Card T&A and Access Control System

User Guide

(V1.3)

Subject to change without notice.

Advantage of Card Time Attendance

- Three level-up

    1. Management level-up

    2. Profit level-up

    3. Enterprise image level-up

- Three reductions

    1. Employee dispute reduction

    2. Work redundancy reduction

    3. Environmental pollution reduction

- **Full function**

    The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

- **Flexible Shift Maintenance**

    The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

- **Standalone**

    The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.

- **Multi-communication in network**

    For large enterprise, multiple devices can be applied to do attendance synchronously, which will convenient for large quantity of users and save time.

Software Operation Flowchart
(Important chapter please read carefully)

This software includes: System parameter, department management, employee maintenance, shift management, employee leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:

Flow Step	Description
1. System parameter	Set T&A rule, statistic rule, company name and leaving class.
2. Department management	Add, delete and modify departments.
3. Employee maintenance	Add, delete and modify employee. Import and transfer employee.
4. Shift management	Set timetable and shift.
5. Employee schedule	Allocate employee shift or temporary shift.
6. Record collection	Collect records from the unit or import the backup record file.
7. Exception management	Deal with business leave/asking for leave/forgetting clock in/collective late.
8. Statistic report	Track, check and calculate records to generate time attendance report.

1. When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave class. When the setting is completed, it is usually not needed to be modified

unless the management rules of this company changes.

2. Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of employee. Department setting should be completed before employee maintenance.

3. When the software is used for the first time, please make a Text file (*. txt) or MS Excel file (*.xls) for company employee in accordance with certain format. For the format, please refer to [import employee list] so that all employee can be import to the system at one time. Employee can be added, deleted, modified and transferred to new department during future use.

4. First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5. After the shift setting is completed, it will work until shift is allocated to employee. Each employee can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each employee.

6. Transaction records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, employee information can be uploaded and downloaded between the unit and the computer. Please refer to "Background management" for detailed information.

7. There is always employee away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8. After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all employee or a certain employee from a certain department in a certain time period.

In [Attendance Calculating and report], first please select the starting and ending date of the employee, click "Calculate" and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one employee presses the card twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result.

Please note: From the above flowchart, we can see that if there is an error in

calculation report for one employee, the possible reasons are as follows:

Employee shift or temporary shift is incorrect.

Exceptions such as employee away for business/ask for leave/forgetting clock in/out is incorrect.

Checking and calculation of transaction records is incorrect.

Contents

Chapter1   System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

1　System Installation

First we should install background management software on the computer. Please refer to the following steps:

1.1　Running Environment

Hardware environment:

Pentium Ⅱ 266 and above; PentiumⅢ500 and above is recommended

128 Memory and above; Minimum 100M hardware space

COM Port

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

Operating system:

Microsoft Windows 2000/ XP (recommended);

Microsoft Windows Vista;

Microsoft Windows 7;

1.2　System Installation

Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:

Fingerprint T&A Management System

Destination Location

Setup will install Fingerprint T&A Management System in the following folder.

To install into a different folder, click Browse, and select another folder.

You can choose not to install Fingerprint T&A Management System by clicking Cancel to exit Setup.

2. Click [Browse…] to select the install directory

Destination Folder
C:\Att   Browse...

3. Click [Next] to continue

T&A Installation Guide

< Back   Next >   Cancel

Fingerprint T&A Management System

Start Installation

You are now ready to install Fingerprint T&A Management System.

Click the Next button to begin the installation or the Back button to reenter the installation information.

4. Click [Next] to continue

T&A Installation Guide

< Back   Next >   Cancel

Fingerprint T&A Management System

Installing

Copying file:
C:\Att\UDisk.exe

Time Remaining 0 minutes 0 seconds

Wise Installation Wizard?

< Back   Next >   Cancel

6

Double click it and the T&A management system will be started. In addition, [Card T&A and Access Control System] has been added to [All Programs]. Please see the picture below:
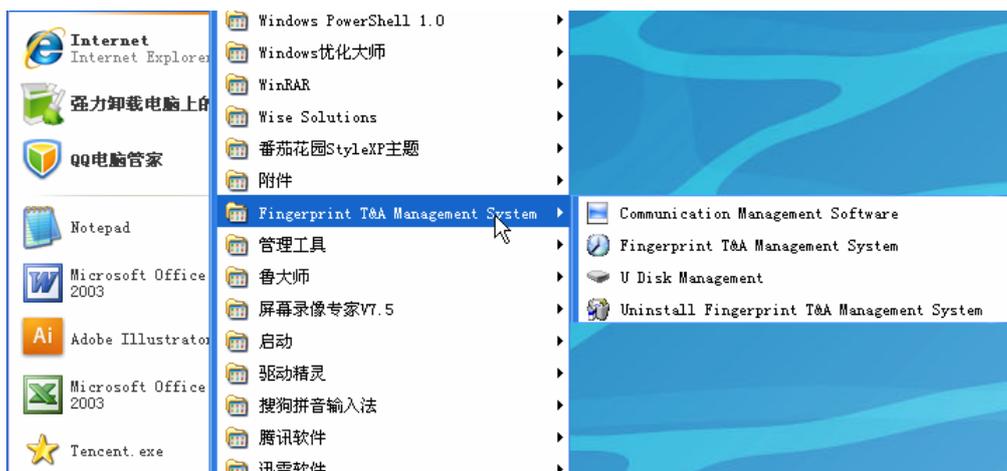
The shortcut of [Card T&A and Access Control System], [Time and Attendance machine Management] and [U Disk Module Management] are included in [Bio-office Card T&A and Access Control System].

1.3   Uninstall the software

Click [Uninstall Card T&A and Access Control System] in the above picture, click [Next] and the program will be uninstalled automatically.

Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

Chapter2 Background Management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage employee information, set rules of attendance etc.

2 Background Management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports.

2.1 Login System

Double click the icon [🕐] on the desktop to start the attendance background management program. The log-in interface will pop up as follows:
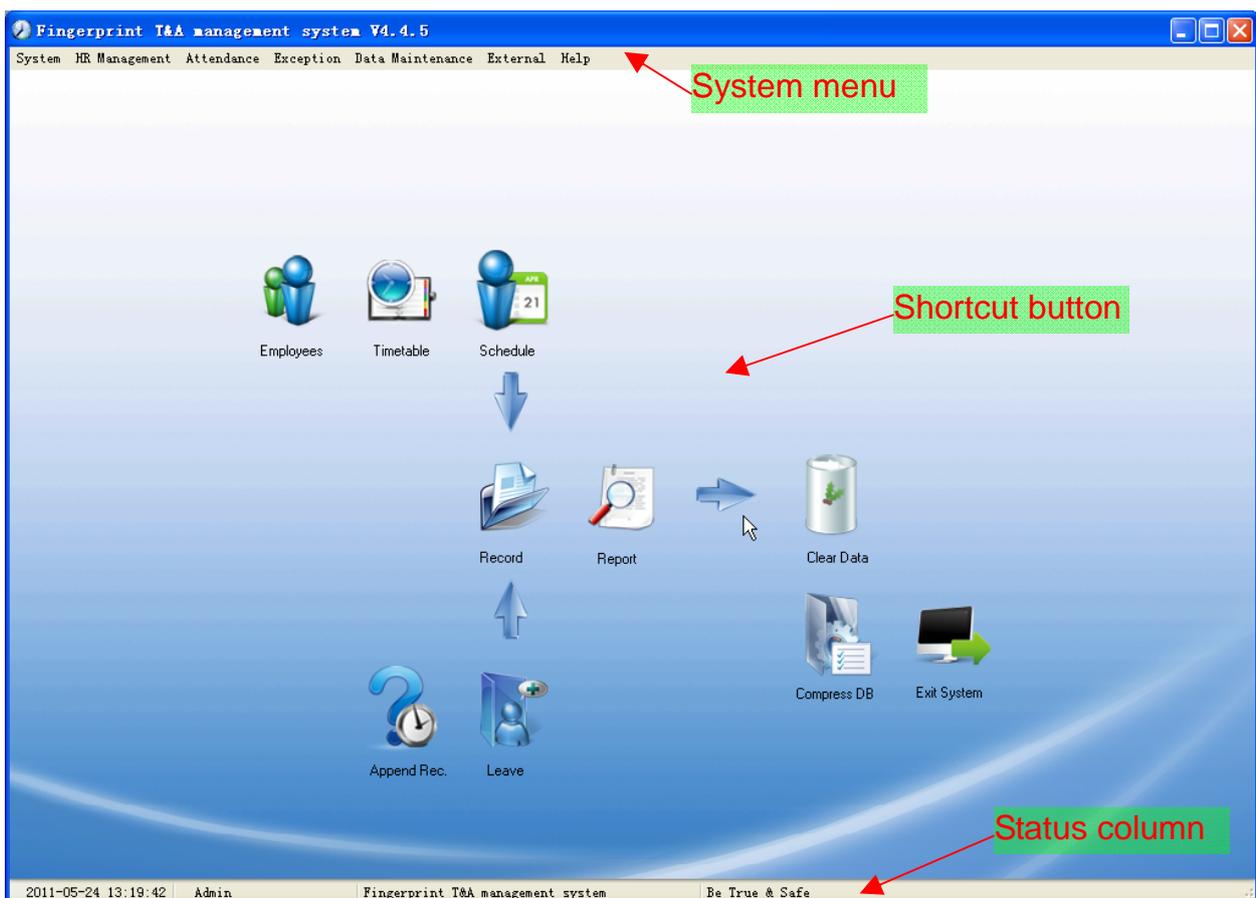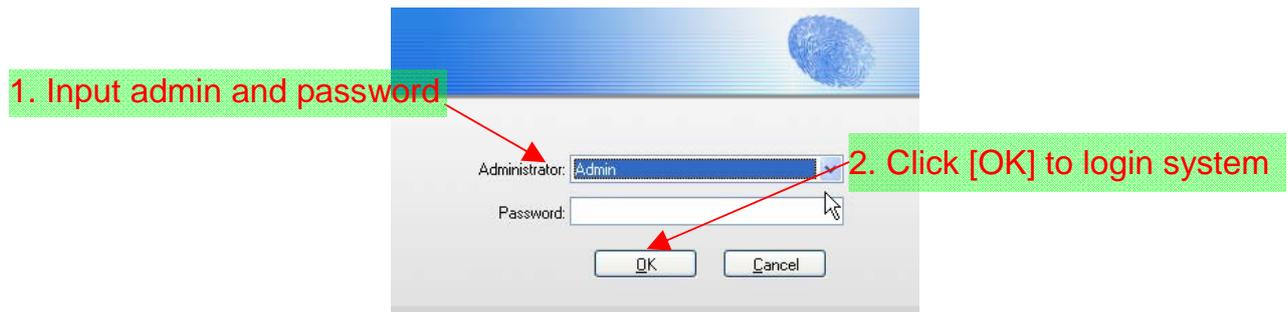
The main interface includes three parts:

1. System menu: Include the whole function module & information

2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Show the current time, logged-in administrator and so on.

2.2   System Menu

2.2.1   Parameters Setting

Basic Parameters:
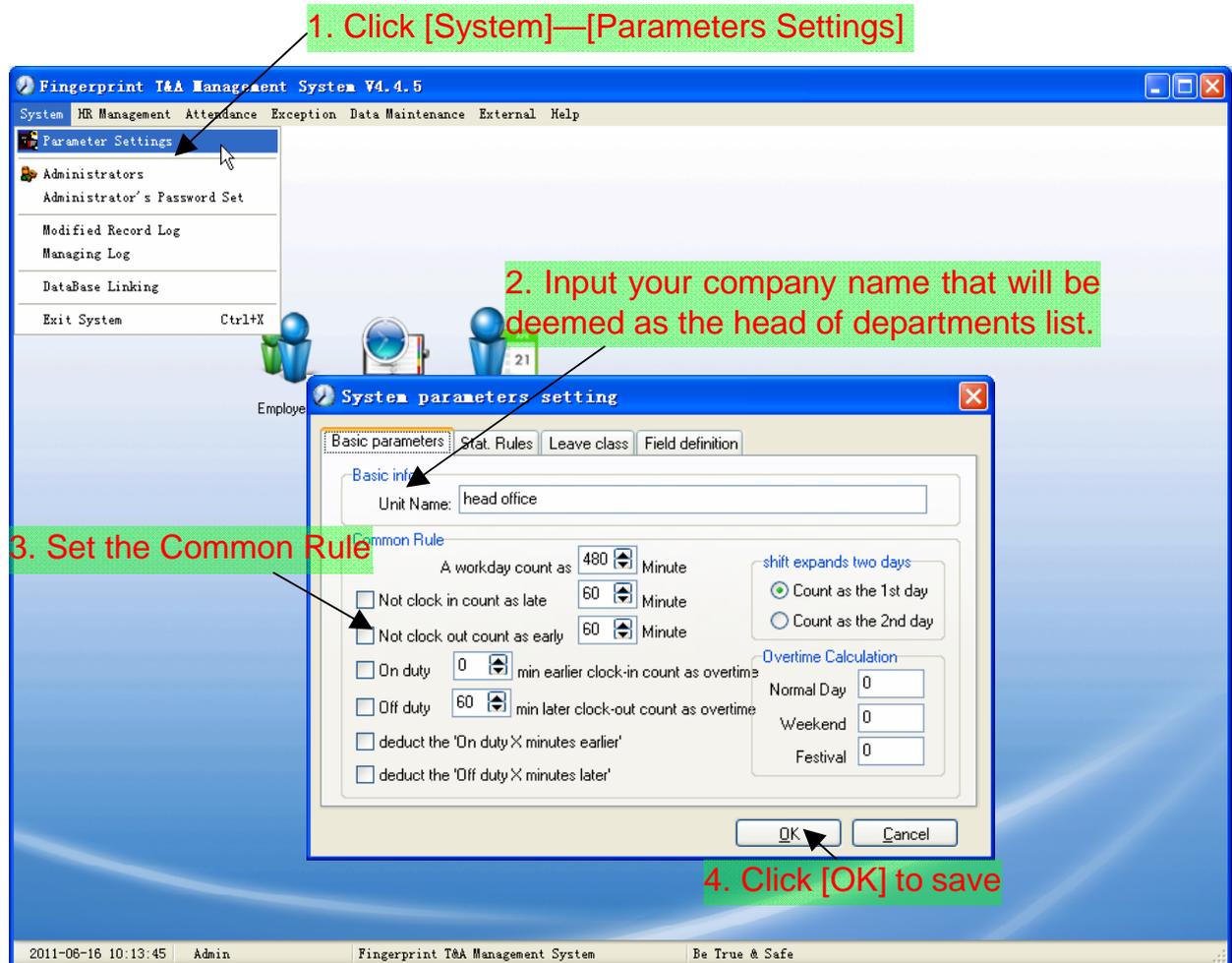
Unit name will be deemed as the head of departments list.

[A working day count as X minutes] means A valid workday is the time range from time period 1 (On duty) to time period 2 (Off duty), and the default value for a valid workday is 480 minutes (8 hours). Please note the calculation is by minute.

[Not clock in count as late X minutes]: If the check box "minutes calculated as coming late if no clock in" is selected, calculation for "no clock in" will be regarded as coming late minutes. If the check box is not selected, calculation for "no clock in" will be regarded as absent from work.

[Not clock out count as earlier X minutes]: If the check box "minutes calculated as leaving early if no clock out" is selected, calculation for "no clock out" will be regarded as leaving early minutes. If the check box is not selected, calculation for "no clock out" will be regarded as absent from work.

[On duty X minutes earlier clock-in count as overtime]: Calculation is by minute.

This option will be effective before valid work time set. For example: If it is set be 60 minutes and on duty time is set be 09:00, then clock in records after 08:00 will be regarded as overtime work. If the clock in time is 07:40, then overtime work will be calculated as 80 minutes.

[Off duty X minutes later clock-out count as overtime]: Calculation is by minute. This option will be effective after valid work time set. For example: If it is set be 60 minutes and off duty time is set be 17:00, then clock out records after 18:00 will be regarded as overtime work. If the clock out time is 18:20, then overtime work will be calculated as 80 minutes.

[Deduct the 'On duty X minutes earlier']: Calculation is by minute. This option will be effective after valid work time set. For example: On duty time is set be 09:00, also set [clock-in time earlier than on-duty time is counted as overtime] be 30 minutes.

Then if one employee clock-in time is 08:00, if also choose [deduct the clock-in 'x minutes earlier'], then the actual overtime is 30 minutes; if not choose, then the actual overtime is 60 minutes.

[Deduct the 'Off duty X minutes later']: Calculation is by minute. This option will be effective after valid work time set. For example: Off duty time is set be 17:00, also set [clock-out time later than off-duty time is counted as overtime] be 30 minutes.

Then if one employee clock-out time is 18:00, if also choose [deduct the clock-out 'x minutes later'], then the actual overtime is 30 minutes; if not choose, then the actual overtime is 60 minutes.

Stat. Rules: This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.
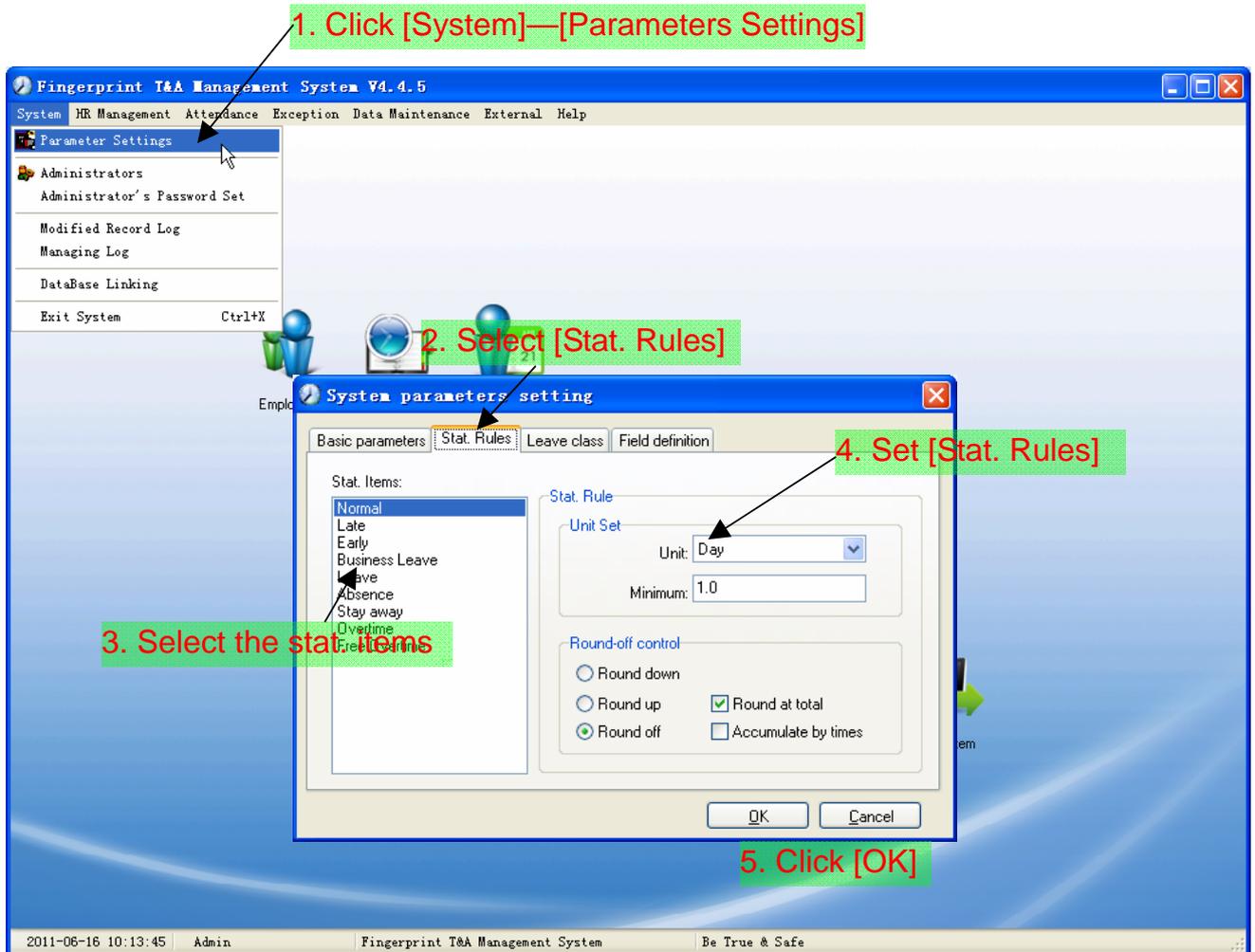
Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure

the accuracy of reports.

Leave Class: Click page [Leave Class] in pic2.1, following shows:

2. Select [Leave Class]

4. Set the leave class

3. Click [Append]
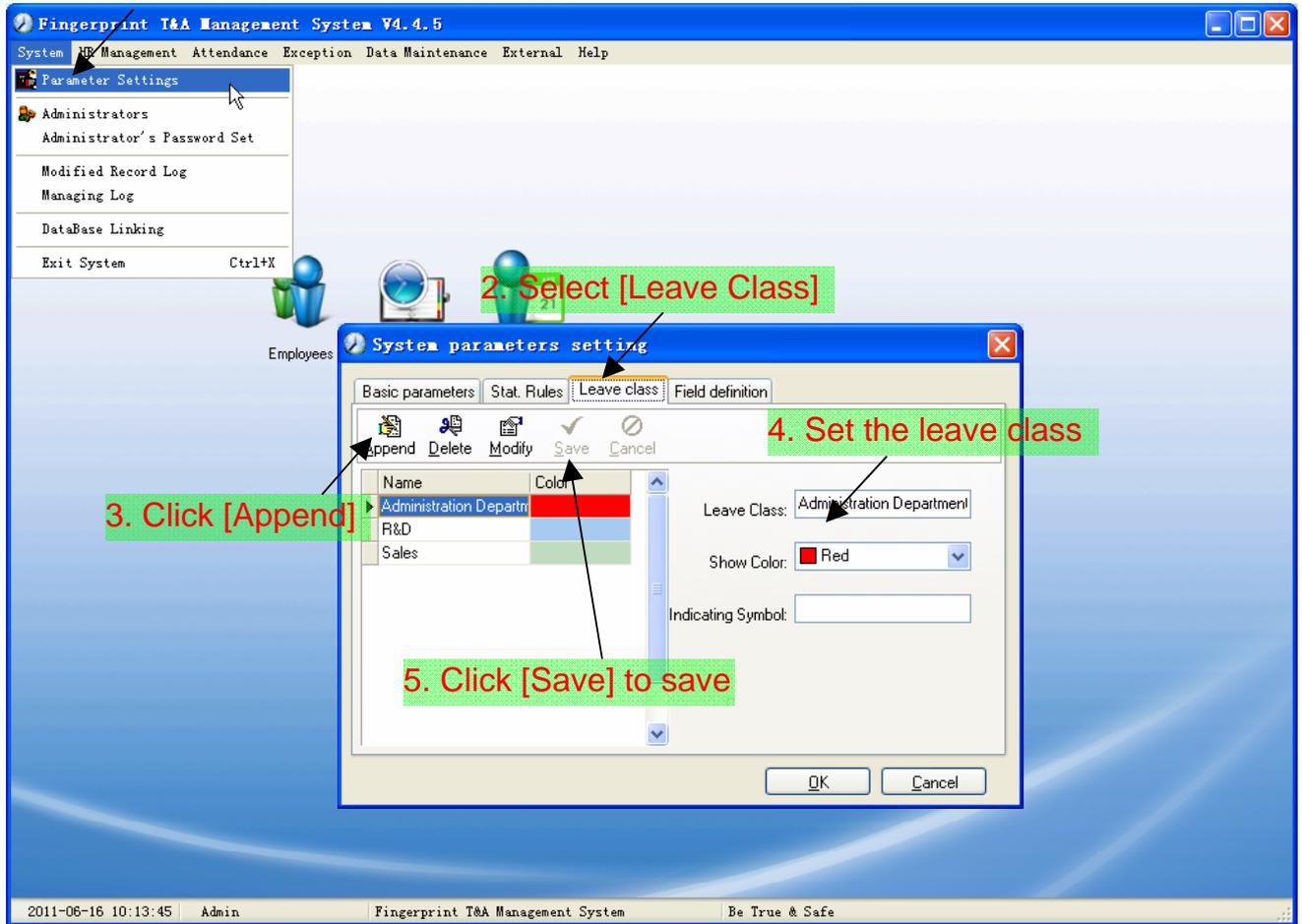
5. Click [Save] to save

Modify leave class:

Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [save] to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish.

Field definition:
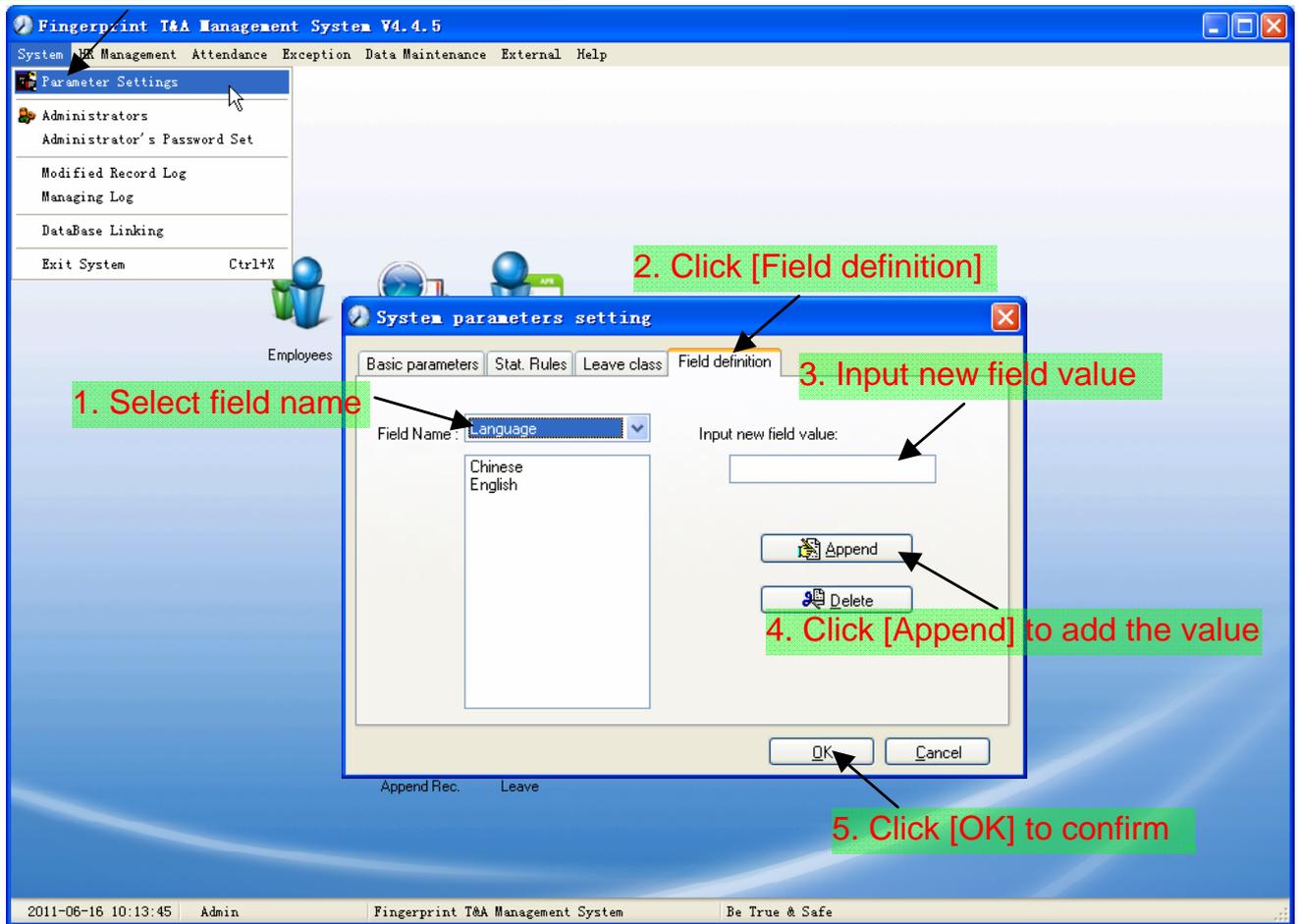
This page add the corresponding value for [Nation], [Specialty], [Position] [Education] in menu [Employee maintenance].

