Attendance Software Manual

System Introduction

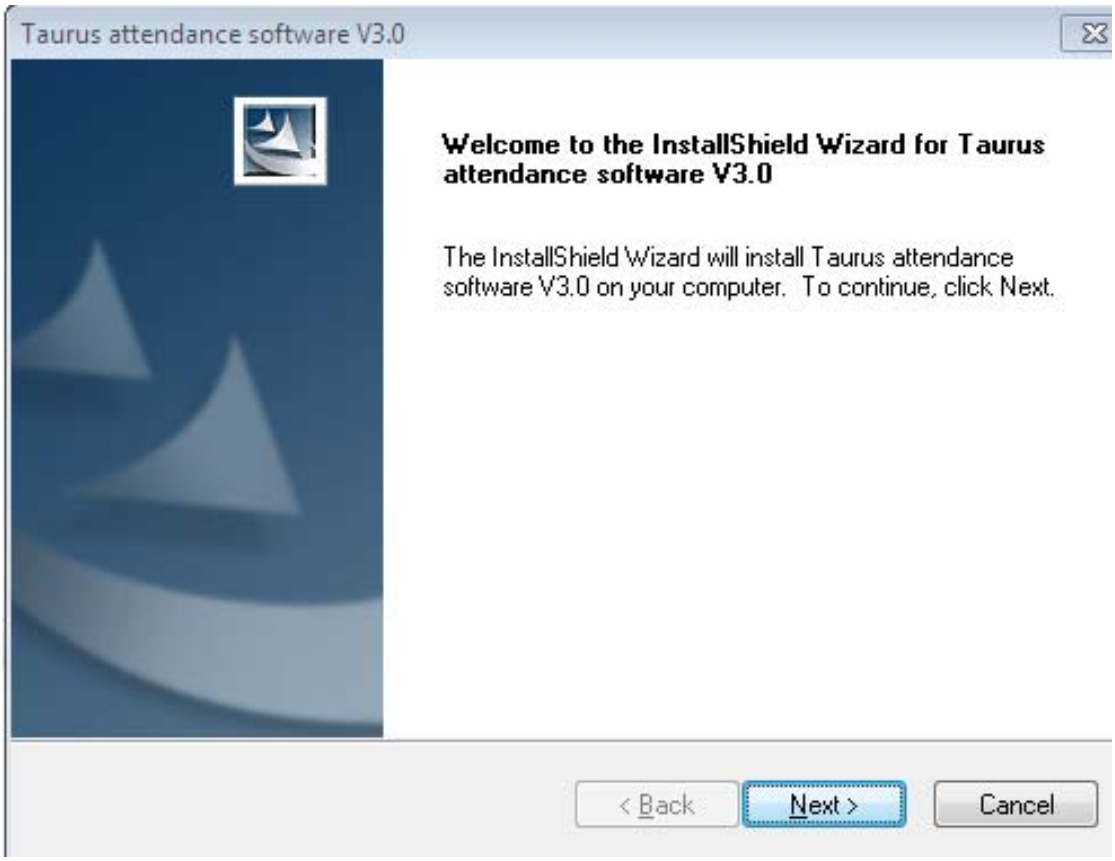
As modern enterprise division increasingly sophisticated and fierce competition. Employees' attendance has become very operose and complex; company must invest more manpower, material, resources, time and money to maintain attendance data. Companies want to find a way which is effective in the management about staff attendance. We developed a software to solve these problems. Attendance System V3.0 can solve enterprise personnel information management and staff attendance. This software supports both face and fingerprint machines. It does not only support Window XP, Window 7 and Window 8, but also can support Microsoft Office *Access* and SQL SERVER database. So this software has strong applicability and safety.

This software can communicate with face machine or fingerprint by TCP/IP or USB cable

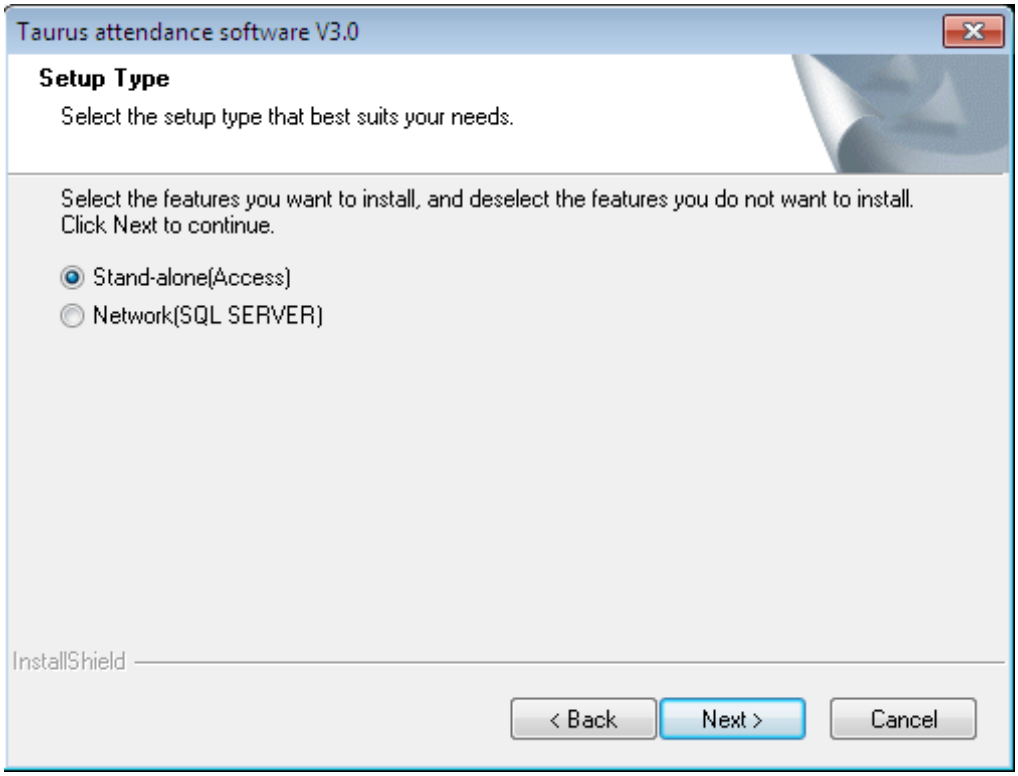
1.1. System Installation

Insert the installation CD into the CD-ROM. Please run the disc and click TaurusV3.0.exe.
Following is the welcome screen:

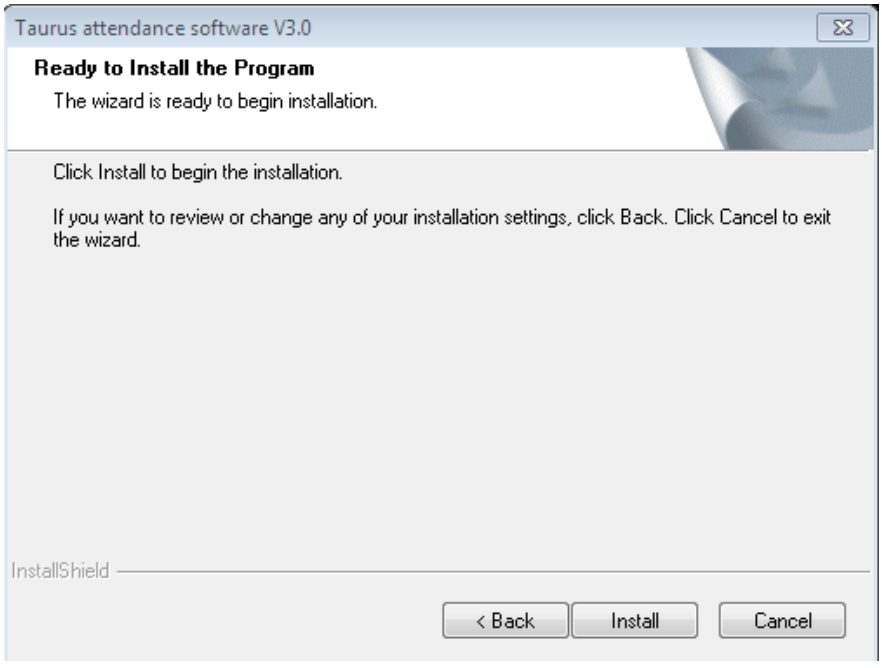
1.1.1. Click "next"



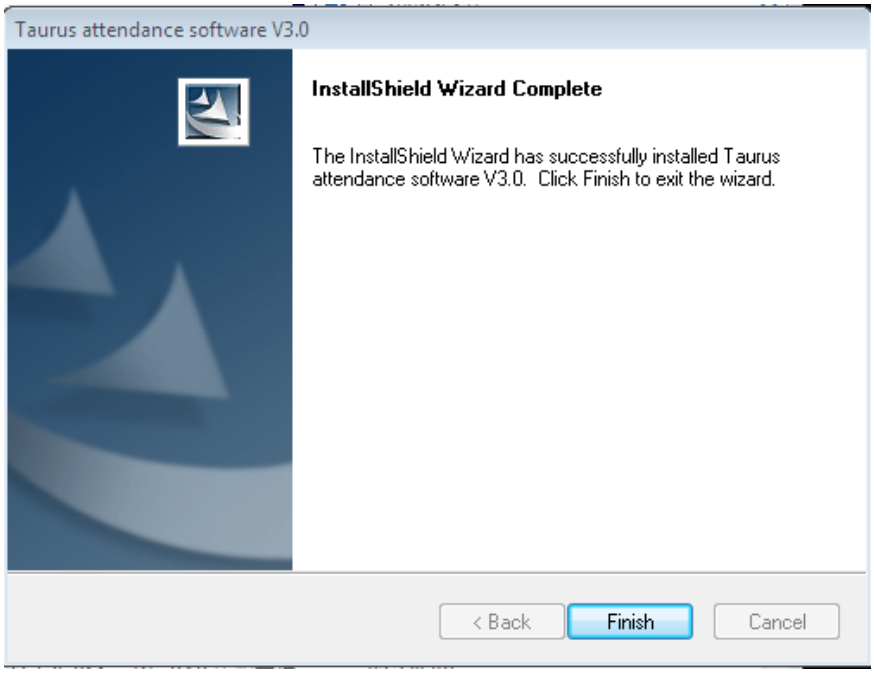
The software will be installed in drive C by default(recommended), if the user wish to change the installation path, please click " Browse…" and choose the destination folder, then click "Next".



1.1.2. Choose the database that you want to use. Then click “Next”. (Network version for SQL SERVER. Stand-alone version for Microsoft Office Access)



Click “Install”



Click “Finish” once the installation is done.

The login password is:321

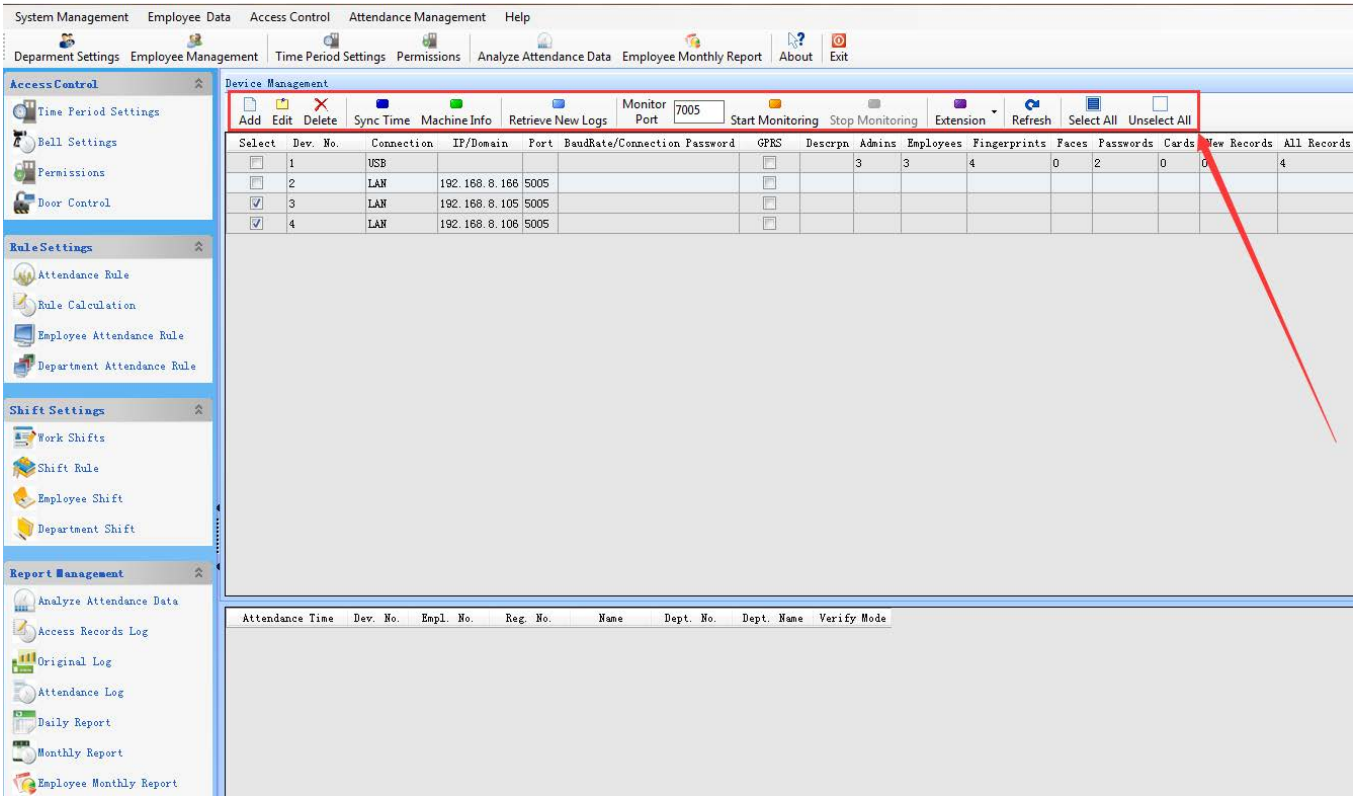
Uninstall：

a) You can uninstall the software from [Control Panel] [Add / Remove Programs].
b) By running TaurusV3.0.exe in the CD can also be uninstalled the software

2. Device Management

2.1. Management Model

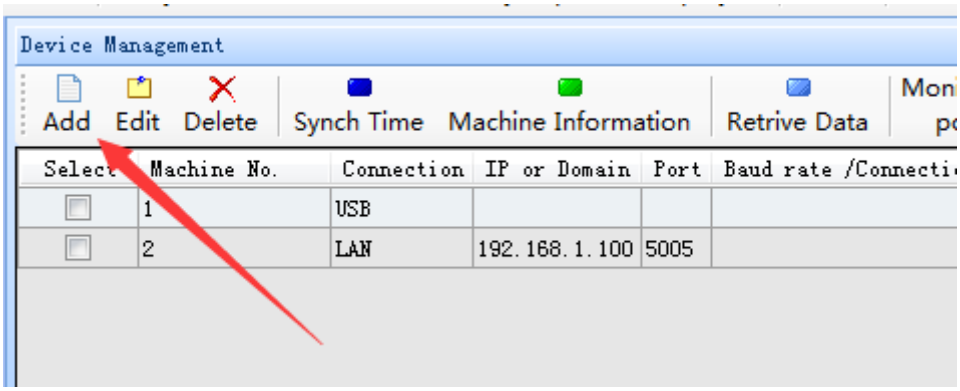
Add：Add device
Edit：Change information of device
Delete：Delete device
Synch Time：Synch time of computer with device
Machine：You can get the information of attendance, users, fingerprint, face and so on.
Retrieve data： Get all of new records in machine.
Start Monitoring：Real-time monitoring of the machine
Extension：Download, Upload from device, Read USB-Disk data.



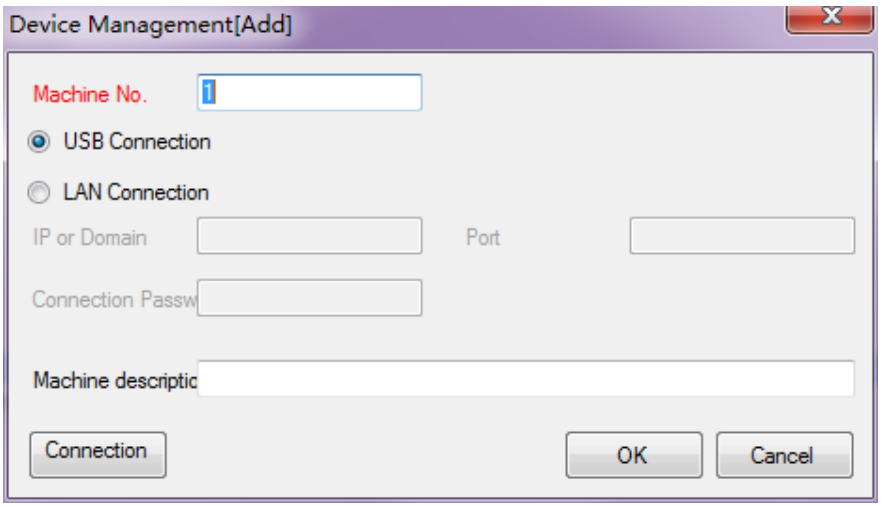
2.2. Device operation：

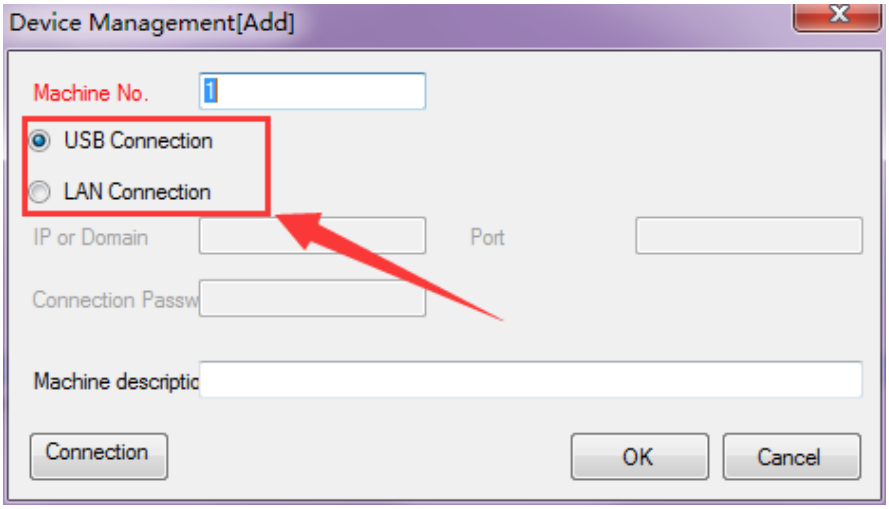
2.2.1. Add device

2.2.1.1. Click “Add” on the main panel of the software to add device.

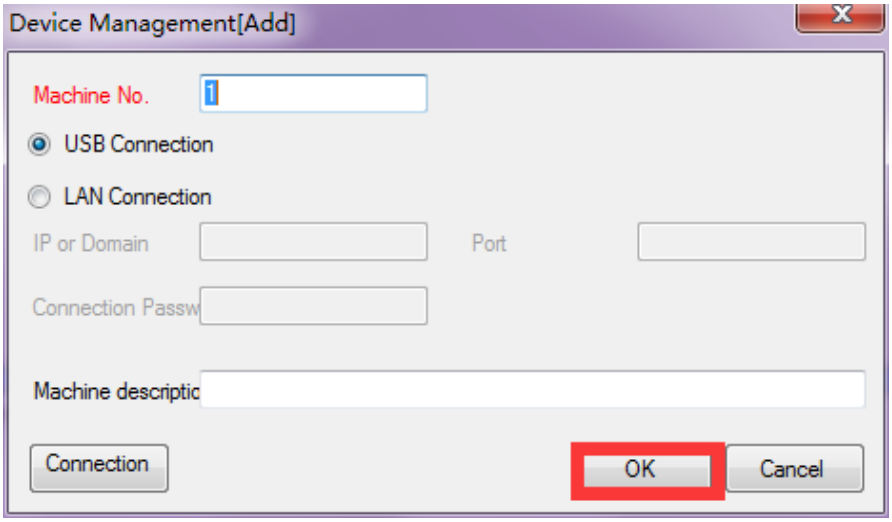


2.2.1.2. You can choose USB or LAN communication, click on " Connection" to confirm whether the machine is successfully connected



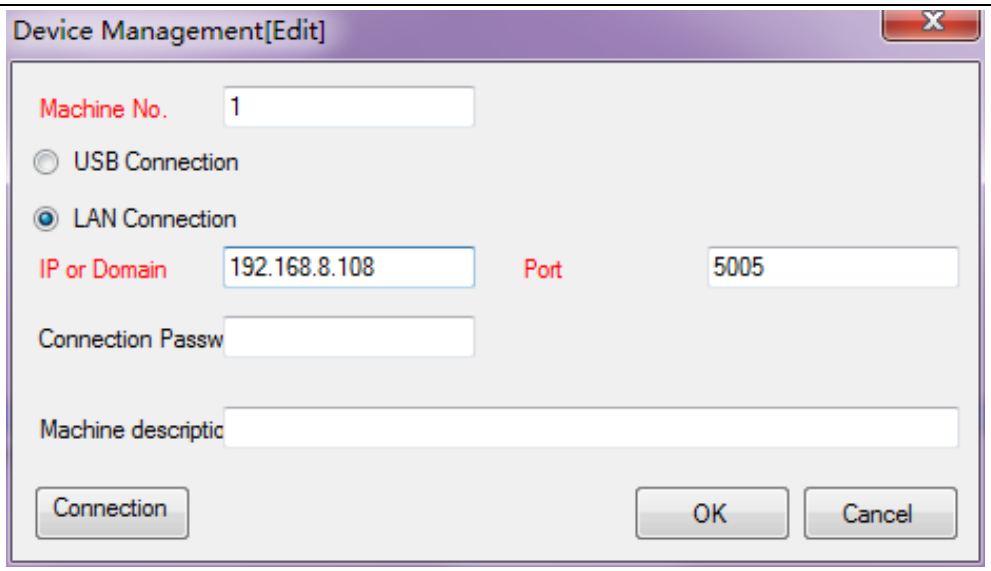


2.2.1.3. Click "OK".

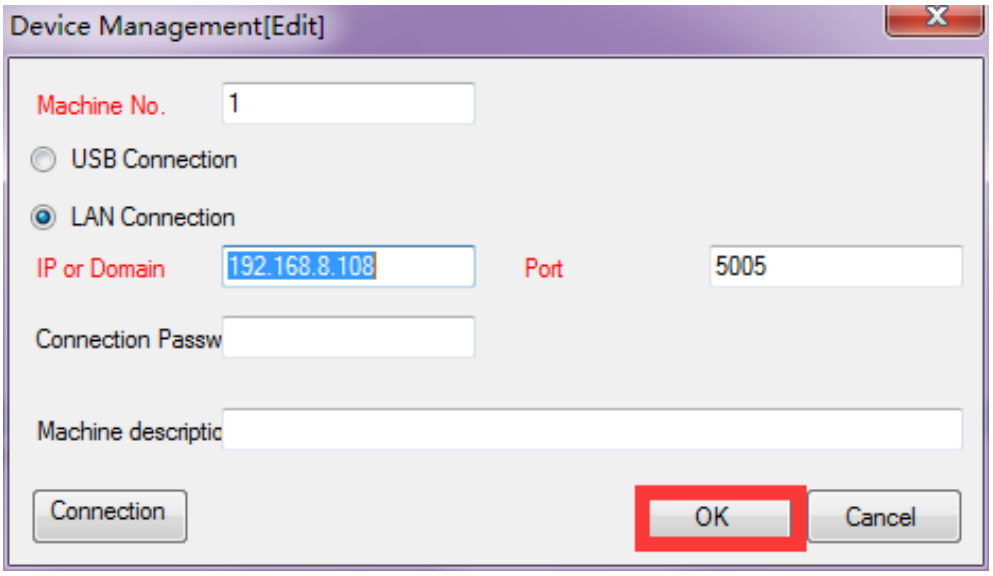


2.2.2. Edit Device

Select device you need to edit, then click “Edit”.

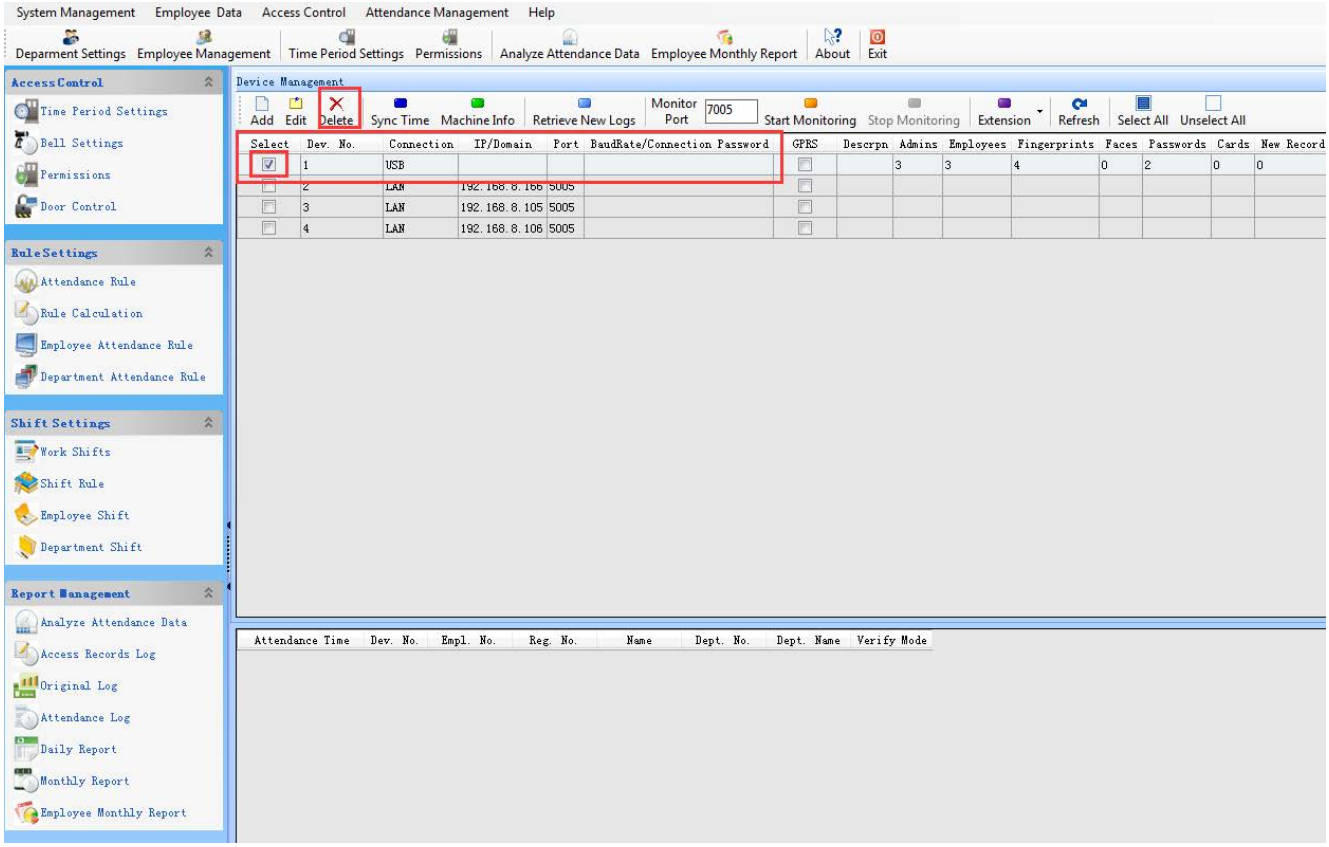


2.2.3. Edit the information, Click "OK".



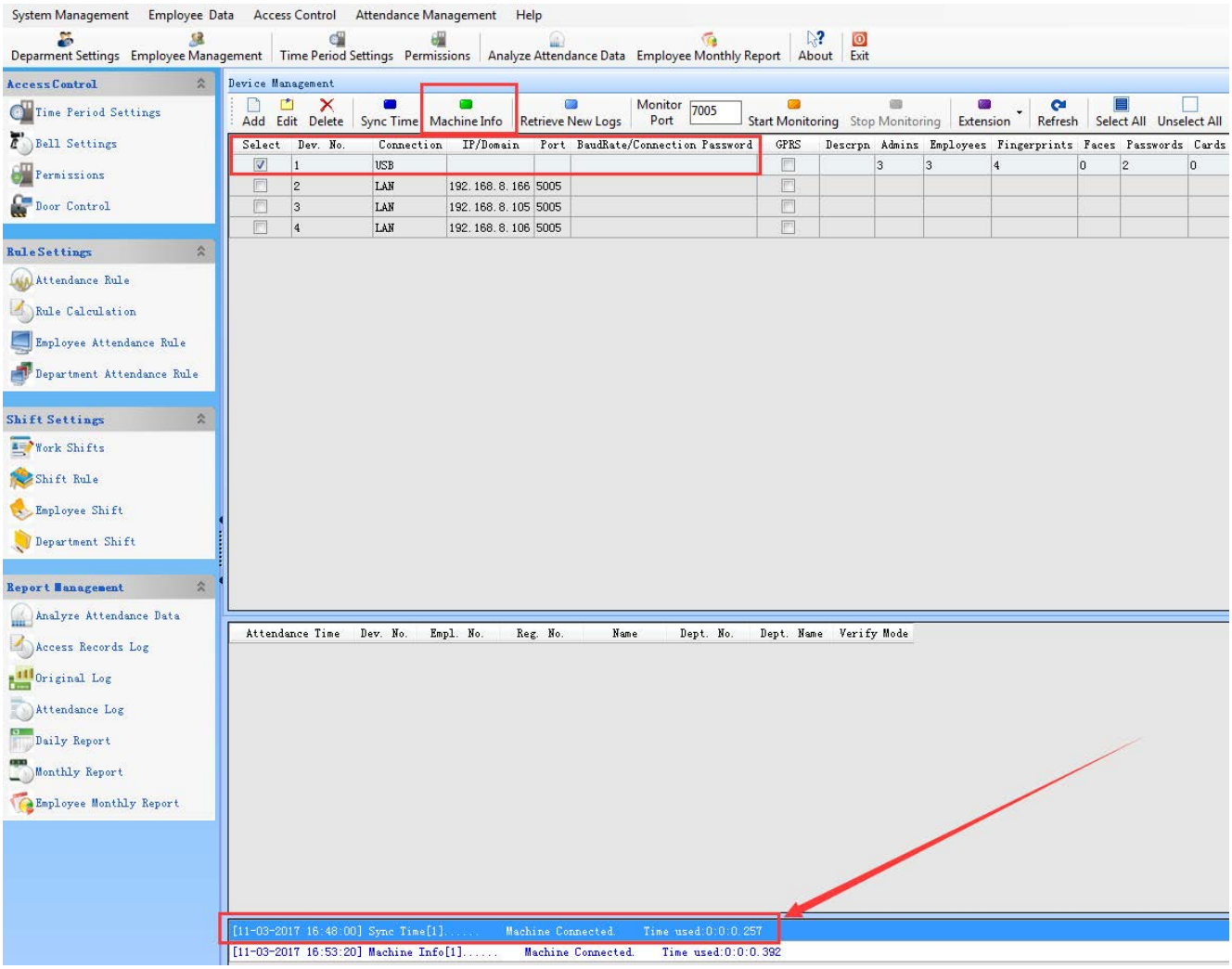
2.2.4. Delete Device

Select the device you wish to delete, click "Delete"


System Management
Employee Data
Access Control
Attendance Management
Help
Deparment Settings
Employee Management
Time Period Settings
Permissions
Analyze Attendance Data
Employee Monthly Report
About
Exit
Access Control
Time Period Settings
Bell Settings
Permissions
Door Control
Rule Settings
Attendance Rule
Rule Calculation
Employee Attendance Rule
Department Attendance Rule
Shift Settings
Work Shifts
Shift Rule
Employee Shift
Department Shift
Report Management
Analyze Attendance Data
Access Records Log
Original Log
Attendance Log
Daily Report
Monthly Report
Employee Monthly Report
Device Management
Add
Edit
Delete
Sync Time
Machine Info
Retrieve New Logs
Monitor Port
7005
Start Monitoring
Stop Monitoring
Extension
Refresh
Select All
Unselect All
Select
Dev. No.
Connection
IP/Domain
Port
BaudRate/Connection Password
GPRS
Descrpn
Admins
Employees
Fingerprints
Faces
Passwords
Cards
New Record
1
USB
3
3
4
0
2
0
0
2
LAN
192.168.8.166
5005
3
LAN
192.168.8.105
5005
4
LAN
192.168.8.106
5005
Attendance Time
Dev. No.
Empl. No.
Reg. No.
Name
Dept. No.
Dept. Name
Verify Mode

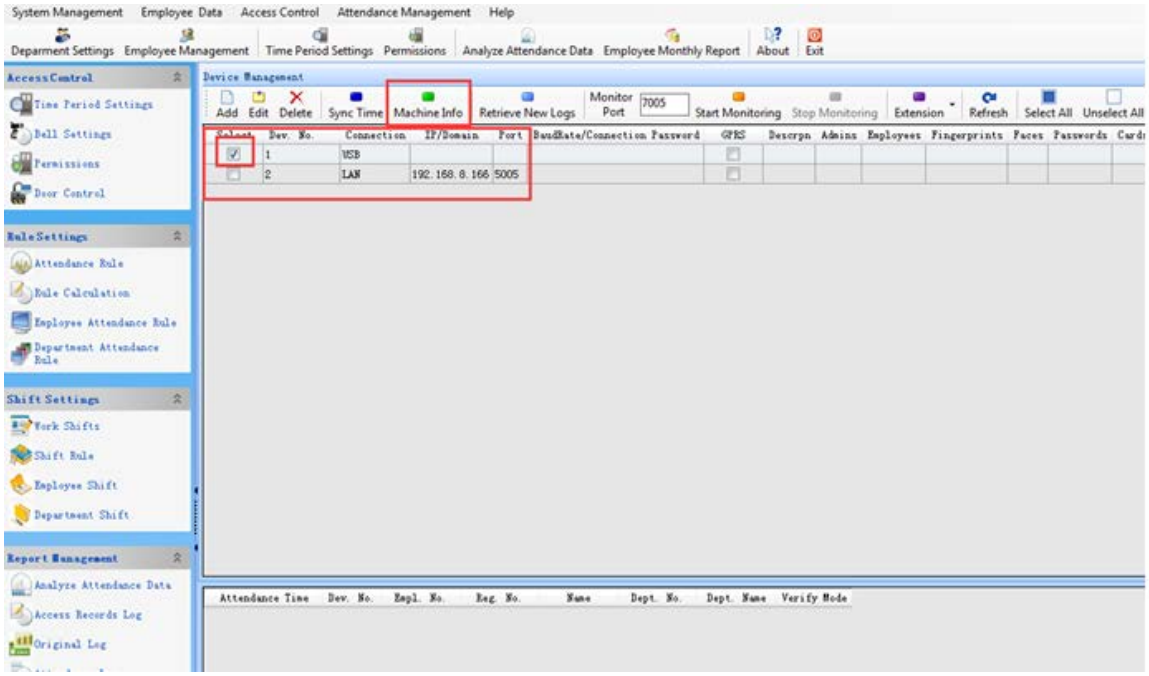
2.2.5. Synch Time

Select device, click on "Synch Time" to synch the time in your computer with the device.



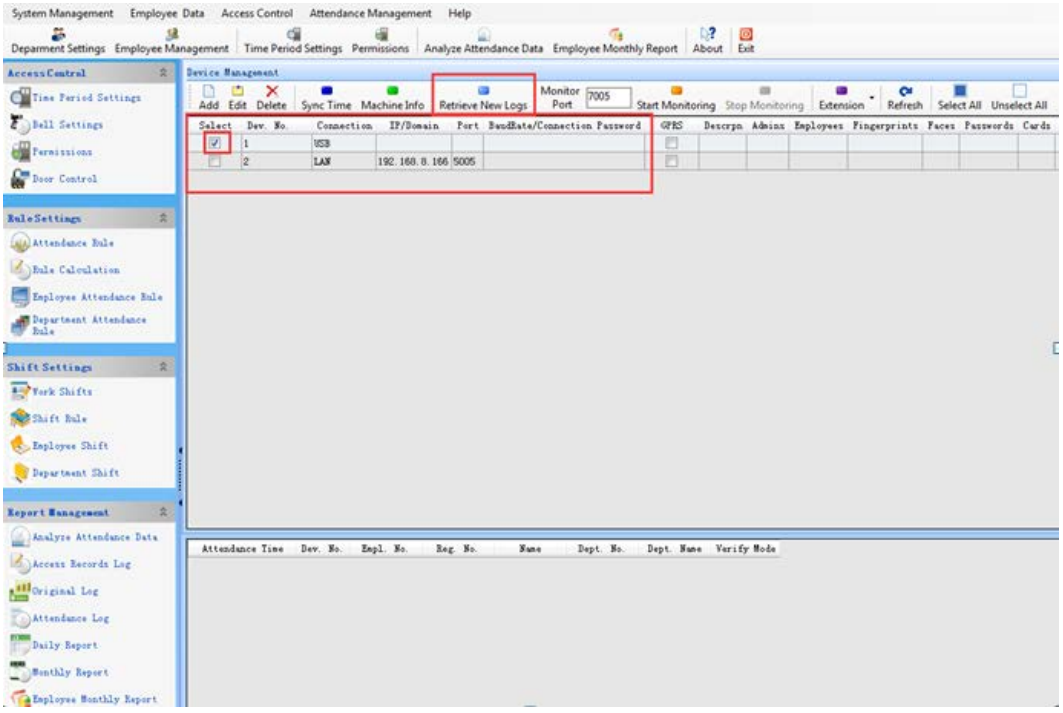
2.3. Machine Information：

Select the device, click "Machine Information", you can get the data in machine



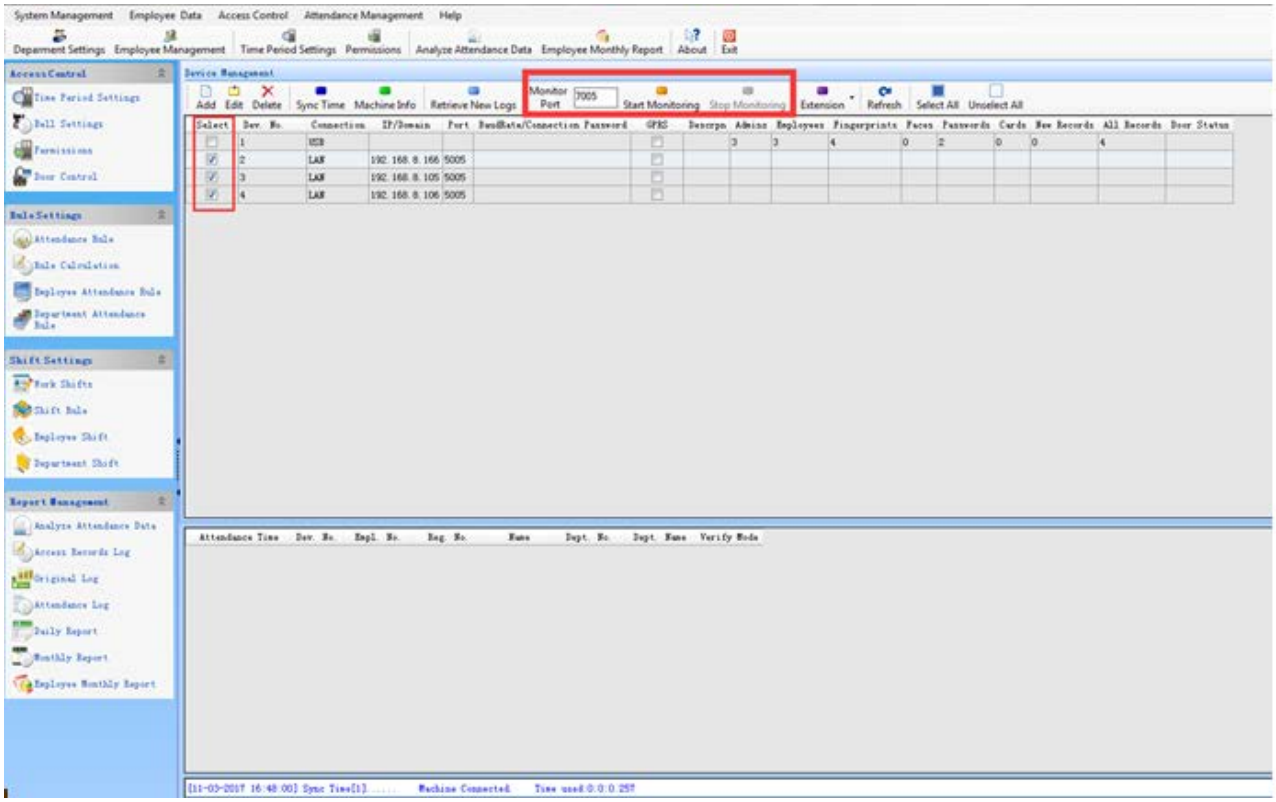
2.4. Retrieve Data

2.4.1. Select device, then click on "Retrieve Data ". The latest attendance record will be downloaded.



2.5. Start Monitoring

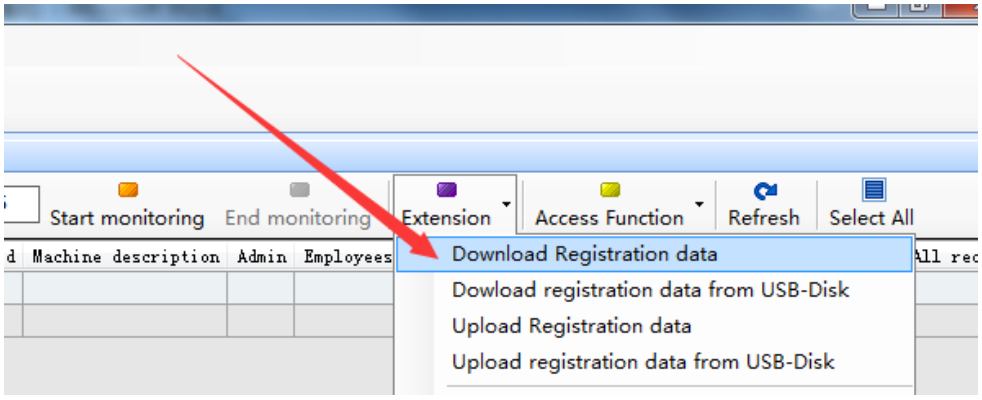
Please enter port number of device in the “Monitor port”, click on "Start monitoring" to start real-time monitoring the attendance records.



