The Manual of Access Control Time Attendance Administration Software

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Catalog

目录

⚠ Note: Huifan Technology commitment to technology and optimization of the escalating of the products , if the brochures are different with the actural products，take the actual products as the standard, without notice.

The use of this manual is only a reference picture, the actual display may vary according to use.

Part One Apply Description

Chapter One Function Introduction

Funcdation Setting

This part of the content is to use the access control management software, attendance by some of the basic settings necessary, only for the correct settings, the system can be required to complete a normal schedule and record all the acquisition and processing, and ultimately to generate the correct attendance and effective results for printing statements.

Staff management

Set up departments to add information to amend the staff and employees with the equipment of the Import and Export.

Frequency settings

The frequency of all work units within the management, lay the foundation for staff scheduling.

Equipment Management

Add modified equipment can be connected to a list of equipment and equipment maintenance, to ensure that the equipment received from the records, employee information, as well as backup and recovery equipment to do the normal work;

Attendance rules set

Leave early and so late in setting the basic rules of attendance in order to facilitate the statistical records of attendance to generate correct and effective statements;

Change Password

Amend the Code;

General Administration

Part of the contents of the attendance management software, access the most commonly used functions, for a day-to-day management of the access control attendance, from scheduling overtime to leave, from the record statements to the final print to deal with, including the day-to-day maintenance of equipment are can be completed in this part

Adjust the scheduling and attendance

The staff designated by the frequency, for overtime, leave transfer, leave of absence, such as prior period adjustments related to the operation, scheduling and attendance will be adjusted to determine the combination of program staff attendance;

Record download

From the device to obtain the records of the specified period of time in order to be processed;

Records dealing with print statements

On the records of pre-treatment and follow-up to adjust the processing, generation of print-related statements;

Access Control Records Inquiry

Access and modify all the records of the original records so as to check the records in the work;

Attendance records query

And modification of the original records of all attendance records so as to check the records in the work;

Chapter Two System Installment

System minimum requirements

PentiumIII 500MHz processor or higher

128MB memory or higherλ

200MBλ hard disk space or higher

network or serial portλ

800 * 600 pixelλ resolution or higher

Windows2000/XP operating system

Software Installment

Installment Access Control Time Attendance Administration Software

Press the installment interface　setup，启动 start the install process.

start the installation, in accordance with procedures prompted click install next, In steps "to choose the destination location", you can modify the location of the installation of management software。

Upload Software

From the Start menu

Click "Start" menu in "Programs" group, to find "access control attendance management software" program group.

Click "Uninstall attendance access control management software" item in the pop-up window to confirm the uninstall Click OK, and enter the unloaded state, complete management system for unloading.

From the control panel

Click "Start" menu in "Control Panel", click "Add / Remove Programs" item.

Select "Access Control Time and Attendance Management System Hanwang" press Delete，In the pop-up window, click Uninstall to confirm Enter，Management system to complete uninstall.

Icon from the desktop

Press two times of ，Attendance management software to run access

control。

From the menu

Click "Start" menu in "Programs", locate the "Access Control Time and Attendance management software" program group.

Click "access control management software attendance" items.

After running up a dialog box landing

⚠ Note: The initial user name and password are: admin

Chapter Three Installment

Operation through a fast-to-use examples, you can understand that the fastest access time and attendance management system and use the basic functions.

Example Description:

1.a FR610 equipment, the use of networkλ communication with the computer;

2.attendance for most of the morning fromλ nine to five, weekend breaks;

3.staff is relatively simple to adjust theλ scheduling and attendance;

☕ Tip: Excerpts software equipment to support the current model has been Hanwang: FK628, FK605, FR610, F710, FK690, FPA3200t, F168, F169. If so, what new models of equipment random software version shall prevail.

Used for the first time

Used for the first time attendance access control management system, such as staff need to complete some information, the rules of attendance units, unit frequency and staff scheduling and other basic settings, some of these fundamental shifts in addition to the staff in the navigation bar of the "basic settings" column.

Step one: establish a user name of a table

Units will use the computer name and work of its staff creates a form, the form requires a text file format (TXT files), file name must be USERLIST.TXT, but must be capitalized, document the body of the direct input of staff work is and the names and the names of workers with tab separators between the (Tab) separated, one line, use the carriage return (Enter) line. As follows:
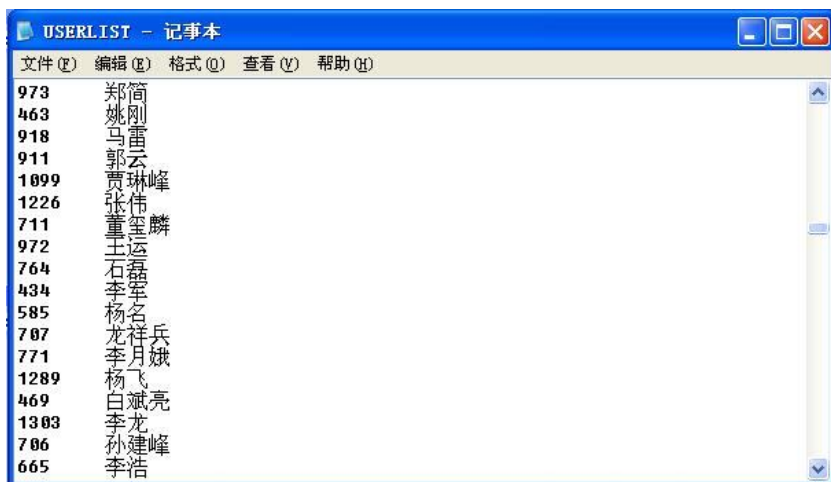
Step two: employees to receive information from the equipment down

And computer equipment connected to cable, to connect to the network port on the computer; In the tool menu import drop-menu，press export. At this point the absence of information to add any equipment, you will be prompted to add
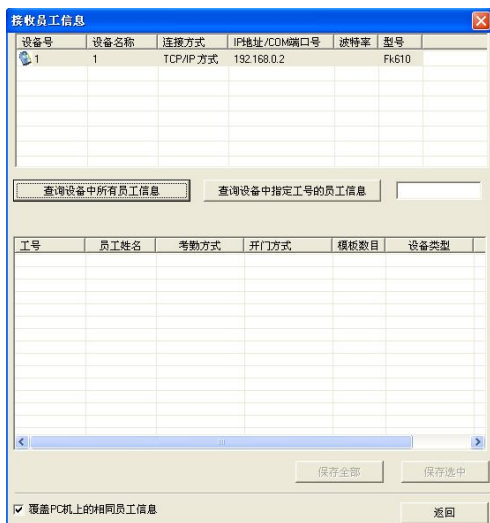
equipment.

The addition of equipment in the pop-up window, enter the device number "1", name "610", select the type of device for "FR610", select connection as a "network port", IP address set to 192.168.0.2.

Add equipment to complete, it will pop-up "staff to receive information" window. Choice of equipment in this window

1, press check all employee information in the equipment, when check the information of the employee, press save all; also can press Public inquiries equipment specified in its information staff, then save.

Step three set up units in the organizational structure of the three registered employees

Set up the organizational structure of units; 【Reference】 25 add departments

Enter ![员工管理], press Corporation¡, press the tool menu add draw-down menu，

press add lower-lever department， Departments in the pop-up window, type add

the   name   of   the   department,   such   as   the

¡ sector¡

Step Four   set the attendance rules

Enter ![考勤规则设置], System default settings attendance rules apply to most units, the details can be adjusted as needed.

