



TCMS V2 SOFTWARE USER MANUAL



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FINGERTEC WORLDWIDE SDN BHD

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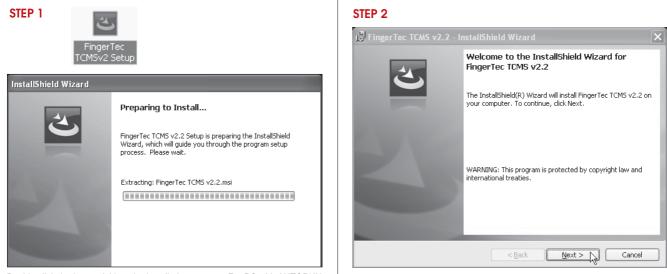
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1 • INSTALLATION AND ACTIVATION

INSTALLATION AND SET UP

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



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

Click "Next" to proceed.

STEP 3

记 FingerTec TCMS v2.2 - InstallShield Wizard	\mathbf{X}
License Agreement	
Please read the following license agreement carefully.	$\mathbf{\Sigma}$
FINGERTEC TCMS V2 END-USER SOFTWARE LICENSE AGREEMENT	^
IMPORTANT-READ CAREFULLY: This TCMS V2 System End-User License Agreement is a legal agreement between you (either an individual or a single entity) and FingerTec Worldwide Sdn Bhd. ("FingerTec") for the software product identified above, which includes Computer software and associated media and printed materials, and may include "online" or electronic documentation ("TCMS V2 Software").	>
I accept the terms in the license agreement Print I do not accept the terms in the license agreement Print	
< Back Next > Cancel	

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

STEP 4

🕼 FingerT	Fec TCMS v2.2 - InstallShield Wizard	×
Destinati Click Ne×	on Folder «t to install to this folder, or click Change to install to a different folder.	
	Install FingerTec TCMS v2.2 to: C:\Program Files\FingerTec Worldwide\TCMSv2\ Chang	e
InstallShield –	< Back Next > Canc	el

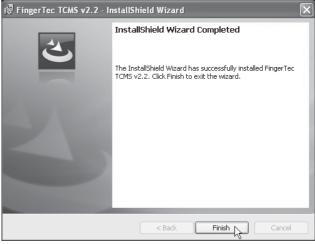
Click "Next" to install software to default installation folder at C:\Program Files\ FingerTec\TCMS v2. Click "Change" if you want to specify a different location to install the software.

STEP 5

🚱 FingerTec TCMS v2.2 - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
A Back Install Cancel

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

STEP 6



Click "Finish" after the installation is completed.

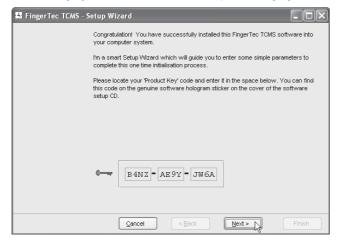
A new icon is created on the desktop. Click the icon to start the software.



STEP 7 & STEP 8



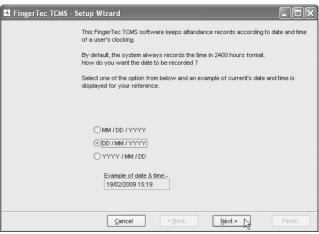
Choose a language and click "Select" to choose the preferred language.



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



STEP 9



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

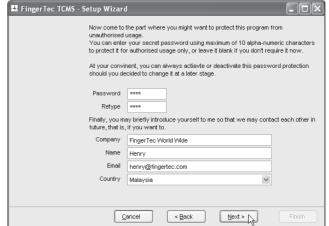
STEP 10

SingerTec TCMS - Setup Wizard	
	h requires one's present to work, or otherwise it can be ch don't need him/her to come to work.
	suggested the following special key words to represent if you want, you may wish to change them. For ease of you don't change them.
The same discussion days is	
The normal working day is	WORKDAY
The non-working holiday is	HOLIDAY
Other non-working days are	RESTDAY
	OFFDAY
First day of the week is	Sunday 🗸
	< Back Next > Finish

By default, the software displays the name of working and non-working day and they can be changed according to your preference. All these information will be displayed in the software and reports. By default, the first day of a week is Sunday, and it can be changed accordingly. However, the software always defines the first day of the week when you choose the display language for the software. For example, the first day of a week is defined as Friday if you choose Arabic or Farsi as display language.

Click "Next" to proceed.

STEP 11



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

In "Retype" column, retype the same password to reconfirm.

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

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

Please select the country where your company is located.

Click "Next" to proceed.

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

STEP 12

👪 FingerTec TCMS - Setup W	Vizar d
your at	ve just completed the few simple steps required by the system to automate tendance system. You may wish to go back to any of the previous steps to the parameters, otherwise click the Finish button to conclude this wizard
sure th the 'Ter	nishing of this setup, I'll leave you to the Finger Teo TCMS control center. Make e clock terminal is connected to this computer as per instruction provided on minal Quick Installation Guide'. You may start enroll new user's fingerprint on sk immediately.
FingerT	n a pleasure at your service, and once again, thank you for using this ec TCMS software and hope you'll have a great time in exploring this nce system.
	Cancel Cancel Finish Next > Finish N

Click "Finish" to end the software setup.



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

STEP 13

Enter FingerTec TCMS Password
<u>↓</u> **** ~
10502 <u>A</u> bort

Software will start automatically. Insert the administrator's password to login into the software.

Note: The password box will not pop up if you did not insert any password during the setup process.

TO CONNECT AND ACTIVATE TERMINALS IN SOFTWARE

BY USING TCP/IP, RS232 OR RS485 CONNECTION

The connection between the software and terminals is crucial to make the software works. If the connection failed, the software cannot be initiated. You must have software product key, software activation key and serial number of the terminal to connect the software to the terminals. Information is printed on the genuine sticker. Refer to page 7.

STEP 1 FingerTec Termin

Specify the ID number and the type of model for each installed terminal, and its is In order to enable a disabled terminal, make sure the terminal is connected online to your PC before you untick the 'Disabled' checke MPORTANT: Circle "Activate Terminal" to those to activate the terminal in order to able to download circleino data from terminal ID Group Connection Baudrate Activation Model Serial No. IP Address MNT-AF9V-MEJ 192.168.1.222 Show TCMSv2 Viewer Activatio Add Delete Terminal Group Apply gose

When the software is initiated for the first time, this 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(s).
- [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.
- 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

in order to enable a cloabled terminal make sure the terminal is connected online to your PC before you unlick the Disabled charker MPORTANT: Click 'Activate Terminal' button to activate the terminal in order to able to do locking data from term Product Key D Group Serial No. Connection Baudrate P Address onfirm Terminal is Onl Please ensure that the selected terminal is connected online and the communication settings are set correctly before proceed. Are you sure you want to continue 1 Chay Cancel Show TCMSv2 Viewer Activation Add Delete Terminal Group Apply Close

A message will pop up and request you to confirm that the terminal has been connected properly.

Click "Okay" after you have checked the connection.

STEP 3

			re the terminal is connected online to your IPC before you untick the Disabled' checker. Activate Terminal			
bakked	Product Key B4NZ-AE9Y-JMEA	Activatic	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.	Baudrate 115200	IP Address 192.168.1.222	1
			Product Key B4NZ = AE9Y = JW6A Serial No. 8202478			
			O I have the internet connection, I want to activate my terminal online. O I already have the activation key, I want to enter the activation key.			
_			Activation Key 7HU4AD6N			
			Visit our vestilite for international warranty registration,			

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

Click "Apply" to save settings.

FingerTec Terminal Specify the Drusteer and the type of model for each installed terminal, and its known communication port for RS-222445 connection, or its unique is control to a second and address the terminal is connected or wine to your PC tertors you utilick the Databet disection.	P address for	TCP/IP connection.	
Dealed Toy Active Dealed Toy Active	0 9udrate 115200	P Address 192-168 1 222	
Add Delete Activate Terminal Advanced Settings Terminal Oroup		Apply Q	ose

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



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

Contact your local reseller or support@fingertec.com for more detail information.

CONNECTION BY USB FLASH DISK

STEP 1

ingerTec Terminal

Specify the D number and the type of model for each installed terminal, and its innoven communication port for RS-223/MS connection, or its unique P address for TCPIP connection. In order to enable a disabled terminal, mains sure the terminal is connected orients to your PC before you unick the "Databled" checker. MPC/TANE: "Cite", Activate Terminal Toutor to advrete the terminal is connected oriented oriented and the transition data for the minimal.

Disabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Bauchote	IP Address	H
1	B4NZ-AE9Y-JM6A	7HJ4AD6N	1	0	Terminal 1	82	8202478	TCP/IP	115200	192.168.1.222	
le le	RL57-QE99-UM99		2	0		Pijosk 100	_	US8 M	115200	192.168.1.201	
10											-
						_					
						_					
											-
4											
Show 1	CMSv2 Viewer Activ	stion									
	Add	Delete						erminal Oroup		Apply Do	-

Uncheck the Disable column to activate the terminal.

STEP 2

belded	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address
	B4NZ-AE9Y-JM6A	7HJ4AD6N	1	0	Terninal 1	R2	8202478	TCP/IP	115200	192.168.1.222
	RL57-QE09-UN09		2	0		Riosk 100		USB	115200	192.168.1.201
					Serial No.	1728	4			
						_				

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

STEP 3

FingerTe	c Terminal							
In order to		minal, make su	ire the terminal is connected on	s known communication port for RS-2: Ine to your PC before you untick the D		P address for	TCP/IP connection.	
Disabled	Product Key B4NZ-AE9Y-JM6A RL57-GE99-UM89	Activatic 7HJ4AD6N	the terminal.	selected terminal to enable the down it using internet online activation, or yo		Baudrate 115200 115200	P Address 192.168.1.222 192.168.1.201	HA
			Serial No.	RL57 = QE89 = UW89 8202728 too, I want to activate my terminal onli				
			 I already have the activation 	RE3V24A7				
			<u>Visit our</u>	website for international warranty res	Stration.			
Show	TCMSv2 Viewer Activ	ation		V				•
	Add	Delete	Activate Termina		Terminal Oroup		Apply Q	ose

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

STEP 4

			Activate Terminal			
Cisabled	Product Key	Activatic	You are about to activate the selected terminal to enable the downloading of clocking data from	Dauctrate	IP Address	H
	B4NZ-AE9Y-M6A	7HJ4AD6N	the terminal.	115200	192.168.1.222	
	RL57-QE99-UM99		You may choose to activate it using internet online activation, or you can enter the activation key if you already have it.	115200	192.168.1.201	->
			2105 - Activate Terminal Image: Company Section True have activated the selected terminal accessibly. C114 Image: Company Section True have activated the selected terminal accessibly. C114 Image: Company Section True have activated the selected terminal accessibly. C114 Image: Company Section True have activated terminal accessibly. C114 Image: Company Section True have activated terminal accessibly. C114 Image: Company Section True have activated terminal accessible. C114 Image: Company Section True have accessible. C114 Image: Company Section True have accessible.			
			Scoly Qose			-

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

merorit.Ap	NT: Click 'Activate Terr	and outputs	Activate Terminal				
Disabled	Product Key	Activatic		selected terminal to enable the downloading of clocking data tro		IP Address	
	B4NZ-AE9Y-M/6A		the terminal. You may choose to activate key if you already have it.	t using internet online activation, or you can enter the activation	115200	192.168.1.222	
			Product Key	B4NZ = AE9Y = JW6A			
			Serial No.	8202478			
			O I have the internet connect	tion, I want to activate my terminal online.			
			 I already have the activation 	on key, I want to enter the activation key.			
			Activation Key	RE3VT4A7			
			Visit our	website for international warranty registration.			
				Jacky Qose	2		

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.

Contact your local reseller or support@fingertec.com for more details.

TO ADD OR DELETE TERMINALS TO ADD NEW TERMINALS INTO THE SOFTWARE

STEP 1

FingerTec Terminal

Specify the Dinumber and the hype of model for each installand terminal, and as known communication port for RS-202046 connection, or its unique P address for TCPIP connector In order to make a disabled terminal, make sure the terminal is connected online to your FC there you attack the Disabled director. MPO/TANC: CCL, Not-United Terminal house to addret the terminal in order to addret to diversible director and an ton terminal.

beldesi	Product Key	Activation	ID.	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	k
	B4NZ-AE9Y-JM6A	7HJ4AD6N	1	0		R2	8202478	TCP/IP	115200	192.168.1.222)
Show 1	CMSv2 Viewer Activ	ation									
			-				_				
	Add _	Delete					7.	erminal Group		Apply Q4	ose.

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

STEP 2

n order to MPORTAN	enable a disabled ter (T: Click 'Activate Ten	ninal, make sure t ninal' button to ac	the term tivete th	inal is con e terminal	inel, and its known commu- nected online to your PC is in order to able to downloo	efore you untick the 'Di ad clocking data from to	sabled checker minal.				
Disabled	Product Key B4NZ-AE9Y-JMEA	Activation 7HU4AC6N	D	Group	Description Terminal 1	Model R2	Serial No. 8202478	Connection TCP/IP	Baudrate 115200	IP Address 192.168.1.222	E.
					Please enter TCMS	(QE89)= (ли89 					
4	CMSv2 Verwer Activ										

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

STEP 3

FingerTec Terminal

Specify the D number and the type of model for each installed terminal, and its innoven communication port for RS-2220485 connection, or its unique P address for TCPIP connection in order to enable a disability determinal, mains sure the terminal is connected online to your PC tetrore you unitic the "Dualabed" checker. MPX/RTM-1C. ICX. Advente "terminal" policity to advente to discrete to discrete discrete grade to the order.

Disabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Bauchote	IP Address	1
-	B4NZ-AE9Y-JNEA	7HJ4AD6N	1	0		R2 R2	8202478	TCP/IP	115200	192.168.1.222	
x.	RL57-QE89-UM89		2	0		R2		TOP/IP	115200	192.168.1.223	- 1
ť.											_
											_
											_
											_
											_
											_
											_
											-
											-
			-			_					-
			-			_					_
											-
			-			_	_				_
											-
4						[
] Channell	TCMSv2 Viewer Activ	alice.	_								-
Show	LCW2A5 Allemen VCDA	abon									
	Add	Delete						erminal Group		Apply 9	ose

Repeat steps as mentioned in page 10.

TO DELETE TERMINALS FROM THE SOFTWARE

Z-AE9Y-JM6A	7HU4AD6N			Description	Model	Serial No.	Connection	Baudrote	IP Address
		1		Terninal 1	R2	8202478	TOP/IP	115200	192.168.1.222
7-GE09-UM09	RE3VT4A7	2	1	Terninal 2	R2	8202728	TOP/IP	115200	192.168.1.223
		-							
		-							

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

TO INTERACT WITH TERMINALS

Information from connected terminals can be retrieved to check on its settings and contents. The settings can be changed and uploaded to the terminals as and when required.

STEP 1

Disabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	R.
	B4NZ-AE9Y-JM6A	7HJ4AD6N	1		Terninal 1	R2	8202478	TOP/IP	115200	192.168.1.222)
	RL57-QE89-UM89	RE3VT4A7	2	0	Terminal 2	R2	8202728	TCP/IP	115200	192.168.1.223)

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

STEP 2

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

Terminal ID	2 Model Ikiosi	100 Baudrate	115200 🛩
Description	Terminal 2	IP Address	192.168.1.223
Pulling Host IP		Connection	TCP/IP ¥
No attendance records		Communication Key	
Language		Sleep time	; o'clock
Date format		Power off time	o'clock
Voice		Power on time	; o'clock
1:N Threshold		SDK version	
1:1 Threshold		Firmware version	
Only 1:1		Administrator	
Idle minute		User	
Idle action		Fingerprint	
Lock delay	0 0 (x20ms)	Password	Holday
Wegand format		User log	Workcoo

Terminal Advanced Settings				
Terminal ID Description Pulling Host IP No attendance records	2 Terminal 2		Baudrate IP Address Connection Communication Key	115200 V 192.168.1.223 TCPMP V
Language Date format	English YY-MM-CD 16	58 : Terminal Advanced	Sleep line d Settings 🔀	; o'clock ; o'clock
Voice 1:N Threshold	45 0	Process completed !		: o'clock
1:1 Threshold Only 1:1	35 ©	K	Promitini Sarakov	Ver 6.18 Jan 4 2008
Idle minute Idle action	0 0 Sleep Mode V		User Fingerprint Password	0 0 100
Vilegand format	26 -		User log	0 Workcode
Qet Settings De	ault Settings	Set Settings	Brint Settings	Ipdate Firmware gose

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

STEP 3

Terminal ID	1 Model Kiosk 100	Baudrate	115200 🛩
Description	Terminal 1	IP Address	192.168.1.222
Pulling Host IP		Connection	тсрир 🛩
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 0	SDK version	6.0.3.2
1:1 Threshold	35 \$	Firmware version	Ver 6.20 Nov 11 2008
Only 1:1	No M	Administrator	
Idle minute	0 🗘	User	
Idle action	Sleep Mode	Fingerprint	
Lock delay	150 \$ (x20ms)	Password	Holday
Wegand format	26 🛩	User log	Workcoo

Refer to the table below to understand all settings and information.

- Terminal ID to specify the terminal identification number.
- · Model to choose from a list of the terminal models.
- Description to describe the terminal's details for example terminal 1 is described as located at the front entrance.
- Polling Host IP to retrieve and to display the host IP. (Only a computer with this IP address can download the data from the terminal.)
- No Attendance Records to putting a check on this box will provide no attendance records at all. This function is suitable for the terminal for door access only.
- Language to choose the language for the terminal.
- Date format to choose the date format from the list to be displayed on the terminal.
- Voice to 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 point that will be read by the scanner during verification. The valid range of the threshold should be between 0-50; the recommended range is 45-50.

- 1:1 Threshold specify the value for 1:1 matching threshold in the terminal. The valid range should be between 0-50. The recommended range is 35-50.
- Only 1:1 to specify the verification method for the terminal. If "No" is chosen, the 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 to specify the number of minutes to trigger the idle action with either power off or sleep mode. Choose value "0" could disable this function.
- Idle Action to specify the idle action with either power off or sleep mode.
- Lock delay to specify the timer of the door after verification is done and before the door is shut again. This function is for door access usage.
- Wiegand format to specify the Wiegand format used. This is only in-use when you are using a WG model of FingerTec® products. Wiegand format is another communication interface besides ethernet, RS232 or RS485. Wiegand format normally is integrated with a third party software or a controller.
- Baudrate to specify the Baudrate of the terminal, which is the data transmission speed for device to computer. This is only effective when the RS232/RS485 communication methods are used, ignore this if using TCP/IP. Leave the value as 115200 as default.
- IP Address to specify the IP Address of the terminal. This is only effective when the TCP/IP communication method is used.
- Connection to choose from the list of connection types available. Ethernet, RS232 or RS485. Choose only one.
- Communication Key to specify the communication key, a hidden password for software to communicate with device which has already being set in the terminal; the default value is 0.
- · Sleep Time to specify the time for the terminal to rest.
- Power Off Time to specify the time to turn off the terminal automatically.
- · Power On Time to specify the time to start the power on the terminal automatically.
- · SDK Version to display the SDK version of the terminal.
- Firmware version to display the Firmware version of the terminal.
- Administrator to display the number of administrators available in the terminal.
- · User to display the total number of users available in the terminal.
- Fingerprint to display the total number of fingerprint templates available in the terminal.
- · Password to display the total number of password users available in the terminal.
- User Log to display the number of transactions being done in the terminal.
- · Get Settings click to get the current settings of the terminal.

 Set Setting settings to Update Fir 	is after chat the termin mware to	to get the default settings of anges have been made, a cli lal. update to the latest terminal from resellers.	ck on this bu	itton will up		[2 [3 [4	Insert the I Insert the I Insert a tim Please refe	liday ID as a code. Date of the holiday. Name of the holiday. (Option the zone to control the access of to page 70 for Time Zong	ss tíme e settin	gs.	uring holid	ays.
Note: Firmv	vare file is a	Iways in .cfg format				[6] Click "Set	Used" column to activate the Settings" to update change				
Close to cl	ose the te	rminal Advanced Settings wir	ndow.] Click "Save] Click "Clos	e" to save settings. e" to finish.				
access contro [1] you are no [2] you are no [3] your office To configure I Holiday Setti You can use	ol only. Ign ot using an ot using the is closed holiday se ings this setting to	h i-Kiosk 100, i-Kiosk 100 Pl ore this item if: y of the mentioned models. e mentioned model for acces during holidays. ttings to the terminal, please prohibit entry during a particular hol lay List in Group Duty Roster.	s control. follow the ste	eps below:		or [1 [2] To	hly. Ignore th] you are no] you are no o configure v Workcode Se You can use	t using any of the mentione t using work codes to captu vork codes, please do the f	ed mod ure cloc collowin	els. cking reas g steps: workcode (30N. (01-99) on tł	ne terminal
Holiday ID	Date 🗉	Description	Time Zone	In Used		11	Workcode	Description		In Used		A
01	01/01/2009		2	2			10	Going to meet supplier				
					Ĩ		11	Going to meet client				
					-			Attempt to training				
<u>G</u> et Setti	ngs	Set Settings	<u>S</u> ave	Close		_	Get Setti	ngs <u>S</u> et Settings	Ŗ	5	Save	Close

- [1] Insert a number as work code.
- [2] Insert the name of work code.
- [3] Check "In-Used" column to activate work code.
- [4] Click "Settings" to update changes to terminal.
- [5] Click "Save" to save settings.
- [6] Click "Close" to finish.

TO ASSIGN TERMINALS INTO GROUPS

When multiple terminals are installed within an environment, we recommend you to assign the terminals into groups to ease data downloading/uploading. For example, you can assign all terminals installed at ground floor into a group labeled as Ground Floor, and those on 1st floor labeled as 1st Floor. During data downloading/uploading, you choose terminals by choosing group(s).

This is an option to facilitate the software operation in an environment with multiple terminals.

Please follow the steps below:

STEP 1

h order to	enable a disabled ter	minal, make sure!	the term	inal is con	inal, and its known commu nected online to your PC by in order to able to downlor	efore you untick the "Di	isabled checker.				
Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	H.
	B4NZ-AE9Y-JM6A	7HU4AD6N	1	0	Terninal 1	82	8202478	TOP/IP	115200	192.168.1.222	-)
	RL57-QE89-UM89	RE3VT4A7	2	0	Terminal 2	82	8202728	TOPAP	115200	192.168.1.223)
4 ()	TOMSv2 Viewer Activ	ation				1					

Click "Terminal Group" to define group name.

STEP 2

				Terminal	Group						
Product Key B4NZ-AE9Y-JM6A RL57-GE99-JM69	Activation 7HU4AD6N 9E3VT4A7	1D 1 2	Group 0	Below is a terminals.	a table con	sists of user-definable group descript	ion for	tion	Baudrate 115200 115200	P Address 192.168.1.222 192.168.1.223	
				bottom of th	n moord, pr	Description Cround Ploor RBD Production set the description.					
							2016				

Insert number to represent Group ID into Group column. Insert group name into Description column. Click "Close" to save settings.

Caution: A check on Disable will stop the software from connecting to the terminals in the group.

STEP 3

order to en	able a disabled ten	minal, make sure t	he term	inal is con	inal, and its known communic nected online to your PC before in order to able to download	ore you untick the 'Di	sabled checker.		P address for	TCP/IP connection.	
sabled	Product Key	Activation	ID I	Group	Description	Model	Serial No.	Connection	Baudrate	P Address	
84	INZ-AE9Y-JMBA	7HJ4AD6N	1	0	Terninal 1	82	8202478	TOPAP	115200	192.168.1.222	-
FL.	57-GE99-UNV89	RE3VT4A7	2		Terninal 2 Ground Floor	R2	8202728	TCP/IP	115200	192.168.1.223	
				2	Production HS						
Show TCh	ISv2 Viewer Activ	tion	_			-					2

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

2 • BASIC OPERATIONS

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

DEPARTMENT DEFINITION

System Configuration The following configuration compor Date / Hour format	nents are available:	e		
Day type				
Leave type Staff extended leave	Ita			
	Department Name Definition			
Clocking schedule Group duty roster	Department Name Demittor			
Company & contact person	Below is a table consists of user		nt nemes	
Change password		-dennable departmen	ni Hamos.	
Preferred language				
Re-build database indexes				
Backup/Restore database files	Department	Password	User ID	<u>^</u>
Department definition	Administration	*******		
Section definition	Engineering	*******		
Remark definition	Information Technology	*******		
What's new in this release ?	Production	*******		
	QA & QC	*******		
Caratinuma				
Configure Use this setting to key in the pre-c name.	To add a new record, press the down-z To remove a record, just erase the de		he bottom of the	list.
			Close	•
	Apply Cancel		1	

Department

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

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

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

Password

You can assign department password to each department's manager. With the password, department manager can login into TCMS V2 to view and print reports for users assigned under his department only. Ignore this step if department manager(s) were not granted any rights to access the soft-

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 \downarrow to insert the next department password.

 To delete a department password, select a department password and press DEL on keyboard.

User ID

You can assign user ID for department manager in this column. Department manager can login to TCMS V2 Viewer (optional web application) to view and print reports for those assigned under the same department.

Ignore this step if the Company is not using TCMS V2 Viewer.

- To add a new User ID, insert User ID in the column next to the department. Press ↓ to insert the next user ID.
- · To delete a User ID, select a User ID and press DEL on keyboard.

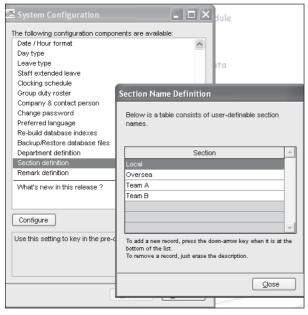
Click "Close" to save changes.

SECTION DEFINITION

Section can be either above or under a particular department. For example, if a section is defined by using categories such as "Local" or "Overseas", it means that Local or Overseas can be placed higher than a Department, thus contain the departments mentioned in the Department Definition.

Ignore this step if the Company does not require any section.

- To add a new Section, insert the name of the section into the column. Press ↓ to insert the next section.
- · To delete, select a Section and press DEL on keyboard.



Click "Close" to save changes.

REMARK DEFINITION

Remark is a tag to explain user's clocking activities. It is in combination with the work codes used by a terminal. A user can insert a predefined work code during his fingerprint verification at the terminal. The inserted code is meant to identify activities, for example code "20" represents "Emergency Leave", code "10" represents "Meeting Supplier" and etc. The clocking time will come with work code explanation in the software, published in Attendance Sheet, Terminal Data Audit List and Monitor Terminal Activity.

Ignore this step if the Company does not require work codes or reasons for clocking data.

System Configuration	- 🗆 🗡 dule		
The following configuration comp	onents are available:		
Date / Hour format	~		
Day type			
Leave type	Ita		
Staff extended leave			
Clocking schedule			
Group duty roster			-
Company & contact person	Attendance Remark Definition		
Change password			
Preferred language	Below is a table consists of user-definable	remark for	
Re-build database indexes	attendance.		
Backup/Restore database files			
Department definition	Remark	Code	
Section definition			
Remark definition	Going to meet supplier	10	
What's new in this release ?	Going to meet client	11	
	Attempt to training	12	
	Check In	00	
Configure	Check Out	01	
Configure	OT In	04	
Use this setting to key in the pre	OT Out	05	Ψ.
attendance.	To add a new record, press the down-arrow key wh bottom of the list. To remove a record, just erase the description.	ıen it is at th	ne
	C	<u>C</u> lose	

If you are not using work code at the terminal, you can check the clocking data. By default, these are the basic codes of all terminals.

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

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

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

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

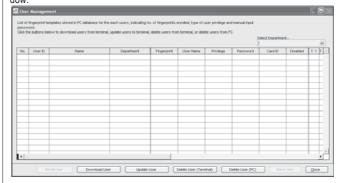
USER MANAGEMENT



to go to User Management.

2	Fingerprint Terminal	\mathbf{X}
1	he following terminal control functions are available:	
	Setup FingerTec terminals	~
	User management	
	User access codes	
	Terminal users control	
	Terminal last update status	
	Configure access zones	
	Set terminal date and time	
	Set automatic download interval	
	Download data from terminal	
	Clear all data in terminal	
	Terminal data audit list	
	Monitor terminal activities	
	USB flash disk management	
	Instant message display	
	FRIS database server management	
		~
	Set	
	Use this setting to download enrolled users from reader into local database, and to distribute stored users to other reade	
	Close	

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.

The number to identify every user enrolled in a terminal, maximum ID is 9 digits.
The full name of every users for example Tony Michael.
The department that the user belongs to.
Total fingerprint templates user enrolled in the terminal
The display name on the terminal during verification, maximum is 8 characters. For example Tony.
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 set- tings in a terminal.
The password enrolled at the terminal. Current password can be edited or it can be replaced with a totally new password. A user can also add a password to the User ID to enhance security. However, any changes made must be uploaded to select terminal(s) before it could take effect. Ignore this step if a user is not using any password.

Card ID	The Card ID enrolled at the terminal. Current card can be edited or it can be replaced with a totally new card. A user can also add a card to the User ID to enhance security. However, any changes made must be uploaded to select terminals before it could take effect. Ignore this step if a user is not using any card.
Disabled	This function is to disallow certain users from getting verification at certain terminal(s).

Details of operation are described below.

DOWNLOAD USERS FROM TERMINALS

List of passw	ord.	s stored in PC database fo download users from terr		Coe this function to do	vnioad all (including ne o PC. You can either c	hoose to download	(1) data	Ceparine	nt-		
No.	User ID	Name	De	You may select the ran	an of encode his			and ID	Disabled	T.1	T. ~
				Tou may select the rang	1 M						
				User D O AI None Some	2 1 2 2 2 3 2 2 3 4 2 2 5 5		< .				
R				Selected data:	✓ Fingerprint ✓ Card ID ✓ Username + Privile ▲pply	rge + Password	Gancel				×

After users are enrolled at a terminal, the data must be downloaded into the software before using any other features in the software.

[1] Click "Download User".

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

							s	elect Department		
No.	User ID	Name	Department	Fingerprint	User Name	Privilege	Password	Card ID	Disabled	T.1
1	1	Elise Johnson	Administration	1		User		4252092		
2		Tony Stone	Engineering	1		Uper	****			
3	3	Felicia Dickson	Information Technology	1		User				
-4		Olbert 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.

UPLOAD USERS TO TERMINALS

All users stored in the software can be uploaded to other terminals without reenrollment. You can upload any changes of the users to the terminals too.

ISWO	vd.		e for the each users, indicating no erminal, update users to terminal,			can either choos	ed user(s) data from PC to e to update fingerprints, th data set.		
o.	User ID	Name	Department	Fingerprint	You may select the rang	e of seconds by			11
		Elise Johnson	Administration		Tou may select the hang				
		Tony Stone	Engineering		-	1 1			н.
		Felicia Dickson	Information Technology		User ID	↓ 1	Elise Johnson	~	H-1
4		Olbert Kazt	Production		() Al	2 2	Tony Stone		HH.
5	5	Sheena Jazz	QA 8 QC		O None	17 3 17 4	Felicia Dickson Gibert Kart		HH.
-						¥ 5	Sheena Jazz		HH.
-			_		Some	14 s	Dispersi yazz		HH.
-									HH.
-									HH.
-									HH.
-								×.	HH.
						-			HT I
						Fingerprint			
						Card D			
						Username +	Privlege + Password		
L,						60	and a state	Cancel	1 × C

On User Fingerprint Management page, follow the steps below to upload users into terminal.

- [1] Click "Upload User".
- [2] In the "Upload Users to Terminal" window, select terminal ID.
- [3] Click "All" to select all users in the terminal for upload or you can choose to upload a particular user by clicking his user ID.
- [4] In "Selected Data" section, please select all (Fingerprint, Card ID, User Name + Privilege + Password) to upload.
- [5] Click "Apply" to upload.

You can upload users to multiple terminals without repeating the above steps. Follow the steps below to upload users to multiple terminals.

asswo Jick the		iow to download users from te	minal, update users to terminal,	delete users from	selected terminal. You o username + privilege + p			
No.	User ID	Nane	Department	Fingerprint	You may select the rang			
1	1	Elise Johnson	Administration	1		e of records by:		
2	2	Tony Stone	Engineering	1	D	×		
3	3	Felicia Dickson	Information Technology	1	User ID	IF 1	Elise Johnson	~
4	4	Olbert Kazt	Production	1	() AI	IZ 2	Tony Stone	_
5	5	Sheena Jazz	QA 8 QC	1	O None	₩ 3 ₩ 4	Felicia Dickson Oilbert Kazt	
7					C Sone	l¥ s	Sheena Jazz	
								×
						✓ Fingerprint ✓ Card ID ✓ Username + I	rivlege + Password	
-								
-				_		Select Te	rminal ID	Cancel

[1] Click "Upload User".

- [2] In the "Upload Users to Terminal" window, ignore the ID column.
- [3] Click "All" to select all users to upload or you can choose to upload a particular user by clicking his user ID.
- [4] In "Selected Data", please select all (Fingerprint, Card ID, User Name + Privilege + Password) to upload.
- [5] Click "Select Terminal ID".
- [6] A new window with all terminal IDs will be displayed. Uncheck irrelevant terminals.
- [7] Click "OK" to proceed.
- [8] If you want to sort the terminal by group, select Group by the Terminal Group column.

						Update Users to Terminal		
sword.	print templates stored in PC da lons below to download users					Use this function to update all or se selected terminal. You can either cl username + privilege + password,	hoose to update fingerprints,	
io. Us	er ID Name	Test	chack	ar balo	w to select the data t	arminal:		T.
5	1 Elise Johnson		D	Group	Description	Status		
2	2 Tony Stone	Select	D	Uroup	IN terminal	50803		×.
3	3 Felicia Dickson		2		OUT terminal		se Johnson	
4	4 Olbert Kazt 5 Sheena Jazz	_ <u>P</u>	-				my Stone	
-	5 Sneena 2822						écia Dickson	
-							bert Kazt	
							NOTIO VALL	
							-	
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-			-		-			M
-		-		Sei	ect Terminal Group	Stay 1 Sano	el	
_			-	-		⊡ Card D		
						Userna	me + Privilege + Password	
< i							ect Terminal D	Cancel +
lser Mar	sagement					Update Users to Terminal		
st of finger	septment print templates stored in PC da ons below to download users					Update Users to Terminal Use this function to update all or se selected terminal. You can ether of username + privilege + password,	hoose to update fingerprints,	
at of finger issword, ick the but	print templates stored in PC da lons below to download users	from termin	si, upda	ée users	to terminal, delete users fr	Use this function to update all or se selected terminal. You can ether of username + privilege + password,	hoose to update fingerprints,	
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ist of finger assword. lick the but	er ID Name 1 Dise Johnson 2 Tony Stone 3 Fotion	from termine Tick Select	al, upda chardi ID 1	te users ar belo	to terminal, delete users the write solicit the data to Description IN terminal	Use this function to update all or se selected terminal. You can ether cl username + privilege + password, erminal:	hoose to update fingerprints, or both data set.	
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st of finger assword, ick the but	er ID Name 1 [Dise Johnson 2 Tony Stone 3 [Pelca Drixon 4 Other Hist	from terminu Select V Select 0 V 1	al, upda cho cli D 1 2	te users orr bolo Group minals Oros Rap	to terminal, delete users to wito solicit the data to Description Puternical OUT terminal day Terminal Group:- nd Floor uction	Use this function to update all or set selected remains 'Nou can effort's experiment,' exemption of the set of the set of the set of the set of the exemption of the set of the	noose to updake fragmyorts, or kolf data set. se Juhanon ryy Slave das Dollan bor Falls eria Jazz	
at of finger listsword. lick the but 1 2 3 4 4 5	er ID Name 1 [Dise Johnson 2 Tony Stone 3 [Pelca Drixon 4 Other Hist	from terminu Select V Select 0 V 1	al, upda cho cli D 1 2	te users orr bolo Group minals Oros Rap	to terminal, delete users the write select the data to Description In terminal OUT terminal by Terminal Group: nd Poor	Use this function to update all or set is set to use the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the two set of the set of the two set of the two set of the two set of the set of the two set of the two set of the two set of the set of two set of the two set of the two set of the two set of the set of the two set of the two set of the two set of the two set of the set of two set of the two set of t	nove to build in Supporter, or to the data at a a - Phology + Pastword	× (
t of finger ssword. skithe but	er ID Name 1 [Dise Johnson 2 Tony Stone 3 [Pelca Drixon 4 Other Hist	from terminu Select V Select 0 V 1	al, upda cho cli D 1 2	te users orr bolo Group minals Oros Rap	to terminal, delete users to wito solicit the data to Description Puternical OUT terminal day Terminal Group:- nd Floor uction	Use this function to update all or set is set to use the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the set of the two set of the two set of the two set of the set of the two set of the two set of the two set of the set of the two set of the two set of the two set of the set of two set of the two set of the two set of the two set of the set of the two set of the two set of the two set of the two set of the set of two set of the two set of t	nove to build in Supporter, or to find and ny Strong Ny	

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

DELETE USERS (TERMINAL)

In some circumstances, the Company needs to delete some users from the terminal(s) for examples if a staff resigned or he is blocked from using a certain terminal, please follow the steps below.