3. Extension

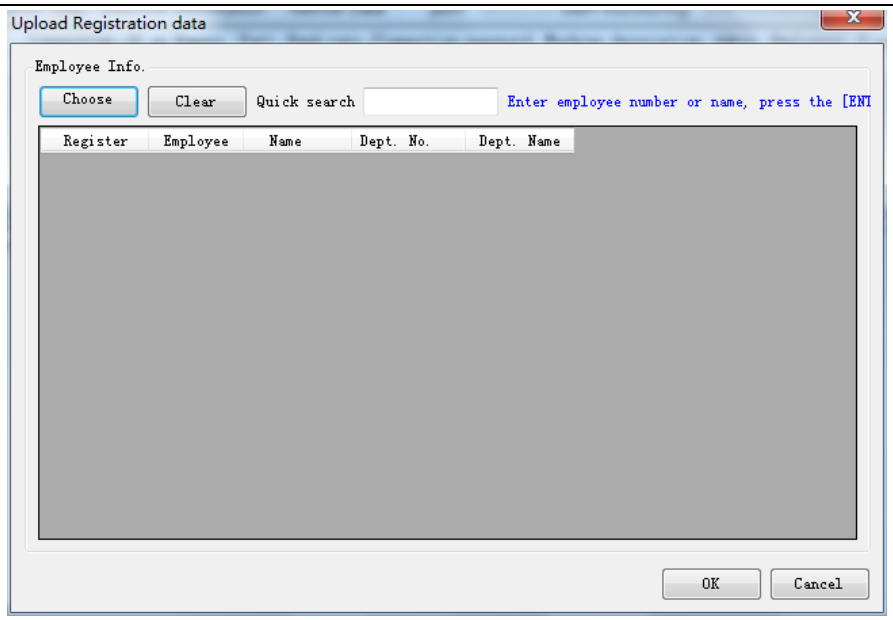
3.1. Download Registration Data

3.1.1. Extension->"Download Register Data" to can download registration data of employees from device.

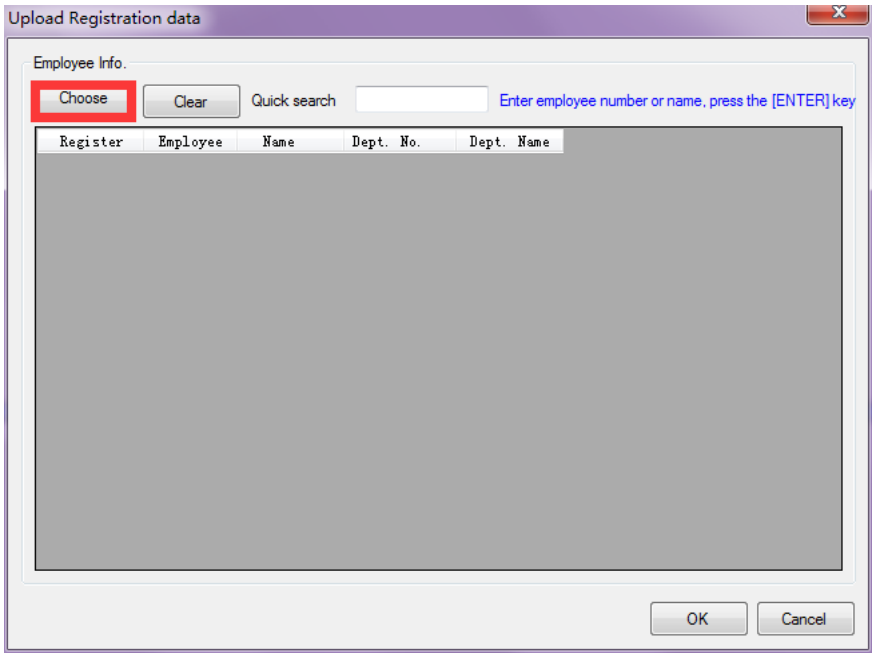


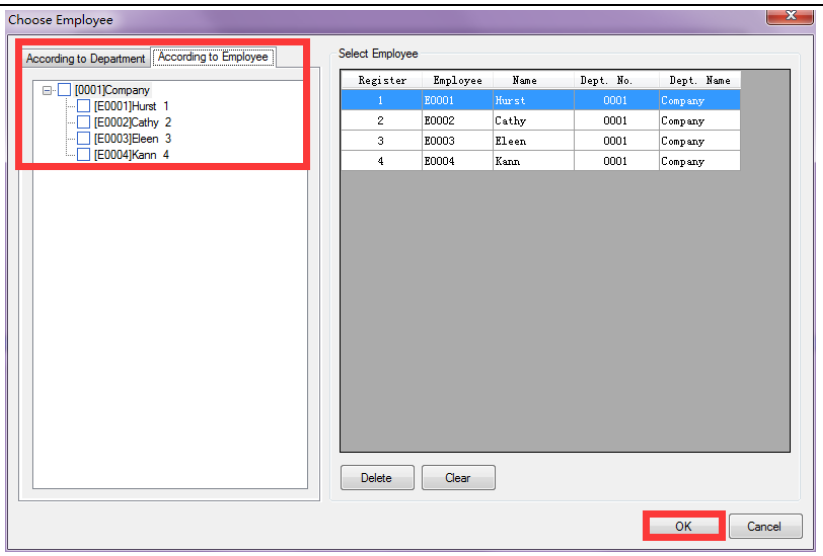
3.2. Upload Registration Data

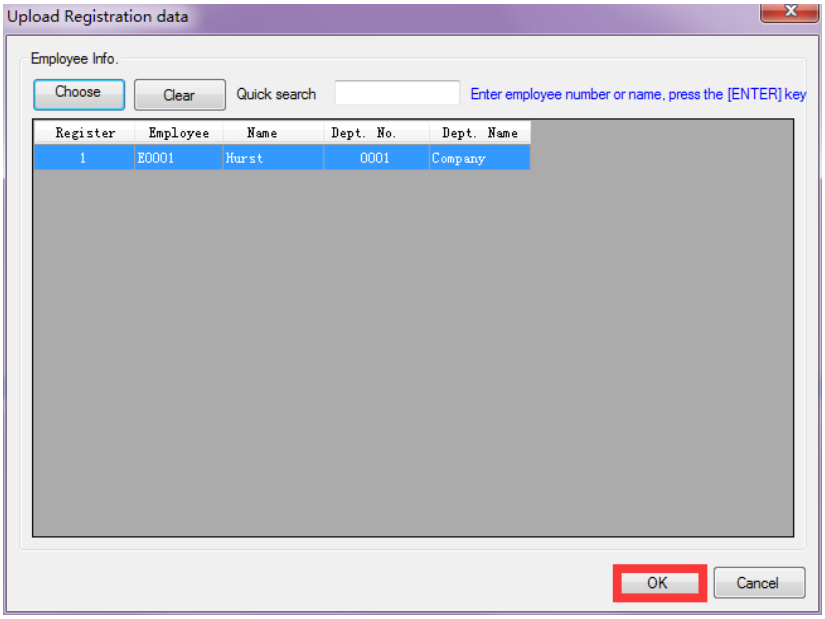
3.2.1. Extension -> "Upload Registration Data" to upload registration data of employees to device.



3.2.2. Click “Choose”, then select employees to upload.

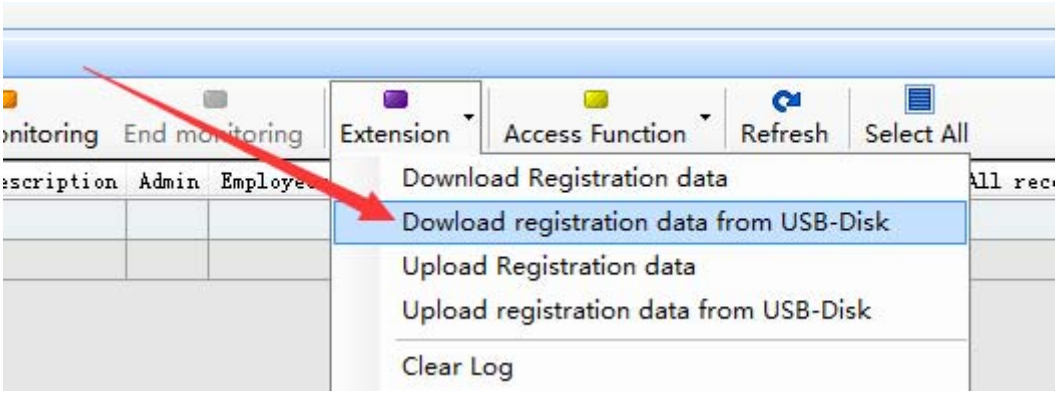




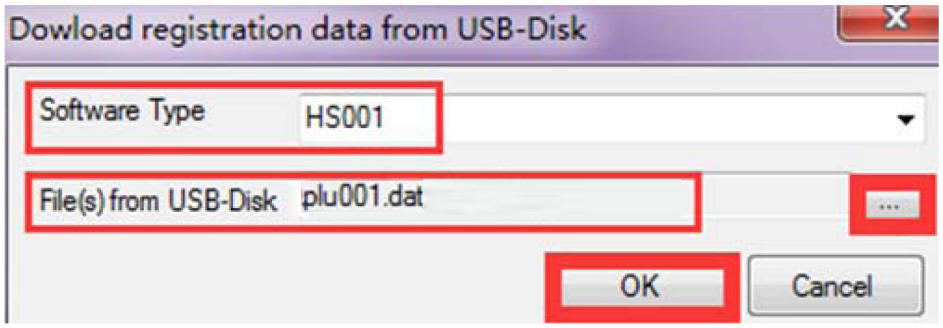


3.3. Download registration data from USB-Disk

3.3.1. Extension-> “Download registration data from USB-Disk” to download registration data of employees from USB-Disk to software, which is downloaded from device by USB-Disk



3.3.2. Select firmware version, choose employee information and data in USB-Disk.



Notice: Firmware version of fingerprint machine is HS001，
Firmware version of face machine is HS101 or HS102.

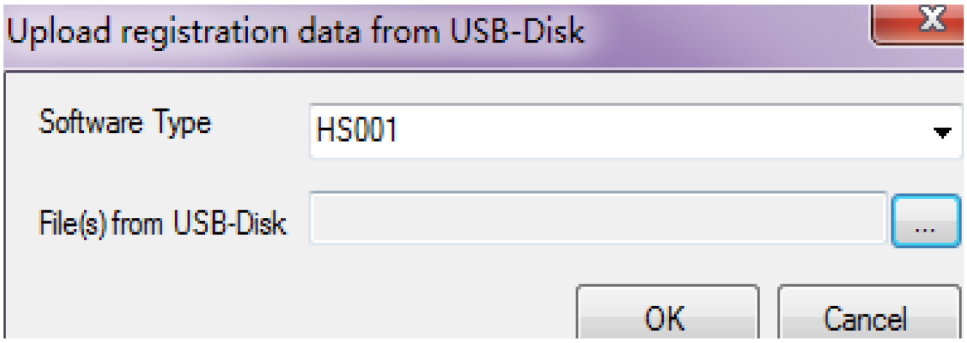
3.4. Upload Registration Data from USB-Disk

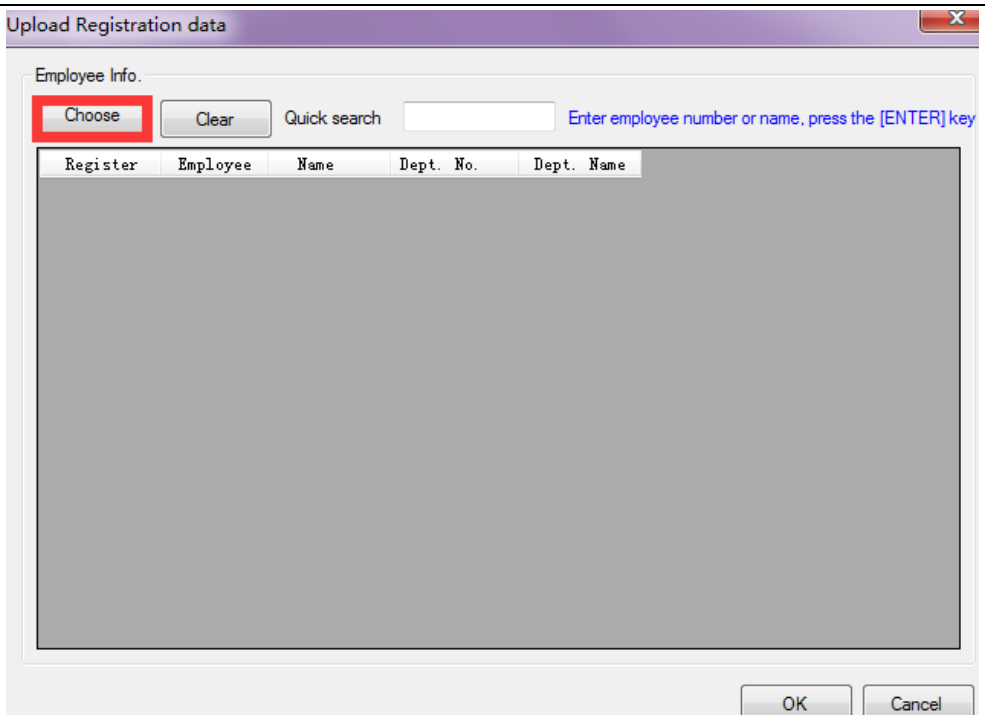
3.4.1. Extension-> “Upload Registration Data from USB-Disk” to upload registration data to device from USB-Disk.

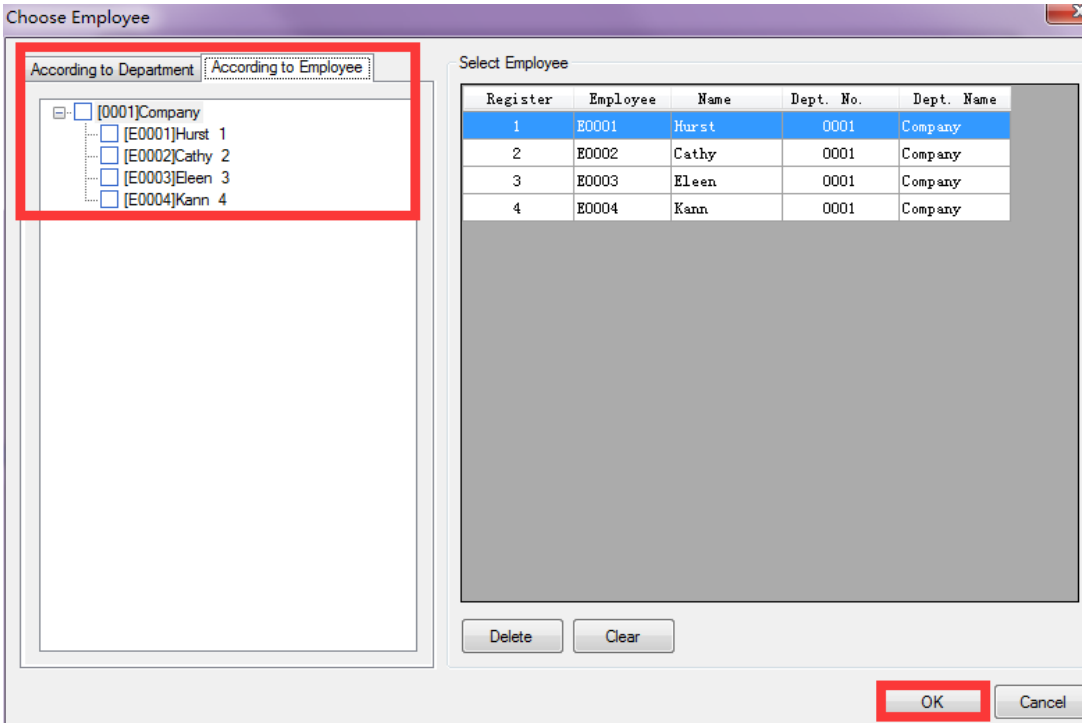
3.4.2. a) Select firmware version,

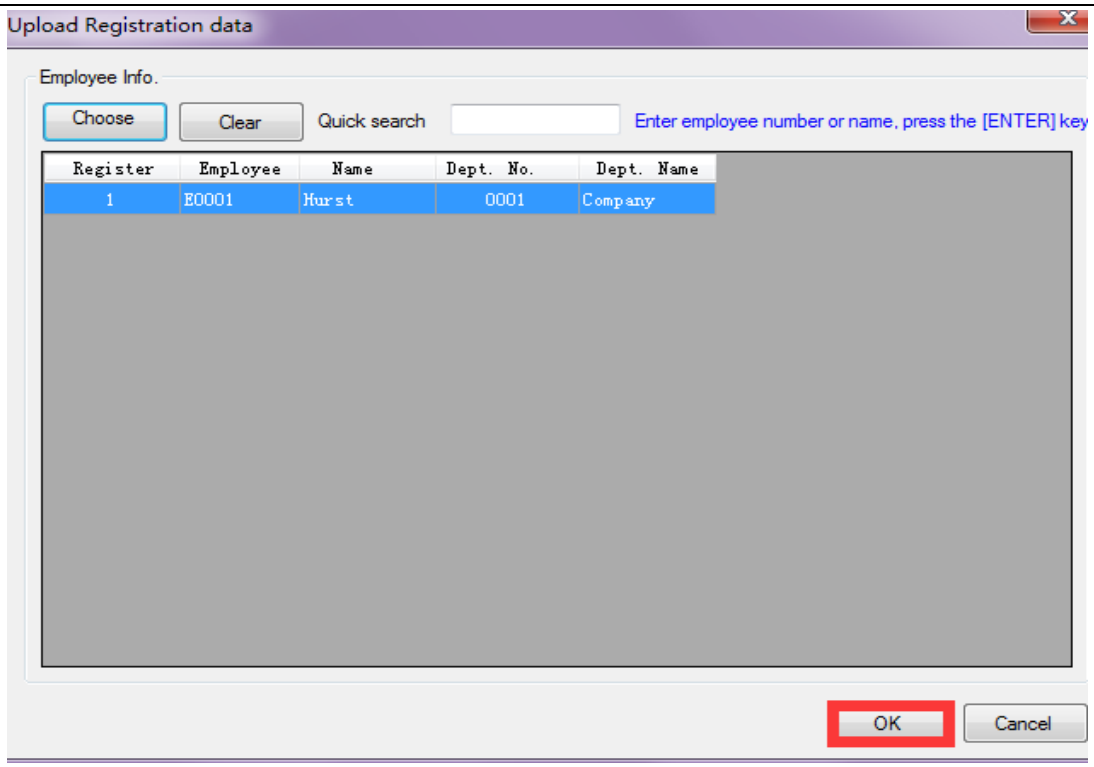
b) input file name

c) Select the desired employee to upload




Upload Registration data
Employee Info.
Choose
Clear
Quick search
Enter employee number or name, press the [ENTER] key
Register
Employee
Name
Dept. No.
Dept. Name
OK
Cancel


Choose Employee
According to Department
According to Employee
[0001]Company
[E0001]Hurst 1
[E0002]Cathy 2
[E0003]Eleen 3
[E0004]Kann 4
Select Employee
Register
Employee
Name
Dept. No.
Dept. Name
1
E0001
Hurst
0001
Company
2
E0002
Cathy
0001
Company
3
E0003
Eleen
0001
Company
4
E0004
Kann
0001
Company
Delete
Clear
OK
Cancel

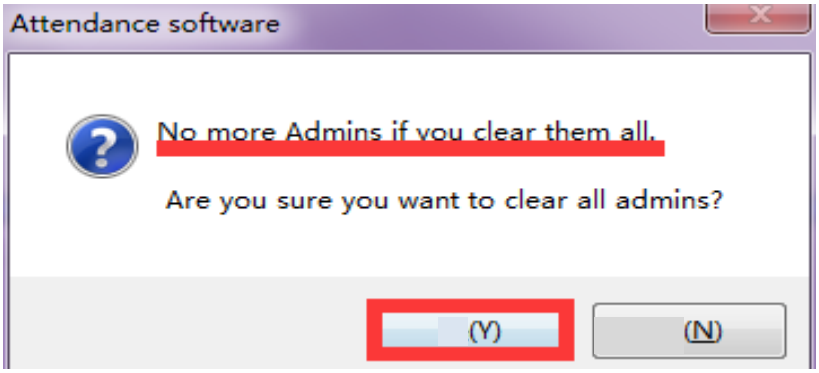


Notice: Firmware version of fingerprint machine is HS001.
Firmware version of face machine is HS101 or HS102.
File name of fingerprint machine must be “Reg”.
File name of face machine must be “plu001”.

3.5. Extension

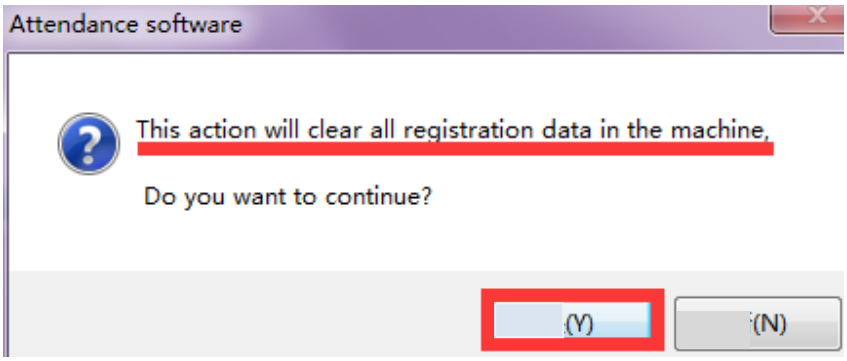
3.5.1. Clear Admin

Extension->Clear Admin



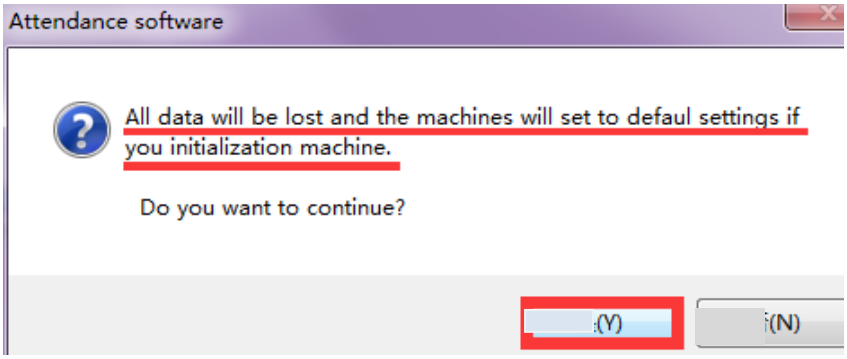
3.5.2. Clear Registration Data

Extension-> Clear Registration Data



3.5.3. Reset Device

Extension->Reset device



3.5.4. Import data from USB-Disk

Extension-> “Import data from USB-Disk” to import attendance logs from USB-disk.

3.5.5. Import text data

Extension -> “Import text data” to attendance log to software

Select the required * .txt document file attendance record import into software.

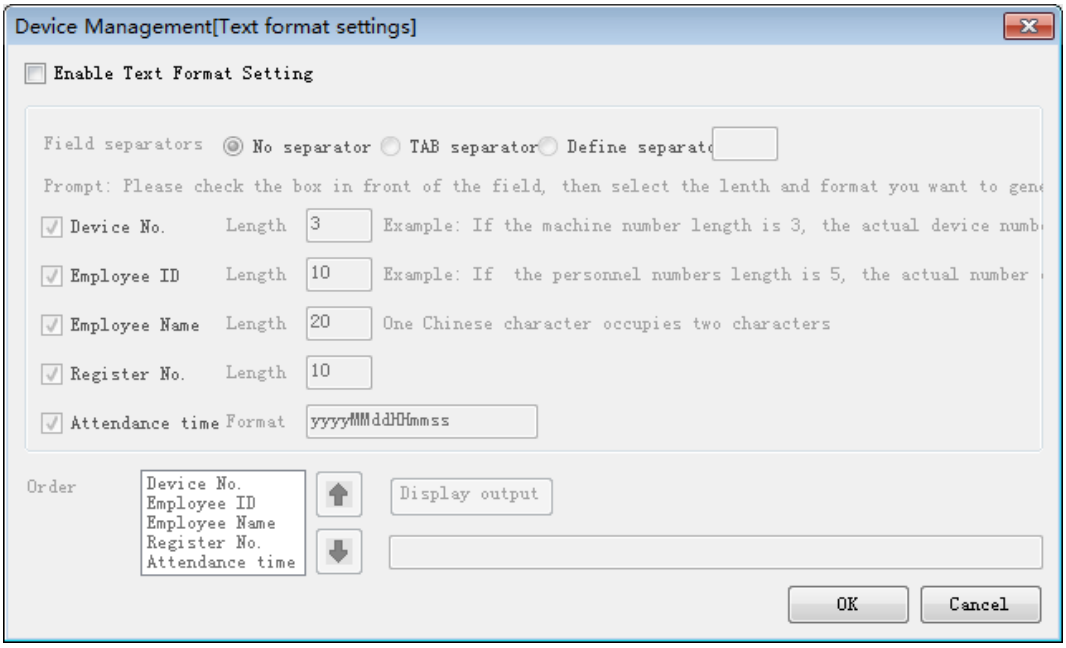
Click "Open" to start the import, waiting till import is complete

Please note:

U-disk and import data is different; the operation after the data is lost when the software crashes can be re-extracted from the data base software.

3.6. Text format setting

Extension -> “Text format setting” to set the format of file for data base



3.7. Employee data

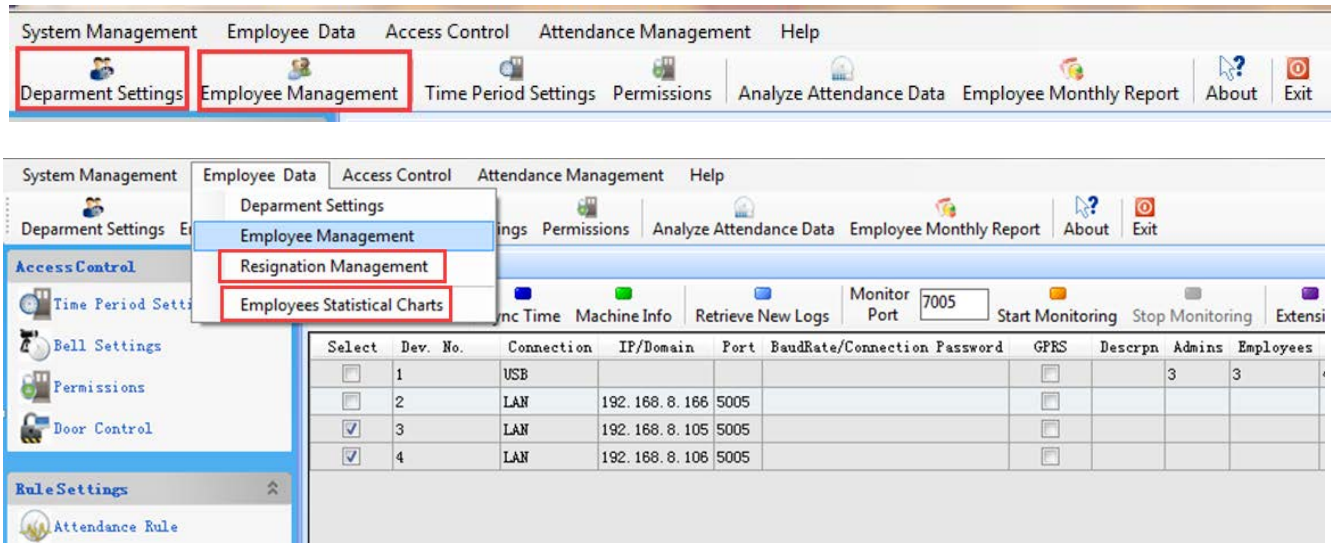
Employee Function Model

Department Setting：Setting department name and information

Employee Management：Manage information of employees

Resignation Management：Manage resignation data of employee

Employee statistics charts：Graphically display the department and employee information



3.7.1. Department Setting

Click “Dept. Setting”

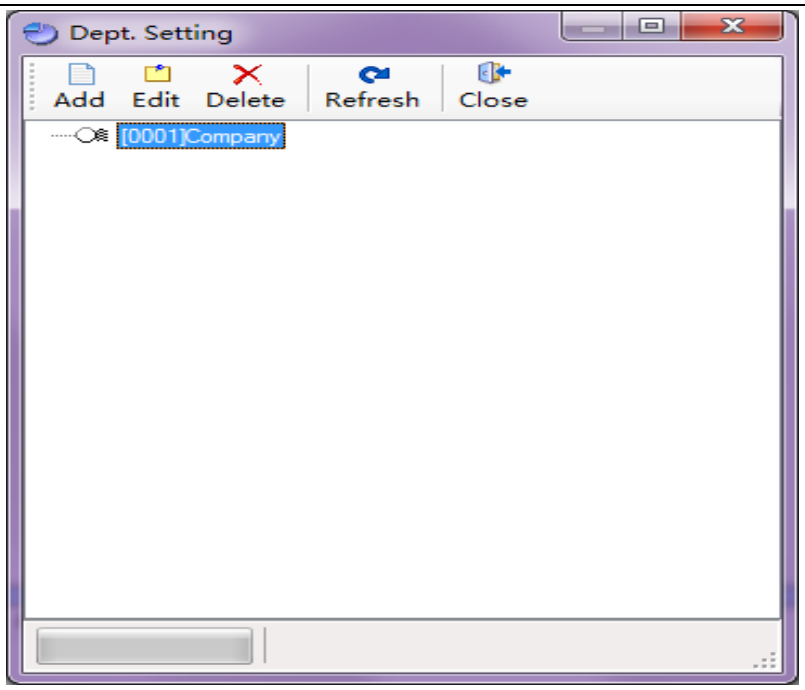
Add: Add a new department.

Edit: Edit department

Delete：Delete department

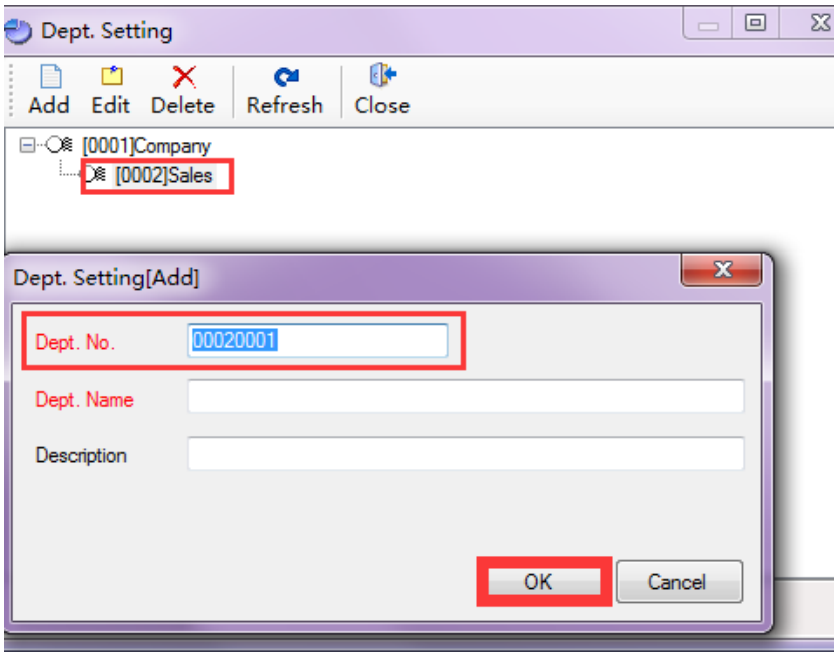
Refresh：Refresh department

Close：Close department



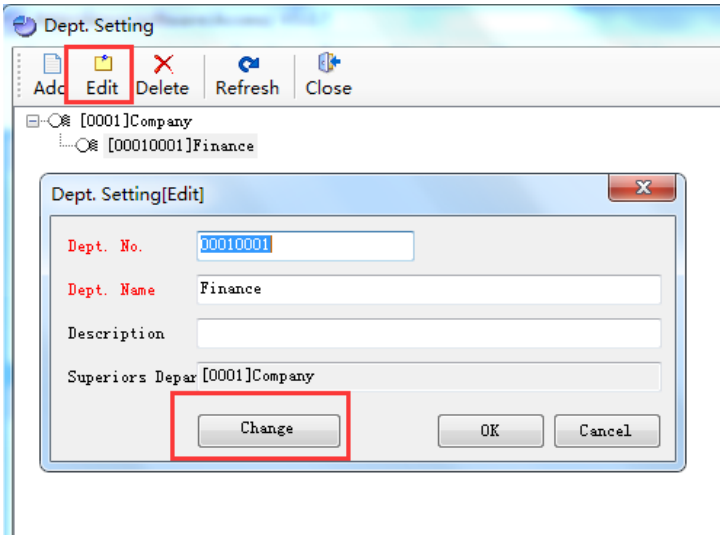
3.7.2. Add department：

Click on “Add”，you can add a department. The new department is sub-department of “Company, if you select department



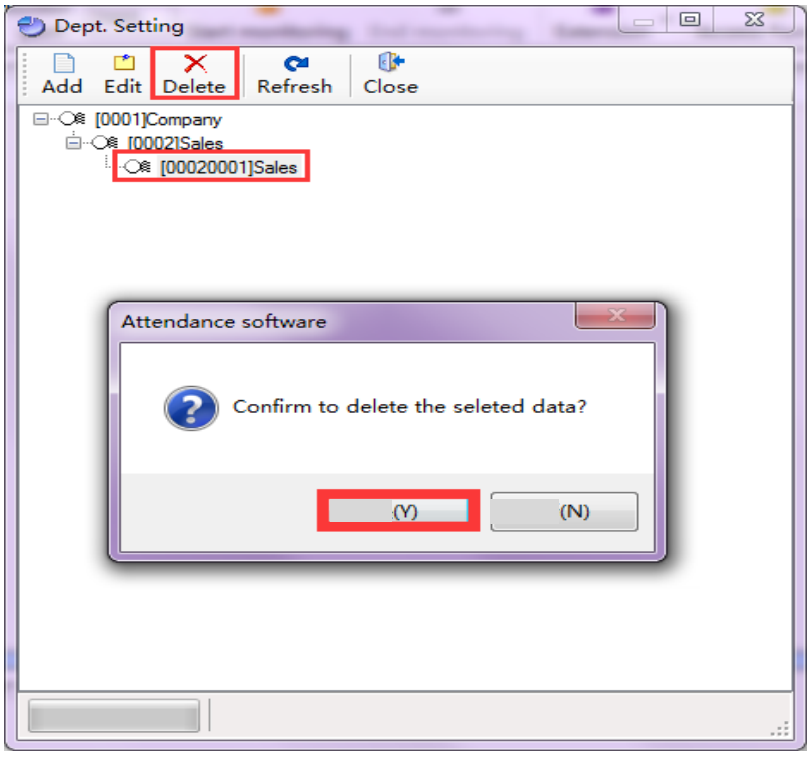
3.7.3. Edit department

Select the department you wish to edit, then click "Change"



3.7.4. Delete Department

Select the department you wish to delete, then click "(Y)"



3.8. Employee Management

Import：Import employee information

Export：Export employee information

Print：Print employee information

Add：Add employee information

Edit：Edit employee information

Delete：Delete employee information

Extension: Show/Hide table column

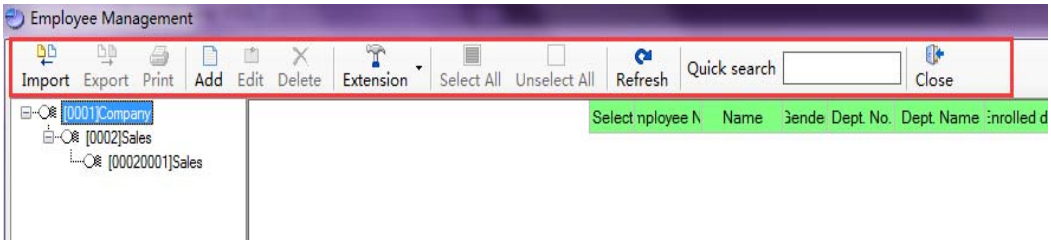
Select All: Select all of employee

Unselect All: Unselect all of employee

Refresh：Refresh employee information

Quick search：Quick search employee

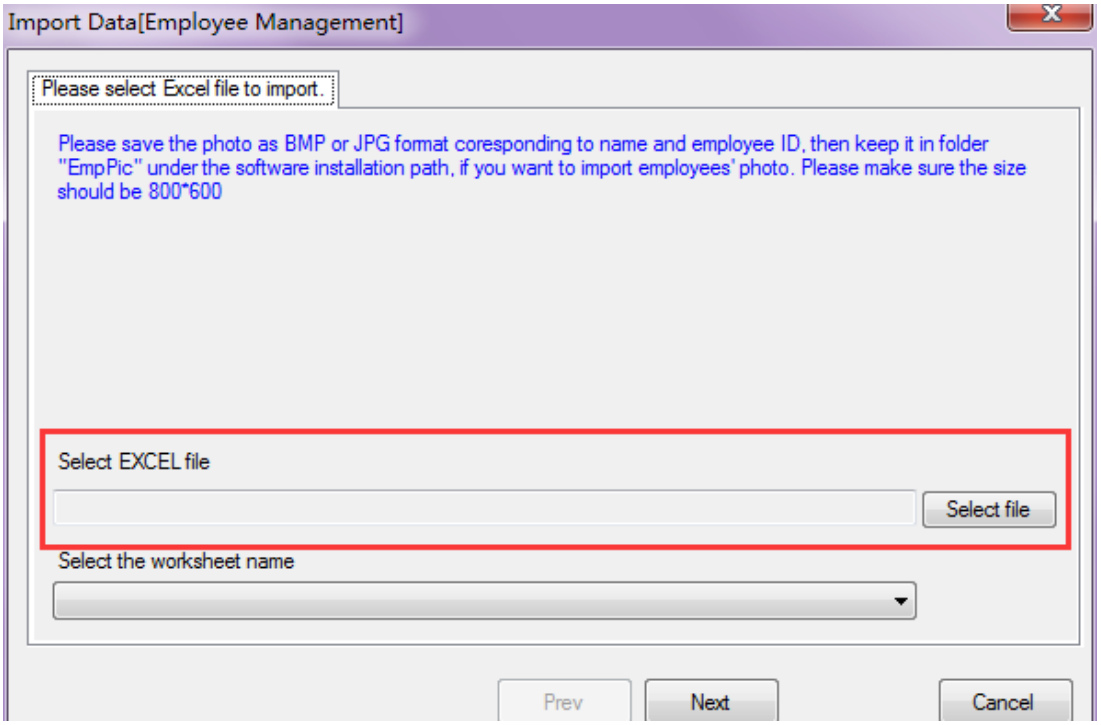
Close: Close this window



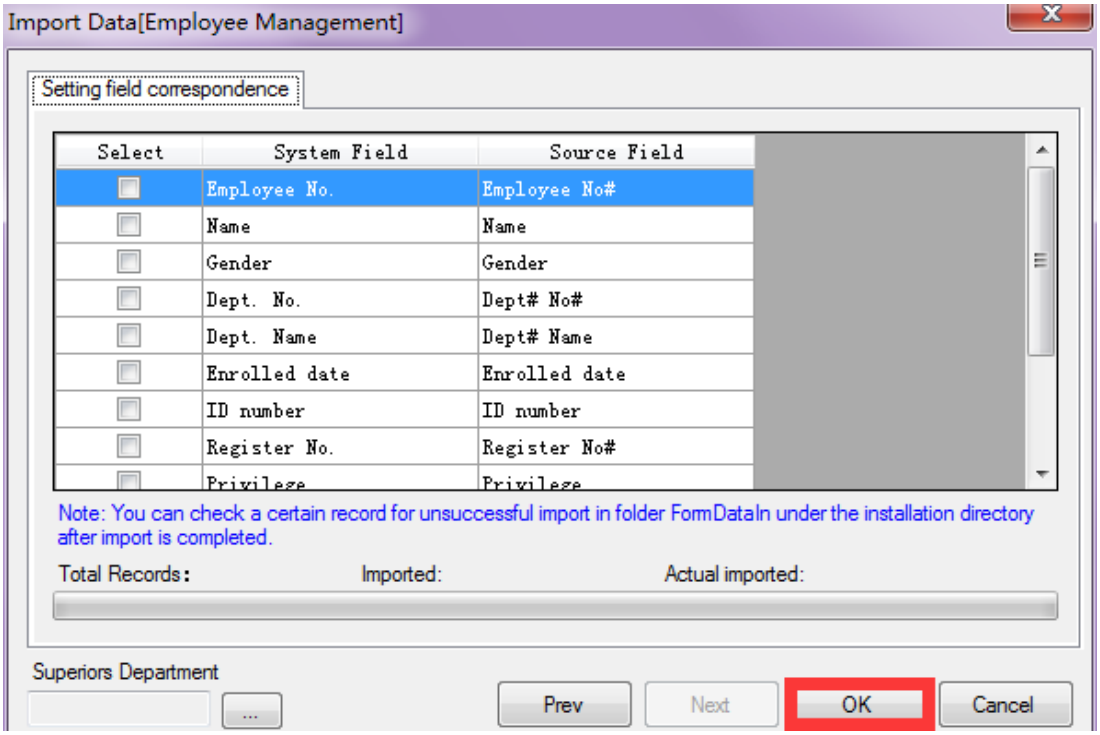
3.9. Import employee information

3.9.1. Click “Import”, choose the file path.

Notice: Format should be Excel file.