Step Five   Set the Shift

Add a normal class; 【Reference】 31 to add the frequency, enter ![班次设置], press tool menu add shift draw-down menu，press add normal shift.

In the pop-up "classes to add the normal" window, enter the frequency of the name of the "normal course" for short trips (in the statements shown in symbols) as "is" no need to change other settings of，press enter The completion of the normal

frequency.

Work in accordance with the time period in attendance from 9:00 press the left mouse button, drag the mouse to 17 points open, the corresponding work for the time period covered by yellow, and automatically set up a detailed pop-up window hours. Attendance hours in detailed settings, make sure to work all the time and the need for clocking，press enter，Be completed as early as a standard nine-to-five normal classes set.

Step Six Staff Shift

San scheduling staff;【Reference】 47 staff scheduling. In the navigation bar
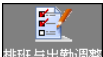
of the "day-to-day operation of a column," click to enter ![排班与出勤调整], Column in the departments select "sector 1", select the beginning of the end date for "2005-11-1" and "2005-11-30", click the query, the list of staff scheduling in the sector shows that scheduling information for all staff, staff this month in San scheduling has not.

Click the name of Zhang staff, all dates that month is selected, in any right-click on a date in the pop-up menu will slide the mouse "normal course", In the pop-up menu in the lower left-click normal shift , .

正常排班	加班	补班	调休	外勤	休假	休息	◆多个调整																
部门	工号	姓名	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
部门1	00001	张三																						

      Finish   This completed the first time attendance management system for access control the basic settings, can begin to record staff attendance and handling day-to-day work.

Day-to-day operation

Day-to-day use of Access Control Time and Attendance Management System, the main role is to receive records from the equipment in accordance with set rules and scheduling situation attendance statistics, combined with attendance attendance adjustment cycle to produce an effective performance appraisal results. These operations are part of the navigation bar at the "day-to-day operation" column.

Step one   adjust staff attendance

i n ![排班与出勤调整],Employees can work overtime, leave,公出 to make up for classes, attendance and other off-tune adjustments to pre-set so that the records dealt with at a later stage.

San assumptions staff on November 5 in one weekend overtime, November 22 at once leave.

Select "sector 1", select the beginning of the end date for "2005-11-1" and

"2005-11-30", press check， In the list scheduling shows San month by staff of the normal class schedule.

Can be seen on the 5th is a weekend, right-click the box on the 5th, in the right-click menu add， Can be seen on the 5th is a weekend, right-click the box on the 5th, in the right-click menu，press add then press ok， finish Overtime adjustments.

22 is a normal working day, right-click the box on the 22nd, in the right-mouse menu, slide into the "vacation" in the pop-up menu, click the next level Leave，That no attendance that day as all-day casual leave.

Step Two　From the device to import employee records

Import staff from the equipment records;　【Reference】　54 record download press 记录下载， Select device number "1" FR610 equipment, set up dates for receiving data "2008-6-1" to "2008-6-30", press ok， 1 on the device to receive the record data to your computer.

Step Three Record Settle
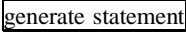
Processing records;　【Reference】　54 processing，enter 记录处理与报表，Select "sector 1", records the timing of the beginning of the end of "2008-6-1" to "2008-6-30", press record settle，record of the beginning of this month for processing.

System will record the entire department to deal with the results of a month or anomalies in accordance with the normal use of different colors and markings displayed. Zhang staff on the 5th of which the overtime and leave 22 shows the corresponding colors, 7 revealed that the absence, click the small box on the 7th, the period from the following information and more information that day, the first card in the 10-point range, and without any adjustment to deal with attendance, including being late for work.

Step Four   Generate and print reports; reference 【Print】 58 statements

press tool generate statement draw-down menu，Choose to generate reports, the system in accordance with the results showed that the statements of the preview.

Click the preview window toolbar [印刷]， Click the preview window toolbar。

Finish   This completed a day-to-day management of attendance。

Part Two Foundation Setting

Chapter One Equipment Administration

Access Control Time and Attendance Management System is the most important functions of equipment obtained from attendance records Census and Statistics. So you need to buy equipment used here Hanwang register their information in order to achieve a complete access control attendance management. Version software support for the current equipment has face recognition models: FR610, FR710, FR605.

⚠ Version software support for the current equipment has face recognition models: FR610, FR710, FR605.

In the navigation bar click 设备管理 Into the device management interface to display all the list of equipment has been

设备号	设备名称	连接方式	IP地址/COM端口号	波特率	型号
1	610	TCP/IP方式	192.168.0.2		Fk610

added.

The ways of connection to the Equipment

PC connection with the equipment I have a network approach, network connectivity into the LAN port and cable to connect direct.

LAN connection

Connection through the network cable to the network port and the computer connected to the net mouth.

Applicable to the LAN environment for the environment, equipment and computers can be connected to the LAN and can connect multiple devices at the same time.

Installed in equipment use and management systems will be set up for network communication port connections, and set the same IP address.

The use of the characteristics of this approach is used, transmission speed is faster.

Direct Connect cable

Connection through the network was free to connect directly to equipment and computer network port is directly connected to the net mouth.

Environment for the application of computers equipped with network card (with or without the network can be), to connect one device at the same time and close proximity of the computer.

Installed in equipment use and management systems will be set up for network communication port connections, and set the same IP address. In addition the requirements of the equipment set up the computer's own IP and IP in a net section, set up more complex.

The use of the characteristics of this approach is used, transmission speed is faster.

The List of Maintain Equipment

Add Equipment

Press tool menu add，Pop-up window to add devices, enter the information。

    Equipment Number   Pop-up window to add devices, enter the information

Equipment to the device name can be an easily identifiable name, support for 20-bit characters (10 characters).

⚠️ Note: The device number must be filled out, otherwise, can not be saved.

Select the type of device you want to add the type of equipment.

Network connection methods I apply to the LAN cable connection or direct manner; I use the network IP address to communicate the need for the IP address input device. IP address of specific units please consult your network administrator.

Modify Equipment

Choose one equipment，press tool menu modify，Or double-click to modify the equipment, changes to equipment in the pop-up window, enter the revised information.

Modify equipment and add equipment

Delete Equipment

Choose one equipment，press tool menu delete，In the pop-up window, click Delete to confirm OK， To delete the selected equipment.

Tip: add, delete, modify equipment without connecting equipment, for a specific connection can also connect equipment as required at the time of setting the actual situation.

Connect Equipment

Attendance Management in the access control system for the equipment to ensure that all operations require reliable equipment and computer connections.

1, clearly you are using the equipment and computer connections;

2, to ensure that the management system IP address in the equipment and equipment set up in line;

3, to ensure that the equipment and computer hardware and reliable connectivity;

4, to ensure that the equipment and in standby mode boot;

The possibility of failing to connect

If the device failed to connect with the computer, there may be as follows, please rule out the possibility of control:

1, device information management system and equipment not connected with the actual situation or not;

2, equipment and computer does not have a normal connection,

3, there is no boot device;

4, the device is in the management of state administrators;

5, the internal network may not be clear, ask the network administrator;

Equipment Operation

Before the operation, please make sure that the equipment connects with the computer stablely.

