FINGERTEC

TCMS V2
SOFTWARE

TCMS V2 SOFTWARE
USER MANUAL

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FINGERTEC WORLDWIDE SDN BHD

CONTENTS

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.

STEP 1
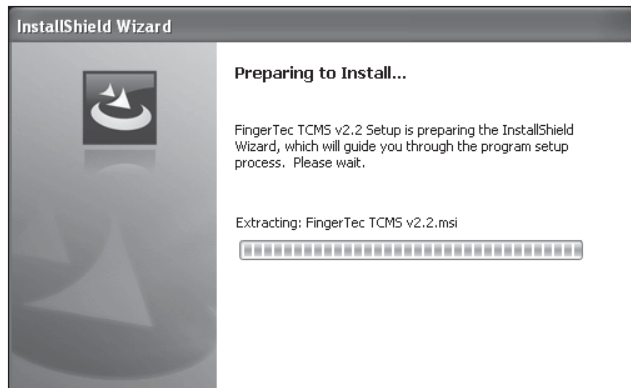
Double click the icon to initiate the installation process. For PC with AUTORUN feature, the installation process will be initiated automatically.

STEP 2
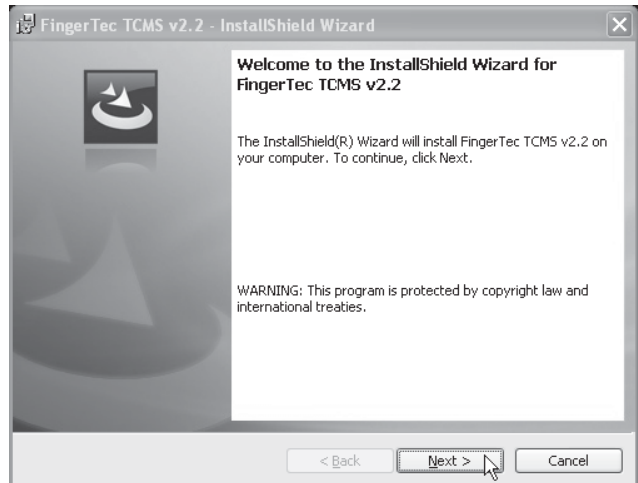
Click "Next" to proceed.

STEP 3
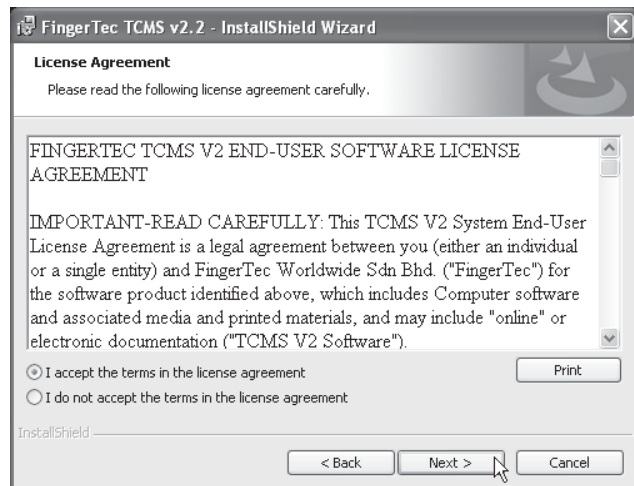
Check "I accept the terms in the license agreement" after you read the license agreement. Click "Next" to proceed.

STEP 4
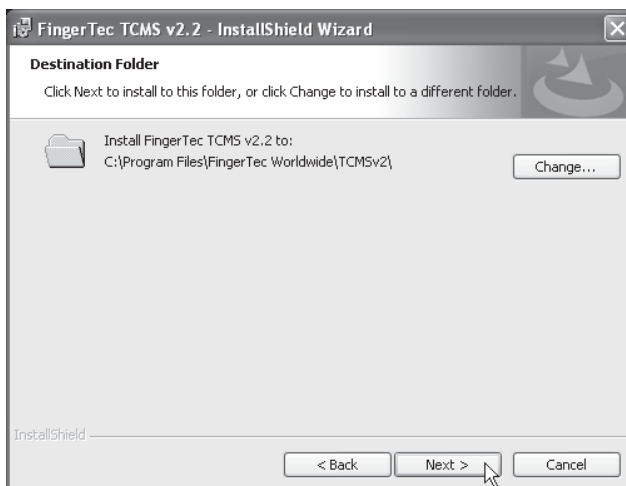
Click "Next" to install software to default installation folder at C:\Program Files\ FingerTec\TCMS v2. Click "Change" if you want to specify a different location to install the software.

STEP 5
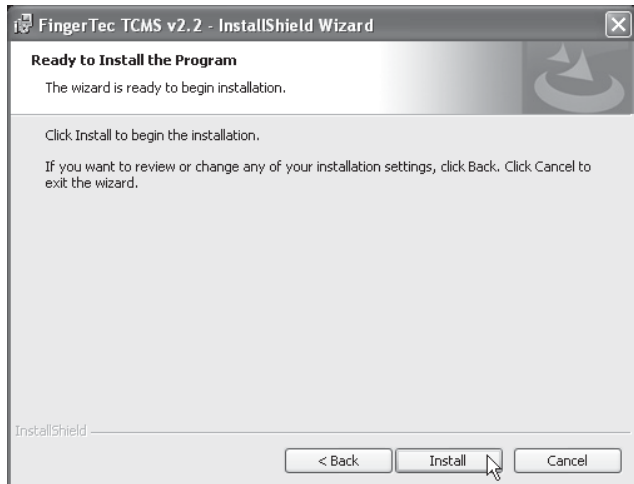
Click "Install" to start the installation, which takes a few minutes and varies with performance of computer.

STEP 6
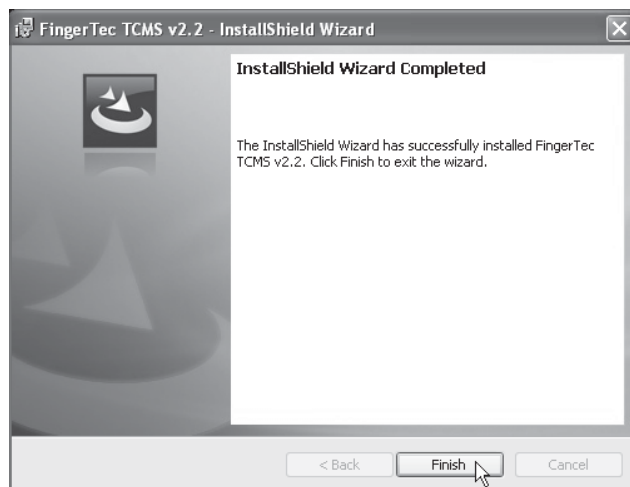
Click "Finish" after the installation is completed.

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

STEP 7 & STEP 8

	Arabic
أختر هذا الإختيار للنسخة الإنجليزية	
请选择此项目以开启简体华语版本	Chinese Simplified
請選擇此項目以開啟繁體華語版本	Chinese Traditional
Select this option for English version	English
برای نسخه فارسی این گزینه را انتخاب کنید	Farsi
Choisissez cette option pour la version Française	French
Diese Option für die deutsche Version auswählen	German
Pilih opsi ini untuk versi bahasa Indonesia	Indonesian
Selezionare questa opzione per la versione in lingua Italiana	Italian
Pilih pilihan ini untuk versi Bahasa Malaysia	Malaysian
Seleccione esta opção para versão em Português	Portuguese (Portugal)
Seleccione esta opção para Versão em Português – Brasil	Portuguese (Brazil)

Choose a language and click "Select" to choose the preferred language.
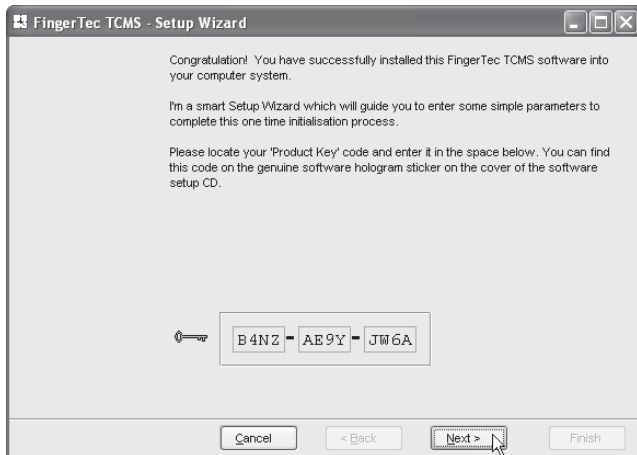
You can find the product key, activation key and serial number of the terminal printed on the genuine sticker.

FingerTec TCMS v2
Product Key:
S8UH-6YKG-C3K8
Product Key
Terminal Serial Number
S/N: 8204288 Activation Key: LGPZQD5Q
004288
Activation Key
© 2005-2007 HIM System. All rights reserved.
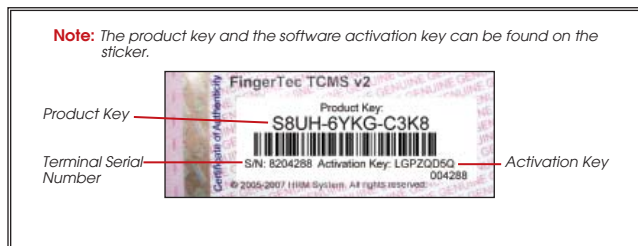
STEP 9
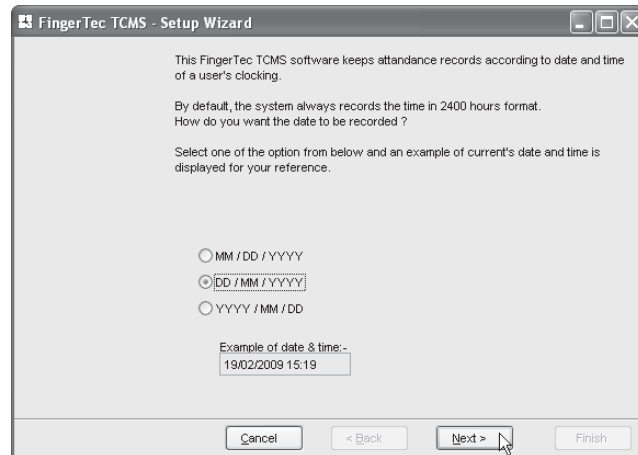
Select the date display format to be used in software and reports. Click "Next" to proceed.

STEP 10

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

Click "Next" to proceed.

STEP 11

In "Password" column, insert the administrator's password to protect access to the software.
In "Retype" column, 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
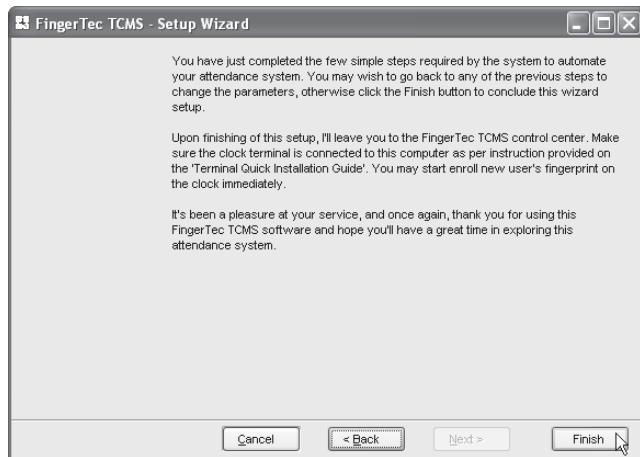
Click "Finish" to end the software setup.
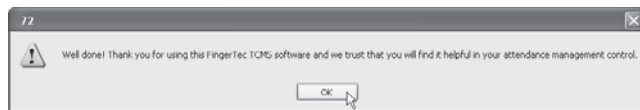
A welcome message will pop up to inform you that the setup is completed. Click "OK" to accept.

STEP 13

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

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.

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

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

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

STEP 2
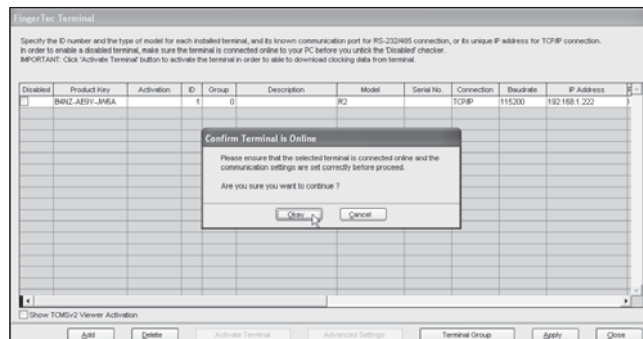
A message will pop up and request you to confirm that the terminal has been connected properly.

Click "Okay" after you have checked the connection.

STEP 3
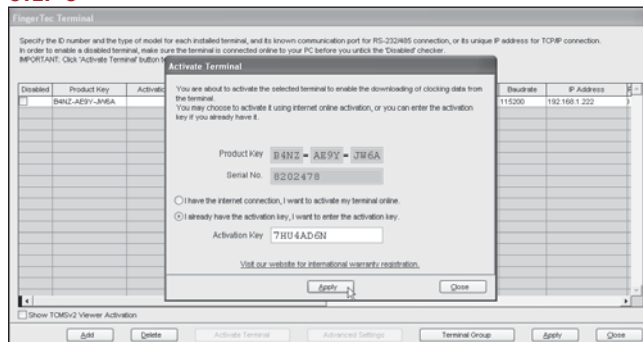
A new window will pop up to indicate that connection is established. The software will connect to the terminal to read the serial number. Insert the Activation Key into the column.

Click "Apply" to save settings.
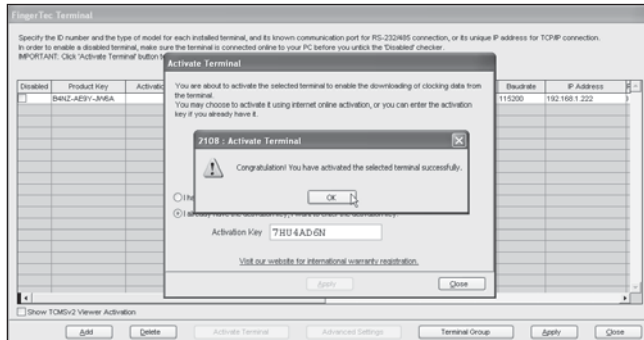
The software has been activated and is ready to run. Click "OK" to accept the message.
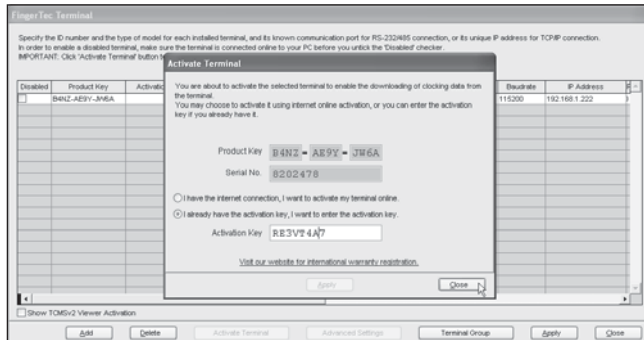
If "Apply" button is deactivated after you inserted Activation Key, please check the genuine sticker. Make sure that the key numbers shown on the screen are the same as the ones printed on the sticker.

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

CONNECTION BY USB FLASH DISK

STEP 1
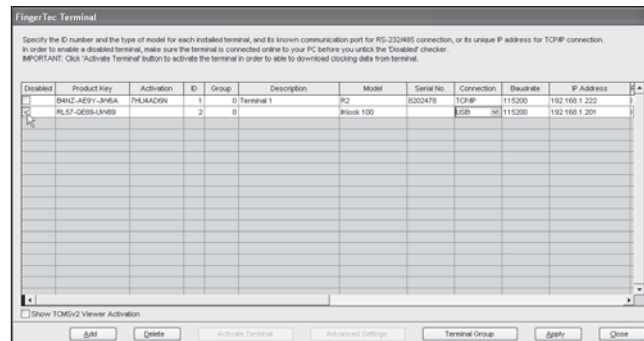
Uncheck the Disable column to activate the terminal.

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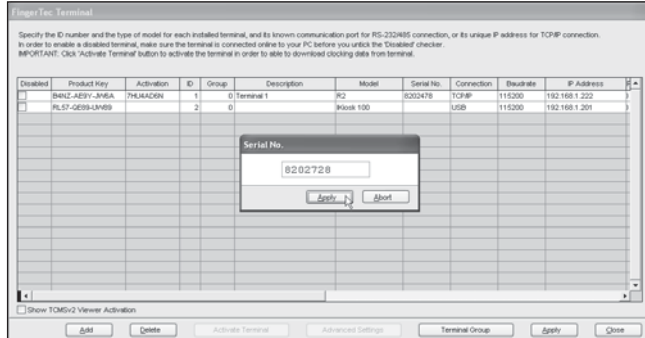
Insert the Serial number of the terminal into the column.Click "Apply" to proceed.

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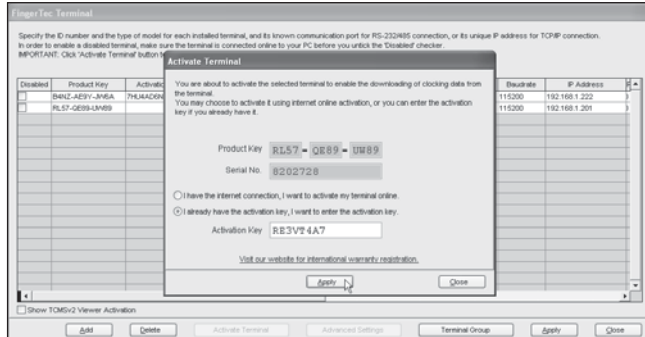
Insert Activation Key into the column. Click "Apply" to proceed.

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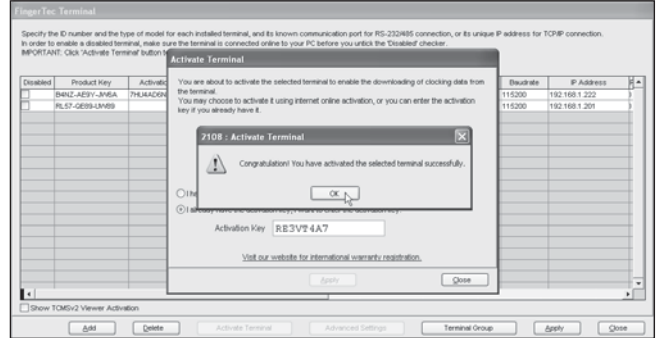
Software will be activated for you to use the software. Click "OK" to accept the message.
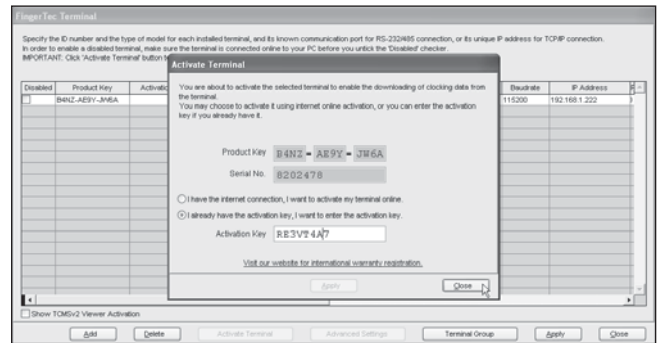
If "Apply" button is deactivated after insertion of Activation Key. Make sure the key numbers shown on the screen are the same as the ones printed on the sticker.

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

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

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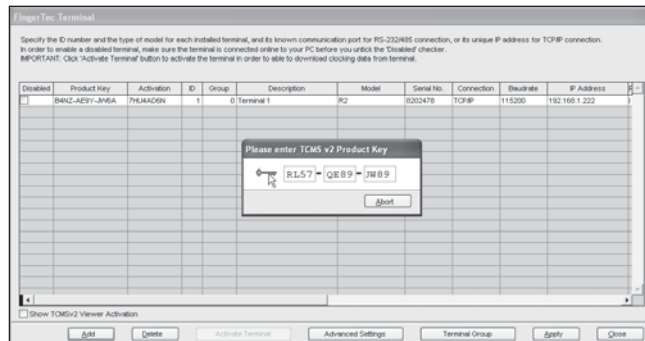
Insert the Software Product Key. Click the "key" icon to confirm.

STEP 3
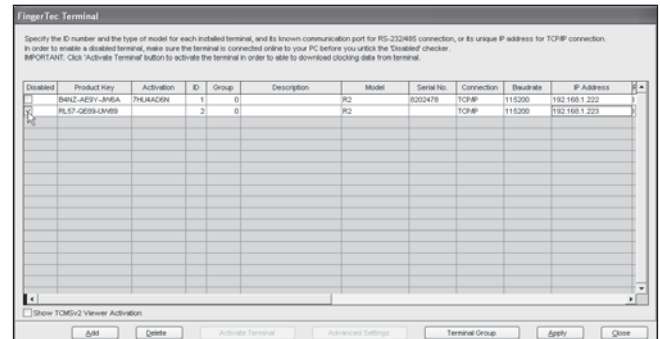
Repeat steps as mentioned in page 10.

TO DELETE TERMINALS FROM THE SOFTWARE
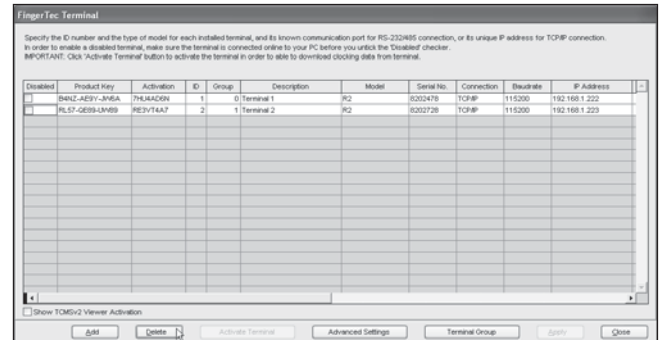
Click to select the terminal. Click "Delete" to delete the terminal from the list.

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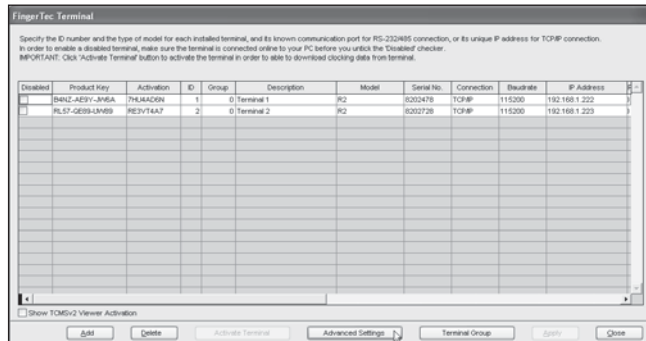
Check the terminal ID to connect to the terminal and to retrieve settings. Click "Advance Settings" to proceed.

STEP 2

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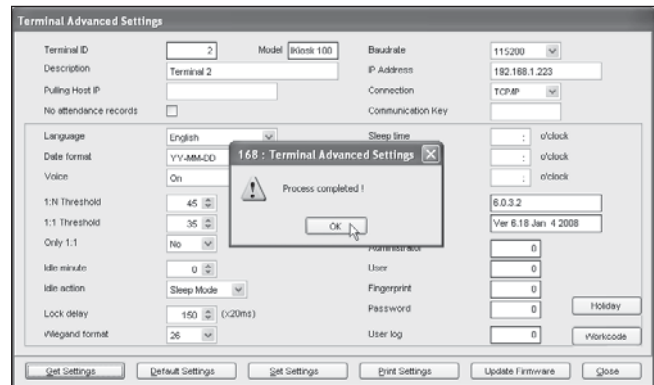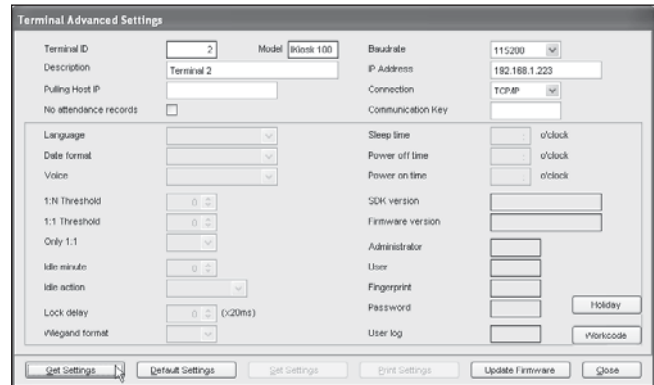
Once information is retrieved, click "OK" to save the settings.

STEP 3

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.

- Default Settings click to get the default settings of the terminal.
- Set Settings after changes have been made, a click on this button will update settings to the terminal.
- Update Firmware to update to the latest terminal firmware. You may get this firmware update file from resellers.

> **Note:** *Firmware file is always in .cfg format*

- Close to close the terminal Advanced Settings window.

HOLIDAY works with i-Kiosk 100, i-Kiosk 100 Plus, Q2i and TA200 Plus for access control only. Ignore this item if:

[1] you are not using any of the mentioned models.
[2] you are not using the mentioned model for access control.
[3] your office is closed during holidays.

To configure holiday settings to the terminal, please follow the steps below:

Holiday Settings

You can use this setting to prohibit entry during a particular holiday ID (01-24). These holiday records are similar to Holiday List in Group Duty Roster.

Holiday ID	Date	Description	Time Zone	In Used	
01	01/01/2009	New Year	2	☐	

Get Settings   Set Settings   Save   Close

[1] Insert a Holiday ID as a code.
[2] Insert the Date of the holiday.
[3] Insert the Name of the holiday. (Optional)
[4] Insert a time zone to control the access time period during holidays.
   Please refer to page 70 for Time Zone settings.
[5] Check "In-Used" column to activate the settings.
[6] Click "Set Settings" to update changes to terminal.
[7] Click "Save" to save settings.
[8] Click "Close" to finish.

WORK CODE works with i-Kiosk 100, i-Kiosk 100 Plus, Q2i and TA200Plus only. Ignore this if:

[1] you are not using any of the mentioned models.
[2] you are not using work codes to capture clocking reason.

To configure work codes, please do the following steps:

Workcode Settings

You can use this setting to display the description of a workcode (01-99) on the terminal screen when the workcode is selected. These workcode records are similar to Remark definition.

Workcode	Description	In Used		
10	Going to meet supplier	☐		
11	Going to meet client	☐		
12	Attempt to training	☐		

Get Settings   Set Settings   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
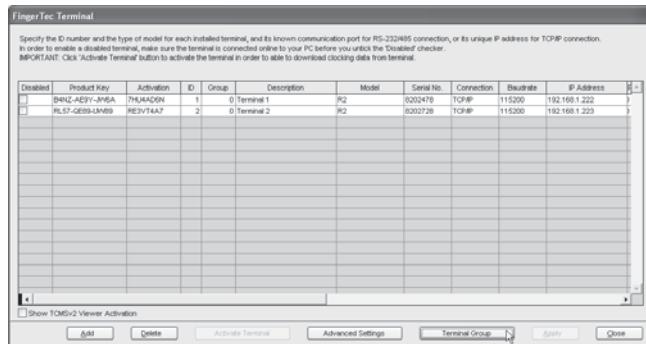
Click "Terminal Group" to define group name.