16

2.2.2   Administrators
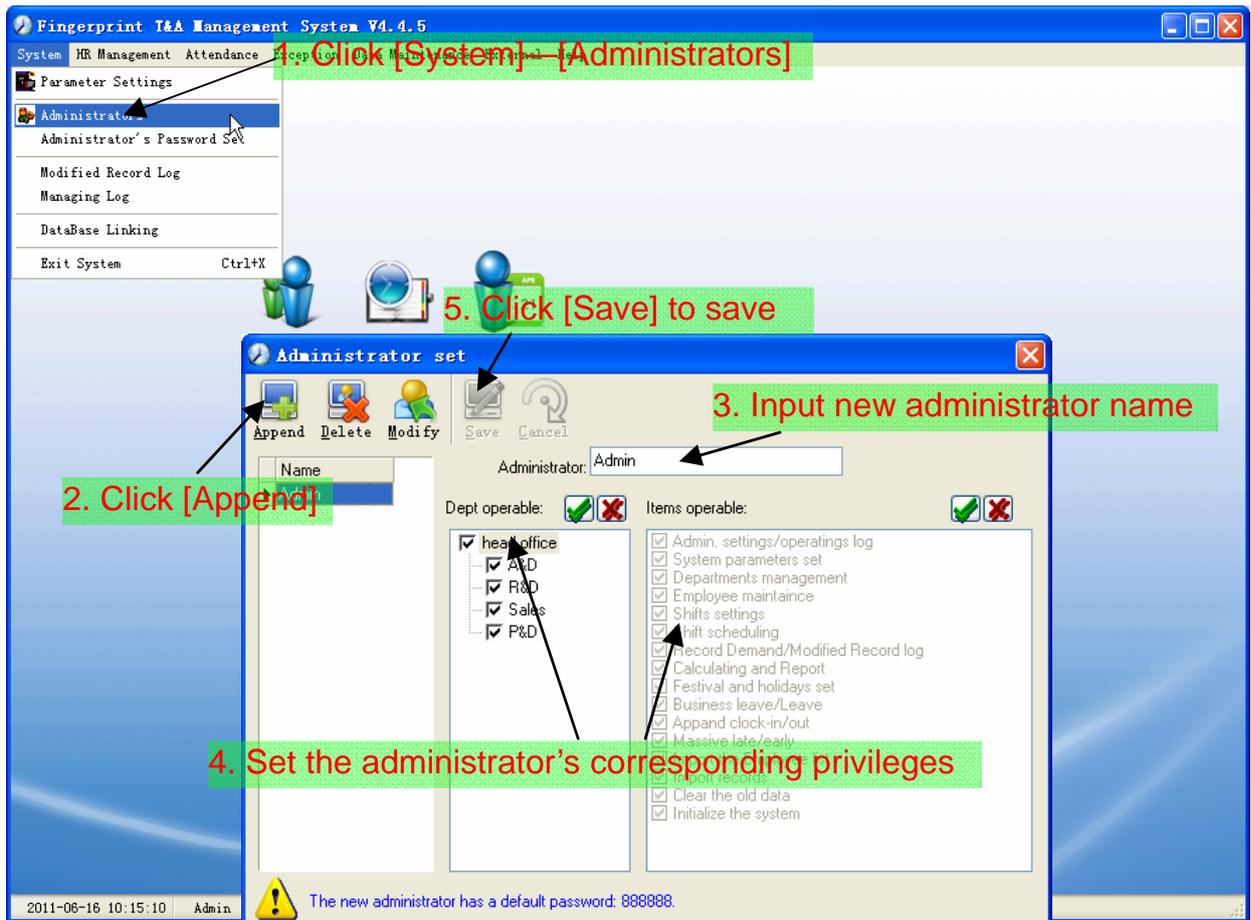
The default password of new administrator is '888888'. Please login as the new registered administrator and click menu [System] -- [Administrator's password set] to set new password of administrator for system security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Employee maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the [Dept operable] for the administrators (Select the new department in the [Dept operable] list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify Administrator:
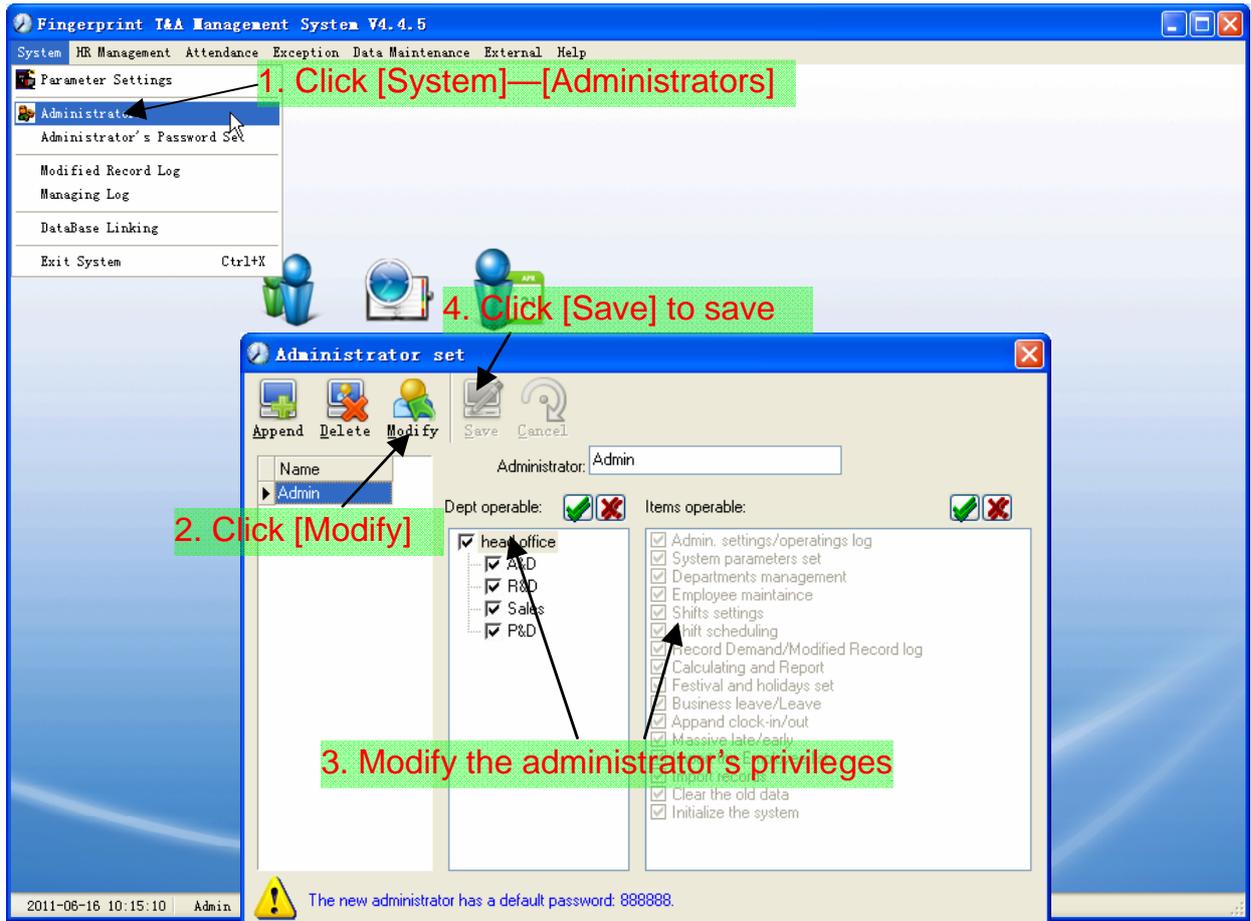
Delete Administrator:
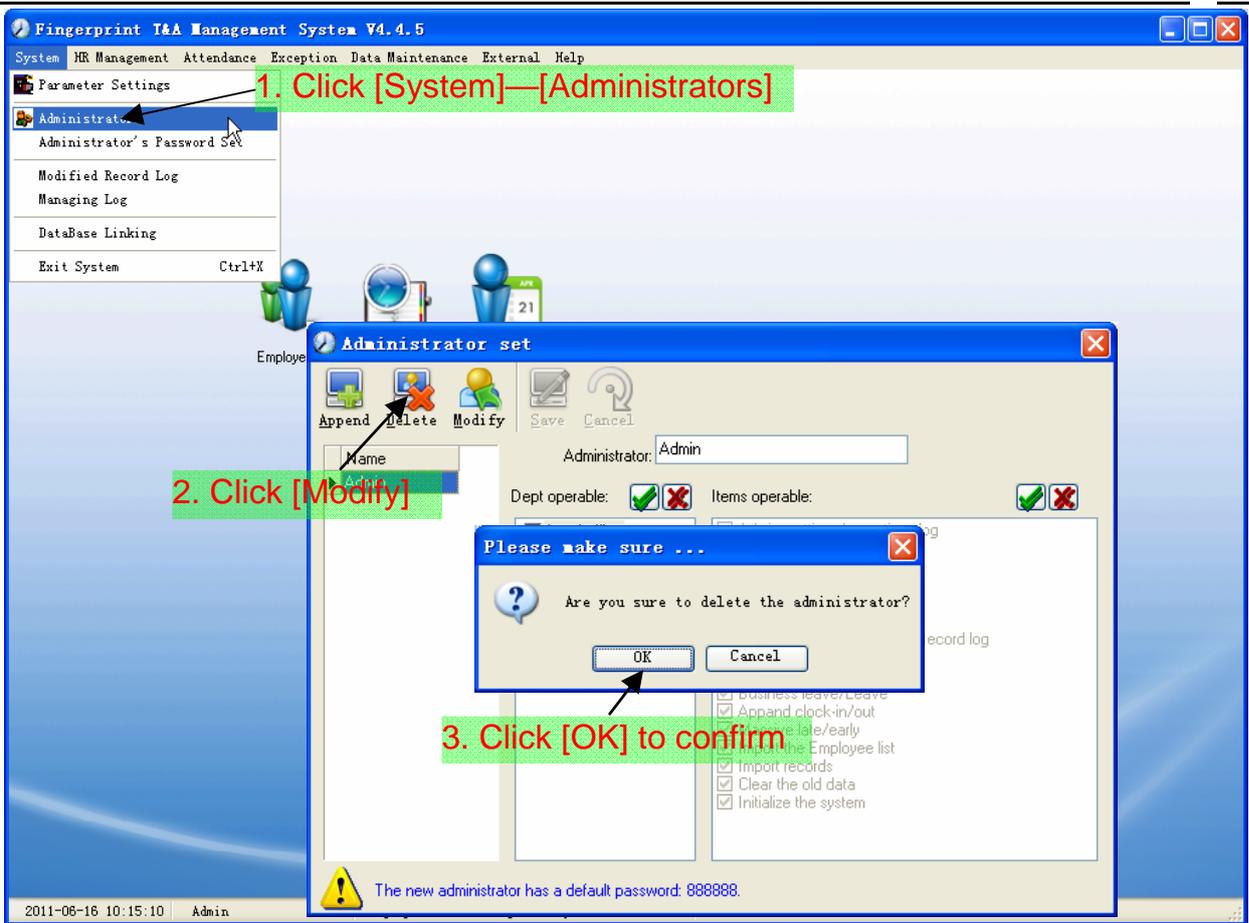
1. Click [System]—[Administrators]

2. Click [Modify]

3. Click [OK] to confirm

19

2.2.3 Administrator's Password Set

2.2.4 Modified Record Log

Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking [Restore].

Click [Close] to exit.

2.2.5   Managing Log

2.2.6   Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears,

Prompt information

⚠ Database connecting failed, Please collocate the database again

OK

You should link database again:

1. Click [System]—[Database Linking]

2. Set the database name

3. Input the user name and password

4. Click [Test Connection]

Test connection successfully!

5. Click [OK] to confirm

6. Click [OK] to exit
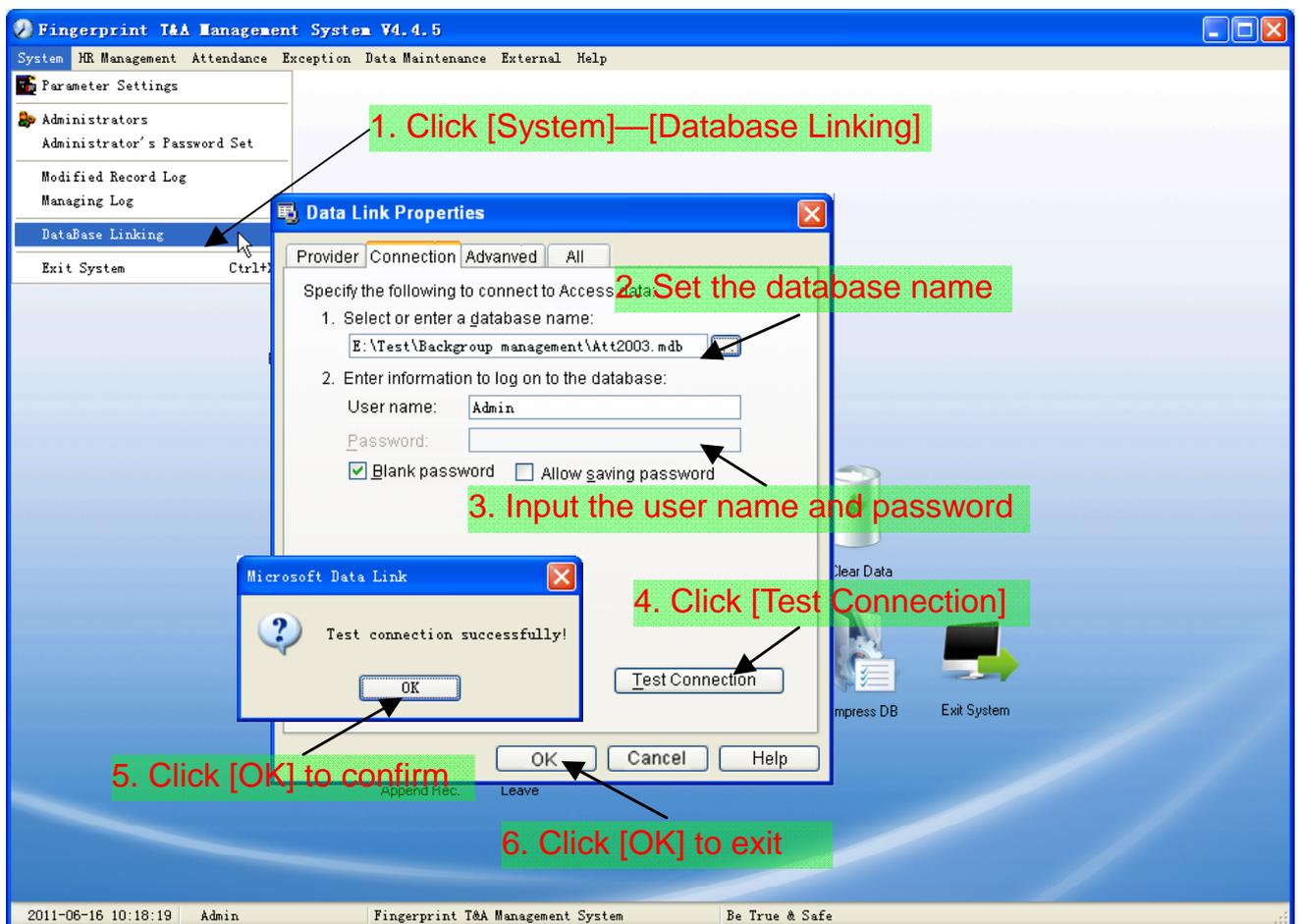
2.2.7   Exit System

Click [Exit System] in System menu. The following menu springs:

24
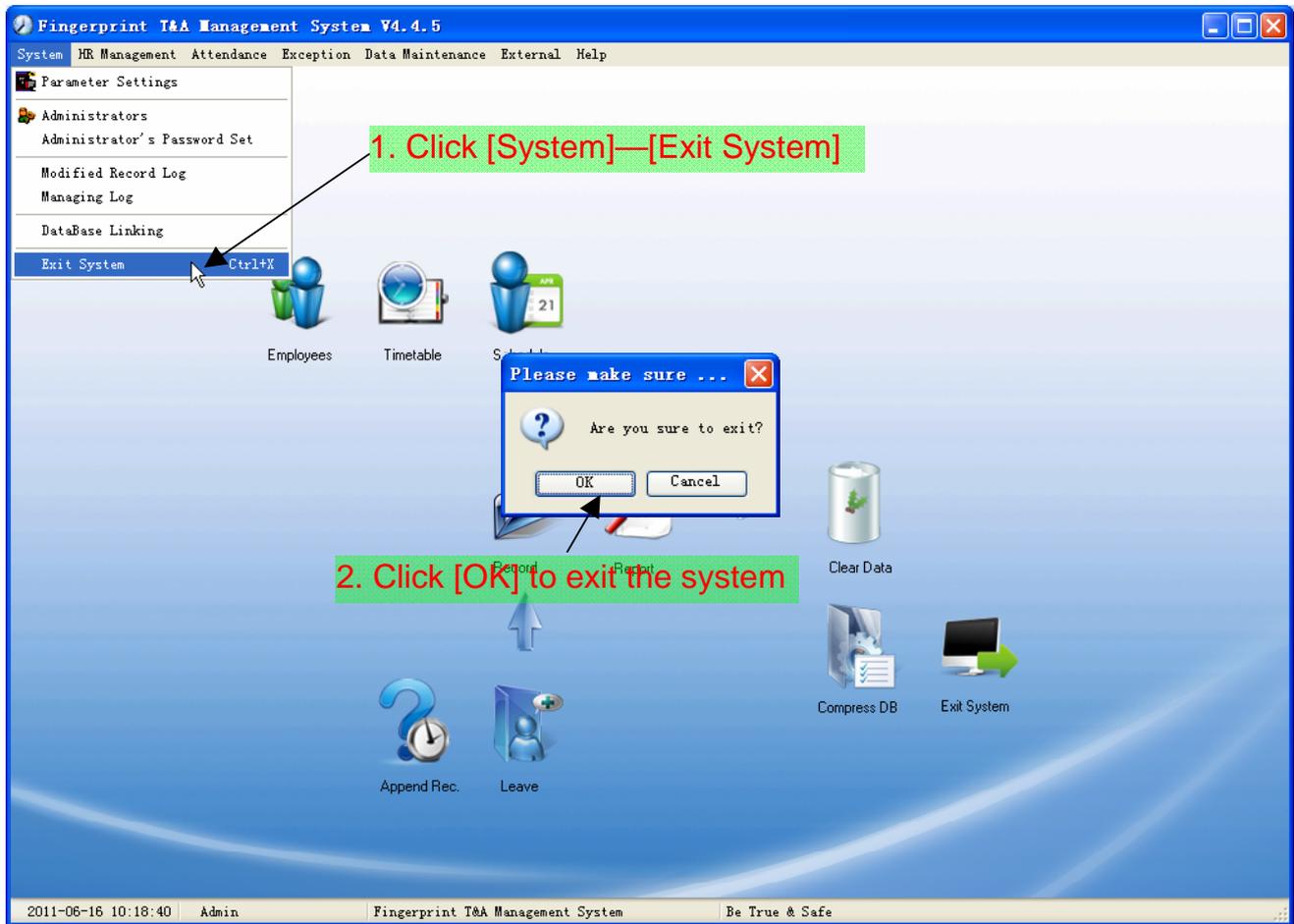
2.3　HR Management

2.3.1　Department Management

Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [Administrator] first (choose the new department you just added in the "Department operable").

Modify Department:

1. Click [HR Management] —[Department Management]

5. Click [Save] to save.

3 Click [Modify]

2. Select level department

4. Modify the department name

26
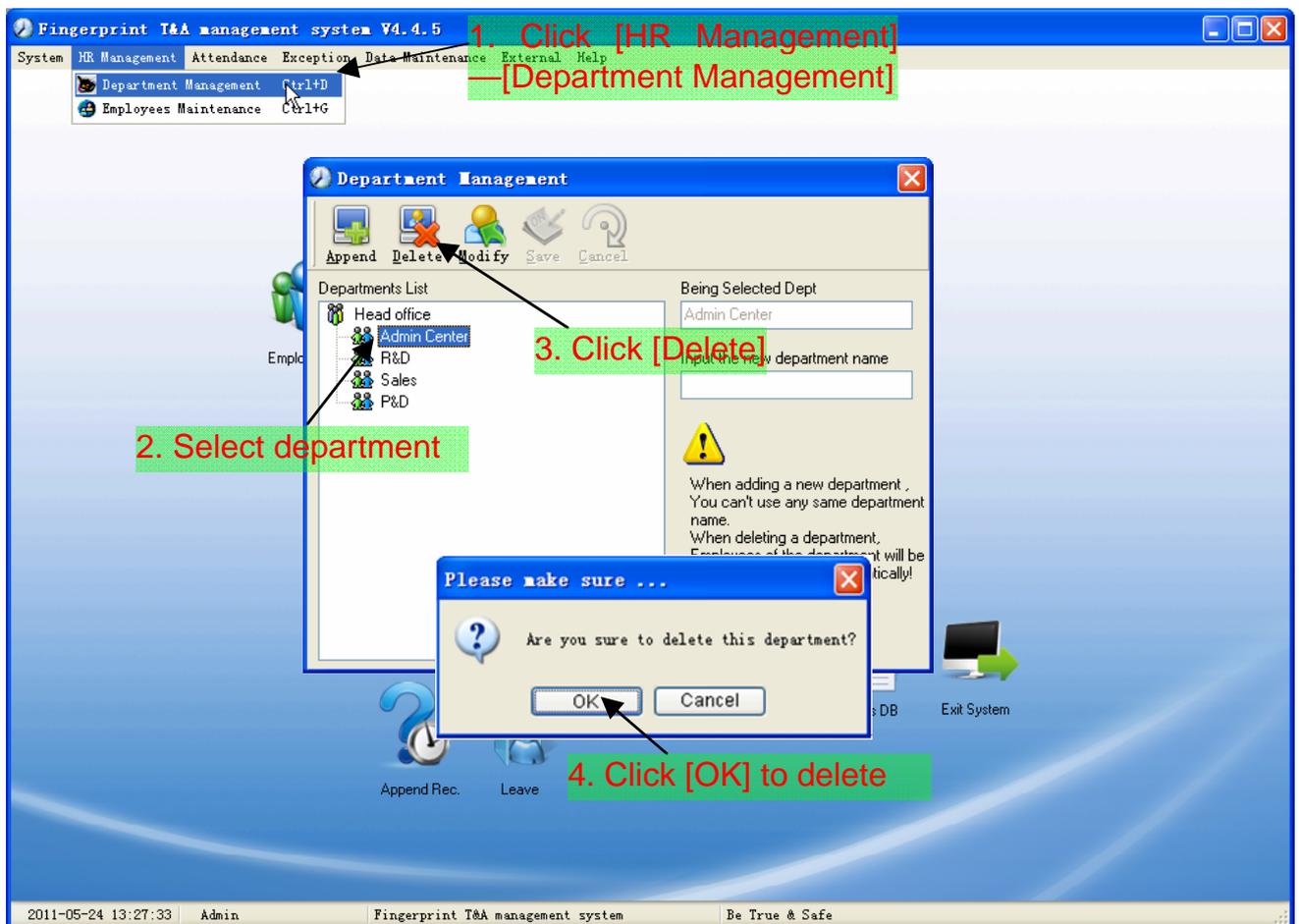
Delete Department:

Notice: Repetition of department name is not allowed;

If there are employees existing in the deleted department, those employees will be automatically transferred to department of head office.

2.3.2　　Employees Maintenance

Click [Employees Maintenance] in [HR Management] menu, the following window appears:
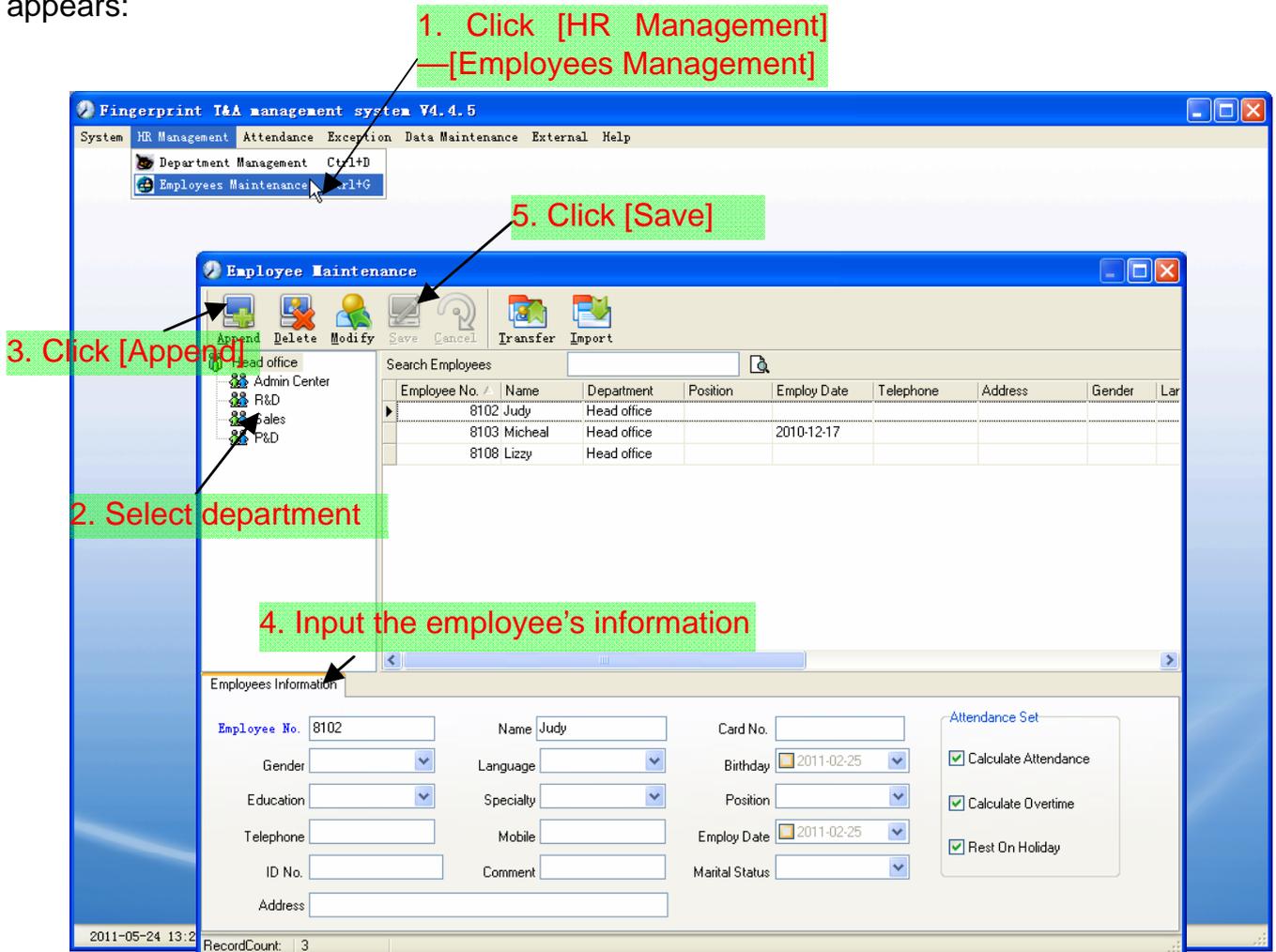
Note: 1. The items of "Calculate Attendance", "Calculate Overtime", "Rest On Holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this employee is not checked, there will be no statistical result for this employee in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this employee will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this employee; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the employee, those shifts will be invalid. And if there are time attendance records of this employee, those records will be deemed as free overtime.

2. Employee No. is exclusive as well as the first digit cannot be 0!

Employee's Modification:

Choose the employee, click [Modify] and input the new information, then click

[Save].

Employee's Deletion:

Choose the employee; click [Delete] and then click [OK] to complete.

Please be cautious when delete the employee since all this employee's time attendance records, shift arrangement will be deleted at the same time.

Import Employees:

Click [Import], employee importation window springs for importing employees.

Employee's Department shifting:

Export Employee:

2.4   Attendance

2.4.1   Holiday List
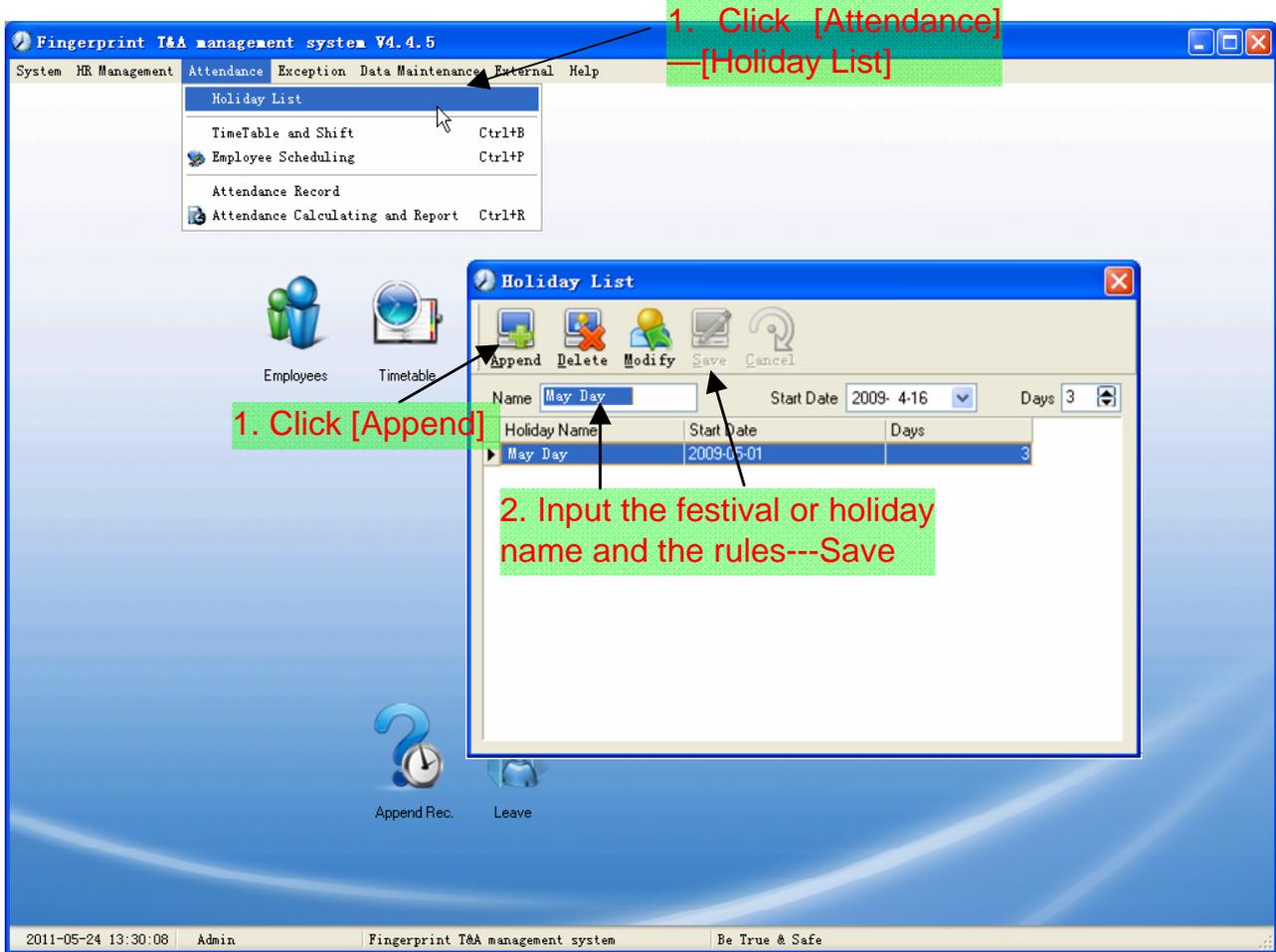
Modification of festivals or holidays:

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays:

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

2.4.2 Timetable and Shift

The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table "morning" to indicate "08:00-12:00" and time table "afternoon" to indicate "13:00-17:00"; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as "Normal shift" in which "shift cycle" and "cycle unit" will be setup. Then we should add two timetables - "morning" and "afternoon" so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

[Timetable Maintenance]:

Note: Every item should be setup in timetables with no blank left.