Choose one equipment, press the tool equipment operation drag out the menu，then you can go on the related operatio.

Time calibration equipment

Time calibration of equipment for the computer time.

Choose one equipment，in the tool menu equipment operation of the drag out menu, press time calibration equipment then ok time to calibrate the equipment for the computer time.

Delete the equipment staff

Choose one equipment，in the tool menu equipment operation of the drag out menu, press delete equipment staff， Will pop-up window to delete equipment
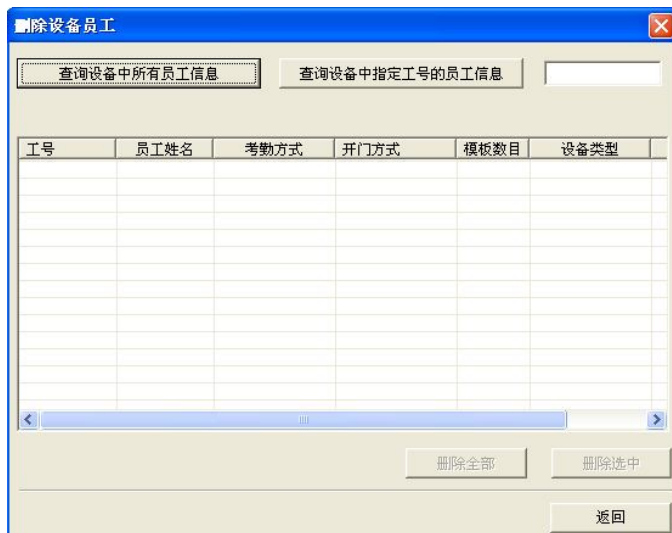
staff.

press check all staff information in the equipment, list all staff information in the equipment；also can check the special stall information in the equipment，list the staff information you want to check.

Press delete all，In the pop-up window, click Delete to confirm

ok，To remove the equipment for all staff.

Select one or more（use Shift、Ctrtl to choose），press delete select，press ok, you can delete the staff.

Clear the record

Choose one equipment，in the tool menu equipment operation of the drag out menu, press clear record, press ok, you can clear all the record。

⚠️Attention: After recording device can not be cleared to resume, make sure that records management software has been imported。

Clear all equipment staff

Choose one equipment，in the tool menu equipment operation press clear equipment staff, press ok, that you can delete the record。

The same function with delete all，The difference is that If you are unsure what equipment personnel, to be sure that clear, it is best to use staff to remove equipment operation, to get more information about equipment, the staff there.

⚠Attention: If you would like to resume the equipment staff, please empty the equipment staff before the staff device information into management software.

Device initialization

Device is the device to initialize the employee information and records cleared, the device settings of the administrator as well as all the information back to the factory default values

Choose one equipment，in the tool menu equipment operation press device initialization, press ok, then finished。

To re-connect the device has been initialized, we must re-set the machine in the equipment and connections, and the equipment list equipment information amended accordingly.

⚠   Attention: The initialization of the equipment to remove the data and do not resume, please exercise caution. Information and records for the employees in advance into management software.

Initialization Manager

Administrators can initialize the device in the user forget the password for the administrator or the administrator can not damage equipment, "management" operation to delete the user settings of the administrator, the administrator of the device back to factory default values.

Choose one equipment, in the tool menu equipment operation 下拉 press initialization manger, press ok, then finished。

Equipment of the factory default administrator please refer to the use of related equipment.

Chapter Two Staff Management

In the navigation bar click [员工管理] enter the administration interface

📋添加 ✖删除 📝修改 🔍查找 ⬇导入 ⬆导出

	部门	工号	姓名	模板数	考勤机类型
未分配人员					
汉王科技					
研发部					
研发一部					
部门1					
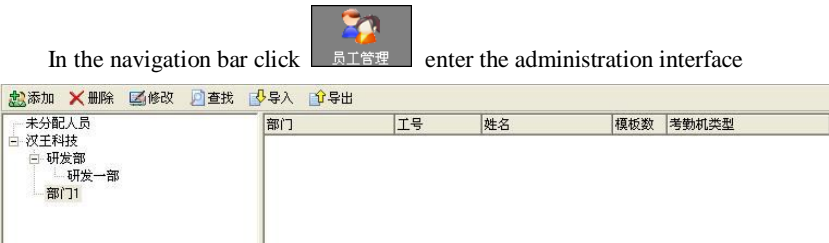
In the department list, select the department, employees will display a list of the selected sector employees.

Click the "unallocated" and staff will display a list of attributes of any government department staff.

Add Department

Add the same sector

After press one department，press tool menu add of the drag menu，press add the same department。Will pop up a window to add departments。

Add in the pop-up window enter the sector and notes the name of the department.

The name of the department in support of 20 characters (10 characters)

⚠️ Attention: Must fill in the name of the department. Otherwise it is impossible to save. First-level departments of the same sector can not be added.

Add lower-level departments

Press the special one，press add of the drag out menu，press add the lower department .Will pop up a window to add departments. Add to operate at the same level with the same sector

Modify department information

Press the special one，press the tool menu modify，Or double-click on the one sector, changes in the pop-up window, type the department to modify the name of the department, as well as their respective higher authorities Remarks

.delete department

Select one department, then in the tool menu delete，press ok，then can delete。 Sector to delete, the system will be prompted to departmental staff under their respective be deleted or moved to all of its "undistributed personnel", please select the operation required.

Add staff

Equipment can only import from the way the staff to add new employees:

Import staff from the equipment

First of all, to ensure reliable connections and computer equipment

Press the tool menu lead in， press lead in from the equipment， Employees to receive pop-up window.

Choose the received equipment，press check all staff information in the equipment or check the special work code staffing the equipment， list all information of staff in the equipment；

Press save all then can save all information in the computer；

Choose one or more （use Shift、Ctrtl for more），press save select， save the select staff to the PC；

Cover the same PC, if employees with computer equipment on the same issue

of the Public Works Staff: select this, the computer will automatically cover the same number of staff workers; do not select this, then skip the same number of workers staff.

Equipment imported from the employees on the "unallocated personnel" in the.

Modify staff information

Choose one staff，press the tool menu modify，Staff changes in the pop-up window, enter the information to be amended. Staff can also double-click a list of employees, staff will modify the pop-up window.

The operation is the same with 【**add new staff**】。

If the only change in the department staff, you can press and hold the left mouse button with the employees directly drag the list to the left sector of the sector to be transferred to Release the mouse.

Delete staff

Choose one or more（use Shift、Ctrtlor use Ctrl+A），press tool menu delete，press ok，then you can delete the staff。

check the staff

Press the tool menu check，Find in the pop-up window, enter one or more to find information，press check，show that the results.

Default in the current view of the sector to find, If you want to change the

Look in the search window select the appropriate department

To withdraw from the search results, click the left column of any sector to sector.Employee information will be sent to the device

First of all, to ensure reliable connections and computer equipment.

Choose one or more（use Shift、Ctrtl or use Ctrl+A for all ），press the tool menu export the drag out menu ，press lead out to the equipment，Pop-up information to send staff to the device window。

Choose the equipment，press send，Will be selected to complete the staff sent to the device。

Equipment covered by the same employee information if the device with your computer works the same number of employees: selected this automatically covered

by the device works the same number of employees; do not select this, then skip work the same number of staff

.Attention: Management system should pay attention to choose the type of equipment the staff to send and the actual line of equipment.

tips: Of departments and staff to operate most of the right mouse button menu can be used to complete, use mouse right-click to choose the department or staff, you can click the pop-up menu of the corresponding operation.