🛤 Use	Delete Users from to	erminal								- • ×
List of passy Click t		iete all or selected user(s) data from r choose to delete fingerprints, use or both data set.				user privilege ar lete users from F	c.	ielect Departme	nt-	×
No.	You may select the ran	on of records by:		et	User Name	Privilege	Password	Card ID	Disabled	T.1 T. ~
	D	1 1		1		User				
	User ID		~	1		User User			H	
		1 Elise Johnson 2 Tony Stone	^			User			H	
	O AI	V 3 Felcia Dickson		1		User			Ĕ.	
	ONone	3 Felicia Dickson 4 Oilbert Kazt								
	Some	🖾 5 Sheena Jazz								
			×							
	Selected data:	Fingerprint Gard ID Username + Privilege + Passw	ord							
R		<u>Apply</u>	Çancel							
		Download User	Update Uper		elete User (Te	minal)	Delete User (PC)	Save	Uper [Qose

[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		-								×
U P C		choose to delet	d user(s) data from selec le fingerprints, username		1		user privilege an lete users from P	с.	Select Departme	nt-		×
П					erprint	User Name	Privilege	Password	Card ID	Disabled	T.1	T. A
11	You may select the rang	e of records by			1		User					-
111	D	4			1		User					
	User ID	[E] 1	Elise Johnson	~	1		User					
14	OAL	I₹ 2	Tony Stone		1		User					- 11
1.81	ONone	3	Felicia Dickson		1		User			<u> </u>		- 11
LН	0.000	4	Olbert Kazt									- 11
ĿН	 Some 	E. 1	Sheena Jazz									- 11
LH.												- 11
LH.										-		- 11
LН												
LН				×								
	Redender of states	-										
Ш.	Selected data:	Card D										- 11
шн												- 11
ы		Username +	Privlege + Password									- 11
												1
L		Select T	ierninal ID	Çancel			-	-	-			•
			ownload User	Update User		elete User (Ter	minal)	Delete User (PC)	Sav	Uper [Qose	

- [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.

1 2 1	Use this function to de terminal. You can eithe privilege + password,	r choose to d	elete fingerprir			d	E		user privilege ar lete users from I	PC.	Select Deportme	rt-	×
]	Management and and the same						erprint	User Name	Privilege	Password	Card ID	Disabled	T.1 T.
1	You may select the ran			_	_		1		Liser				
ι.	-		Tick	heck	ær belø	w to select th	ie data to	rminal:					
Ł	User ID	E1	Select	1D	Group	Desci	iption		Status	A		8	
١.	OAL	₩ 2	1			Terminal 1						H	
1	O None	84		5		Terminal 2					-	<u> </u>	
1	· Some	₩ 2 3 4 5		_				_					
1	() some									F			-
1				_									
				Terr	sinal Grou	P []		Qka		ancel			
ł	Selected data:	Fingerpri							-			-	
1		Card D											
1		Usernar	e + Privilege +	Passy	word								
		-	t Terninal D			Cancel	L		-				±ψ

	Delete Users from to	erminal													×
L A C	Use this function to dei terminal. You can eithe privilege + password, o	r choose to delete				đ				user privilege an de users from P		Select Departme	nt-	Y	
	You may select the ran	ae of records by:					erprint	User N		Privilege	Password	Card ID	Disabled	T.1 T.	-
- H-	D	() () () () () () () () () ()	103	there	er helm	w to select th	e data tr	erminal:		Llow.			8	++	
	User D Al None	1 2 3 4 5	Select · · ·	1	Group	Descr Terminal 1 Terminal 2	iption		240	Status	incel				
	Selected data:	Fingerprint Card ID Upername + I Select Te		Pass	word	1 2	round Ploo	· · · · ·							×
	Errol User	Dov	vnloed Ut	ver		Update User		Delete Us	er (Tern	ninai) [Delete User (PC	Sev.	e Uper	Qose	כ

DELETE USERS (PC)

Once user information is deleted from a terminal, the particular user will not be allowed access anymore. However, his information is still available in the software. To remove a user from the software, please follow the steps below.

👪 User Fingerp	Delete Users from Pi	:								-1	
List of fingerprint t persword. Click the buttons b		ther choose to d	d user(s) data from PC databas lelete fingerprints, username +	n,	1 °	user privilege an lete users from P	с.	elect Departme	nt-		8
No. User ID					r Name	Privilege	Password	Card ID	Disabled	1.1	-
3	You may select the rang	e of records by				User					
2						User					
3	User ID	E11	Elise Johnson	~		User					- 11
4	O AI	F 2	Tony Stone			User					- 11
	ONone	E 3	Felicia Dickson		<u> </u>	User			P		- 11
		4	Oilbert Kazt Sheena Jazz		L				-		- 11
	 Some 	P*	louge a serv						-		111
				~							
				M	<u> </u>						- 11
	Selected data:	Fingerprint			L						- 11
		Card ID									- 11
		Username +	Privilege + Password						-		111
1		Le le	di u	ancel						-	ć.
		e	ev La La								
	vol User Do	wnload User	Update User	Delet	ie User (Te	minal)	Delete User (PC)	Sev	Uper [Qose	

[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.

								Select Departme	nc-	1
ło.	User ID	Name	Department	Fingerprint	User Name	Privilege	Password	Card ID	Disabled	T.1
	1	Elise Johnson	Administration	1		User				
	2	Tony Stone	Engineering							
	3	Felicia Dickson	Information Technology	1		User				
4		Olbert Kazt	Production	1		User				
_		Sheens Jazz	0A 8 0C			User				
_										
_										

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



to open User Record page.

Li Us	er ID [2	1								
No.	User ID		Name	Emp No.	Department	Section	Group	RoteFir	Suspend	
1	1	Elise Johnson			Administration		0			
2		Tony Stone			Engineering		0			
3		Felicia Dickson			Information Technology		0			
4		Olbert Kazt			Production		0			
5	5	Sheena Jazz			QA 8 QC		0			
					FingerTec World Wide					
		Click for photo	Tony Stone Name Engineering	v	Social Security No.	-			< >	
		Calor for prioro	Department	٧	D'No. Phone No.	Address				
		2	2302/2009	II Expired	Enal	Vacabon		/		Ē,
		Add Uper	Change ID		Import User			2	sppky (🖆 Gancel

[2] Double click the "Dustbin" icon.

b. Use	r D	Name	Emp No.	Departm	ent	Section	Group	RoteHr	Suspend	
1	1 Elise Johnson			Administration			0			_
	2 Tony Stone			a		_	0			
	3 Felicis Dickson		Purge User ID				0			
4	4 Olbert Kazt						0			
5	\$ Sheena Jazz		Please select the All clocking trans removed.	ruser ID which yo action related to t	ou want to purge av these purged users	vey. will also be	0			
			User ID All None	1 2 3 4 5	Elise Johnson Tony Stone Felicia Dickson Gilbert Kazt Sheena Jazz	~				_
	Click for photo	Tony Stone Narie Engineering Department Section				×			×	
	2	23/02/2009		<u>D</u> ep	rte 😡	Gancel	1 <u>1</u>	/		Ĉ

[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.



👪 Usi	er ID [1]							- BX
No.	User ID		Name	Emp No.	Department	Section	Group Rate#	r Suspend	
- 1		Elise Johnson		AD1582	Administration	Local	0		
	2	Tony Stone		EN05584	Engineering	Översea	0		
	3	Felicia Dickson		177568	Information Technology	Oversea	0		
	- 4	Gilbert Kazt		PD/5900	Production	Team A	0		
	5	Sheena Jazz		Q1895	GA 8 GC	Team D	0		
									×
		Click for photo	Elise Johnson Name Administration Department Local Section	v	A739685453857 Social Security No. CN6589361258 D No. 60122081118 Phone No.	No 6, 8 & Dandar H 47100 Pu Catasona Astrono		< 11 ×	
		1	24/02/2009	Espired	elise@fingertec.com Enal	20112/200 Vacabon	9 Th 31/12/2009	E	2
		Add Uper	Change ID		Import User		8	årely C	3 Gancel

[2] Select the user ID and insert information into the corresponding field.

[3] Click the "Click for photo" column to find photo of the user.

[4] Repeat the same steps for other users.

[5] Click "Apply" to save settings.

In case you wish to change the User ID to another new User ID, follow the steps below.
[1] Click Users to open User Records.

	User ID		Name	Emp No.	Department	Section	Group	RoteHr	Suspend	
	1	Elise Johnson		AD1582	Administration	Local	0			
	2	Tony Stone		EN05584	Engineering	Oversea	0			
	3	Felicia Dickson		177568	Information Technology	Oversea	0			
-4	- 4	Olbert Kazt		PD5933	Production	Team A	0			
	5	Sheena Jazz		Q1895	GA 8 GC	Team D	0			
		Click for photo	Name Administration Cepartment Local Section 24/02/2009		Old ID (j) New ID 1001	r D once it has been changed.	3.)	n 2/2009 🗔	~	

[2] Click "Change ID".

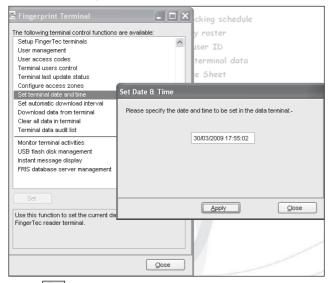
[3] Select the user ID that you want to change.

[4] Insert the new user ID.

[5] Click Apply to save settings.

SET TERMINAL DATE AND TIME

When you run the software for the first time, synchronization of date and time of terminals with the computer is crucial.



[1] Click and select "Set terminal date and time".

[2] The date and time of the terminals must always be the same as the computer's.

[3] Click "Apply" to synchronize with the terminal.

If you noticed that the date and time of any terminals are not the same as the time in the computer which collects all the data, please follow the steps above to synchronize.

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

DOWNLOAD DATA FROM TERMINALS

Users verify their fingerprints, passwords or cards at a terminal to report attendance or gain access. The date and time of verification is captured as clocking data and saved into local memory of terminals. To enable viewing of these clocking data, the data needs to be downloaded into the software to generate attendance data, in-out records and reports. It can be done manually or automatically. Failure to download data from terminals to computer, no records could be viewed in the software.

MANUAL DOWNLOADS

[1] Click a

and select "Download data from terminals"

🐣 Fingerprint Terminal	- CKing schedule
The following terminal control functions	are available: y roster
Setup FingerTec terminals	Iser ID
User management	TSEL TO
User access codes	terminal data
Terminal users control	e Sheet
Terminal last update status	re Sheet
Configure access zones	udit list
Set terminal date and time	Manual Download Clocking Data
Set automatic download interval	manuar bownroad crocking bara
Download data from terminal	Use this function to download the clocking transaction data from data
Clear all data in terminal	terminal manually. These clocking data will be remove from terminal
Terminal data audit list	once it has been downloaded to PC.
Monitor terminal activities	Please do not interrupt during the download and converting process.
USB flash disk management	
Instant message display	
FRIS database server management	
Set	Apply
Use this function to download clocking manually.	

- [2] Click "Apply" to start downloading process.
- [3] If you are connecting to multiple terminals, a new window will pop up after you clicked Apply.

Tick o	check	ær belov	v to select the data termi	inal:-	
Select	ID	Group	Description	Status	A
×	1		Terminal 1		
V	2		Terminal 2		
	Tern	ninal Group		Qkay Cancel	

[4] Uncheck irrelevant terminal IDs.

[5] Click "OK" to proceed.

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

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

AUTOMATIC DOWNLOADS

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

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

- Seconds
- · Minutes (Download process will only start when it is approaching the pre-defined clocking time. In case of 10 minutes, if the pre-defined IN time is 9:00am, download process will start 10min before 9:00am which is at 8:50am and 10 minutes after 9:00am which is at 9:10am. This is different with normal minute interval.)
- Specific timer

[3] Click "Apply" to save settings.

E Fingerprint Terminal	cking schedule
	Set Clocking Download Interval
Setup FingerTec terminals User management User access codes Terminal users control	Use this function to specify the time interval for the system to automatically download the clocking data from the data terminal -
Terminal last update status Configure access zones Set terminal date and time	30 Second(s)
Set automatic download interval Download data from terminal Clear all data in terminal Terminal data audit list	Specify the time interval for the system to activate the automatic download process before and after each clocking time:-
Monitor terminal activities USB flash disk management Instant message display FRIS database server managemen	10 Minute(s) Specify daily download timer for the system to activate the automatic download process everyday.
Set	10:00 o'clock 18:00 o'clock
Use this setting to specify the inter will automatically download the clo terminal.	
	(Apply) Qose
	Close

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

CLEAR DATA IN TERMINAL

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

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

Finger print Terminal The following terminal control functions are available: Setup FingerTec terminals User management User access codes Terminal users control Terminal last update status Configure access zones Set terminal date and time	cking schedule y roster user ID terminal data ie Sheet udit list
Monitor terminal activities data terminal permanently.	way all the clocking transaction data in the ast retype the code provided below to 59506
Set Ves	

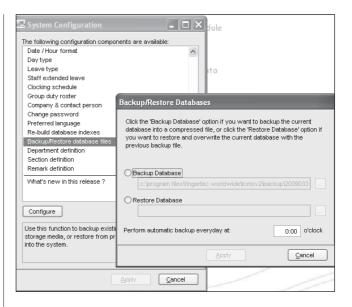


[1] Click and select "Clear all data in terminal".

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

BACKUP/RESTORE DATABASE

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



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

- [2] To backup database, select "Backup Database" and select a location to save the database .ZIP file.
- [3] To restore database, select "Restore Database" and locate the database .ZIP file to restore.
- [4] If you want the software to backup database daily at a fixed time, insert the time into the column.
- [5] Click "Apply" to save settings.

3 • SETUP OF CLOCKING SCHEDULES AND GROUP DUTY ROSTER

Ignore this chapter if the Company does not use this software for time attendance

Clocking schedules and group duty roster are important configurations to calculate attendance of users correctly. Every setting in the clocking schedules and in the group duty roster will affect the outcome of time attendance and its corresponding reports.

Once the configurations are done, users do not need to define their clocking status (check-in, check-out, lunch etc) at terminals. When they verify at the terminals and their clocking time is captured, the software will check all the downloaded clocking data from the terminals and justify it against the predefined schedules and group duty rosters.

SETUP OF CLOCKING SCHEDULES

Different clocking schedules can be created to support users with different working times or working rules. The software provides a maximum of 1,000 clocking schedules for definition and 3 types of clocking schedules to configure.

- A. Weekly schedules are working schedules that apply for one week. Most of the general working schedules are based on weekdays and weekends.
- B. Daily schedules are working schedules that apply for a day. This is an application for multiple shifts, overnight shifts, open shifts, rotational shifts etc.
- C. Flexi schedules are weekly working schedules without considering any late in, early out or OT. Mostly apply to flexi-working hours.

[1] Click

and select "Clocking Schedule".

COLUMN	DESCRIPTION
Schedule	Schedule is identified by code ranging from 0 to 999.
Description	Description of the schedule.
Work Schedule	3 types of the work schedules • Weekly • Daily • Flexi

Schedule	Description	Work Schedu		
0		Weekly	Edit	

[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".

Add Schedule	
To add new clocki desired work sche	ng schedule, select an availabe schedule code and specify the dule.
Schedule Description Work Schedule	Veekty
	Qkay Gancel

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

CLOCKING PAGE

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

Clocking Sc	hedule																
Specify the	e clockin	ig sche	dules	and its setti	ngs as ind	icate	ed below.	Fixe	d clocking	sc	hedule is no	t ap	plicable	to fi	exi-work sc	hedule.	
Sch	edule	1		Description	Weekly	Sche	edule										
Clocking	Range	Gen	eral	Tolerance	Roundin	9	Break	Ove	rtime								
Instruction																	
Weel	kday		Day	Туре	In		Break	;	Resume		Out	Т	OT		Done		
Sunday		REST	DAY														
Monday		WORK	(DAY		09:00			_			17:00						
Tuesday	/	WORK	(DAY		09:00						17:00						
Wednes	day	WORK	(DAY		09:00			_			17:00						
Thursda	у	WORK	(DAY		09:00						17:00						
Friday		WORK	(DAY		09:00						17:00						
Saturda	у	WORK	(DAY		09:00			_			13:00						
	Ro	und to	neare	st minutes				_				Т					
				Rounding		•		Ŧ		•		•		•		-	
														_			
										_							
Help																Save	

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

		1
Clocking Schedule		
Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not ap	applicable to flexi-work schedule.	
Schedule 2 Description Daily schedule		
Clocking General Tolerance Rounding Break Overtime		
Clocking Time: In Break Resume Out Actual docking time 09:00 : : 17:00 Round to nearest minutes	OT Done	
Clocking Range:- Clocking before this time : : : :	: :	
Latest Clocking:- Replace with most reant clocking within the Participant Part		
Нер	Save	

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

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule. Schedule 3 Description Fiexi Schedule Clocking Ange General Toterance Reunding Break Overtime	ocking Sched	ule																
Schedule 3 Description Flexi Schedule Clocking Range General Tolerance Rounding Break Instruction Instruction Instruction Instruction Bunday RESTDAY UNORDAY Uvesteday WORDAY Thursday WORDAY Priorday Rounding Rounding Image: Schedule	Specify the ele	okina	ach	odulor	and its patt	in on in	diant	ad balay	. Eive	ad alaakia		hadula in act	annlinai	hia ta f	lovi u	ork o obr	dula	
Clocking Range General Tolkrance Rounding Break Overtime Instruction Weskday RESTDAY WorkDAY Uruesday WORKDAY WorkDAY WorkDAY WorkDAY Round to nearest minutes Rounding				cuules		-			7. T IA	Su clocking	1 20	ileuule is liut	applical	Die to i	ICAI-W	UIN SCH	suule.	
Instruction Weekday Day Type in Out in Out Sunday WORNDAY Useday WORNDAY Wednesday WORNDAY Wednesday WORNDAY Thurday WORNDAY Saturday WORNDAY Round to nearest minutes Rounding	Schedul	le	3		Description	Flexi S	chedi	ule										
Instruction Weekday Day Type In Out In Out In Out Monday WORDAAY Urusaday WORDAAY Urusaday WORDAAY Thrundag WORDAAY Intruseday WORDAAY Intruseday Intr	Clocking Ra	nge	Ge	neral	Tolerance	Round	ing	Break	Ove	rtime								
Weekday Day Type in Out in Out in Out Bionday BESTDAY Image: Constraint of the state of th		- 1			1		- 1											
Bunday RESTDAY				0.00	T	1		0		1-	_	0.4		-		2		_
Ilenday WORDAAY Tuesday WORDAAY WORDAAY Thurday WORDAAY Friday WORDAAY Saturday WORDAAY Round to nearest minutes Rounding • • • • • •			1007		Type	in		01	л	III	_	Out	-	n		Jut		_
Tuesday WORRDAY Workeday WORRDAY Friday WORRDAY Friday WORRDAY Salurday WORRDAY Round to nearest minutes Rounding • • • • •						1.00												
Weekeeday WORKDAY Thursday WORKDAY Saturday WORKDAY Saturday WORKDAY Round to neared invites Rounding						-												
Thursday WOREDAY Friday WOREDAY Saturday WOREDAY Round to nearest minutes Rounding v v v v						-												
Friday WORDAY Saturday WORDAY Round to nearet minutes Rounding						-												
Saturday WORKDAY Round to nearest minutes Rounding						-												
Round to nearest minutes Rounding		_				-												
		Rou	nd to	near	est minutes								1					_
					Rounding						-			-				
Heb Save					reconneiling				-							•		
Hep Save																		
Hep Save																		
Hep Save																		
Hep Save																		
Hep Save																		
Hep Save																		
Help																		
Help Save		_	_	_			_				_			_	_		_	_
	Help																<u>S</u> a	ive

THE OVERVIEW OF OPTIONS & SETTINGS

There are a total of 7 setting pages:

	1 Description			1				
ocking Range	e General Tolerance	Rounding	Break Ove	ertime				
nstruction								
Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	RESTDAY							
Monday	WORKDAY	09:00			17:00			
Tuesday	WORKDAY	09:00			17:00			
Wednesday	WORKDAY	09:00			17:00			
Thursday	WORKDAY	09:00			17:00			
Friday	WORKDAY	09:00			17:00			
Saturday	WORKDAY	09:00			13:00			
R	ound to nearest minutes							
	Rounding			-	•	-	-	

- CLOCKING
 : To setup the standard working time table with maximum 6 columns.

 RANGE
 : To control and locate the clocking time into the correct column (only applicable to weekly and daily schedule)

 GENERAL
 : To adjust total columns to be used for example 4 or 6 columns
- **TOLERANCE**: To decide the time tolerance before adjusting the work time total (only applicable to weekly and daily schedule)
- **ROUNDING** : To round up or down work time or OT for easy reading and evaluation
- BREAK : To decide the methods and value of break time deduction
- **OVERTIME** : To set rules for OT claims

CLOCKING SETTINGS

Schedule	1 Descripti	Weekly Sche	dule				
locking Rang	e General Tolerand	e Rounding	Break Over	rtime			
nstruction							
Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY	v					
Monday	WORKDAY	09:00			17:00		
Tuesday	WORKDAY	09:00			17:00		
Wednesday	WORKDAY	09:00			17:00		
Thursday	WORKDAY	09:00			17:00		
Friday	WORKDAY	09:00			17:00		
Saturday	WORKDAY	09:00			13:00		

Clocking Schedule

Specify the clocking schedules and its sett	ings as indicate	ed below. Fixed	d clocking sched	lule is not applic	able to flexi-w	ork schedule.	
Schedule 2 Description	Daily schedu	le					
Clocking General Tolerance Round	ing Break	Overtime					
Clocking Time:- Actual clocking time Leave it blank if not used Round to nearest minutes Rounding	<u>In</u> 09700	Break :	Resume	0ut 17:00	<u>or</u> :	Done :	
Clocking Range:- Clocking before this time Leave it blank for default range						:	
Latest Clocking:- Replace with most recent clocking within the clocking range				V		V	

Clocking Schedule

Schedule	3 Description	Flexi Schedi	ile					
locking Range	e General Tolerance	Rounding	Break Ove	rtime				
nstruction								
Weekday	Day Type	In	Out	In	Out	In	Out	
Sunday	RESTDAY							
Monday	WORKDAY]						
Tuesday	WORKDAY	-						
Wednesday	WORKDAY							
Thursday	WORKDAY							
Friday	WORKDAY							
Saturday	WORKDAY	-						
R	ound to nearest minutes							
						-		

SETTING THE STANDARD WORKING SCHEDULE

STEP 1: Define the Day Type (Only applicable to weekly and flexi schedules)

WORK DAY - normal working day, and keep tracking of attendance

REST DAY - Rest day of the schedule, optional to keep track of attendance.

- Keep track attendance insert standard working schedule as Work Day does. To consider all attendance as OT, insert the first In and last Out time into the OT and Done columns (see example Saturday)
- Do not keep track attendance never define any into the line (see example Sunday)

OFF DAY – Off day of the schedule. Never keep track attendance data.

STEP 2: Define the standard working schedule (Only applicable to weekly and daily schedules)

Insert the working time schedule into the correct columns for the software to calculate attendance correctly. You must setup the schedule in pairs and possible scenario as below:

1 PAIR SETTING (IN AND OUT): The pair is compulsory to justify the first IN and last OUT time. With this setting, software will only capture and display the first IN and last OUT time in Attendance Sheet. No records of Break and Resume will be provided.

2 PAIRS SETTING (IN | BREAK | RESUME | OUT): This is the most commonly used working schedule, where software will capture first IN, the start of a BREAK, the time you RESUME work and the last OUT into Attendance Sheet. By default, overtime calculation will start when an employee works late than the standard OUT time.

3 PAIRS SETTINGS (IN | BREAK | RESUME | OUT | OT | DONE): 2 types of working schedules are explained below

Fixed Time for Overtime Calculation

This is applicable for a company that wants an overtime calculation to only start at a specific time, for example at 6pm, after 1 hour of break time. Thus, you need to set the OT and Done time into the specified columns for the software to capture and display the data on the Attendance Sheet.

2 breaks in a day

This is applicable for a company that has 2 breaks in a work day for example, lunch and tea time. Therefore, you could use the OUT column as the second break and OT acts as the second Resume time. The software will only start calculating Overtime when an employee works late than the standard Done time.

IMPORTANT NOTE: Please go to General to change the "Work time record into OT and Done considered as" option to "Normal work time" option.

TIME ROUNDING SETTING

You can set the software to round every attendance record to the nearest time for easy viewing. There are two options available:

Round up. All the minutes will be rounded up as below:

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

Round down. All minutes will be rounded down as below:

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

Round midpoint

Set one value and the software will calculate its midpoint, for example, if you set the round time to be at 15 min, the midpoint is 7 min.

Therefore, if the IN time is 9:00 a.m. and the midpoint is 7 minutes, when a user clocks in less than 7 minutes after the IN time, for example 9:07am, the software will round it down it to 9:00am. When a user clocks in pass 7 minutes after the IN time, for example 9:08am, the software will round up it to 9:15am

RANGE SETTINGS (Only applicable to weekly and daily schedules)

Determine the presentation of clocking data into corresponding time slots. Range only applies to Weekly and Daily schedules.

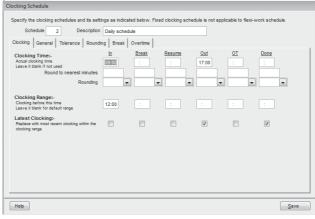
Do this, if you select "Weekly" schedule:

Clocking Schedule Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule Schedule Description Weekly Schedule Clocking Range General Tolerance Rounding Break Overtime ecify a maximum time that a particular close Weekday Day Type In Break Decume Out Done Sunday . Monday WORKDAY 12:00 Tuesdav WORKDAY 12:00 Wednesday MORKDAN 12:00 12.00 Thursday WORKDAY WORKDAY 12.00 Friday Saturday WORKDAY V 1 Replace with the latest clocking:

Save

Help

Do this, if you select "Daily" schedule".



You may specify a maximum time that a particular clocking falls in the time slot.

For example, to allocate all clocking time before 12:00pm into IN column, any clocking time after 12:00pm into the Break column, you need to insert 12:00 into the IN column in the clocking schedules.

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

Any clocking time before 10:00am is allocated automatically into the IN column, after 10:00am is allocated into the Break column. The same concept applies to all the other 5 columns. It is recommended to let the software justifies the allocation of time slots.

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.

GENERAL SETTINGS

Please set the following pages according to your preference for the software to cater to the attendance data.

Specify the clocking schedu	ules and its settings as indicated below. Fixed clocking schedule is not applicable t	o flexi-work schedule.
Schedule 1	Description Weekly Schedule	
Clocking Range Gener	ral Tolerance Rounding Break Overtime	
Enable / Disable User Defi	and Done column considered as	Normal work time (No OT is counted)

ocking Schedule	
Joking Schedule	
Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable	to flexi-work schedule.
Schedule 2 Description Daily schedule	
Clocking General Tolerance Rounding Break Overtime	
Work time record into OT and Done column considered as	Normal work time (No OT is counted)
East Back to Back to the second	(NO OT IS COUNTED)
Enable / Disable User Define In/Out records	
If this is a rotational shift, specify the qualify minutes before the shift starts	
	Caus
Help	Save

Clocking Schedule
Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.
Schedule 3 Description Flexi Schedule
Clocking Range General Tolerance Rounding Break Overtime
Please specify the maximum number of in-out clocking pairs for this flexi-hour schedule
Enable / Disable User Define In/Out records (User press key button to define status during attendance reporting)
Maximun work hours to consider as same work day
Last log out lime to consider as same work day
Double punch for consecutive clocking in a clocking slot if it's within minutes of
Help Save

Work time record into OT and Done column considered as (Only applicable to weekly and daily schedules)

- OT Enable it if you want the time that falls in between OT and Done to be considered as Overtime.
- Normal work time Enable it 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 could be deducted from the total working hours depending on the company.

Enable/Disable User Define In/Out records (users press key button to define status during attendance reporting)

Enable it for the software to capture and locate attendance records according to the Attendance Code.

Every time a user wants to report attendance, he/she must press a button at the terminal to define his/her clocking status for example, Check In, Break, Resume, Check Out, OT, or Done; followed by verification. Refer to the hardware user manual to know which buttons correspond to which clocking status.

Maximum work hours to consider as same work day (Only applicable to flexi schedules)

By default, all clocking activities within the same day are cut-off at midnight (12:00am) to be considered as the same workday clocking. If the Company wants to extend the cut-off time to pass midnight, the new cut-off time could depend on the total working time, for example 18 hours.

Last log out time to consider as a same work day (Only applicable to flexi schedules)

By default, all clocking activities within the same day are cut-off at midnight (12:00am) to be considered as the same workday clocking. If the Company wants to extend the cut-off time pass midnight, the new cut-off time needs to be specified, for example: 03:00am.

Remark: You can choose to use either option 3 or option 4. Only take effect after enabling option 2.

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.

Please specify the maximum number of in-out clocking for this flexi hour schedule (Only applicable on Flexi Schedules)

By default, a flexi schedule always displays a 3-pair clocking schedules (6 time slots, In - Break - Resume - Out - OT - Done).

If a 2-pair clocking, the software will display In – Break –Resume – Out (4 time slots).

If a 1-pair clocking, the software will display only In–Out (2 time slots).

Double punch for consecutive clocking in a clocking slot if it is within minutes of (Only applicable on Flexi Schedules)

All clocking activities within this predefined time interval will be considered only for one time slot, for example if IN time is 9:00am and the time interval is 15 min, any clocking activities done by the same ID within that 15 minutes will be considered as IN time, taking the first time he clocks in.

TOLERANCE SETTINGS (Only applicable to weekly and daily schedules)

This settings is to define the tolerance of tardiness (late in, early break, extended break or early out).

Clocking Schedule
Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule. Schedule 1 Description Clocking Range General Tolerance Rounding Break Overtime Deduct the amount of late-in time from Work Time if employee come in late more than (minutes)
Deduct the amount of early out time from Work Time if employee goes for lunch early than (minutes)
Deduct the amount of late-in time from Work Time if employee resumes late more than (minutes)
Deduct the amount of early out time from Work Time if employee leave early more than (minutes)

- 1. Deduct the amount of late-in time from Work Time if employee come in late more than (minutes)
- 2. Deduct the amount of early out time from Work Time if employee goes for lunch early than (minutes)
- 3. Deduct the amount of late-in time from Work Time if employee resumes late more than (minutes)
- 4. Deduct the amount of early out time from Work Time if employee leave early more than (minutes)

Fill in the values into the relevant columns for the calculation to take effect. Leave it blank if the tolerance time does not fit into your working culture.

ROUNDING SETTINGS

Define the value of time to round up/down of work time/OT time.

Clocking Schedule	
Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.	
Schedule 1 Description	
Clocking Range General Tolerance Rounding Break Overtime	
Round up the work time to nearest (minutes)	
Round down the work time to nearest (minutes)	
Round up the OT time to nearest (minutes)	
Round down the OT time to nearest (minutes)	
Help	

- 1. Round up the work time to the nearest (minutes)
- 2. Round down the work time to the nearest (minutes)
- 3. Round up the OT time to the nearest (minutes)
- 4. Round down the OT time to the nearest (minutes)

For example, all minutes will be rounded up as below:

- 1 15 minutes = 1516 - 30 minutes = 30
- 31 45 minutes = 45
- 46 59 minutes = 1 hour

All minutes will be rounded down as below:

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

BREAK SETTINGS

locking Schedule	
Specify the clocking schedules and its settings as indicated below. Fixed clocking sche	dule is not applicable to flexi-work schedule.
Schedule 1 Description Weekly schedules	
Clocking Range General Tolerance Rounding Break Overtime	
Deduct actual lunch time (Resume - Break) from work time	
Deduct actual dinner time (OT - OUT) from work time	
Do not deduct any lunch time if employee works half day only	
Lunch time dura	
Specify the clocking schedules and its settings as indicated below	Fixed clocking schedule is not applicable to flexi-work schedule.
Do you want to Schedule 3 Description Flexi Schedule	
Do you want to Clocking Range General Tolerance Rounding Break	Overtime
Deduct no. of h Deduct break time from work time (If Yes, flexi-work hour is calculated based on last clocking mi	us first clocking)
Lunch time duration for flexi-lunch range in minutes	
Belp Do you want to apply Auto Add Break Rule when including lunch	dinner break ?
Do you want to include lunch/dinner time into working hour?	
Deduct no. of hours for break time from overtime hour	if overtime exceeded
Deduct no. of hours for break time from flexi-work hour $\ \ =\ \ldots$.	If flexi-work exceeded
Мер	

The configuration to exclude/deduct break time such as tea time/lunch/dinner, from the attendance calculation.

 Deduct actual lunch time (Resume-Break) from work time (Only applicable to weekly and daily schedules)
 Enable of this feature will prompt the software to calculate lunch time as below: Resume time – Break time = lunch time

1:25pm - 12:45 pm = 40 minutes

Software deducts 40 minutes from total working hours

2. Deduct actual dinner time (OT-Out) from work time (Only applicable to weekly and daily schedules)

Enable of this feature will prompt the software to calculate dinner time as below: OT time – Out time = lunch time 7:15pm – 6:30 pm = 45 minutes Software deducts 45 minutes from total working hours

3. Do not deduct any lunch time if employee works half day only (Only applicable to weekly and daily schedules)

Enable this feature will prompt the software not to deduct any lunch time from total working hour, if the employee works half day (attendance records only available in column In and Break)

4. Lunch time duration for flexi-lunch range in minutes

Set the lunch duration into the column for example 60 minutes. The software will capture and calculate lunch duration (time difference of Break and Resume columns) and compare it with the settings.

For example:

Break time = 12:45pm | Resume time = 1:30pm | Lunch duration = 45 minutes (if it is less than 60 minutes, consider it as normal)

Break time = 12:45pm | Resume time = 1:50pm | Lunch duration = 65 minutes (if it is more than 60 minutes, consider it as extended lunch)

5. Dinner time duration for flexi-dinner range in minutes

Set the dinner duration into the column for example 60 minutes. The software will capture and calculate dinner duration (time difference of OT and Out columns) and compare it with the settings.

For example:

Out time = 6:20pm | OT time = 7:10pm | Lunch duration = 50 minutes (if it is less than 60 minutes, consider it as normal)

Break time = 6:15pm | Resume time = 7:30pm | Lunch duration = 75 minutes (if it is more than 60 minutes, consider it as extended dinner)

6. Do you want to apply Auto Add Break Rule when you include lunch/dinner break?

Auto Add Rules

If you enable the rules, the software will add the remaining lunch time into your work time. The rules will only take effect when you set the standard Break and Resume time.

For example:

A break time is set to 12:00pm, a Resume time is set to 12:30pm and a Lunch duration is set to 30 minutes; then, a user reports break at 12:00pm and resumes at 12:15pm, the software will add the 15 minutes into the total work time. If in case this user does not report his/her break and after that he resumes to work, the software will consider he/she does not spend any lunch time and therefore, the software will add all 30 minutes into his/her total work time

- 7. Do you want to deduct extra lunch/dinner time from working hour? Follow the settings of Auto Add Break rules. In case a user spends more time for lunch, the software will deduct the extra time from the total work time. *For example*, he/she spends 15 minutes more than the standard lunch duration, therefore the software will deduct 15 minutes from his/her total work time.
- Deduct (hours) from overtime if overtime exceed (hours) Do the setting to deduct break time from total OT hour if an employee works more than a certain time limit.

For example, the rule says that any OT that exceeds more than 4 hours will be deducted to achieve the maximum number of OT hours allowed. This, Deduct break time = 1 hour | Total OT exceeds 4 hours OT time = 4 hours – 1 hour = 3 hours (total OT)

9. Deduct (hours) from flexi-schedule if flexi hours more exceed (hours) (0nly applicable to flexi schedules)

Set to deduct break time from total work time if flexi working hours exceed certain time limit.

For example: Deduct break time = 1 hour | Total working time of flexi schedule exceed 8 hours

Total working hours of flexi schedule = 8 hours - 1 hour = 7 hours

10. Deduct break time from work time (Only applicable to flexi schedules) Enable this feature and the software will deduct the break time refer to the lunch duration between Resume and Break column. This is only applicable to Flexi schedule with 2 or 3 pairs clocking.

OVERTIME SETTINGS

Clocking Schedu	ule	
Specify the cloc	cking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.	
Schedule	e 1 Description	
Clocking Ran	nge General Tolerance Rounding Break Overtime	
Record early k	login as 07	
Define time IN	and OUT to treat as special OT.	
Minimum minut	des to work to claim OT	
Maximum hour	ars to allow to claim OT	
Deduct shor	Clocking Schedule	
	Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.	
	Schedule 3 Description Flexi Schedule	
	Clocking Range General Tolerance Rounding Break Overtime	
	Overtime if total flexi-work hour exceeds workhour of	
Help	Differential overtime if total flexi-work hour exceeds workhour of	
nep	Minimum minutes to work to claim OT	
	Maximum hours to allow to claim OT	
	Help	Save

Rules configuration for employee's overtime calculation

- Record early login as OT (*Only applicable to weekly and daily schedules*) If an employee comes to work before the IN time, he/she will get early overtime calculated into his/her total working time.
- 2. Define time In and Out to treat as special OT (Only applicable to weekly and daily schedules)

You only need to 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 23:59. Ignore this feature if your company does not apply different OT rates to different working time.

- Minimum minutes to work to claim OT (*Only applicable to weekly and daily schedules*) Set the minimum overtime duration in minutes to be entitled for overtime claim.
- Maximum hours to claim OT Set the maximum overtime duration to allow an employee an overtime claim.
- Deduct short time from OT Enable this feature and the software will deduct short time from OT.
- 6. Overtime if total flexi work hours exceed work hours of (Only applicable flexi schedule) The software only treats extra time as OT if the total working hour exceeds the

The software only treats extra time as OT if the total working hour exceeds the predefined value

 Differential overtime if total flexi work hours exceed work hour of (Only applicable flexi schedule)
 The software only treats extra time as differential OT if the total working hour

exceeds the predefined value

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.

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

Group	Description	Roster	Shifts.Day	Open Schedule	Overtine Only After	
0		Weekly				Edt
						-
						-
						_
						+
						-

COLUMNS	FUNCTIONS
Group	Group can be represented by code ranging from 0 to 999.
Description	Name of the group.
Roster	2 types of roster. • Weekly • Shift
Shift/Day	Represent total shifts available in a day for the group. This is applicable to multiple working shifts only.
Open Schedule	Represent the schedules available in the group. Applicable to open schedules only.
Overtime only after	Show the quantity of working time for overtime claim. This is an optional calculation for Weekly or Monthly calculation. Ignore this feature if your Company does not apply this OT scenario.

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

[3] To delete a group, select the group and click "Delete Group".

[4] To add a new group, click "Add Group" to start.

To add new group duty roster, please follow the steps below: [1] Click "Add Group".