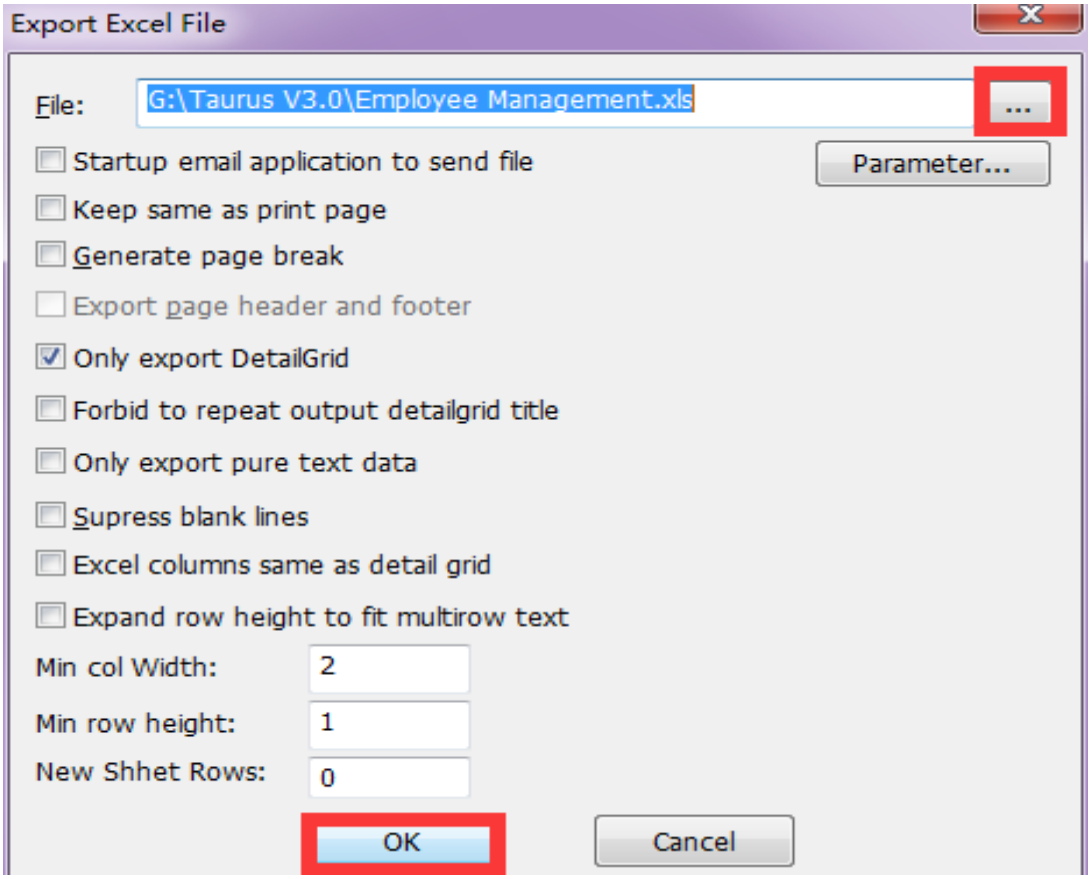


3.9.2. You can choose what information you want to import.



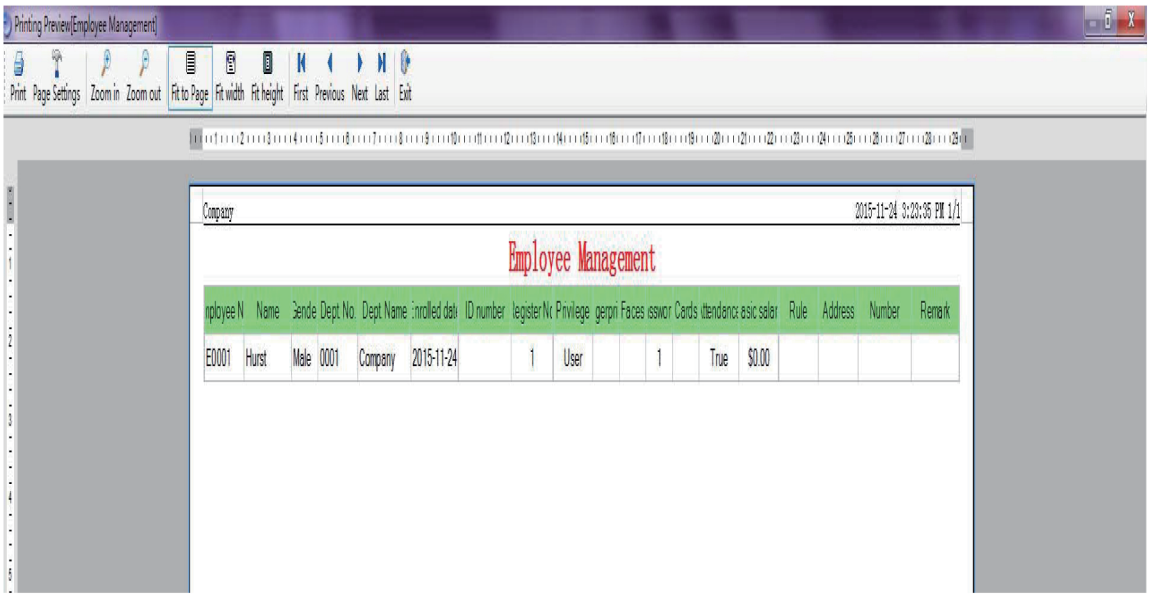
3.10. Export employee information

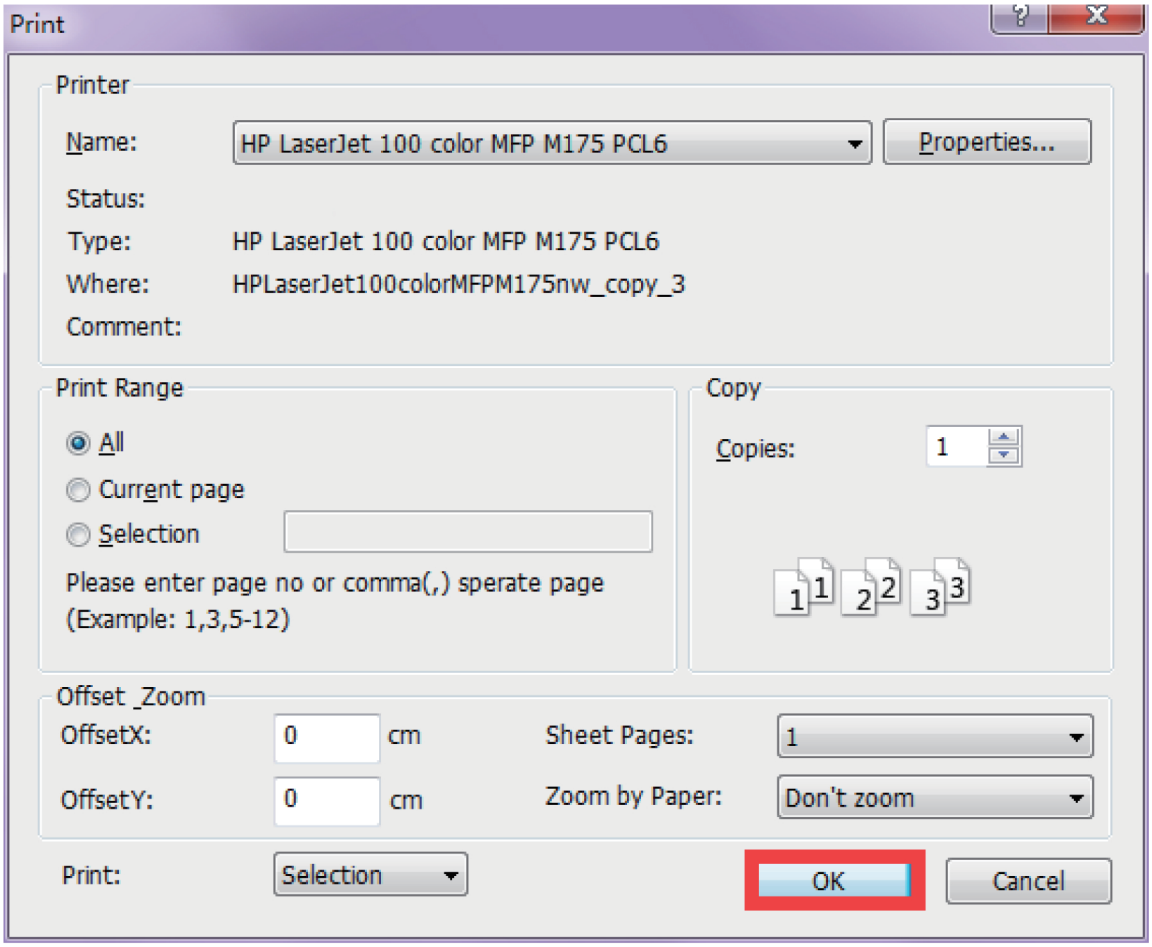
3.10.1. You can choose the export path.



3.11. Print Employee Information

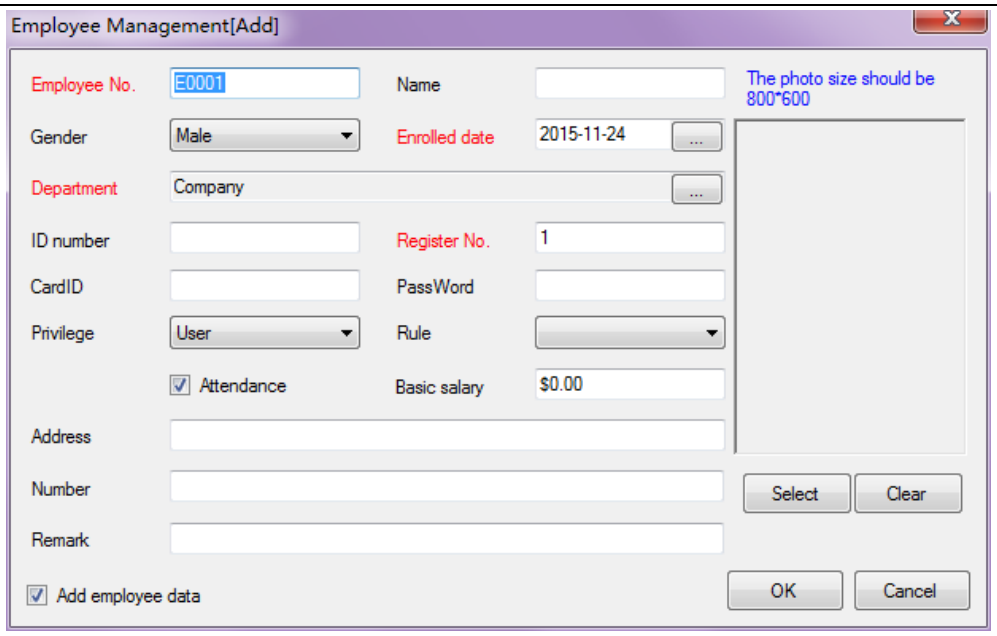
Click “Print”, you can choose the path to export





3.12. Add Employee

3.12.1. Click “Add”



3.12.2. Input the details, click "OK" to save employee information.

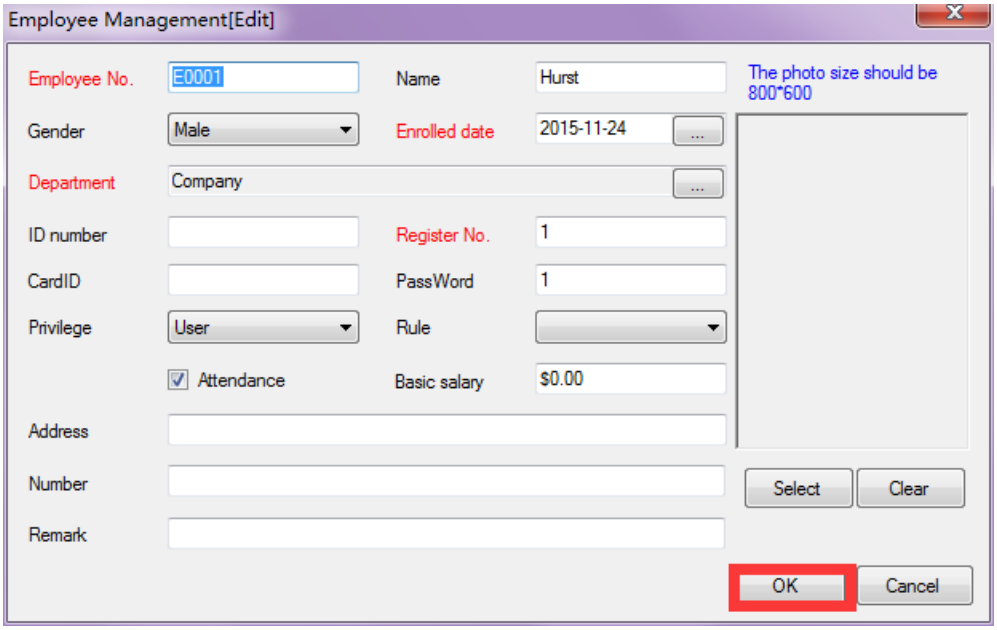
Notice：Red field is mandatory input.

Employee No.: You can input all of characters as Employee NO., according to your company's regulations.

Registration No.: it must be numeric and do not start with a number 0.

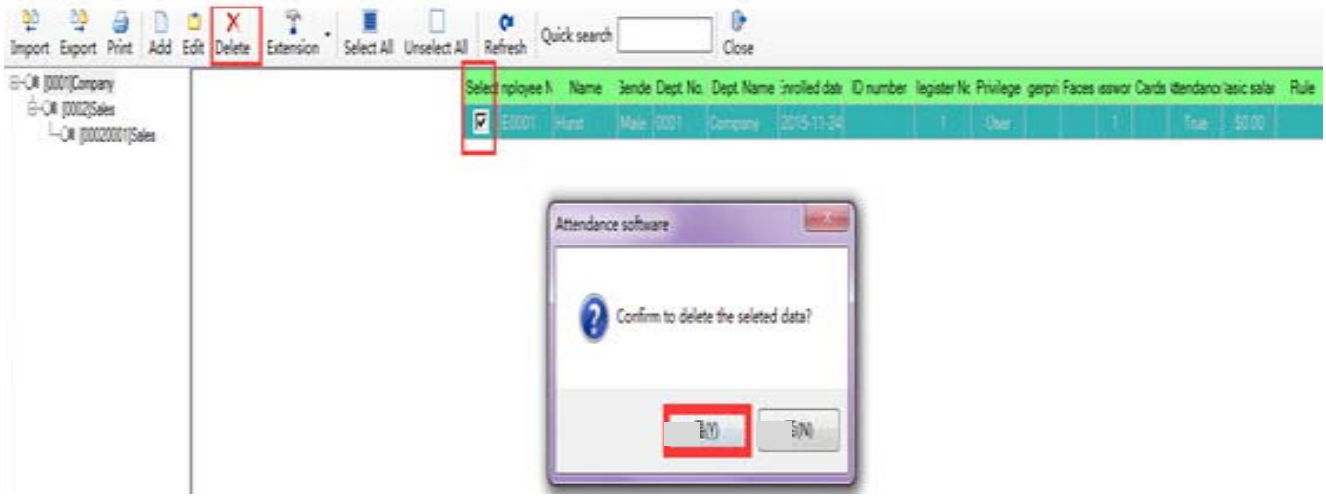
3.13. Edit employee information

Select the employee you wish to edit, then click “Edit”.



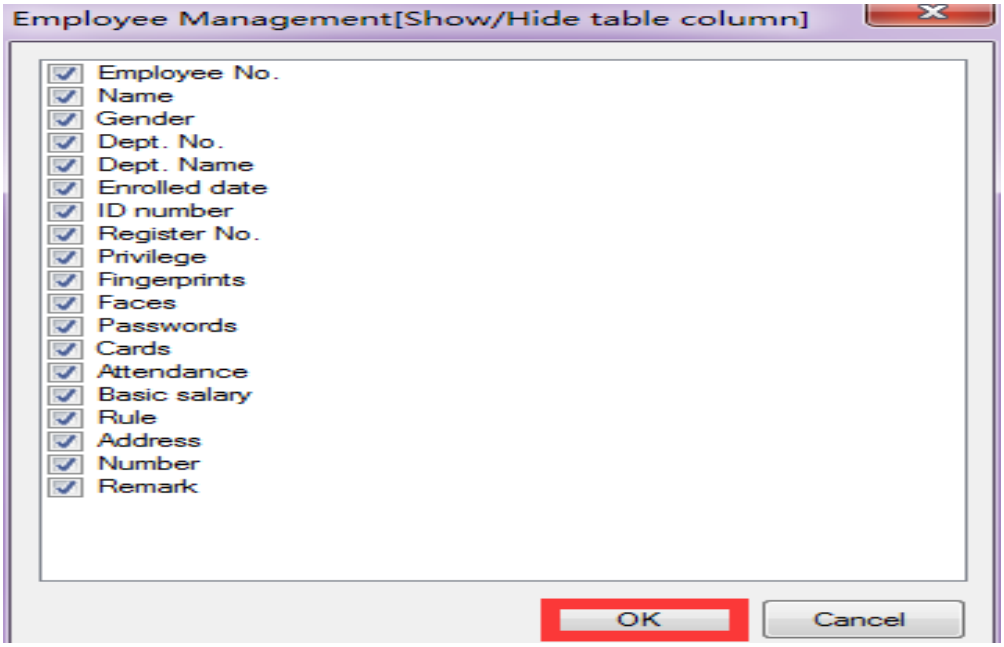
3.14. Delete employee information

Select the employee you wish to delete，then click “Delete”.



3.15. Extension: Show/Hide table column

3.15.1. You can show or hide a certain column.



3.15.2. Select All: Select all employees

3.15.3. Unselect All: Unselect all employees

3.15.4. Refresh：Refresh employee information

3.15.5. Quick search：Quick search employee

3.15.6. Close：Close this window.

3.16. Resignation Management

Export：Export resigned employee information

Print：Print resigned employee information

Add：Add resigned employee information

Edit：Edit resigned employee information

Delete：Delete resigned employee information

Reinstatement: Employee reinstatement

Extension: Show/Hide table column

Select All: Select all employees

Unselect All: Unselect all employees

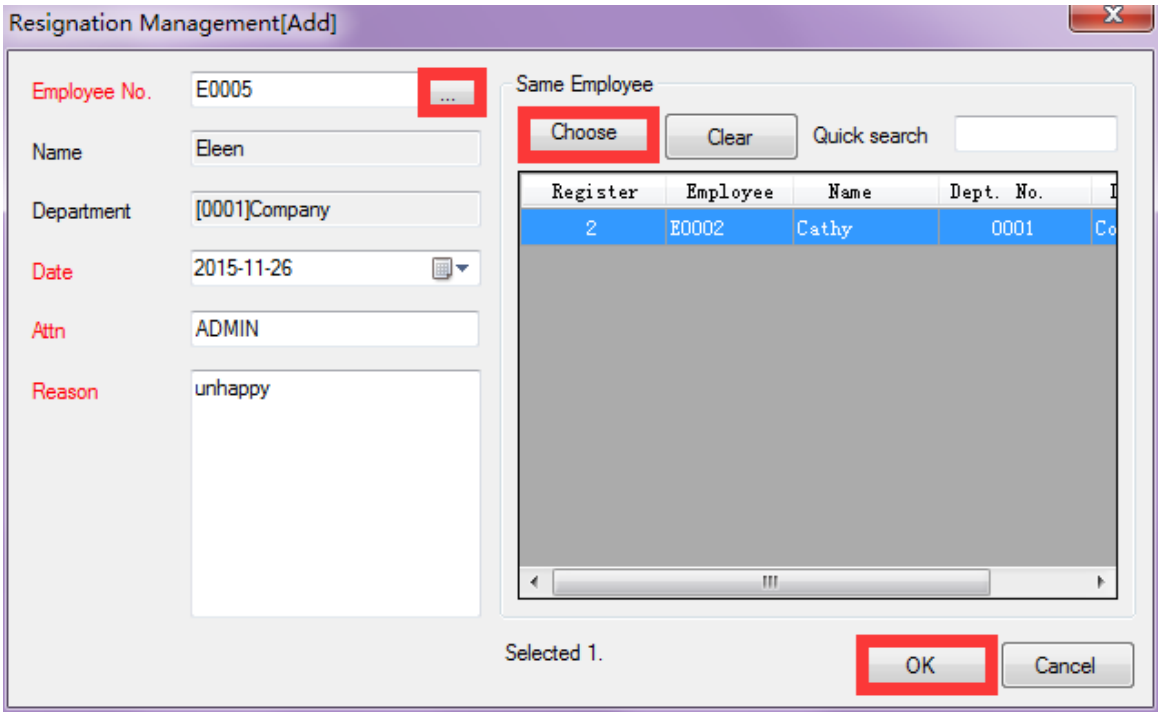
Refresh：Refresh resigned employee information

Quick search：Quick search employee

Close: Close this window

3.17. Add resignation employee information

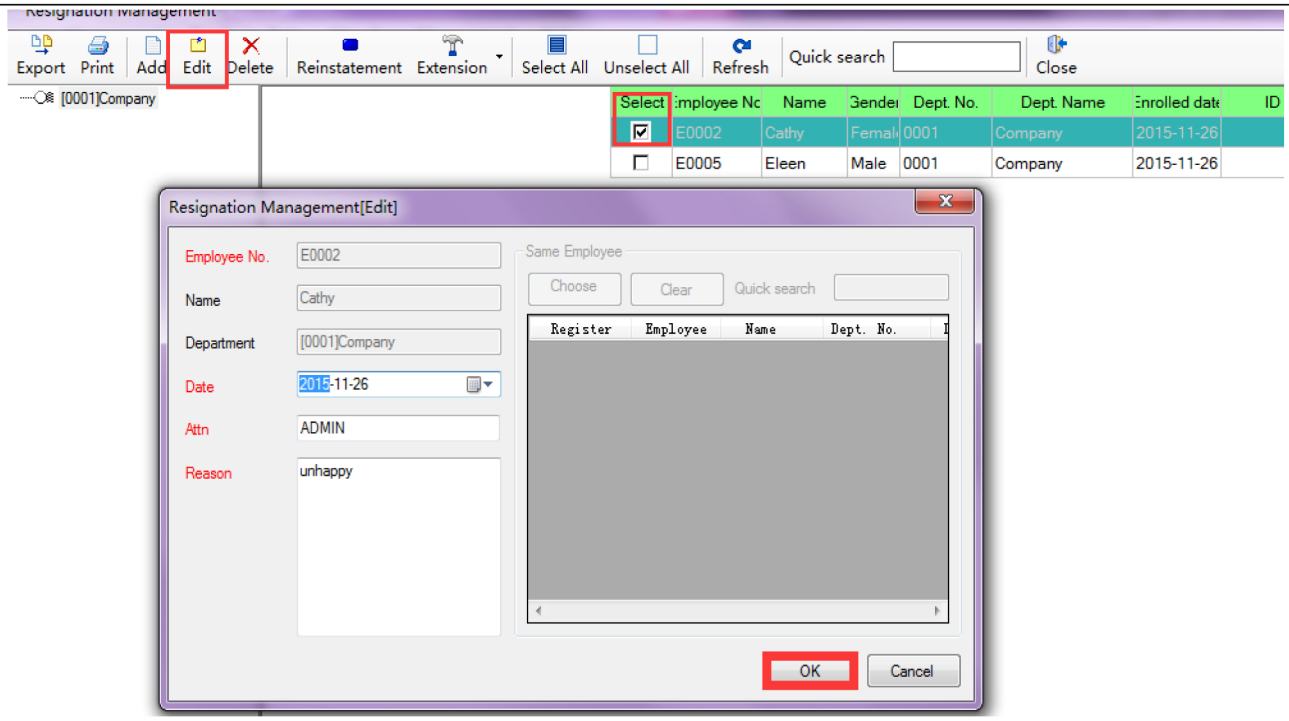
Click “ ... ” to choose resignation employee. You can click “Choose” ， if you want to add other resigned employee



Notice：Red field is mandatory.

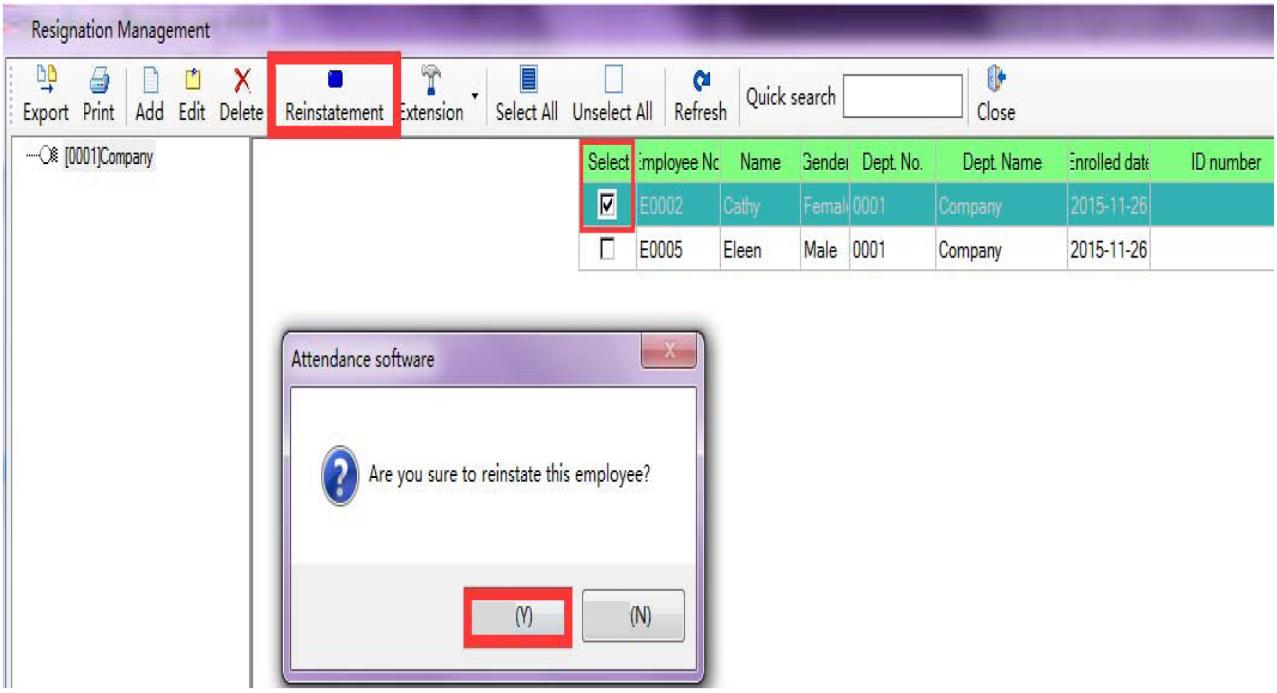
3.18. Edit resignation employee information

Select the resigned employee, then click “Edit”.



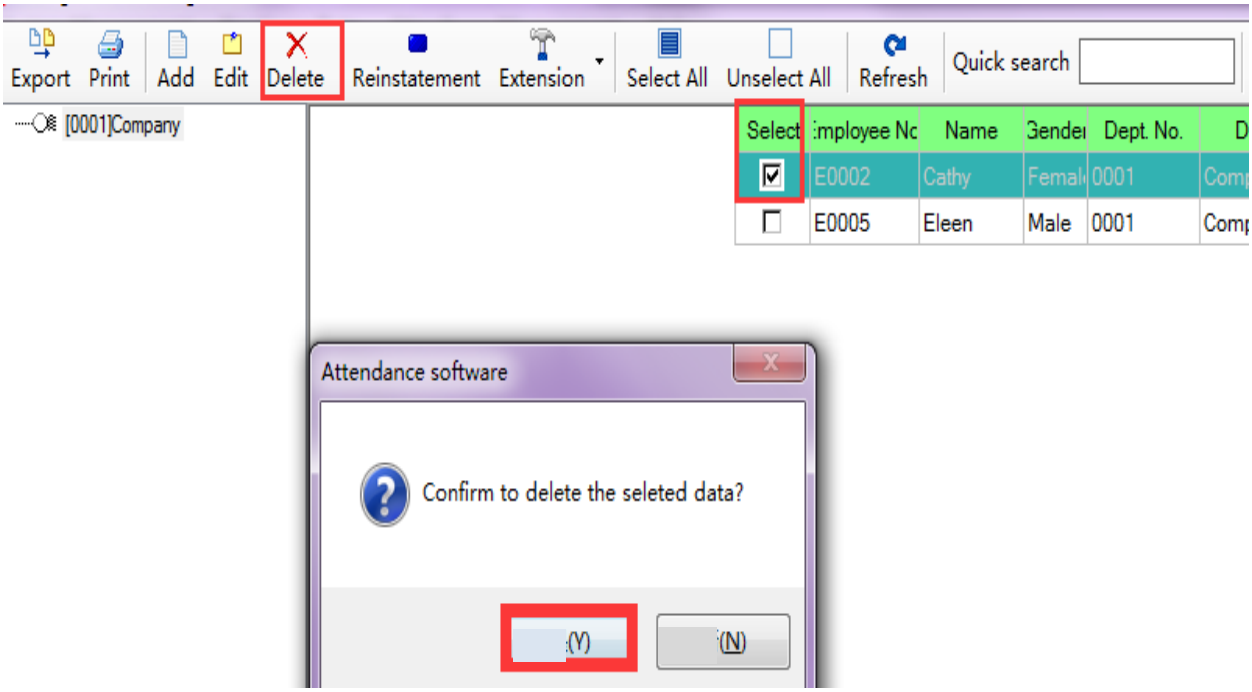
3.19. Reinstatement:

Select reinstatement employee, then click “Reinstatement”.



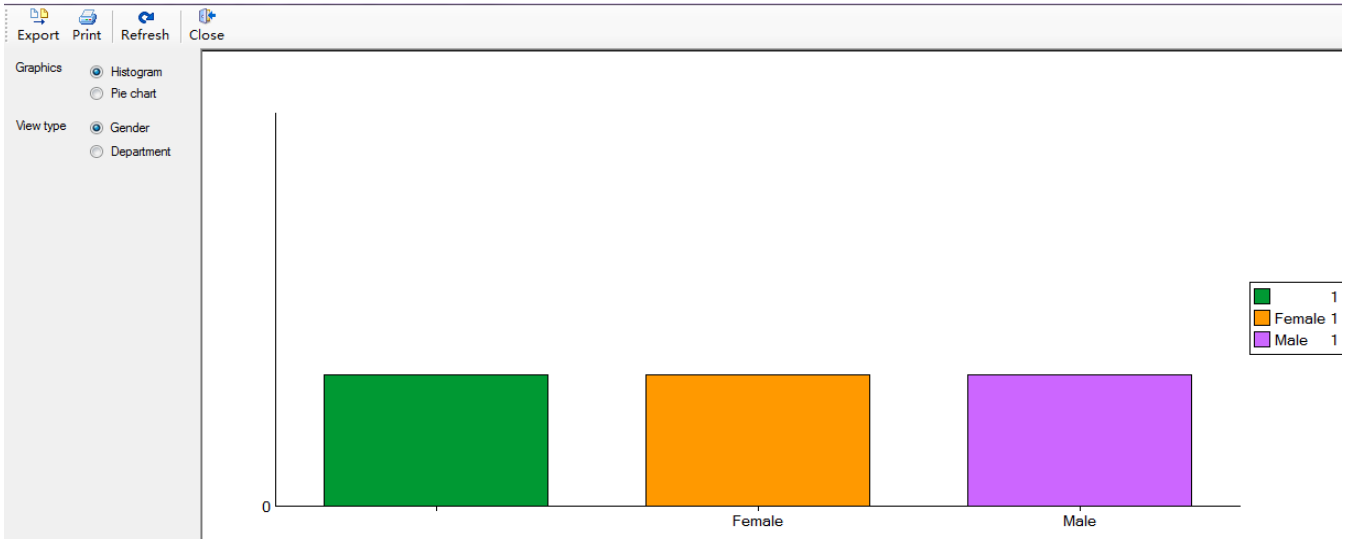
3.20. Delete resigned employee

Select the resigned employee, then click “Delete”.



3.21. Employee Statistics Charts

Click “Employee Statistics Charts” and shown as below.



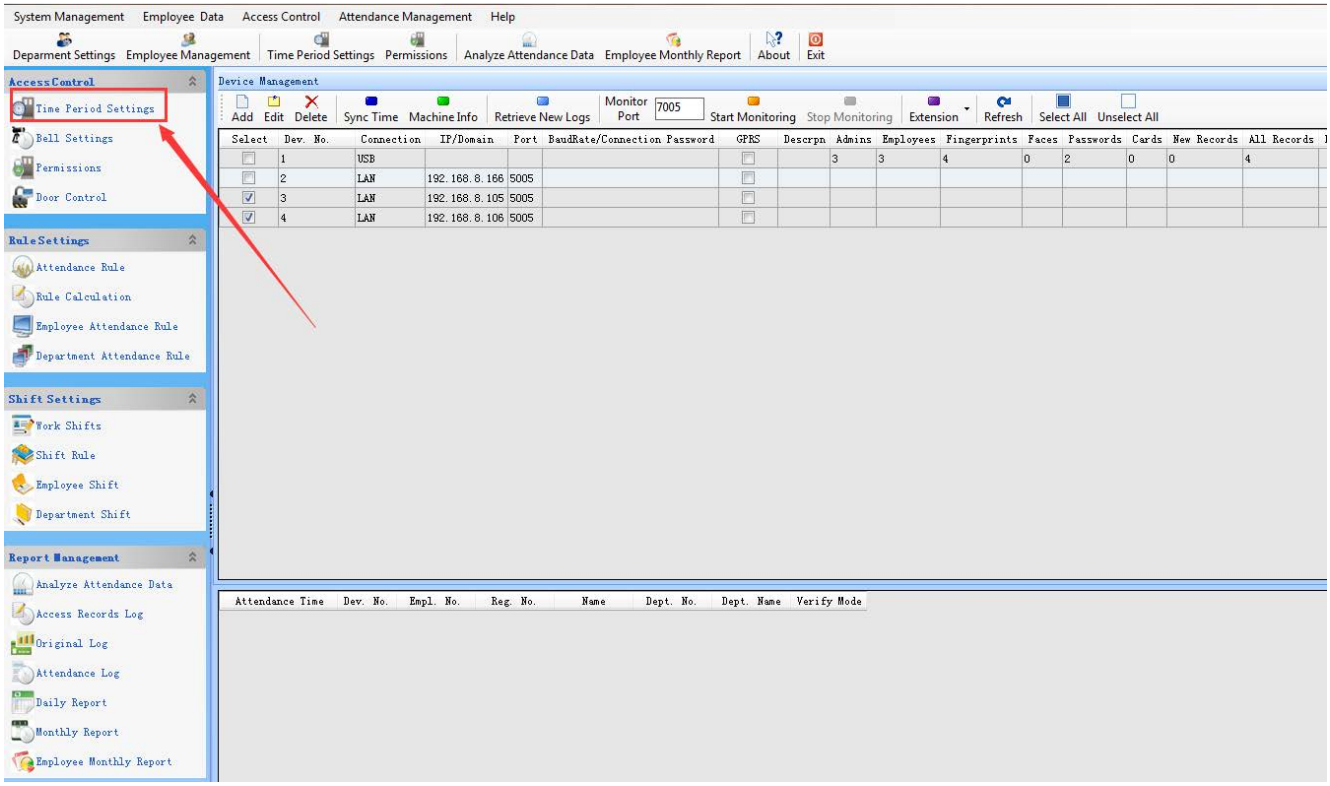
3.21.1. You can choose “Histogram” or “Pie chart”. You can accord to “Gender” or “Department”.