Chapter three   Frequency settings

Click interface in the navigation bar to enter the frequency settings, showing all the frequency list has been added.

The types of the frequency

Due to the nature of various units in different industries, different time and ways the staff to work, the corresponding shifts also vary. Even within a unit, they often have different ways of attendance, which requires different scheduling for all of the established set.

Scheduling system support the attendance of two ways: Regular classes and class attendance.

Regular classes

The normal cycle of classes is 24 hours with a fixed work hours (which can be a natural leap days), Maximum time period may be composed of five time period; it may include inter-night time period (time period that contains 0:00).

Many units¡ ways of attendance " Nine-to-five," is one of the most typical of Regular classes.

Shift

Shift is a cyclical shift of the frequency, a number of days from the Regular classes in accordance with the laws of a certain composition with a fixed work hours.

Many units¡ way of attendance "three shifts," is one of the most typical shifts.

Class attendance

Class attendance is a special frequency, can be used as a time attendance only in a specified period of time

Hours of classes

Hours of classes is a frequency without law and fixed work-time, in full accordance with the hours to work to accumulate statistics.

Certain sectors¡ attendance means "time work" is one of the most typical class of

working hours.

Add the frequency

Add the regular classes

click add shift in the drop-down box of add normal on the toolbar， will pop-up "regular classes to add" dialog box.

Regular classes need to enter the name and acronym of frequency, the acronym can use Chinese characters, letters, numbers, symbols and so on limited in four characters (or two Chinese characters).

Absenteeism settings

Absenteeism include: being late, leave early, as well as half a day, all day absenteeism. Absence of a certain period of time, it will be calculated on being late or leave early. If more than the period of time, it will be calculated on absenteeism. If left early no matter how late a long time do not count as absenteeism, absenteeism time can be set up greater than the attendance time.

If forgot punching card is not for the absence, then uncheck the item" clock is

missing for the period of absence from work".

Set free to work overtime

To set how long the staff in the work to leave after clocking that is automatically counted as overtime. If the period before the beginning of the automatic calculation of overtime regarded as overtime, select "start to work after hours."

Set holidays and sabbaticals

Each frequency can individually set their own holidays and public holidays, in their own holidays and public holidays in addition to work overtime and make-up classes are not calculating the attendance.

First determine the validity of holidays and public holidays, then entering the "sabbatical holidays " Settings tab set the frequency of their own public holidays and holidays.

System default settings holidays in accordance with the normal five working days. If you want to modify, then use the mouse to click the check box before the day of the week: beating box "√" is to set public holidays; blank settings check box means non-holidays.

For example, the system will be pre-set New Year's Day, Labor¡ Day, National

Day as conventional holidays. to add, delete and holidays in accordance with the system of units¡ Holidays.

Holiday set is divided into two columns, the left part of the current list of all the holidays, and the right part of the operation button and information of holidays.

Add festivals click add holiday to add the name, beginning time and the end time of the holiday you want to add in the holiday information to complete the changes of holidays.

Amend festivals click modify holiday to amend the name, beginning time and end time of the holidays in the list of the holidays information, holidays can be added to the list of holidays information.

Delete festivals click delete holiday to delete the holidays you want to delete in the holiday list

After entered all the information, click ok to complete the normal course property.

Time set

Frequency of time has the length of totally 48 hours that support the day and the day after the inter-night time period set.

choose randomly a time period in the frequency of time or click add hour , pop-up "time to add" window.

Inside the ¡Add a time window¡

Pop-up window to extract from the selected time, choose at each time point whether need for clocking, and need to set up how long is effectively within the

attendance before the work and after work, in general the need for this set users should be based on specific circumstances. After all the following needed point have completed, click ok , there will be a specific period of time to work, as follows:

In the tool menu add shift

Double-click a time slot has been added, or click and then click edit hour, you can edit this time.

Click to select a time slot has been added, click delete hour, you can delete the paragraph at this time.

⚠ Note: the frequency in use is not allowed to edit, delete time.

Add shift

click the drop-down box of add shift on the toolbar, will pop-up "shift add" dialog box.

The frequency shift required to enter the name and acronym, acronym could use Chinese characters, letters, numbers, symbols and so on limited in four characters (or two characters).

Absenteeism set, free to work overtime and holidays sabbatical set are the same as that of normal classes.

Shift property

Cycle shift: a shift cycle refers to the number of days required;

the beginning time of Shift: the shift cycle start dates.

After enter all the information, click ok to complete the normal course property.

Time set

According to the daily work of the shift, add a period of attendance corresponding in the time period set every day. To imagine each day as a normal class hours that set up exactly the same as with normal classes. Classes of the normal cycle every day form of a shift.

Add sign ban

Click the drop-down box of add sign in on the toolbar to add the frequency of class attendance, will pop-up "sign to add class" dialog box.

Attendance required to enter the name and acronym, acronym could use Chinese characters, letters, numbers, symbols and so on limited in four characters (or two characters).

holidays setting is the same as regular classes.

After enter all the information, click ok to complete the normal course property.

Time set

The edit method of time is the same way as normal classes.

Add hours of classes

Working class only Support of F680 \ B600 \ B700 equipment. In attendance, it is important to use the equipment for the "work", "off" button to punch combinations.

Click add work shift in the drop-down box of add shift on the toolbar, will pop-up "man-hours of classes to add" dialog box.

Hours of classes need to enter the name and acronym, acronym could use Chinese characters, letters, numbers, symbols and so on limited in four characters (or two characters).

Holidays setting is the same as regular classes.

Working hours set

Hours of classes in a day does not limit the clock frequency and a total attendance.

If the opening hours should be on, you must meet the cumulative number of hours a day attendance time would not be absent; if not opening, the total attendance you should be on working hours on a time is not of the back cover.

Hours of work rules set

Working hours include two parts: non-working hours and working hours coefficient.

Excluding working hours: working class, taking into account the period of time can not be included in working hours, such as: meal time, lunch time;

Time factor: based on weekdays, holidays, working hours and holidays of different magnification settings.
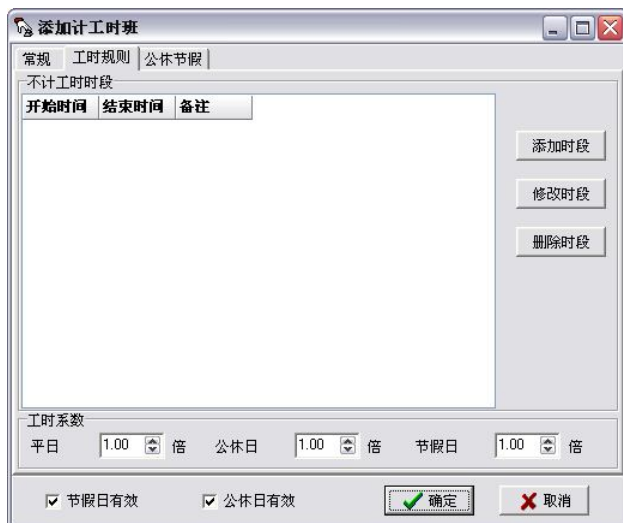
After enter all the information, click ok to complete the normal course property.