Add Coroup To both the track of the set of th	0					
To add new group Aday rother, select an weakles group code which can be sene.				-	_	Edit
Code 15 the clocking carboals for weakly notifie schealar, or shall shall notifie value with specific clocking is schealar for weakly notifie schealar, or shall shall notifie value with Concerning and the schealar s		Add Gr	owp			-
Code 15 the clocking carboals for weakly notifie schealar, or shall shall notifie value with specific clocking is schealar for weakly notifie schealar, or shall shall notifie value with Concerning and the schealar s		To ass	new renaminative context and	ect ao available arruin co	de which can be same	+
Orace Image: Construction Im		code to	the clocking schedule for v			+
Cestoption Image: Cestoption Ruiter Data 3 Messary 4 Data 5 Data		specific	c clocking schedules.			
Cestoption Image: Cestoption Ruiter Data 3 Messary 4 Data 5 Data						
I Dot Rater Participation 3 Participation 4 Participation						_
Pictor 2 Data 3 Weekly 4 5 Data Data		D	escription			- 1
4 Shit			Roster 2			-
5 SNR			3		Weekty -	
			4			
6			5			
			6		port	
			6			

- [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		
	duty roster, select an availabe group code wh g schedule for weekly roster schedule, or daily chedules.	
Group	3 💙	
Description	1	
Roster	Weekly	
	Qkay	Cancel

Add Group	
	duty roster, select an availabe group code which can be same g schedule for weekly roster schedule, or daily shift roster with chedules.
Group	1 🗸
Description	
Roster	Shift
	Qkay <u>C</u> ancel

- [3] Click "Okay" to start configuration.
- [4] You can see a calendar displayed in the middle of the page if the roster type selected is Weekly.

009	¢) (9	roup		0		De	scrip	ion																		Overtime Only After
				No	mai :	shit																										/
	1	2	3	4	5	8	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	
ian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday List
eb	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
w.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Auto Schedule
pr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Eitterent Restday
n	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Import Roster
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Erase Roster
1p	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Q	0	0	0	0	0		Erase Hoster
ct	0	0	0	0	0	0	0	0	0	0	0	0	Q	0	0	0	0	0	0	Q	0	0	0	0	0	0	0	0	0	0	0	
24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
ю	0	0	0	0	0	0	0	0	0	0	D	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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

On the right panel, you can find the followings.

A. OVERTIME ONLY AFTER

The software treats extra working time as OT when it exceeds the predefined value. You can choose to accumulate extra time either by week or by month. For example, a predefined working hours is 40 hours per week. If a user works for a total of 45 hours in a particular week, the software will calculate 40 hours as the working time and another 5 hours as OT. If the total working hours of the user does not exceed 40 hours, the software will treat it as normal working time.

B. HOLIDAY LIST

Date	e 🖽	Holiday	A
		New Year	
01/05/2	009	Labor Day	

You can define the holidays applied in your company. Follow the steps below to add in a new holiday.

- Insert the date and holiday name into the column.
- To delete, select the holiday's date and name, press DEL on keyboard to delete the holiday.
- Click "Close" to save settings.

C. AUTO SCHEDULE ASSISTANT

You can arrange the schedule to be applied for the group within a week. To configure:

- Define the Day type as Restday or Workday.
- · Define the clocking schedule to follow by particular day.
- Define the date range to take effect.
- · Click "Okay" to save settings.

Auto Schedule	e Assistant					
	on to facilitate the day type and a cl				veekday's	working
Sequence	Day Typ	e	Sch	edule		A
Sunday	RESTDAY	~	0			
Monday	WORKDAY		0			
Tuesday	WORKDAY		0			
Wednesday	WORKDAY		0			
Thursday	WORKDAY		0			
Friday	WORKDAY		0			
Saturday	WORKDAY		0			-
Effective date ra	ange	01/01/20	09	31/12/2	009 📖	
	of schedule cod schedule code:-			dule atter	ndance tha	t has no
		<u>O</u> kay				ancel

D. DIFFERENT HOLIDAY

You can assign a specific user from a group for a different rest day or off day. Follow the steps below to configure.

- · Select the User ID.
- · Define the day as rest day or off day.
- · Click "Okay" to save settings.

Different Restday Schedule

You can assign a different non-working weekday for an individual staff if it's different from the scheduled non-working weekday from the group's weekly duty roster.

And any non-working weekday defined in the group duty roster will be considered as normal working day.

No.	User ID		Name	Group	RESTDAY	OFFDAY	\$
1	1	Elise Johnson		0	Monday		1
2	2	Tony Stone		0	Wednesday		Т
3	3	Felicia Dickson		0			Τ
4	4	Gilbert Kazt		0			Τ
5	5	Sheena Jazz		0			Ι
							Ι
							-
			Qkay			Cance	

E. IMPORT ROSTER

If your company has a ready-made group duty roster, you can choose to insert them into the software, without having to redo the roster.

You can choose either to import EXCEL file or ASCII file and click "View Sample" to see the corresponding format.

👪 Import Duty Roster Records

You may specify either MS-Excel spreadsheet (,xls) or delimited ASCII (,txt) format, and the file name to import from.

Note: Existing records will be overwritten by this import function.

Ð	KCEL AS												
	Group	Year	Month	1	2	3	4	5	6	7	8	9	10 🔶
Н													- 1
Н													+
Н													+
Н													+
Η													+
ľ	•												Þ
		View	Sample			Apply						<u>C</u> anc	el

F. 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.

Erase Duty Roster	
Use this function to erase selecting the year and the	the existing yearly duty roster by e specific group code.
Year 2009 🗘	Group 🛛 🖌 (blank for all)
	Cancel

[5] If you select roster type Shift, you will see the following page.

Group (Duty	r Ro	ster																													
Select (plannin You me	g ani	d opt	tional	oper	h-sch	ed.A	e cod	ses.1	Diffe	rent	Resto	Say' i	is app	plicet	ile fo	r usr	rs of	500	te wi	bekly	duty	rost										o facilitate the rotational shift
2009	0	01/	01/2	009			0	iroup		1		Dr	ISC IS	tion														Shit	ts.D	ey [3 (Overtime Only After
				1 st S	hit					Т					2nd 1	shift.					1					3rd	shit					50.00 / Week
_	1	2	3	4	5	8	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	ii:	Ê	Ľ.		É	É		É																		-				-0		Holiday List
Feb	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-	1	1	1	1	-	2	2	2	-			Π	
Mar	1	1	1	1		2	2	2		1	1	1	1		2	2	2		1	- 1	-1	- 1		2	2	2		1	1	- 1	- 1	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		
May	2	2	1	1	1	1		2	2	2		1	1	1	- 1		2	2	2		1	1	1	1		2	2	2		- 1	1	Offerent Restday
Jun	1	1		2		2		1	1	1	1		2		2		1	1	1	1		2	2	2		1	1	1	1			
Jul	2	1 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
Aug	1	1		1		2	2	2		1	1	1	1		2	2	2		1	1	1	1		2	2	2		1	1	1	1	Erase Roster
Sep		- 1	-			1	1	1	1		2	2			1	1	1	1		2	2	2		1	1	1	1		2	2		
Oct	2		-	1	1	1		2	2	2		- 1	1	1	1		2	2	2		1	1	1	1		2	2	2		1	-1	4
Nov	1	1		2	2	2		1	1	1	1		2	2	2		1	1	1	1		2	2	2		1	1	1	1		_	4
Dec	1		2		1	1	1	1		2	2	2		1	1	1	1		2	2	2		1	1	1	1		2	2	2	-	
_		_		_		_	_		_		_				_	_	_	_		_		_	_	_	_	_	_	_	_	_	_	<u> </u>
																																Save

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

SHIFT/DAY

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

SAMPLE OF CONFIGURATION

NORMAL WORKING ROSTER

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

	IN	BREAK	RESUME	OUT
Time (Monday to Friday)	9:00am	12:30pm	1:30pm	6:00pm
Time (Sat)	10:00am			1:30pm

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

STEP 1

	locking Sch	iedule									
	List of clockir according to	ng schedules to l daily clockings fi	be used in grou or rotational shi	ip duty roster. fts.	A schedule c	an be eith	ner base on weekly r	outine with	optional flexib	le clockings, d	or
	Schedu	le	1	Description			Work Schedule				•
	Þ	0					Weekly	(Edit)			
										_	
											-
-											_
				Add Schedule			Delete Schedule			Glose	

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

STEP 2

Add Schedule		
To add new clockir desired work sche	ng schedule, select an availabe schedule code an dule.	d specify the
Schedule	1 🗸	
Description	Office	
Work Schedule	vVeekly 🗸	
	Qkay	Cancel

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

STEP 3

ocking Rang	e Settings									
Weekday	Day Type	In	Break	Resume	Out	OT	Done			
Sunday	RESTDAY					1				
/onday	WORKDAY	09:00	12:30	13:30	18:00					
uesday	WORKDAY	09:00	12:30	13:30	18:00					
/ednesday	WORKDAY	09:00	12:30	13:30	18:00					
hursday	WORKDAY	09:00	12:30	13:30	18:00					
riday	WORKDAY	09:00	12:30	13:30	18:00					
aturday	WORKDAY	10:00			13:30					
	use OT/Done as scheo the time interval if you v							- ;		

Define the day type with Rest Day and Work Day.

Insert the time into each corresponding column, please use 24-hours format for example (13:00 for 1:00pm).

If you want the software to treat any working time as OT during rest day, please define clocking slots for rest day as other.

Ignore the OT and Done columns.

Click "Range" to continue.

STEP 4

Clocking Sched	lule										
Specify the clock	king schedules and its settin	iqs as indic	cated belov	v. Fixed clo	cking sch	edule is r	not applicable	to flexi-	work sche	dule.	
Clocking Rang	ge Settings		Scheduk	e 1	Desc	ription	Office				
Optional: You ma	ay specify a maximum time that	t a particular	r clocking fal	lls in that time	e slot						
Weekday	Day Type	In	Break	Resume	Out	OT	Done				
Sunday	RESTDAY 🗸										
Monday	WORKDAY										
Tuesday	WORKDAY										
Wednesday	WORKDAY										
Thursday	WORKDAY										
Friday	WORKDAY										
Saturday	WORKDAY										
Replace with the	he latest clocking:-				\checkmark		8				
		L		I							
											_
										Save	

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

STEP 5

C

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

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

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.

Π	Schedule	Description	Work Schedule		<u> </u>
Π	0		Weekly	Edit	
		Office	Weekly	Edit	
Ц					
Ш					
Ш					
Н					
Н					
Н					
Н					
Н					
Н					
Н					
Н					
Н					
Н					
Н					
Ц					· · ·
		Add Schedule	Delete Schedule		

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

STEP 7

up Duty Roster							
it of group code to be use	ed by users. A group duty roster of	can be either on weekly routin	e, or rotational daily shi	ft with maximum of three shift	ts within a day.		
r open-schedule duty ros	ter without pre-defined schedule	code, the actual schedule co	de will be determined fro	on the list of possible clocking	g schedules only when user o	lock in for wor	<u>k.</u>
Group	Description	Poster	ShiftsDay	Open Schedule	Overtime Only After		
Oroup	Description		Shittiyay	Open schedule	Overane Only Alter		-6
0		Weekly				Eat	-1
						_	
						-	-3
		Add Oroup	Dele	te Oroup		Glose	
		quoro bbA				2000	-

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

STEP 8

roup Duty Roster

List of group code to be used by users. A group duty roster can be either on weekly routine, or rotational daily shift with musimum of three shifts within a day. For open-schedule duty roster without pre-defined schedule code, the actual schedule code will be determined from the list of possible clocking schedules only when user clock in for work

Group	Description	Roster	ShiftsDay	Open Schedule	Overtime Only After	
0		https://				Edt
	Add Gros					
	code to th	ew group duty roster, se clocking schedule f locking schedules. Oroup	select an available group co or weekly roster schedule,	ode which can be same or daily shift roster with		
		cription		Weekly		~
				Weekly Office	- N	
		Roster 2		Shirt	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
		2		Shift		
		5		Shift		
		6		Shift		×.
		_				++
		Add Oroup	Del	ete Group		Qose

Select a group from the checklist. It is recommended that you use a group that is attached with the name of the predefined clocking schedule.

Click "Okay" to continue.

STEP 9

ou ma	ry cha						by rij	ph-cl	ck o		on to facilitate the ass day type and a clock			weekday's wo	ning	- Iday	r in th	e we	ek.		
009	0							Group												Overtime Only After	
				No	mai	Shift				Sequence	Day Type	_	Schedule						1	1	
	1	2	3	4	5	6	7	0	9	Sunday	RESTDAY	1	001100000	_		20	29	30	31		
Jan	1	-		4	1	-		1		Monday	WORKDAY	1					1	- 1		Holdey Lip	
Feb		÷	÷	-	H	H	H	1	H	Tuesday	WORKDAY	1				Ш÷	÷	-	- 11	Holday Lis	-
Mir	÷	÷			H	H	H	1		Wednesday	WORKDAY	1				Ŀ÷	1	1		Auto Schedu	ie .
Apr		-	-	-		H	H	-	-	Thursday	WORKDAY	1			_	H÷	1		- 21		
May		-		-	-	H	H	H	-	Friday	WORKDAY	1				Ŀ÷	÷	- 1		Different Resto	lav
any An		-	-	-	H	÷.		H	-	Saturday	WORKDAY	1	_		1	L-i	H.	-1			-
. M	÷	-	-	-			-	H	-	Effective date n	inge b1.0	02/2006	31/12/	2009			÷	-1		Import Roste	
Aug	+	-	-	-	2	H	H.	÷			of schedule codes for			ndance that he	d no	E	1	-	- 1		
Sep	H)	-			H:		H	H.	-	pre-determined	schedule code:- i.e.	.11,12,	13			E		-3	- 11	Erase Roste	¥.
Oct	H	-			H	1	H	H	-							E	1	- 1			
Nov	1	-	-		H	H	H	1								E	4	-1	- 11		
Dec	-	-	-	-			H					QRay y		Cane	-	Ŀ÷		- 1			
ueri	<u>'</u>	-	1	_	-	100	· '	<u>, '</u>	_			2007	<u>لح</u>			<u> </u>	1	-	- 1		

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

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

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

Click "Okay" to save settings.

Click "Save" to save settings.

STEP 10

0 Veeday Veed	<u>- 508</u>
1 Weakly	<u>-50</u>
	\rightarrow
	+

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.

If you are entitled to 2 breaks per day, and you wish the software captures both break times, for example: Lunch and Dinner, you can refer to the steps above, but you have to do a different setting in step 3. Check the following steps.

	IN	LUNCH	RESUME	DINNER	RESUME	OUT
Time (Monday to Friday)	9:00am	12:30pm	1:30pm	6:00pm	7:30pm	10:30pm
Time (Saturday)	10:00am					1:30pm

ocking Ran	ge Settings		Schedul	e 1	Des	cription	Office	
Weekday	Day Type	In	Break	Resume	Out	от	Done	
Sunday	RESTDAY							
Monday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30	
luesday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30	
Nednesday	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	
riday	WORKDAY	09:00	12:30	13:30	18:00	19:30	22:30	
Saturday	WORKDAY	10:00			13:30			
	o use OT/Done as scher the time interval if you v							

- Configure the time into the corresponding time slots.
- Enable the option "Do you want to use OT/Done as scheduled work instead of overtime". All OT calculation only starts after Done time (10:30pm).

If you would like to configure overnight working hours similar to below:

	IN	BREAK	RESUME	OUT
Time (Monday to Saturday)	11:00pm	3:00am	4:00am	6:00am

You can refer to the steps above, but you have to do a different setting in step 3. Please see below.

cking Schedu	ıle									
ecify the clocki	ng schedules and its se	ettings as inc			-		t applicable	to flexi-v	vork sche	dule.
locking Range	e Settings		Schedu	le 1	Desc	cription 0	ffice			
Weekday	Day Type	In	Break	Resume	Out	OT	Done			
Sunday	RESTDAY									
Monday	WORKDAY	23:00	03:00	04:00	06:00					
Tuesday	WORKDAY	23:00	03:00	04:00	06:00					
Wednesday	WORKDAY	23:00	03:00	04:00	06:00					
Thursday	WORKDAY	23:00	03:00	04:00	06:00					
Friday	WORKDAY	23:00	03:00	04:00	06:00					
Saturday	WORKDAY	23:00	03:00	04:00	06:00					
	use OT/Done as sched he time interval if you w						- <u>Y</u> es			
										Save

king Schedu	le			-				
of clocking sol cording to daily	nedules to be clockings for r	used in gro otational sl	up duty ros hifts.	ster. A so	hedule can	be either base on w	eekly routine with optional	flexible clockings
Schedule			Descriptio	n		Work Sche	dule	
0						Weekly	Edit	
1	Office					Weekly	[Edd:]	
			Add Sche	dule		Delete Sche	dule	Close
	cording to daily of clocking sch cording to daily of Schedule 0	cording to daily clockings for r	or clocking schedules to be used in gro cording to daily clockings for rotational st Schedule 0	of clocking schedules to be used in group duty ro- cording to dely clockings for rotational shifts.	or clocking schedules to be used in group duty roster. A sc ording to delly clockings for rotetional shifts. Schedule Description	of clocking schedules to be used in group dufy roster. A schedule can loording to deliv clockings for rotational shifts. Schedule 0 1 Office I	of clocking schedules to be used in group duty rotter. A schedule can be either base on w ording to dely clockings for rotational shifts. Schedule Description Work Sche Veekty O Veekty O U	colociting schedules to be used in group duty roster. A schedule can be either base on weekly routine with optional cording to dely clockings for rotational shifts. Schedule

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

FLEXI-WORKING ROSTER

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

STEP 2

To add new clocki desired work sche	ing schedule, select an availabe schedule code and specify the edule.
Schedule	2 💙
Description	R&D
Work Schedule	Flexi

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

ocking Rang	e Settings		Schedule	2	Desc	ription	R&D		
Neekday	Day Type	In	Out	in	Out	İn	Out	T	1
Sunday	RESTDAY V								-
Monday	WORKDAY								
Tuesday	WORKDAY								
Nednesday	WORKDAY								
Thursday	WORKDAY								
Friday	WORKDAY								
Saturday	WORKDAY								
A subsequent	the maximum number of in- clocking is considered of sa or consecutive clocking in a	me workir	ng day if it's	before mic	l-night or v	vithin		Hour	

Define the day type to the schedule. You do not need to define any time into the time slots, as this is a flexi-working schedule.

Click "Settings" to continue.

STEP 4

Define the clocking rules by inserting value into each column. Ignore the setting if it does not apply to your Company.

Click "Save" to save settings.

Clocking Schedule

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

Clocking Range Settings	Schedule 2	Description R&D	
Overtime if total flexi-work hour exceeds wo	rkhour of	8.00	
Minimum minutes must worked to qualify for a	overtime		
Maximum no. of hours allowed to claim for ov	ertime		
Work hours is either round-up or round-down	n (-ve) in minutes of	[
Overtime hours is either round-up or round-d	own (-ve) in minutes of		
Lunch/Dinner time duration for flexi-lunch/flex	ki-dinner range in minutes		1
Do you want to exclude the lunch/dinner hou If Yes, flexi-work hour is calculated based]
			Save N

STEP 5

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.

Π	Schedule	Description	Work Schedule		^
Π	0		Weekly	Edit	
Π	1	Office	Weekly	Edit	
Þ	2	R&D	Flexi	[IIIIECT.IIII]	
Ц					
Ц					
Ц					
Н					
Ш					
Н					
Н					
н					
Н					
Н					
н					
Н					
Н					
Ц					*
_		Add Schedule	Delete Schedule		Glose

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

Group	Description	Roster	ShiftsDay	Open Schedule	Overtime Only After	-
0		Weekly				Edit
1		Weekly				Edit
						_
						-
						-
						-
						-
						-
						-
						-
						-
						+
						+

In Group Duty Roster, click "Add Group" to add a new group.

STEP 7

Group	Description	Rost	ter	ShiftsDay	Ope	in Schedu	ie .	Overtime Only After	_
1	Add Grou	hawan							Edit
			¥			Weekly			
		ription				Neekly	Office R80		_
		3				Shift	1.50	2	_
		5				Shift Shift Shift			
		10				print	-		

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.

STEP 8

ou ma				i wary	pear			roup	Use this fund	tion to facilitate to a day type and a			weekday's work	ing					Overtime Only After
				No	mai	Shift			1									1	1
	1	2	з	4	5	6	7	0	g Sequence			Schedule			20	29	30	31	
Jan	2		2	2	2		2	2	Sunday	RESTORY	1	2			5	2 2	_		Holiday Lint
Feb	2	2		2	2		2	2	Monday	WORKDAY		2	_	- 11			÷.		
MW	-	-			-	-	- 1	2	Tuesday	WORKDAY		2		- 11	R - i		2		Auto Schedule
Apr	- 1	- 1	-	-	2	- 1	- 1	2	Wednesday	WORKDAY		2		- 11	i	2 2	-	- 1	
May	-	-	-	1	-	-	- 4	2	Thursday Friday	WORKDAY		4		- 11					Different Restday
Jun	1	-		2	-	-	- 4	2	Saturday	WORKDAY		2			i –		-	-	
Jun	H	-	H	-í	-	-	- 1	2	Effective date		[009 12 31/12		-		1 2	-		Import Roster
Aug	2	2	2	2	-	- 1	- 2	2		-					E i		- 2		
Sep	2		2	2	-	- 4	- 4	2					endance that has	no			-	2	Erase Roster
Oct .	2		2	2	2	2	2	2	pre-determin	ed schedule code	e 1.é. 11,	2,53					- 2		
Nov	- 2	2			-2	2	2	2	-						E i	2 2	- 2	- 1	
	2	- 2	1	- 2	1	1	-		-					_			1		
xov Xec	2	2	2	2	2	2	2	2			(See		Gance	-	1	2 2	2	2	

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

The Software automatically arranges the predefined weekly working schedule, example: clocking schedule 2.

Check the date range for the schedule. Click "Okay" to save settings. You may insert other information such as Holiday List, Different Reset Day, if there is any.

STEP 9

up Duty Roster						
it of group code to be u r open-schedule duty ro	ed by users. A group duty roster of ster without pre-defined schedule	can be either on weekly routin code, the actual schedule co	e, or rotational daily shi le will be determined fro	ft with maximum of three shift on the list of possible clocking	ts within a daγ. g schedules only when user o	lock in for wor
Group	Description	Roster	ShiftsDay	Open Schedule	Overtime Only After	_
0		Weekly				Eat
1 Office		Weekly				Edt
2 R8D		Weekly				Dox 1
		(
		Add Oroup	Dele	te Oroup		Qose

A new group duty roster will be created. Click "Edit" to change any settings in the created group duty roster if there are any changes required. Click "Close" to end process.

MULTI-SHIFT WORKING ROSTER

For factories that are running on shifts, some of them apply multi-shift working schedules. Users can work for more than one shift if they want to. However, a user must complete their first shift (primary shift) before they can continue to other shifts. Please see the example below.

	IN	BREAK	RESUME	OUT
Morning shift	8:00am	12:00pm	1:00pm	4:00pm
Evening shift	4:00pm	8:00pm	9:00pm	12:00am
Night shift	12:00am	4:00am	5:00am	8:00am

To configure, follow the steps below:

STEP 1

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.

ſ	Т	Schedule	Description	Work Schedule			•
Ī	•	0		Weekly	Edit		
				Weekly	Edit		
		2	R&D	Flexi	Edit		
	ł.						-
	ł.						
ŀ	÷						
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Į							-
-	-						_
			Add Schedule	Delete Schedule		Glose	

In Clocking Schedule, click "Add Schedule" to start.

STEP 2

locking 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	Add Schedule			
2	To add new clocki desired work sche	ng schedule, select an availabe schedule dule.	code and specify the	
	Schedule	3 💌		
	Description	Morning Shift		
	Work Schedule	Daily		
		Qkay	Cancel	

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

STEP 3

Clocking Schedule							
Specify the clocking schedules and its set	ings as indic	ated below.	Fixed clock	ng schedule is	not applic	able to flexi-work s	chedule.
Clocking Settings		Schedule	3	Description	Morning	Shift	
· 12	Ŀ	<u>Break</u>	Resume	Out	<u>01</u>	Done	
Clocking Time:- Actual clocking time Leave it blank if not used	08:00	12:00	13:00	16:00			
Clocking Range:- Clocking before this time Leave it blank for default range							
Latest Clocking:- Replace with most recent clocking within the clocking range							
Do you want to use OT/Done as schedul	ed work inst	ead of over	time ?			es	
Please specify the time interval if you wa	nt to have re	ates differer	itial for over	ime		- :	
If this is a rotational shift, specify the qua	lify minutes	before the s	hift starts .				
							Save

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

Clocking Schedule			
Specify the clocking schedules and	its settings as indicated below. Fixed cloc	king schedule is	not applicable to flexi-work schedule.
Clocking Settings	Schedule 3	Description	Morning Shift
Allow a grace period in minutes fo	r late-in		10
Allow a grace period in minutes fo	r early-out		10
Minimum minutes must worked to a	qualify for overtime		30
Maximum no. of hours allowed to o	aim for overtime		24.00
Work hours is either round-up or n	ound-down (-ve) in minutes of		
Overtime hours is either round-up	or round-down (-ve) in minutes of		
Lunch/Dinner time duration for flex	i-lunch/flexi-dinner range in minutes		
Do you want to exclude the lunch/	dinner hour from working hour ?		VYes / Yes
Do you want to provide overtime f	or work before in time (earlytime) ?		<u>Y</u> es
			Save N

Define clocking rules by inserting value into the columns. Ignore the setting if it does not apply to your Company. Click "Save" to save settings.

STEP 5

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

locking Settings		Schedule	4	Description	Evening :	shift
Clocking Time:- Actual olooking time Leave it blank if not used	l <u>n</u> 16:00	<u>Break</u> 20:00	Resume 21:00	<u>Out</u> 00:00	<u>OI</u> :	Done :
Clocking Range:- Clocking before this time Leave it blank for default range						
Latest Clocking:- Replace with most recent clocking within the clocking range						
Do you want to use OT/Done as schedu Please specify the time interval if you w If this is a rotational shift, specify the qu	ant to have r	ates differer	ntial for overt	ime	· · · [:	es :

Clocking Schedule

Clocking Setting	s		Schedule	5	Descriptio	Night Sh	ift	
Clocking Time: Actual clocking tim Leave it blank if no	e	I <u>n</u> 00:00	<u>Break</u> 04:00	Resume 05:00	<u>Out</u> 08:00	<u>01</u>	Done :	
Clocking Range Clocking before thi Leave it blank for	s time							
Latest Clocking Replace with most clocking range	F- recent clocking within the				$\mathbf{\nabla}]$			
Do you want to u	se OT/Done as schedu	led work ins	tead of over	rtime?		···· 🗆 🛛	es	
Please specify th	e time interval if you wa	ant to have r	ates differe	ntial for overt	ime		- :	
If this is a rotation	al shift, specify the qu	alify minutes	before the	shift starts .				

Clocking Schedule

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	
	Night Shift	Daily	Edit	

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

STEP 7

Group	Description	Roster	ShiftsDay	Open Schedule	Overtime Only After	
0		Weekly				Est
1 Office		Weekly				Edt
2 R8D		Weekly				Edt

In Group Duty Roster, click "Add Group" to start.

STEP 8

Group Duty Rost

List of group code to be used by users. A group duby roster can be either on weekly routine, or rotational daily shift with maximum of three shifts within a day. For open-schedule duby roster without pre-defined schedule code, the actual schedule code will be determined from the list of possible clocking schedules only when user clock in for work

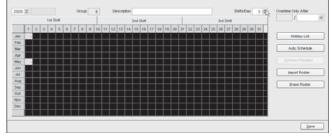
Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0	_	Merekty				Edit
1 Office	Add Gro	1p				Edit
2 R8D						Edit
	code to t specific	ew group duty roster, sei he clocking schedule for clocking schedules. Oroup isoription Roster Savit		ode which can be same , or daily shift roster with		
			Qiay 3	Çancel		
	[Add Oroup		lete Oroup		0

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

STEP 9

Group Duty Roster

Select group yearly duty planner according to the year selected. Use Holday Ust for holdays that epsicoble to all group duty roters, and 'Auto-Schedue' to tacitate the rotational shift planning and optional geon-activate. Different Retatory's applicable for users of same veakly duty roter tu have different restay in the week. 'You may change each duty planner by rote-Calck on the cell normal to change the duty plan or clocking. Use dudy.



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

ou may								roup		ion to facilitate th a day type and a				day's worki	na	ShitsDay 3 0	Overtime Only After	
			1	et S	un.								Muti-Shifts					
Jan Feb Mar Apr May	1	2	0	4	5	6	7		Sequence 1 2 3 4 5 6	Day Ty RESTDAY WORKDAY WORKDAY WORKDAY WORKDAY	lbe	1	Office R8D	3	1	7 20 29 30 31	Holiday List Auto Schedule Offerent Restalay	
λn Jul									7 Effective date	WORKDAY	01.01.20	3 4 5	Norring S Evening st Nght Shift	Nit 16			Import Roster	_
Aug Sep Oct Nov Dec										n of schedule co d schedule code			le attendand	Ce that has i			Erace Roster	

Click "Auto Schedule" to define the working schedules.

Define the Day Type. Assume the first day of a week is Sunday and it is a rest day. Other days are defined as workday.

Select the corresponding clocking schedule to apply for the shift.

STEP 11

					er ba	1 1 10	Nt-click		e Assistant						tday				
									on to facilitate the assi day type and a clockin			skdøy's wo	orking	L					
09 [0]						0	roup	ocreate uy a	only type and a coocki.	g concourt i	Carlador -			L	Shit	s:Day	3	0	Overtime Only After
		1	d Sh	in .							MilliShi			6					1
	2			-			0	Sequence	Day Type	1	2	3	-	F		~ .	0 31	п.	
,	1	3	٩.	5	0	1		1	RESTDAY	_	-	-		£ .	29	29 3	0 31	ы.	
n .		\rightarrow				_	\square	2	WORKDAY	3	4	5							Holiday List
0			_	_		_		3	WORKDAY	3	4	5	-						
M				_				4	WORKDAY	3	4	5							Auto Schedule
pr 📃								5	WORKDAY	3	4	5							
W -								6	WORKDAY	3	4	5							
n								7	WORKDAY	3	4	5							
4	H		7	1	1			Effective date r	ange 04.0	1.2009	31/12/2009	E.				\neg			Inport Roster
10	П		T	1	T			Describing and and	of schedule codes to								+-		
10 Q	H								schedule code:- i.e.		AND BUILTUN	1.0 210 11	00110						Erase Roster
4	tт							,											
	H						Η												
	F								_			_	-						
						_				kay		Can	cel leo					_	

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

																					sche											
2009	0	01/)1/2	009			0	roup		6		De	scrip	tion														shi	tsDe	w/	3 [0]	Overtime Only After
				f at S	hit					T				-	nd 1	-					1					34	SNIT					í
_	1	2	э	4	5	6	7	0	9	10	11	12	13	14	15	16	17	10	19	20	21	22	23	24	25	26	27	28	29	30	31	
Jan	旨	-	-		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	з	3	3	3		3	3	з	3	3	3		3	3	э	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 Schedul
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		
Mary	3	3		3	3	3	3	3	3		3	з	3	3	з	3		3	3	3	з	3	3		3	3	3	3	3	3	•	Offerent Restde
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	Erase Roster
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 Hoster
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	1
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	э	3	3	3	3		3	Э	з	3	3	3		з	3	3	3	3	3		з	3	3	3	1

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

Group Duty Roster

Select group yearly duty planner according to the year selected. Use Yoliday List for holdays that applicable to all group duty rosters, and Xuto-Schedule' to facilitate the rotational shift planning and optional open-schedule codes. "Different Restady" is applicable for users of same weakly duty roster to thave different restady in the week. You may change each day planne for yield. Ack on the cell is order to change the aly type or change schedule.

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	1	2	э	4	5	6	7	0	9	10	11	12	13	14	15	16	17	10	19	20	21	22	23	24	25	26	27	20	29	30	31	1
Jan					4	- 4	- 4	4	- 4	- 4		4	- 4	4	4	- 4	4		4	4	4	4	4	4		4	4	4	- 4	4	- 4	Holiday List
Feb		-4	- 4	-4	-4	- 4	- 4		- 4	- 4	- 4	- 4	- 4	-4		- 4	-4	4	-4	4	4		4	- 4	-4	- 4	- 4	- 4				
Mar		-4	- 4	-4	-4	- 4	- 4		- 4	- 4	- 4	- 4	- 4	-4		- 4	-4	- 4	-4	-4	-4		-4	-4	-4	- 4	-4	- 4		4	-4	Auto Schedule
Apr	- 4	- 4	- 4	-4		- 4	- 4	4	- 4	- 4	- 4		- 4	- 4	- 4	- 4	- 4	-4		- 4	-4	- 4	-4	- 4	- 4		- 4	- 4	- 4	- 4		
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Jun	4	-4	- 4	4	4	- 4		4	- 4	4	- 4	4	4		4	4	4	4	4	4		4	4	4	4	4	4		4	4		
м	4	4	- 4	-4		4	4	4	- 4	4	- 4		4	4	4	- 4	4	4		4	4	4	4	4	4		4	4	4	4	4	Inport Roster
4ug	4		- 4	-4	4	- 4	- 4	4		4	- 4	- 4	- 4	4	4		4	4	4	4	4	4		4	4	- 4	4	4	- 4		4	Erase Roster
Sep	- 4	-4	- 4	-4	-4		- 4	- 4	- 4	- 4	- 4	- 4		-4	- 4	- 4	-4	- 4	- 4		4	-4	- 4	- 4	4	- 4		- 4	- 4	4		L'ase nusier
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Click "Save" to save settings.

Select group yearly duty planner according to the year selected. Use "Holiday List" for holidays that applicable to all group duty rosters, and 'Auto-Schedule' to facilitate the rotational sh planning and optional open-schedule codes. "Different Restiday is applicable for users of same weekly duty rotter but have different restiday in the week You may change each day planner by right-click on the cell in order to change the day type or clocking schedule. 2009 0 01/01/2009 Oroup g Description ShifeDay 3 [0] Overtime Only After 2nd Shift 3rd Shift 1st Shift 1 2 3 4 5 6 7 0 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Jan Holiday List Feb Auto Schedule Mar Apr May Jun M 5 - 5 5 55 Aug Erape Roste 5 - 5 5 5 5 5 5 - 5 5 5 5 Oct Save

STEP 13

Group Duty Roster

List of group code to be used by users. A group duty roster can be either on weekly routine, or rotational daily shift with maximum of three shifts within a day. For open-schedule duty roster without pre-defined schedule code, the actual schedule code will be determined from the list of possible clocking schedules only when user clock in for work

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After	
0		Weekly				Edt
1 Office		Weekly				Edit
2 R8D		Weekly				Edit
6 Factory		Shit	3			Cot 1
						-
		Add Oroup	Dele	te Oroup		Gose

The software will return to the main page. You can see a new group duty roster is configured.

The Shift/Day column is displaying 3, to indicate that this roster is a multi-shift roster with 3 shifts in a day.

ROTATIONAL WORKING ROSTER

Some factories apply rotational working roster, where users are always rotate to another working shift periodically. The roster normally is not circulated weekly, but the management defines it, for example, 12 days cycle.

The available shifts.

	CLOCKING SCHEDULE	IN	BREAK	RESUME	OUT
Morning shift	3	8:00am	12:00pm	1:00pm	4:00pm
Evening shift	4	4:00pm	8:00pm	9:00pm	12:00am
Night shift	5	12:00am	4:00am	5:00am	8:00am

The sequence of rotation is as below.

Day	1	2	3	4	5	6	7	8	9	10	11	12
Shift	3	3	3	R	4	4	4	R	5	5	5	R

R = Rest day

To configure the above working roster, follow the steps below.

STEP 1

Clocking Schedule

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

-		Work Schedule	Description	Schedule
	Edit	Weekly		0
	Edit	Weekly	Office	1
	Edit	Flexi	R&D	2
	Edit	Daily	Morning Shift	3
	Edit	Daily	Evening shift	4
	Edit	Daily	Night Shift	5
Close		Delete Schedule	Add Schedule	

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

STEP 2

ocking Settings		Schedule	3	Description	Morning	Shift	
locking Time:-	Ŀ	Break	Resume	Out	<u>ot</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 withi clocking range	n the						
)o you want to use OT/Done as so	cheduled work ins	stead of over	time ?		··· 🗆 🛛	es	
lease specify the time interval if y	ou want to have i	rates differer	ntial for over	ime		- :	
f this is a rotational shift, specify th	ne qualify minutes	s before the s	shift starts .			10	

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

Group Duty Roster

List of group code to be used by users. A group duty roster can be either on weekly routine, or rotational daily shift with maximum of three shifts within a day. For open-schedule duty roster without pre-defined schedule code, the actual schedule code will be determined from the list of possible clocking schedules only when user clock in for wo

Group	Description	Roster	Shifts.Day	Open Schedule	Overtime Only After	
0		Weekly				Edt
1 Office		Weekly				Edit
2 R8D		Weekly				Edt
6 Fectory		Shift	3			Edt
						-
						-
						-
						-
						-
		Add Oroup	Dele	te Oroup		

In Group Duty Roster, click "Add Group" to continue.