STEP 2
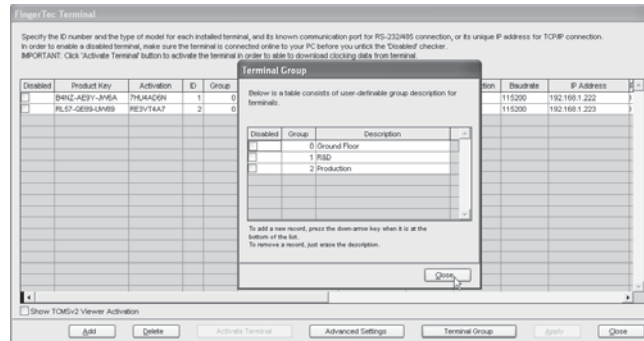
Insert number to represent Group ID into Group column. Insert group name into Description column. Click "Close" to save settings.

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

STEP 3

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

Department
You can create departments and assign users into any of the department. You can filter data viewing or reports by department.
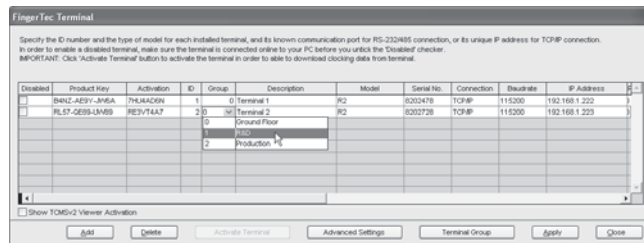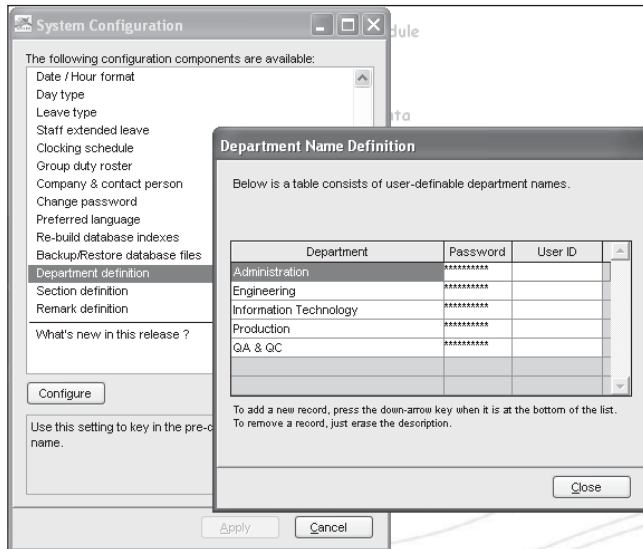
Ignore this step if the Company does not have department categorization.

• 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 software.

To add new department password, insert password next to the department. Press ↓ to insert the next department password.

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

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.
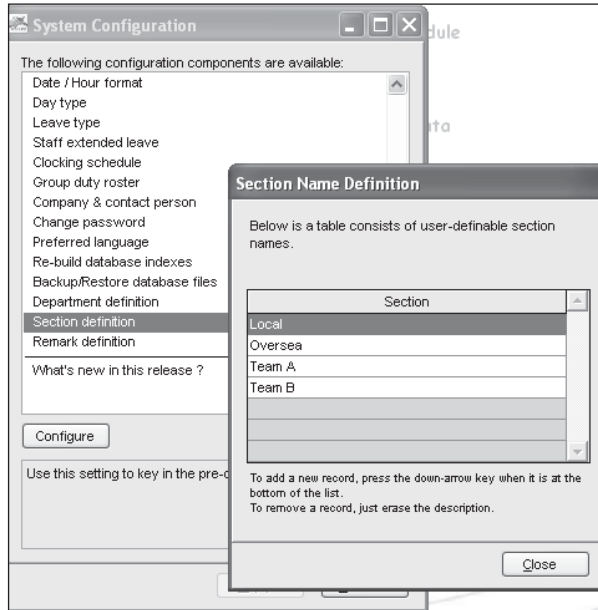
Click "Close" to save changes.

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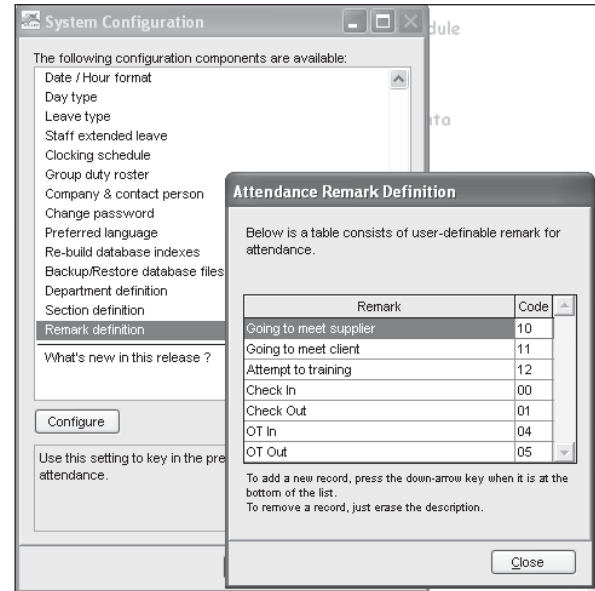
If you are not using work code at the terminal, you can check the clocking data. By default, these are the basic codes of all terminals.

| 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

Click [icon] to go to User Management.
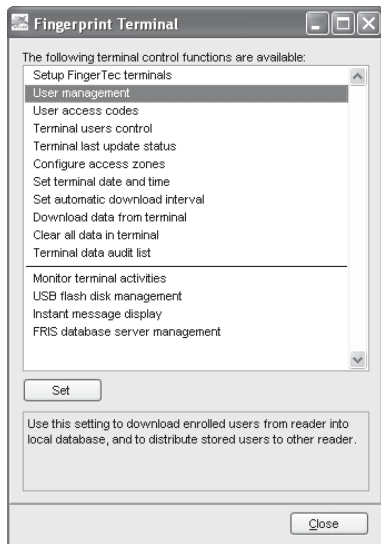
Click "User management" to open the page and you will see the following window.
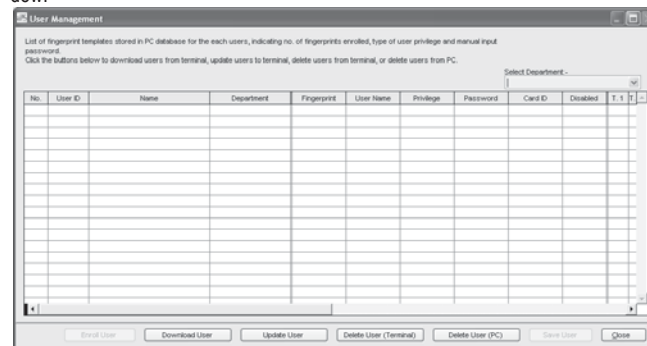
User Fingerprint Management is a page to interact with all connected terminals in handling transfers of users. The details of each column are explained below.

User ID	The number to identify every user enrolled in a terminal, maximum ID is 9 digits.
Name	The full name of every users for example Tony Michael.
Department	The department that the user belongs to.
Fingerprint	Total fingerprint templates user enrolled in the terminal
User Name	The display name on the terminal during verification, maximum is 8 characters. For example Tony.
Privilege	The system offers 4 levels of authority to the terminal. User – Normal user who is not given any permission to access any settings of a terminal. Enroller – A person who is given permission to only enroll new users into a terminal. Admin – A person who is allowed to access all settings of a terminal except Advance Settings. Supervisor – A person who has the highest authority to access all settings in a terminal.
Password	The password enrolled at the terminal. Current password can be edited or it can be replaced with a totally new password. A user can also add a password to the User ID to enhance security. However, any changes made must be uploaded to select terminal(s) before it could take effect. Ignore this step if a user is not using any password.

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

Details of operation are described below.

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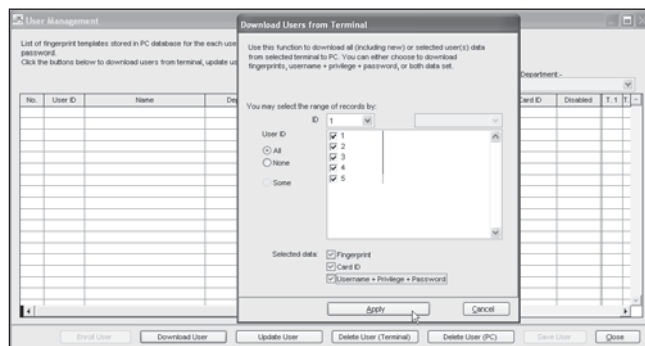
After users are enrolled at a terminal, the data must be downloaded into the software before using any other features in the software.

[1] Click "Download User".

[2] In "Download Users from Terminal" window, select the terminal's ID number from the drop down menu. As soon as the selection is made, the software will connect to the terminal and all available users ID will be displayed onscreen.

[3] Click "All" to select all users to download or you can choose to download a particular user by clicking his user ID.

[4] In "Selected Data" section, please select all (Fingerprint, Card ID, User Name + Privilege + Password) to download.

[5] Click "Apply" to start downloading.
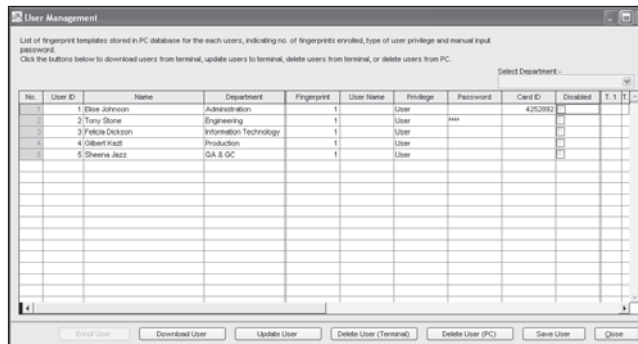
Users will be downloaded into the software and basic information such as Name, Department, and User Name can be inputted into the table.
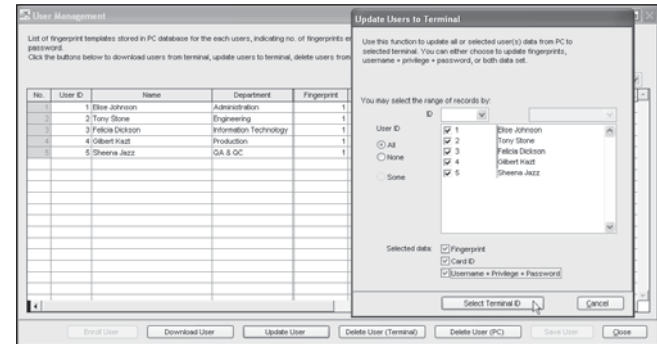
UPLOAD USERS TO TERMINALS

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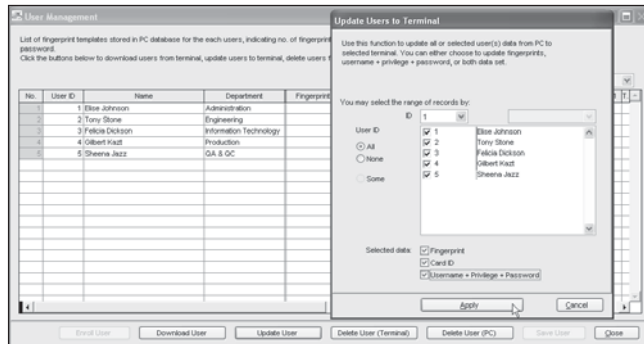

On User Fingerprint Management page, follow the steps below to upload users into terminal.

[1] Click "Upload User".

[2] In the "Upload Users to Terminal" window, select terminal ID.

[3] Click "All" to select all users in the terminal for upload or you can choose to upload a particular user by clicking his user ID.

[4] In "Selected Data" section, please select all (Fingerprint, Card ID, User Name + Privilege + Password) to upload.

[5] Click "Apply" to upload.

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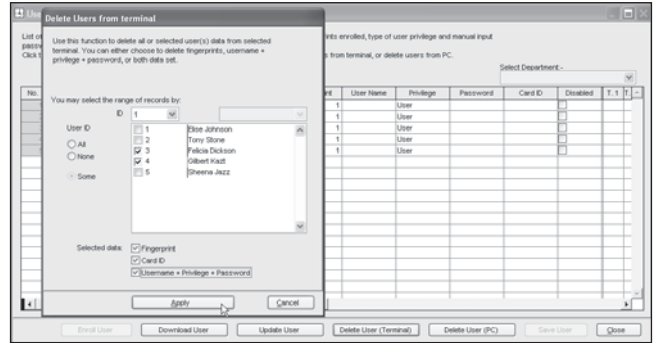

[1] Click "Upload User".

[2] In the "Upload Users to Terminal" window, ignore the ID column.

[3] Click "All" to select all users to upload or you can choose to upload a particular user by clicking his user ID.

[4] In "Selected Data", please select all (Fingerprint, Card ID, User Name + Privilege + Password) to upload.

[5] Click "Select Terminal ID".

[6] A new window with all terminal IDs will be displayed. Uncheck irrelevant terminals.

[7] Click "OK" to proceed.

[8] If you want to sort the terminal by group, select Group by the Terminal Group column.
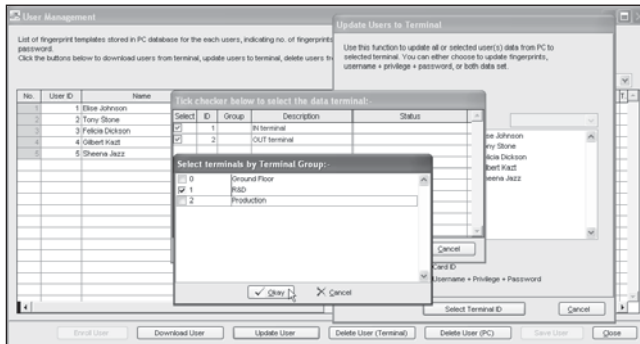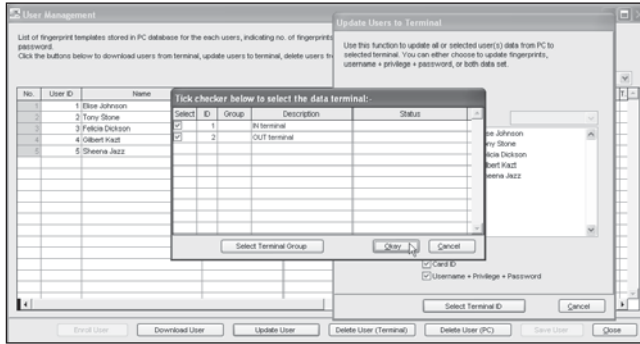
[9] Select the Group and Click "OK" to proceed.

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.
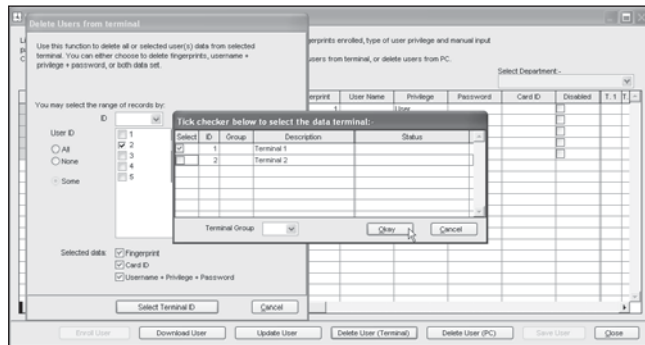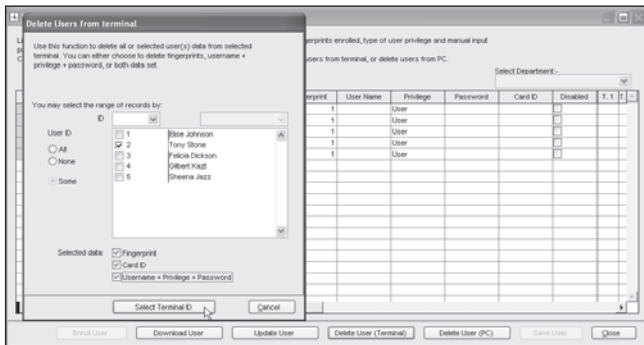

[1] Click "Delete User (Terminal)".

[2] In the "Delete Users from Terminal" window, click "All" to select all users or you can select particular users to delete from terminal.
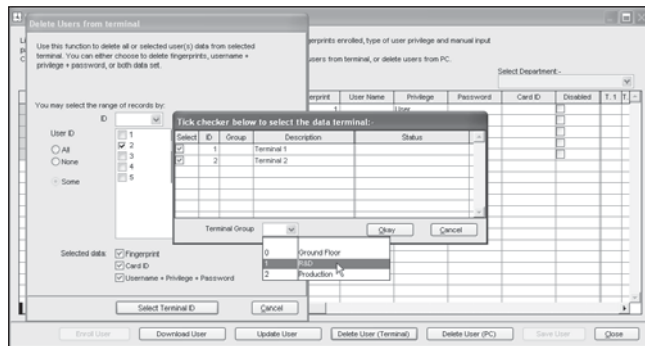
[3] In "Selected Data", please select all (Fingerprint, Card ID, User Name + Privilege + Password) to delete.

[4] Click "Apply" to proceed.

Deletion of the same user from multiple terminals can be done without repeating the above steps. Follow the steps in the next page to delete users from multiple terminals.
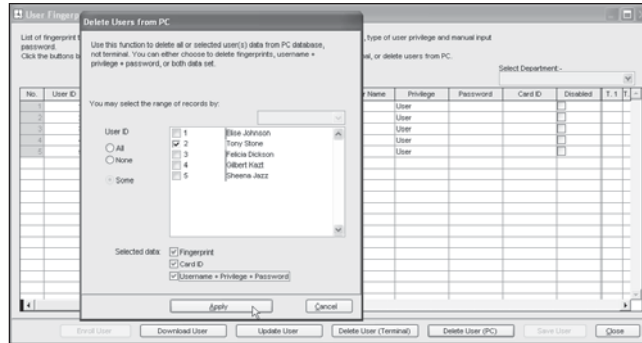
[1] Click "Delete User (Terminal)".

[2] In the "Delete Users from Terminal" window, ignore the column ID of terminal.

[3] Click "All" to select all users to upload or you can choose to upload particular users by clicking their user ID.

[4] In "Selected Data", please select all (Fingerprint, Card ID, User Name + Privilege + Password) to upload.

[5] Click "Select Terminal ID".

[6] A new window with all terminal IDs will be displayed. Uncheck irrelevant terminal ID.

[7] Click "OK" to proceed.

[8] If you want to sort the terminal by group, select Group by the Terminal Group column.

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

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.
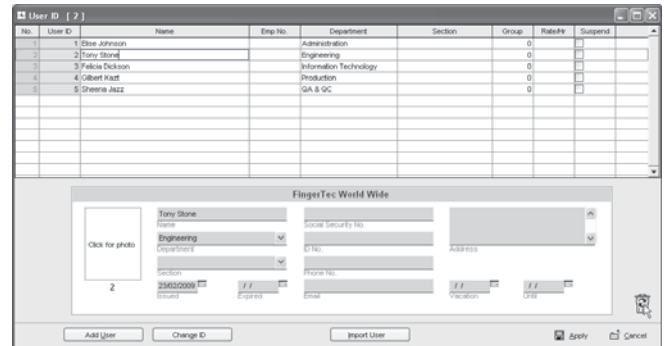

[1] Click "Delete User (PC)".

[2] Click "All" to select all users to delete from the software or you can choose to delete particular user by clicking his/her user IDs.

[3] In "Selected Data", please select all (Fingerprint, Card ID, User Name + Privilege + Password) to delete.

[4] Click "Apply" to upload.

The user information will be cleared and highlighted in grey. However, his User ID, name and department will still be in the software. It is recommended that the Company keeps the information for future reference.
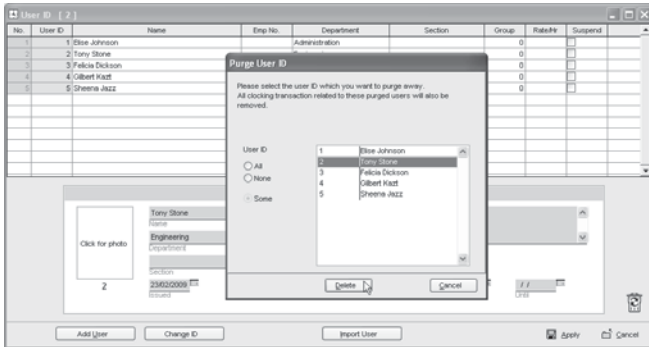

If the Company wants to delete the user from the software, please follow the steps below.

[1] Click to open User Record page.

[2] Double click the "Dustbin" icon.

[3] Select the User ID to delete.
[4] Click "Delete" to proceed.

USER RECORDS

User details and photo can be inserted in User Records.
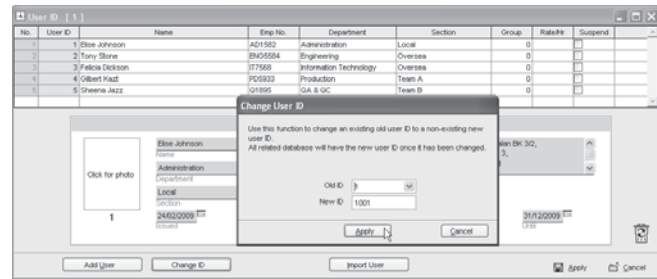Ignore this step if the Company does not want to insert details or photo of users.

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

[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.

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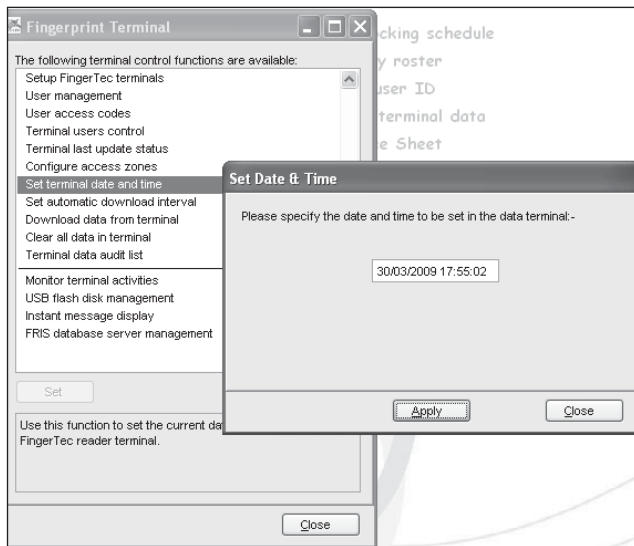
[1] Click and select "Set terminal date and time".

[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 and select "Download data from terminals"
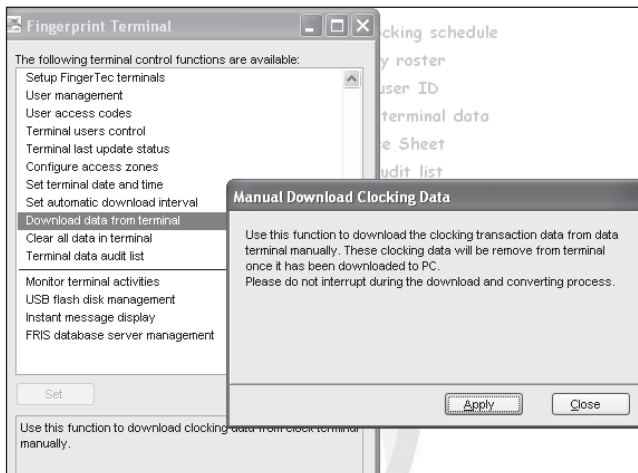
[2] Click "Apply" to start downloading process.

[3] If you are connecting to multiple terminals, a new window will pop up after you clicked Apply.

[4] Uncheck irrelevant terminal IDs.

[5] Click "OK" to proceed.

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.

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.
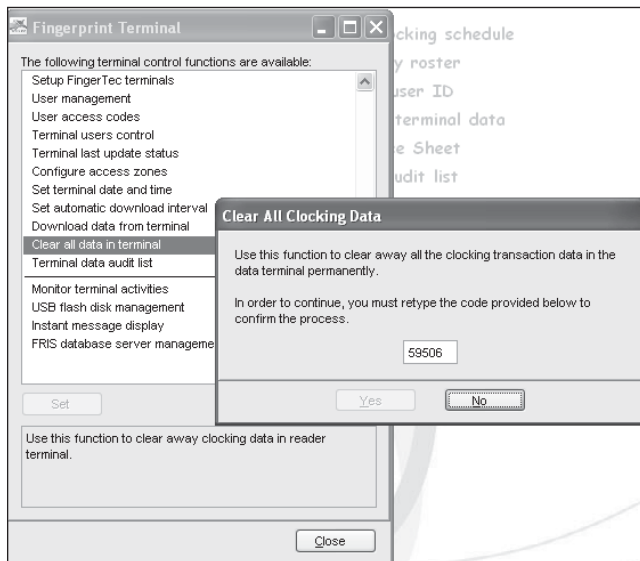
[1] Click ⬛ (Devices) and select "Clear all data in terminal".

[2] Please remember the random number given in the box.

[3] Click at the random number column and the number will disappear.

[4] You need to insert the same number into the column again.

[5] Click "Yes" to proceed.

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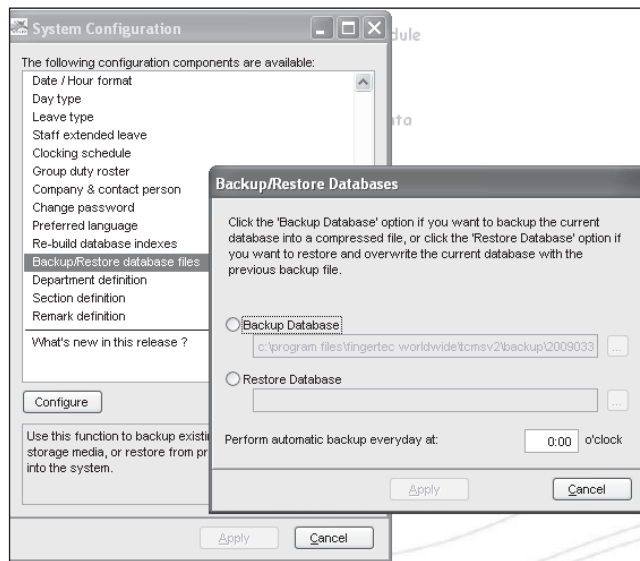
[1] Click ⬛ (Configuration) to select "Backup/Restore database files"..