Modify the frequency

Modify the frequency information

Select a frequency, click modify on the toolbar or double-click a frequency, you can modify the attribute information of the frequency by directly dragging time in the time period of time.

Modify the frequency of periods

to add, delete the frequency of the time period, specifically the same as add frequency.

Click the time period already, you can modify the time period for more information.

⚠ Note: a allocated frequency is not allowed to be modified, otherwise it will create confusion in attendance to deal with the adjustment, and generate incorrect

results to the attendance.

Delete the frequency

Select a frequency, click delete on the toolbar to delete the frequency.

⚠️ Note: To delete an already alloctaed frequency, all of the scheduling application of the frequency of adjustment and attendance information will be deleted, please exercise caution.

Examples of common services

Ordinary and normal course

The most common way to work is only one time period, with work attendance requirements. For example, to work as early as 9:00, 6:00 off the evening:

1. First of all, add a normal class;

2. Add a 9:00 to 18:00 time period;

Night cross-section of normal classes

Special class of normal ¨ night class and so on has only one time, but across a natural day with work attendance requirements. For example, 18:00 to go to work until6:00 the next day:

1. First of all, add a normal class;

2. Add a 6 o'clock to 18 o'clock time period；

More than one normal class time

Many times a day in the normal class attendance, such as lunch hours from

work and other work also requires attendance. Set up a number of work hours, and each hour of attendance between the hours do not overlap effectively. For example, to work as early as 9:00 and 18:00 off-work, lunch break 12:30 to 13:30, start and end of lunch break need for attendance:

1. First of all, add a normal class;

2. Add a 9:00 to 12:30 time period, pay attention to modify the end of time attendance to 60 minutes later;

3. Add a 13:30 to 18:00 time period, pay attention to modify the start time attendance 60 minutes ahead of schedule;

Normal class that punch card of times in Odd number

There are many units requesting to only attendance work begin-time, not play from work. This is the case, there may be only one attendance a day or be playing three times a day etc., so they are difficult to use software to achieve. The software settings in the period introduce a working point of the need for clocking settings, if removed from one of several times, it can be achieved singular attendance requirements. For example, to work as early as 9:00 and 18:00 off-work, and it needs for a meeting attendance lunch break 12:00 to 13:00:

1. First of all, add a normal class;

2. Add a 12:00 to 9:00 time period, pay attention to modify the end of time attendance to 60 minutes later;

3. Add a 18 o'clock to 13 o'clock time period, removing the need for attendance of the option to go to work;

Shift

A lot of factories, enterprises have the case of shift ,before the scheduling, just to find out how long the time shift cycle is and then to set on the working hours.

Assuming a regular shift of three three-down situation, a total of three teams to go to work eight hours each time in accordance with the early, middle and late attendance law, that is, shift the cycle for three days:

1. First of all, to produce a three shifts of three inverted form, early, middle and evening, and A, B, C team;

	early	middle	evening
1ST day	A	B	C
2ed day	B	C	A
3rd day	C	A	B

2. Change the scheduling table into the work situation of each team:

	1ST day	2ed day	3rd day
A	early	evening	middle
B	middle	early	evening
C	evening	middlev	early

3. Add a period of three days of the shift in the software to, set the start date of the three shifts as February 13, 2006, when there is a three-day period can be set;

4. Add a 6 o'clock to 14 o'clock morning class in the first day; Add a 22 o'clock to 6 o'clock evening class in the second day; add a14 o'clock to 22 o'clock middle class in the third day.

5. After the Shift settings are completed, to the scheduling team, the team A start date from the day shift scheduling; the team B start date from the next day shift scheduling; the team C start date from the third day shift scheduling, inverted to form a three three-shift of attendance;
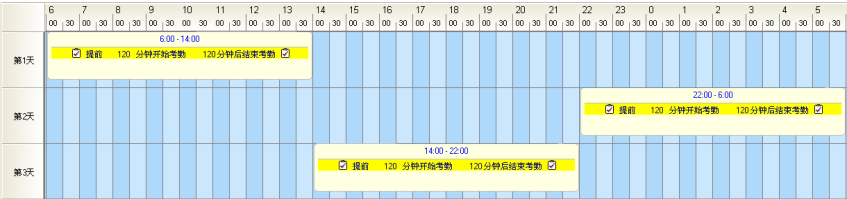
A Sign class

A number of business users Require employees to sign in the specified time every day, even if it is a normal working day, such as a sales industry, the employees are required to play attendance every day between 18:00 to 9:00:

1. First of all, add a class attendance;

2. To add a 9 o'clock to 18 o'clock time period;

Patrol sign class

Patrol attendance class is for the need of more than a specified time attendance mode of attendance, for example, a patrol security personnel must be on patrol from 8:00 to 20:00 every two hours:

1. First of all, add a class attendance;

2. Add 8:00 to 10:00, 10:00 to 12:00, 12:00 to 14:00 p.m.,14:00 p.m. to 16:00 p.m., 16:00 p.m. to 18:00 p.m., 18:00 p.m. to 20:00 p.m. six time period;

Chapter Four   Set Attendance Rules

Click in the navigation bar. Attendance rules set interface is divided into three parts: the left column is list of rules for attendance, click the column to enter any specific settings; on the front part of the right is the settings for the current state; the lower part of the right side is the current settings for the specific set.

The rules of attendance statistics

Set attendance month

To set the start date of attendance month s on the need of each account on.

The rules of late leave early

Each unit has different rules for being late and leaving early in the management system of performance appraisal in accordance with the provisions of units to set up the three-tier system of being late and leave early. Set rules of being late and leave early is the global settings applied to all employees to participate in attendance.

such as units¡ Provisions of five minutes late to work is not counted, but in terms of more than five minutes late after the start no matter how long are the same punishment, then select the "late-level system" set of more than five minutes late for the level;

If The provisions of being late after time to work,   and increasing penalties

when more than 10 minutes late, then select "late secondary system" set of more than 0 minutes late for a late, of more than 10 minutes late for the second;

So up to three late and leave early three-tier set.

Attendance to adjust settings

Overtime rules

System pay overtime compensation for the three presets in accordance with national statutory overtime: Normal overtime, holidays, overtime, holiday overtime, the corresponding ratio of working hours are as follows: 1.5,2,3;

Types can not be added delete function overtime, working hours can be modified accrual rate and the display of symbols statements.

Tips: ratio of time refers to the attendance of such adjustment means, coefficient of paid working hours, namely: normally pay- wage during that period of working hours + wage rate. If the ratio of working hours is "0", then unpaid.

Leave rules

For a variety of types of leaving, the system preset a number of common vacation type units that can be added and removed according to the need for their own. Users also can modify the vacation accrual rate and working hours in the statements of the symbols displayed.

Field type

Due to go out to the public field during working hours, taking into account the ratio of working hours and benefits of different problems, preset categories of the field is divided into two categories travel and mission.

Field types can not be added remove function, but can be modified accrual rate and working hours in the statements of the symbols displayed.

Statements display settings

Statements display settings are all set for the ultimate statement of services generated.

Units of information

Enter the name of information as a statement of the first table name in the display unit.