STEP 4

Group	De	escription		Roster	Shifts/Day	Open Schedule	Overtime Only After	
	0			itetity.				Est
	1 Office	Add Gre						Edit
	2 R8D							Eat
	6 Factory					de which can be same or daily shift roster with		Edt
		specific	clocking s	chedules.	bekey rooser schedule,	or deep shirt roaser with		
								-
			Oroup	7				
		De	ecription	Factory 2				
			Roster	SNIL				
		_		2000				
		_				Cancel		
	-	_			Oray D	Gancel		-
			-					
			_					_

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

009 [0]							0	rout	» [-7	Use this function schedule by a d				weekday's working	hitsDay	1.0	Overtime Only After
000 (#)				No	mal	ыя				Ť							1 (80)	1
1	ī.	2	3	4	5	6	7	0	9		Sequence	Day T	ype	Schedule	*	29 30	24	
10	P	-	-	~	-	-	1		P	44	1	RESTDAY				10.0	100	Holiday List
Aan	÷	4	-		-		-	-	⊢	-	2	WORKDAY		3 💌				Piceday List
reb		+	-	-	-	-	-		⊢	1	3	WORKDAY						Auto Schedule
	4	-	-	-		-	-	-	-	-	4	WORKDAY		0	Office			- AND SCHEDUE
	÷	-		-				-	⊢	-	6	RESTDAY		2	RAD		_	
day -	4	-		-	-	-	-	-	1	귀	6	WORKDAY		3	Morning Shift		- 1	
	+	-	-	-	-	-	-	-	L	-	r	proprietation	-	4	Evening shift			Import Roster
	4	÷	-	-	-	-	-	-	L	1	Effective date ra	nge	01.02.20	5	Night Shift			
	-	-	-	-	-		-	-	pil	4					ndance that has no		الك ا	Erase Roster
	+	-	-	-	-	-	-	-	-	-	pre-determined	schedule code	t- i.e. 11,1	2,13				
	+	-	-		-	-	-	-	-	-								
Nov ·	•					-				: LI								

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

STEP 6

ou ma			eaci	Gally	par	rier i		710.		2		Use this function schedule by a contract of the schedule by a cont					veekday's	working	vits.Do	y 10	Overtime Only After
				No	mai	shirt					1										1
	1	2	3	4	5	6	7	0	T	1	1	Sequence	Day Ty	pe	Sch	edule			1 29	30 31	
ian i		Π.						P	Ŧ		1	1	RESTDAY								Holiday Lint
eb		H.	H.			-	-		it.	÷	1	2	WORKDAY	3		~					
tw		H	H	-		-	-		8-	÷	1	3	WORKDAY	3							Auto Schedule
lar lar	-	H	H	-		H	-	F	9	÷	ł	4	RESTDAY	3			_		1.1.1	-	
lav			-			-	-	⊢	+	÷	ł	6	RESTDAY WORKDAY						1 1	-	
un l			-	-	-	-		⊢	+	-	1	0	WORKDAY	- 1						-	
M		-	-	-	-	-		Ļ	+	+	ł	2		_	-	_	-				Import Roster
	-	-	-	-	-	-	-	-	-	-	4	Effective date re	nge	01.02/200	1.0	31/12/20	009				
gu			-	-	-		-	-	-		ł	Possible option				sule other	idance the	thas no		- 22	Erase Roster
ep		-		-	-		-	-	+	-	4	pre-determined	schedule code	- 1.8.11,12,	13						
kt		-							:	4	1									- -	
kov –						-			۰.		1									· •	
ec										-	Е			Qkay	-		_	ancel			

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

STEP 7

íou m	g and w/ ch	ange	eact	oper 1 day	pian	ner t	y rig	es. 1 M-cli	offer clk or	nent h	cel i	aary' is n ord	s app ler to	cha	ile fo hge t	r use he de	rs o vy ty	pe or	ie wi cloc	eekty king	duty sche	rost dule	ter b	ut hav	re dif	ferei	x res	63ay	nth	e we	iek.	
2009	0	01/0	01/2	109			0	roup		7		De	scrip	tion	Fac	lory 2	2											Shit	tsDe	14	1 [0]	Overtime Only Atter
				No	mai :	Shift						1										1									1	1
	1	2	э	4	5	6	7	0	9	10	11	12	13	14	15	16	17	10	19	20	21	22	23	24	25	26	27	20	29	30	31	
Jan	1	-			-								-												-							Holiday List
Feb		3	э	э		- 4	4	-4		5	5	5			э	з	з		4	- 4	4		5	5	5			э				
Mar	3	- 3		- 4	-4	-4		-5	- 5	-5			3	- 3	- 3		- 4	- 4	- 4		- 5	5	5			3	- 3	3		4	4	Auto Schedule
Apr	4		5	- 5	-5			3	3	3		- 4	-4	- 4		5	- 5	- 5			3	3	3		- 4	- 4	- 4		-5	-5		
May	5			3	3	3		4	4	4		5	5	5			3	3	3		4	4	- 4		5	5	5			3	3	
Jun	3		4	-4	4		5	5	5			3	3	3		4	4	4		- 5	- 5	5			3	3	3		4	4		
Jul	4		- 5	- 5	- 5			3	3	3		4	4	- 4		5	- 5	5			3	3	3		4	4	4		5	5	5	Import Roster
Aug			3	3	3		4	-4	-4		5	5	5			3	3	3		- 4	- 4	4		5	5	5			3	3	3	
Sep		4	- 4	-4		5	5	5			3	3	3		4	4	4		5	5	5			3	3	3		4	4	4		Erase Roster
Oct		5	5	5			3	3	3		-4	4	4		5	5	5			3	3	3		4	4	4		5	5	5		
Nov		3	3	3		- 4	4	4		5	5	5			3	3	3		4	4	4		5	5	5			3	3	3		
Dec		4	- 4	- 4		5	5	5			з	3	3		4	4	4		5	5	5			3	3	3		4	4	4		

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

STEP 8

Group	Description	Roster	ShiftsDay	Open Schedule	Overtime Only After	_
0		Weekly	0.00000	490.000		6.8
1 0110		Weekly				Eat
2 R8D		Weekly				Edit
6 Facto	Y	Shift	3			Edt
7 Facto	ry 2	Shift	1			Edt

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

OPEN WORKING ROSTER

Some factories apply open working roster. There are various shifts in a day, and users are free to attend to any shift. The software will allocate users into corresponding working shift by checking into their clocking time. However, the working time of every shift should not be overlapped and must be clearly defined. The software cannot allocate users into the correct shift if the In time and Out time of the shift are overlapping.

For example:

A factory provides 3 working shifts as below:

	CLOCKING SCHEDULE	IN	BREAK	RESUME	OUT
Morning shift	3	8:00am	12:00pm	1:00pm	4:00pm
Evening shift	4	4:00pm	8:00pm	9:00pm	12:00am
Night shift	5	12:00am	4:00am	5:00am	8:00am

Notice that the In and Out time of each schedule is not overlapping. To configure, follow the steps below.

STEP 1

Clocking Schedule

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

	Schedule	Description	Work Schedule		^
	0		Weekly	Edit	
		Office	Weekly	Edit	
		R&D	Flexi	Ecit	
Þ		Morning Shift	Daily	Ecit	
		Evening shift	Daily	Edit	
	5	Night Shift	Daily	Edit	
4					
4					
-					
4					
					-
-					
		Add Schedule	Delete Schedule		Close

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

Clocking Schedule			
Specify the clocking schedules and its setting	s as indicated below. Fixed clocki	ng schedule is not applicable t	o flexi-work schedule.
Clocking Settings	Schedule 3	Description Morning Shift	
Clocking Time:-	In <u>Break</u> <u>Resume</u>	Out OT D	ine
	12:00 13:00	16:00 : :	
Clocking Range:- Clocking before this time Leave it blank for default range			
Latest Clocking:- Replace with most recent clocking within the clocking range			
Do you want to use OT/Done as scheduled	work instead of overtime?	· · · · · · · · · · □ <u>Y</u> es	
Please specify the time interval if you want t			;
If this is a rotational shift, specify the qualify	minutes before the shift starts		
			Save

In each clocking schedule, insert a value for "If this is a rotational shift, specify the quantity minutes before the shift start starts", for example: 10 minutes. Please locate details of this option on page 33.

STEP 2

roup	Description	Roster	ShiftsDay	Open Schedule	Overtime Only After	
0		Viloekly				Eat
1 Office		Weekly				Edit
2 R8D		Weekly				Edit
6 Factory		Shift	3			Edt
7 Factory	2	Shit	1			Edt
						-
						-
						-
						-
						-
						-
						-

In Group Duty Roster, click "Add Group" to continue.

STEP 3

Onter Dentary Dentary	Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After		
2 /No 2 /No 2 /No 2 /No Con	0		hibridy				Edit	
2 Nu0 2 Nu0 Con 6 Petory To add new group ddy roden, stekt an awalade group code witch can be same Con 7 Petory 2 stock to be coded as coded as for wesky roder schedule, or day shift roder with Con Petory Conu Con Con Con Con Con Con Con	1 Office	Add Gr	oup				Edit	
7 / Packay 2 cools b the decising schedule for weekly rolder schedule, or dely self index with specific rocking schedule for weekly rolder schedule, or dely self index with Colo Colo Colo Colo Colo Colo Colo Col	2 R8D						Edt	
specific clocking scheduler. Oraup a Description Restry Rother Sout	6 Factory	r To add	new group duty roster, sei	ect an availabe group co	de which can be same		Edt	
Orean B 30 Description (r-story Rotter Sout	7 Fectory			weekly roster schedule,	or daily shift roster with		Edt	
Star D Cancel			escription Factory					
				Quay Do	Çencel			

Select a group duty roster with "Shift" for example group number "8" and name it as "Factory 2". Click "Okay" to continue.

STEP 4

You ma		- ge i			i Shif		Drou		0			n to facilitate the assign ay type and a clocking		veekday's working	vits:Day 1 0	Overtime Only After
	1	2	3	1 5	6	7	0	9	1	Sequence	ce	Day Type	Schedule	*	29 30 31	
Jan									Π.	1		RESTDAY				Holiday List
Feb	\square	1					\vdash	\vdash	П	2		WORKDAY				
Mar	\square	1		╈	+	\square	\vdash	\square	П	4		WORKDAY				Auto Schedule
Apr	\square	1		╈	\top	\square	\square	\square	П	5		WORKDAY				
May	-	1		╈	\top	\square	\square	\square	П	6		WORKDAY				Offerent Restday
Jun	\square			╈	\top	\square	\square	\square	П	7		WORKDAY		-		
Jul				Т	T	\Box			П	Effective da	ste ra	nge 04/01/	009 31/12/20	209 E		Import Roster
Aug				Т	Т				П	Possible or	tion (of schedule codes for a				Erase Roster
Sep												schedule code - i.e. 11				L'ale nutier
Oct																
Nov												3,4,5				
Dec									ш				y N	Cancel		
													<u>~</u> 4	Gancel		

Click "Auto Schedules" and define the day type according to the schedule. Define the Date Range for roster to start with.

Insert code of the in-use clocking schedules into the column, example 3 – clocking schedule 3, 4 – clocking schedule 4, and 5 – clocking schedule 5. Click "Okay" to continue.

STEP 5

StatsGray 1 Owned Coly After 21 22 23 24 26 27 28 20 27 21 22 27 26 26 2 2 27 27 28 20 20 1
1 1 1 1 1 1 1 1 2 2 3 5 5 5 2 1 3 4 5 5 5 5 2 1 4 5 5 5 5 5 2 1 4 5 5 5 5 5 5 2 1 Auto Schedule 5 5 5 5 5 5 1
1 1
Auto Schedule
Auto Schedule
Contraction of the second seco
· · · · · · · · ·
,
rate Rotter

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.

Group Duty Roster List of group code to be used by users. A group duty roster can be either on weekly routine, or rotational daily shift with maximum of three shifts within a day For open-schedule duty roster without pre-defined schedule code, the actual schedule code will be determined from the list of possible clocking schedules only when user clock in for wor Description Roste ShiftsDay Open Schedule Overtime Only After Eost Eost Eost Eost Eost 1 Offe Veek? 2 R8D 6 Factory shift 7 Factory Factory Delete Group Qose k Add Oroup

A new roster is created. Click "Close" to save settings.

TO ASSIGN USERS INTO GROUP DUTY ROSTER

You must assign users into the corresponding group duty roster before you can view their attendance. Once you have assigned a user into a group duty roster, the software will maintain the user in the same roster in the future. If you wish to switch users into another group, you can follow the steps below.

STEP 1



No. User ID Group Emp No. Depa RateAt Administration Local 2 Tony Stone 177568 Information Tec 4 Gibert Kazt Production feam A Factory 5 Sheena Jazz Q1895 QA 8 QC (eam B ENTING 2 Factory 3 FingerTec World Wide A739605455057 No 6, 8 8 10, Jalan BK 3/2, Elise John Bandar Kinnara 3, 47100 Puchong CN5509361250 Click for photo Local 60122081118 24/02/2009 31/12/2009 else@fingerter 20/12/2009 1 Add User Change D Import User Apply 🖆 Cancel

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

STEP 3

STEP 2

No.	User ID		Name	Emp No.	Department	Section	Group	RoteHr	Suspend	
1	1	Elise Johnson		AD1582	Administration	Local	1			_
	2	Tony Stone		EN05504	Engineering	Oversea	6			
		Felicia Dickson		177560	Information Technology	Oversea	1			
		Gilbert Kazt		PD5933	Production	Team A				
- 5	5	Sheena Jazz		Q1895	QA 8 QC	Tean B	7			
-				_						-
-				-						
_										
				1	FingerTec World Wide					
			Sheena Jazz						<u>^</u>	
			Name		Social Security No.					
		Click for photo	QA & QC	~					×.	
		Calor for proces	Department		D No.	Address				
			Team B	4						
			Section		Phone No.		_			
		5	24/02/2009	II Expeed	Enal	11 Vacidori	1 1	/		
			100060	Erbeed	Eurose	VBCBDON	Un			1
										1

Click "Apply" to save settings.

Us	er 10 [5]									
a, 1	User ID		Name	Emp No.	Department	Section	Group	RoteHr	Suspend	
1	1 E	Sise Johnson		AD1582	Administration	Local	1			
	2 1	fony Stone		EN95504	Engineering	Oversea	6			
	3 F	felicia Dickson		177560	Information Technology	Oversea	1			
	4 0	Albert Kazt		PD5933	Production	Team A				
	5 5	Sheena Jazz		Q1895	QA 8 QC	Team B	7			
-										
-	388 : Use	- 10						_		x
		attendance records	of next calendar month	h.	anges will not affect the curr onds, you are required to clic				effect on th	e new
		attendance records	of next calendar month	h.					effect on th	e new
		attendance records	of next calendar month	h.						e new
		attendance records	of next calendar month a new changes to the e	h.	ords, you are required to clic				effect on th	e new
		ittendance records F you wish apply th	Forme GA & GC	l. xisting attendance rec	Social Security No.	k the 'Generate' button in th				e Devv

A message will pop up to remind you that you must generate the data in Attendance Sheet before your new settings could take any effect. Click "Okay" to accept the message.

STEP 5

Click 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.

Dote	User ID		Show Tardiness - Late-In	Overtime		Drag ,drop clocking
Date Weekday 26.92:2499 Thursday 27.02:2009 Friday 28.02:2009 Saburday	Present On Leave: Absent	Please : general records You ma	New Attendance Records peoly the date which you want the attendance record. Any existing records will be removed and new at can be converted from terminal data audit list. or overwrite details checklaic code, (*) non the pre-de ter with the new schedule code.	tendance		
1 Elise Johnson WOR	90AY 0 90AY 0 90AY 0 90AY 0	Change	Al 2 Day Sone Trice Sone Come 2 Deer 01422 Deer 01422000 12 2000000 11 10 10 10 10 10 10 10 10 10 10	Spats Spats Spacel	Leave Taken	Renark

STEP 7

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.	Generate New Attendance Records Please specify the date which you want the attendance records to b generated. Any existing records will be removed and new attendance records one be converted from termined data autility day using overmite details attributed code.			
	y Type Sche	Confirm Generate Records	1 b	Leave Taken	Remark
1 Elise Johnson WOR 2 Tony Stone WOR 3 Felicia Dicksor/WOR 4 Olbert Kazt WOR 5 Sheena Jazz WOR	KDAY 0 KDAY 0 KDAY 0	You are about to delete sway the selected existing attendance records, if any, before the new records are generated. Are you sure you want to continue ?	8		
X		Carcol Date Oracycol Image South Concel Image S	M		2

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.



4 • ATTENDANCE SHEET

Ignore this chapter if you are not using the software for time attendance function.

Attendance Sheet displays all attendance data as In time, Out time, Work time, Overtime, Leave taken, and etc, in a same page. You can check attendance data by date or by user ID. Given acceptable circumstances, their attendance data can be edited. However, all the changes are recorded for future reference.

VIFWING 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:

COLUMN	DESCRIPTION
User ID	Refers to ID of each user. The length of user ID varying from 1 \sim 9 digits, a 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.
ОТ	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.

	Date		User 8)		Sho	w Tardines	s- 🗆 Li	ée-In		E	Overtime			Drag _d	rop clocking	
No. Up	er ID	Nar	ne		~				ny-Out		E	(Nork/OT	Totals				-
1	1 Dise -	Johnson							tended Bre	*	E	On Leave					
2	2 Tony 5	tione						D M	ss Punch		Ē	Absent					- 1
3	3 Felicia	Dickson									-	J-warene					
-4	4 Olbert	Kezt															
5	5 Sheen	a Jazz				Call	rct Schedul	-	¥ :	Select Depr	eterent - E			*			_
					×.												-
Date	Weekday	Day Type	Sche	h	Dreak	Resume	Out	OT	Done	Work	Overtime	Short	Total Hr	Total OT	Short	Leave Take	n P
1.02/2009	Sunday	RESTDAY	1														1
12/02/2009	Monday	WORKDAY	1	00:59	12:34	13:15	19:51			0.00	1.51			-			Т
13/02/2009	Tuesday	WORKDAY	1	09.02	1215	13.40	19:04			7.33	1.04	0.27					
4.02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:23	18:22			7.54		0.06					Т
5/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33			0.00	1.33						т
6/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54			7.54		0.06					Т
17/02/2009	Seturday	RESTDAY	1										40.00	3.49			
4																	
_																	_
Total																	

COLUMN	DESCRIPTION
Total Hr.	Total working hours in a week or a month.
Total OT	Total overtime claim in a week or a month.
Short	Total short time in a week or a month.
V	

ou can choose to view Attendance Sheet in various formats such as: By User ID

By Date By Tardiness

• By schedule of department

BY DATE



	Date		User ID			Sho	w Tardiness	- 🗆 u	te-in		E	Overtine		Drag ,drop clockin	10
Date	Weekd	lay 🔺						E	rly-Out		E	On Leav			
01/02/200	9 Sunday		Present	5					tended Bro	nak	E	Absent			
02/02/201			OnLeave					Пм	to Punch						
03/02/200															
04.02/200			Absent												
05/02/200						Seld	rct Schedule		~	Select Dept	rtnert-				
06.02/200	29 Friday														-
Jser ID	Name	Day Type	Sche	in	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	L
	Elise Johnson			08:59	12:34	13:15	19:51			8.00					
	Tony Stone			08:59	12:34	13:15	19:51			8.00					
	Felicia Dicksor			08:59	12:34	13:15	20:12			8.00					
	Olbert Kazt			00:59	12:34	13:25	20:12			0.00					
- 5	Sheena Jazz	WORKDAY	3	08:59	12:34	13:25	20:13			0.00	2.13				
													· · · ·		۰.,
															-
Total															
Total															Ī

By default, attendance sheet will display information by date format. It will show all attendance of the same day on a same page.

BY USER ID

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

Date User D Devel Devel <th< th=""><th></th></th<>	
2 2 Tory Store Image: Store	
9 9 7464 (Schon)	
3 3) Felicis Ecision 4 40 (Bott Radt 5 5) Felicis Ecision 5 5) Felicis Ecision 6 6) Select Department. W Select Schedule. W Select Schedule. Other Weekday: Dete Weekday: Dete: Resume: Dete: Network: Dete: Network: Dete: Network: Dete: Network: Dete: Network: Dete: Network: Dete: Network	
5 Deens Azz Select Schesker. Selec	
Select Schedule- 🥪 Select Department- 🤘	
Date Weekday DayType Sche In Break Resume Out OT Done Work Overtime Short Leave Taken	
N PARADA D Av. PROTATION A	Remark
22022009 Monday WOR4DAY 1 00:59 12:34 12:15 19:51 0.00 1.51	
33022009 Tuesday WORKDAY 1 03:02 12:15 13:40 19:04 7.30 1.04 0.27	
94/02/2009 Wednesday WORKDAY 1 08:35 12:24 13:23 18:22 7.54 0.22 0.06	
25020009 Thursday WORKDAY 1 08:58 12:35 13:23 19:33 8.00 1.33	
96022009 Friday WORKDAY 1 00:54 12:33 13:30 17:54 7.54 0.05	
17/02/2009 Saturday RESTDAY 1	

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.

		Date			User I	>		Show Tardiness:	Late-in		Overtime			Drag ,d	rop clocking	
No.	Use	P11	_	Nar Iohnson	ve.		1		Early-Out		Work/OT	Totals				_
1		11	flice J	lohnson			-		Extended Bree		On Leave					
2		2	Tony S	tone					Miss Punch		Absent					
3		3	Felicia	Dickson			1		LIMISS Punch		Append					
.4		- 4	Olbert	Kazt												
5		- 5	Sheen	a Jazz				Select Scheduler		elect Department -			M			
	_						×.	Delect Der lebble.		resect treportioners.						٠
Date		We	ekday	Day Type	Sche	h	Break	Resume Out	OT Dooe	Work Overfiel	short	Total Hr	Total OT	Short	Leave Taker	n +
25/02/2	009	Wedn	eoday	WORKDAY	1	09:45	12:33	1 User ID			0.45					1
26/02/2	009	Thurs	day	WORKDAY	1	09.00	12:33	1								
27,62,03	009	Friday		WORKDAY	1										SICK	
28/02/2	009	Sature	sey.	RESTDAY	1							32.16		7.4		
01.05/2	009	Friday		HOLIDAY	1											
02/05/2			say .	RESTDAY	1				Gancel							
		~ ·						_			_					۱Ť
	_															-
To	tel															
_		-	_									_	_			
		. L	Down	beok	To Histor	Y	Ed	MJ6-SYR	: Gene	rate		6	port	JL	Çancel	

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

[2] Right click and insert a user ID.

BY TARDINESS

	Dete			User ID			Sho	w Tardines	±- □u	te-in		E	Overtine	,	Drag ,drop clocki	ing .
Date	Vie	ikday .	•						E	rly-Out		E	On Leav	0		
01/02/20	009 Sundi	¥		Present	5				0	tended Br	eak	E	Absent			
02/02/20				n Leave					Пм	ss Punch						
03/02/20																
04.02/20				Absent												
05/02/20							Seld	ect Schedu	ie:-	~	Select Depa	rtnert-				
06/02/20	009 Friday		•													-
User ID	Name	Day T		Sche	in	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
	Elice Johns				08:59	12:34		19:51			8.00					
	2 Tony Stone				08:59	12:34		19:51			8.00					
	3 Felicia Dick				08:59	12:34	13:15	20:12			8.00					
	Gibert Kaz				00:59	12:34	13:25	20:12			0.00					
- 1	5 Sheena Jac	z WORK	DAY	3	08:59	12:34	13:25	20:13			0.00	2.13				-
																1.1
_																-
Total																

"Show Tardiness" is located on the top middle of Attendance Sheet. You can select to view attendance data sorted by tardiness.

- Late in is to show attendance data of users who come late to work.
- · Early Out is to show attendance data of users who leave office earlier than predefined Out time.
- Extended Break is to show attendance data of users in which his rest time exceeds the predefined Break-Resume time.
- · Miss Punch is to show attendance data of users who fail to clock in or out for any time slots
- Overtime is to show attendance data of users who work overtime
- On Leave is to show attendance data of users who are on leave.
- Absent is to show attendance data of users that are absent from work and do not apply for a leave at the same time

BY SCHEDULE OR DEPARTMENT

Li Atten	danci	e Sheet:	s [(2/02	2009]												
	Date				User ID			Sho	w Tardine	82- 🗆 L	ste-in		E	Overtin	0	Drag ,drop clock	ing 🔺
Date		Weekd	iny							□€	arly-Out		E	On Lea	re .		_
01/02/20		Sunday			Present	5				□€	dended Bre	ak	E	Absent			
02/02/20		Monday	_		On Leave		í I				iss Punch						
03/02/20		Tuesday Wedness			Absen												
05/02/20		Thursday			Ausen												
06/02/20	09	Friday	_	*				Seld	ct Sched.	AR-	×	Select Dept	rtner£-		×		*
User ID	1	Name	Day	Type	Sche	in	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	-
1	Elipe	Johnson	WOR	YACH	1	08:59	12:34	13:15	19:51			8.00					
2	Tony	Stone	WOR	KDAY	1	08:59	12:34	13:15	19:51			8.00					
3	Felici	ia Dicksor	WOR	KDAY	3	08:59	12:34	13:15	20:12			8.00	2.12				
- 4	Gibe	et Kazt	WOR	KDAY	3	00:59	12:34	13:25	20:12			0.00	2.12				
5	Shee	sne Jezz	WOR	KDAY	3	08:59	12:34	13:25	20:13			0.00	2.13				
					_		_			_		· · · · ·					
5																	
Total																	
				_		_									_		
		Down	beol		To Histor	Y	Est		Multi-3		Qerx	rate			Egport	Qancel	
		_	_		_				_	_				_			_

- You can also choose to sort data by schedule or department.

 Schedule is to show users who are assigned to a predefined clocking schedule.
 Department is to show attendance data of users who are assigned to a predefined department.

TO MANIPULATE ATTENDANCE SHEET TO EDIT ATTENDANCE DATA

Under a certain acceptable circumstances, the Company can edit attendance data of a user. For example: If a user left early because he needs to go for a training, an administrator can edit his attendance data so that he will not be considered as "Early Out".

STFP 1

	Date		Uper ID			Sho	w Tardines	±- □u	te-in		E	Overtime		Drag ,drop clock	ing
Date	Weekd	ay 🔺							ny-Out		E	On Leave	,		
06.02.2001 07 <i>1</i> 02/2005			Present						tended Brev ss Punch	ok.	E	Absent			
06/02/2006			On Leave Absent						ss Parion						
10.02/2005						Sele	ct Schedu	le:-	¥ 1	Select Depi	vtnert-		×		
lser ID	Name	Day Type	Sche	'n	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
	lise Johnson			08:54	12:33	13:30	17:54			7.54		0.06			
		WORKDAY		08:58	12:33	13:30	10.16			0.00					-
	elicia Dicksor			08:32	12.19	13:30	18.16			7,49					-
	Albert Kazt Sheena Jazz	WORKDAY		08:47	12:54	13:30	18:58 18:58	-		7.48					+
			-		-	-									_

Click	"Edit"	to	start.
-------	--------	----	--------

	Date					Sho	w Tardin	025-	Late-in		E	Overtime		Drag ,drop cloci	
Date	Week	Say A							Early-Out		E	On Leave		06/02/2009 17:	54
66.92/208	9 Friday		Present	t 5					Extended	Break	E	Absert			
07/02/200	9 Saturda	1							Miss Punc	-					
06/02/200	9 Sunday		On Leave												
09/02/200	9 Monday		Absent												
10.02/200	9 Tuesday					Sad	ect Scher	h (w -	×	Select Dep	atest.		×		
11/02/200	9 Wednes	day 💌					en oure			obect bey	amer.				_
Jser ID	Nome	Day Type	Sche	in	Dreak	Resume	Out		OT Dor	e Work	Overtime	Short	Leave Taken	Remark	
1	Elise Johnson	WORKDAY	1	08:54	12:33	13:30	17:54	Π.		7.5		0.06			
2	Tony Stone	WORKDAY	1	08:58	12:33	13:30	18:15			0.0	0 0.16				
3	Felicia Dickso	WORKDAY		08:32	12:19	13:30	10:16			7,4					
		WORKDAY	3	08:47	1254	13:30	10:50			0.0					
- 5	Sheena Jazz	WORKDAY	3	09.12	12:35	13:30	18:58			7.4	8 0.58	0.12			
ble olick on	the respective	slot for excuse	f clocking												-
Total															

Point to the time slot and delete the data.

STEP 3

Attend	lance Shee	ts [00	5/02/	2009]												
	Date						Sho	w Tardine	01- 🗆 La	te-in		E	Overtime		Drag ,drop clocki	
Date	Week	day /	•						0.00	rly-Out		E	On Leav		06/02/2009 17:5	4 💷
06.02.20		_		Present	5					tended Bre	ok.	E	Absent			
07/02/20			1	On Leave					□ M	ss Punch						
08/02/20																
10.02/20				Absent												
11/02/20							Sele	rct Sched	ule:-	¥ 1	Select Depr	rtnent -		×		
			_		_											
User ID	None	Day		Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	-
	Elise Johnson				08:54	1233	13:30	18:00	_		0.00					
	Tony Stone	WORK			08:58	12:33	13:30	10.16	-		8.00					- 1
	Felicia Dicks Olbert Kazt	MORK NORK			08.32	12:19	13:30	18.16			7,49		0.11			- 1
	Sheena Jazz				08.47	12:36	13:30	18:58	-		7.48		0.12			- 11
. · ·	STREET & DELL	10000	20911	- 1	09.12	12.00	12.00	10.00	-		1.40	0.50	0.12			1.2
<u>x</u>																2
Total	n the respective	shit for e	anused (clocking												
																_
						Und	•	Muti-	Shifts	Leave	Taken			Apply	Sancel	
		_								_					NC	

Insert a new value. Click "Apply" to save settings.

The result is on the next page.

	Date		Uper K			Sho	w Tardness	- 🗆 La	le-in		E	Overtime		Drag ,drop clocking	ŀ
Date	Week	Say 🔺						- Ca	rly-Out		E	On Leave		06/02/2009 17:54	
06.02.20	19 Friday		Presen	1 5					lended Brea	*	E	Absert			
07/02/200	09 Saturday	r —	A						Is Punch						
08/02/20	09 Sunday		On Leave	×											
09/02/20	09 Monday		Absen	t											
10/02/200	09 Tuesday				· .	Cale	ct Scheduler		w s	elect Depr	and I		¥.		
11/02/200	09 Wednes	day 💌				266	ici scriedule		M 3	elect Depi	APRILE -		M		
User ID	None	Day Type	Sche	in	Dreak	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
1	Elise Johnson	WORKDAY		08:54	12.33	13:30	18:00			8.00					
	Tony Stone			08:58	12:33	13:30	18:15			8.00					
	Felicia Dicksor			08:32	12.19	13:30	10.16			7,49		0.11			
	Gilbert Kazt			08:47	12:54	13:30	10:50			0.00					
- 5	Sheena Jazz	WORKDAY	3	08:12	12.35	13:30	18:58			7.48	0.58	0.12			
21 - C															i f
															1
Total															
Total															

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.

LI Attend	lance Sheet	s [06/02/	2009]												
	Date					Sho	w Tardine	18- 🗌 Le	de-in		C	Overtime		Drag _drop clockin	
Date	Week	say 🔺						E	rly-Out		E	On Leave		064020303447 54	-
66.02.20			Presen	t 5				<u>П</u> 6	sended Bre	ak	E	Absert		1 ¥	
07/02/20		r	On Leave	. —	i			□ M	ss Punch						
08/02/20		_			i I										
09/02/20			Absen	E											
10.02.20						Sek	ect Schedu	8e		Select Dep	stnert -		×		-
11/02/20	99 Wednes	day 💌													-
User ID	Name	Day Type	Sche	in	Dreak	Resume		OT	Done	Work	Overtime	Short	Leave Taken	Remark	
1	Elise Johnson	WORKDAY	1	08:54	12:33	13:30	18:00			8.00)				
	Tony Stone	VACREDAY		00:50	12:33	13:30	10:16			8.00					
3	Felicia Dicksor		3	08:32	12:19	12:30	10:16			7.45					
		WORKDAY	3	08.47	12:54	13:30	18:58			8.00					
5	Sheena Jazz	WORKDAY	3	09.12	12:35	13:30	18:58			7.48	0.58	0.12			
81															10
	the respective	olot for excuped	clocking												
	Qowe	load	<u>To Histor</u>	γ	Und	io 👘	Muti-3	Shifts	Feave	Taken			<u>Apply</u>	Gancel	

If you want to undo the changes, you can reallocate the original attendance into the column. Follow the steps below to reallocate the original attendance data into its original position.

Click "Edit" button at the bottom of the Attendance Sheet.

Drag the attendance data into the "Drag/Drop Clocking" column.

Drop the attendance data into its original column.

Click "Apply" to save settings.

TO APPLY LEAVE TO USERS

You can insert leave days of users in the Attendance Sheet. Follow the steps below to assign leave days to users.

STEP 1

	Date		User I	D		Sho	w Tardines	IK- La	le-in		E	Overtime		Drag ,drop clocking	
Date 27.02.2001 28.02.2005			Presen					E	rly-Out tended Bre us Punch	ak.]On Leav]Absent	e		1
01.03/2003 02/03/2003 03/03/2003 04/03/2003	Sunday Monday Tuesday		On Leave Absen			Sek	ect Schedu			Select Depa	rtnert-		×		
Joer ID	Name	Day Type	Sche	In	Dreak	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
	lise Johnson Iony Stone	WORKDAY	1				20.33								
31	elicia Dickso	WORKDAY	4	02:18	12:34 20:44	13:10 21:29	02.46			8.00	2.46	0.01			
	Nibert Kazt Peena Jazz	WORHDAY		17:49	20:37	21:24 21:28	03.08			5.00		0.06			
· · ·				· · ·											
Total															
	Down	ind (To Histor	~]	Eat	N			Qene	rate			Export	Gancel	

Click "Edit".

STEP 2

	Date					Sho	w Tardines	8- 🗌 Le	de-in		E	Overtime		Drag ,drop clocking	ŀ
Date	Week	day 🔺						E	ety-Out		E	On Leave			-
/02/200			Present	: 4				Пв	sended Bro	tak .	E	Absent			
102/200			On Leave					M	ss Punch						
03/200															
903/200 903/200			Absent	- 1											
M3200						Sek	ect Schedu	itt:=	~	Select Depa	rtnent-		×		
	re presides	007 •													
er ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
	Elise Johnson		1										×.	_	
		WORKDAY		02:10	12:34	13:18	20.33			0.00			ABSENT		
- 3	Felicia Dicksor			10:01	20:44	21:29	02.46			4.59		0.01	ANNUAL		
- 4	Olbert Hazt	VACRIDAY	4	17:49	20:37	21:24	03:08			5.00	3.08		30X		
5	Sheena Jazz	WORKDAY	4	17:49	20:24	21:28	03:08			4.54	3.08	0.06	HOSPITAL **		
				-									PATERNITY		
olick on	the respective	plot for excuper	f okseking										EMERCIENCY		-
Total													DHD100401		

Point to the "Leave Taken" column and click to open a drop box. Select the leave type applied to the user. Click "Apply" to save settings.

Alternatives,



to open "Staff Extended Leave".

STEP 2

Staff Extended Leave

Use the table below to enter the extended leave taken by an individual staff during certain period. These leave records will be automatically be included in the current attendance sheet to reflect the leave taken. And it will be excluded from the attendance sheet if you remove the leave record from the table.

User ID	Name	Leave Taken	From III	To 🖽	٨
1	Elise Johnson	SICK	27/02/2009	27/02/2009	
	rd, press the down-arrow key when it is at th rd, just erase the user id.	he bottom of the list.			

Select "User ID" and user "Leave taken type".

Define the duration of the leave. Insert the same date in "From" and "To" columns, if user only takes a one day leave.

TO APPLY REMARK TO USERS

Remark can be added to attendance data to notify unusual record. For example, a user came in at 1200pm even though his IN time should be at 900am. He was late for meeting a supplier, therefore remark can be added to explain the tardiness.

STEP 1

LI Attend	ance Sheet	s [16/02	/2009]												
	Dote		Uper I	>		Sho	w Tardine	11- 🗆 La	te-in		E	Overtime		Drag ,drop clockin	10 A
Date	Week							0	rly-Out		E	On Leav	0		
11/02/200			Presen	t 5				0	bended Bre	nak:	E	Absent			
12/02/200		Y	On Leave		i			M	ss Punch						
13/02/200		-													
14/02/200		r	Absen	c											
16.02.200		-				Sek	ect Sched.	le -	×	Select Depr	rtnert -		M		
User ID	None	Day Type	Sche	h	Ereak	Resume	Out	01	Done	Work	Overtime	Short	Leave Taken	Remark	-
1	Elise Johnson			08:49	12:20	13:26	10:15			7.50					
		WORKDAY		08:56	12:34	13:26	10:20			0.00					
	Felicia Dickso			09:15	12:43	13.28	19:03			7.45					- 1
		WORKDAY		17.53	20.47	21:27	01:29			5.00					
	Sheena Jazz	WORKDAY	4	18.02	20:34	21:30	01:02			4.58	1.02	0.02			- ×
X.															2
Total															
	Down	beok	Io Histo	ny 📄	Eat	-			Qerv	orate			Egport		

Click "Edit" to start.

STEP 2

6	lote					Sho	w Tardines	£- ∐La	te-in		E	Overtime		Drag ,drop clocking	1
Date	Week	iny A						0.00	rly-Out		E	On Leave	,		
1/02/2009	Wednes	Say .	Present	5	1				tended Br	nak.	E	Absent			
2/02/2009	Thursda		On Leave					Пм	ss Punch						
302/2009															
4.02/2005		r i i	Absent	t											
5.02/2005					·	Sel	ect Schedu	e	v	Select Depr	rtnert -		v	6	
6.92.2005	Monday														-
ser ID	None	Day Type	Sche	h	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
10	lise Johnson	WORKDAY	1	08.49	12:20	13:26	10:15			7.50		0.02			
		WORKDAY		08:56	12:34	13:26	10:20			0.00					
3 F	elicia Dickso	WORKDAY	3	09:15	12:43	13.28	19:03			7.45		0.15		N N	
		WORKDAY		17:53	20.47	21:27	01:29			5.00				Attempt to training	
	heena Jazz	WORKDAY	4	18.02	20.34	21:30	01:02			4.58	1.02	0.02		Going to meet client	
														Coing to meet supplier	5
	he respective	nict for excupe-	d olooking												-
Total															

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

TO GENERATE ATTENDANCE

You MUST generate attendance data in the Attendance Sheet if you have done the followings:

- 1 Change any settings in clocking schedules
- 2 Change any settings in group duty rosters
- 3 Assign users into a group duty roster
- 4 Change users into a new group duty roster

Any of the above settings will affect time attendance calculation in the software. The software must publish the most updated attendance data on the Attendance Sheet. To get updated data that complies with the new settings, the software requires you to perform "Generate" process to refresh the Attendance Sheet. Else, the new settings or changes will not be applied.