[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.
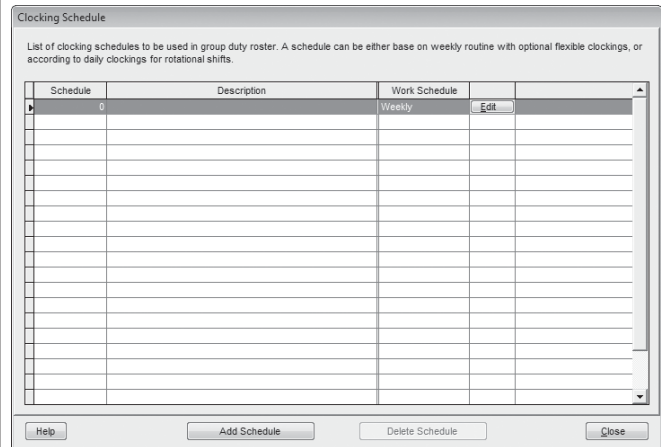
SETUP OF CLOCKING SCHEDULES

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 [Configuration] 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

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

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

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

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

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

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

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

THE OVERVIEW OF OPTIONS & SETTINGS

There are a total of 7 setting pages:

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

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 Weekly Schedule

Clocking | Range | General | Tolerance | Rounding | Break | Overtime

Instruction

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		
	Round to nearest minutes						
	Rounding						

Clocking 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

	In	Break	Resume	Out	OT	Done
Clocking Time:- Actual clocking time Leave it blank if not used	09:00	:	:	17:00	:	:
Round to nearest minutes Rounding						
Clocking Range:- Clocking before this time Leave it blank for default range	:	:	:	:	:	:
Latest Clocking:- Replace with most recent clocking within the clocking range	☐	☐	☐	☑	☐	☑

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

Instruction

Weekday	Day Type	In	Out	In	Out	In	Out
Sunday	RESTDAY						
Monday	WORKDAY						
Tuesday	WORKDAY						
Wednesday	WORKDAY						
Thursday	WORKDAY						
Friday	WORKDAY						
Saturday	WORKDAY						
	Round to nearest minutes						
	Rounding						

SETTING THE STANDARD WORKING SCHEDULE

STEP 1: Define the Day Type *(0nly 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
(0nly 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 *(0nly 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:

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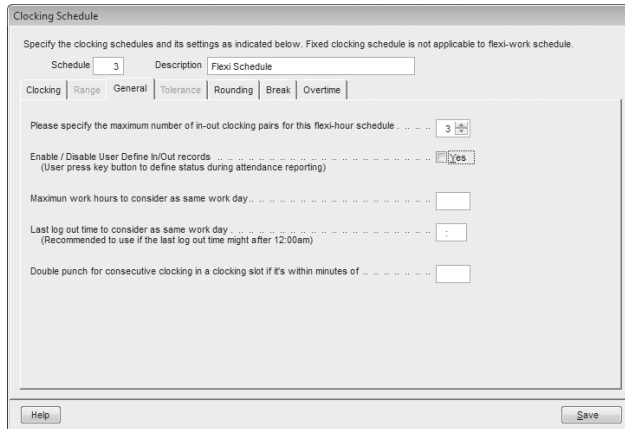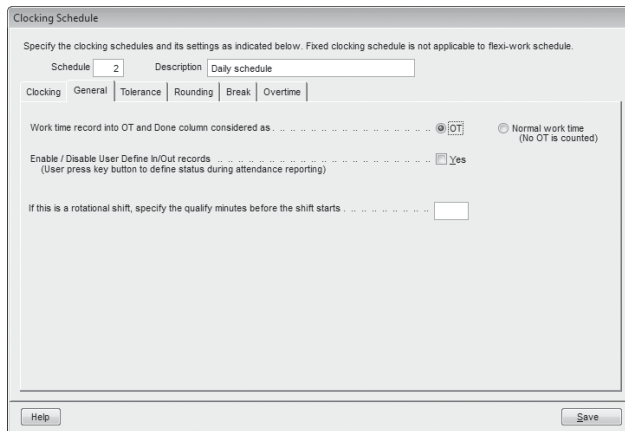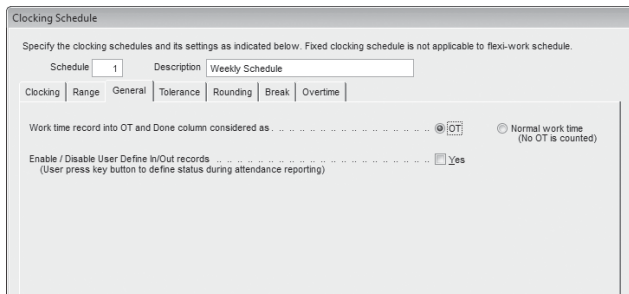
Work time record into OT and Done column considered as *(Only applicable to weekly and daily schedules)*

• 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).

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.

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 = 15
16 - 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

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

1. Deduct actual lunch time (Resume-Break) from work time *(0nly 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 *(0nly 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 *(0nly 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.

8. 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 (0nly 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

Rules configuration for employee's overtime calculation

1. Record early login as OT *(0nly 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 *(0nly 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.

3. Minimum minutes to work to claim OT *(0nly applicable to weekly and daily schedules)*
   Set the minimum overtime duration in minutes to be entitled for overtime claim.

4. Maximum hours to claim OT
   Set the maximum overtime duration to allow an employee an overtime claim.

5. 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 *(0nly applicable flexi schedule)*
   The software only treats extra time as OT if the total working hour exceeds the predefined value

7. Differential overtime if total flexi work hours exceed work hour of *(0nly 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.

[1] Click and select "Group Duty Roster".
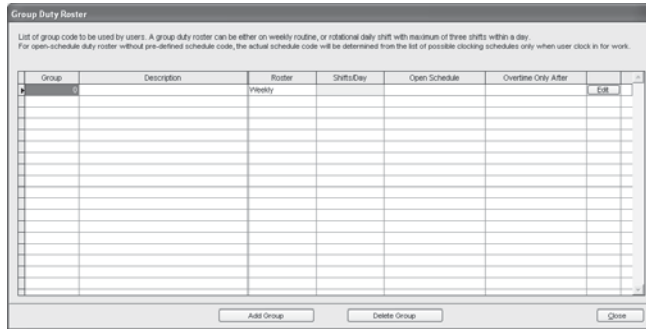
COLUMNS	FUNCTIONS
Group	Group can be represented by code ranging from 0 to 999.
Description	Name of the group.
Roster	2 types of roster. • Weekly • Shift
Shift/Day	Represent total shifts available in a day for the group. This is applicable to multiple working shifts only.
Open Schedule	Represent the 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".
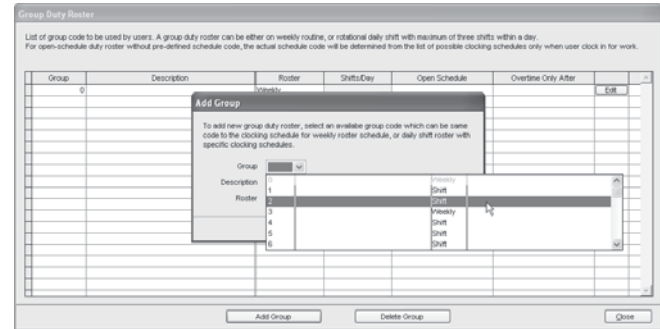
[2] A new window will pop up. Select Group code and type of Group whether Weekly or Shift.
  • Weekly is applicable to working hours running by week, including flexi-working hours.
  • Shift is applicable to multiple shifts, open schedules, rotational shifts etc.
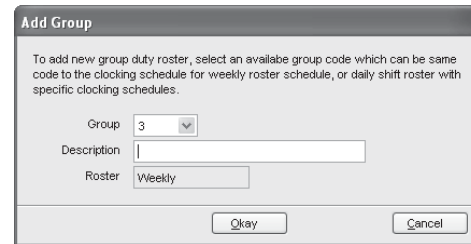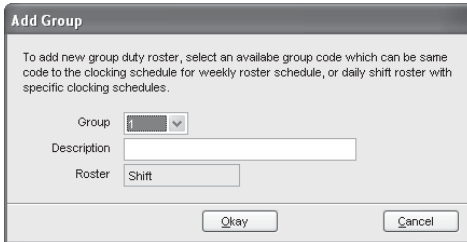
[3] Click "Okay" to start configuration.

[4] You can see a calendar displayed in the middle of the page if the roster type selected is Weekly.
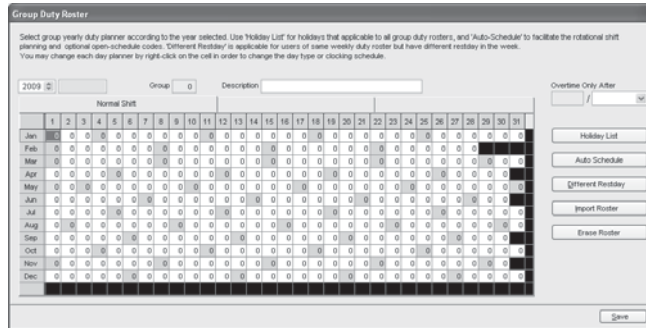
It displays all working days, rest days, and holidays. You can observe the working schedule pattern by studying the group duty roster. The pattern is varied by type of working schedules.

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
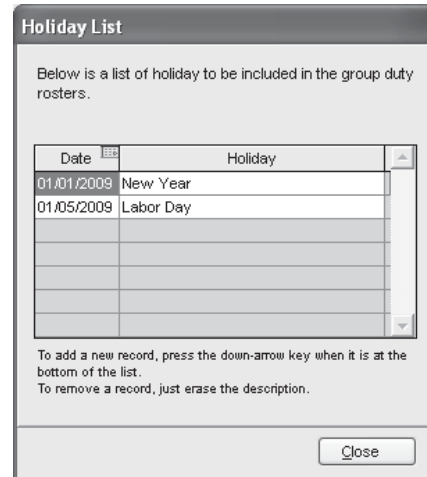
You can define the holidays applied in your company. Follow the steps below to add in a new holiday.
• Insert the date and holiday name into the column.
• To delete, select the holiday's date and name, press DEL on keyboard to delete the holiday.
• Click "Close" to save settings.

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 Assistant

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

Sequence	Day Type	Schedule	
Sunday	RESTDAY	0	
Monday	WORKDAY	0	
Tuesday	WORKDAY	0	
Wednesday	WORKDAY	0	
Thursday	WORKDAY	0	
Friday	WORKDAY	0	
Saturday	WORKDAY	0	

Effective date range   01/01/2009   31/12/2009

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

[Okay]   [Cancel]

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		
2	2	Tony Stone	0	Wednesday		
3	3	Felicia Dickson	0			
4	4	Gilbert Kazt	0			
5	5	Sheena Jazz	0			

[Okay]   [Cancel]

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.

[5] If you select roster type Shift, you will see the following page.
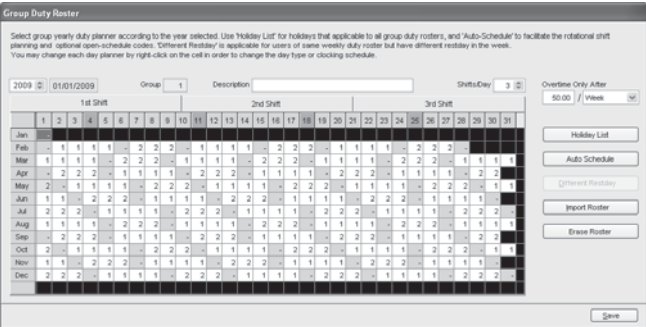
In the middle of group duty roster, the working schedules pattern does not exceed 7 days a week. You can configure the cycle of the working schedules pattern, for example 9 days per cycle. Extra information can be added on the page as below:

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.

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.

SAMPLE OF CONFIGURATION
NORMAL WORKING ROSTER

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

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

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

STEP 1

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

STEP 2

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

STEP 3

Define the day type with Rest Day and Work Day.

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

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

Ignore the OT and Done columns.

Click "Range" to continue.

STEP 4

Check to enable the option "Replace with the latest clocking" for Out column.

Click Settings to continue to the next page.

STEP 5

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

Click "Save" to save setting.

STEP 6

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

STEP 7

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

STEP 8

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

Click "Okay" to continue.

STEP 9

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

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

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

Click "Okay" to save settings.

Click "Save" to save settings.

STEP 10

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

Click "Close" to end process.

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
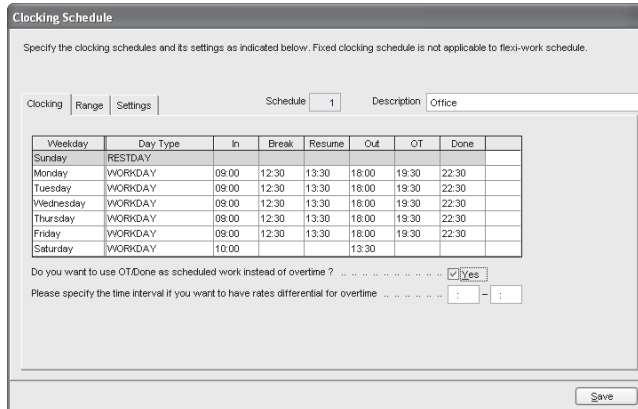
• Configure the time into the corresponding time slots.

• 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.

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

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

STEP 3

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

Click "Settings" to continue.

STEP 4

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

Click "Save" to save settings.

STEP 5

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

STEP 6

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

STEP 7
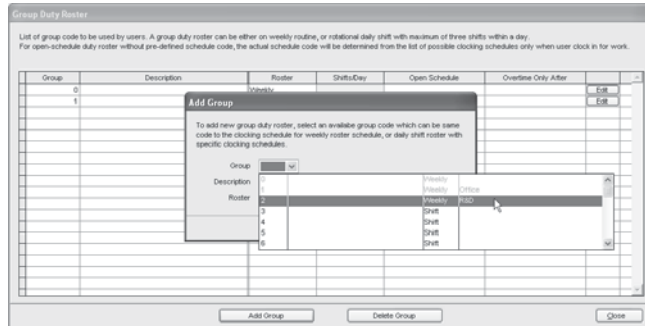
Select a group from the checklist. It is recommended to use Group that is attached with the name of a predefined clocking schedule. Click "Okay" to continue.

STEP 8
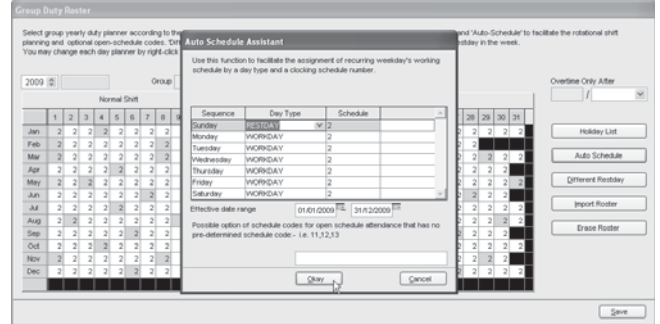
In the new roster, click "Add Schedule" to start.

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

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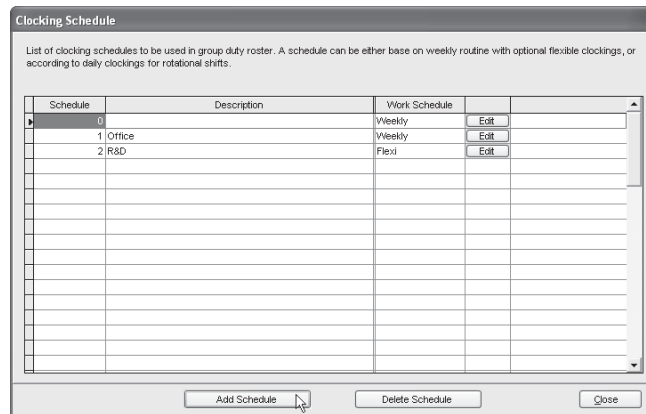
In Clocking Schedule, click "Add Schedule" to start.

STEP 2
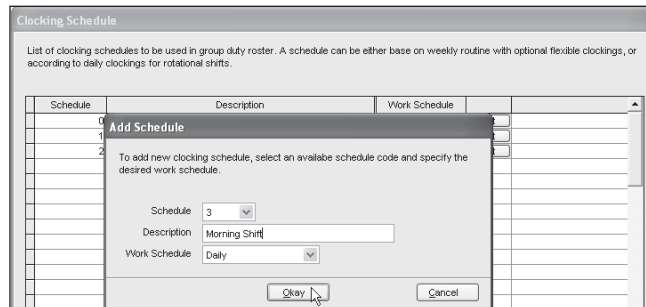
Select a schedule code and name it "Morning Shift". Select Work Schedule as "Daily". Click "Okay" to continue.

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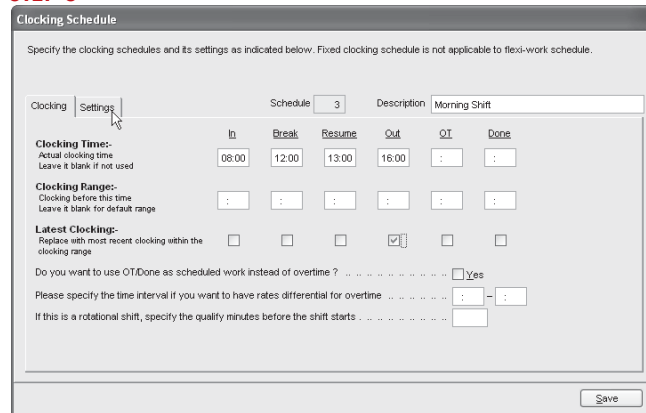
Insert the time into each time slot. Enable "Latest Clocking" option for Out column. Click "Settings" to continue.

STEP 4

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

STEP 5

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

STEP 6

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

STEP 7

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

STEP 8

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

Click "Okay" to continue.

STEP 9

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

STEP 10
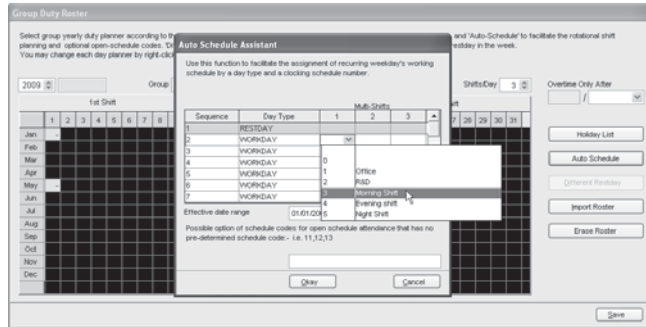
Click "Auto Schedule" to define the working schedules.

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

Select the corresponding clocking schedule to apply for the shift.

STEP 11
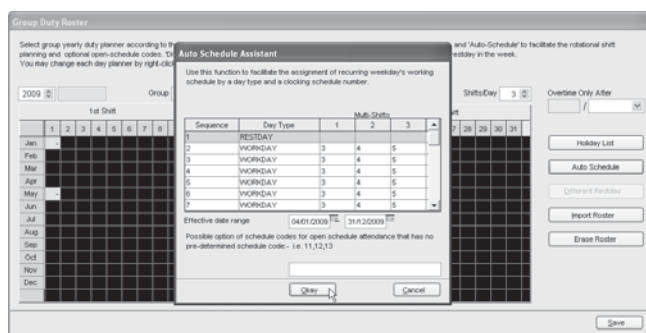
Define the date range. If you treat the first day of a week as Sunday, always choose Sunday as the starting date. Click "Okay" to continue.

STEP 12
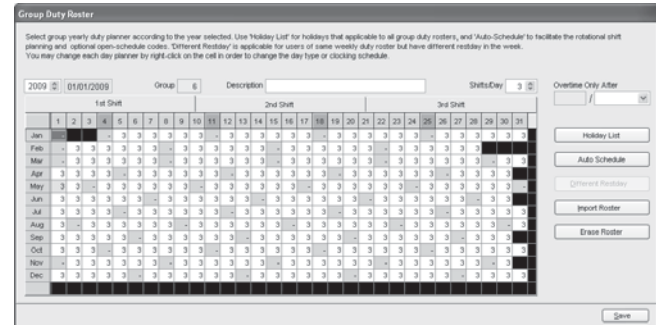
The software arranges the roster in 3 pages. Click to see them.

Click "Save" to save settings.

STEP 13

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

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

ROTATIONAL WORKING ROSTER

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

The available shifts.

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

The sequence of rotation is as below.

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

R = Rest day

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

STEP 1

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

STEP 2

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

Please locate the details of this option in page 33.

STEP 3

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

STEP 4

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

STEP 5

Click "Auto Schedules" and define the day type according to the schedule.

Define clocking schedules for each of the day according to the schedule.

STEP 6

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

STEP 7

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

STEP 8

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

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

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

STEP 2

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

STEP 3

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

STEP 4
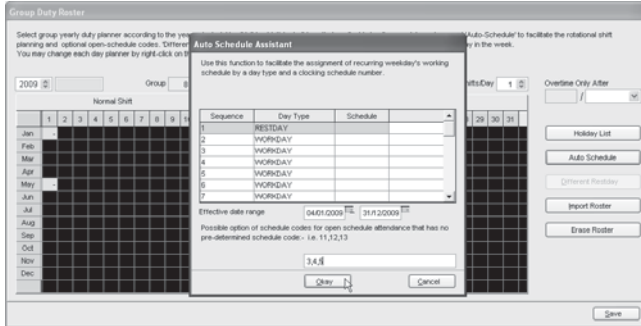
Click "Auto Schedules" and define the day type according to the schedule. Define the Date Range for roster to start with.

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
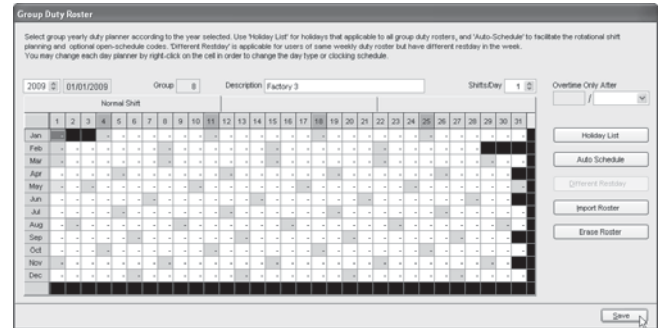
Roster is ready as displayed above. Due to open working schedule, clocking schedules are not displayed on the screen.

The software will allocate users into the shift by checking their clocking time. Click "Save" to save settings.

STEP 6

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

Click to open the User Record page.

STEP 2

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

STEP 3

Click "Apply" to save settings.

STEP 4

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

STEP 5

Click [Attendance] to open Attendance Sheet.

STEP 6

Click "Generate" button and a new window will pop up. Select the users assigned with new group duty roster.

Define the date range for the new settings to take effects. Click "Generate" to continue.

STEP 7

A message pops up to inform that generating process is about to start. Click "Okay" to start. Window will close automatically after the process is completed.

STEP 8

Click [Attendance] to open Attendance Sheet to see the details.

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.

VIEWING DATA

Click [Attendance] to open attendance sheet.

There are a total of 15 columns in Attendance Sheet. The function of each column is given below:

COLUMN	DESCRIPTION
User ID	Refers to ID of each user. The length of user ID varying from 1 ~ 9 digits, as enrolled in terminal.
Name	The full name of each user.
Day Type	Day type of the particular day.
Schedule	Schedule to apply to a user for the particular day.
In	Refers to the time an user starts working.
Break	Refers to break such as lunch, tea-time etc.
Resume	Refers to the time a user returns from a break.
Out	Refers to the time an user finished working.
OT	Refers to the time overtime starts.
Done	Refers to the time work finishes.
Work	Total work time for a day.
Overtime	Total overtime claimed by a user in a day.
Short	Total short time of a user in a day.
Leave Taken	Leave applied by a user in a day.
Remark	To notify unusual scenario (or reason) to a user's attendance in a day.

If "Overtime per week (or month)" is applied to a group duty roster, there will be 3 extra columns appearing on the Attendance Sheet.
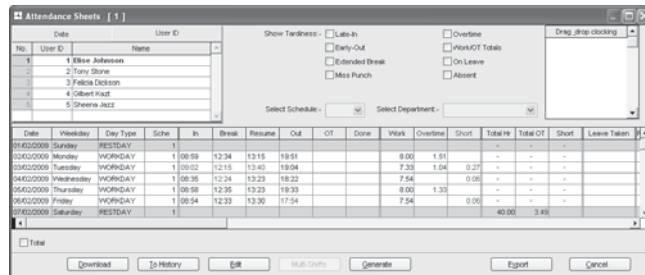
COLUMN	DESCRIPTION
Total Hr.	Total working hours in a week or a month.
Total OT	Total overtime claim in a week or a month.
Short	Total short time in a week or a month.

You can choose to view Attendance Sheet in various formats such as:
- By Date
- By User ID
- By Tardiness
- By schedule of department

BY DATE

Click to open attendance sheet.

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

BY USER ID

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

You can check the attendance data of a particular user on a same page. The information will be arranged according to the date.

When there are a lot of users in the software, you can insert a particular user ID to find the user.

[1] 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

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

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

BY SCHEDULE OR DEPARTMENT

You can also choose to sort data by schedule or department.
• **Schedule** is to show users who are assigned to a predefined clocking schedule.
• **Department** is to show attendance data of users who are assigned to a predefined department.

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".

STEP 1

Click "Edit" to start.

STEP 2

Point to the time slot and delete the data.

STEP 3

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

The result is on the next page.

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

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

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

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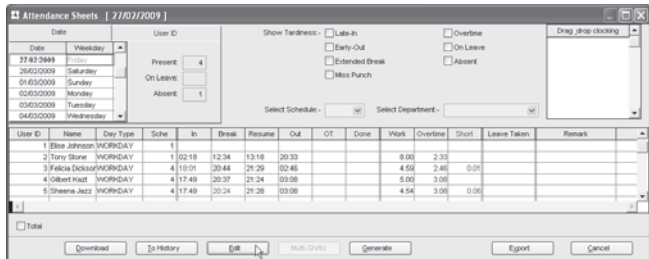
Drop the attendance data into its original column.

Click "Apply" to save settings.

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

Click "Edit".
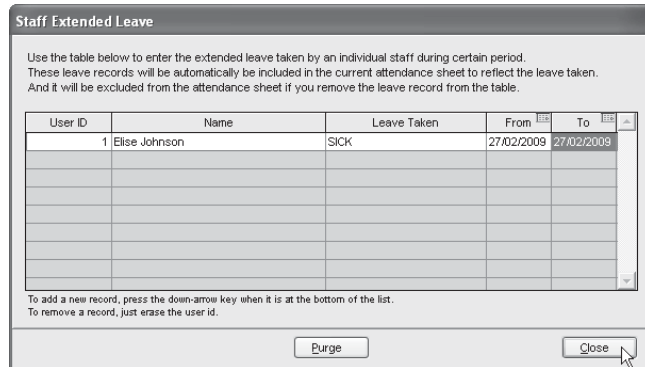
STEP 2

Point to the "Leave Taken" column and click to open a drop box.

