leave Take	:n F▲
01/02	/2009	Sunda	iy.	RESTDAY	1											~	-		
	/2009			WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51		ر ا	_		<u> </u>	
	/2009			WORKDAY		09:02	12:15	13:40	19:04			7.33							_
	/2009			WORKDAY		08:35	12:24	13:23	18:22			7.54		0.06	Tat	J Hr ·	Total	vorking	
	/2009			WORKDAY		08:58	12:35	13:23	19:33			8.00		/	hou		wook	or a mon	14
	/2009			WORKDAY	1	08:54	12:33	13:30	17:54			7.54		9					ui. V
07/02	/2009	Saturo	iay	RESTDAY	1													vertime .	. N
1																		r a mont	
	Total																	ort time in	na 🖊
															wee	k or a	month		
		ſ	Down	load	To Histor	ry	Edit		Multi-S	Shifts	Gene	erate							
															_				_

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.

👪 Attend	lance Shee	ets [02/02	2/2009 ]												
	Date		User ID			Sho	w Tardine:	ss:- 🗌 Lat	te-In			Overtim	9	Drag _drop clocking	. <b>_</b>
Date	Wee	kday 🔺						🗌 Ear	rly-Out			On Leav	e		
01/02/20			Present	: 5				Ext	tended Bre	ak	E	Absent			
02/02/20			On Leave					Mis	s Punch						
04/02/20			Absent												
05/02/20						Sele	ect Schedu	ie-	~	Select Depa	rtment:-		~		
06/02/20	09 Friday	-													
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	<b></b>
1	Elise Johnso	on WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
2	Tony Stone	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
3	Felicia Dicks	or WORKDAY	3	08:59	12:34	13:15	20:12			8.00	2.12				
4	Gilbert Kazt	WORKDAY	3	08:59	12:34	13:25	20:12			8.00	2.12				
5	Sheena Jaz	Z WORKDAY	3	08:59	12:34	13:25	20:13			8.00	2.13				
7	1		1		1	1		1		1			1 1		
Total															
	Dov	vnload	<u>T</u> o Histor	y I	Edit		Multi-S	Shifts	Gene	erate			Export	Qancel	

## **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.

🛃 Attend	lance Sheet															D	×
	Date		User 10	)		Sho	w Tardines:	s- 🗌 Lat	e-In			]Overtime			Drag_dr	op clocking	-
No. Us	5 S	Narr	ie .		~			🗌 Ear	iy-Out			]/Nork/OT	Totals				
1	1 Elise J							Ext	ended Br	reak		On Leave					
2	2 Tony St							Mis	s Punch			Absent					
3	3 Felicia D 4 Gilbert H				- 1												
5	5 Sheena				- 1												
					-	Sek	ect Scheduk	s	~	Select Depa	artment:-			~			-
Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OI	Done	VYork	Overtime	Short	Total Hr	Total OT	Short	Leave Taken	
25/02/2009	Wednesday	WORKDAY	1	09:45	12:33	1 User	ID					0.45	-	-	-		
26/02/2009	Thursday	WORKDAY	1	09:00	12:33	1							-	-	-		
27/02/2009		WORKDAY	1										-	-	-	SICK	
28/02/2009		RESTDAY	1			_							32.16		7.44		
01/05/2009		HOLIDAY	1						incel	1			-	-	-		
02/05/2009		RESTDAY	1					20	ancei	J							-
[4]	· · ·															•	П
Total																	
	Down	load	To Histor	ry 🗌	Ed	t	Multi-St	nifts	Ger	nerate			E	goort		Cancel	ןכ

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.



👪 Attend	lance Sheets	s [02/02/2	2009]											-	
	Date		User ID	,	1	Sho	w Tardines	s:- 🗌 Late	e-In			Overtime	;	Drag_drop clockin	g 🔺
Date	Weekd	tay 🔺						Earl	ly-Out			On Leav	e		
01/02/200			Present	t 5				Exte	ended Bre	ak		Absent			
02/02/200	09 Monday		On Leave					Mis	s Punch						
03/02/200			Officeave	·											
04/02/200			Absent	:											
05/02/200		1				Sele	ect Schedul	le:-	~	Select Depa	rtment:-		~		-1
06/02/200	09 Friday	-												L	
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	<b></b>
1	Elise Johnson	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
2	Tony Stone	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
3	Felicia Dicksor	WORKDAY	3	08:59	12:34	13:15	20:12			8.00	2.12				
4															
		WORKDAY		08:59	12:34	13:25	20:12			8.00					
	Sheena Jazz			08:59 08:59	12:34 12:34	13:25 13:25	20:12 20:13			8.00 8.00					

- Miss Punch is to show attendance data of users who fail to clock in or out for any time slots.
- · Overtime is to show attendance data of users who work overtime.
- On Leave is to show attendance data of users who are on leave.
- Absent is to show attendance data of users that are absent from work and do not apply for a leave at the same time.

## BY SCHEDULE OR DEPARTMENT

👪 Attend	ance Sheet	s [02/02/	2009 ]												٦×
	Date		User ID			Sho	w Tardines	s- 🗌 La	te-In		E	Overtim		Drag _drop clockin	g 🔺
Date	Week	day 🔺						Ea	rly-Out		E	On Leav	re .		
01/02/200			Present	5				Ex	tended Bre	ak	E	Absent			
02/02/200			On Leave					🗌 Mi:	s Punch						
03/02/200			Absent												
04/02/200			ADSHIL	· 📖											
06/02/200		· •				Sele	ect Schedu	le:-	*	Select Depa	artment:-		~		-
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	-
1	Elise Johnsor	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
		WORKDAY		08:59	12:34		19:51			8.00					
	Felicia Dickso			08:59	12:34		20:12			8.00					
	Gilbert Kazt	WORKDAY		08:59	12:34		20:12			8.00					
5	Sheena Jazz	WORKDAY	3	08:59	12:34	13:25	20:13			8.00	2.13				
<li>T</li>		1	1	1	1	1	1		1	1	1		н		
Total															
	Down	hload	<u>⊺</u> o Histor	/	Edit		Multi-S	Shifts	Gen	erate			Export	<u>C</u> ancel	

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.

	Date		User ID	,		Sho	w Tardiness:	- 🗌 Late	e-In		E	Overtime		Drag_drop clocking	<b>^</b>
Date	Weeko	ay 🔺						Earl	y-Out			On Leave			_
06/02/200	9 Friday		Present	: 5				Exte	ended Bre	eak		Absent			
07/02/200			On Leave					Mis	s Punch						
08/02/200	,														
09/02/200			Absent												
10/02/200	,					Sele	ect Schedule:	-	~	Select Depa	rtment:-		~		-
117027200	9 wednesi	iay 💌													_
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	-
	Elise Johnson			08:54	12:33	13:30	17:54			7.54		0.06			
		WORKDAY		08:58	12:33	13:30	18:16			8.00					_
3	Felicia Dicksor	WORKDAY	3	08:32	12:19	13:30	18:16			7.49	0.16	0.11			_
4	Gilbert Kazt	WORKDAY	3	08:47	12:54	13:30	18:58			8.00	0.58				_
5	Sheena Jazz	WORKDAY	3	09:12	12:35	13:30	18:58			7.48	0.58	0.12			
4					1										) I
_															_
Total															

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

Step.	Nance Date	5.SQ	rt <sub>[</sub> ą	6709/	2007 q.ll User ID	_	lick "			Save	_	ngs. I	_	SUIT I		Drag_drop clockin	g 🔺
Date		Weekd	ay	•						Ear	rly-Out			On Leav	e	06/02/2009 17:54	
06/02/200	99 F	riday	-	_	Present	5				Ext	ended Bre	ak	E	Absent			
07/02/200	09 S	Saturday	-	_							s Punch			_			
08/02/200	09 S	Sunday			On Leave						or anon						
09/02/200		fonday			Absent												
10/02/200		'uesday	_					Sele	ct Schedu	ule:-	~	Select Depa	rtment:-		~	1	
11/02/200	09 V	Vednesc	iay 🔤	-												- <u> </u>	_
User ID	Na	me	Day	Туре	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	•
1	Elise Ji	ohnson	WORK	DAY	1	08:54	12:33	13:30	18:00			8.00					
	Tony S		WORK			08:58	12:33	13:30	18:16			8.00					
		Dicksor				08:32	12:19	13:30	18:16			7.49		0.11			
	Gilbert		WORK			08:47	12.54	13:30	18:58			8.00					
5	Sheen	a Jazz	WORK	DAY	3	09:12	12:35	13:30	18:58			7.48	0.58	0.12			
4																	Þ
Double click or	n the res	spective s	lot for e	excused	clocking												
		Downl	oad		<u>⊺</u> o Histor	y	Unde	,	Multi-	Shifts	Leave	Taken			Apply	Cancel	

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

👪 Attend	lance She	ets [	06/02	/2009]												
	Date			User ID			Sho	w Tardines	ss:- 🗌 Lai	te-In		E	Overtime	,	Drag_drop clocking	
Date	Wee	kday							Ear	rly-Out		E	On Leav	e	06/02/2000 17:54	
06/02/20	09 Friday	,		Present	: 5	1			Ext	tended Bro	ak	E	Absent		¥_	
07/02/20				On Leave		i I			Mis	s Punch						
08/02/20		·	+													
09/02/20			+	Absent	: L											
11/02/20			-				Sele	ect Schedu	ile:-	*	Select Depa	artment:-		*		-
		- /		-									-			
User ID	Name		ну Туре		In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
	Elise Johns				08:54	12:33	13:30	18:00			8.00					
2	Tony Stone	WOF	RKDAY	1	08:58	12:33	13:30	18:16			8.00	0.16				
3	Felicia Dicks	or WOF	RKDAY	3	08:32	12:19	13:30	18:16			7.49	0.16	0.11			
4	Gilbert Kazt	WOF	RKDAY	3	08:47	12:54	13:30	18:58			8.00	0.58				
5	Sheena Jaz	z WOF	RKDAY	3	09:12	12:35	13:30	18:58			7.48	0.58	0.12			
<	1						1			1		I				- F
Double click or	n the respectiv	e slot fo	r excuse	d clocking												
	Dov	rnioad		<u>T</u> o Histor	у	Unde		Multi-S	Shifts	Leave	Taken			Apply	Cancel	

If you want to undo the changes, you can reallocate the original attendance into the column. Follow the steps below to reallocate the original attendance data into its original position. Click "Edit" button at the bottom of the Attendance Sheet. Drag the attendance data into the "Drag/ Drop Clocking" column. Drop the attendance data into its original column. Click "Apply" to save settings.