[Begin Clock-in Time] and [End Clock-in Time] setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance] means how many minutes after [On duty] are treated as "late", [Early error allowance] means how many minutes before [End Clock-in Time] are treated as "early"; [Count as work day] and [Count as work time XXX minutes] are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Employee A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings] If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

[Timetable Modification]:

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

[Timetable Deletion]:

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

[Shift Maintenance]:
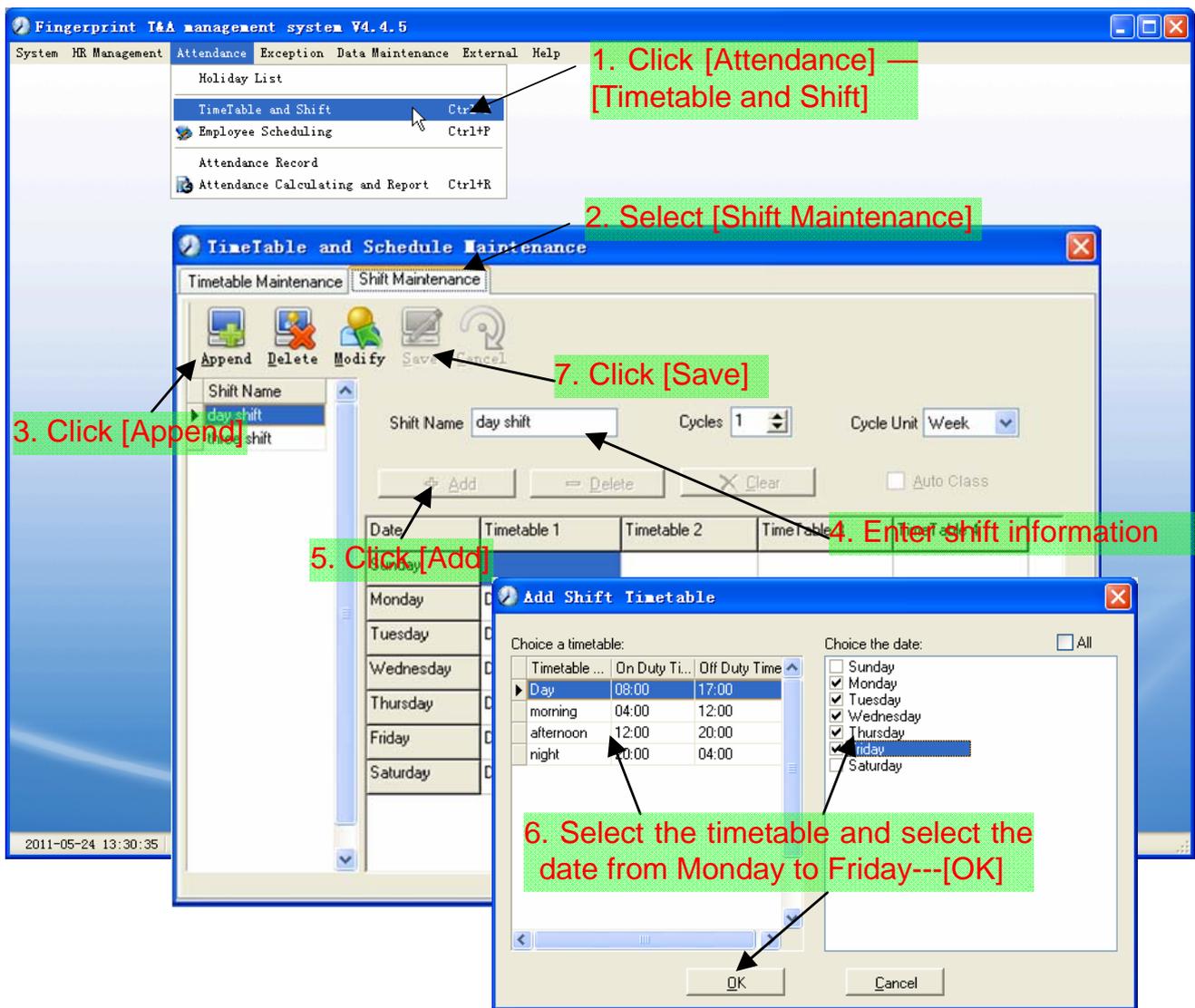
[Delete]: Select the timetable you want to delete and click [Delete].

[Clear]: Clear all the timetables of the shift.

[Auto Class]: Arrange the shift automatically. When an employee has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Auto Class], just finishing one shift of the period is reared as normal attendance.

Modify a shift: Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift: Select the shift to be deleted and click [Delete].

Example:

Add Timetable:

Complete process for adding four timetables:

Day shift 08:00 - 17:00   Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00   Night shift 20:00 - 04:00

Other information can be setup according to practical situations. Please note there should be no blank left.

Three Shifts:

Add "Three shifts" (Please note: It is assumed that the shift goes around every week, cycle every three weeks and employee is on holiday every Saturday and Sunday.)

Step 1: Click [Append], enter "Three shifts" in [Shift Name], set [Cycle] to "3" and [Cycle Unit] to "Week". Please see the picture below:
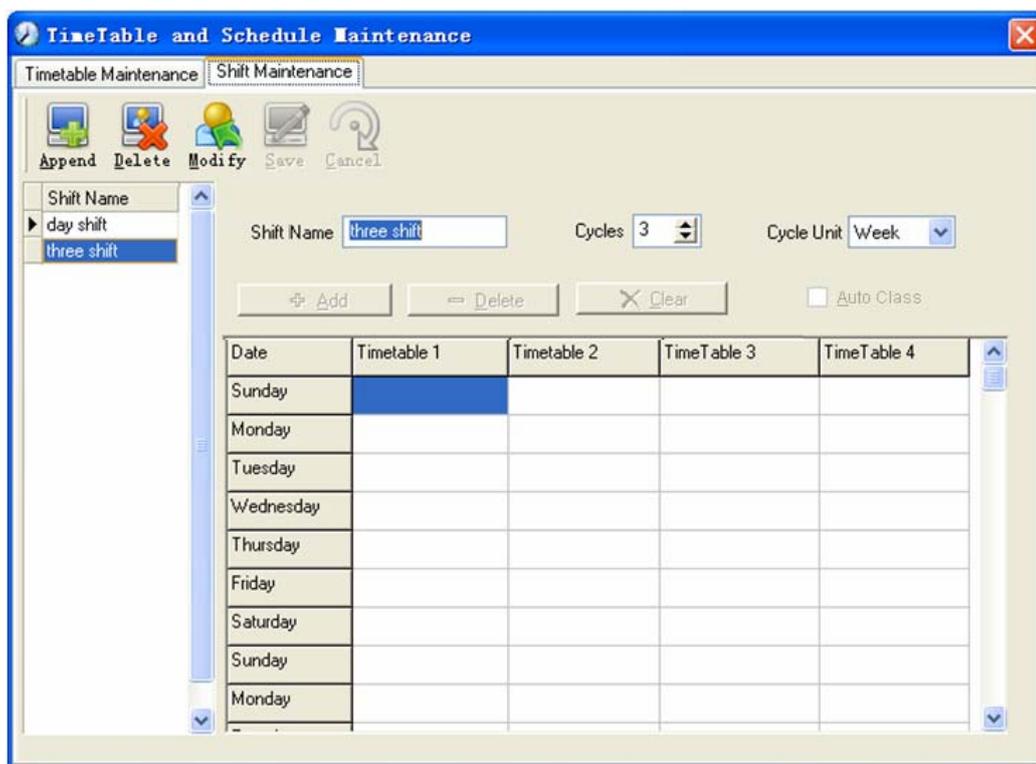
Step 2: Add corresponding working hour timetable in accordance with "Cycle":

First week (morning shift, from Monday to Friday):

Click [Add] and the following window pops up:
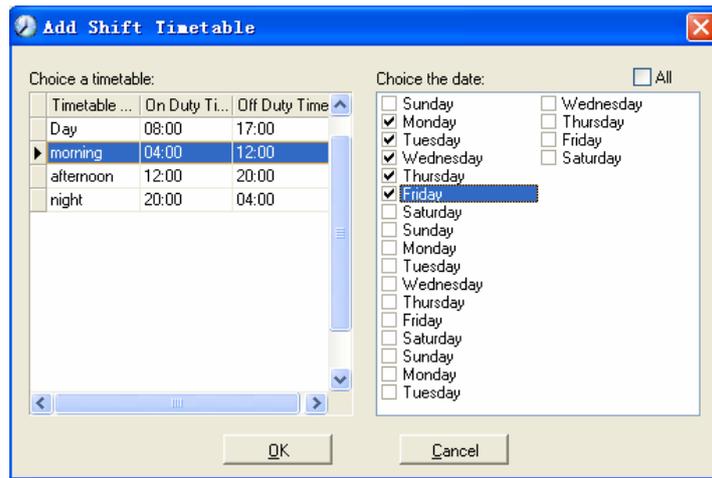
Select the timetable "Morning shift" to be added and select the time range to apply to this timetable "from Monday to Friday of the first week" and click [OK] to complete the setting of the first week.

Second week (afternoon shift, from Monday to Friday):

Click [Add], make corresponding operation in the springing window (see the result below):
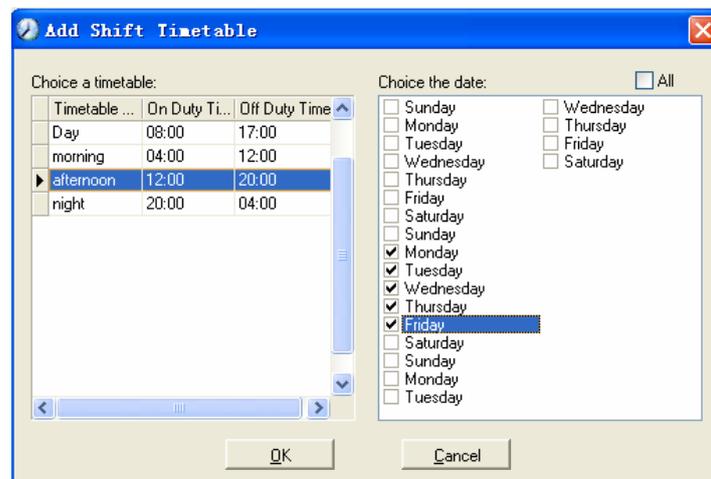
Click [OK] to complete the working hour setting for the second week.

Third week (night shift, from Monday to Friday):

Click [Add], make corresponding operation in the springing window (see the result below):
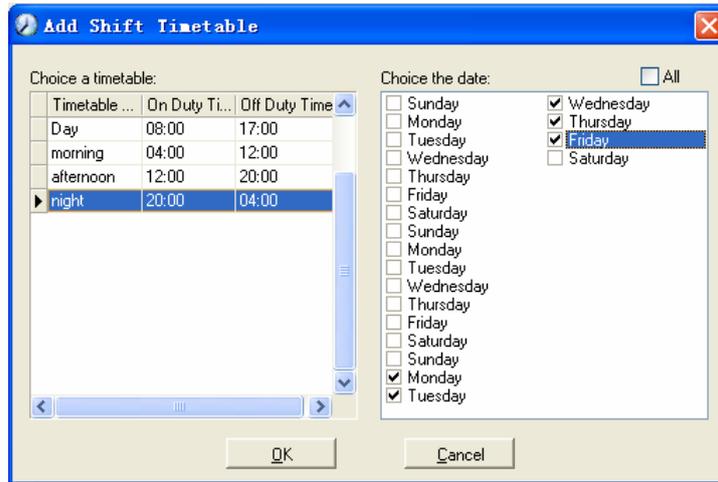
Step 3: Click [OK] to complete the working hour setting for the third week.

Step 4: After the completion of above steps, please don't forget to click [Save] and the setup of "three shifts" will be done (see the picture below):
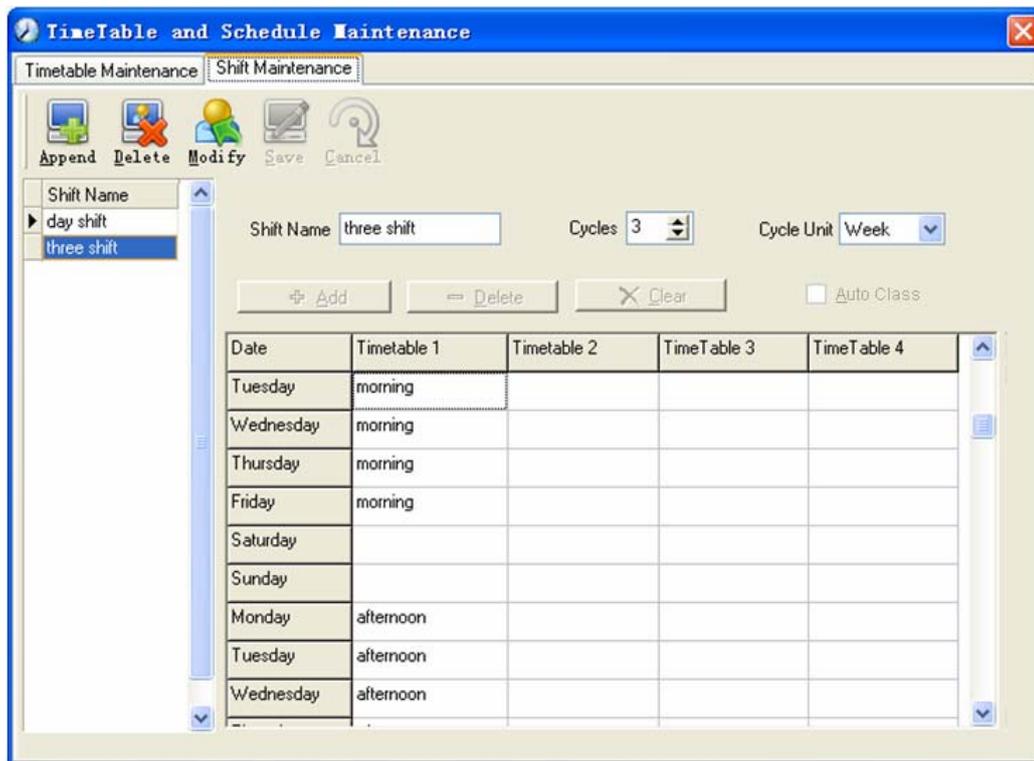
2.4.3   Employee Scheduling

Please note:

If the cycle unit of scheduling is "week" and the amount of cycle is more than 2, the starting date should setup as "Sunday".

If the cycle unit of scheduling is "month" and the amount of cycle is more than 2, the starting date should setup as "1st day of a month".

Deletion of the shifts:

Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift:

When one or many employee's working time needs to be changed temporarily, you can arrange a temporary shift.

1. Choose the department or several personnel that need to arrange shifts

2. Setting time range for temporary

3. Click [Add Temporary]

4. Click [OK]

5. Click [Add]

6. Select the timetable and dates

7. Click [OK] to save

8. Click [Save]

[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

2.4.4   Attendance Records

1. Click [Attendance] —[Attendance Record]

2. Select the department, Employee, the beginning and ending time that need to inquire about

3. Click [Search]

4. Click [Report] when the window displays the attendance inquiry records, we can get the report form automatically.
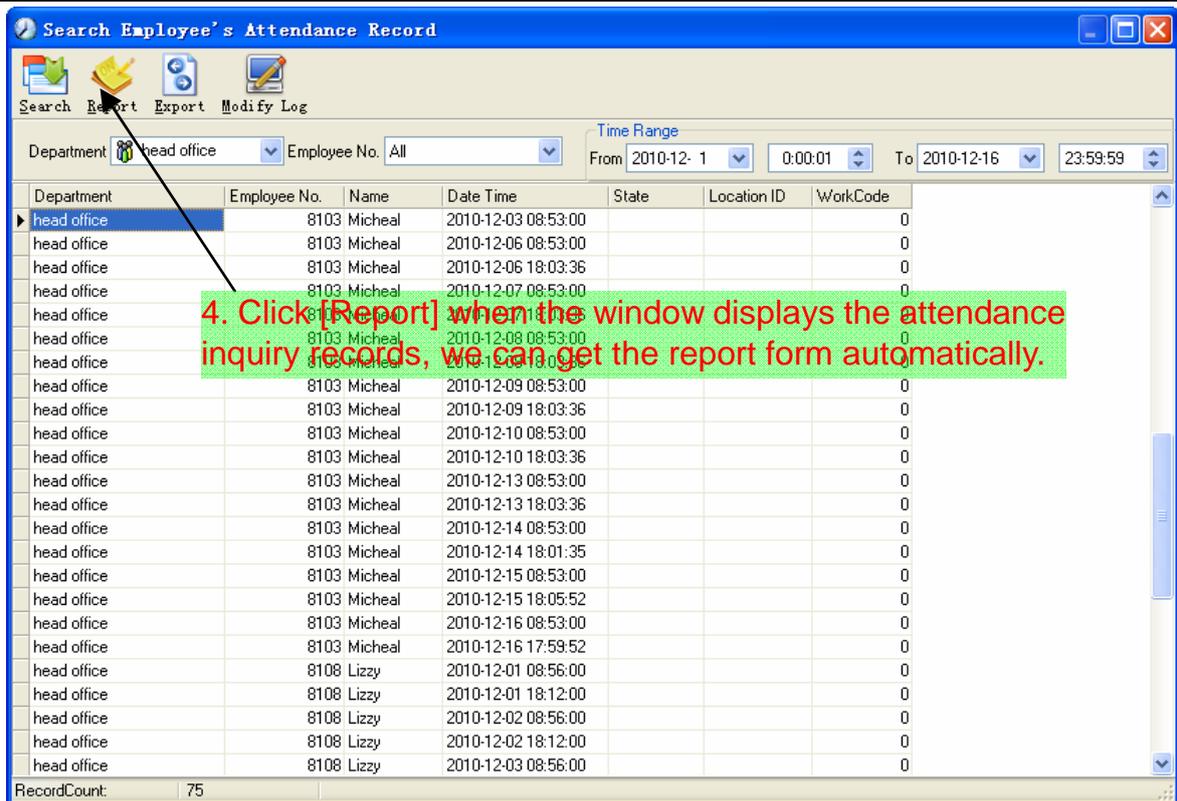
Attendance record report:
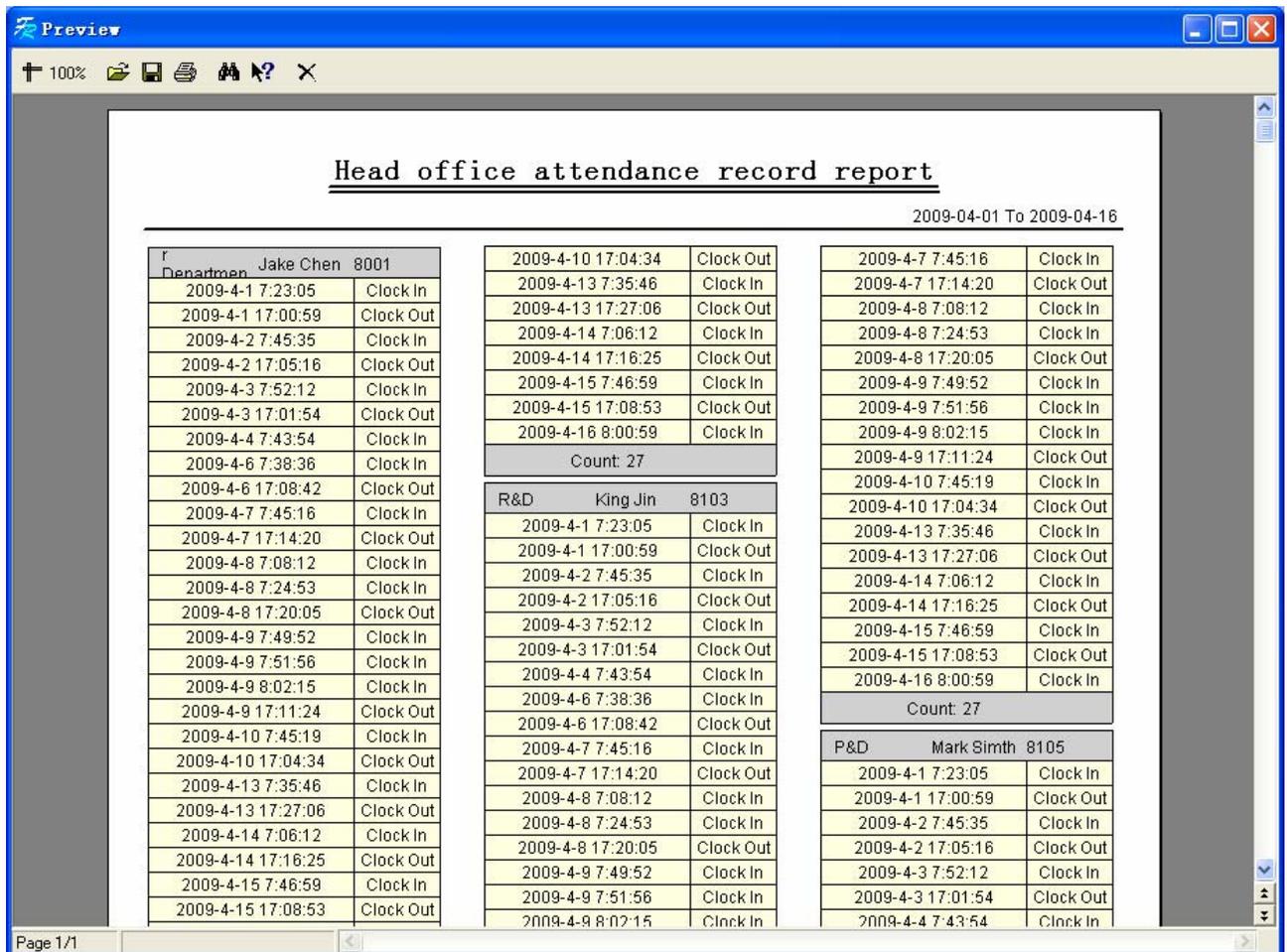
Attendance records exporting:

If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: *.txt, *.xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

2.4.5   Attendance Calculating and Report

There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]: Display employee's attendance result in the scheduled time period;

[Other Exceptions]: Display employee's leave, out and overtime etc.;

[Calculated Items]: Display all employees' calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc..

Please note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:

We will see such mistakes as "state mistake", "invalid record", "repeated record", etc. are described. (If we will revise to write down, click the right key and springs the following menu):
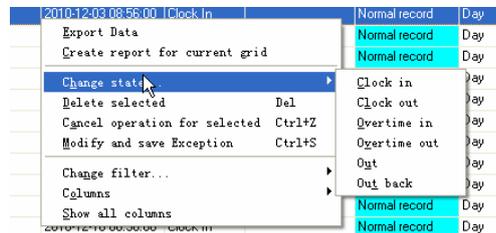
The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: Mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

[Show all columns]: Display all fields in [Columns];

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Report:

Click [Report] and the following menu will pop up:

[Attendance Report]: Calculate employee's attendance record;

[Daily Report]: Calculate employee's daily attendance record;

[General Report]: Calculate all employee's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;

head office attendance stat. total report

2010-12-01 To 2010-12-16

Name	Emplo yee No.	Duty Day	Actual Day	Absent Day	Late Minute	Early Minute	OT Hour	Free OT Hour	Out Minute	BL Day	Leave Day	N/In Times	N/Out Times	WTime Hour	AttRate %
head office															
Judy	8102	12	12					15						96	95%
Micheal	8103	12	11	1										88	92%
Lizzy	8108	12	12											96	100%
Subtotal: 3		36	35	1				15						280	96%
Total: 3		36	35	1				15						280	96%

[Exceptions Report]: Calculate employee's "out", "overtime", business leave/ personal leave" etc;

head office attendance exceptions report

2010-12-01 To 2010-12-16

Name	No.	Date & Time		Exception type	Work long	Remark
head office						
Judy	8102	2010-12-04 18:00:00	2010-12-05 09:00:00	Free overtime	15:00:00	
Judy	8102	2010-12-07 10:23:00	2010-12-07 13:56:00	Business leave	03:33:00	trtr

47

[Create a Report for Current Grid]: Print preview of the current displayed grid.

For example: Attendance Report

Data Export: Click [Export] and the displayed data of grid in the current window will

be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.

Exceptions dealt with:

Click [Exception] and the following menu will pop up:

```
Append Record
Late/Early Collectively
Business Leave/Leave

Modified Record Log
```

Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some employee, first, please check whether there is leave or forgetting Clock in or Clock out for this employee. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

2.5 Exception

2.5.1 Away on Business/Leave

When the employee can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function.
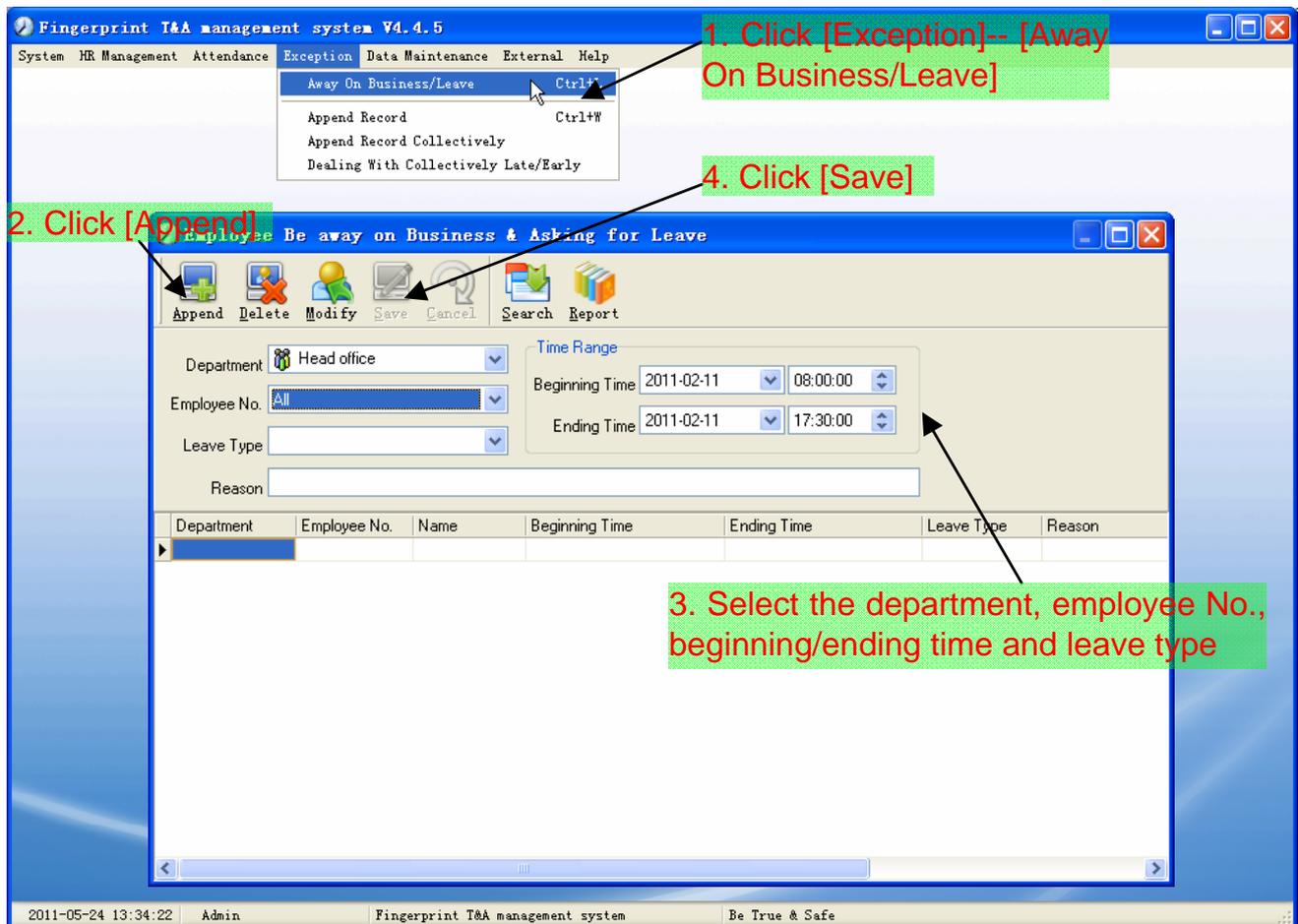
[Modify]: Select the appointed employee whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; Click [Save] when ready.

[Delete]: Select the appointed employee and the relative information you want to make this deletion, and click [Delete].

[Search]: Setting the conditions, then click [Search] to query records.