Select the leave type applied to the user. Click "Apply" to save settings.

STEP 1 Click to open "Staff Extended Leave".

STEP 2

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

Click "Edit" to start.

STEP 2

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

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:

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

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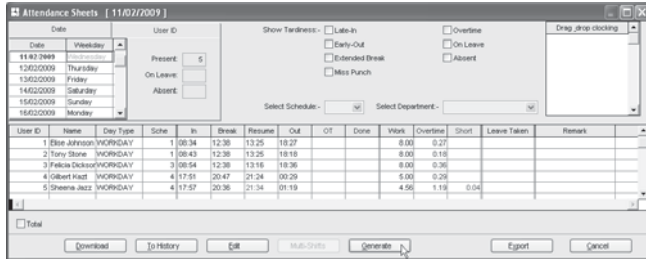
Before generating any attendance data, all users are entitled to overtime after a predefined working time. With the new setting done in clocking schedule, users with overtime less than 30 minutes will be ignored. Click "Generate".

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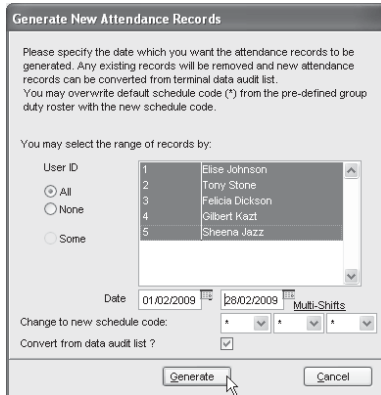
Select the users and define the date range.Click "Generate" to start the process.

STEP 3

Click "Okay" to accept the message.

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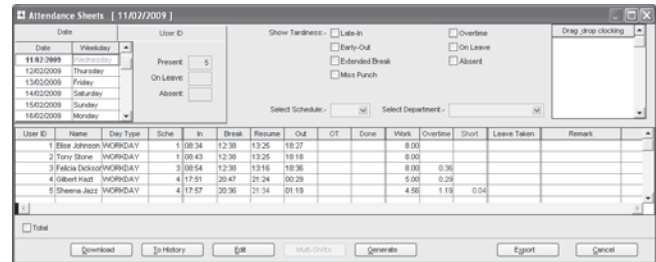
After the generate process is done, the new setting will take effect. Any user with overtime for less than 30 minutes will be ignored.

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, HR software or other software.

EXPORT DETAILS
STEP 1

In Attendance Sheet, click "Export" to start.
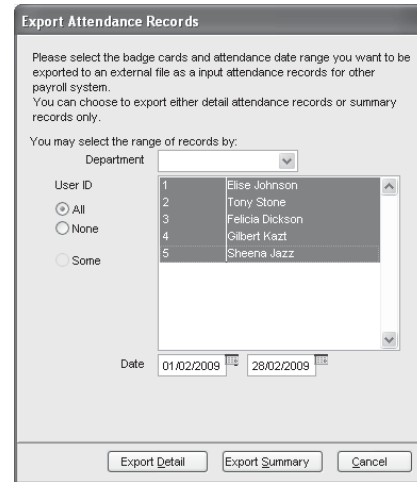
Select users to export (by user ID, All users or by Department).

Define the date range of attendance data to export. Click "Export Detail".

STEP 3

[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 for each column.
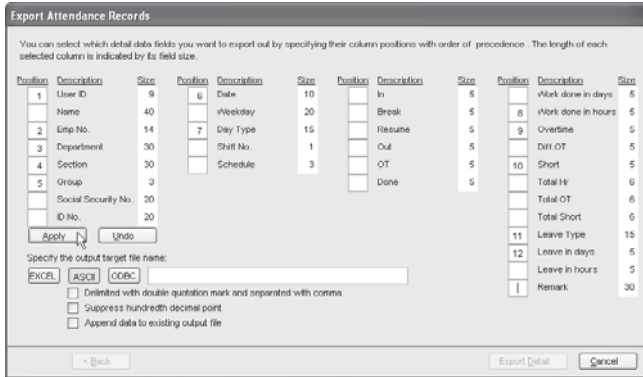
Click "Apply" to save settings.

STEP 4
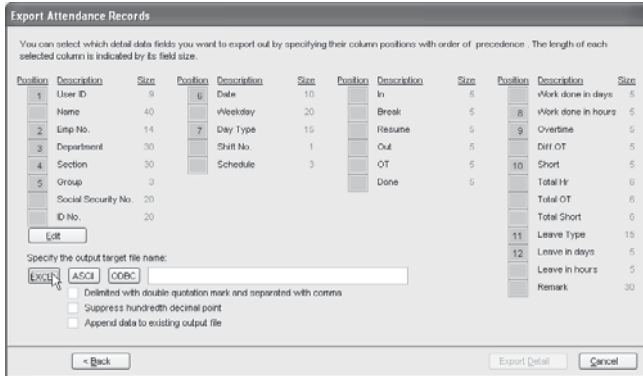
Select the type of file for exported attendance data. If EXCEL format is selected, continue to define the path to save the file.
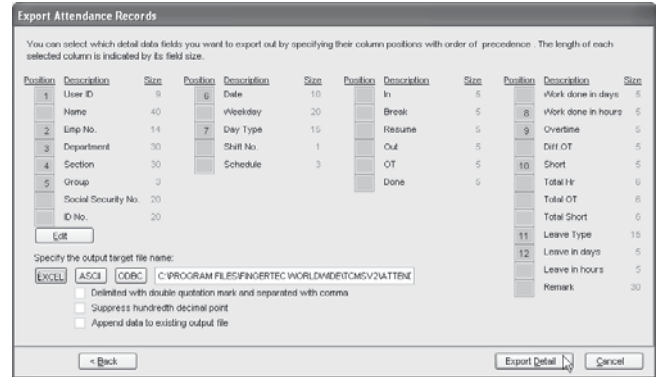
Click "Export Detail" to start the process. If ASCII format (.txt) is selected, please check the 3 extra options at the bottom. These 3 options only work if the date is exported into ASCII format. Ignore this step if you do not need them.
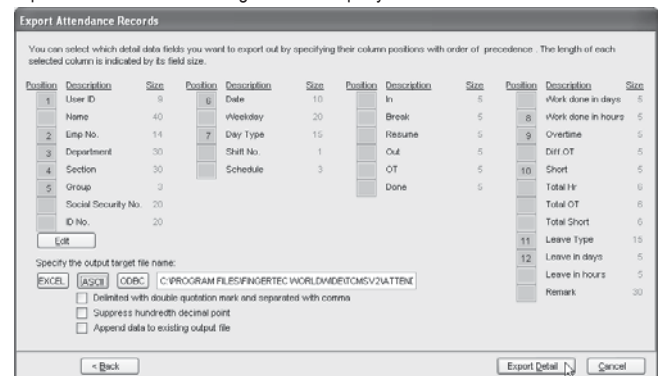
Define the path to save the exported attendance data. Click "Export Details" to start the export.

EXPORT SUMMARY

STEP 1

In Attendance Sheet, click "Export" to start.

STEP 2

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

STEP 3

[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.

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

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.

Click [History] to open the History folder.

All history attendances are saved in this page.

STEP 3

Check in Attendance Sheet. The starting date of history is 1st of May instead of 1st of February.

This date indicates that the Attendance Sheet will run from 1st of May, instead of 1st of February. If you would like to recheck the history attendance, follow the steps below.

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 ~ 18:00. A terminal treats the time in between the time zone as the valid time. The terminal opens the door if a user is verified during the valid time. To block access for the entire day, please define the time zone as 23:59 ~ 00:00. The terminal will not open the door to users if this time zone is applied.

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:

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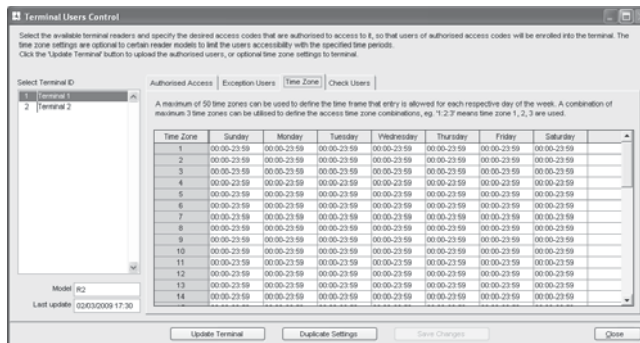
Access Code	Name	Group Time Zone	Time Zone
0	Access from 8am to 8pm	1	2
1	Only access during office hour	2	3: 4: 5
2	Access in the morning only	3	6
3	Access only after working hour	4	7
4	Access only after 8pm	5	8
5	Part time workers	Free group	11 : 12 : 13
6	Contractors	Free group	18: 20

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 [Devices] to open Terminal User Control.
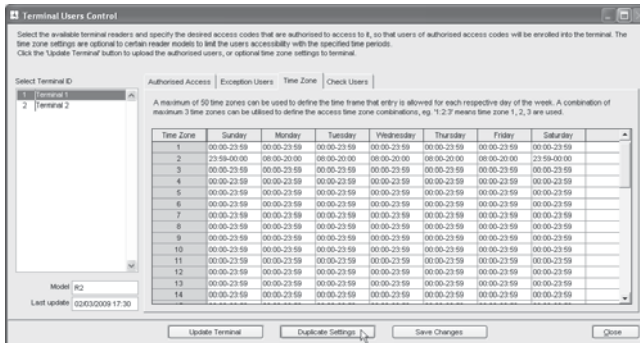
STEP 2

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

STEP 3

Example:

User can access from 8:00am to 8:00pm (Monday to Friday), but are denied access during Saturdays and Sundays. The time zone settings will be configured as below:

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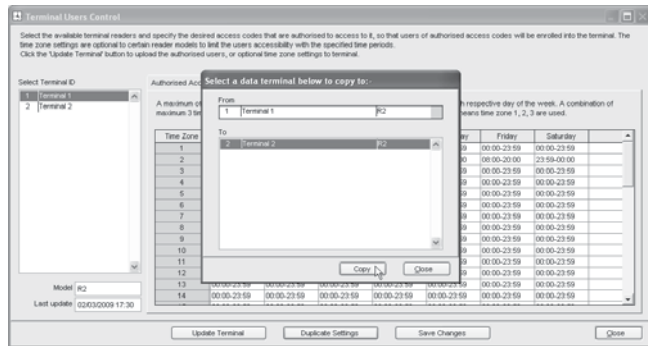
If you would like to duplicate the same settings to other terminals, click "Duplicate Settings".

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

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

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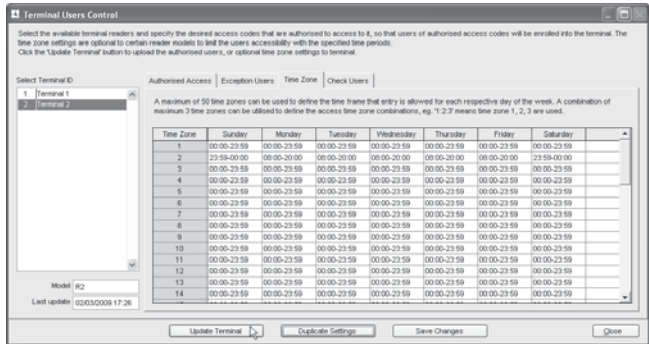
Click to select Terminal ID to update time zone settings. Click "Update Terminal" to start.

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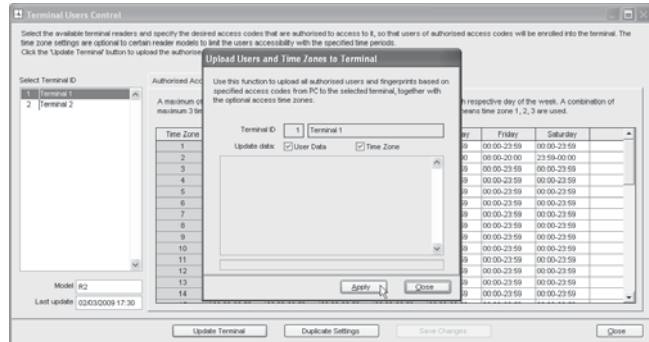
Click "Apply" to start updating settings to the selected terminal.

STEP 6
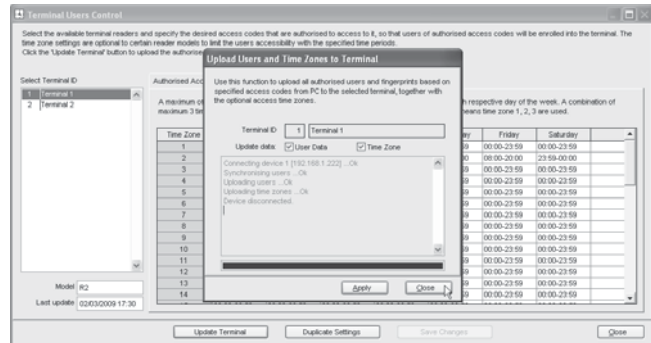
Click "Close" to end process.

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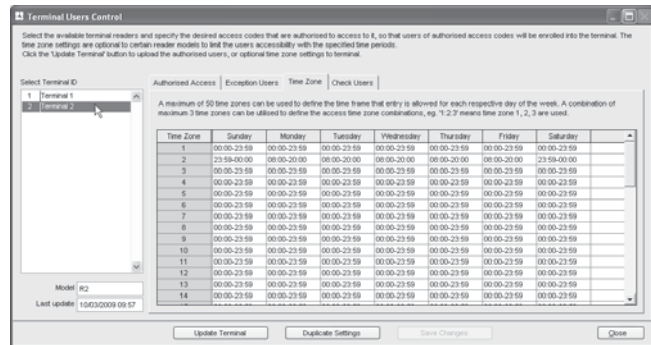
Repeat Step 4 to 6 to update settings to another terminal.

THE SETTINGS OF ACCESS CODE AND GROUP TIME ZONE

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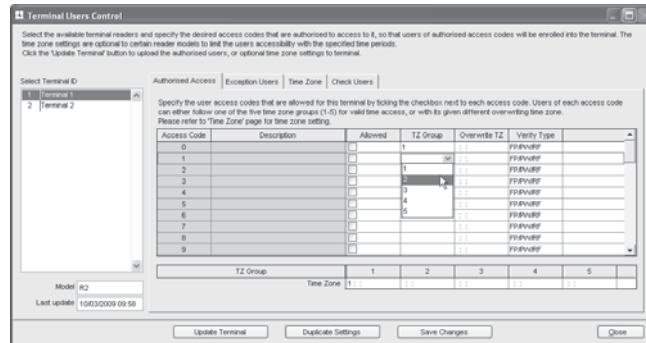
Select Terminal ID to configure, for example, Terminal 1. You can do different settings for different terminals.

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

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

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

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

Ignore Overwrite TZ columns.

STEP 2
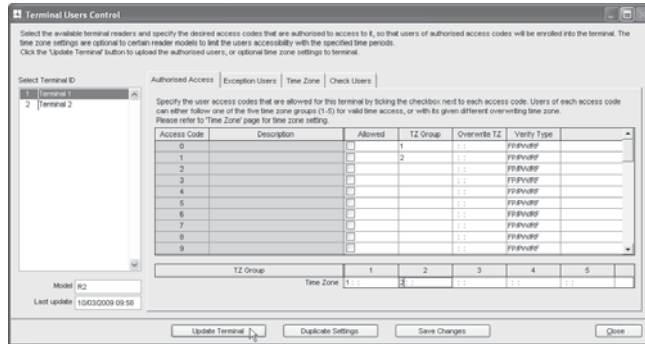
Now you can insert the predefined time zone to the newly-added group time zone 2. Click "Update Terminal" to update settings to the terminal.

STEP 3
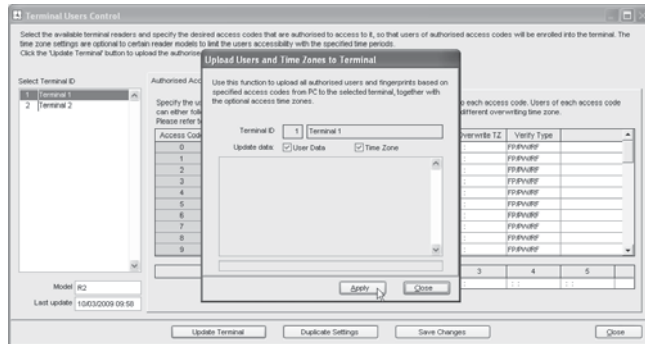
A new window will pop up to indicate that a terminal has been updated. Click "Apply" to update settings.

STEP 4
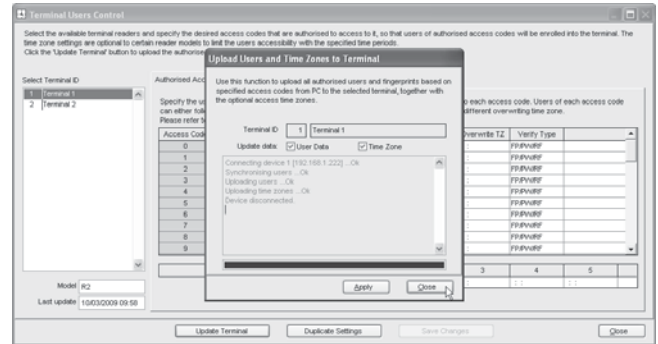
Click "Close" to end update process.

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

Reminder:
To assign free group time zone with Access Code
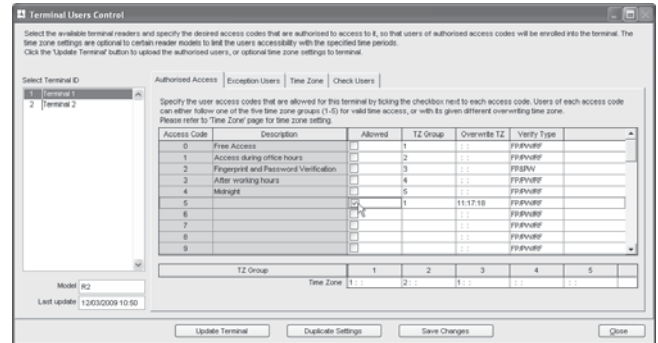
Select an Access Code for example Access Code 5.

Check the "Allowed" column; do not insert any value into the TZ Group column.

Insert the time zones into the Overwrite TZ column, for example TZ11, TZ17 and TZ18.

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

GROUPING USERS INTO ACCESS CODE

Now all information for time zones, group time zones and access codes are updated to terminals. Next group corresponding users into the access code to control their access rights.

STEP 1 Click and open the User Access Code.

STEP 2

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

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

STEP 3

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

Click the button to move users into the access code.

STEP 4

Click "Update User" to update settings to the terminal.
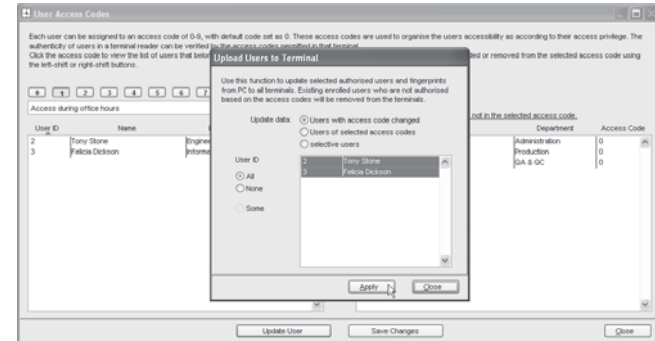
STEP 5

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

STEP 6
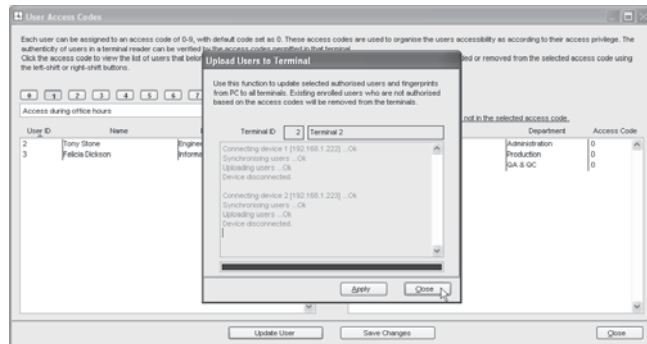
Click "Close" to end the process.

STEP 7

Click "Save Changes" to end the process.

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

DIFFERENT VERIFICATION METHODS

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

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.

FP / RF	Terminal verifies users with fingerprint OR RFID card.
PW / RF	Terminal verifies users with via password OR RFID card.
PIN & FP	Terminal verifies users with 1:1 fingerprint matching only.
FP & PW	Terminal verifies users with fingerprint AND password only.
FP & RF	Terminal verifies users with fingerprint AND RFID card only.
PW & RF	Terminal verifies users with password AND RFID card only.
FP & PW & RF	Terminal verifies users with fingerprint AND password AND RFID card.
PIN & FP & PW	Terminal verifies users with User ID AND fingerprint AND password.
FP & RF / PIN	Terminal verifies users with fingerprint AND RFID card OR 1:1 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 [Devices] to open Terminal User Control.

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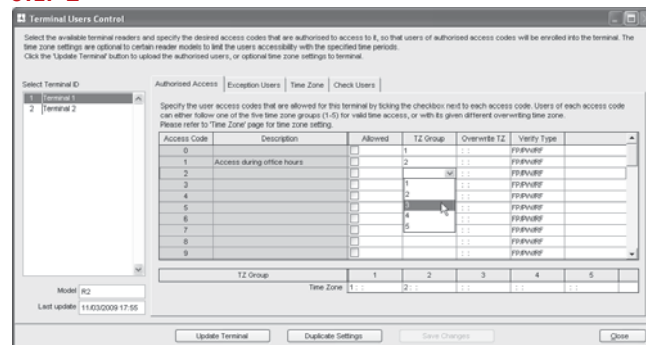
Click Terminal ID to configure settings, for example Terminal 1.
Select an Access Code to use, for example Access Code 2.
Select a group time zone, for example Group Time Zone 3.

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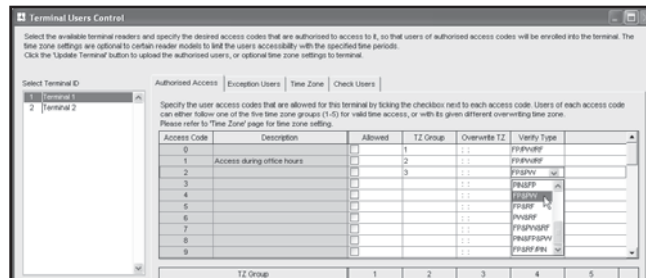
Select a verification method to apply to this group, for example: FP&PW.

STEP 4
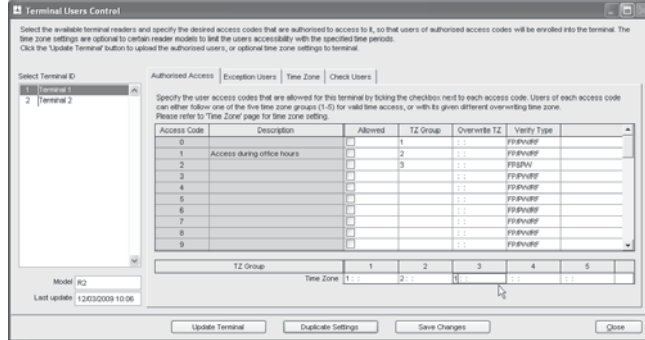
Insert a time zone to apply to this group, for example, TZ1. Without assigning a time zone, the group will not have time zone and terminal will not verify the user.

STEP 5
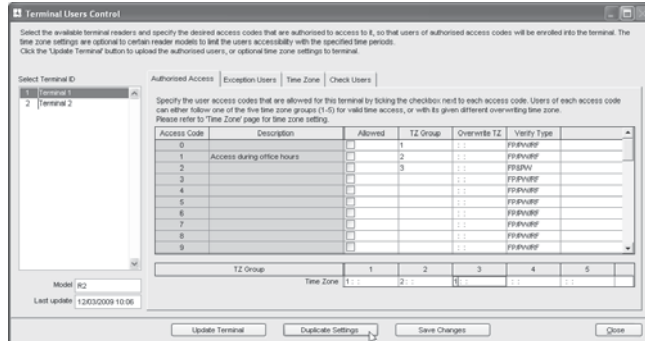
Click "Duplicate Settings" to copy the settings to apply to other terminals.

Select the terminal to copy to. Click "Copy" to start copying the settings. Ignore this step if you do not wish to copy settings to other terminals.
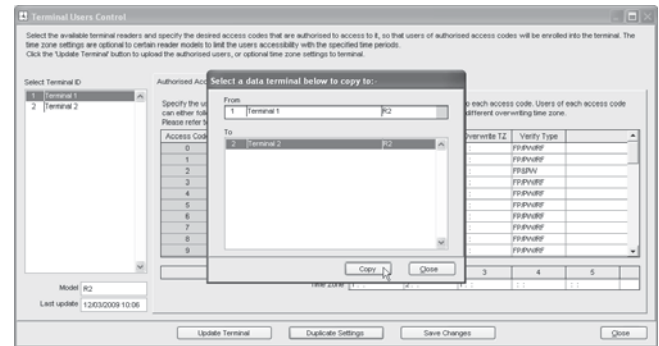
STEP 6
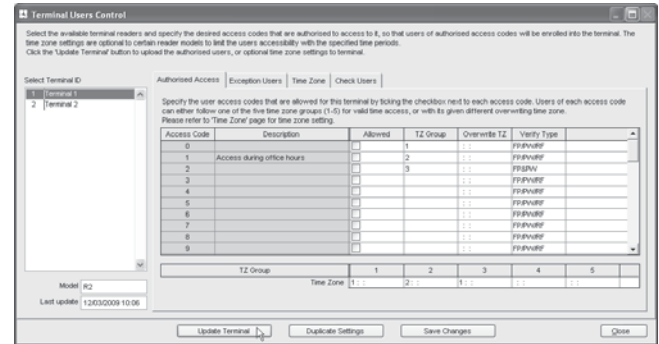
Click "Update Terminal" to update settings to the terminal.

STEP 7
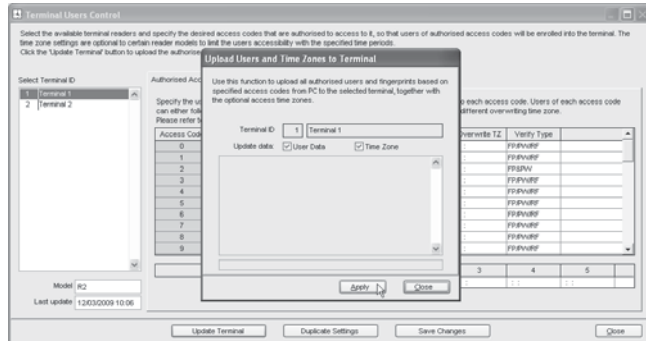
A new window will pop up. Click "Apply" to start updating the settings.