NOTE: This process will erase any of the manually inserted information/ attendance data from the records. Therefore, please include the relevant user IDs and date range to generate accurate attendance data.

For example:

locking Range	Settings	Schedule 1	Description	Office
Allow a grace period	in minutes for late	in		
Allow a grace period	l in minutes for earl	y-out		
Minimum minutes mus	st worked to qualify	for overtime		30
Maximum no. of hour	s allowed to claim	for overtime		24.00
Work hours is either	round-up or round-	down (-ve) in minutes of		
Overtime hours is eit	her round-up or rou	und-down (-ve) in minutes of		
Lunch/Dinner time du	ration for flexi-lunc	h/flexi-dinner range in minutes		
Do you want to exclu	ude the lunch/dinne	r hour from working hour ?		Yes / Yes
Do you want to prov	ide overtime for wo	ork before in time (earlytime) ?		<u>Y</u> es

A new setting is done in clocking schedule 1. All users in this schedule must work at least 30 minutes to entitle them for an overtime claim. Any users with overtime period less than 30 minutes will not be entitled for an overtime claim. Click "Save" to save settings.

STEP 1

0	Date		User II	>		Sho	w Tardine	FR- La	te-in		E	Overtime		Drag ,drop clocking	-
Date	Weekd								rly-Out			On Leav			-
11/02/2005			Presen	t 5					tended Bre	ak .	E	Absert			
12/02/2009		<u> </u>	On Leave	<				M	ss Punch						
13/02/2009		_	Absen												
1502/2009			740000	·											
16/02/2009		-				Sek	ect Sched	40	¥ 1	Select Depa	rtner£-		9		+
User ID	Name	Day Type	Sche	h	Break	Resume	Out	07	Done	Work	Overtime	Short	Leave Taken	Remark	
	lise Johnson			08:34	12.38	13:25	18:27		00.0	8.00					-
		WORKDAY		08.43	12:38	13:25	18:18	-	-	8.00					-
3 F	elicia Dicksor	WORKDAY	3	00:54	12:30	13.16	10:36			0.00	0.36				
		WORKDAY		17:51	20:47	21:24	00:29			5.00					
5 5	heena Jazz	WORKDAY	4	17:57	20.36	21:34	01:19			4.58	1.19	0.04			_
0															ЪĽ
_															-
Total															

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

STEP 2

Generate New Attendance Records

Please specify the date which you want the attendance records to be generated. Any existing records will be removed and new attendance records can be converted from terminal data audit list.
You may overwrite default schedule code (*) from the pre-defined group duty roster with the new schedule code.

You may select the rang	e of records	by:	
User ID	1	Elise Johnson	^
() All	2		
None	3 4	Felicia Dickson Gilbert Kazt	
Some	5	Sheena Jazz	
			~
Date	01/02/2009	28/02/2009	Multi-Shifts
Change to new schedule	e code:	* 🗸 *	v * v
Convert from data audit	list ?	\checkmark	
	Gene	rate	Cancel

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

STEP 3



Click "Okay" to accept the message.

STEP 4

LI Attend	ance Sheet	6. E 11	1/02/2	2009]												
	Date			User ID			Sho	w Tardines	K- 🗌 Le	te-in		E	Overtime		Drag ,drop clocki	ng 🔺
Date 91.02.200 12.02.000 13.02.000 14.02.000 15.02.000 15.02.000	9 Thursday 9 Friday 9 Saturday 9 Sunday	day Y		Present On Leave Absent			Sek	rct Schedul	⊡E× ⊡M	rhy-Out tended Bre ss Punch	nak Select Depa	C]On Leave]Absent			
User ID 1 2 3 4	Name Elise Johnson Tony Stone Felicia Dickson	Day 1 WORK WORK WORK	Type DAV DAV DAV DAV	1 3 4	In 08:34 00:43 00:54 17:51 17:57	Dresk 12:38 12:30 12:30 20:47 20:36	Resume 13:25 13:25 13:16 21:24 21:24 21:34	Out 18:27 10:10 10:36 00:29 01:19	10	Done	Work 8.00 0.00 0.00 5.00 4.55	0.36		Leave Taken	Remark	
Total	Qown	load		Io Histor	y	Ę:R		M.6-9	vita 🔡	gene	oralio			Egport	Gancel	

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

TO EXPORT ATTENDANCE DATA

Attendance data from the software can be exported for payroll or to be used in other software. However, it is important to make sure that the exported attendance data can fit into the targeted software. The exported attendance data is available in text (.txt), Microsoft® Excel worksheet (.xls) or ODBC manager.

There are two types of data exportation.

- A Export Details is to export attendance data on a daily basis for a certain time period.
- B• Export Summary is to export a summary of attendance data for a certain time period.

The type of exported data depends on the requirements of payroll, ${\sf HR}$ software or other software.

EXPORT DETAILS STEP 1

Weekday A				Sho	w Tardines	±- □La	te-in		E	Overtime	•	Drag ,drop clocking	Ŀ
Weekday A						⊡E9	rly-Out		0	On Leas	•		-
lunday	Present	5					tended Bre	nak .		Absent			
londay							a family						
uesday	On Leave					0.0	is runn						
Vednesday	Absent												
hursday				Tale	of Schedul	w. [-	Colord Dana	and I				
riday 💌													-
me Day Type	Sche	In	Break F	Resume	0.4	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
ohnson WORKDAY	1	00:59	12:34 1	3.15	18:51			8.00	1.51				
itone WORKDAY					19:51								
	3	08:59											
A JAZZ WORKDAY	3	08:59	12:34 1	3:25	20:13			8.00	2.13				
	Ionday Uesday Vedhesday Nursday Inursday Inursday Inday Inday Inday Inday Inday Inday Type Shrison WORKDAY	Index Lorder	Index On Leave Abset: weddy Abset: Abset: Infady Infady Infady mie Day Type Sche Infady mie Day Type Sche Infady mie Day Type Sche Infady Dintern WORDANY 0 055 DetectorWORDANY 3 0850 Keld WORDANY 3 0850 Infady	Unitary weeday On Letric Absent: Absent: Absent: Absent: Training Control Absent: Display Display Display	On Lation: On Lation: window- noticy Abset: Sea robusty Sea The Deskit robusty Sea The Deskit robusty Sea The Deskit robusty 10 69 12.34 1215 robusty 10 69 12.24 1215 Deskit 10 69 12.24 1215 Deskit 0059 12.34 1215 Deskit 0059 12.44 1215 Deskit 0059 12.44 1215 Deskit 0059 12.44 1215	On Law: On Law: windy: Alexet: Select Schedul robustory: Normal: Select Schedul robustory: Normal: Select Schedul robustory: Normal: 1234 robustory: 0.589 12.44 robustory: 0.599 12.43 robustory: 0.599 12.44 robustory: 0.599 12.44	On Lamor On Lamor Image: Control of Contro	On Lative Description Abore: Abore: Abore: State Streads	Image On Large Image Image	Online Online Masset Masset windy Abset Masset Masset Masset windy Abset Select Streaker- W Select Departmer. role Der Tage Szee Select Streaker- W Select Departmer. role Der Tage Szee Select Streaker- W Select Departmer. role Der Tage Szee Szee Szee Szee Szee Szee VORDAV 10.59 12.44 1315 19.59 6.00 150 Desaro/MORDAV 30.59 12.44 1315 19.69 6.00 150 Desaro/MORDAV 30.59 12.44 1315 19.61 6.00 150 Desaro/MORDAV 30.59 12.44 1325 2012 6.00 212	On Lative: On Lative: Other (International Content) Other (Internatin) Othe	Instrume On Large Description Description Description Instrume Absert Select Schedar- Within Purch Within Purch Instrume Select Schedar- Within Purch Select Schedar- Within Purch Instrume Instrume Out and Of Done West, Normal Within Purch Instrume Instrume Out and Of Done West, Normal Within Purch Instrume Instrume Out and Of Done West, Normal Select Schedar- Within Purch Instrume Instrume Out and Of Done West, Normal Select Schedar- Within Purch Instrume Instrume Out and Instrume Select Schedar- Within Purch Instrume Instrume Instrume Select Schedar- Within Purch Select Schedar- Within Purch Instrume Instrume Instrume Select Schedar- Select Schedar- Within Purch Instrume Instrume Instrume Select Schedar- Select Instrume <	Image: State Distance Distance Distance Distance Metro March Octabler: W Select Department. W Metro March W Select Department. W Select Department. Metro March W Select Department. W Select Department. Metro March W Select Department. W Select Department. Metro March U 1051 1051 Boot 105 More MoreOvAV 1059 1234 1315 Boot 105 Boot Desard/MOREOVAV 3059 1234 1315 Boot 212 Boot 210 More MoreOvAV 3059 1234 1315 132 800 212 Boot 212

In Attendance Sheet, click "Export" to start.

STEP 2

Export Attendance R	ecords
exported to an external to payroll system.	cards and attendance date range you want to be life as a input attendance records for other int either detail attendance records or summary
You may select the range	e of records by:
Department	~
User ID ③ All ○ None ○ Some	1 Else Johnson 2 Tony Stone 3 Felicia Dickson 4 Gilbert Kazt 5 Sheena Jazz
Date	01/02/2009 28/02/2009
Export	Detail Export Summary Cancel

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).
- [2] Define the length of each data field to fit the maximum characters for each column.

Export Attendance Records

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

Position	Description	Size	Position	Description	Size	Position	Description	Size	Position	Description	Size
1	User ID	9	6	Date	10		In	5		Work done in days	-5
	Nome	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
A	opły Ŋ 🗌 Undo								11	Leave Type	15
	ty the output target fi	le name:							12	Leave in days	5
EXCE	ASCI COBC									Leave in hours	5
		-	austation (nark and separated	with corr	ma				Remark	30
	Suppress hu										
	Append date	to exist	ing output t	ïle							
	< Back								Export [ctal Gance	

Click "Apply" to save settings.

STEP 4

er ID	9	6	Description Date	<u>Size</u> 10	Position	Description	Size 5	Position	Nork done in days	<u>Sia</u>
ne	40	6					5			
p No.	14	7	Day Type	15		Resume	5	9	Overtime	
partment	30		Shift No.	1		Out	5	-	Diff.OT	1
ction	30		Schedule	з		от	5	10	Short	
sup	0					Done	5		Total Hr	
cial Security No.	20								Total OT	
No.	20								Total Short	
								11	Leave Type	13
e output terget fil	e name:							12	Leave in days	1
									Leave in hours	1
		suntation r	nek and senaral	ted with con	ma				Remark	3
	no. aartment ttion wap cial Security No. lo. e output target fil ASCI COBC	No. 14 sortment 50 ston 30 spp 3 sial Security No. 20 lo. 20 e output target file name: ASCI COBC	No. 14 7 oxtement 50 1 ston 50 1 sial Security No. 20 1 soctoput target file name: 400 1	No. 14 7 Dayr Type oxrimond 50 Skift No. ston 50 Skift No. ston 50 Schedule sid Security No. 20 Schedule sockput target file name: SCG06C Schedule	No. 14 7 Day Type 15 ownment 30 Shift No. 1 stor 30 Schedule 3 side Security No. 20 5 5 output target file name: ASCI COBC 5	No. 14 7 Day Type 15 ownimed 30 Shift No. 1 ston 30 Schedule 3 bid Security No. 20 5 5 counting of the name: 5 5 5	No. 14 7 Day Type 15 Resume ownmond 30 Shift No. 1 Out stor South South 3 OT Done sid Socurity No. 20 Done Done output tinget file name:	No. 14 7 Day Type 15 Resume 5 ownmout 50 Skill No. 1 Out 5 storm 50 Skill No. 1 Out 5 storm 5 Schedule 3 OT 5 std Security No. 10 0 Done 5 output storpt file name: ASCI COBC	No. 14 7 Day Type 15 Resume 5 9 ourimont 30 Shift No. 1 Out 5 16 stor Shift No. 1 Out 5 16 <	No. 14 7 Day Type 15 Resume 5 9 Overline softward 50 Shift No. 1 Out 5 DD DD <t< th=""></t<>

Select the type of file for exported attendance data. If EXCEL format is selected, continue to define the path to save the file.

xport Attendance Records

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

Position	Description	Size	Position	Description	Size	Position	Description	Size	Position	Description	Size
1	User ID	9	6	Date	10		ln -	5		Work done in days	5
	Name	40		Weekday	20		Break	6	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	6	10	Short	5
5	Group	3					Done	S		Total Hr	6
	Social Security No	20								Total OT	6
	ID No.	20								Total Short	6
6	citt								11	Leave Type	15
Specif	y the output target t	le name:							12	Leave in days	5
ÉXCE		-	ROGRAME	LESVENGERTEC	WORLDWIDE	RTCMSV2	ATTEN			Leave in hours	5
(errore		_		nark and separa						Remark	30
	Suppress h										
	Append dat	a to existi	ng output I	ïle							
	< Back							(Export D	etail 👌 🖸 Gancel	

Click "Export Detail" to start the process. If ASCII format (.txt) is selected, please check the 3 extra options at the bottom. These 3 options only work if the date is exported into ASCII format. Ignore this step if you do not need them.

Export A	ttendance Reco	rds									
	select which detail column is indicated			it to export out br	y specifying	their colum	n positions with	order of pre-	cedence .	The length of each	
Position 1	Description User ID	Size 9	Position G	Description Date	<u>Size</u> 10	Position	Description In	Size 5	Position	Description Work done in days	Size 5
	Nome	40		Weekday	20		Break	5	8	Work done in hours	6
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
E	citt								11	Leave Type	15
Specif	y the output target f	le nane:							12	Leave in days	5
EXCE		-	OGRAME	LESVENCERTEC	MORI DMD	ETCMSV2	ATTEN			Leave in hours	5
Ence		_		nork and separa			VIT I LIK			Remark	30
	Suppress h										
	Append dat	a to existir	g output i	ïle							
	< Back							1	Export [etail 🚫 🖸 Çancel	

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

EXPORT SUMMARY

STEP 1

	Date		User I)		Sho	w Tardines	z- 🗆 La	te-in		E	Overtine		Drag ,drop clocking	ŀ
Date	Weeko	ay 🔺						⊡ Ee	rly-Out		E	On Leas	•		
01/02/20			Present	t 5				E	tended Bre	ak .	E	Absent			
02/02/20		_	On Leave		i			M	ts Punch						
03/02/20															
04/02/20 05/02/20			Absen												
06/02/20						Sek	ect Schedul	ie:-	¥ 1	Select Depa	roner£ -		~		
	-				_									·	_
User ID	None	Day Type	Sche	In	Break	Resume	Out	OT	Done		Overtime	Short	Leave Taken	Remark	_
	Elise Johnson			00:59	12:34		19.51			8.00					_
		WORKDAY		08:59	12:34		19:51			8.00					
	Felicia Dicksor			08.59	12:34	13:15	20:12			8.00					
		WORKDAY		08:59	12:34	13:25	20:12			8.00					
4			3	00:59	12:34	13:25	20:13			8.00	2.13				
4	Sheena Jazz														
4	Sheena Jazz														\geq
4	Sheena Jazz				-										-

In Attendance Sheet, click "Export" to start.

STEP 2

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.

You may select the range of records by:									
Department	~								
User ID	1 Elise Johnson 2 Tony Stone 3 Felicia Dickson 4 Gilbert Kazt 5 Sheena Jazz								
Date	01/02/2009								
Export	Detail Export Summary Cancel	_							

Select users to export either by user ID, All users or by Department. Define the date range of attendance data to export. Click "Export Summary".

STEP 3

Export Attendance Records											
You can select which summery data fields you want to export out by specifying their column positions with order of precedence. The length of each selected column is indicated by Is field size.											
	User ID Name Emp No. Department Section Group Social Security No. ID No. ID No. Setty Agent fy the output target fit A SECK COBC			Aller Coverine Diff.OT 7 0 Coverine Diff.OT 7 0 0 Coverine Diff.OT 7 0 0 Coverine Diff.OT 7 0 0 Coverine Diff.OT 7 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9 9	5ize 8 0 8 0 8 8 8	Leaver Taking ARSENT ANNUAL SICK HOSPITAL MATERNITY PATERNITY EMEROENCY Coccurrence		St Size 8 9 8 9 9 8 9 8 9 8 9 8 9 8 9 9 8 9		
Suppress hundrech decinal cont Append data to existing output file											
Epot Summary Gancel											

[1] Define the sequence of exported data by labeling the Position column

(column 1 – User ID, column 2 – Employee No., column 3 – Department etc).

[2] Define the length of each data field to fit the maximum characters.

Click "Apply" to save settings.

STEP 4

Select the file type of exported attendance data. If EXCEL format is selected, continue to define the path to save the file.

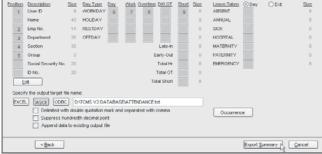
Click "Export Summary" to start to export.

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

Export Attendance Records You can select which summary data fields you want to export out by specifying their column positions with order of precedence . The length of each selected column is indicated by its field size Position Description Leave Taken () Day Size Day Type Day Work Overtime Diff.OT Short Size ODst Size Liver ID S WORKDAY 0 9 ABSENT Nome 40 HOLIDAY ANNUAL 14 RESTDAY Emp No. SICK 30 OFFDAY Department HOSPITAL 4 Section Late-In MATERNITY Group Early-Out PATERNITY Social Security No. 20 Total Hr EMERICENCY ID No. Total OT Edit Total Short Specify the output target file name EXCEL ASCI COBC DUTCMS V2 DATABASEVATTENDANCE DATA xis Delimited with double quotation mark and separated with comma Occurrence Suppress hundredth decimal point Append data to existing output file < Back Export Summary Cancel

Export Attendance Records

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



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.

STEP 1

	Date		User II	>		Sho	v Tardine:	12- 🗌 La	te-in		E	Overtine		Drag ,drop clocking	ŀ
Dube	Weeks	iny 🔺						⊡ €e	rly-Out		E	On Leav	0		
01/02/200	39 Sunday		Presen	t 5				DE	tended Bre	ok.	E	Absent			
02/02/201	Monday		On Leave					- DM	to Punch						
03/02/200	9 Tuesday		On Leave	×											
04/02/200			Absen	t											
05/02/200		Y				Seb	ct Schedu	ir	~	Select Depr	etnert.		¥		
06/02/200	29 Friday														-
User ID	Name	Day Type	Sche	in	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark	
1	Elise Johnson	WORKDAY	1	00:59	12:34	13:15	19:51			8.00					
	Tony Stone			08:59	12:34	13:15	19:51			8.00					
3	Felicia Dicksor	WORKDAY	3	08.59	12:34	13:15	20:12			8.00					
	Gibert Kezt			08:59	12:34	13:25	20:12			8.00					
5	Sheena Jazz	WORKDAY	3	08:59	12:34	13:25	20:13			0.00	2.13				
1				-											
															-
Total															

In Attendance Sheet, click "To History" to start sending the previous attendance to the history folder.

STEP 2

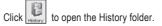
Select the users involved, it is recommended to select all. Define the date range of previous attendance data. Click "To History" to start.



Attendance Sheets	01/05/2009]								
Date	User ID		Show Tardi	ness:- 🗌 Late-In	1	Overtime		Drag ,drop clock	king 4
Date Weekday 01.05/2009 Friday	Present			Early-Out		On Leave			. 1
02/05/2009 Saturday 03/05/2009 Sunday	On Leave			Miss Punch					
04/05/2009 Monday 05/05/2009 Tuesday 06/05/2009 Wednesday	Absent		Select Sche	ndule:-	Select Department -		×		
User ID Name D	ay Type Sche	In Dreak	Resume Out	OT Done	Work Overtime	Short	Leave Taken	Remark	
1 Elise Johnson HO									
2 Tony Stone HO									
3 Felicia DicksorHO									
4 Gibert Kazt HO									
5 Sheena Jazz HO	LIDAY -								
x									
Total									
Download	I Io Histor	r Edi		s-Shits ger	verate		Egport	Qance	

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.



	Date		Uper ID			Sho	w Tardines:	r- 🗆 La	te-in		E	Overtime	,	Drag ,drop clocking	
Dute	Week	Say A						00	rly-Out		E	On Leav			
01/02/20			Present	5					bended Bre	ok.	C	Absent			
#2.#2.24 03/02/20		_	On Leave		1			⊡ M	ss Punch						
04.02/20			Absert		i I										
05/02/20	009 Thursda	Y				Cali	ct Schedule		~	Select Depa	steert.		M		
06/02/20	009 Friday	-								perce cope					-
User ID		Day Type	Sche	In	Break	Resume	Out	0T	Done	Work	Overtime	Short	Leave Taken	Remark	
	Elise Johnson			08:59	12:34	13:15	19:51			0.00					
		WORKDAY		08:59	12:34	13:15	19:51			8.00					
	3 Felicia Dickso	ONORKDAY	3	08.59	12:34	13:15	20:12			8.00					
- 4	4 Olbert Kazt	MORKDAY	3	08:59	12:34	13:25	20.12			8.00	2.12				
	5 Sheena Jazz	WORKDAY	3	08:59	12:34	13.25	20:13			8.00	2.13				
				_											
_															÷
Total															
1.000															

All history attendances are saved in this page.

5 • ACCESS CONTROL SETTINGS

Ignore this chapter if you are not using the software for access control function.

THE RELATIONS BETWEEN TIME ZONE, GROUP TIME ZONE AND ACCESS CODE

TIME ZONES

Time zone can be defined in the software to control access time of users. Time zone consists of a pair of access time (starting time and ending time), for example: $08:00 \sim 18:00$. 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.

For example:

All users can access an area from 8:00am to 6:00pm (Monday to Friday) and no access is allowed during Saturday and Sunday. The time zone settings will be shown as below:

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

The software provides 50 different time zones for configuration, from TZ1 to TZ50.

GROUP TIME ZONE

All defined time zones must be assigned under a group called Group Time Zone.

A Group Time Zone can support a maximum of 3 different time zones, for example: TZ1, TZ5 and TZ6. In some scenario, users can apply multiple time zones.

For example, a cleaning worker can only access into an office during office hours, but not during lunch hour and teatime. Therefore, the 3 time zones set for the cleaning lady will apply as below,

Time Zone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	23:59 ~ 0000	09:00 ~ 12:00	09:00 ~ 12:00	09:00 ~ 12:00	09:00 ~ 12:00	09:00 ~ 12:00	23:59 ~ 0000
4	23:59 ~ 0000	13:30 ~ 16:30	13:30 ~ 16:30	13:30 ~ 16:30	13:30 ~ 16:30	13:30 ~ 16:30	23:59 ~ 0000
5	23:59 ~ 0000	17:00 ~ 18:00	17:00 ~ 18:00	17:00 ~ 18:00	17:00 ~ 18:00	17:00 ~ 18:00	23:59 ~ 0000

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

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

There are a total of 50 Group Duty Roster available in the software for definition. However, only the first 5 groups are marked as Group 1, Group 2, Group 3, Group 4 and Group 5. Another 45 group time zones are considered as free groups, where they are attached with an Access Code only.

ACCESS CODE

All defined group duty rosters are linked to a code number for easy handling. These code numbers are known as Access Code. By default, there are 50 Access Codes (from 0 ~ 49) and by default as well, Access Codes 0 to 4 are applied to Group Time Zone 1 to 5. Any other "free group time zone" are assigned with Access Codes 5 to 49.

You can arrange the level of accessibility by Access Code, for example:

- Access Code 0 Full access
- Access Code 1 Only access during office hour
- · Access Code 2 Access in the morning only
- · Access Code 3 Access after working hour
- Access Code 4 Access after 8pm only
- · Access Code 5 Part time workers (midnight)
- Access Code 6 Contractors (Morning before 10am)

Furthermore, you can name the Access Code so that you can refer them easily.

Example:

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

NOTE: All new enrolled users are automatically assigned into Group Time Zone 1. Please assign the new users into the corresponding group time zone after the enrollment is done.

THE SETTINGS OF TIME ZONE

STEP 1 Click to open Terminal User Control. STEP 2

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 eatings are optional to certain reader models to list the user accessibility with the specified time periods. Cold: the 'typide' terminal' button to update the authorised on accession are entiting to the terminal.

2 Terminal 2	maximum 3 time	zones can be u	tilised to define th	he access time z	one combinations,	eg. 1:2.7 mean	s time zone 1, 2,	3 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	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	
	3	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	
	4	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	
	5	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	
	6	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	
	7	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	
	8	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	
	9	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	
	10	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	
	11	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	
<u></u>	12	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	
Model #2	13	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	
	14	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	
Last update 02/03/2009 17:30									

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

STEP 3

Select the available terminal readims and specify the desired access codes that are authorised to access to 1, so that users of authorised access codes will be enroled into the terminal. The time zone eatings are authorial to eather reader model to late the users accessible with the specified time periods.

Terminal 2	1	naximum 3 time	zones can be u	tilised to define th	e access time z	one combinations,	.eg. '1:2:3' mean	s time zone 1, 2,	, 3 are used.	
	ſ	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	08:00-20:00	23:59-00:00	
	110	3	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	
		4	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	
		5	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	_
		6	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	
		7	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	
		8	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	
		9	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	
		10	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	
		11	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	
	13	12	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	
Model R2	11	13	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	
	-11	14	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	
Last update 02/03/2009 17:30	5									

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:

1	lime Zone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2	23:59 ~ 0000	08:00 ~ 20:00	08:00 ~ 20:00	08:00 ~ 20:00	08:00 ~ 20:00	08:00 ~ 20:00	23:59 ~ 0000

Insert the time zone settings into the corresponding time zone, for example, Time Zone 2.

Beck the water in water and specify the times to access costs in the iter and topological backets in the times. The times is the access to the time and time back to access to the time back to access to the time back to access to the time back to access to the time back to access to the time back to access to the time back to access to the time back to access to the time back to access to the time back to access to the time back to time back to time back to the time back to the time back to tin	B Terminal Users Control		- 🗆 ×
Immedia Prom Prometa P	time zone settings are optional to certa	reader nodels to linit the users accessibility with the specified time periods.	he terminal. The
2 Tendema 5 10 Tendema 5 10 Tendema 5	Select Terminal ID	Authorised Acc Select a data terminal below to copy to:-	
Ime doe 2 2 0 </td <td></td> <td></td> <td>bination of</td>			bination of
1 0			-
3 0 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219			
4 0 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 000.219 000.219 000.219 000.219 0 0 000.219 000.219 000.219 0 0 0 000.219 000.219 0 0 0 0 000.219 000.219 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		2 0 08:00-20:00 23:59-00:00	
6 0 000.219 000.219 0 000.219 000.219 000.219 0 000.219 000.219 000.219 0 000.219 000.219 000.219 0 000.219 000.219 000.219 10 0 000.219 000.219 11 Corr. 0 000.219 000.219 12 000.219 000.219 000.219 000.219		3 0 00 00-23 59 00 00-23 59	
6 0 000.219 <td></td> <td>4 9 00:00-23:59 00:00-23:59</td> <td></td>		4 9 00:00-23:59 00:00-23:59	
7 0 000.219 000.219 9 000.219 000.219 000.219 9 000.219 000.219 000.219 10 0 000.219 000.219 11 Corr. Quee 0 000.219 000.219 11 Corr. Quee 0 000.219 000.219 10 000.219 000.219 000.219 000.219 11 Corr. Quee 0 000.219 000.219 13 000.219 000.219 000.219 000.219 13 000.219 000.219 000.219 000.219 000.219		5 00:00-23:59 00:00-23:59	
0 0		6 0.00-23:59 00:00-23:59	
9 0 0002198 <td></td> <td>7 9 00:00-23:59 00:00-23:59</td> <td></td>		7 9 00:00-23:59 00:00-23:59	
10 30 0003239 0003239 11 Cerry Des 0000219 0000219 12 Cerry Des 0000219 0000219 13 W000219 0000219 0000219 0000219 13 W000219 0000219 0000219 0000219 10 W000219 0000219 0000219 0000219			
0 11 Carr D 2008 0 00.02.19 000.02.19 Model #2 13 0000218 0000218 0000218 0000218 0000219 0		9 00:00-23:59 00:00-23:59	
Model r2 13 Comp 2159		10 0 00.023.59 00.00-23.59	
Model R2 13 00:00-21.59 00:00-23.59 00:00-			
NOON N2 14 00:00-23:59 00:00-2			
	Model R2		
		14 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	
	Lass opnase 02/03/2009 17:30	· · · · · · · · · · · · · · · · · · ·	
Update Terminal Duplcate Settings Save Changes Qose		Update Terminal Duplicate Settings Save Changes	Qose

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

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

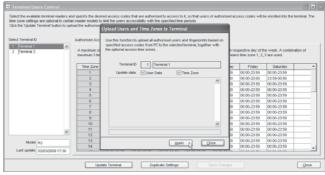
Click "Copy" to apply. Ignore this step if you do not wish to duplicate settings to another terminals.

STEP 4

elect the available terminal readers a te zone settings are optional to cert lick the 'Update Terminal' button to up	ain reader models to lin	of the users ac	cessibility with th	e specified time					
slect Terminal ID	Authorised Access	Exception U	isers Time Zon	Check User					
1 Terminal 1 A	A maximum of 50 maximum 3 time 2							he week. A combined , 3 are used.	on of
	Time Zone	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Seturday	
		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	
		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	
		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	
		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	0.00-23:59	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	
		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	
		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	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	
	10	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	00.00-23:59	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	0.00-23:59	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	0.00-23:59	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	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	_
Last update 02/03/2009 17:26									

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

STEP 5



Click "Apply" to start updating settings to the selected terminal.

is the Update Terminal button to	upload the authorise	In the users accessed by which the specified line periods. Upload Users and Time Zones to Terminal	٩.					
Icentinal D Centrinal 1 Tentrinal 2	Authorised Acc A maximum of maximum 3 tin	Use this function to upload all authorized users and fingerprints based on specified access codes from PC to the selected terminal, together with the optional access time zones.	hre	h respective day of the week. A combination of seans time zone 1, 2, 3 are used.				
	Time Zone	Terminal ID 1 Terminal 1	-	Friday	Saturday			
	1	Update data: Uper Data Time Zone	10	00.00-23.59	00:00-23:59			
	2		0	08:00-20:00	23:59-00:00			
	3	Connecting device 1 [192.168.1.222]Ok Synchronising usersOk	10	00:00-23:59	00:00-23:59			
		Uploading upersOk	19	00:00-23:59	00:00-23:59			
	5	Uploading time zonesOk	9	00:00-23:59	00:00-23:59			
	6	Device disconnected.	9	00:00-23:59	00:00-23:59			
	7		0	00:00-23:59	00:00-23:59			
	8		9	00:00-23:59	00:00-23:59			
	9		- 9	00:00-23:59	00:00-23:59			
	10	×	9	00:00-23:59	00:00-23:59			
	11		9	00:00-23:59	00:00-23:59			
	12		- 9	00:00-23:59	00:00-23:59			
Model R2	13	Apply Gose N	9	00:00-23:59	00:00-23:59			
Last update 02/03/2009 17:30	14		- 9	00:00-23:59	00:00-23:59			

Click "Close" to end process.

STEP 7

ne zone settings are optional to certa	in reader models to	lint the users a	ccessibility with t						
lick the 'Update Terminal' button to up	load the authorised	users, or option	al time zone settir	ngs to terminal.					
siect Terminal ID	Authorised Acce	ss Exception	Users Time Zo	ne Check User					
1 Terminal 1					-			he week. A combinatio	
2 Terminal 2					one combinations.				an or
-0									
	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	08:00-20:00	23:59-00:00	
	3	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	
	4	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	
	5	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	
	6	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	
	7	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	
	8	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	
	9	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	
	10	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	
~	11	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	
<u>×</u>	12	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	
Model R2	13	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	
1.0	14	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	_
Last update 10.03/2009 09:57									

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

THE SETTINGS OF ACCESS CODE AND GROUP TIME ZONE

STEP 1

elect Terminal ID	Authorized Acces	Exception Users Time Zone Che	ch Umara I					
International 1 A Terminal 2	Specify the user can ether follow	access codes that are allowed for this to one of the five time zone groups (1-5) fo time Zone' page for time zone setting.	erninal by ticking					ode
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type		
	0			1	11	FP.PW/RF		_
	1			190		FREWER		
	2			1		FPJPW/RF		
	3		D D	2		FRIPHIRE		
	4		ii ii	p '*		FP:PM/RF		
	5			4		FPIPMIRE		
	6			18		FP.PV/RF		
	7					FREWER		
	8					FP.PV//RF		
	9				11	FRANKE		
	×	TZ Oroup	1	2	3	4	5	-
Model R2		Time Zone	4					

Select Terminal ID to configure, for example, Terminal 1. You can do different settings for different terminals.

Select an Access Code to use, for example, Access Code 1.

Check "Allowed" column in same row with Access Code 1.

Assign a group time zone into the TZ Group column in the same row as the selected access code.

Click to add a new Group Time Zone into TZ Group column, for example 2.

Ignore Overwrite TZ columns.

STEP 4

sct Terminal ID	Authorised Access	Exception Users Time Zone Che	a una l					
Terminal 2	Specify the user a can ether follow of	ccess codes that are allowed for this t ne of the five time zone groups (1-5) fo the Zone' page for time zone setting.	rminel by ticking					ode
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verity Type		-
	0			1	1.1	FRANKEF		
	1			2		FRANKEF		
	2				11	FP.#WARF		
	3					FP.PM/RF		
	4					FP:PM/RF		_
	5					FP.PVARF		
	6				11	FP:PV//RF		
	7				11	FRANKEF		- 11
	8				11	FP.PM/RF		_
	9				11	FRANKE		*
~		TZ Oroup	1	2	3	4	5	
		Time Zone		3::	1.1			

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

time zone settings are optional to certain Cick the Update Terminal button to uplo Select Terminal ID 2 Terminal 2	Authorised Acc Specify the ur can ether folls Please refer b	Use this function to u	pload all authorise les from PC to the	Terminal d users and fingerprints I selected terminal, togethe			s code. Users of overland time zone.	pach access c	ode
	Access Code	Terminal ID	1 Terminal	1		everwrite TZ	Verify Type		
	0	Update data:	User Data	Time Zone		1	FP/PM/RF		
	1				~		FPIPMIRE		
	2				-	1	FP#WARF		
	3					:	FP/PM/RF		
						:	FP:PM/RF		
	5					:	FP:PM/RF		
	6						FP.PW/RF		
	7					1	FP/PW/RF		
	8					:	FP#MORF		
	9				×	<u> </u>	FPIPVIRE		٠
×						3	4	5	T
Model R2 Last update 10/03/2009 09:58				Apply S	lose		::	::	-

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

elect Terminal ID 1 Terminal 2 Terminal 2	Authorised Acc Specify the ut can either foll Please refer to	Ind the users accessibility with the specified line prode. Upload Users and Time Zones to Terminant Use this function to upload at authorized users and fingerprints based on specified access codes from PC to be selected lemmas, together with the optional access time zones.	o each acces	is code. Users of rwriting time zone.	each access c	ode
	Access Code	Terminal ID 1 Terminal 1	everwrite TZ	Verity Type		-
	0	Update data: Uper Data Time Zone	-	FRENES		-
	1			FRENCEF		-
	2	Connecting device 1 [192.168.1.222]0k		FRANKEF		- 1
	3	Synchronising usersOk Uploading usersOk		FREMER		
	4	Uploading time zonesOk		FP.PM/RF		
	5	Device disconnected.		FP.PM/RF		
	6			FP.PV//RF		
	7		1	FRANKER		
	8		1	FP.PW/RF		
	9	×	-	FP#WIRE		_
×			3	4	6	T
Model R2		Apply Qose N	1			-

Click "Close" to end update process.

Repeat Step 1 to 4 to configure and update settings to any other terminals, if required. There are a total of 50 access codes ready to be used.

Reminder:

To assign free group time zone with Access Code

a the 'Update Terminal' butto			init the users accessibility with the speci sers, or optional time zone settings to ter						
sct Terminal ID		Authorised Acces	Exception Users Time Zone Che	ck Users					
Terminal 1 Terminal 2	8	can either follow	access codes that are allowed for this to one of the five time zone groups (1-5) fr line Zone' page for time zone setting.					ech eccess	code
		Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verify Type		
		0	Free Access		1	11	FP.PM//RF		
		1	Access during office hours		2	11	FP.PW/RF		
		2	Fingerprint and Password Verification		3	11	FP8PW		
		3	After working hours		4	11	FP/PM/RF		
		4	Midnight		5	11	FP:PM/RF		
		5		122	1	11:17:10	FP.PW/RF		
		6				11	FP.PV//RF		
		7				11	FRANKE		
		8				11	FP.FM/RF		
		9				11	FRANKE		
	×								
			TZ Oroup	1	2	3	4	6	
Model R2			Time Zone	1::	2::	1::	::		_
1.4	0:50			-					_

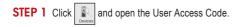
Select an Access Code for example Access Code 5.

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 2



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

The left panel displays all users who are assigned under the selected access code. The right panel displays all users who are not assigned under the selected access code.

STEP 3

Name the Access Code, for example, access during office hours. Select the users from the right panel to include them into the access code.



Click the button to move users into the access code.

STEP 4

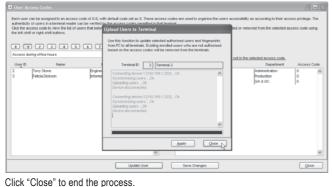


Click "Update User" to update settings to the terminal.



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

STEP 6



User Access Cod Each user can be assigned to an access code of 0-9, with default code set as 0. These access codes are u authenticity of users in a terminal reader can be verified by the access codes permitted in that terminal Cick 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 as the left-shift or right-shift buttons e = 2 3 4 5 6 7 8 9 Access during office hours List of users not in the selected access code. Department User D Access Code Iony Story Filse Johnso idministratio Felicis Dickson Oilbert Kazt Production strengtion Technology Sheena Jazz DA 8 OC Save Changes Update User

Click "Save Changes" to end the process.

STEP 7

Repeat the steps above to configure other access codes for users. Always name the access code to avoid wrong settings.