4. Access Control

4.1. Time Period Settings

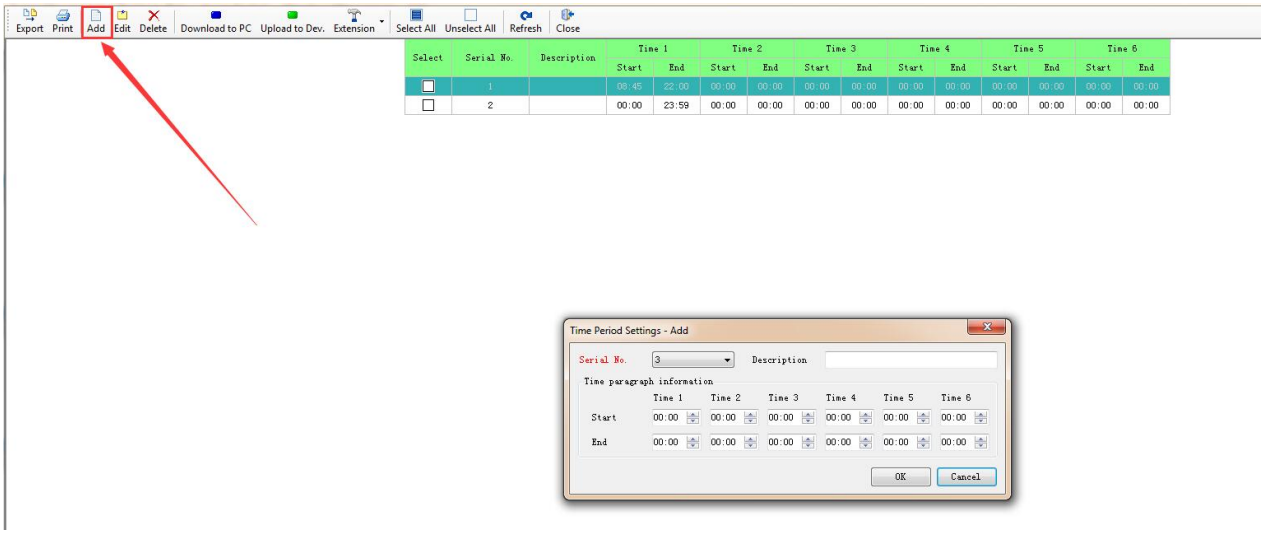
Access Control Usage Period Setting

Click on “Time period setting” to enter the interface of usage.



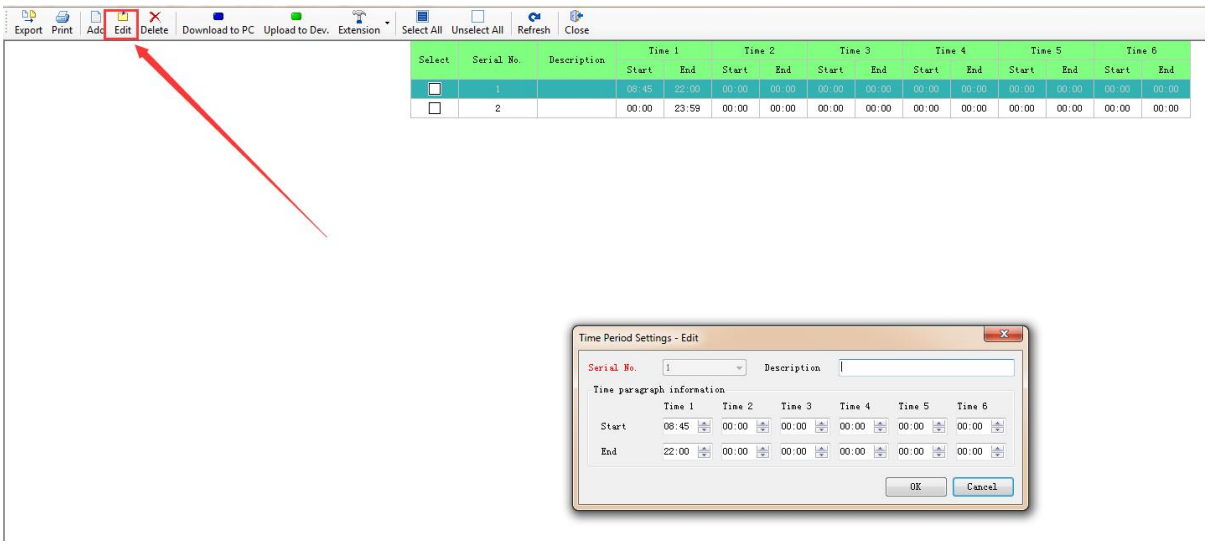
4.1.1. To add timings to period

Click on “Add” to add the timings, it allows you to set 6 period, click on “OK” to save setting.



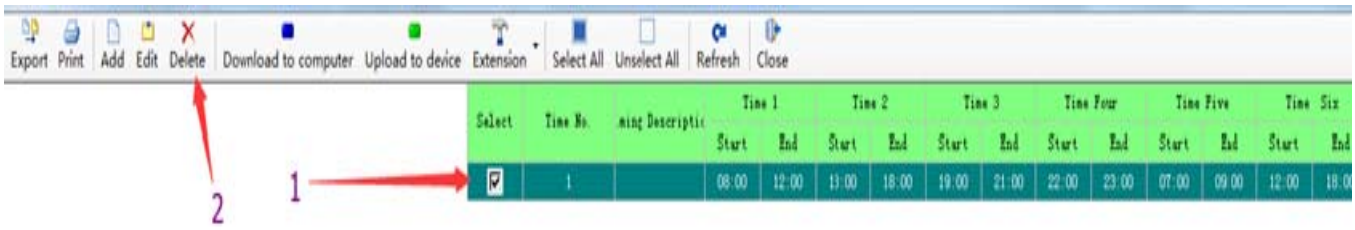
4.1.2. To edit the timing for the period

Select the one which needs to be edited, click on “Edit” or double click on the timing, you can change the description of the timing and start time & end time.



4.1.3. To delete:

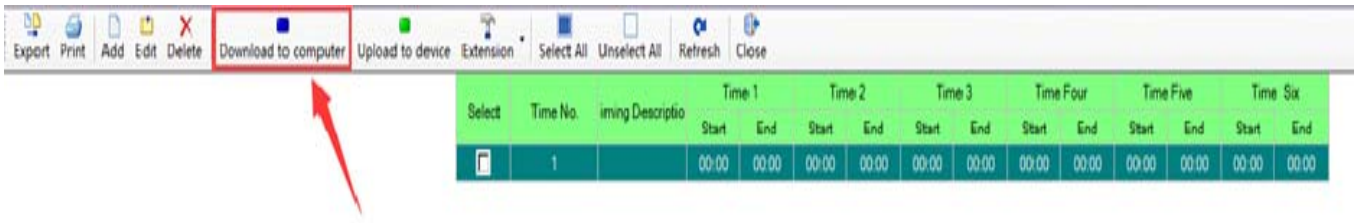
Select the timing that you want to delete, and check the checkbox with "√" (1), then click on "Delete" (2) to delete the timing.

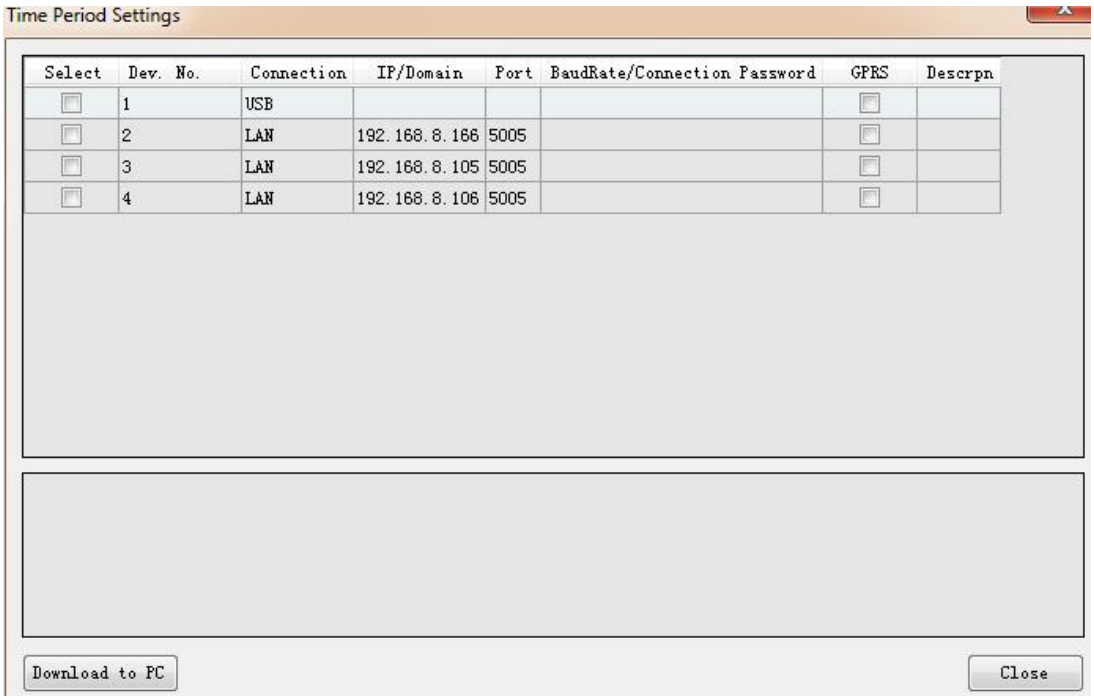


4.1.4. Upload and download the timing:

4.1.4.1. Download to your PC:

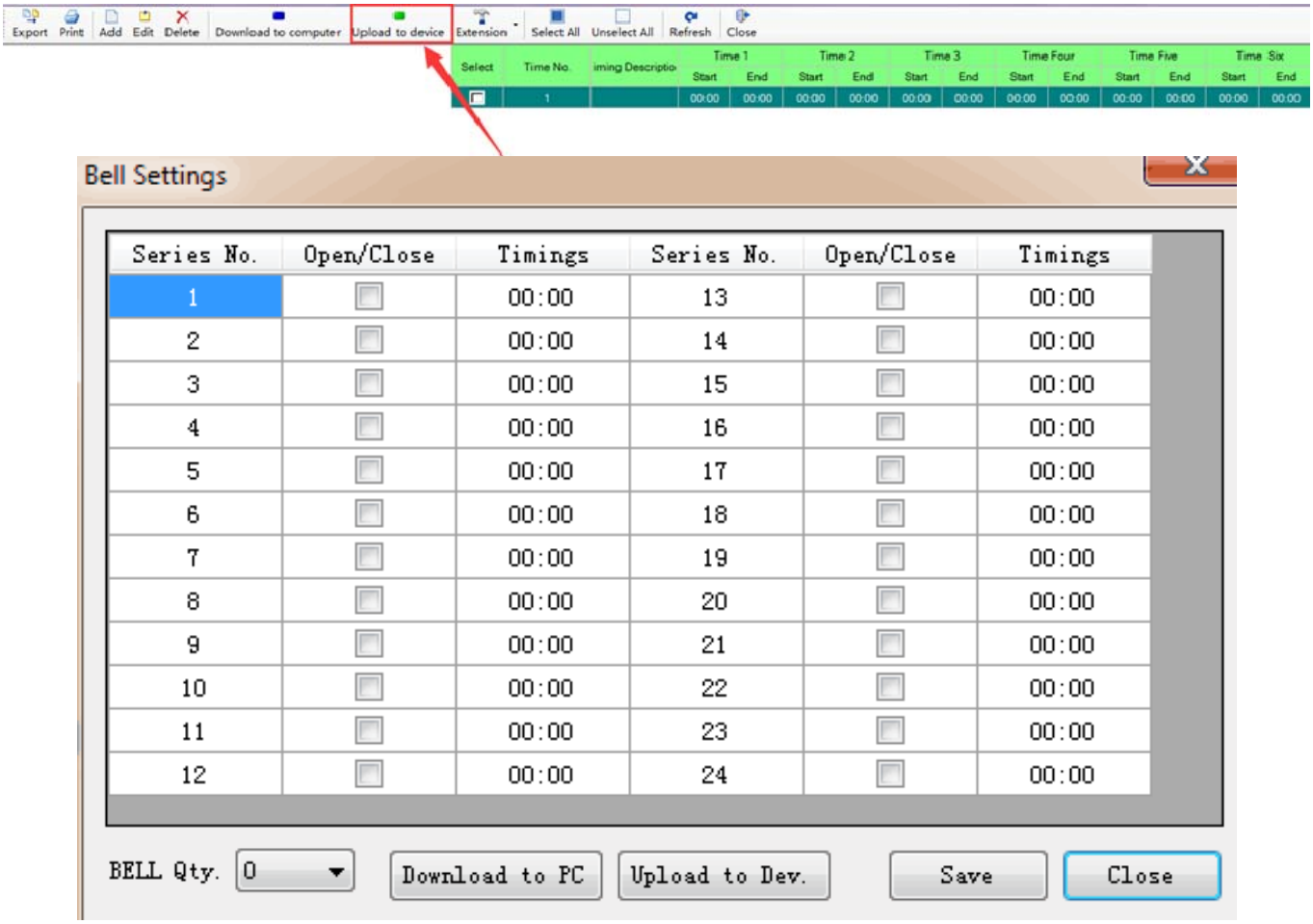
Select the timing you want to download, and click on "Download to Computer" and select the machine you wish to download from, and then you will be able to download the set timing to your PC.





4.1.4.2. Upload to the device:

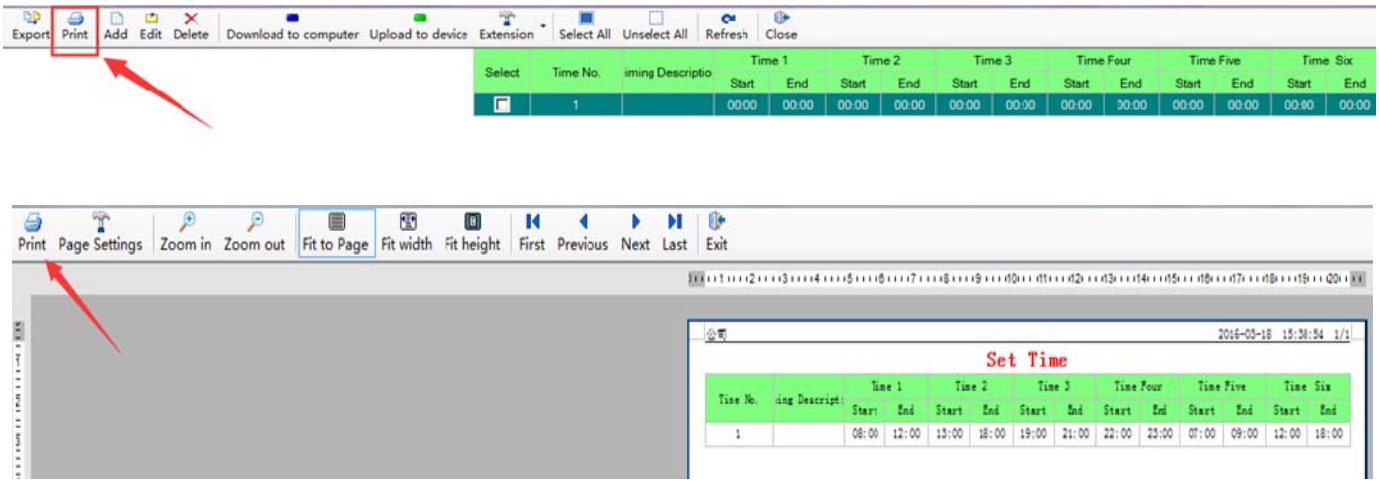
Select the timing and click on the “Upload to device” to upload the set timing to the device.



4.1.5. Printing

4.1.4.3. Click on 

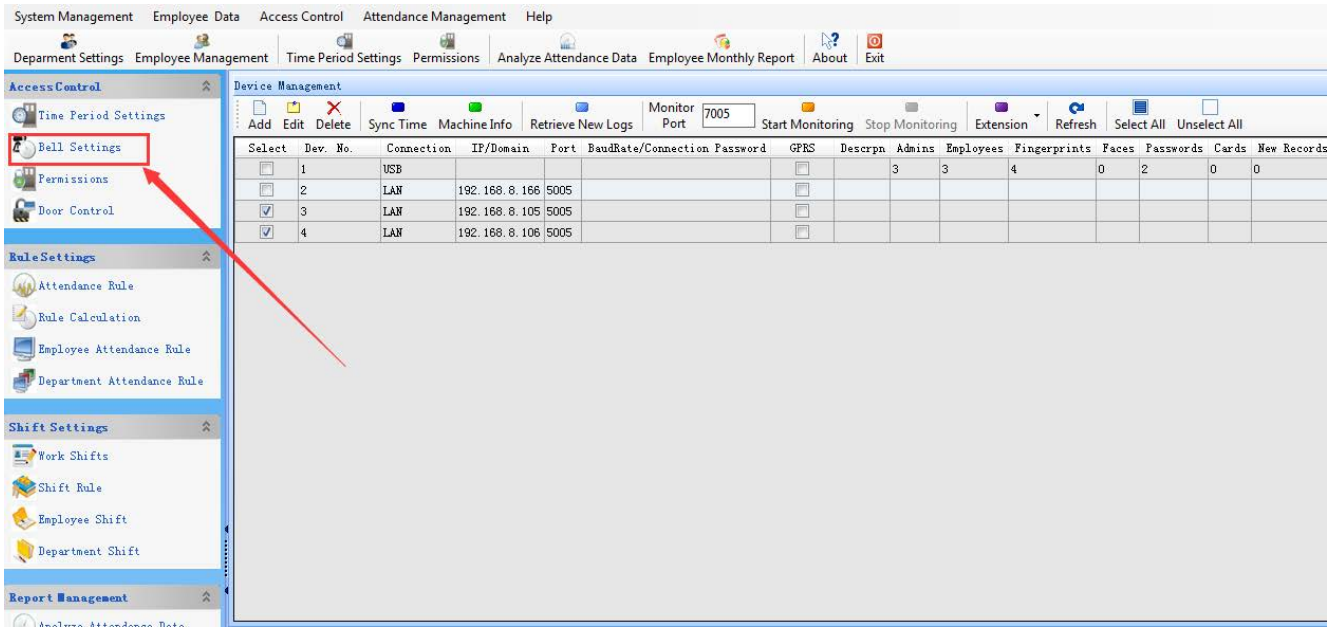
button for print preview, check the set timing, click on “Print” to print out if the set timing is OK.

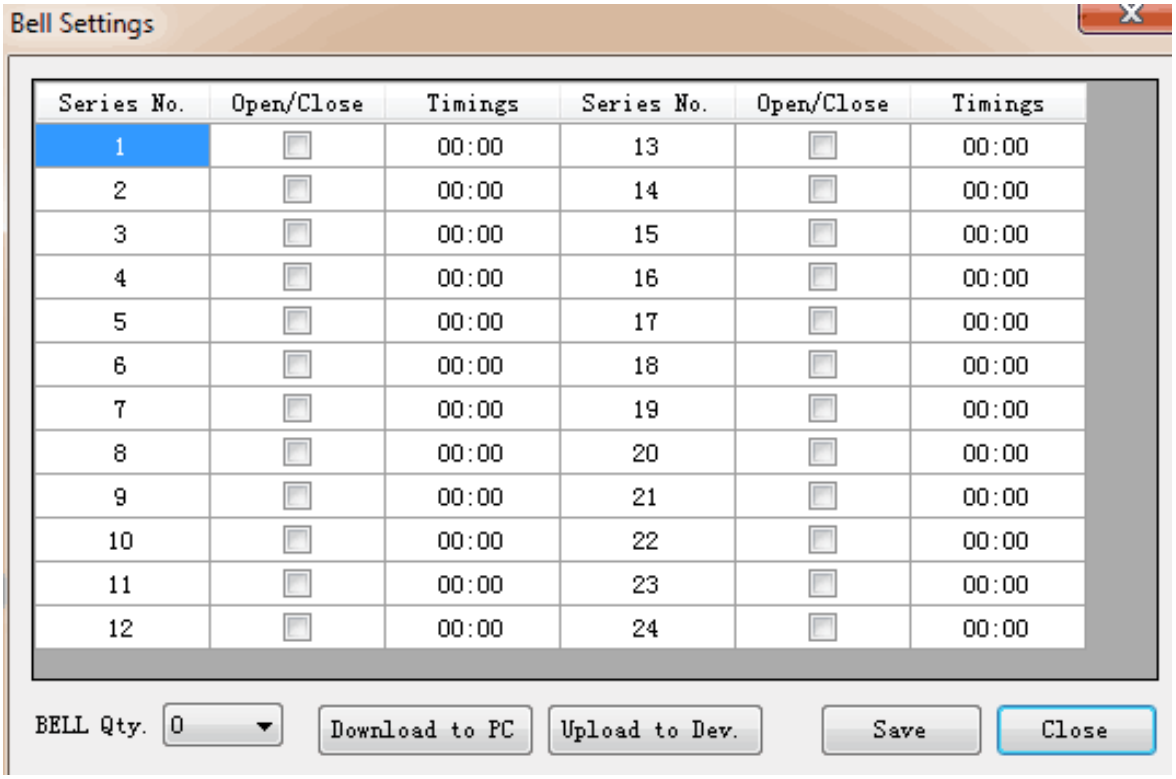


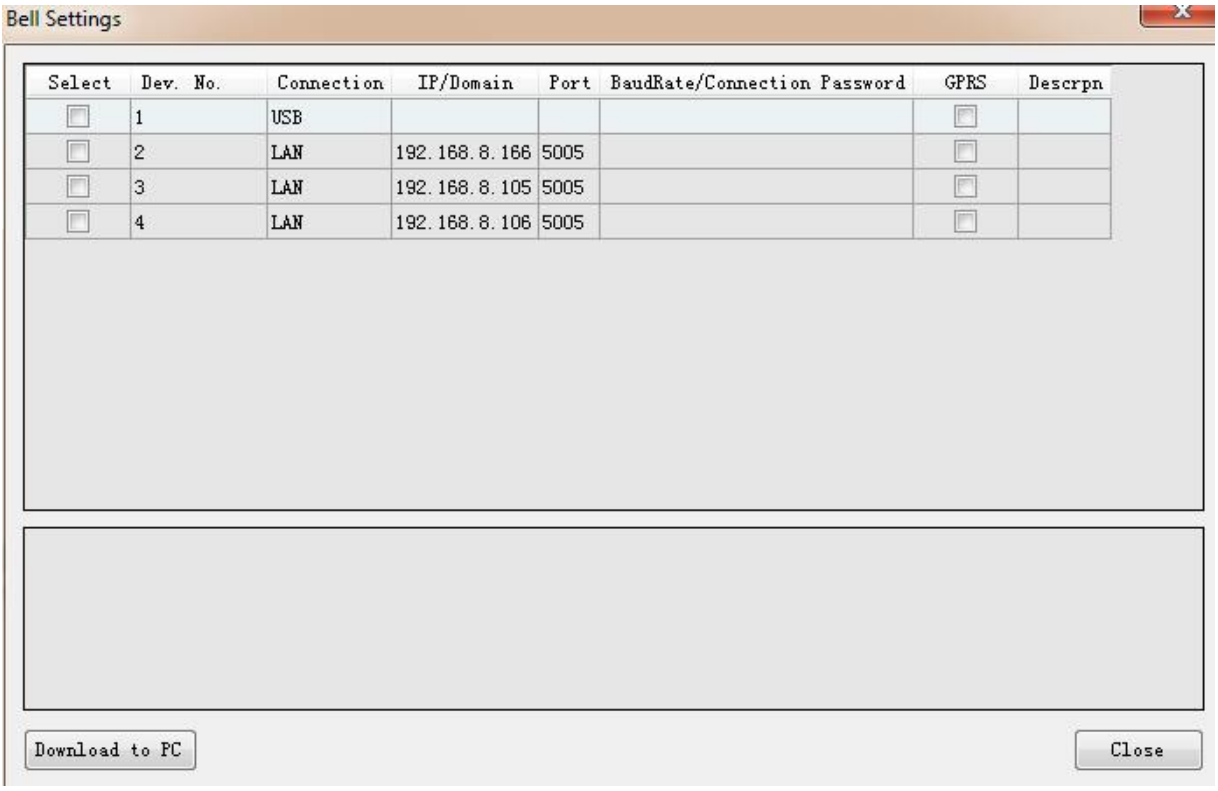
4.1.4.4. Bell Settings

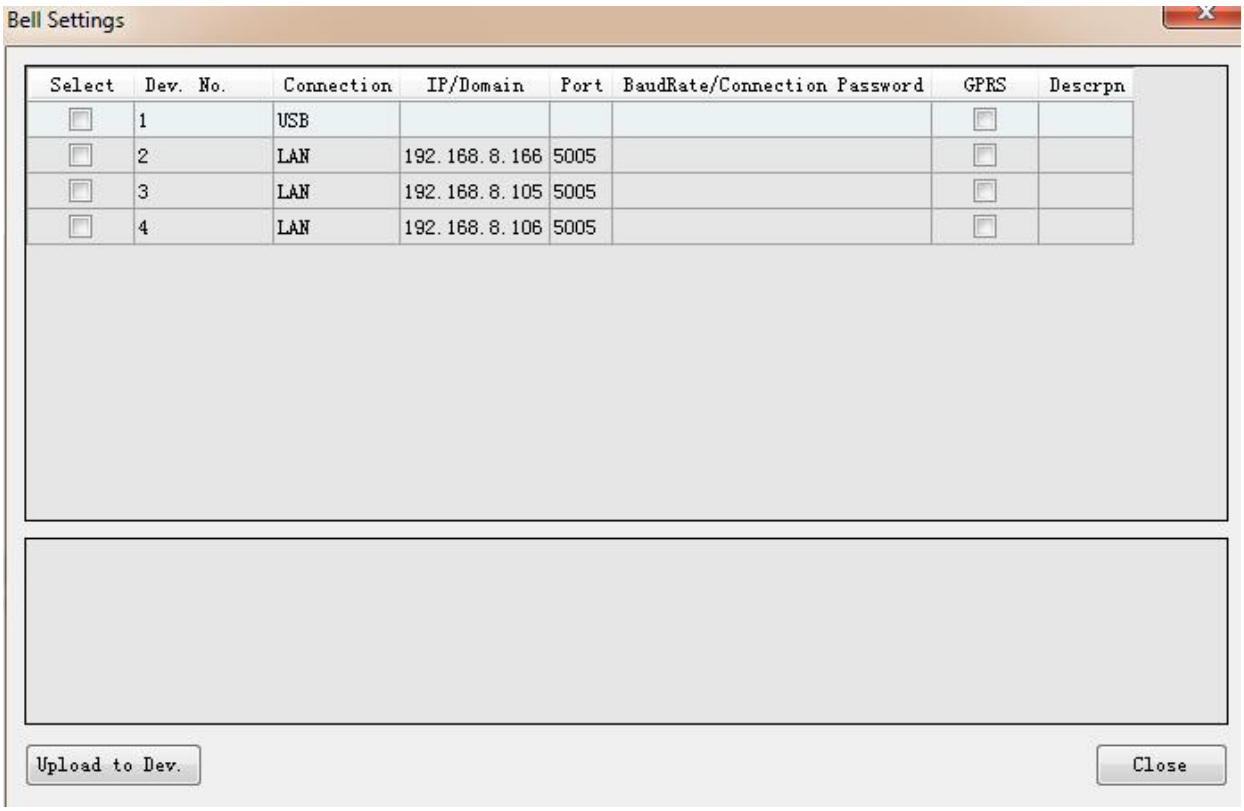
Set the ringing time for the device.

Click on “Bell setting” to enter the bell setting interface.




Bell Settings
Series No.
Open/Close
Timings
Series No.
Open/Close
Timings
1 00:00 13 00:00
2 00:00 14 00:00
3 00:00 15 00:00
4 00:00 16 00:00
5 00:00 17 00:00
6 00:00 18 00:00
7 00:00 19 00:00
8 00:00 20 00:00
9 00:00 21 00:00
10 00:00 22 00:00
11 00:00 23 00:00
12 00:00 24 00:00
BELL Qty.
0
Download to PC
Upload to Dev.
Save
Close


Bell Settings
Select
Dev. No.
Connection
IP/Domain
Port
BaudRate/Connection Password
GPRS
Descrpn
1 USB
2 LAN 192.168.8.166 5005
3 LAN 192.168.8.105 5005
4 LAN 192.168.8.106 5005
Download to PC
Close



Steps:

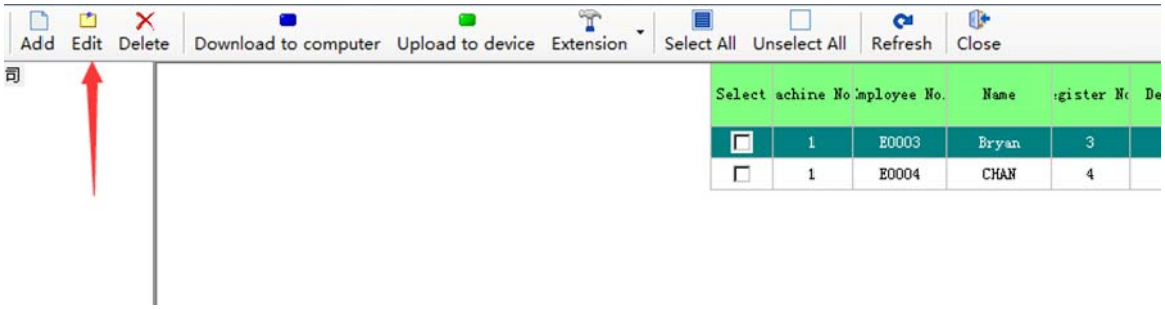
- Set the timing for the bell, check the checkbox in front of the timing.
- Click on “Save” to save the set timing.
- Click on “Upload to device” to upload the set timing to the selected device.
- Click on “Download to PC” to download the set timing to your PC.

Permissions assigned

Set permission for each user.

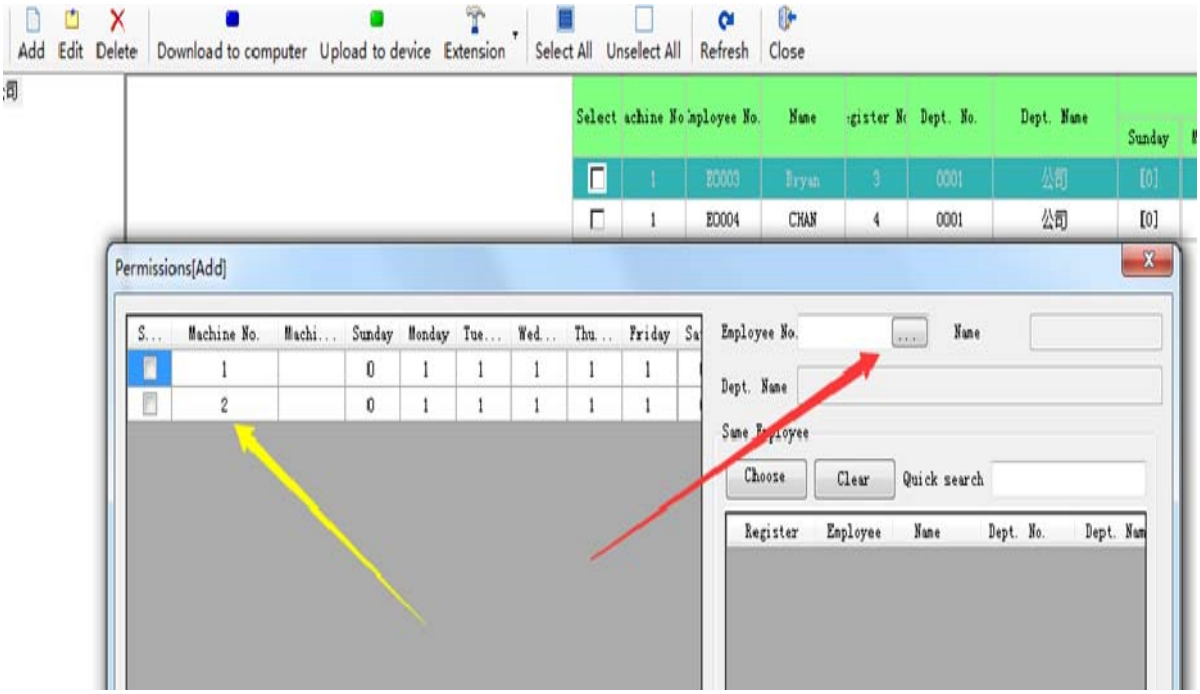
Click on “Permissions” to enter permission interface



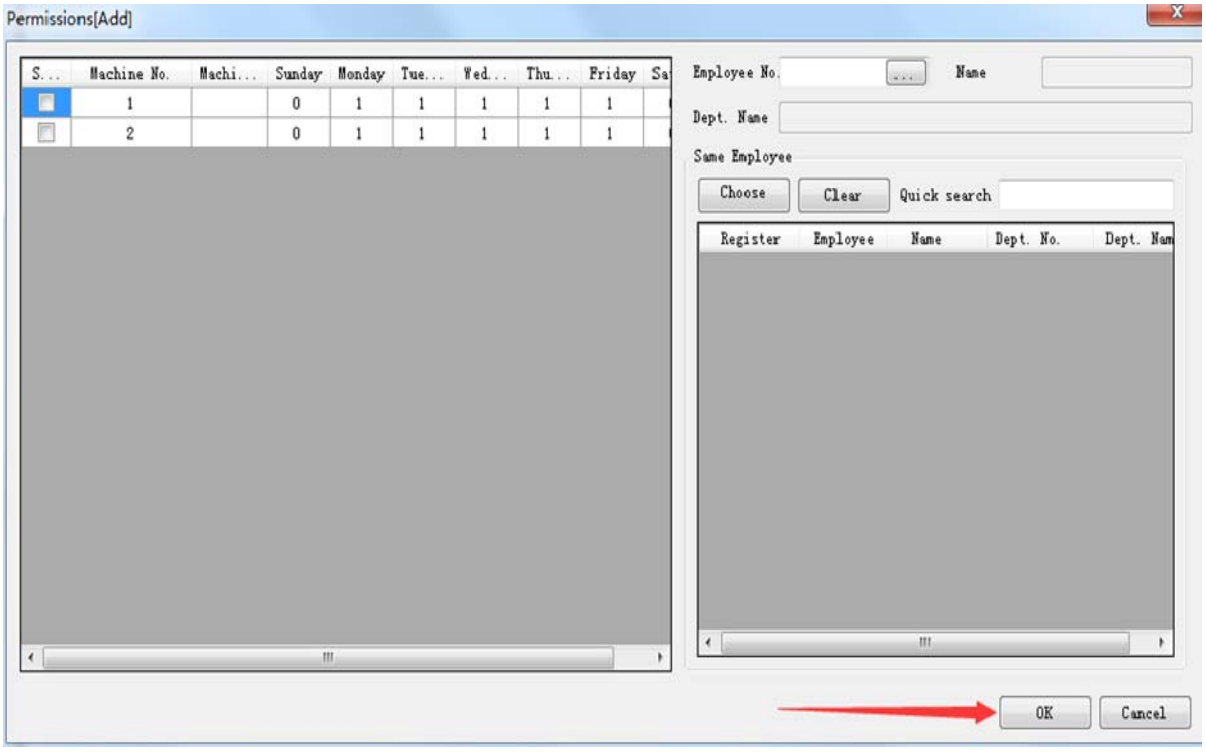


4.1.6. Add permission:

4.1.6.1. Click on “Add” , and select machine on the left, then select the employee to grand the permission to access.

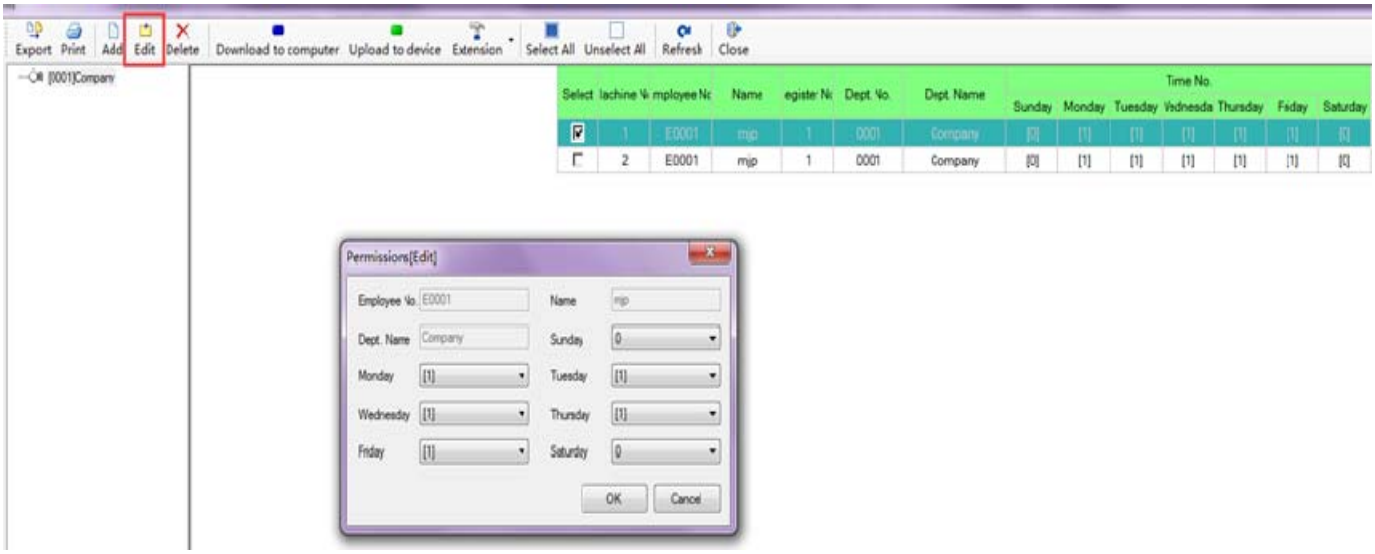


4.1.6.2. Click on “OK” to save settings after the device and the corresponded employee is selected



4.1.7. To Edit:

Double click on the employee, or check the checkbox in front of an employee and click “Edit” to edit the permission for a certain user.



Click on “OK” to save settings.