[Report]: This function will put out record of query generate reports.

Head office Employee Leave Detail

2010-09-01 To 2011-02-11

Name	Employee No.	Time Range		Leave Type	Reason
Judy	8102	2010-12-07 10:23:00	2010-12-07 13:56:00	Business leave	trtr

Page 1/1

2.5.2 Append Record

If an employee didn't punch in because of special reason, you can use this function to append the forgetting attendance record.
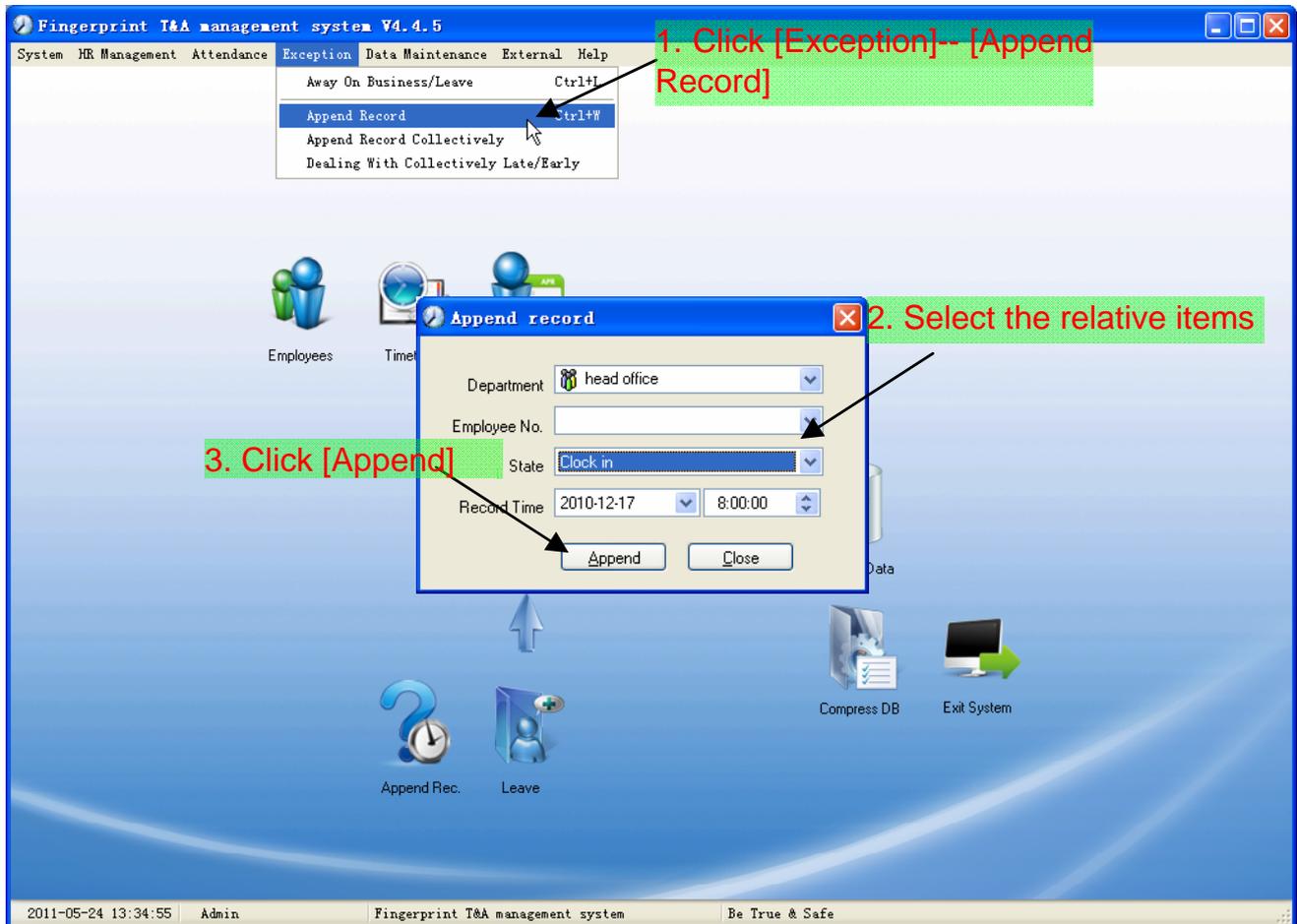
2.5.3　Append Record Collectively

When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively.
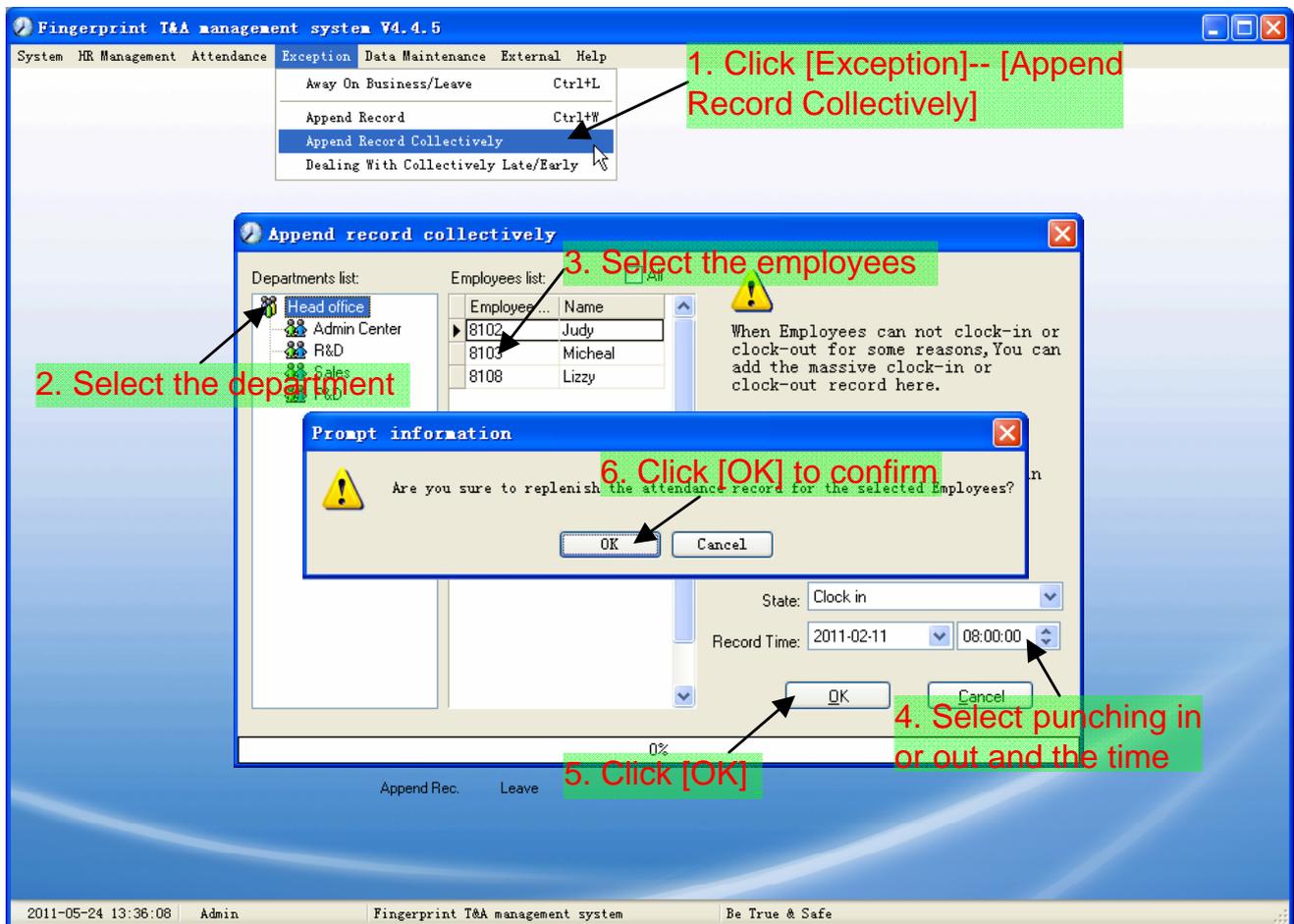
2.5.4   Dealing with Collectively Late / Leaving

When collectively coming late/leaving early takes place for some allowable reasons, you can use this function.

2.6   Data Maintenance

2.6.1   Import Employee List

Click [Import Employee List] in [Data Maintenance] menu. Pop up the following window:
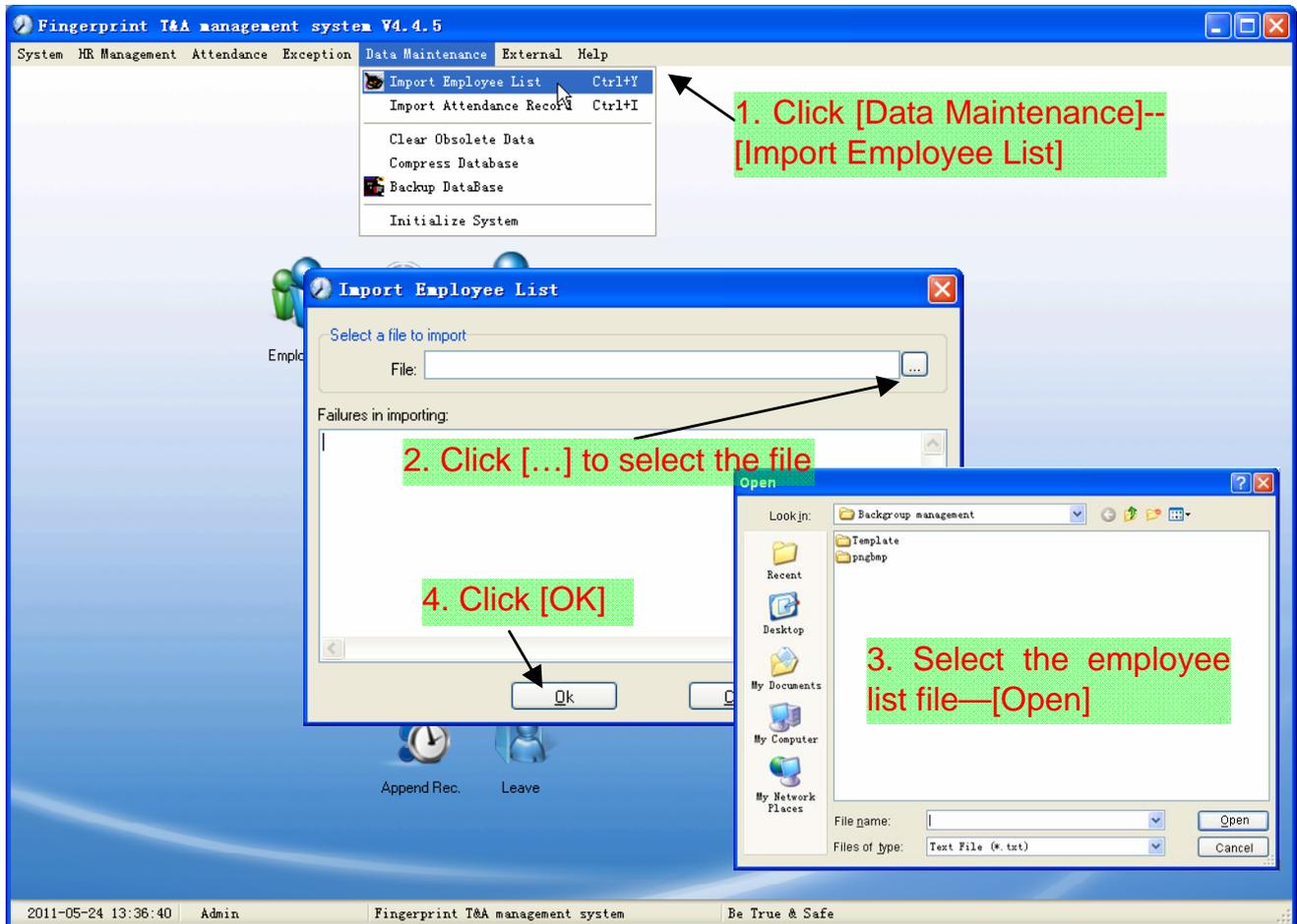
This format of file only can import the employee info of "Employee No., Name and department";

The format of data must follow: Employee ID + Tab + Name + Tab + Department;

The information each employee takes one line, no blank line between one another.

This format of file can import the employee info includes: "Employee No., Name, Department, position, Employ Date, Telephone, Address, Gender, Language, Comment"; put those items on the head line and input the items by order, the order can not be changed.

2.6.2　　Import Attendance Record
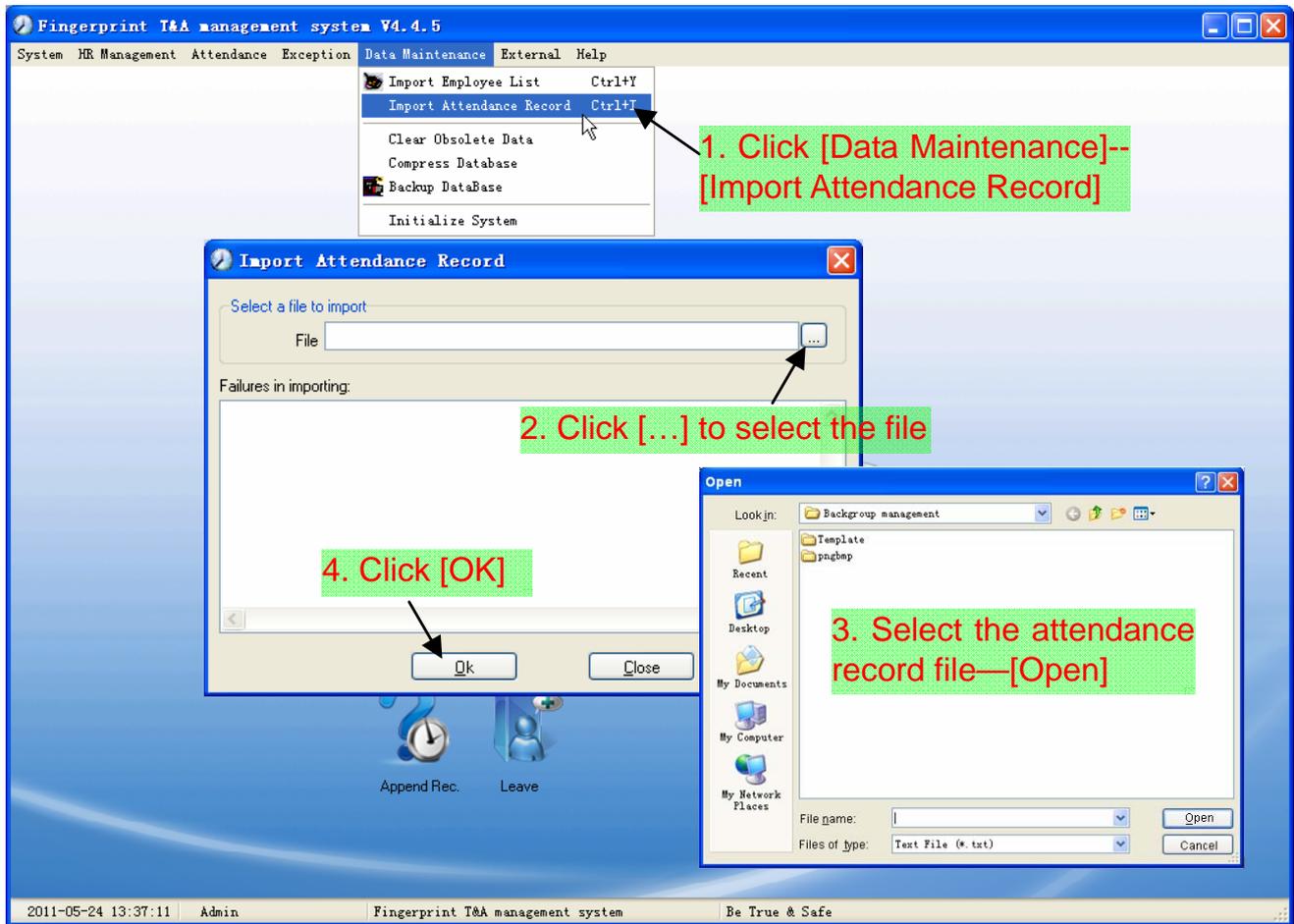
2.6.3   Clear Obsolete Data

After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.
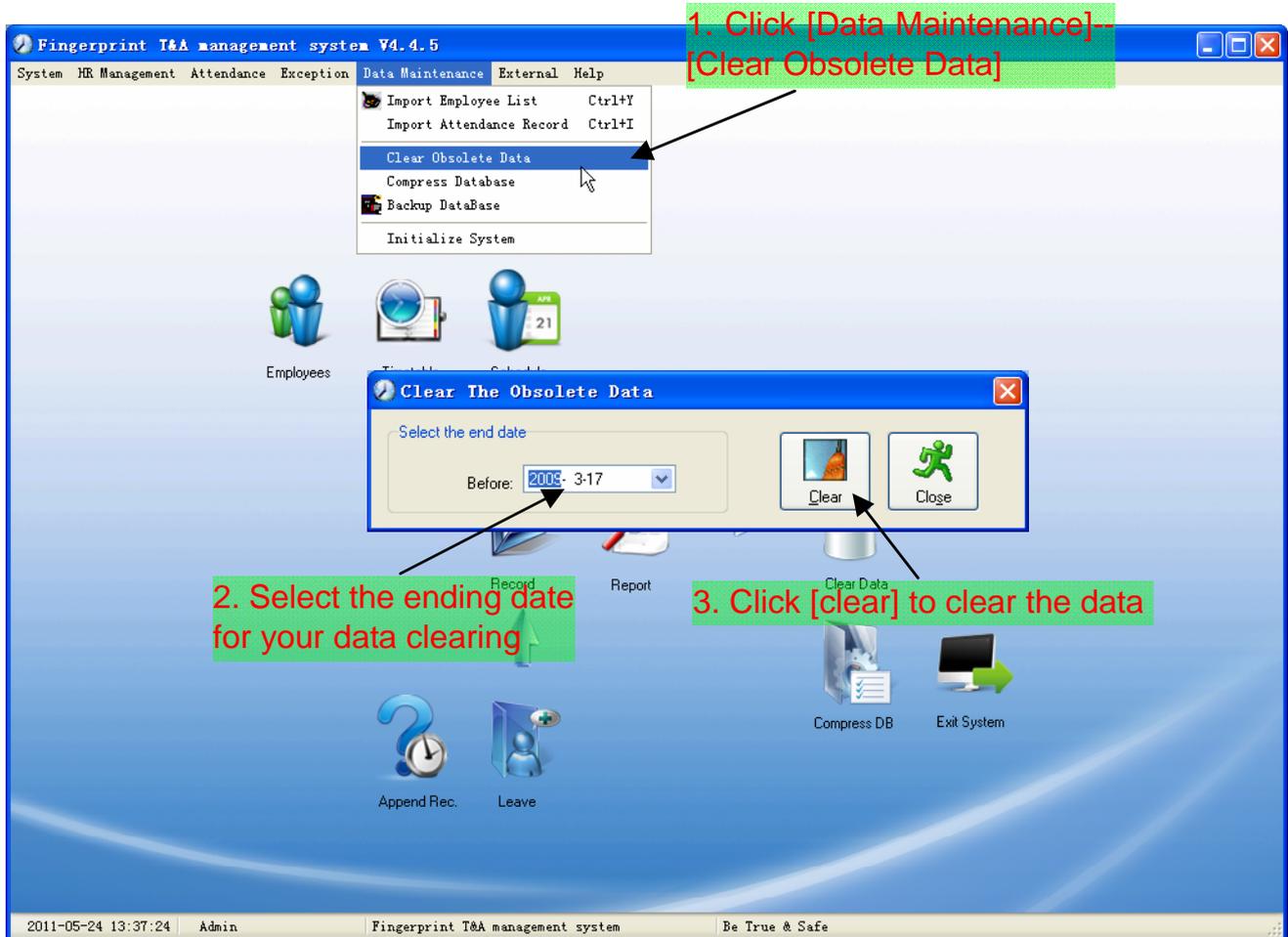
Note: You can only clear the data of one month ago.

2.6.4   Compress Database

1. Click [Data Maintenance]--[Compress Database]
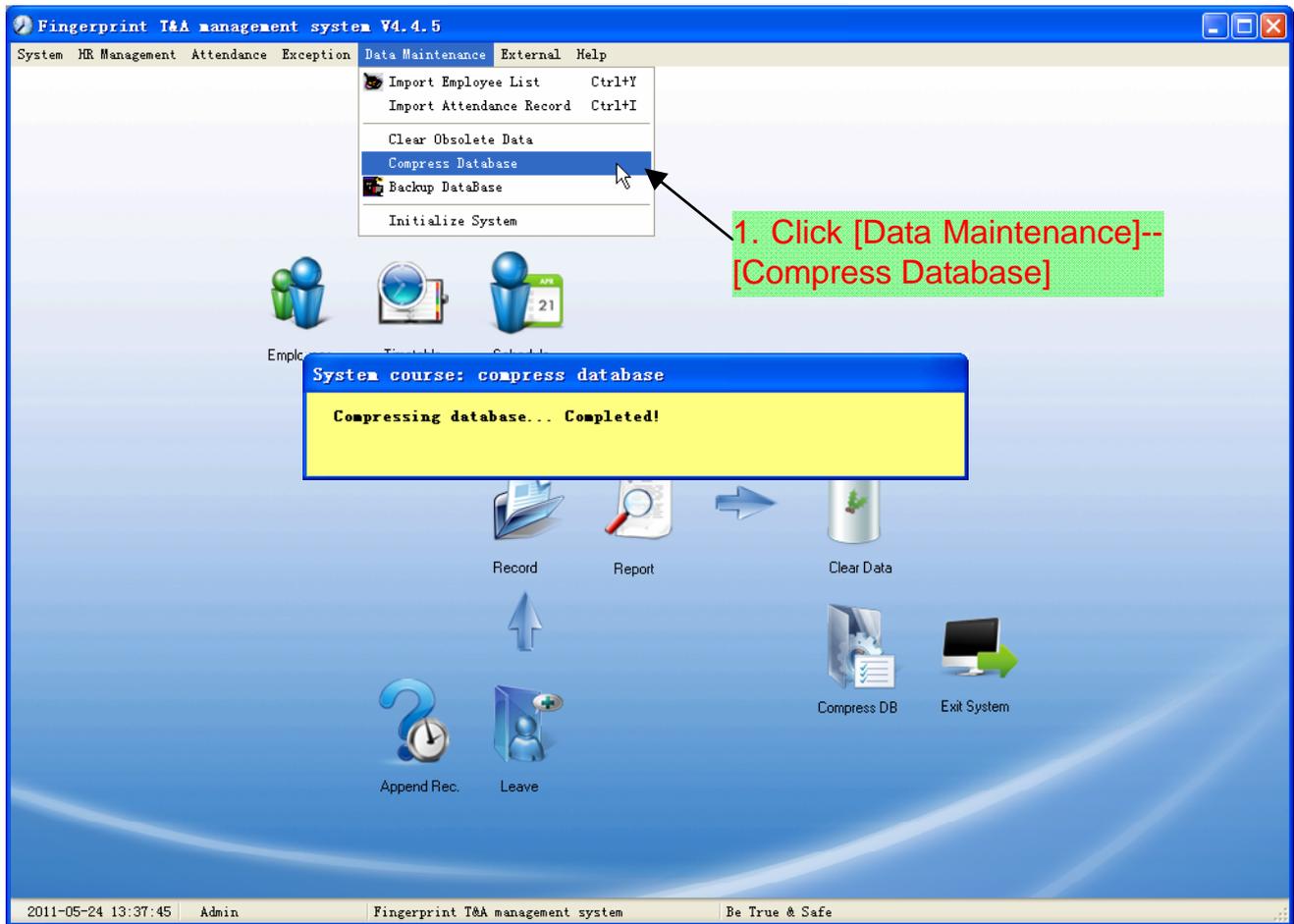
2.6.5   Backup Database
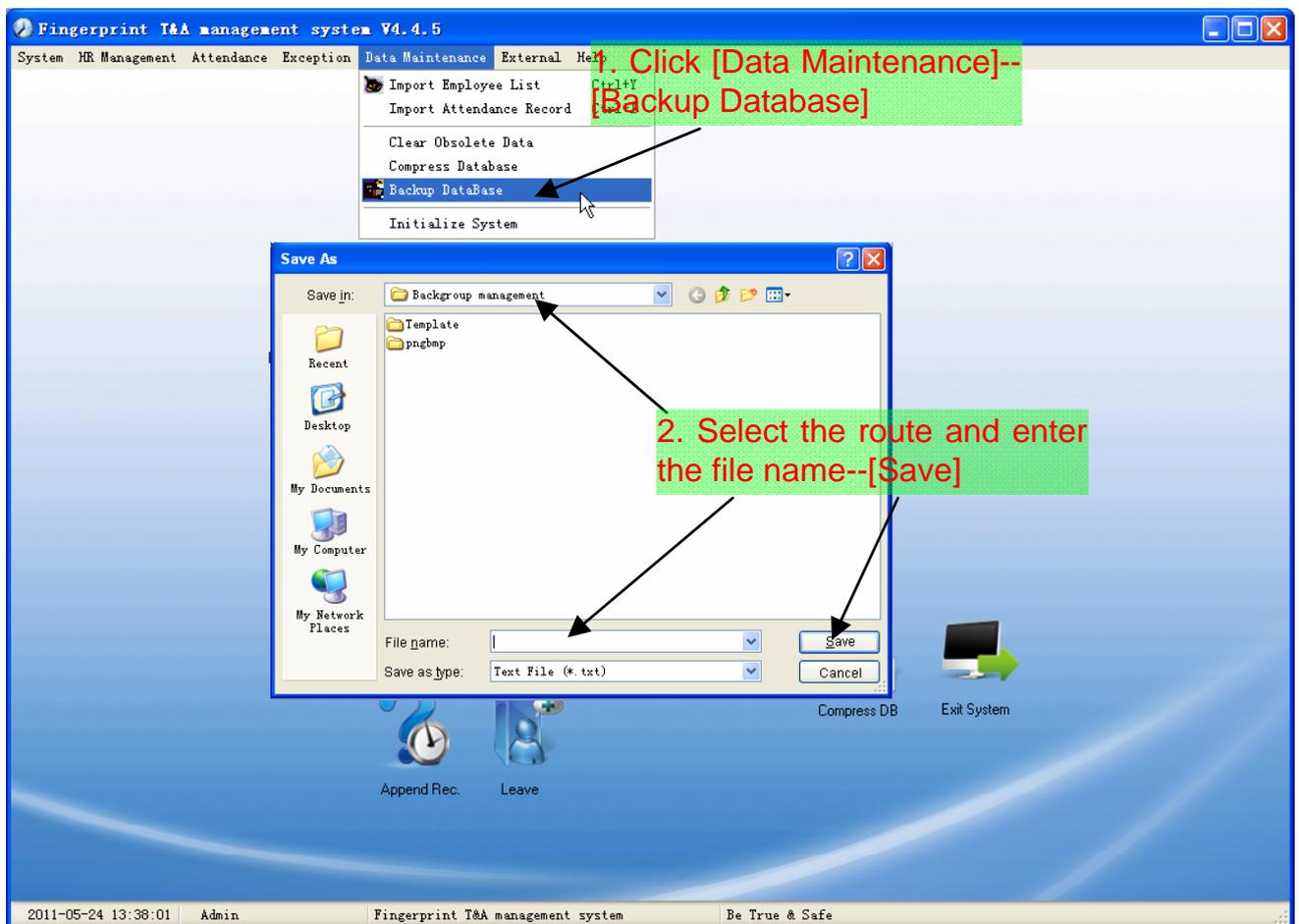
Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

2.6.6　Initialize System
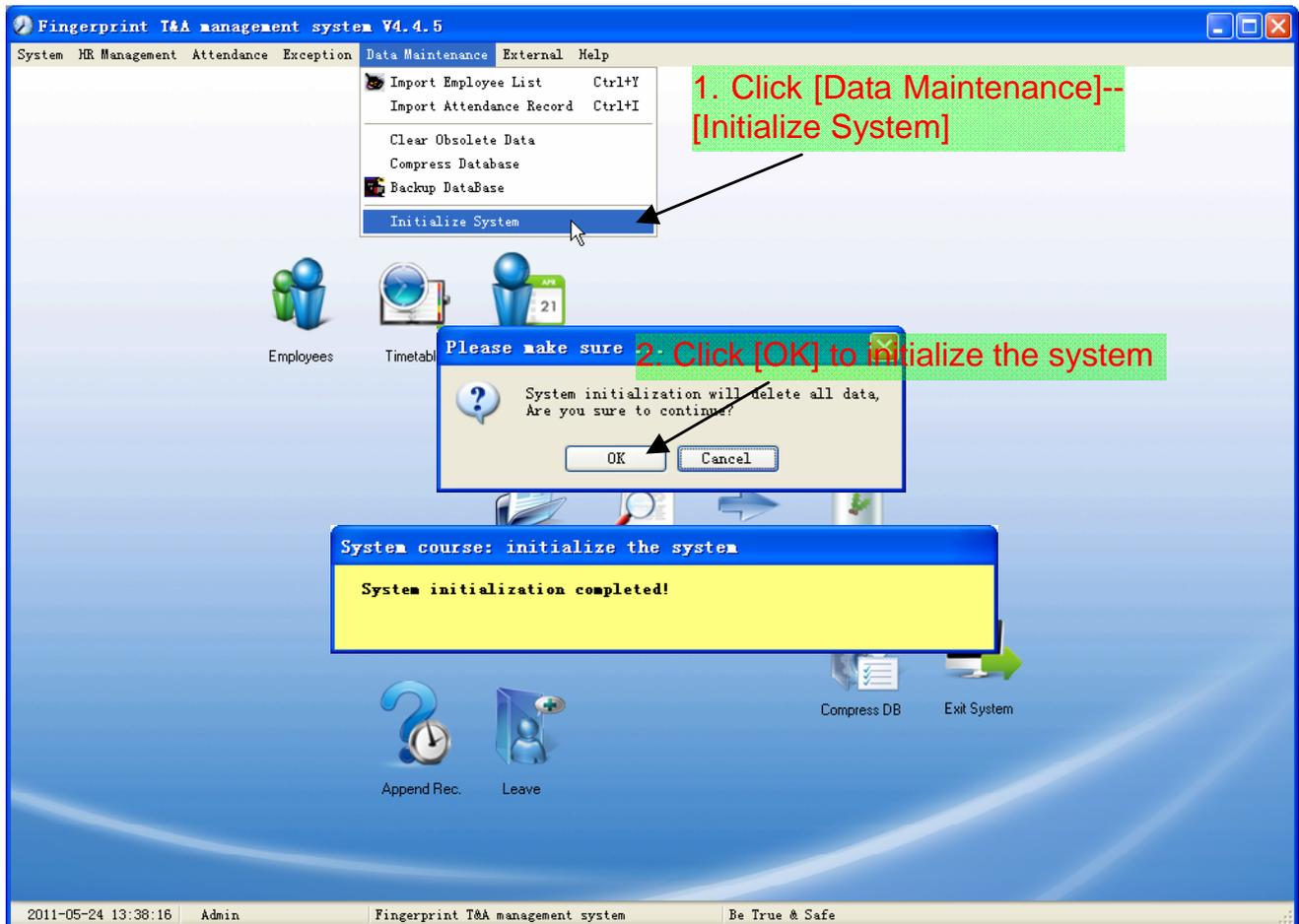
Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.

2.7 External Program Management

2.7.1 External Program Management

We can append external program into time attendance program for convenient operation.