Statements show the vacation type

Each statement show a maximum of nine types of leaving in all types choices

Symbol set in Sign statements

The need for attendance each case there is a specific statement and has the only symbols, such that the symbols can be a character or 1-2 letters, symbols. Units can set up their own habits.

Save time attendance rules set

After   set attendance rules, it must be preserved to make the settings take effect.

Click save on the Save toolbar to complete the set attendance rules.

Restore the default value of attendance rules

After completing the installation of access Control and Time Attendance Management System there is a case for the majority of the default rules of attendance. If you want to return to the default values, click recover default on the toolbar to restore the default value, and then prompt the pop-up window click ok, you can return to the beginning of the default values.

⚠ Note: the operation to restore the default value of attendance rules will delete all the rules from the definition, please exercise caution.

Part Three Daily Operation

Chapter One Adjust the Scheduling and Attendance

See scheduling adjustments

Click ![icon] 排班与出勤调整 in the navigation bar click access to scheduling and attendance to adjust the settings.

The default view of all the month's top department staff scheduling and attendance adjustments in the department drop-down box to select the sector and the month view, click the query, showing all the department staff scheduling and attendance adjustments.

Scheduling view is divided into two parts from top to bottom, the top half of the show staff time scheduling settings icon, the lower half shows details of the adjusted scheduling

and attendance, choose a particular day or days, detailed information can be listed all selected in the selected date of scheduling and attendance adjustments.

Scheduling icons or symbols in a variety of colors representing different meaning:

Blank   means that the day of rest, it is possible there is no scheduling, is also possible that the frequency shifts are holidays or sabbatical;

Filled with Light Blue   means that it is the normal schedule that day, no attendance and adjustment;

Filled with Other Colors   have a single day attendance adjustment;

   ♦   marking attendance that day, a variety of adjustment;

Staff Schedule

A number of ways to shifts to the employees

Short-term scheduling

Suitable for a small number of staff to carry out short-term scheduling

Single-day Scheduling

Choose the beginning of the end date, to find the staff scheduling from the list of employees, scheduling should be left Click to select the day (you can drag or use Shift to select more than one or more consecutive days), right Click to select any day of the scheduling options in the pop-up menu displays the current frequency of all.

Scheduling a Number of Days

choose the beginning of the end date, select staff scheduling in the staff list, (can be used for more than the election Shift or Ctrl + A, Select All), have been selected in the list of all dates this time. Right-click the mouse to select any day, the frequency of choice in the pop-up menu to select a different frequency, you can select all the dates to the frequency of scheduling.

Batch Scheduling

It is suitable for an employee for the same long-term scheduling, or suitable for more employees to carry out the same situation. Since the majority of cases, once scheduled for scheduling after a long time are the same, and most departments the same staff scheduling, it will use the batch scheduling more efficiently.

In the staff list, click to select staff scheduling (can be used for more than the election Shift or Ctrl + A Select All), click Toolbar bulk scheduling, bulk scheduling window pop-up staff.

Workforce Management in the window, go to work some shows all the currently selected staff scheduling situation.

Use the lower half to add the use. Select the left side of the current staff, to re-select the staff, the need to select sectors, the list will show all the staff, click options (available for Shift, Ctrtl or choose Select All Ctrl + A). The right choice to be added into the class of frequency and time, click add Add, set the frequency will be added to the above list scheduling, scheduling the frequency of the need to add is complete, click complete Finish to complete

Attendance Adjustment

Employees because they work overtime, leave, etc. which led to staff not in accordance with the normal attendance, must set attendance to make the final attendance statistics correct and effective.

A variety of adjustments can be based on the type of system units in attendance customize rules.

Short -term Adjustment

Operate attendance adjusted in the same way as with the scheduling: Select sector and to adjust the beginning of the end date, find the staff to adjust in the staff list, right-click to adjust the days of the scheduling options in the pop-up menu to display operational adjustment of all items, click to choose an adjustment.

部门	工号	姓名	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
研发一部	00546	刘云																
研发一部	00787	王鹏																
研发一部	12131	王																

正常班 (S) ▶
签到班 (T) ▶

加班 (U)
补班 (V)
调休 (W) ▶
外勤 (X) ▶
休假 (Y) ▶

删除所有班次 (Z)

事假 (R)
病假 (S)
年假 (T)
产假 (U)
婚假 (V)
探亲假 (W)
丧假 (X)
带薪病假 (Y)
详细设置 (Z)

详细信息：

员工部门	员工编号	员工姓名	名称
研发一部	00787	王鹏	正常班
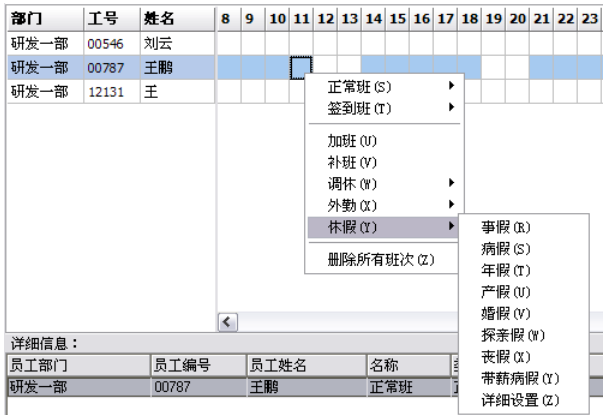
The direct choice of the adjustment in the pop-up window for overtime and premium classes, select the type of overtime or premium classes, set up to work overtime or compensatory time for classes, click add(Add)to add to the list of adjustments after the click complete(Finish) to complete the adjustment.

For off-tune, and leave the field, if it is to adjust all day, you can directly select the type of adjustments, if need to be adjusted as part of the day time, need to select the set up(detailed settings), adjust the pop-up window set.

Volume Adjustment

It is suitable for an employee who carries out a long time to adjust, or suitable for employees who carry out the same staff adjustment.

In the staff list, click bulk adjust to select the adjustment of staff (available Shift, Ctrl or choose Select All Ctrl + A), adjust the volume click the toolbar, pop-up window for employees to adjust volume.
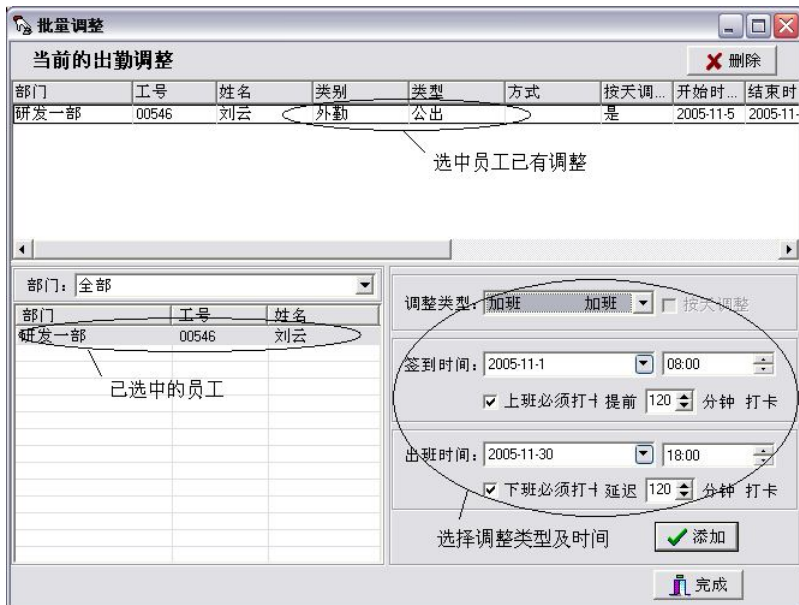
It is shown in the first half of the employees to select the current situation of all the scheduling in the scheduling window.