## **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".

👪 Attend	lance Shee	ts [27	/02/2009 ]												
	Date		User I	D		Sho	w Tardine	ss:- 🗌 La	te-In			Overtime		Drag_drop clocking	
Date	V/eek	day 🔄	· ]					Ea	rly-Out		E	On Leav	e		
27/02/20			Preser	t 4				Ex	tended Bre	ak	E	Absent			
28/02/20			On Leave	~					ss Punch						
01/03/20															
02/03/20			Abser	t 1											
03/03/20						Sek	ect Schedu	ile:-	~	Select Depa	artment:-		~	1	-
04/03/20	09 Wednes	sday 🗨	·												
User ID	Name	Day 1	ype Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	<b>^</b>
1	Elise Johnsor	WORKE	IAY 1												
2	Tony Stone	WORKE	AY 1	02:18	12:34	13:18	20:33			8.00	2.33				
3	Felicia Dickso	WORKE	AY 4	18:01	20:44	21:29	02:46			4.59	2.46	0.01			
4	Gilbert Kazt	WORKE	AY 4	17:49	20:37	21:24	03:08			5.00	3.08				
5	Sheena Jazz	WORKE	AY 4	17:49	20:24	21:28	03:08			4.54	3.08	0.06			1
1	1	1	1		1	1	1	1	1					I	D C
Total									_						
	Down	nioad	<u><u> </u></u>	ry	Edit	-Q	Multi-3	Shifts	Gen	srate			Export	Cancel	

**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.

👪 Attendan	ce Sheet	s [27/02/	2009 ]												
Dat	te		User II			Sho	w Tardine:	ss:- 🗌 Lai	te-In		E	Overtime		Drag_drop clos	king 🔺
Date	Weeko	lay 🔺						Ea	rly-Out		E	On Leav	e		
27/02/2009	Friday		Presen	t 4				Ex	tended Br	eak	E	Absent			
28/02/2009	Saturday		On Leave	. —				Mis	s Punch						
01/03/2009	Sunday														
02/03/2009 03/03/2009	Monday		Absen	t 1											
03/03/2009	Tuesday Wednes					Sek	ect Schedu	ile:-	~	Select Depa	rtment:-			*	•
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	-
1 Elis		WORKDAY	1										v		
		WORKDAY		02.18	12:34	13:18	20:33			8.00	2.33		ABSENT		
		WORKDAY		18:01	20:44	21:29	02:46			4.59		0.01	ANNUAL SICK		_
		WORKDAY		17:49	20:37	21:24	03:08			5.00				2	_
5 She	eena Jazz	WORKDAY	4	17:49	20:24	21:28	03:08			4.54	3.08	0.06	MATERNITY		
4													PATERNITY		Þ
Double click on the Total	respective	slot for excused	clocking										EMERGENCY		
	Down	load	<u>⊺</u> o Histor	ry 🔤	Undo		Multi-S	Shifts	Leave	Taken			Apply	Canc	el
These lea	able belo ave reco	Leave w to enter ds will be a uded from t	automatic	ally be in	ncluded i	n the cu	rent atte	ndance	sheet to	reflect th	e leave t	aken.		Select "Us and user	"Leave
											1		-	taken type"	•
User			Nar	me				ve Taker	1	_	n 🖽	To 🖽		Define the	dura
	1 E	lise Johnso	n			SICK	(			27/02/2	009 27/	02/2009			
		, press the di		tion of the Insert the date in and "To" co f user only one day lea	same From" lumns takes										

#### 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.

🛤 Attend	lance Shee	ts [1	6/02/	2009 ]												
	Date			User ID			Sho	/v Tardines:	s- 🗌 Lai	e-In		E	Overtime		Drag_drop clockin	g 🔺
Date	V/ee	day	•						🗌 Ear	rly-Out		E	On Leav	e		_
11/02/200		sday		Present	5				Ext	ended Bre	ak	E	Absent			
12/02/200		ay -	-	On Leave					🗌 Mis	s Punch						
14/02/200 15/02/200 16/02/200	09 Sunda	,	•	Absent			Sele	ict Schedule	x-	*	Select Depa	irtment:-		~		-
User ID	Name	Day	Туре	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	<b>^</b>
1	Elise Johnso	n WORH	(DAY		08:49	12:28	13:26	18:15			7.58		0.02			
	Tony Stone	WORF			08:56	12:34	13:26	18:28			8.00					
3	Felicia Dicks	or WORF	(DAY	3	09:15	12:43	13:28	19:03			7.45	1.03	0.15		~	
4	Gilbert Kazt	WORF	(DAY	4	17:53	20:47	21:27	01:29			5.00	1.29			Attempt to training	
5	Sheena Jaz:	: WORH	(DAY	4	18:02	20:34	21:30	01:02			4.58	1.02	0.02		Going to meet client	
₹	n the respective	1				1	1	1 1		1	1				Going to meet supplier	
Total	n me respectiv	I SIUL TOP	excused	ciocking												
		nload		<u>⊺</u> o Histor		Undo		Multi-Sł	nifts	Leave	Taken			Apply	<u>C</u> ancel	

# 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.

#### Clocking Schedu

enseming senerate			
Specify the clocking schedules and its	settings as indicated below. Fixed clockin	ng schedule is	not applicable to flexi-work schedule.
Clocking Range Settings	Schedule 1	Description	Office
Allow a grace period in minutes for I	ate-in		
Allow a grace period in minutes for	sariy-out		
Minimum minutes must worked to qu	alify for overtime		30
Maximum no. of hours allowed to cla	im for overtime		24.00
Work hours is either round-up or rou	nd-down (-ve) in minutes of		
Overtime hours is either round-up or	round-down (-ve) in minutes of		
Lunch/Dinner time duration for flexi-	unch/flexi-dinner range in minutes		
Do you want to exclude the lunch/di	nner hour from working hour ?		₩Yes / Yes
Do you want to provide overtime for	work before in time (earlytime) ?		∐⊻es
			Save

**Step 1:** Before generating any attendance data, all users are entitled to overtime after a predefined working time. With the new setting done in clocking schedule, users with overtime less than 30 minutes will be ignored. Click "Generate".

Date Wee		2009 ]													IX
11/02/2009 Wedne	ikday	User ID			Sh	ow Tardine:	Ea	rly-Out		E	] Overtime ] On Leave ] Absent		Drag _dr	op clocking	
12/02/2009 Thurso 12/02/2009 Thurso 13/02/2009 Friday 14/02/2009 Saturd 15/02/2009 Sunda	iay lay y	Preseni On Leave Abseni			Se	lect Schedu	Mi	tended Bre ss Punch	sak Select Depa		JAosent	*	1		-
User ID Name	Day Type	Sche	l in	Break	Resume	Out	от	Done	Work	Overtime	Short	Leave Taken	Remar	۲	
1 Elise Johnso		1	08:34	12:38	13:25	18:27	01	Durie	8.00	0.27	SHOR	Leave Taken	Remai	h	-1
2 Tony Stone 3 Felicia Dicks	WORKDAY		08:43 08:54	12:38	13:25 13:16	18:18			8.00						_
4 Gilbert Kazt			17:51	20:47	21:24	00:29			5.00						-
5 Sheena Jaz	z WORKDAY	4	17:57	20:36	21:34	01:19			4.56	1.19	0.04				
<b>₹</b>		·			· · · · · ·										Þ
Total															
Dov	vnload	<u>T</u> o Histor	у	Edit		Multi-S	Shifts	Gen	erate N			Export		Cancel	)
generated. Any records can be You may overv			ll be rer	noved a	nd new										
duty roster with You may select User ID ③ All ○ None ○ Some	n the new so	schedul chedule	e code code. s by: Elise Tony Felici Gilbe	ta audit	list. the pre	-defined	group		the start Ster	date the p o <b>3:</b> sage.	ran proce	ct the u ge.Click ess. < "Okay	"Gen	erate"	to

**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.

🗷 Attend	lance She	ets [	11/02	/2009]											-	
	Date			User I	C		Sho	w Tardines	s:- 🗌 Lat	e-In		E	Overtime		Drag _drop clockin	, •
Date	We	skday							Ear	ly-Out		E	On Leav	e		
11/02/20				Presen	f: 5				Ext	ended Bro	ak	E	Absent			
12/02/20				On Leave	. —				Mis	s Punch						
13/02/20			+	Absen												
15/02/20			+	Auseri												
16/02/20			-				Sele	ect Schedu	le:-	~	Select Depa	artment:-		*		-
User ID	Name		ay Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	•
	Elise Johns				08:34	12:38	13:25	18:27	01	Done	8.00		Short	Leave lakel1	Inclinent	
	Tony Stone		RKDAY		08:43	12:38	13:25	18:18			8.00					
3	Felicia Dick	or WO	RKDAY	3	08:54	12:38	13:16	18:36			8.00	0.36				
4	Gilbert Kaz	WO	RKDAY	4	17:51	20:47	21:24	00:29			5.00	0.29				
5	Sheena Jaz	z WO	RKDAY	4	17:57	20:36	21:34	01:19			4.56	1.19	0.04			
4	1			1		1	1	1	1	1	1	1				. ⊧ i
Total																
	Do	vnload		<u>T</u> o Histor	ry	Edit		Multi-S	Shifts	Gen	erate			Egport	Cancel	

# **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<sup>®</sup> 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.

👪 Attend	lance Shee	ts [02/02	/2009]												
	Date		User II	)		Sho	w Tardines	s:- 🗌 Lat	e-In			Overtime	e	Drag_drop clockin	ng 🔺
Date	Week	day 🔺						Ear	ly-Out			On Leav	re		
01/02/20	09 Sunday		Presen	t: 5				Ext	ended Bre	ak		Absent			
02/02/20			On Leave					Mis	s Punch						
03/02/20															
04/02/20			Absen	:											
05/02/20		ay 🗸				Sele	ect Schedu	le:-	~	Select Depa	artment:-		~		-
	-														
User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	<u> </u>
	Elise Johnson			08:59	12:34	13:15	19:51			8.00					
	Tony Stone	WORKDAY		08:59	12:34	13:15	19:51			8.00					
	Felicia Dickso			08:59	12:34	13:15	20:12			8.00					
	Gilbert Kazt	WORKDAY		08:59	12:34	13:25	20:12			8.00					
5	Sheena Jazz	WORKDAY	3	08:59	12:34	13:25	20:13			8.00	2.13				
		1					1		1		1				
Total															
	Dow	nload	<u>T</u> o Histor	у	Edit		Multi-S	ihifts	Gene	erate			Export	Cancel	

**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.

#### **Export Attendance Records**

Please select the badge cards and attendance date range you want to be exported to an external file as a input attendance records for other payroll system.

You can choose to export either detail attendance records or summary records only.

I	You may select the range	e of records	by:		
	Department		*		
	User ID	1	Elise Johnson		^
	() All	2 3	Tony Stone Felicia Dickson		
	○ None	3	Gilbert Kazt		
	Some	5	Sheena Jazz		
					~
	Date	01/02/2009	28/02/2009		
	Export	<u>D</u> etail	Export <u>S</u> ummary	<u>C</u> anc	el

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.

Ехр	ort /	Attendance Reco	r ds									
		n select which detail d column is indicated			it to export out k	y specifying	their colum	n positions with	order of pred	cedence .	The length of each	
Pos	ition		<u>Size</u>	Position	Description	<u>Size</u>	Position	Description	Size	Position		<u>Size</u>
	1	User ID	9	6	Date	10		In	5		Work done in days	5
		Name	40		Weekday	20		Break	5	8	Work done in hours	5
	2	Emp No.	14	7	Day Type	15		Resume	5	9	Overtime	5
	3	Department	30		Shift No.	1		Out	5		Diff.OT	5
	4	Section	30		Schedule	3		OT	5	10	Short	5
	5	Group	3					Done	5		Total Hr	6
		Social Security No.	20								Total OT	6
		ID No.	20								Total Short	6
Ì	E	dit								11	Leave Type	15
	Sneci	fy the output target fi	e name:							12	Leave in days	5
	EXCE		-	ROGRAME			ETCMSV2				Leave in hours	5
l '					mark and separa						Remark	30
		Suppress hu				action that com						
		Append data										
		< Back							(	Export <u>C</u>	etail 💦 🗌 Cancel	

## **EXPORT SUMMARY**

👪 Attendance Sheets	[ 02/02/2	2009 ]												
Date		User ID	)		Sho	w Tardines	s:- 🗌 Lat	e-In		Ε	Overtime		Drag_drop clo	cking 🔺
Date Weekday	1						Ear	iy-Out		E	_ ] On Leav	e		
01/02/2009 Sunday		Present	5				Ext	ended Bre	ak		Absent			
02/02/2009 Monday		On Leave					🗌 Mis	s Punch						
03/02/2009 Tuesday 04/02/2009 Wednesday	- 1	Absent												
05/02/2009 Thursday	<u> </u>	Absolu	-											
06/02/2009 Friday	-				Sei	ect Schedul	e:-	*	Select Depa	artment -		*		
User ID Name I	Day Type	Sche	In	Break	Resume	Out	OT	Done	₩ork	Overtime	Short	Leave Taken	Remark	-
1 Elise Johnson W	ORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51				
2 Tony Stone W	ORKDAY		08:59	12:34	13:15	19:51			8.00					
			100.20	12.04	1012	100-4-2			8.00					_
Export Attendance	Records	;	_	_	_				8.00					
Please select the bade	no cordo o	nd attan	donoo de	ato rongo		nt to he								
exported to an externa														
payroll system.														
You can choose to ex	port either	r detail af	tendanc	e record:	s or sum	mary	fts	Gene	rate			Export	N Can	a l
records only.														
You may select the ran	nge of rec	ords by:												
Department			1	~										
User ID	1	Fli	se Johns	\$0D		^								
	2		ny Stone											
() All	3	Fe	licia Dick							• · ·				
O None	4	Gil	bert Kaz				5	tep	1: In	Atter	ndan	ce Shee	et, click "l	=xport
Some	5	sr	ieena Ja	ZZ			l to	o star	ŧ					
Conno							1 "	514	ι.					
						*	l S	tep (	<b>2:</b> Se	lect u	users	to expo	ort either l	ov use
Date	01/02/3	2009 🔤	28/02/	/2009 🍱				•						
							"	), All	users	or by	/ Deb	bartmen	t. Define tl	he date
							l ra	inde	of att	enda	nce d	data to e	xport. Cli	ck "Ex-
								•						
							l b	011.2	umma	ary .				