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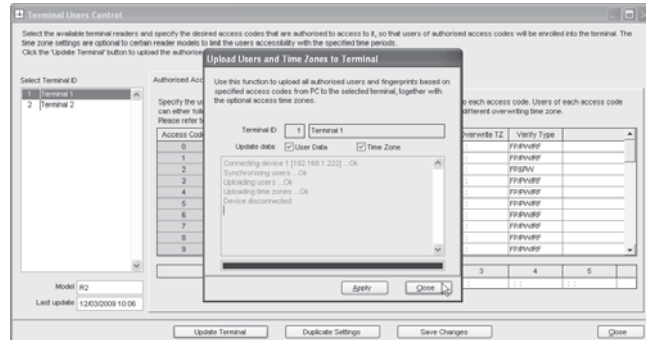
Click "Close" to end process. Repeat Step 6 to 8 to upload settings to other terminals. Remember to select the correct terminal ID before updating it.

STEP 9
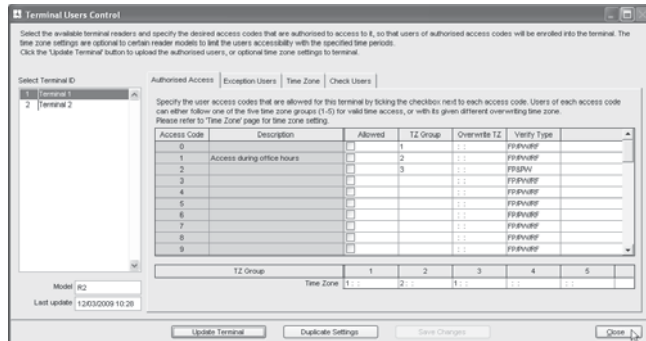
Click "Close" to end the process.

GROUP USERS INTO ACCESS CODE WITH DIFFERENT VERIFICATION METHOD

STEP 1 Click to open User Access Code.

STEP 2

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

STEP 3

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

STEP 4

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

STEP 5
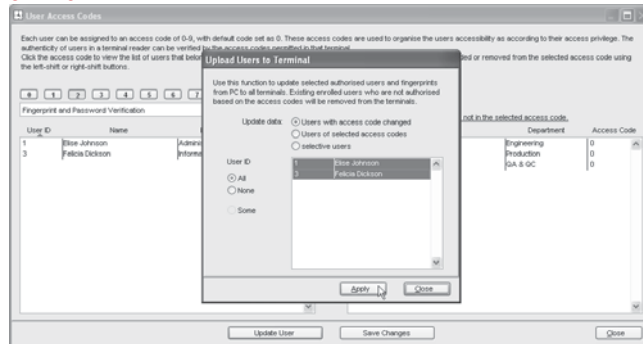
A new window will pop up and you can define information to be updated to the terminal. It is recommended to select "Users with access code changed". Click "Apply" to start updating data to the terminal.

STEP 6
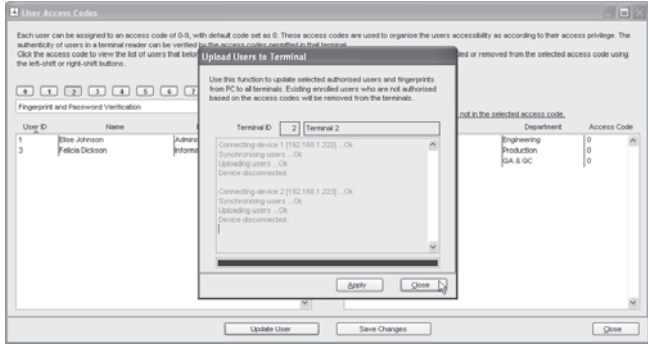
Click "Close" to end the process.

STEP 7
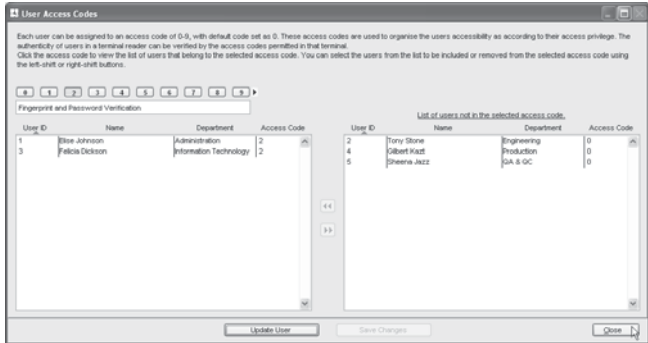
Click "Close" to end the process.

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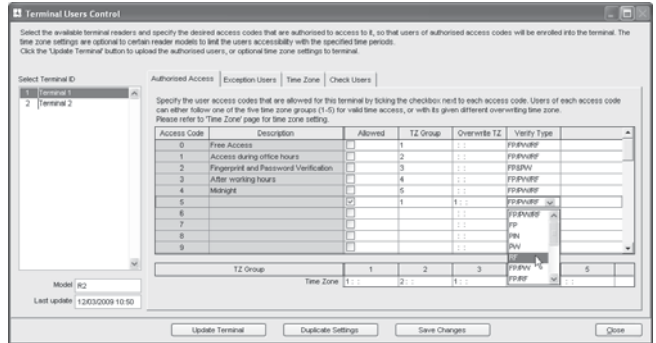
Select a new Access Code, for example, Access Code 5. Check the Allowed column. Do not insert any value into the TZ Group column.

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.

STEP 1 Click [Devices] to open Configure Access Zone.

STEP 2
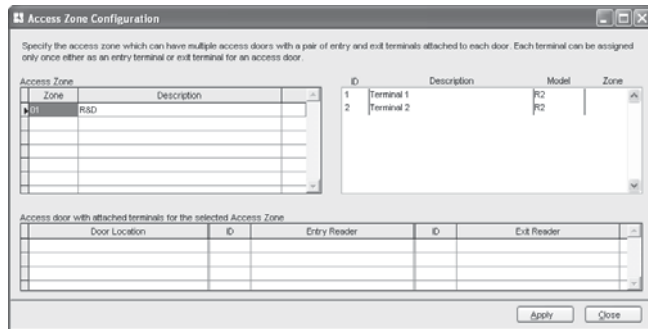
Define the name of the zone, for example, R&D. All connected terminals will be displayed on the left panel for reference.

STEP 3
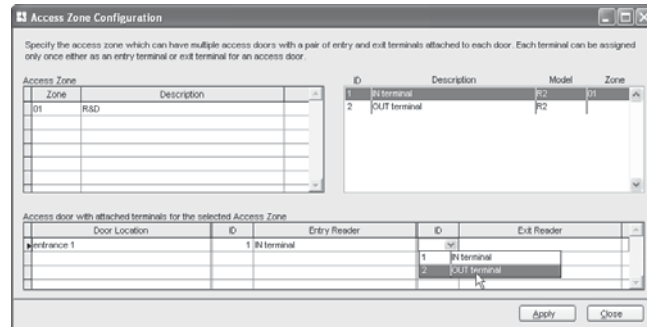
Name the door location to ease checking process.

Select the terminal as ENTRY Terminal and EXIT terminal.

Repeat the steps above to add in more Entry-Exit terminals.

Click "Apply" to save the settings.

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.
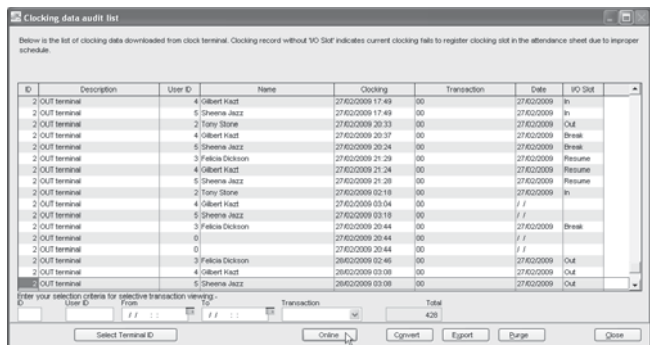
Data field	Functions
ID	ID of the connected terminal.
Description	Name of the connected terminal.
User ID	User ID verified at the terminal. 0 refers to a failed verification at the terminal.
Name	The full name of a user verified at the terminal.
Clocking	The date and time of clocking activity at the 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
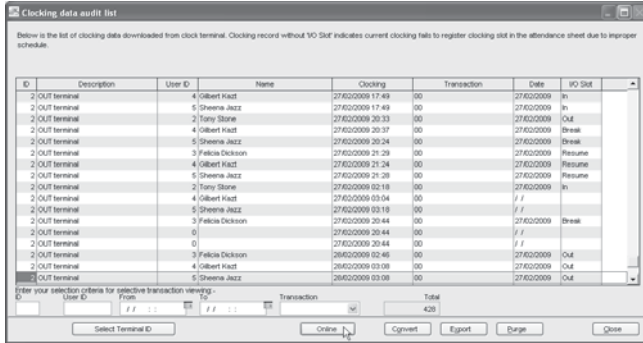
Click "Online" to connect to terminals.

STEP 3

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

Click "Pause" if you wish to stop the monitoring process.
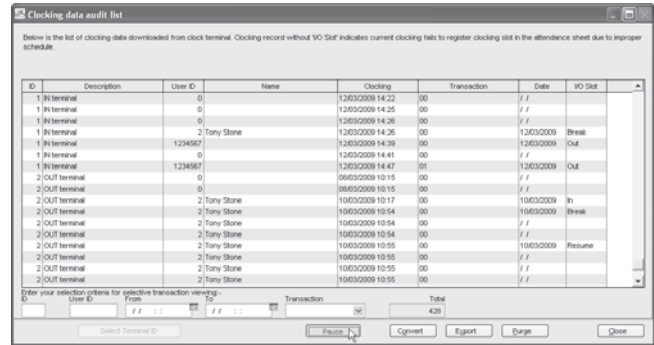
SELECT TERMINAL FOR MONITORING THE TERMINAL DATA AUDIT LIST

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.

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

STEP 2 Click "Select Terminal ID".

STEP 3

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

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

STEP 4

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

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.

STEP 1

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

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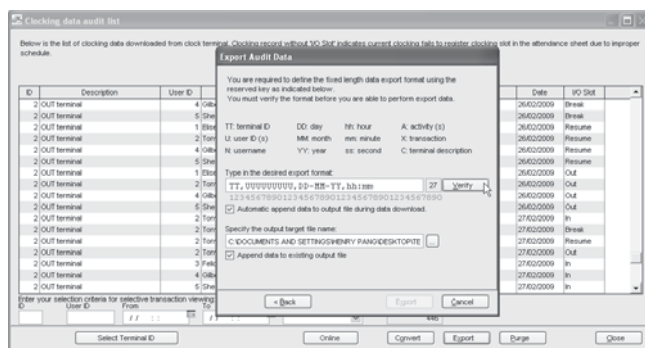
You must arrange the data field and the length of the data field in the column.

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

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

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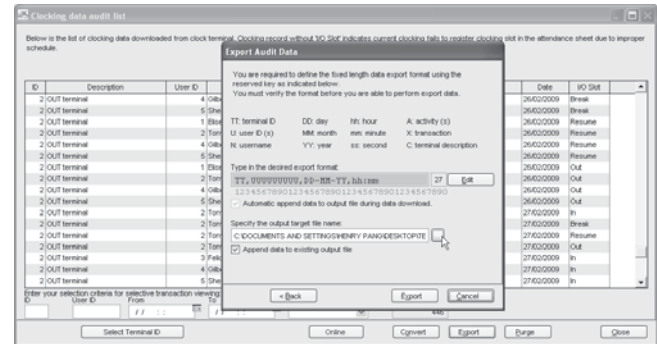
Click to define path to save the exported file.
Only enable "Append data to existing output file" if you had enabled "Automatic append data to output file during data download" in the previous step. Click "Export" to start.

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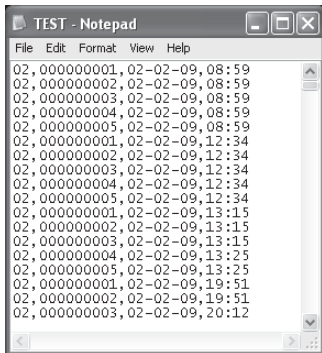
You can check the contents of the exported raw clocking data. Sample is shown above.

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
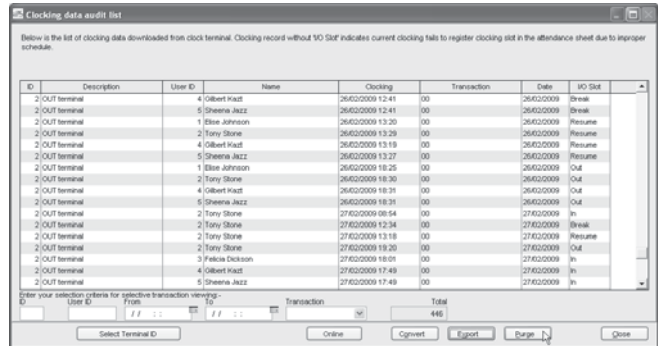
Click "Purge" to start deletion of clocking data.

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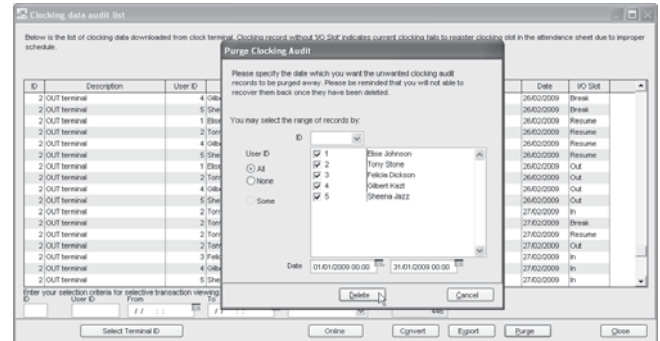
A new window will pop up. Select the user ID and define the date range to delete. Click "Delete" to start.

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 [icon] to open Monitor Terminal Activity.

STEP 2
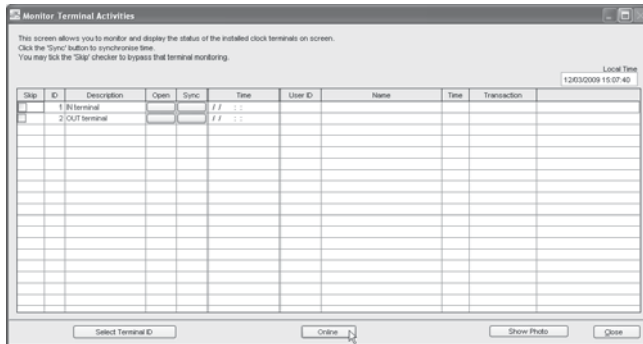
Click "Online" to connect to all terminals.

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

STEP 3
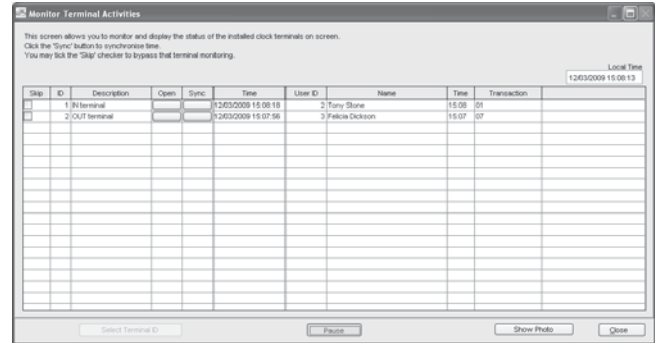
During online status, all verified user IDs at the connected terminals will be downloaded into the software. The user ID and its verified time will be published on the screen.

Click "Open" button to request a particular terminal to open door and this application is invalid if you are using AdapTec AC to control the door.

Click "Sync" button to synchronize date and time of the connected terminals to the computer's time.

You can click "Show Photo" and the software will show the photo of the verified users.

Click "Pause" if you want to stop the Online status.

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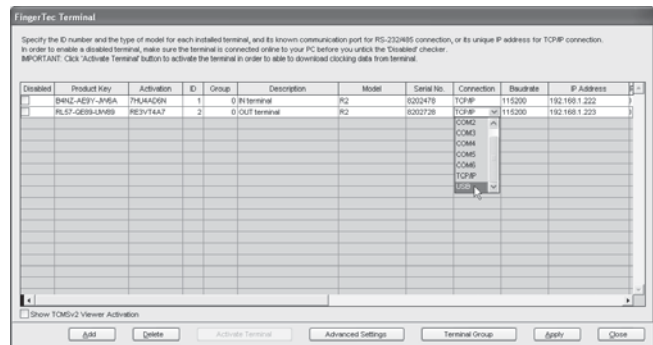
[2] Make sure the ID assigned is the same as Dev ID in the terminal.

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

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

DOWNLOAD USERS FROM USB PEN DRIVE

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

STEP 1 Click to open USB Pen Drive Management.

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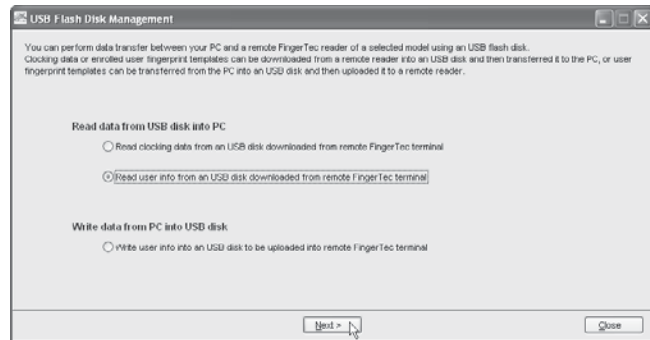
Select "Read user info from USB disk downloaded from remote terminal". Click "Next" to continue.

STEP 3
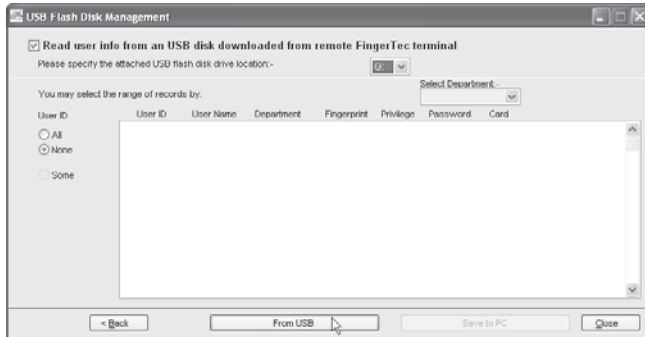
Click to select the drive of USB pen drive, for example: G. Click "From USB" to start reading users from the USB pen drive.

STEP 4
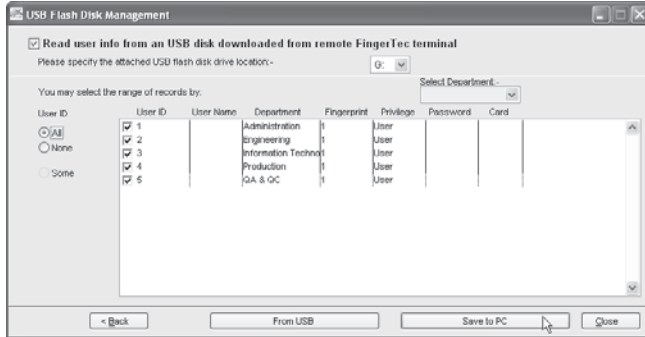
You can select users to download by checking the column next to the User ID, and you can also select "All" to download. Click "Save to PC" to download users into the software.

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.

STEP 1 Click to open USB Pen Drive Management.

STEP 2
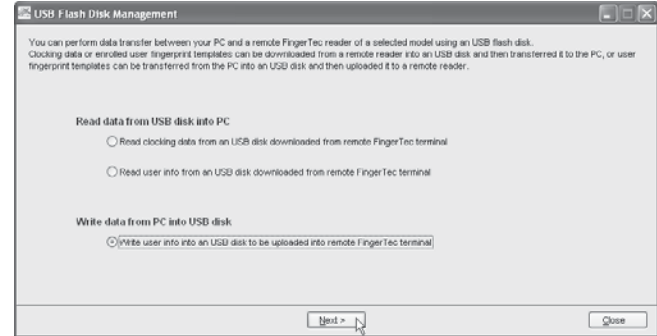
Click "Write user into an USB disk to be uploaded into remote terminal".

Click "Next" to continue.

STEP 3

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

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

Click "From PC" to continue.
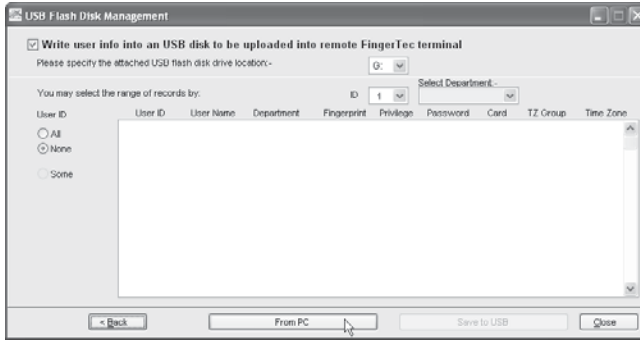
STEP 4
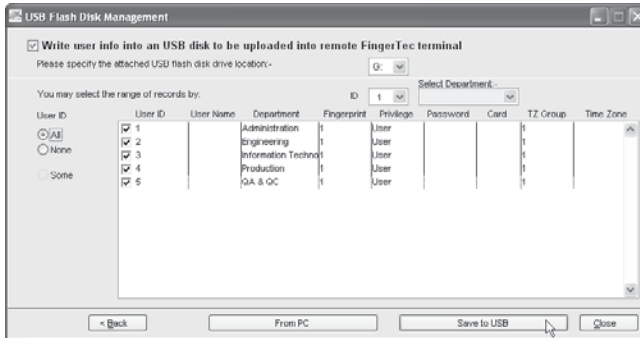
You can select users to upload by selecting the column next to the User ID. However, you can select "All" to upload.

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

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.

STEP 1 Click to open USB Pen Drive Management.

STEP 2

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

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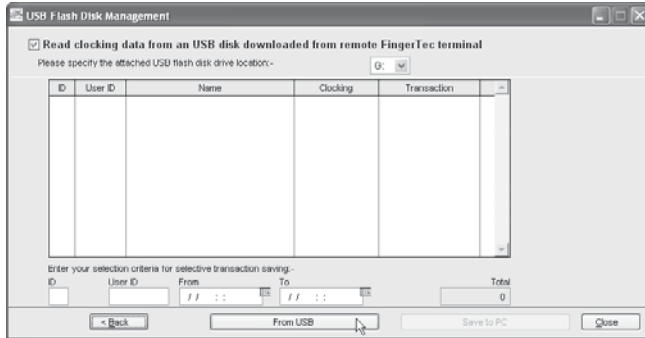
Click to select the drive of the USB pen drive, for example: G.

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

STEP 4
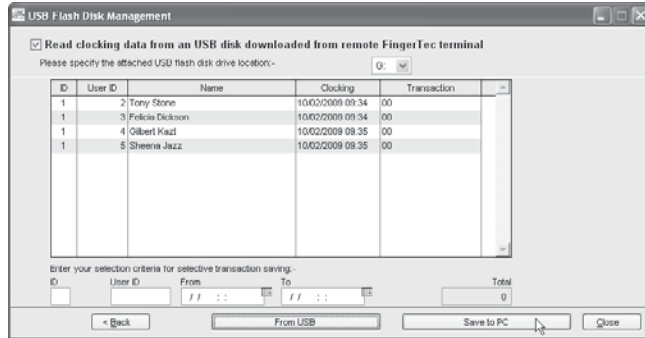
All clocking data is displayed on screen.
Click "Save to PC" to download into the software.

INSTANT MESSAGES DISPLAY

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

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

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

TO WRITE PUBLIC MESSAGES TO TERMINAL

STEP 1 Click to open Instant Message Display.

STEP 2
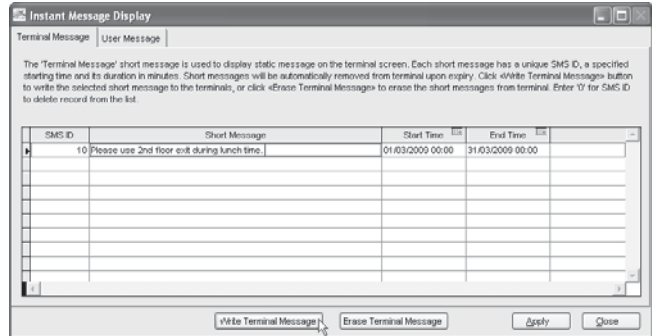
Assign a number as SMS ID, for example: 10 (varying from 0 to 99999).

Insert the short message into the column, for example: "Please use 2nd floor exit during lunch time".

Define the start date and time, for example: 1/3/2009, 00:00.

Define the end date and time, for example: 31/3/2009, 23:59.

Click "Write Terminal Message" to continue.

STEP 3

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

STEP 4
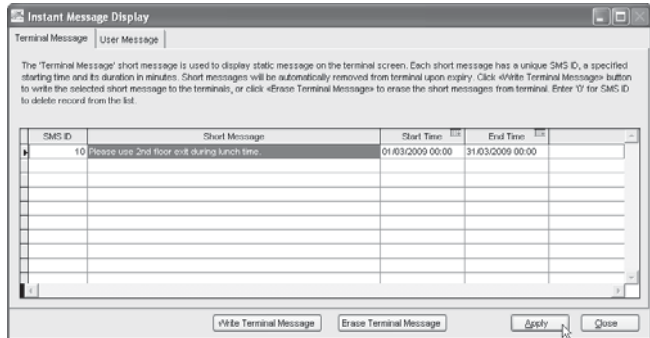
Click "Apply" to end process.

TO DELETE PUBLIC MESSAGES FROM THE TERMINAL

STEP 1 Click to open Instant Message Display.
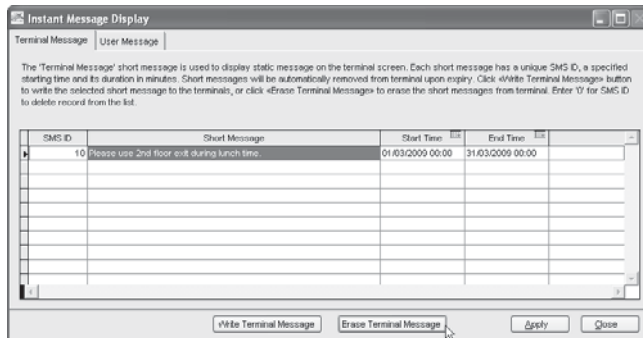
STEP 2

Click "Erase Terminal Message".

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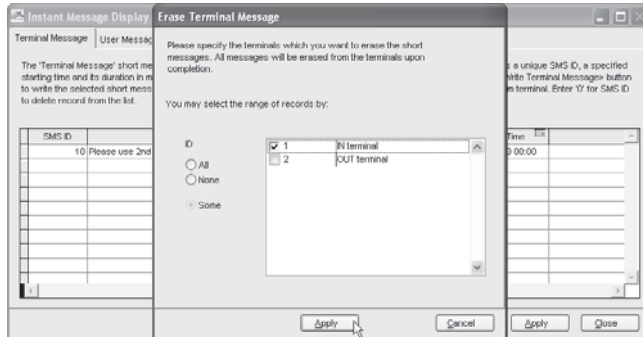
Select terminal ID to delete message. Click "Apply" to continue.