Add the use of the lower half of the frequency of operation. Select the default choice of the left side of the current staff, to re-select the staff, the need to select sectors, the list will show all the staff, click options (available for Shift, Ctrtl or choose Select All Ctrl + A). The right choice to be added into the class of frequency and time, click add（Add）, set the frequency will be added to the above list scheduling, scheduling the frequency of the need to add is complete, click complete （Finish） to complete setup scheduling.

Scheduling and Adjustment to Remove

Delete the Short-term Scheduling and Adjustments

Cancellation of attendance can be adjusted without affecting the scheduling, and then delete the scheduling adjustments will be together, together with the deletion of attendance.

same to short-term shifts and adjustments, the choice of departments and to

schedule the beginning of the end date, to find the list of employees to staff scheduling, select one or more days, the choice of right-click the date in the pop-up Click delete all shift(the menu to remove all) or delete all shift(remove all)to adjust the frequency, in the confirmation window, click ok (OK), you can delete the selected dates, or adjust the frequency of attendance.

Delete Bulk Scheduling

As the long-term scheduling, click to select one or more of scheduling staff in the staff list (available Shift, Ctrl or choose Select All Ctrl + A), click bulk shift, in the pop-up scheduling window for employees to choose one or more have been waiting a good frequency (Available Shift, Ctrl more than the election or Ctrl + A Select All), click delete(Delete) in determining the window, click ok(OK)to delete these shifts.

Delete Volume Adjustment

Deletion of volume adjustment is the same to the deletion of scheduling, select staff, click bulk adjust to adjust volume, adjust the pop-up window of the staff adjusted to the deletion of attendance.

Deleted from the scheduling information, or to adjust

Deleted from the Scheduling Information, or to Adjust

In the details view, it displays the current date in all the selected employees to adjust scheduling and attendance information, right-click or attendance of a scheduling adjustments, right-click delete (to delete), you can delete or adjust the schedule.

⚠ Note: If a long-term shifts or adjustments after the delete operation, not only to delete the date of the current view, but the complete elimination of the staff of the designated frequency, or adjust the attendance.

Scheduling Constraints between the Adjustment

As the frequency and properties of various adjustments, it is possible that mutually exclusive happens, therefore, adjustments in attendance; some are not allowed to set.

After the scheduling is completed, all the time is divided into two situations:

Attendance scheduling hours   are the hours;

Non-attendance scheduling time slots that day, but not the need for attendance of sessions, or not scheduling the day; at different times of the day, as well as other adjustments, allowing various adjustments as follows:

Allow Adjustment of the Conditions

Allow adjustment of premium class

- Non-attendance time
- Attendance leave time adjusted to tune
- Non-attendance time

Allow off-tune adjustment

- Time attendance
- Non-attendance periods adjusted to make up classes

Field adjustment allows

- Time attendance
- Non-attendance periods adjusted to make up classes

Allowed to leave the adjustment

- Time attendance
- Non-attendance periods adjusted to make up classes
- Non-attendance for overtime hours adjusted

Chapter Two Record Dealing with Statements

The management of software and attendance, its main purpose is to deal with a seemingly chaotic record , and analyze the normal and abnormal attendance to generate statements ,then it can be used in order to facilitate the attendance archive members, leadership and human resources to check clearing wage。

Record Download

To deal with records, first of all records need to be downloaded from the device.

Click ![icon] to download recorded.

Choose the equipment to receive, and then choose the record to receive to start and end dates, click receive record to receive records, connect the equipment to receive the corresponding records

Processing

Click ![icon] in the navigation bar, to enter the record of statements to deal with the interface.

Choice of sectors and to deal with the record start and end dates, click record handle (processing) for data processing.

If it is a larger amount of data, the processing time will be longer, please be patient. After processing, the system will result in different colors and graphics to be

displayed
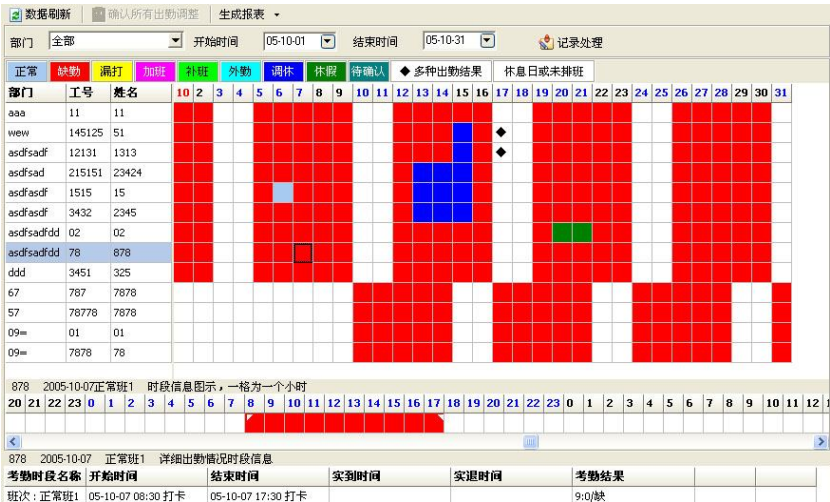
Mark the results of different attendance with different colors. In this interface, content is divided into three parts: calendar, the period details and attendance results.

Calendar

the situation of every person is expressed in a small cell, where each color shows the results of a day's attendance, when the results could see the problem, we can left-click the small grid, the details of the time in the details of this one day show;

Period details

the details of the time selected and the day before and after this time are displayed, each small cell means one hour, in this part of the mid-point could be the right mouse button. Add records management system will automatically update the results.

Attendance results

select a small part of Georgia in the calendar, attendance will be the result of some form of text shows that this corresponds to a particular employee's performance appraisal the results of the day, including: the frequency of the respective days to be

working hours, in fact, work time to adjust a variety of attendance, as well as the results of attendance.

Credit Card Comparison

This feature is available for purchasing from the band than on the function of recording equipment to download the photos, such as: equipment FR610 \ FR710.