DIFFERENT VERIFICATION METHODS

By default, all models support one of these verification methods, fingerprint, password, card or fingerprint with card. However, some of the models support two verification methods for one user, for example, a user enrolls with both fingerprint and password. During verification, the user must provide his fingerprint followed by his password to gain a successful verification. There are a total of 15 verification types available:

TYPE OF VERIFICATIONS	OPERATIONS
FP / PW / RF	Terminal verifies users with fingerprint, password OR RFID card.
FP	Terminal verifies users with fingerprint only.
PIN	Terminal verifies users with User ID only.
PW	Terminal verifies users with password only.
RF	Terminal verifies users with RFID card only.
FP / PW	Terminal verifies users with fingerprint OR password.

Terminal verifies users with fingerprint OR RFID card.
Terminal verifies users with via password OR RFID card.
Terminal verifies users with 1:1 fingerprint matching only.
Terminal verifies users with fingerprint AND password only.
Terminal verifies users with fingerprint AND RFID card only.
Terminal verifies users with password AND RFID card only.
Terminal verifies users with fingerprint AND password AND RFID card.
Terminal verifies users with User ID AND fingerprint AND password.
Terminal verifies users with fingerprint AND RFID card OR 1:1 fingerprint matching.

Each terminal can support 15 groups for different verification method.

Configurations can be done as below:

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

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

THE SETTINGS OF DIFFERENT VERIFICATION METHOD

STEP 1 Click Stopen Terminal User Control.

STEP 2

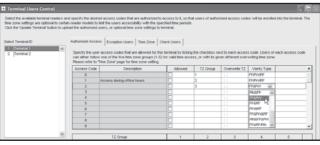
Terminal Users Control

time zone settings are optional to certain reader models to lind the users accessibility with the specified time periods Click the Update Terminal button to upload the authorised users, or optional time zone settings to terminal

elect	Terminal ID			Authorised Acces	Exception Users Time Zone Che	ck	Users								
			~												
2	Terminal 2			can either follow	recess codes that are allowed for this to v one of the five time zone groups (1-5) for Time Zone' page for time zone setting.	orm x v	inal by ticking aid time acce	the checkbox r iss, or with its g	2	d to each acces an different over	s code. Users of writing time zone	each acce	res code		
				Access Code	Description	Г	Allowed	TZ Group		Overwrite TZ	Verify Type				
				0		ÎC.		1		11	FRANKEE			П	
				1	Access during office hours			2		11	FRANKER				
				2				1	¥.	11	FRANKE			П	
				э				1		11	FP/PM/RF			1	
				4]	2		11	FP.PV//RF			1	
				5]	73 N	Щ		FP/PM/RF			1	
				6]	1	1	11	FP.PV//RF				
				7]	15		11	FRANKEF				
				8]				FP#W/RE				
				9							FRANKE			-	
			×			-								_	
					TZ Oroup	L	1	2		3	4	6			
	Model	R2			Time Zone	1		2::	_	11	::	::			
L	est update	11.03/2009 17:5	s _			_			_						J
				Upda	te Terminal Duplicate Se	th	ps						90		5

Click Terminal ID to configure settings, for example Terminal 1. Select an Access Code to use, for example Access Code 2. Select a group time zone, for example Group Time Zone 3.

STEP 3



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

			limit the users accessibility with the specifi users, or optional time zone settings to ten		n ponos.					
lect Terminal ID		Authorised Acces	19 Exception Users Time Zone Che	ck Up	ers					
Terminal 1 Terminal 2	~	can either follow Please refer to "	r access codes that are allowed for this to v one of the five time zone groups (1-5) for Time Zone' page for time zone setting.	or valid	time acce	ss, or with its gi	en different over	writing time zone.	ch eccess o	
		Access Code	Description	/	dowed	TZ Group	Overwrite TZ	Verity Type		_
		0				1	1.1	FP#W/RF		_
		1	Access during office hours			2	11	FPIPVARF		-
		2		Ц.		3	11	FP8PW		
		3		<u>.</u>			11	FP/PM/RF		
		4		<u>L.</u>			11	FP:PM/RF		_
		5		8			11	FP:PV:/RF		
		6						FP.PW/RF		
		7					1.1	FPIPMIRE		
		8		<u></u>			1.1	FP#W/RF		
		9					11	FPIPMIRE		_
	Υ.		TZ Oroup	<u> </u>	1	2	3	4	5	T
Model R2			Time Zone	1.1.1		2:::	1::			-
Last update 12/03/2009	10:06						ĥ			

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

siect Terminal ID		Authorised Access	Exception Users Time Zone O	weithers					
I Terminal 1 Common 2	<u>^</u>	can either follow	access codes that are allowed for this one of the five time zone groups (1-5) ime Zone' page for time zone setting.	terminal by ticking				ach access (code
		Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verity Type		
		0			1	1.1	FRANKEF		
		1	Access during office hours		2		FP#W/RF		
		2			3	11	FP8PW		
		3					FP.PMRF		
						11	FP:PM/RF		
		5					FP:PV:/RF		
		6				11	FP.PM/RF		
		7				11	FP#W/RF		
		8				11	FP#W/RF		
		9				11	FP/PV/RF		-
	~	_			1				
			TZ Oroup	1	2	3	4	5	
Model R2			Time Zone	1::	2::	1::	11		

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.

elect Terminal ID	Autorized Acc	elect a data terminal b	elow to ceny te:-	_			
1 Terminal 2 2 Terminal 2	A Specify the up	From 1 Terminal 1		2		s code. Users of writing time zone.	each access cod
	Access Code	То			Pverwrite TZ	Verify Type	
	0	2 Terminal 2		R2 A		FRENCES	
	1					FRANKEF	
	2					FPSPW	
	3					FRANKE	
	4					FP.PM/RF	
	5					FP.PW/RF	
	6				1	FP.PV//RF	
	7					FP#W/RF	
	8			~	1	FRANKER	
	9				1	FP/PW/RF	
	~		Copy	N Qose	3	4	6
			1818 2.018 11	10			
Model R2				pa			

STEP 6

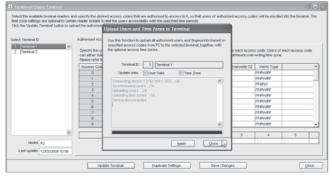
ick the Update Terminal butb	on to uplo	ad the authorised (users, or optional time zone settings to	o berntane	<i>k.</i>					
slect Terminal ID		Authorised Acces	B Exception Users Time Zone	Check L	loers					
1 Terminal 1 A	~	can either follow Please refer to "	access codes that are allowed for t one of the five time zone groups (1- fine Zone' page for time zone setting	5) for ve	aid time acco	iss, or with its gi	en different over	writing time zone.	rach access	code
		Access Code	Description		Allowed	TZ Group	Overwrite TZ	Verify Type		
		0				1	11	FP.PMORF		
		1	Access during office hours			2	11	FP.PV/RF		_
		2				3	11	FP8PW		
		3					11	FP.PV/RF		
		- 4					11	FP:PM/RF		
		5					11	FP.PV//RF		
		6					11	FP.PV//RF		
		7					13	FP.PV/RF		
		8					11	FP.#VV/RF		
		9					11	FP.PV/RF		-
	×		TZ Oroup	T	1	2	3	4	6	-
Model R2			Time Z	one 1:	:	2::	1::	::		
R2				_						

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

Sick the Update Terminal Button to up elect Terminal ID 1 Connect 1 A	Authorised Acc Specify the ur can ether foll Please refer b	Tard the user a societability with the specified the pendo. Upload Users and Time Zones to Terminal Use this function to special all submitted users and flogenrists based on specified access codes the PC to be selected towards, together with the optional access time zones.		s code. Users of writing time zone		ode
	Access Code	Terminal ID 1 Terminal 1	Prenvite TZ	Verity Type		
	0	Update data: Vuer Data I Time Zone	1	FRANKES		
	1		1	FRANKEE		
	2	<u> </u>	1	FP8PW		
	3			FP/PM/RF		
				FPIPMIRE		
	5			FP.PW/RF		
	6			FP.PV//RF		
	7			FPIPMIRE		
	8			FP#W/RF		
	9	×	<u>-</u>	FPIPWIRE		*
*			3	4	5	T
Model RO		Apply D Qose	:	::	::	
14						

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

STEP 8



Click "Close" to end process. Repeat Step 6 to 8 to upload settings to other terminals. Remember to select the correct terminal ID before updating it.

STEP 9

Select Terminal ID	Authorised Acces	Exception Users Time Zone C	heck Users					
1 Terminal 1 2 Terminal 2	Specify the user can ether follow	access codes that are allowed for this one of the five time zone groups (1-5) Time Zone' page for time zone setting.	s terminal by ticking				ach access o	code
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verity Type		
	0			1	1.1	FPIPMIRE		-
	1	Access during office hours		2	11	FP.PM/RF		
	2			3	1.1	FP8PW		_
	3				11	FP:PM/RF		
	4				11	FP:PV:/FF		
	5				11	FP:PM/RF		
	6				11	FP:PV//RF		
	7				1.1	FP/PM/RF		
	8				11	FP#W/RF		
	9				11	FP#W/RF		
	× _	TZ Oroup	T (I a	1 .			-

Click "Close" to end the process.

GROUP USERS INTO ACCESS CODE WITH DIFFERENT VERIFICATION METHOD

Device

STEP 1 Click Loopen User Access Code.

STEP 2

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

•••		6789].		List of users not it	The selected access code,	
User ID	Name	Department	Access Code	User ID	Name	Department	Access Code
1	(Bise Johnson	Administration	2	2 3 4 5	Tony Stone Felcia Dicison Obert Kazi Sheena Jazz	Drgineering Information Technology Production QA 8:0C	
			Y				×
			Update User	Save	Changes		Qose

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

STEP 3

👪 User Access (odes						
authenticity of use Olick the access o the left-shift or righ	rs in a terminal reader can be ade to view the list of users 6-shift buttons.	e verified by the access o that belong to the selected	odes permitted in that te access code. You can	minal.		bility as according to their acce removed from the selected acc	
]]]]		•				
Fingerprint and Pa	ssword Verification				List of upers not in	the selected access code.	
User ID	Name	Department	Access Code	User ID	Name	Department	Access Code
			•	20	Rise Jonoon Tony Stone Yelos Dosson Sebert Kost Dhena Jazz	Adversion rotion Engineening Information Technology Production QA 8 GC	
			×				M
			Update User	Save C	hanges		Qose

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

STEP 4

👪 User Acc	ess Codes							- 0
suthenticity Click the acc the left-shift	an be assigned to an access co of users in a terminal reader can cess code to view the list of user or right-shift buttons.	be verified by the access co rs that belong to the selected	ides permitted in access code. Y	that termine	sl.			
Fingerprint	and Password Verification					List of upper and in	the selected access code.	
User D	Name	Department	Access Code		User ID	Name	Department	Access Code
1 3	Bise Johnson Felicia Dickson	Administration Information Technology	2 2	e >	2 4 5	Tony Stone Gibert Kazt Sheene Jazz	Trojnering Production (oA & OC	000000000000000000000000000000000000000
			Apdate User N		Salari	Dwnges		Qose

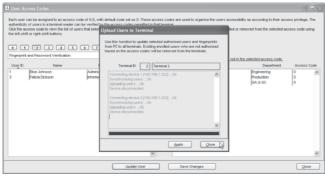
Click "Update User" to update settings to all terminals.

STEP 5



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

STEP 6



Click "Close" to end the process.

STEP 7



Click "Close" to end the process.

Repeat the steps above to group users into Access Code and update the settings to the terminal.

Reminder:

To assign a free group time zone for a different verification method

ielect Terminal ID	Authorised Acces	Exception Users Time Zone Ch	eck Users				
1 Terminal 1 2 Terminal 2	can either follow Please refer to "	r access codes that are allowed for this w one of the five time zone groups (1-5) f Time Zone' page for time zone setting.			ven different over	writing time zone.	is code
	Access Code	Description	Allowed	TZ Group	Overwrite TZ	Verity Type	
	0	Free Access		1	11	FP#W/RF	
	1	Access during office hours		2	11	FRANKEF	
	2	Fingerprint and Password Verification		3	11	FP8PW	
	3	After working hours		4	11	FP/PW/RF	
	4	Midnight		5	11	FP:PM#F	
	5			1	1::	FP.PV/RF V	
	6				11	FP.PW/RF IA	
	7				11	FP	
	8				11	PIN	
	9				11	PW	
	×					197	
	<u></u>	TZ Oroup	1	2	3	FP.PW 16 5	
Model R2		Time Zone	4	2::	1::	FP.RF M	_

Select a new Access Code, for example, Access Code 5. Check the Allowed column. Do not insert any value into the TZ Group column.

Insert time zone into the Overwrite TZ column, for example, TZ 1.

Select the types of verification method to be applied.

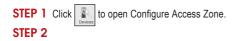
Continue with the steps above to update the settings to the terminal.

CONFIGURE ACCESS ZONE

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

In some scenario, two terminals are installed in and out to control accessibility of a door. User must verify whenever he enters or leaves the zone. The record will be captured and you can always refer to Entry-Exit report to check for the details. All IN and OUT records are arranged in pair to ease the checking.

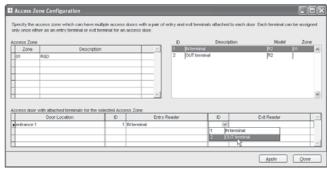
You need to define the IN and OUT terminals for a zone before you can start using it. Follow the steps below to configure.



Access Zone Configuration TOX Specify the access zone which can have multiple access doors with a pair of entry and exit terminals attached to each door. Each terminal can be assigned only once either as an entry terminal or exit terminal for an access door Access Zon Zone Description Terminal 1 R2 R2 Terminal 2 101 Access door with attached terminals for the selected Access Zon Door Location ID. Entry Reader ID. Exit Reader Apply Qose

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

STEP 3



Name the door location to ease checking process.

Select the terminal as ENTRY Terminal and EXIT terminal. Repeat the steps above to add in more Entry-Exit terminals. Click "Apply" to save the settings.

6 • ONLINE DATA MONITORING

Skip this chapter if you do not wish to monitor clocking activities or door accessibilities online

The software can be connected to terminals to monitor all activities. All verification results including failed or successful verification are uploaded to the software directly. Monitoring of all clocking activities or door activities is possible from a computer monitor.

TERMINAL DATA AUDIT LIST

This is the main database of the software. All downloaded clocking activities are stored in this page. Filtering of data can be done with user ID and date range to look for a particular clocking activity, if required. If you activate online function on this page, the software will connect to all terminals (or selected terminals) to download all of the stored clocking data, in order to make the software "online" with all the connected terminals. Any clocking activities at any terminals will be downloaded into the software immediately. Therefore, you can monitor all activities at all connected terminals.

D	Description	User ID	None	Clocking	Trensection	Date	10 Skt	
2	OUT terminal	4	Olbert 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 terninal	4	Oilbert Kazt	27/02/2009 20:37	00	27/02/2009	Break	
2	OUT terminal	6	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	Oilbert 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	20/02/2009 02:46	00	27/02/2009	Out	
	OUT terminal	4	Gilbert Kazt	20/02/2009 03:08	00	27/02/2009	Out	
	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.

TO START/STOP ONLINE MONITORING ON TERMINAL DATA AUDIT LIST

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

STEP	1 Click	Devices	to open the Terminal Data Audit List.
------	---------	---------	---------------------------------------

STEP 2

D	Description	User ID	None	Clocking	Trensection	Date	I/O Slot	
	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	
	OUT terminal		Tony Stone	27/02/2009 20:33	00	27/02/2009	Out	
	OUT terminal		Oilbert 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	
	OUT terminal		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 21:20	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	Oilbert Kazt	27/02/2009 03:04	00	11		
	OUT terminal	5	Sheena Jazz	27/02/2009 03:18	00	11		
2	OUT terninal	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	20/02/2009 02:45	00	27/02/2009	Out	
	OUT terminal	4	Oilbert 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	

Click "Online" to connect to terminals.

STEP 3

Every time a user verifies at any connected terminals, the clocking activities will be downloaded into the software immediately. All clocking activities are available on screen.

Click "Pause" if you wish to stop the monitoring process.

🔜 Clocking data audit list

Below is the list of clocking data downloaded from clock terminal. Clocking record without 10 Stot' indicates current clocking fails to register clocking slot in the attendance sheet due to improgramation of the strendance sheet due to improgramatic strendance strendance sheet due to improgramatic strendance sheet due to improgramatic strendance stre

D	Description	User ID	None	Clocking	Transaction	Date	UO Skit	
1	Nterminal	0		12/03/2009 14:22	00	11		
1	Nterminal	0		12/03/2009 14:25	00	11		
1	Nterminal	0		12/03/2009 14:26	00	11		
1	Nterminal	2 Tony Sto	sne	12/03/2009 14:26	00	12/03/2009	Break	
1	Nterminal	1234567		12/03/2009 14:39	00	12/03/2009	Out	
1	Nterminal	0		12/03/2009 14:41	00	11		
1	Nterminal	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 Sto	me	10/03/2009 10:17	00	10/03/2009	in	
2	OUT terminal	2 Tony Sto	one	10/03/2009 10:54	00	10/03/2009	Dreak	
2	OUT terminal	2 Tony Sto	one	10/03/2009 10:54	00	11		
2	OUT terminal	2 Tony Sto	ne	10/03/2009 10:54	00	11		
2	OUT terminal	2 Tony Sto	one	10/03/2009 10:55	00	10/03/2009	Resume	
2	OUT terminal	2 Tony Sto	one	10/03/2009 10:55	00	11		
2	OUT terminal	2 Tony Sto	one	10/03/2009 10:55	00	11		
2	OUT terminal	2 Tony Sto	one	10/03/2009 10:55	00	11		

SELECT TERMINAL FOR MONITORING THE TERMINAL DATA AUDIT LIST

If you wish to monitor a few terminals in a multiple terminal environment select the relevant terminal in the terminal data audit list, follow the steps below.



to open the Terminal Data Audit List.

STEP 2 Click "Select Terminal ID".

D	Description Us	er ID	None	Clocking	Transaction	Date	10 Set	_
	Niterminal US	0	Name	12/03/2009 14 22:02	00	11	10.268	_
	In terminal	0		1203/2009 14:22:02	00	11		
	N terminal	0		12/03/2009 14:26:20	00	11	_	
	PC terminal		Tony Stone	12/03/2009 14:26:20	00	12/03/2009	Break	
		34567	rony store	12/03/2009 14 39 57	00	12/03/2009	Out	
	Pi terminal	0		12/03/2009 14:41:21	00	11	~~~	
		34567		12/03/2009 14:47:04	01	12/03/2009	Out	
	OUT terminal	0		08/03/2009 10:15:43	00	11		
	OUT terminal	0		00/03/2009 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		Tony Stone	10/03/2009 10:54 57	00	15		
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	
2	OUT terminal	2	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 10:55:00	00	11		

D	Description	Upper ID.	1	_	Nate	Clocking	Transaction	Date	UO Skt	-
1	IN terminal	Tick	ched	ker belo	w to select the data te	rminal:-		11		_
-1	IN terminal	Selec	10	Oroup	Description	Statu		11		
1	IN terminal	2000	1	oroup	IN terminal	5080		11		
1	IN terminal	Ě.	2	-	CUT Seminal			12/03/2009	Break	
1	IN terminal			-	NAL REPORT			12/03/2009	Out	
1	IN terminal		-					11		
1	IN terminal		-					12/03/2009	Out	
2	OUT terminal		-					11		
2	OUT terminal		-					11		
2	OUT terminal		-					10/03/2009	in	
	OUT terminal		-	-				10/03/2009	Break.	
	OUT terminal		-	-				11		
	OUT terminal		-	_				11		
	OUT terminal			Sek	ect Terminal Oroup	Qkay	Gancel	10/03/2009	Resume	
	OUT terminal		_		10			11		
	OUT terminal		2 Tony			0.03/2009 10:55:05 0		11		
2	OUT terminal		2 Tony	Stone	1	0.003/2009 10:55:00	0	11		

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

	Description	Uper ID		Name	Clocking	1	Transaction.	Dote	10 Set	-
1 111	erminal	Tiske					-	11		_
1 111	erminel	Select	Select term	ninals by Terminal (Group:-			11		
1 11	erminal		₽ 0	Cround Floor			A	11		
1 N1	erminal		1	RAD				12/03/2009	Break	
1 N1	erminal		2	Production			1.141.1	12/03/2009	Out	
1 N1	erminal		and -					11		
1 N1	erminal							12/03/2009	Out	
2 00	T terminal							11		
2 00	T terminal							11		
2 00	T terninal							10/03/2009	In	
2 00	T terninal							10/03/2009	Brook	
2 OU	T terninal						×	11		
2 00	T terninal			V Skav N	× Cancel			11		
2 00	T terminal			C. Breed St.	A. C. Marrier			10/03/2009	Resume	
2 00	T terminal							11		
2 00	T terminal	2	Tony Stone		10/03/2009 10:55	00		11		
2 00	T terminal	21	Tony Stone		10/03/2009 10:55	00		11		

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

STEP 4

D	Description	Useril			Name	Clocking	Transa		Date	10 Set	_
	Niteminal			International Property in	w to select the data terr			<u> </u>	//	100 300	_
	Nieminal								11	_	
	Di terminal	Sek	et ID	Oroup		Status		1	11		
	Pi terminal	1	1		IN terminal				12/03/2009	Break	
1	IN terminal	19	2	1	OUT terminal				12/03/2009	Out	
1	IN terminal		_						11		
1	IN terminal		_					- He	12/03/2009	Out	
2	OUT terminal		_					- 1	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			Sel	ect Terminal Group	Qkay N	Cancel		10/03/2009	Resume	
2	OUT terminal		_					_	11		
2	OUT terminal		2 Tony	Stone	10/	00 10:55			11		
2	OUT terminal		2 Tony	Stone	10/	03/2009 10:55 00			11		

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

TO EXPORT RAW CLOCKING DATA

Raw clocking data can be exported into .txt file, where it can be imported into the 3rd party software for further analysis, for example, into a HR software. Arrange the data field of the clocking data before the exportation process, so it matches the requirement of your 3rd party software. Follow the steps in the following pages to export.

			Export Audit Data		_				
0 0	rscription U	er ID	exported to an extern		audit records you want to be input clocking data for other time.		Date	10 Sidt	
2 OUT terminal		4.0	attendance system.			- 1	26/02/2009	Dreak	_
2 OUT terminal		5.5	-				26/02/2009	Dreak	
2 OUT terminal		1.8	You may select the re	inge of records	by:		26/02/2009	Recurse	
2 OUT terninal		2 1	e .				26/02/2009	Resume	
2 OUT terminal		4.0		D	M		26/02/2009	Resume	
2 OUT terninal		5.5	e User ID	P 1	Else Johnson		26/02/2009	Resume	
2 OUT terminal		1.0	0 AI	₩ 2	Tony Stone		26/02/2009	Out	
2 OUT terminal		2 1		F 3	Felicia Dickson		26/02/2009	Out	
2 OUT terminal		4.0	bi Criste	I 4	Oilbert Kazt		26/02/2009	Out	
2 OUT terminal		5 5	e Sone	₹ 5	Sheena Jazz		26/02/2009	Out	
2 OUT terminal		2 7	e				27/02/2009	In	
2 OUT terminal		2 1	~				27/02/2009	Break	
2 OUT terminal		2 1	e				27/02/2009	Resume	
2 OUT terminal		2 1	~				27/02/2009	Out	
2 OUT terminal		3.5				1	27/02/2009	In	
2 OUT terminal		4 0	Deb Deb	01/02/2009	00.00 🌇 (20.02/2009 00.00	·	27/02/2009	In	
2 OUT terminal		5 5	-				27/02/2009	In	

In Terminal Data Audit List, click "Export". A new window will pop up. Click to select user ID to export. Define the date range of data to export. Click "Next" to go to the next step.

STEP 2

		Export Audit Data		
D Description	User ID	You are required to define the fixed length data export format using the reserved key as indicated below.	ate VO Sat	
2 OUT terminal	4 OB	You must verify the format before you are able to perform export data. 26.02	/2009 Break	-
2 OUT terminal	5 She	2602	2009 Dreak	
2 OUT terminal	1 Eine	TT: terminal D DD: day ht: hour A: activity (s) 26.02	2009 Recure	
2 OUT terminal	2 Ton	U. user ID (s) MM month mm: minute X: transaction 26/02	2009 Resume	
2 OUT terminal	4 OB	N username YY year ss: second C: terminal description 26/02	2009 Resume	
2 OUT terminal	5 She	26/02	2009 Resume	
2 OUT terminal	1 Elor	Type in the desired export format: 26/02	2009 Out	
2 OUT terminal	2 Ton	TT, 000000000, 5D-MM-TY, hh:mm 27 Yearty N 2602	/2009 Out	
2 OUT terminal	4 OIb	1234567890123456789012345678901234567890	12009 Out	
2 OUT terminal	5 She	Automatic append data to output file during data download. 26/02	/2009 Out	
2 OUT terminal	2 Ton	27/02	2009 In	
2 OUT terminal	2 Ton	Specify the output target file name: 27/02	2009 Break	
2 OUT terninal	2 Ton	C DOCUMENTS AND SETTINOSWENRY PANO/DESKTOPITE 27/02	2009 Resume	
2 OUT terminal	2 Ton	Append data to existing output file 27/02	12009 Out	
2 OUT terminal	3 Fek	27/02	12009 In	-
2 OUT terminal	4 Oib	27/02	/2009 In	
2 OUT terminal	5 She	27/02	2009 In	

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

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

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

STEP 3

D Description	User ID	You are required to define the fixed length data export format using the reserved key as indicated below.	Date	I/O Siet	_
2 OUT terminal	4 OB	You must verify the format before you are able to perform export data.	26/02/2009	Dreak	_
2 OUT terminal	5 She		26/02/2009	Dreak	
2 OUT terminal	1 810	TT: terminal ID DD: day htt: hour A: activity (s)	26/02/2009	Recurse	
2 OUT terminal	2 Ton	U. user ID (s) MML month mm: minute X. transaction	26/02/2009	Resume	
2 OUT terminal	4 OB	N username YY: year so: second C terminal description	26/02/2009	Resume	
2 OUT terninal	5 She		26/02/2009	Resume	
2 OUT terminal	1 Elos	Type in the desired export format:	26/02/2009	Out	
2 OUT terminal	2 Ton	TT, UUUUUUUUU, DD-MM-TY, hhimm 27 Est	26/02/2009	Out	
2 OUT terminal	4 OB	1234567890123456789012345678901234567890	26/02/2009	Out	
2 OUT terminal	5 She	Automatic append data to output file during data download.	26/02/2009	Out	
2 OUT terminal	2 Ton		27/02/2009	in	
2 OUT terminal	2 Ton	Specify the output target file name:	27/02/2009	Break	
2 OUT terminal	2 Ton	C IDOCUMENTS AND SETTINGS HENRY PANOIDESKTOPITE	27/02/2009	Resume	
2 OUT terminal	2 Ton	Append data to existing output file	27/02/2009	Out	
2 OUT terminal	3 Fek		27/02/2009	in	
2 OUT terminal	4 Oib		27/02/2009	in	
2 OUT terminal	5 She		27/02/2009	in .	

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.

	TEST	Notep	ad				
File	Edit	Format	View	Help			
02, 02, 02, 02, 02, 02, 02, 02, 02, 02,		00001, 00002, 00003, 00004, 00001, 00002, 00003, 00001, 00005, 00001, 00002, 00003, 00004, 00005, 00001, 00002, 00003,	02-0 02-0 02-0 02-0 02-0 02-0 02-0 02-0	12-09, 12-09,	08:508:508:5008:5008:5008:512:3312:3112:3312:1113:12133:12333:123	999944445555111	<
<							> .:

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

TO PURGE CLOCKING DATA FROM TERMINAL DATA AUDIT LIST

If you discovered that there are strange or improper clocking activities (wrong date, wrong user ID etc), you can delete them. However, we strongly recommend you not to delete any contents in the Terminal Data Audit List, as it is the main database of the software.

To delete clocking data, follow the steps below.

STEP 1 Click to open Terminal Data Audit List.

STEP 2

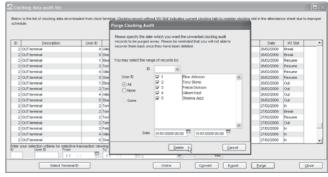
🖺 Clocking data audit list

Below is the list of clocking data downloaded from clock terminal. Clocking record without 10 Stof indicates current clocking fails to register clocking slat in the attendance sheet due to improper schedule.

ID.	Description	User ID	Name	Clocking	Transaction	Date	1/O Slot	
2	OUT terminal	4	Olbert Kazt	26/02/2009 12:41	00	26/02/2009	Break	
2	OUT terminal	5	Sheena Jazz	26/02/2009 12:41	00	26/02/2009	Break	
2	OUT terminal	1	Elise Johnson	26/02/2009 13:20	00	26/02/2009	Resume	
2	OUT terminal	2	Tony Stone	26/02/2009 13:29	00	26/02/2009	Resume	
2	OUT terminal	4	Oilbert Kazt	26/02/2009 13:19	00	26/02/2009	Resume	
2	OUT terminal	5	Sheena Jazz	26/02/2009 13:27	00	26/02/2009	Resume	
2	OUT terminal	1	Elise Johnson	26/02/2009 18:25	00	26/02/2009	0.4	
2	OUT terminal	2	Tony Stone	26/02/2009 18:30	00	26/02/2009	Out	
2	OUT terminal	4	Gilbert Kazt	26/02/2009 18:31	00	26/02/2009	Out	
2	OUT terminal	5	Sheena Jazz	26/02/2009 18:31	00	26/02/2009	Out	
2	OUT terminal	2	Tony Stone	27/02/2009 08:54	00	27/02/2009	In	
2	OUT terminal	2	Tony Stone	27/02/2009 12:34	00	27/02/2009	Break	
2	OUT terminal	2	Tony Stone	27/02/2009 13:18	00	27/02/2009	Resume	
2	OUT terminal	2	Tony Stone	27/02/2009 19:20	00	27/02/2009	Out	
2	OUT terminal	3	Felicia Dickson	27/02/2009 18:01	00	27/02/2009	n	-
2	OUT terminal	4	Oilbert Kazt	27/02/2009 17:49	00	27/02/2009	n	
- 1	OUT terminal	6	Sheena Jazz	27/02/2009 17:49	00	27/02/2009	in .	

Click "Purge" to start deletion of clocking data.

STEP 3



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

MONITOR TERMINAL ACTIVITY

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

Synchronization of the date and time of the terminals can be done from this page. It can also be used to open door(s) for users. You can upload photo of users into the software, and these photos will be shown on the screen if user is verified at the connected terminal.

Follow the steps below.

STEP 1 Click to open Monitor Terminal Activity. STEP 2

E	Moni	lor 1	erminal Activities								
	Click the	Syr	ilows you to monitor an c' button to synchronisi the "Skip' checker to by	e time.			erminals on scre	en.			
	100100	1 0000	and unip an ounce of by	page that to		inorig.					Local Time 12/03/2009 15:07:40
	Skip	Ð	Description	Open	Sync	Time	User ID	Name	Time	Transaction	
			Nterninal			11 ::					
			OUT terminal			11 ::					
				_							
									_		
		-									
		-									
		-		-	-						
		-									
				-	-						
				-	-						
				-							
L I											
L I											
				-							
			1			1					
-			Select Termi	nal ID)		0	nine N		Show Pt	hoto Qlose
	_	_		_				2 Bec			

Click "Online" to connect to all terminals.

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

STEP 3

										12/03/2009 15:00
Skip	Ð	Description	Open	Sync	Time	User ID	Name	Time	Transaction	
		Nterninal			12/03/2009 15:08:18		Tony Stone		01	
	2	OUT terminal			12/03/2009 15:07:56	3	Felicia Dickson	15.07	07	
_	_									
_	_							_		
			_							
			_							
			_							
			_							
			_							
-	-			-				_		

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.

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

Note: USB Pen Drive refers to an external USB Flash Disk.

Ignore this chapter if you do not want to use USB pen drive management and instant messages display in terminal, or your terminal does not come with these 2 functions.

USB PEN DRIVE MANAGEMENT

You can use USB pen drive to download or upload users and download clocking data from terminals. Downloaded data will be copied into the software for further analysis.

Before you start using this function, you must do the followings:

[1] Select Type of Connection USB in Terminal Setting page. The sample is shown below.

FingerTe	c Terminal										
In order to	enable a disabled ter	minal, make sure!	the term	inal is con	inal, and its known commu nected online to your PC be in order to able to downloa	fore you untick the 'Di	sabled checker.	n, or its unique l	address for	TCP/IP connection.	
Disabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	14 - 1
	B4NZ-AE9Y-JM6A	7HU4AD6N	1	0	IN terminal	R2	8202478	TOPAP	115200	192.168.1.222	-71
0	RL57-QE89-UM89	RE3VT4A7	2	0	OUT terminal	R2	8202728		115200	192.168.1.223	
								COM2 A COM3 COM4 COM5 COM5 COM5 TCPIP			
I I Show	TOMSV2 Viewer Activ	ation		keba	te Terring	Advanced Settings		erminal Group		Apply 0	

[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.



to open USB Pen Drive Management.

📓 USB Flash Disk Management	
You can perform data transfer between your PC and a remote FingerTex reader of a selected model using an USB flash disk. Cocking data or enrobed user fingerprint tengates can be downloaded from a remote reader into an USB data and then transferred it to the fingerprint tenglates can be transferred from the PC into an USB data and then uploaded it to a remote reader.	e PC, or user
Read data from USB disk into PC	
Read clocking data from an USB disk downloaded from remote FingerTec terminal	
O [Read user into from an USB disk downloaded from remote FingerTec terminal]	
Write data from PC into USB disk	
Write user into into an USD disk to be uploaded into remote FingerTec terminal	
Heat > 1/2	Qlose

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

SB Flash Disk N	lanagement							
Read user in	fo from an US	SB disk down	nloaded from	remote Fin	gerTec to	erminal		
Please specify the	e attached USB fl	ash disk drive lo	cation:-		G: 🗸			
You may select th	e range of recor	ds by:				Select Departs	v	
User ID	User ID	User Name	Department	Fingerprint	Privilege	Password	Card	
O Al ⊙ None Some								
[]	Back		From USB			Sav	e to PC	Quse

Click to select the drive of USB pen drive, for example: G. Click "From USB" to start reading users from the USB pen drive.

STEP 4

	e attached USB fl		cation:-		0: ¥	Select Departm	ient-	
User ID	User ID		Department Administration	Fingerprint 1	User	Password	Card	
O None Some	2 2 3 2 4 7 6		Engineering Information Techn Production QA & QC	1 1 1 1	User User User User			
		1 1			laaa			

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

UPLOAD USERS THROUGH USB PEN DRIVE

You can copy users into a USB pen drive and upload them to any terminals. To do this, follow the steps below.

USB Flas	h Disk Management
Clocking date	form data transfer between your PC and a remote FingerTec reader of a selected model using an USB flash disk. .or enrolled user tragerprist templates can be downloaded from a remote reader into an USB disk and then bransferred it to the PC, or u mplates can be transferred from the PC into an USB disk and then uploaded it to a remote reader.
I	Read data from USB disk into PC
	Read clocking data from an USB disk downloaded from remote FingerTec terminal
	O Read user into from an USB disk downloaded from remote FingerTec terminal
,	Nrite data from PC into USB disk
	(White user into into an USB disk to be uploaded into remote FingerTec terminal)

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

STEP 3

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

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

Click "From PC" to continue.

🚟 USB Flash Disk M	anagement								
Write user inf Please specify the					ngerTec G: 💌	terminal			
You may select the	range of record	is by:		D	1 ~	Select Departm	nent		
User ID	User ID	User Name	Department	Engerprint	Privilege	Password	Card	TZ Group	Time Zone
⊖ All									~
									~
< <u>B</u>	ack		From PC	6		Save	to USB		Quse

🗟 USB Flash Disk I	Management							
🗹 Write user in	nfo into an US	B disk to be uploade	ed into remote F	ingerTec	terminal			
Please specify th	e attached USB fil	ash disk drive location:-		G: 🗸				
You may select th	he range of record	is kry:	D	1 -	Select Departm	nent		
User ID	User ID	User Name Departs	nent Eingerprint	Privilege	Password	Card	TZ Group	Time Zone
⊘[Al] ○ None ○ Some	1 2 3 3 4 2 5	Administra Engineerin Information Production QA & QC	g 1 n Technol	Liser User User User User			1 1 1 1	×
<	Back	Fr	om PC		Save	e to USB	- C	

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

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

DOWNLOAD CLOCKING DATA FROM USB PEN DRIVE

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



To be an operating the contrast of the second secon

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

O vivite user info into an USB disk to be uploaded into remote FingerTec terminal

Next >

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

Glose

User ID	Name	Clocking	Transaction	^	

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

Click "From USB" to download clocking data from a USB pen drive.

STEP 4

D	User ID	Name	Clocking	Transact	ion 🗠	
1		Tony Stone	10/02/2009 09:34	00		
1	3	Felicia Dickson	10/02/2009 09:34	00		
1	4	Gilbert Kazt	10/02/2009 09:35	00		
1	5	Sheena Jazz	10/02/2009 09:35	00		
					Ψ.	

All clocking data is displayed on screen. Click "Save to PC" to download into the software.

INSTANT MESSAGES DISPLAY

You can configure messages and upload them to terminals. There are 2 types of messages, Public and Personal.

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

All messages uploaded into a terminal come with a valid date range, for example: 1/3/2009 to 15/3/2009. The message in the terminal will be deleted automatically come the expiry date. However you can choose to delete them manually.

TO WRITE PUBLIC MESSAGES TO TERMINAL

STEP 1 Click to open Instant Message Display.

🕾 Instant Message Display

Terminal Message User Message

The Terminal Message' short rearsage is used to display table message on the terminal screen. Each short reassage has a unique RHS C, S a specified adverting time and is a used on in mixed. Short messages will be advantiable thread for methinal user party. Cick vid/the Terminal Messages hance to write the selected abort message to the terminals, or cick «Fraxe Terminal Messages to reace the short messages from terminal. Enter V) for SMS D to defet record from the fast.