STEP 4
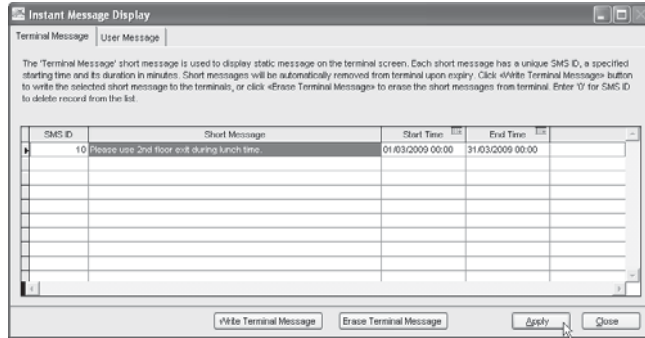
Click "Apply" to end the process.

TO WRITE PERSONAL MESSAGE TO THE TERMINAL

STEP 1 Click [Devices] to open Instant Message Display.

STEP 2
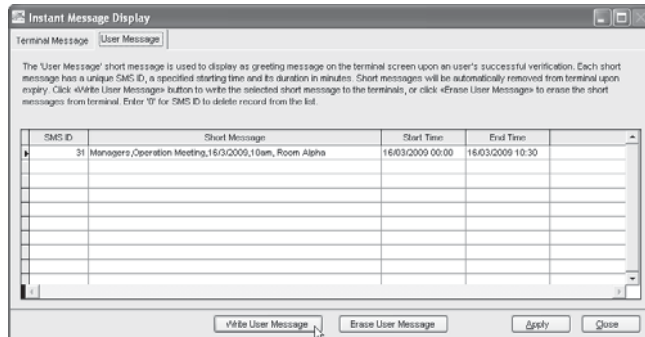
Click "User Message" tab.

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

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

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

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

Click "Write User Message" to continue.

STEP 3
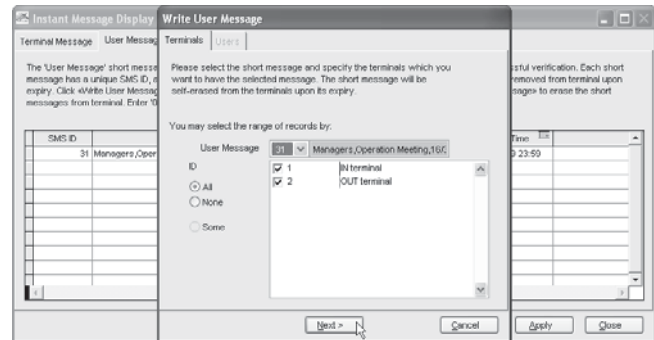
Select the SMS ID to upload.

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

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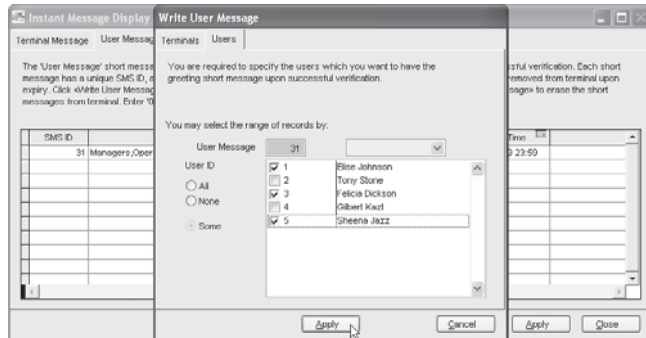
Select users whom this message is intended for. Click "Apply" to upload.

STEP 5
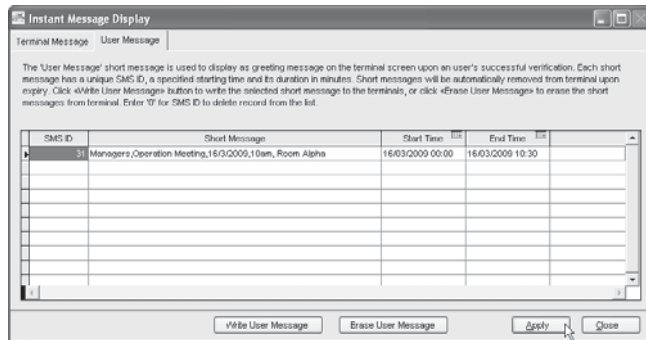
Click "Apply" to end the process.

TO DELETE PERSONAL MESSAGE FROM TERMINAL

STEP 1 Click to open Instant Message Display.

STEP 2
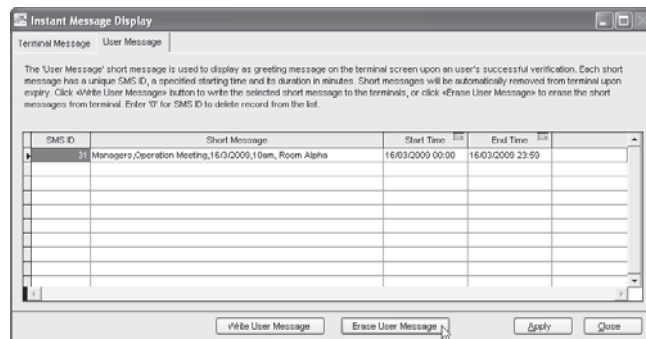
Click "User Manage" tab. Click "Erase User Message".

STEP 3

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

STEP 4

Click "Apply" to end the process.
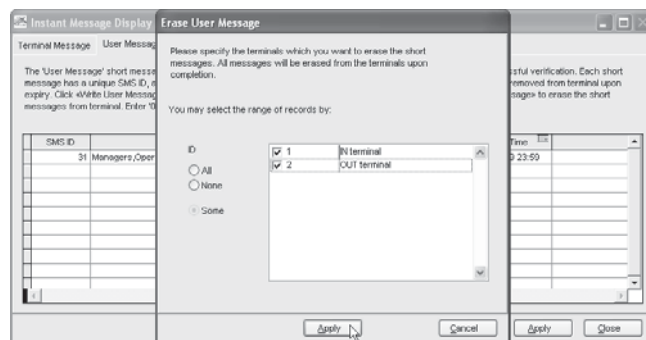
8 • OFIS TA

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.

STEP 1 Click to open Setup Terminal.

STEP 2
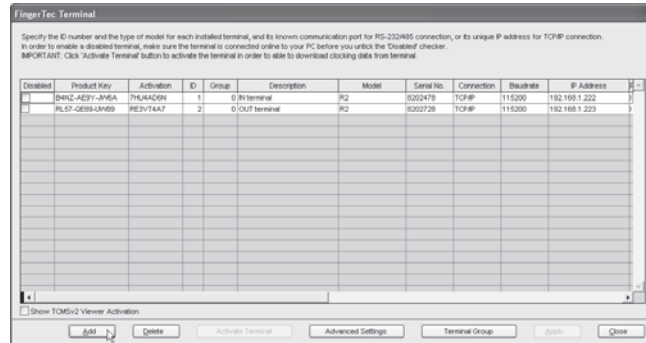
Click "Add" to start.

STEP 3
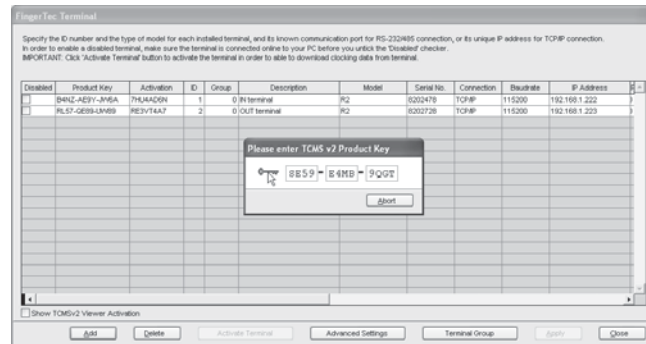
Insert the product key of the software. Click the key icon to continue.

STEP 4
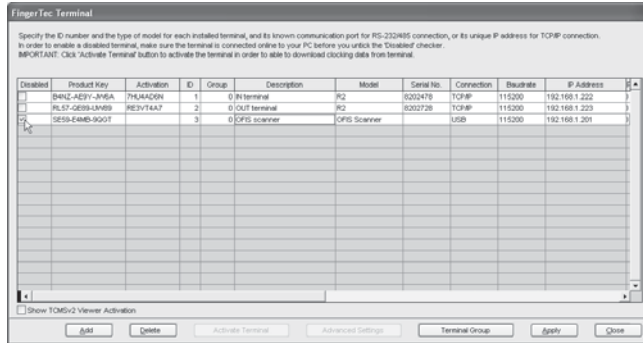
Insert ID for OFIS scanner into the ID column, for example, 3.
Name the OFIS scanner into the description column.
Select model as OFIS Scanner in Model column.
Select Connection as USB in Connection column.
Uncheck the Disable column to activate the OFIS Scanner.

STEP 5
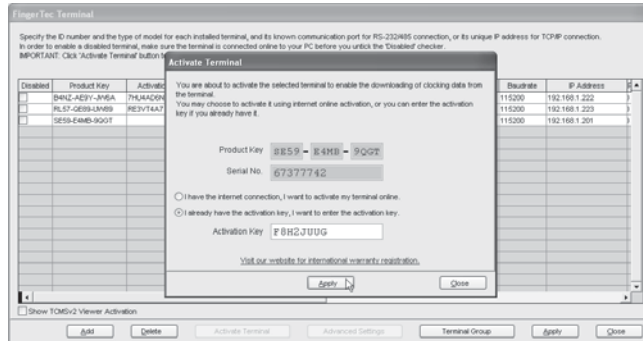
The software will detect the OFIS scanner's connection through a USB port.
Insert the Activation Key into the column. Click "Apply" to activate.

STEP 6
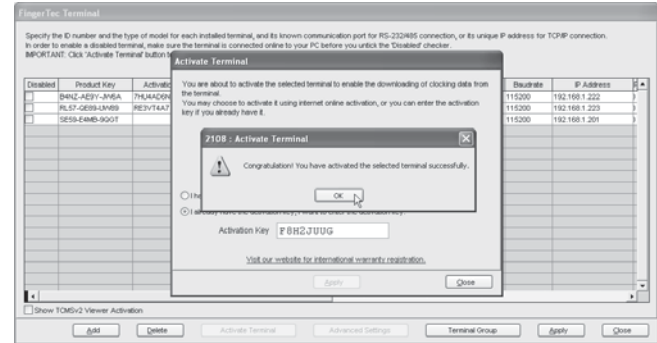
A message will pop up to indicate that activation process is done.
Click "OK" to accept message.

TO ENROLL USERS USING OFIS TA

OFIS scanner can enroll fingerprints of new users. To enroll new users please follow the steps below.

STEP 1 Click to open User Management.

STEP 2
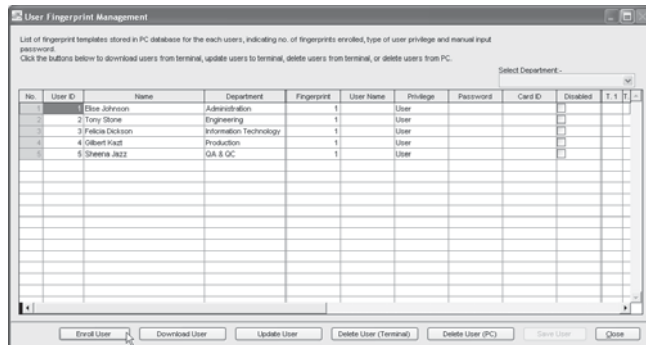
A new button, Enroll User will appear on the User Management page.
Click "Enroll" User to start.

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.
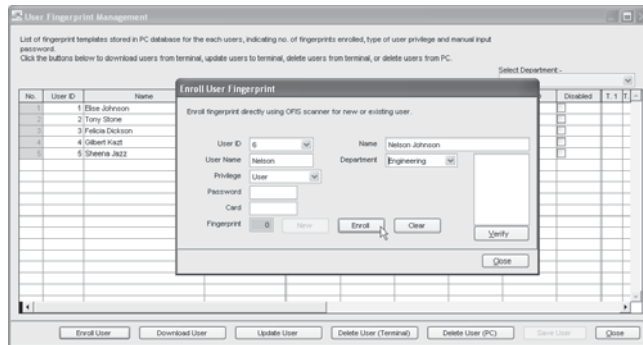
STEP 4
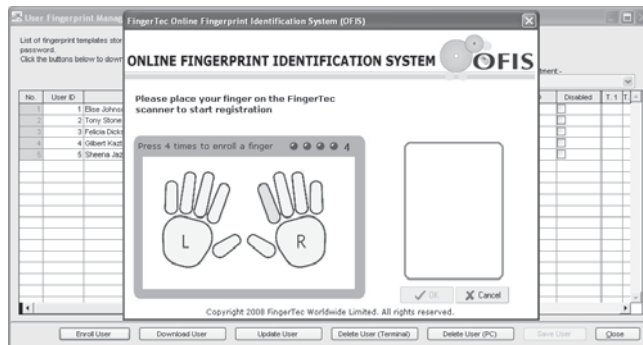
OFIS enrollment page will pop up. Click to select the finger to enroll.

Place finger on the scanner to capture fingerprint for 4 times.

STEP 5
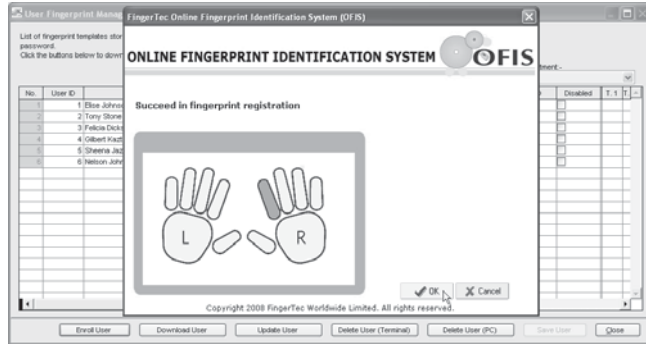
The software will capture the fingerprint and save it into the database.
Click "OK" to continue.

STEP 6
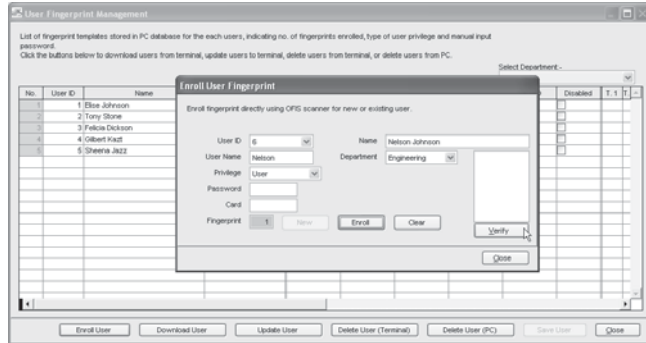
If this is the user's first time, the software will allocate a user ID for the fingerprint template.

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.
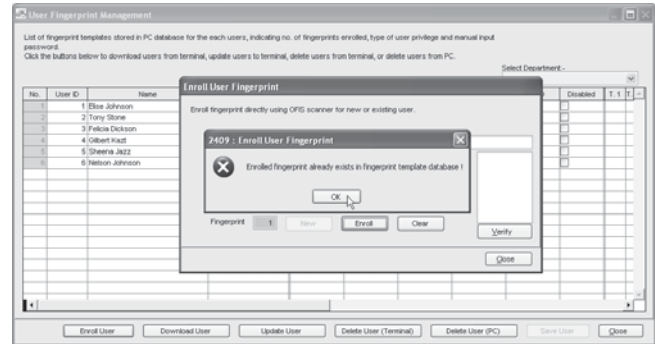
STEP 7
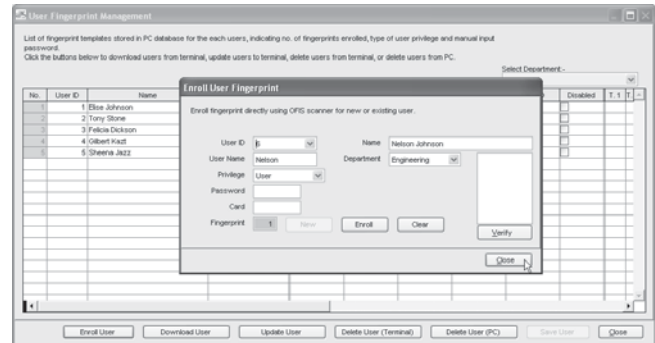
Click "Close" to save the settings. In User Management, you can see a new user ID created.
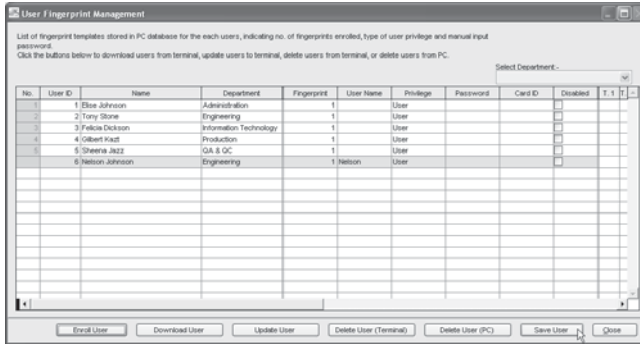
Click "Save User" to save settings.

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.

STEP 1 Click [icon] to open Monitor Terminal Activity.

STEP 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.
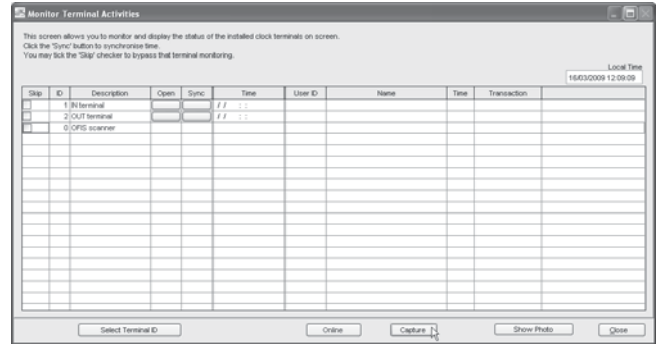
STEP 3
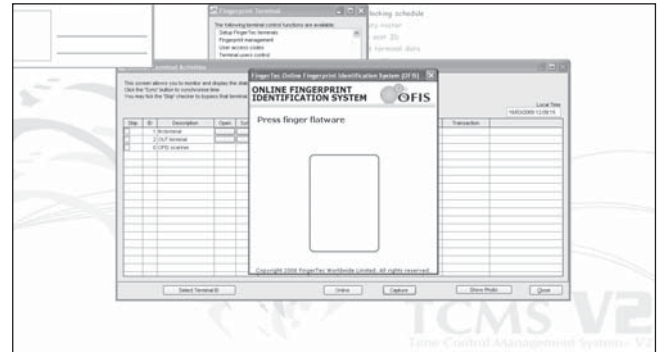
Two new windows will pop up.

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.

STEP 4
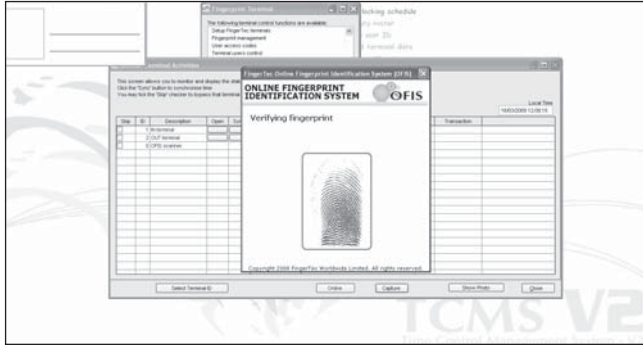
User can place a finger on OFIS scanner to capture fingerprint. The software will start to verify user.

For successful verification, you will view this. User information will be displayed in the User Information box.
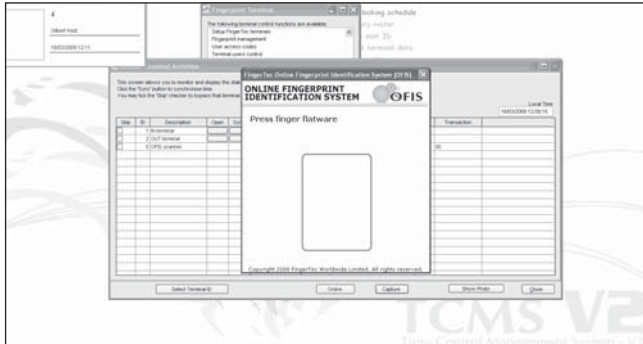
For failed verification, you will view this. User Information box will show a "?" icon.
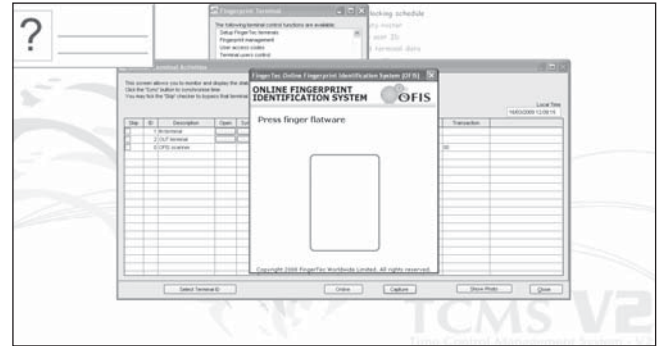
STEP 5
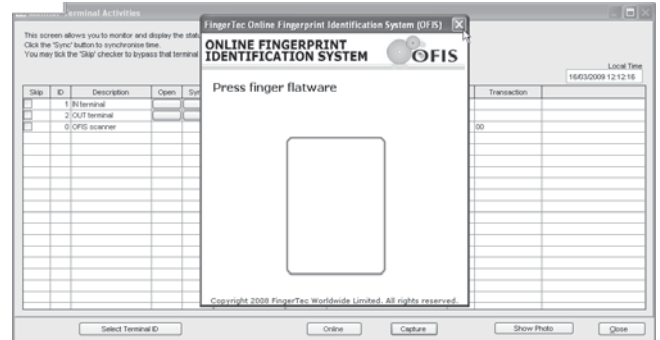
To stop the capturing process, click an "X" on the right top ofthe window.

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

Click "Close" to end process.

9 • FRIS 2 SERVER MANAGEMENT

Ignore this chapter if you are not using FRIS 2 server
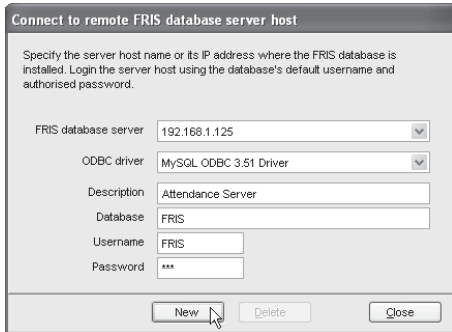
The software can be used to retrieve data from FRIS 2 server. The information includes user information and clocking data.
Information can be downloaded into the software to calculate attendance and to prepare reports.

TO CONNECT TO FRIS 2 SERVER

Follow the steps below to connect to FRIS 2 server.

STEP 1 Click to open FRIS 2 Server Management.

STEP 2

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.
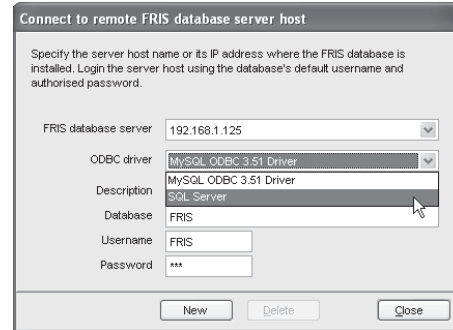
Insert the name of database, for example: FRIS

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.

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
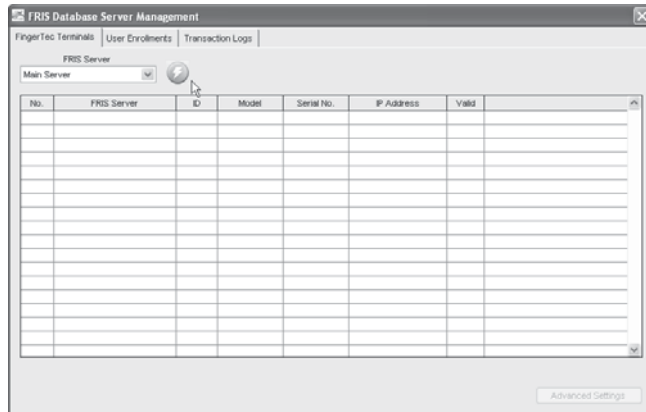
Select the name of FRIS 2 server, for example, Main Server.

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.
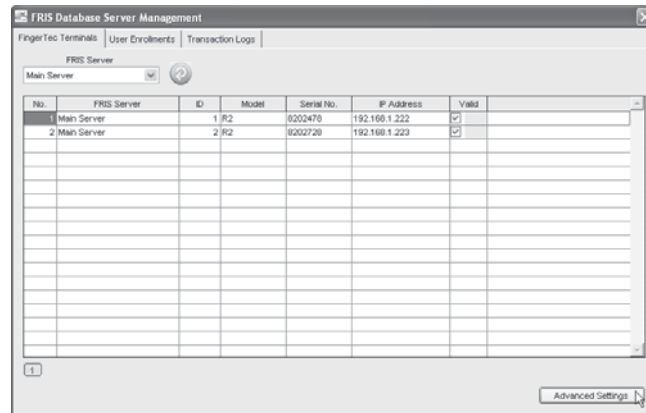
STEP 3
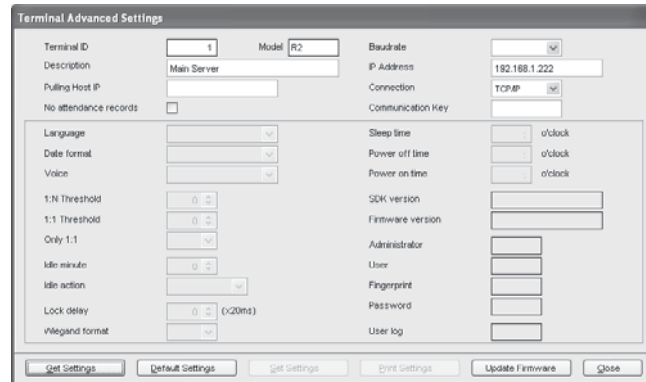
All settings are similar as discussed in Chapter 2. Please refer page 18 for more details. Click "Close" to end process.