Processing in the photo at the beginning of the record if a photo record, the system will automatically pop up a window to deal with credit card than to require administrator access to the photo record of attendance to confirm.
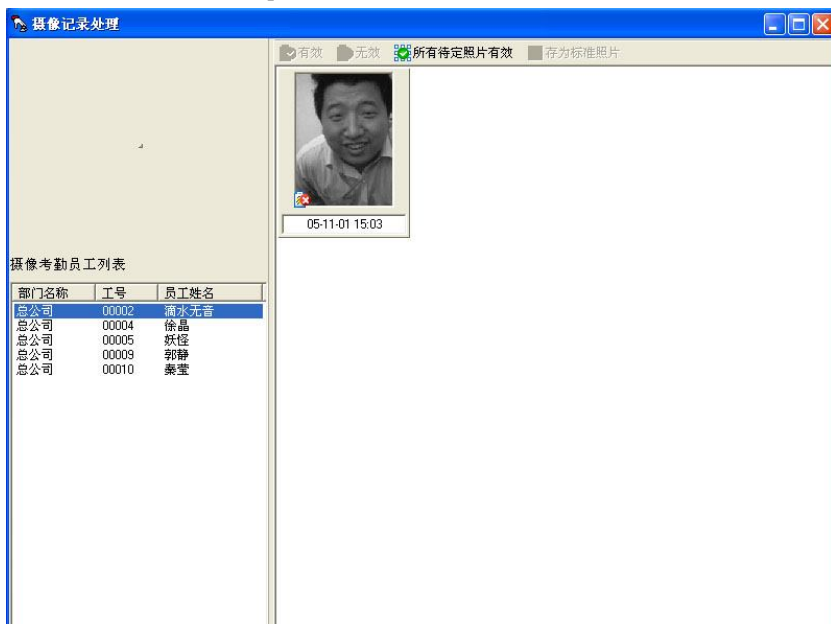
Photo processing window is divided into three parts: a list of records for all the employees in seat angle; the upper left is the current standards photos of the employees; the right is the current record of all your photos of employees.

Confirm Photo Records

choose a staff on the list of employees, select a photo record, if the photo is effective, click toolbar valid (effective), confirm this picture, if that is not the staff photos, click the toolbar in vain (does not work), then the Photos will not be recorded as a record for processing. If the employee records of all the photos are valid, click all standby phone is valid to be photos of all the staff can effectively handle all of the photos without a judge as a valid record.

Preserve Standard Photos

the standard photo ,as the judge confirmed that quasi-table, you can add staff in the settings, you can record in dealing with photos, select the comparison criterion for certain photos, click save as the standard photo (the standard) to keep photos, most standard photo will be saved. Standard photo retaining only a first in terms of staff or management of some part of the photo record of dealing with pictures of the updated standards will be deleted before photos.

Tip: In general, most of the photo record is valid, in order to simplify the operation, you can record determined to be invalid, the effective use of all photo functions to be determined at this time, all employees will be determined to be invalid records a confirmation of the record.

Print Statements

After data processing, click form statement(the dro different generation of statements, print. p-down menu)to generate reports, you can choose a

Filter Statements

Statements of personal details, the normal class / work in shifts, as well as personal statements on the normal classes / shift personal statements on statistics.

Details of Personal Statements

Personal statements are detailed for each specific day attendance, results are displayed including attendance time should be, the actual attendance time, the actual number of hours of work, overtime and leave the field and so on.

In statements to explain the top show the symbols in order to view statements.

Frequently due to personal schedule on the dozens of hundreds of pages, so it is not suitable for printing this form submitted to the leadership and the relevant departments, but it is the most detailed attendance showed the results of the use of it when the time is disputed by the staff, details of the inquiry evidence.

Normal Classes / Shift Personal Statements

Normal classes / shift personal statements will be on everyone's time in the statistics of the situation every day, is displayed in a small box, as the following chart:

indicate the total number of hours of work absenteeism, the results are late, leave early, or absent from work, if there is absence of field and so on will be marked out here, so the main purpose of this form is submitted to the leadership and the relevant departments to do the pay statistics communications.

Normal Classes / Shift Personal Statistics

Personal statistics on the statistics of each individual of all time attendance within the scope of the situation to make a statistics, a total of how many times each case, multi-time statistics will be out here, its contents including the number of days of attendance, the actual number of days in attendance, the absence of the number of minutes , the number of days absent from work, clocking on the number of missed work, grading late / leave early the number of overtime, as well as the length of time 公出, travel, leave, leave transfer to make up for class attendance, etc., and the cumulative adjustment to, as the following chart:

Because of the information here is very safe, and shows measurable at the different conditions, so this statement is usually in conjunction with the personal statements on leadership and reported to the relevant departments to do the statistical bulletin pay.

Class attendance is a personal statement on the sign classes in the statistics of this period the specific circumstances of each day are expressed.

Person-months of Working Class Statistics

In this report, to show people on the frequency, it should be on how much time, in fact, how much time, less than how much time, over how much time, very convenient.

全部计工时班月统计报表

2005-12-01 到 2005-12-31

打印日期: 06-01-12

部门	工号	姓名	实上工时				应上工时	不足工时	超出工时
			平日工时	公休日工时	节假日工时	合计			
汉王科技	00004	4	0:00	0:00	0:00	0:00			

Chapter Three Record of Inquiry

Access Control Records Inquiry

Click the inquiry into the record in the navigation bar.

Attendance Records Inquery

Click the inquiry into the record in the navigation bar.

View Records

Select sector, type staff (Public Works or its name may be), and set records of the beginning and   the end of time, click 查询 the query, listed in the list of all the cards the corresponding point of time period, including receiving from the device to the original attendance card and software from the card to add points.

Tip: If you want to query the records of the entire department, Public Works Department and the names remain blank.

Card Point Properties

Card-point attribute means the device records the card with attribute points. For properties with punch card at the equipment (such as the F680 \ B600 \ B700) cards at a total of seven kinds of attributes: no card points attributes (general card), work, work, overtime work, overtime work, go out, come back; to those who can not Punch card points with attributes of the equipment, card points, only the general attributes of a card.

Credit Card Comparison

For credit card than for the equipment (such as the FR610 \ FR710), the card from the device point of reception may be photo card points will be marked "a photo."

Equipment   Number

Where does the tag line device receive the record, if the card from the access point is added to attendance management software, there is no device number. Therefore, the device number distinguishes between the original card can also add cards with the signs point.

Click the toolbar check card point(drop-down menu) to view card points, or right-click in the record list, you can choose to only view the original card point or point of view only add cards.

Card Points Effectively

Point whether it is the original card or a card to add points to address in the record,

if scheduling or attendance can be effectively adjusted to match the results of the attendance, that counts as "effective", if the card points can not be adjusted with the scheduling or attendance matching results are counted as "invalid."

Records of Operation

Add card points

Click the toolbar to add card points, add in the pop-up window, select the card point card points you want to add staff, add the card to choose the type of point and set the card at the time.

Export records

Can export the current view of the record as XML documents or Excel documents, as a record to back up or use other tools to open view. Click lead out record(Export Records) of the toolbar drop-down menu, click Export into XML file or export into Excel files, in the Save As pop-up window, select the file path and file name.

Import records

XML file formats can be imported records. Click lead in record(to import

records), click lead in from XML Import from XML document, open the pop-up window select the log files saved.

⚠ Note: the XML document into a format required to import the correct record, the proposed import only derived from the management system to back up the log files.

Clear card points

The original card and add the card points can not be deleted, but in order to release storage space, you can clear the old record of useless.

Click clear card point, you can empty the set of all records prior to the date.

⚠ Note: Empty Card points can not be restored, please exercise caution

Credit card comparison

Click compare with the card punch, in the confirmation window displays the current time period in the query record of all photos.

Departments of all the lower-left corner is a photo record of the staff list, click to choose a staff, his standards photos are in the upper left corner (standard photo staff need to enter information by adding, if there is no standard photo shows blank).

Select a photo to confirm the valid or invalid, if there is no standard staff photos, but also a credit card than any of the photos as a standard photo is saved to the appropriate information to employees.

Tip: it should have been confirmed here in photo processing records, the main point is to carry out the inquiry card in order not to need a re-confirmation of the photos.