1. Click [External]—[External Program Management]

2. Click [Append] to add a new menu

3. Input program name and file path

4. Save
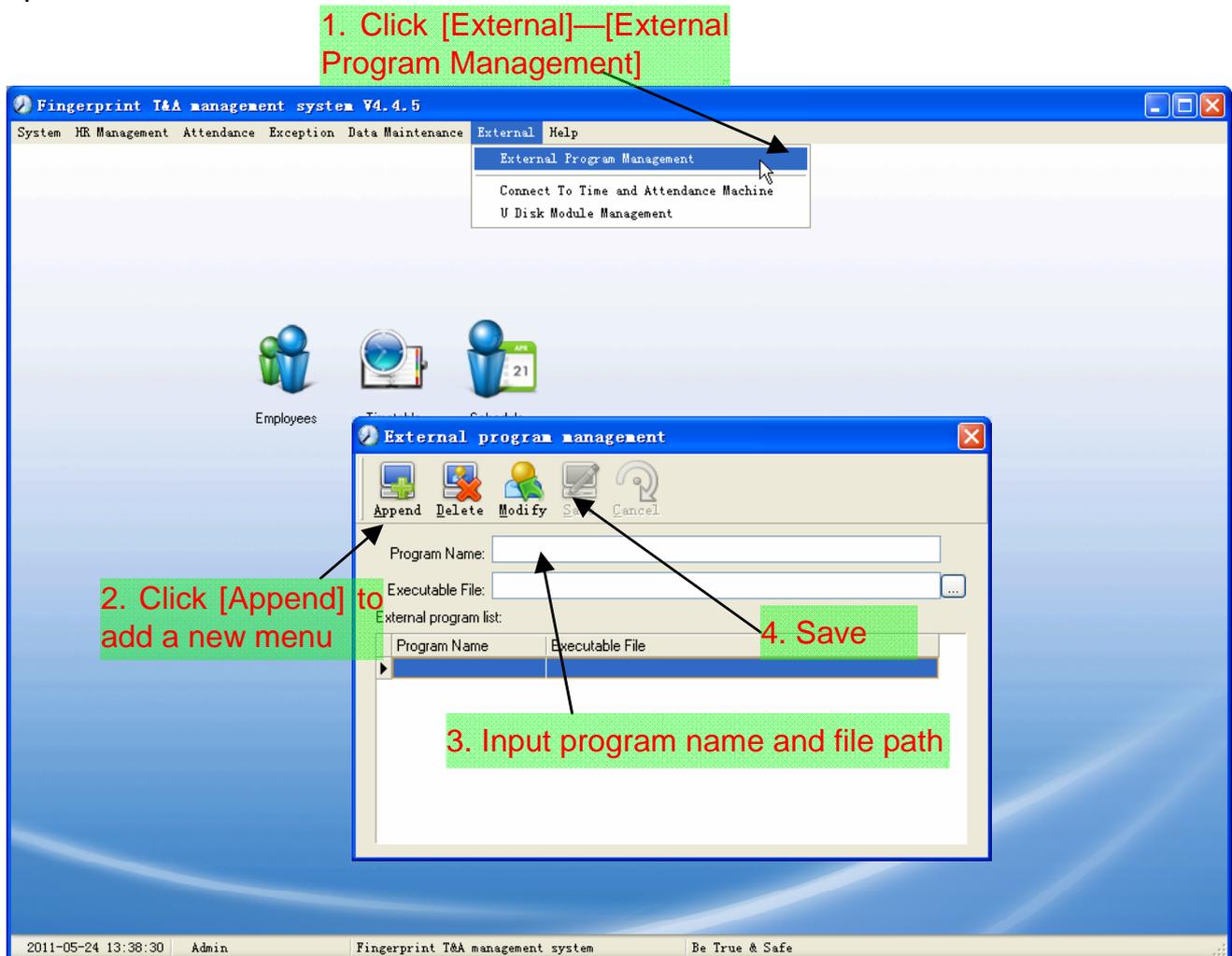
Firstly, we can click [Append] to add a new menu. For example, we need "calculator" when we are operating, input "Calculator" into the input field of [Program name], and then input "C:\WINDOWS\system32\cacls.exe" into the input field of Executable file or browse ⬜ to find the calculator program, click [Save] to finish at last. We will see [Calculator] when you open [External program management] over again:
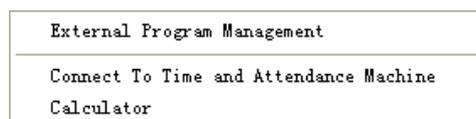
2.7.2　Connect to Time and Attendance Machine
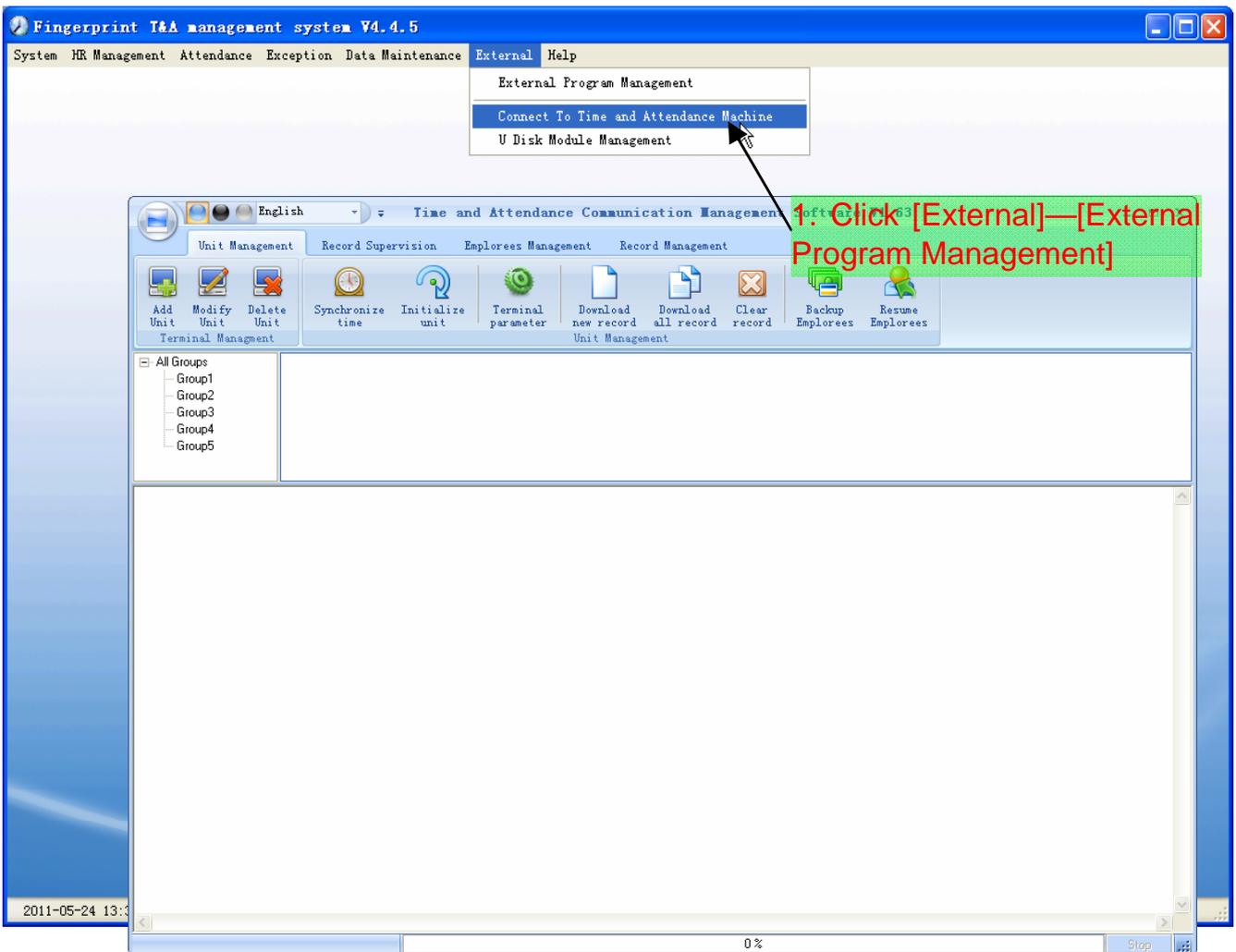
The T&A program can collect the records from the machine, upload and download employee info & clear the old data & modify the time on the machine. Find detail on clause [Time and attendance management & communication].

Chapter3 Communication

The chapter is mainly about how to add, delete and set communication between PC and terminal.

3   Data Communication

3.1   Terminal Management

3.1.1   Add Terminal
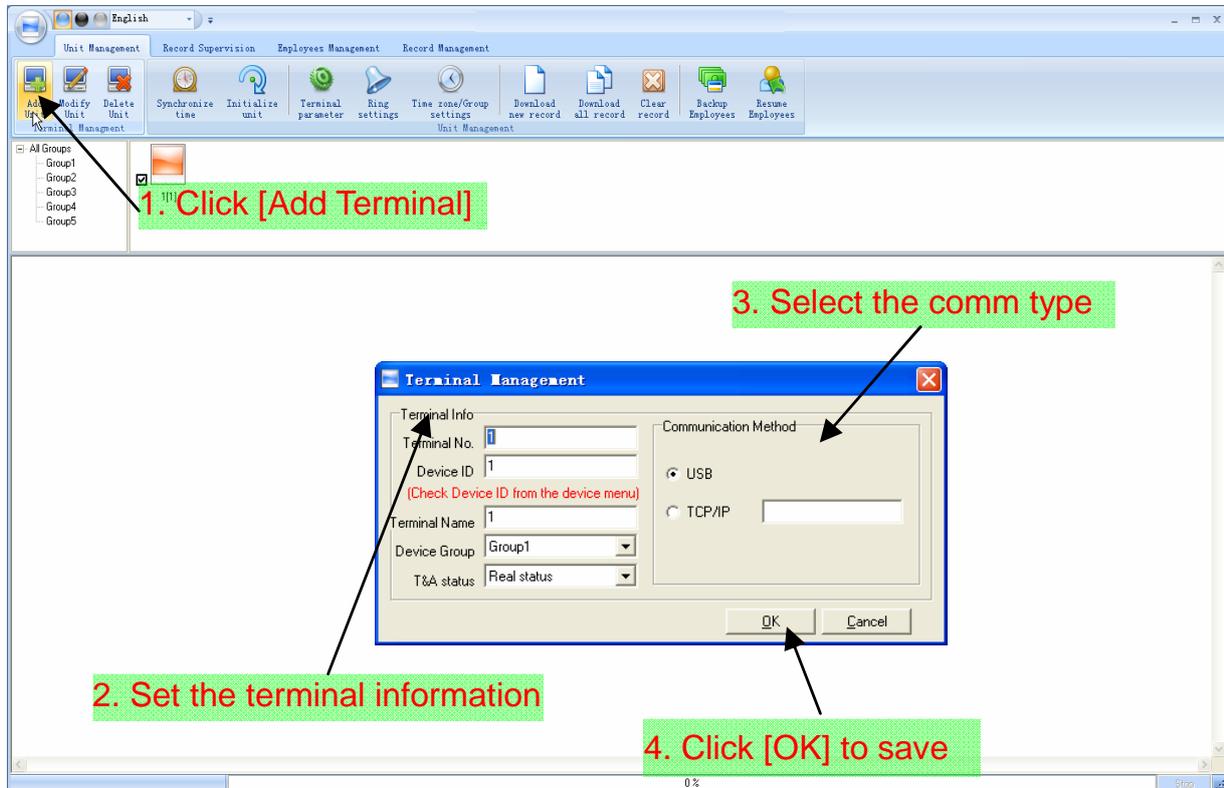
Remark:

[Terminal No.]: This number can be set as you like.

[Device ID]: Check Device ID from the device menu

[Terminal Name]: You can set it as you like.

[Devicel Group]: This group is used to manage the terminal machine.

[T&A Status]: There are three options: Actual Status, on duty and off duty. When we set it as "Actual Status" the attendance records' status in the software are as same they are in the device. If you set it as "ON Duty", all the records' status which is from this machine will be "On duty".

[USB]: Connect the terminal via USB cable;

[TCP/IP]: Input the terminal's IP address;

3.1.2 Modify Unit

2. Click [Modify Terminal]

1. Select the terminal

Terminal Management

Terminal Info

Terminal No. [1]

Device ID [1]
(Check Device ID from the device menu)

Terminal Name [1]

Device Group [Group1]

T&A status [Real status]

Communication Method

○ USB

○ TCP/IP [   ]

[OK] [Cancel]

3. Modify the terminal info

4. Click [OK] to save

3.1.3 Delete Unit

2. Click [Delete Terminal]

1. Select the terminal

Please confirm...

This operation will deal with the selected machine: 1[Headoffice]
Are you sure to continue?

[OK] [Cancel]

3. Click [OK] to delete

3.1.4   Set the IP Configuration
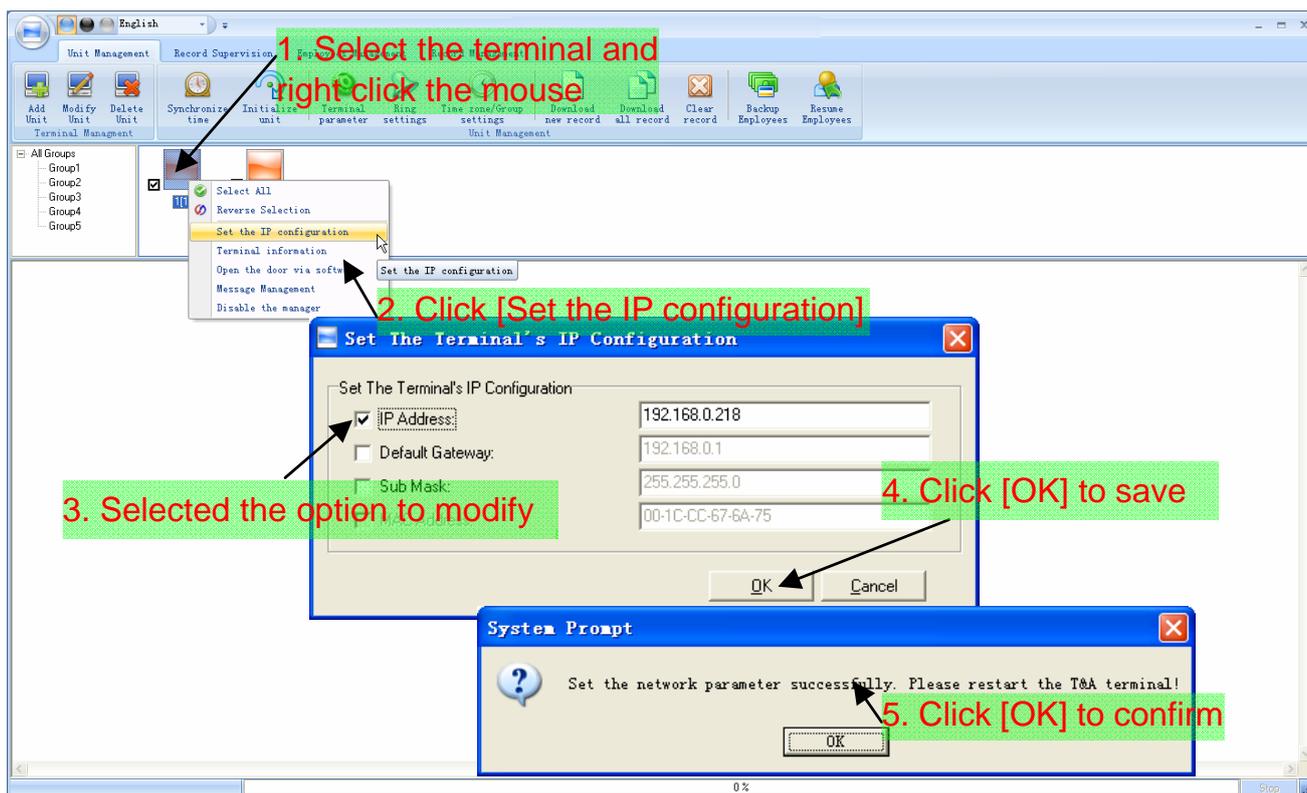
3.1.5   Terminal Information

3.1.6 Open the Door via Software

1. Select the terminal and right click the mouse

2. Click [Open the Door via Software]

[2011-02-12 11:22:25]1[Head office]Open the door via software successful!
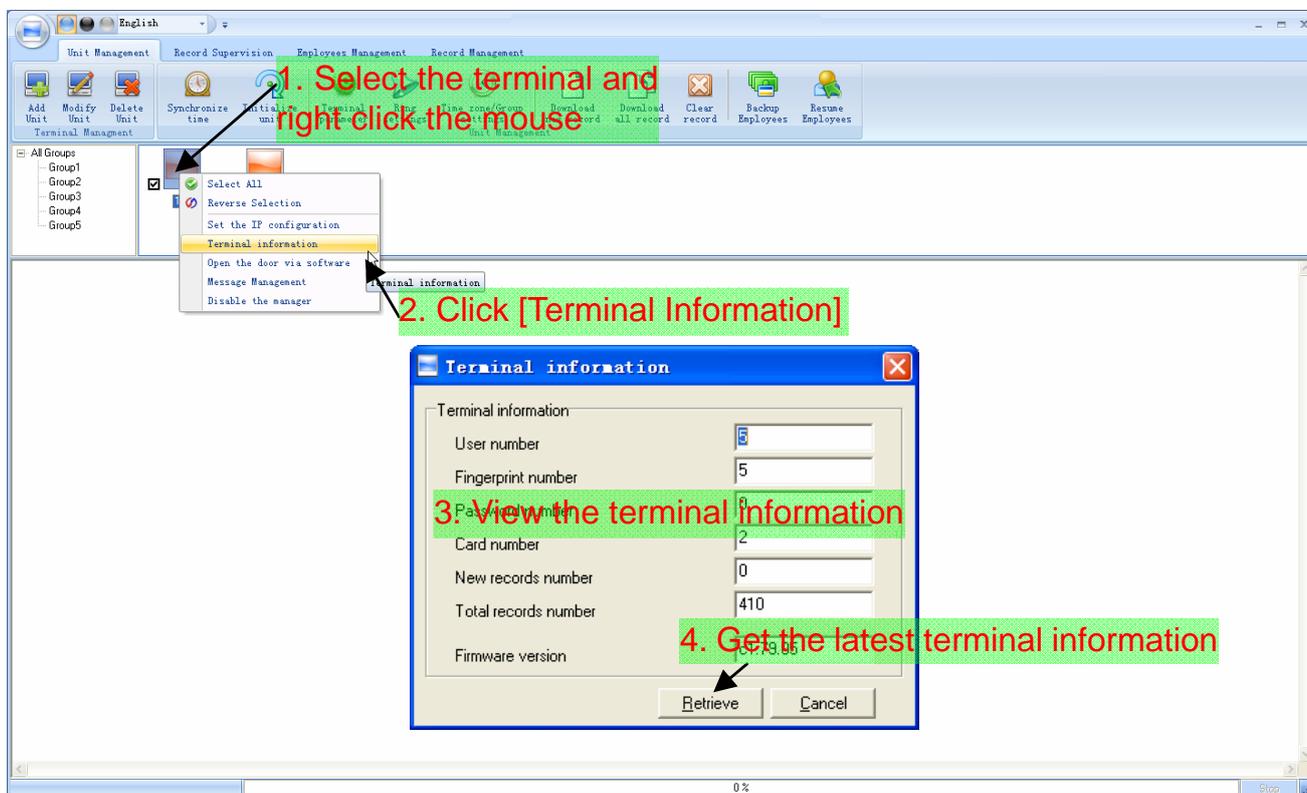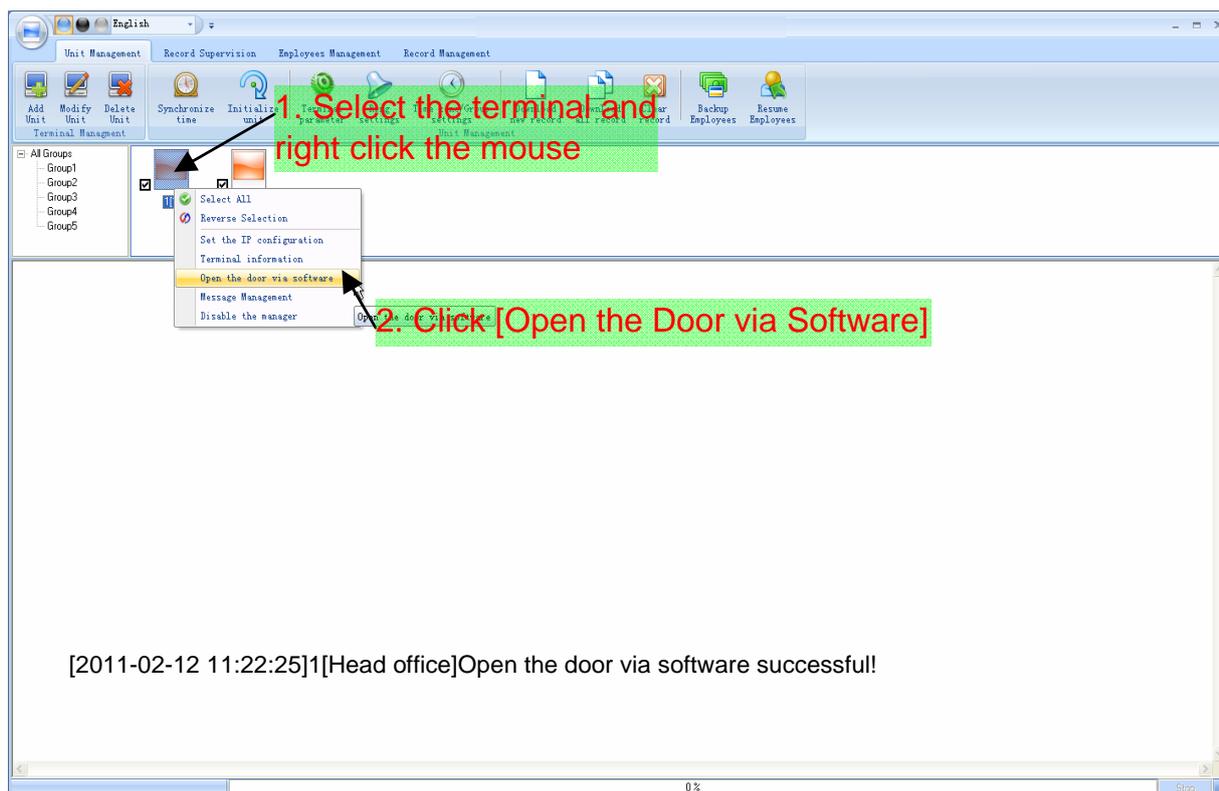
3.1.7 Message Management

Send the message to the user when he clock-in.

1. Select the terminal and right click the mouse

3. Set the conditions, enter the message

2. Click [Message Management]

4. Click [Add Message]
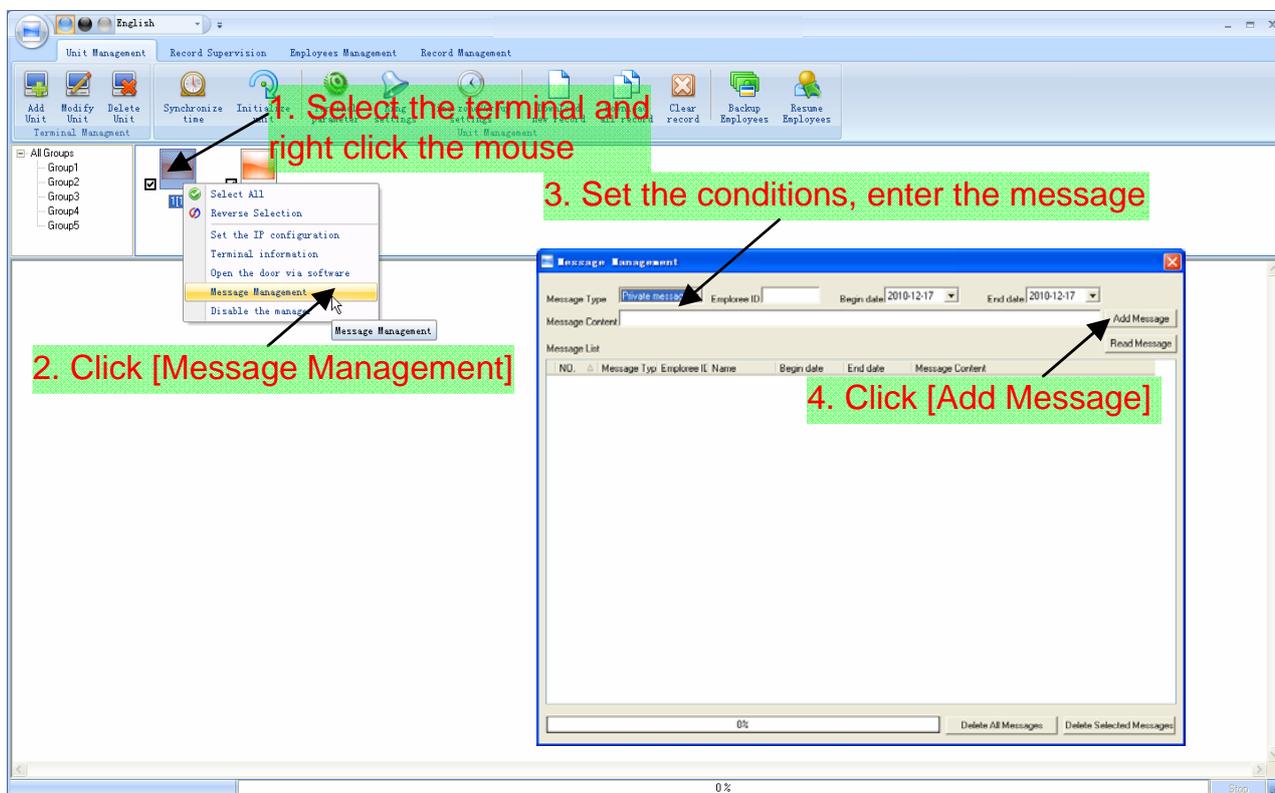
Note: A message most contains 54 letters.

Send private message must be input employee ID.