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
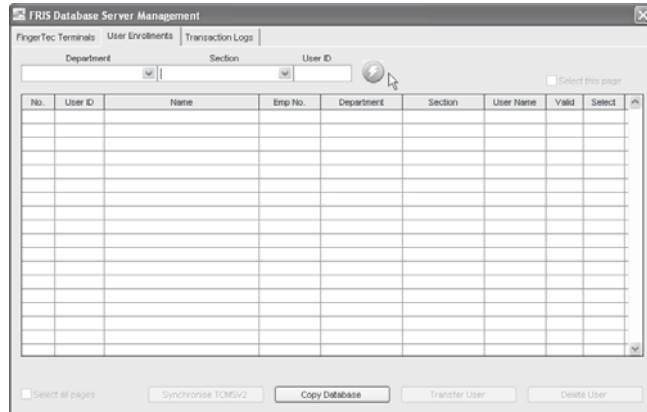
Click User Enrollments tab

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.

STEP 2
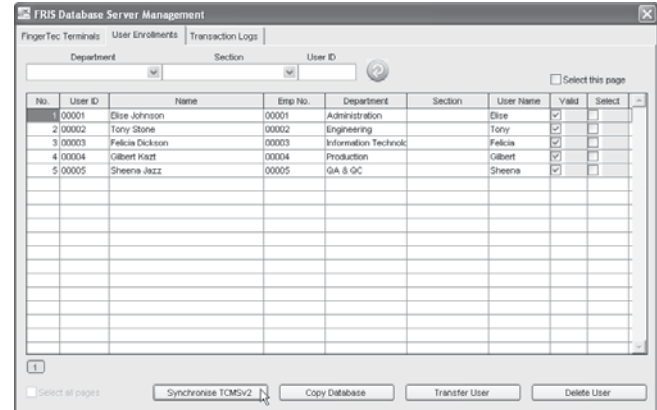
Click "Synchronise TCMS V2" to copy all downloaded user information into the software.

STEP 3
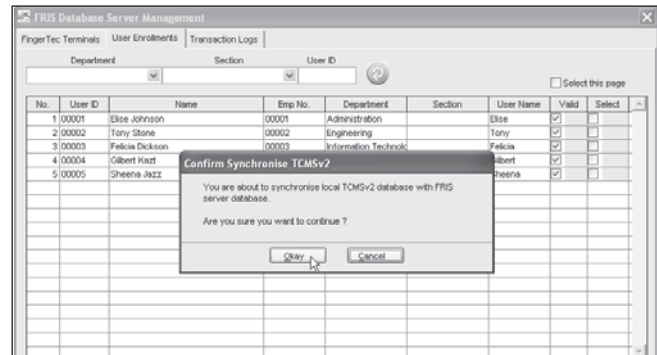
TO COPY USER DATABASE INTO ANOTHER FRIS 2 SERVER

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
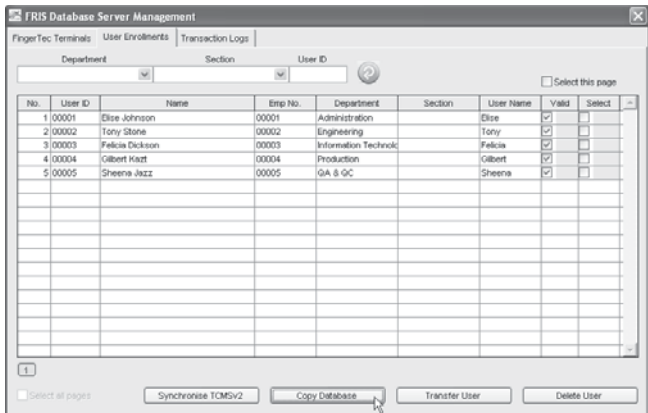
In User Enrollment page, click Copy Database.

STEP 2

If it is a new FRIS 2 server, you must insert the information of the new FRIS 2 server to copy to.
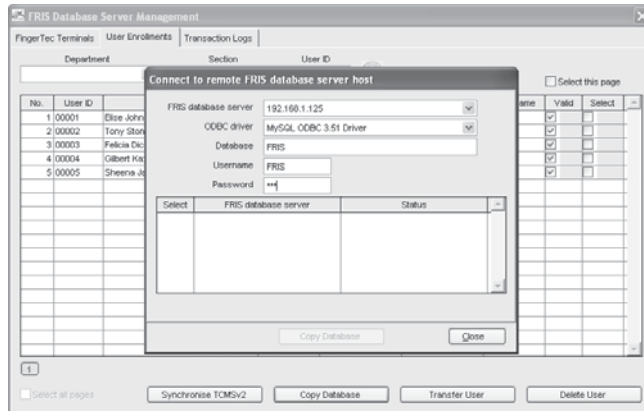
STEP 3
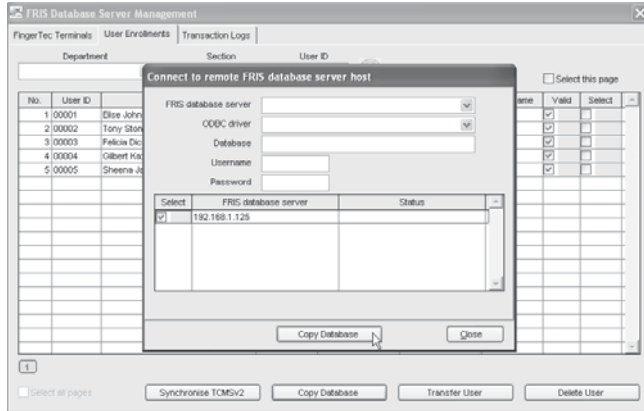
A new FRIS 2 server is added. Select the FRIS 2 server to copy to.

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
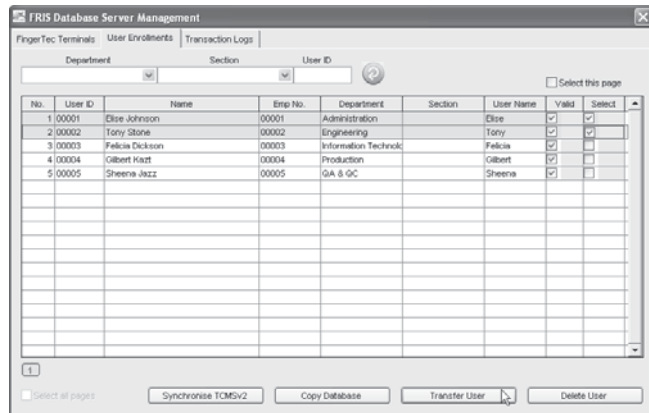
In User Enrollment, click "Transfer User".

STEP 2

If it is a new FRIS 2 server, you must insert the information of the new FRIS 2 server to copy to.
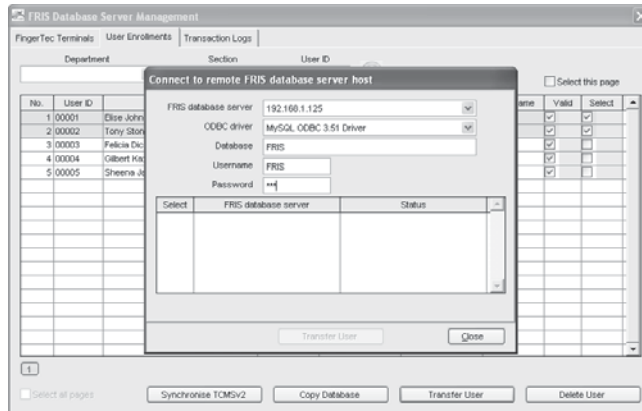
STEP 3
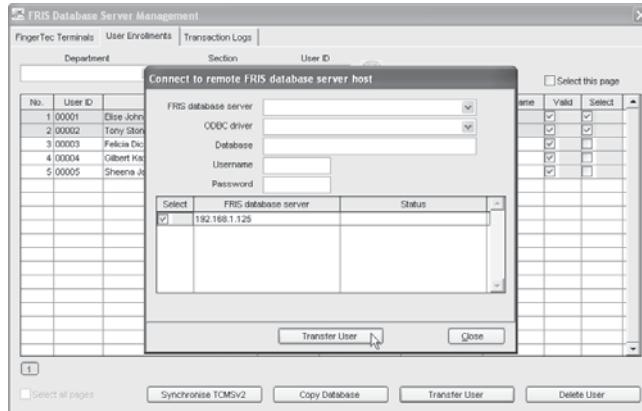
Click "Transfer User" to start. Click "Close" to end the process.

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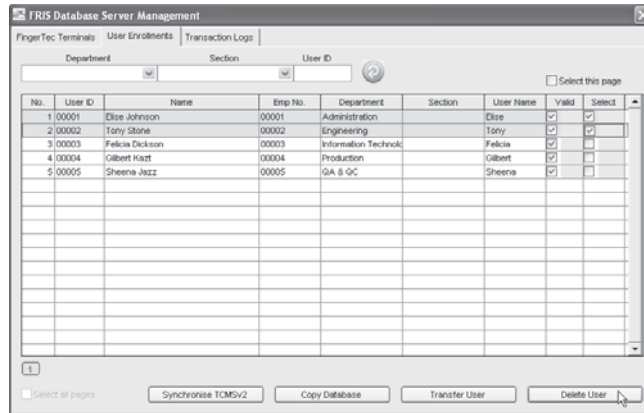
In User Enrollment page, you can select and delete user ID. You can put a check in the Select column of the user ID.

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.
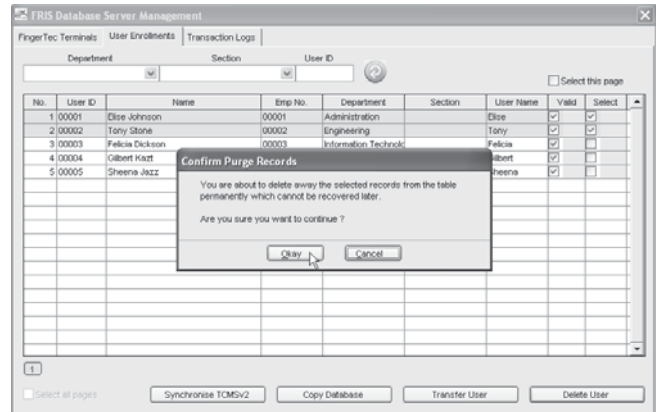
TO DOWNLOAD CLOCKING DATA FROM FRIS 2 SERVER

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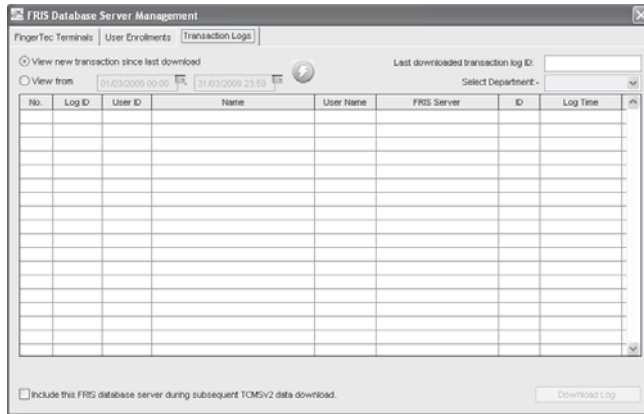
In the Transaction logs page, you can choose to download clocking data by:

[1] 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.
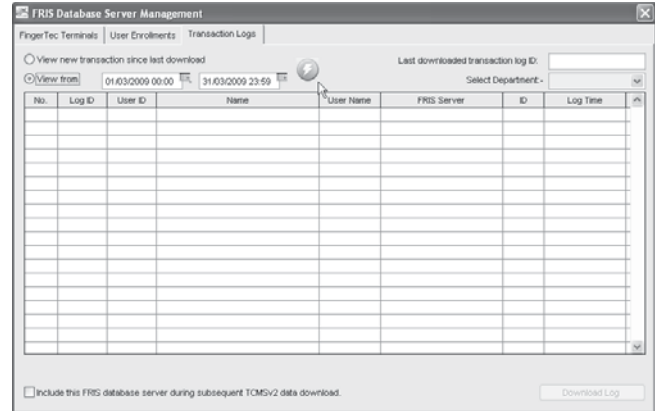
Define the type of download and click download button.

STEP 2

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

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 [Devices] to select Terminal Multimedia Management.

STEP 2

A new window will pop up.

STEP 3
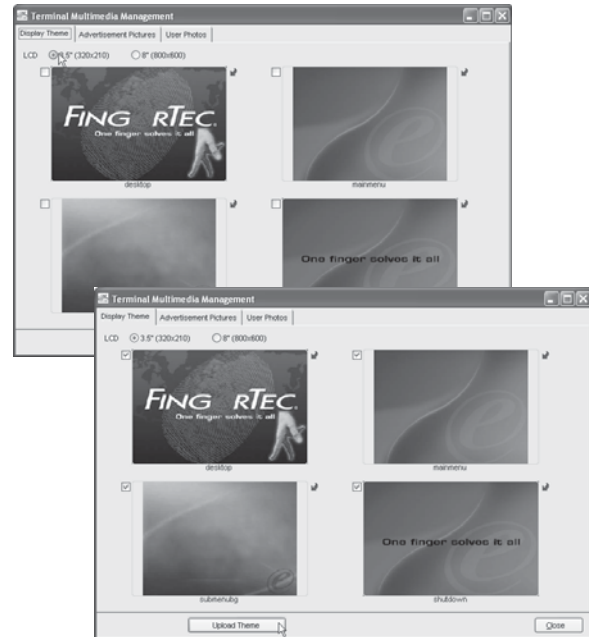
Select the size of display screen either 3.5" or 8.0". For 3.5" display screen, the size of the picture is 320 x 210, 8.0" display screen, the size of picture is 800 x 600.

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

STEP 4
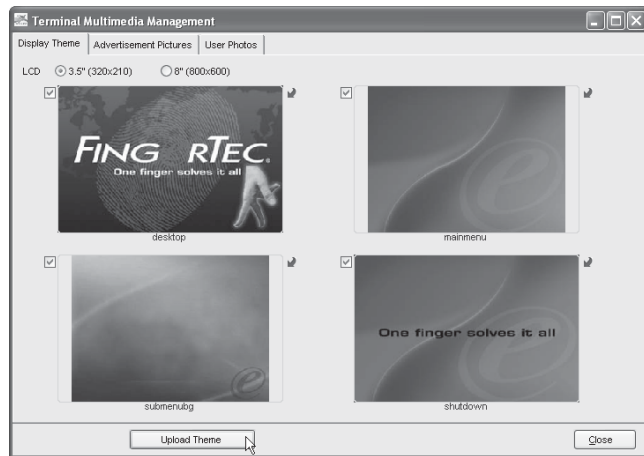
Now select the picture to upload to the terminal. Click "Upload Theme" to start uploading the theme to the terminal.

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\)
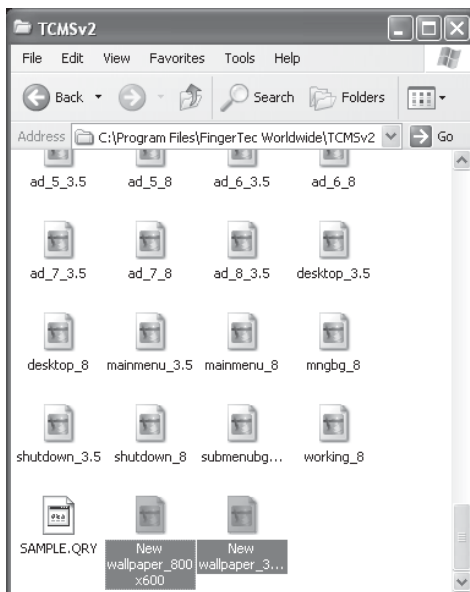
You have an option to save them into the other location, so that you can browse them easily.

STEP 2   Click [icon] 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.
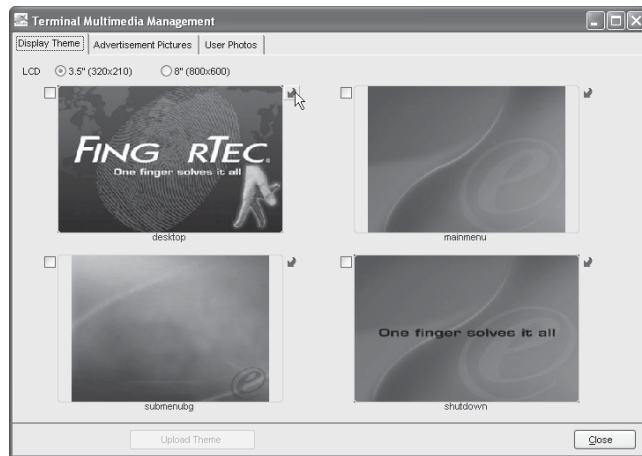
STEP 4
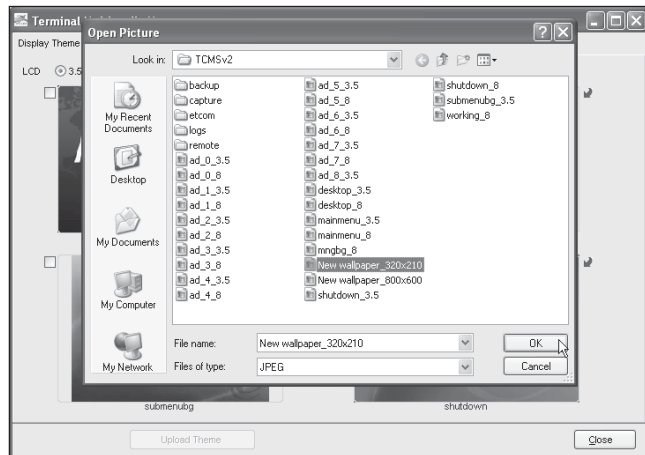
Now select the new picture as a replacement. Click "OK" to replace.

STEP 5
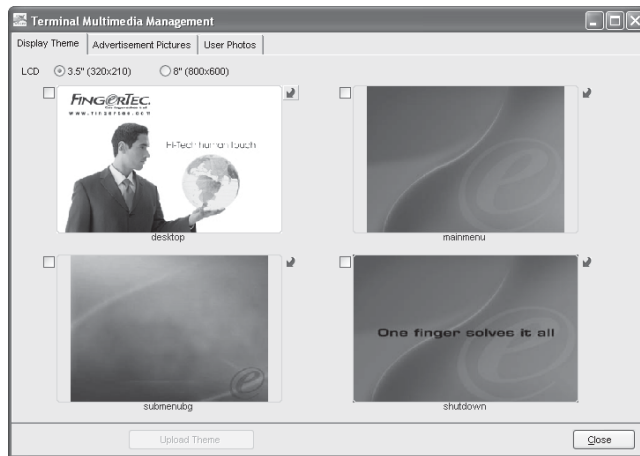
The new picture is inserted to replace the old picture. Follow the steps in page 112 to Upload Theme to Terminal

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
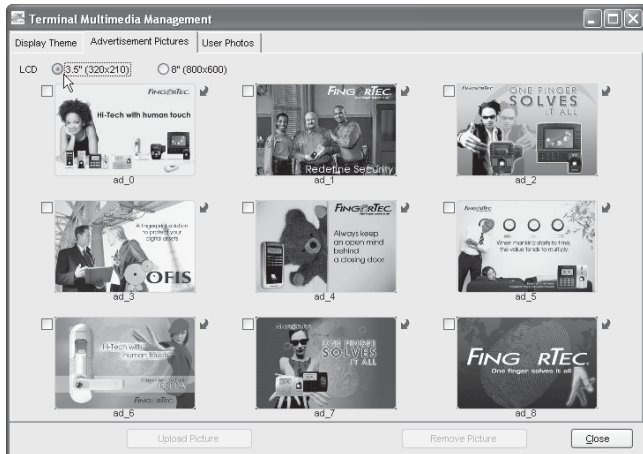
A click on "Advertisement Pictures" tab will bring you to this new page.

STEP 3

Choose the correct size of the picture.

STEP 4
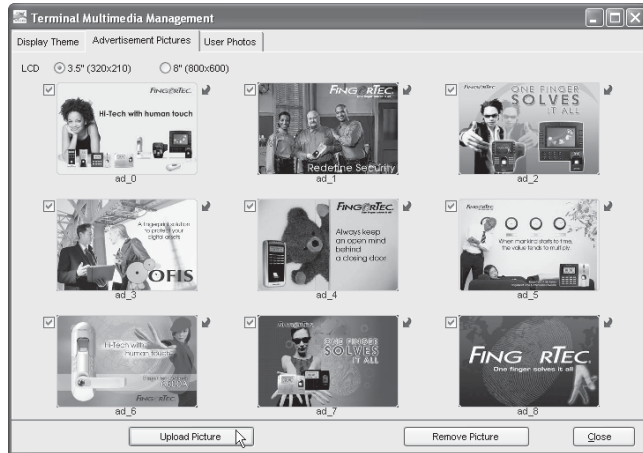
Select all pictures to upload to the terminal as advertisement pictures.

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
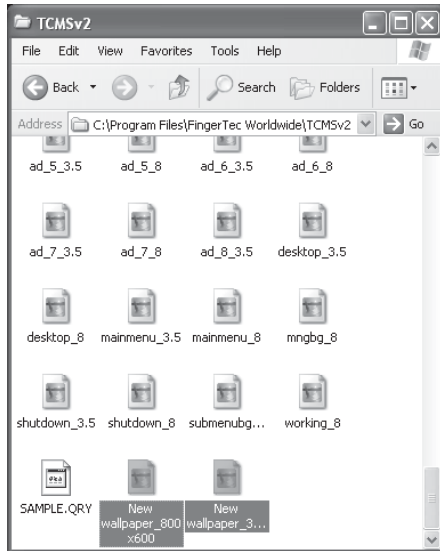
Prepare the picture in correct size and save them into the TCMS v2 folder for example C:\Program Files\FingerTec\TCMS v2\

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.

STEP 4
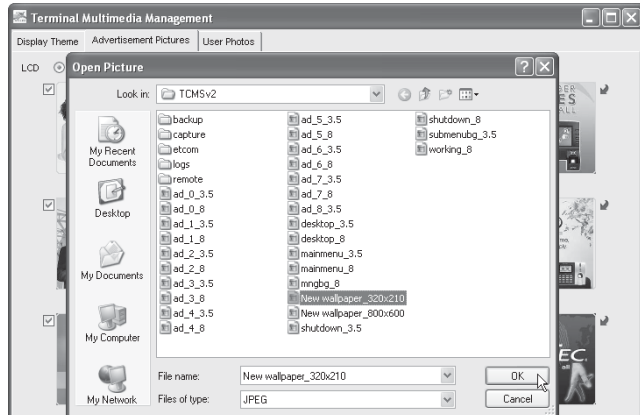
Select the picture and click "OK" to add the picture.

STEP 5
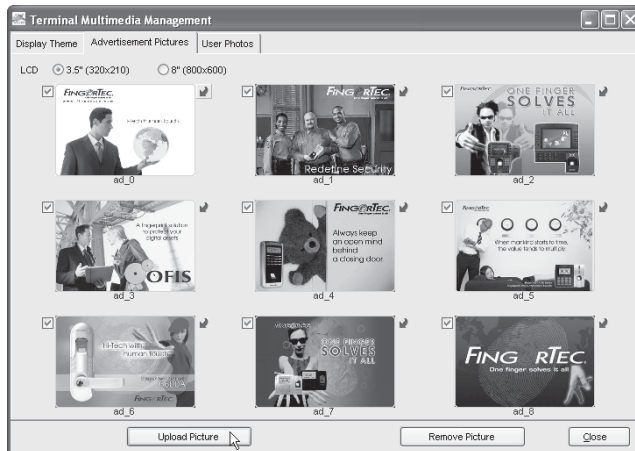
The new picture is inserted to replace the old picture.

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 [icon] to select Terminal Multimedia Management.

STEP 2
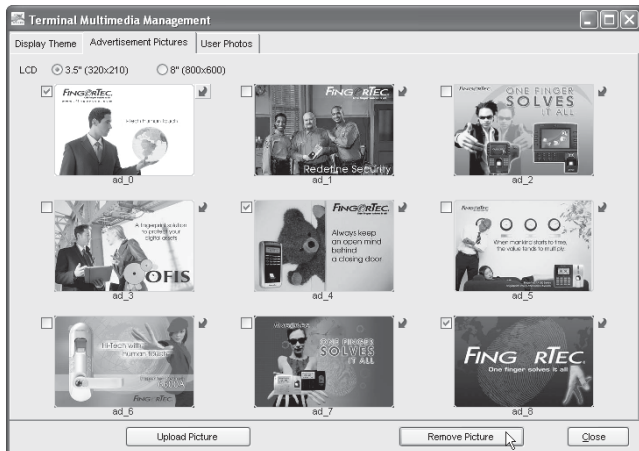
Click to select the display area of terminal. Select and delete the pictures. Click "Remove Picture" to delete from terminal.

STEP 3
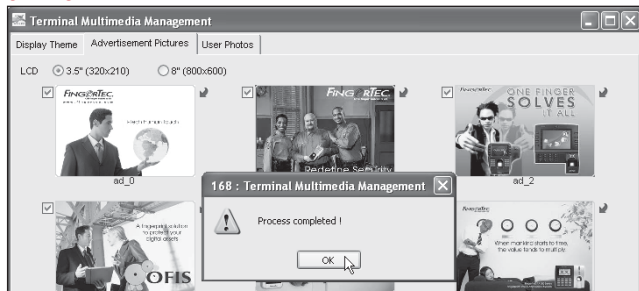
Click "OK" to end the process. Click "Close" to close the page.

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
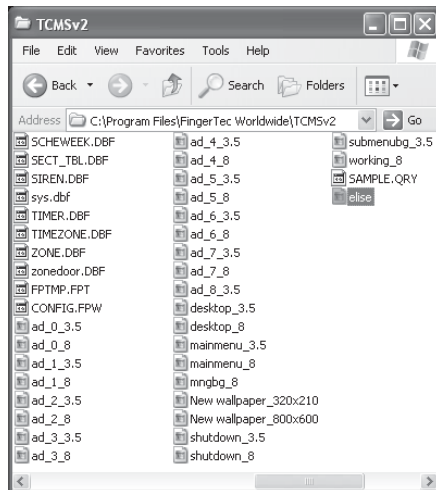
Prepare the picture in correct size and save them into the TCMS v2 folder (example C:\Program Files\FingerTec\TCMS v2\). You have the option to save the pictures in other location, so that you can browse them easily.

STEP 2 Click to select Terminal Multimedia Management.

STEP 3
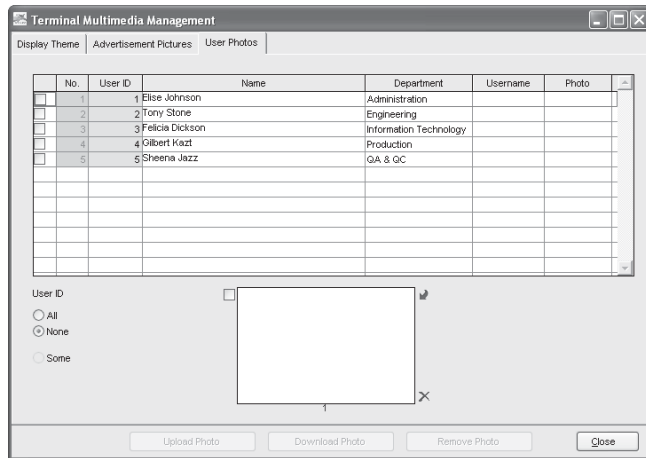
Click "User Photos" to turn to the new page.