60

Export Detail

Export Summary

Cancel

**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.

Export	Attendance Reco	ds												
	n select which summa d column is indicated l			vant to	export	out by sp	ecifying th	eir colu	mn posi	tions with order o	f precede	ence . The ler	ngth of e	ach
Position	User ID	<u>Size</u> 9	WORKDAY	Daγ 6	Vork	Overtime 8		Short 9	<u>Size</u> 8	Leave Taken ABSENT	Day	⊖ E×it		Size 8
2	Name Emp No.	40 14	HOLIDAY RESTDAY		H	Н	Н	H	8	ANNUAL	H			8
3	Department Section	30 30	OFFDAY				Late-In	Н	8 8	HOSPITAL MATERNITY	E			8
5	Group Social Security No.	3 20				I	Early-Out Total Hr	Н	8	PATERNITY	H		Н	8
	ID No.	20				т	Total OT otal Short	Н	8 8		H			8
Speci	ify the output target fil		e:						_		F		<b>F</b>	8 8
EXCE	Delimited with	n doul ndred	ole quotation m th decimal poir isting output fil	t	l sepan	ated with	comma			Occurrenc	:e			
	< Back										Export §	Summary	Cano	cel

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

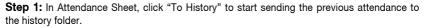
If ASCII format (.txt) is selected, please check the 3 extra options at the bottom. These 3 options only work if exported into ASCII format. Ignore this step if it is not required.

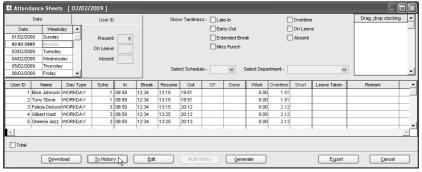
Export /	Attendance Reco	ds											
	n select which summ d column is indicated			vantto	export o	out by spe	cifying th	eir colu	mn posit	ions with order of	precede	nce . The leng	th of each
Position		<u>Size</u>		Day		<u>Overtime</u>	Diff.OT	Short			⊙ Day	⊖ E×it	Size
1	User ID	9	WORKDAY	6	7	8		9	8	ABSENT			8
	Name	40	HOLIDAY						8	ANNUAL			8
2	Emp No.	14	RESTDAY						8	SICK			8
3	Department	30	OFFDAY						8	HOSPITAL			8
4	Section	30					Late-In		8	MATERNITY			8
5	Group	3				E	arly-Out		8	PATERNITY			8
	Social Security No.	20					Total Hr		8	EMERGENCY			8
	ID No.	20					Total OT		8				
	dit					To	tal Short		8				
Snaci	fy the output target fil												
EXCE			<sup>D.</sup> (TCMS V2 DA'	TADAO		ID ANIOF A			_				
EXCE													
			le quotation m h decimal poir		separa	ited with i	comma			Occurrence	•		
			n decimai poir sting output fil										
	Append date	LO EXI	sting output h	c									
	< Back										Export S	ummary 🗼 (	Cancel

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

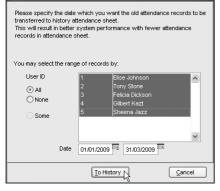
# Housekeeping

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





#### Transfer to History



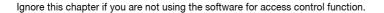
Step 2: Select the users involved, it is recommended to select all. Define the date range of previous attendance data. Click "To History" to start.

**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 Hear to open the History folder. All history attendances are saved in this page.

Histor:	y Attenda	nce [	02/	02/2009]												
	Date			User ID	)		Sho	w Tardines	ss:- 🗌 Lat	e-In		E	Overtime	e	Drag _drop clockin	ng 🔺
Date	Wee	kday	-						Ear	iy-Out		E	On Leav	/e		
01/02/20	09 Sunda	ý		Present	t: 5				Ext	ended Bre	ak	E	Absent			
02/02/20				On Leave					Mis	s Punch						
03/02/20																
04/02/20			- 1	Absent	t											
05/02/20		ay					Sele	ect Schedu	ile:-	v	Select Depa	rtment:-		~		-
06/02/20	09 Friday		•													
User ID	Name	Da	у Тур	e Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	-
1	Elise Johnsi	n WOF	(KDA	Ý 1	08:59	12:34	13:15	19:51			8.00	1.51				
	Tony Stone		RKDA'		08:59	12:34	13:15	19:51			8.00					
3	Felicia Dicks	orWOP	RKDA'	Y 3	08:59	12:34	13:15	20:12			8.00					
	Gilbert Kazt		RKDA'		08:59	12:34	13:25	20:12			8.00					
5	Sheena Jaz	z WOF	SKDA,	Y 3	08:59	12:34	13:25	20:13			8.00	2.13				
4					I			1								
🗌 Total																
				Purge		Edit		Multi-S	Shifts	Gene	erate			Export		





# The Relations between Time Zone, Group Time Zone and Access Code

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

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.



CHAPTER

**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  $0 \sim 49$ ) 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	exampl	e:	

Access Code	Name	Group Time Zone	Time Zone	Note: All new enrolled users
0	Access from 8am to 8pm	1	2	are automatically assigned into Group Time Zone 1. Please
1	Only access during office hour	2	3: 4: 5	assign the new users into the
2	Access in the morning only	3	6	corresponding group time zone after the enrollment is done.
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	

#### THE SETTINGS OF TIME ZONE

Step 1: Click to open Terminal User Control.

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

Step 3: 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:

ct the available terminal readers a zone settings are optional to cert	ain reader models to li	mit the users ac	cessibility with the	e specified time j		if authorised ac	cess codes will be	e enrolled into the terminal	Ine
the 'Update Terminal' button to up	load the authorised u	sers, or optiona	l time zone setting	s to terminal.					
t Terminal ID	Authorised Acces	s Exception L	Isers Time Zone	Check Users	1				
Terminal 1							spective day of th s time zone 1, 2, 3	e week. A combination of 8 are used.	
	Time Zone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	-
	1	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	_
	2	23:59-00:00	08:00-20:00	08:00-20:00	08:00-20:00	08:00-20:00	20:00	23:59-00:00	- 1
	3	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	$\sim$	00-00-23-59	_
	4	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59			
	5	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	•		
	6	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-2	Time Zone	2	
	7	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00	Sundav	23:59 ~ 0000	-
	8	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:	,		-
		00:00-23:59		00:00-23:59	00:00-23:59	00	Monday	08:00 ~ 18:00	
		00:00-23:59		00:00-23:59	00:00-23:59	0	Tuesday	08:00 ~ 18:00	
*		00:00-23:59		00:00-23:59	00:00-23:59	00	Wednesdav	08:00 ~ 18:00	1
		00:00-23:59		00:00-23:59	00:00-23:59	00		08:00 ~ 18:00	-
Model R2		00:00-23:59		00:00-23:59	00:00-23:59	00.0	Thursday		4
.ast update 02/03/2009 17:30	14	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00.00	Friday	08:00 ~ 18:00	
02/03/2009 17:30							Saturdav	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.

🖪 Terminal Users Control		- • ×
time zone settings are optional to certa	specify the desired access codes that are authorised to access to it, so that users of authori eader models to limit the users accessibility with the specified time periods. I the authorised users, or optional time zone settings to terminal.	ised access codes will be enrolled into the terminal. The
Select Terminal ID	Authorised Acc Select a data terminal below to copy to:-	
1 Terminal 1	A maximum of From maximum 3 tin 1 Terminal 1 R2	h respective day of the week. A combination of hears time zone 1, 2, 3 are used.
	Time Zone To	ay Friday Saturday
	2 Terminal 2 R2 A	9 00:00-23:59 00:00-23:59
	2	0 08:00-20:00 23:59-00:00
	3	89 00:00-23:59 00:00-23:59
	4	i9 00:00-23:59 00:00-23:59
	5	89 00:00-23:59 00:00-23:59
	6	89 00:00-23:59 00:00-23:59
	7	i9 00:00-23:59 00:00-23:59
	8	9 00:00-23:59 00:00-23:59
	9	89 00:00-23:59 00:00-23:59
	10	9 00:00-23:59 00:00-23:59
~	11 Copy Close	9 00:00-23:59 00:00-23:59
		9 00:00-23:59 00:00-23:59
Model R2	13 00:00-23:59 00:00-23:59 00:00-23:59 00:00-23:59 00:00-2	
Last under an annual an an	14 00:00-23:59 00:00-23:59 00:00-23:59 00:00-23:59 00:00-2	23:59 00:00-23:59 00:00-23:59 🗸
Last update 02/03/2009 17:30		
	Update Terminal Duplicate Settings Save Char	nges Qlose

Step 4: Click to select Terminal ID to update time zone settings. Click "Update Terminal" to start.

e zone settings are optional f	to certair		it the users acc	essibility with th	e specified time		a dationada do	5033 00403 Wills		annor. mo
ck the 'Update Terminal' butto	n to uplo	ad the authorised us	ers, or optional '	time zone setting	ps to terminal.					
ect Terminal ID		Authorised Access	Exception Us	ers Time Zone	Check Users					
Terminal 1 Terminal 2	^	A maximum of 50 maximum 3 time zo							he week. A combina 3 are used.	tion of
		Time Zone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	-
		1 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		2 2	3:59-00:00	08:00-20:00	08:00-20:00	08:00-20:00	08:00-20:00	08:00-20:00	23:59-00:00	
		3 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		4 0	0:00-23:59	00:00-23:59	00:00+23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		5 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		6 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		7 0	0:00-23:59	00:00-23:59	00:00+23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		8 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		9 0	0:00-23:59	00:00-23:59	00:00+23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		10 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		11 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		12 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
Model R2		13 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
	_	14 0	0:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	-
Last update 02/03/2009 1	7:26									_

Step 5: Click "Apply" to start updating settings to the selected terminal.

Step 6: Click "Close" to end process.