3.1.8　Disable the Admin

Clear the terminal's administrator.
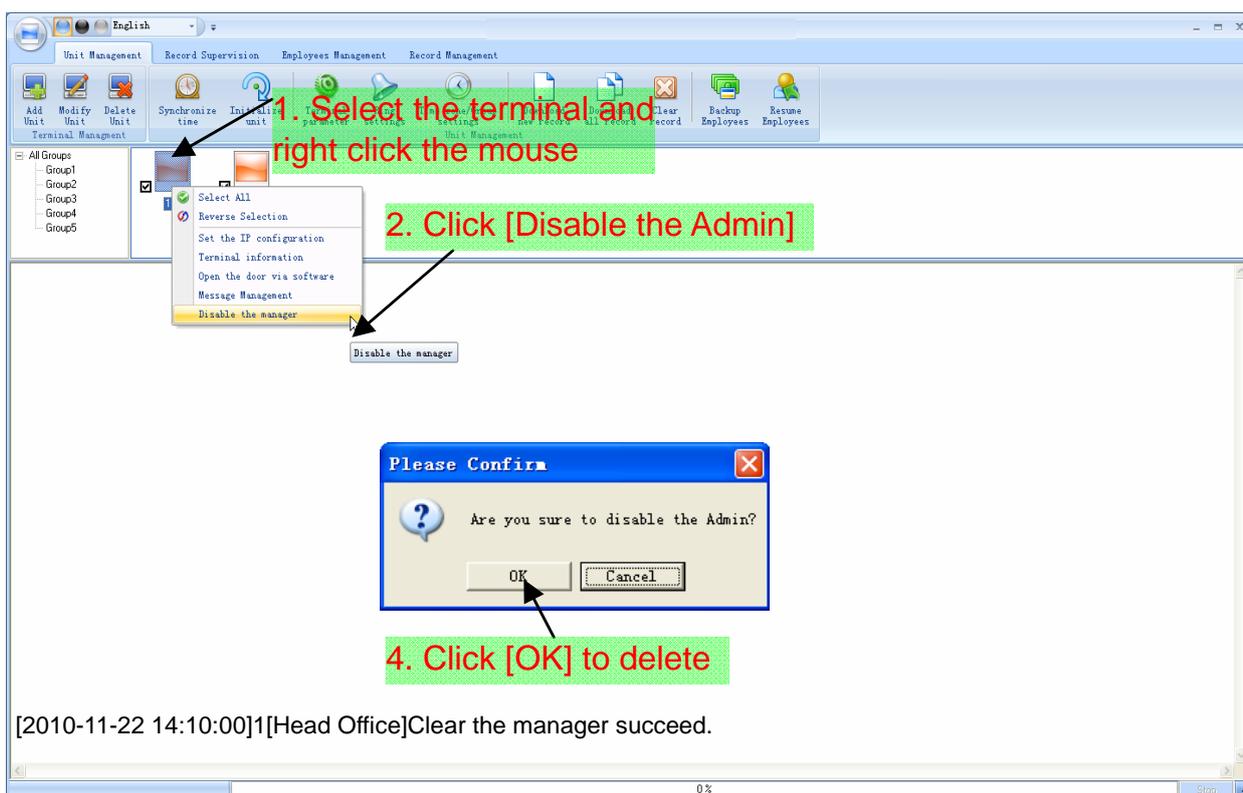
3.1.9　Synchronize Time

Synchronize the terminal's time with the computer time.
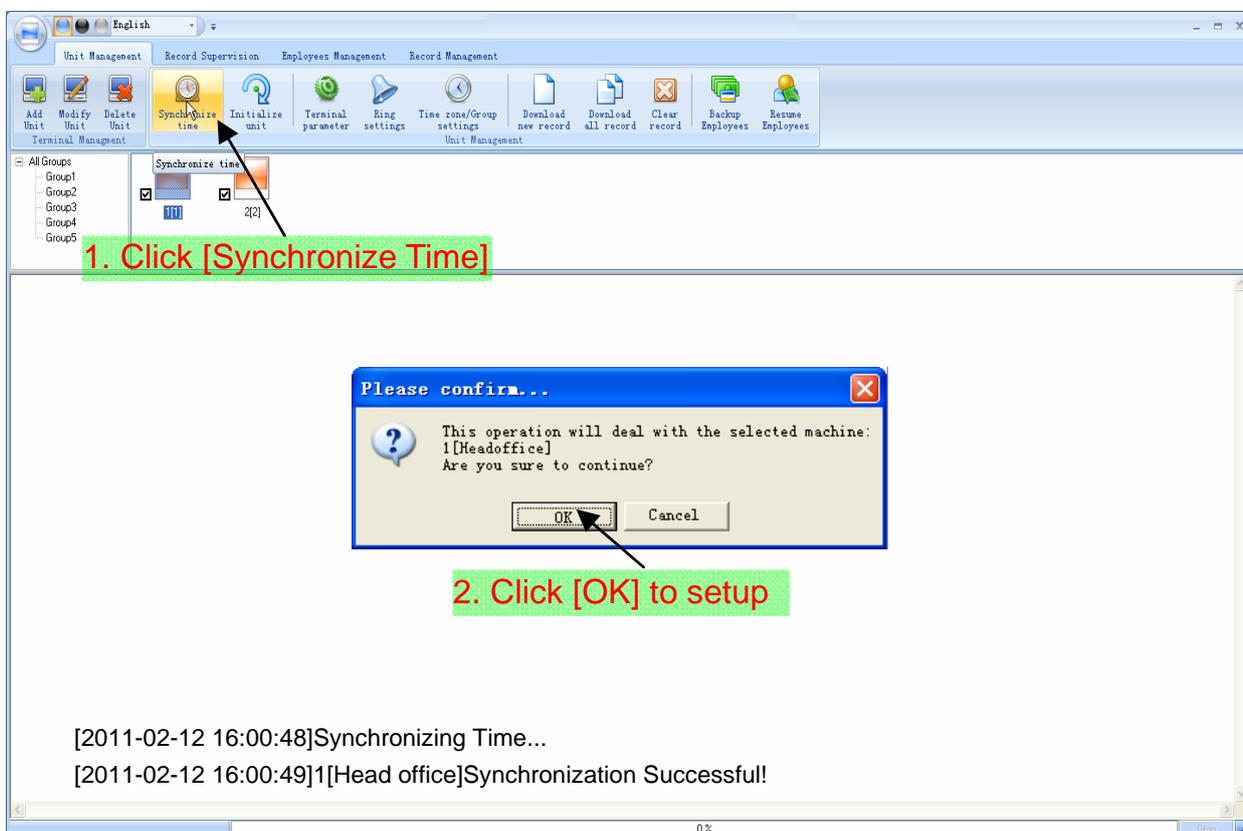
3.1.10 Initialize Unit

The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

[2011-02-12 16:02:46]Initializing...

[2011-02-12 16:02:49]1[Head office]Initialization Successful!
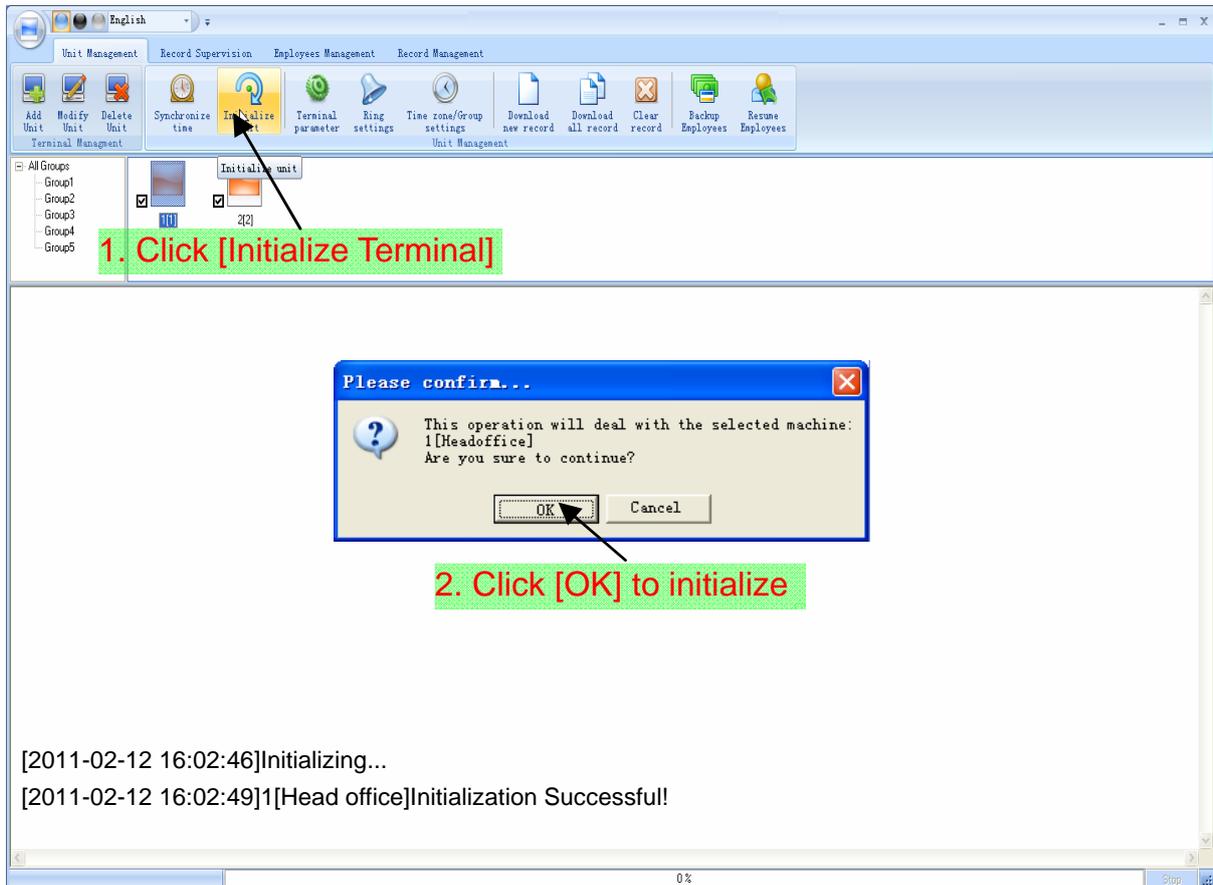
3.1.11 Terminal Parameter
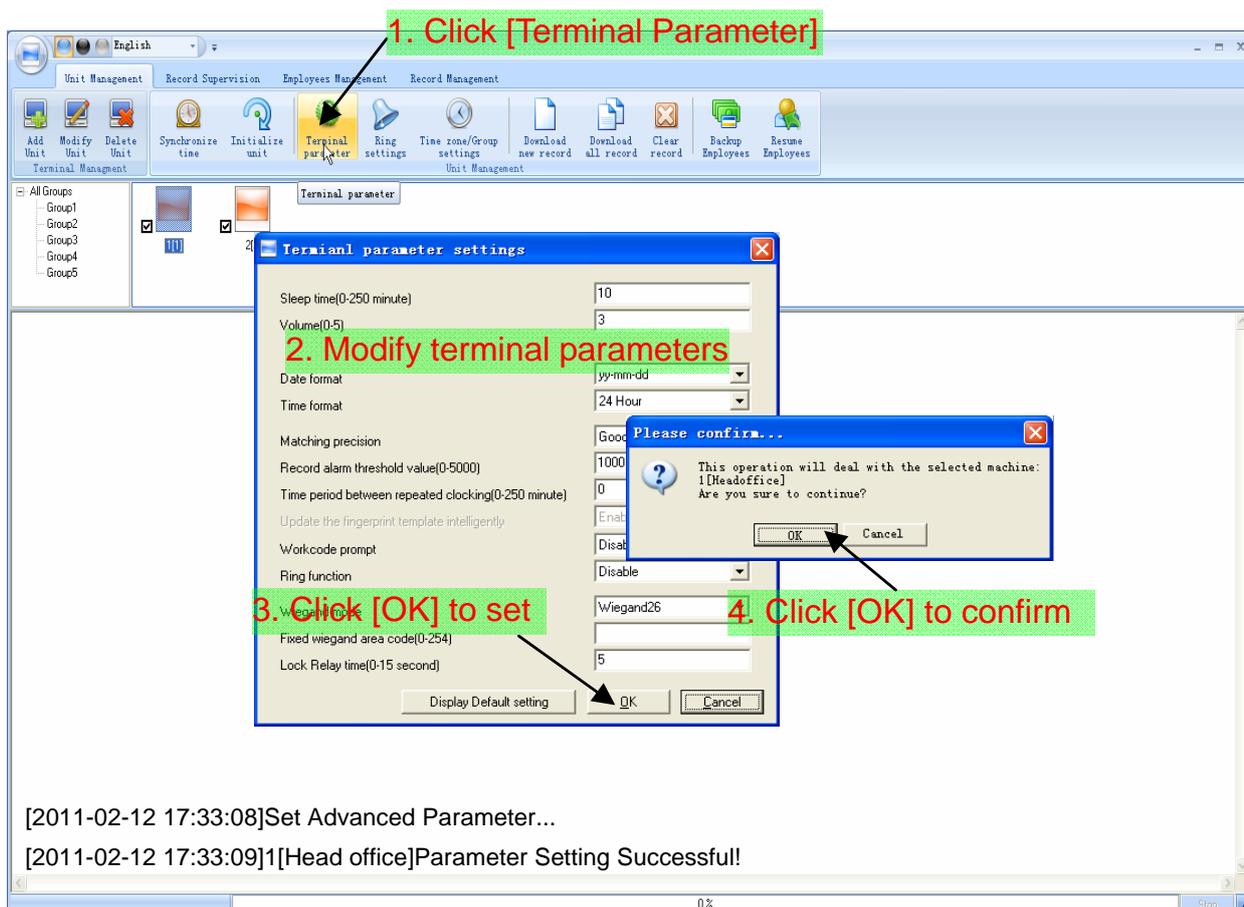
[Sleep Time (0~250 minute)]: How long dose the terminal turn to the sleep mode if there is no one operating the terminal.

[Volume (0~5)]: The volume of the prompt sound in the terminal. The default value is 3.

[Date Format]: There are three kinds date format: yy-mm-dd, mm/dd/yy, dd/mm/yy.

[Time Format]: There are two kinds time format: 24 hour and 12 hour.

[Matching precision]: There are three kinds: 'Normal', 'Good' and 'Exact'. The default value is 'Good'.

[Record alarm threshold value (0-5000)]: If the rest memory space for the record is less than the threshold value, the machine will alarm.

[Time period between repeated chocking (0~250 minute)]: The maximum value is 250 minutes. And the default value is 30s.

[Workcode prompt]: The workcode indicates what kind of work that the employee takes. If you enable this function, the terminal asks for the workcode after one get pass from the terminal.

[Ring function]: Enable is function before using the Ring time settings.

[Wiegand Mode]: Wiegand26, Encrypted wiegand.

[Fixed Wiegand area code (0~254)]: If you upload one card to two terminals, the same card's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same card's wiegand outputs are same in these two terminals.

[Lock Relay time (0~15 second)]: The door open delay.

3.1.12　Ring Setup

Set the ring time. Please enable the ring function in the parameter settings first of all.

1. Click [Ring Setup]

2. Setup the time and week

3. Click [Add] to add

4. Click [OK] to save

[2009-03-18 13:57:32]Setting ring time...

[2009-03-18 13:57:33]1[Head office]Set the ring time successfully!

3.1.13　Time zone/Group settings

1. Click [Time Zone/Group Setup]

2. Select the time zone No. and modify the begin/end time--Click [Set]

3. Select the time zone No. and select the time zone--Click [Set]

4. Click [Exit] to exit

[2011-02-12 17:35:12]Setting the time zone...
[2011-02-12 17:35:13]1[Head office]Set the time zone successfully!
[2011-02-12 17:38:28]Setting the group...
[2011-02-12 17:38:30]1[Head office]Set the group successfully!

3.1.14   Download New Record

1. Click [Download New Records]

2. Click [OK] to download

[2011-02-12 17:11:06]1[Head office]Reading Attendance Records...

[2011-02-12 17:11:08]1[Head office]Read the records successfully, Records:1, Read Successfully:1

3.1.15   Download all Record

1. Click [Download All Records]

2. Click [OK] to download

[2011-02-12 17:11:06]1[Head office]Reading Attendance Records...

[2011-02-12 17:11:08]1[Head office]Read the records successfully, Records:1, Read Successfully:1

3.1.16　Clear Records
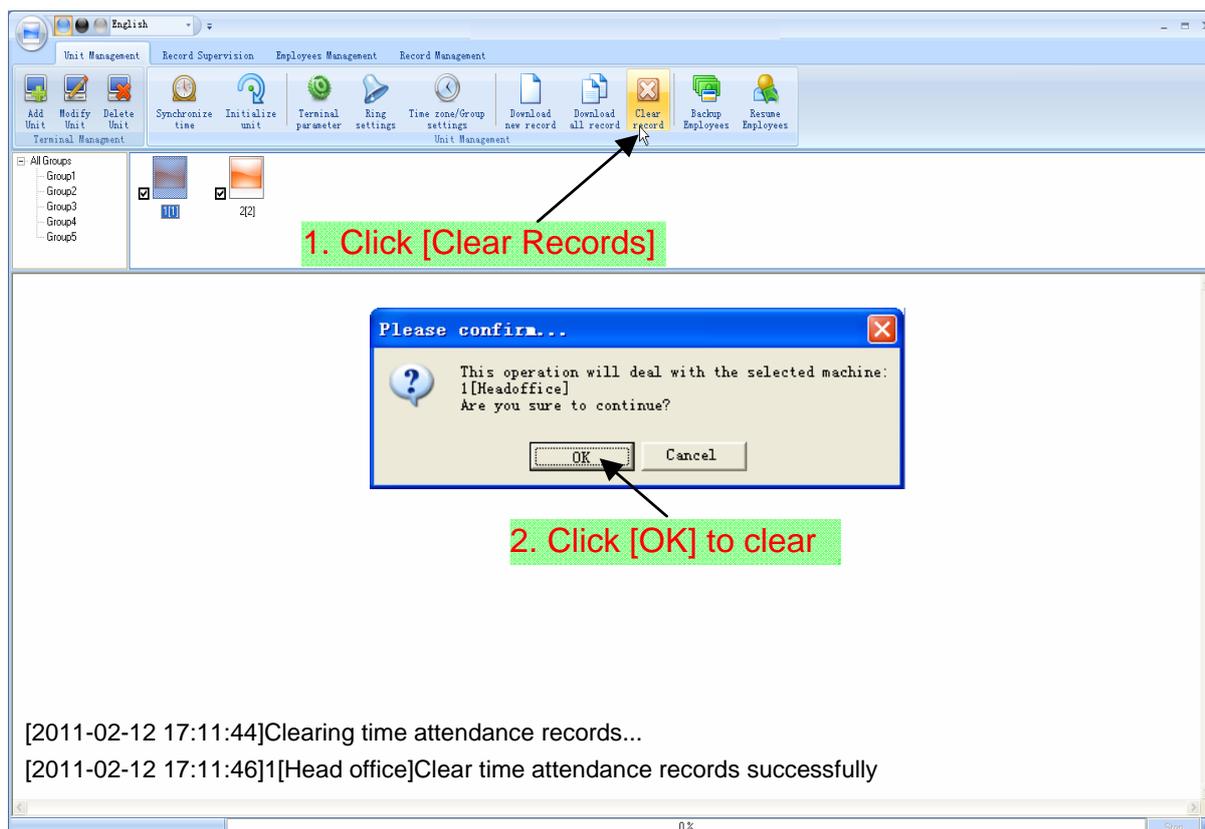
3.1.17　Backup Employee

Download the employee information from the machine to the computer.
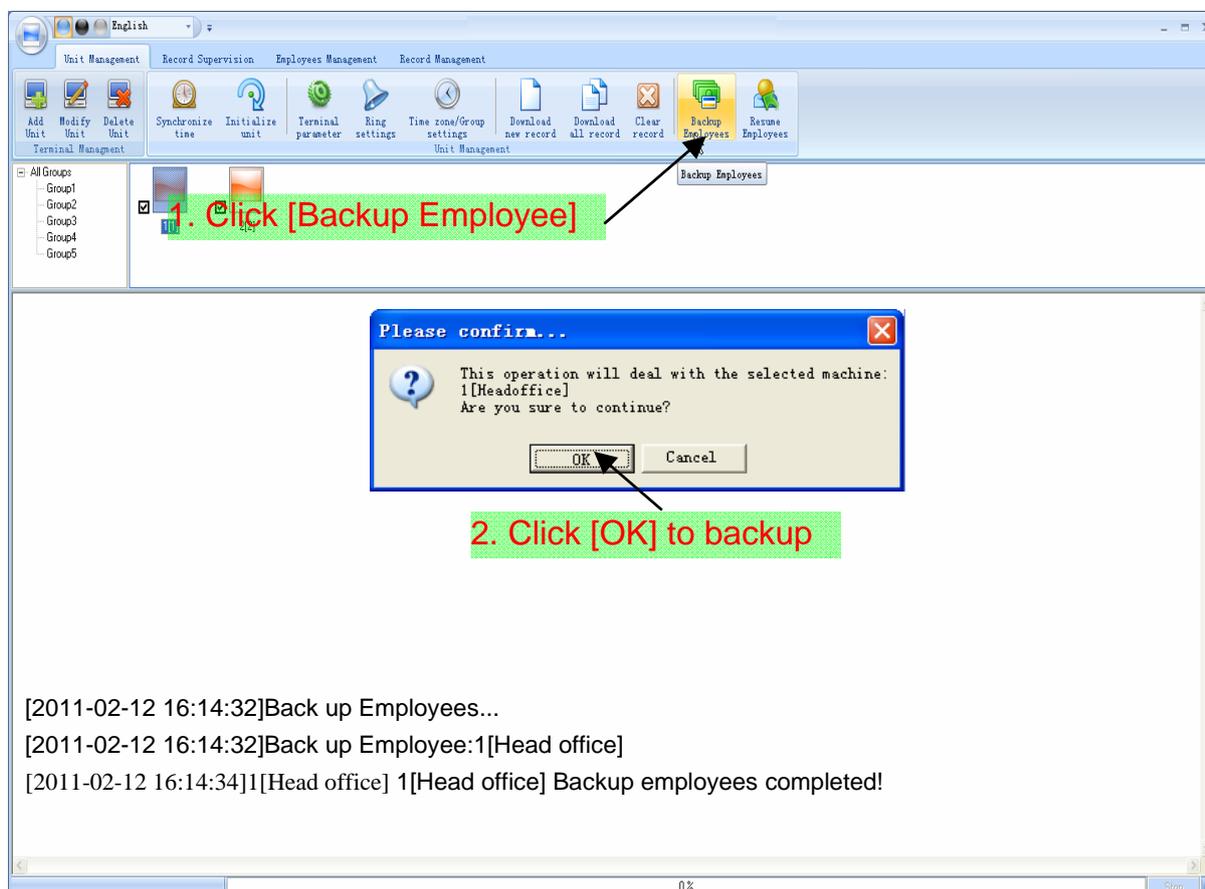
3.1.18   Resume Employee

Upload the employee information and employee's templates from the computer to the terminal.

[2011-02-12 16:13:31]Restoring Employees

[2011-02-12 16:13:31]Restore Employees:1[Head office]

[2011-02-12 16:13:34]1[Head office]Restore employees successfully
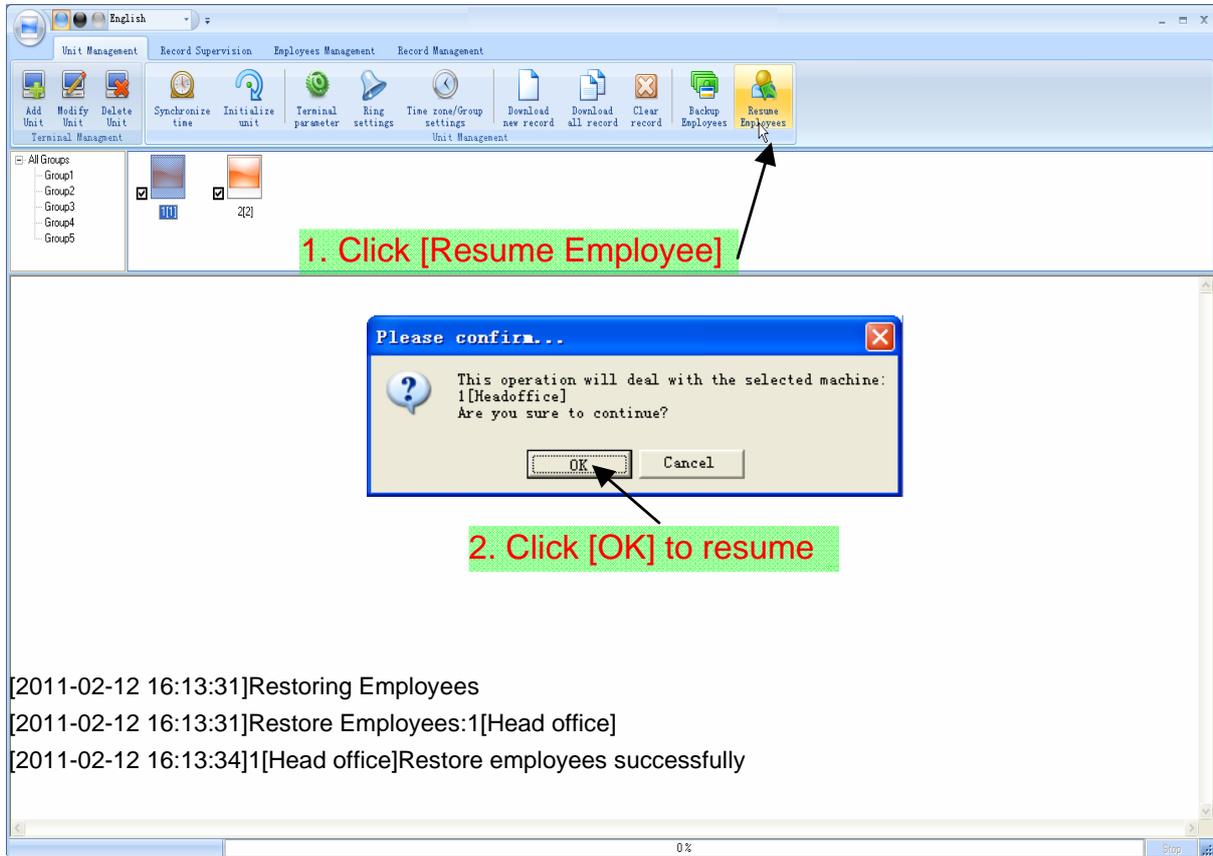
3.2 Record Supervision

3.2.1 Activate Realtime
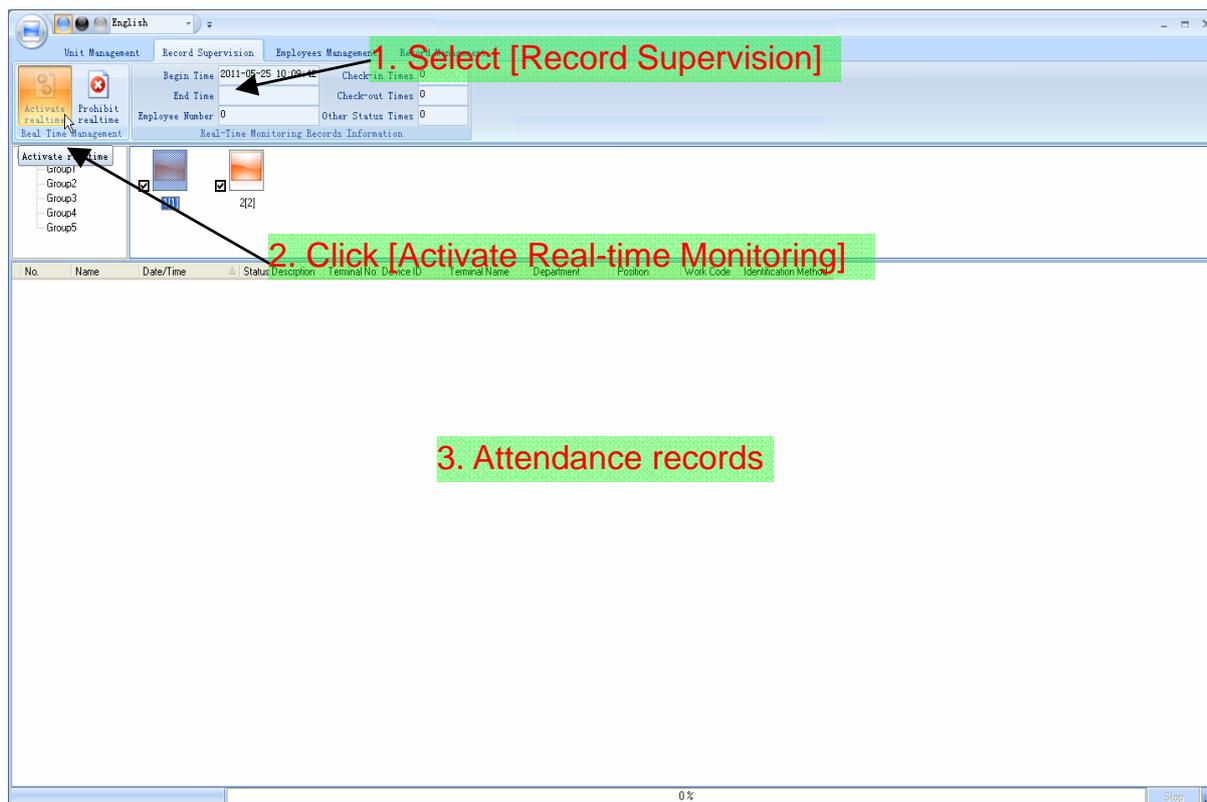
3.2.2 Prohibit real-time
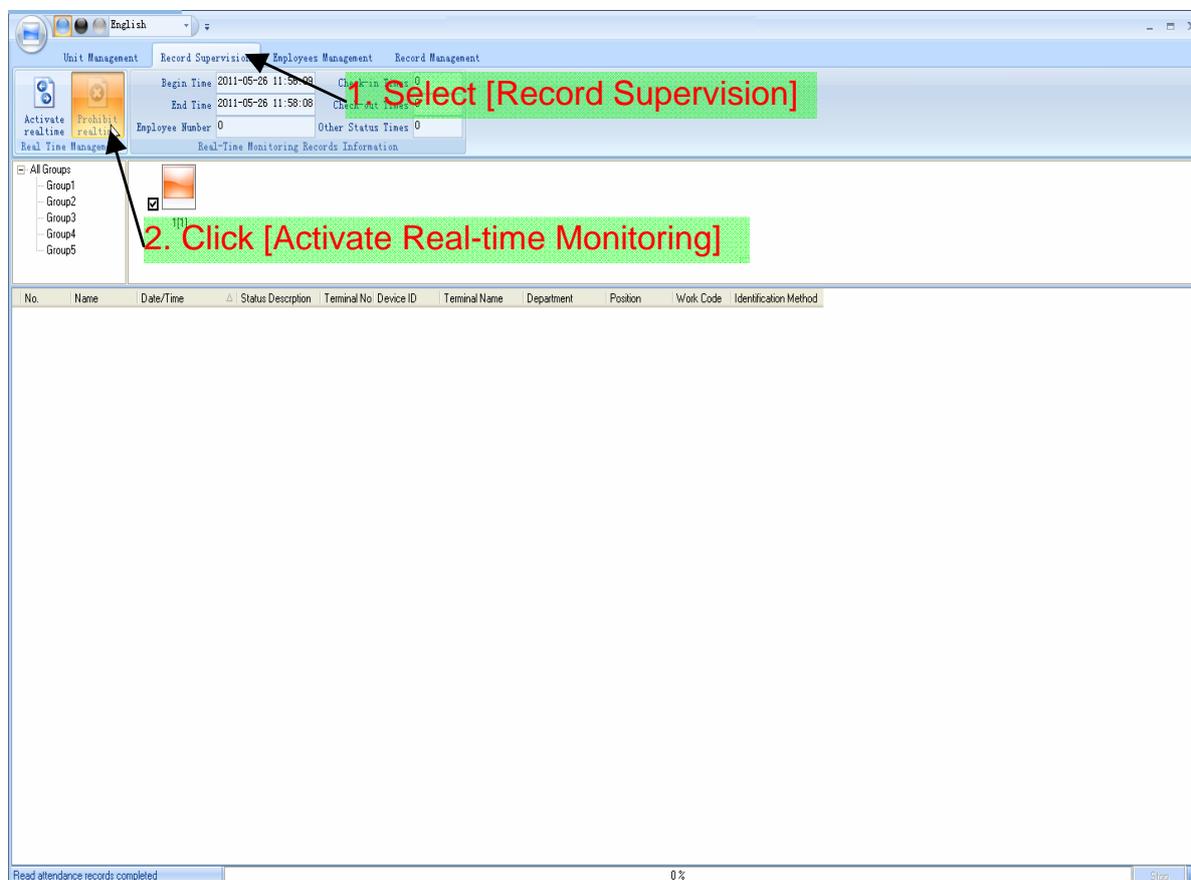
3.3　　Employees Management