STEP 4

Check the user ID to upload with photo. Check the photo column.

Click to browse for the user photo to upload.
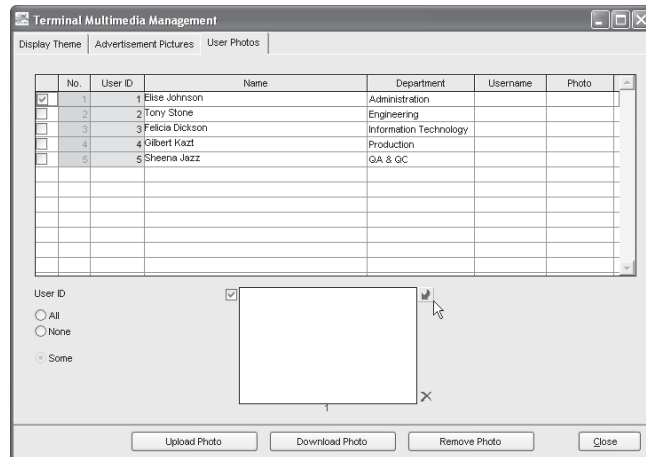
STEP 5
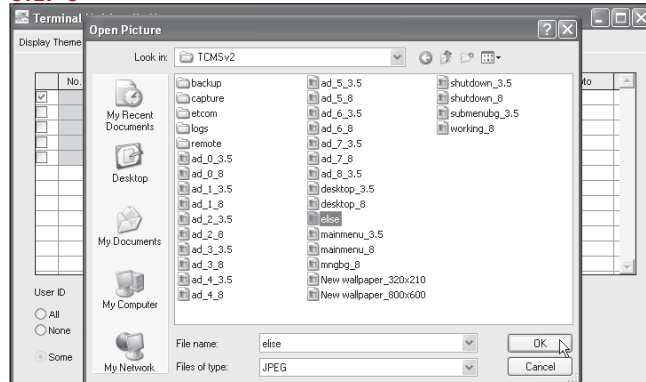
Select the picture and click "OK".

STEP 6
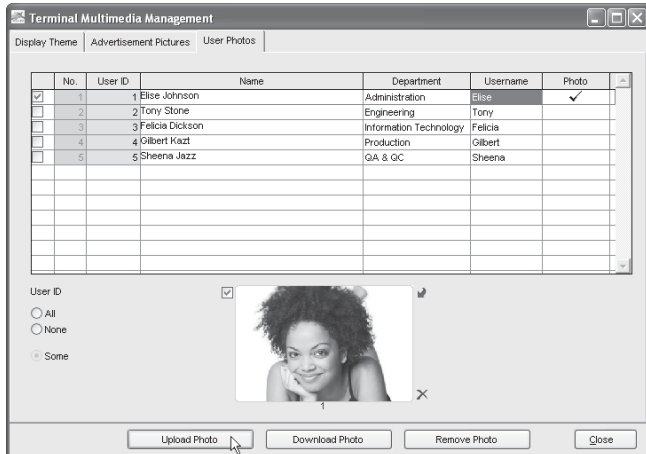
The photo is displayed under the user ID column, and with a check in Photo column. Click "Upload Photo" to upload photo to the terminal.

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.
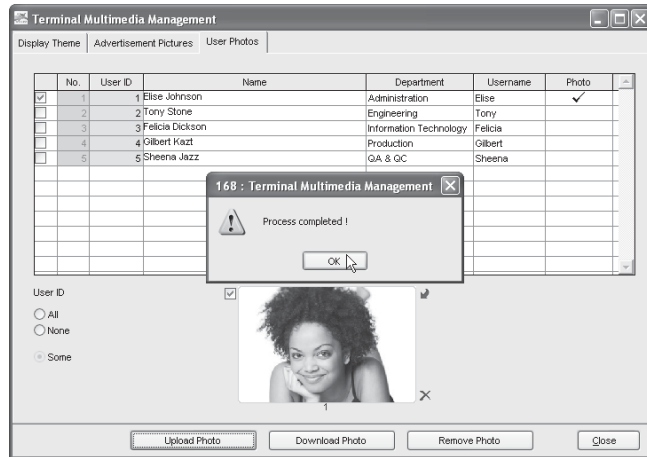
TO DOWNLOAD PHOTO FROM TERMINAL

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 [icon] to select Terminal Multimedia Management.

STEP 2
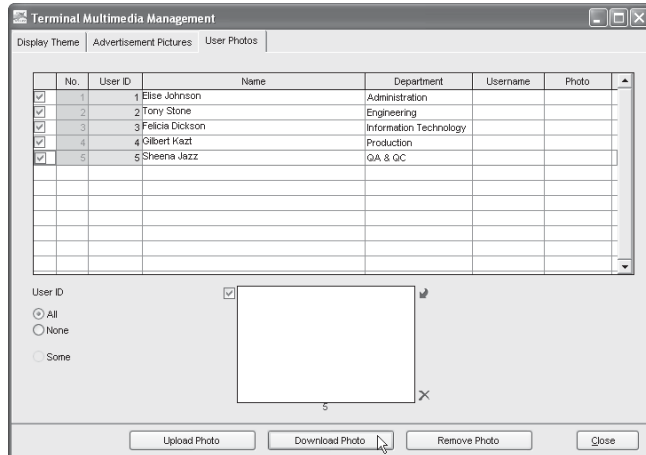
Click "User Photos". Check to select the user ID of the users to download. Or you can check "All" to download photo of all users stored in the terminal.

Click "Download Photo" to continue.

STEP 3
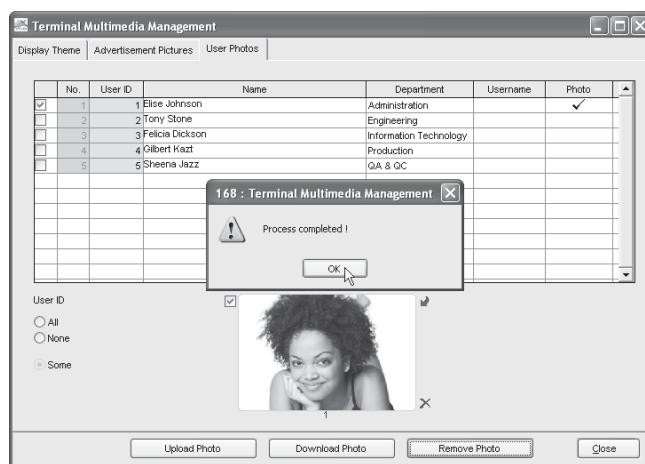
User photos are downloaded. Click "OK" to end the process.

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 to select Terminal Multimedia Management.

STEP 2
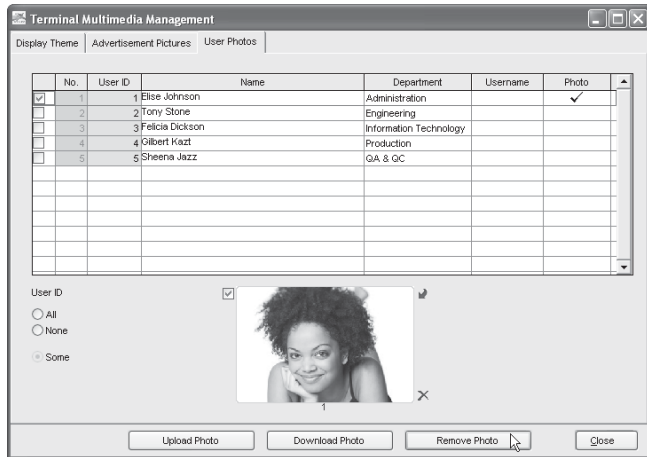
Click "User Photos". Select the User ID to delete the photo.

Click "Remove Photo" to start.

STEP 3
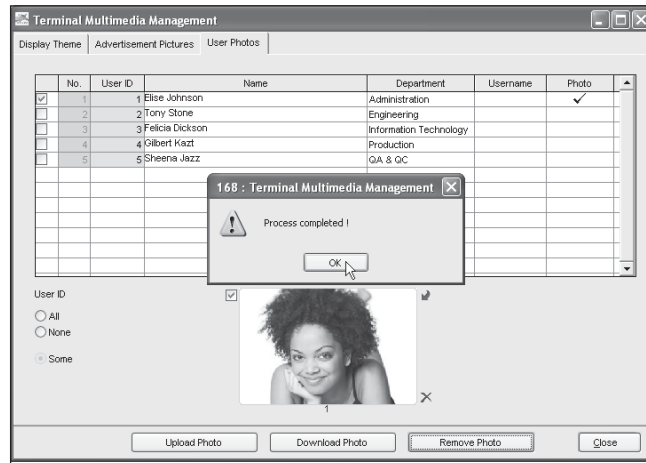
Click "OK" when the process is completed. The photos are deleted from the terminal, but remain in the software.

STEP 4
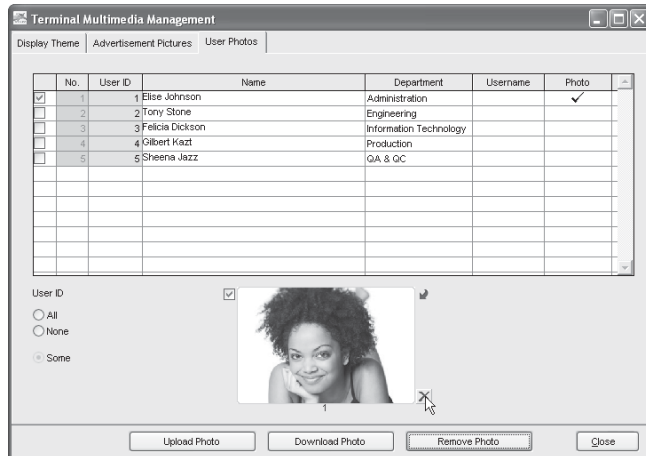
If you want to delete the photo from the software, click the "x" button at the bottom of photo.

STEP 5
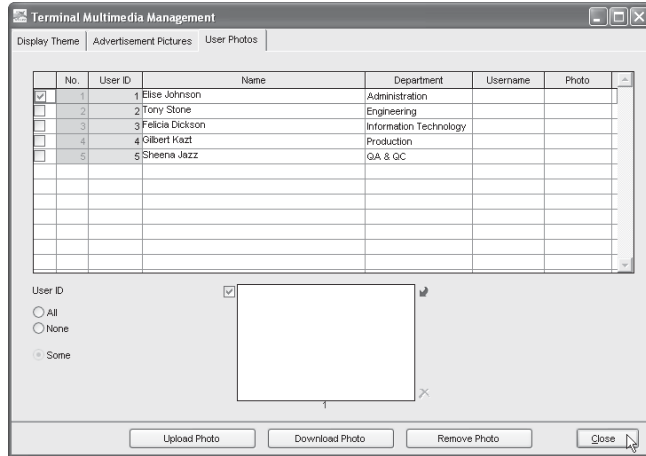
The photo is deleted from the software. Click "Close" to save settings.

ATTENDANCE SHEET

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

E-TIME CARD

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

Electronic Time Card
Elise Johnson

1   ✓=Excused   Administration

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	1											
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:02	12:15	13:40	19:04			7.33	1.04	0.27		
04/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:23	18:22			7.54	0.22	0.06		
05/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33			8.00	1.33			
06/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54			7.54		0.06		
07/02/2009	Saturday	RESTDAY	1											
08/02/2009	Sunday	RESTDAY	1											
09/02/2009	Monday	WORKDAY	1	08:42	12:35	13:24	19:15			8.00	1.15			
10/02/2009	Tuesday	WORKDAY	1	08:55	12:36	13:45	18:29			7.45	0.29	0.15		
11/02/2009	Wednesday	WORKDAY	1	08:34	12:38	13:25	18:27			8.00	0.27			
12/02/2009	Thursday	WORKDAY	1	09:01	12:37	13:29	19:32			7.59	1.32	0.01		
13/02/2009	Friday	WORKDAY	1	08:41	12:36	13:30	17:59			7.59		0.01		
14/02/2009	Saturday	RESTDAY	1											
15/02/2009	Sunday	RESTDAY	1											
16/02/2009	Monday	WORKDAY	1	08:49	12:20	13:26	18:15			7.58	0.15	0.02		
17/02/2009	Tuesday	WORKDAY	1	08:59	12:32	13:24	20:11			8.00	2.11			
18/02/2009	Wednesday	WORKDAY	1	09:00	12:31	13:34	18:12			7.56	0.12	0.04		
19/02/2009	Thursday	WORKDAY	1	08:44	12:30	13:25	18:32			8.00	0.32			
20/02/2009	Friday	WORKDAY	1	08:39	12:22	13:26	18:02			7.52	0.02	0.08		
21/02/2009	Saturday	RESTDAY	1					09:30	15:22		5.52			
22/02/2009	Sunday	RESTDAY	1											
23/02/2009	Monday	WORKDAY	1	08:51	12:32	13:22	18:29			8.00	0.29			
24/02/2009	Tuesday	WORKDAY	1	08:54	12:16	13:31	18:19			7.45	0.19	0.15		
25/02/2009	Wednesday	WORKDAY	1	09:45	12:33	13:19	18:03			7.15	0.03	0.45		
26/02/2009	Thursday	WORKDAY	1	09:00	12:33	13:20	18:25			8.00	0.25			
27/02/2009	Friday	WORKDAY	1				16:30					1.30		
28/02/2009	Saturday	RESTDAY	1											

Day Type	Total Days	Present	Absent	Work	Overtime	Short	ABSENT	
WORKDAY	20	20		149.50	13.01	3.40	ANNUAL	
HOLIDAY							SICK	
RESTDAY	8	1			5.52		HOSPITAL	
OFFDAY							MATERNITY	
	28	21	0	149.50	18.53	3.40	PATERNITY	
							EMERGENCY	

ON LEAVE REPORT

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

On Leave Report
01/02/2009 - 28/02/2009

User ID	Name	Date	Weekday	Day Type	Sche	Leave Taken	
Information Technology							
1	3 Felicia Dickson	26/02/2009	Thursday	WORKDAY	-	ABSENT	1.000
							1.000

DAILY ATTENDANCE LISTING

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

FingerTec TCMS v2.2   **Daily Attendance Listing**   01/02/2009 11:43:58   Page: 1
01/02/2009
Sunday

User ID		Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken
Administration														
1	1	Elise Johnson	RESTDAY	1										
Engineering														
2	2	Tony Stone	RESTDAY	1										
Information Technology														
3	3	Felicia Dickson	RESTDAY	-										
Production														
4	4	Gilbert Kart	RESTDAY	-										
QA & QC														
5	5	Sheena Jazz	RESTDAY	-										

Day Type	Total Days	Present	Absent	Work	Overtime	Short		
WORKDAY							ABSENT	
HOLIDAY							ANNUAL	
RESTDAY	5						SICK	
OFFDAY							HOSPITAL	
							MATERNITY	
	5	0	0	0.00	0.00	0.00	PATERNITY	
							EMERGENCY	
User w/o Attendance	0							0.000

TARDINESS REPORT

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

Tardiness Report
01/02/2009 – 28/02/2009

Late-In   Early-Out   Extended Break   On Leave

01/02/2009 11:41:38   Page: 1

User ID		Name	In	Break	Resume	Out	OT	Done	Short Overtime	Leave	Remark
1	1	Elise Johnson		Department: Administration							
		03/02/2009 1	09:02 0.02	12:15 0.15	13:40 0.10	19:04			0.27 1.04		
		04/02/2009 1	08:35	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	5	4	3			3.40		
			0.48	0.45	0.30	1.37			4.18		
2	2	Tony Stone		Department: Engineering							
		03/02/2009 1	09:05 0.05	12:27 0.03	13:28	18:40			0.08 0.40		
		05/02/2009 1	09:01 0.01	12:39	13:24	19:13			0.01 1.13		
		10/02/2009 1	08:59	12:36	13:43 0.13	18:32			0.13 0.32		
		12/02/2009 1	08:29	12:37	13:47 0.17	19:11			0.17 1.11		
		18/02/2009 1	08:59	12:31	13:34 0.04	18:21			0.04 0.21		
		20/02/2009 1	08:48	12:28 0.02	13:29	18:09			0.02 0.09		
		24/02/2009 1	08:41	12:24 0.06	13:28	18:19			0.06 0.19		

OT APPROVAL WORKSHEET

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

FingerTec TCMS v2.2

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

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User ID	Name	Date	Sche	WORKDAY Overtime	Appr.	HOLIDAY Overtime	Appr.	RESTDAY Overtime	Appr.	OFFDAY Overtime	Appr.
Administration											
1	Elise Johnson	02/02/2009	1	1.51							
		03/02/2009	1	1.04							
		04/02/2009	1	0.22							
		05/02/2009	1	1.33							
		09/02/2009	1	1.15							
		10/02/2009	1	0.29							
		11/02/2009	1	0.27							
		12/02/2009	1	1.32							
		16/02/2009	1	0.15							
		17/02/2009	1	2.11							
		18/02/2009	1	0.12							
		19/02/2009	1	0.32							
		20/02/2009	1	0.02							
		21/02/2009	1					0.00 5.52			
		23/02/2009	1	0.29							
		24/02/2009	1	0.19							
		25/02/2009	1	0.03							
		26/02/2009	1	0.25							
Engineering											
2	Tony Stone	02/02/2009	1	1.51							
		03/02/2009	1	0.40							
		04/02/2009	1	0.25							
		05/02/2009	1	1.13							
		06/02/2009	1	0.16							

FingerTec World Wide

ATTENDANCE SUMMARY

Attendance Summary is a summarized report of staff attendance which comprises of overall performance in work rate, absents, leaves, late in, early out, missed punch, etc.

✓=Perfect   AB=Absent   LV=Leave Taken   LI=Late-In   EO=Early-Out   MP=Miss Punch   OT=Overtime

User ID		Name	Workrate %	✓	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
Administration																		
1	1	Elise Johnson	93.64	8			7	8	3	3.40	149.50	13.01				5.52		
			93.64	8			7	8	3	3.40	149.50	13.01	0.00	0.00	0.00	5.52	0.00	0.00
Engineering																		
2	2	Tony Stone	99.47	13			5	3		0.51	159.09	15.24				5.49		
			99.47	13			5	3		0.51	159.09	15.24	0.00	0.00	0.00	5.49	0.00	0.00
Information Technology																		
3	3	Felicia Dickson	99.16	7	1		8	4		1.12	141.48	28.25						
			99.16	7	1		8	4		1.12	141.48	28.25	0.00	0.00	0.00	0.00	0.00	0.00
Production																		
4	4	Gilbert Kazt	99.07	10			9	5		1.21	143.39	39.51						
			99.07	10			9	5		1.21	143.39	39.51	0.00	0.00	0.00	0.00	0.00	0.00
QA & QC																		
5	5	Sheena Jazz	98.99	9			10	4		1.28	143.32	42.04						
			98.99	9			10	4		1.28	143.32	42.04	0.00	0.00	0.00	0.00	0.00	0.00
Total			98.06	47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00 0.00

GROSS WAGES REPORT

Gross Wages Report is the gross calculation of worked hours of all staff based on their rate per hour for a specified period.

User ID	Name	Rate/Hr	WORKDAY x 100%	OT x 100%	HOLIDAY x 100%	OT x 100%	RESTDAY x 100%	OT x 100%	OFFDAY x 100%	OT x 100%
Administration										
1	1		149.83	13.02				5.87		
	Elise Johnson	$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			149.83	13.02				5.87		
		$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering										
2	2		159.15	15.40				5.82		
	Tony Stone	$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			159.15	15.40				5.82		
		$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology										
3	3		141.80	28.42						
	Felicia Dickson	$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			141.80	28.42						
		$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Production										
4	4		143.65	39.85						
	Gilbert Kazt	$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			143.65	39.85						
		$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
QA & QC										
5	5		143.53	42.07						
	Sheena Jazz	$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			143.53	42.07						
		$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	$ 0.00	737.96	138.76				11.69		
			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.

W=WORKDAY   H=HOLIDAY   R=RESTDAY   O=OFFDAY   0-999:Schedule

Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2009	2	R	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	W	R				
		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				

DAY BY DAY ANALYSIS

Day by Day Analysis is a report of attendance summarized daily in terms of overall performance and number of absents, leaves, late in, early put, missed punch, etc.

√=Perfect   AB=Absent   LV=Leave Taken   LI=Late-In   EO=Early-Out   MP=Miss Punch   OT=Overtime

Date	Weekday	Workrate %	√	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
01/02/2009	Sunday																
02/02/2009	Monday	100.00	5							40.00	10.19						
03/02/2009	Tuesday	97.94	1			5	2		0.42	33.18	5.35						
04/02/2009	Wednesday	99.43	2			1	2		0.14	39.46	15.15						
05/02/2009	Thursday	99.45	2			5			0.13	39.47	5.31						
06/02/2009	Friday	98.80	2			1	2		0.29	39.31	2.28						
07/02/2009	Saturday																
08/02/2009	Sunday																
09/02/2009	Monday	99.93	4				1		0.02	39.58	11.28						
10/02/2009	Tuesday	98.63	1			4			0.33	39.27	3.03						
11/02/2009	Wednesday	99.79	4			1			0.04	33.56	3.09						
12/02/2009	Thursday	99.13	2			3	1		0.21	39.39	11.28						
13/02/2009	Friday	99.13	2			2	1		0.21	39.39	3.28						
14/02/2009	Saturday																
15/02/2009	Sunday																
16/02/2009	Monday	99.06	2			2	1		0.19	33.41	4.17						
17/02/2009	Tuesday	99.00	3			2	1		0.22	36.38	14.18						
18/02/2009	Wednesday	99.50	1			3	1		0.12	39.48	2.15						
19/02/2009	Thursday	99.45	2			2	2		0.13	39.47	20.51						
20/02/2009	Friday	99.42	2			1	2		0.11	30.49	3.26						
21/02/2009	Saturday														11.41		
22/02/2009	Sunday																
23/02/2009	Monday	98.08	3				2		0.46	39.14	3.44						
24/02/2009	Tuesday	98.93	2			2	2		0.26	39.34	1.05						
25/02/2009	Wednesday	96.38	1			4	2		1.27	38.33	3.33						
26/02/2009	Thursday	100.00	4	1						32.00	1.57						
27/02/2009	Friday	73.81	2			1	2	3	1.37	22.53	11.35						
28/02/2009	Saturday																
Total		97.79	47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00

MONTH BY MONTH ANALYSIS

Month by Month Analysis is a report of attendance summarized by month in terms overall performance and number of absents, leaves, late in, early put, missed punch, etc.

√=Perfect   AB=Absent   LV=Leave Taken   LI=Late-In   EO=Early-Out   MP=Miss Punch   OT=Overtime

Month	Head Count	Workrate %	√	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
02/2009	5	98.00	47	1		39	24	3	8.32	737.58	138.45				11.41		
Total		98.00	47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00

CORRECTION REPORT

Correction Report is a report to indicate if there is any outstanding clocking activity for administrative personnel to take corrective measures.

FingerTec TCMS v2.2   **Correction Report**   01/02/2009 11:41:10   Page: 1
01/02/2009 - 28/02/2009

User ID		Name	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	1	Elise Johnson	Department: Administration										
		27/02/2009 1				16:30					1.30		
2	3	Felicia Dickson	Department: Information Technology										
		26/02/2009 -										ABSENT	

STAFF MOVEMENT ANALYSIS

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

FingerTec TCMS v2.2   **Staff Movement Analysis**   01/02/2009 11:47:17   Page: 2
-

User ID	Date			Transaction		
2 1	02/02/2009	08:59	12:34	13:15	19:51	
Elise Johnson		2 00	2 00	2 00	2 00	
	03/02/2009	09:02	12:15	13:40	19:04	
		2 00	2 00	2 00	2 00	
	04/02/2009	08:35	12:24	13:23	18:22	
		2 00	2 00	2 00	2 00	
	05/02/2009	08:58	12:35	13:23	19:33	
		2 00	2 00	2 00	2 00	
	06/02/2009	08:54	12:33	13:30	17:54	
		2 00	2 00	2 00	2 00	
	09/02/2009	08:42	12:35	13:24	19:15	
		2 00	2 00	2 00	2 00	
	10/02/2009	08:55	12:36	13:45	18:29	
		2 00	2 00	2 00	2 00	
	11/02/2009	08:34	08:40	12:38	13:25	18:27
		2 00	2 00	2 00	2 00	2 00
	12/02/2009	09:01	12:37	13:29	19:32	
		2 00	2 00	2 00	2 00	
	13/02/2009	08:41	12:36	13:30	17:59	
		2 00	2 00	2 00	2 00	
	16/02/2009	08:49	12:28	13:26	18:15	
		2 00	2 00	2 00	2 00	
	17/02/2009	08:59	12:32	13:24	20:11	
		2 00	2 00	2 00	2 00	
	18/02/2009	09:00	12:31	13:34	18:12	
		2 00	2 00	2 00	2 00	
	19/02/2009	08:44	12:30	13:25	18:32	
		2 00	2 00	2 00	2 00	
	20/02/2009	08:39	12:22	13:26	18:02	
		2 00	2 00	2 00	2 00	

TERMINAL ACTIVITY REPORT

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

FingerTec World Wide

ID	Description	Date	.... Transaction ....

1 1 R2

| 12/03/2009 | 10:08 00 / 0 | 14:22 00 / 0 | 14:25 00 / 0 | 14:26 00 / 0 | 14:39 00 / 1234567 | 14:41 00 / 0 | 14:47 01 / 1234567 |

| 23/03/2009 | 15:24 00 / 99 | 15:25 00 / 99 | 15:26 00 / 99 | 15:26 00 / 99 |

| 24/03/2009 | 11:18 00 / 6 | 11:22 07 / 6 | 11:24 00 / 6 |

00: 12   01: 1   07: 1

2 2 Q2i

| 17/10/2008 | 11:16 -1 / 1888 | 11:16 -1 / 2888 | 11:18 -1 / 1888 | 11:19 -1 / 1888 | 11:21 -1 / 1888 | 11:25 -1 / 1888 | 11:25 -1 / 1888 | 11:25 -1 / 1888 | 11:28 -1 / 1555 | 11:31 -1 / 1888 |

| | 11:31 -1 / 1888 | 11:32 -1 / 1888 | 11:32 -1 / 1888 | 11:41 -1 / 1555 | 14:27 20 / 1555 | 14:27 20 / 1555 | 14:28 21 / 1555 | 14:41 20 / 1555 | 14:58 20 / 2888 | 15:02 -1 / 2888 |

| | 15:03 -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 |

| | 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 |

| | 15:04 -1 / 2888 | 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 |

10: 2   12: 2   00: 7   -1: 39   20: 5   21: 1

TERMINAL TRANSACTION LISTING

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

	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