65

👪 Terminal Users Control						- • ×				
Select the evailable terminal readers and specify the desired access codes that are <i>authorised</i> to access to 1, so that users of <i>authorised</i> access codes will be enrolled into the terminal. The time zero settings are optional to certain reader models to limit the users accessibility with the specified time periods. Click the Update Terminal botton to upload the authorise Upload Users and Time Zones to Terminal										
Select Terminal D	Authorised Acc	Use this function to upload all authorised users and fingerprints based on specified access codes from PC to the selected terminal, together with								
2 Terminal 2	A maximum of maximum 3 tim	the optional access time zones.		pective day of the stime zone 1, 2,	he week. A combin 3 are used.	ation of				
	Time Zone	Terminal ID 1 Terminal 1	ay	Friday	Saturday	<b>_</b>				
	1	Update data: 🗸 User Data 📝 Time Zone	59	00:00-23:59	00:00-23:59					
	2	Connecting device 1 [192.168.1.222] 0k	0	08:00-20:00	23:59-00:00					
	3	Synchronising usersOk	59	00:00-23:59	00:00-23:59					
	4	Uploading usersOk	69	00:00-23:59	00:00-23:59					
	5	Uploading time zonesOk	69	00:00-23:59	00:00-23:59					
	6	Device disconnected.	59	00:00-23:59	00:00-23:59					
	7		59	00:00-23:59	00:00-23:59					
	8		i9	00:00-23:59	00:00-23:59					
	9		59	00:00-23:59	00:00-23:59					
	10	×	i9	00:00-23:59	00:00-23:59					
~	11		59	00:00-23:59	00:00-23:59					
	12		39	00:00-23:59	00:00-23:59					
Model R2	13	Apply Qose N	<sup>59</sup>	00:00-23:59	00:00-23:59					
Last update 02/03/2009 17:30	14		P9	00:00-23:59	00:00-23:59	<b>-</b> _				
02/03/2009 17:30										
			_							
	Upc	late Terminal Duplicate Settings Save Chang	jes			Qlose				

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

elect the available terminal reader ne zone settings are optional to c	ertain reade	r models to limit	t the users acci	essibility with the	e specified time		n autrionseu ac	Jess coules will i	be enrolled into the t	crimitor. The
ick the 'Update Terminal' button to	upload the	authorised use	rs, or optional ti	me zone setting	s to terminal.					
lect Terminal ID	Autho	rised Access	Exception Lise	ers Time Zone	Check Lisers					
1 Terminal 1					1	·				
2 Terminal 2									he week. A combina	ation of
W.	maxi	mum 3 time zor	nes can be utilis	ed to define the	access time zo	ne combinations,	eg. '1:2:3' mean	s time zone 1, 2,	3 are used.	
	Π	me Zone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	-
			,	,	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		2 23	:59-00:00	08:00-20:00	08:00-20:00	08:00-20:00	08:00-20:00	08:00-20:00	23:59-00:00	
		3 00	0.00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		4 00	0.00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00+23:59	00:00-23:59	
		5 00	0.00-23.59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		6 00	0.00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		7 00	1:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		8 00	0.00-23.59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00.00-23.59	
		9 00	0.00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		10 00	0.00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
	-	11 00	0.00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00.00-23.59	
		12 00	0.00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00+23:59	00:00-23:59	
Model R2		13 00	0.00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
		14 00	0.00-23.59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	
Last update 10/03/2009 09:57										

## 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.

R	User Ac	cess Codes		_					- OX	
	Each user can be estigned to an access code of 0.8, with default code at #0.0 These access codes are used to organise the users accessibility as according to their access privilege. The administry of users in a hermini reason is a weinide by the access codes permitted in that termini. 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	2345	6 7 8 9	F						
	User ID	Name	Department	Access Code		User ID	List of users not in the se Name	Department	Access Code	
	1 2 3 4 5	Elise Johnson Tony Stone Facilias Dickorn Olibert Kazt Sheena Jazz	Administration Engineering Information Technology Production QA & GC		•					
				~					×	
				Jpdate User		Save Change	35		Qose	

**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.

		free	ninder: To as group time Access Cod	zone		
🖪 Terminal Users Control		<u> </u>	$\sim$			- O ×
	in reader models to load the authorise Authorised Acc Specify the us	ed access codes that are authorised to access to it, so ti limit the users accessibility with the specified time period <u>Jpload Users and Time Zones to Terminal</u> Use the function to upload all authorised users and fing specified access codes from PC to the selected termin the optional access time zones.	s. jerprints based on	o each acces	s code. Users of	each access code
	can ether foll Please refer t Access Cold 0 1 1 2 3 3 4 5 6 7 7 8 9	Terminal D         1         Terminal 1           Update data:         © User Data         © Time Zo           Connecting device 1190.24 (168.1222)Ok         © When Control (169.1222)Ok         © When Control (169.1222)Ok           Synchronizing usersOk         Uploading time zonesOk         Uploading time zonesOk         Device disconnected.	ne A	Verwrite TZ	Verify Type FP/PV/RF FP/PV/RF FP/PV/RF FP/PV/RF FP/PV/RF FP/PV/RF FP/PV/RF FP/PV/RF FP/PV/RF FP/PV/RF FP/PV/RF	
Model R2 Last update 10/03/2009 09:58		Apply ate Terrrinal Duplicate Settinas	<u>Qlose</u>	3;	4	5

Terminal Users Control						_		
time zone settings are optional to certain	reader models to lir	d access codes that are authorised to ac nit the users accessibility with the specif sers, or optional time zone settings to ter	ied time periods		rised access cod	es will be enrolle	d into the termina	J. The
Select Terminal ID	Authorised Access	Exception Users Time Zone Che	ck Users					
1 Terminal 1 2 Terminal 2	can either follow Please refer to 'Ti	access codes that are allowed for this to one of the five time zone groups (1-5) fo ine Zone' page for time zone setting.	r valid time acce	ess, or with its giv	ven different over	writing time zone		de
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type		
		Free Access	<u> </u>	2	11	FP/PVV/RF FP/PVV/RF		- 11
		Access during office hours Fingerprint and Password Verification		3	111 111	FP/PVV/KP		
		After working hours	-	4	1.1	FP/PV//RF		-
	-	Midnight	H	5	111	FP/PVV/RF		-
	5	mungin.		1	11:17:18	FP/PVV/RF		- II
	6				:::	FP/PVV/RF		
	7		<u>п</u>		111	FP/PV/RF		-
	8		n		11	FP/PVV/RF		-
	9				11	FP/PVV/RF		-
~								
		TZ Group	1	2	3	4	5	
Model R2		Time Zone	1::	2::	1::	11	11	
Last update 12/03/2009 10:50								
	Update	e Terminal Duplicate Set	tings	Save Cha	inges			lose

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.

Each user authenticity Click the au	ccess Codes can be assigned to an access to of users in a terminal reader or ccess code to view the list of us it or right-shift buttons.	an be verified by the access co	des permitted in tr access code. You	hat terminal		- ·	ed from the selected ac	
User ID	Name	Department	Access Code		User ID	Name	Department	Access Code
Userio					Userio	IName	Department	Access Code
1 2 3 4 5	Elise Johnson Tomy Stone Felicia Jokkson Olitert Kast Sheena Jazz	Kaministation Engineemig Information Technology Production QA 8 QC		••				~
			~					~
			pdate User		Save Chanj	jes		Qlose

**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.

👪 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 priv 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 the left-shift or significant buttons. 0 1 2 3 4 5 6 7 8 9 Access during office hours List of users not in the selected access code. User ID Department Access Code User ID Name Department Access Code Elise Johnson **Administration** Tony Stone Felicia Dicks Gilbert Kazt Production 5 QA 8 QC Sheena Jazz • Update User Save Changes Glose

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.

User Access Codes				- <b>•</b> ×
Her Access Codes     Ech user on the assigned to an access code of 0.9, was acherolicly of user in a terminal reader can be verified Click the access code to view the list of users that before the left-thit or right-shift buttons.	the access codes per Upload Users to Te Use this function to up from PC to all terminals based on the access of Update data:	nitted in that terminal	ccessibility as according to their acc sed or removed from the selected ac not in the selected access code. Department Administration Poduction (oA & OC	ess privilege. The
				<u> </u>
	Update U	ser Save Changes		Qlose

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.



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 a authenticity of users in a terminal reader can be verified justice access codes constitution is that terminal. Cick the access code to view the list of users that bear Upload Users to Terminal Upload Users to Terminal Use this function to update selected authorised users an Tom PC to al terminals. Existing enrules users who are to the selected authorised users who are to the function to update selected authorised users who are to the function to update selected authorised users who are to the function to update selected authorised users who are to the function to update selected authorised users who are to the function to update selected authorised users to the function to update selected authorised users the function to update selected authorised users to the function to update selected authorised to the function to the function to to the function to the function to the function to update selected authorised to the function to the function to th	ed or removed from the selected access code using
Access during office hours based on the access codes will be removed from the ter	minals.
User ID Name Terminal ID 2 Terminal 2	Department Access Code
2     Tony Stone     Engine       3     Feloia Dickson     Inform   Connecting device 1 [192.168.122]Ok Synchronising usersOk Device disconnected. Connecting device 2 [192.168.122]Ok Synchronising usersOk Device disconnected. Device disconnected.	Administration 0 × Production 0 0 JoA & GC 0
Update User Save Cha	anges Qose

# **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.		
FP	Terminal verifies users with fingerprint only.	1	FP / PW / RF
PIN	Terminal verifies users with User ID only.	2	FP
PW	Terminal verifies users with password only.	3	PIN
RF	Terminal verifies users with RFID card only.	4	PW
FP / PW	Terminal verifies users with fingerprint OR password.	5	RF
FP / RF	Terminal verifies users with fingerprint OR RFID card.	6	FP / PW
PW / RF	Terminal verifies users with via password OR RFID card.	7	FP / RF
PIN & FP	Terminal verifies users with 1:1 fingerprint matching only.	8	PW / RF
FP & PW	Terminal verifies users with fingerprint AND password only.	9	PIN & FP
		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.		
FP & RF / PIN	Terminal verifies users with fingerprint AND RFID card OR 1:1 finger-	14	PIN & FP & PW
	print 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 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.

👪 Terminal Users Control									
Select the available terminal readers and specify the desired access codes that are authorised to access to it, so that users of authorised access codes will be enrolled into the terminal. The time zone settings are optional to certain reader models to limit the users accessibility with the specified time periods. Click the Update Terminal function to upload the authorised users, or optional time zone settings to terminal.									
Select Terminal ID	Authorised Acces	S Exception Users Time Zone Che	ck Users						
1 Terminal 1 2 Terminal 2	1 Terminal 1								
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type EP/PV//RE			
	-	Access during office hours		2	11	FP/PVV/RF		- 11	
	2	Access during onice hours	H	2	11	FP/PV/RF			
	3		n in	1	11	FP/PVV/RF		-	
	4			2	::	FP/PVV/RF		- 11	
	5			3	11	FP/PVV/RF		-	
	6			4 1	11	FP/PVV/RF			
	7			5	11	FP/PVV/RF			
	8				11	FP/PVV/RF			
	9				11	FP/PVV/RF		-	
~		TZ Group	1	2	3	4	5		
		Time Zone		2::		4			
Model		Time Lone	1	£					
Last update 11/03/2009 17:55									
	Updat	te Terminal Duplicate Set	tings	Save Char	nges		2	lose	

Step 3: Select a verification method to apply to this group, for example: FP&PW.

👪 Terminal Users Control							- DX		
time zone settings are optional to certai	n reader models to lim	access codes that are authorised to ac nit the users accessibility with the specifiers, or optional time zone settings to terr	ied time periods.		ised access cod	es will be enrolled into th	e terminal. The		
Select Terminal ID	Authorised Access	Exception Users Time Zone Che	ck Users						
1 Terminal 1 2 Terminal 2	can either follow of	access codes that are allowed for this te one of the five time zone groups (1-5) fo me Zone' page for time zone setting. Description					ccess code		
	Access Code	Description	Allowed	12 Group	Uverwrite 12	FP/PV//RF	^		
	-	Access during office hours	8	2		FP/PV/RF			
	2			3	1.1	FP&PW V			
	3		n -	-	1.1	PINSEP A			
	4				111	FP8PVV			
	5				11	FP&RF			
	6				111	PVV&RF			
	7				11	FP&PVV&RF			
	8				11	PIN8FP8PW			
	9				::	FP&RF/PIN 🗸	-		
~					1				
		TZ Group	1	2	3		5		
Model		Time Zone	1::	2::	111	1.1			
Last update 12/03/2009 10:06									
	Update Terminal Duplicate Settings Save Changes Gose								

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.