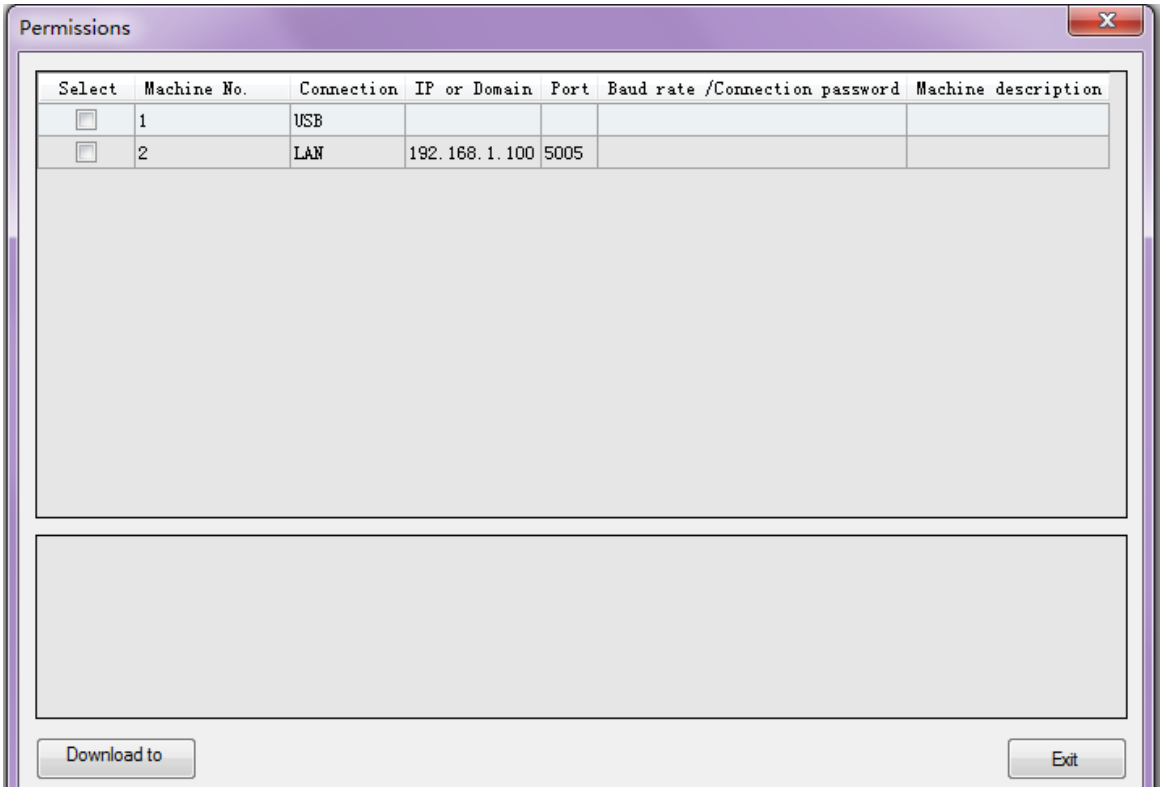
“0” means not allow to access.

“[X]” The number within the bracket indicates the timing which you set from “Set Time”.

1. Upload and download:

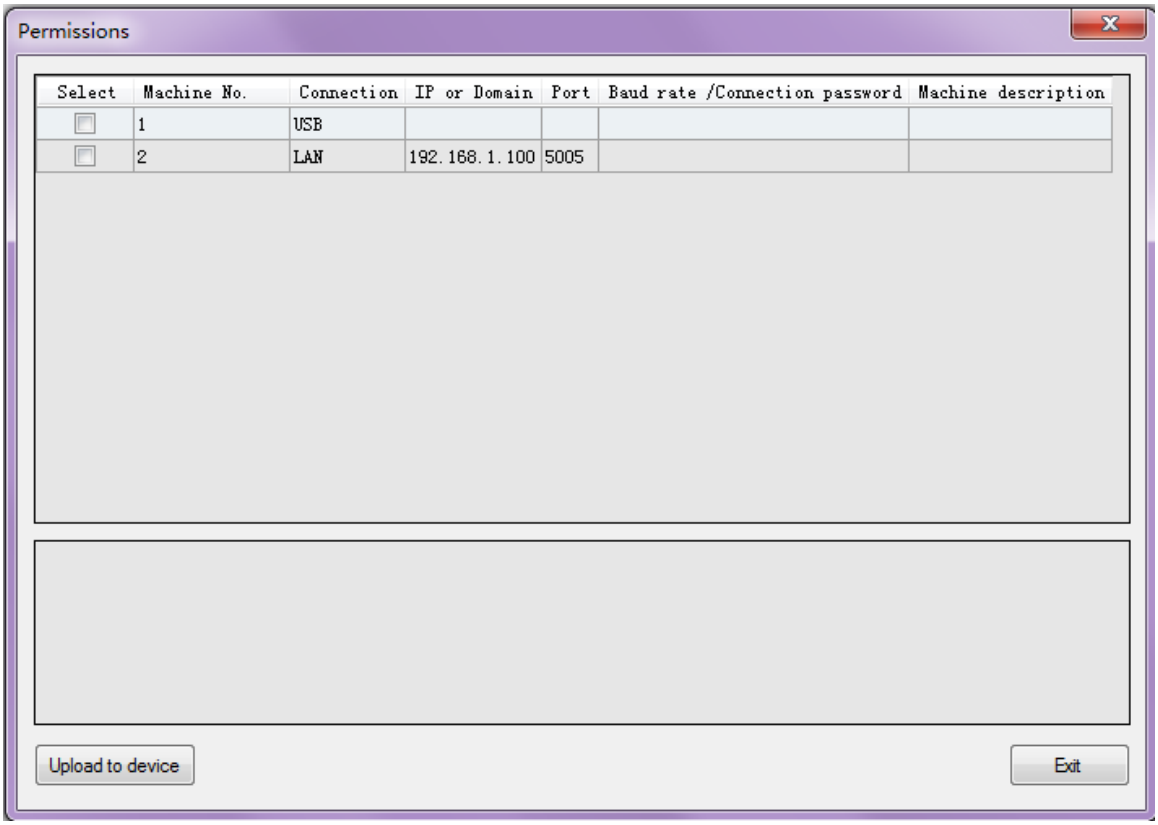
2. Download to PC:

Select the machine which you want to download the permission



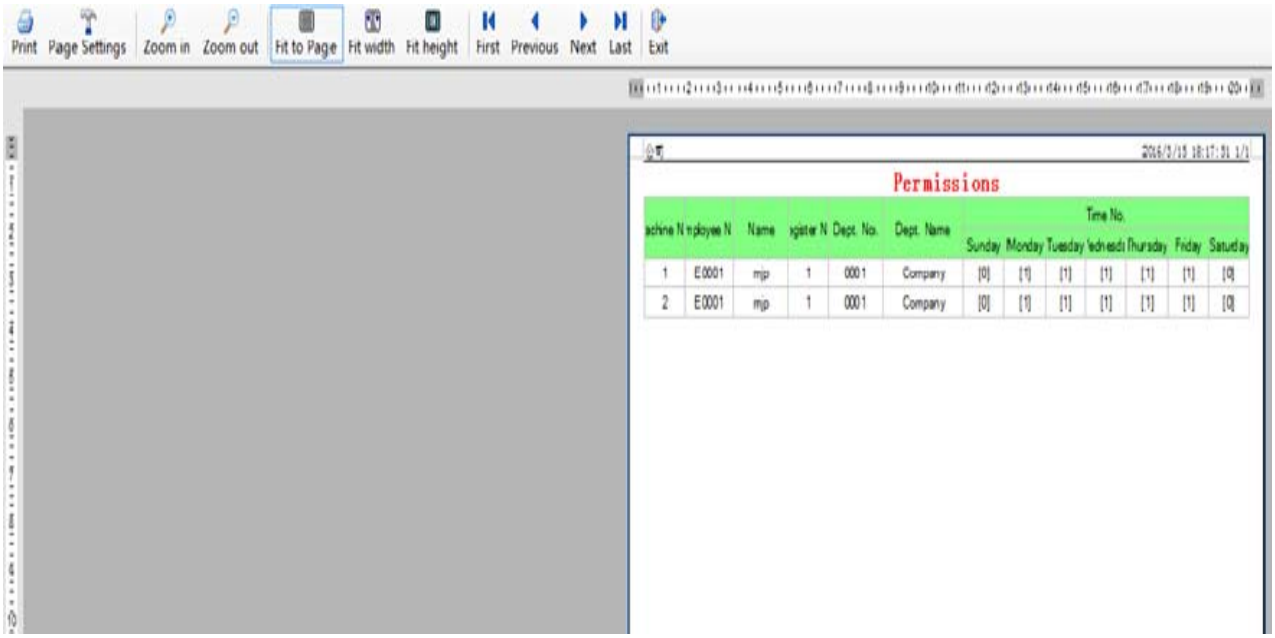
4.1.8. Upload to device:

Select the device which you want to upload the set permission to.



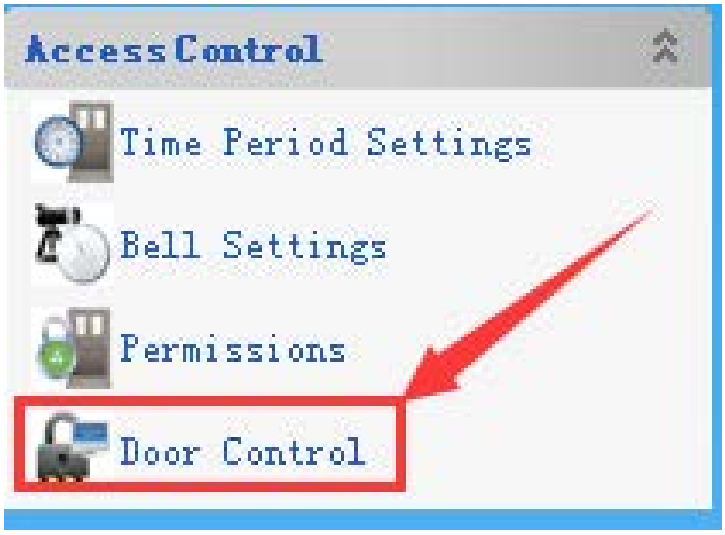
4.1.9. **Printing**:

Click the Print icon for printing preview and check the assigned permissions, then click on “Print” to make the print out.



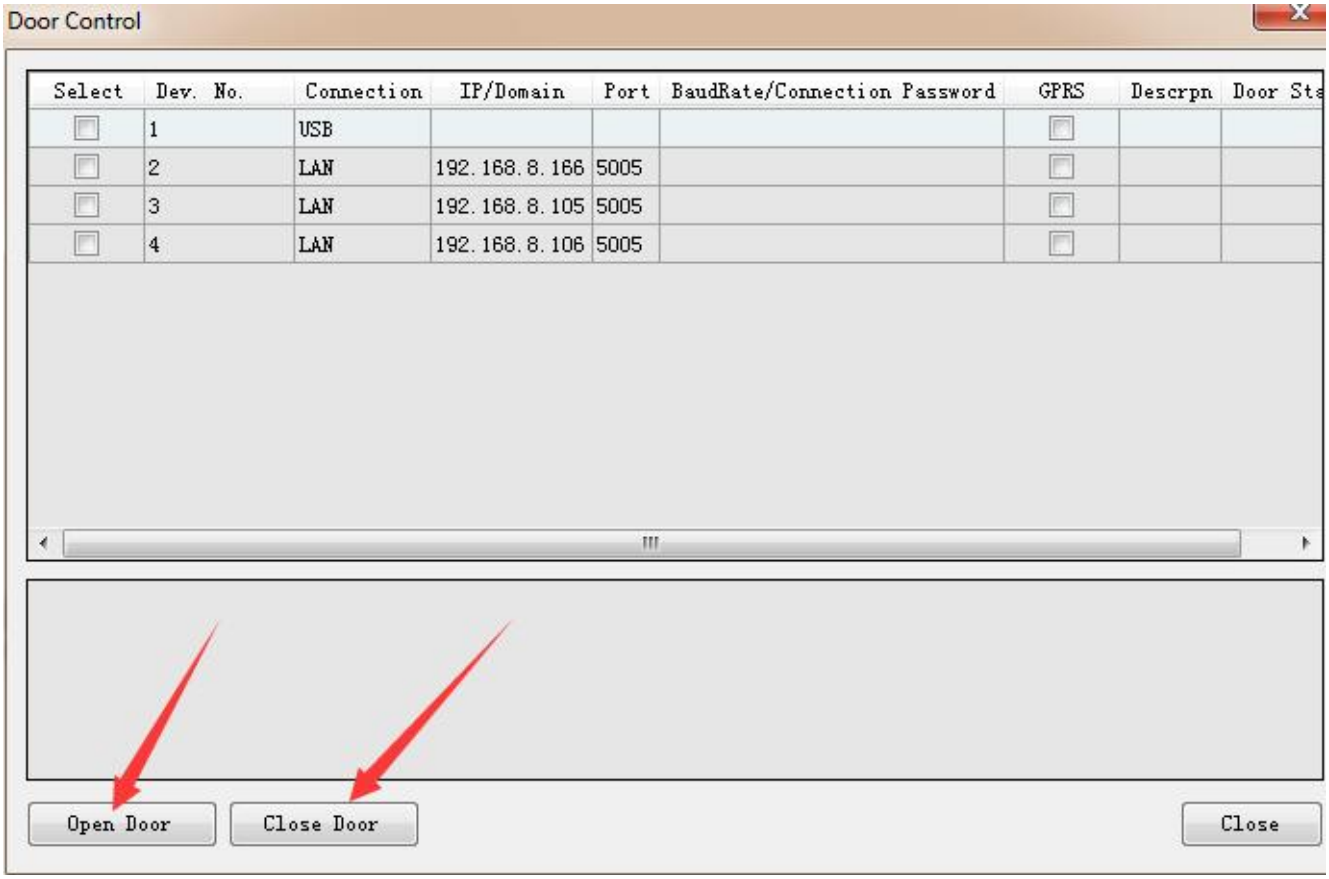
Door Control

Doors can be remotely controlled.



Steps:

1. Click on “Door Control” to open the interface of door control.
2. Select the device, which is connected with doors.
3. Click on “Open” to open the door, and “Close” to close the door.



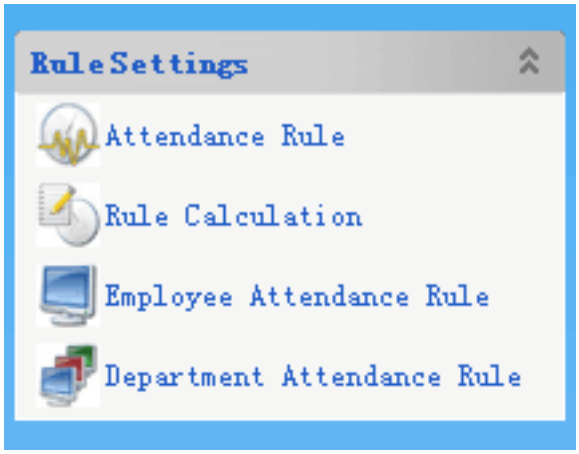
Rule Setting

Set the rule of shift for every function.

Attendance Rule: Set the general work time, attendance time rule, over time rule, and working hours.

Calculate Rule：Set the general work hours, overtime hours, rate of over time, rate of leave, etc.

Attendance Rule of Employee：Set the rule of employee
Attendance Rule of Department: set the rule of department

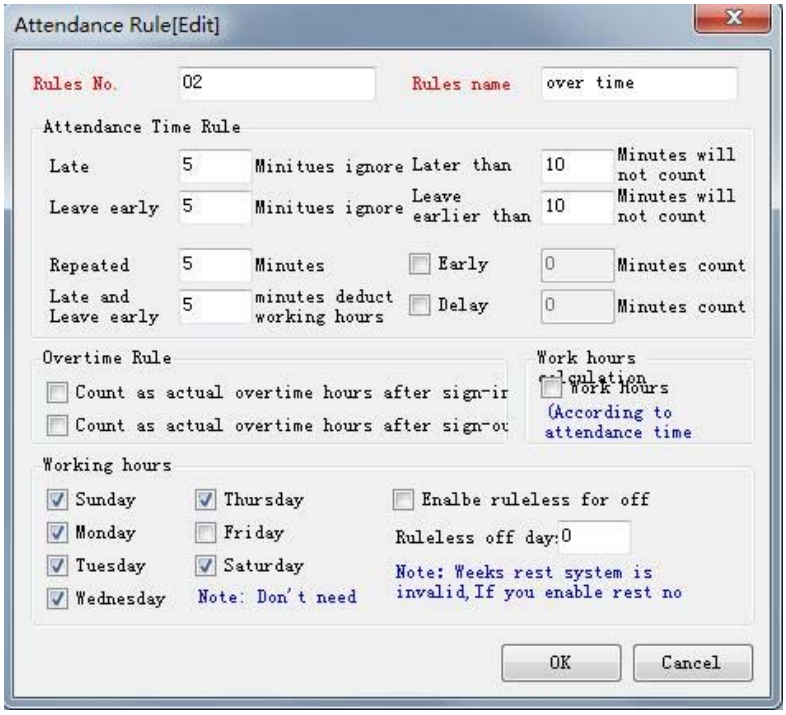


4.1.10. Attendance Rule

Click “Attendance Rule”



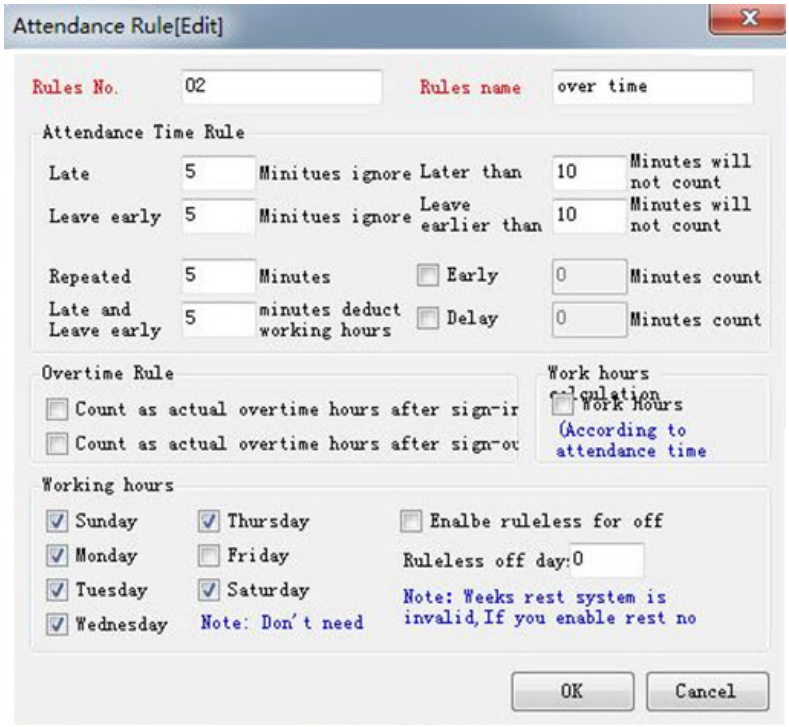
4.1.11. Click “Add” to add a new rule, enter “Rules No.” and “Rules name”



4.1.11.1. Attendance Time Rule: set the rule according to the company’s situation.
4.1.11.2. In the "Attendance Time Rule" in the settings according to the company's specific attendance.
4.1.11.3. In the "Working Time" is set according to your company's working time related department.
4.1.11.4. When settings please note the word in blue.
4.1.11.5. Click “OK” to save setting.

4.1.12. Edit the Rule：

Select the rule that needs be changed



4.1.12.1. According to the specific needs of the rules to be modify the rules according to your need.
4.1.12.2. Click “OK” after editing.

4.1.13. Delete the Rule：

4.1.13.1. Select the desired rule to delete, in the left box playing "√"
4.1.13.2. Click delete, you can delete the corresponding shift

4.1.14. Introductions of rule setting

4.1.14.1. “Late [ ] Minutes ignore”-------- Less than or equal to the set time will not count as late.

4.1.14.2. “Leave early [ ] Minutes ignore” -------Less than or equal to the set time will not count as leave early.

4.1.14.3. “Repeated [ ] Minutes”-------The time interval between two punches, it will count as one punch no matter how many times you punch within the set time.

4.1.14.4. “Late and Leave early [ ] minutes deduct working hours” -------will deduct working hour if you are late or leave early greater than the set time.

4.1.14.5. “Later than [ ] Minutes will not count”-------Attendance will count as absent if you are late more than the set time.

4.1.14.6. “Leave earlier than [ ] Minutes will not count” ------- Attendance will count as absent if you leave early than the set time. For example, you have set 10, here, and your office timing is till 17:00, then if you leave at 16:49, it will count as absent, but it will count as present if you leave at 16:51.

4.1.14.7. “Early [ ] Minutes count” ------- It will count as overtime if you punch before the set time, and which is the time prior to the office timing. For example, your office timing is 08:00 ~ 17:00, and the set time is 30, then 30 minutes will count as overtime if you punch at 07:29.

4.1.14.8. “Delay [ ] Minutes count” ------- It will count as overtime if you punch after office timing and which is set here. For example, if your off timing is 17:00, the set time is 30, and you have punched at 18:00, then 30 minutes will be counted as overtime (From 17:30 ~ 18:00).

4.1.15. Working Hours

4.1.15.1. Checkbox “√” for the working days, uncheck it as holiday. (Unit: week)

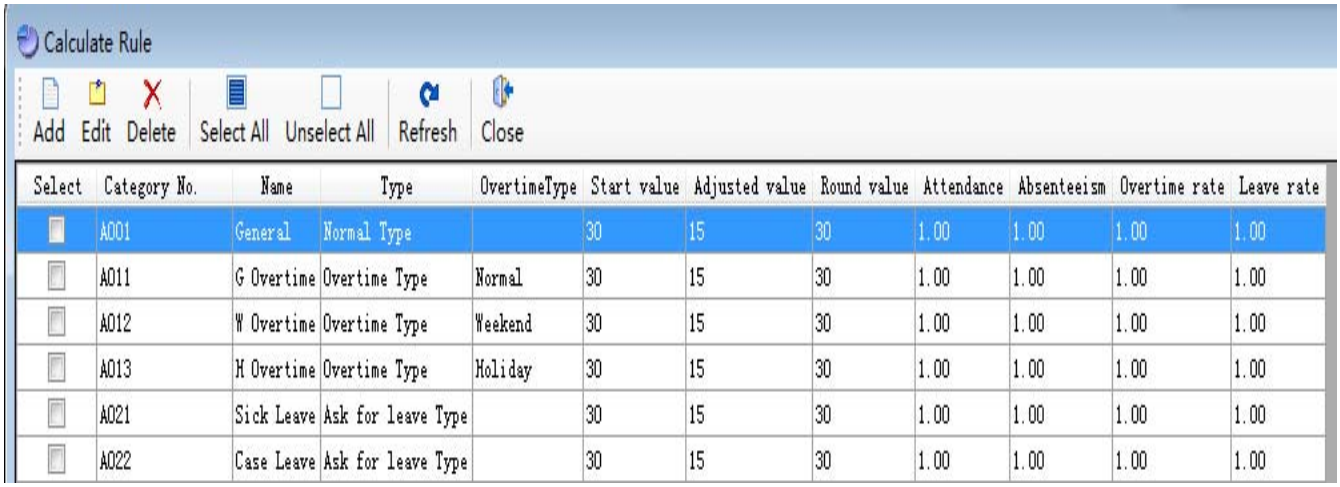
4.1.15.2. “Enable ruleless for off [ ]day/month” -------How many days off for one month, it would automatically count non-attendance time to general off day, it would automatically count the over time to absence. Please note weekly off will be invalid, if you enable this feature.

4.1.16. Overtime Rule：

Checkbox ”√” If you want to calculate the employee's late and leave early, otherwise no need to tick

4.2. Calculate Rule

”Rule Setting” → click “Calculate Rule” into the interface.



Select	Category No.	Name	Type	OvertimeType	Start value	Adjusted value	Round value	Attendance	Absenteeism	Overtime rate	Leave rate
	A001	General	Normal Type		30	15	30	1.00	1.00	1.00	1.00
	A011	G Overtime	Overtime Type	Normal	30	15	30	1.00	1.00	1.00	1.00
	A012	W Overtime	Overtime Type	Weekend	30	15	30	1.00	1.00	1.00	1.00
	A013	H Overtime	Overtime Type	Holiday	30	15	30	1.00	1.00	1.00	1.00
	A021	Sick Leave	Ask for leave Type		30	15	30	1.00	1.00	1.00	1.00
	A022	Case Leave	Ask for leave Type		30	15	30	1.00	1.00	1.00	1.00

Operation Introduction:

Start value: Means began to count the time if the attendance over the setting time

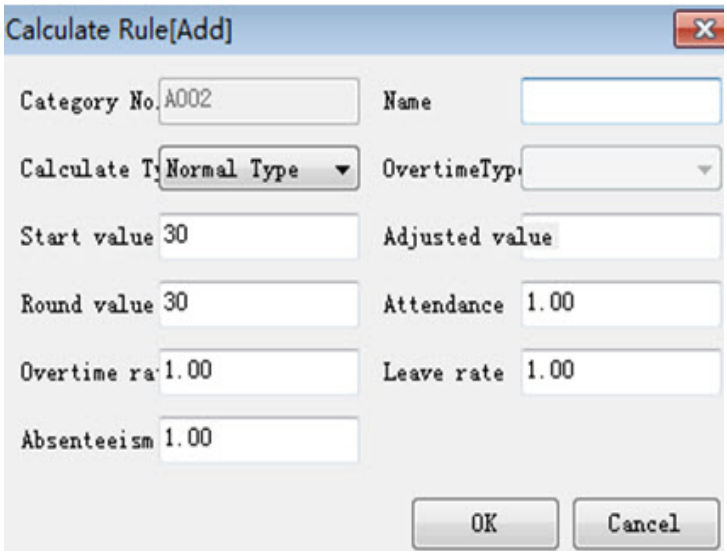
Adjusted value: It’s adjusted time that plus the setting time to attendance time.

Round value: It’s round time that keeps the attendance time to be integer.

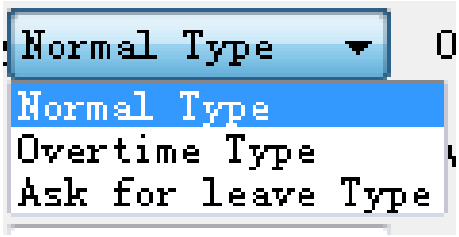
Attendance rate: Attendance rate, overtime rate, leave rate, it’s setting the rate for different type of working.

4.2.1. Add Calculate Rule:

4.2.1.1. Click “Add” into the interface



4.2.1.2. Select the calculate type, click “OK” after setting value and rate.



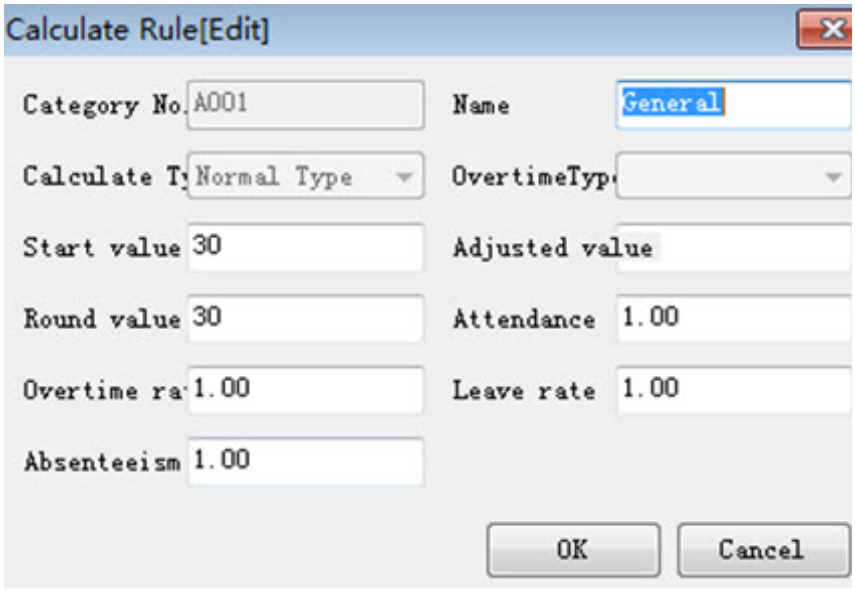
Normal Type: if attendance in accordance with this rule, the report will be counted as regular attendance

Overtime Type: if attendance in accordance with this rule, the report will be counted as overtime attendance

Ask for leave Type: if attendance in accordance with this rule, the report will be counted as leave attendance

4.2.2. Edit Calculate Rule:

4.2.2.1. Select the rule which you wish to change, click “Edit”



4.2.2.2. Click “OK” after editing calculate type, value and rate.

4.2.3. Delete Calculate Rule：

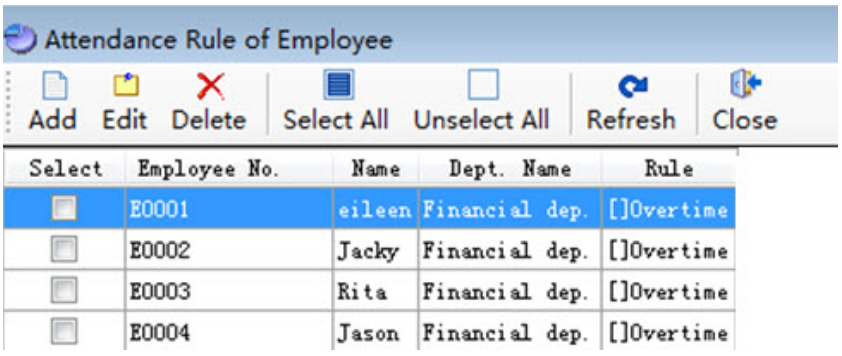
4.2.3.1. Select the desired rule to delete, in the left box tick "√"

4.2.3.2. Click delete, you can delete the corresponding shift

Sample：In the “Overtime Type”, the “Start value” is set to 30 minutes, it will be overtime working hours after the overtime over 30 minutes. The “Adjusted value” set to 15 minutes, “Round value” is 60 minutes. If an employee overtime 49 minutes, because more than 30 minutes start value, with 15 minutes of adjustment is 64 minutes, according to a 60-minute round value, and the remaining 4 minutes less than 30 minutes the start value, the ignore it.

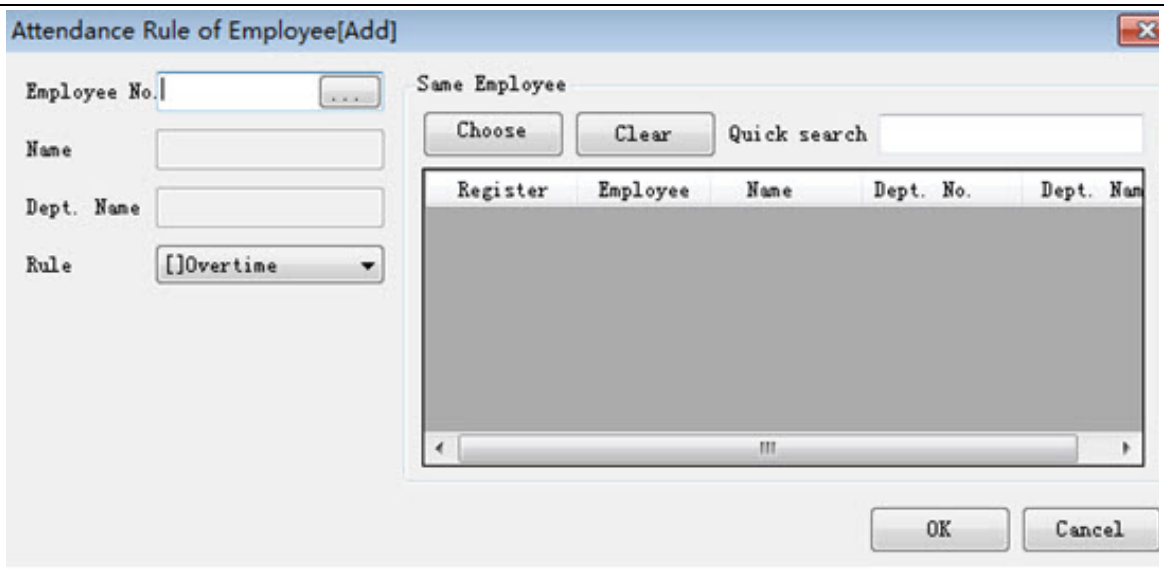
4.3. Attendance Rule of Employee

Rule Setting → Click “Attendance Rule of Employee

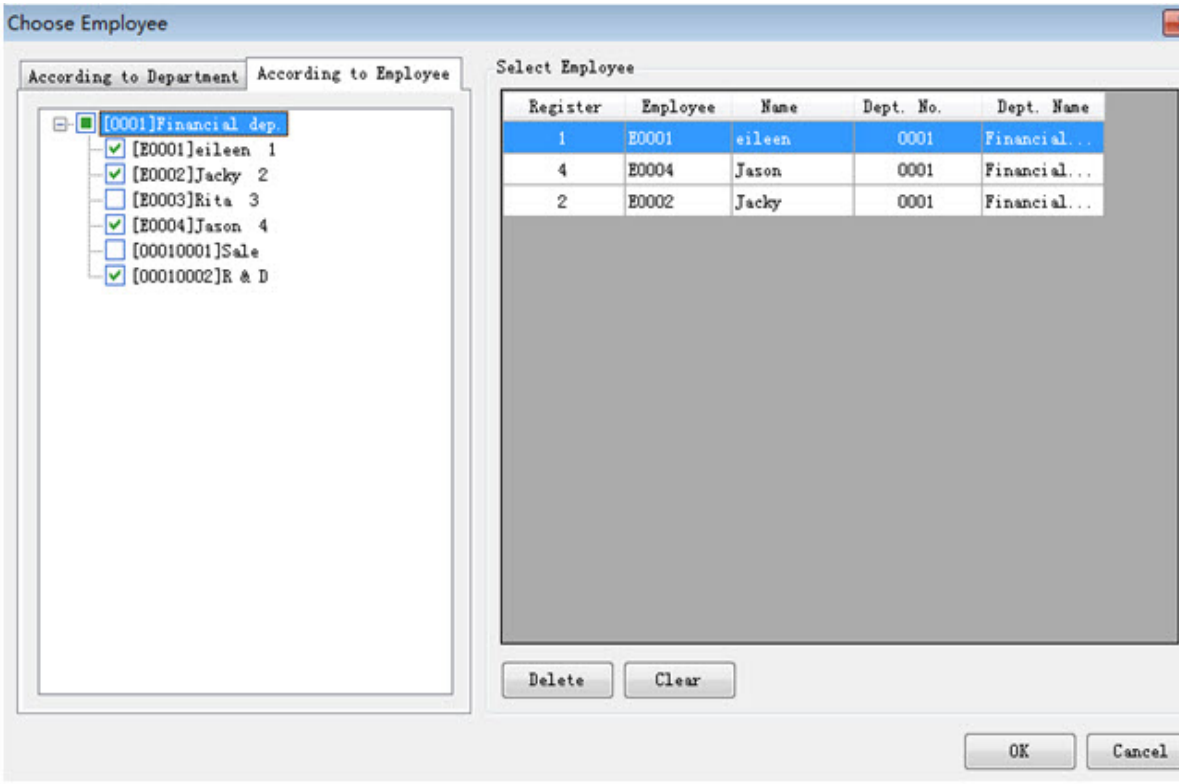


4.3.1. Add Attendance Rule of Employee：

4.3.1.1. Click “Add” to add the employee to the rule.



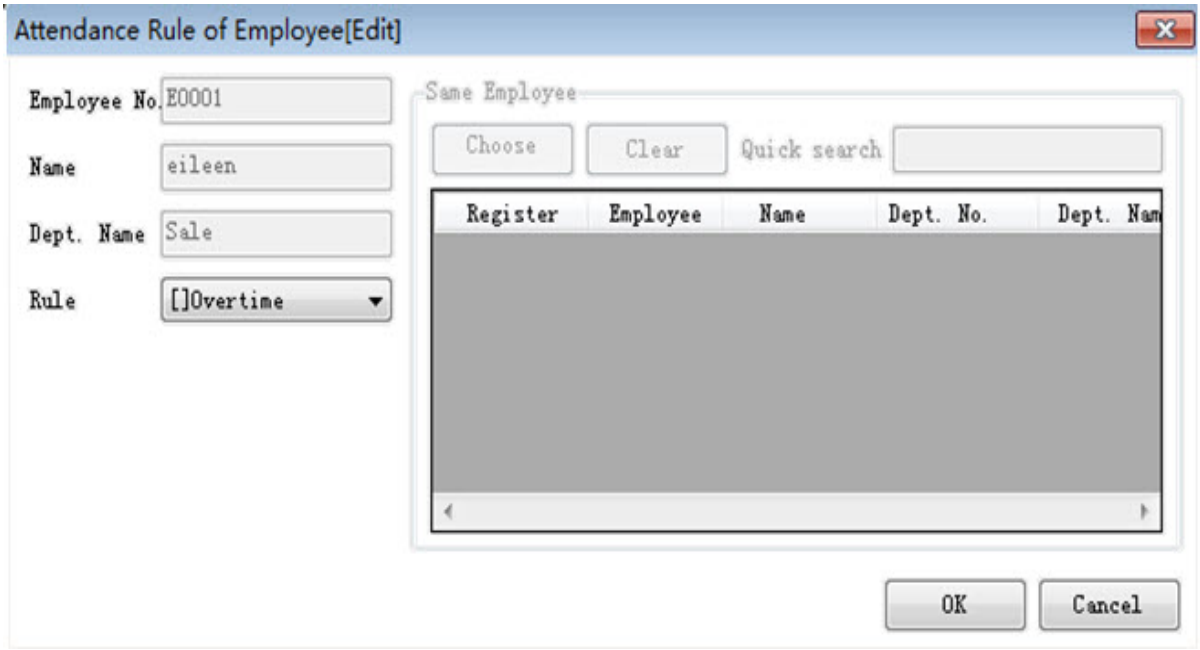
4.3.1.2. Click ... to select employee，Click on the right of the "Choose" button to add bulk staff.