SMS ID	Short Message	Stort Time	End Time	~
10	Please use 2nd floor exit during lunch time.	01/03/2009 00:00	31.03/2009 00:00	
				<u>)</u>
	Juite Terrinal Messana b	Frene Terminal Mercane	- Aretu	Close
		MS D Stort Message 10 Piese use 2nd floor out during kinch time.] 	10 Please use 2nd floor exit during kinch time. 01/03/2020 00/00	10 Please use 2nd floor evit during tunch time

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.



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

STEP 4

10	stant Mes	iage Display			
armi	inal Message	User Message			
star to vi	ting time and	ssage' short message is used to display static message on the te its duration in minutes. Short messages will be automatically remo ted short message to the terminals, or click «Erroe Terminal Mess from the list.	ved from terminal upon expl	iry. Click «Write Termine	Message> button
Т	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					
		Virite Terminal Message Er	ise Terminal Message	Apply	Quee

Click "Apply" to end process.

TO DELETE PUBLIC MESSAGES FROM THE TERMINAL

STEP 1 Click to open Instant Message Display.

🚟 Instant Message Display

Terminal Message User Message

The "Terminal Message" short message is used to display static message on the terminal screen. Each short message has a unique SHD, a specified storting time and is startion in minutes. Short messages will be automatically increaved from terminal upon repity. (Cate Wethe Terminal Messages button to write the selected short message to the terminals, or click «Enson Terminal Messages to ensor the short messages from terminal. Enter 'U' for SMS D to deter record them the fast.

	SMS ID	Short Message	Start Time		-
P	10	Please use 2nd floor exit during lunch time.	01/03/2009 00:00	31.03/2009 00:00	
н					
H					
L.					
н					
н					
H					
					-
- -					
		White Terminal Message Erase Ter	minal Message	Apply	Qose _

Click "Erase Terminal Message".

STEP 3



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

济	Instant Mes	age Display			
Ter	minal Message	User Message			
st to	arting time and	stage' short message is used to display static message on the terminal to duration in minutes. Short messages will be automatically removed it feet short message to the terminals, or click «Erase Terminal Message» room the list.	rom terminal upon exp	iry. Click «Wirite Termin	al Message» button
	SMS ID	Short Message	Stort Time	End Time	~
F	10	Please use 2nd floor exit during lunch time.	01/03/2009 00:00	31./03/2009 00:00	
	Ē				×
		white Terminal Message Erase T	erminal Message	Apply	Quee

Click "Apply" to end the process.

TO WRITE PERSONAL MESSAGE TO THE TERMINAL

STEP 1 Click to open Instant Message Display.

STEP 2

ě.	nstant Mes	isage Display			
Terr	ninal Messagi	User Message			
exe exe	ssage has a piry. Click «M	age' short message is used to display as greeting message on the ter unique SMS ID, a specified starting time and to duration in minutes. St ifto Liner Messager- button to write the selected short message to the terminal. Enter '0' for SMS ID to delete record from the let.	ort messages will be a	utomatically removed from	terminal upon
П	SMS ID	Short Message	Start Time	End Time	÷
ŀ	31	Managers Operation Meeting, 16/3/2009; 10am, Room Alpha	16/03/2009 00:00	16/03/2009 10:30	
F					
Ē	0				• •
		Véite User Message Era	se User Message	Apply	

Click "User Message" tab.

Assign a number as SMS ID, for example: 31 (varying from 0 to 99999).

Insert the short message into the column, for example: "Managers, Operation Meeting, 16/3/2009, 10am, Room Alpha".

Define the start date and time, for example: 16/3/2009, 00:00.

Define the end date and time, for example: 16/3/2009, 10:30.

Click "Write User Message" to continue.

STEP 3



Select the SMS ID to upload.

Select the terminal to upload the messages to. Click "Apply" to continue.

🖾 Instant Message	Display	Write Use	r Message	2			
The 'User Message' s message has a uniqu expiry. Click «Write Us messages from termi	hort messa le SMS ID, a lser Messag	greeting si	equired to sp hort messag	e upon success		e the	stul verification. Each short removed from terminal upon sage» to enase the short
SMS ID 31 Manu	ogers (Oper	User I O All O No O So	ne	31 2 3 4 3 5	Elize Johnson Torry Storie Felicia Dickson Gilbert Kixzl Sheena Jazz	×	Timo ER
T				4	pply	⊻ Çancel	Apply Gose

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

STEP 5

instant Me	ssage Display			
ninal Messag	ye User Message			
issage has a piry. Click «V	sage' short message is used to display as greeting message on s unique SMS ID, a specified starting time and its duration in minu white User Messages button to write the selected short messag n terminal. Enter '0' for SMS ID to delete record from the list.	utes. Short messages will be aut	tomatically removed from	terminal upon
SMS ID	Short Message	Start Time	End Time	
3	Managers Operation Meeting, 16/3/2009, 10am, Room Alpha	16/03/2009 00:00	16/03/2009 10:30	
1	1	1	1	Þ
	Viñte User Message	Erase User Message	Apply	Gose

Click "Apply" to end the process.

TO DELETE PERSONAL MESSAGE FROM TERMINAL



STEP 1 Click to open Instant Message Display.

🚟 Instant Message Display

Terminal Message User Message

The 'User Message' short message is used to display as greeting message on the terminal screen upon an user's successful verification. 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 User Message» button to write the selected short message to the terminals, or click «Erase User Message» to erase the short messages from terminal. Enter '0' for SMS ID to delete record from the list.

Π	SMS ID	Short Message	Start Time	End Time	-
E		Managers,Operation Meeting,16/3/2009,10am, Room Alpha	16/03/2009 00:00	16/03/2009 23:59	
П					
Н					
Н					
Н					
Н					
Н					
E					
1					/
		Vhite User Message Eras	e User Message	Apply	Qose

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

STEP 3



Select to delete messages from the terminal. Click "Apply" to continue.

STEP 4

图	nstant Mes	sage Display			
Term	ninal Message	User Message			
me exp	issage has a piry. Click «W	age'short message is used to display as greeting message on th unique SMS ID, a specified starting time and its duration in minute rite User Messages button to write the selected short message t terminal. Enter '0' for SMS D to delete record from the list.	is. Short messages will be auti	omatically removed from te	erminal upon
Π	SMS ID	Short Message	Start Time	End Time	<u>^</u>
	31	Managers, Operation Meeting, 16/3.0000, 10am, Room Alpha	16/03/2009 00:00	16.03/2009 23:50	
					×
		virite User Message	Erase User Message	Apply 📐	Qose

Click "Apply" to end the process.



8 • OFIS TA

Ignore this chapter if you are not using OFIS TA

OFIS TA is the simplest time attendance solution. No terminal installation is required for OFIS TA, only installation of the software to a computer and a plug-in of an OFIS scanner.

All users are required to enroll their fingerprint templates using the OFIS scanner and the fingerprint templates are stored in the software. Users are required to place the enrolled finger on the OFIS scanner to report attendance and the system will save the date and time of the verification as attendance data. Before you can use OFIS TA, make sure that you have plugged the OFIS TA into your computer. Once done, run the software first before attempt to capture any fingerprint. The fingerprint templates captured by OFIS scanner are compatible with other models of terminals, and upload-able to any terminal.

ADDING OFIS SCANNER TO THE SOFTWARE

Similar to the standard fingerprint terminal, product key, activation key and serial number of OFIS scanner are available in the OFIS TA package. Plug in the OFIS scanner into the computer and follow the steps below.

	°2										
ingerTe	c Terminal		-								
					ninel, and its known communication of the second seco			, or its unique li	address for	TCP/IP connection.	
MPORTA	NT: Click 'Activate Ten	minal button to act	livate th	e terminal	in order to able to downloa	d clocking data from t	erninal.				
Disabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Baudrate	P Address	_
1	B4NZ-AE9Y-JM6A	7HU4AD6N	1		IN terminal	R2	8202478	TOP/IP	115200	192.168.1.222	-
	RL57-QE89-UM89	RE3VT4A7	2	0	OUT terminal	R2	8202728	TCP/IP	115200	192.168.1.223	
		_									



STEF	-		_								
Specity th	enable a disabled ter	minal, make sure!	the term	inal is con	sinal, and its known commu mected online to your PC b in order to able to downlos	efore you untick the 'Dis	bled checker.	n, or its unique l	P address for	TCP/IP connection.	
Disabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Bautrate	PAddets	K-
Crosseed.	B4NZ-AE9Y-JNEA	7HU4AD6N	1		IN terminal	82	8202478	TCP/P	115200	192.168.1.222	-0-1
6	RL57-QE89-UM89	RE3VT4A7	2		OUT terninal	82	8202728	TCP/IP	115200	192.168.1.223	
					Please enter TCMS	v2 Product Key E4MB 9 90GT					
Show	TCMSv2 Viewer Activ	ation									
	<u>ā</u> dd	Delete			te Terminal	Advanced Settings		erminal Group		Apply Q	500

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

FingerTec Terminal

Specify the D number and the type of model for each installed terminal, and its innown communication port for RS-222/MS connection, or its unique P address for TCPIP connection. In order to enable a disabled terminal, mains sure the terminal is connected online to your PC before you untick the Staslated checker. MOR/CTANL*Cost: Charlost to addrete the terminal in order order bits download cidation; data from terminal.

Disabled	Product Key	Activation	D	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	1
]	B4NZ-AE9Y-JM6A	7HU4AD6N	1	0	IN terminal	R2	8202478	TCP/IP	115200	192.168.1.222	-)
]	RL57-QE99-UM99	RE3VT4A7	2	0	OUT terminal	82	8202728	TOPAP	115200	192.168.1.223)
6	SE59-E4MB-9901		3	0	OFIS scenner	OPIS Scenner		USB	115200	192.168.1.201	
											1
											1
											-
4						1					
Show 1	TCMSv2 Viewer Activ	ation									
	Add	Delete						erminal Group		Apply Q4	900

Insert ID for OFIS scanner into the ID column, for example, 3.

Name the OFIS scanner into the description column.

Select model as OFIS Scanner in Model column.

Select Connection as USB in Connection column.

Uncheck the Disable column to activate the OFIS Scanner.

STEP 5



The software will detect the OFIS scanner's connection through a USB port. Insert the Activation Key into the column. Click "Apply" to activate.

STEP 6

MPORTA	NT: Click 'Activate Ten	ninal button b	Activate Terminal			
Disabled	Product Key BHL7-AEY-AMS 857-0693-MH9 9259-8645-9001	Activatic 7HUAADON RESV/T4A7	You see and a schedule the indexed streamant is enable the downloading of clocking dide to not work of the schedule schedule index of the scheduler, or you can refer the activities of you area work on a scheduler in the scheduler, and the scheduler index 210B : Activetion Terminal Comparison of the scheduler index of the scheduler index of the scheduler index (index) (index) Comparison of the scheduler index of the scheduler index of the scheduler index (index) Comparison of the scheduler index of the scheduler index of the scheduler index (index) Comparison of the scheduler index of the scheduler index (index) Comparison of the scheduler index of the scheduler index (index) Comparison of the scheduler index of the scheduler index (index) Comparison of the scheduler index of the scheduler index (index) Comparison of the scheduler index (index) Comparison of the scheduler index (index)	Bsutrate 115200 115200 115200	P Address 192:109.1222 192:109.1233 192:108.1233	
			<u>Aroty</u>]		

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

TO ENROLL USERS USING OFIS TA

 $\ensuremath{\mathsf{OFIS}}$ scanner can enroll fingerprints of new users. To enroll new users please follow the steps below.



							5	elect Department	£.		
	User ID	Name	Department	Fingerprint	User Name	Privlege	Password	Card ID	Disabled	T.1	i
1		Elise Johnson	Administration	1		User					1
2	-	Tony Stone	Engineering	1		User					
3		Felicia Dickson	Information Technology	1		User					
-4		Gibert Kazt	Production	1		User					
5		Sheena Jazz	QA 8 QC	1		User					

A new button, Enroll User will appear on the User Management page. Click "Enroll" User to start.

STEP 3

Assign a new user ID, for example, 6.

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

Define the privilege, for example: User.

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

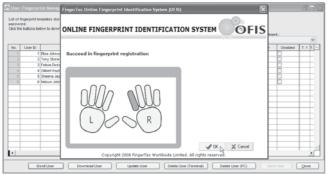
Assign user into the department, for example: Engineering. Click "Enroll" to continue.

								Select Dep	ortment -	
No.	User ID	Name	Enroll User Fing	erprint					Disabled	T. 1
		Filte Johnson	Enrol fingerprint d						Clister	100
	2	Tony Stone	error ingerprint a	recey usin	g on a scam	er nor nerw of ecol	tang user.			
		Felicia Dickson								
-4		Gilbert Kazt	User ID	6	~	Nome	Nelson Johnson			
- 5	5	Sheena Jazz	User Name	Nelson		Department	Engineering M			-
-			Privilege	User			bedraund (11)			-
-				User	M					+
-			Password							+
			Card							
			Fingerprint	0		Ervol	Cear			
_			_				Q	Verify		-
-										-
-			-					Qose		+
					_	_				-

STEP 4



OFIS enrollment page will pop up. Click to select the finger to enroll. Place finger on the scanner to capture fingerprint for 4 times.



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

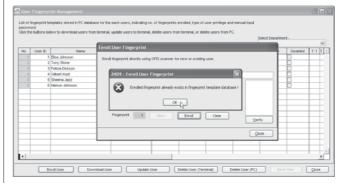
STEP 6

		Select Department	nent-	~
No. 1 2 3 4 5	User 0 Name 1 Elso Johnson 2 Tony Bone 3 Price Desam 4 Obser Nast 5 Elseen Jazz		Dirabled	T. 1 T.
1		Property 1 New Errol Cear Verly		

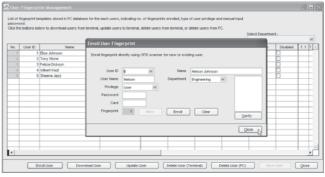
If this is the user's first time, the software will allocate a user ID for the fingerprint template.

Click "Verify" to test the verification of his enrolled fingerprint.

However, if a fingerprint was enrolled before, it will be rejected and you can see the following message.



STEP 7



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

104 CONTENTS

			Select Department -								
k.	User ID	Name	Department	Fingerprint	User Name	Privlege	Password	Card ID	Disabled	T.1	T.
1	1	Elise Johnson	Administration	1		User					1
	2	Tony Stone	Engineering	1		User					
	3	Felicia Dickson	Information Technology	1		User					
	4	Olbert Kazt	Production	1		User					
	5	Sheena Jazz	QA 8 QC	1		User					
	0	Netson Johnson	Engineering	,	Nelson	User					
1											•

Click "Save User" to save settings.

TO USE OFIS TA TO CAPTURE ATTENDANCE

Now you can start to use OFIS TA to capture the attendance of users. Please always plug in the OFIS scanner and then start to run the Software.



STFP 2

The same page as described in Monitor Terminal Activity (page 88) will appear.

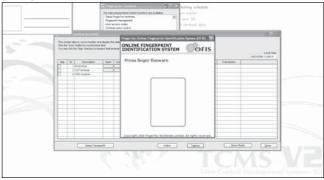
Notice OFIS scanner is on the monitoring list.

You will find a new button "CaptureZ". This button only appears if OFIS scanner is activated in the software.

Click "Capture" to start capturing attendance of users.

										16/03/2009 12:0
Skip	Ð	Description	Open	Sync	Time	User ID	Name	Time	Transaction	
	1	Nterninal			11 ::					
]		OUT terminal			11 ::					
	0	OFIS scenner								
			_							
			_							
_				-						
_										
_	_			-						
_	-									
_				-				_		
_	-							_		
_				-				_		
-	-			-				_		
-	-			-				_		
-								_		
_	_									
			-					_		
_										

STEP 3



Two new windows will pop up.

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

In the middle, it is the OFIS scanner capturing window, showing the image of fingerprint after capturing process.

These 2 windows are always displayed when OFIS TA is on.

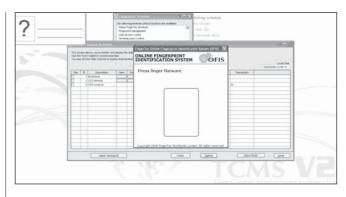


User can place a finger on OFIS scanner to capture fingerprint. The software will start to verify user.

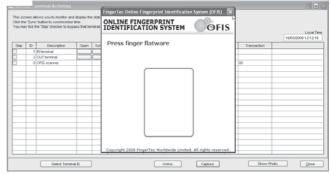
For successful verification, you will view this. User information will be displayed in the User Information box.

		et lated		
and a second sec	areating According	Finger Tex, Chilles Finger print Mentilly, ation System (2115)	0.000	
Charles	ment allows you to handlar and alloying the atom or "Sent' halfan to torchronism from or fail the "Stap" checker to beginne that bereman	ONLINE FINGERPRINT IDENTIFICATION SYSTEM	Line free NACCOUNT (2001)	
10	Description Open Street Territoria Description Territoria DOFE coveres	Press finger flatware	Seyeke.	
		Copyright 2008 FingerTax Worldwide Limited, All rights reserved.		
	Seist Servera D	Online Castor	State Que	

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



STEP 5



To stop the capturing process, click an "X" on the right top of the window.

The Software will always show the last captured user information after OFIS TA is turned off.

106 CONTENTS

										Local Te 16/03/2009 12:12:37
ātip	ID Description	Open	Sync		Tane	User ID	Name	Time	Transaction	
	1 Nterninal							_		
	2 OUT terminal			11				-		
	0 OFIS scenner	_				4	Oilbert Kazt	12.11	00	
-				-		-		-		
-		_		-		-		_		
_		_		-				_		
-		_		-		-		_		
		_						_		
-		_		-		-		_		
-								_		
-		_		-		-		_		
-		_		-				_		
-		_		-		-		_		
								_		
-				-		-		-		
								_		
-		_		-		-		_		

Click "Close" to end process.

9 • FRIS 2 SERVER MANAGEMENT

Ignore this chapter if you are not using FRIS 2 server

The software can be used to retrieve data from FRIS 2 server. The information includes user information and clocking data. Information can be downloaded into the software to calculate attendance and to prepare reports.

TO CONNECT TO Follow the steps below to co		
STEP 1 Click to oper STEP 2	n FRIS 2 Server Management.	
	S database server nost ame or its IP address where the FRIS database is host using the database's default username and	
FRIS database server	192.168.1.125	~
ODBC driver	MySQL ODBC 3.51 Driver	~
Description	Attendance Server	
Database	FRIS	
Username	FRIS	
Password	***	
	New R Delete Gos	e

Insert the IP address of FRIS 2 database server. For example: 192.168.1.125 Select the ODBC driver. For example: MySQL ODBC 3.51 Driver (MySQL database)

Insert the name of FRIS 2 Server, for example: Attendance Server. Insert the name of database, for example: FRIS Insert username to login to database, for example: FRIS Insert the password to login to database, for example: 123. Click "New" to connect.

If your FRIS 2 server is running on MSSQL database, select SQL.

Specify the server host n	IS database server host ame or its IP address where the FRIS database is host using the database's default username and	
FRIS database server	192.168.1.125	~
ODBC driver	MySQL ODBC 3.51 Driver	~
Description	MySQL ODBC 3.51 Driver SQL Server	
Database	FRIS	18
Username	FRIS	
Password	***	
	New Delete Qo	se

108 CONTENTS

TO DOWNLOAD TERMINAL INFORMATION FROM FRIS 2 SERVER

You can download the terminal information from FRIS 2 server. It is similar to the software's connection to the terminal in retrieving information, such as terminal settings and storage. Follow the steps below.

STEP 1

×.	FRIS	Database :	Server Manage	ment						X
B	ngerTec	Terminals	User Enrolments	Transact	ion Logs					
		FRIS Serv								
l	Main Se	rver								
[No.	FR	IS Server		Model	Serial No.	IP Address	Valid		^
ŀ										: II
ŀ										·
H										- 11
										:
H										- 11
lt										:
										.
l t										:
										×
1										
										_
									Advanced Settings	-1

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

STEP 2

All terminals connected to FRIS 2 server are downloaded and displayed on the screen. Click "Advance Settings" to configure settings to these terminals.

FRIS Dat	abase Server Mana	gement					
gerTec Ter	minals User Enrolmen	ts Transac	tion Logs				
F	RIS Server						
lain Server	×	0					
No.	FRIS Server	ID.	Model	Serial No.	IP Address	Valid	
	n Server		R2	8202478	192.168.1.222	¥	
2 Mai	n Server	2	R2	8202728	192.160.1.223	4	
		_				_	
_							
-		-					
_		-					
_		_					
1				-			
1							
							Advanced Settings

STEP 3

Instrume D import import Deduction Description Main Server P. Address 192.161.1222 Pulling Host IP Connection TCP/IP No diffendance records Connuclection Key Import Language V Step time ordock Date format V Step time ordock 11 Threshold C SDK Version Important 1.1 Threshold C User Important Lock defay O C (C20ns) Password Important	Terminal ID	1 Model R2	Baudrate	v
Naling Host IP Identify Host IP No stendance records Connection Lorguage Connection Date formal Other Date formal Other No stendance records Power off time Date formal Other Date formal Other 1:N Threshold O C 0:Christian Other 1:1 Threshold O C 0:Christian Uner Iden mixedr O C User Disprovid Lock delay O C				
No stendance records Communication Key Larguage Steep time okdock Date format Power off time okdock Voice Power off time okdock 1:N Threshold 0 C Firmware version 1:1 Threshold 0 C Firmware version 0:0/y 1:1 V Administrator Iden mixter 0 C User Iden mixter 0 C User Iden action V Pissword	Description	Main Server	IP Address	192.168.1.222
Larguage Image: Constraint of the second s	Pulling Host IP		Connection	тсрир 🛩
Date format. Voice Power off time o'clock Voice Power off time o'clock 1:N Threshold 0.5 SDK version 1:1 Threshold 0.5 Firmwer version 0 o'dlock Administrator Iden mixter 0.5 Lose Iden action Voic (C20ns) Password	No attendance records		Communication Key	
Voice v Power on time otclock 1:N Threshold 0 S SDK version Image: SDK version 1:1 Threshold 0 S Firmware version Image: SDK version Ordy 1:1 v Administrator Image: SDK version Iden minute 0 S User Image: SDK version Iden minute 0 S User Image: SDK version Iden action v Fingerprint Image: SDK version Lock delay 0 S Co20mp) Password	Language		Sleep time	; o'clock
1.11 Threshold 0 0 SKK version 1.11 Threshold 0 0 Firmware version Cright 1.1 Image: Comparison of the comparison of the	Date format		Power off time	: o'clock
1:1 Threshold 0 S Firmware version Only 1:1 Image: Constraints of the second se	Voice		Power on time	; o'clock
Orly 1.1 Image: Constraints and the minute of	1:N Threshold		SDK version	
Life instance 0 2 Unor Idia action V Pingerprint Lock delay 0 2 Password	1:1 Threshold		Firmware version	
Idin action Pingerprint	Only 1:1		Administrator	
Lock delay 0.0 0x20ms) Password	Idle minute		User	
Lock delay 0 0 (x20ms)	Idle action		Fingerprint	
Wegand format User log	Lock delay	0 0 (x20ms)	Password	
	Wegand format		User log	

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

TO DOWNLOAD, TRANSFER OR DELETE USERS FROM FRIS 2 SERVER

You can manage multiple FRIS 2 servers from the software.

- [1] Download users from FRIS 2 Server into software
- [2] Transfer users among FRIS 2 Servers
- [3] Delete users in the FRIS 2 server

TO DOWNLOAD USERS FROM FRIS 2 SERVER INTO SOFTWARE

STEP 1

FRIS C	Database	Server Manager	nent							Þ
ingerTec	Terminals	User Enrollments	Transaction Logs							
_	Departm		Section	User	0					
		~		*	- Ø					
No.	User ID	N	ane	Emp No.	Department	Section	User Name	Valid	Select	^
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_										+
										ţ.
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										t
										ł
										t.
										×
										-
				Copy	Database					
		200								

Click User Enrollments tab

You can choose to download users from FRIS 2 server by department, section or individual user. You can also download all users by ignoring these fields.

Click the download button to download users.

	Departm	User Enrolments	Section	1	er ID					
	Departm	ert 🗵	Section	× 06				Select	this page	
No.	User ID	N	ine	Emp No.	Department	Section	User Name	Valid	Select	1
	00001	Elise Johnson		00001	Administration		Elise			1
2	00002	Tony Stone		00002	Engineering		Tony	~		
3	00003	Felicia Dickson		00003	Information Technolc		Felicia			
4	00004	Gilbert Kazt		00004	Production		Gilbert	\bigtriangledown		
5	00005	Sheena Jazz		00005	QA & QC		Sheena	~		
										-
1										

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

STEP 3

			Transaction Log							
	Departm		Section							
		2		¥	0			Select	t this page	,
No.	User ID	1	Name	Emp No.	Department	Section	User Name	Valid	Select	L
1	00001	Elise Johnson		00001	Administration		Elise			Т
2	00002	Tony Stone		00002	Engineering		Tony	4		Т
3	00003	Felicia Dickson		00003	Information Technolc		Felicia	\checkmark		Γ
4	00004	Gilbert Kazt	Confirm Synch	hronise TCMS	v2		libert	4		Т
\$	00005	Sheena Jazz	Personal Providence of the local division of		1.5		heena			Т
	You are about to synchronise local TCMSv2 database with FRS server database. Are you sure you want to continue ?									
				kay	Cancel					1
										Į
								-		41

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TO COPY USER DATABASE INTO ANOTHER FRIS 2 SERVER

If you are using multiple FRIS 2 servers, and you want to copy user database to another FRIS 2 server; all user information from FRIS 2 server A can be copied completely into FRIS 2 server B. Therefore, you do not need to re-enroll users into another FRIS 2 server. Follow the steps below.

STEP 1

ē.	FRIS	Database	Server Managen	nent							×
F	ingerTec	Terminals	User Enrolments	Transaction Logs	1						
		Departm	ent	Section	Us	er ID					
			۷		×				Select	t this page	
	No.	User ID	N	ine	Emp No.	Department	Section	User Name	Valid	Select	-
	1	00001	Elise Johnson		00001	Administration		Elise			
	2	00002	Tony Stone		00002	Engineering		Tony	9		
	3	00003	Felicia Dickson		00003	Information Technolo		Felicia	2		t
	4	00004	Gilbert Kezt		00004	Production		Gilbert			î
	5	00005	Sheena Jazz		00005	QA 8 QC		Sheena			i
											¥.
	1										
			Syn	chronise TCMSv2		py Database	Transfer Use		Delet	e User	

In User Enrollment page, click Copy Database.

STEP 2

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

gerTec	: Terminals	User Enro	inents Tre	ansaction Logs								
	Departm	ent		Section	User ID							
			Connect	to remote FR	IS database serv	er host				Sek	ect this page	
No.	User ID		FRIS d	stabase server	192.168.1.125				an	e Valic	i Select	1
1	00001	Elise John						×	- F	V		1
2	00002	Tony Ston		ODBC driver	MySQL ODBC 3.5	1 Driver		4		4		
3	00003	Felicia Dic		Detabase	FRIS					V		
4	00004	Gilbert Ka		Username	FRIS					\checkmark		
\$	00005	Sheena Ja								~		
				Password								
			Select	FRIS dat	abase server		Status		-			
							010107					
										_		_
										_		_
										_		4
										_		
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										_		
										_		4
								Cherry				4
								Gose				
_								-		_	_	-
1												

STEP 3

erTec	Terminals	User Enrol	inents Transaction Logs								
	Departm		Section	User ID							
	Ceparan		Connect to remote FRIS		nr hart	_					
			connect to remote rkis	uatabase setw	er nøst					t this page	
No.	User ID		FRIS database server			~		artie	Valid	Select	l
	00001	Elise John	ODBC driver			M					1
	00002	Tony Ston									1
	00003	Felicia Dic	Detabase				- 1		$\overline{\mathbf{v}}$	<u></u>	ł
	00004	Gilbert Kec Sheena Ja	Username						V		ł
- 2	00005	Superior of	Password						T		ł
											t
-			Select FRIS datab	ase server	Statu	15	<u></u>		-		t
			✓ 192.168.1.125				- 11				t
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			· · · · · · · · · · · · · · · · · · ·				- 1				ļ
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				Copy Data		Qose			-		ł
-		\vdash		Opy Data	2	- Zoose			-		ł
٦								_	-	-	-
			Synchronise TCMSv2	Copy Data		Transfer Use			Delet	e Liser	1

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

TRANSFERRING USERS TO ANOTHER FRIS 2 SERVER

In some cases, you only need to transfer some users into another FRIS 2 server. You do not need to copy database, but only transfer users. Follow the steps below.

STEP 1

25	FRIS	Database	Server Manager	nent							×
Fin	gerTec	: Terminals	User Enrollments	Transaction Logs							
		Departm	ent	Section	Us	er ID					
			×		¥				Selec	t this page	
Г	No.	User ID	N	whe	Emp No.	Department	Section	User Name	Valid	Select	-
	1	00001	Elise Johnson		00001	Administration		Elise			
- E	2	00002	Tony Stone		00002	Engineering		Tony	2	2	n I
	3	00003	Felicia Dickson		00003	Information Technolc		Felicia	$\overline{\mathbf{v}}$		
	4	00004	Gilbert Kazt		00004	Production		Gilbert	\bigtriangledown		
IF.	5	00005	Sheena Jazz		00005	QA 8 QC		Sheena			
II.											
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L.											
L.											1
Ŀ											
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J.											
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	_								_		-
C	1										
											_
			Syn	chronise TCMSv2		py Database	Transfer Us	er 🛃 🗌	Delet	e User	

In User Enrollment, click "Transfer User".

STEP 2

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

ngerTec	Terminals	User Enrol	Inerts T	ansaction Logs						
	Departm		1.	Section	User ID					
		- 1	Connect	to remote FR	S database ser	ver host		Sele	ct this page	
234	User ID 00001 00002 00002 00003 00004 00005	Dise John Tony Ston Felicia Dic Gilbert Ka Sheena Ja	FRIS	ODBC driver Detabase Username Password	192.160.1.125 MySQL 00BC 3.1 FRIS FRIS m1 bibase server	51 Driver Status			Select	
					Transfe	r User	Qose			

STEP 3

gerTec	: Terminals	User Enro	amerits Tr	ansaction Logs									
	Departm	ent		Section	User ID	- 0							
			Connect	to remote FRI	i database ser	ver host					Select	t this page	
No.	User ID		FRIS	istabase server				v		arne	Valid	Select	Ľ
1	00001	Elise John											ĩ
2	00002	Tony Ston		ODBC driver				v				2	n
3	00003	Felicia Dic		Detabase							V V V		Ľ
4	00004	Gilbert Kat		Username									Ī
\$	00005	Sheena Ja											I
				Password									Γ
			Select	FRIS data	base server		Status		~		_		Ļ
			V	192.168.1.125						L			Ļ
										L			H
										⊢			H
										⊢			H
										L			H
									v	L			H
										L			H
										-			ł
					Transfer	User N		Glose					ł
										\vdash			ł
-	-									_	-		1
1													

Click "Transfer User" to start. Click "Close" to end the process.

TO DELETE USERS IN FRIS 2 SERVER

You can delete users directly from FRIS 2 server without login into FRIS 2 server. You can do this with the software. Follow the steps below.

STEP 1

	Departm	ent Section	Us	*D					
		181	(2)				Selec	t this page	
No.	User ID	Name	Emp No.	Department	Section	User Name	Valid	Select	Ŀ
1	00001	Elise Johnson	00001	Administration		Elise			1
2	00002	Tony Stone	00002	Engineering		Tony		$\overline{\mathbf{v}}$	П
3	00003	Felicia Dickson	00003	Information Technolo		Felicia	~		ĩ
4	00004	Gilbert Kazt	00004	Production		Gilbert	\bigtriangledown		П
\$	00005	Sheena Jazz	00005	QA 8 QC		Sheena			4
									+
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							-		4
							-		÷
				++			-	-	tl
									Ť
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_									P

In User Enrollment page, you can select and delete user ID. You can put a check in the Select column of the user ID.

Click "Delete User".

STEP 2

The software will always alert you before users are deleted. Click "Okay" to confirm the deletion of the selected user ID.

			1					_		
gerTec	Terminals	User Enrollment	5 Transaction Logs							
	Departm	ent	Section	Us	uer ID					
		۷		×				Selec	t this page	
No.	User ID		Name	Emp No.	Department	Section	User Name	Valid	Select	Ŀ
1	00001	Elise Johnson		00001	Administration		Elise	9		tī
2	00002	Tony Stone		00002	Engineering		Tony	2	9	t i
3	00003	Felicia Dickson		00003	Information Technolo		Felicia			t I
W W Operation No. User D Name Emp No. Department Section 1 (00001 Dire Admissing 000001 Admissing Admissing Dire Admissing 2 (00002 Engineering 000002 Engineering Dire Admissing Dire Admissing	libert			TI.						
5	00005	Sheena Jazz	een nin en ge	11000101			heena	2		TI.
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1										

TO DOWNLOAD CLOCKING DATA FROM FRIS 2 SERVER

Clocking data stored in FRIS 2 server are raw data. FRIS 2 Server cannot conduct any time attendance calculation for these data. Therefore, no reports can be generated from FRIS 2 server. You must download clocking data from FRIS 2 server into the software. The software can calculate user attendance and prepare the reports.

You can choose to download clocking data by department, section or all users. Follow the steps below to download clocking data.

STEP 1

⊙ View) View	new trans from	ori/03/2009 00:00	nload R. 31.03/2009 23.59	0	Last downloaded transa Select	ction log ID:		~
No.	Log ID	User D	Nane	User Narke	FRIS Server	10	Log Time	
		database server dur						2

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

 View the new transaction since last download – to download the new clocking data since the final downloading.

- [2] View from "date range" to define the date range for downloading.
- [3] Select Department to define date range of downloading according to department.

) View) View	new trans	action since last	download 00 👎 [31.03/2009 23:59 👎 (Ø	Last downloaded trans	action log ID:		
No.	Log ID	01./03/2009 00:0	0 11.03/2009 23:59 11. Name	User Name	FRIS Server	ID ID	Log Time	Т
								7
_								4
								1
								+
								7
_								1
								+
								+
								4
_								

Define the type of download and click download button.

114 CONTENTS

) View) View	new transe	ction since I	ast download 00:00 • 31.03/2009 23:59	0	Last downloaded transaction Select Dep			1
	irom (01/03/2009	00:00 1 31/03/2009 23:59 1	User Name	FRIS Server	ID	Les Vine	Ť
No. 1	Log ID		Name	Gilbert	PRIS Server		Log Time	ł
2		00004	Gilbert Kazt Sheena Jazz	Sheepa			13/03/2009 17:40	÷
2		00005	Tony Stone	Tony			13/03/2009 17:40	÷
- 3		00002	Elise Johnson	Elise			15/03/2009 17:40	÷
5		00001	Tony Stone	Tony			16/03/2009 18:42	H
6		00002	Felicia Dickson	Felcia			16/03/2009 18:42	H
7		00004	Gibert Kazt	Gibert			16/03/2009 18:42	t
8		00005	Sheena Jazz	Sheena			16/03/2009 18:42	t
9		00004	Gilbert Kazt	Gibert			13/03/2009 17:13	ti
10		00005	Sheena Jazz	Sheepa			13/03/2009 17:13	ti
11		00001	Elise Johnson	Eise		1	13/03/2009 17:13	t
12	12	00002	Tony Stone	Tony		1	13/03/2009 17:13	t
13	13	00003	Felicia Dickson	Felicia		1	13/03/2009 17:13	ti
14	14	00004	Gilbert Kazt	Gilbert		1	13/03/2009 17:14	ti
15	15	00005	Sheena Jazz	Sheena		1	13/03/2009 17:14	T
16	16	00002	Tony Stone	Tony		1	13/03/2009 17:14	T
17	17	00001	Elise Johnson	Elise		1	16/03/2009 14:47	T
18	18	00002	Tony Stone	Tony		1	16/03/2009 14:47	T

Example:

Clocking data from 1/3/2009 to 31/3/2009 is selected. All clocking data read from FRIS 2 server published on screen.

Click "Download Log" to copy into Software.

STEP 3

D	Description	User ID	None	Clocking	Trensection	Dote	I/O Skit	
2	OUT terninal	2	Tony Stone	10/03/2009 10:55	00	11		
2	OUT terminal	2	Tony Stone	10/03/2009 10:55	00	11		
1	IN terminal	2	Tony Stone	12/03/2009 15:08	01	12/03/2009	Resume	
2	OUT terminal	3	Felicia Dickson	12/03/2009 15:07	07	11		
		4	Oilbert Kazt	16/03/2009 12:11	00	11		
1	Nterminal	2	Tony Stone	13/03/2009 17:40	00	11		
1	IN terminal		Tony Stone	16/03/2009 18:42	00	16/03/2009	Out	
1	IN terminal	2	Tony Stone	13/03/2009 17:13	00	11		
	IN terminal	2	Tony Stone	13/03/2009 17:14	00	11		
	IN terminal	2	Tony Stone	16/03/2009 14:47	00	16/03/2009	Dreak	
			ving. To Ironaction					

Now you can check into the Terminal Data Audit List in the software, as all new downloaded logs are saved in it. You can continue to prepare attendance calculation or reports.

10 • TERMINAL MULTIMEDIA MANAGEMENT

Ignore this chapter if you are not using models with color screen display

You can upload themes, wallpaper and user photos to the terminal. These features are only available in models with color screen display.

- Theme is displayed as desktop or background picture of the terminal during operation.
- · Wallpaper is displayed when terminal is in idle mode, for example a company logo, product information, company vision etc.
- · User Photo is displayed when the terminal verifies a person.

THEME TO UPLOAD THEME TO TERMINAL

All color screen terminals come with a default theme. However, if you found your color screen terminal having no theme or having a theme which you do not prefer, you can upload a theme to the terminal by following the steps below.