► CONTENTS



iect Terminal ID		Authorised Acces	SS Exception Users Time Zone C	neck U	Isers				
Terminal 1 Terminal 2	^	can either follow	r access codes that are allowed for this v one of the five time zone groups (1-5) Time Zone' page for time zone setting.						
		Access Code	Description	1	Allowed	TZ Group	Overwrite TZ	Verify Type	
		0		1n		1	11	FP/PV//RF	
		1	Access during office hours			2		FP/PV//RF	
		2		Ē		3	::	FP&PVV	
		3					111	FP/PVV/RF	
		4					::	FP/PVV/RF	
		5					::	FP/PVV/RF	
		6					1.1	FP/PVV/RF	
		7					::	FP/PVV/RF	
		8					::	FP/PVV/RF	
		9					11	FP/PVV/RF	
	~			-					
			TZ Group		1	2	3	4	5
Model			Time Zone			2::	DB :		1.1

#### 🔣 Terminal Users Control

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

Select Terminal D           1         Terminal 1           2         Terminal 2	Specify the us From can either foll 1	data terminal below to copy to: Terminal 1	- R2		s code. Users of e writing time zone.	ach access code	
	Access Code	Terminal 2	R2 🔥	overwrite TZ	Verify Type		
	0 4	Terminal 2	<u>∧</u> 2	1	FP/PVV/RF		
	1			:	FP/PVV/RF		_
	2			:	FP&PVV		
	3			1	FP/PVV/RF		.
	4				FP/PVV/RF		
	5				FP/PVV/RF		
	6				FP/PVV/RF		
	7				FP/PVV/RF		.
	8		~	-	FP/PVV/RF		
	9			-	FP/PVV/RF		_
~		Cop		3	4	5	<u> </u>
		Time zone Tr	· 0	-			-11
Model		1110 2010 11.1	A				-1
Last update 12/03/2009 10:06							
	Update Termina	I Duplicate Settings	Save Chang	les		Qlose	•

#### Step 6: Click "Update Terminal" to update settings to the terminal.

👪 Terminal Users Control								
time zone settings are optional to certa	in reader models to I	ed access codes that are authorised to ac init the users accessibility with the specif users, or optional time zone settings to terr	ied time periods.		ised access cod	es will be enrolled	into the termin	al. The
Select Terminal ID	Authorised Acces	S Exception Users Time Zone Che	ck Users					
1 Terminal 1	can either follow	access codes that are allowed for this to one of the five time zone groups (1-5) fo line Zone' page for time zone setting.						ode
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type		
	0			1	::	FP/PVV/RF		
	1	Access during office hours		2	1.1	FP/PVV/RF		
	2			3	11	FP&PVV		
	3				11	FP/PVV/RF		
	4				11	FP/PVV/RF		
	5				11	FP/PVV/RF		
~		TZ Group	1	2	3	4	5	
Model	L	Time Zone	1::	2::	1::	11	::	
Last update 12/03/2009 10:06								
	Upda	te Terminal Duplicate Set	tings	Save Cha	nges		2	Jose

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.

	in reader models to oad the authorise	access codes that are authorised to access to it, so that users of authorised an in the users accessibility with the specified time periods. pload Users and Time Zones to Terminal	access code:	s will be enrolled	into the termin	al. The
Select Terminal ID           1         Terminal 1           2         Terminal 2	Authorised Acc Specify the us can either follo			code. Users of eviting time zone.	each access c	ode
	Please refer t		noren over a	thing time zone.		
	Access Code	Terminal ID 1 Terminal 1	erwrite TZ	Verify Type		-
	0	Update data: 🗸 User Data 🗸 Time Zone :		FP/PVV/RF		
	1	Connecting device 1 [192.168.1.222] Ok	1	FP/PVV/RF		
	2	Synchronising usersOk		FP&PVV		
	3	Uploading usersOk		FP/PVV/RF		
	4	Uploading time zonesOk		FP/PV/RF		
	5	Device disconnected.		FP/PVV/RF		
	6			FP/PVV/RF		_
	7			FP/PVV/RF		
	8			FP/PVV/RF		
	9	× 1		FP/PVV/RF		-
~			- 1			
			3	4	5	
Model		Apply Gose 2		::	::	
Last update 12/03/2009 10:06	L					
	Upd	e Terminal Duplicate Settings Save Changes				Qlose

#### Step 9: Click "Close" to end the process.

👪 Terminal Users Control								
time zone settings are optional to certai	n reader models to li	d access codes that are authorised to ac mit the users accessibility with the specif sers, or optional time zone settings to ten	ied time periods.		ised access cod	es will be enrolled	into the termin	al. The
Select Terminal ID	Authorised Access	Exception Users Time Zone Che	ck Users					
1 Terminal 1 2 Terminal 2	can either follow Please refer to 'Ti	access codes that are allowed for this to one of the five time zone groups (1-5) fo ime Zone' page for time zone setting.	r valid time acce	ss, or with its giv	en different over	writing time zone.	ach access c	ode
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type		
	0		H	1	11	FP/PVV/RF		- 111
	2	Access during office hours		2	11	FP/PVV/RF FP&PVV		
	3			3	11	FPAPVV		- 11
	4		Η		1.1	FP/PV/RF		- 11
			8		11	FP/PV/RF		- 11
	6		H	-		FP/PVV/RF		- 11
	7				111	FP/PV/RF		- 11
	8				1.1	FREWVER		- 11
	9		Ē		::	FP/PVV/RF		-
~			-			· · ·		
		TZ Group	1	2	3	4	5	
Model		Time Zone	1::	2::	1::	11	::	
Last update 12/03/2009 10:28								
	Updat	e Terminal Duplicate Set	tings	Save Cha	nges			2lose

## **GROUP USERS INTO ACCESS CODE WITH DIFFERENT VERIFICATION METHOD**

Step 1: Click to open User Access Code.

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

🛃 User Ac	cess Codes								$]\times$
authenticity Click the ad	of users in a terminal reader ca	n be verified by the access (	codes permitte	d in that termin	al.	to organise the users accessibility from the list to be included or rem	-		
0 1	345	6 7 8 9	) <b>F</b>						
						List of users not in the			
User ID	Name	Department	Access Co	ode	User ID	Name	Department	Access Cod	le
1	Elise Johnson	Administration	2	^	2	Tony Stone Felicia Dickson	Engineering Information Technology	0	^
					4	Gilbert Kazt	Production	0	
					5	Sheena Jazz	QA & QC	0	
				44					
				V					×
			Update User		Save C	hanges		Qlose	

**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.

👪 User Acce	ss Codes						
authenticity of Click the acces	be assigned to an access code or users in a terminal reader can be so code to view the list of users the right-shift buttons.	verified by the access of	odes permitted in that te	erminal.			
0 1	2 3 4 5 6	789	F.				
Fingerprint and	Password Verification				List of users not in	the selected access code.	
User ID	Name	Department	Access Code	User ID	Name	Department	Access Code
			^	1	Elise Johnson	Administration	0
				2	Tony Stone	Engineering	0
				3	Felicia Dickson Gilbert Kazt	Information Technology Production	0
				5	Sheena Jazz	QA & QC	0
				5	priorita dazz	law a ac	10
			~				~
			Update User	Save C	hanges		Qlose

#### Step 4: Click "Update User" to update settings to all terminals.

👪 User Ac	cess Codes							- DX
authenticity Click the ac	can be assigned to an access code y of users in a terminal reader can b ccess code to view the list of users ft or right-shift buttons.	oe verified by the access co	des permitted in t	hat terminal.		-		
0 1	2 3 4 5	6 7 8 9						
Fingerprint	and Password Verification					List of users not in	the selected access code.	
User ID	Name	Department	Access Code		UserlD	Name	Department	Access Code
1	Elise Johnson	Administration	2 ^	2		Tony Stone	Engineering	0 ^
3	Felicia Dickson	Information Technology	2	4		Gilbert Kazt	Production	0
				5		Sheena Jazz	QA & QC	0
				44				
			*					~
		U	polate User		Save Ch	nanges		Qlose

Step 5: A new window will pop up and you can term with star

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.	from PC to all terminals based on the access of	date selected authorised users an Existing enrolled users who are codes will be removed from the ter Users of selected access co selective users Elise Johnson Selective users	not authorised minals. anged
		Apply	Close
Step 6: Click "Close" to end the process.	from PC to all terminals	minal date selected authorised users an .Existing enrolled users who are	not authorised
Step 7: Click "Close" to end the process.	Terminal ID	0k	minais.
Repeat the steps above to group users into Access Code and update the settings to the terminal.	Connecting device ( Synchronising user Uploading usersC Device disconnecte	0k	~
<b>Reminder:</b> To assign a free group time zone for a different verification method.		Apply	
El User Access Codes			
Each user can be assigned to an access code (0.9, with default code set as 0. These access code authenticity of users in a terminal reader can be verified by the access code permitted in that terminal Clock the access code to view the flat of users that beforg to the selected access code. You can select the test-ant or right-shift luttors.	, at the users from the list to be i		
	User ID Na 2 Tony Stone	me Department Engineering	Access Code
	4 Gibert Kazt 5 Sheena Jazz	Production QA & QC	0
Update User	Save Changes		Qlose

Unload Users to Terminal

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.

75

👪 Terminal Users Control						
time zone settings are optional to certai	n reader models to lim	a access codes that are authorised to ac nit the users accessibility with the specif sers, or optional time zone settings to terr	ied time periods.	t users of autho	ised access cod	es will be enrolled into the terminal. The
Select Terminal ID	Authorised Access	Exception Users Time Zone Che	ck Users			
1 Terminal 1 2 Terminal 2	can either follow o Please refer to 'Tir	access codes that are allowed for this te one of the five time zone groups (1-5) fo me Zone' page for time zone setting.	r valid time acce	ss, or with its giv	ven different over	writing time zone.
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type
		ree Access	<u> </u>	1	11	FP/PVVRF FP/PVVRF
		Access during office hours Fingerprint and Password Verification		3	11	FP/PV/RF
		After working hours		4	11	FP/PW/RF
		viter working hours	Η	5	1.1	FP/PV/RF
	4 M	widnight		5	1::	FP/PV/RF
	6			1	1	
	7		8		1.1	EP/PW/RE
	8				11	PN =
	9		8			PW -
	9					RF N
~		TZ Group	1	2	3	FP/PW S
Model R2		Time Zone	1::	2::	1::	FP/RF 🖌 : :
						· · · · · · · · · · · · · · · · · · ·
Last update 12/03/2009 10:50						
	Update	e Terminal Duplicate Set	tings	Save Cha	nges	Qose

# 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 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.

ų,	Access Zo	ne Configuration								- DX
		ccess zone which can have multip er as an entry terminal or exit term			entry an	d exit termina	s attached	to each door	. Each terminal ca	in be assigned
A	Access Zone				ID		Descrip	otion	Model	Zone
Γ	Zone	Description			1	IN terminal			R2	01 🔨
F	01	R&D			2	OUT termina	al		R2	
þ										
þ										~
A	Access door v	with attached terminals for the sele	cted Acce	ess Zone						
Γ		Door Location	ID	Entry	Reader		ID		Exit Reader	A
T	entrance 1		1	IN terminal			~			
								terminal		
							2 01	UT terminal		
L								M		<b>Y</b>
									Apply	Glose

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.



ONLINE DATA MONITORING

CHAPTER

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.

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

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

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

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



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

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

Step 1: Click 👔 to open the Terminal Data Audit List.

**Step 2:** Click "Online" to connect to terminals.

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

**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.

)	Description	User ID	Name	Clocking	Transaction	Date	I/O Slot
1	IN terminal	0		12/03/2009 14:22	00	11	
1	IN terminal	0		12/03/2009 14:25	00	11	
1	IN terminal	0		12/03/2009 14:26	00	11	
1	IN terminal	2	Tony Stone	12/03/2009 14:26	00	12/03/2009	Break
1	IN terminal	1234567		12/03/2009 14:39	00	12/03/2009	Out
1	IN terminal	0		12/03/2009 14:41	00	11	
1	IN terminal	1234567		12/03/2009 14:47	01	12/03/2009	Out
2	OUT terminal	0		08/03/2009 10:15	00	11	
2	OUT terminal	0		08/03/2009 10:15	00	11	
2	OUT terminal	2	Tony Stone	10/03/2009 10:17	00	10/03/2009	In
2	OUT terminal	2	Tony Stone	10/03/2009 10:54	00	10/03/2009	Break
2	OUT terminal	2	Tony Stone	10/03/2009 10:54	00	11	
2	OUT terminal	2	Tony Stone	10/03/2009 10:54	00	11	
2	OUT terminal	2	Tony Stone	10/03/2009 10:55	00	10/03/2009	Resume
2	OUT terminal	2	Tony Stone	10/03/2009 10:55	00	11	
2	OUT terminal	2	Tony Stone	10/03/2009 10:55	00	11	
2	OUT terminal	2	Tony Stone	10/03/2009 10:55	00	11	

### 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 to open the Terminal Data Audit List.

Step 2: Click "Select Terminal ID".