3.3.1　　Add New Employee

[Basic Info]: Edit employee's basic information.
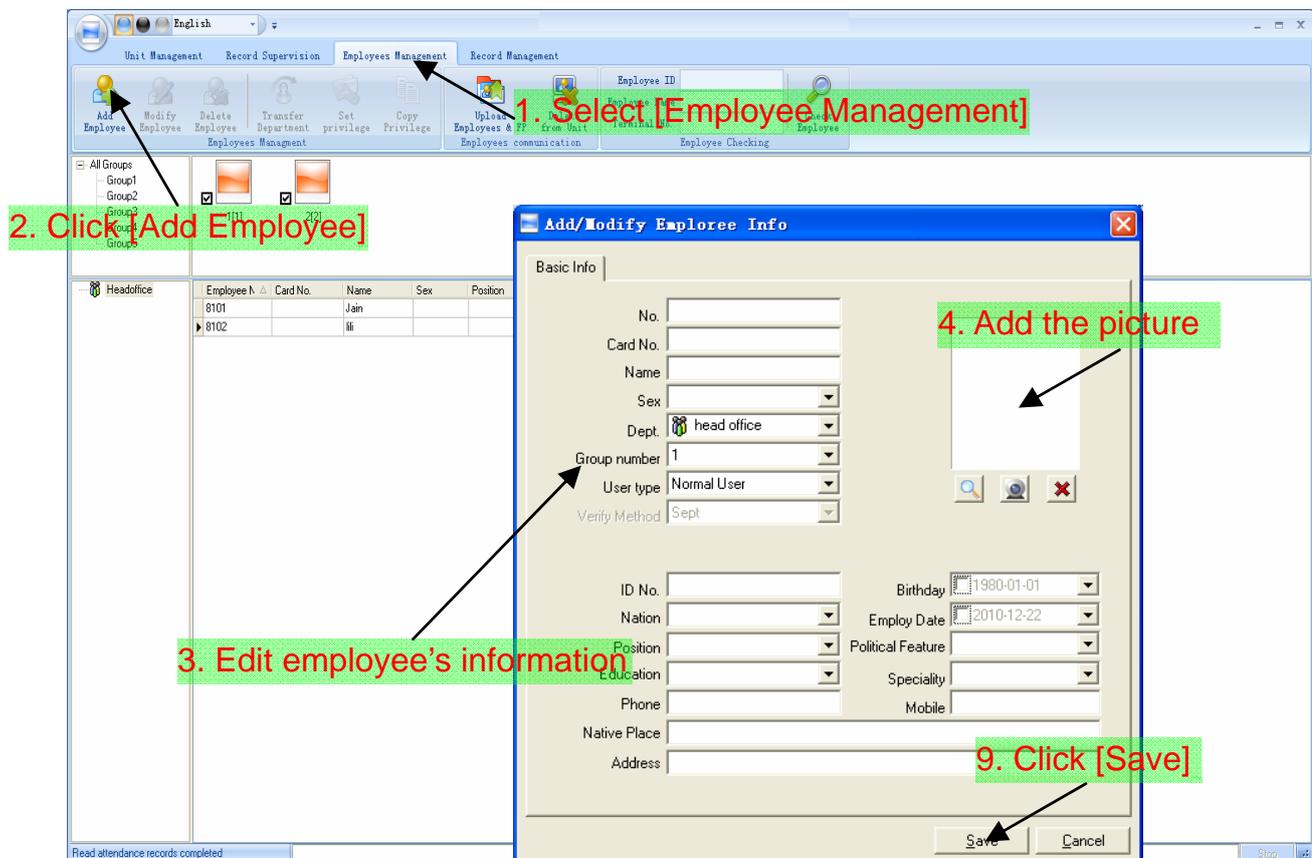
Notice: The No. is exclusive as well as the first digit cannot be 0!

Add picture for employee. There are two ways to add pictures:

1st way: Click [🔍] button,
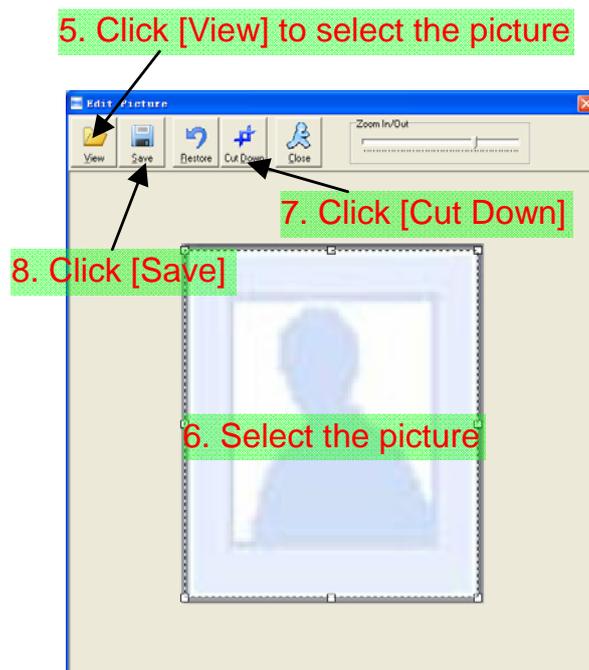
2nd way: You can install camera to take pictures and edit then save. Make sure

there is camera equipment installed in your PC.

Click [📷] button,
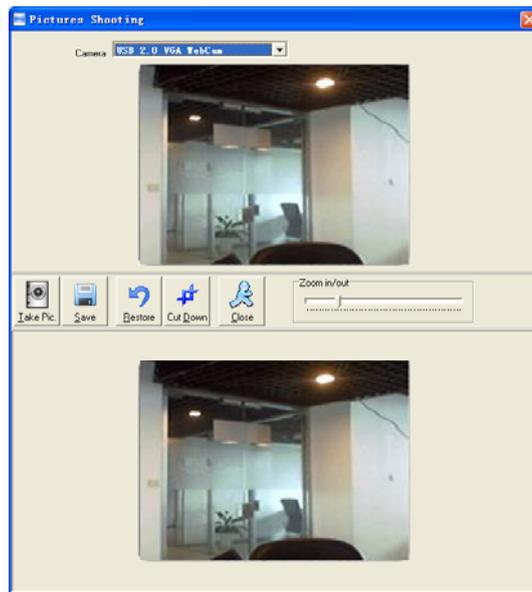
Click the button [❌] to delete the employee photo.

3.3.2　Modify Employee

3. Click [Modify Employee]

2. Select employee record

4. Modify employee's information

5. Click [Save]

3.3.3　Delete Employee

3. Click [Delete Employee]

2. Select employee record

4. Click [OK] to delete

77

3.3.4   Transfer Department

1. Select [Employee Management]

3. Click [Transfer Department]

2. Select employee record

4. Select the department

5. Click [OK] to save

3.3.5   Set Privilege

We can only upload the employee to the authorized terminal.
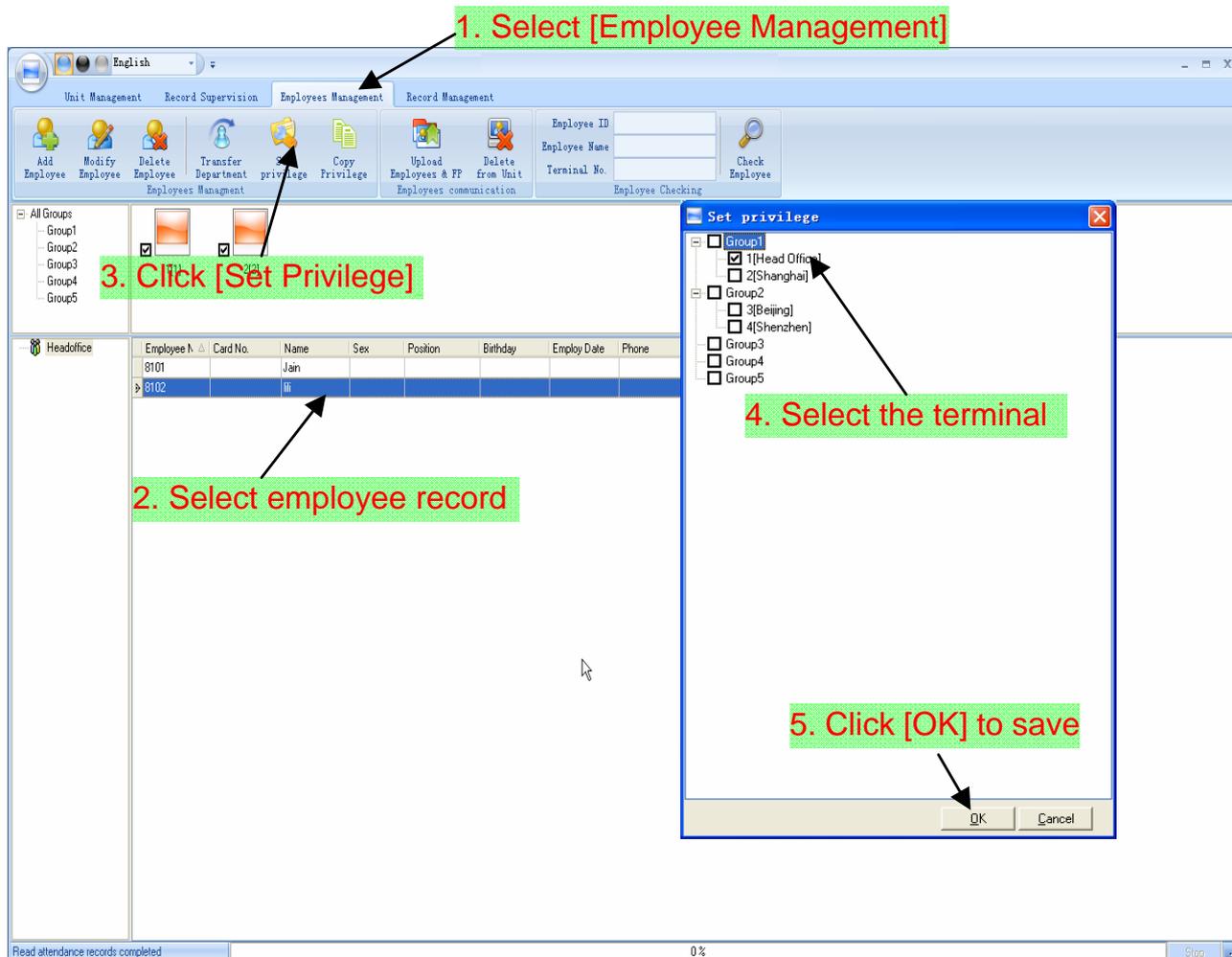
You can find the employee's authorized terminal in the column [Unit] as follows:

3.3.6   Copy Privilege

Copy the privilege from employee A to the employee B. And then the employee B's privilege will be as same as the employee A.

1. Select [Employee Management]

4. Enter employee ID

3. Click [Set Privilege]

2. Select employee record

5. Click [OK]

6. Click [OK] to set

7. Click [OK] to confirm

3.3.7　　Upload Employee

Upload the employee information to the terminal.

The operation information shows on the main interface as follows:

[2009-03-19 15:10:18]Upload employees...

[2009-03-19 15:10:18]Upload employees: 1[Head office]

[2009-03-19 15:10:19]1[Head office]Upload employee completed

3.3.8 Delete from Unit

Delete the employees from the terminal via the software.
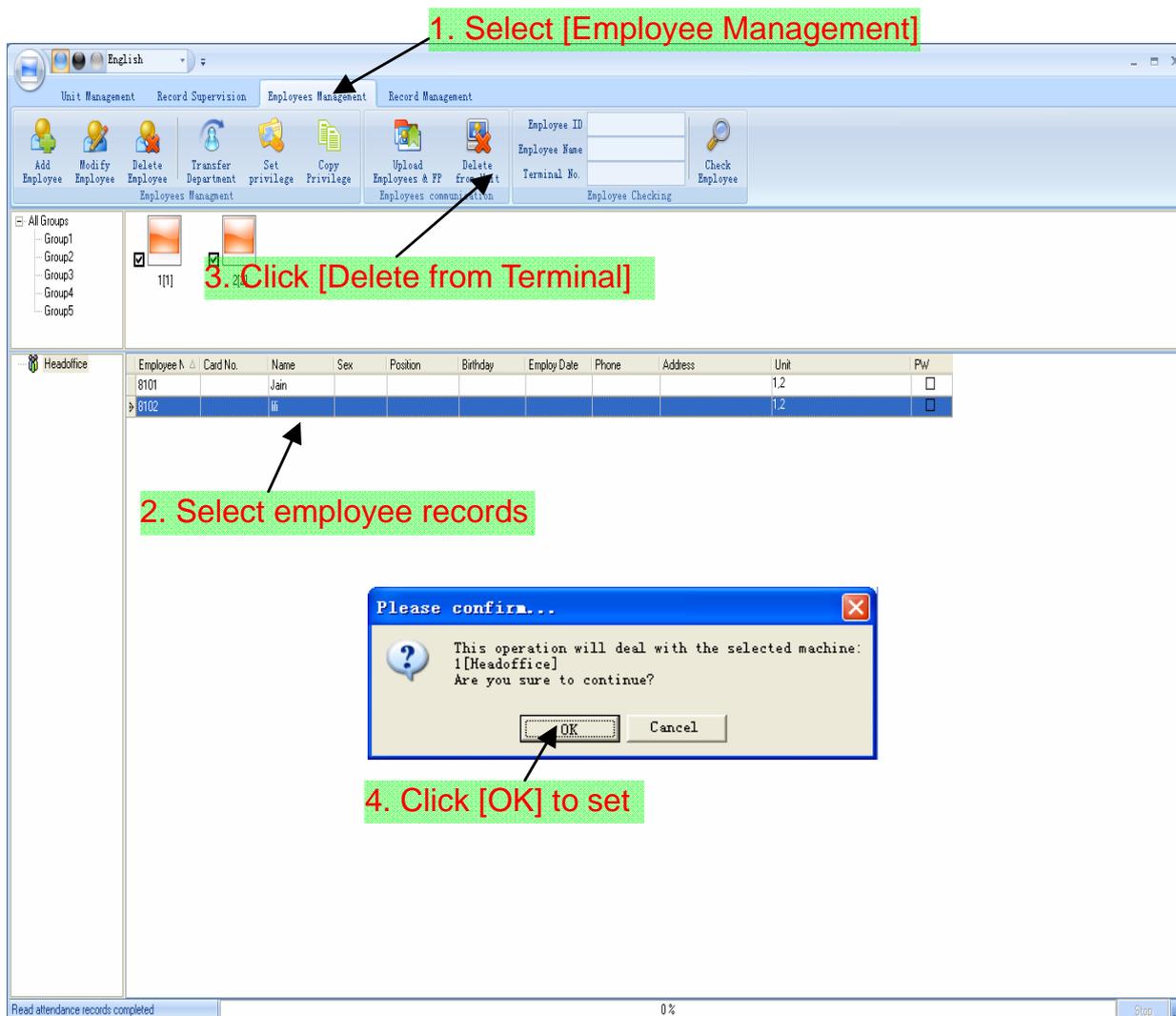
The operation information shows on the main interface as follows:

[2009-03-19 15:11:21]Delete the employee from the device...

[2009-03-19 15:11:21]Delete the employee from the deviece:1[Head office]

[2009-03-19 15:11:22]1[Head office]Delete the employee from the device

3.3.9   Employee Checking

Search the employee information.

1. Select [Employee Management]

2. Setting query condition—[Check Employee]

The employee records

3.3.10   Department Management

Add new Department:

3. Enter the new department name

2. Select [Head office] and right click mouse--Click [Add Dept]

4. Click [OK] to save

Modify Department:

1. Select [Employee Management]

3. Modify the department name

2. Select the department name and right click mouse--Click [Modify Dept]

4. Click [OK] to save

84

Delete Department:

Right button menu:

3.4   Record Management

1. Select [Record Management]

2. Set the record date

3. Click [Search Record]

4. Set the export format

5. Click [Export Record]

The T&A records

7. Click [OK] to confirm

6. Enter the file name and click [Save]

[Export Format]: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).
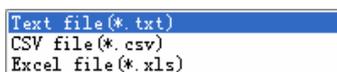
[Export Field]: Choose the fields which are useful for you.
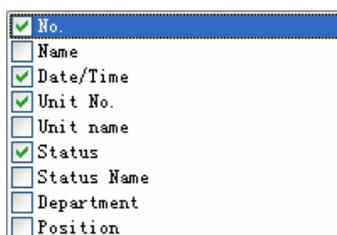
[Time Format]: 4 optional formats
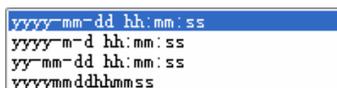
[Employee ID Length]: Set employee No. length, the default is 6 digits.

[Space Symbol]: Space symbol to separate fields.

[Space Symbol Length]: Space symbol bit.

3.5   System Setup

3.5.1   Basic Parameter Setup
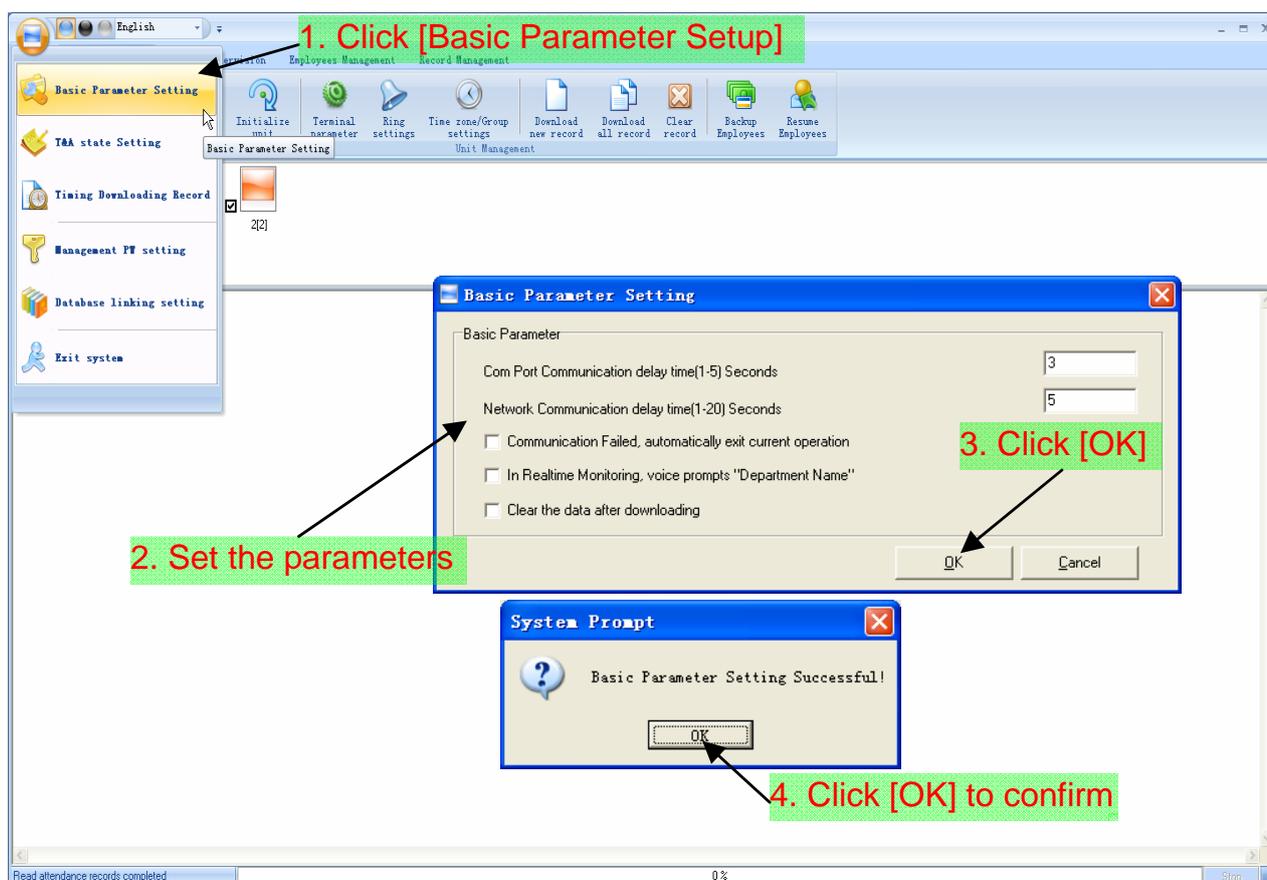
[Com Port Communication delay time (1-5) seconds]: The default time is 3s.

[Network Communication delay time (1-20) seconds]: The default time is 5s.

[□Communication failed, automatically exit current operation]: If timeout is larger than 'Communication delay time', software will automatically exit.

[□In Realtime Monitoring, voice prompts "Department name"]: During real-time monitor, if employee is access granted, the software will voice prompt employee department and name.

[□Clear the data after downloading]: After downloading records completed, delete the record downloaded from machine automatically.

3.5.2 T&A Status Setup

Click the [T&A Status Setup] option, and the [T&A Status Setup] window pops up:
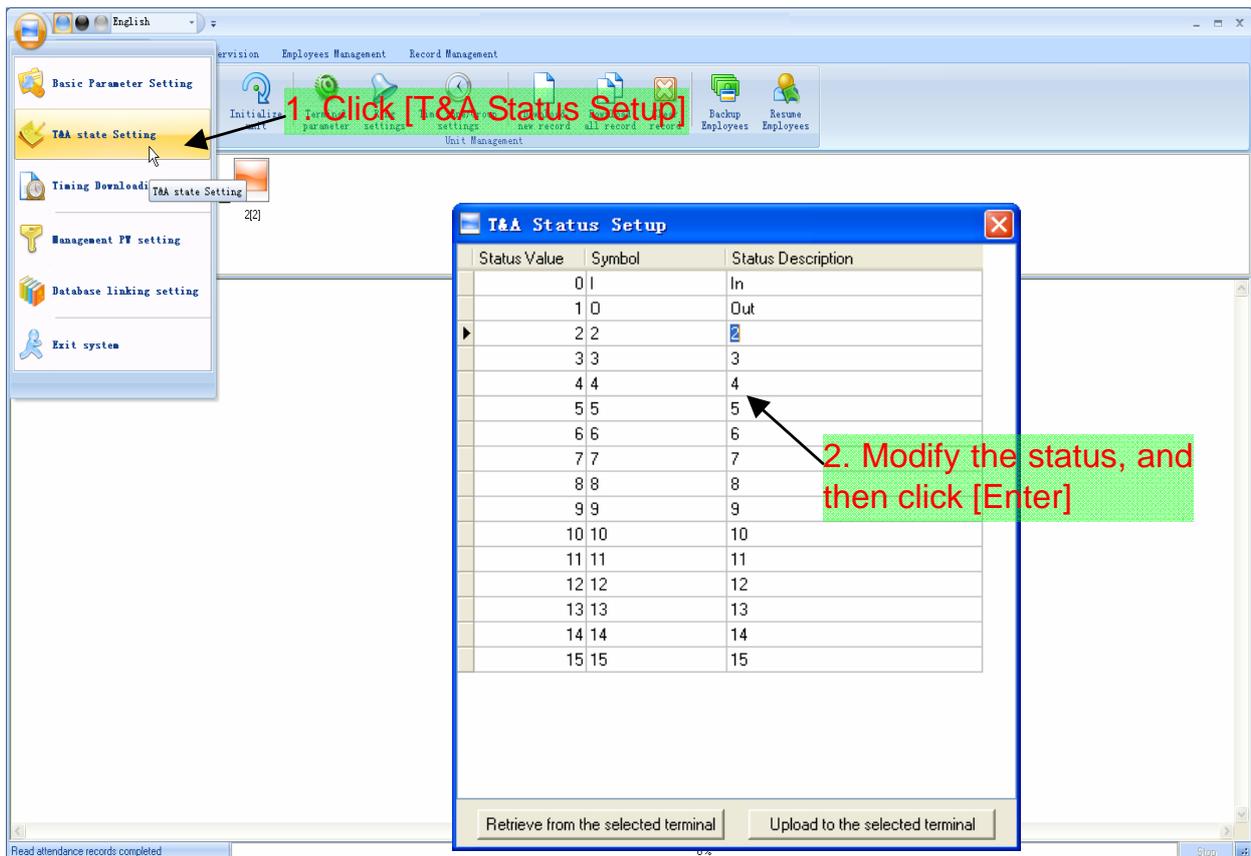
Click the state which is going to be modified. Input the status description.

[Retrieve from the selected terminal]: Download the T&A status from the selected terminal;

[Upload to the selected terminal]: Upload the T&A status from the selected terminal.

