

How to setup attendance status

Note: Device firmware should be V3.58 or above then it has this function

1. We will send you a template excel file, named 'questionnaire' (do not change the file name), because we use questionnaire function in device to select attendance status
2. Then edit this excel file to add status, it can support up to 16 status, when adding status, should add them in order from 1-16

radio?	yes
Title	inout event
Voice	please select
Error Message	please select
Event	Event message
1	in
2	out
3	onduty
4	offduty
5	
6	
7	
8	
9	

radio : support 'yes' and 'no'

1. If you set 'yes', it means this is single choice, in above 16 options, only need to select one, and when set it to 'yes', the 'Must' column should be set to all 0
2. If you set 'no', it means this is multiple choice, only first 8 options work for this mode, you can select more than one option

Title/Voice/Error message: About this 3 rows, you can edit the content by yourself, but it's better do not input more than 48 characters

1-16: you can input 16 status and the numbers represent different event value as well, if you develop your own software, you may need to get this value

Must: support 0 and 1

0 means no, doesn't have to select this option. 1 means 'yes', this option must be selected
If you use it as attendance status selection, it should be set to '0', because it is single choice

3. After editing this file, save it and put it to u-disk then plug u-disk to device
4. Enter device **Menu-Shift-Atten rules-Questionnaire-Upload**

Questionnaire

5. Explanations of the menus

Upload Questionnaire	Upload 'questionnaire' excel file to device after editing it
Delete Questionnaire	Delete 'questionnaire' excel file from device
Enable Questionnaire	Set 'Yes' to activate questionnaire function, set 'No' to deactivate it, if this is activated, which means user needs to select the options after every user verification Note: if it is set to yes, 'Event Schedule' should be No, vice versa
Add Questionnaire CARD	Register a card here as a questionnaire card, the function is working when 'Enable Questionnaire' is set to 'No', after scanning this card, it will be activated once, so after user verification, user can select options, it will only work once
Event Schedule	If Set 'Yes', user can define different time period to apply different status, then it can auto switch status, it can support up to 8 time periods Note: if it is set to yes, 'Enable Questionnaire' should be No, vice versa

Event Schedule can be edited in Excel file or configured in device menu directly

Event Schedule				
Automatically switch to Event during this timezone for everyone's Punch, no need to click Questionnaire every time.				
		Start	End	Event
1	Event Schedule1	06:00	10:00	1
2	Event Schedule2	16:00	18:00	2
3	Event Schedule3			
4	Event Schedule4	Every event added in 'Questionnaire' sheet has its Event number, enter that number here		
5	Event Schedule5			
6	Event Schedule6			
7	Event Schedule7			
8	Event Schedule8			

radio?	yes	
Title	inout event	
Voice	please select	
Error Message	please select	
Event	Event message	Must
1	in	0
2	out	0
3	onduty	0
4	offduty	0
5		
6	Event number	

Questionnaire	
Add Questionnaire CARD	0
Event Schedule	Yes
Event Schedule1	11:00-13:00@2
Event Schedule2	00:00-00:00@0
Event Schedule3	00:00-00:00@0
Event Schedule4	00:00-00:00@0
Event Schedule5	00:00-00:00@0



Example: 11:00~13:00@2

Time period 11:00 to 13:00, Device status is Event 2, it is 'out' in excel, so during this period, OUT will be shown on display