-	Description User	ID	Name	Clocking	Transaction	Date	I/O Slot
1	IN terminal	0		12/03/2009 14:22:02	00	11	
1	IN terminal	0		12/03/2009 14:25:50	00	11	
1	IN terminal	0		12/03/2009 14:26:20	00	11	
1	IN terminal	2	Tony Stone	12/03/2009 14:26:28	00	12/03/2009	Break
1	IN terminal 123-	1567		12/03/2009 14:39:57	00	12/03/2009	Out
1	IN terminal	0		12/03/2009 14:41:21	00	11	
1	IN terminal 123	1567		12/03/2009 14:47:04	01	12/03/2009	Out
2	OUT terminal	0		08/03/2009 10:15:43	00	11	
2	OUT terminal	0		08/03/2009 10:15:45	00	11	
2	OUT terminal	2	Tony Stone	10/03/2009 10:17:13	00	10/03/2009	In
2	OUT terminal	2	Tony Stone	10/03/2009 10:54:55	00	10/03/2009	Break
2	OUT terminal	2	Tony Stone	10/03/2009 10:54:57	00	11	
2	OUT terminal	2	Tony Stone	10/03/2009 10:54:59	00	11	
2	OUT terminal	2	Tony Stone	10/03/2009 10:55:01	00	10/03/2009	Resume
	OUT terminal		Tony Stone	10/03/2009 10:55:03	00	11	
2	OUT terminal	2	Tony Stone	10/03/2009 10:55:05	00	11	
2	OUT terminal	2	Tony Stone	10/03/2009 10:55:08	00	11	

**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.

Tick o	heck	er belov	v t	o select the data terminal:-	
Select	ID	Group	Γ	Select terminals by Terminal Group:-	
>	1		IN	Cround Floor	^
~	2		0	R&D     Production	
			$\vdash$		i
			H		
			$\vdash$		~
				V Qkay X Cancel	
		Sele	ct '	Ferminal Group	

**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.

🔀 CI	ocking data audit list								×
	w is the list of clocking data downloade adule.	d from clock te	erminal. Clockir	ng record without 1/O Slot	' indicates current clockin;	g fails to register clocking	slot in the attendar	ice sheet due to improper	
D	Description	U <u>ser ID</u>		Name	Clocking	Transaction	Date	I/O Slot	1
	1 IN terminal	Tick ch	ecker belov	v to select the data	terminal:-	1000	11		11
	1 IN terminal	Select	D Group	Description	Stat		11		
	1 IN terminal	V		IN terminal	Sidi	* <u> </u>	11		
	1 IN terminal	V		OUT terminal			12/03/2009	Break	
	1 IN terminal			COTTERTING			12/03/2009	Out	
	1 IN terminal						11		ш
	1 IN terminal		_				12/03/2009	Out	
	2 OUT terminal						11		
	2 OUT terminal		_				11		
	2 OUT terminal						10/03/2009	In	
	2 OUT terminal						10/03/2009	Break	
	2 OUT terminal						11		
	2 OUT terminal						11		
	2 OUT terminal		Sele	ct Terminal Group	Qkay	<u>Cancel</u>	10/03/2009	Resume	
	2 OUT terminal					×	11		11
	2 OUT terminal		ony Stone			00	11		11
	2 OUT terminal		ony Stone		10/03/2009 10:55	00	11		11
Enter D	your selection criteria for selective tran User ID From			Transaction	~	Total			
			11		¥	428			
	Select Terminal ID			Onli	ne C <u>o</u> nve	rt Export	Purge	Glose	ן

## 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.

D	Description	User ID	_			ing audit records you want to be aw input clocking data for other tim	e	Date	1/O Slot	
_	OUT terminal		Gilb	attendance system.				26/02/2009	Break	
_	OUT terminal		She					26/02/2009	Break	
	OUT terminal		Elise	You may select the rai	nge of recor	ds bv.		26/02/2009	Resume	
	OUT terminal		Ton					26/02/2009	Resume	
	OUT terminal		Gilb	ID	· · · · ·	¥		26/12/2009	Resume	
2	OUT terminal		She	User ID	<b>v</b> 1	Elise Johnson	^	26/02/2009	Resume	
2	OUT terminal		Elise	() Al	2	Tony Stone		26/02/2009	Out	
2	OUT terminal	2	Ton	O None	🔽 3	Felicia Dickson		26/02/2009	Out	
2	OUT terminal	4	Gilb	Onone	✓ 4	Gilbert Kazt		26/02/2009	Out	
2	OUT terminal	5	She	Some	<b>∀</b> 5	Sheena Jazz		26/02/2009	Out	
2	OUT terminal	2	Ton					27/02/2009	In	
2	OUT terminal	2	Ton					27/02/2009	Break	
2	OUT terminal	2	Ton					27/02/2009	Resume	
2	OUT terminal	2	Ton				~	27/02/2009	Out	
2	OUT terminal	3	Felic					27/02/2009	In	
2	OUT terminal	4	Gilb	Date	01/02/20	109 00:00 🖳  28/02/2009 00:00	128	27/02/2009	In	
2	OUT terminal	5	She					27/02/2009	In	
	your selection criteria for selective tra User ID From					Next >	Cancel			

Step 2: You must arrange the data field and the length of the data field in the column.

•	Description User ID	_	port Audit Data /ou are required to define the fixed length data eserved key as indicated below.		Date	1/O Slot
2 OUT termina	1	4 Gilbi	You must verify the format before you are able	to perform export data.	26/02/2009	Break
2 OUT termina	1	5 She			26/02/2009	Break
2 OUT termine	1	1 Elise	T:terminal ID DD:day hh:hour	A: activity (s)	26/02/2009	Resume
2 OUT termina	1	2 Ton	tuserID(s) MM:month mm:minut	e X: transaction	26/02/2009	Resume
2 OUT termina	I	4 Gilb	tusername YY:year ss:secon	d C: terminal description	26/02/2009	Resume
2 OUT termine	1	5 She			26/02/2009	Resume
2 OUT termina	1	1 Elise	ype in the desired export format:		26/02/2009	Out
2 OUT termina	I	2 Ton	TT, UUUUUUUUU, DD-MM-YY, hh:mm	27 Edit	26/02/2009	Out
2 OUT termine	l	4 Gilb	1234567890123456789012345678	901234567890	26/02/2009	Out
2 OUT termina	I	5 She	Automatic append data to output file during	data download.	26/02/2009	Out
2 OUT termine	I	2 Ton			27/02/2009	In
2 OUT termina	L	2 Ton	pecify the output target file name:		27/02/2009	Break
2 OUT termina	I	2 Ton	C DOCUMENTS AND SETTINGS/HENRY PANG	DESKTOPITE	27/02/2009	Resume
2 OUT termine	L	2 Ton	Append data to existing output file		27/02/2009	Out
2 OUT termina	1	3 Felic			27/02/2009	In
2 OUT termina		4 Gilb			27/02/2009	In
2 OUT termine	1	5 She			27/02/2009	In
r your selection	criteria for selective transaction vi		< Back	Export Cancel		
	criteria for selective transaction vi		< Back	Export Cancel	27/02/2009	In

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



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

**Step 3:** Click to define path to save the exported file. Only enable "Append data to existing output file" if you had enabled "Automatic append data to output file during data download" in the previous step. Click "Export" to start.

**Step 4:** You can check the contents of the exported raw clocking data. Sample is shown above.

🖡 TEST - Notepad 📃	
File Edit Format View Help	
$\begin{array}{c} 02,000000001,02-02-09,08:59\\ 02,00000002,02-02-09,08:59\\ 02,00000002,02-02-09,08:59\\ 02,000000003,02-02-09,08:59\\ 02,000000003,02-02-09,12:34\\ 02,000000002,02-02-09,12:34\\ 02,000000003,02-02-09,12:34\\ 02,000000003,02-02-09,12:34\\ 02,000000003,02-02-09,12:34\\ 02,000000003,02-02-09,12:34\\ 02,000000003,02-02-09,12:34\\ 02,000000003,02-02-09,13:15\\ 02,000000003,02-02-09,13:15\\ 02,000000003,02-02-09,13:15\\ 02,000000003,02-02-09,13:15\\ 02,000000003,02-02-09,13:15\\ 02,000000003,02-02-09,13:15\\ 02,000000003,02-02-09,13:15\\ 02,000000003,02-02-09,13:15\\ 02,000000003,02-02-09,13:52\\ 02,000000003,02-02-09,19:51\\ 02,000000003,02-02-09,19:51\\ 02,000000003,02-02-09,10:51\\ 02,000000003,02-02-09,20:12\\ 02,0000000003,02-02-09,20:12\\ 02,0000000003,02-02-09,20:12\\ 02,0000000003,02-02-09,20:12\\ 02,0000000003,02-02-09,20:12\\ 02,0000000003,02-02-09,20:12\\ 02,0000000003,02-02-09,20:12\\ 02,0000000003,02-02-09,20:12\\ 02,0000000000000000000000000000000000$	<ul> <li></li> /ul>

## 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 with to open Terminal Data Audit List.

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

Description	User ID		he date w		the unwanted clocking minded that you will n		Date	1/O Slot	
		recover them ba							
2 OUT terminal 2 OUT terminal	4 Gilbi 5 She						26/02/2009	Break	
2 OUT terminal 2 OUT terminal	5 She 1 Elise	You may select t	he renge	of records bur			26/02/2009 26/02/2009	Break	
2 OUT terminal 2 OUT terminal		rou may select t	ine range i	mecords by:			26/02/2009	Resume	
2 OUT terminal	2 Ton 4 Gilb		ID	*			26/02/2009	Resume	
2 OUT terminal	4 Gib	Liser ID		<b>z</b> 1	Elise Johnson	^	26/02/2009	Resume	
2 OUT terminal 2 OUT terminal	5 She 1 Elise			7 2	Tony Stone	~	26/02/2009	Out	
2 OUT terminal	2 Ton	() Al		73	Felicia Dickson		26/02/2009	Out	
2 OUT terminal	2 Tom 4 Gilbi	○ None		7 4	Gilbert Kazt		26/02/2009	Out	
2 OUT terminal	5 She	Some	Ē	7 5	Sheena Jazz		26/02/2009	Out	
2 OUT terminal	2 Ton	∪ some	- C				27/02/2009	In	
2 OUT terminal 2 OUT terminal	2 Ton 2 Ton						27/02/2009	Break	
2 OUT terminal	2 Ton 2 Ton						27/02/2009	Resume	
2 OUT terminal	2 Ton						27/02/2009	Out	
2 OUT terminal 2 OUT terminal	2 Tom 3 Felic					~	27/02/2009	In	
2 OUT terminal	4 Gib		Date	1/01/2009 00:0	0 🔤 31/01/2009.0	n nn 🎹	27/02/2009	In	
2 OUT terminal	5 She		6				27/02/2009	In	
r your selection criteria for selective User ID From			_	Dele		Cancel	2//02/2009		

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

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# 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 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.