3.5.3　Downloading Record Periodically

1. Click [Downloading Record Periodically]

2. Selected [Run Timing Download Record]

3. Setup the time and click [Add]

4. Click [OK] to save

5. Click [OK] to confirm
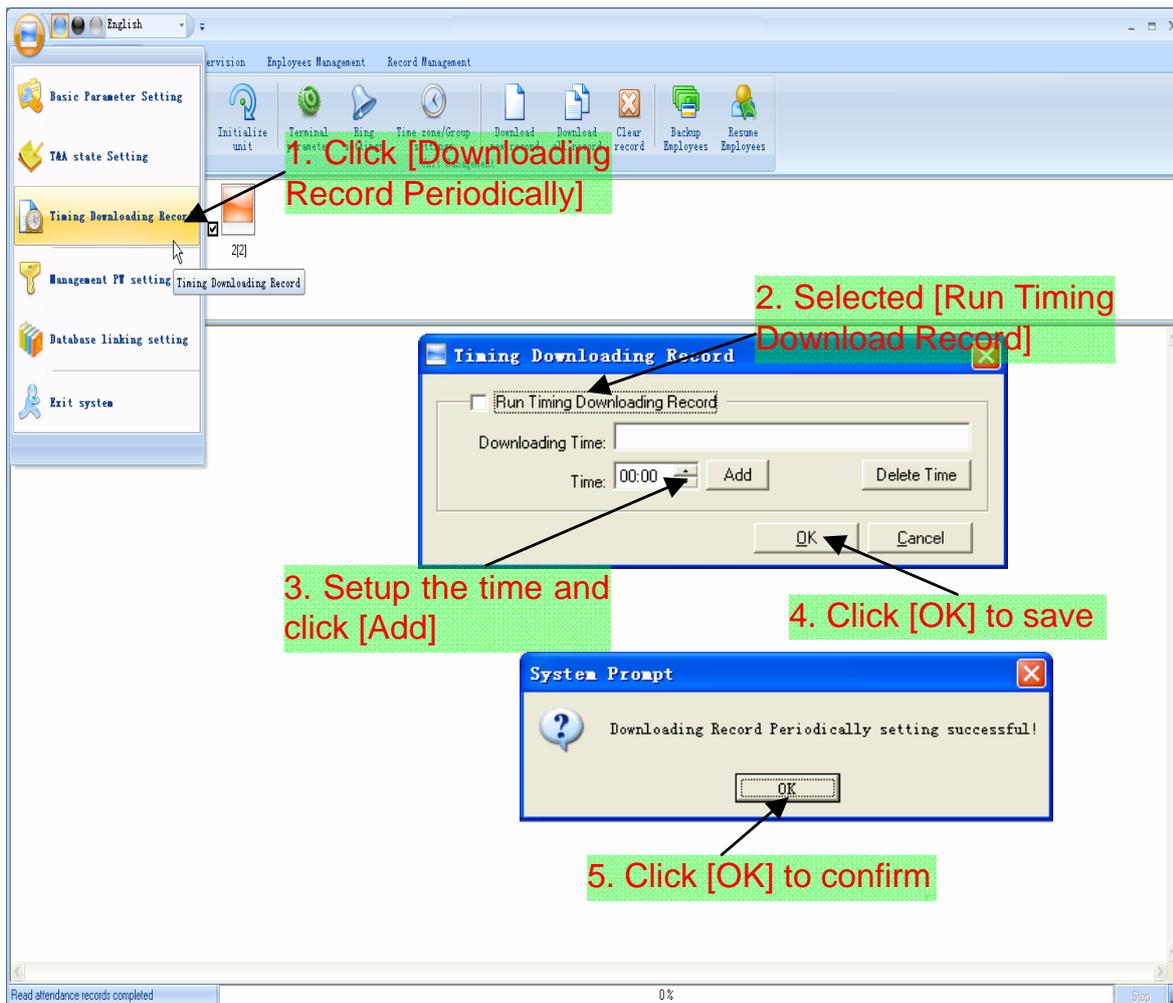
3.5.4 Management PW Setup
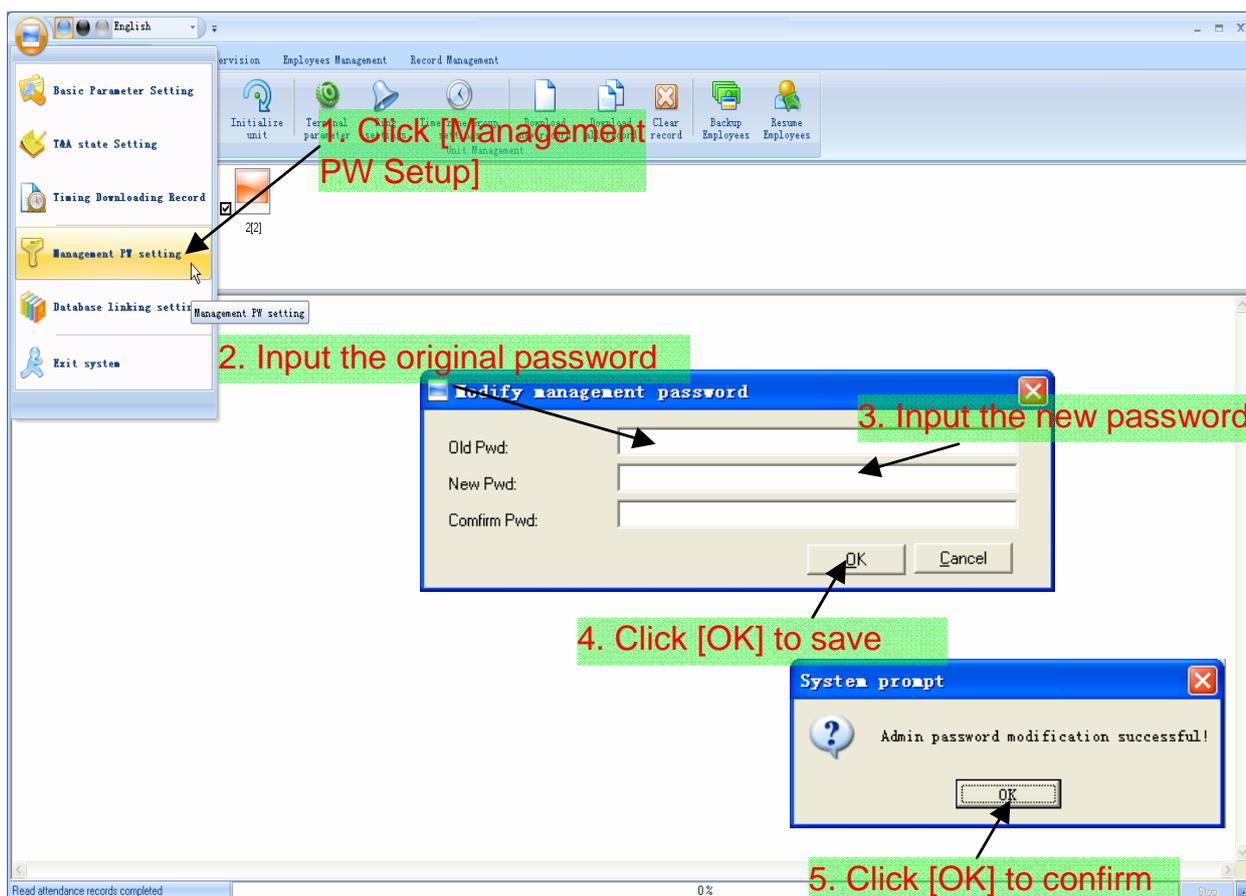
[Old password]: Default password is empty.

If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt:

Click [OK] and input old password again.

[New Pwd]: The password user wants to set.

[Confirm Pwd]: Input new password again to confirm.

If confirm Pwd is different from new one, system will prompt:

Click [OK] button to input confirm password again.

3.5.5   Database linking setting

1. Click [Database Linking Setup]

2. Set the database name

3. Input the user name and password

4. Click [Test Connection]

5. Click [OK] to confirm

6. Click [OK] to exit

3.5.6 Exit system

1. Click [Exit System]

5. Click [OK] to exit
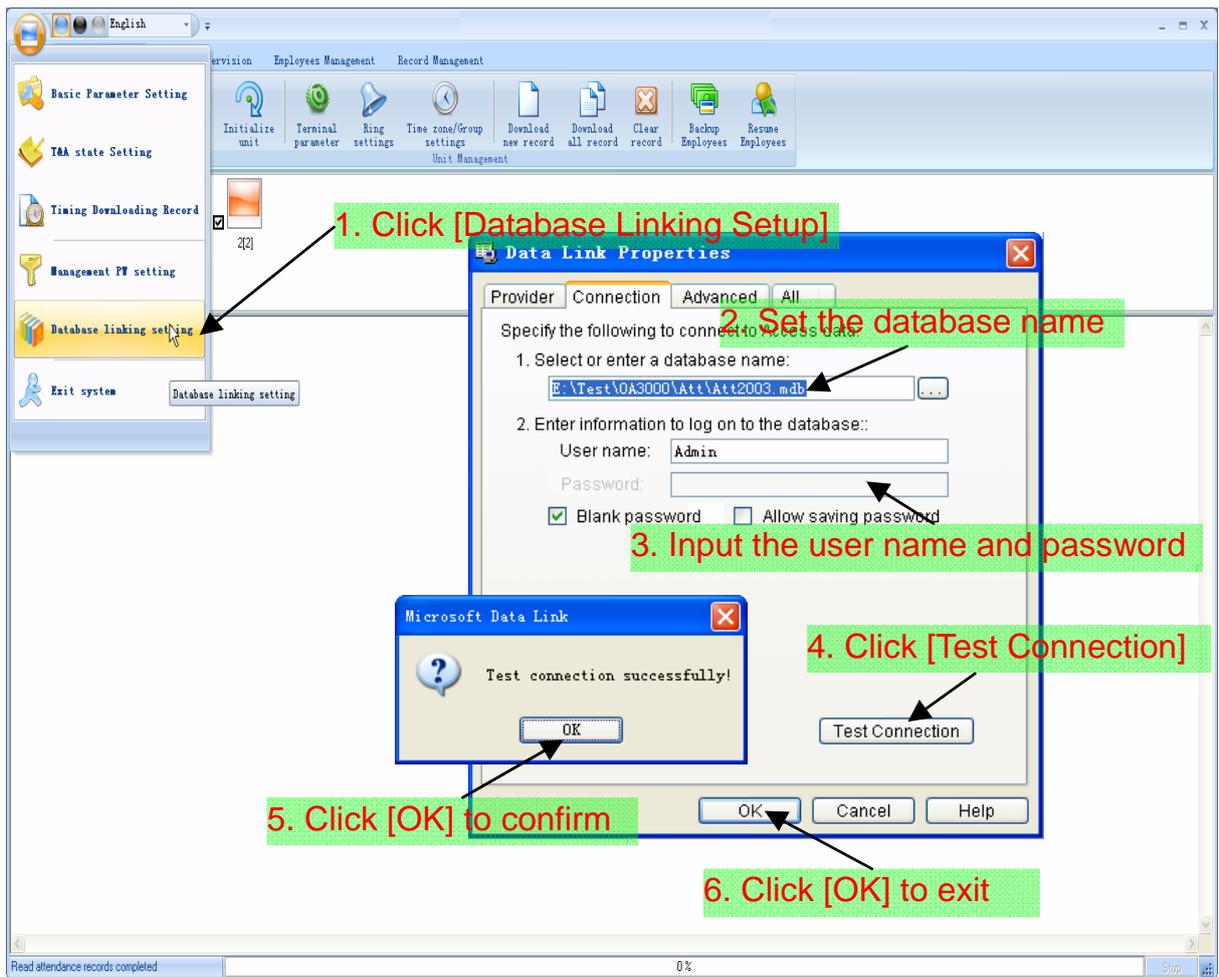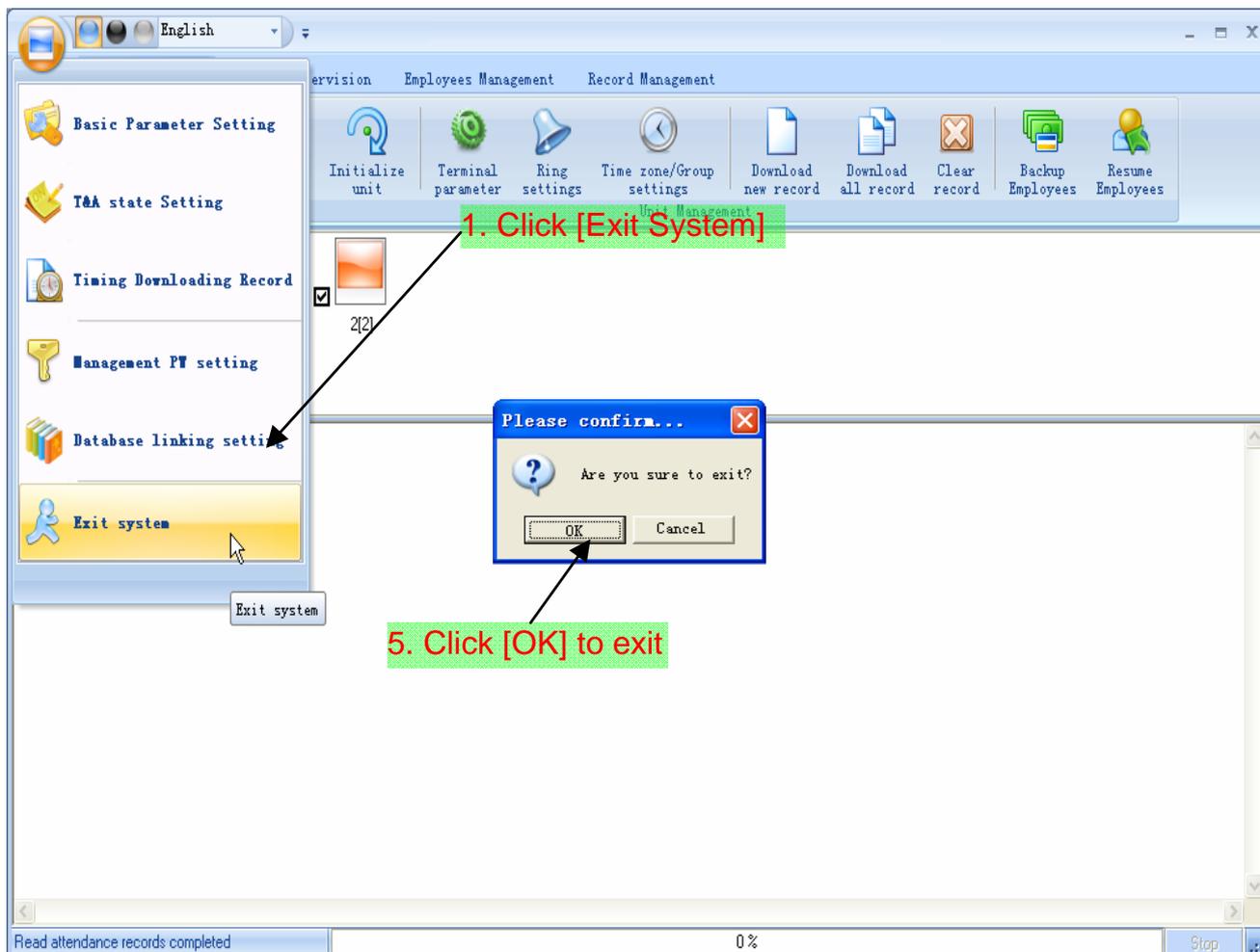
3.6 User interface configuration

3.6.1 Interface skin color

Shift the skin color by press the button [⬤⬤⬤].The style is Windows XP system style.

3.6.2 Change the software language

Choose the language in the option [Chinese ▾].

3.6.3 Setup Shortcuts

Move the cursor to the icon [Synchronize Time]. Click the mouse's right button. It prompts:

Click the item [Add to Quick Access Toolbar]. And then you can see the quick access button on the toolbar as follows:

Move the cursor to the quick access button. And then click the mouse's right button. It prompts:

Click the item "Remove from the Quick Access Toolbar".

3.7 U disk management program

U disk management program mainly manages the transactions from the U disk. The interface is as follows:
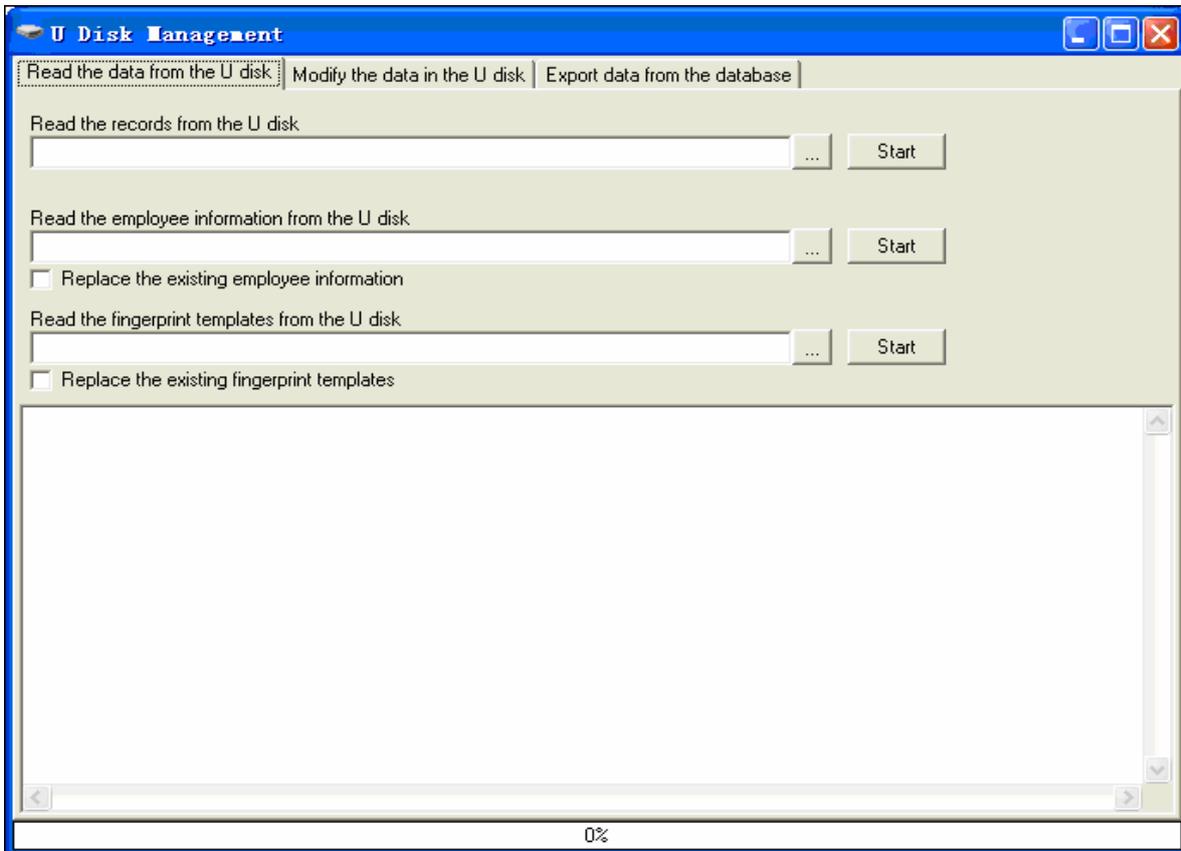
3.7.1 Read the data from the U disk

Click [...] button after [Read the records from the U disk]. And then select the file: BAK.KQ from the U disk.

Click the button [Start] to download the data from the U disk to the software's database.

The operation information shows on window as follows:

[13:05:42] Reading the T&A records...

The employee ID isn't existent:0 2008-02-11 18:35:42

Records:13 ;Success:12

[13:05:43] Finished!

Click [...] button after [Read the employee information from the U disk]. And then select the file: BAK.YG from the U disk.

Click the button [Start] to download the data from the U disk to the software's database.

The operation information shows on window as follows:

[13:17:14] Reading the employee information...

Employee Information:8 ;Success:8

[13:17:14] Finished!

Click [...] button after [Read the employee information from the U disk].

3.7.2   Modify the data in the U disk
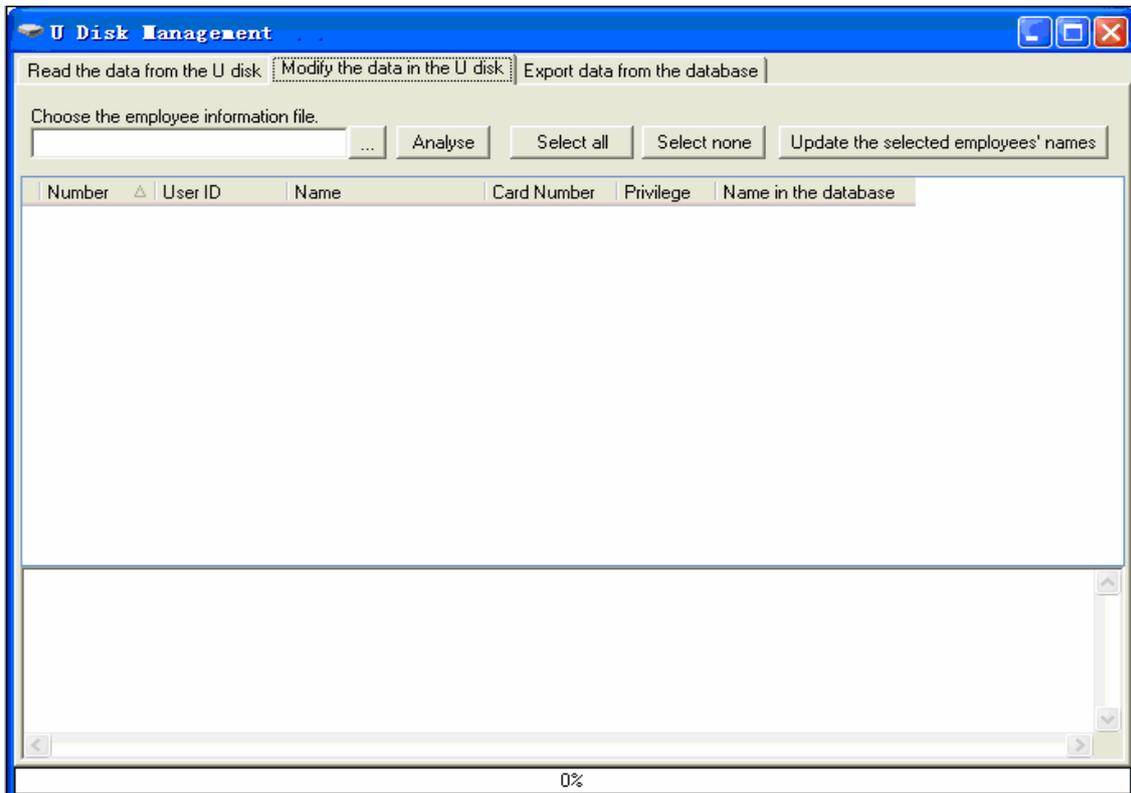
Click the button [...] to choose the employee information file: BAK.YG from the U disk. Click the button [Analyse].

Select the employees and then click the button [Update the selected employees' name] to copy the employees' information from the software database Att2003.mdb. And you can analyse the file: BAK.YG again to check the employees' information.
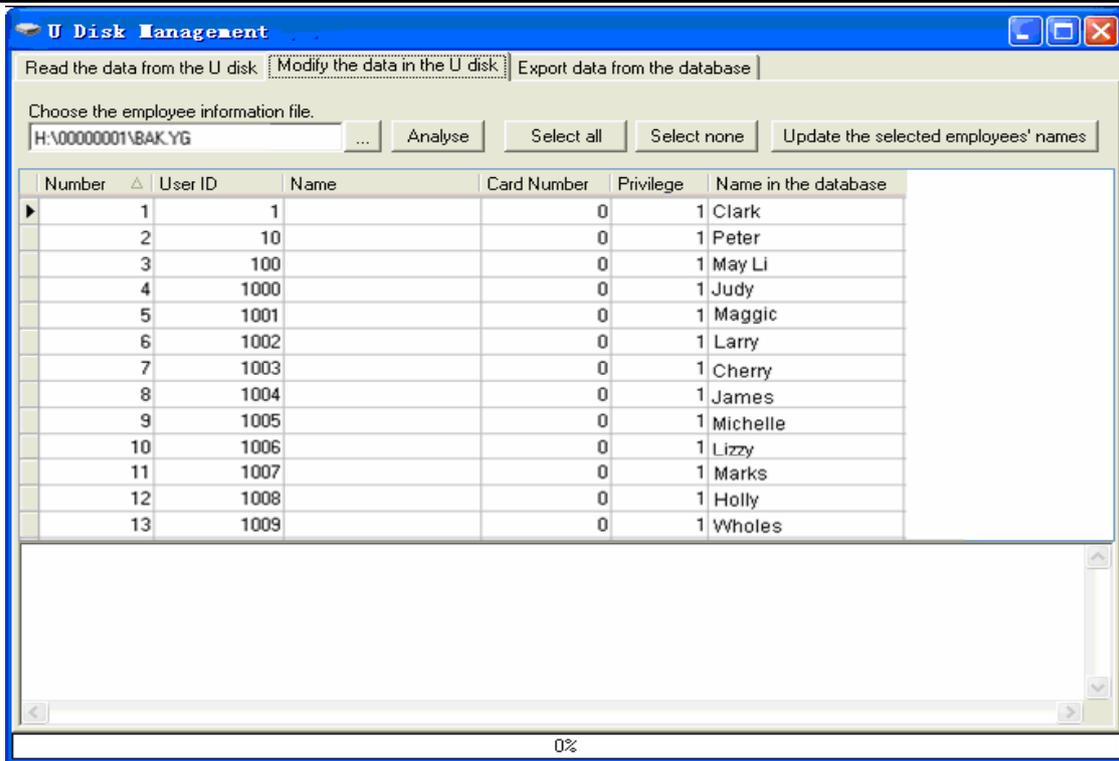
The operation information shows on window as follows:

[13:45:52] Updating the employee name...

Copy file:H:\00000001\BAK.YG to file:H:\00000001\BAK.YG.bk1

[13:45:52] Finished!

3.7.3　Export data from the database
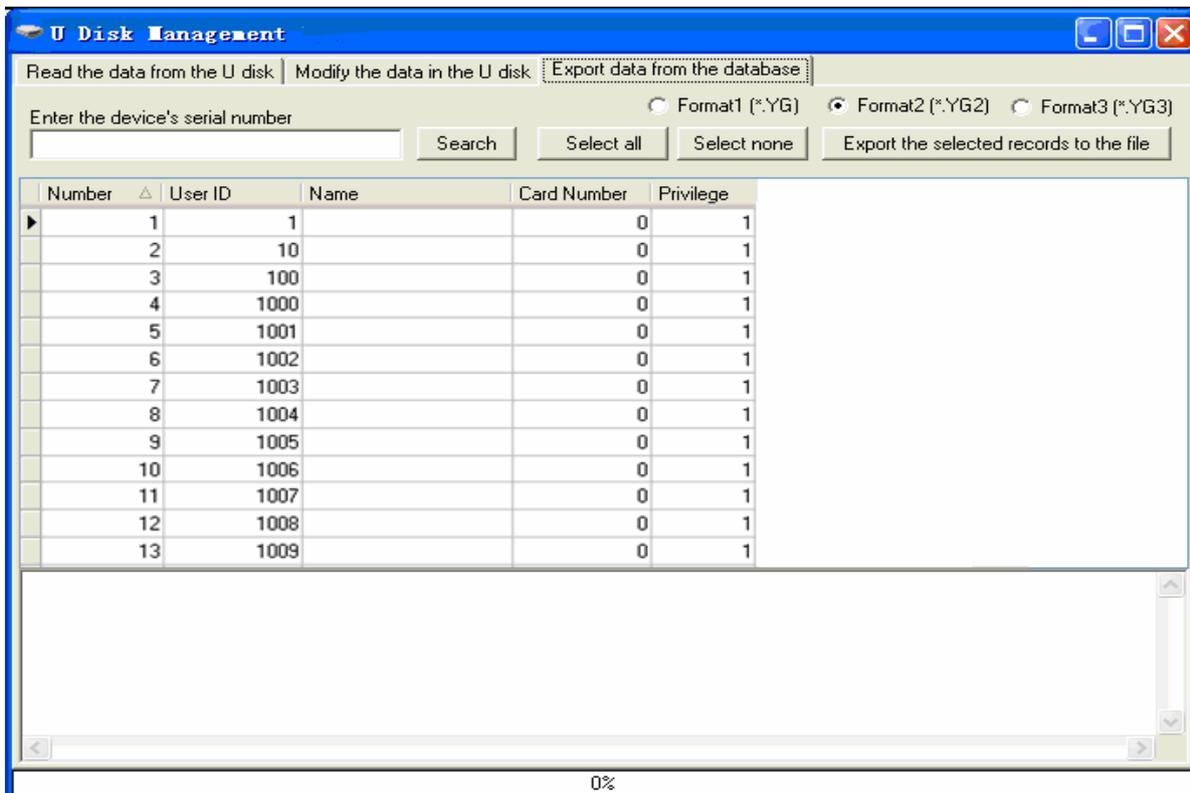
Click the button [Search] to search the employees. Select the employees and then

click the button "Export the selected records to the file" to copy the employee information from the software database Att2003.mdb to the file: BAK.YG and BAK.ZW in the U disk.

The operation information shows on window as follows:

[13:58:32] Exporting...
Save the employee information to:H:\00000001\bak.yg
[13:58:32] Finished!

Tips: The filename extension of the employees' information has two kinds: *.YG or *.YG2 or *.YG3, please based on the actual situation.

Chapter4　FAQ

Frequently asked questions and answers

4 FQA

4.1   The machine can't be connected with PC.

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
3. Not able to connect COM (wrong COM No.)	Please enter the right COM No.
4. Not able to connect TCP/IP (wrong setting)	Refer to the manual for connecting Time Attendance terminal

4.2   No records found though employee have clocked in/out.

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Synchronize the time
2. Attendance records is not new	Download the latest record.

4.3   We don't use the ID + card mode to get verified.

Reason	Solution
1. Wrong ID entered	Enter the right ID
2. This user has no right to use 1:1 identification method	Set 1:1 identification method for this user.

Please note: Should you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!

Chapter5   Appendix

The main theme of this chapter is the additional information of this T&A including access control cable connection.

5 Appendix

5.1 Interface Illustration
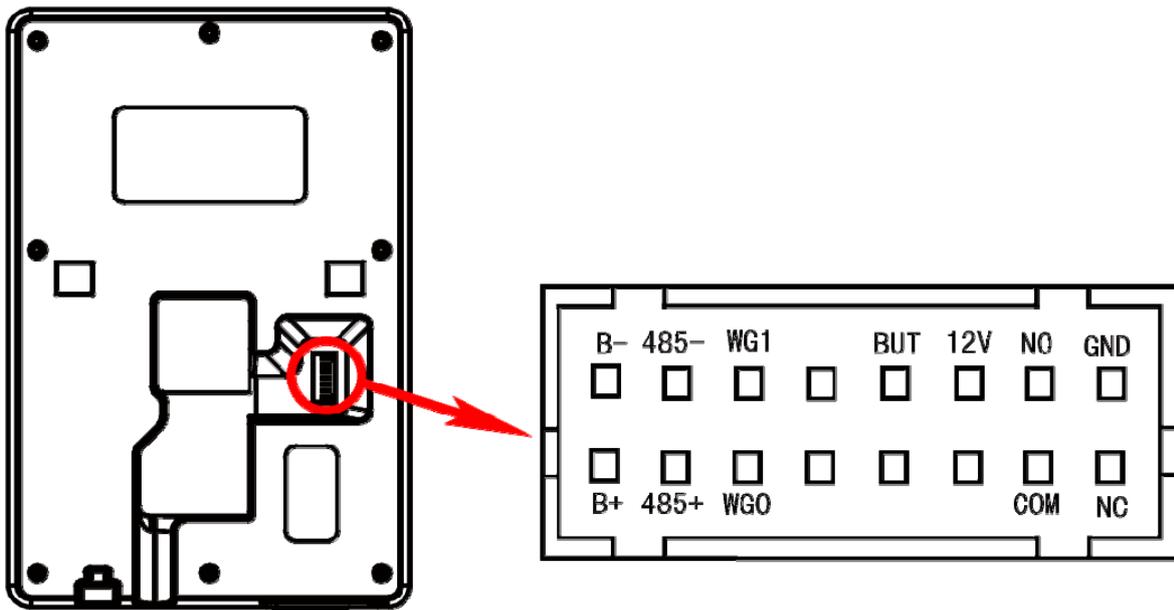
B+: Door bell input   B-: Door bell output

485+: RS485 input   485-: RS485 output

WG0: Wiegand Signal D0   WG1: Wiegand Signal D1

BUT: Button   12V: 12V power supply input

COM: Dry contact signal public connector   GND: public ground

NO: Dry contact signal connector (normal open)

NC: Dry contact signal connector (normal close)