4.3.1.3. Click “OK” after setting the “Rule”.

4.3.2. Edit Attendance Rule of Employee：

4.3.2.1. Select the employee you wish to edit



4.3.2.2. Click “OK” after editing the rule

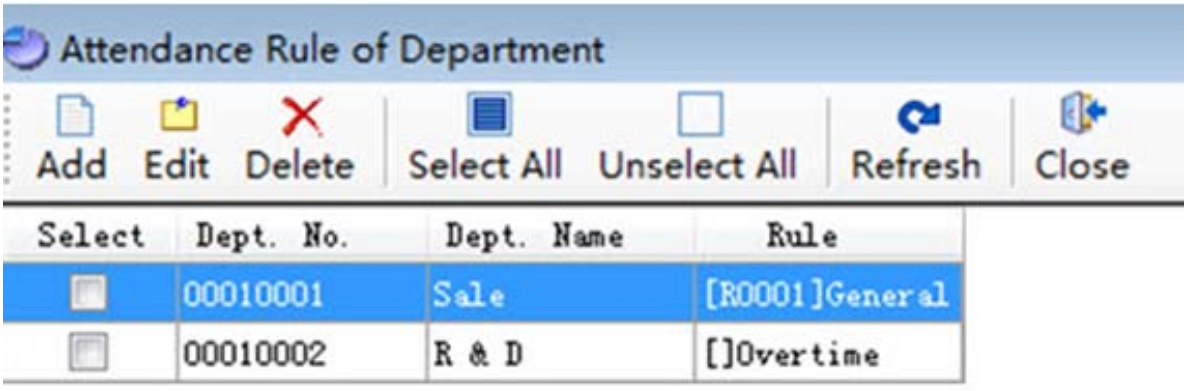
4.3.3. Delete Attendance Rule of Employee：

4.3.3.1. Select the desired rule to delete, in the left box tick "√"

4.3.3.2. Click delete, you can delete the corresponding shift

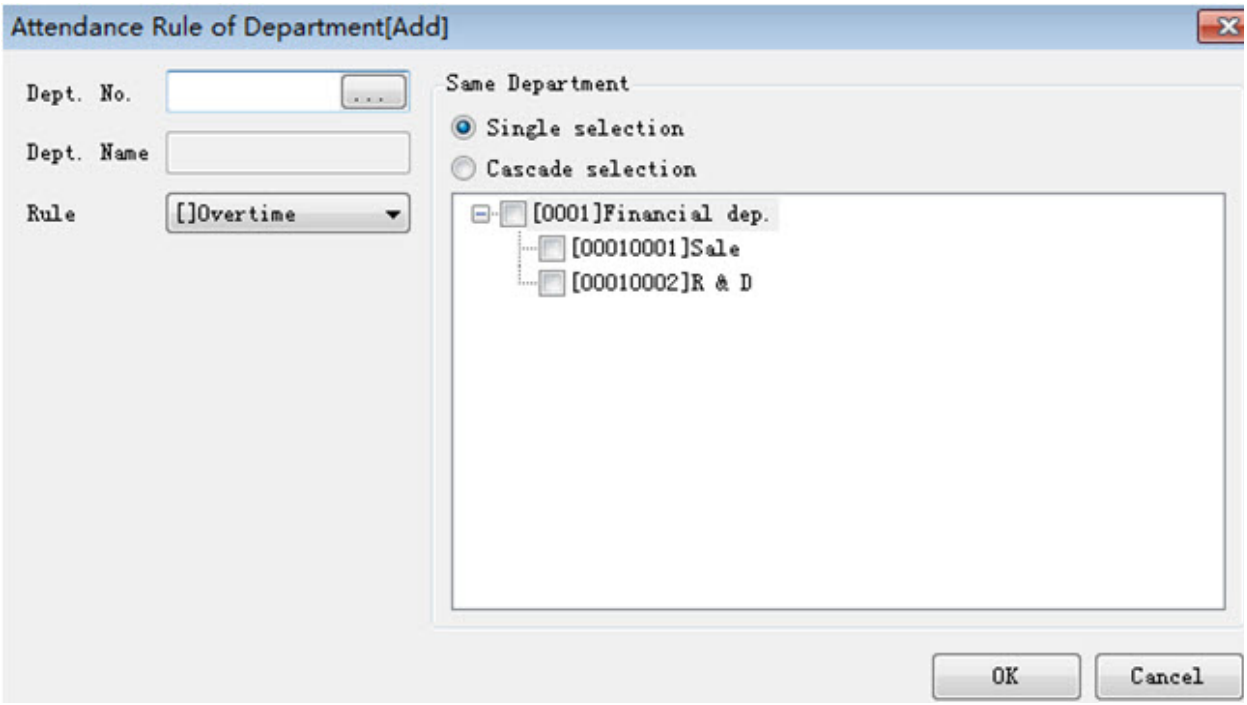
4.4. Attendance Rule of Department

Rule Setting → Click “Attendance Rule of Department”



4.4.1. Add Attendance Rule of Department:

4.4.1.1. Click “Add” to add the department to the rule.

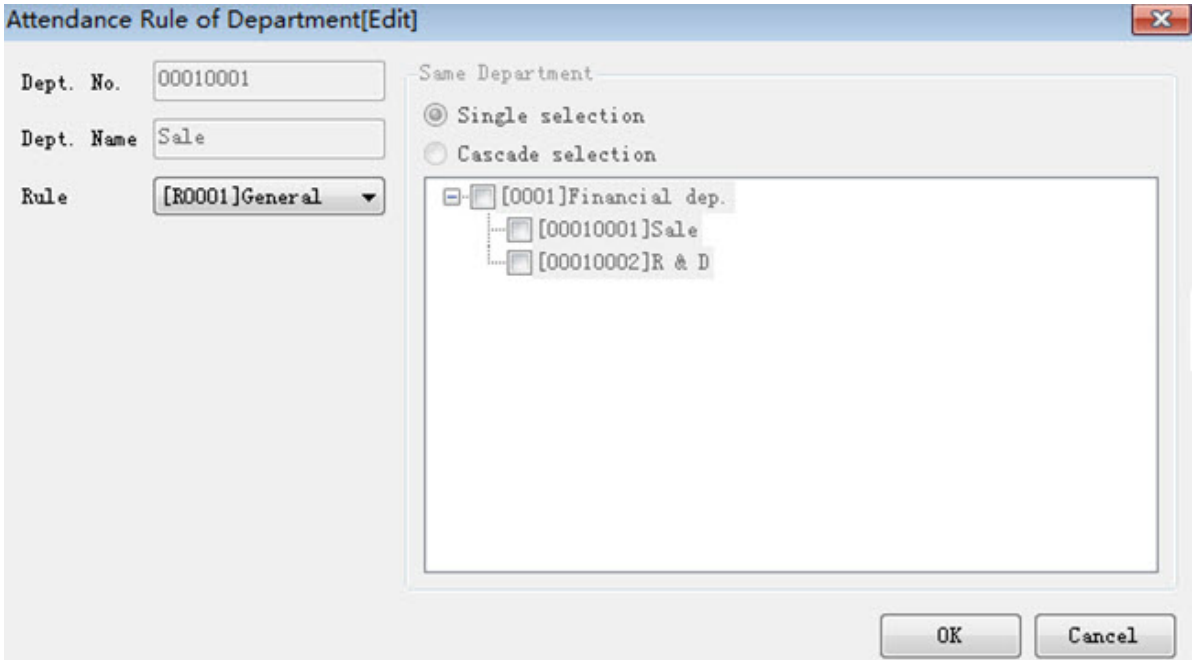


4.4.1.2. Click ... to select department，Click on the right of the "Choose" button to add bulk staff.

4.4.1.3. Click “OK” after set the Rule.

4.4.2. Edit Attendance Rule of Department：

4.4.2.1. Select the employee that should be changed



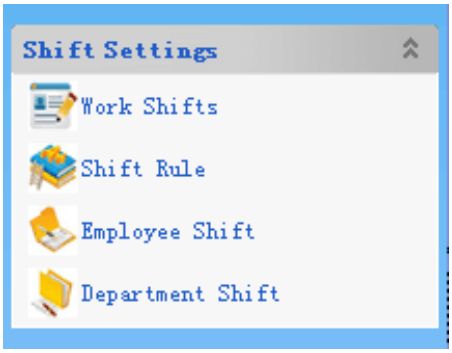
4.4.2.2. Click “OK” after editing the rule

4.4.3. Delete Attendance Rule of Department：

4.4.3.1. Select the desired rule to delete, in the left box tick "√"

4.4.3.2. Click delete, you can delete the corresponding shift

5. Shift Settings



Function Module of Shift

Work Shifts: Setting the shift

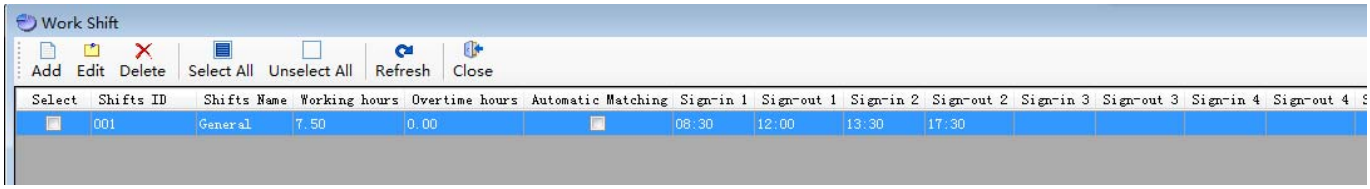
Shift Rule: Setting the rule of shift for one day, a week or a month.

Employee Shift: Individual employee shift

Department Shift: Department shift.

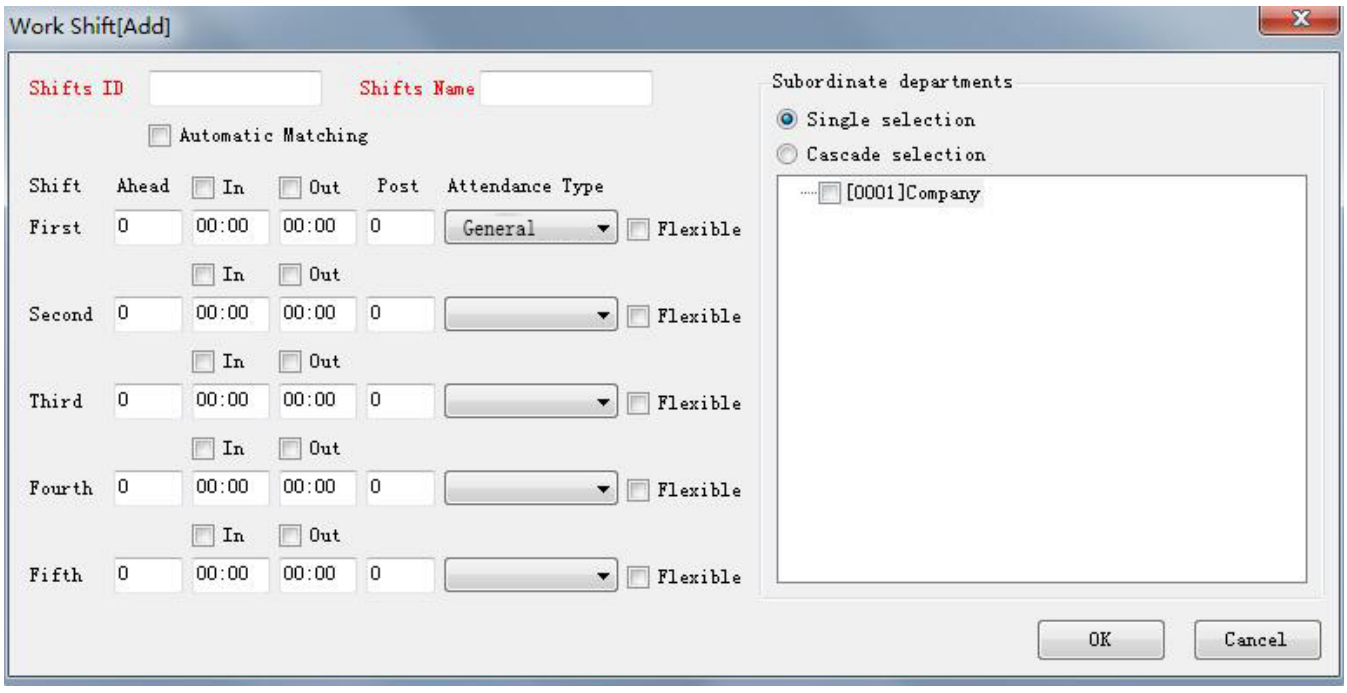
5.1. Work shifts

Click “Work Shifts” of “Shift Settings”



5.1.1. Add shift

Click "Add" to start adding a new shift



Red fields are mandatory. Set the working hours, confirm attendance category to complete shift adding.

Please note:

1. "Automatic Matching"-------This feature is suitable for those on regular schedules, companies having daylight savings time, or those have more than 2 shifts. You need not to set shifts for employees if “Automatic Matching” is selected. But you need to match the departments accordingly when you choose this feature.

2. "Flexible" ------- You may not need to work according to the shift, as long as your working hours is equal to or greater than office hour, it will count as present.

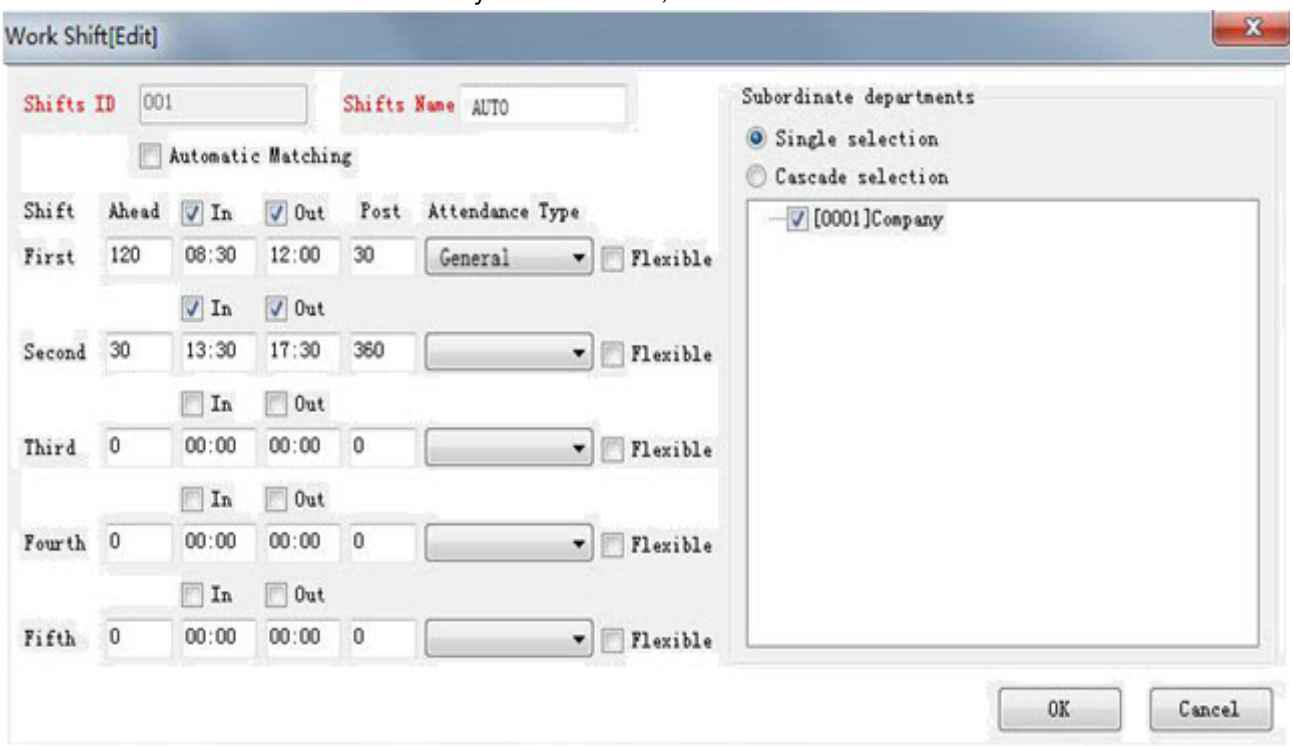
Sample:

eg：

1. "Automatic Matching": Shift for Daylight Saving Time is 8:00-17:00, shift for Standard Time is 9:00-18:00， Then set this two shifts and check “Automatic Matching” and subordinate department, you do not need other shift, verify or punch card around 8:00 and 17:00 at summer, that is considered to daylight saving time attendance, verify or punch card around 9:00 and 18:00 at winter, that is considered to standard time. But, can’t make attendance at 8:30 that between 8:00-9:00, it will be invalid.
2. “Flexible”: If the shift is 8:00-17:00, 9 hours, so if an employee was late, or there are special cases, he can mark his attendance for 10:00-19:00, and it will not be count as late or absent.

5.1.2. Edit the shift:

5.1.2.1. Select the shift which you want to edit, click the “Edit”



5.1.2.2. Edit the required modification of the time period, attendance type, and shift name to edit the shift.

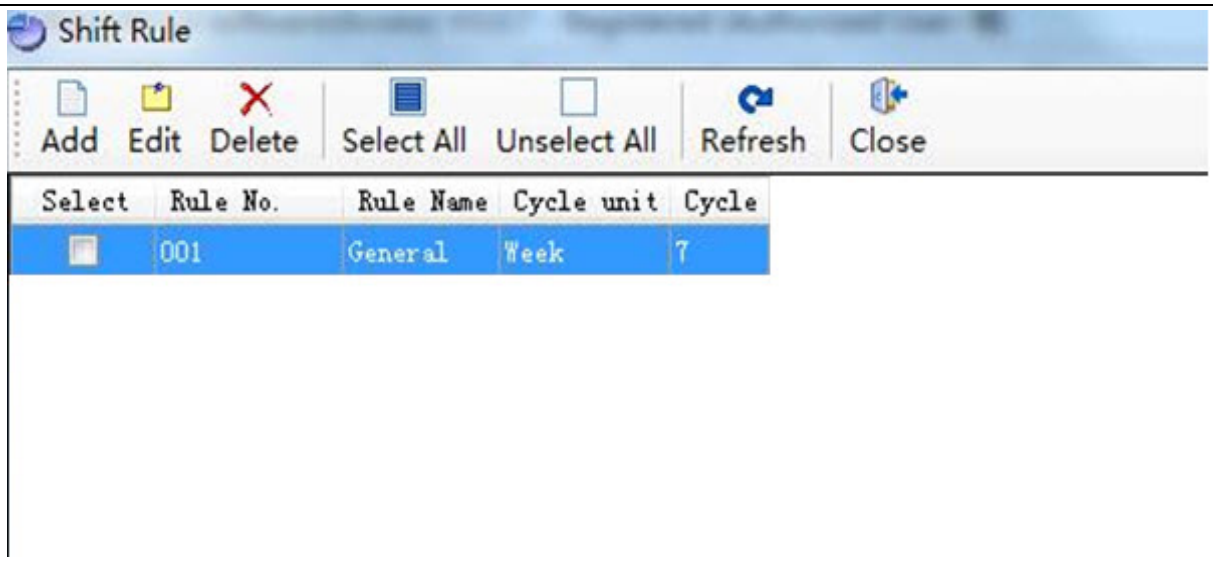
5.1.3. Delete the shift

5.1.3.1. Select the desired shift to delete, in the left box tick "√"

5.1.3.2. Click delete, you can delete the corresponding shift

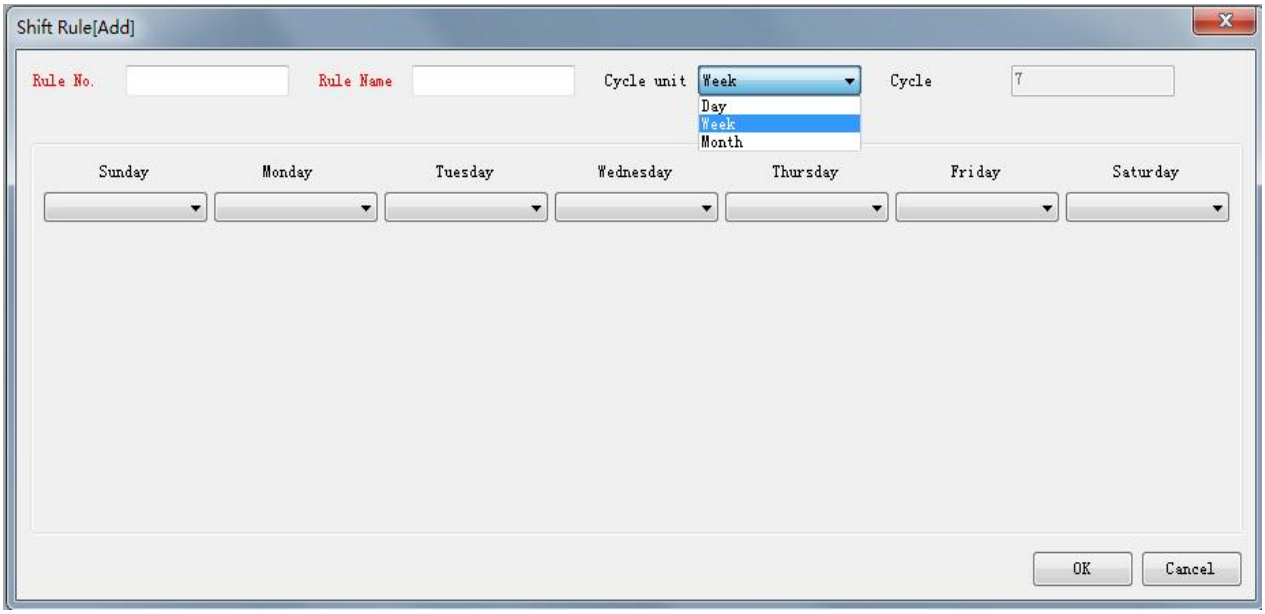
5.2. Shift Rule

Click “Shift Rule” to manage the rule.



5.2.1. Add shift rule

5.2.1.1. Click “Add” to add the new rules.

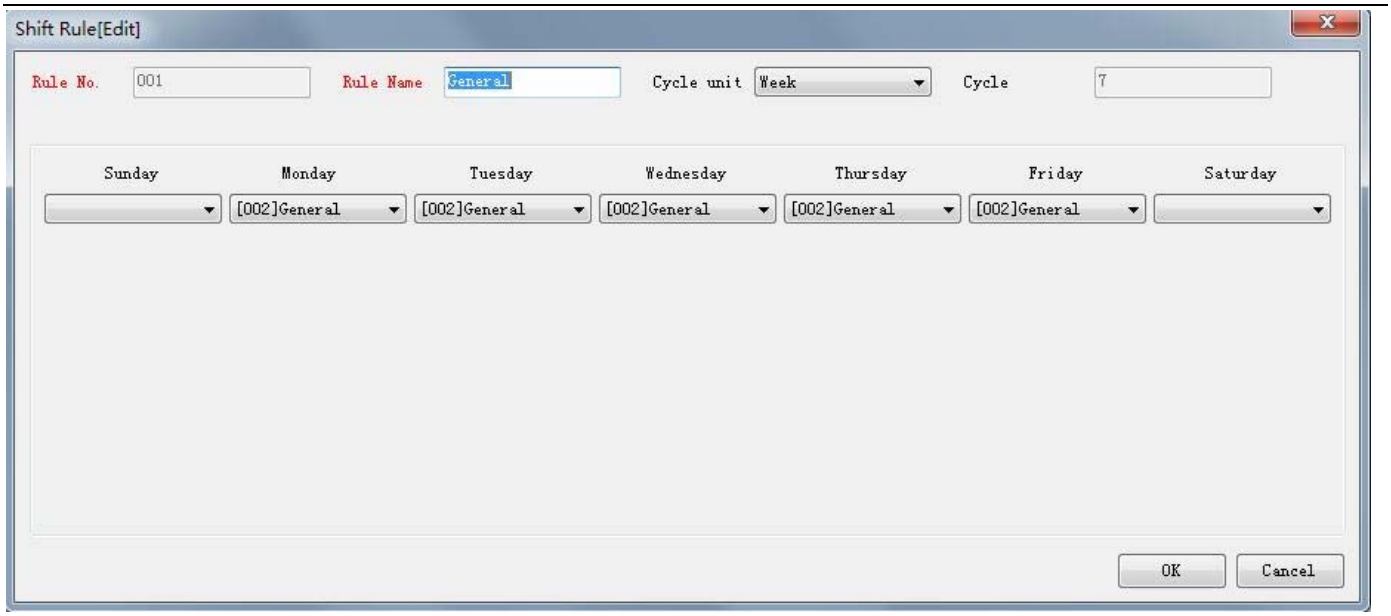


5.2.1.2. The red field is mandatory. Set the Rule No., click “OK” after setting Rule Name, Cycle unit, Shift

Please note: It would be counted as holiday if no shift is selected.

5.2.2. Edit Shift Rule：

5.2.2.1. Click “Edit” which rule that needs be changed.



5.2.2.2. Click “OK” after editing Rule Name, Cycle unit and Shift

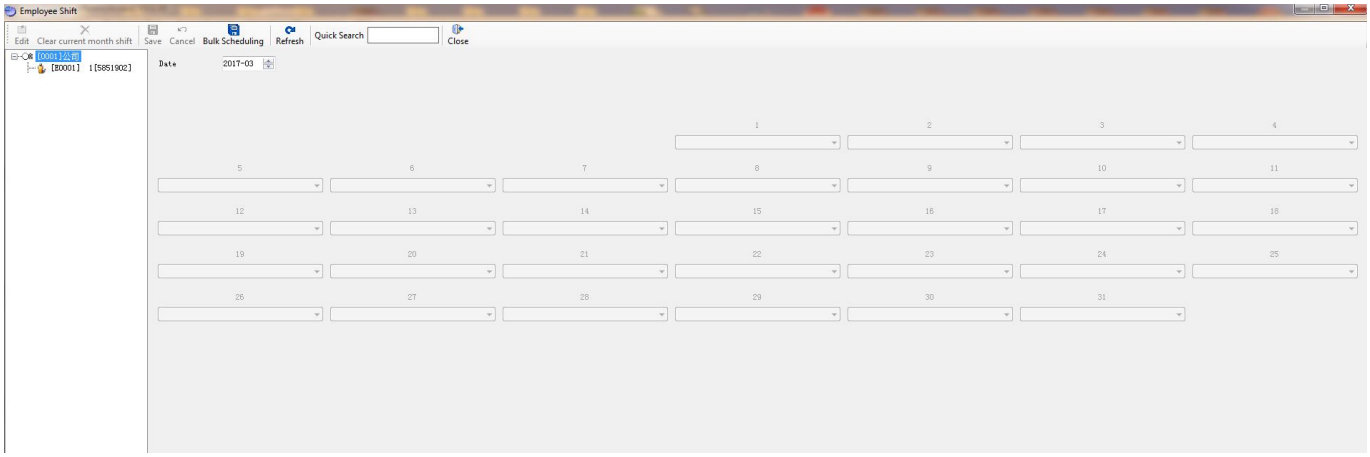
5.2.3. Delete Shift Rule：

5.2.3.1. Select the desired rule to delete, in the left box tick "√"

5.2.3.2. Click delete, you can delete the corresponding rule

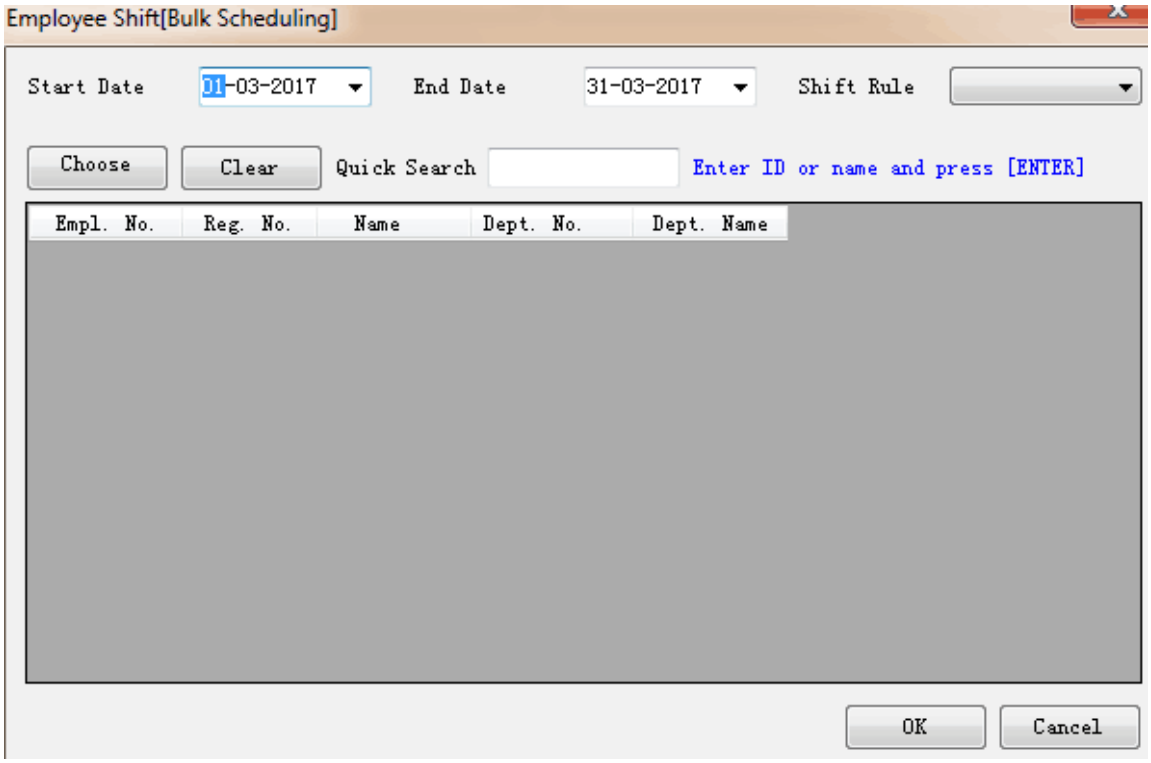
5.3. Set Employee Shift

Click “Employee Shift” into the shift.



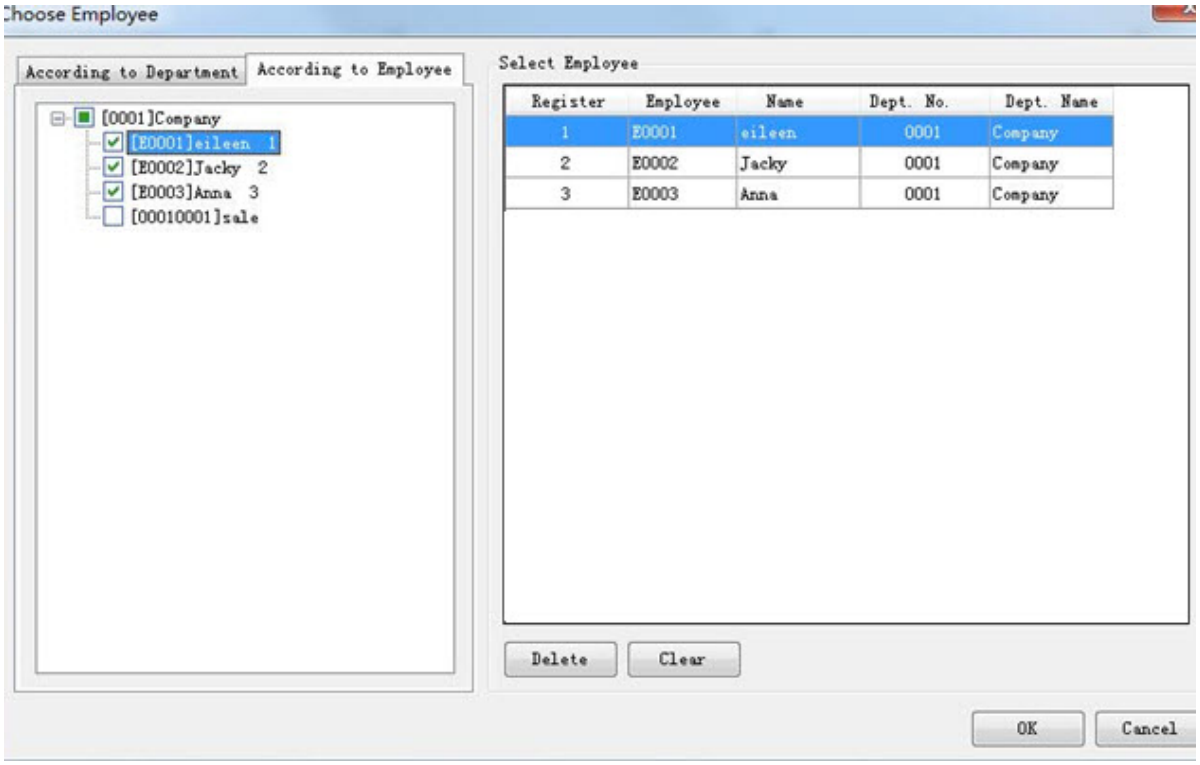
5.3.1. Bulk Scheduling Setting:

5.3.1.1. Click “Bulk Scheduling” to set the scheduling



5.3.1.2. Select the “Start date” and “End date” to set the period for the scheduling

5.3.1.3. Click “Choose” to set the employee who should be on this scheduling, and click “OK”



5.3.2. Edit Scheduling:

5.3.2.1. Select the scheduling of an employee to change, click "edit" to make changes for employee scheduling



5.3.2.2. Click "Save" to finish after editing the rule

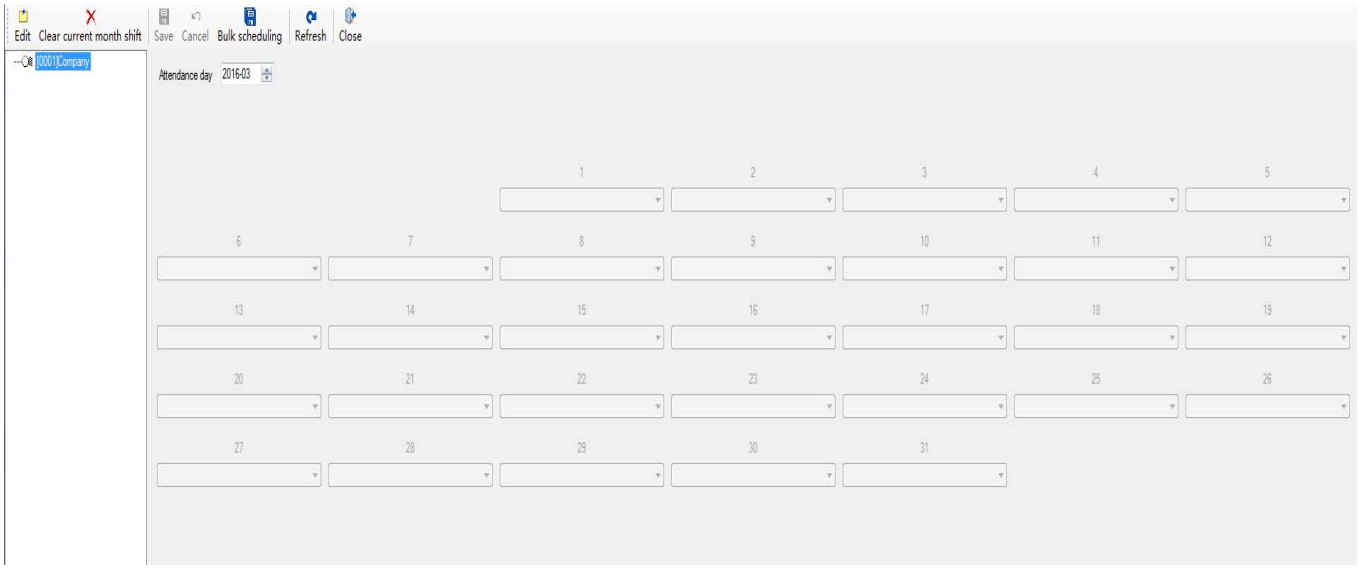
5.3.3. Delete Scheduling:

5.3.3.1. Select the scheduling of employee to delete.
5.3.3.2. Click Delete to delete the scheduling of the month

Please note:
”Automatic Matching”: If automatic matching is enabled, the “Shift of Employee” and “Department Schedule” will not be valid, you just need to set the shift, and the attendance will be automatically match to the shift.
For example: If you punch at 7:56 for checkin and 12:03 for checkout, the system will automatically define the shift as 8:00-12:00,

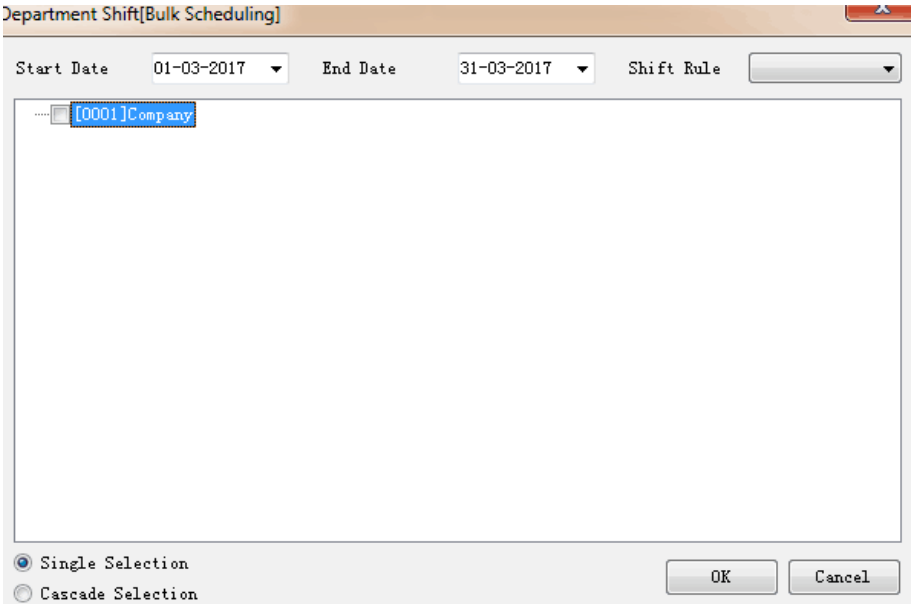
5.4. Department Shift

Click “Department Schedule” and you will see the setting interface as below



5.4.1. Bulk Scheduling setting:

5.4.1.1. Click “Bulk Scheduling” to set the scheduling

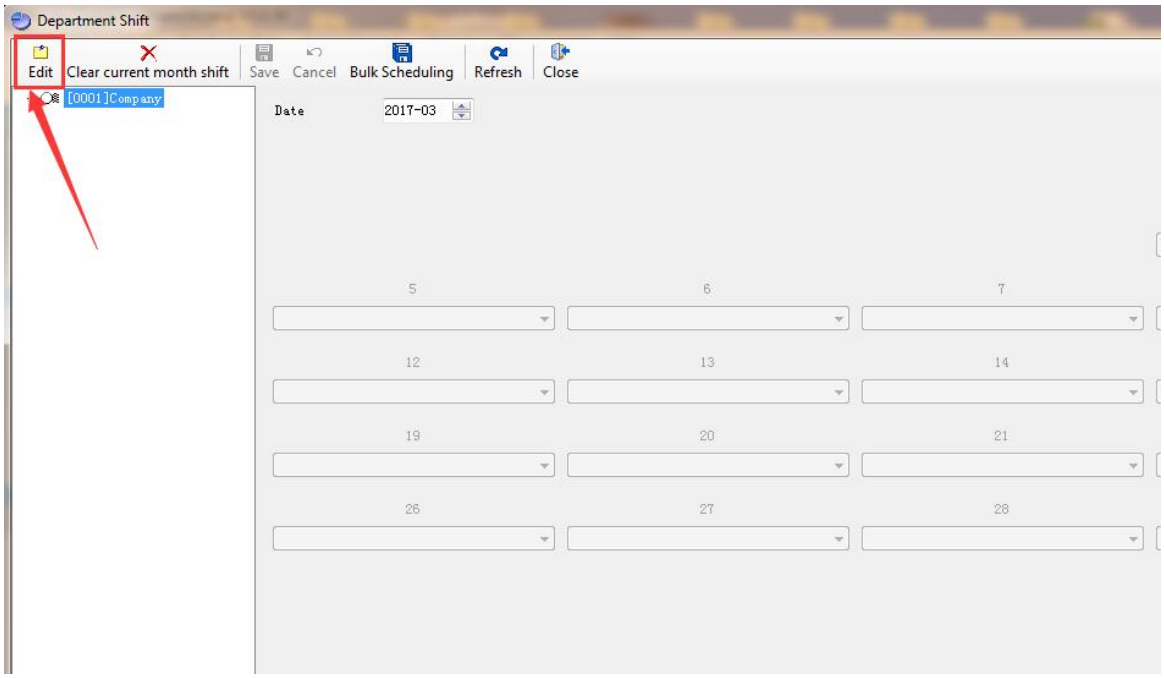


5.4.1.2. Select the “Start date” and “End date” to set the period for the shift.

5.4.1.3. Click “Choose” to set the employee who should be on this shift, and click “OK”

5.4.2. Edit Shift：

5.4.2.1. Select the desired shift of department to change, click "edit" to make changes for department shift.



5.4.2.2. Click "Save" to finish after editing the rule

5.4.3. Delete Scheduling：

5.4.3.1. Select the desired scheduling of staff to delete.

5.4.3.2. Click Delete to delete the scheduling of the month

6. Report Management

6.1. Analyze attendance data：Analyze attendance data, which is downloaded from device.

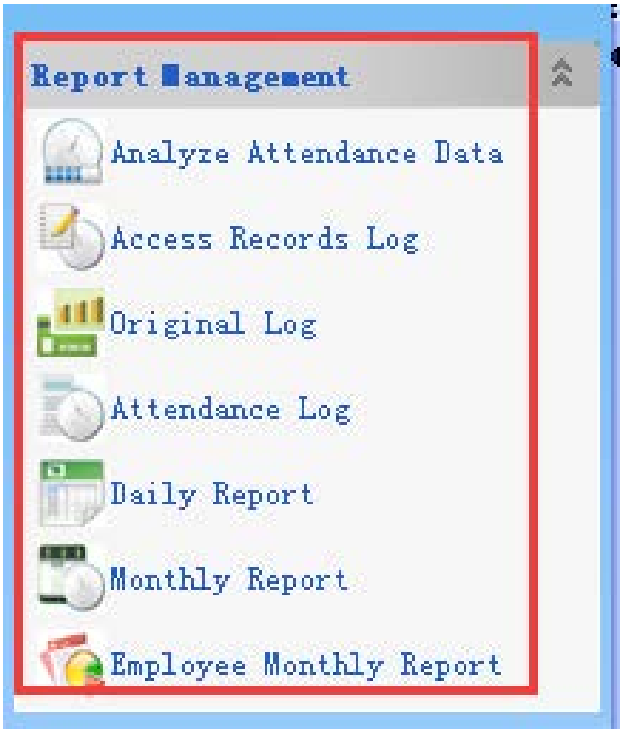
6.2. Original records log：View all original records data