This scr Click the	reen a e 'Syni	erminal Activities Tows you to monitor an c' button to synchronise	time.			erminals on scr	een.	-	-	
Youma	v tick	the 'Skip' checker to by	pass that ter	minal mor	itoring.					Local Time 12/03/2009 15:07:40
Skip	ID	Description	Open	Sync	Time	User ID	Name	Time	Transaction	
	1	IN terminal			11 .:					
	2	OUT terminal			11 ::					
		Select Termin	nal ID				Dinline		Show P	hoto Qlose

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.

*	Moni	tor T	erminal Activities									
0	lick the	e 'Syno	lows you to monitor an 2' button to synchronise he 'Skip' checker to by	e time.		of the installed clock ten	ninals on scr	een.			Local 12/03/2009 15:08:1	
ΙΓ	Skip	ID	Description	Open	Sync	Time	User ID	Name	Time	Transaction		
ΙE		1	IN terminal			12/03/2009 15:08:18	2	Tony Stone	15:08	01		
		2	OUT terminal			12/03/2009 15:07:56	3	Felicia Dickson	15:07	07		
												_
												_
LI-												
LĿ				_								
Шŀ				_					_			
ШH				-	-				_			-1
LĿ												-1
ШH												-1
			1	1	1	11	1	1	1	1	1	
			Select Termin	nal ID				Pause		Show P	hoto Qose	

USB PEN DRIVE MANAGEMENT AND INSTANT MESSAGES DISPLAY (SMS) CHAPTER



# 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.

isabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	F
	B4NZ-AE9Y-JM6A	7HU4AD6N	- 1		IN terminal	R2	8202478	TCP/IP	115200	192.168.1.222	-6
	RL57-QE89-UW89	RE3VT4A7	2	0	OUT terminal	R2	8202728	TCP/P ¥	115200	192.168.1.223	-6
		-         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -           -         -						СОМ2 ~ СОМ3 СОМ5 - СОМ6 - СОМ6 - ТСРИР - USB ~ ~			

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

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

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

### DOWNLOAD USERS FROM USB PEN DRIVE

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

Step 1: Click to open USB Pen Drive Management.

Step 2: Select "Read user info from USB disk downloaded from remote terminal". Click "Next" to continue.



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

**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.

🚟 USB Flash Disk Me	USB Flash Disk Management								
l ⊂ Read user infe	o from an USI	3 disk downloaded from i	remote FingerTec te	erminal					
Please specify the	attached USB flas	sh disk drive location:-	G: 🗸						
You may select the	range of records	by:		Select Department:-					
User ID	User ID	User Name Department	Fingerprint Privilege	Password Card					
⊘ (All ○ None ○ Some	▼ 1 ▼ 2 ▼ 3 ▼ 4 ▼ 5	Administration Engineering Information Techn Production QA & QC	1 User 1 User 1 User 1 User 1 User 1 User						
					~				
< <u>B</u> i	ack	From USB		Save to PC					

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 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.



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

Step 3: Click to select the drive of the USB pen drive, for example: G.

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

🚟 USB Flash Disk Ma	USB Flash Disk Management									
☑ Write user info	) into an USB	disk to be uploaded int	o remote Fi	ngerTec	terminal					
Please specify the a	attached USB flas	h disk drive location:-		G: 🗸						
You may select the	ID	1 🗸	Select Departm	nent:-						
User ID	User ID	User Name Department	Fingerprint	Privilege	Password	Card	TZ Group	Time Zone		
⊘ [All ○ None ○ Some	<ul> <li>▼ 1</li> <li>▼ 2</li> <li>▼ 3</li> <li>▼ 4</li> <li>▼ 5</li> </ul>	Administration Engineering Information Techn Production QA & QC	1 i 101 i	User User User User User			1 1 1 1	<		
<	ack	From PC			Save	to USB		Close		

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

Step 1: Click Ito 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.

ID	User ID	Name	Clocking	Transaction		
1			10/02/2009 09:34	00	<u> </u>	
1		Tony Stone Felicia Dickson	10/02/2009 09:34	00		
1	-	Gilbert Kazt	10/02/2009 09:35	00		
1		Sheena Jazz	10/02/2009 09:35	00		
					v	
inter v	our selection	n criteria for selective transaction sav	ing.			

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 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.

<b></b>	Instant Mes	sage Display						
Ten	minal Message	User Message						
st to	arting time and	essage' short message is used to display stat I its duration in minutes. Short messages will l cted short message to the terminals, or click from the list.	be automatically removed fro	m terminal upon e×	piry. Click «Write Termina	al Message> button		
П	SMS ID Short Message Start Time 🔤 End Time 🔤							
Þ	10	Please use 2nd floor exit during lunch time.		01/03/2009 00:00	31/03/2009 00:00			
	4		Piece van self	nt to have the selecte erased from the terr may select the range Terminal Message ID All None	nessage and specify the te d message. The short mes ninals upon its expiry.	sage will be floor exit during k al		
lec	•	elect the SMS ID to uplo minal(s) to upload the mes ly".		Some		×		

Apply

Step 4: Click "Apply" to end process.

## DELETING PUBLIC MESSAGES FROM THE TERMINAL

Step 1: Click to open Instant Message Display.

Step 2: Click "Erase Terminal Message".

×	Instant Mess	age Display						
Te	rminal Message	User Message						
t t	The "Terminal Message' short message is used to display static message on the terminal screen. Each short message has a unique SMS ID, a specified starting time and its duration in minutes. Short messages will be automatically removed from terminal upon expiry. Click «Write Terminal Message» button to write the selected short message to the terminals, or click «Erase Terminal Message» to erase the short messages from terminal. Enter '0' for SMS ID to delete record from the list.							
	SMS ID	Short Message	Start Time 🍱	End Time 🎹	A			
	• 10	Please use 2nd floor exit during lunch time.	01/03/2009 00:00	31/03/2009 00:00				
	-							
╞	-							
╞								
	4				<u> </u>			
		Write Terminal Message Erase Te	rminal Message	Apply	<u>C</u> lose			

► CONTENTS

Cancel

	terminals which y	ou want to erase the sed from the terminals	
You may select the	range of records	by:	
ID All None	2	IN terminal	X
		Apply	Cancel

**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 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.

📓 Instant Me	ssage Display			_			
Terminal Messag	je User Message						
message has a expiry. Click ≺V	sage' short message is used to display as greeting message or unique SMS ID, a specified starting time and its duration in min Write User Message> button to write the selected short messag n terminal. Enter '0' for SMS ID to delete record from the list.	utes. Short	messages will b	e autom	natically removed fi	rom terminal upon	
SMS ID	Short Message		Start Time		End Time		<b>A</b>
► 3	1 Managers,Operation Meeting,16/3/2009,10am, Room Alpha		16/03/2009 00:0	00 16	5/03/2009 10:30		
							-
		Write U	ser Message				
4	White User Message	want to self-era You man	select the short i	ed mess minals u	sage. The short me upon its expiry. cords by:	terminals which yo essage will be eration Meeting,16/	-1
		D			IN termi		
		()		2	OUT ter		^
		<u> </u>	All None	· · ·			
Select th	Select the SMS ID to upload. e terminal to upload the mes- Click "Apply" to continue.	0	Some				~
					Next >	(	Cancel

Write Use	er Messa	ge								
Terminals	Users									
greeting :	You are required to specify the users which you want to have the greating short message upon successful verification. You may select the range of records by:									
		-								
	ser Messag	e 31			*					
User	ID	🔽 1	Elise	Johnson	~					
O A		2		/ Stone						
ÖN		<b>∀</b> 3		ia Dickson						
0		4		ert Kazt						
() S	ome	▼ 5	Snee	ena Jazz						
					~					
		I	Apply	ļ	Cancel					

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

Step 5: Click "Apply" to end the proc-

upload.

ess.

## DELETING PERSONAL MESSAGE FROM TERMINAL

Step 1: Click to open Instant Message Display. Step 2: Click "User Manage" tab. Click "Erase User Message".

🖾 In:	stant Mes	sage Display					
The mes expi	sage has a⊧ ry. Click ≺W	User Message ge' short message is used to display as greeting message on nique SMS D, a specified starting time and its duration in minu ite User Message> button to write the selected short message eminal. Enter '0' for SMS ID to delete record from the list.	tes. Short	messages will be aut	omatically removed fr	om terminal upon	
П	SMS ID	Short Message		Start Time	End Time		
Þ	31	Managers,Operation Meeting,16/3/2009,10am, Room Alpha		16/03/2009 00:00	16/03/2009 23:59		
ise Us	er Messag	e					•
iessagi ompleti ou may ID Or	es. All mess on. • select the r	minals which you want to erase the short ges will be erased from the terminals upon ange of records by:	St	e terminal. C t <b>ep 4:</b> Click	t to delete n Click "Apply"	to contin	ue.
		Apply S					

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# TIME AND ATTENDANCE REPORTS

#### **ATTENDANCE SHEET**

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

/=Present								01/		tenda 2009				9		R =	RESTI	DAY		01/02/ 0	2009 OFFDA		:40	н _	P: HOLID	age : NAY
User I Wo:	rk	ne Overtime	Leave	1	2	3 4	56	7	8	9 10	11	12 13	14	15	16 17	18	19	20	21 2	2 23	24	25 2	26 27	28		Т
1		se Johnson 18.88	0.000	R	08:59 09 19:51 19	:02 08:35 :04 18:22	08:58 08:54 19:33 17:54	R	R	08:42 08:55 19:15 18:25	08:34 18:27	09:01 08:4 19:32 17:5	R 11 19	R	08:49 08:5 18:15 20:1	9 09:00 1 18:12	08:44 18:32	1 08:39 0 18:02 1	R 9:30 5:22	08:51 18:29	08:54 18:19	09:45 06 18:03 18	HOO 16:3	R		
gineering 2	2 Tor 159.15	y Stone 21.23	0.000	R	08:59 09 19:51 18	:05 08:47 :40 18:25	09:01 08:58 19:13 18:16	R	R	08:42 08:59 18:54 18:32	08:43 18:18	08:29 08: 19:11 18:0	R 18	R	08:56 08:5 18:28 20:3	5 08:59 18:21	08:48 18:45	1 08:48 1 18:09 1	R 0:13 6:02				HOO 02:1			
formation		icia Dickson	1.000	R	08:59 09 20:12 21	:05 09:02 :07 18:25	08:47 08:33 18:46 18:16	R	R	08:54 08:38 20:06 18:33	08:54 18:36	08:29 08:3 20:54 18:1	R 13		09:15 18:1 19:03 02:4				R		08:55 18:19		18:0 02:4	R 1 6		
oduction	4 Gil 143.65	bert Kazt 39.84	0.000	R	08:59 17 20:12 00	:53 08:44	09:04 08:47	R	R	08:52 09:01 21:35 18:48	17:51 00:29	08:52 08: 20:32 19:3	R 18	R	17:53 08:5 01:29 21:1	7 09:02 8 18:51	09:00 00:32	18:00 01:12	R				1:45 17:4			
a QC	5 She	ena Jazz 42.07	0.000	R	08:59 18	02 08:52	09:02 09:12 19:01 18:58	R	R	08:53 08:49 21:38 18:42	17:57	08:54 08:	R 18		18:02 08:5 01:02 21:3	08.54	09-00	18:00	R	09:00	09:00	09:00 00	1:51 17:4	R 9		