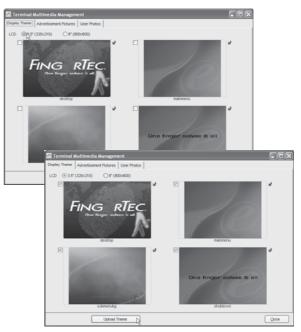


STEP 1 Click to select Terminal Multimedia Management.



A new window will pop up.

STEP 3



116 CONTENTS

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

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

STEP 4



Now select the picture to upload to the terminal. Click "Upload Theme" to start uploading the theme to the terminal.

STEP 5

Click "Okay" after uploading process is finished. Click "Close" to end the process. Terminal will restart automatically for the theme to take effect. Check the terminal to view the newly uploaded theme.

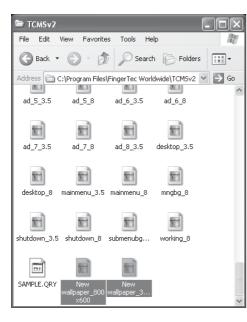


TO ADD A NEW PICTURE INTO A THEME

You have an option to add a new theme into the software. Firstly prepare the picture in correct size. For 3.5" display screen area, the size of the picture must be 320 x 210. For 8.0" display screen area, the picture size must be 800 x 600.

STEP 1

Prepare the picture in the correct size and save them into the TCMS v2 folder (example C:\Program Files\FingerTec\TCMS v2\)



You have an option to save them into the other location, so that you can browse them easily.

STEP 2 Click to s

to select Terminal Multimedia Management.

STEP 3

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

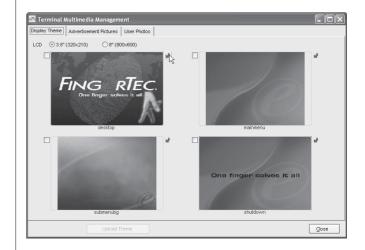
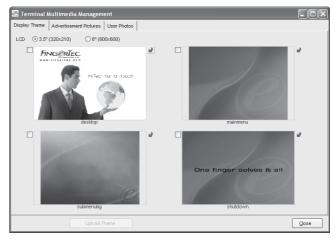


Image: Control of the state of the	Terminal Display Theme LCD © 3.5	Open Picture Look in:	C TCMSv2	▼ G) 🏚 🗈 📰 •	?×	
My Documents ad (2, 2, 8) Monitorerul 3 My Documents ad (3, 3, 5) Mondog, 3 My Domputer ad (4, 3, 5) Mondog, 3 My Domputer ad (4, 4, 5) Mondog, 3 File name: New wallpaper, 500x500 My Domputer OK		Documents	capture etcom logs remote ad_0_3.5 ad_0_8 ad_1_3.5	■ ad_5_0 ■ ad_5_3.5 ■ ad_5_8 ■ ad_7_3.5 ■ ad_7_3.5 ■ ad_7_0 ■ ad_8_3.5 ■ ad_8_3.5	submenubg_3.5		ۍ ا
		31	ad_2_8 ad_3_3.5 ad_3_8 ad_4_3.5	mainmenu_8 mngbg_8 New wallpaper_320x210 New wallpaper_800x600			2
submeruba shudown	L,	My Network	Files of type:	New walpaper_320x210 JPEG	· C	OK Cancel	

Now select the new picture as a replacement. Click "OK" to replace.

STEP 5



The new picture is inserted to replace the old picture. Follow the steps in page 112 to Upload Theme to Terminal

ADVERTISEMENT PICTURES

TO UPLOAD ADVERTISEMENT PICTURES TO TERMINAL

All color screen terminals come with a default advertisement picture(s). You can upload the pictures to the terminal by following the steps below.

STEP 1 Click to select Terminal Multimedia Management.

STEP 2



A click on "Advertisement Pictures" tab will bring you to this new page.

STEP 3



Choose the correct size of the picture.



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

STEP 5



Click "OK" after the uploading process is finished. Click "Close" to end.

Terminal restarts automatically for the new settings to take effect. Check your terminal for the newly uploaded theme.

TO ADD NEW PICTURE INTO THEME

You can add in a new picture as advertisement picture.

STEP 1



Prepare the picture in correct size and save them into the TCMS v2 folder for example C:\Program Files\FingerTec\TCMS v2\

You have the option to save the pictures into other location, so that you can browse them easily.

STEP 2 Click

to select Terminal Multimedia Management.

STEP 3



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



🖀 Terminal	Multimedia N		ent							
Display Theme	Advertisement	Pictures	User Photo:	s						
LCD 💿 🛛	pen Picture							Ľ	? ×	
	Look in:	C TCM	Sv2			• G	1 🕫 🖽	•	S E E	s P
	My Recent Decuments Desktop My Documents My Computer	backu captu etcorr logs remot ad_0, ad_1, ad_2, ad_2, ad_2, ad_3, ad_4, ad_4, ad_4, ad_4,	e 3.5 8 3.5 8 3.5 8 3.5 8 3.5 8 3.5 8 3.5 8 3.5		t ad 5.3.5 t ad 5.8 t ad 5.8 t ad 6.3.5 t ad 6.8 t ad 7.3.5 t ad 7.3.5 t ad 7.8 t ad 8.3.5 t desktop.8 t matimeru_8 t matimeru_9 t matimeru_9 t matimeru_8 t matimeru_8 t matimeru 8 t mati		ti shutdown_ ti submenubg ti working_8			
- 1		File name	N	ew wallp	aper_320x210		\sim	OK		N
	My Network	Files of ty	pe: JF	PEG			~	Cano		\sim

Select the picture and click "OK" to add the picture.

STEP 5



The new picture is inserted to replace the old picture.

Follow the steps in page 116 To Upload Advertisement Picture to Terminal

TO REMOVE ADVERTISEMENT PICTURES FROM TERMINAL

If you do not want some advertisement pictures to be displayed in the terminal, you have the option to delete those pictures from the terminal. The deleted pictures will not be displayed in the terminal after this process is complete.

STEP 1 Click to select Terminal Multimedia Management.

🖁 Terminal /	Multimedia Managem	nt	
Display Theme	Advertisement Pictures	User Photos	
LCD ③ 3.5*	(320×210) 08" (80	0×600)	
Fired	ad_0		Australia Solutions
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	Lifection ouror tauto cono a	So West	FING RTEC De Frynt anter a the
	Upload P	ture	Remove Picture

Click to select the display area of terminal. Select and delete the pictures. Click "Remove Picture" to delete from terminal.

STEP 3



Click "OK" to end the process. Click "Close" to close the page.

USER PHOTO

You can upload user photo to the color screen terminals. The photo is displayed after the terminal verifies users. However, you must make sure your color screen terminal has core board version FEM 510 or above, or else you cannot upload user photos to the terminal. Check with your local resellers, or email support@fingertec. com for assistance.

TO ADD USER PHOTO AND TO UPLOAD TO TERMINAL

It allows user photo with the size of 320x210 only, and file size less than 30kb. Please make sure you get the correct size of photo from users before uploading them to the terminal.

STEP 1

Back Image: Constraint of the second se	File Edi	t View	Favorites	Tools	Help				1
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SECT_TBL.DBF It ad_4.8 It working_ SIREN.DBF ad_5.35 SAMPLE.4 Sys.dbf 1 ad_5.8 SAMPLE.4 TIMER.DBF 1 ad_5.35 SAMPLE.4 ZONE.DBF 1 ad_7.8 SAMPLE.4 CONFIG.FPW 1 ad_9.3.5 CONFIG.FPW 1 ad_0.3.5 1 desktop_8 ad_1.3 1 ad_1.8 1 mainemu_3.5 I ad_1.8 1 ad_1.8 1 mainemu_8 I ad_1.2 1 ad_2.3.5 1 New wallpaper_320x210 I ad_2.3.5 1 ad_2.8 1 New wallpaper_320x500 I ad_3.3.5	Address 🕻) C:\Prog)ram Files\F	ingerTec '	Norldv	vide\TCMS	5v2	Y E	G
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TIMER.DBF ad_6_3.5 TIMEZONE.DBF ad_6_8 ZONE.DBF ad_7_3.5 Zonedoor.DBF ad_7_8 m FFTMP.FPT ad_8_3.5 CONFIG.FW bdesktop_8.5 ad_0_3.5 bdesktop_8 ad_0_3.5 bdesktop_8 ad_1_3.5 bmainmenu_3.5 ad_1_8 mmainmenu_8 ad_2_3.5 New wallpaper_320x210 ad_2_3.5 h New wallpaper_900x600 ad_3_3.5 h shutdown_3.5	SIREN.D	BF	1	ad_5_3.5	5		a	SAMPLE.	QR١
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ZONE.DBF d.7_3.5 Zonedoor.DBF d.7_3.5 FPTMP.FPT d.8_3.5 CONFIG.FPW d.6sktop_3.5 ad_0_3.5 d.6sktop_8 ad_0_3.5 mainmenu_3.5 ad_1_3.5 mainmenu_8 ad_1_8 mmgbg_8 ad_2_5.5 modesper_320x210 ad_2.8 New walpaper_320x200 ad_3.3.5 mstudow_3.5	TIMER.C	BF	1	ad_6_3.5	5				
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CONFIG.FPW desktop_3.5 ad_0_3.5 desktop_8 ad_0_8 mainmenu_3.5 ad_1_3.5 mainmenu_8 ad_1_8 mmgbg_8 ad_2_3.5 New walpaper_320x210 ad_2_8 New walpaper_300x600 ad_3_3.5 shutdown_3.5			1 1						
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ad_0_8 mainmenu_3.5 ad_1_3.5 mainmenu_8 ad_1_8 mngbg8 ad_2_3.5 New walpaper_320x210 ad_2_8 New walpaper_000x600 ad_3_3.5 shutdown_3.5	I CONFIG	.FPW	E						
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ad_3_3.5 💼 shutdown_3.5		5	<u></u>			-			
			町			_800×600			
Filad 3.8 Filsbutdown 8		5	1						
aalolo aning aaning a	ad_3_8		町	shutdow	n_8				

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

STEP 2 Click store to select Terminal Multimedia Management.

STEP 3

.	ſerm	ninal M	lultimedia	ı Management				_	
Disp	ilay T	herne	Advertisem	ent Pictures User Photos					
				[r		
	_	No.	User ID	Name Elise Johnson		epartment	Username	Photo	<u> </u>
		1		Tony Stone	Adminis				
	<u> </u>			Felicia Dickson	Enginee				-
	-	3		Gilbert Kazt	Producti	ion Technology			+
	-	9		Sheena Jazz	QA & Q				-
	<u> </u>	0	3	Shoond Gall	GIA & GI	C			+
	-								+
	-								+
									+
									+
									-
	Jser ○ AI ④ No ○ So	I			1	₽ ×			
				Upload Photo	Download Photo	Remove	Photo		se

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

STEP 4

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

	No.	User ID	Name	Department	Username	Photo
V	1		Elise Johnson	Administration		
			Tony Stone	Engineering		
			Felicia Dickson	Information Technology		
	4		Gilbert Kazt	Production		
		5	Sheena Jazz	QA & QC		
Jser Al No Sc	ll one		V	×		

STEP 5

E Terminal Display Theme	Open Picture					?×	
Disploy memo	Look in:	CMSv2		~	G 🕸 🖻 🖽 -		
User D Sone	My Recent Documents Desktop My Documents My Computer	backup copture boss remote bd.0.3.5 bd.1.35 bd.2.3.5 bd.2.3.5 bd.2.3.5 bd.2.3.5 bd.2.3.5 bd.2.3.5 bd.2.4.3.5 bd.2.4.3.5 bd.4.3.5 bd.3.5 bd.4.	elise	Imad 5, 3.5 Imad 5, 8 Imad 5, 8 Imad 6, 8 Imad 7, 3.5 Imad 6, 6 Imad 7, 3.5 Imade 8, 3.5 Imade 8, 3.5 Imade 8, 3.5 Imade 9, 4 Imad 9, 4 <tr< th=""><th></th><th></th><th></th></tr<>			

Select the picture and click "OK".

olav "	[heme	Advertisem	ent Pictures	User Photos				
,								
	No.	User ID		Name	Department	Username	Photo	-
~	1	1	Elise Johnsor	1	Administration	Elise	~	
	2	2	Tony Stone		Engineering	Tony		+
		3	Felicia Dickso	in	Information Technology	Felicia		-
	4	4	Gilbert Kazt		Production	Gilbert		-
		5	Sheena Jazz		QA & QC	Sheena		
								T
								+
								+
								-
User OA ON	ll one			V	×			

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

STEP 7

Click "OK" when the upload process is complete. The terminal restarts automatically for the new settings to take effect.

Repeat the steps above if you want to add a new photo for users, or change the photo of users.

olay T	herne	Advertisem	ent Pictures User Photos				
	No.	User ID	Name	Department	Username	Photo	
\checkmark	1		Elise Johnson	Administration	Elise	\checkmark	
			Tony Stone	Engineering	Tony		T
			Felicia Dickson	Information Technology	/ Felicia		T
	4		Gilbert Kazt	Production	Gilbert		T
		5	Sheena Jazz	QA & QC	Sheena		T
User	D			ok Ç			<u> </u>
○ All ○ No ● So				×			

TO DOWNLOAD PHOTO FROM TERMINAL

You can check the photos that have been uploaded to the terminal. However, downloaded user photos are only for viewing purpose in the software only, and please do not save them in any digital format.

STEP 1 Click to select Terminal Multimedia Management.

olou T	homo	1 du ortigon	ont Disturses	User Photos						
Jidy I	neme	Auvenusein	enii Fictures	0001110000						
	No.	User ID		Name	;	1	Department	Username	Photo	-
~	1	1	Elise Johnsor	1		Admini	stration			+-
	2	2	Tony Stone			Enginer				-
		3	Felicia Dickso	n		Informa	tion Technology			-
\checkmark	- 4	4	Gilbert Kazt			Produc	tion			-
		5	Sheena Jazz			QA 8 0	IC .			-h -
										-
										+
										+
										-
										-
User I ③ All ○ No ○ So				V			2			
					5		×			

Click "User Photos". Check to select the user ID of the users to download. Or you can check "All" to download photo of all users stored in the terminal.

Click "Download Photo" to continue.

STEP 3

1	Terr	ninal M	Aultimedia	ı Managem	ent					
Di	splay '	Theme	Advertisem	ent Pictures	User Photos					
	_							,		
		No.	User ID		Nan	ne	Department	Username	Photo	_
	\checkmark	1		Elise Johnsor	1		Administration			
		2		Tony Stone			Engineering			- 11
		3		Felicia Dickso	n		Information Technology			- 11
		- 4		Gilbert Kazt			Production			- 11
	H-	5	5	Sheena Jazz			QA & QC			+
	-				168 · Te	erminal Multimedia	Management 🗙			- 1
	E-				100.16	errinnat muttimetha				+
	E-					Process completed				
	E -					Process completed (
						OKN				†-
		-				W	-			+ <u>-</u>
	User OA ON	11			V	60)				
				Upload F	hoto	1 Download Phot	o Remove	Photo		se

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

TO REMOVE USERS' PHOTO

You can remove the photos from the terminal if you do not want to store them in the terminal. Follow the steps below to remove the photos.

STEP 1 Click select Terminal Multimedia Management.

	No.	User ID	Name	Department	Username	Photo	
	140.		Elise Johnson	Administration	oscinano	■ 111010	+-
-	2	2	Tony Stone	Engineering		•	
=	3	3	Felicia Dickson	Information Technology			+
	4	4	Gilbert Kazt	Production			+
	5	5	Sheena Jazz	QA & QC			-
							T
							_
							-
Jser ○A ○N ●S	ll one			A .			

Click "User Photos". Select the User ID to delete the photo.

Click "Remove Photo" to start.

STEP 3

olay ir	ierne	Advertisem	ent Pictures User Photos				
	No.	User ID	Name	Department	Username	Photo	1
\checkmark	1		Elise Johnson	Administration		\checkmark	-
			Tony Stone	Engineering			
			Felicia Dickson	Information Technology			
	4		Gilbert Kazt	Production			
		5	Sheena Jazz	QA & QC			
			Process comple				<u> </u>
User II All Nor Sor	ne			×			

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

🖥 Terr	minal M	Aultimedia	ı Managem	ent					
Display	Theme	Advertiser	ent Pictures	User Photos					
	No.	User ID		Name		Department	Username	Photo	
V	140.		Elise Johnsor			Administration	Costinante		+
H	2	2	Tony Stone			Engineering		•	+
h	3	3	Felicia Dickso	on		Information Technology			+
	4	4	Gilbert Kazt			Production			+
	5	5	Sheena Jazz			QA & QC			
									_
									+
									+ 1
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User O A O N	u.					, A			
			Upload F	Photo	Download Phot	Remove	Photo	Glo	se

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

STEP 5

.	Ferm	ninal N	lultimedia	Management						
Disp	ilay T	heme	Advertisem	ent Pictures User Photos						
				I						_
		No.	User ID	Name		Depar		Username	Photo	<u></u>
	~	1		Elise Johnson		Administratio	n			
				Tony Stone		Engineering				-
				Felicia Dickson		Information 1	fechnology			_
		4		Gilbert Kazt		Production				_
	<u> </u>	5	5	Sheena Jazz		QA & QC				_
										-
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				Upload Photo	Download Photo		Remove	Photo	Clos	° R

The photo is deleted from the software. Click "Close" to save settings.

APPENDIX •SAMPLE REPORTS TIME AND ATTENDANCE REPORTS

ATTENDANCE SHEET

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

FingerTec TCMS v2.2		Attendance Sheet 01/02/2009 - 28/02/2009	R =RESTDAY	01/02/3000 11:46:40 Page: 0 =0FFDAY H =HOLIDAY
User ID Name Work Overtime Administration	Leave 1 2 3 4 5	6 7 8 9 10 11 12 13 14 15 1	16 17 18 19 20 21	22 23 24 25 26 27 28
1 1 Elise Johnson 149.03 10.00	R 08.58 09:02 08:35 08:58 08: 0.000 19:51 19:04 18:22 19:33 17:	R R 08-42 08-55 08-34 08-01 08-41 06 54 19:15 18:29 18:27 19:23 17:50 14	R 8.49 08.58 09.00 08.44 08.39 09.30 8.15 20.11 18.12 18.32 18.02 15.22	R 08.51 08.54 08.45 08.00 16.30 18.29 18:19 18:03 18:25
Engineering 2 2 Tony Stone 159.15 21.23	R 08.55 09.65 08.47 09.00 08 0.000 19.51 18.40 18.25 19.13 18		R 8.56 08.55 08.59 08.48 08.48 10.13 8.29 20.34 18.21 18.45 18.09 16.02	R 06.51 06.41 06.42 06.00 02.18 18.14 18.19 18.09 18.30 20.33
Information Technology 3 3 Felicia Dickson 141.81 28.43	R 08:55 09:05 09:02 08:47 08: 1.000 20:12 21:07 18:25 18:46 18:	1 ^R ^R 00:54 00:56 00:54 00:23 00:03 ^R ^R 00 16 20:06 18:32 18:36 20:54 18:18 11	R15 18.15 08.57 08.53 18.01 R 13	R 08.59 08.55 08.49 18.00 18.0
Production 4 4 Gilbert Kast 143.65 39.84	R 08-55 17-53 08-44 09-04 08: 0.000 20:12 00:30 00-45 18:58 18:		7:53 08:57 09:02 09:00 18:00 129 21:18 18:51 00:32 01:12	R 00:00 00:05 00:00 45 17:45 19:19 18:01 19:19 18:01 00:09
QA & QC 5 5 Sheena Jazz 143.55 42.07	R 08585 180020852 0900209 0.000 20110 0014 0118 1901 18		R02 08:57 08:54 09:00 18:00 1:02 27:33 18:51 00:32 01:18	R 00-00 09:00 09:00 00:51 17:40 19:20 18:04 19:10 18:31 03:09

E-TIME CARD

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

FingerTec T	CMS v2.2					El	ectro	onic T	ime Ca	rd			01/02/2009 11:43:	:31 Page:
	1	√=Exc	used				Eli	se Joh	nson					Administrati
Date	Weekday	Day Type	sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	1					1	1					
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51	1	1	8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:02	12:15	13:40	19:04	1	1	7.33	1.04	0.27		
04/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:23	18:22	1	1	7.54	0.22	0.06		
05/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33	1	1	8.00	1.33			
06/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54	· · · · · · · · · · · · · · · · · · ·	1	7.54		0.06		
07/02/2009	Saturday	RESTDAY	1		1			1	1		1			
08/02/2009	Sunday	RESTDAY	1		1			· · · · · · · · · · · · · · · · · · ·	1					
09/02/2009	Monday	WORKDAY	1	08:42	12:35	13:24	19:15	1	Ť	8.00	1.15			
10/02/2009	Tuesday	WORKDAY	1	08:55	12:36	13:45	18:29	1	+	7.45	0.29	0.15		
11/02/2009	Wednesday	WORKDAY	1	08:34	12:38	13:25	18:27	· · · · · · · ·	1	8.00	0.27			
12/02/2009	Thursday	WORKDAY	1	09:01	12:37	13:29	19:32	1	+	7.59	1.32	0.01		
13/02/2009	Friday	WORKDAY	1	08:41	12:36	13:30	17:59			7.59		0.01		
14/02/2009	Saturday	RESTDAY	1					1	+					
15/02/2009	Sunday	RESTDAY	1											
16/02/2009	Monday	WORKDAY	1	08:49	12:28	13:26	18:15	1	†	7.58	0.15	0.02		
17/02/2009	Tuesday	WORKDAY	1	08:59	12:32	13:24	20:11			8.00	2.11			
18/02/2009	Wednesday	WORKDAY	1	09:00	12:31	13:34	18:12	1	†	7.56	0.12	0.04		
19/02/2009	Thursday	WORKDAY	1	08:44	12:30	13:25	18:32			8.00	0.32			
20/02/2009	Friday	WORKDAY	1	08:39	12:22	13:26	18:02		†	7.52	0.02	0.08		
21/02/2009	Saturday	RESTDAY	1					09:30	15:22		5.52			
22/02/2009	Sunday	RESTDAY	1						†					
23/02/2009	Monday	WORKDAY	1	08:51	12:32	13:22	18:29		+	8.00	0.29			
24/02/2009	Tuesday	WORKDAY	1	08:54	12:16	13:31	18:19		†	7.45	0.19	0.15		
25/02/2009	Wednesday	WORKDAY	1	09:45	12:33	13:19	18:03		+	7.15	0.03	0.45		
26/02/2009	Thursday	WORKDAY	1	09:00	12:33	13:20	18:25	1	†	8.00	0.25			
27/02/2009	Friday	WORKDAY	1				16:30		+			1.30		
28/02/2009	Saturday	RESTDAY	1		+			+	+					
у туре	Total Da	iys Prese	int i	Absent	Work	Overti	te	s	short	ABSENT				
RKDAY	20	20			149.50	13.0	1		3.40	ANNUAL				
LIDAY										SICK				
STDAY	1	3 1				5.5	2			HOSPITAL				
FDAY	- 21	1 21		0	149.50	18.5			3.40	PATERNITY				
	21	3 21		U	149.50	18.5	2		3.40	PATERNITY				

FingerTec TCMS v2.2

On Leave Report 01/02/2009 - 28/02/2009

01/02/2009 11:43:16 Page: 1

ON LEAVE REPORT

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

Information Technology	User ID	Name	Date	Weekday	Day Type	Sche	Leave Taken	
1 3 Felicia Dickson 26/02/2009 Thursday WORKDAY - ABSENT 1.000 1.000	Information Tec	Pelicia Dickson	26/02/2009	Thursday	WORKDAY	-	ABSENT	1.000

DAILY ATTENDANCE LISTING

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

FingerTec TCM	IS v2.2			Daily A	01/02	lance 1/2009 nday	Listi	ng			01/02/	2009 11:43	:58 Page: 2
User ID	Name	Day Type	Sche	In B	Break 1	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken
Administration	Elise Johnson	RESTDAY	1		1	1	;					1	L
Rngineering				-									
2 2	Tony Stone	RESTDAY	1	I						L			J
Information Te	chnology												
з з		RESTDAY	-	Il	i.	i.	i			L	.i	i	l
Production				••									
4 4		RESTDAY	-	۱		l.	l			L			J
QA & QC													
s s		RESTDAY	-	Il		i.	i			L	<u>.</u>	i	J
Day Type WORKDAY HOLIDAY RESTDAY OPPDAY	Total Days Present 5 5 0 w/o Attendance		Work 0.00	0.00		5hort	АМ SI НО МА РА	SENT NUAL CK SQTTAL SQTTAL EERSITY EERSITY EERSITY					0.00

TARDINESS REPORT

Tardiness Report is a report showing daily activities of a staff such as In, Out, Overtime, etc. FingerTec TCMS v2.2

User ID	Name	In	Break	Resume	Out	OT	Done	Short Overtime	Leave	Remark
1 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	3			3.40 4.18	L	
2 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		
	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	33.30	18:19		+	0.06 0.19	<u> </u>	

Tardiness Report

01/02/2009 11:41:38

Page: 1

OT APPROVAL WORKSHEET

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

User ID	Name	Date	Sche	WORKDAY Overtime	Appr.	HOLIDAY Overtime	Appr.	RESTDAY Overtime	Appr.	OFFDAY Overtime	Aş
Administration				1							
1	Elise Johnson	02/02/2009	1	1.51						;	
		03/02/2009	1	1.04							
		04/02/2009	1	0.22							
		05/02/2009	1	1.33							
		09/02/2009	1	1.15							
		10/02/2009	1	0.29							
		11/02/2009	1	0.27							
		12/02/2009	1	1.32							
		16/02/2009	1	0.15							
		17/02/2009	1	2.11							
		18/02/2009	1	0.12							
		19/02/2009	1	0.32							
		20/02/2009	1	0.02							
		21/02/2009	1					0.00 5.52			
		23/02/2009	1	0.29							
		24/02/2009	1	0.19							
		25/02/2009	1	0.03							
		26/02/2009	1	0.25							
				4*-				L			
Engineering											
2	Tony Stone	02/02/2009	1	1.51				;		;	
		03/02/2009	1	0.40							
		04/02/2009	1	0.25							
		05/02/2009	1	1.13							
		06/02/2009	1	0.16							

FingerTec TCMS v2.2

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

ATTENDANCE SUMMARY

Attendance Summary is a summarized report of staff attendance which comprises of overall performance in work rate, absents, leaves, late in, early out, missed punch, etc.

FingerTec TCMS v	/2.2					0				Summar 28/02/				01	/02/2009 11	:42:29	Pa	age :
-Perfect	AB=Absent	LV=L	eave Tak	en	LI-Lat	e-In	EO=1	Early-O	ut	MP-Miss	Punch	OT=Overt	ime					
	lamo		Workrat %	° 🗸	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
Administration																		
1 1 E	lise 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		5.52	0.00	0.0
Engineering																		
2 2 7			99.47	13			s	3		0.51	159.09	15.24				5.49		
		1	99.47	13			5	3		0.51	159.09	15.24	0.00	0.00	0.00	5.49	0.00	0.
Information Techno	ology																	
3 3 F	elicia Dickson		99.16	7	1		8	4		1.12	141.48	28.25						
		1	99.16	7	1		8	4		1.12	141.48	28.25	0.00	0.00	0.00	0.00	0.00	٥.
Production																		
4 4 G	ilbert Kazt		99.07	10			9	s		1.21	143.39	39.51						
		1	99.07	10			9	5		1.21	143.39	39.51	0.00	0.00	0.00	0.00	0.00	0.
QA & QC																		
	heena 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	٥.
Total			98.06	47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.

GROSS WAGES REPORT

Gross Wages Report is the gross calculation of worked hours of all staff based on their rate per hour for a specified period. FingerTec TCMS v2.2

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

01/02/2009 11:46:54 Page: 1

Jser ID Name	Rat	e/Hr	WORKDAY	OT	H	DLIDAY	OT	RESTDAY	OT	OFFDAY	OT
		-,	x 100%	x 100%		x 100%	x 100%	x 100%	x 100%	x 100%	x 100%
dministration											
1 1			149.83	13.02	1				5.87		
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											
2 2	1		159.15	15.40	1				5.82		
Tony Stone	Ş	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
			159.15	15.40				 	5.82	 	
	Ş	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Information Technology		1			1			1		1	
3 3	1		141.80	28.42	{			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				 		 	
	Ş	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Production	1	i	i		1			i			
4 4	1	1	143.65	39.85	1			1		1	
Gilbert Kazt	s	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00
			143.65	39.85				 		 	
	s	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
DA & QC	1				1			1		1	
					1			!			
5 5 Sheena Jazz	s	0.00	143.53	42.07		0.00	0.00	0.00	0.00	0.00	0.00
Siddia Carr	9	0.00						 0.00		 0.00	
	ş	0.00	143.53	42.07		0.00	0.00	0.00	0.00	0.00	0.00
	*	5.00	0.00	0.00	1	0.00	0.00	0.00	0.00	0.00	0.00
Total			737.96	138.76					11.69		
TOLAL	ş	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00

DUTY CALENDAR

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

FingerTec 7	TCMS v2.2														-	Calo		lar 1										0	1/0	2/2	009	11:4	5:40	1	Page:	2
W=WORKDAY	H=HOLIDAY	R=RES	TDAY		0=0	FFDJ	Y	0	-999	:Sci	hedu	10																								_
Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	1	9 2 (0 21	1 22	23	24	25	26	27	21	82	9 2	30 3	1			
2009	2	R 1	W 1						R 1																							R 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.

gerTec TCMS v =Perfect	2.2 AB-Absent	LV=Leave Taken	LI=Lat	e-In	-	by 1 Carly-C	-	Analys MP-Miss		0T=Overt	ime	01	/02/2009 11:4	12:48	Pa	age :
Date	Weekday	Workrate	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	o
01/02/2009	Sunday		1													
02/02/2009	Monday	100.00 5							40.00	10.19						
03/02/2009	Tuesday	97.94 1			5	2		0.42	33.18	5.35						
04/02/2009	Wednesday	99.43 2			1	2		0.14	39.46	15.15						
05/02/2009	Thursday	99.45 2			5			0.13	39.47	5.31						
06/02/2009	Friday	98.80 2			1	2		0.29	39.31	2.28						
07/02/2009	Saturday		1													
08/02/2009	Sunday		1													
09/02/2009	Monday	99.93 4				1		0.02	39.58	11.28						
10/02/2009	Tuesday	98.63 1			4			0.33	39.27	3.03						
11/02/2009	Wednesday	99.79 4	· • • • • • • • • • • • • • • • • • • •		1			0.04	33.56	3.09						
12/02/2009	Thursday	99.13 2	· •		3	1		0.21	39.39	11.28						
13/02/2009	Friday	99.13 2	·		2	1		0.21	39.39	3.28						
14/02/2009	Saturday		1													
15/02/2009	Sunday		1													
16/02/2009	Monday	99.06 2	·		2	1		0.19	33.41	4.17						
17/02/2009	Tuesday	99.00 3			2	1		0.22	36.38	14.18						
18/02/2009	Wednesday	99.50 1	·		3	1		0.12	39.48	2.15						
19/02/2009	Thursday	99.45 2	·		2	2		0.13	39.47	20.51						
20/02/2009	Friday	99.42 2	· • • • • • • • • • • • • • • • • • • •		1	2		0.11	30.49	3.26						
21/02/2009	Saturday		h					L						11.41		
22/02/2009	Sunday		1					L								
23/02/2009	Monday	98.08 3	4			2		0.46	39.14	3.44						
24/02/2009	Tuesday	98.93 2	· •		2	2		0.26	39.34	1.05						
25/02/2009	Wednesday	96.38 1	+		4	2		1.27	38.33	3.33						
26/02/2009	Thursday	100.00 4							32.00	1.57						
27/02/2009	Friday	73.81 2			1	2	3	1.37	22.53	11.35						
28/02/2009	Saturday														i	
Total		97.79 47	1		39	24	3	8.32	737.58		0.00	0.00	0.00		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.

FingerTec TCMS v2.2					by Mon /2009 -					01/02/2009 1	1:42:57	Pa	ge: 1
-Perfect	AB-Absent LV	-Leave Taken	LI=Late-In	E0=1	Early-Out	MP-Miss	Punch	OT=Overt	lime				
Month	Head Count	Workrate	AB LA	LI	EO MP	Short	WORKDAY	OT	HOLIDAY C	RESTDAY	ΟT	OFFDAY	OT
02/2009	5	98.00 47	1	39	24 3	8.32		138.45			11.41		
Total		98.00 47	1	39	24 3	8.32	737.58	138.45	0.00 0.	0.00	11.41	0.00	0.00

CORRECTION REPORT

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

STAFF MOVEMENT ANALYSIS

Staff Movement Analysis is the transact tion records of individual staff by use ID.

FingerTec TCM	5 V2.2				01	Correct /02/2009						01/02/2009 11:4		1
User ID	Namo		In	Break	Resume	Out 01	Done	Π	Work	Overtime	Short	Leave Taken	Remark	
1 1	Elise Johnso	n	Dep	artment:	Adminis	tration							-	
	27/02/2009	1			1	6:30					1.30			
2 3	Felicia Dick	son	Dep	artment:	Informat	tion Techno	logy							
	26/02/2009	•										ABSENT		
												01/02/2009 11:47	. 1 7	p
FingerTec TCMS v	2.2				Sta	ff Movem	ent Ana -	alya	818			01/02/2009 11:4/	117	P
User ID	Date								Transa	action				
2 1 Elise Johnson	02/02/2009	08:59 2 00	12:34 2 00	13:15 2 00	19:51 2 00									
	03/02/2009	09:02 2 00	12:15 2 00	13:40 2 00	19:04 2 00									
	04/02/2009	08:35 2 00	12:24 2 00	13:23 2 00	18:22 2 00									
	05/02/2009	2 00	12:35 2 00	13:23 2 00	19:33 2 00									
	06/02/2009	08:54 2 00 08:42	12:33 2 00 12:35	13:30 2 00 13:24	17:54 2 00 19:15									
	10/02/2009	2 00	2 00	2 00	2 00									
	11/02/2009	2 00	2 00	2 00	2 00 13:25	18:27								
	12/02/2009		2 00 12:37	2 00 13:29	2 00 19:32	2 00								
	13/02/2009	2 00 08:41 2 00	2 00 12:36 2 00	2 00 13:30 2 00	2 00 17:59 2 00									
	16/02/2009	2 00 08:49 2 00	2 00 12:28 2 00	2 00 13:26 2 00	2 00 18:15 2 00									
	17/02/2009		12:32 2 00	13:24 2 00	20:11 2 00									
	18/02/2009	09:00 2 00	12:31 2 00	13:34 2 00	18:12 2 00									
	19/02/2009	2 00	12:30 2 00	13:25 2 00	18:32 2 00									
	20/02/2009	08:39	12:22	13:26	18:02									

TERMINAL ACTIVITY REPORT

Terminal Activity Report is the transactions record of staff by terminal. FingerTec TCMS v2.2

										1	FingerTec V	World Wide
ID	Description	Date					Tran	isaction				
1 1 R2		12/03/2009	10:08 00	14:22 00	14:25 00	14:26 00	14:39 00 1234567	14:41 00 0	14:47 01 1234567			
		23/03/2009	15:24 00	15:25 00	15:26 00	15:26 00						
		24/03/2009	11:18 00 6	11:22 07 6	11:24 00 6							
2 2 Q2i		17/10/2008	00: 12 01 11:16 -1 1000	1 07:1 11:16 -1 2888	11:18 -1 1000	11:19 -1 1000	11:21 -1 1000	11:25 -1	11:25 -1 1000	11:25 -1 1888	11:28 -1 1555	11:31 -1 1000
		I	11:31 -1 1000	11:32 -1 1000	11:32 -1 1000	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 -3 2000
		I	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 -1 2888	15:03 -1 2888	15:03 -1 2888
		I	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 -1 2888	15:03 -1 2888	15:03 -1 2888
		I	15:04 -1 2000	15:04 -1 2888								
		27/02/2009	15:01 00 0	15:01 00 0	15:01 00 0	20:44 00 0	20:44 00 0					
		08/03/2009	10:15 00 0	10:15 00 0								
		12/03/2009	15:47 20 1234567									
		23/03/2009	15:15 10 1555	15:20 10 99	15:25 12 99	15:26 12 99						
		24/03/2009	11:18 -1 6	11:24 -1 6								
			6 10:2 12:		-1: 39 20	5 21:1						

Terminal Activity Report

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01/02/2009 11:47:29

TERMINAL TRANSACTION LISTING

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

	Date	ID	Description	User ID Name	Transaction
301	18/02/2009 17:58	2 Q2i			00
302	19/02/2009 08:53	2 Q2i		3	00
303	19/02/2009 12:22	2 Q2i		3	00
304	19/02/2009 13:27	2 Q2i		3	00
305	19/02/2009 18:04	2 Q2i		3	00
306	20/02/2009 00:30	2 Q2i		3	00
307	20/02/2009 18:01	2 Q2i		3	00
308	20/02/2009 20:37	2 Q2i		3	00
309	20/02/2009 21:24	2 Q2i		3	00
310	21/02/2009 00:45	2 Q2i		3	00
311	23/02/2009 08:59	2 Q2i		3	00
312	23/02/2009 12:41	2 Q2i		3	00
313	23/02/2009 13:22	2 Q2i		3	00
314	23/02/2009 18:23	2 Q2i		3	00
315	24/02/2009 08:55	2 Q2i		3	00
316	24/02/2009 12:31	2 Q2i		3	00
317	24/02/2009 13:22	2 Q2i		3	00
318	24/02/2009 18:19	2 Q2i		3	00
319	25/02/2009 08:49	2 Q2i		3	00
320	25/02/2009 12:45	2 Q2i		3	00
321	25/02/2009 13:36	2 Q2i		3	00
322	25/02/2009 18:45	2 Q2i		3	00
323	27/02/2009 18:01	2 Q2i		3	00
324	27/02/2009 20:44	2 Q2i		3	00
325	27/02/2009 21:29	2 Q2i		3	00
326	28/02/2009 02:46	2 Q2i		3	00
327	12/03/2009 15:07	2 Q2i		3	07
328	23/03/2009 16:24	2 Q2i		3	-1

-1:1 00:77 07:1

FingerTec TCMS v2.2

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