6.3. Attendance log：View all attendance data

6.4. Daily Report：View all employees attendance records for the day

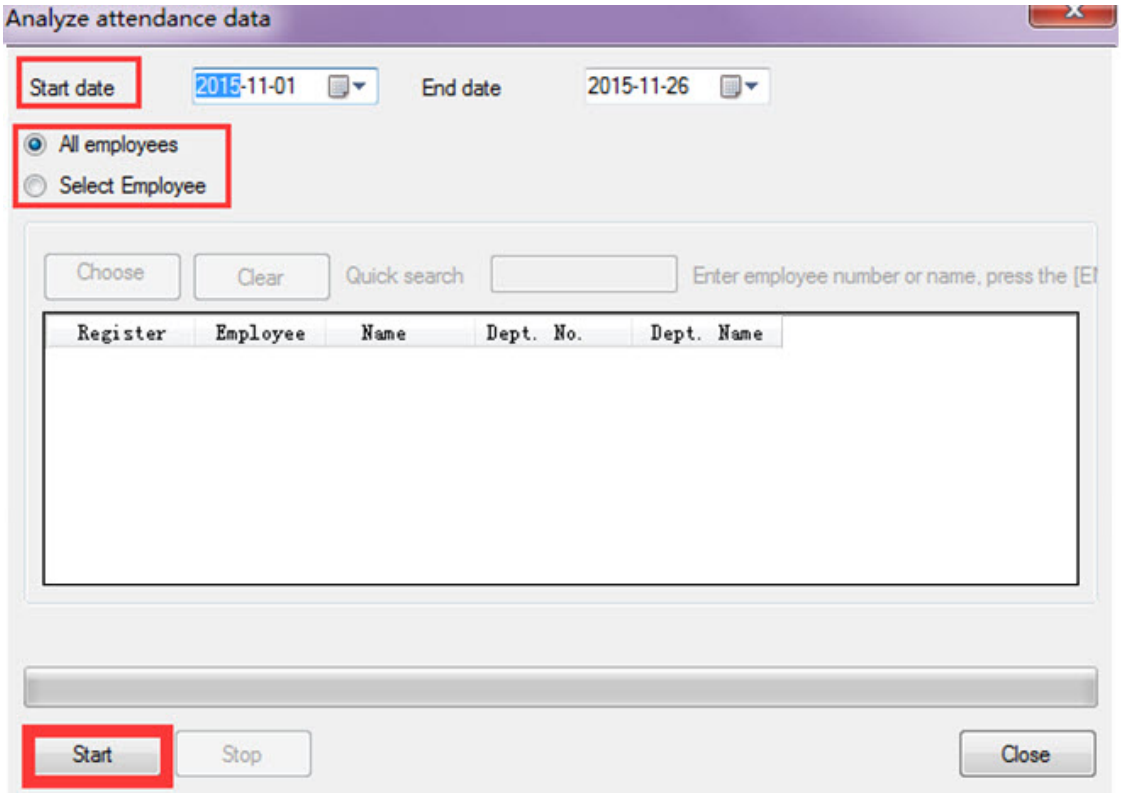
6.5. Monthly Report：Employee attendance record monthly summary

6.6. Monthly Report of employee：Individual employee attendance monthly report



6.7. Analyze Attendance Data

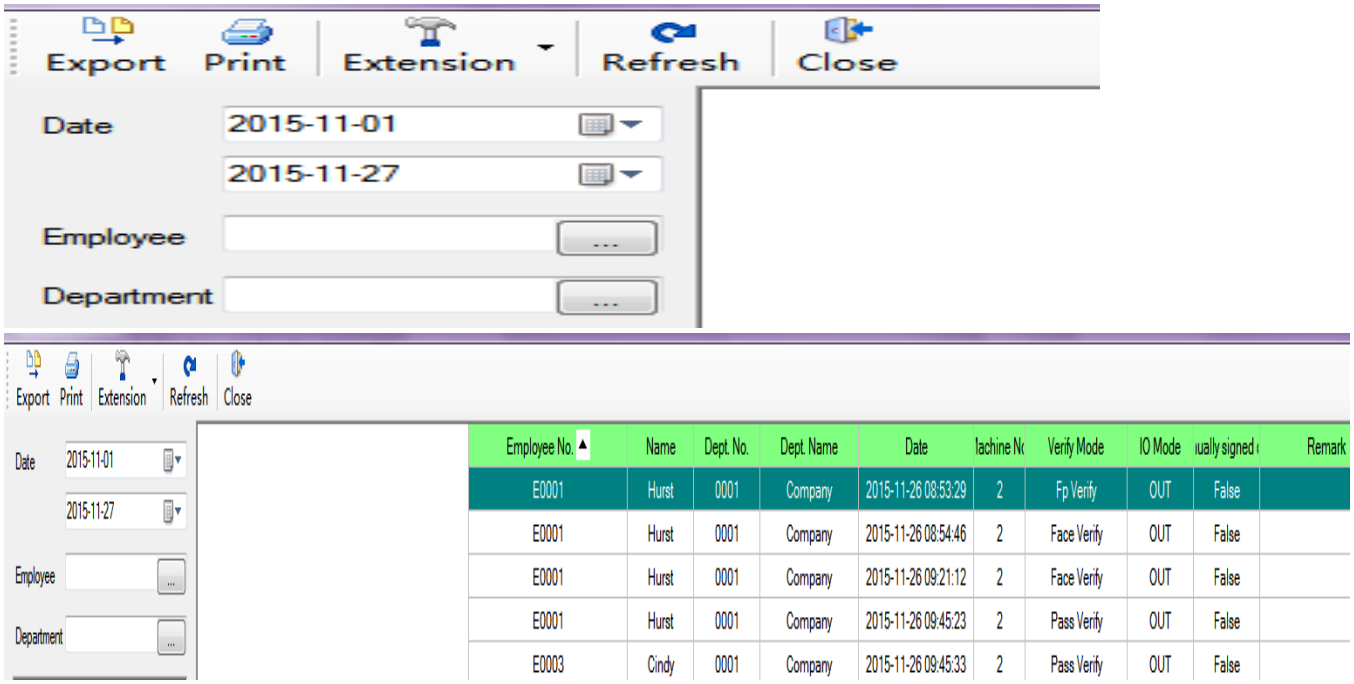
6.7.1. Click “Analyze Attendance Data”, you will see below interface.



6.7.2. You can choose start time, end time, all employees or select employees you wish to analyze.

6.8. Original records log

6.8.1. Click “Original records log”, and it comes below interface.

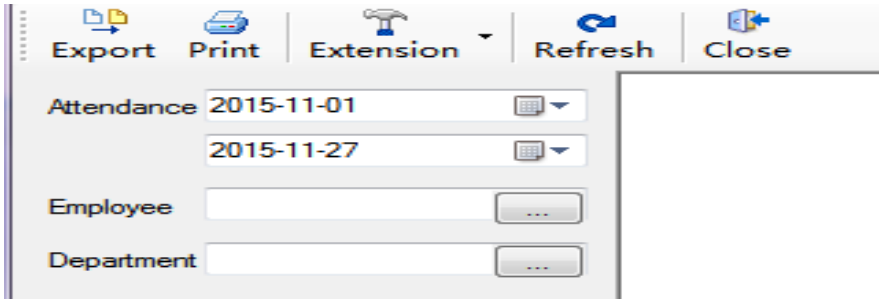


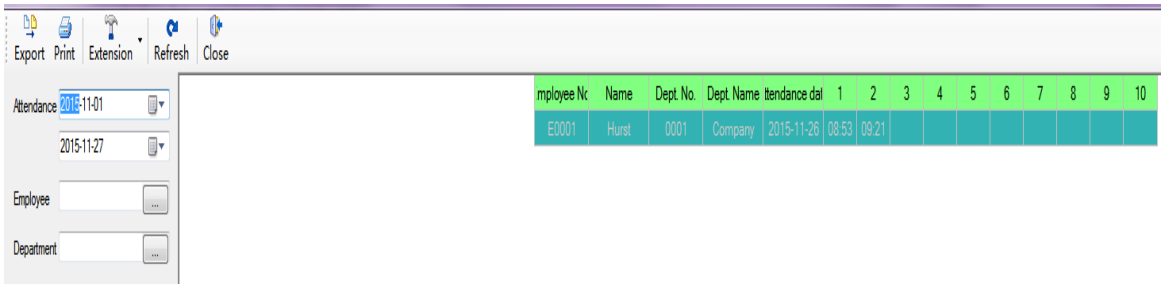
6.8.2. You can choose start time, end time, employee, and department.

Notice: It will show all employees, if you have not chosen employee or department. Then click “Refresh” to view the report.

6.9. Attendance log

6.9.1. Click “Attendance log”, and it comes below interface.





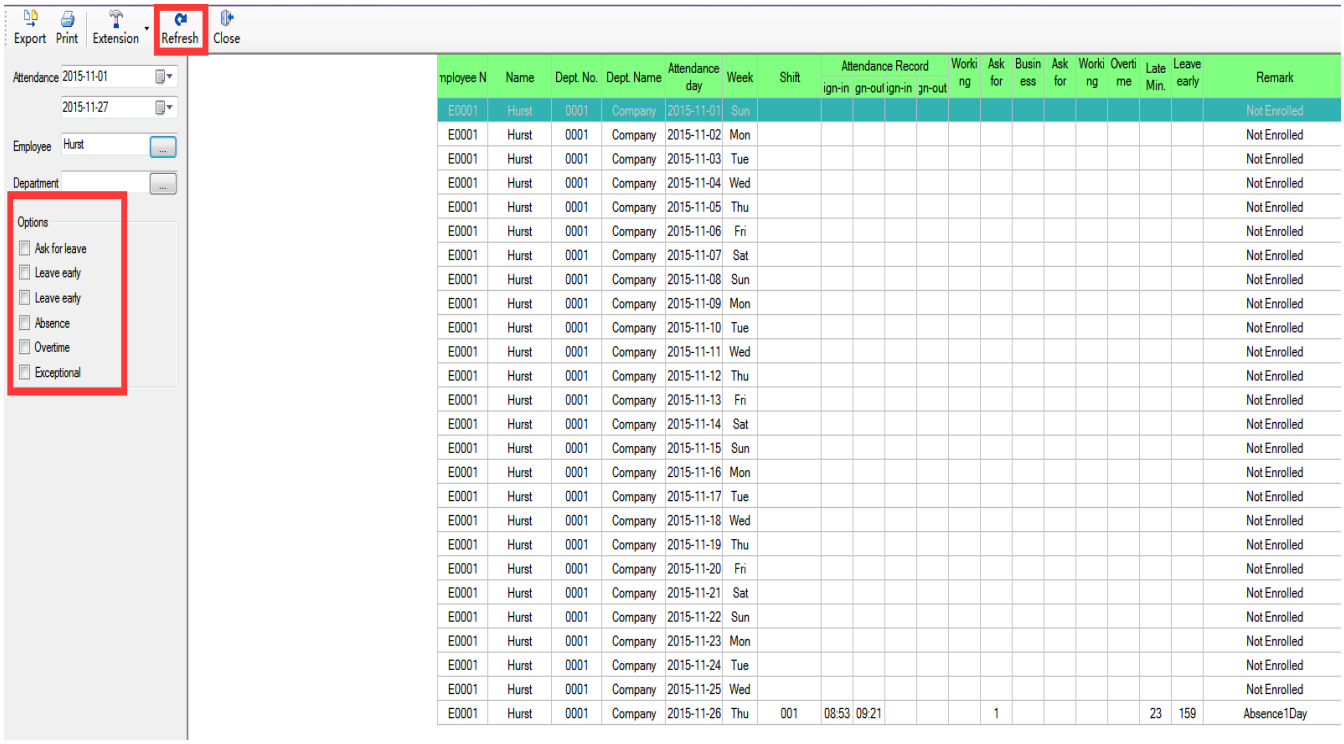
6.9.2. You can choose start time, end time, employee, and department.

Notice:

It will show all employees, if you have not choose employee or department. Then click “Refresh” to view the report.

6.10. Daily Report

6.10.1. Click “Daily Report”, and it comes below interface.



6.10.2. You can choose start time, end time, employee, and department.

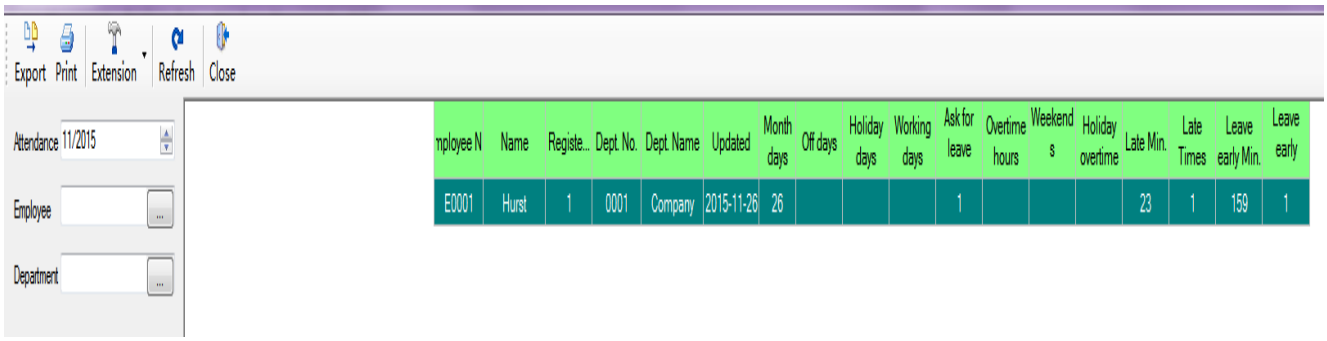
6.10.3. You can choose “Ask for leave “, “Leave early” and so on.

Notice: It will show all of employee, if you have not choose employee or department. Then click “Refresh” to view the

report

6.11. Monthly Report

Click “Monthly Report”, it will show below interface



6.11.1. You can choose start time, end time, employee, and department.

Notice: It will show all of employee, if you have not chosen employee or department. Then click “Refresh” to view the report

6.12. Access Records Log

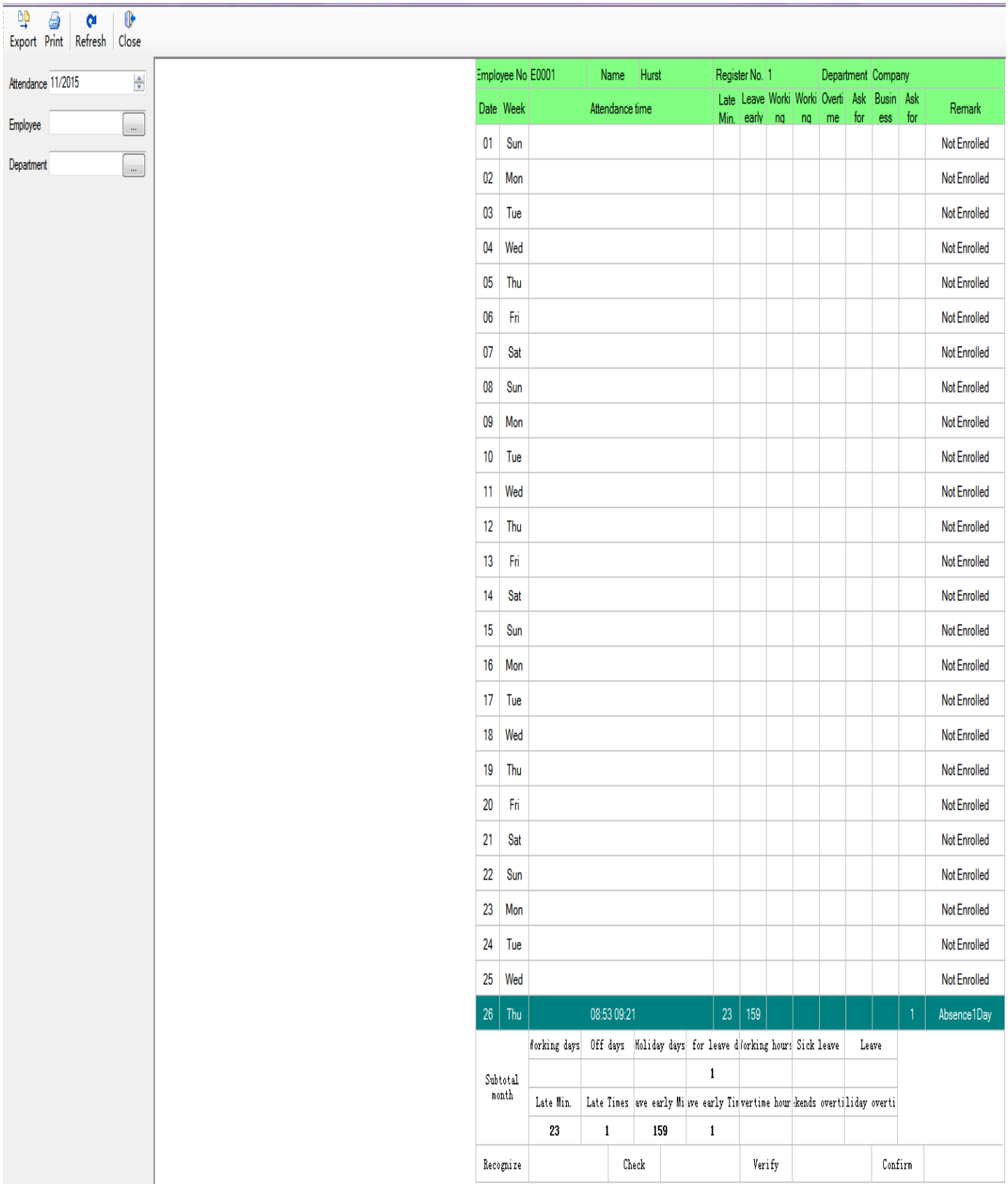
Clike "Access Records Log", it will show below interface



6.12.1. It will records log of device, shows which device, date, state, remarks.

6.13. Employee monthly report: Individual employee attendance monthly report

6.13.1. Click “Employee monthly report”,

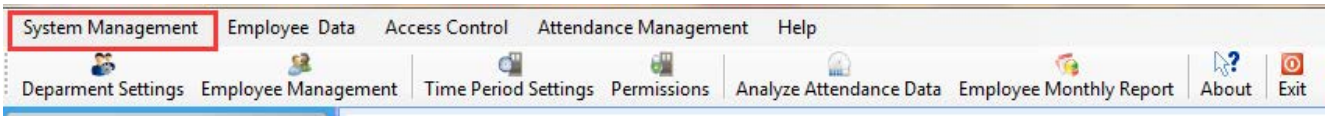


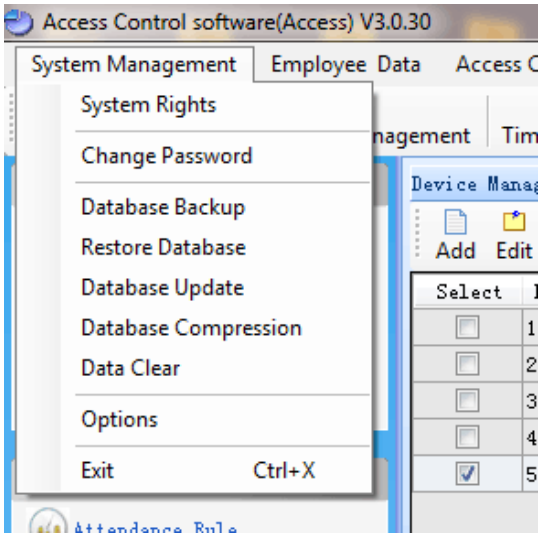
6.12.2. You can choose start time, end time, employee, and department.

6.12.3. Notice: It will show all of employee, if you have not chosen employee or department. Then click "Refresh" to view the report.

7. System Management

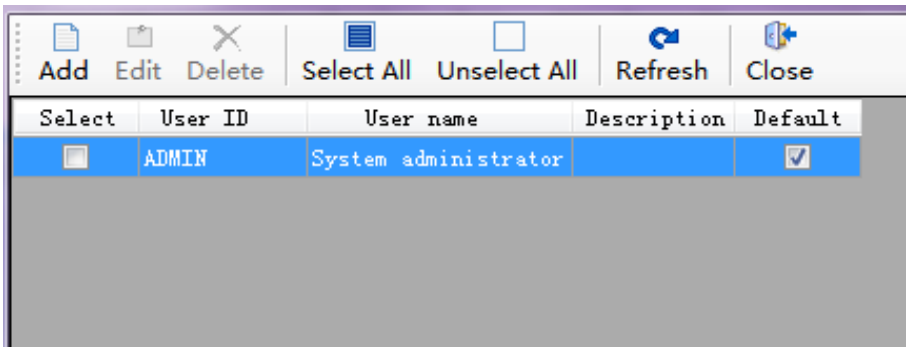
7.1. System Right: Setting authorized person to use the software and his permissions.
7.2. Change Password: To change user's password.
7.3. Database Backup: Backup current database.
7.4. Restore Database: Recovery database.
7.5. Database Update: Update current database information.
7.6. Database Compression: Database compression to save storage space.
7.7. Data Clear: Delete old database data.





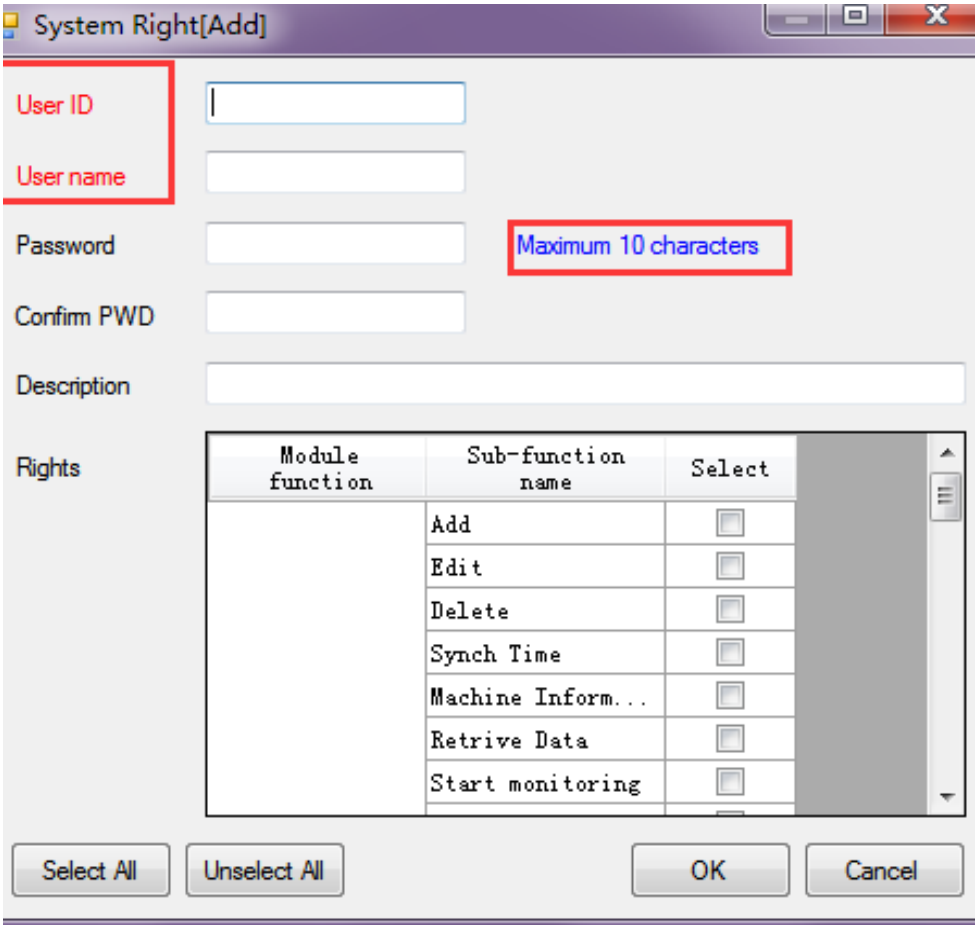
7.8. System Right

System Management ->System Right, see below interface



7.8.1. Add User

7.8.1.1. Click “Add”



7.8.1.2. Notice：Red fields are mandatory.

7.8.2. Edit user

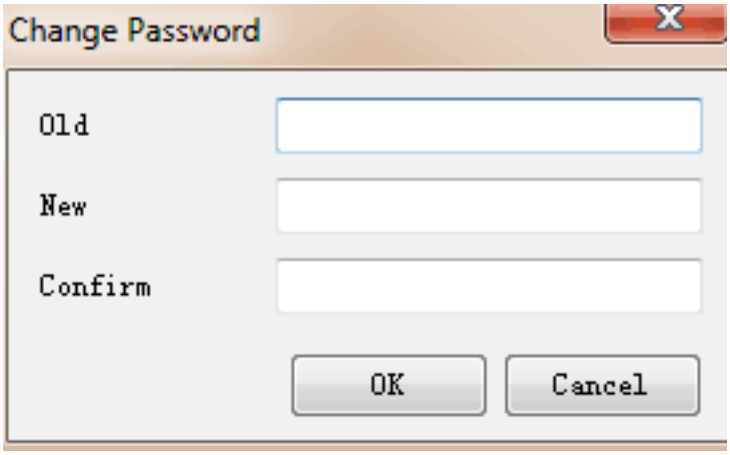
7.8.2.1. Click “Edit” to edit a certain user

7.8.2.2. Click “OK” to save changes after editing.

7.8.3. Delete user

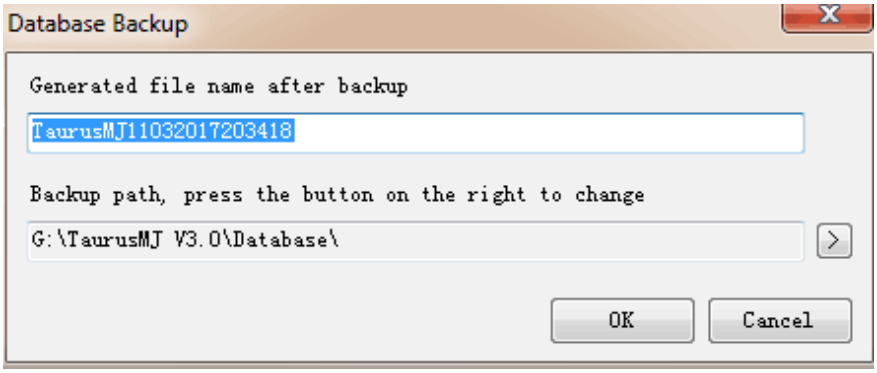
7.9. Change password

System Management > Change password



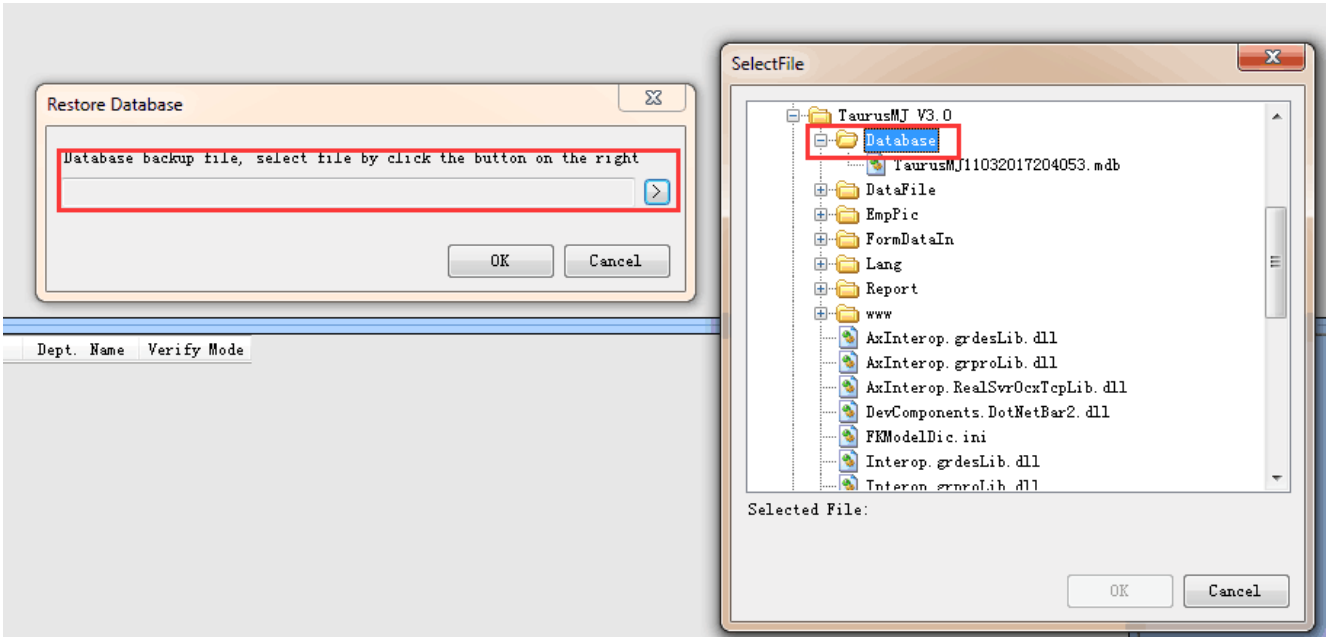
7.10. Database Backup

System Management > Database Backup



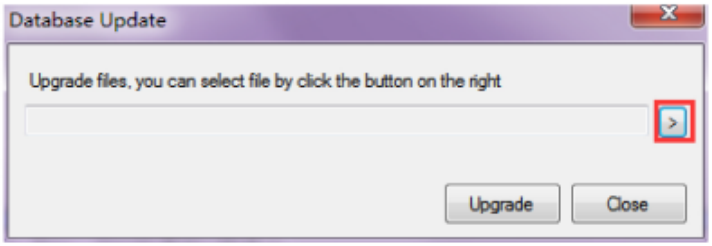
7.11. Restore Database

System Management > Restore Database



7.12. Database Update

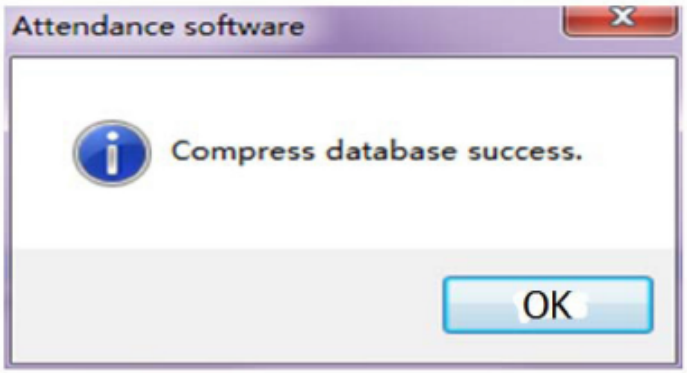
System Management -> Database Update



7.13. Database compression:

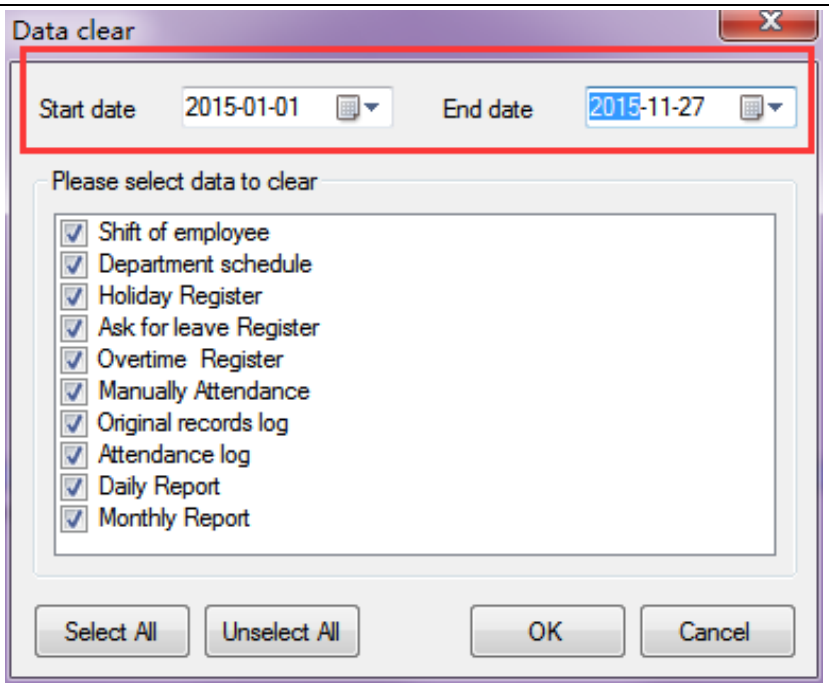
Explain: Database compression to reduce storage space.

System Management-> Database compression



7.14. Data Clear

System Management->Data Clear



Select the start time and end time to clean up the data, choose the items you want to clear.

8. Attendance Management

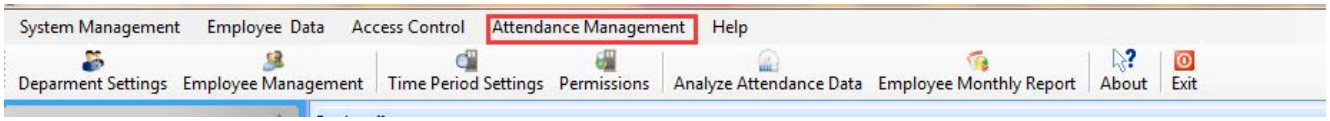
Attendance Management Model Function

Holiday Registration: National Holiday, International Holiday and so on.

Leave Registration: Sick Leave, Marriage Leave, Pregnancy Leave and so on.

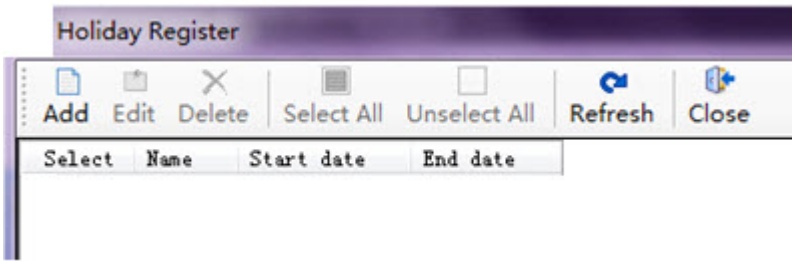
Overtime Registration: Holiday Overtime, Weekend Overtime, Normal Overtime and so on.

Manually Add Attendance: You can use this function, if you forgot to puch.