## E-TIME CARD

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

	1	-Excu	used			El		se Joh	<b>ime Car</b> inson	d			01/02/2009 11:43:	Administration
Date	Weekday	Day Туре	sche	In	Break	Resume	out	от	Done	Work	Overtime	Short	Leave Taken	Remark
1/02/2009	Sunday	RESTDAY	1						:		; ;			
2/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51	†		8.00	1.51			
3/02/2009	Tuesday	MORKDAY	1	09:02	12:15	13:40	19:04	1		7.33	1.04	0.27		
4/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:23	18:22	1		7.54	0.22	0.06		
5/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33	1		8.00	1.33			
6/02/2009	Friday	WORKDAY	1		12:33	13:30	17:54	İ	1	7.54		0.06		
7/02/2009	Saturday	RESTDAY	1					1						
8/02/2009	Sunday	RESTDAY	1					1						
9/02/2009	Monday	WORKDAY	1	08:42	12:35	13:24	19:15	1		8.00	1.15			
0/02/2009	Tuesday	WORKDAY	1	08:55	12:36	13:45	18:29	1		7.45	0.29	0.15		
1/02/2009	Wednesday	MORKDAY	1	08:34	12:38	13:25	18:27	1		8.00	0.27			
2/02/2009	Thursday	MORKDAY	1	09:01	12:37	13:29	19:32	1		7.59	1.32	0.01		
3/02/2009	Friday	MORKDAY	1	08:41	12:36	13:30	17:59	1		7.59		0.01		
4/02/2009	Saturday	RESTDAY	1					1	1					
5/02/2009	Sunday	RESTDAY	1											
6/02/2009	Monday	WORKDAY	1	08:49	12:28	13:26	18:15	1		7.58	0.15	0.02		
7/02/2009	Tuesday	MORKDAY	1	08:59	12:32	13:24	20:11	1		8.00	2.11			
8/02/2009	Wednesday	WORKDAY	1	09:00	12:31	13:34	18:12	1	1	7.56	0.12	0.04		
9/02/2009	Thursday	WORKDAY	1		12:30	13:25	18:32			8.00	0.32			
0/02/2009	Friday	WORKDAY	1	08:39	12:22	13:26	18:02	1		7.52	0.02	0.08		
1/02/2009	Saturday	RESTDAY	1					09:30	15:22		5.52			
2/02/2009	Sunday	RESTDAY	1					1	1					
3/02/2009	Monday	WORKDAY	1	08:51	12:32	13:22	18:29			8.00	0.29			
4/02/2009	Tuesday	WORKDAY	1	08:54	12:16	13:31	18:19	1	1	7.45	0.19	0.15		
5/02/2009	Wednesday	WORKDAY	1	09:45	12:33	13:19	18:03			7.15	0.03	0.45		
6/02/2009	Thursday	MORKDAY	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 01/02/2009 -		09		01/02/2009 11:43:16	Page i	1
User II		Name	Date	Weekday	Day Туре	Sche	Leave Taken			_
Information 1	3	ology Pelicia Dickson	26/02/2009	Thursday	WORKDAY	-	ABSENT	1.000		_

## DAILY ATTENDANCE LISTING

r

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

User I								2/2009 inday							
	D	Name		Day Type	Sche	In	Break	Resume	Out	TΟ	Done	Work	Overtime	e Short	Leave Taken
dministrat				-											
1	1	Elise Johnson		RESTDAY	1	اا		l.	l.		l	L	.i	.i	l
ngineering															
2	2	Tony Stone		RESTDAY	1								:	;	1
-					-	۱			i		L	L	.i		J
nformation															
3	3	Felicia Dickso	n	RESTDAY	-	1 3		1	1			1	1	:	1
											L	L	-}	-/	
roduction															
4	4	Gilbert Kazt		RESTDAY	-	1 3		1	1			1	1	1	1
											•••••	~			
a ≞ QC															
5	5	Sheena Jazz		RESTDAY	-	1						L	1		l
Type KDAY		Total Days	Present	Absent	Work	Overtime		Short	ABSI						
IDAY									SIC						
TDAY		5								PITAL					
DAY	_	5	0	0	0.00	0.00		0.00		ERNITY					
		5	0	0	0.00	0.00		0.00		RGENCY					
υ	ser v	/o Attendance	0												C

► CONTENTS (91

## TARDINESS REPORT

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

			Late-	01/02/	rdiness Repo 2009 - 28/0 Out Extende	2/2009	On Leave	01/	02/2009 11:41:38	Page :
User ID	Nam	e In	Break	Resume	Out	OT	Done	Short Overtime	Leave	Remark
. 1	Elise Johnson	-	Department: A	dministration						
	03/02/2009 1	09:02 0.02	12:15 0.15	13:40 0.10	19:04			0.27 1.04		
	04/02/2009 1	08:35	12:24 0.06	13:23	18:22		+	0.06 0.22		
	06/02/2009 1	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 0.48	5 0.45	4 0.30	1.37			3.40 4.18	L	4
2	Tony Stone		Department: E	ngineering						
-	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		t
	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.

						Worksheet 8/02/2009		03	/02/2009 11	.41.51	Page:
User ID	Name	Date	Sche	WORKDAY Overtime	Appr.	HOLIDAY Overtime	Appr.	RESTDAY Overtime	Appr.	OFFDAY Overtime	Appr.
dministration											
1	Elise Johnson	02/02/2009	1	1.51		,		,			
		03/02/2009	1	1.04		i				+	
		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				<u> </u>			
		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		i		i		+	
		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							
ngineering				4		L		L			
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.

											Summan 28/02/				01	/02/2009 11:	42:29	Ра	ge: 1
✓=P	erfect		AB=Absent L	V=Leave Ta)	ken	LI=Lat	e-In	EO=B	arly-0	ut	MP=Miss	Punch	OT=Overt	ime					
τ	Jser II	0	Name	Workrat %	•	AB	LV	LI	EO	MP	Short	WORKDAY	от	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
Admin	istrat:	ion		•															
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
Engin	eering			•															
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
Infor	mation	Tec	hnology	-									-						
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
Produ	ction																		
٩.		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			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
	otal			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.

					Gross Wages 1 01/02/2009 - 28			01/0	2/2009 11:46:54	Page :
User ID Name		Rate/Hr	WORKDAY	OT	HOLIDAY	OT	RESTDAY	07	OFFDAY	07
		Kace/HI	x 100%	x 100%	x 100%	x 100%	x 100%	x 100%	x 100%	x 100%
Administration										
1 1	1		149.83	13.02			1	5.87	1	
Elise Johnson	\$	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			149.83	13.02				5.87		
	ş	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering	i				1		1		1	
2 2	1		159.15	15.40	1		1	5.82	1	
Tony Stone	s	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	·····		159.15	15.40				5.82		
	s	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology					1		1		1	
3 3	1		141.80	28.42	1		1		1	
Felicia Dickson	ş	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	····		141.80	28.42						
	\$	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Production	i				1		1		1	
4 4	1		143.65	39.85	1		1		1	
Gilbert Kazt	\$	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			143.65	39.85						
	\$	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
QA & QC					1		1		1	
5 5	1		143.53	42.07	1		1		1	
Sheena Jazz	\$	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			143.53	42.07						
	\$	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	s		737.96	138.76			0.00	11.69		0.00

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#### **DUTY CALENDAR**

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

																Cal p :		dar 1										0	1/02	20	109	11	:45:4	10		Pag	e:	2
N-WORKDAY	H=HOLIDAY	R=RES	TDAY	r	0=0	OFFD.	ΛY		0-99	9:Sc	ched	ule																										
Year	Month	1	2	3	4	5	6	7	8	9	1	0 11	1 12	13	14	15	16	5 17	1	8 1	92	21	22	23	24	25	26	27	28	2	93	0	31					
2009	2	R	W	W	W	W	1	N	R	R	W	W	W	W	W	R	F	2 1	q	W	W	W	W	R	R	W	W	W	1	4	W	R		_				-
		1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	L :	L	1	1	1	1	1	1	1	1	1	:	L	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.

-Perfect	AB=Absent	LV-Leave Taken	LI=Lat	e-In		by I tarly-0		Analys MP=Miss		OT=Over	ime	01	/02/2009 11	:42:48	Pa	age :
Date	Weekday	Workrate	AB	ΓA	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	c
01/02/2009	Sunday															
02/02/2009	Monday	100.00 5						1	40.00	10.19					[	
03/02/2009	Tuesday	97.94 1			5	2		0.42	33.18	5.35						
04/02/2009	Nednesday	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		1					1							[	
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					Ì	
13/02/2009	Friday	99.13 2			2	1		0.21	39.39	3.28					Ì	
14/02/2009	Saturday		i					¦							[	
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					Ì	
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		L													
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		27.72 47	1		39	24	3	8.32	737.58		0.00	0.00	0.00	11.41	0.00	0

## 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.

							h Anal 28/02/				01	/02/2009 11	:42:57	Pa	age: 1
✓=Perfect	AB=Absent LV	-Leave Taken	LI=Late	-In EO=	Early-C	Jut	MP-Miss	Punch	OT=Overt	ime					
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 - 28/02/2009											01/02/2009 11:41:10 Pag		
iser ID		Name	In Break	Resume	Out	OT	Done		Work	Overtime	Short	Leave Taken	Remark	
1	1	Elise Johnson	Department	: Admin	istratio	n								
		27/02/2009 1			16:30						1.30			
2	3	Felicia Dickson	Department	: Infor	mation T	echnolo	эду							
		26/02/2009 -										ABSENT		

## STAFF MOVEMENT ANALYSIS

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

						-				
User ID	Date						Transaction	 	 	
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 2 00	13:40 2 00	19:04 2 00					
	04/02/2009	08:35 2 00	12:24	13:23	18:22 2 00					
	05/02/2009	08:58	12:35	13:23	19:33					
	03,02,2003	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		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 2 00	08:40 2 00	12:38	13:25	18:27				
	12/02/2009	09:01	12:37	13:29	19:32	2 00				
	12/02/2005	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 2 00	13:34	18:12 2 00					
	10/00/0000	08:44		13:25	18:32					
	19/02/2009	2 00	12:30	2 00	18:32					
	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.

						Те	ermina	al Ac	tivit	y Re	aport		01	/02/2009 11:4	17:29	Page: 1
									-					1	FingerTec	World Wide
	ID	Description	Date								Tran	isaction				
1	1 R2		12/03/2009	10:08	00	14:22 0	0 14:: 0	25 00 0	14:26	00	14:39 00 1234567	14:41 00 0	14:47 01 1234567			
			23/03/2009		00 99	15:25 0 9		26 00 99	15:26	00 99						
			24/03/2009	11:18	00 6	11:22 0	7 11:: 6	24 00 6								
				00: 12	01:	1 07:	1									
2	2 Q2i		17/10/2008		-1 888	11:16 - 288		18 -1 1888	11:19	-1 1888	11:21 -1 1888	11:25 -1 1888	11:25 -1 1888	11:25 -1 1888	11:28 -1 1555	11:31 -1 1888
				11:31 18	-1 888	11:32 - 188		32 -1 1888	11:41	-1 1555	14:27 20 1555	14:27 20 1555	14:28 21 1555	14:41 20 1555	14:58 20 2888	15:02 -1 2888
				15:03 28	-1 888	15:03 - 288		03 -1 2888	15:03	-1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888
				15:03 28	-1 888	15:03 - 288		03 -1 2888	15:03	-1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888	15:03 -1 2888
				15:04 28	-1 888	15:04 - 288										
			27/02/2009	15:01	00 0	15:01 0	0 15:0	01 00	20:44	00	20:44 00 0					
			08/03/2009	10:15	00	10:15 0	0									
			12/03/2009	15:47 12345												
			23/03/2009		10	15:20 1 9		25 12 99	15:26	12 99						
			24/03/2009	11:18	-1 6	11:24 -	1									
				10: 2	12: 3	2 00:7	-1: 2	39 20	5 21	: 1						

## **TERMINAL TRANSACTION LISTING**

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

			Terminal Tran -	nsaction Listing	01/02/2009 11:48:03 Page:
_	Date	ID	Description	User ID Name	Transaction
301	18/02/2009 17:58	2 Q2i			00
302	19/02/2009 08:53	2 Q2i		3	00
303	19/02/2009 12:22	2 Q2i		3	00
304	19/02/2009 13:27	2 Q2i		3	00
305	19/02/2009 18:04	2 Q2i		3	00
306	20/02/2009 00:30	2 Q2i		3	00
307	20/02/2009 18:01	2 Q2i		3	00
308	20/02/2009 20:37	2 Q2i		3	00
309	20/02/2009 21:24	2 Q2i		3	00
310	21/02/2009 00:45	2 Q2i		3	00
311	23/02/2009 08:59	2 Q2i		з	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