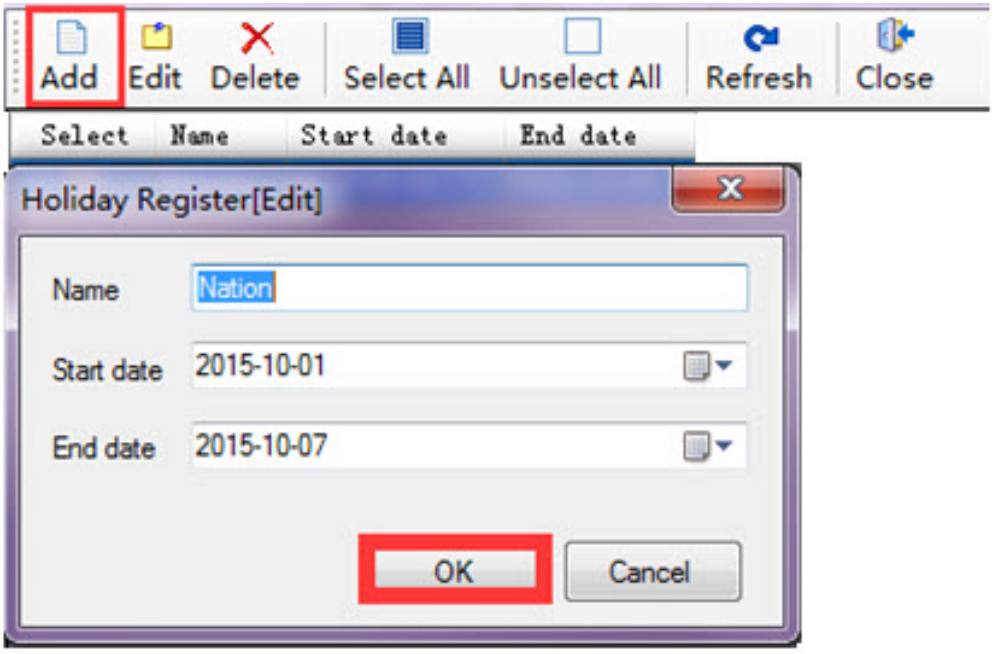


8.1. Holiday Registration

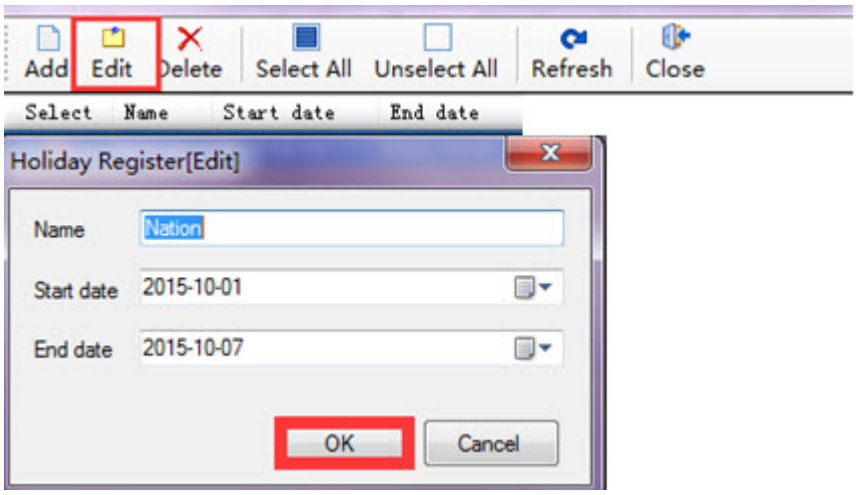
Attendance Management → Holiday Registration



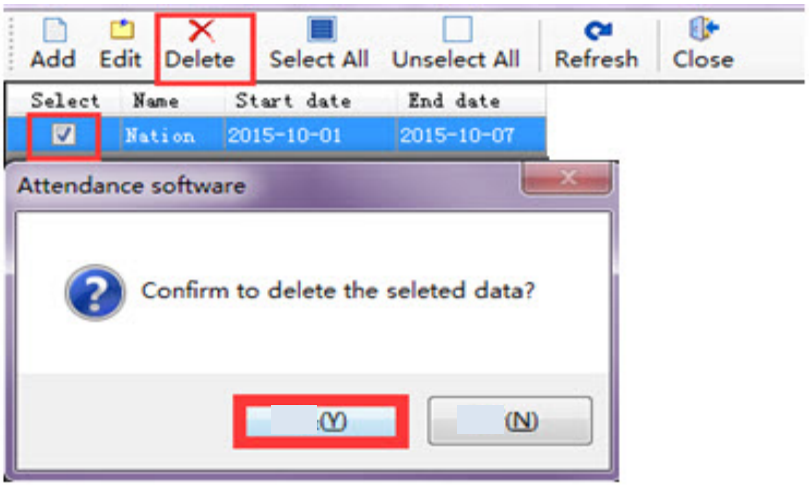
8.1.1. Add Holiday



8.1.2. Edit Holiday

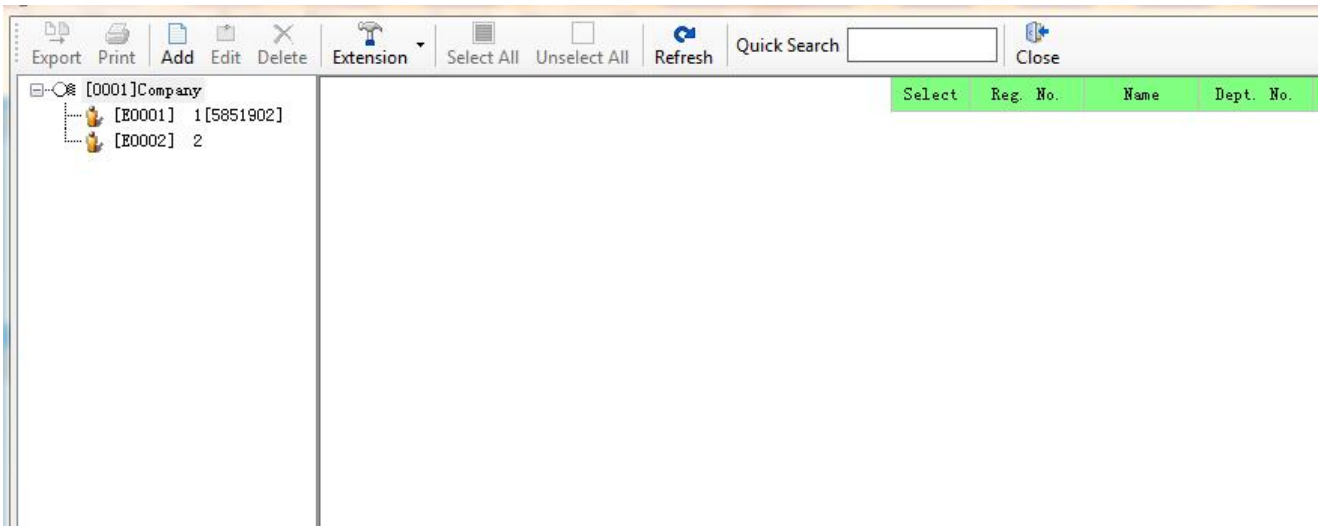


8.1.3. Delete Holiday



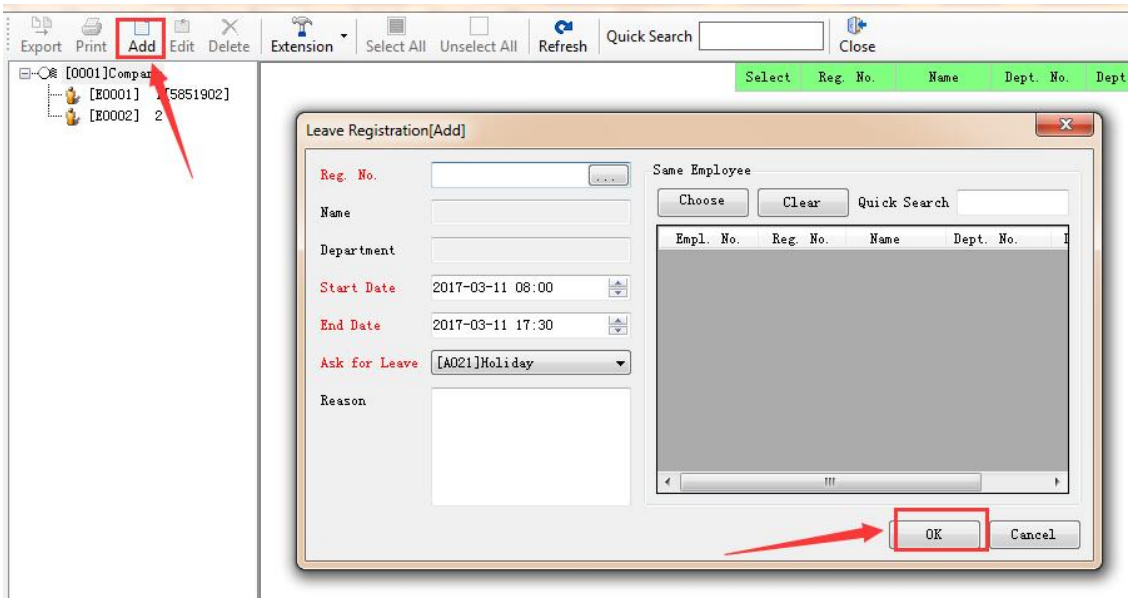
8.2. Leave Registration

Attendance Management → Leave Registration

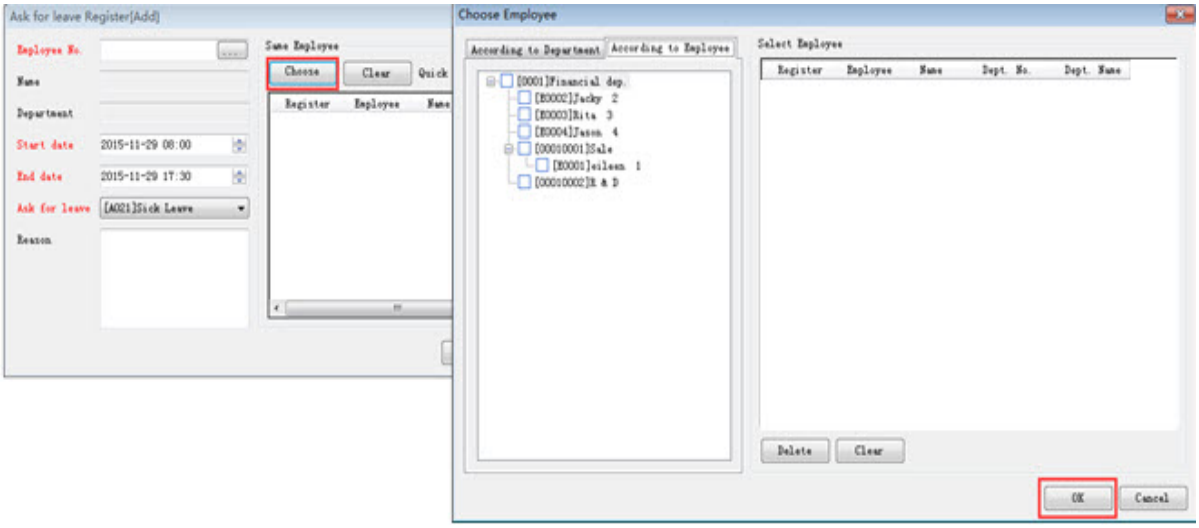


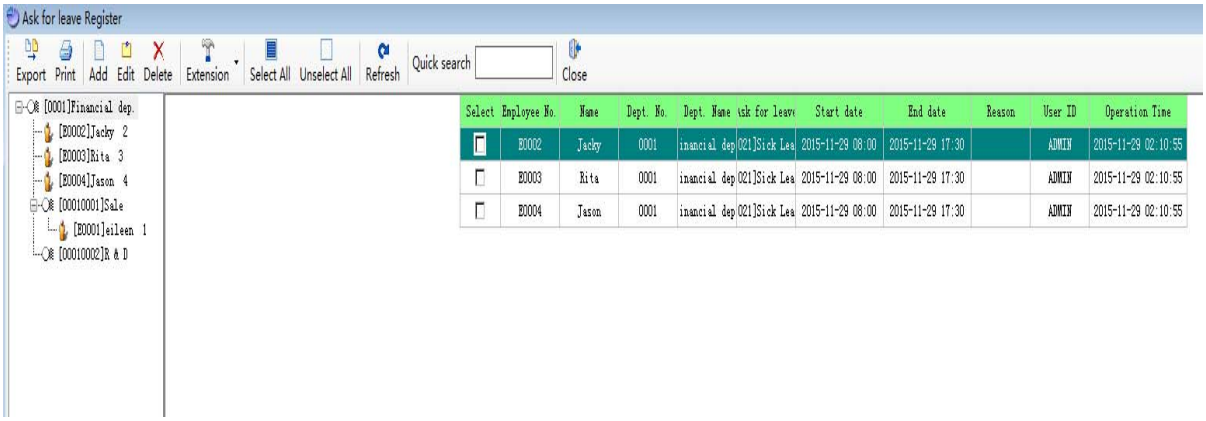
8.2.1. Leave Registration

Add → select employee, date, reason → click “OK”

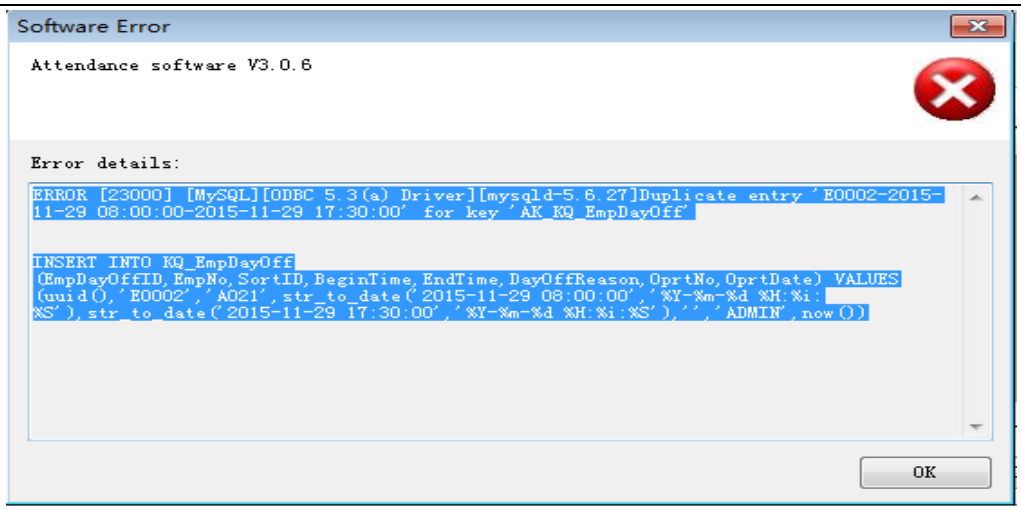


8.2.1.1. Please note that the red fields are mandatory. Click “Choose” to add more employee if they have same leave attendance.



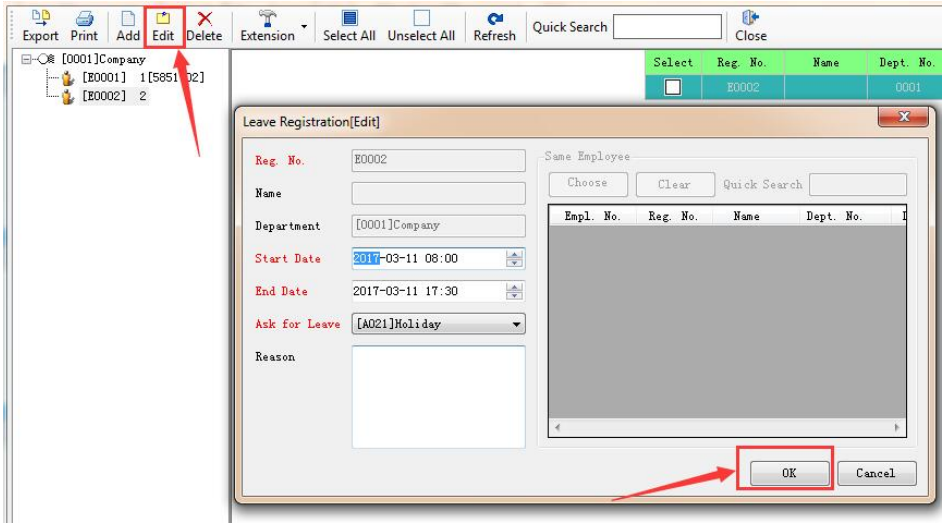


8.2.1.2. Please note: the software will show Error if there are repeat settings (Shown as below).



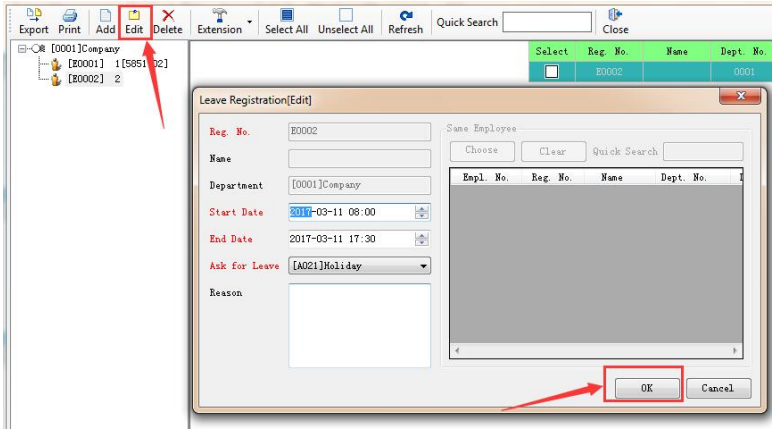
8.2.2. Edit Leave Registration

8.2.2.1. Select an employee →Click “Edit” → edit the date, leave type, reason → click “OK” after setting



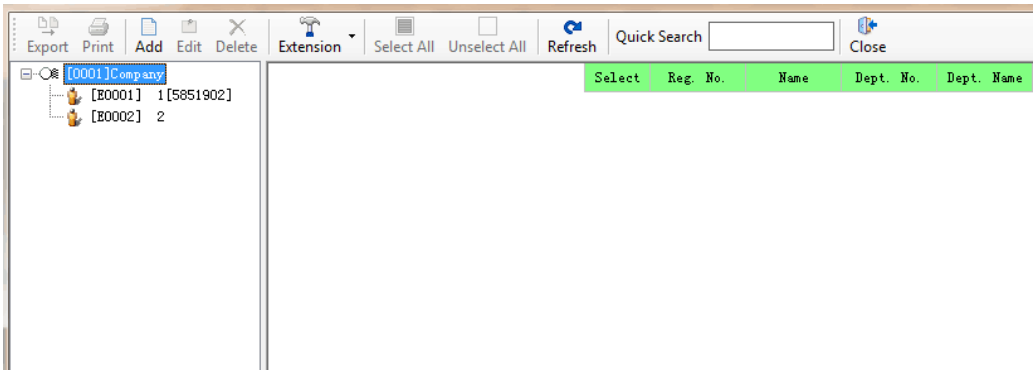
8.2.2.2. Delete Leave Register

Select the employee → click “Delete” → click “Yes”



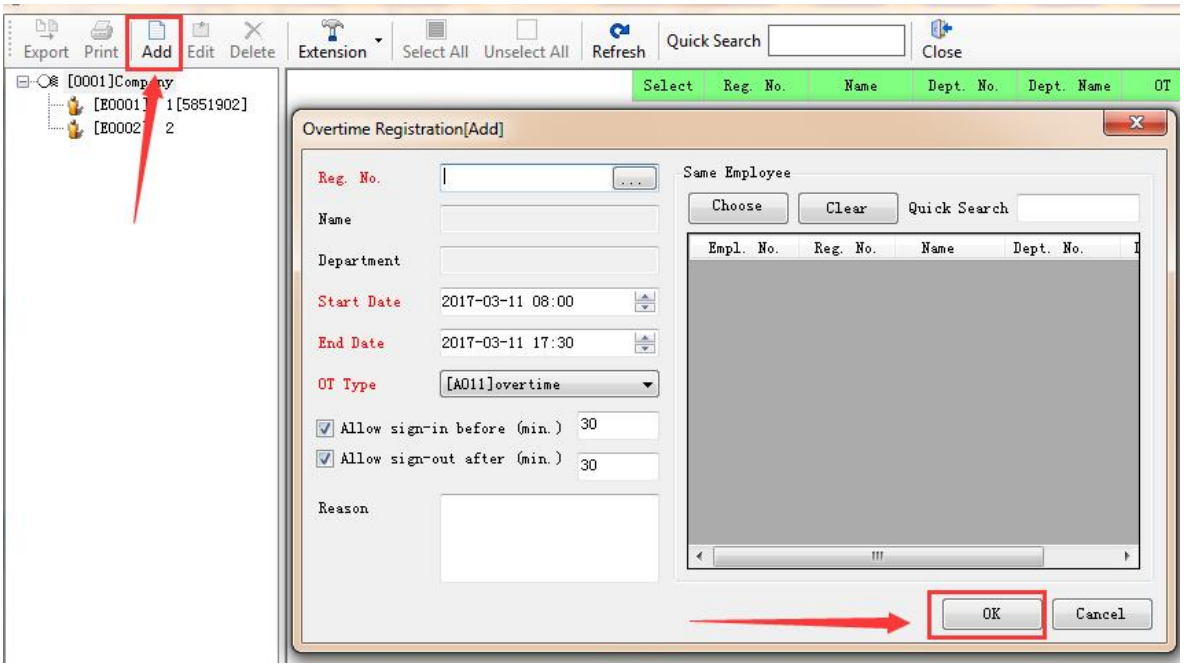
8.3. Overtime Registration

Attendance Management → overtime registration

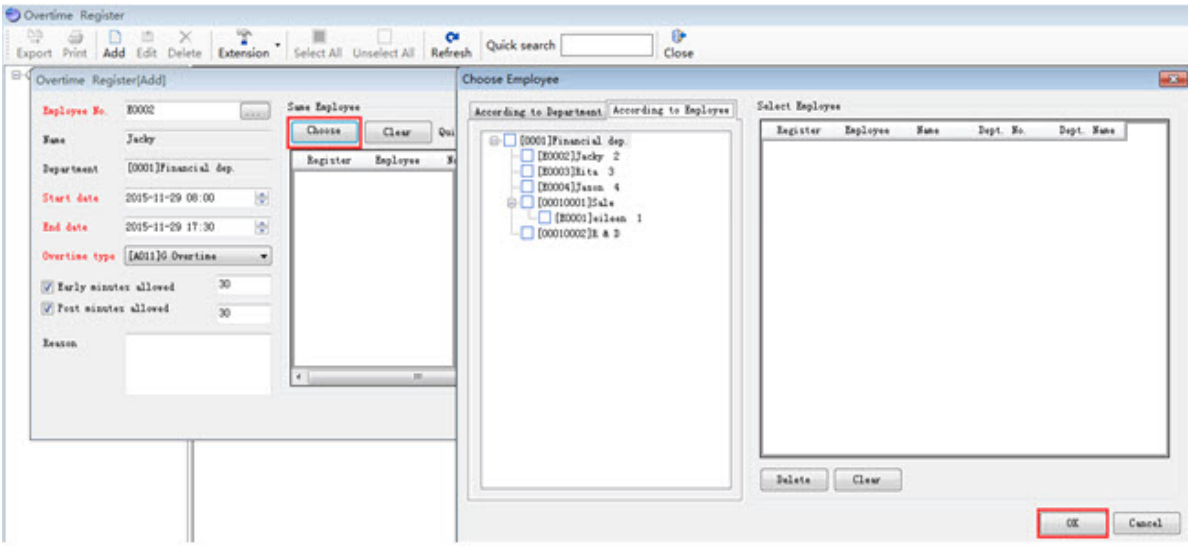


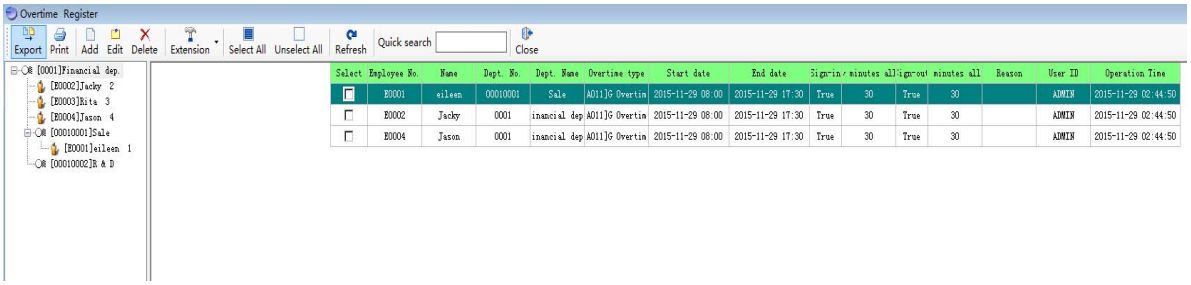
8.3.1. Add overtime registration

8.3.1.1. Click “Add” → select employee, set date and reason → click “OK”

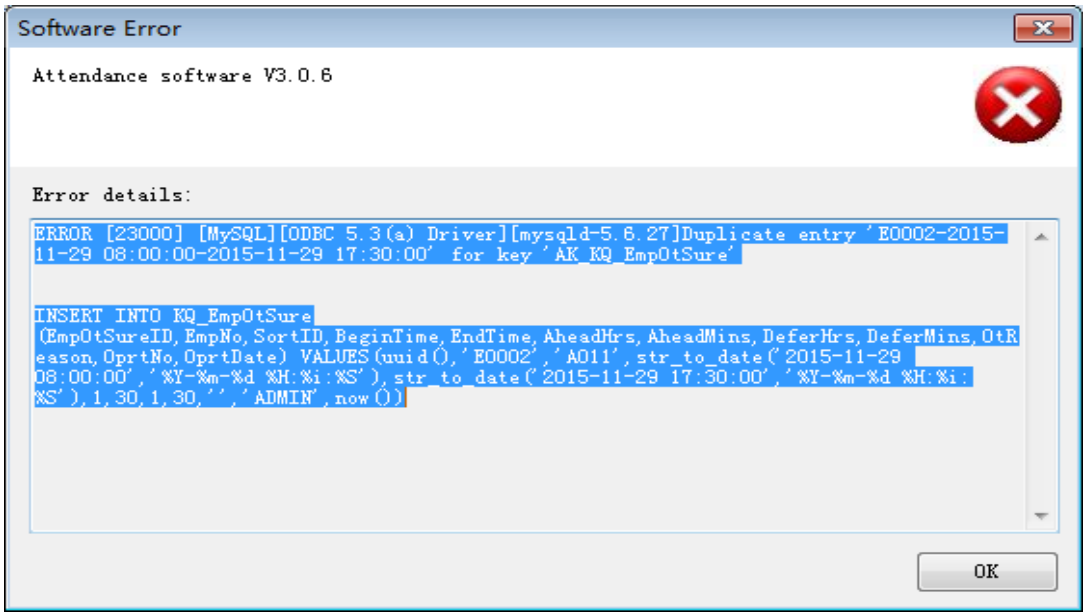


8.3.1.2. Please note that red fields are mandatory. Click “Choose” to add more employee if they have same leave attendance.



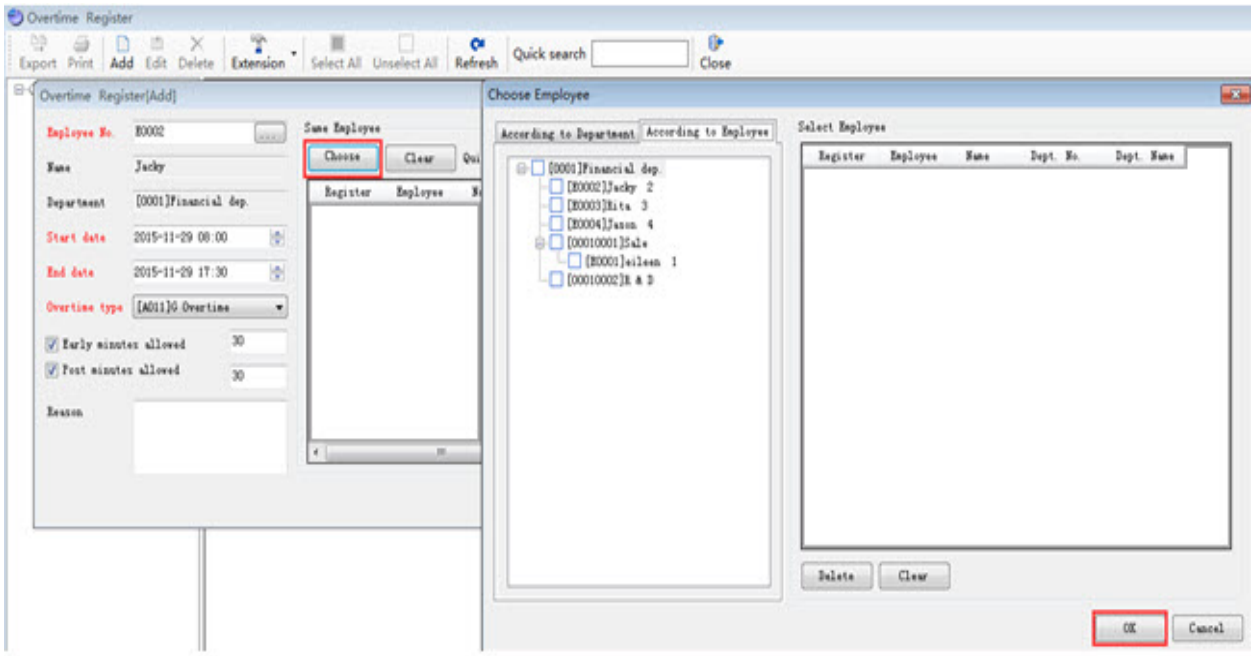


8.3.1.3. Please note: the software will show Error if there are repeat settings. (Shown as below)



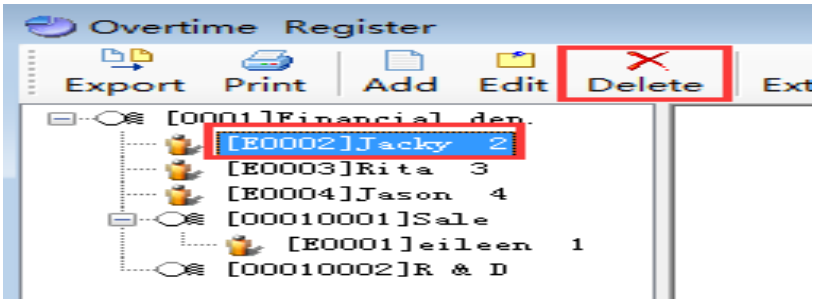
8.3.2. Edit overtime register

Select an employee →Click “Edit” → edit the date, overtime type, reason → click “OK” after setting



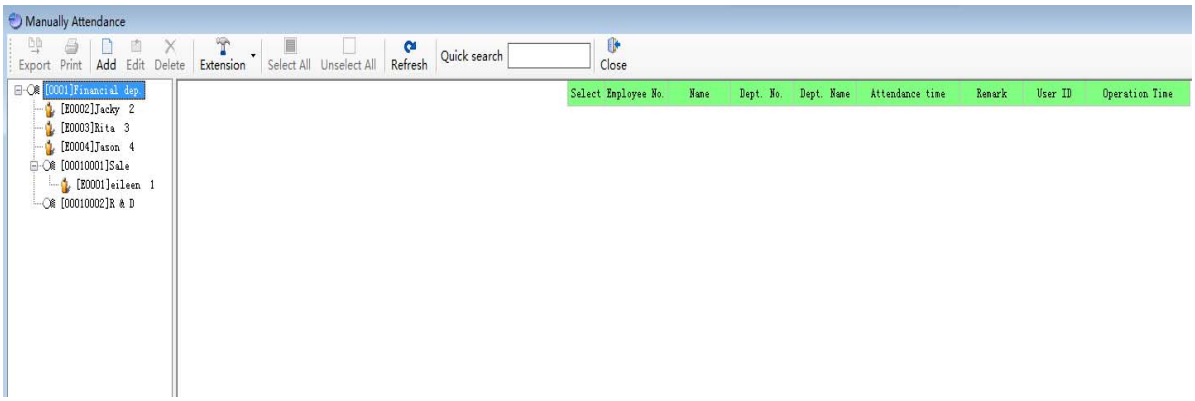
8.3.3. Delete overtime registration

Select the employee → click “Delete” → click “Yes”



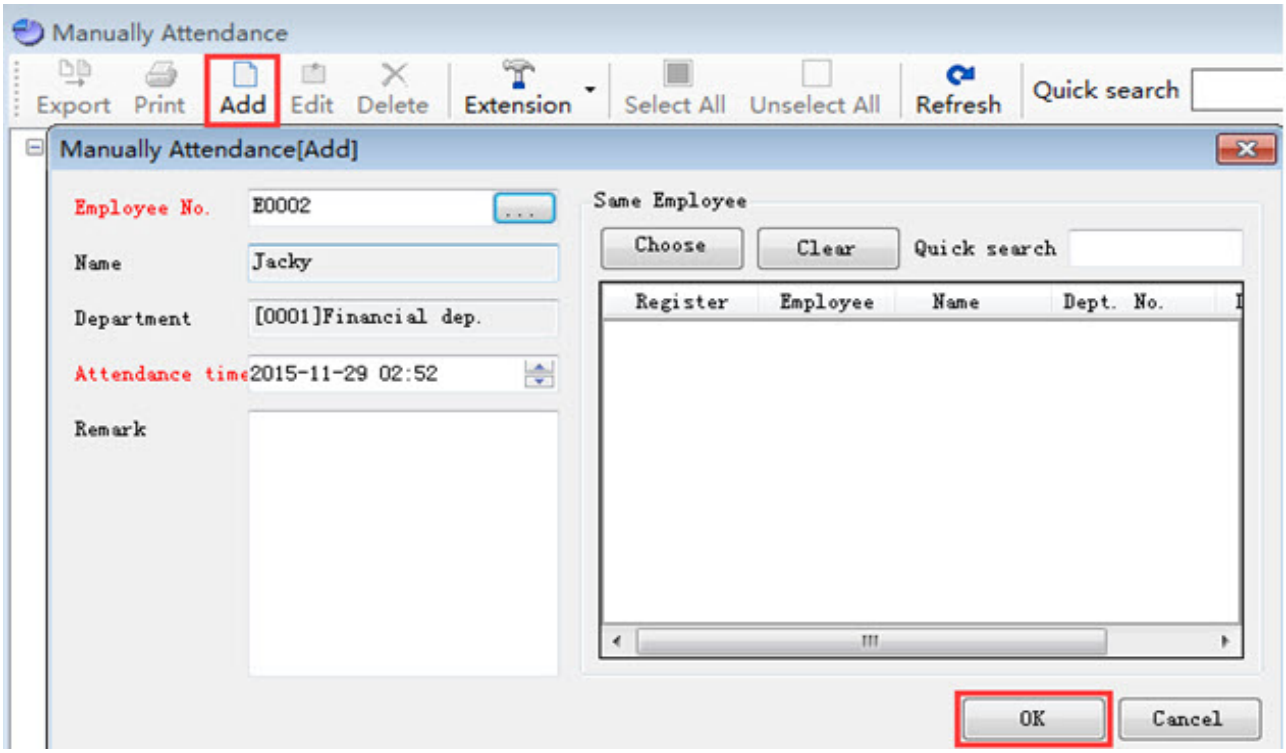
8.4. Manually Add Attendance

Attendance Add Management → manually attendance

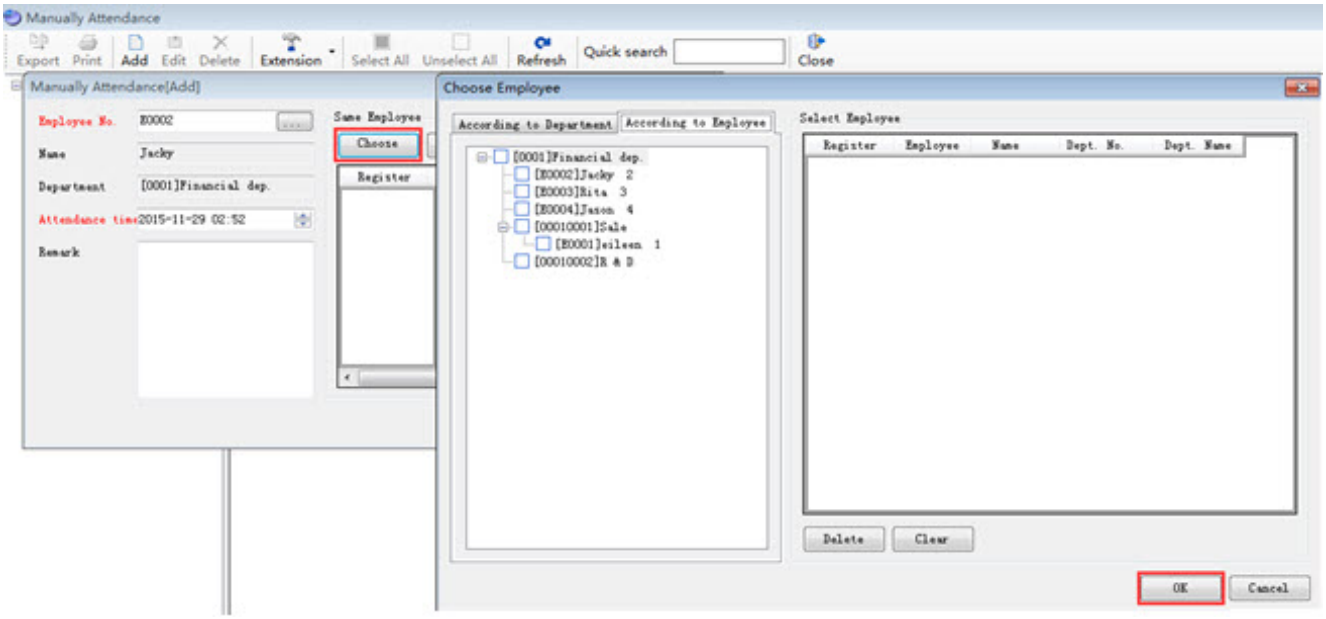


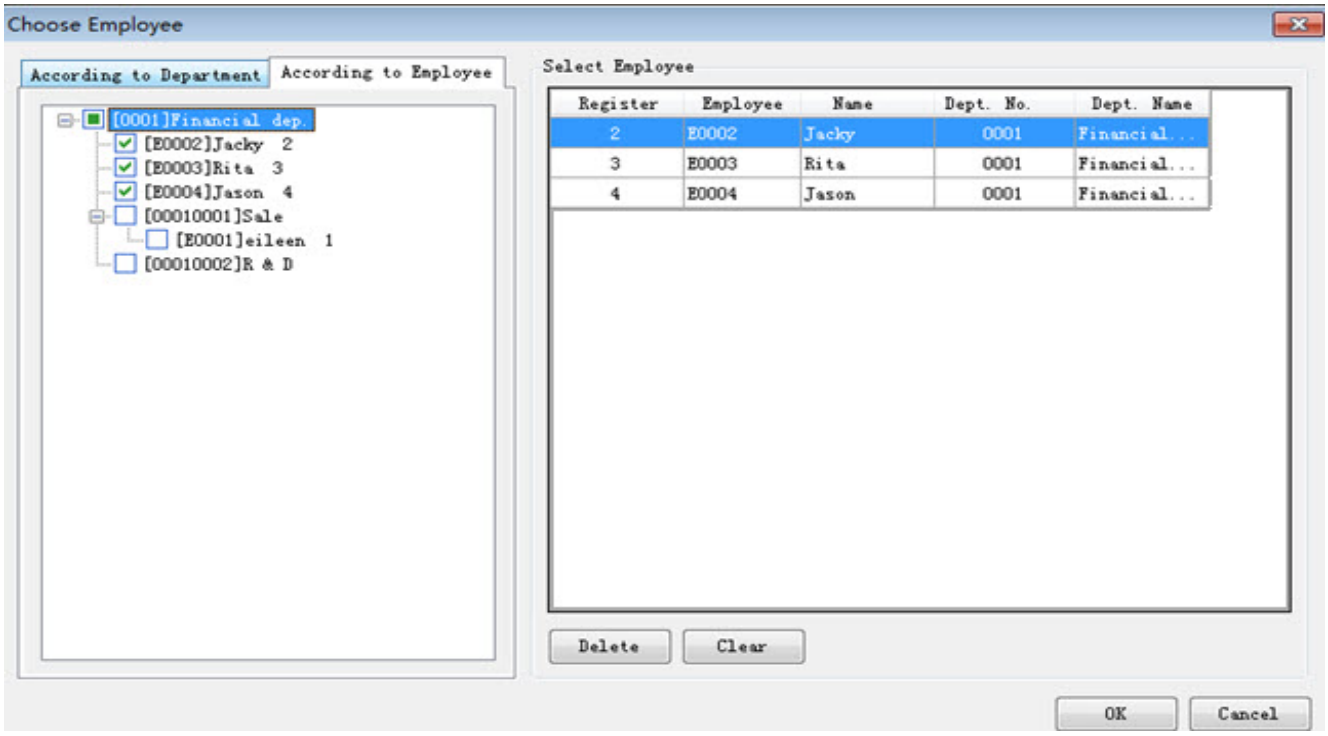
8.4.1. Add add manually attendance

8.4.1.1. Click “Add” → select employee, set date and reason → click “OK”



8.4.1.2. Please note the red fields are mandatory. Click “Choose” to add more employee if they have same leave attendance.

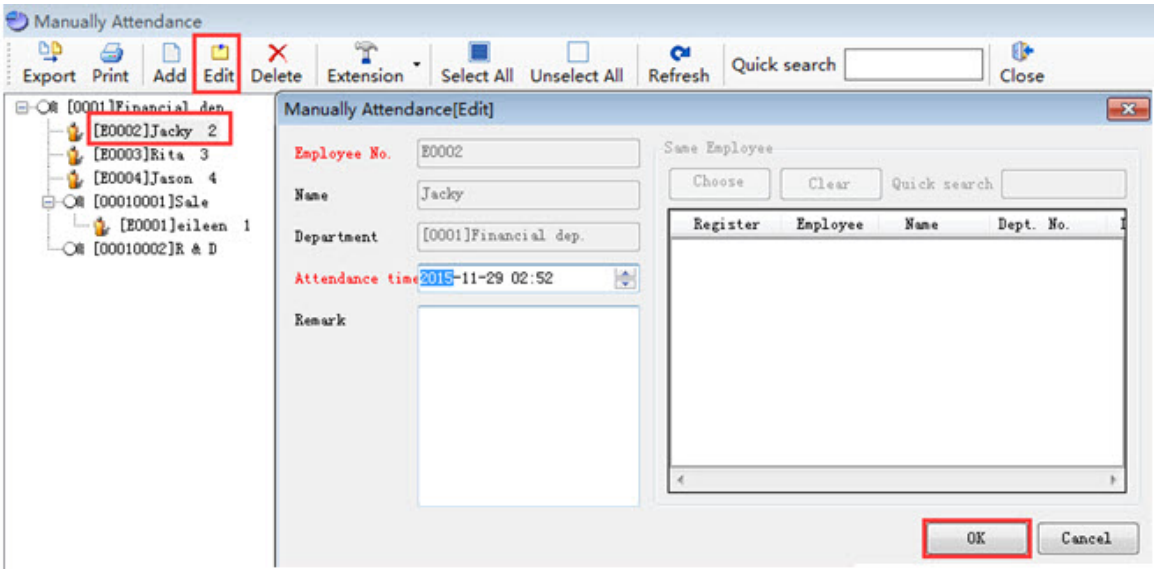




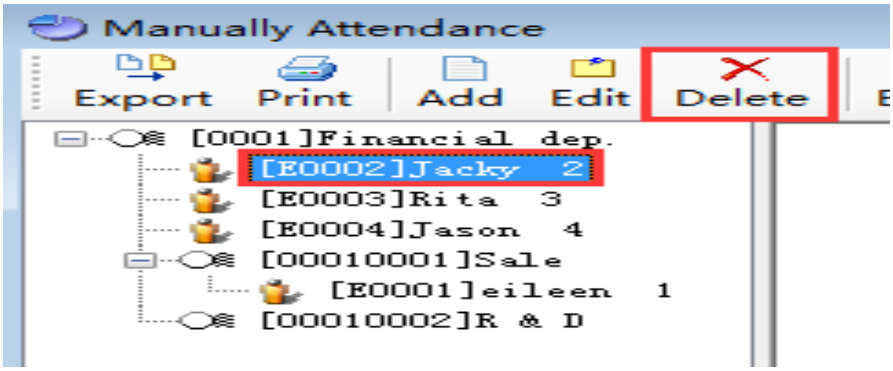


8.4.2. Edit manually attendance

Select employee →Click “Edit” → edit the date, leave type, reason → click “OK” after setting



8.4.3. Delete manually attendance



Select the employee → click “Delete” → click “Yes”